



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

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**AGENDA**

**Thursday, February 12, 2015  
3:00 pm**

**NOTE LOCATION**

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

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

**CONSENT AGENDA**

4. Approve minutes of the November 13, 2014 meeting
5. Approve minutes of the December 4, 2014 meeting
6. Accept second quarter FY14-15 warrants and credit card reports
7. Accept TDA report

**REGULAR AGENDA**

8. Committee Member Travel Expense Reimbursement Policy  
(*Grace Blakeslee, Transportation Planner*)
  - a. Staff report
  - b. Draft Committee Member Travel Reimbursement Policy
  - c. Draft Committee Member Expense Reimbursement

9. Amendments to the Fiscal Year (FY) 2014-15 Budget and Work Program  
(Luis Mendez, Deputy Director)
  - a. Staff report
  - b. FY 2014-15 Budget pages with proposed amendments
10. Fiscal Year (FY) 2015-16 Proposed Budget  
(Luis Mendez, Deputy Director)
  - a. Staff report
  - b. Draft Proposed FY 2015-16 RTC Budget
  - c. Actual and Estimated Transportation Development Act Revenues
11. Adjournment

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, April 9, 2015 at 3:00 p.m. Santa Cruz County CAO's conference room.

Distribution:

Members/Alternates:

Commissioner John Leopold  
Commission Alternate David Reid  
Commissioner Greg Caput  
Commission Alternate Tony Gregorio  
Commissioner Zach Friend  
Commission Alternate Patrick Mulhearn  
Commissioner Ryan Coonerty  
Commission Alternate Andy Schiffrin  
Commissioner Bruce McPherson  
Commission Alternate Virginia Johnson

Others

T. Brooke Miller, County Counsel  
Alex Clifford, Santa Cruz METRO  
Maura Twomey, AMBAG  
Piet Canin, Ecology Action  
Lois Connell, Volunteer Center  
Cathy Cavanaugh, Community Bridges  
Dena Loijos, Santa Cruz County Health  
Services Agency

RTC Staff

George Dondero  
Luis Mendez  
Daniel Nikuna

Grace Blakeslee  
Yesenia Parra

**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

*Watsonville Office*  
275 Main Street, Suite 450, Watsonville, CA 95076  
(831) 768-8012  
email: [info@sccrtc.org](mailto:info@sccrtc.org) / website: [www.sccrtc.org](http://www.sccrtc.org)

## **HOW TO STAY INFORMED ABOUT RTC MEETINGS, AGENDAS & NEWS**

**Broadcasts:** Many of the meetings are broadcast live. Meetings are cablecast by Community Television of Santa Cruz. Community TV's channels and schedule can be found online ([www.communitytv.org](http://www.communitytv.org)) or by calling (831) 425-8848.

**Agenda packets:** Complete agenda packets are available at the RTC office, on the RTC website ([www.sccrtc.org](http://www.sccrtc.org)), and at the following public libraries:

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

For information regarding library locations and hours, please check online at [www.santacruzpl.org](http://www.santacruzpl.org) or [www.watsonville.lib.ca.us](http://www.watsonville.lib.ca.us).

**On-line viewing:** The SCCRTC encourages the reduction of paper waste and therefore makes meeting materials available online. Those receiving paper agendas may sign up to receive email notification when complete agenda packet materials are posted to our website by sending a request to [info@sccrtc.org](mailto:info@sccrtc.org). Agendas are typically posted 5 days prior to each meeting.

**Newsletters:** To sign up for E-News updates on specific SCCRTC projects, go to [www.sccrtc.org/enews](http://www.sccrtc.org/enews).

## **HOW TO REQUEST**

### **❖ 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  
Budget and Administration/Personnel Committee**

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**MINUTES**

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

RTC Conference Room  
1523 Pacific Avenue, Santa Cruz

Members Present

Commissioner Alternate Andy Schiffrin  
Commissioner Alternate Patrick Mulhearn  
Commissioner Alternate Virginia Johnson  
Commissioner Alternate Tony Gregorio

RTC Staff

George Dondero  
Luis Mendez  
Yesenia Parra  
Daniel Nikuna

Meeting called to order at 3:13 pm.

1. Introductions-self introductions were made
2. Additions or changes to consent and regular agenda- Commissioner Alternate Schiffrin noted that a revised agenda was distributed.
3. Oral communications- Deputy Director Luis Mendez noted that Caltrans will be doing an audit of the RTC's Indirect Cost Allocation Plan (ICAP).

**CONSENT AGENDA**

Commissioner alternate Johnson moved and Commissioner Alternate Gregorio seconded. Motion passed unanimously with Commissioner Alternates Schiffrin, Mulhearn, Gregorio and Johnson voting "aye."

4. Approved minutes of the September 11, 2014 meeting
5. Accepted first quarter FY2014-15 warrants and credit card reports
6. Accepted TDA report

## **REGULAR AGENDA**

### **7. Call Box Program Evaluation & Elimination Plan**

Deputy Director Luis Mendes introduced the item and Transportation Planning Technician Amy Naranjo presented the staff report.

Commissioners discussed the process to determine which call boxes would be eliminated, cost savings and how the savings can be used, the need for ADA upgrades and the impacts to motorist.

Commissioner Alternate Mulhearn moved and Commissioner Alternate Gregorio seconded staff recommendation to recommend that the Regional Transportation Commission eliminate up to 50 call boxes from the Santa Cruz County SAFE call box system and upgrade all call box cell radios for the call boxes that remain in service from 2G technology to 3G on the AT&T network.

The motion passed unanimously with, Commissioner Alternates Johnson, Schiffrin, Gregorio and Mulhearn voting "aye."

### **8. Reserve Fund for the Regional Transportation Commission Operations**

Deputy Director Luis Mendez presented the staff report.

Commissioners discussed the funding sources that could be used for the RTC reserve.

Commissioner Alternate Johnson moved and Commissioner Alternate Gregorio second that at the next budget consideration or budget amendment that the RTC staff shift the qualifying Commute Solutions Program expenses from the RTC reserve fund to the SAFE reserve fund.

The motion passed unanimously with, Commissioner Alternates Johnson, Schiffrin, Gregorio and Mulhearn voting "aye."

### **9. Budget and Administration/Personnel Committee meeting location**

Commissioner Alternate Johnson moved and Commissioner Alternate Gregorio second to permanently move all future Budget and Administration/Personnel Committee meetings to the County building.

The motion passed unanimously with, Commission Alternates Mulhearn, Schiffrin, Johnson and Gregorio voting "aye."

### **10. Review of Items to be Discussed in Closed Session**

The Committee adjourned to closed session at 3:50 pm

**CLOSED SESSION**

11. Conference with Labor Negotiators Pursuant to Government Code 54957.6  
Commission Negotiators: George Dondero and Yesenia Parra  
Bargaining Units: Mid-Management Unit and General Representation Unit
12. Meeting was reconvened to open session at 4:03 and there was no report on closed session
13. The meeting adjourned at 4:03pm. Next meeting

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, February 12, 2015 at 3:00 p.m. in the RTC conference room, 1523 Pacific Ave, Santa Cruz, CA.

Respectfully Submitted,

Yesenia Parra  
Administrative Services Officer

**Attendees**

Alex Clifford

Santa Cruz METRO



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

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**SPECIAL MINUTES**

**Thursday, December 4, 2014**

**Santa Cruz County Council Chambers  
701 Ocean St, 5<sup>th</sup> Floor  
Santa Cruz, CA**

Members Present

Commissioner Montesino  
Commissioner Leopold  
Commissioner McPherson  
Commissioner Caput

Commissioner Friend  
Commissioner Coonerty

RTC Staff

George Dondero  
Yesenia Parra

Meeting called to order at 11:17 am.

1. Introductions - none
2. Additions or changes to consent and regular agenda - none
3. Oral communications - none

**CONSENT AGENDA**

*No consent agenda items*

**REGULAR AGENDA**

*No regular agenda items*

4. Review of Items to be Discussed in Closed Session

The meeting adjourned to closed session at 11:18 am.

**CLOSED SESSION**

5. Conference with Labor Negotiators Pursuant to Government Code 54957.6

Commission Negotiators: George Dondero and Yesenia Parra

Bargaining Units: Mid-Management Unit and General Representation Unit

6. Reconvene to open session and report on closed session

The meeting reconvened to public session at 11:26 am and there was no report on the closed session item

7. Meeting adjourned at 11:26 am.


The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, February 12, 2015 at 3:00 p.m. at the County of Santa Cruz CAO's office, 701 Ocean St., 5<sup>th</sup> Floor

Respectfully Submitted,

Yesenia Parra  
Administrative Services Officer



**TO:** Budget and Administration/Personnel Committee

**FROM:** Daniel Nikuna, Fiscal Officer 

**RE:** Quarterly Warrants and Credit Card Reports

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## **RECOMMENDATIONS**

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and accept the FY14-15 second quarter Warrants and Credit Card Reports.

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## **BACKGROUND**

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

## **DISCUSSION**

The warrants report (Attachment 1) for the second quarter of FY2015 ending December 31, 2014 shows a total value of warrants of \$2,504,508 and reflects a \$915,777 (58%) increase over the first quarter's \$1,588,731. The combined payment to Stacy and Witbeck (\$1,383,987), rail construction contractor, and the City of Santa Cruz (\$532,331) accounts for 89% (\$813,307) of the increase. Stacy and Witbeck was paid \$1,383,987 in the current quarter and \$809,121 in the previous quarter. The City of Santa Cruz payment for TDA and RSTP Exchange funds increased from \$293,890 in the first quarter to \$532,331 in this quarter.

The credit card purchases, which are presented in Attachment 2, have decreased by \$2,940 (19%) to \$12,445. The credit purchases represent a half of one percent (.5%) of all purchases presented in the warrants report; and major credit card charges consisted of membership renewal, laptop purchases, and staff travel and training.

There are no unusual transactions in the credit card reports or on the warrant report. Staff recommends that the budget and Administration/Personnel Committee review and accept the quarterly warrant and credit card reports.

## **SUMMARY**

The quarterly reports for the period from October 1, 2014 to December 31, 2014 have been completed. Staff recommends acceptance of these reports.

### Attachments:

1. Quarterly warrant report Attachment 1
2. Quarterly credit card report Attachment 2

## ATTACHMENT 1

SCCRTC  
 QUARTERLY WARRANTS REPORT  
 FY2015 (2ND QUARTER)  
 (OCTOBER 1, 2014 - DECEMBER 31, 2014)

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
10/2/2014	00436167	15.79	670011	CATHY JUDD	FY15 1072 40807 URM CATHY JUDD
10/2/2014	00436452	17.91	127741	AT AND T	FY15 1077 000005753019 8314272040728 08/13/2014-09
10/2/2014	00436376	36.77	117448	VERIZON WIRELESS	FY15 1075 9732162800 8312521553 08/17/2014-09/16/2
10/2/2014	00436376	36.77	117448	VERIZON WIRELESS	FY15 1075 9732162800 8312521554 08/17/2014-09/16/2
10/2/2014	00436376	36.77	117448	VERIZON WIRELESS	FY15 1075 9732162800 8312522817 08/17/2014-09/16/2
10/2/2014	00436376	38.01	117448	VERIZON WIRELESS	FY15 1075 9732162800 8313456441 08/17/2014-09/16/2
10/2/2014	00436376	38.01	117448	VERIZON WIRELESS	FY15 1075 9732162800 8314211516 08/17/2014-09/16/2
10/2/2014	00436402	147.28	123516	AFLAC-FLEX ONE	FY15 1074 848317 UF995 - INS OCTOBER 2014
10/2/2014	00436453	212.20	127741	AT AND T	FY15 1073 000005750876 8314711300737 08/13/2014-09
10/2/2014	00436453	246.42	127741	AT AND T	FY15 1073 000005741561 8314603200962 08/13/2014-09
10/2/2014	00436168	385.00	670023	AMELIA NARANJO	FY15 1072 40940 URM AMELIA L. NARANJO
10/2/2014	00436166	655.11	670008	TEGAN SPEISER	FY15 1072 40939 URM TEGAN SPEISER
10/2/2014	00436372	1,706.60	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY15 1076 15540 OCTOBER 2014 ANCILLARY BENEFITS
10/2/2014	00436388	27,065.43	120096	CALPERS RETIREMENT SYSTEM	FY15 3109524485 1530 OCT 2014
10/6/2014	00436594	11.26	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 DELUX FOODS
10/6/2014	00436594	26.65	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 COFFEE FOR C
10/6/2014	00436594	28.40	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 FUEL FOR PRI
10/6/2014	00436594	44.14	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 RTC MEETING
10/6/2014	00436594	50.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 BC BASECAMP
10/6/2014	00436594	99.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 CRUZIO INTER
10/6/2014	00436594	107.45	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 OFFICE EQUIP
10/6/2014	00436594	130.50	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 PAJARONIAN S
10/6/2014	00436594	268.63	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 MAINT. FOR T
10/6/2014	00436594	338.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 POSTAGE
10/6/2014	00436594	691.69	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 LODGING FOR
10/6/2014	00436594	28.70	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 PRIUS FUEL F
10/6/2014	00436594	33.28	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 BUS LUNCH WI
10/6/2014	00436594	68.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 TRAIN TICKE
10/6/2014	00436563	260.00	117473	HEFNER STARK AND MAROIS LLP	FY15 2040 7927.001 28 LEGAL FEES
10/6/2014	00436594	320.08	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 FSP SURVEY C
10/6/2014	00436594	449.15	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 AIRFAIR FOR
10/6/2014	00436542	515.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY15 2045 041 SCCRTC RENT WATS - OCTOBER 2014
10/6/2014	00436563	796.25	117473	HEFNER STARK AND MAROIS LLP	FY15 2040 7927.003 17 LEGAL FEES
10/6/2014	00436594	1,045.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC04 4246044555661663 08/22/2014 CONF REGIST
10/6/2014	00436573	1,425.68	121437	NOLTE ASSOCIATES INC	FY15 2041 14080381 AUX LNS CONST 6/29-8/2/2014
10/6/2014	00436593	2,000.00	124494	MOSS, LEVY & HARTZHEIM, LLP	FY15 2044 205225 FY 13/14 AUDIT
10/6/2014	00436606	3,093.75	125902	SEBASTIAN E GUTIERREZ DBA:	FY15 2039 20140403 CALL BOX MAINT. JULY 2014
10/6/2014	00436535	6,067.26	101810	ECOLOGY ACTION OF SANTA CRUZ	FY15 2045 64414 RSTPX SOUTH COUNTY YOUTH
10/6/2014	00436561	6,713.60	116953	LOUIS E. RITTENHOUSE	FY15 2045 212 RENT OCTOBER 2014
10/6/2014	00436550	12,629.61	110430	LADD'S AUTO BODY	FY15 2046 AUGUST 2014 SERVICES HWY 17 BEAT 1
10/6/2014	00436550	13,817.18	110430	LADD'S AUTO BODY	FY15 2046 AUGUST 2014 SERVICES HWY 17 BEAT 2
10/6/2014	00436699	94,763.45	129307	STACY AND WITBECK INC	FY15 2043 7-1452 SANTA CRUZ BRANCH LINE 8/31/2014
10/6/2014	00436681	3,109.47	128130	PB AMERICAS INC. DBA PARSONS BRINKERHOFF	FY15 2042 30 -562450 SERVICES 7/1-7/31/2014
10/6/2014	00436538	128.84	102314	PG AND E CUSTOMER BILLING	FY15 1078 5605123657-0 08/27/2014-09/25/2014

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
10/6/2014	00436691	153.91	128999	INDEPENDENT STATIONERS, INC	FY15 2049 000457078 OFFICE SUPPLIES
10/6/2014	00436620	312.71	126684	STAPLES CONTRACT & COMMERCIAL INC DBA	FY15 2047 3242438534 OFFICE SUPPLIES
10/6/2014	00436538	359.71	102314	PG AND E CUSTOMER BILLING	FY15 1078 2896790497-1 08/27/2014-09/25/2014
10/6/2014	00436607	3,062.50	125902	SEBASTIAN E GUTIERREZ DBA:	FY15 2049 20140458 CALL BOX MAINT. AUGUST 2014
10/6/2014	00436684	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY15 2050 14-75 SERVICES FOR SEPTEMBER 2014
10/6/2014	00436498	1.50	670015	GEORGE A. DONDERO II	AUGUST 2014 TRAVEL- RTC MEETING; RAILS-TO-TRAILS C
10/6/2014	00436498	2.80	670015	GEORGE A. DONDERO II	JUNE 2014 TRAVEL-MTG W/G BLUMENTAL ET AL;MTG W/LA
10/6/2014	00436498	39.20	670015	GEORGE A. DONDERO II	AUGUST 2014 TRAVEL- RTC MEETING; RAILS-TO-TRAILS C
10/6/2014	00436498	44.80	670015	GEORGE A. DONDERO II	JUNE 2014 TRAVEL-MTG W/G BLUMENTAL ET AL;MTG W/LA
10/6/2014	00436498	59.36	670015	GEORGE A. DONDERO II	AUGUST 2014 TRAVEL- RTC MEETING; RAILS-TO-TRAILS C
10/14/2014	00437400	6,573.00	112335	CITY OF SANTA CRUZ	FY15 1079 TDA ARTICLE 8 FY14/15 CTS-A-CB 2ND QTR
10/14/2014	00437400	135,758.00	112335	CITY OF SANTA CRUZ	FY15 1079 TDA ARTICLE 8 FY14/15 CTS-A-CB 2ND QTR
10/14/2014	00437499	15.00	129636	ALVAREZ INDUSTRIES INC DBA CLEAN	FY15 2051 13199 REPLACE LIGHT BULBS 8/5/14
10/14/2014	00437474	233.06	127450	CDSNET, LLC	FY15 2052 SC0814 SERVICES FOR AUGUST 2014
10/14/2014	00437499	372.10	129636	ALVAREZ INDUSTRIES INC DBA CLEAN	FY15 2051 13199 JANITORIAL SERVICES FOR AUGUST 201
10/16/2014	00437750	18.06	102314	PG AND E CUSTOMER BILLING	FY15 1080 2730123841-9 08/28/2014-09/26/2014
10/16/2014	00437833	24.89	127741	AT AND T	FY15 1081 000005784278 8317688012374 08/27/14-09/2
10/16/2014	00437794	96.87	124475	AT AND T MOBILITY	FY15 2056 996710462X10062014 08/29/2014-09/28/2014
10/16/2014	00437755	164.90	104107	WATSONVILLE NEWSPAPERS, LLC DBA:	FY15 1082 262024 PUBLIC WORK SHOP PASSENGER RAIL S
10/16/2014	00437805	199.00	124855	SANTA CRUZ SENTINEL	FY15 1082 0005233373 PUBLIC WORK SHOP PASSENGER RA
10/16/2014	00437628	231.02	670010	KIM SHULTZ	FY15 1083 41369 URM KIM SHULTZ
10/16/2014	00437750	243.13	102314	PG AND E CUSTOMER BILLING	FY15 1080 9709471543-6 08/27/2014-09/25/2014
10/16/2014	00437774	4,712.08	117005	FEHR & PEERS	FY15 2057 94302 PROJECT KICK OFF AND ADMINISTRATIO
10/16/2014	00437774	5,496.49	117005	FEHR & PEERS	FY15 2057 95419 PROJECT KICK OFF AND ADMINISTRATIO
10/16/2014	00437774	10,500.05	117005	FEHR & PEERS	FY15 2057 94893 PROJECT KICK OFF AND ADMINISTRATIO
10/21/2014	00438310	61.80	124045	ALLIANT INSURANCE SERVICES	FY15 1084 #275042# SURPLUS LINES STAMPING FEE
10/21/2014	00438310	927.00	124045	ALLIANT INSURANCE SERVICES	FY15 1084 #275042# SANTACRU-07 SURPLUS LINE TAXES
10/21/2014	00438335	4,500.00	129668	GARY W MERRILL DBA EMERGENT SYSTEMS	FY15 2058 *7000-1* RTC BOARD RETREAT
10/21/2014	00438310	30,900.00	124045	ALLIANT INSURANCE SERVICES	FY15 1084 *275042* SANTACRU-07 RAIL ROAD RENWAL
10/23/2014	00438730	15.34	127967	COMCAST	FY15 1085 8155100340002108 CABLE SERVICE 10/10/201
10/23/2014	00438700	18.09	125345	FEDERAL EXPRESS CORP	FY15 1088 2-786-44202 RAIL INV 4 RAIL CONST.
10/23/2014	00438700	23.95	125345	FEDERAL EXPRESS CORP	FY15 1088 2-786-44202 FY2014 RPA Q4
10/23/2014	00438626	34.00	106571	BARITEAUS DRY CLEANING INC	FY15 2067 12260 LINEN SERVICE 09/10/2014
10/23/2014	00438626	34.00	106571	BARITEAUS DRY CLEANING INC	FY15 2067 12270 LINEN SERVICE 09/24/2014
10/23/2014	00438635	48.00	110743	USER-FRIENDLY COMPUTING	FY15 2072 20141040 EMAIL FILTERING / ANTI SPAM MON
10/23/2014	00438635	50.00	110743	USER-FRIENDLY COMPUTING	FY15 2072 20141041 MOZY PRO 09/2014
10/23/2014	00438716	59.79	126684	STAPLES CONTRACT & COMMERCIAL INC DBA	FY15 2071 3243741351 OFFICE SUPPLIES
10/23/2014	00438706	61.00	125845	CRYSTAL SPRINGS WATER CO	FY15 2068 054026 SEPTEMBER 2014 WATER SERVICE
10/23/2014	00438747	66.00	128801	WAGEWORKS, INC	FY15 1086 125A1352320 FSA MONTHLY ADMIN FEE SEPTEM
10/23/2014	00438686	77.31	124475	AT AND T MOBILITY	FY15 1087 287020725943X10062014 8/29/2014-09/28/20
10/23/2014	00438721	108.40	127450	CDSNET, LLC	FY15 2069 SC0914 SERVICES FOR SEPTEMBER 2014
10/23/2014	00438695	295.00	124855	SANTA CRUZ SENTINEL	FY15 1084 0005209223 WORKSHOP FOR RTP AND FINAL EI
10/23/2014	00438705	378.55	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY15 2061 35714 RTC PACKET 10/02/2014
10/23/2014	00438635	1,500.00	110743	USER-FRIENDLY COMPUTING	FY15 2072 20141012 MAINTENANCE SERVICES FOR 9/2014
10/23/2014	00438709	3,031.25	125902	SEBASTIAN E GUTIERREZ DBA:	FY15 2064 20140503 CALL BOX MAINT. SEPTEMBER 2014
10/23/2014	00438739	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY15 2063 14-84 SERVICES FOR OCTOBER 2014
10/23/2014	00438736	5,021.03	128246	J L PATTERSON AND ASSOCIATES INC	FY15 2073 SCCRTC-JLP27 8/2-9/26/2014
10/23/2014	00438736	8,335.39	128246	J L PATTERSON AND ASSOCIATES INC	FY15 2073 SCCRTC-JLP23 SERVICES 3/29-5/2/2014
10/23/2014	00438633	9,853.36	110430	LADD'S AUTO BODY	FY15 2065 SEPTEMBER 2014 SERVICES HWY 17 BEAT 2
10/23/2014	00438633	10,678.10	110430	LADD'S AUTO BODY	FY15 2065 SEPTEMBER 2014 SERVICES HWY 17 BEAT 1

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
10/23/2014	00438736	11,698.34	128246	J L PATTERSON AND ASSOCIATES INC	FY15 2073 SCCRTC-JLP24 SERVICES 5/3-6/30/2014
10/23/2014	00438736	11,893.64	128246	J L PATTERSON AND ASSOCIATES INC	FY15 2073 SCCRTC-JLP25 SERVICES 7/1-8/1/2014
10/23/2014	00438737	600.60	128246	J L PATTERSON AND ASSOCIATES INC	FY15 2074 SCCRTC-JLP26 8/2-8/29/2014
10/23/2014	00438737	3,817.73	128246	J L PATTERSON AND ASSOCIATES INC	FY15 2074 SCCRTC-JLP26 8/2-8/29/2014
10/23/2014	00438370	2.80	670015	GEORGE A. DONDERO II	JULY 14 TRVL
10/23/2014	00438370	19.04	670015	GEORGE A. DONDERO II	MAY 14 TRVL
10/23/2014	00438370	34.72	670015	GEORGE A. DONDERO II	JULY 14 TRVL
10/23/2014	00438370	49.28	670015	GEORGE A. DONDERO II	MAY 14 TRVL
10/23/2014	00438370	85.12	670015	GEORGE A. DONDERO II	MAY 14 TRVL
10/28/2014	00439076	195.27	126366	KONICA MINOLTA BUSINESS SOLUTIONS	FY15 2060 9000796002 COPIER MAIN. AUGUST 2014
10/28/2014	00439083	372.10	129636	ALVAREZ INDUSTRIES INC DBA CLEAN	FY15 2062 13341 JANITORIAL SERVICES FOR SEPTEMBER
10/28/2014	00439078	3,238.16	128130	PB AMERICAS INC. DBA PARSONS BRINKERHOF	FY15 2078 31-565645 SERVICES 8/1-8/29/2014
10/28/2014	00439080	18,934.70	128268	HATCH MOTT MACDONALD, LLC	FY15 2075 319751-13 ENGIN. CONST. MGMT SVC RAIL LI
10/28/2014	00439079	51,080.57	128268	HATCH MOTT MACDONALD, LLC	FY15 2076 319751-11 ENGIN. CONST. MGMT SVC RAIL LI
10/31/2014	00439519	2,500.00	128866	JORDAN IVERSEN DBA INVERSE CONSULTING	FY15 2053 471 CONSULTING FOR 511 WEB DESIGN
10/31/2014	00439405	6,713.60	116953	LOUIS E. RITTENHOUSE	FY15 2059 *213* RENT NOV 14
10/31/2014	00439425	27,065.43	120096	CALPERS RETIREMENT SYSTEM	FY15 1089 *3109524485 1566* NOV 14
10/31/2014	00439460	13.66	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 RAIL TRAIL R
10/31/2014	00439460	15.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 STAMPS.COM M
10/31/2014	00439460	25.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 WEATHER TIDG
10/31/2014	00439460	25.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 REG. FOR CAL
10/31/2014	00439460	56.16	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 FUEL FOR PRI
10/31/2014	00439367	60.29	102314	PG AND E CUSTOMER BILLING	FY15 1090 5824685375-6 09/20/2014-10/20/2014
10/31/2014	00439460	99.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 CRUZIO INTER
10/31/2014	00439460	145.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 REGISTRATION
10/31/2014	00439460	159.70	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 AIRFARE
10/31/2014	00439479	200.00	125871	COMMUNITY TV OF SC COUNTY	FY15 2070 2094 MEETING COVERAGE ON 09/04/2014
10/31/2014	00439518	200.00	128780	MINA M. MARMOL	FY15 1091 10/07/2014 GUIDE TO SPECIAL TRANS. SERVI
10/31/2014	00439460	210.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 SURVEY MONKE
10/31/2014	00439509	230.96	127741	AT AND T	FY15 1093 000005843101 8314711300737 09/13/2014-10
10/31/2014	00439460	239.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 STOCK PHOTOS
10/31/2014	00439460	241.41	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 REFRESHMENTS
10/31/2014	00439509	247.21	127741	AT AND T	FY15 1093 000005833788 8314603200962 09/13/2014-10
10/31/2014	00439510	295.11	127741	AT AND T	FY15 1092 000005845244 8314272040728 09/13/2014 -
10/31/2014	00439375	515.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY15 2059 *042* SCCRTC RENT WATS NOV 14
10/31/2014	00439460	543.78	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 LODGING C. C
10/31/2014	00439460	990.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 REGISTRATION
10/31/2014	00439460	1,205.65	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 IPADS AND SU
10/31/2014	00439460	1,327.58	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 REGISTRATION
10/31/2014	00439460	1,556.40	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC05 4246044555661663 09/22/2014 AIRFARE
10/31/2014	00439173	3.70	670015	GEORGE A. DONDERO II	SEPTEMBER TRAVEL: COMMUNITY LEADERSHIP VISIT IN SA
10/31/2014	00439173	10.00	670015	GEORGE A. DONDERO II	SEPTEMBER TRAVEL: COMMUNITY LEADERSHIP VISIT IN SA
10/31/2014	00439173	85.00	670015	GEORGE A. DONDERO II	SEPTEMBER TRAVEL: COMMUNITY LEADERSHIP VISIT IN SA
10/31/2014	00439173	112.00	670015	GEORGE A. DONDERO II	SEPTEMBER TRAVEL: COMMUNITY LEADERSHIP VISIT IN SA
11/3/2014	00439683	50.00	114917	DENNIS RICHARD NORTON	FY 15 1096 TC 09/04/2014 PER RES NO. 16-81
11/3/2014	00439693	50.00	119076	RANDY JOHNSON	FY15 1096 TC 09/04/2014 PER RES NO.16-81
11/3/2014	00439701	50.00	122795	DENE BUSTICHI	FY 15 1096 TC 09/04/2014 PER RES NO.16-81
11/3/2014	00439727	50.00	126180	LYNN M. ROBINSON	FY15 1096 TC 09/04/2014 PER RES 16-81
11/3/2014	00439728	50.00	126197	JOHN LANDIS LEOPOLD	FY15 1096 TC 09/04/2014 PER RES NO.16-81
11/3/2014	00439728	50.00	126197	JOHN LANDIS LEOPOLD	FY15 1096 BUDGET/ADMIN 09/11/2014 PER RES NO.16-81

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
11/3/2014	00439737	50.00	127620	GREG JOHN CAPUT	FY15 1096 TC 09/04/2014 PER RES NO. 16-81
11/3/2014	00439738	50.00	127620	GREG JOHN CAPUT	FY15 1095 TC 08/07/2014 PER REES NO.16-81
11/3/2014	00439740	50.00	127621	EDUARDO MONTESINO	FY15 1096 BUDGET/ADMIN 09/11/2014 PER RES 16-81
11/3/2014	00439791	50.00	128650	ZACH FRIEND	FY15 1096 TC 09/04/2014 PER RES NO.16-81
11/3/2014	00439793	50.00	128666	BRUCE MCPHERSON	FY15 1096 BUDGET/ADMIN 09/11/2014 PER RES NO.16-81
11/3/2014	00439734	97.15	126684	STAPLES CONTRACT & COMMERCIAL INC DBA	FY15 2081 *3244870173* OFFICE SUPPLIES
11/3/2014	00439735	838.41	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY 15 1094 SCRTC-BL-1010745 NOVEMBER 2014
11/3/2014	00439655	50.00	100926	RONALD GRAVES - DIRECTOR	FY15 1095 TC 08/07/2014 PERRES NO.16-81
11/3/2014	00439684	50.00	114917	DENNIS RICHARD NORTON	FY15 1095 TC 08/07/2014 PER RES NO. 16-81
11/3/2014	00439702	50.00	122795	DENE BUSTICHI	FY15 1095 TC 08/07/2014 PER RES NO. 16-81
11/3/2014	00439710	50.00	124473	NEAL COONERTY	FY15 1095 TC 08/07/2014 PER RES NO.16-81
11/3/2014	00439726	50.00	126150	DONNA RAE LIND	FY 1095 TC 08/07/2014 PER RES NO.16-81
11/3/2014	00439729	50.00	126197	JOHN LANDIS LEOPOLD	FY15 1095 TC 08/07/2014 PER RES NO.16-81
11/3/2014	00439788	50.00	127787	DANIEL DODGE	FY15 1095 TC 08/07/2014 PER RES NO.16-81
11/3/2014	00439792	50.00	128650	ZACH FRIEND	FY15 1095 TC 08/07/2014 PER RES NO. 16-81
11/3/2014	00439718	293.05	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY15 2079 35519 TRANSPORTATION BOOKLETS
11/3/2014	00439686	9,090.60	117005	FEHR & PEERS	FY15 2080 95959 SANTA CRUZ RTC FEASIBILITY STUDY
11/3/2014	00439739	50.00	127620	GREG JOHN CAPUT	FY15 1095 TC 08/07/2014 PER RES NO. 16-81
11/6/2014	00440348	48.75	117473	HEFNER STARK AND MAROIS LLP	FY15 2077 7927.0001 29 LEGAL FEES 9/2014
11/6/2014	00440349	280.01	117473	HEFNER STARK AND MAROIS LLP	FY15 2054 7927.0001 26 LEGAL FEEES 6/2014
11/6/2014	00440350	617.50	117473	HEFNER STARK AND MAROIS LLP	FY15 2055 7927.0001 27 LEGAL FEES 7/2014
11/6/2014	00440349	1,832.49	117473	HEFNER STARK AND MAROIS LLP	FY15 2054 7927.0001 26 LEGAL FEEES 6/2014
11/10/2014	00440631	10.00	123430	EARTHSHARE CALIFORNIA	FY15 1102 FY14-15 Q1 CONTRIBUTION SCCRTC STAFF
11/10/2014	00440563	18.56	102314	PG AND E CUSTOMER BILLING	FY15 1099 2730123841-9 09/27/2014 - 10/27/2014
11/10/2014	00440459	37.50	104025	COMMUNITY HEALTH CHARITIES OF CALIFORNIA	FY15 1102 FY14-15 Q1 CONTRIBUTION SCCRTC STAFF
11/10/2014	00440563	135.97	102314	PG AND E CUSTOMER BILLING	FY15 1099 5605123657-0 09/26/2014 - 10/26/2014
11/10/2014	00440633	147.28	123516	AFLAC-FLEX ONE	FY15 1101 279402 UF995 - INS. NOVEMBER 2014
11/10/2014	00440563	169.18	102314	PG AND E CUSTOMER BILLING	FY15 1099 9709471543-6 09/26/2014 - 10/26/2014
11/10/2014	00440548	297.50	101192	UNITED WAY OF SANTA CRUZ COUNTY	FY15 1102 FY14-15 Q1 CONTRIBUTION SCCRTC STAFF
11/10/2014	00440600	1,579.61	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY15 1100 15800 NOVEMBER 2014 ANCILLARY BENEFITS
11/10/2014	00440607	10.68	117448	VERIZON WIRELESS	FY15 1097 9733862615 8312521553 09/17/2014 - 10/16
11/10/2014	00440607	34.17	117448	VERIZON WIRELESS	FY15 1097 9733862615 8312911650 09/17/2014 - 10/16
11/10/2014	00440607	36.87	117448	VERIZON WIRELESS	FY15 1097 9733862615 8312521554 09/17/2014 - 10/16
11/10/2014	00440607	38.01	117448	VERIZON WIRELESS	FY15 1097 9733862615 8312456441 09/17/2014 - 10/16
11/10/2014	00440607	38.01	117448	VERIZON WIRELESS	FY15 1097 9733862615 8314211516 09/17/2014 - 10/16
11/10/2014	00440607	39.14	117448	VERIZON WIRELESS	FY15 1097 9733862615 8312522817 09/17/2014 - 10/16
11/10/2014	00440589	48.00	110743	USER-FRIENDLY COMPUTING	FY15 2085 214010033 EMAIL FILTERING / ANTI SPAM MO
11/10/2014	00440589	50.00	110743	USER-FRIENDLY COMPUTING	FY15 2085 214010037 MOZY PRO 10/2014
11/10/2014	00440634	78.00	123516	AFLAC-FLEX ONE	FY15 1103 10-07-2014 SERVICE CALL TO REPAIR FRONT
11/10/2014	00440641	97.50	124475	AT AND T MOBILITY	FY15 2083 996710462X11062014 09/29/2014-10/28/2014
11/10/2014	00440564	310.93	102314	PG AND E CUSTOMER BILLING	FY15 1098 2896790497-1 09/26/2014 - 10/26/2014
11/10/2014	00440721	372.10	129636	ALVAREZ INDUSTRIES INC DBA CLEAN	FY15 2084 13482 JANITORIAL SERVICES FOR OCTOBER 20
11/10/2014	00440725	760.00	129653	RAILS TO TRAILS CONSERVANCY	FY15 2082 14-68015 RESEARCH FOR 09/01/2014 - 09/30
11/10/2014	00440589	1,500.00	110743	USER-FRIENDLY COMPUTING	FY15 2085 214010013 MAINTENANCE SERVICES FOR 10/20
11/10/2014	00440725	6,922.60	129653	RAILS TO TRAILS CONSERVANCY	FY15 2082 14-68012 RESEARCH FOR 07/01/2014 - 08/31
11/10/2014	00440489	14.00	670022	VIRGINIA DYKAAR	OCT 14 WKSHP
11/10/2014	00440489	78.40	670022	VIRGINIA DYKAAR	OCT 14 WKSHP
11/17/2014	00441340	8.29	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 REGIS FOR CRUZ511
11/17/2014	00441340	22.42	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 FUEL FOR PRIUS
11/17/2014	00441340	30.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 MNTLY SUB FOR FSP DATA

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
11/17/2014	00441340	44.84	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 MEETING REFRESHMENTS
11/17/2014	00441340	50.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 BASECAMP
11/17/2014	00441340	60.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 G DONDERO PARKING
11/17/2014	00441340	71.47	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 PRIUS MAINT.
11/17/2014	00441340	99.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 CRUZIO MTHLY BRDBND SVC
11/17/2014	00441340	281.11	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 JOB POSTING FOR ADMIN
11/17/2014	00441340	296.29	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 OFFICE SUPPLIES
11/17/2014	00441340	474.99	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 POSTAGE
11/17/2014	00441340	677.01	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 G DONDERO LODGING
11/17/2014	00441300	10,259.20	110430	LADD'S AUTO BODY	FY15 2086 OCT 2014 SVCS HWY 17 BEAT 2 RTC
11/17/2014	00441300	10,532.45	110430	LADD'S AUTO BODY	FY15 2086 OCT 2014 SVCS HWY 17 BEAT 1 RTC
11/17/2014	00441379	696,920.00	129307	STACY AND WITBECK INC	FY15 2088 8-1452 SC BRANCH LINE 9/30/14 SCCRTC
11/17/2014	00441340	68.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 G DONDERO AMTRAK CDAC
11/17/2014	00441340	79.00	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 COM LEAD REG
11/17/2014	00441340	832.57	124770	US BANK CORPORATE PAYMENT SYSTEMS	FY15 CC06 4246044555661663 NEW PHONE SYST
11/17/2014	00441281	10,211.12	101810	ECOLOGY ACTION OF SANTA CRUZ	FY15 1104 BOLTAGE BIKE & WALK TO SCHOOL INCENTIVE
11/17/2014	00441307	893.75	117473	HEFNER STARK AND MAROIS LLP	FY15 2090 7927.003 NO.18 LEGAL FEES 8/31/2014
11/17/2014	00441307	1,495.00	117473	HEFNER STARK AND MAROIS LLP	FY15 2090 7927.003 NO.20 LEGAL FEES 10/31/2014
11/17/2014	00441307	1,527.50	117473	HEFNER STARK AND MAROIS LLP	FY15 2090 7927.003 NO.19 LEGAL FEES 9/30/2014
11/17/2014	00441376	11,538.74	128971	CALIFORNIA HIGHWAY PATROL	FY15 2089 M0059163 SVC 1/16-7/1/12 AUX LANES CONST
11/17/2014	00441376	32,310.69	128971	CALIFORNIA HIGHWAY PATROL	FY15 2089 M0059164 SVC 7/30/12-6/2/13 AUX LANES
11/17/2014	00441234	37.89	670017	YESENIA PARRA	CALPERS EDUCATIONAL CONFERENCE
11/17/2014	00441234	123.00	670017	YESENIA PARRA	CALPERS EDUCATIONAL CONFERENCE
11/20/2014	00442884	13.50	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY15 2091 25532 MONTHLY ACTIVITY STORAGE FOR OCTOB
11/20/2014	00442889	15.34	127967	COMCAST	FY15 1108 8155100340002108 CABLE SERVICE 11/10/201
11/20/2014	00442888	24.79	127741	AT AND T	FY15 1110 000005879835 8317688012374 09/27/2014-10
11/20/2014	00442810	34.00	106571	BARITEAUS DRY CLEANING INC	FY15 2093 12280 LINEN SERVICE 10/08/2014
11/20/2014	00442810	34.00	106571	BARITEAUS DRY CLEANING INC	FY15 2093 12290 LINEN SERVICE 10/22/2014
11/20/2014	00442856	77.39	124475	AT AND T MOBILITY	FY15 1109 287020725943X11062014 09/29/2014-10/28/2
11/20/2014	00442872	87.25	125845	CRYSTAL SPRINGS WATER CO	FY15 2092 054026 OCTOBER 2014 WATER SERVICE
11/20/2014	00442884	105.00	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY15 2091 25532 MONTHLY ARCHIVE STORAGE FOR OCTOB
11/20/2014	00442884	105.00	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY15 2091 24740 MONTHLY ARCHIVE STORAGE FOR NOVEM
11/20/2014	00442896	110.10	128780	MINA M. MARMOL	FY15 1106 10/27/2014 PEDESTRIAN HAZARDS REPORT
11/20/2014	00442882	115.78	126366	KONICA MINOLTA BUSINESS SOLUTIONS	FY15 2094 9000848330 COPIER MAIN. SEPTEMBER 2014
11/20/2014	00442862	729.00	124946	SANTA CRUZ STAFFING, LLC	FY15 1107 TEMP-15535 W/E 11/02/14 TEMP STAFFING OF
11/20/2014	00442862	1,080.00	124946	SANTA CRUZ STAFFING, LLC	FY15 1107 TEMP-15574 W/E 11/09/14 TEMP STAFFING OF
11/24/2014	00442944	112.00	670001	KARENA PUSHNIK	2014 RAIL-VOLUTION CONFERENCE
11/24/2014	00442944	677.01	670001	KARENA PUSHNIK	2014 RAIL-VOLUTION CONFERENCE
11/24/2014	00442944	41.44	670001	KARENA PUSHNIK	2014 RAIL-VOLUTION CONFERENCE
11/25/2014	00443335	515.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY15 2087 043 SCCRTC RENT WATS - DECEMBER 2014
11/25/2014	00443355	6,713.60	116953	LOUIS E. RITTENHOUSE	FY15 2087 214 RENT DECEMBER 2014
12/1/2014	00443444	1,136.02	670008	TEGAN SPEISER	FY15 1111 43667 URM TEGAN SPEISER
12/1/2014	00443662	3,190.98	128130	PB AMERICAS INC. DBA PARSONS BRINKERHOFF	FY15 2098 31-565645 SVCS 8/30 - 9/26/2014
12/1/2014	00443562	390,000.00	112335	CITY OF SANTA CRUZ	FY15 1105 FY14/15 RSTPX BROADWAY-BROMMER BIKE PAT
12/1/2014	00443663	78.00	128285	JON CHRISTIAN BENNETT DBA AAA LOCKOUT	FY15 1103 10-07-2014 SERVICE CALL TO REPAIR FRONT
12/1/2014	00443445	8.00	670022	VIRGINIA DYKAAR	NOVEMBER 2014 - CT WORKSHOP ON THE NUTS AND BOLT
12/1/2014	00443443	23.00	670006	CORINA CALETTI	SEPT 7 2014 - SEPT 11 2014 PRO WALK PRO BIKE CON
12/1/2014	00443443	51.52	670006	CORINA CALETTI	SEPT 7 2014 - SEPT 11 2014 PRO WALK PRO BIKE CON
12/1/2014	00443446	73.83	670024	DORA ORTEGA	CAL-PERS TRAINING IN SAN JOSE 11/17 & 11/19
12/1/2014	00443443	230.00	670006	CORINA CALETTI	SEPT 7 2014 - SEPT 11 2014 PRO WALK PRO BIKE CON

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
12/2/2014	00443813	17.25	127741	AT AND T	FY15 1114 INV *000005944201* 10/13-11/12/2014 RTC
12/2/2014	00443794	18.09	125345	FEDERAL EXPRESS CORP	FY15 1115 2-815-92891 RAIL INV NO. 5 SCCRTC
12/2/2014	00443796	20.24	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY15 2097 36018 SAFE PACKETS SCCRTC
12/2/2014	00443796	25.52	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY15 2097 36018 RTC PKT 11/06/14
12/2/2014	00443827	66.00	128801	WAGeworks, INC	FY15 1112 125A1352320 FSA MO ADMIN FEE OCT 2014
12/2/2014	00443759	131.73	104465	CALIFORNIA HIGHWAY PATROL	FY15 2099 M0059298 FREEWAY CALL BOX SYS Q1 FY14/15
12/2/2014	00443796	310.36	125807	ROBERT DAVIES DBA ALPHAGRAPHICS	FY15 2097 36018 RTC PKT 11/06/14
12/2/2014	00443810	801.97	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY113 SCRTC-BL-1010745 DECEMBER 2014
12/2/2014	00443822	3,500.00	128397	CAPITAL EDGE ADVOCACY INC	FY2096 14-93 SERVICES FOR NOV 2014 SCCRTC
12/2/2014	00443790	16,000.00	124494	MOSS, LEVY & HARTZHEIM, LLP	FY15 2098 205225 FY13/14 AUDIT SCCRTC
12/4/2014	00444279	5,498.44	117005	FEHR & PEERS	FY15 2100 96581 SANTA CRUZ RTC FEASABILITY STUDY
12/4/2014	00444296	25,410.27	120096	CALPERS RETIREMENT SYSTEM	FY15 1120 3109524485 1609 DEC. 2014
12/8/2014	00444478	23,371.75	101810	ECOLOGY ACTION OF SANTA CRUZ	FY15 2102 BTW-JULY-SEPTEMBER 2014 BIKE TO WORK FY2
12/8/2014	00444516	0.19	117448	VERIZON WIRELESS	FY15 1119 9735569187 8312911650 10/17/2014-11/16/2
12/8/2014	00444516	11.88	117448	VERIZON WIRELESS	FY15 1119 9735569187 831251553 10/17/2014-11/16/20
12/8/2014	00444516	12.07	117448	VERIZON WIRELESS	FY15 1119 9735569187 831252281710/17/2014-11/16/20
12/8/2014	00444516	36.87	117448	VERIZON WIRELESS	FY15 1119 9735569187 831251554 10/17/2014-11/16/20
12/8/2014	00444516	38.01	117448	VERIZON WIRELESS	FY15 1119 9735569187 8313456441 10/17/2014-11/16/2
12/8/2014	00444516	38.01	117448	VERIZON WIRELESS	FY15 1119 9735569187 8314211516 10/17/2014-11/16/2
12/8/2014	00444484	60.54	102314	PG AND E CUSTOMER BILLING	FY15 1116 5824685375-6 10/21/2014 - 11/19/2014
12/8/2014	00444516	93.52	117448	VERIZON WIRELESS	FY15 1119 9735569187 8312344387 10/17/2014-11/16/2
12/8/2014	00444538	147.28	123516	AFLAC-FLEX ONE	FY15 1122 715301 UF995 - INS. DECEMBER 2014
12/8/2014	00444554	864.00	124946	SANTA CRUZ STAFFING, LLC	FY15 1118 TEMP-15535 W/E 11/16/2014 - MAGGIE BARDA
12/8/2014	00444554	1,080.00	124946	SANTA CRUZ STAFFING, LLC	FY15 1118 TEMP-15649 W/E 11/23/2014 - MAGGIE BARDA
12/8/2014	00444504	1,579.61	113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY15 1121 15947 DECEMBER 2014 ANCILLARY BENEFITS
12/11/2014	00444824	6.00	670007	GRACE BLAKESLEE	PARKING REIMBURSEMENT
12/23/2014	00446434	15.34	127967	COMCAST	FY15 1125 8155100340002108 CABLE SERVICE 12/10/201
12/23/2014	00446431	36.51	127741	AT AND T	FY15 1128 000005985165 8317688012374 10/27/2014-11
12/23/2014	00446359	57.79	102314	PG AND E CUSTOMER BILLING	FY15 1123 2730123841-9 10/28/2014 - 11/25/2014
12/23/2014	00446420	64.75	125845	CRYSTAL SPRINGS WATER CO	FY15 2117 054026 NOVEMBER 2014 WATER SERVICE
12/23/2014	00446439	66.00	128801	WAGeworks, INC	FY15 1130 125A10364422 FSA MONTHLY ADMIN FEE NOVEM
12/23/2014	00446394	75.34	120404	COSTCO WHOLESALE	FY15 1117 PRF 431 RTC OFFICE SUPPLIES
12/23/2014	00446410	77.49	124475	AT AND T MOBILITY	FY15 1129 287020725943X12062014 10/29/2014-11/28/2
12/23/2014	00446394	86.99	120404	COSTCO WHOLESALE	FY15 1117 PRF 431 RTC OFFICE EQUIPMENT (VIZIO SOUN
12/23/2014	00446359	97.88	102314	PG AND E CUSTOMER BILLING	FY15 1123 9709471543-6 10/27/2014 - 11/24/2014
12/23/2014	00446394	100.93	120404	COSTCO WHOLESALE	FY15 1117 PRF 431 RTC OFFICE EQUIPMENT (SHELF WALL
12/23/2014	00446359	111.44	102314	PG AND E CUSTOMER BILLING	FY15 1123 5605123657-0 10/27/2014 - 11/24/2014
12/23/2014	00446421	150.00	125871	COMMUNITY TV OF SC COUNTY	FY15 2119 2111 MEETING COVERAGE ON 11/06/2014
12/23/2014	00446261	205.00	670008	TEGAN SPEISER	FY15 1126 44517 URM TEGAN SPEISER
12/23/2014	00446432	247.37	127741	AT AND T	FY15 1124 000005932756 8314603200962 10/13/2014-11
12/23/2014	00446359	252.75	102314	PG AND E CUSTOMER BILLING	FY15 1123 2896790497-1 10/27/2014 - 11/24/2014
12/23/2014	00446432	338.45	127741	AT AND T	FY15 1124 000005942058 8314711300737 10/13/2014-11
12/23/2014	00446447	372.10	129636	ALVAREZ INDUSTRIES INC DBA CLEAN	FY15 2118 13618 JANITORIAL SERVICES FOR NOVEMBER 2
12/23/2014	00446426	801.97	127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY15 1131 SCRTC-BL-1010745 JANUARY 2015
12/23/2014	00446416	1,026.00	124946	SANTA CRUZ STAFFING, LLC	FY15 1132 TEMP-15686 W/E 11/30/2014 - MAGGIE BARDA
12/23/2014	00446416	1,080.00	124946	SANTA CRUZ STAFFING, LLC	FY15 1132 TEMP-15721 W/E 12/07/2014 - MAGGIE BARDA
12/23/2014	00446375	1,081.00	110718	CALIF SPECIAL DISTRICT ASSOC	FY15 1133 34413 AMS-ASSOCIATE MEMBER 2015 MEMBERSH
12/23/2014	00446394	1,551.99	120404	COSTCO WHOLESALE	FY15 1117 PRF 431 RTC OFFICE EQUIPMENT (VIZIO TV)
12/23/2014	00446401	3,600.00	123279	NATIONAL DATA & SURVEYING SERVICES	FY15 1127 14-7613 2 MAINLINE CTS. WOCCUPANCY USING
12/23/2014	00446449	5,563.65	129729	THE MAYNARD GROUP INC	FY15 2114 DEPOSIT NON REFUNDABLE DEP. FOR NEW OFFI

DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
12/23/2014	00446443	592,303.61	129307	STACY AND WITBECK INC	FY15 2088 9-1452 SANTA CRUZ BRANCH LINE 10/31/2014
12/23/2014	00446367	34.00	106571	BARITEAUS DRY CLEANING INC	FY15 2115 12300 LINEN SERVICE 11/05/2014
12/23/2014	00446367	34.00	106571	BARITEAUS DRY CLEANING INC	FY15 2115 12310 LINEN SERVICE 11/19/2014
12/23/2014	00446386	97.50	117473	HEFNER STARK AND MAROIS LLP	FY15 2113 7927.0001 31 LEGAL FEES 11/2014
12/23/2014	00446425	105.00	127059	SANTA CRUZ RECORDS MANAGEMENT, INC.	FY15 2116 26284 MONTHLY ACTIVITY STORAGE FOR DECEM
12/29/2014	00446791	48.00	110743	USER-FRIENDLY COMPUTING	FY15 2107 20141253 EMAIL FILTERING/ANTI SPAM MONTH
12/29/2014	00446791	50.00	110743	USER-FRIENDLY COMPUTING	FY15 2107 20141240 MOZY PRO 12/2014
12/29/2014	00446846	88.68	124475	AT AND T MOBILITY	FY15 2108 996710462X12062014 10/29/2014 - 11/28/20
12/29/2014	00446863	125.00	125871	COMMUNITY TV OF SC COUNTY	FY15 2105 2105 MEETING COVERAGE ON 10/02/2014
12/29/2014	00446881	143.63	127450	CDSNET, LLC	FY15 2104 SC1014 SERVICES FOR OCTOBER 2014
12/29/2014	00446873	198.16	126366	KONICA MINOLTA BUSINESS SOLUTIONS	FY15 2103 9000926650 COPIER MAIN. OCTOBER 2014
12/29/2014	00446873	231.54	126366	KONICA MINOLTA BUSINESS SOLUTIONS	FY15 2103 230224273 COPIER MAIN. JULY 2014
12/29/2014	00446781	515.00	103374	MONTEREY BAY UNIFIED AIR POLLUTION	FY15 2109 044 SCCRTC RENT WATS - JANUARY 2015
12/29/2014	00446791	1,500.00	110743	USER-FRIENDLY COMPUTING	FY15 2107 20141212 MAINTENANCE SERVICES FOR 12/201
12/29/2014	00446864	3,031.25	125902	SEBASTIAN E GUTIERREZ DBA:	FY15 2106 20140559 CALL BOX MAINT. OCTOBER 2014
12/29/2014	00446893	4,710.92	128130	PB AMERICAS INC. DBA PARSONS BRINKERHOF	FY15 2111 33-571694 SERVICES 9/27-10/31/2014
12/29/2014	00446801	6,713.60	116953	LOUIS E. RITTENHOUSE	FY15 2109 215 RENT JANUARY 2015
12/29/2014	00446773	8,564.78	101810	ECOLOGY ACTION OF SANTA CRUZ	FY15 2110 64518 RSTPX SOUTH COUNTY YOUTH 7/1-9/30/
<b>TOTAL</b>		<b><u>2,504,508.13</u></b>			



## ATTACHMENT 2

**SCCRTC**  
**Monthly Credit Card Report**  
**Cost Distribution by Index / Sub Object**  
**FY 14-15**

Statement Date: 10/22/14

RTC Reporting Qtr: 2nd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
ABM Parking San Jose Airp	S Parking fee - San Jose Airport, G Dondero, 09/21/14 through 09/24/14, Rail~volution c	60.00			60.00
Hyatt Hotels MNPLS Minnepo	Lodging, Rail~volution, G Dondero, 09/21/14 through 09/24/14	677.01			677.01
Amtrak.com	Transportation from San Jose to Sacramento, CDAC Meeting, G Dondero, 09/30/14	68.00			68.00
BC Basecamp	Basecamp - Monthly website subscription - RTC Projects	50.00			50.00
USPS Postage Stamps.com	Replenish postage		459.00		459.00
The Home Depot	Office supplies, tool caddy, handyman tools, bin with lid		92.83		92.83
Device Magic Inc	Monthly subscripton for FSP data collecting		30.00		30.00
Cruzio	Monthly Broadband Service fee - October		99.00		99.00
Projector Lamp Source	Office supplies, replacement bulb for RTC projector		184.10		184.10
Stamps.com	Monthly Service fee - September/October		15.99		15.99
Santa Cruz Chamber of Com	Registration - SC Chamber Luncheon-Results of Community Leadership Visit, G Donder		79.00		79.00
Zoccoli's Deli	Business Lunch with A Clifford, A Aitken, L Mendez, G Dondero, 10/07/14		30.88		30.88
Palace Art & Office Santa Cru	Office supplies, duct tape		11.42		11.42
EIG Dotster	Annual registration for cruz511.org website		8.29		8.29
76 Gas Station	Refuel Prius			22.42	22.42
Toyota of Santa Cruz	Prius maintenance			71.47	71.47
Softchoice Corporat	48P phone switch			832.57	832.57
Trarget	Office supplies, duct tape			7.94	7.94
Boxwood Tech	Job posting for Administrative Assistant position			100.00	100.00
Santacruzjobs.com	Job posting for Administrative Assistant position			149.50	149.50
Trader Joe's	Refreshments for Bicycle Committee meeting, 10/20/14			13.96	13.96
Indeed	Job posting for Administrative Assistant position			31.61	31.61
<b>Subtotal</b>		<b>855.01</b>	<b>1,010.51</b>	<b>1,229.47</b>	<b>3,094.99</b>

Statement Date: 11/24/14

RTC Reporting Qtr: 2nd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Laili Restaurant	Business Lunch with Chris Coburn, Executive Director, Resource Conservation District o	40.26			40.26
TRB Annual Meeting	Registration, TRB Annual meeting, Washington DC, G Dondero, 01/10/15 through 01/1	410.00			410.00
APA Membership	APA Membership, G Dondero	510.00			510.00
APA Subscriptions	APA Subscription, G Dondero	48.00			48.00
BC Basecamp	Basecamp - Monthly website subscription - RTC Projects	50.00			50.00
Coastwalk California	Membership dues for Coastwalk California	750.00			750.00
UCD Extension Moto	Registration, Caltrans Nuts and Bolts of Environmental Document Review, G Blakeslee,		330.00		330.00
UCD Extension Moto	Registration, Caltrans Nuts and Bolts of Environmental Document Review, G Dykaar, 11		330.00		330.00
PayPal WTSSanFranc	Registration, Public Outreach: Insider Tips & Tricks of the Trade, K Pushnik, T Speiser,		71.34		71.34
Santa Cruz Chamber of Com	Registration, Workshop: Guerrilla Publicity, T Speiser, 10/30/14		15.00		15.00
Device Magic Inc	Monthly subscription for FSP data collecting		30.00		30.00
Cruzio	Monthly Broadband Service fee - November		99.00		99.00
TRB Annual Meeting	Registration, TRB Annual meeting, Washington DC, G Dykaar, 01/10/15 through 01/14,		615.00		615.00
Stamps.com	Monthly Service fee - October/November		15.99		15.99
Inst of Trans Engineers	Membership dues, Institute of Transportaion Engineers, G Dondero		284.28		284.28
Zoccoli's Deli	Lunch, Ballot Measure Discussion, R Coonerty, A Endert, R Dann, S O'Hara, RTC staff		64.82		64.82
Trader Joe's	Refreshments for Ballot Measure Discussion, R Coonerty, A Endert, R Dann, S O'Hara, f		1.29		1.29
PayPal WTSSanFranc	Refund for canceled event, Public Outreach: Insider Tips & Tricks of the Trade, K Pushn		(71.34)		(71.34)
Trader Joe's	Refreshments for Rail Trail Work Group meeting 11/13/14		13.75		13.75
WWW.Newegg.com	Office equipment, Stamps.com printer		100.73		100.73
USAirways	Air fare, TRB Annual meeting, Washington DC, G Dykaar, 01/10/15 through 01/14/15		247.60		247.60
USAirways	Air fare, TRB Annual meeting, Washington DC, G Dykaar, 01/10/15 through 01/14/15		276.60		276.60
Trader Joe's	Refreshments for Ballot Measure Discussion meeting, 11/20/14		1.29		1.29
SC Parking Office	Reload Bicycle Locker Key Card		20.00		20.00
76 Fuel	Refuel Prius			25.64	25.64
Jayest P Parikh	Refuel Prius			16.76	16.76
Supershuttle Execucaront	Transportation from/to Ontario airport to/from Marriott Hotel Riverside CA, CalPERS Ed			84.00	84.00
Trader Joe's	Refreshments for Partner Agency luncheon meeting			4.98	4.98
Marriott Riverside Riverside	Lodging, CalPERS Education Forum, Y Parra, 10/27/14 through 10/29/14			322.23	322.23
Indeed	Job posting for Administrative Assistant position			120.86	120.86
Bagel Bakery & Café in Wats	Refreshments for RTC meeting, 11/06/14			13.45	13.45
Jayest P Parikh	Refuel Prius			20.20	20.20
<b>Subtotal</b>		<b>1,808.26</b>	<b>2,445.35</b>	<b>608.12</b>	<b>4,861.73</b>

Statement Date: 12/22/14

RTC Reporting Qtr: 2nd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Amtrak.com	Round trip fare from San Jose to Sacramento for CDAC Meeting	45.90			45.90
BC Basecamp	Basecamp - Monthly website subscription - RTC Projects	50.00			50.00
Device Magic Inc	Monthly subscripton for FSP data collecting		30.00		30.00
Newegg.com	Refund for purchase of Stamps.com printer		(83.24)		(83.24)
USPS Postage Stamps.com	Replinish postage		489.00		489.00
Society for Human Resources	Membership dues		190.00		190.00
Cruzio	Monthly Broadband Service fee - November		99.00		99.00
Costco Internet	Purchase of new Stamps.com printer		206.61		206.61
Stamps.com	Monthly Service fee - November/December		15.99		15.99
Trader Joe's	Refreshments for Bike Committee meeting, 12/08/14		18.96		18.96
University Spirit Gas & San L	Refuel Prius			19.59	19.59
HP Direct	Purchase of new HP laptop			1,761.49	1,761.49
HP Direct	Purchase of new HP laptop			1,534.20	1,534.20
HO Direct	Purchase of new external hard drive			75.04	75.04
The Buttery	Refreshments for RTC meeting, 12/04/14			35.50	35.50
<i>Subtotal</i>		<b>95.90</b>	<b>966.32</b>	<b>3,425.82</b>	<b>4,488.04</b>
<b>TOTAL</b>		<b>2,759.17</b>	<b>4,422.18</b>	<b>5,263.41</b>	<b>12,444.76</b>

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
TDA REVENUE REPORT  
FY 2014-2015**

<b>MONTH</b>	<b>FY13 - 14 ACTUAL REVENUE</b>	<b>FY14 - 15 ESTIMATE REVENUE</b>	<b>FY14 - 15 ACTUAL REVENUE</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE AS % OF PROJECTION</b>	<b>CUMULATIVE % OF ACTUAL TO PROJECTION</b>
JULY	556,100	583,905	591,100	7,195	1.23%	101.23%
AUGUST	741,500	778,575	788,200	9,625	1.24%	101.23%
SEPTEMBER	818,354	859,272	791,871	-67,401	-7.84%	97.72%
OCTOBER	596,900	626,745	616,700	-10,045	-1.60%	97.87%
NOVEMBER	795,900	835,695	822,300	-13,395	-1.60%	97.99%
DECEMBER	732,985	769,634	719,449	-50,185	-6.52%	97.21%
JANUARY	557,700	595,461	601,300	5,839	0.98%	97.66%
FEBRUARY	728,800	793,948				
MARCH	802,890	704,655				
APRIL	504,100	530,042				
MAY	672,100	706,686				
JUNE	780,261	845,925				
<b>TOTAL</b>	<b>8,287,590</b>	<b>8,630,543</b>	<b>4,930,920</b>	<b>-118,367</b>	<b>-1.37%</b>	<b>57%</b>

**Note:**

I:\FISCAL\TDA\MonthlyReceipts\[FY14 - 15.xlsx]FY2014

**AGENDA:** February 12, 2015

**TO:** Budget and Administration/Personnel Committee (B&A/P)  
**FROM:** Grace Blakeslee, Transportation Planner  
**RE:** Committee Member Travel Expense Reimbursement Policy

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## **RECOMMENDATIONS**

Regional Transportation Commission (RTC) staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the RTC adopt the Committee Member Travel Expense Reimbursement Policy ([Attachment 1](#)) and Committee Member Travel Expense Reimbursement Form ([Attachment 2](#)).

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## **BACKGROUND**

The E&D TAC reviewed the FY 2010-2012 Triennial Performance Audit for the Santa Cruz County Regional Transportation Commission at the June 2014 E&D TAC meeting. The FY 2010-2012 Triennial Performance Audit recommends that the RTC enhance recruitment efforts to fill vacant positions on the E&D TAC. Page 79 of the FY 2010-2012 Triennial Performance Audit states, "As the E&D TAC serves as the SSTAC (Social Service Transportation Advisory Committee) under TDA (Transportation Development Act), it is good practice to have all committee positions filled to build diversity in membership. Of the existing vacancies on this committee, two are part of the make-up of the SSTAC including representatives for a Social Service provider-Seniors, and a Potential Transit User (disabled). Some suggested methods for enhanced recruitment of open positions are made as well as incentives for attendance at meetings." The FY 2010-2012 Triennial Performance Audit suggested broader distribution of the E&D TAC member application on websites, targeted outreach to interested communities and offering free transportation to and from committee meetings as potential strategies for filling vacancies on the E&D TAC.

## **DISCUSSION**

The E&D TAC reviewed the FY 2010-2012 Triennial Performance Audit findings and discussed strategies for filling member vacancies at the June 2014 meeting. Five of the fifteen E&D TAC membership positions are vacant and nine of the fifteen E&D TAC member alternate positions are vacant. E&D TAC members identified travel expenses to and from meetings as a barrier to participation and suggested that reimbursement for travel expenses could encourage participation. Consistent with the Triennial Performance Audit suggestions, E&D TAC and RTC staff recommend consideration of a policy to allow for reimbursement of direct travel expenses to and from committee meetings and targeted outreach activities to encourage broad participation and fill committee member positions.

If adopted, a Committee Member Travel Expense Reimbursement Policy would be included in the RTC's Rules and Regulations and Administrative and Fiscal Policies. The policy would allow for reimbursement of direct travel expenses required for travel to and from committee meetings for committee members who are not staff of appointing agencies and who have completed an ethics training course as required by Assembly Bill (AB) 1234 of 2005. RTC staff is recommending that a committee member travel expense reimbursement policy would apply to all RTC Committees.

The E&D TAC reviewed the draft Committee Member Travel Expense Reimbursement Policy and Reimbursement Form at the January 6, 2015 meeting. The E&D TAC recommended that the draft Committee Member Travel Expense Reimbursement Policy provide reimbursement to pedestrians for direct transportation cost associated with walking, provide reimbursement for transit services in the amount equal to a transit day pass, allow for reimbursement of newer on demand taxi services (also referred to as taxi-like services), and indicate that proof of paratransit service be provided using ride logs, not receipts. RTC staff revised the draft Committee Members Travel Expense Reimbursement Form to address transportation verification requirements and reimbursement of transit expenses. RTC is not recommending providing reimbursement for pedestrian transportation expenses.

The Bicycle Committee will review the draft Committee Member Travel Expense Reimbursement Policy and Committee Member Travel Expense Reimbursement Form at the February 9, 2015 meeting. The Bicycle Committee comments will be communicated orally to the B&A/P Committee at their February 12, 2015 meeting.

RTC currently has three established advisory committees, Bicycle Committee, Interagency Technical Advisory Committee (ITAC) and the E&D TAC. Combined, up to twenty-one committee membership positions on the Bicycle Committee and E&D TAC could be filled by individuals who are not staff of appointing agencies and, therefore, could be eligible for travel reimbursement. All ITAC member positions are filled by staff of appointing agencies. The Bicycle Committee and E&D TAC typically meet six times annually. Reimbursements provided as a result of Committee Member Travel Expense Reimbursement Policy implementation are expected not to exceed \$3,200 annually.

**Regional Transportation Commission staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Regional Transportation Commission (RTC) adopt the Committee Member Travel Expense Reimbursement Policy (Attachment 1) and Committee Member Travel Expense Reimbursement Form (Attachment 2).** If the policy is adopted, outreach materials to potential applications would include mention of the Committee Member Travel Expense Reimbursement Policy.

## **SUMMARY**

The FY 2010-2012 Triennial Performance Audit recommends that the RTC enhance recruitment efforts to fill vacant positions on the E&D TAC. RTC staff recommends

consideration of a Committee Member Travel Expense Reimbursement Policy for inclusion in the RTC's Rules and Regulations to apply to all RTC Committees as a strategy to fill committee member vacancies and encourage broad public participation. RTC staff recommends that the B&A/P Committee recommend that the RTC adopt the Committee Member Travel Expense Reimbursement Policy (Attachment 1) and Committee Member Travel Expense Reimbursement Form (Attachment 2).

Attachments:

1. Draft Committee Member Travel Expense Reimbursement Policy
2. Draft Committee Member Travel Expense Reimbursement Form

I:\E&DTAC\TravelReimbursement\Budget&Admin\_DraftPolicy&Form\B&A\_SR\_TravelReimbursement.docx

## **DRAFT COMMITTEE MEMBER TRAVEL EXPENSE REIMBURSEMENT POLICY**

The Santa Cruz County Regional Transportation Commission (RTC) committees function best when all committee membership and alternate positions are filled. RTC committee members serve without compensation. RTC committee members, who are not on the staff of an appointing agency and who have completed an ethics training course (pursuant to Assembly Bill 1234 of 2005), shall be eligible to receive reimbursement for direct transportation expenses for travel to and from committee meetings as follows:

- Reimbursement shall not exceed \$25 dollars per committee meeting;
- Reimbursements shall be requested within 90 days of expenditure;
- Reimbursements shall be submitted to the RTC staff person assigned to the committee and require approval of the administration services officer and executive director or designee;
- Reimbursement request requires a completed and signed Committee Member Travel Expense Reimbursement Form. Committee Member Travel Expense Reimbursement Form must be submitted and accompanied by:
  - a receipt for expense, or other verifiable documentation of transportation;
  - a copy of the approved committee meeting minutes or sign-in sheet;
- Eligible transportation expenses include:
  - vehicle mileage at the IRS allowable rate
  - bicycle mileage at the Caltrans allowable rate
  - vehicle and bicycle parking while attending committee meetings
  - transit pass up to the cost of one day pass
  - paratransit service
  - taxi service, if other transportation options are not available
- Non-eligible expenses include, but are not limited to, parking and traffic tickets, travel expenses to and from subcommittee meetings, travel costs to and from outside of the County of Santa Cruz



Santa Cruz County Regional Transportation Commission  
**Committee Member Travel Expense Reimbursement Form**  
**For Travel to and from Committee Meetings**

**A. Name:** \_\_\_\_\_

**B. Committee:**

- ☐ Elderly & Disabled Transportation  
Advisory Committee
- ☐ Bicycle Advisory Committee

**C. Term Expires:** (MM/YY) \_\_\_\_\_

**D. Date of Travel:** (MM/DD/YY) \_\_\_\_\_

**E. Ethics Training Course Completed:** (MM/DD/YY) \_\_\_\_\_

**F. Origin of Travel:**

- ☐ Home \_\_\_\_\_
- ☐ Work \_\_\_\_\_

**Destination of Travel:**

- ☐ RTC Santa Cruz Office
- ☐ RTC Watsonville Office
- ☐ Other \_\_\_\_\_

**G. Reimbursement Request-Not to Exceed \$25.00:**

- ☐ \*Automobile Mileage: Number of miles \_\_\_\_\_ X .55 = \$ \_\_\_\_\_
- ☐ \*Bicycle Mileage: Number of miles \_\_\_\_\_ X .04 = \$ \_\_\_\_\_
- ☐ \*\*Transit Fare or Day Pass: \$ \_\_\_\_\_ (\$6 max)
- ☐ \*\*\* Paratransit Fare: \$ \_\_\_\_\_
- ☐ \*\*\*\* Taxi Fare \$ \_\_\_\_\_
- ☐ \*\*\*\*\*Parking receipt

*\*Provide one of the following:*

- Odometer miles; start: \_\_\_\_\_ finish: \_\_\_\_\_; or,
- map of origin and destination

*\*\*Provide route(s) taken: \_\_\_\_\_*

*\*\*\*Provide copy of paratransit ride log*

*\*\*\*\*Provide receipt of taxi fare and reason other transportation options were not available*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*\*\*\*\*Provide receipt for parking (meeting time only)*

**Certification:** The expenses stated herein and supporting documents are correct and in accordance with established policies.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ASO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Director (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AGENDA:** February 12, 2015

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

**FROM:** Luis Pavel Mendez, Deputy Director

**RE:** Amendments to the Fiscal Year (FY) 2014-15 Budget & Work Program

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## **RECOMMENDATIONS**

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Regional Transportation Commission (RTC) approve the FY 2014-15 Budget and Work Program as shown on Attachment 1.

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## **BACKGROUND**

At its October 2014 meeting, the Regional Transportation Commission (RTC) approved the major fall amendment to the fiscal year (FY) 2014-15 budget and work program. Due to work trends and specific project needs it is currently necessary to consider amendments to the FY 2014-15 budget and work program.

## **DISCUSSION**

Administration: The most recent triennial performance audit of the RTC under the Transportation Development Act (TDA), recommends that the RTC improve its efforts to maintain positions on the Elderly and Disabled Transportation Advisory Committee (E&D TAC) filled. One of the strategies is to make a significant advertising and outreach effort; therefore, funds are proposed to be moved from the contingency budget line to the advertising and publication budget line.

Commute Solutions: As the RTC is working to migrate its riedeshare program from "Commute Solutions" to Cruz511, a new "Cruz511" website is being implemented. Additional technical computer assistance is required to complete the effort. Therefore, funds are proposed to be moved from the rideshare database and programming line to the 511 implementation services budget line.

Rail/Trail Authority: The current railroad bridge rehabilitation project is drawing to a close as work on three bridges has been completed and work at the final bridge has begun. The project has required more construction management work than was anticipated at the beginning. There were two rounds of bidding to secure a contract. Third party inspection was required under the construction management contract for the fabrication of the La Selva Beach trestle and the schedule had to be extended. Therefore, funds are proposed to be moved from the contingency budget line and the legal counsel budget line to the construction management budget line.

Unified Corridor Study: The scope of the Unified Corridors Plan was modified to include the production of subregional modeling tools for Santa Cruz County. Because these

subregional modeling tools will be useful to a variety of partner agencies including the County of Santa Cruz, the County of Santa Cruz Planning Department is contributing \$100,000 toward the production of the modeling tools and these funds are being included in the planning budget. In addition, RTC funds are proposed to be moved from the engineering and technical consulting budget line to the unified corridor plan consultant budget line to complete the funding for the anticipated consultant work.

User Oriented Transit Travel Planning: Recently the RTC secured a Transit for Sustainable Communities grant for user oriented transit travel planning. This work will begin in this fiscal year but most of the work is expected to be done in the next fiscal year.

RTC Operating Reserve Fund: The RTC's rideshare program has always been included in the formula used to determine the RTC's general operating expenditures for calculation of the RTC operating reserve fund. However, some of the expenditures under the Rideshare/Cruz511 program qualify for Service Authority for Freeway Emergencies (SAFE) funds. Therefore, as recommended by the B&A/P Committee at its November 2014 meeting, the formula for calculating the RTC operating reserve fund is modified in this proposed budget amendment. Expenses which qualify for SAFE funds are proposed to be covered by the SAFE reserve. This increases the SAFE reserve target and reduces the RTC operating reserve target accordingly.

**Staff recommends that the B&A/P Committee recommend that the Regional Transportation Commission approved the proposed amended FY 2014-15 budget and work program as shown on Attachment 1.**

TDA Revenues: As shown on a separate item in the agenda for this meeting, TDA revenues have been coming in below the Auditor Controller's estimate. Currently, the revenues are about \$118,000 or 1.37% below the estimate. As a result, the Auditor Controller provided a new estimate of TDA revenues for FY 2014-15. Because the RTC maintains a TDA reserve of 8% of anticipated TDA revenues and the potential shortfall is well within the reserve, staff does not recommend revising the RTC budget to incorporate the new estimate and reduce apportionments to TDA recipients. The TDA reserve fund can be used to meet the RTC's commitments to TDA recipients. If indeed the revenues at the end of the fiscal year do not meet the estimate, the B&A/P Committee and the RTC can consider possible strategies during the fall budget amendment for FY 2015-16.

## **SUMMARY**

Due to work trends and specific project needs it is necessary to consider amendments to the FY 2014-15 budget and work program. Staff recommends that the B&A/P Committee recommend that the Regional Transportation Commission approved the proposed amended FY 2014-15 budget and work program as shown on Attachment 1.

### Attachments:

1. FY 2014-15 budget pages with proposed amendments

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

**ATTACHMENT 1**

**1 PROJECTED REVENUE SUMMARY**

SOURCES	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA):</b>				
Auditor's 1/4 Cent Sales Tax Estimate	8,630,543	8,630,543	0	
Previous FY Revenues Budgeted	123,237	123,237	0	
Interest Estimate	10,000	10,000	0	
<i>Total TDA Apportioned</i>	<b>8,763,780</b>	<b>8,763,780</b>	<b>0</b>	
<b>State Transit Assistance (STA)</b>	<b>2,869,116</b>	<b>2,869,116</b>	0	
<b>Planning Grant Funds/Others:</b>				
State planning funds (RPA and STIP PPM)	490,537	490,537	0	
RSTP Exchange	101,052	101,052	0	
FHWA - Earmark	170,000	170,000	0	
Federal - Planning (PL) - from AMBAG	65,000	65,000	0	
Coastal Conservancy	0	0	0	
Santa Cruz County Planning for Unified Corridor Plan	0	100,000	100,000	- Modeling tools for Unified Corridor Plan
Transit & partnership planning grants	417,821	382,383	-35,438	- Some work to be done in FY 2015-16
RTC Funds Budgeted	430,234	437,267	7,033	- Modeling tools for Unified Corridor Plan
<i>Planning/Other Total</i>	<b>1,674,644</b>	<b>1,746,239</b>	<b>71,595</b>	
<b>Rideshare:</b>				
RSTP Exchange	301,556	301,556	0	
AB2766	38,670	38,670	0	
SAFE Funds	50,000	50,000	0	
<b>Service Authority for Freeway Emergency (SAFE):</b>				
DMV Fees and interest	241,000	241,000	0	
Other - MTC SAFE and Partnership Planning Grant	50,000	50,000	0	
SAFE Funds Budgeted	165,617	165,617	0	
<b>Freeway Service Patrol (FSP):</b>				
Caltrans Grant	205,000	205,000	0	
RSTP Exchange	270,000	270,000	0	
FSP Reserves Budgeted and Interest	1,000	1,000	0	
<b>Rail/Trail Authority:</b>				
STIP	4,197,307	4,197,307	0	
Leases and Union Pacific	50,000	50,000	0	
Transfer - in from TC Planning	110,000	110,000	0	
Rail/Trail Funds Budgeted	294,687	294,687	0	
<b>Highway 1:</b>				
RSTP Exchange	1,827,143	1,827,143	0	
STIP	150,000	150,000	0	
CMIA (state bond) & other	1,099,087	1,099,087	0	
<b>RSTP Exchange Program</b>	10,310,013	10,310,013	0	
<b>TOTAL</b>	<b>32,668,621</b>	<b>32,740,216</b>	<b>71,595</b>	

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

**FY 2014-2015 BUDGET**

**1 APPORTIONMENT SUMMARY**

CLAIMANTS	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA): (1)</b>				
TDA Reserve Fund	4,985	4,985	0	
RTC Reserve Fund	40,000	40,000	0	
SCCRTC:				
Administration	538,542	538,542	0	0.00%
Planning: Overall Planning	492,808	492,808	0	0.00%
Bike to Work	50,000	50,000	0	0.00%
Bike & Pedestrian Safety (CTSC)	100,000	100,000	0	0.00%
<i>Subtotal</i>	<b>1,181,350</b>	<b>1,181,350</b>	<b>0</b>	0.00%
Santa Cruz METRO	6,444,515	6,444,515	0	0.00%
Specialized Transit (Community Bridges/CTSA)	633,145	633,145	0	0.00%
Volunteer Center	75,374	75,374	0	0.00%
City of Capitola	14,346	14,346	0	0.00%
City of Santa Cruz - Non Transit	89,792	89,792	0	0.00%
City of Scotts Valley	16,919	16,919	0	0.00%
City of Watsonville	74,319	74,319	0	0.00%
County of Santa Cruz	189,034	189,034	0	0.00%
<i>Subtotal</i>	<b>7,537,445</b>	<b>7,537,445</b>	<b>0</b>	0.00%
<b>TOTAL TDA APPORTIONED</b>	<b>8,763,780</b>	<b>8,763,780</b>	<b>0</b>	
<b>State Transit Assistance (STA) - SCMTD</b>	<b>2,869,116</b>	<b>2,869,116</b>	<b>0</b>	
<b>Planning Grant Funds/Others:</b>	<b>1,674,644</b>	<b>1,746,239</b>	71,595	- Modeling tools for Unified Corridors Plan
<b>Rideshare</b>	<b>390,226</b>	<b>390,226</b>	0	
<b>SAFE</b>	<b>456,617</b>	<b>456,617</b>	0	
<b>Freeway Service Patrol (FSP)</b>	<b>476,000</b>	<b>476,000</b>	0	
<b>Rail/Trail Authority</b>	<b>4,651,994</b>	<b>4,651,994</b>	0	
<b>Highway 1</b>	<b>3,076,230</b>	<b>3,076,230</b>	0	
<b>RSTP Exchange Program</b>	<b>10,310,013</b>	<b>10,310,013</b>	0	
<b>TOTAL</b>	<b>32,668,621</b>	<b>32,740,216</b>	<b>71,595</b>	

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

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

**1 BUDGET SUMMARY**

	FY13-14 ADOPTED DETAIL			FY14-15 ADOPTED DETAIL			FY13-14 PROPOSED DETAIL		
	TOTAL FY 13-14 ADOPTED 05/01/14	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY14-15 ADOPTED 10/02/14	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY14-15 PROPOSED 02/12/15	SALARIES & BENEFITS (1)	SERVICES & SUPPLIES
<b>OPERATIONS PROGRAMS</b>									
SCCRTC - Administration	890,500	208,000	682,500	805,500	220,000	585,500	805,500	220,000	585,500
CRUZ511/Rideshare	409,271	195,000	214,271	383,147	200,000	183,147	383,147	200,000	183,147
SAFE	486,997	165,000	321,997	456,617	120,000	336,617	456,617	120,000	336,617
Freeway Service Patrol	372,000	70,000	302,000	372,000	70,000	302,000	372,000	70,000	302,000
SCCRTC Planning	2,155,031	1,081,400	1,073,631	2,090,494	1,165,948	924,546	2,162,089	1,165,948	996,141
<b>Total Operations Programs</b>	<b>4,313,799</b>	<b>1,719,400</b>	<b>2,594,399</b>	<b>4,107,758</b>	<b>1,775,948</b>	<b>2,331,810</b>	<b>4,179,353</b>	<b>1,775,948</b>	<b>2,403,405</b>
<b>CAPITAL PROGRAMS</b>									
Rail/Trail Authority	6,246,664	180,000	6,066,664	4,651,994	200,000	4,451,994	4,651,994	200,000	4,451,994
Highway 1 Env Docs & Design	1,476,301	110,000	1,366,301	1,827,143	185,000	1,642,143	1,827,143	185,000	1,642,143
Highway 1 Construction	4,766,815	150,000	4,616,815	1,249,087	75,000	1,174,087	1,249,087	75,000	1,174,087
<b>Total Capital Programs</b>	<b>12,489,780</b>	<b>440,000</b>	<b>12,049,780</b>	<b>7,728,224</b>	<b>460,000</b>	<b>7,268,224</b>	<b>7,728,224</b>	<b>460,000</b>	<b>7,268,224</b>
<b>TOTAL ALL PROGRAMS</b>	<b>16,803,579</b>	<b>2,159,400</b>	<b>14,644,179</b>	<b>11,835,982</b>	<b>2,235,948</b>	<b>9,600,034</b>	<b>11,907,577</b>	<b>2,235,948</b>	<b>9,671,629</b>

**BUDGET COMPARISON**  
**PRIOR YEAR AND BUDGET YEAR**

PROGRAM	FY 13-14 ADOPTED 05/01/14	FY 13-14 ACTUAL 6/30/13	FY 13-14 ACTUAL LESS ADOPTED 05/01/14	FY14-15 ADOPTED 10/02/14	FY 13-14 ADOPTED 05/01/14	FY14-15 ADOPTED VS FY 13-14 ADOPTED	FY14-15 PROPOSED 02/12/15	FY14-15 ADOPTED 10/02/14	FY14-15 PROPOSED VS FY14-15 ADOPTED
SCCRTC - Administration	890,500	635,349	(255,151)	805,500	890,500	(85,000)	805,500	805,500	-
Rideshare	409,271	221,052	(188,219)	383,147	409,271	(26,124)	383,147	383,147	-
SAFE	486,997	340,528	(146,469)	456,617	486,997	(30,380)	456,617	456,617	-
Freeway Service Patrol	372,000	336,372	(35,628)	372,000	372,000	-	372,000	372,000	-
Rail/Trail Authority	6,246,664	1,987,342	(4,259,322)	4,651,994	6,246,664	(1,594,670)	4,651,994	4,651,994	-
Highway 1 Env Docs & Design	1,476,301	167,175	(1,309,126)	1,827,143	1,476,301	350,842	1,827,143	1,827,143	-
Highway 1 Construction	4,766,815	3,531,909	(1,234,906)	1,249,087	4,766,815	(3,517,728)	1,249,087	1,249,087	-
SCCRTC Planning	2,155,031	1,592,198	(562,833)	2,090,494	2,155,031	(64,537)	2,162,089	2,090,494	71,595
<b>Total Operating Budget</b>	<b>16,803,579</b>	<b>8,811,925</b>	<b>(7,991,654)</b>	<b>11,835,982</b>	<b>16,803,579</b>	<b>(4,967,597)</b>	<b>11,907,577</b>	<b>11,835,982</b>	<b>71,595</b>

Notes: (1) Includes staffing shown on page 16

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

**1 ADMINISTRATION**

2 3 4 WORK ELEMENT #102	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
5 <b>REVENUES:</b>				
6 TDA Administration	578,542	578,542	0	
7 RTC Funds	226,958	226,958	0	
8 <b>TOTAL REVENUES</b>	<b>805,500</b>	<b>805,500</b>	<b>0</b>	
9 <b>EXPENDITURES:</b>				
10 <b>Salaries &amp; Benefits</b>	220,000	220,000	0	
11				
12 <b>Services and Supplies:</b>				
13 Telephone	13,000	13,000	0	
14 Liability Insurance	14,000	14,000	0	
16 Utilities	9,000	9,000	0	
17 Office Rent	89,000	89,000	0	
18 <b>Travel/Training</b>				
19 Vehicle Maintenance, Rentals and Service	4,000	4,000	0	
20 Transportation/Travel/Education	26,000	26,000	0	
21 <b>Fixed Assets</b>	40,000	40,000	0	
22 <b>Office Expenses</b>				
23 General Supplies & Expenses	30,000	30,000	0	
24 Duplicating	6,000	6,000	0	
25 Postage	5,500	5,500	0	
26 Membership	9,500	9,500	0	
27 Sponsorship	1,000	1,000	0	
28 Advertisement/Publication	6,000	11,000	5,000	- For advertisement & outreach to fill E&D TAC positions
29 Office Equipment Repair/Maintenance	6,500	6,500	0	
30 Contingency/Special Expense	50,000	45,000	-5,000	- to the Advertisement/Publication line
31 County Mainframe/Intranet	6,000	6,000	0	
32 Computer Software	15,500	15,500	0	
33 <b>Services</b>				
34 Commissioners' Stipend	11,000	11,000	0	
35 Fiscal & Triennial Performance Audit	30,000	30,000	0	
36 Annual Report/Fact Sheets	25,000	25,000	0	
37 Accounting, Payroll and Auditing Fees	15,000	15,000	0	
38 Human Resources/Employee Relations	35,000	35,000	0	
39 Administrative Consulting Services	10,000	10,000	0	
40 Legal Counsel	45,000	45,000	0	
41 Computer/website support, service & programming	36,000	36,000	0	
42 Custodial - Janitorial Services	7,500	7,500	0	
43 <b>Provision for RTC reserves</b>	40,000	40,000	0	
44 <i>Subtotal Services &amp; Supplies</i>	<b>585,500</b>	<b>585,500</b>	<b>0</b>	
45 <b>TOTAL EXPENDITURES</b>	<b>805,500</b>	<b>805,500</b>	<b>0</b>	
46				

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**RIDESHARE - CRUZ511**  
**FY 2014-2015 BUDGET**

1 **RIDESHARE/CRUZ511:** 721400

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	WORK ELEMENT #179	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	RSTP Exchange	301,556	301,556	0	
7	SAFE funds	50,000	50,000	0	
9	AB2766	38,670	38,670	0	
10	<b>TOTAL REVENUES</b>	<b>390,226</b>	<b>390,226</b>	<b>0</b>	
11	<b>EXPENDITURES:</b>				
12	<b>Salaries &amp; Benefits</b>	200,000	200,000	0	
13					
14	<b>Services and Supplies:</b>				
15	<b>Rideshare/Cruz511:</b>				
16	Telephone	500	500	0	
17	Membership	600	600	0	
18	Postage	1,000	1,000	0	
19	Other - Office Expense	2,000	2,000	0	
20	Transportation/Travel/Education	2,000	2,000	0	
21	Advertisement & Promotion Materials	10,000	10,000	0	
22	Rideshare Database/Programming	5,000	0	-5,000	- To 511 Implementation Services for technical assistance
23	Bicycle Map Production and Printing	15,000	15,000	0	
24	Emergency ride home	0	0	0	
25	Cruz511 Implementation Services	10,000	15,000	5,000	- From Rideshare/Database Programming
26	<b>EV Charging Station Project</b>	38,670	38,670	0	
27	<b>Park &amp; Ride Lot Project</b>	98,377	98,377	0	
28	<i>Subtotal Services &amp; Supplies</i>	<b>183,147</b>	<b>183,147</b>	<b>0</b>	
29	<b>Unappropriated Revenues:</b>	<b>7,079</b>	<b>7,079</b>	<b>0</b>	
30					
31	<b>TOTAL EXPENDITURES</b>	<b>390,226</b>	<b>390,226</b>	<b>0</b>	

**Note:**



**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**RAIL/TRAIL AUTHORITY**  
**FY 2014-2015 BUDGET**

1 **RAIL/TRAIL AUTHORITY:** 722100

2	3	4	5	6	7
	WORK ELEMENT #682	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	STIP	4,197,307	4,197,307	0	
7	Leases & Other Revenue	50,000	50,000	0	
8	Transfer from TC Funds	110,000	110,000	0	
9	RSTP Exchange	0	0	0	
9	Rail/Trail Authority Reserve Funds Budgeted	294,687	294,687	0	
10	<b>TOTAL REVENUES</b>	<b>4,651,994</b>	<b>4,651,994</b>	<b>0</b>	
11	<b>EXPENDITURES:</b>				
12	Salaries & Benefits	200,000	200,000	0	
13					
14	<b>Services and Supplies:</b>				
15	Liability Insurance	30,000	30,000	0	
16	Rail line ROW clean up, maintenance & signage	40,000	40,000	0	
17	<b>Consulting Services:</b>				
18	Consultants for Rail Operations & Property Management	30,000	30,000	0	
19	Haz Mat Investigation and Related Costs	10,000	10,000	0	
20	Site Management Plan	30,000	30,000	0	
21	General Contingency	25,871	5,871	-20,000	- To Construction Management Consultant Line
22	Engineering for improvements	0	0	0	
23	Construction Design support	200,000	200,000	0	
24	Construction Management Consultant	250,000	290,000	40,000	- Two rounds of bidding, extended schedule, specialized inspection
25	Construction Legal Counsel	75,000	55,000	-20,000	- To Construction Management Consultant Line
26	Rail line rehabilitation	3,761,123	3,761,123	0	
27	<b>Subtotal Services &amp; Supplies</b>	<b>4,451,994</b>	<b>4,451,994</b>	<b>0</b>	
28					
29	<b>TOTAL EXPENDITURES</b>	<b>4,651,994</b>	<b>4,651,994</b>	<b>0</b>	

**Note:**

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

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

SOURCES	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
5 <b>REVENUES:</b>				
6				
7 TDA Planning	642,808	642,808	0	
8 Rural Planning Assistance (RPA)	337,000	337,000	0	
9 STIP for Planning (PPM)	153,537	153,537	0	
10 RSTP Exchange	101,052	101,052	0	
11 FHWA - Earmark	170,000	170,000	0	
12 Federal - Planning (PL) - from AMBAG	65,000	65,000	0	
13 Partnership Planning Grant	125,362	144,924	19,562	- More funds used in FY 2014-15 for modeling tools
14 Transit Planning Grants	292,459	237,459	-55,000	- Work to be done in FY 2015-16
15 Coastal Conservancy	0	0	0	
16 Santa Cruz County Planning for Unified Corridor Plan	0	100,000	100,000	- County Planning contribution for Unified Corridor Plan modelling tools
17 AB2766/Air District Funds:				
18 RTC Funds Budgeted	203,276	210,309	7,033	- More funds needed in FY 2014-15 for modeling tools
19				
20 <b>TOTAL REVENUES</b>	<b>2,090,494</b>	<b>2,162,089</b>	<b>71,595</b>	

**Note:**

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

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

EXPENDITURES	FY14-15 APPROVED 10/02/14	FY14-15 PROPOSED 02/12/15	DIFFERENCE	NOTE
<b>Staff &amp; Overhead by Program</b>				
Regional Planning Coordination	124,945	124,945	0	
Unified Corridor Study	80,000	80,000	0	
Work Program	30,000	30,000	0	
Public Information	20,000	20,000	0	
Bicycle/Pedestrian Planning	55,429	55,429	0	
Bike Signage Plan	20,000	20,000	0	
MBSST Network	155,000	155,000	0	
Specialized Transportation	57,000	57,000	0	
User Oriented Transit Travel Planning	15,000	15,000	0	
Passenger Rail Study	130,000	130,000	0	
Regional Transportation Plan for MTP	129,000	129,000	0	
Regional Travel Demand Model	30,000	30,000	0	
Transportation Improvement Program (TIP)	219,574	219,574	0	
Highway & Roadway Planning	100,000	100,000	0	
<i>Subtotal Staff and Overhead</i>	<b>1,165,948</b>	<b>1,165,948</b>	<b>0</b>	
<b>Services &amp; Supplies</b>				
<u>Passthrough Programs</u>				
Bike To Work Program (Ecology Action)	50,000	50,000	0	
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	0	
Bike Signage Program	50,000	50,000	0	
Boltage/Active 4me - Ecology Action	28,541	28,541	0	
South County Youth Bike Safety Training (Eco Act)	30,000	30,000	0	
<u>Professional Services (contracts)</u>				
Washington Assistant	44,600	44,600	0	
Engineering and Other Technical Consultants	90,000	70,000	-20,000	- To Unified Corridor Plan for subregional modeling tools
User Oriented Transit Travel Planning	70,000	15,000	-55,000	- Most work to be done in FY 2015-16
MBSST Planning & Technical Consultant	15,000	15,000	0	
Passenger rail study consultant	180,000	180,000	0	
SC METRO for passenger rail study	18,000	18,000	0	
Unified Corridor Investment Plan Consultant	103,405	250,000	146,595	- Scope of grant work revised to include subregional modeling tools
<u>RTC Work Element Related Items</u>				
Traffic Monitoring services	15,000	15,000	0	
Printing Documents and Pub Info Materials	20,000	20,000	0	
Transfer to Rail/Trail Authority	110,000	110,000	0	
<i>Subtotal Services &amp; Supplies</i>	<b>924,546</b>	<b>996,141</b>	<b>71,595</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,090,494</b>	<b>2,162,089</b>	<b>71,595</b>	

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

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

EXPENDITURES	FY14-15 PROPOSED 02/12/15	TDA	RTC FUND	RPA	FHWA PL - AMBAG	SCz COUNTY PLNG	Fed5304 Transit Plng	Transit for Sust Comm	STIP PPM	FHWA Earmark	Fed 5304 Part Plang	RSTPX
Staff & Overhead												
Regional Planning Coordination	124,945	16,501	2,027	86,417	20,000							
Unified Corridor Study	80,000	17,800	-	-	-						62,200	
Work Program	30,000	8,118	-	21,882								
Public Information	20,000	20,000	-	-								
Bicycle/Pedestrian Planning	55,429	30,429	-		-				25,000			
Bike Signage Plan	20,000	15,000	5,000									-
MBSST Network	155,000	-	-							155,000		
Specialized Transportation	57,000	27,375	6,041	23,584								
User Oriented Transit Travel Planning	15,000		5,000					10,000				
Passenger Rail Study	130,000	47,603	24,938		33,000		24,459					
Regional Transportation Plan for MTP	129,000	30,396	-	98,604				-				
Regional Travel Demand Model	30,000	5,000	-	20,000					5,000			
Transportation Improvement Program (TIP)	219,574	50,736	1,769	43,532					123,537			
Highway & Roadway Planning	100,000	39,713	5,306	42,981	12,000							
Subtotal Staff & Overhead	1,165,948	308,671	50,081	337,000	65,000	-	24,459	10,000	153,537	155,000	62,200	-
Services & Supplies												
Passthrough Programs												
Bike To Work Program (Ecology Action)	50,000	50,000	-									
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	-									
Bike Signage Program	50,000		7,489									42,511
Boltage/Active 4me - Ecology Action	28,541		-									28,541
South County Youth Bike Safety Training (Eco Act)	30,000		-									30,000
Professional Services												
Washington Assistant	44,600	4,600	40,000									
Engineering and Other Technical Consultants	70,000	40,000	30,000									
User Oriented Transit Travel Planning	15,000	-	-					15,000				
MBSST Planning & Technical Consultant	15,000		-							15,000		
Passenger rail study consultant	180,000		10,000				170,000					
SC METRO for passenger rail study	18,000		-				18,000					
Unified Corridor Investment Plan Consultant	250,000	2,537	64,739			100,000					82,724	
RTC Work Element Related Items												
Traffic Monitoring services	15,000	15,000	-									
Printing Documents and Pub Info Materials	20,000	12,000	8,000						-			
Transfer to Rail/Trail Authority	110,000	110,000	-									
Subtotal Services & Supplies	996,141	334,137	160,228	-	-	100,000	188,000	15,000	-	15,000	82,724	101,052
TOTAL EXPENDITURES	2,162,089	642,808	210,309	337,000	65,000	100,000	212,459	25,000	153,537	170,000	144,924	101,052

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

1

2 **FUND BALANCES & RESERVES: 02/12/15**

3 4 5 6 7	DESCRIPTION	TDA FUND (1)	RTC FUND (2)	RIDESHARE FUND (3)	RAIL/TRAIL AUTHORITY FUND (4)	HWY 1 PA/ED & ENG FUND (4)	HWY 1 CONSTR FUND (4)	SAFE OPERATING FUND (5)	FSP FUND (5)	RSTP EXCHANGE FUND (4)	STA FUND (6)	TOTAL ALL FUNDS
8	<b>Fund Balance 7-01-14</b>	2,254,763	1,246,667		294,687	757,318	12,342	516,485	10,615	10,280,013	180,569	15,553,459
9	FY 2013-14 Revenues budgeted	(123,237)										(123,237)
10	Anticipated Approved Revenues					1,055,000						1,055,000
11	Revenues Budgeted to Reserves Fund	4,985	40,000									44,985
12	Restricted Reserve carried over	(696,117)	(435,141)					(191,433)				(1,322,691)
13	Budgeted Carryover from FY 2013-14	(1,435,409)	(437,267)		(294,687)	(1,812,318)		(165,617)	-	(9,035,198)	-	(13,180,496)
14	Subtotal Fund Balance	4,985	414,259	-	-	(0)	12,342	159,435	10,615	1,244,815	180,569	2,027,021
15	To Cashflow Reserve		(256,059)					(82,777)				(338,836)
16	<b>To Restricted Reserve Fund</b>	<b>(4,985)</b>	<b>(158,200)</b>					<b>(36,205)</b>				<b>(199,390)</b>
17	Unappropriated Revenues			7,079	-	14,825	-	-	104,000	30,000		155,904
18	<b>Total Fund Balance</b>	<b>-</b>	<b>-</b>	<b>7,079</b>	<b>-</b>	<b>14,825</b>	<b>12,342</b>	<b>40,453</b>	<b>114,615</b>	<b>1,274,815</b>	<b>180,569</b>	<b>1,644,699</b>

17

18

19 **Reserve Funds**

20	<b>Reserve Target (8% target for TDA fund; 30% target for others)</b>	<b>701,102</b>	<b>898,391</b>	-	-	-	-	<b>310,415</b>				<b>1,909,908</b>
21	<b>Cashflow Reserve (0% target for TDA fund; 8% target for others)</b>		256,059					82,777				338,836
22	<b>Restricted Reserve (8% target for TDA fund; 22% target for others)</b>	701,102	593,341	-	-	-	-	227,638	-	-	-	1,522,081
23	<b>Total Reserve Funds</b>	<b>701,102</b>	<b>849,400</b>					<b>310,415</b>				<b>1,860,917</b>
24	<b>Reserve Fund Difference from Target</b>	<b>(0)</b>	<b>(48,991)</b>	-	-	-	-	-	-	-	-	<b>(48,991)</b>

27

28

29 **Notes:**

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

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

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

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

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

35

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

37 (2) 3.6 month (or 30%) operating reserve target established in RTC Rules and Regulations for the RTC Fund ; 3.4 months (or 28.36%) available in this proposed budget

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

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

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

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

**AGENDA:** February 12, 2015

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

**FROM:** Luis Pavel Mendez, Deputy Director

**RE:** Fiscal Year (FY) 2015-16 Proposed Budget

---

## **RECOMMENDATIONS**

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached proposed FY 2015-16 budget ([Attachment 1](#)), with revisions as appropriate.

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## **BACKGROUND**

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

## **DISCUSSION**

The economy continues to recover from the "great recession" but economic activity is not constant and all-encompassing. The recession led to significant reductions in Transportation Development Act (TDA) revenues, which have been increasing since 2010. The proposed FY 2015-16 Budget ([Attachment 1](#)) continues to address financial challenges with the aid of grant funds.

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

One of the main sources of funding for transportation in Santa Cruz County is the TDA, which established that ¼% of the state sales tax would go to transportation. [Attachment 2](#) shows actual and estimated TDA revenues for FYs 2006-07 to 2015-16. Between FYs 2006-07 and 2009-10 TDA revenues decreased almost 18% due to the "great recession". By FY 2013-14 TDA revenues bounced back to pre-recession levels and now seem to have reached a plateau. The Santa Cruz County Auditor Controller's estimate of TDA revenues for FY 2015-16 is almost the same as their January 2014 estimate for FY 2014-15 revenues. Therefore, consistent with the Auditor Controller's estimate, the TDA apportionments in the proposed FY 2015-

16 budget ([Attachment 1](#)) are almost identical to the apportionments approved in March 2014 for FY 2014-15 (Table 1 below).

<b>Table 1: FY 2014-15 &amp; 2015-16 TDA Apportionments</b>		
<b>Recipients of TDA Revenue</b>	<b>FY 14-15 Approved 03/06/14</b>	<b>FY 15-16 Proposed 02/12/15</b>
RTC Administration	538,542	538,542
RTC Planning	492,808	492,808
Bike to Work	50,000	50,000
Bike and Ped Safety (CTSC)	100,000	100,000
Santa Cruz Metro	6,377,610	6,377,491
Community Bridges	626,572	626,561
Volunteer Center	74,592	74,591
Capitola	14,249	14,197
Santa Cruz	88,980	88,858
Scotts Valley	16,660	16,743
Watsonville	73,629	73,546
Santa Cruz County	186,901	187,068
<b>Total</b>	<b>8,640,543</b>	<b>8,640,405</b>

The TDA apportionments for FY 2014-15 shown in [Attachment 1](#) are higher for some TDA recipients than those shown in Table 1 above. This is because the TDA apportionments shown in [Attachment 1](#) include some surplus revenues from FY 2013-14 that were budgeted in October 2014.

### **Rideshare (Cruz511) Budget (budget p. 5)**

The name of the RTC's rideshare program is migrating from Commute Solutions to Cruz511 as the Cruz511 website is nearing completion. Adding traveler information with Cruz511 will provide an additional valuable service to travelers and drive more traffic to the website increasing the possibility that more people will join the ridesharing database. Increasing the size of the database will likely lead to the formation of more carpools and vanpools. In addition, the additional traffic to the website will have easy access to the transit, bicycling and walking information on the same website. RTC staff anticipates that the electric vehicle charging station will be installed in Watsonville during this fiscal year.

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

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

reserve funds for FY 2015-16. There will also be a reduction in the overall cost of the call box program, which will be reflected in the fall budget amendment.

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

The FSP receives state funds specifically allocated to the program by formula. Unfortunately, these funds are insufficient to provide FSP service on both Highways 1 and 17. Therefore, the RTC must continually apply for additional funds from various sources to continue the Highway 1 FSP service. For FY 2015-16, the FSP budget includes State Transportation Improvement Program (STIP) funds recently programmed by the RTC and approved by the California Transportation Commission. When the RTC has not been able to secure other grant funds for the program, the RTC has used reserves from the Service Authority for Freeway Emergencies (SAFE) program. However, reserves in the SAFE program cannot sustain the FSP for very long.

**Rail/Trail Authority Budget (budget p. 8)**

The vast majority of the structures rehabilitation project initiated in FY 2013-14 will be completed in FY 2014-15. There may be some funds carried over into FY 2015-16 for additional work and staff will continue to apply for grant funds to make improvements to other bridges and the rest of the railroad infrastructure. RTC staff will continue to work with the Santa Cruz County Real Property Division to increase lease revenues.

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

The construction of the Highway 1 Soquel to Morrissey Auxiliary Lanes project including the landscaping and plant establishment were completed in December 2014. Staff and the construction manager are working to close out the project and do not anticipate that it will carry over into the next fiscal year. Work to complete the Highway 1 Corridor Improvement project environmental documents will continue into FY 2015-16. Currently, the draft environmental documents are anticipated to be released in the fall of 2015; therefore, a significantly higher level of work is estimated for FY 2015-16 to complete the documents, conduct public outreach, address public questions and prepare responses to comments.

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

The planning budget includes the regular funds used every year to meet the RTC's obligations for transportation planning in Santa Cruz County. These include Rural Planning Assistance; TDA; FHWA Planning; and STIP Planning, Programming and Monitoring (PPM). It also includes grant funds for specific planning projects that will continue into FY 2015-16. These include the Unified Corridor Study and the Passenger Rail Study. In addition, most of the work under a new grant for user oriented transit travel planning will likely be done in FY 2015-16.

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



The RTC has 16.75 authorized staff positions. For FY 2015-16, 14.75 of those authorized positions are budgeted. This is the same as was budgeted for FY 2014-15. The staff costs in this proposed budget take into account the current labor negotiations.

Staff has been investigating ways to reduce staffing costs and budget for liabilities associated with staffing, including other post employment benefits and retirement liabilities. When the RTC became autonomous in 2006, it was forced to take on some CalPERS retirement "side fund liability" from the County of Santa Cruz. Payment for this "side fund liability" is included in the employer contribution rate that the RTC must pay to CalPERS. Theoretically, the "side fund liability" should be paid in 30 years. However, it is being paid at a slower rate and because CalPERS uses a 7.5% discount rate, the RTC is effectively paying a 7.5% interest rate to retire this liability. Therefore, RTC staff proposes paying the "side fund liability" in five years. This increases staffing costs in the short term but will decrease them in the long term. The staffing costs in the proposed FY2015-16 budget include a payment of \$63,000 toward the side fund liability of about \$300,000. This will help to reduce the employer contribution by a small amount each year and by the time that the side fund liability is paid off, the rate will have been reduced by about 1.5% or about \$22,000 based on current payroll. Because the "side fund liability" is part of staffing costs it will be borne by all funding sources and projects. Each year staff can assess the possibility of paying this liability at an accelerated rate and recommend accordingly.

### **TDA and RTC Reserves (budget page 15)**

As established in the RTC Rules and Regulations, the proposed FY 2015-16 budget maintains a TDA reserve fund that is at least 8% of anticipated TDA funds. In FY 2012-13 the RTC established a goal of 30% of operating costs for the RTC reserve fund. Over the past three years the RTC has allocated some TDA surplus funds towards meeting that goal. The restricted reserves together with the operating reserves currently provide the RTC with a total reserve of about 28% of operating costs. This level of RTC reserves is maintained in the proposed FY 2015-16 budget. As recommended by the B&A/P Committee at its November 2014 meeting, expenses which qualify for SAFE funds are proposed to be covered by the SAFE reserve and not the RTC operating reserve.

Since TDA revenues for FY 2014-15 are coming in a bit below the Auditor Controller's estimate, it may be necessary to use TDA reserves during FY 2014-15 to meet RTC obligations to TDA recipients. If that is the case, during the fall budget amendment, RTC staff can propose recommendations to address any usage of the TDA reserves.

The proposed FY 2015-16 budget is balanced and includes the funding to meet the RTC's state and federally mandated responsibilities as well as continue the RTC's priority transportation projects and programs such as:

- Continuation of the Highway 1 Corridor Improvement project tiered environmental analysis
- Special transportation studies such as the passenger rail study and the unified corridors plan
- Rehabilitation of the Santa Cruz Branch Rail Line
- Implementation of the 2014 Regional Transportation Plan (RTP) and work towards the next RTP
- Development of new transportation funding sources
- Monitor and participate in local, state and federal efforts to address global warming

**Therefore, staff recommends that the Budget and Administration/ Personnel Committee review and recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached proposed FY 2015-16 budget (Attachment 1) with revisions as appropriate.**

## **SUMMARY**

The proposed FY 2015-16 budget and work program for the RTC includes continued oversight of the Highway 1 projects, rehabilitation for the Santa Cruz Branch Rail Line, and continuation of on-going RTC projects and programs. Available TDA funds for FY 2015-16 are estimated to be the same as was estimated for FY 2014-15 and TDA apportionments are consistent with the estimate. Staff recommends that the B&A/P Committee recommend that the RTC approve the proposed FY 2015-16 budget (Attachment 1).

### Attachments:

1. Draft Proposed Fiscal Year (FY) 2015-16 Budget
2. Actual and Estimated Transportation Development Act Revenues

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# ATTACHMENT 1

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
(SCCRTC)

FISCAL YEAR 2015-16 BUDGET

PROPOSED FEBRUARY 12, 2015

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**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PROJECTED REVENUE SUMMARY**  
**FY 2015-2016 BUDGET**

**1 PROJECTED REVENUE SUMMARY**

SOURCES	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA):</b>				
Auditor's 1/4 Cent Sales Tax Estimate	8,630,543	8,628,404	-2,139	- Auditor's estimate slightly lower in 2015 than in 2014
Previous FY Revenues Budgeted	123,237	0	-123,237	- One time for reserves and additional apportionment to recipients
Interest Estimate	10,000	12,000	2,000	- Estimate for FY 2015-16
<i>Total TDA Apportioned</i>	<b>8,763,780</b>	<b>8,640,404</b>	<b>-123,376</b>	
<b>State Transit Assistance (STA)</b>	<b>2,869,116</b>	<b>2,832,152</b>	-36,964	- Estimate from California State Controller
<b>Planning Grant Funds/Others:</b>				
State planning funds (RPA and STIP PPM)	490,537	512,000	21,463	- Carryover from previous fiscal years
RSTP Exchange	101,052	20,000	-81,052	- Some work completed in FY 2014-15
FHWA - Earmark	170,000	155,000	-15,000	- Contracted work completed in FY 2014-15
Federal - Planning (PL) - from AMBAG	65,000	65,000	0	
Coastal Conservancy	0	0	0	
Santa Cruz County Planning for Unified Corridor Plan	0	50,000	50,000	- Estimated carryover from FY 2014-15
Transit & partnership planning grants	417,821	269,995	-147,826	- Some work completed in FY 2014-15
RTC Funds Budgeted	430,234	351,348	-78,886	- Estimate for FY 2015-16
<i>Planning/Other Total</i>	<b>1,674,644</b>	<b>1,423,343</b>	<b>-251,301</b>	
<b>Rideshare:</b>				
RSTP Exchange	301,556	235,000	-66,556	- Part of Park N Ride Lot project completed in FY 2014-15
AB2766	38,670	0	-38,670	- Anticipate completion in FY 2014-15
SAFE Funds	50,000	50,000	0	
<b>Service Authority for Freeway Emergency (SAFE):</b>				
DMV Fees and interest	241,000	241,000	0	
Other - MTC SAFE and Partnership Planning Grant	50,000	50,000	0	
SAFE Funds Budgeted	165,617	52,807	-112,810	- Callbox upgrade to be completed in FY 2014-15
<b>Freeway Service Patrol (FSP):</b>				
Caltrans Grant	205,000	207,500	2,500	- Estimate for FY 15-16
RSTP Exchange & STIP	270,000	150,000	-120,000	- No RSTPX funds programmed to this project for FY 2015-16
FSP Reserves Budgeted and Interest	1,000	105,000	104,000	- Anticipated carryover funds from FY 14-15
<b>Rail/Trail Authority:</b>				
STIP	4,197,307	0	-4,197,307	- Most of rail road bridge rehabilitation completed in FY 14-15
Leases and Union Pacific	50,000	50,000	0	
Transfer - in from TC Planning	110,000	110,000	0	
Rail/Trail Funds Budgeted	294,687	130,881	-163,806	- Anticipated carryover after completion of some work
<b>Highway 1:</b>				
RSTP Exchange	1,827,143	1,154,968	-672,175	- Some funds spent in FY 2014-15
STIP	150,000	0	-150,000	- Project close out anticipated in FY 2014-15
CMIA (state bond) & other	1,099,087	0	-1,099,087	- Project close out anticipated in FY 2014-15
<b>RSTP Exchange Program</b>	10,310,013	1,274,815	-9,035,198	- Anticipated carryover from FY 2014-15
<b>TOTAL</b>	<b>32,668,621</b>	<b>17,322,870</b>	<b>-15,345,751</b>	

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

**FY 2015-2016 BUDGET**

**1 APPORTIONMENT SUMMARY**

CLAIMANTS	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
<b>Transportation Development Act (TDA): (1)</b>				
TDA Reserve Fund	4,985		-4,985	- One time from surplus to meet RTC established 8% target
RTC Reserve Fund	40,000		-40,000	- One time from surplus to help meet RTC established 30% target
SCCRTC:				
Administration	538,542	538,542	0	0.00%
Planning: Overall Planning	492,808	492,808	0	0.00%
Bike to Work	50,000	50,000	0	0.00%
Bike & Pedestrian Safety (CTSC)	100,000	100,000	0	0.00%
<i>Subtotal</i>	<b>1,181,350</b>	<b>1,181,350</b>	<b>0</b>	0.00%
Santa Cruz METRO	6,444,515	6,377,491	-67,024	-1.04% - Surplus revenues were available in FY 14-15
Specialized Transit (Community Bridges/CTSA)	633,145	626,561	-6,585	-1.04% - Surplus revenues were available in FY 14-15
Volunteer Center	75,374	74,591	-784	-1.04% - Surplus revenues were available in FY 14-15
City of Capitola	14,346	14,197	-149	-1.04% - Surplus revenues were available in FY 14-15
City of Santa Cruz - Non Transit	89,792	88,858	-934	-1.04% - Surplus revenues were available in FY 14-15
City of Scotts Valley	16,919	16,743	-176	-1.04% - Surplus revenues were available in FY 14-15
City of Watsonville	74,319	73,546	-773	-1.04% - Surplus revenues were available in FY 14-15
County of Santa Cruz	189,034	187,068	-1,966	-1.04% - Surplus revenues were available in FY 14-15
<i>Subtotal</i>	<b>7,537,445</b>	<b>7,459,054</b>	<b>-78,391</b>	-1.04%
<b>TOTAL TDA APPORTIONED</b>	<b>8,763,780</b>	<b>8,640,404</b>	<b>-123,376</b>	- Surplus revenues were available in FY 14-15
<b>State Transit Assistance (STA) - SCMTD</b>	<b>2,869,116</b>	<b>2,832,152</b>	<b>-36,964</b>	- Estimate from California State Controller
<b>Planning Grant Funds/Others:</b>	<b>1,674,644</b>	<b>1,423,343</b>	<b>-251,301</b>	- Some work completed in FY 2014-15
<b>Rideshare</b>	<b>390,226</b>	<b>285,000</b>	<b>-105,226</b>	- Anticipate completion of some projects in FY 2014-15
<b>SAFE</b>	<b>456,617</b>	<b>343,807</b>	<b>-112,810</b>	- Callbox upgrade to be completed in FY 2014-15
<b>Freeway Service Patrol (FSP)</b>	<b>476,000</b>	<b>462,500</b>	<b>-13,500</b>	- Lower amount of RSTPX funds for project in FY 2015-16
<b>Rail/Trail Authority</b>	<b>4,651,994</b>	<b>905,881</b>	<b>-3,746,113</b>	- Most of rail road bridge rehabilitation completed in FY 14-15
<b>Highway 1</b>	<b>3,076,230</b>	<b>1,154,968</b>	<b>-1,921,262</b>	- Auxiliary lanes construction project close out in FY 2014-15
<b>RSTP Exchange Program</b>	<b>10,310,013</b>	<b>1,274,815</b>	<b>-9,035,198</b>	- Assume most projects completed in FY 2014-15
<b>TOTAL</b>	<b>32,668,621</b>	<b>17,322,870</b>	<b>-15,345,751</b>	

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

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**BUDGET SUMMARY**  
**FY 2015-2016 BUDGET**

**1 BUDGET SUMMARY**

	FY13-14 ADOPTED DETAIL			FY14-15 ADOPTED DETAIL			FY15-16 PROPOSED DETAIL		
	TOTAL FY 13-14 ADOPTED 05/01/14	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY14-15 ADOPTED 10/02/14	SALARIES & BENEFITS	SERVICES & SUPPLIES	TOTAL FY15-16 PROPOSED 02/12/15	SALARIES & BENEFITS (1)	SERVICES & SUPPLIES
<b>OPERATIONS PROGRAMS</b>									
SCCRTC - Administration	890,500	208,000	682,500	805,500	220,000	585,500	691,318	233,318	458,000
CRUZ511/Rideshare	409,271	195,000	214,271	383,147	200,000	183,147	281,666	205,566	76,100
SAFE	486,997	165,000	321,997	456,617	120,000	336,617	343,807	129,507	214,300
Freeway Service Patrol	372,000	70,000	302,000	372,000	70,000	302,000	378,060	76,060	302,000
SCCRTC Planning	2,155,031	1,081,400	1,073,631	2,090,494	1,165,948	924,546	1,913,375	1,240,220	673,155
<b>Total Operations Programs</b>	<b>4,313,799</b>	<b>1,719,400</b>	<b>2,594,399</b>	<b>4,107,758</b>	<b>1,775,948</b>	<b>2,331,810</b>	<b>3,608,226</b>	<b>1,884,671</b>	<b>1,723,555</b>
<b>CAPITAL PROGRAMS</b>									
Rail/Trail Authority	6,246,664	180,000	6,066,664	4,651,994	200,000	4,451,994	905,881	185,010	720,871
Highway 1 Env Docs & Design	1,476,301	110,000	1,366,301	1,827,143	185,000	1,642,143	1,154,968	256,958	898,010
Highway 1 Construction	4,766,815	150,000	4,616,815	1,249,087	75,000	1,174,087	-	-	-
<b>Total Capital Programs</b>	<b>12,489,780</b>	<b>440,000</b>	<b>12,049,780</b>	<b>7,728,224</b>	<b>460,000</b>	<b>7,268,224</b>	<b>2,060,849</b>	<b>441,968</b>	<b>1,618,881</b>
<b>TOTAL ALL PROGRAMS</b>	<b>16,803,579</b>	<b>2,159,400</b>	<b>14,644,179</b>	<b>11,835,982</b>	<b>2,235,948</b>	<b>9,600,034</b>	<b>5,669,075</b>	<b>2,326,639</b>	<b>3,342,436</b>

**BUDGET COMPARISON**  
**PRIOR YEAR AND BUDGET YEAR**

PROGRAM	FY 13-14 ADOPTED 05/01/14	FY 13-14 ACTUAL 6/30/13	FY 13-14 ACTUAL LESS ADOPTED 05/01/14	FY14-15 ADOPTED 10/02/14	FY 13-14 ADOPTED 05/01/14	FY14-15 ADOPTED VS FY 13-14 ADOPTED	FY15-16 PROPOSED 02/12/15	FY14-15 ADOPTED 10/02/14	FY15-16 PROPOSED VS FY14-15 ADOPTED
SCCRTC - Administration	890,500	635,349	(255,151)	805,500	890,500	(85,000)	691,318	805,500	(114,182)
Rideshare	409,271	221,052	(188,219)	383,147	409,271	(26,124)	281,666	383,147	(101,481)
SAFE	486,997	340,528	(146,469)	456,617	486,997	(30,380)	343,807	456,617	(112,810)
Freeway Service Patrol	372,000	336,372	(35,628)	372,000	372,000	-	378,060	372,000	6,060
Rail/Trail Authority	6,246,664	1,987,342	(4,259,322)	4,651,994	6,246,664	(1,594,670)	905,881	4,651,994	(3,746,113)
Highway 1 Env Docs & Design	1,476,301	167,175	(1,309,126)	1,827,143	1,476,301	350,842	1,154,968	1,827,143	(672,175)
Highway 1 Construction	4,766,815	3,531,909	(1,234,906)	1,249,087	4,766,815	(3,517,728)	-	1,249,087	(1,249,087)
SCCRTC Planning	2,155,031	1,592,198	(562,833)	2,090,494	2,155,031	(64,537)	1,913,375	2,090,494	(177,119)
<b>Total Operating Budget</b>	<b>16,803,579</b>	<b>8,811,925</b>	<b>(7,991,654)</b>	<b>11,835,982</b>	<b>16,803,579</b>	<b>(4,967,597)</b>	<b>5,669,075</b>	<b>11,835,982</b>	<b>(6,166,907)</b>

Notes: (1) Includes staffing shown on page 16

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**ADMINISTRATION**  
**FY 2015-2016 BUDGET**

**1 ADMINISTRATION**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46	WORK ELEMENT #102	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	TDA Administration	578,542	538,542	-40,000	- One time transfer to reserves in FY 14-15
	RTC Funds	226,958	152,776	-74,182	- Estimate based on anticipated expenses
	<b>TOTAL REVENUES</b>	<b>805,500</b>	<b>691,318</b>	<b>-114,182</b>	
	<b>EXPENDITURES:</b>				
	<b>Salaries &amp; Benefits</b>	220,000	233,318	13,318	- Updated estimate & CalPERS Side Fund Liability
	<b>Services and Supplies:</b>				
	Telephone	13,000	13,000	0	
	Liability Insurance	14,000	14,000	0	
	Utilities	9,000	9,000	0	
	Office Rent	89,000	92,000	3,000	- Increase per negotiated lease extension
	<b>Travel/Training</b>				
	Vehicle Maintenance, Rentals and Service	4,000	4,000	0	
	Transportation/Travel/Education	26,000	26,000	0	
	<b>Fixed Assets</b>	40,000	10,000	-30,000	- Anticipate replacement of phones to be completed in FY 2014-15
	<b>Office Expenses</b>				
	General Supplies & Expenses	30,000	30,000	0	
	Duplicating	6,000	6,000	0	
	Postage	5,500	5,500	0	
	Membership	9,500	9,500	0	
	Sponsorship	1,000	1,000	0	
	Advertisement/Publication	6,000	6,000	0	
	Office Equipment Repair/Maintenance	6,500	6,500	0	
	Contingency/Special Expense	50,000	50,000	0	
	County Mainframe/Intranet	6,000	6,000	0	
	Computer Software	15,500	5,000	-10,500	- Significant software update anticipated to be completed in FY 14-15
	<b>Services</b>				
	Commissioners' Stipend	11,000	11,000	0	
	Fiscal & Triennial Performance Audit	30,000	30,000	0	
	Annual Report/Fact Sheets	25,000	10,000	-15,000	- Assume annual report completion in FY 14-15
	Accounting, Payroll and Auditing Fees	15,000	15,000	0	
	Human Resources/Employee Relations	35,000	10,000	-25,000	- Labor negotiations not anticipated in FY 15-16
	Administrative Consulting Services	10,000	10,000	0	
	Legal Counsel	45,000	35,000	-10,000	- Estimate based on anticipated expenses
	Computer/website support, service & programming	36,000	36,000	0	
	Custodial - Janitorial Services	7,500	7,500	0	
	<b>Provision for RTC reserves</b>	40,000		-40,000	- One time transfer to reserves in FY 14-15
	<i>Subtotal Services &amp; Supplies</i>	<b>585,500</b>	<b>458,000</b>	<b>-127,500</b>	
	<b>TOTAL EXPENDITURES</b>	<b>805,500</b>	<b>691,318</b>	<b>-114,182</b>	



**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**RIDESHARE - COMMUTE SOLUTIONS**  
**FY 2015-2016 BUDGET**

1 **Rideshare/CRUZ511:** 721400

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	WORK ELEMENT #179	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	RSTP Exchange	301,556	235,000	-66,556	- Part of Park N Ride Lot project completed in FY 2014-15
7	SAFE funds	50,000	50,000	0	
9	AB2766	38,670	0	-38,670	- Anticipate completion in FY 2014-15
10	<b>TOTAL REVENUES</b>	<b>390,226</b>	<b>285,000</b>	<b>-105,226</b>	
11	<b>EXPENDITURES:</b>				
12	<b>Salaries &amp; Benefits</b>	200,000	205,566	5,566	- Updated estimate & CalPERS Side Fund Liability
13					
14	<b>Services and Supplies:</b>				
15	<b>Rideshare:</b>				
16	Telephone	500	500	0	
17	Membership	600	600	0	
18	Postage	1,000	1,000	0	
19	Other - Office Expense	2,000	2,000	0	
20	Transportation/Travel/Education	2,000	2,000	0	
21	Advertisement & Promotion Materials	10,000	10,000	0	
22	Technical Support/Programming	5,000	5,000	0	
23	Bicycle Map Production and Printing	15,000	0	-15,000	- Anticipate completion in FY 2014-15
24	Emergency ride home	0	0	0	
25	Cruz511 Implementation Technical Support	10,000	0	-10,000	- Anticipate completion in FY 2014-15
26	<b>EV Charging Station Project</b>	38,670	10,000	-28,670	- Anticipate completion in FY 2014-15
27	<b>Park &amp; Ride Lot Project</b>	98,377	45,000	-53,377	- Part of project completed in FY 2014-15
28	<i>Subtotal Services &amp; Supplies</i>	<b>183,147</b>	<b>76,100</b>	<b>-107,047</b>	
29	<b>Unappropriated Revenues:</b>	<b>7,079</b>	<b>3,334</b>	-3,745	- Funds budgeted
30					
31	<b>TOTAL EXPENDITURES</b>	<b>390,226</b>	<b>285,000</b>	<b>-105,226</b>	

**Note:**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)**  
**FY 2015-2016 BUDGET**

1 **SAFE:** 721825

2	3	4	5	6	7
	WORK ELEMENT #178 and #175	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	DMV Fees	238,000	238,000	0	
7	Interest	3,000	3,000	0	
8	Caltrans Partnership Planning Grant for 511 System			0	
9	Local Financial Assistance (MTC SAFE)	50,000	50,000	0	
10	SAFE Reserve Funds Budgeted	165,617	52,807	-112,810	- Callbox upgrade to be completed in FY 2014-15
11	<b>TOTAL REVENUES</b>	<b>456,617</b>	<b>343,807</b>	<b>-112,810</b>	
12	<b>EXPENDITURES:</b>				
13	Salaries & Benefits	120,000	129,507	9,507	- Updated estimate & CalPERS Side Fund Liability
14					
15	<b>Services and Supplies:</b>				
16	Office Expense	2,000	2,000	0	
17	Transportation/Travel/Education	2,000	2,000	0	
18	HWY 17 Utility Charges (Electricity)	1,200	1,200	0	
19	Liability Insurance	5,000	5,000	0	
20	Legal Counsel	1,000	1,000	0	
21	Contingency/Special Expense	2,500	2,500	0	
22	Network Access	1,000	1,000	0	
23	System Maintenance	46,000	46,000	0	
24	CHP Operations	600	600	0	
25	Safe on 17	102,317	100,000	-2,317	- Previous fiscal year includes some carryover revenues
26	Freeway Service Patrol	0	0	0	
27	Call Answering	3,000	3,000	0	
28	Callbox Upgrade	120,000	0	-120,000	- Anticipate completion in FY 2014-15
29	To Cruz511	50,000	50,000	0	
30	511 System Plan - Consultant Services	0	0	0	
31	TAMC for 511 System Planning	0	0	0	
32	<i>Subtotal Services &amp; Supplies</i>	<b>336,617</b>	<b>214,300</b>	<b>-122,317</b>	
33	<b>Unappropriated Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	
34					
35	<b>TOTAL EXPENDITURES</b>	<b>456,617</b>	<b>343,807</b>	<b>-112,810</b>	

**Note:**

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

**FY 2015-2016 BUDGET**

**1 FREEWAY SERVICE PATROL (FSP) : 721827**

2 3 4 WORK ELEMENT #177	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
5 <b>REVENUES</b>				
6 Caltrans	205,000	207,500	2,500	- Estimate for FY 15-16
7 RSTPX and STIP	270,000	150,000	-120,000	- No RSTPX funds programmed to this project for FY 2015-16
8 Interest	1,000	1,000	0	
9 FSP Reserve Funds Budgeted		104,000	104,000	- Anticipated carryover funds from FY 14-15
10 <b>TOTAL REVENUES</b>	<b>476,000</b>	<b>462,500</b>	<b>-13,500</b>	
11				
12 <b>EXPENDITURES</b>				
13 Salaries & Benefits	70,000	76,060	6,060	- Updated estimate & CalPERS Side Fund Liability
14				
15 <b>Services and Supplies:</b>				
16 Telephone & Mobile Device Service	2,000	2,000	0	
17 Transportation/Travel/Education	1,000	1,000	0	
18 Liability Insurance	4,000	4,000	0	
19 Legal Counsel	1,000	1,000	0	
20 Contingency/Special Expense	5,000	5,000	0	
21 Supplies	4,000	4,000	0	
22 Towing	285,000	285,000	0	
23 <i>Subtotal Services &amp; Supplies</i>	<b>302,000</b>	<b>302,000</b>	<b>0</b>	
24 <b>Unappropriated Revenues:</b>	<b>104,000</b>	<b>84,440</b>	<b>-19,560</b>	- Funds budgeted
25 <b>TOTAL EXPENDITURES</b>	<b>476,000</b>	<b>462,500</b>	<b>-19,560</b>	

**Note:**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**RAIL/TRAIL AUTHORITY**  
**FY 2015-2016 BUDGET**

1 **RAIL/TRAIL AUTHORITY:** 722100

2	3	4	5	6	7
	WORK ELEMENT #682	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
5	<b>REVENUES:</b>				
6	STIP	4,197,307	0	-4,197,307	- Most of rail road bridge rehabilitation completed in FY 14-15
7	Leases & Other Revenue	50,000	50,000	0	
8	Transfer from TC Funds	110,000	110,000	0	
9	RSTP Exchange	0	615,000	615,000	- Previously programmed by RTC for rehabilitation
9	Rail/Trail Authority Reserve Funds Budgeted	294,687	130,881	-163,806	- Anticipated carryover after completion of some work
10	<b>TOTAL REVENUES</b>	<b>4,651,994</b>	<b>905,881</b>	<b>-3,746,113</b>	
11	<b>EXPENDITURES:</b>				
12	Salaries & Benefits	200,000	185,010	-14,990	- Updated estimate & CalPERS Side Fund Liability
13					
14	<b>Services and Supplies:</b>				
15	Liability Insurance	30,000	30,000	0	
16	Rail line ROW clean up, maintenance & signage	40,000	40,000	0	
17	<b>Consulting Services:</b>				
18	Consultants for Rail Operations & Property Management	30,000	30,000	0	
19	Haz Mat Investigation and Related Costs	10,000	10,000	0	
20	Site Management Plan	30,000	30,000	0	
21	General Contingency	25,871	25,871	0	
22	Engineering for improvements	0	0	0	
23	Construction Design support	200,000	0	-200,000	- Most of rail road bridge rehabilitation completed in FY 14-15
24	Construction Management Consultant	250,000	40,000	-210,000	- Most of rail road bridge rehabilitation completed in FY 14-15
25	Construction Legal Counsel	75,000	15,000	-60,000	- Most of rail road bridge rehabilitation completed in FY 14-15
26	Rail line rehabilitation	3,761,123	500,000	-3,261,123	- Most of rail road bridge rehabilitation completed in FY 14-15
27	<b>Subtotal Services &amp; Supplies</b>	<b>4,451,994</b>	<b>720,871</b>	<b>-3,731,123</b>	
28					
29	<b>TOTAL EXPENDITURES</b>	<b>4,651,994</b>	<b>905,881</b>	<b>-3,746,113</b>	

**Note:**

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

**FY 2015-2016 BUDGET**

**1 HWY 1 ENVIRONMENTAL DOCUMENT & Design: 722200**

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	WORK ELEMENT #683	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
	<b>REVENUES:</b>				
	RSTP Exchange - HOV Lanes	1,627,318	955,143	-672,175	- Some funds spent in FY 2014-15
	RSTP Exchange - Aux Lanes: Design	14,825	14,825	0	
	RSTP Exchange - Aux Lanes: PA/ED	185,000	185,000	0	
	<b>TOTAL REVENUES</b>	<b>1,827,143</b>	<b>1,154,968</b>	<b>-672,175</b>	
	<b>EXPENDITURES:</b>				
	<b>Salaries and Benefits</b>	185,000	256,958	71,958	- Anticipate release of draft document & Calpers side fund liability
	<b>Services and Supplies:</b>				
	<b>Hwy 1 HOV Lanes PA/ED:</b>				
	PA/ED Consultant - Nolte Contract	812,175	625,000	-187,175	- Anticipated carryover and additional from reserve to complete draft document
	PA/ED on Call Consultants	3,500	3,500	0	
	PA/ED Public Information, materials, postage & meetings	30,000	30,000	0	
	ROW Consultant	1,500	1,500	0	
	FHWA Project Value Analysis	0	0	0	
	Sustainability Analysis (STARS)	0	0	0	
	Reserve for future year expenses	595,143	38,185	-556,958	- To help complete draft environmental document
	<b>Highway 1 Morrissey-Soquel Aux Lane PA/ED</b>				
	PA/ED Legal Costs	185,000	185,000	0	
	<i>Subtotal Services &amp; Supplies</i>	<b>1,627,318</b>	<b>883,185</b>	<b>-744,133</b>	
	<b>Unappropriated Revenues:</b>	14,825	14,825	0	
	<b>TOTAL EXPENDITURES</b>	<b>1,827,143</b>	<b>1,154,968</b>	<b>-672,175</b>	

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

**FY 2015-2016 BUDGET**

**1 HWY 1 CONSTRUCTION: 722200**

2 3 4 WORK ELEMENT #683	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
5 <b>REVENUES:</b>				
6 STIP Construction	150,000	0	-150,000	- Project close out anticipated in FY 2014-15
7 CMIA Construction	1,099,087	0	-1,099,087	- Project close out anticipated in FY 2014-15
8 Other Revenues			0	
9 <b>TOTAL REVENUES</b>	<b>1,249,087</b>	<b>0</b>	<b>-1,249,087</b>	
10 <b>EXPENDITURES:</b>				
11 <b>Salaries and Benefits</b>	75,000	0	-75,000	- Project close out anticipated in FY 2014-15
12				
13 <b>Services and Supplies:</b>				
14 <b>Hwy 1 Morrissey-Soquel Aux Lane Construction:</b>				
15 Construction contract with contingency	597,892	0	-597,892	- Project close out anticipated in FY 2014-15
16 Supplemental construction activity	0	0	0	
17 Traffic management	0	0	0	
18 Traffic enforcement	50,000	0	-50,000	- Project close out anticipated in FY 2014-15
19 Miscellaneous other	0	0	0	
20 Construction management consultant	140,000	0	-140,000	- Project close out anticipated in FY 2014-15
21 Construction design support	40,000	0	-40,000	- Project close out anticipated in FY 2014-15
22 On Call Consultants	120,000	0	-120,000	- Project close out anticipated in FY 2014-15
23 General Contingency	226,195	0	-226,195	- Project close out anticipated in FY 2014-15
24 <i>Subtotal Services &amp; Supplies</i>	<b>1,174,087</b>	<b>0</b>	<b>-1,174,087</b>	
25				
26 <b>Unappropriated Revenues</b>	0	0	0	
27 <b>TOTAL EXPENDITURES</b>	<b>1,249,087</b>	<b>0</b>	<b>-1,249,087</b>	

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING REVENUES SUMMARY**  
**FY 2015-2016 BUDGET**

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

SOURCES	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
5 <b>REVENUES:</b>				
6				
7 TDA Planning	642,808	642,808	0	
8 Rural Planning Assistance (RPA)	337,000	337,000	0	
9 STIP for Planning (PPM)	153,537	175,000	21,463	- Carryover from previous fiscal years
10 RSTP Exchange	101,052	20,000	-81,052	- Some work completed in FY 2014-15
11 FHWA - Earmark	170,000	155,000	-15,000	- Contracted work completed in FY 2014-15
12 Federal - Planning (PL) - from AMBAG	65,000	65,000	0	
13 Partnership Planning Grant	125,362	100,000	-25,362	- Some work completed in FY 2014-15
14 Transit Planning Grants	292,459	169,995	-122,464	- Some work completed in FY 2014-15
15 Coastal Conservancy	0	0	0	
16 Santa Cruz County Planning for Unified Corridor Plan	0	50,000	50,000	- Estimated carryover from FY 2014-15
17 AB2766/Air District Funds:				
18 RTC Funds Budgeted	203,276	198,572	-4,704	- Estimate for FY 2015-16
19				
20 <b>TOTAL REVENUES</b>	<b>2,090,494</b>	<b>1,913,375</b>	<b>-177,119</b>	

**Note:**

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING EXPENDITURES**  
**FY 2015-2016 BUDGET**

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

EXPENDITURES	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE	NOTE
<b>Staff &amp; Overhead by Program</b>				
Regional Planning Coordination	124,945	133,618	8,673	- Updated estimate & CalPERS side fund liability
Unified Corridor Study	80,000	82,226	2,226	- Updated estimate & CalPERS side fund liability
Work Program	30,000	30,835	835	- Updated estimate & CalPERS side fund liability
Public Information	20,000	20,557	557	- Updated estimate & CalPERS side fund liability
Bicycle/Pedestrian Planning	55,429	64,753	9,324	- Updated estimate & CalPERS side fund liability
Bike Signage Plan	20,000	15,417	-4,583	- Some work done in FY 14-15
MBSST Network	155,000	159,314	4,314	- Updated estimate & CalPERS side fund liability
Specialized Transportation	57,000	64,753	7,753	- Updated estimate & CalPERS side fund liability
User Oriented Transit Travel Planning	15,000	98,547	83,547	- Most of the work to be done in FY 15-16
Passenger Rail Study	130,000	66,809	-63,191	- Most of the work completed in FY 14-15
Regional Transportation Plan for MTP	129,000	132,590	3,590	- Updated estimate & CalPERS side fund liability
Regional Travel Demand Model	30,000	20,557	-9,443	- Some work under unified corridor plan
Transportation Improvement Program (TIP)	219,574	247,461	27,887	- Programming anticipated in FY 15-16
Highway & Roadway Planning	100,000	102,783	2,783	- Updated estimate & CalPERS side fund liability
<i>Subtotal Staff and Overhead</i>	<b>1,165,948</b>	<b>1,240,220</b>	<b>74,272</b>	
<b>Services &amp; Supplies</b>				
<u>Passthrough Programs</u>				
Bike To Work Program (Ecology Action)	50,000	50,000	0	
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	0	
Bike Signage Program	50,000	20,000	-30,000	- Anticipated carryover from FY 2014-15
Boltage/Active 4me - Ecology Action	28,541	-	-28,541	- Anticipate completion in FY 2014-15
South County Youth Bike Safety Training (Eco Act)	30,000	-	-30,000	- Anticipate completion in FY 2014-15
<u>Professional Services (contracts)</u>				
Washington Assistant	44,600	44,600	0	
Engineering and Other Technical Consultants	90,000	70,000	-20,000	- Anticipated carryover from FY 2014-15
User Oriented Transit Travel Planning	70,000	30,000	-40,000	- Anticipated carryover from FY 2014-15
MBSST Planning & Technical Consultant	15,000	-	-15,000	- Anticipate completion in FY 2014-15
Passenger rail study consultant	180,000	50,000	-130,000	- Anticipate completion in FY 2014-15
SC METRO for passenger rail study	18,000	-	-18,000	- Anticipate completion in FY 2014-15
Unified Corridor Investment Plan Consultant	103,405	150,000	46,595	- Some work completed in FY 2014-15
<u>RTC Work Element Related Items</u>				
Traffic Monitoring services	15,000	15,000	0	
Printing Documents and Pub Info Materials	20,000	20,000	0	
User Oriented Transit Travel Planning Materials	-	13,555	13,555	- For work associated with recently secured grant
Transfer to Rail/Trail Authority	110,000	110,000	0	
<i>Subtotal Services &amp; Supplies</i>	<b>924,546</b>	<b>673,155</b>	<b>-251,391</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,090,494</b>	<b>1,913,375</b>	<b>-177,119</b>	



**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**PLANNING FUNDS SOURCE DETAIL**  
**FY 2015-2016 BUDGET**

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

EXPENDITURES	FY15-16 PROPOSED 02/12/15	TDA	RTC FUND	RPA	FHWA PL - AMBAG	Fed5304 Transit Plng	Transit for Sust Comm	STIP PPM	FHWA Earmark	Fed 5304 Part Plang	Scrutz County Plang	RSTPX
Staff & Overhead												
Regional Planning Coordination	133,618	26,838	20,363	86,417								
Unified Corridor Study	82,226	10,000	7,226	-	65,000							
Work Program	30,835	8,118	835	21,882								
Public Information	20,557	20,000	557	-								
Bicycle/Pedestrian Planning	64,753	30,429	4,324		-			30,000				
Bike Signage Plan	15,417	15,000	417									-
MBSST Network	159,314	-	4,314						155,000			
Specialized Transportation	64,753	37,588	27,165									
User Oriented Transit Travel Planning	98,547		17,102				81,445					
Passenger Rail Study	66,809	62,297	4,512									
Regional Transportation Plan for MTP	132,590	30,396	3,590	98,604			-					
Regional Travel Demand Model	20,557	5,000	15,557									
Transportation Improvement Program (TIP)	247,461	28,523	6,822	67,116				145,000				
Highway & Roadway Planning	102,783	37,019	2,783	62,981								
Subtotal Staff & Overhead	1,240,220	311,208	115,567	337,000	65,000	-	81,445	175,000	155,000	-	-	-
Services & Supplies												
Passthrough Programs												
Bike To Work Program (Ecology Action)	50,000	50,000	-									
Bike & Ped Safety (Comm. Traffic Safety Coalition)	100,000	100,000	-									
Bike Signage Program	20,000		-									20,000
Boltage/Active 4me - Ecology Action	-		-									-
South County Youth Bike Safety Training (Eco Act)	-		-									-
Professional Services												
Washington Assistant	44,600	4,600	40,000									
Engineering and Other Technical Consultants	70,000	40,000	30,000									
User Oriented Transit Travel Planning	30,000	-	3,450				26,550					
MBSST Planning & Technical Consultant	-		-									
Passenger rail study consultant	50,000		-			50,000						
SC METRO for passenger rail study			-									
Unified Corridor Investment Plan Consultant	150,000		-							100,000	50,000	
RTC Work Element Related Items												
Traffic Monitoring services	15,000	15,000	-									
Printing Documents and Pub Info Materials	20,000	12,000	8,000					-				
User Oriented Transit Travel Planning Materials	13,555	-	1,555				12,000		-			
Transfer to Rail/Trail Authority	110,000	110,000	-									
Subtotal Services & Supplies	673,155	331,600	83,005	-	-	50,000	38,550	-	-	100,000	50,000	20,000
TOTAL EXPENDITURES	1,913,375	642,808	198,572	337,000	65,000	50,000	119,995	175,000	155,000	100,000	50,000	20,000

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**STP EXCHANGE PROGRAM**  
**FY 2015-2016 BUDGET**

**1 RSTP EXCHANGE PROGRAM: 722000**

2	3	4	5	6
	WORK ELEMENT #101	FY14-15 APPROVED 10/02/14	FY15-16 PROPOSED 02/12/15	DIFFERENCE
5	REVENUES:			
6	State RSTP Exchange Funds			-
7	Interest	30,000	30,000	-
8	RSTP Exchange Funds Budgeted - Carryover	10,280,013	1,244,815	(9,035,198) -
9	<b>TOTAL REVENUES</b>	<b>10,310,013</b>	<b>1,274,815</b>	<b>(9,035,198)</b>
10				
11	EXPENDITURES:			
12	City of Capitola			
13	Clares Street Traffic Calming	100,000		(100,000) - Carryover to be determined at end of fiscal year
14	38th Avenue Rehabilitation	438,000		(438,000) - Carryover to be determined at end of fiscal year
15				
16	Santa Cruz METRO Mainline Routes Runtime Recal	30,000		(30,000) - Carryover to be determined at end of fiscal year
17				
18	City of Santa Cruz			
19	Soquel Ave at Frederick St Intersection Modifications	188,000		(188,000) - Carryover to be determined at end of fiscal year
20	Broadway-Brommer/Arana Gulch Bike/Pedestrian Path	390,000		(390,000) - Carryover to be determined at end of fiscal year
21				
22	City of Scotts Valley			
23	Scotts Valley Dr Slurry Seal and Restriping	225,000		(225,000) - Carryover to be determined at end of fiscal year
24	Mt. Hermon Rd/Scotts Valley Dr/Whispering Pines Dr Intersection	346,000		(346,000) - Carryover to be determined at end of fiscal year
25				
26	City of Watsonville			
27	Freedom Blvd Reconstruction (Broadis to Alta Vista Ave)	900,000		(900,000) - Carryover to be determined at end of fiscal year
28				
29	County of Santa Cruz			
30	State Park Drive Improvement	587,000		(587,000) - Carryover to be determined at end of fiscal year
31	Calabasas Road Bike/Pedestrian	9,095		(9,095) - Carryover to be determined at end of fiscal year
32	Corralitos Road Left Turn	278,000		(278,000) - Carryover to be determined at end of fiscal year
33	Aptos Village Plan Improvements	690,000		(690,000) - Carryover to be determined at end of fiscal year
34	Davenport Road Repairs	218,822		(218,822) - Carryover to be determined at end of fiscal year
35	Empire Grade 2" Layer Seal: City of SC limits to 130' N of Heller	218,000		(218,000) - Carryover to be determined at end of fiscal year
36	Empire Grade 2" Layer Seal (130' north of Heller Dr to 0.79 mi n	187,000		(187,000) - Carryover to be determined at end of fiscal year
37	Green Valley Rd 3" Layer Seal: Devon Ln to Melody Ln (0.58 mi)	173,000		(173,000) - Carryover to be determined at end of fiscal year
38	Mt. Hermon Rd 3" Layer Seal: Graham Hill to 1000' N of Locatell	780,000		(780,000) - Carryover to be determined at end of fiscal year
39	Bear Creek Rd Surface Seal (PM 4.75-PM 7.0)	492,738		(492,738) - Carryover to be determined at end of fiscal year
40	Capitola Road Slurry Seal (30th-17th Ave)	289,000		(289,000) - Carryover to be determined at end of fiscal year
41	Porter Street Overlay: Capitola Limits to 288' N/O Soquel Dr	227,000		(227,000) - Carryover to be determined at end of fiscal year
42	Portola Drive Cape Seal: E. Cliff to 24th	200,000		(200,000) - Carryover to be determined at end of fiscal year
43	Summit Rd Chip Seal (Soquel-San Jose Rd-Old SC Hwy)	450,000		(450,000) - Carryover to be determined at end of fiscal year
44	County of Santa Cruz Open Street - HUB	47,637		(47,637) - Carryover to be determined at end of fiscal year
45				
46	SCCRTC			
47	Park and Ride Lot Program	130,000		(130,000) - Carryover to be determined at end of fiscal year
48	Bike Route Signage	60,906		(60,906) - Carryover to be determined at end of fiscal year
49	Highway 1 Soquel-Morrissey Auxiliary Lanes	185,000		(185,000) - Carryover to be determined at end of fiscal year
50	Highway 1 HOV Lanes PA/ED	870,000		(870,000) - Carryover to be determined at end of fiscal year
51	Freeway Service Patrol	270,000		(270,000) - Carryover to be determined at end of fiscal year
52	Commute Solutions Rideshare	-		-
53	South County Youth Bike Safety Training (Eco Act)	30,000		(30,000) - Carryover to be determined at end of fiscal year
54	Boltage/Active 4me - Ecology Action	25,000		(25,000) - Carryover to be determined at end of fiscal year
55	<b>TOTAL PROJECT EXPENDITURES</b>	<b>9,035,198</b>	<b>-</b>	<b>(9,035,198)</b>
56				
57	Unappropriated Revenues:	30,000	30,000	-
58	Unobligated Funds	1,244,815	1,244,815	(0)
59	<b>TOTAL EXPENDITURES</b>	<b>10,310,013</b>	<b>1,274,815</b>	<b>(9,035,198)</b>

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
FUND BALANCES AND RESERVES  
FY 2015-2016 BUDGET**

1

2 **FUND BALANCES & RESERVES: 02/12/15**

3 4 5 6 7	DESCRIPTION	TDA FUND (1)	RTC FUND (2)	RIDESHARE FUND (3)	RAIL/TRAIL AUTHORITY FUND (4)	HWY 1 PA/ED & ENG FUND (4)	HWY 1 CONSTR FUND (4)	SAFE OPERATING FUND (5)	FSP FUND (5)	RSTP EXCHANGE FUND (4)	STA FUND (6)	TOTAL ALL FUNDS
8	<b>Fund Balance 7-01-14</b>	701,102	1,056,433		125,871	1,140,143		350,868	114,615	1,244,815	1,370	4,735,217
9	FY 2014-15 Revenues budgeted	-										-
10	Anticipated Approved Revenues											-
11	Revenues Budgeted to Reserves Fund	-	-									-
12	Restricted Reserve carried over	(701,102)	(553,232)					(182,296)				(1,436,630)
13	Budgeted Carryover from FY 2014-15		(351,348)		(130,881)	(1,140,143)		(52,807)	(104,000)	-	36,964	(1,742,215)
14	Subtotal Fund Balance	-	151,853	-	(5,010)	-	-	115,765	10,615	1,244,815	38,334	1,556,372
15	To Cashflow Reserve		(151,853)					(75,483)				(227,335)
16	<b>To Restricted Reserve Fund</b>	-	-					<b>(25,281)</b>				<b>(25,281)</b>
17	Unappropriated Revenues			3,334	-	14,825	-	-	84,440	30,000		132,599
18	<b>Total Fund Balance</b>	-	-	<b>3,334</b>	<b>(5,010)</b>	<b>14,825</b>	-	<b>15,001</b>	<b>95,055</b>	<b>1,274,815</b>	<b>38,334</b>	<b>1,436,354</b>

17

18

19 **Reserve Funds**

20	<b>Reserve Target (8% target for TDA fund; 30% target for others)</b>	<b>691,232</b>	<b>754,408</b>	-	-	-	-	<b>283,060</b>				<b>1,728,700</b>
21	<b>Cashflow Reserve (0% target for TDA fund; 8% target for others)</b>		151,853					75,483				227,335
22	<b>Restricted Reserve (8% target for TDA fund; 22% target for others)</b>	701,102	553,232	-	-	-	-	207,577	-	-	-	1,461,912
23	<b>Total Reserve Funds</b>	<b>701,102</b>	<b>705,085</b>					<b>283,060</b>				<b>1,689,247</b>
24	<b>Reserve Fund Difference from Target</b>	<b>9,870</b>	<b>(49,323)</b>	-	-	-	-	-	-	-	-	<b>(39,453)</b>

27

28

29 **Notes:**

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

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

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

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

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

35

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

37 (2) 3.6 month (or 30%) operating reserve target established in RTC Rules and Regulations for the RTC Fund ; 3.36 months (or 28.04%) available in this proposed budget

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

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

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

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

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
STAFF POSITIONS  
FY 2015-2016 BUDGET**

1					
2		<b>FY14-15</b>	<b>FY15-16</b>		
3	<b>AUTHORIZED</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>DIFFERENCE</b>	<b>NOTE</b>
4	<b>STAFF POSITIONS:</b>	<b>10/02/14</b>	<b>02/12/15</b>		
5					
6	<b>POSITIONS</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	
7					
8	Executive Director	1.00	1.00	0.00	
9	Deputy Director	1.00	1.00	0.00	
10	Fiscal Officer SCCRTC	1.00	1.00	0.00	
11	Administrative Services Officer	1.00	1.00	0.00	
12	Transportation Planner I-IV	8.00	8.00	0.00	
13	Accounting Technician	0.50	0.50	0.00	
14	Administrative Assistant I-III	1.75	1.75	0.00	
15	Transportation Planning Technician	2.00	2.00	0.00	
16	Paid Intern	0.50	0.50	0.00	
17					
18	<b>TOTAL POSITIONS</b>	<b>16.75</b>	<b>16.75</b>	<b>0.00</b>	
19					
20					
21					
22		<b>FY14-15</b>	<b>FY15-16</b>		
23	<b>BUDGETED</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>DIFFERENCE</b>	<b>NOTE</b>
24	<b>STAFF POSITIONS:</b>	<b>10/02/14</b>	<b>02/12/15</b>		
25					
26	<b>POSITIONS</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	
27					
28	Executive Director	1.00	1.00	0.00	
29	Deputy Director	1.00	1.00	0.00	
30	Fiscal Officer SCCRTC	1.00	1.00	0.00	
31	Administrative Services Officer	1.00	1.00	0.00	
32	Transportation Planner I-IV	6.50	6.50	0.00	
33	Accounting Technician	0.50	0.50	0.00	
34	Administrative Assistant I-III	1.75	1.75	0.00	
35	Transportation Planning Technician	2.00	2.00	0.00	
36	Paid Intern	0.00	0.00	0.00	
37					
38	<b>TOTAL POSITIONS</b>	<b>14.75</b>	<b>14.75</b>	<b>0.00</b>	

Note: FTE= full-time equivalent

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
TDA ALLOCATION BALANCES  
FY 2015-2016 BUDGET**

1				
2	<b>TDA ALLOCATION BALANCES</b>			
3				
4	<b>CLAIMANTS</b>	<b>FY15-16 PROPOSED 02/12/15</b>	<b>UNSPENT PRIOR ALLOCATIONS</b>	<b>AVAILABLE FUNDS 02/12/15</b>
5			<b>ADJUSTMENT</b>	
6	<b>SCCRTC</b>			
7	TDA Administration	538,542		538,542
8	TDA Planning	642,808		642,808
9	<b>Subtotal</b>	<b>1,181,350</b>	<b>-</b>	<b>-</b>
10				
14				
15	SCMTD	6,377,491		6,377,491
16				
17	Specialized Transit	626,561		626,561
18				-
19	Volunteer Center	74,591		74,591
20				
21	City of Capitola	14,197		14,197
22				
23	City of Santa Cruz - Non Transit	88,858		88,858
24				
25	City of Scotts Valley	16,743		16,743
26				
27	City of Watsonville	73,546		73,546
28				
29	County of Santa Cruz	187,068		187,068
30				
31	<b>TOTAL</b>	<b>8,640,404</b>	<b>-</b>	<b>-</b>

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

## **Glossary of Transportation Funding Terms Used in the SCCRTC Budget**

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

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

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

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

**FHWA:** Federal Highway Administration

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

**FSP:** Freeway Service Patrol

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

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

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

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

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

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

**RPA:** Rural Planning Assistance

**RSTP:** Regional Surface Transportation Program

**RSTPX:** Regional Surface Transportation Program Exchange

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

**SAFE:** Service Authority for Freeway Emergencies

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

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

**STA:** State Transit Assistance

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

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



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

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

**STIP:** State Transportation Improvement Program

**STP:** Regional Surface Transportation Program (RSTP)

**STP Exchange:** Regional Surface Transportation Program Exchange (RSTPX)

**TDA:** Transportation Development Act

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

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

## **Glossary of Transportation Funding Terms Used in the SCCRTC Budget**

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

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

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

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

**FHWA:** Federal Highway Administration

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

**FSP:** Freeway Service Patrol

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

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

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

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

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

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

**RPA:** Rural Planning Assistance

**RSTP:** Regional Surface Transportation Program

**RSTPX:** Regional Surface Transportation Program Exchange

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

**SAFE:** Service Authority for Freeway Emergencies

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

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

**STA:** State Transit Assistance

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

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

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

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

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## ATTACHMENT 2

### Transportation Development Act (TDA) Estimates and Revenues

	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15					FY 15-16
Month	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Auditor Controller Estimate	Actual Revenue	Difference of Actual to Estimate	Difference as % of Estimate	Cumulative % of Actual to Estimate	Auditor Controller Estimate
JUL	516,100	543,200	570,200	454,800	410,500	499,800	533,900	556,100	583,905	591,100	7,195	1.23%	101.23%	602,922
AUG	688,100	724,300	760,200	539,000	547,300	666,400	711,800	741,500	778,575	788,200	9,625	1.24%	101.23%	803,964
SEP	795,777	863,255	634,334	719,093	819,955	699,895	718,257	818,354	859,272	791,871	-67,401	-7.84%	97.72%	807,709
OCT	522,100	599,500	567,100	490,500	458,300	486,400	556,500	596,900	626,745	616,700	-10,045	-1.60%	97.87%	629,034
NOV	1,062,100	799,300	756,100	555,900	611,000	648,500	742,000	795,900	835,695	822,300	-13,395	-1.60%	97.99%	838,746
DEC	644,010	638,280	700,859	625,785	776,432	804,308	733,930	732,985	769,634	719,449	-50,185	-6.52%	97.21%	733,838
JAN	584,700	583,600	538,600	465,300	502,700	510,100	534,300	557,700	595,461	601,300	5,839	0.98%	97.66%	580,629
FEB	777,600	778,200	590,700	620,400	670,300	680,100	712,400	728,800	793,948					758,764
MAR	583,478	543,629	578,624	607,400	510,760	625,667	632,278	802,890	704,655					835,900
APR	488,600	494,300	432,400	385,100	412,600	441,300	475,600	504,100	530,042					524,826
MAY	651,500	659,000	464,400	562,700	605,300	588,400	634,100	672,100	706,686					699,732
JUN	734,297	652,069	606,615	605,859	631,912	756,557	759,038	780,261	845,925					812,340
TOTAL	8,048,362	7,878,633	7,200,133	6,631,837	6,957,059	7,407,427	7,744,102	8,287,590	8,630,543	4,930,920	-118,367	-1.37%	57.13%	8,628,404
%Change	1.77%	-2.11%	-8.61%	-7.89%	4.90%	6.47%	4.55%	7.02%	5.69%					-0.02%