AGENDA
1:30pm - 3:30pm
Tuesday, June 13, 2017

Note meeting location

Watsonville Community Room, 275 Main Street,
Suite 400, 4th Floor - Parking Garage Level 6, Watsonville CA

1. 1:30pm – Call to Order
2. 1:30pm - Introductions
3. 1:35pm - Oral communications
4. 1:40pm- Additions or deletions to the consent or regular agenda

1:42pm- CONSENT AGENDA

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

5. Approve Minutes from April 11, 2017 - pg. 5
6. Receive Transportation Development Act Revenues Report - pg. 11
7. Receive RTC Meeting Highlights - pg. 13
8. Recommend that the Regional Transportation Commission approve reappointments to E&D TAC Committee
9. Recommend the Regional Transportation Commission approve Tara Ireland as Social Services Provider- Persons of Limited Means Committee Member - pg. 17
10. Receive E&D TAC Roster May 2017 - pg. 21
11. Receive Final 2017 Unmet Paratransit and Transit Needs List - pg. 23
12. Receive notice of Caltrans’ adoption of “Toward an Active California”, the final State and Pedestrian Plan and Executive Summary - pg. 31

13. Receive a summary of Community Bridges Lift Line and Regional Projects Measure D Five-Year Plans approved by the RTC on June 1, 2017 - pg. 39

14. Receive updates to the RTC Rules and Regulations as approved by the RTC at the June 1, 2017 meeting - pg. 57

15. Receive Information Items - pg. 131
   a. Access Board to Issue Guidance on International Symbol of Accessibility

16. Receive Agency Updates (other than items on the regular agenda) - pg. 133
   a. Volunteer Center-FY 16/17 Third Quarter Report
   b. Community Bridges - None
   c. Santa Cruz Metro - FY18 and FY19 Operating Budgets and FY18 Capital Budget - public hearing June 23, 2017 at the Santa Cruz City Council Chambers at 8:30 am (May 17, 2017 Santa Cruz Metro Board packet, page 199)

REGULAR AGENDA

17. 1:45pm- Transportation Network Companies and Taxi Company Updates - pg. 137

18. 2:05pm—ParaCruz Quarterly Services Report Review - pg. 143

19. 2:25pm- County of Santa Cruz Health Services Department Traffic Safety Programs - pg. 157

20. 2:20pm—Unified Corridor Investment Study – Scenario Analysis - pg. 159

21. 2:40pm—Pedestrian Safety Work Group Update

22. 3:00pm- E&D TAC 2017 Calendar Update - pg. 167

23. 3:30pm- Adjourn

Next meeting: 1:30 pm, August 8, 2017 @ RTC Office, Santa Cruz

HOW TO REACH US

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

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

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

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

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Minutes
Tuesday, April 11, 2017

RTC Offices
1523 Pacific Avenue, Santa Cruz, 95060

1. Call to Order: 1:34 pm

2. Introductions

**Members Present:**
- Kirk Ance, CTSA, Lift Line
- Pam Arnberger, 2nd District
- Lisa Berkowitz, CTSA
- John Daugherty, Metro Transit
- Veronica Elsea, 3rd District
- Clay Kempf, Social Service Provider, Seniors
- Cara Lamb, Potential Transit User
- Dulce Lizarraga-Chagilla, Social Service Provider-Seniors
- Lori Welch Bettencourt, 4th District

**Unexcused Absences:**
- Greta Kleiner, Potential Transit User Disabled
- Michael Molesky, Social Service Provider Disabled (County)

**RTC Staff Present:**
- Grace Blakeslee
- Cory Caletti
- Cathy Judd
- Rachel Moriconi
- Karena Pushnik

**Alternates Present:**
- April Warnock, Metro Transit/ParaCruz

**Excused Absences:**
- Tom Duncanson, 2nd District

**Others Present:**
- Ray Cancino, Community Bridges
- Alex Clifford, Metro
- Barrow Emerson, Metro
- Lois Connell, Volunteer Center
- Donald Miller
- Sean Vienna, AMBAG

3. Oral Communications

- Yellow Cab is selling its assets to Michael and John Cardinale in Monterey and close of the sale is expected on April 30. The new cab company will be invited to discuss any changes to paratransit services to the E&D TAC
- RTC initiated the Cruz511 In Your Neighborhood project. People in central Watsonville and eastside Santa Cruz neighborhoods are invited to participate. The program is focused on providing customized information for individuals interested in bicycling, walking or carpooling instead of driving alone. This is a pilot project and future programs could be expanded to other neighborhoods.
- Caltrain is going ahead with their plans to electrify trains. A suggestion was made that Santa Cruz County should consider electrifying Metro buses.

4. Additions or deletions to the consent or regular agenda
Clay Kempf requested that Item 14c be pulled from the Consent Agenda. Item 14c was placed on the Regular Agenda as Item 15a.

Grace Blakeslee, RTC staff informed attendees of a correction to Item 10, Receive Information about FY15-17 Section 5310 Program Applications to revise the Santa Cruz Metropolitan Transit District project description from customer service and paratransit supervisors to ParaCruz operators’ wages to provide expanded paratransit service.

Grace Blakeslee, RTC staff, noted the replacement pages for Item 20, Review and Recommend RTC Approval of Measure D: Direct Allocation to Community Bridges Lift Line Five-Year Plan, were provided.

CONSENT AGENDA

Action: A motion (Berkowitz/Lamb) was made to approve the Consent Agenda.

The motion passed unanimously with members Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lamb, Lizarraaga-Chagolla, Welch Bettencourt vote in favor, Ance abstains.

5. Approved Minutes from February 9, 2017
6. Received RTC Meeting Highlights
7. Received resignation from Sally French, Social Service Provider-Disabled
8. 2017 E&D TAC Updated Roster
9. 2017 E&D TAC Meeting Calendar
10. Received Information about FY15-17 Section 5310 Program Applications
11. Received Information Items
   a. Letter dated February 15, 2017 from Santa Cruz Metropolitan Transit District to Customers
   b. County of Santa Cruz Department of Parks, Open Space and Cultural Services Strategic Plan Public Meeting Dates and Times Flyer
12. Received Transportation Development Act Revenues Report
13. Receive Agency TDA Reports - none
14. Receive Agency Updates
   a. Volunteer Center – none
   b. Community Bridges – none
   c. Santa Cruz Metro
      i. ParaCruz Report for October-December 2016 – Chair Elsea moved the item to the Regular Agenda as Item 15a.
15. Appointment of Chair and Vice Chair

A single nomination was heard to appoint Veronica Elsea as Chair.

Action: A motion (Berkowitz/Kempf) was made to approve the nomination of Veronica Elsea as Chair to the E&D TAC.

The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor. No votes were cast in opposition.

A single nomination was heard to appoint John Daugherty as Vice Chair.

Action: A motion (Berkowitz/Kempf) was made to approve the nomination of John Daugherty as Vice Chair to the E&D TAC.

The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor. No votes were cast in opposition.


E&D TAC members discussed the 30% decrease in ParaCruz ridership over the last two years and a decrease in on time performance. Members requested that E&D TAC discuss ParaCruz’s ridership and performance at a future E&D TAC meeting.

April Warnock mentioned that part of the downturn in ridership could be due to fare increases and that a decrease in on-time performance issues may reflect the need for more operators. Alex Clifford offered that congestion throughout the County can affect on time performance and that fare increase may cause paratransit riders to plan their trips more efficiently, and shift to fixed route transit.

Action: A motion (Kempf/Ance) was made to approve Item 15a. Receive Agency Updates, Santa Cruz Metro, ParaCruz Report for October-December 2016.

The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor. No votes were cast in opposition.

16. Review and Recommend RTC Approval of 2017 Unmet Paratransit and Transit Needs List

Grace Blakeslee, RTC Planner presented the 2017 Unmet Paratransit and Transit Needs List. Members suggested that Item 2 H1 include “consider on-demand transit services” as a second bullet point. An additional language change was offered under Item 39 H2 first bullet point to read “Signal Priority” in place of “Preemptive Signal Control”.

Action: A motion (Kempf/Daugherty) was made to approve the 2017 Unmet Paratransit and Transit Needs List to include a second bullet point for Item 2 H1 to include "consider on-demand transit services", and to revise the language for Item 39 H2 from Preemptive Signal Control to Signal Priority.

The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor. No votes were cast in opposition.
17. Consider Draft Transportation Development Act Claim for Santa Cruz Metropolitan Transit District

Alex Clifford, Executive Director of Santa Cruz Metropolitan Transit District (Santa Cruz Metro) discussed the Transportation Development Act (TDA) Claim for the Santa Cruz Metro in the amount of $6,767,933.

Members asked how the TDA claim funds will be used by Santa Cruz Metro to which Alex Clifford explained that TDA revenues, along with Measure D funds, will go into the Santa Cruz Metropolitan Transit District annual budget to sustain existing transit and paratransit service, and over the next 1-2 years provide a match to federal grant funds. Metro needs to replace 61 buses and will acquire new buses as funds permit. Metro will consider purchasing, CNG or electric buses. Last year Metro purchased five new buses with the support of grant funds.

*Action*: A motion (Kempf/Lamb) was made to recommend that the Regional Transportation Commission approve the FY 2017-18 Transportation Development Act (TDA) and the FY 2017-18 State Transit Assistance (STA) claims for the Santa Cruz Metropolitan Transit District.

The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor. Daugherty abstains.

18. Consider Draft Transportation Development Act Claim for Community Bridges

Kirk Ance, Community Bridges discussed the Transportation Development Act (TDA) claim for Community Bridges in the amount of $664,920. Community Bridges plans to use TDA funds to provide approximately 30,999 one-way trips using their Taxi Scrip, Medical TDA, Meals on Wheels, Elderday, and Winter Shelter programs to eligible clients over FY 2017-18.

Members discussed aspects of the TDA claim including administration costs, Elderday services, and the winter shelter, and the value of Community Bridges transportation programs to other services such as the operation of the winter shelter.

*Action*: A motion (Kempf/Lamb) for the E&D TAC to recommend approval of Community Bridges Transportation Development Act (TDA) claim to the Regional Transportation Commission and communicate the significance of transportation services provided by Community Bridges and funded through TDA in supporting other countywide social services.

The motion passed unanimously with members Arnsberger, Daugherty, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor; Ance, Berkowitz abstain.

19. Consider Draft Transportation Development Act Claim for Volunteer Center

Lois Connell, Volunteer Center presented the Transportation Development Act (TDA) Claim for the Volunteer Center stating that the number of clients and rides expected to be provided this year is consistent with prior years. This year the Volunteer Center acquired new drivers serving the Watsonville area. The Volunteer Center hopes to computerize their dispatch system, and that the program has acquired a new transportation services coordinator.

*Action*: A motion (Arnsberger/Ance) was made to recommend that the Regional Transportation Commission approve the FY 2017-18 Volunteer Center’s Transportation Development Act (TDA) carries unanimously.
The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lamb, Lizarraga-Chagolla, Welch Bettencourt vote in favor. No votes were cast in opposition.

20. Review and Recommend RTC Approval of Measure D: Direct Allocation to Community Bridges Lift Line Five-Year Plan

Ray Cancino, Executive Director, Community Bridges presented the 5 year plan for Community Bridges for its Direct Allocation of Measure D: Transit For Seniors and People Living with Disabilities investment category funds for paratransit services. Mr. Cancino said that 49% will go toward expanding service from 5 to 7 days per week. Community Bridges will allocate some of the first 5 years revenue towards purchasing or leasing a new operations facility. In year six, the percent of Measure D funds previously dedicated to the operations facility will be shifted to additional service expansion with the remaining cost of the facility to be paid for by a commercial loan. Community Bridges Board approval will be on their agenda on May 17, 2017.

Members noted that although the 5 Year Plan included the addition of two new drivers, a driver trainer and dispatch and administrative assistance, it did not adequately communicate what new services paratransit services would be provided as a result of Measure D funding. Members suggested that Community Bridges work with the RTC to revise the five-year plan narrative to describe the impact Measure D funds would have on transportation services provided and further explain the value of setting aside funding for an operations facility.

Action: A motion (Arnsberger/Welch Bettencourt) was made to approve Measure D: Direct Allocation to Community Bridges Lift Line Five-Year Plan if amended to demonstrate how transportation services will be expanded as a result of Measure D and explain how allocations of funding to an operational facility identified in the five-year plan are expected to expire after five years.

The motion passed unanimously with members Arnsberger, Daugherty, Elsea, Kempf, Lizarraga-Chagolla, Welch Bettencourt vote in favor. Ance, Berkowitz abstain.

21. Review and Recommend RTC Approval of Measure D: Regional Five-Year Plan

Rachel Moriconi, Senior RTC Planner discussed the draft five-year plans (FY17/18 through FY 22/23) for each of the Measure D regional investments – Highway Corridors, Active Transportation, the Rail Corridor, the San Lorenzo Valley Highway 9 Corridor Improvements and the Highway 17 Wildlife Crossing. The RTC board is scheduled to consider these lists following a public hearing at its June 1, 2017 meeting. The plans will be adjusted annually based on updated project schedule and cost information, as well as information on any grants and other funds agencies are able to secure for projects. Since annual revenues are sometimes insufficient for larger projects, agencies may carryover, reserve, or “bank” revenues to future years.

Cory Caletti, Senior RTC Planner provided additional details on the draft 5-year Program of Projects for the Active Transportation category, specifically the Monterey Bay Sanctuary Scenic Trail (MBSST).

Members appreciated the information on expected expenditures investment categories and requested that if there be sufficient opportunity for seniors to provide input on the Highway 9 corridor plan. Staff confirmed there will be opportunities to provide input using online surveys, community meetings as well as paper surveys, which could be shared at senior meal sites and other methods.
Action: A motion (Daugherty/Ance) was made for the E&D TAC to recommend to the RTC approval of the Measure D: Regional Five-Year Plans.

The motion passed unanimously with members Ance, Arnsberger, Berkowitz, Daugherty, Elsea, Kempf, Lizarraga-Chagolla, Welch Bettencourt vote in favor. No votes were cast in opposition.

22. Pedestrian Safety Workgroup brochure Update & Distribution

Veronica Elsea, Pedestrian Safety Workgroup Chair discussed the brochure What Pedestrians and Bicyclists Want Each Other to Know. Ms. Elsea told members that the English version has been printed and available now. The Spanish translation is complete and will be reviewed by the PSWG for formatting. The PSWG will propose distribution methods that coincide with outreach opportunities. Copies were distributed to all present.

