



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

AGENDA

**Thursday, February 13, 2014
3:00 pm**

NOTE LOCATION

Santa Cruz County CAO's Conference Room
701 Ocean St., Santa Cruz

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

CONSENT AGENDA

4. Approve minutes of the September 9, 2013 meeting
5. Accept first and second quarter FY13-14 warrants and credit card reports
6. Accept FY2013-14 Indirect Cost Allocation Plan
7. Accept New Freedom Safe Paths to Transit Grant report
8. Accept TDA report

REGULAR AGENDA

9. Commissioner Retreat-Oral Report
(*George Dondero, Executive Director*)
10. Amendments to the Fiscal Year (FY) 2013-14 Budget and Work Program
(*Luis Mendez, Deputy Director*)
 - a. Staff report
 - b. FY 2013-14 RTC Budget pages with proposed amendments

11. Fiscal Year (FY) 2014-15 Proposed Budget
(Luis Mendez, Deputy Director)
 - a. Staff report
 - b. Draft Proposed FY 2014-15 RTC Budget
 - c. Actual and Estimated Transportation Development Act Revenues
12. Amendment to the RTC's Rules and Regulations
(Luis Mendez, Deputy Director)
 - a. Staff report
 - b. Draft Revised RTC Rules and Regulations
13. Actuarial Valuation Report of RTC Other Post-Employment Benefits as of July 1, 2012 under GASB 45
(Daniel Nikuna, Fiscal Officer and Yesenia Parra, ASO)
 - a. Staff report
 - b. Actuarial Valuation
 - c. RTC Statement of Net Assets ("Balance Sheet")
14. Review of Items to be Discussed in Closed Session

CLOSED SESSION

15. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: 1523 Pacific Ave., Santa Cruz, CA 95060

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra

Negotiation Parties: Louis Rittenhouse

Under Negotiation: Lease Price and Terms

16. Adjournment

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, April 10, 2014 at 3:00 p.m. in the RTC conference room, 1523 Pacific Ave, Santa Cruz, CA

Distribution:

Members/Alternates:

Commissioner John Leopold
Commission Alternate David Reid
Commissioner Greg Caput
Commission Alternate Tony Gregorio

Others

Rahn Garcia, County Counsel
Les White, SCMTD
Maura Twomey, AMBAG
Piet Canin, Ecology Action

Commissioner Zach Friend
Commission Alternate Patrick Mulhearn
Commissioner Neal Coonerty
Commission Alternate Andy Schifffrin
Commissioner Bruce McPherson
Commission Alternate Virginia Johnson
Commissioner Eduardo Montesino
Commission Alternate Daniel Dodge

Lois Connell, Volunteer Center
Cathy Cavanaugh, Community Bridges
Katie LeBaron, Santa Cruz County Health
Services Agency

RTC Staff

George Dondero
Luis Mendez
Daniel Nikuna
Yesenia Parra

HOW TO REACH US

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

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

MINUTES

**Thursday, September 19, 2013
3:00 pm**

Santa Cruz County CAO's Conference Room
701 Ocean St., Santa Cruz

The meeting was called to order by Chair Schiffrin at 3:02 pm

Members Present

Commissioner John Leopold	Commissioner Alternate Patrick Mulhearn
Commissioner Greg Caput	Commissioner Alternate Andy Schiffrin
Commissioner Eduardo Montesino	Commissioner Alternate Virginia Johnson

RTC Staff

George Dondero
Luis Mendez
Yesenia Parra
Daniel Nikuna

1. Introductions-Self introductions were made
2. Additions or changes to consent and regular agenda

Executive Director George Dondero distributed a letter from Santa Cruz METRO Board Chair Daniel Dodge regarding funding for Santa Cruz METRO's experimental service to the La Posada Facility.

3. Oral communications-None

CONSENT AGENDA
(Johnson, Mulhearn)

4. Approved minutes of the June 13, 2013 meeting
5. Accepted fourth quarter FY12-13 warrants and credit card reports

6. Accepted TDA report

REGULAR AGENDA

7. Proposed Amendments to the Fiscal Year (FY) 2013-14 Budget and Work Program

Deputy Director Luis Mendez noted carryovers and some budgetary increases to include: upgrading of computer software; new phone system server needs; purchasing of ergonomic equipment; producing the RTC annual report; savings from a new contract for call box cellular service; funds from a secured transit planning grant; slight increases for health benefits and changes in dependant coverage; funds for vegetation and graffiti abatement for rail line and staffing increase by 0.25 FTE. He noted that the budget does not include a proposed increase for a 0.25 FTE for the Bicycle Committee work. He also reviewed other revenues included in the budget. \$215,000 from a grant for passenger rail service planning and carry over revenues not expended in FY 12-13. He also noted the expiration of a \$165,000 New Freedom grant.

Mr. Mendez said that Transportation Development Act (TDA) funds received in FY12-13 were higher than estimated by \$527,611. However, from these additional funds, the RTC had to fill in the gap of \$114,411 for the shortfall from the Federal Highway Administration (FHWA) Planning (PL) funds that AMBAG would not be allocating to the RTC and an additional \$57,500 contribution to AMBAG's environmental document for the 2014 regional transportation plan, leaving a TDA balance of \$355,700. He said the FY13-14 budget proposes distributing the TDA balance by allocating \$88,371 to meet the 8% TDA reserve target, \$150, 00 to the RTC's operating reserve, and distributing \$163,491 to TDA recipients.

David Casterson, Bicycle Committee Chair and Sierra Club President-expressed his disappointment about not allocating 0.25 FTE to the Bicycle Committee. He said the committee represents each district and includes an incredible amount of knowledge. He said that the amount of items and the expertise needed on these items requires monthly meetings. He also talked about the importance of continuing to focus on transportation projects that will reduce green house gases. He urged the Commission to allocate funding to complete the Monterey Bay Sanctuary Scenic Trail before the 20 years projected.

Commissioners encouraged Mr. Casterson to bring more information on what a 0.25 FTE would allow the Bicycle Committee to accomplish other than adding a committee meeting every month.

Less White, SCMTD General Manager said that building the RTC reserve would affect TDA recipient funding. However, METRO has been supportive

and wants to ensure that the Commission does make funding transit service a priority.

Commissioners discussed the loss of funds from the New Freedom grant; the need for the RTC to budget funds annually to cover the FHWA Planning funds short fall; the role of the RTC on vegetation and graffiti removal on the rail right of way; the RTC restricted reserve allocation given new RTC roles.

Commissioners directed staff to bring a report outlining the circumstances which lead to losing the New Freedom grant funds to a future meeting.

Commissioner Leopold moved and Commissioner Montesino seconded the staff recommendations to:

1. Recommend that the RTC approve the proposed amended FY13-14 budget and work program with a correction to the planning expenditures page to include the \$7,500 for complete streets plan consulting services from the previous page.
2. Authorize the Executive Director to adjust the Transportation Development Act (TDA) and State Transit Assistance (STA) revenue payments to recipients consistent with the amended FY 13-14 RTC budget.

Motion passed unanimously.

8. Review of Items to be Discussed in Closed Session

Chair, Schiffrin said that staff would be discussing the lease renewal of the 1523 Pacific Ave office. Meeting adjourned to closed session at 4:11 pm.

CLOSED SESSION

9. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: 1523 Pacific Ave., Santa Cruz, CA 95060

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra

Negotiation Parties: Louis Rittenhouse

Under Negotiation: Lease Price and Terms

10. Adjournment-The meeting adjourned closed session at 4:18 pm. There was no report from closed session. Meeting adjourned at 4:19 pm.

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, November 14, 2013 at 3:00 p.m. in the RTC conference room, 1523 Pacific Ave, Santa Cruz, CA

Minutes Respectfully Submitted by:

Yesenia Parra
Administrative Services Officer

ATTENDEES

David Casterson	RTC Bicycle Committee Chair and Sierra Club President
Less White	METRO General Manager

AGENDA: February 13, 2014

TO: Budget and Administration/Personnel Committee

FROM: Daniel Nikuna, Fiscal Officer

RE: Quarterly Warrants and Credit Card Reports

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and accept the FY13-14 first and second quarters Warrants and Credit Card Reports.

BACKGROUND

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

DISCUSSION

The warrant reports (Attachments 1-2) cover the periods from July 1, 2013 to December 31, 2013 (1st and 2nd quarters of FY13-14). The warrants sharply fell by \$1,277,086 to \$1,601,870 in FY2014 second quarter ending 12/31/2013 after an increase of \$481,116 to \$2,878,956 in the first quarter ending 9/30/2013 over FY12/13 fourth quarter ending 6/30/2013. The variances (increase and decrease) are due to the construction activities level as exemplified by the drop in payment to RGW Construction, Inc to \$837,140 in the second quarter from \$1,756,161 in the first quarter ending 9/30/2013. There was more construction work done in the Summer months than in the rainy Fall season.

The credit card purchases, which are presented in Attachments 3-4, had decreased to \$7,644 at end of the second quarter from \$8,409 in the first quarter ending 9/30/2014. The main difference is the nonrecurring purchase of the ergonomic chairs in the first quarter. There are no unusual transactions in the credit card reports or the warrant report.

Staff recommends that the budget and Administration/Personnel Committee review and accept the quarterly warrant and credit card reports.

SUMMARY

The quarterly reports for the period from July 1, 2013 to December 31, 2013 have been completed. Staff recommends acceptance of these reports.

Attachments:

1. Quarterly warrant report Attachment 1-2
2. Quarterly credit card report Attachments 3-4

\\RTCSEV2\Internal\FISCAL\WARRANTS\FY2014\FY2014 Q1_2 Warrants and Credit Cards Staff Report.docx

SCCRTC
 QUARTERLY WARRANTS REPORT
 FY2014 (1ST QUARTER)
 (JULY 1, 2013 - SEPTEMBER 30, 2013)

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
7/1/2013	00285074	140.82	120404	COSTCO WHOLESALE	FY13 1299 *PRF 424* SNACKS FOR MBSST WORKSHOPS
7/1/2013	00285146	907.79	127177	LINCOLN NATIONAL LIFE INSURANCE	FY13 1281 *SCRTC-BL-1010715* JULY 2013
7/1/2013	00284992	10,834.00	101810	ECOLOGY ACTION OF SANTA CRUZ	FY13 2176 *BTW JAN-MAY 2013* BIKE TO WORK PROGRAM
7/1/2013	00285026	306.50	108371	RRM DESIGN GROUP	FY13 2177 *1308538-RETC03* RETENTION RELEASE MBSST
7/1/2013	00285026	366.50	108371	RRM DESIGN GROUP	FY13 2177 *1308538-RETC01* RETENTION RELEASE MBSST
7/1/2013	00285026	5,806.10	108371	RRM DESIGN GROUP	FY13 2177 *1308538-RETC02* RETENTION RELEASE MBSST
7/1/2013	00285141	7.54	126684	STAPLES CONTRACT & COMMERCIAL I	FY13 2182 *3201999610* OFFICE SUPPLIES
7/1/2013	00285160	14.48	127967	COMCAST	FY13 1298 *8155100340002108 CABLE SERVICE 06/10/2*
7/1/2013	00285053	36.71	117448	VERIZON WIRELESS	FY13 1293 *9703340316 8312521553 05/17/2013- 06/1*
7/1/2013	00285053	36.71	117448	VERIZON WIRELESS	FY13 1293 *9703340316 8312521554 05/17/2013- 06/1*
7/1/2013	00285053	36.71	117448	VERIZON WIRELESS	FY13 1293 *9703340316 8312522817 05/17/2013- 06/1*
7/1/2013	00285053	38.01	117448	VERIZON WIRELESS	FY13 1293 *9703340316 8313456441 05/17/2013- 06/1*
7/1/2013	00285053	38.01	117448	VERIZON WIRELESS	FY13 1293 *9703340316 8314211516 05/17/2013- 06/1*
7/1/2013	00285141	52.65	126684	STAPLES CONTRACT & COMMERCIAL I	FY13 2182 *3201999609* OFFICE SUPPLIES
7/1/2013	00285182	54.00	128801	WAGeworks, INC	FY13 1297 *125AI0247382* FSA MONTHLY ADMIN FEE MAY
7/1/2013	00284996	57.86	102314	PG AND E CUSTOMER BILLING	FY13 1295 *5824685375-6 05/21/2013- 06/19/2013*
7/1/2013	00285120	212.45	125807	ROBERT DAVIES DBA ALPHAGRAPHIC	FY13 1296 *31936* TPW PACKET 06/26/2013
7/1/2013	00285138	221.45	126366	KONICA MINOLTA BUSINESS SOLUTION	FY13 2181 *224993188* COPIER MAINT. JUNE 2013
7/1/2013	00285184	303.75	128866	JORDAN IVERSEN DBA INVERSE CONS	FY13 2179 *396* CONSULTING FOR SCCRTC WEB DESIGN
7/1/2013	00285184	438.75	128866	JORDAN IVERSEN DBA INVERSE CONS	FY13 2179 -396- CONSULTING FOR SCCRTC WEB DESIGN
7/1/2013	00285025	617.50	108371	RRM DESIGN GROUP	FY13 2178 *1308538-0413* APRIL SERVICES MBSST
7/1/2013	00285025	3,274.18	108371	RRM DESIGN GROUP	FY13 2178 *1308538-0513* MAY SERVICES MBSST
7/1/2013	00285175	3,840.00	128582	MICHAEL'S TRANSPORTATION SERVIC	FY13 2180 *76527* TRANSPORTATION HOME TO SCHOOL 06
7/1/2013	00285025	5,635.02	108371	RRM DESIGN GROUP	FY13 2178 *1308538-0313* MARCH SERVICES MBSST
7/1/2013	00285113	17.27	125345	FEDERAL EXPRESS CORP	FY13 1294 *2-312-11420* CALTRANS BILLING
7/1/2013	00285113	36.01	125345	FEDERAL EXPRESS CORP	FY13 1294 *2-231-11420* ADMIN BILLING
7/1/2013	00285030	40.00	110743	USER-FRIENDLY COMPUTING	FY13 2183 *20130422* INSTALL MOZY PRO
7/1/2013	00285144	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT	FY13 1292 *18695* DOCUMENT STORAGE MAY 13
7/1/2013	00285155	238.88	127741	AT AND T	FY13 1300 *000004349183 8314603200962 05/13/2013*
7/1/2013	00285155	393.50	127741	AT AND T	FY13 1300 *000004358602 8314711300737 05/13/2013*
7/1/2013	00285019	931.00	105749	MILLER, OWEN & TROST	FY13 2184 *29816* SC BRANCH RAIL LINE RIGHT OF WAY
7/1/2013	00285030	1,500.00	110743	USER-FRIENDLY COMPUTING	FY13 2183 *20130410* MAINT SERVICES FOR JUNE 2013
7/1/2013	00285010	500.00	103374	MONTEREY BAY UNIFIED AIR POLLUTIO	FY14 2000 *025 SCCRTC RENT WATS - JULY 2013*
7/1/2013	00285051	6,713.60	116953	LOUIS E. RITTENHOUSE	FY14 2000 *196 RENT JULY 2013*
7/3/2013	00285302	8.97	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-RAIL LINE *
7/3/2013	00285302	15.99	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-STAMPS.COM*
7/3/2013	00285302	18.50	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-ZIP CAR FO*
7/3/2013	00285302	22.99	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-PRIUS CAR*
7/3/2013	00285302	23.90	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-COMMUTE SO*
7/3/2013	00285302	24.99	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-REFRESHMEN*

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
7/3/2013	00285302	35.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-DINNER FOR*
7/3/2013	00285302	36.06	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-SUPPLIES &*
7/3/2013	00285302	37.94	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-ZIP CAR RE*
7/3/2013	00285302	44.50	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-REG*
7/3/2013	00285302	65.39	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-FUEL FOR P*
7/3/2013	00285302	94.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-WEBINAR & *
7/3/2013	00285302	130.50	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-NEWS PAPER*
7/3/2013	00285302	190.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-RENTAL FOR*
7/3/2013	00285302	225.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-PASTERIES *
7/3/2013	00285302	266.94	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-OFFICE SUP*
7/3/2013	00285302	400.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-REGISTRATI*
7/3/2013	00285302	500.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-LODGING FO*
7/3/2013	00285302	1,325.00	124770	US BANK CORPORATE PAYMENT SYST	FY13 CC12 *4246044555661663 05/22/2013-CHARTER BU*
7/11/2013	00285871	144.00	128472	ROTARY CLUB OF FREEDOM/FREEDOM	FY14 1004 *1723* FY 2013 Q3 QUARTERLY SCCRTC/YESEN
7/11/2013	00285770	26,053.18	120096	CALPERS RETIREMENT SYSTEM	FY14 1000 *3109524485 JULY 2013*
7/11/2013	00285742	71,398.00	112335	CITY OF SANTA CRUZ	FY14 1003 FY13/14 TDA ARTICLE 8 LUMP SUM-VOLUNTEER
7/11/2013	00285741	209,908.00	112335	CITY OF SANTA CRUZ	FY14 1002 TDA ARTICLE 8 FY 13/14 CTSA-CB 1ST QTR
7/11/2013	00285885	8,180.00	128960	MEGUZMAN INC DBA JUNK KING MONT	FY14 MON1132 YARD WASTE REMOVAL ALONG THE RAIL LIN
7/11/2013	00285785	190.58	123516	AFLAC-FLEX ONE	FY13 1005 *333297* UF995- INS. JULY 2013
7/11/2013	00285745	1,867.80	113899	SPECIAL DISTRICT RISK MGMT AUTHO	FY14 1006 *13029* JULY 2013 ANCILLARY BENEFITS
7/11/2013	00285806	4,918.32	124855	SANTA CRUZ SENTINEL	FY14 1007 *4892827* RAIL- NOTICE TO CONTRACTORS 6/
7/18/2013	00286420	763.75	117473	HEFNER,STARK & MAROIS LLP	FY14 2009 * 3 * 7927.0003 LEGAL SERVICES 5/2013
7/18/2013	00286536	1,312.00	128960	MEGUZMAN INC DBA JUNK KING MONT	FY14 1008 *MON1133* APTOS CLEAN UP
7/18/2013	00286420	2,096.25	117473	HEFNER,STARK & MAROIS LLP	FY14 2009 * 2 * 7927.0003 LEGAL SERVICES 4/2013
7/18/2013	00286516	6,223.68	128246	J L PATTERSON & ASSOCIATES INC	FY14 2003 *SCCRTC-JLP17* ENGIN. SVC RAIL LINE 4/29
7/18/2013	00286516	8,416.11	128246	J L PATTERSON & ASSOCIATES INC	FY14 2003 *SCCRTC-JLP16* ENGIN. SVC RAIL LINE 4/1-
7/18/2013	00286407	12,268.71	112335	CITY OF SANTA CRUZ	FY14 2002 *021345* HWY 1 CONSTRUCTION - CROSSING G
7/18/2013	00286517	24,147.88	128268	HATCH MOTT MACDONALD, LLC	FY14 2004 *319751-2* ENGIN. CONST. MGMT SVC RAIL L
7/18/2013	00286517	39,233.50	128268	HATCH MOTT MACDONALD, LLC	FY14 2004 *319751-1* ENGIN. CONST. MGMT SVC RAIL L
7/24/2013	00287228	144.00	128472	ROTARY CLUB OF FREEDOM/FREEDOM	FY14 1018 *1778* FY2014 Q1 QUARTERLY DUES SCCRTC/Y
7/24/2013	00287122	320.29	102314	PG AND E CUSTOMER BILLING	FY14 1013 *2896790497-1 05/28/2013- 06/25/2013*
7/24/2013	00287224	14.42	127967	COMCAST	FY14 1010 *8155100340002108 CABLE SERVICE 07/10*
7/24/2013	00287122	20.89	102314	PG AND E CUSTOMER BILLING	FY14 1013 *2730123841-9 05/29/2013- 06/26/2013*
7/24/2013	00287220	29.55	127741	AT AND T	FY14 1015 *4474588* 8317688012374 05/27/2013-06/26
7/24/2013	00287182	76.30	124475	AT&T MOBILITY	FY14 1014 *287020725943X07062013* 05/29/2013-06/28
7/24/2013	00287122	124.61	102314	PG AND E CUSTOMER BILLING	FY14 1013 *5605123657-0 05/28/2013- 06/25/2013*
7/24/2013	00287138	131.25	106839	PAJARO VALLEY CHAMBER OF COMME	FY14 1017 *7388* ANNUAL DUES 08/01/2013-08/01/2014
7/24/2013	00287122	185.86	102314	PG AND E CUSTOMER BILLING	FY14 1013 *9709471543-6 05/28/2013- 06/26/2013*
7/24/2013	00287128	500.00	103374	MONTEREY BAY UNIFIED AIR POLLUTI	FY14 2005 *026* SCCRTC RENT WAT- AUGUST 2013
7/24/2013	00287210	789.07	127177	LINCOLN NATIONAL LIFE INSURANCE C	FY14 1012 *SCRTC-BL-1010745 AUGUST 2013*
7/24/2013	00287180	1,497.05	124045	ALLIANT INSURANCE SERVICES	FY14 1011 133728 SANTCRU-07 WCPSDRMA201314 07/01
7/24/2013	00287173	2,000.00	122764	EL DORADO CO TRANSPORTATION	FY14 *1016 RURAL COUNTY TASK FORCE* ANNUAL DUES
7/24/2013	00287180	3,366.00	124045	ALLIANT INSURANCE SERVICES	FY14 1011 133722 SANTCRU-07 LCASDRMA201314 07/01
7/24/2013	00287180	3,366.00	124045	ALLIANT INSURANCE SERVICES	FY14 1011 133722 SANTCRU-07 LCASDRMA201314 07/01
7/24/2013	00287150	6,713.60	116953	LOUIS E. RITTENHOUSE	FY 14 2005 197 RENT AUGUST 2013
7/24/2013	00287180	10,262.21	124045	ALLIANT INSURANCE SERVICES	FY14 1011 133722 SANTCRU-07 LCASDRMA201314 07/01
7/30/2013	00287614	50.00	113899	SPECIAL DISTRICT RISK MGMT AUTHO	FY14 1019 *44273* PROP/LIAB.INS.RENTAL CTY. OF WAT

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
7/30/2013	00287409	59.40	670024	DORA ORTEGA	FY14 1020 *18930 & 19309* URM DORA ORTEGA
7/30/2013	00287778	54.00	128801	WAGeworks, INC	FY14 1022 *125AI0253853* FSA MONTHLY ADMIN FEE JUN
7/30/2013	00287574	57.86	102314	PG AND E CUSTOMER BILLING	FY14 1021 *5824685375-6 06/20/2013- 07/19/2013*
7/30/2013	00287408	800.00	670017	YESENIA PARRA	LEADERSHIP SANTA CRUZ REGISTRATION
7/31/2013		344.54	118861	HISMANNA, INC DBA: CLEAN BUILDING	FY14 2009 *11443* JANITORIAL SERVICES FOR JUNE 201
8/1/2013	00288027	19.25	125345	FEDERAL EXPRESS CORP	FY14 1023 *2-341-44241* ADMIN BILLING
8/1/2013	00288027	19.25	125345	FEDERAL EXPRESS CORP	FY14 1023 *2-341-44241-* CONSTRUCTION INVOICE 18
8/1/2013	00287983	24.00	110743	USER-FRIENDLY COMPUTING	FY14 2006 *05182013* ANTI-SPAM SERVICE 5/2013
8/1/2013	00287983	40.00	110743	USER-FRIENDLY COMPUTING	FY14 2006 *20130722* MOSY PRO 7/2013
8/1/2013	00287974	42.20	106571	BARITEAUS DRY CLEANING INC	FY14 2007 *11940* LINEN SERVICE 06/05/2013
8/1/2013	00287974	42.20	106571	BARITEAUS DRY CLEANING INC	FY14 2007 *11950* LINEN SERVICE 06/19/2013
8/1/2013	00287983	48.00	110743	USER-FRIENDLY COMPUTING	FY14 2006 *06012013* ANTI-SPAM SERVICE 6/2013
8/1/2013	00287983	48.00	110743	USER-FRIENDLY COMPUTING	FY14 2006 *07052013* ANTI-SPAM SERVICE 7/2013
8/1/2013	00288033	87.25	125845	CRYSTAL SPRINGS WATER CO	FY14 2008 *054026 JUNE WATER SERVICE*
8/1/2013	00288041	106.47	126366	KONICA MINOLTA BUSINESS SOLUTION	FY14 2010 *225341265* COPIER MAINT. JULY 2013
8/1/2013	00288032	109.33	125807	ROBERT DAVIES DBA ALPHAGRAPHIC	FY14 2011 *32048* GUIDE TO SPECIALIZED TRANSPORTAT
8/1/2013	00288036	120.00	126005	SOFIA VAZQUEZ-QUINTERO	FY14 1024 *2013-1* ENGLISH-SPANISH INTERPRETATION
8/1/2013	00288034	200.00	125871	COMMUNITY TV OF SC COUNTY	FY14 007 *1927* MEETING COVERAGE ON 06/06/2013
8/1/2013	00288047	218.23	127741	AT AND T	FY14 1025 *000004515810* 8314603200962 06/13-7/12/
8/1/2013	00288047	424.14	127741	AT AND T	FY14 1025 *00004525229* 8314711300737 6/13-7/12/13
8/1/2013	00287983	572.40	110743	USER-FRIENDLY COMPUTING	FY14 2006 *700841* FIELD SERVICE EX. MTHLY CONTRAC
8/1/2013	00288056	1,180.60	128230	RGW CONSTRUCTION, INC.	FY14 2012 *ESTIMATE 17 SR1 AUX LANES 5/21-6/20/13*
8/1/2013	00287983	1,500.00	110743	USER-FRIENDLY COMPUTING	FY14 2006 *20130710* MAINT SERVICES JULY 2013
8/1/2013	00288056	650,000.00	128230	RGW CONSTRUCTION, INC.	FY14 2012 *ESTIMATE 17* SR1 AUX LANES 5/21-6/20/13
8/1/2013	00287983	30.79	110743	USER-FRIENDLY COMPUTING	FY14 2006 *916521* TONER 1/31/2013
8/1/2013	00288000	344.54	118861	HISMANNA, INC DBA: CLEAN BUILDING	FY 14 2009 11443 JANITORIAL SERVICES FOR JUNE2013
8/1/2013	00287983	356.40	110743	USER-FRIENDLY COMPUTING	FY14 2006 *700842* FIELD SERVICE EX MTHLY CONTRACT
8/1/2013	00288059	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY14 2013 *13-58* SERVICES FOR JULY 2013
8/5/2013	00288112	565.80	005105	WATSONVILLE NEWSPAPERS, LLC DBA	FY14 1001 *255691* NOTICE OF AVAILABILITY MBSST
8/5/2013	00288260	647.79	124855	SANTA CRUZ SENTINEL	FY 14 1000 *4883621*NOTICE OF AVAILABILITY MBSST
8/6/2013	00288440	4.28	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-OFFICE SUPP
8/6/2013	00288440	7.50	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-PARKING FEE
8/6/2013	00288440	13.87	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-ZIP CAR VEH
8/6/2013	00288440	20.68	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-REFRESHMENT
8/6/2013	00288440	30.00	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-REG. WOMEN
8/6/2013	00288440	31.75	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-RTC MEETING
8/6/2013	00288420	36.70	117448	VERIZON WIRELESS	FY14 1026 9708343440 8312521553 6/17/2013-7/6/201
8/6/2013	00288440	50.00	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-BASECAMP SU
8/6/2013	00288440	72.00	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-PRIUS CAR I
8/6/2013	00288440	84.78	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-PRIUS MAINT
8/6/2013	00288454	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT	FY14 2019 *19554* DOCUMENT STORAGE FOR JULY 2013
8/6/2013	00288440	146.36	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-FUEL FOR PR
8/6/2013	00288422	162.50	117473	HEFNER,STARK & MAROIS LLP	FY14 2019 *14* 7927.0001 LEGAL SERVICES 6/2013
8/6/2013	00288440	270.59	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-SIGNAGE
8/6/2013	00288440	325.59	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-OFFICE SUPP
8/6/2013	00288440	450.99	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC01 4246044555661663 6/24/2013-POSTAGE
8/6/2013	00288416	1,259.16	112335	CITY OF SANTA CRUZ	FY14 2018 *021525* HWY 1 CONSTRUCTION-CROSSING GUA

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
8/6/2013	00288449	4,242.02	125902	SEBASTIAN E GUTIERREZ DBA:	FY14 2015 *20130344* CALL BOX MAINT. JUNE 2013
8/6/2013	00288428	6,941.98	121437	NOLTE ASSOCIATES INC	FY14 2017 *13060314* AUX LNS CONST. 4/28-5/31/13
8/6/2013	00288414	9,180.40	110430	LADD'S AUTO BODY	FY14 2016 *JUNE SVCS FSP HWY 17 BEAT 1*
8/6/2013	00288414	13,549.09	110430	LADD'S AUTO BODY	FY14 2016 *JUNE SVCS FSP HWY 17 BEAT 2*
8/6/2013	00288420	36.70	117448	VERIZON WIRELESS	FY14 1026 9708343440 8312521554 6/17/2013-7/6/201
8/6/2013	00288420	36.70	117448	VERIZON WIRELESS	FY14 1026 9708343440 8312522817 6/17/2013-7/6/201
8/6/2013	00288420	38.01	117448	VERIZON WIRELESS	FY14 1026 9708343440 8313456441 6/17/2013-7/6/201
8/6/2013	00288420	38.01	117448	VERIZON WIRELESS	FY14 1026 9708343440 8314211516 6/17/2013-7/6/201
8/6/2013	00288399	5,000.00	101810	ECOLOGY ACTION OF SANTA CRUZ	FY14 2014 *64095* ECOLOGY ACTION TDM/BOLTAGE PROGR
8/6/2013	00288456	128,898.65	128130	PB AMERICAS INC. DBA PARSONS BRI	FY14 2020 *19-5520670* AUX LNS CONST MGMT 3/30-5/3
8/8/2013	00288920	19,400.00	126683	NORTH AMERICAN SUSTAINABLE	FY14 2022 02 STARS PLAN JAN 1 2013 - JUNE 20 2013
8/8/2013	00288895	1.19	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 07/22/2012 MTG REFRESHM
8/8/2013	00288895	15.01	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 07/22/2012 PRIUS FUEL
8/8/2013	00288895	15.99	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 STAMPS.COM MONTHLY FEE
8/8/2013	00288811	16.96	102314	PG AND E CUSTOMER BILLING	FY14 1027 *2730123841-9 6/27/2013-07/26/2013*
8/8/2013	00288895	50.00	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 7/22/13 BASE CAMP REG
8/8/2013	00288895	81.60	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 07/22/2012 ZIP CAR MEM
8/8/2013	00288811	119.91	102314	PG AND E CUSTOMER BILLING	FY14 1027 *5605123657-0 6/26/2013-07/25/2013*
8/8/2013	00288881	190.58	123516	AFLAC-FLEX ONE	FY14 1029 *765303* UF995- INS AUGUST 2013
8/8/2013	00288895	223.80	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 07/22/2012 AIRFARE TS
8/8/2013	00288895	233.75	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 07/22/2012 OFFICE SUPPL
8/8/2013	00288811	239.52	102314	PG AND E CUSTOMER BILLING	FY14 1027 *9709471543-6 6/26/2013-07/26/2013*
8/8/2013	00288895	289.00	124770	US BANK CORPORATE PAYMENT SYST	FY14 CC02 4246044555661663 07/22/2012 MTG REG
8/8/2013	00288811	289.97	102314	PG AND E CUSTOMER BILLING	FY14 1027 *2896790497-1 6/26/2013-07/25/2013*
8/8/2013	00288927	335.00	127450	CDSNET, LLC	FY14 2021 *SC0613* SVCS JUNE 13
8/8/2013	00288841	1,867.80	113899	SPECIAL DISTRICT RISK MGMT AUTHO	FY14 1028 *13153* AUGUST 2013 ANCILLIARY BENEFITS
8/15/2013	00289562	24.05	127741	AT AND T	FY14 1031 *4559448* 8317688012374 6/27-7/26/2013
8/15/2013	00289492	36.00	123430	EARTHSHARE	FY14 1030 PP21-14 FY 12-13 CONTRIBUTION SCCRTC STA
8/15/2013	00289459	40.00	110743	USER-FRIENDLY COMPUTING	FY2023 *020130821* MOZY PRO
8/15/2013	00289451	44.20	106571	BARITEAUS DRY CLEANING INC	FY14 2025 *11960* LINEN SERVICE 07/03/2013
8/15/2013	00289451	44.20	106571	BARITEAUS DRY CLEANING INC	FY14 2025 *11970* LINEN SERVICE 07/15/2013
8/15/2013	00289451	44.20	106571	BARITEAUS DRY CLEANING INC	FY14 2025 *11980* LINEN SERVICE 07/31/2013
8/15/2013	00289459	48.00	110743	USER-FRIENDLY COMPUTING	FY2023 *020130832* EMAIL FILTERING/ANIT SPAM MTHLY
8/15/2013	00289498	76.25	124475	AT&T MOBILITY	FY14 1032 *287020725943X08062013* 6/29-7/28/2013
8/15/2013	00289232	135.00	104025	COMMUNITY HEALTH CHARITIES OF C	FY14 1030 PP 21-14 FY 12-13 CONTIBUTION SCCRTC STA
8/15/2013	00289422	1,071.00	101192	UNITED WAY OF SANTA CRUZ COUNTY	FY14 1030 PP21-14 FY12-13 CONTRIBUTION SCCRTC STAF
8/15/2013	00289459	1,500.00	110743	USER-FRIENDLY COMPUTING	FY2023 *020130809* MAINTENANCE SERVICES FOR AUGUST
8/15/2013	00289566	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY14 2024* 13-58* SERVICES FOR AUGUST 2013
8/15/2013	00289246	76.39	670024	DORA ORTEGA	RT TO SUNNYVALE AND BACK 8/7&8/08/13 FOR WRINTING
8/22/2013	00290156	43.16	117042	GENESYS CONFERENCING	FY14 1036 *I-1158961* ASAN102
8/22/2013	00289915	64.40	670024	DORA ORTEGA	FY14 1034 *20774* URM DORA ORTEGA
8/22/2013	00290157	162.50	117473	HEFNER,STARK & MAROIS LLP	FY14 2031 *13* 7927.0002 LEGAL SERVICES 06/24/201
8/22/2013	00289847	228.60	126637	VIRGINIA DYKAAR	FY14 1034 *20575* URM VIRGINIA DYKAAR
8/22/2013	00290118	500.00	103374	MONTEREY BAY UNIFIED AIR POLLUTI	FY14 2026 *027* SCCRTC RENT ATS-SEPTEMBER 2013
8/22/2013	00290155	6,713.60	116953	LOUIS E. RITTENHOUSE	FY14 2026 *198* RENT SEPTEMBER 2013
8/22/2013	00290242	14.42	127967	COMCAST	FY14 1039 *81551003400012108* CABLE SERVICE 08/10/
8/22/2013	00290102	50.00	100926	RONALD GRAVES - DIRECTOR	FY14 1035 *TC 06/06/2013* PER RES 16-81

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
8/22/2013	00290102	50.00	100926	RONALD GRAVES - DIRECTOR	FY14 1035 *SPECIAL TPW 06/26/2013 PER RES 16-81*
8/22/2013	00290151	50.00	114917	DENNIS RICHARD NORTON	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290164	50.00	119076	RANDY JOHNSON	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290182	50.00	122795	DENE BUSTICHI	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290201	50.00	124473	NEAL COONERTY	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290228	50.00	126179	DONALD S. LANE	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290228	50.00	126179	DONALD S. LANE	FY14 1035 SPECIAL TPW 06/26/13 PER RES 16-81
8/22/2013	00290229	50.00	126180	LYNN M. ROBINSON	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290229	50.00	126180	LYNN M. ROBINSON	FY14 1035 SPECIAL TPW 06/26/2013 PER RES 16-81
8/22/2013	00290230	50.00	126197	JOHN LANDIS LEOPOLD	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290230	50.00	126197	JOHN LANDIS LEOPOLD	FY14 1035 SPECIAL TPW 06/26/2013 PER RES 16-81
8/22/2013	00290237	50.00	127620	GREG JOHN CAPUT	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290237	50.00	127620	GREG JOHN CAPUT	FY14 1035 SPECIAL TPW 06/26/2013 PER RES 16-81
8/22/2013	00290238	50.00	127621	EDUARDO MONTESINO	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00290238	50.00	127621	EDUARDO MONTESINO	FY14 1035 SPECIAL TPW 06/26/13 PER RES 16-81
8/22/2013	00290240	50.00	127787	DANIEL DODGE	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00289854	50.00	128650	ZACH FRIEND	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00289855	50.00	128666	BRUCE MCPHERSON	FY14 1035 *TC 06/06/2013* PER RES 16-81
8/22/2013	00289855	50.00	128666	BRUCE MCPHERSON	FY14 1035 SPECIAL TPW 06/26/2013 PER RES 16-81
8/22/2013	00290130	347.58	104465	CALIFORNIA HIGHWAY PATROL	FY14 2028 *M0054780* PERSONNEL COSTS FOR Q1 Q2
8/22/2013	00290170	1,281.81	120267	TAMC/TRANS AGCY MONTEREY CO	FY14 1038 VIDEO CONF. FINAL BILLING/SERVICE DISCON
8/22/2013	00290173	12,093.01	121437	NOLTE ASSOCIATES INC	FY14 2032 *13070350* AUX LNS CONST.6/1-6/30/13
8/22/2013	00290148	16,797.03	112335	CITY OF SANTA CRUZ	FY14 2030 *INVOICE DTD 7/15/13* HWY 1 AUX LANES TM
8/22/2013	00290244	634,307.51	128230	RGW CONSTRUCTION, INC.	FY14 2028 *ESTIMATE 18* SR1 AUX LANES 6/21-7/20/13
8/22/2013	00290174	13,233.71	121437	NOLTE ASSOCIATES INC	FY14 2033 *13070352* HOV SERVICES 6/1-6/30/13
8/22/2013	00290175	32,146.12	121437	NOLTE ASSOCIATES INC	FY14 2033 13070352 HOV SERVICES 6/1-6/30/13
8/27/2013	00290537	22.48	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY14 2027 32203 SAFE AGENDA
8/27/2013	00290537	217.91	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY14 2027 *32203* RTC PACKET 08/01/2013
9/5/2013	00291815	2,526.00	112712	CALCOG	FY14 10040 *121346* CALCOG MEMBERSHIP DUES FOR FY1
9/10/2013	00292151	19.23	102314	PG AND E CUSTOMER BILLING	FY14 1045 *2730123841-9 07/26/13- 08/26/13*
9/10/2013	00292160	36.75	117448	VERIZON WIRELESS	FY14 1043 *9708343440* 8312521553 07/17/13- 08/16/
9/10/2013	00292160	36.75	117448	VERIZON WIRELESS	FY14 1043 *9708343440 8312521554 07/17/13- 08/16/*
9/10/2013	00292160	36.75	117448	VERIZON WIRELESS	FY14 1043 *9708343440 8312522817 07/17/13- 08/16/*
9/10/2013	00292160	38.01	117448	VERIZON WIRELESS	FY14 1043 *9708343440 8313456441 07/17/13- 08/16/*
9/10/2013	00292160	38.01	117448	VERIZON WIRELESS	FY14 1043 *9708343440 8314211516 07/17/13- 08/16/*
9/10/2013	00292150	57.86	102314	PG AND E CUSTOMER BILLING	FY14 1046 *582485375-6* 7/20/13- 08/19/13
9/10/2013	00292153	125.00	102595	SCOTTS VALLEY CHAMBER COMMERC	FY14 1048 *12320* ANNUAL MEMEBERSHIP INVESTMENT 20
9/10/2013	00292151	130.54	102314	PG AND E CUSTOMER BILLING	FY14 1045 *5605123657-0 07/26/13- 08/25/13*
9/10/2013	00292169	190.58	123516	AFLAC-FLEX ONE	FY14 1041* 203464* UF995- INS. SEPTEMBER 2013
9/10/2013	00292151	209.51	102314	PG AND E CUSTOMER BILLING	FY14 1045 *9709471543-6 07/26/13- 08/25/13*
9/10/2013	00292151	317.40	102314	PG AND E CUSTOMER BILLING	FY14 1045 *2896790497-1 07/26/13- 08/25/13*
9/10/2013	00292186	421.55	126366	KONICA MINOLTA BUSINESS SOLUTION	FY14 2035 *225691880* COPIER MAINT. AUGUST 2013
9/10/2013	00292188	7.67	126684	STAPLES CONTRACT & COMMERCIAL I	FY14 2038 3205497803 OFFICE SUPLIES
9/10/2013	00292188	35.62	126684	STAPLES CONTRACT & COMMERCIAL I	FY14 2038 3207789977 OFFICE SUPLIES
9/10/2013	00292188	46.01	126684	STAPLES CONTRACT & COMMERCIAL I	FY14 2038 3207344094 OFFICE SUPLIES
9/10/2013	00292198	54.00	128801	WAGeworks, INC	FY14 1049*125AI0260308* FSA MONTHLY ADMIN FEE JULY
9/10/2013	00292183	68.50	125845	CRYSTAL SPRINGS WATER CO	FY14 2044 *054026 JULY WATER SERVICE*

