



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

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**SPECIAL MEETING  
AGENDA**

**Thursday, March 8, 2018  
3:00 PM**

**NOTE LOCATION THIS MONTH**

CAO Conference Room  
701 Ocean Street, 5<sup>th</sup> floor  
Santa Cruz CA 95060

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

**CONSENT AGENDA**

4. Accept Fiscal Year (FY) 2017-18 second quarters warrants and monthly credit card reports
5. Accept Indirect Cost Allocation Plan (ICAP) Audit Report
6. Accept monthly TDA revenue report

**REGULAR AGENDA**

7. Amendments to the Fiscal Year (FY) 2017-18 Budget & Work Program and the Measure D 5-year Program of Projects for the Rail Corridor  
(*Luis Mendez, Deputy Director*)
  - a. Staff report
  - b. FY 2017-18 budget pages with proposed amendments
  - c. FY 2017-18 Measure D 5-year Program of Projects for Rail Corridor
8. Fiscal Year (FY) 2018-19 proposed budget  
(*Luis Mendez, Deputy Director*)
  - a. Staff report
  - b. Draft Proposed Fiscal Year (FY) 2018-19 Budget
  - c. Actual and Estimated Transportation Development Act Revenues
  - d. Measure D 30-year Revenue Projections for 2018

e. Measure D 30-year Revenue Projections for 2017

9. Adjournment

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, April 12, 2018 at 3:00 p.m. in the CAO's Conference Room, 701 Ocean St. 5<sup>th</sup> floor, Santa Cruz CA

**HOW TO REACH US**

*Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue, Santa Cruz, CA 95060  
phone: (831) 460-3200 / fax (831) 460-3215*

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

**HOW TO STAY INFORMED ABOUT RTC MEETINGS, AGENDAS & NEWS**

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

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

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

*For information regarding library locations and hours, please check online at [www.santacruzpl.org](http://www.santacruzpl.org) or [www.watsonville.lib.ca.us](http://www.watsonville.lib.ca.us).*

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

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**SERVICIOS DE TRADUCCIÓN/ TRANSLATION SERVICES**

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

**TITLE VI NOTICE TO BENEFICIARIES**

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

**AVISO A BENEFICIARIOS SOBRE EL TITULO VI**

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

**TO:** Budget and Administration/Personnel Committee

**FROM:** Daniel Nikuna, Fiscal Officer

**RE:** Quarterly Warrants and Credit Card Reports

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## **RECOMMENDATIONS**

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and accept the FY 2017/18 second quarter Warrants and Credit Cards Reports.

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## **BACKGROUND**

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

## **DISCUSSION**

The warrant reports, Attachment 1 totaled \$2,445,125 and were up \$955,841 (64%) over the first quarter as Measure D payments become consistent. Payments to Measure D recipients had more than doubled in the second quarter to \$1,051,962 from \$404,123 in the previous quarter; and they accounted for 43% of all warrant payments. The three major vendors in the second quarter are: City of Santa Cruz (\$707,360 – TDA and Measure D funds); Santa Cruz County Bank payroll account (\$521,182 – include vacation pay off to retired employees and CalPERS Health Insurance previously paid through the County); and City of Watsonville (\$341,392 – all Measure D).

The credit card purchases amount to \$12,890 and are presented in Attachment 2. Laptops purchases (\$5,013), Travel/Conferences (\$2,890), and Staff recruitment related expenditures represent 76% (\$9,861) of all credit card purchases in the second quarter.

There are no unusual transactions in the credit card or the warrant reports. Staff recommends that the budget and Administration/Personnel Committee review and accept the quarterly warrant and credit card reports.

## **SUMMARY**

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

### Attachments:

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

**ATTACHMENT 1**

SCCRTC  
QUARTERLY WARRANTS REPORT  
FY 2017/18 2ND QUARTER  
(OCTOBER 1, 2017 - DECEMBER 31, 2017)

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
1	10/2/2017	00265496	333.96	E670010	SHULTZ, KIM	FY18 1158 URM Kim Shultz
2	10/2/2017	00265495	258.00	V126637	DYKAAR, VIRGINIA	FY18 1159 URM Virginia Dykaar
3	10/2/2017	00265533	14,525.42	V117159	LADDS TOWING	FY18 1151 Beat 1 Hwy 17
4	10/2/2017	00265533	15,272.42	V117159	LADDS TOWING	FY18 1151 Beat 2 Hwy 1
5	10/2/2017	00265682	533.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY18 1162 Rent 8/17
6	10/2/2017	00265683	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY18 1160 Rent 8/17
7	10/2/2017	00265682	533.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY18 1163 Rent 9/17
8	10/2/2017	00265683	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY18 1161 Rent 8/17
9	10/3/2017	00265721	48.00	V128801	WAGEWORKS INC	FY18 1145 Admin Fee 9/17
10	10/3/2017	00265721	50.00	V128801	WAGEWORKS INC	FY18 1145 Compliance Fee 9/17
11	10/3/2017	00265721	2.00	V128801	WAGEWORKS INC	FY18 1145 Min Fee 9/17
12	10/3/2017	00265810	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY18 1164 Rent Oct. 2017
13	10/5/2017	00265938	1,000.00	V35359	VANDENBURGH, STEPHEN J	FY18 1165 RFQ for Bond Finan
14	10/5/2017	00265939	2,082.64	V101810	ECOLOGY ACTION OF SANTA CRUZ	FY18 1182 RSTPX/STBG FY2017 Q3
15	10/5/2017	00265939	14,065.25	V101810	ECOLOGY ACTION OF SANTA CRUZ	FY18 1183 Bike 2 Work
16	10/5/2017	00265938	1,000.00	V35359	VANDENBURGH, STEPHEN J	FY18 1165 Engin Job Descriptio
17	10/5/2017	00265937	3,500.00	V128519	CAPITAL EDGE ADVOCACY INC	FY18 1166 Services 8/17
18	10/5/2017	00265936	3,500.00	V128519	CAPITAL EDGE ADVOCACY INC	FY18 1167 Services 9/17
19	10/10/2017	00266252	6,275.00	V123408	MOORE IACOFANO & GOLTSMAN (MIG) INC	FY18 1201 Visualization 7/17
20	10/10/2017	00266150	25,546.93	V128860	MOFFATT AND NICHOL	FY18 1202 SR1 6/25-7/29/2017
21	10/10/2017	00004359	76,724.00	V127193	SANTA CRUZ BANK	2017 PP21 RTC PAYROLL
22	10/10/2017	00004359	1,646.00	V127193	SANTA CRUZ BANK	2017 PP21 RTC PAYROLL-INS RET
23	10/12/2017	00266456	913.00	V15980	PERRIGO JR, RONALD J	FY18 1194 Rail Line Clean Up
24	10/12/2017	00266456	368.00	V15980	PERRIGO JR, RONALD J	FY18 1195 Rail Line Clean Up
25	10/12/2017	00266470	61,801.81	V33431	STEER DAVIES AND GLEAVE INC	FY18 1181 Cruz 511 Neighborhod
26	10/12/2017	00266453	144.48	V127450	CDSNET LLC	FY18 1179 Call Bx Volume 7/17
27	10/12/2017	00266453	185.76	V127450	CDSNET LLC	FY18 1178 Call Boxes 8/17
28	10/12/2017	00266464	63.27	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1175 *5824685375-6*
29	10/12/2017	00266448	72.75	V124475	AT&T MOBILITY	FY18 1176 *996710462x09062017*
30	10/12/2017	00266451	2,001.36	V125902	CASE SYSTEMS INC	FY18 1177 Call Bx Maint 7/17
31	10/12/2017	00266452	2,001.36	V125902	CASE SYSTEMS INC	FY18 1193 Call Box Maint 8/17
32	10/12/2017	00266469	1,356.28	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY18 1212 Medical Prem. 10/17
33	10/12/2017	80002962	144,066.00	V110467	CITY OF SANTA CRUZ	FY18 1220 Comm Bridges TDA Q2
34	10/12/2017	00266445	594.21	V123516	AFLAC-FLEX ONE	FY18 1217 Sept 2017 Premiums
35	10/12/2017	00266408	176.12	E670024	ORTEGA, DORA	FY18 1184 URM Dora Ortega
36	10/12/2017	00266475	2.55	V11188	VERIZON WIRELESS	FY18 1180 *8312521553*
37	10/12/2017	00266475	11.69	V11188	VERIZON WIRELESS	FY18 1180 *8312522817*
38	10/12/2017	00266475	0.22	V11188	VERIZON WIRELESS	FY18 1180 *8312911650*
39	10/12/2017	00266475	38.01	V11188	VERIZON WIRELESS	FY18 1180 *8312344387*
40	10/12/2017	00266617	38.06	V11188	VERIZON WIRELESS	FY18 1180 *8312123075*
41	10/12/2017	00266463	12,351.99	V117159	LADDS TOWING	FY18 1208 Beat 1 Hwy 17 9/17
42	10/12/2017	00266463	11,971.20	V117159	LADDS TOWING	FY18 1208 Beat 2 Hwy 1 9/17
43	10/12/2017	00266472	32.70	V129353	USER FRIENDLY COMPUTING INC	FY18 1189 Sound Board

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
44	10/12/2017	00266460	3,798.01	V31887	DOT FHWA	FY18 1187 MBSST
45	10/12/2017	00266461	215.59	V129728	DYNAMIC PRESS	FY18 1188 TPW Pkt 8/17
46	10/12/2017	00266614	4,574.51	V32730	OWLIZED INC	FY18 1185 Visualization 7/2017
47	10/12/2017	00266615	4,558.34	V32730	OWLIZED INC	FY18 1186 Visualization 8/2017
48	10/12/2017	00266474	106.82	V129353	USER FRIENDLY COMPUTING INC	FY18 1219 RAM 4 ANAIS
49	10/12/2017	00266473	68.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1218 RRM 10/17
50	10/12/2017	00266473	60.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1218 ANTISPAM 10/17
51	10/12/2017	00266473	1,432.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1218 CONTRACT DUES 10/17
52	10/12/2017	00266473	87.50	V129353	USER FRIENDLY COMPUTING INC	FY18 1218 MOB 10/17
53	10/12/2017	00266449	60.00	V106571	BARITEAUS DRY CLEANING INC	FY18 1171 Service 8/17
54	10/12/2017	00266466	109.00	V12521	SANTA CRUZ RECORDS MGMT INC	FY18 1215 Storage 10/17
55	10/12/2017	00266417	3.50	V12521	SANTA CRUZ RECORDS MGMT INC	FY18 1215 Fiscal Pulled Box
56	10/12/2017	00266458	52.87	V120404	COSTCO WHOLESALE	FY18 1200 Supplies
57	10/12/2017	00266454	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1168 Services 8/17
58	10/12/2017	00266454	50.00	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1168 Spill in Elevator
59	10/12/2017	00266455	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1216 Janitorial Serv 9/17
60	10/12/2017	00266475	38.10	V11188	VERIZON WIRELESS	FY18 1180 *8312521554*
61	10/12/2017	00266475	38.01	V11188	VERIZON WIRELESS	FY18 1180 *8313456441*
62	10/12/2017	00266475	38.01	V11188	VERIZON WIRELESS	FY18 1180 *8314211516*
63	10/12/2017	00266471	217.28	V129729	THE MAYNARD GROUP INC	FY18 1169 *P235716*
64	10/12/2017	00266471	144.00	V129729	THE MAYNARD GROUP INC	FY18 1169 *P236274*
65	10/12/2017	00266459	65.00	V103902	CULLIGAN WATER CONDITIONING	FY18 1174 Service 10/17
66	10/12/2017	00266462	267.32	V13633	KONICA MINOLTA BUSINESS SOLUTION	FY18 1172 Services 7/17
67	10/12/2017	00266462	549.21	V13633	KONICA MINOLTA BUSINESS SOLUTION	FY18 1173 Services 8/17
68	10/12/2017	00266457	312.25	V127036	COMMUNITY PRINTERS INC	FY18 1190 Biz Cards 4 Names
69	10/12/2017	00266447	20.00	V126183	APTOS CHAMBER OF COMMERCE	FY18 1192 Breakfast Mtg. 9/17
70	10/12/2017	00266465	240.65	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1209*9709471543-6*
71	10/12/2017	00266465	9.39	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1209 *2730123841-9*
72	10/12/2017	00266465	309.04	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1209 *2896790497-1*
73	10/12/2017	00266465	161.14	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1209 *5605123657-0*
74	10/12/2017	00266467	1,200.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1170 V.Vaquero
75	10/12/2017	00266468	1,170.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1211 V.Vaquero
76	10/12/2017	00266616	712.50	V124946	SANTA CRUZ STAFFING LLC	FY18 1211 V.Vaquero
77	10/12/2017	00266446	349.58	V125807	ALPHAGRAPHICS PRINTSHOPS OF THE FUTURE #55	FY18 1191 RTC Packet 9/17
78	10/12/2017	00266450	3,500.00	V128519	CAPITAL EDGE ADVOCACY INC	FY18 1210 Prof Services 10/17
79	10/12/2017	00266458	151.89	V120404	COSTCO WHOLESALE	FY18 1200 Mtg. Supplies
80	10/16/2017	00266771	840.00	V35381	REMY MOOSE MANLEY LLP	FY18 1199 CEQA Issues 7/17
81	10/16/2017	00266767	2,700.00	V32243	COMMUNITY TREE SERVICE INC	FY18 1222 Tree Removal
82	10/16/2017	00266975	1,255.95	V128246	J L PATTERSON & ASSOCIATES INC	FY18 1203 Rail 1/31-2/27/2015
83	10/16/2017	00266975	786.38	V128246	J L PATTERSON & ASSOCIATES INC	FY18 1203 Rail 2/28-3/27/2015
84	10/16/2017	00266978	16,933.11	V127679	NOLTE ASSOCIATES INC	FY18 1204 Route 1 7/1-7/29/17
85	10/16/2017	00266762	24.18	V127809	AT&T	FY18 1227 Phone Serv Waddell
86	10/16/2017	80002969	2,957.90	V110467	CITY OF SANTA CRUZ	FY18 1231 Bike Striping
87	10/16/2017	80002969	5,794.40	V110467	CITY OF SANTA CRUZ	FY18 1231 Bike Striping
88	10/16/2017	80002969	41,312.00	V110467	CITY OF SANTA CRUZ	FY18 1231 Pac. Ave Contra Flow
89	10/16/2017	00266765	863.28	V14713	BLUEPRINT EXPRESS OF SANTA CRUZ	FY18 1197 Sgmt 5 Exhibits
90	10/16/2017	00266775	182.58	V126187	SENTINEL PRINTERS	FY18 1196 Posters&Postcards
91	10/16/2017	00266770	12,201.25	V123408	MOORE IACOFANO & GOLTSMAN (MIG) INC	FY18 1229 Prioritization Plan

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
92	10/16/2017	00266761	50.00	V124045	ALLIANT INSURANCE SERVICES	FY18 1232 Cert #12 Hall Rental
93	10/16/2017	00266976	3,454.45	V34680	KIMLEY-HORN AND ASSOCIATES INC	FY18 1205 SR9 SLV thru 8/31/17
94	10/16/2017	80002969	45,453.36	V110467	CITY OF SANTA CRUZ	MD18 1009 Measure D 4/17
95	10/16/2017	80002969	63,308.25	V110467	CITY OF SANTA CRUZ	MD18 1009 Measure D 5/17
96	10/16/2017	80002969	88,824.19	V110467	CITY OF SANTA CRUZ	MD18 1009 Measure D 6/17
97	10/16/2017	80002969	147,282.62	V110467	CITY OF SANTA CRUZ	MD18 1009 Measure D 7/17
98	10/16/2017	00266977	2,000.00	V124494	MOSS LEVY & HARTZHEIM LLP	FY18 1206 Fiscal Audit FY2017
99	10/16/2017	00266768	2.50	V125845	DTJ CORP	FY18 1226 *720264*9/17
100	10/16/2017	00266769	56.33	V103902	CULLIGAN WATER CONDITIONING	FY18 1224 Water Service 9/17
101	10/16/2017	00266769	75.00	V103902	CULLIGAN WATER CONDITIONING	FY18 1224 Equip Install
102	10/16/2017	00266764	60.00	V106571	BARITEAUS DRY CLEANING INC	FY18 1214 Towel Serv. 9/17
103	10/16/2017	00266763	80.07	V124475	AT&T MOBILITY	FY18 1221 Phone 8/29-9/28/17
104	10/16/2017	00266776	217.28	V129729	THE MAYNARD GROUP INC	FY18 1213 *P236842*EVMS 10/17
105	10/16/2017	00266776	144.00	V129729	THE MAYNARD GROUP INC	FY18 1213 *P236841*Maint 10/17
106	10/16/2017	00266681	63,000.00	V119998	CALPERS	FY18 1230 ID #3109524485 UAL
107	10/16/2017	00266773	1,200.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1223 V. Vaquero
108	10/16/2017	00266766	21.26	V12280	COMCAST CABLE COMMUNICATIONS	FY18 1228 Cable Serv
109	10/16/2017	00266772	90.00	V128195	SANTA BARBARA COUNTY ASSOCIATION OF GOVER	FY18 1207 Lunch G.Dondero
110	10/16/2017	00266774	2,800.00	V35374	SELF HELP COUNTIES COALITION	FY18 1198 Member Dues 2017/18
111	10/16/2017	00266772	3,300.00	V128195	SANTA BARBARA COUNTY ASSOCIATION OF GOVER	FY18 1207 Dues FY16/17
112	10/18/2017	00267177	6.20	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY 18 Late Fee
113	10/18/2017	00267177	38.52	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Rail Signs
114	10/18/2017	00267177	20.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	4246 0445 5566 1663
115	10/18/2017	00267177	30.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 FSP Data Collecting
116	10/18/2017	00267177	291.36	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Postage
117	10/18/2017	00267177	315.39	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Sentinel Sub. Renew
118	10/18/2017	00267177	415.80	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Cruizio Broadband
119	10/18/2017	00267177	62.89	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Supplies
120	10/18/2017	00267177	18.99	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Prius Car Wash
121	10/18/2017	00267177	17.40	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Gas for Prius
122	10/18/2017	00267177	46.50	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Transportation Fees
123	10/18/2017	00267177	175.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC04 Summit 2017 Conf.
124	10/19/2017	00267296	25.00	V125845	DTJ CORP	FY18 1225 *695158* 8/17
125	10/19/2017	00267296	27.00	V125845	DTJ CORP	FY18 1225 *704212* 8/17
126	10/19/2017	00267296	6.50	V125845	DTJ CORP	FY18 1225 *715538* 8/17
127	10/24/2017	00004369	82,100.00	V127193	SANTA CRUZ BANK	2017 PP22 RTC PAYROLL
128	10/24/2017	00004369	1,646.00	V127193	SANTA CRUZ BANK	2017 PP22 RTC RAYROLL-INS RET
129	10/27/2017	00268314	1,000.00	V35359	VANDENBURGH, STEPHEN J	FY18 1165 RFQ for Bond Finan
130	10/27/2017	00268314	1,000.00	V35359	VANDENBURGH, STEPHEN J	FY18 1165 Engin Job Descriptio
131	10/30/2017	00268309	1,818.15	V15980	PERRIGO JR, RONALD J	FY18 1239 Rail Clean Up
132	10/30/2017	00268309	794.13	V15980	PERRIGO JR, RONALD J	FY18 1238 Rail Clean Up
133	10/30/2017	00268308	23.64	V127809	AT&T	FY18 1235 *10314285* 10/17
134	10/30/2017	00268311	63.26	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1240 *5824685375-6*
135	10/30/2017	00268310	14.76	V12280	COMCAST CABLE COMMUNICATIONS	FY18 1237 Cable Serv. 10/17
136	10/30/2017	00268313	248.72	V14384	STAPLES CONTRACT AND COMMERCIAL INC.	FY18 1233 *3344104800a*
137	10/30/2017	00268313	219.61	V14384	STAPLES CONTRACT AND COMMERCIAL INC.	FY18 1233 *3344104799a*
138	10/30/2017	00268457	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY18 1234 Rent 11/17
139	10/30/2017	00268312	1,200.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1236 V. Vaquero

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
140	11/2/2017	00268728	108.10	E670024	ORTEGA, DORA	FY18 1241 URM Dora Ortega
141	11/2/2017	00268770	46,065.96	V127587	COMMUNITY BRIDGES	MD18 1011 Measure D 8/17
142	11/2/2017	80003336	68,981.43	V110467	CITY OF SANTA CRUZ	MD18 1013 Measure D 8/17
143	11/2/2017	00268767	17,079.09	V100207	CAPITOLA, CITY OF	MD18 1012 Measure D 8/17
144	11/2/2017	00268768	14,885.14	V102713	CITY OF SCOTTS VALLEY	MD18 1010 Measure D 8/2017
145	11/2/2017	00268769	30,412.62	V1728	CITY OF WATSONVILLE	MD18 1014 Measure D 4/17
146	11/2/2017	00268769	42,359.23	V1728	CITY OF WATSONVILLE	MD18 1014 Measure D 5/17
147	11/2/2017	00268769	59,431.82	V1728	CITY OF WATSONVILLE	MD18 1014 Measure D 6/17
148	11/2/2017	00268769	98,546.06	V1728	CITY OF WATSONVILLE	MD18 1014 Measure D 7/17
149	11/2/2017	00268769	46,155.13	V1728	CITY OF WATSONVILLE	MD18 1014 Measure D 8/17
150	11/6/2017	00269075	420.00	V35381	REMY MOOSE MANLEY LLP	FY18 1247 Legal Fees 8/17
151	11/6/2017	00269072	2,001.36	V125902	CASE SYSTEMS INC	FY18 1249 Call Bx Maint 9/17
152	11/6/2017	00269074	901.83	V127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY18 1243 Life Ins. Prem 11/17
153	11/6/2017	00269077	1,406.24	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY18 1242 Medical Prem. 11/17
154	11/6/2017	00269078	2.33	V11188	VERIZON WIRELESS	FY18 1245 *8312521553*
155	11/6/2017	00269078	14.84	V11188	VERIZON WIRELESS	FY18 1245 *8312522817*
156	11/6/2017	00269078	0.22	V11188	VERIZON WIRELESS	FY18 1245 *8312911650*
157	11/6/2017	00269078	38.01	V11188	VERIZON WIRELESS	FY18 1245 *8312344387*
158	11/6/2017	00269078	38.01	V11188	VERIZON WIRELESS	FY18 1245 *8312123075*
159	11/6/2017	00269073	19,684.66	V31887	DOT FHWA	FY18 1246 MBSST
160	11/6/2017	00269232	38.20	V11188	VERIZON WIRELESS	FY18 1245 *8312521554*
161	11/6/2017	00269078	38.01	V11188	VERIZON WIRELESS	FY18 1245 *8313456441*
162	11/6/2017	00269078	38.01	V11188	VERIZON WIRELESS	FY18 1245 *8314211516*
163	11/6/2017	00269076	1,200.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1244 V. Vaquero
164	11/6/2017	00269070	258.11	V125807	ALPHAGRAPHS PRINTSHOPS OF THE FUTURE #55	FY18 1250 RTC Pkt. 10/17
165	11/6/2017	00269071	25.00	V129780	CALIFORNIA ASSOCIATION OF COUNCILS	FY18 1248 Directors Mtg. 10/17
166	11/7/2017	00004382	112,180.00	V127193	SANTA CRUZ BANK	2017 PP23 RTC PAYROLL
167	11/7/2017	00004382	1,646.00	V127193	SANTA CRUZ BANK	2017 PP23 RTC PAYROLL-INS RET
168	11/13/2017	00269834	2,730.00	V115680	ASSOCIATION OF MONTEREY BAY AREA GOVTS	FY18 1251 Orthoimagery 2nd Pay
169	11/14/2017		120.40			PYE110317 PP23 PAYLOCITY FEES
170	11/16/2017	00270223	660.00	E670006	CALETTI, CORINA	FY18 1252 URM Corina Caletti
171	11/16/2017	00270224	54.00	V126637	DYKAAR, VIRGINIA	FY18 1253 *80758* URM V.Dykaar
172	11/16/2017	00270224	526.80	V126637	DYKAAR, VIRGINIA	FY18 1253*80937* URM V.Dykaar
173	11/16/2017	00270449	423.97	V13633	KONICA MINOLTA BUSINESS SOLUTION	FY18 1259 Copier Maint. 10/17
174	11/16/2017	00270265	121.43	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *9709471543-6*
175	11/16/2017	00270265	8.50	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *2730123841-9*
176	11/16/2017	00270265	272.06	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *2896790497-1*
177	11/16/2017	00270265	149.73	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *5605123657-0*
178	11/16/2017	00270266	1,200.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1256 V. Vaquero
179	11/20/2017	00270638	50,311.49	V127679	NOLTE ASSOCIATES INC	FY18 1269 *Inv #73115*
180	11/20/2017	00270638	81,946.05	V127679	NOLTE ASSOCIATES INC	FY18 1269 * Inv #75036*
181	11/20/2017	00270630	396.14	V123516	AFLAC-FLEX ONE	FY18 1274 Premiums 10/17
182	11/20/2017	00270637	12,751.23	V117159	LADDS TOWING	FY18 1267 Beat 1 Hwy 17 10/17
183	11/20/2017	00270637	11,046.41	V117159	LADDS TOWING	FY18 1267 Beat 2 Hwy 1 10/17
184	11/20/2017	00270639	199.00	V104107	REGISTER PAJARONIAN	FY18 1277 *281536*
185	11/20/2017	00270639	200.00	V104107	REGISTER PAJARONIAN	FY18 1277 *281580*
186	11/20/2017	00270636	1,716.86	V34680	KIMLEY-HORN AND ASSOCIATES INC	FY18 1205 *10182241*
187	11/20/2017	00270640	140.00	V35381	REMY MOOSE MANLEY LLP	FY18 1260 Legal Services



