



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

NOTE LOCATION And Meeting Time:

AGENDA ~ 1:30pm- 4:00pm, Tuesday, April 14, 2015
Aptos Library - 7695 Soquel Drive, Aptos, CA

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

1:42pm- CONSENT AGENDA

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

5. **Approve minutes from February 10, 2015 (pg. 4)**
6. **Recommend RTC Approve Caroline Lamb as E&D TAC Member representing potential transit user (60+) (pg. 8)**
7. **Recommend RTC Approve Laura Diaz as E&D TAC Member Alternate for CTSA (pg. 11)**
8. **Recommend RTC Approve Charlie Levine as E&D TAC Member Alternate for District 3 (pg. 12)**
9. **Receive Update on the Unified Corridors Plan (pg. 21)**
10. **Receive Transportation Development Act Revenues Report (pg. 23)**

- 11. Receive RTC Meeting Highlights (pg. 24)**
- 12. Receive Annual Calendar of E&D TAC Items (pg. 28)**
- 13. Receive Information Items (pg. 29)**
 - a. Letter on February 24, 2015 from E&D TAC to Santa Cruz Metro Regarding Structural Deficit and ParaCruz Service
 - b. Letter on February 5, 2015 from Mission Pedestrian to E&D TAC regarding need for sidewalks
- 14. Receive Agency TDA Reports (pg. 34)**
 - a. Volunteer Center- 2nd Quarter FY 14/15
 - b. Community Bridges- 1st Quarter FY 14/15
 - c. Santa Cruz Metro
- 15. Receive Agency Updates *(other than items on the regular agenda)* (pg. 36)**
 - a. Volunteer Center
 - b. Community Bridges
 - c. Santa Cruz Metro
 - i. ParaCruz Report for December 2014 & January 2015
 - ii. Consideration of La Posada Transportation Alternative, January 23, 2015
 - iii. Consideration to set a Public Hearing on Fare and Service Restructure of Hwy 17 Express and ParaCruz, February 27, 2015
 - iv. Notice of April 10, 2015 Public Hearing to Consider Proposals for Fare Restructure and Changes to Paratransit

REGULAR AGENDA

- 16. 1:45pm- Appointment of Chair and Vice Chair (pg. 104)**
- 17. 1:55pm- Review and Recommend RTC Approval of 2015 Unmet Paratransit and Transit Needs List (pg. 105)**
- 18. 2:15pm- Review Proposed Scotts Valley Pedestrian Projects Active Transportation Plan Grant Funding (pg. 114)**
- 19. 2:35pm- Approve Transportation Development Act Claim for Santa Cruz Metropolitan Transit District (pg. 115)**

20. 2:55pm- Approve Transportation Development Act Claim for Community Bridges (pg. 140)
21. 3:15pm- Approve Transportation Development Act Claim for Volunteer Center (pg. 141)
22. 3:30pm- Pedestrian Safety Workgroup Update
23. 3:45pm- Review AMBAG's 2015 Title VI Plan (pg. 152)
24. 4:00pm- Adjourn

Next meeting: 1:30 pm, June 9, 2015 @ Watsonville Office, Santa Cruz

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

HOW TO REACH US *Santa Cruz County Regional Transportation Commission*
1523 Pacific Avenue, Santa Cruz, CA 95060
Phone: (831) 460-3200 / fax (831) 460-3215
Email: info@sccrtc.org / website: www.sccrtc.org

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

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

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

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



Santa Cruz County Regional Transportation Commission

Elderly & Disabled Transportation Advisory Committee

Minutes – Draft

Tuesday, February 10, 2015

**Regional Transportation Commission Office
1523 Pacific Avenue, Santa Cruz, CA 95060**

1. Call to order 1:29 pm

2. Introductions

Members Present:

Kirk Ance, CTSA Lifeline-Community Bridges
Lisa Berkowitz, CTSA
Debbi Brooks, Social Service Provider - Persons
Of Limited Means
John Daugherty, Metro Transit
Veronica Elsea, 3rd District
Sally French, Social Services Provider- Disabled
Donald Hagen, 4th District
Clay Kempf, Social Service Provider for Seniors
Michael Molesky, Social Service Provider
Disabled

Alternates Present:

Brent Gifford, 1st District
Donna Patters, Volunteer Center-Watsonville
Patty Talbott, Seniors Council
April Warnock, SCMTD

Excused Absences:

Patti Lou Shevlin, 1st District

Unexcused Absences:

Others Present:

Angela Aitken, SCMTD
Ciro Aguirre, SCMTD
Kari Beuerman, County Human Services
Ramon Cancino, Community Bridges
Alex Clifford, SCMTD
Erich Freidrich, SCMTD
Eduardo Montesino, UTU Local 0023
Daniel Zawagoza, SCMTD

RTC Staff Present:

Grace Blakeslee
Cathy Judd
Karena Pushnik
Rachel Moriconi

3. Oral Communications

- Dedication for the Arana Gulch Multiuse Trail occurred January 14, 2015. E&D TAC support for the Arana Gulch Multiuse Trail was mentioned during the dedication
- Information about public meetings regarding possible changes to the Santa Cruz Metro ParaCruz

4. Additions or deletions to consent and regular agenda

- Correct the minutes from the January 6, 2015 meeting for Theresia Rogerson's representation from CTSA to CTSC
- Revise minutes pertaining to Item 13-Review Draft Bicycle and Pedestrian Construction Safety Guidelines to include information about interacting with pedestrians living with disabilities during construction, and expected release of related Caltrans training videos.

