



**Santa Cruz County
Regional Transportation Commission**

AGENDA

**Thursday, June 1, 2017
9:00 a.m.**

**NOTE LOCATION THIS MONTH
Watsonville City Council Chambers
275 Main Street, Suite 450
Watsonville, CA**

NOTE

See the last page for details about access for people with disabilities, translation services, and meeting broadcasts.

En Español

Para información sobre servicios de traducción al español, dirijase a la última página.

AGENDAS ONLINE

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COMMISSION MEMBERSHIP

Caltrans (ex-officio)	Tim Gubbins
City of Capitola	Jacques Bertrand
City of Santa Cruz	Sandy Brown
City of Scotts Valley	Randy Johnson
City of Watsonville	Oscar Rios
County of Santa Cruz	Greg Caput
County of Santa Cruz	Ryan Coonerty
County of Santa Cruz	Zach Friend
County of Santa Cruz	John Leopold
County of Santa Cruz	Bruce McPherson
Santa Cruz Metropolitan Transit District	Cynthia Chase
Santa Cruz Metropolitan Transit District	Ed Bottorff
Santa Cruz Metropolitan Transit District	Norm Hagen

The majority of the Commission constitutes a quorum for the transaction of business.

1. Roll call
2. Oral communications

Any member of the public may address the Commission on any item within the jurisdiction of the Commission that is not already on the agenda. The Commission will listen to all communication, but in compliance with State law, and may not take action on items that are not on the agenda.

Speakers are requested to sign the sign-in sheet and state their name clearly so that their names can be accurately recorded in the minutes of the meeting.

3. Additions or deletions to consent and regular agendas

CONSENT AGENDA

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

MINUTES

4. Accept draft minutes of the April 17, 2017 Bicycle Advisory Committee meeting
5. Approve draft minutes of the May 4, 2017 Regional Transportation Commission meeting
6. Approve draft minutes of the May 18, 2017 Transportation Policy Workshop meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

7. Approve Regional Transportation Improvement Program (RTIP) amendments
(Resolution)

BUDGET AND EXPENDITURES ITEMS

8. Accept status report on Transportation Development Act (TDA) revenues
9. Approve Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Article 8 Claims for the Community Traffic Safety Coalition, the Ride 'n' Stride Program, and the Bike to Work Program **(Resolutions)**
10. Approve contracting for Measure D Revenue Analysis, Reporting, and Auditing services

ADMINISTRATION ITEMS

11. Approve amendments to the RTC Rules and Regulations and Administrative and Fiscal Policies

INFORMATION/OTHER ITEMS

12. Accept monthly meeting schedule
13. Accept correspondence log
14. Accept letters from RTC committees and staff to other agencies - *None*
15. Accept miscellaneous written comments from the public on RTC projects and transportation issues
16. Accept information items - *None*

REGULAR AGENDA

17. Commissioner reports on RTC related items – oral reports
18. Director's Report – oral report
19. Caltrans report
 - a. District Director's report
 - b. Santa Cruz County project updates
20. Project Updates from City of Watsonville Public Works – oral presentation
(*Murray Fontes, Watsonville Public Works*)
21. **9:30 PUBLIC HEARING** Adoption of Regional and Community Bridges Lift Line Five-Year Programs of Projects for Measure D
(*Karena Pushnik, Senior Transportation Planner*)
 - a. Staff report
 - b. Resolution adopting Measure D 5-year programs of projects
 - c. Written public comments
22. **10:30 Special Appreciation** for key supporters of Measure D – Casey Beyer, Ken Kannappan, and Bill Tysseling
(*George Dondero, Executive Director*)
 - a. Resolutions of Appreciation
23. Fiscal Year (FY) 2017-18 Work Program
(*Luis Mendez, Deputy Director*)
 - a. Staff report
 - b. Draft Final FY 2017-18 Work Program

24. Next meetings

There will be no meetings in July.

The next RTC meeting is scheduled for Thursday, August 3, 2017 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, CA

The next Transportation Policy Workshop meeting is scheduled for Thursday, June 15, 2017 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA

HOW TO

REACH US

Santa Cruz County Regional Transportation Commission
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COMMENTS FROM THE PUBLIC

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**Santa Cruz County Regional
Transportation Commission's**

BICYCLE ADVISORY COMMITTEE

Minutes

**Monday, April 17, 2017
6:00 p.m. to 8:30 pm**

**RTC Office
1523 Pacific Ave
Santa Cruz, CA 95060**

1. Call to Order: Chair Conlen called the meeting to order at 6:05 pm.
2. Introductions

Members Present:

Grace Voss, District 1
Janneke Strause, District 1 (Alt)
David Casterson, District 2, Vice-Chair
Peter Scott, District 3
Will Menchine, District 3 (Alt.)
Kem Akol, District 4
Rick Hyman, District 5
Amelia Conlen, City of Santa Cruz, Chair
Murray Fontes, City of Watsonville
Kira Ticus, Ecology Action/Bike-to-Work
Leo Jed, CTSC

Staff:

Cory Caletti, Sr Transportation Planner
Grace Blakeslee, Sr Transportation Planner
Rachel Moriconi, Sr Transportation Planner

Unexcused Absences:

Excused Absences:

Jim Cook, District 2 (Alt.)
Piet Canin, Ecology Action/Bike to Work (Alt)
Jim Langley, CTSC (Alt.)

Vacancies:

District 4 – Alternate
District 5 – Alternate
City of Santa Cruz – Alternate
City of Scotts Valley – Voting and Alternate
City of Capitola – Voting and Alternate
City of Watsonville – Alternate

Guests:

Lex Rau, Former City of SV voting member
David Alexander, City of SC resident
Lynn Lauridsen, County Health Services
Agency
Scott Hamby, City of Scotts Valley
Rodney Cahill, Mesiti-Miller Engineering (for
City of Scotts Valley)
Jessica Kahn, City of Scotts Valley

3. Announcements – Grace Blakeslee, RTC Senior Transportation Planner, announced the Cruz511 in Your Neighborhood program and provided information on the focus areas for the project, travel behavior surveying, timeline and engagement opportunities.
4. Oral communications – Bicycle Advisory Committee member Leo Jed summarized 3 pieces of legislation currently working their way through the legislature. The bills relate to bicyclist signal detection, legalizing the treatment of stop signs as yields for bicyclists, and clarifying the legal travel behavior for bicyclists in situations where right lanes exist for motorists.
5. Additions or deletions to consent and regular agendas – Add-on materials for item #16 were distributed. Items #7 and #12 were moved to the regular agenda.

CONSENT AGENDA

A motion (Hyman/Akol) was made to approve the consent agenda. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.

6. Approved draft minutes of the February 13, 2017 Bicycle Advisory Committee meeting
7. Accept letter from the Bicycle Advisory Committee to the City of Santa Cruz recommending that a “Port District Multi-Modal Transportation Plan” project be added to the City of Santa Cruz Active Transportation Plan – Moved to the regular agenda as Item #19a.
8. Accepted letter from the Bicycle Advisory Committee to the City of Santa Cruz requesting bike lanes along Mission St be included in the City’s Active Transportation Plan and that future bike lanes, sharrows or other bike friendly treatments be added along Mission Street between the two King Street intersections.
9. Accepted announcement and solicitation of public comment for the County of Santa Cruz Parks, Open Space and Cultural Services Strategic Plan
10. Accepted summary of Hazard Reports – A request was made to bring back information related to a reported hazard on River Street.
11. Approved recommendation to the RTC to approve Ecology Action’s Transportation Development Act allocation request for \$60,000 for the Bike to Work Program
12. Approve recommendation to the RTC to approve the Health Service Agency’s TDA allocation request for \$130,000 for the Community Traffic Safety Coalition and the Ride ‘n Stride Bicycle and Pedestrian Education Programs – Moved to the regular agenda as item #19b.

REGULAR AGENDA

13. Accept information on new appointments and resignations, and update roster – Cory Caletti, RTC Senior Transportation Planner, identified the new appointments recently

approved by the RTC and expired seats for which members did not seek reappointment or sought reappointed but were not nominated. The seats impacted include District 1 (Janneke Strause was appointed as an alternate), District 4 (Kem Akol was appointed as a voting member), and Bike to Work (Kira Ticus was appointed as a voting member). Lex Rau and Gary Milburn requested reappointment to seats representing the City of Scotts Valley but were not nominated. A motion was made (Scott/Akol) to send certificates of appreciation for long-serving former members Andy Ward, Daniel Kostelec and Lex Rau for their service. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.

14. Office Elections – Cory Caletti, RTC Senior Transportation Planner, expressed appreciation for Amelia Conlen's service for the past year as Chair of the committee and David Casterson's service as Vice-Chair. A motion was made (Akol/Scott) to elect Amelia Conlen for an additional one-year term as Chair. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition. Another motion was made (Voss, Fontes) to elect David Casterson as Vice-Chair for another one-year term. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.
15. "5-year Program of Projects" recommendations for Measure D funding allocations: Highway Corridors, Active Transportation and Rail Corridor investment categories, the San Lorenzo Valley Highway 9 Corridor Improvements and the Highway 17 Wildlife Crossing – Rachel Moriconi, RTC Senior Transportation Planner, summarized the staff report. Comments included the following: 1) general support of the funding recommendations for the rail trail allocations but requests that more funding for the trail should be provided out of the trail category instead of from the neighborhood projects category; 2) the Bicycle Advisory Committee should receive a presentation on the scope of the Unified Corridor Investment Study and its relation to consideration of options for the rail corridor; 3) request for more information related to Segments 8 and 9 of the trail project including construction costs of the San Lorenzo River pedestrian walkway widening; and 4) yearly agendizing of the Measure D funding allocation recommendations. A motion was made (Casterson/Fontes) to recommend that the RTC approve the staff recommendation. After some discussion, the motion passed with members Voss, Strause, Casterson, Scott, Akol, Conlen, Fontes, and Ticus voting in favor. Members Rick Hyman and Leo Jed abstained from the vote.
16. Mt. Hermon Rd/Scotts Valley Dr/Whispering Pines Dr Intersection Project – Ad-Hoc Committee members and Scott Hamby, City of Scotts Valley Public Works Director presented an overview of the intersection improvements. Additional materials were also distributed and representatives from the City of Scotts Valley's consultant team, Mesiti-Miller Engineering, added project details. After discussion and appreciation for the use of innovative treatments like green bike boxes, a motion was made (Hyman/Jed) to send a letter recommending further refinements. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.

17. Bicycle Safety Observation Study and new Vision Zero program – Lynn Lauridsen, Health Services Agency staff, summarized the reports provided in the packet and added additional details related to the scope of the Vision Zero initiative. Ms. Lauridsen indicated that a compilation of existing data and its toll on human lives will be presented at the June Bicycle Advisory Committee and that a symposium on programs to eliminate all traffic collisions will be held at the Simpkins Swim Center on June 29th from 4-6pm. A special emphasis of the program is on preventing fatalities of the most vulnerable road users and local jurisdictions will be asked to adopt policies and identify focus areas. The two year, 2016-2018, CTSC Vision Zero Work Plan was approved last year by the Bicycle Advisory Committee. The Bicycle Observation Survey is “on hold” while the program assesses the utility of existing data sources.
18. Sunset Inn on Mission Street Demolition and New Construction Opportunities for Improved Bicycle Access between King Street and Swift Street – Rick Hyman, Bicycle Advisory Committee, summarized considerations related to the proposed bike access being considered as part of the hotel project at 2424 Mission Street. A motion was made to write a letter to the City of Santa Cruz Planning Commission suggesting further enhancements to the proposal. The motion passed with members Voss, Strause, Casterson, Scott, Akol, Conlen, Fontes, Ticus, and Jed voting in favor. Rick Hyman abstained from the vote.
19. Updates related to Committee functions
 - a.) Item #7 as pulled from the Consent agenda: A motion was made to accept the letter (Fontes/Akol) but to agendaize a discussion of the item at a future meeting.
 - b.) Item #12 as pulled from the Consent agenda was discussed. A motion was made (Hyman/Voss) to approve the staff recommendation for TDA funding but a request was added that the program increase efforts to promote helmet use. Ms. Lauridsen indicated that other programs of the County Health Services Agency focus on helmet give-aways and education. The motion passed with members Voss, Strause, Casterson, Scott, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. Kem Akol voted in opposition because of opposition to the discontinuation of the bicycle observation study.
 - c.) Due to summer schedules, the Bicycle Advisory Committee date for June will be switched from June 12th to June 5th, 2017.
20. Adjourned – 8:40 p.m.

NEXT MEETING: The next Bicycle Advisory Committee meeting is scheduled for a special date of June 5th, 2017, from 6:00 pm to 8:30 pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

Minutes respectfully prepared and submitted by:

Cory Caletti, Senior Transportation Planner



**Santa Cruz County Regional
Transportation Commission**

MINUTES

**Thursday, May 4, 2017
9:00 a.m.**

**Capitola City Council Chambers
420 Capitola Avenue
Capitola, CA**

1. Roll call

The meeting was called to order at 9:01 a.m.

Commissioners present:

Zach Friend	Cynthia Chase
Ed Bottorff	Jacques Bertrand
Greg Caput	Bruce McPherson
Oscar Rios	Randy Johnson
Sandy Brown	John Olejnik (ex-officio)
Norm Hagen	

Staff present:

George Dondero	Luis Mendez
Jenn Eames	Yesenia Parra
Rachel Moriconi	Karena Pushnik
Grace Blakeslee	Ginger Dykaar
Kim Shultz	Cory Caletti

2. Review of items to be discussed in closed session

Commissioners adjourned to closed session at 9:02 a.m.

CLOSED SESSION

3. CONFERENCE WITH LEGAL COUNSEL-INITIATION OF LITIGATION (Paragraph (4) of subdivision (d) of Section 54956.9 of the Government Code): One case

OPEN SESSION

4. Report on closed session

Commissioners reconvened to open session at 9:23 a.m. and there was no closed session report.

5. Oral communications

Robert Stephens, said that predicting the future is hard, but the rail corridor might hold the solution to the County's transportation needs. He stated that promises made in Measure D to study the best uses of the rail corridor need to be delivered and that the study should include a comparison of all viable options. Mr. Stephens noted that the community wants to have a trail in the rail corridor.

Jack Nelson, said that sea level is rising faster than forecasted. He stated that Commissioners should take into consideration the affects of green house gas emissions related to Highway 1 projects.

Bob Morgan, Campaign for Sensible Transportation, said that studies on environmental changes are frequently updated and that policies are unable to keep up. He noted that it is critical to consider electric vehicles and renewable energy sources for the rail corridor to get people moving in the County.

Stanley Sokolow, Campaign for Sensible Transportation, said that there will be a free forum on June 3rd in Santa Cruz and on June 17th in Watsonville to discuss the visions of transit on the rail corridor.

Brian Peoples, Trail Now, stated that not using the Coastal Corridor immediately is a hazard to the community and to ensure public safety the rail tracks should be removed and replaced with a gravel trail while studies for the Coastal Corridor continue. He noted that a trail will benefit the local economy and reduce congestion on Highway 1.

6. Additions or deletions to consent and regular agendas

A handout for Items 15, 23, 28, and 29 and a replacement page for Item 28 were distributed.

CONSENT AGENDA

Commissioner Bertrand requested that the minutes from the last RTC meeting include his un-captured request for the RTC to provide a report on projected California Public Employees' Retirement System (CalPERS) costs.

Commissioner Bottorff moved and Commissioner Chase seconded the consent agenda as amended. The motion passed with Commissioners Friend, Chase, Bottorff, Bertrand, Caput, McPherson, Brown, Johnson, Hagen, and Rios voting "aye" with Commissioners Johnson and Caput voting "no" for Item 15 and Chair Friend abstaining from Items 8 and 9.

Ray Cancino, Community Bridges/Lift Line, thanked the Commission for their continued efforts to support paratransit services and for providing Transportation Development Act (TDA) funding to the Lift Line program.

MINUTES

7. Accepted draft minutes of the March 15, 2017 Traffic Operations Systems Committee/Safe on 17 Task Force meeting
8. Approved draft minutes of the April 6, 2017 Special Meeting of the Regional Transportation Commission

9. Approved draft minutes of the April 6, 2017 Regional Transportation Commission meeting, with the noted inclusion of Commissioner Bertrand's request
10. Accepted draft minutes of the April 11, 2017 Elderly and Disabled Transportation Advisory Committee meeting
11. Accepted draft minutes of the April 20, 2017 Interagency Technical Advisory Committee meeting

POLICY ITEMS - None

PROJECTS and PLANNING ITEMS

12. Approved designation of 2017 Proposition 1B Transit Security Funds for Santa Cruz Metropolitan Transit District (METRO) (**Resolution 30-17**)

BUDGET AND EXPENDITURES ITEMS

13. Accepted status report ok Transportation Development Act (TDA) revenues
14. Approved Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) claims for Volunteer Center, Community Bridges and Santa Cruz Metropolitan Transit District (METRO) (**Resolutions 31-17, 32-17, and 33-17**)
15. Approved Measure D Public Outreach and Communication Consultant (**Resolution 34-17**)

ADMINISTRATION ITEMS

16. Accepted staff recommendations for the appointments of a delegate and a representative to the California Association of Councils of Governments (CalCOG) and the Coast Rail Coordinating Council (CRCC)

INFORMATION/OTHER ITEMS

17. Accepted monthly meeting schedule
18. Accepted correspondence log
19. Accepted letters from RTC committees and staff to other agencies
 - a. Letter to the City of Scotts Valley Council Members regarding the proposed Mount Hermon Road/Scotts Valley Drive/Whispering Pines Drive intersection plans from the Bicycle Advisory Committee
 - b. Letter to the City of Santa Cruz Planning Department regarding bicycle access improvements as a result of the Sunset Inn reconstruction from the Bicycle Advisory Committee
 - c. Letter to the California Natural Resources Agency regarding support for the Swanton Boulevard Multiuse Path and Urban Greening project from the Bicycle Advisory Committee
 - d. Letter to Senator Anthony Canella regarding support for Senate Bill (SB) 477: Intercity rail corridors: extensions from RTC staff
20. Accepted miscellaneous written comments from the public on RTC projects and transportation issues

21. Accept information items – *None*

REGULAR AGENDA

22. Commissioner reports on RTC related items – oral reports

There were no Commissioner reports.

23. Director's Report – oral report

George Dondero, Executive Director, reported on: the Highway 9/San Lorenzo Valley (SLV) Transportation Corridor Plan Open House on May 31st from 5:30-7:30 p.m. at Felton Community Hall; his attendance at a California Councils of Government (CALCOG) meeting and legislative discussions regarding transportation funding; the state transportation funding package Senate Bill 1 (SB1) approved by the California legislature on April 6th; and his attendance at the State Passenger Rail Summit in April.

24. Caltrans report

John Olejnik, Caltrans District 5, reported on: local road repairs with the "fix-it-first" plan outlined in SB1; a lane closure on Highway 129 for realignment work; advanced mitigation for the Highway 17 Wildlife Crossing and a working partnership with the California Department of Fish and Wildlife; safety campaigns to encourage safety around cone zones; and memorials for fallen Caltrans workers and contractors.

Commissioners discussed: appreciation for the public safety reminder and Caltrans' assistance during the storms to repair roads; appreciation for Santa Cruz County voters passing Measure D; the significance of SB1 funding for transit systems and for self-help counties; and the practicality of the Highway 17 Wildlife Crossing at Laurel Curve.

25. Project Updates from City of Capitola Public Works – oral presentation

Steve Jesberg, City of Capitola Public Works, presented a PowerPoint presentation providing a summary of various transportation projects in Capitola. Mr. Jesberg reported on recently completed projects, projects that are currently planned, and a preliminary list of projects to be funded through Measure D. Projects in Capitola include: traffic calming measures, Americans with Disabilities Act (ADA) improvements, complete streets improvements, neighborhood pavement management, Highway 1 interchange green bike lanes, traffic signal coordination, and a citywide slurry seal.

Commissioners discussed: improvement measures taken for traffic calming projects and bike lane improvements completed on both sides of the bicentennial route on Park Avenue.

Jack Nelson, stated that green bike lanes send a cultural message that tell drivers that bicyclists have a right to be on the road too. He said that he appreciates the green bike lanes in Soquel Village and is looking forward to the installation of green bike lanes at the 41st Avenue Highway 1 interchange.

Janneka Strauss, Bike Santa Cruz County, said that she appreciates the list of potential projects in Capitola that are to be funded with Measure D allocations. She requested that staff prioritize the green bike lanes project at the Bay and Park Avenues Highway 1 interchange and intersection improvements at Brommer, 41st, Capitola, and McGregor.

26. 2017 Unmet Paratransit and Transit Needs

Grace Blakeslee, Transportation Planner, presented the staff report. Ms. Blakeslee reported that the RTC regularly solicits input on transportation needs in Santa Cruz County to assess and prioritize the needs of transit dependent or disadvantaged persons.

Commissioners discussed: H1 high priority strategy specifications for safe travel paths; studies conducted to determine areas where there are high concentrations of seniors, persons with disabilities, and low-income communities; the possibility of providing free bus passes or taxi vouchers to seniors to encourage use of safe and sufficient alternative transportation options; working with Capitola Mall's new owner to improve the transit center to better accommodate paratransit; having Wi-Fi on buses to expand transit ridership; Watsonville having the largest senior communities in the County and making sure to include those communities when researching unmet needs; and how Measure D funds would help address the wish list of unmet paratransit and transit needs.

Commissioner Bottorff moved and Commissioner Chase seconded the staff recommendations to:

1. Adopt the *2017 Unmet Paratransit and Transit Needs*, with revisions as needed; and
2. Consider unmet paratransit and transit needs as funding becomes available.

To allow for additional Commissioner comments and questions on the item, Chair Friend asked whether anyone would move to rescind the motion on the floor. Commissioner Bottorff moved to rescind the motion. The motion to rescind the previous motion passed unanimously with Commissioner Friend, Bottorff, Caput, Bertrand, Chase, McPherson, Brown, Johnson, Hagen, and Rios voting "aye".

After further discussion, Commissioner Bottorff moved and Commissioner Bertrand seconded the staff recommendations to:

1. Adopt the *2017 Unmet Paratransit and Transit Needs*, with revisions from Commissioner Bertrand to include free bus passes to seniors and a renovation of the Capitola Mall transit center; and
2. Consider unmet paratransit and transit needs as funding becomes available.

The motion passed unanimously with Commissioner Friend, Bottorff, Caput, Bertrand, Chase, McPherson, Brown, Johnson, Hagen, and Rios voting "aye".

27. Highway 1 Corridor Tiered Environmental Document – Status Report

Kim Shultz, Senior Transportation Planner, presented the staff report and provided a schedule of milestone activities and noted that the Final Tiered Environmental Document is anticipated to be completed by the end of 2018.

Commissioners discussed: the urgent need to improve mobility in Santa Cruz County and commute time for Watsonville residents; the importance of following through on promises made to voters in Measure D to help alleviate highway traffic congestion; collaboration with Caltrans to pursue time saving options to expedite the environmental review process; the lack of practical solutions to alleviate highway traffic because of society's love of their cars and the need to become more creative with alternative transportation options; concerns with timeline delays and the subsequent lack of confidence in construction estimates; action needed to address the community's expectation for timely traffic congestion relief after voting to pass Measure D; and the delays to the Mar Vista Bridge project having a significant impact on the community's faith in the process of the system and ability to deliver projects.

Brian Peoples, stated that Trail Now supports widening Highway 1 and that utilization of large transit vehicles on Highway 1 is needed to help ease inundated surface streets. Mr. Peoples noted that infrastructure should be designed by engineers rather than public opinions and environmental groups.

Jack Nelson, said that the completed auxiliary lanes still have traffic congestion and contradicts the assumption that lives will get better if Highway 1 is widened. He stated that induced travel should be included in the revised Environmental Impact Report (EIR) and noted that decisions should be made with science based evidence.

Stanley Sokolow, said that the quickest way to provide traffic relief is to utilize an alternative travel option on the Coastal Corridor instead of widening the highway. He noted that any traffic congestion relief from widening Highway 1 will be short lived.

Bob Morgan, stated that he is thankful for the thoughtful EIR process and is interested in the estimated construction timeline and the effects that both climate change and construction will have on surrounding habitats. He noted that widening Highway 1 will not fix the congestion issue.

Gail McNulty, said that the idea of putting all efforts into the rail corridor may be unwise. She noted that trail or bus rapid transit (BRT) alternative transportation options will help with Highway 1 congestion relief.

Commissioner Bertrand moved and Commissioner Brown seconded the staff recommendation to receive information on the status of the Draft Tiered Environmental Document, including the milestone schedule, for the Highway 1 Corridor Investment Program. The motion passed unanimously with Commissioner Friend, Chase, Bottorff, Bertrand, Caput, McPherson, Brown, Johnson, Hagen, and Rios voting "aye".

28. Unified Corridor Investment Study (UCS) – Draft Goals, Criteria, Performance Measures and Projects for Scenario Analysis

Ginger Dykaar and Grace Blakeslee, Transportation Planners, presented the staff report providing a summary of the two-step analysis process and public outreach.

Commissioners discussed: scenario options listed in the rail corridor category and the implicit impacts those options will have on the parallel corridors; having a trail only option included in the considered scenarios; the benefits of using a triple bottom line approach as the study progresses; consideration of economic impacts to both the populous and the RTC when calculating the costs of transportation options; concern with the option of crowding out; how options should include looking at the future of how the County will move forward and the cost on the community; the importance of considering the community's economic vitality; being cautious when making decisions to move forward with individual projects; expanding the project's limits to include Freedom Boulevard to Watsonville; decisions made to contain the cost of the study; and corridor safety concerns for bicyclists.

Commissioners Bottorff, Johnson, and Caput left the meeting.

Stanley Sokolow, said that he appreciates the expansion of the study area to include Freedom Blvd to Watsonville and noted that the study should also include metrics to study the impact on the demand for parking.

Jack Nelson, stated that alternative transportation options compared in the UCS may prove to be more successful at reducing traffic than widening the highway. He said that the UCS could assist with reaching California's goal to reduce green house gas emissions by 40% by 2040 and that the pain and suffering from people stuck in traffic does not compare to the effects of climate change.

Piet Canin, Ecology Action, said that he hopes investments are made to improve bike commuting and connectivity of the different corridors. Mr. Canin noted that 3 out of 4 bike projects rated in the survey are included in the UCS and he hopes that efforts will be made to ensure a transparent and comprehensive process.

Janneka Strauss, stated that protected bike lanes will ensure safety for bicyclist and will encourage bike use. Ms. Strauss said that Bike Santa Cruz County recognizes the potential of the passenger rail to reach other areas and is eager to see the results of the UCS that will provide alternative transportation options to improve mobility in the County.

Brian Peoples, stated that having the project limit go to Davenport will put a constraint on planning for the north coast segment of the Rail Trail and the project limit should extend to Watsonville via Freedom Blvd instead. Mr. Peoples said that consideration should be given to a gravel trail in place of the tracks and suggested using the term Coastal Corridor instead of Rail Corridor.

Paula Bartholomew, said that widening Highway 1 will increase traffic congestion and the pollution created will impact the community.

Gail McNulty, stated that the community considers access to safe alternative transportation a high priority. She told of the event "Making Silicon Valley America's Biking Capital, Lessons from the Dutch" in Sunnyvale on May 8th and encouraged a representative from the RTC to attend.

Mark Mesiti-Miller, said that he is delighted for the UCS and is looking forward to the triple bottom line approach that will deliver the best uses for the three corridors. He stated that the Commission should be cautious in considering public

input from recent surveys and that future solicited input needs to be more representative. Mr. Mesiti-Miller noted that land use planning for development around the corridors is needed to make transit work.

Commissioner Brown moved and Commissioner Hagen seconded the staff recommendations and directed staff to report back on the cost differences associated with including Freedom Boulevard to Watsonville:

1. Approve the UCS goals, Step 1 criteria, Step 2 performance measures;
2. Approve the projects to be considered in the scenario analysis; and
3. Adopt (**Resolution 35-17**) authorizing the Executive Director to negotiate and enter into an agreement for professional consulting services with Kimly-Horn to perform the scenario analysis and prepare the Unified Corridor Investment Study.

The motion passed unanimously with Commissioner Friend, Brown, Hagen, Bertrand, McPherson, Chase and Rios voting "aye".

29. Measure D: Draft Regional Five-Year Programs of Projects

Karena Pushnik, Senior Transportation Planner, presented the staff report. She stated that Measure D requires that the implementation plan be updated at least every five years following a public hearing.

Commissioners discussed: the importance of communicating with the public about transportation projects needed and what is being prioritized; the possibility of having conduit under the rail corridor and making it a requirement to have it installed during construction; the Capitola trestle included in the rail bridge analysis and the schedule for the process; and the consulting process to be independent from the rail line.

Stanley Sokolow, said that he is concerned with expenditures for analysis of the rail bridges when the UCS has yet to determine the use of the corridor. He suggested that bus rapid transit (BRT) be utilized instead with San Lorenzo River trestle becoming a pedestrian bridge only. Mr. Sokolow noted that making bridges safer is justified, but that it would be premature to repair the tracks before usage has been decided.

Dan Medeiros, Land Trust of Santa Cruz County, reported that the Highway 17 Wildlife Crossing had just been given the green light for the planning and engineering process and noted his hopes that the agreement will be a model for other projects in the state. He said that the current timeline for the project to be shovel-ready is 2020 and requested that the RTC work with the Land Trust to possibly revise the timeline to begin construction sooner.

Jack Nelson, said that Measure D was promoted as environmentally friendly and hopes that funds will be used towards alternative transportation. Mr. Nelson stated that a commuter benefit program or offering incentives for using alternatives to single user vehicles could help alleviate traffic congestion on Highway 1. He noted that the San Lorenzo River trestle is currently being utilized by bicyclists and pedestrians and is excited about future updates.

Chris Schneider, City of Santa Cruz Public Works, stated that the proposals in the Measure D 5-year plans are consistent with the City of Santa Cruz's proposal that will be presented to the City Council on May 23rd. He noted that Measure D is a great source of funding.

Janneka Strauss, said that Bike Santa Cruz County appreciates the opportunity for the County to become a self-help county and supports the plans for construction on any segment of the Rail Trail, especially those that could be built prior to the completion of the Unified Corridor Investment Study (UCS). She noted that cyclists in the County want to see the trail built as soon as possible.

Piet Canin, said that he hopes for fast delivery of projects that will encourage alternative transportation. Mr. Canin stated that he hopes that funds are used to improve pedestrian and bicyclist safety with the Monterey Bay Sanctuary Scenic Trail (MBSST) being at the center of the improvements. He invited the Commission to a trail mixer on May 7th that will bring the community in to discuss the different options for use of the corridor and the positive progress of the project.

Mark Mesiti-Miller, stated that maintenance of the active Santa Cruz Branch Rail Line is a good investment that will save lots of money in the long run. He said that project line items should match up with the language that voters approved in Measure D and noted that he is looking forward to getting the Rail Trail project underway.

Gail McNulty, said that consideration should be given to the community members who did not vote for Measure D, but that are still impacted by the sales tax and who also may not be fully aware of the MBSST project. She stated that having a trail next to a rail is not equivalent to the trail that could be built if the tracks are removed and noted that improving biking infrastructure can transform cities.

Commissioner Chase moved and Commissioner Rios seconded the staff recommendation to schedule a public hearing for the June 1, 2017 RTC meeting to consider public input and approve final regional five-year plans. The motion passed unanimously with Commissioner Friend, Chase, Bertrand, McPherson, Brown, Hagen, and Rios voting "aye".

30. Measure D: Community Bridges/Lift Line Five-Year Plan

Grace Blakeslee, Transportation Planner, presented the staff report. Ray Cancino, Director of Community Bridges, reported on outreach efforts and training offered for the additional drivers needed to support the expansion of services. Kirk Ance, Program Manager, provided information on the proposed five-year plan that includes: expansion of service days, hours, and options to provide up to 3,800 additional rides per year.

Commissioners discussed: how the funding percentage increase for Measure D allocations to Community Bridges was a good decision; the need for additional staff to expand services and Community Bridges doing a commendable job by changing their business plan and providing job training to the community; the possibility of facilitating a better lease agreement with Santa Cruz Metropolitan Transit District (METRO) to store more vehicles; requirements for providing services to seniors and low-income individuals; and appreciation for outreach and

services provided to Spanish speaking communities, senior centers, and Watsonville residents.

Commissioner Chase moved and Commissioner McPherson seconded the staff recommendation to schedule a public hearing for the June 1, 2017 RTC meeting to consider public input and approve final Community Bridges/Lift Line five-year plans. The motion passed unanimously with Commissioner Friend, Chase, Bertrand, McPherson, Brown, Hagen, and Rios voting "aye".

31. Next meetings

The next RTC meeting is scheduled for Thursday, June 1, 2017 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main St. Ste 450, Watsonville, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, May 18, 2017 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The meeting adjourned at 12:13 p.m.

Respectfully submitted,

Jenn Eames, Staff

Attendees:

Ray Cancino	Community Bridges/Lift Line
Gail McNulty	Great Santa Cruz Trail Group
Brian Peoples	Trail Now
Stephen Svele	Rincon Consultants
Kate Gibson	Harns and Associates
Stanley Sokolow	Campaign for Sensible Transportation
Mark Mesiti-Miller	Community Member
Jack Nelson	Campaign for Sensible Transportation
Robert Morgan	Campaign for Sensible Transportation
Chris Schnieter	City of Santa Cruz
Alex Clifford	Santa Cruz Metropolitan Transit District
Erich Friedrich	Association of Monterey Bay Area Governments
Janneka Strauss	Bike Santa Cruz County
Piet Canin	Ecology Action
Kirk Ance	Community Bridges/Lift Line
Paula Bartholomew	Community Member
Ilan Zur	Community Member
Dan Medeiros	Land Trust of Santa Cruz County



**Santa Cruz County
Regional Transportation Commission
Transportation Policy Workshop**

MINUTES

**Thursday, May 18, 2017
9:00 a.m.**

**SCCRTC Conference Room
1523 Pacific Ave
Santa Cruz, CA**

1. Introductions

Vice Chair Chase called the meeting to order at 9:02 a.m.

Members present:

Cynthia Chase	Zach Friend
Jacques Bertrand	Greg Caput
Ed Bottorff	Randy Johnson
Oscar Rios	Sandy Brown
Ryan Coonerty	Virginia Johnson (alt)
Mike Rotkin (alt)	

Staff present:

Luis Mendez	Jenn Eames
Yesenia Parra	Ginger Dykaar
Karena Pushnik	Cory Caletti
Daniel Nikuna	

2. Oral communications

Chris Giglio, RTC's Assistant in Washington DC, reported on: Congress approving the Fiscal Year (FY) 2017-18 budget; a 2% increase in funding towards programs in the Fixing America's Surface Transportation (FAST) Act; the Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant Program funded at \$500 million; the possibility of cuts to transportation funding that fall outside of the Highway Trust Fund; how President Trump's proposed infrastructure package is expected to utilize public-private partnership (P3) investments; and the Congressional Review Act used to repeal a Department of Transportation (DOT) regulation for coordination between metropolitan planning organizations (MPO).