	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
188	11/20/2017	00270632	755.37	V15304	ART & DISPLAY INC	FY18 1264 Signs
189	11/20/2017	00270631	174.40	V15304	ART & DISPLAY INC	FY18 1263 Signs
190	11/20/2017	00270635	862.55	V128499	JOHN HOPE ELECTRIC	FY18 1265 Pwr to Owl Kiosk
191	11/20/2017	00270633	80.38	V124475	AT&T MOBILITY	FY18 1271 *287020725943* 10/17
192	11/20/2017	00270642	217.28	V129729	THE MAYNARD GROUP INC	FY18 1272 *P237415*
193	11/20/2017	00270642	144.00	V129729	THE MAYNARD GROUP INC	FY18 1272 *P237414*
194	11/20/2017	00270629	2,519.64	V35616	ADOBE SYSTEMS INCORPORATED	FY18 1266 Creative Cld License
195	11/20/2017	00270796	65.00	V103902	CULLIGAN WATER CONDITIONING	FY18 1258 Water Syst. 10/17
196	11/20/2017	00270634	272.00	V123011	COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	FY18 1262 Rtc Mtg 9/7/17
197	11/20/2017	00270641	1,080.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1273 V.Vaquero
198	11/21/2017	00004396	80,334.00	V127193	SANTA CRUZ BANK	2017 PP24 RTC PAYROLL
199	11/21/2017	00004396	1,646.00	V127193	SANTA CRUZ BANK	2017 PP24 RTC PAYROLL-INS RET
200	11/22/2017	00270961	1,593.00	V34718	ZIPPYDOGS LLC	FY18 1255 *18222* Promo Items
201	11/22/2017	00270960	255.93	V127036	COMMUNITY PRINTERS INC	FY18 1261 East Side Bike Map
202	11/22/2017	00270959	62,155.92	V127587	COMMUNITY BRIDGES	MD18 1016 Measure D 9/17
203	11/22/2017	00270956	23,862.57	V100207	CAPITOLA, CITY OF	MD18 1015 Measured D 9/17
204	11/22/2017	00270957	20,797.24	V102713	CITY OF SCOTTS VALLEY	MD18 1018 Measure D 9/17
205	11/22/2017	80003644	96,379.53	V110467	CITY OF SANTA CRUZ	MD18 1017 Measure D 9/17
206	11/22/2017	00270958	64,487.06	V1728	CITY OF WATSONVILLE	MD18 1019 Measure D 9/17
207	12/4/2017	00271819	1,024.95	V128780	MARMOL, MINA M	FY18 1317 Translation Services
208	12/5/2017	00272082	12,286.64	V34680	KIMLEY-HORN AND ASSOCIATES INC	FY18 1278 Service thru 6/30/17
209	12/5/2017	00004406	80,904.00	V127193	SANTA CRUZ BANK	2017 PP25 RTC PAYROLL
210	12/5/2017	00004406	1,646.00	V127193	SANTA CRUZ BANK	2017 PP25 RTC PAYROLL-INS RET
211	12/7/2017	00272319	68.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1321 RMM 9/17
212	12/7/2017	00272319	60.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1321 ANTISPAM 9/17
213	12/7/2017	00272319	1,432.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1321 SCCRTC CONTRACT 9/17
214	12/7/2017	00272319	87.50	V129353	USER FRIENDLY COMPUTING INC	FY18 1321 MOB 9/17
215	12/7/2017	00272319	68.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1322 RMM 11/17
216	12/7/2017	00272319	60.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1322 ANTISPAM 11/17
217	12/7/2017	00272319	1,432.00	V129353	USER FRIENDLY COMPUTING INC	FY18 1322 SCCRTC CONT. 11/17
218	12/7/2017	00272319	87.50	V129353	USER FRIENDLY COMPUTING INC	FY18 1322 MOB 11/17
219	12/7/2017	00272319	116.74	V129353	USER FRIENDLY COMPUTING INC	FY18 1323 SERVICE & SUPPORT
220	12/7/2017	00272319	6.63	V129353	USER FRIENDLY COMPUTING INC	FY18 1324 *4615* BACKUP FAIL
221	12/7/2017	00272319	53.55	V129353	USER FRIENDLY COMPUTING INC	FY18 1324 *4722* LOW DISK SPC.
222	12/7/2017	00272319	53.55	V129353	USER FRIENDLY COMPUTING INC	FY18 1324 *4724* UPDATE SPAM
223	12/7/2017	00272319	107.10	V129353	USER FRIENDLY COMPUTING INC	FY18 1324 *4723* REMOTE SERV.
224	12/7/2017	00272484	482.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY18 1319 RENT 12/17
225	12/7/2017	00272485	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY18 1320 RENT 12/17
226	12/7/2017	00272484	482.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY18 1318 RENT 11/17
227	12/12/2017	00272819	20.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Mthly Base Camp Sub.
228	12/12/2017	00272819	536.55	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Viz Owl Install
229	12/12/2017	00272819	30.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Facebook Posts
230	12/12/2017	00272819	82.58	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Lunch for Rail Trail
231	12/12/2017	00272819	46.47	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 FSP Data Collecting
232	12/12/2017	00272819	23.59	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Gas for Prius
233	12/12/2017	00272819	252.96	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Travel
234	12/12/2017	00272819	225.28	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Stamps.com
235	12/12/2017	00272819	66.78	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Supplies

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
236	12/12/2017	00272819	729.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Accountant Job Post
237	12/12/2017	00272819	67.57	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Frame for K.Pushnik
238	12/12/2017	00272819	135.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 SC Chamber Dinner
239	12/12/2017	00272819	73.66	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Self Hlp Cnty Travel
240	12/12/2017	00272819	1,100.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY18 CC05 Self Help Counties
241	12/14/2017	00273091	22,371.40	V128860	MOFFATT AND NICHOL	FY18 1268 SR1 7/30-9/30/2017
242	12/14/2017	00273039	3,600.00	V35766	CLEMMER, JAMES S	FY18 1329 Sign&Post Placement
243	12/14/2017	00273039	2,000.00	V35766	CLEMMER, JAMES S	FY18 1328 Signs&Post Placement
244	12/14/2017	00273093	2,056.00	V101075	SANTA CRUZ PUBLIC WORKS, COUNTY OF	FY18 1326 Encroachment Permit
245	12/14/2017	00273085	750.00	V129677	COASTWALK INC	FY18 1327 *688* Membership
246	12/14/2017	00273090	12,084.12	V117159	LADDS TOWING	FY18 1325 Beat 1 Hwy 17
247	12/14/2017	00273090	11,364.30	V117159	LADDS TOWING	FY18 1325 Beat 2 Hwy 1
248	12/14/2017	00273286	50.00	V128666	MCPHERSON, BRUCE	FY18 1286 TPW 08/17/2017
249	12/14/2017	00273285	50.00	V126150	LIND, DONNA RAE	FY18 1291 TPW 08/17/2017
250	12/14/2017	00273280	50.00	V129874	EDWARD A BOTTORFF	FY18 1289 TPW 08/17/2017
251	12/14/2017	00273277	50.00	V127620	CAPUT, GREG JOHN	FY18 1285 TPW 08/17/2017
252	12/14/2017	00273284	50.00	V126197	LEOPOLD, JOHN LANDIS	FY18 1283 TPW 8/17/17
253	12/14/2017	00273288	50.00	V35681	PETERSEN, KRISTEN	FY18 1292 TPW 08/17/2017
254	12/14/2017	00273289	50.00	V31906	ROTKIN, MICHAEL E	FY18 1290 TPW 08/17/2017
255	12/14/2017	00273287	50.00	V12929	OSCAR RIOS	FY18 1287 TPW 8/17/2017
256	12/14/2017	00273040	50.00	V129724	COONERTY, RYAN	FY18 1284 TPW 08/17/2017
257	12/14/2017	00273283	50.00	V119076	JOHNSON, RANDY	FY18 1288 TPW 08/17/2017
258	12/14/2017	00273281	50.00	V128650	FRIEND, ZACH	FY18 1282 TPW 8/17/17
259	12/14/2017	00273286	50.00	V128666	MCPHERSON, BRUCE	FY18 1309 TPW 10/19/2017
260	12/14/2017	00273279	50.00	V129887	CYNTHIA MARTINE CHASE	FY18 1313 RTC 10/05/2017
261	12/14/2017	00273282	50.00	V122881	HAGEN, DONALD NORMAN	FY18 1314 RTC 10/05/2017
262	12/14/2017	00273088	50.00	V122881	HAGEN, DONALD NORMAN	FY18 1314 TPW 10/19/2017
263	12/14/2017	00273280	50.00	V129874	EDWARD A BOTTORFF	FY18 1312 RTC 10/05/2017
264	12/14/2017	00273087	50.00	V129874	EDWARD A BOTTORFF	FY18 1312 TPW 10/19/2017
265	12/14/2017	00273277	50.00	V127620	CAPUT, GREG JOHN	FY18 1308 RTC 10/05/2017
266	12/14/2017	00273275	50.00	V33993	BERTRAND, JACQUES JEAN	FY18 1315 RTC 10/05/2017
267	12/14/2017	00273083	50.00	V33993	BERTRAND, JACQUES JEAN	FY18 1315 TPW 10/19/2017
268	12/14/2017	00273284	50.00	V126197	LEOPOLD, JOHN LANDIS	FY18 1316 TPW 10/19/2017
269	12/14/2017	00273287	50.00	V12929	OSCAR RIOS	FY18 1311 RTC 10/05/2017
270	12/14/2017	00273092	50.00	V12929	OSCAR RIOS	FY18 1311 TPW 10/19/2017
271	12/14/2017	00273278	50.00	V129724	COONERTY, RYAN	FY18 1307 RTC 10/05/2017
272	12/14/2017	00273086	50.00	V129724	COONERTY, RYAN	FY18 1307 TPW 10/19/2017
273	12/14/2017	00273283	50.00	V119076	JOHNSON, RANDY	FY18 1306 RTC 10/05/2017
274	12/14/2017	00273089	50.00	V119076	JOHNSON, RANDY	FY18 1306 TPW 10/19/2017
275	12/14/2017	00273276	50.00	V33992	BROWN, SANDRA	FY18 1310 RTC 10/05/2017
276	12/14/2017	00273084	50.00	V33992	BROWN, SANDRA	FY18 1310 TPW 10/19/2017
277	12/14/2017	00273130	50.00	V128650	FRIEND, ZACH	FY18 1305 TPW 10/19/17
278	12/14/2017	00273286	50.00	V128666	MCPHERSON, BRUCE	FY18 1297 RTC 09/07/2017
279	12/14/2017	00273279	50.00	V129887	CYNTHIA MARTINE CHASE	FY18 1302 RTC 09/07/2017
280	12/14/2017	00273282	50.00	V122881	HAGEN, DONALD NORMAN	FY18 1303 RTC 09/07/2017
281	12/14/2017	00273280	50.00	V129874	EDWARD A BOTTORFF	FY18 1304 RTC 09/07/2017
282	12/14/2017	00273277	50.00	V127620	CAPUT, GREG JOHN	FY18 1296 RTC 09/17/2017
283	12/14/2017	00273275	50.00	V33993	BERTRAND, JACQUES JEAN	FY18 1301 RTC 09/07/2017

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
284	12/14/2017	00273284	50.00	V126197	LEOPOLD, JOHN LANDIS	FY18 1294 RTC 9/7/17
285	12/14/2017	00273287	50.00	V12929	OSCAR RIOS	FY18 1299 RTC 09/07/2017
286	12/14/2017	00273040	50.00	V129724	COONERTY, RYAN	FY18 1295 RTC 09/07/2017
287	12/14/2017	00273283	50.00	V119076	JOHNSON, RANDY	FY18 1300 RTC 09/07/2017
288	12/14/2017	00273276	50.00	V33992	BROWN, SANDRA	FY18 1298 RTC 09/07/2017
289	12/14/2017	00273281	50.00	V128650	FRIEND, ZACH	FY18 1293 RTC 9/7/17
290	12/18/2017	00273400	147.92	V127450	CDSNET LLC	FY18 1343 Call Bx Serv. 9/17
291	12/18/2017	00273400	130.72	V127450	CDSNET LLC	FY18 1344 Call Bx Serv. 10/17
292	12/18/2017	00273397	66.38	V124475	AT&T MOBILITY	FY18 1341 *996710462*
293	12/18/2017	00273397	69.86	V124475	AT&T MOBILITY	FY18 1340 *996710462*
294	12/18/2017	00273397	76.06	V124475	AT&T MOBILITY	FY18 1339 *996710462*
295	12/18/2017	00273399	2,001.36	V125902	CASE SYSTEMS INC	FY18 1345 Call Bx Maint 10/17
296	12/18/2017	00273402	2.53	V11188	VERIZON WIRELESS	FY18 1338 *8312521553*
297	12/18/2017	00273402	14.62	V11188	VERIZON WIRELESS	FY18 1338 *8312522817*
298	12/18/2017	00273402	0.22	V11188	VERIZON WIRELESS	FY18 1338 *8312911650*
299	12/18/2017	00273402	38.01	V11188	VERIZON WIRELESS	FY18 1338 *8312344387*
300	12/18/2017	00273402	38.01	V11188	VERIZON WIRELESS	FY18 1338 *8312123075*
301	12/18/2017	00273402	38.20	V11188	VERIZON WIRELESS	FY18 1338 *8312521554*
302	12/18/2017	00273402	38.01	V11188	VERIZON WIRELESS	FY18 1338 *8313456441*
303	12/18/2017	00273402	38.01	V11188	VERIZON WIRELESS	FY18 1338 *8314211516*
304	12/18/2017	00273401	217.28	V129729	THE MAYNARD GROUP INC	FY18 1342 *P237991*Mthly EVMS
305	12/18/2017	00273401	144.00	V129729	THE MAYNARD GROUP INC	FY18 1342 *P237990*Mthly Serv.
306	12/18/2017	00273333	60.00	V106571	BARITEAUS DRY CLEANING INC	FY18 1332 Towel&Mats 10/17
307	12/18/2017	00273398	60.00	V106571	BARITEAUS DRY CLEANING INC	FY18 1333 Towel&Mats 11/17
308	12/19/2017	00004420	11,393.34	V127193	SANTA CRUZ BANK	2017 PP26 RTC PAYROLL
309	12/19/2017	00004420	1,646.00	V127193	SANTA CRUZ BANK	2017 PP26 RTC PAYROLL-INS RET
310	12/20/2017	00004422	67,670.66	V127193	SANTA CRUZ BANK	2017 PP26 RTC PAYROLL
311	12/20/2017	00273736	32.00	E670032	SCHENK, ANAIS	PARKING
312	12/20/2017	00273736	10.00	E670032	SCHENK, ANAIS	REGISTRATION
313	12/21/2017	00273867	63.25	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1335 *582468375-6* 11/17
314	12/21/2017	00273865	396.14	V123516	AFLAC-FLEX ONE	FY18 1331 Nov 2017 Premiums
315	12/21/2017	00273868	1,200.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1245 TEMP-22712 V.Vaquero
316	12/21/2017	00273868	1,087.50	V124946	SANTA CRUZ STAFFING LLC	FY18 1245 TEMP-22769 V.Vaquero
317	12/21/2017	00273868	1,132.50	V124946	SANTA CRUZ STAFFING LLC	FY18 1245 TEMP-22871
318	12/21/2017	00273868	1,140.00	V124946	SANTA CRUZ STAFFING LLC	FY18 1245 TEMP-22871 V.Vaquero
319	12/21/2017	00273866	102.49	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *9709471543-6*
320	12/21/2017	00273866	29.83	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *2730123841-9*
321	12/21/2017	00273866	268.13	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *2896790497-1*
322	12/21/2017	00273866	142.58	V129169	PACIFIC GAS AND ELECTRIC CO	FY18 1254 *5605123657-0*
323	12/26/2017	00274113	23.79	V127809	AT&T	FY18 1270*10440240* Wadel Crk
324	12/26/2017	00274117	283.00	V126191	SANTA CRUZ SENTINEL	FY18 1275 Unified Corridor
325	12/26/2017	00274117	283.00	V126191	SANTA CRUZ SENTINEL	FY18 1275 Unified Corridor
326	12/26/2017	00274117	153.00	V126191	SANTA CRUZ SENTINEL	FY18 1275 Unified Corridor
327	12/26/2017	00274115	28,799.14	V34680	KIMLEY-HORN AND ASSOCIATES INC	FY18 1281 Service thru 9/30/17
328	12/26/2017	00274116	4,251.25	V15867	MILLER MAXFIELD INC	MD18 1006 Outreach Serv. 8/17
329	12/26/2017	00274116	4,093.75	V15867	MILLER MAXFIELD INC	MD18 1007 Outreach Serv. 9/17
330	12/26/2017	00274116	4,362.50	V15867	MILLER MAXFIELD INC	MD18 1008 Outreach Serv. 10/17
331	12/26/2017	00274116	2,787.50	V15867	MILLER MAXFIELD INC	MD18 1009 Outreach Serv. 11/17

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
332	12/26/2017	00274114	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1336 Janitorial 10/17
333	12/26/2017	00274271	50.00	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1336 Replace Light Bulbs
334	12/26/2017	00274114	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1337 Janitorial 11/17
335	12/26/2017	00274114	50.00	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY18 1337 Graffiti Removal
<b>THIRD QUARTER TOTAL</b>			<b>2,445,124.82</b>			

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## ATTACHMENT 2

SCCRTC  
QUARTERLY CREDIT CARD REPORT  
FY2017-2018 2nd QUARTER (SEPTEMBER 23, 2017 - DECEMBER 22, 2017)

**Statement Date: 10/23/17**

**RTC Reporting Qtr: 2nd**

PAYEE	DESCRIPTION	GEORGE	YESENIA	YESENIA	TOTAL
Self Help Counties Coalition	Conference registration for G. Dondero & B. McPherson	1,100.00			1,100.00
BC Basecamp	Basecamp-Mthly Website Subscription- RTC Projects	20.00			20.00
Uber	Transportation during Self Help Counties Coalition Confere	5.66			5.66
Amtrack	Transportation to travel to Self Help Counties Coalition Co	68.00			68.00
Santa Cruz Chamber of Commerce	Outreach activity-dinner registration	135.00			135.00
Chevron	Gas for Prius			23.59	23.59
Amtrack	B.Goodman/ Caltrans Planning Academy		90.00		90.00
South West Arilines	Y.Parra / CalPERS Conf		142.96		142.96
South West Arilines	Y.Parra / CalPERS Conf		20.00		20.00
Cruzio	Broadband Service October 2017		(99.95)		(99.95)
Device Magic	FSP Data Collecting		30.00		30.00
Device Magic	FSP Data Collecting		16.47		16.47
Stamps.com	Monthly Service Fee 10/3/17		15.99		15.99
Stamps.com	Postage Replenish		209.29		209.29
Zoccolis Deli	C.Coletti/ North Coast Rail Trail Prep.- MBSST		82.58		82.58
Facebook	Measure D Outreach Post Bust		2.10		2.10
York Framing Company	Frame for retiring employee resolution (Karena Pushnik)		67.57		67.57
Best Buy	2 TB Portable Hard Drive		83.92		83.92
Government Jobs.Com	Job posting for Accountant position		175.00		175.00
Monster .Com	Job posting for Accountant position		329.00		329.00
Grass Roots Lab	Job posting for Accountant position		225.00		225.00
Granite Rock	Vizualization Project Owel Installation		536.55		536.55
Facebook	Measure D Outreach Post Bust		27.90		27.90
Santa Cruz Hardware	Ladder for RTC use		82.81		82.81
<i>Subtotal</i>		<b>1,328.66</b>	<b>2,037.19</b>	<b>23.59</b>	<b>3,389.44</b>

**Statement Date: 11/22/17****RTC Reporting Qtr: 2nd**

PAYEE	DESCRIPTION	GEORGE	YESENIA	YESENIA	TOTAL
Monterey Bay Economic Partnership	State of the Region Conference G.Dondero, L.Mendez,C.Ca	596.00			596.00
BC Basecamp	Basecamp-Mthly Website Subscription- RTC Projects	20.00			20.00
Uber	G. Dondero Canceled trip	5.00			5.00
Marriott San Francisco	Focus on the Future Conf. G. Dondero	402.57			402.57
Chevron	Gas for Prius			13.78	13.78
Shell	Gas		19.00		19.00
United Auto Rental	Y.Parra CalPERS Conf.		122.76		122.76
Device Magic	FSP Data Collecting		51.00		51.00
Amtrack Telephone Sale Washington L	Refund for B.Goodmaan Train Ticket		(34.00)		(34.00)
Shell Oil	Y.Parra CalPERS Conf. Rental Car		20.02		20.02
Westin	Westin Mission Hills Resort CalPERS Y.Parra		577.59		577.59
Safeway	Gas		22.40		22.40
Monster .Com	Job Posting for Communication Specialist		1,340.00		1,340.00
York Framing Company	Frame for retiring employee resolution (Karena Pushnik)		73.35		73.35
Government Jobs.Com	Job posting for Accountant position		175.00		175.00
Monster .Com	Job posting for Accountant position		(1,005.00)		(1,005.00)
Cruizio	Monthly Broadband 12/17		107.95		107.95
Linked in	Job Posting for Communication Specialist		46.80		46.80
Santa Cruz Jobs .com	Job Posting for Communication Specialist		338.00		338.00
Dell.com	Monitor		112.57		112.57
Pajaro Valley Printing	Measure D Banner		103.79		103.79
Stamps.com	Monthly Fee		15.99		15.99
Starbucks	Coffee for RTC Mtg. 11/2/17		15.95		15.95
Dell.com	Laptop and Docking Station		1,569.95		1,569.95
South Bay Transportation Officials Acco	Senate Bill 1 Update		27.00		27.00
Dell.com	Laptop and Docking Station		1,569.95		1,569.95
A2Hosting	Domain Payment (scrtc.org)		49.95		49.95
Stamps.com	Postage Refill		297.60		297.60
Stamps.com	Postage Labels		85.95		85.95
<b>Subtotal</b>		<b>1,023.57</b>	<b>5,703.57</b>	<b>13.78</b>	<b>6,740.92</b>

Statement Date: 12/22/17

RTC Reporting Qtr: 2nd

PAYEE	DESCRIPTION	GEORGE	YESENIA	YESENIA	TOTAL
BC Basecamp	Basecamp-Mthly Website Subscription- RTC Projects	20.00			20.00
Device Magic	FSP Data Collecting 1/18		51.00		51.00
Facebook	Post Boost for outreach for the Vizualization porject		16.42		16.42
Facebook	Post Boost for outreach for the Vizualization porject		8.00		8.00
Cruizio	Monthly Broadband 12/17 for Santa Cruz office		107.95		107.95
Linkedin	Advertisment for the Communication Specialist job opening		333.00		333.00
Stamps.com	Monthly Fee 1/18		15.99		15.99
Starbucks	Coffee for RTC Mtg. 12/7/17		15.95		15.95
Lowe's	Supplies to use for Rail Line Inspections		34.93		34.93
Dell.com	Monitor		324.82		324.82
Dell.com	Laptop and Docking Station		1,661.10		1,661.10
Dell.com	Laptop and Docking Station		(112.57)		(112.57)
Facebook	Post Boost for outreach for the Vizualization porject		12.81		12.81
Facebook	Post Boost for outreach for the Vizualization porject		2.77		2.77
UC Davis	Conference fee(Automated Vehicles 2/26-2/27 )Anais Schenk		150.00		150.00
Cruizio	Monthly Broadband 12/17 for watsonville Office		87.05		87.05
Amazon Digital	Digital Services (Y.Parra paid RTC Back)		8.99		8.99
Amazon Digital	Digital Services (Y.Parra paid RTC Back)		21.89		21.89
<i>Subtotal</i>		<b>20.00</b>	<b>2,740.10</b>	<b>0.00</b>	<b>2,760.10</b>
<b>TOTAL</b>		<b>2,372.23</b>	<b>10,480.86</b>	<b>37.37</b>	<b>12,890.46</b>

I:\FISCAL\CAL-CARD\QuarterlyReport\FY2018\FY2018 Q2 Credit Cards.xlsx|Statement

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

**FROM:** Luis Pavel Mendez, Deputy Director

**RE:** Fiscal Year (FY) 2014-15 Indirect Cost Allocation Plan (ICAP) Audit

---

## **RECOMMENDATIONS**

This item is for information only.

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## **BACKGROUND**

Every year the Regional Transportation Commission (RTC) submits to Caltrans an Indirect Cost Allocation Plan (ICAP) to obtain approval from Caltrans for an indirect cost rate. The indirect cost rate is used to charge indirect costs to grants and all funding sources on top of direct labor and benefits costs for work done by the RTC. These indirect costs include office rent, office equipment and materials, vacation hours and holidays. It also includes the work functions that are difficult to charge directly such as human resources, risk management, fiscal and administrative functions. Over the past 10 years the indirect cost rate approved for the RTC has been between about 75% and just over 100%.

## **DISCUSSION**

Each year after RTC staff submits the indirect cost allocation plan, Caltrans may ask questions about specific items, request additional information or conduct mini audits. Periodically Caltrans also conducts a full ICAP audit of an agency. The RTC had not gone through a full ICAP audit in many years and was selected to go through such audit for FY 2014-15. Attachment 1 is the full audit report, including RTC staff responses to the findings and recommendations. The auditors communicated that overall, the RTC does a very good job compared to what they tend to see at other agencies; however, there are areas for improvement. Some of those areas for improvement include:

- Better documentation in some areas;
- Production of procurement policies and procedures specific to the RTC instead of relying on the Santa Cruz County's policies and procedures;
- Improved review of requirements;
- Updated contract language; and
- Training

The audit also recommends that the RTC return \$12,540 in what is described as "disallowed consultant costs" that were part of the consultant contract for construction management of the railroad bridge rehabilitation project completed in 2015. The costs



were allowable but as explained in the RTC staff response, the contract term expired for a short period due to negotiations on an amendment for labor rates. The negotiations resulted in reduced labor rates and overall cost savings of about \$20,000 for that contract work.

RTC staff is now working on production of the corrective action plan as required by Caltrans. RTC staff will continue to challenge the recommendation that funds should be returned to Caltrans. Staff will report to the B&A/P Committee on any progress.

## **SUMMARY**

Every year the RTC submits to Caltrans an indirect cost allocation plan to obtain approval for an indirect cost rate to be charged to all funding sources on top of direct labor and benefits costs. The RTC had not gone through a full indirect cost allocation plan audit in many years so Caltrans selected the RTC for such an audit for FY 2014-15. Attachment 1 is the audit report with RTC staff responses to the findings and recommendations. According to the auditors, the RTC does a very good job compared to what they see at other agencies but there is room for improvement. Staff is currently working on the production of the corrective action plan as required.