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9/10/2013	00292188	104.98	126684	STAPLES CONTRACT & COMMERCIAL I	FY14 2038 3205497802 OFFICE SUPLIES
9/10/2013	00292188	183.60	126684	STAPLES CONTRACT & COMMERCIAL I	FY14 2038 *3205497801* OFFICE SUPLIES
9/10/2013	00292200	250.00	128814	GENE MICHALAK	FY14 1051 *5218* VIDEO SERVICES FRO RTC MEETING ON
9/10/2013	00292190	436.60	127450	CDSNET, LLC	FY14 2042 *SC0713* SERVICES JULY 2013
9/10/2013	00292189	826.26	127177	LINCOLN NATIONAL LIFE INSURANCE C	FY14 1050 *SCRTC-BL-1010745 SEPTEMBER 2013*
9/10/2013	00292187	3,300.00	126683	NORTH AMERICAN SUSTAINABLE	FY14 2037 *03 STARS PLAN JUNE 21-AUG 23 2013*
9/10/2013	00292157	9,467.66	110430	LADD'S AUTO BODY	FY14 2039 *JULY SERVICES* FSP HWY 17 BEAT 1
9/10/2013	00292157	14,078.31	110430	LADD'S AUTO BODY	FY14 2039 *JULY SERVICES FSP HWY 17 BEAT 1*
9/12/2013	00292538	19.33	125345	FEDERAL EXPRESS CORP	FY14 1047 *2-370-86954* ADMIN BILLING
9/12/2013	00292466	82.65	110743	USER-FRIENDLY COMPUTING	FY14 2036 *917268* MAINT. CONTRACTED HOURS & RAM I
9/12/2013	00292497	181.06	120404	COSTCO WHOLESALE	FY14 1044 *PRF 425* SUPPLIES FOR RTC MEETING & EVE
9/12/2013	00292540	278.02	125807	ROBERT DAVIES DBA ALPHAGRAPHIC	FY14 2043 *32506* RTC PACKET 09/05/2013
9/12/2013	00292486	402.10	118861	HISMANNA, INC DBA: CLEAN BUILDING	FY14 2040 *11558* JANITORIAL SERVICES FOR JULY '13
9/12/2013	00292540	1,106.02	125807	ROBERT DAVIES DBA ALPHAGRAPHIC	FY14 2043 *32321* RTC PACKET 08/05/2013
9/12/2013	00292565	366.53	127741	AT AND T	FY14 1402 *000004603245* 8314603200962 7/13-8/12/1
9/12/2013	00292565	547.21	127741	AT AND T	FY14 1402 *00004612664* 8314711300737 7/13-8/12/13
9/12/2013	00292542	4,242.02	125902	SEBASTIAN E GUTIERREZ DBA:	FY2041 *20130415* CALL BOX MAINT. JULY 2013
9/12/2013	00292495	25,296.40	120096	CALPERS RETIREMENT SYSTEM	FY14 1033 *3109524485.*AUGUST 2013
9/12/2013	00292495	25,296.40	120096	CALPERS RETIREMENT SYSTEM	FY14 1033 *3109524485.*SEPTEMBER 2013
9/16/2013	00292740	500.00	103374	MONTEREY BAY UNIFIED AIR POLLUTIO	FY14 2045 *028* SCCRTC RENT WATS - OCTOBER 2013
9/16/2013	00292762	6,713.60	116953	LOUIS E. RITTENHOUSE	FY14 2045 *199* RENT OCTOBER 2013
9/17/2013	00292953	14.00	127059	SANTA CRUZ RECORDS MANAGEMENT	FY14 2047 *19965* MONTHLY ACTIVITY FOR JULY 2013
9/17/2013	00292947	96.78	125807	ROBERT DAVIES DBA ALPHAGRAPHIC	FY14 2043 *32321A* RTC PACKET 8/5/13 (SALES TAX)
9/17/2013	00292953	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT	FY14 2047 * 19965*MONTHLY ARCHIVE FOR AUGUST 2013
9/17/2013	00292902	6,350.68	101810	ECOLOGY ACTION OF SANTA CRUZ	FY14 2048 *BTW-APR-JUN-13* ECOLOGY ACTION BIKE TO
9/19/2013	00293342	40.00	110743	USER-FRIENDLY COMPUTING	FY14 2046 *20130927* MOZY PRO 9/13
9/19/2013	00293342	48.00	110743	USER-FRIENDLY COMPUTING	FY14 2046 *20130926* EMAIL FILTERING/ANTI SPAM MTH
9/19/2013	00293342	1,500.00	110743	USER-FRIENDLY COMPUTING	FY14 2046 *20130911* MAINT. SRVCS FOR SEPT. 2013
9/23/2013	00293598	926.25	117473	HEFNER,STARK & MAROIS LLP	FY14 2051 *15* 7927.0001 LEGAL SERVICES JULY 2013
9/23/2013	00293621	11,629.07	121437	NOLTE ASSOCIATES INC	FY14 2050 *13080339* AUX LNS CONST. 7/1-7/27/2013
9/23/2013	00293703	175,878.20	128130	PB AMERICAS INC. DBA PARSONS BRI	FY14 2052 *20-525493* AUX LNS CONST. MGMT 5/4-6/30
9/23/2013	00293514	465.72	670008	TEGAN SPEISER	FY14 1052 *21997* URM TEGAN SPEISER
9/23/2013	00293515	647.39	670010	KIM SHULTZ	FY14 1052 *21996* URM KIM SULTZ
9/23/2013	00293705	468,854.26	128230	RGW CONSTRUCTION, INC.	FY14 2052 *ESTIMATE 19* SR1 AUX LANES 7/21-8/20/13
9/26/2013	00294182	3.50	127059	SANTA CRUZ RECORDS MANAGEMENT	FFY14 2053 *20228* MONTHLY ACTIVITY FOR AUGUST 201
9/26/2013	00294094	33.20	106571	BARITEAUS DRY CLEANING INC	FY14 2058 *11990* LINEN SERVICE 08/14/2013
9/26/2013	00294094	33.20	106571	BARITEAUS DRY CLEANING INC	FY14 2058 *12000* LINEN SERVICE 08/28/2013
9/26/2013	00294166	68.50	125845	CRYSTAL SPRINGS WATER CO	FY14 2056 *05026* AUGUST WATER SERVICE
9/26/2013	00294182	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT	FFY14 2053 * 20228* MONTHLY ARCHIVE STORAGE FOR SE
9/26/2013	00294167	200.00	125871	COMMUNITY TV OF SC COUNTY	FY14 2054 *1973* MEETING COVERAGE ON 08/01/2013
9/26/2013	00294186	212.50	127450	CDSNET, LLC	FY14 2060 * SC0813* SERVICE AUGUST 2013
9/26/2013	00294119	412.10	118861	HISMANNA, INC DBA: CLEAN BUILDING	FY14 2057* 11558* JANITORIAL SERVICES FOR AUGUST 2
9/26/2013	00294147	3,000.00	124494	MOSS, LEVY & HARTZHEIM, LLP	FY14 2062 *2537* FY 12/13 AUDIT
9/26/2013	00294198	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY14 2059 *13-78* SERVICES FOR SEPTEMBER 2013
9/26/2013	00294168	4,242.02	125902	SEBASTIAN E GUTIERREZ DBA:	FY14 2055 *20130492* CALL BOX MAINT. AUGUST 2013
9/26/2013	00294103	12,320.44	110430	LADD'S AUTO BODY	FY14 2061 *AUGUST SERVICES* FSP HWY 17 BEAT 1
9/26/2013	00294103	14,058.51	110430	LADD'S AUTO BODY	FY14 2061 #AUGUST SERVICES# FSP HWY-1 SANTA CRUZ B

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
9/26/2013	00294194	14.42	127967	COMCAST	FY14 1053 *815510034002108* CABLE SERVICES 9/10-1
9/26/2013	00294192	25.61	127741	AT AND T	FY14 1057 *4644766* 8317688012374 07/27/13-08/26/1
9/26/2013	00294203	54.00	128801	WAGEWORKS, INC	FY14 1056 *125AI0266557* FSA MONTHLY ADMIN FEE AUG
9/26/2013	00294146	76.25	124475	AT&T MOBILITY	FY14 1054 *287020725943X09062013* 07/29/2013-08/28
9/26/2013	00294200	144.00	128472	ROTARY CLUB OF FREEDOM/FREEDOM	FY14 1055 *1783* FY2014 Q2 QUARTERLY DUES SCCRTC/Y
9/30/2013	00294399	125.00	101810	ECOLOGY ACTION OF SANTA CRUZ	FY14 1059 *INVOICE 9/10/13 SC OPEN STREETS*
TOTAL		2,878,956.33			

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SCCRTC
 QUARTERLY WARRANTS REPORT
 FY2014 (2ND QUARTER)
 (OCTOBER 1, 2013 - DECEMBER 31, 2013)

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
10/1/2013	00294586	50.00	100926	RONALD GRAVES - DIRECTOR	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294624	50.00	119076	RANDY JOHNSON	FY 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294624	50.00	119076	RANDY JOHNSON	FY 1058 *TC 08/15/2013* PER RES 16-81
10/1/2013	00294643	50.00	126179	DONALD S. LANE	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294643	50.00	126179	DONALD S. LANE	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294651	50.00	127620	GREG JOHN CAPUT	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294652	50.00	127621	EDUARDO MONTESINO	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294484	50.00	128650	ZACH FRIEND	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294484	50.00	128650	ZACH FRIEND	FY14 1058 *TC 08/15/2013* PER RES 16-81
10/1/2013	00294620	50.00	114917	DENNIS RICHARD NORTON	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294620	50.00	114917	DENNIS RICHARD NORTON	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294626	50.00	122795	DENE BUSTICHI	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294626	50.00	122795	DENE BUSTICHI	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294631	50.00	124473	NEAL COONERTY	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294644	50.00	126180	LYNN M. ROBINSON	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/1/2013	00294644	50.00	126180	LYNN M. ROBINSON	FY14 1058 *TC 08/15/2013* PER RES 16-81
10/1/2013	00294645	50.00	126197	JOHN LANDIS LEOPOLD	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294485	50.00	128666	BRUCE MCPHERSON	FY14 1058 *TPW 08/15/2013* PER RES 16-81
10/1/2013	00294670	50.00	128959	MARGARITA ALEJO	FY14 1058 *TC 08/01/2013* PER RES 16-81
10/3/2013	00294747	13.50	670024	DORA ORTEGA	FY14 1066 *23046* URM DORA ORTEGA
10/3/2013	00294955	57.86	102314	PG AND E CUSTOMER BILLING	FY14 1062 5824685375-6 08/20/2013- 09/18/2013
10/3/2013	00295158	60.00	128033	CITY OF WATSONVILLE	FY14 1065 *154* SCCRTC BOARD MEETING 08/15/2013
10/3/2013	00294747	68.90	670024	DORA ORTEGA	FY14 1066 *22559* URM DORA ORTEGA
10/3/2013	00294954	126.88	102314	PG AND E CUSTOMER BILLING	FY14 1064 5605123657-0 08/26/2013- 09/24/13
10/3/2013	00295151	240.56	127741	AT AND T	FY 14 1063 000004688779 8314603200962 08/13/2013
10/3/2013	00294954	360.77	102314	PG AND E CUSTOMER BILLING	FY14 1064 2896790497-1 08/26/2013- 09/24/13
10/3/2013	00295151	394.12	127741	AT AND T	FY 14 1063 000004698198 8314711300737 08/13/2013
10/3/2013	00295101	821.11	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY 14 1061 SCRTC-BL-1010745 SEPTEMBER 2013
10/3/2013	00295017	25,296.40	120096	CALPERS RETIREMENT SYSTEM	FY14 1060 3109524485 OCTOBER
10/3/2013	00295047	115.36	124473	NEAL COONERTY	SEPTEMBER 2013: TRAVE TO PASO ROBLES FOR CTC TOWN
10/3/2013	00295047	153.68	124473	NEAL COONERTY	SEPTEMBER 2013: TRAVE TO PASO ROBLES FOR CTC TOWN
10/7/2013	00295377	129,945.00	112335	CITY OF SANTA CRUZ	FY14 1067 TDA ARTICLE 8 FY13/14 CTSA-CB 2ND QTR
10/10/2013	00295832	13.95	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 RTC REFRESME
10/10/2013	00295832	18.47	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 OFFICE SUPPL
10/10/2013	00295832	23.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 PRIUS CAR
10/10/2013	00295832	28.65	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 FUEL FOR PRI
10/10/2013	00295832	28.90	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 REFRESHMENTS
10/10/2013	00295832	39.10	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 FUEL FOR PRI

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
10/10/2013	00295832	50.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 BASECAMP
10/10/2013	00295832	55.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 CSDA
10/10/2013	00295832	63.30	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 OFFICE SUPPL
10/10/2013	00295832	495.31	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 LA FONDA B
10/10/2013	00295832	837.93	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 RTC REFRESME
10/10/2013	00295832	964.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 POSTAGE
10/10/2013	00295832	1,040.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC03 4246044555661663 08/22/2013 CONF REG
10/10/2013	00295635	32.00	670002	LUIS P. MENDEZ	SEPT 2013 CALIFORNIA TRANSPORTATION COMMISSION TOW
10/10/2013	00295635	110.16	670002	LUIS P. MENDEZ	SEPT 2013 CALIFORNIA TRANSPORTATION COMMISSION TOW
10/10/2013	00295635	115.36	670002	LUIS P. MENDEZ	SEPT 2013 CALIFORNIA TRANSPORTATION COMMISSION TOW
10/10/2013	00295635	158.77	670002	LUIS P. MENDEZ	SEPT 2013 CALIFORNIA TRANSPORTATION COMMISSION TOW
10/17/2013	00296182	20.25	102314	PG AND E CUSTOMER BILLING	FY14 1072 2730123841-9 08/27/2013- 09/25/2013
10/17/2013	00296420	25.70	127741	AT AND T	FY14 1070 4730477 8317688012374 08/27/2013-09/26/2
10/17/2013	00296307	190.58	123516	AFLAC-FLEX ONE	FY14 1071 *643768* UF995- INS OCTOBER 2013
10/17/2013	00296182	224.28	102314	PG AND E CUSTOMER BILLING	FY14 1072 9709471543-6 08/27/2013- 09/25/2013
10/17/2013	00296279	234.44	120404	COSTCO WHOLESALE	FY14 1068 PRF 426 SUPPLIES FOR RTC MEETINGS AND EV
10/17/2013	00296237	1,867.80	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY14 1069 13280 SEPTEMBER 2013 ANCILLIARY BENEFITS
10/17/2013	00296237	1,867.80	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY14 1069 13405 OCTOBER 2013 ANCILLIARY BENEFITS
10/21/2013	00296688	250.00	128814	GENE MICHALAK	FY14 1051 TO REPLACE VS 41317 CHK 292200 09/10/13
10/21/2013	00296583	50.00	100926	RONALD GRAVES - DIRECTOR	FY14 1073 TPW 09/19/201 3PER RES 16-81
10/21/2013	00296583	50.00	100926	RONALD GRAVES - DIRECTOR	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296624	50.00	119076	RANDY JOHNSON	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296640	50.00	122795	DENE BUSTICHI	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296669	50.00	126179	DONALD S. LANE	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296670	50.00	126180	LYNN M. ROBINSON	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296670	50.00	126180	LYNN M. ROBINSON	FY14 1073 TPW 09/19/2013 PER RES 16-81
10/21/2013	00296671	50.00	126197	JOHN LANDIS LEOPOLD	FY14 1073 TPW 09/19/2013 PER RES 16-81
10/21/2013	00296671	50.00	126197	JOHN LANDIS LEOPOLD	FY14 1073 BUDGET/ADMIN 09/19/2013 PER RES 16-81
10/21/2013	00296680	50.00	127620	GREG JOHN CAPUT	FY14 1073 BUDGET/ADMIN 09/19/2013 PER RES 16-81
10/21/2013	00296681	50.00	127621	EDUARDO MONTESINO	FY14 1073 TPW 09/19/2013 PER RES 16-81
10/21/2013	00296681	50.00	127621	EDUARDO MONTESINO	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296480	50.00	128650	ZACH FRIEND	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296480	50.00	128650	ZACH FRIEND	FY14 1073 TPW 09/19/2013 PER RES 16-81
10/21/2013	00296481	50.00	128666	BRUCE MCPHERSON	FY14 1073 TC 09/05/2013 PER RES 16-81
10/21/2013	00296702	50.00	129144	MICHAEL TERMINI	FY14 1073 TC 09/05/2013 PER RES 16-81
10/22/2013	00296730	34.75	670004	RACHEL MORICONI	CTC & RTPA STATEWIDE TRNS FUNDING MTGS
10/22/2013	00296731	37.74	670008	TEGAN SPEISER	CA 511 PARTNER WKSHP 7/24-25/13 SAN DIEGO
10/22/2013	00296731	101.00	670008	TEGAN SPEISER	CA 511 PARTNER WKSHP 7/24-25/13 SAN DIEGO
10/22/2013	00296730	127.00	670004	RACHEL MORICONI	CTC & RTPA STATEWIDE TRNS FUNDING MTGS
10/22/2013	00296731	189.01	670008	TEGAN SPEISER	CA 511 PARTNER WKSHP 7/24-25/13 SAN DIEGO
10/22/2013	00296730	240.13	670004	RACHEL MORICONI	CTC & RTPA STATEWIDE TRNS FUNDING MTGS
10/24/2013	00297122	40.00	110743	USER-FRIENDLY COMPUTING	FY14 2046 20130927 MOZY PRO 9/13
10/24/2013	00297122	48.00	110743	USER-FRIENDLY COMPUTING	FY14 2046 20130926 EMAIL FILTER/ANTI SPAM MO FEE
10/24/2013	00297122	1,500.00	110743	USER-FRIENDLY COMPUTING	FY14 2046 20130911 MAINT SVCS 09/13
10/24/2013	00297217	379,010.75	128230	RGW CONSTRUCTION, INC.	FY14 2063 ESTIMATE 20 SR1 AUX LANES 8/22-9/20/13
10/29/2013	00297548	36.75	117448	VERIZON WIRELESS	FY14 1077 *9708343440 8312521553 08/17/2013*
10/29/2013	00297548	36.75	117448	VERIZON WIRELESS	FY14 1077 *9708343440 8312521554 08/17/2013*

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
10/29/2013	00297548	36.75	117448	VERIZON WIRELESS	FY14 1077 *9708343440 8312522817 08/17/2013*
10/29/2013	00297548	38.01	117448	VERIZON WIRELESS	FY14 1077 *9708343440 8313456441 08/17/2013*
10/29/2013	00297548	38.01	117448	VERIZON WIRELESS	FY14 1077 *9708343440 8314211516 08/17/2013*
10/29/2013	00297561	49.75	125845	CRYSTAL SPRINGS WATER CO	FY14 2067 *054026 SEPTEMBER WATER SERVICE*
10/29/2013	00297529	57.77	102314	PG AND E CUSTOMER BILLING	FY14 1079 *5824685375-6 09/19/2013- 10/17/2013*
10/29/2013	00297558	76.25	124475	AT&T MOBILITY	FY14 1076 *287020725943X10062013* 08/29/2013- 09/2
10/29/2013	00297565	240.31	127741	AT AND T	FY14 1078 *000004774604* 8314603200962 09/13/13-
10/29/2013	00297565	390.15	127741	AT AND T	FY14 1078 *00004784023* 8314711300737 09/13/13-
10/29/2013	00297506	15.52	670024	DORA ORTEGA	FY14 1080 *23244* URM DORA ORTEGA
10/29/2013	00297539	33.20	106571	BARITEAUS DRY CLEANING INC	FY14 2066 *12010* LINEN SERVICE 09/12/2013
10/29/2013	00297539	33.20	106571	BARITEAUS DRY CLEANING INC	FY14 2066 *12020* LINEN SERVICE 09/25/2013
10/29/2013	00297552	372.10	118861	HISMANNA, INC DBA: CLEAN BUILDING	FY14 2065 *11783* JANITORIAL SERVICES FOR SEP 2013
10/29/2013	00297533	500.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY14 2064 *029* SCCRTC RENT WATS- NOV 2013
10/29/2013	00297541	2,715.85	110430	LADD'S AUTO BODY	FY14 2068 *SEPTEMBER SERVICES FSP HWY 17 BEAT 2*
10/29/2013	00297541	2,786.70	110430	LADD'S AUTO BODY	FY14 2068 *SEPTEMBER SERVICES* FSP HWY 17 BEAT 1
10/29/2013	00297546	6,713.60	116953	LOUIS E. RITTENHOUSE	FY14 2064 *200* RENT NOVEMBER 2013
10/29/2013	00297541	7,194.20	110430	LADD'S AUTO BODY	FY14 2068 SEPTEMBER SERVICES FSP HWY 17 BEAT 2
10/29/2013	00297541	7,790.81	110430	LADD'S AUTO BODY	FY14 2068 SEPTEMBER SERVICES FSP HWY 17 BEAT 1
10/29/2013	00297554	25,296.40	120096	CALPERS RETIREMENT SYSTEM	FY14 1075 *3109524485 NOVEMBER 2013*
10/29/2013	00297504	10.00	670023	AMELIA NARANJO	TRAVEL TO SAN RAFAEL
10/29/2013	00297504	34.00	670023	AMELIA NARANJO	TRAVEL TO SAN RAFAEL
10/29/2013	00297505	50.00	670024	DORA ORTEGA	CALPERS EDUCATION FORUM 2013 (10/21-10/23/13)
10/29/2013	00297505	92.55	670024	DORA ORTEGA	CALPERS EDUCATION FORUM 2013 (10/21-10/23/13)
10/29/2013	00297504	300.47	670023	AMELIA NARANJO	TRAVEL TO SAN RAFAEL
10/31/2013	00298055	50.00	109140	MONTEREY COUNTY RECORDERS OFFICE	FY14 1074 *NOTICE OF DETERMINATION* MBSST CEQA REQ
11/4/2013	00298443	821.11	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY14 1082 * SCRTC-BL-1010745* NOV 2013
11/4/2013	00298499	1,525.00	129193	RONALD D WALTRIP DBA PERFORMANCE	FY14 1081 *622320* GRAFFITTI ABATMENT
11/4/2013	00298366	1,867.80	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY14 1082 *13532* NOV 2013 ANCILLARY BENEFITS
11/7/2013	00298933	14.42	127967	COMCAST	FY14 1086 8155100340002108 CABLE SERVICE 10/10/13-
11/7/2013	00298906	19.51	125345	FEDERAL EXPRESS CORP	FY14 1088 2-407-29750 ADMIN
11/7/2013	00298906	19.51	125345	FEDERAL EXPRESS CORP	FY14 1088 2-407-29750 HWY 1 CONSTRUCTION
11/7/2013	00298906	19.69	125345	FEDERAL EXPRESS CORP	FY14 1088 *2-436-85507* HWY 1 CONSTRUCTION
11/7/2013	00298861	36.72	117448	VERIZON WIRELESS	FY14 1087 *9708343440 8312521553 09/17/2013-10/16*
11/7/2013	00298861	36.72	117448	VERIZON WIRELESS	FY14 1087 *9708343440 8312521554 09/17/2013-10/16*
11/7/2013	00298861	36.72	117448	VERIZON WIRELESS	FY14 1087 *9708343440 8312522817 09/17/2013-10/16*
11/7/2013	00298861	38.01	117448	VERIZON WIRELESS	FY14 1087 *9708343440 8314211516 09/17/2013-10/16*
11/7/2013	00298861	38.01	117448	VERIZON WIRELESS	FY14 1087 *9708343440 8313456441 09/17/2013-10/16*
11/7/2013	00298906	42.53	125345	FEDERAL EXPRESS CORP	FY14 1088 *2-407-29750* RAIL CONSTRUCTION
11/7/2013	00298830	52.56	102314	PG AND E CUSTOMER BILLING	FY14 1084 *2730123841-9 09/26/2013-10/24/2013*
11/7/2013	00298936	54.00	128801	WAGEWORKS, INC	FY14 1083 *125AI0272979* FSA MONTHLY ADMIN FEE SEP
11/7/2013	00298925	88.81	126684	STAPLES CONTRACT & COMMERCIAL INC DBA	FY14 2070 *3212120471* OFFICE SUPPLIES
11/7/2013	00298834	114.96	104465	CALIFORNIA HIGHWAY PATROL	FY14 2073 *M0055447* PERSONNEL COSTS FOR Q4
11/7/2013	00298886	190.58	123516	AFLAC-FLEX ONE	FY14 1085 *079467 UF995- INS.OCTOBER 2013*
11/7/2013	00298830	284.44	102314	PG AND E CUSTOMER BILLING	FY14 1084 *2896790497-1 09/25/2013-10/23/2013*
11/7/2013	00298907	382.92	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY14 2071 *32762 RTC PACKET 10/03/2013*
11/7/2013	00298896	15.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- STAMPS.COM*
11/7/2013	00298923	20.00	126286	IM SOON HU DBA AMERICAN CAFE	FY14 1089 *COFFEE FOR RTC 10/03/2013*

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
11/7/2013	00298896	46.75	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- FUEL FOR P*
11/7/2013	00298896	53.50	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- PARKING FE*
11/7/2013	00298896	64.24	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- RTC MTG RE*
11/7/2013	00298896	67.14	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- REFRESHMEN*
11/7/2013	00298830	118.15	102314	PG AND E CUSTOMER BILLING	FY14 1084 *9709471543-6 09/25/2013-10/23/2013*
11/7/2013	00298830	125.61	102314	PG AND E CUSTOMER BILLING	FY14 1084 *5605123657-0 09/25/2013-10/23/2013*
11/7/2013	00298896	163.13	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- LETTERING*
11/7/2013	00298896	165.78	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- LA FONDS B*
11/7/2013	00298909	200.00	125871	COMMUNITY TV OF SC COUNTY	FY14 2055 *1985* MEETING COVERAGE ON 09/05/2013
11/7/2013	00298896	207.21	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- RAIL LINE*
11/7/2013	00298928	219.84	127450	CDSNET, LLC	FY14 2069 *SC0913* SERVICES SEPTEMBER 2013
11/7/2013	00298896	345.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- MEMBERSHIP*
11/7/2013	00298896	395.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- COMMUNITY *
11/7/2013	00298896	950.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- OFFICE CHA*
11/7/2013	00298896	1,365.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 C04 *4246044555661663 09/22/2013- RAIL VOLUT*
11/7/2013	00298910	4,242.02	125902	SEBASTIAN E GUTIERREZ DBA:	FY14 2072 *20130549* CALL BOX MAINT.SEPTEMBER 2013
11/14/2013	00299652	340.00	112335	CITY OF SANTA CRUZ	FY14 2076 PLAN REVIEW- SC WATER CONSERVATION OFFIC
11/14/2013	00299852	500.00	128981	ECONOMIC CONSULTANTS OREGON, LTD DBA EC	FY14 2074 *13879* PROJECT 21299 9/30/13
11/14/2013	00299852	2,000.00	128981	ECONOMIC CONSULTANTS OREGON, LTD DBA EC	FY14 2074 *13054* PROJECT 21299 5/31/13
11/14/2013	00299706	2,348.61	121437	NOLTE ASSOCIATES INC	FY14 2078 *13080338* HOV SERVICES 7/1-7/27/13
11/14/2013	00299674	2,372.50	117473	HEFNER,STARK & MAROIS LLP	FY14 2075 *17* 7927.0001 LEGAL SERVICES 9/2013
11/14/2013	00299852	5,000.00	128981	ECONOMIC CONSULTANTS OREGON, LTD DBA EC	FY14 2074 *13794* PROJECT 21299 8/31/13
11/14/2013	00299707	7,244.06	121437	NOLTE ASSOCIATES INC	FY14 2077 *13090378* AUX LNS CONST 7/28- 8/31/13
11/14/2013	00299580	6,189.54	101810	ECOLOGY ACTION OF SANTA CRUZ	FY14 1091 *RSPTX BOLTAGE PROJECT*
11/14/2013	00299653	62,000.00	112335	CITY OF SANTA CRUZ	FY14 FY10/11 RSTPX BROADWAY-BROMMER BIKE/PED PATH
11/25/2013	00400927	458,128.99	128230	RGW CONSTRUCTION, INC.	FY14 2091 ESTIMATE 21 SR1 AUX LANES 9/21-10/20/201
11/26/2013	00401188	3.50	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY14 2087 21117 MONTHLY ACTIVITY FOR OCTOBER 2013
11/26/2013	00401188	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY14 2087 21117 MONTHLY ACTIVITY STORAGE NOV 2013
11/26/2013	00401179	463.30	126366	KONICA MINOLTA BUSINESS SOLUTIONS	FY14 2080 225691880 COPIES MAINT SEPTEMBER 2013
11/26/2013	00401185	1,395.00	126768	JAMES P ALLEN DBA J P ALLEN AND ASSOC	FY14 2093 0005 CONSULTING FOR HWY1/AUX LANE PROJE
11/26/2013	00401102	1,706.25	117473	HEFNER,STARK & MAROIS LLP	FY14 2096 *18* 7927.0001 LEGAL SERVICES 10/2013
11/26/2013	00401209	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY14 2079 13-79 SERVICES FOR OCTOBER 2013
11/26/2013	00401143	8,000.00	124494	MOSS, LEVY & HARTZHEIM, LLP	FY14 2092 *10502* FY 12/13 AUDIT
11/26/2013	00401126	11,149.14	121437	NOLTE ASSOCIATES INC	FY14 2096 13090378 AUX LNS CONST.9/1-9/28/13
11/26/2013	00401200	14.42	127967	COMCAST	FY14 1092 8155100340002108 CABLE SERVICE 11/10/201
11/26/2013	00401195	25.98	127741	AT AND T	FY14 1094 4816400 8317688012374 09/27/2013-10/26/1
11/26/2013	00401073	33.20	106571	BARITEAUS DRY CLEANING INC	FY14 2085 *12030* LINEN SERVICE 10/09/2013
11/26/2013	00401073	33.20	106571	BARITEAUS DRY CLEANING INC	FY14 2085 *12040* LINEN SERVICE 10/23/2013
11/26/2013	00401215	54.00	128801	WAGEWORKS, INC	FY14 1098 *125AI0279590*FSA MONTHLY ADMIN FEE OCTO
11/26/2013	00401202	60.00	128033	CITY OF WATSONVILLE	FY14 1100 155 SCCRTC BOARD MEETING 09/05/2013
11/26/2013	00401142	76.25	124475	AT&T MOBILITY	FY14 1093 287020725943X11062013 09/29/2013-10/28/1
11/26/2013	00401165	98.50	125845	CRYSTAL SPRINGS WATER CO	FY14 2086 054026 OCTOBER WATER SREVICE
11/26/2013	00401218	187.45	129183	INDEPENDENT STATIONERS,INC.	FY14 1099 000357889 OFFICE SUPPLIES
11/26/2013	00401167	200.00	125871	COMMUNITY TV OF SC COUNTY	FY14 2081 2014 METTING COVERAGE ON 10/03/2013
11/26/2013	00401107	372.10	118861	HISMANNA, INC DBA: CLEAN BUILDING	FY14 2084 11904 JANITORIAL SERVICES FOR OCTOBER 20
11/26/2013	00401163	458.29	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY14 2082 *33074* RTC PACKET 10/30/2013
11/26/2013	00401058	500.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY14 2090 030 SCCRTC RENT WATS DECEMBER 2013

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
11/26/2013	00401189	821.11	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY14 1097 *SCRTC-BL-1010745 DECEMBER 2013*
11/26/2013	00401190	1,900.00	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY14 1095 SCRTC ANNUAL EAP FEES 11/01/2013-10/31/2
11/26/2013	00401099	6,713.60	116953	LOUIS E. RITTENHOUSE	FY14 2090 201 RENT DECEMBER 2013
12/2/2013	00401301	25,296.40	120096	CALPERS RETIREMENT SYSTEM	FY14 1102* 3109524485* DECEMBER 2013
12/5/2013	00401730	57.70	102314	PG AND E CUSTOMER BILLING	FY14 1106 *5284685375-6* 10/18/13-11/18/2013
12/5/2013	00401837	100.00	127160	WATTS ON	FY14 1101 *11090* GENERATOR FOR OVERPASS OPENING
12/5/2013	00401884	239.35	127741	AT AND T	FY14 1105 *000004860698* 8314603200962 10/13-11/12
12/5/2013	00401919	312.50	129218	COOPER TECHNOLOGIES, INC	FY14 2089 *6303* VOICE AND DATA CREATION PROJECT
12/5/2013	00401884	378.10	127741	AT AND T	FY14 1105 *00004870116* 8314711300737 10/13-11/12
12/5/2013	00401500	850.00	670010	KIM SHULTZ	FY14 1104 *25662* URM KIM SHULTZ
12/5/2013	00401834	1,790.22	127036	COMMUNITY PRINTERS	FY14 1096 *9322011* MBSST FINAL EIR BOOK
12/5/2013	00401834	2,327.28	127036	COMMUNITY PRINTERS	FY14 1096 *9253011* MBSST DRAFT MASTER PLAN
12/5/2013	00401911	3,772.00	128960	MEGUZMAN INC DBA JUNK KING MONTEREY	FY14 1103 *MON1082 INV 142622* VEGITATION CLEAN UP
12/5/2013	00401784	4,888.76	121437	NOLTE ASSOCIATES INC	GY14 2095 *13100379* HOV SERVICES 9/1-9/28/13
12/5/2013	00401912	6,178.25	128970	PACIFIC MUNICIPAL CONSULTANTS DBA PMC	FY14 2097 *38740* 11/25/2013 SCCRTC
12/5/2013	00401784	7,019.23	121437	NOLTE ASSOCIATES INC	GY14 2095* 13100379* HOV SERVICES 9/1-9/28/13
12/5/2013	00401798	60.00	124045	ALLIANT INSURANCE SERVICES	FY14 1113 172238 SURPLUS LINE STAMPING FEES
12/5/2013	00401798	900.00	124045	ALLIANT INSURANCE SERVICES	FY14 1113 172238 SURPLUS LINE TAXES
12/5/2013	00401798	30,000.00	124045	ALLIANT INSURANCE SERVICES	FY14 1113 172238 13-14 RAIL ROAD LIABILITY NEW BUS
12/9/2013	00402169	23.17	129233	MICHELLE DE ROBERTIS	FY14 1108 MONTEREY BAY COMPLETE STREETS WORKSHOP
12/9/2013	00402042	36.72	117448	VERIZON WIRELESS	FY14 1110 9708343440 8312521553 10/17/2013-11/16/2
12/9/2013	00402042	36.72	117448	VERIZON WIRELESS	FY14 1110 9708343440 8312521554 10/17/2013-11/16/2
12/9/2013	00402042	36.72	117448	VERIZON WIRELESS	FY14 1110 9708343440 8312522817 10/17/2013-11/16/2
12/9/2013	00402042	38.01	117448	VERIZON WIRELESS	FY14 1110 9708343440 8313456441 10/17/2013-11/16/2
12/9/2013	00402042	38.01	117448	VERIZON WIRELESS	FY14 1110 9708343440 8314211516 10/17/2013-11/16/2
12/9/2013	00402053	50.00	119076	RANDY JOHNSON	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402080	50.00	124473	NEAL COONERTY	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402116	50.00	126179	DONALD S. LANE	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402127	50.00	127620	GREG JOHN CAPUT	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00401925	50.00	128650	ZACH FRIEND	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402169	68.08	129233	MICHELLE DE ROBERTIS	FY14 1108 MONTEREY BAY AREA COMPLETE STREEST WORK
12/9/2013	00402006	104.35	102314	PG AND E CUSTOMER BILLING	FY14 1109 9709471543-6 10/25/2013 11/23/2013
12/9/2013	00402005	111.90	102314	PG AND E CUSTOMER BILLING	FY14 1107 5605123657-0 10/24/2013-11/22/2013
12/9/2013	00402006	123.93	102314	PG AND E CUSTOMER BILLING	FY14 1109 2730123841-9 10/25/2013 11/23/2013
12/9/2013	00402169	140.06	129233	MICHELLE DE ROBERTIS	FY14 1108 MONTEREY BAY COMPLETE STREETS WORKSHOP
12/9/2013	00402005	239.13	102314	PG AND E CUSTOMER BILLING	FY14 1107 2896790497-1 10/24/2013-11/22/2013
12/9/2013	00402039	50.00	114917	DENNIS RICHARD NORTON	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402070	50.00	122795	DENE BUSTICHI	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402117	50.00	126180	LYNN M. ROBINSON	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402118	50.00	126197	JOHN LANDIS LEOPOLD	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402128	50.00	127621	EDUARDO MONTESINO	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402151	50.00	127787	DANIEL DODGE	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00401926	50.00	128666	BRUCE MCPHERSON	FY14 1112 TC 10/03/2013 PER RES 16-81
12/9/2013	00402056	4,047.32	120267	TAMC/TRANS AGCY MONTEREY CO	FY14 1106 7 FY2013 Q4 511 TRAVELER INFO RTC CALTRA
12/9/2013	00401947	81.00	670022	VIRGINIA DYKAAR	MAP 21 PERFORMANCE PLANNING AND MEASUREMENT WRK
12/9/2013	00401947	121.89	670022	VIRGINIA DYKAAR	MAP 21 PERFORMANCE PLANNING AND MEASUREMENT WRK
12/12/2013	00402345	1,116.73	670006	CORINA CALETTI	FY14 1118 *26059* URM CORINA CALETTI

