



Santa Cruz County Regional Transportation Commission's
Elderly & Disabled Transportation Advisory Committee
(Also serves as the Social Service Transportation Advisory Council)

AGENDA

1:30pm - 3:30pm

Tuesday, April 11, 2023

In-Person Meeting

1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060

REMOTE PARTICIPATION: Remote participation is offered to members of the public, nonvoting alternates, and committee members unable to attend in person due to an emergency or for cause per AB2449. E&D TAC Members who need to participate remotely under AB2449 should provide justification prior to the meeting to amarino@sccrtc.org (see end of agenda for more information).

Join the online meeting to see presentations:

<https://us02web.zoom.us/j/86428958557>

Meeting ID: 864 2895 8557

Dial by your location: +1 669 900 9128

- 1. 1:30pm — Call to Order**
- 2. 1:30pm — Introductions**
- 3. 1:32pm — Consider AB2449 request(s) to participate in the meeting remotely due to emergency circumstances (a physical or family medical emergency that prevents a member from attending in person)**
- 4. 1:35pm — Oral communications**
- 5. 1:40pm — Additions or deletions to the consent or regular agenda**

CONSENT AGENDA

All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the E&D TAC or public wishes an item be removed and discussed on the regular agenda.

Members of the E&D TAC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other E&D TAC member objects to the change.

- 6. Approve Minutes from February 14, 2023— pg. 5**
- 7. Approve TDA allocation requests for Ride N Stride and Community Traffic Safety Coalition Programs— pg. 10**
- 8. Receive RTC Meeting Highlights— pg. 41**
- 9. Receive Information Items— pg. 44**
 - a. Santa Cruz County Housing Element Community Panel

REGULAR AGENDA

- 10. 1:55 pm — Receive Program Updates— pg. 45**
 - a. Volunteer Center
 - b. Community Bridges
 - c. Santa Cruz Metro
 - d. SCCRTC
 - e. Pedestrian Ad-hoc Subcommittee
 - i. Pedestrian Hazard Report
- 11. Draft 2023 Unmet Transit and Paratransit Needs List— pg. 46**
- 12. FY 2023-24 Transportation Development Act and State Transit Assistance Funds for the Santa Cruz Metropolitan Transit District—pg.59**
- 13. FY 2023-24 Transportation Development Act and State Transit Assistance Funds for Community Bridges Lift Line Paratransit Program— pg. 92**
- 14. FY 2023-24 Transportation Development Act Funds for Volunteer Center— pg. 122**
- 15. 2023 Low Carbon Transit Operations Program (LCTOP)— pg. 139**
- 16. San Lorenzo Valley (SLV) Schools Complex Circulation and Access Study— pg. 147**
- 17. City of Capitola projects on Kennedy Drive and on Capitola Road— pg.149**
- 18. Regional E-Bike Share Program— pg. 160**
- 19. AMBAG 2023 Public Participation Plan Development Process— pg. 162**

3:30 pm — Adjourn

Next meeting: 1:30 pm, June 13, 2023, hosted in person at the SCCRTC office located at 1101 Pacific Avenue, Suite 250. Santa Cruz, CA 95060.

HOW TO REACH US

Santa Cruz County Regional Transportation
Commission
1101 Pacific Avenue, Suite 250,
Santa Cruz, CA 95060
Phone: (831) 460-3200 / fax (831) 460-3215
Email: info@sccrtc.org / website: www.sccrtc.org

REMOTE PARTICIPATION –Committee Members (AB 2449)

*This meeting is being held in accordance with the California Brown Act. Under traditional Brown Act rules, members of the Committee may attend by teleconference if the location they are attending from is also open to the public to participate and the remote meeting location is listed on the agenda. **Members of the Committee may also attend via Zoom up to two times per year due to an emergency or for a cause according to requirements set forth in AB 2449, as long as a quorum of the committee is present in person at the RTC office.** Committee alternates who are not voting are considered members of the public, not Committee members.*

AB 2449 defines "just cause" as:

- Care of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;*
- a contagious illness that prevents a member from attending in person;*
- a need related to a physical or mental disability as defined by statute; or*
- travel while on official business of the RTC or another state or local agency.*

*AB 2449 defines "emergency circumstances" as a physical or family medical emergency that prevents a member from attending in person. **The Committee member must provide a general description of the circumstances relating to your need to appear remotely at the given meeting (not exceeding 20 words).** Medical condition does not need to be disclosed. **The Committee must take action to approve the request to participate due to an emergency circumstance at the start of their regularly scheduled meeting.***

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an

accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those person affected, please attend the meeting smoke and scent-free.

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de 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

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. 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.

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Santa Cruz County Regional Transportation Commission's
Elderly & Disabled Transportation Advisory Committee
(Also serves as the Social Service Transportation Advisory Council)

DRAFT MINUTES

1:30pm - 3:30pm

Tuesday, February 14, 2023

NOTE: Meeting was held via Zoom.

1. Roll call

The meeting was called to order at 1:35 p.m.

Members present:

Tara Ireland, Social Service Provider-Persons of Limited Means
Lisa Berkowitz, CTSA (Community Bridges)
Jesus Bojorquez, CTSA (Lift Line)
Michael Pisano, Potential Transit User (60+)
Caroline Lamb, Potential Transit User (Disabled)
Janet Edwards, 1st District
Veronica Elsea, Chair 3rd District
Patty Talbott, Social Service Provider-Seniors Alternate
Daniel Zaragoza, SCMTD (METRO)
Phil Kipnis, 1st District Alternate

Unexcused absences:

Alex Weske, Social Service Provider – Disabled
Paul Elerick, 2nd District
Ed Hutton, 5th District

RTC staff present:

Amanda Marino, Transportation Planner
Amy Naranjo, Transportation Planner

Others present:

Christina Witt, Department of Rehabilitation
Russell Chen, County of Santa Cruz
Dan Blomquist, Mark Thomas
John Uργο, Santa Cruz METRO

2. Introductions

3. Oral communications
4. Additions or deletions to consent and regular agendas

CONSENT AGENDA

5. Approve Minutes from October 11, 2022

A motion (Kipnis/Edwards) was made to approve the minutes from October 11, 2022. The motion passed with members Tara Ireland, Lisa Berkowitz, Jesus Bojorquez, Michael Pisano, Caroline Lamb, Janet Edwards, Patty Talbott, Daniel Zaragoza, and Phil Kipnis voting in favor. Veronica Elsea abstained from the vote.

6. Approve Minutes from December 13, 2022

A motion (Edwards/Pisano) was made to approve the minutes from October 11, 2022. The motion passed with members Tara Ireland, Lisa Berkowitz, Jesus Bojorquez, Michael Pisano, Caroline Lamb, Janet Edwards, Patty Talbott, Daniel Zaragoza, and Phil Kipnis voting in favor. Veronica Elsea abstained from the vote.

7. Receive RTC Meeting Highlights
8. Receive E&D TAC 2023 Meeting Schedule
9. Receive TDA Revenues Report
10. Receive FY 23-24 TDA Claims Calendar
 - a. Support for Zero Emission Rail Transit & Trail Project Letter from the E&D TAC
 - b. Dangerous by Design 2022
 - c. Public Transport Planning and Development toward Resilience, Case of Toyama City

A motion (Kipnis/Edwards) was made to approve the consent agenda. The motion passed with members Tara Ireland, Lisa Berkowitz, Jesus Bojorquez, Michael Pisano, Caroline Lamb, Janet Edwards, Veronica Elsea, Patty Talbott, Daniel Zaragoza, and Phil Kipnis voting in favor.

REGULAR AGENDA

11. Receive Program Updates

a. Volunteer Center

Tara Ireland did not have an update to share with the committee at this time.

b. Community Bridges

Jesus Bojorquez announced that Community Bridges Lift Line received a new electric vehicle to be used by the community funded by Measure D.

c. Santa Cruz METRO

Daniel Zaragoza provided information regarding METRO's work assisting in storm evacuations. METRO is implementing a pilot program Youth Cruz Free starting March 1st where K-12 Students can ride METRO for free.

d. SCCRTC – Covid Public Meeting Rules and AB 2449

Amanda Marino, Transportation Planner, informed the committee that starting in March 2023 the RTC citizen advisory committee meetings will be held under the general Brown Act rules. A quorum of committee members needs to be present in person, but members of the public or committee alternates may participate remotely.

Ms. Marino provided information regarding the request from The City of Watsonville requesting that the E&D TAC write a letter of support for Watsonville's Vision Zero Corridor Study (VZCS).

A motion (Kipnis/ Bojorquez) was made for the E&D TAC Chair to write a letter of support on behalf of the committee for the for the Watsonville Vision Zero Corridor Study. The motion passed with members Tara Ireland, Lisa Berkowitz, Jesus Bojorquez, Michael Pisano, Caroline Lamb, Janet Edwards, Veronica Elsea, Patty Talbott, Daniel Zaragoza, and Phil Kipnis voting in favor.

e. Pedestrian Ad-Hoc Subcommittee

i. Pedestrian Hazard Report

Chair Veronica Elsea stated that the subcommittee is continuing to meet and discussing ways to improve response times in the pedestrian hazard report processes working with local jurisdictions.

The subcommittee is continuing to monitor the public meetings and projects of local jurisdictions throughout Santa Cruz County. Ms. Elsea identified projects that they are monitoring and the next subcommittee will be March 24th at 2:00 pm.

10. Committee Appointment

Amanda Marino, Transportation Planner, provided an overview of the three applicants expressing interest to fill vacancies on the E&D TAC shown in the February 2023 membership roster. The applicants introduced themselves and provided a statement of why they are applying to serve on the committee.

A motion (Kipnis/ Bojorquez) was made to recommend approval to the RTC to appoint new members to the E&D TAC. The motion passed with members Tara Ireland, Lisa Berkowitz, Jesus Bojorquez, Michael Pisano, Caroline Lamb, Janet Edwards, Veronica Elsea, Patty Talbott, Daniel Zaragoza, and Phil Kipnis voting in favor.

11. Draft Criteria for RTC Discretionary Funds

Amy Naranjo, Transportation Planner – Amy Naranjo presented the initial draft evaluation process for RTC discretionary funding decisions and provided discussion points to encourage committee input. This included potential criteria and measure to be used to evaluate projects, programs, plans, and how public funds are used.

No action taken.

12. Preliminary Draft 2023 Unmet Needs List

Amanda Marino, Transportation Planner, provided a background and importance of identifying Unmet Transit and Paratransit Needs. The Unmet Needs List is used to support recommendations for funding prioritization, and to provide input to service providers. The committee provided input on the Preliminary Draft 2023 Unmet Needs List.

No action taken.

13. Draft Call for Projects for TNC Access for All Program

Amanda Marino, Transportation Planner, stated an overview of the Draft Request for Proposals for the Transportation Network Companies (TNC)

Access for All Program to improve the accessibility of on-demand transportation for persons with disabilities in Santa Cruz County. Ms. Marino requested that the committee nominate members to review the applications received.

A motion (Lamb/Pisano) was made to elect Janet Edwards with Phil Kipnis as an alternate to serve on the reviewing committee for the TNC Access for All Program applications. The motion passed with members Patty Talbott, Tara Ireland, Lisa Berkowitz, Jesus Bojorquez, Michael Pisano, Caroline Lamb, Janet Edwards, and Veronica Elsea voting in favor.

14. Green Valley Rd. Path Design

Russell Chen, County of Santa Cruz Staff, and Dan Blomquist, Mark Thomas Consulting Firm, presented the Green Valley Road Multi-Use Trail Improvement Project to improve pedestrian and bicyclist connections between the city of Watsonville and the unincorporated areas of Santa Cruz County.

No action taken.

15. Santa Cruz METRO Line 71/Rapid Corridors Project

John Uργο, Santa Cruz METRO staff, gave a presentation on the Santa Cruz METRO Line 71/Rapid Corridors Project to identify solutions aimed at making travel by bus faster, more reliable, and easier to access between the cities of Watsonville and Santa Cruz.

No action taken.

Meeting adjourned at approximately 3:45 pm.

The next E&D TAC meeting is scheduled for Tuesday, April 11, 2023 at 1:30 located at the SCCRTC office at 1101 Pacific Ave, Suite 250, Santa Cruz, CA 95060

Respectfully submitted, Amanda Marino, Staff

TO: Bicycle Advisory Committee and Elderly & Disabled Transportation Advisory Committee

FROM: Tommy Travers, Transportation Planner

RE: FY 23/24 TDA Funding Request for the Community Traffic Safety Coalition and the Ride N Stride Program

RECOMMENDATIONS

Staff recommends that the Committee:

1. Review the attached FY 23/24 Community Traffic Safety Coalition (CTSC) and Ride N Stride Bicycle and Pedestrian School Education Program funding requests, work plans and budgets from the County Health Services Agency (HSA) and provide input; and
 2. Recommend that the Regional Transportation Commission approve \$156,000 in FY 23/24 Transportation Development Act funds for both programs, and budget the funds such that the HSA may combine both claims and budgets into a single Vision Zero program.
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BACKGROUND

Since FY 98/99, the Regional Transportation Commission has included \$50,000 in Transportation Development Act (TDA) funding for the Community Traffic Safety Coalition (CTSC), operated by the Santa Cruz County Health Services Agency (HSA).

Since FY 01/02, the Commission has also funded HSA's Ride N Stride Bicycle and Pedestrian School Education Program with TDA funds. In prior years, funding for this program came from the Congestion Mitigation and Air Quality Improvement Program and Commission reserves. The most recent budget increase was approved by RTC in 2022 to fund the two programs with a combined \$156,000.

Per the agreement between the Commission and HSA for receipt of TDA funds, the Commission and Advisory Committees have the opportunity to provide input or contingencies on funding or the work plan as part of any funding approval; therefore, the Committee should advise the Commission as to what changes or contingencies are recommended.

DISCUSSION

The County HSA submitted a cover letter ([Attachment 1](#)) and two sets of FY 23/24 TDA claim forms, work plans and budgets for Advisory Committee and Commission review and

approval. The first work plan, claim form, and budget are for the ongoing work of the Ride N Stride Bicycle and Pedestrian School Education Program (Attachment 2 & 4). This project includes staff costs to present lessons on bicycle and pedestrian safety to elementary school students. The FY 23/24 funding request for this program is \$78,000.

The second work plan, claim form, and budget are for continuation of the CTSC including Vision Zero coordination (Attachments 3 & 4). The CTSC serves Santa Cruz County residents through efforts to prevent bicycle and pedestrian injuries and fatalities and increase the use of safe alternative modes of transportation. The CTSC coordinated the Vision Zero program for the city of Watsonville and continues to be involved with implementation of that plan, having transitioned staff support from the HSA to the City of Watsonville for the Watsonville Vision Zero Task Force. The CTSC has developed a Vision Zero Work Plan for coordination with other jurisdictions for future plans and occasionally meets with other jurisdictions.

Progress Reports for both programs for the first half of FY 2022 have been included in this packet, and those for the second half of FY 2022 have been requested and expect to be posted on the Committee website prior to its April meeting, for Committee review.

In total, the amount requested for the two programs does not exceed the \$156,000 currently available in the RTC budget. HSA will provide a total of \$204,000 in matching funds to the requested allocation, including in-kind contributions. HSA staff requests the ability to submit a single TDA claim form and budget in the future, since both programs include education and have overlapping goals; the primary benefit would be administrative efficiencies.

Funding the programs will be accomplished in three steps: 1) Inclusion in RTC budget for next fiscal year which is expected at the April 2023 RTC meeting, 2) Advisory Committees review and recommendation, and 3) RTC review and approval typically scheduled for the May or June RTC meeting.

The agreement between the RTC and County HSA for the CTSC and Ride N Stride programs includes annual review, feedback and comment by the Commission on their respective work plans as part of the funding review and approval process.

SUMMARY

Attached is a request from the Health Services Agency for TDA funding for the CTSC and the Ride N Stride Program for \$156,000 in FY 23/24. Staff recommends that the Committee provide input and recommend approval of the requested amount to the Regional Transportation Commission, with \$78,000 going to the Community Traffic Safety Coalition and \$78,000 going to the Ride N Stride Program.

Attachments:

1. Letter from Corrine Hyland, Health Services Manager
2. Ride N Stride a) July-Dec 2021 progress report, b) claim form, and c) work plan
3. CTSC a) July-Dec 2021 progress report, b) claim form, and c) work plan
4. Ride N Stride & CTSC FY 22/23 budgets

COMMUNITY TRAFFIC SAFETY COALITION



March 29, 2023

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

Regarding: FY 2023-2024 TDA Request for the Community Traffic Safety Coalition (CTSC) and Ride n' Stride programs

Dear Mr. Preston:

The Santa Cruz County Health Services Agency (HSA) provides Safe & Active Transportation programming through its CTSC and Ride n' Stride programs. HSA is requesting \$78,000 in TDA funding to support staffing and project implementation for CTSC and the Vision Zero Work Plan and \$78,000 to support the Ride n' Stride school education program. HSA will provide at least \$102,000 in match for each program through other grant funding, HSA program management, fiscal and administrative support, and/or community in-kind contributions, for a total CTSC/Ride n' Stride budget of \$360,000 for FY 2023-24.

CTSC's mission is to prevent traffic-related injuries and fatalities for all road users, with a focus on people bicycling and walking. The CTSC developed a two-year work plan for FYs 2022-2024 that continues to support the current Vision Zero jurisdictions of Watsonville, Santa Cruz, Scotts Valley and the County. CTSC staff work with coalition members to advocate for Vision Zero policies with an aim to eliminate all traffic related fatalities and serious injuries.

The Ride n' Stride program provides bilingual bicycle and pedestrian safety education to at least 2,000 elementary school students a year. CTSC and Ride n' Stride program staff also work with school districts and agency partners to conduct outreach efforts and provide safety education and equipment, such as bicycle helmets, to low-income residents. Our goal in the coming year is to combine all our programs under Vision Zero with one TDA claim and budget.

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

Sincerely,

Corinne Hyland, MPH
Senior Health Services Manager
County of Santa Cruz Health Services Agency
(831) 454-7558 corinne.hyland@santacruzcounty.us

BIANNUAL PROGRESS REPORT TRANSPORTATION DEVELOPMENT ACT FUNDS

**FIRST BIANNUAL PERIOD
July 1 – December 31, 2021**

Project Title: Ride n' Stride Bicycle and Pedestrian Education Program

Agency: Santa Cruz County Health Services Agency

Project Contact: Theresia Rogerson 831-454-4312

theresia.rogerson@santacruzcounty.us

Progress on FY 2021/22 Objectives and Activities during this biannual period:

1. Conduct bicycle and pedestrian safety education sessions for at least 2,000 elementary school and pre-school students in Santa Cruz County school districts, including distribution of supplemental resources, such as activity packets/books.

During this first biannual period, Ride n' Stride staff began teaching some in-person, while still also offering virtual format, bicycle and pedestrian safety presentations for preschool and K-5 grade elementary school students during summer school and the Fall semester. Staff also delivered the Walk Smart program jointly with Ecology Action targeting second grade students in the Fall semester. The walking field trip component of Walk Smart has been on hold due to the restrictions on group gatherings in place from the Delta and then the new Omicron variant COVID case surges.

In this six-month period, students received a Ride n' Stride presentation combining both *bicycle and pedestrian safety* at **five** elementary schools throughout the county reaching **592** students at H.A. Hyde, Amesti, Mintie White, Starlight, and Bay View schools. Ride n' Stride staff also assisted in delivering a Walk Smart *pedestrian* safety presentation at **one** elementary school reaching **22** students at Linscott school. A total of **6** elementary schools and **614** students were reached this biannual period. All Ride n' Stride program participants received reflective blinky lights to use when walking or biking.

2. Conduct at least 4 traffic safety presentations to parents and caregivers through schools, community agencies and neighborhood groups to promote safe bicycling and walking.

Ride n' Stride staff were able to take advantage of community group events in the Fall as the COVID Delta surge subsided, conducting **one** pedestrian safety presentation at a Watsonville Nature Center Walk on September 5th serving **12** community members and staff, as well as **one** bike safety presentation at a Watsonville Nature Center River Bike Ride on September 26th serving **22** community members. A total of **2** traffic safety presentations were conducted reaching **34** community members, including parents and caregivers, this biannual period.

3. Participate in at least 4 school or community events to provide traffic safety information and promote safe bicycling and walking.

Ride n' Stride staff participated in **four** community events providing bicycle and pedestrian safety education and outreach this biannual period: the Rail Trail Segment 18 Ribbon Cutting event in Watsonville on July 17th reaching **50** community members, the El Mercado flea market at Ramsay Park in Watsonville on August 10th reaching **15** community members, the County Fair at the Fairgrounds in Watsonville on September 15th reaching **13** community members, and the Pajaro Valley Health Trust health fair at the Watsonville Plaza on October 1st reaching **180** individuals. The Ride n' Stride team participated in a total of 4 community events reaching **258** community members throughout this biannual period.

4. Work with the Community Traffic Safety Coalition (CTSC) and community partners to coordinate distribution and proper fitting of at least 200 bike helmets to students and other community members.

Ride n' Stride staff assisted in distributing a total of **80** helmets in Watsonville at the Mayor's Bike Ride on August 22nd, the Digital Nest youth program on September 2nd, and the Nature Center River Ride on September 26th. On October 28th, **54** helmets were fit and distributed to students at Bay View Elementary in Santa Cruz, **12** helmets on November 9th to high school students at an event facilitated by Watsonville Wetlands and the Community Bike Collective, and **40** helmets to low-income community members at the City of Santa Cruz Street Smarts Bike Light and Helmet Distribution event on November 16th in Beach Flats. A total of 186 helmets were distributed this biannual period.

5. Further develop, revise or procure multi-grade level bilingual curriculum in both online and virtual formats, student and teacher resources, and/or child-to-adult interventions for classroom presentations.

Ride n' Stride team members participated in a group created within County Public Health called Schools Virtual & In-Person Implementation Collaboration where members could share health education best practices, collaborate on program promotion in the schools, develop guidelines around COVID safe practices, and demonstrate presentation delivery and resources in a collaborative group setting.

6. Participate in the fall and spring Bike/Walk to School/Work events, bike rodeos, walking field trips, and other bike/pedestrian safety activities, as staff time permits.

On October 21st, Ride n' Stride staff participated in National Bike/Walk to School Day at Amesti Elementary and MacQuiddy Elementary schools in Watsonville, assisting with the Ecology Action hosted event by setting up tables and supplies at the schools, assisting students with crossing streets, checking students in at the school entrance, and distributing healthy snacks.

7. Participate in traffic safety meetings, such as CTSC, South County Bike/Pedestrian Work Group, Vision Zero, and planning grant meetings as staffing capacity and other program priorities allow.

Ride n' Stride staff attended Community Traffic Safety Coalition (CTSC) meetings in August, October, and December. CTSC meeting agenda items included developing and planning the Fiscal Year 2022-2024 Vision Zero Work Plan and providing an opportunity

for community members to share news, voice their concerns on traffic safety issues, and discuss recent traffic crashes.

Ride n' Stride staff also attended Watsonville Vision Zero Task Force (WVZTF) meetings in July, September, and November covering progress on Vision Zero Action Plan priority projects, proposals for various funding sources, community bicycle and pedestrian safety award applications, member and guest announcements, and local event planning to honor those impacted by road violence.

8. Develop online teacher program evaluations, continue conducting pre/post-testing of students online or in-person and continue reporting bike and pedestrian observational survey results among children and youth.

Since the beginning of the COVID-19 pandemic in 2020, the Ride n' Stride program has focused on education to as many schools as possible with many presentations being delivered virtually. Methods of evaluation administered virtually have been explored but not yet implemented fully. This will be an area to develop further in the next biannual period. Ride n' Stride staff did assist with Office of Traffic Safety (OTS) pre-grant bicycle helmet usage surveys at 4 locations throughout the county, including two weekend and two commuter observations, which will be compared to the post-grant survey data collected in September 2022.

Plans for work to be done next TDA biannual period:

The primary Ride n' Stride staff person went out on an extended leave beginning in the end of December 2021 and hiring an extra help staff to fill in for their duties is being considered. Once staffing is more stable, the program will focus more time on development of promotion and evaluation components. Ride n' Stride staff will continue to work directly with the school districts and individual school staff to bring bicycle and pedestrian safety education to students while adjusting to guidelines to keep safety and health the top priority.

Please find the May 11, 2022 invoice and supporting documentation for TDA funds for the biannual period July - December 2021 attached.

Transportation Development Act (TDA) CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

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

Project Information

1. Project Title: **Ride n' Stride** (Bike & Pedestrian Safety school-based education program of CTSC)
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. Funding requested this claim: TDA– Local Transportation Funds (LTF) \$____\$78,000.00 _____
STA (transit/paratransit only) \$_____
5. Fiscal Year (FY) for which funds are claimed: FY 2023/2024
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
☒ Article 8 Bicycle and/or Pedestrian Facility
☐ Article 4 Public Transportation
☐ Article 8 Specialized Transportation via city sponsor
☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
 Name: _____Theresia Rogerson_____
 Telephone Number: _____831-454-4312_____ E-mail: _____theresia.rogerson@santacruzcounty.us_____

 Secondary Contact (in event primary not available): _____Andrea Solano_____
 Telephone Number: _____831-454-4304_____ E-mail: _____andrea.solano@santacruzcounty.us_____
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks):
See attached **Ride n' Stride Education Work Plan for FY 2023-24**
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All projects are countywide and education presentations are available to every preschool and elementary school classroom.
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community) The Ride n' Stride program provides school-based education and encouragement with the goal of increased bike and pedestrian safety practices among youth. Ride n' Stride increases student confidence in using active modes of transportation in the community. Program staff are bilingual, enabling the program to be effective in reaching the county's diverse population of students and parents with key messages promoting the benefits of riding and walking. Program evaluations measures consistently show an increase in bike safety knowledge among students and high satisfaction levels among teachers.
11. Project Productivity Goals for this fiscal year:
 - a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.): To measure program success, Ride n' Stride staff administer teacher evaluations and pre/post-tests for students to measure gains in knowledge.

- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided): The program aims to reach 2,000 elementary school students through classroom presentations and approximately 500 more students and/or school community members through additional outreach, safety equipment distribution, and education programming.
12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy? Programmed into the 2040 RTP under project #CO50.
13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): Through traffic safety education, biking and walking encouragement, and provision of bicycle helmets, more students and parents will gain confidence and motivation to use active forms of transportation, thereby reducing the numbers of vehicle mode trips to and from school sites, as well as for other local trips.
14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match or other performance standard. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match. In lieu of a 10% match performance standard, the Volunteer Center performance standard is to provide 4,000 rides per year.*

What is the total project cost? \$180,000.00

Is project fully funded? No, funding is sought each year to match TDA funding.

What will TDA (and STA, if applicable) funds be used on (ex. operations, administration, brochures, engineering, construction)? TDA funds are used for personnel, travel and materials needed to implement the program. Please see attached Ride n' Stride Safety Program Budget for FY 2023-24.

15. Preferred Method and Schedule for TDA-LTF fund distribution *(see RTC Rules and Regulations for details and requirements. Note if funds are distributed in advance of use, agencies will be required to subsequently provide documentation of actual expenditures.):*

a. Bike/Ped: Cities/County: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion

HSA/BTW: ☐ Quarterly disbursement OR ☒ Semi-annual disbursement

b. CTSA: ☐ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;

OR ☐ Quarterly disbursement

c. Volunteer Center: ☐ Full approved claim amount in the first quarter

d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval _____ Budget _____ (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____	Yes
B. Has this project previously received TDA funding? If yes, date RTC approved: __Annually__	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	No

E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
F. For Article 4 transit claims: Does operator meet Article 4 eligibility requirements? i. Farebox recovery ratio? and/or, ii. 50 percent expenditure rule as an older operator, defined as service starting prior to 1974?	N/A

Bike/Ped (Article 8) Only

17. Project Cost/Budget, including other funding sources, and Schedule: (complete "24a" or "24b")

- a. Capital Projects (Bicycle projects: Bicycle Advisory Committee or RTC must approve the final project design plans prior to construction; see RTC Rules & Regulations)

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr) Completion Date / /								
Total Cost/Phase								
\$TDA Requested (this claim)								
Prior TDA:								
Source 3:								
Source 4:								
Unsecured/ additional need**								

*Please describe what is included in "Other":

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

Please see attached Ride n' Stride Safety Program Budget for FY 2023-24.

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

SCMTD, CTSA, Bike to Work, HSA, Volunteer Center Only – PLEASE KEEP ANSWERS BRIEF**18. Improving Program Efficiency/Productivity**

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

Ride n' Stride staff continued to collaborate with Ecology Action this past year on promotion, scheduling, and delivery of bicycle and pedestrian education in the schools. Ride n' Stride continued to utilize existing or low-cost educational materials and program supplies, and program staff secured other sources of traffic safety funding for distribution of bicycle helmets, educational materials, and reflective items to participants. In addition, the program utilizes in-kind donations of teacher and volunteer time to support the program. All program staff contributed to streamlining our process to promote the program and respond to community requests and inquiries. With continued virtual and in-person delivery options, presentations are now catered to teacher and student needs with less travel and staff time accrued overall. Ride n' Stride experienced reductions in personnel costs again this past year due to continued staff disaster response deployments as well as staff vacancies and leaves of absence. The unused TDA funding rollover has been used to improve program curriculum, educational materials, and project delivery efficiencies. HSA has been successful in using TDA allocations from RTC to leverage additional funding and will focus this next year on training new staff being hired to ensure continued success and benefits to the community through Ride n' Stride programming.

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

This next year Ride n' Stride staff plan to focus on utilizing updated grade level curriculum and program evaluation in both virtual and in-person formats for bicycle and pedestrian school education. Ride n' Stride will also strengthen relationships with partner agencies and Helmet Fit Sites to expand our reach in community education and safety equipment distribution. Program staff will continue to be involved in local transportation planning and other traffic safety efforts, such as Vision Zero, providing a public health perspective at meetings and events. These efforts, combined with Ride n' Stride objectives, will encourage active transportation while increasing safety for all road users.

20. Schedule of regular progress reports including an evaluation at the end of the year:

- ☐ SCMD – April each year
- ☐ Specialized Transportation: Quarterly¹ to E/D TAC, RTC _____ (Months/Year)
- ☒ HSA/BTW: Bicycle Committee (Annually in April/May); RTC (Biannually in January and July)

¹ If feasible, the quarterly TDA reports submitted by Community Bridges for Lift Line as the Consolidated Transportation Services Agency (CTSA) should include on-time performance of the service.

Vehicle on-time arrival to pick up a passenger at the scheduled time is an important measure of operational effectiveness and customer service.

Documentation to Include with Your Claim (all TDA Claims):**All Claims**

- ☐ A letter of transmittal addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☐ Statement from the TDA Eligible Claimant indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☐ A copy of the operating and capital budgets for the coming fiscal year
- ☐ Description of capital projects, including timeframe over which project will be funded and implemented
- ☐ Operating Plan for current and upcoming activities (*can be within project/program description*)
- ☐ TDA Standard Assurances Checklist

Article 4 Transit Claims

- ☐ A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ Other Certifications

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

PROOF OF EXPENDITURES: Claimant acknowledges it is required to submit all expenditure backup as well as evidence of other funding used for project to RTC, to RTC's satisfaction, before receiving periodic disbursement or disbursement upon project completion.

CERTIFIED FISCAL AUDIT: Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with the required certification statement, to SCCRTC and to the State Controller's Office, pursuant to PUC 99245 and CCR 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one). *This requirement does not apply to new transit operators nor Bike to Work or HSA claims submitted through the SCCRTC.*

Signature Corinne Hyland Title: Senior Health Services Manager Date: 4/4/23

Community Traffic Safety Coalition (CTSC) Ride n' Stride Education Work Plan FY 2023-2024

The Ride n' Stride program aims to increase safe bicycling and walking knowledge and behavior among elementary school students throughout Santa Cruz County. Classroom bicycle and pedestrian safety presentations were adapted for virtual delivery during pandemic restrictions and both virtual and in-person formats are now available. The curriculum used covers basic bicycle and pedestrian transportation safety to young students in preschools and K-6th grades.

Interactive education sessions include additional micromobility devices, such as scooters and skateboards, are designed to be age appropriate, and are offered in English and/or Spanish. To compliment classroom programming for Ride n' Stride, previously developed activity packets are offered to teachers and align with California Common Core standards to reinforce traffic safety messages. The packets are geared for 2nd/3rd grade for pedestrian safety education and 5th grade classrooms for bicycle safety education.

Ride n' Stride encourages students to be role models for safe riding and walking among their friends, families, and classmates. In addition to engaging the students and teachers, Ride n' Stride staff also conduct outreach to parents/caregivers and the broader school communities. The outreach and education components are listed below and work towards a vision of safe and active transportation for all our youngest community members.

FY 2023-24 Work Plan Objectives and Activities:

- ❑ Conduct bicycle and pedestrian safety education sessions for at least 2,000 elementary school and pre-school students in Santa Cruz County school districts, including distribution of supplemental resources, such as activity packets.
- ❑ Conduct at least 4 traffic safety presentations to parents and caregivers through schools, community agencies, and neighborhood groups to promote safe bicycling and walking.
- ❑ Participate in at least 3 school or community events to provide traffic safety information and promote safe bicycling and walking.
- ❑ Work with the Community Traffic Safety Coalition (CTSC), Helmet Fit Sites, and community partners to coordinate distribution and proper fitting of at least 200 bike helmets to students and other community members.
- ❑ Further develop elementary school bilingual curriculum based on grade level, in both virtual and in-person formats, including student and teacher resources and child-to-adult interventions.
- ❑ Participate in the fall and spring Bike/Walk to School events, bike rodeos, walking field trips, and other bike/pedestrian safety activities, as staff time permits.
- ❑ Participate in traffic safety meetings, such as the CTSC and Watsonville Vision Zero Task Force, as staffing capacity and other program priorities allow.
- ❑ Further develop program evaluations for teachers and pre/post-tests for students, in both virtual and in-person formats, and continue to report bike and pedestrian observational survey results among children and youth when conducted.

**BIANNUAL PROGRESS REPORT
TRANSPORTATION DEVELOPMENT ACT FUNDS**

**FY 21-22 First BIENNIAL PERIOD
July 1, 2021 – December 31, 2021**

Project Title: Community Traffic Safety Coalition

Agency: Santa Cruz County Health Services Agency

Project Contact: Theresia Rogerson 831-454-4312 theresia.rogerson@santacruzcounty.us

Vision Zero Work Plan Activities Progress

1) City of Watsonville

Continue assisting in Vision Zero Action Plan implementation.

- CTSC staff joined a sub-committee of the Watsonville Vision Zero Task Force (WVZTF) to develop application materials for the League of American Bicyclists' (LAB) Bicycle Friendly Community Award. The sub-committee met on a bi-weekly basis between July 2021 and September 2021 to complete the application, with submission in September 2021.
- In December 2021, the LAB renewed Watsonville's bronze level status and provided the WVZTF members with the City of Watsonville's Bicycle Friendly Community Report Card, which were distributed to the community for review.
- During the November 2021 WVZTF meeting, the group discussed applying for a Walk Friendly Community Award in 2022 for a potential submission in June 2022.
- The CTSC staff continue to assist with meeting minutes for the bi-monthly WVZTF meetings, assisting with recording and finalizing minutes for the meetings.
- Alongside Bike Santa Cruz County, the CTSC staff planned and implemented the City of Watsonville's first World Day of Remembrance for Road Traffic Victims event in November 2021. CTSC and Bike Santa Cruz County staff, as well as members of the WVZTF led a walk from the Plaza with the first half in silence to honor those who were killed or seriously injured due to traffic violence.