### Attachments:

1. FY 2014-15 Indirect Cost Allocation Plan Audit Report

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**DEPARTMENT OF TRANSPORTATION**

OFFICE OF THE DIRECTOR  
P.O. BOX 942873, MS-49  
SACRAMENTO, CA 94273-0001  
PHONE (916) 654-6130  
FAX (916) 653-5776  
TTY 711  
www.dot.ca.gov

**ATTACHMENT 1**

*Making Conservation  
a California Way of Life.*

November 8, 2017

Mr. George Dondero  
Executive Director  
Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue  
Santa Cruz, CA 94274

Dear Mr. Dondero:

This letter is to notify the Santa Cruz County Regional Transportation Commission (SCCRTC) of the California Department of Transportation's (Caltrans) determination of corrective actions regarding deficiencies identified in SCCRTC's *Indirect Cost Allocation Plan Audit* dated September 2017. The audit period covers fiscal year (FY) 2014/15 Indirect Cost Allocation Plan (ICAP) and identified weaknesses in the financial management system, and procurement and contract management processes that do not ensure compliance with Caltrans agreement provisions and state and federal regulations. The audit was performed to determine whether SCCRTC's FY 2014/15 ICAP was presented in accordance with Title 2 Code of Federal Regulations (CFR) Part 225 (superseded by 2 CFR Part 200) and Caltrans Local Assistance Program Manual (LAPM), Chapter 5. The audit also determines whether SCCRTC had an adequate financial management system capable of accumulating and segregating costs that are reasonable, allowable, and can be allocated to projects. The financial system testing also included procurement and contract management systems to ensure compliance with state and federal regulations.

**Review Results**

Based on the preformed audit work, it has been determined that SCCRTC's ICAP for the FY 2014/15 was presented in accordance with 2 CFR Part 225 and the LAPM, Chapter 5. It was also determined that SCCRTC's financial management system is capable of adequately accumulating and segregating reasonable, allowable, and allocable project costs, however, the following issues were noted:

- Deficiencies in procurement practices and contract management weaknesses.

- Financial management system weaknesses related to direct and unallowable costs in the indirect cost pool, unsupported labor and fringe benefit costs on billings to Caltrans, and improper charges to a Work Element (WE).

#### **SCCRTC's Indirect Cost Allocation Plan Audit Corrective Actions:**

#### **Finding # 1– Deficiencies in Procurement Practices and Contract Management Weaknesses**

The audit identified that procurement practices did not support that fair and open competition was performed, or that proper procurement procedures were followed as required by state and federal regulations and Caltrans agreement provisions in the procurement tested. The following issues were identified:

- SCCRTC's procurement of the consultant Hatch, Mott, Macdonald (HMM) for construction management services on the Santa Cruz Branch Line Rail Improvement Project was not in compliance with Caltrans agreement provisions and state and federal regulations
- The consultant contract lacked contract language required by Caltrans agreement to ensure compliance with state and federal regulations and lacked signature dates.
- SCCRTC billed Caltrans \$12,540 for consultant and sub-consultant costs that were not included in SCCRTC's original contract/fee schedule with the consultant, and before any contract amendments were executed. The costs are disallowed. In addition, consultant invoices billed did not include supporting documentation for other direct costs, and the fixed fee (profit) was applied to other direct costs and sub-consultant costs rather than only to the labor, fringe benefits, and overhead costs.

#### **Corrective Actions:**

- SCCRTC must reimburse Caltrans for the \$12,540 in identified disallowed consultant costs.
- Develop procurement policies and procedures specific to SCCRTC and ensure staff comply with SCCRTC's procurement policies and procedures.
- Ensure compliance with Caltrans agreements and state and federal regulations regarding proper procurement actions and documentation.
- Ensure all required fiscal provisions are included in consultant contracts that will be funded with state and federal funds from Caltrans.
- Develop and maintain records detailing the number of proposals received and the dates of receipt for each proposal, and maintain adequate documentation to support the negotiation of fair and reasonable costs and profit on consultant contracts.
- Implement policies and procedures that requires consultant contracts to include dates with the execution signatures, and require amendments to be executed prior to the expiration of the contracts.



- Require review and approval of consultant invoices to include proper source documents to support costs billed and only allowable costs in accordance to the terms and conditions of consultant contracts.
- Require procurement staff to complete the Caltrans District Local Assistance, Procurement A&E Contracts online training. SCCRTC must provide documentation that staff completed the training.

## **Finding # 2– Financial Management System Weaknesses**

Internal control weaknesses in financial management system were identified while performing tests of the FY 2014/15 ICAP, FY 2012/13 carry-forward, and billing to Caltrans for FY 2013/14. Unsupported and unallowable costs included in the indirect cost pool or billings to Caltrans could result in unallowable costs being billed to Caltrans. The internal control weaknesses were due to improper keying of costs from the General Ledger (GL) to the manual project costing system, improper cutoffs of year end labor and benefit costs, and no policies or procedures for time card corrections or for reviews to be performed yearly to ensure consistency between the approved Work Element (WE) budgets and the project costing system and payroll system.

### **Corrective Actions:**

- Comply with the requirements of 2 CFR 200 which supersedes 49 CFR Part 18, Master Fund Transfer Agreement No. 74A0141, and Master Agreement No. 64A0158.
- Ensure costs are properly segregated between direct, indirect and unallowable on the ICAP schedules prior to submitting the ICAP package to Caltrans Audits and Investigations for acceptance.
- Ensure travel expenditures billed to Caltrans or included in the indirect cost pool of the ICAP are limited to those rates and costs in accordance with the current state Department of Personnel Administration (DPA) regulations.
- Properly perform year end cut offs to ensure billings to Caltrans for labor and fringe benefits are based on actual hours worked for each work element.
- Properly review job codes per the job costing/payroll system to make sure they agree to the work elements per the approved OWP/budget labor and fringe benefits for each WE and costs tie to source document.
- Develop and implement written policy and procedures for time card corrections that require employee and supervisor signatures and dates.

### **Conclusion:**

Please prepare a corrective action plan that outlines the actions SCCRTC will take to resolve the findings in the SCCRTC *Indirect Cost Allocation Plan Audit* and provide it to Erin Thompson, Chief, Office of Regional Planning within 60 days of the date of this letter.

November 8, 2017

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All of the products listed in the corrective action plan must be forwarded to Caltrans upon completion. Failure by SCCRTC to submit a corrective action plan and meeting identified corrective action plan deadlines, could result in Caltrans not approving SCCRTC's FY 2018–19 Overall Work Program and an increase in the potential liability for future disallowed costs. A final report detailing how and when all corrective actions were resolved will be due to the Caltrans Division of Transportation Planning upon the satisfactory fulfillment of all corrective actions.

Caltrans Audits and Investigations may perform a follow-up review after all corrective actions have been made to determine if SCCRTC has implemented adequate corrective measures for each agency review finding and to ensure compliance with Caltrans agreements and federal and State rules and regulations. SCCRTC's corrective actions progress and final resolutions will be closely monitored by Caltrans staff, including any follow-up agency review work that may be performed. Additionally, all support documentation and corrective actions provided by SCCRTC will be reviewed by Caltrans staff.

We appreciate SCCRTC's cooperation and coordination during this process. If you have any questions, please contact Jacqueline Kahrs, Branch Chief, Caltrans Regional Coordination, at (916) 653-9255.

Sincerely,



ERIN THOMPSON

Chief

Office of Regional Planning

November 8, 2017

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bcc: Marsue Morrill, Chief, Division of Audits and Investigations, Caltrans  
Kyle Grading, Acting Chief, Division of Rail and Mass Transportation, Caltrans  
Aileen Loe, Deputy District Director, Planning, Caltrans District 5  
Kelly McClendon, Senior Transportation Planner, Caltrans District 5  
Sylvia Fung, Local Assistance Engineer, District 5, Caltrans  
Lisa Gore, Associate Accounting Analyst, Division of Accounting, Caltrans  
Ezequiel Castro, Senior Transportation Planner, Division of Rail and Mass Transportation,  
Caltrans

# Santa Cruz County Regional Transportation Commission Indirect Cost Allocation Plan Audit



**Audit Report**  
**September 2017**



## PREPARED BY:

California Department of Transportation  
Independent Office of Audits and Investigations – MS 2  
Post Office Box 942874  
Sacramento, California 94274-0001  
[www.dot.ca.gov/hq/audits](http://www.dot.ca.gov/hq/audits)

## AUDIT TEAM

MarSue Morrill, CPA, Chief, External Audits-Local Agencies  
Teresa Greisen, Audit Manager  
Riyad Hamdan, Auditor-in-Charge  
Melody Pang, Auditor

P1591-0155



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# **SUMMARY, OBJECTIVES, SCOPE, METHODOLOGY, BACKGROUND, AND CONCLUSION**

## **SUMMARY**

The California Department of Transportation (Caltrans), Independent Office of Audits and Investigations (A&I) audited the Santa Cruz County Regional Transportation Commission's (SCCRTC) fiscal year (FY) 2014/15 Indirect Cost Allocation Plan (ICAP) and identified weaknesses in the financial management system, and procurement and contract management processes that do not ensure compliance with Caltrans agreement provisions and state and federal regulations. The audited indirect cost rate for FY 2014/15 is 79 percent of total direct salaries and wages plus fringe benefits. This rate agrees to the rate proposed by SCCRTC and accepted by A&I on December 17, 2014.

## **OBJECTIVES**

This audit was performed to determine whether SCCRTC's FY 2014/15 ICAP was presented in accordance with Title 2 Code of Federal Regulations (CFR) Part 225 (superseded by 2 CFR Part 200) and Caltrans Local Assistance Program Manual (LAPM), Chapter 5. It was also performed to determine whether SCCRTC had an adequate financial management system capable of accumulating and segregating costs that are reasonable, allowable, and can be allocated to projects. Our financial management system testing also included procurement and contract management systems to ensure compliance with state and federal regulations.

## **SCOPE**

The scope of the audit was limited to select financial and compliance activities. The audit included interviews of SCCRTC staff necessary to obtain an understanding of the SCCRTC's financial management system and reviews of policies and procedures of SCCRTC. It also included tests of select accounts to the general ledger and supporting documentation to assess allowability, allocability and reasonableness of costs based on a risk assessment and assessment of the internal control system as related to the ICAP for the carry-forward year 2012/13. Additionally, the audit included review and tests of transactions for a more current period related to costs incurred and billed to Caltrans in FY 2013/14 and beginning of FY 2014/15 to evaluate compliance with Title 2 CFR Part 225; Title 48 CFR Chapter 1 Part 31; Title 49 CFR Part 18; California Public Contract Code; Caltrans LAPM; and requirements stipulated in the SCCRTC's agreements with Caltrans. Field work was completed on April 28, 2015, and transactions occurring subsequent to this date were not tested and, accordingly, our conclusion does not pertain to changes arising after this date. We believe that our audit provides a reasonable basis for our conclusion.

SCCRTC's management is responsible for the fair presentation of the ICAP. SCCRTC is also responsible for costs incurred and billed to Caltrans, compliance with applicable agreement provisions, state and federal regulations, and the adequacy of its financial management system to accumulate and segregate reasonable, allocable and allowable costs.

Because of inherent limitations in any financial management system, misstatements due to error or fraud may occur and not be detected. Also, projections of any evaluation of the financial management system to future periods are subject to the risk that the financial management system may become inadequate because of changes in conditions, or that the degree of compliance with the policies and procedures may deteriorate.

## **METHODOLOGY**

A&I conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that A&I plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. A&I believes that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. The audit was less in scope than an audit performed for the purpose of expressing an opinion on the financial statements of SCCRTC. Therefore, A&I did not audit and is not expressing an opinion on SCCRTC's financial statements.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the data and records selected. An audit also includes assessing the accounting principles used and significant estimates made by SCCRTC, as well as evaluating the overall presentation.

The accompanying ICAP was prepared on a basis of accounting practices prescribed in Title 2 CFR Part 225, and the Caltrans LAPM Chapter 5 and is not intended to present the results of operations of SCCRTC in conformity with generally accepted accounting principles.

## **BACKGROUND**

Caltrans A&I performs ICAP audits to ensure Caltrans is meeting its legal and fiduciary responsibilities, and to ensure that state and federal funds are properly expended. Caltrans A&I conducts ICAP audits on local government agencies that receive state and federal funds and seek indirect cost reimbursement on a risk-based approach to ensure they are complying with applicable state and federal requirements.

## **CONCLUSION**

Based on audit work performed we determined SCCRTC's ICAP for the FY 2014/15 is presented in accordance with 2 CFR Part 225 and LAPM, Chapter 5. The approved indirect cost rate for FY 2014/15 is 79 percent of total direct salaries and wages, plus fringe benefits. The approval is based on the understanding that a carry-forward provision applies and no adjustment will be made to previously approved rates.

We also determined SCCRTC's financial management system is capable of adequately accumulating and segregating reasonable, allowable, and allocable project costs, however, we noted the following issues:

- Deficiencies in procurement practices and contract management weaknesses.
- Financial management system weaknesses related to direct and unallowable costs in the indirect cost pool, unsupported labor and fringe benefit costs on billings to Caltrans, and improper charges to a Work Element (WE).

## **VIEWS OF RESPONSIBLE OFFICIALS**

Our findings and recommendations considered SCCRTC's response dated August 16, 2017 to our July 12, 2017 draft report. Our findings and recommendations, SCCRTC's response, and our analysis of the response are set forth in the Findings and Recommendations section of this report. A copy of SCCRTC's full written response is included as Attachment I.

This report is intended as information for Caltrans management, the Federal Highway Administration, The Federal Transit Administration, and the SCCRTC. This report is a matter of public record and will be placed on Caltrans A&I's website which can be viewed at [www.dot.ca.gov/hq/audits/reports\\_issued.html](http://www.dot.ca.gov/hq/audits/reports_issued.html).

If you have any questions, please contact Teresa Greisen, Audit Manager, at (916) 323-7910.



MARSUE MORRILL, CPA

Chief

External Audits – Local Governments

Independent Office of Audits and Investigations

September 13, 2017

## FINDINGS AND RECOMMENDATIONS

### FINDING 1 – Deficiencies in Procurement Practices and Contract Management Weaknesses

Santa Cruz County Regional Transportation Commission's (SCCRTC) procurement practices did not support that fair and open competition was performed, or that proper procurement procedures were followed as required by state and federal regulations and the California Department of Transportation (Caltrans) agreement provisions in the procurement tested. We also identified weaknesses in SCCRTC's contract management processes. SCCRTC did not consistently follow their procurement policies and procedures or state and federal procurement and contract management regulations, maintain adequate supporting documentation for procurement transactions, or include required contract provisions in consultant contracts. Additionally, SCCRTC did not include signature dates on executed contracts, executed an amendment on an expired contract, and billed unsupported and unallowable consultant costs to Caltrans. We question the \$476,829 billed to Caltrans as of the end of our fieldwork for the consultant contract procurement tested [Hatch, Mott, MacDonald (HMM)].

Specifically, we found the following:

SCCRTC's procurement of the consultant HMM for construction management services on the Santa Cruz Branch Line Rail Improvement Project (Caltrans Program Supplement 05A0158-01 A5) was not in compliance with Caltrans agreement provisions and state and federal regulations. We noted the following noncompliance actions on the procurement tested:

- No advertisement of the request for proposal (RFP) in a newspaper of general circulation as required by SCCRTC's policies and procedures.
- No identification of the relative importance of each evaluation criteria in the RFP.
- No identification of the criteria and relative importance of each evaluation criteria that would be used to evaluate, score and incorporate oral interviews into the selection process in the RFP.
- Lack of documentation to support how the oral interviews were evaluated and scored and incorporated into the final scores for each firm interviewed, as the interview question sheets did not include scores or rankings of any kind.
- No explanation or support for how SCCRTC evaluated the RFP criteria related to the "satisfaction of clients". Additionally, only two firms received points for this criteria.
- Lack of documentation/records (tracking log/schedule) detailing the number of proposals received.
- Lack of documentation to demonstrate SCCRTC negotiated a contract with a fair and reasonable price as there was no price or cost analysis to support the reasonableness of the fully loaded rates included in the cost proposal.
- An amendment was executed after the contract expired which makes the amendment invalid.



SCCRTC utilizes the Santa Cruz County's Purchasing Policy Manual for their procurements. SCCRTC did not consistently follow the County's manual which appeared to require actions consistent with state and federal procurement requirements. Failure to follow procurement practices in compliance with state and federal requirements increases the risk of not ensuring fair and open competition.

In addition, the SCCRTC consultant contract lacked contract language required by Caltrans agreement to ensure compliance with state and federal regulations, and lacked signature dates. Failure to include required contract language and signature dates in SCCRTC's consultant contracts may make it more difficult for SCCRTC to hold consultants accountable to state and federal requirements. The specific deficiencies identified are as follows:

- Travel reimbursement to be at state Department of Personnel Administration rates.
- An accounting system in conformance with Generally Accepted Accounting Principles.
- Record retention language was inconsistent with Caltrans required language.
- Consultants required to include the fiscal provisions in their sub-contracts, sub-consultant compliance with provisions of prime contractor's agreement and compliance with 49 CFR Part 18.
- No requirement for each party signing the consultant contracts to include a date of signature to support the actual date of contract execution.

We also found that SCCRTC billed Caltrans \$12,540 for consultant and sub-consultant costs that were not included in SCCRTC's original contract/fee schedule with the consultant, and before any contract amendments were executed. These costs are disallowed. In addition, consultant invoices billed did not include supporting documentation for other direct costs, and the fixed fee (profit) was applied to other direct costs and sub-consultant costs rather than only to the labor, fringe benefits, and overhead costs.

Santa Cruz County Purchasing Policy Manual, 11.2 Advertising (Public Contract Code 20150.7), (a) states in part *"Notice shall be published at least twice, not less than 5 days apart, in a newspaper of general circulation, printed and published in the jurisdiction of the County."*

Santa Cruz County Purchasing Policy Manual, 3.3 Request for Proposals, (e) (7) states *"The criteria to be used in determining selection of the contractor should be listed including the relative importance of each item. The process proposed to be used for selection should be outlined."*

SCCRTC's Master Agreement No. 64A0158, Article II, Section 2, A, (2) states *"RECIPIENT agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18..."*. B, (1) states *"RECIPIENT, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred PROJECT costs and matching funds by line item for the Project. The accounting system*

*of RECIPIENT, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP)... All accounting records and other supporting papers of RECIPIENT, its contractors and subcontractors connected with PROJECT performance under this AGREEMENT and each PROGRAM SUPPLEMENT shall be maintained for a minimum of three years from the date of final payment to RECIPIENT under a PROGRAM SUPPLEMENT and shall be held open to inspection, copying, and audit by representatives of STATE, the California State Auditor, and auditors representing the federal government."*

*49 CFR, Part 18.20 (b) (6) states, "Source Documentation. Accounting records must be supported by such documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc."*

*49 CFR, Part 18.36 (b) (2) states, "Grantees and subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders."*

*49 CFR Part 18.36 (b) (9) states, "Grantees and subgrantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following rationale: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price."*

*49 CFR Part 18.36 (c) (1) states, in part, "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of Sec. 18.36..."*

*49 CFR Part 18.36 (c) (3) states, in part, "Grantees will have written selection procedures for procurement transactions. These procedures will ensure that all solicitations: (i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured...and (ii) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals."*

*49 CFR Part 18.36 (d) (3) (i) states in part, requests for proposals will be publicized and identify all evaluation factors and their relative importance.*

*49 CFR Part 18.36 (f) (1) states " Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications... as a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking".*

*49 CFR, Part 18.36 (i) states in part that a grantee's contracts must contain provisions in paragraph (i) of this section... (11) Retention of all required records for three years after grantees... make final payments and all other pending matters are closed."*

Government Code 4528 (a) (1) states, *"The state agency head shall negotiate a contract with the best qualified firm for A&E services at compensation which the state agency head determines is fair and reasonable to the State of California...(b)...the local agency head may undertake the procedures described in (a)."*

PCC 10351 (a) (2) states in part, *"Grantee shall establish written policies and procedures and a management system that will ensure the state agency's contracting activities comply with applicable provisions of law and regulations and that it has demonstrated the ability to carry out these policies and procedures and to implement the management system."*

## RECOMMENDATION

We recommend SCCRTC reimburse Caltrans for the \$12,540 in disallowed consultant costs identified above. In addition, we recommend SCCRTC take the following actions:

- Develop procurement policies and procedures specific to SCCRTC and ensure staff comply with SCCRTC's procurement policies and procedures.
- Ensure compliance with Caltrans agreements and state and federal regulations regarding proper procurement actions and documentation.
- Ensure all required fiscal provisions are included in consultant contracts that will be funded with state or federal funds from Caltrans.
- Develop and maintain records (tracking log/schedule) detailing the number of proposals received and the dates of receipt for each proposal, and maintain adequate documentation to support the negotiation of fair and reasonable costs and profit on consultant contracts.
- Implement policies and procedures that requires consultant contracts to include dates with the execution signatures, and require amendments to be executed prior to the expiration of the contracts.
- Require review and approval of consultant invoices to include proper source documents to support costs billed and only allowable costs in accordance to the terms and conditions of the consultant contracts.
- Require procurement staff to complete the Caltrans District Local Assistance, Procurement A&E Contracts (online), training located at:  
<<http://www.dot.ca.gov/hq/LocalPrograms/training.html>>

In addition, we recommend Caltrans Division of Rail and Mass Transportation:

- Determine if any of the remaining questioned costs of \$464,289 (\$476,829 - \$12,540) that were billed to Caltrans and identified above should be reimbursed.
- Develop an action plan to determine if additional conditions and monitoring should be implemented as outlined in 2 CFR 200.207 and 2 CFR 200.338.



**SCCRTC'S RESPONSE**

SCCRTC agreed in general to the finding and recommendation, and provided explanation of the rationale related to their processes noted in the finding. SCCRTC indicated they always work to ensure adherence to all requirements of agreements as well as state and federal regulations. They will work to better document how all requirements are being met, will maintain adequate documentation to support negotiations for a fair and reasonable consultant contracts, and will continue their periodic contract review to ensure they meet all requirements and incorporate the new ones. SCCRTC also indicated that they have already begun working on SCCRTC's specific procurement policies and procedures.

SCCRTC disagreed with the disallowance of consultant costs of \$12,540, but indicated will abide by the requirements of this audit. SCCRTC provided explanation for the disagreement which was focused on the fixed fee, and provided copy of the consultant invoice #18 to support that the fixed fee is no longer being billed as the maximum stipulated amount was reached. SCCRTC also provided explanation for their rationale related to not being able to execute the amendment before the expiration of the original agreement.

SCCRTC also provided a copy of cost estimate that included a construction and management services, and copy of the first page of proposals with a date stamp to support receiving date. SCCRTC indicated they hired JL Patterson and Associates to inspect the railroad bridges and produce cost estimates for the work to be done.

**AUDITOR'S ANALYSIS OF SCCRTC'S RESPONSE**

Based on our analysis and the new documents provided, we revised our report and modified the finding to remove the lack of dates of receipts for consultant proposals, and lack of independent cost estimate. It should be noted that in future procurement, SCCRTC should ensure that independent cost estimates are fully document and supported and included in the procurement file. The \$12,540 disallowed costs remains, however we revised the finding to provide clarification. The disallowed costs were for billings on consultant and sub-consultant costs billed but not included in the original contract/fee schedule.

**FINDING 2 – Financial Management System Weaknesses**

Internal control weaknesses in the financial management system were identified while performing tests of the FY 2014/15 ICAP, FY 2012/13 carry-forward, and billings to Caltrans for FY 2013/14. Specifically, we found direct costs and unallowable costs in the indirect cost pool, unsupported labor and fringe benefit costs on billings to Caltrans, and improper charges to a Work Elements (WE). Unsupported and unallowable costs included in the indirect cost pool or billings to Caltrans could result in unallowable costs being billed to Caltrans. The internal control weaknesses were due to improper keying of costs from the General Ledger (GL) to the manual project costing system, improper cutoffs of year end labor and benefit costs, and no policies or procedures for time card corrections or for reviews to be performed yearly to ensure consistency between the

approved WE budgets and the project costing system and payroll system. The details of the identified weaknesses are as follows:

- Direct costs and unallowable indirect costs were included in the indirect cost pool of the carry-forward FY 2012/13, overstating the indirect costs. These transactions were coded correctly in the GL reports of the FY 2012/13, but were manually input incorrectly into the indirect cost pool when the ICAP schedules were prepared. The indirect cost pool also included an unallowable portion of employee travel per-diem costs as SCCRTC approved and paid employees per-diem costs that were higher than the allowable state Department of Personnel Administration (DPA) rates.
- SCCRTC's billings for labor and fringe benefits did not tie to the source documents for beginning and ending periods of the fiscal years tested. SCCRTC did not use actual labor charged per day per fiscal year when they prepared the first quarter billing for FY 2013/14. Instead SCCRTC applied a percentage to the pay period costs that overlapped between two fiscal years to distribute labor charges. This practice incorrectly distributes labor charges to the two fiscal years as the costs are not based on actual labor charges and does not provide an audit trail from the billings to the source documents (time cards). This process also affects the ICAP rate calculation as the labor for the first and last pay periods are not based on actual costs of the fiscal year.
- SCCRTC does not have policies or procedures for reviews to be performed yearly to ensure consistency between the approved WE budgets and the project costing system and payroll system. Additionally, there are no policies and procedures to require time card corrections for errors or adjustments to be made to ensure an audit trail exists between original source documentation and billing information. The first quarter billing for the FY 2013/14 Overall Work Plan included a subsidiary schedule with charges to a WE that was inactive and not related to the billing. The subsidiary schedule included a note explaining the error with the correct WE charged. Tests performed on the time cards for the period billed did not tie to the WE's included on the billing. The time cards were not corrected and therefore, no audit trail existed between labor charges tested and the original source documents.

The erroneous costs included in the FY 2012/13 indirect cost pool did not materially affect the FY 2014/15 ICAP rate.

SCCRTC's Master Agreement No. 64A0158, Article I, Section 2.E states "*Payments to RECIPIENT for PROJECT related travel and subsistence expenses of RECIPIENT forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules.*"

Master Transfer Fund Agreement No. 74A0141, Article I, Section 1. I. states: "*Only work performed during the term of, and consistent with, the work elements in the OWP may be reimbursed. Reimbursements are based upon the fiscal year, July 1 -June 30. All work performed*

*subsequent to the end of each fiscal year (June 30) can only be reimbursed in the following fiscal year and is subject to the approved OWP and annual OWP A for that corresponding fiscal year”.*

Article II, Section 1. A. 1. States in part: *“RTPA must not only have incurred the allowable project cost on or after the effective date of the annual OWPA and on or before its termination date, but must also have paid those expenses.”*

2 CFR Part 225, Appendix E, Section A.1, states in part, *“that a cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances has been assigned to a federal award as a direct cost.”*

2 CFR Part 225, Appendix D, Section F, states, *“Unallowable Costs. Claims developed under approved cost allocation plans will be based on allowable costs as identified in 2 CFR part 225. Where unallowable costs have been claimed and reimbursed, they will be refunded to the program that reimbursed the unallowable cost”.*

49 CFR, Part 18.20 (b) (3) states that, *“Effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.”*

49 CFR, Part 18.20 (b) (6) states, *“Source Documentation. Accounting records must be supported by such documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.”*

## **RECOMMENDATION**

We recommend SCCRTC take the following actions:

- Comply with the requirements of 2 CFR 200 which supersedes 49 CFR Part 18, Master Transfer Fund Agreement No. 74A0141, and Master Agreement No. 64A0158.
- Ensure costs are properly segregated between direct, indirect and unallowable on the ICAP schedules prior to submitting the ICAP package to A&I for acceptance.
- Ensure travel expenditures billed to Caltrans or included in the indirect cost pool of the ICAP are limited to those rates and costs in accordance with the current state DPA regulations.
- Properly perform year end cut offs to ensure billings to Caltrans for labor and fringe benefits are based on actual hours worked for each work element.
- Properly review job codes per the job costing/payroll system to make sure they agree to the work elements per the approved OWP/budget labor and fringe benefits for each WE and costs tie to source document.
- Develop and implement written policy and procedures for time card corrections that require employee and supervisor signatures and dates.

