

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.

REPORTING YEAR: **FY18/19**

Recipient Agency **Community Bridges Lift Line**

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
Date Initial 5-Year Plan Adopted	9/19/2018	1) Att. B1-B4	Public hearing process is overseen by RTC (see below). Community Bridges (CB) Board of Directors adopted the Measure D five-year plan as part of its annual budget approval. 1) CB Board approval of Lift Line budget which includes Measure D revenue and five-year plan of expenditures (see att. B2 5:50).
Date of 5-Year Plan Public Hearing	4/10/2018	1) Att. C1 - C3 2) Att. D web address 3) Att. D1-D8	Community Bridges-Lift Line (CB-LL) is the only agency receiving a direct allocation of Measure D funds that is not a public agency. Review and approval of the CB-LL Measure D five-year plan will be overseen by the Regional Transportation Commission (RTC). 1) C1 - C3, E&D TAC (RTC) Agenda, item 19 CB-LL 5-Year Plan. 2) D, E&D TAC (RTC) Meeting Packet, https://sccrtc.org/wp-content/uploads/2018/04/00_Packet_18April10_2.pdf 3) D1-D8, CB-LL Measure D 5-Year Plan/ Public Presentation.
Date of annual audit of Measure D Expenditures	12/10/2019	Att. A	Independent Audit, Financial Statements CB
News Article	FY18/19	1) Att. F 2) Att. G1-G3 3) 4)	1) Pajaronian article January 28, 2019 2) Sentinel article April 26, 2019. 3) Video 1 is being shown on KION & KSBW: https://www.youtube.com/watch?v=crWTmErhQ0 4) Video 2 is being shown on KION & KSBW: https://www.youtube.com/watch?v=rtxuSbe4Dvk
Website with info on Meas. D projects	ongoing	https://communitybridges.org/liftline/	https://sccrtc.org/funding-planning/measured/
Map of Measure D-funded Projects	ongoing	1) Att. H 2) Att. I	Video 1 Video 2 s Facility Electric Vehicle Charging D Service Area Map

Photos (before/after)	ongoing	1) Att. J1-J2 2) Att. K1	1) Lift Line Operations Facility Site, before and after occupancy. 2) Lift Line Operations Facility Site, before and after improvements.
Signage	ongoing	1) Att. L 2) Att. M 3) Att. N1-N5 4) Att. O 5) Att. O1-O2	1) Lift Line New Operations Facility w/ Measure D Signage 2) Electric Vehicle Charging Stations w/ Measure D Signage 3) Measure D signage at CARB ribbon cutting event, which was partially funded and leveraged with Measure D funding. 4) Measure D signage, 6' x 3' banner used for outreach events. 5) Lift Line brochure with Measure D logo.
Describe any other public outreach conducted during the reporting year about Measure D	Please see Attachment P1-P3 List of outreach performed FY18/19 of which included Measure D expanded serviced. See Att. P4 Outreach photo of posting at Santa Cruz Museum of Art & History. See Att. Q1-Q3, News article including website link to Measure D funded projects		

Maintenance of Effort

FY18/19 LOCAL funds spent on multimodal local road repairs & maintenance (exclude HUTA, formula state & fed funds, special grants)	\$ 1,860,855	Locally-generated funds beyond HUTA or Measure D (ex. general funds, city tax, developer fees, etc)
Maintenance of Effort BASELINE (should match MOE report submitted to RTC in 2017)	\$ 757,521	Pre-Measure D Baseline of average of locally-generated revenues (ex. general funds, sales and property taxes and other fees) and expenditures for transportation purposes in the three to five fiscal years prior to the start of Measure D allocations to recipient agencies (FY16/17, FY15/16, FY14/15, and optionally FY13/14 and FY12/13).
FY19/20 LOCAL (exclude HUTA, formula state & fed funds) funds BUDGETED on multimodal local road repairs & maintenance	\$ 1,822,405	Locally-generated funds beyond HUTA or Measure D (ex. general funds, city tax, developer fees, etc)
If FY18/19 local expenditures were lower than the baseline amount, explain why. (e.g. emergencies, extraordinary event - fires, etc) Recipient agencies have up to three fiscal years to meet the adjusted minimum local revenue expenditure requirement.	N/A	
Does your agency have an indirect cost allocation plan?	Yes	If "no", Measure D funds cannot be used for indirect costs.
Cities/County Only: Does your agency have an adopted Complete Streets policy?	Yes/No	If "yes" - when was it adopted? If "no", agency is required to immediately adopt one in order to continue to receive Measure D funds.

