



**Santa Cruz County Regional
Transportation Commission's
BICYCLE COMMITTEE**

AGENDA

Monday, April 7th, 2014

6:00 pm to 8:30 pm

Note Special Date and Earlier Start Time

<p>RTC Office 1523 Pacific Ave Santa Cruz, CA 95060</p>
--

1. Call to Order
2. Introductions
3. Announcements – RTC staff
4. Oral communications – members and public

The Committee will receive oral communications during this time on items not on today's agenda. Presentations must be within the jurisdiction of the Committee, and may be limited in time at the discretion of the Chair. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.

5. Additions or deletions to consent and regular agendas

CONSENT AGENDA

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

6. Accept draft minutes of the February 10, 2014 Bicycle Committee meeting (pages 4-7)
7. Accept summary of Bicycle Hazard reports (page 8)
8. Accept Bicycle Committee roster (page 9)
9. Accept letter from the Bicycle Committee to Santa Cruz Metro regarding recommendations on the *Draft Short Range Transit Plan* (pages 10 - 11)

10. Accept staff report presented to the Interagency Technical Advisory Committee recommending a discussion regarding establishment of a process for Bicycle Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) review of projects for Complete Streets considerations (pages 12 - 13)
11. Accept staff report presented to the April 3rd, 2014 RTC meeting regarding proposed changes to the RTC Rules and Regulations (pages 14 - 83)
12. Accept comment from Rick Hyman on the proposed changes to the RTC Rules and Regulations (pages 84 - 85)
13. Accept Bicycle Committee application from Emily Glanville, new Bike to Work voting representative (pages 86 – 88)

REGULAR AGENDA

14. Officer Elections (page 89)
15. Receive presentations and consider recommendations regarding the RTC-funded Santa Cruz County Open Streets program and Ecology Action's school safety, incentive and tracking programs – Jeanne LePage, Ecology Action, and Saskia Lucas, Open Streets (pages 90 - 99)
16. Discuss the *Draft 2014 Regional Transportation Plan* and consider Ad-Hoc Committee recommendations – Ad-Hoc Committee and Ginger Dykaar, RTC Transportation Planner (pages 100 - 109)
17. Transportation Development Act Claim for the Community Traffic Safety Coalition and the Ride 'n Stride program – Presentation from Health Service Agency staff (pages 110 - 126)
18. Transportation Development Act Claim for Bike to Work Week – Presentation from Ecology Action staff (pages 127 - 142)
19. Member updates related to Committee functions
20. Adjourn

NEXT MEETING: The next Bicycle Committee meeting is scheduled for Monday, June 9th, 2014 from the special time of 6:00pm to 8:30pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

HOW TO REACH US

*Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
phone: (831) 460-3200 / fax (831) 460-3215
email: info@sccrtc.org / website: www.sccrtc.org*

AGENDAS ONLINE:

To receive email notification when the Bicycle Committee meeting agenda packets are posted on our website, please call (831) 460-3201 or email ccaletti@sccrtc.org to subscribe.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those person affected, Please attend the meeting smoke and scent-free.

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

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

\\\\Rtcserv2\\shared\\Bike\\Committee\\BC2014\\BCApril2014\\BCAgenda_April_2014.docx



**Santa Cruz County Regional
Transportation Commission's
BICYCLE COMMITTEE**

Minutes - Draft

**Monday, February 10, 2014
6:00 p.m.**

**RTC Office
1523 Pacific Ave
Santa Cruz, CA 95060**

1. Call to Order
2. Introductions

Members Present:

Kem Akol, District 1
David Casterson, District 2, Chair
Jim Cook, District 2 (Alt.)
Peter Scott, District 3
Will Menchine, District 3 (Alt.)
Amelia Conlen, District 4
Rick Hyman, District 5
Bill Fieberling, City of Santa Cruz
Andy Ward, City of Capitola, Vice-Chair
Lex Rau, City of Scotts Valley
Leo Jed, CTSC

Staff:

Cory Caletti, Senior Transportation Planner
Rachel Moriconi, Sr. Transportation Planner
Ginger Dykaar, Transportation Planner

Unexcused Absences:

Excused Absences:

Holly Tyler, District 1 (Alt.)
Carlos Garza, City of Santa Cruz (Alt.)
Daniel Kostelec, City of Capitola (Alt.)
Gary Milburn, City of Scotts Valley (Alt.)
Myrna Sherman, City of Watsonville
Rob Straka, Ecology Action/Bike to Work
Piet Canin, Ecology Action/Bike-to-Work (Alt.)
Jim Langley, CTSC (Alt.)

Guests:

Steve All, Citizen, State of CA
Chris Schneiter, City of Santa Cruz
Michael Lewis, Resident
Jean Brocklebank, Resident

Vacancies:

District 4 and 5 – Alternates
City of Watsonville – Alternate

3. Announcements – Cory Caletti introduced Jim Cook, a newly appointed Bicycle Committee alternate for District 2. She notified members that \$5.3M in funding was allocated to the Monterey Bay Sanctuary Scenic Trail Network project in December 2013, and that at the February 6th RTC meeting, a revision to the Master Plan was adopted. She also noted that a Preliminary Draft of the County-wide Bike Route Signage Plan was released late last year and that the plan will be officially released this upcoming Spring. She finally noted that a new state law requires members' votes to be recorded.

4. Oral communications – Amelia Conlen summarized a recent independent critical review of Caltrans and recommendations for greater agency feasibility. Bill Fieberling commented on the revision to Segment 17 of the Monterey Bay Sanctuary Scenic Trail Master Plan adopted by the RTC and spoke in favor of a commitment to develop a continuous rail trail. Steve All provided a new version of CycleNet.
5. Additions or deletions to consent and regular agendas – Leo Jed moved and Amelia Conlen seconded a motion to add an agenda item to discuss changes to the RTC Rules and Regulations to be considered by the Commission's Budget and Administration Commission at the February 13th meeting. The short time frame requires time sensitive action. The motion passed with Casterson, Ward, Fieberling, Akol, Hyman, Scott, Conlen, Rau, and Jed voting in favor. No votes were cast in opposition. Chair Casterson added the item as #17a.

CONSENT AGENDA

A motion (Fieberling/Ward) to approve the consent agenda as amended passed with members Casterson, Ward, Fieberling, Akol, Hyman, Scott, Conlen, Rau, and Jed voting in favor. No votes were cast in opposition.

6. Accepted draft minutes of the November 18, 2013 Bicycle Committee meeting
7. Accepted summary of Bicycle Hazard reports
8. Accepted 2014 schedule of meetings and tentative agenda items
9. Accepted letter of support for the County of Santa Cruz Health Services Agency's Office of Traffic Safety Grant
10. Accepted the "RTC 2013-at-a-glance" report

REGULAR AGENDA

11. Active Transportation Program (ATP) – Rachel Moriconi, RTC Senior Transportation Planner, summarized the draft ATP guidelines and the timeline for a soon-to-be-issued call for projects. A motion (Hyman/Akol) was made to 1) request that all local jurisdictions with bike plans submit applications for at least one high priority project; 2) write a letter to the California Transportation Commission recommending that projects reviewed and supported by Bicycle Advisory Committees receive higher scoring; and 3) report back to the Bike Committee what projects are being submitted if RTC staff has that information available. The motion passed with Casterson, Ward, Akol, Hyman, Scott, Conlen, Rau, and Jed voting in favor and Fieberling voting in opposition.
12. City of Santa Cruz Transportation Development Act (TDA) Claim – Cory Caletti summarized the City of Santa Cruz TDA claim and referred questions to Chris Schneider, City of Santa Cruz Public Works Department Assistant Public Works Director. A motion (Akol/Fieberling) to recommend that the RTC approve the City of Santa Cruz's TDA claim passed with Casterson, Ward, Fieberling, Akol, Hyman, Scott, Conlen, Rau, and Jed voting in favor. No votes were cast in opposition.
13. Arana Gulch Multi-Use Pathway interface at 7th and Brommer St – Chris Schneider, City of Santa Cruz Public Works Department Assistant Director, provided construction drawings and detailed plans for the merge of the multi-use path with the on-street network at 7th Ave and Brommer Street. Bike Committee members and members of the public expressed concerns regarding user

conflicts and appropriate directional flow. Mr. Schneider indicated that specifications meet design and permitting standards and the project will be built as planned. A motion was made (Casterson/Scott) to write a letter to the City of Santa Cruz encouraging the placement of signage to guide appropriate behavior, avoid user conflict and reduce liability. The motion passed with Casterson, Fieberling, Ward, Akol, Hyman, Scott, Conlen, Rau, and Jed voting in favor. No votes were cast in opposition.

14. Santa Cruz harbor bicycle connections – Chris Schneider, City of Santa Cruz Public Works Department Assistant Director, responded to inquiries into possible bicycle connections to the Harbor. A motion was made (Akol/Fieberling) to form an ad-hoc committee to review options and propose bike connections from Murray Street to the Santa Cruz Harbor and Arana Gulch. The motion passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, and Jed voting in favor and Hyman abstaining. No votes were cast in opposition.
15. *Draft 2014 Regional Transportation Plan (RTP)* – Ginger Dykaar, RTC Transportation Planner, summarized the Draft RTP and timeline for adoption. After some discussion regarding bike facility scoring and safety considerations, a motion was made (Conlen/Akol) to form an ad-hoc committee comprised of Leo Jed, Rick Hyman and Jim Cook to review the Draft RTP and provide recommendations to the Bicycle Committee. The motion passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition. The deadline for comments is April 8th, 2014 and therefore the April 14th meeting was moved up by a week to April 7th to allow the full committee to consider recommendations.
16. Mission Street Extension – After project and process review, a motion was made (Hyman/Jed) to write follow-up letters to the City of Santa Cruz and Caltrans with requests summarized in the memo provided to the Bike Committee by Rick Hyman (page 42 of the packet) with the addition of a request for lighting. The motion passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition.
17. Santa Cruz Metro *Draft Short Range Transit Plan* – A motion was made (Akol/Conlen) to send a letter to the Santa Cruz Metro regarding the Draft Short Range Transit Plan as drafted by Bicycle Committee member Rick Hyman. The motion passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition.
- 17a. Rules and Regulations – Bicycle Committee member Leo Jed provided an update of upcoming consideration by the Budget and Administration/Personnel Committee (B&A/P) of the RTC's Rules and Regulations. A motion was made to (Jed/Conlen) to form an ad-hoc committee comprised of Conlen, Scott and Jed to review the Bike Committee's mission and propose changes to the B&A/P on the Committee's behalf that would expand the committee's purview and review of bike projects. The motion passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition. Another motion was made (Hyman/Jed) to direct the ad-hoc committee to propose changes in such a way so as to provide as many opportunities as possible to review as many projects as possible. The motion passed with Casterson, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition.
18. Member updates related to Committee functions – In an effort to serve the community more effectively, consideration was given to the benefit of members compiling a packet of useful information such as bicycle use statistics, growth trends, innovative treatment options, Bike Committee successes, and other useful data and provide that to Commissioners to better inform them of the state of bicycling in the county and the country. A motion was made (Conlen/Jed) to form an ad-hoc committee comprised of Conlen, Menchine and Rau to compile information as

specified. The motion passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition.

Bicycle Committee member Lex Rau suggested writing a letter to the City of Scotts Valley Public Works Director requesting that bicycle detection at intersections be improved by stenciling the correct detection location, improving the sensitivity of current devices, or replacing devices that can't be fine-tuned further. A motion (Ward/Scott) to write such a letter passed with Casterson, Fieberling, Ward, Akol, Scott, Conlen, Rau, Hyman and Jed voting in favor. No votes were cast in opposition.

19. Adjourned: 8:45 pm

NEXT MEETING: The next Bicycle Committee meeting is scheduled for the **special meeting date of Monday, April 7th**, from the special time of 6:00 pm to 8:30 pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

Minutes respectfully prepared and submitted by:

Cory Caletti, Senior Transportation Planner

\\Rtcserv2\shared\Bike\Committee\BC2014\BCFeb2014\BCMinutes_Draft_February-2014.docx

Date	First Name	Last Name	Contact Info	Location	Cross Street	City	Category	Additional Comments	Forwarded To	Forwarded Date	Response	Images
03/25/14	Steve	Piercy	web@stevepiercy.com	Cliff Dr	Wharf Rd	Capitola	plant overgrowth or interference	rider states overgrown brush obstructing bike lane	Steve Jesberg	03/26/14		
03/25/14	Ivy	Young	ivyandotis@gmail.com	Pacific Ave	Laurel St	Santa Cruz	traffic signal problem	rider states signals do not detect bike in left turn lane @ laurel/front st, seabright/soquel, soquel/branciforte, and all over town. Travel with son riding on back and usually at loss for wat to do but wait for light to cycle through and then just go on the red when clear. this is dangerous and i am often yelled at by driver thinking i am breaking the law. it is not often possible to get off and walk to push ped signal	Cheryl Schmitt	03/26/14	From Cheryl - Forwarded to Traffic Maintenance - 03/26/14	
03/20/14	Amelia	Conlen	director@peoplepowersc.org	San Lorenzo River trestle bridge	East Cliff	Santa Cruz	plant overgrowth or interference	rider states poison oak ins growing out onto the ramp at the east end of trestle bridge and on bridge itself	Yesenia Parra	03/21/14		
03/20/14	Rob	Franks	marchen@ucsc.edu	Bay Ave	btwn Meder & Nobel	Santa Cruz	rough pavement or potholes, pavements cracks	rider states tree roots ar pushin up roadway in bike path	Cheryl Schmitt	03/20/14	From Cheryl - Forwarded to Streets Maintenance - 03/20/14	
03/18/14	Janine	Honey	trainstripes@comcast.net	N Main St	Cherryvale	Soquel	plant overgrowth or interference	rider states along guardrail where n main st meets glen haven and Cherryvale, poison oak is well into bike path forcing cyclists into road at poorly visible curve	General Dept of Co of Santa Cruz	03/18/14		
03/18/14	Charles	Paulden	pleasure_point_1@yahoo.com	36th Ave	East Cliff Dr	Pleasure Point	n/a	rider states there is cross walk sign in middle of curb cut for bike path on east cliff parkway. Interferes in use of access to/from bike path. Access is limited along pathway, placement of obstacles in access ways only compounds problem. More curb cuts would reduce conflict between bikes/peds.	General Dept of Co of Santa Cruz	03/18/14		
03/07/14	Jim	Johnson	jj180@yahoo.com	N Broadway	Riverside Bridge Underpasses	Santa Cruz	lighting problem, plant overgrowth or interference, debris on shoulder or bikeway, bikeway not clearly marked, vehicles or object blocking sidewalk, sidewalk too narrow	rider states that everhday he has to negotiate people stopped both sides of lane, dog leashes across lane, ped using whole lane, blind corner. There needs to be striping and no stopping signs	Cheryl Schmitt	03/10/14		
S:\Hazard\[Spreadsheet-Bicycle-Pedestrian-Hazard-Report.xlsx]bi-monthly summary												

Representing	Member Name/Contact Info	Appointment Dates
District 1 - Voting Soquel, Live Oak, part of Capitola	Kem Akol kemakol@msn.com 247-2944	First Appointed: 1993 Term Expires: 3/16
Alternate	Holly M. Tyler holly.m.tyler@comcast.net 818-2117	First Appointed: 2010 Term Expires: 3/16
District 2 - Voting Aptos, Corralitos, part of Capitola, Nisene Marks, Freedom, PajDunes	David Casterson, Chair dbcasteron@gmail.com 588-2068	First Appointed: 2005 Term Expires: 3/15
Alternate	Jim Cook wookiv@comcast.net 345-4162	First Appointed: 12/13 Term Expires: 3/15
District 3 - Voting Big Basin, Davenport, Bonny Doon, City of Santa Cruz	Peter Scott drip@ucsc.edu 423-0796	First Appointed: 2007 Term Expires: 3/16
Alternate	William Menchine (Will) menchine@cruzio.com 426-3528	First Appointed: 4/02 Term Expires: 3/16
District 4 - Voting Watsonville, part of Corralitos	Amelia Conlen director@peoplepowersc.org 425-0665	First Appointed: 5/13 Term Expires: 3/15
Alternate	Vacant	Term Expires: 3/15
District 5 - Voting SL Valley, Summit, Scotts Valley, part of Santa Cruz	Rick Hyman bikerick@att.net	First Appointed: 1989 Term Expires: 3/16
Alternate	Vacant	Term Expires: 3/16
City of Capitola - Voting	Andy Ward, Vice Chair Andrew.ward@plantronics.com 462-6653	First Appointed: 2005 Term Expires: 3/17
Alternate	Daniel Kostelec dnlkostelec@yahoo.com 325-9623	First Appointed: Term Expires: 3/17
City of Santa Cruz - Voting	Wilson Fieberling anbfieb@yahoo.com	First Appointed: 2/97 Term Expires: 3/15
Alternate	Carlos Garza carlos@cruzio.com	First Appointed: 4/02 Term Expires: 3/15
City of Scotts Valley - Voting	Lex Rau lexrau@sbcglobal.net 419-1817	First Appointed: 2007 Term Expires: 3/17
Alternate	Gary Milburn 427-3839 hm g.milburn@sbcglobal.net/438-2888 ext 210 wk	First Appointed: 1997 Term Expires: 3/17
City of Watsonville - Voting	Myrna Sherman calgary1947@gmail.com	Term Expires: 3/16
Alternate	Vacant	Term Expires: 3/16
Bike To Work - Voting	Emily Granville eglanville@ecoact.org 415-637-2744	First Appointed: 4/14 Term Expires: 3/16
Alternate	Piet Canin pcanin@ecoact.org 426-5925 ext. 127	First Appointed: 4/02 Term Expires: 3/16
Community Traffic Safety Coalition - Voting	Leo Jed leojed@gmail.com 425-2650	First Appointed: 3/09 Term Expires: 3/15
Alternate	Jim Langley jim@jimlangley.net 423-7248	First Appointed: 4/02 Term Expires: 3/15

All phone numbers have the (831) area code unless otherwise noted.