CONSENT AGENDA

Action: The motion (Daugherty/Elsea) - - to approve Consent Agenda Item 5 – January 6, 2015 minutes with the following revisions; Theresa Rogerson, CTSC and not CTSA and inclusion of information about interacting with pedestrians living with disabilities during construction, and expected release of related Caltrans training videos - - carries.

Ayes: Lisa Berkowitz, Debbi Brooks, John Daugherty, Veronica Elsea, Sally French, Brent Gifford, Donald Hagen, Clay Kempf, Michael Molesky

Nays: None

Abstain: Kirk Ance

Action: The motion (Kempf/Elsea) to approve the Consent agenda, Items 6-11 - - carries.

Ayes: Lisa Berkowitz, Debbi Brooks, John Daugherty, Veronica Elsea, Sally French, Brent Gifford, Donald Hagen, Clay Kempf, Michael Molesky

Nays: None

Abstain: Kirk Ance

5. Approved minutes from January 6, 2015 meeting
6. Received Transportation Development Act Revenues Report
7. Received RTC Meeting Highlights
8. Received Annual Calendar of E&D TAC Items
9. Received Information Items - None
10. Receive Agency TDA Reports
 - a. Volunteer Center – 1st Quarter FY 14/15
 - b. Community Bridges – None
 - c. Santa Cruz Metro - None
11. Received Agency Updates
 - a. Volunteer Center - None
 - b. Community Bridges - None
 - c. Santa Cruz Metro ParaCruz Report for October & November

REGULAR AGENDA

12. Metro Structural Deficit – Paratransit Presentation

Metro staff provided a presentation regarding the Santa Cruz Metro structural deficit. The focus of the presentation pertained to operating efficiencies, premium rides, and fare structure options to allow Metro to reduce their deficit over the next several years with detailed information about possible ParaCruz and Highway 17 program changes. Metro staff asked E&D TAC members to provide comment on the possible program changes before February 27, 2015 Metro Board meeting. Metro is seeking public input through a number of public workshops at several sites throughout the county.

Action: The motion (Kempf/Brooks) - - to send a letter to the Santa Cruz Metro recommending the following: paratransit service reductions and fare increases be considered last, not first, as a way to reduce structural deficit due to the impact on Santa Cruz County's most vulnerable populations and on other support services; all potential operation efficiencies be considered before proposing service changes; cost of living be considered in evaluating transportation costs and comparison of service costs to peers; and schedule public meetings during day light hours at locations and at times convenient to targeted population - - carries.

Ayes: Kirk Ance, Lisa Berkowitz, Debbi Brooks, Veronica Elsea, Sally French, Brent Gifford, Donald Hagen, Clay Kempf, Michael Molesky

Nays: None

Abstain: John Daugherty

13. Review 2015 Preliminary Draft Unmet Needs

Grace Blakeslee, Transportation Planner, provided an overview of the Preliminary Draft Unmet Paratransit and Transit Needs List. RTC staff recommends that the high, medium, and low definitions be amended to address service deficiencies as well regional transportation plan goals. Ms. Blakeslee also recommended identifying specific strategies for addressing unmet needs. Members recommended the following revisions to the Preliminary Draft Unmet Paratransit and Transit Needs List:

- Item 1 – Removal of strategy related to improvements to sidewalks adjacent to homes.
- Items 14 and 55 – Remove from the list
- Item 9 – Include language to ensure that where technology is utilized to address unmet needs that technology be accessible to all users
- Item 18 – Move to high priority and include in the Strategy column that CTSA prioritize adequate portion of budget to fund taxi scrip services
- Item 18, 19 & 20 –Move to high priority

Members recommended adding IHSS and Seniors Commission to the Unmet Transit Needs Outreach List.

14. Identify Priority Pedestrian Projects

Rachel Moriconi, Senior Transportation Planner informed members that there are several grant opportunities for pedestrian projects, including the State's Active Transportation Program, ongoing local Transportation Development Act claims and access to transit programs. Given that available state, federal, and local funding is insufficient to fund all of the transportation projects needed to maintain and improve the transportation system, staff recommends that the E&D TAC members identify and inform staff of priority pedestrian projects throughout the region. Ms. Moriconi reviewed pedestrian projects previously discussed by the Committee and requested that members contact RTC staff to communicate additional pedestrian projects of interest to members. Members recommended that input on pedestrian projects be sought from members of the public at the May 2015 Open Streets Event.