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
Kirk Ance	Program Director/ Administrator	831-688-8840 ext 238
Douglas Underhill	CFO/Fiscal Administrator	831-688-8840 ext 276
Ruhsora Iskandarova	Financial Assistant	831-688-8840 ext 273
Raymon Cancino	CEO/ Administrator	831-688-8840 ext 201

MEASURE D EXPENDITURE REPORT

Agency	<i>Beginning of Year Fund Balance</i>	FY 18-19 Measure D Received <small>(7/1/18-6/30/19)</small>	Interest Earned on Measure D funds	Measure D Expended <small>(4/1/17-6/30/18)</small>	End of Year Fund Balance/ Carryover to be Spent in Future Years	Anticipated Future Interest <small>(include in 5-Year plan updates)</small>
Community Bridges - Lift Line	\$ 491,172.29	\$849,956.05	\$ 625.00	\$ 1,075,169.71	\$ 266,583.63	\$ 606.00

DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS.											Agency with 5-year
#	Project Name	Total Project Cost	Past year(s) Measure D Expenditures on this project	FY18/19 Measure D Expenditures	(Est) Future Year(s) Measure D Expenditures	Measure D-funded Capital Costs	Measure D-funded Non-capital <small>(non-infrastructure, outreach, admin, etc)</small>	Measure D-funded indirect costs	Leveraged Funds <small>(grants & other funds secured, which used Meas. D as match)</small>	Leveraged Fund Source Name(s)	Project in approved 5-year plan?
1	* Driver Personnel	Apprx \$250K/Yr	\$ 250,547.25	\$ 249,149.78	\$ 1,377,598.05	N/A	\$ 499,697.03	\$124,302.60			Yes
2	Driver Trainer	Approx \$75K/Yr	\$ 34,476.07	\$ 45,690.74	\$ 381,797.90	N/A	\$ 80,166.81				Yes
3	Admin Assistant/Dispatch	Approx \$65K/Yr	\$ 43,001.52	\$ 57,376.27	\$ 333,001.30	N/A	\$ 100,377.79				Yes
4	Out Reach / Publicity	Approx \$6K/Yr	\$ 3,405.37	\$ 10,165.81	\$ 29,590.64	N/A	\$ 13,571.18				Yes
5	Operations Facility - Pre-Construction	\$ 132,242.00	-	\$ 41,153.10	\$ 132,242.00	N/A	\$ 41,153.10				Yes
6	Operations Facility - Reserve	\$ 5,799,450.00	-	\$ 599,532.38	\$ 1,847,990.00	\$ 199,083.00	N/A				Yes
7	Vehicle Equipment - Reserve	\$ 175,000.00	\$ 17,295.00	\$ 72,101.64	\$ 175,000.00	\$ 89,396.64	N/A		\$ 719,973.59	Caltrans 5310 and CARB Program	Yes
Total			\$ 348,725.21	\$ 1,075,169.71	\$ 4,277,219.90	\$ 288,479.64	\$ 734,965.90	\$ 124,302.60	\$ 719,973.59		

re repair, fuel, vehicle insurance, communications, taxes & licenses related to paratransit services. It also includes a prorated allocation of costs such as general liability insurance, staff training and other indirect costs

