



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, 2017

Regional Transportation Commission Santa Cruz Office
1523 Pacific Avenue, Santa Cruz, CA, 95062 (2nd Floor)

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

1:42pm- CONSENT AGENDA

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

- 5. Approve minutes from February 9, 2016 (pg. 4)**
- 6. Receive RTC Meeting Highlights (pg. 8)**
- 7. Receive resignation from Sally French, Social Service Provider-Disabled- (pg 9)**
- 8. 2017 E&D TAC Updated Roster (pg. 10)**
- 9. 2017 E&D TAC Meeting Calendar (pg. 11)**
- 10. Receive Information about FY15-17 Section 5310 Program Applications (pg. 13)**
- 11. Receive Information Items (pg. 19)**

- a. Letter dated February 15, 2017 from Santa Cruz Metropolitan Transit District to Customers
- b. County of Santa Cruz Department of Parks, Open Space and Cultural Services Strategic Plan Public Meeting Dates and Times Flyer

12. Receive Transportation Development Act Revenues Report (pg.23)

13. Receive Agency TDA Reports -none

14. Receive Agency Updates (other than items on the regular agenda) (pg. 24)

- a. Volunteer Center-none
- b. Community Bridges-none
- c. Santa Cruz Metro
 - i. ParaCruz Report for October-December 2016

REGULAR AGENDA

15. 1:45pm- Appointment of Chair and Vice Chair (pg. 37)

16. 1:55pm- Review and Recommend RTC Approval of 2017 Unmet Paratransit and Transit Needs List (pg. 38)

17. 2:10pm- Consider Draft Transportation Development Act Claim for Santa Cruz Metropolitan Transit District (pg. 48)

18. 2:25pm- Consider Draft Transportation Development Act Claim for Community Bridges (pg. 70)

19. 2:40pm- Consider Draft Transportation Development Act Claim for Volunteer Center (pg. 88)

20. 2:45pm- Review and Recommend RTC Approval of Measure D: Direct Allocation to Community Bridges Lift Line Five-Year Plan (pg. 101)

21. 3:25pm- Review and Recommend RTC Approval of Measure D: Regional Five-Year Plan (pg. 112)

22. 3:30pm- Pedestrian Safety Workgroup Brochure Update & Distribution (pg. 122)

23. Adjourn

Next meeting: 1:30 pm, May 9, 2017 @, RTC Offices, 1523 Pacific Avenue, Santa Cruz

HOW TO REACH US *Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
Phone: (831) 460-3200 / fax (831) 460-3215
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SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

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

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Santa Cruz County Regional
Transportation Commission

Elderly & Disabled Transportation Advisory Committee

Minutes
Tuesday, February 14, 2017

RTC Offices
1523 Pacific Avenue, Santa Cruz, 95060

- 1 Call to Order: 1:32 pm
2. Introductions

Members Present:

Lisa Berkowitz, CTSA
John Daugherty, Metro Transit
Veronica Elsea, 3rd District
Clay Kempf, Social Service Provider,
Seniors
Cara Lamb, Potential Transit User
Lori Welch Bettencourt, 5th District

Alternates Present:

Laura Diaz, CTSA-Lift Line Grace
Tom Duncanson, 2nd District
April Warnock, Metro Transit/ParaCruz
Lui

Excused Absences:

Unexcused Absences:

Pam Arnsberger, 2nd District
Greta Kleiner, Potential Transit User
Disabled
Dulce Lizarraga-Chagilla, Social Service
Provider-Seniors
Michael Molesky, Social Service Provider
Disabled (County)

RTC Staff Present:

Blakeslee
Ginger Dykaar
Cathy Judd
s Mendez

Others Present:

Doug Hessing, Caltrans – via conference
call
Kelly McClendon, Caltrans – via
conference call

3. Oral Communications

- Unified Corridor survey is live on the RTC website. Survey completion deadline extended to March 3. Hard copies of the surveys distributed to Meals on Wheels and Grey Bears
- User Oriented Transit Plan is now called *Cruz511 In Your Neighborhood* and will be implemented in the Spring of 2017. Eastside Santa Cruz and Central Watsonville neighborhoods are involved in the project. Project focuses on providing travel information to support a change in transportation mode choices.
- Scoring for Section 5310 Traditional Program draft applications will be completed by a local review committee, but will not be reviewed by the E&D TAC prior to submittal to Caltrans for this round of grants due to the timing of the application and scoring submittal deadlines.
- State-wide Caltrans bike/ped plan available online at <http://www.cabikepedplan.org/> with online activities, a workshop available in San Jose, and a webinar on March 1st. Comments are due to Caltrans by March 10th

4. Additions or deletions to the consent or regular agenda – None

CONSENT AGENDA

Action: A motion (Daugherty/Lamb) was made to approve the minutes of the December 13, 2016 E&D TAC meeting with an amendment to show that items were heard out of order with Item 18 heard before Item 17 and Item 17 heard before Item 16. The motion passed unanimously with members Berkowitz, Daugherty, Elsea, Kempf, Lamb, and Welch Bettencourt voting in favor. No votes were cast in opposition.

Action: A motion (Kempf/Berkowitz) was made to approve Items 6 through 11 of the Consent Agenda. The motion passed unanimously with members Berkowitz, Daugherty, Elsea, Kempf, Lamb, and Welch Bettencourt voting in favor. No votes were cast in opposition.

5. Approved Minutes from December 13, 2016
6. Received RTC Meeting Highlights
7. Received Transportation Development Act Revenues
8. Received resignation from Debbie Brooks, Social Service Provider – Persons of Limited Means
9. FY16/17 TDA Claims Funding Cycle Calendar
10. Received Information Items
 - a. Legislative Analyst Office: **A Long-Term Outlook: Disability Among California's Seniors**
 - b. Letter from E&D TAC to the City of Santa Cruz Regarding Pacific Avenue Contra Flow Bicycle Lane
 - c. Letter from City of Santa Cruz to E&D TAC regarding E&D TAC comments on Pacific Avenue Contra Flow Bicycle Lane
11. Received Agency TDA Reports
 - a. Volunteer Center – FY16/17 2nd Quarter
 - b. Community Bridges – N/A
 - c. ParaCruz Report from April – N/A

REGULAR AGENDA

12. Caltrans Highway 9 Bridge Rail Replacement Projects

Kelly McClendon and Doug Hessing, Caltrans, discussed the Highway 9 Bridge Rail Replacement Projects. Caltrans District 5 is developing a Draft Project Initiation Document (PID) for a project to replace the bridge rails on Highway 9 bridges at San Lorenzo River and Kings Creek. The preliminary design alternative for the bridge rails includes enhancement to the shoulder, bike lane, and sidewalk facilities. Meetings will be held in 2018 for public input.

Members discussed consistency in design at both locations for accessibility for all users, possible encroachment to existing residential properties, and transit access. Members are encouraged to send their comments to Kelly McClendon and Doug Hessing.

13. 2040 Regional Transportation Plan Project List

Ginger Dykaar, RTC Transportation Planner provided information on the Financially Constrained Project List for 2040 Transportation Plans. RTC staff is in the process of developing the constrained project list for the 2040 Santa Cruz County Regional Transportation Plan. This project list will also be included in the tri-county AMBAG region 2040 Metropolitan Transportation Plan – Sustainable Communities Strategy. Input from E&D TAC members is sought on the project list.

Members discussed several projects on the list including concerns with a proposed traffic signal at Park Avenue and Kennedy Drive, and the removal of parking on King Street. committee members also discussed funding needs and availability. Committee members recommended a revision to the draft goals to better address the multiple ways transportation investments can support health.

Revision of Goals definition to read: “Establish livable communities that improve people’s access to jobs, schools, recreation, healthy lifestyles and other regular needs in ways that improve health, reduce pollution and retain money in the local economy.”

Committee members recommended the following change for the Mobility Management Center project description to read:

Change Mobility Management Center project description/scope to read; Centralized one-stop shop for information and resources on specialized transportation options including senior information and assistance. May be combined with 511 and local senior information assistance efforts.

16. E&D TAC 2017 Meeting Calendar

Grace Blakeslee, RTC Transportation Planner stated that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) 2017 Committee Meeting Calendar identifies seven meetings to be held in 2017 and a list of meeting topics. E&D TAC meetings are held on the 2nd Tuesday of even number months at 1:30 pm. Ms. Blakeslee is recommending an additional meeting in May 9, 2017 because the RTC will be considering the annual budget at its April meeting and not at its March meeting and this would not allow TDA claimants sufficient time to prepare their TDA claims that are consistent with the RTC budget. Luis Mendez, RTC Deputy Director explained that due to Measure D the budget has taken a bit longer to prepare. Mr. Mendez mentioned that the Budget & Administration/Personnel Committee will review the budget at its March 9th meeting. Also, this year the off-site meeting of the E&D TAC will be in June at the Watsonville Community Room.

Members discussed:

- Holding the off-site E&D TAC meeting in August
- Reviewing TDA claims in April based on a preliminary budget estimate; and
- Hold the scheduling of the May E&D TAC meeting as tentative

Action: A motion (Bettencourt/Daugherty) was made to approve the 2017 E&D TAC Committee Meeting Calendar as amended to hear draft TDA claims at the April E&D TAC meeting, keep the May E&D TAC meeting tentative for approval of the TDA claims, and examine the possibility of holding the August E&D TAC meeting in Watsonville carries unanimously.

The motion passed unanimously with members Berkowitz, Daugherty, Elsea, Kempf, Lamb,

and Welch Bettencourt voting in favor. No votes were cast in opposition.

14. Preliminary Draft 2017 Unmet Needs

Grace Blakeslee, RTC Transportation Planner discussed the Preliminary Draft Unmet Paratransit and Transit Needs List. Serving as the social services transportation advisory council, the E&D TAC regularly hears and considers unmet paratransit and transit needs in Santa Cruz County. E&D TAC members are requested to provide input into the preliminary draft unmet paratransit and transit needs list. The draft document then goes out for input with a public hearing in May.

Members discussed:

- Feasibility study for the Mobility Management Center
- Affordable special care trips and gurney vehicle for medically fragile individuals and individuals needing "bed-to-bed" transportation
- Publicizing Wi-Fi expansion on buses to increase ridership
- Improving mobility via Lift Line

15. Pedestrian Safety Workgroup Update & What Pedestrians and Bicyclists Want Each Other to Know Brochure

Veronica Elsea mentioned that the Pedestrian Safety Work Group (PSWG) has completed and finalized the text for the brochure. The brochure will be presented to the RTC at its March meeting after approval by E&D TAC members. The PSWG will ask for approval from the RTC to distribute the brochure after which the discussion will focus on printing and distribution ideas.

Revisions include:

- To eliminate the extra space in the text for Watch and be aware of bicyclists!
- To move the text reading "These reports are forwarded to the appropriate local jurisdiction for action. Reports may be submitted at any time", before the link: <http://www.sccrtc.org/hazard>.
- To remove the 2016 for the Santa Cruz County Bikeways Map
- Adding the title "Sidewalk Ordinances" for the section at "Ordinances....."
- Italicizing the "Thanks" paragraph
- Have all URL's consistently represented

Action: A motion (Berkowitz/Daugherty) was made to approve the brochure for What Pedestrians and Bicyclists Want Each Other To Know as amended carries unanimously. The motion passed unanimously with members Berkowitz, Daugherty, Elsea, Lamb, and Welch Bettencourt voting in favor. No votes were cast in opposition.

The next meeting of the Pedestrian Safety Work Group is February 17 in the RTC conference room at 10:00 am.

17. Notice Chair and Vice Chair Election

Veronica Elsea informed members that election of the Committee Chair and Vice-Chair will be held at the April meeting of the E&D TAC. Members are encouraged to forward nominations, including self nomination, to the RTC staff prior to the April meeting.

18. Adjourn 4:03 pm

Respectfully submitted, Cathy Judd, RTC Staff



Santa Cruz County Regional Transportation Commission
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*CONTACTS: George Dondero, Executive Director
Karena Pushnik, Senior Planner/Public Information Coordinator*

Santa Cruz County Regional Transportation Commission (RTC) March 2nd 2017 Meeting Highlights

Regional Transportation Improvement Program (RTIP) Amendments

The [Regional Transportation Commission](#) approved amendments to the Regional Transportation Improvement Program (RTIP) in order to maximize use of State Transportation Improvement Program (STIP) funding available in Fiscal Year 2017/18, initiate work on the Harkins Slough Road/Highway 1 bicycle/pedestrian overcrossing in Watsonville, and program funds necessary to close out the construction contract for the Highway 1 Soquel-Morrissey Auxiliary Lanes project.

User Oriented Transit Planning Project/Cruz511 In Your Neighborhood

The [Regional Transportation Commission](#) received an update on the User Oriented Transit Plan, now referred to as Cruz511 In Your Neighborhood. Two neighborhoods have been identified to participate in the individualized marketing pilot project and households in these neighborhoods will be invited to receive customized information about opportunities for taking transit, bicycling, and walking in their neighborhood. The RTC approved a contract with Steer Davies Gleave and amendments to the budget to accommodate outreach efforts. Travel advisors will be used to canvas neighborhoods, speak with individuals at their household about the program, and solicit information about their travel behavior and interest in transportation alternatives at their door step. Surveys and postcards will also be mailed out to solicit participation in the project. The goal of Cruz511 In Your Neighborhood is to encourage alternative transportation modes to advance Santa Cruz County's regional transportation goals.

Unified Corridor Investment Study – Expanded Scope

The [Regional Transportation Commission](#) is developing a Unified Corridor Investment Study (UCS) for Santa Cruz County's three primary transportation routes – Highway 1, Soquel Avenue/Drive and the Santa Cruz Branch Rail Line. This study will identify multimodal transportation investments that optimize usage of these three parallel transportation routes in Santa Cruz County while advancing sustainability goals. The RTC approved an expanded scope for the Unified Corridor Investment Study to include a larger project area, a two step scenario analysis, additional economic, equity and environmental analyses, updated project cost estimates, and increased public outreach and model development in order to better answer important community questions about possible future uses of the Santa Cruz Branch Rail Line as defined by Measure D. Therefore, the RTC added \$500,000 from the rail allocation portion of Measure D to the Unified Corridor Investment Study project budget.

Grace Blakeslee

From: Sally French [sfrench@Hopeservices.org]
Sent: Sunday, February 19, 2017 2:42 PM
To: Veronica Elsea; Grace Blakeslee; John Daugherty (JDaugh@scmtd.com)
Subject: resignation

Dear Veronica, Grace, John and Karena –

Please accept my resignation from EDTAC and the Ped Committee. I plan to retire in a few months and will be taking some vacation time. I have really enjoyed getting to know you all and I certainly learned a lot. I hope our paths cross in the years to come. Take care, Sally



Santa Cruz County Regional Transportation Commission
ELDERLY & DISABLED TRANSPORTATION ADVISORY COMMITTEE (E&D TAC)
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

Membership Roster
December 2016

(Year in Parentheses) = Membership Expiration Date

Members	Representing	Alternate
Clay Kempf (2019)	Social Services Provider - Seniors	Patty Talbot (2019)
Dulce Lizarraga-Chagolla (2020)	Social Services Provider - Seniors (County)	vacant
vacant	Social Service Provider - Disabled	Sheryl Hagemann (2017)
Michael Molesky	Social Service Provider - Disabled (County)	vacant
vacant	Social Service Provider - Persons of Limited Means	Donna Patters (2018)
Lisa Berkowitz (2019)	CTSA (Community Bridges)	Bonnie McDonald (2017)
Kirk Ance (2017)	CTSA (Lift Line)	Laura Diaz (2018)
John Daugherty, vice chair (2019)	SCMTD (Metro)	April Warnock (2017)
Caroline Lamb (2018)	Potential Transit User (60+)	vacant
Greta Kleiner (2018)	Potential Transit User (Disabled)	John Mills (2019)

Supervisorial District Representatives		
Members	Representing	Alternate
vacant	1st District (Leopold)	vacant
Pam Arnsberger (2018)	2nd District (Friend)	Tom Duncanson (2019)
Veronica Elsea, Chair (2019)	3rd District (Coonerty)	Charlie Levine (2018)
Lori Welch (2019)	4th District (Caput)	vacant
vacant	5th District (McPherson)	vacant

Grace Blakeslee, Staff, Regional Transportation Commission

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Elderly & Disabled Transportation Advisory Committee
 ~ Annual Meeting Schedule ~
 2017

- *Most meetings are held on the 2nd Tuesday of even numbered months at 1:30 pm in the SCCRTC Conference room. One meeting held annually in an alternate location.*
- *This is a draft list of meeting topics. Additional transportation planning, policy and funding items and committee items are discussed, as needed. Please check the RTC website for the current packet agenda (posted about 4 working days before the meeting).*

Feb	February 14	Review Preliminary Draft Unmet Needs Nominations for Chair/Vice Chair Calendar Roster/Membership update
Solicit TDA Review		
	April 11	Review <u>draft</u> Measure D Five-Year Plan for Community Bridges Review <u>draft</u> TDA Claims for Volunteer Center, Community Bridges and METRO elect Chair and Vice Chair Recommend final Unmet Needs list
	El	
	May 9	---SPECIAL MEETING--- Review <u>final</u> TDA Claims for Volunteer Center, Community Bridges and METRO Review <u>final</u> Measure D Five-Year Plan for Community Bridges
	Revi	
	June 13	---MEETING IN WATSONVILLE--- Transp. Planning, Policy and Funding Items, as needed Transp. Project and Service Items, as needed
	August 8	Transp. Planning, Policy and Funding Items, as needed Project and Service Items, as needed
	Transp.	
	October 10	Transp. Planning, Policy and Funding Items, as needed Transp. Project and Service Items, as needed
	December 12	Review End of FY TDA Claims Review next year's Meeting Schedule
<i>Info items:</i>		Minutes from last meeting Monthly TDA Revenues (get from latest RTC packet) RTC Highlights (w/o meeting list) Letters from the committee Agency Updates , including Quarterly TDA reports Committee Appointments
Mont		
	Committ	
<i>As Needed:</i>		Recommend TDA Claims from local jurisdictions Review Updates to Guide for Specialization Review Triennial Performance Audit (every 3 years) Review Coordinated Plan (update every 4 years)

Other timely items that are within the purview of the committee

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

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

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

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AGEN

DA: April 11, 2017

TO: Elderly and Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: Section 5310 Grant Applications

RECOMMENDATIONS

Regional Transportation Commission staff recommends that the Elderly and Disabled Transportation Advisory Committee receive an update on the FY15-17 Santa Cruz County Section 5310 Program Grant Applications.

BACKGROUND

Funding under the Section 5310 grant program is distributed for the purpose of providing capital and operating grants for projects that meet the transportation needs of seniors and individuals with disabilities. The Section 5310 grant program is separated into the Traditional Section 5310 Program, for acquisition of vehicles and related equipment, and the Expanded Section 5310 Program, for acquisition of vehicles for public agencies and operating funds. The Section 5310 program is administered by Caltrans and allocated on a statewide competitive basis for all areas defined as small urban and rural, including Santa Cruz County. \$20 million is available for small urban and rural areas under the Section 5310 Program for apportionments for a period covering the three year Federal Fiscal Years 2015-2017. Historically, Section 5310 funds have been a major source of funding for new paratransit vehicles and equipment to facilitate specialized transportation services in Santa Cruz County.

DISCUSSION

Regional Transportation Planning agencies are responsible for scoring applications submitted under the Traditional Section 5310 Program and confirming submittal of Expanded Section 5310 Program applications. Regional Transportation Planning Agencies' staff also supports project sponsors in determining project eligibility and completing project applications.

Traditional Section 5310 Program

Traditional Section 5310 Program grant funding is available for capital projects including accessible vehicles and communication and computer equipment. Eligible applicants for Traditional Section 5310 Program grant funding include private not-for-profit and public agencies, where no private non-profits are readily available to provide the proposed service. For this grant cycle, two Traditional Section 5310

Program grant applications were received from eligible applicants (Attachment 1, Exhibit A).

- Community Bridges-Lift Line submitted one application in the amount of \$346,000 requesting funding for five paratransit vehicles to replace vehicles in poor condition serving the same-day and out-of-county medical rides, meal sites, and Elderday transportation programs. The funding requested for each vehicle is considered and scored separately.
- The Mental Health Client Action Network (MHCAN) submitted one application in the amount of \$70,000 to purchase one vehicle to expand the capacity of their transportation program.

A Local Review Committee was established by the Elderly and Disabled Transportation Advisory Committee (E&D TAC) to score Santa Cruz County Traditional Section 5310 Program applications and was comprised of staff from the Seniors Council, the Santa Cruz Metropolitan Transit District, and the Regional Transportation Commission. Scoring criteria for Traditional Section 5310 Program grant applications is established by Caltrans and measures the proposed project's ability to: provide efficient and effective transit services; address the Monterey Bay Area Public Transit & Human Services Plan findings; and demonstrate the need for the proposed transportation service. The Local Review Committee met on March 14, 2017 to review and score the two applications submitted for Traditional Section 5310 Program grant funds (Attachment 1).

Expanded Section 5310 Program

Expanded Section 5310 Program grant funding is available for capital and operating projects that support service expansion. Eligible capital costs include accessible vehicles, and communication and computer equipment. Eligible operating costs include expansion of paratransit service beyond the requirements of American Disabilities Act, enhancement of services, new or expansion of volunteer driver programs and development of mobility management centers. Eligible applicants for Expanded Section 5310 Program grant funding include private not-for-profit and public agencies.

For this grant cycle, six grant applications requesting Expanded Section 5310 Program grant funds were received (Attachment 2).

- Santa Cruz Metropolitan Transit District submitted one grant application in the amount of \$48,698 to add customer service and paratransit supervisors to improve paratransit accessibility, reliability and quality to support their door-to-door service beyond the ¾ mile buffer around a fixed route in some areas and to operate during hours when fixed-route service is not available in some areas.
- Camping Unlimited submitted two grant applications to provide access to their specialized camp program for people living with intellectual and development disabilities. One application is requesting funding in the amount of \$831,044 for

a three-year period for transportation services for Camping Unlimited's summer and year round program and events. The other application is requesting funding in the amount of \$165,349 for a three-year period for transportation services for people living with intellectual and development disabilities to camping excursions as part of Camping Unlimited's Travel Camp.

- Community Bridges submitted one application requesting funding in the amount of \$594,000 for a three-year period to provide transportation services to local and inter-regional medical destinations, both same-day and advanced scheduling transportation services, to low income disabled individuals traveling to medical appointments in Santa Cruz, Monterey and Santa Clara Counties.
- The Mental Health Client Action Network (MHCAN) submitted one application requesting funding in the amount of \$175,380 for a three-year period for operating expenses to provide free transportation to people who are unable to use public transit due to a mental disability to medical appointments and other basic needs including, but not limited to, access to social services and shopping.
- The Seniors Council is requesting funding in the amount of \$325,122 for a three-year period to provide mileage reimbursements and/or transit fare reimbursements for low income individuals volunteering with the Senior Council's Foster Grant and Senior's Companion Programs. Foster grandparents volunteer with special needs children in classrooms from pre-school /Head Start thru 3rd grade. Senior Companions serve older disabled adult clients in their homes in Santa Cruz, San Benito and Monterey Counties.