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
12/12/2013	00402664	6,000.00	124494	MOSS, LEVY & HARTZHEIM, LLP	FY14 2101 *10503* FY12/13 AUDIT
12/12/2013	00402602	28,750.00	115680	ASSOCIATION OF MONTEREY BAY AREA GOVERN	FY14 1117 *3302* FY2014 SCCRTC EIR COST SHARING
12/12/2013	00402743	53,119.25	128230	RGW CONSTRUCTION, INC.	FY14 2100 *ESTIMATE 21 SUPPLEMENT* SR1 AUX LINES
12/12/2013	00402606	8.62	117042	GENESYS CONFERENCING	FY14 1116 I-1163125 ASAN102
12/12/2013	00402671	18.48	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- SUPPLIES MB
12/12/2013	00402671	32.37	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- FUEL FOR PR
12/12/2013	00402671	37.50	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- SC CHAMBER
12/12/2013	00402671	37.51	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- OFFICE SUPP
12/12/2013	00402671	50.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- MEMBERSHIPS
12/12/2013	00402671	75.59	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- MEETING REF
12/12/2013	00402671	99.95	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- TRANS. PLAN
12/12/2013	00402671	144.74	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- LODGING FOR
12/12/2013	00402655	147.28	123516	AFLAC-FLEX ONE	FY14 1114 519550 UF995- INS. NOVEMBER 2013
12/12/2013	00402571	151.03	104107	WATSONVILLE NEWSPAPERS, LLC DBA:	FY14 1115 12848 PUBLIC HEARING MBSST FINAL EIR
12/12/2013	00402723	197.38	127450	CDSNET, LLC	FY14 2098 SC1013 SERVICES OCTOBER 2013
12/12/2013	00402671	230.04	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- LODGING FOR
12/12/2013	00402606	250.40	117042	GENESYS CONFERENCING	FY14 1116 I-1163125 ASAN102
12/12/2013	00402671	350.80	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- TRANSP FOR
12/12/2013	00402671	496.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- POSTAGE
12/12/2013	00402671	605.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- WEBMINAR R
12/12/2013	00402671	629.84	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY14 CC05 4246044555661663 10/22/2013- OFFICE SUPP
12/12/2013	00402585	9,869.66	110430	LADD'S AUTO BODY	FY14 2099 OCTOBER SERVICES FSP HWY 17 BEAT 1
12/12/2013	00402585	10,669.72	110430	LADD'S AUTO BODY	FY14 2099 OCTOBER SERVICES FSP HWY 17 BEAT 1
12/12/2013	00402346	391.37	670008	TEGAN SPEISER	FY14 1120 *26588* URM TEGAN SPEISER
12/12/2013	00402595	1,227.00	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY14 119 *45004* WORKERS COMP 2ND QTR OCT 1-DEC 31
12/12/2013	00402581	2,150.00	108371	RRM DESIGN GROUP	FY14 2102 *1308538-RET0913* MBSST RETENTION RELEAS
12/12/2013	00402581	2,875.85	108371	RRM DESIGN GROUP	FY14 2102 *1308538-1113* NOVEMBER SERVICES MBSST
12/12/2013	00402582	5,208.69	108371	RRM DESIGN GROUP	FY14 2013 *1308538-0813* AUGUST SERVICES MBSST
12/12/2013	00402581	34,574.97	108371	RRM DESIGN GROUP	FY14 2102 *1308538-1013* OCTOBER SERVICES MBSST
12/12/2013	00402581	41,389.13	108371	RRM DESIGN GROUP	FY14 2102 *1308538-0913* SEPTEMBER SERVICES MBSST
12/12/2013	00402582	50,875.00	108371	RRM DESIGN GROUP	FY14 2013 *1308538-0813-*AUGUST SERVICES MBSST
12/12/2013	00402344	284.00	670002	LUIS P. MENDEZ	RAILVOLUTION CONFERENCE IN SEATTLE WA OCT 2013
12/12/2013	00402344	466.55	670002	LUIS P. MENDEZ	RAILVOLUTION CONFERENCE IN SEATTLE WA OCT 2013
12/12/2013	00402344	682.26	670002	LUIS P. MENDEZ	RAILVOLUTION CONFERENCE IN SEATTLE WA OCT 2013
12/12/2013	00402347	20.00	670015	GEORGE A. DONDERO II	MAY 2013- PARKING IN SACRAMENTO FOR CALCOG MEETING
12/12/2013	00402347	20.00	670015	GEORGE A. DONDERO II	JULY-2013 PARKING IN SACRAMENTO FOR CALCOG MEETING
12/16/2013	00402856	8,195.79	110430	LADD'S AUTO BODY	FY14 2104 *NOVEMBER-SERVICES* FSP HWY 1 SANTA CRUZ
12/16/2013	00402856	9,850.35	110430	LADD'S AUTO BODY	FY14 2104 *NOVEMBER SERVICES* FSP HWY 17 BEAT 1
12/16/2013	00402805	16.95	670001	KARENA PUSHNIK	TRAIN TO XMAS INW ATSONVILLE
12/16/2013	00402805	20.00	670001	KARENA PUSHNIK	TRAIN TO XMAS INW ATSONVILLE
12/17/2013	00403022	1,867.80	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY14 1111 *13661* DEC. 2013 ANCILLARY BENEFITS
12/20/2013	00403591	40.00	110743	USER-FRIENDLY COMPUTING	FY14 2106 *20131127* MOZY PRO 11/13
12/20/2013	00403592	40.00	110743	USER-FRIENDLY COMPUTING	FY14 2106 *201301230* MOZY PRO 12/13
12/20/2013	00403591	48.00	110743	USER-FRIENDLY COMPUTING	FY14 2106 *20131126* EMAIL FILTERING/ANIT SPAM MTH
12/20/2013	00403592	48.00	110743	USER-FRIENDLY COMPUTING	FY14 2106 *201301229* EMAIL FILTERING/ANIT SPAM MT
12/20/2013	00403702	76.26	124475	AT&T MOBILITY	FY14 1122 *287020725943X12062013* 10/29-11/28/2013
12/20/2013	00403768	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY14 2107 *20666* MONTHLY ARCHIVE STORAGE FOR OCT

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
12/20/2013	00403768	102.00	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY14 2107 *21429* MONTHLY ARCHIVE STORAGE FOR DEC
12/20/2013	00403591	162.04	110743	USER-FRIENDLY COMPUTING	FY14 2106 *918470* MAINT. CONTRACTED HOURS
12/20/2013	00403605	1,227.00	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY14 1121 *45727* WORKERS COMP 3RD QTR 1/1-3/31
12/20/2013	00403591	1,500.00	110743	USER-FRIENDLY COMPUTING	FY14 2106 *20131112* MAINTENANCE SERVICES FOR NOV
12/20/2013	00403592	1,500.00	110743	USER-FRIENDLY COMPUTING	FY14 2106 *201301211* MAINTENANCE SERVICES FOR DEC
12/20/2013	00403738	4,242.02	125902	SEBASTIAN E GUTIERREZ DBA:	FY14 2108 *20130640* CALL BOX MAINT OCTOBER 2013
12/20/2013	00403738	4,242.02	125902	SEBASTIAN E GUTIERREZ DBA:	FY14 2108 *220130687*CALL BOX MAINT NOVEMBER2013
12/20/2013	00403817	54.00	128801	WAGEWORKS, INC	FY14 1125 125AI0285743 FSA MONTHLY ADMIN FEE NOVEM
12/20/2013	00403624	926.25	117473	HEFNER,STARK & MAROIS LLP	FY14 2111 19 7927.0001 LEGAL SERVICES NOV 2013
12/20/2013	00403664	3,772.91	121437	NOLTE ASSOCIATES INC	FY14 2113 13110342 AUX LNS CONST 9/29-11/02/13
12/20/2013	00403796	76.71	127741	AT AND T	FY14 1123 4902706 8317688012374 10/27/2013-11/26/2
12/20/2013	00403554	515.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY14 2109 031 SCCRTC RENT WATS- JANUARY 2014
12/20/2013	00403590	1,005.00	110718	CALIF SPECIAL DISTRICT ASSOC	FY14 1124 34413 AMD- ASSOCIATE MEMBER 2014 MEMBERS
12/20/2013	00403827	2,338.34	128970	PACIFIC MUNICIPAL CONSULTANTS DBA PMC	FY14 2110 388886 12-09-13 SCCRTC PERFORMANCE AUDIT
12/20/2013	00403807	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY14 2105 13-98 SERVICE NOVEMBER 2013
12/20/2013	00403807	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY14 2105 13-98 SERVICE DECEMBER 2013
12/20/2013	00403613	6,713.60	116953	LOUIS E. RITTENHOUSE	FY14 2109 202 RENT JANUARY 2014
TOTAL		1,601,870.26			

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ATTACHMENT 3

SCCRTC

QUARTERLY CREDIT CARD REPORT

FY2013-2014 (JULY 1, 2013 - SEPTEMBER 30, 2013)

Statement Date: 07/22/13

RTC Reporting Qtr: 1st

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Laili Restaurant	Business lunch w/P Schoellhamer, G Dondero 06/27/13	36.99			36.99
37Signals-charge.com	Basecamp - Monthly website subscription - Scott Creek Project	50.00			50.00
PayPal California	Registration, CDAC Meeting, G Dondero, 07/30/13	30.00			30.00
Trader Joe's	Refreshments for Special TPW meeting, 06/26/13		1.19		1.19
Skillpath Seminars Main	Registration - Training Seminar, D Ortega, 08/07/13 & 08/09/13		239.00		239.00
Southwest	Airfare to San Diego, California 511 Partner Workshop, T Speiser, 07/24/13 & 07/25/13		223.80		223.80
Stamps.com	Monthly Service fee-June/July 2013		15.99		15.99
Amazon Mktplace Pmts	Office supplies, black toner cartridge for HP 5550 Color Printer		88.14		88.14
Amazon Mktplace Pmts	Office/computer supplies, Ergonomic keyboard and numeric keypad for L Mendez		158.62		158.62
Santa Cruz Chamber of Com	Registration for Annual Luncheon, L Mendez, 07/18/13		20.00		20.00
USA Gasoline	Refuel Prius			15.01	15.01
Zipcar Inc.	Membership fee			27.20	27.20
Zipcar Inc.	Membership fee			27.20	27.20
Zipcar Inc.	Membership fee			27.20	27.20
ACT City of SC	Deposit refund for Loudon Nelson Facility for MBSST Workshop, 06/25/13			(50.00)	(50.00)
Subtotal		116.99	746.74	46.61	910.34

Statement Date: 08/22/13

RTC Reporting Qtr: 1st

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Chevron	Refuel Prius, CDAC meeting, G Dondero, 07/30/13	28.65			28.65
UCD CEVS - Touchnet	Registration, 2013 Asilomar Conference, G Dondero, 08/06/13-08/09/13	215.00			215.00
37Signals-charge.com	Basecamp - Monthly website subscription - Scott Creek Project	50.00			50.00
Starbucks	Refreshment for August 1, 2013 RTC Meeting		13.95		13.95
CALPERS	Registration - 2013 CalPERS Educational Forum, /D Ortega, 10/21/13 through 10/23/13		300.00		300.00
Stamps.com	Monthly Service fee-June/July 2013		15.99		15.99
Amazon Mktplace Pmts	Office supplies, DVI to HDMI Cable		9.20		9.20
USPS Postage Stamps.com	Replenish postage		452.00		452.00
Stamps.com	Office supplies, 3-part mailing labels		25.98		25.98
Palace Art & Office Supply	Office supplies, #10 Envelopes, to mail La Fonda Bridge opening flyers		18.47		18.47
Mission Printers	Posters, La Fonda Bridge opening		195.75		195.75
Palace Art & Office Supply	Office supplies, sealing tape		8.66		8.66
Trader Joe's	Supplies, La Fonda Bridge opening		5.99		5.99
Stamps.com	Replenish postage		497.00		497.00
Peet's Coffee & Tea	Refreshments for Rail Workshop, August 22, 2013		17.00		17.00
USA Gasoline	Refuel Prius			19.99	19.99
Best Buy	Office supplies, wireless mouse, rechargeable batteries-D cell			28.12	28.12
California Special Distr	CSDA Annual Conference, Y Parra, 09/16/13 through 09/19/13			580.00	580.00
Zipcar	Reservation, Y Parra, 07/31/13			18.50	18.50
Zipcar	Refund for Zipcar reservation, Y Parra, 07/31/13			(6.60)	(6.60)
Street Smart Solutions	Office supplies, barricades, safety vests and hard hats			837.93	837.93
Master Car Wash	Wash Prius			23.99	23.99
76 Capitola CA	Refuel Prius			19.11	19.11
Target	Photos, La Fonda Bridge opening			0.82	0.82
Wild Rose Artists'	Supplies, La Fonda Bridge opening			29.35	29.35
Pastry Creations and Café Watson	Refreshments, La Fonda Bridge			176.74	176.74
Celebrations Party	Supplies, La Fonda Bridge opening			78.00	78.00
Subtotal		293.65	1,559.99	1,805.95	3,659.59

Statement Date: 09/23/13

RTC Reporting Qtr: 1st

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Mission Printers	No Trespass Signs for Capitola Trestle	78.30			78.30
37Signals-charge.com	Basecamp - Monthly website subscription - Scott Creek Project	50.00			50.00
Rail-Volution	Registration - Conference - 10/20/13 through 10/23/13, L Mendez	425.00			425.00
Santa Cruz Chamber of Com	Registration - Community Leadership Visit , 10/27/13, G Dondero	395.00			395.00
CVS Pharmacy	Supplies, La Fonda Bridge Re-opening Event, 08/24/13		9.69		9.69
CVS Pharmacy	Refreshments, King County Rail Line Workshop, 08/22/13		3.88		3.88
Zoccoli's Deli	Refreshments for Rail and Trail Planning Workshop with King County Council, 08/22/13		67.14		67.14
Real Color Santa Cruz CA	Black Vinyl Rooftop lettering for FSP Tow Trucks		163.13		163.13
Stamps.com	Monthly Service fee - August/September 2013		15.99		15.99
Busniess with Pleasure	Supplies, La Fonda Bridge Re-opening		15.69		15.69
Second Street Café	Refreshments for RTC Meeting, 09/05/13		16.50		16.50
Rail-Volution	Registration - Conference - 10/20/13 through 10/23/13, G Dondero		940.00		940.00
Women's Transportation Sem	Membership - WTS, K Pushnik		95.00		95.00
Zoccoli's Deli	Refreshments for Railroad Bridge Kick-off meeting and Partnering Session, 09/18/13		100.63		100.63
76	Refuel Prius			19.75	19.75
Smartnfinal	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			17.07	17.07
Michaels	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			16.18	16.18
Target	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			14.66	14.66
Target	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			56.72	56.72
Nob Hill	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			17.32	17.32
Pajaro Valley Printing	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			86.80	86.80
The Buttery Bakery & Corn	Refreshments, King County Rail Line workshop			24.40	24.40
Wild Rose Artists'	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			(29.35)	(29.35)
Surveymonkey.com	Annual membership fees			200.00	200.00
Celebrations Party	Supplies, La Fonda Bridge Re-opening Event, 08/24/13			(39.00)	(39.00)
Fastrak	Replenish toll card			25.00	25.00
Madison Seating	Ergonomic office chairs			950.00	950.00
City of Monterey	Parking fee, CSDA Conference, Y Parra, 09/16/13			4.50	4.50
City of Monterey	Parking fee, CSDA Conference, Y Parra, 09/16/13			7.00	7.00
Corner Store	Refuel Prius, CSDA Conference, Y Parra, 09/16/13			27.00	27.00
Portola Hotel and Spa	Parking fee, CSDA Conference, Y Parra, 09/16/13			17.00	17.00
Shoppers Corner	Refreshments, TPW meeting, 09/19/13			2.29	2.29
The Buttery Bakery & Corn	Refreshments, TPW meeting, 09/19/13			3.75	3.75
The Buttery Bakery & Corn	Refreshments, TPW meeting, 09/19/13			41.70	41.70
Subtotal		948.30	1,427.65	1,462.79	3,838.74
FY2014 1ST QUARTER TOTAL		1,358.94	3,734.38	3,315.35	8,408.67

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ATTACHMENT 4

SCCRTC
QUARTERLY CREDIT CARD REPORT
FY2013-2014 (OCTOBER 1, 2013 - DECEMBER 31, 2013)

Statement Date: 10/22/13

RTC Reporting Qtr: 2nd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Inst of Trans Engineers	Registration-Webinar-Case Studies for Building Multimodal Transp. Netw	75.00			75.00
Inst of Trans Engineers	Registration-Webinar-Complete Streets Implementation Case Studies, G I	75.00			75.00
Inst of Trans Engineers	Registration-Optimizing Lane Width, G Dondero, 10/29/13	75.00			75.00
37Signals-charge.com	Basecamp - Monthly website subscription - Scott Creek Project	50.00			50.00
Alaska Air	Airfare - Portland - RailVolution, G Dondero, 10/20/13-10/23/13	236.90			236.90
Alaska Air	Trip Protection, Portland - RailVolution,G Dondero, 10/20/13-10/23/13	88.90			88.90
Alaska Air	Bag Fee, Portland - RailVolution, G Dondero, 10/20/13-10/23/13	20.00			20.00
Trimet TVM Portland	Transportation, Day Pass, Portland - RailVolution, G Dondero, 10/18/13	5.00			5.00
Westin Seattle	Lodging for Portland - RailVolution, G Dondero, 10/20/13-10/23/13	230.04			230.04
Paypal	Charge reported as fraud to PayPal and US Bank		21.69		21.69
Dictation Warehouse	Office supplies		27.00		27.00
Stamps.com	Monthly Service fee - September/October 2013		15.99		15.99
Amazon.com	Office supplies-numerice keyboard		11.10		11.10
Amazon.com	Office supplies - Ergonomic keyboard		134.00		134.00
Amazon.com	Office supplies - Ergonomic mouse		55.98		55.98
Santa Cruz Chamber of C	Annual Luncheon, 10/16/13, Y Parra		37.50		37.50
National Office Solutions	Office supplies - copy paper		342.56		342.56
Palace	Office supplies-blank cd's to copy MBSST Master Plan		18.48		18.48
Office Max	Office supplies-printable business cards-Open Streets		37.51		37.51
Embassy Suites San Rfl	Lodging for Cal SAFE Annual Meeting, 10/14/13, A Naranjo		144.74		144.74
USPS Postage Stamps.cor	Replenish postage		481.00		481.00
Trader Joe's	Refreshments for Bicycle Committee meeting, 10/21/13		5.95		5.95
Graphics Press Tufte	Registration, Presenting Data and Information, 12/13/13, A Naranjo		380.00		380.00
Corner Store	Refuel Prius			32.37	32.37
Trader Joe's	Refreshments for Bicycle Committee meeting, 10/21/13			21.94	21.94
The Buttery	Refreshments for RTC meeting, 10/03/13			9.50	9.50
The Buttery	Refreshments for RTC meeting, 10/03/13			38.20	38.20
Urban Insight/Planetizen	Transportation Planning Tech Recruitment			99.95	99.95
Office Max	Office supplies-printable business cards-Open Streets			37.51	37.51
ZipCar	Credit for canceled reservation			(23.11)	(23.11)
ZipCar	Reservation			23.11	23.11
Subtotal		855.84	1,713.50	239.47	2,808.81

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Westin Seattle	Lodging for Rail-Volution Conference, G Dondero, 10/20/13 - 10/23/13	783.64			783.64
ABM Parking San Jose	Parking fee, San Jose Airport, G Dondero, 10/18/13 - 10/23/13	132.00			132.00
Alaska Air	Baggage fee, G Dondero, 10/23/13	20.00			20.00
TRB Annual Meeting	Registration - TRB Annual Meeting, G Dondero	573.00			573.00
Laili Restaurant	Busniess lunch with L Mendez, C Caletti - MBSST	59.75			59.75
37Signals-charge.com	Basecamp - Monthly website subscription - Scott Creek Project	50.00			50.00
AMTRAK.com	Transportation to - TRB Annual Meeting, G Dondero, 11/20/13	52.70			52.70
Trader Joe's	Refreshments for E&D TAC meeting, 10/22/13		5.38		5.38
Paypal	Charge reported as fraud to PayPal and US Bank		(21.69)		(21.69)
Stamps.com	Monthly Service fee - September/October 2013		15.99		15.99
American Café	Refreshments for RTC meeting, 11/07/13		20.00		20.00
Trader Joe's	Refreshments for Bicycle Committee meeting, 11/18/13		9.75		9.75
76	Refuel Prius			21.35	21.35
Corner Store	Refuel Prius			16.82	16.82
Safeway	Refreshments for Bicycle Committee meeting, 10/21/13			18.80	18.80
AVG Technologies USA	Anti Virus Software for RTC computers			359.99	359.99
Prunedale Valero Salinas	Refuel Prius travel to training, Y Parra, 10/23/13			24.30	24.30
Doubletree Parking San Jo	Parking fee, training, Y Parra, 10/23/13			7.00	7.00
Doubletree Parking San Jo	Parking fee, training, Y Parra, 10/24/13			7.00	7.00
AVG Technologies USA	Anti Virus Software for RTC computers			291.00	291.00
Whalers Carwash	Clean Prius			24.99	24.99
The Buttery	Refreshments for RTC meeting, 11/07/13			33.55	33.55
Starbucks	Refreshments for Complete Streets Workshop, 11/13/13			41.85	41.85
Subtotal		1,671.09	29.43	846.65	2,547.17

Statement Date: 12/23/13

RTC Reporting Qtr: 2nd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Ristorante Italiano Santa	Business lunch, G Dondero, K Previsich, 11/21/13	36.43			36.43
37Signals-charge.com	Basecamp - Monthly website subscription - Scott Creek Project	50.00			50.00
Womens Transportation S	Registration, Women's Transporatation Seminar, G Dondero	235.00			235.00
American AI	Airline Services, G Dondero, TRB Washington DC	163.01			163.01
American AI	Airfare, G Dondero, TRB Washington DC	601.60			601.60
Santa Cruz Records & M	Destruction of RTC recordings		18.00		18.00
USPS Postage Stamps.cor	Replinish postage		411.00		411.00
Stamps.com	Monthly Service fee - November/December 2013		15.99		15.99
Batteries Plus	Replacement Batteries for RTC public address system		84.41		84.41
Stamps.com	Purchase - mailing labels		85.99		85.99
Trader Joe's	Refreshments for E&D TAC meeting, 12/10/13		15.95		15.95
UCB ITS TechTransfer Pro	Registration, Pedestrian Facility Design, G Blakeslee, December 17 through December		50.00		50.00
Shell	Refuel Prius			20.05	20.05
Chevron	Refuel Prius			19.02	19.02
Zipcar	Vehicle reservation, T Speiser, 11/26/13			27.73	27.73

The Buttery	Refreshments for RTC meeting, 12/05/13			23.45	23.45
Amazon.com	Extended Warranty for Buffalo Link Station			28.96	28.96
SC Finance Department	Special Events, Highway 1 Ribbon Cutting			33.00	33.00
Amazon.com	Buffalo Link Station Network Attached Storage			368.64	368.64
<i>Subtotal</i>		1,086.04	681.34	520.85	2,288.23
FY2014 2ND QUARTER TOTAL		3,612.97	2,424.27	1,606.97	7,644.21

AGENDA: February 13, 2014

TO: Budget and Administration/Personnel Committee

FROM: Daniel Nikuna, Fiscal Officer

RE: FY 2013-2014 Indirect Cost Allocation Plan

RECOMMENDATION

For Information Only

DISCUSSION

In order to recover the indirect costs, the Commission is required to annually develop and update an Indirect Cost Allocation Plan (ICAP). The Plan includes an indirect cost rate which is applied to direct costs charged to state and federal grants, and other reimbursement programs.

The FY 13-14 Santa Cruz County Regional Transportation Commission (RTC) ICAP, which is shown in Attachment 1 was approved by Caltrans; and it includes an indirect cost rate of 70%. The current rate is lower when compared to 76% the previous fiscal year due to the large net negative balance carryover of \$131,801 from FY 11-12. The negative carryover reflects an overstatement of indirect costs compared to actual results.

SUMMARY

Staff recommends that the Budget and Administration/Personnel Committee review the FY 13-14 ICAP, which was approved by Caltrans.

Attachments

1. SCCRTC Indirect Cost Allocation Plan

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DEPARTMENT OF TRANSPORTATION
AUDITS AND INVESTIGATIONS
P.O. Box 942874, MS-2
SACRAMENTO, CA 94274-0001
PHONE (916) 323-7111
FAX (916) 323-7123
TTY 711
www.dot.ca.gov



*Flex your power!
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December 19, 2013

Mr. George Dondero
Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Ave.
Santa Cruz, CA 95060-3911

Dear Mr. Dondero:

The California Department of Transportation (Caltrans) Audits and Investigations (A&I) received the Santa Cruz County Regional Transportation Commission's (SCCRTC) Indirect Cost Allocation Plan (ICAP) for fiscal year (FY) 2013/2014, on November 19, 2013. Caltrans found that the ICAP package is in compliance with the submission requirements of 2 Code of Federal Regulations Part 225.

SCCRTC is authorized to use the ICAP rate of 70.00 percent of total direct salaries and wages plus fringe benefits for FY 2013/2014 billing and reimbursement purposes. The rate is based on the understanding that a carry-forward provision applies. A&I did not audit the ICAP therefore, the ICAP may be subject to audit at a later time. Acceptance of the indirect rate is based on the understanding that SCCRTC agrees to provide subsequent reimbursement if the rate is later found to have included costs that are unallowable as specified by law, regulation, or the terms and conditions of federal or State awards.

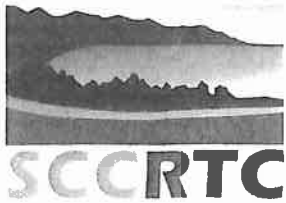
Please retain a copy of this letter and the enclosed ICAP for your files. If you have any questions, please contact Teresa Greisen, Audit Manager, at (916) 323-7910 or Amada Maenpaa, at (916) 323-7868.

Sincerely,

ZILAN CHEN, Chief
External Audits – Local Governments
Audits and Investigations

Enclosure

- c: Janice Richard, Director of Financial Services, Federal Highway Administration
- Jermaine Hannon, Director, Planning and Air Quality, Federal Highway Administration
- Kara Magdaleno, Administrative Officer, Federal Highway Administration
- James Ogbonna, Chief, Rural Transit and Intercity Bus Branch, Division of Mass Transportation, California Department of Transportation
- C. Edward Philpot, Jr., Branch Chief, Grants/Public Engagement, Office of community Planning, California Department of Transportation
- Garin Schneider, DLAE Senior Transportation Engineer, Planning and Local Assistance, District 5, California Department of Transportation
- Erin Thompson, Associate Transportation Planner, Regional and Interagency Planning, Division of Transportation Planning, California Department of Transportation
- Terry Farris, Chief, State Transit Program, Office of State Policy, Research & Capital, Division of Mass Transportation, California Department of Transportation
- Lisa Gore, Associate Accounting Analyst, Local Program Accounting Branch, Division of Accounting, California Department of Transportation
- Karen Hunter, Rail Transportation Associate, Division of Rail, California Department of Transportation
- Lai Huynh, Audits & Federal Performance Measures Analyst, Division of Local Assistance, California Department of Transportation
- David Saia, LAPM/LAPG Coordinator, Division of Local Assistance, California Department of Transportation
- Mark McCumsey, Associate Transportation Planner, Planning and Local Assistance, Transportation Planning-South, District 5, California Department of Transportation



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

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

Santa Cruz County Regional Transportation Commission Indirect Cost Plan

The indirect cost rate contained herein is for use on grants, contracts and other agreements with the Federal Government and California Department of Transportation (Caltrans), subject to the conditions in Section II. This plan was prepared by the Santa Cruz County Regional Transportation Commission and accepted by Caltrans.

SECTION I: Rates

Rate Type	Effective Period	Rate*	Applicable To
Fixed with carry forward	7/1/13 to 6/30/14	70%	All Programs

*Base: Total Direct Salaries & Benefits

SECTION II: General Provisions

A. Limitations:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government or Caltrans. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government or Caltrans; (5) Prior actual costs used in the calculation of the approved rate are contained in the grantee's Single Audit which was prepared in accordance with OMB Circular A-133. If a Single Audit is not required to be performed, then audited financial statements should be used to support the prior actual costs; and, (6) The estimated costs used in the calculation of the approved rate are from the grantee's approved budget in effect at the time of approval of this plan.

B. Accounting Changes:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency.

Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. Fixed Rate with Carry Forward:

The fixed rate used in this Agreement is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined—either by the grantee's Single Audit or if a Single Audit is not required, then by the grantee's audited financial statements—any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan.

D. Audit Adjustments:

Immaterial adjustments resulting from the audit of information contained in this plan shall be compensated for in the subsequent indirect cost plan approved after the date of the audit adjustment. Material audit adjustments will require reimbursement from the grantee.

E. Record Retentions:

The proposal and related documentation must be retained for audit in accordance with the record retention requirement of the State or Federal agreements for which the indirect rate will be billed or for three years after the fiscal year for which the rate is calculated, whichever is longer.

F. Use by Other Federal Agencies:

Authority to accept this agreement by Caltrans has been delegated by the Federal Highway Administration, California Division. The purpose of this acceptance is to permit subject local government to bill indirect costs to Title 23 funded projects administered by the Federal Department of Transportation (DOT). This acceptance does not apply to any grants, contracts, projects, or programs for which DOT is not the cognizant Federal agency.

The acceptance will also be used by Caltrans in State-only funded projects.

G. Other:

If any Federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the accepted rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the accepted rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

H. Rate Calculation

FY 2014 Budgeted Indirect Costs	\$1,113,951
Carry Forward from FY 2012	(131,801)
Estimated FY 2014 Indirect Costs	\$ 982,150
FY 2014 Budgeted Direct Salaries & Benefits	\$ 1,397,670
FY 2014 Indirect Cost Rate	70%

CERTIFICATION OF INDIRECT COSTS

This is to certify that I, **Luis Mendez**, have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish billing or final indirect costs rates for fiscal year 2014 (July 1, 2013 to June 30, 2014) are allowable in accordance with the requirements of the Federal and State award(s) to which they apply and **2 Code of Federal Regulations (CFR), Part 225**, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal and State awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and Caltrans will be notified of any accounting changes that would affect the fixed rate.

(3) Additionally, I understand that in accordance with 2CFR, Part 225, Appendix E, Section E.4, refunds shall be made if proposals are later found to have included costs that are unallowable as specified by the law or regulation, as identified in Appendix B to this part, or by the terms and conditions of Federal and State awards. These adjustments or refunds will be made regardless of the type of rate negotiated (predetermined, final, fixed or provisional).

I acknowledge as a representative of **Santa Cruz County Regional Transportation Commission** that the proper use and application of the indirect rate contained in this indirect cost rate proposal is the responsibility of the **Santa Cruz County Regional Transportation Commission** and such use may be subject to audit by the Department or Federal Highway Administration. Failure to cooperate with an audit can result in the withdrawal of Department acceptance and require immediate reimbursement of previously reimbursed indirect costs.

I declare that the foregoing is true and correct.

Governmental Unit: **Santa Cruz County Regional Transportation Commission**

Signature:  Signature: 

Reviewed, Approved and Submitted by:

Prepared by: **Daniel Nikuna**

Name of Official: **Luis Mendez**

Name of Official: **Daniel Nikuna**

Title: **Deputy Director**

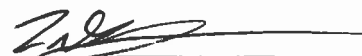
Title: **Fiscal Officer**

Date of Execution: November 15, 2013

Phone: **(831) 460-3200**

INDIRECT COST RATE ACCEPTANCE

The State DOT has reviewed this indirect cost plan and hereby accepts the plan for billing and reimbursement purposes.



Signature

Accepted by:



NAME

Position: Chief, External Audits

Date: 12/19/2013

Phone Number: (916) 323-7877

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
Indirect cost Allocation Plan
For Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014

2013-2014 Fiscal Year - Budget (October 3, 2013)

	DIRECT COST	INDIRECT COSTS	TOTAL BUDGET
Salaries and Fringe Benefits	1,397,670	761,730	2,159,400
Total Salaries & Benefits	<u>1,397,670</u>	<u>761,730</u>	<u>2,159,400</u>
Membership		4,446	
Office Expense		26,000	
Duplicating		2,000	
Transportation/Travel/Education		13,738	
Telephone		10,313	
Liability Insurance		14,000	
Promotion/Advertising/Publication		2,100	
Office Equipment Repair/Maintenance		6,500	
Annual Report		9,000	
Accounting and Auditing Fees		15,000	
Financial & Triennial Performance Audits		65,000	
Legal Counsel		6,000	
Contingency/Special Expense		6,450	
County Mainframe/Intranet		6,000	
Computer Software		6,000	
Human Resource/Employee Relations		3,000	
Administrative Consulting Services		3,500	
Computer/Website Support, Services & Programming		36,000	
Utilities		9,000	
Janitorial		7,500	
RTC Vehicle - Maintenance		4,000	
Office Equipment		6,000	
Office Rent		89,000	
Total Indirect General & Administrative Costs		<u>350,547</u>	
Depreciation		<u>1,674</u>	
Total Overhead before Carry Forward		1,113,951	
Carry Forward (from FY 2011)		(131,801)	
TOTAL INDIRECT COSTS		982,150	-
INDIRECT COST RATE		70%	

SCHEDULE II
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FY 10/11 INDIRECT COST CARRYFORWARD CALCULATION FOR FY 12/13

	Actual FY 2011-12	Reference	Actual FY 2012-2013	Estimated FY 2013-2014	Reference
Approved ICAP Rate	73%	FY 11/12 Approved ICAP Rate	76%		
Beginning Carryforward (FY 09/10)	(141,501)	FY 11/12 Approved ICAP/ICRP	2,169	(131,801)	FY 11/12 Carryforward
Actual Indirect Costs	915,019	Actual Costs from Schedule IV	2,169	1,113,951	From Schedule I
Total Indirect Costs	773,518		2,169	982,150	From Schedule I
RECOVERED COSTS					
Actual Direct Salaries & Fringe Benefits	1,240,164	Actual Costs from Schedule IV	76%	1,397,670	From Schedule I
Approved Rate	73%	FY 11/12 Approved ICAP Rate			
Recovered Indirect Costs	905,320	To FY 13/14 rate calculation		70%	Calculated FY 13/14 ICAP Rate (Total Indirect Costs/Actual Direct Costs & Fringe Benefits)
Ending Carryforward	(131,801)				

AGENDA: February 13, 2014

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

FROM: Karena Pushnik, Transportation Planner

RE: New Freedom Safe Paths to Transit Grant

RECOMMENDATIONS

This item is for information.

BACKGROUND

At its September 2013 meeting, the Regional Transportation Commission's (RTC) Budget and Administration/Personnel Committee requested background information about the lapsed \$165,000 New Freedom (NF) grant to construct Safe Paths to Transit. The NF Safe Paths to Transit grant was based on a FY 09-10 Safe Paths of Travel project (completed with a Caltrans Environmental Justice Grant to the RTC) which included an analysis of pedestrian facilities connecting bus stops with priority origins and destinations for seniors and people with disabilities by the RTC's Pedestrian Safety Work Group. The NF Safe Paths to Transit grant was awarded to the RTC to construct pedestrian improvement projects adjacent to bus stops serving priority origins and destinations frequented by seniors and people with disabilities with the intent that removal of pedestrian barriers would provide increased mobility through greater use of transit by providing more frequent and flexible mobility options at a cost lower than paratransit.

DISCUSSION

The challenge to the RTC was that, as a planning and funding agency, the plan was to pass the funding through to local jurisdictions to design and construct the pedestrian projects. The local jurisdictions would need to provide the required 20% match, devote staff time and abide by complex federal reporting requirements. Prior to applying for the grant, the RTC worked with local jurisdictions to determine which projects could be part of the grant. After securing the grant, the RTC made efforts to work with local jurisdictions to move these projects forward. Some of the identified improvements were constructed as part of other projects and some were planned to be included in larger future projects.

In 2012, the RTC updated the NF Safe Paths to Transit grant with Caltrans focusing on one sidewalk project on Soquel Drive between Rodeo Gulch Rd and 41st Avenue. The RTC worked with the County Public Works Department to identify the 20% matching funding (approximately \$34,240) and to complete the project. Although the county was interested, there were competing priorities for staff and resources and this was taking place at the time that the Redevelopment Agencies were dissolving. As a result, there was no progress on the project and the grant funding lapsed.

For future projects, it makes more sense for the RTC to apply for grants for construction projects that the RTC will implement and support grants directly to local jurisdictions for their construction projects. In addition, given the additional requirements for federally funded projects, it takes more effort and resources to advance such projects. Therefore, for the future it may be better to ensure that small federally funded projects are included with bigger projects that will also go through the federal requirements.

SUMMARY

At its September 2013 meeting, the B&A/P Committee requested more information on a lapsed federal grant for pedestrian improvements to transit. Due to the fact that the RTC was not the agency constructing the projects, that the effort to advance the projects was during the dismantling of redevelopment agencies and that federal requirements can be overwhelming for small projects, the RTC working with local jurisdictions were unsuccessful in advancing the projects. For the future it may be best for such funds to go directly to the agency who will construct the projects and include small federal funded projects with bigger projects.

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
TDA REVENUE REPORT
FY 2013-2014**

MONTH	FY12-13 ACTUAL REVENUE	FY13 - 14 ESTIMATE REVENUE	FY13 - 14 ACTUAL REVENUE	DIFFERENCE	DIFFERENCE AS % OF PROJECTION	CUMULATIVE % OF ACTUAL TO PROJECTION
JULY	533,900	560,595	556,100	-4,495	-0.80%	99.20%
AUGUST	711,800	747,390	741,500	-5,890	-0.79%	99.21%
SEPTEMBER	718,257	754,170	818,354	64,184	8.51%	102.61%
OCTOBER	556,500	584,325	596,900	12,575	2.15%	102.51%
NOVEMBER	742,000	779,100	795,900	16,800	2.16%	102.43%
DECEMBER	733,930	770,626	732,985	-37,641	-4.88%	101.09%
JANUARY	534,300	561,015	557,700	-3,315	-0.59%	100.89%
FEBRUARY	712,400	749,739	0			
MARCH	632,278	689,732	0			
APRIL	475,600	486,487	0			
MAY	634,100	648,649	0			
JUNE	759,038	834,025	0			
TOTAL	7,744,102	8,165,853	4,799,439	42,218	0.52%	59%

Note:

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AGENDA: February 13, 2014

TO: Budget and Administration/Personnel (B&A/P) Committee
FROM: Luis Pavel Mendez, Deputy Director
RE: Amendments to the Fiscal Year (FY) 2013-14 Budget & Work Program

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Regional Transportation Commission (RTC) approve the FY 2013-14 Budget and Work Program as shown on Attachment 1 including the exchange of federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange funds as requested by project sponsors and shown on budget page 14.

BACKGROUND

At its October 2013 meeting, the Regional Transportation Commission (RTC) approved the major fall amendment to the fiscal year (FY) 2013-14 budget and work program. Due to programming of Regional Surface Transportation Program (RSTP) funds, work trends and specific project needs it is currently necessary to consider amendments to the FY 2013-14 budget and work program.

DISCUSSION

Project Needs and Work Trends

Commute Solutions: About two years ago the RTC agreed to be the lead sponsoring agency for a grant application to the Monterey Bay Unified Air Pollution Control District (Air District) from the International Brotherhood of Electrical Workers (IBEW) for the installation of an electrical vehicle fast charging station. The application was approved by the Air District at a lower grant amount than requested. After modifying arrangements to install the charging station with a lower grant amount, IBEW is now prepared to proceed with the charging station installation and the funds must be included in the RTC budget.

MBSST Network Master Plan: Due to a greater number of public comments and the need to address concerns after approval of the Monterey Bay Sanctuary Scenic Trail Network (MBSSTN) master plan and environmental document, more staff and consultant work has been required. There are sufficient project funds available to cover this additional work by shifting funds among budget lines for the project.

Highway 1 projects: Due to additional construction work, contract change orders and contractor claims for the Highway 1 Auxiliary Lanes project there has been more staff work than was previously estimated. Funds are proposed to be added to the salaries and benefits line from the general contingency line. For the Highway 1 corridor improvement project less staff work has been required than originally estimated due to a longer wait for review of the environmental

documents by other agencies. Funds are proposed to be moved from the salaries and benefits line to the "reserve for future year expenses" line.

Unified Corridor Study: Due to the level of work in other areas, staff resources have not been available to advance the Unified Corridor Study as much as anticipated. Therefore, some of the work originally estimated for this fiscal year will need to shift into the next fiscal year.

Regional Surface Transportation Program (RSTP) Exchange

Periodically, the RTC programs federal Regional Surface Transportation Program (RSTP) funds to a variety of projects. When project sponsors are ready to initiate the projects, they may request that the federal funds be exchanged for state funds known as RSTP Exchange. Project sponsors typically prefer the state RSTPX funds to take advantage of the more simplified state process. Staff recommends amending the FY2013-14 budget to exchange federal RSTP for state RSTPX funds for four projects that will be initiated prior to June 2014.

This includes projects approved for new RSTP funds at the December 5, 2013 RTC meeting and funds approved for the rail line bridge rehabilitation in 2011. At its 12/1/11 meeting, the RTC approved \$615,000 in RSTP funds for the rail line bridge rehabilitation project to serve as a match for State Transportation Improvement Program (STIP) funds. Because of the type of STIP funds ultimately allocated by the CTC for the rail line project, the RSTP funds were not required as a match. After two rounds of bidding, the bids for the rail line bridge rehabilitation project came in higher than estimated. The RTC issued a contract to rehabilitate the four priority one bridges requiring attention more immediately. The previously approved RSTP funds will allow the RTC to rehabilitate three more of the priority one bridges. Therefore, staff recommends that the RTC exchange the RSTP for RSTPX and release these previously programmed funds for the project construction to be able to complete more of the necessary bridge rehabilitation work.

Projects anticipated to be implemented in FY 2014-15 are proposed for the FY 2014-15 budget. Any RSTPX projects and funds budgeted in FY 2013-14 that are not completed and invoiced by the end of FY 2013-14 will be carried over into the FY 2014-15 budget.

Staff recommends that the B&A/P Committee recommend that the Regional Transportation Commission approved the proposed amended FY 2013-14 budget and work program as shown on Attachment 1, including the exchange of federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange funds as requested by project sponsors and shown on budget page 14.

SUMMARY

Due to programming of RSTP funds, work trends, and specific project needs it is necessary to consider amendments to the FY 2013-14 budget and work program. Staff recommends that the B&A/P Committee recommend that the Regional Transportation Commission approved the proposed amended FY 2013-14 budget and work program as shown on Attachment 1 including RSTPX funding as shown on budget page 14.