Agency
Community Bridges - Lift Line

DETAILED SUMMARY OF EXPENDITURES AND		Project Information Continued				Project Status/Timeline				Other
#	Project Name	Location/ Limits	Description <i>(may include additional project components, ex. complete streets, traffic calming, crossing improvements, drainage upgrades, etc.)</i>	Project Category <i>(Drop-down Menu)</i>	Primary Project Type <i>(Drop-down Menu)</i>	Project Status	CEQA compliance <i>(List type of document & certification date - e.x. CE, 5/1/18)</i>	Construction schedule	Completion Date <i>(actual or estimate)</i>	Other Notes or Information <i>(optional)</i>
1	* Driver Personnel	Santa Cruz County	Providing expanded hours of paratransit service	Paratransit	Operations	In-progress	N/A	N/A	On-Going	
2	Driver Trainer	Santa Cruz County	Providing safety and service training for paratransit drivers	Paratransit	Operations	In-progress	N/A	N/A	On-Going	
3	Admin Assistant/Dispatch	Santa Cruz County	Supporting additional paratransit rides	Paratransit	Operations	In-progress	N/A	N/A	On-Going	
4	Out Reach / Publicity	Santa Cruz County	Materials/Videos to promote paratransit ride availability	Paratransit	Education and Promotion	In-progress	N/A	N/A	On-Going	
5	Operations Facility - Pre-Construction	Santa Cruz County	Facility Project Management - architects, environ review, design	Paratransit	Operations	In-progress	N/A	N/A	On-Going	
6	Operations Facility - Reserve	Santa Cruz County	Reserve for projected purchase in 2025	Paratransit	Other <i>(describe in project description column)</i>	In-progress	N/A	Paving 2020	On-Going	
7	Vehicle Equipment - Reserve	Santa Cruz County	Vehicle replacement, 5310 vehicle match funds, CARB match, equipment e.g. vehicle hoist	Paratransit	Equipment and New Vehicles	In-progress	N/A	Equipment Match FY1920	On-Going	IN FY 18/19 CARB Electric Vehicle projects cost \$360,592 of which \$67015.22 was matched using Measure D funds. In FY19/20 \$25357 will be matched. Measure D funds used for purchase of two electric buses, two level II chargers and EV outreach expenses.

re repair, fuel, vehicle insurance, communicat

Measure D Transportation for Seniors and People with Disabilities Program

Performance Measures

AGENCY:

Community Bridges Lift Line

Direct Allocation recipients are to document the performance and benefits of the projects and programs funded with Measure D funds. The following performance measures are a selection of performance standards to be documented by the recipients, as applicable. Additional or alternate performance measures may be requested by the RTC or recipients.

Submittal date: 23-Dec-19

Performance Measure	Performance Metric and Standard	Baseline - FY17/18	Current Numbers	(Notes or) Corrective Action (If applicable)
Ridership/Service Utilization ▪ Annual Ridership ▪ Passenger trips per vehicle service hour ▪ Passenger trips per revenue vehicle service miles	Change in annual ridership and passenger trips per revenue vehicle hour and mile and qualitative explanation for possible reasons.	62,332	59,460	Provide information on why numbers went down The biggest contributing factors as to why Lift Line rides when down by 2,872 from the previous FY is as follows, Alliance funded rides dropped by 2,078, due to reduced contracted rides, due to multiple vendors being used. Taxi Script and Meals on Wheels rides have dropped this FY. We are currently looking into these areas of service.
		3.54	3.39	This ties into the about drop in rides.
		0.2	0.18	Any agency with significant increase in costs must provide an explanation
Cost Effectiveness ▪ Operating Cost per Passenger Trip ▪ Operating Cost per Vehicle Service Hour	Maintain operating cost per passenger, per revenue vehicle hour, or per revenue mile; percentage increase less than or equal to inflation as measured by CPI	\$14.88	\$16.07	Cost per passenger trip when up which can happen when there are less rides pure bus trip. however, our cost per vehicle operation hour is showing a decrease.
		\$52.94	\$51.63	
State of Good Repair ▪ Average age of bus and paratransit vehicles ▪ Number of vehicles beyond useful life	Reduce average age of fleet/number of vehicles beyond useful life	7.2 Years	6.75	Provide information on plan to keep bus and paratransit vehicles in state of good repair. All vehicles are serviced every 4,000 miles and safety inspections performed every 90 days. Also we have annual CHP inspections.
		9, as defined by FTA 5310 Program.	4, as defined by FTA 5310 Program.	All fleet vehicles are in good and safe operating condition, even those past their usefully life as defined by FTA.
Service Provision ▪ Frequency on major corridors or trunk lines ▪ Service hours/span	▪ Maintain or increase frequencies ▪ Increase service span - goal is 7 days/week, 20 hours per day			Any agency not meeting expected performance must provide an explanation and a description of how service provision will be met in the future.
		Lift Line operated up to 12 paratransit vehicles on major corridors daily M-F and 1 vehicle on weekends.	Lift Line operated up to 12 paratransit vehicles on major corridors daily M-F and 1 vehicle on weekends.	Lift Line will have up to 12 paratransit vehicles on major corridors daily M-F and 1 vehicle on weekends. A frequency that will be maintained.
		7 days per week. Added 14 additional hours daily five days per week.	7 days per week. 14 additional hours daily five days per week.	LL is maintaining its expanded hours which totals 80 hours per week.