Regional Transportation Planning Agencies are required to confirm submittal of Expanded Section 5310 Program applications and certify that Expanded Section 5310 Program applications meet applicable federal requirements and conditions. Caltrans will score the Expanded Section 5310 Program grant applications based on the applicant's ability to: address Section 5310 program goals; provide a well defined implementation plan; inform the target population of the proposed project; measure and track program effectiveness; and, coordinated with Santa Cruz County's emergency planning efforts.

At the April 6, 2017 RTC meeting, the RTC staff recommended that the Regional Transportation Commission approve the Local Review Committee scores for the Santa Cruz County Traditional Section 5310 Program grant applications ([Attachment 1](#)), confirm submittal of Santa Cruz County Expanded Section 5310 Program grant applications ([Attachment 2](#)), and certify that the projects submitted for Section 5310 funding meet applicable federal program requirements and conditions and are consistent with the 2014 Regional Transportation Plan.

Pending approval at the April 6, 2017 RTC meeting, RTC staff will submit to Caltrans the RTC approved Local Review Committee scores for the Santa Cruz County Traditional Section 5310 Program applications, confirm the Santa Cruz County Expanded Section 5310 Program applications submitted, and provide certification and assurances that projects meet federal program requirements and

conditions. Caltrans will review and verify scores submitted by the RTC for Traditional Section 5310 Program applications and the Statewide Review Committee will score the Santa Cruz County Expanded Section 5310 Program applications. Caltrans will rank all the projects submitted statewide in order of the highest scored projects. At the May 2017 California Transportation Commission (CTC) meeting, Caltrans will recommend that the California Transportation Commission approve funding for those projects that scored the highest statewide and are within available funds. There will be an appeals process and the final scores will be adopted by the CTC at their June 2017 meeting.

SUMMARY

Funding under the Section 5310 grant program is distributed for the purpose of providing capital and operating grants for projects that meet the transportation needs of seniors and individuals with disabilities. Two applications for Traditional Section 5310 Program funding and six applications for Expanded Section 5310 Program funding were received. The RTC will submit scores to Caltrans for the two Santa Cruz County Traditional Section 5310 Program applications and confirm submittal of Santa Cruz County Expanded 5310 Program applications. Caltrans will recommend that the California Transportation Commission approve funding for those projects that scored the highest statewide and are within available funds.

Attachments:

1. Attachment 1: Traditional Section 5310– Local Review Committee Application Scores
2. Attachment 2: Expanded Section 5310 - Project Applications List

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Attachment 1

SECTION 5310: Traditional Project Local Review Committee Scores****

Regional Transportation Planning Agency: Santa Cruz County Regional Transportation Commission

Project Sponsor	Project Description	Quantity	Cost Per Unit	Total Cost	Sect 1 (Max 32pts)	Sect II (Max 18pts)	Sect III (Max 20pts)	Sect IV (Max 30pts)	Total (Max 100pts)
Community Bridges	Vehicles: Small Bus w/ wheelchair- gas*	1	\$63,000	\$63,000	32	18	20	20	90
Community Bridges	Vehicles: Medium Bus w/ wheelchair- gas*	3	\$70,000	\$210,000	32	18	20	20	90
Community Bridges	Vehicles: Large Bus w/wheel chair- gas*	1	\$73,000	\$73,000	32	18	20	20	90
Community Bridges	2009 Mobile Data Computers*	10	\$3,376	\$33,760	32	18	20	20	90
Community Bridges	2014 Mobile Radios*	4	\$1,492**	\$5,970**	32	18	18	20	88
Community Bridges	2012 Computer Workstations and 2013 Monitors*	8	\$1,910**	\$17,196**	32	18	18	20	88
Mental Health Client Action Network	Vehicles: Medium Bus w/ wheelchair- gas***	1	\$70,000	\$70,000	27	14	10	17	68
				TOTAL	\$472,926				

* Will replace paratransit vehicles and equipment in poor condition which serve seniors and disabled individuals utilizing Community Bridges Lift Line’s same-day and advanced schedule medical rides, meal sites, and Elderday transportation programs.

** Estimated average cost based on three bids

*** Will purchase new transit vehicle to provide free transportation services to people who are unable to use public transit due to a mental disability to medical appointments and other basic needs including, but not limited to, access to social services and shopping.

**** Caltrans also refers to adopted Local Review Committee Scores as the Regional Prioritization List

Attachment 2

SECTION 5310: Expanded Project Applications List

Regional Transportation Planning Agency: Santa Cruz County Regional Transportation Commission

Applicant Project	Description Schedule		Annual Request	Total Request
Santa Cruz Metropolitan Transit District	Operations: Additional customer service and paratransit supervisors to improve paratransit accessibility, reliability and quality.	FY18-19	\$48,689	\$48,689
Camping Unlimited-Project	Services: Provide transportation services to and from Camping Unlimited's summer and year round program events.	FY17-18, FY18-19, FY19-20*	\$277,014**	\$831,044
Camping Unlimited-Project	Services: Provide transportation services for people living with intellectual and development disabilities to camping excursions as part of Camping Unlimited's Travel Camp.	FY17-18, FY18-19, FY19-20*	\$55,116**	\$165,349
Community Bridges	Services: Provide free, door-to-door, same day and advanced scheduling paratransit services to medical appointments in Santa Cruz, Monterey and Santa Clara Counties.	FY17-18, FY18-19, FY19-20*	\$198,000	\$594,000
Mental Health Client Action Network	Services: Provide free transportation services to people who are unable to use public transit due to a mental disability to medical appointments and other basic needs including, but not limited to, access to social services and shopping.	FY17-18, FY18-19, FY19-20*	\$58,460	\$175,380
Seniors Council	Services: Provide mileage reimbursements and/or transit fare reimbursements for low income individuals volunteering with the Senior Council's Foster Grant and Senior's Companion Programs.	FY17-18, FY18-19, FY19-20*	\$108,374	\$325,122
			TOTAL	\$2,139,584

*Will request second and third year of funding if approved by Caltrans

**Average cost per year

Letter to Santa Cruz METRO's Customers
February 15, 2017

Dear Santa Cruz METRO Customers:

Over the past several months we have experienced numerous days in which we were unable to provide all the service we promised. If you receive our service alerts, you have likely noticed that the extreme delays and loss of service resulted from a combination of bus operator shortages, police actions, and weather. If you are not currently subscribed to receive service alerts, you can do so at scmtd.com/subscribe.

First and foremost, please accept my apology for the delays and loss of service. At every level in this organization, we are committed to deliver 100% of the service we promise. Unfortunately, we have had several days in which police activity, traffic accidents and weather related problems, such as landslides, road washouts, downed trees and power lines, have all challenged our ability to provide the quality service you expect from METRO. Additionally, road and highway closures push traffic onto other streets, creating congestion that impacts our service delivery.

Another factor to consider is that METRO, like nearly all bus agencies in the nation, utilize a route concept called interlining. Very simplistically said, interlining means that a bus operator may drive on two or more routes over the course of their workday. If an operator is scheduled to interline from their current route to another route, and they are running late, METRO will provide a notice to our customers that we will be unable to provide that trip due to staffing shortages. When this happens, the next bus servicing your stop may be anywhere from 15 minutes to 60 minutes late. There are also legal limits as to how long a bus operator can be behind the wheel. Therefore, a bus operator caught in traffic may have to be taken out of service before finishing all the assigned work, which also results in a staffing shortage.

Finally, we are budgeted for 146 positions and we currently have eight vacancies. We are actively working to resolve this shortage and hope to have new bus operators aboard and trained by June. There are some other daily challenges that may result in staff shortages, such as illnesses. We are working to adjust the way we do business so that we can better absorb some of these day-to-day challenges.

Again, please accept my apology for the delays in getting you to and from work and other destinations. We are working hard to make improvements to resolve these short-term challenges.

[Link to letter on metro website](#)

Best regards,
Alex Clifford
CEO
110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080
METRO online at <http://www.scmtd.com>

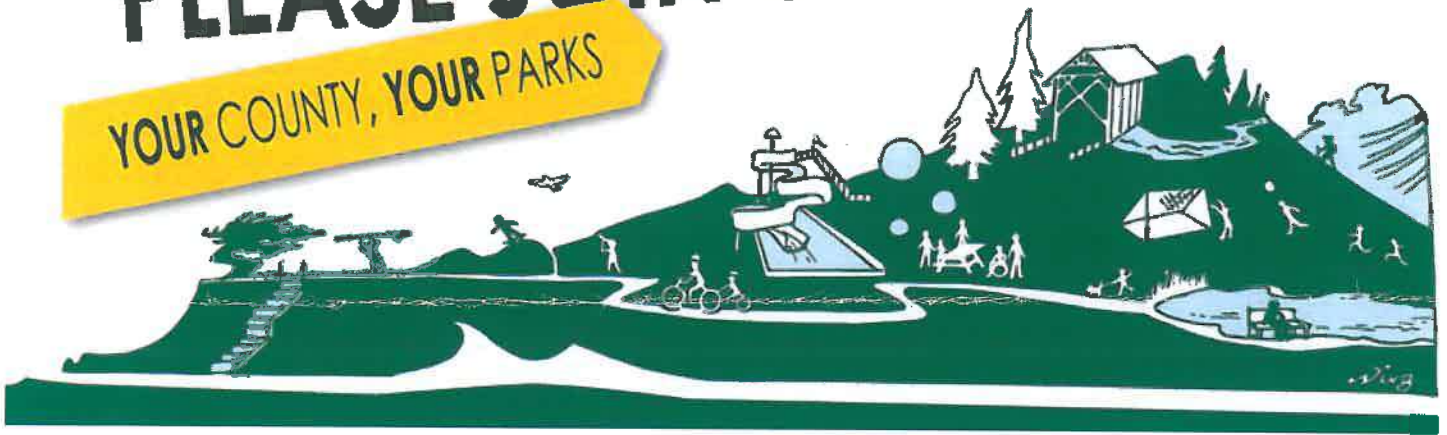


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PLEASE JOIN US!

YOUR COUNTY, YOUR PARKS



Public Meeting Dates & Times

Wednesday, April 26, 6:30-8:30 PM Ben Lomond - Highlands County Park, 8500 Highway 9

Thursday, April 27, 6:30-8:30 PM Watsonville - Civic Center Community Room
275 Main St. (upstairs)

Tuesday, May 2, 6:30-8:30 PM Davenport - Pacific Elementary School, 50 Ocean St.

Saturday, May 6, 10:00 AM-12:00 PM Aptos - Aptos Village County Park, 100 Aptos Creek Rd.

Thursday, May 11, 6:30-8:30 PM Live Oak - Community Room at Simpkins Family Swim
Center, 979 17th Ave, Santa Cruz

Strategic Plan Public Meetings

The Parks Department is holding a series of meetings throughout the county, and we need to hear from you and your neighbors! Your input is essential as we create the document that will help guide the department's work over the next decade. What do YOU want to see in YOUR County Parks? Please join us as we look to the future of our parks, programs, and facilities! Childcare and translation services (Spanish language) will be available.



Please RSVP for a meeting!
For more info. or to RSVP, please visit
www.scparks.com/strategicplan



Know Your County Parks!



YOUR COUNTY, YOUR PARKS

The Santa Cruz County Parks Department provides parks, coastal access points, and a wide variety of programs and activities for all ages throughout the county.

Regional Parks



Regional parks, located throughout the county, include Quail Hollow Ranch in Felton, Polo Grounds in Aptos, and Pinto Lake in Watsonville.

Neighborhood & Community Parks



Among the county's 29 neighborhood and community parks are Highlands Park in Ben Lomond, Brommer Park in Live Oak, Seascape Park in Aptos, and Aldridge Lane in Corralitos.

Simpkins Family Swim Center



The Swim Center, also a regional park, is located in Live Oak. Among the aquatic programs offered are swim lessons, recreation and lap swim, water exercise, and water polo, as well as the popular Pool Jr. Guards and Little Guards summer camps.

Coastal Access Points



Coastal access points include Scott Creek Beach near Davenport, Sunny Cove Beach in Live oak, and Hidden Beach in Aptos.

Community Events



Pictured here - Parks & Rex pool party, where dogs can take a dip in the pool; other events include the Holiday Art & Craft Faire and the Floating Pumpkin Patch.

Arts



The Percent for Art Program, art exhibitions at the Government Center, Artist of the Year, and Outside the Box are just a few of County Parks art-related programs.

Youth Programs



School-age youth can enjoy a variety of camps and programs, including Nature Adventure and Science Sleuths at Quail Hollow Ranch, Kreative Kids at Wilder Hall, and art and science camps at Aptos Park. Afterschool programs are held at Mar Vista Elementary and La Selva Beach clubhouse.

Adult & Senior Programs



Programs for adults and seniors include local day trips (pictured, trip to Harley Farms), water and dry-land exercise classes at the Swim Center, Spanish language and tap classes, interpretive hikes and workshops at Quail Hollow Ranch, and the Mall Walk Program.

Teen Programs



Zombie Camp (pictured), for ages 11-14, is held at Aptos Park. Also, teens can gain valuable job skills while having fun by volunteering as a Junior Leader at County Parks youth summer camps, as well as assisting with after-school programs.

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

MONTH	FY15 - 16 ACTUAL REVENUE	FY16 - 17 ESTIMATE REVENUE	FY16 - 17 ACTUAL REVENUE	DIFFERENCE	DIFFERENCE AS % OF PROJECTION	CUMULATIVE % OF ACTUAL TO PROJECTION
JULY	601,300	618,978	629,500	10,522	1.70%	101.70%
AUGUST	801,800	825,373	839,400	14,027	1.70%	101.70%
SEPTEMBER	872,384	898,032	872,266	-25,766	-2.87%	99.95%
OCTOBER	617,500	635,655	657,500	21,845	3.44%	100.69%
NOVEMBER	823,300	847,505	876,700	29,195	3.44%	101.30%
DECEMBER	917,127	762,375	813,479	51,104	6.70%	102.20%
JANUARY	631,600	637,176	632,900	-4,276	-0.67%	101.85%
FEBRUARY	842,100	849,639	843,800	-5,839	-0.69%	101.49%
MARCH	763,406	783,442	911,051	127,609	16.29%	103.18%
APRIL	559,000	555,688				
MAY	745,400	740,917				
JUNE	795,139	904,623				
TOTAL	8,970,056	9,059,403	7,076,596	218,421	2.41%	78%

Note:

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



DATE: February 24, 2017
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2016

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metro ParaCruz Operations Status Report for October, November, and December 2016

II. SUMMARY OF ISSUES

- Summary review of monthly operational statistics for ParaCruz.
- Summary of monthly operational information about ParaCruz.

III. DISCUSSION/BACKGROUND

Comparing September 2016 statistics to October 2016, ParaCruz rides increased by 61 rides.

Comparing October 2016 statistics to November 2016, ParaCruz rides decreased by 404 rides.

Comparing November 2016 statistics to December 2016, rides decreased by 815. December 2016 had the lowest ridership over the course of a month during the last decade.

Comparing the monthly statistics of FY15-16 to the monthly statistics of FY16-17:

- In October the number of ParaCruz rides decreased by 1,221.
- In November the number of ParaCruz rides decreased by 347.
- In December ParaCruz number of rides decreased by 1,200.

On-time performance continued to decline for the months of October, November, and December, as Santa Cruz Transportation continues to struggle with their ability to retain Operators. Lyft and Uber operations in Santa Cruz County have steadily eroded SCT's revenue stream, thus causing their Operators to look for work elsewhere.

Fortunately, ParaCruz has recruited and hired four new Operators, who have been released into revenue service and hopefully will begin to improve our on-time performance.

In addition to tracking and recording missed trips and denied trips, the chart on Attachment B now has a line for tracking excessively long trips. The Federal Transit Administration has released a circular (FTA C 4710.1) explaining how on-time performance regulations are expected to be interpreted by transit agencies for paratransit operations. A trip on paratransit is considered excessively long if it exceeds the comparable time it would take a rider on fixed route service. The elements considered when determining comparability in travel times includes:

- Walking time to the stop/station from the origin address
- Waiting time
- In-vehicle time (for all trip segments)
- Transfer times (if any)
- Walking time from the final stop /station to the destination address.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

IV. ALTERNATIVES

- Not applicable.

V. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. Additional data was provided by the Eligibility Coordinator.

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

Attachment A: ParaCruz On-time Performance Charts for October, November and December 2016

Attachment B: Comparative Operating Statistics Tables for October, November and December 2016

- Attachment C:** Number of Rides Comparison Chart
- Attachment D:** Shared vs. Total Rides Chart
- Attachment E:** Mileage Comparison Chart
- Attachment F:** Monthly Eligibility Assessment

VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Board Meeting February 24, 2017

ParaCruz On-time Performance Report

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

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

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

During the month of November 2016, ParaCruz received one (1) Customer Service Report. The report was not verifiable.

Attachment A

Board Meeting February 24, 2017

	December 2015	December 2016
Total pick ups	6,837	5,637
Percent in “ready window”	89.09%	85.79%
1 to 5 minutes late	4.42%	4.52%
6 to 10 minutes late	2.84%	3.48%
11 to 15 minutes late	1.54%	2.18%
16 to 20 minutes late	.83%	1.53%
21 to 25 minutes late	.50%	.89%
26 to 30 minutes late	.39%	.76%
31 to 35 minutes late	.18%	.35%
36 to 40 minutes late	.18%	.30%
41 or more minutes late (excessively late/missed trips)	.04%	.20%
Total beyond “ready window”	10.91%	14.21%

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

Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through October 2016.

	October 2015	October 2016	Fiscal 15-16	Fiscal 16-17	Performance Averages	Performance Goals
Requested	8,728	7,624	34,105	28,488	7,506	
Performed	8,077	6,856	31,168	25,664	6,587	
Cancel	18.89%	19.7%	19.51%	20.16%	22.05%	
No Shows	2.69%	3.50%	3.08%	3.42%	3.29%	Less than 3%
Total miles	61,097	54,257	246,079	154,111	53,343	
Av trip miles	5.57	5.99	5.78	6.0	5.86	
Within ready window	89.43%	82.45%	89.16%	85.88%	88.52%	92.00% or better
Call center volume	4,957	N/A	24,493	N/A	N/A	
Hold times less than 2 minutes	87.5%	N/A	91.8%	N/A	N/A	Greater than 90%
Distinct riders	761	757	1297	1206	740	
Most frequent rider	50 rides	54 rides	205 rides	162 rides	51 rides	
Shared rides	63.4%	67.7%	63.7%	67.7%	61.72%	Greater than 60%
Passengers per rev hour	1.97	1.97	1.94	1.97	1.87	Greater than 1.6 passengers/hour
Rides by supplemental providers	6.65%	9.16%	5.45%	7.55%	3.52%	No more than 25%
Vendor cost per ride	\$23.39	\$21.35	\$23.27	\$23.63	\$24.66	
ParaCruz driver cost per ride (estimated)	\$29.54	N/A	\$25.37	N/A	N/A	
Rides < 10 miles	63.98	63.51%	65.80%	63.87%	65.65%	
Rides > 10	36.02	34.49%	34.20%	36.13%	34.52%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	8	25	18	48	5.08	
Excessively Long Trips	N/A	3	N/A	3	N/A	Started Tracking October 2016

Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through November 2016.

	November 2015	November 2016	Fiscal 15-16	Fiscal 16-17	Performance Averages	Performance Goals
Requested	7,943	7,545	42,048	36,033	7,473	
Performed	6,799	6,452	37,967	32,116	6,558	
Cancels	23.87%	24.04%	20.33%	20.97%	22.06%	
No Shows	2.98%	3.29%	3.07%	3.39%	3.32%	Less than 3%
Total miles	54,813	52,009	300,892	261,916	53108	
Av trip miles	5.75	6.07	5.77	6.02	5.89	
Within ready window	88.84%	82.69%	89.10%	85.23%	88.01%	92.00% or better
Call center volume	4,676	N/A	31,428	N/A	N/A	
Hold times less than 2 minutes	91.4%	N/A	92.1%	N/A	N/A	Greater than 90%
Distinct riders	737	727	1,367	1,285	739	
Most frequent rider	48 rides	50 rides	211 rides	213 rides	52 rides	
Shared rides	62.8%	67.4%	63.5%	64.7%	62.10%	Greater than 60%
Passengers per rev hour	1.89	1.96	1.93	1.96	1.87	Greater than 1.6 passengers/hour
Rides by supplemental providers	2.91%	7.68%	4.92%	7.58%	3.92%	No more than 25%
Vendor cost per ride	\$31.18	\$22.27	\$24.04	\$23.34	\$23.92	
ParaCruz driver cost/ride (estimated)	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	66.41%	61.98%	65.91%	63.49%	65.28%	
Rides > 10	35.59%	36.13%	34.09%	36.51%	34.57%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	2	35	20	83	7.83	
Excessively Long Trips	N/A	5	N/A	8	N/A	Started Tracking October 2016

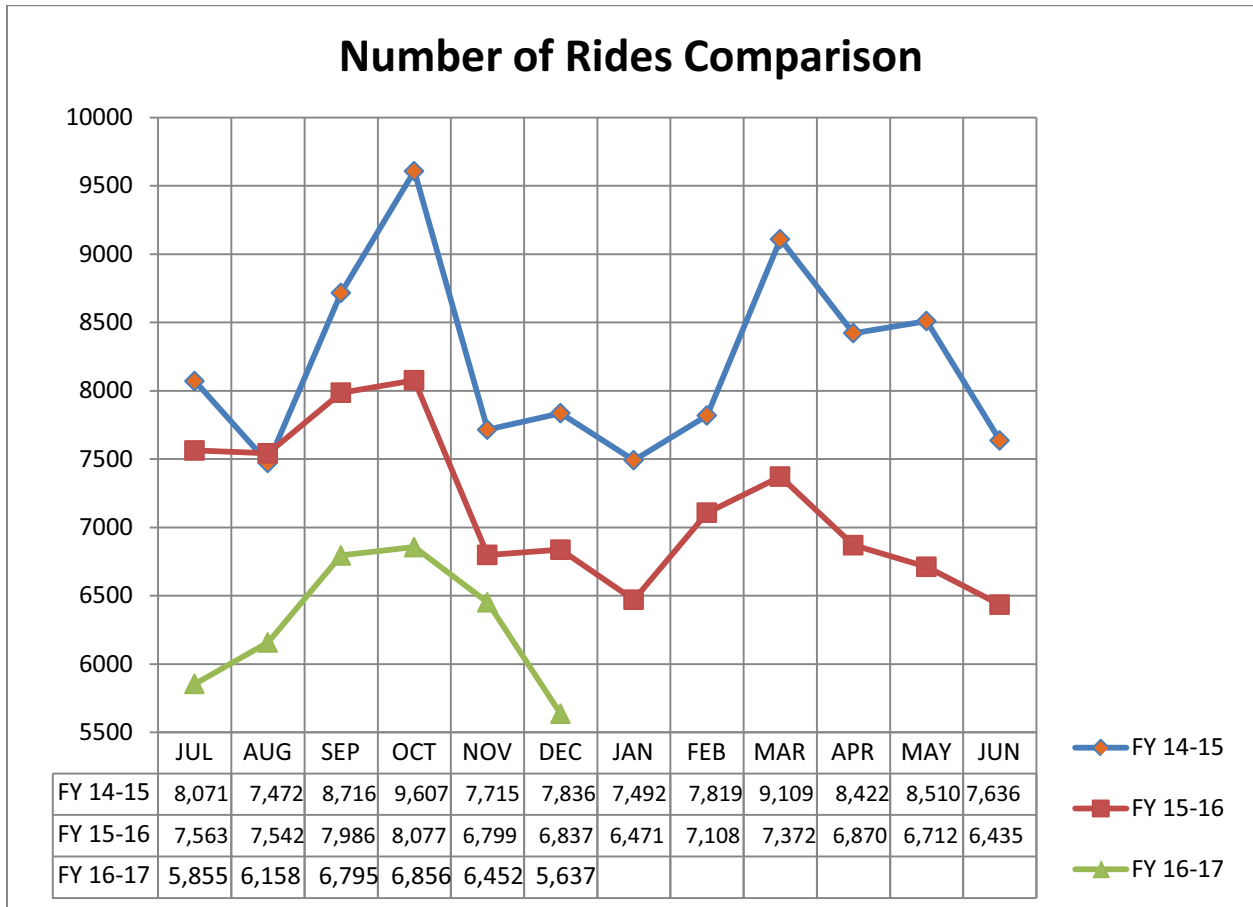
Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through December 2016.