15. Review AMBAG Public Participation Plan

Karena Pushnik, Senior Transportation Planner provided an overview of the federally required Monterey Bay Area Public Participation Plan (PPP). The Association of Monterey Bay Area Governments (AMBAG) is required by federal regulations to prepare and maintain a public participation plan for the tri-county region. The E&D TAC is encouraged to provide feedback on the full Public Participation Plan, the RTC public participation activities, as well as suggest other strategies to engage the community. Members recommend a range of public hearing/meeting times and locations and augmenting the stakeholder list with agencies serving disadvantaged communities.

16. Review Member Recruitment Strategies

Grace Blakeslee, Transportation Planner, discussed proposed recruitment strategies to fill vacant member and alternate positions on the Committee. Proposed strategies include running newspaper ads and radio announcements, distribution of flyers to partner agencies and posting information about member recruitment on partner agency websites. Members recommended clarifying that representatives of programs serving seniors and individuals living with disabilities should also be included in the recruitment effort. Members also recommended that outreach efforts be combined with outreach conducted by the community organizations and partner agencies, including the Volunteer Center.

17. Receive Pedestrian Safety Workgroup Update

Veronica Elsea, Chair of the Pedestrian Safety Workgroup, informed members that the Pedestrian/Motorists brochures have been distributed and they have received positive feedback about the information provided on the brochures. The Pedestrian Safety Work Group Committee recently did a radio spot on KSCO to increase awareness about the brochure. The Pedestrian Safety Work Group Committee is planning presentations during comment periods at upcoming city council meetings and with the County Board of Supervisors meeting. The next regular meeting of the Pedestrian Safety Work Group is February 17th at 11:00 am.

18. Notice Chair and Vice Chair Election at April Meeting

Grace Blakeslee, RTC Transportation Planner, informed members that there will be Committee chair and vice chair elections at the April 2015 E&D TAC meeting. As noted in the bylaws, the term is one year and elections take place annually on the first meeting following the March RTC meeting. Members are encouraged to forward nominations, including self nomination, to the RTC staff prior to the April meeting.

19. Adjourn 4:07 pm

Respectfully submitted, Cathy Judd, RTC Staff

COMMITTEE APPOINTMENT APPLICATION

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

Meetings are scheduled for the second Tuesday of every other month at 1:30 p.m. in the Santa Cruz County Regional Transportation Commission conference room, located at 1523 Pacific Avenue in downtown Santa Cruz. At least one meeting each year is scheduled for an alternate location. Please refer to the Committee description, bylaws and recruitment process for more information.

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

PLEASE TYPE OR PRINT CLEARLY

Name: Caroline Lamb

Home address: [REDACTED]

Mailing address (if different): _____

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

E-mail: [REDACTED]

Length of residence in Santa Cruz County: since August 1992

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

☐ _____ ☐ _____

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

I was an alternate on the bicycle committee
circa 2002. Member of the bus user group under
Gallaway in the 1990s.

RECEIVED

MAR 16 2015

RTC

Relevant Work or Volunteer Experience

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

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

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



Signature

Date

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

Questions or Comments: (831) 460-3200

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Statement of Qualifications to serve on the SCCRTC Elderly & Disabled Transportation Advisory Committee:

- I'm 70, soon to be 71.
- I don't drive.
- I am single-sided deaf, with vertigo.
- I also have leukemia.
- I need buses to get where I'm going.
- My knowledge of what elders need in the way of transportation is not theoretical.

COMMITTEE APPOINTMENT APPLICATION

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

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

PLEASE TYPE OR PRINT CLEARLY

Name: Laura Diaz

Home address: [REDACTED]

Mailing address (if different): _____

Phone: (home) [REDACTED]

E-mail: [REDACTED]

Length of residence in Santa Cruz County: 30 years

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

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

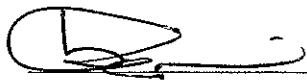
I have attended the E&D TAC Meeting in 2008/2009
for Catherine Patterson as well as the S

Relevant Work or Volunteer Experience

| Organization | Town or Address | Position | Dates |
|-------------------------------|------------------------------------|--------------------|-----------------|
| Community Bridges - Lift Line | 236 Santa Cruz Ave Aptos, CA 95003 | Operations Manager | 7/13 to present |
| | | | |
| | | | |
| | | | |

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

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



Signature

3/12/2015

Date

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

Questions or Comments: (831) 460-3200

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

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

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Relevant Work or Volunteer Experience

| Organization | Town or Address | Position | Dates |
|--|---------------------------------|--|---|
| Mayor's Committee Clayton, CA | Contra Costa, CA Clayton, CA | Mayor Planning Commission City Council | 1976-78 1964-76 1974-82 |
| County Hazardous Waste - Site Commission Bd Member HHS Advising | Santa Cruz, CA | member of Commission member | 1989-92 2010-15 current 2020- current |
| Economic Opportunity Council | Contra Costa County | | 1976-78 |
| Attached is my C.V. for when I retired in 1969 | | | |

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

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

Charles Levine
Signature

3/11/2015
Date

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

Questions or Comments: (831) 460-3200

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Charles A. Levine Ph.D.