Performance Measure	Performance Metric and Standard	Baseline - FY17/18	Current Numbers	(Notes or) Corrective Action (If applicable)
<ul style="list-style-type: none"> ▪ Revenue hours ▪ Revenue miles ▪ Service areas 	<ul style="list-style-type: none"> ▪ Maintain or increase revenue hours ▪ Number of routes ▪ Total service hours 	14,146	18,535	Drivers had less standby time and drove more miles FY1819 verse FY1718. This is a good sign of productivity.
		252,305	284,056	Lift Line doesn't operate fixed routes. A full schedule would be 12 drives per day M-F and 1 driver on weekends.
		Lift Line provides transportation to Santa Cruz County Residence to the following counties, Santa Cruz, and selected areas of Santa Clara, Monterey, San Benito, San Mateo, and San Francisco.	Lift Line provides transportation to Santa Cruz County Residence to the following counties, Santa Cruz, and selected areas of Santa Clara, Monterey, San Benito, San Mateo, and San Francisco.	Service areas is maintained.
Service Operations and Provisions	Track number of seniors or people with disabilities served by program.			<i>Santa Cruz, and selected areas of Santa Clara, Monterey, San Benito, Sab Mateo, and San Francisco.</i>
Number of people served or trips provided to seniors or people with disabilities	<ul style="list-style-type: none"> ▪ Service types such as ADA mandated paratransit, door-to-door service, taxi programs, accessible van service, shuttle service, group trips, travel training, meal delivery, and fixed-route transit 	62,332 Paratransit Trips	59460 Paratransit Trips	Total of one way trips went down due to the loss of Alliance rides and a slight drop in meals on wheels and taxi script rides. Total number of rides equals 2,872 (4.6%)
Percent of fixed route service used by seniors and people with disabilities		N/A	N/A	Lift Line Doesn't operate fixed route.
Cost Effectiveness				
Cost per Trip	Maintain cost per trip or per passengers	\$98.12	\$94.00	Lift Line collects data to determine cost of "Trip per Passenger" therefore "Cost per Trip" and "Cost per Passenger" have the same outcome.
Cost per Passenger				Lift Line is using the "Cost per Trip" option above.
Total Measure D program cost per one-way passenger trip divided by total trips or total passengers during period.		3554	5,939	Lift Line had a total of 5,939 Measure D passenger trips during this reporting period (FY18/19).
METRO: Split of Budget for ParaCruz and fixed routes service	Maintain paratransit operating budget and service.			<i>If other funds shifted from one program to another, provide explanation</i>
Paracruz budget				
Fixed-route budget				
Leveraged Funds (List amount and sources)	Report total grants and other funding secured using Measure D revenues as a match.			<i>Explain if Measure D funds fully funding projects.</i>
				Please see Expenditures tab.