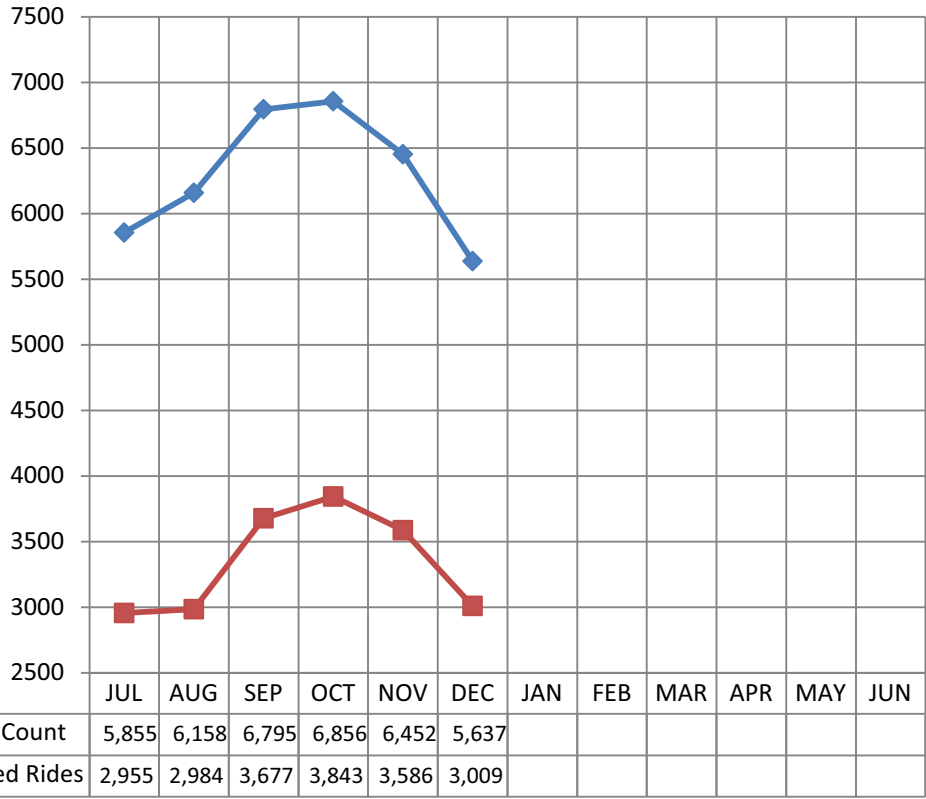
	December 2015	December 2016	Fiscal 15-16	Fiscal 16-17	Performance Averages	Performance Goals
Requested	8,005	6,680	50,053	42,713	7,363	
Performed	6,837	5,637	44,804	37,753	6,459	
Cancels	24.26%	24.15%	20.96%	21.47%	22.05%	
No Shows	3.95%	3.47%	3.21%	3.40%	3.28%	Less than 3%
Total miles	55,974	47,522	356,866	309,438	52,405	
Av trip miles	5.86	6.02	5.78	6.04	5.90	
Within ready window	89.09%	85.79%	89.10%	85.32%	87.73%	92.00% or better
Call center volume	5,484	N/A	31,428	N/A	N/A	
Hold times less than 2 minutes	91.4%	N/A	92.1%	N/A	N/A	Greater than 90%
Distinct riders	764	701	1464	1348	734	
Most frequent rider	42 rides	45 rides	239 rides	240 rides	52 rides	
Shared rides	61.3%	64.2%	63.2%	64.6%	62.34%	Greater than 60%
Passengers per rev hour	1.80	1.86	1.91	1.86	1.88	Greater than 1.6 passengers/hour
Rides by supplemental providers	4.29%	6.38%	4.73%	7.38%	4.10%	No more than 25%
Vendor cost per ride	\$24.73	\$24.52	\$24.12	\$23.51	\$23.90	
ParaCruz driver cost/ride (estimate)	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	64.44%	64.70%	65.68%	63.67%	65.30%	
Rides > 10	35.56%	35.40%	34.32%	36.33%	34.56%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	3	11	23	94	8.50	
Excessively Long Trips	N/A	5	N/A	13	N/A	Started Tracking October 2016

Attachment C



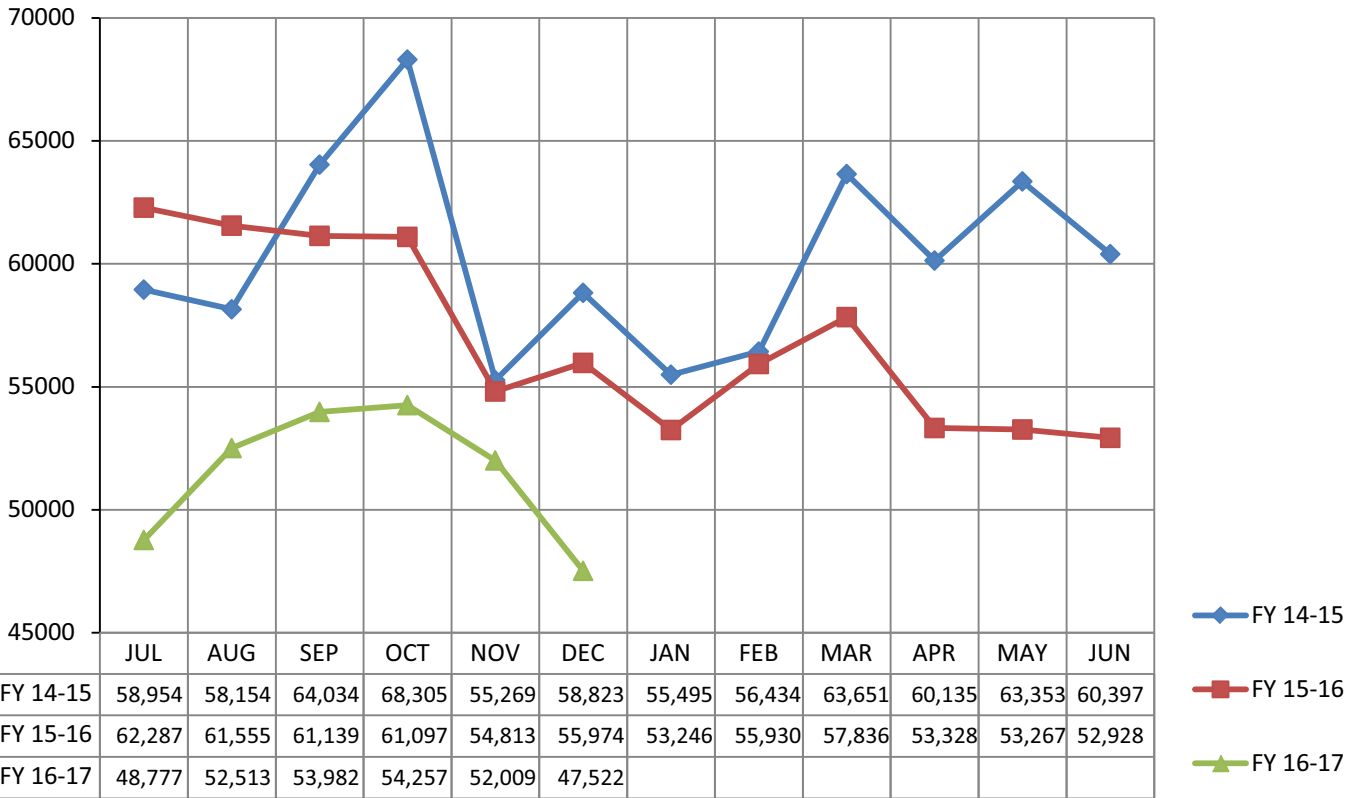
Attachment D

Total Ride vs. Shared Ride Count



Attachment E

Annual Miles Comparison



Attachment F

Board Meeting February 24, 2017

Monthly Assessments

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
JANUARY 2016	45	0	1	11	1	58
FEBRUARY 2016	41	0	1	1	0	43
MARCH 2016	51	2	0	5	1	59
APRIL 2016	32	0	2	3	0	37
MAY 2016	38	0	1	3	0	42
JUNE 2016	37	1	1	5	1	45
JULY 2016	43	1	1	4	2	51
AUGUST 2016	40	2	3	6	0	51
SEPTEMBER 2016	28	0	1	5	0	34
OCTOBER 2016	53	0	2	2	0	57
NOVEMBER 2016	24	0	1	3	0	28
DECEMBER 2016	28	0	0	3	0	31

Number of Eligible Riders for the month of October 2016 = 3,703

Number of Eligible Riders for the month of November 2016 = 3,699

Number of Eligible Riders for the month of December 2016 = 3,721

TO: Elderly and Disabled Transportation Advisory Committee (E&D TAC)
FROM: Grace Blakeslee, Transportation Planner
RE: Elect Committee Chair and Vice Chair

RECOMMENDATIONS

Staff recommends that the E&D TAC solicit nominations, then elect a chair and vice chair for the committee for a period of one year.

BACKGROUND

Below is an excerpt from the RTC/Committee's rules and regulations:

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one year. The Committee shall elect its officers at the first meeting following the March SCCRTC meeting of every year. Election shall be by a roll call vote. The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

DISCUSSION

At the April 11 meeting, nominations for chair and vice chair will be solicited. No nominations have been submitted to staff at the time of this writing. Members may self nominate. An election will be held, and the chair will begin presiding immediately.

Staff would like to remind the committee that chairing the E&D TAC is an excellent opportunity and recommends that all members strongly consider deepening their committee experience by taking a turn as chair.

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Grace Blakeslee, Transportation Planner
RE: Draft 2017 Unmet Paratransit and Transit Needs List

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the *Draft 2017 Unmet Paratransit and Transit Needs List (Attachment 1)*, provide amendment as necessary and forward the list to the RTC for their consideration at an advertised public hearing on May 4, 2017.

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, and RTC's planning activities. 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 paratransit and transit needs in Santa Cruz County. Unmet paratransit and transit 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 2017 Unmet Paratransit and Transit Needs List* at the February 14, 2017 meeting. The *Preliminary Draft 2017 Unmet Paratransit and Transit Needs* list reflects the adopted *Unmet Needs List* completed in 2016.

The *Draft 2017 Unmet Paratransit and Transit 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, 2017 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 2017 Unmet Paratransit and Transit Needs List (Attachment 1)* and recommends the Regional Transportation Commission adopt the *Final 2017 Unmet Paratransit and Transit Needs list* following a public hearing on May 4, 2017.

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 2017 Unmet Paratransit and Transit Needs List*, and recommends the Regional Transportation Commission adopt the *Final 2017 Unmet Paratransit and Transit Needs list* following a public hearing on May 4, 2017.

Attachment 1: *Draft 2017 Unmet Paratransit and Transit Needs List*

~~Preliminary~~ Draft 2017 Unmet Paratransit and Transit Needs

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; improve safety; support economic vitality by way of decreasing transportation costs; or, improve cost-effectiveness of transportation services.

Strategies:

- Proposals and suggestions to address need, including programs and projects.

General

1. **H1** - Safe travel paths between senior and/or disabled living areas, medical facilities, educational facilities, employment locations, retail centers, entertainment venues and/or bus stops ~~(examples: Capitola Road and side streets, the Antonelli Mobile Manor trailer park, the Skilled Nursing facility at 2990 Soquel Avenue)~~
 - Improve accessibility at and to bus stops - such as, but not limited to, sidewalk and crosswalk improvements connecting destinations frequented by senior and disabled individuals and transit stops such as, but not limited to, those identified in the RTC Safe Paths of Travel Final Report.
 - Secure funding assistance to make Safe Paths of Travel improvements.
 - Expand publicity regarding sidewalk maintenance.
2. **H1** -Transportation services to areas with high concentrations of seniors, disabled and low income individuals, particularly in south county. ~~(examples: the San Andreas Farm Labor Camp)~~
 - Support alternative transportation programs, such as vanpool programs, serving low income and senior housing areas outside of the transit service area in south county.
 - Explore pilot projects, such as regularly scheduled paratransit trips two-three times per week, to serve residents.
 - Secure funding for taxi voucher programs for senior and low income individuals.

- Provide affordable and desirable housing for seniors and low income individuals within transit service area.
 - Provide incentives for senior and social services to be located in transit service areas.
 - Seek volunteer drivers to provide transportation services.
3. **H3** - Transportation services for low-income families with children, including transportation for people transitioning from welfare to work.
- Support welfare to work programs and training programs.
 - Support transportation programs dedicated to serving low-income families with children.
 - Seek volunteer drivers for transportation family members to visits at detention facilities.
 - Provide taxi vouchers to low income families.
 - Reinstate ride to work programs.
 - Provide youth bus passes to low income households
4. **H3** - Transportation services for caregivers of senior and disabled clients.
- Support programs providing transportation for caregivers to clients.
 - Provide taxi voucher to caregivers.
 - Reinstate ride to work programs.

Paratransit/Specialized Transportation Services

5. **H1**- Coordinated and seamless-to-the-public system of specialized transportation with a Mobility Management Center (central information point, one stop shop).
- Assess feasibility and seek funds for development/start-up of the center, and assess entities already providing information and referral services).
 - Utilize information technology solutions to provide transit information that is accessible to all users.
6. **H1** - Paratransit service for the people who lost paratransit service due to changes in Santa Cruz Metro ParaCruz program in 2015.
- Support policies that expand ADA mandated paratransit service area.
 - Support programs providing specialized transportation to areas outside the ADA-mandated paratransit service area for a fee or at no cost.
 - Expand taxi voucher program.
7. **H1** – Access to paratransit services on all holidays.
- Extend existing paratransit services to holidays.
 - Support taxi voucher programs.

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

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

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

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

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

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

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

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

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

17. **M3**- Specialized transportation services for people living with a mental health diagnosis.
 - Provide on demand transportation services for people living with a mental health diagnosis.

- Provide services designated to assisting people with mental illness navigate transit and paratransit eligibility requirements.

17.18. **L2** - Specialized transportation for 'same day' non-medical trips.

- Expand taxi voucher program.

18.19. **L3** - Anticipate growing demand for services by projecting funding needs for specialized transportation (including fixed route, ADA and non-ADA Paratransit) to provide transportation services to the senior population expected to increase over the next 15 to 30 years.

- Identify funding needs for paratransit over a 15-30 year horizon.
- Designated funding source for paratransit service.

Paratransit/Specialized Transportation Capital

19.20. **H2**- ParaCruz operating facilities.

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

20.21. **H2** - Consolidated Transportation Services Agency operating facilities.

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

21.22. **H2** - Paratransit vehicle replacements.

- Increase funding opportunities for paratransit capital projects

Transit Services

22.23. **H1** – Greater frequency and span of transit service in densely populated areas with a mix of land usestransit friendly land uses.

- Increase Live Oak Service-Enhance service in Capitola.
- Enhance service on Mission Street.
- Extend transit service hours later in the evening and early in the morning serving commercial centers of Santa Cruz/Live Oak/Cabrillo/Watsonville.
-

23.24. **M1H3** –More transit service to UCSC.

- Increase weekend and weekday UCSC service.

- ~~Expand service between UCSC and Westside University activity centers, including Almar Center.~~

~~24.25.~~ **M1H3** - 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.

~~25.26.~~ **M1** – Low-cost transit options.

- Support programs that provide transportation services for a reduced or no fee.
- Seek volunteer drivers to provide transportation services.
- Support programs that allow seniors and disabled individuals to ride free during designated time periods.

~~26.27.~~ **M2** – More transit service between primary destinations in Santa Cruz County.

- Provide service between Capitola Mall and Cabrillo.
- Expand transit service to new residential and commercial areas in Watsonville.
- Improve north - south transit connections (ex. Bay/Porter).

~~27.~~ **M2**– Transit service to support evening, night and early morning weekend hours, work schedules.

- ~~Extend transit service hours later in the evening and early in the morning serving commercial centers of Santa Cruz/Live Oak/Cabrillo/Watsonville.~~

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

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

29. **M2**- Easier and faster transit trips system wide.

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

30. **M2**- Faster run times on transit routes.

- Investigate opportunities for transit priority.
- Consider direct services between more locations, reducing need for transfers.

31. **M2** -Intra-community service in Santa Cruz County communities.
 - Develop San Lorenzo Valley Boulder Creek-circular.
 - Develop Scotts Valley circular.
 - Investigate need for intra-community and neighborhood transit services
32. **L2**- Transit service to major tourists destinations.
 - Provide ~~weekday~~ transit service to Waddell Creek and North Coast and Highway 17 direct service to Boardwalk on weekends.
33. **L2** - Commuter transit service.
 - Extend Highway 17 service to Watsonville, or improve connections between Watsonville-Santa Cruz service and Highway 17 service.
 - Provide commute option for transit riders between SLV and Santa Cruz faster.
34. **L3**- Special event services.
 - Establish program to coordinate with Santa Cruz Visitor Center and partner agencies to provide special event services.

Transit Capital

35. **H2+** – ADA accessible bus stops.
 - ~~Provide Remedial~~ ADA compliant access at all-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 wayfinding alternative).
36. **H1** –Maintenance of existing transit facilities.
 - Support funding for maintenance of bus stops, parking lots, transit centers, buildings.
37. **H1** –Bus replacement: Replace buses beyond useful life as needed including buses, including buses providing rural service.
 - Support funding for transit capital improvements.
38. **M1H2** - Transit station improvements.
 - Investigate options for renovation or redevelopment of Santa Cruz Metro Center.
 - Complete Watsonville Transit Center Improvements Renovation.
39. **H2** - Faster transit travel times.

- Installation of transponders on all buses for Preemptive Signal Control on major corridors improving traffic flow, reducing travel time, and improving on-time performance.
 - Transit priority "queue-jumper" lanes to speed travel through congested areas.
 - ~~Automatic passenger counters on all buses.~~
 - ~~Automatic Vehicle Location (AVL) system to improve scheduling.~~
40. **H3** - New equipment to assist with real-time operations, security, ~~and~~ scheduling and planning.
- Automated Vehicle Location/~~Passenger~~ (AVL) System to provide idee better monitoring of on-time performance and more accurate data reporting.
 - Automatic Passenger Counting system to make ~~a~~ mandatory reporting more efficient and improve data for service planning.
 - Install audio and video surveillance system for all buses
41. **M3** – More multimodal connections to transit.
- Construct park and ride lots in strategic locations along inter-city routes that lack adequate feeder service.
 - Consider partnerships with ride-hail services for first/last mile connections.
 - Bike lockers and/or bike share stations at key locations to facilitate first/last mile of travel.
42. **M3** - Wifi expansion on buses.
- Install wifi equipment ~~at~~ on all facilities and on all buses.
 - Partner with private companies to provide wifi
43. **M13**- Automated phone-based trip planning providing Metro route information and or trip planning coordination via telephone and voice activated menu.

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TO: Elderly & Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: FY 2017-18 Transportation Development Act Funds for the Santa Cruz Metropolitan Transit District

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee:

1. Review the FY 2017-18 claim for TDA funds from the Santa Cruz Metropolitan Transit District in the amount of \$6,767,933 and recommend approval by the Regional Transportation Commission; and,
 2. Review the FY 2017-18 claim for State Transit Assistance Funds (STA) funds from the Santa Cruz Metropolitan Transit District in the amount of \$1,875,277.
-

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.5 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 2017-18 draft budget was considered by the RTC Budget and Administration Personnel Committee (B&A/P) in March 2017 and includes TDA and STA apportionments based on the Santa Cruz County Auditor's and State Controller's Office estimates. The B&A/P Committee recommends that the RTC adopt the RTC FY 2017-18 budget at the April 6, 2017 RTC meeting.

DISCUSSION

Transportation Development Act (TDA)

The Regional Transportation Commission (RTC) drafted a FY 2017-18 budget including Transportation Development Act (TDA) allocations for the Santa Cruz Metropolitan Transit District (Metro) in the amount of \$6,767,933. Metro will use FY 2017-18 TDA funding and State Transit Assistance (STA) funding to support Metro's fixed-route public transit operations which requires 80 vehicles and serves 35 routes throughout Santa Cruz County. Metro project 5,149,811 fixed-route passenger trips in FY 2017-18. Metro will also use TDA funds to provide ParaCruz services, Metro's complementary paratransit service, which operates 38 accessible

vans. Metro projects 86,000 paratransit one way trips in FY 2017-18.

State Transit Assistance Funds (STA)

The Regional Transportation Commission (RTC) draft FY 2017-18 budget included State Transit Assistance (STA) allocations for the Santa Cruz Metropolitan Transit District (Metro) in the amount of \$1,876,277. All STA funds pass through the RTC budget to Santa Cruz METRO and if more STA funding is received than estimated, the RTC budget will be amended accordingly to provide the funds to Santa Cruz METRO.

Staff recommends that the E&D TAC review the FY 2017-18 claim for TDA funds from the Santa Cruz Metropolitan Transit District and recommend approval by the Regional Transportation Commission; and, review the FY 2017-18 claim for State Transit Assistance funds from the Santa Cruz Metropolitan Transit District.

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 State Transit Assistance (STA) fund claim.

Attachment 1: FY 17-18 Santa Cruz Metro TDA and STA Claim

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Transportation Development Act (TDA) – Local Transportation Funds and
State Transit Assistance (STA)
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: FY18 Public Transit Operations in Santa Cruz County
2. Implementing Agency: Santa Cruz Metropolitan Transit District (METRO)
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. Funding requested this claim:

TDA	<u>\$6,767,933</u>
STA (transit only)	<u>\$1,875,277</u>
5. Fiscal Year (FY) for which funds are claimed: FY18
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
 - Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Alex Clifford, CEO/General Manager
Telephone Number: (831) 426-6080 E-mail: aclifford@scmttd.com

Secondary Contact (in event primary not available): Thomas Hiltner, Grants/Legislative Analyst
Telephone Number: (831) 420-2580 E-mail: thiltner@scmttd.com
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks.

This project provides operating assistance for fixed-route public transit and ADA complementary paratransit operations in Santa Cruz County. Fixed-route public transit operations require a maximum fleet of 80 vehicles serving 35 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 38 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):

METRO Service Area



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. Public transit is lifeline transportation for residents who do not have access to a privately owned vehicle and offers an alternative transportation mode choice for others. Increasing public transit ridership is a goal of the 2040 RTP, and TDA financial assistance is required to sustain current levels of transit service, which will support ridership growth in subsequent years.