Attachments:

1. FY 2013-14 budget pages with proposed amendments

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PROJECTED REVENUE SUMMARY
FY 2013-2014 BUDGET

ATTACHMENT 1

1 PROJECTED REVENUE SUMMARY

	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
SOURCES				
Transportation Development Act (TDA):				
Auditor's 1/4 Cent Sales Tax Estimate	8,165,852	8,165,852	0	
Previous FY Surplus Revenues Budgeted	527,611	527,611	0	
Interest Estimate	8,000	8,000	0	
<i>Total TDA Apportioned</i>	8,701,463	8,701,463	0	
State Transit Assistance (STA)	2,759,269	2,759,269	0	
Planning Grant Funds/Others:				
State planning funds (RPA and STIP PPM)	478,910	478,910	0	
RSTP Exchange	65,206	65,206	0	
FHWA - Earmark	271,305	271,305	0	
FHWA - Planning (PL) - from AMBAG	100,000	100,000	0	
Coastal Conservancy	47,497	47,497	0	
New Freedom Grant	0	0	0	
SGC Grant	29,512	29,512	0	
Transit & partnership planning grants	381,241	356,241	-25,000	- Some work shifted to the next fiscal year
RTC Funds Budgeted	353,061	353,061	0	
<i>Planning/Other Total</i>	1,726,732	1,701,732	-25,000	
Rideshare:				
RSTP Exchange & AMBAG funds	331,501	331,501	0	
CMAQ - Rideshare	169,700	169,700	0	
AB2766	0	38,670	38,670	- Grant previously secured for electric vehicle fast charging station
Service Authority for Freeway Emergency (SAFE):				
DMV Fees and interest	239,000	239,000	0	
Other - MTC SAFE and Partnership Planning Grant	79,075	79,075	0	
SAFE Funds Budgeted	168,922	168,922	0	
Freeway Service Patrol (FSP):				
Caltrans Grant	205,000	205,000	0	
RSTP Exchange	135,000	135,000	0	
FSP Reserves Budgeted and Interest	32,000	32,000	0	
Rail/Trail Authority:				
Proposition 116 and STIP	5,189,650	5,189,650	0	
Leases and Union Pacific	50,000	50,000	0	
Federal Earmark and RSTP Exchange	0	615,000	615,000	- Previously programmed by RTC for bridge work but not previously budgeted
Transfer - in from TC Planning	110,000	110,000	0	
Rail/Trail Funds Budgeted	282,014	282,014	0	
Highway 1:				
RSTP Exchange	1,476,301	1,476,301	0	
STIP	150,000	150,000	0	
CMIA (state bond) & other	4,616,815	4,616,815	0	
RSTP Exchange Program	5,752,509	6,577,509	825,000	- Additional carryover funds requested for exchange
TOTAL	32,174,951	33,628,621	1,453,670	

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**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
APPORTIONMENT SUMMARY**

FY 2013-2014 BUDGET

1 APPORTIONMENT SUMMARY

CLAIMANTS	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
Transportation Development Act (TDA): (1)				
TDA Reserve Fund	88,371	88,371	0	
RTC Reserve Fund	150,000	150,000	0	
SCCRTC:				
Administration	527,288	527,288	0	0.00%
Planning: General Planning	482,511	482,511	0	0.00%
Bike to Work	50,000	50,000	0	0.00%
Bike & Pedestrian Safety (CTSC)	100,000	100,000	0	0.00%
<i>Subtotal</i>	1,159,799	1,159,799	0	0.00%
SCMTD	6,244,316	6,244,316	0	0.00%
Specialized Transit (Community Bridges/CTSA)	613,477	613,477	0	0.00%
Volunteer Center	73,033	73,033	0	0.00%
City of Capitola	13,951	13,951	0	0.00%
City of Santa Cruz - Non Transit	87,120	87,120	0	0.00%
City of Scotts Valley	16,312	16,312	0	0.00%
City of Watsonville	72,091	72,091	0	0.00%
County of Santa Cruz	182,995	182,995	0	0.00%
<i>Subtotal</i>	7,303,293	7,303,293	0	0.00%
TOTAL TDA APPORTIONED	8,701,463	8,701,463	0	
State Transit Assistance (STA) - SCMTD	2,759,269	2,759,269	0	
Planning Grant Funds/Others:	1,726,732	1,701,732	-25,000	- Some work shifted to the next fiscal year
Rideshare	501,201	539,871	38,670	- Grant previously secured for electric vehicle fast charging station
SAFE	486,997	486,997	0	
Freeway Service Patrol (FSP)	372,000	372,000	0	
Rail/Trail Authority	5,631,664	6,246,664	615,000	- Previously programmed by RTC for bridge work but not previously budgeted
Highway 1	6,243,116	6,243,116	0	
RSTP Exchange Program	5,752,509	6,577,509	825,000	- Additional carryover funds requested for exchange
TOTAL	32,174,951	33,628,621	1,453,670	

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

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
BUDGET SUMMARY
FY 2013-2014 BUDGET

1 BUDGET SUMMARY

	FY12-13 ADOPTED DETAIL			FY13-14 ADOPTED DETAIL			FY13-14 PROPOSED DETAIL		
	TOTAL FY 12-13 ADOPTED 05/13	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY13-14 ADOPTED 10/03/13	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY13-14 PROPOSED 02/13/14	SALARIES & BENEFITS (1)	SERVICES & SUPPLIES
OPERATIONS PROGRAMS									
SCCRTC - Administration	718,250	201,000	517,250	890,500	208,000	682,500	890,500	208,000	682,500
Rideshare	386,725	180,000	206,725	370,601	195,000	175,601	409,271	195,000	214,271
SAFE	462,640	150,000	312,640	486,997	165,000	321,997	486,997	165,000	321,997
Freeway Service Patrol	397,000	60,000	337,000	372,000	70,000	302,000	372,000	70,000	302,000
SCCRTC Planning	2,292,721	1,039,679	1,253,042	2,146,031	1,081,400	1,064,631	2,121,031	1,081,400	1,039,631
Total Operations Programs	4,257,336	1,630,679	2,626,657	4,266,129	1,719,400	2,546,729	4,279,799	1,719,400	2,560,399
CAPITAL PROGRAMS									
Rail/Trail Authority	20,652,944	140,000	20,512,944	5,631,664	180,000	5,451,664	6,246,664	180,000	6,066,664
Highway 1 Env Docs & Design	1,961,056	75,000	1,886,056	1,476,301	135,000	1,341,301	1,476,301	110,000	1,366,301
Highway 1 Construction	12,212,654	239,586	11,973,068	4,766,815	125,000	4,641,815	4,766,815	150,000	4,616,815
Total Capital Programs	34,826,654	454,586	34,372,068	11,874,780	440,000	11,434,780	12,489,780	440,000	12,049,780
TOTAL ALL PROGRAMS	39,083,990	2,085,265	36,998,725	16,140,909	2,159,400	13,981,509	16,769,579	2,159,400	14,610,179

BUDGET COMPARISON
PRIOR YEAR AND BUDGET YEAR

PROGRAM	FY 12-13 ADOPTED 05/13	FY 12-13 ACTUAL 6/30/13	FY 12-13 ACTUAL LESS ADOPTED 05/13	FY13-14 ADOPTED 10/03/13	FY 12-13 ADOPTED 05/13	FY13-14 ADOPTED VS FY 12-13 ADOPTED	FY13-14 PROPOSED 02/13/14	FY13-14 ADOPTED 10/03/13	FY13-14 PROPOSED VS FY13-14 ADOPTED
SCCRTC - Administration	718,250	475,556	(242,694)	890,500	718,250	172,250	890,500	890,500	-
Rideshare	386,725	186,881	(199,844)	370,601	386,725	(16,124)	409,271	370,601	38,670
SAFE	462,640	343,352	(119,288)	486,997	462,640	24,357	486,997	486,997	-
Freeway Service Patrol	397,000	207,988	(189,012)	372,000	397,000	(25,000)	372,000	372,000	-
Rail/Trail Authority	20,652,944	15,168,146	(5,484,798)	5,631,664	20,652,944	(15,021,280)	6,246,664	5,631,664	615,000
Highway 1 Env Docs & Design	1,961,056	488,675	(1,472,381)	1,476,301	1,961,056	(484,755)	1,476,301	1,476,301	-
Highway 1 Construction	12,212,654	7,440,688	(4,771,966)	4,766,815	12,212,654	(7,445,839)	4,766,815	4,766,815	-
SCCRTC Planning	2,292,721	1,614,608	(678,113)	2,146,031	2,292,721	(146,690)	2,121,031	2,146,031	(25,000)
Total Operating Budget	39,083,990	25,925,894	(13,158,096)	16,140,909	39,083,990	(22,943,081)	16,769,579	16,140,909	628,670

Notes: (1) Includes staffing shown on page 16

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
RIDESHARE - COMMUTE SOLUTIONS
FY 2013-2014 BUDGET

1 **RIDESHARE:** 721400

2 3 4 5 WORK ELEMENT #179	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
6 REVENUES:				
7 RSTP Exchange	331,501	331,501	0	
8 Rideshare Month (AMBAG)	0	0	0	
9 CMAQ - Rideshare	169,700	169,700	0	
10 AB2766	0	38,670	38,670	- Grant previously secured for electric vehicle fast charging station
11 TOTAL REVENUES	501,201	539,871	38,670	
12 EXPENDITURES:				
13 Salaries & Benefits	195,000	195,000	0	
14 Services and Supplies:				
15 Rideshare:				
16 Telephone	500	500	0	
17 Membership	600	600	0	
18 Postage	1,000	1,000	0	
19 Other - Office Expense	2,000	2,000	0	
20 Transportation/Travel/Education	2,500	2,500	0	
21 Advertisement & Promotion Materials	20,000	20,000	0	
22 Rideshare Database/Programming	7,500	7,500	0	
23 Bicycle Map Production and Printing	15,000	15,000	0	
24 Emergency ride home	5,000	5,000	0	
25 511 Implementatin Services	10,000	10,000	0	
26 Carpool Incentive Program	0	0	0	
27 Park & Ride Lot Project	111,501	111,501	0	
28 EV Charging Station Project	0	38,670	38,670	- For electric vehicle fast charging station
29 <i>Subtotal Services & Supplies</i>	175,601	214,271	38,670	
30 Unappropriated Revenues:	130,600	130,600	0	
31 TOTAL EXPENDITURES	501,201	539,871	38,670	

Note:

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
RAIL/TRAIL AUTHORITY
FY 2013-2014 BUDGET

1 **RAIL/TRAIL AUTHORITY:** 722100

2	3	4	5	6	7
	WORK ELEMENT #682	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
5	REVENUES:				
6	STIP	5,189,650	5,189,650	0	
7	Leases & Other Revenue	50,000	50,000	0	
8	Transfer from TC Funds	110,000	110,000	0	
9	RSTP Exchange	0	615,000	615,000	- Previously programmed by RTC for bridge work but not previou
10	Rail/Trail Authority Reserve Funds Budgeted	282,014	282,014	0	
11	TOTAL REVENUES	5,631,664	6,246,664	615,000	
12	EXPENDITURES:				
13	Salaries & Benefits	180,000	180,000	0	
14					
15	Services and Supplies:				
16	Liability Insurance	30,000	30,000	0	
17	Rail line ROW clean up, maintenance & signage	30,000	30,000	0	
18	Consulting Services:				
19	Consultants for Rail Operations & Property Management	30,000	30,000	0	
20	Haz Mat Investigation and Related Costs	10,000	10,000	0	
21	Site Management Plan	30,000	30,000	0	
22	General Contingency	60,000	60,000	0	
23	Engineering for improvements	71,000	71,000	0	
24	Construction Design support	160,000	160,000	0	
25	Construction Management Consultant	382,915	382,915	0	
26	Construction Legal Counsel	37,749	37,749	0	
27	Rail line rehabilitation	4,610,000	5,225,000	615,000	- Previously programmed by RTC for bridge work but not previou
28	Subtotal Services & Supplies	5,451,664	6,066,664	615,000	
29					
30	TOTAL EXPENDITURES	5,631,664	6,246,664	615,000	

Note:

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

FY 2013-2014 BUDGET

HWY 1 ENVIRONMENTAL DOCUMENT & Design: 722200

WORK ELEMENT #683	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
REVENUES:				
RSTP Exchange - HOV Lanes	1,276,476	1,276,476	0	
RSTP Exchange - Aux Lanes: Design	14,825	14,825	0	
RSTP Exchange - Aux Lanes: PA/ED	185,000	185,000	0	
TOTAL REVENUES	1,476,301	1,476,301	0	
EXPENDITURES:				
Salaries and Benefits	135,000	110,000	-25,000	- Lower level of work than estimated due to longer review time by other agencies
Services and Supplies:				
Hwy 1 HOV Lanes PA/ED:				
PA/ED Consultant - Nolte Contract	387,480	387,480	0	
PA/ED on Call Consultants	3,500	3,500	0	
PA/ED Public Information, materials, postage & meetings	30,000	30,000	0	
ROW Consultant	1,500	1,500	0	
FHWA Project Value Analysis	0	0	0	
Sustainability Analysis (STARS)	0	0	0	
Reserve for future year expenses	718,996	743,996	25,000	- From salaries and benefits line
Highway 1 Morrissey-Soquel Aux Lane PA/ED				
PA/ED Legal Costs	185,000	185,000	0	
<i>Subtotal Services & Supplies</i>	1,326,476	1,351,476	25,000	
Unappropriated Revenues:	14,825	14,825	0	
TOTAL EXPENDITURES	1,476,301	1,476,301	0	

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

FY 2013-2014 BUDGET

1 HWY 1 CONSTRUCTION: 722200

2 3 4 WORK ELEMENT #683	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
5 REVENUES:				
6 STIP Construction	150,000	150,000	0	
7 CMIA Construction	4,616,065	4,616,065	0	
8 Other Revenues	750	750	0	
9 TOTAL REVENUES	4,766,815	4,766,815	0	
10 EXPENDITURES:				
11 Salaries and Benefits	125,000	150,000	25,000	- Additional work due to longer schedule, contract chabger ord
12				
13 Services and Supplies:				
14 Hwy 1 Morrissey-Soquel Aux Lane Construction:				
15 Construction contract with contingency	3,073,568	3,073,568	0	
16 Supplemental construction activity	624,000	624,000	0	
17 Traffic management	196,390	196,390	0	
18 Traffic enforcement	115,143	115,143	0	
19 Miscellaneous other	35,941	35,941	0	
20 Construction management consultant	417,060	417,060	0	
21 Construction design support	79,392	79,392	0	
22 On Call Consultants	71,780	71,780	0	
23 General Contingency	28,541	3,541	-25,000	- Moved to salaries and benefits line
24 <i>Subtotal Services & Supplies</i>	4,641,815	4,616,815	-25,000	
25				
26 Unappropriated Revenues	0	0	0	
27 TOTAL EXPENDITURES	4,766,815	4,766,815	0	

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PLANNING REVENUES SUMMARY
FY 2013-2014 BUDGET

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

SOURCES	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
5 REVENUES:				
6				
7 TDA Planning	632,511	632,511	0	
8 Rural Planning Assistance (RPA)	315,373	315,373	0	
9 STIP for Planning (PPM)	163,537	163,537	0	
10 RSTP Exchange	65,206	65,206	0	
11 FHWA - Earmark	271,305	271,305	0	
12 FHWA - Planning (PL) - from AMBAG	100,000	100,000	0	
13 Partnership Planning Grant	166,241	141,241	-25,000	- Some work shifted to the next fiscal year
14 Transit Planning Grant	215,000	215,000	0	
15 Coastal Conservancy	47,497	47,497	0	
16 SGC Grant (AMBAG)	29,512	29,512	0	
17 AB2766/Air District Funds:				
18 RTC Funds Budgeted	139,849	139,849	0	
19				
20 TOTAL REVENUES	2,146,031	2,121,031	-25,000	

Note:

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PLANNING EXPENDITURES
FY 2013-2014 BUDGET

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

EXPENDITURES	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
Staff & Overhead by Program				
Plan Coordination	103,648	103,648	0	
Unified Corridor Study	104,396	74,396	-30,000	- Some work shifted to the next fiscal year
Complete streets plan	34,095	34,095	0	
Work Program	30,000	30,000	0	
Public Information	15,000	15,000	0	
Bicycle/Pedestrian Planning	50,429	50,429	0	
Bike Signage Plan	20,000	20,000	0	
MBSST Network	100,000	130,000	30,000	- More work than anticipated to address public comments & concerns
Specialized Transportation	50,959	50,959	0	
Passenger Rail Study	42,250	42,250	0	
Regional Transportation Plan for MTP	233,450	233,450	0	
Regional Travel Demand Model	35,000	35,000	0	
Transportation Improvement Program (TIP)	188,173	188,173	0	
Highway & Roadway Planning	74,000	74,000	0	
<i>Subtotal Staff and Overhead</i>	1,081,400	1,081,400	0	
Services & Supplies				
<u>Passthrough Programs</u>				
Bike To Work Program (Ecology Action)	50,000	50,000	0	
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	0	
Safe Paths to Transit	-	-	0	
Bike Signage Program	61,024	61,024	0	
<u>Professional Services (contracts)</u>				
Sacramento Assistant	-	-	0	
Washington Assistant	44,600	44,600	0	
Engineering and Other Technical Consultants	70,000	70,000	0	
Environmental Document for MTP/RTP	57,500	57,500	0	
STARS for Regional Transportation Plan	15,800	15,800	0	
Complete streets plan consultant	7,500	7,500	0	
MBSST Network Master Plan Consultant	208,802	198,802	-10,000	- Lower amount of contingency required to complete work
Passenger rail study consultant	180,000	180,000	0	
SC METRO for passenger rail study	9,000	9,000	0	
Unified Corridor Investment Plan Consultant	103,405	103,405	0	
<u>RTC Work Element Related Items</u>				
Traffic Monitoring services	15,000	15,000	0	
Printing Documents and Pub Info Materials	12,000	12,000	0	
MBSST Network Plan Outreach	20,000	5,000	-15,000	- Lower level of expenditure than initially estimated
Transfer to Rail/Trail Authority	110,000	110,000	0	
<i>Subtotal Services & Supplies</i>	1,064,631	1,039,631	-25,000	
TOTAL EXPENDITURES	2,146,031	2,121,031	-25,000	

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PLANNING FUNDS SOURCE DETAIL
FY 2013-2014 BUDGET

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

EXPENDITURES	FY13-14 PROPOSED 02/13/14	TDA	RTC FUND	RPA	FHWA PL - AMBAG	SGC Grant AMBAG	Fed5304 Transit Plng	STIP PPM	FHWA Earmark	Fed 5304 Part Plang	Coastal Conserv	RSTPX
SALARIES, Benefits & Overhead												
Plan Coordination	103,648	9,422	-	84,226	10,000							
Unified Corridor Study	74,396	15,879	-	-	-					58,517		
Complete streets plan	34,095	11,083	1,000			22,012						
Work Program	30,000	3,118	-	6,882	20,000							
Public Information	15,000	15,000	-	-	-							
Bicycle/Pedestrian Planning	50,429	5,429	-	20,000	-			25,000				
Bike Signage Plan	20,000	-	-									20,000
MBSST Network	130,000		-						130,000			
Specialized Transportation	50,959	6,375	-	44,584								
Passenger Rail Study	42,250	5,094	1,156				36,000					
Regional Transportation Plan for MTP	233,450	80,396	-	80,021	50,000			23,033				
Regional Travel Demand Model	35,000		-	10,000	10,000			15,000				
Transportation Improvement Program (TIP)	188,173	50,736	9,627	17,306	10,000			100,504				
Highway & Roadway Planning	74,000	19,713	1,933	52,354								
Salaries, Benefits & Overhead Subtotal	1,081,400	222,245	13,716	315,373	100,000	22,012	36,000	163,537	130,000	58,517	-	20,000
Services & Supplies												
Passthrough Programs												
Bike To Work Program (Ecology Action)	50,000	50,000	-									
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	-									
Safe Paths to Transit			-									
Bike Signage Program	61,024		20,118									40,906
Professional Services												
Sacramento Assistant	-	-	-									
Washington Assistant	44,600	44,600	-									
Engineering and Other Technical Consultants	70,000	30,000	40,000									
Environmental Document for MTP/RTP	57,500	57,500	-									
STARS for Regional Transportation Plan	15,800		11,500					-				4,300
Complete streets plan consultant	7,500		-			7,500						
MBSST Network Master Plan Consultant	198,802	5,000	5,000						141,305		47,497	
Passenger rail study consultant	180,000		10,000				170,000					
SC METRO for passenger rail study	9,000		-				9,000					
Unified Corridor Investment Plan Consultant	103,405	2,537	18,144							82,724		
RTC Work Element Related Items												
Traffic Monitoring services	15,000	10,000	5,000									
Printing Documents and Pub Info Materials	12,000	12,000	-					-				
MBSST Network Plan Outreach	5,000	-	5,000									
Transfer to Rail/Trail Authority	110,000	98,629	11,371									
Subtotal Services & Supplies	1,039,631	410,266	126,133	-	-	7,500	179,000	-	141,305	82,724	47,497	45,206
TOTAL EXPENDITURES	2,121,031	632,511	139,849	315,373	100,000	29,512	215,000	163,537	271,305	141,241	47,497	65,206

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
STP EXCHANGE PROGRAM
FY 2013-2014 BUDGET

1 RSTP EXCHANGE PROGRAM: 722000

	FY13-14 APPROVED 10/03/13	FY13-14 PROPOSED 02/13/14	DIFFERENCE	NOTE
2 WORK ELEMENT #101				
5 REVENUES:				
6 State RSTP Exchange Funds			-	
7 Interest	30,000	30,000	-	
8 RSTP Exchange Funds Budgeted - Carryover	5,722,509	6,547,509	825,000	- Additional carryover funds requested for exchange
9 TOTAL REVENUES	5,752,509	6,577,509	825,000	
11 EXPENDITURES:				
12 City of Capitola				
13 Clares Street Traffic Calming	100,000	100,000	-	
14 38th Avenue Rehabilitation	438,000	438,000	-	
15 City of Capitola Subtotal	538,000	538,000	-	
17 City of Santa Cruz				
18 Broadway-Brommer Bike/Ped Path	62,000	212,000	150,000	- Approved by RTC 12/5/13 and requested for exchange
19 Laurel St Pavement Rehab - Front St to Mission St	675,000	675,000	-	
20 Branciforte Bike and Pedestrian Bridge	300,000	300,000	-	
21 City of Santa Cruz Subtotal	1,037,000	1,187,000	150,000	
23 City of Scotts Valley				
24 Scotts Valley Dr Slurry Seal and Restriping	225,000	225,000	-	
25 City of Scotts Valley Subtotal	225,000	225,000	-	
27 City of Watsonville				
South County Yout Bike Safety Training (Eco. Act.)		30,000	30,000	- Approved by RTC 12/5/13 and requested for exchange
28 Freedom Blvd Reconstruction (Broadis to Alta Vista Ave)	900,000	900,000	-	
29 City of Watsonville Subtotal	900,000	930,000	30,000	
31 County of Santa Cruz				
32 State Park Drive Improvement	587,000	587,000	-	
33 Calabasas Road Bike/Pedestrian	250,000	250,000	-	
34 Corralitos Road Left Turn	278,000	278,000	-	
35 Graham Hill Road Safety Project	16,714	16,714	-	
36 Aptos Village Plan Improvements	690,000	690,000	-	
37 Davenport Road Repairs	44,889	44,889	-	
38 County of Santa Cruz Subtotal	1,866,603	1,866,603	-	
40 County of Santa Cruz Open Street - HUB	50,000	50,000	-	
41 Subtotal	50,000	50,000	-	
Santa Cruz METRO Mainline Routes Runtime Recalibration		30,000	30,000	- Approved by RTC 12/5/13 and requested for exchange
Subtotal		30,000	30,000	
43 SCCRTC				
44 Park and Ride Lot Program	130,000	130,000	-	
45 Bike Route Signage	60,906	60,906	-	
46 Highway 1 Soquel-Morrissey Auxiliary Lanes	185,000	185,000	-	
47 Highway 1 HOV Lanes PA/ED	370,000	370,000	-	
48 Santa Cruz Branch Rail Line Improvements		615,000	615,000	- Approved by RTC 12/1/11 and requested for exchange
49 Freeway Service Patrol	135,000	135,000	-	
50 Commute Solutions Rideshare	200,000	200,000	-	
51 Boltage- Ecology Action	25,000	25,000	-	
52 SCCRTC Subtotal	1,105,906	1,720,906	615,000	
54 Unappropriated Revenues:	30,000	30,000	-	
55 Unprogrammed Funds				
56 TOTAL EXPENDITURES	5,752,509	6,577,509	825,000	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FUND BALANCES AND RESERVES
FY 2013-2014 BUDGET**

1

2 **FUND BALANCES & RESERVES:**

02/13/14

3 4 5 6 7	DESCRIPTION	TDA FUND (1)	RTC FUND (2)	RIDESHARE FUND (3)	RAIL/TRAIL AUTHORITY FUND (4)	HWY 1 PA/ED & ENG FUND (4)	HWY 1 CONSTR FUND (4)	SAFE OPERATING FUND (5)	FSP FUND (5)	RSTP EXCHANGE FUND (4)	STA FUND (6)	TOTAL ALL FUNDS
8	Fund Balance 7-01-13	2,466,445	1,012,982		282,014	906,476	5,941	538,376	146,385	9,638,933	1,094	14,998,646
9	FY 2012-13 Surplus revenues budgeted	(527,611)										(527,611)
10	Revenues Budgeted to Reserves Fund	88,371	150,000									
11	Restricted Reserve carried over	(607,746)	(286,987)					(191,433)				
12	Budgeted Carryover from FY 2012-13	(1,331,088)	(353,061)		(282,014)	(906,476)		(168,922)	(31,000)	(6,547,509)	-	(9,620,070)
13	Subtotal Fund Balance	88,371	522,934	-	-	-	5,941	178,021	115,385	3,091,424	1,094	4,003,170
14	To Cashflow Reserve		(256,782)					(68,720)				(325,502)
15	To Restricted Reserve Fund	(88,371)	(266,152)					2,454				(352,069)
16	Unappropriated Revenues			130,600	-	14,825	-	-	-	30,000		175,425
17	Total Fund Balance	-	-	130,600	-	14,825	5,941	111,755	115,385	3,121,424	1,094	3,501,024

18

19

Reserve Funds

20	<i>Reserve Fund Target</i>	696,117	962,933	-	-	-	-	257,699				1,916,750
21												
22	<i>Cashflow Reserve (8%)</i>		256,782					68,720				325,502
23	<i>Restricted Reserve Fund (8% TDA; 22% others)</i>	696,117	553,139	-	-	-	-	188,979	-	-	-	1,438,235
24	<i>Total Reserve Funds</i>	696,117	809,921					257,699				1,763,737
25												
26	Reserve Fund Shortfall from Target	0	(153,012)	-	-	-	-	-	-	-	-	(153,012)

27

28

Notes:

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

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

32 - **Fund Balance (7-01-13)** = Balances of funds not used at the end of prior fiscal year.

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

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

35

36 (1) 8% reserve established in RTC Rules and Regulations for the TDA Fund

37 (2) 3.6 month (or 30%) operating reserve target approved for the RTC Fund ; 3.05 months (or 25.2%) available in this proposed budget

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

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

40 (5) 3.6 month (or 30%) operating reserve target approved for the SAFE Fund to cover both SAFE and FSP operations

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

42

43

44

AGENDA: February 13, 2014

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

FROM: Luis Pavel Mendez, Deputy Director

RE: Fiscal Year (FY) 2014-15 Proposed Budget

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached proposed FY 2014-15 budget ([Attachment 1](#)), with revisions as appropriate and including the exchange of federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange funds as requested by project sponsors.

BACKGROUND

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

DISCUSSION

The economy has been recovering slowly from the "great recession" but economic activity is still below its pre-recession level. The recession led to significant reductions in Transportation Development Act (TDA) revenues but they have been increasing over the past three years. The proposed FY 2014-15 Budget ([Attachment 1](#)) continues to address financial challenges with the aid of some grant funds and proposes increased apportionments to TDA recipients.

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

One of the main sources of funding for transportation in Santa Cruz County is the TDA, which established that ¼% of the state sales tax would go to transportation. [Attachment 2](#) shows actual and estimated TDA revenues for FYs 2006-07 to 2014-15. Between FYs 2006-07 and 2009-10 TDA revenues decreased almost 18% due to the great recession. Revenues have been increasing as the economy slowly recovers. Therefore, consistent with the Auditor Controller's estimate, the proposed FY 2014-15 budget ([Attachment 1](#)) includes an increase in TDA apportionments of 2.13% for all TDA recipients except Bike to Work and the Community Traffic Safety Coalition. In FY 2011-12 when everyone received TDA revenue increases of 4.86%, Bike to Work and the Community Traffic Safety Coalition were restored to their pre-recession

funding commitments, which equated to an increase of 16.2%. In addition, Bike to Work received an augmentation of \$10,000 in FY 2011-12 for a total of \$50,000. The funding commitments and augmentations previously approved for Bike to Work and the Community Traffic Safety Coalition continue into the proposed FY 2014-15 budget.

Rideshare (Commute Solutions) Budget (budget p. 5)

Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds that were programmed for the Commute Solutions program will likely be fully expended in FY 2013-14; therefore, the program will use Regional Surface Transportation Program (RSTP) Exchange funds previously approved by the RTC for the program.

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

The FSP receives state funds specifically allocated to the program by formula. Unfortunately, these funds are insufficient to provide FSP service on both Highways 1 and 17. Therefore, the RTC must continually apply for additional funds from various sources to continue the Highway 1 FSP service. For FY 2014-15, the FSP budget includes RSTP Exchange funds recently programmed by the RTC to the FSP. When the RTC has not been able to secure other grant funds for the program, the RTC has used reserves from the Service Authority for Freeway Emergencies (SAFE) program. However, reserves in the SAFE program cannot sustain the FSP for very long.

Service Authority for Freeway Emergencies (SAFE) (budget p. 6)

The SAFE program was established by state law in the late 1980's to provide call boxes on state highways. Counties who establish a SAFE receive a \$1 fee per year on vehicle registrations for all vehicles registered within that county. The funds are used to provide the call box system on state highways, provide extra CHP enforcement on Highway 17 through the Safe on 17 program and fund other motorist aid services as approved by the RTC. A call box upgrade project is expected to be completed in FY 2013-14; therefore, a lower amount of SAFE reserve funds are expected to be needed in FY 2014-15.

Rail/Trail Authority Budget (budget p. 8)

The RTC will continue the structures rehabilitation project into FY 2014-15; therefore, funds and expenditures for that project will be carried over into FY 2014-15. RTC staff will continue to work with the Santa Cruz County Real Property Division to increase lease revenues and will return to the B&A/P Committee and the RTC with these efforts.

Highway 1 Auxiliary and Corridor Improvement Projects (budget pp. 9 & 10)

The construction of the Highway 1 Soquel to Morrissey Auxiliary Lanes project was completed in FY 2013-14 and carryovers into FY 2014-15 are not anticipated except for vegetation establishment. Work to complete the Highway 1 Corridor Improvement project environmental documents will continue into FY 2014-15. Because the draft environmental documents are anticipated to be released in FY 2014-15 significantly more work is estimated to conduct public outreach, address public questions and prepare responses to comments.

Planning Budget (budget pp. 11, 12 and 13)

The planning budget includes the regular funds used every year to meet the RTC's obligations for transportation planning in Santa Cruz County. These include Rural Planning Assistance; TDA; FHWA Planning; and STIP Planning, Programming and Monitoring (PPM). It also includes grant funds for specific planning projects that will continue into FY 2014-15. These include the Unified Corridor Study and the Passenger Rail Study. For FY 2014-15 there is a further reduction in FHWA Planning funds of \$35,000. An estimated increase of about \$20,000 in Rural Planning Assistance funds helps to offset the decrease.

Staff Resources (budget p. 16 and throughout proposed budget)

The RTC has 16.75 authorized staff positions. In FY 2013-14 the RTC budgeted for 15.75 of those authorized positions. The FY 2014-15 budget proposes funding 14.75 positions, which is a reduction of 1 staff position. Previously the RTC approved budgeting for a temporary planner position due to the extra work generated by the Highway 1 Soquel to Morrissey Auxiliary Lanes construction project and other projects, which will be completed in FY 2013-14. It will not be necessary for the RTC to lay-off any staff because a position that was recently vacated was not filled. Therefore, it is not expected that the RTC will have unemployment insurance claim expenses for FY 2014-15.

TDA and RTC Reserves (budget page 15)

As established in the RTC Rules and Regulations, the proposed FY 2014-15 budget maintains a TDA reserve fund that is at least 8% of anticipated TDA funds. In FY 2012-13 the RTC established a goal of 30% of operating costs for the RTC reserve fund. Over the past two years the RTC has allocated some TDA surplus funds towards meeting that goal. The restricted reserves together with the operating reserves currently provide the RTC with a total reserve between 25% and 26% of operating costs. This level of RTC reserves is maintained in the proposed FY 2013-14 budget. During the annual fall budget amendment, the RTC can determine whether to allocate additional funds towards meeting that RTC funds reserve goal with any surplus funds that may be available after the completion of the current fiscal year.

Regional Surface Transportation Program Exchange (RSTPX) (budget page 14)

The RTC is responsible for programming federal Regional Surface Transportation Program (RSTP) funds to a variety of projects. When project sponsors are ready to initiate the projects, they may request that the federal funds be exchanged for state funds known as RSTP Exchange. Project sponsors typically prefer the state RSTPX funds to take advantage of the more simplified state process. Staff recommends exchanging previously approved federal RSTP for state RSTPX funds for the projects shown on budget page 14 of the budget, which will be implemented in FY 2014-15. Staff also recommends shifting projects currently budgeted for RSTPX in FY 2013-14 that are experiencing delays (as well as the associated revenues) into the FY 2014-15 budget. During the fall budget amendment additional projects and funds budgeted in FY 2013-14 that are not completed or invoiced by the end of FY 2013-14 will be carried over into the FY 2014-15 budget.

The proposed FY 2014-15 budget is balanced and includes the funding to meet the RTC's state and federally mandated responsibilities as well as continue the RTC's priority transportation projects and programs such as:

- Continuation of the Highway 1 Corridor Improvement project tiered environmental analysis
- Rehabilitating structures of the Santa Cruz Branch Rail Line
- Implementation of the 2014 Regional Transportation Plan (RTP) and initiation of work towards the next RTP
- Monitor and participate in local, state and federal efforts to address global warming

Therefore, staff recommends that the Budget and Administration/Personnel Committee review and recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached proposed FY 2014-15 budget (Attachment 1) with revisions as appropriate and including the exchange of federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange funds as requested by project sponsors.

SUMMARY

The proposed FY 2014-15 budget and work program for the RTC includes continued oversight of the Highway 1 projects, rehabilitation for the Santa Cruz Branch Rail Line, and continuation of on-going RTC projects and programs. Available TDA funds in FY 2014-15 are estimated to be higher than FY 2013-14 and TDA apportionments are increased consistent with the estimate. Staff recommends that the B&A/P Committee recommend that the RTC approve the proposed FY 2014-15 budget (Attachment 1).