**SCCRTC'S RESPONSE**

SCCRTC agreed in general to the finding and recommendation, and provided explanation of the rationale related to their processes noted in the finding. SCCRTC indicated that they always strive to ensure adherence to the requirements of grant agreements and legal requirements. SCCRTC also indicated that going forward cost schedules will be double checked prior to submitting ICAP package to Caltrans, actual days/hours will be used to measure billable costs when pay periods overlaps into two years, job codes will be reviewed at the beginning of the fiscal year to de-activate the non-usable codes, and that they will fully document any changes to a time card after payroll run, which will include employee's signature.

SCCRTC also provided a set of documents related to the Labor Cost Billing Schedules as an example of including only the approved OWP's work elements/job codes, and any costs over the budget, or non OWP charges are observed by the general fund.

**AUDITOR'S ANALYSIS OF SCCRTC'S RESPONSE**

The Labor Distribution Schedules provided contained no new information or support. A similar set of Labor Distribution schedules was reviewed and tested during the field work. Therefore, the finding and recommendations remain unchanged.





## SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL [info@sccrtc.org](mailto:info@sccrtc.org)

August 16, 2017

MarSue Morrill, CPA, Chief, External Audits-Local Agencies  
California Department of Transportation  
Independent Office of Audits and Investigations – MS 2  
Post Office Box 942874  
Sacramento, CA 94274-0001



RE: Draft Santa Cruz County Regional Transportation Commission Indirect Cost Allocation Plan Audit Report

Dear Ms. Morrill,

The SCCRTC appreciates the opportunity to review its practices with your audit team regarding the production of the FY 2014-15 indirect cost allocation plan (ICAP) for SCCRTC. SCCRTC also appreciates the professionalism and diligence of your audit team. In addition, the SCCRTC appreciates your audit team's understanding regarding our need for additional time to provide responses to the draft audit report and granting the necessary extension for submittal of comments.

Based on communications with the audit team when visiting the SCCRTC offices and the teleconference on the draft audit report of July 12, 2017, the SCCRTC understands that the SCCRTC is generally doing a good job but improvement is needed in some areas. However, the SCCRTC is concerned that some of the language in the draft audit report would communicate something very different to anyone not involved in the audit. The SCCRTC appreciates the understanding of this concern expressed during the audit teleconference and the openness of the team to modify some language accordingly.

The SCCRTC is pleased to submit the enclosed responses on the draft audit report. Although the SCCRTC may not fully agree with all of the findings in the draft audit report, the audit process has been very helpful to the SCCRTC, and the SCCRTC will implement audit recommendations to help ensure that the SCCRTC not only adheres to requirements but documents its adherence adequately.

If you have additional questions or would like additional information, please contact Daniel Nikuna, Fiscal Officer, at 831-460-3217 or [dnikuna@sccrtc.org](mailto:dnikuna@sccrtc.org), or Luis Mendez, Deputy Director, at 831-460-3212 or [lmendez@sccrtc.org](mailto:lmendez@sccrtc.org).

Sincerely,

George Dondero  
Executive Director

Enclosures

Cc: Teresa Greisen, Audit Manager, Caltrans Independent Office of Audits and Investigations  
Riyad Hamdan, Auditor-in-Charge, Caltrans Independent Office of Audits and Investigation

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## **Responses to Financial Management System Recommendations**

The SCCRTC response is noted below in bold after each recommendation.

### **Recommendation 1:**

Comply with the requirement of 49 CFR Part 18, Master Fund Transfer Agreement No. 74A0141, and Master Agreement No. 64A0158

**The SCCRTC agrees with the recommendation and always strives to ensure that the agency is adhering to the requirements of grant agreements and legal requirements.**

### **Recommendation 2:**

Ensure costs are properly segregated between direct, indirect and unallowable on the ICAP schedule prior to submitting the ICAP package to A & I for acceptance

**The SCCRTC agrees that certain costs may have been misclassified. The schedules will be double checked prior to submitting the ICAP package to Caltrans. It should be noted that the misclassified costs were insignificant and did not have an impact on the ICAP rate.**

### **Recommendation 3:**

Ensure travel expenditures billed to Caltrans or included in the indirect cost pool of the ICAP are limited to those rates and costs in accordance with the current state PDA regulations.

**The SCCRTC uses the IRS rates instead of the state PDA cap for staff travel expenses. Certain travel costs which are subject to state PDA are insignificant to have a material impact on the ICAP rate. The mileage costs for example were \$728 in FY 2012/13 and \$1,037 (\$609 as indirect costs) in FY2015. Certain grants such as the Rural Planning Assistance are billed only for labor costs. The travel expenses will be analyzed when preparing the ICAP or billing a grant to determine if an adjustment to PDA rates is necessary.**

### **Recommendation 4:**

Properly perform year end cut offs to ensure billings to Caltrans for labor and fringe benefits are based on actual hours worked for each work element.

**The SCCRTC consistently applied the proportion of the year method to allocate the costs; and the method seemed reasonable, for the total cost of the pay period being split when there is an overlap in two years is actual; and is supported by the payroll records. Effective in FY 2017/18, as recommended, the SCCRTC will use actual days/hours of the fiscal year to measure billable costs when a pay period overlaps into two fiscal years. This will be accomplished by manually computing, in a new spreadsheet, the actual costs of the pay period attributable to each fiscal year.**

### **Recommendation 5:**

Properly review job codes per the job costing/payroll system to make sure they agree to the work elements per approved OWP/budget and fringe benefits for each WE and costs tie to source document.

The SCCRTC manually maintains a comprehensive quarterly billing spreadsheet (attached as Exhibit 1), which integrates the approved Work Element (WE)/Job Code's OWP Budget. Any charges to a WE/ job code, which is not included on the OWP would be normally absorbed by the TC Operations (General Fund) and reflected in the Over the Budget Column of TC Operations' billing page. The TC Operations is also charged for any costs in excess of a Work Element's approved budget. The exception in your audit is simply a project's job code from the previous year which was folded into a new job code; and the SCCRTC fully disclosed the information in the invoice to Caltrans. Going forward, the job codes will be reviewed at the start of the fiscal year and those job codes which will not be used during the fiscal year will be de-activated.

The SCRTC costs always tie to source documents – payroll reports for labor and invoices for services and supplies. Where there was a pay period overlap in two fiscal years, the costs of said pay period have been actual and chargeable to the grant; and were traceable to the source documents; therefore the issue is one of the method used to allocate the costs or revenue recognition to two fiscal years instead of documentation.

**Recommendation 6:**

Develop and implement written policy and procedure for time card corrections that require employee and supervisor signatures and dates.

The time cards are completed online and the employees must electronically approve the timecards before they are reviewed and approved by the appropriate supervisor. The current payroll system requires the supervisor to approve the time cards - the payroll cannot be processed even if a single time card was not approved by a supervisor. Once payroll is run, the time cards cannot be adjusted; therefore the time cards are always carefully reviewed by the supervisor, the Fiscal Officer, and the payroll staff prior to processing them. The emphasis is to prevent the mistakes because the Job Costing Report cannot be revised/adjusted after the pay period is closed. Looking ahead the RTC will fully document any changes to a time card after payroll run; this would include the employee's signature.

## **Responses to Procurement Practices Findings and Recommendations**

The SCCRTC response is noted below in bold after each finding and recommendation.

The RTC appreciates review of its procurement practices to help ensure that the RTC not only conducts procurements that are fair and competitive but that those practices are adequately documented to demonstrate the fairness and competitiveness of the procurement. The RTC conducts fair and competitive procurements for the consultant services that it requires to help ensure good service to the community; however, the RTC can and will improve its documentation of those procurements.

The procurement tested, which resulted in a contract with Hatch, Mott MacDonald (HMM) included the following:

1. Request for proposals (RFP) for construction management services that was posted to the RTC website and notification of its posting was sent to a 20-page list of entities and individuals that included construction management consultants, engineering firms, project management consultants and firms that announce the availability of such procurements;
2. An RFP with a list of services to be provided, requirements for proposals submitted, and evaluation criteria and process to be used for selection of consultants;
3. A 5-week period to allow interested consultants to prepare and submit proposals;
4. A pre-proposal meeting held 10 days prior to the deadline for submitting proposals, which was attended by 15 people representing 13 different firms
5. Receipt of 6 qualified proposals by the due date and time
6. A proposal review and interview committee composed of the City of Santa Cruz Public Works Director, the Structures Engineer for Santa Cruz and Monterey Bay Railway and the Deputy Director of the Santa Cruz County Regional Transportation Commission
7. After initial review of proposals, interviews of 4 of the 6 consultant teams

### **Finding 1:**

No advertisement of the request for proposals (RFP) in a newspaper of general circulation (only posted on SCCRTC website.)

Indeed the RFP was not advertised in a newspaper but it was posted to the SCCRTC website and notice of its posting was sent to a 20 page list of entities and individuals (with about 20 contacts per page.) These included construction management consultants, engineering firms, project management consultants and firms that list and announce the availability of such procurements. The intent is to make sure that anyone who might be interested in proposing would learn of the availability of RFP's. The manner in which the RTC distributed information that the RFP was available fulfills that intent. Giving the significantly changed landscaped in how information is now disseminated and obtained compared to just 10 years ago, advertising in the newspaper is no longer very useful and it has become more costly.

### **Finding 2:**

No identification of the relative importance of each evaluation criteria in the RFP

Indeed there was no identification of the relative importance of the evaluation criteria. However, all of the criteria to be used were identified and those criteria were used and applied consistently and fairly. The RTC can include the relative importance of criteria in the RFP's of future procurements.



However, all criteria are important and the RTC is concerned that in identifying a relative importance, some may misinterpret that and consider that some criteria are unimportant because they will not garner as many points as others.

**Finding 3:**

No identification of the criteria that would be used to evaluate, score and incorporate oral interviews into selection process in the RFP.

The RTC considers interviews part of the overall information gathering process to fully evaluate proposals. Therefore, the RTC does not use different criteria with different scoring just for the interviews. The information gathered through the interviews helps to inform the proposal review team in determining their full evaluation of the proposals per the criteria outlined in the RFP. The proposals can be evaluated based on written submittal alone but interviews provide an opportunity for proposers to present information in a different manner and setting and for proposal reviewers to focus on the information differently and obtain clarification, if needed. With the written submittals and interviews, proposal reviewers can get a more complete picture to better assess the strengths of proposers and score them accordingly per the criteria identified in the RFP.

**Finding 4:**

Lack of documentation to support how the oral interviews were evaluated and scored and incorporated into the final scores for each firm interviewed, as the interview question sheets did not include scores or rankings of any kind.

The interviews are used as part of the overall information gathering process to fully evaluate proposals based on the criteria communicated in the RFP. The interview question sheets are used to make sure that the same questions are asked of all the proposers and to give the reviewers a place to write notes during the interview. At the end of the interviews the reviewers can determine whether anything that they gathered from the interviews impacts their scores on the criteria identified in the RFP differently than from the written proposals alone. Sometimes it does make a difference and sometimes it does not and for some reviewers it does and for others it does not.

**Finding 5:**

No explanation or support for how SCCRTC evaluated the RFP criteria related to the "satisfaction of clients". Additionally, only two firms received points for this criterion.

Satisfaction of clients is best determined by talking to the clients, which means checking references. References tend to be individuals who agreed to act as references and consultants do not tend to list references who may give them a less than stellar reference; therefore, typically this does not make a difference in selecting a consultant and every consultant is assumed to have the same score for this criterion throughout (either no points or the maximum) until the end of the review process, when references are checked for the finalists. Once the proposal review team gets to the top one or two preferred consultant teams, reference calls are made to see whether these will make any difference. As tends to be the case, this criterion did not make a difference for the consultant teams in the tested procurement.

**Finding 6:**

Lack of documentation/records (tracking log/schedule) detailing the number of proposals received and dates of receipt for each consultant proposal.

It is true that a tracking log detailing the number of proposals received with dates of receipt for each consultant proposal was not produced. However, all of the proposals were date stamped on the first page after the cover when they were received and attached as Exhibit 2 are copies of the stamped pages.

**Finding 7:**

Lack of documentation to demonstrate SCCRTC negotiated a contract with a fair and reasonable price as there was no independent cost estimate and no price or cost analysis to support the reasonableness of the fully loaded rates included in the cost proposal.

The SCCRTC hired JL Patterson and Associates to inspect the railroad bridges and produce cost estimates for the work to be done. The cost estimates (Exhibit 3) included an estimate for consultant construction management services and design support services. The estimated cost for consultant construction management and design support services associated with the estimated railroad bridge work was about 10% of the total construction cost. In addition, SCCRTC staff talked to Caltrans, the County of Santa Cruz Public Works Department and the City of Santa Cruz Public Works Department regarding the general cost of construction management. Through these communications SCCRTC learned that overall construction management costs (including consultant construction management services, SCCRTC staff work during construction and design support services) are generally about 15% of total construction costs. SCCRTC staff was also told that because the vast majority of the work was the reconstruction of one very significant structure, the construction management cost would likely be higher than 15%. When RTC entered into the contract with HMM for construction management services, the amount of the contract was about 8% of the total construction cost that was anticipated at that time, which based on the independent cost estimate from JL Patterson and communications with Caltrans and public works departments SCCRTC considered reasonable.

**Additional Finding**

SCCRTC also executed an amendment on an expired contract and billed Caltrans for the consultant costs incurred after the expiration of the contract. Additionally, the consultant invoice billed after the expired contract did not include supporting documentation for other direct costs, and the fixed fee (profit) was applied to other direct costs and sub-consultant costs rather than only to the labor, fringe benefits, and overhead costs. Costs billed and reimbursed on the expired contract total \$12,540 and are disallowed. These costs are part of the total \$476,829 billed to Caltrans on the HMM contract identified above.

Due to the fact that there were two rounds of bidding for the construction contract, that the construction schedule became longer than initially estimated, and that the main component of the construction work turned out to be a reconstruction of a significant bridge rather than a rehabilitation of the bridge, it became evident that, in addition to extending the term of the contract, more funds would need to be added to the contract. Therefore, in an effort to extend the funding available to the project further, the first amendment to the contract included a renegotiation of hourly rates in addition to the term extension. As a result it took some time to renegotiate the hourly rates to achieve a reduction of about 6% for the resident engineer and about 11% and 20% for the inspectors. Based on the number of hours billed by these individuals, the SCCRTC saved about \$20,000 on this contract as a result of the renegotiated lower rates. The SCCRTC could have simply extended the term with one amendment and then used a following amendment for renegotiated hourly rates. However, SCCRTC may not have achieved the reductions in hourly rates that were achieved. Not extending the

term until new hourly rates were agreed to likely resulted in lower hourly rates and saved more taxpayer money than would otherwise have been the case.

The SCCRTC invoice files include supporting documentation for other direct costs for all invoices. Attached as Exhibit 4 is one of the invoices illustrating the type of supporting documentation included with the invoices.

Indeed there were some errors on the part of the consultant with regard to billing for the fixed fee. In the first five invoices, the consultant did not invoice for the fixed fee. With the sixth invoice, the consultant began invoicing for the fixed fee. Initially, the fixed fee was applied correctly. Once it was determined that the fixed fee was being applied, it noticed that the fixed fee was applied incorrectly, it was brought to the attention of the consultant. On invoices 16 and 17, the consultant billed for significantly less fixed fee than they could have to make up for the overbilling in prior invoices. Beginning with invoice 18 (Exhibit 4), the consultant no longer invoiced for the fixed fee because the maximum fixed fee amount stipulated in the contract was reached. Based on the total cumulative amount for labor of \$462,723 shown on invoice 18 (Exhibit 4), charging the fixed fee at 4% as stipulated in the contract would result in \$18,508.92, yet the cumulative amount of fixed fee charged shown on the invoice is \$16,396, which corresponds to the maximum fixed fee amount also stipulated in the contract.

The SCCRTC respectfully disagrees that \$12,540 in costs should be disallowed, but will abide by requirements of this audit regarding this amount.

**Recommendation 1:**

Develop procurement policies and procedures specific to SCCRTC and ensure staff comply with SCCRTC's procurement policies and procedures.

The SCCRTC agrees with the recommendation and has already begun working on SCCRTC specific procurement policies and procedures.

**Recommendation 2:**

Ensure compliance with Caltrans' agreements and state and federal regulations regarding proper procurement actions and documentation.

The SCCRTC agrees with the recommendation and always works to ensure that the agency adheres to all requirements of agreements as well as state and federal regulations. The RTC will work to better document how all requirements are being met.

**Recommendation 3:**

Ensure all required fiscal provisions are included in consultant contracts that will be funded with state or federal funds from Caltrans.

The SCCRTC agrees with the recommendation and always works to ensure that the agency is adhering to the requirements of grant agreements and legal requirements. To that end the RTC contracts are periodically reviewed to ensure that they meet all requirements and incorporate new requirements accordingly.

**Recommendation 4:**

Develop and maintain records (tracking log/schedule) detailing the number of proposals received and the dates of receipt for each procurement, and maintain adequate documentation to support the negotiation of fair and reasonable costs and profit on consultant contracts.

**The SCCRTC agrees with the recommendation and in addition to ensuring that proposals are date stamped as they are received, a log will be maintained. SCCRTC will also maintain adequate documentation supporting negotiations for a fair and reasonable consultant contract.**

**Recommendation 5:**

Implement policies and procedures that require consultant contracts to include dates with the execution signatures, and require amendments to be executed prior to the expiration of the contracts.

**The SCCRTC agrees with the recommendation and the procurement policies and procedures identified in Recommendation 1 will include these recommended policies.**

**Recommendation 6:**

Require review and approval of consultant invoices to include proper source documents to support costs billed and only allowable costs in accordance to the terms and conditions of the consultant contracts.

**The SCCRTC agrees with the recommendation and will continue to review and scrutinize consultant invoices for proper support documents and to ensure that only allowable costs are billed.**

**Recommendation 7:**

Require procurement staff to complete the Caltrans District Local Assistance, Procurement A&E Contracts (online), training located at: <<http://www.dot.ca.gov/hq/LocalPrograms/training.html>>

**The SCCRTC agrees with the recommendation. Some SCCRTC staff has attended training provided by the California Local Technical Assistance Program on procuring A&E contracts. Having the training online makes it more accessible to other SCCRTC staff and SCCRTC will take advantage of the available training and require procurement staff to complete it.**

**Recommendation 8:**

Work with the Federal Highway Administration to determine if any of the remaining questioned costs of \$464,289 (\$476,829 - \$12,540) that were billed to Caltrans and identified above should be reimbursed.

**The work done under the subject contract was funded with Public Transportation Account (PTA) funds which are state funds not federal funds.**

**Recommendation 9:**

Develop an action plan to determine if additional conditions and monitoring should be implemented as outlined in 2 CFR 200.207 and 2 CFR 200.338.

**The SCCRTC always works to ensure that the agency adheres to all requirements, and will cooperate with condition and participate in monitoring to better ensure and/or document adherence to requirements and strengthen SCCRTC's internal controls.**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
TDA REVENUE REPORT  
FY 2017-2018**

<b>MONTH</b>	<b>FY16 - 17 ACTUAL REVENUE</b>	<b>FY17 - 18 ESTIMATE REVENUE</b>	<b>FY17 - 18 ACTUAL REVENUE</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE AS % OF PROJECTION</b>	<b>CUMULATIVE % OF ACTUAL TO PROJECTION</b>
JULY	629,500	637,054	583,500	-53,554	-8.41%	91.59%
AUGUST	839,400	849,473	778,000	-71,473	-8.41%	91.59%
SEPTEMBER	872,266	882,733	1,146,538	263,805	29.89%	105.86%
OCTOBER	657,500	665,390	665,500	110	0.02%	104.58%
NOVEMBER	876,700	887,220	887,300	80	0.01%	103.54%
DECEMBER	813,479	823,241	959,017	135,776	16.49%	105.79%
JANUARY	632,900	646,849	655,100	8,251	1.28%	105.25%
FEBRUARY	843,800	862,431	873,500	11,069	1.28%	104.70%
MARCH	911,051	781,837				
APRIL	626,200	572,496				
MAY	834,900	763,397				
JUNE	563,619	814,337				
<b>TOTAL</b>	<b>9,101,315</b>	<b>9,186,458</b>	<b>6,548,455</b>	<b>294,064</b>	<b>3.20%</b>	<b>71%</b>

**Note:**

I:\FISCAL\TDA\MonthlyReceipts\FY2018\FY2018 TDA Receipts.xlsx\FY2017

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

**FROM:** Luis Pavel Mendez, Deputy Director

**RE:** Amendments to the Fiscal Year (FY) 2017-18 Budget & Work Program and the Measure D 5-year Program of Projects for the Rail Corridor

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## **RECOMMENDATIONS**

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Regional Transportation Commission (RTC):

1. Approve the FY 2017-18 Budget and Work Program as shown on Attachment 1;
  2. Amend the FY 2017-18 Measure D 5-year Program of Projects for the rail corridor as shown on Attachment 2 to cover costs associated with the Unified Corridor Investment Study and storm damage repair; and
  3. Approve short-term interest-free borrowing from the Regional Surface Transportation Program (RSTP) Exchange fund to front storm damage repair costs until reimbursement is received from the Federal Emergency Management Agency (FEMA.)
- 

## **BACKGROUND**

After review and recommendation from the B&A/P Committee, in November 2017, the Regional Transportation Commission (RTC) approved the initial budget for fiscal year (FY) 2017-18. In November 2017, the RTC approved the major fall amendment to the fiscal year (FY) 2016-17 budget and work program. Additional minor amendments were made in December of 2017 the again in January and February 2018. Due to work trends and specific project needs, it is currently necessary to consider amendments to the FY 2017-18 budget and work program.

## **DISCUSSION**

### **Fiscal Year (FY) 2017-18 Budget and Work Program Amendments**

Administration: Due to various retirements, there have been a greater number of recruitments than anticipated to fill all of the RTC positions. Filling the positions has proven more challenging than usual for the RTC sometimes requiring more than one recruitment for individual positions and more effort and expense to ensure that the positions are filled. In addition, the RTC has just begun negotiations for the labor agreements and long-overdue compensation study, which are likely to take more effort than originally anticipated.

Santa Cruz Branch Rail Line: Additional funds are added from Measure D to help cover the cost of storm damage repair and clean up. Based on the work with the Federal

Emergency Management Agency (FEMA) this far, the RTC will receive reimbursement from FEMA for much of the storm damage repair and clean up costs. However, the RTC must cover those costs first. It is likely that the RTC will not have sufficient funds in the budget for the rail line right-of-way to cover all of the expenses until reimbursement is received from FEMA. Therefore, as the RTC has done in the past for other projects, including the Highway 1 construction, staff recommends that the B&A/P Committee recommend that the RTC approve short-term interest-free borrowing from the Regional Surface Transportation Program (RSTP) Exchange fund to cover the costs until reimbursement is received from FEMA, when the funds will be returned to the RSTP Exchange fund. The RSTP Exchange fund tends to carry large balances (currently at about \$10 million) and any short term borrowing does not impact any projects.

Highway 1 Morrissey to Soquel Auxiliary Lanes Project: The project construction was completed in 2014 and the lawsuit filed by the contractor against the RTC was settled in fiscal year 2017-18. In this fiscal year, the RTC has been going through an audit of the project by Caltrans, which should be completed by the end of the fiscal year. It was uncertain how much staff work would be necessary to work with Caltrans on the production of the audit and then the resulting recommendations. It has taken more staff work than originally estimated.

Measure D: The sales and transactions use tax approved for Santa Cruz County through Measure D began being collected in April 2017. Payments from the state are generally received two to three months after the tax revenues are collected. It was uncertain whether any Measure D revenues would be received by the RTC in FY 2016-17; therefore, FY 2016-17 costs associated with Measure D were included in FY 2017-18. Since one payment of Measure D revenues was received in FY 2016-17, those funds were used to cover Measure D costs of FY 2016-17 and do not need to be accounted in this fiscal year. In addition, the indirect cost rate recently approved by Caltrans for the RTC for FY 2017-18 is lower than the indirect cost rate that was approved for FY 2016-17. As is typical, last fiscal year's indirect cost rate was being applied until an indirect cost rate was approved for this fiscal year. With the approval of the new indirect cost rate appropriate adjustments were made. As a result there is more than \$500,000 in Measure D revenues that can now be distributed to all of the project categories and funding recipients.

Work Trend Adjustments: At the beginning of each fiscal year the budget that is approved includes estimates for the work that is anticipated to be done. Usually, adjustments need to be made due to work trends. Therefore, a number of adjustments are included in this budget amendment as a result of more or less work than estimated for various projects and planning efforts. Adjustments proposed include increases for the Unified Corridor Investment Study, the Countywide Bike Signage Project, User Oriented Transit Travel Planning project (Cruz511 In Your Neighborhood) and Sustainable Transportation Prioritization Plan (visualization project); and decreases for various projects. The adjustments do not change the overall staff resources previously approved by the RTC. They simply reallocate the resources within the budget to better match the actual work to date and the anticipated remaining work.

**Measure D 5-year Program of Projects for Rail Corridor**

In order to cover the budget changes proposed for the Unified Corridor Investment Study and Santa Cruz Branch Rail Line right-of-way storm damage repair, it is necessary to modify the FY 2017-18 Measure D 5-year Program of Projects for the Rail Corridor. The RTC has already approved \$525,000 in Measure D funds to help cover the costs of the Unified Corridor Investment Study. Due to the significant amount of work necessary to complete the study such that it satisfies provisions of Measure D for the rail corridor, it is necessary to add more Measure D funds to the project. In addition, in order to help cover the costs associated with repairing the storm damage, it is necessary to add more Measure D funds for that purpose. The modification to this 5-year program of projects can be made because bridge rehabilitation work is not expected to begin until the next fiscal year. Any Measure D rail corridor funds used for storm damage repair that are reimbursed to the RTC by FEMA will be returned to the Measure D rail corridor fund.