2) City of Santa Cruz

Assist in community engagement, data collection, and developing a Santa Cruz Vision Zero Task Force and Action Plan.

- CTSC staff met regularly with the City of Santa Cruz staff to discuss movement on developing a Vision Zero Task Force and a Vision Zero Action Plan during this biannual period.

- CTSC staff plans to meet with the new City of Santa Cruz City Manager in 2022 to move forward with Vision Zero progress.

3) County of Santa Cruz, Capitola, Scotts Valley, UCSC

Advocate for Vision Zero policy adoption and implementation in each jurisdiction.

County of Santa Cruz

- CTSC staff have been in communication with County Public Works staff about proposing a Vision Zero policy in the unincorporated area of the county.
- CTSC staff have also met with a member of the Santa Cruz County Board of Supervisors to discuss advocating for adoption of a Vision Zero program in the unincorporated area of the County.

City of Capitola

- A City of Capitola representative has been attending the CTSC and WVZTF meetings and CSTC staff began conversations regarding promoting Vision Zero policy in Capitola.

City of Scotts Valley

- In September 2021, CTSC staff reached out to community members of Scotts Valley who expressed concerns about traffic safety in their neighborhood and invited them to attend coalition meetings.
- CTSC staff set up a virtual follow-up meeting in November 2021 with Scotts Valley community members to hear about their experiences trying to improve traffic safety and to inform them about Vision Zero.
- In December 2021, CTSC staff set up an informal walk audit with members of the Blue Bonnet neighborhood in Scotts Valley. Staff from the Scotts Valley Public Works Department attended the walk to discuss traffic safety projects in the area.

4) Countywide

Develop and maintain countywide Vision Zero collaboration and implementation through Education, Engineering, Enforcement, Encouragement, Evaluation and Engagement with all efforts incorporating Equity.

- CTSC staff researched traffic safety messaging from the California Office of Traffic Safety and the National Highway Traffic Safety Administration to share with community members via the CTSC Facebook page during this biannual period.
- CTSC staff continue to track traffic-related fatalities and severe injuries and discuss these incidents as part of each CTSC/WVZTF meeting.
- Local law enforcement agencies are regularly invited to report traffic-related fatalities and injuries to the two groups.

- CTSC staff use Facebook to post messages that acknowledge losses to families of traffic violence victims.
- CTSC staff communicate about local crashes with the relevant jurisdictions to gather further information if available.
- Starting in October 2021, the CTSC staff and coalition members began to develop the CTSC FY 2022-2024 Vision Zero Work Plan. This was a collaborative effort to update and re-imagine the work plan for the upcoming fiscal year period.
- CTSC staff and coalition members focused on incorporating a Safe Systems approach to the work plan to align with the national Vision Zero Network and the Federal Highway Administration that can be viewed at https://safety.fhwa.dot.gov/zerodeaths/docs/FHWA_SafeSystem_Brochure_V9_508_200717.pdf

CTSC Media Coverage

Ecology Action – July 15, 2021

Good Things Come to Those Who Wait, and State Transportation Funding is Coming to Santa Cruz County

https://ecoact.org/active-transportation/good-things-come-to-those-who-wait-and-state-transportation-funding-is-coming-to-santa-cruz-county?utm_source=ActiveCampaign&utm_medium=email&utm_content=July+2021+Active+Transportation+Newsletter&utm_campaign=July++21+Transportation+Email

The Pajaronian – July 19, 2021

Watsonville celebrates completion of Rail Trail portion

<https://pajaronian.com/watsonville-celebrates-completion-of-rail-trail-segment/>

Ecology Action – July 26, 2021

County of Santa Cruz Active Transportation Plan Moves Forward with Temporary Installations

https://ecoact.org/active-transportation/county-of-santa-cruz-active-transportation-plan-moves-forward-with-temporary-installations?utm_source=ActiveCampaign&utm_medium=email&utm_content=July+2021+Active+Transportation+Newsletter&utm_campaign=July++21+Transportation+Email

Families for Safe Streets – November 21, 2021

World Day of Remembrance Walk: listed on the Families for Safe Streets websites

<https://worlddayofremembrancefss.org/#calendar>

Santa Cruz Sentinel – December 3, 2021

Guest Commentary: A Mother's Plea About Saving Lives on Our Streets

<https://www.santacruzsentinel.com/2021/12/03/guest-commentary-a-mothers-plea-about-saving-lives-on-our-streets/>

CTSC Letters of Support

- 1) October 7, 2021 – Letter to the City of Santa Cruz City Council to express concerns about the underground garage entrance/exit onto the new 831 Water St. Housing Development
- 2) October 8, 2021 – Letter to the Santa Cruz County Regional Transportation Commission in support for a Santa Cruz County Climate Adaptation Vulnerability Assessment and Transportation Priorities Report for Caltrans Sustainable Communities Grant
- 3) October 25, 2021 – Letter to the City of Watsonville Public Works & Utilities Department in support for the Watsonville Active Transportation Plan grant proposal.
- 4) December 9, 2021 – Letter to the California Coastal Commission in support of approval for the California Coastal Commission Federal Consistency Determination for the North Coast Rail Trail between Wilder Ranch and Davenport

Ongoing CTSC Programs

Bicycle Traffic School (BTS) – BTS two-hour classes are now offered quarterly and are taught by CTSC staff's League Cycling Instructor (LCI), which is a certification from the League of American Bicyclists (LAB). These classes are now taught virtually while COVID-19 mitigation limits in-person group gatherings. CTSC staff provides information about this diversion program to local law enforcement agencies regularly. In addition, the class is offered free to the public for those who want to feel safer and more confident riding on busy local streets.

Traffic Calming Programs - In an effort to slow traffic on residential streets, CTSC offers both a Trash Can Sticker and PACE Car stickers for community members to use when speeding is an issue in their neighborhood. The Trash Can Sticker is a sticker developed by CTSC that says 'Please Drive Slowly' to be placed on curbside waste collection bins. This traffic calming program is currently operating in the City of Santa Cruz only. The Santa Cruz County Cycling Club (SCCCC) awarded funding for initial development and production of the stickers. Other waste management agencies in the county will be approached in the future to offer the program in other jurisdictions. The PACE Car program also aims to reduce speeds in neighborhoods and has been ongoing for many years. Pace car community members sign a pledge to drive within the speed limit, stop for pedestrians, drive courteously, and display a Pace Car Sticker on their vehicles. Pace car drivers act as "mobile speed bumps," slowing any speeding drivers behind them. The more Pace car drivers in a neighborhood, the more effectively the program works to slow traffic.

Anyone who is interested in requesting a Trash Can or Pace Car sticker may go to the Order/Comment Form of the CTSC website at www.sctrafficsafety.org

CTSC Website, Facebook Page and YouTube Channel – CTSC maintains an active social media presence through its website, Facebook page, and YouTube channel. The Facebook page at www.facebook.com/sctrafficsafety is used to share timely traffic safety related news and events, promote safe traffic behaviors, and air targeted PSAs. The YouTube channel at www.youtube.com/sctrafficsafety includes video playlists for bike safety, distracted driving, and child passenger safety resources.

Please find the May 11, 2022 invoice and supporting documentation for TDA funds for the biannual period July - December 2021 attached.

Transportation Development Act (TDA) CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

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

Project Information

1. Project Title: **Community Traffic Safety Coalition (CTSC)**
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. Funding requested this claim: TDA– Local Transportation Funds (LTF) \$__\$78,000.00____
STA (transit/paratransit only) \$_____
5. Fiscal Year (FY) for which funds are claimed: FY_2023/2024_____
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
☒ Article 8 Bicycle and/or Pedestrian Facility
☐ Article 4 Public Transportation
☐ Article 8 Specialized Transportation via city sponsor
☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
 Name: ____Arnold Shir_____
 Telephone Number: _831-454-5477_____ E-mail: _arnold.shir@santacruzcounty.us_____

 Secondary Contact (in event primary not available):____Theresia Rogerson_____
 Telephone Number: _831-454-4312_____ E-mail: _theresia.rogerson@santacruzcounty.us_____
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks):
Please see attached **CTSC Vision Zero Work Plan for FY 2022-2024**.
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): The Vision Zero work plan has a countywide focus engaging all jurisdictions. As needs and opportunities arise in the work plan period, specific jurisdictions or populations may be targeted for traffic safety activities.
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community) Our Santa Cruz County community experiences higher rates of bicycle and pedestrian involved fatal and injury collisions than other comparison cities across the state and the pandemic exacerbated this (Please see attached **CTSC Vision Zero Work Plan for FY 2022-2024** for data and rankings). To address this, the CTSC adopted Vision Zero in 2016 as a new approach to our traffic safety work. Vision Zero is a world-wide traffic safety program that aims to eliminate all traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all. This program aligns with the mission of the CTSC, which is to prevent traffic-related injuries and fatalities for all road users, with a focus on people biking and walking. The CTSC therefore provides a forum for various agencies and individuals to share information, address issues, collaborate on solutions, and act as a resource for its members and the community. The CTSC envisions safe, accessible and equitable transportation for all.

11. Project Productivity Goals for this fiscal year:

- a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.): Please see attached **CTSC Vision Zero Work Plan for FY 2022-2024**.
- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided): The target audience for Vision Zero policy adoption in the CTSC work plan is community stakeholders and decision makers in each jurisdiction while also engaging a broad spectrum of community members throughout the county in identifying issues and developing solutions. Through a variety of program activities, such as outreach and education, several thousand people are reached directly each year.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy? Programmed into the 2040 RTP under project #CO50.

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): The CTSC works to promote safe and active transportation by conducting community-based activities such as participating in Bike/Walk to School/Work Days and Open Streets events, distributing bike helmets to low-income youth and adults, and utilizing both traditional and social media messaging to reach all age groups. The aim of the attached two-year Vision Zero work plan is to develop policies and projects that use a Safe System approach.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match or other performance standard. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match. In lieu of a 10% match performance standard, the Volunteer Center performance standard is to provide 4,000 rides per year.*

What is the total project cost? \$180,000.00

Is project fully funded? No, funding is sought each year to match TDA funding.

What will TDA (and STA, if applicable) funds be used on (ex. operations, administration, brochures, engineering, construction)? TDA funds are used for personnel, travel and materials needed to implement the program. Please see attached Community Traffic Safety Coalition Budget for FY 2023-24.

15. Preferred Method and Schedule for TDA-LTF fund distribution *(see RTC Rules and Regulations for details and requirements. Note if funds are distributed in advance of use, agencies will be required to subsequently provide documentation of actual expenditures.):*

- a. Bike/Ped: Cities/County: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion
HSA/BTW: ☐ Quarterly disbursement OR ☒ Semi-annual disbursement

- b. CTSA: ☐ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement

- c. Volunteer Center: ☐ Full approved claim amount in the first quarter

- d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval _____ Budget _____ (eg resolution, work program, budget, other document)	Yes

If "NO," provide the approximate date approval is anticipated. _____	
B. Has this project previously received TDA funding? If yes, date RTC approved: ____ Annually ____	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	No
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
F. For Article 4 transit claims: Does operator meet Article 4 eligibility requirements? i. Farebox recovery ratio? and/or, ii. 50 percent expenditure rule as an older operator, defined as service starting prior to 1974?	N/A

Bike/Ped (Article 8) Only

17. Project Cost/Budget, including other funding sources, and Schedule: (complete "24a" or "24b")

- a. Capital Projects (Bicycle projects: Bicycle Advisory Committee or RTC must approve the final project design plans prior to construction; see RTC Rules & Regulations)

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr) Completion Date / /								
Total Cost/Phase								
\$TDA Requested (this claim)								
Prior TDA:								
Source 3:								
Source 4:								
Unsecured/ additional need**								

*Please describe what is included in "Other":

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

Please see attached Community Traffic Safety Coalition Budget for FY 2023-24.

Work Element/ Activity/Task	SCHEDULE (Month/Year)	Total Cost per Element	\$ TDA requested	\$ Source 2:	\$ Source 3:	\$ Source 4:
Administration /Overhead						
Activity 1:						

Activity 2:						
Activity 3:						
Activity 4:						
Ex. Consultants						
Ex. Materials						

SCMTD, CTSA, Bike to Work, HSA, Volunteer Center Only – PLEASE KEEP ANSWERS BRIEF

18. Improving Program Efficiency/Productivity

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

CTSC staff will continue participating in the Watsonville Vision Zero Task Force (WVZTF) as the City staff have taken on more support of the group. This has allowed CTSC staff to shift more attention to our second Vision Zero city, Santa Cruz, as well as to begin working with new Vision Zero jurisdictions, Scotts Valley and the County, that adopted Vision Zero resolutions in 2022. All CTSC Vision Zero activities use a combination of funding sources, partnerships, and volunteer contributions, which has increased participation in both Coalition and Task Force meetings. HSA has been successful in receiving state Office of Traffic Safety funding for bicycle, pedestrian and child passenger safety this past year and was recently awarded state Active Transportation Program Cycle 6 funding for non-infrastructure work in Watsonville schools. As with Ride n' Stride, CTSC experienced reductions in personnel costs again this past year due to continued staff disaster response deployments as well as staff vacancies and leaves of absence. TDA funding rollover from previous pandemic years is being used this fiscal year for temporary staff until permanent staff can be hired. The rollover is also being used to reestablish program partnerships, restock educational materials, and improve efficiencies in program delivery. HSA has successfully used TDA allocations from RTC to leverage additional funding and will focus this next year on training new staff being hired to ensure continued success and benefits to the community through CTSC Vision Zero programming.

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

CTSC staff continue to transition away from supporting Vision Zero jurisdictions as they become more self-sufficient. While CTSC staff will continue to participate in the Watsonville Vision Zero Task Force (WVZTF), more time will be focused on assisting the City of Santa Cruz in creating their own task force for Vision Zero with public health as a key stakeholder and in developing a Vision Zero Action Plan. With Vision Zero policies now in place in Scotts Valley and the County, CTSC staff will support these jurisdictions and encourage the remaining jurisdictions to adopt Vision Zero. The CTSC will continue to provide leadership for Vision Zero data collection & analysis, action plan development, and project implementation with staff and leadership in each jurisdiction. TDA funded resources will focus on these goals as well as educating the community about Vision Zero concepts and convening stakeholders around policies, strategies, and utilizing a Safe System approach.

20. Schedule of regular progress reports including an evaluation at the end of the year:

- ☐ SCMD – April each year
- ☐ Specialized Transportation: Quarterly¹ to E/D TAC, RTC _____ (Months/Year)

¹ If feasible, the quarterly TDA reports submitted by Community Bridges for Lift Line as the Consolidated Transportation Services Agency (CTSA) should include on-time performance of the service.

Vehicle on-time arrival to pick up a passenger at the scheduled time is an important measure of operational effectiveness and customer service.

X HSA/BTW: Bicycle Committee (Annually in April/May); RTC (Biannually in January and Jul)

Documentation to Include with Your Claim (all TDA Claims):

All Claims

- ☐ A letter of transmittal addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☐ Statement from the TDA Eligible Claimant indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☐ A copy of the operating and capital budgets for the coming fiscal year
- ☐ Description of capital projects, including timeframe over which project will be funded and implemented
- ☐ Operating Plan for current and upcoming activities (*can be within project/program description*)
- ☐ TDA Standard Assurances Checklist

Article 4 Transit Claims

- ☐ A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ Other Certifications

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

PROOF OF EXPENDITURES: Claimant acknowledges it is required to submit all expenditure backup as well as evidence of other funding used for project to RTC, to RTC's satisfaction, before receiving periodic disbursement or disbursement upon project completion.

CERTIFIED FISCAL AUDIT: Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with the required certification statement, to SCCRTC and to the State Controller's Office, pursuant to PUC 99245 and CCR 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one). *This requirement does not apply to new transit operators nor Bike to Work or HSA claims submitted through the SCCRTC.*

Signature Corinne Hyland Title: Senior Health Services Manager Date: 4/4/23

COMMUNITY TRAFFIC SAFETY COALITION

of SANTA CRUZ COUNTY



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CTSC Work Plan: Vision Zero

Fiscal Years 2022-2024

CTSC Vision and Mission

The mission of the Community Traffic Safety Coalition (CTSC) of the Santa Cruz County Health Services Agency is to prevent traffic-related injuries and fatalities for all road users, with a focus on people bicycling and walking. The CTSC envisions safe, accessible, and equitable transportation for all.

Vision Zero Needs Statement

Vision Zero is a world-wide traffic safety program that aims to eliminate all traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all. The mission, goals, and activities of the CTSC align with this aim. In June of 2022, CTSC will complete their sixth year of Vision Zero work and this plan will continue that work into 2024.

In 2019, OTS ranked Santa Cruz County as the 3rd worst for bicyclists killed and injured compared to 58 California counties. The City of Santa Cruz (in the north part of the county) was ranked 1st for the number of bicyclist injuries/fatalities compared to 105 similar sized cities. The City of Watsonville (in the south part of the county) was ranked 1st for pedestrian injuries/fatalities compared to 105 other similar sized cities.

According to [UC Berkeley SafeTREC's Transportation Injury Mapping System](#) (TIMS), the number of people killed or seriously injured in Santa Cruz County in the 3-year period from 2018 to 2020 has increased to 154.7 people on average as compared to 135.3 people on average from 2015 to 2017. According to more recent media accounts, in the six-month period between October 2021 and March 2022, CTSC staff documented a total of 22 crashes involving serious injuries or fatalities in the county. Of the 13 crashes involving fatalities, three of those killed were pedestrians and one was a bicyclist.

The serious traffic safety problem in our county led us to Vision Zero. From our data analysis and community engagement, we know that traffic violence has taken a disproportionate toll on Santa Cruz County bicyclists and pedestrians. To begin ensuring safety in our transportation system, our two most populous cities, Watsonville and Santa Cruz, passed Vision Zero policies in 2018 and 2019, respectively, to eliminate traffic related fatalities and severe injuries by 2030 for all road users.

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Safe System Core Principles

In order to achieve Vision Zero, many countries have moved away from using the traditional E's (Education, Engineering, Enforcement, Encouragement, Evaluation, and Equity) and instead have adopted a Safe System approach to road safety, including the U.S. Department of Transportation. The Safe System approach works by building and reinforcing multiple layers of protection to both prevent crashes from happening in the first place and minimize the harm caused to those involved when crashes do occur.



Source: <https://highways.dot.gov/public-roads/winter-2022/01>

In this sense, it is a comprehensive and systematic approach to road safety that is human-centered and incorporates the following principles:

1. **Death and Serious Injuries are Unacceptable.** A Safe System approach prioritizes the elimination of crashes that result in death and serious injuries.
2. **Humans Make Mistakes.** People will inevitably make mistakes and decisions that can lead or contribute to crashes, but the transportation system can be designed and operated to accommodate certain types and levels of human mistakes and avoid death and serious injuries when a crash occurs.

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3. **Humans Are Vulnerable.** Human bodies have physical limits for tolerating crash forces before death or serious injury occurs; therefore, it is critical to design and operate a transportation system that is human-centric and accommodates physical human vulnerabilities.
4. **Responsibility is Shared.** All stakeholders – including government at all levels, industry, non-profit/advocacy, researchers, and the general public – are vital to preventing fatalities and serious injuries on our roadways.
5. **Safety is Proactive.** Proactive tools should be used to identify and address safety issues in the transportation system, rather than waiting for crashes to occur and reacting afterwards.
6. **Redundancy is Crucial.** Reducing risks requires that all parts of the transportation system be strengthened, so that if one part fails, the other parts still protect people.

Source: <https://highways.dot.gov/public-roads/winter-2022/01>

A statistic often used when discussing traffic safety is that “more than 90% of traffic crashes are due to human error.” This view was dominant in the five E’s approach, used by the Safe Routes to School movement, and places a majority of the blame on the individual, whether that be the pedestrian, cyclist, or driver. By using a more effective and equitable Safe System approach, Vision Zero objectives can be aligned with the five elements displayed in the wheel above: Safer People, Safer Roads, Safer Vehicles, Safer Speeds, and Post-Crash Care.

Data has shown that underserved communities and communities of color oftentimes experience the highest rates of fatal and injury crashes. A study done by the CTSC in 2017 found that more than half of our county’s fatal and life changing injury crashes occur on only 6% of our streets with more than half of these dangerous streets located in low-income neighborhoods www.sctrfficsafety.org/visionzero . Even as the Coalition moves towards utilizing a Safe System approach, equity will continue to remain an emphasis for all the work conducted.

Vision Zero Work Plan Objectives and Activities for Fiscal Years 2022-2024

Primary Objectives:

1. Continue to assist the City of Watsonville in Vision Zero Action Plan implementation.
 2. Assist the City of Santa Cruz in developing a Vision Zero Task Force and Action Plan.
 3. Promote Vision Zero adoption and implementation in all other jurisdictions.
 4. Develop and maintain countywide Vision Zero collaboration and support.
- 1) Continue to assist City of Watsonville in Vision Zero Action Plan implementation through activities, such as:

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- Provide support and assistance to the City of Watsonville and other south county organizations in managing the Watsonville Vision Zero Task Force.
 - Advocate for continued community engagement and equity prioritization.
 - Provide technical assistance in tracking and measuring progress, as well as evaluating programs.
 - Encourage accountability and transparency throughout plan implementation.
 - Help in identifying funding sources for implementation and sustainability of projects.
- 2) Assist the City of Santa Cruz in developing a Vision Zero Task Force and Action Plan through activities, such as:**
- Advocate for community engagement and equity prioritization in Vision Zero initiatives.
 - Provide a public health perspective into strategies and policy objectives.
 - Assist in development of measurable and attainable goals for Vision Zero action items.
 - Encourage accountability and transparency at all stages of Vision Zero plan implementation.
- 3) Promote Vision Zero adoption and implementation in all other jurisdictions through activities, such as:**
- Invite communication between local jurisdictions and other Vision Zero communities.
 - Convene city/county staff to discuss Vision Zero policy adoption and implementation.
 - Create traffic violence data summaries for jurisdictions considering Vision Zero.
 - Support implementation of Vision Zero Action Plans once adopted.
- 4) Develop and maintain countywide Vision Zero collaboration and support through activities, such as:**

Proposed activities here are aligned with the five *Safe System elements: Safer People, Safer Roads, Safer Vehicles, Safer Speeds, and Post-Crash Care*

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Safer People:

- Host events for elected officials and relevant government staff members to experience traveling through the county using active modes of transportation.
- Reframe the narrative around road safety to reflect the shared responsibility among various stakeholders, instead of a focus on individual behaviors.
- Participate in the regional Street Smarts campaign to bring awareness and education of road safety issues to the public.
- Provide educational materials about shared- and micro-mobility programs and options to the community.
- Collaborate with County Substance Use Disorders Services (SUDS) on DUI/impaired driving prevention.
- Develop educational materials on Safe Systems and informational handouts about Vision Zero to share with the media that helps guide their communications on crashes.
- Continue child passenger safety education for parents and caregivers on properly securing young passengers in their vehicles.

Safer Roads:

- Use all relevant safety data to supplement crash data when evaluating problem areas and traffic situations.
- Include community members and community feedback when designing traffic safety systems.
- Incorporate systems-level changes that allow for consideration of project impacts on those using active transportation.
- Provide opportunities for community members and advocates to provide input to decision makers during planning stages of infrastructure projects.
- Advocate for planning and engineering efforts that incorporate a Safe Systems approach, such as reduce speeds by narrowing travel lanes.
- Develop questions for candidates running for office regarding safe and active transportation.
- Promote protected or separated bicycle and pedestrian facilities when feasible.
- Conduct a crash data analysis focused on arterials for each jurisdiction.
- Encourage funding and land use planning that increases opportunities for more active and sustainable forms of transportation.

Safer Vehicles:

- Provide input on local, state, or federal policies and designs that make vehicles safer, such as collision avoidance systems and connected vehicle technology.

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- Keep informed about the latest car seat and vehicle restraint system safety technology and recall information.
- Advocate for appropriate safety measures, such as installing lateral protective devices (LPDs), also known as side guards, for local jurisdictions and private fleets with large commercial vehicles.

Safer Speeds:

- Implement creative projects to slow down traffic and reduce the potential for crashes to cause serious injuries and fatalities.
- Engage with local government to address traffic speed issues that community members experience.
- Support projects that slow vehicle speeds and protect cyclists and pedestrians.
- Work with jurisdictions to acquire funding to implement temporary projects that slow vehicle speeds.
- Find research reports on effective measures to slow down drivers to share with local jurisdictions.

Post-Crash Care:

- Post online acknowledgement and response to lives lost and those severely injured.
- Maintain a current database of serious injury and fatality crashes reported by the media and community members.
- Involve multiple stakeholders, such as media and road safety advocates, to review factors leading to a crash.
- Identify the built environment factors that played into crashes and understand that the designers of those systems hold responsibility as well.
- Work with media contacts to review collision factors, such as road design, when reporting on crashes.
- Work with law enforcement agencies to share local crash data and report on traffic citation trends.
- Change the narrative around responsibility for crashes to look past individual behaviors and to focus on the road system holistically.
- Assist jurisdictions in developing a plan to respond to fatal and severe injury crashes.
- Participate in the World Day of Remembrance for Road Traffic Victims or other annual memorial events.
- Develop resources to support families who have been impacted by traffic violence.

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CTSC Roles and Responsibilities

The coalition staff are employed by the County of Santa Cruz Health Services Agency (HSA) and are responsible for assisting the coalition in managing its operations, including coalition meetings, member communication, and community engagement, as well as work plan development, implementation, and evaluation. The coalition members and partner agencies actively participate in meetings and play an advisory role in fiscal management and strategic planning. Members and partner agencies take on specific work plan tasks as appropriate. Two coalition leaders (Co-Chairs) are elected by coalition members for two-year terms and are responsible for facilitating coalition meetings, providing expertise and guidance to coalition staff, and signing coalition letters.

CTSC will provide support, technical assistance, and resources to jurisdictions and the community to implement Vision Zero, as well as develop and maintain collaborative relationships for other grant funded traffic safety programs that support Vision Zero. The Coalition and staff are also committed to providing traffic safety programming that the community has relied on for many years, such as the Ride n' Stride education program, the Bicycle Traffic School diversion program, Bicycle Helmet Fit and Distribution Sites, participation in Bike/Walk to School and other community outreach events, Pace Car and Trash Can Sticker traffic calming programs, maintenance of the CTSC website at www.sctrafficsafety.org and Facebook page, and traffic related injury and fatality surveillance.

**Ride n' Stride Bicycle and Pedestrian Education Program
TDA/RnS Budget, FY 2023-24**

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + Benefits)			
Bilingual Health Program Specialists, 1 .0 FTE	74,500	58,500	133,000
Program Manager/Support Staff		43,500	43,500
Subtotal Personnel	74,500	102,000	176,500
Travel/Mileage	500		500
Direct Costs			
Education Materials & Supplies	3,000		3,000
Totals	\$78,000	\$102,000	\$180,000

**Community Traffic Safety Coalition
TDA/CTSC Budget, FY 2023-24**

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + Benefits)			
Health Educator , 1 .0 FTE	74,500	56,500	131,000
Program Manager/Support Staff		45,500	45,500
Subtotal Personnel	74,500	102,000	176,500
Travel/Mileage	500		500
Direct Costs			
Project Implementation	3,000		3,000
Totals	\$78,000	\$102,000	\$180,000



*Santa Cruz County Regional Transportation Commission
1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060
phone: (831) 460-3200
email: info@sccrtc.org; website: www.sccrtc.org*

*CONTACTS: Shannon Munz, Communications Specialist (smunz@sccrtc.org)
Guy Preston, Executive Director
Luis Pavel Mendez, Deputy Director*

Santa Cruz County Regional Transportation Commission (RTC) March 2, 2023 Meeting Highlights

RTC Committee Appointments

The Commission approved appointments of Commissioners to the RTC's Budget and Administration/Personnel Committee, the California Association of Councils of Government (CALCOG), and the Coast Rail Coordinating Council (CRCC). The Budget and Administration/Personnel Committee is the RTC's only standing committee and it serves to review and monitor issues relating to the budget, work program, and other administrative and personnel functions of the RTC and makes recommendations to the Commission regarding such items. The RTC is a member of CALCOG, which provides public policy advocacy and intergovernmental coordination with the state legislature, state agencies, the League of California Cities, California State Association of Counties, California's Congressional Delegation, and federal officials. The RTC also has a representative on the CRCC, which advocates for increased passenger rail service between Los Angeles and the San Francisco Bay Area, which would serve Pajaro, and has been successful in securing regular intercity passenger rail service between Los Angeles and San Luis Obispo.

Public Assistance for Storm Damages to the Santa Cruz Branch Rail Line

The Commission approved a resolution authorizing the Executive Director to submit claims and execute all necessary agreements for federal and other storm damage financial assistance for storm damages to the Santa Cruz Branch Rail Line. Due to the recent severe winter storms, President Biden approved a disaster declaration that included Santa Cruz County making it possible for the RTC to apply to the Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (CalOES) for public assistance to address damages caused by the storms. Staff is currently working with professional consultants and contractors on assessing the damage, cleaning up storm debris, and conducting the repairs.

Amendments to Regional Transportation Improvement Program (RTIP)

The Commission receives a variety of state and local funds that it programs to projects in the Santa Cruz County region. The RTP adopts and maintains a Regional Transportation Improvement Program (RTIP) to program those funds, update the status and funding of projects, and ensure that projects received the state and federal funds programmed to them. The Commission approved amendments to RTIP as requested by the following local jurisdictions:

Capitola: Modify the title and scope of a project for improvements to the 41st Ave/Capitola Road intersection and rehabilitate a portion of the pavement on Capitola Road.

Santa Cruz County: Shift funds not needed for the Pioneer-Varni Road resurfacing project to the Airport Boulevard and Green Valley Road resurfacing project. Shift funds to an earlier fiscal year for the Soquel-San Jose Rd/Porter St resurfacing and multimodal improvements project as the project will be constructed earlier than originally anticipated.

Watsonville: Combine the Complete Streets Downtown projects with the more comprehensive Safe Routes to Downtown Watsonville project to make the most of the state Active Transportation Program (ATP) funds recently awarded to the later project. Update to show locations for the Watsonville road rehabilitation and reconstruction project.

With these RTIP amendments the Commission also programmed an additional small amount of Local Partnership Program (LPP) funds that became available to Santa Cruz METRO and added the recently awarded state ATP funds to the Coastal Rail Trail segments 8-9 and 10-11. These amendments keep the projects updated, help to minimize delays, and maximize available funding.

Caltrans Update

The Commission congratulated the new Caltrans District 5 Director Scott Eades, who was recently promoted to the position. Mr. Eades has a bachelor's degree in city and regional planning and a master's degree in civil and environmental engineering from Cal Poly, San Luis Obispo. Mr. Eades has nearly 30 years of experience and expertise in transportation planning, engineering, and project/program management. Most of that time with Caltrans but Mr. Eades also has experience as a transportation planner with the San Luis Obispo Council of Government (SLOCOG). Most recently Mr. Eades was serving as the Caltrans District 5 Deputy Director for Transportation Planning, Local Assistance and Sustainability. The RTC has worked with Mr. Eades since he was a transportation planner with SLOCOG. Mr. Eades was commended for his great professionalism, partnership, and dedication.

Watsonville-Santa Cruz Multimodal Corridor Program Update

The Commission received an update on the [Watsonville-Santa Cruz Multimodal Corridor Program](#) (WSC-MCP) of innovative transportation projects on the three main north to south routes through Santa Cruz County – Highway 1, Soquel Avenue/Soquel Drive/Freedom Boulevard, and the Santa Cruz Branch Rail Line. Staff is currently implementing or facilitating the implementation of a number of projects within the program. On Highway 1, the auxiliary lanes and bus on shoulder facility [Phase 1](#) (41st Ave. to Soquel Ave.) will begin construction in April. [Phase 2](#) (Bay/Porter to State Park Dr.) is scheduled to begin construction in late summer 2023. For [Phase 3](#) (State Park Dr. to Freedom Blvd.), the Environmental Impact Report/Environmental Assessment (EIR/EA) is expected to be released and available for public review and comment starting in March. On Soquel Drive, the County is implementing the 5.6-mile-long [Soquel Drive Multimodal project](#). Construction is scheduled to begin later this year. On the Santa Cruz Branch Rail Line, 1.5 miles of [Coastal Rail Trail](#) have completed construction (Segments 7 Phase 1 and 18 Phase 1), 0.75 miles are under construction (Segment 7 Phase 2), and the remaining segments of the 32-mile Coastal Rail Trail are under various stages of development, with over half of the trail fully funded for construction. Staff

is continuing to pursue competitive grant opportunities to fund multi-modal projects within the WSC-MCP, providing options for a broad range of transportation options that will serve the broad needs of a diverse community.

Upcoming RTC and Committee Meetings

The COVID-19 pandemic state of emergency was lifted as of February 28, 2023. Beginning in March, RTC and committee meetings will be held under regular Brown Act requirements, which require voting members to participate at a designated location, unless they meet the qualifications for one of the very limited reasons for remote participation established by AB 2449 (2022). Non-voting members of the Commission and its committees, as well as members of the public and staff, will have the option to participate in person or remotely, provided equipment is available at the meeting location to allow remote participation. If there are technical difficulties during a meeting that prevent remote participation, the meeting will continue. Please check the RTC website [<https://sccrtc.org/meetings/calendar/>] or call 460-3200 to confirm meeting location and video conference information for future meetings. Agendas are posted to the website at least 3 days before the meeting and will also include participation information. Meetings may be canceled if there are no action items to be considered by the committee.

The RTC is committed to its compliance with the Americans with Disabilities Act (ADA). Please contact the RTC at least 3 days in advance of a meeting if special accommodations are needed. If any document, webpage, meeting, or recording is inaccessible to you, kindly notify us at info@sccrtc.org or by calling 831-460-3200.

Regional Transportation Commission Meeting

Thursday, April 6, 2023, 9:00 a.m.

Budget & Admin/Personnel Committee

Thursday, March 9, 2023, 1:30 p.m.

Interagency Technical Advisory Committee

Thursday, March 16, 2023, 1:30 p.m.

Bicycle Advisory Committee

Monday, April 10, 2023, 6:00 p.m.

Elderly & Disabled Transportation Advisory Committee

Tuesday, April 11, 2023, 1:30 p.m.

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



COUNTY OF SANTA CRUZ

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CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

NEWS RELEASE



Date: March 21, 2023

Contact: Jason Hoppin

Jason.Hoppin@santacruzcounty.us

PANELISTS SOUGHT TO ASSIST WITH HOUSING ELEMENT

The County of Santa Cruz is creating a new Housing Element to increase housing access and meet state goals for housing production, and is seeking public participation. As part of these efforts, the County is establishing a Community Panel of individuals, including those impacted by local housing costs, to provide input on the Housing Element process.

The Community Panel will reflect a cross-section of county residents, including community members most affected by housing instability and/or unaffordability and with a focus on those living/working in unincorporated areas. Historically marginalized communities are encouraged to apply. The deadline is March 31, 2023.

Seperately, the County is also conducting outreach to community groups, local businesses and partner agencies struggling to find and retain employees and/or pay staff sufficient wages to afford local housing and reduce greenhouse gases associated with long commute times.