Attachments:

1. Draft Proposed Fiscal Year (FY) 2014-15 Budget
2. Actual and Estimated Transportation Development Act Revenues

ATTACHMENT 1

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
(SCCRTC)

FISCAL YEAR 2014-15 BUDGET

PROPOSED FEBRUARY 13, 2014

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PROJECTED REVENUE SUMMARY
FY 2014-2015 BUDGET

1 PROJECTED REVENUE SUMMARY

SOURCES	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
Transportation Development Act (TDA):				
Auditor's 1/4 Cent Sales Tax Estimate	8,165,852	8,630,543	464,691	- Auditor Controller's Estimate of Jan 2014
Previous FY Surplus Revenues Budgeted	527,611		-527,611	- Surplus for FY 2013-14 to be determined at end of fiscal year
Interest Estimate	8,000	10,000	2,000	- Updated estimate
<i>Total TDA Apportioned</i>	8,701,463	8,640,543	-60,920	
State Transit Assistance (STA)	2,759,269	2,689,917	-69,352	- January 2014 estimate from State Controller
Planning Grant Funds/Others:				
State planning funds (RPA and STIP PPM)	480,843	490,537	9,694	- Rural Planning Assistance (RPA) increased slightly by state
RSTP Exchange	65,206	20,000	-45,206	- Anticiapte completing some work in FY 2013-14
FHWA - Earmark	271,305	110,000	-161,305	- Most work completed in FY 2013-14
FHWA - Planning (PL) - from AMBAG	100,000	65,000	-35,000	- Amount available reduced by AMBAG
Coastal Conservancy	47,497	0	-47,497	- Work completen in FY 2013-14
SGC Grant	29,512	0	-29,512	- Work completen in FY 2013-14
Transit & partnership planning grants	381,241	320,362	-60,879	- Anticiapte completing some work in FY 2013-14
RTC Funds Budgeted	351,128	272,704	-78,424	- Updated estimate based on anticipated expenses
<i>Planning/Other Total</i>	1,726,732	1,278,603	-448,129	
Rideshare:				
RSTP Exchange	331,501	275,000	-56,501	- Anticipated carryover from FY 2013-14
CMAQ - Rideshare	169,700	0	-169,700	- Anticipate full expenditure of funds in FY 2013-14
SAFE Funds	0	50,000	50,000	- For implementation of 511 service as approved by RTC in Dec 2013
Service Authority for Freeway Emergency (SAFE):				
DMV Fees and interest	239,000	240,300	1,300	- Estimate for FY 2014-15
Other - MTC SAFE and Partnership Planning Grant	79,075	50,000	-29,075	- Anticipate full expenditure in FY 2013-14
SAFE Funds Budgeted	168,922	46,000	-122,922	- Lower amount of reserve funds needed
Freeway Service Patrol (FSP):				
Caltrans Grant	205,000	205,000	0	
RSTP Exchange	135,000	135,000	0	
FSP Reserves Budgeted and Interest	32,000	32,000	0	
Rail/Trail Authority:				
Proposition 116 and STIP	5,189,650	3,455,000	-1,734,650	- Anticipated carryover after completion of some work
Leases and Union Pacific	50,000	50,000	0	
Transfer - in from TC Planning	110,000	110,000	0	
Rail/Trail Funds Budgeted	282,014	103,434	-178,580	- Anticipated carryover after completion of some work
Highway 1:				
RSTP Exchange	1,476,301	1,653,821	177,520	- Carryover and additional funds programmed from FY 2013-14
STIP	150,000	0	-150,000	- Anticipate completion in FY 2013-14
CMIA (state bond) & other	4,616,815	0	-4,616,815	- Anticipate completion in FY 2013-14
RSTP Exchange Program	5,752,509	5,287,889	-464,620	- Anticipated carryover and new exchange funds from FY 2013-14
TOTAL	32,174,951	24,302,507	-7,872,444	

I:\FISCAL\BUDGET\FY14-15Budget\Feb14\FY2015Feb13-1.xlsx\Revenue Summary

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
APPORTIONMENT SUMMARY
FY 2014-2015 BUDGET

1 APPORTIONMENT SUMMARY

CLAIMANTS	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
Transportation Development Act (TDA): (1)				
TDA Reserve Fund	88,371		-88,371	- One time apportionment to reserve fund in FY 2013-14
RTC Reserve Fund	150,000		-150,000	- One time apportionment to reserve fund in FY 2013-14
SCCRTC:				
Administration	527,288	538,542	11,254	2.13% - Per Auditor Controller's estimate of January 2014
Planning: General Planning	482,511	492,808	10,297	2.13% - Per Auditor Controller's estimate of January 2014
Bike to Work	50,000	50,000	0	0.00%
Bike & Pedestrian Safety (CTSC)	100,000	100,000	0	0.00%
<i>Subtotal</i>	1,159,799	1,181,350	21,551	1.86%
SCMTD	6,244,316	6,377,610	133,295	2.13% - Per Auditor Controller's estimate of January 2014
Specialized Transit (Community Bridges/CTSA)	613,477	626,572	13,096	2.13% - Per Auditor Controller's estimate of January 2014
Volunteer Center	73,033	74,592	1,559	2.13% - Per Auditor Controller's estimate of January 2014
City of Capitola	13,951	14,249	298	2.13% - Per Auditor Controller's estimate of January 2014
City of Santa Cruz - Non Transit	87,120	88,980	1,860	2.13% - Per Auditor Controller's estimate of January 2014
City of Scotts Valley	16,312	16,660	348	2.13% - Per Auditor Controller's estimate of January 2014
City of Watsonville	72,091	73,629	1,539	2.13% - Per Auditor Controller's estimate of January 2014
County of Santa Cruz	182,995	186,901	3,906	2.13% - Per Auditor Controller's estimate of January 2014
<i>Subtotal</i>	7,303,293	7,459,193	155,900	2.13%
TOTAL TDA APPORTIONED	8,701,463	8,640,543	-60,920	- Per Auditor Controller's estimate of January 2014
State Transit Assistance (STA) - SCMTD	2,759,269	2,689,917	-69,352	- January 2014 estimate from State Controller
Planning Grant Funds/Others:	1,726,732	1,278,603	-448,129	- Some planning projects completed in FY 2013-14
Rideshare	501,201	325,000	-176,201	- Anticipated carryover after completion of some work
SAFE	486,997	336,300	-150,697	- Anticipate completion of upgrades and other work in FY 2013-14
Freeway Service Patrol (FSP)	372,000	372,000	0	
Rail/Trail Authority	5,631,664	3,718,434	-1,913,230	- Anticipated carryover after completion of some work
Highway 1	6,243,116	1,653,821	-4,589,295	- Anticipate completion of auxiliary lanes project in FY 2013-14
RSTP Exchange Program	5,752,509	5,287,889	-464,620	- Anticipated carryover and new exchange funds from FY 2013-14
TOTAL	32,174,951	24,302,507	-7,872,444	

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

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
BUDGET SUMMARY
FY 2014-2015 BUDGET

1 BUDGET SUMMARY

	FY12-13 ADOPTED DETAIL			FY13-14 ADOPTED DETAIL			FY13-14 PROPOSED DETAIL		
	TOTAL FY 12-13 ADOPTED 05/13	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY13-14 ADOPTED 10/03/13	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY14-15 PROPOSED 02/13/14	SALARIES & BENEFITS (1)	SERVICES & SUPPLIES
OPERATIONS PROGRAMS									
SCCRTC - Administration	718,250	201,000	517,250	890,500	208,000	682,500	665,000	220,000	445,000
Rideshare	386,725	180,000	206,725	370,601	195,000	175,601	296,100	200,000	96,100
SAFE	462,640	150,000	312,640	486,997	165,000	321,997	336,300	120,000	216,300
Freeway Service Patrol	397,000	60,000	337,000	372,000	70,000	302,000	372,000	70,000	302,000
SCCRTC Planning	2,292,721	1,039,679	1,253,042	2,146,031	1,081,400	1,064,631	1,794,953	1,140,948	654,005
Total Operations Programs	4,257,336	1,630,679	2,626,657	4,266,129	1,719,400	2,546,729	3,464,353	1,750,948	1,713,405
CAPITAL PROGRAMS									
Rail/Trail Authority	20,652,944	140,000	20,512,944	5,631,664	180,000	5,451,664	3,718,434	200,000	3,518,434
Highway 1 Env Docs & Design	1,961,056	75,000	1,886,056	1,476,301	135,000	1,341,301	1,653,821	210,000	1,443,821
Highway 1 Construction	12,212,654	239,586	11,973,068	4,766,815	125,000	4,641,815	-	-	-
Total Capital Programs	34,826,654	454,586	34,372,068	11,874,780	440,000	11,434,780	5,372,255	410,000	4,962,255
TOTAL ALL PROGRAMS	39,083,990	2,085,265	36,998,725	16,140,909	2,159,400	13,981,509	8,836,608	2,160,948	6,675,660

BUDGET COMPARISON
PRIOR YEAR AND BUDGET YEAR

PROGRAM	FY 12-13 ADOPTED 05/13	FY 12-13 ACTUAL 6/30/13	FY 12-13 ACTUAL LESS ADOPTED 05/13	FY13-14 ADOPTED 10/03/13	FY 12-13 ADOPTED 05/13	FY13-14 ADOPTED VS FY 12-13 ADOPTED	FY14-15 PROPOSED 02/13/14	FY13-14 ADOPTED 10/03/13	FY14-15 PROPOSED VS FY13-14 ADOPTED
SCCRTC - Administration	718,250	475,556	(242,694)	890,500	718,250	172,250	665,000	890,500	(225,500)
Rideshare	386,725	186,881	(199,844)	370,601	386,725	(16,124)	296,100	370,601	(74,501)
SAFE	462,640	343,352	(119,288)	486,997	462,640	24,357	336,300	486,997	(150,697)
Freeway Service Patrol	397,000	207,988	(189,012)	372,000	397,000	(25,000)	372,000	372,000	-
Rail/Trail Authority	20,652,944	15,168,146	(5,484,798)	5,631,664	20,652,944	(15,021,280)	3,718,434	5,631,664	(1,913,230)
Highway 1 Env Docs & Design	1,961,056	488,675	(1,472,381)	1,476,301	1,961,056	(484,755)	1,653,821	1,476,301	177,520
Highway 1 Construction	12,212,654	7,440,688	(4,771,966)	4,766,815	12,212,654	(7,445,839)	-	4,766,815	(4,766,815)
SCCRTC Planning	2,292,721	1,614,608	(678,113)	2,146,031	2,292,721	(146,690)	1,794,953	2,146,031	(351,078)
Total Operating Budget	39,083,990	25,925,894	(13,158,096)	16,140,909	39,083,990	(22,943,081)	8,836,608	16,140,909	(7,304,301)

Notes: (1) Includes staffing shown on page 16

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
ADMINISTRATION
FY 2014-2015 BUDGET

1 ADMINISTRATION

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46	WORK ELEMENT #102	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
	REVENUES:				
	TDA Administration	677,288	538,542	-138,746	- Per Auditor Controller estimate of January 2014
	RTC Funds	213,212	126,458	-86,754	- Updated estimate based on anticipated expenses
	TOTAL REVENUES	890,500	665,000	-225,500	
	EXPENDITURES:				
	Salaries & Benefits	208,000	220,000	12,000	- Updated estimate
	Services and Supplies:				
	Telephone	13,000	13,000	0	
	Liability Insurance	14,000	14,000	0	
	Video Conferencing Fees	0	0	0	
	Utilities	9,000	9,000	0	
	Office Rent	89,000	89,000	0	
	Travel/Training				
	Vehicle Maintenance, Rentals and Service	4,000	4,000	0	
	Transportation/Travel/Education	26,000	26,000	0	
	Fixed Assets	40,000	15,000	-25,000	- Phone system upgrade completed anticipated in FY 2013-14
	Office Expenses				
	General Supplies & Expenses	30,000	30,000	0	
	Duplicating	6,000	6,000	0	
	Postage	5,500	5,500	0	
	Membership	9,500	9,500	0	
	Sponsorship	1,000	1,000	0	
	Advertisement/Publication	6,000	6,000	0	
	Office Equipment Repair/Maintenance	6,500	6,500	0	
	Contingency/Special Expense	40,000	40,000	0	
	County Mainframe/Intranet	6,000	6,000	0	
	Computer Software	20,000	10,000	-10,000	- Significant updates done in previous FY
	Services				
	Commissioners' Stipend	11,000	11,000	0	
	Fiscal & Triennial Performance Audit	65,000	30,000	-35,000	- Only fiscal audit for FY 2014-15
	Annual Report/Fact Sheets	20,000	5,000	-15,000	- Estimate completion in FY 2014-15
	Accounting, Payroll and Auditing Fees	15,000	15,000	0	
	Human Resources/Employee Relations	10,000	10,000	0	
	Administrative Consulting Services	12,500	10,000	-2,500	- Updated estimate
	Legal Counsel	30,000	30,000	0	
	Computer/website support, service & programming	36,000	36,000	0	
	Custodial - Janitorial Services	7,500	7,500	0	
	Provision for RTC reserves	150,000	0	-150,000	- One time provision to RTC reserves
	<i>Subtotal Services & Supplies</i>	682,500	445,000	237,500	
	TOTAL EXPENDITURES	890,500	665,000	-225,500	

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
RIDESHARE - COMMUTE SOLUTIONS
FY 2014-2015 BUDGET

1 **RIDESHARE:** 721400

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	WORK ELEMENT #179	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
	REVENUES:				
	RSTP Exchange	331,501	275,000	-56,501	- Anticipated carryover from FY 2013-14
	SAFE funds for 511	0	50,000	50,000	- For implementation of 511 service as approved by RTC in Dec 2013
	CMAQ - Rideshare	169,700	0	-169,700	- Anticipate full expenditure of funds in FY 2013-14
	AB2766	0	0	0	
	TOTAL REVENUES	501,201	325,000	-176,201	
	EXPENDITURES:				
	Salaries & Benefits	195,000	200,000	5,000	- Includes 511 implementation
	Services and Supplies:				
	Rideshare:				
	Telephone	500	500	0	
	Membership	600	600	0	
	Postage	1,000	1,000	0	
	Other - Office Expense	2,000	2,000	0	
	Transportation/Travel/Education	2,500	2,000	-500	- Estimate for this fiscal year
	Advertisement & Promotion Materials	20,000	10,000	-10,000	- Updated estimate for this fiscal year
	Rideshare Database/Programming	7,500	5,000	-2,500	- Updated estimate for this fiscal year
	Bicycle Map Production and Printing	15,000	0	-15,000	- Completed in previous fiscal year
	Emergency ride home	5,000	0	-5,000	-
	511 Implementatin Services	10,000	10,000	0	
	Carpool Incentive Program	0	0	0	
	Park & Ride Lot Project	111,501	65,000	-46,501	- Anticipated carryover from FY 2013-14
	<i>Subtotal Services & Supplies</i>	175,601	96,100	-79,501	
	Unappropriated Revenues:	130,600	28,900	-101,700	- Anticipated carryover from FY 2013-14
	TOTAL EXPENDITURES	501,201	325,000	-176,201	

Note:

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FREEWAY SERVICE PATROL (FSP)**

FY 2014-2015 BUDGET

1 FREEWAY SERVICE PATROL (FSP) : 721827

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	WORK ELEMENT #177	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
5	REVENUES				
6	Caltrans	205,000	205,000	0	
7	RSTP Exchange	135,000	135,000	0	
8	Interest	1,000	1,000	0	
9	FSP Reserve Funds Budgeted	31,000	31,000	0	
10	TOTAL REVENUES	372,000	372,000	0	
11					
12	EXPENDITURES				
13	Salaries & Benefits	70,000	70,000	0	
14					
15	Services and Supplies:				
16	Telephone	2,000	2,000	0	
17	Transportation/Travel/Education	1,000	1,000	0	
18	Liability Insurance	4,000	4,000	0	
19	Legal Counsel	1,000	1,000	0	
20	Contingency/Special Expense	5,000	5,000	0	
21	Supplies	4,000	4,000	0	
22	Towing	285,000	285,000	0	
23	<i>Subtotal Services & Supplies</i>	302,000	302,000	0	
24	Unappropriated Revenues:	0	0	0	
25	TOTAL EXPENDITURES	372,000	372,000	0	

Note:

1 **RAIL/TRAIL AUTHORITY:** 722100

Note:

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

FY 2014-2015 BUDGET

HWY 1 ENVIRONMENTAL DOCUMENT & Design: 722200

WORK ELEMENT #683	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
REVENUES:				
RSTP Exchange - HOV Lanes	1,276,476	1,453,996	177,520	- Carryover and additional funds programmed from FY 2013-14
RSTP Exchange - Aux Lanes: Design	14,825	14,825	0	
RSTP Exchange - Aux Lanes: PA/ED	185,000	185,000	0	
TOTAL REVENUES	1,476,301	1,653,821	177,520	
EXPENDITURES:				
Salaries and Benefits	135,000	210,000	75,000	- Work level increased to help complete environmental documents
Services and Supplies:				
Hwy 1 HOV Lanes PA/ED:				
PA/ED Consultant - Nolte Contract	387,480	750,000	362,520	- To help complete environmental documents
PA/ED on Call Consultants	3,500	3,500	0	
PA/ED Public Information, materials, postage & meetings	30,000	30,000	0	
ROW Consultant	1,500	1,500	0	
FHWA Project Value Analysis	0	0	0	
Sustainability Analysis (STARS)	0	0	0	
Reserve for future year expenses	718,996	458,996	-260,000	- Carryover from FY 2013-14
Highway 1 Morrissey-Soquel Aux Lane PA/ED				
PA/ED Legal Costs	185,000	185,000	0	
<i>Subtotal Services & Supplies</i>	1,326,476	1,428,996	102,520	
Unappropriated Revenues:	14,825	14,825	0	
TOTAL EXPENDITURES	1,476,301	1,653,821	177,520	

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

FY 2014-2015 BUDGET

1 HWY 1 CONSTRUCTION: 722200

2 3 4 WORK ELEMENT #683	5 6 7 FY13-14 APPROVED 10/03/13	8 9 10 FY14-15 PROPOSED 02/13/14	11 12 13 DIFFERENCE	14 15 16 NOTE
5 REVENUES:				
6 STIP Construction	150,000	0	-150,000	- Anticipate completion in FY 2013-14
7 CMIA Construction	4,616,065	0	-4,616,065	- Anticipate completion in FY 2013-14
8 Other Revenues	750	0	-750	- Anticipate completion in FY 2013-14
9 TOTAL REVENUES	4,766,815	0	-4,766,815	
10 EXPENDITURES:				
11 Salaries and Benefits	125,000	0	-125,000	- Anticipate completion in FY 2013-14
12				
13 Services and Supplies:				
14 Hwy 1 Morrissey-Soquel Aux Lane Construction:				
15 Construction contract with contingency	3,073,568	0	-3,073,568	- Anticipate completion in FY 2013-14
16 Supplemental construction activity	624,000	0	-624,000	- Possibly some carryover for vegetation establishment
17 Traffic management	196,390	0	-196,390	- Anticipate completion in FY 2013-14
18 Traffic enforcement	115,143	0	-115,143	- Anticipate completion in FY 2013-14
19 Miscellaneous other	35,941	0	-35,941	- Anticipate completion in FY 2013-14
20 Construction management consultant	417,060	0	-417,060	- Anticipate completion in FY 2013-14
21 Construction design support	79,392	0	-79,392	- Anticipate completion in FY 2013-14
22 On Call Consultants	71,780	0	-71,780	- Anticipate completion in FY 2013-14
23 General Contingency	28,541	0	-28,541	- Anticipate completion in FY 2013-14
24 <i>Subtotal Services & Supplies</i>	4,641,815	0	-4,641,815	
25				
26 Unappropriated Revenues	0	0	0	
27 TOTAL EXPENDITURES	4,766,815	0	-4,766,815	

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PLANNING REVENUES SUMMARY
FY 2014-2015 BUDGET

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

SOURCES	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
2 REVENUES:				
3				
4				
5				
6				
7 TDA Planning	632,511	642,808	10,297	- Per Auditor Controller estimate of January 2014
8 Rural Planning Assistance (RPA)	317,306	337,000	19,694	- Funding estimate increased by State
9 STIP for Planning (PPM)	163,537	153,537	-10,000	- Funding amount available reduced by State
10 RSTP Exchange	65,206	20,000	-45,206	- Anticiapte completing some work in FY 2013-14
11 FHWA - Earmark	271,305	110,000	-161,305	- Most work completed in FY 2013-14
12 FHWA - Planning (PL) - from AMBAG	100,000	65,000	-35,000	- Amount available reduced by AMBAG
13 Partnership Planning Grant	166,241	145,362	-20,879	- Anticiapte completing some work in FY 2013-14
14 Transit Planning Grant	215,000	175,000	-40,000	- Anticiapte completing some work in FY 2013-14
15 Coastal Conservancy	47,497	0	-47,497	- Work completen in FY 2013-14
16 SGC Grant (AMBAG)	29,512	0	-29,512	- Work completen in FY 2013-14
17 AB2766/Air District Funds:				
18 RTC Funds Budgeted	137,916	146,246	8,330	- Estimate for FY 2013-14 primarily due to additional loss of FHWA PL funds
19				
20 TOTAL REVENUES	2,146,031	1,794,953	-351,078	

Note:

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PLANNING EXPENDITURES
FY 2014-2015 BUDGET

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

EXPENDITURES	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
Staff & Overhead by Program				
Plan Coordination	103,648	124,945	21,297	- Greater level of coordination required with new plan
Unified Corridor Study	104,396	110,000	5,604	- Began in FY 2013-14; bulk of work anticipated in FY 2014-15
Complete streets plan	34,095	-	-34,095	- Completed in FY 2013-14
Work Program	30,000	30,000	0	
Public Information	15,000	20,000	5,000	- Estimate for FY 2014-15
Bicycle/Pedestrian Planning	50,429	55,429	5,000	- Estimate for FY 2014-15
Bike Signage Plan	20,000	15,000	-5,000	- Estimate for FY 2014-15
MBSST Network	100,000	110,000	10,000	- Project implementation and funding efforts
Specialized Transportation	50,959	57,000	6,041	- Estimate for FY 2014-15
Passenger Rail Study	42,250	90,000	47,750	- Began in FY 2013-14; bulk of work anticipated in FY 2014-15
Regional Transportation Plan for MTP	233,450	179,000	-54,450	- Transportation plan completed in FY 2013-14 & will begin new plan
Regional Travel Demand Model	35,000	30,000	-5,000	- Lower amount of work anticipated after completion of MTP/RTP
Transportation Improvement Program (TIP)	188,173	219,574	31,401	- Additional work anticipated as some programs get established and efforts for other program
Highway & Roadway Planning	74,000	100,000	26,000	- Additional work anticipated for Highway 1 & 17
<i>Subtotal Staff and Overhead</i>	1,081,400	1,140,948	59,548	
Services & Supplies				
<u>Passthrough Programs</u>				
Bike To Work Program (Ecology Action)	50,000	50,000	0	
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	0	
Bike Signage Program	61,024	20,000	-41,024	- Anticipated carryover from FY 2013-14
<u>Professional Services (contracts)</u>				
Washington Assistant	44,600	44,600	0	
Engineering and Other Technical Consultants	70,000	40,000	-30,000	- Estimate for FY 2014-15
Environmental Document for MTP/RTP	57,500	-	-57,500	- Anticipate plan completion in FY 2013-14
STARS for Regional Transportation Plan	15,800	-	-15,800	- Anticipate plan completion in FY 2013-14
Complete streets plan consultant	7,500	-	-7,500	- Plan completed in FY 2013-14
MBSST Network Master Plan Consultant	208,802	-	-208,802	- Plan completed in FY 2013-14
Passenger rail study consultant	180,000	150,000	-30,000	- Anticipated carryover from FY 2013-14
SC METRO for passenger rail study	9,000	9,000	0	
Unified Corridor Investment Plan Consultant	103,405	103,405	0	
<u>RTC Work Element Related Items</u>				
Traffic Monitoring services	15,000	15,000	0	
Printing Documents and Pub Info Materials	12,000	12,000	0	
MBSST Network Plan Outreach	20,000	-	-20,000	- Plan completed in FY 2013-14
Transfer to Rail/Trail Authority	110,000	110,000	0	
<i>Subtotal Services & Supplies</i>	1,064,631	654,005	-410,626	
TOTAL EXPENDITURES	2,146,031	1,794,953	-351,078	

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
PLANNING FUNDS SOURCE DETAIL
FY 2014-2015 BUDGET

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

EXPENDITURES	FY14-15 PROPOSED 02/13/14	TDA	RTC FUND	RPA	FHWA PL - AMBAG	SGC Grant AMBAG	Fed5304 Transit Plng	STIP PPM	FHWA Earmark	Fed 5304 Part Plang	RSTPX
SALARIES, Benefits & Overhead											
Plan Coordination	124,945		3,528	56,417	65,000						
Unified Corridor Study	110,000	4,301	43,061	-	-					62,638	
Complete streets plan	-	-	-			-					
Work Program	30,000	8,118	-	21,882							
Public Information	20,000	15,000	5,000	-	-						
Bicycle/Pedestrian Planning	55,429	30,429	-		-			25,000			
Bike Signage Plan	15,000	-	15,000								-
MBSST Network	110,000	-	-						110,000		
Specialized Transportation	57,000	27,375	6,041	23,584							
Passenger Rail Study	90,000	27,603	36,397				26,000				
Regional Transportation Plan for MTP	179,000	80,396	-	98,604							
Regional Travel Demand Model	30,000	5,000	-	20,000				5,000			
Transportation Improvement Program (TIP)	219,574	50,736	1,769	43,532				123,537			
Highway & Roadway Planning	100,000	19,713	7,306	72,981							
<i>Salaries, Benefits & Overhead Subtotal</i>	1,140,948	268,671	118,102	337,000	65,000	-	26,000	153,537	110,000	62,638	-
Services & Supplies											
<u>Passthrough Programs</u>											
Bike To Work Program (Ecology Action)	50,000	50,000	-								
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	-								
Bike Signage Program	20,000		-								20,000
<u>Professional Services</u>											
Washington Assistant	44,600	44,600	-								
Engineering and Other Technical Consultants	40,000	40,000	-								
Environmental Document for MTP/RTP	-	-	-								
STARS for Regional Transportation Plan	-		-								-
Complete streets plan consultant	-		-			-					
MBSST Network Master Plan Consultant	-		-						-		
Passenger rail study consultant	150,000		10,000				140,000				
SC METRO for passenger rail study	9,000		-				9,000				
Unified Corridor Investment Plan Consultant	103,405	2,537	18,144							82,724	
<u>RTC Work Element Related Items</u>											
Traffic Monitoring services	15,000	15,000	-								
Printing Documents and Pub Info Materials	12,000	12,000	-								
MBSST Network Plan Outreach	-	-	-							-	
Transfer to Rail/Trail Authority	110,000	110,000	-								
<i>Subtotal Services & Supplies</i>	654,005	374,137	28,144	-	-	-	149,000	-	-	82,724	20,000
TOTAL EXPENDITURES	1,794,953	642,808	146,246	337,000	65,000	-	175,000	153,537	110,000	145,362	20,000

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
STP EXCHANGE PROGRAM
FY 2014-2015 BUDGET

1 RSTP EXCHANGE PROGRAM: 722000

2	WORK ELEMENT #101	FY13-14 APPROVED 10/03/13	FY14-15 PROPOSED 02/13/14	DIFFERENCE	NOTE
5	REVENUES:				
6	State RSTP Exchange Funds			-	
7	Interest	30,000	30,000	-	
8	RSTP Exchange Funds Budgeted - Carryover	5,722,509	5,257,889	(464,620)	- Anticipated carryover and new exchange funds from FY
9	TOTAL REVENUES	5,752,509	5,287,889	(464,620)	
11	EXPENDITURES:				
12	City of Capitola				
13	Clares Street Traffic Calming	100,000	-	(100,000)	- Carryover to be determined at end of FY 2013-14
14	38th Avenue Rehabilitation	438,000	-	(438,000)	- Carryover to be determined at end of FY 2013-14
15	City of Capitola Subtotal	538,000	-	(538,000)	
16	City of Santa Cruz				
18	Broadway-Brommer Bike/Ped Path	62,000	-	(62,000)	- Assume project completion in FY 2013-14
19	Laurel St Pavement Rehab - Front St to Mission St	675,000	-	(675,000)	- Assume project completion in FY 2013-14
20	Branciforte Bike and Pedestrian Bridge	300,000	-	(300,000)	- Assume project completion in FY 2013-14
21	City of Santa Cruz Subtotal	1,037,000	-	(1,037,000)	
23	City of Scotts Valley				
24	Scotts Valley Dr Slurry Seal and Restriping	225,000	-	(225,000)	- Assume project completion in FY 2013-14
25	City of Scotts Valley Subtotal	225,000	-	(225,000)	
27	City of Watsonville				
28	Freedom Blvd Reconstruction (Broadis to Alta Vista Ave)	900,000	900,000	-	- Anticipate carryover from FY 2013-14 due to delay
29	City of Watsonville Subtotal	900,000	900,000	-	
31	County of Santa Cruz				
32	State Park Drive Improvement	587,000	587,000	-	- Anticipate carryover from FY 2013-14 due to delay
33	Calabazas Road Bike/Pedestrian	250,000	-	(250,000)	- Assume project completion in FY 2013-14
34	Corralitos Road Left Turn	278,000	-	(278,000)	- Assume project completion in FY 2013-14
35	Graham Hill Road Safety Project	16,714	-	(16,714)	- Assume project completion in FY 2013-14
36	Aptos Village Plan Improvements	690,000	690,000	-	- Anticipate carryover from FY 2013-14 due to delay
37	Davenport Road Repairs	44,889	44,889	(0)	- Anticipate carryover from FY 2013-14 due to delay
38	Empire Grade Chip Seal: City of SC limits to 130' N of Heller	-	218,000	218,000	- New exchange request construction Summer 2014
39	Empire Grade Chip Seal (130' north of Heller Dr to 0.79 mi n	-	187,000	187,000	- New exchange request construction Summer 2014
40	Green Valley Rd Chip Seal: Devon Ln to Melody Ln (0.58 mi	-	173,000	173,000	- New exchange request construction Summer 2014
41	Mt. Hermon Rd Overlay: Graham Hill to 1000' N of Locatelli	-	555,000	555,000	- New exchange request construction Summer 2014
42	Bear Creek Rd Chip Seal (PM 4.75-PM 7.0)	-	432,000	432,000	- New exchange request construction Summer 2014
43	Capitola Road Cape Seal (30th-17th Ave)	-	289,000	289,000	- New exchange request construction Summer 2014
44	Porter Street Overlay: Capitola Limits to 288' N/O Soquel Dr	-	227,000	227,000	- New exchange request construction Summer 2014
45	Mt. Hermon Rd Cape Seal (Graham Hill Rd to 1000 ft north e	-	225,000	225,000	- New exchange request construction Summer 2014
46	Summit Rd Chip Seal (Soquel-San Jose Rd-Old SC Hwy)	-	450,000	450,000	- New exchange request construction Summer 2014
47	County of Santa Cruz Subtotal	1,866,603	4,077,889	(544,714)	
49	County of Santa Cruz Open Street - HUB	50,000	-	(50,000)	- Carryover to be determined at end of FY 2013-14
50	Subtotal	50,000	-	(50,000)	
52	SCCRTC				
53	Park and Ride Lot Program	130,000	-	(130,000)	- Carryover to be determined at end of FY 2013-14
54	Bike Route Signage	60,906	-	(60,906)	- Carryover to be determined at end of FY 2013-14
55	Highway 1 Soquel-Morrissey Auxiliary Lanes	185,000	-	(185,000)	- Assume project completion in FY 2013-14
56	Highway 1 HOV Lanes PA/ED	370,000	-	(370,000)	- Carryover to be determined at end of FY 2013-14
57	Freeway Service Patrol	135,000	135,000	-	- New exchange, any carryover to be determined at end
58	Commute Solutions Rideshare	200,000	150,000	(50,000)	- New exchange, any carryover to be determined at end
59	Boltage- Ecology Action	25,000	25,000	-	- New exchange, any carryover to be determined at end
60	SCCRTC Subtotal	1,105,906	310,000	(795,906)	
62	Unappropriated Revenues:	30,000	-	(30,000)	
63	Unprogrammed Funds				
64	TOTAL EXPENDITURES	5,752,509	5,287,889	(1,842,620)	

Note:

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FUND BALANCES AND RESERVES
FY 2014-2015 BUDGET**

1

2 **FUND BALANCES & RESERVES: 02/13/14**

3 4 5 6	DESCRIPTION	TDA FUND (1)	RTC FUND (2)	RIDESHARE FUND (3)	RAIL/TRAIL AUTHORITY FUND (4)	HWY 1 PA/ED & ENG FUND (4)	HWY 1 CONSTR FUND (4)	SAFE OPERATING FUND (5)	FSP FUND (5)	RSTP EXCHANGE FUND (4)	STA FUND (6)	TOTAL ALL FUNDS
7	Fund Balance 7-01-14	696,117	931,954		282,014	906,476	5,941	527,452	136,172	5,287,889	500	8,774,515
8	FY 2013-14 Surplus revenues budgeted	-	-									-
9	Revenues Budgeted to Reserves Fund	-	-									
10	Restricted Reserve carried over	(696,117)	(553,139)					(191,433)				
11	Budgeted Carryover from FY 2013-14	-	(272,704)		(103,434)	(1,083,996)		(46,000)	(31,000)	(5,287,889)	-	(6,825,023)
12	Subtotal Fund Balance	-	106,111	-	178,580	(177,520)	5,941	290,019	105,172	-	500	508,803
13	To Cashflow Reserve		(106,111)					(56,664)				(162,775)
14	To Restricted Reserve Fund	-	-					35,607				35,607
15	Unappropriated Revenues			28,900	-	14,825	-	-	-	-		43,725
16	Total Fund Balance	-	-	28,900	178,580	(162,695)	5,941	268,962	105,172	-	500	425,360

17

18

19 **Reserve Funds**

20	Reserve Target (8% target for TDA fund; 30% target for others)	691,243	775,816	-	-	-	-	212,490				1,679,549
21												
22	Cashflow Reserve (0% target for TDA fund; 8% target for others)		106,111					56,664				162,775
23	Restricted Reserve (8% target for TDA fund; 22% target for others)	696,117	553,139	-	-	-	-	155,826	-	-	-	1,405,082
24	Total Reserve Funds	696,117	659,250					212,490				1,567,857
25												
26	Reserve Fund Difference from Target	4,874	(116,566)	-	-	-	-	-	-	-	-	(111,692)

27

28

29 **Notes:**

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

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

32 - **Fund Balance (7-01-14)** = Balances of funds not used at the end of prior fiscal year.

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

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

35

36 (1) 8% reserve established in RTC Rules and Regulations for the TDA Fund

37 (2) 3.6 month (or 30%) operating reserve target approved for the RTC Fund ; 3.08 months (or 25.5%) available in this proposed budget

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

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

40 (5) 3.6 month (or 30%) operating reserve target approved for the SAFE Fund to cover both SAFE and FSP operations

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

42

43

44

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
STAFF POSITIONS
FY 2014-2015 BUDGET**

1					
2		FY13-14	FY14-15		
3	AUTHORIZED	APPROVED	PROPOSED	DIFFERENCE	NOTE
4	STAFF POSITIONS:	10/03/13	02/13/14		
5					
6	POSITIONS	FTE	FTE	FTE	
7					
8	Executive Director	1.00	1.00	0.00	
9	Deputy Director	1.00	1.00	0.00	
10	Fiscal Officer SCCRTC	1.00	1.00	0.00	
11	Administrative Services Officer	1.00	1.00	0.00	
12	Transportation Planner I-IV	8.00	8.00	0.00	
13	Accounting Technician	0.50	0.50	0.00	
14	Administrative Assistant I-III	1.75	1.75	0.00	
15	Transportation Planning Technician	2.00	2.00	0.00	
16	Paid Intern	0.50	0.50	0.00	
17					
18	TOTAL POSITIONS	16.75	16.75	0.00	
19					
20					
21					
22		FY13-14	FY14-15		
23	BUDGETED	APPROVED	PROPOSED	DIFFERENCE	NOTE
24	STAFF POSITIONS:	10/03/13	02/13/14		
25					
26	POSITIONS	FTE	FTE	FTE	
27					
28	Executive Director	1.00	1.00	0.00	
29	Deputy Director	1.00	1.00	0.00	
30	Fiscal Officer SCCRTC	1.00	1.00	0.00	
31	Administrative Services Officer	1.00	1.00	0.00	
32	Transportation Planner I-IV	7.50	6.50	-1.00	- Completion of temporary projects
33	Accounting Technician	0.50	0.50	0.00	
34	Administrative Assistant I-III	1.75	1.75	0.00	
35	Transportation Planning Technician	2.00	2.00	0.00	
36	Paid Intern	0.00	0.00	0.00	
37					
38	TOTAL POSITIONS	15.75	14.75	(1.00)	

Note: FTE= full-time equivalent

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
TDA ALLOCATION BALANCES
FY 2014-2015 BUDGET**

1				
2	TDA ALLOCATION BALANCES			
3				
4	CLAIMANTS	FY14-15 PROPOSED 02/13/14	UNSPENT PRIOR ALLOCATIONS	AVAILABLE FUNDS 02/13/14
5				
6	SCCRTC			
7	TDA Administration	538,542		538,542
8	TDA Planning	642,808		642,808
9	Subtotal	1,181,350	-	1,181,350
10				
14				
15	SCMTD	6,377,610		6,377,610
16				
17	Specialized Transit	626,572		626,572
18				-
19	Volunteer Center	74,592		74,592
20				
21	City of Capitola	14,249		14,249
22				
23	City of Santa Cruz - Non Transit	88,980		88,980
24				
25	City of Scotts Valley	16,660		16,660
26				
27	City of Watsonville	73,629		73,629
28				
29	County of Santa Cruz	186,901		186,901
30				
31	TOTAL	8,640,543	-	8,640,543

Note: Allocations for the Cities and the County use the most recent population figures from the Department of Finance

Glossary of Transportation Funding Terms Used in the SCCRTC Budget

- AB2766:** This bill authorized a Department of Motor Vehicles vehicle registration fee of up to \$4.00 to be used by air pollution control districts for planning and incentive programs to reduce motor vehicle emissions. The Monterey Bay Unified Air Pollution Control District (MBUAPCD) annually conducts a grant program to distribute approximately \$1.5 million in AB2766 funds in Santa Cruz, Monterey, and San Benito counties for this purpose. The SCCRTC has received AB2766 funds for some of its own programs, in addition to serving as a pass-through agency for grants used by some local non-profit organizations.
- AB3090 Loan:** Loan secured with an AB3090 designation from the CTC to be paid with funds eventually available to a project from the STIP.
- ARRA:** American Recovery and Reinvestment Act passed by Congress and signed by the President in 2009 as an economic stimulus package with funds for transportation projects
- CMAQ:** see Congestion Mitigation and Air Quality Improvement Program
- CMIA:** Corridor Mobility Improvement Account – a \$4.5 billion program for highway improvements authorized by Proposition 1B, a transportation bond measure approved by California voters in November 2006.
- Coastal Conservancy Funds:** State bond funds available for Coastal Conservancy projects through state ballot measures.
- Commission Reserves:** The SCCRTC maintains a Reserve Fund for its operations. Commission Reserve funds are budgeted as necessary to fully fund the operating budget or for special projects.
- Congestion Mitigation and Air Quality Improvement Program:** A federal funding program specifically for projects and programs which contribute to the attainment of a national ambient air quality standard. The SCCRTC programs CMAQ funds for Santa Cruz County. CMAQ funds for planning projects appear in the SCCRTC budget.
- c/o** Carryover. Funds carried over from prior fiscal years.
- DMV Fees:** Department of Motor Vehicles revenue, used by the SCCRTC for the Service Authority for Freeway Emergencies

(SAFE), see Service Authority for Freeway Emergencies funds for more detail.

Federal Earmark: Funds for specific projects secured by members of congress through federal legislation.

Federal Highway Administration (FHWA) Planning (PL) Funds from AMBAG: These funds are derived from one percent "off the top" of the funds available to each State for federal highway projects. PL funds are to be used for metropolitan planning. Funds are available for use by Metropolitan Planning Organizations (MPOs) and are allocated by a formula established by Caltrans in consultation with the MPOs. Caltrans is responsible as the "pass through" agency for administering PL funds. AMBAG passes through a portion of its FHWA PL funds to the SCCRTC for regional transportation planning purposes.

FHWA: Federal Highway Administration

Freeway Service Patrol (FSP) Grants: Caltrans annually grants funds to the SCCRTC to operate FSP services - a roving tow truck service which helps clear incidents on Highway 17 during peak travel periods. The SCCRTC has a Memorandum of Understanding with the San Francisco Bay Area Metropolitan Transportation Commission to contract for the FSP service for Santa Cruz County.

FSP: Freeway Service Patrol

FSP Funds: Funds designated in the annual state budget for FSP programs and distributed by a formula established in the FSP statutes.

Proposition 116: Clean Air and Transportation Improvement Act of 1990 passed by the voters in November 1990, provided bond funds for passenger rail and other projects including \$11 million for Santa Cruz County.

Regional Surface Transportation Program (RSTP): A federal funding program established by ISTEA to fund mass transit, highway, bicycle, pedestrian and local streets and roads projects. The SCCRTC programs STP funds for Santa Cruz County. Sometimes called RSTP for Regional Surface Transportation Program.

Regional Surface Transportation Program Exchange (RSTPX): The annual Federal Apportionment Exchange Program, administered by Caltrans, allows the SCCRTC the option to exchange all or a portion of its annual apportionment of Regional Surface Transportation Program (RSTP) funds for non-federal (State) funds. State funds have fewer

oversight requirements than Federal funds. The funds pass through the SCCRTC to the local jurisdictions and other eligible public agencies, and therefore appear in the SCCRTC budget.

Rideshare Funds: Funds specifically designated for the Rideshare program, oftentimes through the *Regional Transportation Improvement Program (RTIP)*.

RPA: Rural Planning Assistance

RSTP: Regional Surface Transportation Program

RSTPX: Regional Surface Transportation Program Exchange

Rural Planning Assistance (RPA): These state funds are allocated annually to regional transportation planning agencies in rural areas to support planning programs.

SAFE: Service Authority for Freeway Emergencies

Service Authority for Freeway Emergencies (SAFE) Funds: Under the provisions of state enabling legislation, the Santa Cruz County SAFE collects a \$1-per-year addition to the vehicle registration fee (listed as DMV Fees in the budget) to fund the capital, planning, maintenance, and operation of a call box system on Highways 1, 9, 17, 129, and 152 in Santa Cruz County. SAFE funds can also be used for changeable message signs (CMS), freeway service patrol (FSP) and other selected motorist aid systems.

SGC: Strategic Growth Council established in 2008 by SB732 and responsible for allocating grant funds used to implement AB32 and SB375

STA: State Transit Assistance

State Planning and Research Funds: These funds are awarded by the California Department of Transportation (Caltrans) annually on a discretionary basis.

State Transit Assistance (STA): State Transit Assistance funds are derived from statewide sales tax on gasoline and diesel fuel as

part of the Transportation Planning and Development (TP&D) program. Transit operations and capital improvement projects are eligible uses of STA funds. The SCCRTC receives State Transit Assistance funds and allocates 100 percent annually to the Santa Cruz Metropolitan Transit District (SCMTD).

State Transportation Improvement Program (STIP): A portion of State Transportation Improvement Program funds are allocated to our region for programming by the SCCRTC. STIP regional share funds programmed for SCCRTC projects, such as the Freeway Service Patrol, the Rideshare Program and Planning activities, appear in the SCCRTC budget.

STIP: State Transportation Improvement Program

STP: Regional Surface Transportation Program (RSTP)

STP Exchange: Regional Surface Transportation Program Exchange (RSTPX)

TDA: Transportation Development Act

Transportation Development Act (TDA): State law enacted in 1971. Local TDA funds are generated from a State tax of one-quarter of one percent on all retail sales in the county. Revenues are allocated annually by the SCCRTC to support transportation planning and administration, bus transit, transportation for the elderly and handicapped, and bikeway and pedestrian projects.

Transportation Development Act (TDA) Reserves: This reserve fund is maintained in order to provide the full TDA allocations to TDA recipients in the event there is a shortfall in actual versus projected TDA revenues. Occasionally some TDA Reserve funds are allocated to a special project.

Transportation Development Act (TDA) Estimates and Revenues

	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	FY 13-14	FY 13-14	FY 13-14	FY 14-15
Month	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Auditor Controller Estimate	Actual Revenue	Difference of Actual to Estimate	Difference as % of Estimate	Cumulative % of Actual to Estimate	Auditor Controller Estimate
JUL	516,100	543,200	570,200	454,800	410,500	499,800	533,900	560,595	556,100	-4,495	-0.80%	99.20%	583,905
AUG	688,100	724,300	760,200	539,000	547,300	666,400	711,800	747,390	741,500	-5,890	-0.79%	99.21%	778,575
SEP	795,777	863,255	634,334	719,093	819,955	699,895	718,257	754,170	818,354	64,184	8.51%	102.61%	859,272
OCT	522,100	599,500	567,100	490,500	458,300	486,400	556,500	584,325	596,900	12,575	2.15%	102.51%	626,745
NOV	1,062,100	799,300	756,100	555,900	611,000	648,500	742,000	779,100	795,900	16,800	2.16%	102.43%	835,695
DEC	644,010	638,280	700,859	625,785	776,432	804,308	733,930	770,626	732,985	-37,641	-4.88%	101.09%	769,634
JAN	584,700	583,600	538,600	465,300	502,700	510,100	534,300	561,015	557,700	-3,315	-0.59%	100.89%	595,461
FEB	777,600	778,200	590,700	620,400	670,300	680,100	712,400	749,739					793,948
MAR	583,478	543,629	578,624	607,400	510,760	625,667	632,278	689,732					704,655
APR	488,600	494,300	432,400	385,100	412,600	441,300	475,600	486,487					530,042
MAY	651,500	659,000	464,400	562,700	605,300	588,400	634,100	648,649					706,686
JUN	734,297	652,069	606,615	605,859	631,912	756,557	759,038	834,025					845,925
TOTAL	8,048,362	7,878,633	7,200,133	6,631,837	6,957,059	7,407,427	7,744,102	8,165,852	4,799,439	42,218	0.52%	58.77%	8,630,543
% Change		-2.11%	-8.61%	-7.89%	4.90%	6.47%	4.55%	5.45%					5.69%

ATTACHMENT 2

AGENDA: February 13, 2014

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

FROM: Luis Pavel Mendez, Deputy Director

RE: Amendment to the Regional Transportation Commission's (RTC) Rules and Regulations

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review the attached ([Attachment 1](#)) draft revised RTC Rules and Regulations, provide input to staff on proposed revisions and direct staff to return to the B&A/P Committee with any additional proposed revisions to consider a recommendation to the RTC.

BACKGROUND

The RTC's Rules and Regulations serve as the bylaws for the Commission and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures. The Rules and Regulations covers the following:

1. Membership and voting procedures for the Commission and its committees (Section II)
2. Apportionments, claims and disbursements for Transportation Development Act (TDA) funds (Sections III through VII)
3. Programming and reporting for Regional Transportation Improvement Program (RTIP) including regional share State Transportation Improvement Program (STIP) and federal Regional Surface Transportation Program (RSTP) funds (Section VIII)
4. Allocations and disbursement of Surface Transportation Program Exchange (STPX) funds (Section IX)
5. Environmental Review Guidelines (Section X)
6. Document Distribution and Pricing (Section XI)
7. Bylaws for committees (Exhibits 3 through 8)
8. Conflict of Interest Code (Exhibit 10)

The RTC last amended its Rules and Regulation in 2006. Since then there have been changes to laws, requirements, policies and practices that should be included in the Rules and Regulations.

DISCUSSION

The proposed draft amended Rules and Regulations (Attachment 1) includes all changes previously approved by the RTC. New changes are shown in underline and ~~striketrough~~ format. Since it has been a number of years since the Rules and Regulations were last amended, there are revisions throughout the document to reflect current federal and state funding programs, the RTC's autonomy from the County, current practice and Commissioner requests. Changes to each section include the following:

Section I. Introduction

1. Updates to references of state law, federal acts and RTC documents

Section II. General Rules and Regulations

1. Text updates to reflect current law and practice
2. Text clarifications
3. Incorporation of new legal requirements
4. Addition that meetings will be conducted according to Robert's Rules of Order
5. Voting clarification based on discussions with the current Transportation Development Act (TDA) performance auditor and legal counsel

Sections III - VII. TDA Apportionments and Claims

1. Text updates to reflect current law and practice
2. Text clarifications
3. Voting clarification based on discussions with the current Transportation Development Act (TDA) performance auditor

Section VIII. Regional Transportation Improvement Program (RTIP)

1. Text updates to reflect current law and practice
2. Text clarifications
3. Removal of funding programs that no longer exist or apply to Santa Cruz County
4. Removal of the RTC "Policy for Responding to Unanticipated Cost Increases for STIP Projects" because the California Transportation Commission (CTC) has a policy of not allocating STIP funds for cost increases on projects led by local agencies.

Section IX. Federal Apportionment RSTP Exchange Program

1. Text clarifications
2. Addition of advance delivery policy approve by the RTC in 2006

Section X.

1. Text updates to reflect current practice

Exhibits

1. Exhibit 1 - removed to reflect current practice
2. Exhibit 3 - minor clarifications
3. Exhibit 4 - changes to reflect current practice
4. Exhibit 6 - removal of one committee membership for entity that no longer exists (MASTF) and one that is always very problematic to fill and other changes to reflect current practice
5. Exhibit 7 - changes to reflect current practice
6. Exhibit 8 – remove funding programs that no longer exist and remove requirement for meeting in south county because there are now three regular RTC meetings in south county
7. Exhibit 9 – changes to reflect current practice
8. Exhibit 11 – removed because information is available in other documents

Staff recommends that the B&A/P Committee review the attached (Attachment 1) draft RTC Rules and Regulations, provide input to staff on proposed revisions and direct staff to return to the B&A/P Committee with any additional proposed revisions.

SUMMARY

The RTC's Rules and Regulation serve as the bylaws for the RTC and they have not been revised since 2006. Due to a variety of changes in law and practice it is necessary to amend the RTC Rules and Regulations. Staff recommends that the B&A/P Committee review the proposed changes and direct staff to return to the B&A/P Committee with any additional changes.

Attachments:

1. Draft Revised RTC Rules and Regulations

ATTACHMENT 1

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION RULES AND REGULATIONS

~~December, 2004~~

Proposed: Spring 2014

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

I.	INTRODUCTION	1
A.	General	1
B.	Consistency with Memoranda of Understanding	1
II.	GENERAL RULES AND REGULATIONS	2
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ADOPTED MAJOR REVISION SEPTEMBER 1979

REVISED DECEMBER 1980

REVISED NOVEMBER 1982

REVISED AUGUST 1984

REVISED JANUARY 1985

REVISED JANUARY 1989

REVISED FEBRUARY 1991

REVISED MARCH 1993

REVISED MAY 1994

REVISED MAY 1995

REVISED FEBRUARY 1996

REVISED SEPTEMBER 1997

REVISED NOVEMBER 2001

REVISED JANUARY 2002

REVISED NOVEMBER 2004

REVISED DECEMBER 2004

REVISED MARCH 2006

PROPOSED REVISION: Spring 2014 ~~September~~13

I. INTRODUCTION

A. General

1. These rules establish the regulations and procedure for the conduct of all meetings of the Santa Cruz County Regional Transportation Commission and its committees.
2. These rules and regulations provide for the implementation of the Transportation Development Act (TDA) of 1971 as amended. They are intended solely to interpret, make specific and otherwise carry out provisions of legislation and to be subject to it, and are in no way intended to be inconsistent therewith.
3. These rules and regulations delineate procedures for submittal of claims for TDA funds. Pursuant to Public Utilities Code (PUC) Section 99261 and 99401, these rules delineate specific procedures for submission of claims for ~~B~~bicycle and ~~P~~pedestrian ~~F~~facilities and ~~O~~other ~~C~~claims for ~~f~~Funds as outlined in P.U.C. Sections 99234 and 99400, respectively, and for other claims as specified. The rules for all other Transportation Development Act claims are generally defined herein and specifically defined in the California Code of Regulation under in Title 21, Chapter Division 3, of the California Administrative Code, subChapter 2, titled "Transportation Development," and incorporated by reference as a part of these rules and regulations.
4. These rules and regulations outline administrative procedures for administering the funding programs of the federal transportation act (most recently named the Intermodal Surface Transportation Efficiency Act (ISTEA) Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)"Moving Ahead for Progress in the 21st Century" (MAP 21)) as included in Title 23 of the United States Code Highways and implemented by state funding programs.

B. Consistency with Memoranda of Understanding

_____ These rules and regulations are intended to complement and be consistent with the Commission's Administrative and Fiscal Policies ~~document~~, Memoranda of Understanding which the Commission has entered into with staff bargaining units, with the County of Santa Cruz for the provision of staff and other support services, and with the Association for Monterey Bay Area Governments, CALTRANS, the Santa Cruz Metropolitan Transit District, and other agencies delineating regional transportation planning and programming responsibilities.

II. GENERAL RULES AND REGULATIONS

A. Name and Purpose

The Santa Cruz County Regional Transportation Commission for the area within its boundaries is the Regional Transportation Planning Agency as established pursuant to Government Code Section 67940 and 67941.

The Santa Cruz County Regional Transportation Commission has also been designated as the Service Authority for Freeway Emergencies for Santa Cruz County, pursuant to Streets and Highways Code Sections 2550 to 2559~~consistent with separate State regulations for this responsibility, and has established itself as a Rail/Trail Authority.~~

B. Membership

1. Consistent with Government Code Section 67940 (b), membership of the Commission is composed of all five members of the Santa Cruz County Board of Supervisors, one member appointed by each of the cities of the county and three members appointed by the Santa Cruz Metropolitan Transit District.
2. ~~Each regular member may nominate an alternate member for confirmation by the~~ The appointing authority, for each regular member, and the Santa Cruz County Board of Supervisors for each of its members, may appoint an alternate member to serve in the place of the regular member. Alternate members may act and vote as any regularly appointed member. The Secretary- shall keep a list indicating composition of the Commission.
3. The District Director of the sState Department of Transportation District in which Santa Cruz County is located, or the director's designated alternate, shall serve as an ex-officio representative to the Commission.

C. Time and Place of Meetings

1. The Commission shall hold regular monthly meetings on the first Thursday of each month in Santa Cruz County, except in the month of July.
2. The Commission shall hold monthly Transportation Policy Workshop meetings

on the third Thursday of each month, as needed, as detailed in Exhibit ~~28~~.

3. ~~Regular~~All meetings; ~~of the Commission, and its committees~~adjourned meetings, special meetings, and executive meetings shall be held in conformity with the provisions of the Ralph M. Brown Act specified in Sections 54950 through 54963~~4~~ of the Government Code, and all subsequent amendments thereto.

D. Members' Reimbursement for Expense

The members shall serve without compensation, and shall receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties; provided, however, that in lieu of such reimbursement for attendance at Commission and Committee meetings, each member of the Commission who is not on the staff of an appointing agency shall receive a per diem of \$50 for attendance at Commission meetings, \$50 per month for attendance at one or more Commission committee meetings, plus the necessary traveling expenses as may be authorized by the Commission. The Commission shall pay all costs pursuant to this section.

E. Election of Chair

The Commission shall, at its regular meeting in December of each year, choose one of its members to serve as Chair and one of its members to serve as Vice Chair, to serve for one year, beginning in January, or until the election of their successors.

Should the office of Chair or Vice Chair become vacant, the Commission shall, at the meeting at which the vacancy occurs, choose a successor to fill the vacancy for the balance of that year, or until the election of a successor.

F. Staff

1. ~~Designation of an~~The Executive Director is appointed by and serves at the pleasure of the Commission is provided by a selection process in accordance with the requirements of a published job description and approval of the Commission membership. All other Sstaff appointments are made by the Executive Director in consultation with the appropriate manager and consistent with support is provided by a hiring process approved by staff management as outlined in the Commission's Human Resources Policies document. and staff support for Commission activities is provided by the County of Santa Cruz in accordance with Chapters 2 and 3 of the Memorandum of Understanding between the Commission and the

County.

2. The performance of the Executive Director shall be evaluated by the Regional Transportation Commission once every year, ~~consistent with the procedure described in Exhibit 1.~~ The Commission shall ~~include~~ refer a summary of their written evaluation ~~to the County Personnel Department for inclusion in the Executive Director's Personnel file, and to the County Administrative Officer, who shall incorporate the Commission's evaluation into an annual evaluation consistent with County requirements.~~

G. Agenda

1. All reports, communications, resolutions, or other matters to be submitted to the Commission and included in the meeting packet should be submitted to the Executive Director not later than 5 pm on the Friday, thirteen days preceding a regular Commission meeting. Materials that are relevant to an agenda item may be distributed at a meeting, if received by noon on the day before the meeting.
2. The Executive Director shall arrange the agenda and shall ~~furnish~~ make a copy ~~available of it~~ to each member of the Commission, to all the cities within Santa Cruz County, to the Santa Cruz Metropolitan Transit District, to the County Counsel, to the County ~~of Santa Cruz~~ Administrative Officer, and to the public at least 72 hours prior to the meeting.
3. Consistent with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 through 54963~~4~~, no action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by a two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.

H. Public Hearings

All public hearings scheduled by the Commission shall be identified as such in the

agenda. Notice of a public hearing shall be published in newspapers of general circulation or be sent via e-mail announcements at least 10 days in advance of the hearing. The newspapers selected shall serve the area affected by the item under consideration. Staff will make available in its offices the information provided to the Commission of the item and, as appropriate, distribute that information to the public library system.

I. Chair to Preside

The Chair shall preside at the meeting of the Commission. If s/he is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. The Vice Chair has all of the powers and duties of the Chair while acting as Chair.

J. Quorum and Voting

A majority of the voting members of the Commission shall constitutes a quorum for the transaction of business, ~~except as specified in VI.C.1 and VI.C.2. No act of the Commission shall be valid unless at least a majority of members present and casting votes on the item concur therein.~~ ~~A majority of the eligible members shall be present to vote on any claim.~~

K. Reading of Minutes

Minutes may be approved on the consent agenda and shall include all “aye” and “no” votes and abstentions on all actions of the Commission.

L. Rules of Debate

1. The Chair or such other member of the Commission as may be presiding may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members; and s/he shall not be deprived of any of the rights and privileges of a commissioner by reason of her/his acting as the presiding officer.

2. ~~2.~~ Every member desiring to speak shall address the Chair; and, upon recognition by the presiding officer, shall confine him/herself to the question under debate.

3. Notwithstanding Sections II.L.1 and II.L.2, the meetings are to be conducted in accordance with the principles of Robert’s Rules of Order.

M. Method of Voting & Recording Votes

~~Voting on~~for all ~~motions, Article 3 and Article 8 claims shall be by a roll call vote.~~
~~Other~~ claims or resolutions may be ~~done~~voted with a voice vote. Any
Commissioner may request a vote by hand or roll call on any item. All “aye” and
“no” votes and abstentions shall be recorded accurately and recorded in the
minutes of the meeting.

N. Abstaining from Voting

A commissioner may abstain from voting.

O. Attendance at Meetings

Should any commissioner or alternate commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chair of the Commission shall, through the Executive Director, notify the appointing authority of such unexcused absences.

P. Adoption and Revision of Rules

All rules promulgated by the Commission, and all revisions of these rules, must be approved by a two-thirds vote of the members present.

Q. Establishment of Committees

The Commission shall have the authority to establish temporary and permanent Commission and advisory committees. Current committees are shown in Exhibit 2. Procedures for appointment to permanent advisory committees and the charge to such committees shall be established and maintained through committee bylaws approved by the Commission. Annual Commissioner appointments to committees shall be made at the March Commission meeting by the Chair with concurrence of the Commission (Exhibit 23). When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

R. Committee Bylaws

Permanent Commission Committees shall operate under the bylaws included as Exhibit 23.

S. Public Comment

At the beginning of each meeting, the Commission shall allow members of the public the opportunity to provide oral communications regarding items under the Commission's jurisdiction, which are not on the Commission's regular agenda, for

a period not to exceed limits established by the Commission Chair. A copy of each letter from the public on policy issues shall be provided to the Commission for the next regular meeting of the Commission, in accordance with the timing in II.G.1.

T. Conflict of Interest Code

Commissioners and designated staff are subject to the Conflict of Interest Code included as Exhibit 410.

III. **PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS**

A. Annual Revenue Estimates

By December 31, the Auditor-Controller shall provide the Commission with an estimate of Transportation Development Act revenue for the ensuing fiscal year. This estimate shall include both new revenue and interest revenue. The Commission may also request the Auditor-Controller to provide the Commission with an estimate of the moneys expected to remain in the Local Transportation Fund at the end of the current fiscal year after all allocations are honored (California Administrative Code Section 6620).

B. Budget and Apportionment Schedule

The staff shall prepare and the Commission shall adopt a Budget and Apportionment Schedule for the next fiscal year at its February meeting. The Budget will be based upon the estimate of the Auditor-Controller and priorities in allocating funds specified in Public Utilities Code Section 99233 and in these rules and regulations.

C. Appropriation Priorities

Priorities for public transportation and other appropriations of Transportation Development Act funds will be based on the following:

1. Consistent with Public Utilities Code (PUC) Section 99230 pertaining to allocation, 99233 pertaining to allocation purposes, 99233.1 pertaining to administration, PUC Section 99233.2 pertaining to planning and programming, PUC Section 99233.9 pertaining to miscellaneous transportation allocations, PUC Section 99400 pertaining to claim purposes and PUC Section 99402 pertaining to the transportation planning process; there shall be allocated to the Commission from the Local Transportation

Fund such sums as are necessary to administer the provisions of the Transportation Development Act and to accomplish the Commission's annual work program including, but not limited to, expenditures for audits, legal and accounting services, office expense and transportation planning and professional services, as specified in Section IV. The intent of these allocations is to share the cost of regional transportation planning proportionately among all eligible claimants.

2. Consistent with PUC Sections 99233.8 and 99260 pertaining to Public Transportation (Article 4), eighty-five and one half percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Santa Cruz Metropolitan Transit District for public transportation purposes, as specified in Section V.
3. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, eight and four tenths percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Consolidated Transportation Services Agency for specialized transportation services, as specified in Section VII.
4. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, one percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Volunteer Center for specialized transportation services.
5. Consistent with PUC Sections 99400(a) pertaining to Article 8 claims for projects for use by pedestrians and bicycles and 99402 pertaining to the transportation planning process the remaining fund, after the above appropriations have been made, shall be appropriated to ~~D~~demonstration ~~Programs~~projects, and to the County of Santa Cruz and the cities in the County proportionately, according to their population as last certified by the California Department of Finance, for bikeway, pedestrian and other projects as specified in Section VI.C.

D. Budget and Apportionment Revisions

The Commission's Budget and Apportionment Schedule and Work Program may be revised at any regular meeting to adjust for new information or work program amendments.

a. E. Transportation Development Act -Reserve Funds

The Commission shall maintain a Transportation Development Act Reserve Fund of at least 8% of the annual revenue estimate.

Should the reserve be depleted due to a deficit in TDA revenues or a special allocation in any fiscal year, new TDA revenues from subsequent years shall be allocated to the Reserve Fund as the first priority.

F. Transportation Development Act Surplus

Any surplus funds remaining in the Local Transportation Fund, after accounting for an adequate reserve, shall be reported to the Commission and appropriated by the Commission during its fall budget. The intention of this provision is to maintain the allocation priorities established in Section III.C. above; however, the Commission retains flexibility to appropriate a portion of the surplus to other high priority activities by special allocation.

G. Special Allocations

☐1. The Commission may use a portion of the Reserve Fund for a special allocation to a high priority project for which other funds are not available if the special allocation is accompanied by a plan to rebuild the Reserve Fund to the 8% target level in the following fiscal year.

☐2. The Commission may conduct a call for projects for special allocations.

☐3. Special allocations must be consistent with the Transportation Development Act and these Rules and Regulations.

H. Transportation Development Act- Funding -Shortfall

TDA shortfall is defined as a shortfall in actual revenues available in the Local Transportation Fund in relation to the estimated TDA revenue for a fiscal year. This includes new TDA revenues and interest earnings in that fiscal year and funds available in the TDA Reserve Fund. It excludes unclaimed allocations from prior years. If in any fiscal year there is a TDA shortfall, this shortfall shall be applied to claimants proportionate to their share of the total TDA apportionment in the fiscal year in which the shortfall occurred. Their claims for the subsequent fiscal year will then be reduced by their proportionate share of the prior year's shortfall. The TDA allocation adjustment for the following fiscal year budget shall occur at the August Commission meeting. If, however, the Commission determines that there is an emergency situation with regard to cash flow in the Local Transportation Fund, the TDA allocation adjustment may be made in the fiscal year in which the shortfall occurred.

I. Apportionments - Unclaimed

Annual Article 8 or Article 4 apportionments not claimed shall be carried over from year to year, and may be later claimed by the appropriate applicant.

IV. CLAIMS FOR TDA ADMINISTRATION AND PLANNING PROGRAM FUNDS
(ARTICLES 3 AND 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for administration of the Transportation Development Act and for conduct of the transportation planning and programming process by the designated Regional Transportation Planning Agency, the Santa Cruz County Regional Transportation Commission.

B. Claims by the County of Santa Cruz on behalf of the Santa Cruz County Regional Transportation Commission for TDA Funds.

1. ~~Consistent with the Memorandum of Understanding between the County of Santa Cruz and the Santa Cruz County Regional Transportation Commission to provide staff services and administrative support via County procedures and administrative governance, e~~Claims for Transportation Development Act Administration may be filed by the Santa Cruz County Regional Transportation Commission Executive Director ~~on behalf of the County~~. Allowable expenses include but are not limited to legal fees, audits, postage, duplicating, office expense and staff work on administration functions.
2. ~~Consistent with the above referenced MOU, e~~Claims for the transportation planning and programming process to be conducted by the Santa Cruz County Regional Transportation Commission may be filed by the Santa Cruz County Regional Transportation Commission Executive Director ~~on behalf of the County~~. Allowable expenses include but are not limited to short and long range multi-modal transportation planning, transportation improvement programming, transportation monitoring, bicycle planning and education, specialized transportation planning, transportation systems management, budget and work program development, plan coordination, and public information, consistent with the Commission's adopted annual work program and budget. The Commission may, at its discretion, contract with other entities to accomplish portions of its adopted work program.

V. CLAIMS FOR PUBLIC TRANSPORTATION FUNDS: TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 4 CLAIMS AND STATE TRANSIT ASSISTANCE (STA) CLAIMS

A. Submission of Claims

The Transportation Development Act and the applicable California Administration Code Title 21, Chapter 3, subchapter 2, provide regulations for the submission of claims for Public Transportation. By this reference, they are incorporated in the rules and regulations of the Santa Cruz County Regional Transportation Commission.

B. Claims by the Santa Cruz Metropolitan Transit District

1. Claims may be filed under PUC Sections 99260 and 99313 for the support of public transportation systems and for aid to public transportation research and demonstration projects by the Santa Cruz Metropolitan Transit District, consistent with the Commission's adopted budget and work program.
2. In accordance with Transportation Development Act regulations, Public Utilities Code Section 6645 (relating to operators in urbanized and non-urbanized areas), the Transit District shall meet a ratio of fare revenue to operating cost ratio of no less than 15%. The size and density of the service area as well as the proportion of the ridership that is transit dependent have been considered prior to the adoption of this ratio.
- ~~3.~~ ~~3.~~—The Transit District shall submit a written report of its current and upcoming activities along with its annual claim.
4. The annual claim shall be submitted utilizing the SCCRTC's TDA Claim Form.
- ~~54.~~ The Commission shall transfer one-quarter of the Transit District's annual TDA allocation by the last day of October, January, April and July, subject to the availability of TDA funds.

C. Claims for Research and Demonstration Projects

- ~~1.~~ The RTC may elect to designate a portion of TDA revenues for research and/or demonstration projects. Claims for Article 4 and 8 TDA funds for research and demonstration projects may include funds for all tasks

associated with the planning, design, construction, operation and maintenance of a project (or program). Claims for these purposes will be analyzed and evaluated on the basis of the following criteria:

- øa. ____ The potential of the project to meet the intent of the Regional Transportation Plan and the Transportation Development Act.
- øb. ____ The transferability or applicability of the project on a countywide, regional, and statewide basis.
- øc. ____ A well-defined measure of success or completion of the project.
- ød. ____ The amount of funding available for projects of this nature.
- øe. ____ The availability of other funding sources for the proposed project~~program~~.
- øf. ____ The degree to which the project ~~program~~ is coordinated with existing projects~~programs~~.

2. The claim shall be accompanied by the following data:

- a. Description of the project.
- b. Justification for the project, including a statement regarding its consistency with and relationship to the Regional Transportation Plan.
- c. The anticipated schedule and time period of the proposed project~~program~~. A maximum two-year period is encouraged, but this may vary according to the nature of the project. The determined time period should be included as a condition of claim approval.
- d. Estimated cost of the project, including percent to be funded by the Commission and sources of other funding.
- e. Proposed funding for continuation of the project should it prove successful.

3. Process

- ☐a. ____ The Transportation Commission may conduct a call for projects.

☐b. Review by one or more SCCRTC committee(s) may be required for certain projects.

☐c. After Commission approval, the claimant and the Transportation Commission shall sign a grant acceptance agreement.

4. Disbursement of funds

☐a. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.

☐b. A claimant may request a disbursement for the final 10 percent of expenditures upon the completion of an approved project.

☐c. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.

☐d. A final report on the project must be submitted to the Regional Transportation Commission prior to final disbursement.

VI. BICYCLE AND PEDESTRIAN FACILITIES AND OTHER CLAIMS FOR TRANSPORTATION DEVELOPMENT ACT -(TDA) FUNDS (ARTICLES 3 & 8)

A. General

ø1. The Transportation Development Act in Article 3, Section 99233.3 and Article 8, Section 99400 provides for the allocation of funds for pedestrian and bicycle facilities and for other claims. The following rules and regulations do not release a claimant from meeting the requirements of the Transportation Development Act and appropriate administrative code.

ø2. Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County's apportionment. Pedestrian and ~~b~~Bicycle allocations under Article 8 are not subject to this limitation, and will therefore be used by the SCCRTC instead of Article 3 monies to fund bicycle and pedestrian projects under the TDA.

B. Eligible Claimants

The County of Santa Cruz and each city in the ~~County~~ county qualify as eligible claimants for Article 8 funds under this section.

C. ~~Disqualification from Voting~~

~~1. The three members appointed by the Santa Cruz Metropolitan Transit District shall have no vote in the approval of claims filed under Public Utilities Code Section 99400 (Article 8).~~

~~2. The Commission approval requires a majority of the eligible voters on Article 8 claims. There are nine members eligible to vote on these claims, and five members constitute a quorum for approval of these claims.~~

D. Claims for Article 8 Funds

1. Prior to 60 days before the start of the fiscal year, the Commission shall notify each applicant of its apportionment for the year.
2. A claim for the entire year may be submitted by an applicant after it has adopted its annual budget.
3. Changes may be submitted any time during the year.
4. Claims shall be submitted utilizing a TDA Claim Form developed by the RTC staff. The A claim form includes shall be accompanied by the following information:
 - a. Description of the project(s) adequate for a review by the Commission and its advisory committees (including performance measures and a proposed schedule of regular progress reports with a year-end evaluation—see VIII-G, Project Monitoring/Assistance Program).
 - b. Justification for the project, including a statement regarding its consistency and relationship with the Regional Transportation Plan ~~and Congestion Management Program~~.
 - c. Estimated cost of the project, including other funding sources.
 - d. A statement agreeing to maintain funded project in the condition in the submitted plans for a period of 20 years. Any change to the agreement must be approved by the Commission.
 - e. ~~A resolution~~ Assurances from the TDA Eligible Claimant indicating their role and responsibilities.

f. Preferred method and schedule of disbursement, consistent with Section H, Disbursements.

5. ~~All project e~~Claims must be reviewed by the Bicycle Advisory Committee (bike related projects) or the Elderly and Disabled Transportation Advisory Committee (pedestrian related projects), as appropriate, and submitted to be approved by the Commission prior to initiation of the project.

E. Conditions for Approval

Before a claim can be approved, the Commission must find that each project for which funds are claimed is in conformance with the Regional Transportation Plan. This finding must be included in the resolution submitted to the Commission for approval.

F. Criteria for Article 8 Claims

1. Joint operations and planning are encouraged.
2. Claims should be for:
 - a. Transportation planning - comprehensive planning and special projects.
 - 1) Refinement of the Regional Transportation Plan
 - 2) Transportation System and Demand Management Planning
 - 3) Transit Planning
 - 4) Bicycle and Pedestrian Planning
 - 5) Guideway or Rail Planning
 - 6) Development of a comprehensive neighborhood or area circulation system
 - 7) Preliminary engineering for approved projects
 - 8) Bicycle Safety Education Programs
 - b. New facilities: capital investments, operations and construction on new and old rights of way, where budget in the claim is specifically

attributable:

- 1) Transit, including special bus stops
- 2) Bikeways and trails
- 3) Pedestrian facilities
- 4) Turnouts, rest stops
- 5) Scenic overlooks
- 6) Where the project, on new or old rights of way, is critical to transit operations and/or will allow transit controlled or transit only use (i.e., bus-actuated or bus only routes)
- 7) Sidewalks, curb cuts and other pedestrian facilities

The project should fit into an overall planned network ~~which~~ that is part of the best available transit or transportation plan; however, these funds should not be used for projects for which other funds are available.

- c. Landscaping and medians for use with the items listed in "b" above.
- d. Maintenance or development of new safety features on the existing transportation network for use with the items listed in "b" above, where needed for the safety of transportation modes other than automobiles.
- e. Lighting that contributes to bike, bus, and pedestrian safety.
- f. Demonstration projects, as specified in Section V.C.

3. Other Provisions

- a. Funding of bicycle lane and sidewalk projects that are part of a general road improvement project will be limited to the cost of providing the bicycle lane / sidewalk portion. Bicycle lane designs shall be consistent with guidelines found in the California Highway Design Manual, Sections 7-1000, Bikeway ~~Planning and Transportation~~ -Design. Deviations from this standard may be allowed by the Commission after design review and comment by its Bicycle Advisory Committee.

- b. All projects must submit evidence of environmental review at the time the claim is submitted.

G. Commission and Committee Review

1. The appropriate ~~C~~committee (the Bicycle Advisory Committee and/or the Elderly and Disabled ~~Technical~~ Transportation Advisory Committee) and the Commission shall review each claim according to criteria in Section VI.F. and shall, from the analysis and evaluation thereof, recommend, approve, amend or reject the claim.
2. The appropriate ~~C~~committee ~~shall~~ may review and approve the final design for facilities prior to final disbursement. If the ~~c~~Committee does not approve the final design, the Commission shall review and approve the final design for facilities prior to final disbursement.

H. Disbursements

1. Before disbursement of funds to previously approved Article 8 bikeway projects can occur, the Bicycle Advisory Committee, or the Commission must have approved the final project design plans prior to construction. Final project design plans will be a map of the project listing the project's "typical" dimension, surface, and alignment, and identifying any deviations from that "typical" cross section and other changes in the surface and alignment. All planned parking restrictions along the route should be identified.
2. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.
3. A claimant may request a disbursement for the final 10 percent of additional unreimbursed expenditures upon the completion of an approved project.
4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.
5. Any interest earned on Article 8 monies disbursed to a claimant and any unexpended Article 8 dollars must accrue to the Article 8 program and be allocated in the claim for the following year.

I. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

J. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

K. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

L. Interest

Any interest generated by Transportation Development Act (TDA) funds distributed to claimants shall be considered TDA funds. Expenditure of any and all of this interest shall be approved by the Commission.

VII. TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS FOR SPECIALIZED TRANSPORTATION SERVICES (ARTICLE 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for specialized transportation services.

B. Claims for Specialized Transportation

1. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Consolidated Transportation Services Agency, consistent with an agreement between the local jurisdiction and the Consolidated

Transportation Services Agency, and the Commission's adopted budget and work program. Claimants shall use the RTC TDA Claim Form.

2. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Volunteer Center, consistent with an agreement between the local jurisdiction and the Volunteer Center, and the Commission's adopted budget and work program.
3. Claims for specialized transportation for the exclusive use of the elderly and disabled require a minimum of 10 percent local match. The local match can take the form of fares, donations, agency charges, grants, revenue sharing, and other non-restricted sources of funding. In kind services may not apply toward the local match.
4. Each claimant shall submit a written report of its current and upcoming activities along with its annual claim.
5. Prior to approving a claim for specialized transportation programs, the Santa Cruz County Regional Transportation Commission shall make a finding that the transportation services contracted for are responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with other transportation services.

C. Commission and Committee Review

The Elderly and Disabled Transportation Advisory Committee and the Commission shall review each claim and the Commission shall approve, amend or reject the claim.

D. Disbursements

1. The Consolidated Transportation Services Agency may request a quarterly disbursement of the approved claim amount, with the first quarter being up to 35% of the annual claim amount, and the remaining quarterly payments being one-third of the remaining claim amount.
2. The Commission shall make the quarterly payments to the Consolidated Transportation Services Agency by the last day of October, January, April, and July, subject to the availability of TDA funds.
3. The Volunteer Center may request payment of the full approved claim

amount in the first quarter.

4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.

E. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public ~~utility~~ Utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

F. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

G. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

VIII. THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)

A. General

1. Consistent with state and federal law, ~~four~~ major sources of federal and state funding ~~are~~ apportioned to the Commission for programming include:

~~o~~a. Regional Surface Transportation Program (RSTP)

~~o~~Congestion Mitigation and Air Quality Improvement Program (CMAQ) is this still relevant?

~~o~~Transportation Enhancement Activities Program (TEA), and

~~o~~b. Regional Share State Transportation Improvement Program (STIP).

~~o~~c. These programs are established by the Federal Surface Transportation Acts,

State Senate Bill 45 (SB45), Section 182.6 of the Streets and Highways Code, and Section 101a of Title 23 of the United States Code, and establish ~~these~~ regional shares of funding. Rules governing use and distribution of these funds are also mandated by the California Transportation Commission, the California Department of Transportation (Caltrans) and the Memorandum of Understanding between Caltrans, the Association of Monterey Bay Area Governments (AMBAG) and other regional agencies in the AMBAG region.

3. As the Regional Transportation Planning Agency (RTPA) for Santa Cruz County, the Commission programs and monitors these funds through its Regional Transportation Improvement Program (RTIP). The RTIP is subsequently incorporated into the State Transportation Improvement Program, prepared by the California Transportation Commission, and the Federal Transportation Improvement Program (FTIP), prepared by the federally designated metropolitan planning organization for this region, AMBAG.

B. Eligible Applicants

Federal, state, regional and local public agencies may nominate projects to receive the regions share of state and federal funds (including RSTP, TEA, CMAQ or STIP projects/programs), subject to any limitations established in state or federal statute or guidelines. Other entities may apply for funds through sponsorship by a public agency.

For all transit related projects sponsored by an eligible agency, the Transit District should be the co-sponsor. If the eligible agency decides not to use the funds for its transit projects, then as a co-sponsor of the project, the Transit District may request that the funds be programmed for another underfunded ~~STP/CMAQ~~ transit project.

C. Eligible Projects/Programs

1. Regional Surface Transportation Program (RSTP)

Eligible RSTP projects/programs are listed in Section 133(b) of Title 23 of the United States Code and ~~shown~~ summarized in Exhibit 511. In general, RSTP funds are available for a wide range of surface transportation projects, including highway projects, roadway rehabilitation, safety improvements, rideshare projects, enhancement activities, and transit capital projects. RSTP funds may not be used for projects on roads that are functionally classified as local or rural minor collectors. -Bridge projects are not limited to these roads, but must be located on a public road.

~~2. Congestion Mitigation and Air Quality Improvement Program (CMAQ)~~

- ~~— Eligible CMAQ projects/programs are listed in Section 149 (b) of Title 23~~
- ~~— of the United States Code and shown in Exhibit 5. Generally, CMAQ~~
- ~~— funds are directed towards projects/programs in Clean Air Act non-~~
- ~~— attainment areas for ozone and carbon monoxide. CMAQ~~
- ~~— projects/programs must contribute to meeting the attainment of national~~
- ~~— ambient air quality standards.~~

~~o Transportation Enhancement Activities (TEA)~~

- ~~— Eligible TEA projects/programs are listed in Section 101a of Title 23 of the~~
- ~~— United States Code defines 10 categories of activities which qualify for~~
- ~~— TEA funding. These are shown in Exhibit 5.~~

o3. State Transportation Improvement Program (STIP)

Eligible STIP projects/programs are listed in the *California Transportation Commission STIP Guidelines*. -Eligible projects include capital projects that improve State highways, local roads, public transit (including buses), intercity and other rail, pedestrian and bicycle facilities, grade separations, transportation system management, soundwalls, intermodal facilities, and safety; project development/monitoring activities and rideshare programs. The California Transportation Commission provides final approval of the STIP -and may specify priority projects. Other non-capital projects (e.g. road and transit maintenance) are not eligible.

~~4. 5.~~ Consistency with the *Regional Transportation Plan*

All projects receiving regional shares of state or federal transportation funds STIP, RSTP, CMAQ, or TEA funds must be consistent with the adopted Regional Transportation Plan.

D. Project Application and Programming Process

~~a.1.~~ Establish Criteria for Programming Funds

- ~~a.~~ According to federal and state guidelines, projects and programs compete for inclusion in the RSTP/CMAQ/TEA or STIP program funding based on their merits.

- ~~b.a.~~ The screening criteria ensure that general conditions such as project type, eligibility, project definition, and funding requirements are met.

- ~~e.b.~~ Scoring criteria may be developed and applied by the Commission, consistent with state and federal law. -Scoring criteria are used to evaluate the projects/programs based on relative merit.
- ~~d.c.~~ The Commission's Interagency Technical Advisory Committee will assist with development of applications and scoring criteria for each programming cycle.

~~b.2.~~ Issue Call for Projects

The Commission shall notify eligible agencies of proposed ~~RSTP/CMAQ/TEA/or STIP~~ funding cycles, approximate funding amounts, programming timeline, and programming process.

3. Workshop

To facilitate public participation, the Commission staff will hold a workshop early in the programming schedule to explain application and processing procedures to potential project applicants, as needed.

4. Project applicants shall submit applications containing the following information:

- a. Completed project application which includes ~~data on~~ project location, project description, proposed program year(s), project timeline, project budget, ~~project narrative~~, and satisfaction of applicable screening and ~~scoring evaluation~~ criteria, including a Project Study Report (PSR) or PSR Equivalent for STIP projects.
- b. Letter of commitment to sponsorship or resolution signed by an official of the applicant agency, indicating the agency's authority to carry out the proposed project, ~~documenting board approval~~ and a commitment to provide any matching funds (if applicable).

5. Project Review, Selection and Programming Process

- a. After screening and scoring criteria are applied, the Commission's Interagency Technical Advisory Committee (ITAC) and, as appropriate, the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee shall review the staff recommendations and refer their recommendations to the Commission.

- b. The Commission shall hold a public hearing to receive public comment on the proposed program of projects, consider staff and committee recommendations and adopt a program of projects.

The Commission may elect to keep a portion of the available funds in reserve for future programming.

- c. The Commission shall amend the program of projects into the Regional Transportation Improvement Program (RTIP) and request that the Association of Monterey Bay Area Governments (AMBAG) include the program of projects in the current Federal Transportation Improvement Program (FTIP), as appropriate. -The Commission shall also request the California Transportation Commission to include regional STIP projects in the State Transportation Improvement Program.

E. Amendments to the Approved Program

1. General Policy

Local project sponsors are required to obtain SCCRTC concurrence in allocation, extension, amendment or other requests for proposed changes to projects listed in the Regional Transportation Improvement Program (RTIP) prior to submittal of such request to Caltrans and the California Transportation Commission (for STIP projects) or AMBAG (for federally funded projects). Concurrence shall be handled administratively by SCCRTC staff unless substantive project issues (such as major schedule changes, requests for additional ~~RSTP/CMAQ/TEA or STIP~~ funds, major scope changes, or adding or deleting projects) require that concurrence be authorized by Commission action, during a public hearing meeting. (~~From~~ Per resolution 11-01). Changes to the program cannot be to the detriment of other projects/programs included in the program and must not negatively impact air quality conformity determinations made on the FTIP, based on Caltrans policy.

2. Amendment Process

- a. For projects/programs included in the approved RTIP which have secured other funding:
 - 1) The project sponsor must certify that the original project is completely funded and will not compete again for any additional ~~RSTP/CMAQ/TEA or STIP~~ funds; and

- 2) The project sponsor may request to redirect those ~~RSTP/CMAQ/TEA or STIP~~ funds from the original project to another eligible ~~underfunded~~ project which is included in the approved RTIP. If the project sponsor does not have an ~~underfunded~~ alternate project in the RTIP or the RTC does not approve the shift of funds, then the funds return to the general regional ~~RSTP/CMAQ/TEA~~ or STIP balance to be allocated in the subsequent programming cycle.

b. For projects/programs deleted from the RTIP

STIP and RSTP ~~funds from~~ deprogrammed ~~CMAQ, RSTP, STIP, or TEA~~ from projects will be placed in reserve for future programming as part of a competitive grant program, providing that the region is not at risk of losing those funds to timely use of funds requirements. (*approved by RTC 11/1/01*)

c. ~~Policy for Responding to Unanticipated Cost Increases for STIP Projects~~ (*approved by RTC 6/1/00*)

~~1) The Commission will consider written requests from local project sponsors for supplemental allocations for projects in the State Transportation Improvement Program (STIP) under the following conditions:~~

~~oProject has experienced an unanticipated cost increase after the allocation of State Transportation Improvement Program funds;~~

~~oProject has completed design and environmental work and is ready to begin the construction phase (non-construction work is not eligible);~~

~~oProject cost increase has resulted from unanticipated factors not under the control of the project sponsor and has not resulted from an increase in the project scope; and,~~

~~oUnprogrammed reserves are available in the Santa Cruz County regional share.~~

~~2) Requests for supplemental allocations shall be limited to the following amounts:~~

~~a. For projects with a total programmed STIP construction cost~~

~~less than \$750,000, up to \$75,000;~~

b. ~~For projects with a total programmed STIP construction cost~~
~~equal to \$750,000 or more, 10% of the total programmed~~
~~STIP construction cost, up to a total of \$250,000 per~~
~~project;~~

c. ~~For all projects, the total amount requested may not exceed~~
~~the amount required to cover the unanticipated construction~~
~~cost increase as specified in a valid bid;~~

d. ~~No more than 75% of the unanticipated cost overrun shall be~~
~~absorbed by a supplemental STIP allocation; 25% shall be~~
~~absorbed by the project sponsor; and;~~

~~o A STIP project is eligible one time only for a supplemental allocation~~
~~under this policy.~~

~~3) Written requests shall be delivered to the SCCRTC and will~~
~~be acted upon as soon as possible, but no~~
~~earlier than the next Commission~~
~~meeting that occurs at least 3 weeks after~~
~~the request is received at Commission offices.~~

~~4) Access to supplemental STIP funds is dependent upon:~~

a. ~~Amendment of the Regional Transportation Improvement Program~~
~~by the SCCRTC;~~

b. ~~Amendment of the Federal Transportation Improvement Program~~
~~by the Association of Monterey Bay Area Governments; and;~~

c. ~~Approval of the allocation by the California Transportation~~
~~Commission.~~

~~5) The SCCRTC retains the authority to approve or deny~~
~~requests based on financial or other~~
~~considerations.~~

~~6) The SCCRTC reserves the right to give special consideration~~
~~to making exceptions to this policy under unique circumstances,~~
~~on a case by case basis.~~

F. Reimbursement for RSTP /CMAQ/TEA/ or STIP Funds

Costs for RSTP/CMAQ/TEA or STIP Funds for All Projects Are Reimbursed.