Education

1948-1951 University of California at Berkeley. Ph.D. in Physical Chemistry.

1946-1947 Iowa State University, Ames, IA BS in Chemical Technology

1940-1942 Iowa State University

Military Experience

1944-1946 U. S. Navy

Past Security Clearances

DOD (Secret)

AEC (Q)

Technical Experience

Present-1985 Consultant with Omni-Tech International and Tele-Tech

(All the following with Dow Chemical Co.)

1985 -1964 Associate Scientist

-Hollow Fiber Fuel Cell development

-Sodium-Sulfur rechargeable battery development

-Lithium rechargeable battery development

-Hydrogen chloride fuel cell development

-Broad advisory role in research

-Prepared and presented R&D proposals to government agencies

-Evaluated projects

-Radiation Safety Officer of Dow's Western Division

1964-1960 Senior Research Chemist

-Worked on fundamental effects of radiation on organic and inorganic systems

-Development of hydrogen-air fuel cell

-Served on special Dow committee to forecast

| | |
|-----------|---|
| 1960-1954 | materials needed for the future <u>Research Chemist</u> -Theoretical and experimental work on methane pyrolysis to acetylene -Effects of high energy radiation -Radiation grafting of polymers |
| 1954-1951 | <u>Chemist</u> -Extraction of uranium from low grade ores -Trouble shooting plant problems |

Descriptive Summary

Over 34 years of progressive experience and responsibilities in planning, carrying out, and supervising experimental research.

A broad and successful record in project evaluation and market analysis.

A proven record of preparing successful grant applications to the Departments of Energy, Defense, and NASA.

Highly respected achievements as Principal Scientist and Principal Investigator on numerous governmental and industrial projects.

Substantial experience in communicating and dealing with people on technical and non-technical levels.

Served on advisory committees to the Department of Energy and to the National Academy of Sciences.

Skills and Fields of Knowledge

Able to:

- Assemble and present Research and Development proposals for internal review and to governmental agencies
- Develop theoretical and practical evaluations of proposed or on-going projects
- Successfully communicate on both a technical and non-technical level
- Evaluate experimental approaches to a problem and suggest optimal experimental path

Expert in:

- Corrosion of glass, metals and carbons in ambient and high temperature molten salt environments
- The fields of elevated temperature batteries and fuel cells
- The field of "advanced" batteries, e.g. lithium batteries
- The power and energy needs of the Department of Defense and the Department of Energy
- Radiation safety and the California state laws on radiation exposure

-Controlled atmosphere box operations

Additional Information

Dr. Levine has given seminars at a number of universities including The University of California (Berkeley). The University of Washington, Stanford, and The Brooklyn Polytechnical Institute.

He is a member of the Electrochemical Society, Sigma Xi Research Society, American Association for the Advancement of Science, and past Chairman of the California Coordinating Committee of the American Chemical Society.

Civic interests include the following:

Mayor, City of Clayton, California; 1976-1978
City Council, Clayton, California; 1974-1982
Clayton Planning Commission; 1964-1976
Planning Commission Chairman - two terms
Economic Opportunity Council, Contra Costa County
California; 1976-1978
Technical Member, Hazardous Waste Advisory Committee,
Santa Cruz County, California, 1989-present
Docent and Guide, Monterey Bay Aquarium, Monterey
California, 1987-present.