March 12, 2014

Mr. Les White
General Manager
Santa Cruz Metro Transit District
Attn: Planning Department
110 Vernon Street
Santa Cruz, CA 95060

Re: Comments on the *Draft Short Range Transit Plan*

Dear Mr. White:

I'm writing on behalf of the Bicycle Committee of the Regional Transportation Commission (RTC) to provide comments on the *Draft Short Range Transit Plan*.

The RTC Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle network. As such, the Committee reviews projects, on-road conditions, preliminary designs or policy related initiatives and makes recommendations as needed. An Ad-Hoc Committee was formed to review the *Draft Short Range Transit Plan* and provide recommendations related to bicycle issues. The Ad-Hoc Committee's recommendations were endorsed by the full Bicycle Committee at their February 10th, 2014 meeting and are attached for your consideration.

The Bicycle Committee appreciates your attention to this matter. Please feel free to contact the RTC's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@scrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,



David Casterson
Bicycle Committee Chair

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

Attachment 1: Bicycle Committee comments

\\\\Rtcserv2\\shared\\Bike\\Committee\\CORR\\BC2014\\ShortRangeTransitPlan.docx

Attachment 1

Dear Metro:

The RTC's Bicycle Committee supports proposals in the *Short Range Transit Plan* to expand and improve bus service because bicyclists use buses often. We appreciate that the *Short Range Transit Plan* has made some mention of bicycle issues, but we request that the plan include some specific implementation measures. The two issues we have had most recent concern about are bicyclists accommodation on transit and bicyclist-bus driver interaction on the road. Please add the following recommendations to the plan:

- expand bikes on buses options
- consider rear bike rack on Highway 17 bus
- ensure there are bike locking posts at any transit stop being improved
- explore funding opportunities for subsidizing and/or renting fold-up bikes
- participate in any community bike share program
- reinstate driver training for bicyclist safety
- support safe routes to transit projects.

The best way to accommodate bicyclists is to transport their bicycles with them. We appreciate that all buses have bicycle racks. Although this plan does not include data on number of bicycles on buses (beyond mentioning 7% of passengers arrive at a bus stop on a bike), based on past reports and observations, we believe that there is substantial utilization of the bike racks on the buses. The deficiency is that there are occasions where the racks are full. Especially problematic is when this occurs on long-distance routes, there is not another bus coming for a long time, and/or at night (cyclists may have forgotten their lights, be too tired to pedal home, have fewer other transportation options, etc.). Cyclists have suggested expanded opportunities to bring bikes into buses, currently only allowed on the Highway 17, 40, 41 and 42 lines. We believe that without compromising the rights of the disabled (the rule is the bike has to leave if there is no other room for wheelchairs) and other passengers and operations, some expansion into the other long distance routes (i.e., 69, 71 and 91 between Watsonville and Santa Cruz) in the day and to other routes at night should be tried. At night there is typically less passenger use of buses leaving potentially more room for on-board bicycles.

Cyclists' other suggestion has been to offer additional storage options, such as adding rear bicycle racks. While we understand rear racks pose operational and regulatory constraints, this approach does deserve consideration on at least the Highway 17 route, where cyclists could load and unload bikes only at the Diridon and Metro stations. Private company buses, like Google's, successfully use high capacity rear racks.

If cyclists cannot bring their bikes on board, then they need either secure storage at bus stops and/or use of other bicycles. Various programs have been suggested including subsidizing frequent bus commuters' purchase of fold-up bikes (which can be taken aboard buses) and initiating a bike rental system (e.g., renting fold up bikes at key locations, having a bike share system with pick-up /drop-off points at key bus stops). We urge the *Short Range Transit Plan* to include provisions for METRO to help conceive, fund and/or participate in pilot projects to test these ideas.

The other issue that deserves attention is renewed driver training with regard to sharing the road with bicyclists. In general, it appears that drivers are aware and respectful of cyclists. However, we sometimes hear of conflicts. Is the driver training program still happening? We recommend adding a provision in the *Short Range Transit Plan* for METRO committing to regular and ongoing driver training for sharing the road with cyclists. Existing videos and volunteer instructors could be utilized to support this training.

Finally, the State's new Active Transportation Program includes funding for "Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops." While METRO is eligible to apply for funding, in general these projects will be under the purview of other agencies. But, it will at least be important for METRO to coordinate and cooperate with other agencies proposing these projects, such as by allowing your property to be used for such facilities and by ensuring that your operations complement the facilities. We suggest that the *Short Range Transit Plan* include a provision acknowledging and supporting safe routes to transit projects.

We appreciate that METRO staff recently made a presentation to our committee on the downtown METRO center design and accepted our comments. We welcome and encourage your staff to stay in contact about the matters raised in this letter as well. Thank you for considering bicyclists in your planning.

TO: Interagency Technical Advisory Committee (ITAC)

FROM: Rachel Moriconi, Senior Transportation Planner

RE: Process for Advisory Committee and Complete Streets review of projects

RECOMMENDATION

Staff recommends that the Interagency Technical Advisory Committee (ITAC) discuss the process for Bicycle Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) and Complete Streets review of projects.

BACKGROUND

State law requires local agencies and Caltrans to consider complete streets components that address the needs of all roadways users when planning and implementing transportation projects. The Monterey Bay Area [Complete Streets Guidebook](#) contains sample policies and engineering best practices that can be adopted by local jurisdictions to comply with California Complete Streets Act (AB 1358) and Caltrans Deputy Directive 64-R1, with an emphasis on stakeholder input.

The RTC's Bicycle Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) have long been charged with reviewing and making recommendations on claims for Transportation Development Act (TDA) funds. More recently committees have started to review of all RTC-funded projects.

DISCUSSION

While RTC committees review project summaries and make recommendations when projects are first considered for inclusion in the Regional Transportation Plan (RTP), as well as for specific funding sources (e.g. TDA, Regional Surface Transportation Program [RSTP], or State Transportation Improvement Program [STIP]), during this initial planning/need identification phase, details on the project design are typically not yet available. As such, it is recommended, and in some instances required, to return to these advisory committees prior to project construction or program implementation for input.

RTC staff recommends that the Interagency Technical Advisory Committee (ITAC) discuss what process would work well to ensure complete streets components (bicycle, pedestrian, and transit needs) are incorporated into the final design of a project. This includes: What point(s) during project development is best to receive input in order that it may be incorporated into the final design? What process does your agency use to ensure complete streets requirements are met for transportation, as well as land use, projects?

Some suggestions include:

- Utilize the Complete Streets Checklist during initial project planning and application stages and incorporate complete streets components into project scope where feasible. The checklist is a tool that can help identify opportunities for complete streets and document constraints or exemptions.
 - *RTC started incorporating elements of the checklist into the application for RSTP and STIP funds in 2013.*
- Provide summary of/document internal agency review (e.g. planning departments/division input on public works/Caltrans capital projects) and the public process.
- Project sponsors present information on upcoming projects to the Bicycle Committee and E&DTAC at least once a year (could be coordinated with TDA claims).
 - Have subcommittees, subgroups or ad-hoc committees of the Bicycle Committee or E&D TAC review project design proposals with project sponsors.
- Require project sponsors to re-review project application and certify project scope and implementation plan has not changed, or has been improved relative to Complete Streets goals, prior to release of funds (e.g. allocation for STIP, exchange of RSTP funds, TDA claim submittal).
- Reserve a portion of RSTPX funds each funding cycle to address modifications from the original project application that may be requested by advisory committees.
- Site visits to confirm implemented project is consistent with what was approved for funds by the RTC. If implemented project differs, project sponsor may need to repay a portion of the funds.
- Project Sponsors report once a year (could be coordinated with TDA claims) on progress toward Complete Streets, perhaps using a simple scorecard that would help the community compare and understand advances.

While this discussion is focused on projects funded by the RTC, the committees are also interested in receiving information on other projects that could impact bicycling, walking or buses. ITAC is encouraged to identify options for sharing information on those other projects. This could be combined with the overall public participation process on a project being implemented by a project sponsor.

SUMMARY

The California Complete Streets Act and Caltrans Directive dictate that transportation projects consider the needs of all users. Staff recommends that the ITAC discuss options for enlisting assistance from the RTC's citizen advisory committees on project design to ensure bicycle, pedestrian, and transit needs are incorporated where feasible.

\\rtcserv2\shared\itac\2014\march2014\committeereviewprocess.docx

AGENDA: April 3, 2014

TO: Regional Transportation Commission (RTC)

FROM: Luis Pavel Mendez, Deputy Director

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

RECOMMENDATIONS

The Budget and Administration/Personnel (B&A/P) Committee and staff recommend that the Regional Transportation Commission (RTC) approve the attached resolution (Attachment 1) amending the RTC Rules and Regulations as shown on Exhibit A to Attachment 1.

BACKGROUND

The RTC's Rules and Regulations serve as the bylaws for the RTC and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures. The Rules and Regulations cover 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 RTC Rules and Regulations. In addition, the recently completed draft triennial performance audit of the RTC includes recommended revisions to the RTC 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
4. Recommended updates of the 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 approved 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

The B&A/P Committee and staff recommend that the RTC approve the attached resolution (Attachment 1) amending the RTC Rules and Regulations as shown on Exhibit A to Attachment 1.

At the B&A/P Committee, the RTC's Bicycle Advisory Committee presented comments requesting that the RTC include language in its rules and regulations requiring local jurisdictions to obtain review from the RTC Bicycle Advisory Committee or its members for all bicycle and pedestrian projects. RTC legal counsel explained that the RTC cannot make such a blanket requirement of local jurisdictions because it would be overstepping its authority. Therefore, RTC staff committed to providing to the Bicycle Advisory Committee any information it has on projects so that Bicycle Advisory Committee members may approach local jurisdictions to provide review and comments of such projects.

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. The B&A/P Committee and staff recommend that the RTC approve the attached resolution (Attachment 1) amending the RTC Rules and Regulations.

Attachments:

1. Resolution amending the RTC RTC Rules and Regulations (Exhibit A)

ATTACHMENT 1

RESOLUTION NO.

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of April 3, 2014
on the motion of Commissioner
duly seconded by Commissioner

A RESOLUTION AMENDING THE RULES AND REGULATIONS FOR THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

WHEREAS, the RTC's Rules and Regulations serve as the bylaws for the RTC and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures; and

WHEREAS, periodically it is necessary to amend the RTC's Rules and Regulations to incorporate current requirements, policies, practice, clarifications, etc.

BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The Rules and Regulations for the Santa Cruz County Regional Transportation Commission, as shown in Exhibit A, is hereby amended.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

Eduardo Montesino, Chair

ATTEST:

George Dondero, Secretary

S:\RESOLUT\2014\RES0414\RI&RgsAmend.docx

Exhibit A: Rules and Regulations, as amended.

Distribution: Auditor-Controller
RTC Fiscal
ITAC members

EXHIBIT A

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

~~December, 2004~~
Proposed: April 2014

I.	INTRODUCTION	1
A.	General	1
B.	Consistency with Memoranda of Understanding	1
II.	GENERAL RULES AND REGULATIONS	2
A.	Name and Purpose	2
B.	Membership	2
C.	Time and Place of Meetings	2
D.	Members' Reimbursement for Expense.	3
E.	Election of Chair	3
F.	Staff	3
G.	Agenda	3
H.	Public Hearings	4
I.	Chair to Preside	4
J.	Quorum	4
K.	Reading of Minutes	5
L.	Rules of Debate	5
M.	Method of Voting	5
N.	Abstaining from Voting.	5
O.	Attendance at Meetings	5
P.	Adoption and Revision of Rules	5
Q.	Establishment of Committees	5
R.	Committee Bylaws	6
S.	Public Comment	6
T.	Conflict of Interest Code	6
III.	PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT APPORTIONMENTS	6
A.	Annual Revenue Estimates	6
B.	Budget and Apportionment Schedule.	6
C.	Appropriation Priorities	7
D.	Budget and Apportionment Revisions	8
E.	Transportation Development Act Reserve Funds.	8
F.	Transportation Development Act Surplus	8
G.	Special Allocations	8
H.	Transportation Development Act Shortfall	8
I.	Apportionments – Unclaimed.	9

IV.	CLAIMS FOR TDA ADMINISTRATION AND PLANNING PROGRAM FUNDS (ARTICLE 3 AND 8)	9
A.	Submission of Claims	9
B.	Claims by the County of Santa Cruz on Behalf of the Santa Cruz County Regional Transportation Commission	9
V.	CLAIMS FOR PUBLIC TRANSPORTATION (ARTICLE 4 TRANSPORTATION DEVELOPMENT ACT CLAIMS, STATE TRANSIT ASSISTANCE	10
A.	Submission of Claims	10
B.	Claims by the Santa Cruz Metropolitan Transit District.	10
C.	Claims for Research and Demonstration Projects	11
VI.	BICYCLE AND PEDESTRIAN FACILITIES AND OTHER CLAIMS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS (ARTICLE 3 & 8)12	
A.	General	12
B.	Eligible Claimants.	13
C.	Disqualification from Voting	13
D.	Claims for Article 8 Funds	13
E.	Conditions for Approval	14
F.	Criteria for Article 8 Claim	14
G.	Commission and Committee Review	16
H.	Disbursements.	16
I.	Appeal.	17
J.	Amount of Claim	17
K.	Approved Claims	17
L.	Interest.	17
VII.	CLAIMS FOR SPECIALIZED TRANSPORTATION SERVICES (ARTICLE 8 TRANSPORTATION DEVELOPMENT ACT)	17
A.	Submission of Claim	17
B.	Claims for Specialized Transportation	17
C.	Commission and Committee Review	18
D.	Disbursements	18
E.	Appeal	19
F.	Amount of Claim	19
G.	Approved Claims	19

VIII.	REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)	19
A.	General	19
B.	Eligible Applicants	20
C.	Eligible Projects/Programs	20
D.	Project Application and Programming Process	21
E.	Amendments to the Approved Program	23
F.	Reimbursement for STP/ CMAQ/TEA or STIP Funds	25
G.	Project Monitoring/Assistance Program (Adopted by RTC 8/6/98)	26
IX.	FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM	27
A.	General	27
B.	Eligible Claimants.	27
C.	Eligible Uses of Funds	27
D.	Accrued Interest on STP Exchange Funds	27
E.	Disbursement Procedure for Federal Apportionment Exchange Program	28
F.	Return of Exchange Funds	28
G.	<u>Advance Delivery of RSTP Exchange Projects (approved 2006)</u>	
X.	ENVIRONMENTAL REVIEW GUIDELINES	29
A.	Lead Agency.	29
B.	Guidelines	29
XI.	DOCUMENT DISTRIBUTION AND PRICING	29
A.	Document Distribution	29
B.	Document Pricing	29

EXHIBITS	30
1. Procedure for Evaluation of Executive Director	30
2. SCCRTC Committees	31
3. Bylaws for Committees	32
4. Bicycle <u>Advisory</u> Committee	37
5. Budget and Administration/Personnel Committee	39
6. Elderly and Disabled Transportation Advisory Committee	40
7. Interagency Technical Advisory Committee	43
8. Transportation Policy Workshop	44
9. SCCRTC Document Distribution and Pricing Policies	45
10. SCCRTC Conflict of Interest Code	49
11. <u>TDA Claim Form</u>	
12. <u>RSTA, CMAQ and TEA State and Federal</u> Programming Categories	52
13. SCCRTC Project Monitoring/Assistance Program	54

S:\RULESREG\2014 Rules&Regs\ProposedR&R-April2014.docx\\10.40.10.11\shared\RULESREG\2009 rules&Regs\rules & regs-2009-DRAFT updates.doc

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: **APRIL** 2014](#)

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 ~~s~~State 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 5496~~34~~ 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 S~~staff 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 constitute 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 and RTC -Reserve Funds

1. 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.

2. The Commission shall maintain a general RTC reserve fund of at least 30% of the RTC's operating budget, of which 8% shall be used as a cash flow reserve and 22% shall be restricted reserve. TDA surplus funds used to build this reserve shall be spent consistent with TDA requirements.

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,~~ eClaims 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,~~ eClaims 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 1) a ratio of fare revenue to operating cost-ratio of no less than 15% and 2) a ratio of fare revenue plus local support to operating cost of no less than 56.9% (ratio in FY 1978-79 established in Public Utilities Code Section 6633.2.) 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:

ea. The potential of the project to meet the intent of the Regional Transportation Plan and the Transportation Development Act.

eb. The transferability or applicability of the project on a countywide, regional, and statewide basis.

ec. A well-defined measure of success or completion of the project.

ed. The amount of funding available for projects of this nature.

ee. The availability of other funding sources for the proposed project~~program~~.

ef. 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

1. 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.

2. Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County's apportionment. Pedestrian and bBicycle

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. TheA 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 s 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:

~~ea.~~ ea. Regional Surface Transportation Program (RSTP)

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

~~oTransportation Enhancement Activities Program (TEA), and~~

~~ob.~~ Regional Share State Transportation Improvement Program (STIP).