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.):
 - Total Annual passenger trips
 - Operating Cost/Hour
 - Farebox Recovery Ratio
- 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):
 - For FY18, METRO projects 5,149,811 fixed-route passenger trips based upon FY17 ridership to date, which has declined from FY16 by anticipated ridership loss following the 9/8/16 service

reduction. The FY18 ParaCruz ridership estimate is 86,000_one-way_trips.

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, METRO's FY18 TDA/STA project conforms to these goals and targets in the *2040 RTP, Draft Transportation Goals, Policies and Targets*:

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).

Targets:

1A. Increase the percentage of people that can travel to key destinations within a 30-minute walk, bike or transit trip by 20 percent by 2020 and 47 percent by 2040 (Attachment 3, p. 1).

1B. Reduce per capita fuel consumption and greenhouse gas emissions by 1 percent by 2020 and 5 percent by 2035 and 6 percent by 2040. (Attachment 3, p. 1).

1E. Increase the number of active transportation trips by 5 percent of total trips by 2020 and 1 by 20% of all trips by 2040 . (Attachment 3, p. 2).

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.

Targets:

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 20% by 2020 and 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.
- 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. 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.*

What is the total project cost?

\$47,626,559 for FY18 as published in the *Santa Cruz Metropolitan Transit District Preliminary FY18 & FY19 Operating Budget (FY18 Budget)*, Attachment A.

Is project fully funded? Yes, the *FY18 Budget* indicates that the project is fully funded..

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

15. Preferred Method and Schedule for TDA fund distribution (*see RTC Rules and Regulations for details*):

- a. Bike/Ped: Up to 90% upon initiation of work OR 100% upon project completion
- 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 ?
<p>A. Has the project/program been approved by the claimant's governing body? Form of approval (eg resolution, work program, budget, other document) <u>On 3/24/17, the METRO Board adopted the Preliminary FY18 & FY19 Operating Budget for the purpose of submitting the TDA claim in the amounts requested with this claim.</u></p> <p>If "NO," provide the approximate date approval is anticipated. _____</p>	Yes
<p>B. Has this project previously received TDA funding? (This Project is defined as FY18 operations.)</p>	No
<p>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: _____)</p>	Yes
<p>D. Bike, Ped, and Specialized Transportation Claims: 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).</p>	NA
<p>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).</p>	NA

SCMTD, CTSA, Bike to Work, CTSC Only – PLEASE KEEP ANSWERS BRIEF

17. 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.

 - During FY17, METRO restructured its service to eliminate a forecast deficit of approximately \$5 million by commensurately reducing the number of drivers and consumables cost.
 - METRO established a unique ID for every bus stop in the system and initiated a new mobile application which enables passengers to obtain route information for that particular stop by texting the stop ID.
 - METRO completed the new Judy K. Souza Operations Building, the final MetroBase construction project. Returning all activities to River Street facility from a temporary operating site in Harvey West Park will attain operating cost savings by eliminating service miles and hours traveled between the temporary site and the fuel/wash facility.
 - The FTA awarded METRO a Low and No Emission Bus Program grant to purchase its first three, 45' over-the-road electric buses. With increased capacity and better performance, these buses may attract new riders to the H17 Express. Funds from the State Low Carbon Transit Operations program will fund a fourth, 40' battery-electric bus for service to the Watsonville Disadvantaged Community. Battery-electric buses have demonstrated lower lifecycle costs than diesel or CNG buses due to lower maintenance costs..

- 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:

 - Deploy four electric buses in service to initiate METRO's electric bus implementation strategy.
 - Begin rebuilding service from the FY17 service restructuring.
 - Improve on-time performance.
 - Deploy Automatic Vehicle Locators to provide real-time travel information to customers and improve vehicle dispatch response.

18. What is different from last year's program/claim?
a. This year's TDA claim is slightly lower than last year's.
19. Schedule of regular progress reports including an evaluation at the end of the year:
- SCMD – April each year
 - Specialized Transportation: Quarterly to E/D TAC, RTC _____ (Months/Year)
 - CTSA: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)
 - B2W: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe.
21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe.

SCMTD & RTC Only

22. List the recommendations provided in your last 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.*
- *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.*

1. Santa Cruz METRO should prioritize the addition of on-board cameras.

On-board surveillance cameras is an Information Technology project in METRO's Unfunded Capital Needs list. METRO has reprioritized its projects within the Cal-OES Transit Security Grant Program, and, together with replenished capital funds, may be able to implement on-board video surveillance within the next three years. On-board surveillance system vendors estimate METRO's project will cost approximately \$800,000.

2. Santa Cruz METRO should prioritize technology investment to continuously track on-time performance.

Installing an Automatic Vehicle Locator system is METRO's number one, unfunded Information Technology project. As METRO begins rebuilding its capital funds, it will be able to implement this \$2 million project.

3. Santa Cruz METRO should strengthen its marketing program.

METRO understands the need to establish consistent design policies and a continuous media presence to promote its services; however, due to financial restraints, METRO was unable to hire a manager to lead a new marketing and public relations department when the management hierarchy was restructured in 2015. Beginning in 2016, METRO awarded small, third-party contracts to marketing agencies to provide focused public outreach for specific projects. Establishing a dedicated department to promote the METRO brand and services will be possible when METRO's operating budget stabilizes and recurrent revenue covers recurrent costs.

SCMTD Only

23. Farebox Recovery Ratio: (split out=urbanized service vs. non-urban service farebox ratios for prior year and year-to-date)

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.*

The following table shows the project Urban vs. Rural Farebox recovery ratio for FY18. The allocation of fare revenue between rural and urban service is calculated from the actual FY16 fare revenue/total revenue ratio and budgeted FY18 fare revenue. Costs are allocated by the FY16 ratio of rural operating hours/total operating hours and the FY18 budget total cost less ParaCruz operating costs.

Farebox Recovery Ratio: Urban vs. Rural FY18		
Funds	Urbanized	Rural ¹
Fare Revenue	\$ 10,160,389	\$ 299,040
Local support Revenues ²	\$ 32,039,526	\$ 1,460,606
Operation Costs	40,683,534	1,854,666
Fare Ratio	25.0%	16.1%
Passengers/Year ³	4,890,167	110,214
Cost/Ride	\$ 8.32	\$ 16.83

Highway 17 performance factors included in all calculations

¹ FY18 Preliminary Budget fixed-route fares* FY16 rural fares/total fares

² Support Revenue Allocated Rural/Urban by FY16 rural operating hours/total hours

³ FY16 Actual Ridership less 10% trips from FY17 service cut plus 1% growth from FY17 to FY18

The projected FY18 cost per ride in the urbanized area is \$8.32 and \$16.83 in the rural area. These differences reflect the much lower ridership per hour in the rural areas vs. the urban areas. Highway 17 Express performance measures are included in the urban portion of all calculations

24. FY18 budgeted fare & local support revenue to operating cost ratio versus FY1978-79 ratio (for services to the general public):

- Current ratio ((sum of fare revenues + local support) ÷ operating cost): 70.3%
- FY1978-79 Ratio: 56.9%

25. Did the SCMTD operating budget increase over 15% from the prior fiscal year? NO, the FY18 preliminary operating budget shows an increase of 2% over the final FY17 budget (June 2015).

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).

26. 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 METRO Performance Indicators FY12– FY16 Following

- *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 FY18, TDA funds will contribute an estimated \$1.46 per fixed-route passenger trip and \$8.76 per ParaCruz passenger trip.

Santa Cruz METRO Operating Financials					
Operating Expenses	FY12	FY13	FY14	FY15	FY16
Local Fixed-Route Expenses	\$ 29,299,275	\$ 32,169,191	\$ 35,141,998	\$ 35,413,642	\$ 36,313,495
Highway 17	3,613,863	3,491,147	4,197,527	4,198,933	4,898,213
Paratransit	\$ 4,639,062	\$ 5,140,727	\$ 5,446,729	\$ 5,515,934	\$ 5,495,018
TOTAL Operating Expenses*	\$37,552,200	\$40,801,065	\$44,786,254	\$45,128,509	\$46,706,726
Operating Revenue	FY12	FY13	FY14	FY15	FY16
Fixed-Route Fares	\$ 3,729,509	\$ 3,849,089	\$ 3,850,237	\$ 3,759,724	\$ 3,641,890
Fares-Contracts	3,014,081	3,249,049	3,336,122	3,647,730	3,726,200
Highway 17 Fares	1,482,786	1,471,122	1,500,202	1,547,791	1,816,162
Highway 17 Payments	250,228	330,265	497,552	511,729	411,842
ParaCruz Fares	296,345	304,536	327,498	329,050	327,768
Sales Tax	16,064,503	17,250,072	15,685,172	16,405,582	18,871,648
Federal Transit Administration (FTA)	4,883,799	4,909,385	5,719,483	5,690,364	5,626,562
Transit Development Act (TDA)	5,244,964	5,507,038	6,244,316	6,444,515	6,377,491
State Transit Assistance (STA)	-	-	5,565,844	5,075,779	2,636,432
Misc. Revenue	959,933	1,521,788	982,986	1,207,514	1,593,273
One-Time Revenue	\$ 1,626,052	\$ 2,408,721	\$ 1,076,842	\$ 508,731	\$ 1,677,458
TOTAL Operating Revenue	\$37,552,200	\$40,801,065	\$44,786,254	\$45,128,509	\$46,706,726
Santa Cruz METRO Operating Statistics					
System Information	FY12	FY13	FY14	FY15	FY16
Directional Route Miles	479.3	479.3	479.3	430.59	479
Number of Bus Stops	987	957	935	936	936
Number of Routes	38	34	35	36	35
Total Active Fleet	112	111	109	108	98
Maximum Bus In-Svc	78	80	78	83	82
Total METRO Employees	312	320	329	318	329
Revenue Hour Per Employee	654	674	680	709	687
Local Fixed-Route Performance	FY12	FY13	FY14	FY15	FY16
Ridership	5,034,169	5,179,457	5,145,862	5,274,631	5,164,160
Revenue Hours	180,797	194,512	199,953	201,462	202,112
Revenue Miles	2,376,833	2,561,028	2,639,606	2,642,511	2,650,889
Passengers Per Hour	27.84	26.63	25.74	26.18	25.55
Passengers Per Mile	2.12	2.02	1.95	2.00	1.95
Total Cost Per Passenger	\$5.82	\$6.21	\$6.83	\$6.71	\$7.03
Revenue Per Passenger	\$1.34	\$1.37	\$1.40	\$1.40	\$1.43
Farebox Recovery	23.02%	22.07%	20.45%	20.92%	20.29%
Highway 17 Performance	FY12	FY13	FY14	FY15	FY16
Ridership	339,048	352,824	368,338	379,181	336,809
Revenue Hours	23,200	21,101	23,902	23,893	24,021
Revenue Miles	614,837	610,983	685,566	683,260	686,891
Passengers Per Hour	14.61	16.72	15.41	15.87	14.02
Passengers Per Mile	0.55	0.58	0.54	0.55	0.49
Total Cost Per Passenger	\$10.66	\$9.89	\$11.40	\$11.07	\$14.54
Revenue Per Passenger	\$5.11	\$5.11	\$5.42	\$5.43	\$6.62
Farebox Recovery	47.95% **	51.6% **	47.59% **	49.05% **	37.08%
Fixed-Route Total Performance	FY12	FY13	FY14	FY15	FY16
Ridership	5,373,217	5,532,281	5,514,200	5,653,812	5,500,969
Revenue Hours	203,997	215,613	223,855	225,355	226,135
Revenue Miles	2,991,670	3,172,011	3,325,172	3,325,771	3,337,779
Passengers Per Hour	26.34	25.66	24.63	25.09	24.33
Passengers Per Mile	1.80	1.74	1.66	1.70	1.65
Total Cost Per Passenger	\$ 6.13	\$ 6.45	\$ 7.13	\$ 7.01	\$ 7.49
Revenue Per Passenger	\$ 1.58	\$ 1.61	\$ 1.67	\$ 1.67	\$ 1.74
Farebox Recovery	25.75%	24.96%	23.35%	23.90%	23.28%
Subsidy Per Passenger	\$ 4.55	\$ 4.84	\$ 5.47	\$ 5.33	\$ 5.75
Cost Per Revenue Hour	\$ 161.34	\$ 165.39	\$ 175.74	\$ 175.78	\$ 182.24
ParaCruz Performance	FY12	FY13	FY14	FY15	FY16
Ridership	92,325	90,492	96,868	98,096	85,768
Revenue Hours	46,163	45,678	48,714	48,995	44,918
Revenue Miles	628,247	418,781	481,345	531,250	488,017
Passengers Per Hour	2.00	1.98	1.99	2.00	1.91
Passengers Per Mile	0.15	0.22	0.20	0.18	0.18
Total Cost Per Passenger	\$ 50.25	\$ 56.81	\$ 56.23	\$ 56.23	\$ 64.07
Revenue Per Passenger	\$ 3.21	\$ 3.37	\$ 3.38	\$ 3.35	\$ 3.82
Farebox Recovery	6.39%	5.92%	6.01%	5.97%	5.96%
Subsidy Per Passenger	\$ 47.04	\$ 53.44	\$ 52.85	\$ 52.88	\$ 60.25
Cost Per Revenue Hour	\$ 100.49	\$ 112.54	\$ 111.81	\$ 112.58	\$ 122.33

* Expenses do not include year-end Depreciation, W/C IBNR, GASB 45 OPEB adjustments, or GASB 68 Pension adjustments

** Highway 17 Farebox Recovery including Highway 17 Payments

- *Annual service hours*- Please see Transit Fact Sheet, attached
- *Passengers per vehicle service hour**- Please see Transit Fact Sheet, attached
- *Annual service miles*- Please see Transit Fact Sheet, attached
- *# of fixed-route miles*- Please see Transit Fact Sheet, attached
- *Passengers per vehicle service mile**- Please see Transit Fact Sheet, attached
- *Average passengers per weekday*
- *Total operating costs in budget*- Please see Transit Fact Sheet, attached
- *Operating cost per vehicle service hour**- Please see Transit Fact Sheet, attached
- *Total operating cost per passenger**- Please see Transit Fact Sheet, attached
- *Average Farebox Revenue per passenger (describe what is included)*- Please see Transit Fact Sheet, attached
- *# of FTE employees (all employees, not just drivers)* Please see Transit Fact Sheet, attached
- *Vehicle Service hours/Employee**- Please see Transit Fact Sheet, attached
- *# of routes*- Please see Transit Fact Sheet, attached
- *Average route length*-
- *Average travel times/rider*
- *# of bus stops*- Please see Transit Fact Sheet, attached
- *# of vehicles in operation*- Please see Transit Fact Sheet, attached
- *# of monthly bus passes in circulation*
- *Max vehicles in service at any time*: Please see Transit Fact Sheet, attached
- *Hours of service*: Please see Transit Fact Sheet, attached
- *Approximate # of unduplicated passengers*
- *Cost per unit of service plus text about long range plans to make/keep this low*- Please see Transit Fact Sheet, attached.
METRO will continue to provide transit service that balance the needs of the community in a cost efficient manner, including high ridership corridors, geographic coverage, and equitability.
- *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*

Documentation to Include with your Claim:

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

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.

Signature _____

Title: CEO/General Manager

Date: March 24, 2017

FY 18 TDA/STA Claim
Santa Cruz Metropolitan Transit District

FY 18 & FY19 Operating Budget

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 & FY19 PRELIMINARY OPERATING BUDGET**
Consolidated Expenses

ACCOUNT	Jun-16	Mar-17	% CHANGE	\$ CHANGE	Mar-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
LABOR							
501011 Bus Operator Pay	8,501,290	8,535,556	0.4%	34,266	8,764,248	2.7%	228,692
501013 Bus Operator OT	1,187,022	1,225,000	3.2%	37,978	1,257,806	2.7%	32,806
501021 Other Salaries	7,716,615	7,694,455	-0.3%	(22,160)	7,825,592	1.7%	131,137
501023 Other OT	443,279	425,010	-4.1%	(18,269)	433,294	1.9%	8,284
Totals	17,848,206	17,880,021	0.2%	31,815	18,280,940	2.2%	400,919
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	309,888	313,521	1.2%	3,633	319,991	2.1%	6,470
502021 Retirement	4,461,531	4,737,369	6.2%	275,838	5,095,212	7.6%	357,843
502031 Medical Ins	10,165,186	10,445,543	2.8%	280,357	10,910,517	4.5%	464,975
502041 Dental Ins	491,596	501,057	1.9%	9,461	516,089	3.0%	15,032
502045 Vision Ins	120,401	129,454	7.5%	9,053	133,338	3.0%	3,884
502051 Life Ins/AD&D	49,374	44,808	-9.2%	(4,566)	46,082	2.8%	1,274
502060 State Disability Ins (SDI)	200,439	191,122	-4.6%	(9,317)	201,207	5.3%	10,085
502061 Long Term Disability Ins	142,485	148,953	4.5%	6,469	155,659	4.5%	6,706
502071 State Unemployment Ins (SUI)	73,786	55,125	-25.3%	(18,661)	58,389	5.9%	3,264
502081 Worker's Comp Ins	850,000	875,500	3.0%	25,500	901,766	3.0%	26,266
502101 Holiday Pay	602,251	610,721	1.4%	8,470	623,187	2.0%	12,466
502103 Floating Holiday	93,689	93,442	-0.3%	(247)	94,707	1.4%	1,265
502109 Sick Leave	924,456	936,909	1.3%	12,453	956,062	2.0%	19,153
502111 Annual Leave	1,934,900	1,840,795	-4.9%	(94,104)	1,886,394	2.5%	45,598
502121 Other Paid Absence	177,085	179,233	1.2%	2,148	146,059	-18.5%	(33,174)
502251 Phys. Exams	14,110	14,280	1.2%	170	14,280	0.0%	-
502253 Driver Lic Renewal	4,656	4,956	6.4%	300	4,956	0.0%	-
502999 Other Fringe Benefits	58,542	57,315	-2.1%	(1,227)	57,890	1.0%	576
Totals	20,674,374	21,180,103	2.4%	505,729	22,121,787	4.4%	941,683

Consolidated

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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 PRELIMINARY OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-16	Mar-17	% CHANGE	\$ CHANGE	Mar-17	% CHANGE	\$ CHANGE	Mar-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
SERVICES									
503011 Acting/Audit Fees	95,250	95,250	0.0%	-	95,250	0.0%	-	95,250	0.0%
503012 Admin/Bank Fees	372,880	380,500	2.0%	7,620	389,640	2.4%	9,140	389,640	2.4%
503031 Prof/Technical Fees	447,560	803,179	79.5%	355,619	486,100	-39.5%	(317,079)	486,100	-39.5%
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%	-	101,000	0.0%
503033 Legal Services	106,396	350,000	229.0%	243,604	350,000	0.0%	-	350,000	0.0%
503034 Pre-Employment Exams	5,800	6,600	13.8%	800	6,600	0.0%	-	6,600	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	6,468	8,300	28.3%	1,832	8,300	0.0%	-	8,300	0.0%
503162 Uniforms/Laundry	24,280	24,150	-0.5%	(130)	24,150	0.0%	-	24,150	0.0%
503171 Security Services	505,323	515,600	2.0%	10,277	525,600	1.9%	10,000	525,600	1.9%
503221 Classified/Legal Ads	12,200	13,200	8.2%	1,000	13,200	0.0%	-	13,200	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	5,500	-	-100.0%	(5,500)	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	48,590	50,000	2.9%	1,410	50,000	0.0%	-	50,000	0.0%
503352 Repair - Equipment	651,768	622,800	-4.4%	(28,968)	633,100	1.7%	10,300	633,100	1.7%
503353 Repair - Rev Vehicle	652,000	326,500	-49.9%	(325,500)	326,500	0.0%	-	326,500	0.0%
503354 Repair - Non Rev Vehicle	30,000	30,000	0.0%	-	30,000	0.0%	-	30,000	0.0%
503363 Haz Mat Disposal	40,452	48,400	19.6%	7,948	48,400	0.0%	-	48,400	0.0%
Totals	3,105,467	3,375,479	8.7%	270,012	3,087,840	-8.5%	(287,639)	3,087,840	-8.5%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	90,000	60,000	-33.3%	(30,000)	60,000	0.0%	-	60,000	0.0%
504012 Fuels & Lubricants - Rev Veh	1,798,656	1,800,000	0.1%	1,344	1,800,000	0.0%	-	1,800,000	0.0%
504021 Tires & Tubes	300,000	300,000	0.0%	-	300,000	0.0%	-	300,000	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	621,886	733,500	17.9%	111,614	733,500	0.0%	-	733,500	0.0%
Totals	2,810,542	2,893,500	3.0%	82,958	2,893,500	0.0%	-	2,893,500	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 PRELIMINARY OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-16	Mar-17	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	136	2,500	1738.2%	2,364	2,500	0.0%	-			
504211 Postage & Mailing	13,550	12,300	-9.2%	(1,250)	12,300	0.0%	-			
504214 Promotional Items	1,400	7,200	414.3%	5,800	7,200	0.0%	-			
504215 Printing	50,805	48,850	-3.8%	(1,955)	50,750	3.9%	1,900			
504217 Photo Supp/Process	2,500	1,500	-40.0%	(1,000)	1,500	0.0%	-			
504311 Office Supplies	71,062	71,800	1.0%	738	69,800	-2.8%	(2,000)			
504315 Safety Supplies	16,860	11,320	-32.9%	(5,540)	11,320	0.0%	-			
504317 Cleaning Supplies	53,830	48,600	-9.7%	(5,230)	48,600	0.0%	-			
504409 Repair/Maint Supplies	114,983	110,500	-3.9%	(4,483)	110,500	0.0%	-			
504417 Tenant Repairs	9,000	9,000	0.0%	-	9,000	0.0%	-			
504421 Non-Inventory Parts	39,730	58,000	46.0%	18,270	58,000	0.0%	-			
504511 Small Tools	7,736	9,500	22.8%	1,764	9,500	0.0%	-			
504515 Employee Tool Replacement	2,180	3,000	37.6%	820	3,000	0.0%	-			
Totals	383,772	394,070	2.7%	10,298	393,970	0.0%	(100)			
UTILITIES										
505011 Gas & Electric	297,000	304,000	2.4%	7,000	304,000	0.0%	-			
505021 Water & Garbage	147,240	147,400	0.1%	160	147,400	0.0%	-			
505031 Telecommunications	160,434	157,600	-1.8%	(2,834)	157,600	0.0%	-			
Totals	604,674	609,000	0.7%	4,326	609,000	0.0%	-			
CASUALTY & LIABILITY										
506011 Insurance - Property	61,904	61,737	-0.3%	(167)	62,971	2.0%	1,234			
506015 Insurance - PL/PD	314,929	417,144	32.5%	102,215	458,859	10.0%	41,715			
506021 Insurance - Other	-	50,000	100.0%	50,000	50,000	0.0%	-			
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-			
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-			
Totals	526,833	678,881	28.9%	152,048	721,830	6.3%	42,949			