23. Adjourn 4:13 pm

Respectfully submitted, Cathy Judd, RTC Staff

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

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**Note:**

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Financially Constrained Project List for 2040 Transportation Plans
The Regional Transportation Commission (RTC) is developing the 2040 Santa Cruz County Regional Transportation Plan (RTP) and working with the Association of Monterey Bay Area Governments (AMBAG) to develop the 2040 Metropolitan Transportation Plan - Sustainable Communities Strategy (MTP-SCS) which are scheduled for approval in June 2018. The RTC approved the revision to the RTP goals, policies and targets as recommended by the Elderly & Disabled Transportation Advisory Committee and the financially constrained project list for the 2040 RTP and for inclusion in the 2040 MTP-SCS.

North coast rail trail segment of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network
The Regional Transportation Commission approved the revised staff recommendation to expeditiously conduct a procurement process and return to the RTC for award of a contract for an environmental consultant to conduct an Environmental Impact Report (EIR), per the California Environmental Quality Act (CEQA), to analyze trail project alignment options on the north coast in order to provide the information necessary for the RTC to select a preferred alignment, and to utilize the EIR to meet Measure D commitments. RTC staff will also return with a task list and funding needs for work to be done as part of the Measure D 5-year plan in order to deliver the project in time to obligate funds for construction by 2020 and not lose federal or other funding.

Fiscal Year (FY) 2017-18 proposed budget
The Regional Transportation Commission approved its budget for FY 2017-18. It is a balanced budget that allows the RTC to meet its state and federal responsibilities and advance community priorities for transportation in Santa Cruz County. In addition to the usual transportation funding sources, the budget includes funds from Measure D. The transportation improvement tax measure was approved by a super majority of Santa Cruz County voters in November 2016, thanks to a well run campaign and broad community support.

$9.4 Million in Funding for Transit, Paratransit and Specialized Transportation Approved
The Regional Transportation Commission approved fiscal year (FY) 2017-18 funding claims for Transportation Development Act (TDA) and State Transit Assistance (STA) funds to provide transit, paratransit, and specialized transportation services to the Santa Cruz County community. Over $8.6 million was approved for Santa Cruz METRO. Over $660,000 and about $80,000 were approved for Community Bridges and the Volunteer Center of Santa Cruz County respectively.
Project Updates from City of Capitola Public Works
The Regional Transportation Commission received a status report on the City of Capitola’s transportation projects. Recently complete projects include: overlay on 38th Avenue; sidewalk, crosswalk, and pavement improvements at Stockton Avenue and the Esplanade; widened bike lanes along Park Avenue; asphalt reconstruction on Kennedy Drive and Monterey Avenue; overlay on Rosedal; and rebuilt ramps for Phase 1 American Disabilities Act (ADA) improvements on Rispin/Peery Park. Future projects in Capitola include: the Phase 2 ADA pathway from Rispin to Wharf Road; Highway 1 Interchange Green Bike Lane Project at 41st Avenue; signal coordination on 41st Avenue; pedestrian pathway from the upper parking lot to Monterey Avenue; roundabout at Capitola Avenue and Bay Avenue; traffic calming; and citywide slurry seal projects. The preliminary list of Measure D projects include: the Highway 1 Interchange Green Bike Lane Project at Bay Avenue and Park Avenue; additional citywide slurry projects; pavement management projects near 42nd Avenue and Fanmar neighborhoods; traffic calming on Clares Street; and road, pedestrian, and bike improvements on Brommer Street at 41st Avenue, McGregor Drive, and Capitola Ave. A public hearing to adopt Capitola’s Measure D projects is scheduled to take place at their city council meeting on May 23.

Draft 2017 Unmet Paratransit and Transit Needs
The Regional Transportation Commission adopted the 2017 Unmet Paratransit and Transit Needs list. The RTC regularly solicits input to assess and prioritize the transportation needs of seniors, people with disabilities and low income individuals. The unmet paratransit and transit needs serves as a resource for identifying gaps in transit services to be considered when new funding becomes available.

Highway 1 Corridor Tiered Environmental Document – Status Report
The Regional Transportation Commission received an update on the status of the project, including the current milestone schedule for completion of the Highway 1 Final Environmental Document, anticipated in late 2018. RTC Board members stressed the importance of expediting the project approval process so as to deliver the Measure D Highway 1 Corridor Improvement Projects at the earliest possible date now that funding is secured through Measure D. Completion of the environmental document is a prerequisite to beginning the project development and construction activities on the Measure D highway projects. RTC will continue to press Caltrans and FHWA to complete the environmental document. Based on the current schedule, the construction of auxiliary lanes between 41st Avenue and Soquel Drive and the Chanticleer Bike/Pedestrian Overcrossing is anticipated to begin in the Spring of 2021.

Unified Corridor Investment Study (UCS) – Draft Goals, Criteria, Performance Measures and Projects for Scenario Analysis
The Regional Transportation Commission is developing a Unified Corridor Investment Study for Santa Cruz County’s three primary transportation routes – Highway 1, Soquel Avenue/Drive and the Santa Cruz Branch Rail Line to identify multimodal transportation investments that advance the triple-bottom-line sustainability goals of healthy communities, preservation of the natural environment and economic vitality. The UCS will analyze scenarios to identify a package of projects that provide the greatest benefit to residents and visitors. The RTC approved the goals, Step 1 criteria, and Step 2 performance measures that will be used to evaluate how well the goals are being advanced. The RTC also approved the list of projects to evaluate in the study and
authorized the Executive Director to negotiate and execute an agreement with Kimley-Horn and Associates, Inc for preparing the Unified Corridor Investment Study.

**Measure D: Draft Regional Five-Year Programs of Projects**
The Regional Transportation Commission reviewed the Five-Year Plans with projected expenditures and deliverables for the regional projects in Measure D including: the Active Transportation Coastal Rail Trail, Highway Corridors, Rail Corridor, and the San Lorenzo Valley/Highway 9 and Highway 17 Wildlife Corridor projects. The draft plans include input from the RTC’s Elderly & Disabled Transportation, Bicycle and Interagency Technical Advisory committees. Public review and comment on the draft regional Five-Year Plans is encouraged prior to adoption of the final five-year Plans scheduled to occur at a public hearing at the RTC’s June 1 meeting at the City of Watsonville Council Chambers.

**Measure D: Community Bridges/Lift Line Five-Year Plan**
The Regional Transportation Commission reviewed the Community Bridges-Lift Line Measure D Five-Year Plan. Four percent of net Measure D revenues are allocated to the Consolidated Transportation Services Agency (CTSA) for Santa Cruz County for paratransit service. The Community Bridges proposed Measure D five-year plan supports the addition of paratransit services and investment in capital improvements. Community Bridges-Lift Line is the only agency receiving a direct allocation of Measure D funds that is not a public agency and does not have public meetings subject to the Brown Act. Therefore, approval of the Community Bridges Lift Line Measure D five-year plan will be overseen by the RTC to meet the requirement for a public hearing. The draft plans include input from the RTC’s Elderly & Disabled Transportation Committee. At their May 17, 2017 meeting, the Community Bridges Board will consider approval of the five-year plan for consideration by the RTC.
Santa Cruz County Regional Transportation Commission
June 1st 2017 Meeting Highlights

Public Hearing: Adoption of Regional and Community Bridges Lift Line Five-Year Programs of Projects for Measure D
A super majority of voters in Santa Cruz County (over 83,800) came together to approve Measure D, the county-wide transportation improvement ballot measure, in November, 2016. The Regional Transportation Commission held a public meeting to approve the first set of five-year project delivery plans for the following project categories: Highway Corridors, Active Transportation-Coastal Rail Trail, Rail Corridor, San Lorenzo Valley-Highway 9 Corridor, Highway 17 Wildlife Crossing and the Community Bridges-Lift Line plan. More details about the approved RTC Measure D project deliverables, five-year plans for the four cities, and upcoming public hearings for the County and Metro are available on the Measure D website: www.sccrtc.org/move

Contract Approved for Measure D Revenue Analysis, Reporting, and Auditing
The Regional Transportation Commission approved 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.

Special Appreciation for key supporters of Measure D
The Regional Transportation Commission presented resolutions and appreciation awards to key leaders responsible for the success of Measure D: Casey Beyer, current Executive Director of the Santa Cruz Chamber of Commerce, Ken Kannappan, former CEO of Plantronics, and Bill Tysseling, former Executive Director of the Santa Cruz Chamber of Commerce. These three individuals were recognized for their important partnership role in contributing time, expertise and fundraising abilities leading to the election, including the critical early months of building a coalition, to support Measure D. Furthermore, these leaders engaged other partners to take an active role in improving transportation with the goal of creating a better quality of life and economically vibrant communities.

Project Updates from City of Watsonville Public Works
The Regional Transportation Commission received an update on recently completed and planned transportation projects in Watsonville. Transportation projects include: road maintenance and roadway projects on Freedom Blvd, Broadis St, Alta Vista St, Airport Blvd, Green Valley Rd, and Struve Slough; traffic projects for an adaptive traffic control system on Freedom Blvd and Green Valley Rd, and a new signal at West Beach and Ohlone Pkwy; and pedestrian and bicycle safety improvement projects for FedEx Trail, Hazelwood Park Trail, Rail Trail Lee Rd, Highway 1/Harkins...
Slough Rd Bridge, Pajaro Valley High School Connector Trail, Main St, trail maintenance, sidewalk infill, and signal upgrades. The City of Watsonville has also recently been awarded the Bicycle Friendly Community Bronze Award from The League of American Bicyclists.

Bicycle and Pedestrian Program Funds Approved (Transportation Development Act Claims)
The Regional Transportation Commission approved funding for bicycle and pedestrian safety, promotion and education programs. The RTC approved FY 2017-18 TDA funding for Ecology Action ($60,000) for the Bike to Work program, and the County Health Services Agency ($130,000) for the Community Traffic Safety Coalition and Ride ‘n Stride bicycle and pedestrian education program. The allocations reflect 20 and 30% increases, respectively, reflecting growths in the Consumer Price Index and in program participation numbers. Increasing the level of cycling and walking in Santa Cruz County is consistent with the RTC’s Regional Transportation Plan and sustainable transportation goals.

Fiscal Year (FY) 2017-18 Overall Work Program
The Regional Transportation Commission approved the draft final fiscal year (FY) 2017-18 RTC work program. The program has been reviewed by Caltrans, addresses state-mandated responsibilities and RTC priorities, and is required for the RTC to receive federal and state transportation planning funds.

Upcoming RTC and Committee Meetings:
Please check the RTC website [www.sccrtc.org] or call 831-460-3200 to confirm. Agendas are posted to the website at least 3 days before the meeting.

Bicycle Advisory Committee
Monday, June 5, 2017, 6:00 p.m.
RTC Offices, 1523 Pacific Ave, Santa Cruz

Elderly and Disabled Transportation Advisory Committee
Tuesday, June 13, 2017, 1:30 p.m.
Watsonville Community Room, 275 Main St, Watsonville

Transportation Policy Workshop
Thursday, June 15, 2017, 9:00 a.m.
RTC Offices, 1523 Pacific Ave, Santa Cruz

Regional Transportation Commission
Thursday, August 3, 2017, 9:00 a.m.
Scotts Valley City Council Chambers, 1 Civic Center Dr, Scotts Valley

Public input on transportation issues is welcomed and encouraged. For more information, visit the SCCRTC website at www.sccrtc.org or call 460-3200. Some Regional Transportation Commission meetings are televised countywide by Community TV of Santa Cruz. Consult www.communitytv.org or call 831-425-8848 for schedule and station information.
COMMITTEE APPOINTMENT APPLICATION

Santa Cruz County Regional Transportation Commission (SCCRTC)
Elderly & Disabled Transportation Advisory Committee (E&D TAC)

Meetings are scheduled for the second Tuesday of every other month at 1:30 p.m. in the Santa Cruz County Regional Transportation Commission conference room, located at 1523 Pacific Avenue in downtown Santa Cruz. At least one meeting each year is scheduled for an alternate location. Please refer to the Committee description, bylaws and recruitment process for more information.

If you are interested in serving on this committee, please complete this application, and return it to the Regional Transportation Commission office.

PLEASE TYPE OR PRINT CLEARLY

Name:   Tara Ireland
Home address:    
Mailing address: Same
Phone: (home)       (business/message)        
E-mail:   rsvpvol@scvolunteercenter.org

Length of residence in Santa Cruz County: 14 years
Position(s) I am applying for:   Representative on the E&D TAC
Previous experience on a government commission or committee (please specify)

While I have not served on a government commission or committee in the past. I have assisted with various commissions and committees in my role at the City of Santa Cruz. Specifically, I have assisted with various events and planning for the Sister Cities Committee and Friends of Parks and Recreation. I also worked with the Women’s Commission at the City of Santa Cruz.
### Relevant Work or Volunteer Experience

<table>
<thead>
<tr>
<th>Organization</th>
<th>Town or Address</th>
<th>Position</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Center of Santa Cruz County</td>
<td>1740 17&lt;sup&gt;th&lt;/sup&gt; Ave. Santa Cruz, CA 95062</td>
<td>Senior Programs Director</td>
<td>1/1/17- Current</td>
</tr>
<tr>
<td>City of Santa Cruz Parks and Recreation</td>
<td>323 Church Street Santa Cruz, CA 95060</td>
<td>Recreation Programs</td>
<td>11/4/08- 5/5/15</td>
</tr>
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</table>

**Statement of Qualifications:** Please attach a brief statement indicating why you are interested in serving on this committee and why you are qualified for the appointment. If you have served on this committee in the past, please summarize your accomplishments on the committee and indicate which of the committee’s potential future endeavors most interest you.

**Certification:** I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

Tara E. Ireland
Signature 4/13/17

**How did you learn about this opportunity?** Lois Connell – Volunteer Center

**Return Application to:** SCCRTC
Elderly & Disabled Transportation Advisory Committee
1523 Pacific Avenue
Santa Cruz, CA 95060
fax: 460-3215 email: gblakeslee@sccrtc.org

**Questions or Comments:** (831) 460-3200
Statement of Qualifications: Please attach a brief statement indicating why you are interested in serving on this committee and why you are qualified for the appointment.