The California Department of Housing and Community Development issued a Regional Housing Needs Allocation for unincorporated Santa Cruz County of 4,634 homes for the upcoming eight-year Housing Element, including 1,492 very low-income units. The Housing Element must undergo environmental review under the California Environmental Quality Act and receive state approval by Dec. 15, 2023 to avoid significant penalties and/or suspension of local permitting authority.

To apply, click below. Members receive \$25 gift cards for each meeting attended.

[Community Panel Sign-up Form - English](#)

[Community Panel Sign-up Form - Spanish](#) (Para inscribirse en español haga click aqui)

To follow the process locally, visit www.santacruzcounty.us/2023HousingElement. For additional background, visit <https://www.hcd.ca.gov/planning-and-community-development/housing-elements>.

E & D TAC Pedestrian Hazard Reports

4/4

Date	First Name	Last Name	Location	Cross Street	City	Category	Additional Comments	Forwarded to	Forwarded Date	Response
02/23/23	Becky	Steinbruner	Walnut and Lincoln fork near Santa Cruz High	Lincoln St	Santa Cruz	Ped: Damaged sidewalk, Lack of wheelchair access, Other	While some areas of the sidewalk have been shaved to lessen the concrete disruption, it is still a very dangerous area for low-vision and blind pedestrians to navigate.	Claire Gallogly, Dan Estranero	02/24/23	2/27/23 Dan Estranero: We will be sending a letter to the property owner to repair the sidewalk.
02/21/23	Mike	Veglia	East Cliff Drive	N/A	Santa Cruz	Ped: Rough pavement or potholes, Damaged sidewalk	Asphalt ridge at edge of crosswalk creating dangerous trip hazard. (My wife tripped and fell there.)	DPW	02/24/23	2/24/23 Jana Vargas: Good afternoon, Thank you for your email. I will forward to our Road Maintenance Department for review and response. 2/27/23 DPW Road Dispatch: SR 23-000798
02/14/23	Gina	Cole	Willow Way	Hill Ave	Watsonville	Ped: Rough pavement or potholes, Other	Sinkhole adjacent to a water or sewer access and underground pipe. My photos of actual hazard are too big. Will send to CoW Public Works.	Maria Rodriquez	02/24/23	Follow up email sent 3/27/23
02/10/23	Jean	Brocklebank	Capitola Rd	Harborview Rd	Santa Cruz	Ped: Debris on sidewalk	See attached picture. Half of the sidewalk is not available, covered by detritus. This also makes two-way pedestrian use difficult. Sharp pointed branches spill into the sidewalk airshed. Acacia tree branches hang down over the sidewalk making pedestrians either duck or go into the bike lane. In fact, some branches also hang over the bike lane, creating a hazard for bicyclists. In other words, clean up maintenance is needed if the county wants people to walk to their destinations. Thank you.	DPW	02/24/23	2/24/23 Jana Vargas: Good afternoon, Thank you for your email. I will forward to our Road Maintenance Department for review and response. 2/27/23 DPW Road Dispatch: SR 23-000797
02/01/23	Cindy	Pierce	2222 E Cliff Dr	Lake Ave	Santa Cruz	Ped: Debris on shoulder or bikeway, Objects or vegetation blocking sidewalk	Hello, The bike lane on E Cliff from the roundabout at the Crow's next (dropped pin) until at least 14th avenue has many areas of sand (from the storm). Particularly in front of 2950 E Cliff Dr, the owners had some erosion control tubes laid a few years ago which encroached on the bike lane and is now much deeper into the bike lane (the jute has been continuously and dangerously snagged by bikers) Photo is from Oct 2021 soon after the work was done. I think this is an Air B&B so they probably don't know it's an issue. Further east on this same stretch there is a big bush encroaching deep into the bike lane. As you continue around the curve to the right, the bike lane is half the width that it used to be. The lane is only wide enough to read "bi" painted on the pavement instead of "bike". I only have 2 photos because it's scary to stop in this area. Wait, I think I could only upload one photo... Thank you!	DPW	02/10/23	2/10/23 Ruby Zaragoza: Good morning, Thank you for your email. I will forward to our Road Maintenance and Encroachment Divisions for review and response. 3/27/23 DPW Road Dispatch: The following hazard was taken care of on 02/13/2023, Work Order # 2023/02/13-012

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Amanda Marino, Transportation Planner
RE: Draft 2023 Unmet Transit and Paratransit Needs List

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the *Draft 2023 Unmet Transit and Paratransit Needs List* ([Attachment 1](#)), provide amendments as necessary and forward the list to the RTC for their consideration on May 4, 2023.

BACKGROUND

Local sales taxes in the amount of ¼ cent per dollar are collected by the State and allocated to the region according to the Transportation Development Act (TDA). The Regional Transportation Commission (RTC) allocates these funds according to formula as adopted in its Rules and Regulations. The majority of TDA funding is apportioned to the Santa Cruz Metropolitan Transit District. Other amounts are apportioned to Community Bridges, the Volunteer Center and to local jurisdictions for bicycle and pedestrian projects.

TDA statutes require transportation planning agencies allocating TDA funds to local streets and roads, to implement a public process, including a public hearing, to identify unmet transit needs of transit dependent or disadvantaged persons, and determine if unmet transit needs can be reasonably met. TDA statutes also require transportation planning agencies to consult with their designated social services transportation advisory councils to annually identify transit needs. Although the RTC does not allocate TDA funds to local streets and roads, and therefore is not required to perform this analysis, the RTC endeavors to solicit regular input on unmet transit and paratransit needs to provide a useful tool to assess and prioritize needs in the region. The *Unmet Needs List* related to paratransit and transit needs is used to prioritize projects as funds become available.

DISCUSSION

Serving as the social services transportation advisory council, the E&D TAC regularly hears and considers unmet transit and paratransit needs in Santa Cruz County. Unmet transit and paratransit needs are those transportation requests which are not being met by the current public transit system, a transportation

request that has community support, and transportation request that does not duplicate transit services provided publically or privately.

The E&D TAC considered the *Preliminary Draft 2023 Unmet Transit and Paratransit Needs List* at the February 14, 2024 meeting. The *Draft 2023 Unmet Transit and Paratransit Needs List* is included as Attachment 1. Revisions from the *Preliminary Draft* to the *Draft* are shown using underline and strikeout and reflect recommendations made by the E&D TAC at their February 14, 2023 meeting, comments from Santa Cruz Metro and Community Bridges staff, and input from members of the public, and RTC staff.

Staff recommends that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) provide input on the *Draft 2023 Unmet Transit and Paratransit Needs List* (Attachment 1) and recommends the Regional Transportation Commission adopt the *Final 2023 Unmet Transit and Paratransit Needs* list following a public hearing on May 4, 2023.

SUMMARY

TDA statutes require transportation planning agencies to consult with their designated social services transportation advisory councils to annually identify transit needs. Although the RTC does not allocate TDA funds to local streets and roads, and therefore is not required to perform an analysis of unmet transit needs, the RTC endeavors to solicit regular input on unmet paratransit and transit needs to provide a useful tool to prioritize needs in the region. RTC staff recommends that the E&D TAC provide input on the *Draft 2023 Unmet Transit and Paratransit Needs List* and recommends the Regional Transportation Commission adopt the *Final 2023 Unmet Transit and Paratransit Needs* list following a public hearing on May 4, 2023.

Attachment 1: *Draft 2023 Unmet Transit and Paratransit Needs List*

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2023 Draft Unmet Transit and Paratransit Needs List

Prioritization of Need:

H - High priority items are those items that fill a gap or absence of ongoing of service.

M - Medium priority items that supplement existing service.

L - Low priority items should become more specific and then be planned for, as funds are available.

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

Strategies:

- Proposals and suggestions to address need, including programs and projects.
- **Updates since the 2022 Unmet Transit and Paratransit Needs list are shown using underline and strikeout.**

General

1. **H1** - Safe travel paths between senior and/or disabled living areas, medical facilities, educational facilities, employment locations, retail centers, entertainment venues, bus stops, and/or potential future transit stations on the rail line.
 - Improve accessibility at and to bus stops - such as, but not limited to, sidewalk and crosswalk improvements connecting destinations frequented by senior and disabled individuals and transit stops such as, but not limited to, those identified in the RTC Safe Paths of Travel Final Report.
 - Secure funding assistance to make Safe Paths of Travel improvements.
 - Expand publicity regarding sidewalk maintenance.
2. **H1** - Transportation services to areas with high concentrations of seniors, disabled and low income individuals.
 - Support alternative transportation programs, such as vanpool programs, serving low income and senior housing areas outside of the transit service area in south county.
 - Explore pilot projects, such as regularly scheduled paratransit trips two-three times per week, to serve residents.

- Secure funding for taxi voucher programs for senior and low income individuals.
 - Provide affordable and desirable housing for seniors and low income individuals within the existing transit service area.
 - Provide incentives for senior and social services and medical and social services providers to be located in existing transit service areas.
 - Support programs that encourage ridesharing to destinations popular with seniors or high concentrations of seniors.
 - Seek volunteer drivers to provide transportation services.
 - Evaluate on-demand transit services.
 - Increase bus service near senior living facilities.
3. **H3** - Transportation services for low-income families with children, including transportation for people transitioning from welfare to work.
- Support welfare to work programs and training programs.
 - Support transportation programs dedicated to serving low-income families with children.
 - Seek volunteer drivers for transportation family members to visits at detention facilities.
 - Provide taxi vouchers to low income families.
 - Reinstate ride to work programs.
 - Provide youth bus passes to low income households
4. **H1** - Transportation services for caregivers of senior and disabled clients.
- Support programs providing transportation for caregivers to clients.
 - Provide taxi voucher to caregivers.
 - Reinstate ride to work programs.

Paratransit/Specialized Transportation Services

5. **H1** - Coordinated and seamless-to-the-public system of specialized transportation with a Mobility Management Center (central information point, one stop shop).
- Assess feasibility and seek funds for development/start-up of the center, and assess entities already providing information and referral services).
 - Utilize information technology solutions to provide transit information that is accessible to all users.
6. **H1** - Wheel chair accessible vehicles for taxis and transportation network company services
- ~~Monitor the Transportation Network Company (TNC) Access for All program.~~

- ~~Evaluate other comparable options to provide services (i.e. new companies, subcontract with services equipped with wheelchair vehicles).~~
- Provide on demand paratransit service.
- Ensure accessible public taxi service for those using mobility devices.
- ~~Ensure accessible on demand ride share service for those using mobility devices.~~
- Add multi-person ride access to on-demand TNC ride share services to lower cost and carbon footprint.

7. **M1** - Paratransit service for the people who lost paratransit service due to changes in Santa Cruz Metro ParaCruz program in 2015.
 - Support policies that expand ADA mandated paratransit service area.
 - Support programs providing specialized transportation to areas outside the ADA-mandated paratransit service area for a fee or at no cost.
 - Expand taxi voucher program.
8. **H2** – Access to paratransit services on all holidays.
 - Extend existing paratransit services to holidays.
 - Support taxi voucher programs.
9. **H1** - Specialized transportation for areas outside the ADA-mandated paratransit service area for medical, non-medical trips.
 - Secure funding for taxi voucher programs.
 - Provide affordable and desirable housing for seniors and disabled individuals within ADA paratransit service area.
 - Provide incentives for senior and social services to be located in transit service areas.
 - Support programs providing specialized transportation to areas outside the ADA-mandated paratransit service area for a fee or at no cost.
 - Support continuous funding for transportation to medical services.
 - Seek volunteer drivers to provide transportation services from areas not served by transit or ADA paratransit service.
 - Identify priority origins and destinations outside the ADA service area.
10. **H1**- Free or low-cost paratransit options.
 - Provide funding for programs that provide discounted and free paratransit rides.

- Support programs that provide on-demand ADA accessible rides.
 - Support increased specialized transportation services to low-income and disabled individuals for educational and work opportunities at higher education institutions (UCSC and Cabrillo).
11. **H2** - Direct paratransit and accessible transit connections with neighboring counties- including Monterey (Pajaro), San Benito, Santa Clara and other points north.
- Establish direct inter-regional fixed route accessible transit service.
 - Develop plan to coordinate between agencies providing specialized transportation services in neighboring counties.
 - Support programs providing inter-regional specialized transportation for a fee or at no cost.
 - Establish feeder services to inter-regional accessible transit services.
12. **M1** - Affordable transportation for dialysis and other medical appointments, including 'same day' specialized transportation services for medical trips, on a continuous basis.
- Support continuous funding for 'same day' transportation to medical and emergency services.
 - Support continuous funding for no or low-cost specialized transportation to medical appointments.
 - Increase capacity of existing programs providing transportation to dialysis and other medical appointments.
 - Secure funding for taxi voucher programs.
13. **M2** - Transportation for programs that promote senior and disabled individuals health, safety and independence including, but not limited to, all senior meal sites in the county, the stroke centers, medical facilities, and senior activity centers.
- Support continuous funding for transportation services to meal sites.
 - Provide transit and paratransit services to medical service centers.
 - Support volunteer drivers to provide transportation services.
14. **M2** – Conduct targeted outreach to seniors, people living with disabilities, and transportation service providers to provide information about transportation options and safety.
- Provide safe driving and transit information at locations with concentrations of seniors.
 - Support field trips to events by bus ("Mobility Trainer" and "Bus by Choice" models)
 - Annual updates to transportation service providers including, but not limited to, providers included in the Guide for Specialized Transportation about paratransit service options.

15. **L2** - Publicity about existing specialized transportation services including ADA paratransit, non-ADA paratransit, taxi services, Medi-Cal rides and mobility training for people to use regular fixed route buses.
 - Streamline communication activities by establishing a central point of contact within health providers to disseminate information about specialized transportation services.
 - Support continuous funding for communication and outreach activities.
16. **H2** - Volunteer drivers in Santa Cruz County particularly in south-county and San Lorenzo Valley.
 - Expand outreach efforts to recruit drivers and promote services.
 - Support for the Volunteer Center Transportation Program.
17. **M2** - Affordable special care trips and gurney vehicle for medically fragile individuals and those needing "bed to bed" transportation.
 - Provide vouchers for specialized care trips.
 - Identify a service provider for gurney trips and assist in procurement of a vehicle for services.
 - Partner with assisted living and hospice care to provide services.
 - Publicize availability of services, if available.
18. **M3** - Ongoing provision of ADA Paratransit certification, provided by Santa Cruz Metro, at group facilities.
 - Provide on-site services to reach a greater number of individuals.
19. **M3** - Specialized transportation services for people living with a cognitive impairments, dementia or mental health diagnosis.
 - Provide on demand transportation services for people living with a mental health diagnosis.
 - Provide services designated to assisting people with mental illness navigate transit and paratransit eligibility requirements.
20. **L1** - Specialized transportation for 'same day' low cost non-medical trips.
 - Expand taxi voucher program.
 - Support "on-call" volunteer drive programs.
21. **L3** - Anticipate growing demand for services by projecting funding needs for specialized transportation (including fixed route, ADA and non-ADA Paratransit) to provide transportation services to the senior population expected to increase over the next 15 to 30 years.
 - Identify funding needs for paratransit over a 15-30 year horizon.
 - Designated funding source for paratransit service.

22. **M1** - Provide increased UCSC on-campus paratransit service between campus to campus destinations.
- Increase existing UCSC specialized transportation services to supplement increased demand.

Paratransit/Specialized Transportation Capital

23. **H1** - ParaCruz operating facilities.
- Acquire and develop permanent operations and maintenance facility for ParaCruz to reduce operating cost.
 - Increase funding opportunities for paratransit capital projects.
24. **M2** - Consolidated Transportation Services Agency operating facilities.
- Increase funding opportunities for paratransit capital projects.
25. **H2** - Paratransit vehicle replacements.
- Increase funding opportunities for paratransit capital projects including funding for electric vehicles and/or zero emission vehicles.
 - Take measures to include electric vehicles as option for purchase in the Section 5310 grant program.
26. **H2** – Electric Vehicle Charging Stations
- Support funding for electric vehicle charging infrastructure.
Provide an electric vehicle emergency preparedness plan that includes battery storage, vehicles, and facilities.

Transit Services

27. **H1** – Greater frequency and span of transit service in densely populated areas with a mix of land uses.
- Increase service level between downtown Santa Cruz and Capitola Mall Transit Center through the Live Oak corridor.
 - Enhance service on Mission Street.
 - Extend transit service hours later in the evening and early in the morning serving Cabrillo College and commercial centers of Santa Cruz/Live Oak/ Watsonville.
 - Enhance service to employment entities.
 - Enhance service on Scotts Valley Drive.
 - Enhance service in Soquel and Old San Jose Road.
 - Enhance service in Aptos.
 - Enhance service in Corralitos.

28. **H1** – Greater evening frequency and span of transit service in coverage-oriented areas, in keeping with METRO service standards.
- San Lorenzo Valley Route 35 variants (Mt. Store and Country Club)
 - Local Watsonville services
 - La Selva Beach
 - ~~Consider~~Creating “All Nighter” (24-hour) circular bus network providing late-night and early-morning bus service ~~in county wide, downtown areas~~
29. **M1** – More transit service to UCSC.
- Increase weekend and weekday UCSC service.
 - Increase service to UCSC campus.
 - Increase service to the University of Santa Cruz employment center in Scotts Valley.
30. **H1** - More interregional and cross county transit services.
- Increase Hwy 17 weekend service frequency.
 - Provide transit service from Santa Cruz County to Los Gatos.
 - Provide direct transit service to San Jose Airport.
 - Enhance Monterey County to Santa Cruz County service including connections to the Salinas Intermodal Transportation Center
 - Support for an integrated transit network, which includes transit services on a dedicated transit facility on the rail right-of-way consistent with the Unified Corridor Investment Study and the Transit Corridor Alternatives Analysis.
 - Provide direct bus transit service from San Lorenzo Valley to Los Gatos.
 - Provide direct transit connection between Live Oak and San Jose Diridon Station.
 - Implementation of express bus service using bus-on-shoulder operations on Hwy 1.
31. **H1** – Free and low-cost transportation options, including fixed-route transit services.
- Support programs that provide transportation services, including, but not limited to bus services, for a reduced or no fee.
 - Seek volunteer drivers to provide transportation services.
 - Support programs that allow seniors, disabled, and low-income individuals to ride free during designated time periods.

- Provide free transit rides to jurors, veterans, and fare-free federal or non-federal election days.

32. **H3M1** – More transit service between primary destinations in Santa Cruz County.

- Provide service between Capitola Mall and Cabrillo.
- Expand transit service to new residential and commercial areas in Watsonville.
- Improve north - south transit connections (ex. Soquel Ave/Drive \ to coastal communities).
- Support for an integrated transit network, which includes transit services on a dedicated transit facility on the rail right-of-way consistent with Unified Corridor Investment Study and the Transit Corridor Alternatives Analysis.
- Provide single trip service.
- Provide express bus service from Watsonville to Scotts Valley.
- Increase bus service to libraries, ~~and other~~ public venues, and public agencies.
- Increased transit service using bus-on-shoulder facilities on Hwy 1 and transit prioritization on Soquel Drive.
-

33. **M2** - More transit service to facilities providing medical, health and other social services.

- Provide transit service to medical facilities.
- Provide medical, health, and social services within the existing transit service area.

34. **M2** - Access to transportation services on all holidays.

- Provide regular Santa Cruz Metro service on holidays.
- Support taxi voucher programs.
- Support volunteer transportation services.

35. **H2** - Easier and faster transit trips system wide.

- Enhance connections through increasing the span and frequency of service.

36. **H2** - Faster run times on transit routes.

- Investigate opportunities for transit priority lanes and signal priority.
- ~~Pursue right turn pockets for bypass lanes for buses service and transit priority on Soquel Ave/Drive and Freedom consistent with the Unified Corridor Investment Study.~~
- Consider direct services between more locations, reducing need for transfers.

37. **M2** - Intra-community service in Santa Cruz County communities.
- Develop San Lorenzo Valley circulator.
 - Develop Scotts Valley circulator.
 - Investigate need for intra-community and neighborhood transit services
 - Consider partnerships with ride-hail and/or taxi services for first/last mile connections.
 - Develop Micro Transit programs in San Lorenzo Valley, Scotts Valley, Soquel, Aptos, and Watsonville.
38. **L2** - Transit service to major tourist destinations.
- Provide transit service to Waddell Creek and North Coast and Highway 17 direct service to Boardwalk on weekends.
39. **H2** - Commuter transit service.
- Extend Highway 17 service to Watsonville, or improve connections between Watsonville-Santa Cruz service and Highway 17 service.
 - Provide faster commute option for transit riders between SLV and Santa Cruz.
40. **L3** - Special event services.
- Establish program to coordinate with Santa Cruz Visitor Center and partner agencies to provide special event services.

Transit Capital

41. **H3** – Bus stops.
- Provide ADA compliant bus stops.
 - Prioritize bus stop improvements and shelter replacement based on high usage by seniors and people with disabilities.
 - Install braille and raised numbers on bus signage at bus stops indicating which bus routes are being offered at each stop (or a technology-based way finding alternative).
 - Provide the ability to lower the height of braille for wheelchair access.
 - Work with local jurisdictions to provide bus shelters, benches and ~~increased~~ lighting at all bus stops and connecting crosswalks including in-pavement lighting fixtures, solar LED overhead lights, and in-road warning lights.
 - Increase sidewalk connectivity at bus stops and overhead LED lighting at connecting crosswalks.

- Reinststate and fund bus stop committee to study and monitor bus stop accessibility.
 - Add bus stop at intersection of Granite Creek Rd and Santa's Village Rd on the southwest corner after Hwy17 exit 5.
 - Install bus stop amenities such as digital bus tracking and information displays, USB charging, and Wi-Fi for transit users.
 - Construct bus shelters at all park and ride lots in Santa Cruz County.
42. **M1** – Maintenance of existing transit facilities.
- Support funding for maintenance of bus stops, parking lots, transit centers, buildings.
43. **H1** – Bus replacement: Replace buses beyond useful life as needed including buses, including buses providing rural service.
- Support funding for transit capital improvements.
 - Support funding for electric vehicle bus replacements and electric vehicle charging stations.
44. **H1** - Transit station improvements.
- Investigate options for renovation or redevelopment of Santa Cruz Metro Center.
 - Coordinate improvements to Capitola Transit Center with Capitola Mall ownership.
 - Coordinate improvements of the Watsonville Transit Center's transit facilities and provide increased parking.
 - Install bike lockers at transit stations.
45. **H1** - Faster transit travel times.
- Installation of transponders on all buses for signal priority on major corridors improving traffic flow, reducing travel time, and improving on-time performance.
 - ~~Support and seek funding for bus on shoulder on Highway 1.~~
46. **H1** – Dedicated transit facilities.
- Right-of-way improvements and stations along Santa Cruz Branch Rail Line if a bus rapid transit (BRT) or rail service is developed consistent with the Unified Corridor Investment Study and the Transit Corridor Alternatives Analysis.
 - Multimodal transfer facilities at stations along the Santa Cruz Branch Rail Line if BRT or rail service is developed.
 - ~~Implementation of bus on shoulder operations on portions of Hwy 1.~~
47. **H3** - New equipment to assist with real-time operations, security, scheduling and planning.

- Automated Vehicle Location (AVL) System to provide better monitoring of on-time performance and more accurate data reporting.
- Automatic Passenger Counting (APC) system to make mandatory reporting more efficient and improve data for service planning.
- Install audio and video surveillance system for all buses.
- Install audio and video surveillance system for all buses
- Electronic fare payment for more convenient payment options and to speed up boarding.
- Modernize planning and scheduling software for more efficient service planning and better community outreach.

48. **M1**– More multimodal connections to transit.

- Construct park and ride lots in strategic locations along inter-city routes that lack adequate feeder service.
- Bike lockers and/or bike share stations at key locations to facilitate first/last mile of travel.
- Dedicated a park and ride lot near Hwy 1, connecting to transit service in Watsonville.

49. **M3** - Wifi expansion on buses.

- Install wifi equipment at all facilities and on all buses.
- Partner with private companies to provide wifi.

AGENDA: April 11, 2023

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Amanda Marino, Transportation Planner

RE: FY 2023-24 Transportation Development Act and State Transit Assistance Funds for the Santa Cruz Metropolitan Transit District

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee:

1. Review and recommend approval by the Regional Transportation Commission the FY 2023-24 claim from the Santa Cruz Metropolitan Transit District for:
 - a. TDA-Local Transportation Fund (TDA) funds in the amount of \$8,912,046; and,
 - b. State Transit Assistance Funds (STA) funds in the amount of \$5,776,922.
-

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.25 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The Regional Transportation Commission (RTC) is also responsible for allocating State Transit Assistance (STA) funds, which are generated from the sales tax on diesel fuel. The RTC's FY 2023-24 budget was approved by the RTC at its April 2023 meeting including TDA and STA apportionments based on the Santa Cruz County Auditor's and State Controller's Office (SCO) estimates.

DISCUSSION

Transportation Development Act (TDA)

The Regional Transportation Commission (RTC) FY 2023-24 budget includes Transportation Development Act (TDA) apportionments for the Santa Cruz Metropolitan Transit District (Metro) in the amount of \$8,912,046. Consistent with the RTC's Rules and Regulations, this is 85.5% of the TDA revenues that are apportioned by the RTC to transit, paratransit and local jurisdictions' bike and pedestrian projects. Metro has proposed to use FY 2023-24 TDA funding and State Transit Assistance (STA) funding for fixed-route public transit and ADA complementary paratransit operations in Santa Cruz County. Fixed-route public transit operations require a maximum fleet of 76 buses serving 25 routes throughout Santa Cruz County, including the Highway 17 Express AMTRAK feeder service between Santa Cruz and San Jose (Diridon Station). ParaCruz, METRO's complementary paratransit service, operates 32 accessible vans in demand-

response service for persons who, due to disability, cannot access the fixed-route system. Metro estimates it will provide 3,412,625 fixed-route and ParaCruz passenger trips in FY 2023-24 based upon a FY19 actual pre-COVID-19 pandemic ridership reduction by 35% in fixed-route and 2% increase in ParaCruz passenger trips. Metro estimates it will provide 74,967 ParaCruz trips, 16% higher than the 62,608 actual trips carried in FY22..

State Transit Assistance Funds (STA)

State Transit Assistance (STA) funds are generated from the sales tax on diesel fuel and the amount of funds available statewide varies from year to year with the change in diesel fuel prices. Annually the State Controller's Office (SCO) provides an estimate of STA funds for all counties and transit agencies in the state. This includes RTC's population-based formula funds (PUC Section 99313) and Santa Cruz Metropolitan Transit District's (METRO) estimated revenue-based formula share (PUC Section 99314). Both the METRO and the RTC-formula allocations of STA funds pass through the RTC budget. METRO's STA Claim is typically combined with its TDA Claim. Based on the State's estimate, the RTC and eligible transit operators in Santa Cruz County would receive approximately \$6.04 million (\$3.18 million in population-based (99313) and \$2.86 million in revenue-based (99314)).

In 2017, with Senate Bill 1 increased state funds allocated to the State Transit Assistance (STA) program, the RTC adopted a policy to gradually make 25% of RTC-shares of STA funds (99313) available to any eligible transit or community transportation operator. Consistent with state goals and guidelines, the RTC should consider program and service benefits when determining use of the funds. In 2019, the RTC decided to postpone making funds available to any eligible operator until FY22/23. However, given impacts of the COVID-19 pandemic on METRO and Lift Line, in 2022 the RTC approved METRO's and Lift Line's request to make 8.4% of STA funds available to Lift Line in FY23/24 and FY 24/25 and allocate the balance to METRO.

As shown in METRO's TDA/STA claim ([Attachment 1](#)), METRO proposes to use \$5,776,922 in STA funds for fixed-route and paratransit operating, capital, and administrative costs.

Staff recommends that the E&D TAC review the FY 2023-24 claim for TDA and STA funds from the Santa Cruz Metropolitan Transit District and recommend approval by the Regional Transportation Commission.

SUMMARY

The E&D TAC annually reviews Transportation Development Act (TDA) claims for the Santa Cruz Metro, as well as Community Bridges and the Volunteer Center, to ensure that these funds are allocated in accordance with TDA requirements and community needs and makes recommendations regarding approval of the claims to the Regional Transportation Commission. The Santa Cruz Metro TDA claim also serves as the Santa Cruz Metro claim for State Transit Assistance (STA) funds. METRO staff will provide an overview of their TDA and STA funded transportation

services at the meeting and will be available to answer questions.

Attachment 1: FY 2023-24 Santa Cruz Metro TDA and STA Claim

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*Santa Cruz Metropolitan
Transit District*



March 31, 2023

Guy Preston, Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060

Dear Mr. Preston:

The Santa Cruz Metropolitan Transit District's (METRO's) FY24 Transportation Development Act (TDA) Claim Form is enclosed. METRO is the single fixed-route and ADA-mandated complementary paratransit provider in Santa Cruz County and is responsible for all operations, maintenance and administration, including civil rights compliance, in accordance with federal, state and local requirements. METRO will allocate all of the FY24 TDA-Local Transportation Fund (TDA-LTF) revenue to the operating budget and its FY24 TDA-State Transit Assistance (TDA-STA) revenue to the operating and capital budgets. The respective TDA-LTF and TDA-STA allocations are shown in the Santa Cruz Metropolitan Transit District FY24& FY25 Preliminary Operating Budget and the FY24 Preliminary Capital Budget attached to the Claim form.

METRO requests a total of \$14,688,968 in TDA-LTF and TDA-STA funds allocated in the Santa Cruz County Regional Transportation Commission's FY24 Work Program and Budget as summarized below:

TDA – LTF FY24 Transit Operations	\$8,912,046
TDA – STA FY24 \$267,177 less of Sec 99313 Operations and Capital	\$2,913,501
TDA – STA FY24 99314 Operations and Capital	\$2,863,421
Total	\$14,688,968

If TDA funding levels vary from the budgeted amount during FY24, the SCCRTC will revise the TDA allocations to METRO in accordance with an amended FY24 SCCRTC Work Program and will pay METRO the revised amount of TDA funds without further action from METRO.

The FY24 TDA Claim has been prepared with the most recently available budget and system performance data in accordance with the SCCRTC's guidance and Caltrans TDA Statutes. Please call me if you need additional information.

Sincerely,

Michael Tree,
CEO/General Manager

cc: Maura F. Twomey, AMBAG

*110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO OnLine at <http://www.scmtd.com>*

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 31, 2023

TO: Executive Director, SCCRTC

FROM: CEO/General Manager, Santa Cruz METRO

SUBJECT: FY24 TDA FUNDS DISBURSEMENT REQUIREMENT

The Santa Cruz Metropolitan Transit District (METRO) requests disbursement of METRO's FY24 TDA claim for \$8,912,046 in TDA-LTF funds, and \$5,776,922 in TDA-STA funds as follows:

1. TDA-LTF FUNDING FOR FY24

<u>Disbursement Schedule</u>	<u>Operating Funds</u>	<u>Total Disbursement</u>
First Quarter	\$2,228,011.50	\$2,228,011.50
Second Quarter	\$2,228,011.50	\$2,228,011.50
Third Quarter	\$2,228,011.50	\$2,228,011.50
Fourth Quarter	\$2,228,011.50	\$2,228,011.50
Total	\$8,912,046	\$8,912,046

2. TDA-STA FUNDING FOR FY24 (Sec. \$267,177 less of 99313 and 100% 99314 STA)

<u>Disbursement Schedule</u>	<u>Operating Funds</u>	<u>Total Disbursement</u>
First Quarter	\$1,444,230.50	\$1,444,230.50
Second Quarter	\$1,444,230.50	\$1,444,230.50
Third Quarter	\$1,444,230.50	\$1,444,230.50
Fourth Quarter	\$1,444,230.50	\$1,444,230.50
Total	\$5,776,922	\$5,776,922

FY24 TDA funds will be used for fixed-route and paratransit operating, capital and administrative costs as shown on the FY24 TDA Claim Form and in the *Santa Cruz Metropolitan Transit District FY24 & FY25 Preliminary Operating Budget* and the *FY24 Preliminary Capital Budget*, which the Board approved on 3/24/23.

Transportation Development Act (TDA) CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

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

Project Information

1. Project Title: FY24 Santa Cruz METRO Operating and Capital Assistance
2. Implementing Agency: Santa Cruz Metropolitan Transit District (METRO)
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Yes
4. Funding requested this claim:

TDA-LTF	\$8,912,046
TDA-STA 99313	\$2,913,501
TDA-STA 99314	\$2,863,421

5. Fiscal Year (FY) for which funds are claimed: FY24
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:

- ☐ Article 8 Bicycle and/or Pedestrian Facility
☒ Article 4 Public Transportation
☐ Article 8 Specialized Transportation via city sponsor
☐ Article 3 & 8 TDA Admin or Planning

7. Contact Person/Project Manager

1. Name: Michael Tree, CEO/General Manager

Telephone Number: (831) 420-2501. Email: Mtree@scmtd.com

2. Secondary Contact (in event primary not available): Wondimu Mengistu, Capital Planning and Grants

Program Manager. Telephone Number: (831) 420-2580. Email: Wmengistu@scmtd.com

8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks):

This project provides \$14,688,968 for fixed-route public transit and Americans with Disabilities Act of 1990 (ADA) complementary paratransit operations in Santa Cruz County. Fixed-route public transit operations require a maximum fleet of 76 buses serving 25 routes throughout Santa Cruz County, including the Highway 17 Express AMTRAK feeder service between Santa Cruz and San Jose (Diridon Station). ParaCruz, METRO's complementary paratransit service, operates 32 accessible vans in demand-response service for persons who, due to disability, cannot access the fixed-route system.

9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community).

This project provides financial support for fixed-route public transit and paratransit service in Santa Cruz County and critical capital improvement funds to replace buses that are beyond their useful lifespan. The COVID-19 pandemic has significantly increased METRO's transit operating costs while farebox revenue has continued to decrease longer than anticipated. As METRO works to maintain and restore these essential services, these funds are critical to ensuring that public transportation can continue to be a lifeline for our essential workers and help our communities rebuild their economies in the wake of the pandemic. Without this funding, METRO may be required to drastically curtail service and delay critical capital projects, impacting the freedom of mobility for individuals with disabilities; public transportation for health care workers, first responders, and other safety personnel; and Medicaid recipients who receive medical transportation for kidney dialysis, cancer treatments, and other critical care. Increasing public transit ridership is a goal of the 2040 RTP, and TDA/STA financial assistance is required to sustain current levels of transit service, which will support ridership growth in subsequent years.

METRO's 5-year strategic plan includes a doubling of its annual ridership within five years to 7 million, and developing 175 housing units at METRO transit centers across the county. The Plan has also set an ambitious goal of purchasing only zero emission buses (ZEB) moving forward, converting the entire 96 bus METRO fleet by 2037. Phase I of this plan involved the procurement and deployment of four battery electric buses (BEB) on the Watsonville Circulator Route, which was completed in FY22. Phase II will convert 100% of METRO's fleet serving Watsonville to ZEB by 2027. Phase III will involve the full transition of METRO's fleet to ZEB by the end of 2037. This would put the agency ahead of the California Air Resources Board (CARB) mandate that all transit agencies in California operate 100% ZEB by 2040. However, doubling annual ridership and transitioning to ZEB fleet will require significant capital investment in acquisitions ZEBs and construction of Zero-Emissions Operating and Maintenance Facility to accommodate ZEB buses in the future.