Community Member, said that there should be a pilot program to provide public transit to those that need to travel within the area between Scotts Valley to Los Gatos and Downtown San Jose. A possible start could include a Highway 17 Express stop in Los Gatos.

Luis Mendez, Deputy Director, reported on the advanced mitigation agreement for the Highway 17 Wildlife Crossing recently approved by the California Transportation Commission (CTC).

Commissioner Caput reported on City of Watsonville Public Works' plans to build a new bridge on Smith and Casserly Road in Watsonville starting in June. He said that there will be a road closure that will affect Santa Cruz METRO bus service and provided details on the reroute options.

3. Additions or deletions to consent and regular agendas - *None*

CONSENT AGENDA

Commissioner Alternate Rotkin moved and Commissioner Bertrand seconded the consent agenda. The motion passed unanimously with Commissioners Chase, Friend, Bottorff, Bertrand, Rios, Coonerty, Caput, Johnson, Brown, and Commissioner Alternates Virginia Johnson and Rotkin voting "aye".

4. Approved agreement for Santa Cruz Branch Rail Line tree removal due to storm damage (**Resolution 36-17**)

REGULAR AGENDA

5. Senate Bill 1 (SB1) Funding and Regional Transportation Plan (RTP) Updates

Ginger Dykaar, Transportation Planner, presented the staff report. .

Commissioners discussed: the need for frequent updates on SB1 funding and the restrictions on the funds; impacts to project prioritization with new discretionary grant guidelines through SB1; the possibility of Scott Creek Bridge benefiting from an increase in State Highway Operation and Protection Program (SHOPP) funds; projects included in the highway congestion program; the possibility of coordinating with Caltrans to rearrange prioritization of projects as funding becomes available; the benefits of determining funding allocation amounts on a formula basis versus a competitive basis; and concerns that transportation funding distributions in California may not be equal.

Eduardo Montesino, stated that transit funding should be used for services and not just for new buses.

Commissioner Friend moved the staff recommendations with additional direction for RTC staff to provide a non-action informational agenda item at a future Commission meeting should the SB 1 revenue estimates change requiring adjustments of the RTP project list. Commissioner Coonerty seconded the addition and staff recommendations to:

1. Receive an update on SB1: the Road Repair and Accountability Act of 2017;
2. In consideration of preliminary projections for new revenues from SB1, amend the 2040 RTP financially constrained project list; and
3. Authorize staff to make adjustments to the RTP project list, if necessary, as SB1 revenue and distribution estimates are updated by state agencies.

The motion passed unanimously with Commissioners Chase, Friend, Caput, Coonerty, Bertrand, Bottorff, Johnson, Rios, Brown, and Commissioner Alternates Virginia Johnson and Rotkin voting "aye".

6. Measure D Allocations to Recipient Agencies

Luis Mendez, Deputy Director, presented the staff report.

Commissioners discussed: having a separate report for the RTC annual audit and for Measure D; expectations for project delivery and allocated Measure D funds being held by recipient agencies due to extenuating circumstances; the status of the Citizen's Oversight Committee and if funds could be spent before the Committee is established; higher administrative fees this year due to reimbursement to the County for the November 2016 election; prioritizing transit services needed rather than buying new buses; two-thirds of Santa Cruz METRO buses needing to be replaced and an upcoming deficit that could impact services; and performance measures in regards to Pavement Condition Index (PCI) standards.

Eduardo Montesino, said that the need for new Santa Cruz METRO buses is great; however, adequate services are also needed to be able to utilize the buses.

Commissioner Alternate Rotkin moved and Commissioner Friend seconded staff recommendations to:

1. Review and approve the Master Agreement and guidelines for Measure D formula funds allocated by formula to local cities, the County of Santa Cruz, Santa Cruz METRO, and Community Bridges Lift Line; and
2. Authorize the Executive Director to sign agreements with the recipient agencies.

The motion passed unanimously with Commissioners Chase, Friend, Caput, Coonerty, Bertrand, Bottorff, Johnson, Rios, Brown, and Commissioner Alternates Virginia Johnson and Rotkin voting "aye".

7. Draft Measure D 30-year Revenue Projection

Luis Mendez, Deputy Director, presented the staff report.

Commissioners discussed: appreciation for the funding projection numbers being higher than estimated previously; the possibility of having reserve funds to better manage cash flow and to ensure funds are available to deliver priority projects; how Measure D funding will help with providing alternative transportation options; and recognition that public input will be sought for priority transportation projects.

Commissioner Friend moved and Commissioner Alternate Rotkin seconded to accept the draft Measure D 30-year revenue projection. The motion passed unanimously with Commissioners Chase, Friend, Caput, Coonerty, Bertrand, Bottorff, Johnson, Rios, Brown, and Commissioner Alternates Virginia Johnson and Rotkin voting "aye".

8. Next meetings

The next SCCRTC meeting is scheduled for Thursday, June 1, 2017 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Suite 400, Watsonville, CA

The next Transportation Policy Workshop is scheduled for Thursday, June 15, 2017 at 9:00 a.m. at the RTC Offices, 1523 Pacific Ave., Santa Cruz, CA.

The meeting adjourned at 9:51 a.m.

Respectfully submitted,

Jenn Eames, Staff

Attendees:

Erich Friedrich
Eduardo Montesino
Dana Bagshaw
Mark Mesiti-Miller
Grant Wilson
Chris Giglio

Association of Monterey Bay Area Governments
Bus By Choice
Friends of the Rail Trail
Community Member

TO: Regional Transportation Commission (RTC)

FROM: Rachel Moriconi, Senior Transportation Planner

RE: Regional Transportation Improvement Program (RTIP) Amendments

RECOMMENDATION

Staff recommends that the Regional Transportation Commission adopt a resolution (Attachment 1) amending the *2016 Regional Transportation Improvement Program (RTIP)* and Fiscal Year (FY2016/17) RTC budget to shift Regional Surface Transportation Program Exchange (RSTPX) funds between previously approved County of Santa Cruz projects as requested by the County of Santa Cruz Department of Public of Works Attachment 2.

BACKGROUND

The Santa Cruz County Regional Transportation Commission (RTC), as the state-designated Regional Transportation Planning Agency (RTPA) for Santa Cruz County, is responsible for selecting projects to receive certain state and federal funds. The *Regional Transportation Improvement Program (RTIP)* for Santa Cruz County lists transportation projects which have been selected by the RTC to receive those funds. The RTIP is typically adopted every two years. Interim amendments are made as needed. Projects approved for Regional Surface Transportation Program Exchange (RSTPX) funds are also included in the RTC annual budget.

DISCUSSION

The County of Santa Cruz Department of Public Works requests shifting Regional Surface Transportation Program Exchange (RSTPX) funds between projects previously approved for funding by the RTC (Attachment 2). The RTC originally approved funding for these projects between 2010-2014.

Following close out with the final construction contracts, the County of Santa Cruz now estimates that the final eligible costs for five projects were lower than previously estimated and is asking to shift those funds to 4 other previously approved projects. The RTC's *Rules and Regulations* state: "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." While this request deviates from the RTC's policy, since the projects to which the County of Santa Cruz requests shifting funds were previously approved through a competitive process and the County continues to maintain a minimum of 11.47% in matching funds, staff is supportive of this request.

Staff recommends that the RTC adopt a resolution (Attachment 1) amending the *2016 Regional Transportation Improvement Program (RTIP)* and FY16/17 budget to shift **Regional Surface Transportation Program Exchange (RSTPX) funds between previously approved projects (as shown in Exhibits A and B). If the RTC does not approve this request, any unspent funds will be returned to the RSTPX/Surface Transportation Block Grant Program (STBG) “pool” for programming to projects as part of the next competitive application cycle. The RTC has both approved similar requests to shift funds between projects in the past and reprogrammed unspent funds on new projects.**

SUMMARY

Staff recommends that the RTC amend the *2016 Regional Transportation Improvement Program (RTIP)* and RTC FY16/17 budget to shift RSTPX funds between previously programmed County of Santa Cruz projects.

Attachments:

1. Resolution amending the 2016 RTIP and FY16/17 budget
 - a. Exhibit A: Proposed Amendments to Previously Approved Projects
 - b. Exhibit B: FY16/17 Budget Amendment
2. Letter from County of Santa Cruz

RESOLUTION NO. 37-17

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of June 1, 2017
on the motion of Commissioner
duly seconded by Commissioner

A RESOLUTION AMENDING THE
2016 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM
FOR SANTA CRUZ COUNTY AND FISCAL YEAR 2016-2017 RTC BUDGET TO SHIFT
REGIONAL SURFACE TRANSPORTATION PROGRAM EXCHANGE (RSTPX) FUNDS
BETWEEN PREVIOUSLY PROGRAMMED PROJECTS

WHEREAS, the Santa Cruz County Regional Transportation Commission (RTC) is responsible for programming and monitoring the use of various state and federal transportation funding sources and adopted the *2016 Regional Transportation Improvement Program* on December 3, 2015 consistent with the *Santa Cruz County Regional Transportation Plan (RTP)*, state law (including SB 45) and the California Transportation Commission's (CTC) State Transportation Improvement Program (STIP) Guidelines, and in consultation and cooperation with local project sponsors, Caltrans District 5, and RTC advisory committees;

WHEREAS, the RTC has programmed and budgeted the region's shares of Regional Surface Transportation Program Exchange (RSTPX) funds to certain projects and reflects those projects and funds in the *Regional Transportation Improvement Program (RTIP)* and RTC annual budget;

WHEREAS, the RTC is responsible for amending the *Regional Transportation Improvement Program (RTIP)* to reflect accurate project scope, schedule, cost and fund distribution information; and

WHEREAS, the RTC is the agency responsible for assuring that the regional shares of state and federal funds are programmed and expended according to RTC Rules and Regulations and Caltrans guidelines and policies;

WHEREAS, based on the final total eligible costs of previously approved projects the County of Santa Cruz requests shifting RSTPX funds between projects;

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The *2016 Regional Transportation Improvement Program for Santa Cruz County* is hereby amended to shift previously approved RSTPX funds between projects, as requested by the County of Santa Cruz and summarized in Exhibit A; and,
2. The FY 2016-17 RTC budget is hereby amended consistent with the programming actions above, as shown in Exhibit B.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

ATTEST:

Zach Friend, Chair

George Dondero, Secretary

Exhibit A: Proposed Amendments to Shift Funds between County of Santa Cruz
Projects

Exhibit B: FY16/17 Budget Amendment

Distribution: RTC Fiscal and Programming

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Proposed Amendments to Shift Funds Between County of Santa Cruz Projects *(For consideration at the 6/1/17 RTC meeting)*

Shift (add/delete) previously approved Regional Surface Transportation Program Exchange (RSTPX) funds in Regional Transportation Improvement Program (RTIP) and RTC Budget

County of Santa Cruz/Projects:	Date original funding approved	Amount of Exch apvd	1st Invoice Date	RTC Paid (thru 5/17)	Balance (thru 5/17)	Proposed Shifts (6/17)	New Proposed Total RSTPX	Proposed Updated Balance - To Invoice
CO 61: Davenport Resurfacing Project	10/10 & 4/14	\$218,822	4/10/15	\$183,960	\$34,862	\$49,334	\$268,156	\$84,196
CO 67: Empire Grade Chip Seal: City of SC limits to 130' N of Heller Drive	12/5/2013	\$218,000	4/10/15	\$193,316	\$24,684	(\$3,835)	\$214,165	\$20,849
CO 67B: Empire Grade Chip Seal (130' north of Heller Dr to 0.79 mi north of Heller)	12/5/2013	\$187,000	4/10/15	\$119,528	\$67,472	(\$53,766)	\$133,234	\$13,706
CO 68: Green Valley Rd Chip Seal: Devon Ln to Melody Ln (0.58 mi)	12/5/2013	\$173,000	4/10/15	\$152,123	\$20,877	\$1,446	\$174,446	\$22,323
CO 69: Mt. Hermon Rd Overlay: Graham Hill to 1000' N of Locatelli Ln	12/5/2013	\$780,000	4/10/15	\$561,073	\$218,927	(\$144,948)	\$635,052	\$73,979
CO 70: Porter Street Overlay: Capitola Limits to 288' N/O Soquel Dr	12/5/2013	\$227,000	4/10/15	\$227,000	\$0	\$147,760	\$374,760	\$147,760
CO 71: Bear Creek Rd Chip Seal (PM 4.75-PM 7.0)	12/5/2013 & 4/3/14	\$492,738	4/10/15	\$492,738	\$0	\$146,031	\$638,769	\$146,031
CO 72: Capitola Road Cape Seal (30th-17th Ave)	12/5/2013	\$289,000	4/10/15	\$201,859	\$87,141	(\$29,324)	\$259,676	\$57,817
CO 76: Portola Dr Cape Seal	12/5/13&4/14	\$200,000	4/10/15	\$67,660	\$132,340	(\$112,698)	\$87,302	\$19,642

1 **RSTP EXCHANGE PROGRAM: 722000**

2		FY16-17	FY16-17		
3	WORK ELEMENT #101	APPROVED	PROPOSED	DIFFERENCE	NOTE
4		04/06/17	06/2/17		
5	REVENUES:				
6	State RSTP Exchange Funds			-	
7	Interest	30,000	30,000	-	
8	RSTP Exchange Funds Budgeted - Carryover	11,761,561	11,761,561	-	
9	TOTAL REVENUES	11,791,561	11,791,561	-	
10					
11	EXPENDITURES:				
12	City of Capitola				
13	Clares Street Traffic Calming	100,000	100,000	-	
14	38th Avenue Rehabilitation	438,000	438,000	-	
15	Bay Ave/Capitola Ave Intersection Modification/Roundabout	31,000	31,000	-	
16	Upper Pacific Cove Parking Lot Pedestrian Trail and Depot Park bus stop	200,000	200,000	-	
17					
18	City of Santa Cruz				
19	Soquel Ave at Frederick St Intersection Modifications	188,000	188,000	-	
20	Water St. Pavement Rehab - design phase	47,000	47,000	-	
21					
22	City of Scotts Valley				
23	Mt. Hermon Rd/Scotts Valley Dr/Whispering Pines Dr Intersection Improvement	346,000	346,000	-	
24					
25	City of Watsonville				
26	Freedom Blvd Reconstruction (Broadis to Alta Vista Ave)	900,000	900,000	-	
27	Freedom Blvd Plan Line (Green Valley to Buena Vista)	135,000	135,000	-	
28					
29	County of Santa Cruz				
30	17th Ave. Cape Seal (Brommer - East Cliff)	241,000	241,000	-	
31	Aptos Village Plan Improvements	1,340,000	1,340,000	-	
32	Bear Creek Rd Chip Seal (PM 4.75-PM 7.0)	-	146,031	146,031	Add funds from other projects
33	Branciforte Drive Chip Seal	174,000	174,000	-	
34	Capitola Road Seal (30th-17th Ave)	87,141	57,817	(29,324)	Shift funds to other projects
35	Davenport Road Repairs	34,962	84,196	49,234	Add funds from other projects, plus \$100 technical correction
36	East Cliff Dr. Cape Seal (12th to 17th Avenues)	147,000	147,000	-	
37	Empire Grade 2" Layer Seal: City of SC limits to 130' N of Heller Drive	24,684	20,849	(3,835)	Shift funds to other projects
38	Empire Grade 2" Layer Seal (130' north of Heller Dr to 0.79 mi north of Heller)	67,472	13,706	(53,766)	Shift funds to other projects
39	Glen Arbor Road Recycle, Overlay & Chip Seal	400,000	400,000	-	
40	Granite Creek Road Recycle & Overlay	500,000	500,000	-	
41	Green Valley Rd 3" Layer Seal: Devon Ln to Melody Ln (0.58 mi)	20,877	22,323	1,446	Add funds from other projects
42	Mt. Hermon Rd 3" Layer Seal: Graham Hill to 1000' N of Locatelli Ln	218,927	73,979	(144,948)	Shift funds to other projects
43	Portola Drive Cape Seal: E. Cliff to 24th	132,340	19,642	(112,698)	Shift funds to other projects
44	Porter Street Overlay: Capitola Limits to 288' N/O Soquel Dr	-	147,760	147,760	Add funds from other projects
45	State Park Drive Improvements	587,000	587,000	-	
46	Summit Rd Chip Seal (Soquel-San Jose Rd-Old SC Hwy)	129,527	129,527	-	
47	Twin Lakes Beachfront	200,000	200,000	-	
48	Open Streets - County HSA/Bike Santa Cruz County	10,000	10,000	-	
49					
50	Santa Cruz METRO				
51	CNG Bus Replacement	500,000	500,000	-	
52					
53	SCCRTC				
54	Highway 1 Corridor Environmental Review	830,000	830,000	-	
55	MBSST - North Coast Phase 2 Environmental Review	300,000	300,000	-	
56	Ecology Action - Countywide Safe Routes to Schools Education	25,000	25,000	-	
57	Freeway Service Patrol	250,000	250,000	-	
58	Park and Ride Lot Program	130,000	130,000	-	
59	Bike Route Signage	60,906	60,906	-	
60	Highway 1 Soquel-Morrissey Auxiliary Lanes	985,000	985,000	-	
61	Highway 1 Bicycle/Ped Overcrossing near Mar Vista	752,000	752,000	-	
62	Monterey Bay Sanctuary Scenic Trail Network	132,000	132,000	-	
63	TOTAL PROJECT EXPENDITURES	10,664,836	10,664,736	(100)	
64					
65	Unobligated Funds	1,126,725	1,126,825	100	
66	TOTAL EXPENDITURES	11,791,561	11,791,561	-	

Note:



County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070
 (831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

JOHN J. PRESLEIGH
 DIRECTOR OF PUBLIC WORKS



May 8, 2017

RACHEL MORICONI
 SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
 1523 Pacific Avenue
 Santa Cruz, CA 95060

SUBJECT: 2014 PAVEMENT MANAGEMENT PROJECT-RSTPX FUND BALANCES

Dear Ms. Moriconi:

The County of Santa Cruz is finalizing billing for the 2014 Pavement Management project, which is made up of 10 RSTPX Grant Sites. Certain sites had construction costs which exceeded the available grant amount and others had construction costs less than the grant amount. Per our discussion on March 22, 2017, we are requesting shifting of funds away from certain sites that have cost less than the grant and into other sites that have exceeded grant amounts. Below is the breakdown of the requested changes in funding:

Transfer the following amounts out of the listed RSTPX Numbers:

67	\$ 3,835
67B	\$ 53,766
69	\$144,948
72	\$ 29,324
76	\$112,698
Total:	\$344,571

Transfer the following amounts into the listed RSTPX Numbers:

61	\$ 49,334
68	\$ 1,446
70	\$147,760
71	\$146,031
Total:	\$344,571

RACHEL MORICONI
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
Page-2-

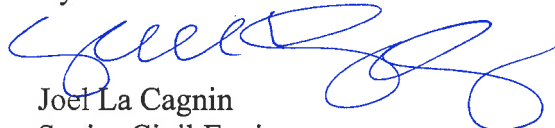
All change orders (CO's) for this project should be fully invoiced after this transfer with the exception of CO #78 which should have a remaining balance of \$87,101 after final invoicing, this amount will be reserved for a future project.

If you have any questions or require additional information, please contact the undersigned at (831) 454-2160.

Yours truly,

JOHN J. PRESLEIGH
Director of Public Works

By:



Joel La Cagnin
Senior Civil Engineer

CRC:yv

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
TDA REVENUE REPORT
FY 2016-2017**

MONTH	FY15 - 16 ACTUAL REVENUE	FY16 - 17 ESTIMATE REVENUE	FY16 - 17 ACTUAL REVENUE	DIFFERENCE	DIFFERENCE AS % OF PROJECTION	CUMULATIVE % OF ACTUAL TO PROJECTION
JULY	601,300	618,978	629,500	10,522	1.70%	101.70%
AUGUST	801,800	825,373	839,400	14,027	1.70%	101.70%
SEPTEMBER	872,384	898,032	872,266	-25,766	-2.87%	99.95%
OCTOBER	617,500	635,655	657,500	21,845	3.44%	100.69%
NOVEMBER	823,300	847,505	876,700	29,195	3.44%	101.30%
DECEMBER	917,127	762,375	813,479	51,104	6.70%	102.20%
JANUARY	631,600	637,176	632,900	-4,276	-0.67%	101.85%
FEBRUARY	842,100	849,639	843,800	-5,839	-0.69%	101.49%
MARCH	763,406	783,442	911,051	127,609	16.29%	103.18%
APRIL	559,000	555,688	626,200	70,512	12.69%	103.90%
MAY	745,400	740,917	834,900	93,983	12.68%	104.70%
JUNE	795,139	904,623				
TOTAL	8,970,056	9,059,403	8,537,696	382,916	4.23%	94%

Note:

I:\FISCAL\CLAIMS PAID\FY2017\150 Regular\FY17 1611 Complete Mailing Service.xlsx]Detail

TO: Regional Transportation Commission (RTC)

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: Fiscal Year 2017-18 Transportation Development Act (TDA) Article 8 Claims for the Community Traffic Safety Coalition, the Ride 'n Stride Program, and the Bike to Work Program

RECOMMENDATIONS

The Bicycle Advisory Committee and staff recommend that the Regional Transportation Commission:

1. Review the attached proposed FY 2017-18 work plans and budgets for the County of Santa Cruz Health Services Agency's Community Traffic Safety Coalition (CTSC) and Ride 'n Stride Programs, and for Ecology Action's Bike to Work (BTW) Program; and
 2. Adopt the attached resolutions (Attachments 1 and 2) approving claims for FY 2017-18 TDA Article 8 funds for the CTSC, Ride 'n Stride and BTW programs.
-

BACKGROUND

Since FY 1998-99, the RTC has provided \$50,000 in Transportation Development Act (TDA) Article 8 funding to the CTSC, a community based coalition operated by the County of Santa Cruz Health Services Agency (HSA) which brings together various agencies to address bicycle and pedestrian safety in Santa Cruz County. In FY 2001-02, the RTC added \$50,000 to fund the HSA's Ride 'n Stride Program, an elementary school-based bicycle and pedestrian education program closely associated with the CTSC. The RTC approved an ongoing commitment to fund the two projects at a total of \$100,000 in TDA funds annually. TDA Article 8 funds are allocated by the RTC for bicycle and pedestrian projects annually after requests are reviewed by the RTC's advisory committees.

The RTC has played a supporting role in Bike to Work (BTW) for its entire 30-year history. Bike to Work's goals of increasing levels of cycling in Santa Cruz County are consistent with the RTC's Regional Transportation Plan. The project provides bicycle transportation promotion and education throughout the County on an ongoing basis. BTW has grown steadily in participation and organization over the years and in 2003, the RTC committed to providing on-going funding at a level of \$40,000 per year. In 2012, the RTC increased the ongoing commitment to \$50,000 annually.

On April 6, 2017, the Regional Transportation Commission approved its FY 2017-18 budget which included TDA Article 8 funding for the Community Traffic Safety Coalition (CTSC), the Ride 'n Stride program and the Bike to Work program at increased amounts, as per submitted requests. Through the TDA claim process, the RTC has the opportunity to review project budgets and work plans and to provide input or set conditions or requirements on funding.

DISCUSSION

The Health Services Agency (HSA) and Ecology Action submitted TDA funding requests for the Community Traffic Safety Coalition, the Ride 'n Stride Program and the Bike to Work Program for Bicycle Advisory Committee review and RTC consideration. The Bicycle Advisory Committee reviewed all claims at the April 17, 2017 meeting and recommended approval for the increased amounts, as requested. Because the RTC provides a substantial portion of the operational funding for each program, the annual budgets and work programs for these projects are forwarded to the RTC for information, input and approval.

Community Traffic Safety Coalition and Ride 'n Stride Programs

The County Health Services Agency (HSA) submitted the attached TDA funding request, TDA claim forms, work plans and budgets for Commission review and consideration for the CTSC (Exhibits 1 through 4 of Attachment 1) and Ride 'n Stride programs (Exhibits 5 through 7 of Attachment 1). The CTSC work program spans a two year period. The total FY 2017-18 funding request for the two programs totals \$130,000, a \$30,000 increase over previous years' allocations. The requested amount for the CTSC is \$65,000 and will provide partial funding for development of the Vision Zero policies and strategies. The Ride 'n Stride bicycle and pedestrian education program includes staff costs for bicycle and pedestrian safety presentations to elementary school students. The FY 2017-18 funding request for this program is also \$65,000. County Health Services Agency staff will be at the meeting to address any questions.

The increased totals requested for the CTSC and Ride 'n Stride have been approved as part of the RTC's FY 2017-18 budget. In total, the amount requested for the two programs represents a 30% increase. HSA has not received an increase for its two programs since 2001. The Consumer Price Index (CPI) has increased about 46.4% since 2001. In addition, HSA and other Coalition members will provide a total of \$156,036 in matching funds to the requested allocation.

Bike to Work

Ecology Action submitted a funding request, FY 2017-18 TDA claim, budget and work plan for its Bike to Work program (Exhibits 1 through 5 of Attachment 2) for RTC review and consideration. Ecology Action is requesting \$60,000 in FY 2017/18 TDA funds to support the Bike to Work/School efforts. The request is \$10,000 more than previous years' allocations in order expand impact on the 50+ businesses that support the program through a new Workplace Bike Challenge. Exhibits 1 through 4

of Attachment 2 provide the FY 2017-18 scope of work and budget detailing the services BTW proposes to provide during the coming fiscal year. Exhibit 5 of Attachment 2 provides a 2016 Summary Report containing a description of services provided by BTW during the previous calendar year. Ecology Action staff will be at the meeting to respond to any questions or comments regarding the Bike to Work program.

The increased total requested for Bike to Work represents a 20% increase and has been approved as part of the RTC's FY 2017-18 budget. Bike to Work has not had an increase since 2011 while the Consumer Price Index (CPI) has increased about 18.4% since that time.

The Bicycle Advisory Committee reviewed the CTSC, Ride 'n Stride and Bike to Work programs' work plans and budgets at its April 17th, 2017 meeting. **The Bicycle Advisory Committee and staff recommend adoption of the attached resolutions (Attachments 1 and 2) approving the TDA claims for the CTSC, the Ride 'n Stride Program and Bike to Work programs at the increased amounts as requested.** The Bicycle Advisory Committee's recommendation includes a request that the HSA increase efforts to promote helmet use. HSA staff indicated that other programs of the agency focus on helmet use education, promotion and give-aways. Therefore, staff recommends that the RTC approve the claim as submitted.

SUMMARY

The Bicycle Advisory Committee and staff recommend that the Regional Transportation Commission review and approve TDA Article 8 funding requests from the Health Services Agency's Community Traffic Safety Coalition and Ride 'n Stride programs, and Ecology Action's Bike to Work program in the amount of \$130,000 and \$60,000 reflecting 30% and 20% increases, respectively. Attached are FY2017-18 claims, budgets, work programs, and allocation requests from the Health Services Agency and from Ecology Action for review and consideration.

Attachments:

1. Resolution approving TDA Article 8 funding for the Community Traffic Safety Coalition, Ride 'n Stride and Pedestrian School Education Program
2. Resolution approving TDA Article 8 funding for the Bike to Work Program

RESOLUTION NO. 38-17

Adopted by the Santa Cruz County Regional Transportation Commission
 on the date of June 1, 2017
 on the motion of Commissioner
 duly seconded by Commissioner

**A RESOLUTION APPROVING TRANSPORTATION DEVELOPMENT ACT (TDA)
 ARTICLE 8 FUNDING FOR THE COMMUNITY TRAFFIC SAFETY COALITION
 AND THE RIDE 'N STRIDE BICYCLE AND PEDESTRIAN SCHOOL EDUCATION PROGRAM**

WHEREAS, the County of Santa Cruz Health Services Agency's (HSA) Community Traffic Safety Coalition (CTSC) and the Ride 'n Stride Bicycle and Pedestrian School Education programs provide bicycle and pedestrian safety education and outreach;

WHEREAS, in FY 1998/99 the RTC committed to providing on-going funding for the CTSC program and in FY 2001/02 the RTC committed to providing on-going funding for the Ride 'n Stride program for a total amount of \$100,000 through the yearly budget process;

WHEREAS, the RTC allocated \$130,000 in its FY 2017/18 budget for the Community Traffic Safety Coalition and the Ride 'n Stride Bicycle and Pedestrian School Education Program as requested, and that amount reflects a 30% increase, which is surpassed by the Consumer Price Index increase since 2001; and

WHEREAS, the Bicycle Advisory Committee reviewed the requests and proposed scopes of work at the April 10th, 2017 meeting and recommended approval;

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The Regional Transportation Commission hereby approves \$65,000 in FY 2017/18 Transportation Development Act Article 8 funds for the Community Traffic Safety Coalition, and
2. The Regional Transportation Commission hereby approves \$65,000 in FY 2017/18 Transportation Development Act Article 8 funds for the Ride 'n Stride Bicycle and Pedestrian School Education Program.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

ATTEST:

Zach Friend, Chair

George Dondero, Secretary

Exhibit 1: Request Letter from, Health Services Manager

Exhibit 2: Community Traffic Safety Coalition FY 2017/18 TDA Claim Form

Exhibit 3: Community Traffic Safety Coalition FY 2017/18 Budget

Exhibit 4: Community Traffic Safety Coalition FY 2016/18 Work Plan

Exhibit 5: Ride 'n Stride FY 2017/18 TDA Claim Form

Exhibit 6: Ride 'n Stride FY 2017/18 Budget

Exhibit 7: Ride 'n Stride FY 2017/18 Work Plan

Distribution: RTC Fiscal
RTC Planner
Health Services Agency

COMMUNITY TRAFFIC SAFETY COALITION

EXHIBIT 1



March 31, 2017

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

Regarding: FY 2017-2018 TDA Request for the Community Traffic Safety Coalition (CTSC) and Ride n' Stride program

Dear Mr. Dondero:

CTSC continues to serve Santa Cruz County residents through its efforts to prevent bicycle and pedestrian injuries/fatalities and increase the use of safe alternative modes of transportation. CTSC members developed a two-year work plan spanning fiscal years 2016-2018 that supports the collaborative development of Vision Zero policies and strategies. CTSC's Ride n' Stride program compliments Ecology Action's Bike Smart program to positively impact the community through school-based education teaching road safety practices to thousands of young students every year. In addition, program staff work with school districts, CTSC and other community partners to conduct outreach efforts and provide bike safety helmets to low-income residents.

County of Santa Cruz Health Services Agency (HSA) is requesting \$65,000 to support staffing and project implementation for CTSC, and \$65,000 to support the Ride 'n Stride school education program. HSA will provide \$156,036 in Match through other grant funding, HSA program management, fiscal and administrative support, and community in-kind contributions, for a total CTSC/Ride n' Stride budget of \$286,036 for FY 2017/18.

Enclosed you will find the Transportation Development Act (TDA) Local Transportation Funds Claim forms, work plans and budgets for each program. I attest to the accuracy of this claim and all its accompanying documentation. Every effort has been made to ensure that the CTSC and Ride n' Stride work plans reflect the needs and concerns of the community. Thank you for your consideration and continued support.

Sincerely,



Dena Loijos, MPH
Health Services Manager
Community Health and Prevention Programs
County of Santa Cruz Health Services Agency
(831) 454-5018
Dena.Loijos@santacruzcounty.us

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

for Bike/Pedestrian Projects

Submit a separate form for each project.

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

Project Information

1. Project Title: **Community Traffic Safety Coalition (CTSC)**
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. TDA funding requested this claim: **\$ 65,000**
5. Fiscal Year (FY) for which funds are claimed: **FY 2017-2018**
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): **Article 8 Bike/Pedestrian Project**
7. Contact Person/Project Manager: Lynn Lauridsen
Telephone Number: (831) 454-5477 E-mail: lynn.lauridsen@santacruzcounty.us

Secondary Contact (in event primary not available): Dena Loijos
Telephone Number: (831) 454-5018 E-mail: dena.loijos@santacruzcounty.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): **See attachment - CTSC Vision Zero Work Plan for FY 2016-18**
9. Number of people to be served/anticipated number of users of project/program: The target audience for this work plan is community stakeholders and decision makers throughout the county. The goal is to engage a broad spectrum of community members involved in one or more aspects of the traffic safety work plan.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): The Vision Zero planning project has a countywide focus. As needs and opportunities arise in the work plan period, specific jurisdictions within the county may be targeted for traffic safety activities.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community): The mission of CTSC is to prevent traffic-related injuries and fatalities for all road users, with a focus on people biking and walking. CTSC and the South County Bike and Pedestrian Work Group provide a forum for various agencies and individuals to share information, address community issues, collaborate on solutions, and act as a resource for its members and the community.

CTSC also focuses on the collection and dissemination of traffic safety data. With the Vision Zero work plan CTSC is strengthening its data collection, analysis and reporting activities and bringing a wider audience into the discussion of traffic safety.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Programmed into the RTP under project #CO50
13. Measures of performance, success or completion to be used to evaluate project/program: The following deliverables are integrated into the work plan: 1) A State of Traffic Safety in Santa Cruz County report, 2) A stakeholder and community organizing campaign, and 3) A Vision Zero toolkit for use by local jurisdictions.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): CTSC’s primary goal is to increase the use of alternative modes of transportation and to prevent traffic related injuries in Santa Cruz County. CTSC works to promote safe bicycling and walking by conducting community-based activities such as participating in Bike/Walk to School/Work Days and Open Streets events, distributing bike helmets to low-income youth and adults, and utilizing both traditional and social media messaging to reach all age groups. The goal of the two-year Vision Zero work plan is to provide the community with tools and resources for traffic management and planning that puts safety first.
15. Project Cost/Budget, including other funding sources, and Schedule: *(complete "15a" or "15b") N/A*

15a. Capital Projects

	Planning	Environmental	Design/Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
STDA requested								
Source 4:								

**Please describe what is included in "Other":*

15b. Non-Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

See attached Community Traffic Safety Coalition Budget for FY 2016-17.

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion): 100% after completion, county transfer fund (journal)
17. Proposed schedule of regular progress reports including an evaluation of prior year’s activities: Biannual progress report to be submitted by January 31, 2018 and final report to be submitted by July 31, 2018.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, on file
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name:	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Bicycle Committee to review 5/10/17

E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
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Documentation to Include with Your Claim:

All Claims

- A letter of transmittal to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- Resolution from TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Bike to Work, Community Traffic Safety Coalition/Ride ‘n Stride – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

- Describe any areas where special efforts have been made in the last fiscal year to reduce operating cost and/or increase ridership/program usage. Note any important trends.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

The primary goal of the CTSC is to bring together local groups to support traffic safety in our communities. HSA continues to provide more than a 100% match to TDA funding through grant sources, such as the state Active Transportation Program (ATP) and the state Office of Traffic Safety, as well as in-kind contributions. CTSC activities are supported with a combination of funding, partnerships and volunteer contributions. Last year, CTSC created a two-year Vision Zero Work Plan. The work plan includes holding bimonthly meetings for the CTSC and its South County Bike and Pedestrian Work Group and extended outreach activities to establish new partnerships in traffic safety. A Vision Zero data report is in progress and a community education event is being planned. This work will benefit traffic safety partners throughout the county.

