

General Compliance Reporting:

Confirm completion of the following Measure D Agreement requirements during the reporting year. The RTC shall utilize information from Recipient on expenditures to prepare a comprehensive report to the public on the expenditure of Measure D revenues.

Recipient - Update all highlighted fields on 3 tabs. Reporting Requirements (Articles from the Master Fund Agreement are referenced as comments)

| | |
|---------------------------|---|
| REPORTING YEAR: | FY18/19 |
| Recipient Agency | Santa Cruz County Regional Transportation Commission (RTC) |
| Measure D Category | Administration, Implementation and Oversight |

| | | |
|--|---|--|
| Public Information/ Outreach Date | Documentation (ex. copy of resolution, minutes, notices, articles, webpage, signage, etc) - please attach. | Comments, additional info. If applicable, briefly explain why publicity requirement was not completed |
|--|---|--|

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|--|--|--|---|
| Date Initial 5-Year Plan Adopted | 6/1/2017 | Resolution | https://sccrtc.org/meetings/commission/agendas/ |
| Date of 5-Year Plan Public Hearing | 6/1/17, 6/14/18, 6/6/19 | Staff reports on RTC agenda website | https://sccrtc.org/meetings/commission/agendas/ |
| Date of annual audit of Measure D Expenditures | 4/13/2020 | Auditor's Report | Completed. Presented to RTC board 5/7/20 |
| News Article | Several | Quarterly updates | www.sccrtc.org/move and RTC board packet |
| Website with info on Meas. D projects | ongoing | sccrtc.org/move | www.sccrtc.org/move & RTC Budget |
| Map of Measure D-funded Projects | ongoing | On project fact sheets | www.sccrtc.org and project fact sheets |
| Photos (before/after) | ongoing | NA for Admin | N/A |
| Signage | NA | NA | Measure D logo on outreach materials, website, + |
| Describe any other public outreach conducted during the reporting year about Measure D | Notices about public hearing were sent to Measure D enews; news release after adoption; draft plans also reviewed by RTC Bicycle Committee, Elderly and Disabled Transportation Advisory Committee (E&D TAC) and the Interagency Technical Advisory Committee (ITAC) | | |

Maintenance of Effort

| | | |
|---|------|--|
| LOCAL funds spent during reporting year on Measure D Admin & Implementation (exclude formula state & fed funds, special grants) | \$ - | Measure D admin and implementation is to be fully funded by Measure D and not borne by other programs/funds per the Ordinance. |
| Maintenance of Effort BASELINE (should match MOE report submitted to RTC in 2017) | \$ - | RTC's local funds spent on Measure D prior to FY16/17 are not subject to MOE |
| FY19/20 LOCAL (formula state & fed funds) funds BUDGETED on Measure D category projects | \$ - | Measure D admin and implementation is to be fully funded by Measure D and not borne by other programs/funds per the Ordinance. |
| If Reporting FY local expenditures were lower than the baseline amount, explain why. | NA | |
| Does your agency have an indirect cost allocation plan? | Yes | Approved by Caltrans |
| Cities/County Only: Does your agency have an adopted Complete Streets policy? | NA | NA |

Contacts

Administrative officer or designated staff available to report on or answer any and all inquiries in regard to Recipient's receipt, usage, and/or compliance audit findings regarding Measure D funds before the RTC and/or the Independent Oversight Committee or RTC advisory committees, as applicable.

| Name | Title/Measure D tasks | Phone/email |
|-----------------|--|-------------|
| Tracy New | Director of Finance - fund tracking | 460-3217 |
| Guy Preston | Executive Director - overall oversight | 460-3200 |
| Rachel Moriconi | Planner - implementation, oversight | 460-3203 |

MEASURE D EXPENDITURE REPORT

| | | | | | | | |
|---|----------------|---|---|---|------------------|---|--|
| SCCRTC: Admin & Implementation | | FY 16/17 Measure D Received <i>(4/1/17-6/30/17)</i> | FY 17/18 Measure D Received <i>(7/1/17-6/30/18)</i> | FY 18/19 Measure D Received <i>(7/1/18-6/30/19)</i> | Future | Measure D Expended <i>(4/1/17- 6/30/19)</i> | End of Year Fund Balance/ Carryover to be Spent in Future Years |
| | Receipts | \$339,999 | \$550,280 | \$738,926 | <i>3% on avg</i> | \$ 1,140,790 | TBD |
| | Interest | \$0 | \$5,816 | \$11,304 | | | |
| | Total Revenues | \$339,999 | \$556,096 | \$750,230 | | | |

DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS.

| Agency | Project Name | Total Project Cost | FY16/17 Measure D Expenditures | FY17/18 Measure D Expenditures | FY18/19 Measure D Expenditures | Future Year expenditures | <i>Measure D- funded Capital Costs</i> | <i>Measure D- funded Non-capital (non- infrastructure, outreach, admin, etc)</i> | <i>Measure D- funded indirect costs</i> |
|--------------|---|---|--------------------------------------|--------------------------------------|--------------------------------------|------------------------------|--|--|---|
| RTC | Administration - RTC staff salaries and benefits | Max. 1% per year of Measure D revenues | \$ 11,462 | \$ 207,365 | \$ 191,753 | <i>approx. \$200k/yr</i> | \$ - | \$ 132,298 | \$ - |
| RTC | Implementation - salaries, benefits and overhead | Ongoing. Amount varies based on implementation costs. | \$ 90,415 | \$ 59,328 | \$ 297,330 | <i>Approx \$350k/yr</i> | \$ - | \$ 57,290 | \$ 254,399 |
| RTC | Consultant Services - Audits | Ongoing | | | \$ 1,000 | <i>Approx 10k/yr</i> | \$ - | | |
| RTC | Consultant Services - Financing, revenue projections and outreach | Ongoing | | \$ 34,047 | \$ 1,498 | <i>Varies</i> | \$ - | \$ 34,047 | |
| RTC | Other Services & Supplies | Ongoing | \$ 8,200 | \$ 3,770 | \$ 4,700 | <i>Varies</i> | \$ - | \$ 11,970 | |
| RTC | County Elections | \$ 229,922 | \$ 229,922 | | | <i>\$0</i> | \$ - | \$ 229,922 | |
| Total | | | \$ 339,999 | \$ 304,510 | \$ 496,281 | | \$ - | \$ 465,526 | \$ 254,399 |

SCCRTC: Admin & Implementation

| DETAILED SUMMARY OF EXPENDITURES AND | | Consistency with 5-year plan | | Project Information Continued | |
|--------------------------------------|---|----------------------------------|--|-------------------------------|---|
| Agency | Project Name | Project in approved 5-year plan? | If not in 5-year plan or different amount or scope, why different? | Location/Limits | Description <i>(may include additional project components, ex. complete streets, traffic calming, crossing improvements, drainage upgrades, etc.)</i> |
| RTC | Administration - RTC staff salaries and benefits | Part of budget | Funds are in RTC budget, not part of 5-year plans | Countywide | Costs associated with accounting for receiving, dispersing, and managing Measure D funds, audits, and oversight committee staffing |
| RTC | Implementation - salaries, benefits and overhead | | | | Costs associated with the implementation of the ordinance (developing the procedures and processes) that are not specific to a program or project; monitoring project implementation; implementation plan |
| RTC | Consultant Services - Audits | | | | |
| RTC | Consultant Services - Financing, revenue projections and outreach | | | | Public Outreach |
| RTC | Other Services & Supplies | | | | Advertising |
| RTC | County Elections | | | | Election costs billed by County Elections |