11. Project Productivity Goals for this fiscal year:

1. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):
 - i. Total Annual passenger trips
 - ii. Operating Cost/Hour
2. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided):

For FY24, METRO projects 3,412,625 fixed-route and ParaCruz passenger trips based upon a FY19 actual pre-COVID-19 pandemic ridership reduction by 35% in fixed-route and 2% increase in ParaCruz passenger trips. The FY24 ParaCruz ridership estimate is 74,967 trips, 16% higher than the 62,608 actual trips carried in FY22. The FY24 ParaCruz ridership estimate is based upon current trends to adjust the previous year's actual ridership.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy?

1. **Yes**, METRO's FY24 TDA/STA project conforms to these goals and targets in the *2040 RTP, Transportation Goals, Policies and Targets*:

- i. **Goal 1:** Improve people's ability to meet most of their daily needs without having to drive.
Improve access and proximity to employment centers (Attachment 3, p. 1)
 1. **Targets:**
 - a. 1A. Increase the percentage of people that can travel to key destinations within a 30-minute walk, bike or transit trip by 47 percent by 2040 (Attachment 3, p. 1).
 - b. 1B. Reduce per capita fuel consumption and greenhouse gas emissions by 5 percent by 2035 and 6 percent by 2040. (Attachment 3, p. 1).
 - c. 1E. Increase the number of active transportation trips by 20% of all trips by 2040. (Attachment 3, p. 2).
- ii. **Goal 3:** Deliver access and safety improvements cost effectively, within available revenues equitably and responsive to the needs of all users of the transportation system, and beneficially for the natural environment.
 1. **Targets:**
 - a. 3C. Reduce travel times and increase travel options for people who are transportation disadvantaged due to income, age, race, disability or of limited English proficiency by increasing the percentage that are within a 30-minute walk, bike or transit trip to key destinations by 47% by 2040.

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):

- Reduce congestion on local streets and roads by providing alternatives to the private automobile.
- Improves the transit and active transportation network.
- Increase range of travel for bicycles by accommodating bikes on buses.
- Provide feeder service to intercity bus, rail and airline network at San Jose.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match or other performance standard. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match. In lieu of a 10% match performance standard, the Volunteer Center performance standard is to provide 4,000 rides per year.*

METRO will contribute \$14,688,968 in farebox revenue together with sufficient advertising, local sales tax, and rental and interest income to meet the 50% match for operating funds.

What is the total project cost?

\$65,454,337 for FY24 operations and \$3,000,000 for capital improvements as published in the *Santa Cruz Metropolitan Transit District FY24 and FY25 Preliminary Line Item Operating Budgets and FY24 Capital Budget for review and TDA/STA claims purposes*, Attachment A. Revenue sources for capital improvements (replacement buses) are \$811,918 in SGR capital; \$2,188,082 FY24 Measure D transferred from operating budget.

1. Is project fully funded? Yes

What will TDA (and STA, if applicable) funds be used on (ex. operations, administration, brochures, engineering, construction)?

- Public transit operations; administration

15. Preferred Method and Schedule for TDA-LTF fund distribution (*see RTC Rules and Regulations for details and requirements. Note if funds are distributed in advance of use, agencies will be required to subsequently provide documentation of actual expenditures.*):

- a. Bike/Ped: Cities/County: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion
HSA/BTW: ☐ Quarterly disbursement OR ☐ Semi-annual disbursement
- b. CTSA: ☐ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement
- c. Volunteer Center: ☐ Full approved claim amount in the first quarter
- d. SCMTD: ☒ Quarterly disbursement

16. TDA Eligibility:	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval At its 3/24/23 meeting, METRO's Board adopted the FY24 & FY25 Preliminary Operating Budget for the purpose of submitting the TDA claim in the amounts requested with this claim. (e.g. resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____	Yes
B. Has this project previously received TDA funding? If yes, date RTC approved: _____	No
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	N/A
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
F. For Article 4 transit claims: Does operator meet Article 4 eligibility requirements? i. Farebox recovery ratio? and/or, ii. 50 percent expenditure rule as an older operator, defined as service starting prior to 1974?	Yes

Bike/Ped (Article 8) Only

17. Project Cost/Budget, including other funding sources, and Schedule: (complete "24a" or "24b")

1. Capital Projects (Bicycle projects: Bicycle Advisory Committee or RTC must approve the final project design plans prior to construction; see RTC Rules & Regulations)

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr) Completion Date __/__/__								
Total Cost/Phase								

\$TDA Requested (this claim)								
Prior TDA:								
Source 3:								
Source 4:								
Unsecured/ additional need**								

*Please describe what is included in “Other”:

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

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

SCMTD, CTSA, Bike to Work, HSA, Volunteer Center Only – PLEASE KEEP ANSWERS BRIEF

18. Improving Program Efficiency/Productivity

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
 - Launched last fall of 2021, METRO’s Zero-Emission Watsonville Circulator Operating Project connects the downtown Watsonville Transit Center with retail and medical destinations, operating as a loop along Main Street, Green Valley Road, Freedom Centre, Freedom Boulevard and Lincoln Street. This project also includes a free fare pilot program offered to all riders for one year. The new route provides more frequent service to desirable commercial and professional destinations in Watsonville. The Circulator Route is envisioned to become a critical link for our community.
 - METRO continued its partnership with the City of Santa Cruz Go Pass program, providing free rides to all 4,000+ downtown Santa Cruz employees, paid for by the City. The project aims to increase METRO ridership while reducing the demand for parking in downtown Santa Cruz.
 - In an effort to further protect its customers, METRO encourages riders to use METRO’s contactless fare payment tools, which in addition to Cash and METRO Pass smart cards, now includes new mobile ticketing app, METRO Splash Pass, available for download on Google Play and the Apple App Store.

This cash-free, contactless, and COVID-19 safe, mobile ticketing solution allows METRO riders to purchase fares and display tickets on their smartphone devices anytime, anywhere. Riders have the option of purchasing Local and Highway 17 Express tickets including full or discounted options using a debit or credit card or via digital payment services such as Apple Pay. Mobile fare payment can help reduce the cost of cash collection, speed up the boarding process, and improve convenience and access to fare products.

- METRO is continuously fine-tuning the time of its route and considering route modification to improve efficiency.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale, planned productivity improvements). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:
- METRO launched its first-ever Youth Ride Free pilot program and will be available throughout Santa Cruz County. The Youth Ride Free pilot program eliminates fares in order to increase access and encourage ridership for youth in grades K-12. The program will enable youth to ride on all METRO routes (excluding Highway 17) anywhere, anytime. According to a survey conducted by METRO in 2019, just 9.7% of METRO riders are under the age of 18, despite making up 19% of the population of Santa Cruz County.
 - METRO is currently working with a consultant to develop a Five Year Bus Network Reimagining Plan scheduled for implementation between 2023 and 2028. Key project outcomes will include: 1) an evaluation of METRO's current fixed route system; 2) Completion of at least two alternative scenarios illustrating different policy directions that the METRO bus network might take, focusing on the tradeoffs between ridership and coverage goals; 3) final network scenarios matching three possible financial projections, one with current resources and two with additional financial resources; and 4) a process of interaction with stakeholders, city councils, the METRO Board, and the public that provides opportunities to provide substantive and impactful input to the plan. METRO completed its last comprehensive service analysis in 2016 on the heels of a fiscal crisis that led to service cuts. The current planning effort will focus on service expansion, with a goal of doubling ridership in five years. The first phase of the planning effort will focus on ensuring METRO is making the best use of current resources while subsequent phases will envision a future transit network should additional resources become available.
 - On March 25, 2022, the METRO Board of Directors (Board) adopted a resolution which approves METRO's ZEB Rollout Plan. Starting in 2023-2024, all new fixed route vehicle purchases will be ZEB. METRO will continue to procure FCEB's in subsequent years, eventually achieving a 100% ZEB fleet by 2037. The procurement schedule assumes that if more funds become available, METRO will attempt to accelerate its ZEB procurement timeline.
 - In the next decade, METRO plans to develop 175 affordable housing units at METRO transit centers and facilities, including Pacific Station, the Watsonville Transit Center and the Soquel Park and Ride. Providing access to affordable housing near transit corridors is therefore critical to supporting future ridership. Access to high quality transit also makes housing more affordable by reducing the need to build expensive parking, while the ability to live a car-free or car-light lifestyle reduces the costs of transportation for residents.
 - METRO also working to improve the customer experience through improving access to real time information. Staff is currently implementing a Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) system on its fleet, which will allow real time vehicle location tracking and help the agency

better track bus speed and reliability. Besides providing better data with which to plan and schedule, the system will provide customers with real time bus location and next bus arrival predictions, allowing customers to track vehicles in real time.

- METRO is also installing new Automated Passenger Counters (APCs) on its fleet in FY23. APCs will provide the Planning Department with a rich dataset for route and service planning, including boarding and alighting information at the level of individual bus stops for all trips. It will also provide real time crowding information to customers so that they can make more informed decisions when trip planning.
- Continue pursuit of discretionary grants in state and federal programs.

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

1. While normal pre-COVID-19 annual ridership is typically around 5 million passenger trips per year, the impacts of the pandemic on ridership resulted in METRO delivering 2,837,891 trips in FY22 (year ended June 30, 2022). METRO restored service to pre-COVID levels on all routes with the exception of weekday Highway 17 and 91X service, and some school term trips. Overall ridership ended the year at 55% of pre-COVID levels.
2. Per TDA Fiscal Years 2019-2021 Triennial Performance Audit recommendation, METRO intends to upgrade its aging website infrastructure to provide better interface with social media platforms and enhance accessibility. Furthermore, METRO has been in the process of implementing components of its intelligent transportation systems platform, which includes CAD-AVL, APCs, voice annunciators, and mobile ticketing apps. The deployment of these technologies requires that staff be kept abreast on how to analyze and integrate the performance data from these new systems. Therefore, per TDA FY2019-2021 Triennial Performance Audit recommendation, METRO will ensure continued data analytics training for staff as these technologies are implemented.

20. Schedule of regular progress reports including an evaluation at the end of the year:

- ☒ SCMD – April each year
- ☐ Specialized Transportation: Quarterly¹ to E/D TAC, RTC _____ (Months/Year)
- ☐ HSA/BTW: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

SCMTD, CTSA and Volunteer Center Only

21. a. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant?

1. Yes. METRO services are responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant. METRO transit routes cover the most populous disadvantaged areas of the county. These routes serve low-income people, people with disabilities, seniors, youth and minorities can often be disproportionately limited by the transportation choices available to them. Data from METRO's 2019 Onboard Transit Ridership Survey (OTRS) indicate that a majority of these riders are transit dependent, with 65% earning less than \$24,000 (44% have an annual household income of below \$15,000), and nearly 60% report riding METRO five or more days per week (OTRS, 2019).

¹ If feasible, the quarterly TDA reports submitted by Community Bridges for Lift Line as the Consolidated Transportation Services Agency (CTSA) should include on-time performance of the service.

Vehicle on-time arrival to pick up a passenger at the scheduled time is an important measure of operational effectiveness and customer service.

2. ParaCruz is METRO's complementary paratransit service for seniors or the disabled who are unable to use the fixed route transit service. METRO has high ridership for a small transit operator.
3. METRO also enhances regional connectivity through its Highway 17 Express service connecting Santa Cruz with jobs in the high-tech industry in Silicon Valley; commuter and intercity passenger rail (ACE, Caltrain and Amtrak); and San Jose State University.

b. Does the project meet an unmet transit need from the most recently approved RTC **Unmet Paratransit and Transit Needs List**? Describe.

1. H1 – Free and low-cost transportation options, including fixed-route transit services.
 - a. Support programs that provide transportation services, including, but not limited to bus services, for a reduced or no fee
 - i. METRO will continue its Zero-Emission Watsonville Circulator Project for two more years until 2024. The project deployed two of METRO's battery-electric buses on a new circulator route in downtown Watsonville in the fall of 2021. This project also includes a free fare pilot program offered to all riders for one year.
 - ii. METRO launched its first-ever Youth Ride Free pilot program and will be available throughout Santa Cruz County. The Youth Ride Free pilot program eliminates fares in order to increase access and encourage ridership for youth in grades K-12. The program will enable youth to ride on all METRO routes (excluding Highway 17) anywhere, anytime.
2. H1 – Bus replacement: Replace buses beyond useful life as needed including buses, including buses providing rural service.
 - a. Support funding for transit capital improvements.
 - i. METRO is purchasing Zero emission buses which would significantly reduce the number of buses beyond their useful life. New buses help METRO deliver safe, reliable and efficient transit services.
3. H3 - New equipment to assist with real-time operations, security, scheduling and planning.
 - a. In the process of installing AVL system to provide better monitoring of on-time performance and more accurate data reporting.
 - b. In the process of installing APC system to make mandatory reporting more efficient and improve data for service planning.
 - c. In the process of installing electronic fare payment for more convenient payment options and to speed up boarding.

CTSA and Volunteer Center (Article 8) Only

22. Where appropriate, are these specialized transportation services coordinated with other transportation services, including METRO service? Describe.

23. Provide performance information, as pertinent, which demonstrate service efficiency and effectiveness, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246d, per Performance Audits)

1. *Volunteer Center, only:* ☐ provide a minimum 4,000 rides per year

24. Discuss the needs and types of the passengers being served, the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2. (99246d, per 2010 Performance Audit)

SCMTD, CTSA, Volunteer Center & RTC Only

25. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.
- Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
 - TDA Triennial Performance Audit (FY19-FY21) report includes a recommendation that the RTC and METRO should clarify the performance eligibility criteria for TDA-Local Transportation Funds.
 - METRO is defined in the TDA as an older operator, having started service prior to July 1, 1974. Older operators may qualify for TDA under the 50% expenditure limitation (PUC Section 99268.1) or the farebox recovery ratio (PUC Section 99268.2). Pursuant to the TDA, METRO meets the 50% expenditure limitation required by PUC §99268 and does not use the alternative revenue ratio to determine eligibility for TDA funds. This clarity will provide consistency in reporting of performance measures for LTF eligibility.
 - This recommendation had been implemented with the submittal of the ensuing TDA claims; however, it was suggested that subsequent TDA claim guidelines clarify the proper criteria. Therefore, METRO and RTC have discussed and agreed to use only the 50 percent expenditure limitation rather than farebox recovery on the TDA claims form to be consistent with METRO's audited financial statements for the FY 2024 TDA Claims.
 - Per the Audit recommendation, METRO plans to upgrade its website infrastructure to provide better interface with social media platforms and enhance accessibility. In addition, these upgrades will help integrate CAD-AVL and mobile ticketing as well as the Cruz On-Demand pilot necessitate improvements to the website.
 - METRO has placed a priority on replacing aging equipment and upgrading its communication infrastructure. METRO has been in the process of implementing CAD-AVL, APCs, voice annunciators, and mobile ticketing apps. The deployment of these technologies requires that staff be kept abreast on how to analyze and integrate the performance data from these new systems. Per the Audit recommendation, once these projects are completed, METRO will ensure continued data analytics training for staff as these technologies are implemented.
 - For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
 - All recommendations are being implemented.
 - Describe any problems encountered in implementing individual recommendations.
 - None

SCMTD Only

26. TDA Article 4 Eligibility Compliance – *Provide documentation for 50% expenditure limitation (PUC Section 99268.1).*

50 percent expenditure limitation (*use if LTF remains below 50 percent of its operating costs*):

- Overall operating cost for fiscal year: \$_____
- TDA-LTF claim: \$_____
- Source of information (*e.g. audited financial statements, budget, etc*):

The calculation below in Table shows the compliance.

Santa Cruz Metropolitan Transit District				
50 Percent Expenditure Limitation Calculation - FY24				
Source: FY24 Preliminary BUDGET presented to Budget Committee 3/10/23				
1	Total Operating Cost		\$ 65,454,337.00	
2	Total Depreciation		\$ 5,421,450.00	
3	Total Capital Outlay		\$ 29,332,684.00	
4	Total Lines 1,2,& 3			\$ 100,208,471.00
5a	Less: Federal Ops Grants Rec'd		\$ 11,085,015.00	
5b	Less: Federal Capital Grants Rec'd		\$ 2,898,295.00	
6	Less: LTF Capital Intensive		\$ -	
7	Less: STAF Received		\$ 8,872,195.00	
8	Total Lines 5,6 & 7			\$ 22,855,505.00
9	Total Line 4 Less Line 8			\$ 77,352,966.00
10	50% of Line 9		\$ 38,676,483.00	
	Add Amount of LTF Claimed in Excess of Line 10 for Match to			
11	Federal Operating Grant		\$ -	
12	Add LTF Capital Intensive		\$ -	
13	Total Permissible LTF Expenditure			\$ 38,676,483.00
14	Total LTF Applied to Operations			\$ 9,254,915.00
Conclusion: METRO has met the 50% Expenditure Limitation eligibility requirement for TDA-LTF.				

Note: Exemptions for calculating operating costs – **spell out in your operating budget summary.**

- Service extensions are exempt until two years after the end of the fiscal year during which they were established (PUC Sec. 99268.8). This exemption applies only if the new service was not provided nor was funded by LTF/STA during any of the prior three fiscal years.
- The additional operating costs to a transit operator of providing comparable complementary paratransit services, pursuant to the Americans with Disabilities Act, that exceed operator's prior year costs as adjusted by the CPI are excluded from operating cost.
- As set forth in Section 99268.2, ratio must be at least equal to one-fifth if serving an urbanized area or one-tenth if serving a non-urbanized area. If a ratio of the sum of fare revenues and local support to operating cost greater than one-fifth if serving an urbanized area, or one-tenth if serving a non-urbanized area, during the 1978 -79 fiscal year shall, at least, maintain that ratio in order to be eligible for additional funds pursuant to this section.
- Additional exclusions in calculating urban/rural farebox recovery: operating costs above the consumer price index for fuel, alternative fuel programs, power, insurance premiums and payments in settlement of claims, and state and federal mandates.

27. Did the SCMTD operating budget increase over 15% from the prior fiscal year?

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants only, if applicable).

NO, the FY24 preliminary operating budget shows an increase of 14% over the final FY23 budget.

28. Operating statistics (compare current fiscal year to date to last three full fiscal years; *TDA required performance indicators), submit items from the following list.

- Annual passengers
 - Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride.
 - For FY24, TDA funds will contribute an estimated \$4.06 per fixed-route passenger trip and \$16.26 per ParaCruz passenger trip.

- Annual service hours
- Passengers per vehicle service hour*
- Annual service miles
- # of fixed-route miles
- Service Area – square miles
- Service Area Population
- Passengers per vehicle service mile*
- Average passengers per weekday
- Total operating costs in budget
- Operating cost per vehicle service hour*
- Total operating cost per passenger*
- Average Farebox Revenue per passenger (describe what is included)
- # of FTE employees (all employees, not just drivers)
- Vehicle Service hours/Employee*
- # of routes
- Average route length
- Average travel times/rider
- # of bus stops
- # of vehicles in operation
- # of monthly bus passes in circulation
- Max vehicles in service at any time:
- Hours of service:
- Approximate # of unduplicated passengers
- Cost per unit of service plus text about long range plans to make/keep this low
- Funds and percentage spent on administration/overhead/grantee allocation/etc
- Actual financials compared with budget
- Actual number of rides provided compared with goal and text about whether goal was met and why/why not

Definitions:

- a) "Operating cost" means all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the Controller pursuant to Section 99243. "Operating cost" excludes all subsidies for commuter rail services operated on railroad lines under the jurisdiction of the Federal Railroad Administration, all direct costs for providing charter services, all vehicles lease costs, and principal and interest payments on capital projects funded with certificates of participation.
- b) "Operating cost per passenger," means the operating cost divided by the total passengers.
- c) "Operating cost per vehicle service hour," means the operating cost divided by the vehicle service hours.
- d) "Passengers per vehicle service hour" means the total passengers divided by the vehicle service hours.
- e) "Passengers per vehicle service mile" means the total passengers divided by the vehicle service miles.
- f) "Total passengers" means the number of boarding passengers, whether revenue producing or not, carried by the public transportation system.
- g) "Transit vehicle" means a vehicle, including, but not limited to, one operated on rails or tracks, which is used for public transportation services funded, in whole or in part, under this chapter.
- h) "Vehicle service hours" means the total number of hours that each transit vehicle is in revenue service, including layover time.
- i) "Vehicle service miles" means the total number of miles that each transit vehicle is in revenue service.
- j) "Vehicle service hours per employee" means the vehicle service hours divided by the number of employees employed in connection with the public transportation system, based on the assumption that 2,000 person-hours of work in one year constitute one employee. The count of employees shall also include those individuals employed by the operator, which provide services to the agency of the operator responsible for the operation of the public transportation system even though not employed in that agency.

Documentation to Include with Your Claim (all TDA Claims):**All Claims**

- ☐ **A letter of transmittal** addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☐ **Statement from the TDA Eligible Claimant** indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☐ **A copy of the operating and capital budgets for the coming fiscal year**
- ☐ **Description of capital projects**, including time frame over which project will be funded and implemented
- ☐ **Operating Plan** for current and upcoming activities – can be within project description
- ☐ **TDA Standard Assurances Checklist**

Article 4 Transit Claims

- ☐ **A certification from the California Highway Patrol** (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ **Other Certifications**
- ☐ **Written report** of current and upcoming activities. (*per RTC Rules and Regulations*)

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

PROOF OF EXPENDITURES: Claimant acknowledges it is required to submit all expenditure backup as well as evidence of other funding used for project to RTC, to RTC's satisfaction, before receiving periodic disbursement or disbursement upon project completion.

CERTIFIED FISCAL AUDIT: Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with the required certification statement, to SCCRTC and to the State Controller's Office, pursuant to PUC 99245 and CCR 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one). *This requirement does not apply to new transit operators nor Bike to Work or HSA claims submitted through the SCCRTC.*

Signature _____ Title: CEO/General Manager Date: 3/31/2023

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TDA Standard Assurances Checklist (for Transit and Specialized Transportation Services)

Claimant: Santa Cruz Metropolitan Transit District

Fiscal Year: 24

Assurance	Initial
1. STATE CONTROLLER REPORT Claimant certifies that it has submitted a State Controller's report in conformance with the uniform system of accounts and reports, to SCCRTC and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one). <i>This requirement does not apply to new transit operators.</i>	MT
2. USE OF FEDERAL FUNDS (Claimants Receiving Federal Funds) Claimant filing a claim for TDA funds for capital intensive projects pursuant to PUC 99268.7 certifies that it has made every effort to obtain federal funding for any project which is funded pursuant to PUC 99268.7.	MT
3. REVENUE RATIOS FOR COMMUNITY TRANSIT AND CONTRACTED TRANSIT SERVICES (CTSA & Volunteer Center Only) Claimant filing a claim pursuant to PUC 99275.5c and 99405c further certifies that, for the project year, it reasonably anticipates achieving the performance criteria, local match requirements, or fare recovery ratios adopted by the transportation planning agency or county transportation commission.	NA
4. REVENUE RATIOS FOR OPERATORS SERVING URBANIZED AND NONURBANIZED AREAS (METRO Only) Claimant filing a claim pursuant to PUC 99270.1 certifies that it will maintain for the project year at least the alternative farebox recovery ratio as determined by the adopted (RTPA name) "fare ratio optional rule."	MT
5. EXTENSION OF SERVICES (METRO Only) Claimant that received an allocation of LTF funds for an extension of service pursuant to PUC 99268.8 certifies that it will file a report of these services pursuant to CCR 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.	MT
6. RETIREMENT SYSTEM (METRO Only) Claimant filing claim pursuant to PUC Section 99260 certifies that (check one):	MT
a) The current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC Section 99271a); or	
b) The operator is implementing a plan approved by the transportation planning agency which will fully fund the retirement system for such officers and employees within 40 years (PUC Section 99271a); or	
c) The operator has a private pension plan which sets aside and invests on a current basis funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC Sections 99272 and 99273.	
7. REDUCED FARES FOR ELDERLY AND HANDICAPPED (METRO Only) A claimant filing a claim pursuant to PUC 99260 which offers reduced fares to senior citizens and disabled persons certifies that it is in compliance with PUC 99155.	MT
8. DRIVERS PULL NOTICE PARTICIPATION (METRO & CTSA Only) A claimant filing a claim for public transit assistance must include a certification completed within the prior 13 months by the California Highway Patrol indicating the operator has participated in a "pull notice system" to examine driver's records.	MT

9. STAFFING ON VEHICLES (METRO & CTSA Only) Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.	MT
10. PART-TIME EMPLOYEES (STAFF ONLY) (STA Claimants Only) Claimant certifies that it is not precluded, by any contract, from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license.	MT
11. INCREASE IN OPERATOR'S COST PER HOUR (STA Claimants Only) Claimant filing a claim for operating assistance from STA funds must include a supplemental schedule which identifies either: A - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the year prior to the most recent audit year (year 2) and 2) the Consumer Price Index for the year prior to the most recent audit year (year 2); or B - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the three years prior to the most recent audit year and 2) the Consumer Price Index for the three years prior to the most recent audit year. The supplemental schedule information will be used to determine eligibility pursuant to PUC 99314.6.	MT

Santa Cruz Metropolitan Transit District
 (Legal Name of Applicant/Claimant)

 (Authorizing Signature of CEO/CFO)

Michael Tree, CEO/General Manager
 (Name and Title)

Santa Cruz METRO Operating Financials: Updated 11-18-2022 (Including NTD 2022 - Revision 1)				
Operating Expenses	FY19	FY20	FY21	FY22
Local Fixed-Route Expenses: MB DO	\$ 35,922,580	\$ 37,627,114	\$ 33,832,063	\$ 41,288,210
Highway 17: CB DO	\$ 4,537,039	\$ 4,710,171	\$ 6,216,842	\$ 3,503,299
Paratransit: DR DO	\$ 5,150,526	\$ 5,375,211	\$ 5,013,165	\$ 5,316,792
NTD Reconciling Items - Funds Applied	\$ 3,742,814	\$ 3,979,793	\$ 4,180,328	\$ 4,487,708
Capital Leases	\$ (243,912)	\$ (251,432)	\$ (259,182)	\$ (267,172)
TOTAL Operating Expenses*	\$ 49,109,047	\$ 51,440,857	\$ 48,983,216	\$ 54,328,837
Operating Revenue	FY19	FY20	FY21	FY22
Fixed-Route Fares	\$ 2,546,823	\$ 1,853,675	\$ 856,879	\$ 1,488,924
Fares-Contracts	\$ 5,330,373	\$ 4,059,315	\$ 3,190,854	\$ 5,303,427
Highway 17 Fares	\$ 1,549,496	\$ 1,068,136	\$ 204,022	\$ 701,132
Highway 17 Payments	\$ 526,430	\$ 534,911	\$ 532,339	\$ 543,718
ParaCruz Fares	\$ 285,841	\$ 217,664	\$ 114,807	\$ 210,547
Sales Tax	\$ 25,965,464	\$ 24,964,186	\$ 28,707,450	\$ 32,229,965
Federal Transit Administration (FTA)	\$ 6,969,093	\$ 25,752,598	\$ 16,404,147	\$ 20,653,492
Transit Development Act (TDA)	\$ 7,288,209	\$ 7,930,060	\$ 7,096,904	\$ 8,592,943
State Transit Assistance (STA)	\$ 4,253,929	\$ 4,346,687	\$ 3,425,215	\$ 4,437,224
Misc. Revenue	\$ 987,624	\$ 1,868,760	\$ 977,018	\$ 1,334,243
Transfers From/(To) Reserves	\$ (6,594,233)	\$ (21,155,136)	\$ (12,526,419)	\$ (21,166,778)
TOTAL Operating Revenue	\$ 49,109,047	\$ 51,440,857	\$ 48,983,216	\$ 54,328,837
Santa Cruz METRO Operating Statistics				
System Information	FY19	FY20	FY21	FY22
Directional Route Miles	381.96	387.12	387.26	386.2
Number of Bus Stops	824	825	813	812
Number of Routes	24	24	24	24
Total Active Fleet	101	94	94	93
Maximum Bus In-Svc	74	75	54	67
Total METRO Employees	303	312	291	279
Revenue Hour Per Employee	684	571	516	643
Revenue Mile Per Employee	9,467	7,910	7,322	9,266
Local Fixed-Route Performance	FY19	FY20	FY21	FY22
Ridership	4,760,464	3,344,208	861,059	2,659,929
Revenue Hours	184,077	160,107	138,134	166,287
Revenue Miles	2,262,484	1,966,903	1,801,241	2,210,921
Passengers Per Hour	25.86	20.89	6.23	16.00
Passengers Per Mile	2.10	1.70	0.48	1.20
Passengers Per Capita	17.36	12.20	3.14	9.82
Revenue Hours Per Capita	0.67	0.58	0.50	0.61
Revenue Miles Per Capita	8.25	7.17	6.57	8.16
Total Cost Per Passenger	\$7.55	\$11.25	\$39.29	\$15.52
Revenue Per Passenger	\$1.65	\$1.77	\$4.70	\$2.55
Farebox Recovery	21.93%	15.71%	11.96%	16.45%
Highway 17 Performance	FY19	FY20	FY21	FY22
Ridership	285,508	200,249	46,081	115,354
Revenue Hours	23,271	18,029	12,086	13,222
Revenue Miles	606,029	500,933	329,477	374,314
Passengers Per Hour	12.27	11.11	3.81	8.72
Passengers Per Mile	0.47	0.40	0.14	0.31
Passengers Per Capita	1.04	0.73	0.17	0.42
Revenue Hours Per Capita	0.08	0.07	0.04	0.05
Revenue Miles Per Capita	2.21	1.83	1.20	1.37
Total Cost Per Passenger	\$15.89	\$23.52	\$134.91	\$30.37
Revenue Per Passenger	\$7.27	\$8.01	\$15.98	\$10.79
Farebox Recovery	45.8%	34.0%	11.8%	35.5%
Fixed-Route Total Performance	FY19	FY20	FY21	FY22
Ridership	5,045,972	3,544,457	907,140	2,775,283
Revenue Hours	207,348	178,136	150,220	179,509
Revenue Miles	2,868,513	2,467,836	2,130,718	2,585,235
Passengers Per Hour	24.34	19.90	6.04	15.46
Passengers Per Mile	1.76	1.44	0.43	1.07
Passengers Per Capita	19.45	13.66	3.48	10.54
Revenue Hours Per Capita	0.84	0.72	0.59	0.70
Revenue Miles Per Capita	10.46	9.00	7.77	9.43
Total Cost Per Passenger	\$ 8.02	\$ 11.94	\$ 44.15	\$ 16.14
Revenue Per Passenger	\$ 1.97	\$ 2.12	\$ 5.27	\$ 2.90
Farebox Recovery	24.6%	17.8%	11.9%	17.9%
Subsidy Per Passenger	\$ 6.05	\$ 9.82	\$ 38.87	\$ 13.24
Cost Per Revenue Hour	\$ 195.13	\$ 237.67	\$ 266.60	\$ 249.52
Cost Per Revenue Mile	\$ 14.10	\$ 17.16	\$ 18.80	\$ 17.33
ParaCruz Performance	FY19	FY20	FY21	FY22
Ridership	73,497	61,631	38,974	62,608
Revenue Hours	44,804	35,181	23,092	32,306
Revenue Miles	464,816	356,875	234,764	367,221
Passengers Per Hour	1.64	1.75	1.69	1.94
Passengers Per Mile	0.16	0.17	0.17	0.17
Passengers Per Capita	0.27	0.22	0.14	0.23
Revenue Hours Per Capita	0.16	0.13	0.08	0.12
Revenue Miles Per Capita	1.70	1.30	0.86	1.34
Total Cost Per Passenger	\$ 70.08	\$ 87.22	\$ 128.63	\$ 84.92
Revenue Per Passenger	\$ 3.89	\$ 3.53	\$ 2.95	\$ 3.36
Farebox Recovery	5.55%	4.05%	2.29%	3.96%
Subsidy Per Passenger	\$ 66.19	\$ 83.68	\$ 125.68	\$ 81.56
Cost Per Revenue Hour	\$ 114.96	\$ 152.79	\$ 217.10	\$ 164.58
Cost Per Revenue Mile	\$ 11.08	\$ 15.06	\$ 21.35	\$ 14.48

* Expenses do not include year-end Depreciation, W/C Incurred & IBNR, GASB 75 OPEB adjustments, or GASB 68 Pension adjustments

PRELIMINARY**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
As of July 1, 2023**

REVENUE:	BUDGET		March-23		Increase/(Decrease)		March-23		Increase/(Decrease)	
	FY23	BUDGET FY24		FY24	\$ VAR	% VAR	PLAN FY25	\$ VAR	% VAR	
Operating Revenue										
Passenger Fares	\$ 2,437,388	\$ 3,004,276	\$		566,888	23.3%	\$ 3,107,853	\$ 103,577	3.4%	
Special Transit Fares	5,952,851	6,094,772			141,921	2.4%	6,220,501	125,729	2.1%	
Total Operating Revenue	\$ 8,390,239	\$ 9,099,048	\$	\$	708,809	8.4%	\$ 9,328,354	\$ 229,306	2.5%	
Operating Expense										
Labor - Regular	\$ 20,414,537	\$ 20,175,591	\$		(238,946)	(1.2%)	\$ 20,452,151	\$ 276,560	1.4%	
Labor - OT	1,324,597	1,170,922			(153,675)	(11.6%)	1,196,226	25,304	2.2%	
Fringe	21,171,861	21,770,077			598,216	2.8%	22,864,965	1,094,888	5.0%	
Non-Personnel	12,108,451	18,165,082			6,056,631	50.0%	17,547,713	(617,369)	(3.4%)	
Total Operating Expense	\$ 55,019,446	\$ 61,281,672	\$	\$	6,262,226	11.4%	\$ 62,061,055	\$ 779,383	1.3%	
Operating Surplus/(Deficit)	\$ (46,629,207)	\$ (52,182,624)	\$	\$	(5,553,417)	11.9%	\$ (52,732,701)	\$ (550,077)	1.1%	
Farebox Recovery										
	15.2%	14.8%					15.0%			
Non-Operating Revenue/(Expense)										
Sales Tax/including Measure D	\$ 30,774,884	\$ 31,808,185	\$		1,033,301	3.4%	\$ 32,126,267	\$ 318,082	1.0%	
Federal/State Grants	14,495,688	20,262,987			5,767,299	39.8%	26,179,402	5,916,415	29.2%	
COVID Relief Grants	15,476,595	9,777,420			(5,699,175)	(36.8%)	-	(9,777,420)	(100.0%)	
COVID Related Costs	(297,712)	-			297,712	(100.0%)	-	-	0.0%	
Pension UAL/Bond Payment*	(5,642,781)	(4,172,665)			1,470,116	(26.1%)	(4,177,203)	(4,538)	0.1%	
All Other Revenue	675,833	1,343,129			667,296	98.7%	1,326,598	(16,531)	(1.2%)	
Total Non-Operating Revenue/(Expense)	\$ 55,482,507	\$ 59,019,056	\$	\$	3,536,549	6.4%	\$ 55,455,064	\$ (3,563,992)	(6.0%)	
Operating Surplus/(Deficit) before Transfers	\$ 8,853,300	\$ 6,836,432	\$	\$	(2,016,868)	(22.8%)	\$ 2,722,363	\$ (4,114,069)	(60.2%)	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY24 & FY25 OPERATING BUDGET

REVENUE SOURCES

REVENUE SOURCE	June-22		March-23		March-23		March-23					
	BUDGET	FY23	BUDGET	FY24	Increase/(Decrease)	% VAR	PLAN	FY25	Increase/(Decrease)	% VAR		
Passenger Fares												
Fixed Route Fares	\$	1,621,499	\$	1,797,046	\$	175,547	10.8%	\$	1,850,957	\$	53,911	3.0%
Paratransit Fares		194,184		209,719		15,535	8.0%		220,205		10,486	5.0%
Highway 17 Fares		593,999		973,511		379,512	63.9%		1,012,451		38,940	4.0%
Park & Ride Revenue		27,706		24,000		(3,706)	(13.4%)		24,240		240	1.0%
Special Transit Fares												
UCSC		4,780,072		4,875,674		95,602	2.0%		4,973,187		97,513	2.0%
Cabrillo		583,388		595,056		11,668	2.0%		606,957		11,901	2.0%
City of SC		34,070		58,980		24,910	73.1%		64,878		5,898	10.0%
Shaffer		4,549		3,275		(1,274)	(28.0%)		2,456		(819)	(25.0%)
Highway 17 Payments												
VTA		375,000		382,500		7,500	2.0%		390,150		7,650	2.0%
San Jose State		-		-		-	0.0%		-		-	2.0%
Amtrak		175,772		179,287		3,515	2.0%		182,873		3,586	2.0%
Sales Tax/Including Measure D												
1979 Gross Sales Tax (1/2 cent)		26,613,630		27,539,554		925,924	3.5%		27,814,950		275,396	1.0%
2016 Net Sales Tax (Measure D)		4,161,254		4,268,631		107,377	2.6%		4,311,317		42,686	1.0%
Federal/State Grants												
Transp Dev Act (TDA - LTF) Funds		9,218,043		9,254,915		36,872	0.4%		9,532,562		277,647	3.0%
FTA Sec 5307 - Op Assistance*		-		1,038,544		1,038,544	100.0%		6,030,232		4,991,688	480.6%
FTA Sec 5311 - Rural Op Asst*		263,285		269,051		5,766	2.2%		274,943		5,892	2.2%
FTA Sec 5307 - ARPA		15,476,595		9,777,420		(5,699,175)	(36.8%)		-		(9,777,420)	(100.0%)
Medicare Subsidy		550		400		(150)	(27.3%)		400		-	0.0%
AMBAG (FTA 5304)		-		-		-	0.0%		-		-	0.0%
LCTOP Grant		537,785		536,786		(999)	(0.2%)		-		(536,786)	(100.0%)
TDA - STA - Operating (Includes SB1)		4,476,025		8,872,195		4,396,170	98.2%		4,582,438		(4,289,757)	(48.4%)
STIC - Op Assistance		-		-		-	0.0%		5,613,279		5,613,279	100.0%
Fuel Tax Credit		-		291,096		291,096	100.0%		145,548		(145,548)	(50.0%)

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY24 & FY25 OPERATING BUDGET

REVENUE SOURCES

REVENUE SOURCE	June-22 BUDGET FY23	March-23 BUDGET FY24	March-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
All Other Revenue							
Commissions	1,000	500	500	(500)	(50.0%)	-	0.0%
Advertising Income	195,000	172,320	172,320	(22,680)	(11.6%)	-	0.0%
Rent Income - SC Pacific Station	60,187	41,798	43,052	(18,389)	(30.6%)	1,254	3.0%
Rent Income - Scotts Valley	29,862	32,959	29,761	3,097	10.4%	(3,198)	(9.7%)
Rent Income - Watsonville TC	42,536	30,560	31,477	(11,976)	(28.2%)	917	3.0%
Interest Income	250,000	755,568	732,901	505,568	202.2%	(22,667)	(3.0%)
Other Non-Transp Revenue - LCFS Credits		15,000	15,150	15,000	100.0%	150	1.0%
Other Non-Transp Revenue - CNG Sales	62,953	203,424	209,527	140,471	223.1%	6,103	3.0%
Other Non-Transp Revenue - All Other	34,295	91,000	91,910	56,705	165.3%	910	1.0%
TOTAL OPERATING REVENUE	\$ 69,813,239	\$ 72,290,769	\$ 68,960,621	\$ 2,477,530	3.5%	\$ (3,330,148)	-4.6%
TRANSFERS TO CAPITAL/OPERATING & CAPITAL RESERVE FUND	\$ (8,853,300)	\$ (9,935,577)	\$ (8,981,269)	\$ (1,082,277)	12.2%	\$ 954,308	(9.6%)
TRANSFERS (TO) / FROM COVID-19 RECOVERY FUND	\$ -	\$ 3,099,145	\$ 6,258,906	\$ 3,099,145	100.0%	\$ 3,159,761	102.0%
TOTAL REVENUE SOURCES	\$ 60,959,939	\$ 65,454,337	\$ 66,238,258	\$ 4,494,398	7.4%	\$ 783,921	1.2%
<i>* FTA funding is used solely to fund labor expense</i>							
TOTAL EXPENSES	60,959,939	65,454,337	66,238,258	4,494,398	7.4%	783,921	1.2%
TRANSFERS TO CAPITAL (BUS REPLACEMENT FUND)	2,353,300	2,349,579	2,330,381	(3,721)	(0.2%)	(19,198)	(0.8%)
TRANSFERS TO OPERATING & CAPITAL RESERVE FUNDS							
OPERATING & CAPITAL RESERVE FUNDS	4,500,000	5,294,902	4,505,340	794,902	17.7%	(789,562)	(14.9%)
UAL & OPEB	2,000,000	2,000,000	2,000,000	-	0.0%	-	0.0%
FUEL TAX CREDIT	-	291,096	145,548	291,096		(145,548)	
SURPLUS/(DEFICIT)	-	(3,099,145)	(6,258,906)	(3,099,145)		(3,159,761)	
Revenue - (Expenses + Transfer to Capital Budget + Fuel Tax Credit)							

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET
Transfers & Operating Balance

TRANSFERS	June-22		March-23		March-23		Increase/(Decrease)	% VAR	Increase/(Decrease)	% VAR
	BUDGET	FY23	BUDGET	FY24	\$ VAR	PLAN				
Transfers to Capital Budget										
2016 Net Sales Tax Measure D*	\$	(2,353,300)	\$	(2,349,579)	\$ 3,721	\$ (2,330,381)	\$	19,198	(0.8%)	
TDA - STA - Operating , Includes SB1		-	-	-	-	-	-	-	0.0%	
Total	\$	(2,353,300)	\$	(2,349,579)	\$ 3,721	\$ (2,330,381)	\$	19,198	(0.8%)	
Transfers to/(from) Operating & Capital Reserve Fund										
Fuel Tax Credit**	\$	-	\$	(291,096)	\$ (291,096)	\$ (145,548)	\$	145,548	(50.0%)	
CalPERS UAL & OPEB		(2,000,000)		(2,000,000)	-	(2,000,000)		-	0.0%	
Reserves Replenishment		-		(1,294,902)	(1,294,902)	(505,340)		789,562	(61.0%)	
Operating & Capital Reserve Fund		(4,500,000)		(4,000,000)	500,000	(4,000,000)		-	0.0%	
Total	\$	(6,500,000)	\$	(7,585,998)	\$ (1,085,998)	\$ (6,650,888)	\$	935,110	(12.3%)	
TOTAL OPERATING/CAPITAL TRANSFERS	\$	(8,853,300)	\$	(9,935,577)	\$ (1,082,277)	\$ (8,981,269)	\$	954,308	(9.6%)	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET
Transfers & Operating Balance

TRANSFERS	June-22		March-23		March-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
Transfers (To) / From Covid-19 Recovery Fund										
Transfers (To) / From Covid-19 Recovery Fund	\$ -	\$ -	\$ 3,099,145	\$ 3,099,145	\$ 3,099,145	\$ 6,258,906	\$ 3,159,761	100.0%	\$ 3,159,761	102.0%
Total	\$ -	\$ -	\$ 3,099,145	\$ 3,099,145	\$ 3,099,145	\$ 6,258,906	\$ 3,159,761	100.0%	\$ 3,159,761	102.0%
TOTAL REVENUE										
	\$ 69,813,239	\$ 72,290,769	\$ 2,477,530	\$ 3.5%	\$ 68,960,621	\$ (3,330,148)	(4.6%)			
TOTAL EXPENSES										
	\$ 60,959,939	\$ 65,454,337	\$ 4,494,398	\$ 7.4%	\$ 66,238,258	\$ 783,921	1.2%			
TOTAL OPERATING/CAPITAL TRANSFERS										
	\$ (8,853,300)	\$ (9,935,577)	\$ (1,082,277)	\$ 12.2%	\$ (8,981,269)	\$ 954,308	(9.6%)			
TOTAL COVID TRANSFERS										
	\$ -	\$ 3,099,145	\$ 3,099,145	\$ 100.0%	\$ 6,258,906	\$ 3,159,761	102.0%			
OPERATING BALANCE										
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-			

*Beginning in FY19, 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per 5-Year Program of Projects, provided to RTC. The 5-Year Program of Projects should be updated yearly, after the budget is adopted in June, in order to reflect Santa Cruz METRO's latest Measure D growth projections, presented above.

**Subject to annual renewal of the tax extenders

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT															
FY24 PRELIMINARY CAPITAL BUDGET/PORTFOLIO-ANTICIPATED SPENDING															
AS OF MARCH 24, 2023															
			RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	

AGENDA: April 11, 2023

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Amanda Marino, Transportation Planner

RE: FY 2023-24 Transportation Development Act and State Transit Assistance Funds for Community Bridges Lift Line Paratransit Program

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee:

1. Review the FY 2023-24 claim for TDA funds from Community Bridges-Lift Line in the amount of \$875,569 and recommend approval by the Regional Transportation Commission contingent upon approval by the City of Santa Cruz to act as their claimant; and,
2. Review the FY 2023-24 claim for State Transit Assistance Funds (STA) funds from Community Bridges in the amount of \$267,177 and recommend approval by the Regional Transportation Commission contingent upon approval by the City of Santa Cruz to act as their claimant.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.25 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. State Transit Assistance (STA) funds are generated from the sales tax on diesel fuel and the amount of funds available varies from year to year with the change in diesel fuel prices. Annually the State Controller's Office (SCO) provides an estimate of STA funds for all counties and transit agencies in the state. The RTC's FY 2023-24 budget was approved by the RTC at their April 2023 meeting, including TDA and STA apportionments based on the Santa Cruz County Auditor's and State Controller's Office estimates.

DISCUSSION

Transportation Development Act (TDA)

The Regional Transportation Commission (RTC) FY 2023-24 budget includes

Transportation Development Act (TDA) allocations for Community Bridges in the amount of \$ 875,569. Community Bridge's TDA Claim Form, scope of work and budget based on the RTC's approved budget is included as Attachment 1. Community Bridges has a goal to use TDA funds to provide approximately 26,523 one-way trips, including Taxi Scrip, Medical TDA, Meals on Wheels, and Elderday, to eligible clients over FY 2023-24. Community Bridges staff will provide an overview of their TDA and STA funded transportation services at the meeting and will be available to answer questions. Community Bridges will request that the City of Santa Cruz, as a local jurisdiction, act as the claimant.

State Transit Assistance Funds (STA)

State Transit Assistance (STA) funds include population-based formula funds (PUC Section 99313) which are available for public transit and community transportation services and projects approved by the RTC, as well as Santa Cruz Metropolitan Transit District's (METRO) estimated revenue-based formula share (PUC Section 99314). Both the METRO and the RTC-formula allocations of STA funds pass through the RTC budget.

Based on the State's estimate, the RTC and eligible transit operators in Santa Cruz County would receive approximately \$6.04 million (\$3.18 million in population-based (99313) and \$2.86 million in revenue-based (99314). METRO and Lift Line have requested and staff recommends that the RTC designate 8.4% of the RTC's FY 2023-24 discretionary share (99313) to Lift Line and the balance to METRO. This postpones the RTC's September 2019 action, which would have made 15% of STA and SGR funds available to public transit or community transportation services operators starting in FY 2023-24.

In 2017, with Senate Bill 1 increased state funds allocated to the State Transit Assistance (STA) program, the RTC adopted a policy to gradually make 25% of RTC-shares of STA funds (99313) available to any eligible transit or community transportation operator. Consistent with state goals and guidelines, the RTC should consider program and service benefits when determining use of the funds. In 2019, the RTC decided to postpone making funds available to any eligible operator until FY22/23. However, given impacts of the COVID-19 pandemic on METRO and Lift Line, in 2022 the RTC approved METRO's and Lift Line's request to make 8.4% of STA funds available to Lift Line in FY23/24 and FY 24/25 and allocate the balance to METRO.

Lift Line proposes to use 8.4% or \$267,177 in estimated FY 2023-24 STA funds to continue the level of same day and out of county medical

transportation services through FY 2024. This is identified as a high priority in the RTC Unmet Transit and Paratransit Needs List. Lift Line projects 1,938 STA Same Day and Out of County Rides for FY 23/24.

Staff recommends that the E&D TAC review the FY 2023-24 TDA and STA claim for Community Bridges and recommend approval by the Regional Transportation Commission, contingent upon approval by the City of Santa Cruz to act as the claimant.

SUMMARY

The E&D TAC annually reviews Transportation Development Act claims for Community Bridges Lift Line, the Volunteer Center and Santa Cruz Metro, to ensure that these funds are allocated in accordance with TDA requirements and community needs, and makes recommendations regarding their approval to the Regional Transportation Commission.

Attachment 1: FY 2023-24 Community Bridges TDA/STA Claim and operation/budget pages.

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March 29, 2023

Mr. Guy Preston, Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

RE: CTSA/City of Santa Cruz Claim for FY 2023/2024 TDA/STA Revenues

Dear Mr. Preston:

The City of Santa Cruz has been asked to act as claimant for the 2023/2024 fiscal year Transportation Development Act (TDA) and State Transit Assistance (STA) funds allocated to the consolidated Transportation Services Agency (CTSA). Please accept this letter that Community Bridges' Lift Line attests to the accuracy of the claim and all its accompanying documentation.

The City of Santa Cruz will be asked to request \$875,569 in TDA funds for the CTSA as well as \$267,177 in STA funding. The proposed payment schedule shown in Exhibit D includes an initial payment to cover annually remitted expenses, including a substantial insurance premium due in July. The three remaining quarters are adjusted to reflect the balance.

These funds will allow Community Bridges' Lift Line to continue to operate a variety of vital specialized transportation programs serving low income seniors and disabled individuals who are unable to utilize traditional public transit. TDA funds will be used for the Taxi Scrip programs operating in South and North County, non-emergency medical transportation, and transportation to Meals on Wheels Senior Dining Centers and Elderday Adult Day Health Center. The STA funds will be used for the Same Day and Out of County program, helping connect seniors, veterans and medically complex children and individuals to need medical services.

Enclosed are documents comprising our claim for TDA and STA funds:

1. 2023/2024 TDA/STA Claim Form, Written Report of Activities, and CHP Inspection Report
2. 2023/2024 Operating & Capital Budget (Exhibit A, pages 1-2)
3. CTSA Five Year Capital Improvement Plan (Exhibit B)
4. Operating Plan (Exhibit C-1, pages 1-2 & C-2, page 1)
5. Schedule of Payments Requested (Exhibit D)
6. Statement of Role and Responsibility (Exhibit E)
7. CTSA Reporting Period & Performance Measures (Exhibit F)
8. Operating Statistics & 3-year budget to actual (Exhibit G-1 & G-2)
9. Community Bridges Board Resolution 2023-03-01

On behalf of Lift Line clients and Community Bridges, I thank the Commission and staff for your continued support of these programs.

Thank you,



Raymon Cancino, CEO

Cc: J. Bojorquez, Lift Line Program Director
D. Underhill, CFO
S. McGibben, CAO
U. Angon-Granados, Grants Analyst
A. Marino, Transportation Planner, RTC
R. Moriconi, Senior Transportation Planner, RTC

Transportation Development Act (TDA) CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

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

Project Information

1. Project Title: Lift Line / CTSA Specialized Paratransit Service for Santa Cruz County
2. Implementing Agency: Community Bridges
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: The City of Santa Cruz
4. Funding requested this claim: TDA– Local Transportation Funds (LTF) \$875,569
STA (transit/paratransit only) \$267,177
5. Fiscal Year (FY) for which funds are claimed: FY 2023/2024
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
☐ Article 8 Bicycle and/or Pedestrian Facility
☐ Article 4 Public Transportation
☒ Article 8 Specialized Transportation via city sponsor
☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Jesus Bojorquez
Telephone Number: 831-688-8840 x241 E-mail: jesusb@cbridges.org

Secondary Contact (in event primary not available): Raymon Cancino
Telephone Number: 831-688-8840 x201 E-mail: raymonc@cbridges.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): *Please see Exhibit C-1 and C-2 attached.*
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):
The TDA and STA funding for CTSA is to coordinate and provide social services and transportation services with existing fixed-routes of public and private transportation providers for low-income elderly and disabled Santa Cruz County residents, in accordance with the requirements of the Social Services Transportation Improvement Act.
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

Community Bridges has been the designated Consolidated Transportation Services Agency (CTSA) since 1982. CTSA's are authorized under California Government Code Sections 15975 and 15950-15952, which were enacted pursuant to the Social Service Transportation Improvement Act. The purpose of the CTSA is to improve transportation required by social service recipients by promoting the consolidation and coordinating of social service transportation beyond the ADA ¾ of a mile Federally mandated minimum requirement. As the Consolidated Transportation Service Agency, Lift Line coordinates transportation services with other transportation providers and human service agencies in order to provide the most efficient transportation possible. These agencies include Human Services Department of the County of Santa Cruz, County Office of Education, Veterans Service Offices in Santa Cruz and Palo Alto, and other hospitals and medical facilities.

Lift Line also works closely with several other non-profit organizations and other counties to continue to identify unmet needs and define effective responses to meet those needs. The ultimate goal of these efforts is to mobilize disabled, low-income and senior residents of Santa Cruz County. Lift Line also maintains a vital lifeline for eligible participants to access healthcare providers throughout the region, including destinations in Monterey County and the San Francisco Bay Area. This is consistent with the Association of Monterey Bay Area Governments (AMBAG) Coordinated Public Transit Plan.

The benefits to having CTSA coordination is to improve and identify the need for specialized transportation equipment, if the equipment is funded through Caltrans 5310 and isn't reaching its proposed requirements, as the CTSA, the equipment can be coordinated for use through other identified paratransit services.

Pursuant to the CTSA designation for Santa Cruz County, Community Bridges operates the Lift Line transportation program, which works in identifying unmet transportation needs, coordinates and provides social service transportation services to low-income seniors, disabled residents, underserved populations and other persons in Santa Cruz County. Lift Line directly addresses the issues identified through the unmet needs process by providing rides to medical appointments (including dialysis), alternative care, mental health, drug rehabilitation centers, dental appointments, pharmacies, and various therapy appointments. Our services allow full county access to those seniors and people with disabilities needing specialized transportation, 7 days a week for a limited amount of hours who wouldn't otherwise have other alternatives or options.

11. Project Productivity Goals for this fiscal year:

- a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):

The majority of our scheduling is automated with Mobile Data Computers and Automatic Vehicle Locaters (AVL) that integrate with Trapeze, making changes if needed and track rides as they occur. As rides are completed, the MDTs tag completed rides with real pickup and drop-off times and highlights these times in blue, making it easier for our dispatchers to monitor all rides. Likewise, uncompleted or unassigned rides (such as will-call returns) are highlighted in red to inform the dispatcher of the priority of pending trips. The addition of the AVLs in the fleet allows Lift Line to monitor and track vehicles at any moment. These systems allow Lift Line to provide accurate monthly encounter data to satisfy data requirements.

We will continue to provide our quarterly TDA/STA reports, with the RTC reporting requirements, which are generated directly from the actual rides performed and documented through these systems. Lift Line's dispatch and scheduling system still has some manual components, to be used in the case of a power loss or technical difficulties. Since we cannot determine in advance when a power or technical problem should arise, we give all drivers a paper manifest to work from daily so as to not lose any information. Daily, drivers fill out paperwork to let us know if they have any incidents, accidents or mechanical failures. In order to track turndowns and referrals, schedulers and dispatchers keep a dispatch log. Also any turndown is offered an option of being placed on a waiting list in case there becomes an opening with a driver's schedule.

Performance Measures to be included in Quarterly Reports

The quarterly reports are to include the following:

1.	Unduplicated passengers per month
2.	Total passenger trips (units of service) per month
3.	Incidents per month
4.	Accidents per month
5.	Mechanical failures* (including lift failure) per month
6.	No-shows per month
7.	Turndowns or referrals per month
8.	Cancels per month
9.	Donations per month
10.	Total operating cost per passenger
11.	Total operating cost per vehicle service hour
12.	Total passengers per vehicle service hour
13.	Total passengers per vehicle service mile
14.	Van mileage per program

*Mechanical failure means any problem which results in a delay of one hour or longer, or cancellation of service.

- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided):

Lift Line is projecting to provide service to nearly 890 Santa Cruz County residents who will use specialized wheel-chair accessible vans. We are projecting to provide and coordinate 52,002 rides in the 23/24 fiscal year. *Please see Exhibit C-1 and C-2 Operating Plan for details.*

Lift Line will continue to provide responsive, non-emergency health and medical paratransit services for low-income seniors and disabled residents of Santa Cruz County. Trips are provided to health and medical destinations such as hospitals, medical centers and clinics, doctors' offices, dental offices, pharmacies, dialysis centers, human services, and various mental health and physical therapy appointments. In partnership with Central Coast Alliance for Health, rides to medical destinations will be provided for qualified members. Lift Line continues to work with Satellite Dialysis in Santa Cruz County to provide flexible services for its clients who are unable to use transit or METRO ParaCruz services.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy?

The Lift Line programs are consistent with 2040 RTP goals 1 and 3 and advance:

- Target #3c of the 2014 RTP: Reduce travel times and increase travel options for people who are transportation disadvantaged due to income, age, race, disability or limited English proficiency by increasing the percentage that are within a 30-minute walk, bike or transit trip to key destinations (Lift Line included as transit in this instance) and Target #3d: Ensure transportation services (and impacts) are equitably distributed to all segments of the population.

The Lift Line program also support the following RTP policies:

- Improve multimodal access to and within key destinations.
- Ensure network connectivity by closing gaps in the bicycle, pedestrian and transit networks.
- Support projects that provide access to emergency services.
- Improve coordination between agencies in a manner improves efficiencies, and reduces duplication.
- Demonstrate that planned investments will reduce disparities in safety and access for transportation disadvantaged populations.

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):

Lift Line is a complementary service to the ADA-mandated METRO ParaCruz service. In addition, Lift Line provides a flexible specialized transportation service for ongoing identified unmet immediate service needs. Due to the diverse nature of our services, Lift Line is able to group riders in various service categories, which ultimately reduces the number of vehicles needed to perform rides and in turn cuts down on traffic and emissions. Lift Line continues to optimize our service by scheduling rides in the most efficient manner by coordinating with service providers and ultimately reducing the duplication of rides by grouping ride types for long distance, cross county rides. Furthermore, Lift Line provides residents with specialized transportation needs who do not qualify for ParaCruz rides because they live outside the service area (more than ¾ mile from fixed transit route), don't have family or friends to assist them, and/or they may need same day service. For people who are low income or who face health/physical challenges, these services are crucial.

Lift Line was also awarded Section 5310 grant for operating funds in 2020-2022 to support same day and out of county medical transportation service, as identified in the AMBAG unmet needs plan. This new service was implemented in 2013 and we have been awarded 5310 funds to continue the project through January 2025. STA funding will fill in the gap and allow us to continue the same day and out of county service at the current levels without any reductions in FY23/24 or a potential gap in service. By augmenting 5310 funding with STA funds, we will continue the same day and out of county program and provide an additional 2,808 rides for FY23/24. This transition also allows for seamless transportation and, depending on future STA funding opportunities, will ensure this vital program continues beyond 5310 funding cycles.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match or other performance standard. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match. In lieu of a 10% match performance standard, the Volunteer Center performance standard is to provide 4,000 rides per year.*

What is the total project cost? \$3,161,325 (of which \$875,569 are TDA funds and \$267,177 are STA funds)

Is project fully funded? Yes

What will TDA (and STA, if applicable) funds be used on (ex. operations, administration, brochures, engineering, construction)?

This is clearly identified in our Operating Plan Exhibit C-2. *Please see TDA Operating Plan, Exhibit C-2.*

15. Preferred Method and Schedule for TDA-LTF fund distribution (*see RTC Rules and Regulations for details and requirements. Note if funds are distributed in advance of use, agencies will be required to subsequently provide documentation of actual expenditures.*):

a. Bike/Ped: Cities/County: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion
HSA/BTW: ☐ Quarterly disbursement OR ☐ Semi-annual disbursement

b. CTSA: ☒ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement

c. Volunteer Center: ☐ Full approved claim amount in the first quarter

d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval _____ (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____	Yes
B. Has this project previously received TDA funding? If yes, date RTC approved: _____	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	No
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
F. For Article 4 transit claims: Does operator meet Article 4 eligibility requirements? i. Farebox recovery ratio? and/or, ii. 50 percent expenditure rule as an older operator, defined as service starting prior to 1974?	N/A

Bike/Ped (Article 8) Only**17. Project Cost/Budget, including other funding sources, and Schedule: (complete “24a” or “24b”)**

- a. Capital Projects (Bicycle projects: Bicycle Advisory Committee or RTC must approve the final project design plans prior to construction; see RTC Rules & Regulations)

	Planning	Environmental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr) Completion Date / 								
Total Cost/Phase								
\$TDA Requested (this claim)								
Prior TDA:								
Source 3:								
Source 4:								
Unsecured/ additional need**								

*Please describe what is included in “Other”:

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

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

SCMTD, CTSA, Bike to Work, HSA, Volunteer Center Only – PLEASE KEEP ANSWERS BRIEF**18. Improving Program Efficiency/Productivity**

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

Lift Line routes are continually assessed and re-structured to increase productivity, we group rides when possible so that vehicles and staff time are serving at capacity. This keeps the cost of operating down and helps keep the cost per service unit as low as possible. Failing to re-structure and maximized productivity would lead to increased cost per service unit. In the case of taxi subcontractors, we have paid special attention to maximizing the benefit of working with these outside partners only when we have reached our internal existing capacity and there is a cost benefit to calling in a taxi ride. We continue to work with physicians and participants to improve efficiency through group rides. Our experienced drivers, schedulers, and dispatch staff, with the use of

computerized scheduling equipment, continue to serve as valuable assets toward achieving these goals.

Community Bridges' Lift Line continues to work on reducing our worker's compensation costs and exposures in order to reduce our premiums. Lift Line also maintained optimum fleet size for the services provided, and we continually seek to update our vehicles and equipment through grants.

The County Health Services Department's programs, such as In Home Health Services, as well as local medical facilities and the Senior Network Services, are assisting their clients in filling out the TDA Medical Transportation Application as well as faxing the application with required supporting documents to our office, on a regular basis. We also work with the Central Coast Alliance to coordinate medical rides for Medi-Cal eligible participants.

Lift Line has participated in several outreach forums in the community that are addressing the transportation needs of the local senior and disabled population, including veterans, as well as conducted presentations to local service organizations and senior living facilities. Lift Line participates annually in local business and health fairs to increase community awareness about local transportation service.

Lift Line continues these outreach efforts which was made possible with Measure D funds. We continue to build our outreach program and get information out about our service and help enroll new clients into our program. In the last year, Lift Line has enrolled 62 new clients to our ridership program. This is an 8% total increase to qualifying ridership.

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

Lift Line will continue to assess the cost and demand for our services on a regular basis, and structure our routes and staffing accordingly. Lift Line staff will continue to participate in outreach efforts to identify emerging needs in the community, and we will coordinate with service providers to meet the transportation needs of low income elderly and disabled residents, including our area veterans. Our outreach program will continue working to build our client base and educate clients about all of our services.

To increase productivity, our driver trainer will work to get drivers trained and Commercial Class C certified in a quick and efficient manner. The driver trainer can work as a backup driver when needed, which will help fill in the gaps as well as help put drivers on the road sooner.

The driver trainer is working on a new training module. Part of this plan is to increase efficiencies and identify areas for improvement. The plan will also educate drivers more on our clients' needs and awareness of how to better serve our clients.

Lift Line as a program of Community Bridges is participating in a 10 program agency wide data migration program that will allow the agency as a whole to identify all program services that an applicant will qualify for. For example, if a client is applying for Elderday or Meals on Wheels services we will be able to identify if that applicant also qualifies for Lift Line services. As a result, they will be referred to Lift Line without additional paperwork or application process.

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

Community Bridges/Lift Line is requesting TDA and STA funds to assist with the same types of rides as last year. We are requesting funding for: Medical TDA Rides, Meals on Wheels, Elderday, and the Taxi Scripprograms. Lift Line is allocating similar funding percentage amounts to the same four programs as it did in pre-COVID levels. During COVID, there were modification to the funding levels of congregate meal sites and Elderday, due to partial closures.

Using additional STA funds to match with 5310 funding to prolong the duration and increase the total number and availability of same day and out of county transportation program, adding an additional 2,808 rides.

20. Schedule of regular progress reports including an evaluation at the end of the year:

☐ SCMD – April each year

☒ Specialized Transportation: Quarterly¹ to E/D TAC, RTC Jan 2024, Apr 2024, Jul 2024 and year-end report 23/24 in Nov

2024 (Months/Year)

☐ HSA/BTW: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

¹ If feasible, the quarterly TDA reports submitted by Community Bridges for Lift Line as the Consolidated Transportation Services Agency (CTSA) should include on-time performance of the service.

Vehicle on-time arrival to pick up a passenger at the scheduled time is an important measure of operational effectiveness and customer service.

SCMTD, CTSA and Volunteer Center Only

21. a. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant?

Yes. We provide transportation that is otherwise not available to our target population.

Lift Line paratransit services are offered to low income seniors and people with disabilities that cannot drive or are not eligible to use METRO ParaCruz services (do not have the financial resources, have origins/destinations outside the service area, or need same-day service.)

Residents using our out-of-county medical ride service for critical care treatment are often those who have no other resources, particularly due to financial restraints. The veterans we are currently providing paratransit services for are funded through the FTA Section 5310 Grants Program. This grant has been awarded through June 2025, and we are very proud to be able to maintain this service for as long as possible, as demand for service for this specific population has continued to grow. Even though the 5317 funds for this service came to an end, Lift Line/CTSA continues to seek other funding sources to support this service, which was an unmet need in the coordinated plan. STA funding will allow us to match 5310 funds and prolong this program and provide additional transportation for the same day and out of county program.

- b. Does the project meet an unmet transit need from the most recently approved RTC **Unmet Paratransit and Transit Needs List**? Describe.

Lift Line serves the high priority unmet needs of providing transportation services to areas with high concentrations of seniors, disabled and low income individuals. It also serves the high priority unmet need of providing free or low cost paratransit option.

CTSA and Volunteer Center (Article 8) Only

22. Where appropriate, are these specialized transportation services coordinated with other transportation services, including METRO service? Describe.

Lift Line, as the CTSA, acts as the safety net transportation service for low-income seniors and disabled individuals unable to secure mobility through other programs. We coordinate and refer people regularly to other services more suited to their specialized transportation requirements, such as: METRO bus or METRO ParaCruz; local taxi services through the taxi scrip program; the Volunteer Center; Veterans Services and Lift Line's in house "Out of County" medical ride service.

We work with Watsonville, Capitola, and Santa Cruz Satellite Dialysis to provide flexible service for the clients. We help identify an individual's specific need for specialized transportation service and coordinate not only services in our County, but also for rides to neighboring counties of San Benito, Monterey and Santa Clara. In addition, Lift Line assists those who call from other parts of California, as well as from out of the state, looking for other public and specialized transportation.

Lift Line's staff will continue to participate with local and statewide transportation groups to develop coordinated processes and keep current on transportation systems for seniors and disabled residents.

23. Provide performance information, as pertinent, which demonstrate service efficiency and effectiveness, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246d, per Performance Audits)

- a. *Volunteer Center, only:* ☐ provide a minimum 4,000 rides per year

All TDA reports, quarterly and annual are sent directly to the RTPA within the scheduled time schedules. These reports are included in the above listed performance measures.

24. Discuss the needs and types of the passengers being served, the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2. (99246d, per 2010 Performance Audit)

There are times during the day when it is more cost effective or necessary to use taxi to provide some of the TDA Medical rides, especially when they are short rides and/or when scheduling rides outside of the normal service times or areas. Although Lift Line has two on-call drivers to assist with para-transit services as needed, there are times when additional support is needed.

SCMTD, CTSA, Volunteer Center & RTC Only

25. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.

Two Verbal recommendations have been provided:

1. To provide on-time performance reporting. In response to this, we are now tracking and generating monthly on- time performance reports for all drivers.
2. To report Measure D rides on the quarterly and annual reports. We began measuring these rides separately starting in FY 22-23..

SCMTD Only

26. TDA Article 4 Eligibility Compliance – *Provide documentation for 50% expenditure limitation (PUC Section 99268.1). 50 percent expenditure limitation (use if LTF remains below 50 percent of its operating costs):*

- Overall operating cost for fiscal year: \$ _____
- TDA-LTF claim: \$ _____
- Source of information (e.g. audited financial statements, budget, etc):

<i>Funds</i>	<i>Urbanized Service</i>	<i>Rural/Non-Urban Service (could use FTA 5311 application)</i>
Fare Revenue:	\$ _____	\$ _____
Local Support Revenues:	\$ _____	\$ _____
Operation costs:	\$ _____	\$ _____
Ratio Fare Rev ÷ Op Cost: (minimum required=15% per PUC Sec.6645)	_____ %	_____ %
Cost per ride being subsidized for different services/funds	\$ _____	\$ _____

Note: Exemptions for calculating operating costs – spell out in your operating budget summary.

- *Service extensions are exempt until two years after the end of the fiscal year during which they were established (PUC Sec. 99268.8). This exemption applies only if the new service was not provided nor was funded by LTF/STA during any of the prior three fiscal years.*
- *The additional operating costs to a transit operator of providing comparable complementary paratransit services, pursuant to the Americans with Disabilities Act, that exceed operator's prior year costs as adjusted by the CPI are excluded from operating cost.*
- *As set forth in Section 99268.2, ratio must be at least equal to one-fifth if serving an urbanized area or one-tenth if serving a non-urbanized area. If a ratio of the sum of fare revenues and local support to operating cost greater than one-fifth if serving an urbanized area, or one-tenth if serving a non-urbanized area, during the 1978 -79 fiscal year shall, at least, maintain that ratio in order to be eligible for additional funds pursuant to this section.*
- *Additional exclusions in calculating urban/rural farebox recovery: operating costs above the consumer price index for fuel, alternative fuel programs, power, insurance premiums and payments in settlement of claims, and state and federal mandates.*

27. Did the SCMTD operating budget increase over 15% from the prior fiscal year?

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants only, if applicable).

28. Operating statistics (compare current fiscal year to date to last three full fiscal years; *TDA required performance indicators), submit items from the following list.

Please see exhibit G-1 and exhibit G-2.