**Therefore, staff recommends that the B&A/P Committee recommend that the RTC approve the FY 2017-18 Budget and Work Program as shown on Attachment 1, amend the Measure D 5-year Program of Projects for the rail corridor as shown on Attachment 2, and approve short-term interest-free borrowing from the RSTP Exchange fund to front storm damage repair costs until reimbursement is received from FEMA.**

**SUMMARY**

Due to work trends and specific project needs it is currently necessary to consider amendments to the FY 2017-18 budget and work program. It is also necessary to consider amendments to the FY 2017-18 Measure D 5-year Program of Projects for the rail corridor to cover costs associated with the Unified Corridor Investment Study and storm damage repair. Staff recommends that the B&A/P Committee recommend that the RTC approve the proposed amended FY 2017-18 budget and work program as shown on Attachment 1, the FY 2017-18 Measure D 5-year Programs of Projects for the Rail Corridor as shown on Attachment 2 and short-term interest-free borrowing to front storm damage repair costs.

**Attachments:**

1. FY 2017-18 budget pages with proposed amendments
2. FY 2017-18 Measure D 5-year Program of Projects for Rail Corridor



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
PROJECTED REVENUE SUMMARY  
FY 2017-2018 BUDGET

# ATTACHMENT 1

**1 PROJECTED REVENUE SUMMARY**

SOURCES	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA):</b>				
Auditor's 1/4 Cent Sales Tax Estimate	9,186,458	9,186,458	0	
Previous FY Revenues Budgeted	52,217	52,217	0	
Interest Estimate	14,000	14,000	0	
<i>Total TDA Apportioned</i>	<b>9,252,675</b>	<b>9,252,675</b>	<b>0</b>	
<b>State Transit Assistance (STA)</b>				
State Transit Assistance (99313-RTC)	1,640,602	1,640,602	0	
State Transit Assistance (99314-SC METRO)	1,355,381	1,355,381	0	
STA State of Good Repair (99313-RTC)	367,417	367,417	0	
STA State of Good Repair (99314-SC METRO)	303,541	303,541	0	
<i>Total STA</i>	<b>3,666,941</b>	<b>3,666,941</b>	<b>0</b>	
<b>Measure D</b>	<b>19,847,749</b>	<b>19,847,749</b>	<b>0</b>	
<b>Planning Grant Funds/Others:</b>				
State planning funds (RPA and STIP PPM)	516,666	516,666	0	
RSTP Exchange	25,000	25,000	0	
Measure D	481,694	581,694	100,000	- For Unified Corridor Investment Study
Transit & Transportation Planning grants	357,176	357,176	0	
RTC Funds Budgeted	528,975	516,833	-12,142	- Work trend modifications
<i>Planning/Other Total</i>	<b>1,909,511</b>	<b>1,997,369</b>	<b>87,858</b>	
<b>CRUZ511/Rideshare:</b>				
RSTP & RSTP Exchange	383,422	383,422	0	
RTC Funds (SAFE & Measure D)	100,000	100,000	0	
<b>Service Authority for Freeway Emergency (SAFE):</b>				
DMV Fees and interest	253,000	253,000	0	
Other - MTC SAFE, RTC SAFE & Measure D	141,300	141,300	0	
<b>Freeway Service Patrol (FSP):</b>				
State Funds (Caltrans, STIP, & RSTPX)	315,983	315,983	0	
RTC funds (Measure D, FSP Reserves & Interest)	94,517	94,517	0	
<b>Rail/Trail Authority:</b>				
Rail Line Funds (Reserves, Leases, Licenses, etc)	147,768	147,768	0	
RSTP Exchange and TC Planning	670,064	670,064	0	
Measure D	960,500	1,110,500	150,000	- To help cover storm damage repair & structures analysis
<b>Highway 1:</b>				
RSTP Exchange	1,859,856	1,859,856	0	
CMIA, STIP & Other	85,731	85,731	0	
<b>Bike Signage Project:</b>				
Active Transportation Program Funds	320,000	320,000	0	
RSTP Exchange and RTC Funds	29,535	44,535	15,000	- To cover design phase work
<b>MBSST Network</b>				
Measure D	3,019,250	3,019,250	0	
RSTPX and Land Trust	369,473	369,473	0	
<b>RSTP Exchange Program</b>	13,968,011	13,968,011	0	
<b>TOTAL</b>	<b>57,395,286</b>	<b>57,648,144</b>	<b>252,858</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**APPORTIONMENT SUMMARY**  
**FY 2017-2018 BUDGET**

**1 APPORTIONMENT SUMMARY**

CLAIMANTS	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
Transportation Development Act (TDA): (1)				
TDA Reserve Fund			0	
RTC Reserve Fund	52,217	52,217	0	
				% Chg
SCCRTC: Administration	571,646	571,646	0	0.00%
Planning	523,101	523,101	0	0.00%
Subtotal	1,094,747	1,094,747	0	0.00%
Bike to Work	60,000	60,000	0	0.00%
Bike & Pedestrian Safety (CTSC)	130,000	130,000	0	0.00%
Subtotal	190,000	190,000	0	0.00%
Santa Cruz METRO	6,767,933	6,767,933	0	0.00%
Specialized Transit (Community Bridges/CTSA)	664,920	664,920	0	0.00%
Volunteer Center	79,157	79,157	0	0.00%
City of Capitola	14,852	14,852	0	0.00%
City of Santa Cruz - Non Transit	94,570	94,570	0	0.00%
City of Scotts Valley	17,768	17,768	0	0.00%
City of Watsonville	77,390	77,390	0	0.00%
County of Santa Cruz	199,122	199,122	0	0.00%
Subtotal	7,915,711	7,915,711	0	0.00%
TOTAL TDA APPORTIONED	9,252,675	9,252,675	0	
State Transit Assistance (STA) - to SC METRO	3,666,941	3,666,941	0	
Measure D	19,847,749	19,847,749	0	
Planning Grant Funds/Others:	1,909,511	1,997,369	87,858	- Due to work trends
CRUZ511	483,422	483,422	0	
SAFE	394,300	394,300	0	
Freeway Service Patrol (FSP)	410,500	410,500	0	
Rail/Trail Authority	1,778,332	1,928,332	150,000	- To help cover storm damage repair & structures analysis
Highway 1	1,945,587	1,945,587	0	
Bike Singnage Project	349,535	364,535	15,000	- To cover design phase work
MBSST Network	3,388,723	3,388,723	0	
RSTP Exchange Program	13,968,011	13,968,011	0	
TOTAL	57,395,286	57,648,144	252,858	

(1) TDA apportionments are based on formulas in the RTC's Rules and Regulations. Balance not used for Planning and Administration is allocated to other TDA claimants as follows:  
85.5% to SCMTD, 8.4% to Community Bridges and 1% to the Volunteer Center; remaining funds are proportionally allocated to cities and the county according to population.

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**BUDGET SUMMARY**  
**FY 2017-2018 BUDGET**

**1 BUDGET SUMMARY**

	FY16-17 ADOPTED DETAIL			FY17-18 ADOPTED DETAIL			FY17-18 PROPOSED DETAIL		
	TOTAL FY 16-17 ADOPTED 06/15/17	SALARIES BENEFITS & OVERHEAD	SERVICES & SUPPLIES	TOTAL FY17-18 ADOPTED 02/01/18	SALARIES BENEFITS & OVERHEAD	SERVICES & SUPPLIES	TOTAL FY17-18 PROPOSED 03/08/18	(1) SALARIES BENEFITS & OVERHEAD	SERVICES & SUPPLIES
<b>OPERATIONS PROGRAMS</b>									
SCCRTC - Administration	792,590	238,000	554,590	800,717	238,000	562,717	840,717	238,000	602,717
CRUZ511/Rideshare	381,422	200,000	181,422	322,522	200,000	122,522	322,522	200,000	122,522
SAFE	399,300	135,000	264,300	394,300	125,000	269,300	394,300	125,000	269,300
Freeway Service Patrol	379,500	77,500	302,000	410,500	80,000	330,500	410,500	80,000	330,500
SCCRTC Planning	3,667,685	1,397,440	2,270,245	2,445,758	1,177,702	1,268,056	2,493,616	1,225,560	1,268,056
Measure D	433,525	110,000	323,525	19,842,749	498,839	19,343,910	19,842,749	420,981	19,421,768
<b>Total Operations Programs</b>	<b>6,054,022</b>	<b>2,157,940</b>	<b>3,896,082</b>	<b>24,216,546</b>	<b>2,319,541</b>	<b>21,897,005</b>	<b>24,304,404</b>	<b>2,289,541</b>	<b>22,014,863</b>
<b>CAPITAL PROGRAMS</b>									
Rail/Trail Authority	905,010	170,010	735,000	1,778,332	238,035	1,540,297	1,928,332	238,035	1,690,297
Highway 1 Env Docs & Design	2,011,805	225,000	1,786,805	1,859,856	200,000	1,659,856	1,859,856	200,000	1,659,856
Highway 1 Construction	1,195,823	40,000	1,155,823	85,731	25,000	60,731	85,731	40,000	45,731
Countywide Bike Signage	370,096	24,000	346,096	349,535	50,000	299,535	364,535	65,000	299,535
MBSST Network				3,388,723	409,473	2,979,250	3,388,723	409,473	2,979,250
<b>Total Capital Programs</b>	<b>4,482,734</b>	<b>459,010</b>	<b>4,023,724</b>	<b>7,462,177</b>	<b>922,508</b>	<b>6,539,669</b>	<b>7,627,177</b>	<b>952,508</b>	<b>6,674,669</b>
<b>TOTAL ALL PROGRAMS</b>	<b>10,536,756</b>	<b>2,616,950</b>	<b>7,919,806</b>	<b>31,678,723</b>	<b>3,242,049</b>	<b>28,436,674</b>	<b>31,931,581</b>	<b>3,242,049</b>	<b>28,689,532</b>

**BUDGET COMPARISON**  
**PRIOR YEAR AND BUDGET YEAR**

PROGRAM	FY 16-17			FY17-18			FY17-18		
	FY 16-17 ADOPTED 06/15/17	FY 16-17 ACTUAL 6/30/17	ACTUAL LESS ADOPTED 06/15/17	FY17-18 ADOPTED 02/01/18	FY 16-17 ADOPTED 06/15/17	ADOPTED VS FY 16-17 ADOPTED	FY17-18 PROPOSED 03/08/18	FY17-18 ADOPTED 02/01/18	FY17-18 PROPOSED VS FY17-18 ADOPTED
SCCRTC - Administration	792,590	594,184	(198,406)	800,717	792,590	8,127	840,717	800,717	40,000
CRUZ511/Rideshare	381,422	276,510	(104,912)	322,522	381,422	(58,900)	322,522	322,522	-
SAFE	399,300	324,807	(74,493)	394,300	399,300	(5,000)	394,300	394,300	-
Freeway Service Patrol	379,500	330,082	(49,418)	410,500	379,500	31,000	410,500	410,500	-
Rail/Trail Authority	905,010	306,424	(598,586)	1,778,332	905,010	873,322	1,928,332	1,778,332	150,000
Highway 1 Env Docs & Design	2,011,805	825,698	(1,186,107)	1,859,856	2,011,805	(151,949)	1,859,856	1,859,856	-
Highway 1 Construction	1,195,823	1,112,958	(82,865)	85,731	1,195,823	(1,110,092)	85,731	85,731	-
Countywide Bike Signage	370,096	20,799	(349,297)	349,535	370,096	(20,561)	364,535	349,535	15,000
MBST Network				3,388,723	-	3,388,723	3,388,723	3,388,723	-
Measure D	433,525	697,880	264,355	19,842,749	433,525	19,409,224	19,842,749	19,842,749	-
SCCRTC Planning	3,667,685	2,768,753	(898,932)	2,445,758	3,667,685	(1,221,927)	2,493,616	2,445,758	47,858
<b>Total Operating Budget</b>	<b>10,536,756</b>	<b>7,258,095</b>	<b>(3,278,661)</b>	<b>31,678,723</b>	<b>10,536,756</b>	<b>21,141,967</b>	<b>31,931,581</b>	<b>31,678,723</b>	<b>252,858</b>

**Notes:** (1) Includes staffing shown on page 16

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**ADMINISTRATION**  
**FY 2017-2018 BUDGET**

**1 ADMINISTRATION**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46	WORK ELEMENT #102	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	TDA Administration	623,863	623,863	0	
	RTC Funds	176,854	216,854	40,000	- To cover greater than anticipated recruitments and negotiations
	Other revenue			0	
	<b>TOTAL REVENUES</b>	<b>800,717</b>	<b>840,717</b>	<b>40,000</b>	
	<b>EXPENDITURES:</b>				
	Salaries, Benefits & Overhead	238,000	238,000	0	
	<b>Services and Supplies:</b>				
	Telephone	13,000	13,000	0	
	Liability Insurance	14,000	14,000	0	
	Utilities	9,000	9,000	0	
	Office Rent	92,000	92,000	0	
	<b>Travel/Training</b>				
	Vehicle Maintenance, Rentals and Service	4,000	4,000	0	
	Transportation/Travel/Education	26,000	26,000	0	
	<b>Fixed Assets</b>	40,000	40,000	0	
	<b>Office Expenses</b>				
	General Supplies & Expenses	30,000	30,000	0	
	Duplicating	6,000	6,000	0	
	Postage	5,500	5,500	0	
	Membership	15,000	15,000	0	
	Sponsorship	1,000	1,000	0	
	Advertisement/Publication	6,000	6,000	0	
	Office Equipment Repair/Maintenance	6,500	6,500	0	
	Contingency/Special Expense	25,000	25,000	0	
	County Mainframe/Intranet	6,000	6,000	0	
	Computer Software	12,000	12,000	0	
	<b>Services</b>				
	Commissioners' Stipend	11,000	11,000	0	
	Fiscal & Triennial Performance Audit	30,000	30,000	0	
	Annual Report/Fact Sheets	10,000	10,000	0	
	Accounting, Payroll and Auditing Fees	15,000	15,000	0	
	Human Resources/Employee Relations	50,000	90,000	40,000	- Various recruitments and negotiations
	Administrative Consulting Services	10,000	10,000	0	
	Legal Counsel	30,000	30,000	0	
	Computer/website support, service & programming	36,000	36,000	0	
	Custodial - Janitorial Services	7,500	7,500	0	
	<b>Provision for RTC reserves</b>	52,217	52,217	0	
	<i>Subtotal Services &amp; Supplies</i>	<b>562,717</b>	<b>602,717</b>	<b>40,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>800,717</b>	<b>840,717</b>	<b>40,000</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
RAIL/TRAIL AUTHORITY  
FY 2017-2018 BUDGET**

**1 SC BRANCH RAIL LINE: 722100**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	WORK ELEMENT #682	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	Measure D	960,500	1,110,500	150,000	- To help cover storm damage repair & structures analysis
	Leases, Licenses & Other Revenue	85,000	85,000	0	
	Transfer from TC Funds	110,000	110,000	0	
	RSTP Exchange	560,064	560,064	0	
	Rail Line Reserve Funds Budgeted	62,768	62,768	0	
	<b>TOTAL REVENUES</b>	<b>1,778,332</b>	<b>1,928,332</b>	<b>150,000</b>	
	<b>EXPENDITURES:</b>				
	Salaries, Benefits & Overhead	238,035	238,035	0	
	<b>Services and Supplies:</b>				
	Liability Insurance	5,000	5,000	0	
	Rail line ROW clean up, maintenance & signage	50,000	50,000	0	
	<b>Consulting Services:</b>				
	Consultants for Rail Operations & Property Management	20,000	20,000	0	
	Haz Mat Investigation and Related Costs	10,000	10,000	0	
	General Contingency	15,000	15,000	0	
	Storm damage repair and clean up	337,822	437,822	100,000	- For damage associated with the 2017 winter storms
	RR Bridge & Structures Inspection & Analysis	285,000	335,000	50,000	- Anticipated to include analysis of some culvert and retaining structures
	Track Infrs Maintenance & Repair	152,475	152,475	0	
	Construction Management Consultant	0	0	0	
	Legal Counsel	30,000	30,000	0	
	RR Bridge Rehabilitation	635,000	635,000	0	
	<i>Subtotal Services &amp; Supplies</i>	<b>1,540,297</b>	<b>1,690,297</b>	<b>150,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>1,778,332</b>	<b>1,928,332</b>	<b>150,000</b>	

**Note:**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
HIGHWAY 1 CONSTRUCTION**

**FY 2017-2018 BUDGET**

**HWY 1 CONSTRUCTION:** 722200

WORK ELEMENT #683	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
<b>REVENUES:</b>				
STIP Construction			0	
CMIA Construction			0	
Other Revenues	85,731	85,731	0	
<b>TOTAL REVENUES</b>	<b>85,731</b>	<b>85,731</b>	<b>0</b>	
<b>EXPENDITURES:</b>				
Salaries, Benefits & Overhead	25,000	40,000	15,000	- To cover work associated with Caltrans audit of project
<b>Services and Supplies:</b>				
<b>Hwy 1 Morrissey-Soquel Aux Lane Construction:</b>				
Construction contract with contingency	0	0	0	
Supplemental construction activity	0	0	0	
Traffic management	0	0	0	
Traffic enforcement	0	0	0	
Miscellaneous other	0	0	0	
Construction management consultant	0	0	0	
Construction design support	0	0	0	
Legal Counsel			0	
General Contingency	60,731	45,731	-15,000	- To cover work associated with Caltrans audit of project
<i>Subtotal Services &amp; Supplies</i>	<b>60,731</b>	<b>45,731</b>	<b>-15,000</b>	
<b>Unappropriated Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>85,731</b>	<b>85,731</b>	<b>0</b>	



## 1 COUNTYWIDE BIKE SIGNAGE:

-11-

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING REVENUES SUMMARY**  
**FY 2017-2018 BUDGET**

1 **PLANNING REVENUES:** 721600/721700/721750

2 3 4 SOURCES	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
5 <b>REVENUES:</b>				
6				
7 TDA Planning	713,101	713,101	0	
8 Rural Planning Assistance (RPA)	341,666	341,666	0	
9 STIP for Planning (PPM)	175,000	175,000	0	
10 Transit Planning Grants	289,716	289,716	0	
11 Measure D	481,694	581,694	100,000	- For Unified Corridor Investment Study
12 Sustainable Transportation Planning Grant	67,460	67,460	0	
13 RSTP Exchange	25,000	25,000	0	
14 RTC Funds Budgeted	352,121	299,979	-52,142	- Work trend modifications
15				
16 <b>TOTAL REVENUES</b>	<b>2,445,758</b>	<b>2,493,616</b>	<b>47,858</b>	

**Note:**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING EXPENDITURES**  
**FY 2017-2018 BUDGET**

1 **PLANNING EXPENDITURES:** 721600/721700/721750

EXPENDITURES	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
<b>Salaries, Benefits &amp; Overhead by Program</b>				
Regional Planning Coordination	97,918	97,918	0	
Unified Corridor Study Phase II	156,031	256,031	100,000	- Work trend adjustment
Work Program	34,535	27,535	-7,000	- Work trend adjustment
Public Information	41,914	21,914	-20,000	- Work trend adjustment
Bicycle/Pedestrian Planning	62,936	50,936	-12,000	- Work trend adjustment
Specialized Transportation	64,158	48,016	-16,142	- Work trend adjustment
User Oriented Transit Travel Planning	28,236	49,236	21,000	- Work trend adjustment
Sust Transp Prioritization Plan	93,928	108,928	15,000	- Work trend adjustment
Highway 9 Study	81,971	61,971	-20,000	- Work trend adjustment
Regional Transportation Plan for MTP	210,291	210,291	0	
Transportation Improvement Program (TIP)	220,487	220,487	0	
Highway & Roadway Planning	85,297	72,297	-13,000	- Work trend adjustment
<i>Subtotal Staff and Overhead</i>	<b>1,177,702</b>	<b>1,225,560</b>	<b>47,858</b>	
<b>Services &amp; Supplies</b>				
<u>Passthrough Programs</u>				
Bike To Work Program (Ecology Action)	60,000	60,000	0	
Bike & Ped Safety (Comm. Traffic Safety Coalition)	130,000	130,000	0	
Ecology Action - Countywide SR2S Education	25,000	25,000	0	
Open Streets - County HSA/Bike SCC	-	-	0	
<u>Professional Services (contracts)</u>				
Washington Assistant	44,600	44,600	0	
Engineering and Other Technical Consultants	80,000	80,000	0	
User Oriented Transit Travel Planning	10,000	10,000	0	
Environmental Documents for RTP/MTP	25,000	25,000	0	
Sust Transp Prioritization Plan	158,108	158,108	0	
Highway 9 study consultant	96,589	96,589	0	
SC METRO & DPW for Hwy 9 study	24,262	24,262	0	
Unified Corridor Study Consultant	442,497	442,497	0	
<u>RTC Work Element Related Items</u>				
Traffic Monitoring services	12,000	12,000	0	
Printing Documents and Pub Info Materials	50,000	50,000	0	
User Oriented Transit Travel Planning Materials	-	-	0	
Transfer to Rail/Trail Authority	110,000	110,000	0	
<i>Subtotal Services &amp; Supplies</i>	<b>1,268,056</b>	<b>1,268,056</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,445,758</b>	<b>2,493,616</b>	<b>47,858</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING FUNDS SOURCE DETAIL**  
**FY 2017-2018 BUDGET**

1 **PLANNING DETAIL: 721600/721700/721750**

2		FY17-18	TDA	RTC	RPA	Meas D	Sust	FTA5304	FTA5304	FTA5304	STIP	RSTPX
3	EXPENDITURES	PROPOSED		FUND			Transp	SustComm	SustComm	Trnst for	PPM	
4		03/08/18					PIng	PIng	PIng	SustComm		
5	<b>Salaries, Benefits &amp; Overhead by Program</b>											
6	Regional Planning Coordination	97,918	11,501	-	86,417							
7	Unified Corridor Study Phase II	256,031	12,162	-	-	150,000		93,869				
8	Work Program	27,535	27,535	-								
9	Public Information	21,914	21,914	-	-	-						
10	Bicycle/Pedestrian Planning	50,936	20,936	-		-					30,000	
11	Specialized Transportation	48,016	42,827	5,189								
12	User Oriented Transit Travel Planning	49,236	28,630	10,000						10,606		
13	Sust Transp Prioritization Plan	108,928	36,542	4,926			67,460					
14	Highway 9 Study	61,971	9,345	3,105					49,521			
15	Regional Transportation Plan for MTP	210,291	85,139	-	125,152					-		
16	Transportation Improvement Program (TIP)	220,487	8,371	-	67,116						145,000	
17	Highway & Roadway Planning	72,297	9,316	-	62,981							
18	<i>Subtotal Staff &amp; Overhead</i>	<b>1,225,560</b>	<b>314,218</b>	<b>23,220</b>	<b>341,666</b>	<b>150,000</b>	<b>67,460</b>	<b>93,869</b>	<b>49,521</b>	<b>10,606</b>	<b>175,000</b>	<b>-</b>
19												
20	<b>Services &amp; Supplies</b>											
21	<u>Passthrough Programs</u>											
22	Bike To Work Program (Ecology Action)	60,000	60,000	-								
23	Bike & Ped Safety (Comm. Traffic Safety Coalition)	130,000	130,000	-								
24	Ecology Action - Countywide SR2S Education	25,000		-								25,000
25	Open Streets - County HSA/Bike SCC			-								
26												
27	<u>Professional Services</u>											
28	Washington Assistant	44,600	4,600	40,000								
29	Engineering and Other Technical Consultants	80,000	45,168	34,832								
30	User Oriented Transit Travel Planning	10,000	-	-						10,000		
31	Environmental Documents for RTP/MTP	25,000	25,000	-							-	
32												
33	Sust Transp Prioritization Plan	158,108		158,108								
34	Highway 9 study consultant	96,589		5,934					90,655			
35	SC METRO & DPW for Hwy 9 study	24,262		-					24,262			
36	Unified Corridor Study Consultant	442,497		-		431,694		10,803				
37												
38	<u>RTC Work Element Related Items</u>											
39	Traffic Monitoring services	12,000	11,897	103								
40	Printing Documents and Pub Info Materials	50,000	12,218	37,782							-	
41	User Oriented Transit Travel Planning Materials		-	-								
42	Transfer to Rail/Trail Authority	110,000	110,000	-								
43	<i>Subtotal Services &amp; Supplies</i>	<b>1,268,056</b>	<b>398,883</b>	<b>276,759</b>	<b>-</b>	<b>431,694</b>	<b>-</b>	<b>10,803</b>	<b>114,917</b>	<b>10,000</b>	<b>-</b>	<b>25,000</b>
44												
45	<b>TOTAL EXPENDITURES</b>	<b>2,493,616</b>	<b>713,101</b>	<b>299,979</b>	<b>341,666</b>	<b>581,694</b>	<b>67,460</b>	<b>104,672</b>	<b>164,438</b>	<b>20,606</b>	<b>175,000</b>	<b>25,000</b>

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
MEASURE D IMPLEMENTATION  
FY 2017-2018 BUDGET**

**1 MEASURE D: Implementation**

2	3	4	5	6	7
	WORK ELEMENT	FY17-18 APPROVED 02/01/18	FY17-18 PROPOSED 03/08/18	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	Measure D Funds	19,842,749	19,842,749	0	
7	Interest	5,000	5,000	0	
8	<b>TOTAL REVENUES</b>	<b>19,847,749</b>	<b>19,847,749</b>	<b>0</b>	
9					
10	<b>EXPENDITURES:</b>				
11	Salaries, Benefits & Overhead	498,839	420,981	-77,858	- Lower indirect cost and some work covered by prior year funds
12					
13	<b>Services &amp; Supplies:</b>				
14	Prior Fiscal Year Costs	433,525		-433,525	- Work covered by prior year funds
15	Consultant Services	100,000	100,000	0	
16	Materials and supplies	30,000	30,000	0	
17	<i>Subtotal Services &amp; Supplies</i>	<i>563,525</i>	<i>130,000</i>		
18	<b>Apportionments:</b>				
19	Neighborhood Projects (30%)				
20	Hwy 9 Projects and Hwy 17 Wildlife Xing	500,000	500,000	0	
21	City of Capitola	288,604	297,228	8,624	- More funds available for distribution
22	City of Santa Cruz	1,165,655	1,200,486	34,832	- More funds available for distribution
23	City of Scotts Valley	251,531	259,047	7,516	- More funds available for distribution
24	City of Watsonville	779,934	803,239	23,306	- More funds available for distribution
25	County of Santa Cruz	2,648,392	2,727,530	79,138	- More funds available for distribution
26	<i>Subtotal Neighborhood Projects</i>	<i>5,634,115</i>	<i>5,787,530</i>	<i>153,415</i>	
27					
28	Highway Projects (25%)	4,695,096	4,822,942	127,846	- More funds available for distribution
29	Santa Cruz METRO (16%)	3,004,862	3,086,683	81,821	- More funds available for distribution
30	Community Bridges (4%)	751,215	771,671	20,455	- More funds available for distribution
31	Active Transportation (17%)	3,192,665	3,279,601	86,935	- More funds available for distribution
32	Rail Corridor (8%)	1,502,431	1,543,341	40,911	- More funds available for distribution
33	<i>Subtotal Services, Supplies &amp; Apportionments</i>	<i>19,343,910</i>	<i>19,421,768</i>	<i>77,858</i>	
34					
35	<b>Unappropriated Revenues:</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	
36	<b>TOTAL EXPENDITURES</b>	<b>19,847,749</b>	<b>19,847,749</b>	<b>0</b>	

**Note:** As stated in Measure D funds will be distributed at least quarterly to cities and the County of Santa Cruz based on their proportional share of the countywide population (29%), lane miles of roadway (39%) and the site where the measure revenue from the transactions and use tax is generated (32%). Population, road mile and tax site generation will be updated each year based on the latest available data. Site of tax revenue generation is estimated from existing T&U taxes in the county. Each year after the RTC obtains the data specific to this T&U tax adjustments will be made based on actual data fo site of tax revenue generation.