20. What is different from last year’s program/claim?

HSA’s total FY 17/18 TDA request for CTSC and Ride n’ Stride program is \$130,000, an increase of \$15,000 per program. HSA will continue to secure more than 100% matching funds through grants and other funding sources to maintain an adequate level of staffing for these programs to ensure continuing success and benefits to the community. CTSC will provide leadership to promote Vision Zero education and strategies to the community. TDA funded resources will focus on data collection, analysis, and reporting; educating the community about Vision Zero concepts; convening stakeholders; and promoting Vision Zero policies to local jurisdictions.

**Community Traffic Safety Coalition
TDA/CTSC Budget, FY 2017/18**

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary +Benefits)			
Health Educator, .925FTE	63,500	45,500	109,000
Program Director/Support Staff		10,000	10,000
Subtotal Personnel	63,500	55,500	119,000
Indirect Costs (15% of Personnel)		17,850	17,850
Travel/Mileage	200		200
Direct Costs			
Project Implementation	1,300		1,300
Inkind		5,986	5,986
Totals	\$65,000	\$79,336	144,336

CTSC Work Plan FY 2016-2018

Vision Zero

Mission

The mission of the Community Traffic Safety Coalition (CTSC) and its South County Bicycle and Pedestrian Work Group (SCBPWG) is to prevent traffic-related injuries, while promoting the use of active and shared modes of transportation. With a focus on the most vulnerable road users, the Coalition educates all road users in safety practices to decrease the risk and severity of traffic collisions, and advocates for improved conditions to make all methods of transportation safer. The County of Santa Cruz Health Services Agency (HSA) supplies staff and administration for the CTSC.

Vision Zero Work Plan Summary

Several CTSC and SCBPWG members attended the Silicon Valley Bike Summit and the California Bike Summit in 2015 and brought back a variety of ideas, including Vision Zero. Vision Zero is a world-wide traffic safety program with an aim to end all fatalities and serious injuries on the roadway system. In discussing this idea, Coalition members realized that the mission, goals and activities of the CTSC align very well with this aim. A group decision was made to use Vision Zero as an overarching theme for the next CTSC two-year work plan.

The work plan, developed by Coalition members, will first aim to develop a clear picture of traffic safety in Santa Cruz County through data collection and a community assessment. This phase is to be followed by outreach and education and a community organizing effort. In each phase a deliverable will be produced: 1) A State of Traffic Safety in Santa Cruz County report, 2) A stakeholder and community organizing campaign, and 3) A Vision Zero toolkit for use by local jurisdictions.

Throughout this work plan, CTSC/SCBPWG will provide support, technical assistance, and resources to jurisdictions and the community around Vision Zero. The Coalition supports the Vision Zero view that each roadway death and injury is preventable. The goal of this work plan is for each jurisdiction in the county to consider and adopt a Vision Zero policy and develop goals and strategies for preventing injuries and deaths among all road users.

History and Philosophy of Vision Zero

A Vision Zero policy was first implemented in Sweden in 1997 where they have since reduced traffic fatalities by 50% despite the fact that traffic counts have steadily risen. Other parts of Europe and a number of cities in the United States, first New York and then San Francisco, have adopted similar policies. The vision applies to all road users and shifts the language, and thus the concept, from "accident" to "crash" or "collision" with a focus on systemic changes.

The long standing perception in the public and the media is that traffic collisions resulting in fatalities or serious injuries are an unavoidable part of our transportation system. Vision Zero institutionalizes the belief that all traffic fatalities and serious injuries are preventable, each reflecting a failure in the system. Vision Zero's underlying philosophy is that all road users have a right to be safe in traffic and that therefore the only acceptable number of traffic-related deaths and serious injuries is zero. While there will always be human error, mistakes made on our roadways should not result in death.

The national Safe Routes to School movement, the California Active Transportation Program, Complete Streets policies, and other such efforts have initiated a change in the dialogue and perceptions that have previously existed about acceptable levels of risk. Safety has always been one of the considerations in designing streets and in making infrastructure improvements. Vision Zero places safety as the number one priority in its approach to traffic management.

Closer to home, Vision Zero has been adopted in San Mateo, San Jose, and more recently Fremont. There are now many examples and models throughout the United States to guide new jurisdictions in considering this vision. Tangible results have been seen in many cities that are adopting a Vision Zero policy and implementing best practices to reduce traffic related fatality rates.

Why the Timing is Right for Vision Zero in Santa Cruz County

- ✓ Santa Cruz County is ranked 2nd in the State for cyclist injuries and fatalities and 4th for pedestrian under 15 years of age according to the California Office of Traffic Safety.
- ✓ Many traffic injuries and fatalities are centered on a few key corridors.
- ✓ Elected officials in some jurisdictions are becoming interested.
- ✓ The Safe Routes to School philosophy is well ingrained in local schools.
- ✓ Vision Zero planning and implementation is eligible for funding through federal and state grant programs.
- ✓ Momentum and support are building in the national Vision Zero movement.
- ✓ Smaller cities and counties are now coming on board.
- ✓ The Federal Highway Administration and Caltrans have adopted a Toward Zero Deaths vision.
- ✓ Promotion of active transportation is a top priority nationally and locally.
- ✓ The League of American Bicyclists recommends adoption of a Vision Zero policy for the City of Santa Cruz after the City received a Gold Level Bicycle Friendly Communities award.
- ✓ The CTSC/SCBPWG has committed to providing support to local jurisdictions.
- ✓ Partner organizations have offered to collaborate.

Vision Zero Work Plan and Timeline

Phase I July 2016 - June 2017

Conduct a data collection and community assessment.

- Compile available quantitative multi-modal traffic safety data.
- Conduct focus groups and key informant interviews to gather qualitative data.
- Collaborate with Bike Santa Cruz County on bicycle transportation data.

Publish a State of Traffic Safety in Santa Cruz County report.

- Find visual expressions of data, such as infographics.
- Pair perceptions and realities side by side.
- Use information gathered by other organizations and in Bicycle Friendly Community applications.
- Publicize with press event/community forum event
- Distribute to elected officials, community, staff, etc.

Phase II July 2017 - December 2017

Hold stakeholder meetings introducing the idea of Vision Zero.

- Address elected officials, advisory bodies, and partner agencies.
- Reach out to stakeholders, such as departments of public works, engineering, planning, parking, police and fire, school district boards, hospitals, UCSC and Cabrillo.
- Invite communication between elected officials here and those from other Vision Zero communities.

Conduct a community education and organizing campaign.

- Host a community forum with invited guest speakers and/or a panel.
- Utilize infographics on change in terminology from "accident" to "crash" or "collision".
- Develop a group presentation to be used at public meetings.
- Post information on social media and the CTSC website.
- Meet with TV, radio, and print media reporters/anchors/editors.
- Issue press releases and/or hold a press conference.

Create a system for recognizing and responding to fatalities and serious injuries, such as:

- Holding an annual memorial for those whose lives were lost
- Displaying visible roadside memorials to those who have died.
- Developing talking points to respond to news stories and notify elected officials.

Phase III July 2017 - June 2018

Promote Vision Zero policy adoption to each jurisdiction.

- Explore interest for policy with elected officials.
- Speak with city/county staff about implementation.
- Identify funding needs and sources.

Develop a Santa Cruz County Vision Zero Toolkit.

- Review Vision Zero plans adopted by other jurisdictions and successful strategies implemented.
- Based on the data collected in Phase I, create a list of suggested goals and strategies for implementation countywide.
- Use the traditional E's of Education, Engineering, Enforcement, Encouragement, and Evaluation, adding Equity and Engagement into all of the traditional E's.
- Create goals that are quantifiable and measurable with short-term and long-term objectives.
- Identify multi-jurisdictional areas to target (such as the Soquel Ave/Drive corridor).
- Include a list of possible funding sources.

Phase IV July 2017 - ongoing

Assist jurisdictions as they adopt and implement Vision Zero policies.

- Assist jurisdictional Vision Zero Task Forces in the development of action plans with strategies outlining projects and policy changes.
- Provide technical assistance in tracking and measuring progress, as well as evaluating programs at regular intervals.
- Provide resources in identifying funding for maintenance and sustainability of projects.
- Continue ongoing dialogue with elected officials and staff about Vision Zero.

CTSC/SCBPWG Roles and Responsibilities

The Coalition Staff is employed by the County of Santa Cruz Health Services Agency (HSA) and is responsible for assisting the coalition in managing its operations, including: coalition meetings and communication; community engagement; strategic plan development, implementation and evaluation.

The Coalition Members and Partner Organizations actively participate in meetings and play an advisory role in fiscal management and strategic planning. Members and Partner Organizations take on specific work plan tasks as appropriate.

Coalition Leaders (Co-Chairs) are elected by Coalition Members for two-year terms, and in addition to all the responsibilities of Coalition Members, are also responsible for chairing Coalition meetings and providing expertise and guidance to Coalition Staff.

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

for Bike/Pedestrian Projects
Submit a separate form for each project.

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

Project Information

1. Project Title: **Ride n' Stride** (Bike & Pedestrian Safety school-based education program of CTSC)
 2. Implementing Agency: County of Santa Cruz Health Services Agency
 3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
 4. TDA funding requested this claim: **\$65,000**
 5. Fiscal Year (FY) for which funds are claimed: **FY 2017-18**
 6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): **Article 8 Bike/Pedestrian Project**
 7. Contact Person/Project Manager: Lynn Lauridsen
Telephone Number: (831) 454-5477
E-mail: lynn.lauridsen@santacruzcounty.us
- Secondary Contact (in event primary not available) : Dena Loijos
Telephone Number: (831) 454-5018 E-mail: Dena.Loijos@santacruzcounty.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): See attached **Ride n' Stride Education Work Plan for FY 2017-18**
 9. Number of people to be served/anticipated number of users of project/program: Primary work plan objective is to reach at least 2500 elementary and pre-school students to teach basic bicycle and pedestrian safety practices. In addition, it is anticipated that parent/caregiver presentations and staff participation in community events, Bike/Walk to School activities and distribution of properly fitted bike helmets will reach 100's more children, parents/caregivers and teachers throughout the county.
 10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All projects are county wide.
 11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community):

Ride n' Stride program continues to provide school-based education and encouragement towards the goal of increased bike and pedestrian safety practices among youth. In addition, Ride n' Stride staff partner with Ecology Action's Walk Smart program to increase the reach into the community. Ride n' Stride increases students' confidence as users of alternative modes of transportation in the community. Program staff is bilingual, enabling the program to be effective in reaching the county's diverse population of students and parents with key messages promoting the benefits of riding and

walking. Program evaluations consistently show an increase in bike safety knowledge among 3rd-6th grade level students and high satisfaction levels among teachers.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Programmed into the RTP under project #CO50.
13. Measures of performance, success or completion to be used to evaluate project/program: Please see attached Work Plan for evaluation measures.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): Through road safety education, biking and walking encouragement and provision of safety helmets, more students and parents will gain confidence and motivation as cyclists and pedestrians, thereby reducing the numbers of vehicle mode trips to and from school sites, as well as for other local trips.
15. Project Cost/Budget, including other funding sources, and Schedule: *(complete "15a" or "15b")*

15a. Capital Projects

	Planning	Environmental	Design/Engineering	ROW	Construction	Other*	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 2:								
Source 3:								
Source 4:								

**Please describe what is included in "Other":*

15b. Non-Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

See attached Ride n' Stride Safety Program Budget for FY 2017-18

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion): 100% after completion, county transfer fund (journal)
17. Proposed schedule of regular progress reports including an evaluation of prior year's activities: Biannual progress reports to be submitted by January 31, 2018 and final report to be submitted by July 31, 2018.

18. TDA Eligibility:	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, on file
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name:	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled	Bicycle

Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Committee review 5/10/17
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual?	N/A

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Ride 'n Stride education program – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

HSA continues to provide 100% match to TDA funding through grant sources such as Active Transportation Program (ATP) and the Office of Traffic Safety to sustain CTSC/Ride n' Stride programming. Over the past year, a partnership with Ecology Action has enabled more children to receive critical safety information and real world pedestrian safety practice. Efforts are made to utilize existing or low-cost/no-cost educational materials that reflect current best practices and are developmentally appropriate. In addition, the program utilizes in-kind donations of teacher and volunteer time and secures competitive pricing for bike helmets and other program supplies. CTSC/Ride n' Stride staff have work with partner agencies to implement the Train-the-Trainer Bike Helmet Fitting and Distribution program based at local schools and community service organizations.

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

HSA's total FY 17/18 TDA request for CTSC and Ride n' Stride is \$130,000. This is an increase of \$15,000 per program. HSA will continue to secure 100% matching funds through grants and other funding sources to maintain an adequate level of staffing for these programs to ensure continuing success and benefits to the community.

CTSC
Ride n' Stride Bicycle and Pedestrian Education Program
TDA/RnS Budget, FY 2017/18

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + Benefits)			
Bilingual Health Program Specialist, 1 FTE	52,500	48,500	101,000
Health Educator .2FTE	10,000	5,000	15,000
Program Director/Support Staff		2,000	2,000
Subtotal Personnel	62,500	55,500	118,000
Indirect Costs (15% of Personnel)		17,700	17,700
Travel/Mileage	200	0	200
Direct Costs			
Education Materials, Incentives, Supplies	2,300		2,300
Inkind		3,500	3,500
Totals	65,000	76,700	141,700

**Community Traffic Safety Coalition (CTSC)
Ride n' Stride Education Work Plan
FY 2017-2018**

The goal of the Ride n' Stride program is to increase safe bicycling and walking among children and youth in Santa Cruz County. The bicycle and pedestrian safety curriculum teaches basic traffic safety to young students. The program encourages increased riding and walking as a travel mode, and inspires participants to be role models for their friends, siblings and parents. Interactive classroom education sessions on bicycle safety (and other wheeled sports, such as scooters and skateboards) and pedestrian safety are designed to be age-appropriate, bilingual and culturally competent. Pre-/post-test results show a 22% increase in bike safety knowledge (proper helmet use, CA laws affecting cyclists, hand signals), based on results of a written quiz administered to 3rd through 6th graders. Teacher evaluations of the program have ranked very high on a scale of 1-5. A new addition to the program is a collaboration with Ecology Action's Walk Smart program. Walk Smart combines a classroom presentation with a walking field trip for second grade students. Ride n' Stride staff are responsible for the classroom presentations. In addition, the program is developing classroom activity packets to reinforce traffic safety messages. This collaboration provides more options for schools seeking bike and pedestrian safety education.

Ride n' Stride staff responsibilities also include: participation in community events, monthly participation in the CTSC and Watsonville Bike and Pedestrian Work Group meetings, fitting and distributing helmets to low-income families, providing safety presentations to community agencies such as preschool centers, after-school programs and neighborhood groups as requested in order to educate parents/caregivers as well.

During FY 2015-2016, Ride n' Stride program staff reached 3257 students with traffic safety education. Ride n' Stride program staff also participated in 5 community events including National Night Out, Alianza Children's Day, and Bike/Walk to School. Presentations to parent groups reached 104 individuals. Staff also helped with fitting and distribution of 326 bike helmets at numerous locations throughout the county, and assisted in the annual bike and pedestrian safety observation surveys at local schools and neighborhood locations.

FY 2017/18 Objectives and Activities Work Plan:

- ❑ Conduct bicycle and pedestrian safety education sessions for at least 2,500 elementary school and pre-school students in Santa Cruz County school districts.
- ❑ Conduct at least 4 traffic safety presentations to parents and caregivers through schools, community agencies and neighborhood groups to promote safe bicycling and walking in Santa Cruz County.
- ❑ Participate in 4 school or community events to provide traffic safety information and promote safe bicycling and walking in Santa Cruz County.
- ❑ Collaborate with CTSC and HSA staff to conduct bicycle and pedestrian safety data.
- ❑ Work with CTSC, HSA and community partners to coordinate distribution and proper fitting of at least 100 bike helmets to students and other community members.
- ❑ Participate in the fall and spring Bike/Walk to School/Work events, bike rodeos and other bike/pedestrian safety activities, as staff time permits.
- ❑ Participate in traffic safety meetings, such as CTSC, South County Bike/Pedestrian Work Group, Safe Routes to School subcommittee, and/or Safe Kids Chapter meetings, as staffing capacity and other program priorities allow.

- Conduct program evaluation including pre/post-testing of student sample, teacher evaluations, and reporting of bike and pedestrian observational surveys among children and youth.

RESOLUTION NO. 39-17

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of June 1, 2017
on the motion of Commissioner
duly seconded by Commissioner

**A RESOLUTION APPROVING TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 8
FUNDING FOR THE BIKE TO WORK PROGRAM**

WHEREAS, Bike to Work events provide important information, education, and incentives for encouraging and rewarding bicycle commuting;

WHEREAS, in 2003 the Regional Transportation Commission (RTC) committed to providing on-going Transportation Development Act (TDA) funding in the amount of \$40,000 per year to Ecology Action's Bike to Work program;

WHEREAS, in 2012, the RTC agreed to increase the annual commitment to \$50,000 on an annual basis through the yearly budget process and approval;

WHEREAS for fiscal year FY 17/18, Ecology Action submitted an increased amount of \$60,000 which closely matches the Consumer Price Index rise since 2011; and

WHEREAS, the Bicycle Advisory Committee reviewed the request and proposed scope of work at the April 10th, 2017 meeting and recommended approval; and

WHEREAS, the Regional Transportation Commission allocated \$60,000 in its FY 2017/18 budget for the Bike to Work Program;

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The Regional Transportation Commission hereby approves \$60,000 in FY 2017/18 Transportation Development Act Article 8 funds for the Bike to Work Program.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

ATTEST:

Zach Friend, Chair

George Dondero, Secretary

- Exhibit 1: Letter from Piet Canin, Vice President, Ecology Action Transportation Group
- Exhibit 2: Bike to Work TDA Claim Form
- Exhibit 3: Bike to Work FY 17/18 Scope of Work
- Exhibit 4: Bike to Work FY 17/18 Budget
- Exhibit 5: 2016 Bike to Work Program Summary/Annual Report

Distribution: Ecology Action's Bike to Work Program
RTC Fiscal
RTC Planner

S:\RESOLUTION\2017\RES0617\BTW Resolution TDA_2017.docx



George Dondero, Executive Director
SCCRTC
1523 Pacific Avenue
Santa Cruz, CA 95060

December 20, 2016

Dear Mr. Dondero:

Ecology Action (EA) is requesting \$60,000 in Transportation Development Act (TDA) funds for FY 2017-2018 to support the bi-annual Santa Cruz County Bike to Work and Bike/Walk to School (BTW/S) program. This request is \$10,000 more than what our annual allocation has been for the past 6 fiscal years.

We are requesting an increase to expand our impact to the 50+ businesses that support the Bike to Work program. We would work with these businesses to initiate a Workplace Bike Challenge to generate more bike commute trips. The Workplace Challenge would be modeled after other successful programs that use incentives, recognition, and friendly competition to motivate commuters to make the switch to biking and biking more often for commute trips.

The Workplace Bike Challenge will occur during the month of May. Our Bike to Work partner businesses will be recruited to participate and encouraged to form 'teams' of employees that will help keep each other motivated to bike commute. Teams will record their daily bike mileage on our Challenge designated website and will earn 'points' for each mile biked. The team/business with the most points at the end of the month will be featured on Bike to Work promotions. Teams will be able to view mileage and progress of other teams and businesses to foster friendly competition and Ecology Action staff will provide weekly online resources and encouragement tips to all participating businesses via electronic communications. We'll profile businesses who provide bike commute amenities such as showers and secure bike parking.

This new Bike to Work component would complement the work we already do to promote, inspire and support increased bike commuting in our county. By catalyzing increased bike commuting at targeted businesses we strive to support year-round biking.

The Bike to Work program continues to leverage RTC funding with some \$25,000 in cash support and some \$75,000 of in-kind contributions from local businesses, and public agencies. EA supplements RTC funding with state and regional funds where possible to meet the growing demands especially for our bicycle transportation encouragement and safety education programs in the schools. Additionally, EA works with 250 volunteers that help make the event possible.

Ecology Action is sincerely grateful to the RTC for your continued support and for consideration of this \$60,000 allocation request for FY 17/18 to support our Bike to Work/School program.

Sincerely,

A handwritten signature in black ink, appearing to read "Piet Canin". The signature is written in a cursive style with a large initial "P" and a long horizontal stroke at the end.

Piet Canin, VP, Ecology Action Transportation Group

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

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

Project Information

1. Project Title: Bike to Work/School program
2. Implementing Agency: Ecology Action
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: SCCRTC
4. TDA funding requested this claim: \$60,000
5. Fiscal Year (FY) for which funds are claimed: FY 17/18
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): Article 8 Bicycle project
7. Contact Person/Project Manager: Piet Canin
Telephone Number: 515-1327 E-mail: pcanin@ecoact.org

Secondary Contact (in event primary not available): Jim Murphy
Telephone Number: 515-1325 E-mail: jmurphy@ecoact.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks):

The Bike to Work/School program consists of the following main activities: 1) Fall Bike to Work & Bike/Walk to School Day; 2) Spring Bike to Work & Bike/Walk to School Day; 3) Spring Bike Week, which includes up to 10 fun, family-friendly and informative bicycle activities; 4) Ongoing support targeting novice or infrequent bike commuters via online communications; 5) Ongoing bike commuter resources, events, updates and news through Ecology Action's 4,500+ sustainable transportation listserv through monthly electronic newsletters as well as targeted messaging via Facebook and website updates.
9. Number of people to be served/anticipated number of users of project/program: We anticipate 13,000-16,000 people will participate directly in the program.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):
The project includes the entire Santa Cruz County area including all the incorporated cities.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

Ecology Action's BTW/S program provides incentives and tools for local commuters to bicycle for

Source 3:								
Source 4:								

*Please describe what is included in "Other":

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

SEE ATTACHED BUDGET

Work Element/ Activity/Task	SCHEDULE (Month/Yr)	Total Cost per Element	\$TDA requested	\$ Source 2:	Source 3:	Source 4:
Administration/ Overhead						
Activity 1:						
Activity 2:						
Activity 3:						
Activity 4:						
<i>Ex. Consultants</i>						
<i>Ex. Materials</i>						

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion):

Quarterly reimbursement for work performed.

17. Proposed schedule of regular progress reports including an evaluation of prior year's activities:

Annual report as well as program activity narrative updates with quarterly invoices.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, part of Ecology Action's annual work plan.
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	To be reviewed by the RTC Bike

	Committee at their April 2017 meeting.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Bike to Work – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

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

Despite rainy weather, the 2016 BTW Program had one of the largest turnouts in the program's 29-year history with a combined total of nearly 13,400 participants in the Spring and Fall BTW Day events. This represents over a 65% increase countywide over the past decade. A combined total of over 3,100 participated in Bike To Work Day and an additional 10,296 students from 42+ school sites participated. Additionally, an estimated 2,000 people participated in our other Spring Bike Week events. Increases in participation are a result of a multi-pronged approach including increased outreach to local businesses and employers, increased outreach to school administrators, increased education and awareness initiatives around bike safety and safe commuting tips, compelling and relevant incentives, as well as the program's continued comprehensive outreach campaign including our monthly electronic newsletter which goes out to over 4,500 recipients.

EA continues to reduce operating costs by developing and fostering our volunteer base through consistent volunteer retention and engagement events and communications as well as by recruiting new volunteers. In addition, EA continues to solicit a wide array of product donations, both financial and in-kind. Local businesses, public agencies, and individuals provide a high level of skilled volunteer labor to assure the smooth running of the program. EA has built on its 29 years of success to generate non-TDA cash donations from local businesses, individuals and public agencies. Last year the program raised over \$26,000 in cash donations to match the TDA funds. These cash donations are from non-transportation funding sources. EA also actively seeks other funding sources such as federal and state Safe Routes to School, local foundations, and applicable funders.

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

EA will focus on business engagement through our new Workplace Challenge initiative where employees will receive positive incentives and resources to encourage them to bike more often. EA

will continue to focus on expanding this program within the schools and leveraging our existing volunteer and administrator contacts at school sites in order to increase ridership among students while keeping staff time low. EA will continue to foster more ridership through year-round communication through our social media platforms and electronic newsletters.

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

While EA will continue to focus on targeting novice and infrequent bike commuters from past Bike to Work events, our main focus will be on engaging local employers to participate in our Workplace Challenge initiative. By leveraging our existing relationships with 50+ local businesses, we aim to increase ridership among employees. The Workplace Challenge would be modeled after other successful programs that use incentives, recognition, and friendly competition to motivate commuters to make the switch to biking and biking more often for commute trips.

The Workplace Bike Challenge will occur during the month of May. Our Bike to Work partner businesses will be recruited to participate and encouraged to form 'teams' of employees that will help keep each other motivated to bike commute. Teams will record their daily bike mileage on our Challenge designated website and will earn 'points' for each mile biked. The team/business with the most points at the end of the month will be featured on Bike to Work promotions. Teams will be able to view mileage and progress of other teams and businesses to foster friendly competition and Ecology Action staff will provide weekly online resources and encouragement tips to all participating businesses via electronic communications. We'll profile businesses who provide bike commute amenities such as showers and secure bike parking.



Bike To Work Program Scope of Work FY 17-18

Ecology Action's (EA) Bike To Work (BTW) Program turns 30 in the Spring of 2017, and we will highlight the incredible growth from a small neighborhood affair to a large-scale community tradition with more than 13,000 kids and adults participating. The BTW program is one of the largest sustainable transportation campaigns in our County and provides critical opportunities to encourage increased ridership, and provide bike education and resources to K-12 students and adults. The BTW program consists of six main projects:

- 1) Fall Bike To Work & Bike/Walk to School Day
- 2) Spring Bike To Work & Bike/Walk to School Day
- 3) Spring Bike Week, which features a minimum of 6 fun, positive, and educational bicycle activities
- 4) Ongoing support targeting novice or infrequent bike commuters via online communications including regular electronic newsletters, social media and website updates
- 5) Targeted outreach campaign related to Ecology Action's Bicycle Advocacy efforts to engage community members all year long in efforts to improve bike infrastructure throughout the County
- 6) EA's new Workplace Challenge initiative aimed at engaging more businesses and their employees through positive incentives

Fall Bike To Work & Bike/Walk to School Day: Thursday, October 5, 2017

Work Schedule/Tasks:

EA will coordinate the 19th Annual Fall Bike To Work and Bike/Walk to School Day, which features free breakfast for all bike commuters at 12 public sites as well as free healthy snacks and safety gear prizes at 40+ school sites. The following are tasks to be completed:

- Confirm with site managers for all public breakfast sites and all school sites
- Solicit food donations
- Increase outreach to novice bike commuters through targeted employer and employee outreach, online social marketing and media outreach
- Conduct comprehensive promotional campaign including print ads, online ads, electronic newsletters, website, social media and hardcopy flyer distribution. Campaign will focus on promoting informative resources to increase ridership among infrequent riders and will focus on engaging cyclists in other local campaign efforts
- Coordinate Bike/Walk to School Day efforts with bike safety presentations conducted by EA's Bike Smart Youth Bike Safety program and the Community Traffic Safety Coalition (CTSC)

- Coordinate helmet distribution with CTSC at school sites based on supply of helmets and greatest need
- Increase outreach to school teachers, administrators and parents to continue to expand student participation
- Recruit, train and coordinate 200+ volunteers
- Continue to modify and update electronic survey system and contact tracking system

Performance Goals for Fall Bike to Work/School Day, 2017

- Increase participation levels by 5% from past year's Fall BTW/S Day.
- Increase the number of beginning cyclists by 5% attending BTW Day.
- Place over 1,000 event and informational posters at local businesses.
- Have at least two articles published in a local newspaper regarding bike commuting.
- Develop and send at least 6 targeted emails to over 4,500 past Bike to Work Day participants with bike commuting news, incentives, and resource information

Spring Bike Week, Second Week of May 2018

Work Schedule/Tasks:

EA staff will coordinate the 31st annual Santa Cruz County Spring Bike To Work program, which will include Bike Week and Bike to Work/School Day. The main objective will be to continue to promote bicycle commuting as well as bicycle transportation for other trips that replace single occupancy vehicle trips. Bike safety messaging and efforts to increase community engagement in relevant bike advocacy campaigns will be a focal point. The following are tasks to be completed:

- Secure at least 12 public Bike To Work breakfast sites and 40+ school sites
- Work with large employers to offer incentives and encourage participation
- Initiate Workplace Bike Challenge with at least 5 of our Bike to Work partner businesses. Recruit 'teams' of employees that will help keep each other motivated to bike commute. Teams will record their daily bike mileage on our Challenge designated website and will earn 'points' for each mile biked. The team/business with the most points at the end of the month will be featured on Bike to Work promotions.
- Solicit business donations and food donations
- Promote bike commuting resources and safety tips through a regularly scheduled electronic newsletter with a distribution of 4,500+ local contacts
- Maintain regular social media presence via the Bike2Work Facebook page with over 2100 followers
- Conduct comprehensive promotional campaign including print ads, online ads, electronic newsletters, website, social media and hardcopy flyer distribution. Campaign will focus on promoting informative resources to

increase ridership among infrequent riders and will focus on engaging cyclists in other relevant Ecology Action bike advocacy campaigns

- Create artwork, T-shirt and color poster production
- Coordinate Bike/Walk to School Day with bike safety presentations conducted by EA's Bike Smart Youth Bike Safety program the Community Traffic Safety Coalition (CTSC)
- Coordinate helmet distribution with CTSC at school sites
- Expand Bike Week partnerships with additional agencies and businesses to promote Bike Week activities and bike resources throughout the year
- Recruit, coordinate and train 200+ volunteers
- Continue to expand efforts in South County to improve outreach to Latino populations

Performance Goals for the Spring Bike Week, 2018

- Increase participation by 5% from the previous spring Bike Week.
- Increase participation by 5% from the previous spring Bike to Work & Bike/Walk to School Day.
- Initiate Workplace Bike Challenge with at least 5 of our Bike to Work partner businesses.
- Increase by 5% the outreach/promotion to businesses, public agencies, & local organizations through company liaisons from the previous spring Bike Week by using email, flyers, posters, and business site presentations/booths.
- Increase by 5% the number of beginning cyclists attending BTW Day from the previous spring BTW Day.
- Develop and send at least 6 e-newsletters to 4,000+ people with bike commuting news, upcoming events, incentives, and resource information.
- Print and distribute over 1,000 bilingual Bike Week posters.
- Conduct content marketing campaign including video clips featuring community members and 'why they ride' from April through October.

Ongoing Business Engagement: Workplace Challenge

We are requesting an increase to expand our impact to the 50+ businesses that support the Bike to Work program. We would work with these businesses to initiate a Workplace Bike Challenge to generate more bike commute trips. The Workplace Challenge would be modeled after other successful programs that use incentives, recognition, and friendly competition to motivate commuters to make the switch to biking and biking more often for commute trips.

The Workplace Bike Challenge will occur during the month of May. Our Bike to Work partner businesses will be recruited to participate and encouraged to form 'teams' of employees that will help keep each other motivated to bike commute. Teams will record their daily bike mileage on our Challenge designated website and will earn 'points' for each mile biked. The team/business with the most points

at the end of the month will be featured on Bike to Work promotions. Teams will be able to view mileage and progress of other teams and businesses to foster friendly competition and Ecology Action staff will provide weekly online resources and encouragement tips to all participating businesses via electronic communications. We'll profile businesses who provide bike commute amenities such as showers and secure bike parking.

This new Bike to Work component would complement the work we already do to promote, inspire and support increased bike commuting in our county. By catalyzing increased bike commuting at targeted businesses we strive to support year round biking.

**EA's Bike to Work/School 17/18 Budget
\$60,000 TDA Funds**

	SCCRTC	Match*
Personnel		
Program Director (.15 FTE)	\$ 5,000.00	\$ 2,000.00
Program Specialist (.25 FTE)	\$ 15,000.00	\$ 5,000.00
Program Specialist (.5 FTE)	\$ 40,000.00	
Material		
Direct Costs (program materials & supplies)		\$ 25,000.00
Inkind services (staff & supplies)		\$ 18,000.00
Inkind product donations (food, advertising, prizes)		\$ 50,000.00
Total	\$ 60,000.00	\$ 100,000.00
TOTAL PROJECT BUDGET	\$ 160,000.00	
<p><i>* Local business and public agencies donations and T-shirt sales contribute \$25,000 in cash plus an additional \$75,000 of inkind services and product annually for Bike to Work.</i></p>		



Ecology Action's Bike To Work Program 2016 Program Summary/Annual Report

Program Summary

Ecology Action's (EA) Bike To Work (BTW) Program continues to be one of the largest sustainable transportation campaigns in our County and provides critical opportunities to encourage increased ridership, and provide bike education and resources to K-12 students and adults.

Despite rainy weather, the 2016 BTW Program had one of the largest turnouts in the program's 29-year history with a combined total of nearly 13,400 participants in the Spring and Fall BTW Day events. This represents over a 65% increase countywide over the past decade. A combined total of over 3,100 participated in Bike To Work Day and an additional 10,296 students from 42+ school sites participated. Additionally, an estimated 2,000 people participated in our other Spring Bike Week events including Bike Night at the MAH, Cycle & Dine, group rides and more.

Contributes to the documented growth of Bike To Work Trips

For the 2016 program, 22% of bike commuters that participated were beginner bike commuters and 26% noted they either never or very infrequently ride their bike. A continued goal of the program is to continue to engage those individuals that normally drive to work and need the extra support and motivation to bike more often. These climbing percentages attest to our ability to reach this demographic.

Benefits of increased bicycle commuting

The BTW program directly contributes to a healthier community by increasing the number of people commuting by bike, thereby reducing air, noise and run-off pollution. Additional benefits include reducing traffic congestion, building community through fun and free social events, and increasing overall health and wellness through education and resources. EA uses a multi-pronged approach to engaging community members whether they are experienced cyclists to novice commuters through fun, positive, family-friendly and engaging activities.

Broad-base support

EA leverages a considerable amount of private and public money to extend the Santa Cruz County Regional Transportation Commission's funding for the BTW Program. In 2016, EA generated over \$26,000 in cash from local businesses, individuals and public agencies. In addition, EA raised \$75,000 of in-kind services and product donations. Over 60 businesses and public agencies, plus over 250 individuals volunteered their time and contributed to the success of the program.