- Annual passengers
 - Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride
- Annual service hours
- Passengers per vehicle service hour*
- Annual service miles
- # of fixed-route miles
- Service Area – square miles
- Service Area Population
- Passengers per vehicle service mile*
- Average passengers per weekday
- Total operating costs in budget
- Operating cost per vehicle service hour*
- Total operating cost per passenger*
- Average Farebox Revenue per passenger (describe what is included)
- # of FTE employees (all employees, not just drivers)
- Vehicle Service hours/Employee*
- # of routes
- Average route length
- Average travel times/rider
- # of bus stops
- # of vehicles in operation
- # of monthly bus passes in circulation
- Max vehicles in service at any time:
- Hours of service:
- Approximate # of unduplicated passengers
- Cost per unit of service plus text about long range plans to make/keep this low
- Funds and percentage spent on administration/overhead/grantee allocation/etc
- Actual financials compared with budget
- Actual number of rides provided compared with goal and text about whether goal was met and why/why not

Definitions:

- a) "Operating cost" means all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the Controller pursuant to Section 99243. "Operating cost" excludes all subsidies for commuter rail services operated on railroad lines under the jurisdiction of the Federal Railroad Administration, all direct costs for providing charter services, all vehicles lease costs, and principal and interest payments on capital projects funded with certificates of participation.
- b) "Operating cost per passenger," means the operating cost divided by the total passengers.
- c) "Operating cost per vehicle service hour," means the operating cost divided by the vehicle service hours.
- d) "Passengers per vehicle service hour" means the total passengers divided by the vehicle service hours.
- e) "Passengers per vehicle service mile" means the total passengers divided by the vehicle service miles.
- f) "Total passengers" means the number of boarding passengers, whether revenue producing or not, carried by the public transportation system.
- g) "Transit vehicle" means a vehicle, including, but not limited to, one operated on rails or tracks, which is used for public transportation services funded, in whole or in part, under this chapter.

- h) *"Vehicle service hours" means the total number of hours that each transit vehicle is in revenue service, including layover time.*
- i) *"Vehicle service miles" means the total number of miles that each transit vehicle is in revenue service.*
- j) *"Vehicle service hours per employee" means the vehicle service hours divided by the number of employees employed in connection with the public transportation system, based on the assumption that 2,000 person-hours of work in one year constitute one employee. The count of employees shall also include those individuals employed by the operator, which provide services to the agency of the operator responsible for the operation of the public transportation system even though not employed in that agency.*

Documentation to Include with Your Claim (all TDA Claims):**All Claims**

- ☐ A letter of transmittal addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☐ Statement from the TDA Eligible Claimant indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☐ A copy of the operating and capital budgets for the coming fiscal year
- ☐ Description of capital projects, including time frame over which project will be funded and implemented
- ☐ Operating Plan for current and upcoming activities – can be within project description
- ☐ TDA Standard Assurances Checklist

Article 4 Transit Claims

- ☐ A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ Other Certifications
- ☐ Written report of current and upcoming activities. (*per RTC Rules and Regulations*)

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

PROOF OF EXPENDITURES: Claimant acknowledges it is required to submit all expenditure backup as well as evidence of other funding used for project to RTC, to RTC's satisfaction, before receiving periodic disbursement or disbursement upon project completion.

CERTIFIED FISCAL AUDIT: Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with the required certification statement, to SCCRTC and to the State Controller's Office, pursuant to PUC 99245 and CCR 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one). *This requirement does not apply to new transit operators nor Bike to Work or HSA claims submitted through the SCCRTC.*

Signature  Title: CEO Date: 3/30/23

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TDA Standard Assurances Checklist (for Transit and Specialized Transportation Services)

Claimant: Community Bridges – Lift Line CTSA

Fiscal Year: 2023-24

Assurance	Initial
1. STATE CONTROLLER REPORT Claimant certifies that it has submitted a State Controller's report in conformance with the uniform system of accounts and reports, to SCCRTC and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one). <i>This requirement does not apply to new transit operators.</i>	RC
2. USE OF FEDERAL FUNDS (Claimants Receiving Federal Funds) Claimant filing a claim for TDA funds for capital intensive projects pursuant to PUC 99268.7 certifies that it has made every effort to obtain federal funding for any project which is funded pursuant to PUC 99268.7.	RC
3. REVENUE RATIOS FOR COMMUNITY TRANSIT AND CONTRACTED TRANSIT SERVICES (CTSA & Volunteer Center Only) Claimant filing a claim pursuant to PUC 99275.5c and 99405c further certifies that, for the project year, it reasonably anticipates achieving the performance criteria, local match requirements, or fare recovery ratios adopted by the transportation planning agency or county transportation commission.	RC
4. REVENUE RATIOS FOR OPERATORS SERVING URBANIZED AND NONURBANIZED AREAS (METRO Only) Claimant filing a claim pursuant to PUC 99270.1 certifies that it will maintain for the project year at least the alternative farebox recovery ratio as determined by the adopted (RTPA name) "fare ratio optional rule."	
5. EXTENSION OF SERVICES (METRO Only) Claimant that received an allocation of LTF funds for an extension of service pursuant to PUC 99268.8 certifies that it will file a report of these services pursuant to CCR 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.	
6. RETIREMENT SYSTEM (METRO Only) Claimant filing claim pursuant to PUC Section 99260 certifies that (check one):	
a) The current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC Section 99271a); or	
b) The operator is implementing a plan approved by the transportation planning agency which will fully fund the retirement system for such officers and employees within 40 years (PUC Section 99271a); or	
c) The operator has a private pension plan which sets aside and invests on a current basis funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC Sections 99272 and 99273.	
7. REDUCED FARES FOR ELDERLY AND HANDICAPPED (METRO Only) A claimant filing a claim pursuant to PUC 99260 which offers reduced fares to senior citizens and disabled persons certifies that it is in compliance with PUC 99155.	
8. DRIVERS PULL NOTICE PARTICIPATION (METRO & CTSA Only) A claimant filing a claim for public transit assistance must include a certification completed within the prior 13 months by the California Highway Patrol indicating the operator has participated in a "pull notice system" to examine driver's records.	RC
9. STAFFING ON VEHICLES (METRO & CTSA Only) Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.	RC

10. PART-TIME EMPLOYEES (STAFF ONLY) (STA Claimants Only) Claimant certifies that it is not precluded, by any contract, from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license.	RC
11. INCREASE IN OPERATOR'S COST PER HOUR (STA Claimants Only) Claimant filing a claim for operating assistance from STA funds must include a supplemental schedule which identifies either: A - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the year prior to the most recent audit year (year 2) and 2) the Consumer Price Index for the year prior to the most recent audit year (year 2); or B - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the three years prior to the most recent audit year and 2) the Consumer Price Index for the three years prior to the most recent audit year. The supplemental schedule information will be used to determine eligibility pursuant to PUC 99314.6.	RC

Community Bridges

 (Legal Name of Applicant/Claimant)



 (Authorizing Signature of CEO/CFO)

 Raymon Cancino CEO

(Name and Title)

TDA 2023-2024 BUDGET

	TDA/STA 2023-24	Non-TDA 2023-24	CTSA 2023-24	TDA/STA 2022-23	Non-TDA 2022-23	CTSA 2022-23
ACCOUNT TITLE	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
PERSONNEL:						
Salaries & Wages	540,642	574,799	1,115,440	520,930	430,205	951,135
Fringe Benefits: Unemployment	5,406	5,748	11,154	7,814	1,490	9,304
Workers Comp	26,004	27,647	53,650	24,051	20,461	44,512
Health Insurance	59,776	63,553	123,329	35,359	75,139	110,498
FICA	34,548	36,731	71,280	39,851	28,060	67,911
401K Plan	9,099	9,674	18,773	12,505	10,638	23,143
TOTAL PERSONNEL COSTS:	675,476	718,151	1,393,627	640,511	565,992	1,206,503
SERVICES & SUPPLIES:						
OPERATING:						
Vehicle Operations-Fuel	55,032	58,508	113,540	65,091	55,373	120,464
Vehicle Licenses	5,444	5,787	11,231	5,835	4,964	10,799
Vehicle Repair & Maintenance	20,916	22,238	43,154	22,421	19,074	41,495
Vehicle Insurance	43,313	46,050	89,363	43,980	37,414	81,394
Communications-Radio	32,331	34,374	66,706	34,658	29,483	64,141
TOTAL VEH. OPERATING COSTS:	157,036	166,958	323,994	171,984	146,308	318,293
OTHER OPERATING & ADMINISTRATION COSTS:						
Professional Services	0	46,231	46,231	2,524	41,929	44,453
Janitorial Services & Supplies	3,519	3,742	7,261	3,773	3,209	6,982
Legal services & Audit	0	6,935	6,935	0	11,849	11,849
Publicity/Media	0	20,311	20,311	0	18,155	18,155
Special Events	0	405	405	0	1,189	1,189
Staff travel	638	678	1,317	0	1,266	1,266
Minor Equipment	4,915	5,225	10,140	5,268	4,482	9,750
Equip Maintenance/Repair	1,688	1,795	3,483	1,810	1,539	3,349
Office Supplies	1,359	1,445	2,804	1,457	1,239	2,696
Program Supplies	8,236	8,756	16,991	8,828	7,510	16,338
Vehicle Maintenance Supplies	808	859	1,667	866	737	1,603
Computer Supplies/Related	2,869	3,051	5,920	3,076	2,616	5,692
Postage	1,575	1,675	3,250	1,689	1,436	3,125
Utilities	8,317	8,843	17,160	8,916	7,584	16,500
Space Maintenance	3,856	4,100	7,956	4,134	3,516	7,650
Telephone	1,741	1,851	3,593	1,866	1,588	3,454
Misc Fees	3,161	3,360	6,521	3,388	2,882	6,270
Staff Training	2,176	2,314	4,490	1,901	1,617	3,518
Insurance-General Liability & Fidelity	5,332	5,668	11,000	4,243	3,610	7,853
Memberships/Subscriptions	3,783	4,022	7,806	4,055	3,450	7,505
Printing & Copying	343	364	707	367	313	680
Advertising (Recruitment)	2,433	2,587	5,020	2,608	2,219	4,827
Interest Expense	0	65,259	65,259	0	82,710	82,710
Subsidized Taxi - Elderday Rides	0	4,124	4,124	0	3,966	3,966
Subsidized Taxi - MOW Rides	0	0	0	0	0	0
Subsidized Taxi - LL Rides	43,622	46,378	90,000	72,667	81,288	153,955
Subsidized Taxi - Scrip	20,000	0	20,000	29,721	0	29,721
Nonsubsidized Taxi-Measure D Svcs	0	59,280	59,280	0	57,000	57,000
Trxfer to/from Equip Reserve	0	0	0	0	0	0
Deprec-Groupwise Upgrade	27,853	0	27,853	55,706	0	55,706
Major Equipment - Non 5310	0	50,000	50,000	75,000	197,783	272,783
300 Property Fixed Asset	0	600,000	600,000	0	514,246	514,246
Leasehold Improvements	0	0	0	0	0	0
Debt Repayment	0	20,000	20,000	0	13,901	13,901
Agency Overhead	162,009	154,307	316,316	166,426	138,372	304,798
TOTAL ADMINISTRATION COSTS:	310,234	1,133,565	1,443,799	460,288	1,213,202	1,673,490
TOTAL EXPENDITURES	1,142,746	2,018,675	3,161,420	1,272,783	1,925,503	3,198,286
TOTAL REVENUES	1,142,746	2,018,674	3,161,420	1,272,783	1,925,503	3,198,286
NET GAIN (LOSS)	0	(0)	(0)	0	(0)	(0)

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2023-2024 BUDGET

EXHIBIT A, Page 2 of 2

ACCOUNT TITLE	TDA/STA 2023-24 BUDGET	Non-TDA 2023-24 BUDGET	CTSA 2023-24 BUDGET	TDA 2022-23 BUDGET	Non-TDA 2022-23 BUDGET	CTSA 2022-23 BUDGET
REVENUE:						
TDA	875,569		875,569	998,848	0	998,848
STA	267,177		267,177	273,935	0	273,935
City of Capitola		33,000	33,000		33,000	33,000
County of Santa Cruz		0	0		4,375	4,375
County of SC-Measure D Sales Tax		1,076,000	1,076,000		1,045,000	1,045,000
CARB		30,000	30,000		202,648	202,648
LCTOP		50,000	50,000		7,360	7,360
Transfer From Measure D Reserve		308,682	308,682		195,415	195,415
Area Agency on Aging-Title IIIB		20,000	20,000		20,000	20,000
FTA Section 5310-Expanded		120,000	120,000		93,926	93,926
Monterey Peninsula Foundation		40,000	40,000		40,000	40,000
Kaiser Grant		0	0		0	0
Outside Contracts-Other		24,000	24,000		14,675	14,675
Scrip - Client Payments		6,000	6,000		5,747	5,747
MOW Intra-Program Charges		22,500	22,500		22,500	22,500
Elderday Intra-Program Charges		258,393	258,393		210,600	210,600
Donations		15,000	15,000		15,100	15,100
Program Income-Other		0	0		0	0
Vehicle Maintenance Intra-Program Charges		12,099	12,099		12,157	12,157
Vehicle Sales		3,000	3,000		3,000	3,000
TOTAL REVENUES	1,142,746	2,018,674	3,161,420	1,272,783	1,925,503	3,198,286

	CTSA FINAL FY 21-22	CTSA BUDGET FY 22-23	CTSA BUDGET FY 23-24
OPERATING FUND SOURCES			
TDA	859,367	998,848	875,569
STA	100,000	273,935	267,177
City of Capitola	0	33,000	33,000
County of Santa Cruz	15,000	4,375	0
County of SC-Measure D Sales Tax	981,927	1,045,000	1,076,000
Transfer From Measure D Reserve	0	195,415	308,682
CARB	202,648	202,648	30,000
LCTOP	7,360	7,360	50,000
FTA Section 5310-Trad	0	0	0
Area Agency on Aging-Title IIIB	45,043	20,000	20,000
FTA Section 5310-Expanded	136,674	93,926	120,000
Monterey Peninsula Foundation	40,000	40,000	40,000
Kaiser Grant	30,000	0	0
Outside Contracts-Other	22,776	14,675	24,000
Scrip - Client Payments	6,667	5,747	6,000
Scrip - Health Project Center	0	0	0
MOW Intra-Program Charges	22,500	22,500	22,500
Elderday Intra-Program Charges	118,250	210,600	258,393
Donations	8,700	15,100	15,000
PPP Loan Forgiveness	0	0	0
Vehicle Maintenance Intra-Program Charges	12,157	12,157	12,099
Vehicle Sales	3,000	3,000	3,000
TOTAL REVENUES	2,612,069	3,198,286	3,161,420

EXHIBIT B

CTSA FIVE YEAR CAPITAL IMPROVEMENT PLAN 23/24 FISCAL YEARS: 23/24 THROUGH 26/27

CAPITAL REVENUE					
	Projected 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2025-2026	Projected 2026-2027
Fund Balance	\$107,072	\$107,339	\$47,608	\$47,727	\$47,846
FTA Section 5310	\$0	\$0	\$0	\$210,000	\$0
Addition to Fund	\$24,013	\$0	\$0	\$0	\$0
Fund Interest	\$268	\$268	\$119	\$119	\$120
Total	\$131,352	\$107,608	\$47,727	\$257,846	\$47,966
CAPITAL EXPENDITURES					
	2023-2024	2024-2025	2025-2026	2025-2026	2026-2027
Equipment Purchase	\$24,013	\$60,000	\$0	\$210,000	\$0
Major Maintenance	\$0	\$0	\$0	\$0	\$0
Total	\$24,013	\$60,000	\$0	\$210,000	\$0
Year-End Balance	\$107,339	\$47,608	\$47,727	\$47,846	\$47,966

Notes:

- 1 As capital grants are indefinite, and as capital equipment arrival dates vary, projected figures may require adjustment.
- 2 In FY 2023-2024 Lift Line is paying \$24,013 from TDA for a final payment of for Ecolane transit scheduling software. The purchase of the solutions including the implimentation of the software and hardware and training is a capitalized purchase over a 3 FY time-frame.
- 3 In FY 2024-2025 Lift Line will be utilizing TDA equipment reserves for purchasing vehicle maintenace equipment at the Lift Line facility.
- 4 Lift Line is going to apply \$210,000 equipment funding for vehicle and computer purchase in FY 2025-2026.

EXHIBIT C-1
Lift Line / CTSA
FY23/24 OPERATING PLAN

The Lift Line program provides demand-responsive, specialized non-emergency health and medical transportation for low-income seniors and disabled residents of Santa Cruz County. Riders are not charged a fare for the service. Service is generally provided from 8:00 AM to 4:00 PM, seven days a week (with the exception of published holidays), while Lift Line also coordinates additional services on behalf of its clients outside these hours.

Service is focused on individuals that live outside the METRO ParaCruz service area, those who are unable to afford the METRO ParaCruz fare, those that do not meet the ADA complementary paratransit eligibility requirements, those needing same day service, and those that need a higher level of service than can be provided by METRO ParaCruz. Lift Line operates a fleet of 19 wheelchair accessible vans. Transportation is provided to destinations such as doctors' offices, pharmacies, Elderday Adult Day Health Care, Senior Dining Centers, out of county medical destinations, dialysis sites, and various medical therapy appointments. Clients are generally asked to book their medical rides between 8:30am and 3:30pm.

Lift Line is seeking to continue TDA Medical Rides service and ensure this service reaches those with the most need. Lift Line projecting 6,979 TDA Medical Rides for FY 23/24.

The TDA Medical Rides program serves as a safety net service for medical rides outside the ADA-mandated METRO paratransit service areas. Eligible individuals may schedule rides to medical destinations as late as one day in advance, with no fares collected. Currently all of the residents that receive medical rides are low income and below the federal 200% poverty level. Lift Line staff continue to update participant applications to reflect the new Federal Government poverty level guidelines to ensure income and disability eligibility is maintained by participants.

Lift Line also coordinates with the local taxi companies to offer the Taxi Scrip (TS) program. Lift Line is projecting 2,279 Taxi Scrip rides in FY 23/24.

The Taxi Scrip program serves as a safety net service for medical rides and non-medical rides needed outside the ADA-mandated METRO paratransit service areas. Individuals may purchase subsidized taxi scrip so that they can directly schedule taxi rides. Taxi companies own and operate vehicles that are fully accessible for mobility devices such as wheelchairs. Currently all residents that receive Taxi Scrip at a discount are low income and below the federal 200% poverty level. Currently clients can purchase three \$10.00 books, for a total of \$30.00 worth of scrip, for \$8.00 which would give them approximately one (1) or two (2) rides per book. There is currently a limit to purchase six books per person per quarter.

Lift Line is projecting 8,251 Meals on Wheels rides for FY 23/24. 3,786 of which will be funded with TDA funds.

We are on track to meet our projected goal for the current fiscal year. Lift Line will continue to coordinate with the Meals on Wheels program to help them meet any increase attendance demands at all of the senior dining centers. Lift Line continues to meet with the Meals on Wheels Program Director and site managers to review unmet transportation service needs.

Lift Line is projecting 25,785 Elderday rides in FY 23/24, of which 12,985 are funded by TDA.

The Elderday program provides outpatient adult day health care to seniors and community residents who need constant care, and/or are diagnosed with dementia or Alzheimer's disease. Almost all of these participants use wheelchairs or walkers, and require vans with lifts. Generally, these clients are very frail and need personal, door-to-door assistance. Elderday rides are reflective of the level of client service that Lift Line drivers provide to patients with critical needs.

Lift Line is seeking to continue STA Same Day and Out of County service and ensure this service reaches those with the most need. Lift Line projecting 1,938 STA Same Day and Out of County Rides for FY 23/24.

The STA Same Day and Out of County Rides program serves as a safety net service same day and out of County rides. Eligible individuals may schedule same day rides, with no fares collected. Currently all of the residents that receive medical rides are low income and below the federal 200% poverty level. Lift Line staff continue to update participant applications to reflect the new Federal Government poverty level guidelines to ensure income and disability eligibility is maintained by participants.

Lift Line staff will continue to work with the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee (E&D TAC) in identifying and addressing unmet needs.

Lift Line continues to work with the E&D TAC in meeting the Unmet Transit and Paratransit Needs as well as the recommendations of the Paratransit Coordination Task Force. For those who don't qualify for METRO ParaCruz or MediCal assistance, we will continue to help them complete the required paperwork to make it easier for them to use the current TDA programs that meet their specific needs. In our role as the Consolidated Transportation Service Agency, Lift Line will continue working with other transportation providers to ensure maximum efficiency and coordination of rides for all residents.

Lift Line will continue to focus its resources on transportation needs that are not being met by other paratransit services, such as ADA-mandated METRO ParaCruz.

Through TDA funding, Lift Line will continue to serve those not eligible for METRO ParaCruz service, specifically low-income individuals who cannot afford the \$8.00 to \$12.00 round-trip METRO ParaCruz fare, those who don't meet the strict ADA qualifications, and those with origins/destinations outside of the METRO ParaCruz service area. Because Lift Line provides safety net services to those ineligible or unable to use other services, its goal is to provide flexible programs, scheduling, and dispatching that can respond to the changing needs of all participants.

Community Bridges maintains comprehensive auto and general liability coverage, including the City of Santa Cruz and SCCRTC as additional insured parties. A copy of each insurance certificate shall be filed with the City and with SCCRTC

**OPERATION PLAN SERVICE OF UNITS
EXHIBIT C-2
2023/2024**

TABLE 1 - TDA/STA PROPOSED SERVICE UNITS

	TAXI SCRIP	MEDICAL TDA	MEALS ON WHEELS	ELDERDAY	STA FUNDING	TOTAL UNITS	TOTAL
FUNDS ALLOCATED	\$42,950	\$413,846	\$136,218	\$254,703	\$267,177	28,461	\$1,114,893
OPERATING COST	\$11.54	\$38.64	\$20.10	\$13.36	\$90.66		
A. PROGRAM MANAGEMENT i.e., Mgmt Personnel: Director, Fleet Mgr, Admin Asst, Info Mgr, Rent, Liability Insur., Phone, Supplies, etc.	\$4.57	\$8.07	\$8.70	\$3.78	\$27.20		
B. ADMINISTRATION 14.57% of total cost per unit.	\$2.74	\$12.60	\$1.70	\$2.76	\$20.04		
TOTAL COST PER SERVICE UNIT	\$18.85	\$59.30	\$30.51	\$19.90	\$137.90		
22/23 PROJECTED TDA/STA UNITS OF SERVICE	2,279	6,979	4,465	12,800	1,938	28,461	
EQUIPMENT PURCHASE MATCH							\$27,853
TOTAL TDA/STA CLAIM REQUEST							\$1,142,746

NON-TDA SUPPORTED

TABLE 2 - OTHER CTSA SERVICE UNITS

	Meals on Wheels	Elderday Services	Measure D Paratransit	5310 Medical	Total Units	Total
Funds Allocated	\$115,500	\$258,393	\$682,119	\$120,000		\$1,176,012
Revenue per Service Unit	\$30.51	\$19.90	\$115.61	\$137.90		
23/24 Projected Units of Service	3,786	12,985	5,900	870	23,542	
Other Income						\$60,004
Total Operating Income						\$1,236,016
Measure D Facility/Equip/Project Funds						\$702,563
CARB - Capital Equipment						\$30,000
LCTOP						\$50,000
TDA/ STA Claim						\$1,142,746
Grand Total						\$3,161,325

ROLLUP OF ALL RIDES

TABLE 3 - ALL SERVICE UNITS TOTALED (Total tables 1 and 2, units of service, to equal table 3 totals)

	Taxi Scrip	TDA/5310 Medical	Meals on Wheels	Elderday Services	Measure D Paratransit	STA	Total Units
23/24 Total Ride Projections	2,279	7,849	8,251	25,785	5,900	1,938	52,002

Exhibit D
Schedule of Payment
FY: 2023-2024 TDA and STA
Claim Lift Line CTSA

TDA	
July 15, 2023	\$288,937.00
October 15, 2023	\$195,544.00
January 15, 2024	\$195,544.00
April 15, 2024	\$195,544.00
Total	\$875,569.00

STA	
1st Quarter	\$66,794.25
2 nd Quarter	\$66,794.25
3 rd Quarter	\$66,794.25
4 th Quarter	\$66,794.25
Total	\$267,177.00

Preferred Method and Schedule for TDA fund distribution: Quarterly disbursement, with up to 33% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount.

EXHIBIT E Lift Line / CTSA
23/24 Statement of Role and Responsibility

Community Bridges has been the designated Consolidated Transportation Services Agency (CTSA) since 1982. CTSAs are authorized under California Government Code Sections 15975 and 15950-15952 which were enacted pursuant to the Social Service Transportation Improvement Act. The purpose of the CTSA is to improve transportation required by social service recipients by promoting the consolidation and coordinating of social service transportation. As the Consolidated Transportation Service Agency, Community Bridges Lift Line will continue to coordinate and consolidate transportation services with other transportation and human service agencies in order to provide the most efficient transportation possible. Lift Line will continue to work with Santa Cruz County School Districts, Human Services Department of the County of Santa Cruz, County Office of Education, Veterans Service Offices in Santa Cruz and Palo Alto, Hospice of Santa Cruz County, as well as hospitals and other medical facilities. Community Bridges Lift Line will also continue working closely with the RTPA and to help with the unmet needs identified in the Tri-County AMBAG Coordinated Plan. Community Bridges Lift Line will also continue working with local non-profit organizations and other human service and medical facilities in neighboring counties to continue to define and create an effective mobility management center to help mobilize resident with various disabilities, low income and senior populations to travel easily throughout our County as well as to travel seamlessly throughout our tri-county Monterey Bay region and the San Francisco Bay Area.

As the CTSA, Community Bridges Lift Line will continue coordination to improve and identify the need for specialized transportation equipment. If the equipment funded through Caltrans 5310 isn't reaching its proposed requirements through their contract, the equipment can be recaptured and its use coordinated through other identified paratransit service needs. We will continue to offer training to ensure that not only Lift Line staff operates in a safe and sensitive manner, but will continue to offer expertise and training for other transportation providers in the County.

Pursuant to the CTSA designation for Santa Cruz County, Community Bridges operates the Lift Line transportation program, which will continue to take a lead, and work closely with the RTPA, to continue to help identify unmet transportation needs, coordinate and provide social service transportation services to low-income seniors, disabled residents, underserved populations and other identified individuals in Santa Cruz County. Lift Line will continue to directly address the issues identified through the unmet needs process by providing rides to medical appointments (including dialysis), alternative care, mental health and various medical transportation needs.

Exhibit F
Reporting Period and
Performance Measures FY:
2023-2024 TDA Claim
Community
Bridges' Lift Line
CTSA

	Reporting Period	Due
1.	Fiscal Year: 2022/23	11/15/23
2.	1 st Quarter, 7/1/23 through 9/30/23	01/15/24
3.	2 nd Quarter, 10/1/23 through 12/31/23	04/15/24
4.	3 rd Quarter, 1/1/24 through 3/31/24	07/15/24
5.	4 th Quarter, 4/1/24 through 6/30/24	11/15/24
6.	Annual Evaluation, Fiscal Year 2023/2024	11/15/24

Performance Measures to be included in Quarterly Reports

The quarterly reports are to include the following:

1.	Unduplicated passengers per month
2.	Total passenger trips (units of service) per month
3.	Incidents per month
4.	Accidents per month
5.	Mechanical failures* (including lift failure) per month
6.	No-shows per month
7.	Turndowns or referrals per month
8.	Cancels per month
9.	Donations per month
10.	Total operating cost per passenger
11.	Total operating cost per vehicle service hour
12.	Total passengers per vehicle service hour
13.	Total passengers per vehicle service mile
14.	Van mileage per program

*Mechanical failure means any problem which results in a delay of one hour or longer, or cancellation

Exhibit G-1 Operating Statistics

	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Annual passengers</i>	50,352	40,132	20,970	32,683
<i>Rides/passenger trips provided by type:</i>				
Medical	10,716	9,019	11,965	9,843
Amount Spent for Medical	\$288,796	\$454,016	\$404,058	\$751,710
Meals on Wheels	9,472	6,969	6,141	6,416
Amount spent for Meals on Wheels	\$106,655	\$99,169	\$99,239	\$148,210
Taxi Script	2,486	1,870	1,740	2108
Amount spent for Taxi Script	\$29,260	\$27,171	\$31,877	\$82,613
Elderday	27,678	22,274	1,124	6,850
Amount Spent for Elderday	\$396,072	\$328,542	\$22,165	\$177,278
<i>Annual service hours</i>	14,524	15,011	8,494	14,316
<i>Passengers per vehicle service hour*</i>	3.47	3.13	2.45	2.28
<i>Annual service miles</i>	279,974	255,014	159,119	173806
<i># of fixed-route miles</i>	N/A	N/A	N/A	N/A
<i>Service Area – square miles (note: all of Santa Cruz County)</i>	607	607	607	607
<i>Service Area Population</i>	273,170	273,170	273,170	273170
<i>Passengers per vehicle service mile*</i>	0.17	0.15	0.12	0.13
<i>Average passengers per weekday</i>	968	772	403	629
<i>Total operating costs in budget</i>	\$703,185	\$834,857	\$733,057	\$906,921
<i>Operating cost per vehicle service hour*</i>	\$48.42	\$55.62	\$86.30	\$63.35
<i>Total operating cost per passenger*</i>	\$13.97	\$20.80	\$34.96	\$27.75
<i>Average Farebox Revenue per passenger (describe what is included)</i>	N/A	N/A	N/A	N/A
<i># of FTE employees (all employees, not just drivers)</i>	24	23	19	19
<i>Vehicle Service hours/Employee*</i>	605	653	447	753
<i># of routes</i>	N/A	N/A	N/A	N/A
<i>Average route length</i>	5.56	6.35	7.59	5.32
<i>Average travel times/rider</i>	0.62	0.85	0.88	0.89
<i># of bus stops</i>	N/A	N/A	N/A	N/A
<i># of vehicles in operation</i>	19	22	22	22
<i># of monthly bus passes in circulation</i>	N/A	N/A	N/A	N/A
<i>Max vehicles in service at any time:</i>	13	12	8	9
<i>Hours of service:</i>	8-4 PM	8-4 PM	8-4 PM	8-4 PM
<i>Approximate # of unduplicated passengers</i>	2,083	2,097	2,057	2,443
<i>Cost per unit of service plus text about long range plans to make/keep this low</i>	\$13.97	\$20.80	\$34.96	\$27.75
<i>Funds and percentage spent on administration/overhead/grantee allocation/etc</i>	34.518%	29.827%	34.087%	31.191%
	\$242,726	\$249,012	\$249,879	\$282,878
<i>Actual financials compared with budget (see Exhibit G-2)</i>				
<i>Actual number of rides provided compared with goal</i>	119% of goal	95% of goal	48% of goal	113% of goal

For the Fiscal Year 2019-2020, Lift Line Provided 40,132 one-way rides to Santa Cruz residents, including medical transportation, Meals on Wheels congregated dining sites, Elderday adult day care transportation, and taxi script vouchers. Lift Line was at 95% of the goal. Due to the COVID-19 pandemic and local government regulation, many doctors cancel rider's medical appointments and attendance reduced at congregated sites, including Meals on Wheels dining sites and Elderday adult daycare. For 2020-2021, Lift Line provided a 20,970 one-way ride to Santa Cruz county residents. Due to COVID-19 regulations, Lift Line was at 48 % of the goal during FY20-21. State regulations forced the temporary closure to Meals on Wheels dining sites and Elderday adult daycare; this service was operated remotely to comply with the CDC recommendations. Lift Line reduced capacity on vehicles to 4 passengers on a bus and single riders on a minivan to comply with 6 feet of separation guidance. For 2021-2022, Lift Line provided 32,683. Lift Line is achieved 113% of the annual goal. Lift Line is currently on track to making the yearly goal for FY 22-23.

Exhibit G-2

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA/STA 2019-20, 2020-21, 2021-22 BUDGET TO ACTUAL

ACCOUNT TITLE	TDA/STA 2019-20 BUDGET	TDA/STA 2019-20 ACTUAL	TDA/STA 2020-21 BUDGET	TDA/STA 2020-21 ACTUAL	TDA/STA 2021-22 BUDGET	TDA/STA 2021-22 ACTUAL
PERSONNEL:						
Salaries & Wages	381,183	352,340	316,215	302,994	362,433	406,646
Fringe Ber Unemployment	2,859	3,264	4,743	3,609	5,211	3,251
Workers Comp	22,248	11,249	12,551	6,124	14,579	13,741
Health Insurance	69,692	47,004	34,618	42,411	41,469	38,532
FICA	29,160	37,275	24,190	22,997	27,726	31,558
401K Plan	1,525	1,717	3,697	4,503	6,335	10,056
TOTAL PERSONNEL COSTS:	506,667	452,850	396,015	382,637	457,753	503,784
SERVICES & SUPPLIES:						
OPERATING:						
Vehicle Operations-Fuel	40,980	44,385	31,886	28,439	35,336	49,535
Vehicle Licenses	1,549	2,640	3,834	4,059	3,834	2,260
Vehicle Repair & Maintenance	14,157	20,143	13,015	8,874	14,603	11,800
Vehicle Insurance	28,906	57,974	31,025	48,485	39,014	49,961
Communications-Radio	6,110	7,855	24,290	10,685	25,291	6,703
TOTAL VEH. OPERATING COSTS:	91,702	132,996	104,049	100,541	118,078	120,259
OTHER OPERATING & ADMINISTRATION COSTS:						
Professional Services	16,369	25,951	2,524	31,167	0	11,189
Janitorial Services/Supplies	818	4,848	2,565	1,748	2,565	557
Publicity/Media	0	0	0	0	0	0
Staff travel	1,700		0		914	
Minor Equipment	2,851	1,086	5,240	1,696	2,599	220
Equip Maintenance/Repair-Trapeze	2,825	7,544	5,518	8,557	6,761	589
Office Supplies	1,380	996	1,313	584	735	690
Program Supples	964	3,228	3,433	4,365	3,181	1,023
Vehicle Maintenance Supplies	93	55	39	32	44	0
Computer Supplies/Related	887	361	566	625	221	23
Postage	466	1,414	292	301	1,099	465
Space Rental	18,525	9,648	4,970	0	21,998	0
Utilities	10,932	18,802	3,342	12,101	2,890	11,334
Space Maintenance	1,117	2,001	1,553	2,341	1,312	2,747
Telephone	2,037	2,764	2,027	2,151	4,191	1,765
Misc Fees	2,912	2,881	1,034	4,317	2,025	315
Staff Training	984	566	1,250	0	3,009	3,655
Insurance-General Liability & Fidelity	1,783	1,850	690	2,910	3,007	2,910
Memberships/Subscriptions	788	538	199	1,315	309	2,275
Printing & Copying	1,401	1,541	65	141	71	1,937
Advertising (Recruitment)	559	44	0	107	0	1,145
Subsidized Taxi	18,515	41,576	46,335	68,898	42,615	108,251
Trxfer to/from Equip Reserve	36,089	42,950	0	0	0	0
Major Equipment - Non-5310	0	27,855	37,261	24,011	43,542	48,022
Agency Overhead	117,612	121,316	99,125	106,524	114,828	131,789
TOTAL ADMINISTRATION COSTS:	227,077	319,817	219,342	273,890	257,916	330,900
TOTAL EXPENDITURES	839,997	905,662	719,405	757,068	833,747	954,943
TOTAL REVENUES	839,997	905,662	719,405	757,068	833,747	954,943
NET GAIN (LOSS)	0	0	0	0	0	0

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA/STA 2019-20 2020-21 2021-22 BUDGET TO ACTUAL

ACCOUNT TITLE	TDA/STA 2019-20 BUDGET	TDA/STA 2019-20 ACTUAL	TDA/STA 2020-21 BUDGET	TDA/STA 2020-21 ACTUAL	TDA/STA 2021-22 BUDGET	TDA/STA 2021-22 ACTUAL
REVENUE:						
TDA	739,997	800,055	619,405	651,864	733,747	844,219
STA	100,000	100,000	100,000	100,000	100,000	100,000
TAXI SCRIPT		5,607		5,204		10,724
TOTAL REVENUES	839,997	905,662	719,405	757,068	833,747	954,943



Agency Board Resolution
RESOLUTION # 2023-03-01

RESOLUTION AUTHORIZING COMMUNITY BRIDGES/LIFT LINE TO MAKE A CLAIM FOR FY23/24 TDA/STA FUNDS FROM THE REGIONAL TRANSPORTATION COMMISSION THROUGH THE CITY OF SANTA CRUZ

WHEREAS, the Transportation Development Act (TOA) of 1971 provides that the applicant may file an Article 8 claim for monies from the Local Transportation Fund; and

WHEREAS, the Regional Transportation Commission (RTC) has identified a process for TOA claims in their Rules and Regulations; and

WHEREAS, Community Bridges desires to apply for said financial assistance to permit operation of paratransit service in Santa Cruz County; and

WHEREAS, the Community Bridges has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Community Bridges does hereby authorize Raymon Cancino, CEO, to file and execute applications on behalf of Community Bridges with the Department to aid in the financing of capital projects pursuant to TOA claim, as amended.