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
FUND BALANCES AND RESERVES  
FY 2017-2018 BUDGET**

1

2 **FUND BALANCES & RESERVES:** 03/08/18

DESCRIPTION	TDA FUND (1)	RTC FUND (2)	RIDESHARE FUND (3)	RAIL/TRAIL AUTHORITY FUND (4)	HWY 1 PA/ED & ENG FUND (4)	HWY 1 CONSTR FUND (4)	SAFE OPERATING FUND (5)	FSP FUND (5)	RSTP EXCHANGE FUND (4)	STA FUND (6)	TOTAL ALL FUNDS
<b>Fund Balance 7-01-17</b>	2,384,016	1,334,465	19,237	180,013	723,177	85,731	401,509	103,720	10,914,026	458	16,146,353
FY 2016-17 Revenues budgeted	(52,217)										(52,217)
Anticipated Revenues & Carryover Funds					636,679						636,679
Revenues From Prior Fiscal Year	-	52,217									52,217
Restricted Reserve carried over	(753,420)	(607,302)	(19,237)				(163,658)				(1,543,617)
Budgeted Carryover from FY 2016-17	(1,578,380)	(516,833)		(62,768)	(1,859,856)	(85,731)	(66,300)	(93,517)	(8,411,333)		(12,674,718)
Subtotal Fund Balance	(1)	262,547	-	117,245	(500,000)	0	171,551	10,203	2,502,693	458	2,564,697
To Cashflow Reserve		(210,330)					(59,512)				(269,842)
<b>To Restricted Reserve Fund</b>	<b>1</b>	<b>(52,217)</b>					-				<b>(52,216)</b>
Unappropriated Revenues			160,900	-	-	0	-	-			160,900
<b>Total Fund Balance</b>	<b>-</b>	<b>-</b>	<b>160,900</b>	<b>117,245</b>	<b>(500,000)</b>	<b>1</b>	<b>112,039</b>	<b>10,203</b>	<b>2,502,693</b>	<b>458</b>	<b>2,403,539</b>

18

19

20 **Reserve Funds**

<b>Reserve Target (8% target for TDA fund; 30% target for others)</b>	<b>740,214</b>	<b>1,025,057</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>223,170</b>				<b>1,988,441</b>
<b>Cashflow Reserve (0% target for TDA fund; 8% target for others)</b>		210,330					59,512				269,842
<b>Restricted Reserve (8% target for TDA fund; 22% target for others)</b>	753,419	659,519	-	-	-	-	163,658	-	-	-	1,576,596
<b>Total Reserve Funds</b>	<b>753,419</b>	<b>869,849</b>					<b>223,170</b>				<b>1,846,438</b>
<b>Reserve Fund Difference from Target</b>	<b>13,205</b>	<b>(155,207)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(142,002)</b>

28

29

30 **Notes:**

31 - Numbers in parentheses are negative numbers. All other numbers are positive numbers.

32 - Funds within each category (column) are restricted for use on projects/programs within that category.

33 - **Fund Balance (7-01-17)** = Balances of funds not used at the end of prior fiscal year.

34 - **Budgeted Carryover** = Portion of Fund Balance used in current fiscal year budget.

35 - **Unappropriated Revenues** = Amount of revenues designated for specific projects/programs that likely will not be expended in the current fiscal year, but will be needed in future years.

36

37 (1) 8% reserve established in RTC Rules and Regulations for the TDA Fund; 8.14% available in this proposed budget

38 (2) 3.6 month (or 30%) operating reserve target established in RTC Rules and Regulations for the RTC Fund ; 3.05 months (or 25.46%) available in this proposed budget

39 (3) Reserve for the Rideshare fund is included with the RTC Fund

40 (4) Reserve funds not proposed for capital project funds

41 (5) 3.6 month (or 30%) operating reserve target approved for the SAFE Fund to cover SAFE, FSP and Cruz511 operations

42 (6) This is a pass-through fund, all receipts are paid to Santa Cruz Metro.



# ATTACHMENT 2

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

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

Expenditure Plan Category: **Rail Corridor**

### Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$1,543,341	\$1,548,056	\$1,568,181	\$1,588,567	\$1,609,219

		Amount of Measure funds to be used					5-Year Measure D	Total cost estimate	Other fund information	Est. Construction start date
Name/Road/ limits	Description	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
Unified Corridor Investment Study	Analysis of rail corridor usage options consistent with Measure D	<del>\$500,000</del> \$625,000					\$625,000	\$949,000	\$324k CT Planning grant	underway
2017 Storm Damage Repair & Cleanup	Repair and cleanup of damage resulting from the 2017 winter storms including one washout, minor slides and various downed or compromised trees	<del>\$200,000</del> \$400,000					\$400,000	\$1,300,000	FEMA	June 2017
Railroad Bridge analysis	Updated engineering analysis of railroad bridges to complete bridge rehabilitation work outlined in engineering analysis completed in 2012	\$350,000					\$350,000	\$350,000		May 2018
Railroad Bridge Rehabilitation	Rehabilitation of railroad bridges consistent with analysis completed in 2012 and updated analysis proposed for 2018	<del>\$300,000</del> \$1,400,000	<del>\$1,300,000</del> \$1,400,000	\$600,000	\$150,000		\$2,150,000	\$2,750,000	\$600k RSTP Exchange	September 2018
Track infrastructure and signage maintenance and repairs	On-going maintenance, repair and rehabilitation of railroad track infrastructure (including drainage to protect such infrastructure) and signage	\$160,500	\$160,500	\$160,500	\$160,500	\$160,500	\$802,500	\$205k/yr	Railroad Operator	on-going
Rail Transit or Other Projects Environmental Document	Preparation of environmental documents for projects on rail corridor resulting from the Unified Corridor Study			\$900,000	\$1,200,000	\$1,400,000	\$3,500,000	TBD	RTC may seek grants	TBD
Estimated Annual Measure D Expenditures		\$1,535,500	\$1,560,500	\$1,660,500	\$1,510,500	\$1,560,500				
Carry over to next fiscal year		\$7,841	(\$4,603)	(\$96,922)	(\$18,855)	\$29,864				

**AGENDA:** March 8, 2018

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

**FROM:** Luis Pavel Mendez, Deputy Director

**RE:** Fiscal Year (FY) 2018-19 Proposed Budget

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## **RECOMMENDATIONS**

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the proposed FY 2018-19 RTC budget as shown on Attachment 1.

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## **BACKGROUND**

At the beginning of each calendar year, staff prepares a proposed Regional Transportation Commission (RTC) budget for the following fiscal year. The proposed budget is presented to the Budget and Administration/Personnel (B&A/P) Committee for review and recommendation to the RTC. Early budget approval allows the RTC to inform claimants of projected apportionments of Transportation Development Act (TDA) funds for their use in developing their organizations' budgets.

## **DISCUSSION**

Transportation Development Act (TDA) revenues are at levels above those prior to the "great recession." In November 2016, thanks to a well run campaign and broad support, a supermajority of Santa Cruz County voters passed Measure D to create new local funding for transportation. In 2017, the California Legislature and the Governor approved Senate Bill 1 (SB 1) to significantly increase the state's transportation funding. Unfortunately, the federal government seems incapable of repairing the insolvency of the Highway Trust Fund or doing anything to improve transportation funding. Furthermore, there is an effort to repeal SB 1 through a statewide proposition in the November 2018 ballot.

While Measure D and SB 1 are not enough to fund all of the identified funding needs in the community, transportation funding for Santa Cruz County is significantly better than it was a few years. Measure D will raise about \$20 million in its first year. SB 1 made it possible for the RTC to program over \$22 million to local transportation projects in December 2017. If SB 1 is repealed the vast majority of those funds would disappear. Thanks to Measure D and SB 1, the proposed FY 2018-19 RTC budget (Attachment 1) helps to address more of Santa Cruz County's transportation needs than it has been able to in many years.

### Transportation Development Act (TDA) Apportionments (budget pp. 1 & 2)

One of the main sources of funding for transportation in Santa Cruz County is the TDA, which established that ¼% of the state sales tax would go to transportation. Attachment 2 shows actual and estimated TDA revenues for FYs 2008-09 to 2018-19. Between FYs 2006-07 and 2009-10 TDA revenues decreased due to the “great recession”. By FY 2013-14 TDA revenues returned to pre-recession levels and are now higher. The Santa Cruz County Auditor Controller’s estimate of TDA revenues for FY 2018-19 is about 4.6% higher than their January 2017 estimate for FY 2017-18 revenues.

After accounting for the TDA reserve, the apportionments for all the TDA recipients are increased by about 4.5% with the exception of Bike to Work, and the Community Traffic Safety Coalition (Table 1 below.)

Recipients of TDA Revenue	FY 17-18 Approved 04/06/17	FY 18-19 Proposed 03/08/18	% Chg
RTC Administration	571,646	597,570	4.53%
RTC Planning	523,101	546,823	4.53%
Bike to Work	60,000	60,000	0.00%
Bike and Ped Safety (CTSC)	130,000	130,000	0.00%
Santa Cruz Metro	6,767,933	7,074,858	4.53%
Community Bridges	664,920	695,074	4.53%
Volunteer Center	79,157	82,747	4.54%
Capitola	14,852	15,504	4.39%
Santa Cruz	94,570	99,276	4.98%
Scotts Valley	17,768	18,557	4.44%
Watsonville	77,390	80,884	4.51%
Santa Cruz County	199,122	207,788	4.35%
<b>Total</b>	<b>9,200,459</b>	<b>9,609,081</b>	<b>4.44%</b>

In FY 2017-18, the apportionments for Bike to Work and CTSC were increased 20% and 30% respectively. TDA apportionments for the cities and the county are based on population and the population figures were updated to the most recent figures provided by the State Department of Finance. Therefore, their TDA revenue percentage increases vary.

### Freeway Service Patrol (FSP) (budget p. 7)

The FSP receives state funds specifically allocated to the program by formula, which includes congestion as one of the variables. There is insufficient data collection equipment on Highway 17 to capture all of the congestion; therefore, state funds for Santa Cruz County were reduced beginning in FY 2015-16. RTC staff continues to work with Caltrans to gather the required congestion data.

SB 1 doubled the amount of state funds available for FSP programs throughout the state to \$50 million. About 50% of the SB 1 funds are anticipated to be allocated per the formula established by statute when FSP programs began. Some of the remaining funds will be allocated to the CHP to support FSP programs and the remainder (about \$9 million) will be allocated on a competitive basis for additional FSP service.

This budget incorporates an estimate of SB 1 formula funds that should be added to the regular statewide allocation. Staff will work with Caltrans and the CHP to determine what additional FSP service would best serve the community and will try to secure some of the SB 1 competitive funds for that service. This budget also incorporates the Measure D funds programmed to FSP by the RTC.

### **Rail/Trail Authority Budget (budget p. 8)**

The Rail/Trail authority budget incorporates estimated carryovers from FY 2017-18 and Measure D funds previously programmed by the RTC.

### **Highway 1 Corridor Improvement Projects (budget pp. 9 & 10)**

The tiered environmental document for the Highway 1 corridor should be completed by the middle of FY 2018-19 and design work on the next Highway 1 construction projects will follow. Some work for the design phase of the Mar Vista overcrossing project has already begun and will get into full swing and the design work for the 41<sup>st</sup> Ave. to Soquel Drive will get underway. It may also be possible to begin the environmental work for the other Highway 1 auxiliary lanes projects anticipated to be funded by Measure D. If it is determined that environmental work on those projects can begin, staff will recommend appropriate budget amendments.

### **Countywide Bicycle Signage Project (budget p. 11)**

The RTC secured an Active Transportation Program (ATP) grant for the county wide bicycle signage project. The design phase of the project is expected to be completed in FY 2017-18 and the construction phase should begin and be completed in FY 2018-19.

### **Monterey Bay Sanctuary Scenic Trail Network Projects (budget p. 12)**

Work will continue on several projects of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network. This includes environmental and design work for the north coast segment and construction for segments in the cities of Santa Cruz and Watsonville. The FY 2018-19 budget incorporates estimated carryover funds from FY 2017-18 and Measure D funds programmed by the RTC to MBSST Network projects for FY 2018-19.

### **Planning Budget (budget pp. 13, 14 and 15)**

The planning budget includes the regular funds used every year to meet the RTC's obligations for transportation planning in Santa Cruz County. These include Rural Planning Assistance; TDA; and STIP Planning, Programming and Monitoring (PPM).

It also includes grant funds for one specific planning project (Highway 9) that will continue into FY 2018-19, as well as Measure D funds for the Unified Corridor Study.

**Measure D (budget pp. 16)**

Since a super majority of the voters of Santa Cruz County passed Measure D in the November 2016 election, this budget includes estimates of revenues and apportionments from the new ½-cent transactions and use tax. The estimate for FY 2018-19 is based on the 30-year projection accepted by the B&A/P Committee and the RTC with updates to include actual revenues and costs for FY 2016-17 (Attachment 3). For comparison purposes Attachment 4 is the 30-year projection of 2017. The 2017 projection did not include FY 2016-17 revenue and cost figures because it was uncertain whether any revenues would be received in FY 2016-17. There is not enough history at this point to modify the projections reasoning and assumptions at this time; therefore, the only change is to add actual figures for FY 2016-17. This change reduces the overall costs of the RTC to administer and implement the measure thereby increasing the amount of funds distributed to all of the project categories and recipients by about \$1.2 million over the 30 years. As a history of revenues from Measure D builds, that will be incorporated into the revenue estimates for future years and at the end of each fiscal year there will be adjustments to ensure that funding distribution is consistent with actual revenues received and costs.

The funding distribution to the cities and the county from the neighborhood projects bucket of Measure D is based on the formula approved in the measure, which states:

“Funding will be distributed at least quarterly to cities and the County of Santa Cruz based on their proportional share of the countywide population (29%), lane miles of roadway (39%) and the site where the measure revenue from the transactions and use tax is generated (32%). Population, road mile and tax site generation will be updated each year based on the latest available data.”

Funding from Measure D is included throughout the RTC budget for various RTC projects and programs consistent with the RTC approved 5-year programs of projects for Measure D. The RTC and local jurisdictions are beginning the process to produce the 5-year programs of projects for 2018. After the 2018 programs of projects are approved, it may be necessary to amend the RTC budget.

**Staff Resources (budget p. 19 and throughout proposed budget)**

There are no staffing changes recommended with this proposed FY 2018-19 budget and the overall staffing cost shown in this budget is the same as the staffing cost budgeted in FY 2017-18. The current labor agreements expire on March 30, 2018 and the RTC is just beginning negotiations with its two bargaining units covered by those labor agreements. In addition, the RTC hired a consultant to conduct a long-overdue classification and compensation study which may recommend staffing. Those two efforts may lead to potential budget changes. If that is the case, the

staff will return to the B&A/P Committee and the RTC with appropriate recommendations.

### **TDA and RTC Reserves (budget page 17)**

A bit over \$16,600 of the increased TDA revenues projected to be receive are proposed to be added to the TDA reserve to meet the 8% established in the RTC Rules and Regulations. In its Rules and Regulations, the RTC also established a reserve fund goal of 30% of RTC operating costs for the RTC fund. As funds are available, the RTC has been working to reach that goal. With this proposed FY 2018-19 budget that reserve fund will be at about 25.3%.

The proposed FY 2018-19 budget is balanced and includes the funding to meet the RTC's state and federally mandated responsibilities as well as continue the RTC's priority transportation projects and programs such as:

- Completion of the Highway 1 Corridor Improvement project tiered environmental documents;
- Environmental review and design for the Highway 1 Tier II projects such as the bike & pedestrian overcrossing near Mar Vista and auxiliary lanes between 41<sup>st</sup> Avenue and Soquel Drive with and bike and pedestrian crossing;
- Implementation of the countywide bike signage program;
- Implementation of the Cruz511 motorist information and TDM program;
- Special transportation planning projects such as the Unified Corridor Investment Study and Highway 9 complete streets study;
- Implementation of the update of the 2040 Regional Transportation Plan (RTP);
- Implementation of a new transportation funding sources with Measure D;
- Continue working to increase state and federal funding for Santa Cruz County transportation needs

**Therefore, staff recommends that the Budget and Administration/Personnel Committee review and recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached proposed FY 2018-19 budget (Attachment 1).**

### **SUMMARY**

The proposed FY 2018-19 budget and work program for the RTC includes continued oversight of the Highway 1 projects, continuation of on-going RTC projects and programs and implementation of Measure D. Staff recommends that the B&A/P Committee recommend that the RTC approve the proposed FY 2018-19 budget (Attachment 1).

### **Attachments:**

1. Draft Proposed Fiscal Year (FY) 2018-19 Budget
2. Actual and Estimated Transportation Development Act Revenues
3. Measure D 30-year Revenue Projections for 2018
4. Measure D 30-year Revenue Projections for 2017

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**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
PROJECTED REVENUE SUMMARY  
FY 2018-2019 BUDGET**

**ATTACHMENT 1**

**1 PROJECTED REVENUE SUMMARY**

SOURCES	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA):</b>				
Auditor's 1/4 Cent Sales Tax Estimate	9,186,458	9,608,719	422,261	- SC County Auditor Controller's estimate of February 2018
Previous FY Revenues Budgeted	52,217		-52,217	- One time FY 2016-17 surplus revenues
Interest Estimate	14,000	17,000	3,000	- Updated estimate
<i>Total TDA Apportioned</i>	<b>9,252,675</b>	<b>9,625,719</b>	<b>373,044</b>	
<b>State Transit Assistance (STA)</b>				
State Transit Assistance (99313-RTC)	1,640,602	1,938,651	298,049	- Per State Controller's 01/31/18 estimate
State Transit Assistance (99314-SC METRO)	1,355,381	1,602,253	246,872	- Per State Controller's 01/31/18 estimate
STA State of Good Repair (99313-RTC)	367,417	367,417	0	- Per State Controller's 01/31/18 estimate
STA State of Good Repair (99314-SC METRO)	303,541	303,662	121	- Per State Controller's 01/31/18 estimate
<i>Total STA</i>	<b>3,666,941</b>	<b>4,211,983</b>	<b>545,042</b>	
<b>Measure D</b>	<b>19,847,749</b>	<b>20,105,705</b>	<b>257,956</b>	- FY 2018-19 estimate slightly higher than previous year's estimate
<b>Planning Grant Funds/Others:</b>				
State planning funds (RPA and STIP PPM)	516,666	516,666	0	-
RSTP Exchange	25,000	0	-25,000	- Funds spent in FY 2017-18
Measure D	481,694	416,600	-65,094	- Most work completed in FY 2017-18
Transit & Transportation Planning grants	357,176	90,000	-267,176	- Most work completed in FY 2017-18
RTC Funds Budgeted	528,975	355,441	-173,534	- Estimated need for FY 2018-19
<i>Planning/Other Total</i>	<b>1,909,511</b>	<b>1,378,707</b>	<b>-530,804</b>	
<b>CRUZ511/Rideshare:</b>				
STBG & RSTP Exchange	383,422	498,900	115,478	- Previously programmed STBG funds
RTC Funds (SAFE & Measure D)	100,000	122,000	22,000	- Previously programmed Measure D funds
<b>Service Authority for Freeway Emergency (SAFE):</b>				
DMV Fees and interest	253,000	253,000	0	
Other - MTC SAFE, RTC SAFE & Measure D	141,300	135,300	-6,000	- Some work completed in FY 2017-18
<b>Freeway Service Patrol (FSP):</b>				
State Funds (Caltrans, STIP, & RSTPX)	315,983	248,975	-67,008	- Estimated additional revenues thanks to SB1
RTC funds (Measure D, FSP Reserves & Interest)	94,517	176,008	81,491	- Previously programmed Measure D funds
<b>Rail/Trail Authority:</b>				
Rail Line Funds (Reserves, Leases, Licenses, etc)	147,768	127,768	-20,000	- Some one time revenues in FY 2017-18
RSTP Exchange and TC Planning	670,064	670,064	0	
Measure D	960,500	1,860,500	900,000	- Previously programmed funds
<b>Highway 1:</b>				
STBG & RSTP Exchange	1,359,856	2,781,437	1,421,581	- To begin work on 41st to Soquel auxiliary lanes project
STIP, Measure D & Other	85,731	2,330,000	2,244,269	- To begin work on 41st to Soquel auxiliary lanes project
<b>Bike Signage Project:</b>				
Active Transportation Program Funds	320,000	280,000	-40,000	- Some work done in FY 2017-18
RSTP Exchange and RTC Funds	29,535	12,535	-17,000	- Some work done in FY 2017-18
<b>MBSST Network</b>				
Measure D	3,019,250	3,089,250	70,000	- Some funds to be carried over from FY 2017-18
RSTPX and Land Trust	369,473	350,000	-19,473	- Estimated carryover from FY 2017-18
<b>RSTP Exchange Program</b>	13,968,011	13,968,011	0	
<b>TOTAL</b>	<b>56,895,286</b>	<b>62,225,862</b>	<b>5,330,576</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**APPORTIONMENT SUMMARY**  
**FY 2018-2019 BUDGET**

**1 APPORTIONMENT SUMMARY**

CLAIMANTS	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA): (1)</b>				
TDA Reserve Fund		16,638	16,638	- To meet established 8% target
RTC Reserve Fund	52,217		-52,217	- One time from previous year surplus funds
SCCRTC: Administration	571,646	597,570	25,924	4.53% - Based on Auditor Controller's estimate
Planning	523,101	546,823	23,722	4.53% - Based on Auditor Controller's estimate
<i>Subtotal</i>	<b>1,094,747</b>	<b>1,144,393</b>	<b>49,646</b>	4.53%
Bike to Work	60,000	60,000	0	0.00%
Bike & Pedestrian Safety (CTSC)	130,000	130,000	0	0.00%
<i>Subtotal</i>	<b>190,000</b>	<b>190,000</b>	<b>0</b>	0.00%
Santa Cruz METRO	6,767,933	7,074,858	306,925	4.53% - Based on Auditor Controller's estimate
Specialized Transit (Community Bridges/CTSA)	664,920	695,074	30,154	4.53% - Based on Auditor Controller's estimate
Volunteer Center	79,157	82,747	3,590	4.53% - Based on Auditor Controller's estimate
City of Capitola	14,852	15,504	652	4.39% - Based on Auditor Controller's estimate & updated population
City of Santa Cruz - Non Transit	94,570	99,276	4,706	4.98% - Based on Auditor Controller's estimate & updated population
City of Scotts Valley	17,768	18,557	789	4.44% - Based on Auditor Controller's estimate & updated population
City of Watsonville	77,390	80,884	3,494	4.51% - Based on Auditor Controller's estimate & updated population
County of Santa Cruz	199,122	207,788	8,666	4.35% - Based on Auditor Controller's estimate & updated population
<i>Subtotal</i>	<b>7,915,711</b>	<b>8,274,688</b>	<b>358,977</b>	4.53%
<b>TOTAL TDA APPORTIONED</b>	<b>9,252,675</b>	<b>9,625,719</b>	<b>373,044</b>	- Funds estimate higher than last fiscal year
<b>State Transit Assistance (STA) - to SC METRO</b>	<b>3,666,941</b>	<b>4,211,983</b>	<b>545,042</b>	- Per State Controller's 01/31/18 estimate
<b>Measure D</b>	<b>19,847,749</b>	<b>20,105,705</b>	<b>257,956</b>	- FY 2018-19 estimate slightly higher than previous year's estimate
<b>Planning Grant Funds/Others:</b>	<b>1,909,511</b>	<b>1,378,707</b>	<b>-530,804</b>	- Some grant funded work completed in FY 2016-17
<b>CRUZ511</b>	<b>483,422</b>	<b>620,900</b>	<b>137,478</b>	- Previously programmed STBG funds
<b>SAFE</b>	<b>394,300</b>	<b>388,300</b>	<b>-6,000</b>	- Some work completed in FY 2017-18
<b>Freeway Service Patrol (FSP)</b>	<b>410,500</b>	<b>424,983</b>	<b>14,483</b>	- Estimated additional revenues thanks to SB1
<b>Rail/Trail Authority</b>	<b>1,778,332</b>	<b>2,658,332</b>	<b>880,000</b>	- Previously programmed funds
<b>Highway 1</b>	<b>1,445,587</b>	<b>5,111,437</b>	<b>3,665,850</b>	- To begin work on 41st to Soquel auxiliary lanes project
<b>Bike Signage Project</b>	<b>349,535</b>	<b>292,535</b>	<b>-57,000</b>	- Some work done in FY 2017-18
<b>MBSST Network</b>	<b>3,388,723</b>	<b>3,439,250</b>	<b>50,527</b>	- Estimated carryover from FY 2017-18
<b>RSTP Exchange Program</b>	<b>13,968,011</b>	<b>13,968,011</b>	<b>0</b>	- 0
<b>TOTAL</b>	<b>56,895,286</b>	<b>62,225,862</b>	<b>5,330,576</b>	

(1) TDA apportionments are based on formulas in the RTC's Rules and Regulations. Balance not used for Planning and Administration is allocated to other TDA claimants as follows:  
85.5% to SCMTD, 8.4% to Community Bridges and 1% to the Volunteer Center; remaining funds are proportionally allocated to cities and the county according to population.

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**BUDGET SUMMARY**  
**FY 2018-2019 BUDGET**

**1 BUDGET SUMMARY**

	FY16-17 ADOPTED DETAIL			FY17-18 ADOPTED DETAIL			FY18-19 PROPOSED DETAIL		
	TOTAL FY 16-17 ADOPTED 06/15/17	SALARIES BENEFITS & OVERHEAD	SERVICES & SUPPLIES	TOTAL FY17-18 ADOPTED 12/07/17	SALARIES BENEFITS & OVERHEAD	SERVICES & SUPPLIES	TOTAL FY18-19 PROPOSED 03/08/18	(1) SALARIES BENEFITS & OVERHEAD	SERVICES & SUPPLIES
<b>OPERATIONS PROGRAMS</b>									
SCCRTC - Administration	792,590	238,000	554,590	800,717	238,000	562,717	737,500	242,000	495,500
CRUZ511/Rideshare	381,422	200,000	181,422	322,522	200,000	122,522	316,100	207,000	109,100
SAFE	399,300	135,000	264,300	394,300	125,000	269,300	388,300	129,000	259,300
Freeway Service Patrol	379,500	77,500	302,000	410,500	80,000	330,500	424,983	83,000	341,983
SCCRTC Planning	3,667,685	1,397,440	2,270,245	2,445,758	1,177,702	1,268,056	1,975,600	1,059,000	916,600
Measure D	433,525	110,000	323,525	19,842,749	498,839	19,343,910	20,100,705	504,024	19,596,681
<b>Total Operations Programs</b>	<b>6,054,022</b>	<b>2,157,940</b>	<b>3,896,082</b>	<b>24,216,546</b>	<b>2,319,541</b>	<b>21,897,005</b>	<b>23,943,188</b>	<b>2,224,024</b>	<b>21,719,164</b>
<b>CAPITAL PROGRAMS</b>									
Rail/Trail Authority	905,010	170,010	735,000	1,778,332	238,035	1,540,297	2,658,332	258,025	2,400,307
Highway 1 Env Docs & Design	2,011,805	225,000	1,786,805	1,859,856	200,000	1,659,856	5,111,437	280,000	4,831,437
Highway 1 Construction	1,195,823	40,000	1,155,823	85,731	25,000	60,731	-	-	-
Countywide Bike Signage	370,096	24,000	346,096	282,535	50,000	232,535	292,535	60,000	232,535
MBSST Network				3,388,723	409,473	2,979,250	3,439,250	420,000	3,019,250
<b>Total Capital Programs</b>	<b>4,482,734</b>	<b>459,010</b>	<b>4,023,724</b>	<b>7,395,177</b>	<b>922,508</b>	<b>6,472,669</b>	<b>11,501,554</b>	<b>1,018,025</b>	<b>10,483,529</b>
<b>TOTAL ALL PROGRAMS</b>	<b>10,536,756</b>	<b>2,616,950</b>	<b>7,919,806</b>	<b>31,611,723</b>	<b>3,242,049</b>	<b>28,369,674</b>	<b>35,444,742</b>	<b>3,242,049</b>	<b>32,202,693</b>

**BUDGET COMPARISON**  
**PRIOR YEAR AND BUDGET YEAR**

PROGRAM	FY 16-17			FY17-18			FY18-19		
	FY 16-17 ADOPTED 06/15/17	FY 16-17 ACTUAL 6/30/17	ACTUAL LESS ADOPTED 06/15/17	FY17-18 ADOPTED 12/07/17	FY 16-17 ADOPTED 06/15/17	ADOPTED VS FY 16-17 ADOPTED	FY18-19 PROPOSED 03/08/18	FY17-18 ADOPTED 12/07/17	FY18-19 PROPOSED VS FY17-18 ADOPTED
SCCRTC - Administration	792,590	594,184	(198,406)	800,717	792,590	8,127	737,500	800,717	(63,217)
CRUZ511/Rideshare	381,422	276,510	(104,912)	322,522	381,422	(58,900)	316,100	322,522	(6,422)
SAFE	399,300	324,807	(74,493)	394,300	399,300	(5,000)	388,300	394,300	(6,000)
Freeway Service Patrol	379,500	330,082	(49,418)	410,500	379,500	31,000	424,983	410,500	14,483
Rail/Trail Authority	905,010	306,424	(598,586)	1,778,332	905,010	873,322	2,658,332	1,778,332	880,000
Highway 1 Env Docs & Design	2,011,805	825,698	(1,186,107)	1,859,856	2,011,805	(151,949)	5,111,437	1,859,856	3,251,581
Highway 1 Construction	1,195,823	1,112,958	(82,865)	85,731	1,195,823	(1,110,092)	-	85,731	(85,731)
Countywide Bike Signage	370,096	20,799	(349,297)	282,535	370,096	(87,561)	292,535	282,535	10,000
MBST Network				3,388,723	-	3,388,723	3,439,250	3,388,723	50,527
Measure D	433,525	697,880	264,355	19,842,749	433,525	19,409,224	20,100,705	19,842,749	257,956
SCCRTC Planning	3,667,685	2,768,753	(898,932)	2,445,758	3,667,685	(1,221,927)	1,975,600	2,445,758	(470,158)
<b>Total Operating Budget</b>	<b>10,536,756</b>	<b>7,258,095</b>	<b>(3,278,661)</b>	<b>31,611,723</b>	<b>10,536,756</b>	<b>21,074,967</b>	<b>35,444,742</b>	<b>31,611,723</b>	<b>3,833,019</b>

**Notes:** (1) Includes staffing shown on page 16

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**ADMINISTRATION**  
**FY 2018-2019 BUDGET**

**1 ADMINISTRATION**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46	WORK ELEMENT #102	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	TDA Administration	623,863	597,570	-26,293	- FY 2017-18 include one time revenues to build up reserves toward established tar
	RTC Funds	176,854	139,930	-36,924	- Lower level of RTC funds estimated to be used in FY 2018-19
	Other revenue			0	
	<b>TOTAL REVENUES</b>	<b>800,717</b>	<b>737,500</b>	<b>-63,217</b>	
	<b>EXPENDITURES:</b>				
	Salaries, Benefits & Overhead	238,000	242,000	4,000	- Estimated increase per labor agreements
	<b>Services and Supplies:</b>				
	Telephone	13,000	13,000	0	
	Liability Insurance	14,000	14,000	0	
	Utilities	9,000	9,000	0	
	Office Rent	92,000	92,000	0	
	<b>Travel/Training</b>				
	Vehicle Maintenance, Rentals and Service	4,000	4,000	0	
	Transportation/Travel/Education	26,000	26,000	0	
	<b>Fixed Assets</b>	40,000	25,000	-15,000	- Copy machine purchased in FY 17/18
	<b>Office Expenses</b>				
	General Supplies & Expenses	30,000	30,000	0	
	Duplicating	6,000	6,000	0	
	Postage	5,500	5,500	0	
	Membership	15,000	15,000	0	
	Sponsorship	1,000	1,000	0	
	Advertisement/Publication	6,000	6,000	0	
	Office Equipment Repair/Maintenance	6,500	6,500	0	
	Contingency/Special Expense	25,000	25,000	0	
	County Mainframe/Intranet	6,000	6,000	0	
	Computer Software	12,000	12,000	0	
	<b>Services</b>				
	Commissioners' Stipend	11,000	11,000	0	
	Fiscal & Triennial Performance Audit	30,000	30,000	0	
	Annual Report/Fact Sheets	10,000	10,000	0	
	Accounting, Payroll and Auditing Fees	15,000	15,000	0	
	Human Resources/Employee Relations	50,000	50,000	0	
	Administrative Consulting Services	10,000	10,000	0	
	Legal Counsel	30,000	30,000	0	
	Computer/website support, service & programming	36,000	36,000	0	
	Custodial - Janitorial Services	7,500	7,500	0	
	<b>Provision for RTC reserves</b>	52,217	0	-52,217	- One time for RTC reserve fund build up
	<b>Subtotal Services &amp; Supplies</b>	<b>562,717</b>	<b>495,500</b>	<b>-67,217</b>	
	<b>TOTAL EXPENDITURES</b>	<b>800,717</b>	<b>737,500</b>	<b>-63,217</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**CRUZ511 - RIDESHARE**  
**FY 2018-2019 BUDGET**

1 **Rideshare/CRUZ511:** 721400

2 3 4 5 <b>WORK ELEMENT #179</b>	6 7 8 9 <b>FY17-18 APPROVED 12/07/17</b>	10 11 12 13 <b>FY18-19 PROPOSED 03/08/18</b>	14 15 16 17 <b>DIFFERENCE</b>	18 19 20 21 <b>NOTE</b>
22 <b>REVENUES:</b>				
23 RSTP Exchange/STBG	383,422	498,900	115,478	- Previously programmed revenues
24 Measure D	50,000	50,000	0	
25 SAFE funds	50,000	72,000	22,000	- Estimated carryover from FY 2017-18
26 <b>TOTAL REVENUES</b>	<b>483,422</b>	<b>620,900</b>	<b>137,478</b>	
27 <b>EXPENDITURES:</b>				
28 Salaries, Benefits & Overhead	200,000	207,000	7,000	- Estimated increase per labor agreements
29 <b>Services and Supplies:</b>				
30 <b>Rideshare:</b>				
31 Telephone	500	500	0	
32 Membership	600	600	0	
33 Postage	1,000	1,000	0	
34 Other - Office Expense	2,000	2,000	0	
35 Transportation/Travel/Education	2,000	2,000	0	
36 Advertisement & Promotion Materials	10,000	10,000	0	
37 Technical Support/Programming	5,000	5,000	0	
38 Dynamic Ridematching Pilot Program	20,000	20,000	0	
39 Cruz511 Technical Support	10,000	10,000	0	
40 Cruz511 In Your Neighborhood	8,000	8,000	0	
41 <b>Park &amp; Ride Lot Project</b>	63,422	50,000	-13,422	- Some work done in FY 2017-18
42 <i>Subtotal Services &amp; Supplies</i>	<b>122,522</b>	<b>109,100</b>	<b>-13,422</b>	
43 <b>Unappropriated Revenues:</b>	<b>160,900</b>	<b>304,800</b>	143,900	- Programmed funds for future years
44 <b>TOTAL EXPENDITURES</b>	<b>483,422</b>	<b>620,900</b>	<b>137,478</b>	

**Note:**

1 **SAFE:** 721825

**Note:**





**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
RAIL/TRAIL AUTHORITY  
FY 2018-2019 BUDGET**

**1 SC BRANCH RAIL LINE: 722100**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	WORK ELEMENT #682	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	Measure D	960,500	1,860,500	900,000	- Previously programmed funds
	Leases, Licenses & Other Revenue	85,000	65,000	-20,000	- Some one time revenues in FY 2017-18
	Transfer from TC Funds	110,000	110,000	0	
	RSTP Exchange	560,064	560,064	0	
	Rail Line Reserve Funds Budgeted	62,768	62,768	0	
	<b>TOTAL REVENUES</b>	<b>1,778,332</b>	<b>2,658,332</b>	<b>880,000</b>	
	<b>EXPENDITURES:</b>				
	Salaries, Benefits & Overhead	238,035	258,025	19,990	- Estimated cost due to anticipated bridge work
	<b>Services and Supplies:</b>				
	Liability Insurance	5,000	5,000	0	
	Rail line ROW clean up, maintenance & signage	50,000	50,000	0	
	<b>Consulting Services:</b>				
	Consultants for Rail Operations & Property Management	20,000	10,000	-10,000	- Carryover from FY 2017-18
	Haz Mat Investigation and Related Costs	10,000	10,000	0	
	General Contingency	15,000	15,000	0	
	Storm damage repair and clean up	337,822	200,000	-137,822	- Carryover from FY 2017-18
	RR Bridge Analysis	285,000	200,000	-85,000	- Carryover from FY 2017-18
	Track Infrs Maintenance & Repair	152,475	152,475	0	
	Construction Management Consultant	0	0	0	
	Legal Counsel	30,000	30,000	0	
	RR Bridge Rehabilitation	635,000	1,727,832	1,092,832	- Previously programmed funds
	<i>Subtotal Services &amp; Supplies</i>	<b>1,540,297</b>	<b>2,400,307</b>	<b>860,010</b>	
	<b>TOTAL EXPENDITURES</b>	<b>1,778,332</b>	<b>2,658,332</b>	<b>880,000</b>	

**Note:**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
HIGHWAY 1 ENVIRONMENTAL DOCUMENTS AND DESIGN**

**FY 2018-2019 BUDGET**

**1 HWY 1 ENVIRONMENTAL DOCUMENT & Design: 722200**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	WORK ELEMENT #683	FY17-18 APPROVED 02/01/18	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	RSTP Exchange (STBG 2016 & 2017) - HOV Lanes	1,223,177	564,422	-658,755	- Estimated carryover from FY 2017-18
	RSTP Exchange - Mar Vista Overcrossing	636,679	467,015	-169,664	- Estimated carryover from FY 2017-18
	STBG - 41st/Soquel Aux Lanes		1,750,000	1,750,000	- Previously programmed by RTC for design work
	STIP - 41st/Soquel Aux Lanes		2,250,000	2,250,000	- Previously programmed by RTC for design & ROW work
	Measure D - 41st/Soquel Aux Lanes		80,000	80,000	- Previously programmed by RTC for ROW work
	<b>TOTAL REVENUES</b>	<b>1,859,856</b>	<b>5,111,437</b>	<b>-828,419</b>	
	<b>EXPENDITURES:</b>				
	Salaries, Benefits & Overhead	200,000	280,000	80,000	- To begin work on 41st/Soquel Aux Lanes project design
	<b>Services and Supplies:</b>				
	<b>Hwy 1 HOV Lanes PA/ED:</b>				
	PA/ED Consultant - Nolte Contract	888,755	380,000	-508,755	- Estimated carryover from FY 2017-18
	PA/ED on Call Consultants	0	0	0	
	PA/ED Public Information, materials, postage & meetings	1,422	1,422	0	
	ROW Consultant	5,000	5,000	0	
	Reserve for future year expenses	178,000	78,000	-100,000	- Estimated carryover from FY 2017-18
	<b>Hwy 1 Mar Vista Drive Overcrossing:</b>				
	PA/ED Consultant	399,664	280,000	-119,664	- Estimated carryover from FY 2017-18
	PA/ED Public Information, materials, postage & meetings	20,000	20,000	0	
	ROW Consultant	5,000	5,000	0	
	Reserve for future year expenses	162,015	87,015	-75,000	- Estimated carryover from FY 2017-18
	<b>Hwy 1 41st to Soquel Auxiliary Lanes &amp; Bike/Ped Xing:</b>				
	Design and Engineering Consultants		1,500,000	1,500,000	- From previously programmed funds
	Design on Call Consultants		100,000	100,000	- From previously programmed funds
	Design Public Information, materials, Postage & meeting space		25,000	25,000	- From previously programmed funds
	CM Consultant - Pre Construction Activities		50,000	50,000	- From previously programmed funds
	Right of Way Clearance		1,000,000	1,000,000	- From previously programmed funds
	Right of Way Consultant		100,000	100,000	- From previously programmed funds
	Reserve for future year expenses		1,200,000	1,200,000	- From previously programmed funds
	<b>Subtotal Services &amp; Supplies</b>	<b>1,659,856</b>	<b>4,831,437</b>	<b>3,171,581</b>	
	<b>Unappropriated Revenues:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL EXPENDITURES</b>	<b>1,859,856</b>	<b>5,111,437</b>	<b>3,251,581</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
HIGHWAY 1 CONSTRUCTION**

**FY 2018-2019 BUDGET**

**HWY 1 CONSTRUCTION:** 722200

WORK ELEMENT #683	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
<b>REVENUES:</b>				
STIP Construction			0	
CMIA Construction			0	
Other Revenues	85,731	0	-85,731	- Project to be closed out in FY 2017-18
<b>TOTAL REVENUES</b>	<b>85,731</b>	<b>0</b>	<b>-85,731</b>	
<b>EXPENDITURES:</b>				
Salaries, Benefits & Overhead	25,000	0	-25,000	- Project to be closed out in FY 2017-18
<b>Services and Supplies:</b>				
<b>Hwy 1 Morrissey-Soquel Aux Lane Construction:</b>				
Construction contract with contingency	0	0	0	
Supplemental construction activity	0	0	0	
Traffic management	0	0	0	
Traffic enforcement	0	0	0	
Miscellaneous other	0	0	0	
Construction management consultant	0	0	0	
Construction design support	0	0	0	
Legal Counsel			0	
General Contingency	60,731	0	-60,731	- Project to be closed out in FY 2017-18
<i>Subtotal Services &amp; Supplies</i>	<b>60,731</b>	<b>0</b>	<b>-60,731</b>	
<b>Unappropriated Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>85,731</b>	<b>0</b>	<b>-85,731</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
COUNTYWIDE BIKE SIGNAGE  
FY 2018-2019 BUDGET**

**1 COUNTYWIDE BIKE SIGNAGE:**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	WORK ELEMENT #615	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	Active Transportation Program Funds	320,000	280,000	-40,000	- Some work done in FY 2017-18
7	RSTP Exchange	21,535	8,535	-13,000	- Some work done in FY 2017-18
8	RTC Funds	8,000	4,000	-4,000	Some work done in FY 2017-18
9	<b>TOTAL REVENUES</b>	<b>349,535</b>	<b>292,535</b>	<b>-57,000</b>	
10					
11	<b>EXPENDITURES:</b>				
12	Salaries, Benefits & Overhead	50,000	60,000	10,000	- More work anticipated as project enters and proceeds through construc
13					
14	<b>Services and Supplies:</b>				
15	Construction with contingency	200,000	200,000	0	
16	Engineering Activity - including PS&E, counts and permits	20,000	10,000	-10,000	- Some work done in FY 2017-18
17	Public Outreach	12,500	12,500	0	
18	General contingency	67,035	10,035	-57,000	- Some work done in FY 2017-18
19	<i>Subtotal Services &amp; Supplies</i>	<b>299,535</b>	<b>232,535</b>	<b>-67,000</b>	
20					
21	<b>Unappropriated Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	
22	<b>TOTAL EXPENDITURES</b>	<b>349,535</b>	<b>292,535</b>	<b>-57,000</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
MBSST NETWORK PROJECTS  
FY 2018-2019 BUDGET**

**1 MBSST Projects**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33	WORK ELEMENT #683	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	RSTP Exchange	242,000	200,000	-42,000	- Estimated carryover from FY 2017-18
7	Measure D	3,019,250	3,089,250	70,000	- Some funds to be carried over from FY 2017-18
8	Land Trust	127,473	150,000	22,527	- Previously secured funds
9	<b>TOTAL REVENUES</b>	<b>3,388,723</b>	<b>3,439,250</b>	<b>50,527</b>	
10	<b>EXPENDITURES:</b>				
11	Salaries, Benefits & Overhead	409,473	420,000	10,527	- Estimated increase per labor agreements
12					
13	<b>Services and Supplies:</b>				
14	General Technical Assistance	50,000	60,000	10,000	- Previously programmed funds
15	Corridor encroachment & Maintenance	489,250	489,250	0	-
16					
17	<b>North Coast Segment 5:</b>				
18	Environmental Documents and Design	550,000	575,000	25,000	- Some work done in FY 2017-18
19	Technical Asst (envl, legal, surveying, EHS, etc.)	100,000	100,000	0	
20					
21	<b>City of Santa Cruz Segments 7, 8 &amp; 9:</b>	0	0		
22	Technical Asst (envl, legal, surveying, EHS, etc.)	30,000	35,000	5,000	- Previously programmed funds
23	Seg 7 Construction Phase 2 to City of Santa Cruz	1,100,000	1,100,000	0	
24	Seg 8 San Lorenzo River trestle Construction to City of Scruc	500,000	500,000	0	
25					
26	<b>City of Watsonville Segement 18:</b>				
27	Seg 18 Construction - to City of Watsonville	150,000	150,000	0	
28	Technical Asst (envl, legal, surveying, EHS, etc.)	10,000	10,000	0	
29					
30	<i>Subtotal Services &amp; Supplies</i>	<b>2,979,250</b>	<b>3,019,250</b>	<b>40,000</b>	
31					
32	<b>Unappropriated Revenues:</b>	0	0	0	
33	<b>TOTAL EXPENDITURES</b>	<b>3,388,723</b>	<b>3,439,250</b>	<b>50,527</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING REVENUES SUMMARY**  
**FY 2018-2019 BUDGET**

1 **PLANNING REVENUES:** 721600/721700/721750

2 3 4 SOURCES	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
5 <b>REVENUES:</b>				
6				
7 TDA Planning	713,101	736,823	23,722	- Per Auditor Controller's estimate
8 Rural Planning Assistance (RPA)	341,666	341,666	0	
9 STIP for Planning (PPM)	175,000	175,000	0	
10 Transit Planning Grants	289,716	90,000	-199,716	- Most work completed in FY 2017-18
11 Measure D	481,694	416,600	-65,094	- Most work completed in FY 2017-18
12 Sustainable Transportation Planning Grant	67,460	0	-67,460	- Work completed in FY 2017-18
13 RSTP Exchange	25,000	0	-25,000	- Funds spent in FY 2017-18
14 RTC Funds Budgeted	352,121	215,511	-136,610	- Estimated need for FY 2018-19
15 16 <b>TOTAL REVENUES</b>	<b>2,445,758</b>	<b>1,975,600</b>	<b>-470,158</b>	

**Note:**



**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING EXPENDITURES**  
**FY 2018-2019 BUDGET**

1 **PLANNING EXPENDITURES:** 721600/721700/721750

2	EXPENDITURES	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
3					
4					
5	<b>Salaries, Benefits &amp; Overhead by Program</b>				
6	Regional Planning Coordination	97,918	97,918	0	
7	Unified Corridor Study Phase II	156,031	90,863	-65,168	- Most work completed in FY 2017-18
8	Work Program	34,535	34,535	0	
9	Public Information	41,914	59,544	17,630	- More work anticipated in FY 2018-19
10	Bicycle/Pedestrian Planning	62,936	62,936	0	
11	Specialized Transportation	64,158	64,158	0	
12	User Oriented Transit Travel Planning	28,236	-	-28,236	- Project completed in FY 2017-18
13	Sust Transp Prioritization Plan	93,928	45,000	-48,928	- Most work completed in FY 2017-18
14	Highway 9 Study	81,971	87,971	6,000	- More work anticipated in FY 2018-19
15	Regional Transportation Plan for MTP	210,291	210,291	0	
16	Transportation Improvement Program (TIP)	220,487	220,487	0	
17	Highway & Roadway Planning	85,297	85,297	0	
18	<i>Subtotal Staff and Overhead</i>	<b>1,177,702</b>	<b>1,059,000</b>	<b>-118,702</b>	
19	<b>Services &amp; Supplies</b>				
20	<u>Passthrough Programs</u>				
21	Bike To Work Program (Ecology Action)	60,000	60,000	0	
22	Bike & Ped Safety (Comm. Traffic Safety Coalition)	130,000	130,000	0	
23	Ecology Action - Countywide SR2S Education	25,000	-	-25,000	- Funds to be spent in FY 2017-18
24	Open Streets - County HSA/Bike SCC	-	-	0	
25					
26	<u>Professional Services (contracts)</u>				
27	Washington Assistant	44,600	44,600	0	
28	Engineering and Other Technical Consultants	80,000	65,000	-15,000	-
29	User Oriented Transit Travel Planning	10,000	-	-10,000	- Project completed in FY 2017-18
30	Environmental Documents for RTP/MTP	25,000	30,000	5,000	- Per agreement with AMBAG
31	Sust Transp Prioritization Plan	158,108	50,000	-108,108	- Most work completed in FY 17-18
32	Highway 9 study consultant	96,589	50,000	-46,589	- Some work completed in FY 2017/18
33	SC METRO & DPW for Hwy 9 study	24,262	15,000	-9,262	- Some work completed in FY 2017/18
34	Unified Corridor Study Consultant	442,497	300,000	-142,497	- Some work completed in FY 2017/18
35					
36	<u>RTC Work Element Related Items</u>				
37	Traffic Monitoring services	12,000	12,000	0	
38	Printing Documents and Pub Info Materials	50,000	50,000	0	
39	User Oriented Transit Travel Planning Materials	-	-	0	
40	Transfer to Rail/Trail Authority	110,000	110,000	0	
41	<i>Subtotal Services &amp; Supplies</i>	<b>1,268,056</b>	<b>916,600</b>	<b>-351,456</b>	
42					
43	<b>TOTAL EXPENDITURES</b>	<b>2,445,758</b>	<b>1,975,600</b>	<b>-470,158</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
PLANNING FUNDS SOURCE DETAIL**

1 **PLANNING DETAIL: 721600/721700/721750**

**FY 2018-2019 BUDGET**

2	EXPENDITURES	FY18-19 PROPOSED 03/08/18	TDA	RTC FUND	RPA	Meas D	FTA5304 SustComm Plng	STIP PPM	RSTPX
5	<b>Salaries, Benefits &amp; Overhead by Program</b>								
6	Regional Planning Coordination	97,918	11,501	-	86,417				
7	Unified Corridor Study Phase II	90,863		4,263	-	86,600			
8	Work Program	34,535	34,535	-					
9	Public Information	59,544	45,006	14,538	-	-			
10	Bicycle/Pedestrian Planning	62,936	32,936	-		-		30,000	
11	Specialized Transportation	64,158	59,919	4,239					
12	User Oriented Transit Travel Planning			-					
13	Sust Transp Prioritization Plan	45,000	34,705	10,295					
14	Highway 9 Study	87,971	9,345	23,626		30,000	25,000		
15	Regional Transportation Plan for MTP	210,291	85,139	-	125,152				
16	Transportation Improvement Program (TIP)	220,487	8,371	-	67,116			145,000	
17	Highway & Roadway Planning	85,297	22,316	-	62,981				
18	<i>Subtotal Staff &amp; Overhead</i>	<b>1,059,000</b>	<b>343,773</b>	<b>56,961</b>	<b>341,666</b>	<b>116,600</b>	<b>25,000</b>	<b>175,000</b>	<b>-</b>
20	<b>Services &amp; Supplies</b>								
21	<u>Passthrough Programs</u>								
22	Bike To Work Program (Ecology Action)	60,000	60,000	-					
23	Bike & Ped Safety (Comm. Traffic Safety Coalition)	130,000	130,000	-					
24	Ecology Action - Countywide SR2S Education			-					
25	Open Streets - County HSA/Bike SCC			-					
27	<u>Professional Services</u>								
28	Washington Assistant	44,600	4,600	40,000					
29	Engineering and Other Technical Consultants	65,000	39,335	25,665					
30	User Oriented Transit Travel Planning		-	-					
31	Environmental Documents for RTP/MTP	30,000	25,000	5,000				-	
33	Sust Transp Prioritization Plan	50,000		50,000					
34	Highway 9 study consultant	50,000		-			50,000		
35	SC METRO & DPW for Hwy 9 study	15,000		-			15,000		
36	Unified Corridor Study Consultant	300,000		-		300,000			
38	<u>RTC Work Element Related Items</u>								
39	Traffic Monitoring services	12,000	11,897	103					
40	Printing Documents and Pub Info Materials	50,000	12,218	37,782				-	
41	User Oriented Transit Travel Planning Materials		-	-					
42	Transfer to Rail/Trail Authority	110,000	110,000	-					
43	<i>Subtotal Services &amp; Supplies</i>	<b>916,600</b>	<b>393,050</b>	<b>158,550</b>	<b>-</b>	<b>300,000</b>	<b>65,000</b>	<b>-</b>	<b>-</b>
45	<b>TOTAL EXPENDITURES</b>	<b>1,975,600</b>	<b>736,823</b>	<b>215,511</b>	<b>341,666</b>	<b>416,600</b>	<b>90,000</b>	<b>175,000</b>	<b>-</b>