2016 Accomplishment Highlights

Combined figures for 2016

- Nearly 15,650 participants in the Spring and Fall events including nearly 10,300 students for Bike to School and over 3,100 community members for Bike to Work Day and an additional 2,250 Bike Week participants.
- Over a 65% increase of Bike To Work participation countywide over the last decade.
- A 200% increase of Bike To School participation countywide over the last decade.
- Nearly 22% of bike commuters that participated were beginner bike commuters and 26% indicated they either never ride a bike or do so very infrequently
- Over 60 local businesses participated in some capacity
- Over 50,000 miles biked during the 2017 program

2016 Spring Bike Week Highlights

- Over 2,250 participants during Bike Week events (excluding Bike To Work Day)
- Bike Week First Friday Launch Party at the Museum of Art & History: Nearly 1,800 people in attendance despite rain.
- Rail Trail Cleanup with 30 volunteers helping to remove 400 pounds of trash from the rail corridor and provide Rail Trail education to approximately 70 people at high visibility location in Seabright.
- Ladies Mountain Bike Ride: Over 60 participants, 20% new riders!
- Bike & Bird tour with 45 participants taking a leisurely ride and identifying birding hotspots throughout the City of Santa Cruz. 40% of participants had not participated in Bike Week before.
- Bike-In Movie Night: 30 participants biked to the Santa Cruz Mountain Brewery for drinks and a movie
- Cycle & Dine: EA partnered with restaurants to provide food discounts to cyclists with approximately 100 participants.
- Gear Up Day: EA partnered with local bike shops to provide discounts to cyclists with approximately 100 participants.
- Santa Cruz Bike Party Group Ride: Over 90 community members of all ages joined this 8 mile group ride.

Annual Promotion

- Electronic newsletter campaign: Over 4,500 community members received regular correspondence which included education, incentives and resource to promote bicycle commuting.
- Social Media: Over 2,000 followers received regular updates and communications via the Bike2Work Facebook page.
- News Articles: 2 articles in the Sentinel, 2 articles in the Santa Cruz Cycling Club Newsletter, articles in the UCSC Recreation Guide, the Capitola Times and the Register Pajaronian.
- Newspaper Print Ads: 3 color print ads ran in the Good Times along with online ads
- Event Outreach: EA conducted targeted outreach at 10 events including local farmers markets, the Mountain Bike Festival, and Earth Day events
- Poster Distribution: Over 2,000 bilingual posters were distributed throughout the County

Bike/Walk to School Promotion

- Coordination with 42+ schools
- Over 500 posters distributed to schools throughout the County
- Bilingual parent flyers distributed at targeted school sites related to health and wellness benefits of active transportation as well as safety education and resources
- Educational materials distributed to program participants at school sites including helmet fit guides, traffic rules and safety tips
- Over 25 'Share the Road' signs and barricades posted at school sites
- Coordinated with EA's Youth Bike & Walk Safety education training prior to event days at specified school sites.
- Worked with law enforcement to provide additional safety support on event days.

2016 Collaborations

EA benefits greatly from the many business and public agency partners that help make the BTW Program successful. EA continued to forge new partnerships and build upon established partnerships. The following is a partial list of our 2016 partners:

- **Santa Cruz County Regional Transportation Commission (SCCRTC):** Provided major financial support along with promotional support. EA also communicated key SCCRTC initiatives to our 4,500 list-serv and on our social media platforms throughout the year
- **The Community Traffic Safety Coalition (CTSC):** EA distributed CTSC bike safety information

- **Open Streets:** EA collaborated with Open Streets to cross-promote events and assist with planning efforts for events in Santa Cruz and Watsonville
- **City of Santa Cruz:** Provided cash funding and promotional support
- **County of Santa Cruz:** Provided promotional support
- **City of Watsonville:** Provided staff and promotional support for Watsonville schools and public site
- **City of Capitola:** Provided promotional support
- **University of California Santa Cruz:** Provided cash funding and promotional support
- **Cabrillo College:** Provided staff support and promotional support
- **Santa Cruz Cycling Club:** Provided promotional support
- **Bike Santa Cruz County:** Was a program partner for the Bike Week kick-off party at the Museum of Art & History, provided bike valet at breakfast sites and assisted with promotion
- **GreenWays to School:** Assisted with outreach at targeted schools
- **Spokesman Bicycles, Sprockets, Another Bike Shop, Epicenter Cycling, Bicycle Trip, Santa Cruz Bicycle Exchange, and Family Cycling Center:** Participated in Gear Up Day event by providing discounts to cyclists and provided free basic bike maintenance
- **Patagonia:** Provided cash funding and promotional support
- **Dignity Health Medical Group and the Palo Alto Medical Foundation:** Provided cash funding support and helped promote

AGENDA: June 1, 2017

TO: Regional Transportation Commission (RTC)
FROM: Luis Pavel Mendez, Deputy Director
RE: Measure D Revenue Analysis, Reporting and Auditing

RECOMMENDATIONS

Staff recommends that the Regional Transportation Commission (RTC) approve entering into a contract with HDL Companies for management and auditing services of revenues to be received from the California State Board of Equalization (BOE) as a result of the transactions and use tax approved through Measure D.

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. Measure D imposes a new ½-cent transactions and use tax for Santa Cruz County to raise revenue for a variety of transportation needs in the county. The RTC has entered into agreements with the California State Board of Equalization (BOE) for collection of the tax and receipt of data associated with that tax collection.

DISCUSSION

Public agencies throughout the state contract with companies who analyze the revenue and tax data provided by the BOE for their particular tax. Not all but many cities, counties, transportation agencies and others who receive either regular sales tax or transactions and use tax revenues contract with one of the two companies in the state that do this work – MuniServices and HDL. The RTC received proposals from both of these firms.

The tax management services provided by these firms include economic analysis, revenue projections and monitoring, and a variety of reports. The majority of the reports seem more beneficial to cities and counties for economic and revenue development. However, the firms will also produce some customized reports that will be more useful to the RTC, especially for helping to ensure that the situs information used as one of the variables for the distribution of funds to the local jurisdictions is sound. The cost for these services is \$700 per month for HDL and \$2,000 per quarter for MuniServices.

The tax auditing services analyze the data received from the BOE to ensure that the RTC is receiving the correct amount of revenue and that it is credited accordingly.

Sometimes errors are discovered and the firms will work with the BOE to ensure that those errors are corrected. The firms do not charge for those service unless revenues are recovered for the local agency. When revenues are recovered both firms charge 25% of the recovered revenues. One difference is that HDL charges the 25% on the revenues recovered up to the point of discovery of the error, whereas MuniServices also charges an additional six quarters into the future from the point of discovery.

Both HDL and MuniServices seem well qualified to provide the services. Both firms received positive references. For the auditing services, it seems that the cost could be significantly greater with MuniServices; therefore, **staff recommends that the RTC approve entering into a contract with HDL Companies for management and auditing services of revenues to be received due to the approval of Measure D.** Attachment 1 is the scope of services offered by HDL. Funds are available in the RTC budget for Measure D to cover these consulting services.

SUMMARY

Consulting services to analyze and audit Measure D revenues received from the State BOE would be very useful to the RTC in fulfilling its responsibilities and obligations under Measure D. Staff recommends contracting with HDL Companies for these services.

Attachments:

1. Scope of Services offered by HDL Companies

Scope of Services Provided by HDL

Transactions Tax Management Services

The following services would be performed by our team of sales tax principals, production team and be assisted by our IT department.

1. Economic Analysis

Although numerous companies and agencies use the BOE's published data as a basis for analysis, the results are usually inaccurate and misleading due to address and business categorization errors in the data. To correct those deficiencies, HdL scrubs the data on an ongoing basis, fixing business addresses and re-categorizing merchants to differentiate brick and mortar retailers from "business-to-business" suppliers and on-line retailers. The company further creates and groups businesses into additional categories not provided by the BOE to better track new and emerging economic trends. Samples include the breaking out of biotech/medical suppliers, online fulfillment centers, alternate energy and utility providers, wineries and marijuana dispensaries. This focused approach to data management allows agencies to more accurately compare the impact of trends in their jurisdiction with state and regional trends.

In addition to a comprehensive database, HdL's principals use the intelligence gleaned from quarterly sales tax meetings with nearly 300 agencies to identify new trends and developments that might help other clients. The firm's bi-weekly Headlines e-news service is included to keep clients informed of trends and developments that may impact individual and regional economic strategies and goals.

2. Budget Projections and Monitoring

HdL has developed a comprehensive, detail-oriented method for projecting and monitoring transactions tax revenues. The state's economic base is divided into seven major economic segments. Initial and mid-year projections are made for each category by eliminating payment aberrations and including recent revenue impacts such as newly opened or closed businesses. HdL also incorporates information gathered from over 90 industry sources and from its quarterly client meetings across the state of California; the results are combined into a single estimate of anticipated revenue. HdL's historical approach, which has been well received by its clients, has been to provide each client a single "most-likely" budget estimate and to stand-by that budget projection, explaining variances when they occur. HdL has an excellent track record in supporting its clients in this way and of providing accurate estimates.

HdL further enhances its projections by contacting builders of large-scale development projects to determine the estimated timing and value of potential construction related revenue in its estimates. **Five year forecasts are also provided.**

3. Management Support

HdL will establish a consistent liaison with RTC's coordinator and define logical checkpoints for reviewing progress towards the agreed upon objectives. Each quarter, a principal of the firm will analyze RTC's transactions and use tax data in detail and meet with appropriate officials to review trends and make recommendations regarding the economic and budget implications of that quarter's data.

HdL serves as "on-call" staff to provide transactions and use tax estimates for proposed projects, and prepare budget projections. When requested, principals also meet with committees of the Board to explain transactions tax regulations and their importance to RTC's tax base.

HdL maintains close and positive relationships with BOE Board Members and staff to quickly resolve policy issues unique to individual clients. The firm also advocates regulation and legislative changes when they are of benefit to all HdL clients. Examples are the firm's work in the change of allocation of "use tax" for major construction projects, securing an Executive Order from the Governor to allow publishing of top taxpayers in public documents and the introduction of the problem of "point of sale" for warehouses to the BOE.

4. Reports, Transactions Tax Website and Training

Within one week of receiving new quarterly data, HdL staff will import RTC's detailed transactions and use tax data into its web-based sales tax system to facilitate analysis and report preparations. The system allows RTC staff to search, print and export their transactions and use tax data for a variety of financial, management and planning functions. The firm provides the ability to search transactions tax producers by business name, address, BOE account number and current and historical allocations. The archived quarterly transactions and use tax reports can also be accessed through the online application. Training on use of the web-based application and ongoing upgrades are provided at no additional charge.

The screenshot shows the HdL Registration website interface. The account details for 'Mancos Specialty Stores' are displayed, including address (2568 W Butler Ave, Gotham, CA 99999) and contact information. Below the account details is a table showing quarterly sales tax data for fiscal years 2011-12, 2010-11, 2009-10, and 2008-09. The table includes columns for Fiscal Year, 2nd, 3rd, 4th, and 1st Sales Quarters, and Year Total. Each quarter is further broken down into Adjusted, Regular, and Total amounts. A detailed view of the 2010-11 data is also shown, including columns for Quarter, RP, Basis, Trans., A/R Dates, Date Received, Period, In Lieu, In Lieu Amount, and Agency Amount.

Fiscal Year	2nd Sales Quarter			3rd Sales Quarter			4th Sales Quarter			1st Sales Quarter			Year Total
	Adj.	Reg.	Total	Adj.	Reg.	Total	Adj.	Reg.	Total	Adj.	Reg.	Total	
2011-12		20,430	20,430		21,080	21,080	0	21,553	21,553				63,063
2010-11	19,742	19,742	39,484	20,341	20,341	40,682	-92	20,702	20,611		20,435	20,435	111,228
2009-10		19,878	19,878		19,340	19,340		19,166	19,166		19,634	19,634	78,019
2008-09		18,656	18,656		19,305	19,305		21,144	21,144		19,706	19,706	78,811

Quarterly transactions tax reports are provided on both a cash and adjusted basis. Cash reports reconcile to BOE payments while adjusted reports accurately provide economic trending data. HdL will provide reports on major tax producers and total tax receipts as requested. The data will be presented in reports for major tax producers, by both rank and category, analysis of tax activity by category and business, district or specific areas that RTC has specified, analysis of reporting aberrations and per capita and by number of outlet comparisons. Additional quarterly reports will include reports by major retail outlets, business category, geo area growth and decline comparisons, historical revenue tables and top 100 taxpayer listings. Additionally, HdL will provide historical reports comparing Measure D receipts to Bradley-Burns 1% allocations and identify discrepancies between the two revenue streams.

Statewide trends to better monitor and compare RTC's economic performance by business category and geographical area. A non-confidential newsletter is included to support management's efforts to inform and engage the public. Unlike the Bradley-Burns Uniform local tax which is allocated basically to the "Point of Sale", transactions taxes are to the extent possible collected and allocated only to those residing or physically located within the Agency levying the tax. The difference often creates confusion and difficulties in projecting revenue trends. HdL's reports are designed to overcome these problems and provide clients with accurate revenue projections and planning forecasts.

Transactions and Use Tax Audit Program

The following services would be performed by our audit team members under the direction of our Director of Audit Services. Once RTC data from the countywide measure is uploaded and processed, a number of sophisticated and proprietary queries and analyses would be applied to isolate potential misallocations and deficiencies. This process is supported and supplemented by HdL's Bradley-Burns Local Sales and Use Tax database, which includes account-level registration and allocation data for all of Santa Cruz County (incorporated cities and the unincorporated area) dating back to FY 1988-89. The HdL database also includes both historical and current transactions tax data for 108 individual districts.

The size and quality of HdL's database is the optimal foundation for a review of RTC's transactions and use tax data and the basis for a thorough search for deficient or misallocated tax payments.

Our unmatched database allows for quick generation of exception or "lead lists". It also lends legitimacy to requests for information and enhances taxpayer cooperation when HdL can demonstrate that is already has specific information from the taxpayer's sales and use tax returns. Once a target list of potential point-of-sale, delivery and use errors is developed, senior auditors, who are experienced in taxpayer outreach, contact the appropriate company personnel in sales, operations and accounting to determine if a reporting error exists. A thorough initial audit will be supplemented by ongoing reviews of quarterly distribution reports as new data is released. All countywide payments, including direct allocations, county pool distributions and deficiency assessments will be compared to RTC distributions to isolate all potential opportunities for revenue recovery.

The administrative process for recovery of *misallocated* transactions tax revenue (i.e revenue credited in error to the wrong district) is governed by BOE Regulation 1828. Section (e) of this regulation limits redistributions to two quarterly periods prior to the quarter in which BOE is made aware of the error. Recovery of *deficient* payments is limited by Section 6487 of the Sales and Use Tax Law to three years after the return is filed.

HdL remains cognizant of these statutes during both initial and ongoing reviews and will target all missing revenue within reach. HdL's audit team will also file all necessary documentation with BOE on a timely basis in order to secure the earliest possible date of knowledge. A full-time case manager actively monitors all outstanding claims and follows up with appropriate BOE staff as necessary to ensure prompt correction.

Negative findings will be researched and further documented and pursued following all guidelines and deadlines stipulated by Regulation 1828. This includes formal appeals to the Sales and Use Tax Department, the Appeals Division and when/if necessary the elected Board Members.

Invoicing on audit claims will include all necessary and relevant detail to allow for quick and easy validation of claims with minimal disruption to RTC staff. A Work Authorization detailing audit findings and submittals to BOE prior to any invoicing can be provided at the option of RTC staff. All billings are easily verified through HdL's paper trail, BOE responses and our web based sales tax application.

TO: Regional Transportation Commission (RTC)
FROM: Luis Pavel Mendez, Deputy Director
RE: Amendment to the Regional Transportation Commission's (RTC) Rules and Regulations and Administrative and Fiscal Policies

RECOMMENDATIONS

The Budget and Administration/Personnel (B&A/P) Committee and staff recommend that the Regional Transportation Commission (RTC) approve the attached draft revised RTC Rules and Regulations (Attachment 1) and draft revised RTC Administrative and Fiscal Policies (Attachment 2.)

BACKGROUND

The RTC's Rules and Regulations serve as the bylaws for the RTC and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other policies and procedures. The RTC last amended its rules and regulations 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. 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 needs and the responsibilities of the RTC have evolved. Therefore, staff proposes two levels of spending authority for the Executive Director. Increase expenditures for the first of level transactions 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 modified such that advance approval by the RTC Board for out of state travel would not be required but reporting to the RTC would be. 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.

The B&A/P Committee and staff recommend that the RTC approve the attached draft RTC Rules and Regulations (Attachment 1) and draft Administrative and Fiscal Policies (Attachment 2.)

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. The B&A/P Committee and staff recommend that the RTC approve the revised documents.

Attachments:

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

DRAFT

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

Rules & Regulations

~~Revised August 7, 2014~~ ~~Draft~~ ~~65/01/2017~~

I.



**Santa Cruz County
Regional Transportation Commission**
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SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

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ADOPTED MAJOR REVISION SEPTEMBER 1979

REVISED DECEMBER 1980

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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 JUNE 1, 2017

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.~~ 9.9. 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
Ecology Action Transportation Group	1
University of California, Santa Cruz	1
Cabrillo College (ex-officio)	1
California Highway Patrol (ex-officio)	

voting members

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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} 2017~~02~~)

– 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	\$ 6100	\$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.

**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
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 - 1.2 Application of the Policies
 - 1.3 Implementation of the Policies
 - 1.4 Amendment of Policies

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 - 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
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 - 3.2 Responsibility for Risk Management
 - 3.3 Other Legislation
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- 6. TRAVEL
 - 6.1 Official Travel
 - 6.2 Use of RTC Vehicles
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 - 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

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 ~~\$15~~50,000 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) Has unique qualifications or experience; or
 - (c) Is a Federal, State, or other public agency or not-for-profit corporation which will perform the services at actual cost; or
 - (d) Is a vendor selected by another public jurisdiction (such as the State of California) through a competitive bidding process.

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 ~~reported~~approved in advance ~~to~~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 renting a vehicle. The driver and all passengers must wear seat belts at all times as required by California law and obey State and federal laws, rules and regulations.

6.4 Use of Private Vehicles for RTC Business

**Santa Cruz County Regional Transportation Commission
THREE MONTH MEETING SCHEDULE**

**June 2017
Through
September 2017**

**All meetings are subject to cancellation when there are no action items to be considered by
the board or committee**

**Please visit our website for meeting agendas and locations
www.sccrtc.org/meetings/**

Meeting Date	Meeting Day	Meeting Type	Meeting Time	Meeting Place
6/1/17	Thursday	Regional Transportation Commission	9:00 am	City of Watsonville Council Chambers
6/5/17*	Monday	Bicycle Advisory Committee *Note meeting date 1 week earlier	6:00 pm	Commission Offices
6/8/17	Thursday	Budget and Administration/Personnel Committee	3:00 pm	CAO Conference Room
6/13/17	Tuesday	Elderly & Disabled Transportation Advisory Committee	1:30 pm	Watsonville Community Room
6/15/17	Thursday	Transportation Policy Workshop	9:00 am	Commission Offices
6/15/17	Thursday	Interagency Technical Advisory Committee	1:30 pm	Commission Offices
NO MEETINGS IN JULY				
8/3/17	Thursday	Regional Transportation Commission	9:00 am	City of Scotts Valley Council Chambers
8/14/17	Monday	Bicycle Advisory Committee	6:00 pm	Commission Offices
8/15/17	Tuesday	Elderly & Disabled Transportation Advisory Committee	1:30 pm	Commission Offices
8/17/17	Thursday	Transportation Policy Workshop	9:00 am	City of Watsonville Council Chambers
8/24/17*	Thursday	Interagency Technical Advisory Committee *Note meeting date 1 week later	1:30 pm	Commission Offices
9/7/17	Thursday	Regional Transportation Commission	9:00 am	County Board of Supervisors Chambers
9/13/17	Wednesday	Traffic Operations Systems Committee/ Safe on 17 Task Force	10:00 am	Commission Offices
9/14/17	Thursday	Budget and Administration/Personnel Committee	3:00 pm	CAO Conference Room
9/21/17	Thursday	Transportation Policy Workshop	9:00 am	Commission Offices
9/21/17	Thursday	Interagency Technical Advisory Committee	1:30 pm	Commission Offices
RTC Commission Offices – 1523 Pacific Ave. – Santa Cruz, CA				
Board of Supervisors Chambers/CAO Conference room – 701 Ocean St-5th floor – Santa Cruz, CA				
City of Capitola-Council Chambers – 420 Capitola Ave – Capitola, CA				
City of Santa Cruz-Council Chambers – 809 Center St – Santa Cruz, CA				
City of Scotts Valley-Council Chamber – 1 Civic Center Dr – Scotts Valley, CA				
City of Watsonville-Council Chambers/Community Room – 275 Main St – Watsonville, CA				

Correspondence Log
June 1, 2017

Date Letter Rec'd/Sent	Format	Incoming/Outgoing	Response	TO			FROM			Subject
				First	Last	Organization	First	Last	Organization	
04/21/17	Letter	O		Anthony	Cannella	State of California	George	Dondero	SCCRTC	Support for SB 477 (Cannella): Intercity Rail Corridors: Extensions
04/27/17	Invoice	O		Saeed	Valizedeh	Department of Transportation	George	Dondero	SCCRTC	Invoice #1 Reimbursement for Funds is Claimed Pursuant to State and Santa Cruz County Regional Transportation Commission (SCCRTC) Agreement No: FSP17-6149(100)
04/28/17	Letter	I		George	Dondero	SCCRTC	Adam	Ambrosini	Department of Transportation	Optional Regional Surface Transportation Program (RSTP) Federal Exchange Program for FY 201/2017
04/29/17	Email	I	CJ 05/01/17			SCCRTC	Brian	Peoples		Trail Now Newsletter
05/03/17	Email	I	KS 05/03/17			SCCRTC	Kym	DeWitt		Highway 1 Widening Project
05/03/17	Email	I	CJ 05/03/17			SCCRTC	Gail	McNulty		Unified Corridor Study
05/03/17	Email	I	CJ 05/05/17			SCCRTC	Stanley	Sokolow		Comments on Agenda Items for May 4, 2017 Meeting of the RTC
05/03/17	Email	I	CJ 05/05/17			SCCRTC	William	Menchine		UCIS, Rail Corridor Uses, E-Bikes, Velocars, etc.

Correspondence Log
June 1, 2017

Date Letter Rec'd/Sent	Format	Incoming/Outgoing	Response	TO			FROM			Subject
				First	Last	Organization	First	Last	Organization	
05/04/17	Letter	O		La Sharon	Allen	Department of Transportation	Rachel	Moriconi		FY 2015/16 Optional RSTP Federal Exchange Program
05/04/17	Invoice	O		Donn	Miyahara	Caltrans, District 5	George	Dondero	SCCRTC	Final Invoice Reimbursement for Federal Funds is Claimed Pursuant to Administering Agency-State Agreement No. 05-6149R, Dated 02/14/07 and Program Supplement No: 05-6149-007-N
05/04/17	Email	I	KS 05/05/17			SCCRTC	Hayden	Milliron		Hwy 1 Corridor
05/05/17	Letter	O		Stephen	Slade	Land Trust of Santa Cruz County	Cory	Caletti	SCCRTC	Invoice #4 (LANDT04) for the Land Trust of Santa Cruz County Funds Granted to Santa Cruz County Regional Transportation Commission (SCCRTC) for the Monterey Bay Sanctuary Scenic Trail (MBSST) Project
05/05/17	Email	I	CJ 05/08/17			SCCRTC	Robert	Stephens		Comments at 5/4 Meeting
05/05/17	Email	I	CJ 05/08/17			SCCRTC	Louis C	DeLucia		Hwy 1 Project Delays
05/07/17	Email	I	CJ 05/07/17			SCCRTC	Ka'ohinani			Bike Trail 17th to 41st
05/08/17	Memorandum	O		Cayla	Hill	METRO	Rachel	Moriconi	SCCRTC	Prop 1B Transit Security Grant Resolution - May 2017

Correspondence Log
June 1, 2017

Date Letter Rec'd/Sent	Format	Incoming/Outgoing	Response	TO			FROM			Subject
				First	Last	Organization	First	Last	Organization	
05/08/17	Letter	I		Rachel	Moriconi	SCCRTC	John J	Presleigh	County of Santa Cruz	2014 Pavement Management Project-RSTPX Balances
05/08/17	Email	I	CJ 05/10/17			SCCRTC	Bill	Delaney		Highway 1
05/09/17	Email	I	CJ 05/09/17			SCCRTC	Millie	Scott		Thank You for Your Leadership and Vision as a Regional Transportation Commission Member
05/10/17	Invoice	O		Donn	Miyahara	Caltrans, District 5	Luis	Mendez	SCCRTC	Invoice #5 Reimbursement for Federal Funds is Claimed Pursuant to Administering Agency-State Agreement for Federal Aid Dated 2/14/07 and Program Supplement No: N009
05/10/17	Newsletter	I				SCCRTC	Stephen	Slade	Land Trust of Santa Cruz County	The Rail Trail News
05/11/17	Letter	O		Kelly	McClendon	Caltrans, District 5	George	Dondero	SCCRTC	Invoice #4 for the Sustainable Transportation Prioritization for Santa Cruz County Funds in Accordance with the OWPA
05/12/17	Letter	O		Lisa	Davies	Department of Transportation	George	Dondero	SCCRTC	Santa Cruz County Regional Transportation Commission FY2017 Second and Final Invoice for the FSP17-6149(100) Grant for Freeway Service Patrol
05/15/17	Email	I	RM 05/24/17			SCCRTC	Jim	Helmer		Highway 9 and Measure D

Correspondence Log
June 1, 2017

Date Letter Rec'd/Sent	Format	Incoming/Outgoing	Response	TO			FROM			Subject
				First	Last	Organization	First	Last	Organization	
05/16/17	Email	I				SCCRTC	Jerry	Martin		Pacific Surfliner San Diego to Santa Cruz
05/17/17	Letter	O		Kelly	McClendon	Caltrans, District 5	Luis	Mendez	SCCRTC	Invoice #2 for the SR9/San Lorenzo Valley Complete Streets Corridor Transportation Plan Funds
05/17/17	Letter	O		Kelly	McClendon	Caltrans, District 5	Luis	Mendez	SCCRTC	Invoice #2 for the Santa Cruz County Unified Corridor Investment Study - Phase II Funds
05/17/17	Letter	O		Kelly	McClendon	Caltrans, District 5	Luis	Mendez	SCCRTC	Invoice #4 for the User Oriented Transit Travel Planning Funds
05/17/17	Email	I	CJ 05/18/17			SCCRTC	Michael	Pisano		SCCRTC Meeting May 4th
05/19/17	Billing	O		Donn	Miyahara	Caltrans, District 5	Luis	Mendez	SCCRTC	Lump Sum Payment for 2016/2017 Exchange Program
05/19/17	Invoice	O		Kelly	McClendon	Caltrans, District 5	Luis	Mendez	SCCRTC	FY2016/2017 Invoice #2 for the Rural Planning Assistance Funds
05/22/17	Email	I	Gdy 05/22/17			SCCRTC	Catherine	Steele		Public Transit and Affordable Housing

S:\Correspondence Logs\data entry spreadsheet-correslog-fy1617\1706.xlsx]Sheet1

COMMENTS FROM THE PUBLIC

From: Ka'ohinani
Sent: Sunday, May 07, 2017 1:40 PM
To: info@sccrtc.org; john.leopold@santacruzcounty.us
Subject: BIKE TRAIL 17TH TO 41ST

TO Corey Caletti, SCCRTC, John Leopold, Chairperson
FROM Charlotte Eggleston
RE Bike Path Development 17th Ave to 41st Ave
DATE 5/7/17

It is a priority to build good alternative transportation now in Live Oak, which has the highest population in the Santa Cruz area. We need to begin building the bike trail now from 17th Avenue to 41st Avenue. This corridor would serve many school children between home & school, as well as young people & adults with business & recreation needs. Making the link to 17th would make it easier & safer to reach business & recreation destinations all the way downtown & 41st is another important business & recreation hub. Would you please let me know when the bike path has been definitively decided & I'll inform the other interested parties? Thank you.

SIGNED BY:

-Charlotte Eggleston, Gordon Hammer, Lawrence Stern, Aileen Vance, Janell Saber

From: info@sccrtc.org
Sent: Monday, May 08, 2017 9:02 AM
To: 'Ka'ohinani'
Subject: RE: BIKE TRAIL 17TH TO 41ST-Ka'ohinani

Thank you for your comments. They will be made available to the Commission for their review. Please visit the SCCRTC website at www.sccrtc.org for information on the Commission and its activities. Thank you,

- Cathy Judd, SCCRTC

From: Millie Scott
Sent: Tuesday, May 09, 2017 8:26 AM
To: info@sccrtc.org
Cc: [Rayn Coonerty](#); [Cynthia Chase](#); [John Leopold](#); [Bruce McPherson](#); [Jacques Bertrand](#); [Oscar Rios](#); [Sandy Brown](#); [Donald Hagen](#); [Ed Bottorff](#)
Subject: Thank you for your leadership and vision as a Regional Transportation Commission member

Please forgive the group form of address, I've become aware of a nasty group called Trail Now that is engaged in dirty tricks and lies about the rail corridor and the trail project. Today they've identified the nine of you as targets for removal from office unless you come around to their point of view about use of the rail corridor and my family and I want to demonstrate our support for you and for the rail trail project as designed. It's unfortunate that they demanded more corridor studies and now gripe about delays in construction, that they claimed a wider highway was coming soon and turn around and blame you for the fact that the process is slow. Does Trail Now and the other group really want a trail at all? They fought the application for FEMA funds to repair a washout and one of them spoke to you on April 6, Gail McNulty, that for the north sections they would rather see a narrow 10-foot trail with the tracks gone than a proper trail on the coastal side. Dear commissioners, these people are clearly not interested in a trail, they want to remove the tracks and they know that if the tracks are ever removed they will never come back, the cost

would be prohibitive and the public support unlikely. Stay strong, keep up the good work, and please let me know if I can ever do anything like hand out flyers or attend meetings. Thank you,
-Melody Sanders, District 2

From: info@sccrtc.org

Sent: Tuesday, May 09, 2017 11:03 AM

To: 'Millie Scott'

Subject: RE: Thank you for your leadership and vision as a Regional Transportation Commission member-Sanders,M

Dear Ms. Sanders,

Thank you for your comments. They will be made available to the Commission for their review. Please visit the SCCRTC website at www.sccrtc.org for information on the Commission and its activities. Thank you,

-Cathy Judd, SCCRTC



05/10/17

Last week a blogger put out some false information about the Land Trust's position on the Rail Trail. To set the record straight, the Land Trust has:



- **never** promoted a bus option for the corridor,
- **never** told the RTC that the funds we've raised for the Rail Trail can't be used "if you don't have a train,"
- **never** taken a position on passenger rail (we'll leave that to the transportation experts).
- The Rail Trail is a trail built alongside the tracks. Building the trail doesn't require having trains, but it does mean that the trail is built in a way that preserves the option of having trains in the future. (You can read our policy on Building the Rail Trail ASAP and Preserving the Rail Option [here](#).)

What we *have* done is commit to provide \$5.9M in matching grants to get the trail built as soon as possible. These trail segments can move forward only because they are part of a master plan that has been approved by all levels of government, and has completed and approved environmental documents. These approvals mean the Rail Trail can be built as soon as funding is available.

Our efforts helped catalyze \$19M in public funding for the design and/or construction of 13 miles of the 32-mile trail. The first segment will be open NEXT YEAR. With Measure D funds (and a united "get it done" effort), Santa Cruz could have the ENTIRE trail built in 10 years. The Land Trust's proud support for this transformative local trail project, and its timely completion, is a matter of record.



[Stephen Slade](#)

Stephen Slade is the Executive Director at Land Trust of Santa Cruz County. He has more than 40 years non-profit experience in fundraising, communications, and management – and a deep passion for the lands that make Santa Cruz special.

From: Michael Pisano
Sent: Wednesday, May 17, 2017 4:38 PM
To: info@sccrtc.org
Subject: SCCRTC - May 4th

Hi All,

I just recently watched the May 4th SCCRTC meeting on CTV, and I would like to thank Randy Johnson & Zach Friend for trying to fast-track the Hwy 1 widening with Caltrans. Most infrastructures are nothing to be afraid of – with that being said - The Hwy 1 widening has been lacking for over 50 years. Unfortunately, it seems that the Hwy 1 widening may only speed up a little bit per Caltrans. If I remember correctly after a major earthquake in Los Angeles, many years ago, a contractor was paid bonuses if it met certain deadlines with tearing down and building back up of fallen freeways. If Hwy 1 could somehow be considered a public emergency – maybe then Caltrans would take heed of the urgency of the Hwy 1 widening. We have all patiently waited a long time for this opportunity while other state projects have been completed: Hwy 4, 101, 580, 680, 880, & 405, etc... I know my co-workers that take 3 hours to get back home from Santa Cruz & Scotts Valley to Watsonville & Marina may appreciate more precious time with their families. To my understanding, if the rails are lifted and placed with gravel – they won't be able to be replaced back with rail. Plus; How will wheelchairs traverse on gravel? As you know, the Santa Cruz County voters passed Measure D by a historic 2/3 vote, and it seems, that we as a County are getting less afraid of infrastructure. Thank you again for trying to speed up any and all infrastructure improvements.

- Michael Pisano, UCSC – BAS/SHR – Leave of Absence Assistant

From: info@sccrtc.org
Sent: Thursday, May 18, 2017 8:06 AM
To: 'Michael Pisano'
Subject: RE: SCCRTC - May 4th-Pisano,M

Dear Mr. Pisano,

Thank you for your comments. They will be made available to the Commission for their review. Please visit the SCCRTC website at www.sccrtc.org for information on the Commission and its activities. Thank you,
-Cathy Judd, SCCRTC

From: Catherine Steele
Sent: Monday, May 22, 2017 10:21 AM
To: info@sccrtc.org
Cc: Catherine Steele
Subject: ITAC meeting this Thursday May 25, 2017 citizen-resident comment re: corridor

Hello,

My name is Catherine Steele. I am currently a resident of the City of Santa Cruz living between Cayuga and Seabright on the east side or upper Soquel flats in the City of Santa Cruz. I am concerned about public transit and I am concerned about affordable housing. The corridor studies incorporate both of my concerns. As I approach 75 years of age, it is clear that I will lose my capacity to choose my modes of transit and will become dependent on public transit. I moved to Santa Cruz in 1984 and have always managed to find housing along the corridors, eliminating the need to use a car. I was one of the first library employees to mount my bicycle on a rack on the SC Metro bus that took the Freedom Blvd route into Watsonville. (Thank you, SC Metro and all the other transit agencies that made this possible.) There are three new developments in the City of Santa Cruz on the eastside: Seabright,

Frederick Street, and Darwin. The Darwin Street units are for lease at market rates starting around \$3,000 and up to \$3,600 a month. I don't know the pricing at the other locations.