That **Raymon Cancino, CEO; Seth McGibben, CAO; Doug Underhill, CFO** is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That **Raymon Cancino, CEO; Seth McGibben, CAO; Doug Underhill, CFO** is authorized to provide additional information as the RTC may require in connection with the application for the TOA claim.

That **Raymon Cancino, CEO; Seth McGibben, CAO; Doug Underhill, CFO** is authorized to submit and approve request for reimbursement of funds from the RTC for the TOA claim.

PASSED AND ADOPTED by Community Bridges Board of Directors of the *Santa Cruz County*, State of California. Passed by unanimous consent by the Board of Directors on 3/15/2023.

Jack Jacobson, Chair

Sara Siegel, Secretary

OUR FAMILY OF PROGRAMS

Elderday • Lift Line • Meals on Wheels for Santa Cruz County • La Manzana Community Resources
Live Oak Community Resources • Mountain Community Resources • Nueva Vista Community Resources
Child & Adult Care Food Program • Child Development Division • Women, Infants and Children (WIC)

AGENDA: April 11, 2023

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Amanda Marino, Transportation Planner

RE: FY 2023-24 Transportation Development Act Funds for Volunteer Center

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the FY 2023-24 claim from the Volunteer Center in the amount of \$104,234, and recommend approval by the Regional Transportation Commission, contingent upon approval by the City of Santa Cruz to act as their claimant.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.25 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The RTC's FY 2023-24 budget was adopted by the RTC at their April 2023 meeting and includes estimated TDA allocations based on the Santa Cruz County Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) FY 2023-24 budget includes Transportation Development Act (TDA) apportionments for the Volunteer Center in the amount of \$104,234, consistent with the percentages set forth in the RTC's Rules and Regulations. The Volunteer Center's TDA Claim Form, scope of work and budget based on the RTC's approved budget are attached ([Attachment 1](#)). The Volunteer Center has a goal to use TDA funds to serve approximately 200-250 older adults and individuals with disabilities, and projects to provide approximately 4,000 one-way trips to eligible clients in The Volunteer Center Transportation Program.

This program helps to meet critical needs of low-income seniors age 60+ and older adults that are health compromised who may require support of a volunteer to assist them with grocery shopping, transportation to medical appointments, shopping trips, as well as the added benefit of being able to provide friendly conversation to combat isolation and loneliness. These services are provided at no cost to the participants and offers door to door service reaching areas of Santa Cruz County that other transportation services may not be able to.

Volunteer Center staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions. The Volunteer Center will request that the City of Santa Cruz, as a local jurisdiction, act as the claimant.

Staff recommends that the E&D TAC review the TDA claim for the Volunteer Center, and recommend approval by the Regional Transportation Commission, contingent upon approval by the City of Santa Cruz to act as the claimant.

SUMMARY

The E&D TAC annually reviews Transportation Development claims for the Volunteer Center, Community Bridges and the Santa Cruz Metro, to ensure that these funds are allocated in accordance with TDA requirements and community needs and makes recommendations regarding approval of the claims to the Regional Transportation Commission.

Attachment 1: FY 2023-24 Volunteer Center TDA Claim and operation/budget pages

I:\E&DTAC\TDA\VOLUNTEER CENTER\2023\SR_TDA_VOLUNTEERCENTER.DOCX



March 27, 2023

Guy Preston
Executive Director
Santa Cruz County RTC
1523 Pacific Ave.
Santa Cruz, CA 95060-3911

Dear Mr. Preston,

I am submitting a TDA funding claim on behalf of the Volunteer Center of Santa Cruz County. We are honored to be a part of the Regional Transportation E&D TAC commission and serve as one of the agencies that provides specialized transportation services for seniors and people with disabilities in Santa Cruz County.

Please see Exhibit A which outlines our program responsibilities.

I attest to the accuracy of the claim and all of its accompanying documentation. If you have any question or concerns, please feel free to contact me directly at 831.427.5070.

Warm Regards,

Tara E. Ireland

Tara Ireland
Empowered Aging Division Manager
Volunteer Center of Santa Cruz County
rsvpvol@scvolunteercenter.org
831.427.5070 x105



March 27, 2023

Nicholas Gong
Finance Department
1200 Pacific Ave.
Santa Cruz CA 95060

Dear Nicholas,

This letter serves as our request that the City of Santa Cruz act as the Transportation Development Act (TDA) claimant for the Volunteer Center of Santa Cruz Transportation Program through the Santa Cruz County Regional Transportation Commission.

Our agency remains committed to serving the senior and disabled population of Santa Cruz County.

Please see Exhibit A to review Program Responsibilities and Exhibit B to review our proposed Budget for fiscal year 2023-24.

Thank you for your continued support of the Volunteer Center Transportation Program.
Warm Regards,

Tara E. Ireland

Tara Ireland
Empowered Aging Division Manager
Volunteer Center of Santa Cruz County

Transportation Development Act (TDA) CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

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

Project Information

1. Project Title: Volunteer Center Transportation Program
2. Implementing Agency: Volunteer Center of Santa Cruz County
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: City of Santa Cruz
4. Funding requested this claim: TDA– Local Transportation Funds (LTF) \$ 104,234
STA (transit/paratransit only) \$ _____
5. Fiscal Year (FY) for which funds are claimed: FY 23_/24
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
☐ Article 8 Bicycle and/or Pedestrian Facility
☐ Article 4 Public Transportation
☒ Article 8 Specialized Transportation via city sponsor
☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Tara Ireland
Telephone Number: 831-427-5070 x105 E-mail: rsvpvol@scvolunteercenter.org

Secondary Contact (in event primary not available): Karen Delaney
Telephone Number: 831-420-5070 E-mail: kd@scvolunteercenter.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks):

Project/Program Description/Scope - Please see Exhibit A
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

Volunteer Center Transportation Program serves all of Santa Cruz County. This includes rural and mountainous areas that may not be accessible with a van or shuttle.
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

For some members of the community who do not drive anymore, public transportation services may not be an option for them. For individuals who live in rural or mountainous areas of the county, vans or buses are not able to service their location. Another reason is that the schedule of these services just does not work for them. Other individuals find that they need a little extra help getting into and out of the car and they feel intimidated by a bus or van. Some people also find themselves needing assistance getting groceries inside their homes. This is a huge benefit

of our volunteer transportation program. Another benefit for our fixed income seniors is that our transportation service is free of charge. Our volunteer drivers go the extra mile, offering much more than a ride; they provide a friendly, personal, supportive and social experience that our program participants enjoy.

11. Project Productivity Goals for this fiscal year:

- a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):

Our productivity goal this year will be to increase the number of rides we offer to our participants to 4,000.

- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided):

We anticipate that we will serve 275 older adults and persons with disabilities in the 2023/24 grant year.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy?

Yes

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):

There will be no negative impacts on other modes of transportation.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match or other performance standard. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services may NOT apply toward the local match. In lieu of a 10% match performance standard, the Volunteer Center performance standard is to provide 4,000 rides per year.*

What is the total project cost? \$104,23

Is project fully funded? Yes

What will TDA (and STA, if applicable) funds be used on (ex. operations, administration, brochures, engineering, construction)? Yes

15. Preferred Method and Schedule for TDA-LTF fund distribution *(see RTC Rules and Regulations for details and requirements. Note if funds are distributed in advance of use, agencies will be required to subsequently provide documentation of actual expenditures.):*

- a. Bike/Ped: Cities/County: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion
HSA/BTW: ☐ Quarterly disbursement OR ☐ Semi-annual disbursement

- b. CTSA: ☐ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement

- c. Volunteer Center: X Full approved claim amount in the first quarter

d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:		YES?/NO?
A.	Has the project/program been approved by the claimant's governing body? Form of approval _____ resolution_____ (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____	Yes
B.	Has this project previously received TDA funding? If yes, date RTC approved: _____	Yes
C.	For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	NA
D.	Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Yes
E.	For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	NA
F.	For Article 4 transit claims: Does operator meet Article 4 eligibility requirements? i. Farebox recovery ratio? and/or, ii. 50 percent expenditure rule as an older operator, defined as service starting prior to 1974?	NA

Bike/Ped (Article 8) Only

17. Project Cost/Budget, including other funding sources, and Schedule: (complete "24a" or "24b")

a. Capital Projects (Bicycle projects: Bicycle Advisory Committee or RTC must approve the final project design plans prior to construction; see RTC Rules & Regulations)

	Plannin g	Environ -mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDUL E (Month/Yr) Completion Date __/__/__								
Total Cost/Phase								
\$TDA Requested (this claim)								
Prior TDA:								
Source 3:								
Source 4:								
Unsecured/ additional need**								

*Please describe what is included in "Other":

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

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

SCMTD, CTSA, Bike to Work, HSA, Volunteer Center Only – PLEASE KEEP ANSWERS BRIEF

18. Improving Program Efficiency/Productivity

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

Since last fiscal year we have increased our ridership/program usage. We have noticed an increase in referrals from medical social workers and other non-profit partners who are seeking our transportation program for their clients. We attribute this to our strengthening partnerships with various agencies and the medical community.

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

When making specific calls to volunteers to try to find ride matches that have not been fulfilled, we use our program's embedded Google Maps feature to identify those individuals who are closest to the participant. This increases the likelihood of finding volunteers to take the request and also reduces greenhouse gas emissions.

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

1. We added language to our 3rd service priority "destinations that contribute to the overall health and well-being of the individual (for example: fall prevention classes)."
2. We also added language to our target population: "Older adults age 60+ and persons with disabilities who do not drive, may not be able to take METRO or LiftLine and who do not have the support of family or friends to drive them. In addition, those individuals who may be in need of a free transportation service."
3. Due to the decreased need of volunteers to shop for participants and the decrease in the life threatening severity of COVID 19 cases, we have almost completely transitioned away from our Grocery Shopper Program. There are only a handful of participants with fragile health conditions that still receive volunteer grocery support.

20. Schedule of regular progress reports including an evaluation at the end of the year:

☐ SCMD – April each year

X Specialized Transportation: Quarterly¹ to E/D TAC, RTC October 2023, January 2024, April 2024, July 2024

— ☐ HSA/BTW: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

¹ If feasible, the quarterly TDA reports submitted by Community Bridges for Lift Line as the Consolidated Transportation Services Agency (CTSA) should include on-time performance of the service.

Vehicle on-time arrival to pick up a passenger at the scheduled time is an important measure of operational effectiveness and customer service.

SCMTD, CTSA and Volunteer Center Only

21. a. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Yes

b. Does the project meet an unmet transit need from the most recently approved RTC **Unmet Paratransit and Transit Needs List**? Describe.

Yes. The Volunteer Center Transportation Program meets many of the unmet transit needs from the RTC Unmet Needs List. Below are the ways in which our program supports these needs.

H1 Transportation services to areas with high concentrations of seniors, disabled and low income individuals. We utilize volunteer drivers to serve low income and senior housing areas outside of the transit service area in south county. Additionally, we offer carpool options to our program participants and can offer rides to those with some mobility devices such as canes, walkers and crutches.

H1 Specialized transportation for areas outside the ADA-mandated paratransit service area for medical, non-medical trips. We provide volunteer drivers to provide transportation services from areas not served by transit or ADA paratransit service.

H2 Free or low-cost paratransit options. The Volunteer Transportation program is free to its users.

M1 Affordable transportation for dialysis and other medical appointments, including ‘same day’ specialized transportation services for medical trips, on a continuous basis. Volunteer drivers in our program offer rides to medical appointments including dialysis on a continuous basis and have occasionally offered “same day” rides. We continue to attempt to increase our capacity to offer specialized transportation services.

H2 Volunteer drivers in Santa Cruz County particularly in south-county and San Lorenzo Valley.

We currently offer rides to new and existing participants in these areas and seek to expand outreach efforts to recruit drivers and also promote services.

CTSA and Volunteer Center (Article 8) Only

22. Where appropriate, are these specialized transportation services coordinated with other transportation services, including METRO service? Describe.

Yes. Our staff and volunteers regularly refer individuals to transit options listed in the Specialized Transportation Guide and make suggestions of transportation services that may be able to assist them

23. Provide performance information, as pertinent, which demonstrate service efficiency and effectiveness, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246d, per Performance Audits)

a. *Volunteer Center, only:* **X** provide a minimum 4,000 rides per year

24. Discuss the needs and types of the passengers being served, the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2. (99246d, per 2010 Performance Audit)

The majority of our program participants are 60 years of age or older. We do serve a few older adults who are not quite 60 but have a disability that may make it difficult to use other transportation options. Many participants are frail and some of these individuals use walkers or canes. Some participants are homebound and need a high level of support that may include the physical support of a volunteer to walk with them through the store or to an appointment. That volunteer

may even help to put their groceries away or upon request sit with them in their doctor's appointments.

SCMTD, CTSA, Volunteer Center & RTC Only

25. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.

Recommendation Provided:

The Transportation Program resumes normal operations that the Volunteer Center can provide and integrate those program goals with those of the Grocery Shopper Program in its annual TDA claim.

- Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.

We have fully integrated the Grocery Shopper Program into the Transportation Program.

- For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
- Describe any problems encountered in implementing individual recommendations.

No problems were identified.

SCMTD Only

26. TDA Article 4 Eligibility Compliance – *Provide documentation for 50% expenditure limitation (PUC Section 99268.1).*

X 50 percent expenditure limitation

(use if LTF is below 50 percent of operating costs; if LTF is greater than 50% of operating costs, provide farebox recovery ratio)

- Overall operating cost for fiscal year: \$_____
- TDA-LTF claim: \$_____
- TDA percent of operating cost: _____%
- Source of information: (e.g. audited financial statements, budget, etc)

27. Did the SCMTD operating budget increase over 15% from the prior fiscal year?

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants only, if applicable).

28. Operating statistics/Performance Measures *(attach list of operating statistics that compare current fiscal year to date to last three full fiscal year.; *TDA required performance indicators)*

- Annual passengers
 - Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride
- Annual service hours
- Passengers per vehicle service hour*
- Annual service miles
- # of fixed-route miles
- Service Area – square miles
- Service Area Population

- *Passengers per vehicle service mile**
- *Average passengers per weekday*
- *Total operating costs*
 - *Paratransit operating costs*
 - *Fixed route transit operating costs*
- *Operating cost per vehicle service hour**
- *Total operating cost per ride**
- *Average Farebox Revenue per passenger (describe what is included)*
- *Farebox Recovery Ratio (%): Total Fare Revenue + Local support revenues ÷ total operating costs*
- *# of FTE employees (all employees, not just drivers)*
- *Vehicle Service hours/Employee**
- *# of routes*
- *Average route length*
- *Average travel times/rider*
- *# of bus stops*
- *# of vehicles in operation*
- *# of monthly bus passes in circulation*
- *Max vehicles in service at any time:*
- *Hours of service:*
- *Approximate # of unduplicated passengers*
- *Cost per unit of service plus text about long range plans to make/keep this low*
- *Funds and percentage spent on administration/overhead/grantee allocation/etc*
- *Actual financials compared with budget*
- *Actual number of rides provided compared with goal and text about whether goal was met and why/why not*
- *Other statistics or performance metrics used*

Definitions:

- a) *"Operating cost" means all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the Controller pursuant to Section 99243. "Operating cost" excludes all subsidies for commuter rail services operated on railroad lines under the jurisdiction of the Federal Railroad Administration, all direct costs for providing charter services, all vehicles lease costs, and principal and interest payments on capital projects funded with certificates of participation.*
- b) *"Operating cost per passenger," means the operating cost divided by the total passengers.*
- c) *"Operating cost per vehicle service hour," means the operating cost divided by the vehicle service hours.*
- d) *"Passengers per vehicle service hour" means the total passengers divided by the vehicle service hours.*
- e) *"Passengers per vehicle service mile" means the total passengers divided by the vehicle service miles.*
- f) *"Total passengers" means the number of boarding passengers, whether revenue producing or not, carried by the public transportation system.*
- g) *"Transit vehicle" means a vehicle, including, but not limited to, one operated on rails or tracks, which is used for public transportation services funded, in whole or in part, under this chapter.*
- h) *"Vehicle service hours" means the total number of hours that each transit vehicle is in revenue service, including layover time.*
- i) *"Vehicle service miles" means the total number of miles that each transit vehicle is in revenue service.*
- j) *"Vehicle service hours per employee" means the vehicle service hours divided by the number of employees employed in connection with the public transportation system, based on the assumption that 2,000 person-hours of work in one year constitute one employee. The count of employees shall also include those individuals employed by the operator, which provide services to the agency of the operator responsible for the operation of the public transportation system even though not employed in that agency.*

Documentation to Include with Your Claim (all TDA Claims):**All Claims**

- X A letter of transmittal** addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- X Statement from the TDA Eligible Claimant** indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☐ A copy of the operating and capital budgets for the coming fiscal year
- ☐ Description of capital projects, including timeframe over which project will be funded and implemented
- ☐ Operating Plan for current and upcoming activities (*can be within project/program description*)
- ☐ TDA Standard Assurances Checklist

Article 4 Transit Claims

- ☐ A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ Other Certifications

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

PROOF OF EXPENDITURES: Claimant acknowledges it is required to submit all expenditure backup as well as evidence of other funding used for project to RTC, to RTC's satisfaction, before receiving periodic disbursement or disbursement upon project completion.

CERTIFIED FISCAL AUDIT: Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with the required certification statement, to SCCRTC and to the State Controller's Office, pursuant to PUC 99245 and CCR 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one). *This requirement does not apply to new transit operators nor Bike to Work or HSA claims submitted through the SCCRTC.*

Signature Karen Delaney Title: Executive Director Date: 3/27/23

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TDA Standard Assurances Checklist (for Transit and Specialized Transportation Services)

Claimant: Volunteer Center of Santa Cruz County **Fiscal Year:** 23 24

Assurance	Initial
1. STATE CONTROLLER REPORT Claimant certifies that it has submitted a State Controller's report in conformance with the uniform system of accounts and reports, to SCCRTC and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one). <i>This requirement does not apply to new transit operators.</i>	KD
2. USE OF FEDERAL FUNDS (Claimants Receiving Federal Funds) Claimant filing a claim for TDA funds for capital intensive projects pursuant to PUC 99268.7 certifies that it has made every effort to obtain federal funding for any project which is funded pursuant to PUC 99268.7.	KD
3. REVENUE RATIOS FOR COMMUNITY TRANSIT AND CONTRACTED TRANSIT SERVICES (CTSA & Volunteer Center Only) Claimant filing a claim pursuant to PUC 99275.5c and 99405c further certifies that, for the project year, it reasonably anticipates achieving the performance criteria, local match requirements, or fare recovery ratios adopted by the transportation planning agency or county transportation commission.	KD
4. EXTENSION OF SERVICES (METRO Only) Claimant that received an allocation of LTF funds for an extension of service pursuant to PUC 99268.8 certifies that it will file a report of these services pursuant to CCR 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.	
5. RETIREMENT SYSTEM (METRO Only) Claimant filing claim pursuant to PUC Section 99260 certifies that (check one):	
a) The current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC Section 99271a); or	
b) The operator is implementing a plan approved by the transportation planning agency which will fully fund the retirement system for such officers and employees within 40 years (PUC Section 99271a); or	
c) The operator has a private pension plan which sets aside and invests on a current basis funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC Sections 99272 and 99273.	
6. REDUCED FARES FOR ELDERLY AND HANDICAPPED (METRO Only) A claimant filing a claim pursuant to PUC 99260 which offers reduced fares to senior citizens and disabled persons certifies that it is in compliance with PUC 99155.	
7. DRIVERS PULL NOTICE PARTICIPATION (METRO & CTSA Only) A claimant filing a claim for public transit assistance must include a certification completed within the prior 13 months by the California Highway Patrol indicating the operator has participated in a "pull notice system" to examine driver's records.	
8. STAFFING ON VEHICLES (METRO & CTSA Only) Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.	
9. PART-TIME EMPLOYEES (STAFF ONLY) (STA Claimants Only) Claimant certifies that it is not precluded, by any contract, from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license.	

10. INCREASE IN OPERATOR'S COST PER HOUR (STA Claimants Only)

Claimant filing a claim for operating assistance from STA funds must include a supplemental schedule which identifies either: A - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the year prior to the most recent audit year (year 2) and 2) the Consumer Price Index for the year prior to the most recent audit year (year 2); or B - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the three years prior to the most recent audit year and 2) the Consumer Price Index for the three years prior to the most recent audit year. The supplemental schedule information will be used to determine eligibility pursuant to PUC 99314.6.

Volunteer Center of Santa Cruz County

(Legal Name of Applicant/Claimant)

Karen Delaney

(Authorizing Signature of CEO/CFO)

Karen Delaney Executive Director

(Name and Title)

Exhibit A
VOLUNTEER CENTER OF SANTA CRUZ COUNTY
1740 17th Avenue Santa Cruz, CA 95062 427-5070

PROGRAM DESCRIPTION/SCOPE OF WORK
VOLUNTEER CENTER'S TRANSPORTATION
PROGRAM Fiscal Year 2023-24

A. TARGET POPULATION

Older adults age 60+ and persons with disabilities who do not drive, may not be able to take METRO or LiftLine and who do not have the support of family or friends to drive them. In addition, those individuals who may be in need of a free transportation service.

B. SERVICE GOALS

Our goal is to provide 4,000 one-way trips to eligible clients. **Participants will be limited to a maximum of two rides per week.** Our priority for filling requests is as follows:

- 1st Priority Medical requests for target population.
- 2nd Priority Shopping requests for target population.
- 3rd Priority Other essential destinations that contribute to the overall health and well-being of the individual (for example: fall prevention classes)

These trips will be targeted for geographic distribution as follows:

	<u>Rides</u>	<u>% of Rides</u>	<u>#Clients</u>
Santa Cruz/Mid-County/Aptos/Capitola	2000	50%	100
San Lorenzo/Scotts Valley	1000	25%	50
Watsonville/ Freedom	1000	25%	50

In considering geographic distribution of services, our goal is to provide extra support in those areas which are outside the boundaries of Liftline services, or which receive limited Liftline service and have limited public transit services.

C. PROGRAM ACTIVITIES

1. The Volunteer Center will maintain volunteers Monday- Friday 10:00 a.m. to 2:00 p.m.
2. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other programs such as Liftline and Metro.
3. The Volunteer Center will continue its intensive campaign to recruit new drivers
4. Volunteer Center staff will attend meetings of the E+ DTAC of the RTC.

D. QUARTERLY REPORTS

Volunteer Center of Santa Cruz Transportation Program TDA
Funding Quarterly Reports and Final Activities Report are due to the
Transportation Commission and the City of Santa Cruz according to
this schedule:

Quarterly Activities Report 1: October 25, 2023
Quarterly Activities Report 2: February 8, 2023
Quarterly Activities Report 3: April 26, 2024
Quarterly Activities Report 4: July 26, 2024

The reports will contain the following information for each center and total:

1. Number of rides/deliveries provided
2. Trip destinations
3. Mileage claimed
4. Estimated total mileage
5. Average length of trip
6. Number of unduplicated passengers
7. Number of requests for service
8. Number of turndowns
9. Reason for turndowns
10. Number of active volunteers
11. Geographic distribution of clients

E. INSURANCE

Comprehensive auto and general liability insurance over and above that
held by the driver will be maintained by the Volunteer Center in the
amount of \$1,000,000 per occurrence.

F. CLAIMS

One claim will be submitted for advance

payment for the year: Annual

Advance - July, 2023 104,234

Exhibit B

PROGRAM NAME:
FISCAL YEAR:
REVENUES

Volunteer Center Transportation 2023-2024 2022-2023

	Budget Unit Name	Transportation	Transportation
	Budget Unit Number	05	05
4000	PUBLIC SUPPORT DONATIONS	2,000	1,000
4008	Unallocated Funds		
4295	Transportation		
CURRENT YEAR CLAIM		104,234	108,813
TOTAL CURRENT YEAR REVENUES		106,234	109,813

HOURLY WAGES AND BENEFITS	76,460	76,070
6012 Auditing Expense	500	500
6018 Copies	175	350
6032 Equipment	380	500
6151 Background Checks	500	600
6039 Facility Maintenance	200	200
6040 Insurance, General	615	600
6042 Insurance, Volunteer	1,900	1,900
6050 Postage	350	500
6009 Recruitment/Marketing	1,750	3,000
6061 Rent	2,000	2,000
6078 Office Supplies	600	1200
6081 Computer Software & Fees	400	500
6098 Mileage, Volunteers	3,500	3,100
6100 Telecommunication	2,500	3,200
6125 Utilities	600	600
6150 Volunteer Recognition	375	750
6160 Admin Fees	14,529	15,243
TOTAL CURRENT EXPENSES	\$104,234.00	\$108,813.00

AGENDA: April 11, 2023

TO: Elderly and Disabled Transportation Advisory Committee (E&DTAC)

FROM: Rachel Moriconi, Transportation Planner

RE: 2023 Low Carbon Transit Operations Program (LCTOP)

RECOMMENDATION

Staff recommends that the Elderly and Disabled Transportation Advisory Committee (E&D TAC):

1. Recommend that the Santa Cruz County Regional Transportation Commission (RTC) program Santa Cruz County's population-formula shares (99313) of FY22/23 Low Carbon Transit Operations Program (LCTOP) (approximately \$650,000) to Santa Cruz Metropolitan Transit District's (METRO) Youth Ride Free pilot program; and
 2. Identify any additional priority transit projects which would reduce greenhouse gas emissions, reduce vehicle miles traveled and increase transit mode share in the Unmet Needs list for consideration in future years.
-

BACKGROUND

In 2014, the California Legislature established the Low Carbon Transit Operations Program (LCTOP) to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with an emphasis on serving disadvantaged communities. Funded by Greenhouse Gas Reduction Funds (GGRF) generated from the sale of carbon credits in the state's Cap and Trade program, the State Controller's Office (SCO) apportions revenue to transit operators and regional transportation planning agencies (including RTC) using State Transit Assistance (STA) population and revenue distribution formulas. As the regional entity designated under Public Utilities Code (PUC) 99313, the RTC can act as a lead agency on eligible projects or act as a "contributing sponsor" and pass funds onto public transit operators to support an eligible project.

Eligible projects for LCTOP include:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded

water-borne transit, or expanded inter-modal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.

2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

In addition to using funds on eligible projects, recipients of LCTOP funds must demonstrate that each expenditure of program monies does not supplant another source of funds; at least 50 percent of funds must either be utilized within and benefit state-defined priority populations, unless the project is new or expanded service that connects with services to disadvantaged or low-income communities, transit fare subsidies, or to purchase zero-emission buses and supporting infrastructure; and agencies are required to conduct meaningful outreach and engagement to low income and disadvantaged communities ("Priority Populations") to ensure that funds are used to address important community needs.

If an agency is not prepared to initiate a project in the current fiscal year, they may roll funds over into a subsequent fiscal year, accruing LCTOP funds for a more substantial project. All funds must be applied to the project within four years. Approved projects must also be completed and funds expended within the subsequent four years.

DISCUSSION

The State Controller's Office (SCO) estimates that approximately \$192 million will be available for the Low Carbon Transit Operations Program (LCTOP) statewide in FY22/23. The SCO estimates that RTC's population-based formula share (per PUC 99313) will be \$654,314 and METRO's estimated revenue-based formula share (per PUC 99314) is \$589,049 (\$1.24 million total for Santa Cruz County projects). Annual shares vary based on projected and actual Cap-and-Trade auction proceeds, as well as population and revenue estimates in other counties and transit districts. Projects approved by the RTC and METRO are subject to Caltrans concurrence. Caltrans staff indicated that this year's funds must be distributed to public transit operators, though in years past RTC has also programmed some LCTOP funds to Community Bridges-Lift Line projects.

METRO has requested and staff recommends that the Elderly and Disabled Transportation Advisory Committee (E&D TAC) recommend that the RTC program FY22/23 LCTOP funds to METRO's new Youth Ride Free pilot program.

METRO plans to use LCTOP funds on its countywide Youth Ride Free Program to allow youth in grades K-12 to ride local METRO buses for free for two additional years through April 3, 2026. (METRO initiated the first year of the free ride program in March 2023 using local funds.) This program supports METRO's goal of increasing transit ridership, expand access to opportunities and resources for youth, and support equity goals by eliminating the fare burden for youth, many of whom come from low-income households. The program is also expected to help develop lifelong transit riders and shift trips currently taken in private automobiles to buses (increase transit mode share). Attachment 1 provides additional information about this project.

Compliance with LCTOP Guidelines

This project is consistent with LCTOP guidelines, serves state-defined low income and disadvantaged priority populations, and supports California and Regional Transportation Plan (RTP) greenhouse gas reduction goals. Providing youth bus passes to low income households is also identified as a strategy in the RTC's Unmet Needs List to provide "Transportation services for low-income families with children, including transportation for people transitioning from welfare to work."

LCTOP guidelines require agencies to seek input from community-based organizations, especially those serving low-income individuals, on priorities for LCTOP funds. In addition to outreach conducted by METRO and RTC as part of the Regional Transportation Plan (RTP) update and other public outreach efforts, staff recommends that the E&DTAC continue to identify priority public transit, paratransit, and/or community transportation services which could significantly reduce greenhouse gas emissions and/or shift trips from automobile to transit and reduce vehicle miles traveled as part of the 2023 Unmet Needs list development.

SUMMARY

The California Legislature has established a Low Carbon Transit Operations Program (LCTOP) to distribute revenue from the sale of carbon emission credits (Cap-and-Trade funds) for transit operations and capital projects that reduce greenhouse gases. Funds are distributed by formula to regional agencies and transit agencies. Staff recommends that the Elderly and Disabled Transportation Advisory Committee (E&D TAC) recommend that the RTC program FY22/23 funds to Santa Cruz METRO for its new Youth Free Ride pilot program.

Attachment:

1. Application from Santa Cruz METRO

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Project Nomination to SCCRTC for FY2022/23
Low Carbon Transit Operations Program (LCTOP)
Approximately \$654,314 available from RTC's discretionary share (Sec 99313)

Please fill out a separate application for each project and return to SCCRTC via email to amarino@sccrtc.org by 1:00 p.m. on Monday April 3, 2023.

Note: If your project is recommended for funding, you will need to subsequently complete the Caltrans LCTOP Allocation Request Form and other Caltrans required documents.

1. Project Name: Youth Ride Free Pilot Program

Implementing Agency: Santa Cruz Metropolitan Transit District (METRO)

Contact Person: Wondimu Mengistu Email: Wmengistu@scmtd.com

2. LCTOP RTC-shares (PUC 99313) Requested: 100% - estimated \$654,314

3. Project Description - Provide a comprehensive project description. For operations projects, include: number of trips, span, frequency of improvements, number of days of operation and marketing components (if applicable). For capital projects, describe project specifications and identify components proposed to be funded by LCTOP.

METRO seeks to implement two year countywide Youth Ride Free Program to allow youth in grades K-12 to ride local METRO service fare free anywhere and anytime METRO operates (Highway 17 excluded). The Proposed Project is estimated to increase youth ridership by 100% of pre-pandemic levels. The intent of this program is to support METRO's goal of increasing transit ridership to seven million trips within the next five years, expand access to opportunities and resources for youth, and support equity goals by eliminating the fare burden for youth, many of whom come from low-income households. Youth under the age of 18 currently comprise 9.7% of METRO boardings (2019 On-Board Survey) yet are 19% of Santa Cruz County residents, suggesting room for growth in this demographic.

4. Eligibility - Verify that the project will meet at least one of the following eligibility requirements (check which one applies to the project)

	Expenditures directly enhance or expand transit service by supporting new or expanded bus or rail services or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
x	Operational expenditures that increase transit mode share.
	Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

- 5. Project planning** – Describe the planning process, including the process that your agency used to identify community needs and identify this project specifically as a priority for disadvantaged communities. Include any public outreach efforts, engagement events, workshops and other efforts to solicit community input.

A key goal for the Youth Ride Free Program is to help develop lifelong transit riders, while meeting METRO's overall goal of increasing transit ridership. Additionally, due to repeated requests from local organizations, it was determined that METRO implement two year countywide Youth Ride Free Program. The Santa Cruz County Unmet Transit and Paratransit Needs process, the MPO long-range Metropolitan Transportation Plan/Sustainable Communities Strategy, the Santa Cruz County Regional Transportation Plan and METRO's Short Range Transit Plan documents encouraging mode shift in the short term and building lifelong transit riders as a high priority. Public outreach is a key requirement documented in every transportation plan. Feedback received from public outreach and engagement revealed an overwhelming support as the surrounding community would benefit directly and indirectly from this project. For those who use transit because of economic necessity, fare free programs also serve equity goals.

- 6. Greenhouse Gas Reductions** – Describe how this project will reduce greenhouse gas emissions:

The Project will also result in a total GHG emission reduction of 886.96 MTCO₂e. The Project will contribute to a sustainable transportation system that reduces VMT and congestion, improves the transit and active transportation network, and serves communities that are transportation disadvantaged. Given that public transit is the most efficient and equitable way for large numbers of people to access opportunities and resources, removing barriers to its use is critical to reducing car dependence and achieving climate goals.

Ridership Increase – Estimated annual ridership increase resulting from proposed LCTOP-funded service.	578,164
Vehicle Miles Reduced: What is the average automobile trip length (miles) that will be eliminated as a result of the ridership increase above? (average trip length/rider)	2,172,145
Project useful life (months and/or years)	24 months

- 7. Which, if any, disadvantaged communities fall within your transit service areas? (Attach a map of their service area from the EPA website <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>. The Lead Agency must provide a map whether or not their service area includes a disadvantaged community.)**

The county low-income youth have needs similar to those in DACs. For those who use transit because of economic necessity, fare free programs also serve

equity goals. CARB identified common needs of disadvantaged communities based upon input from community advocates in spring 2014. Staff has worked with members of the community on many occasions including the public hearing held on January 27, 2023. Expanding access to opportunities and resources for youth, and support equity goals by eliminating the fare burden for youth, many of whom come from low-income households.