~~2.~~ 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.~~

3. 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 fFunds 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,~~

~~oA 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.

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

S:\RULESREG\tccommittees list.doc

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.

S:\RULESREG\2003 rules & regs\BYLAWS committees.doc

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

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

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

~~H.4.~~ 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.~~ 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.~~ 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.~~ 7. Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;

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

~~M.9.~~ 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
Total (prior to April, 2005)	12
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 ~~67:00-89:30~~pm but the time may be changed by the Committee with a majority vote.

Meeting Location: Preferably, aAt 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.

S:\RULESREG\2003 rules & regs\BIKE COMM.doc

|

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.

S:\RULESREG\2003 rules & regs\b&a.doc

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 Eevery 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.

S:\RULESREG\2003 rules & regs\EDTAC.doc

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's 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 1
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.~~

S:\RULESREG\2003 rules & regs\TPW.doc

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. 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.

S:\RULESREG\2003 rules & regs\Document pricing.doc

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 Advisory Committee	\$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.)

S:\RULESREG\2003 rules & regs\Document pricing.doc

Exhibit 10

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.

S:\RULESREG\2003 rules & regs\CONFLICT OF INTEREST.doc

|

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

From: bikerick [<mailto:bikerick@att.net>]

Sent: Tuesday, April 01, 2014 8:08 AM

To: info@sccrtc.org

Cc: Luis Mendez

Subject: Comments on Rules and regulations -- Commission meeting of April 3, 2014 Item #16

Dear SCCRTC Commissioners:

With regard to proposed changes to the Rules and Regulations that you will be voting on:

Please do not eliminate the requirement for the Bicycle Committee to review the design of TDA-funded bicycle projects.

Also, please do not strictly limit Bicycle Committee meetings to every other month (i.e., 6 annually).

Project Review:

The current TDA rules, in place for many years, require Bicycle Committee review of both claims (containing project descriptions) and then project design (if the design is ready when the initial claim is submitted then these can be reviewed concurrently). The proposed Rule revision retains the requirement for the Bicycle Committee to review the claim, but make optional the requirement to review design (Section VI.G.2 proposes to change "shall review" to "may review"). There have been numerous instances where the Committee has recommended design improvements to proposed projects. Committee members do not second guess engineering principles, but sometimes suggest adding or revising elements that the designers have overlooked, based on the members' intimate experiences of riding in the project area. For example, there was an otherwise well-designed intersection project that lacked a stenciled area for left-turning cyclists to trigger the traffic signal that the Committee brought to the sponsor's attention during such design review.

The way the proposed Rule change is worded would require the Commission to review project design itself if the Bicycle Committee did not. Nothing in the current Rules precludes you from overruling the Committee's design review; but making it optional then puts a burden on Commission members to address a matter better suited to your advisory committee. Please do not make the Bicycle Committee's project design review optional, but retain the current requirement.

Committee Meetings:

The current rules state that the Bicycle Committee is to meet monthly. Indeed for three decades the Committee had met monthly. So had the your Commission, so that the Committee could give timely input. This became a little more challenging when your Commission began to meet twice a month. Then, after budget constraints following the recession a few years ago, you decided that the Committee should cut back the number of meetings. Although this reduction was mandated to lessen the burden on staff, there could be times when more meetings with fewer items on each would actually be less stressful on staff. The Committee responded by canceling most every other meeting, but by retaining the flexibility to be able to meet more frequently to address time-sensitive matters. For example, in 2013 it met seven times. These meetings have generally been packed with items, but, even so, several important matters have not had consideration. One useful item that was eliminated was an annual discussion with each jurisdiction's staff as to their upcoming bicycle project plans. Other recent items that went to the Commission before the Bicycle Committee had a chance to comment included the revision to Monterey Bay Sanctuary Scenic Trail Network, the grant application to CALTRANS for a New Bicycle/Pedestrian Transportation Improvements Partnership Model, the preliminary scoping of the bicycle route signing program and the preliminary STIP allocation (in this case, the Committee had a chance to make recommendations before your final decision, but you had already set preliminary allocation priorities before the Bicycle Committee meeting).

The current proposal would appear to lock in only bimonthly meetings, by setting the meeting time as the second Monday of every other month under "Meeting Frequency and Time." The Rules do allow the meeting time to be changed, but not the frequency. This means that the Committee would meet once per every four of your meetings. That would mean that the Committee would not be able to provide input on some matters that the Committee is charged with reviewing, especially time-sensitive ones.

An example of the problem that this will cause is this very item to change the Committee's operations. All past Rule changes were first brought to the Committee for input. This was not. It was mentioned at the Committee's last meeting (in February) that changes were going to be considered by the Budget and Administration/Personnel Committee, but the proposed changes were not available for review. The Bicycle Committee was able to add an item to its agenda to form an ad hoc committee to attend the Budget Committee and request more Bicycle Committee input in project review. What should have happened is that this matter should have then been agendaized for the next (April) Bicycle Committee meeting in order for the ad hoc committee to report back and for the Bicycle Committee as a whole to review the proposed Rule changes and provide input to you. But, your Commission meeting is occurring before the Bicycle Committee's next meeting. Therefore, you will not have the benefit of the comments of the Committee as a whole. If the Committee had known that its next meeting would come too late, it could have uncanceled its March meeting to discuss this issue. Under the proposed Rule change that would not appear possible.

I thus recommend that you leave the current monthly meeting frequency in place. You can add the phrase "if needed," as is proposed for the Interagency Technical Advisory Committee meeting frequency. And, you can continue to request that the Bicycle Committee generally cancel every other meeting without locking this inflexibility into the Rules.

Because the Committee has not acted as a whole on this matter, these recommendations are mine personally. I have not shared them with any other members of the Bicycle Committee because to do so could be improper under the Brown Act.

Thank you for your consideration,
Rick Hyman

COMMITTEE APPOINTMENT APPLICATION

Santa Cruz County Regional Transportation Commission (SCRTC) Bicycle Committee

Meetings are currently held the second Monday of every other month at 6:30 p.m. in the Santa Cruz County Regional Transportation Commission conference room, located at 1523 Pacific Avenue in downtown Santa Cruz. At least one meeting each year will be scheduled for an alternate location. Please refer to the Committee description, bylaws and recruitment process for more information.

If you are interested in serving on this committee, please complete this application, and return it to the Regional Transportation Commission office.

Please type or print clearly

Name: Emily Glanville

Home address: information redacted

Mailing address (if different): _____

Phone: (home) _____ (business/message/mobile) (415) 637-2744

E-mail: eglanville@coact.org

Length of residence in Santa Cruz County: 10 years

Position(s) I am applying for:

☒ Any appropriate position

☐ _____

☐ Bike To Work

Previous experience on a government commission or committee (please specify)

Current member of the People Power of Santa Cruz
County Steering Committee and past member of
the Sanctuary Education committee representing
the Monterey Bay.

Relevant Work or Volunteer Experience

Organization	Town or Address	Position	Dates
Ecology Action	877 cedar st, st. 240, Santa Cruz, CA 95060	Sustainable Transportation Program Specialist	4/15/13 to current
People Power steering committee member	Santa Cruz, CA	steering committee member	5/13 - current
Save our shores	345 Lake ave, Santa Cruz, CA	Program manager	3/2008 - 6/12

Statement of Qualifications: Please attach a brief statement indicating why you are interested in serving on this committee and why you are qualified for the appointment. If you have served on this committee in the past, please summarize your accomplishments on the committee and indicate which of the committee's potential future endeavors most interest you.

Certification: I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

Erinly Glailh
Signature

3/21/14
Date

Return Application to:

SCCRTC
Bicycle Committee
1523 Pacific Avenue
Santa Cruz, CA 95060
fax: (831) 460-3215 or email: ccaletti@sccrtc.org

Questions or Comments:

Call Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org

March 21, 2014

Santa Cruz County Regional Transportation Commission
Attn: Cory Caletti

RE: Statement of Qualifications for Bicycle Committee

Dear Cory,

I am very interested in serving on the Bicycle Committee as I have been an active cyclist in Santa Cruz for 10 years and have a vested interest in advocating for projects and policies that will help increase bicycling as well as make it safer. In addition, I currently work at Ecology Action as a Sustainable Transportation Program Specialist and coordinate Bike To Work Day along with Bike Week, Bike/Walk to School Day and our new Monthly Bike/Walk to School program.

Since I am an avid cyclist and have the opportunity to work on issues related to cycling in the Santa Cruz community I feel that it is important for me to stay engaged and informed regarding bicycle related policies, programs, and plans. An important component of my engagement in the bicycle community has been my participation as a Steering Committee Member for People Power of Santa Cruz County, which has allowed me to build more collaboration and leverage additional resources between Ecology Action's Sustainable Transportation Department and People Power and Green Ways to School. Additional collaborative partnerships include my work with the Watsonville Bike Shack, the Bike Church, United Way's Go For Health, Jovenes Sanos, Trips for Kids, Project Bike Trip, and the Santa Cruz County Cycling Club, among others.

I believe my work experience along with my personal commitment to cycling and promoting cycling in the Santa Cruz community would enable me to contribute in a positive and constructive way to this Bicycle Committee. Thank you for your consideration.

Best Regards,

Emily Glanville
Program Specialist
Ecology Action
(831) 515-1328
eglanville@ecoact.org

TO: Bicycle Committee
FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator
RE: Officer Elections

RECOMMENDATION

Staff recommends that the Bicycle Committee nominate and vote for a Chair and Vice-Chair to serve for the next year.

DISCUSSION

David Casterson and Andy Ward have served the Bicycle Committee as Chair and Vice-Chair, respectively, for the previous year. In April of each year, new elections are held. Staff recommends that Committee members consider whether they are interested in serving in either one of these capacities. Interested members should be familiar with Robert's Rules of Order, be willing to facilitate the meetings in a diplomatic and constructive manner and have some history of the Bicycle Committee and its workings.

The SCCRTC's *Rules and Regulations* provides the following information regarding officers' duties:

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.

The Chair and Vice-Chair provide assistance to each other in their duties and should be available to sign letters on the Committee's behalf and to attend occasional meetings.

On behalf of the Bicycle Committee, staff thanks David Casterson and Andy Ward for their fine service over the past year.

SUMMARY

Staff recommends that the Bicycle Committee hold elections for a new Chair and Vice-Chair to serve the Committee for the next year, through March 2015.

TO: Bicycle Committee
FROM: RTC Staff
RE: Education, Incentive and Tracking Programs

RECOMMENDATION

Staff recommends that the Bicycle Committee:

1. Receive updates and provide input on the Regional Transportation Commission (RTC)-funded Santa Cruz County Open Streets program and Ecology Action's school safety, incentive and tracking programs, and
 2. Recommend that the Regional Transportation Commission approve Ecology Action's request to modify the Boltage project title and scope to include the Active 4 Me program.
-

BACKGROUND

The Regional Transportation Commission has approved funding for several bicycling and walking safety, education, and incentive programs. These include Ecology Action's Transportation Development Account (TDA)-funded Bike to Work/School program (*see separate staff report*), the South County Youth Bike Safety Training Program, and the Boltage: Bike/Walk School Incentive and Tracking Program, as well as Santa Cruz County Open Streets events in Capitola and Watsonville.

DISCUSSION

Boltage/Active4Me Bike/Walk School Incentive and Tracking Program

On February 7, 2013 the RTC approved \$50,000 for the Boltage Bike/Walk School Incentive and Tracking Program. The program uses technology to encourage biking and walking at four elementary schools, including two schools in Watsonville/South County and two in Santa Cruz. Ecology Action has requested to modify the type of tracking used for one of the schools from Boltage to Active4Me, which it has used at Mintie White Elementary through a Safe Routes to Schools grant. Ecology Action recommends using Active4Me (A4Me) as it is not a permanent installation, the participation levels on A4Me seem higher than Boltage, and ongoing software fees are less. Both help advance the goal of enhancing participation and registration of students. The proposed revised scope of work for this program is attached ([Attachment 1](#)). **Staff recommends that the Bicycle Committee receive an update on this program and recommend that the Regional Transportation Commission approve Ecology Action's request to modify the title and the scope of its school incentive and tracking program to to include both Boltage and A4Me.** Ecology Action has hired a bilingual staffer in South County that will be working at the existing Boltage site and the new Active4Me/Boltage sites.

South County Youth Bike Safety Training Program

On December 5, 2013 the RTC approved \$30,000 for the South County Youth Bike Safety Training program. This project will bring Ecology Action's Bike Smart! school-based youth bicycle safety training program to eight Pajaro Valley Unified School District elementary and middle schools. The program includes in classroom and on-the-bike training, with a focus on teaching 5th and 6th grade students. The scope of work for this program is attached (Attachment 2).

Open Streets

Following Open Streets events in the City of Santa Cruz and elsewhere in the nation, on February 7, 2013 the RTC approved \$50,000 (RSTPX) for Santa Cruz County Open Streets events in Watsonville and Capitola. Open Streets are community events promoting alternatives to driving alone as part of a sustainable, healthy, and active life-style. The events temporarily open roadways to bicycle and pedestrian travel only, diverting automobiles to other roadways. The scope of work for these funds is attached (Attachment 3).

While the Bicycle Committee reviewed and recommended funding for these projects during the application process in 2013, **staff recommends that the Bicycle Committee receive updates and provide input on bicycle related projects that have been funded by the RTC prior to final implementation.** Notably, the scope of these projects is based on the original competitive grant application process and additional RTC-funding is not available to expand the scope of the projects.

SUMMARY

The RTC has funded several safety, education, and incentive programs aimed at increasing bicycling. Staff recommends the Bicycle Committee receive updates on these programs and recommend that the Regional Transportation Commission approve modifications to the scope of the Ecology Action school incentive program.

Attachments:

1. Boltage/Active4Me Proposed Scope of Work Revisions
2. South County Youth Bike Safety Training Program Scope of Work
3. Open Streets Scope of Work

S:\Bike\Committee\BC2014\BCApril2014\BikePrograms\EABoltageA4me_SR.docx

Scope of Work

Boltage: Daily Bike and Walk School Incentive & Tracking – Santa Cruz County

Implementing Agency: Ecology Action

Sponsoring Public Agency: SCCRTC

Original Program Scope:

Ongoing support and refinement of the Ecology Action (EA) - run Boltage biking and walking incentive and tracking program at three already established Boltage area elementary schools and the introduction of Boltage to one South County to-be-determined school. The schools that already have Boltage, Starlight Elementary in Watsonville and Gault and Delaveaga Elementary schools in the City of Santa Cruz, represent a span of geographic, social, ethnic and economic groups throughout our County. Boltage accumulates active transportation data on a daily basis -- counting trips, miles and calories burned by students registered in the program. Only DeLaveaga Elementary includes carpool and transit trips in their Boltage numbers. All data is uploaded to a secure and student/family accessible website. The Boltage program encourages and rewards student active travel behavior every school day. Students accrue points for active transportation and receive prizes for both high mileage and high number of active trips.

Project Locations:

- Starlight Elementary School
- Gault Elementary School
- DeLaveaga Elementary School
- Watsonville area elementary school to be determined (HA Hyde probable)

Project Cost/Budget Summary

	<i>Register: Program Planning</i>	<i>Program Implementation:</i>	<i>Program Evaluation:</i>
Start Activities	<i>10/2013</i>	<i>4/2014</i>	<i>7/2014</i>
End Activities	<i>4/2014</i>	<i>6/2015</i>	<i>9/2015</i>

Sources	Staff - Admin	Staff - Operations	Materials	Source TOTAL
<i>Total Cost by component</i>	\$2,000	\$34,550	\$20,950	\$57,500
New Funds Requested from RTC: RTSP	\$2,000	\$34,550	\$13,450	\$50,000
Source 2: Staff of Life Costumer Donations*	\$0	\$0	\$500	\$500
Source 3: Private Donations**	\$0	\$0	\$1,000	\$1,000
Source 4: Community Foundation SC County**	\$0	\$0	\$3,000	\$3,000
Source 5: SRTS Cycle 3 **	\$0	\$0	\$3,000	\$3,000
Fiscal Year each component to begin	FY 13	FY 13	FY 14	

Requested Modification: Amend Boltage tracking and incentive program to Boltage/Active4Me tracking and incentive program

Ecology Action would like to implement Activer4Me at one new South County site rather than the above described Boltage program. After implementing the Active4Me (A4Me) tracking program with great success at BayView Elementary in Santa Cruz and Mintie White Elementary in Watsonville in the past 18 months, we feel that this program is better suited to encourage more frequent bike and walk trips. The participation numbers at Mintie White have outperformed all other A4Me installations in the state. The founder of the program has commented on the outstanding numbers we have achieved. There are several differences between both of these web based active transportation tracking programs.

The technology: A4Me scans bar code tags as opposed to Boltage which uses Radio Frequency ID cards.

Notifications: A4Me sends texts, emails or robo calls to parents who desire it when their children are scanned – Boltage does not offer this option.

Volunteers vs. Permanent Installation: A4Me uses parent volunteers and Ecology Action staff to scan students, there is no permanent infrastructure. Boltage is a permanent installation at the school that operates year round.

Instant Feedback: We have learned that the Boltage device on a pole alone (without human encouragement) is not sufficient to encourage students to ring in. A4Me is implemented by an adult with a laptop and barcode scanner. As they scan in, students not only have interaction with the adult, but can see on the spot what their accumulated totals are. Both programs count trips, miles and calories but only with A4Me do students get the instant feedback. With Boltage the information is uploaded remotely.