1. For Non-Planning Projects

Reimbursable expenses for non-planning projects are administered through Caltrans and can be initiated following inclusion of the project in a federally approved Federal Transportation Improvement Program (FTIP), completion of a Caltrans field review, authorization to proceed (FNM-E-76), and/or receipt of an allocation for STIP projects from the California Transportation Commission, as applicable. Project sponsors shall coordinate STIP allocation requests with Regional Transportation Commission staff.

2. For RSTP and CMAQ Planning Programs

a. General

As the Metropolitan Planning Organization for the Monterey Bay Region, AMBAG is responsible for the receipt of federal planning funds. Therefore, planning projects using federal RSTP or CMAQ funds must be included in AMBAG's Overall Work Program (OWP) as well as in an approved Regional Transportation Improvement Program (RTIP), and Federal Transportation Improvement Program (FTIP).

b. Reimbursement Claims for RSTP/CMAQ Planning Programs

1) A completed agreement between the Commission and the RSTP/CMAQ planning project recipients regarding reimbursement procedures must be completed before any federal reimbursement is made.

2) Not later than October 15th, January 15th, April 15th, and July 15th of each year, the RSTP/CMAQ recipients shall complete progress reports for the previous quarter to the SCCRTC. The quarters are specified as follows: First quarter—July through September, Second quarter—October through December, Third quarter—January through March, and Fourth quarter—April through June.

3) Along with the progress reports, RSTP/CMAQ recipients must submit to the Commission an invoice and appropriate documentation for reimbursement of funds expended on the approved program.

~~4) Expenditures shall be reimbursed by AMBAG directly to each RSTP/CMAQ Recipient.~~

G. Project Monitoring/Assistance Program (Adopted by RTC 8/6/98)

The Commission has adopted a Monitoring and Assistance Program for state and federally funded transportation projects (Exhibit 612). The objectives of the program are to:

- Assure timely, cost-effective implementation of ~~RSTP/CMAQ/TEA/STIP and TDA~~ projects
- Ensure that the region as a whole meets the “timely use of funds” provisions of SB 45 ~~and~~, AB 1012, and other state and federal requirements
- Provide regular information to Commissioners on project milestones
- Assist local agencies with trouble shooting, especially with state and federal agencies
- Help lead agencies obtain the resources and expertise needed
- Develop a regular, streamlined reporting process
- Devote extra attention to STIP and state highway projects

IX. FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM

A. General

As authorized by Section 182.6 of the Streets and Highways Code, Caltrans has established a yearly Federal Apportionment Exchange Program which allows the Commission the option to exchange all or a portion of its annual apportionment of Surface Transportation Program (STP) funds with Caltrans for non-Federal (State) funds.

B. Eligible Claimants

The Commission, County of Santa Cruz, each city in the county and other eligible public agencies as identified in Title 23 of the United States Code-Highways Sect. 133 whose projects have been programmed using Regional Surface Transportation Program (RSTP) funds are eligible claimants for the Federal Apportionment Exchange Program.

C. Eligible Uses of Funds

Exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code-Highways, and not excluded by Article XIX-Motor Vehicle Revenues of the State Constitution. Only direct project related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

D. Accrued Interest on RSTP Exchange Funds

Interest accrued in the regional RSTP Exchange account of the Commission will be available for future programming.

Interest accrued in the local jurisdiction's RSTP Exchange account must either be:

1. Applied to that particular project for which it was accrued; or
2. If the interest accrued cannot be applied to that project, the interest must be returned to the Commission for deposit in the regional RSTP Exchange account for future programming.

E. Disbursement Procedure for Federal Apportionment Exchange Program

1. A list of RSTP Exchange Projects for each cycle is approved by the Commission by adoption into the Commission's Budget and Work Program, or by separate resolution.
2. The Commission authorizes the Executive Director by resolution to disburse funds for the approved list of exchange projects.
3. Each exchange participant must have a signed Agreement ~~B~~between the Commission and the RSTP Recipients for the Federal Apportionment Exchange Program, which details requirements set forth for the program by Caltrans, on file prior to invoice processing incurring reimbursable expenses.
4. Exchange participants have two options to receive exchange disbursement:
 - a. Exchange participants may invoice for exchange projects on a project-by-project basis, for the total amount of the project no earlier than six months prior to that project's initiation date (i.e. for construction projects, the initiation date is considered the award of contract; for right-of-way acquisition, the initiation date is considered after CEQA clearance), or for projects with identifiable phasing (e.g. by preliminary engineering, right-of-way, construction etc.), at the initiation of each project phase; or

- b. Exchange participants may invoice for exchange projects by reimbursement after the project, or project phase, is completed.
- 5. Commission staff reviews the invoices and submits them to the County Auditor-Controller for payment.

F. Return of Exchange Funds

In the event that exchange funds exceed the final total costs of the exchange project, those funds must be returned to the Commission regional exchange account for future programming.

G. Advance Delivery of RSTP Exchange Projects (Resolution 24-06)

In the event that an implementing agency [hereafter “Agency”] is ready to proceed with a project eligible for RSTP Exchange funds prior to the RTC disbursing (allocating) those exchange funds to that project, the project sponsor may implement that project and later request reimbursement (advance delivery) if the following terms and risks are agreed to:

- 1. Agency certifies that they understand the responsibilities and risks listed herein prior to proceeding with the project;
- 2. Agency receives approval from RTC staff to advance their project;
- 3. Agency uses its own funds to advance the project;
- 4. Agency follows the rules that apply to RSTPX-funded projects, as defined in the RTC’s Rules and Regulations and previously signed “Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program”;
- 5. The Commission will consider approval of reimbursement allocations of RSTPX funds once a year, after receiving a reimbursement allocation request from the project sponsor and when sufficient exchange funds are available.
- 6. Projects remain subject to the California Environmental Quality Act (CEQA);
- 7. Only those expenditures made by or under contract to the Agency for a project which is programmed for RSTP funds are eligible for reimbursement by the Commission;
- 8. Expenditures made more than 36 months prior to date of Commission approval

of RSTP Exchange funds for the project are not eligible;

9. Expenditures which exceed the amount of RSTP funds that were or are programmed in the RTIP for the particular project component are not eligible;

10. Only expenditures made in accordance with the “Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program” between the local entity and SCCRTC are eligible;

11. In the event that expenditures made by the local agency are determined to be ineligible, the SCCRTC has no obligation to reimburse those expenditures;

12. INDEMNIFICATION

a. The Agency assumes all risks, of proceeding ahead of schedule and understands that if RSTP Exchange funds do not materialize the sponsor may have to follow federal regulations in order to receive reimbursement for their project, in the form of federal RSTP funds.

b. The implementing agency agrees to defend, indemnify and hold harmless the SCCRTC from and against all claims, actions, proceedings, demands, liabilities, costs and expenses (including attorneys’ fees), or damage claimed by third parties on account of any damage, loss, injury to, costs or attorneys fees incurred by said third parties related to the allocation or reimbursement of RSTP Exchange Program funding.

13. If exchange funds do not become available and a completed project is no longer eligible for federal-RSTP funds, the implementing agency may request the SCCRTC program a substitute project for federal RSTP funds; and

14. Any implementing agency intending to take advantage of these reimbursement provisions understands its obligations and the risk that is inherently involved.

The Commission will approve reimbursement allocations only when it finds that the expenditures were and are consistent with RSTP programming and that the project is itself eligible for RSTPX. The availability of state RSTPX funds and the lack of specific legal impediment do not obligate the Commission to approve an allocation ahead of other allocations.

X. ENVIRONMENTAL REVIEW GUIDELINES

A. Lead Agency

The Commission, under state legislation ~~and the Memorandum of Understanding with AMBAG, et al.,~~ may be assigned responsibilities for the development of plans and programs and projects ~~such as the Regional Transportation Plan for Santa Cruz County,~~ which may require environmental review. In these cases where the Santa Cruz County Regional Transportation Commission is the lead agency, it may have the responsibility for complying with applicable environmental review requirements under the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).

B. Guidelines

1. Any environmental documents certified by the Commission must be in conformance with the California Environmental Quality Act (CEQA), and, when applicable, with the National Environmental Policy Act (NEPA). In implementing CEQA and NEPA requirements, the Commission shall be guided by the latest state and federal CEQA and NEPA Guidelines.
2. The Commission may join with another agency, such as the Association of Monterey Bay Area Governments or the Santa Cruz Metropolitan Transit District, to jointly prepare environmental documents for joint projects or plans.

XI. DOCUMENT DISTRIBUTION AND PRICING

A. Document Distribution

The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit 39.

B. Document Pricing

The Commission shall price documents based on printing and copying costs.

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Exhibit 1

PROCEDURE FOR ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR

The Commission shall perform performance reviews of the Executive Director every year consistent with the following procedures:

1. On an annual schedule to be determined by the Personnel Committee, the Executive Director shall prepare a self-evaluation using the form in Attachment 1, ~~(form not included)~~ shall review achievement of prior goals and propose new goals for the upcoming year, and shall submit this material to the Commission at least two weeks prior to the performance review.
2. The Commission shall conduct the annual performance review in executive session with the Executive Director present; and, at its discretion, may also meet in executive session without the Executive Director present.
3. The Executive Director shall revise the written review form in response to the Commission's performance review and circulate it to all Commissioners for their review.
4. The Executive Director shall then complete the final written performance review for the signature of the Commission Chair.
5. The final performance review shall be submitted to the County Administrative Officer for incorporation into the County performance appraisal process, and to the Personnel Department for inclusion included in the Executive Director's personnel file.

Exhibit 2
SCCRTC COMMITTEES

This document contains descriptions for the following committees:

BICYCLE ADVISORY COMMITTEE
BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE
ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE
INTER-AGENCY TECHNICAL ADVISORY COMMITTEE

This document also contains a description of the special workshop meeting of the Commission:

TRANSPORTATION POLICY WORKSHOP

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Exhibit 3

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION Bylaws for Commission Committees November, 2001

CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

MEMBERSHIP

The Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees can include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

APPOINTMENTS

Commissioner appointments to Committees are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments of members of the general public to Committees are made by the Commission based on an open application process. Each of the cities and each member of the Board of Supervisors are encouraged to nominate members to the Bicycle Advisory Committee and the Elderly and Disabled Transportation Advisory Committee. The nominations are limited to representation for the appointing entity's jurisdiction. The nominations will be considered along with any other applications for the seats to be filled. Current membership lists shall be maintained by the Commission's Executive Director.

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

ALTERNATES

Commissioners' designated alternates shall serve as their alternates on Committees. Alternates for non-Commissioner committee member seats shall be appointed in the same manner as appointments to the corresponding regular membership slot.

VACANCIES

A vacancy may be created when an appointed member of the Committee misses three consecutive regular meetings without good cause so entered in the minutes. A vacancy shall be created when due to death, disability, or extenuating circumstances, an appointed member can no longer carry out responsibilities; when an appointed member resigns as a Committee member; or when a Commissioner appointed to a Committee resigns from the Commission. Vacancies are to be filled in the same manner as the original appointments were made.

Commission staff shall notify Committee members when they have missed two consecutive meetings without good cause so entered in the minutes, in order to inform them of the potential creation of a vacancy.

For membership slots filled by members of the public, ~~the Commission Executive Director~~ staff shall advertise the opening on the Commission website and in other manners as to notify the public of the membership opportunity.

The membership structure, including alternates and ex-officio members, of each Committee is included as separate attachments to these bylaws.

COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

A Committee Member on a given Committee shall be responsible for contacting his or her Alternate in the event the Committee Member cannot attend a scheduled meeting.

A Committee Member or Alternate on a given Committee shall be responsible for notifying staff 24 hours prior to the meeting that the Alternate will be serving as the representative to that Committee on behalf of the Committee Member or that neither the member nor alternate will be in attendance.

Should a Committee Member comply with the above (contacting the Alternate and notifying staff), in the event the Alternate does not attend the meeting, it will be noted in the minutes that the Committee Member is excused.

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting, the Committee Member shall be entered in the minutes as absent without cause and subject to the

Vacancies requirement.

ALTERNATES ATTENDANCE RESPONSIBILITIES

An Alternate shall be required to attend Committee meetings only in the event that his or her Committee Member is unable to attend; however, the Alternate may attend and may participate as a member of the public (but may not vote) at Committee meetings even if the Committee Member is present.

TERMS OF OFFICE

Commissioners appointed to Committees shall serve a term of one year, and continue to serve until a new appointment is made. Non- Commissioner members of Committees shall serve three year terms. Alternates shall serve a term that coincides with the term of the committee member for whom they are an alternate. Terms of office for all Committee members are renewable by the Commission. At its discretion the Commission may review and change Committee appointments at any time.

OFFICERS

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.

COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

ORGANIZATION AND PROCEDURES

- a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments but may be changed at the decision of a quorum of the Committee. The date, time and place of the meeting may also occasionally be changed due to availability of members or

timeliness of agenda items.

- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.
- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.
- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Robert's Rules of Order.
- g) Minutes. Official minutes recording the members and visitors present, motions entertained and actions taken at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other times,

which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.

- i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the Commission. The committee descriptions included in the Commission's Rules and Regulations can be amended by a majority vote of the subject committee's members with approval by the Commission.

CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.

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Exhibit 4

Committee: BICYCLE ADVISORY COMMITTEE

Committee Objectives: Serves in an advisory capacity to the Regional Transportation Commission and its member agencies on bicycle-related issues, policies, plans, programs and projects.

~~F.1.~~ ___ Reviews claims submitted to the Commission that deal with bicycle facilities;

~~G.2.~~ ___ Reviews recommendations for the bicycle section of the Regional Transportation Plan, including policies, programs and capital improvement projects;

~~H.3.~~ ___ Reviews the bicycle sections of other studies, programs and plans prepared by the Commission;

~~H.4.~~ ___ Provide input into development of the Monterey Bay Sanctuary Scenic Trail Network as outlined in the adopted Master Plan. Review design and engineering plans for segments at the conceptual and design levels whether the RTC or another entity is the implementing body.

~~I.5.~~ ___ Reviews and advises implementing agencies in a timely manner on transportation capital improvement projects with bicycle elements for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the Bicycle Advisory Committee involves review of the proposed concept and proposed design for the bicycle features of the transportation project. Local implementing agencies may seek the advice of the Bicycle Committee for more localized, locally funded bicycle projects at their discretion.

~~J.6.~~ ___ Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they related to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.

~~K.7.~~ ___ Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;

~~L.8.~~ ___ Reviews and approves applications for Bikes Secure bike parking grant applications;

~~M.9.~~ ___ Assists in the pursuit of local, state and federal funds for bicycle projects and advises the Commission on project priorities for funding and grant applications for bicycle projects;

10. ___ Serves as advocates on behalf of the bicycling population regarding bicycle related issues before the Commission.

Committee Membership:

One person representing each of the five supervisorial districts	5
One person representing each of the four cities	4
One at large member (until March, 2005 expiration of this position)	1
A representative of Bike to Work	1
A representative of the Community Traffic Safety Coalition	1
<u>Total (prior to April, 2005)</u>	<u>12</u>
Total (after March, 2005)	11

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on recommendations of the Bicycle Committee and via open application process. The cities and the County Supervisors ~~may~~ nominate individuals for Committee and Commission consideration.

Quorum: A quorum is six members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be half of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2nd Monday of ~~every other~~ the month from ~~67:00-89:30pm~~ but the time may be changed by the Committee with a majority vote.

Meeting Location: ~~Preferably, a~~At least one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

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Exhibit 5

Committee: **BUDGET & ADMINISTRATION/PERSONNEL COMMITTEE**

Committee Objectives: In order to ensure efficient and effective operations, the Budget & Administration Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of the Commission and makes recommendations to the Commission regarding such items. The committee also functions as the Personnel Committee to review personnel matters, and to conduct an annual performance evaluation of the Executive Director.

Committee Membership: Commission Chair and up to 54 other Commissioners. A Commissioner can be designated to serve in lieu of the Commission Chair, at the direction of the Commission Chair and with the concurrence of the Commission.

Meeting Frequency and Time: The Committee will meet at least quarterly; meeting times will be set as needed and noticed appropriately.

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Exhibit 6

Committee: ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE (E&D TAC)

Committee Objectives: Serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238. Advises the Santa Cruz County Regional Transportation Commission (SCCRTC), the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of limited means populations. (Committee duties specifically referenced in other documents are as noted: A - Transportation Development Act Statutes, B - 1992 Paratransit Implementation Plan)

1. Assists in the determination of transportation needs of the elderly, disabled and persons of limited means populations, including the annual assessment of unmet transit needs (A, B);
2. Solicits input of transit dependent and transit disadvantaged persons, including elderly, disabled and persons of limited means, for the unmet needs assessment process pursuant to Transportation Development Act statutes 99238.5 (A);
3. Reviews claims submitted to the Commission that deal with specialized transportation services or pedestrian issues;
4. Advises the SCCRTC, Metro, CTSA, the County and other providers on policy decisions including but not limited to the coordination and consolidation of specialized transportation services, paratransit and other transportation for the county's elderly and disabled residents and residents of limited means (B);
5. Reviews specialized transportation planning and the pedestrian sections of studies and plans prepared by the Santa Cruz County Regional Transportation Commission, the Santa Cruz Metropolitan Transit District, the Consolidated Transportation Service Agency, the local jurisdictions and other agencies, as necessary (A, B);
6. Reviews recommendations for the specialized transportation, transit and pedestrian sections of the Regional Transportation Plan, including policies, programs and capital improvement projects (A);
7. Reviews and advises implementing agencies on transportation capital improvement projects with pedestrian elements with regards to accessibility for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the E&D TAC -involves review of the proposed concept and proposed design for the accessible pedestrian features of the transportation project. Local implementing agencies may seek the advice of the E&D TAC for more localized, locally

funded pedestrian projects at their discretion.

8. Monitors programs concerning transportation needs of elderly and disabled persons and persons of limited means initiated by the implementing agencies and proposes methods of using transportation to integrate the elderly, disabled and persons of limited means populations into the community (A, B);
9. Operates as a forum for communication between public and private agencies, users, and providers (B);
10. Assists in the pursuit of local, state and federal funds for specialized transportation and pedestrian projects and advises the Commission on project priorities for funding and grant applications for pedestrian projects and other projects and programs addressing transportation for the elderly, disabled and persons of limited means populations;
11. Serves as advocates on behalf of the elderly, disabled and persons of limited means populations regarding transportation related issues.

Committee Membership (*As required by the Transportation Development Act statutes):

<u>Representatives of:</u>	<u># of voting</u>	<u>members</u>
potential transit users who are 60 years of age or older_		1
potential users who have a disability*_————		1
local social service providers for seniors*, potentially including one representative of the Santa Cruz County Seniors Commission		2
local social service providers for people with disabilities*, potentially including one representative of the Santa Cruz County Commission on Disabilities		2
local social service provider for persons of limited means*_		1
for each of the five supervisorial districts, the elderly, persons with disabilities and/or persons of limited means		5
private, for profit transportation agency*_————		1
Santa Cruz County Consolidated Transportation Service Agency (CTSA)		2
Santa Cruz Metropolitan Transit District (Metro)		1

Total 1716

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on an open application process.

Quorum: A quorum is nine members, assuming that there are no vacant positions.

Meeting Frequency: Second Tuesday of Every even numbered month; ~~second Tuesday of the month~~ at 1:30 pm.

Meeting Location: ~~At least~~ Preferably, one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

Bylaws Approval: Bylaws must be recommended for approval by the Elderly & Disabled Transportation Advisory Committee and approved by the Santa Cruz County Regional Transportation Commission. The Bylaws shall also be submitted to the Consolidated Transportation Services Agency Board for their review.

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Exhibit 7

Committee: INTERAGENCY TECHNICAL ADVISORY COMMITTEE

Committee Objective: Serves to coordinate regional transportation capital improvement projects and transportation planning programs; serves as a technical and planning forum for local jurisdictions, SCMTD, AMBAG, UCSC, Cabrillo College, Caltrans and the ~~TMA~~Ecology Action Transportation Group; serves as a forum to consider technical and policy issues, ~~such as Transportation System Management/Transportation Demand Management, Intelligent Transportation Systems (ITS), bicycle and pedestrian facilities;~~ land use-transportation/air quality issues, such as general plans, development projects, housing elements; serves as an arena to distribute and share information on state and federal funding opportunities and requirements; and makes recommendations to the Commission regarding these issues. Specific actions taken by the committee include, but are not limited to:

1. Provides recommendation for funding programmed by the Regional Transportation Commission (RTC) in the Regional Transportation Improvement Program (RTIP);
2. Reviews and provides recommendations on the Regional Transportation Plan, including policies, programs and capital improvement projects;
3. Reviews transportation studies, programs and plans prepared by the Commission;
4. Reviews and provides recommendations on the RTC's Legislative Program.

Committee Membership:

voting members

City and County Public Works staffs	5
City and County Planning staffs	5
Santa Cruz Metropolitan Transit District	2
Caltrans District 5 Transportation Planning Branch	1
Association of Monterey Bay Area Governments	1
Monterey Bay Unified Air Pollution Control District	1
Ecology Action Transportation Group Transportation Management Associations	2 <u>1</u>
University of California, Santa Cruz	1
Cabrillo College	1
California Highway Patrol (ex-officio)	

voting members 19-18

The local jurisdiction members may also assign an alternate for a specific meeting as appropriate for the topics on the agenda.

Quorum

One member from a local jurisdiction or the SCMTD may serve as proxy for the other ~~2~~voting member ~~from that jurisdiction or agency~~ for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. -Committee members or alternates should notify staff or other local jurisdiction staff ~~member~~ 24 hours prior to the meeting if a proxy will be representing the member in the member's absence. -For efficiency of meetings, when possible, agenda items of interest to Planning staff will be grouped separately from items of interest to Public Works staff.

Meeting Frequency and Time:

Committee meets ~~monthly~~ on the third Thursday of ~~each~~ the month at 1:30 pm, as needed.

Exhibit 8

Committee: **TRANSPORTATION POLICY WORKSHOP**

Policy Workshop Objectives: For the Commission to review and discuss major policy, funding and project development issues in greater detail and in a less formal setting than the regular meetings of the Commission. The intent is to provide the Commission and other attendees with an opportunity for detailed discussion of complex transportation issues, including the following:

1. Funding, development and implementation of major state highway projects such as improvements to Highways 1 and 17.
2. Funding, development and implementation of the SCCRTC's major projects including the project to acquire the Santa Cruz Branch Line Rail right of way.
3. Development of major planning documents such as the Regional Transportation Plan.
4. Programming of state and federal funds by the Commission, including Surface Transportation Program (STP), ~~Congestion Mitigation and Air Quality (CMAQ),~~ ~~Transportation Enhancements Activity (TEA),~~ and State Transportation Improvement Program (STIP) regional share funds.

The Transportation Policy Workshop also hears oral presentations on topics of interest.

Committee Membership: The Transportation Policy Workshop is a meeting of the Commission; the membership is the full Commission.

Quorum: A quorum is six Commissioners.

Meeting Frequency, Date and Time: Every month on the third Thursday of the month at 9:00 am, with the flexibility to meet less frequently at Commission discretion.

Meeting Location: Typically in the Commission offices, ~~with at least one meeting per year in a south or mid-county location.~~

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Exhibit 9

SCCRTC DOCUMENT DISTRIBUTION AND PRICING POLICIES

Public Access to SCCRTC Documents

1. The SCCRTC posts all Commission and Committee agendas, all Commission packets and most Commission documents on the Commission website (www.sccrtc.org). In addition, these documents are available for viewing at the Commission office during normal business hours. Major Commission documents are also distributed to area public libraries. The Commission has an email notification list for meeting notices and agendas for the Commission and each SCCRTC committee. To reduce the use of non-renewable resources, the SCCRTC encourages the public to access Commission materials via the website, and by viewing copies available in the Commission office and at public libraries.

Agendas and Packets for Commission and Committee Meetings

1. ~~1. Notification of availability of electronic versions of SCCRTC Commission and Committee packets are distributed free of charge to public agencies and members of the press.~~
~~Hard copies of commission and committee packets will be available to members and alternates that request them. on an annual basis, limited to one packet per agency / media organization.~~
2. ~~2.~~
2. Others who wish to receive hard copies of agenda packets or agendas may be charged a fee, computed annually and included on the SCCRTC Document Fee Schedule.
3. Annually, Commission staff will contact each recipient of a hard copy or email notification of a Commission or committee agenda or agenda packet, asking them whether they want to continue to ~~do so~~ receive the materials or notification. (Commission and committee members will automatically receive agenda materials and will be excluded from this annual renewal process.)

Copies of Other Printed Documents

1. A copy of a draft document produced by the SCCRTC (or its agents or contractors) that is being distributed for public comment will be available free of charge to each individual, group or agency that requests it during the comment period.
2. A copy of a final document will be distributed free of charge to each of those individuals, groups or agencies that provided written comments on earlier drafts, as well as to relevant public agencies.

3. A copy of an adopted document will be available free of charge to any individual, group or agency requesting it within 30 calendar days of its adoption.
4. Requests received more than 30 calendar days after adoption of an SCCRTC document, will cost the prices indicated on its SCCRTC Document Fee Schedule. Documents listed as “free” on the Document Fee Schedule are exempt from this provision.

General

1. Free documents (as listed on the Document Fee Schedule) are generally limited to one per individual, agency or organization and are available while supplies last. For organizations and business that assist the SCCRTC in distributing free documents to the public, up to 100 copies may be requested. More than 100 copies may be provided to a third party as part of an event or promotion.
2. For single copies of portions of SCCRTC documents or Commission or committee agendas, the SCCRTC will charge the price listed on the SCCRTC Document Fee Schedule.
3. Document fees or packet fees may be waived at the discretion of the Executive Director.
4. SCCRTC staff will fulfill requests for copies in a timely fashion within the following guidelines: within one (1) business day for 20 pages or less; within two (2) business days for documents easily duplicated in-house; and within three (3) business days if an outside copy service is needed. More time may be required for copies mailed to a recipient.
5. For documents or materials prepared by consultants or other organizations for the Commission, Commission staff shall receive and process all requests for copies.
6. The SCCRTC Document Fee Schedule may be revised at any time and will be updated on a regular basis to reflect changes in duplicating, mailing, and administrative costs. Costs for new materials will be established at the time of publication.

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SCCRTC DOCUMENT FEE SCHEDULE
(Revised October 2002)

– Subject to change at any time –

Fees are for hard copies. Most items are available for viewing or downloading
on the SCCRTC website: www.sccrtc.org

<u>Commission or Committee Meeting</u> <i>(includes mailing)</i>	<u>Annual Fee Full Packet</u>	<u>Annual Fee Agenda Only</u>
SCCRTC/Transportation Policy Workshop	\$60	\$5
Interagency Technical Advisory Committee	\$40	\$5
Bicycle <u>Advisory Committee</u> _____	\$40	\$5
Elderly and Disabled Transportation Advisory Committee	\$40	\$5
Budget and Administration/Personnel Committee	\$40	\$5
E-mail notification of agenda	n/a	free
Other committees and task forces	tbd	tbd

Costs for partial year mailings will be prorated.

Final Documents (most are available for viewing and downloading at www.sccrtc.org)

For printed copies, prices are as follows:

Regional Transportation Improvement Program	\$ 8.00
Regional Transportation Plan	\$30.00
SCCRTC Rules and Regulations	\$ 6.00
Santa Cruz County Traffic Monitoring Report	\$ 6.00

SCCRTC documents not listed above will be supplied at the cost of 5 cents per page or the cost of the outside copying service, if higher.

Free Documents - Except for informational materials, hard copies of free documents are

generally limited to one per individual, agency or organization, while supplies last

Santa Cruz County Bikeway Map

Cost of Driving Brochure

Guide to Specialized Transportation (*available in English, Spanish and Large Print*))

SCCRTC Annual Report

Informational brochures and handouts produced by the SCCRTC

Single Copies of Portions of SCCRTC Packets or Documents

For small quantities that can be produced in-house:

~~1.~~ 5 cents per page, single sided

~~2.~~ 10 cents per page, double sided

All other copies:

~~3.~~ actual cost for outside copying service, if higher

Additional Charge for Mailing

The cost of mailing will be added to the copying cost charged to the person/organization ordering the document, unless otherwise specified above. (Please NOTE: Agenda pricing already includes postage costs.)

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**CONFLICT OF INTEREST CODE OF THE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION**

SECTION 100. Incorporation of Model Code.

The terms of 2 C.C.R. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of this Authority.

SECTION 200. Designated Positions.

The positions listed on Exhibit “10-A” are designated positions. Officers and employees holding those positions are deemed to make or participate in the making of decisions that may foreseeably have a material effect on a financial interest.

SECTION 300. Disclosure Statements.

A person holding a designated position shall be assigned to the disclosure category set forth on Exhibit “10-B” unless such persons are already required to file disclosure statements of economic interests under the provisions of Section 87200 of the California Government Code. Each person assigned a disclosure category shall file an annual statement disclosing that person’s interest in investments, real property, and income designated as reportable under the category to which the person’s position is assigned in Exhibit “10-A”.

SECTION 400. Place and Time of Filing.

(a) Filing Originals. All persons holding designated positions with an assigned disclosure category shall file the original statement of economic interests with this agency.

(b) Filing Copies. This agency shall make and retain a copy and forward the originals of these statements to the County ~~Clerk~~ Elections Department.

(c) Initial Statements – After Code Adoption. A person holding a designated position with an assigned disclosure category shall submit an initial statement of economic interest within 30 days after the effective date of this Code.

(d) Annual and Other Statements. Persons holding designated positions with an assigned disclosure category shall file annual statements of economic interest and other required statements pursuant to Section 5 of the Conflict of Interest Code provisions contained in 2 C.C.R. § 18730.

Exhibit 10-A

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

*DESIGNATED POSITIONS

Category	Disclosure
1. Commission Members (including Alternate Members)	1
2. Executive Director	1
3. Deputy Director	1
4. <u>Administrative Services Officer</u>	<u>1</u>

*See Section 2, Conflicted Code (2 C.C.R. § 18730)

Exhibit 10-B

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

DISCLOSURE CATEGORIES.

CATEGORY 1. Interests in Real Property, Sources of Income, Investments and Business Positions Held by Designated Officer or Employee. All interests in real property located within Santa Cruz County. All income (including loans and gifts) from any source which contracts with or may in the foreseeable future contract with the Commission to provide services, supplies, equipment, or other property. All investments in any business entity or trust in which the designated officer or employee is a director, officer, partner, trustee, employee, or holds any position of management, which contracts with or may foreseeably contract with the Commission to provide services, supplies, equipment, or other property.

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Exhibit 11—RSTP, CMAQ and TEA PROGRAMMING CATEGORIES

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP) Eligible Project Types:

- Local street and road construction, reconstruction, rehabilitation, resurfacing, restoration, and preventative maintenance on roadways that are part of the Pavement Management System (PMS)
- Operational improvements for highway and bridge projects, including bridge seismic retrofit, painting
- Transit (bus and rail) capital projects including vehicles and facilities used to provide inter-city passenger service by bus
 - Carpool projects
 - Park and ride lots: fringe and corridor parking facilities
 - Bicycle facilities
 - Non-construction projects (educational programs)
- Pedestrian walkways, and modification of public sidewalks to comply with the Americans with Disabilities Act of 1990
 - Highway and transit safety infrastructure projects, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway highway grade crossing elimination or improvement
 - Highway and transit research and development and technology transfer programs
- Capital and operating costs for traffic monitoring, management and control facilities and programs
 - Surface transportation planning programs
 - Transportation enhancement activities
 - Transportation control measures that improve air quality
- Wetlands mitigation and natural habitat efforts related to projects funded under Title 23 USC
 - Capital improvements for infrastructure-based intelligent transportation systems
 - Environmental restoration and pollution abatement projects, including retrofit or construction of stormwater treatment facilities (limited to 20% of the total cost of reconstruction, rehabilitation, resurfacing, or restoration projects)

CONGESTION MITIGATION AND AIR QUALITY (CMAQ) Eligible Projects:

- Transportation Activities in an approved State Implementation Plan or Maintenance Plan
- Transportation Control Measures
- Extreme Low Temperature Cold Start Programs
- Public-Private Partnerships
- Alternative Fuels
- Traffic Flow Improvements
- Transit Projects

- ~~Bicycle and Pedestrian Facilities and Programs~~
- ~~Travel Demand Management~~
- ~~Outreach and Rideshare Activities~~
- ~~Telecommuting~~
- ~~Fare/Fee Subsidy Programs~~
- ~~Intermodal Freight~~
- ~~Planning and Project Development Activities~~
- ~~Inspection/Maintenance (I/M) Eligibility~~
- ~~Magnetic Levitation Transportation Technology Deployment Programs~~
- ~~Experimental Pilot Projects~~

~~TRANSPORTATION ENHANCEMENT ACT (TEA) Eligible Categories:~~

- ~~Provision of facilities for pedestrians and bicycles.~~
- ~~Acquisition of scenic easements and scenic or historic sites.~~
- ~~Scenic or historic highway programs.~~
- ~~Landscaping and other scenic beautification.~~
- ~~Historic preservation.~~
- ~~Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals).~~
- ~~Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).~~
- ~~Control and removal of outdoor advertising.~~
- ~~Archaeological planning and research.~~
- ~~Mitigation of water pollution due to highway runoff.~~

Exhibit 12

SCCRTC's Monitoring/Assistance Program for State and Federally Funded Projects *(Adopted 8/6/98)*

1. State Highway Regional Share or Jointly-Funded Interregional Projects

- a. Memorandum of Understanding (overall) between Caltrans and SCCRTC
- b. Cooperative Agreement between Caltrans and implementing agency for each project
- c. Project development team (includes local jurisdiction, SCCRTC, Caltrans, others)
- d. SCCRTC staff assistance in coordination between local agencies and Caltrans
- e. Quarterly scope, schedule and budget status reports by Caltrans to the Commission, monthly reports as the project nears construction
- f. Submittal of early draft environmental and design documents by Caltrans to the project development team members for review
- g. Monitoring of the project schedule and budget by project milestones by SCCRTC
- h. Oversight of STIP amendments by SCCRTC

2. Local STIP Projects

- a. Biannual scope, schedule and budget status reports submitted by project sponsors to the Commission (proposed for March and September)
- b. Monitoring of the project schedule and budget by project milestones by SCCRTC
- c. Submittal of early draft environmental and design documents (65% to 80% stage, basic drawings, not plans and specs) by project sponsor to SCCRTC staff for review
- d. Review of project design (65% to 80% stage, basic drawings) by the Bicycle Advisory Committee
- e. Oversight of STIP amendments by SCCRTC
- f. Notification to SCCRTC of STIP allocation request by project sponsors
- g. Review of STIP allocation request and issuance of concurrence letter to Caltrans by SCCRTC staff to determine if project meets state law/guidelines and RTIP provisions; if issues exist, bring concurrence letter to Commission for approval

3. Local Non - STIP Projects (e.x. TDA, ~~RSTP/CMAQ, TEA~~)

- a. Annual scope, schedule and budget status reports by project sponsor to the Commission (proposed for September)
- b. Submittal of early draft environmental by project sponsor to SCCRTC staff for review
- c. Review of project design (65% to 80% stage, basic drawings) by the Bicycle Advisory Committee, if appropriate
- d. Local agency assistance by SCCRTC staff as requested, particularly in interactions with Caltrans and the Federal Highway Administration
- e. Hold informational workshops as appropriate and provide a forum for discussing common implementation issues (ITAC)
- f. Encourage non-transportation departments or agencies to seek assistance from local public works departments if project delivery issues arise
- g. Submittal of courtesy copies of Environmental Enhancement and Mitigation grant requests by local agencies to SCCRTC staff

AGENDA: February 13, 2014

TO: Budget and Administration/Personnel Committee

FROM: Daniel Nikuna, Fiscal Officer
Yesenia Parra, Administrative Services Officer

RE: Actuarial Valuation Report of RTC Other Post-Employment Benefits as of July 1, 2012 under GASB 45.

RECOMMENDATION

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee accept the Actuarial Valuation Report of the Other Post-Employment Benefits (OPEB) for RTC retirees as of July 1, 2012.

BACKGROUND

In 2004 the Governmental Accounting Standards board (GASB) issued Statement 45 or GASB 45, which requires state and local governments to measure and report their costs and financial obligations of post-employment benefits (OPEB) other than pensions on their annual financial statements. The RTC currently offers its retirees Medical benefits through CalPERS and no other benefits.

The goal of GASB 45 is to provide more complete, transparent, and reliable information to decision makers and users of government financial statements. GASB 45 requires triennial actuarial valuation for government agencies with less than 200 members. The current actuarial valuation as of July 1, 2012 was prepared by Bickmore Consulting; the same consultant who prepared the first valuation of July 1, 2009.

DISCUSSION

In coordination with RTC staff, Bickmore completed the RTC Actuarial Valuation of Other Post-Employment Benefits (OPEB) for fiscal years ending June 30, 2013, June 30, 2014 and June 30, 2015. The actuarial valuation calculated the Actuarial Accrued Liability (AAL), which is the value of benefits earned by retirees and active employees in prior years. The AAL was amortized over 30 years maximum to get the equivalent annual cost; and this annual cost when added to the Normal Cost, the value of the benefits earned in current year by active employees, resulted in the Annual Required Contribution (ARC) to fully pre-fund the OPEB liability. The ARC was \$171,385; \$183,189; and \$195,992 respectively for FY2013, FY2014, and FY2015 (Attachment 1 Tables 1B & 1C on pages 12 & 13).

In 2010, the RTC decided to meet the OPEB liability on a pay-as-you-go (PAYGO) basis. The RTC may pre-fund the OPEB liability; however, there is no requirement by GASB 45 to do so. The advantage of PAYGO is a smaller annual cash outflow which is limited to the payment of the retirees' benefits and no payments are made on behalf of active employees. However, this advantage could be negated by an increasing OPEB liability from year to year since the Annual Required Cost (ARC) is not being fully paid. In addition, the ARC is higher for PAYGO because of the lower discount rate used to amortize the Actuarial Accrued Liability (AAL) when compared to prefunding.

Staff has not conducted a full analysis of the advantages or disadvantages of prefunding the OPEB liability. Now that the GASB 45 requirement has been in effect for several years, staff can gather information from other similar agencies that have chosen to prefund their OPEB liability and bring this information to the B&A/P Committee at a later date.

Appendix 1 on page 22 ([Attachment 1](#)) compares the two funding methods and shows \$171,385 ARC for PAYGO, and \$118,753 for prefunding. For 2013, the RTC financial statements show a deficit due partially to OPEB Net Obligation balance, which is the cumulative balance of unfunded ARC as shown on Table 1C on page 13 of the actuarial report. This deficit would continue to grow under the PAYGO method. To prefund, funds must be deposited in an irrevocable trust fund, and funds can only be used for paying OPEB cost.

Not unlike the retirement plan, GASB 45 seeks to recognize the OPEB cost when incurred; that is during the years the employees earn the benefits. While the retirement benefits are well defined and predictable, the OPEB depend on many factors including benefit policy, Medicare benefits, and the actual retirement date from RTC. The detail of the actuarial valuation and the computation mechanics are complex and may require an expert to fully explain how all this works. A staff person from Bickmore can be available at a future meeting to fully explain the actuarial process and answer any additional questions.