Publications

See Attached

Charles A. Levine - 2


PUBLICATIONS

1. "Half-life for Double Beta Decay", Phys. Rev. 77, 1(295), 1950.
 2. "The Occurrence of Plutonium in Nature" (with G. T. Seaborg), JACS 73, 3278, 1951.
 3. "Studies on the Isomeric Pair, Nb^{89m} and Nb^{89x}," (with others) Phys. Rev. 97, No. 1, (117-20), 1955.
 4. "Computer Solves Heat Flow Problems" (with A. Opler), Chem. Eng. 63, January 1956.
 5. "Promethium" (article in Encyclopedia Americana).
 6. "Promethium" (article in Encyclopedia of Chemistry edited by G. Clark).
 7. "Synergistic Effects of High Energy Radiation and Ionic Catalysts" (talk given at Miller Conference, Wales, 1961).
 8. "Improved Dyeability of Polyacrylonitrile Fibers by Radiation Grafting" (with T. Traylor), J. Appl. Poly. Sci. 5, 608-11, 1961.
 9. "Rapid, Non-destructive Determination of Beryllium Using Van de Graaff X-rays" (with J. Surls) Anal. Chem. 34, 1614-7, 1962.
 10. "Formation of Ketene-imine in Acrylonitrile Polymerization" (with G. Harris) J. Poly. Sci., 62, No. 174 (5100-1), 1962.
 11. "Hollow Fiber Fuel Cell" (talk given at Electrochemical Society, Montreal, October 1968).
 12. "The Dow Sodium-Sulfur Battery" (with Heitz and Brown) 7th Intersoc. Energy Conv. Eng. Conf., 1972.
 13. "Progress in the Development of the Hollow Fiber Sodium-Sulfur Battery", 10th Intersoc. Energy Conv. Eng. Conf., 1975.
 14. Annual and Final Reports on Development of Na-S Battery to ARPA, NASA, ERDA. DAHC 15-73-C-0254, NAS-3-18525, EY-76-C-02-2565.
 15. "Na-S Batteries", 25th Power Sources Symposium, 1972.
 16. "Design Factors for Na-S Battery", Elec. Chem. Soc., October 1973.
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17. "Progress in the Hollow Fiber Na-S Battery" (talk given at the Electrochemical Society, Atlanta, Georgia, October 1977).
18. "Development of the Glass Fiber Na-S Battery", International Society of Electrochemistry, Budapest, August 28 - September 3, 1978.
19. "The Hollow Fiber Na-S Battery for Propulsion -- Problems, Promise, and Prognostication", Electro. Chem. Soc., Pittsburgh, 1978.
20. "Glass as the Electrolyte in the Na-S Battery" (for book, "Applications of Solid Electrolyte") in press.
21. "Glass as an Electrolyte" (Chapter for book, "The Sulfur Electrode") in press.
22. "Status of Advanced Batteries", Am. Chemist Soc., September 12-14, 1979.

PATENTS

1. U.S. 2,947,774 - Preparation of Alkly Pyrophosphate Extractants (with E. Skeins).
 2. U.S. 2,979,447 - Process for Preparation of Graft Copolymers. (Also Belgium 600,189; Italy 645,585).
 3. U.S. 3,027,311 - Improved Method for Radiation Grafting Copolymerization of N-Vinyl Lactam Monomers on Acrylonitrile Polymer Substrates (with T. Traylor). (Also Belgium, 568,423; Italy 591,332; France 1,212,748; Britain 843,063; Dutch 96,100; Japan 274,257; Canada 741,550.)
 4. U.S. 2,920,123 - Production of Acetylene by Pyrolysis (with C. Oldershaw). (Also Italy 577,945; Britain 816,816; France 1,184,736; Argentina 119,391; Belgium 584,957).
 5. U.S. 3,331,758 - Coated Hollow Fiber.
 6. U.S. 3,442,780 - Grafting of Vinyl Aromatic Monomers onto Polychlorotrifluoro-ethylene with radiation.
 7. U.S. 3,320,218 - Cross-linked Sulfonated Aliphatic Hydrocarbon Polymers.
 8. U.S. 2,979,447 - Process for Preparation of Graft Copolymers.
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9. U.S. 3,278,405 - Polyacrylonitrile Containing Ketene-amine Linkages Produced by High Energy Radiation.
10. U.S. 3,228,797 - Gaseous Fuel Cell and Process of Gaseous Fuel Cell Operation (with W. E. Brown).
11. U.S. 3,367,792 - Electroless Plating on Non-conductive Surfaces.
12. U.S. 3,476,602 - Battery Cell (with W. E. Brown, R. G. Heitz).
13. U.S. 3,351,467 - Process for Plating Permeable Membrane.
14. U.S. 3,679,480 - Electrical Cell Assembly (with W. E. Brown, R. G. Heitz).
15. U.S. 3,663,294 - Battery Employing an Alkali Metal Polysulfide Having a Low Alkali Metal Hydroxide Content (with G. Fujioka).
16. U.S. 3,672,995 - Solid Electrolyte for Electrical Cells (with Brown and Heitz).
17. U.S. 3,679,480 - Electrical Cell Assembly (with Brown and Heitz).
18. U.S. 3,763,412 - Process for Generating Electrical Energy.
19. U.S. 3,877,995 - Potassium Borate Glass Composition (with Tsang).
20. U.S. 3,917,490 - Method of Grinding Solder Glass (with Tsang and Brown).
21. U.S. 3,703,412 - Process for Generating Electrical Energy Comprising Melting the Anode Metal in the Reservoir Prior to Melting the Anode Metal in the Electrolyte Fibers.
22. U.S. 4,224,386 - Tubesheet for Hollow Fiber Type, High Temperature Cells.

PATENT DISCLOSURES

Numerous.