Both programs use a software interface, which can be a challenge to access if families do not have computer access. That's the additional appeal of A4Me particularly in populations where students may not have a computer at home. The expectation with Boltage is that families will access student accounts at home to track student accomplishments. To overcome this obstacle, we have tried to share results in alternative ways at schools but the instant association of behavior with results that is offered with A4Me seems to be a better fit for South County.

Progress:

We have received permission from the PVUSD elementary school superintendent to approach the principal of HA Hyde Elementary School. This school of 597 students does not have busing therefore making it a good candidate for ongoing encouragement for students to bike and walk to school. Our intention is to go forward with getting the site permission and plan for a late August 2014 launch. We have recently hired a bilingual/bicultural Program Coordinator that will assist with the program launch.

\\\\rtcserv2\\shared\\bike\\committee\\bc2014\\bcapril2014\\bikeprograms\\boltagea4meupdate.docx

SCOPE OF WORK

Project Title: **South County Youth Bike Safety Training**
Amount of RSTP Funding Approved: **\$30,000**
Implementing Agency: **Ecology Action**
Sponsoring Public Agency: **RTC** (*originally City of Watsonville*)

Contact: Piet Canin, Ecology Action
Phone: 831-515-1327
Email: pcanin@ecoact.org
City of Watsonville Contact: Murray Fontes, Public Works

Brief Project Description/Scope:

Bike Smart! school based youth bicycle safety training will target eight Pajaro Valley Unified School District elementary and middle schools. The program includes in-classroom and on-the-bike safety training with a focus on teaching 5th and 6th grade students. For the classroom bicycle safety presentations, a League of American Bicyclists Certified Instructor works with each group of students for an hour, providing an interactive and age appropriate presentation discussing safety tips and techniques using a variety of mediums - PowerPoint, live demonstrations, animations, custom created videos, discussion, etc. Topics covered include the benefits of bicycling, rules of the road, the importance of helmet use and fit, how to conduct a quick bicycle maintenance check, choosing safe routes, being visible, being alert, where to ride in the road, how to navigate intersections, how to safely complete a turn, sidewalk safety, hand signals and other forms of important communication. Ecology Action will also coordinate with Santa Cruz County HSA to conduct the classroom presentations.

Following the in-class presentation - which is more substantial than comparable programs - a League Certified Instructor conducts an on-bike safety obstacle course (aka rodeo). During the safety rodeo, students get the chance to practice the important safety skills they just acquired during the presentation by riding a bicycle through a carefully constructed course. The Certified Instructor brings a fleet of bicycles and helmets that can be used by students who are not able to bring their own bicycles, ensuring that everyone can participate.

Grant Deliverables:

Deliver Bike Smart! Elementary and Middle School Bike Safety presentations or assemblies and subsequent hands-on Bicycle Safety Obstacle Course (aka Rodeo), at 7 elementary schools and 1 middle school, reaching some 900 5th and 6th grade students.

EA will target the following schools:

- Ann Soldo Elementary, 1140 Menasco Dr, Watsonville, CA 95076
- Mintie White Elementary, 515 Palm Ave. Watsonville CA 95076
- HA Hyde Elementary School, 25 Alta Vista Ave, Watsonville, CA 95076

- MacQuiddy Elementary, 330 Martinelli St, Watsonville, CA 95076
- Bradley Elementary School, 321 Corralitos Rd, Watsonville, CA 95076
- Mar Vista Elementary School, 6860 Soquel Dr, Aptos, CA 95003
- Rio Del Mar Elementary School, 819 Pinehurst Drive Aptos, CA 95003
- Rolling Hills Middle School, 130 Herman Ave. Watsonville, CA 95076

Work plan (List of Major tasks and timing):

Major Task & Timeline

Activity* (add additional lines if needed to reflect all tasks)	Start Activities (month/year)	End Activities (month/year)
Schedule presentations/Rodeos with targeted schools. (planning)	3/14	9/15
Accommodate any school requested special arrangements for the presentation/rodeos (planning)	3/14	9/15
Recruit, train, and coordinate with law enforcement, public health, bike shop mechanics, parents, and existing volunteers to assist where necessary with rodeos (planning)	3/14	9/15
Implement presentations followed by on-bike rodeos to targeted schools. (implementation) <ul style="list-style-type: none"> - Develop and disseminate instructional materials for students, teachers, and parents - Translate all materials into Spanish to provide bilingual program literature and outreach materials - Update presentation and rodeo encompassing bike/ped safety issues specific to school site location - Distribute small incentive and raffle item to students following the presentations and/or rodeo - Service and maintain 20 loaner bikes for students that will be utilized in rodeos - Maintain and upgrade rodeo props and supplies 	4/14	11/15
Conduct pre- and post- presentation quizzes and evaluations to assess effectiveness of presentation and hands-on training.	4/14	11/15
Evaluate data and report on program overall success	4/14	11/15

Budget

Project Title: Youth Bike Safety Training for PVUSD Students			
TASK	Total Cost	Operations/ Staffing	Materials
Schedule Presentations/Rodeos with targeted schools. (planning)	\$3,500	\$3,500	
Accommodate any school requested special arrangements for the presentation/rodeos. (planning)	\$2,000	\$1,000	\$1,000
Recruit law enforcement, public health and other partners to assist where necessary with rodeos. (planning)	\$1,500	\$1,500	
Implement presentations followed by on-bike rodeos to targeted schools. (implementation)	\$25,000	\$23,000	\$2,000
Collect pre- and post program implementation survey data	\$1,500	\$1,000	\$500
Evaluate data and report on program overall success	\$1,500	\$1,500	
Total Cost	\$35,000	\$31,500	\$3,500
Total RSTP Cost	\$30,000	\$30,000	\$0

\\\\rtcserv2\\shared\\bike\\committee\\bc2014\\bcapril2014\\bikeprograms\\pvusdyouthbikesafetycontract sow.docx

PROJECT SCOPE

A. Project Information

Project Title: Santa Cruz County Open Streets

Amount of RSTP Funding Approved: \$50,000

Implementing Agency: Saskia Lucas, Santa Cruz County Open Streets project Founder and Director, working under non-profit fiscal sponsoring agency, Ecology Action of Santa Cruz

Sponsoring Public Agency: Santa Cruz County Health Services Agency

Project Description/Scope:

Open Streets is a free public event that temporarily transforms roadways into open spaces for people to bike, walk, skate and more in a safe and enjoyable environment. Automobile traffic is temporarily diverted onto alternate streets in cooperation with local law enforcement and affected residents, as applicable. Additionally, events feature information booths hosted by local agencies and community organizations where participants can learn about resources for leading more sustainable, active and healthy lives. There are also free organized activities, such as bike skills courses, foot races, dance and climbing.

Grant deliverables:

Over two years, organize **two Open Streets events** in Watsonville, and Capitola, serving **12,000 participants**.

Work plan summary:

This program will establish two new Open Streets events in geographically diverse locations across the County, thereby laying the groundwork for lower-cost repeating events for years to come.

Event organizers will work with stakeholders in the local jurisdictions to plan a successful Open Streets event tailored to their community's unique needs.

Stakeholders include:

- ⤴ Environmental and sustainable transportation organizations and businesses
- ⤴ City and County elected officials and staff
- ⤴ Health and wellness organizations and businesses
- ⤴ Youth organizations and schools
- ⤴ Community/neighborhood groups
- ⤴ Law enforcement
- ⤴ Parks and recreation departments
- ⤴ Local businesses

Major tasks to organize an Open Streets event in each location:

- ⤴ Recruit event partners and establish a local organizing committee
- ⤴ Conduct public outreach and solicit input

- ⤴ Select event date
- ⤴ Determine route
- ⤴ Develop street closure, traffic and safety plan
- ⤴ Recruit sponsors
- ⤴ Organize programming (I.e. outreach/information booths, performances and activities)
- ⤴ Develop and implement event promotion plan
- ⤴ Recruit and organize volunteers
- ⤴ Process required permits and secure event insurance
- ⤴ Coordinate event logistics
- ⤴ Develop and implement an evaluation plan
- ⤴ Write event report summarizing outcomes and lessons learned

Open Streets events will:

1. Create a ***culture of bicycling, walking, riding the bus and carpooling*** whereby the community perceives these transportation modes as attractive, convenient and advantageous.
2. Provide an ***impactful first-hand experience*** of the convenience, enjoyment and feasibility of traveling short distances by bicycle or foot, as well as riding the bus and carpooling.
3. Create an ***excellent outreach opportunity*** for agencies to deliver key messages promoting alternatives to SOV use as part of an active life-style.
4. Improve ***roadway safety*** by building skills and confidence in a safe and positive environment.
5. Increase ***roadway access for people of all ages, abilities and experience levels***.
6. Increase ***use of sustainable forms of transportation*** by providing public participants motivating experiences and resources for bicycling, walking, carpooling and using mass transit.

Additionally, Open Streets will:

- ⤴ Promote health by creating a large, safe and fun spaces for people of all ages and experience levels to engage in and try new forms of physical activity.
- ⤴ Promote quality of life, community and civic pride.
- ⤴ Promote connection and understanding between the diverse communities of Santa Cruz County (North and South, in-land and coastal) through participation in Open Streets events in the different locations.
- ⤴ Promote the local economy through business promotion and eco-tourism. Events showcase Santa Cruz County's natural beauty and resources, diverse culture, as well as outdoor, active life-style.
- ⤴ Inspire citizens to think “outside of the box” about the use of public space.

Project Location/Limits (attach an 8 1/2" x 11" map and/or photos if available/applicable, include street names):

Watsonville and Capitola. Each Open Streets event route likely to range from two to four miles. Exact streets to be determined.

Contact Person/Project Manager Name: Saskia Lucas

Telephone Number: 831-566-6569

E-mail: saskia@scopenstreets.org

B. Project Timeline:

Grant Start: July 1, 2013
 Planning: July 1, 2013 – December 31, 2013
 Spring 2014: 1st event (location: Watsonville or Capitola)
 Summer 2014: 2nd event (location: Watsonville or Capitola)
 Project completion and final report: July 31, 2015
 Grant end: December 31, 2015

C. Project Budget Summary:

SOURCE	Staff – Admin*	Consultant Services**	Materials	Source TOTAL
RSTPX (SCCRTC)	\$2,000	\$44,000	\$4,000	\$50,000
In-kind	\$2,000	\$20,000	\$16,000	\$38,000
Sponsorships & donations	\$0	\$18,000	\$2,000	\$20,000
<i>Total Cost by component</i>	\$4,000	\$82,000	\$22,000	\$108,000

* Santa Cruz County Health Services Agency

** Santa Cruz Hub for Sustainable Living

It is anticipated that all projected in-kind and cash donations will be secured by August 31, 2014.

\\RTCSERV2\Shared\Bike\Committee\BC2014\BCApril2014\BikePrograms\Scope-Open Streets Update 6_13.doc

TO: Bicycle Committee

FROM: Ginger Dykaar, Transportation Planner

RE: Draft 2014 Regional Transportation Plan (RTP)

RECOMMENDATIONS

Staff recommends that the Bicycle Committee provide comments on the Draft 2014 Santa Cruz County Regional Transportation Plan.

BACKGROUND

The Santa Cruz County Regional Transportation Commission is in the process of updating the Regional Transportation Plan (RTP). The RTP is a state-mandated document that identifies transportation needs in Santa Cruz County over the next twenty-two years. It estimates the amount of funding that will be available and identifies planned transportation projects. It estimates the amount of funding that will be available and identifies planned transportation projects. The plan is an essential first step in securing funding from federal, state and local sources. As required by state law, the RTP includes a discussion of highways, local streets and roads, bicycle and pedestrian facilities, transit services, specialized transportation services for seniors and people with disabilities, and airports. Projects listed in the 2014 RTP can only be implemented as local, state and federal funds become available.

DISCUSSION

At the February 10th, 2014 meeting, the Bicycle Committee formed an Ad-Hoc Committee to review the Draft 2014 Santa Cruz County Regional Transportation Plan (<http://www.sccrtc.org/rtp.html>) and make recommendations to the full committee. Those recommendations are attached for review prior to the meeting. Comments are particularly solicited on the project list (Appendix E) and performance of the plan (Appendix C).

Comments on the Draft RTP are due by 5:00pm on April 8, 2014. RTC is scheduled to adopt the final 2014 RTP and the EIR findings on June 26th, 2014.

SUMMARY

Staff recommends that the Bicycle Committee review and provide comments on the Draft 2014 Regional Transportation Plan. Last day for comments is April 8, 2014. Adoption of the 2014 RTP is scheduled for the June 26, 2014 RTC meeting.

Recommended Letter to the RTC regarding the 2014 Draft Regional Transportation Plan

Dear Commissioners:

The Bicycle Committee appreciates and supports the general direction of the *2014 Santa Cruz County Regional Transportation Plan* (RTP). It presents an excellent strategy to enhance the County's transportation system's effectiveness in achieving sustainability and we are especially pleased that it promotes bicycling and endorses many projects that contain bicycle components. Due to the projected financial resources gap, it is clear that bicycling projects augmenting the effectiveness of our existing transportation system are paramount. We welcome the opportunity to work with the Commission, its staff and participating jurisdictions as part of this planning process; committee members have technical, vehicle code, and extensive relevant experience. While we would like to reserve the opportunity to work with staff in reviewing individual projects as they advance, we offer the following comments on the RTP's narrative. More specific policy direction for bicycling is needed and the performance analysis methodology for Target 1Dii: ("Improve multimodal level of Service") needs modification to be effective. Also, please include the results of the Bike Committee's recent project list review. These are shown as Attachment 2.

VISION, POLICY AND TARGETS

We support the RTP's general goals, policies and targets and are particularly pleased that bicycling is a prominent component of the document. Policies to "Improve multimodal access to and within key destinations" and "Ensure network connectivity by closing gaps in the bicycle, pedestrian and transit networks" are most welcome. Also, an increase in bicycling -- a goal that was explicit in past RTPs (a goal of five percent of all trips and 20 percent of all work trips by bicycle) -- seems implicit in the policy promoting mode shift.

This RTP should be refined to more directly support making bicycling safer, convenient and more accessible. The League of American Bicyclists (LAB) awards Bicycle Friendly designations to those communities that demonstrate a serious commitment to the 5 E's (see Attachment 2 detail):

1. Engineering: Creating safe and convenient places to ride and park
2. Education: Giving people of all ages and abilities the skills and confidence to ride
3. Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling
4. Enforcement: Ensuring safe roads for all users
5. Evaluation & Planning: Planning for bicycling as a safe and viable transportation option.

We also welcome programmed non-facility projects which help fulfill these objectives, such as Traffic Safety Education, Countywide Bicycle Route Signage. Other programs deserving funding are Expanding Bikes on Buses, Bike Parking Subsidy Program and Bike-Activated Traffic Signal Program.

Past RTPs contained many more specific policies that promoted these objectives. Previous Bicycle Advisory Committee input requested further improvements and additions to those policies. Examples of past policies missing from this RTP include:

- Improve bicyclists' safety by eliminating impediments along bikeways, conducting regular street sweeping, bike lane repainting and implementing bicycle traffic signal detection.
- Whenever feasible, pedestrian, bicycle, and transit facilities should be incorporated in all capital projects (e.g., complete streets).
- Support allowing bicycles inside buses under specified conditions.

- Ensure the public is informed about safe bicycling routes and options.
- Support programs which deter bicycle thefts.

This RTP takes a more broad-brushed approach and we would like to see the above included. We also urge you to add following wording in italics:

1. Include a vision statement for cycling. Although the RTP is supportive of more bicycling and Chapter 4 is entitled Vision for 2035, there is not a specific vision statement applying to cycling; we suggest adding:

Vision: Make Santa Cruz County an exceptional bicycling location for people of all ages and abilities by growing a culture where motorists respect cyclists' right to the road, cyclists follow the rules of the road and ride their bicycles with confidence & competence. Develop and sustain a comprehensive network of bike facilities providing access to all natural and urban destinations as well as connections to other regional systems. Significant increases in active transportation will go a long way in meeting a majority of this RTP's targets, moving to a cleaner more sustainable environment, increased personal and economic benefits and a healthier community.

2. Include a policy supportive of further bike planning:

Comprehensiveness: Support updating local bicycle plans to reflect RTP goals, policies and targets; assure coterminous county and cities plans are coordinated; help implement Complete Streets; address Engineering, Education, Encouragement, Enforcement and Evaluation; all of which will lead to achieving bicycle-friendly community status.

RTC's local jurisdictions currently have bicycle plans, which essentially are facility plans complying with State Bicycle Transportation Account (BTA) funding requirements. With the elimination of the BTA and consolidation into the Active Transportation funding mechanism, the RTC via or in addition to the RTP needs to have (by encouragement or mandate) each jurisdiction develop consistent Active Transportation Plans (with their bicycle component) which can be folded into a countywide Active Transportation Plan. These will enable a rational and defensible basis for determining and assessing project priority in the RTP, STIP, etc. How else will the countywide needs and relative project merits be equitably judged and assessed by their contribution to meeting RTP targets. Remember that 65% of this RTP's targets involve bicycling. A comprehensive countywide Active Transportation Plan will provide the RTC a mechanism to achieve its goals, help implement Complete Streets and encompass the 5 E's.