In March of 2017, I took over the role of Senior Programs Director from Debbi Brooks, who retired. My new position now requires supervision of our Transportation Program for Santa Cruz, San Lorenzo Valley and Watsonville. Lois Connell and I are both coordinating the Transportation Program until July, 2017. In August, I will assume the sole responsibility of The Volunteer Center, Transportation Program and will hopefully be a representative on the E&D TAC. I am enthusiastic about transportation options for our seniors in Santa Cruz County. I look forward to learning from the E&D TAC Committee and sharing information and knowledge about our community programs.
## Membership Roster
### May 2017

(Year in Parentheses) = Membership Expiration Date

<table>
<thead>
<tr>
<th>Members</th>
<th>Representing</th>
<th>Alternate</th>
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<tr>
<td>Dulce Lizarraga-Chagolla (2020)</td>
<td>Social Services Provider - Seniors (County)</td>
<td>vacant</td>
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<tr>
<td>vacant</td>
<td>Social Service Provider - Disabled</td>
<td>Sheryl Hagemann (2017)</td>
</tr>
<tr>
<td>vacant</td>
<td>Social Service Provider - Disabled (County)</td>
<td>vacant</td>
</tr>
<tr>
<td>Tara Ireland- pending</td>
<td>Social Service Provider - Persons of Limited Means</td>
<td>vacant</td>
</tr>
<tr>
<td>John Daugherty, Vice Chair (2019)</td>
<td>SCMTD (Metro)</td>
<td>April Warnock (2017)</td>
</tr>
<tr>
<td>Caroline Lamb (2018)</td>
<td>Potential Transit User (60+)</td>
<td>vacant</td>
</tr>
<tr>
<td>Greta Kleiner (2018)</td>
<td>Potential Transit User (Disabled)</td>
<td>vacant</td>
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<tbody>
<tr>
<td>Members</td>
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<tr>
<td>vacant</td>
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<tr>
<td>Lori Welch (2019)</td>
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<td>vacant</td>
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Grace Blakeslee, Staff, Regional Transportation Commission
Final
2017 Unmet Paratransit and Transit Needs

Prioritization of Need:
H - High priority items are those items that fill a gap or absence of ongoing service.
M - Medium priority items that supplement existing service.
L - Low priority items should become more specific and then be planned for, as funds are available.

1-3 Graduated scale indicates to what extent the need, if addressed, would:
increase the number of individuals who are within a 30 minute transit trip to key destinations; improve safety; support economic vitality by way of decreasing transportation costs; or, improve cost-effectiveness of transportation services.

Strategies:
• Proposals and suggestions to address need, including programs and projects.

General

1. H1 - Safe travel paths between senior and/or disabled living areas, medical facilities, educational facilities, employment locations, retail centers, entertainment venues and/or bus stops
   • Improve accessibility at and to bus stops - such as, but not limited to, sidewalk and crosswalk improvements connecting destinations frequented by senior and disabled individuals and transit stops such as, but not limited to, those identified in the RTC Safe Paths of Travel Final Report.
   • Secure funding assistance to make Safe Paths of Travel improvements.
   • Expand publicity regarding sidewalk maintenance.

2. H1 - Transportation services to areas with high concentrations of seniors, disabled and low income individuals, particularly in south county.
   • Support alternative transportation programs, such as vanpool programs, serving low income and senior housing areas outside of the transit service area in south county.
   • Explore pilot projects, such as regularly scheduled paratransit trips two-three times per week, to serve residents.
   • Secure funding for taxi voucher programs for senior and low income individuals.
   • Provide affordable and desirable housing for seniors and low income individuals within transit service area.
   • Provide incentives for senior and social services to be located in transit service areas.
3. **H3** - Transportation services for low-income families with children, including transportation for people transitioning from welfare to work.
   - Support welfare to work programs and training programs.
   - Support transportation programs dedicated to serving low-income families with children.
   - Seek volunteer drivers for transportation family members to visits at detention facilities.
   - Provide taxi vouchers to low income families.
   - Reinstate ride to work programs.
   - Provide youth bus passes to low income households

4. **H3** - Transportation services for caregivers of senior and disabled clients.
   - Support programs providing transportation for caregivers to clients.
   - Provide taxi voucher to caregivers.
   - Reinstate ride to work programs.

**Paratransit/Specialized Transportation Services**

5. **H1** - Coordinated and seamless-to-the-public system of specialized transportation with a Mobility Management Center (central information point, one stop shop).
   - Assess feasibility and seek funds for development/start-up of the center, and assess entities already providing information and referral services).
   - Utilize information technology solutions to provide transit information that is accessible to all users.

6. **H1** - Paratransit service for the people who lost paratransit service due to changes in Santa Cruz Metro ParaCruz program in 2015.
   - Support policies that expand ADA mandated paratransit service area.
   - Support programs providing specialized transportation to areas outside the ADA-mandated paratransit service area for a fee or at no cost.
   - Expand taxi voucher program.

7. **H1** – Access to paratransit services on all holidays.
   - Extend existing paratransit services to holidays.
   - Support taxi voucher programs.

8. **H2** - Specialized transportation for areas outside the ADA-mandated paratransit service area for medical, non-medical trips.
- Secure funding for taxi voucher programs.
- Provide affordable and desirable housing for seniors and disabled individuals within ADA paratransit service area.
- Provide incentives for senior and social services to be located in transit service areas.
- Support programs providing specialized transportation to areas outside the ADA-mandated paratransit service area for a fee or at no cost.
- Support continuous funding for transportation to medical services.
- Seek volunteer drivers to provide transportation services from areas not served by transit or ADA paratransit service.
- Identify priority origins and destinations outside the ADA service area.

9. **H2** - Free or low cost paratransit options.
   - Provide funding for programs that provide discounted and free paratransit rides.

10. **H2** - Direct paratransit and accessible transit connections with neighboring counties - including Monterey (Pajaro), San Benito, Santa Clara and other points north.
    - Establish direct inter-regional fixed route accessible transit service.
    - Provide inter-regional specialized transportation.
    - Develop plan to coordinate between agencies providing specialized transportation services in neighboring counties.
    - Support programs providing inter-regional specialized transportation for a fee or at no cost.
    - Support continuous funding for specialized transportation services to out-of-county medical appointments.
    - Establish feeder services to inter-regional accessible transit services.

11. **H3** - Affordable transportation for dialysis and other medical appointments, including 'same day' specialized transportation services for medical trips, on a continuous basis.
    - Support continuous funding for 'same day' transportation to medical services.
    - Support continuous funding for no or low-cost specialized transportation to medical appointments.
    - Increase capacity of existing programs providing transportation to dialysis and other medical appointments.
    - Secure funding for taxi voucher programs.

12. **M2** - Transportation for programs that promote senior and disabled individuals health, safety and independence including, but not limited to,
all senior meal sites in the county, the stroke centers and senior activity centers
  • Support continuous funding for transportation services to meal sites.
  • Support continuous funding for paratransit services to medical service centers.
  • Support volunteer drivers to provide transportation services.
  • Support transportation services to senior activity centers such as Elderday.

13. **M2** - Publicity about existing specialized transportation services including ADA paratransit, non-ADA paratransit, taxi services, Medi-Cal rides and mobility training for people to use regular fixed route buses.
  • Streamline communication activities by establishing a central point of contact within health providers to disseminate information about specialized transportation services.
  • Support continuous funding for communication and outreach activities.

14. **M2** - Volunteer drivers in Santa Cruz County particularly in south-county.
  • Expand outreach efforts to recruit drivers and promote services.
  • Support for the Volunteer Center Transportation Program.

15. **M2** - Affordable special care trips and gurney vehicle for medically fragile individuals and those needing "bed to bed" transportation.
  • Provide vouchers for specialized care trips.
  • Identify a service provider for gurney trips and assist in procurement of a vehicle for services.
  • Partner with assisted living and hospice care to provide services.
  • Publicize availability of services, if available.

16. **M3** - Ongoing provision of ADA Paratransit certification, provided by Santa Cruz Metro, at group facilities.
  • Provide on-site services to reach a greater number of individuals.

17. **M3** - Specialized transportation services for people living with a mental health diagnosis.
  • Provide on demand transportation services for people living with a mental health diagnosis.
  • Provide services designated to assisting people with mental illness navigate transit and paratransit eligibility requirements.

18. **L2** - Specialized transportation for ‘same day’ non-medical trips.
  • Expand taxi voucher program.
19. **L3** - Anticipate growing demand for services by projecting funding needs for specialized transportation (including fixed route, ADA and non-ADA Paratransit) to provide transportation services to the senior population expected to increase over the next 15 to 30 years.
   - Identify funding needs for paratransit over a 15-30 year horizon.
   - Designated funding source for paratransit service.

**Paratransit/Specialized Transportation Capital**

20. **H2** - ParaCruz operating facilities.
   - Acquire and develop permanent operation and maintenance facility for ParaCruz to accommodate increased fleet size and growth in future service.
   - Increase funding opportunities for paratransit capital projects.

21. **H2** - Consolidated Transportation Services Agency operating facilities.
   - Acquire and develop permanent operation and maintenance facilities for Consolidated Transportation Services Agency.
   - Increase funding opportunities for paratransit capital projects.

22. **H2** - Paratransit vehicle replacements.
   - Increase funding opportunities for paratransit capital projects.

**Transit Services**

23. **H1** – Greater frequency and span of transit service in densely populated areas with a mix of land uses land uses.
   - Increase Live Oak Service-Enhance service in Capitola.
   - Enhance service on Mission Street.
   - Extend transit service hours later in the evening and early in the morning serving commercial centers of Santa Cruz/Live Oak/Cabrillo/Watsonville.

24. **M1** – More transit service to UCSC.
   - Increase weekend and weekday UCSC service.

25. **M1** - More interregional and cross county transit services.
   - Increase Hwy 17 weekend service frequency.
   - Provide transit service from Santa Cruz County to Los Gatos.
   - Provide direct transit service to San Jose Airport.
   - Enhance Monterey County to Santa Cruz County service.
26. **M1** – Low-cost transit options.
   - Support programs that provide transportation services, including, but not limited to bus services, for a reduced or no fee.
   - Seek volunteer drivers to provide transportation services.
   - Support programs that allow seniors and disabled individuals to ride free during designated time periods.

27. **M2** – More transit service between primary destinations in Santa Cruz County.
   - Provide service between Capitola Mall and Cabrillo.
   - Expand transit service to new residential and commercial areas in Watsonville.
   - Improve north - south transit connections (ex. Bay/Porter).

28. **M2**- Access to transportation services on all holidays.
   - Provide regular Santa Cruz Metro on holidays.
   - Support taxi voucher programs.
   - Support volunteer transportation services.

29. **M2**- Easier and faster transit trips system wide.
   - Enhance connections through increasing the span and frequency of service.

30. **M2**- Faster run times on transit routes.
   - Investigate opportunities for transit priority.
   - Consider direct services between more locations, reducing need for transfers.

31. **M2** -Intra-community service in Santa Cruz County communities.
   - Develop San Lorenzo Valley circular.
   - Develop Scotts Valley circular.
   - Investigate need for intra-community and neighborhood transit services.

32. **L2**- Transit service to major tourists destinations.
   - Provide transit service to Waddell Creek and North Coast and Highway 17 direct service to Boardwalk on weekends.

33. **L2** - Commuter transit service.
   - Extend Highway 17 service to Watsonville, or improve connections between Watsonville-Santa Cruz service and Highway 17 service.
   - Provide commute option for transit riders between SLV and Santa Cruz faster.
34. **L3** - Special event services.
   - Establish program to coordinate with Santa Cruz Visitor Center and partner agencies to provide special event services.

**Transit Capital**

35. **H2** – ADA accessible bus stops.
   - Provide ADA compliant bus stops.
   - Prioritize bus stop improvements and shelter replacement based on high usage by seniors and people with disabilities.
   - Install braille and raised numbers on bus signage at bus stops indicating which bus routes are being offered at each stop (or a technology-based way finding alternative).

36. **H1** – Maintenance of existing transit facilities.
   - Support funding for maintenance of bus stops, parking lots, transit centers, buildings.

37. **H1** – Bus replacement: Replace buses beyond useful life as needed including buses, including buses providing rural service.
   - Support funding for transit capital improvements.

38. **M1** - Transit station improvements.
   - Investigate options for renovation or redevelopment of Santa Cruz Metro Center.
   - Complete Watsonville Transit Center Improvements.
   - Coordinate improvements to Capitola Transit Center with Capitola Mall

39. **H2** - Faster transit travel times.
   - Installation of transponders on all buses for signal priority on major corridors improving traffic flow, reducing travel time, and improving on-time performance.

40. **H3** - New equipment to assist with real-time operations, security, scheduling and planning.
   - Automated Vehicle Location (AVL) System to provide better monitoring of on-time performance and more accurate data reporting.
   - Automatic Passenger Counting system to make mandatory reporting more efficient and improve data for service planning.
   - Install audio and video surveillance system for all buses

41. **M3** – More multimodal connections to transit.
• Construct park and ride lots in strategic locations along inter-city routes that lack adequate feeder service.
• Consider partnerships with ride-hail services for first/last mile connections.
• Bike lockers and/or bike share stations at key locations to facilitate first/last mile of travel.

42. **M3** - Wifi expansion on buses.
   • Install wifi equipment at all facilities and on all buses.
   • Partner with private companies to provide wifi

43. **M1** - Automated phone-based trip planning providing Metro route information and or trip planning coordination via telephone and voice activated menu.
Final Plan

Caltrans has adopted “Toward an Active California,” the State Bicycle and Pedestrian Plan (low resolution version - 6MB; High resolution version - 20MB).

This document is California’s first statewide plan that lays out the policies and actions that Caltrans and its partner agencies will take to achieve the department’s ambitious statewide goals to double walking and triple bicycling trips by 2020.

The Plan Appendices will be available soon. This supporting document to the plan will include the items listed below. Some of these documents are currently available by clicking below, or within the “Documents” tab.

1. Review of Existing Documents
2. Performance Measures Report
3. Baseline Data Methodology Report
5. Active Transportation Benefits
6. Evaluation of Programs and Infrastructure
7. Infographics Survey Results
8. Regional Forums Summary
9. Summary Report: Focus Groups
10. Informational Meetings and Webinars: Summary Report
11. Tribal Listening Sessions: Summary Report
12. Questionnaire: CSPPP Developments
13. Summary of Public Comments on Draft Plan

Sign-up to receive email notifications when new information is available.
Dear Fellow Californians:

I am pleased to present *Toward an Active California, State Bicycle + Pedestrian Plan*, Caltrans’ first-ever statewide plan for active modes of transportation. This document is the culmination of a year and half of discussions and analysis by management and subject matter experts from Caltrans, local and regional agencies, state agency partners, advocacy organizations, and other stakeholders. Over the course of the plan’s development an extensive effort to engage the public from every region of California was made through a series of regional forums, online surveys, focus groups, and webinars.

Caltrans has set an ambitious target to double walking, triple bicycling, and double transit use in the state between 2010 and 2020. This goal cannot be achieved by Caltrans alone, which is why *Toward an Active California* compliments local and regional active transportation plans across the state and identifies policies and actions that Caltrans and its partners will take to achieve this and other important goals. We are excited that this plan comes at a time when the Road Repair and Accountability Act of 2017 will provide significant new revenues to multi-modal transportation programs including funds to catch up on years of unfunded maintenance needs and an additional $1 billion for the active transportation program over the next ten years increasing this ongoing program by more than 80 percent. Well-maintained roads benefit all users, not just drivers, as roads are used for all modes of transport, whether motor vehicles, transit, bicycles, or pedestrians.