SUMMARY

The RTC is required to comply with GASB 45 and has received a completed Actuarial Valuation of Other Post-Employment Benefits for fiscal years ending June 30, 2013, June 30, 2014 and June 30, 2015. Staff recommends that the B&A Committee accept the July 1, 2012 valuation report of the RTC OPEB.

Attachments:

1. Actuarial Valuation
2. RTC Statement of Net Assets ("Balance Sheet")



Bickmore

Santa Cruz County
Regional Transportation Commission

Actuarial Valuation of Other
Post-Employment Benefit Programs
as of July 1, 2012

Submitted April 2013



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A. Executive Summary

This report presents the results of the July 1, 2012 actuarial valuation of the Santa Cruz County Regional Transportation Commission (the Commission) other post-employment benefit (OPEB) programs. Briefly, benefits include subsidized medical coverage for eligible retirees. The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 45 of the Governmental Accounting Standards Board (GASB 45).

Prefunding is the term used to describe when an agency consistently contributes an amount at least equal to the annual required contribution (ARC) each year. Contributing only the current year's retiree payments is referred to as pay-as-you-go funding. There are other options relating to the funding policy, including shorter amortization periods and partial prefunding. These other options would require additional calculations not provided in this report, though we would be happy to provide illustrations at the Commission's request.

Prefunding the plan supports use of a higher discount rate and often produces substantially lower liabilities than a pay-as-you-go funding policy, which requires a lower discount rate. This valuation uses discount rates of 7.61% and 4.5% for prefunding and pay-as-you-go calculations, respectively. Neither rate is a guarantee of future investment performance, but rather an assumption about the long term rate of return. We have selected these rates for illustrative purposes, though the ultimate decision for these rates lies with the Commission.

It is our understanding that the Commission reported a net OPEB obligation of \$391,166 in its financial statements for the period ending June 30, 2012, based on the results of the July 1, 2009 valuation. Exhibits presented in this report reflect our understanding that the results of this valuation will be applied in determining the annual OPEB expense for the fiscal years ending June 30, 2013, 2014 and 2015.

The Commission has not yet established an irrevocable OPEB trust and contributions are expected to continue on a pay-as-you-go basis for the years to which this report will likely be applied. Accordingly, we calculate the GASB 45 actuarial accrued liability (AAL) on an unfunded basis to be \$1,595,221 as of July 1, 2012. With no trust assets to offset these liabilities, the unfunded accrued liability as of this date is also \$1,595,221.

The following summarizes results for the fiscal year ending June 30, 2013:

- We calculate the annual required contribution (ARC) to be \$171,385.
- We project contributions totaling \$37,415 for the fiscal year ending June 30, 2013, equal to the premium payments for retirees.
- Based on the calculations and contributions as described above, we calculate a net OPEB obligation of \$525,112 as of June 30, 2013.

These results are shown in tables beginning on page 11. Projected results for the fiscal years ending June 30, 2014 and June 30, 2015 are also shown in these tables.

**Executive Summary
(Concluded)**

The liabilities shown in the report reflect assumptions regarding continued future employment, rates of retirement and survival, and elections by future retirees to retain coverage for themselves and their dependents. To the extent that actual experience is not what we assumed, future results will be different. We also note that this valuation has been prepared on a closed group basis; no provision is made for new employees.

Details of our valuation process and the various disclosures required by GASB 45 are provided on the succeeding pages. The date of the next actuarial valuation should not be later than July 1, 2015. If there are any significant changes in the employee data, benefits provided or the funding policy, please contact us to discuss whether an earlier valuation is appropriate.

B. Requirements of GASB 45

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers. We understand that the Commission implemented GASB 45 for the fiscal year ended June 30, 2010.

GASB 45 disclosures include the determination of an annual OPEB cost. For the first year, the annual OPEB cost is equal to the annual required contribution (ARC) as determined by the actuary.

- If the Commission's OPEB contributions equal the ARC each year, the net OPEB obligation will equal \$0.
- If the Commission's actual contribution is less than (greater than) the ARC, then a net OPEB obligation (asset) amount is established. In subsequent years, the annual OPEB expense will reflect adjustments made to the net OPEB obligation, in addition to the ARC (see Table 1C).

The decision whether or not to prefund, and at what level, is at the discretion of the Commission, as are the manner and term for paying down the unfunded actuarial accrued liability. Once a funding policy has been established, however, the Commission's auditor may have an opinion as to the timing and manner of any change to such policy in future years. The level of prefunding also affects the selection of the discount rate used for valuing the liabilities.

We note that various issues in this report may involve legal analysis of applicable law or regulations. The Commission should consult counsel on these matters; Bickmore does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend the Commission consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.

C. Sources of OPEB Liabilities

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are:

- Medical
- Dental
- Prescription drug
- Vision
- Life insurance

Other possible post-employment benefits may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include vacation, sick leave¹ or COBRA benefits, which fall under other GASB accounting statements.

A direct employer payment toward the cost of OPEB is referred to as an “explicit” subsidy and these are included in the determination of OPEB liabilities. In addition, if claims experience of employees and retirees are pooled when determining premiums, the retirees pay a premium based on a pool of members that, on average, are younger and healthier. For certain types of coverage, such as medical, payment of the same premium rate results in an “implicit subsidy” of retiree claims by active employee premiums since the retiree premiums are lower than they would have been if the retirees were insured separately. Paragraph 13.a. of GASB 45 generally requires an implicit subsidy of retiree premium rates be valued as an OPEB liability.

Exceptions may exist when the plan is part of a “community-rated” program. GASB guidance indicates that an agency whose membership is a small portion (in the neighborhood of 1%) of the total coverage of a multiple employer plan, may reasonably conclude that any change in their group’s mix of retirees and active employees would not affect the premium rates for the plan. In those circumstances, while an implicit subsidy may exist, it is not required to be disclosed.

OPEB Obligations of the Commission

The Commission offers lifetime continuation of medical coverage to its retiring employees. For retirees and their dependent(s) who have chosen to retain this coverage:

- The Commission contributes directly to the cost of retiree medical coverage. These benefits are described in Table 3 and liabilities have been included in this valuation.
- Employees are covered by the CalPERS medical program. The experience of public agency employer membership in this program is community-rated (“OPEB Assumption Model”, April 2010) and the Commission’s membership in this program is incidental relative to the total number of members covered. This report, therefore, does not make age-related premium adjustments or compute an implicit rate subsidy for employees covered under this program.

¹ When a terminating employee’s unused sick leave credits are converted to provide or enhance a defined benefit OPEB, e.g., healthcare benefits, such converted sick leave credits should be valued under GASB 45.

D. Valuation Process

The valuation has been based on employee census data initially submitted to us by the Commission in November 2012 and clarified in various related communications. Summaries of that data are provided in Table 2. While the individual employee records have been reviewed to verify that it is reasonable in various respects, the data has not been audited and we have otherwise relied on the Commission as to its accuracy. A summary of the benefits provided under the Plan is provided in Table 3, based on information supplied to Bickmore by the Commission. The valuation described below has been performed in accordance with the actuarial methods and assumptions described in Table 4.

In the specific development of the projected benefit values and liabilities, we first determine an expected premium or benefit stream over the employee's future retirement. We then calculate a present value of these benefits as of the valuation date.

- These present value determinations discount the value of each future expected benefit payment back to the valuation date, using the discount rate. The present value calculations also reflect assumptions for the likelihood that an employee may not continue in service with the Commission to receive benefits.
- For those that do, appropriate assumptions are made to reflect the probability of retirement at various ages.
- After reduction for the probability an employee may not receive a benefit, for the remaining probability he or she does, those benefits reflect assumptions as to whether they will elect coverage for themselves and/or dependents.
- The cost of benefits payable, once they begin for each employee, reflect expected trends in the cost of those benefits and the assumptions as to the expected date(s) those benefits will cease.
- These benefit projections and liabilities have a very long time horizon. The final payments for currently active employees may not be made for 65 years or more.

The resulting present value for each employee is allocated as a level percent of payroll each year over the employee's career using the entry age normal cost method. This creates a cost expected to increase each year as payroll increases. Amounts attributed to prior fiscal years form the "actuarial accrued liability" (AAL). The amount of future OPEB cost allocated to the current year is referred to as the "normal cost". The remaining cost to be assigned to future years is called the "present value of future normal costs".

In summary:

Actuarial Accrued Liability	Past Years' Costs
<i>plus</i> Normal Cost	Current Year's Cost
<u><i>plus</i> Present Value of Future Normal Costs</u>	<u>Future Years' Costs</u>
<i>equals</i> Present Value of Future Benefits	Total Benefit Costs

Where contributions have been made to an irrevocable OPEB trust, the accumulated value of trust assets is applied to offset the AAL. It is our understanding that the Commission's plans have not yet been funded and no assets have been set aside in an irrevocable trust as of the valuation date. The portion of the AAL not covered by assets is referred to as the unfunded actuarial accrued liability (UAAL).

E. Basic Valuation Results

The following chart compares the results of the July 1, 2012 valuation of OPEB liabilities to the results of the July 1, 2009 valuation.

Valuation date	Pay-As-You-Go	Pay-As-You-Go
	7/1/2009	7/1/2012
Discount rate	4.50%	4.50%
Number of Covered Employees		
Actives	15	16
Retirees	3	5
Total Participants	18	21
Actuarial Present Value of Projected Benefits		
Actives	\$ 1,657,687	\$ 1,862,497
Retirees	434,763	530,376
Total APVPB	2,092,450	2,392,873
Actuarial Accrued Liability (AAL)		
Actives	862,047	1,064,845
Retirees	434,763	530,376
Total AAL	1,296,810	1,595,221
Actuarial Value of Assets	-	-
Unfunded AAL (UAAL)	1,296,810	1,595,221
Normal Cost	88,211	95,220
Benefit Payments		
Actives (in retirement)	-	4,223
Retirees	17,752	33,192
Total	17,752	37,415

The funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) is 0.0% as of July 1, 2012. Covered payroll as of July 1, 2012 was reported to be \$1,239,820. The Unfunded Actuarial Accrued Liability, expressed as a percentage of payroll, is 128.7% as of this date.

Changes Since the Prior Valuation

Even if all of our previous assumptions were met exactly as projected, liabilities generally increase over time as active employees get closer to the date their benefits are expected to begin. Of course, our prior assumptions were *not* exactly realized, which is to be expected for an agency with a relatively few number of employees and retirees. One active employee terminated and two others retired, continuing coverage. Four new employees were also hired during this period.

**Basic Valuation Results
(Concluded)**

In comparing results shown in the exhibit on the prior page, we can see that the increase in the AAL over the three year period between July 1, 2009 and July 1, 2012 was approximately \$298,000. We expected the AAL to *increase* by \$402,000 from new costs accrued and the passage of time, offset by benefits expected to be paid to retirees. The difference is a decrease of \$104,000, which is attributable to plan experience other than expected and the assumption changes described below:

- Updates in employee and premium data (plan experience relative to prior assumptions: *(\$214,000 decrease in AAL, primarily the result of post-Medicare premium rates increasing less than expected)*;
- More direct recognition of the cost associated with disability retirement *(\$9,000 increase in AAL)*;
- Revised assumptions for mortality, termination and retirement, based on the most recent CalPERS retirement plan experience study covering Commission employees *(\$72,000 increase in AAL)*; and
- An increase in assumed future increase in medical premium levels between 2012 and 2019 *(\$29,000 increase in AAL)*.

F. Funding Policy

The specific calculation of the ARC and annual OPEB expense for an employer depends on how the employer elects to fund these benefits. The funding levels can generally be categorized as follows:

1. *Prefunding* – contributing an amount greater than or equal to the ARC each year. Prefunding generally allows the employer to have the liability calculated using a higher discount rate, such as 7.0% used here, which in turn lowers the liability. In addition, following a prefunding policy does not build up a net OPEB obligation because the contribution equals or exceeds the annual OPEB cost each year.
2. *Pay-As-You-Go funding* – contributing only the amounts needed to pay retiree benefits in the current year; generally requires a lower discount rate, such as the 4.0% rate illustrated in this report.
3. *Partial prefunding* – contributing more than the current year's retiree payments but less than 100% of the ARC; requires that liabilities be developed using a discount rate that "blends" the relative portions of benefits that are prefunded and those which are not.

Determination of the ARC

The Annual Required Contribution (ARC) consists of two basic components, which have been adjusted with interest to the Commission's fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ARCs for fiscal years ending June 30, 2013, 2014 and 2015 are developed in Table 1B.

Decisions Affecting the Amortization Payment

The period and method for amortizing the AAL can significantly affect the ARC. GASB 45:

- Prescribes a maximum amortization period of 30 years and requires no minimum amortization period (except 10 years for certain actuarial gains). Immediate full funding of the liability is also permitted.
- Allows amortization payments to be determined (a) as a level percentage of payroll, designed to increase over time as payroll increases, or (b) as a level dollar amount much like a conventional mortgage, so that this component of the ARC does not increase over time. Where a plan is closed and has no ongoing payroll base, a level percent of payroll basis is not permitted.
- Allows the amortization period to decrease annually by one year (closed basis) or to be maintained at the same number of years (open basis).

Funding Policy Illustrated in This Report

It is our understanding that the Commission's pay-as-you-go policy includes amortization of the unfunded AAL over a closed 30-year period initially effective July 1, 2009; the remaining period applicable in determining the ARC for the fiscal year ending June 30, 2013 is 27 years. Amortization payments are determined on a level percent of pay basis.

G. Choice of Actuarial Funding Method and Assumptions

The ultimate real cost of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method. The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the "incidence of cost". Methods that produce higher initial annual (prefunding) costs will produce lower annual costs later. Conversely, methods that produce lower initial costs will produce higher annual costs later relative to the other methods. GASB 45 allows the use of any of six actuarial funding methods; a brief description of each is in the glossary.

Factors Impacting the Selection of Funding Method

While the goal of GASB 45 is to match recognition of retiree medical expense with the periods during which the benefit is earned, the funding methods differ because they focus on different financial measures in attempting to level the incidence of cost. Appropriate selection of a funding method contributes to creating intergenerational equity between generations of taxpayers. The impact of potential new employees entering the plan may also affect selection of a funding method, though this is not a factor in this plan.

We believe it is most appropriate for the plan sponsor to adopt a theory of funding and consistently apply the funding method representing that theory. This valuation was prepared using the entry age normal cost method with normal cost determined on a level percent of pay basis. The entry age normal cost method often produces initial contributions between those of the other more common methods and is generally regarded by pension actuaries as the most stable of the funding methods and is one of the most commonly used methods for GASB 45 compliance. In addition, it is the method required for plans participating in the CalPERS prefunding vehicle for OPEB liabilities, the California Employers Retiree Benefit Trust (CERBT).

Factors Affecting the Selection of Assumptions

Special considerations apply to the selection of actuarial funding methods and assumptions for the Commission. The actuarial assumptions used in this report were chosen, for the most part, to be the same as the actuarial assumptions used for the most recent actuarial valuation of the retirement plan covering Commission employees. Several of these assumptions were updated since the last valuation was prepared.

In selecting an appropriate discount rate, GASB states that the discount rate should be based on the expected long-term yield of investments used to finance the benefits. The Commission approved calculation of liabilities on a pay-as-you-go basis using a 4.5% discount rate, the same rate used in the prior valuation. Since no OPEB trust has yet been established, for illustrative purposes, the Commission requested that we use a 7.61% discount rate in developing results on a funded basis. The actual discount rate, should the Commission decide to fund with CERBT or any other trust, should reflect long term expected returns for the particular investments and asset allocation strategy selected.

H. Certification

This report presents the results of our actuarial valuation of the other post employment benefits provided by the Santa Cruz County Regional Transportation Commission. The purpose of this valuation was to provide the actuarial information required for the Commission's reporting under Statement 45 of the Governmental Accounting Standards Board. The calculations were focused on determining the plan's funded status as of the valuation date, developing the Annual Required Contribution and projecting the Net OPEB Obligations for the years to which this report is expected to be applied.

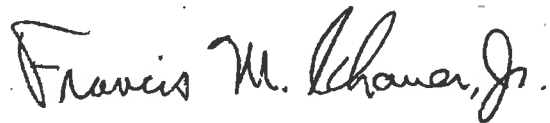
We certify that this report has been prepared in accordance with our understanding of GASB 45. To the best of our knowledge, the report is complete and accurate, based upon the data and plan provisions provided to us by the Commission. We believe the assumptions and method used are reasonable and appropriate for purposes of the financial reporting required by GASB 45. The results may not be appropriate for other purposes.

Each of the undersigned individuals is a Fellow in the Society of Actuaries and Member of the American Academy of Actuaries who satisfies the Academy Qualification Standards for rendering this opinion.

Signed: April 11, 2013



Catherine L. MacLeod, FSA, EA, MAAA



Francis M. Schauer Jr., FSA, FCA, EA, MAAA

Table 1A
Summary of Valuation Results
Pay-As-You-Go Basis

The following summarizes the results of our valuation of OPEB liabilities for the Commission calculated under GASB 45 for the fiscal year ending June 30, 2013 as well as projected amounts for the fiscal years ending June 30, 2014 and June 30, 2015.

Valuation date	Pay-As-You-Go Basis		
	7/1/2012		
For fiscal year beginning	7/1/2012	7/1/2013	7/1/2014
For fiscal year ending	6/30/2013	6/30/2014	6/30/2015
Discount rate	4.50%	4.50%	4.50%
Number of Covered Employees*			
Actives	16	16	16
Retirees	5	5	5
Total Participants	21	21	21
Actuarial Present Value of Projected Benefits			
Actives	\$ 1,862,497	\$ 1,942,086	\$ 2,020,232
Retirees	530,376	521,051	512,921
Total APVPB	2,392,873	2,463,137	2,533,153
Actuarial Accrued Liability (AAL)			
Actives	1,064,845	1,208,045	1,355,898
Retirees	530,376	521,051	512,921
Total AAL	1,595,221	1,729,096	1,868,819
Actuarial Value of Assets	-	-	-
Unfunded AAL (UAAL)	1,595,221	1,729,096	1,868,819
Normal Cost	95,220	98,315	101,510
Benefit Payments			
Actives (in retirement)	4,223	9,248	15,825
Retirees	33,192	31,577	29,733
Total	37,415	40,825	45,558

* The number of active employees and retirees shown above are as of the valuation date and are not necessarily the number expected in each category in the future year(s) shown. In addition, because this valuation has been prepared on a closed group basis, no potential future employees are included. In reality, based on assumptions outlined in Table 4, we recognize the possibility that active employees will leave employment and that some may retire and elect benefits. We also include some possibility that coverage for some of the retired employees may cease. It is possible, therefore, that the actual number of employees and retirees in each future year would be different from those shown above.

Table 1B
Calculation of the Annual Required Contribution
Pay-As-You-Go Basis

The following exhibit calculates the amortization payments and the annual required contribution (ARC) on a pay-as-you-go basis for the fiscal years ending June 30, 2013, June 30, 2014 and June 30, 2015.

Fiscal Year End	Pay-As-You-Go Basis		
	6/30/2013	6/30/2014	6/30/2015
Funding Policy			
Discount rate	4.50%	4.50%	4.50%
Amortization method	Level % of Pay	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30	30
Remaining period (in years)	27	26	25
Determination of Amortization Payment			
UAAL	\$ 1,595,221	\$ 1,729,096	\$ 1,868,819
Factor	23.1915	22.46016	21.71997
Payment	68,785	76,985	86,042
Annual Required Contribution (ARC)			
Normal Cost	95,220	98,315	101,510
Amortization of UAAL	68,785	76,985	86,042
Interest to 06/30	7,380	7,889	8,440
Total ARC at fiscal year end	171,385	183,189	195,992

While the following is not intended to be used to determine the normal cost or ARC in future years, this information may be of value for planning purposes:

Valuation date	7/1/2012		
Fiscal Year End	6/30/2013	6/30/2014	6/30/2015
Projected covered payroll	\$ 1,239,820	\$ 1,280,114	\$ 1,321,718
Normal Cost as a percent of payroll	7.7%	7.7%	7.7%
ARC as a percent of payroll	13.8%	14.3%	14.8%
ARC per active ee	10,712	11,449	12,250

Table 1C
Expected OPEB Disclosures
Pay-As-You-Go Basis

The exhibit below develops the annual OPEB expense, estimates the expected OPEB contributions and projects the net OPEB obligation for the fiscal years ending June 30, 2013, June 30, 2014 and June 30, 2015. The calculations assume the Commission continues to follow the pay-as-you-go funding approach outlined on the prior page.

Fiscal Year End	Pay-As-You-Go Basis		
	6/30/2013	6/30/2014	6/30/2015
1. Calculation of the Annual OPEB Expense			
a. ARC for current fiscal year	\$ 171,385	\$ 183,189	\$ 195,992
b. Interest on Net OPEB Obligation (Asset) at beginning of year	17,602	23,630	30,000
c. Adjustment to the ARC	(17,626)	(24,432)	(32,075)
d. Annual OPEB Expense (a. + b. + c.)	171,361	182,387	193,917
2. Calculation of Expected Contribution			
a. Estimated payments on behalf of retirees	37,415	40,825	45,558
b. Estimated contribution to OPEB trust	-	-	-
c. Total Expected Employer Contribution	37,415	40,825	45,558
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	133,946	141,562	148,359
Net OPEB Obligation (Asset), beginning of fiscal year	391,166	525,112	666,674
Net OPEB Obligation (Asset) at fiscal year end	525,112	666,674	815,033

Please note that the expected payments to retirees shown in columns 1, 2 and 3 above are projections and should be replaced with the actual payments in order to determine the accurate end of year OPEB obligation.

Table 2
Summary of Employee Data

The Commission reported 16 active employees all currently participating in the medical program. Age and service information for the reported individuals is provided below:

Distribution of Benefits-Eligible Active Employees								
Current Age	Years of Service						Total	Percent
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up		
Under 25							0	0%
25 to 29		2					2	13%
30 to 34			2				2	13%
35 to 39	1			1			2	13%
40 to 44		1		1			2	13%
45 to 49			1		1		2	13%
50 to 54					1		1	6%
55 to 59			1	1	1		3	19%
60 to 64			1	1			2	13%
65 to 69							0	0%
70 & Up							0	0%
Total	1	3	5	4	3	0	16	100%
Percent	6%	19%	31%	25%	19%	0%	100%	

(Percentages adjusted to total 100%)

Annual Covered Payroll	\$1,239,820
Average Attained Age for Actives	45.3
Average Years of Service	9.2

There are also 5 retirees or their beneficiaries receiving benefits. The following chart summarizes the ages of current retirees in the Commission plan.

The chart below reconciles the number of active and retired employees valued in the July 1, 2009 valuation to the number included in July 1, 2012 valuation.

Retirees by Age		
Current Age	Number	Percent
Below 50		0%
50 to 54		0%
55 to 59		0%
60 to 64	4	80%
65 to 69	1	20%
70 to 74		0%
75 to 79		0%
80 & up		0%
Total	5	100%
Average Attained Age for Retirees: 62.7		

Status	Active	Covered Retirees
As of July 1, 2009	15	3
New hires	4	0
Terminated	(1)	0
Retired with coverage	(2)	2
Retired, no coverage	0	0
As of July 1, 2012	16	5

Table 3A
Summary of Retiree Benefit Provisions

OPEB provided: The Commission has indicated that the only OPEB provided is medical coverage.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital and Care Act (PEMHCA).

- This coverage requires the employee to satisfy the requirements for retirement under CalPERS, which requires attainment of age 50 with 5 years of State or public agency service or approved disability retirement.
- If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement or during any future open enrollment period.
- Coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.
- The employee must commence his or her retirement warrant within 120 days of terminating employment with the Commission to be eligible to continue medical coverage through the Commission and be entitled to the employer subsidy.

Benefits provided: As a PEMHCA employer, the Commission is obligated to contribute toward the cost of retiree medical coverage for the retiree's lifetime or until coverage is discontinued. Benefits are intended to be continued to survivors, if covered at the time of the retiree's death. The Commission executes resolutions with CalPERS defining the level of the Commission's contribution toward medical plan premiums and the monthly subsidy varies based on the coverage level (i.e., retiree only, retiree plus spouse, etc.). Monthly benefits for calendar years 2011, 2012 and 2013 are shown below²:

Calendar Year	Ee Only	Ee & 1	Ee & 2+
2011	\$ 557.00	\$ 607.00	\$ 663.00
2012	607.00	657.00	713.00
2013	657.00	707.00	763.00

Current premium rates: The 2012 CalPERS monthly medical plan rates in the Bay Area rate group are shown in the table below. If different rates apply where the member resides outside of this area, those rates are reflected in the valuation, but not listed here.

Bay Area 2012 Health Plan Rates						
Plan	Actives and Pre-Med Retirees			Medicare Eligible		
	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Blue Shield HMO	\$ 711.10	\$ 1,422.20	\$ 1,848.86	\$ 337.99	\$ 675.98	\$ 1,102.64
Blue Shield NetValue HMO	611.59	1,223.18	1,590.13	337.99	675.98	1,042.93
Kaiser HMO	610.44	1,220.88	1,587.14	277.81	555.62	921.88
PERS Choice PPO	574.15	1,148.30	1,492.79	383.44	766.88	1,111.37

Note that the additional CalPERS administration fee is not included in this valuation.

² It is our understanding that (a) there is a pre-tax flexible benefit plan in place for active employees that provides additional credits for active employees in excess of the limits on the Commission's contributions shown below and (b) that such additional payments are not required to be provided to retired employees to meet PEMHCA requirements.

Table 3B

General CalPERS Annuitant Eligibility Provisions

The content of this section has been drawn from Section C, Summary of Plan Provisions, of the State of California OPEB Valuation as of June 30, 2011, issued February 2012, to the State Controller from Gabriel Roeder & Smith. It is provided here as a brief summary of general annuitant and survivor coverage.

Health Care Coverage

Retired Employees

A member is eligible to enroll in a CalPERS health plan if he or she retires within 120 days of separation from employment and receives a monthly retirement allowance. If the member meets this requirement, he or she may continue his or her enrollment at retirement, enroll within 60 days of retirement, or enroll during any Open Enrollment period. If a member is currently enrolled in a CalPERS health plan and wants to continue enrollment into retirement, the employee will notify CalPERS and the member's coverage will continue into retirement.

Eligibility Exceptions: Certain family members are not eligible for CalPERS health benefits:

- Children age 26 or older
- Children's spouses
- Former spouses
- Never enrolled or disabled children over age 26
- Grandparents
- Parents
- Children of former spouses
- Other relatives

Coordination with Medicare

CalPERS retired members who qualify for premium-free Part A, either on their own or through a spouse (current, former, or deceased), must sign up for Part B as soon as they qualify for Part A. A member must then enroll in a CalPERS sponsored Medicare plan. The CalPERS-sponsored Medicare plan will pay for costs not paid by Medicare, by coordinating benefits.

Survivors of an Annuitant

If a CalPERS annuitant satisfied the requirement to retire within 120 days of separation, the survivor may be eligible to enroll within 60 days of the annuitant's death or during any future Open Enrollment period. Note: A survivor cannot add any new dependents; only dependents that were enrolled or eligible to enroll at the time of the member's death qualify for benefits.

Surviving registered domestic partners who are receiving a monthly annuity as a surviving beneficiary of a deceased employee or annuitant on or after January 1, 2002, are eligible to continue coverage if currently enrolled, enroll within 60 days of the domestic partner's death, or enroll during any future Open Enrollment period.

Surviving enrolled family members who do not qualify to continue their current coverage are eligible for continuation coverage under COBRA.

Table 4
OPEB Valuation Actuarial
Methods and Assumptions

Valuation Date	July 1, 2012
Funding Method	Entry Age Normal Cost, level percent of pay ³
Asset Valuation Method	Market value of assets (\$0; plan has not yet been funded)
Discount Rate	4.5%, if unfunded (pay-as-you-go) 7.0% illustrated for prefunding
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year, used only to allocate the cost of benefits between service years
Assumed Increase for Amortization Payments	3.25% per year where determined on a percent of pay basis

The demographic actuarial assumptions used in this valuation are based on the (demographic) experience study of the California Public Employees Retirement System using data from 1997 to 2007. Rates for selected age and service are shown below and on the following pages.

Mortality Before Retirement
Illustrative rates:

CalPERS Public Agency Miscellaneous Non-Industrial Deaths only Projected to 2015		
Age	Male	Female
15	0.00041	0.00006
20	0.00043	0.00015
30	0.00052	0.00034
40	0.00084	0.00060
50	0.00161	0.00116
60	0.00364	0.00259
70	0.00848	0.00633
80	0.01452	0.01070

³ The level percent of pay aspect of the funding method refers to how the normal cost is determined. Use of level percent of pay cost allocations in the funding method is separate from and has no effect on a decision regarding use of a level percent of pay or level dollar basis for determining amortization payments.

**Table 4 - Actuarial Methods and Assumptions
 (Continued)**

 Mortality After Retirement
 Illustrative rates:

Healthy Lives

CalPERS Public Agency Miscellaneous, Police & Fire Post Retirement Mortality Projected to 2015		
Age	Male	Female
40	0.00089	0.00058
50	0.00218	0.00115
60	0.00664	0.00420
70	0.01553	0.01213
80	0.05012	0.03620
90	0.16415	0.12219
100	0.34379	0.31717
110	1.00000	1.00000

Disabled Lives

CalPERS Public Agency Miscellaneous Disability Post Retirement Mortality Projected to 2015		
Age	Male	Female
40	0.01600	0.00625
50	0.01490	0.01143
60	0.02115	0.01588
70	0.03588	0.02944
80	0.07977	0.05363
90	0.21126	0.14726
100	0.45676	0.37474
110	1.00000	1.00000

Termination Rates

For miscellaneous employees: the sum of CalPERS Terminated Refund and Terminated Vested rates for miscellaneous employees – Illustrative rates

Attained Age	Years of Service					
	0	3	5	10	15	20
15	0.1812	0.0000	0.0000	0.0000	0.0000	0.0000
20	0.1742	0.1193	0.0946	0.0000	0.0000	0.0000
25	0.1674	0.1125	0.0868	0.0749	0.0000	0.0000
30	0.1606	0.1055	0.0790	0.0668	0.0581	0.0000
35	0.1537	0.0987	0.0711	0.0587	0.0503	0.0450
40	0.1468	0.0919	0.0632	0.0507	0.0424	0.0370
45	0.1400	0.0849	0.0554	0.0427	0.0347	0.0290

Service Retirement Rates

For miscellaneous employees: CalPERS Public Agency
 2% @ 55 – Illustrative rates

Attained Age	Years of Service					
	5	10	15	20	25	30
50	0.0150	0.0200	0.0240	0.0290	0.0330	0.0390
55	0.0500	0.0640	0.0780	0.0940	0.1070	0.1270
60	0.0720	0.0920	0.1120	0.1340	0.1530	0.1820
65	0.1740	0.2210	0.2690	0.3230	0.3690	0.4390
70	0.1380	0.1760	0.2140	0.2570	0.2930	0.3490
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

**Table 4 - Actuarial Methods and Assumptions
 (Continued)**
Disability Retirement Rates

Illustrative rates:

CalPERS Public Agency Miscellaneous Disability		
Age	Male	Female
25	0.00010	0.00010
30	0.00021	0.00020
35	0.00063	0.00088
40	0.00145	0.00164
45	0.00252	0.00243
50	0.00331	0.00311
55	0.00366	0.00306
60	0.00377	0.00253

Healthcare Trend Rate

Medical plan premiums are assumed to increase once each year. The increases over the prior year's levels are assumed to be effective on the dates shown in the chart below:

Effective July 1	Premium Increase	Effective July 1	Premium Increase
2013	*	2017	6.50%
2014	8.00%	2018	5.50%
2015	7.50%	2019	4.50%
2016	7.00%	2020 & later	4.50%

* Actual premium increases were used for 2013 for pre-Medicare premiums; for post-Medicare premiums, no increase was assumed for 2013.

Employer Cost Sharing

The employer's portion of retiree medical premiums is assumed to increase by \$50 per year for all coverage levels (but not to an amount greater than the actual premium).

Participation Rate

Participating actives: 100% are assumed to continue their current plan election in retirement.

Retired participants: Existing medical plan elections are assumed to continue until the retiree's death.

Spouse Coverage

Active employees: 85% are assumed to be married; of these, 80% are assumed to elect coverage for their spouse in retirement. Surviving spouses are assumed to retain coverage until their death. Husbands are assumed to be 3 years older than their wives.

**Table 4 - Actuarial Methods and Assumptions
(Concluded)**

Spouse Coverage (concluded)	<i>Retired participants:</i> Existing elections for spouse coverage are assumed to continue until the spouse's death. Actual spouse ages are used, where known; if not, husbands are assumed to be 3 years older than their wives.
Medicare Eligibility	Absent contrary data, all individuals are assumed to be eligible for Medicare Parts A and B at age 65.

Changes Since the Prior Valuation:

Discount rates	<i>Funded rate:</i> decreased from 7.75% to 7.61% <i>(Unfunded rate:</i> no change)
Demographic assumptions	Rates of assumed mortality, termination, disability and retirement rates were updated from those provided in the CalPERS 2002 experience study to those developed from the CalPERS 2007 experience study. Explicit costs for potential disability benefits were included.
Healthcare trend	Medical plan premiums are assumed to increase at slightly higher rates than were assumed in the prior valuation.

Table 5
Projected Benefit Payments

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from the Commission.

- No benefits expected to be paid on behalf of current active employees prior to retirement are considered in this projection.
- No benefits for potential future employees have been included.

Expected annual benefits have been projected on the basis of the actuarial assumptions outlined in Table 4.

Projected Annual Benefit Payments			
Fiscal Year Ending June 30	Current Retirees	Future Retirees	Total
2013	33,192	4,223	37,415
2014	31,577	9,248	40,825
2015	29,733	15,825	45,558
2016	31,652	23,000	54,652
2017	24,429	30,289	54,718
2018	25,759	33,490	59,249
2019	26,879	36,304	63,183
2020	27,758	44,862	72,620
2021	28,629	54,549	83,178
2022	29,485	68,542	98,027

Appendix 1

Breakout of the Commission Plan Results by Funding

The following table shows a comparison of prefunding and pay-as-you-go results for the fiscal year ending June 30, 2013. All results reflect amortization of the unfunded actuarial liability on a level percentage of pay basis over the remaining 27 years of the initial period.

Valuation date	Pay-As-You-Go	Prefunding
	7/1/2012	7/1/2012
Discount rate	4.50%	7.61%
Actuarial Present Value of Projected Benefits		
Actives	\$ 1,862,497	\$ 971,545
Retirees	530,376	376,836
Total APVPB	2,392,873	1,348,381
Actuarial Accrued Liability (AAL)		
Actives	1,064,845	644,489
Retirees	530,376	376,836
Total AAL	1,595,221	1,021,325
Actuarial Value of Assets	-	-
Unfunded AAL (UAAL)	1,595,221	1,021,325
Normal Cost	95,220	48,836
Factor	23.1915	16.60184
Annual Required Contribution (ARC)		
Normal Cost	95,220	48,836
Amortization of UAAL	68,785	61,519
Interest to 06/30	7,380	8,398
Total ARC at fiscal year end	171,385	118,753
1. Calculation of the Annual OPEB Expense		
a. ARC for current fiscal year	\$ 171,385	\$ 118,753
b. Interest on Net OPEB Obligation (Asset) at beginning of year	17,602	29,768
c. Adjustment to the ARC	(17,626)	(25,355)
d. Annual OPEB Expense (a. + b. + c.)	171,361	123,166
2. Calculation of Expected Contribution		
a. Estimated payments on behalf of retirees	37,415	37,415
b. Estimated contribution to OPEB trust	-	81,338
c. Total Expected Employer Contribution	37,415	118,753
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	133,946	4,413
Net OPEB Obligation (Asset), beginning of fiscal year	391,166	391,166
Net OPEB Obligation (Asset) at fiscal year end	525,112	395,579

Appendix 2

OPEB Disclosure Information

The location of key OPEB information to be reported in financial reports is summarized below:

Summary of Plan Provisions:	See Table 3A
OPEB Funding Policy:	See Section F; details are provided also at the top of the exhibit in Table 1B
Annual OPEB Cost and Net OPEB Obligation:	See Table 1C
Actuarial Methods and Assumptions:	See Table 4.
Funding Status and Funding Progress:	See Section E – Basic Valuation Results

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (b)	Unfunded Actuarial Accrued Liability (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
7/1/2009	\$ -	\$ 1,296,810	\$ 1,296,810	0%	\$ 1,707,826	75.93%
7/1/2012	\$ -	\$ 1,595,221	\$ 1,595,221	0%	\$ 1,239,820	128.67%

Required Supplementary Information: Three Year History of Amounts Funded
 See chart below:

OPEB Cost Contributed

Fiscal Year Ended	Annual OPEB Cost	Employer OPEB Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2010	\$ 145,674	\$ 17,752	12%	\$ 127,922
6/30/2011	\$ 155,990	\$ 21,694	14%	\$ 262,218
6/30/2012	\$ 157,474	\$ 28,526	18%	\$ 391,166
6/30/2013	\$ 171,361	\$ 37,415	22%	\$ 525,112
6/30/2014	\$ 182,387	\$ 40,825	22%	\$ 666,674
6/30/2015	\$ 193,917	\$ 45,558	23%	\$ 815,033

Numbers shown in italics above are estimates to be finalized when the fiscal year ends.

Glossary

Actuarial Accrued Liability (AAL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; see “Actuarial Present Value”

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability

Actuarial Present Value (APV) – The amount presently required to fund a payment or series of payments in the future, it is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

Aggregate – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Annual Required Contribution (ARC) – The amount the employer would contribute to a defined benefit OPEB plan for a given year, it is the sum of the normal cost and some amortization (typically 30 years) of the unfunded actuarial accrued liability

Annual OPEB Expense – The OPEB expense reported in the Agency’s financial statement, which is comprised of three elements: the ARC, interest on the net OPEB obligation at the beginning of the year and an ARC adjustment.

Attained Age Normal Cost (AANC) – An actuarial funding method where, for each plan member, the excess of the actuarial present value of benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the individual’s projected earnings or service forward from the valuation date to the assumed exit date

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member’s account are determined and the terms of distribution of the account after separation from employment

Entry Age Normal Cost (EANC) – An actuarial funding method where, for each individual, the actuarial present value of benefits is levelly spread over the individual’s projected earnings or service from entry age to assumed exit age

Glossary (Continued)

Frozen Attained Age Normal Cost (FAANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Frozen Entry Age Normal Cost (FEANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the entry age normal cost method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Financial Accounting Standards Board (FASB) – A private, not-for-profit organization designated by the Securities and Exchange Commission (SEC) to develop generally accepted accounting principles (GAAP) for U.S. public corporations

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments; like FASB, it is part of the Financial Accounting Foundation (FAF), which funds each organization and selects the members of each board

Net OPEB Obligation (Asset) - The net OPEB obligation (NOO) represents the accumulated shortfall of OPEB funding since GASB 45 was implemented. If cumulative contributions have exceeded the sum of the prior years' annual OPEB expenses, then a net OPEB asset results.

Non-Industrial Disability (NID) – Unless specifically contracted by the individual Agency, PAM employees are assumed to be subject to only non-industrial disabilities.

Normal Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the chosen funding method; also called current service cost

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that medical insurance contributions for retired annuitants and paid for by a contracting Agency be equal to the medical insurance contributions paid for its active employees, and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.

**Glossary
(Concluded)**

Projected Unit Credit (PUC) – An actuarial funding method where, for each individual, the projected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Public Agency Miscellaneous (PAM) – Actuarial assumptions used by CalPERS for most non-safety public employees.

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate)

Trend – The healthcare cost trend rate, defined as the rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments

Unfunded Actuarial Accrued Liability (UAAL) – The excess of the actuarial accrued liability over the actuarial value of plan assets

Unit Credit (UC) -- An actuarial funding method where, for each individual, the unprojected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
June 30, 2013

ATTACHMENT 2

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 3,004,311
Receivables	2,911,937
Capital assets:	
Nondepreciable	14,709,868
Depreciable, net	<u>9,365</u>
Total assets	<u>20,635,481</u>
LIABILITIES	
Accounts payable	1,832,789
Accrued expenses	30,544
Due to other agencies	162,932
Unearned revenue	963,331
Noncurrent liabilities	
Due within one year	22,417
Due in more than one year	<u>1,075,443</u>
Total liabilities	<u>4,087,456</u>
NET POSITION	
Net investment in capital assets	14,719,233
Restricted for programs	1,894,015
Unrestricted	<u>(65,223)</u>
Total net position	<u>\$ 16,548,025</u>

← Includes
OPEB

← DEFICIT

The accompanying notes are an integral part of this statement.