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 & FY19 PRELIMINARY OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-16 BUDGET FY17	Mar-17 BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18	\$ CHANGE BUDG FY17 BUDG FY18	Mar-17 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19
TAXES							
507051 Fuel Tax	14,280	15,000	5.0%	720	15,000	0.0%	-
507201 Licenses & Permits	19,296	20,852	8.1%	1,556	21,140	1.4%	288
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	0.0%	-
Totals	47,976	50,252	4.7%	2,276	50,540	0.6%	288
PURCHASED TRANS.							
503406 Contract/Paratransit	150,000	75,000	-50.0%	(75,000)	75,000	0.0%	-
Totals	150,000	75,000	-50.0%	(75,000)	75,000	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	93,985	80,080	-14.8%	(13,905)	80,080	0.0%	-
509081 Advertising - District Promo	30,500	-	-100.0%	(30,500)	-	0.0%	-
509101 Employee Incentive Program	15,200	19,100	25.7%	3,900	19,100	0.0%	-
509121 Employee Training	71,660	65,073	-9.2%	(6,587)	65,273	0.3%	200
509122 BOD Travel	3,000	8,000	166.7%	5,000	8,000	0.0%	-
509123 Travel	74,935	69,705	-7.0%	(5,230)	67,705	-2.9%	(2,000)
509125 Local Meeting Expense	6,520	10,300	58.0%	3,780	10,300	0.0%	-
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	308,400	264,858	-14.1%	(43,542)	263,058	-0.7%	(1,800)
LEASES & RENTALS							
512011 Facility Lease	201,350	208,100	3.4%	6,750	214,800	3.2%	6,700
512061 Equipment Rental	17,394	17,294	-0.6%	(100)	17,294	0.0%	-
Totals	218,744	225,394	3.0%	6,650	232,094	3.0%	6,700
PERSONNEL TOTAL	38,522,581	39,060,125	1.4%	537,543	40,402,727	3.4%	1,342,602
NON-PERSONNEL TOTAL	8,156,408	8,566,434	5.0%	410,026	8,326,832	-2.8%	(239,602)
TOTAL OPERATING EXPENSES	46,678,989	47,626,559	2.0%	947,569	48,729,559	2.3%	1,103,000

3/14/2017

Consolidated

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 PRELIMINARY OPERATING BUDGET

Departmental Expenses

DEPARTMENT	Jun-16	Mar-17	% CHANGE	\$ CHANGE	Mar-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
1100 Administration	1,237,481	1,387,380	12.1%	149,899	1,303,319	-6.1%	(84,061)
1200 Finance	1,790,079	2,170,226	21.2%	380,147	2,195,074	1.1%	24,848
1300 Customer Service	900,222	1,189,225	32.1%	289,002	1,225,813	3.1%	36,588
1400 Human Resources	688,988	850,822	23.5%	161,834	870,216	2.3%	19,394
1500 Information Technology	1,106,484	1,146,885	3.7%	40,401	1,167,271	1.8%	20,386
Planning, Grants, 1600 Governmental Affairs	831,061	957,330	15.2%	126,269	874,879	-8.6%	(82,451)
1700 District Counsel	619,225	568,280	-8.2%	(50,945)	575,742	1.3%	7,463
1800 Risk Management	973,366	405,842	-58.3%	(567,524)	420,981	3.7%	15,139
1900 Purchasing	894,698	925,219	3.4%	30,521	959,776	3.7%	34,557
2200 Facilities Maintenance	2,801,428	2,786,946	-0.5%	(14,482)	2,842,615	2.0%	55,669
3100 Paratransit Program	5,088,359	4,463,223	-12.3%	(625,136)	4,618,930	3.5%	155,707
3200 Operations	2,076,115	2,649,916	27.6%	573,801	2,740,869	3.4%	90,953
3300 Bus Operators	16,387,910	16,824,957	2.7%	437,047	17,402,524	3.4%	577,568
4100 Fleet Maintenance	8,052,047	7,981,550	-0.9%	(70,497)	8,070,390	1.1%	88,840
5100 Capital Funded Labor	-	-	0.0%	-	-	0.0%	-
9001 Cobra Benefits	-	-	0.0%	-	-	0.0%	-
9005 Retired Employee Benefits	3,231,276	3,318,508	2.7%	87,232	3,460,908	4.3%	142,400
700 SCCIC	250	250	0.0%	-	250	0.0%	-
TOTAL OPERATING EXPENSES	46,678,989	47,626,559	2.0%	947,569	48,729,559	2.3%	1,103,000

3/14/2017

DepartExpenses

FY 17 TDA/STA Claim
Santa Cruz Metropolitan Transit District

FY18 Capital Budget

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 PRELIMINARY CAPITAL BUDGET AS OF MARCH 24, 2017

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED SAKATA/LAW SUIT PROCEEDS	RESTRICTED PTMISEA (1B)	RESTRICTED PTMISEA (1B) + INT-PAC STATION PLACEHOLDER	RESTRICTED CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED STIP	RESTRICTED LCTOP	RESTRICTED CAPITAL RESTRICTED STA	STA XFRS FROM OPER BUDGET	UNRESTRICTED (ALT) FUEL TAX CREDIT (XFR FROM OPER BUDGET)	CASH RESERVES	TOTAL
FY17 STA (Xfr 1/5 from Oper. Budget)									\$ 370,000			
FY18 STA (Xfr 2/5 from Oper. Budget)									\$ 789,427			
FY18 STIC (Xfr 2/5 from Oper. Budget)									\$ 884,067			
Estimated Cash Balance on Hand (if applicable)	N/A	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	N/A	\$ 709,292	\$ 45,000	\$ 370,000	\$ 1,257,342	\$ 16,277	\$ 9,874,704
Amount Available if not Cash on Hand	\$ 6,246,168					\$ 247,950			\$ 1,673,494			\$ 8,167,612
Construction Related Projects												
1 Metrobase Project - Judy K.Souza - Operations Bldg.		\$ 120,000	\$ 390,000	\$ 1,411,247	\$ 445,000							\$ 2,366,247
2 Transit Security Projects		\$ 168,822		\$ 3,576,333	\$ 630,000				\$ 42,205			\$ 3,787,360
3 Pacific Station/Metro Center - Conceptual Design / MOU		\$ 168,822	\$ 120,000	\$ 4,987,580	\$ 1,075,000				\$ 42,205			\$ 6,783,607
Subtotal		\$ 457,644	\$ 610,000	\$ 9,875,067	\$ 2,150,000				\$ 84,410			\$ 10,317,574
IT Projects												
4 HR Software Upgrade (cont.)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 18,000
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 18,000
Facilities Repair & Improvements												
5 Repaint Watsonville Transit Center (FTA 5339a FY13)	\$ 63,040							\$ 15,760				\$ 78,800
6 Reseal, Resurface Parking Lots (FTA 5339a FY13)	\$ 60,000								\$ 15,000			\$ 75,000
7 Bus Stop & Fac Improve. TBD (FTA 5339a FY15/16)	\$ 73,380								\$ 30,000			\$ 103,380
8 Maintenance Bldg. Structural Upgrade									\$ 20,000			\$ 20,000
9 Admin Bldg. Engineering & Renovations	\$ 12,000							\$ 3,000				\$ 15,000
10 Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 7,638								\$ 1,910			\$ 9,548
11 Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ 6,400								\$ 1,600			\$ 8,000
12 Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	\$ 222,458							\$ 18,760	\$ 68,510			\$ 309,728
Subtotal	\$ 345,316							\$ 56,520	\$ 107,520			\$ 459,356
Revenue Vehicle Replacement & Campaigns												
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339a FY16)	\$ 3,810,348			\$ 576,997						\$ 549,167		\$ 4,936,512
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	\$ 816,000			\$ 357,216			\$ 709,292					\$ 1,068,508
Paratransit Van Replacements (12) (FTA 5339a FY15/16)	\$ 500,000			\$ 70,000								\$ 570,000
Paratransit Van Replacements (2 - 2 purch in FY16)	\$ 221,277				\$ 247,950				\$ 87,786			\$ 335,736
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 58,453								\$ 55,319			\$ 113,772
Bus Repaint Campaign (36) (FTA 5339a FY14)	\$ 50,400								\$ 26,367			\$ 76,767
Bus Repaint Campaign (20) (FTA 5339a FY13)	\$ 5,461,945			\$ 1,004,213			\$ 709,292		\$ 12,600			\$ 6,178,045
Paratransit Vehicle (1) (FTA 5310 FY15)									\$ 196,669			\$ 196,669
Subtotal	\$ 5,461,945			\$ 1,004,213		\$ 247,950	\$ 709,292		\$ 196,669	\$ 549,167		\$ 8,269,252
Non-Revenue Vehicle Replacement												
27 Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	\$ 171,023								\$ 42,756			\$ 213,779
28 Replace High Lift Bucket Truck (FTA 5339a FY14)	\$ 75,318								\$ 18,830			\$ 94,148
29 Propane Fueled Tow Motor (FTA 5339a FY14)	\$ 292,843								\$ 11,651			\$ 304,494
Subtotal	\$ 539,184								\$ 73,237			\$ 612,421
Fleet & Maint Equipment												
25 High Weight Capacity Low Profile Axle Jack	\$ -										\$ 1,277	\$ 1,277
Subtotal	\$ -										\$ 1,277	\$ 1,277
Office Equipment												
26 None at this time	\$ -											\$ -
Subtotal	\$ -											\$ -
Misc.												
Ticket Vending Machine-SLV-Installation Costs								\$ 8,000	\$ 9,045			\$ 17,045
28 Ticket Vending Machine-Cash Devices & Components										\$ 10,750		\$ 10,750
29 Ticket Vending Machine-Software/Pin Pad Upgrade										\$ 4,250		\$ 4,250
30 Misc. Emergency Capital Items \$1K to \$5K									\$ 10,000			\$ 10,000
Subtotal	\$ -							\$ 8,000	\$ 19,045		\$ 15,000	\$ 42,045
TOTAL CAPITAL PROJECTS	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 16,277	\$ 15,790,089

10-08B.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 PRELIMINARY CAPITAL BUDGET
AS OF MARCH 24, 2017

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED SAKATA/LAW SUIT PROCEEDS	RESTRICTED PTMISEA (1B)	RESTRICTED PTMISEA (1B) + INT-PAC STATION PLACEHOLDER	RESTRICTED CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED STIP	RESTRICTED LCTOP	RESTRICTED CAPITAL RESTRICTED STA	RESTRICTED STA XFRs FROM OPER BUDGET)	UNRESTRICTED (ALT) FUEL TAX CREDIT (XFR FROM OPER BUDGET)	CASH RESERVES	TOTAL
CAPITAL PROGRAM FUNDING												
Federal Sources of Funds:												
	\$ 5,746,168											\$ 5,746,168
	\$ 500,000											\$ 500,000
		\$ 120,000										\$ 120,000
State Sources of Funds:												
			\$ 390,000	\$ 5,991,793								\$ 6,381,793
				\$ 1,075,000								\$ 1,075,000
				\$ 247,950								\$ 247,950
						\$ 709,292						\$ 709,292
							\$ 44,760					\$ 44,760
								\$ 399,682				\$ 399,682
									\$ 549,167			\$ 549,167
										\$ 16,277		\$ 16,277
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 16,277	\$ 15,790,089
Restricted Funds	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 16,277	\$ 14,824,963
Unrestricted Funds									\$ 399,682	\$ 549,167	\$ 16,277	\$ 965,126
TOTAL CAPITAL FUNDING	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 16,277	\$ 15,790,089
* Using Toll Credits as the local match for the FTA 5339a (FY15/16) Formula Bus & Bus Facilities Grant = no cash contribution from METRO												

AGENDA: April 11, 2017

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: FY 2017-18 Transportation Development Act Funds for Community Bridges

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the Transportation Development Act claim from Community Bridges in the amount of \$664,920 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 7.5 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The RTC's FY 2017-18 draft budget was considered by the RTC Budget and Administration Personnel Committee (B&A/P) in March 2017 and includes TDA allocations based on the Santa Cruz County Auditor's estimates. The B&A/P recommends that the RTC adopt the RTC FY 2017-18 budget at the April 6, 2017 RTC meeting.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2017-18 budget including Transportation Development Act (TDA) allocations for Community Bridges in the amount of \$664,920. 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 30,099 one-way trips using their Taxi Scrip, Medical TDA, Meals on Wheels, Elderday, and Winter Shelter programs to eligible clients over FY 2017-18. Community Bridges staff will provide an overview of their TDA 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.

Staff recommends that the E&D TAC approve the TDA claim for Community Bridges, and recommend RTC approval at their May 4, 2017 meeting, 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, 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 2017-18 Community Bridges TDA Claim and operation/budget pages

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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, and various therapy appointments.

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 dispatching/scheduling is automated with Mobile Data Computers (MDC) and Automatic Vehicle Locaters (AVL) that integrate with Trapeze, making changes if needed and track rides as they occur. As rides are completed, the MDCs 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 reports, with the RTC reporting requirements, which are generated directly from the actual rides performed and documented through these systems. Lift Line's dispatch 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 paper work to let us know if they have any incidents, accidents or mechanical failures. In order to track turndowns and referrals, staff who answer the phones keep track daily on a specified phone log.

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.	Cancel 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 700 Santa Cruz County residents who will need specialized wheel-chair accessible vans. We are projecting to provide and coordinate 78,000 rides in the 2017/2018 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, 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 closely 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 2014 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 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 5317 grant for funds in 2014-2015 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 February 2018.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. 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.*

What is the total project cost? Total CTSA Transportation Budget = \$1,355,832 (TDA only \$664,920)
 Is project fully funded? YES

What will TDA (and STA) funds be used on (ex. administration, brochures, engineering, construction)?
 These funds will be used for administration, all cost related to provision of paratransit rides.
 This is identified in our Operating Plan Exhibit C-2. *Please see TDA Operating Plan, Exhibit C-2.*

15. Preferred Method and Schedule for TDA fund distribution *(see RTC Rules and Regulations for details):*
 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

16. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval <u>Community Bridges Board Resolution</u> . (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?	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. Bike, Ped, and Specialized Transportation Claims: 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). <u>April 11, 2017 E&D TAC meeting</u>	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).	N/A

SCMTD, CTSA, Bike to Work, CTSC Only – PLEASE KEEP ANSWERS BRIEF

17. 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 maximize 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 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 with the UTU to address ways to lower the economic issues impacting the operations of the budget. We also continue to work on reducing our workers 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 to help fill out the TDA Medical Transportation Application and fax them with the required supporting documents to our office daily. We also work closely with the Central Coast Alliance to coordinate Medi-Cal eligible participants with medical rides.

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 staff have participated in numerous planning meetings and networking events to identify and expand services for area veterans. These efforts include attendance at county VetNet meetings and events, as well as the Santa Cruz Veterans Resource Centers (VRC). In recent years, Lift Line succeeded in securing new funding to sustain Out-of-County transportation services, connecting Santa Cruz County veterans with VA facilities in Monterey and Santa Clara Counties through February 2018.

- 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.

As part of an ongoing plan and also a recommendation from the TDA Triennial Performance Audit, this year we plan on hiring a driver trainer that will work with driver trainees to get them trained and certified as Class B drivers. This is a position that has remained vacant for many years due to lack of funding. Currently we depend on other Lift Line drivers or staff to do the training.

This has been difficult because we have been short drivers and other staff most of the year. Currently we are down 30% of our full time Class B drivers which makes time for training impossible.

A driver trainer will work quickly to get drivers trained and Class B certified in a quick and efficient manner. Also the driver's trainer can work as a backup driver when needed, which will help fill in the gaps as well as help get drivers on the road sooner. This will increase productivity and help meet the ride demands without having to start denying rides or asking clients to schedule for a different day. We also believe ongoing training and retraining with the addition of a full time driver trainer will help reduce our exposure and liability with fewer collisions and incidents.

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

Community Bridges Lift Line/CTSA is requesting TDA funds to assist with the same types of rides as last year, with the exception of funding for dialysis rides. We are requesting funding for: Medical TDA Rides, Meals on Wheels, Elderday, Taxi Scrip, and the Winter Shelter programs.

Last year, Lift Line stepped in to provide rides to dialysis appointments, which fills a gap resulting from cuts in METRO Paracruz service since September 2015. Lift Line worked with dialysis providers to prepare an agreement to provide expanded service hours to meet dialysis clients' scheduling needs. Lift Line has been able to work with the Alliance to get many of these rides covered by MediCal and therefore we will not need TDA funds to cover the cost and therefore have removed it from our claim.

With a 1% increase, or flat funding in TDA allocations in FY 2017-18, Lift Line will provide 94% of the rides we projected in FY 2016-17. While this is a 6.2% decrease in projected service units from the prior year claim, we project costs to increase by an average of \$1.57 per ride, or 7.6% of our per unit costs. Projected

cost increases include wages, benefits, fuel, and maintenance expenses. Ride unit costs also increase as ride volume decreases, therefore variances in service levels and costs are virtually equivalent in relation to volume. We appreciate the opportunity to continue meeting local transportation needs to the fullest extent possible.

19. Schedule of regular progress reports including an evaluation at the end of the year:
 CTSA: Specialized Transportation: Quarterly to E/D TAC, RTC: Nov 2016, Jan 2017, Apr 2017, Jul 2017 and year end report 16/17

CTSA and Volunteer Center (Article 8) Only

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

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

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

Our out of county Medical ride service is used by residents who have no other resources, particularly due to financial restraints, to get to critical care treatment. The veterans we are currently providing paratransit services for are funded through the FTA Section 5310 Grants Program. This grant has been awarded through February 2018, 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.

21. Where appropriate, are these specialized transportation services coordinated with other transportation services? 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 daily 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 our in-house "Out of County" Medical ride service.

Lift Line continues to coordinate with the Central Coast Alliance for Health in Santa Cruz and Monterey Counties to get Medi-Cal patients to essential medical appointments; these riders are unable to transfer from their mobility device to a bus seat without assistance. We work closely 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.

22. Provide performance information, as pertinent, 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). (99246) (99246d, per 2010 Performance Audit)

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.

23. Discuss the needs and types of the passengers being served and 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 more on an individual need basis, while Lift Line buses provided more of the grouped rides. Lift Line has two on-call drivers to assist with paratransit services as needed.
24. **SCMTD, CTSC, Volunteer Center & RTC Only** 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.
 - 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.

The last TDA Triennial Performance Audit covers FYs 2013-2016.

There was one recommendation noted which states the following,

“Community Bridges Lift Line should continue to pursue funding for a driver trainer/supervisor position. The driver trainer/supervisor position is key to maintaining a solid core of drivers qualified to operate the vehicles and provide customer service.” Lift Line has updated the driver trainer/supervisor job description and plans on doing the recruitment to fill the position FY16/17.

Documentation to Include with Your Claim:

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

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.

Signature  Title: Chief Executive Officer Date: March 30, 2017

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**Lift Line 2016-17 TDA Claim Form Article 4
Written Report of Current and Upcoming Activities**

Community Bridges Lift Line is designated as the Consolidated Transportation Services Agency (CTSA) of Santa Cruz County. Community Bridges has operated transportation under this designation since 1982.

Lift Line provides and coordinates the most accessible, reliable and safe transportation possible. We provided more than 77,000 rides in the past year to frail, elderly, and disabled county residents at no cost to the passengers. Lift Line operates daily Monday through Friday from 8:00 a.m. until 4:00 p.m. 250 days a year. Hours of operation are extended in the case of emergencies, special occasion, and special requests. Lift Line also coordinates and schedules taxi rides that are provided outside of business hours.

With a current fleet of 20 vehicles, Lift Line provides a variety of services to assist seniors and people with disabilities in getting to where they need to go.

Current Services Offered Include:

Medi-Cal: In partnership with the Central Coast Alliance for Health, rides to medical destinations are fully covered for qualified members who have been determined to need above ADA METRO Para Cruz services.

TDA Medical Transportation: Transportation Development Act funds are used to provide medical rides (two round-trips per week) to persons qualified as low-income disabled or elderly.

Senior Dining Centers: Lift Line provides transportation to four senior dining centers throughout the County five days per week.

Taxi Scrip: Taxi Scrip is available for persons who are disabled and/or age 60 and over. Depending on income \$30 of Scrip can be purchased for \$16 or \$30 worth of Scrip for \$8 (limited amounts of Scrip available). In FY17/18, we are making efforts to increase the amount of Scrip that can be purchased, with goal of providing 1,000 passenger trips during this period.

Elderday Adult Day Health Care Transportation: Transportation is provided to the Elderday program that provides outpatient day health care to seniors and community residents who need constant care, and/or are diagnosed with dementia or Alzheimer's type of dementia.

Outside Contracts: Lift Line is available for community events for groups needing specialized transportation accessible for the elderly and disabled.

Non-Emergency Medical Transportation: Available within Santa Cruz County for private pay.

Winter Shelter Program: Association of Faith Communities of Santa Cruz County (AFCSC) has taken over the coordination and operations of the Winter Shelter Program from the Santa Cruz Homeless Service Center. AFCSC has contracted with Community Bridges to continue providing the transportation service for the Winter Shelter Program. We are estimating 17,000 rides for FY16/17.

Lift Line was able to secure FTA Section 5310 funding to continue the following services through February 2018. We have applied for additional 5310 funding to continue services through February 2021. If awarded, Lift Line will continue to provide these services:

Out of County Medical rides: Lift Line provides door-to-door specialized transportation to low income residents who have no other way to get to medical facilities for appointments that are in Santa Clara, San Mateo, and San Francisco Counties.

Veterans' Transportation: Lift Line coordinates and provides transportation for local veterans to out of county VA outpatient medical facilities in Monterey and Palo Alto.

Same Day Medical Transportation: First come, first serve same day rides for eligible riders to medical appointments including dentist, prescription drugs, and other medical related needs.

Upcoming Activities & Challenges

Community Bridges leases space for the Lift Line Maintenance Facility and Fleet parking located at 240 Ford St. in Watsonville. As of October 2016, we lease this space on a month-to-month basis. While we plan to continue to lease this same location, finding a permanent location and funding to build or purchase a Lift Line Maintenance/Operations Facility has been identified as an unmet paratransit need by the Elderly and Disabled Transportation Advisory Committee, and is part of the proposed 2017 Unmet Paratransit and Transit Needs List.

With the passing of Santa Cruz County Sales Tax Measure D, Lift Line plans to add two additional drivers to provide expanded hours of paratransit service, up to seven days per week. We plan to implement a Driver Trainer position to support safety and service for paratransit drivers, as well as an Administrative Assistant/Dispatcher to support additional paratransit rides. Measure D funds may also support outreach and publicity materials to promote paratransit ride availability and service expansion, and operating funds to support vehicle and equipment maintenance and acquisition, financial solvency, occupancy and overhead expenses.

**COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2017-18 BUDGET**

ACCOUNT TITLE	TDA 2017-18 BUDGET	Non-TDA 2017-18 BUDGET	CTSA 2017-18 BUDGET	TDA 2016-17 BUDGET	Non-TDA 2016-17 BUDGET	CTSA 2016-17 BUDGET
REVENUE:						
TDA	664,920	0	664,920	668,545	0	668,545
CITY OF SANTA CRUZ		30,909	30,909		14,500	14,500
CITY OF CAPITOLA		30,000	30,000		47,934	47,934
CITY OF SCOTTS VALLEY		3,041	3,041		3,041	3,041
CITY OF WATSONVILLE		1,890	1,890		1,890	1,890
COUNTY OF SANTA CRUZ		15,455	15,455		9,020	9,020
MEASURE D		746,156	746,156		60,000	60,000
AREA AGENCY ON AGING-TITLE IIIB		39,283	39,283		39,283	39,283
FTA SECTION 5310-TRADITIONAL		134,309	134,309		39,978	39,978
FTA SECTION 5310-EXPANDED		0	0		81,984	81,984
FTA SECTION 5317		0	0		0	0
MONTEREY PENIN FDN		40,000	40,000		40,000	40,000
MEDI-CAL (CAAH)		52,481	52,481		74,279	74,279
OUTSIDE CONTRACTS		33,388	33,388		33,388	33,388
OUTSIDE CONTRACTS- ISSP		40,538	40,538		40,538	40,538
SCRIP - CLIENT TAXI PMTS		8,695	8,695		8,624	8,624
SCRIP - MSSP		17,108	17,108		9,010	9,010
MOW INTER-PROGRAM CHARGES		42,500	42,500		42,500	42,500
ELDERDAY INTER-PROGRAM CHARGES		412,572	412,572		312,572	312,572
INTEREST INCOME		0	0		0	0
FUNDRAISING		2,500	2,500		2,500	2,500
DONATIONS		15,691	15,691		1,600	1,600
PROGRAM INCOME - OTHER		1,500	1,500		2,100	2,100
VEHICLE INTER-PROGRAM		9,392	9,392		7,549	7,549
INTERPROGRAM OUTSIDE CONTRACT		379	379		502	502
VEHICLE SALES		0	0		2,500	2,500
TOTAL REVENUES	664,920	1,677,787	2,342,707	668,545	875,292	1,543,837

**COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2017-18 BUDGET**

OPERATING FUND SOURCES	CTSA FINAL FY 15-16	CTSA BUDGET FY 16-17	CTSA BUDGET FY 17-18
TDA	626,561	668,545	664,920
CITY OF SANTA CRUZ	14,500	14,500	30,909
CITY OF CAPITOLA	46,994	47,934	30,000
CITY OF SCOTTS VALLEY	2,952	3,041	3,041
CITY OF WATSONVILLE	1,890	1,890	1,890
COUNTY OF SANTA CRUZ	9,020	9,020	15,455
AREA AGENCY ON AGING-TITLE IIIB	39,283	39,283	39,283
FTA SECTION 5310-EXPANDED	42,000	81,984	0
FTA SECTION 5317	59,906	0	0
MONTEREY PENIN FDN	40,000	40,000	40,000
MEDI-CAL (CAAH)	5,375	74,279	52,481
OUTSIDE CONTRACTS	21,727	33,388	33,388
OUTSIDE CONTRACT - ISSP	45,548	40,538	40,538
TAXI SCRIP SALES	8,025	8,624	8,695
MSSP SCRIP	18,669	9,010	17,108
MOW INTERPROGRAM CHGS.	42,500	42,500	42,500
ELDERDAY INTERPROGRAM CHGS.	274,180	312,572	412,572
INTEREST INCOME	0	0	0
FUNDRAISING	1,000	2,500	2,500
DONATIONS	12,650	1,600	15,691
VEHICLE INTERPROGRAM	10,790	7,549	9,392
VEHICLE SALES	10,300	2,500	0
MISC INCOME	1,100	2,100	1,500
SUBTOTAL REVENUES	1,334,970	1,443,357	1,461,863
SECTION 5310 - PASS THRU	131,978	39,978	402,926
TOTAL REVENUES	1,466,948	1,483,335	1,864,789

EXHIBIT B

**CTSA FIVE YEAR CAPITAL IMPROVEMENT PLAN 17/18
FISCAL YEARS: 16/17 THROUGH 20/21**

CAPITAL REVENUE					
	Projected 2016-2017	Projected 2017-2018	Projected 2018-2019	Projected 2019-2020	Projected 2020-2021
Fund Balance	\$163	\$5,164	\$5,174	\$5,184	\$5,194
FTA Section 5310	\$39,978	\$402,926	\$0	\$0	\$0
Addition to Fund	\$5,000	\$0	\$0	\$0	\$0
Fund Interest	\$1	\$10	\$10	\$10	\$10
Total	\$45,142	\$408,100	\$5,184	\$5,194	\$5,204
CAPITAL EXPENDITURES					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Equipment Purchase	\$39,978	\$402,926	\$0	\$0	\$0
Major Maintenance	\$0	\$0	\$0	\$0	\$0
Total	\$39,978	\$402,926	\$0	\$0	\$0
Year-End Balance	\$5,164	\$5,174	\$5,184	\$5,194	\$5,204

Notes:

1. As capital grants are indefinite, and as capital equipment arrival dates vary, projected figures may require adjustment.
2. "Equipment Purchase" in 16/17 is for 2 Minivans and 13 MDT's.
3. "Equipment Purchase" in 17/18 is for 5 Buses, 10 MDT's, 4 2-Way Radios, and 8 Computer

EXHIBIT C-1
Lift Line / CTSA
17/18 OPERATING PLAN

Lift Line, a program of Community Bridges, 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, five 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 who live outside the METRO ParaCruz service area, those who are unable to afford the METRO ParaCruz fare, those who do not meet the ADA complementary paratransit eligibility requirements, those needing same day service, and those who need a higher level of service than can be provided by METRO ParaCruz. Lift Line operates a fleet of 20 wheel-chair accessible vans. Transportation is provided to destinations such as doctors' offices, pharmacies, Elderday Adult Day Health Care, senior dining centers, dialysis sites, out of county medical destinations, Dialysis Sites and various medical therapy appointments.

Due to the current demand for service during our peak hours, we have been asking our TDA medical clients to increase the potential for grouping rides by booking their medical rides between 10:30am and 1:30pm. Lift Line has been working closely with local medical facilities to optimize this preferred window of service for this select group of Santa Cruz County residents.

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.

Lift Line is seeking to continue providing TDA Medical Rides and ensure that this service reaches those with the most need. Lift Line projected 5,982 TDA Medical Rides in FY 16/17, including direct service and coordinated taxi rides. In the first quarter of the 16/17 fiscal year, we had provided 1,880 rides or 31% of our goal. We expect to maintain this vital service throughout the remainder of the year.

TDA Medical Rides serve as a safety net service for Santa Cruz County residents, providing medical rides outside of 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. All of the residents who receive these 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 projected 2,400 Taxi Scrip rides in FY 17/18. At 25% of the 16/17 fiscal year for which data is available, we have reached 27% of our goal.

The Taxi Scrip program is available for low-income Santa Cruz County in need of 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. Residents who receive Taxi Scrip at a discount are living below 200% of the federal poverty level. Lift Line staff continue to update the TDA applications to reflect the new Federal Government poverty level guidelines. Area taxi service providers include: Deluxe Taxi, Courtesy Cab, and Santa Cruz Yellow Cab. Lift Line provides ongoing monitoring and assessment of the Taxi Scrip program to ensure that riders are eligible, subcontractors meet safety criteria are met by subcontractors, and to ensure there is no abuse of this vital program. Currently clients can purchase three \$10.00 books, for a total of \$30.00 worth of scrip, at a discounted rate of \$8.00 each, which give them approximately one (1) or two (2) rides per book. There is currently a limit to purchase three books per person per quarter.

Lift Line projected 13,103 Meals on Wheels rides in FY 16/17, 6,600 of which were to be funded by TDA funds. At 25% of the year, we have reached 27% of our total goal.

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 increase attendance at all of the senior dining centers, as Lift Line continues to meet with the Meals on Wheels Program Director and site managers to review unmet transportation service needs.

Lift Line projected to provide 23,875 Elderday rides in FY 16/17, 8,950 of which were to be funded by TDA. At 25% of the fiscal year, we have reached 34% of our goal.

The Elderday program provides outpatient adult day health care to community members who need constant care, and/or are diagnosed with dementia or Alzheimer's type of dementia. 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 projected to provide 19,383 Winter Shelter program rides in FY 16/17, with 7,445 to be funded by TDA. At 70% of the service period, Lift Line has reached 58% of our total goal, providing 11,246 rides to date. We expect to reach our goal this year.

In FY 16/17, Lift Line requested TDA funds to match Lift Line's costs for providing transportation for the Association of Faith Communities' Winter Shelter Program, which operates November through up to April 7th, 2017. Lift Line provides more than 20,000 rides to the shelter sites. While this year's shelter program is operated by volunteers from faith communities, prior years' shelter staff reported that 30% of participants are disabled, 7% are seniors, and there are one to three wheelchair-using participants being transported both ways every day. We know that 100% of participants have unmet health care needs. We requested TDA funds to support the rides for senior and disabled participants.

In FY 16/17, Lift Line projected to provide 693 Dialysis rides. At 86% of the service period, Lift Line has reached 165% of our total goal, providing 1,143 rides to date.

Lift Line/CTSA requested 16/17 TDA funds to support the expansion of rides to dialysis treatment between the hours of 8:00am and 4:00pm to fill unmet community medical transportation needs. This expanded Lift Line's typical medical ride service window of 10:30am and 1:30pm, in order to provide participants with transportation that meets dialysis treatment schedules of approximately two-to-four hours, 3-5 times per week for some clients. This addressed the unmet need of affordable transportation for dialysis that ranked H3 High Priority on the 2015 Unmet Needs List that was adopted by the RTC in May 2015, and was carried forward in the 2016 and 2017 surveys.

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 to meet the unmet transit and paratransit needs, with recommendations from the Paratransit Coordination Task Force. We continue to help residents ineligible for METRO ParaCruz or Medi-Cal assistance with the required paperwork to access TDA programs. In our role as the Coordinated Transportation Service Agency, Lift Line works 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.

Our goal is to provide flexible programs, scheduling, and dispatching that can respond to the changing needs of all participants, especially those ineligible or unable to utilize other transportation services. Through TDA funding, Lift Line will continue to serve those ineligible for METRO ParaCruz service, specifically low-income individuals who cannot afford the \$8.00 round-trip fare, those who don't meet the ADA parameters, and those with origins/destinations outside of the METRO ParaCruz service area. Lift Line is anticipating an increase in demand for these services as a result of proposed fare increases from METRO ParaCruz.

**OPERATION PLAN SERVICE OF UNITS
EXHIBIT C-2
2017 / 2018**

TABLE 1 - TDA PROPOSED SERVICE UNITS							
	TAXI SCRIP	MEDICAL TDA	MEALS ON WHEELS	ELDERDAY	WINTER SHELTER PROGRAM	TOTAL UNITS	TOTAL
FUNDS ALLOCATED	\$70,084	\$275,777	\$83,568	\$208,081	\$27,410	30,091	\$664,920
OPERATING COST	\$12.24	\$34.01	\$10.29	\$12.65	\$2.09		
A. PROGRAM MANAGEMENT i.e., Mgmt Personnel: Director/Fleet Mgr, Admin Asst, Info Mgr, Rent, Liability Insur., Phone, Supplies, etc.	\$4.88	\$16.89	\$5.11	\$6.28	\$1.04		
B. ADMINISTRATION 14.5% of total cost per unit.	\$2.90	\$8.63	\$1.12	\$3.21	\$0.53		
TOTAL COST PER SERVICE UNIT	\$20.02	\$59.54	\$16.53	\$22.14	\$3.65		
17/18 PROJECTED TDA UNITS OF SERVICE	3,500	4,632	5,057	9,398	7,504		
EQUIPMENT PURCHASE MATCH							
TOTAL TDA CLAIM REQUEST							\$664,920

**OPERATION PLAN SERVICE OF UNITS
EXHIBIT C-2 continued
2017 / 2018**

NON-TDA SUPPORTED

TABLE 2 - OTHER CTSA SERVICE UNITS								
	Meals on Wheels	Elderday Services	Winter Shelter	MSSP	Measure D Paratransit	Dialysis	Total Units	Total
Funds Allocated	\$102,945	\$421,722	\$40,538	\$17,108	\$221,293	\$52,481		\$856,087
Revenue per Service Unit	\$16.53	\$22.14	\$3.65	\$16.53	\$59.54	\$59.54		
17/18 Projection Units of Service	6,230	19,047	11,098	1,035	3,717	881	42,008	
Other Income					\$524,863			\$687,391
Total Operating Income								\$1,543,478
FTA Section 5310-Capital Equipment								\$134,309
TDA Claim								\$664,920
Grand Total								\$2,342,707

ROLLUP OF ALL RIDES

TABLE 3 - ALL SERVICE UNITS TOTALLED (Total tables 1 and 2, units of service, to equal table 3 totals)									
	Taxi Scrip	Medical TDA	Meals on Wheels	Elderday	Winter Shelter	MSSP Taxi Scrip	DIALYSIS TDA	Measure D Paratransit	Total Units
2017-2018 Ride Projections	3,500	4,632	11,287	28,445	18,602	1,035	881	3,717	72,099

Exhibit D

Schedule of Payments FY: 2017-2018 TDA Claim Life Line CTSA

July 15, 2017	\$ 232,722
October 15, 2017	144,198
January 15, 2018	144,198
April 15, 2018	144,198
Total	\$664,920

Preferred Method and Schedule for TDA fund distribution: Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount.

EXHIBIT E
Lift Line / CTSA
17/18 Statement of Role and Responsibility

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. 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 residents 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 is funded through Caltrans 5310 and 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: 2017-2018 TDA Claim
Community Bridges' Life Line CTSA

	Reporting Period	Due
1.	Fiscal Year: 2017/18	11/15/17
2.	1 st Quarter, 7/1/17 through 9/30/17	01/15/18
3.	2 nd Quarter, 10/1/17 through 12/31/17	04/15/18
4.	3 rd Quarter, 1/1/18 through 3/31/18	07/15/18
5.	4 th Quarter, 4/1/18 through 6/30/18	11/15/18
6.	Annual Evaluation, Fiscal Year 2017/2018	11/15/18

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.

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Grace Blakeslee, Transportation Planner
RE: FY 2017-18 Transportation Development Act Funds for Volunteer Center

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the FY 2017-18 claim from the Volunteer Center in the amount of \$79,157 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 7.5 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The RTC's FY 2017-18 draft budget was considered by the RTC Budget and Administration Personnel Committee (B&A/P) in March 2017 and includes TDA allocations based on the Santa Cruz County Auditor's estimates. The B&A/P recommends that the RTC adopt the RTC FY 2017-18 budget at the April 6, 2017 RTC meeting.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2017-18 budget including Transportation Development Act (TDA) allocations for the Volunteer Center in the amount of \$79,157.

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 provide approximately 4,600 one-way trips to eligible clients in FY 2017-18. The Volunteer Center prioritizes trips based on type and income. Because this program uses volunteer drivers, it is a highly cost effective method of providing rides with an average cost per ride of \$8.12. 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 approve the TDA claim for the

Volunteer Center, and recommend RTC approval at their May 4, 2017, contingent upon approval by the City of Santa Cruz to act as the claimant meeting.

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 2017-18 Volunteer Center TDA Claim and operation/budget pages

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Our services are available to elderly and disabled persons outside of fixed bus routes, who cannot use public transit because of mobility issues or do not qualify or cannot afford services from Lifeline or taxis. The services we provide fall with in the high and medium priorities of the 2015 Unmet Para transit and Transit Needs, Adopted by the Santa Cruz County Regional Transportation Commission at its May 7, 2015 meeting. I.E. Seeking volunteer drivers in South County, providing low or no cost rides with in the county.

Clients and volunteer drivers are actively recruited in several ways. Through our website at scvolunteercenter.org., brochures placed a various doctors office and areas where senior congregate, ads placed in local news, presentation to local service clubs and senior centers. We have relationship with other agencies such as Visiting Nursed, Dominican Rehab and our own programs RSVP and Helping Hands who refer clients as well as volunteers.

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 number of rides provided and the number of clients served will measure performance. Clients register with the program and individual records are kept on each client with their personal information, emergency contacts and rides given. The number of rides is evaluated through ride reports compiled on each ride that details client, date and time of ride, destination of ride and driver providing ride. These records are entered into a computerized data file.

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): Our goal is to provide 4,600 one-way trips to eligible clients. Clients are limited to two rides per week due to the availability and number of drivers. Once all essential rides are filled clients may have additional rides. Clients are asked to give advance notice of five to seven -day minimum for rides so they can be filled by priority. To be able to expand theses goals more volunteer drivers are needed. Our priority for filling requests is as follows:

- 1st Priority - Medical trips for low-income persons
- 2nd Priority - Medical trips for other persons
- 3rd Priority - Shopping for low-income persons
- 4th Priority - Shopping for other persons
- 5th Priority - Other eligible destinations

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		%	90
San Lorenzo/Scotts Valley		%	65
Watsonville/ Freedom		%	45

These figures are based on population data derived from the latest census and available transit services for each area of operations. In considering geographic distribution of services, our goal is to provide extra support in those areas outside or in limited public transit 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 Volunteer Center's of Santa Cruz have been receiving TDA funds for over 35 years and was been a member of the Elderly & Disabled Transportation Advisory Committee. The program is listed in the Specialized Transportation Guide and is included in the March 12, 2008 draft Coordinated Public Transit-Human Services Transportation Plan providing all services listed in the plan.

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): This project will have little or no impact on other modes of travel.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. 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.*

What is the total project cost? \$79,157_

Is project fully funded? Yes

What will TDA (and STA) funds be used on (ex. administration, brochures, engineering, construction)? Funds are used for personnel Cost, Audit fees, Supplies, Telephone, Occupancy, Printing, Postage, Volunteer mileage, Administration.

15. Preferred Method and Schedule for TDA fund distribution *(see RTC Rules and Regulations for details):*

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

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 <u>work plans and budget</u> (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?	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. Bike, Ped, and Specialized Transportation Claims: 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

SCMTD, CTSA, Bike to Work, CTSC Only -- PLEASE KEEP ANSWERS BRIEF

17. 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:

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

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

- SCMD – April each year
- Specialized Transportation: Quarterly to E/D TAC, RTC _____ (Months/Year)
- CTSA: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)
- B2W: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe. The Volunteer Center's Transportation Program is a volunteer program providing free rides and serves to people who, through age, physical limitations are unable to use other public or private transportation resources. Approximately 1/2 of our clients live in congregate areas such as mobile homes and low-income housing. We specialize in meeting the needs of those clients outside the ADA-mandated Para transit service area. The service is provided free of charge to clients. There are no other providers of this service in the community

21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other transportation programs. We often refer to Lifeline or in some cases Para Cruz. We receive referral from doctors offices, senior center, through our website, personal referrals and general public. We are listed with 211.

22. Provide performance information, as pertinent, 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). (99246)

The program has no owned service vehicles or employee drivers. Volunteer driver use private vehicles. It is estimated that each one-way trip is 9.5 miles, with approximately 4600 one-way rides provided in the last fiscal year. This is about 43,700 projected service miles per year. Each one-way ride is an average of 2.5-hour average or a total of 9660 service hours. Volunteers have the option of being paid mileage at a cost of \$.31/ mile, although not all accept payment. Based on the FY 2016-17 TDA allocation of \$78,376 and the service estimates provided by volunteer drivers, the cost per one-way passenger ride and a cost per vehicle service hour of about \$8.12 and a cost per service mile of \$1.80 making this a very cost efficient and effective program.

Discuss the needs and types of the passengers being served and 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. (99246) \ The Transportation Program works in conjunction with the Santa Cruz County Regional Transportation Commission's Elderly & Disabled Transportation Advisory Committee/Social Service Transportation Advisory Council to help assure that transportation needs for the elderly and disabled are represented. We know from needs assessments that low or free transportation to elderly and disabled persons outside of the fixed routes or those unable to use fixed routes are in desperate need. Many of our clients live in rural areas, have little or no family to assist and are living on fixed incomes. The Volunteer Centers Transportation Program providing transportation to doctor's appointment, grocery shopping and other necessary appointment. Volunteer drivers provide the service free of charge to clients through out the county

SCMTD, CTSC, Volunteer Center & RTC Only

23. 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.
- 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.

TPA-4

- Our independent Auditors review costs and revenues that are not aggregated in our accounts. TDA finances are audited as one of over 60 separate fund accounts. It would be too cumbersome to include all 60+accounts that are audited in the published financials. However, since this is an issue, we have had our auditors include a TDA finance page in the audit. •

TPA-7

- For the last 2 years and currently we have been putting our extra resources towards driver recruitment as our top priority. We have made great strides in north and central county and are focusing our efforts on south county.
- Increasing mileage reimbursement is something we have review but at this time we are unable to due. It remains on objective to do when funding allows. •

SCMTD Only

24. Farebox Recovery Ratio: (split out=urbanized service vs. non-urban service farebox ratios for prior year and year-to-date)

<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%)	_____ %	_____ %
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/ISTA 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.

25. Current fare & local support revenue to operating cost ratio versus FY1978-79 ratio (for services to the general public).

- Current ratio ((sum of fare revenues + local support) ÷ operating cost):
- FY1978-79 Ratio: _____

26. 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).

27. 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
- 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*

Documentation to Include with Your Claim:

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

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.

Signature  Title: Associate Director Date: 3/29/17

Document!

PROGRAM NAME:

Volunteer Center/ Transportation Progr:

FISCAL YEAR:

2016-2017 2017-18

REVENUES

	Budget Unit Name		
	Budget Unit Number		
4000	PUBLIC SUPPORT		
4007	Donations	500	800
4295	Transportation Commission	78,649	79,157
TOTAL CURRENT YEAR REVENUES		79,149	79,957
5001	Hourly Wages	56,221	56,038
	SUBTOTAL BENEFITS & TAXES	56,221	56,038
6012	Auditing Expense	200	500
6018	Copies	250	200
6038	Equipment, Repair	250	225
6039	Facility Maintenance	100	100
6040	Insurance, General	400	200
6042	Insurance, Volunteer	1,500	1,500
6050	Postage	150	150
6060	Rent	350	-
6061	Rent, Watsonville	4,392	5,000
6078	Office Supplies	200	150
6081	Computer Software & Fees	100	100
6098	Mileage, Volunteers	2,000	1,000
6100	Telecommunication	1,000	2,700
6125	Utilities	656	600
6150	Volunteer Recognition	300	300
6160	Admin Fees	11,080	11,194
TOTAL CURRENT EXPENSES		79,149	79,957

Exhibit A
VOLUNTEER CENTER OF SANTA CRUZ COUNTY
 1740 17th Ave. Santa Cruz, CA 95062, 427-5070, FAX 423-6267

PROGRAM DESCRIPTION/SCOPE OF WORK
VOLUNTEER CENTER'S TRANSPORTATION PROGRAM
 Fiscal Year 2017-17

A. TARGET POPULATION

The Volunteer Center's Transportation Program is a volunteer program providing rides and serves to people whom, through age, physical limitations or geographic location, are unable to use other public or private transportation resources. Volunteer drivers using their own vehicles provide rides. Our program is limited to ambulatory persons. Our service area is all of Santa Cruz County.

B. SERVICE GOALS

Our goal is to provide 4,600 one-way trips to eligible clients. Clients will be limited to a maximum of two rides per week. Our priority for filling requests is as follows:

- 1st Priority - Medical trips for low-income persons
- 2nd Priority - Medical trips for other persons
- 3rd Priority - Shopping for low-income persons
- 4th Priority - Shopping for other persons
- 5th Priority - Other eligible destinations

These trips will be targeted for geographic distribution as follows:

	<u>Rides</u>	<u>% of Rides</u>	<u>Client</u>
Santa Cruz/Mid-County/Aptos/Capitola	2800	56%	90
San Lorenzo/Scotts Valley	1100	24%	60
Watsonville/ Freedom	700	21%	45

These figures are based on population data derived from the latest census and available transit services for each area of operations. In considering geographic distribution of services, our goal is to provide extra support in those areas which are outside the boundaries of Lifeline services, or which receive limited Lifeline service and have limited public transit services.