Active transportation must play a vital role in California’s goal to reduce greenhouse gas emissions and vehicle miles traveled. Walking and bicycling also have many positive benefits associated with personal health, economic benefits, and sustainable and equitable development. I encourage you to read the policies and actions within *Toward an Active California* as it identifies steps Caltrans and its partners will take to improve the safety and comfort of pedestrians and bicyclists throughout the state, making walking and biking an appealing option for many everyday trips.

Sincerely,

[Signature]

MALCOLM DOUGHERTY
Director, Caltrans
May 2017
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Executive Summary

Home to millions, California is full of diverse and amazing regions, cities, and neighborhoods full of active families, businesses, schools, and communities. Visitors and residents alike experience wonders large and small through vacations and day trips, exploring the arts and the outdoors, meeting friends and families, or discovering food, culture, and a sense of place. An active California should be available across the state and through a variety of transportation modes.

Toward an Active California is Caltrans’ first statewide policy-plan to support travel by bicyclists and pedestrians through objectives, strategies, and actions. This policy direction continues support for the recent trend of increasing bicycle and pedestrian travel in the state and strengthens the connection between transportation, environmental sustainability, and public health. This plan is an important element of a statewide goal to provide robust multimodal transportation options to everyone in California.

Trends and Opportunities

Over the last decade, Californians have increased travel by foot and bicycle. Between 2000 and 2010, the California Household Travel Survey showed an increase in bicycling from 0.8 percent to 1.5 percent of all trips, and an increase in walking from 8.4 percent to 16.6 percent. State and local officials are adapting elements of the expansive network of state highways and local roads to support and encourage this increase in active transportation.

New Funding

This plan is released concurrent with major new funding directed to active transportation from Senate Bill 1, the Road Repair and Accountability Act of 2017. This legislation provides an additional $1 billion for investments over the next decade.

VISION STATEMENT

By 2040, people in California of all ages, abilities, and incomes can safely, conveniently, and comfortably walk and bicycle for their transportation needs.
Caltrans Planning Framework

The California Transportation Plan 2040 (CTP 2040) is Caltrans' overarching long-range transportation plan that identifies the state's sustainable multi-modal transportation system, uniting six individual modal plans: The Interregional Transportation Strategic Plan, California Freight Mobility Plan, California State Rail Plan, California Aviation System Plan, Statewide Transit Strategic Plan, and now Toward an Active California - State Bicycle and Pedestrian Plan. Toward an Active California seeks to fulfill the six goals laid out in the CTP 2040 as identified in Chapter 4 of this plan.

Toward an Active California also aims to achieve goals and targets set in the Caltrans Strategic Management Plan, including:

- Double walking, triple bicycling, and double transit by 2020
- Reduce bicycle and pedestrian fatalities by ten percent per year
- Increase the number of complete streets projects by twenty percent

New Active Transportation Policies

Toward an Active California introduces four new objectives, fifteen strategies, and sixty actions that are specific to active transportation. The objectives are provided below; strategies and actions are described in Chapter 4 and serve as the basis for Plan implementation.

SAFETY
Reduce the number, rate, and severity of bicycle and pedestrian involved collisions

MOBILITY
Increase walking and bicycling in California

PRESERVATION
Maintain a high quality active transportation system

SOCIAL EQUITY
Invest resources in communities that are most dependent on active transportation and transit

Public Engagement and Input

Extensive public engagement informed the recommendations in Toward an Active California, to capture the challenges and opportunities facing residents, communities, and policy makers. This strategic outreach as outlined in Chapter 3 sought feedback from a diverse cross section of Californians from rural, suburban, and urban areas; from socially and economically disadvantaged communities; local advocates; and local, regional, and state agencies.
TO: Elderly and Disabled Transportation Advisory Committee
FROM: Karena Pushnik, Senior Transportation Planner
RE: Community Bridges Lift Line and Regional Projects Measure D Five-Year Plans

RECOMMENDATIONS
This report is for information only.

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%).

DISCUSSION
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.

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).

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. 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. 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. 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. 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. RTC staff will be working with the Land Trust and Caltrans to investigate financing and other funding options to expedite delivery to allow for construction in 2020.

**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.

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

**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:** Measure D Five-Year Plans
<table>
<thead>
<tr>
<th>Project name</th>
<th>Description</th>
<th>Cost estimate 17/18</th>
<th>Cost estimate 18/19</th>
<th>Cost estimate 20/21</th>
<th>Cost estimate 21/22</th>
<th>Amount of Other funds estimated to be used</th>
<th>Cost estimate year total</th>
<th>Major project - year/ho</th>
<th>Project - year/ho</th>
<th>Schedule - year</th>
<th>Other funds to be used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver **: Additional drive to provide expanded hours of paratransit service</td>
<td>$111,111</td>
<td>$115,000</td>
<td>$119,025</td>
<td>$123,191</td>
<td>$127,503</td>
<td>2017-2018</td>
<td>$595,830</td>
<td>$595,830</td>
<td>Yes</td>
<td>$595,830</td>
<td>No</td>
</tr>
<tr>
<td>Driver **: Additional driver to provide expanded hours of paratransit service</td>
<td>$111,111</td>
<td>$115,000</td>
<td>$119,025</td>
<td>$123,191</td>
<td>$127,503</td>
<td>2017-2018</td>
<td>$595,830</td>
<td>$595,830</td>
<td>No</td>
<td>$595,830</td>
<td>No</td>
</tr>
<tr>
<td>Driver **: Driver-Trainer, to support safety and service training for para-vehicle drivers</td>
<td>$62,260</td>
<td>$66,231</td>
<td>$69,504</td>
<td>$73,980</td>
<td>$77,011</td>
<td>2017-2018</td>
<td>$348,089</td>
<td>$348,089</td>
<td>No</td>
<td>$348,089</td>
<td>No</td>
</tr>
<tr>
<td>Driver **: Additional driver to provide expanded hours of paratransit service</td>
<td>$59,804</td>
<td>$63,973</td>
<td>$63,661</td>
<td>$67,274</td>
<td>$67,274</td>
<td>2017-2018</td>
<td>$302,489</td>
<td>$302,489</td>
<td>No</td>
<td>$302,489</td>
<td>No</td>
</tr>
<tr>
<td>Program: publicity, Materials and videos to promote paratransit ride availability</td>
<td>$5,948</td>
<td>$5,948</td>
<td>$5,848</td>
<td>$5,848</td>
<td>$5,848</td>
<td>2017-2018</td>
<td>$29,240</td>
<td>$29,240</td>
<td>No</td>
<td>$29,240</td>
<td>No</td>
</tr>
<tr>
<td>Operations Facility Acquisition: Purchase or lease a new operations facility that will house the entire lift line operations in one location. Reserve for project purchase in 2025</td>
<td>$392,022</td>
<td>$376,698</td>
<td>$362,381</td>
<td>$318,185</td>
<td>$300,714</td>
<td>2017-2018</td>
<td>$1,750,000</td>
<td>$1,750,000</td>
<td>Yes</td>
<td>$1,750,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Design, engineering, and construction: expand the paratransit vehicle fleet</td>
<td>$766,156</td>
<td>$766,156</td>
<td>$766,156</td>
<td>$766,156</td>
<td>$766,156</td>
<td>2017-2018</td>
<td>$7,394,618</td>
<td>$7,394,618</td>
<td>No</td>
<td>$7,394,618</td>
<td>No</td>
</tr>
</tbody>
</table>

**Operating costs include drivers, support staff (Mechanic, IT Support, Fleet manager, Program Supervisor) salaries and fringe, vehicle operations such as vehicle maintenance and repair, fuel, vehicle insurance, communications expenses, as well as fares and licenses related to paratransit services. It also includes a prorated allocation of costs such as general liability insurance, staff training and other indirect costs.**
Measure D: 5-Year Plan (FY17/18-FY21/22)

<table>
<thead>
<tr>
<th>Project name: Community Bridges - Lift Line Operations Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: To be determined</td>
</tr>
<tr>
<td>Description: Lift Line Administrative offices, maintenance facility, fleet parking</td>
</tr>
<tr>
<td>Purpose/Need/Benefits: Purchase property and construct an operations facility that will house the entire CTSA Lift Line operations in one location. Funds could also be used for increases in facility leases to include relocating from our current location(s). Our maintenance facility in Watsonville is currently a month to month lease. If we had to relocate a new lease could more than double the current lease amount of $3,600 per month. With five years of reserves and on the sixth year Lift Line plans on purchasing property to start the construction project of operations facility. We also plan on seeking additional funding for this project.</td>
</tr>
</tbody>
</table>

New Facility to include the following but not limited to:
1) Operational offices
2) Dispatch & Intake station
3) Driver holding area (extra board) and lockers.
4) Breakroom
5) Maintenance shop
6) Proper Vehicle Hoists (Large Bus & Mini Vans)
7) Fuel Station (time and money)
8) Wash Station
9) Shop Ventilation System
10) Hazardous Waste storage

<table>
<thead>
<tr>
<th>Schedule</th>
<th>2026</th>
<th>2025</th>
<th>2025</th>
<th>2028</th>
<th>2028</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envi. Review</td>
<td>$124,297</td>
<td>$597,301</td>
<td>$1,750,000</td>
<td>$3,120,000</td>
<td>$272,240</td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency/Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$5,863,838</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Measure D Funds | $124,297 | $597,301 | $612,500 | $1,137,500 | $272,240 |
| Fund - Capital Campaign/Donations | | | | | $272,240 |
| Fund - Commercial Loan | | | $1,137,500 | $1,982,500 | $3,120,000 |

Other Info:

Personnel/Consultants:
- Personnel: $120,000
- Legal: $7,500
- Bidding Expense: $6,500

Pre-Development:
- Architecture Design: $554,101
- Survey/Engineering: $43,200
- Permits, Inspections and Fees: $16,524

Acquisition:
- Land Costs: $1,750,000

Construction/Renovation:
- Basic Construction/Renovation @ $240 sq ft: $3,120,000
- Permits, Inspections and Fees: $64,573
- Equipment/Furnishings: $75,000
- Contingency/Utility Fees: $106,440

Total Preliminary Cost: $5,863,838
## Measure D: 5-Year Plan (FY17/18-FY21/22)

<table>
<thead>
<tr>
<th>Project name:</th>
<th>Community Bridges - Lift Line Vehicle and Equipment Acquisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>N/A</td>
</tr>
<tr>
<td>Description:</td>
<td>Lift Line Paratransit Vehicles &amp; Equipment</td>
</tr>
<tr>
<td>Purpose/Need/Benefits:</td>
<td>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. 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. 2) Electric vehicle, CTSA to experiment going green, alternative fuels, environmentally friendly vehicle program. 3) 5310 vehicle match. 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). 5) 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.</td>
</tr>
</tbody>
</table>

### Schedule (estimated)

<table>
<thead>
<tr>
<th>Total Cost by Phase</th>
<th>24 Passenger</th>
<th>Electric Van</th>
<th>Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>$84,608</td>
<td>$40,075</td>
<td>$25,317</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

| Measure D Funds   | $84,608 | $40,075 | $25,317 | $150,000 |

| Matching Funds    | Starcraft | Via Electric/ Nissan |

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

Page 45
### Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

#### Expenditure Plan Category:
**Active Transportation/MBSSST-Rail Trail (17% of Measure D per Expenditure Plan)**

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

<table>
<thead>
<tr>
<th>Rail Trail Project/Program</th>
<th>Description</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Santa Cruz (SC) Segment 7 (Natural Bridges to Wharf) - Phase2 construction</td>
<td>Construction of trail. Portion of increased costs to build retaining walls.</td>
<td>1,100,000</td>
<td>1,100,000</td>
<td>1,100,000</td>
<td>1,100,000</td>
<td>1,100,000</td>
</tr>
<tr>
<td>City of SC Seg B - Construction: San Lorenzo river waterfall trestle widening</td>
<td>Widening of existing walkway on the existing railroad bridge over San Lorenzo River near Boardwalk to serve multi-use purposes.</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
</tr>
<tr>
<td>City of SC Seg 8/9 (SC Wharf to 17th Ave.) Construction</td>
<td>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.</td>
<td>-</td>
<td>-</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td>2,000,000</td>
</tr>
<tr>
<td>City of SC trail maintenance and operations</td>
<td>Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>22,000</td>
</tr>
<tr>
<td>City of Watsonville Segment 18 (Lee Rd-Walker)</td>
<td>Trail section from Lee Road to Walker in Watsonville. Measure D to cover cost increases due to inflation.</td>
<td>30,000</td>
<td>35,000</td>
<td>40,000</td>
<td>45,000</td>
<td>45,000</td>
</tr>
<tr>
<td>City of Watsonville trail maintenance and operations</td>
<td>Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>11,000</td>
<td>31,000</td>
</tr>
<tr>
<td>City/RTC coordination (CPUC, Iowa Pacific [IP], Env Health SVC [EHS], Right-of-Way [ROW], design &amp; contractor, outreach - Seg 7,8,9)</td>
<td>RTC oversight and coordination on development of trail sections in City of SC.</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
</tr>
<tr>
<td>City/RTC coordination (CPUC, IP, ROW, EHS, design &amp; contractor, outreach)</td>
<td>RTC oversight and coordination on development of trail in City and connecting to County trail segments.</td>
<td>20,000</td>
<td>25,000</td>
<td>25,000</td>
<td>-</td>
<td>70,000</td>
</tr>
<tr>
<td>North Coast Segment 5 - envi, design, CPUC/IP constr mgmt (+ cover Coast Conserv funds=2.35M)</td>
<td>Environmental review and design of north coast section of trail.</td>
<td>400,000</td>
<td>450,000</td>
<td>500,000</td>
<td>-</td>
<td>1,350,000</td>
</tr>
<tr>
<td>North Coast Segment 5 - technical assist (attorney, env/CEQA filing, etc)</td>
<td>Technical assistance for north coast trail implementation.</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>-</td>
<td>300,000</td>
</tr>
<tr>
<td>North Coast trail maintenance and operations</td>
<td>Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.</td>
<td>-</td>
<td>-</td>
<td>50,000</td>
<td>100,000</td>
<td>125,000</td>
</tr>
<tr>
<td>North Coast: Reserve to match future grants for unfunded 2 mi.</td>
<td>Funds set aside to serve as match when seeking future grant application.</td>
<td>173,415</td>
<td>1,853,415</td>
<td>1,663,415</td>
<td>-</td>
<td>3,690,245</td>
</tr>
<tr>
<td>RTC general technical assist (all projects) - survey, Environmental Health [EHS], attorney, etc</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>690,245</td>
</tr>
<tr>
<td>RTC stuff - overall program management, development of future projects, grant apps</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>690,245</td>
</tr>
</tbody>
</table>

#### Estimated Annual Measure D Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
</table>

#### Estimated Measure D Revenues

<table>
<thead>
<tr>
<th></th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,963,325</td>
<td>$15,963,325</td>
<td>$15,963,325</td>
<td>$15,963,325</td>
<td>$15,963,325</td>
<td>$15,963,325</td>
</tr>
</tbody>
</table>
## Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

### Agency:
Santa Cruz County Regional Transportation Commission

### Expenditure Plan Category:
Highway Corridors

<table>
<thead>
<tr>
<th>Name/Road Limits</th>
<th>Description, complete streets</th>
<th>Measure D</th>
<th>5-Year Program of Projects (FY17/18-FY21/22)</th>
<th>Estimated Annual Measure D Expenditures*</th>
<th>Total cost estimate</th>
<th>Other Fund Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway 1: 41st Avenue/Soquel Drive</td>
<td>Freeway operational improvement, add auxiliary lanes over freeway, reconnect Capital Ave and bike lane with sidewalk and bike path</td>
<td>FY17/18</td>
<td>FY19/20 FY20/21 FY21/22 FY22/23</td>
<td>$4,695,096</td>
<td>$8,790,192</td>
<td>STIP - $4,000,000 STIP Reserves - $2,000,000 bond financing</td>
</tr>
<tr>
<td>Highway 1: Park Avenue/Bay-Porter</td>
<td>Freeway operational improvement, add auxiliary lanes over freeway, reconnect Capital Ave and bike lane with sidewalk and bike path</td>
<td>FY17/18</td>
<td>FY19/20 FY20/21 FY21/22 FY22/23</td>
<td>$4,695,096</td>
<td>$8,790,192</td>
<td>STIP - $4,000,000 STIP Reserves - $2,000,000 bond financing</td>
</tr>
<tr>
<td>Highway 1: State Park/Park Avenue</td>
<td>Freeway operational improvement, add auxiliary lanes over freeway, reconnect Capital Ave and bike lane with sidewalk and bike path</td>
<td>FY17/18</td>
<td>FY19/20 FY20/21 FY21/22 FY22/23</td>
<td>$4,695,096</td>
<td>$8,790,192</td>
<td>STIP - $4,000,000 STIP Reserves - $2,000,000 bond financing</td>
</tr>
<tr>
<td>Highway 1 Bicycle/Pedestrian Overcrossing</td>
<td>Address restricted bicycle/pedestrian access by building new overcrossing with lighting, traffic calming, and moderate aesthetic treatments</td>
<td>FY17/18</td>
<td>FY19/20 FY20/21 FY21/22 FY22/23</td>
<td>$4,695,096</td>
<td>$8,790,192</td>
<td>STIP - $4,000,000 STIP Reserves - $2,000,000 bond financing</td>
</tr>
<tr>
<td>Crux 511</td>
<td>Ongoing system &amp; demand management programs, involvement, increased pedestrian safety, improved on/off ramps, improved pedestrian access</td>
<td>FY17/18</td>
<td>FY19/20 FY20/21 FY21/22 FY22/23</td>
<td>$4,695,096</td>
<td>$8,790,192</td>
<td>STIP - $4,000,000 STIP Reserves - $2,000,000 bond financing</td>
</tr>
</tbody>
</table>

### Notes:
1. Hwy 17/San Jose Expressway Improvement Program: Previously programmed funds used for preliminary and final engineering design and right-of-way phases; over the period FY17/18 through FY19/20, Measure D funds for capital construction and project management activities.
2. Hwy 17/Ivy/Park/Bay-Porter Bicycle/Pedestrian Overcrossing: Previously programmed funds used for project development and construction activities.
3. Hwy 17/Freeway Service Patrol (FSP): Through the State budget more Caltrans funds may become available that may be required in years 4 and 5 to accelerate delivery.
4. RTC will seek grants or could decide at future date to utilize bond or other financing that may be required in years 4 and 5 to accelerate delivery.
### 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

<table>
<thead>
<tr>
<th></th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
</table>

#### Amount of Measure funds to be used

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

#### Estimated Annual Measure D Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Annual Measure D Expenditures</td>
<td>$60,000</td>
<td>$190,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
**Measure D Revenues**

<table>
<thead>
<tr>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>$166,667</td>
<td>$166,667</td>
<td>$166,667</td>
<td>$166,667</td>
<td>$166,667</td>
</tr>
</tbody>
</table>

**Estimated Annual Measure D Allocations**

<table>
<thead>
<tr>
<th>Name/Road/limits</th>
<th>Description, complete streets components</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
<th>5-Year Measure D Total cost estimate</th>
<th>Other fund sources</th>
<th>Est. Construction start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway 17 Wildlife Crossing near Laurel Curve</td>
<td>Construct wildlife undercrossing to connect wildlands on either side of the highway. Creates a wildlife corridor enabling animals to safely cross the highway.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
<td>$12.5M**</td>
<td>SHOPP: $3115k Land Trust: $3M</td>
</tr>
</tbody>
</table>

**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.*
## 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

<table>
<thead>
<tr>
<th>Year</th>
<th>Rail Corridor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17/18</td>
<td>$1,502,431</td>
</tr>
<tr>
<td>FY18/19</td>
<td>$1,502,431</td>
</tr>
<tr>
<td>FY19/20</td>
<td>$1,502,431</td>
</tr>
<tr>
<td>FY20/21</td>
<td>$1,502,431</td>
</tr>
<tr>
<td>FY21/22</td>
<td>$1,502,431</td>
</tr>
</tbody>
</table>

### Estimated Annual Measure D Allocations

<table>
<thead>
<tr>
<th>Name/Road/limits</th>
<th>Description, complete streets components</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
<th>5-Year Measure D</th>
<th>Total cost estimate</th>
<th>Other fund information</th>
<th>Est. Construction start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unified Corridor Investment Study</td>
<td>Analysis or rail corridor usage options consistent with Measure D</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$324k CT Planning grant</td>
<td>$824,000</td>
<td>underway</td>
<td></td>
</tr>
<tr>
<td>2017 Storm Damage Repair &amp; Cleanup</td>
<td>Repair and cleanup of damage resulting from the 2017 winter storms including one washout, minor slides and various downed or compromised trees</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$1,100,000</td>
<td></td>
<td></td>
<td></td>
<td>$200,000</td>
<td>Seeking FEMA</td>
<td>June 2017</td>
</tr>
<tr>
<td>Railroad Bridge analysis</td>
<td>Updated engineering analysis of railroad bridges to complete bridge rehabilitation work outlined in engineering analysis completed in 2012</td>
<td>$300,000</td>
<td></td>
<td>$300,000</td>
<td>$300,000</td>
<td></td>
<td>$600k RSTP Exchange</td>
<td>Oct. 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Railroad Bridge Rehabilitation</td>
<td>Rehabilitation of railroad bridges consistent with analysis completed in 2012 and updated analysis proposed for 2017</td>
<td>$300,000</td>
<td>$1,300,000</td>
<td>$600,000</td>
<td>$2,200,000</td>
<td>$2,800,000</td>
<td>$600k RSTP Exchange</td>
<td>Mar. 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage repair and improvements</td>
<td>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</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$262,500</td>
<td>$52.5k/yr</td>
<td>on-going</td>
<td></td>
</tr>
<tr>
<td>Track and signage maintenance and repairs</td>
<td>On-going maintenance, repair and rehabilitation of railroad track infrastructure and signage</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$540,000</td>
<td>$150k/yr</td>
<td>Santa Cruz &amp; Monterey Bay Railway</td>
<td>on-going</td>
</tr>
<tr>
<td>Rail Transit or Other Projects Environmental Document</td>
<td>Preparation of environmental documents for projects on rail corridor resulting from the Unified Corridor Study</td>
<td>$900,000</td>
<td>$1,200,000</td>
<td>$1,400,000</td>
<td>$3,500,000</td>
<td></td>
<td></td>
<td>RTC may seek grants</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Annual Measure D Expenditures**: $1,460,500  
**Carry over to next fiscal year**: $41,931
<table>
<thead>
<tr>
<th>Rail Trail Project/Program</th>
<th>Description</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of SC Seg 7 (WC to 17th Ave.)</td>
<td>Construction of existing railroad pedestrian path</td>
<td>$100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>City of SC Seg 8, new retaining wall</td>
<td>Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>City of Watsonville-Seg 18 (Lee Rd Walker)</td>
<td>Environmental review and design of north coast section of trail.</td>
<td>$400,000</td>
<td>$450,000</td>
<td>$500,000</td>
<td>$1,350,000</td>
<td>FLAP, Land Trust, RSTPX, Coastal Conservancy by 2020</td>
</tr>
<tr>
<td>City of Watsonville-Seg 20 (SW side of Salmon)</td>
<td>North Coast: Reserve to match future grants for unfunded mi.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>City of San Lorenzo River Reserve</td>
<td>Unappropriated carryover to future years - opportunity fund/matches for grant aps, unexpected needs</td>
<td>$173,425</td>
<td>$150,000</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>City of Watsonville Segment 18 (Lee Rd Walker)</td>
<td>Use of funds to be determined in future 5-year plan.</td>
<td>$228,415</td>
<td>$2,200,415</td>
<td>$2,428,830</td>
<td>NA</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Estimated Annual Measure D Expenditures**

<table>
<thead>
<tr>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,192,665</td>
<td>$3,192,665</td>
<td>$3,192,665</td>
<td>$3,192,665</td>
<td>$3,192,665</td>
</tr>
</tbody>
</table>

**Revenues**

- Estimated 2021-2022 Revenue: $15-20M est.; exact figure TBD (for full length)

**RTC Staff** overall program management, development & future projects, grant apps

- Use of funds to be determined in future 5-year plan

- Opportunity fund/matches for grant aps, unexpected needs

- West Coast: Reserve to match future grants for unfunded mi.
## Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

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

**Expenditure Plan Category:** Highway Corridors

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

The following notes provide additional context for the projects listed above:

1. **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 FY17/18 through FY19/20. Measure D funds for capital construction and construction management activities.

2. **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).

3. **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.

4. **Freeway Service Patrol**: through the State budget more Caltrans funds may become available reducing 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.

Notes:

- Estimated Annual Measure D Expenditures
- Carry over to next fiscal year

<table>
<thead>
<tr>
<th>Category</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure D Revenues</td>
<td>$4,695,096</td>
<td>$4,695,096</td>
<td>$4,695,096</td>
<td>$4,695,096</td>
<td>$4,695,096</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Annual Measure D Allocations</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
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<td>$4,695,096</td>
<td>$4,695,096</td>
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**Notes:**

1. **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 FY17/18 through FY19/20. Measure D funds for capital construction and construction management activities.

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**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

<table>
<thead>
<tr>
<th>Estimated Annual Measure D Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17/18</td>
</tr>
<tr>
<td>$333,333</td>
</tr>
</tbody>
</table>

### Amount of Measure funds to be used

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

### Estimated Annual Measure D Expenditures

<table>
<thead>
<tr>
<th>Estimated Annual Measure D Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60,000</td>
</tr>
</tbody>
</table>

S:\MeasureD\5YearPlans\hwy9.xlsx
Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Lead Agency: Caltrans
Expenditure Plan Category: **Highway 17 Wildlife Corridor**

### Measure D Revenues

<table>
<thead>
<tr>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
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<td>$166,667</td>
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<table>
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<tr>
<th>Name/Road/ limits</th>
<th>Description, complete streets components</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
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<tbody>
<tr>
<td>Highway 17 Wildlife Crossing near Laurel Curve</td>
<td>Construct wildlife undercrossing to connect wildlands on either side of the highway. Creates a wildlife corridor enabling animals to safely cross the highway.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
<td>$12.5M**</td>
<td>SHOPP: $3115k Land Trust: $3M</td>
<td>FY2020/2021</td>
</tr>
</tbody>
</table>

### Amount of Measure funds to be used

<table>
<thead>
<tr>
<th>Estimated Annual Measure D Expenditures</th>
<th>Carryover Balance - RESERVE for construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$166,667</td>
</tr>
<tr>
<td>$0</td>
<td>$333,333</td>
</tr>
<tr>
<td>$0</td>
<td>$500,000</td>
</tr>
<tr>
<td>$0</td>
<td>$666,667</td>
</tr>
<tr>
<td>$0</td>
<td>$(4,166,667)</td>
</tr>
</tbody>
</table>

*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.*
## 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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$1,502,431</td>
<td>$1,502,431</td>
<td>$1,502,431</td>
<td>$1,502,431</td>
<td>$1,502,431</td>
</tr>
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### Estimated Annual Measure D Allocations

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<thead>
<tr>
<th>Name/Road/ limits</th>
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<th>FY19/20</th>
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<tr>
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<td>$824,000</td>
<td>$324k CT Planning grant</td>
<td>underway</td>
</tr>
<tr>
<td>2017 Storm Damage Repair &amp; Cleanup</td>
<td>Repair and cleanup of damage resulting from the 2017 winter storms including one washout, minor slides and various downed or compromised trees</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$1,100,000</td>
<td>Seeking FEMA</td>
<td>June 2017</td>
</tr>
<tr>
<td>Railroad Bridge analysis</td>
<td>Updated engineering analysis of railroad bridges to complete bridge rehabilitation work outlined in engineering analysis completed in 2012</td>
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<td>$300,000</td>
<td>$300,000</td>
<td>Oct. 2017</td>
<td></td>
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<tr>
<td>Railroad Bridge Rehabilitation</td>
<td>Rehabilitation of railroad bridges consistent with analysis completed in 2012 and updated analysis proposed for 2017</td>
<td>$300,000</td>
<td>$1,300,000</td>
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<td>$600k RSTP Exchange</td>
<td>Mar. 2018</td>
</tr>
<tr>
<td>Drainage repair and improvements</td>
<td>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</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$52,500</td>
<td>$52.5k/yr</td>
</tr>
<tr>
<td>Track and signage maintenance and repairs</td>
<td>On-going maintenance, repair and rehabilitation of railroad track infrastructure and signage</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$108,000</td>
<td>$540k</td>
</tr>
<tr>
<td>Rail Transit or Other Projects Environmental Document</td>
<td>Preparation of environmental documents for projects on rail corridor resulting from the Unified Corridor Study</td>
<td>$900,000</td>
<td>$1,200,000</td>
<td>$1,400,000</td>
<td>$3,500,000</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Estimated Annual Measure D Expenditures

- FY17/18: $1,460,500  
- FY18/19: $1,460,500  
- FY19/20: $1,660,500  
- FY20/21: $1,360,500  
- FY21/22: $1,560,500

### Carry over to next fiscal year

- FY17/18: $41,931  
- FY18/19: $83,862  
- FY19/20: ($74,207)  
- FY20/21: $67,724  
- FY21/22: $9,655
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
SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

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REVISED NOVEMBER 1982
REVISED AUGUST 1984
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REVISED FEBRUARY 1991
REVISED MARCH 1993
REVISED MAY 1994
REVISED MAY 1995
REVISED FEBRUARY 1996
REVISED SEPTEMBER 1997
REVISED NOVEMBER 2001
REVISED JANUARY 2002
REVISED NOVEMBER 2004
REVISED DECEMBER 2004
REVISED MARCH 2006
REVISED APRIL 2014
REVISED AUGUST 2014

REVISED JUNE 1, 2017
II. 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. 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 Sections 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 Preside 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 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).