There are a lot of things I don't know as a neighbor and as a poorly informed citizen: did any of these developers consult with residents in the neighborhoods? did any of the developers consult with public transit authorities? with street parking managers? with infrastructure and water managers? Are any of the units on Frederick and Seabright selling or leasing for under market rates? Are any of these units affordable for those local residents who are being displaced by gentrification? We have residents in all the service professions and occupations: teachers, police officers, fire and paramedics, nurses who can not afford to live where they work. I am a supporter of the concept of density along transit corridors but I can not support uncontrolled and unregulated building. I feel as a voter in the City of Santa Cruz that the City must find ways to fund housing first for our residents who are houseless and affordable housing for our service professions and occupations. The City must find a way to put in place some kind of housing trust fund. Other cities have done so; I am sure that Santa Cruz can. Thank you for your time and consideration of my comments.

-Catherine Steele, Santa Cruz, CA

From: Ginger Dykaar

Sent: Monday, May 22, 2017 7:10 PM

To: Catherine Steele

Subject: Citizen-resident comment re: corridor

Hello Catherine

Thank you for sharing your concerns about transit and housing within the City of Santa Cruz. Affordable housing is a challenge in the City of Santa Cruz. I suggest you contact the City of Santa Cruz to ask your questions on how much coordination occurs between the various agencies when planning a new housing development. I would start with speaking to Katherine Donovan in Housing Development. (kdonovan@cityofsantacruz.com – 831-420-5134)

As a transportation planning agency, the Regional Transportation Commission (RTC) works closely with local jurisdictions and the Metro to plan for transportation projects where the need is greatest. As part of the Unified Corridor Investment Study, RTC will be evaluating what transportation projects should be planned for in the future that will provide safer and more options for how people travel. Equitable access is certainly one of the goals of this project. If you have not had a chance to fill out the survey for this corridor study, I recommend providing your input here. <https://sccrtc-ucs.metroquest.com/>

-Ginger Dykaar, Transportation Planner



Highway 1 at Anderson Canyon in Monterey County

SPRING 2017

Caltrans District 5



District Director
Timothy Gubbins

Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

District Director's Report

A quarterly publication for our transportation partners



Highway 9 in Santa Cruz County

Major Storm Damage

Caltrans is working day and night in some locations to address extensive damages resulting from recent heavy rains and winds. Numerous roadways have sustained mudslides and closures, including Highways 1, 17, 35, 9 and 41 in Monterey, Santa Cruz and San Obispo counties.

So far, an estimated \$730 million in storm damages have occurred statewide at more than 300 locations.

Many emergency contracts are under way to open and restore the roadways to the traveling public.



Zero Emission Vehicle Charging Stations

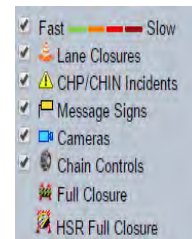
The Governor's 2016 ZEV Action Plan calls for 1.5 million zero emission vehicles on California's roadways by 2025. This supports the state's goal of reducing greenhouse gas emissions 20 percent to 2010 levels by 2020, and 40 percent below 1990 levels by 2030. This includes reducing petroleum use by up to 50 percent in the latter timeframe.

District 5 has identified locations for possible charging stations for zero emission electric vehicles on US 101 at Safety Roadside Rest Areas at Camp Roberts in Monterey County and on SR 46 at Shandon in San Luis Obispo County. Additional stations are needed to accommodate long distance travel in ZEVs, fill service gaps along major state highways and increase workplace charging opportunities statewide.

The action plan's top priorities include the following regarding ZEVs:

- Raising consumer awareness and education.
- Ensuring accessibility to a broad range of Californians.
- Making technologies commercially viable for both medium and heavy-duty vehicles and freight.
- Aiding market growth beyond the state's boundary.

So far, California has an estimated 14,000 electric vehicle charging stations. The state supports providing a network of hydrogen fueling stations statewide. More information: https://www.gov.ca.gov/docs/2016_ZEV_Action_Plan.pdf.



QuickMap Phone App

Smart phone users can now download the free QuickMap app. Special features include real-time information on traffic speed, road closures, California Highway Patrol incidents, chain controls, fire locations, electronic highway sign messages and live traffic cameras. As a reminder, please do not use QuickMap while driving. More information: <http://dot.ca.gov/ca511/trafficMapFaq.html>.

Please Submit Maintenance Service Requests at the Following Link: <http://www.dot.ca.gov/hq/maint/mrsrsubmit/>



Access Management Plan

Caltrans recently completed the *Highway 17 Access Management Plan*, a long-range plan addressing existing and future access along the seven-mile corridor from the Granite Creek Road interchange to the Santa Cruz-Santa Clara county line.

The plan focuses on preserving both the function and operation of the highway corridor and local road network, reducing conflict points and coordinating land use and transportation planning.

Suggested improvements include median barrier management, more efficient entrances and exits, and grade-separated interchanges to fully eliminate left turns across the highway.

Caltrans' partners on this major planning effort included Santa Cruz County Supervisor John Leopold, District 1; Santa Cruz County

Supervisor Bruce McPherson, District 5; Santa Cruz County; Santa Cruz County Regional Transportation Commission; California Highway Patrol; and the City of Scotts Valley. More information at:

http://www.cahwy17amp.org/files/managed/Document/302/Hwy17_Access_Management_Plan.pdf.



Critical Urban/Rural Freight Corridors

Caltrans and its local partners are working to designate US 101 and Highways 46 and 156 as critical urban/rural freight corridors providing critical connectivity to the National

Highway Freight Network. This designation, which must meet specific criteria, is important in securing federal funding for improving system performance and freight mobility efficiency. Currently, Caltrans is facilitating a technical work group for this major planning effort. More information:

<https://ops.fhwa.dot.gov/FREIGHT/infrastructure/nfn/index.htm>.



Final Bicycle Plan Coming Soon

The draft Caltrans 2017 *Toward an Active California State Bicycle and Pedestrian Plan* is out for public review and comment through March 10, 2017.

The plan features policies and actions for Caltrans and its partners to achieve the state's goals to double walking and triple bicycling statewide by 2020. Its main objectives include safety, mobility, preservation and social equity.

It also highlights the best practices around the world where active bicycling networks are thriving. The final plan is scheduled for completion in April 2017. More information:

<http://www.cabikepedplan.org/>



Sustainable Grants Produce Capital Projects

Since 2000, Caltrans has awarded multiple sustainable transportation planning grants statewide to numerous regional and local agencies. In District 5, two conceptual planning proposals recently became capital projects funded through Caltrans' Active Transportation Program (ATP).



Monterey Multimodal Mobility Plan

This Community-Based Transportation Planning grant created a multimodal plan for Monterey. Based on the city's *Bicycle Transportation Plan*, the \$36,000 project featured a pedestrian component connecting mixed-use and residential, and visitor-serving areas to popular destinations such as parks, open spaces, visitor attractions, commercial services and schools. It also identified needs for bicycle racks, complete changing stations and safe storage facilities. The city later received a \$495,000 ATP grant (Cycle 2) for its transportation demand management system.



Santa Cruz Complete Streets Plan

This Community-Based Transportation Planning grant project developed the *Santa Cruz City Schools Complete Streets Master Plan*. The \$178,000 project identified barriers to safe, sustainable transportation at 10 city schools. Parents, administrators and students all participated in bicycling and walking audits at each school with staff from Public Works and the non-profit Ecology Action. The plan also included extensive community outreach at each educational facility. The city later received a \$1.4 million ATP grant (Cycle 2) for its *Santa Cruz Citywide Safe Routes to School Crossing Improvement Program*.

More information:

<http://www.dot.ca.gov/hq/tp/grants.html> .



PROJECT UPDATE – SANTA CRUZ COUNTY

PREPARED FOR THE JUNE 1, 2017 SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING

CONSTRUCTION PROJECTS

	Project	Location/ Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Contractor	Comments
1.	Highway 17 Storm Water Mitigation (0Q600)	From slightly north of the fishhook to Sims Road (PM 0.7-1.4)	Construct multiple storm water mitigation improvements	Fall 2016- Summer 2020	\$7.4 million	SHOPP	Doug Hessing (DP)	Granite Rock, Watsonville, CA	Construction timeline is winter 2017 – summer 2020; periodic closures expected in the right southbound lane will be confined to the following times and on weekdays only: Labor Day – Memorial Day 8 pm to 7 am / 9 am to 1 pm Memorial Day – Labor Day 8 p.m. to 7 a.m.
2.	Highway 17 Shoulder Widening and Concrete Guardrail (0T980)	Near Scotts Valley south of Sugarloaf Road to slightly south of Laurel Road (PM 8.3-9.4)	Widen shoulder and install concrete guardrail	Spring 2016- Summer 2017	\$6.2 million	SHOPP	Doug Hessing (DP)	Granite Construction, Watsonville, CA	Work continuing after winter suspension; project is scheduled for completion in fall 2017
3.	Highway 129 Curve Realignment (0T540)	East of Watsonville between west of Old Chittenden Road and slightly east of Chittenden underpass (PM 9.5-10.0)	Realign curve	Spring 2016- Spring 2017	\$5 million	SHOPP	Doug Hessing (KB)	Graniterock, Watsonville, CA	Daytime one way traffic control through May 2017; project scheduled to be in Plant Establishment for the following year
4.	Highway 152 Centerline Rumble Strip (1G400)	From the Casserly Road/Carlton Road intersection to the Santa Cruz/Santa Clara County line (PM 3.7-8.3)	Install centerline rumble strip	Fall 2016- Spring 2017	\$9.6 million	SHOPP	Doug Hessing (SG)	Chrisp Company, Fremont, CA	Beginning construction May 2017; project scheduled for completion in summer 2017
5.	Highway 236 Resurfacing (1F340)	From Boulder Creek to Waterman Gap (PM 0.0-16.0)	Resurface the existing roadway	Fall 2016- Summer 2017	\$3.5 million	Maintenance	Kelly McClain (KB)	Graniterock, Watsonville, CA	Work is scheduled to resume in summer 2017

PA&ED: Project Approval & Environmental Document

PS&E: Plans, Specifications, and Estimate

SHOPP: Statewide Highway Operation and Protection Program



PROJECT UPDATE – SANTA CRUZ COUNTY

PREPARED FOR THE JUNE 1, 2017 SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING

CONSTRUCTION PROJECTS (CONTINUED)									
	Project	Location/ Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
6.	Highway 129 Open Grade Overlay and Metal Beam Guardrail Upgrade (1F030)	From just east of Watsonville to School Road (PM 1.8/9.9 & SBt PM 0.0/0.4)	Place open graded friction course and replace, raise, and update the existing metal beam guardrail and end treatments	Summer 2017 - Summer 2018	\$5.5 million	SHOPP	Doug Hessing	Granite Rock Company	Awarded on May 16, 2017 and is scheduled to begin construction in summer 2017; construction targeted to be complete by fall 2018

PROJECTS IN DEVELOPMENT									
	Project	Location/ Post Mile (PM)	Description	Construction Timeline	Estimated Construction Cost	Funding Source	Project Manager	Phase	Comments
7.	Highway 1 Pavement Overlay (1C850)	From North Aptos underpass to State Route (SR) 9 (PM 10.2-17.5)	Pavement overlay	2018	\$14.9 million	SHOPP	Luis Duazo	Design	On schedule
8.	Highway 1/ Highway 17 Ramp Safety Improvements (1H060)	From just south of the fishhook to just south of Pasatiempo overcrossing (PM 16.7)	Construct ramp safety improvements	2019	\$5.8 million	SHOPP	Luis Duazo	PA&ED	On schedule
9.	Highway 9 Shoulder Widening, Guardrail Upgrades, and Center Rumble Strips (1C650)	In Castle Rock State Park, from 5 miles to 3 miles south of SR 35 (PM 22.1-23.8)	Shoulder widening, guardrail upgrades, and center rumble strips	2018	\$7.7 million	SHOPP	Doug Hessing	PA&ED	Scheduled to advertise for bid in summer 2018

PA&ED: Project Approval & Environmental Document

PS&E: Plans, Specifications, and Estimate

SHOPP: Statewide Highway Operation and Protection Program



PROJECT UPDATE – SANTA CRUZ COUNTY

PREPARED FOR THE JUNE 1, 2017 SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING

PROJECTS IN DEVELOPMENT (CONTINUED)									
	Project	Location/ Post Mile (PM)	Description	Construction Timeline	Estimated Construction Cost	Funding Source	Project Manager	Phase	Comments
10.	Highway 17 Wildlife Habitat Crossing (1G260)	From Laurel Road to just north of Laurel Road (PM 9.442-9.692)	Construct wildlife undercrossing	2020	TBD	SHOPP	Aaron Henkel	PA&ED	Financial contributions for PA&ED, PS&E, and Right-of-Way only; local contributions to fund remaining components
11.	Highway 129/ Lakeview Road Intersection Improvements (1G990)	Near Watsonville, at Lakeview Road (PM 1.4)	Construct roundabout and improve street lighting	2020	\$4.5 million	SHOPP	Luis Duazo	PA&ED	On schedule
12.	Highway 129/ Carlton Road Intersection Improvements (1F350)	Near Watsonville from slightly west to slightly east of Carlton Road (PM 3.2-3.5)	Realign Carlton Road and construct a new intersection with left-turn channelization	2018	\$2 million	SHOPP	Doug Hessing	Design	Scheduled to advertise for bid in spring 2018
13.	Highway 152 Americans with Disabilities Act (ADA) (1E020)	Near Watsonville from Wagner Avenue to south of Holohan Road (PM 1.3-R2.0)	Install sidewalks for ADA compliance	2018	\$1.9 million	SHOPP	Luis Duazo	Design	On schedule

TO: Regional Transportation Commission (RTC)

FROM: Karena Pushnik, Senior Transportation Planner

RE: PUBLIC HEARING 9:30 AM - Adoption of Regional and Community Bridges Lift Line Five-Year Programs of Projects for Measure D

RECOMMENDATIONS

Staff recommends that the Regional Transportation Commission (RTC) hold a public hearing and adopt a resolution ([Attachment 1](#)):

1. Approving the Measure D "5-year programs of projects" for the regional projects overseen by the RTC -- Highway Corridors, Active Transportation and Rail Corridor investment categories, -- the San Lorenzo Valley Highway 9 Corridor Improvements, the Highway 17 Wildlife Crossing and Community Bridges-Lift Line (Exhibits A through F); and
 2. Amending the Fiscal Year (FY) 2017/18 RTC budget to reflect these approved Measure D "5-year programs of projects;" and
 3. Authorizing the Executive Director to enter into agreements with implementing agencies, as may be necessary, to ensure requirements of the Measure D Ordinance are met and to proceed with projects as outlined in the approved in these Measure D "5-year programs of projects."
-

BACKGROUND

Measure D, the transportation ballot measure, passed by 83,816 Santa Cruz County voters (more than a 2/3 majority) on November 8, 2016. The measure provides funding for five categories of projects: neighborhood projects (30% of net measure revenues), highway corridors (25%), transportation for seniors and people with disabilities (20%), active transportation (17%), and the rail corridor (8%).

Each agency receiving Measure D revenue is required to annually develop, update, hold a public hearing on, and adopt a five-year program of projects. The five-year program of projects identifies how each agency plans to use Measure D funds in the upcoming 5 years including expenditures and deliverables. Per the ordinance, the Regional Transportation Commission (RTC) is responsible for developing the five-year program of projects for regional projects and reviewed the draft plans at their May 4, 2017 meeting, including comments received to that point in time.

Agencies receiving direct formula allocations (cities, the County of Santa Cruz, Santa Cruz Metropolitan Transit District (METRO) and Community Bridges-Lift Line) are developing their five-year programs of projects, typically as part of their annual

budget and/or capital improvement program development process. Because Community Bridges is not a public agency the RTC will also take action on Community Bridges' five-year program of projects at a public hearing held by the RTC.

DISCUSSION

The five-year programs of projects cover FY17/18 through FY21/22. It should be noted that these plans are preliminary for years 2-5, and will be adjusted annually based on updated project schedule and cost information, as well as information on any grants and other funds that agencies are able to secure for the projects. Since annual revenues are sometimes insufficient for larger projects, agencies sometimes need to carry over, reserve, or "bank" revenues to future years.

Regional Measure D Projects

The five-year plans for each of the regional transportation categories -- Highway Corridors, Active Transportation, and the Rail Corridor, as well as San Lorenzo Valley Highway 9 Corridor Improvements and the Highway 17 Wildlife Crossing – have been prepared by the RTC with input by its advisory committees and are attached (Attachment 1 Exhibits A-E). Comments on the five year plans were included in the draft report considered by the RTC at its May 2017 meeting and additional comments are attached (Attachment 2). Based on comments received by the time of this writing, one modification, shown in underline/strikeout, is recommended to finalize the draft plans that the RTC board reviewed at its May meeting.

Trail Program - Seventeen percent (17%) of net Measure D revenues are designated for the "Active Transportation" category to fund the Monterey Bay Sanctuary Scenic Trail Network (MBSST), also known as the Coastal Rail Trail. As noted in the Measure D Expenditure Plan, this funding will be used for bicycle and pedestrian trail construction; maintenance, management and drainage for the rail and trail corridor; and possible installation of conduit for internet and electrical services.

The draft 5-year plan for the Active Transportation category (Attachment 1 Exhibit A) focuses Measure D funds to projects currently under development, on-going trail development, and maintenance of the corridor. \$2.5M is held in reserve, with the RTC anticipated to decide where those funds will be spent in conjunction with completion of the Unified Corridors Plan or other decision points.

Work tasks related to trail project implementation and program management include design, preliminary engineering, environmental permitting, as well as public outreach for projects currently under way and for development of the network as a whole. Specific tasks include coordination with local public works departments, stakeholders, State Parks, Iowa Pacific, California Public Utilities Commission, Environmental Health Services, consultants and technical experts; right-of-way surveying, encroachments and property rights certifications; grant applications for future projects and complete funding for current projects; studies related to trail implementation or corridor uses; management of all funding sources and contracts;

partnership building; presentations to community organizations; event planning and participation.

This Measure D allocation category also includes general rail right-of-way corridor encroachments and maintenance. This includes items such as vegetation abatement; tree, trash and graffiti removal; drainage issues; storm damage repairs, etc.

In summary, deliverables for the Active Transportation category for the next five years include:

- Segment 5 North Coast rail trail: With the Federal Highway Administration's Central Federal Lands as the lead agency, funding will provide for construction and maintenance/operation of trail following completion of environmental analysis (per California law), completion of design, and management of technical assistance.
- Segment 7 City of Santa Cruz rail trail (Natural Bridges to Wharf): With the City of Santa Cruz as the lead agency, complete construction of trail and conduct maintenance/operations activities with supplemental funding.
- San Lorenzo River bicycle/pedestrian bridge: With the City of Santa Cruz as the lead agency, funds will provide for construction work to widen the existing walkway for multi-use purposes on the existing railroad bridge.
- Segment 18 City of Watsonville rail trail (Lee Rd-Walker): With the City of Watsonville as the lead agency, funding will complete construction of trail and conduct maintenance/operations activities
- Segment 8/9 City and County of Santa Cruz rail trail (wharf to 17th Ave): Funding will be utilized to match future grants for construction work.
- Maintenance of rail corridor: Ongoing activity to address vegetation, trash, graffiti, drainage, encroachments, etc.
- Advancing future trail segments, including pursuing additional grants, conducting technical work, coordinating with stakeholders and other applicable entities.

Highway Corridors – Twenty five percent (25%) of net Measure D revenues are designated for the Highway Corridors category, which includes Highway 1 auxiliary lanes, bicycle and pedestrian over-crossings, traveler information and transportation demand management (TDM) programs, highway safety and congestion reduction programs. The five year program of projects (Attachment 1 Exhibit B) uses some Measure D funds in the first few years on pre-construction phases of capital projects and ongoing traveler information and safety programs; while reserving several years of funding for construction of auxiliary lanes and bicycle/pedestrian crossings. The RTC will also be seeking state and federal grant funds to supplement Measure D revenues allocated to these projects.

A Measure D 30-year Implementation Plan, currently under development and scheduled for approval later this year, will discuss options for accelerating delivery of the auxiliary lane projects, which may include future bond financing.

In summary, deliverables for the Highway Corridor category for the next five years include:

- Highway 1 - 41st Ave/Soquel Auxiliary Lanes: Begin construction in 2021 following completion of environmental documents by Caltrans, final design, right of way and utility work.
- Highway 1 – Pedestrian/Bicycle Bridge at Chanticleer: Begin construction in 2021 following completion of environmental documents by Caltrans, final design, right of way and utility work.
- Highway 1 – Pedestrian/Bicycle Bridge at Mar Vista: Begin construction in 2021 following completion of environmental documents, final design, right of way and utility work.
- Highway 1 – Park Ave/Bay-Porter Auxiliary Lanes: Complete environmental documents (Tier 2), final design, right of way and utility work.
- Highway 1 – State Park Drive/Park Ave Auxiliary Lanes: Complete environmental documents (Tier 2), final design, right of way and utility work.
- Cruz511, Safe on 17, Freeway Service Patrol: Provide ongoing service

San Lorenzo Valley (SLV)/Highway 9 Corridor Improvements - Measure D includes a total of \$10 million for transportation projects along the Highway 9 corridor through San Lorenzo Valley (approximately \$333,000 per year on average over 30 years). The RTC is working with a consultant team, Caltrans, County Public Works and Planning, Santa Cruz Metropolitan Transit District (METRO), and the public to develop a comprehensive plan for the Highway 9 corridor. The corridor plan (funded by a Caltrans grant) will identify, evaluate and prioritize multimodal investments along the corridor. Since the plan will not be completed until 2018, this first 5-year program of projects (Attachment 1 Exhibit C) reserves most of the Measure D revenues for projects to be identified through the corridor plan. However, RTC staff proposes that \$250,000 be programmed for one of the highest priority projects in the corridor which would improve pedestrian access to the San Lorenzo Valley (SLV) school complex in Felton. These funds would allow pre-construction work to begin and could serve as a match to better position the project to receive a future Active Transportation Program (ATP) grant. ATP applications are anticipated to be due to Caltrans in Spring 2018.

In summary, deliverables for the SLV/Highway 9 project for the next five years include:

- Fall Creek Road to SLV School Complex: Complete pre-construction activities and seek matching grant funds for pathway, transit stop and other improvements.
- Through the SLV/Highway 9 Corridor plan (scheduled for completion in Spring 2018), identify additional near-term priority investments.

Highway 17 Wildlife Crossing - Measure D includes a total of \$5 million for the Highway 17 Wildlife Crossing (approximately \$167,000 per year on average over 30 years). Caltrans and the Land Trust secured over \$3 million in State Highway Operation and Protection Program (SHOPP) funds from the California Transportation Commission (CTC) to initiate environmental review and design of a wildlife crossing on Highway 17 near Laurel Curve. The Land Trust has secured right-of-way adjacent to the highway and is raising private funds to complete the project. While Caltrans currently anticipates that pre-construction work will be done and the project ready for construction in 2020, Measure D revenues will not be able to fully fund the project by 2020 (Attachment 1 Exhibit D). RTC staff will be working with

the Land Trust and Caltrans to investigate financing and other funding options to expedite delivery.

In summary, deliverables for the Highway 17 Wildlife Crossing project for the next five years include:

- Construction of Wildlife Crossing in 2020/2021: This project includes a variety of funding sources.

Rail Corridor – Eight Percent (8%) of net Measure D revenues are designated for the Rail Corridor category for infrastructure preservation and analysis (including environmental and economic analysis) to answer community questions about possible future transit and other transportation uses of the rail corridor. The 5-year plan for the rail corridor ([Attachment 1 Exhibit E](#)) includes \$500,000 for analysis of the rail corridor in coordination with the Highway 1 and Soquel corridors through the expanded Unified Corridors Investment Study (as approved by the RTC at its March 2 meeting.)

As stated in the Measure D Expenditure Plan, projects under this category include “maintaining and repairing the publicly-owned Santa Cruz Branch Rail Line.” Therefore, the 5-year program of projects includes storm damage repair and clean up, bridge analysis and rehabilitation to continue work began in 2012, and track infrastructure maintenance, repairs and improvements. Measure D does not include funding for any new train or rail service.

In summary, deliverables for the Rail Corridor category for the next five years include:

- Unified Corridor Investment Study: Complete three-route analysis including transportation options on the rail corridor
- Rail Bridges: Updated analysis of bridge conditions and rehabilitation needs to prioritize work; and rehabilitation of bridges based on results of analysis
- Track infrastructure: Conduct ongoing repair, maintenance and improvement, including storm damage
- Corridor Use: Complete required environmental documents based on results of the Unified Corridor Study

Community Bridges Measure D Projects

Twenty percent (20%) of net Measure D revenues are designated for the Transit for Seniors and People with Disabilities category. Four percent (4%) of net Measure D revenues are allocated to the Consolidated Transportation Services Agency (CTSA) for Santa Cruz County for paratransit service. Community Bridges-Lift Line serves as the CTSA for Santa Cruz County. The remaining 16% of net Measure D revenues under the Transit for Seniors and People with Disabilities investment category are allocated to the Santa Cruz Metropolitan Transit District. As noted in the Measure D Expenditure Plan, paratransit services work with social service agencies to increase transportation options for seniors, individuals living with disabilities, and persons with low incomes.

The Measure D five-year funding projection (FY18-FY22) for direct allocation to Community Bridges-Lift Line is approximately \$750,000 per year for a total of \$3,750,000 for the five-year period. The Measure D five-year program of projects

(FY18-FY22) for Community Bridges-Lift Line is attached (Attachment 1 Exhibit F). The RTC's Elderly & Disabled Transportation Advisory Committee (E&D TAC) reviewed the draft Community Bridges Lift Line Measure D five-year program of projects at their April 2017 meeting and their recommended revisions were incorporated. The Community Bridges-Lift Line Board approved their 5-year program of projects at their May 17, 2017 meeting.

Deliverables for Community Bridges for the next five years from Measure D funds include:

- Adding up to 3,800 additional rides (one-way trips) per year over the five-year period (FY18-22) by expanding service from five-days per week (Monday through Friday) to seven-days per week (adding Saturday and Sundays).
- Expanding service hours by 2-1/2 hours/day, from 10:30am to 3:30pm currently, to 9:00am to 4:30pm
- Saving/matching funds toward a new operations facility

Service expansion will be achieved by hiring two driver positions, one new van driver trainer to fill vacancies and serve as a back-up driver, and an administrative assistant and dispatcher. In addition, expanded outreach and publicity through material and video distribution will promote expanded services.

Staff recommends that the Regional Transportation Commission adopt by resolution (Attachment 1) the Measure D 5-year programs of projects for the regional and RTC oversight projects -- Trail Program, Highway Corridor, Rail Corridor, San Lorenzo Valley/Highway 9 Corridor, and the Highway 17 Wildlife Crossing -- and for Community Bridges-Lift Line; amend the FY 2017-18 RTC budget to reflect the approved Measure D programs of projects, and authorize the Executive Director to enter into agreements, as may be necessary, with implementing agencies that may receive Measure D funds from these categories.

Next Steps

Later this year, staff will incorporate 30-year Measure D revenue projections into a long term Measure D implementation plan. The implementation plan will provide a timeline and projections for delivery of and cash flow for regional projects. As set forth in Section 8 of the voter-approved Measure D Ordinance, the implementation plan will be updated at least every five years, following a public hearing. The RTC will also solicit committee input on the draft plan.

After the close of each fiscal year, agencies must submit an annual report describing actual expenditures, progress made to improve the transportation system, how maintenance of effort requirements have been met to ensure Measure D revenues are supplementing (not supplanting) other revenues, and the degree that Measure D funds were used to secure additional funding from other sources (leveraging other funds).

The Measure D annual fiscal audit and taxpayer oversight committee will review the annual report of expenditures to ensure funds were expended consistent with the

requirements of Measure D. The annual reports, including the program of projects approved by each agency, will be made available to the public including posting on the RTC's Measure D website.

SUMMARY

Measure D requires recipient agencies to annually prepare and update a five-year program of projects, identifying how agencies plan to spend Measure D funds. The RTC board annually will adopt by resolution and public hearing the five-year programs of projects for regional investment categories and for Community Bridges-Lift Line.

Attachments:

1. Resolution adopting Measure D 5-year programs of projects
 - A. Monterey Bay Sanctuary Scenic Trail Network (MBSST)/Rail Trail 5-Year Program of Projects
 - B. Highway Corridors 5-Year Program of Projects
 - C. San Lorenzo Valley Highway 9 Corridor 5-Year Program of Projects
 - D. Highway 17 Wildlife Crossing 5-Year Program of Projects
 - E. Rail Corridor 5-Year Program of Projects
 - F. Community Bridges Five-Year Program of Projects
2. Written public comments received through noon May 24, 2017

RESOLUTION NO. 40-12

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of June 1, 2017
on the motion of Commissioner
duly seconded by Commissioner

A RESOLUTION APPROVING THE FIVE-YEAR PROGRAMS OF PROJECTS FOR
REGIONAL MEASURE D PROJECTS AND COMMUNITY BRIDGES/LIFT LINE AND
AMENDING THE RTC BUDGET TO REFLECT PLANNED USE OF MEASURE D
REVENUES IN FY17/18

WHEREAS, to address immense transportation needs and severe transportation funding shortfalls, Santa Cruz County voters approved Measure D in November 2016 by over a 2/3 majority; and

WHEREAS, Measure D is a ½ cent sales tax for 30 years to fund five transportation improvement categories; and

WHEREAS, the RTC is the agency responsible for delivering regional and other projects in Measure D including Highway Corridors, Active Transportation (Coastal Rail Trail), Rail Corridor, San Lorenzo Valley Highway 9 Corridor Improvements, and the Highway 17 Wildlife Crossing; and

WHEREAS, Community Bridges is the agency designated as the Consolidated Transportation Services Agency responsible for receiving four percent (4%) net of revenue from Measure D to deliver paratransit services to serve seniors and people with disabilities; and

WHEREAS, Community Bridges is not a public agency and the RTC agree to hold a public hearing for the Community Bridges/Lift Line's Measure D 5-year program of projects to satisfy that Measure D requirement; and

WHEREAS, all Measure D funding recipients are required to annually develop a five-year program of projects to identify planned expenditures and deliverables; and

WHEREAS, the five-year programs of projects cover FY 2017/18 through FY 2021/22, with funding and distribution estimates to be adjusted annually based on updated revenue, project schedule and cost information, as well as information on other grants or funds secured for the projects; and

WHEREAS, future Annual Reports will include a review of actual expenditures, progress made to improve the local transportation system, and the degree that Measure D funds were used to leverage additional funding from other sources.