[REDACTED]

[REDACTED]

AGENDA: April 14, 2015

TO: Elderly and Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: Unified Corridors Plan- Project Update

RECOMMENDATIONS

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

1. Receive an update on the Unified Corridors Plan; and,
 2. Encourage E&D TAC members and stakeholders to participate in the Unified Corridors Plan survey and workshop.
-

BACKGROUND

Highway 1, Soquel Avenue/Drive, and the Santa Cruz Branch Rail Line are parallel transportation routes in Santa Cruz County between downtown Santa Cruz and Freedom Boulevard. These routes can work together as one unified corridor to provide transportation services to Santa Cruz County residents and visitors. The Unified Corridors Plan will provide the public and the Regional Transportation Commission with information about how future small and large multimodal investments along one corridor may work together with investments on parallel corridors to improve effectiveness of the local transportation network. The area south of Freedom Boulevard, where the three corridors diverge, is not included in this study.

DISCUSSION

Phase I of the Unified Corridors Plan is underway and includes development of a countywide multimodal transportation model and preparation of multimodal performance measures. The transportation model will allow for analysis of future project impacts on the local roadway network, including the three routes in the Unified Corridors Plan, and sustainable transportation projects identified in the 2014 RTP. Transportation modeling tools support a performance based approach to transportation decision making. Development of the model will be a cooperative effort with the County of Santa Cruz Planning Department and Caltrans.

The RTC is hosting an online survey and public workshop to obtain public input on existing and future transportation uses in the corridor. The online survey is available April 1 through April 30 on the RTC website and at <https://www.surveymonkey.com/r/RTC-Unified-Corridor-Survey>. The public workshop will be held April 16 at 6:30pm at the Mid County Senior Center. Input from the survey and public workshop will assist in identifying the types of projects analyzed

using transportation modeling tools, development of performance measures and provide a starting point for future draft goals and policies.

Phase II of the Unified Corridors Plan includes adoption of Unified Corridors Plan goals and policies. Phase II is where analysis of alternative investments using the transportation model and prioritization of investments based on performance, public input and anticipated resources will occur. Phase II of the Unified Corridors Plan is currently unfunded. RTC staff intends to seek additional grant funding for Phase II of the planning effort.

SUMMARY

Using a performance based approach; the Unified Corridors Plan includes prioritizing projects on Highway 1, Soquel Avenue/Drive, and the Santa Cruz Branch Rail Line between downtown Santa Cruz and Freedom Boulevard. The RTC is hosting an online survey and public workshop to obtain public input on existing and future transportation uses in the corridor. The online survey is available April 1 through April 30 on the RTC website and at <https://www.surveymonkey.com/r/RTC-Unified-Corridor-Survey>. The public workshop will be held April 16 at 6:30pm at the Mid County Senior Center.

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

| MONTH | FY13 - 14 ACTUAL REVENUE | FY14 - 15 ESTIMATE REVENUE | FY14 - 15 ACTUAL REVENUE | DIFFERENCE AS % OF PROJECTION | CUMULATIVE % OF ACTUAL TO PROJECTION |
|--------------|---|---|---|--|---|
| JULY | 556,100 | 583,905 | 591,100 | 7,195 | 1.23% |
| AUGUST | 741,500 | 778,575 | 788,200 | 9,625 | 1.24% |
| SEPTEMBER | 818,354 | 859,272 | 791,871 | -67,401 | -7.84% |
| OCTOBER | 596,900 | 626,745 | 616,700 | -10,045 | -1.60% |
| NOVEMBER | 795,900 | 835,695 | 822,300 | -13,395 | -1.60% |
| DECEMBER | 732,985 | 769,634 | 719,449 | -50,185 | -6.52% |
| JANUARY | 557,700 | 595,461 | 601,300 | 5,839 | 0.98% |
| FEBRUARY | 728,800 | 793,948 | 801,800 | 7,852 | 0.99% |
| MARCH | 802,890 | 704,655 | 739,331 | 34,676 | 4.92% |
| APRIL | 504,100 | 530,042 | | | |
| MAY | 672,100 | 706,686 | | | |
| JUNE | 780,261 | 845,925 | | | |
| TOTAL | 8,287,590 | 8,630,543 | 6,472,051 | -75,839 | -0.88% |

Note:

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



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

*CONTACTS: George Dondero, Executive Director (831) 460-3200
Karena Pushnik, Senior Planner/Public Information Coordinator*

Santa Cruz County Regional Transportation Commission (RTC) February 5, 2015 Meeting Highlights

Arana Gulch Ribbon Cutting

On January 14th, the long-awaited completion of the Arana Gulch bike and pedestrian trail and bridge was celebrated enthusiastically by hundreds of community members and many Regional Transportation Commissioners. The project was a collaborative effort of the County and the City of Santa Cruz with about half of the funding secured by the RTC. A photo album created by Commissioner Randy Johnson can be viewed on the web:
<http://www.mixbook.com/photo-books/interests/arana-gulch-11644113?vk=YkNnIES42m>

Railroad Bridge Rehabilitation

Contractors hired by the RTC have made major progress on all four railroad bridge rehabilitation projects. Work completed on January 31 included reconstruction of the La Selva Beach steel trestle, repair of the Hidden Beach timber trestle and replacement of the Wilder Creek bridge with a culvert. Work on the timber bridge near Harkins Slough began this week. A ribbon cutting event for the La Selva Beach trestle is planned for Thursday, February 26th at 10:30 am. Details will be posted on the RTC website.

Another Award for the Monterey Bay Sanctuary Scenic Trail Network Master Plan

The RTC's Monterey Bay Sanctuary Scenic Trail Network Master Plan was selected for an award from the Association of Environmental Professionals. Rincon Consultants produced the Environmental Impact Report for the Master Plan.

2015 Legislative Priorities and Legislative Updates

The Regional Transportation Commission (RTC) approved legislative priorities for 2015 to guide review of state and federal proposals that could impact transportation projects in Santa Cruz County. Given that traditional revenue sources, such as gas taxes, are unpredictable and generate less than half of what is needed to operate, maintain, and improve the transportation system, the legislative priorities focus on increasing and stabilizing transportation funding including development of new local funding mechanisms.

Unified Corridors Plan: Santa Cruz County Transportation Modeling Tools

The RTC is the recipient of a Caltrans Planning grant to conduct Phase I of the Unified Corridors Plan to develop transportation modeling tools for Santa Cruz County. The RTC authorized the Executive Director to negotiate and execute an agreement with the consulting firm Fehr and Peers to develop Santa Cruz County transportation modeling tools for an amount not to exceed \$250,000. The model will allow for analysis of future project impacts on the local roadway network, and of sustainable transportation projects identified in the 2014 RTP.



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Karena Pushnik, Senior Planner/Public Information Coordinator*

Santa Cruz County Regional Transportation Commission (RTC) March 5, 2015 Meeting Highlights

Welcome New Commissioners appointed by Metro

The [Regional Transportation Commission](#) welcomed new members and alternates representing the Santa Cruz Metropolitan Transit District; Ed Bottorff and Deborah Lane.

La Selva Beach Trestle Completion Ceremony

Executive Director George Dondero showed a video clip and photos of the well-attended [February 26 completion ceremony event](#). A train -- brought in by the Santa Cruz & Monterey Bay Railway (Iowa Pacific) -- signaled that the corridor is again an active rail line open for freight and passenger rail service. At the event, Commission Chair John Leopold and 2nd District Commissioner Zach Friend welcomed the crowd and provided background information about the history and uses of the rail corridor.

Draft Monterey Bay Public Participation Plan

RTC staff provided an overview of the three-county [Draft Public Participation Plan](#) circulated for review by the Association for Monterey Bay Area Governments. The draft plan describes opportunities for the public to provide input on transportation projects and plans, and includes a summary of RTC outreach activities. Input by the Commission and its advisory committees will be forwarded to AMBAG. The public comment period ends on March 27.

FY2015 Cap and Trade Low Carbon Transit Operations Program

The RTC voted to contribute its formula share of revenues generated from the State's sale of carbon emission credits (\$88,497) to the Santa Cruz Metropolitan Transit District (METRO). METRO will use these "cap and trade" Low Carbon Transit Operations Program (LCTOP) funds to renovate the Watsonville Transit Center to create a customer service and paratransit eligibility office aimed at increasing bus ridership and reducing greenhouse gas emissions.

State Transportation Funding Update

Funding to operate, maintain, and improve local roadways bicycle and pedestrian facilities and highways will drop by approximately \$5 million next year if the State Board of

Equalizations' proposed 6 cent per gallon cut in the state's excise tax on gasoline goes through on July 1. This will translate to approximately 55% less funds for regional transportation projects and 25% less for local street and road projects. Given continued unstable and decreasing state and federal funding, Commissioners reemphasized the need for Santa Cruz County to support secure local funding options through a local ballot measure.

Regional Transportation Improvement Program (RTIP) Amendments

In order to ensure that project sponsors continue to have access to previously approved state and federal revenues, the Regional Transportation Improvement Program (RTIP) was amended to reflect schedule updates for several projects. The amendments clear the way for projects in Capitola, Santa Cruz, Watsonville, Aptos, and Live Oak to move forward in Fiscal Year 2015/2016. For more information about the RTIP and projects that have been approved for funding by the RTC visit www.sccrtc.org/rtip.