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
MEASURE D IMPLEMENTATION  
FY 2018-2019 BUDGET**

**1 MEASURE D: Implementation**

2	3	4	5	6	7
	WORK ELEMENT	FY17-18 APPROVED 12/07/17	FY18-19 PROPOSED 03/08/18	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	Measure D Funds	19,842,749	20,100,705	257,956	- Estimate for FY 2018/19 per 30-year forecast accepted by RTC
7	Interest	5,000	5,000	0	
8	<b>TOTAL REVENUES</b>	<b>19,847,749</b>	<b>20,105,705</b>	<b>257,956</b>	
9					
10	<b>EXPENDITURES:</b>				
11	Salaries, Benefits & Overhead	498,839	504,024	5,185	- Estimated increase
12					
13	<b>Services &amp; Supplies:</b>				
14	Prior Fiscal Year Costs	433,525		-433,525	- One time costs
15	Consultant Services	100,000	150,000	50,000	- To add financial analyst consultant for bonding needs assessment
16	Materials and supplies	30,000	30,000	0	
17	<i>Subtotal Services &amp; Supplies</i>	<i>563,525</i>	<i>180,000</i>		
18	<b>Apportionments:</b>				
19	Neighborhood Projects (30%)				
20	Hwy 9 Projects and Hwy 17 Wildlife Xing	500,000	500,000	0	
21	City of Capitola	288,604	299,260	10,656	- Increased revenue available for distribution
22	City of Santa Cruz	1,165,655	1,210,523	44,868	- Increased revenue available for distribution
23	City of Scotts Valley	251,531	260,824	9,293	- Increased revenue available for distribution
24	City of Watsonville	779,934	808,873	28,940	- Increased revenue available for distribution
25	County of Santa Cruz	2,648,392	2,745,524	97,132	- Increased revenue available for distribution
26	<i>Subtotal Neighborhood Projects</i>	<i>5,634,115</i>	<i>5,825,004</i>	<i>190,889</i>	
27					
28	Highway Projects (25%)	4,695,096	4,854,170	159,074	- Increased revenue available for distribution
29	Santa Cruz METRO (16%)	3,004,862	3,106,669	101,807	- Increased revenue available for distribution
30	Community Bridges (4%)	751,215	776,667	25,452	- Increased revenue available for distribution
31	Active Transportation (17%)	3,192,665	3,300,836	108,170	- Increased revenue available for distribution
32	Rail Corridor (8%)	1,502,431	1,553,334	50,904	- Increased revenue available for distribution
33	<i>Subtotal Services, Supplies &amp; Apportionments</i>	<i>19,343,910</i>	<i>19,596,681</i>	<i>252,771</i>	
34					
35	<b>Unappropriated Revenues:</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	
36	<b>TOTAL EXPENDITURES</b>	<b>19,847,749</b>	<b>20,105,705</b>	<b>257,956</b>	

**Note:** As stated in Measure D funds will be distributed at least quarterly to cities and the County of Santa Cruz based on their proportional share of the countywide population (29%), lane miles of roadway (39%) and the site where the measure revenue from the transactions and use tax is generated (32%). Population, road mile and tax site generation will be updated each year based on the latest available data. Site of tax revenue generation is estimated from existing T&U taxes in the county. Each year after the RTC obtains the data specific to this T&U tax adjustments will be made based on actual data fo site of tax revenue generation.

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**STP EXCHANGE PROGRAM**  
**FY 2018-2019 BUDGET**

**1 RSTP EXCHANGE PROGRAM: 722000**

2 3 4 WORK ELEMENT #101	5 6 7 FY17-18 8 APPROVED 9 02/01/18	10 11 12 FY18-19 13 PROPOSED 14 03/08/18	15 16 17 DIFFERENCE	18 19 20 NOTE
21 <b>REVENUES:</b>				
22 State RSTP Exchange Funds	23 3,023,985	24 3,023,985	25 -	
26 Interest	27 30,000	28 30,000	29 -	
28 RSTP Exchange Funds Budgeted - Carryover	29 10,914,026	30 10,914,026	31 -	
32 <b>TOTAL REVENUES</b>	33 <b>13,968,011</b>	34 <b>13,968,011</b>	35 -	
36 <b>EXPENDITURES:</b>				
37 <b>City of Capitola</b>				
38 Clares Street Traffic Calming	39 100,000	40 100,000	41 -	
42 38th Avenue Rehabilitation	43 438,000	44 438,000	45 -	
44 Bay Ave/Capitola Ave Intersection Modification/Roundabout	45 31,000	46 31,000	47 -	
46 Upper Pacific Cove Parking Lot Pedestrian Trail and Depot Park bus stop	47 200,000	48 200,000	49 -	
50 <b>City of Santa Cruz</b>				
51 Soquel Ave at Frederick St Intersection Modifications	52 188,000	53 188,000	54 -	
53 Water St. Pavement Rehab - design phase	54 47,000	55 47,000	56 -	
56 <b>City of Scotts Valley</b>				
57 Mt. Hermon Rd/Scotts Valley Dr/Whispering Pines Dr Intersection Improvement	58 346,000	59 346,000	60 -	
61 <b>City of Watsonville</b>				
62 Freedom Blvd Reconstruction (Broadis to Alta Vista Ave)	63 900,000	64 900,000	65 -	
64 Freedom Blvd Plan Line (Green Valley to Buena Vista)	65 135,000	66 135,000	67 -	
68 <b>County of Santa Cruz</b>				
69 Aptos Village Plan Improvements	70 1,340,000	71 1,340,000	72 -	
71 Branciforte Drive Chip Seal	72 174,000	73 174,000	74 -	
73 East Cliff Dr. Cape Seal (12th to 17th Avenues)	74 147,000	75 147,000	76 -	
75 Glen Arbor Road Recycle, Overlay & Chip Seal	76 400,000	77 400,000	78 -	
77 Granite Creek Road Recycle & Overlay	78 500,000	79 500,000	80 -	
79 State Park Drive Improvements	80 587,000	81 587,000	82 -	
81 Summit Rd Chip Seal (Soquel-San Jose Rd-Old SC Hwy)	82 87,102	83 87,102	84 -	
83 Twin Lakes Beachfront	84 200,000	85 200,000	86 -	
87 <b>Santa Cruz METRO</b>				
88 CNG Bus Replacement	89 500,000	90 500,000	91 -	
92 <b>SCCRTC</b>				
93 MBSST - North Coast Phase 2 Environmental Review	94 300,000	95 300,000	96 -	
95 Ecology Action - Countywide Safe Routes to Schools Education	96 25,000	97 25,000	98 -	
97 Freeway Service Patrol	98 150,000	99 150,000	100 -	
99 Park and Ride Lot Program	100 83,422	101 83,422	102 -	
101 Bike Route Signage	102 60,906	103 60,906	104 -	
103 Highway 1 HOV - PA/ED	104 500,000	105 500,000	106 -	
105 Highway 1 Bicycle/Ped Overcrossing near Mar Vista	106 636,679	107 636,679	108 -	
107 CRUZ511	108 293,224	109 293,224	110 -	
109 Monterey Bay Sanctuary Scenic Trail Network	110 42,000	111 42,000	112 -	
113 <b>TOTAL PROJECT EXPENDITURES</b>	114 <b>8,411,333</b>	115 <b>8,411,333</b>	116 -	
117 <b>Unobligated Funds</b>	118 5,556,678	119 5,556,678	120 -	
121 <b>TOTAL EXPENDITURES</b>	122 <b>13,968,011</b>	123 <b>13,968,011</b>	124 -	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
FUND BALANCES AND RESERVES  
FY 2018-2019 BUDGET**

1

2 **FUND BALANCES & RESERVES:** 03/08/18

DESCRIPTION	TDA FUND (1)	RTC FUND (2)	RIDESHARE FUND (3)	RAIL/TRAIL AUTHORITY FUND (4)	HWY 1 PA/ED & ENG FUND (4)	HWY 1 CONSTR FUND (4)	SAFE OPERATING FUND (5)	FSP FUND (5)	RSTP EXCHANGE FUND (4)	STA FUND (6)	TOTAL ALL FUNDS
<b>Fund Balance 7-01-18</b>	753,420	1,057,707	19,237	180,013	723,177	85,731	401,509	103,720	10,914,026	458	14,238,998
FY 2017-18 Revenues budgeted	-										-
Anticipated Revenues & Carryover Funds	16,638				467,015						483,653
Revenues From Prior Fiscal Year		-									-
Restricted Reserve carried over	(753,420)	(659,519)	(19,237)				(138,706)				(1,570,883)
Budgeted Carryover from FY 2017-18	-	(355,441)		(62,768)	(5,111,437)	-	(60,300)	-	(8,411,333)		(14,001,279)
Subtotal Fund Balance	16,638	42,747	-	117,245	(3,921,245)	85,731	202,503	103,720	2,502,693	458	(849,510)
To Cashflow Reserve		(42,747)					(50,439)				(93,186)
<b>To Restricted Reserve Fund</b>	<b>(16,638)</b>	<b>-</b>					<b>0</b>				<b>(16,638)</b>
Unappropriated Revenues			304,800	-	-	-	-	-			304,800
<b>Total Fund Balance</b>	<b>-</b>	<b>-</b>	<b>304,800</b>	<b>117,245</b>	<b>(3,921,245)</b>	<b>85,731</b>	<b>152,064</b>	<b>103,720</b>	<b>2,502,693</b>	<b>458</b>	<b>(654,534)</b>

18

19

20 **Reserve Funds**

<b>Reserve Target (8% target for TDA fund; 30% target for others)</b>	<b>770,058</b>	<b>830,160</b>	-	-	-	-	<b>189,145</b>				<b>1,789,362</b>
<b>Cashflow Reserve (0% target for TDA fund; 8% target for others)</b>		42,747					50,439				93,186
<b>Restricted Reserve (8% target for TDA fund; 22% target for others)</b>	770,058	659,519	-	-	-	-	138,706	-	-	-	1,568,283
<b>Total Reserve Funds</b>	<b>770,058</b>	<b>702,266</b>					<b>189,145</b>				<b>1,661,469</b>
<b>Reserve Fund Difference from Target</b>	<b>0</b>	<b>(127,894)</b>	-	-	-	-	-	-	-	-	<b>(127,894)</b>

28

29

30 **Notes:**

31 - Numbers in parentheses are negative numbers. All other numbers are positive numbers.

32 - Funds within each category (column) are restricted for use on projects/programs within that category.

33 - **Fund Balance (7-01-17)** = Balances of funds not used at the end of prior fiscal year.

34 - **Budgeted Carryover** = Portion of Fund Balance used in current fiscal year budget.

35 - **Unappropriated Revenues** = Amount of revenues designated for specific projects/programs that likely will not be expended in the current fiscal year, but will be needed in future years.

36

37 (1) 8% reserve established in RTC Rules and Regulations for the TDA Fund; 8% available in this proposed budget

38 (2) 3.6 month (or 30%) operating reserve target established in RTC Rules and Regulations for the RTC Fund ; 3.05 months (or 25.38%) available in this proposed budget

39 (3) Reserve for the Rideshare fund is included with the RTC Fund

40 (4) Reserve funds not proposed for capital project funds

41 (5) 3.6 month (or 30%) operating reserve target approved for the SAFE Fund to cover SAFE, FSP and Cruz511 operations

42 (6) This is a pass-through fund, all receipts are paid to Santa Cruz Metro.

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**STAFF POSITIONS**  
**FY 2018-2019 BUDGET**

1				
2		<b>FY17-18</b>	<b>FY18-19</b>	
3	<b>AUTHORIZED</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>DIFFERENCE</b>
4	<b>STAFF POSITIONS:</b>	<b>12/07/17</b>	<b>03/08/18</b>	<b>NOTE</b>
5				
6	<b>POSITIONS</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
7				
8	Executive Director	1.00	1.00	0.00
9	Deputy Director	1.00	1.00	0.00
10	Fiscal Officer SCCRTC	1.00	1.00	0.00
11	Administrative Services Officer	1.00	1.00	0.00
12	Transportation Engineer	1.00	1.00	0.00
13	Transportation Planner I-IV	8.00	8.00	0.00
14	Communications Specialist	1.00	1.00	0.00
15	Accountant I-III	1.00	1.00	0.00
16	Accounting Technician	0.00	0.00	0.00
17	Administrative Assistant I-III	2.00	2.00	0.00
18	Transportation Planning Technician	2.00	2.00	0.00
19	Paid Intern	0.50	0.50	0.00
20				
21	<b>TOTAL POSITIONS</b>	<b>19.50</b>	<b>19.50</b>	<b>0.00</b>
22				
23				
24		<b>FY17-18</b>	<b>FY18-19</b>	
25	<b>BUDGETED</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>DIFFERENCE</b>
26	<b>STAFF POSITIONS:</b>	<b>12/07/17</b>	<b>03/08/18</b>	<b>NOTE</b>
27				
28	<b>POSITIONS</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
29				
30	Executive Director	1.00	1.00	0.00
31	Deputy Director	1.00	1.00	0.00
32	Fiscal Officer SCCRTC	1.00	1.00	0.00
33	Administrative Services Officer	1.00	1.00	0.00
34	Transportation Engineer	1.00	1.00	0.00
35	Transportation Planner I-IV	7.00	7.00	0.00
36	Communications Specialist	1.00	1.00	0.00
37	Accountant I-III	1.00	1.00	0.00
38	Accounting Technician	0.00	0.00	0.00
39	Administrative Assistant I-III	2.00	2.00	0.00
40	Transportation Planning Technician	2.00	2.00	0.00
41	Paid Intern	0.50	0.50	0.00
42				
43	<b>TOTAL POSITIONS</b>	<b>18.50</b>	<b>18.50</b>	<b>0.00</b>

Note: FTE= full-time equivalent

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
TDA ALLOCATION BALANCES  
FY 2018-2019 BUDGET**

1					
2	<b>TDA ALLOCATION BALANCES</b>				
3					
4	<b>CLAIMANTS</b>	<b>FY18-19 PROPOSED 03/08/18</b>	<b>UNSPENT PRIOR ALLOCATIONS</b>	<b>ADJUSTMENT</b>	<b>AVAILABLE FUNDS 03/08/18</b>
5					
6	<b>SCCRTC</b>				
7	TDA Administration	597,570			597,570
8	TDA Planning	736,823			736,823
9	<b>Subtotal</b>	<b>1,334,393</b>	<b>-</b>	<b>-</b>	<b>1,334,393</b>
10					
14					
15	SCMTD	7,074,858			7,074,858
16					
17	Specialized Transit	695,074			695,074
18					-
19	Volunteer Center	82,747			82,747
20					
21	City of Capitola	15,504			15,504
22					
23	City of Santa Cruz - Non Transit	99,276			99,276
24					
25	City of Scotts Valley	18,557			18,557
26					
27	City of Watsonville	80,884			80,884
28					
29	County of Santa Cruz	207,788			207,788
30					
31	<b>TOTAL</b>	<b>9,609,081</b>	<b>-</b>	<b>-</b>	<b>9,609,081</b>

**Note:** Allocations for the Cities and the County use the most recent population figures from the Department of Finance; Unspent prior allocations include only the amounts not allocated to specific projects as of 03/31/2017



## Transportation Development Act (TDA) Estimates and Revenues

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18					FY 18-19
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Auditor Controller Estimate	Actual Revenue	Difference of Actual to Estimate	Difference as % of Estimate	Cumulative % of Actual to Estimate	Auditor Controller Estimate
Month	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue						
JUL	570,200	454,800	410,500	499,800	533,900	556,100	591,100	601,300	629,500	637,054	583,500	-53,554	-8.41%	91.59%	589,335
AUG	760,200	539,000	547,300	666,400	711,800	741,500	788,200	801,800	839,400	849,473	778,000	-71,473	-8.41%	91.59%	785,780
SEP	634,334	719,093	819,955	699,895	718,257	818,354	791,871	872,384	872,266	882,733	1,146,538	263,805	29.89%	105.86%	1,158,003
OCT	567,100	490,500	458,300	486,400	556,500	596,900	616,700	617,500	657,500	665,390	665,500	110	0.02%	104.58%	672,155
NOV	756,100	555,900	611,000	648,500	742,000	795,900	822,300	823,300	876,700	887,220	887,300	80	0.01%	103.54%	896,173
DEC	700,859	625,785	776,432	804,308	733,930	732,985	719,449	917,127	813,479	823,241	959,017	135,776	16.49%	105.79%	968,607
JAN	538,600	465,300	502,700	510,100	534,300	557,700	601,300	631,600	632,900	646,849	655,100	8,251	1.28%	105.25%	661,651
FEB	590,700	620,400	670,300	680,100	712,400	728,800	801,800	842,100	843,800	862,431	873,500	11,069	1.28%	104.70%	882,235
MAR	578,624	607,400	510,760	625,667	632,278	802,890	739,331	763,406	911,051	781,837					929,364
APR	432,400	385,100	412,600	441,300	475,600	504,100	524,400	559,000	626,200	572,496					638,787
MAY	464,400	562,700	605,300	588,400	634,100	672,100	699,200	745,400	834,900	763,397					851,681
JUN	606,615	605,859	631,912	756557	759,038	780,261	853,689	795,139	563,619	814,337					574,948
TOTAL	7,200,133	6,631,837	6,957,059	7,407,427	7,744,102	8,287,590	8,549,340	8,970,056	9,101,315	9,186,458	6,548,455	294,064	3.20%	71.28%	9,608,719
% Chg	-8.61%	-7.89%	4.90%	6.47%	4.55%	7.02%	3.16%	4.92%	1.46%	0.94%					4.60%

Measure D Transactions & Use Tax 30-year Revenue Projections for 2018

Fiscal Year	Annual Estimate	Implemt, Mgmt & Admin	Net for Allocation	Neighborhood Projects 30%	Distribution of Neighborhood Projects Bucket						Highway 25%	SC METRO 16%	Comm Bridges 4%	Trail 17%	Rail 8%
					Highways 9 & 17 \$15Mtotal	Capitola 5.6213%	Santa Cruz 22.7041%	Scotts Valley 4.8992%	Watsonville 15.1912%	County Unincorp 51.5842%					
2016-17	1,152,905	346,687	806,219	241,866	41,667	11,254	45,453	9,808	30,413	103,271	201,555	128,995	32,249	137,057	64,497
2017-18	19,842,749	560,000	19,282,749	5,784,825	500,000	297,076	1,199,872	258,914	802,828	2,726,135	4,820,687	3,085,240	771,310	3,278,067	1,542,620
2018-19	20,100,705	684,000	19,416,705	5,825,012	500,000	299,335	1,208,996	260,883	808,933	2,746,865	4,854,176	3,106,673	776,668	3,300,840	1,553,336
2019-20	20,362,014	692,892	19,669,122	5,900,737	500,000	303,592	1,226,189	264,593	820,437	2,785,927	4,917,281	3,147,060	786,765	3,343,751	1,573,530
2020-21	20,626,720	701,900	19,924,821	5,977,446	500,000	307,904	1,243,605	268,351	832,090	2,825,497	4,981,205	3,187,971	796,993	3,387,220	1,593,986
2021-22	20,894,868	711,024	20,183,843	6,055,153	500,000	312,272	1,261,247	272,158	843,894	2,865,581	5,045,961	3,229,415	807,354	3,431,253	1,614,707
2022-23	21,166,501	720,268	20,446,233	6,133,870	500,000	316,697	1,279,119	276,015	855,852	2,906,187	5,111,558	3,271,397	817,849	3,475,860	1,635,699
2023-24	21,441,666	729,631	20,712,034	6,213,610	500,000	321,179	1,297,224	279,921	867,966	2,947,320	5,178,009	3,313,926	828,481	3,521,046	1,656,963
2024-25	21,720,407	739,116	20,981,291	6,294,387	500,000	325,720	1,315,563	283,879	880,237	2,988,988	5,245,323	3,357,007	839,252	3,566,819	1,678,503
2025-26	22,002,772	748,725	21,254,048	6,376,214	500,000	330,320	1,334,142	287,887	892,667	3,031,198	5,313,512	3,400,648	850,162	3,613,188	1,700,324
2026-27	22,288,809	758,458	21,530,350	6,459,105	500,000	334,979	1,352,961	291,948	905,260	3,073,957	5,382,588	3,444,856	861,214	3,660,160	1,722,428
2027-28	22,578,563	768,318	21,810,245	6,543,073	500,000	339,699	1,372,025	296,062	918,015	3,117,271	5,452,561	3,489,639	872,410	3,707,742	1,744,820
2028-29	22,872,084	778,306	22,093,778	6,628,133	500,000	344,481	1,391,338	300,230	930,937	3,161,149	5,523,445	3,535,004	883,751	3,755,942	1,767,502
2029-30	23,169,421	788,424	22,380,997	6,714,299	500,000	349,324	1,410,901	304,451	944,027	3,205,596	5,595,249	3,580,960	895,240	3,804,770	1,790,480
2030-31	23,470,624	798,674	22,671,950	6,801,585	500,000	354,231	1,430,718	308,727	957,286	3,250,622	5,667,988	3,627,512	906,878	3,854,232	1,813,756
2031-32	23,775,742	809,057	22,966,685	6,890,006	500,000	359,201	1,450,793	313,059	970,719	3,296,233	5,741,671	3,674,670	918,667	3,904,337	1,837,335
2032-33	24,084,827	819,574	23,265,252	6,979,576	500,000	364,236	1,471,129	317,447	984,325	3,342,437	5,816,313	3,722,440	930,610	3,955,093	1,861,220
2033-34	24,397,929	830,229	23,567,701	7,070,310	500,000	369,337	1,491,730	321,893	998,109	3,389,242	5,891,925	3,770,832	942,708	4,006,509	1,885,416
2034-35	24,715,103	841,022	23,874,081	7,162,224	500,000	374,504	1,512,598	326,396	1,012,072	3,436,655	5,968,520	3,819,853	954,963	4,058,594	1,909,926
2035-36	25,036,399	851,955	24,184,444	7,255,333	500,000	379,738	1,533,738	330,957	1,026,216	3,484,685	6,046,111	3,869,511	967,378	4,111,355	1,934,756
2036-37	25,361,872	863,030	24,498,842	7,349,652	500,000	385,040	1,555,152	335,578	1,040,544	3,533,338	6,124,710	3,919,815	979,954	4,164,803	1,959,907
2037-38	25,691,576	874,250	24,817,327	7,445,198	500,000	390,410	1,576,845	340,259	1,055,059	3,582,625	6,204,332	3,970,772	992,693	4,218,946	1,985,386
2038-39	26,025,567	885,615	25,139,952	7,541,986	500,000	395,851	1,598,819	345,001	1,069,762	3,632,552	6,284,988	4,022,392	1,005,598	4,273,792	2,011,196
2039-40	26,363,899	897,128	25,466,771	7,640,031	500,000	401,363	1,621,080	349,804	1,084,656	3,683,128	6,366,693	4,074,683	1,018,671	4,329,351	2,037,342
2040-41	26,706,630	908,791	25,797,839	7,739,352	500,000	406,946	1,643,630	354,670	1,099,744	3,734,362	6,449,460	4,127,654	1,031,914	4,385,633	2,063,827
2041-42	27,053,816	920,605	26,133,211	7,839,963	500,000	412,601	1,666,473	359,599	1,115,029	3,786,261	6,533,303	4,181,314	1,045,328	4,442,646	2,090,657
2042-43	27,405,516	932,573	26,472,943	7,941,883	500,000	418,331	1,689,613	364,593	1,130,511	3,838,836	6,618,236	4,235,671	1,058,918	4,500,400	2,117,835
2043-44	27,761,787	944,696	26,817,091	8,045,127	500,000	424,134	1,713,053	369,651	1,146,195	3,892,094	6,704,273	4,290,735	1,072,684	4,558,905	2,145,367
2044-45	28,122,691	956,977	27,165,713	8,149,714	500,000	430,013	1,736,799	374,775	1,162,083	3,946,044	6,791,428	4,346,514	1,086,629	4,618,171	2,173,257
2045-46	28,488,286	969,418	27,518,868	8,255,660	500,000	435,969	1,760,853	379,965	1,178,178	4,000,695	6,879,717	4,403,019	1,100,755	4,678,207	2,201,509
2046-47	26,453,747	982,021	25,471,727	7,641,518	458,333	403,788	1,630,877	351,919	1,091,212	3,705,388	6,367,932	4,075,476	1,018,869	4,330,194	2,037,738
Total	721,136,196	24,813,364	696,322,832	208,896,850	15,000,000	10,899,524	44,022,535	9,499,394	29,455,258	100,020,139	174,080,708	111,411,653	27,852,913	118,374,881	55,705,827

Notes

1. Initial estimate is based on Auditor Controller's estimate of TDA revenues after applying a historical comparison of TDA revenues to SC METRO's transactions and use tax. As the RTC builds a history of actual transactions and use tax revenues it will be incorporated into future estimates. Adjustments will be made each year based on actual revenues.
2. A long-term growth of 1.3% is estimated based on the average historical growth of TDA revenues over the past 17 years, which have varied from -8.61% to 7.02%.
3. Implementation, management and administration costs are escalated by the assumed growth of the revenue of 1.3%.
4. The return to source variable is based on the existing transactions and use taxes for each of the cities and the library transactions and use tax to derive an estimate for the the unincorporated area . After the tax is collected and data is provided to the RTC by the Board of Equalization, adjustments can be made based on the actual transactions and use tax revenues generated by each jurisdiction.
5. Actual funds received and distributed and actual costs are shown in bolded italic text.
6. FY 2046-47 reduced to 11 revenue payments from the state since one payment was received in FY 2016-17.

## Measure D Transactions &amp; Use Tax 30-year Revenue Projections for 2017

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

## Notes

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