3. Beef up Target 1Dii.

Target 1Dii. Significantly improve multimodal level of service (MMLOS) for walk and bicycle trips to and within key destinations, by improving facilities that do not meet standards and adding new quality facilities.

Most of the targets are written in a quantifiable manner (e.g., increase by some percentage). However Target 1Dii simply says "Improve (multimodal level of service for walk and bicycle trips to and within key destinations)", and Appendix C indicates that virtually any improvement would result in the target being met. At its most absurd level this would mean that adding a short bike lane or path disconnected from any another facility would be sufficient to meet the target. We support a more robust target, however, first there needs to be an agreeable metric that will provide a means of target assessment.

We do note that Appendix C suggests a way to score multimodal level of service, but as discussed below, we question whether this scoring system really indicates a significant improvement; thus we do not recommend using it for this target.

PERFORMANCE ANALYSIS

We support including performance analysis in the RTP. As noted, one of the components of the 5 E's for receiving a 'bicycle-friendly' designation is evaluation. To that end, we are pleased that the RTP supports evaluating how its targets are met. Bicycle system modeling provides an exciting new opportunity to advance bicycling planning in Santa Cruz County. In particular, modeling the network as described for Target 1A in Appendix C shows promise, but the methodology for analyzing Target 1Dii needs to be changed (see Attachment for our detailed concerns).

Recommendation:

Replace the specific methodology for Target 1Dii described in Appendix C with the following outline of a more useful, realistic approach and work with the consultants and the bicycle committee to perfect the methodology:

- *Plot location of key destinations or concentrations of destinations (e.g., public facilities, shopping centers in a community.*
- *Determine whether a bicycle facility can be used to access each destination.*
- *Determine whether the bicycle facility is adequate or significantly deficient (what is most important is not the type of facility but whether it meets standards – is it wide enough, appropriately marked and signed, is the road surface in good shape, are there conflicts with parked cars. This exercise can be done by the Bike Committee or surveying cyclists.)*
- *Determine whether there is adequate access from the street or pathway entrance to the destination entrance (e.g., can bikes safely navigate parking lot, is there adequate bike parking?)*
- *Calculate the community's percentages of key destinations accessible by bike facility, accessible by adequate facility and with adequate on-site accessibility.*
- *Determine measureable targets that will result in significant improvement and possibly combine into an overall rating.*

We request that the bicycling targets be more ambitious and that the results inform future bicycle planning and project selection, as these analytical measures are perfected, in line with our above remarks. For example, the evaluation for Target 1A is 79% of the County's population could bicycle on dedicated lanes and paths to key destinations within 30 minutes, if the facilities were available. Yet, for Target 1A to be met (which it is not met by 2035 under the current RTP project list) only 75.9% of the County's population needs to be able to cycle on a dedicated network. Thus, meeting this target will not result in a complete bicycle network. Therefore, the target should eventually be raised in order to result in 100% bicycle network connectivity to key destinations; just as is available for motor vehicles. Consistent with other RTP targets these can be staged as year 2020 interim and year 2035 for full achievement. Correspondingly, the RTP project list should contain all the projects necessary for this to occur.

The Target 1A methodology analyzes connectivity while the Target 1Dii methodology purports to analyze the quality of the bicycle and pedestrian network. Target 1Dii is to "Improve multimodal level of service (MMLOS) for walk and bicycle trips to and within key destinations." However, by admittedly offering a simplified approach so it can be easily used, the Target 1Dii methodology only evaluates the presence of three categories of facilities. For example, while all bike routes are weighted the same, there could be a vast difference in quality and utility between unsigned bike routes and those with sharrows and "bicycles may use full lane" signs. Similarly, while all bike lanes are weighted the same, there could be a vast difference between a minimum 4 foot wide bike lane next to parked cars, in the door zone, with potholes and a wider bike lane next to the curb (no parking). Thus, the methodology actually ignores distinctions in quality. If this methodology is applied, it can frustrate the cause of improving the quality of the bicycling network.

Another problem is the methodology does not account for locations needed to access key destinations. For example, a bike lane on an arterial that fronts a key destination (like a school or shopping areas) can never score as high as a bike path that does not front a key destination. If a cyclist cannot get conveniently from the bike path to the key destination, then the target, which speaks to “bicycle trips to and within key destinations” cannot really be met. Although broad connectivity is addressed in Target 1A, specific access to key destinations must be factored into the analysis of Target 1Dii as well.

In conclusion, improving the environment for bicycling and thereby significantly increasing ridership will require a multi-prong approach, of which facilities are an important, but not exclusive component. Education, encouragement and enforcement are as important. Evaluation must consider quality and context.

The RTP certainly supports such initiatives, but does not provide detailed direction to achieve comprehensive bicycle-related improvements. We request that, at a minimum, the RTP be revised to incorporate the above thoughtful and considered recommendations. It is important that the RTC and its partner jurisdictions and organizations take future steps to ensure bicycling in all its manifestations be promoted and supported. We trust the RTC continues to rely on dedicated and giving individuals with a full range of relevant expertise and ‘on road’ experience to provide specific knowledge about what is best for all of Santa Cruz County, including the cycling community. Thank you for the opportunity to be of assistance.

Sincerely,

Attachment 1: Specific Concerns with Target 1Dii

The Target Development indicates that, “Bicycle paths that are separated from automobile and truck traffic and bike greenways on low speed and low traffic volume roads will attract more people bicycling more frequently.” While this might be true, it does not necessarily follow that this will result in achieving the target of “Improve multimodal level of service (MMLOS) for walk and bicycle trips to and within key destinations.” It may increase leisurely and recreational use, but more is need to increase utility cycling. Increasing utility cycling between home, commercial, and other destination, in terms of facilities, require complete connections. Since most key destinations are on major streets, these streets and the destinations have to be part of the equation.

Thus, under the Forecasting Methodology the critique, “The most recent version of the Highway Capacity Manual (HCM) (Transportation Research Board, 2010) includes a MMLOS for pedestrian and bicycle facilities but this method ...also is influenced heavily by speed, traffic volume and at times minimizes or negates the benefits in investments in active transportation infrastructure that provide a buffer from the higher speeds and volumes.” Again, the fact of the matter is that key destinations are likely to be on streets with higher speeds and/or traffic volumes. Thus, unless speeds and/or volumes are accounted for, bicycling level of service will not be optimal. Unless a separated bicycle path or bike greenway passes by key destinations, allows cyclists to exit to the key destination and addresses safety at all intersections, including the driveways to key destinations, it will not be sufficient in terms of achieving the target.

Additionally, this critique implies that high speeds and motor vehicle volumes are here to stay, so cyclists must go elsewhere to their separated facilities. This neglects another way to make streets useful for all modes – slow and/or reduce the motor vehicle traffic. Recently in the news was the study Watsonville was going to perform to determine whether to shrink the number of travel lanes on Main Street and calm the motor vehicle traffic. The methodology should account for this option as well.

Similarly incomplete is the statement, “As projects are implemented through 2035, the quality of the bicycle network improves through addition of the Monterey Bay Sanctuary Scenic Trail, Pajaro River Levee Trail and the Watsonville Slough trails, as well as a number of bicycle lane improvements along the roadways.” This is no doubt true in a general sense – more facilities are better – but again does not address accessing key destinations.

Under Bicycle Network Quality, the statement is made that some streets may not be appropriate for cycling. And under the example, these are streets without existing or planned facilities per the Watsonville Bicycle Plan and RTP project list. First, the fact that a street is not in the Plan should not be a determinant of quality. Instead, the analysis should determine whether a street is appropriate for a facility. Maybe some streets should be added to the network in order to achieve the target. Furthermore, and more importantly, bicycles are allowed on every street; this statement insinuates that they are not. And, in order to access key destinations, all streets probably have to be used to some degree by bicycle. Under Complete Streets principles, all streets should be made appropriate for all modes, with rare exceptions.

Figure C.22 – Bike Score: Bicycle MMNQ Score is too simplistic. Higher ratings are given for bike lanes over bike routes where speeds are over 30 MPH and then buffered or separated trails over both, especially where speeds are over 40 MPH. Here are some examples where this scoring does not make sense in terms of achieving the target objective. The best rating (green) is available if a separated trail is

built on a local street. However, these streets are generally slow speed, low traffic without key destinations. The best treatment on a local street is traffic calming. The worst rating (red) is given to a bike route on an arterial street. However, if one lane in each direction were painted with sharrows and signed “Bikes May Use Full Lane,” that would be an improvement that might be the best solution in a particular situation.

An additional flaw with Figure C.22 – Bike Score: Bicycle MMNQ is that it does not distinguish design or quality differences within classifications. For example, it notes that a Bike Route may not even be signed (not sure how that can be a bike route). However, a bike route could have marked sharrows and be signed “Bikes May Use Full Lane.” Similarly, bike lanes and paths can be of vast different designs. Substandard or minimum width bike lanes next to parked cars should not receive the same rating as wider bike lanes next to curbs. Similarly, bike lanes or paths with smooth, maintained surfaces should not receive the same ratings as those with potholes and other impediments. And, buffered or separated bike trails that do not allow easy access on and off to key destinations should not be most highly rated, no matter how pleasant they might be to ride on.

Figure C.24 – 2035 Scenario of Bicycle Network in City of Watsonville with MMNQ Score* demonstrates the unacceptable result of using this rating system. In general, the worst routes are the major streets that contain key destinations. The best routes are the separated bike paths that do not contain key destinations. Thus, applying this rating system ensures long-term unequal and inferior treatment for bicyclists. It implies that bicyclists can have nice separated pathways and side streets to ride on, but are not so welcome on the main streets; in other words it is geared more toward recreational than utility trips. Thus, the objective of better infrastructure for bicycle trips to and within key destinations will not be achieved.

Attachment 2: The 5 E's

Engineering: Creating safe and convenient places to ride and park

The most visible and perhaps most tangible evidence of a great place for bicycling is the presence of infrastructure that welcomes and supports it. Survey after survey shows that the physical environment is a key determinant in whether people will get on a bike and ride. The most advanced Bicycle Friendly Communities and Universities have a well-connected bicycling networks, consisting of quiet neighborhood streets, conventional and protected bike lanes, shared use trails, and policies to ensure connectivity and maintenance of these facilities. Secure, convenient and readily available bike parking is also a key component. For Bicycle Friendly Businesses, great bike parking in addition to showers and locker facilities are vital to promoting bicycling both in the workplace and wider community.

Education: Giving people of all ages and abilities the skills and confidence to ride

Offering a lot of ways for people to get the skills and confidence to ride is key to building great places for bicycling. At the community level this begins with bicycle-safety education being a routine part of public education. Communities, businesses and campuses can offer options for adults looking to improve their biking skills with everything from online tips, brown bag lunch presentations and in-depth on-bike training opportunities. The League's Smart Cycling program, and more than 2,000 League Cycling Instructors around the country, are a great resource in delivering high quality education programs. It is also vital to make motorists and cyclists aware of their rights and responsibilities on the road through public education campaigns that promote the Share the Road message.

Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling

Communities, businesses and universities play a critical role in encouraging people to ride by giving them a variety of opportunities and incentives to get on their bikes. This can be done through the celebration of National Bike Month and Bike to Work Day, producing community bike maps, route finding signage, bicycle-themed celebrations and rides and commuter challenges. Many places are investing in public bike sharing systems and internal fleets, which are a convenient, cost effective, and healthy way of encouraging people to make short trips by bike.

Enforcement: Ensuring safe roads for all users

Basic laws and regulations need to govern bicycling and the rules of the road to ensure safety for all road users. With a good set of laws and regulations in place that treat bicyclists equitably within the transportation system, the next key issue is enforcement. Law enforcement officers must understand these laws, know how to enforce them, and apply them equitably to ensure public safety. A good relationship between the cycling community and law enforcement is essential; for example, a police representative can participate on a Bicycle Advisory Committee to increase awareness on both sides. Similarly, having more police officers on bikes helps increase understanding of cyclists' issues. On college and university campuses, theft prevention is a huge undertaking. Having law enforcement partners and great policies in place is essential to promoting bicycling.

Evaluation & Planning: Planning for bicycling as a safe and viable transportation option

Metrics are essential. A comprehensive bicycle master plan, in combination with dedicated funding and active citizen/organizational support is the foundation of a great bicycling-friendly community, business or university – indeed, progress without it is difficult. A successful plan focuses on developing a seamless cycling network that emphasizes short trip distances, multi-modal trips and is complemented by encouragement, education and enforcement programs to increase usage. A dedicated Bicycle Program Coordinator and an effective Bicycle Advisory Committee can play an important role in helping decision makers create, implement, and prioritize those bicycle programs and policies.

Attachment 3: January 14 Bike Committee Projects Review

(From the January 14, 2013 Bike Committee minutes (committee member recommendations in italics; current RTP in plain text)):

2014 Regional Transportation Plan (RTP) and Metropolitan Transportation Plan Project prioritization - Ginger Dykaar, RTC Transportation Planner, summarized the staff report, the need for a Regional Transportation plan and Metropolitan Transportation Plan, the process and timeline, as well as the value and methodology of project identification and prioritization. She referenced the current draft list of projects with bicycle components identified for inclusion in the 2014 RTP that was supplied as part of the staff report and also provided a replacement page for project page #17, on which a project had been incorrectly omitted. Bicycle Committee brainstormed project prioritizations and individual members recommended certain projects be amended as follows:

- *Raise the priority level for the Bike to Work program -- \$1,100,000 funding in the "Constrained" (higher priority) category and \$2,400,000 funding in the "Unconstrained" (lower priority) category*
- *General increasing of ranking to certain type of projects with high value, such as Safe Routes to School efforts -The RTP contains the following program, Bicycle and walking safety education and encouragement programs targeting K-12 schools in Santa Cruz County including Ecology Action's Safe Routes to School and Bike Smart programs. Provide classroom and on the bike safety training in an age appropriate method. Provide a variety of bicycle, walking, biking and carpooling encouragement projects ranging from bike to school events, to incentive driven tracking, and educational support activities" with \$1,850,000 funding in the "Constrained" (higher priority) category and \$1,850,000 funding in the "Unconstrained" (lower priority) category*
- *Raise the priority level for King St bike improvements - this is now in the "Constrained" (higher priority) category.*
- *Raise the priority level for bike facilities on Seabright Ave - this is now in the "Constrained" (higher priority) category.*
- *Raise the priority level for the San Lorenzo river crossing by the boardwalk -this is lumped into the total funding for the Monterey Bay Sanctuary Scenic Trail with \$40,000,000 funding in the "Constrained" (higher priority) category and \$80,224,000 funding in the "Unconstrained" (lower priority) category*
- *Increase the priority level for Sharrows and Bike Activated Traffic Signals -- sharrow funding is split with \$250,000 in the "Constrained" (higher priority) category and \$250,000 in the "Unconstrained" (lower priority) category; bike activated traffic signals are in the the "Constrained" (higher priority) category for \$1,000,000*
- *Add the Bike Smart! project that is administered by Ecology Action - included, see above*
- *Increase the priority level given to Mission St Bike/Truck Safety Campaign -- this is now in the "Constrained" (higher priority) category.*
- *Increase funding for the bicycle parking subsidy program - this is now in the "Constrained" (higher priority) category for \$700,000*
- *Increase the priority given to the Mar Vista bike/ped overcrossing -- this is now in the "Constrained" (higher priority) category*
- *Add an Open Streets project - there is now an Open Streets project*

- *Keep the priority rating for Arana Gulch multiuse trail at priority 1* - this project is under construction and so is no longer listed; the RTP does include "Bike and Pedestrian multi-purpose trail from Agnes to the Arana Gulch N-S Trail" in the "Constrained" (higher priority)category
- *Raise the priority level for the Pajaro Valley High School bike/ped connector trail* - this is now in the "Constrained" (higher priority) category

TO: Bicycle Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: FY 14/15 TDA Funding Request and Review of Work Plans for the Community Traffic Safety Coalition and the Ride 'n Stride Program

RECOMMENDATIONS

Staff recommends that the Bicycle Committee:

1. Review the attached proposed FY 14/15 Work Plans and Budgets from the County Health Services Agency (HSA) for the Community Traffic Safety Coalition (CTSC) and Ride 'n Stride Bicycle and Pedestrian School Education Program (Attachments 1 through 7); and
 2. Recommend that the Regional Transportation Commission approve the claim for \$100,000 in FY 14/15 Transportation Development Act funds.
-

BACKGROUND

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

Since FY 01-02, the Commission has also funded HSA's Ride 'n Stride Bicycle and Pedestrian School Education Program with TDA funds. In prior years, funding for this program came from the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Commission reserves. In 2001, the Commission committed to approving up to \$100,000 in TDA funds in future fiscal years for the HSA and its related programs.

Per the agreement between the Commission and HSA for receipt of TDA funds, the Commission and its Bicycle Committee have the opportunity to provide input or contingencies on funding or the work plan as part of any funding approval.

DISCUSSION

The County HSA submitted the attached TDA claim forms, work plans and budgets for Bicycle Committee and Commission review and approval of funding. The full amount was programmed in the FY 14/15 budget for HSA's programs and is thus available for allocation.

Funding the programs will be accomplished in three steps: 1) Inclusion in RTC budget for next fiscal year (conducted at the March 6, 2014 RTC meeting), 2) Bicycle Committee review and recommendation (scheduled for the April 7th, 2014 meeting, and 3) RTC review and approval (scheduled for the May 1st, 2014 RTC meeting).