C. PROGRAM ACTIVITIES

1. The Volunteer Center will maintain volunteer dispatchers Monday- Friday 10:00 a.m. to 2:00 p.m. in Santa Cruz, and Monday – Thursday from 10:00 a.m. to 1:00 p.m. in the Watsonville and Valley centers is now being handled out of the Santa Cruz Center. Data is keep separate.
2. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other transportation programs.
3. The Volunteer Center will continue its intensive campaign to recruit new drivers and dispatchers for all offices.

4. Volunteer Center staff will attend all meetings of the Elderly and Disabled Transportation Advisory Committee of the Santa Cruz County Regional Transportation Commission.

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:

Prior Year Annual Report:	September 8, 2017
Quarterly Activities Report 1:	October 27, 2017
Quarterly Activities Report 2:	February 9, 2018
Quarterly Activities Report 3:	April 27, 2018
Quarterly Activities Report 4:	July 27, 2018

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

1. Number of rides 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, 2017 \$79157

Replacement Pages

AGENDA: April 11, 2017

TO: Elderly and Disabled Transportation Advisory Committees

FROM: Grace Blakeslee, Transportation Planner

RE: Measure D: Community Bridges/Lift Line Five-Year Plan

RECOMMENDATIONS

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

1. Review the Community Bridges Lift-Line Five-Year Plan for its direct allocation of Measure D: Transit Seniors and People Living with Disabilities investment category funds for paratransit services and recommend approval by the Regional Transportation Commission.
-

BACKGROUND

Measure D, the transportation ballot measure passed by more than a 2/3 majority of Santa Cruz County voters on November 8, 2016, provides funding for five categories of projects: neighborhood projects (30% of net measure revenues), highway corridors (25%), transportation for seniors and people with disabilities (20%), active transportation (17%), and preservation and analysis of the rail corridor (8%).

Each agency receiving Measure D revenue is required to annually develop, update, and hold a public hearing to adopt a five-year program of projects, identifying how they will deliver Measure D projects in the upcoming five years. After the close of each fiscal year, agencies must submit an annual report describing actual expenditures, progress made to improve the transportation system, how maintenance of effort requirements have been met to ensure Measure D revenues are supplementing (not supplanting) other revenues, and the degree that Measure D funds were used to secure additional funding from other sources (leveraging other funds). The Measure D annual fiscal audit and Taxpayer Oversight Committee and will review the annual report of expenditures to ensure funds were expended consistent with the requirements of Measure D. The annual reports, including the program of projects approved by each agency, will be posted on the RTC's Measure D website.

DISCUSSION

Twenty percent (20%) of net Measure D revenues are designated for the Transit for Seniors and People Living with Disabilities category. Four percent of net Measure D revenues are allocated to the Consolidated Transportation Services Agency (CTSA) for Santa Cruz County for paratransit service. Community Bridges-Lift Line serves as the CTSA for Santa Cruz County. The remaining 16% of net Measure D revenues under the Transit for Seniors and People Living with Disabilities investment category are allocated to the Santa Cruz Metropolitan Transit District. As noted in the Expenditure Plan, paratransit services work with social service agencies to increase transportation options for seniors, individuals with disabilities, and persons with low incomes.

The Measure D five-year funding projection (FY18-FY23) for direct allocation to Community Bridges-Lift Line is approximately \$750,000 per year for a total of \$3,750,000 for the five-year period. The draft five-year plan covering the period FY17-18 through FY22-23 for the direct allocation of Measure D to Community Bridges-Lift Line paratransit services is attached ([Attachments 1-3](#)). Community Bridges' proposed five-year plan distributes the direct allocation as follows:

- 32% for two new driver positions to provide door-to-door service for elderly and/or physically or mentally limited and/or ill passengers. Drivers operate the vehicles, keep simple records, and maintain the van in a clean, safe, and orderly condition and perform other related work as required ([Attachment 2](#));
- 9% for a new van driver trainer who will supervise van drivers and provide all phases of training for drivers, including preparing van driver trainees for promotion to van driver and ongoing retraining ([Attachment 2](#));
- 8% for an administrative assistant and dispatcher to provide administrative support including clerical support, receiving and screening telephone calls, maintaining records, preparing statistics reports, correspondence and coordination of tasks and scheduling when needed to provide support to the van drivers ([Attachment 2](#));
- 1% for outreach and publicity to provide materials and videos to promote paratransit ride availability;
- 48% for operations and facility to complete environmental review and design and to reserve to purchase property and construct an operations facility that will house the entire Lift Line operations in one location or for increases in facility leases, including relocation if needed ([Attachment 3](#));
- 4% for vehicle and equipment reserve to purchase two new fleet vehicles, including on one 24-passenger replacement bus and one electric vehicle, and replace aging and worn shop improvement or upgrades to the maintenance and operations facility ([Attachment 3](#));

Community Bridges-Lift Line is the only agency receiving a direct allocation of Measure D fund that is not a public agency. Review and approval of Community Bridges Lift Line Measure D five-year plan will be overseen by the Regional Transportation Commission (RTC) and included in the RTC's public review process.

RTC staff recommends that the E&D TAC review Community Bridge’s Five-Year Plan for its direct allocation from the Measure D: Transit Seniors and People Living with Disabilities investment category for Lift-Line paratransit services and recommend approval by the Regional Transportation Commission.

The RTC board is scheduled to consider approval of the Community Bridges-Lift Line Measure D five-year plan following a public hearing at its June 1, 2017 meeting. This plan will be adjusted annually based on updated project schedule and cost information, as well as information on any grants and other funds agencies are able to secure for the projects. Since annual revenues are sometimes insufficient for larger projects, agencies sometimes need to carry over or “bank” revenues to future years.

SUMMARY

Measure D requires recipient agencies to annually prepare and update a five-year program of projects, identifying how agencies plan to spend Measure D funds. Staff recommends that the Elderly and Disabled Transportation Advisory Committee (E&D TAC): Review the Five-Year Plan for the Measure D: Transit Seniors and People Living with Disabilities investment category direct allocation to Community Bridges Lift-Line paratransit service and recommend approval by the Regional Transportation Commission.

Attachments:

1. Community Bridges Lift Line Paratransit Service 5-year program of projects
2. Community Bridges Lift Line Driver and Administrative Assistance Job Positions
3. Community Bridges Lift Line Major Project: Lift Line Operations Facility and Lift Line Vehicle and Equipment Acquisition 5-year plans

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Measure D: 5-Year Plan (FY17/18-FY21/22)

Agency: **Community Bridges - Lift Line**

Project name	Description	Cost Estimate 17/18	Cost estimate 18/19	Cost estimate 19/20	Cost estimate 20/21	Cost estimate 21/22	5-Year Measure D total	Total Cost	Other funds	Schedule (year)
Driver 1 (see note below**)	Additional driver to provide expanded hours of paratransit service	\$ 111,111	\$ 115,000	\$ 119,025	\$ 123,191	\$ 127,503	\$ 595,830	Approx. \$125k/yr		Start 17/18
Driver 2 (see note below**)	Additional driver to provide expanded hours of paratransit service	\$ 111,111	\$ 115,000	\$ 119,025	\$ 123,191	\$ 127,503	\$ 595,830	Approx. \$125k/yr		Start 17/18
Driver Trainer	To support safety and service training for paratransit drivers	\$ 62,260	\$ 66,233	\$ 69,504	\$ 73,080	\$ 77,011	\$ 348,089	Approx. \$75k/yr		Start 17/18
Admin. Assistant/Dispatcher	To support additional paratransit rides	\$ 53,804	\$ 57,377	\$ 60,373	\$ 63,661	\$ 67,274	\$ 302,489	Approx. \$65k/yr		Start 17/18
Outreach/Publicity	Materials and videos to promote paratransit ride availability	\$ 5,848	\$ 5,848	\$ 5,848	\$ 5,848	\$ 5,848	\$ 29,240	Approx. \$6k/yr		Ongoing
Operations Facility - Pre-Construction	Facility project management-architects, environ review, design	\$ -	\$ -	\$ -	\$ 29,000	\$ 30,304	\$ 59,304	\$ 4,870,000	Grants, other, future Measure D	Start 2020
Operations Facility - Reserve	Reserve for projected purchase in 2025	\$ 392,022	\$ 376,698	\$ 362,381	\$ 318,185	\$ 300,714	\$ 1,750,000	\$ 5,863,838	Bank financing for 65% of purchase/ renov; capital campaign, grants, future Measure D	2025-2028
Vehicle Equipment Reserve	Vehicle replacement, 5310 vehicle match funds, equipment e.g. vehicle hoist	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	\$ 240,000	Possibly 5310 grants or California EPA, Resource Board	2018-2022
	Total Measure D: FY2017/18-2022/23	\$ 766,156	\$ 766,156	\$ 766,156	\$ 766,156	\$ 766,156	\$ 3,830,780			

**Operating costs include driver support (Mechanic, IT Support, Fleet manager, Program Supervisor) salaries and fringes, vehicle operations such as vehicle maintenance and repair, fuel, vehicle insurance, communications expenses, as well as taxes and licenses related to paratransit services. It also includes a prorated allocation of costs such as general liability insurance, staff training and other indirect costs.

New Job Positions

1. Van Driver Trainer

The Van Driver Trainer will provide instruction and training to on-call class C driver's to move towards becoming successful Van Driver II with a commercial class B driver's license with passenger endorsement. The Van Driver Trainer will conduct on-going training to all Lift Line Van Drivers on all aspects of driving, stay-up to date with the driving laws and disseminate information in relation to safe driving. The Van Driver Trainer will also lead the CTSA Safety, Training and Accident Review Committee which will assess current practices and areas of improvement to prevent and reduce accidents and best practices. The Van Driver Trainer will also conduct driver evaluations, conduct ride alongs and hold regular driver meetings to maintain a strong working team that is goal oriented.

The Van Driver Trainer position will also be satisfying the recommended operational functions of personnel stated in the FY 2013-2015 Triennial Performance Audit of Santa Cruz County Transit Operators. The Triennial Performance report clearly states the following, 'Support staff workloads and delays in drivers earning their Class B license show the continued need for an in-house driver/trainer/supervisor to improve operations.'

Having a Van Driver Trainer will be a benefit to both drivers and passengers. Trained drivers will, in result drive Lift Line vehicles in a sympathetic manner, thus leading to a fewer accident, lowering insurance premiums, reduction in maintenance and fuel cost and driver techniques that will be transferred to their own vehicles. Finally the ones who will most benefit from having highly trained drivers are the passengers who will be transported in a safe and comfortable manner.

2. Administrative Assistant

The Administrative Assistant will be a support to Lift Line's administrative staff directly. The Administrative Assistant will follow through with the entire Lift Line program application process, receive and screen telephone calls, maintain records, prepare statistical data, follow through with correspondence and coordination of tasks. The Administrative will also work as a scheduler/dispatcher when needed and provide support to the drivers.

Having an Administrative Assistant for the Lift Line program will not only allow upper management to focus on rebuilding the Lift Line program such as revising policy and procedure, innovating techniques and practices, improving employee retention and moral etc. the Administrative Assistant will also become a recognizable person to the program and the community and will make clients feel welcome. The Administrative Assistant will be the first point of contact for clients and their families as well as community partners. After getting hired it is expected that the Administrative Assistant will become versed in the Lift Line program and can contribute to conversation on program improvements as well as answer questions,

handling phone calls and/or refer callers to the correct personnel or alternate resources.

The Administrative Assistant will also embrace the roll of coordinating outreach throughout the community to ensure that the residents that are in need of the service know that it is available. Once residents are accepted to the program and are able to receive services the Administrative Assistant will assist clients how to best utilize Lift Line services to fulfill their needs.

3. Van Driver II

A Van Driver II provides door-to-door service for elderly and or disabled residents. A Van Driver II provides door-to-door service by assisting both ambulatory and non-ambulatory passengers on and off the van in a safe and courteous manner. A Van Driver II will maintain the vehicle in a clean, safe and orderly manner. A Van Driver II is expected to determine the safest and most efficient pick up and drop off routes as well as make adjustments to unanticipated changes. A Van Driver II will be expected to notice visible changes in physical or mental health of persons regularly transported and communicate this information to appropriate personnel for follow-up. A van Driver II is able to describe program services and is constant direct contact with the residents Lift Line serves.

Additional drivers will allow Lift Line to open up the window of in county medical rides which will be a direct benefit to current and future Lift Line clients and their families. Currently Lift Line operates 8:00AM to 4:00PM but is only able to provide medical ride transportation between the hours of 10:30AM and 1:30PM. Additional drivers will allow for Lift Line to at least double the window of service for medical rides and add weekend service.

Expanding the window of service will allow more flexibility and with Lift Line clients and to meet Lift Line riders critical needs.

Measure D: 5-Year Plan (FY17/18-FY22/23)

Project name:

Location:

Description:

Purpose/Need/Benefits:

Community Bridges - Lift Line Operations Facility
To be determined
Lift Line Administrative offices, maintenance facility, fleet parking
<p>Purchase property and construct an operations facility that will house the entire CTSA Lift Line operations in one location. Funds could also be used for increases in facility leases to include relocating from our current location(s). Our maintenance facility in Watsonville is currently a month to month lease. If we had to relocate a new lease could more than double the current lease amount of \$3,600 per month. With five years of reserves and on the sixth year Lift Line plans on purchasing property to start the construction project of operations facility. We also plan on seeking additional funding for this project.</p> <p>New Facility to include the following but not limited to;</p> <ol style="list-style-type: none"> 1) Operational offices 2) Dispatch & Intake station 3) Driver holding area (extra board) and lockers. 4) Breakroom 5) Maintenance shop 6) Proper Vehicle Hoists (Large Bus & Mini Vans) 7) Fuel Station (time and money) 8) Wash Station 9) Shop Ventilation System 10) Hazardous Waste storage

Schedule

Total Cost by Phase

Measure D Funds
Fund - Capital Campaign/ Donations
Fund - Commercial Loan

Envir. Review	Design	Acquisition	Construction	Contingency/ Fees	Total
Starts 2023	Starts 2023	2022	2024	N/A	
\$ 124,297	\$ 597,301	\$ 1,750,000	\$ 3,120,000	\$ 272,240	\$ 5,863,838
\$ 124,297	\$ 597,301	\$ 612,500	\$ 3,120,000		\$ 4,454,098
				\$ 272,240	\$ 272,240
		\$ 1,137,500			\$ 1,137,500

Other Info:

Personnel/Consultants:

Personnel 120,000
Legal 7,500
Bidding Expense 6,500

Pre-Development:

Architecture Design 554,101
Survey / Engineering 43,200
Permits, Inspections and Fees 16,524

Acquisition:

Land Costs 1,750,000

Construction/Renovation:

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

Total Preliminary Cost 5,863,838

Measure D: 5-Year Plan (FY17/18-FY22/23)

Project name:

Location:

Description:

Purpose/Need/Benefits:

Community Bridges - Lift Line Vehicle and Equipment Acquisition
N/A
Lift Line Paratransit Vehicles & Equipment
<p>Fund reserves that can be used for 2 new fleet vehicles that cannot be funded through 5310, replace ageing and or worn shop equipment, improvements and or upgrades to maintenance/operations facility.</p> <p>1) 24 passenger bus, the CTSA only has one 24 passenger bus. The bus is getting close to 200,000 miles and is not funded through 5310 due to no wheelchair lift.</p> <p>2) Electric vehicle, CTSA to experiment going green, alternative fuels, environmentally friendly vehicle program.</p> <p>3) 5310 vehicle match.</p> <p>4) Replace old and worn shop equipment such as vehicle hoist, rolling bridge jacks, tire mounting equipment. (Shop equipment is no longer funded through 5310).</p> <p>5) <i>Maintenance of current leased facility, with improvements such as install better lighting, new hot water heater, fix leaking roof, and upgrades to building, bathrooms and offices.</i></p>

Schedule (estimated)

Total Cost by Phase

Measure D Funds

Matching Funds

Other Info

24 Passenger	Electric Van	Equipment	Total
2021-2022	2018-2019		
\$ 84,608	\$ 40,075	\$ 25,317	\$ 150,000
\$ 84,608	\$ 40,075	\$ 25,317	\$ 150,000
Starcraft	Via Electric/ Nissan		

TO: RTC Advisory Committees
FROM: RTC Planning Staff
RE: Measure D: Regional Five-Year Programs of Projects

RECOMMENDATIONS

Staff recommends that the RTC’s Bicycle Committee, Elderly and Disabled Transportation Advisory Committee (E&D TAC), and Interagency Technical Advisory Committee (ITAC):

1. Review and provide input on the “5-year Program of Projects” for the Measure D: Highway Corridors, Active Transportation and Rail Corridor investment categories and for the San Lorenzo Valley Highway 9 Corridor Improvements and the Highway 17 Wildlife Crossing.
-

BACKGROUND

Measure D, the transportation ballot measure passed by more than a 2/3 majority of Santa Cruz County voters on November 8, 2016, provides funding for five categories of projects: neighborhood projects (30% of net measure revenues), highway corridors (25%), transportation for seniors and people with disabilities (20%), active transportation (17%), and the rail corridor (8%).

Each agency receiving Measure D revenue is required to annually develop, update, hold a public hearing on, and adopt a five-year program of projects. The five-year program of projects identifies how each agency plans to use Measure D funds in the upcoming 5 years. Agencies receiving direct formula allocations (cities, the County of Santa Cruz, Santa Cruz Metropolitan Transit District (METRO) and Community Bridges/Lift Line) are developing their five-year programs of projects, typically as part of their annual budget and/or capital improvement program development process. Community Bridges will provide their annual plan to the Elderly & Disabled Transportation Advisory Committee for their review and the RTC board for approval. The Regional Transportation Commission (RTC) is responsible for developing the five-year program of projects for regional projects, as described below.

After the close of each fiscal year, agencies must submit an annual report describing actual expenditures, progress made to improve the transportation system, how maintenance of effort requirements have been met to ensure Measure D revenues are supplementing (not supplanting) other revenues, and the degree that Measure D funds were used to secure additional funding from other sources (leveraging other funds).

The Measure D annual fiscal audit and taxpayer oversight committee will review the annual report of expenditures to ensure funds were expended consistent with the requirements of Measure D. The annual reports, including the program of projects approved by each agency, will be posted on the RTC's Measure D website.

DISCUSSION

The draft five-year plans for each of the regional transportation categories -- Highway Corridors, Active Transportation, and the Rail Corridor, as well as San Lorenzo Valley Highway 9 Corridor Improvements and the Highway 17 Wildlife Crossing -- are prepared by the RTC and are attached (Attachments 1-5). RTC staff recommends that the RTC advisory committees provide input on these plans. The RTC board is scheduled to consider these lists following a public hearing at its June 1, 2017 meeting. These five-year plans cover FY17/18 through FY21/22; however, these are preliminary plans for years 2-5, and will be adjusted annually based on updated project schedule and cost information, as well as information on any grants and other funds agencies are able to secure for the projects. Since annual revenues are sometimes insufficient for larger projects, agencies sometimes need to carry over, reserve, or "bank" revenues to future years.

Trail Program

17% of net Measure D revenues are designated for the "Active Transportation" category to fund the Monterey Bay Sanctuary Scenic Trail Network (MBSST), also known as the Coastal Rail Trail. As noted in the Expenditure Plan, this funding will be used for bicycle and pedestrian trail construction; maintenance, management and drainage for the rail and trail corridor; and possible installation of conduit for internet and electrical services.

The draft 5-year plan for the Active Transportation category (Attachment 1) focuses Measure D funds to projects currently under development, ongoing trail development and maintenance of the corridor. \$2.5M is held in reserve, with the RTC anticipated to decide where those funds will be spent in conjunction with completion of the Unified Corridors Plan or other decision points.

Work tasks related to trail project implementation and program management include design, preliminary engineering, environmental permitting, as well as public outreach for projects currently under way and for development of the network as a whole. Specific tasks include coordination with local public works departments, stakeholders, State Parks, Iowa Pacific, California Public Utilities Commission, Environmental Health Services, consultants and technical experts; right-of-way surveying, encroachments and property rights certifications; grant applications for future projects and complete funding for current projects; studies related to trail implementation or corridor uses; management of all funding sources and contracts; partnership building; presentations to community organizations; event planning and participation.

This Measure D allocation category also includes general rail right-of-way corridor encroachments & maintenance. Items such as vegetation abatement; tree, trash and graffiti removal; drainage issues; storm damage repairs, etc.

Highway Corridors

25% of net Measure D revenues are designated for the Highway Corridors category, which includes Highway 1 auxiliary lanes, bicycle and pedestrian over-crossings, traveler information and transportation demand management (TDM) programs, highway safety and congestion reduction programs. The five year program of projects ([Attachment 2](#)) uses some Measure D funds in the first few years on pre-construction phases of capital projects and ongoing traveler information and safety programs; while reserving several years of funding for construction of auxiliary lanes and bicycle/pedestrian crossings. The RTC will also be seeking state and federal grant funds to supplement Measure D revenues allocated to these projects.

A Measure D 30-year Implementation Plan, currently under development and scheduled for approval later this year, will discuss options for accelerating delivery of the auxiliary lane projects, which may include future bond financing.

San Lorenzo Valley (SLV) Highway 9 Corridor Improvements

Measure D includes a total of \$10 million for transportation projects along the Highway 9 corridor through San Lorenzo Valley (approximately \$333,000 per year over 30 years). The RTC is working with a consultant team, Caltrans, County Public Works and Planning, Santa Cruz Metropolitan Transit District (METRO), and the public to develop a comprehensive plan for the Highway 9 corridor. The corridor plan will identify, evaluate and prioritize multimodal investments along the corridor. Since the plan will not be completed until 2018, this first 5-year program of projects ([Attachment 3](#)) reserves all but one year of Measure D revenues for projects to be identified through the SLV corridor plan. RTC staff proposes that one year of revenues be used to serve as a match to an anticipated future Active Transportation Program (ATP) grant application for pedestrian access to the SLV school complex.

Highway 17 Wildlife Crossing

Measure D includes a total of \$5 million for the Highway 17 Wildlife Crossing (approximately \$167,000 per year over 30 years). Caltrans and the Land Trust secured over \$3 million in State Highway Operation and Protection Program (SHOPP) funds from the California Transportation Commission (CTC) to initiate environmental review and design of a wildlife crossing on Highway 17 near Laurel Curve. The Land Trust has secured right-of-way adjacent to the highway and is raising private funds to complete the project. While Caltrans currently anticipates that pre-construction work will be done and the project ready for construction in 2020, Measure D revenues will not be able to fully fund the project by 2020 ([Attachment 4](#)). RTC staff will be working with the Land Trust and Caltrans to investigate financing and other funding options.

Rail Corridor

8% of net Measure D revenues are designated for the Rail Corridor category for infrastructure preservation and analysis (including environmental and economic analysis) to answer community questions about possible future transit and other transportation uses of the rail corridor. The 5-year plan for the rail corridor (Attachment 5) includes \$500,000 for analysis of the rail corridor in coordination with the Highway 1 and Soquel corridors through the expanded Unified Corridors Investment Study (as approved by the RTC at its March 2 meeting.)