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION THAT:

1. The Five-Year Program of Projects (FY17/18-21/22) for these Measure D regional project categories: Highway Corridors, Active Transportation (Coastal Rail Trail), Rail Corridor, San Lorenzo Valley Highway 9 Corridor Improvements, and the Highway 17 Wildlife Crossing, as shown in Exhibits A through E, are hereby adopted.
2. The Five-Year Program of Projects for the Consolidated Transportation Services Agency (Community Bridges/Lift Line) responsible for receiving four percent (4%) net of revenue in Measure D to deliver paratransit services to serve seniors and people with disabilities.
3. The FY17/18 RTC Budget is hereby amended, consistent with the Five-Year Program of Projects to reflect and implement the adopted Measure D 5-year programs of projects;
4. The Executive Director, or his or her designee, is hereby authorized to enter into agreements with agencies implementing components of the five-year program of projects;
5. Staff is directed to expedite deliverables and provide public information to keep the community apprised about their investments.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

ATTEST:

Zach Friend, Chair

George Dondero, Secretary

Exhibits A - F: Five Year Program of Projects (FY17/18-21/22) for Regional Categories and Projects

Distribution: RTC Fiscal
RTC Project Managers

Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Expenditure Plan Category: **Active Transportaiton/MBSST-Rail Trail (17 % of Measure D per Expenditure Plan)**

Agency: **Santa Cruz County Regional Transportation Commission**

Estimated Measure D Revenues

Estimated Annual Measure D Allocations		FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
		\$3,192,665	\$3,192,665	\$3,192,665	\$3,192,665	\$3,192,665				
Rail Trail Project/Program	Description	year 1 (17/18)	year 2 (18/19)	year 3 (19/20)	year 4 (20/21)	year 5 (21/22)	5-Year Measure D	Total Estimated Project Cost	Other fund information	Est. Construction start date
City of Santa Cruz (SC) Segment 7 (Natural Bridges to Wharf) - Phase 2 construction	Construction of trail. Portion of increased costs to build retaining walls.	\$ 1,100,000	-	-	-	-	\$ 1,100,000	\$7.4M (ph 1 & 2)	\$3.25M earmark \$1.8M STIP, City, FORT, Bike SCCO, Coastal Conservancy	Fall 2017/18
City of SC Seg 8 - Construction: San Lorenzo river parkway trestle widening	Widening of existing walkway on the existing railroad bridge over San Lorenzo River near Boardwalk to serve multi-use purposes	\$ 500,000	-	-	-	-	\$ 500,000	Est. \$1.55M	Land Trust, City, State Resource Agency	FY17/18
City of SC Seg 8/9 (SC Wharf to 17th Ave.): Construction	Funds set aside to serve as match when seeking other grants for trail construction in rail corridor between San Lorenzo River and 17th Avenue in Live Oak.	-	-	-	\$ 2,000,000	-	\$ 2,000,000	Est. \$33M	ATP pre-construction; Construction cost: \$28M - Seek \$26M in grants, including ATP.	est. 2021
City of SC trail maintenance and operations	Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 22,000	\$ 62,000	Est. \$20k/yr	City funds	ongoing
City/RTC coordination: CPUC, Iowa Pacific (IP), Env Health Svc (EHS), Right-of-Way (ROW), design & contractor, outreach - Seg 7,8,9	RTC oversight and coordination on development of trail sections in City of SC.	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 195,000	TBD		
City of Watsonville Segment 18 (Lee Rd-Walker)	Trail section from Lee Road to Walker in Watsonville. Measure D to cover cost increases due to inflation	\$ 150,000	-	-	-	-	\$ 150,000	\$2.2M	\$1.04M STIP \$688k ATP \$335k Land Trust FORT, County, City funds	FY17/18
City of Watsonville trail maintenance and operations	Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 11,000	\$ 31,000	est. \$10k/yr	City funds	ongoing
City/RTC coordination (CPUC, IP, ROW, EHS, design & contractor, outreach)	RTC oversight and coordination on development of trail in City and connecting to County trail segments.	\$ 20,000	\$ 25,000	\$ 25,000			\$ 70,000	\$ 70,000		
North Coast Segment 5 - enviro, design, CPUC/IP, constr mgmt (+ cover Coast Conserv funds=\$239K)	Environmental review and design of north coast section of trail.	\$ 400,000	\$ 450,000	\$ 500,000			\$ 1,350,000	\$15-20M est.; exact figure TBD (for full length)	FLAP, Land Trust, RSTPX, Coastal Conservancy	by 2020
North Coast Seg 5 - technical assist (attorney, env/CEQA filing, etc)	Technical assistance for north coast trail implementation.	\$ 100,000	\$ 100,000	\$ 100,000			\$ 300,000		FLAP, Land Trust, RSTPX, Coastal Conservancy	
North Coast trail maintenance and operations	Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 125,000	\$ 275,000	Est. \$125k/yr		ongoing
North Coast: Reserve to match future grants for unfunded 2 mi.	Funds set aside to service as match when seeking future grant application.	\$ 173,415	\$ 1,853,415	\$ 1,663,415	-	-	\$ 3,690,245	see above	TBD- possible FLAP grant	TBD
RTC general technical assist (all projects) - survey, Environmental Health (EHS), attorneys, etc	RTC oversight and coordination on development of other trail sections.	\$ 50,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 315,000	est. \$70k/yr		ongoing
RTC staff - overall program management, development of future projects, grant apps		\$ 150,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 900,000	est. \$200k/yr		ongoing
Corridor encroachments & maintenance	Ongoing corridor maintenance, including vegetation, tree removal, trash, graffiti, drainage, encroachments, storm damage repairs outside of what is required for railroad operations	\$ 519,250	\$ 519,250	\$ 519,250	\$ 519,250	\$ 519,250	\$ 2,596,250	\$519k/year	IP/shortline operator	ongoing
Unappropriated carryover to future years - opportunity fund/matches for grant apps, unexpected needs	Use of funds to be determined in future 5-year plans.				\$ 228,415	\$ 2,200,415	\$ 2,428,830	NA		TBD
Estimated Annual Measure D Expenditures		\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 15,963,325			

Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Agency: Santa Cruz County Regional Transportation Commission

Expenditure Plan Category: Highway Corridors

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$4,695,096	\$4,695,096	\$4,695,096	\$4,695,096	\$4,695,096

Name/Road/ limits	Description, complete streets components	Amount of Measure funds to be used					5-Year Measure D	Total cost estimate	Other Fund Information	Est. Construction start date
		FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
Highway 1: 41 st Avenue/Soquel Drive Auxiliary Lanes and Chanticleer Bike/Pedestrian Overcrossing (1)	Freeway operational improvement, rehab roadway and drainage, improve bicycle/pedestrian access over freeway.				\$14,000,000	\$ 14,000,000	\$28,000,000	\$34,000,000	STIP - \$4,000,000 STIP Reserves - \$2,000,000 Seek grants; may require bond financing	Spring 2021
Highway 1: Park Avenue/Bay-Porter Auxiliary Lanes and Reconstruction of Capitola Aveue Overcrossing (2)	Freeway operational improvement, rehab roadway and drainage, soundwalls and retaining walls, reconstruct Capitola Ave. overcrossing with sidewalks and bike lane			\$1,050,000	\$1,050,000	\$2,250,000	\$4,350,000	\$39,100,000	RTC will seek grants; would require bonding to accelerate delivery	Approx. 2023-2024
Highway 1: State Park Drive/Park Avenue Auxliary Lanes (2)	Freeway operational improvement, rehab roadway and drainage, retaining walls and soundwalls			\$1,350,000	\$1,350,000	\$2,750,000	\$5,450,000	\$49,450,000	RTC will seek grants; would require bonding to accelerate delivery	Approx. 2023-2024
Highway 1 Bicycle/Pedestrian Overcrossing at Mar Vista Drive (3)	Address restricted bicycle/pedestrian access by building new overcrossing with lighting, traffic calming, and moderate aesthetic treatments				\$ 2,000,000		\$ 2,000,000	\$9,753,000	RSTP - 467,000 RSTPX - 500,000 STIP - 6,564,000	Spring 2021
Cruz 511	Ongoing system & demand management (TDM), includes Cruz511.org traveler information, carpool and other TDM programs	\$50,000	\$150,000	\$150,000	\$200,000	\$200,000	\$750,000	\$250k/yr	RSTP/STBG - \$310,000 RSTP Exchange - \$50,000 SCCRTC SAFE - \$150,000	Ongoing
Safe on 17	Ongoing system management program, involves increased CHP enforcement on Highway 17	\$25,000	\$25,000	\$25,000	\$35,000	\$35,000	\$145,000	\$100k/yr	SCCRTC SAFE - \$250,000 MTC SAFE - \$250,000	Ongoing
Freeway Service Patrol (4)	Ongoing system management and congestion reducing program. Roving tow trucks removing incidents and obstructions during peak travel periods on Highway 1 and Highway 17	\$100,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,100,000	\$330k/yr	Caltrans FSP - \$840,000 RSTP Exchange - \$120k STIP - \$150,000	Ongoing
Estimated Annual Measure D Expenditures*		\$175,000	\$425,000	\$2,825,000	\$18,885,000	\$19,485,000				
Carry over to next fiscal year*		\$4,520,096	\$8,790,192	\$10,660,288	(\$3,529,616)	(\$18,319,520)				

Notes:

- Hwy 1 41st/Soquel Aux Lane and Chanticleer B/P Overcrossing:** Previously programmed funds used for preliminary and final engineering design and right-of-way phases over the period Fy 17/18-through-FY 19/20. Measure D funds for capital construction and construction management activities.
- Hwy 1 Park/Bay-Porter and State Park/Park Aux Lane Projects:** Measure D funding for preliminary design and environmental documentation (FY 19/20 - FY 20/21) and final engineering and right-of-way acquisition (FY 21/22).
- Mar Vista Bicycle/Pedestrian Overcrossing:** Previously programmed funds used for project development and construction activities. Measure D funds (\$2M) to supplement construction and construction support activities as needed.
- Freeway Service Patrol:** through the State budget more Caltrans funds may become available reduding the need for Measure D funds

*RTC will seek grants or could decide at future date whether to utilize bond or other financing that may be required in years 4 and 5 to accelerate delivery.

DRAFT

Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Agency: *Santa Cruz County Regional Transportation Commission (SCCRTC)*

Expenditure Plan Category: **Neighborhood Projects: San Lorenzo Valley (SLV)/Highway 9 Corridor**

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$333,333	\$333,333	\$333,333	\$333,333	\$333,333

Amount of Measure funds to be used

Name/Road/ limits	Description, complete streets components	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	5 Year Measure D Total	Total cost estimate	Other fund sources	Est. Construction start date
San Lorenzo Valley (SLV) Safe Routes to Schools sidewalk (SR 9: Fall Creek Rd to SLVHS entrance)-Preconstruction	Sidewalk and transit stop	\$60,000	\$190,000				\$1,539,000	\$1,539,000	TBD: Seek ATP and other grants	FY2020/2021
Estimated Annual Measure D Expenditures		\$60,000	\$190,000	\$0	\$0	\$0				

Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Lead Agency: Caltrans

Expenditure Plan Category: Highway 17 Wildlife Corridor

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$166,667	\$166,667	\$166,667	\$166,667	\$166,667

Amount of Measure funds to be used

Name/Road/ limits	Description, complete streets components	Amount of Measure funds to be used					5-Year Measure D	Total cost estimate	Other fund sources	Est. Construction start date
		FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
Highway 17 Wildlife Crossing near Laurel Curve	Construct wildlife undercrossing to connect wildlands on either side of the highway. Creates a wildlife corridor enabling animals to safely cross the highway.	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000	\$12.5M**	SHOPP: \$3115k Land Trust: \$3M	FY2020/2021
Estimated Annual Measure D Expenditures		\$0	\$0	\$0	\$0	\$5,000,000				
Carryover Balance - RESERVE for construction		\$166,667	\$333,333	\$500,000	\$666,667	(\$4,166,667)				

*Pre-construction funded through Caltrans SHOPP - \$3.1M. Land Trust has committed private funds for some of construction costs. At a future date, RTC, Caltrans, and Land Trust will evaluate grant financing options to advance delivery, since full \$5M committed in Measure D will not be available until end of 30 year measure.

**Total cost will depend on type of undercrossing built. Design options currently being analyzed.

DRAFT

EXHIBIT E

Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Agency: Santa Cruz County Regional Transportation Commission

Expenditure Plan Category: Rail Corridor

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$1,502,431	\$1,502,431	\$1,502,431	\$1,502,431	\$1,502,431

Name/Road/ limits	Description, complete streets components	Amount of Measure funds to be used					5-Year Measure D	Total cost estimate	Other fund information	Est. Construction start date
		FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
Unified Corridor Investment Study	Analysis or rail corridor usage options consistent with Measure D	\$500,000					\$500,000	\$824,000	\$324k CT Planning grant	underway
2017 Storm Damage Repair & Cleanup	Repair and cleanup of damage resulting from the 2017 winter storms including one washout, minor slides and various downed or compromised trees	\$200,000					\$200,000	\$1,100,000	Seeking FEMA	June 2017
Railroad Bridge analysis	Updated engineering analysis of railroad bridges to complete bridge rehabilitation work outlined in engineering analysis completed in 2012	\$300,000					\$300,000	\$300,000		Oct. 2017
Railroad Bridge Rehabilitation	Rehabilitation of railroad bridges consistent with analysis completed in 2012 and updated analysis proposed for 2017	\$300,000	\$1,300,000	\$600,000			\$2,200,000	\$2,800,000	\$600k RSTP Exchange	Mar. 2018
Drainage repair and improvements	On-going repair and improvement of drainage along the rail line to ensure proper drainage of water and minimize potential damage to rail corridor resulting from storms	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500	\$262,500	\$52.5k/yr		on-going
Track and signage maintenance and repairs	On-going maintenance, repair and rehabilitation of railroad track infrastructure and signage	\$108,000	\$108,000	\$108,000	\$108,000	\$108,000	\$540,000	\$150k/yr	Santa Cruz & Monterey Bay Railway	on-going
Rail Transit or Other Projects Environmental Document	Preparation of environmental documents for projects on rail corridor resulting from the Unified Corridor Study			\$900,000	\$1,200,000	\$1,400,000	\$3,500,000	TBD	RTC may seek grants	TBD
Estimated Annual Measure D Expenditures		\$1,460,500	\$1,460,500	\$1,660,500	\$1,360,500	\$1,560,500				
Carry over to next fiscal year		\$41,931	\$83,862	(\$74,207)	\$67,724	\$9,655				

Measure D: 5-Year Plan (FY17/18-FY21/22)

Project name:	Community Bridges - Lift Line Vehicle and Equipment Acquisition
Location:	N/A
Description:	Lift Line Paratransit Vehicles & Equipment
Purpose/Need/Benefits:	<p>Fund reserves that can be used for 2 new fleet vehicles that cannot be funded through 5310, replace ageing and or worn shop equipment, improvements and or upgrades to maintenance/operations facility.</p> <p>1) 24 passenger bus, the CTSA only has one 24 passenger bus. The bus is getting close to 200,000 miles and is not funded through 5310 due to no wheelchair lift.</p> <p>2) Electric vehicle, CTSA to experiment going green, alternative fuels, environmentally friendly vehicle program.</p> <p>3) 5310 vehicle match.</p> <p>4) Replace old and worn shop equipment such as vehicle hoist, rolling bridge jacks, tire mounting equipment. (Shop equipment is no longer funded through 5310).</p> <p>5) <i>Maintenance of current leased facility, with improvements such as install better lighting, new hot water heater, fix leaking roof, and upgrades to building, bathrooms and offices.</i></p>

	24 Passenger	Electric Van	Equipment	Total
Schedule (estimated)	2018-2019	2017-2018		
Total Cost by Phase	\$ 84,608	\$ 40,075	\$ 25,317	\$ 150,000
Measure D Funds	\$ 84,608	\$ 40,075	\$ 25,317	\$ 150,000
Matching Funds				
	Starcraft	Via Electric/ Nissan		

Other Info (e.g. map, photos, etc)

Comments from the Public

From: Jim Helmer
Sent: Monday, May 15, 2017 7:24 AM
To: Rachel Moriconi
Cc: McPherson, Bruce; Robin Musitelli; Johnson, Gine
Subject: Highway 9 and Measure D

Hello Rachel,

I looked at the image of the 10 mile stretch of the Highway 9 corridor that is the focus of Measure D. **Will corridor funds be available for pedestrian connections to Highway 9.** The pedestrian safety advocates in Ben Lomond have been meeting with Supervisor McPherson since his first term and strongly supporting two pedestrian safety improvements (formal walkways), one on Main Street connecting Highway 9 to the Post Office and the other on Glen Arbor Road connecting Highway 9 to Pine Street (our most populated residential area). In both cases there is no walking area and pedestrians of all ages must contend with cars, trucks and buses by walking in the roadways. In the winter both of these streets have significant runoff and there really is no place to walk safely. **If not funded through the Corridor line item, then could you let us know at the meeting which Measure D pot our priority pedestrian safety projects on connecting neighborhood streets be placed?**

The other question I have is how will SB1 funds be allocated on Highway 9. There are several pedestrian and cyclist safety issues that should have already been addressed using SHOPP funds or Caltrans' project work orders. Can we ask that routine safety projects that align to Caltrans' new mission and goals not be put off for years going through EIR and project development stages. One such project brought to Caltrans' attention was to create a safety zone for pedestrians to walk from the Hotel in Ben Lomond to Mill street, through a restriping process, the other is in Brookdale where a massive redwood tree blocks visibility of pedestrians wishing to cross Highway 9 in the crosswalk at Pacific Street. Please let us know at the meeting if these types of context sensitive solutions have to go through the long range planning process or is there a way to prioritize "fix it first" projects.

Thank you, and thank you for your leadership on Measure D's passage
-Jim Helmer

From: Rachel Moriconi
Sent: Wednesday, May 24, 2017 10:26 AM
To: Jim Helmer
Cc: Regional Transportation Commission
Subject: RE: Measure D on county roads/ Hwy 9

Hello Mr. Helmer:

Thank you for your continued interest in improving transportation through San Lorenzo Valley! As part of the [Highway 9/San Lorenzo Valley Corridor Plan](#), the RTC will be working with the community to prioritize improvements to the Highway 9 corridor, which includes connecting roads and pathways along Highway 9 from Felton to Boulder Creek. Walkways on Main Street connecting Highway 9 to the Post Office and on Glen Arbor Road

connecting Highway 9 to Pine Street in Ben Lomond will be considered in the Corridor Plan. The plan will be used to help prioritize projects for \$10 million in Measure D funds that are specifically designated for San Lorenzo Valley Highway 9 Corridor, as well as several other state and federal funding sources – such as revenues from Senate Bill 1 which are designated to the County of Santa Cruz, Caltrans, and the California Transportation Commission's (CTC) Active Transportation Program (ATP). As you may already know, SB1 requires Caltrans and local jurisdictions to incorporate complete streets elements (such as pedestrian safety zones and crossings) into projects funded by SB1 to the extent beneficial, cost effective and practicable. The Highway 9/SLV Corridor Plan will be used to identify such opportunities and support Caltrans in included such elements into SHOPP and maintenance projects.

As noted in the Measure D Expenditure Plan which was approved by voters:

Neighborhood Projects: San Lorenzo Valley Highway 9 Corridor

Ten (\$10) million in Measure Revenues is designated for transportation projects improving travel for residents of San Lorenzo Valley. Example projects may include:

- Safety projects for people walking, biking or driving in the Highway 9 corridor through San Lorenzo Valley
- Projects that provide safe access to schools along or near Highway 9
- Intersection and signal improvements
- Bicycle lanes, paths and/or signage
- Accessible pedestrian crosswalks and sidewalks, including lighting and flashing pedestrian beacons that increase visibility
- Improved access to bus stops and bus service

As such, **pedestrian connections to Highway 9 would be eligible for Measure D "Neighborhood Projects" category funds that are designated for the San Lorenzo Valley Highway 9 Corridor, as well as Measure D funds that are directly allocated to the County of Santa Cruz.** On June 1, 2017, RTC staff is recommending that the RTC reserve most of the Measure D funds designated for the Highway 9 corridor until completion of the [Highway 9/San Lorenzo Valley Corridor Plan](#). RTC staff is recommending only a small amount of Measure D funds to kick start a short pedestrian connection between Fall Creek and the SLV school complex in advance of completion of the plan. The draft Corridor Plan is expected to be available for public review in the fall of 2017. The County of Santa Cruz is scheduled to consider projects for its share of funds at its June 27th Board of Supervisors meeting. At this point, the County has indicated that they intend to use its first five years of Measure funds to address roadway repairs and maintenance. Members of the public are invited to testify at the County's June 27 public hearing or the RTC's June 1 public hearing.

Please continue to participate and send us your ideas, questions, and comments. The open house on the Corridor Plan will be held between 5-7pm on May 31, 2017 at the Felton Community Hall (see attached flyer), I hope you can make it. An survey soliciting project ideas will also be available soon.

Rachel Moriconi, Senior Transportation Planner
Santa Cruz County Regional Transportation Commission
1523 Pacific Ave, Santa Cruz, CA 95060
831-460-3203
www.sccrtc.org

RESOLUTION NO. 43-17

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of June 1, 2017
on the motion of Commissioner John Leopold
duly seconded by Commissioner Bruce McPherson

A RESOLUTION IN RECOGNITION OF PROFOUND APPRECIATION
OF DISTINGUISHED VISION AND LEADERSHIP BY

Casey Beyer

Whereas, Casey Beyer has provided outstanding leadership to support the Santa Cruz County Regional Transportation Commission's efforts to serve the community; and

Whereas, Mr. Beyer has a vast body of experience and strategic thinking in successful transportation improvement initiatives and fundraising, and extensive professional networks in Santa Cruz County and Silicon Valley; and

Whereas, during his tenure as Executive Director of the Santa Cruz County Business Council, Mr. Beyer's leadership and dedication of staff and resources was an integral part of the foundation supporting the advancement of the Transportation Improvement in Measure D; and

Whereas, Mr. Beyer was personally instrumental in a key role to ensure that the Transportation Improvement Plan in Measure D was successful; and

Whereas, Mr. Beyer has a strong commitment to improving transportation in Santa Cruz County, building partnerships with businesses, other agencies and the community; and

Whereas, Mr. Beyer has demonstrated the highest level of professionalism, dedication, and integrity.

Therefore, Be it resolved by the Santa Cruz County Regional Transportation Commission that: we, the Members of the Board, formally acknowledge and extend our profound appreciation to Casey Beyer for his vision and leadership with supporting the Santa Cruz County 2016 Transportation Improvement Plan in Measure D. His contributions and efforts- past, present and future, will always be greatly appreciated by Commission Members, RTC staff, and most importantly the Community of Santa Cruz County.

AYES: Commissioners: Zach Friend, John Leopold, Bruce McPherson, Ryan Coonerty, Greg Caput, Cynthia Chase, Ed Bottorff, Randy Johnson, Jacques Bertrand, Oscar Rios, Sandy Brown, and Norm Hagen

ATTEST:

Zach Friend, Chair

George Dondero, Executive Director

RESOLUTION NO. 44-17

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of June 1, 2017
on the motion of Commissioner John Leopold
duly seconded by Commissioner Bruce McPherson

A RESOLUTION IN RECOGNITION OF PROFOUND APPRECIATION
OF DISTINGUISHED VISION AND LEADERSHIP BY

Ken Kannappan

Whereas, Ken Kannappan has always been a visionary leader in Santa Cruz County serving the community in many ways; and

Whereas, Mr. Kannappan has worked tirelessly to advance the Transportation Improvement Plan in Measure D; and

Whereas, Mr. Kannappan has a strong commitment to improve transportation in Santa Cruz County and building partnerships to advance the community; and

Whereas, during his tenure as CEO of Plantronics, Mr. Kannappan's leadership and dedication of staff and resources was an integral part of the foundation supporting the success of the Transportation Improvement in Measure D; and

Whereas, Mr. Kannappan has demonstrated the highest level of integrity, professionalism, and dedication.

Therefore, Be it resolved by the Santa Cruz County Regional Transportation Commission that: we, the Members of the Board, formally acknowledge and extend our profound appreciation to Ken Kannappan for his vision and leadership in supporting the Santa Cruz County 2016 Transportation Improvement Plan in Measure D. His contributions and efforts- past, present and future, will always be greatly appreciated by Commission Members, RTC staff, and most importantly the Community of Santa Cruz County.

AYES: Commissioners: Zach Friend, John Leopold, Ryan Coonerty, Bruce McPherson, Greg Caput, Cynthia Chase, Ed Bottorff, Randy Johnson, Oscar Rios, Jacques Bertrand, Sandy Brown, and Norm Hagen

ATTEST:

Zach Friend, Chair

George Dondero, Executive Director

RESOLUTION NO. 45-17

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of June 1, 2017
on the motion of Commissioner John Leopold
duly seconded by Commissioner Bruce McPherson

A RESOLUTION IN RECOGNITION OF PROFOUND APPRECIATION
OF DISTINGUISHED VISION AND LEADERSHIP BY

Bill Tysseling

Whereas, Bill Tysseling has always been mindful of the Santa Cruz County Regional Transportation Commission's efforts to serve the community; and

Whereas, Mr. Tysseling helped focus the Santa Cruz Chamber of Commerce on infrastructure, understanding the quality-of-life connection between economic vitality and housing, water and transportation; and

Whereas, Mr. Tysseling worked tirelessly to address significant transportation funding shortfalls and advance the Transportation Improvement Plan in Measure D; and

Whereas, Mr. Tysseling demonstrated a strong commitment to transportation, building partnerships with other agencies and the community and skillfully communicating challenges and offering solutions; and

Whereas, through the many ideas he contributed during the course of his tenure as Executive Director of the Santa Cruz Chamber of Commerce, Mr. Tysseling actively participated in the Transportation Funding Task Force and numerous stakeholder meetings; and

Whereas, Mr. Tysseling served the community with the highest level of integrity, professionalism, and dedication.

Therefore, Be it resolved by the Santa Cruz County Regional Transportation Commission that: we, the Members of the Board, formally acknowledge and extend our profound appreciation to Bill Tysseling for his vision and leadership by supporting the Santa Cruz County 2016 Transportation Improvement Plan in Measure D. His contributions and efforts- past, present and future, will always be greatly appreciated by Commission Members, RTC staff, and most importantly the Community of Santa Cruz County.

AYES: Commissioners: Zach Friend, John Leopold, Bruce McPherson, Ryan Coonerty, Greg Caput, Cynthia Chase, Ed Bottorff, Randy Johnson, Jacques Bertrand, Oscar Rios, Sandy Brown, and Norm Hagen

ATTEST:

Zach Friend, Chair

George Dondero, Executive Director

TO: Regional Transportation Commission (RTC)
FROM: Luis Pavel Mendez, Deputy Director
RE: Fiscal Year (FY) 2017-18 Work Program

RECOMMENDATIONS

Staff recommends that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached draft final fiscal year (FY) 2017-18 RTC work program ([Attachment 1](#)).

BACKGROUND

Each year the RTC works with Caltrans to prepare a work program for the following fiscal year based on the budget approved by the RTC as well as state and federal requirements. The work program is required for RTC to receive federal and state transportation planning funds and must include the work necessary to meet federal and state transportation planning requirements. The RTC's work program also includes all of the other work that the RTC performs. The work program provides summary information on the work that the RTC will perform with the state and federal planning funds as well as a summary schedule and work products.

DISCUSSION

RTC staff prepared a draft FY 2017-18 work program for the RTC and submitted it to Caltrans for review. The draft final included as [Attachment 1](#) has incorporated Caltrans comments and suggestions. As in past years, the FY 2017-18 RTC work program ([Attachment 1](#)) addresses state-mandated responsibilities and RTC priorities including:

- Implementation of the 2014 Regional Transportation Plan (RTP) and 2035 Metropolitan Transportation Plan (MTP) in coordination and cooperation with AMBAG, neighboring regional transportation planning agencies, Caltrans and local jurisdictions; and preparation of the next RTP and MTP;
- Development and production of the 2040 Regional Transportation Plan and 2040 Metropolitan Transportation Plan/Sustainable Communities Strategy (SCS);
- Production and implementation of the various required state and federal funding documents;
- Continued production of the Highway 1 Investment Program tiered environmental documents and production of the environmental documents for the Highway 1 Mar Vista Bicycle and Pedestrian overcrossing;
- Implementation of the new federal transportation law, Fixing America's Surface Transportation (FAST) Act;

- Management, operation and planning for the Santa Cruz Branch Rail Line;
- Implementation of the new Measure D ½-cent transactions and use tax for transportation;
- Continued work with project sponsors and funding agencies on securing funds for high priority projects for all modes of transportation;
- Implementation of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network master plan;
- Monitor and participate in local, state and federal efforts to address global warming and sustainability;
- Continued services to Santa Cruz area travelers through the Cruz511, SAFE callbox, Safe on 17 and Freeway Service Patrol programs, including coordination with partner agencies to ensure the best possible service.

Staff recommends that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached draft final FY2017-18 RTC work program (Attachment 1).

SUMMARY

The RTC must prepare a work program to receive state and federal transportation planning funds. The attached draft final FY 2017-18 RTC work program includes state-mandated responsibilities and RTC priorities. The draft FY 2017-18 work program has been reviewed by Caltrans and their comments and suggestions have been incorporated. Staff recommends that the RTC approve the draft final FY 2017-18 RTC work program (Attachment 1).

Attachments:

1. Draft Final FY 2017-18 Work Program

ATTACHMENT 1

FINAL DRAFT



**Santa Cruz County Regional
Transportation Commission**

**FISCAL YEAR 2017 - 2018
WORK PROGRAM**

Final Draft June 1, 2017

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INTRODUCTION

Santa Cruz County is the second smallest of California's 58 counties with 445 square miles of land area. Santa Cruz County is on the coast 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of Silicon Valley. The California Department of Finance estimates the population of Santa Cruz County for 2016 at 275,902, and is estimated to increase to nearly 310,000 by 2035. The largest population (136,086) is in the unincorporated area of the county and the remainder in the four incorporated cities of Capitola (10,150), Scotts Valley (12,143), Watsonville (52,891) and Santa Cruz (64,632). About 80% of the population lives in approximately 20% of the area of the county. The population is clustered primarily along the coast between the City of Santa Cruz and Aptos and in Watsonville, Scotts Valley and the San Lorenzo Valley. Seniors aged 70 and over make up about 6% of the population and will make up about 17% of the population in 2035.

Most work trips (77%) are within county boundaries; however, 17% of Santa Cruz County commuters travel to San Francisco Bay Area counties and about 5% to Monterey County. The Santa Cruz Conference and Visitors Council estimates that approximately 3 million people visit Santa Cruz County per year and the great majority during the summer months. Nearly one third of Santa Cruz County residents – notably children, the elderly and disabled, and low income individuals and families who cannot afford a car – do not drive a personal vehicle. The vast majority of Santa Cruz County's low income and minority populations live in the south eastern part of the County in and around the City of Watsonville and much of their employment is located in and around the City of Santa Cruz.

The demographics, geography, availability of jobs, and desirability of Santa Cruz County as a place to call home and visit significantly impact travel in Santa Cruz County and creates a variety of challenges. With input from partner agencies, the business community and the public, the RTC works to address the travel needs of the community through its planning work, its funding decisions and the projects and programs implemented. With the aid of those partnerships, the RTC crafted a ballot measure, Measure D, that was approved by a super majority of Santa Cruz County voters and will bring in new local revenue for transportation and help implement the goals as described in the 2014 Regional Transportation Plan:

- Goal 1: Improve people's access to jobs, schools, health care and other regular needs in ways that improve health, reduce pollution and retain money in the economy.
- Goal 2: Reduce transportation related fatalities and injuries for all transportation modes.
- Goal 3: Deliver access and safety improvements cost effectively, within available revenues, equitable and responsive to the needs of all users of the transportation system and beneficially for the natural environment.

The fiscal year (FY) 2017-2018 work program for the Santa Cruz County Regional Transportation Commission (SCCRTC) describes the activities, to help meet those goals, during the fiscal year beginning July 1, 2017 and ending June 30, 2018 and includes the following mandated responsibilities and SCCRTC priorities:

- implementation of the 2014 Regional Transportation Plan and 2035 Metropolitan Transportation Plan in coordination and cooperation with the Association of Monterey Bay Area Governments (AMBAG), the Transportation Agency for Monterey County (TAMC) the San Benito Council of Governments (SBtCOG), local jurisdictions, Caltrans and other local and regional agencies; and production of the 2040 Regional Transportation Plan and 2040 Metropolitan Transportation Plan/SCS;
- production and implementation of the various required state and federal funding documents;
- continued production of the Highway 1 Investment Program tiered environmental documents and production of the environmental documents for the Mar Vista Bicycle and Pedestrian overcrossing of Highway 1;
- management, operation, planning and improvement of the Santa Cruz Branch Rail Line;
- continuation of additional bridge rehabilitation work on the Santa Cruz Branch Rail Line;
- implementation of the master plan for the Monterey Bay Sanctuary Scenic Trail (MBSST) Network;
- continued work to carry out the RTC's responsibilities to monitor and coordinate with Caltrans and local agencies on timely implementation of state highway and local projects with state or federal funding participation;
- continued work with project sponsors and funding agencies on securing funds for high priority projects for all modes of transportation;
- continued services to Santa Cruz area travelers through the SAFE callbox, Safe on 17 and Freeway Service Patrol programs, including coordination with partner agencies to ensure the best possible service;
- implementation of a the Cruz511/Rideshare program for Santa Cruz County travelers;
- continuation of the Bike to Work and the Community Traffic Safety Coalition's bicycle and pedestrian education programs;
- continued maintenance and enhancement of a variety of public information outlets;
- continued development and implementation of systems necessary to ensure that the RTC continues to function efficiently and effectively as an independent government agency;
- monitor and participate in local, state, and federal efforts to address global warming and sustainability;
- implement the new federal transportation law, Fixing America's Surface Transportation (FAST) Act;
- implement the new Measure D ½-cent transactions and use tax for transportation; and
- pursuit of any and all funding sources for transportation projects in the region including the development of local funding sources as well as seeking other new sources.

Through the activities listed in this work program, the SCCRTC works to deliver a full range of safe, convenient, reliable and efficient transportation choices for the community.

WORK ELEMENT NUMBER 101

Overall Work Program

Agency: SCCRTC

Project Manager: Luis Pavel Mendez, Deputy Director

Total Budget:

\$34,535

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	34,535	0	State RPA	0	0
Services & Supplies	0	0	Local	34,535	0
TOTAL	34,535	0	TOTAL	34,535	0
			% Federal	0%	

Project Description

Develop, maintain, and oversee the annual work program and budget to carryout the transportation planning activities of the Santa Cruz County Regional Transportation Commission (SCCRTC) in accordance with federal, state and local requirements and available funding. This includes OWP development, coordination, and meetings with local, regional, state and federal agencies (including AMBAG, Caltrans, FHWA, TAMC and San Benito COG) to ensure that the entire three-county region is meeting federal requirements. Additionally, this work element provides monitoring and review of policy and legislative activities that impact the production, coordination, implementation and requirements of the OWP. Further duties include quarterly reporting to verify progress in implementing the work program.

Project Product(s)

FY 2018-19 Overall Work Program and Budget and amendments; amendments to the FY 2017-18 OWP and Budget; quarterly and annual progress reports.

Federally Eligible Task

Proposed Expenditure of Federal Funding (PL/FTA 5303)

Develop and implement annual Overall Work Program and Budget 0%

Develop, implement and oversee the annual overall work program activities and budget in accordance with federal and state requirements in coordination with Caltrans, AMBAG and other partner agencies; and produce quarterly and annual progress reports.

Previous Accomplishments

Developed and adopted FY 2016-17 OWP and Budget; Processed amendments to the FY 2016-17 OWP and Budget; provided required quarterly and annual progress reports for transportation planning and project activities to SCCRTC, AMBAG, and Caltrans.

Task	Description	Deliverable	Completion Date
1	Finalize FY 2016-17 revenues and expenditures	Revenues and expenditures files	8/15/2017
2	Produce final FY 2016-17 work program quarterly report and provide to Caltrans	Final FY 2016-17 quarterly report	8/15/2017
3	Prepare and adopt the annual fall FY 2017-18 budget and overall work program amendment	FY 2017-18 amendments and staff reports	10/31/2017

4	Produce FY 2017-18 quarterly work program reports and provide to Caltrans	FY 2017-18 quarterly work program reports	10/30/2017 01/30/2018 04/30/2018
5	Prepare for and participate in annual OWP kick-off meeting with TAMC, AMBAG, Caltrans, FHWA, FTA, SBTCOG, SCMTD and MST.	Meeting with regional partners, agenda and materials	12/15/2017
6	Develop FY 2018-19 draft work program and budget and provide document to Caltrans	Draft FY 2018-19 draft work program and budget	03/01/18 03/31/18
7	Prepare and adopt the annual spring FY 2017-18 budget and overall work program amendment and provide to AMBAG and Caltrans	Amendment and staff report	
8	Participate in 2018-19 OWP development and coordination meetings with AMBAG, Caltrans and other agencies in the region	Meetings, agendas and materials	04/30/18
9	Incorporate comments/suggestions into final draft FY 2018-19 OWP and provide document to AMBAG and Caltrans	Final draft FY 2018-19 OWP	04/30/18
10	Prepare and present final FY 2018-19 OWP to SCCRTC board for approval	Final OWP and staff report	05/15/18 06/15/18
11	Update the Continuing Cooperative Agreement (CCA) with AMBAG consistent with the OWP and submit to AMBAG and Caltrans	Updated CCA & staff report	
12	Prepare other amendments to the FY 2017-18 budget and work program as necessary and submit to AMBAG and Caltrans	Amendments and staff reports	06/30/18

WORK ELEMENT NUMBER 102

Transportation Development Act Administration

Agency: SCCRTC

Project Manager: Luis Pavel Mendez, Deputy Director
Daniel Nikuna, Fiscal Officer

Total Budget: \$693,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	238,000	0	Local	693,500	0
Services & Supplies	455,500	0			
TOTAL	693,500	0	TOTAL	693,500	0

Project Description

SCCRTC as Regional Transportation Planning Agency for Santa Cruz county distributes Transportation Development Act (TDA) Local Transportation Fund (LTF) and State Transit Assistance (STA) funds for planning, transit, bicycle facilities and programs, pedestrian facilities and programs and specialized transportation in accordance with state law and the unmet transit needs process.

Project Product(s)

Transportation Development Act and State Transit Assistance Funds apportionments, allocations and claims

Triennial performance audit and corresponding modifications

FY 2017-18 Fiscal Audit

Other Task (Nonfederal)

Manage, coordinate and distribute TDA and STA funds

Previous Accomplishments

Every three years, SCCRTC contracts for triennial performance audits of the transit operators and itself to ensure that the agencies are meeting the requirements of state TDA law. In FY 2015-16 a triennial performance audit for FYs 2012-13, 2013-14 and 2014-15 was initiated and completed in FY 2016-17. All of the recommendation in the prior triennial performance audit of the RTC were implemented and the RTC is now working to fully implment the recommendations of the most current triennial performance audit. Annually, SCCRTC oversees the fiscal TDA audits for the transit operators in Santa Cruz County and itself. In FY 2016-17 TDA fiscal audits were completed for FY 2015-2016.

Task	Description	Deliverable	Completion Date
1	Coordinate review of appropriate TDA claims with advisory committees	Staff reports and resolutions	06/30/18
2	Provide staff support to Budget and Administration/ Personnel Committee	Agendas and staff reports	06/30/18
3	Coordinate annual unmet transit needs process, including outreach to traditionally underrepresented communities, and adopt resolution of unmet transit needs finding	Staff reports, presentation, information materials (Spanish), public outreach, meetings and resolution	06/30/18
4	Maintain records and pay claims for TDA, STA and other trust fund accounts.	Files, invoice processing and payments	06/30/18
5	Assist transit operators with annual financial audits	Phone calls, emails	06/30/18

6	Implement recommendations in most recent performance audit	Staff reports and modifications to processes and forms	06/30/18
7	Obtain TDA funds estimates from County Auditor Controller	Emails and estimate materials	01/15/18
8	Monitor TDA revenue receipts, compare to estimates and adjust estimates as necessary	Reports to B&A/P Committee and RTC	06/30/18
9	Conduct the FY 2016-17 annual fiscal audit and implement suggested changes	Audit report and staff reports	06/30/18
10	Produce staff assignment lists, performance evaluations and personnel actions	Assignment list, individual staff meetings, evaluation forms	06/30/18
11	Prepare and submit to Caltrans the FY 2017-18 indirect cost allocation plan	ICAP report and staff report	08/31/17
12	Produce and distribute annual financial report	Financial report and staff reports	06/30/18
13	Coordinate, meet, confer and negotiate with labor representatives	Meetings, agenda and information materials	06/30/18

WORK ELEMENT NUMBER 112

Transportation Plans Coordination and Interagency Liaison

Agency: SCCRTC

Project Manager: Rachel Moriconi, Senior Transportation Planner

Total Budget:

\$202,518

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	97,918	0	State RPA	86,417	0
Contractual	104,600	0	Local	116,101	0
TOTAL	202,518	0	TOTAL	202,518	0
			% Federal	0%	

Note: No project development nor project implementation tasks included in this work element will be funded by Rural Planning Assistance (RPA) funds

Note: No RPA funds will be used for the contractual work listed in this work element, which will be paid with local funds only and is for hiring legislation and regulation consultants who assist the RTC in obtaining information and producing reports to fully understand the implications of regulatory and statutory changes to transportation planning and funding and adequately communicate such changes and implications and implement them accordingly. Lobbying is not part of any work task under this work element

Project Description

This is an ongoing element concerned with the coordination of regional transportation planning activities consistent with federal and state law to maintain a coordinated approach to transportation planning on a local, regional, state and federal level that addresses all aspects of the transportation system, including safety.

Project Product(s)

Agendas, minutes, reports and presentation materials for Interagency Technical Advisory Committee meetings

Reports and presentation materials for RTC meetings

Agendas, notes and materials for meetings with representatives from local, regional and state entities

Federally Eligible Task

Proposed Expenditure of Federal Funding

Coordinate the implementation of the FAST Act requirements as it relates to regional transportation planning and monitoring **0%**

Previous Accomplishments

The SCCRTC worked with AMBAG and TAMC to ensure a coordinated effort for the production of the 2014 RTP/MTP and is currently working with those and other agencies on the production of the 2040 RTP/MTP. The SCCRTC held regular meetings of the Interagency Technical Advisory Committee (ITAC) and SCCRTC staff held meetings with Santa Cruz Metro, AMBAG, TAMC, VTA, educational institutions, non-profits, local jurisdictions, the Air District and Caltrans, to discuss and implement coordination efforts.

Task	Description	Deliverable	Completion Date
1	Collect, process and transmit information on funding, plans and related activities to facilitate interagency communication	Phone calls, emails, and information materials	06/30/18
2	Participate in, prepare and distribute agendas and staff reports for RTC and committee meetings	Agendas and staff reports	06/30/18
3	Meet quarterly with Caltrans to coordinate planning and programming activities and prepare materials for meetings	Teleconference, Agenda and meeting materials and action items	06/30/18

4	Coordinate on planning and programming with other agencies throughout the state through participation in the Regional Transportation Planning Agencies group, the Central Coast Coalition and the California Transportation Commission	Meeting participation, meeting notes, agendas	06/30/18
5	Participate in the MTP/SCS Steering Committee with AMBAG, TAMC, SBCOG, and transit agencies to coordinate Santa Cruz County efforts with those of other transportation planning agencies in the region	Agendas, materials, notes, communications and MTP/SCS	06/30/18
6	Participate in Santa Cruz METRO board meetings and Santa Cruz METRO/RTC management meetings and communicate with other agencies in the region to help ensure regional transit planning coordination	Agendas, materials, notes, communications and coordinated transit plans	06/30/18
7	Continue to coordinate with Caltrans, AMBAG and other partner agencies on improved planning for the movement of goods into, out of and through the region including designation of Critical Urban/Rural Corridors	Communications with partner agencies, meetings	06/30/18
8	Work with the City of Watsonville, Caltrans Aeronautics and other partner agencies to update the master plan for the Watsonville airport to ensure efficient access to and from the airport	Communications with partner agencies, meetings	06/30/18
9	Exchange information concerning transportation planning, and funding with local jurisdictions, Caltrans, AMBAG, Santa Cruz Metro, the Air District, UCSC, and other federal, state and local agencies	Meetings, phone calls, emails and information materials	06/30/18
10	Prepare reports and materials for the Interagency Technical Advisory Committee (ITAC) to facilitate planning and programming coordination among all of the various transportation partners represented on the Committee - (public works departments, planning departments, transit district, UCSC, Caltrans, AMBAG, Air District)	ITAC meetings, agendas and packets	06/30/18
11	Monitor and participate in efforts at the federal, state and local level related to reduction of VMT and other transportation planning and programming measures to reduce green house gases (GHG) and address global warming	Conference calls, meetings and notes	06/30/18
12	Monitor and participate in efforts at the federal, state and local level and with law enforcement agencies to address and improve the safety of the transportation system	Conference calls, meetings and notes	06/30/18
13	Prepare for and participate in meetings of the AMBAG Board as an ex-officio representative	Meetings and notes	06/30/18
14	Coordinate with business and community organizations, and task forces, including those who engage traditionally underrepresented communities, on transportation planning, and funding issues	Presentations, phone calls, meetings and materials in Spanish	06/30/18
15	With the assistance of consultant services, stay informed on state and federal legislative, regulatory and budgetary changes and proposed changes affecting transportation to more effectively and efficiently coordinate current transportation activities with changing requirements - (consultant and RTC)	Consultant reports, Staff reports and information materials	06/30/18
16	With the assistance of consultant services, communicate with legislative officials and others on the effective and efficient coordination of proposed legislative and budgetary changes with current transportation planning activities - (Consultants and RTC)	Phone calls, emails, letters and meetings	06/30/18
17	Continue to work with Interagency Technical Advisory Committee members and other transportation partners to cooperatively develop and pursue grant opportunities for transportation studies and development of transportation plan components and funding	Joint grant applications	06/30/18
18	Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of transportation planning with land use, open space, job-housing balance, environmental constraints, and growth management	Phone calls, emails, meetings, notes and information materials	06/30/18

19	Monitor and participate in efforts at the state and regional level to effectively implement the requirements of the FAST Act, including federal rulemaking and performance measure requirements.	Phone calls, teleconferences, emails, notes and information materials	06/30/18
20	Participate in coordination of traveler information including quarterly meetings.	Communications with partner agencies, meetings	06/30/18

WORK ELEMENT NUMBER 113

Public Participation Program

Agency: SCCRTC

Project Manager: Karena Pushnik, Public Information Coordinator

Total Budget:

\$81,914

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	41,914	0	Local	81,914	0
Services & Supplies	40,000	0			
TOTAL	81,914	0	TOTAL	81,914	0
			% Federal	0%	

Project Description

This work element includes public participation activities that support the overall public participation program of the SCCRTC but are not attributable to a specific project, program or activity. This includes general maintenance of the RTC website and social media outlets and responding to general inquiries regarding the SCCRTC.

Project Product(s)

Well functioning website and social media outlets and updated general postings, press releases, e-news, SCCRTC meeting highlights, year in review communicating notable accomplishments for the previous year; broadcasts of RTC meetings

Previous Accomplishments

The SCCRTC migrated its overhauled website to more current technology that offers more efficient maintenance and integration with social media outlets.

Task	Description	Deliverable	Completion Date
1	Provide information to and solicit information from the community at large regarding the general functions and duties of the RTC using the media, internet, advertisements, in-office and partner organization contact distribution mechanisms and presentations to local groups as a means to involve the public in the transportation planning process	Updated and functioning website	6/30/2018
2	Use print and electronic media to disseminate and solicit information to and from traditionally underrepresented populations	Bilingual print and electronic media	6/30/2018
3	Fully implement and updated as necessary the RTC's Title VI Civil Rights Program and fully investigate and monitor all Title VI complaints	Webpage, postings, agendas, forms and list of complaints and investigations	6/30/2018
4	Broadcast regular RTC meetings and public hearings countywide on Community TV	Televised RTC meetings	6/30/2018
5	Utilize Spanish translation services during SCCRTC meetings, public workshops and public hearings	Translators at meetings	6/30/2018
6	Continue to provide outreach to the community regarding ways to improve safety as users of the transportation system.	Bilingual print and electronic media and public presentations	6/30/2018
7	Publicize regional and state news items at the request of Caltrans	Webpage and social media postings, enews	6/30/2018

WORK ELEMENT NUMBER 176

User-Oriented Transit Travel Planning Project/Cruz511 In Your Neighborhood

Agency: SCCRTC

Project Manager: Grace Blakeslee, Sr. Transportation Planner

Total Budget:

\$81,527

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	66,527	0	FTA Section 5304	72,414	0
Contractual	15,000	0	Local	9,113	0
Materials & supplies	0	0			
TOTAL	81,527	0	TOTAL	81,527	0
			% Federal	89%	

Project Description

This work element is to plan, develop and test an individualized marketing and research program for Santa Cruz County that empowers solo-drivers to switch modes with a special emphasis on attracting new transit riders. Targeted towards neighborhoods near major transit stops and high quality transit corridors, the program will deliver customized and relevant offers and information to unique consumer segments. Project tasks include: procuring consultant services; data collection and methodology; developing systems for pilot testing; and analyzing pilot testing. The project will conduct market research and produce a toolkit for providing personalized communications and encouragement to use alternative modes, especially transit, that can be applied in Santa Cruz County and communities statewide.

Project Product(s)

User-Oriented Transit Travel Planning Project, named "Cruz511 in Your Neighborhood"

Previous Accomplishments

Since 2011, the SCCRTC has developed more than 40 web pages of customer self-service solutions dedicated to expanding travel choices in Santa Cruz County; they were redesigned in FY 2014-15

Task	Description	Deliverables	Completion Date
1	Complete implementation of Cruz511 in Your Neighborhood pilot testing	logs, notes, surveys	08/18/17
2	Phone calls and mailings to participants enlisted through site visits and other solicitations	Phone call logs, mail outreach notes	08/18/17
3	Distribute and ensure completion and return of final surveys to participants	Surveys, phone call logs	09/01/17
4	Analyze the results, methodology, outreach and implementation of the Cruz511 in Your Neighborhood	List of targeted locations and analysis	09/29/17
5	Work with stakeholders, partners and committees to prepare final analysis and draft reports	Meeting agendas, analysis and initial reports	10/30/17
6	Prepare draft and final reports on project and testing and produce toolkit for conducting individualized transit marketing in Santa Cruz County	draft and final reports and toolkit	11/30/17
7	Coordinate and manage project (RTC)	Agreements, Quarterly reports, OWP, agendas, invoices and billing	12/29/17

WORK ELEMENT NUMBER 177

Freeway Service Patrol (FSP)

Agency: SCCRTC

Project Manager: Amy Naranjo, Transportation Planner

Total Budget:

\$427,352

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	70,000	0	Caltrans	160,702	0
Services & Supplies	330,500	0	STIP & RSTPX	265,650	0
Reserves	26,852	0	Local	1,000	0
TOTAL	427,352	0	TOTAL	427,352	0

Project Description

SCCRTC Freeway Service Patrol (FSP) operates on Highways 1 and 17 in Santa Cruz County to assist stranded or stalled motorists, and to remove collisions and freeway debris that cause episodic traffic congestion. SCCRTC works closely with Caltrans and California Highway Patrol to implement the program.

Project Product(s)

Freeway Service Patrol towing services, invoices, service contracts, funding agreements, service statistics and reports

Other Task (Nonfederal)

Implement county level Freeway Service Patrol

Previous Accomplishments

In FY 2016-17, SCCRTC completed a procurement process and established new tow service contracts and worked with other FSP programs throughout the state to increase state funding for FSP. In FY 2015-16 RTC worked with Caltrans to obtain better congestion data for Highway 17 and secure the FSP funding corresponding to Santa Cruz County. In FY 2013-14, SCCRTC worked with Caltrans and the CHP to implement additional FSP service to mitigate congestion associated with a construction project on Highway 17. In 2014, SCCRTC replaced the PDA's used for data collection with mini iPads and updated data collection software to improve data collection efficiency.

Task	Description	Deliverables	Completion Date
1	Provide supplies as needed, monitor use, evaluate future program needs, and process invoices for payment of service from contractors.	Tow truck service to motorists, invoices, purchase orders, statistics, and reports	06/30/18
2	Conduct quarterly training and informational meetings with Caltrans, CHP and tow operators and partner with TAMC for the quarterly trainings	Training sessions, agendas and materials	06/30/18
3	Continue to provide tow truck service to motorists through contracts with tow service providers and under supervision of the CHP (RTC, contractor, CHP)	Tow truck service to motorists, contracts for service, logs and invoices	06/30/18
4	Represent the RTC at statewide oversight committee meetings to demonstrate effectiveness and to maintain and increase state funding for FSP program	Meeting participation, reports, presentations	06/30/18
5	Improve data collection techniques and enhance Personal Digital Assistants to improve truck tracking and vehicle dispatching capabilities.	Data reports and analysis	06/30/18

6	Work with other freeway service programs within region to enhance the program's cost-effectiveness	Cost effectiveness analysis	06/30/18
7	Prepare Annual Report	Annual report and presentation	06/30/18
8	Continue to promote the program and increase awareness	Outreach materials in English and Spanish	06/30/18
9	Continue to implement and monitor the usage and effectiveness of FSP tow truck service in cooperation with CHP and Caltrans	Data reports and analysis	06/30/18
10	Coordinate FSP with neighboring counties	Phone calls, emails, letters and meetings	06/30/18
11	Consider revisions to FSP services based on analysis of usage and availability of funding	Analysis and reports	06/30/18
12	Maintain FSP data collection system and feed the data into the statewide FSP benefit/cost model to better reflect conditions of smaller FSP programs	Data reports and analysis	06/30/18
13	Investigate and pursue potential new funding sources for FSP programs	Phone calls, emails, letters and meetings	06/30/18

WORK ELEMENT NUMBER 178

Service Authority for Freeway Emergencies (SAFE)

Agency: SCCRTC

Project Manager: Ginger Dykaar, Transportation Planner

Total Budget:

\$369,300

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	125,000	0	SAFE Funds	319,300	0
Services & Supplies	244,300	0	MTC Contribution	50,000	0
TOTAL	369,300	0	TOTAL	369,300	0
			% Federal	0%	

Project Description

The Santa Cruz County Service Authority for Freeway Emergencies (SAFE) operates the County's highway callbox system and works with the California Highway Patrol and Caltrans on motorist aid and highway safety projects and programs.

Project Product(s)

Service Authority for Freeway Emergencies call box system and extra CHP enforcement to reduce collisions

Other Task (Nonfederal)

Maintain and implement SAFE program and provide extra CHP enforcement

Previous Accomplishments

During FY 1991/92, the first full year of this program, SCCRTC implemented the SAFE Motorist Aid Callbox System in Santa Cruz County. In 1999, SCCRTC SAFE as a partner with the CHP and Caltrans initiated the Safe on 17 program to reduce collisions on Highway 17 with enforcement, engineered improvements and education. The program has successfully helped to reduce collisions by almost 50% over its life time. In FY 2014-15, SCCRTC SAFE completed an analysis of call box usage and as a result will reduce the number of call boxes in the system and upgrade the remaining call boxes. In FY 2015-16 and 2016-17, the RTC worked to reduce the number of call boxes and upgrade the call box system.

Task	Description	Deliverables	Completion Date
1	Continue to work with contractors to provide reliable and efficient call box facilities and services	Roadside call box service	06/30/18
2	Complete mobility and site improvements as needed	ADA accessible call box sites	06/30/18
3	Track DMV collection of SAFE funds to ensure accurate revenue collection	Revenue history	06/30/18
4	Continue to work with the CalSAFE Committee to coordinate on statewide issues related to Call Box and motorist aid systems	Coordinated and consistent services	06/30/18
5	Work with other SAFE agencies in the region to solicit new contracts for call box implementation and maintenance services	Maintenance contract	06/30/18
6	Continue to administer enhanced CHP enforcement as part of the SAFE on 17 Program to reduce collisions and improve the safety of the transportation system	Enforcement data and reports	06/30/18

7	Continue the funding partnership with Metropolitan Transportation Commission to ensure continuation of the enhanced CHP enforcement on Hwy 17	Funding agreement and invoices	06/30/18
8	Continue to monitor and track collision and safety issues on Highways 1 and 17	Collision information	06/30/18
9	Coordinate with Caltrans, the County of Santa Cruz, and emergency services on disaster preparedness and evacuation planning	Communications with partner agencies and disaster and evacuation plans	06/30/18
10	Produce annual report for the Safe on 17 program and invoice MTC for funds	Annual report	06/30/18

WORK ELEMENT NUMBER 179**Transportation Demand Management: Cruz511/Rideshare**

Agency: SCCRTC

Project Manager: Amy Naranjo, Transportation Planner Total Budget:

\$459,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018**EXPENDITURES****REVENUE**

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	200,000	0	RSTP & RSTPX	409,500	0
Services & Supplies	81,100	0	Local Funds	50,000	0
Reserves	178,400	0			
TOTAL	459,500	0	TOTAL	459,500	0

Project Description

Through Cruz511/Ridesahre SCCRTC provides traveler information and direct services to Santa Cruz County area residents, visitors and employers to encourage the use of sustainable transportation modes; increase vehicle occupancy through carpooling, vanpooling and riding the bus; eliminate vehicle trips through telecommuting and compressed work weeks; and implements other Transportation Demand Management (TDM) strategies. The TDM program establishes the strategies that result in more efficient use of available transportation resources. The program promotes sustainable transportation choices and implements programs that result in emission reduction, regional traffic congestion and delay mitigation, and reduction in vehicle trips and vehicle miles travelled. The work is done in coordination with the Transportation Agency for Monterey County , the Council of San Benito County Governments, the Association of Monterey Bay Area Governments, the Metropolitan Transportation commission for the San Francisco Bay Area, the Santa Cruz Metropolitan Transit District and the Santa Clara Valley Transportation Authority.

Project Product(s)

Cruz511/Rideshare Program

Federally Eligible Task

Promote sustainable transportation modes and choices region-wide through the coordination of incentives, promotional events, campaigns and information dissemination

Previous Accomplishments

Ride matching assistance; program/event promotion; regional coordination of TDM efforts; radio and TV interviews; newspaper articles and press releases; employer and college outreach; website development. In FY 2014-15, the RTC decided to incorporate 511 traveler information services to its rideshare program to increase traffic to the website to help grow the rideshare database and improve the opportunity for ridematching and use of alternative transportation. In FY 2016-17 the RTC completed the incorporation of 511 traveler information services as part of its overall list of services under Cruz511.org.

Task	Description	Deliverables	Completion Date
1	Update and maintain content and design of websites	Updated Rideshare/Cruz511 Website	6/30/2018

2	Operate 429-POOL hotlines and coordinate regional participation and access to the 511.org online ride matching system. Maintain online database of people interested in a ride match.	Match lists, robust database	6/30/2018
3	Direct, monitor, and document media communications related to program's objectives and goals	Media releases, interviews, articles, etc.	6/30/2018
4	Assist employers in promoting multi-modal travel options and services through transportation fairs and on-site presentations	Scatter maps, presentation materials, list of employers	6/30/2018
5	Develop and apply a consistent set of evaluation measures for TDM projects and programs	Improved evaluation tools	6/30/2018
6	Participate in transportation-related air quality and climate change activities including those related to implementing State and Federal Clean Air Acts and other legislation such as AB 32 and SB 375	Promotional materials and handouts	6/30/2018
7	Promote and facilitate access to existing park and Ride Lots and plan for future P&R facility needs	Improved PNR facilities, signs, and agreements; usage counts	6/30/2018
8	Develop and maintain information on TDM initiatives in the community	Data on TDM programs	6/30/2018
9	Research most effective methods and strategies to meet program objectives	Information on other programs	6/30/2018
10	Coordinate with regional rideshare and transit service providers, promote transit services	Promotional materials and handouts	6/30/2018
11	Maintain the Cruz511 traveler information component	Website with traveler information regularly maintained	6/30/2018
12	Participate in periodic meetings of the Transportation and Air Quality Joint Marketing Committee	Agendas, notes and action items	6/30/2018
13	Participate in tri-county coordination of outreach campaigns - i.e. Rideshare Week	Agendas, notes and action items	6/30/2018
14	Prepare and conduct community outreach, education, and promotional materials and provide personalized ridematching services	Promotional materials and handouts	6/30/2018

WORK ELEMENT NUMBER 251

Regional Travel Demand Model

Agency: SCCRTC

Project Manager: Ginger Dykaar, Transportation Planner
Rachel Moriconi, Senior Transportation Planner

Total Budget: \$0

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	0	-21,557	Local		-36,557
Contractual		17,000			
TOTAL	0	-36,557	TOTAL	0	-36,557
			% Federal	#DIV/0!	

Note: The contractual work listed in this work element is for collecting and reporting traffic volume, vehicle occupancy counts, and bicycle travel information

Project Description

The SCCRTC's regional travel demand model work element involves collecting and reporting data on the county's transportation network for use by AMBAG in updating the regional travel demand model. It also involves coordinating with and assisting AMBAG on various data collection efforts and the improvement and more effective use of the regional travel demand model. In addition, data collected is placed on the RTC website for other agencies or project proponents and developers to use as needed.

Project Product(s)

- Traffic, vehicle occupancy and bicycle counts with GIS information as available
- Traffic count data on web page
- Improved regional travel demand model

Federally Eligible Task

Proposed Expenditure of Federal Funding (PL/FTA 5303)

Collect data on the transportation network including traffic, vehicle occupancy and bicycle counts; and work with AMBAG to update and improve the regional travel demand model **0%**

Previous Accomplishments

SCCRTC collects traffic count data annually through consultant services and collects traffic count information to provide to AMBAG for improvement of the regional travel demand model. In partnership with the Community Traffic Safety Coalition and UCSC, SCCRTC collected bicycle travel data and worked with AMBAG on regional travel demand model improvements to better incorporate the bicycle and transit modes. SCCRTC also worked with SC METRO on bus ridership surveys. This work element also helps support implementation of the Unified Corridor Investment Study.

Task	Description	Deliverables	Completion Date
1	Coordinate the collection of traffic volume and vehicle occupancy data at various locations throughout the county, using consultant services as budgeted - (Consultant and RTC)	Traffic count data	06/30/17
2	Post traffic count data on RTC's website for easy access and reference by government agencies and members of the public	Webpage with count data	06/30/17

3	Work with Caltrans to compile traffic count data for Santa Cruz County to share with local jurisdictions, UCSC and AMBAG.	Traffic count data usable by entire region	06/30/17
4	Provide traffic count data to local, state and federal agencies, land use development proponents and members of the public as needed	Phone calls, email and other communication with traffic information	06/30/17
5	Continue working with AMBAG and Santa Cruz Metro on the inclusion of transit information in the travel demand model	Transit data for model	06/30/17
6	Continue working with local jurisdiction, AMBAG and the Transportation Agency for Monterey County (TAMC) on coordinated and/or joint traffic counting services and/or reporting	Coordinated transportation data	06/30/17
7	Work with AMBAG to improve the regional travel demand model to better incorporate various travel modes and be more usable for the development of regional planning and programming documents	Improved travel demand model	06/30/17
8	Conduct bicycle counts and make data available to partner agencies as requested - (Consultant and RTC)	Bicycle use data	06/30/17
9	Assist AMBAG in the development and finalization of model outputs and scenario analysis	Improved travel demand model	06/30/17
10	Assist AMBAG to gather Santa Cruz County information required for model development and sketch planning tool	Data for travel demand model	06/30/17
11	Work with AMBAG on the coordination of the disaggregation and verification process of the model	Improved travel demand model	06/30/17
12	Continue working with AMBAG to assess how well the travel demand model can assess mode shift given new bike facilities	Improved bicycle component of travel demand model	06/30/17
13	Work with AMBAG and other partner agencies on potential enhancements to the regional travel demand model to determine the relationships between various land use-transportation factors and safety outcomes	Phone calls, email and other communication	06/30/17

WORK ELEMENT NUMBER 260

Sustainable Transportation Prioritization Plan

Agency: SCCRTC

Project Manager: Karena Pushnik, Sr. Transportation Planner

Total Budget:

\$157,201

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	63,135	0	FTA Sedtion 5304	140,729	0
Contractual	94,066	0	Local	16,472	0
Materials & supplies		0			
TOTAL	157,201	0	TOTAL	157,201	0

Project Description

The Sustainable Transportation Prioritization Plan for Santa Cruz County will use innovative and effective techniques to engage the community decision-making about sustainable transportation system benefits, solutions for transportation funding needs, land uses and short/ long range priorities. The RTC will utilize cutting edge outreach techniques -- including focus groups, infographics, citizen ambassadors, and visualization tools -- to involve, collaborate and engage with a broad cross section of community members to develop a multimodal transportation investment prioritization plan that addresses sustainability, equity, preservation, mobility, and safety in Santa Cruz County. This project includes development of a public engagement toolkit that can be used by Caltrans and other communities.

Project Product(s)

Sustainable Transportation Prioritization Plan and Public Engagement Toolkit

Previous Accomplishments

The RTC has been working for a number of years to better address sustainability through the transportation planning process. The RTC engaged the services of the North American Sustainable Transportation Council (NASTC) to employ their Sustainable Transportation Analysis and Rating System (STARS) to the development of the environmental documents for Highway 1 corridor improvements. The RTC then used NASTC and STARS for the production of the 2014 Regional Transportation Plan. In FY 2016-17, the RTC secured consultants and developed messages, graphics and visualizations for the plan.

Task	Description	Deliverables	Completion Date
1	Direct, manage and oversee consultant work and payment for their work	Consultant contract amendments, invoices, phone calls, emails and other communications	12/29/17
2	Work with stakeholders, partners and consultant to develop messages, graphics and visualization	messages, infographics and visual simulations including Spanish	03/31/17
3	Hold stakeholder and focus group meetings and provide presentations to community groups throughout the county	Meeting agendas and notes; presentations and public input	05/26/17
4	Conduct visualization exercises at community events	List of events, presentations, summary of public input	06/30/17
5	Develop draft public engagement report and toolkit	draft report and toolking; presentation to RTC Board	10/13/17
6	Finalize report and produce sustainable transportation prioritization plan	Final report and sustainable transportation prioritization plan	11/30/17
7	Coordinate, manage and administer project (RTC)	Agreements, quarterly reports, OWP, agendas, invoices and billing	12/29/17

WORK ELEMENT NUMBER 609

Highway 9/SLV Corridor Transportation Plan

Agency: SCCRTC

Project Manager: Rachel Moriconi, Sr. Transportation Planner

Total Budget:

\$215,235

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	85,973	4,500	FTA Section 5304	201,390	0
Contractual	129,262	0	Local	9,345	0
Materials & supplies		0	In-kind: METRO and County of SC	4,500	0
TOTAL	215,235	4,500	TOTAL	215,235	0
			% Federal	93.57%	

Project Description

This work element is to prepare a complete streets plan that identifies, prioritizes and enables implementation of critical and cost effective transportation projects through the State Route 9/ San Lorenzo Valley (SLV) travel corridor, in partnership with Caltrans, the County of Santa Cruz Public Works and Planning Departments, Santa Cruz METRO, residents, businesses, schools, and other stakeholders. Plan focuses on addressing multimodal needs of all users; includes documenting and evaluating current and future multimodal travel patterns and evaluation of a range of options, strategies, specific infrastructure and phasing of safety, asset management, traffic operations, complete streets, goods movement, streetscape, parking, drainage, and mobility projects. Includes extensive public engagement and stakeholder coordination.

Project Product(s)

Final SR9/San Lorenzo Valley Corridor Transportation Plan

Previous Accomplishments

Meetings between the County of Santa Cruz, Caltrans and community members since 2013 accentuated the need for a comprehensive plan. In FY 2016-17, the RTC secured consultants for production of the plan and Santa Cruz County voters passed Measure D, which will provide funding to implement projects that result from this plan.

Task	Description	Deliverables	Completion Date
1	Initiate project with partner agencies, produce a request for proposals (RFP) to secure consultant services and secure consultant	Partner meetings, agendas, RFP and consultant agreement	02/15/17
2	Corridor Plan Development: includes review of prior studies and planning efforts, defining goals, objectives and evaluation criteria with the community, corridor travel analysis and needs assessment, evaluation of investment options, and preparation of plan document.	Needs assessment, project evaluation and corridor plan.	02/28/18
3	Public Engagement: development of public participation plan, ongoing outreach, public meetings	List of stakeholders, meeting agendas, minutes and notes, presentation materials	02/28/18
4	Coordinate and manage project (RTC)	Agreements, Quarterly reports, OWP, agendas, invoices and billing	04/01/18

WORK ELEMENT NUMBER 611a

Unified Corridor Investment Study - Phase II

Agency: SCCRTC

Project Manager: Grace Blakeslee, Sr. Transportation Planner
Ginger Dykaar, Sr. Transportation Planner

Total Budget: \$538,431

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	106,031	0	FTA Section 5304	276,269	0
Contractual	432,400	0	Local	262,162	0
Materials & supplies		0			
TOTAL	538,431	0	TOTAL	538,431	0
			% Federal	51%	

Project Description

This work element is to identify transportation investments that optimize usage of three parallel transportation corridors in Santa Cruz County: Highway 1, Soquel Avenue/Drive and the Santa Cruz Branch Rail Line, while advancing sustainability targets. Highway 1 and Soquel Avenue/Drive are two of the most heavily traveled and congested roadways in Santa Cruz County. Recent acquisition of the rail line provides a unique opportunity to create a corridor investment plan that best utilizes these facilities. A "Unified Corridor Investment Study" will identify the transportation investments that optimize usage of the Highway 1, Soquel Ave/Dr and rail line corridor while advancing STARS sustainability targets developed for Santa Cruz County. A scenario analysis will assess how well the sustainability targets are advanced for each scenario. The modeling tools that were developed in Phase 1 will allow for use of sophisticated methods to analyze transportation investments that advance the sustainable transportation goals of our region.

Project Product(s)

Unified Corridor Investment Study - Phase II

Previous Accomplishments

Phase I of this project developed the modeling tools to perform the Phase II work. A subregional travel demand model for Santa Cruz County, a transit model and a bike model are tools that have been developed and will be used for Phase II of this project. In FY 2016-17 after passage of Measure D, the RTC expanded the scope of and added funding to the UCIS Phase II to include the entire Santa Cruz Branch Rail Line to address the analysis of the rail line outlined in Measure D.

Task	Description	Deliverables	Completion Date
1	Oversee consultant work and manage consultant contract to produce the UCIS Phase II	Reports, invoices	02/28/19
2	Stakeholder and Public Participation - Outreach to public, stakeholders, RTC Committees and RTC for input at key project junctures.	Workshop notices, meeting agendas, news releases, eNews, and staff reports	02/28/19
	Develop and analyze Step 1 and Step 2 scenarios and present to stakeholders, public and RTC, and develop preferred scenario	List of scenarios, analysis, reports, presentations,	11/01/18

3	Identify Transportation Improvements for Highway1, Soquel and Rail Corridor - This task includes defining performance measures, data needs, data collection, list of projects, scenario development and technical analysis.	Corridor goals, policies and performance measures, list of data needs, results of mode split "what if" analysis, project list recommended for analysis, scenario themes, performance dashboard, recommended list of transportation investments	06/30/18
4	Summary Report of Phase II of Unified Corridors Investment Study - Develop administrative draft, draft and final reports	Administrative draft of Unified Corridors Investment Study, Draft document, Final Report	02/28/19
5	Grant Administration - This task includes invoicing, reporting and closeout of grant contract.	Invoice packages, Quarterly Reports, Grant Closeout Letter/Invoice	02/28/19

WORK ELEMENT NUMBER 614

Bicycle and Pedestrian Planning

Agency: SCCRTC

Project Manager: Cory Caletti, Bicycle Coordinator
Grace Blakeslee, Senior Transportation Planner

Total Budget: \$252,936

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES			REVENUE		
Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	62,936	0	STIP	30,000	0
Contractual	190,000	0	Local	222,936	0
TOTAL	252,936	0	TOTAL	252,936	0
			% Federal	0%	

Project Description

The objective of this program is to ensure the development of a regional pedestrian and bicycle infrastructure as an integral part of the overall transportation system for the Santa Cruz County and the AMBAG region. This helps to ensure a better integrated and connected transportation system across modes and helps to ensure a safer transportation system for non-motorists. This work element includes working with cities and the county to develop, update and implement bicycle and pedestrian plans and active transportation plans and integrate active transportation planning in all transportation planning efforts, including project plans, corridor plans and studies, specific area plans, general plans, the regional transportation plan and the metropolitan transportation plan. Work with the Transportation Agency for Monterey County and AMBAG to ensure that the local active transportation planning efforts are the components that lead to a more robust and integrated active transportation infrastructure for the entire AMBAG region.

Project Product(s)

Bicycle Advisory Committee meetings and materials, updated bicycle plans and active transportation plans, coordinated and safer multimodal transportation system

Federally Eligible Tasks **Proposed Expenditure of Federal Funding (PL/FTA 5303)**

Planning for a better developed and safer bicycle and pedestrian transportation network that is integrated with other modes and coordinated across the AMBAG region **0%**

Previous Accomplishments

In FY14-15 and 15-16, the SCCRTC and the Bicycle Advisory Committee reviewed and provided input into the Sustainable Santa Cruz County Plan, Metro Station redesign plans, the Regional Transportation Plan project list, AMBAG's Public Participation Plan, green lane treatments, bicycle and mode split counts, Transportation Development Act claims, the Cruz511 Traveler Information program, the RTC's Passenger Rail Feasibility Study, the Transportation Investment Plan, state and federal legislative programs, the Chanticleer Bike/Ped overcrossing, as well as design plans for the City of Santa Cruz and City of Watsonville rail trail projects. Through ad-hoc committees, the Committee examined and made recommendations on improvements for gap closures or other safety measures throughout the county, as well as assisting with bicycle safety observations conducted by the Health Services Agency.

Step	Description	Deliverables	Completion Date
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1	Coordinate and provide staff support for SCCRTC's Bicycle Committee including the production of agendas, staff reports and minutes for six meetings per year.	Agendas, agenda packets, meetings and minutes	08/14/2017 10/16/2017 12/11/2017 02/12/2018 04/16/2018 06/18/2018
2	Work with the City of Santa Cruz, the University of California at Santa Cruz (UCSC) and other local jurisdictions to modify and update their bicycle transportation plan into Active Transportation Plans ensuring that federal and state requirements are met and that bicycle facilities are coordinated with other modes and facilities throughout the region.	Active Transportation Plan for Santa Cruz and UCSC and other local jurisdictions	06/30/18
3	Engage the public in the bicycle and transportation planning efforts including the Watsonville community through coordination with Jovenes Sanos, County of Santa Cruz Health Services Agency and other community groups	Meetings, presentations, and information materials in English and Spanish	06/30/18
4	Work with the local jurisdiction on implementation of their plans and policies to ensure that bicycle and pedestrian travel is adequately integrated and coordinated with other modes and across the region and with overall development to ensure a better integrated and safer multimodal transportation system and employment of a complete streets approach as required by AB 1358.	Bicycle transportation network consistent with approved general plans and bicycle plans	06/30/18
5	Pursue continued collection of bicycle count and mode split data	Bicycle counts and mode split data	06/30/18
6	Continue working with AMBAG in its efforts to improve the regional travel demand model to include a bicycle and active transportation component	Phone calls, emails, meetings, analysis of bicycle use data	06/30/18
7	Coordinate with and participate in Caltrans active transportation planning efforts and improvement of Active Transportation Program guidelines, including the production of the statewide Bike/Ped plan	Agendas, materials, communications and active, bike and ped transportation plans	06/30/18
8	Coordinate with local, regional, state and federal agencies on bicycle and pedestrian planning and funding efforts	Phone calls, emails, meetings, and information materials	06/30/18
9	Work with the County of Santa Cruz, Caltrans, local community groups, businesses and the public on planning for improved bicycle and pedestrian access and facilities in the San Lorenzo Valley that is coordinated with the regional bicycle and pedestrian infrastructure and other transportation modes	Phone calls, emails and meetings	06/30/18
10	Work with the County of Santa Cruz, Caltrans and community groups on bicycle safety improvements including green bike lane treatments at select freeway interchanges throughout the county	Phone calls, emails and meetings	06/30/18

WORK ELEMENT NUMBER 615

Bicycle and Pedestrian Projects and Programs

Agency: SCCRTC

Project Manager: Cory Caletti, Bicycle Coordinator
 Karena Pushnik, Senior Transportation Planner

Total Budget: \$592,569

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES			REVENUE		
Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	227,473	0	RSTP Exchange	192,096	0
Contractual	320,000	0	Active Transportation	265,000	0
Other	45,096	0	Local	135,473	0
TOTAL	592,569	0	TOTAL	592,569	0
			% Federal	0%	

Project Description

The objective of this program is to encourage a safer bicycle and pedestrian transportation network through the funding, support and implementation of bicycle and pedestrian safety and education programs and projects working in partnership with the Community Traffic Safety Coalitions, Bike to Work, partner agencies, the local jurisdictions, the business community and the community at large. This work element also implements the master plan for the Monterey Bay Sanctuary Scenic Trail network and the countywide bike signage plan.

Project Product(s)

Improved awareness and expanded bicycle and pedestrian transportation alternatives.

Federally Eligible Tasks **Proposed Expenditure of Federal Funding (PL/FTA 5303)**

Coordinate and advance bicycle and pedestrian projects and programs in Santa Cruz County **0%**

Previous Accomplishments

In 2015 and 2016, the RTC continued implementation of the Monterey Bay Sanctuary Scenic Trail Network (and Coastal Rail Trail spine) as defined in the adopted Master Plan. The Master Plan received multiple awards for planning excellence and was also adopted by all coastal local jurisdictions. RTC staff also submitted a successful grant for a 5 mile north coast project from the Federal Lands Access Program with matching funds provided by the Land Trust of Santa Cruz County and the California Coastal Conservancy. Planning and funding solicitations continued for overall project implementation and the RTC secured additional funds from the Land Trust and the State Transportation Block Grant (STBG) program to extend the north coast segment 2 miles to Davenport. In 2015, the RTC completed a bike route signage plan, sought and received Active Transportation Program funding to implement the plan.

Task	Description	Deliverables	Completion Date
1	Continue financial support of the Bike to Work/School program, and the Community Traffic Safety Coalition (CTSC) - (Consultants and RTC)	Bike week 2017; Work Plan implementation	06/30/18
2	Continue funding and promoting the bilingual bicycle and pedestrian safety education program (Ride N' Stride) at schools - (Consultant and RTC)	Approved allocations; trainings	06/30/18
3	Investigate methods to reduce vehicle travel by expanding and enhancing bicycle and pedestrian travel	Expanded bike and ped facilities	06/30/18
4	Continue to compile and update digitized bikeway information to be provided to the public as a roadway layer through the County's GIS webpage	Digitized map information	06/30/18

5	Continue outreach and administration of Bicycle Hazard and Pedestrian Access Reports to identify network deficiencies	Compiled reports	06/30/18
6	Continue working with the Pedestrian Safety Task Force to implement the findings of the report "Improving Safety and Accessibility of Sidewalks in Santa Cruz County"	Improvements to sidewalks	06/30/18
7	Implement a Bicycle Route Signage system through coordination with local jurisdictions, bicycle advocates and community members. Review planned routes and coordinate with stakeholders.	Bike route signage plan	06/30/18
8	Implement the Monterey Bay Sanctuary Scenic Trail Network (and Coastal Rail Trail spine) project as defined in the adopted Master Plan; continue to apply for funding for additional rail trail segment implementation, coordinate with local jurisdictions and execute contracts, and develop overall guidelines and policies.	Funding, implementation plans, guidelines and policies	06/30/18
9	Continue updating and distributing the Santa Cruz County Bikeways Map	Updated bikeways map	06/30/18

WORK ELEMENT NUMBER 621

Elderly & Disabled & Americans with Disabilities Act

Agency: SCCRTC

Project Manager: Grace Blakeslee, Sr. Transportation Planner

Total Budget:

\$64,158

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	64,158	0	Local	64,158	0
TOTAL	64,158	0	TOTAL	64,158	0
			% Federal	0%	

Project Description

To plan and coordinate the delivery of transportation services to the elderly and persons with disabilities, and to achieve economies of scale among human service and transportation agencies. Additionally, this work element identifies the transportation needs of traditionally underserved groups (elderly, persons with disabilities, persons of color, and low-income) and assesses the adequacy of the transportation system to meet those needs.

Project Product(s)

Agenda packets and minutes of the Elderly and Disabled Transportation Advisory Committee

Inclusion of transportation needs of elderly and disabled into transportation planning and programming efforts and documents

Federally Eligible Task

Proposed Expenditure of Federal Funding (PL/FTA 5303)

Administer and conduct Elderly and Disabled Transportation Advisory Committee meetings

0%

Previous Accomplishments

SCCRTC works with AMBAG and other regional and local partner agencies to update the Coordinated Public Transit Human Services Transportation Plan. The Committee established the Pedestrian Safety Work Group to better address accessible pedestrian planning. SCCRTC holds E&D Transportation Advisory Committee meetings regularly to coordinate with public transit operators and social service providers. The RTC continues to work to implement the planning efforts of the report titled "Safe Paths of Travel: Projects, Results and Continuing Efforts" funded by an Environmental Justice Planning grant through Caltrans. In FY 2015-16, the Committee, RTC and staff successfully conducted an extensive effort to maintain Committee positions filled. In FY 2016-17, the Committee completed a safety brochure on what pedestrians and bicyclist want each other to know.

Step	Description	Deliverables	Completion Date
1	Provide staff support to the E&D Transportation Advisory Committee	Agenda, agenda packet and minutes	06/30/18
2	Implement the accessible pedestrian planning program through the Pedestrian Safety Work Group (subcommittee)	Annual report summarizing activities	06/30/18

3	Continue to coordinate with local public, private, and non-profit entities involved in providing specialized transportation, including Community Bridges, the Volunteer Center, SCMTD and its Metro Advisory Committee (MAC) to ensure that all planning documents incorporate the needs of the elderly, disabled and low income communities.	Phone calls, meetings, reports and presentations	06/30/18
4	Work with the E&D Transportation Advisory Committee to conduct outreach to the elderly, disabled and low income communities in the region on transportation needs to be included in RTP, MTP, RTIP and FTIP.	Public meetings, outreach materials, reports and presentations	06/30/18
5	Update the Guide for Specialized Transportation and provide other public information materials on transportation planning and programming for specialized transportation	Updated public information materials	06/30/18
6	Review project plans to ensure consistency with Regional Transportation Plan policies for improved access to elderly and disabled individuals.	Project summaries and comments	06/30/18
7	Update the Coordinated Public Transit Human Service Transportation Plan	Updated plan	06/30/18
8	Work to ensure that transportation planning and programming at all levels in the region consider and incorporate the needs of the elderly, disabled and low income communities	Improved planning and programming documents	06/30/18

WORK ELEMENT NUMBER 622

Transportation Planning for the Region

Agency: SCCRTC

Project Manager: Ginger Dykaar, Senior Transportation Planner
Grace Blakeslee, Senior Transportation Planner

Total Budget:

\$235,291

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	210,291	0	RPA	120,486	0
Other	25,000	0	Local	114,805	0
TOTAL	235,291	0	TOTAL	235,291	0
			% Federal	0%	

Project Description

The focus of this work element is implementation of the existing transportation plans for the region, preparation of the 2040 Regional Transportation Plan (RTP) for Santa Cruz County and coordination with AMBAG and other regional agencies on the production of the 2040 Metropolitan Transportation Plan (MTP)/Sustainable Communities Strategy. Additionally, rules regarding regional transportation planning established by the federal transportation acts, will continue to be implemented. This work element also includes working with local jurisdictions to ensure that regional transportation policies and projects are included in local jurisdiction planning activities. Staff will also continue work on incorporating sustainability into all transportation planning documents and activities for the region.

Project Product(s)

Updates to the 2014 RTP and 2035 MTP/SCS to produce the 2040 RTP and 2040 MTP/SCS

Environmental review of 2040 RTP

Federally Eligible Task

Proposed Expenditure of Federal Funding (PL/FTA 5303)

Update the Metropolitan Transportation Plan (MTP) to produce a 2040 MTP

0%

Previous Accomplishments

SCCRTC worked with AMBAG and regional partners to complete the 2035 MTP/SCS and the 2014 RTP, which includes sustainability considerations and significant outreach to the community. SCCRTC also worked with AMBAG and other regional partners to complete environmental review for the plans. In FY's 2015-16 and 2016-17 RTC worked with AMBAG and other agencies to develop components of the 2040 RTP and 2040 MTP/SCS including funding projections and lists of projects.

Task	Description	Deliverable	Completion Date
1	Work with other entities in the region on long-range transportation planning activities within the region, including timelines, public participation efforts, updated project costs and revenue estimates, environmental documentation, and other efforts that may produce economies of scale in the production of the 2040 RTP and 2040 MTP/SCS	Components of RTP and MTP/SCS	06/30/18

2	Work with AMBAG, local jurisdictions, the public and other entities in the region to advance the goals, policies, and targets of the 2014 RTP and 2035 MTP/SCS including safety improvements and greenhouse gas emission reductions. Monitor performance of SCC to advance sustainability targets where feasible given limited data availability.	Performance monitoring where feasible.	06/30/18
3	Implement a comprehensive public participation and outreach program for the 2040 MTP and 2040 RTP that may include public workshops, public meetings, printed materials, web site information, public surveying, bilingual outreach, Facebook posts, email distributions, media releases, radio, etc.	Outreach materials that may include email distributions, website updates, facebook posts, surveys, media releases, including outreach to Spanish speaking population.	06/30/18
4	Continue to work with AMBAG, Caltrans and local agencies to implement the RTP's and MTP's projects, policies, sustainability and safety goals through the various planning and capital improvement programming actions.	Programming documents that reflect MTP and RTP policies, goals and priorities	06/30/18
5	Working with local jurisdictions, AMBAG, and other partner agencies, identify and document transportation projects and programs required to meet regional and interregional goals, policies and targets including mobility, access, safety, maintenance, and greenhouse gas emission reductions.	Phone calls, emails, meetings, outreach materials	06/30/18
6	Study potential new transportation revenue sources to decrease the funding shortfalls and help to implement the projects in the MTP and RTP, including vehicle registration fees and countywide development impact fee programs.	Analysis of revenue source options	06/30/18
7	Work with Caltrans and AMBAG on implementing regional planning and transportation safety requirements enacted through the federal transportation acts	Planning documents consistent with federal requirements	06/30/18
8	Apply the Sustainable Transportation Analysis and Rating System (STARS) process to the implementation and updates of the MTP and RTP to ensure a more sustainable transportation planning process.	STARS analysis of MTP and RTP	06/30/18
9	Ensure consistency between the MTP and RTP with other transportation planning documents in the region such as general plans, active transportation plans, climate action plans, etc. to ensure that all other planning documents that include transportation are consistent with the MTP.	Planning documents consistent with MTP and RTP	06/30/18
10	Ensure that projects proposed for federal, state or local funding are consistent with the MTP and RTP	Programming documents consistent with MTP and RTP	06/30/18
11	Continue to participate in Caltrans system planning activities including the California Transportation Plan, Strategic Highway Safety Plan, Interregional Transportation Strategic Plan, District 5 System Management Plan, Transportation Concept Reports, and Ramp Metering Development Plan	Regional and state planning documents coordinated with local plans	06/30/18

WORK ELEMENT NUMBER 641

Transportation Improvement Programs (TIP)

Agency: SCCRTC

Project Manager: Rachel Moriconi, Senior Transportation Planner

Total Budget:

\$280,487

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	220,487	0	State RPA	67,116	0
Contractual	60,000	0	STIP	145,000	0
			Local	68,371	0
TOTAL	280,487	0	TOTAL	280,487	0
			% Federal	0%	

Note: Contractual work under this work element is paid for by local funds and is for assistance with the analysis of programming criteria or potential development of funding sources

Project Description

Administer and monitor federal aid funding programs whose projects are included in the federal transportation improvement program, including programs identified in FAST Act such as the Surface Transportation Block Grant Program (formerly RSTP) and Transportation Alternatives Program (TAP), Highway Safety Improvement Program (HSIP), National Highway Performance Program (NHPP), and Federal Lands Access Program; as well as the State Transportation Improvement Program (STIP). This includes the production, maintenance and amendments of programming documents required for federally funded and regionally significant projects. The work also includes assisting project sponsors with compliance of requirements to receive the funds and deliver the federally funded and regionally significant projects. This work element also includes leveraging federal funds to secure any required match and funding from other sources to deliver as many regionally significant transportation projects as possible. Produce and implement the Regional Transportation Improvement Program (RTIP) to secure State Transportation Improvement Program (STIP) funds for federally funded and regionally significant projects to ensure delivery of as many regionally significant projects as possible that are included in the Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP). Work with regional and state partners on appropriate implementation of the federal transportation act, FAST Act, in California.

Project Product(s)

FY 2016/17 to FY 2019/20 Metropolitan Transportation Improvement Program (MTIP) updates and amendments

Funding applications and decisions for Surface Transportation Block Grant Program funds (aka Regional Surface Transportation Program (RSTP))

Amendments to the 2016 Regional Transportation Improvement Program and State Transportation Improvement Program

Preparation of the 2018 Regional Transportation Improvement Program and State Transportation Improvement Program

Federally Eligible Task

Proposed Expenditure of Federal Funding (PL)

Production and maintenance of the MTIP and other programming documents to secure funding and delivery of federally funded and regionally significant projects.

0%

Implementation, administration and monitoring of federal aid funding programs

Previous Accomplishments

In 2014 SCCRTC programmed Regional Surface Transportation Program (RSTP) funds for projects on federal-aid routes and regionally significant projects. In FY 2015-16, the RTC worked with the CTC and project sponsors to address the significant reduction in STIP funding and amend programming documents accordingly. In FY 2016-17, the RTC programmed Surface Transportation Block Grant (STBG) for a variety of regionally significant projects. SCCRTC also assisted project sponsors in delivering federally funded projects.

Task	Description	Deliverables	Completion Date
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1	Prepare, amend and maintain the Regional Transportation Improvement Program (RTIP) to ensure full funding and delivery of projects in the MTP/SCS and MTIP	Initial materials and timeline	06/30/18
2	Prepare application and programming documents for Surface Transportation Block Grant Program (aka RSTP) and State Transportation Improvement Program (STIP) funds	Application and timeline	06/30/18
3	Solicit and receive project applications for the Surface Transportation Block Grant Program (aka RSTP) and State Transportation Improvement Program (STIP)	Funding applications	06/30/18
4	Review and evaluate project proposals for the RTIP including their potential to improve safety of the transportation system; produce draft programming recommendations and program funds	Recommendations and staff reports and materials	06/30/18
5	Work with AMBAG to prepare amendments to the MTIP and any supporting programming documents such as the RTIP and STIP as needed	Materials for MTIP amendments	06/30/18
6	Coordinate with AMBAG, Caltrans and other entities as needed on all Federal Transportation Improvement Program (FTIP) amendments and amendments of other programming documents such as the Regional Transportation Improvement Program and the State Transportation Improvement Program (STIP) that impact the FTIP	FTIP amendments	06/30/18
7	Conduct planning and project activities (including corridor studies, project initiation documents and other transportation planning studies) to identify and develop candidate projects for the Federal Transportation Improvement Program (FTIP) and Regional Transportation Improvement Program (RTIP) - (RTC and Consultant)	Planning studies	06/30/18
8	Monitor the state and federal transportation budgets and work with Caltrans and the California Transportation Commission on obtaining funding for federally funded and regionally significant projects included in the FTIP, STIP, RTIP, and MTP/RTP	State and federal transportation budget information materials and reports	06/30/18
9	Monitor federal actions with regard to federal transportation act reauthorization, implementation, extensions and appropriations to ensure full funding and delivery of projects in the MTP and MTIP	Materials and reports, teleconferences phone calls	06/30/18
10	Program funds for projects through federal and state funding programs that provide funding for regionally significant projects included in the MTIP such as the State Transportation Improvement Program (STIP) and the Surface Transportation Block Grant Program (aka RSTP)	Transportation improvement program documents	06/30/18
11	Monitor the implementation of STBG, STIP, HSIP, TAP, NHPP, HBP, Earmark, and other federally-funded projects, with an emphasis on project delivery, timely use of funds and compliance with all Federal and state laws and California Transportation Commission guidelines to ensure delivery of federally funded and regionally significant projects	Communications with project sponsors	06/30/18
12	Streamline delivery of qualifying and approved regionally significant projects, exchange federal RSTP/STBG funds for State funds through the State's STP Exchange program	Reports, resolutions, and agreements	06/30/18
13	Assist local agencies in filing and monitoring funding allocation requests	Allocation requests	06/30/18
14	Work with AMBAG and Caltrans to monitor both major and minor state highway projects and to fulfill project monitoring and project delivery responsibilities	Communications with partner agencies	06/30/18
15	Work with AMBAG, counterpart regional agencies, Caltrans and the California Transportation Commission (CTC) on the development of implementation policies and procedures for federal and state funding programs	Improved funding procedures	06/30/18
16	Prepare state and federally-mandated information and reports for AMBAG, Caltrans, FHWA, and the CTC	Reports	06/30/18

17	Monitor development of performance measures as part of FAST Act implementation to maximize efficiency of implementation of the MTP and MTIP	Reports, communications with state and federal agencies	06/30/18
18	Implement a comprehensive public participation and outreach program for production of the various programming documents and funding decisions that includes public workshops, public meetings, printed materials, web site information, public surveying, segments of the Transportation Cafe television program, bilingual outreach, social media, media releases, radio, etc.	Outreach materials including materials in Spanish and to traditionally underrepresented communities	06/30/18
19	Investigate and evaluate the feasibility of a county wide development impact fee for regional transportation projects	Communications with partner agencies	06/30/18

WORK ELEMENT NUMBER 682**Rail/Trail Authority (SCCRTC)**

Agency: SCCRTC

Project Manager: Luis Pavel Mendez, Deputy Director

Total Budget:

\$670,010

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018**EXPENDITURES****REVENUE**

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	190,010	0	STIP	0	0
Construction	350,000	0	RSTPX	412,242	0
Services & Supplies	115,000	0	Local	195,000	0
Contingency	15,000	0	Reserves	62,768	0
TOTAL	670,010	0	TOTAL	670,010	0

Project Description

This work element involves management and development of the Santa Cruz Branch Rail Line right-of-way and planning for improved future uses. The Regional Transportation Commission, through partnership with a rail service operator has instituted seasonal recreational passenger rail service and will consider other recreational service possibilities. The possibility of potential bicycle and pedestrian paths using the right-of way adjacent to the rail line is shown within the bicycle pedestrian projects work element.

Project Product(s)

SCCRTC meeting materials; Implementation plans for recreational rail service; agreements with operators; leases

Other Task (nonfederal)

Ownership and management of Santa Cruz Branch Rail Line right-of-way and infrastructure and its operation

Previous Accomplishments

In FY 2012-13, the SCCRTC completed the purchase of the Santa Cruz Branch Rail Line from Union Pacific and selected Santa Cruz & Monterey Bay Railway (a company of Iowa Pacific Holdings) to operate freight and recreational passenger service. Working with SCCRTC and the community, SC&MB Railway operates tourist train service for the Christmas holiday and provides freight service. In FY 2014-15, the RTC completed rehabilitation work on four bridges, including reconstruction of the La Selva Beach trestle. In FY 2016-17, a supermajority of Santa Cruz County voters approved Measure D, which will provide funding for preservation of the rail infrastructure.

Task	Description	Deliverables	Completion Date
1	Establish contracts and systems to effectively, efficiently and reliably operate the freight service, maintain the rail line and manage the ownership of the property	Service contracts, leases, property management policies	06/30/18
2	Investigate lease possibilities, update old leases and secure new leases	Updated leases	06/30/18
3	Coordinate operation of the Santa Cruz Branch Rail Line, including current and future uses, with operators, shippers, partner agencies and local jurisdictions	Operation agreements	06/30/18

4	Work with rail service operators on the development of additional recreational rail service between Santa Cruz and Davenport	Rail service plan and implementation	06/30/18
5	Seek planning grants funds for the production of feasibility studies and implementation plans for various types of passenger and transit service on the Santa Cruz Branch Rail Line; work done with grants from successful applications may be done under separate work elements.	Grant applications	06/30/18
6	Guide consultant and contractor work on the rehabilitation of structures of the Santa Cruz Branch Rail Line and other improvements in cooperation with the rail operator	Meetings, agendas, minutes, phone calls	06/30/18
7	Seek funding for other necessary improvements to the Santa Cruz Branch Rail Line in cooperation with the rail operators and other regional partners	Funding applications and requests	06/30/18
8	Review and participate in the production of the State Rail Plan and regional rail service efforts that could benefit Santa Cruz County travelers	Plan production materials and State Rail Plan	06/30/18
9	Continue to work with the Transportation Agency for Monterey County, the Coast Rail Coordinating Council, Caltrain, AMTRAK and Caltrans Division of Rail to support the establishment of a rail station at the Pajaro station for any new or expanded rail passenger service on the coast mainline	Meetings, phone calls, email, reports, presentations	06/30/18

WORK ELEMENT NUMBER 683

Highway and Roadway Planning (SCCRTC)

Agency: SCCRTC

Project Manager: Rachel Moriconi, Senior Transportation Planner

Total Budget: \$85,297

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Category	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	85,297	-22,783	State RPA	62,981	0
Other		0	Local	22,316	
TOTAL	85,297	-22,783	TOTAL	85,297	0
			% Federal	0%	

Project Description

This work element is for the planning work necessary to maintain and improve the roadway and highway system for efficient movement of people and goods. The work includes participation and coordination with Caltrans on the State Highway Operations and Protection Program, Project Initiation Documents, and any other planning documents and efforts to improve the operation and safety of the state highway system. The work also includes participation with local jurisdictions and other partner agencies in their planning efforts to maintain and improve the operation and safety of the highway and roadway system and intersections of the system. This element also includes working with Caltrans, AMBAG and other regional agencies on the effective movement of goods into, out of and through Santa Cruz County.

Project Product(s)

SR 1 Transportation Concept Report, Highway 17 Wildlife corridor planning, coordinated State Highway Operations and Protection Program (SHOPP),
Improved operation, safety and mobility on the region's highway and roadway system

Federally Eligible Task

Proposed Expenditure of Federal Funding (PL/FTA 5303)

Work with Caltrans and local jurisdictions and other entities on planning for improved roadways and highways **0%**

Task	Description	Deliverables	Completion Dates
1	Work with Caltrans and local agencies on the development of the State Highway Operation and Protection Program (SHOPP) to ensure that well in advance of its drafting the regional and interregional safety and mobility needs of the Santa Cruz County highway system are considered for inclusion in the draft document. This includes coordination with Caltrans and the Interagency Technical Advisory Committee at meetings and other communications means.	Communications with partner agencies and information materials, coordinated SHOPP	06/30/18
2	Work with partner agencies on preparation and update of a regional road assessments to establish roadway funding needs and priorities for inclusion in programming documents.	Regional roads assessment and updates	06/30/18
3	Prepare public information materials in English and Spanish regarding highway and roadway needs and priorities and to communicate to decision makers and the public the need for funding these priorities.	Public information materials, reports and presentations	06/30/18

4	Work with Caltrans, the CHP and other transportation partners through the Traffic Operation Systems (TOS) Oversight Committee and Safe on 17 Task Force to identify safety, mobility and operations needs, priorities and improvements for inclusion in planning and programming documents.	Communications with partner agencies and meetings	06/30/18
5	Work with Caltrans and other partners to implement the State Route 17 Access Management Plan and communicated to the public the efforts and progress of implementation.	Inclusion of State Route 17 Access Management Plan elements in funding efforts, public outreach materials	06/30/18
6	Work with Caltrans, resource agencies and local partners to produce a SR 1 Transportation Concept Report, which identifies strategies for that preserve and enhances this critical transportation link while preserving and enhancing the critical habitat in the region.	Meetings, communications, Feasibility Study, Modeling, and concept report	06/30/18
7	Review and participate in the production of the Caltrans Transportation Concept Reports to help ensure consistency with the Regional Transportation Plan	Meeting materials, communications and Concept Reports for state highways	06/30/18
8	Work with Caltrans, the County of Santa Cruz, and the public to identify priorities for the Highway 9 Corridor	Meeting materials, communications and documentation of multimodal needs on SR9	06/30/18
9	Work with METRO as requested to conduct a study to identify opportunities to operate transit service on freeway shoulders.	Meeting materials, communications, and report of Transit on Shoulders in Santa Cruz County	06/30/18
10	Review and participate in planning efforts associated with the California Transportation Plan, California Freight Mobility Plan, the Caltrans District 5 System Management Plan, Transportation Concept Reports, Ramp Metering Development Plan and Central Coast Coalition products.	Meetings, communications, reports and coordinated state and regional plans	06/30/18
11	Work with Caltrans and local agencies to develop and implement strategies of the Strategic Highway Safety Plan (SHSP) appropriate to Santa Cruz County and investigate the possibility of developing a dedicated transportation safety plan for Santa Cruz County	Safety strategies, communications and reports	06/30/18
12	Work with Caltrans, the Land Trust of Santa Cruz County and other transportation partners to develop plans for improved motorist safety and wildlife protection along Highway 17.	Meeting materials and communications with partner agencies.	06/30/18

WORK ELEMENT NUMBER 684

Highway 1 Corridor Investment Program (SCCRTC)

Agency: SCCRTC

Project Manager: Kim Shultz Senior Transportation Planner

Total Budget:

\$1,073,980

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	200,000	0	RSTP Exchange	1,073,980	0
Other	873,980	0			
TOTAL	1,073,980	0	TOTAL	1,073,980	0
			% Federal	0%	

Project Description

SCCRTC is responsible for tasks including the implementation of the Project Approval/ Environmental Documents (PA/ED) phase for the Highway 1 Corridor Investment Program, which includes HOV Lanes and bicycle and pedestrian crossings. Through this investment program the SCCRTC will produce a tiered environmental document with project level environmental review for auxiliary lanes between 41st Avenue and Soquel Drive and a bicycle and pedestrian overcrossing at Chanticleer. The remainder of the corridor will be analyzed at a programmatic level to assist with future investments on sections of the corridor. The RTC will also produce environmental review and design for a bicycle and pedestrian over crossing at Mar Vista.

Project Product(s)

Tiered environmental documents for the Highway 1 Corridor Investment Program and a project level analysis for the Highway 1 41st-Soquel Auxiliary Lanes project, and preliminary design/environmental analysis for the Mar Vista Pedestrian/Bicycle Crossing of Highway 1.

Other Task

Project Approval/ Environmental Documents (PA/ED) for the Highway 1 Corridor Investment Program and the Highway 1 41st-Soquel Auxiliary Lanes project

Previous Accomplishments

In FY 2015-16, the RTC released the draft tiered environmental documents for the Highway 1 Corridor Investment Program and the 41st Avenue to Soquel Drive auxiliary lanes. In FY 2016-17, the project team worked to update technical studies and prepare responses to more than 900 comments. In FY 2016-17, the RTC also secured consultant services to initiate the preliminary design and environmental documents for the Highway 1 Mar Vista bicycle and pedestrian overcrossing. In addition, in FY 2016-17, a supermajority of Santa Cruz County voters approved Measure D, which will provide funding for highway projects.

Task	Description	Deliverables	Completion Date
1	Guide the consultant work, in cooperation with the Project Development Team, Caltrans, local, and regional agencies on the completion of the tiered environmental documents for the Highway 1 Corridor Investment Program and the 41st to Soquel auxiliary lanes and initiate work preliminary design and environmental analysis on the Mar Vista Pedestrian/Bicycle Crossing of Highway 1.	Meetings, agendas, minutes	06/30/18

2	Guide the consultant work in cooperation with project partners to complete the preliminary design and environmental analysis on the Mar Vista Pedestrian/Bicycle Crossing of Highway 1.	Technical studies, preliminary design & environmental document	06/30/18
3	Participate in the Project Development Team (PDT) oversight	Communication with team members	06/30/18
4	Coordinate with Caltrans and the consultant team to meet all funding and project reporting requirements and ensure designs and environmental documents meet state requirements.	Reports, invoices	06/30/18
5	Implement public outreach plans for the environmental documents project including outreach to traditionally underrepresented communities	Public meetings, outreach materials in English and Spanish	06/30/18
6	Coordinate public outreach efforts with other RTC projects and other local and regional agencies, and respond to concerns from residents and businesses	Coordinated outreach, responses to public	06/30/18
7	Release requests for proposals and select consultants for various environmental review and design work activities	RFP's, consultant contracts	06/30/18

WORK ELEMENT NUMBER 801

Measure D Implementation

Agency: SCCRTC

Project Manager: Rachel Moriconi, Senior Transportation Planner
Luis Pavel Mendez, Deputy Director

Total Budget:

\$19,847,749

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

Agency	Amount (\$)	Change	Source	Amount (\$)	Change
Personnel	498,839	0	Measure D	19,847,749	0
Other	19,343,910	0			
Unappropriated	5,000	0			
TOTAL	19,847,749	0	TOTAL	19,847,749	0
			% Federal	0%	

Project Description

SCCRTC is responsible for implementing the local voter approved Measure D. This includes receiving funds from the 1/2-cent transactions and use tax and distributing those funds to the cities, the county, SC Metro and Community Bridges. The RTC will also program some of the Measure D funds to projects and be responsible to ensure that those projects get delivered in accordance with Measure D. The RTC will also establish an oversight community and fully account for the funds in accordance with the voter approved measure.

Project Product(s)

Agreements with local agencies and project sponsors, annual reports, audit reports, 5 year implementation plans and updates, 30-year implementation plan and updates

Task	Description	Deliverables	Completion Date
1	Receive funds from State BOE, distribute the funds to local agencies and projects in accordance with Measure D and RTC policies and decisions	Payments received and issued	06/30/18
2	Produce estimates of overall funding available and the formula distributions to each category of projects and implementing entity	Fund estimates	06/30/18
3	Secure and manage consultant services to analyze funds receipts and produce reports and audit the use of the funds	Requests for proposals, contracts	06/30/18
4	Produce and implement outreach plan to inform voters on the use Measure D funds	Public outreach plan, including Spanish outreach	06/30/18
5	Produce, maintain and update agreements with local agencies for funding allocations	Funding agreements	06/30/18
6	Produce and publish annual reports and audit reports per Measure D	Reports	06/30/18
7	Prepare and update 5-year and 30-year implementation plans consistent with the approved Measure D and the approved Expenditure Plan included in the measure	Implementation plans	06/30/18

8	Establish policies and guidelines and update them as necessary to ensure sound implementation of Measure D	Guidelines and policies	06/30/18
9	Establish, staff and maintain citizens oversight committee in accordance with Measure D	Oversight committee, agendas, minutes	06/30/18

Fiscal Year 2017-18 SCCRTC Work Program Funding Summary

	RPA	STIP	FTA Sec 5304	Local	Caltrans FSP	RTC SAFE	MTC SAFE	Measure D	ATP	RSTPX	TOTAL
WE101				34,535							34,535
WE102				693,500							693,500
WE112	86,417			116,101							202,518
WE113				81,914							81,914
WE176*			72,414	9,113							81,527
WE177		150,000		1,000	160,702					115,650	427,352
WE178						319,300	50,000				369,300
WE179				50,000						409,500	459,500
WE260**			140,729	16,472							157,201
WE609			201,390	13,845							215,235
WE611a			276,269	262,162							538,431
WE614		30,000		222,936							252,936
WE615				135,473					265,000	192,096	592,569
WE621				64,158							64,158
WE622	120,486			114,805							235,291
WE641	67,116	145,000		68,371							280,487
WE682				257,768						412,242	670,010
WE683	62,981			22,316							85,297
WE684										1,073,980	1,073,980
WE801								19,847,749			19,847,749
TOTAL	337,000	325,000	690,802	2,164,469	160,702	319,300	50,000	19,847,749	265,000	2,203,468	26,363,490

* Programmed \$72,414 - Grant \$150,000; project spans more than one fiscal year and some funds used in FY 2016-17

** Programmed \$140,729 - Grant \$229,735; project spans more than one fiscal year and some funds used in FY 2016-17