The first work program, claim form and budget are for the ongoing work of the CTSC (see Attachments 1-4). The TDA funding request amount for the CTSC is \$51,500. The second work plan and budget request is for continuation of the Ride 'n Stride Bicycle and Pedestrian School Education Program (Attachments 5-7). This project includes staff costs but also relies on volunteers to present lessons on bicycle and pedestrian safety to elementary school students. The FY 14/15 funding request for this program is for \$48,500.

The total amount requested for the two programs does not exceed the \$100,000 currently available. HSA and other Coalition members will provide a total of \$103,800 in matching funds to the requested allocation.

Work Plan Review

The agreement between the RTC and County HSA for the CTSC and Ride 'n Stride programs includes annual review, feedback and comment by the Commission on their respective work plans as part of the funding review and approval process. **Staff suggests that Committee members provide any input to HSA staff at the Committee meeting.**

SUMMARY

Attached is a request for \$100,000 in FY 14/15 TDA funding from the Health Services Agency for the CTSC and Ride 'n Stride Programs. Staff recommends that the Committee recommend to the Regional Transportation Commission approve the funding request at the full level with \$51,500 going to the Community Traffic Safety Coalition and \$48,500 going to the Ride 'n Stride Program.

Attachments:

1. Request Letter from Dena Loijos, Health Services Manager
2. Community Traffic Safety Coalition Transportation Development Act Claim Form
3. Community Traffic Safety Coalition FY 14/15 Budget
4. Community Traffic Safety Coalition FY 14/15 Work Plan
5. Ride 'n Stride Transportation Development Act Claim Form
6. Ride 'n Stride (Bicycle and Pedestrian Education) Program FY 14/15 Budget
7. Ride 'n Stride (Bicycle and Pedestrian Education) Program FY 14/15 Work Plan

\\\\Rtcserv2\\shared\\Bike\\Committee\\BC2014\\BCApril2014\\ctsc tda staff report14.docx

COMMUNITY TRAFFIC SAFETY COALITION



March 24, 2014

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



Regarding: FY 2014/15 TDA Request for the Community Traffic Safety Coalition (CTSC) and Ride n' Stride program

Dear Mr. Dondero:

CTSC continues to serve Santa Cruz County residents through its efforts to reduce bicycle and pedestrian injuries/fatalities and increase the use of safe alternative modes of transportation. CTSC members developed a two-year work plan spanning fiscal years 2014-2016 that supports collaborative activities in the areas of education and training, advocacy and encouragement, engineering and enforcement. CTSC's Ride n' Stride program works in collaboration with Ecology Action's Bike Smart program to positively impact the community through its school-based education model that teaches road safety practices to thousands of young students every year as the foundation for life-long behaviors, and works with school districts, CTSC and other community partners to conduct outreach efforts and provide bike safety helmets to low-income residents.

County of Santa Cruz Health Services Agency (HSA) is requesting \$51,500 to support staffing and project implementation for CTSC, and \$48,500 to support the Ride 'n Stride school education program. HSA will provide \$103,800 in Match through other grant funding, HSA program management, fiscal and administrative support, and community in-kind contributions, for a total CTSC/Ride n' Stride budget of \$203,800 for FY 2014/15.

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

Sincerely,

Dena Loijos, MPH
Health Services Manager
Community Health and Prevention Programs
County of Santa Cruz Health Services Agency
(831) 454-5018
Dena.Loijos@santacruzcounty.us

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

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

Project Information

1. Project Title: **Community Traffic Safety Coalition (CTSC)**
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. TDA funding requested this claim: **\$ 51,500**
5. Fiscal Year (FY) for which funds are claimed: **FY 2014/15**
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): **Article 8 Bike/Pedestrian Project**
7. Contact Person/Project Manager: Katie LeBaron
Telephone Number: (831) 454-5477 E-mail: katie.lebaron@health.co.santa-cruz.ca.us

Secondary Contact (in event primary not available): Dena Loijos
Telephone Number: (831) 454-5018 E-mail: dena.loijos@health.co.santa-cruz.ca.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): **See Attachment A - CTSC Work Plan for FY 2014-16**
9. Number of people to be served/anticipated number of users of project/program: The number of people served will depend on the strategies incorporated in most projects. Some projects, such as public campaigns, will reach many community members throughout the county and might need to be estimated. For projects involving direct education, the number of users can be documented. For example in the first half of FY 2012-13, 18 residents received the traffic calming PACE Car or Trash Can Sticker, 5 staff/volunteers from community agencies received bicycle helmet fit training, 27 adult students participated in a bicycle skills and training presentation, and 925 motorists, 110 bicyclists and 85 pedestrians were reached through educational traffic safety checkpoints conducted in collaboration with local law enforcement.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): Most CTSC projects are countywide. Activities conducted with the South County Bike and Pedestrian Work Group will focus on the Watsonville/South County area. As needs and opportunities arise, specific jurisdictions within the county will be targeted for bike and/or pedestrian safety activities.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community): The CTSC continues to be the primary community-based coalition in Santa Cruz County that focuses on bicycle and pedestrian traffic safety for all age groups. The Coalition provides a forum for various agencies and individuals to share information, address community issues, collaborate on solutions, and act as a resource for its

members and the community. Highlights of CTSC accomplishments over the past year include conducting bicycle and pedestrian surveys observing 7,000 bicyclists and pedestrians, educating 56 court-ordered attendees and members of the public in the county Bicycle Traffic School, fitting and distributing 354 free bicycle helmets throughout the county, and reaching 620 participants through education and outreach at community events.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Programmed into the RTP under project #CO50
13. Measures of performance, success or completion to be used to evaluate project/program: Please see attached Work Plan for evaluation measures.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): CTSC's primary goal is to increase use of alternative modes of transportation (bicycling and walking) safely in Santa Cruz County. CTSC works to promote safe bicycling and walking by conducting community-based activities such as participating in Bike/Walk to School/Work Days, distributing bike helmets to low-income youth and adults, and utilizing both traditional and social media messaging to reach all age groups. CTSC supports traffic calming efforts to reduce speeding through the Trash Can Sticker and PACE Car neighborhood programs. CTSC staff also administers the County Bike Traffic School and collaborates with law enforcement to increase safer practices among all road users.
15. Project Cost/Budget, including other funding sources, and Schedule: *(complete "15a" or "15b") N/A*

15a. Capital Projects

	Planning	Environmental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 4:								

**Please describe what is included in "Other":*

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

See attached Community Traffic Safety Coalition Budget for FY 2014-15.

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion): 100% after completion, county transfer fund (journal)
17. Proposed schedule of regular progress reports including an evaluation of prior year's activities: Biannual progress report to be submitted by January 31, 2015 and final report to be submitted by July 31, 2016.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, on file
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20	N/A

years? (If an agency other than the Claimant is to maintain the facility provide its name:	
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Bicycle Committee to review 4/7/14.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from TDA** eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Bike to Work, Community Traffic Safety Coalition/Ride 'n Stride – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

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

A main premise of the CTSC is to bring together local groups who share an interest in supporting efforts that facilitate safe cycling and walking in our communities. HSA continues to provide 100% match to TDA funding through grant sources such as Safe Routes to School (SRTS) and the Office of Traffic Safety to sustain CTSC programming that focuses on effective yet cost-saving methods, such as public media outreach and utilizing volunteers. CTSC is currently implementing a two-year Work Plan that includes increased coalition member involvement and efficient meeting scheduling that integrates the SRTS and Go For Health Built Environment/Fitness subcommittees with CTSC and its South County Bike and Pedestrian Work Group. CTSC/Ride n' Stride staff have been working with partner agencies to implement the Train-the-Trainer Bike Helmet Fitting and Distribution program based at local schools and community-based organizations. CTSC staff also maintains the CTSC website at www.sctrfficsafety.org and social media sites at www.facebook.com/sctrfficsafety and www.youtube.com/SCTrafficSafety, creates public information products, and conducts surveys, evaluations and data analysis in lieu of paying outside contractors.

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

HSA's total FY 14/15 TDA request for CTSC and Ride n' Stride programs remains at the FY13/14 allocation of \$100,000. HSA will continue to secure 100% matching funds through grants and other funding sources to maintain an adequate level of staffing for these programs to ensure continuing success and benefits to the community. The FY 14-16 CTSC Work Plan will include activities in the areas of Education and Training, Advocacy and Encouragement, Engineering, and Enforcement.

**Community Traffic Safety Coalition
TDA Budget, FY 2014/15**

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + 55% Benefits)			
Health Educator, .70 FTE	50,142	28,733	78,875
Program Director/Support Staff		5,000	5,000
Subtotal Personnel	50,142	33,733	83,875
Indirect Costs (15% of Personnel)	0	12,581	12,581
Travel/Mileage	358		358
Direct Costs			
Project Implementation	1,000		1,000
Inkind		5,986	5,986
Totals	\$51,500	\$52,300	103,800

COMMUNITY TRAFFIC SAFETY COALITION

of SANTA CRUZ COUNTY



www.sctrafficsafety.org ♦ www.facebook.com/sctrafficsafety ♦ CTSC@health.co.santa-cruz.ca.us ♦ (831) 454-4141

Work Plan for Fiscal Years 2014-2016

Mission:

The mission of the Community Traffic Safety Coalition (CTSC) is to reduce traffic-related injuries, while promoting the use of alternative modes of transportation. The primary focus is on bicycle and pedestrian safety issues. The Coalition educates all road users in safety practices to decrease the risk and severity of traffic collisions, and advocates for improved conditions to make all methods of transportation safer. The County of Santa Cruz Health Services Agency (HSA) supplies staff and administration for the CTSC.

Staff Responsibilities:

Staff to the Coalition is responsible for recruitment, retention and satisfaction of coalition members, coordinating and facilitating bimonthly coalition meetings and regular project subcommittee meetings, successful implementation of the CTSC work plan, acting as a liaison between partner agencies, tracking county bicycle and pedestrian injury statistics, writing all reports and letters of advocacy/support, representing the coalition at other agency meetings, coordinating member and community volunteers on specific projects, and maintaining the coalition website and Facebook page.

Narrative:

Coalition members select and implement projects according to current issues, public requests, and direction from community agencies and the Santa Cruz County Regional Transportation Commission (RTC). The Coalition also has several ongoing projects, including the Ride n' Stride Bicycle and Pedestrian Education Program, the Pace Car and Trash Can Sticker traffic calming projects, the CTSC website and Facebook page, the Bicycle Traffic School, and the South County Bike and Pedestrian Work Group (SCBPWG). The SCBPWG implements traffic safety projects that address the unique needs of South Santa Cruz County.

CTSC staff support all of these ongoing projects in addition to coordinating the work plan projects chosen by the Coalition members every two years. The work plan below outlines goals based on a two-year timeline, with chosen projects to be completed by the end of FY 15/16. Activities have been listed under several topic areas and an evaluation component accompanies each topic to determine the effectiveness of projects and provide feedback for improving future efforts. Several strategies and projects outlined can be combined to produce a countywide educational campaign on a particular traffic safety topic, such as speeding or distracted driving.

Ongoing guidance for implementing this work plan over the two years will include identifying agencies and members to work on certain projects, looking at collaborative opportunities with the SCBPWG and partner agencies, and prioritizing activities and spending based on community needs. The CTSC work plan is an umbrella of ideas and goals for collaborative traffic safety efforts related to alternative forms of transportation in Santa Cruz County. The work plan for Fiscal Years 2014-2016 includes ongoing activities, plus new projects and ideas to explore that will be chosen from those listed under the following topics:

Education and Training

Ongoing Activities:

- Support bicycle helmet distribution programs, including HSA's train-the-trainer program with established Helmet Fit Sites
- Coordinate conducting the Bicycle Observation Survey and Pedestrian Safety Observation Survey, collaborating with RTC on bicycle and pedestrian counts
- Create annual SWITRS (Statewide Integrated Traffic Records System) bicycle and pedestrian injury/fatality summaries for Santa Cruz County and utilize them to identify local traffic safety trends, develop or promote safety projects and community outreach.
- Promote public participation in Bicycle Traffic School and work with instructors to update curriculum as necessary
- Post regularly on the CTSC Facebook page with links to resources on the CTSC website

New Projects:

- Educate public on AB1371, the 3-foot passing law, that will go into effect in September 2014
- Produce/utilize traffic safety education messages, such as a 'Speed Kills' campaign to reduce speeding, for road users through local media outlets using Public Service Announcements (PSA's), bus/shuttle ads, etc.
- Find more ways to provide bike/ped safety education and helmets to adults and parents with school-aged children, especially local and migrant farm workers
- Utilize ideas from San Francisco's 'Light Up the Night' project to provide and install bike lights for bicyclists while providing education
- Find opportunities to give short presentations on countywide bike/ped programs at stakeholder meetings, such as for school principals and administrators
- Assist Metro and other businesses in ensuring that bus/truck drivers are adequately trained in operating safely around bicyclists and pedestrians

Ideas to Explore:

- Community-based project to paint bike skills training practice course markings in a public space (paved surface in a park, on a paved trail, etc.)
- Supply support/outreach/training to school crossing guard programs
- Reach out to school districts about obtaining bike fleets as part of the physical education curriculum on middle and high school campuses
- Publicize collision hotspot maps online, based on SWITRS or other data source, such as by using the University of California Berkeley's Transportation Injury Mapping System (TIMS)

Evaluation: Quantify audiences reached in direct education and training activities and track outreach to target populations throughout the county when feasible.

Advocacy and Encouragement

Ongoing Activities:

- Promote safe bicycling and walking for transportation and recreation through community events
- Support Bike/Walk to Work/School events and efforts
- Participate in the RTC's Bicycle Committee as needed
- Support Safe Routes to School efforts throughout the County of Santa Cruz
- Support Open Streets Santa Cruz County projects and events throughout the county

New Projects:

- Provide outreach and support to women and communities of color on bicycling and walking for transportation
- Support establishing a local or Monterey Bay regional bicycle coalition
- Partner with RTC's Commute Solutions program and the 511 program to encourage alternative and active forms of transportation
- Support programs and sustainability for the Bike Shack in Watsonville and the Bike Church in Santa Cruz
- Help promote Trips for Kids Santa Cruz mountain bike rides for youth throughout the county
- Develop a countywide bike/ped resources brochure and distribute widely to schools, Visitor's Center, bike shops, etc.

Ideas to Explore:

- Outreach to and create partnerships with non-bike/ped groups (i.e. neighborhood groups, health and service organizations, businesses, transit agencies, etc.)
- Find and use existing Spanish language messaging to support healthy transportation choices and safe behaviors
- Market county bike/ped programs by producing hanging tags or information/resource packets to go on retail bikes at bike shops

Evaluation: Document outreach and support of traffic safety and alternative transportation projects and numbers of people reached at community events.

Engineering

Ongoing Activities:

- Support the RTC Elderly & Disabled Technical Advisory Committee's (E&D TAC) Pedestrian Safety Work Group efforts
- Promote and support the RTC's online bicycle and pedestrian hazard reporting system
- Analyze bike/ped data in order to recommend or support 'best practices' for bike/ped infrastructure improvements, as well as monitor the performance of projects constructed
- Promote ongoing CTSC traffic calming efforts, including the Trash Can Sticker and Pace Car projects

New Projects:

- Encourage local public works jurisdictions to adopt the American Association of Highway and Transportation Officials (ASHTO) Guides and the National Association of City Transportation Officials (NACTO) Guides related to bicycle and pedestrian transportation
- Support local public works jurisdictions in accepting/endorsing RTC's Complete Streets Guidebook
- Encourage construction of protected/separated bikeways, such as a painted bike lane or section of rail trail, through a pilot project
- Promote the use of Bikes May Use Full Lane (BMUFL) along with Shared-Lane Markings (sharrows), especially in place of Share the Road signs, and educate jurisdictions and the public on their meaning
- Connect neighborhood families to low-cost traffic calming resources, such as 'Drive like your kids live here' signs

Ideas to Explore:

- Create a street intersection mural project as a neighborhood traffic calming measure
- Conduct evidence-based/best practices presentations to city transportation/public works commissions on bicycle and pedestrian facility designs
- Support establishment of a bike/ped coordinator and advisory committee in each jurisdiction
- Partner with local businesses to encourage bike/ped infrastructure improvements and amenities to commercial areas, including adequate bike parking
- Support finding new sources of local transportation funding, such as through ballot measures

Evaluation: Track and report the number of coalition members and community volunteers participating in meetings and project efforts by jurisdiction, plus document letters written in regard to infrastructure projects.

Enforcement

Ongoing Activities:

- Support California Highway Patrol and local police departments in bike/ped related education and enforcement
- Share information, feedback and promotion of the County Bike Traffic School with law enforcement agencies throughout the county

New Projects:

- Encourage and assess speed reduction efforts, such as traffic enforcement, use of speed feedback signs, and traffic calming measures
- Support enforcement, warnings, or notification by mail for drivers who are endangering bicyclists and pedestrians, such as failing to use turn signals, distracted driving, driving while using a cell phone, etc.
- Support enforcement of AB1371, the 3-foot passing law, that will go into effect in September 2014

Ideas to Explore:

- Assess support for a local bike/ped anti-harassment ordinance/policy
- Create an online clearinghouse/database for bike/ped incidents

Evaluation: Document collaborative efforts with law enforcement. Administer Bike Traffic School classroom evaluation form and summarize evaluation results along with program demographics.

Overall outcome evaluation methods: Utilize available data to evaluate trends in pedestrian and bicycle traffic injuries/fatalities in Santa Cruz County. Utilize local observational survey results and other available sources of data to evaluate pedestrian, bicyclist and motorist behaviors and changes in numbers of road users who are using alternate modes of transportation.

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

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

Project Information

1. Project Title: **Ride n' Stride** (Bike & Pedestrian Safety school-based education program of CTSC)
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. TDA funding requested this claim: **\$48,500**
5. Fiscal Year (FY) for which funds are claimed: **FY 2014/15**
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): Article 8 Bike/Pedestrian Project
7. Contact Person/Project Manager: Katie LeBaron
Telephone Number: (831) 454-5477
E-mail: Katie.LeBaron@santacruzcounty.us

Secondary Contact (in event primary not available) : Dena Loijos
Telephone Number: (831) 454-5018 E-mail: Dena.Loijos@santacruzcounty.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): See attached **Ride n' Stride Education Work Plan for FY 2014/15**
9. Number of people to be served/anticipated number of users of project/program: Primary work plan objective is to reach 3,000 elementary and pre-school students to teach basic bicycle and pedestrian safety practices. In addition, it is anticipated that parent/caregiver presentations and staff participation in community events, Bike/Walk to School activities and distribution of properly fitted bike helmets will reach 100's more children, parents/caregivers and teachers throughout the county.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All projects are county wide.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community): In collaboration with Ecology Action's Bike Smart program, the Ride n' Stride program continues to provide school-based education and encouragement towards the goal of increased bike and pedestrian safety practices among youth. These skills and knowledge increase students' confidence as users of alternative modes of transportation in the community. Program staff is bilingual, enabling the program to be effective in reaching the county's diverse population of students and parents with key messages promoting the benefits of riding and walking. Over the last five years, evaluation methods have consistently shown an increase in bike safety knowledge among 3rd-6th grade level students and high satisfaction levels

among teachers.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Programmed into the RTP under project #CO50.
13. Measures of performance, success or completion to be used to evaluate project/program: Please see attached Work Plan for evaluation measures.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): Through road safety education, biking and walking encouragement and provision of safety helmets, more students and parents will gain confidence and motivation as cyclists and pedestrians, thereby reducing the numbers of vehicle mode trips to and from school sites, as well as for other local trips.
15. Project Cost/Budget, including other funding sources, and Schedule: *(complete "15a" or "15b")*

15a. Capital Projects

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 2:								
Source 3:								
Source 4:								

**Please describe what is included in "Other":*

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

See attached Ride n' Stride Safety Program Budget for FY 2012-14

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion): 100% after completion, county transfer fund (journal)
17. Proposed schedule of regular progress reports including an evaluation of prior year's activities: Biannual progress reports to be submitted by January 31, 2014 and final report to be submitted by July 31, 2014.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, on file
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name:	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Bicycle Committee

	review 5/13/11.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual?	N/A

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Ride 'n Stride education program – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

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

HSA continues to provide 100% match to TDA funding through grant sources such as Safe Routes to School (SRTS) and the Office of Traffic Safety to sustain CTSC/Ride n' Stride programming that focuses on effective yet cost-saving methods. Efforts are made to utilize existing or low-cost/no-cost educational materials that reflect current best practices and are developmentally appropriate, and to secure in-kind donations of teacher and volunteer time, and to secure competitive pricing for bike helmets and other program supplies. CTSC/Ride n' Stride staff have been working with partner agencies to implement the Train-the-Trainer Bike Helmet Fitting and Distribution program based at local schools and community service organizations. In addition, efforts have been made to promote the Ride n' Stride program among selected elementary schools that tend to have lower numbers of teacher requests for the classroom presentations.

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

HSA's total FY 14/15 TDA request for CTSC and Ride n' Stride programs remains at the FY 13/14 allocation of \$100,000. HSA will continue to secure 100% matching funds through grants and other funding sources to maintain an adequate level of staffing for these programs to ensure continuing success and benefits to the community.

CTSC
Ride n' Stride Bicycle and Pedestrian Education Program
TDA Budget, FY 2014/15

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + 55% Benefits)			
Bilingual Health Program Specialist, .75 FTE	46,968	30,423	77,391
Program Director/Support Staff		5,000	5,000
Subtotal Personnel	46,968	35,423	82,391
Indirect Costs (15% of Personnel)		12,359	12,357
Travel/Mileage	500	218	718
Direct Costs			
Education Materials, Incentives, Supplies	1,032		1,032
Inkind		3,500	3,500
Totals	48,500	51,500	100,000

**Community Traffic Safety Coalition (CTSC)
Ride n' Stride Education Work Plan
FY 2014-15**

Since its inception in 2000, the Ride n' Stride education program has worked to increase safe bicycling and walking in Santa Cruz County. Ride n' Stride utilizes a school-based education model to teach basic traffic safety to young students, encourage increased riding and walking as a travel mode, and inspire participants to be role models for their friends, siblings and parents. Interactive classroom education sessions on bicycle safety (and other wheeled sports, such as scooters and skateboards) and pedestrian safety are designed to be age-appropriate, bilingual and culturally competent. Pre-/post-test results consistently show more than a 25% increase in bike safety knowledge (proper helmet use, CA laws affecting cyclists, hand signals), based on results of a written quiz administered to 3rd through 6th graders. Teacher evaluations of the program have ranked very high on a scale of 1-5. Each school year the Ride n' Stride HSA staff and Ecology Action in-kind staff reach 1,000's of young students and 100's of parents, teachers and caregivers through classroom and assembly-style presentations, as well as through school and community-based events to promote safe cycling and walking in our communities. Ride n' Stride programming is offered at all elementary schools in Santa Cruz County school districts.

To date, Ride n' Stride staff has conducted at least 95 educational presentations reaching more than 1,900 elementary school-aged students with bike safety education sessions and close to 1,000 students with pedestrian safety education during the current fiscal year 2013-14. Ride n' Stride program staff has also participated in community events including National Night Out, Annual Fitness Day, Biannual Health Fair and Bike/Walk to School, fitting and distribution of bike helmets at numerous locations throughout the county, and conducting the annual bike and pedestrian safety observation surveys at local schools and neighborhood locations.

FY 2014/15 Objectives and Activities Work Plan:

- ☐ Conduct bicycle and pedestrian traffic safety education sessions for 3,000 elementary school and pre-school students in Santa Cruz County school districts.
- ☐ Conduct 4 traffic safety presentations to parents and caregivers through schools, community agencies and neighborhood groups to promote safe bicycling and walking in Santa Cruz County.
- ☐ Participate in 4 school or community events to provide traffic safety information and promote safe bicycling and walking in Santa Cruz County.
- ☐ Collaborate with CTSC and HSA staff to conduct annual bicycle and pedestrian safety observation surveys.
- ☐ Work with CTSC, HSA and community partners to coordinate distribution and proper fitting of at least 200 bike helmets to students and other community members.
- ☐ Participate in the fall and spring Bike/Walk to School/Work events, bike rodeos and other bike/pedestrian safety activities, as staff time permits.
- ☐ Participate in traffic safety meetings, such as CTSC, South County Bike/Pedestrian Work Group, Safe Routes to School subcommittee, and/or Safe Kids Chapter meetings, as staffing capacity and other program priorities allow.
- ☐ Conduct program evaluation including pre/post-testing of student sample, teacher evaluations, and reporting of bike and pedestrian observational surveys among children and youth.

TO: Bicycle Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: FY 14/15 Bike to Work/Bike to School TDA funding request

RECOMMENDATION

Staff recommends that the Committee:

1. Review the attached FY 14/15 Bike to Work/Bike to School funding request, work plan and budget;
 2. Recommend that the Regional Transportation Commission approve \$50,000 in FY 14/15 Transportation Development Act funds.
-

BACKGROUND

The RTC has supported the Bike to Work program for each of the past 26 years that the program has been in existence, either through RTC staff support, sponsorship or as the program's major funder. Bike to Work is a project of Ecology Action, a non-profit environmental organization, which houses a number of other transportation programs. In February 2003, the Commission approved \$40,000 in FY 03/04 TDA funds for the Bike to Work (BTW) program and committed to providing on-going funding at a level of \$40,000 per year as approved each year in its annual budget. In March, 2012, the RTC again approved an ongoing to \$50,000 annually.

BTW's goals of increasing levels of cycling in Santa Cruz County are consistent with goals in the Commission's Regional Transportation Plan, and the project provides an unparalleled level of bicycle promotion throughout the County on an ongoing basis. Now in its twenty-fourth year as a community project, BTW has grown steadily in participation and organization over the years.

Per the agreement between the RTC for receipt of TDA funds, the Commission has the opportunity to provide input or contingencies on funding or the work plan as part of any funding approval.

DISCUSSION

Ecology Action submitted a FY 14/15 Bike to Work TDA request letter ([Attachment 1](#)) and other required materials for Bicycle Committee and Commission review and approval. The amount has been budgeted in the RTC's FY 14/15 budget for the Bike to Work program.

The Transportation Development Act Claim Form ([Attachment 2](#)) and the FY 14/15 Scope of Work ([Attachment 3](#)) provide a detailed description of services Ecology Action proposes to provide under contract with the Commission during the coming fiscal year.

As can be seen in BTW's FY 14/15 Budget (Attachment 4), the requested amount represents a third of BTW's annual budget of \$150,000.

Ecology Action staff will provide a summary of services provided by BTW under contract with the Commission during the 2013 calendar year (Attachment 5) at the Bicycle Committee meeting.

Funding the programs will be accomplished in three steps: 1) Inclusion in RTC budget for next fiscal year (conducted at the March 6, 2014 RTC meeting), 2) Bicycle Committee review and recommendation (scheduled for the April 7th, 2014 meeting, and 3) RTC review and approval (scheduled for the May 1st, 2014 RTC meeting).

Staff recommends that Committee members review and provide feedback regarding the Bike to Work program at the April 7th, 2014 meeting.

SUMMARY

Attached is a request from Ecology Action for the Bike to Work Program for \$50,000 in FY 14/15 TDA funding. Staff recommends that the Bicycle Committee recommend to the Regional Transportation Commission approving the request as submitted.

Attachments:

1. Letter from Piet Canin, Program Director
2. Transportation Development Act Claim Form
3. FY 14/15 Scope of Work
4. FY 14/15 Budget
5. 2013 Program Summary/Annual Report

\\Rtcserv2\shared\Bike\Committee\BC2014\BCApril2014\Bike2Work_Staff Report14.docx

March 20, 2014

George Dondero
Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060

Dear Mr. Dondero:

Ecology Action (EA) is requesting \$50,000 in Transportation Development Act (TDA) funds for FY 2014-2015 to support the bi-annual Santa Cruz County Bike to Work and Bike to School (BTW/S) program. The continued financial support of the Commission has proven vital to the continued success and expansion of our programs. EA's programs are designed to meet growing demand and to increase bicycle commuting among residents as well as K-12 students biking to school. EA has been able to leverage the RTC's funding commitment by applying for additional grants to expand active transportation options in our community.

To determine program effectiveness Ecology Action collects travel data from BTW/S participants and has seen the following results:

Growth of Bike to School

- Over 12,000 participants, a 60% increase countywide over the past decade
- Over 45 schools served in 2013
- Over 10,000 school students participated in 2013

What participants say about Bike to School (taken from online surveys of parents, teachers and school staff):

"Our students look forward to this event and it has been exciting to see participation increase in the past couple of years"

"It's a joy to see how excited and proud students are of themselves and their peers for riding together. We've been really pleased with seeing more families arrive at school on bikes or walking on a more regular basis."

The Bike to Work program continues to leverage RTC funding with over \$22,000 in cash support and some \$75,000 of in-kind contributions from local businesses, and public agencies. Additionally, hundreds of volunteers donate their time and efforts per event at schools and public sites. Ecology Action supplements RTC funding with federal and regional funds where possible to meet the growing demands especially for our bicycle transportation encouragement and safety education programs in the schools.

Ecology Action wishes to express sincere gratitude to the RTC for its continued support and for consideration of this \$50,000 allocation request for FY 14/15 to support Bike to Work/School's successful increase of sustainable transportation.

Sincerely,



Piet Canin
Vice President
Ecology Action Transportation Group

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

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

Project Information

1. Project Title: Bike to Work/School program
2. Implementing Agency: Ecology Action
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: SCCRTC
4. TDA funding requested this claim: \$50,000
5. Fiscal Year (FY) for which funds are claimed: FY 14/15
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): Article 8 Bicycle project
7. Contact Person/Project Manager: Piet Canin
Telephone Number: 515-1327 E-mail: pcanin@ecoact.org

Secondary Contact (in event primary not available): Jim Murphy
Telephone Number: 515-1325 E-mail: jmurphy@ecoact.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks):

The Bike to Work/School program consists of the following main activities: 1) Fall Bike to Work & Bike/Walk to School Day; 2) Spring Bike to Work & Bike/Walk to School Day; 3) Spring Bike Week, which includes up to 10 inclusive, fun and informative bicycle activities; 4) Ongoing support targeting novice or infrequent bike commuters via online communications; 5) Ongoing bike commuter resources, events, updates and news through Ecology Action's 4,000+ sustainable transportation listserv through monthly electronic newsletters as well as targeted messaging via Facebook and website updates.
9. Number of people to be served/anticipated number of users of project/program: We anticipate 10,000-13,000 people will participate directly in the program.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):
The project includes the entire Santa Cruz County area including all the incorporated cities.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

Bike to Work/School (BTW/S) fulfills the need to directly promote, encourage and support both

residents and students to bike to work and bike/walk to school respectively. The program provides incentives and tools for local commuters to bicycle for transportation therefore reducing their single-occupancy vehicle trips. BTW/S provides a variety of resources and services to support commuters in switching to bicycle transportation and to bike commute more often. One of the primary objectives of BTW/S is to normalize bicycling as a mode of transportation and provides residents with the opportunity to experience how bicycling is possible for many different types of trips they would otherwise take by car. BTW/S includes a multi-pronged promotional and outreach approach that reaches community members throughout Santa Cruz County. The benefits associated with BTW/S including reduction of traffic congestion, reduction of air, water, and noise pollution, reduction of green house gasses, as well as the promotion of a healthy means of travel that helps combat obesity. BTW/S therefore provides a means for addressing some of the more pressing issues that Santa Cruz County is facing including worsening traffic congestion, growing childhood obesity rates and climate change. BTW/S is one approach to building a more sustainable community.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Project RTC #26

13. Measures of performance, success or completion to be used to evaluate project/program:

To measure the success of the Bike To Work/School program, Ecology Action (EA) tracks the following data using participant surveys: the number of program participants, the participant's bike commute mileage, the number of beginning and infrequent bike commuters, the number of first time participants, and the number of participants who usually drive alone to work. EA also tracks the number of school students K-12 who bike and walk to school and at a growing number of schools we survey pre-program biking and walking rates. EA also measures success by the amount of publicity generated through news articles, radio talk shows, TV newscasts, the number of newsprint ads, and the number of radio and TV PSA's aired. Success is also measured by the number of posters and brochures distributed, direct mailings sent out, website visits, emails delivered and the growing number of people that sign-up for our electronic newsletter. The number of community, business and school events staffed with informational booths is also tracked.

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

The Bike to Work/School program helps reduce single-occupancy vehicle trips and parking demand while increasing the number of bus/bike combined trips. There also is an increase in people walking to work or school, especially those walking to school.

15. Project Cost/Budget, including other funding sources, and Schedule: (*complete "15a" or "15b"*)

15a. Capital Projects

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 2:								

Source 3:								
Source 4:								

**Please describe what is included in "Other":*

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

SEE ATTACHED BUDGET

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

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion):

Quarterly reimbursement for work performed.

17. Proposed schedule of regular progress reports including an evaluation of prior year's activities:

Annual report as well as program activity narrative updates with quarterly invoices.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, part of Ecology Action's annual work plan.
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	To be reviewed by the RTC Bike

	Committee at their April 7 th , 2014 meeting.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years. RTC to consider on 4/3/08.

Bike to Work, Community Traffic Safety Coalition/Ride 'n Strike – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

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

Bike To Work/School Day participation rates over the last couple of years have been the highest in the program's 25+ year history, with over 12,500 participants in the Spring and Fall events each year. Increases in participation are a result of a multi-pronged approach including increased outreach to local businesses and employers, increased outreach to school administrators, increased education and awareness initiatives around bike safety and safe commuting tips, compelling and relevant incentives, as well as the program's continued comprehensive outreach campaign including our monthly electronic newsletter which goes out to over 4,000 recipients. To offset the cost of increased participants, EA both reduced the types of food served at the breakfast sites as well as increased food and prize donations, which helped contain staff expenses.

The Bike to Work/School program continues to reduce operating costs by developing and fostering our volunteer base through consistent volunteer retention and engagement events and communications as well as by recruiting new volunteers. In addition, EA continues to solicit a wide array of product donations, both financial and in-kind. Local businesses, public agencies, and individuals provide a high level of skilled volunteer labor to assure the smooth running of the Bike to Work program. As we strive to increase the scope and results of the program, we are faced with the rising cost of living, product costs, and general increases in doing business. The Bike to Work program has built on its 25+ years of success to generate non-TDA cash donations from local businesses, individuals and public agencies. Last year the program raised over \$20,000 in cash donations to match the TDA funds. These cash donations are from non-transportation funding sources. EA also actively seeks other funding sources such as federal and state Safe Routes to School, local foundations, and applicable funders.