As stated in the Measure D Expenditure Plan, projects under this category include “maintaining and repairing the publicly-owned Santa Cruz Branch Rail Line.” Therefore, the 5-year program of projects includes storm damage repair and clean up, bridge analysis and rehabilitation to continue work began in 2012, drainage repair and improvements, and track maintenance and repairs. Measure D does not include funding for any new train or rail service.

Next Steps

After review by the RTC’s advisory committees, staff will update the 5-year program of projects for each regional investment category and present final recommendations to the public and the RTC board for approval following a public hearing at the RTC’s June 1, 2017 meeting.

Later this year, staff will be refining 30-year revenue projections and the long term Measure D implementation plan. The implementation plan will provide a timeline and projections for delivery of and cash flow for regional projects. As set forth in Section 8 of the voter-approved Measure D Ordinance, the implementation plan will be updated at least every five years, following a public hearing. The RTC will also solicit committee input on the draft plan. The implementation plan will provide additional information on the scope, cost, and delivery schedule of each Expenditure Plan project or program, provide updated revenue projections and discuss possible financing tools that may be needed to deliver the Expenditure Plan within the 30 years promised to voters. It will also describe the risks, critical issues and opportunities that the RTC should address to expeditiously deliver the Expenditure Plan, including opportunities for matching funds and proposed bonding or loan programs to accelerate project delivery.

While “pay-as-you-go” financing is the preferred method of financing Measure D projects, the RTC may determine bonding or other financing is cost-effective to accelerate regional project implementation. Use of bonding or short term loans will depend on project delivery schedules, funding needs, matching fund opportunities, and cash flow estimates. Direct recipients may not bond against Measure D revenues, but could access options such as cooperative fund agreements among agencies receiving Measure D funds, or other means to advance funding for ready projects. While the RTC is investigating options to advance delivery of storm damage repairs on county roads, projects on the Highway 1 corridor, the Highway 17 Wildlife Crossing, and other projects in the five-year programs of projects do not currently propose any special financing.

SUMMARY

Measure D requires recipient agencies to annually prepare and update a five-year program of projects, identifying how agencies plan to spend Measure D funds. Staff is seeking input from RTC committees on the draft five-year program of projects for regional investment categories.

Attachments:

1. Draft Monterey Bay Sanctuary Scenic Trail Network (MBSST)/Rail Trail 5-Year Program of Projects
2. Draft Highway Corridors 5-Year Program of Projects
3. Draft San Lorenzo Valley Highway 9 Corridor 5-Year Program of Projects
4. Draft Highway 17 Wildlife Crossing 5-Year Program of Projects
5. Draft Rail Corridor 5-Year Program of Projects

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PRELIMINARY DRAFT - FOR DISCUSSION ONLY

Measure D: 5-Year Program of Projects (FY17/18-FY22/23)
MBSST/Rail Trail (17 % of Measure D per Expenditure Plan)

Responsible Agency: Santa Cruz County Regional Transportation Commission (SCCRTC)

Estimated Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$3,192,665	\$3,192,665	\$3,192,665	\$3,192,665	\$3,192,665

Trail Project/Program	year 1 (17/18)	year 2 (18/19)	year 3 (19/20)	year 4 (20/21)	year 5 (21/22)	5 yr Meas D Trail total	Total Estimated Cost	Est. Construction start date
Corridor encroachments & maintenance (vegetation, tree removal, trash, graffiti, drainage, encroachments, storm damage)	\$ 519,250	\$ 519,250	\$ 519,250	\$ 519,250	\$ 519,250	\$ 2,596,250	\$519k/year	ongoing
City of Santa Cruz (SC) Segment 7 (Natural Bridges to Wharf) - Phase 2 construction	\$ 1,100,000	-	-	-	-	\$ 1,100,000	\$7.4M (ph 1 & 2)	Fall 2017/18
City of SC Seg 8 - San Lorenzo river parkway trestle trail widening construction	\$ 500,000	-	-	-	-	\$ 500,000	Est. \$1.5M	FY17/18
City of SC Seg 8/9 (Wharf to 17th) - construction: match for future grants	-	-	-	\$ 2,000,000	-	\$ 2,000,000	Const-\$28M	est. 2021
City of SC trail maintenance and operations	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 22,000	\$ 62,000	est \$20k/yr	ongoing
City/RTC coordination: CPUC, Iowa Pacific (IP), Env Health Svc (EHS), Right-of-Way (ROW), design & contractor, outreach - Seg 7,8,9	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 195,000	TBD	
City of Watsonville Segment 18 (Lee Rd-Walker)	\$ 150,000	-	-	-	-	\$ 150,000	\$2.2M	FY17/18
City of Wats trail maintenance and operations	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 11,000	\$ 31,000	est. \$10k/yr	ongoing
City/RTC coordination (CPUC, IP, ROW, EHS, design & contractor, outreach)	\$ 20,000	\$ 25,000	\$ 25,000			\$ 70,000	\$ 70,000	
North Coast Segment 5 - enviro, design, CPUC/IP, constr mgmt (+ cover Coast Conserv funds=\$239K)	\$ 400,000	\$ 450,000	\$ 500,000			\$ 1,350,000		by 2020
North Coast Seg 5 - technical assist (attorney, envl/CEQA filing, etc)	\$ 100,000	\$ 100,000	\$ 100,000			\$ 300,000	\$300k	
North Coast trail maintenance and operations	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 125,000	\$ 275,000	Est. \$125k/yr	ongoing
North Coast Construction: Reserve to match future grants for unfunded 2 mi.	\$ 173,415	\$ 1,853,415	\$ 1,663,415	-	-	\$ 3,690,245	est. \$20M	TBD
RTC general technical assist (all projects) - survey, Environmental Health (EHS), attorneys, etc	\$ 50,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 315,000	est. \$70k/yr	ongoing
RTC staff - overall program management, development of future projects, grant apps	\$ 150,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 900,000	est. \$200k/yr	ongoing
Unappropriated carryover to future years - opportunity fund/matches for grant apps, unexpected needs				\$ 228,415	\$ 2,200,415	\$ 2,428,830	NA	TBD
Estimated Annual Measure D Expenditures	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 15,963,325		

Measure D: 5-Year Program of Projects (FY17/18-FY22/23)

Agency: Santa Cruz County Regional Transportation Commission

Expenditure Plan Category: Highway Corridors

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$4,695,096	\$4,695,096	\$4,695,096	\$4,695,096	\$4,695,096

Name/Road/ limits	Description, complete streets components	Total cost estimate	Amount of Measure funds to be used					Other Funds \$	Other fund sources	Est. Construction start date
			FY17/18	FY18/19	FY19/20	FY20/21	FY21/22			
Highway 1: 41 st Avenue/Soquel Drive Auxiliary Lanes and Chanticleer Bike/Pedestrian Overcrossing (1)	Freeway operational improvement, rehab roadway and drainage, restricted access bicycle/pedestrian freeway overcrossing	\$34,000,000				\$14,000,000	\$ 14,000,000	\$6,000,000	STIP - \$4,000,000 STIP Reserves - \$2,000,000	Spring 2021
Highway 1: Park Avenue/Bay-Porter Auxiliary Lanes and Reconstruction of Capitola Aveue Overcrossing (2)	Freeway operational improvement, rehab roadway and drainage, soundwalls and retaining walls, reconstruct Capitola Overcrossing with sidewalks and bike lane	\$39,100,000			\$1,050,000	\$1,050,000	\$2,250,000	TBD	RTC will seek grants; would require bonding to accelerate delivery	Approx. 2023-2024
Highway 1: State Park Drive/Park Avenue Auxliary Lanes (2)	Freeway operational improvement, rehab roadway and drainage, retaining walls and soundwalls	\$49,450,000			\$1,350,000	\$1,350,000	\$2,750,000	TBD	RTC will seek grants; would require bonding to accelerate delivery	Approx. 2023-2024
Highway 1 Bicycle/Pedestrian Overcrossing at Mar Vista Drive (3)	Restricted access bicycle/pedestrian overcrossing with lighting, traffic calming, and moderate aesthetic treatments	\$9,753,000				\$ 2,000,000		\$ 7,531,000	RSTP - 467,000 RSTPX - 500,000 STIP - 6,564,000	Spring 2021
Cruz 511	Ongoing system & demand management (TDM), includes Cruz511.org traveler information, carpool and other TDM programs	\$250k/yr	\$50,000	\$150,000	\$150,000	\$200,000	\$200,000	\$510,000	RSTP/STBG - \$310,000 RSTP Exchange - \$50,000 SCCRTC SAFE - \$150,000	Ongoing
Safe on 17	Ongoing system management program, involves increased CHP enforcement	\$100k/yr	\$25,000	\$25,000	\$25,000	\$35,000	\$35,000	\$500,000	SCCRTC SAFE - \$250,000 MTC SAFE - \$250,000	Ongoing
Freeway Service Patrol (4)	Ongoing system management and congestion reducing program. Roving tow trucks removing incidents and obstructions	\$330k/yr	\$100,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,110,000	Caltrans FSP - \$840,000 RSTP Exchange - \$120k STIP - \$150,000	Ongoing
Estimated Annual Measure D Expenditures*			\$175,000	\$425,000	\$2,825,000	\$18,885,000	\$19,485,000			
Carry over to next fiscal year*			\$4,520,096	\$8,790,192	\$10,660,288	(\$3,529,616)	(\$18,319,520)			

Notes:

- Hwy 1 41st/Soquel Aux Lane and Chanticleer B/P Overcrossing:** Previously programmed funds used for preliminary and final engineering design and right-of-way phases over the period Fy 17/18-through-FY 19/20. Measure D funds for capital construction and construction management activities.
- Hwy 1 Park/Bay-Porter and State Park/Park Aux Lane Projects:** Measure D funding for preliminary design and environmental documentation (FY 17/18 - FY 18/19) and final engineering and right-of-way acquisition (FY 21/22).
- Mar Vista Bicycle/Pedestrian Overcrossing:** Previously programmed funds used for project development and construction activities. Measure D funds (\$2M) to supplement construction and construction support activities as needed.
- Freeway Service Patrol:** through the State budget more Caltrans funds may become available reducing the need for Measure D funds

*RTC will seek grants or could decide at future date whether to utilize bond or other financing that may be required in years 4 and 5 to accelerate delivery.

Measure D: 5-Year Program of Projects (FY17/18-FY22/23)

Agency: Santa Cruz County Regional Transportation Commission (SCRTC)

Expenditure Plan Category: Neighborhood Projects: San Lorenzo Valley (SLV)/Highway 9 Corridor

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$333,333	\$333,333	\$333,333	\$333,333	\$333,333

Amount of Measure funds to be used

Name/Road/ limits	Description, complete streets components	Total Measure D	Amount of Measure funds to be used					Total cost estimate	Other Funds \$	Other fund sources	Est. Construction start date
			FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
San Lorenzo Valley (SLV) Safe Routes to Schools sidewalk (SR 9: Fall Creek Rd to SLVHS entrance)-Preconstruction	Sidewalk and transit stop	\$250,000	\$60,000	\$190,000				\$1,539,000	TBD	TBD: Seek ATP and other grants	FY2020/2021
Estimated Annual Measure D Expenditures			\$60,000	\$190,000	\$0	\$0	\$0				
RESERVE for projects identified through the SLV/Hwy 9 Corridor Plan			\$273,333	\$416,667	\$750,000	\$1,083,333	\$1,416,667				

Measure D: 5-Year Program of Projects (FY17/18-FY22/23)
Lead Agency: Caltrans
Expenditure Plan Category: Highway 17 Wildlife Corridor

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$166,667	\$166,667	\$166,667	\$166,667	\$166,667

Amount of Measure funds to be used

Name/Road/ limits	Description, complete streets components	Total Measure D	Amount of Measure funds to be used					Total cost estimate	Other fund sources	Est. Construction start date
			FY17/18	FY18/19	FY19/20	FY20/21	FY21/22			
Highway 17 Wildlife Crossing near Laurel Curve	Construct wildlife undercrossing to connect wildlands on either side of the highway. Creates a wildlife corridor enabling animals to safely cross the highway.	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000	\$12.5M**	SHOPP: \$3115k Land Trust: \$3M	FY2020/2021
Estimated Annual Measure D Expenditures			\$0	\$0	\$0	\$0	\$5,000,000			
Carryover Balance - RESERVE for construction			\$166,667	\$333,333	\$500,000	\$666,667	(\$4,166,667)			

*Pre-construction funded through Caltrans SHOPP - \$3.1M. Land Trust has committed private funds for some of construction costs. At a future date, RTC, Caltrans, and Land Trust will evaluate grant financing options to advance delivery, since full \$5M committed in Measure D will not be available until end of 30 year measure.

**Total cost will depend on type of undercrossing built. Design options currently being analyzed.

DRAFT

Measure D: 5-Year Program of Projects (FY17/18-FY22/23)

Agency: Santa Cruz County Regional Transportation Commission

Expenditure Plan Category: Rail Corridor

Measure D Revenues

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
Estimated Annual Measure D Allocations	\$1,502,431	\$1,502,431	\$1,502,431	\$1,502,431	\$1,502,431

(update for your agency per RTC notice)

Name/Road/ limits	Description, complete streets components	Total cost estimate	Amount of Measure funds to be used					Other Funds \$	Other fund sources	Est. Construction start date
			FY17/18	FY18/19	FY19/20	FY20/21	FY21/22			
Unified Corridor Investment Study	Analysis or rail corridor usage options consistent with Measure D	\$824,000	\$500,000					\$324,000	CT-Sust. Comm. Planning grant	underway
2017 Storm Damage Repair & Cleanup	Repair and cleanup of damage resulting from the 2017 winter storms including one washout, minor slides and various downed or compromised trees	\$1,100,000	\$200,000					\$900,000	FEMA	June 2017
Railroad Bridge analysis	Updated engineering analysis of railroad bridges to complete bridge rehabilitation work outlined in engineering analysis completed in 2012	\$300,000	\$300,000							Oct. 2017
Railroad Bridge Rehabilitation	Rehabilitation of railroad bridges consistent with analysis completed in 2012 and updated analysis proposed for 2017	\$2,800,000	\$300,000	\$1,300,000	\$600,000			\$600,000	RSTP Exchange	Mar. 2018
Drainage repair and improvements	On-going repair and improvement of drainage along the rail line to ensure proper drainage of water and minimize potential damage to rail corridor resulting from storms	\$262,500	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500			on-going
Track and signage maintenance and repairs	On-going maintenance, repair and rehabilitation of railroad track infrastructure and signage	\$1,540,000	\$108,000	\$108,000	\$108,000	\$108,000	\$108,000	\$1,000,000	Santa Cruz & Monterey Bay Railway	on-going
Rail Transit or Other Projects Environmental Document	Preparation of environmental documents for projects on rail corridor resulting from the Unified Corridor Study				\$900,000	\$1,200,000	\$1,400,000			
Estimated Annual Measure D Expenditures			\$1,460,500	\$1,460,500	\$1,660,500	\$1,360,500	\$1,560,500			
Carry over to next fiscal year			\$41,931	\$83,862	(\$74,207)	\$67,724	\$9,655			
Annual Interest Earnings on Measure D Revenues				\$105	\$210	(\$186)	\$169			

**For Major Projects (e.g. require CEQA, over \$1M, and/OR lots of public interest), provide separate one-page summary with longer description, describe consistency with the Complete Streets Act; Cost/Funding/schedule by phase)*

AGENDA: April 11, 2017

TO: Santa Cruz County Regional Transportation Commission
FROM: Grace Blakeslee, Transportation Planner
RE: Pedestrian Safety Work Group's Pedestrian/Bicyclist Brochure

RECOMMENDATIONS

Regional Transportation Commission (RTC) staff and the Pedestrian Safety Work Group (PSWG) recommend that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) receive the final 'What Pedestrians and Bicyclists Want Each Other to Know' brochure and provide input on outreach strategies.

BACKGROUND

A subcommittee of the Regional Transportation Commission's Elderly & Disabled Transportation Advisory Committee works specifically on pedestrian safety issues. The mission of this subcommittee, called the Pedestrian Safety Work Group (PSWG), is to help ensure safe and accessible pedestrian travel throughout the county for the benefit of all residents.

DISCUSSION

The Pedestrian Safety Work Group (PSWG) has been working on a brochure for bicyclists and pedestrians titled, 'What Pedestrians and Bicyclists Want Each Other to Know'. The brochure is similar to the 'What Pedestrians and Motorists Want Each Other to Know' brochure, also produced by the PSWG. The intent of the brochure is to help both bicyclists and pedestrians understand each other's expectations and offer helpful tips, especially involving disabled pedestrians. Members of the PSWG – representing the Santa Cruz Metropolitan Transit District, ParaCruz, Hope Services, a transit user and the 3rd supervisorial district -- developed the text, reviewed relevant statutes and provided formatting and design. The brochure was reviewed by the Bicycle Advisory Committee and the E&D TAC at their June and December 2016 meetings and by the RTC's legal counsel. E&D TAC incorporated final edits, and the committee recommended RTC approval at their February 14, 2017 meeting. The RTC approved the final brochure at the March 2, 2017 meeting.

Regional Transportation Commission (RTC) staff and the Pedestrian Safety Work Group (PSWG) recommend that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) receive the final 'What Pedestrians and Bicyclists Want Each Other to Know' brochure and provide input on outreach strategies.

Locations to distribute the brochure identified by the PSWG include:

- Senior Centers
- Doctor offices
- Department of Motor Vehicles (DMV)
- Community Centers
- Online – RTC & Metro websites
- Libraries
- Greybears
- In Home Health Services
- Senior Driving Classes
- Elementary School Parent Teacher Associations (PTA)
- Ecology Action
- Run/Bike groups (Wharf to Wharf, Santa Cruz Track, etc)
- Bike to Work/School Breakfast sites
- Commission on Disabilities/Seniors Commission
- Open Streets events
- County Fair (Metro Booth)
- Police Department
- UCSC/Cabrillo
- Bike Classes
- Bike Shops

SUMMARY

The final draft of the E&D TAC's subcommittee, the Pedestrian Safety Work Group's brochure titled "What Pedestrians and Bicyclists want each other to know" was approved by the RTC at the March 2, 2017 meeting.

Attachment 1: Pedestrian/Bicyclist Brochure - Final

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What Pedestrians Want Bicyclists to Know

Sometimes pedestrians do have the right-of-way!

- Pedestrians have the right-of-way on sidewalks and in crosswalks.
- Pedestrians would appreciate it if you use designated bicycle facilities when possible. If you decide to ride on a sidewalk, be aware of local rules, slow your speed, yield to pedestrians and pass only when there is room to pass safely.
- Pedestrians may walk in the roadway or bike lane when the sidewalk is unusable or missing. Respect the speed and manner in which they travel, especially slower pedestrians and those using strollers, wheelchairs or other mobility devices.
- Keep crosswalks free and clear for pedestrians when you are stopped at an intersection.
- Don't allow your bike to block pedestrians' access to walk light buttons or curb cuts when you're waiting on or near a sidewalk.

Don't assume that every pedestrian sees you!

- Speak or ring a bike bell to alert pedestrians of your approach. Proceed with caution as they may be blind, hearing impaired or physically unable to move quickly.
- Remember to use hand signals. Make your intentions clear ahead of time.
- Make sure that you and your bike have adequate lighting at night or in inclement weather. Be aware that your lights may temporarily blind pedestrians.

Learn and observe all traffic laws and signs.

- Walk your bike in crosswalks and where signs instruct you to walk your bike, such as pedestrian bridges. Remember that when you are walking your bike, you are a pedestrian.
- Obey all traffic lights and stop signs. Pedestrians expect you to observe the rules of the road like other drivers.
- Don't be a "hit and run" bicyclist. If you collide with a pedestrian, stick around until all parties' needs are addressed.

Watch and be aware of pedestrians!

- Watch for, and yield to pedestrians before making turns or leaving driveways.
- On multi-use paths, be aware that blind or disabled pedestrians may not be able to walk on the right or may require more space while being guided by a dog or another person.
- Stay alert! Put away electronic devices. Distracted bicycling is hazardous to all of us.
- Listen! If using earphones, at least one ear must be free of earbuds and earplugs.

What Bicyclists Want Pedestrians to Know

Sometimes bicyclists will share your pathway!

- Bicyclists are only allowed to ride on some sidewalks. Rules regarding sidewalk riding differ by location. *
- Bicyclists may prefer to ride on sidewalks when they perceive them to be safer than the streets, when they are less experienced or when they are riding with children.
- On a multi-use path, bicyclists would appreciate it if you walk as far to the right side as is practical and leave room for them to pass.
- If you choose to linger on sidewalks or paths, leave room for a bicyclist to pass at a safe distance. Keep any dogs on a short leash and under your control.

Don't assume that every bicyclist sees you!

- Wear reflective and visible clothing, especially in dark areas.
- Make eye contact with bicyclists if possible.
- Bicyclists cannot stop as quickly as you may think! A bicyclist riding at 15 mph will take at least 8 feet to stop.
- Bicyclists expect you to cross at intersections or in marked crosswalks. Always look both ways for bicyclists before crossing, especially midblock.

Learn and observe traffic laws and customs.

- Obey all traffic lights and stop signs. Bicyclists expect you to observe the rules of the road.
- If you must walk in the roadway or bike lane, if possible, walk facing traffic, closest to the curb. Be aware that bicyclists may try to pass you.
- On sidewalks or paths, it is common practice to allow bicyclists to pass on your left.

Watch and be aware of bicyclists!

- Watch for bicyclists before entering the street, bike lane or separated bikeway. Darting across a street or path may cause the bicyclist to crash into you or to crash when trying to avoid you.
- Be aware of bicyclists' movements and watch for their hand signals. Look before changing direction.
- Try to be predictable. Make your intentions clear. Unexpected movements could result in serious injury to you or the bicyclist.
- Stay alert! Put away electronic devices. Distracted walking is hazardous to all of us.
- Listen! If using earphones, you still need to be aware of bicyclists.

Resources

Pedestrian and Bicycle Hazard Report

Notify us of obstacles or hazards that may inhibit bike or pedestrian travel by using the RTC's Hazard Report. These reports are forwarded to the appropriate local jurisdiction for action. <http://www.sccrtc.org/hazard>

Santa Cruz County Bikeways Map

The SCCRTC Bikeways Map shows bicycle lanes and paths, alternate routes, amenities and bicycle resources within Santa Cruz County. Download the map <http://sccrtc.org/services/bike/>. Pick up a free map at 1523 Pacific Avenue, Santa Cruz, (831) 460-3200 or email info@sccrtc.org.

Community Traffic Safety Coalition

The Community Traffic Safety Coalition works to reduce traffic related injuries and accidents in Santa Cruz County, while also promoting alternative modes of transportation. For more information, visit <http://www.sctrfficsafety.org/>

***Ordinances Regulating Bicycle Riding on Sidewalks**

Bicyclists are not allowed to ride on sidewalks in the City of Watsonville and City of Capitola. In the City of Santa Cruz, bicyclists are not allowed to ride on sidewalks fronting and adjacent to commercial establishments, stores or buildings used for business or commercial purposes.



Thanks to the Santa Cruz County Regional Transportation Commission's Bicycle Advisory Committee for its valuable contributions to this brochure.

Also see our brochure "What Motorists and Pedestrians want Each Other to Know, available from the RTC.

What Pedestrians and Bicyclists Want Each Other To Know



Santa Cruz County Regional Transportation Commission Pedestrian Safety Workgroup



The Pedestrian Safety Work Group is a subcommittee of the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee.