



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

AGENDA ~ 1:30 pm, Tuesday, April 8, 2014
Main Regional Transportation Commission Office
1523 Pacific Avenue, Santa Cruz (2nd Floor)

(start time
estimate)

- | | |
|----------------|--|
| 1:30 pm | 1. Call to Order |
| 1:32 pm | 2. Introductions |
| 1:35 pm | 3. Oral Communications <i>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.</i> |
| 1:40 pm | 4. Additions or deletions to the consent and regular agendas |
| 1:42 pm | CONSENT AGENDA <i>All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the E&D TAC or public wishes an item be removed and discussed on the regular agenda. Members of the E&D TAC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other E&D TAC member objects to the change.</i> |
| | 5. Approve minutes from February 11, 2014 meeting (pg 3) |
| | 6. Receive Transportation Development Act (TDA) Revenues Report as of Mar 2014 (pg 7) |
| | 7. Receive RTC Highlights through Mar 2014 (pg 8) |
| | 8. Letter dated 2/13/14 from the E&D TAC to METRO regarding appreciation for opportunity to preview new transit buses (pg 10) |
| | 9. Letter dated 2/13/14 from the E&D TAC to METRO regarding transit service to the Frederick/Gault area to serve residences, medical, school, seniors, places of worship (pg 11) |
| | 10. Approve Committee Renewal Recommendations (pg 12) <ul style="list-style-type: none">• Michael Molesky, (Co) Social Service Provider for Disabled Individuals• April Warnock, Santa Cruz Metropolitan Transit District (alternate) |
| | 11. Receive updated RTC E&D TAC bylaws to be approved April 3, 2014 (pg 20) |
| | 12. Accept letter from the City of Watsonville amending their Transportation Development Act claim for the 2011 Curb Ramps (pg 28) |
| | 13. Information Items (links provided, hard copy circulated at meeting) <ul style="list-style-type: none">a. Article in TakePart online titled "See Wheelchair that See the Electric Car That Allows a Wheelchair to Roll Right In" http://www.takepart.com/article/2014/02/26/meet-kenguru-electric-car-designed-specifically-wheelchair-users?cmpid=tpenviro-eml-2014-03-01-car |

14. Receive Agency Updates (other than items on regular agenda) (pg 38)

- a. Volunteer Center
- b. Community Bridges (Consolidated Transportation Services Agency)
- c. Santa Cruz Metropolitan Transit District (Metro)
 - [Mar 2014 ParaCruz Report](#) (starts on page 37 of 244 in the Metro board packet)
 - [Mar 2014 Mobility Management Report](#) (starts on page 63 of 244 in the Metro board packet)
 - Past Metro Reports (please see archives on the web):
<http://www.scmttd.com/en/agency-info/board-of-directors/70-board-agenda-archive>
- d. Santa Cruz County Regional Transportation Commission
- e. Private Operators

REGULAR AGENDA

- 1:50 pm 15. Chair and Vice Chair Election (pg 43)**
- 2:00 pm 16. Provide Comments on Draft 2014 Regional Transportation Plan– RTC staff (pg 44)**
- 2:20 pm 17. Approve Transportation Development Act Claim for Santa Cruz Metropolitan Transit District (METRO) – Metro Staff (pg 45)**
- 2:40 pm 18. Approve TDA Claim for Community Bridges – Community Bridges staff (pg 46)**
- 3:00 pm 19. Approve TDA Claim for Volunteer Center (pg 71)**
- 3:15 pm 20. Receive Pedestrian Safety Work Group Update (oral)**
- 3:30 pm 21. Adjourn**

Next meeting location and time: **1:30 pm, June 10, 2014 @ RTC Office, Santa Cruz**

Future Topics: Handicapped Parking Spaces in downtown Santa Cruz, Construction Guidelines for Accessibility, Accessibility in the San Lorenzo Valley, Pedestrian FAQ, San Mateo paratransit presentation, rides to election sites, Annual Report

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*

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.



Santa Cruz County Regional Transportation Commission

Elderly & Disabled Transportation Advisory Committee

Minutes – Draft

Tuesday, February 11, 1:30 p.m.

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

1. **Call to Order** at 1:30 pm

2. **Introductions**

Members Present:

Kirk Ance, CTSA Lift Line
Hal Anjo, Potential Bus Rider
Sharon Barbour, 5th District
Debbi Brooks, Soc. Serv. Provider-Persons
of Limited Mean
John Daugherty, Metro Transit
Veronica Elsea, 3rd District
Sally French, Soc. Serv. Provider-Disabled
(HOPE)
Clay Kempf, Social Service Provider
Mike Molesky, Social Service Provider
Disabled
Patti Lou Shevlin, 1st District

Alternates Present:

April Warnock, Metro ParaCruz

Excused Absences:

Others Present:

Raymon Cancino, Community Bridges
Erich Friedrich, Metro
Patty Miller, La Posada Resident
Sarah Schiffrin, La Posada Resident

RTC Staff Present:

Ginger Dykaar
Cathy Judd
Karena Pushnik
Tegan Speiser

3. **Oral Communications**

The following information was discussed or announced:

- Add a discussion item to the April 2014 E&D TAC agenda regarding a recent accident involving an 89 year old pedestrian at Forest Street and Highway 9 in Boulder Creek
- Add an information item to the April 2014 E&D TAC agenda regarding Metro's Triennial review and update of the ParaCruz Customer Guide
- The list of 2014 Project SCOUT Tax Assistance Sites was distributed
- Upcoming Trivia Challenge fundraiser for the Helping Hands Senior Home Repair Program to be held at the Santa Cruz Civic Auditorium on February 21st
- February 26th meeting in the San Lorenzo Valley regarding pedestrian safety
- Letter distributed to E&D TAC Chair and members regarding a request to Metro for a bus stop on Route 68 at La Posada
- Add an urgency item to this agenda to send a letter to Metro to endorse making Route 6 shuttle permanent and include a bus stop on Frederick Street, Route 68 to allow the community better access to the greater community

Action: (Kempf/Barbour) — due to the timely nature of the item, the committee approved adding an emergency item to the agenda to take action on the bus service to the Frederick/Gault neighborhood letter.

Ayes: Kirk Ance, Hal Anjo, Sharon Barbour, Debbie Brooks, John Daugherty, Veronica Elsea, Sally French, Clay Kempf, Mike Molesky, Patti Lou Shevlin, April Warnock

Nays: None

Abstain: None

Abstain: John Daugherty

4. Additions or deletions to consent and regular agendas

Handouts included:

- E&D TAC Appointment Application for Sheryl Hagemann, alternate for Sally French, representing Social Service Provider for Disabled Persons
- Updated E&D TAC roster for committee members/alternates
- RTC's 2013 Year-At-A-Glance with information about the RTC's delivery of eight major milestones aimed at improving access and providing convenient transportation choices for the community

4a. Transit Service to the Frederick/Gault Neighborhoods

La Posada senior apartment residents Patty Miller and Sara Schiffrin discussed the 2/11/2014 letter from the Committee for La Posada Bus Service thanking the committee for their support of the temporary Route 6 bus shuttle to downtown Santa Cruz and asking for support to request a stop by the Route 68.

Action: (Kempf/Shevlin) -- for the E&D TAC committee to send a letter to the Santa Cruz Metropolitan Transit District endorsing La Posada resident's proposal to make the Route 6 shuttle permanent and to include a stop on Frederick Street on Route 68 to allow senior residents, apartment dwellers, people visiting churches and medical offices transit access to not only downtown Santa Cruz, but also to the Capitola Mall and other points along the way – carries.

Ayes: Kirk Ance, Hal Anjo, Sharon Barbour, Debbie Brooks, Veronica Elsea, Sally French, Clay Kempf, Mike Molesky, Patti Lou Shevlin, April Warnock

Nays: None

CONSENT AGENDA

Action: The motion (Barbour/Elsea) - - to approve the consent agenda - - carries.

Ayes: Kirk Ance, Hal Anjo, Sharon Barbour, Debbie Brooks, Veronica Elsea, Sally French, Mike Molesky, Patti Lou Shevlin, April Warnock

Nays: None

Abstain: Clay Kempf

5. Approved minutes from December 10, 2013 meeting

6. Received Transportation Development Act (TDA) Revenues Report as of Feb 2014

7. Received RTC Highlights through Jan 2014
8. Accepted Year End Attendance Report
9. Accepted Year End Pedestrian Hazard Reports
10. Approved Committee Appointment Recommendations
 - Kirk Ance
 - Patti Shevlin
 - Bonnie McDonald
 - Sheryl Hagemann
11. Received Information Items
12. Received Agency Updates
 - a. Volunteer Center
 - FY 2013/2014 Second Quarter Report
 - b. Community Bridges (Consolidated Transportation Services Agency)
 - FY 2013/2014 First Quarter Report
 - c. Santa Cruz Metropolitan Transit District (Metro)
 - Jan 2014 ParaCruz Report
 - Jan 2014 Mobility Management Report
 - Past Metro Reports
 - d. Santa Cruz County Regional Transportation Commission
 - RTC's 2013 At-A-Glance
 - e. Private Operators

REGULAR AGENDA

13. Draft 2014 Regional Transportation Plan & EIR

Ginger Dykaar, RTC Transportation Planner, provided an overview of the Draft 2014 Regional Transportation Plan (RTP). Specifically, pedestrian and accessible transportation amenities were evaluated. The Draft Regional Transportation Plan and Draft Environmental Impact Report are scheduled for release on February 12, 2014, starting the 55-day review period which will end on April 8, 2014. The documents will be available on the RTC website and notices will be sent to interested parties. Staff recommends that the E&D TAC review and provide comments on the Draft 2014 Regional Transportation Plan individually by April 8, 2014. The next E&D TAC meeting is scheduled for April 8 providing an opportunity for the committee to submit comments as a group. The RTC is scheduled to review comments on the plan on May 1 and adopt the 2014 RTP on June 19, 2014 at the RTC's Transportation Policy Workshop meeting.

14. Short Range Transit Plan Update

Erich Friedrich, Metro, provided an overview of the Short Range Transit Plan (SRTP), a five year plan that focuses on projects that can be implemented in a short time-frame. Metro will look at:

- Transit Emphasis Corridors (TEC)
- Route Performance Standards and Review (PSR)
- Route Deviation Standard (RDS)
- Bus Stop Spacing (BSS)

Discussion addressed and reiterated points from the 12/10/13 letter from the E&D TAC to the Santa Cruz METRO.

Comments are due by March 13, 2014 and Metro staff will return to the E&D TAC with specific actions taken by the SRTP.

15. Year End Review of TDA Claimant Performance for Volunteer Center and Community Bridges

Karena Pushnik provided an overview for the FY 2012-13 Transportation Development Act (TDA) year end review. The overall TDA goals for the fiscal year were met by both the Volunteer Center and Community Bridges, with the exception of TDA medical rides for the latter. The fiscal budget for FY 2014-15 was recommended for approval by the RTC's Budget & Administration/Personnel Committee, and will be before the full RTC board at its March meeting.

Raymon Cancino, new Executive Director for Community Bridges, introduced himself and provided information about his background prior to his appointment to Community Bridges.

16. Receive Pedestrian Safety Work Group Update

Veronica Elsea, Chair of the Pedestrian Safety Workgroup, provided a committee update. The text for the brochure for pedestrians and motorists was approved and the committee is working on the graphics, printing and distribution. In addition, the committee has sent suggested feedback to the CTSC on their brochure regarding pedestrian/cyclist safety in construction zones. The next meeting of the Pedestrian Safety Work Group is March 3rd from 10 am to noon.

17. Chair and Vice Chair Election at April Meeting

Mike Molesky, E&D TAC Chair, announced that committee elections will be held during the April E&D TAC meeting and noted that nominations are encouraged.

18. Committee Topics for Year

This item will be continued at the April E&D TAC meeting.

19. Demonstration of New Flyer Transit Buses

The committee toured the New Flyer transit buses and was provided a brief ride. Participants appreciated the low floor, access ramp ease of use, wide aisles, ease of wheelchair securement and comfortable seats.

20. Adjourn 3:30 pm

Respectfully submitted, Cathy Judd, RTC Staff

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

| MONTH | FY12-13 ACTUAL REVENUE | FY13 - 14 ESTIMATE REVENUE | FY13 - 14 ACTUAL REVENUE | DIFFERENCE | DIFFERENCE AS % OF PROJECTION | CUMULATIVE % OF ACTUAL TO PROJECTION |
|--------------|---------------------------------------|---|---|-------------------|--|---|
| JULY | 533,900 | 560,595 | 556,100 | -4,495 | -0.80% | 99.20% |
| AUGUST | 711,800 | 747,390 | 741,500 | -5,890 | -0.79% | 99.21% |
| SEPTEMBER | 718,257 | 754,170 | 818,354 | 64,184 | 8.51% | 102.61% |
| OCTOBER | 556,500 | 584,325 | 596,900 | 12,575 | 2.15% | 102.51% |
| NOVEMBER | 742,000 | 779,100 | 795,900 | 16,800 | 2.16% | 102.43% |
| DECEMBER | 733,930 | 770,626 | 732,985 | -37,641 | -4.88% | 101.09% |
| JANUARY | 534,300 | 561,015 | 557,700 | -3,315 | -0.59% | 100.89% |
| FEBRUARY | 712,400 | 749,739 | 728,800 | -20,939 | -2.79% | 100.39% |
| MARCH | 632,278 | 689,732 | 802,890 | 113,158 | 16.41% | 102.17% |
| APRIL | 475,600 | 486,487 | 0 | | | |
| MAY | 634,100 | 648,649 | 0 | | | |
| JUNE | 759,038 | 834,025 | 0 | | | |
| TOTAL | 7,744,102 | 8,165,853 | 6,331,130 | 134,438 | 1.65% | 78% |

Note:

I:\FISCAL\TDA\MonthlyReceipts\[FY13 - 14.xlsx]FY2014



*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*

Meeting Highlights

February 6, 2014

Addendum to the Final Environmental Impact Report and revision to the Monterey Bay Sanctuary Scenic Trail Network Master Plan - The RTC held a public hearing and then adopted a revision to the Monterey Bay Sanctuary Scenic Trail (MBSST) Network Final Master Plan for Segment 17 only, and certified consideration of an addendum to the Final Environmental Impact Report (FEIR). The revision for Segment 17 outlines and maps an additional on-road alignment that may be selected at a later time when there is interest in development of this Segment through a separate planning process. The revision identifies the alternative alignment as Segment 17b and the rail trail alignment as Segment 17a. The revision to the plan does not indicate an alignment preference. The addendum to the FEIR was developed in order to address environmental impacts associated with the proposed revision. The final documents will be reprinted, distributed, and posted on the RTC website. RTC staff will now work to distribute the \$5.3 million allocated to three MBSST network projects and develop agreements with the local jurisdictions that are acting as implementing agencies for the first segments.

Release of Draft 2014 Regional Transportation Plan - The RTC authorized release of the Draft 2014 Regional Transportation Plan (RTP) for public review for a 55-day comment period from February 12 to April 8, 2014. The RTP is a state-mandated document that identifies transportation needs in Santa Cruz County through the year 2035. It estimates the amount of funding that will be available and identifies planned transportation projects. The RTP is an essential first step in securing funding from federal, state and local sources, and includes discussion of highways, local streets and roads, bicycle and pedestrian facilities, transit services, specialized transportation services for seniors and people with disabilities, and airports. This RTP update includes a systematic analysis of measurable sustainability targets, defined as balancing economic vitality, natural environment and healthy communities. Comments may be submitted in writing or at a public hearing scheduled for March 6, 2014 at the County Government Center, 701 Ocean Street, Santa Cruz. Documents are available for review on the RTC's website at <http://www.sccrtc.org/2014-rtp>, and copies will be available at local libraries for the comment period.

2014 Legislative Program and Legislative Updates - The RTC approved State and Federal Legislative Programs for 2014 to assist in analyzing the transportation impacts of legislative activities. As transportation revenues continue to fall significantly below system needs, the legislative programs continue to focus on both preserving funds designated for transportation and generating new, more stable revenue sources for the range of multi-modal projects in Santa Cruz County. Key legislative issues in 2014 include implementation of MAP-21 at the state and federal level; the next federal transportation act; and efforts at the state level that could result in increased funding for transportation projects.

March 6, 2014

Public Hearing for the Draft 2014 Regional Transportation Plan (RTP) - The RTC held a public hearing to receive public testimony on the Draft 2014 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. The Draft 2014 RTP was released for public review on February 12, 2014, and comments are due by 5:00 p.m. on April 8, 2014. The full document is available on the RTC's website: <http://www.sccrtc.org/2014-rtp>. The RTC also received a presentation from the Association of Monterey Bay Area Governments (AMBAG) on its Draft 2035 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and Draft Environmental Impact Report (EIR) for the MTP/SCS and Regional Transportation Plans of Monterey, San Benito, and Santa Cruz Counties.

Santa Cruz Branch Rail Line Bridge Rehabilitation Project - The contractor for the railroad bridge rehabilitation project has submitted most of the construction documents requiring review and approval to begin construction on the bridges included in the contract. The project team has also inspected the steel fabricator's facility in Coolidge, AZ and was reassured that the fabrication of the La Selva Beach trestle is in capable hands. The La Selva Beach Trestle will have almost a complete reconstruction with the exception of the footings.

Fiscal Year (FY) 2014-15 Budget - The RTC approved its budget for fiscal year 2014-15, which includes the funding to meet the RTC's state and federally mandated responsibilities as well as continue the RTC's priority transportation projects and programs. Projects for 2014-15 will include continued oversight of the Highway 1 projects, rehabilitation for the Santa Cruz Branch Rail Line, implementation of the 2014 Regional Transportation Plan (RTP), and initiation of work towards the next RTP. The budget also includes funding for a variety of projects and services including Freeway Service Patrol, bus transit service, bicycle and pedestrian education, and rehabilitation of various local roads such as Empire Grade Road, Green Valley Road, Mt. Hermon Road, Bear Creek Road, Capitola Road, Porter Street and Summit Road.

Update on 2014 Active Transportation Program (ATP) - In 2013 the state legislature created the Active Transportation Program (ATP), consolidating funds historically designated for the Bicycle Transportation Account (BTA) and Safe Routes to Schools grant programs with funds from the new federal Transportation Alternatives Program (TAP). The California Transportation Commission (CTC) has developed draft guidelines for the program and is expected to issue a call for projects on March 21, with applications due May 21, 2014.

I:\E&DTAC\2014\04-Apr08\2014-FebMar-highlights.docx

February 13, 2014

Dene Bustichi, Chair
Santa Cruz Metropolitan Transit District
701 Ocean Street, 5th Floor
Santa Cruz, CA 95060

RE: Appreciation for Preview of the New Transit Buses

Dear Chair Bustichi and members of the Metro Board:

The Elderly & Disabled Transportation Advisory Committee (E&D TAC) advises the Santa Cruz County Regional Transportation Commission (RTC), the Santa Cruz Metropolitan Transit District (Metro), and other service providers on transportation needs for people with disabilities, seniors and persons with limited means.

At their February 11, 2014 meeting, the E&D TAC:

Approved a motion to send a letter to the Santa Cruz Metropolitan Transit District to express appreciation for the opportunity to take a test ride on the new Metro buses. E&D TAC members greatly appreciated features of the new vehicles including the low floor, wide entry and isles, and ease for securing wheelchairs.

Thank you for offering this opportunity to members of the E&D TAC.

Sincerely,

Michael Molesky, Chair
Elderly and Disabled Transportation Advisory Committee

cc: Metro Board of Directors
Les White, General Manager

I:\E&DTAC\OUTREACH\2014\Metro-NewBusPreview-Feb2014.docx

February 13, 2014

Dene Bustichi, Chair
Santa Cruz Metropolitan Transit District
701 Ocean Street, 5th Floor
Santa Cruz, CA 95060

RE: Bus Service to Frederick Street Residents and Businesses

Dear Chair Bustichi and members of the Metro Board:

The Elderly & Disabled Transportation Advisory Committee (E&D TAC) advises the Santa Cruz County Regional Transportation Commission (RTC), the Santa Cruz Metropolitan Transit District (Metro), and other service providers on transportation needs for people with disabilities, seniors and persons with limited means.

At their February 11, 2014 meeting, the E&D TAC:

Approved a motion to send a letter to the Santa Cruz Metropolitan Transit District endorsing La Posada resident's proposal to make the Route 6 shuttle permanent and to include a stop on Frederick Street on the Route 68 to allow senior residents, apartment dwellers, people visiting churches and medical offices transit access to not only downtown Santa Cruz, but also to the Capitola Mall and other points along the way.

Thank you for your consideration.

Sincerely,

Michael Molesky, Chair
Elderly and Disabled Transportation Advisory Committee

cc: Metro Board of Directors
Les White, General Manager
Neal Coonerty, County Supervisor

I:\E&DTAC\OUTREACH\2014\LaPosada-TransitSupport-Feb2014.docx

AGENDA: April 8, 2014

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, Senior Transportation Planner
RE: Committee Member/Alternates

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) recommend that Regional Transportation Commission (RTC) approve:

1. Renew Michael Molesky for the member position representing Social Service Provider for Disabled Individuals (County); and
 2. Renew April Warnock for the alternate position representing the Santa Cruz Metropolitan Transit District.
 3. Nominate individuals for vacant positions.
-

BACKGROUND

The E&D TAC strives to have full membership in order to ensure that there is a quorum at meetings in order to conduct the committee's business.

DISCUSSION

RTC staff contacted members whose positions had expired to find out whether they were interested in renewing. The following individuals indicated that they were interested in continuing to serve on the committee and have submitted updated applications ([Attachment 1](#)):

- Michael Molesky
- April Warnock

Other expired positions include:

- Fifth Supervisorial District (currently filled by Sharon Barbour)

In addition, there are the following member position vacancies on the E&D TAC:

- 2nd District Representative (Zack Friend)
- 4th District Representative (Greg Caput)
- Social Service Provider representing Seniors (County position)
- Potential Transit User representing disabled individuals
- Private Operator

Staff recommends that the E&D TAC recommend that the RTC approve the member and alternate positions for those that have submitted updated applications. Staff also recommends assistance from E&D TAC members with nominations for both the vacant member and alternate positions.

Attached is the current roster which indicates the dates positions expire (Attachment 6). The Commission will consider the E&D TAC's recommendation at their August meeting.

SUMMARY

Nominations are sought for the vacant E/D TAC member and alternate positions. In addition, renewals or new members are sought for those expiring in 2012 or earlier.

Attachments:

1. Completed E&D TAC Member and Alternate Applications
2. Current E/D TAC Roster

I:\E&DTAC\MEMBERS\2014\RENEWALS-APR2014.DOC

Attachment 1

COMMITTEE APPOINTMENT APPLICATION

Santa Cruz County Regional Transportation Commission (SCCRTC) Elderly & Disabled Transportation Advisory Committee (E/D TAC)

Meetings are scheduled for the second Tuesday of every other month at 1:30 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 is 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: Michael Molesky

Home address:

Mailing address (if different):

Phone: (home) (business/message)

E-mail:

Length of residence in Santa Cruz County: 30 years

Position(s) I am applying for: ☐ Any appropriate position

☒ E/D TAC ☐

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

re appointment E/D TAC

rest on file

Relevant Work or Volunteer Experience

| Organization | Town or Address | Position | Dates |
|--------------|-----------------|----------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

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.



Signature

2/11/14

Date

Return Application to: SCCRTC
Elderly & Disabled Transportation Advisory Committee
1523 Pacific Avenue
Santa Cruz, CA 95060
fax: 460-3215 email: kpushnik@sccrtc.org

Questions or Comments: (831) 460-3200

10-4

COMMITTEE APPOINTMENT APPLICATION

Santa Cruz County Regional Transportation Commission (SCCRTC) Elderly & Disabled Transportation Advisory Committee (E/D TAC)

Meetings are scheduled for the second Tuesday of every other month at 1:30 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 is 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: April Warnock

Home address: [REDACTED]

Mailing address (if different): _____

Boulder Creek, CA. 95006

Phone: (home) [REDACTED] (business/message) 831.425.4664

E-mail: awarnock@scmtd.com

Length of residence in Santa Cruz County: Over 30 years

Position(s) I am applying for: ☐ Any appropriate position

☐ Alternate – Vice Chair ☐ _____

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

I have been a member of the Elderly and Disabled Transportation Advisory Committee for a couple of terms. I am a member of the E&DTAC sub-committee – the Pedestrian Safety Work Group.

Relevant Work or Volunteer Experience

| Organization | Town or Address | Position | Dates |
|--------------|--|---|----------------------|
| SCMTD | 2880 Research Park Drive Ste 160; Soquel, CA 95073 | Paratransit Superintendent | 2004 till present |
| Lift Line | 236 Santa Cruz Ave, Aptos, CA 95003 | Van Operator; dispatcher; scheduler; interim director | 1998- 2004 |
| | | | |
| | | | |

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.

April Warnock
Signature

2/10/14
Date

Return Application to: SCCRTC

Santa Cruz County Regional Transportation Commission's
ELDERLY & DISABLED TRANSPORTATION ADVISORY COMMITTEE (ED/TAC)
and SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

Membership Roster with Daytime Phone
February 2014

| <u>Members</u> | <u>Representing</u> | <u>Alternate</u> |
|--|---|---|
| Clay Kempf (2015) | Social Service Provider - Seniors | Patty Talbot (2015) |
| vacant | Social Service Provider - Seniors (County) | vacant |
| Sally French (2015) | Social Service Provider - Disabled | Sheryl Hagemann (2018) |
| Michael Molesky, Chair (2018 pending approval) | Social Service Provider - Disabled (County) | vacant |
| Debbie Brooks (2015) | Social Service Provider - Persons of Limited Means | Rachel Glynn (2017) |
| Lisa Berkowitz (2015) | CTSA (Community Bridges) | Bonnie McDonald (2018) |
| Kirk Ance (2018) | CTSA (Lift Line) | vacant |
| John Daugherty (2015) | SCMTD (Metro) | April Warnock (2018 pending approval) |
| vacant | Private Operator | vacant |
| Hal Anjo (2015) | Potential Transit User (60+) | vacant |
| vacant | Potential Transit User (Disabled) | vacant |

(Year in Parentheses) = Membership Expiration Date

Santa Cruz County Regional Transportation Commission's
ELDERLY & DISABLED TRANSPORTATION ADVISORY COMMITTEE (ED/TAC)
and SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

Membership Roster (February 2014)

| <u>Members</u> | <u>Representing</u> | <u>Alternate</u> |
|---|-----------------------------|------------------|
| <u>Supervisory District Representatives</u> | | |
| Patti Shevlin (2018) | 1st District (Leopold) | vacant |
| vacant | 2nd District (Friend) | vacant |
| Veronica Elsea, vice chair (2015) | 3rd District (Coonerty) | vacant |
| vacant | 4th District (Caput) | vacant |
| Sharon Barbour (2014) | 5th District (McPherson) | vacant |

Staff

Karena Pushnik, Transportation Planner, RTC, 460-3210, kpushnik@sccrtc.org

I:\E&DTAC\MEMBERS\MEMEBERS-Feb14NoPhone.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 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 |

~~Metro Accessible Services Task Force (MASTF)~~ _____ ~~1~~

Total 1716

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

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

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

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

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

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

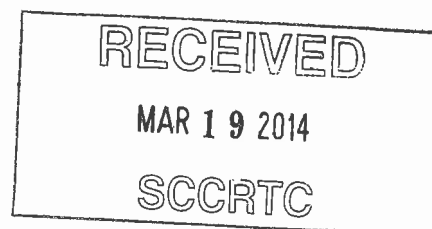
CITY OF WATSONVILLE

"Opportunity through diversity; unity through cooperation"



March 19, 2014

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



Subject: Transportation Development Act Funds

Dear Mr. Dondero,

The City of Watsonville requests that Transportation Development Act (TDA) funds in the amount of \$160,017.00 be dispersed to the City for the 2011 Citywide Curb Ramp Project. Construction was accepted in 2012 with 53 ramps installed at various locations.

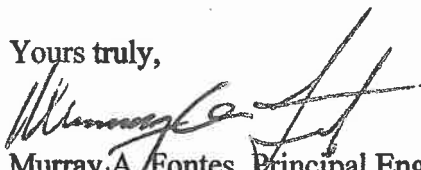
The original Claim Form called for 52 ramps to be installed. After the claim was submitted, there was a change in the number and location of the ramps. At the time of construction, there were unforeseen conditions that required additional work. These lead to change order #1.

Attached you will find the following:

- TDA Claim Form
- RTC Resolution No. 02-12 allocating funding for the project
- Watsonville Purchase Orders for the original agreement and change order #1
- Invoices dated 06/27/12, 08/22/12 & 10/16/12 for construction

Your processing of this request will be very much appreciated. If you require additional information or have questions, please contact me by telephone at 831-768-3117 or by email at murray.fontes@cityofwatsonville.org.

Yours truly,


Murray A. Fontes, Principal Engineer
Public Works & Utilities Department

attachments

12-1

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

Project Information

1. Project Title: **2011 Citywide Curb Ramp Project**
2. Implementing Agency: **City of Watsonville**
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: *same*
4. TDA funding requested this claim: **\$174,000**
5. Fiscal Year (FY) for which funds are claimed: FY11/12
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims: ☒ **Article 8 Bicycle and/or Pedestrian Facility**
7. Contact Person/Project Manager: Maria Esther Rodriguez
Telephone Number: 831-768-3112 E-mail: MERODRIGUEZ@ci.watsonville.ca.us

Secondary Contact (in event primary not available) : Rosemarie Dow
Telephone Number: 831-768-3110 E-mail: RDOW@ci.watsonville.ca.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): **Installation of 52 wheelchair ramps on streets throughout the city.**
9. Number of people to be served/anticipated number of users of project/program:
Number of users expected to increase over existing levels as paths will become more accessible.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):
See attached list
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): **Increase mobility/ universal access**
12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: **RTP Project #WAT-P15**
13. Measures of performance, success or completion to be used to evaluate project/program:
Increased use of sidewalks by seniors, people with disabilities, people with strollers and carts.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):
No other modes will be impacted
15. Project Cost/Budget, including other funding sources, and Schedule:

12-2

10a. Capital Projects – OR ATTACH PROJECT BUDGET

| | Planning | Environmental | Design/ Engineering | ROW | Construction | Other * | Contingency | Total |
|--------------------------------|----------|---------------|------------------------|-----|--------------|------------|-------------|-----------|
| SCHEDULE (Month/Yr) | | Na | 07/11 | Na | 09/11 | Na | | |
| Total Cost/Phase | | Na | 8,000 | Na | \$ 182,000 | Na | | \$190,000 |
| STDA requested | | | | | \$ 174,000 | | | \$174,000 |
| Source 2: Gas Tax | | | 8,000 | | \$ 8,000 | | | \$ 16,000 |
| | | | | | | | | |

*Please describe what is included in "Other":

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations: **100% at completion of project.**

17. 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 |
| B. Has this project previously received TDA funding? | No |
| C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? | YES |
| D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval). | Yes |
| E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov). | NA |

Documentation to Include with Your Claim:**All Claims**

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

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

Local Agency Certification:

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

Signature _____ Title: _____ Date: _____

Listed

RESOLUTION NO. 02-12

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of September 15, 2011
on the motion of Commissioner Nicol
duly seconded by Commissioner Montesino

**A RESOLUTION ALLOCATING \$174,800 IN ARTICLE 8 TRANSPORTATION DEVELOPMENT ACT (TDA)
FUNDS TO THE CITY OF WATSONVILLE FOR CITYWIDE CURB RAMP CONSTRUCTION**

WHEREAS, the City of Watsonville has sufficient unallocated Article 8 TDA revenues and has submitted a TDA allocation request (Exhibit 1) for a total of \$174,800 for pedestrian improvement projects; and

WHEREAS, the Elderly & Disabled Transportation Advisory Committee has reviewed the request pertaining to their charge and recommend approval; and

WHEREAS, the proposed projects are consistent with the *2010 Regional Transportation Plan* and the claimant agrees to maintain funded projects for a period of 20 years;

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

1. \$174,800 in TDA Article funds is hereby allocated to the City of Watsonville for the construction of curb ramps at various locations throughout the city.

AYES: COMMISSIONERS Caput, Coonerty, Lane, Leopold, Montesino, Nicol, Pirie, Stone

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS Johnson

ABSTAIN: COMMISSIONERS Bustichi, Hagen, Robinson


Mark Stone, Chair

ATTEST:


George Dondero, Secretary

Exhibit 1: TDA Article 8 Allocation Request from the City of Watsonville

Distribution: City of Watsonville Public Works
RTC Fiscal
RTC Planner

\\Rtcserv2\shared\RESOLUT\2011\RESO0911\City\WatsonvilleCurbCut_TDAclaim.doc

12-4

EXHIBIT 1
CITY OF WATSONVILLE

"Opportunity through diversity; unity through cooperation"



ADMINISTRATION
BUILDING
275 Main Street, Suite 400
Fourth Floor
Fax 831.761.0736

MAYOR & CITY COUNCIL
275 Main Street, Suite 400
Fourth Floor
831.768.3008
CITY MANAGER
831.768.3010
CITY ATTORNEY
831.768.3030
CITY CLERK
831.768.3040
PERSONNEL
831.768.3020

CITY HALL OFFICES

250 Main Street

COMMUNITY
DEVELOPMENT
831.768.3050

Fax 831.728.6173

FINANCE
831.768.3450
Fax 831.763.4066

PUBLIC WORKS &
UTILITIES
831.768.3100

Fax 831.763.4065

PURCHASING
831.768.3461
Fax 831.763.4066

REDEVELOPMENT & HOUSING

831.768.3080

Fax 831.763.4114

AIRPORT
100 Aviation Way
831.768.3480
Fax 831.763.4058

FIRE
115 Second Street
831.768.3200
Fax 831.763.4054

LIBRARY
275 Main Street, Suite 100
First Floor
831.768.3400
Fax 831.763.4015

PARKS & COMMUNITY SERVICES

231 Union Street
831.768.3240
Fax 831.763.4078

June 1, 2011

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

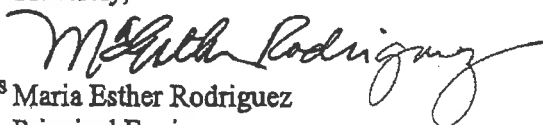
SUBJECT: TRANSPORTATION DEVELOPMENT ACT FUNDS

Dear Mr. Dondero,

The following is an initial claim for Transportation Development Act Funds for the construction of curb ramps at various locations in the City:

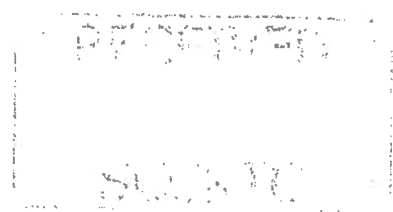
1. Description
The project consists of the installation of curb ramps on various streets within the City. A list of streets with the number of proposed ramps is attached.
2. Justification
In accordance with ADA law, the City has adopted a policy that curb ramps be installed on streets scheduled for repaving. The City also prioritizes citizen requests for ramp installations, particularly when they are along highly utilized pedestrian corridors.
3. Estimated Cost
The estimated cost for installation of 52 curb ramps is \$182,000. It is requested that this project be funded with TDA funds. The City has no other sources available to fund this project.
4. Maintenance
It is the policy of the City that sidewalk maintenance be paid for by the adjacent property owner. City staff monitors sidewalks throughout the City and administers the sidewalk repair program.
5. Disbursements
A final claim will be made upon completion of the project.

Sincerely,


Maria Esther Rodriguez
Principal Engineer

Enclosure

12-5
22-14



**2011 Curb Ramp Project
City of Watsonville**

Locations include, but not limited to:

| Street | Cross Street | # Ramps |
|-----------------|------------------|---------|
| Allston Way | Crescent Dr. | 3 |
| Brewington Ave | Bonita Terr. | 3 |
| Brewington Ave. | Cerrito Terr. | 3 |
| Delaware St | Wagner Ave. | 4 |
| Delaware St. | Bronson St. | 2 |
| E. Fifth St. | Jefferson St. | 4 |
| E. Fifth St. | Sudden St. | 5 |
| E. Front St. | Main St. | 2 |
| Gonzales St. | W. High St. | 2 |
| Gonzales St. | Brennan St. | 3 |
| Manor Ave. | McKenzie Ave. | 2 |
| Middlefield Ln. | Western Dr. | 2 |
| Middlefield Ln. | Eastern | 2 |
| Palm Ave | Tharp Ave. | 2 |
| Palm Ave | Wilkie Ave. | 3 |
| Vivienne Dr. | Lake Village Dr. | 2 |
| W. Beach St. | Locust St. | 2 |
| Wilkie Ave. | California St. | 6 |
| | | |
| Total Ramps: | | 52 |

126
225

CITY OF WATSONVILLE
Public Works and Utilities Department

CONTRACT CHANGE ORDER NO: #1Project Name: 2012 Curb Ramp Project
City of Watsonville

City Project No: ST-12-01 QB

Project Location: Various Location
Watsonville, CA

To: EF&S Concrete

You are hereby directed to make the herein described changes from the contract plans and specifications or do the following described in the contract plans and specifications. All new work herein described shall be done in accordance with the applicable provisions of the contract plans and specifications, except as specifically modified by this contract change order.

NOTE: This change order is not effective until approved by the Director of Public Works and Utilities.

Change requested by: Project Manager

Description of Work:

| Bid Items | Bid Item Adjustments | |
|-----------|--|-------------|
| | Bid Item 1 A- 2 Curb Ramps (\$1,800) | \$3,600.00 |
| | Bid Item 2 - Sidewalk 501 SF @\$14.00/SF | \$7,014.00 |
| | Bid Item 3 - Curb and Gutter 71 LF @\$34.00/LF | \$2,414.00 |
| | Bid Item 4 - Replace St. Signs (contract 18, 14 installed) -4 @\$300 | -\$1,200.00 |
| | Bid Item 5- Paving 1010 SF @\$12.9/SF | \$0.00 |

| | | |
|-----------------|-----------------------------|-------------|
| Additional Work | Cross Gutter @ \$16.00 SF | \$0.00 |
| | Total of Change Order No. 1 | \$11,828.00 |

| | |
|---|--------------|
| The Original Contract Sum Was: | \$148,189.00 |
| Net Change by Previously Authorized Change Orders | \$0.00 |
| The Contract Sum Prior to this Change Order was | \$148,189.00 |
| The Contract Sum will be increased by this change Order(s) in the Amount of | \$11,828.00 |
| The New Contract Sum Including this Change Order will be | \$160,017.00 |

By reason of this order the time of completion will be adjusted as follows: 0 calendar days

Approved:

Project Manager

10-16-12
Date

Approved:

Director of
Public Works and Utilities

Date

Approved:

Director of Administrative Services

10/16/12
Date

Approved:

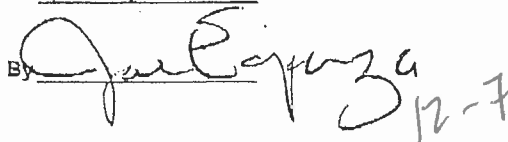
City Manager

Date

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work specified, and accept the prices listed above as full payment for all labor, equipment, materials, overhead and profit required to perform the above described change.

Date Accepted 10-12-12Contractor EF&S CONCRETE

By



Title

OWNER.

EF&S CONCRETE

License# 917713

Invoice

Date: June 27, 2012

Billing To: City of Watsonville
 Acctounts payable:
 250 Main St.
 Watsonville, Ca 95076
 Reference: 2012 City Wide Ramp Project
 Project No-ST 12-02 QB

EF&S Concrete
 10550 Guibal Ave
 Gilroy, CA 95020
 Fax : (408) 848-5021
 Number : (408) 710-7420
 Email : efsconcrete2008@yahoo.com

Invoice Number: 2008R1

To City of Watsonville c/o Robert Berry

Billing Period June 18th to 29th

| Description | Unit | Rate | unit | Amount | |
|------------------|---------|-------------|--------|------------|-------------------------------|
| 1. Curb Ramps | 53 | \$ 1,800.00 | 26 | \$46,800 | |
| 2. Sidewalk | 50 sf | \$ 14.00 | 30 sf | \$420 | |
| 3. Curb & Gutter | 1050 lf | \$ 34.00 | 546 lf | \$18,564 | |
| 4. Cross Gutter | 200 sf | \$ 16.00 | 60 sf | \$960 | |
| 5. Street Sign | 18 | \$ 300.00 | | | |
| 6. Misc. Paving | 1010 sf | \$ 12.90 | 572 sf | \$7,378.80 | minus AC Paving |
| | | | | | 79,307 ⁰⁰ |
| | | | | | - 7,378 ⁸⁰ |
| | | | | | 71,928 ²⁰ |
| | | | | | -10% 7,128 ⁸² |
| | | | | | total \$ 64,735 ³⁸ |

APPROVED FOR PAYMENT

Date 6/28/2012 PMT. # 1

Amount \$ 64,735³⁸

PO# S004755 REQ. #

Approved by [Signature]

Total Job \$153,429

Total this Billing \$74,122.80

Balance \$79,307

EF&S CONCRETE
 License# 917713
 Invoice

Date: August 22, 2012

Billing To: City of Watsonville
 Acctounts payable:
 250 Main St.
 Watsonville, Ca 95076
 Reference: 2012 City Wide Ramp Project
 Project No-ST 12-02 QB

EF&S Concrete
 10550 Guibal Ave
 Gilroy, Ca 95020
 Fax: 408-848-5021
 Number: 408-710-7420
 Email: efsconcrete2008@yahoo.com

Invoice Number: 2008R2

Rev#1

To City of Watsonville c/o Robert Berry

Billing Period

June 29th to July 27th

| Description | Unit | Rate | unit | Amount |
|------------------|---------|-------------|---------|----------|
| 1. Curb Ramps | 53 | \$ 1,800.00 | 27 | \$48,600 |
| 2. Sidewalk | 50 sf | \$ 14.00 | 20sf | \$280 |
| 3. Curb & Gutter | 1050 lf | \$ 34.00 | 504 lf | \$17,136 |
| 4. Cross Gutter | 200 sf | \$ 16.00 | 140sf | \$2,240 |
| 5. Street Sign | 18 | \$ 300.00 | 18 | \$5,400 |
| 6. Misc. Paving | 1010 sf | \$ 12.90 | 1010 sf | \$13,029 |

| | |
|-------------------------------------|-----------------|
| APPROVED FOR PAYMENT | |
| Date <u>8/27/2012</u> | PMT. # <u>2</u> |
| Amount \$ <u>75,108.26</u> | |
| PO# <u>5004755</u> | REQ. # |
| Approved by <u>Rosemarie M Dowd</u> | |

\$75,108.26

Total Job \$153,429 Total paid to date \$64,735.38

Total this Billing \$86,685.

Total Amount Due \$86,685

EF&S CONCRETE

License# 917713

Invoice

Date: Oct 16,, 2012

Billing To: City of Watsonville
Acctounts payable:
 250 Main St.
 Watsonville, Ca 95076
 Reference: 2012 City Wide Ramp Project
 Project No-ST 12-02 QB

EF&S Concrete
 10550 Guibal Ave
 Gilroy, Ca 95020
 Fax: 408-848-5021
 Number: 408-710-7420
 Email: efsconcrete2008@yahoo.com

Invoice Number: 2008R2

To City of Watsonville c/o Robert Berry

Billing Period

June 29th to July 27th

| Description | Unit | Rate | unit | Amount |
|------------------|---------|-------------|---------|----------|
| 1. Curb Ramps | 53 | \$ 1,800.00 | 27 | \$48,600 |
| 2. Sidewalk | 50 sf | \$ 14.00 | 20sf | \$280 |
| 3. Curb & Gutter | 1050 lf | \$ 34.00 | 504 lf | \$17,136 |
| 4. Cross Gutter | 200 sf | \$ 16.00 | 140sf | \$2,240 |
| 5. Street Sign | 18 | \$ 300.00 | 18 | \$5,400 |
| 6. Misc. Paving | 1010 sf | \$ 12.90 | 1010 sf | \$13,029 |

12-10
 17 OCT '12 08:18

Change order #1 Amount \$11,828.00

| | | | | |
|--|-------|------------|-------|------------|
| Curb Ramps | 2 | \$1,800.00 | 2 | \$3,600 |
| Sidewalk | 501sf | \$14.00 | 501sf | \$7,014.00 |
| Curb& Gutter | 71lf | \$34.00 | 71lf | \$2,414.00 |
| Replace Street Signs (contract 18,14 installed) -4 | | - \$1,200 | -4 | - \$1,200 |

APPROVED FOR PAYMENT

Date Oct 17, 2012 PMT. # 3/Final

Amount \$ 20,173.36

PO# 5004755 REQ. #

Approved by Edemarie M Dow

Total Job \$160,017 Total paid to date \$139,843.64

Total this Billing \$8,345.36
Change Order #1 total this Billing \$11,828.00

Total Amount Due \$20,173.36

Attachment A

METRO
3/28/14

Accessible Services Coordinator (ASC) Activity Tracking Report for January 2014

What is Mobility Training?

Mobility Training is customized support to allow access to METRO services. It can include:

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO services. They discuss the trainee's experience using public transit and set goals for training sessions.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO ParaCruz services. All Mobility Training includes some trip planning.
- **Boarding/Disembarking Training:** Practice to board, be secured, and then disembark (get off) METRO buses. This training has been requested by persons using walkers, wheelchairs, scooters and service animals. The training session includes work with an operator and out of service bus and lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

There was progress with 23 trainees:

- Four persons were new referrals: The ASC provided trip planning assistance to one person referred by the Eligibility Coordinator. The ASC began the Assessment for another person referred by his counselor; he completed his first Route Training. Another counselor referred a student whose Assessment was set during March. The ASC assessed a new Capitola resident and his wife referred by their apartment complex Coordinator.
- The assessment for another person was cancelled, reset and then completed.
- Another person spoke with the ASC: He will set up an Assessment after his wheelchair is repaired.
- Another person spoke with the ASC: She has not yet driven backwards up a bus ramp since practice in December. She will continue to assist the ASC with outreach.
- The ASC began closing files for four trainees: One couple is not ready, due to illness, to start Route Training. One person told the ASC that he is recovering from surgery. The

14.c-1

~~7-4a.1~~

Attachment A

ASC will check their progress in a few months. One person has not responded to phone messages.

- Training with 12 persons is almost complete: January activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Training Overview for January 2014:

- Amount of time dedicated to training sessions and follow up activity: At least 62 hours
- Tracking of scheduled appointments vs. cancelled:
Seven appointments scheduled, three appointments cancelled

Highlights of Other Activity - Outreach performed in the community:

- January 6 Orientation for Special Day Class at Scotts Valley High School
- January 8 Pedestrian Safety Work Group meeting
- January 9 Commission on Disabilities meeting

Meetings are usually scheduled for two hours. Total ASC time spent includes preparation for the meeting, the meeting itself and follow up activity. ASC activity for each meeting can take four to nine hours.

The total audience for January meetings was at least 22 persons. Questions on METRO service varied. Information was provided during meetings and follow up emails and phone calls.

ASC work for METRO staff and the community:

- 1) There were at least 22 individual contacts in person and/or over the phone. Most contacts regarded training and outreach.
- 2) ASC compiled statistics on 2013 trainings completed:
 - 12 trainees successfully completed 13 Route or Boarding/Deboarding trainings
 - Seven (7) trainees used wheelchairs, scooters or walkers
 - Six (6) trainees are seniors (at least 62 years old)

14.6-2

7-4a.2

Attachment A

- 3) ASC compiled statistics on 2013 trainings in progress:
 - Training progressed with 73 persons.
 - 19 persons were referred and/or assessed for training
 - 54 persons received orientation to ride the bus: Classroom discussion that could be followed by field trips with escorted bus rides and set up to get Discount Fare ID cards.
 - 12 persons used wheelchairs, scooters or walkers.
 - Six (6) persons are seniors
- 4) One 2013 outreach snapshot: Last September ASC Capitola and Santa Cruz outreach yielded referrals and encouraged ridership: Bay Avenue Apartments Resource Fair outreach led to referrals, including the new Capitola resident noted above. Outreach at La Posada encouraged residents to ride the new Route 6 and also led to successful Route Training with one La Posada resident and his wheelchair.
- 5) One 2013 milestone as METRO representative in the community: The July 2 letter from George Dondero and Karena Pushnik thanking the ASC for seven years service as E&D TAC Chair:

“...During your tenure, your commitment to fairness, full participation, and improvement of specialized transportation for seniors, people with disabilities and low income individuals was evident. Especially appreciated was your encouragement to participate and connection with each committee member, appreciation expressed to guests and other enriching partners, comprehension of Roberts Rules of Order, comprehensive understanding of transportation issues, and resolve for equitable involvement.

Thank you on behalf of the Regional Transportation Commission and its Elderly & Disabled Transportation Advisory Committee...”

14.C -3

~~7-4a.3~~

ATTACHMENT B

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through January 2014.

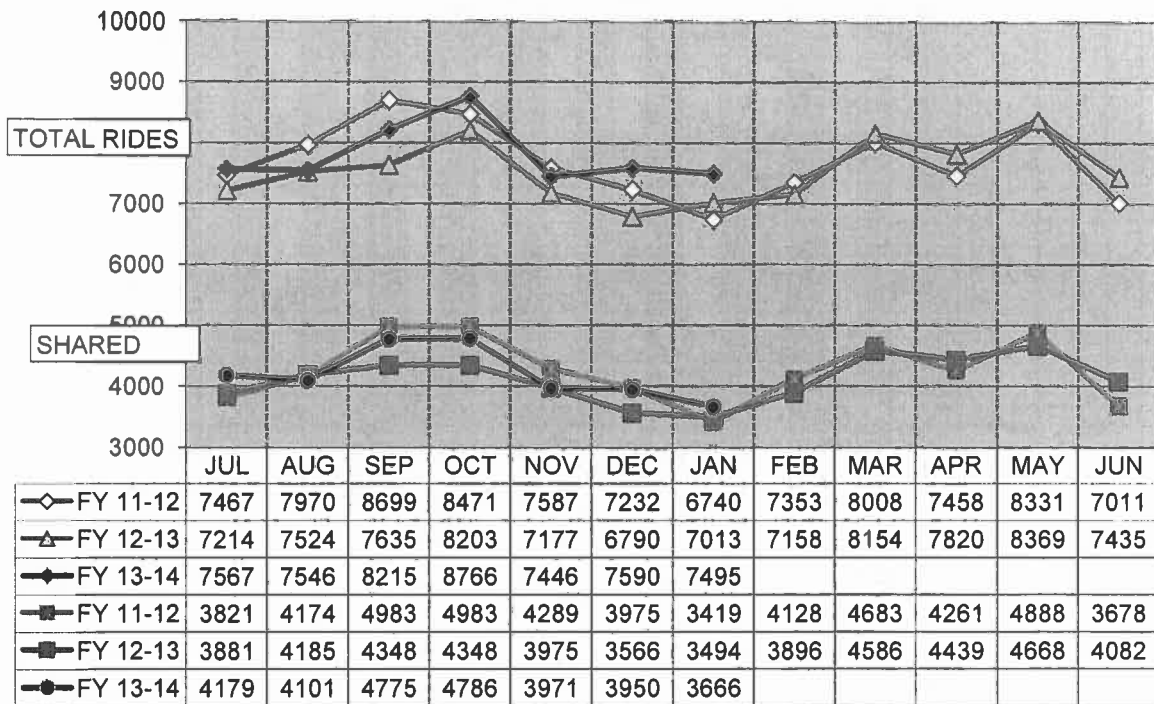
| | Jan 13 | Jan 14 | Fiscal 12-13 | Fiscal 13-14 | Performance Averages | Performance Goals |
|---|----------|----------|--------------|--------------|----------------------|----------------------------------|
| Requested | 7587 | 7971 | 55,952 | 58,388 | 8355 | |
| Performed | 7013 | 7495 | 50,556 | 54,605 | 7797 | |
| Cancels | 19.99% | 19.71% | 19.30% | 19.36% | 19.14% | |
| No Shows | 3.43% | 3.45% | 3.35% | 2.96% | 2.99% | Less than 3% |
| Total miles | 50,191 | 54,255 | 356,414 | 391,682 | 55,575 | |
| Av trip miles | 4.55 | 4.75 | 4.70 | 4.8 | 4.95 | |
| Within ready window | 96.02% | 96.44% | 96.02% | 95.36% | 95.39% | 92.00% or better |
| Excessively late/missed trips | 3 | 6 | 10 | 17 | 2.17 | Zero (0) |
| Call center volume | 5536 | N/A | 40,100 | N/A | N/A | VOIP being UPDATED |
| Hold times less than 2 minutes | 94.0% | N/A | 95.54% | N/A | N/A | Greater than 90% |
| Distinct riders | 743 | 805 | 1494 | 1551 | 796 | |
| Most frequent rider | 51 rides | 57 rides | 246 rides | 328 rides | 52 rides | |
| Shared rides | 60.0% | 64.2% | 64.5% | 64.2% | 65.64% | Greater than 60% |
| Passengers per rev hour | 1.87 | 1.93 | 1.87 | 2.00 | 1.98 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 4.72% | 3.22% | 6.61% | 11.58% | 11.51% | No more than 25% |
| Vendor cost per ride | \$20.62 | \$23.67 | \$21.51 | \$23.96 | \$23.13 | |
| ParaCruz driver cost per ride (estimated) | \$25.16 | \$23.96 | \$28.16 | \$29.22 | \$29.18 | |
| Rides < 10 miles | 67.57% | 62.13% | 67.82% | 63.78% | 64.74% | |
| Rides > 10 miles | 32.43% | 37.87% | 32.18% | 36.22% | 35.26% | |
| Denied Rides | N/A | 0 | N/A | 0 | 0 | Zero |

14.e 4

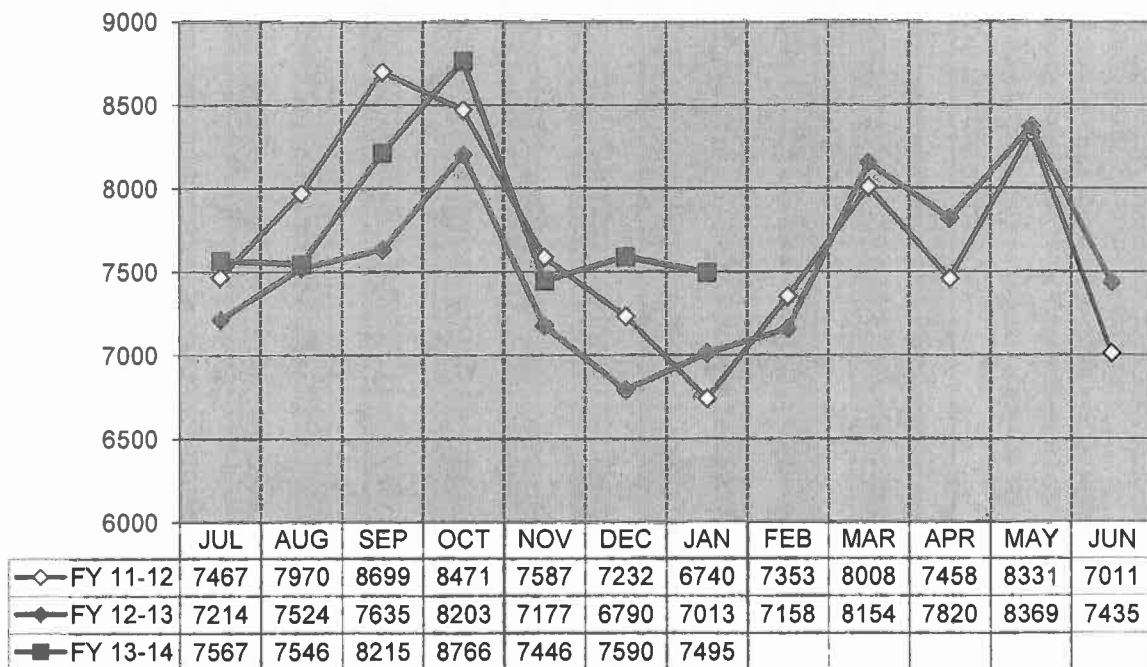
~~7-8b.1~~

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES



NUMBER OF RIDES COMPARISON CHART



14.c-5

7-8c.1

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

RECOMMENDATIONS

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

BACKGROUND

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

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

The current chair was elected in 2013.

DISCUSSION

At the April 8 meeting, nominations for chair and vice chair will be solicited. No nominations had been submitted to staff at the time of this writing. Members may self nominate. An election will be held, and the chair will begin presiding immediately.

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

TO: Elderly & Disabled Technical Advisory Committee

FROM: Ginger Dykaar, Transportation Planner

RE: Draft 2014 Regional Transportation Plan (RTP)

RECOMMENDATIONS

Staff recommends that the Elderly & Disabled Technical Advisory 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

The E&D TAC received a presentation at their February meeting on the Draft 2014 Santa Cruz County Regional Transportation Plan and decided to put the item on the agenda again to have the option of providing comments from the committee as a group. Feedback on the entire RTP is welcome (<http://www.sccrtc.org/rtp.html>), and is particularly encouraged 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 Elderly & Disabled Technical Advisory 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.

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, SCCRTC Staff
RE: **FY 2014-15 Transportation Development Act Funds for the Santa Cruz Metropolitan Transit District**

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation receive the FY 2014-15 claim from the Santa Cruz Metropolitan Transit District in the amount of \$6,377,610 at the meeting, and recommend approval by the Regional Transportation Commission.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's share of the ¼ cent sales tax according to established formulas in the Commission's Rules and Regulations. The RTC's budget was adopted in March and includes TDA allocations based on the Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2014-15 budget including Transportation Development Act (TDA) allocations for the Santa Cruz Metropolitan Transit District (Metro) in the amount of \$6,377,610.

The same day as this staff report is being written, the Metro is adopting a budget. For that reason, the TDA Claim from Metro will be provided at the E&D TAC meeting and Metro staff will be available at the meeting to provide an overview of their TDA funded transportation services and answer questions.

Staff recommends that the E&D TAC approve the FY 2014-15 TDA claim for the Santa Cruz Metropolitan Transit District, based on review of the claim to be provided at the meeting, and recommend RTC approval at their May 2 meeting.

SUMMARY

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

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Karena Pushnik, SCCRTC Staff

RE: **FY 2014-15 Transportation Development Act Funds for Community Bridges**

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee consider the Transportation Development Act funding request for Community Bridges in the amount of \$626,572, contingent upon approval by the City of Santa Cruz on April 22 to act as their claimant, and recommend approval by the Regional Transportation Commission.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's share of the ¼ cent sales tax according to established formulas in the Commission's Rules and Regulations. The RTC's budget was adopted in March and includes TDA allocations based on the Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2014-15 budget including Transportation Development Act (TDA) allocations for Community Bridges in the amount of \$626,572.

Community Bridge's TDA Claim Form, scope of work and budget based on the RTC's approved budget are attached ([Attachment 1](#)). Community Bridge's goal is to use TDA funds to provide approximately 34,950 one-way trips to eligible clients over FY 2014-15 ([Attachment 1](#)). In addition, they anticipate providing an additional 53,760 trips using other funding, for a total of over 88,700 one-way trips. TDA funded service is recommended to be provided for the following services: 2,400 rides for Taxi Scrip (2,400 last year), 4,300 rides for In-County Medical (4,293 last year), 8,625 rides for Meals on Wheels (8,500 rides last year), 11,444 rides for Elderday (10,882 last year), 7,444 for the Winter Shelter Program (7,386 last year), and 734 rides for Same Day Medical (Zero last year). Community Bridges staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions.

The City of Santa Cruz, as a local jurisdiction, will take approve acting as the claimant for both the Volunteer Center and Community Bridges, as it has historically, at their April 22 meeting.

Staff recommends that the E&D TAC approve the TDA claim for Community Bridges, contingent upon approval by the City of Santa Cruz to act as the claimant, and recommend RTC approval at their May 2 meeting.

SUMMARY

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

Attachment 1: FY 2014-15 Community Bridges TDA Claim and operation/budget pages

LIFT LINE

Consolidated Transportation Services Agency

236 Santa Cruz Avenue, Aptos, CA 95003

T. 831.425.1558 or 831.688.9663 F. 831.688.8302

March 10, 2014

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

Re: CTSA/City of Santa Cruz claim for 2014-2015 TDA revenues

Dear Mr. Dondero:

The City of Santa Cruz has been asked to act as Community Bridges' claimant for the 2014/2015 fiscal year Transportation Development Act funds allocated to the Consolidated Transportation Services Agency (CTSA). Please accept this letter that Community Bridges Lift Line attests to the accuracy of the claim and all its accompanying documentation

The City of Santa Cruz will be asked to request a total of \$626,572 in TDA funds for the CTSA. The proposed payment schedule shown in Exhibit D includes an increased initial payment to cover annually remitted expenses including a substantial insurance premium due in July. The remaining quarters are adjusted for the difference.

These funds will allow Community Bridges to continue to operate a variety of vital specialized transportation programs serving low income seniors and disabled individuals who are unable to utilize traditional public transit. TDA funds will be used for the Taxi Scrip programs operating in South and North County, transportation to Meals on Wheels Senior Dining Centers, non-emergency medical transportation, Winter Shelter Program and Elderday Adult Day Health Center transportation.

Enclosed are:

1. 2014/2015 TDA Claim Form including CHP inspection report
2. 2014/2015 Operating & Capital Budget (Exhibit A, pages 1-3)
3. CTSA Five Year Capital Improvement Plan (Exhibit B)
4. Operating Plan (Exhibit C-1, pages 1-4 & C-2, pages 1-2)
5. Schedule of Payments Requested (Exhibit D)
6. Statement of Role and Responsibility (Exhibit E)
7. Resolution of Community Bridges Board of Directors

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

Thank you,



Kirk Ance
Lift Line Program Director

Enclosures: 7

18-2

Please consider naming Lift Line in your estate plans.



Child and Adult Care
Food Program



Child Development Division



Elderday



Familia & Beach Flats Center



Live Oak
Family Resource Center

LIFT LINE

Consolidated Transportation
Services Agency



La Manana
Community Resources



Meals on Wheels



Mountain Community
Resources



WIC
Women, Infants & Children
Nutrition Program

Transportation Development Act (TDA) – Local Transportation Funds CLAIM FORM

Submit a separate form for each project.

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

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

Project Information

1. Project Title: Lift Line / CTSA Specialized Paratransit Service for Santa Cruz County
2. Implementing Agency: Community Bridges
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
The City of Santa Cruz acts as the eligible TDA claimant for Lift Line. Lift Line receives the TDA funds through a contract with the City of Santa Cruz.
4. Funding requested this claim: TDA \$ 626,572
 STA (transit only) \$ _____
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:

| | |
|---|--|
| <input type="checkbox"/> Article 8 Bicycle and/or Pedestrian Facility | <input checked="" type="checkbox"/> Article 8 Specialized Transportation |
| <input type="checkbox"/> Article 4 Public Transportation | <input type="checkbox"/> Article 3 & 8 TDA Admin or Planning |
7. Contact Person/Project Manager
Name: Kirk Ance
Telephone Number: 831-688-8840 ext. 238 E-mail: kirka@cbridges.org

Secondary Contact (in event primary not available): Raymon Cancino
Telephone Number: 831-688-8840 ext. 201 E-mail: raymonc@cbridges.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks. *Please see Exhibit C-1 and C-2 attached.*
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

The TDA funding for CTSA is to coordinate and provide social service transportation services with existing fixed-route service of public and private transportation providers for low-income elderly and disabled Santa Cruz County residents according to the requirements of the Social Services Transportation Improvement Act.
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

Community Bridges has been the designated Consolidated Transportation Services Agency (CTSA) since 1982. CTSA's are authorized under California Government Code Sections 15975 and 15950-15952 which were enacted pursuant to the Social Service Transportation Improvement Act. **The purpose of the CTSA is to improve transportation required by social service recipients by promoting the consolidation and coordinating of social service transportation.**

As the Consolidated Transportation Service Agency, Lift Line coordinates transportation services with other transportation providers and human service agencies in order to provide the most efficient transportation possible. Some of them are the Human Services Department of the County of Santa Cruz, County Office of Education, Veterans Service Offices in Santa Cruz and Palo Alto, and other hospitals and medical facilities.

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

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

Pursuant to the CTSA designation for Santa Cruz County, Community Bridges operates the Lift Line transportation program, which works in identifying unmet transportation needs, coordinates and provides social service transportation services to low-income seniors, disabled residents, underserved populations and other persons in Santa Cruz County. Lift Line directly addresses the issues identified through the unmet needs process by providing rides to medical appointments (including dialysis), alternative care, mental health and various therapy appointments.

11. Project Productivity Goals for this fiscal year:

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

The majority of our dispatching/scheduling is automated with Mobile Data Computers (MDC) and Automatic Vehicle Locaters (AVL) that integrate with Trapeze, making it easy to make changes if needed and track rides as they occur. As rides are completed, the MDCs tag completed rides with real pickup and drop-off times and highlights these times in blue, making it easier for our dispatchers to monitor all rides. Likewise, uncompleted or unassigned rides (such as will-call returns) are highlighted in red to inform the dispatcher of the priority of pending trips. The addition of the AVLs in the fleet allows Lift Line to monitor and track vehicles at any moment. These systems allow Lift Line to provide accurate monthly encounter data to satisfy data requirements. We will continue to provide our quarterly TDA reports, with the RTC reporting requirements, which are generated directly from the actual rides performed and documented through these systems. Lift Line Dispatch System still has some components that are manual, for back up in case of power loss or technical problems that occasionally occur, when connections through the system can not be made. Since we can not determine in advance when a power or technical problem should arise, we give all drivers a paper manifest to work from daily so as to not lose any information. Daily drivers fill out paper work to let us know if they have any incidents, accidents or mechanical failures. In order to track turndowns and referrals anyone answering the phones keep track daily on a specified phone log.

Performance Measures to be included in Quarterly Reports

The quarterly reports are to include the following:

| | |
|-----|---|
| 1. | Unduplicated passengers per month |
| 2. | Total passenger trips (units of service) per month |
| 3. | Incidents per month |
| 4. | Accidents per month |
| 5. | Mechanical failures* (including lift failure) per month |
| 6. | No-shows per month |
| 7. | Turndowns or referrals per month |
| 8. | Cancels per month |
| 9. | Donations per month |
| 10. | Total operating cost per passenger |
| 11. | Total operating cost per vehicle service hour |
| 12. | Total passengers per vehicle service hour |
| 13. | Total passengers per vehicle service mile |
| 14. | Fare box recovery level |
| 15. | Van mileage per program |
| 16. | % of Rides performed by subcontractors |
| 17. | % of shared trips/ Average vehicle occupancy |
| 18. | % of cancellations of total rides |

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

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

Lift Line's is projecting to provide service to over 600 Santa Cruz County residents who will need specialized wheel-chair accessible vans. We are projecting to provide and coordinate over 80,000 rides in the 2014/2015 fiscal year. *Please see Exhibit C-1 and C-2 Operating Plan for details.* Lift Line will continue to provide responsive, non-emergency health and medical paratransportation for seniors and disabled residents of Santa Cruz County, all of which are low-income. Trips are provided to health and medical destinations such as hospitals, medical centers and clinics, doctors' offices, pharmacies, dialysis centers, human services, and various mental health and physical therapy appointments. In partnership with Central Coast Alliance for Health, rides to medical destinations will be provided for qualified members. Lift Line continues to work closely with Watsonville Dialysis and Santa Cruz Satellite Dialysis to provide flexible services for its clients who are unable to use transit or METRO ParaCruz services.

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

This is RTP project #VC-P1. It is consistent with Goals #1 and #2 to maintain the transportation system and increase mobility;

- Policy 1.3.5 to coordinate specialized transportation services;
- Policy 1.3.9 to Encourage volunteer, friend and relative-provided transportation for the elderly and disabled, especially in rural areas;
- Policy 3.6 Promote social equity with all transportation decisions, including consideration of income, gender, race, age, physical and mental ability, and transit dependency; Policy 3.6.3 Support programs that address the transportation needs of low-income people;
- Policy 5.4.6 Give high priority to currently unmet needs for essential (medical or medically related) transportation for expansion of TDA-funded paratransit service.

Community Bridges and Lift Line staff works with the Regional Transportation Commission and the members of the Elderly and Disabled Transportation Advisory Committee, Human Care Alliance, and the local Senior Network Agency to identify specialized transportation needs for Santa Cruz County. Lift Line as a program of Community Bridges works closely with local human service and transportation programs on local and regional coordinated plan projects, as required by Federal and State Transportation Agencies. These are included in both the RTP, which is updated every 3-5 years, and the AMBAG Monterey Bay Coordinated Human Services Transportation Plan. Projects/programs in the RTP within Projected Funds list include: continued non-ADA mandated paratransit services including medical service rides, Elderday adult day health care, senior meal sites, non-emergency same day transportation for medically fragile individuals, and expanding the non-ADA mandated paratransit system to meet the growing specialized transportation needs of seniors and people with disabilities.

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

Lift Line is a complementary service to the ADA-mandated METRO ParaCruz service. In addition, Lift Line provides a flexible specialized transportation service for ongoing identified unmet immediate service needs. Due to the diverse nature of our services, Lift Line is able to group riders in various service categories, which ultimately reduces the number of vehicles needed to perform rides and in turn cuts down on traffic and emissions. Lift Line continues to optimize our service by scheduling rides in the most efficient manner and ultimately reducing the duplication of rides by grouping ride types for long distance, cross county rides.

Furthermore, Lift Line provides residents with specialized transportation needs who do not qualify for ParaCruz rides because they live outside the service area (more than ¾ mile from fixed transit route), don't have family or friends to assist them, their mobility device is too large, and/or they may need same day service. For people who are low-income or who face health/physical challenges, these services are paramount.

Lift Line's goal is to continue to provide service in an efficient manner, however, with the increase of fuel costs, even while grouping rides, we are still projecting increased costs in our overall service. Lift Line was also awarded Section 5317 grant for funds in 2013-2014 to support same day medical transportation service, as identified in the AMBAG unmet needs plan. This new service was implemented in 2013 and we are applying for 5317 funds to continue the project into the future while we gather data and assess the same-day transportation needs of our clients.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match.*

What is the total project cost? Total CTSA Transportation Budget = \$1,630,703 (TDA only = \$626,572)

Is project fully funded? YES

What will TDA (and STA) funds be used on (ex. administration, brochures, engineering, construction)?
These funds will be used for administration, all cost related to provision of paratransit rides, and vehicle/communications acquisition.

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

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

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

16. TDA Eligibility:

| | YES?/NO? |
|---|----------|
| A. Has the project/program been approved by the claimant's governing body? Form of approval <u>Community Bridges Board Resolution</u> . (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____ | YES |
| B. Has this project previously received TDA funding? | YES |
| C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____) | N/A |
| D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval). <u>April 2014 E&D TAC meeting</u> | YES |
| E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov). | N/A |

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

17. Improving Program Efficiency/Productivity

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

Lift Line routes are continually assessed and re-structured to increase productivity, and we have succeeded in lowering some costs by grouping rides so that vehicles and staff time are serving at capacity as much as possible. Our overall cost per service unit has remained steady the past two years, even as individual costs and demands for service have fluctuated. In the case of taxi subcontractors, we have paid special attention to maximizing the benefit of working with these outside partners only when we have reached our internal existing capacity and there is a cost benefit to calling in a taxi ride. We also continue to work with physicians and participants to group rides for maximum efficiency. Our experienced drivers and dispatch staff, and the use of computerized scheduling equipment, continue to serve as valuable assets toward achieving these goals.

Community Bridges Lift Line continues to seek to open UTU negotiations to address ways to lower the economical issues impacting the operations of the budget. We also continue to work on reducing our workers compensation costs and exposures in order to reduce our premiums. Lift Line also maintained optimum fleet size for the services provided, and we continually seek to update our vehicles and equipment through grants.

The County Health Services Department's programs such as In Home Health Services, as well as local medical facilities and the Senior Network Services, are assisting their clients to help fill out the TDA Medical Transportation Application and fax them with the required supporting documents to our office daily. We also work closely with the Central Coast Alliance to coordinate Medi-Cal eligible participants with medical rides.

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

Lift Line staff has also participated in numerous planning meetings and networking events to identify and expand services for area veterans. These efforts include attendance at county VetNet meetings and events, as well as participation in the newly formed Veterans Advisory Council. In recent years, Lift Line not only succeeded in securing new funding to sustain and expand our previously volunteer-supported Out-of-County transportation services, connecting Santa Cruz County veterans with VA facilities in Monterey and Santa Clara Counties, but we also continued to provide and promote our in-county veterans transportation services at three weekly pickup and drop off locations, including the veterans' centers in Capitola and Santa Cruz, as well as the Homeless Service Center, with the final destination being the County Veterans Services office.

Finally, Lift Line also initiated and promoted a new Same-Day service through Section 5317 funding, which is rapidly gaining momentum as it is the only service of its kind in Santa Cruz County. In our first twelve months of operation, we provided over 200 same-day rides each month, and, although this new service is still in its early stages, we anticipate ridership to only increase as we continue to provide and promote this new service.

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

Lift Line will continue to assess the costs and demands for our services on an ongoing regular basis, and structure our routes and staffing to be as responsive and efficient as possible. Lift Line staff will continue to participate in outreach efforts to identify emerging needs in the community, and we will coordinate with service providers to meet the transportation needs of low-income elderly and disabled residents, including our area veterans. This year, we expect to make diligent progress toward increasing outreach and service to the veteran population through our various efforts that are already underway.

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

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

We are requesting funding for same-day medical rides, which was identified as unmet need in the current Regional Transportation Plan. With help from a grant from Caltrans Section 5317, Lift Line moved to meet this need in 2013, and we are currently providing over 200 same-day medical rides each month. Lift Line's same-day program is the only one of its kind available locally to meet urgent medical transportation needs.

This year we are expecting to increase transportation service for Elderday slightly, by less than 1,000 rides, as Community Bridges continues to work diligently on keeping the Elderday program available to hundreds of dementia patients and their caregivers. Community Bridges is in the process of leading a major outreach effort to help raise awareness for the costs, challenges and risks associated with of dementia in the community, while highlighting the effectiveness of the social, medical and therapeutic interventions Elderday has to offer.

Lift Line is also expecting to meet our prior year projections for service to the Homeless Service Center's Winter Emergency Shelter Program, where currently 30% of the clients transported are disabled, and 7% are seniors 60 or over. Many participants are also veterans, and at least one or two wheelchair-using participants are being transported both ways every day. Lift Line requests funds to offset the expenses incurred during winter months when additional shelter is provided at the National Guard Armory.

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

- ☒ CTSA: Specialized Transportation: Quarterly to E/D TAC, RTC: Nov 2014, Jan 2015, Apr 2015, Jul 2015
and year end report 14/15 CTSA and Volunteer Center (Article 8) Only

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

Yes. For our target population we provide transportation that is otherwise not available. Lift Line paratransit services are provided to seniors and people with disabilities who can't drive, are not able or eligible to use our METRO or METRO ParaCruz services (do not have the financial resources, have origins/destinations out side the service area, need same-day service, or have wheelchairs that do not meet the size criteria). Also, the out of county Medical ride services are used for residents who have no other resources, particularly due to financial restraints, to get to critical care treatment. The veterans we are currently providing paratransit services for are funded through the FTA Section 5317 New Freedom (NF) Grants Program. This grant has been awarded through April 2016, and we very proud to be able to maintain this service for as long as possible, as demand for service for this specific population has continued to grow. Even though the 5317 funds for this service potentially could come to an end, Lift Line/CTSA will continue to seek other funding sources to support this service, which will now become an unmet need in the coordinated plan. Another identified unmet need is to provide same-day medical transportation, and Community Bridges was awarded a separate Section 5317 grant for funding to permit Lift Line/CTSA to hire two drivers and half time office support to be able to offer this same-day service.

21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe.

Lift Line, as the CTSA, acts as the safety net transportation service for low-income seniors and disabled individuals unable to secure mobility through other programs. In addition, Lift Line coordinates and refers people daily to other services more suited to their specialized transportation requirements such as: METRO bus or METRO ParaCruz; local taxi services through the taxi scrip program; the Volunteer Center; Veterans Services and our in house "Out of County" Medical ride service. Lift Line continues coordinates with the Central Coast Alliance for Health in Santa Cruz and Monterey Counties to get Medi-Cal patients to essential medical appointments who cannot transfer from their mobility device to a bus seat or are too large to use local METRO ParaCruz ADA guidelines services. We work closely with Watsonville Dialysis and Santa Cruz Satellite Dialysis to provide flexible service for the clients. We help identify an individual's specific need for specialized transportation service and coordinate not only services in our County, but also for rides to neighboring counties of San Benito, Monterey and Santa Clara. In addition, Lift Line assists those who call from other parts of California, as well as from out of the state, looking for other public and specialized transportation. Lift Line's staff will continue to participate with local and statewide transportation groups to develop coordinated processes and keep current on transportation systems for seniors and disabled residents.

22. Provide performance information, as pertinent, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246) (99246d, per 2010 Performance Audit)

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

23. Discuss the needs and types of the passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours. (99246)

There are times during the day when it is more cost effective or necessary to use taxi to provide some of the TDA Medical rides, especially when they are short rides and more on an individual need basis, while Lift Line buses provided more of the grouped rides. Lift Line has three on call drivers to assist with paratransit services as needed.

24. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.
- Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
 - For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
 - Describe any problems encountered in implementing individual recommendations.

TDA Triennial Performance Audit Recommendations:

- 1) *The SCCRTC should work closely with the Santa Cruz Metro, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements: financially sustainable public transportation levels; vehicle replacement needs for each agency; and countywide performance goals objectives and measurable standards. The SCCRTC's involvement in the SRTP effort could include coordination, technical assistance, and partial funding.*

Community Bridges is currently working with the entities to develop an updated SRTP. Currently the RTC and Metro are submitting a joint grant application for the plan. The majority of the work on the plan will be done by a consultant. Metro will be the formal lead, with extensive input from RTC, Community Bridges, and the Volunteer Center. In pursuing this grant the Short Range Transportation Plan would address the recommendations from the Performance Audit and include the Metro, Community Bridges and the Volunteer Center.

- 2) *The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the requirement that the performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.*

Pulled from the California Public Utilities Code Section 99247 for reference:

For purposes of Section 99246, and as used elsewhere in this article:

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

Community Bridges complies with all of the above requirements except (j) "Vehicle service hours per employee." We will work with the RTPA of Santa Cruz County to create a performance measuring tool to be included in all quarterly and annual reports.

- 3) *Community Bridges should work their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.*

Community Bridges Lift Line has committed to work with our fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.

Documentation to Include with Your Claim:

All Claims

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

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

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


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

Article 4 Transit Claims

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

Local Agency Certification:

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

Signature  Title: CEO Date: 3/10/14

\\Rtcserver\Shared\GRANTS\TDA\TDA Claim Form07.doc

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**
CHP 343 (Rev 6-10) OPI 062

Page 1 of 6 pages

| | | | | | |
|---|--|--------------------|---------------------------|----------------------|----------------|
| NEW TERMINAL INFORMATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | CA NUMBER 39499 | FILE CODE NUMBER 29134 | COUNTY CODE 44 | BED |
| TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus | | CODE B | OTHER PROGRAM(S) | LOCATION CODE 720 | SUBAREA C44 |

| | |
|---|--|
| TERMINAL NAME COMMUNITY BRIDGES | TELEPHONE NUMBER (W/ AREA CODE) (831) 688-8840 |
|---|--|

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)

240 FORD ST WATSONVILLE CA 95076

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)

236 SANTA CRUZ AVE APTOS CA 95003-4438

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

| | | | | | | | |
|-------------|---------------|--------------|------------------|--------------------|-----------------------------|---|----------------|
| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE I- 4 II- 6 | DRIVERS 14 | BIT FLEET SIZE |
| EXP. DATE | EXP. DATE | EXP. DATE | REG. CT | HW VEH. | HW CONT. | PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

CONSOLIDATED TERMINALS

☐ Yes ☒ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)

EMERGENCY CONTACTS (In Calling Order of Preference)

| | | |
|---|---|---|
| EMERGENCY CONTACT (NAME) KIRK ANCE | DAY TELEPHONE NO. (W/ AREA CODE) (831) 688-8840 | NIGHT TELEPHONE NO. (W/ AREA CODE) (831) 212-6811 |
| EMERGENCY CONTACT (NAME) JULIE GILBERTSON | DAY TELEPHONE NO. (W/ AREA CODE) (831) 688-8840 | NIGHT TELEPHONE NO. (W/ AREA CODE) (831) 461-0816 |

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR (2012)

| | | | | | | | | |
|---|--|--|--|--|--|--|---|---|
| <input type="checkbox"/> A UNDER 15,000 | <input type="checkbox"/> B 15,001 - 50,000 | <input checked="" type="checkbox"/> C 50,001 - 100,000 | <input type="checkbox"/> D 100,001 - 500,000 | <input type="checkbox"/> E 500,001 - 1,000,000 | <input type="checkbox"/> F 1,000,001 - 2,000,000 | <input type="checkbox"/> G 2,000,001 - 5,000,000 | <input type="checkbox"/> H 5,000,001 - 10,000,000 | <input type="checkbox"/> I MORE THAN 10,000,000 |
|---|--|--|--|--|--|--|---|---|

OPERATING AUTHORITIES OR PERMITS

| | | |
|---|---|---|
| PUC <input type="checkbox"/> T <input type="checkbox"/> TCP <input type="checkbox"/> PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| USDOT US DOT NUMBER | MC MX | REASON FOR INSPECTION ANNUAL "B" BUS TERMINAL INSPECTION |

| | | | | | | |
|------------------------|------|---|--------------------------------|--|---------------------|-----------------|
| INSPECTION FINDINGS | | INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable | | | | |
| REQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 N/A 2 3 4 | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 4 Time | No. 11 Time | No. 4 Time | N/A | TOTAL TIME |
| DRIVER HOURS | | HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted | CONTAINERS/TANKS No. 0 Time | VEHICLES PLACED OUT-OF-SERVICE Vehicles | Units | |
| BRAKES | | REMARKS | | | | |
| LAMPS & SIGNALS | 1 | MAINTENANCE PROGRAM No violations noted Refer to CHP 407F/343A/Aspen report number CA3P2Y000242 through CA3P2Y000245 for bus inspection information. | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | 2 | | | | | |
| TIRES & WHEELS | | | | | | |
| EQUIPMENT REQUIREMENTS | | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

| | | | | | | | |
|--|--|--|-------------------------------------|--|----------------------------------|---|----------|
| BIT <input type="checkbox"/> I <input type="checkbox"/> R | NON - BIT <input checked="" type="checkbox"/> | FEES DUE <input type="checkbox"/> Yes <input type="checkbox"/> No | CHP 345 <input type="checkbox"/> | CHP 1000 COL <input type="checkbox"/> | INSPECTION DATE(S) 11/19/2013 | TIME IN 0800 | TIME OUT |
| INSPECTED BY (NAME(S)) J. R. BARRIOS | | | | | ID NUMBER(S) A10027 | SUSPENSE DATE <input type="checkbox"/> Auto <input checked="" type="checkbox"/> None | |

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 6), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (805) 549-3261 within 5 calendar days of the rating.

| | | |
|---|--|--|
| CURRENT TERMINAL RATING SATISFACTORY | CARRIER REPRESENTATIVE'S SIGNATURE KIRK ANCE | DATE 11/19/2013 |
| CARRIER REPRESENTATIVE'S PRINTED NAME KIRK ANCE | TITLE PROGRAM DIRECTOR | DRIVER LICENSE NUMBER STATE CA |

Destroy Previous Editions

Chp343_0810.xls
57

18-12

CONTINUATION

CHP 343-1 (REV 10-97) OPI 062

| | | |
|--------------|----------------------------------|---------------------------|
| DATE | 11/19/13 | THIS IS A CONTINUATION OF |
| | | CHP 343 |
| CARRIER NAME | COMMUNITY BRIDGES | CA NUMBER |
| | | 39499 |
| ADDRESS | 240 FORD ST WATSONVILLE CA 95076 | FC NUMBER |
| | | 29134 |

REMARKS

DRIVER RECORDS

No violations noted

TERMINAL RATING

Carrier was found to be in compliance and a terminal safety compliance rating of satisfactory has been assigned.

CLARIFYING INFORMATION

Carrier is an intra-state local Non-profit "B" bus operation that transports the passengers to and from medical appointments and facilities.

18-13

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2014-15 BUDGET

EXHIBIT A, Page 1 of 3

| ACCOUNT TITLE | TDA 2014-15 BUDGET | Non-TDA 2014-15 BUDGET | CTSA 2014-15 BUDGET | TDA 2013-14 BUDGET | Non-TDA 2013-14 BUDGET | CTSA 2013-14 BUDGET |
|--|--------------------------|------------------------------|---------------------------|--------------------------|------------------------------|---------------------------|
| PERSONNEL: | | | | | | |
| SALARIES & WAGES | 215,628 | 413,554 | 629,182 | 205,638 | 435,383 | 641,021 |
| FRINGE BENEFITS: UNEMPLOYMENT | 2,156 | 4,136 | 6,292 | 2,365 | 5,007 | 7,372 |
| WORKERS COMP | 27,061 | 51,879 | 78,940 | 17,376 | 54,488 | 71,864 |
| HEALTH INSUR. | 56,602 | 108,557 | 165,159 | 60,951 | 68,340 | 129,291 |
| FICA | 16,496 | 31,636 | 48,132 | 15,731 | 33,273 | 49,004 |
| 401K PLAN | 1,294 | 2,472 | 3,766 | 884 | 2,415 | 3,299 |
| TOTAL PERSONNEL COSTS: | 319,237 | 612,234 | 931,471 | 302,946 | 598,905 | 901,851 |
| SERVICES & SUPPLIES: | | | | | | |
| OPERATING: | | | | | | |
| VEHICLE OPERATIONS-GAS | 51,765 | 49,533 | 101,298 | 50,750 | 67,467 | 118,217 |
| VEHICLE LICENSES | 1,020 | 1,500 | 2,520 | 1,000 | 1,471 | 2,471 |
| VEHICLE MAINTENANCE | 10,521 | 12,261 | 22,782 | 10,315 | 12,020 | 22,335 |
| VEHICLE INSURANCE | 30,416 | 50,209 | 80,625 | 29,820 | 43,746 | 73,566 |
| COMMUNICATIONS-RADIO | 8,936 | 424 | 9,360 | 8,761 | 891 | 9,652 |
| TOTAL VEH. OPERATING COSTS: | 102,658 | 113,927 | 216,585 | 100,645 | 125,595 | 226,241 |
| OTHER OPERATING & ADMINISTRATION COSTS: | | | | | | |
| PROFESSIONAL SERVICES | 919 | 14,381 | 15,300 | 901 | 14,099 | 15,000 |
| JANITORIAL SERVICES/SUPPLIES | 542 | 2,654 | 3,196 | 531 | 2,390 | 2,921 |
| FUNDRAISING COMM RELATIONS | 0 | 900 | 900 | 0 | 900 | 900 |
| PUBLICITY/MEDIA | 0 | 0 | 0 | 0 | 0 | 0 |
| SPECIAL EVENTS | 0 | 542 | 542 | 0 | 542 | 542 |
| STAFF TRAVEL | 900 | 0 | 900 | 500 | 400 | 900 |
| MINOR EQUIPMENT | 2,034 | 0 | 2,034 | 500 | 1,494 | 1,994 |
| EQUIPMENT MAINT & REPAIR-MENTOR | 25,908 | 0 | 25,908 | 23,571 | 0 | 23,571 |
| OFFICE SUPPLIES | 755 | 943 | 1,698 | 740 | 925 | 1,665 |
| PROGRAM SUPPLIES | 583 | 1,437 | 2,020 | 571 | 1,409 | 1,980 |
| VEHICLE MAINT SUPPLIES | 414 | 873 | 1,287 | 406 | 856 | 1,262 |
| COMPUTER SUPPLIES/RELATED | 164 | 0 | 164 | 161 | 0 | 161 |
| POSTAGE | 563 | 502 | 1,065 | 552 | 492 | 1,044 |
| SPACE RENTAL | 15,478 | 33,201 | 48,679 | 15,174 | 31,920 | 47,094 |
| UTILITIES | 2,676 | 2,069 | 4,745 | 2,624 | 1,976 | 4,600 |
| SPACE MAINTENANCE | 253 | 3,207 | 3,460 | 248 | 3,144 | 3,392 |
| TELEPHONE | 1,985 | 2,000 | 3,985 | 1,947 | 1,932 | 3,879 |
| MISCELLANEOUS FEES | 446 | 1,565 | 2,011 | 438 | 1,563 | 2,001 |
| STAFF TRAINING | 1,014 | 0 | 1,014 | 994 | 0 | 994 |
| INSURANCE-GEN'L LIABILITY & FIDELITY | 2,442 | 879 | 3,321 | 1,745 | 1,512 | 3,256 |
| MEMBERSHIPS/SUBSCRIPTIONS | 467 | 0 | 467 | 420 | 38 | 458 |
| PRINTING & COPYING | 54 | 2,237 | 2,291 | 53 | 2,193 | 2,246 |
| ADVERTISING | 0 | 256 | 256 | 0 | 251 | 251 |
| SUBSIDIZED TAXI - ELDERDAY RIDES | 21,949 | 0 | 21,949 | 21,988 | 0 | 21,988 |
| SUBSIDIZED TAXI - MOW RIDES | 700 | 0 | 700 | 600 | 0 | 600 |
| SUBSIDIZED TAXI - LL RIDES | 7,587 | 0 | 7,587 | 7,587 | 0 | 7,587 |
| SUBSIDIZED TAXI - SCRIP | 25,990 | 0 | 25,990 | 26,938 | 0 | 26,938 |
| | 0 | 12,479 | 12,479 | 0 | 14,395 | 14,395 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 120,000 | 120,000 | 0 | 483,900 | 483,900 |
| | 1,853 | 77,846 | 168,699 | 86,963 | 56,930 | 143,893 |
| | 1,677 | 277,970 | 482,647 | 196,151 | 623,261 | 819,412 |
| | 3,572 | 1,004,131 | 1,630,703 | 599,743 | 1,347,761 | 1,947,504 |
| | 3,572 | 1,004,131 | 1,630,703 | 599,743 | 1,347,761 | 1,947,504 |
| | (0) | 0 | 0 | 0 | (0) | 0 |

COPY • PRINT • FAX • SCAN

*why
"Subsidized
taxi"?*

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2014-15 BUDGET

EXHIBIT A, Page 2 of 3

| ACCOUNT TITLE | TDA 2014-15 BUDGET | Non-TDA 2014-15 BUDGET | CTSA 2014-15 BUDGET | TDA 2013-14 BUDGET | Non-TDA 2013-14 BUDGET | CTSA 2013-14 BUDGET |
|---------------------------------|--------------------------|------------------------------|---------------------------|--------------------------|------------------------------|---------------------------|
| REVENUE: | | | | | | |
| TDA | 626,572 | 0 | 626,572 | 599,743 | 0 | 599,743 |
| CITY OF SANTA CRUZ | | 15,390 | 15,390 | | 15,000 | 15,000 |
| CITY OF CAPITOLA | | 45,893 | 45,893 | | 44,730 | 44,730 |
| CITY OF SCOTTS VALLEY | | 2,898 | 2,898 | | 2,825 | 2,825 |
| CITY OF WATSONVILLE | | 1,939 | 1,939 | | 1,890 | 1,890 |
| COUNTY OF SANTA CRUZ | | 19,055 | 19,055 | | 8,826 | 8,826 |
| AREA AGENCY ON AGING-TITLE IIIB | | 39,313 | 39,313 | | 39,313 | 39,313 |
| FTA SECTION 5310 | | 218,182 | 218,182 | | 481,000 | 481,000 |
| FTA SECTION 5317 | | 150,000 | 150,000 | | 334,397 | 334,397 |
| MONTEREY PENIN FDN | | 51,000 | 51,000 | | 0 | 0 |
| MEDI-CAL (CCAH) | | 6,933 | 6,933 | | 6,373 | 6,373 |
| OUTSIDE CONTRACTS | | 12,399 | 12,399 | | 12,399 | 12,399 |
| OUTSIDE CONTRACTS- ISSP | | 46,954 | 46,954 | | 46,954 | 46,954 |
| SCRIP - CLIENT TAXI PMTS | | 6,728 | 6,728 | | 7,095 | 7,095 |
| SCRIP - MSSP | | 20,526 | 20,526 | | 21,667 | 21,667 |
| MOW INTER-PROGRAM CHARGES | | 30,000 | 30,000 | | 30,000 | 30,000 |
| ELDERDAY INTER-PROGRAM CHARGES | | 310,572 | 310,572 | | 273,569 | 273,569 |
| INTEREST INCOME | | 0 | 0 | | 0 | 0 |
| FUNDRAISING | | 1,200 | 1,200 | | 75 | 75 |
| DONATIONS | | 10,650 | 10,650 | | 10,650 | 10,650 |
| PROGRAM INCOME - OTHER | | 0 | 0 | | 0 | 0 |
| VEHICLE INTER-PROGRAM | | 2,499 | 2,499 | | 2,498 | 2,498 |
| VEHICLE SALES | | 12,000 | 12,000 | | 8,500 | 8,500 |
| TOTAL REVENUES | 626,572 | 1,004,131 | 1,630,703 | 599,743 | 1,347,761 | 1,947,504 |

**COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2014-15 BUDGET**

EXHIBIT A, Page 3 of 3

| OPERATING FUND SOURCES | CTSA FINAL FY 12-13 | CTSA BUDGET FY 13-14 | CTSA BUDGET FY 14-15 |
|---------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| TDA | 541,042 | 599,743 | 626,572 |
| CITY OF SANTA CRUZ | 15,000 | 15,000 | 15,390 |
| CITY OF CAPITOLA | 44,730 | 44,730 | 45,893 |
| CITY OF SCOTTS VALLEY | 2,825 | 2,825 | 2,898 |
| CITY OF WATSONVILLE | 2,224 | 1,890 | 1,939 |
| COUNTY OF SANTA CRUZ | 8,521 | 8,826 | 19,055 |
| AREA AGENCY ON AGING-TITLE IIIB | 39,284 | 39,313 | 39,313 |
| FTA SECTION 5317 | 184,341 | 334,397 | 150,000 |
| MONTEREY PENIN FDN | 26,000 | 0 | 51,000 |
| MEDI-CAL (CCAH) | 10,198 | 6,373 | 6,933 |
| OUTSIDE CONTRACTS | 11,543 | 12,399 | 12,399 |
| OUTSIDE CONTRACT - ISSP | 39,650 | 46,954 | 46,954 |
| TAXI SCRIP SALES | 8,431 | 7,095 | 6,728 |
| MSSP SCRIP | 48,467 | 21,667 | 20,526 |
| MOW INTERPROGRAM CHGS. | 30,000 | 30,000 | 30,000 |
| ELDERDAY INTERPROGRAM CHGS. | 0 | 273,569 | 310,572 |
| FUNDRAISING | 975 | 75 | 1,200 |
| DONATIONS | 4,675 | 10,650 | 10,650 |
| VEHICLE INTERPROGRAM | 2,500 | 2,498 | 2,499 |
| VEHICLE SALES | 5,000 | 8,500 | 12,000 |
| SUBTOTAL REVENUES | 1,025,406 | 1,466,504 | 1,412,521 |
| SECTION 5310 - PASS THRU | 68,500 | 481,000 | 218,182 |
| TOTAL REVENUES | 1,093,906 | 1,947,504 | 1,630,703 |

18-16

EXHIBIT B

3/10/14

**CTSA FIVE YEAR CAPITAL IMPROVEMENT PLAN 14/15
FISCAL YEARS: 13/14 THROUGH 17/18**

| CAPITAL REVENUE | | | | | |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Projected 2013-2014 | Projected 2014-2015 | Projected 2015-2016 | Projected 2016-2017 | Projected 2017-2018 |
| Fund Balance | \$162 | \$163 | \$164 | \$165 | \$166 |
| FTA Section 5310 | \$481,000 | \$120,000 | \$425,000 | \$290,000 | \$0 |
| Addition to Fund | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fund Interest | \$1 | \$1 | \$1 | \$1 | \$1 |
| Total | \$481,163 | \$120,164 | \$425,165 | \$290,166 | \$167 |
| CAPITAL EXPENDITURES | | | | | |
| | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
| Equipment Purchase | \$481,000 | \$120,000 | \$425,000 | \$290,000 | \$0 |
| Major Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$481,000 | \$120,000 | \$425,000 | \$290,000 | \$0 |
| Year-End Balance | \$163 | \$164 | \$165 | \$166 | \$167 |

Notes:

1. As capital grants are indefinite, and as capital equipment arrival dates vary, projected figures may require adjustment.
2. "Equipment Purchase" in 13/14 is for 5 Vans and 2 Buses.
3. "Equipment Purchase" in 14/15 is for 2 Vans and MDC's.
4. "Equipment Purchase" in 15/16 is for 3 Vans, 4 Buses, and MDC's.
5. "Equipment Purchase" in 16/17 is for 4 Buses and computer equipment.

18-17

**EXHIBIT C-1
Lift Line / CTSA
14/15 OPERATING PLAN**

1. Operating Plan

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

Service is focused on individuals that live outside the METRO ParaCruz service area, those who are unable to afford the METRO ParaCruz fare, those that do not meet the ADA complementary paratransit eligibility requirements, those needing same day service, and those that need a higher level of service than can be provided by METRO ParaCruz. Lift Line operates a fleet of 19 wheelchair accessible vans. Transportation is provided to destinations such as doctors' offices, pharmacies, Elderday Adult Day Health Care, Senior Dining Centers, Dialysis Sites and various medical therapy appointments.

In September 2009, Lift Line also took in-house the coordination of the volunteer out-of-county transportation program that provides medical rides to Monterey, Santa Mateo and Santa Clara Counties and beyond. In 2012, Lift Line was awarded two separate Section 5317 grants to hire a dedicated paid staff driver to sustain the out-of-county program, as well as to initiate a same-day transportation pilot program with the addition of another four dedicated drivers. Both projects also share a full-time office assistant to support the expected increase in demand for both these services. These projects are currently funded through April 2016 and October 2015, respectively.

Due to the current demand for service during our peak hours, we have been asking our TDA medical clients to increase the potential for grouping rides by booking their medical rides between 10:30am and 1:45 pm. Lift Line has been working closely with local medical facilities to optimize this preferred window of service for this select group of Santa Cruz residents.

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

Lift Line is seeking to continue the TDA Medical Rides service and ensure that this service reaches those with the most need. Lift Line projected 4,293 TDA Medical Rides in FY 13/14, including direct service and coordinated taxi rides. At 58% of the 13/14 fiscal year, we have met 72% of our goal. We are on track to exceed our goal through the end of the fiscal year.

Lift Line also coordinates with the local taxi companies to offer the very popular Taxi Scrip (TS) program. Lift Line projected 2,400 Taxi Scrip rides in FY 13/14. At 58% of the 13/14 fiscal year for which data is available, we have reached 80% of our goal.

This program serves as a safety net service for non-medical rides and rides needed outside the ADA-mandated METRO paratransit service areas. Individuals may purchase subsidized taxi scrip so that they can directly schedule taxi rides, and the majority of taxi vehicles are fully accessible for mobility devices. Currently all of residents that receive the Taxi Scrip at a discount are low income and below the federal 200% poverty level. Lift Line staff continue to update the TDA

applications to reflect the new Federal Government poverty level guidelines. Area taxi service providers include: Deluxe Taxi, Courtesy Cab, and Santa Cruz Yellow Cab. Lift Line provides ongoing monitoring and assessment of the program to ensure that eligibility criteria are met, safety criteria are met by subcontractors, and to ensure there is no abuse of this vital program. The current average cost per trip has increased from last FY. The average cost per ride is now \$18, thereby decreasing the amount of rides that can be taken with the scrip. Currently clients can purchase three \$10.00 books, for a total of \$30.00 worth of scrip, for \$8.00 which would give them approximately one (1) or two (2) rides per book. There is currently a limit to purchase three books per person per quarter.

Lift Line projected 14,747 Meals on Wheels rides in FY 13/14, 8,500 of which were to be funded by TDA funds. At 58% of the year, we have reached 64% of our total goal.

While we are on track to meet our projected goal for the current fiscal year, last year we also saw demand for Meals on Wheels rides increase in the second half of the fiscal year by up to 6% over the first half. Taking this variable into account, we expect to exceed our 13/14 projection by 1%. Lift Line will continue to coordinate with the Meals on Wheels program to increase attendance at all of the senior dining centers, as Lift Line continues to meet with the Meals on Wheels Program Director and site managers to review unmet transportation service needs.

Lift Line projected to provide 27,824 Elderday rides in FY 13/14, 10,882 of which were to be funded by TDA. At 58% of the fiscal year, we have reached 53% of our goal.

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

Elderday patients have been identified by their primary physicians as needing intensive and/or constant care. By providing onsite nursing care, physical therapy, and supportive social activities, Elderday provides effective preventative and rehabilitative care. And, as Elderday operates as a full-time outpatient care setting, it is also a cost effective alternative to live-in and assisted living care options. For all these reasons, Lift Line prioritizes Elderday rides as a critical medical need.

Lift Line projected to provide 27,824 Winter Shelter ISSP program rides in FY 13/14, with 7,398 to be funded by TDA. At 58% of the fiscal year, Lift Line has reached 47% of our total goal, by providing 11,288 rides to date. We expect to reach our goal this year.

Lift Line/CTSA is requesting TDA funds to match Lift Line costs for providing transportation for the Homeless Service Center's Paul Lee Loft & Winter Shelter Program. This is an Emergency-shelter service that is located on the HSC campus for 46 adults, 365 days per year. The Winter Shelter staff has added a tracking process to determine disability and age of their participants, and we know that 30% are disabled, 7% are seniors, and there are one to three wheelchair-using participants being transported both ways every day. We are only asking for TDA funds to cover the rides for these senior and disabled participants, while we know that 100% of participants have unmet health care needs. Lift Line is asking for funds to offset the expenses incurred during the Winter Shelter Program that operates November through April of each year, when we provide up to 20,000 rides to the additional shelter provided at the National Guard Armory.

Lift Line staff will continue to work with the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee (E&D TAC) in identifying and addressing unmet needs. In addition, Lift Line continues to work with the E&D TAC in meeting the Unmet Transit and Paratransit Needs as well as the recommendations of the Paratransit Coordination Task Force. For those who don't qualify for METRO ParaCruz or Medical assistance, we will continue to help them complete the required paperwork to make it easier for them to use the current TDA programs that meet their specific needs. In our role as the Coordinated Transportation Service Agency, Lift Line will continue working with other transportation providers to ensure maximum efficiency and coordination.

Lift Line will continue to focus its resources on transportation needs that are not being met by other paratransportation services, such as ADA-mandated METRO ParaCruz. Through TDA funding, Lift Line will continue to serve those not eligible for METRO ParaCruz service, specifically low-income individuals who cannot afford the \$8.00 round-trip METRO ParaCruz co-pay, those who don't meet the ADA parameters, and those with origins/destinations outside of the METRO ParaCruz service area. Also, because Lift Line provides safety net services to those ineligible or unable to use other services, its goal is to provide flexible programs, scheduling, and dispatching that can respond to the changing needs of medical providers and their clients. Examples include same-day medical services and medical services on weekends.

OPERATION PLAN SERVICE OF UNITS
EXHIBIT C - 2
2014 / 2015

| TABLE 1 - TDA PROPOSED SERVICE UNITS | | | | | | | | |
|--|---------------------|---------------|----------------|--------------------|-----------|------------------------------|----------------|-----------|
| | MEDICAL SAME DAY | TAXI SCRIP | MEDICAL TDA | MEALS ON WHEELS | ELDERDAY | WINTER SHELTER PROGRAM | TOTAL UNITS | TOTAL |
| FUNDS ALLOCATED | \$40,999 | \$39,402 | \$221,363 | \$101,276 | \$208,547 | \$14,986 | 34,947 | \$626,572 |
| OPERATING COST | \$39.10 | \$10.03 | \$35.96 | \$7.85 | \$12.05 | \$1.46 | | |
| A. PROGRAM MANAGEMENT i.e., Mgmt Personnel: Director/Fleet Mgr, Admin Asst, Info Mgr, Rent, Liability Insur., Phone, Supplies, etc. | \$8.65 | \$4.00 | \$8.05 | \$2.30 | \$3.53 | \$0.26 | | |
| B. ADMINISTRATION 14.5% of total cost per unit. | \$8.10 | \$2.38 | \$7.48 | \$1.60 | \$2.64 | \$0.29 | | |
| TOTAL COST PER SERVICE UNIT | \$55.86 | \$16.42 | \$51.48 | \$11.74 | \$18.22 | \$2.01 | | |
| 14/15 PROJECTED TDA UNITS OF SERVICE | 734 | 2,400 | 4,300 | 8,625 | 11,444 | 7,444 | 34,947 | |
| | | | | | | | | |
| EQUIPMENT PURCHASE MATCH | | | | | | | | \$0 |
| TOTAL TDA CLAIM REQUEST | | | | | | | | \$626,572 |

Note 1) Same Day Medical rides have been added due to a 50% (\$100,000) reduction in CalTrans funding from the previous year. This was an unmet need identified by The Association of Monterey Bay Area Governments (AMBAG) and the Regional Transportation Plan Goals revised in July 2012. This program has successfully been implemented and 3,405 rides were provided in 2013.

Note 2) The cost of TDA Medical, Meals on Wheels, and Same Day rides have gone up due to increases in operating expenses. Three major increases are Workers Comp \$16,000, Liability Umbrella Insurance \$6,000, and a 2% Staff COLA for the first time in five years \$15,000.

Note 3) The cost of Taxi Scrip rides went down due to shorter trips with fewer miles being traveled.

Note 4) The cost of Elderday and Winter Shelter rides went down due to efficient consolidation of rides and less taxi use.

OPERATION PLAN SERVICE OF UNITS
EXHIBIT C - 2
2014 / 2015

NON-TDA SUPPORTED

TABLE 2 - OTHER CTSA SERVICE UNITS

| | Same Day 5317/MPF | Meals on Wheels | Elderday Services | Winter Shelter | MSSP | OOC Section 5317 | Total Units | Total |
|-----------------------------------|----------------------|--------------------|----------------------|-------------------|----------|---------------------|----------------|-------------|
| Funds Allocated | \$74,000 | \$86,390 | \$315,939 | \$46,954 | \$20,526 | \$100,000 | | \$643,809 |
| Revenue per Service Unit | \$55.86 | \$11.74 | \$18.22 | \$2.01 | \$11.74 | \$37.37 | | |
| 14/15 Projection Units of Service | 1,325 | 7,357 | 17,337 | 23,324 | 1,748 | 2,676 | 53,788 | |
| Other Income | | | | | | | | \$ 142,138 |
| Total Operating Income | | | | | | | | \$785,947 |
| FTA Section 5310 | | | | | | | | 218,182 |
| TDA Claim | | | | | | | | 626,572 |
| Grand Total | | | | | | | | \$1,630,703 |

ROLLUP OF ALL RIDES

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

| | Same Day 5317/MPF | Taxi Scrip | Medical TDA | Meals on Wheels | Elderday | Winter Shelter | MSSP Taxi Scrip | OOC Section 5317 | Total Units |
|----------------------------|----------------------|---------------|----------------|--------------------|----------|-------------------|--------------------|---------------------|----------------|
| 2014-2015 Ride Projections | 2,059 | 2,400 | 4,300 | 15,982 | 28,781 | 30,768 | 1,748 | 2,676 | 88,715 |

Exhibit D

Schedule of Payments FY: 2014-2015 TDA Claim Life Line CTSA

| | |
|------------------|------------------|
| July 15, 2014 | \$219,298 |
| October 15, 2014 | 135,758 |
| January 15, 2015 | 135,758 |
| April 15, 2015 | 135,758 |
| Total | \$626,572 |

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

18-22

EXHIBIT E
Lift Line / CTSA
14/15 Statement of Role and Responsibility

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

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

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



COMMUNITY BRIDGES

Puentes de la Comunidad

236 Santa Cruz Avenue, Aptos, CA 95003
P. 831.688.8840 F. 831.688.8302
www.communitybridges.org



COMMUNITY BRIDGES
Puentes de la Comunidad

www.communitybridges.org

THE COMMUNITY BRIDGES
FAMILY OF PROGRAMS



Child and Adult Care
Food Program



Child Development Division



Elderday



Familia & Beach Flats Center



Live Oak
Family Resource Center

LIFT LINE

Consolidated Transportation
Services Agency



La Manzana
Community Resources



Meals on Wheels



Mountain Community
Resources



Women, Infants & Children
Nutrition Program

AGENCY BOARD RESOLUTION

RESOLUTION # 2014-02-01

At the duly noticed regular meeting of the Community Bridges Board of Directors held on February 19, 2014 the following resolution was made.

Whereas the Board of Directors of Community Bridges (CB) hereby authorizes Community Bridges/Lift Line to make a claim for the 14/15 TDA funds from the Regional Transportation Commission through the City of Santa Cruz.

It is further resolved that the officers and the President/CEO and/or designees are authorized to sign any documents and take any steps necessary to fulfill the intent of this Resolution.

Barbara Frank
Barbara Frank, Board Chair

Rick Roberts
Rick Roberts, Secretary

VERIFICATION

Each of the undersigned declares under penalty of perjury under the laws of the State of California that the statement in the foregoing certificate are true and correct of his or her own knowledge, and that this declaration was executed on February 19, 2014, at Santa Cruz, California.

Barbara Frank
Barbara Frank, Board Chair

Rick Roberts
Rick Roberts, Secretary

14-24

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, SCCRTC Staff
RE: **FY 2014-15 Transportation Development Act Funds for Volunteer Center**

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation review the Volunteer Center in the amount of \$74,592, contingent upon approval by the City of Santa Cruz on April 22 to act as their claimant, and recommend approval by the Regional Transportation Commission.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's share of the ¼ cent sales tax according to established formulas in the Commission's Rules and Regulations. The RTC's budget was adopted in March and includes TDA allocations based on the Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2014-15 budget including Transportation Development Act (TDA) allocations for the Volunteer Center in the amount of \$74,592.

The Volunteer Center's TDA Claim Form, scope of work and budget based on the RTC's approved budget are attached (Attachment 1). The Volunteer Center has a goal is to use TDA funds to provide approximately 4,600 one-way trips to eligible clients over FY 2014-15 (Attachment 1). The Volunteer Center prioritizes trips based on type and income. Because this program uses volunteer drivers, it is a highly cost effective method of providing rides to many in the county who are ineligible for ParaCruz services. Volunteer Center staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions.

The City of Santa Cruz, as a local jurisdiction, will take approve acting as the claimant for both the Volunteer Center and Community Bridges, as it has historically, at their April 22 meeting.

Staff recommends that the E&D TAC approve the TDA claim for the Volunteer Center, contingent upon approval by the City of Santa Cruz to act as the claimant, and recommend RTC approval at their May 2 meeting.

SUMMARY

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

Attachment 1: FY 2014-15 Volunteer Center TDA Claim and operation/budget pages



VolunteerCenter
Be the difference

March 10, 2014

George Dondero, Executive Director
SCCRTC
1523 Pacific Ave.
Santa Cruz, Ca 95060-3911

Dear Mr. Dondero,

Please find attached our claim for TDA funding for 2014/2015. I attest to the accuracy of the claim and all of its accompanying documentation. If you have any question or concern please feel free to contact me directly at 831-427-5070.

Sincerely,

Lois Connell
Administrative Director



Transportation Development Act (TDA) – Local Transportation Funds CLAIM FORM

Submit a separate form for each project.

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

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

Project Information

1. Project Title: Transportation Program
2. Implementing Agency: Volunteer Center of Santa Cruz
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. Funding requested this claim: TDA \$ 74592
STA (transit only) \$
5. Fiscal Year (FY) for which funds are claimed: FY 2014 / 2015
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
☐ Article 8 Bicycle and/or Pedestrian Facility ☒ Article 8 Specialized Transportation
☐ Article 4 Public Transportation ☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Debra Brooks
Telephone Number: 831-427-5070 E-mail: rsvpvol@scvolunteercenter.org
Secondary Contact (in event primary not available) :Lois Connell
Telephone Number: 831-427-5070 E-mail: Lois@scvolunteercenter.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks. See attached scope of work
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All of Santa Cruz County
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)
We know from needs assessments that low or free transportation to elderly and disabled persons out side of the fixed route are in desperate need. The Volunteer Centers Transportation Program is a vital link in providing this service. Volunteer drivers provide the service free of charge to clients through out the county.
11. Project Productivity Goals for this fiscal year:
 - a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.): The number of rides provided and the number of clients served will measure performance. This will be evaluated through ride reports compiled on each ride that details client, date and time of ride, destination of ride and driver providing ride. These records are entered into a computerized data file.
 - b. Number of people to be served/anticipated number of users of project/program (ex. number of

19-3

new or maintained bike miles; number of people served/rides provided): Our goal is to provide 4,600 one-way trips to eligible clients. Clients will be limited to a maximum of two rides per week. Our priority for filling requests is as follows:

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

These trips will be targeted for geographic distribution as follows:

| | Rides | % of Rides | #Clients |
|--------------------------------------|-------|------------|----------|
| Santa Cruz/Mid-County/Aptos/Capitola | 2600 | 56% | 90 |
| San Lorenzo/Scotts Valley | 1000 | 22% | 65 |
| Watsonville/ Freedom | 1,000 | 22% | 45 |

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

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy? The Volunteer Center's of Santa Cruz have been receiving TDA funds for over 35 years and was been a member of the Elderly & Disabled Transportation Advisory Committee. The program is listed in the Specialized Transportation Guide and is included in the March 12, 2008 draft Coordinated Public Transit-Human Services Transportation Plan providing all services listed in the plan.
13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): This project will have little or no impact on other modes of travel.
14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match.*

What is the total project cost? \$74592

Is project fully funded? Yes

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

15. Preferred Method and Schedule for TDA fund distribution *(see RTC Rules and Regulations for details):*
 - a. Bike/Ped: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion

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

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

d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:

| | YES?/NO? |
|---|----------|
| A. Has the project/program been approved by the claimant's governing body? Form of approval <u>work plans and budget</u> (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____ | Yes |
| B. Has this project previously received TDA funding? | Yes |
| C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____) | NA |
| D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval). | Yes |
| E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov). | NA |

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

17. Improving Program Efficiency/Productivity

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

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

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

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

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

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe. The Volunteer Center's Transportation Program is a volunteer program providing rides and serves to people who, through age, physical limitations or geographic location, are unable to use other public or private transportation resources. Our goal is to provide extra support in those areas which are outside the boundaries of Liftline

19-5

services, or which receive limited Lifeline service and have limited public transit services. The service is provided free of charge to clients. There are no other providers of this service in the community

21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other transportation programs.
22. Provide performance information, as pertinent, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246) The program has no owned service vehicles or employee drivers. Volunteer driver use private vehicles. It is estimated that each one-way trip is 9.5 miles, with approximately 4600 one-way rides provided in the last fiscal year. This is about 43,700 projected service miles per year. Each one-way ride is an average of 1-hour average or a total of 4600 service hours. Volunteers have the option of being paid mileage at a cost of \$.31/ mile, although not all accept payment. Based on the FY 2013-14 TDA allocation of \$71389 and the service estimates provided by volunteer drivers, the cost per one-way passenger ride and a cost per vehicle service hour of about \$15.49, and a cost per service mile of \$1.63.

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

SCMTD, CTSC, Volunteer Center & RTC Only

23. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.
 - Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
 - For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
 - Describe any problems encountered in implementing individual recommendations.
- A. The SCCRTC should work closely with the Santa Cruz Metro, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements: financially sustainable public transportation levels; vehicle replacement needs for each agency; and countywide performance goals objectives and measurable standards. The SCCRTC's involvement in the SRTP effort could include coordination, technical assistance, and partial funding.
 - The Volunteer Center is interested in working with the entities to develop an updated SRTP. To date, work on this document has not yet started due to the lack of funding to undertake a comprehensive long-range plan. The Volunteer Center will undertake long range planning efforts as part of the Regional Transportation Plan update underway by the SCCRTC. Volunteer Center will participate in long range planning efforts as part of the Regional Transportation Plan update underway by the SCCRTC. A Caltrans Planning Grant is being sought to fund the planning effort.

B. The SCCRTC should require that the sub-recipients of TDA Article 8 funds report the pertinent performance measures identified in PUC Section 99246(d) at least annually to the City of Santa Cruz and to the SCCRTC. Those performance measures should be evaluated in ensuing triennial performance audits.

- The SCCRTC has evaluated the performance measures by the Volunteer Center as included in item #22 above.

SCMTD Only

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

| Funds | Urbanized Service | Rural/Non-Urban Service (Could use FTA 5311 application) |
|--|--------------------------|--|
| Fare Revenue: | \$ | \$ |
| Local Support Revenues: | \$ | \$ |
| Operation costs: | \$ | \$ |
| Ratio Fare Rev ÷ Op Cost: (minimum required=15%) | ____% | ____% |
| Cost per ride being subsidized for different services/funds | \$ | \$ |

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

- Service extensions are exempt until two years after the end of the fiscal year during which they were established (PUC Sec. 99268.8). This exemption applies only if the new service was not provided nor was funded by LTF/STA during any of the prior three fiscal years.
- The additional operating costs to a transit operator of providing comparable complementary paratransit services, pursuant to the Americans with Disabilities Act, that exceed operator's prior year costs as adjusted by the CPI are excluded from operating cost.

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

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

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

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

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

- Annual passengers
 - Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride
- Annual service hours

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

Documentation to Include with Your Claim:

All Claims

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

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

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

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

Article 4 Transit Claims

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

☐ Other Certifications

Local Agency Certification:

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

Signature  Title: Associate Director Date: 3-10-2014

\\Rtcserv1\Shared\GRANTS\TDA\TDAClaimForm07.doc

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

PROGRAM DESCRIPTION/SCOPE OF WORK
VOLUNTEER CENTER'S TRANSPORTATION PROGRAM
Fiscal Year 2014-2015

A. TARGET POPULATION

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

B. SERVICE GOALS

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

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

These trips will be targeted for geographic distribution as follows:

| | <u>Rides</u> | <u>% of Rides</u> | <u>Client</u> |
|--------------------------------------|--------------|-------------------|---------------|
| Santa Cruz/Mid-County/Aptos/Capitola | 2600 | 56% | 90 |
| San Lorenzo/Scotts Valley | 1000 | 22% | 60 |
| Watsonville/ Freedom | 1000 | 22% | 45 |

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

C. PROGRAM ACTIVITIES

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

17-10

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

D. QUARTERLY REPORTS

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

| | |
|--------------------------------|-------------------|
| Prior Year Annual Report: | September 1, 2014 |
| Quarterly Activities Report 1: | October 27, 2014 |
| Quarterly Activities Report 2: | February 2, 2015 |
| Quarterly Activities Report 3: | April 27, 2015 |
| Quarterly Activities Report 4: | July 27, 2015 |

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

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

E. INSURANCE

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

F. CLAIMS

One claim will be submitted for advance payment for the year:

Annual Advance - July, 2014 \$74,592

19-11

Exhibit B
Volunteer Center of Santa Cruz County
Transportation Budget 2014-2015

Program Budget Worksheet

| Budget Unit Name | Trans |
|------------------------------------|---------------|
| Budget Unit Number | 10 |
| SUBTOTAL HUMAN RACE | - |
| SUBTOTAL COUNTY | - |
| SUBTOTAL CITIES | - |
| SUBTOTAL STATE & FEDERAL | - |
| 4295 Transportation Commission | 74,592 |
| SUBTOTAL OTHER REVENUES | - |
| TOTAL CURRENT YEAR REVENUES | 74,592 |
| 5001 Hourly Wages | 42,120 |
| SUBTOTAL WAGES & SALARIES | 42,120 |
| 5012 Medical/Dental Insurance | 6,500 |
| 5013 Other Benefits | 100 |
| 5025-6 Workers Comp | 512 |
| 5016 Social Security/Medicare | 3,222 |
| 5018 State UI | 600 |
| SUBTOTAL BENEFITS & TAXES | 10,934 |
| 6012 Auditing Expense | 196 |
| 6018 Copies | 300 |
| 6020 Custodial | 315 |
| 6039 Facility Maintenance | 300 |
| 6040 Insurance, General | 400 |
| 6042 Insurance, Volunteer | 1,300 |
| 6050 Postage | 140 |
| 6059 Printing | 40 |
| 6060 Rent | 335 |
| 6061 Rent, Watsonville | 4,013 |
| 6078 Office Supplies | 100 |
| 6088 Other Progr Supplies | 100 |
| SUBTOTAL PROGRAM SUPPLIES | 100 |
| 6098 Mileage, Volunteers | 1,500 |
| 6100 Telecommunication | 1,200 |
| 6125 Utilities | 656 |
| 6150 Volunteer Recognition | 200 |
| 6160 Admin Fees | 10,443 |
| TOTAL CURRENT EXPENSES | 74,592 |

19-12



VolunteerCenter
Be the difference

Exhibit C

March 10, 2014

Ms. Natalia Duarte
Finance Department
809 Center Street Room 8
Santa Cruz, Ca 95060

Dear Ms. Duarte;

This letter serves as our request that the City of Santa Cruz act, as it has in past years, as the Transportation Development Act (TDA) claimant for the Volunteer Center's Transportation Program through the Santa Cruz County Regional Transportation Commission. I have enclosed a copy of our Program Responsibilities and Budget for fiscal year 2014-15.

Once again, we hope to make one claim for an advance of the full \$74,592 effective in July 2013.

Sincerely,

Lois Connell
Associate Director

Enclosure

CC: Karena Pushnick, Regional Transportation Commission



Exhibit D.

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
APPORTIONMENT SUMMARY

FY 2014-2015 BUDGET

1 APPORTIONMENT SUMMARY

| CLAIMANTS | FY13-14 APPROVED 10/03/13 | FY14-15 PROPOSED 03/06/14 | DIFFERENCE | NOTE |
|--|---------------------------------|---------------------------------|------------|--|
| Transportation Development Act (TDA): (1) | | | | |
| TDA Reserve Fund | 88,371 | | -88,371 | - One time apportionment to reserve fund in FY 2013-14 |
| RTC Reserve Fund | 150,000 | | -150,000 | - One time apportionment to reserve fund in FY 2013-14 |
| SCCRTC: | | | | |
| Administration | 527,288 | 538,542 | 11,254 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| Planning: General Planning | 482,511 | 492,808 | 10,297 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| Bike to Work | 50,000 | 50,000 | 0 | 0.00% |
| Bike & Pedestrian Safety (CTSC) | 100,000 | 100,000 | 0 | 0.00% |
| Subtotal | 1,159,799 | 1,181,350 | 21,551 | 1.86% |
| SCMTD | 6,244,316 | 6,377,810 | 133,295 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| Specialized Transit (Community Bridges/CTSA) | 613,477 | 626,572 | 13,096 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| Volunteer Center | 73,033 | 74,592 | 1,559 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| City of Capitola | 13,951 | 14,249 | 298 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| City of Santa Cruz - Non Transit | 87,120 | 88,980 | 1,860 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| City of Scotts Valley | 16,312 | 16,660 | 348 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| City of Watsonville | 72,091 | 73,629 | 1,539 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| County of Santa Cruz | 182,995 | 186,901 | 3,906 | 2.13% - Per Auditor Controller's estimate of January 2014 |
| Subtotal | 7,303,293 | 7,459,193 | 155,900 | 2.13% |
| TOTAL TDA APPORTIONED | 8,701,463 | 8,640,543 | -60,920 | - Per Auditor Controller's estimate of January 2014 |
| State Transit Assistance (STA) - SCMTD | 2,759,269 | 2,689,917 | -69,352 | - January 2014 estimate from State Controller |
| Planning Grant Funds/Others: | 1,726,732 | 1,278,603 | -448,129 | - Some planning projects completed in FY 2013-14 |
| Rideshare | 501,201 | 325,000 | -176,201 | - Anticipated carryover after completion of some work |
| SAFE | 486,997 | 336,300 | -150,697 | - Anticipate completion of upgrades and other work in FY 2013-14 |
| Freeway Service Patrol (FSP) | 372,000 | 372,000 | 0 | |
| Rail/Trail Authority | 5,631,664 | 3,718,434 | -1,913,230 | - Anticipated carryover after completion of some work |
| Highway 1 | 6,243,116 | 1,653,821 | -4,589,295 | - Anticipate completion of auxiliary lanes project in FY 2013-14 |
| RSTP Exchange Program | 5,752,509 | 5,287,889 | -464,620 | - Anticipated carryover and new exchange funds from FY 2013-14 |
| TOTAL | 32,174,951 | 24,302,507 | -7,872,444 | |

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