4.2. 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.
V.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.

VI. 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 ratio of fare revenue plus local support to operating cost shall be as established 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.

**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.

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. **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.

I X. 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/STBG 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/STBG 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

### 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
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.

XI. 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).
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.

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<th>XII. XI. DOCUMENT DISTRIBUTION AND PRICING</th>
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<tr>
<td><strong>A. Document Distribution</strong></td>
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<tr>
<td>The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit 8.</td>
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<tr>
<td><strong>B. Document Pricing</strong></td>
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<tr>
<td>The Commission shall price documents based on printing and copying costs.</td>
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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
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 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 agendized 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.
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. 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. 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

________

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.
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):

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

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.
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) | 1 |

voting members 18

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

Quorum:

One member from a local jurisdiction or the SCMTD may serve as proxy for the other voting member from that jurisdiction or agency for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. Committee members or alternates should notify...
staff or other local jurisdiction staff 24 hours prior to the meeting if a proxy will be representing the member in the member's absence. For efficiency of meetings, when possible, agenda items of interest to Planning staff will be grouped separately from items of interest to Public Works staff.

Meeting Frequency and Time:

Committee meets on the third Thursday of the month at 1:30 pm, as needed.
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, funding, 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.
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. 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 adopted document, will cost the price of printing that document, as 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 MayOctober 2017)

– 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

<table>
<thead>
<tr>
<th>Commission or Committee</th>
<th>Annual Fee</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting (includes mailing)</td>
<td>Full Packet</td>
<td>Agenda Only</td>
</tr>
<tr>
<td>SCCRTC/Transportation Policy Workshop</td>
<td>$6</td>
<td>$5</td>
</tr>
<tr>
<td>Interagency Technical Advisory Committee</td>
<td>$40</td>
<td>$5</td>
</tr>
<tr>
<td>Bicycle Advisory Committee</td>
<td>$40</td>
<td>$5</td>
</tr>
<tr>
<td>Elderly and Disabled Transportation Advisory Committee</td>
<td>$40</td>
<td>$5</td>
</tr>
<tr>
<td>Budget and Administration/Personnel Committee</td>
<td>$40</td>
<td>$5</td>
</tr>
<tr>
<td>E-mail notification of agenda</td>
<td>n/a</td>
<td>free</td>
</tr>
<tr>
<td>Other committees and task forces</td>
<td>tbd</td>
<td>tbd</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commission Members (including Alternate Members)</td>
<td>1</td>
</tr>
<tr>
<td>2. Executive Director</td>
<td>1</td>
</tr>
<tr>
<td>3. Deputy Director</td>
<td>1</td>
</tr>
<tr>
<td>4. Administrative Services Officer</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

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

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

5. PROCUREMENT
   5.1 Purchasing Policy
   5.2 Petty Cash
   5.3 Credit Card Use
6. TRAVEL
   6.1 Official Travel
   6.2 Use of RTC Vehicles
   6.3 Use of Rental Vehicles
   6.4 Use of Private Vehicles for RTC Business
   6.5 Reimbursement for Travel Expenses

7. RTC EQUIPMENT
   7.1 Cell Phone

Referenced RTC Documents:
   1. Human Resources Policies
   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 without further RTC Board action, and up to $50,000 with concurrence of the RTC Chair. This authorized spending limit may be raised by the RTC Board in the future.

C. For all purchases and contracts, regardless of the cost range, a competitive process will be encouraged.

D. Purchases or Contracts of $1,000 to $2,500 per transaction require at least three verbal quotes unless fewer than three qualified vendors are identified after reasonable attempts or a justification for Sole Source is approved.

E. Purchases or Contracts estimated to cost over $2,500, but less than $15,000 may be made after an informal bidding process, which shall be documented. Typically bids from three vendors or firms shall be evaluated unless the item is proprietary and there are no substitutes or a justification for Sole Source is approved.

F. Purchases or Contracts estimated to cost $150,000 or more for any one order must be approved by the RTC Board. Professional services and consultants shall be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the required services. Parceling out orders to avoid aforementioned requirement is forbidden.

G. Sole Source Purchases or Contracts: Generally, purchases may not be made without soliciting proposals from more than one company or individual unless there is clear evidence to demonstrate that the proposed vendor is:

   (a) The sole qualified supplier of required purchase; or
   (b) 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 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
Access Board Issues Guidance on the International Symbol of Accessibility

March 27, 2017

The Access Board has released guidance on the International Symbol of Accessibility (ISA) to address questions that have arisen on the use of alternative symbols. Some cities and states have adopted a different symbol that was created to be more dynamic and suggestive of movement. The Board’s guidance explains how use of a symbol other than the ISA impacts compliance with the Americans with Disabilities Act (ADA).

Standards issued under the ADA require that the ISA label certain accessible elements, spaces, and vehicles, including parking spaces, entrances, restrooms, and rail cars. Similar requirements are contained in standards issued under the Architectural Barriers Act (ABA) for federally funded facilities. The ISA, which is maintained by the International Organization for Standardization (ISO), has served as a world-wide accessibility icon for almost 50 years.

“Consistency in the use of universal symbols is important, especially for persons with limited vision or cognitive disabilities,” states Marsha Mazza, Director of the Board’s Office of Technical and Information Services. “In addition to the ADA and ABA Standards, many codes and regulations in the U.S. and abroad also require display of the ISA.”

While the ADA Standards do not recognize specific substitutes for the ISA, they do generally allow alternatives to prescribed requirements that provide substantially equivalent or greater accessibility and usability under a provision known as “equivalent facilitation.” However, in the event of a legal challenge, the entity pursuing an alternative has the burden of proof in demonstrating equivalent facilitation. Under the ABA Standards, use of a symbol other than the ISA requires issuance of a modification or waiver by the appropriate standard-setting agency.

“The Board understands the interest out there to revisit the ISA but strongly recommends that such efforts be directed to the ISO to ensure consensus in adoption and uniformity in implementation,” says Mazza.

The ISA bulletin is posted on the Board’s website along with other issued guidance on the ADA Standards and the ABA Standards. For further information, contact Dave Yanchulis, yanchulis@access-board.gov, (202) 272-0026 (v), or (202) 272-0027 (TTY).
### Volunteer Center of Santa Cruz County
**Transportation Program - TDA funding**

<table>
<thead>
<tr>
<th></th>
<th>Santa Cruz</th>
<th>SLV/SV</th>
<th>Watsonville</th>
<th>3rd Qrt Total 2016-17</th>
<th>3rd Qrt Total 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteers</td>
<td>28</td>
<td>9</td>
<td>10</td>
<td>47</td>
<td>66</td>
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<td>Unduplicated Clients</td>
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<td>47</td>
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<tr>
<td>Total Rides</td>
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<td>Ride Requests unable to fill</td>
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<td>89</td>
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### Trip destinations

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<th>SLV/SV</th>
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<th>3rd Qrt Total 2016-17</th>
<th>3rd Qrt Total 2015-2016</th>
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<td>Physician</td>
<td>150</td>
<td>66</td>
<td>57</td>
<td>273</td>
<td>396</td>
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<td>Shopping &amp; bank</td>
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<td>20</td>
<td>27</td>
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<td>0</td>
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<tr>
<td>Other</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>8</td>
<td>13</td>
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<tr>
<td>Total</td>
<td>359</td>
<td>86</td>
<td>90</td>
<td>535</td>
<td>711</td>
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**Avg ride length (YTD)** 21

**Total Miles driven (YTD)** 97,032

**Total Reimbursement (YTD)** $511
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<th>Client Jurisdictions</th>
<th>FY16-17</th>
<th>%</th>
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<tr>
<td>Santa Cruz City</td>
<td>24</td>
<td>15.38%</td>
</tr>
<tr>
<td>Scotts Valley City</td>
<td>21</td>
<td>13.46%</td>
</tr>
<tr>
<td>San Lorenzo Valley</td>
<td>28</td>
<td>17.95%</td>
</tr>
<tr>
<td>Capitola City</td>
<td>13</td>
<td>8.33%</td>
</tr>
<tr>
<td>Watsonville City</td>
<td>14</td>
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</tr>
<tr>
<td>Midcounty Unincorporated</td>
<td>41</td>
<td>26.28%</td>
</tr>
<tr>
<td>South County</td>
<td>15</td>
<td>9.62%</td>
</tr>
<tr>
<td>Out of County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Clients (unduplicated)</td>
<td>156</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Origin of Ride by Jurisdiction</th>
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<th></th>
</tr>
</thead>
<tbody>
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<td>Santa Cruz City</td>
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<td>15%</td>
</tr>
<tr>
<td>Scotts Valley City</td>
<td>230</td>
<td>17%</td>
</tr>
<tr>
<td>San Lorenzo Valley</td>
<td>198</td>
<td>15%</td>
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<tr>
<td>Capitola City</td>
<td>160</td>
<td>12%</td>
</tr>
<tr>
<td>Watsonville City</td>
<td>110</td>
<td>8%</td>
</tr>
<tr>
<td>Midcounty Unincorporated</td>
<td>285</td>
<td>21%</td>
</tr>
<tr>
<td>South County</td>
<td>180</td>
<td>13%</td>
</tr>
<tr>
<td>Out of County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1364</td>
<td>100%</td>
</tr>
</tbody>
</table>
One of the feel good moments in the transportation program is when we can give back to our volunteer drivers who give so much. Gay has been one of our best volunteers not only driving for several years but also always stepping up to help with Volunteer Center events and celebrations.

After 27 years of serving the senior of San Lorenzo Valley, Coordinator Debbi Brooks retired in March of this year. Debbi called the clients “her seniors” and loved each as well as “her drivers”. She made personal relationship with each and was the inspiration behind “it more than just a ride.”

The number of rides for the Santa Cruz office increased by 33% over last quarter despite being low on drivers. Most of this is due to the extra effort being done by the dispatchers and divers currently assigned. It is surprising that this occurred due to the weather and the loss of several drivers aging out or moving.

We under performed this last quarter in Scotts Valley/SLV due to the extreme weather this winter. Many roads were closed or to dangerous to drive. With the nicer weather we expect the numbers to increase although a number of driver retired along with the long time coordinator.

The coordinator from our Watsonville office took another position. Tina Johnson has replaced her. Tina is doing an outstanding job and is reaching out to the community recruiting new drivers and clients. We have received several calls from community non-profits praising her work and the care she gives the transportation clients.
TO: Elderly and Disabled Transportation Committee
FROM: Amy Naranjo and Grace Blakeslee, Transportation Planners
RE: Transportation Network Companies (TNC’s) and Taxi Company Updates

RECOMMENDATIONS

Regional Transportation Commission staff recommends that Elderly and Disabled Transportation Advisory Committee receive information about Transportation Network Companies (TNC’s).

BACKGROUND

On-demand ride services, also called transportation network companies (TNCs) or “ridesourcing”, use smartphone applications to connect drivers with passengers for a fee. TNCs operate similar to taxis in that a traveler requests a ride and pays a driver for the service. TNCs allow prospective passengers to download a smartphone application, from which they can then view and select nearby available drivers and request a ride. Once a passenger virtually ‘hails’ a ride, their Geographic Positioning System (GPS) location is sent to the driver, who can proceed to pick up the passenger. The smartphone application allows passengers to track the location of the driver, manage payments and review drivers. Drivers use personal, non-commercial vehicles to provide transportation services.

DISCUSSION

Transportation Network Companies

Lyft and Uber are the most widely used Transportation Network Companies (TNCs) in the United States with drivers in more than 200 cities nationwide, including in Santa Cruz County. Both companies use smartphone applications (apps) to connect passengers to drivers, have a competitive fare structure, and require similar requirements for drivers. In addition, Lyft and Uber are currently exploring solutions that allow customers to book rides through a phone operator, bypassing smartphone apps entirely. The services provided by TNCs are commonly referred to as ridesourcing since rides are “outsourced” or purchased. Ridesourcing is different from ridesharing because the driver does not share the same destination as the passenger. The terms “ridesourcing” and “ride-hailing” are often used interchangeably when referring to services provided by TNCs.

Driver Requirements & Security
Lyft and Uber drivers are required to undergo both a driving record check and a criminal background. People with background checks that reveal violent crimes, felonies, drug or sex related offenses are ineligible to drive with Lyft and Uber. Drivers must be at least 21 years old, have a valid U.S. drivers license, have at least 1 year of driving experience, and use an eligible vehicle. Eligible vehicles must be model year 2005 or newer (in California), 4-door car or minivan, good condition with no cosmetic damage, and pass a vehicle inspection every 50,000 miles (as required by California law). Lyft provides additional training for their drivers through a mentoring program.

Lyft and Uber drivers must maintain their own insurance policy although the TNC maintains automobile liability insurance on behalf of their drivers. If a collision were to occur while a Lyft or Uber driver is carrying a passenger, the passenger and driver are covered under the liability coverage policy. Both Lyft and Uber provide $1 million dollars of uninsured/under insured insurance on accidents with uninsured or under insured drivers.

Pricing

Uber and Lyft prices are very similar in terms of cost-per-ride. Lyft and UberX rates vary in different cities, but for basic rides the core pricing system is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Lyft</th>
<th>UberX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fare</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td>Per Minute</td>
<td>$0.22</td>
<td>$0.22</td>
</tr>
<tr>
<td>Per Mile</td>
<td>$1.14</td>
<td>$1.15</td>
</tr>
<tr>
<td>Cancellation Fee</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Service Fees</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td><strong>Minimum Fare</strong></td>
<td><strong>$6.75</strong></td>
<td><strong>$6.75</strong></td>
</tr>
</tbody>
</table>

Concerns about TNCs

Some of the concerns cited about transportation network companies (TNC) are that vehicles and drivers are not regulated in the same way as taxis. Permits, insurance, driver, vehicle and operational requirements, and passenger protections as it relates to TNCs are under consideration by local jurisdictions. A number of cities across the state have taken action regarding transportation network companies mostly related to permitting and pricing. In Santa Cruz County, only the City of Santa Cruz has considered regulation of transportation network companies, but has not taken action to date.

Seniors and People Living with Disabilities

Ridesourcing is a transportation service available to seniors and people living with disabilities. Ridesourcing has the potential to provide mobility options to people who are no longer able to drive. However, safety concerns, unfamiliarity with new
technology, estimating the fare, financial transactions and determining driver competency are the most notable barriers for seniors interested in using on-demand ridesourcing according to a report by Manish Shirgaokar, “Which Barriers Prevent Seniors from Accessing Transportation Network Company (TNC) Services?” A 2016 report indicated that seniors may not be clear about the difference between TNC services and traditional taxi service.

According to Federal Transit Administration, ridesourcing agencies like TNC’s are not exempt from American Disability Act requirements. For the service to be accessible, some vehicles must be accessible to a passenger with a disability such as the service equivalent to passengers without disabilities including response time and fare. The Lyft app allows passengers with accessibility needs to enable Access Mode, which dispatches vehicle outfitted to accommodate wheelchairs. Uber connects riders with paratransit drivers in vehicles that are equipped with hydraulic ramps or lifts using uberWAV, a wheelchair accessible vehicle option. Some of the individual benefits sited about TNCs is that they reduce wait times for transit services and can provide services at a reduced cost.

On-demand services have begun customizing services for seniors and people living with disabilities. Examples of recent projects include:

- **Wheels on Demand** is a demonstration project in Dublin, California designed to connect individuals living in less housing dense areas to transit services. Wheels on Demand is a partnership with the private sector to provide transportation services to low-density suburban areas where fixed route service cannot be sustained. Wheels on Demand is an extension of a traditional user-side subsidy program, which is used by transit systems nationwide to partner with taxi-cab companies, and extends this partnership to TNCs such as Uber or Lyft. The program provides discounted rides for shared rides in the project area. The origin and destination does not have to be a transit station.

- **Go Centennial Access** connected people with limited mobility to free rides from any point within the Centennial, Colorado Dry Creek RTD Call-n-Ride service area and was designed to address the first and last mile problem – how to get travelers to and/or from transit stations. Rides were provided by Via through the Citizen Response Center and the Lyft mobile application with funding from the City of Centennial and the Denver South Transportation Management Association. Via Mobility Services, a private non-profit organization headquartered in Boulder, Colorado provided on-demand, accessible transportation services to Lyft passengers who were over the age of 65, were living with disabilities or required the use of mobility devices. As a partner in the Go Centennial Access service, Via helped ensure full compliance with the transportation access and nondiscrimination requirements of the Americans with Disabilities Act (ADA). Via’s drivers are specially trained in passenger assistance techniques for people living with mobility limitations who use wheelchair accessible vehicles.

- **GoGoGrandparent** is designed to turn on demand transportation companies like Uber into services that help families take better care of older adults by
connecting individuals to services via phone instead of an app or mobile device and providing family members with information about the progress of each trip.

- **RideWith24** is a partnership between Uber and 24Hr HomeCare, a nationwide professional in-home care provider. RideWith24 leverages Uber technology and 24Hr HomeCare’s personal touch concierge service to offer a safe form of transportation for mature adults. The program’s Uber driver-partners are thoroughly trained by the Open Doors Organization to accommodate folding wheelchairs, walkers, and other mobility aids. RideWith24 also does not require members to download the Uber application or own a smartphone. A simple call to 24Hr HomeCare with the person’s address of pick up and destination are the only logistical pieces of information required.

- **Great Call** operates services for older adults in San Diego. Seniors can request a ride via Lyft through Jitterbug using a simplified cell phone, a Jitterbug, produced by GreatCall. Customers simply press “0” on their Jitterbug phones and tell the Personal Operator where they want to go. A ride with Lyft typically arrives in 10 minutes and can be booked up to one week in advance. The costs of rides, plus a nominal fee, are added to the customer’s monthly phone bill.

- **Concierge** is a web-based tool provided by Lyft that makes it easy for senior care managers to request non-emergency medical transport on behalf of seniors. A requester puts in a passenger’s name, pick-up and drop-off locations and Lyft dispatches a driver with a vehicle that can accommodate their needs, including wheelchair-friendly vehicles. Lyft partners with senior care communities, nonprofit groups, and home care providers to help seniors get where they need to go, including important medical appointments.

**Taxi Cab Services**

In April 2017, the Santa Cruz Yellow Cab taxi cab services changed ownership. Prior to the company’s sale, Santa Cruz Yellow Cab contracted with Santa Cruz Metro ParaCruz and Community Bridges Lift Line to provide rides when ParaCruz and Community Bridges – Lift Line services were insufficient to meet the demand for rides. At this time, Santa Cruz Metro ParaCruz does not have a contract with a taxi cab company to provide services for overflow rides. Community Bridges Lift Line continues to contract with Santa Cruz Yellow Cab under their new ownership to provide some paratransit rides and to implement the Lift Line Taxi SCRIP program. Other taxi services available in Santa Cruz County include Delux Cab, which provides taxi services for rides originating in the City of Santa Cruz, Capitola and in the unincorporated area of Santa Cruz County, and Courtesy Cab, which provides taxi services for rides originating in Watsonville and other Santa Cruz County locations excluding the City of Santa Cruz. Delux Cab and Courtesy Cab also accept Lift Line Taxi SCRIP.

**SUMMARY**
On-demand ride services, also called transportation network companies (TNCs) or “ridesharing”, use smartphone applications to connect drivers with passengers for a fee. TNCs operate similar to taxis in that a traveler requests a ride and pays a driver for the service. In some ways, Transportation Network Companies provide similar services to taxis. Santa Cruz Metro ParaCruz does not have a contract with a taxi cab company to provide services for overflow rides. Community Bridges Lift Line contracts with Santa Cruz Yellow Cab to provide some paratransit rides and to implement the taxi script program.
TO: Elderly and Disabled Transportation Advisory Committee  
FROM: Grace Blakeslee, Transportation Planner  
RE: ParaCruz Service Reports

RECOMMENDATIONS

Receive Santa Cruz Metro Para Cruz Operations Status Reports for the period of April 2016 through March 2017.

BACKGROUND

ParaCruz is Santa Cruz Metro’s American with Disabilities Act (ADA) Complementary Paratransit service offering accessible door-to-door shared rides for people who are not able to use the bus due to a physical, cognitive, or psychiatric disability.

DISCUSSION

The ParaCruz Operations Status reports are submitted quarterly to the Santa Cruz Metro Board of Directors. The quarterly reports include information regarding ParaCruz on-time performance and information about the rides requested and performed with a comparison to the prior year. At the April 2017 E&D TAC meeting, the committee requested to discuss ParaCruz’s recent ridership and operating statistics at a future E&D TAC meeting. Charts comparing the number of ParaCruz rides and miles of service provided by month as well as tables with ParaCruz monthly operation statistics regarding on time performance are included in Attachment 1.

SUMMARY

ParaCruz is Santa Cruz METRO’s American with Disabilities Act (ADA) Complementary Paratransit service offering accessible door-to-door shared rides for people who are not able to use the bus due to a physical, cognitive, or psychiatric disability. At the April 2017 E&D TAC meeting, the committee requested to discuss ParaCruz’s recent ridership and operating statistics at a future E&D TAC meeting.

Attachments:
  1. ParaCruz operational statistics April 2016-May 2017
Number of Rides Comparison

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<thead>
<tr>
<th></th>
<th>FY 14-15</th>
<th>FY 15-16</th>
<th>FY 16-17</th>
</tr>
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<td>JUL</td>
<td>8,071</td>
<td>7,563</td>
<td>5,855</td>
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<td>AUG</td>
<td>7,472</td>
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<td>SEP</td>
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<td>OCT</td>
<td>9,607</td>
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<td>JUN</td>
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ParaCruz Operations Status Report
Annual Miles Comparison

<table>
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<tr>
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<th>FY 14-15</th>
<th>FY 15-16</th>
<th>FY 16-17</th>
</tr>
</thead>
<tbody>
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<td>MAY</td>
<td>63353</td>
<td>53267</td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td>60397</td>
<td>52928</td>
<td></td>
</tr>
</tbody>
</table>

ParaCruz Operations Status Report
ParaCruz On-time Performance Report

<table>
<thead>
<tr>
<th></th>
<th>April 2015</th>
<th>April 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>8,422</td>
<td>6,870</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>89.24%</td>
<td>91.03%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.52%</td>
<td>4.06%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.55%</td>
<td>2.01%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.53%</td>
<td>1.02%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.96%</td>
<td>.86%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.65%</td>
<td>.58%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.28%</td>
<td>.22%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.08%</td>
<td>.15%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.11%</td>
<td>.04%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>.06%</td>
<td>.04%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>10.76%</td>
<td>8.97%</td>
</tr>
</tbody>
</table>

During the month of April 2016, ParaCruz received four (4) Customer Service Reports. Two (2) of the reports were valid; one (1) report was not verifiable; one (1) report complimented four (4) ParaCruz Operators.

<table>
<thead>
<tr>
<th></th>
<th>May 2015</th>
<th>May 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>8,210</td>
<td>6,712</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>90.05%</td>
<td>89.83%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>3.95%</td>
<td>4.47%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.68%</td>
<td>2.45%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.46%</td>
<td>1.46%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.89%</td>
<td>.51%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.40%</td>
<td>.58%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.28%</td>
<td>.47%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.15%</td>
<td>.10%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.12%</td>
<td>.09%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>.02%</td>
<td>.06%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>9.95%</td>
<td>10.17%</td>
</tr>
</tbody>
</table>

During the month of May 2016, ParaCruz received three (3) Customer Service Reports. Three (3) of the reports were not verifiable.
<table>
<thead>
<tr>
<th></th>
<th>June 2015</th>
<th>June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>7,636</td>
<td>6,435</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>90.78%</td>
<td>89.88%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>3.70%</td>
<td>4.65%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.33%</td>
<td>2.30%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.01%</td>
<td>1.60%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.69%</td>
<td>.47%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.29%</td>
<td>.42%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.21%</td>
<td>.44%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.19%</td>
<td>.11%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.11%</td>
<td>.06%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>.04%</td>
<td>.08%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>9.22%</td>
<td>10.12%</td>
</tr>
</tbody>
</table>

During the month of June 2016, ParaCruz received six (6) Customer Service Reports. Two of the reports were valid. Three (3) of the reports were not verifiable. One (1) of the reports was a compliment.
During the month of July 2016, ParaCruz received five (5) Customer Service Reports. Two (2) of the reports were not verifiable; three (3) of the reports were compliments.

<table>
<thead>
<tr>
<th>Total pick ups</th>
<th>July 2016</th>
<th>July 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>7563</td>
<td>5855</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>88.88%</td>
<td>88.11%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.40%</td>
<td>5.00%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.79%</td>
<td>3.02%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.66%</td>
<td>1.45%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>0.93%</td>
<td>0.75%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>2.7%</td>
<td>0.72%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>1.5%</td>
<td>0.39%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>1.6%</td>
<td>0.26%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>0.9%</td>
<td>0.20%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>0.04%</td>
<td>0.09%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>11.12%</td>
<td>11.89%</td>
</tr>
</tbody>
</table>

During the month of August 2016, ParaCruz received eight (8) Customer Service Reports. Two (2) of the reports were valid; two (2) of the reports were not verifiable; four (4) of the reports were compliments.

<table>
<thead>
<tr>
<th>Total pick ups</th>
<th>August 2015</th>
<th>August 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>7542</td>
<td>6158</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>89.82%</td>
<td>88.49%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>3.61%</td>
<td>5.21%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.58%</td>
<td>2.84%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.43%</td>
<td>1.81%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>0.84%</td>
<td>1.20%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>0.53%</td>
<td>0.55%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>0.26%</td>
<td>0.27%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>0.20%</td>
<td>0.14%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>0.14%</td>
<td>0.07%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>0.04%</td>
<td>0.03%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>10.18%</td>
<td>11.51%</td>
</tr>
</tbody>
</table>
During the month of September 2016, ParaCruz received twelve (12) Customer Service Reports. Four (4) of the reports were valid; five of the reports were not verifiable; three (3) of the reports were compliments.

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC’s) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The ‘on-time’ statistics reflected utilizing the ‘real-time’ equipment reflects a lower level of ‘on time’ performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY16.
ParaCruz On-time Performance Report

<table>
<thead>
<tr>
<th></th>
<th>October 2015</th>
<th>October 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>8,077</td>
<td>6,856</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>89.43%</td>
<td>82.41%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.36%</td>
<td>5.73%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.65%</td>
<td>4.30%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.45%</td>
<td>2.83%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.93%</td>
<td>1.76%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.43%</td>
<td>1.15%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.30%</td>
<td>.64%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.17%</td>
<td>.50%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.19%</td>
<td>.26%</td>
</tr>
<tr>
<td>41 or more minutes late</td>
<td>.10%</td>
<td>.36%</td>
</tr>
<tr>
<td>(excessively late/missed trips)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>10.57%</td>
<td>17.55%</td>
</tr>
</tbody>
</table>

During the month of October 2016, ParaCruz received one (1) Customer Service Report. It was a valid complaint.

<table>
<thead>
<tr>
<th></th>
<th>November 2015</th>
<th>November 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>7,986</td>
<td>6,452</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>88.54%</td>
<td>82.69%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.22%</td>
<td>6.20%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.75%</td>
<td>4.09%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.98%</td>
<td>2.88%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.94%</td>
<td>1.69%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.71%</td>
<td>.88%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.41%</td>
<td>.51%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.23%</td>
<td>.29%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.19%</td>
<td>.22%</td>
</tr>
<tr>
<td>41 or more minutes late</td>
<td>.03%</td>
<td>.54%</td>
</tr>
<tr>
<td>(excessively late/missed trips)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>11.46%</td>
<td>17.31%</td>
</tr>
</tbody>
</table>

During the month of November 2016, ParaCruz received one (1) Customer Service Report. The report was not verifiable.
During the month of December 2016, ParaCruz received one (1) Customer Service Report. The report was a valid complaint.
ParaCruz On-time Performance Report

<table>
<thead>
<tr>
<th></th>
<th>January 2016</th>
<th>January 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>6,471</td>
<td>5,711</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>90.45%</td>
<td>87.36%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.02%</td>
<td>4.94%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.24%</td>
<td>3.19%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.31%</td>
<td>1.87%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.85%</td>
<td>1.17%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.54%</td>
<td>.58%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.34%</td>
<td>.32%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.12%</td>
<td>.16%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.06%</td>
<td>.23%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>.03%</td>
<td>.19%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>9.52%</td>
<td>12.64%</td>
</tr>
</tbody>
</table>

During the month of January 2017, ParaCruz received seven (7) Customer Service Reports. Two (2) of the reports were valid complaints, five (5) were compliments.

<table>
<thead>
<tr>
<th></th>
<th>February 2016</th>
<th>February 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>7,108</td>
<td>5,891</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>89.15%</td>
<td>82.18%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.47%</td>
<td>6.11%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>2.87%</td>
<td>3.82%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.67%</td>
<td>2.60%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>.66%</td>
<td>1.80%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.51%</td>
<td>1.24%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.27%</td>
<td>.88%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.21%</td>
<td>.46%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.14%</td>
<td>.32%</td>
</tr>
<tr>
<td>41 or more minutes late (excessively late/missed trips)</td>
<td>.04%</td>
<td>.59%</td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td>10.85%</td>
<td>17.82%</td>
</tr>
</tbody>
</table>

During the month of February 2017, ParaCruz received four (4) Customer Service Reports. One (1) of the reports was a valid complaint, one (1) was not verifiable, and one (1) was a compliment.
### ParaCruz Operations Status Report

#### March 2016 vs March 2017

<table>
<thead>
<tr>
<th></th>
<th>March 2016</th>
<th>March 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pick ups</td>
<td>7,372</td>
<td>7,032</td>
</tr>
<tr>
<td>Percent in “ready window”</td>
<td>87.09%</td>
<td>82.04%</td>
</tr>
<tr>
<td>1 to 5 minutes late</td>
<td>4.95%</td>
<td>6.30%</td>
</tr>
<tr>
<td>6 to 10 minutes late</td>
<td>3.00%</td>
<td>3.91%</td>
</tr>
<tr>
<td>11 to 15 minutes late</td>
<td>1.83%</td>
<td>2.84%</td>
</tr>
<tr>
<td>16 to 20 minutes late</td>
<td>1.29%</td>
<td>1.73%</td>
</tr>
<tr>
<td>21 to 25 minutes late</td>
<td>.68%</td>
<td>1.19%</td>
</tr>
<tr>
<td>26 to 30 minutes late</td>
<td>.47%</td>
<td>.77%</td>
</tr>
<tr>
<td>31 to 35 minutes late</td>
<td>.39%</td>
<td>.48%</td>
</tr>
<tr>
<td>36 to 40 minutes late</td>
<td>.23%</td>
<td>.31%</td>
</tr>
<tr>
<td>41 or more minutes late</td>
<td>.07%</td>
<td>.41%</td>
</tr>
<tr>
<td>(excessively late/missed trips)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total beyond “ready window”</td>
<td><strong>12.91%</strong></td>
<td><strong>17.96%</strong></td>
</tr>
</tbody>
</table>

During the month of March 2017, ParaCruz received thirteen (13) Customer Service Reports. Four (4) of the reports were valid complaints, five (5) were not verifiable, and four (4) were compliments.
Regional Transportation Commission staff recommends that the Elderly and Disabled Transportation Advisory Committee receive information about pedestrian and bicycle safety programs.

Staff from the Santa Cruz County Health Services Agency (HSA) will provide an overview of traffic safety programs. HSA receives Transportation Development Act (TDA) funds to support pedestrian and bicycle safety presentations for elementary schools and the activities of the Community Traffic Safety Coalition. HSA will report on program activities, milestones and upcoming projects.

With the Community Traffic Safety Coalition, HSA is preparing a report titled “The Impact of Traffic Violence on Santa Cruz County.” The report is a first step in introducing the Vision Zero initiative to Santa Cruz. Elderly and Disabled Transportation Advisory Committee members are invited to attend a Vision Zero Forum on June 29th, 4-6pm at Simpkins Swim Center. Copies of the report will be available at the forum as well as the next BAC in August. HSA will attend the August meeting to review contents for the report and forum.
RECOMMENDATIONS

Staff recommends that the Elderly & Disabled Transportation Advisory Committee provide input on the scenarios to be evaluated in the Unified Corridor Investment Study (Attachment 1).

BACKGROUND

The Unified Corridor Investment Study (UCS) is underway to identify multimodal transportation investments that provide the greatest benefit and most effective use of Highway 1, Soquel Avenue/Drive and Freedom Blvd, and the Santa Cruz Branch Rail Line. See the project area map in Attachment 2. Goals for the UCS have been developed with a focus on developing a sustainable transportation system that is based on a triple bottom line analysis. Triple bottom line is a process which seeks to maximize benefits in terms of the natural environment, economic vitality and equity. The goals, criteria, performance measures and project list for the UCS reflect a triple bottom line analysis and input from the public, stakeholders, and RTC advisory committees and have been approved by the RTC at the May 4, 2017 meeting (Attachments 1 and 3).

A request for proposals (RFP) was issued to solicit proposals from qualified consultants to develop the Unified Corridor Investment Study. An evaluation committee comprised of staff from Caltrans, Santa Cruz Metropolitan Transit District and RTC, reviewed the proposals for completeness and content. Based on criteria specified in the RFP and information from the written proposals, interviews, and references, the evaluation committee recommended Kimley-Horn as the firm that will be the most advantageous to the RTC. The RTC authorized the Executive Director to execute an agreement with Kimley-Horn and Associates, Inc. to develop the Unified Corridor Investment Study.

DISCUSSION

A scenario analysis will be performed to identify a package of transportation projects that will provide the greatest benefit based on the project goals. The “scenarios” or groups of projects will be evaluated using a two step process. Step 1 will evaluate scenarios based on an initial set of criteria, allowing some scenarios to
be eliminated early on. Step 2 will be a more detailed evaluation of the remaining scenarios using the performance measures and will result in a recommended preferred scenario. RTC staff together with Kimley-Horn has drafted a list of scenarios to be evaluated in the Unified Corridor Study based on input-to-date from the public, stakeholders, and RTC (Attachment 1). Additional input on scenarios to be evaluated is currently being solicited through an online survey (https://sccrtc-ucs.metroquest.com/) and from RTC Advisory Committees. Results from this most recent set of outreach will help inform the revised draft transportation scenarios that will be brought to the RTC for approval at the June 15, 2017 Transportation Policy Workshop.

**RTC staff recommends that the Elderly & Disabled Transportation Advisory Committee provide input on the draft list of scenarios to be evaluated in the Unified Corridor Investment Study (Attachment 1).**

**Next Steps**

- **June 2017:** RTC scheduled to review and approve scenarios to be evaluated.
- **Fall 2017/Winter 2018:** Results of Step 1 scenario analysis brought to RTC, RTC advisory committees, stakeholders, and public.
- **Fall 2018:** Results of Step 2 scenario analysis brought to RTC, RTC advisory committees, stakeholders and public.
- **Fall 2018:** Develop draft project report.
- **December 2018:** Final Unified Corridor Investment Study report and preferred scenario.

**SUMMARY**

The Unified Corridor Investment Study is underway to identify multimodal transportation investments that optimize usage of Highway 1, Soquel Avenue/Drive and Freedom Blvd and the Santa Cruz Branch Rail Line while advancing sustainability goals. RTC staff recommends that the Elderly & Disabled Transportation Advisory Committee provide input on the UCS scenarios to be evaluated (Attachment 1).

**Attachments:**

1. Draft Scenarios to be evaluated
2. Project Area Map
3. Goals, Step 1 criteria, and Step 2 performance measures
## Highway 1 Projects

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>Scenario 2</th>
<th>Scenario 3</th>
<th>Scenario 4</th>
<th>Scenario 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>buses on shoulders</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>high occupancy vehicle lanes (HOV) and increased transit frequency</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>auxiliary lanes to extend merging distance IN ADDITION TO MEASURE D</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
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<tr>
<td>metering of on-ramps</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>additional lanes on bridge over San Lorenzo River</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Mission St intersection improvements</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rail transit on Hwy 1 between Santa Cruz and Watsonville</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>self driving cars</td>
<td>x</td>
<td>x</td>
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</tr>
</tbody>
</table>

## Soquel Avenue/Drive and Freedom Blvd

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>Scenario 2</th>
<th>Scenario 3</th>
<th>Scenario 4</th>
<th>Scenario 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>bus rapid transit lite (faster boarding, transit signal priority and queue jumps)</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>dedicated bus lane for bus rapid transit</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>parking moved from Soquel Avenue/Drive to improve bike and transit options</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>increased frequency of transit with express services</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>buffered/protected bike lanes</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>intersection improvements for auto</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>intersection improvements for bikes/pedestrians</td>
<td>x</td>
<td></td>
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</tr>
</tbody>
</table>

## Rail Corridor

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>Scenario 2</th>
<th>Scenario 3</th>
<th>Scenario 4</th>
<th>Scenario 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>multiuse trail (bike and pedestrian)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>bike trail separate from pedestrian trail</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>local rail transit with interregional connections</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>bus rapid transit</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>freight service on rail</td>
<td>x</td>
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<td></td>
<td>x</td>
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</tbody>
</table>

## Overall Project Area/Connections between Routes

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>Scenario 2</th>
<th>Scenario 3</th>
<th>Scenario 4</th>
<th>Scenario 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>improved bike/pedestrian facilities throughout urban area closing gaps in network</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>additional transit connections</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>bike share, bike amenities, transit amenities, park and ride lots</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>multimodal transportation hubs</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

## Transportation Demand and System Management

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>Scenario 2</th>
<th>Scenario 3</th>
<th>Scenario 4</th>
<th>Scenario 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>employers and residences - incentive programs</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>education and enforcement - electric vehicle, motorist safety, and bike safety</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
**Unified Corridor Investment Study**

**Highway 1, Soquel Ave/Drive & Freedom Blvd, and the Santa Cruz Branch Rail Line**

**Goals, Criteria and Performance Measures**

The goals, criteria and performance measures below support a vision for an integrated, multimodal transportation network based on a triple bottom line approach that maximizes the environmental, economic and equity benefits.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Step 1 Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote feasible solutions that address transportation challenges.</td>
<td>Community support and coordination/consistency with local, regional, state and federal plans</td>
</tr>
<tr>
<td></td>
<td>Potential to address transportation challenges and advance environmental, economic and equity goals</td>
</tr>
<tr>
<td></td>
<td>Compatibility with regulatory requirements</td>
</tr>
<tr>
<td></td>
<td>Level of public investment</td>
</tr>
<tr>
<td></td>
<td>Right of way constraints</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goals</th>
<th>Step 2 Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safer transportation for all modes</td>
<td>Injury and fatal collisions by mode</td>
</tr>
<tr>
<td>Reliable and efficient transportation choices that serve the most people and facilitate the transport of goods</td>
<td>Peak period mean automobile travel time</td>
</tr>
<tr>
<td></td>
<td>Peak period mean transit travel time</td>
</tr>
<tr>
<td></td>
<td>Travel time reliability</td>
</tr>
<tr>
<td></td>
<td>Mode share</td>
</tr>
<tr>
<td></td>
<td>Person trips across N-S screenline</td>
</tr>
<tr>
<td>Develop a well integrated transportation system that supports economic vitality</td>
<td>Level of public investment</td>
</tr>
<tr>
<td></td>
<td>Visitor tax revenues</td>
</tr>
<tr>
<td></td>
<td>Cost associated with fatalities and injuries</td>
</tr>
<tr>
<td>Minimize environmental concerns and reduce adverse health impacts</td>
<td>Automobile vehicle miles traveled</td>
</tr>
<tr>
<td></td>
<td>Environmentally sensitive areas</td>
</tr>
<tr>
<td></td>
<td>Criteria pollutants</td>
</tr>
<tr>
<td></td>
<td>Greenhouse gas emissions</td>
</tr>
<tr>
<td>Accessible and equitable transportation system that is responsive to the needs of all users</td>
<td>Transit Vehicle Miles Traveled</td>
</tr>
<tr>
<td></td>
<td>Household transportation costs</td>
</tr>
</tbody>
</table>
Most meetings are held on the 2nd Tuesday of even numbered months at 1:30 pm in the SCCRTC Conference room. One meeting held annually in an alternate location.

This is a draft list of meeting topics. Additional transportation planning, policy and funding items and committee items are discussed, as needed. Please check the RTC website for the current packet agenda (posted about 4 working days before the meeting).

<table>
<thead>
<tr>
<th>Date</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14</td>
<td>Review Preliminary Draft Unmet Needs</td>
</tr>
<tr>
<td></td>
<td>Solicit Nominations for Chair/Vice Chair</td>
</tr>
<tr>
<td></td>
<td>TDA Calendar</td>
</tr>
<tr>
<td></td>
<td>Review Roster/Membership update</td>
</tr>
<tr>
<td>April 11</td>
<td>Review draft Measure D Five-Year Plan for Community Bridges</td>
</tr>
<tr>
<td></td>
<td>Review draft TDA Claims for Volunteer Center, Community Bridges and METRO</td>
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<tr>
<td></td>
<td>Elect Chair and Vice Chair</td>
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<tr>
<td></td>
<td>Recommend final Unmet Needs list</td>
</tr>
<tr>
<td>May 9</td>
<td>CANCELLED</td>
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<tr>
<td></td>
<td>---SPECIAL MEETING---</td>
</tr>
<tr>
<td></td>
<td>Review final TDA Claims for Volunteer Center, Community Bridges and METRO</td>
</tr>
<tr>
<td></td>
<td>Review final Measure D Five-Year Plan for Community Bridges</td>
</tr>
<tr>
<td>June 13</td>
<td>---MEETING IN WATSONVILLE---</td>
</tr>
<tr>
<td></td>
<td>Transp. Planning, Policy and Funding Items, as needed</td>
</tr>
<tr>
<td></td>
<td>Transp. Project and Service Items, as needed</td>
</tr>
<tr>
<td>August 8</td>
<td>Transp. Planning, Policy and Funding Items, as needed</td>
</tr>
<tr>
<td></td>
<td>Transp. Project and Service Items, as needed</td>
</tr>
<tr>
<td>October 10</td>
<td>Transp. Planning, Policy and Funding Items, as needed</td>
</tr>
<tr>
<td></td>
<td>Transp. Project and Service Items, as needed</td>
</tr>
<tr>
<td>November 14</td>
<td>---SPECIAL MEETING---</td>
</tr>
<tr>
<td></td>
<td>Review Surface Transportation Block Grant and State Transportation Improvement Program Grant Applications</td>
</tr>
<tr>
<td>December 12</td>
<td>Review End of FY TDA Claims</td>
</tr>
<tr>
<td></td>
<td>Review next year’s Meeting Schedule</td>
</tr>
</tbody>
</table>

Info items:
- Minutes from last meeting
- Monthly TDA Revenues (get from latest RTC packet)
- RTC Highlights (w/o meeting list)
- Letters from the committee
- Agency Updates, including Quarterly TDA reports
- Committee Appointments
As Needed: Recommend TDA Claims from local jurisdictions  
Review Updates to Guide for Specialization  
Review Triennial Performance Audit (every 3 years)  
Review Coordinated Plan (update every 4 years)  
Other timely items that are within the purview of the committee  

Future Topics: handicapped parking spaces in downtown Santa Cruz, accessibility in the San Lorenzo Valley, San Mateo paratransit presentation, rides to election sites, UC Berkeley’s Transportation Injury Mapping System (TIMS), Cruz511  

Parking: There is a parking structure located at the corner of Locust and Cedar. The cost to park in the structure is minimal ($1 for two hours).  

Bus: The Pacific Station MetroCenter, a destination for most buses, is approximately four blocks down Pacific Avenue. The following bus route stops on Cedar Street approximately one block from the office: the ‘Route 10 via High’ while outbound from the MetroCenter toward UCSC.