8. Priority Population Benefits - Describe how this project benefits LCTOP-defined priority populations (low-income, disadvantaged, or other priority populations – see Attachment A for additional instructions)

1. Expand access to opportunities and resources for youth, and support equity goals by eliminating the fare burden for youth, many of whom come from low-income households.
2. Improved Public Health: The project will improve air quality and reduce GHGs by removing SOV off the road reducing pollution.
3. Promotes Active Transportation: The project will encourage the use of public transportation, where people without cars are able to get from point A to point B. Our buses are also equipped with bicycle racks that fit two bikes, so bicyclists are able to put their bikes on our buses if their riding distance is too far for them to bike.
4. Promotes Integration w/other modes as we have bus stops.

Is the project located within the boundaries of a SB535-defined Disadvantaged Community census tract?	Yes
Is the project located within the boundaries of a low-income community census tract?	Yes
Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantaged community and within a low-income census tract?	Yes
Amount of proposed FY 22-23 LCTOP funds benefitting Disadvantaged Communities	\$407,778

9. What outreach or engagement was done with disadvantaged communities for this project?

Public outreach is a key requirement documented in every transportation plan. Feedback received from public outreach and engagement revealed an overwhelming support as the surrounding community would benefit directly and indirectly from this project. Staff has worked with members of the community on many occasions including the public hearing held on January 27, 2023. Staff will conduct outreach to all school districts within Santa Cruz County to request assistance in notifying the public of the program. Additional outreach will be conducted including email notifications to METRO stakeholder groups and through METRO's social media channels.

- 10.** If project involves the demolition or rehabilitation of existing units occupied by lower-income households or businesses in disadvantaged communities, **how was this project designed to avoid substantial burden on any low-income, disadvantaged, and vulnerable populations?**

N/A

11. Co-Benefits - Check all additional Benefits/Outcomes

	Improved Safety		Coordination with College Institution
x	Improved Public Health	x	Coordination with K-12 schools
	Reduced Operating/Maintenance Costs		Promotes Active Transportation
	Increase System Reliability	x	Promotes Integration w/ other modes
	Other: Expand access to opportunities and resources for youth, and support equity goals by eliminating the fare burden for youth, many of whom come from low-income households		

- 12. Plan Consistency:** Describe how the project is consistent with local and/or regional plans? (*Short Range Transit Plan, Regional Transportation Plan, Long Range Transit Plan, etc.*)

The proposed Project is consistent with the Santa Cruz County Unmet Transit and Paratransit Needs process, the MPO long-range Metropolitan Transportation Plan/Sustainable Communities Strategy, the Santa Cruz County Regional Transportation Plan and METRO's Short Range Transit Plan by encouraging mode shift in the short term and building lifelong transit riders as a high priority.

- 13. Board Approval:** Is the project supported by your agency's Governing Board? (*Attach approval resolution, meeting minutes, or the date approval is expected by May 1, 2023.*)

Date approval is expected by April 28, 2023.

14. Project Schedule:

Anticipated Start Date	12/1/2023	Right-of-way (ROW)	N/A
Anticipated End Date	4/3/2026	Vehicle/Equipment Purchase	N/A
Environmental review (PA/ED)	N/A	Construction (CON)	N/A
Design (PS&E)	N/A	Operations/Other	N/A

15. Project Cost/Funding Information:

a. Funding sources and amounts. (Double click on table to activate cells.)

Funding Information						
LCTOP Allocation Year	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Total
PUC 99313 Amount:		\$654,314				\$654,314
PUC 99314 Amount:		\$589,049				\$589,049
Total LCTOP Funds:	\$0	\$1,243,363	\$0	\$0	\$0	\$1,243,363
Other GGRF:						\$0
Other Funds:						\$0
Total Project Cost:	\$0	\$1,243,363	\$0	\$0	\$0	\$1,243,363

b. Describe how project cost estimates were developed:

The project cost was developed by calculating the number of free rides that can be provided. In the first year, METRO estimates \$491,664 at the average cost per ride \$2 per rider, doubling youth ridership to 245,832 from 163,709 of pre-pandemic levels. Staff also estimates allocating 7% (\$87,035) of funds for marketing and outreach component of the project. In the second year, cost estimate is \$664,664, proving about 332,332 free rides. These cost estimates are based on FY19 youth farebox data \$245,833. These estimates are very conservative as 19% of Santa Cruz County residents – 51,327 persons – are under 18 years of age, suggesting room for growth in this demographic. In recent years, a number of transit agencies in California have implemented both pilot and permanent free fare for youth programs and reported ridership exceeding 125% of pre-pandemic levels and continuing to trend upward.

c. Project Readiness - Is the project fully funded and “ready to go?”

\$1,243,363 is needed to completely fund this project. With LCTOP funds, the project will be fully funded and ready to go.

d. Will LCTOP supplant other funding sources? (yes/no – note LCTOP funds cannot be used to supplant other funds)

No. METRO will not be supplanting funds for use of this project.

16. Cost-Effectiveness and Increased Mode Share of the Project: Describe how the project meets industry standards for effectiveness and how the project will increase transit ridership. Is the project economical? Does it save operating costs or increase them?

The Proposed Project is estimated to increase youth ridership by 100% of pre-pandemic levels. The benefits associated with supporting increased ridership, lowering the economic burden of taking transit for low-income youth, and building future transit riders outweigh the costs. Additionally, this project has typically targeted youth in an effort to encourage mode shift in the short term and build lifelong transit riders. This supports METRO’s goal of increasing transit ridership to seven million trips within the next five years, expand access to opportunities and resources for youth, and support equity goals.

AGENDA: April 11, 2023

TO: SCCRTC Elderly and Disabled Transportation Advisory Committee

FROM: Brianna Goodman, Transportation Planner

RE: San Lorenzo Valley (SLV) Schools Complex Circulation and Access Study

RECOMMENDATIONS

Staff recommends that the advisory committee receive an information update for the SLV Schools Complex Circulation and Access Study and consider forming an ad-hoc subcommittee in order to provide further input to the project team.

BACKGROUND

In January 2022, RTC entered into a Memorandum of Understanding with SLVUSD, Caltrans, METRO, and the County of Santa Cruz to coordinate delivery of the SLV Schools Access Project. RTC staff in conjunction with Caltrans and the SLVUSD identified the need to carry out more thorough analysis for this segment as an addendum to the Highway 9/SLV Complete Streets Corridor Plan (SLV Plan), and the next step toward implementing the SLV Schools Access Project.

The SLV Schools Access Study (Study) includes public input, needs assessment, traffic analysis, preliminary engineering, and feasible recommendations for the SLV Schools Complex on Highway 9 just north of Felton, as well as Highway 9 itself between Graham Hill Road and the southerly intersection of Glen Arbor Road. Recommendations will be provided to improve multimodal system performance within the SLV Schools Complex as well as circulation improvements, transit access improvements, and bicycle and walking facilities for students and other users on Highway 9.

In October (Bicycle Advisory Committee) and December (Elderly & Disabled Transportation Advisory Committee), a staff report and presentation, include project progress update and concept plans, were provided to the advisory committees for discussion and input.

DISCUSSION

The Study serves as the next step toward implementing the SLV Schools Access Project identified in the SLV Plan. The RTC, in collaboration with multidisciplinary partner agencies and stakeholders (Caltrans, County, SLVUSD, Metro), collaborated to carry out thorough analysis and public engagement for the Study as an addendum to the SLV Plan.

The Study proposes multimodal transportation recommendations on Highway 9 between Graham Hill Road and Glen Arbor Road, and site access and circulation improvements at San Lorenzo Valley High School, Middle School, and Elementary School (SLV Schools Complex). The draft Study will be published shortly. Once it is available, staff would like to convene an ad-hoc subcommittee composed of interested members from each advisory committee to review, provide input, and recommend approval of the document.

SUMMARY

As a follow-up to the presentations and discussions from late 2022 with the advisory committees regarding the SLV Schools Access Study, staff wishes to continue engagement with an ad-hoc subcommittee.

AGENDA: April 2023

TO: Bicycle Advisory Committee and Elderly & Disabled Transportation Advisory Committee

FROM: Tommy Travers, Transportation Planner

RE: City of Capitola projects on Kennedy Drive and on Capitola Road

RECOMMENDATION

Staff recommends that the Committees provide input on the City of Capitola's designs for the Kennedy Drive Sidewalk Project and the Capitola Road Pavement Project

BACKGROUND

The Santa Cruz County Regional Transportation Commission (RTC) has discretion over about 5% of funds available to operate, maintain, and improve the transportation network in Santa Cruz County. The discretionary funding sources include the Surface Transportation Block Grant Program/Regional Surface Transportation Program Exchange (STBG/RSTPX) and State Transportation Improvement Program (STIP) funds.

The City of Capitola is designing two projects that include "complete streets" opportunities to improve pedestrian and bicycle mobility and access. The Kennedy Drive Sidewalk Project is funded through RSTPX and local city general funds. The Capitola Road Pavement Project, which was previously the 41st Ave/Capitola Road Intersection Project, is funded through STIP, Measure D, state SB 1, and city general funds. The city is bringing the design plans to the Committee for review.

DISCUSSION

The Kennedy Drive Sidewalk Project adds a new sidewalk, new uphill bike lane, crosswalk striping, and ADA curb ramp. The project is located between Park Avenue and Sir Francis Avenue (ATTACHMENT 1). The project aims to eliminate conflicts between pedestrians, vehicles, and bicycles and is expected to go out to bid in May 2023. The Capitola Road Pavement Project will restore deteriorated pavement from the 41st Avenue intersection west to 30th Avenue (ATTACHMENT 2). The project is proposed to include bike lane realignment approaching 30th Avenue, green bike lane markings at intersections, and upgraded ADA curb ramps. The project is expected to go out to bid in summer 2023.

SUMMARY

The City of Capitola is seeking the input of the Committee prior to construction of

two projects including bicycle and pedestrian improvements.

ATTACHMENTS

1. Kennedy Drive Sidewalk Project presentation slides
2. Capitola Road Pavement Project presentation slides

Kennedy Drive Sidewalk Project Background

Attachment 1



- Identified during the public scoping sessions for McGregor Park
- Awarded \$197,000 in RTP funding in 2021 from the RTC

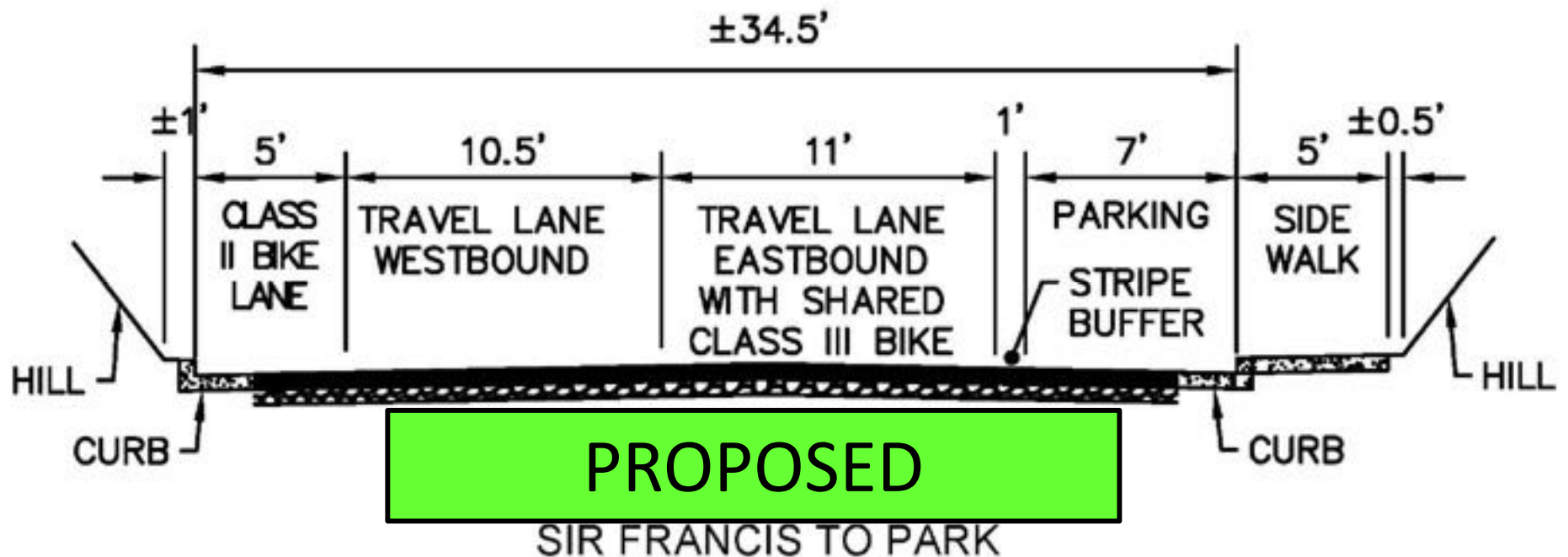
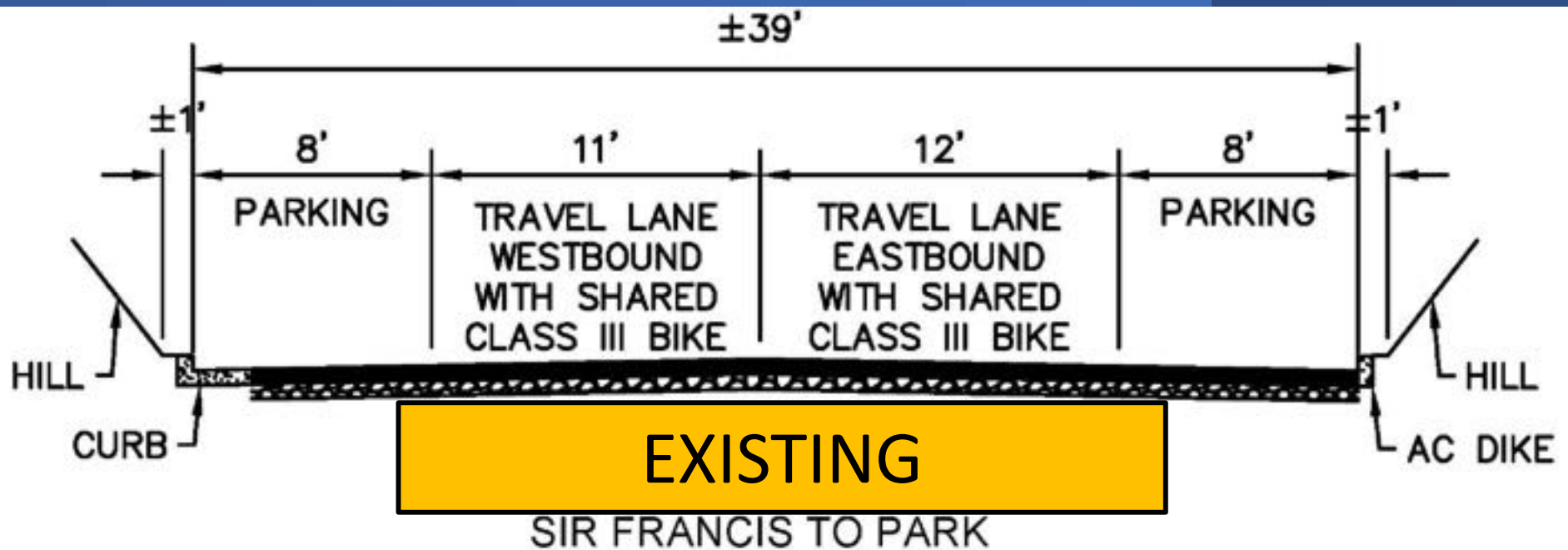


Map of project vicinity: Kennedy Drive

Kennedy Drive Sidewalk Project Rendering – View East

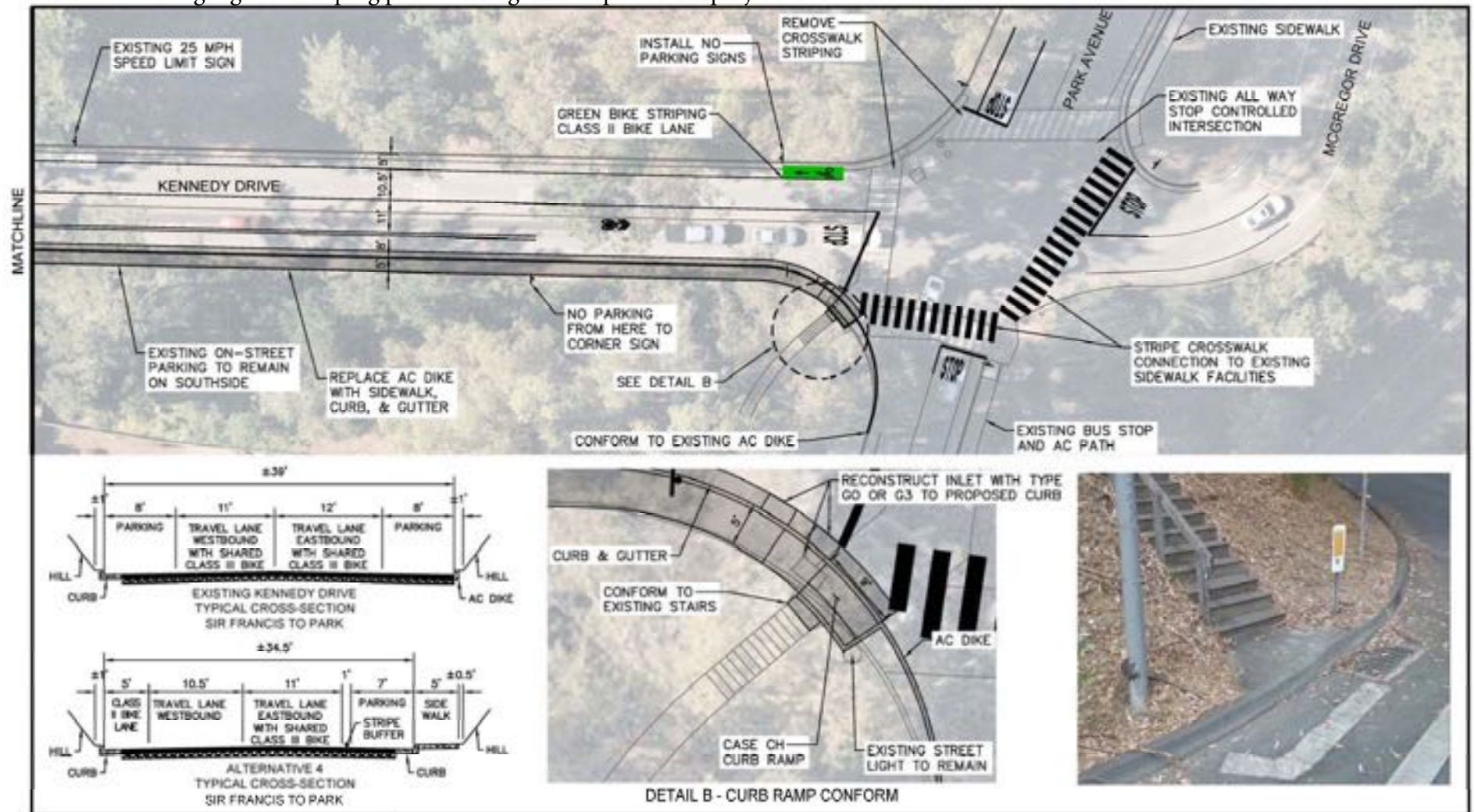


View of street looking downhill towards Park Ave, with proposed sidewalk and new striping imposed.

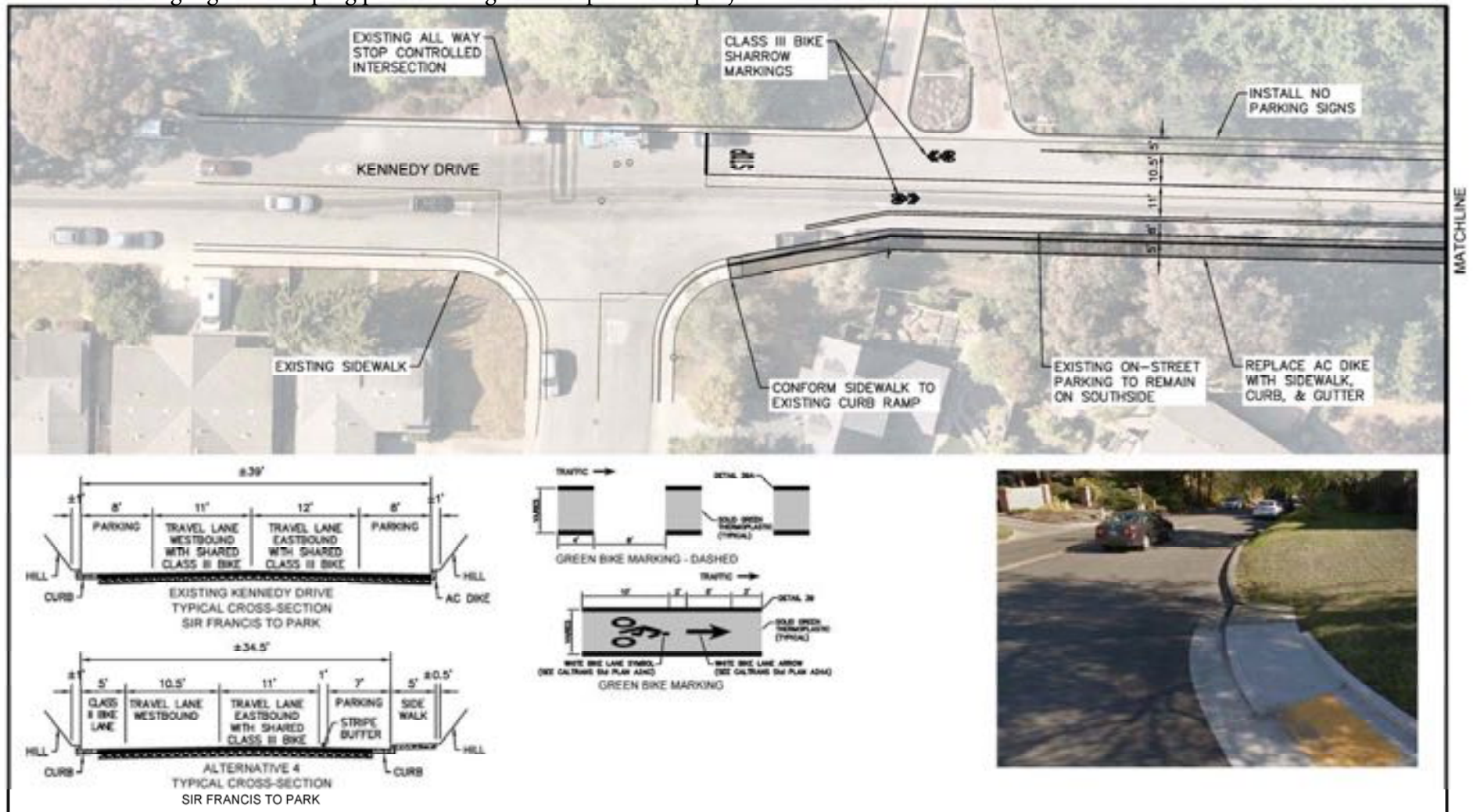


Cross sections showing existing and proposed, including widths of lanes and sidewalk.

Construction signage and striping plan showing eastern portion of project



Construction signage and striping plan showing western portion of project





Map of vicinity of the Capitola Road/41st Ave intersection

Images showing current pavement and striping poor conditions



WB Lanes @ east side of Clares Street looking west



WB Lanes @ west side of Clares Street looking west





WB Lanes @ east side of 41st Avenue looking west



WB Lanes @ west side of 41st Avenue looking east



GENERAL SIGNING AND STRIPING NOTES

- ROADWAY ALIGNMENT SHOWN FOR PAVEMENT DELINEATION STATIONING GENERATED WITHOUT EXISTING MONUMENT OR BENCHMARK BASIS. ENGINEER ON SITE TO SHALL VERIFY STRIPING LOCATION PRIOR TO INSTALLATION.
- ALL EXISTING SIGNS SHALL BE PROTECTED IN PLACE UNLESS SPECIFIED FOR REMOVAL OR RELOCATION.
- ALL EXISTING SIGNS SPECIFIED FOR REMOVAL SHALL NOT BE REMOVED UNTIL NO LONGER PERTINENT TO TRAFFIC CONTROL.
- ALL EXISTING PAVEMENT DELINEATION CONFLICTING WITH PROPOSED STRIPING SHALL BE REMOVED PRIOR TO NEW STRIPING INSTALLATION.
- ALL PAVEMENT DELINEATION MUST BE IN ACCORDANCE WITH THE CURRENT VERSION OF THE CALIFORNIA MUTCD AND CALTRANS STANDARD PLANS.
- ALL STRIPING DIMENSIONS SHOWN ARE MEASURED FROM STRIPE TO STRIPE OR TO TOP OF CURB TO STRIPE WHICHEVER SCENARIO IS CLOSER.

LEGEND

- EXISTING SIGN
- PROPOSED SIGN
- EXISTING STRIPING DETAIL
- PROPOSED STRIPING DETAIL
- STRIPING CHANGE
- STRIPING LIMIT
- ANGLE POINT
- PAVEMENT MARKING

STRIPING AND MARKING TABLE BASE BID

DETAIL	PATTERN OR LEGEND	LF	SQFT
9	LANE LINE	0	-
38	CHANNELIZING LINE	102	-
39	BIKE LANE LINE (INCLUDES BUFFER)	628	-
39A	INTERSECTION LINE (BIKE LANE)	296	-
PM	CONTINENTAL CROSSWALK MARKING	-	0
PM	BIKE SYMBOL/ARROW MARKING	-	21
PM	TYPE I ARROW	-	28
PM	TYPE IV ARROW	-	60
PM	TYPE VI ARROW	-	126
PM	GREEN PAINT FOR BIKE LANE	-	336
TOTAL		1026	571

TRAFFIC →

DETAIL 39A

SOLID GREEN THERMOPLASTIC (TYPICAL)

TRAFFIC →

DETAIL 39

SOLID GREEN THERMOPLASTIC (TYPICAL)

WHITE BIKE LANE SYMBOL (SEE CALTRANS S1d PLAN A24C)

WHITE BIKE LANE ARROW (SEE CALTRANS S1d PLAN A24A)

65% PS&E FOR REVIEW ONLY FEBRUARY 2022

Kimley-Horn

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KHA PROJECT 097763137
DATE 2/3/2022
SCALE AS SHOWN
DESIGNED BY DW
DRAWN BY DW
CHECKED BY KM

CAPITOLA ROAD STRIPING IMPROVEMENTS
PREPARED FOR
CITY OF CAPITOLA
SANTA CRUZ COUNTY

CA **DATE SIGNED: Feb 14, 2022**

SIGNING AND STRIPING PLAN

SS-1

SHEET NO. 9 OF X SHEETS

AGENDA: April 11, 2023

TO: Elderly and Disabled Transportation Advisory Committee
FROM: Amanda Marino, Transportation Planner
RE: Regional E-Bike Share Program

RECOMMENDATION

Staff recommends that the Elderly and Disabled Transportation Advisory Committee (E&D TAC) receive follow up information regarding the implementation of the Regional Electric Bike Share Program.

BACKGROUND

The City of Santa Cruz, UC Santa Cruz, County of Santa Cruz, City of Capitola, Cabrillo College and City of Watsonville have partnered to bring an electric Bike Share system to Santa Cruz County providing a convenient, fun and affordable way for community members and visitors to travel countywide.

Bike Share is expected to launch in June 2023 throughout the City of Santa Cruz and UCSC campus. The regional system is scheduled to expand to Capitola, Watsonville, Cabrillo College and the unincorporated County in early 2024. The initial launch will include about 400 e-bikes and 800 docks throughout the City of Santa Cruz and UCSC. The countywide rollout will expand to up to 660 e-bikes and 1320 docks in 2024.

The locations shown in the map below are permitted and will be installed for the launch. The City of Santa Cruz is requesting feedback from the community on additional locations for bike share stations. We hope that you will share your thoughts through the survey at this [link](#).

DISCUSSION

Members of the Elderly and Disabled Transportation Advisory Committee (E&D TAC) have expressed interest in providing input on the Regional Bike Share Program to prevent obstruction of pedestrian access.

The E&D TAC provided input at the November 2019, December 2019, and February 2022 E&D TAC meetings, to discuss the bike share program and

staff administering the program heard the concerns expressed by E&D TAC members. The following are the main points were discussed by E&D TAC members:

- Individuals with disabilities have expressed safety concerns with bikes parked on the sidewalk.
- Individuals using wheelchairs have found bikes blocking pedestrian access.
- Individuals need to be able to report a problem with the bikes and receive a timely response.
- Bike share users should receive more robust parking instructions to reduce conflicts with individuals with disabilities.
- Bike users parking inappropriately should be notified if they have violated parking rules and receive penalties with multiple infractions.
- More education about bike share parking safety is desired and could be combined with other education programs.

SUMMARY

The E&D TAC requested an opportunity to provide input on the City of Santa Cruz in partnership with the Cities of Capitola and Watsonville, the County of Santa Cruz, UCSC, and Cabrillo College Regional Electric Bike Share Program. In the past, the E&D TAC has provided input on bike parking including pedestrians and individuals with disabilities navigating the bikes.



MEMORANDUM

TO: SCCRTC Elderly and Disabled Transportation Advisory Committee

FROM: Miranda Taylor, Planner

SUBJECT: 2023 Public Participation Plan Development Process

MEETING DATE: April 11, 2023

RECOMMENDATION:

Staff will provide an overview of the 2023 Public Participation Plan (PPP) development process. Committee members are asked to provide feedback on the development of the 2023 Public Participation Plan.

BACKGROUND/ DISCUSSION:

The federally required *2023 Public Participation Plan* is a comprehensive document that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action.

AMBAG, as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay region, prepares and adopts the Public Participation Plan at least once every four years. The prior Public Participation Plan, the *2019 Monterey Bay Area Public Participation Plan*, was adopted in October 2019 to comply with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) legislation. The *2023 Public Participation Plan* will cover the four-year period from 2023-2026 and must comply with the current Federal Surface Transportation Act, Fixing America's Surface Transportation Act (FAST Act), which was enacted in 2015. The *2023 Public Participation Plan* emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach.

AMBAG is required to update the Public Participation Plan every four years. The requirements for the Public Participation Plan under the FAST Act include increased

involvement and collaboration with members of the public, decision makers and staff from the local jurisdictions and partner agencies within the region.

Key sections of the *2023 Public Participation Plan* are listed below:

- Public Participation Plan Guiding Principles
- 2023 Public Participation Plan Timeline
- Incorporating Limited-English Proficiency (LEP) Populations into the PPP
- PPP Procedures and Development Process
- Interested Parties and Public Engagement
- Online and Visualization Outreach Strategies

An updated Public Participation Plan is the required guide for all public involvement activities conducted by AMBAG. As such, the PPP contains the procedures, strategies and techniques used by AMBAG for public involvement in all programs and projects that use federal funds.

A number of appendices will be included in the 2023 PPP. For example, Appendix G will include the 2050 Metropolitan Transportation Plan/Sustainable Communities Strategy Public Involvement Program. This appendix outlines how AMBAG will engage the public and stakeholders throughout the development of the 2050 MTP/SCS.

Below are key dates for developing the *2023 Public Participation Plan*:

- **March - April 2023:** Present an overview of the 2023 Public Participation Plan development process to regional Advisory Committees/Councils, Planning Directors Forum, and to the AMBAG Board of Directors
- **February - May 2023:** Develop the Draft Public Participation Plan
- **May - July 2023:** Present the Draft 2023 Public Participation Plan to Advisory Committees/Councils, Planning Directors Forum, and to the AMBAG Board of Directors
- **June 14, 2023 - August 23, 2023:** 70-Day Public Comment Period
- **August - September 2023:** Prepare the Final 2023 Public Participation Plan
- **October 11, 2023:** AMBAG Board of Directors will be asked to adopt the Final 2023 Public Participation Plan

A detailed timeline is also included as Attachment 1.

ATTACHMENT:

1. 2023 Public Participation Plan Timeline

**AMBAG 2023 Public Participation Plan Update
Final Schedule & Process**

Date	Tasks/Objective	Due Dates
January/early February 2023	Outreach to RTPAs by email and confirm point of contacts	2/3/2023
	Draft Schedule and Process Reviewed by RTPAs	2/28/2023
February/March 2023	Publish PPP Survey	2/28/2023
March/April 2023	Present 2023 PPP Update Process to all RTPA TAC/SSTAC meetings and AMBAG Board	
	3/16/23 - Present 2023 PPP Update Process at SCCRTC ITAC Meeting	3/16/2023
	3/24/23 - Present 2023 PPP Update Process at SBtCOG SSTAC	3/24/2023
	3/27/23 - Present 2023 PPP Update Process at AMBAG PDF	3/27/2023
	3/29/23 - Present 2023 PPP Update Process at TAMC/MST MAC	3/29/2023
	4/6/23 - Present 2023 PPP Update Process at TAMC and SBtCOG TAC Meetings	4/6/2023
	4/11/23 - Present 2023 PPP Update Process at SCCRTC E&D TAC	4/11/2023
	4/12/23 - Present 2023 PPP Update Process at AMBAG Board Meeting	4/12/2023
April/ May 2023	Develop Administrative Draft 2023 PPP	3/30/2023
	Email Administrative Draft PPP document to RTPAs for review	4/13/2023
	Edits/Changes on Administrative Draft 2023 PPP from RTPAs due on 5/8/2023 to AMBAG	5/8/2023
	Develop Draft 2023 PPP	5/31/2023
June 2023	Present Draft 2023 PPP to Committees/Boards, Release Public Notice (70 days) and Start Public Comment Period	Open Comment Period on: 06/14/2023
	5/31/23 - Present Draft 2023 PPP at TAMC/MST MAC	Close Comment Period on: 8/23/2023
	6/1/23 - Present Draft 2023 PPP at TAMC TAC Meeting	
	6/1/23 - SCCRTC Board Meeting	
	6/13/23 - Present Draft 2023 PPP at SCCRTC E&D TAC	
	6/14/23: AMBAG Board Meeting	
	6/15/23 - Present Draft 2023 PPP at SCCRTC ITAC Meeting	
	6/15/23 -SBtCOG Board Meeting	
	6/23/23 - Present Draft 2023 PPP at SBtCOG SSTAC	
	6/26/23: AMBAG PDF	
	6/28/23 - TAMC Board Meeting	
	7/6/23 - Present Draft 2023 PPP at SBtCOG TAC Meeting	
August 2023	Public Hearing on 2023 PPP at AMBAG's August Board Meeting	8/9/2023
	RTPAs to Also Hold Public Hearings (if using AMBAG PPP as their plan)	
	8/1/23 - SCCRTC Public Hearing	8/1/2023
	8/17/23 - SBtCOG Public Hearing	8/17/2023
	8/23/23 TAMC Public Hearing	8/23/2023
	Summarize comments and make revisions for Final 2023 PPP	9/8/2023
September/October 2023	Adoption of PPP by SBtCOG (if using AMBAG PPP as their plan)	9/21/2023
	Adoption of PPP by TAMC (if using AMBAG PPP as their plan)	9/27/2023
	Adoption of PPP by SCCRTC (if using AMBAG as their plan)	10/5/2023
	Final 2023 PPP for adoption by AMBAG Board	10/11/2023