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

Ecology Action (EA) will focus on volunteer coordination strategies in order to increase volunteer retention and recruitment. Our continued collaboration with Monterey and San Benito as well as our increased focus on volunteer cultivation will allow us to pool resources and take advantage of economies of scale for our outreach and promotion materials and strategies. EA will have a specific focus on expanding this program within the schools and leveraging our existing volunteer and administrator contacts at school sites in order to increase ridership among students while keeping staff time low. EA will continue to build partnerships with employers to increase ridership by providing more incentives, resources and recognition by leveraging our existing media contacts and outreach material strategies including our electronic newsletter, which will now be sent out on a monthly basis offering a more consistent platform for messaging and recognition of participating businesses.

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

While EA will continue to focus on targeting novice and infrequent bike commuters from past Bike to Work events, our main focus will be on engaging and empowering more families and woman to cycle more regularly. EA has been in communication with the San Francisco Bike Coalition among other collaborators to strategize about ways to engage more families. EA's chief approach will be targeting schools and providing raffle prizes to students and family members on BTW/S day in addition to providing the free breakfast. EA will also advertise the BTW/S program as a family-friendly activity. As there is growing concern surrounding high childhood obesity rates, particularly in South County, EA will conduct targeted outreach to families linking more regular biking to health benefits. In addition, EA will also work to leverage the BTW/S event by emphasizing ongoing campaigns and projects in Santa Cruz that need support from residents such as the Santa Cruz County Friends of the Rail & Trail by incorporating advocacy messaging into outreach materials and tabling efforts.

Bike to Work Program Scope of Work FY 14-15

The Bike to Work (BTW) Program, a year-long bike commuter incentive, education, and support service program consists of five main projects 1) Fall Bike to Work & Bike/Walk to School Day; 2) Spring Bike to Work & Bike/Walk to School Day; 3) Spring Bike Week, which features inclusive, fun and informative bicycle activities; 4) Ongoing support targeting novice or infrequent bike commuters via online communications. Utilize email list from Bike to Work participants who have identified themselves as novice or infrequent bike commuters with emails, Facebook and website updates; 5) Targeted outreach campaign to families and woman to increase their engagement with BTW/S and their overall ridership.

Fall Bike to Work & Bike/Walk to School Day: Thursday, October 2, 2014

Work Schedule/Tasks:

The BTW staff will coordinate the 16th Annual Fall Santa Cruz County Bike to Work/School Day, which features free breakfast for all bike commuters at a minimum of 12 public sites and 40 school sites. Bike to Work staff will secure public and school breakfast sites for BTW/S Day. There will be a special emphasis on reducing car traffic at schools to make school streets safer for all users and increasing family member participation at school sites.

- Solicit donations for food to feed over 6,000 bicyclists.
- Continue expanding Bike/Walk to School Day through increased participation of schools and greater outreach to students, teachers, and parents.
- Increase outreach to novice bike commuters through targeted employer and employee outreach, online social marketing, and media outreach.
- Provide resources for novice commuters to overcome obstacles to bike commuting.
- Coordinate Bike/Walk to School Day efforts with bike safety presentations conducted by EA's Bike Smart! Youth Bike Safety program and the Community Traffic Safety Coalition (CTSC).
- Coordinate helmet distribution with the CTSC at school sites based on supply of helmets.
- Distribute the Santa Cruz County Regional Transportation Commission (RTC) highly sought after Santa Cruz County Bikeways map.
- Conduct a promotional campaign utilizing a variety of outreach venues and techniques including TV, radio, newspaper, posters, flyers, and facebook, website, email, and other virtual outlets. The promotional campaign will blanket the county in general outreach as in preceding years, but will also focus on localized promotion for each breakfast site.
- Promote bike light use to the general bike riding population. This effort will be coordinated with the Community Traffic Safety Coalition.
- Recruit and coordinate volunteers to assist with BTW/S activities.

Performance Goals for the Fall Bike to Work/School Day, 2012

- Increase participation levels by 5% from past year's fall BTWS Day.
- Increase the number of beginning cyclists by 5% attending BTW Day.
- Increase by 5% Bike/Walk to School breakfast sites from the previous year.

- Maintain the number of schools receiving bike safety presentations, helmet distribution or safety videos.
- Place over 1,000 event and informational posters at local businesses.
- Have at least two articles published in a local newspaper regarding bike commuting.
- Develop and send at least 6 targeted emails to over 4,000 past Bike to Work Day participants with bike commuting news, incentives, and resource information
- Air two weeks of PSA's on a local radio station.

Spring Bike Week, Second Week of May 2015

Work Schedule/Tasks:

The BTW staff will coordinate the 28th annual Santa Cruz County Bike Week event, which features a Bike to Work & Bike/Walk to School Day, several food incentive activities, one bike safety activity/commuter instruction workshop, a food delivery day by bicycle, and other events. The main goal of Bike Week will be to continue to promote bicycle commuting as well as bicycle transportation for other trips that replace single occupancy vehicle trips. The variety of events during Bike Week will focus on hands-on, fun, and inclusive methods for motivating residents to bicycle more often and drive less. BTW will integrate the bike commuting and safety message into our events.

- Bike to Work staff will secure at least 12 public and 40 school breakfast sites for BTW/S Day. We will work with large employers to provide incentives for their employees to bike to work.
- Continue to increase the ever-popular Bike/Walk to School Day effort, which gets children accustomed to biking for transportation at an early age.
- Solicit donations for food to feed over 6,000 bicyclists.
- Continue to improve our website services with an online Bike to Work Day survey, which would allow more commuters to participate in Bike to Work Day. Also provide commuter maps and updated bike commuter resources. Promote the Google Map bicycle option.
- Mass e-newsletter to past Bike to Work participants with a focus on novice and infrequent bike commuters.
- Develop a comprehensive online calendar of Bike Month bike activities for May.
- Maintain Facebook page with frequent updates and news.
- Coordinate Bike to School Day efforts with bike safety presentations conducted by EA's Bike Smart! Youth Bike Safety program and the Community Traffic Safety Coalition.
- Coordinate helmet distribution with the CTSC at school sites.
- Distribute the UCSC TAPS bicycle safety videos to classrooms.
- Recruit over 100 volunteers to staff all Bike Week events, especially breakfast sites and food delivery day.
- Promote bike commuter equipment to make bikes more functional for commuting, running errands, or going to a social activity.
- Recruit other bicycle and community groups as well as businesses to host Bike Week events.
- Provide staff and promotional support to other groups who host Bike Week events.
- Keep business sponsors updated on Bike Week activities and bike commuter services for their employees to use.
- Conduct a promotional campaign utilizing a variety of outreach venues and techniques including TV, radio, newspaper, posters, brochures/postcards, emails, and workplace booths.

The promotional campaign will blanket the county in general outreach as we have done previously. We will also focus on localized promotion for each breakfast site.

- Solicit cash donations from local public agencies and businesses to fund material purchases.
- Coordinate artwork, T-shirt and color poster production with Monterey and San Benito County Bike Week staff.
- Continue to work with local transportation agencies to promote bike commuting as well as other forms of sustainable transportation during Bike Week.
- Work closely with Cabrillo College and UCSC to promote their breakfast sites for BTW/S Day.
- Continue to expand efforts into South County and improve outreach to the Latino community.

Performance Goals for the Spring Bike Week, 2014

- increase participation by 5% from the previous spring Bike Week.
- Increase participation by 5% from the previous spring Bike to Work & Bike/Walk to School Day.
- Increase by 5% number of schools for the Bike to School breakfast sites.
- Increase by 5% the outreach/promotion to businesses, public agencies, & local organizations through company liaisons from the previous spring Bike Week by using email, flyers, posters, and business site presentations/booths.
- Increase by 5% the number of beginning cyclists attending BTW Day from the previous spring BTW Day.
- Develop and send at least 8 targeted emails to over 4,000 past Bike to Work Day participants with bike commuting news, incentives, and resource information.
- Print and distribute over 1,000 Bike Week posters. Distribute posters in both English and Spanish.

Bike Safety and Commuter Information Resources

Work Schedule/Tasks:

BTW promotes and provides resources for safe cycling throughout the year. Information is provided via www.bike2work.com, our office information library, booths at special events, and via emails to BTW Day participants and sponsoring businesses, and Facebook postings. Staff also works with other public agencies to help them in their road safety and bike resource projects. Staff is an active member of the SCCRTC's Bicycle Committee and the County Health Service's Community Traffic Safety Coalition (CTSC) and the South County Bike/Pedestrian Safety Work Group. We promote issues such as bike theft prevention, helmet use, bicycling in the rain and cold, and bike parking. These are some of the ways we conduct outreach on these issues:

- Maintain current bike resource information on the BTW website.
- Staff information booth at local special events.
- Communicate with BTW participants on important and timely bike issues.
- Attend RTC Bicycle Committee and CTSC meetings.

Performance Goals for Bike Safety/Commuter Resources:

- Keep bike resource information current on our website, Facebook and mass emails.

- Staff at least 4 information booths at community special events.
- Keep BTW participants updated on important bike issues via email.

**EA's Bike to Work/School 14/15 Budget
\$50,000 TDA Funds**

	SCCRTC	Match*
Personnel		
Program Director (.15 FTE)	\$ 5,000.00	\$ 2,000.00
Outreach Specialist (.35 FTE)	\$ 15,000.00	\$ 5,000.00
Program Specialist (.35 FTE)	\$ 30,000.00	
Material		
Direct Costs (program materials & supplies)		\$ 25,000.00
Inkind services (staff & supplies)		\$ 18,000.00
Inkind product donations (food, advertising, prizes)		\$ 50,000.00
Total	\$ 50,000.00	\$ 100,000.00
TOTAL PROJECT BUDGET	\$ 150,000.00	

* Local business and public agencies donations, raffle and T-shirt sales contribute \$25,000 in cash plus an additional \$75,000 of inkind services and product annually for Bike to Work.

Santa Cruz County Bike to Work/School Program 2013

Program Summary/ Annual Report

Program Summary

The Bike to Work/School Day (BTW/S) program continues to be one of the most extensive outreach and public education platforms for bicycle transportation in Santa Cruz County. This 27 year-old community program continues to provide local community members, employers, employees, and students with quality education, incentives and services. BTW/S has seen a 15% increase in participation since 2009 and continues to garner ongoing publicity and interest from a variety of media outlets to further promote bicycle transportation.

The BTW/S 2013 program had another record year with over 12,000 residents participating in the Spring and Fall events. This represents a 60% increase countywide over the past decade. Over 9,600 students from 45+ school sites participated along with over 2,400 community members.

Contributes to the documented growth of Bike to Work Trips

For the 2013 program, over 600 beginner bike commuters rode their bikes for BTW Day, and nearly 500 participants were infrequent bike commuters. These numbers are significant as they attest to the effectiveness of the BTW program to engage commuters who normally drive to work.

Benefits of increased bicycle commuting

The BTW/S program contributes to a healthier community by reducing air, noise, and run-off pollution, reducing traffic congestion, promoting health and wellness among community members and contributing to safer streets. Ecology Action utilizes a multi-pronged approach to change the behavior of non-bike commuters, novice bike commuters and experienced bike commuters through positive, fun, community-building messaging, outreach and engagement activities.

Broad-base Support

Ecology Action leveraged a considerable amount of private and public money to extend SCCRTC's funding for the 2013 BTW/S program. We generated over \$22,000 in cash from local businesses, individuals and public agencies, plus some \$70,000 of in-kind services and product donations in 2013. Over 75 businesses and public agencies, plus over 100 individuals volunteered time and contributed to this community effort.

Major Accomplishments for Bike to Work/School Day

Combined figures for 2013

- **Over 12,500 youth and adults participated** in the Spring and Fall Bike to Work School program, including over 9,600 students and nearly 2,500 adults (a 15% increase since 2009).
- **60% increase of Bike to Work participation county-wide** over the past decade.
- **Over a 200% increase of Bike to School participation county-wide** over the past decade.
- **Over 600 beginner bicycle commuters** participated in the spring and fall BTW Day events.
- **Over 500 infrequent bike commuters**
- **Over 60,000 miles were biked** instead of driven for Bike to Work/School Day
- **Over 85,000 miles biked** for all Bike Week reported trips.

Spring Bike Week Event Highlights

Annual Promotion

- E-newsletter campaign: Launched a more consistent electronic newsletter campaign to provide ongoing education, incentives and resources to promote bicycling. A total of 4,000 community members receive e-newsletters.
- Facebook: Continued to build and develop the Bike2Work Facebook page that has over 925 likes, where people receive regular updates and notices regarding bicycle related information and resources.
- Newspaper and newsletter articles: 5 articles in the Sentinel, 3 articles in the Santa Cruz Cycling Club Newsletter, article in the People Power Newsletter, article in Good Times, article in UCSC Wellness Newsletter and Recreation Guide, article in the Register Pajaronian.
- Newsprint ads: 3 ads in the Sentinel, Sentinel online ads, as well as ads in the UCSC Rec Guide, the City of Capitola Recreation Department newsletter and the Staff of Life newsletter.
- Website: Over 8,500 visitors to www.bike2work.com
- Community events: Santa Cruz Downtown Farmers Markets, Earth Day Santa Cruz, Santa Cruz Earth Day, UCSC Fall Festival, First Friday at the Museum of Art History.
- Posters: Over 1,100 posters distributed throughout the county. All event posters were published in English and Spanish.
- T-shirts: Distributed over 200 event T-shirts to volunteers and program participants.
- Handbills: Distributed 1,500 event postcards at community events and shops.
- Banners: Large format banners placed in high visibility location in Capitola as well as at major breakfast site locations.

Bike to School Promotions

- Bike to School promotional flyers in English/Spanish distributed to all participating schools.
- 4-color posters, in English and Spanish, distributed to all participating schools.
- Educational/informational bicycling materials on safety, helmet guidelines, traffic rules and regulations, etc. in English and Spanish provided to participating schools.
- *Share the Road* signs: Over 30 Share the Road signs posted at Bike to School sites to provide event promotion and notify motorists to drive especially carefully since there will be more kids biking on school streets.
- Worked with EA's Bike Smart! Youth Bicycle Safety Education and the Community Traffic Safety Coalition (CTSC) to conduct school presentations about safety, helmet guidelines, traffic rules and regulations, and responsible bicycling.
- Worked with parent groups, school district and local school administrators to promote event.
- Worked with law enforcement to provide additional safety support during program

Spring Event Highlights:

- Bike Week Launch Event at Santa Cruz Museum of Art History: Over 2,000 people in attendance
- Daily Incentives: Incentives and promotions were provided to community members every work day of Bike Week to help motivate residents to bicycle commute.
- Staff of Life Market Breakfast: Over 60 cyclists received a free breakfast at Staff of Life

- 22nd Annual Bike Trip Bike Fest: Ecology Action partnered with Project Bike Trip to promote this event and to encourage residents to celebrate bike commuting in Santa Cruz
- Bike Commuting Workshop with People Power of Santa Cruz County: Provided residents an opportunity to learn safe biking tips and join a group ride.

Collaboration

Ecology Action relies heavily on our established relationships with community groups, public agencies and local businesses to help ensure the Bike to Work/School program is a success. In 2013, EA continued to build on established partnerships and forge new ones. The following is a partial list of our partnerships:

- **Regional Bike Week programs:** Coordinated with Monterey (TAMC) and San Benito (San Benito COG) Counties to reduce cost and produce a unified look for promotional materials.
- **Santa Cruz County Regional Transportation Commission:** Provided major cash funding and promotional support of BTW outreach materials. The RTC's Bike Committee provided input to Bike Week event planning and BTW updated the Committee on our activities. BTW distributed hundreds of the RTC's Bikeway maps, the RTC's Bike Hazard reporting form and promoted its Bike Secure program to BTW participants. BTW also communicates key SCCRTC initiatives and news to our 4,000 e-newsletter recipients and on our Facebook page.
- **The Community Traffic Safety Coalition (CTSC):** BTW distributed CTSC bike safety pamphlets and BTW staff attended CTSC monthly meetings. CTSC coordinated school bike safety presentations with Bike to School activities.
- **South County Bicycle and Pedestrian Working Group (SCBPWG):** Helped deepen the programmatic impact in Watsonville through increased outreach, program feedback, and engaging volunteers.
- **Bike Smart! Youth Bicycle Safety Program:** Conducted bicycle safety programs including bicycle obstacles courses at several of the highest participating Bike to School Day schools.
- **The City of Santa Cruz:** Provided cash funding, staff support for promotions, facilities and equipment.
- **County of Santa Cruz Public Works Department:** Assisted with logistic and promotional effort.
- **City of Watsonville:** Provided cash funding, staff support for internal promotion, school safety sign placement, facility use and fee waivers.
- **City of Capitola:** Provided cash and staff support for promotion, event planning and implementation. Staff helped with placement of street banner.
- **HUB for Sustainable Transportation: People Power** provided volunteer support and promoted Bike Week. **Pedalers Express** was hired to coordinate the food donation pick-ups and food deliveries by bicycle to our 40 free breakfast sites.
- **Santa Cruz County Cycling Club:** Promoted Bike Week and provided volunteers.
- **University of California Santa Cruz (UCSC): UCSC Transportation and Parking Services** provided funding and staff support for promotion and provided an unlimited number of free bike safety DVD. The UCSC **Bike Coop** and Bike Race Team assisted in setting up and staffing a BTW breakfast site.
- **Cabrillo College:** Provided staff support for internal promotion, and assisted in setting up BTW breakfast sites.