I:\Highlights\2015\2015-03-05-highlights.docx

Santa Cruz County Regional Transportation Commission's
Elderly & Disabled Transportation Advisory Committee
~ Annual Meeting Schedule ~

- *Most meetings held on the 2nd Tuesday of even numbered months at 1:30 pm in the SCCRTC Conference room, *one meeting held annually in an alternate location*
- *This is a draft list of meeting topics. Please check the RTC website for the current packet agenda (posted about 4 working days before the meeting).*

February Review Draft of **Annual Report including Unmet Needs**, suggest outreach for May RTC hearing
 Review **Preliminary TDA Estimates**, if available
Solicit **Nominations for Chair/Vice Chair**

April Review **TDA Claims for Volunteer Center, Community Bridges and METRO**
 Elect **Chair and Vice Chair**
 Review **Roster/Membership update**
 Recommend **final Unmet Needs list or link** to list on website

June* Review **Metro's Section 5311 Project Program/Application**, if necessary

August Review **RTC's Legislative Report**

October Determine **Local Review Committee for Section 5310 Applications**

December Review draft **Unmet Needs and determine outreach plan**
 Review **End of FY TDA Claims**
 Review **next year's Meeting Schedule**

Info items: **Minutes** from last meeting
Mont hly **TDA Revenues** (get from latest RTC packet)
 RTC Highlights (w/o meeting list)
 Letters from the committee
 Agency Updates, including **Quarterly TDA reports**

As Needed: **Recommend TDA Claims from local jurisdictions**
 Review **Updates to Guide for Specialization**
 Review **Triennial Performance Audit (every 3 years)**
 Review **Coordinated Plan (update every 4 years)**
 Review **METRO's Short Range Transit Plan (as needed)**
 Other timely items that are within the purview of the committee

*June meeting typically held at RTC Watsonville Office

Future Topics: handicapped parking spaces in downtown Santa Cruz, accessibility in the San Lorenzo Valley, San Mateo paratransit presentation, rides to election sites, Uber Car

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

Bus: The Pacific Station MetroCenter, a destination for most buses, is approximately four blocks down Pacific Avenue. The following bus route stops on Cedar Street approximately one block from



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

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

February 25, 2015

Dean Bustichi, Chair
Board of Directors
Santa Cruz Metropolitan Transit District
110 Vernon St.
Santa Cruz, CA 95060

RE: Santa Cruz Metro Structural Deficit Comments

Dear Board of Directors and Chair Bustichi:

The Elderly & Disabled Transportation Advisory Committee (E&D TAC) advises the Santa Cruz County Regional Transportation Commission (RTC), the Santa Cruz Metropolitan Transit District (Metro), and other service providers on transportation needs for people with disabilities, seniors and persons with limited means. At its February 10, 2015 meeting, the E&D TAC decided to send a letter to Santa Cruz Metro requesting that the following be considered before taking actions to address Santa Cruz Metro's structural deficit:

- ***Santa Cruz Metro's ParaCruz service, which serves some of Santa Cruz County's most vulnerable populations, should be the last, not the first, to be reduced to solve the multiyear Santa Cruz Metro structural deficit.*** Santa Cruz County's most vulnerable populations rely on paratransit services to access essential services. These individuals are often without other transportation choices and are the most susceptible to the negative consequences of service reductions.
- ***Paratransit service reductions and cost increases can create a crisis for already impacted social service programs and transportation providers.*** Paratransit is critical for providing access to essential services, including medical and shopping trips. Additional costs are borne by the community in the way of cost for health services, food programs and other safety net transportation services, when seniors and individuals living with disabilities do not have regular access to essential services in a timely manner. In light of potential impacts on other community programs, E&D TAC requests more information about the urgency of making revisions to Santa Cruz Metro's ParaCruz program.
- ***All potential internal operational efficiencies associated with providing services should be exhausted before service reductions and rate***

increases are considered. Major contributing factors to the structural deficit identified by Santa Cruz Metro staff include personnel expenses, costs of goods and services, and reduction in revenues. All mechanisms for addressing the major contributing factors should be exhausted before the burden of the previously incurred structural deficit is passed to the client. E&D TAC requests additional information regarding the portion of the structural deficit incurred by Santa Cruz Metro's ParaCruz program and a more detailed breakdown of Paracruz operating costs.

- ***Consider cost of living in Santa Cruz County when comparing cost per paratransit trip to "peers".*** According to the Elder Economic Security Standard Index, Santa Cruz County residents with maximum social security payment receive less than 60% of what is required to meet basic expenses, including transportation. This means that \$128 or less is available to elder Santa Cruz County residents reliant on social security payments to meet the \$214 dollars needed to for their estimated transportation costs. Increasing fares will further diminish the ability of some individuals to meet their transportation needs.
- ***Public outreach to obtain input on revisions to ParaCruz services should be discussed in locations and at times convenient to affected populations, including during the daylight hours and at senior centers.*** Evening meetings and short notice may reduce the ability of affected populations to participate in the structural deficit discussions.

Sincerely,



Michael Molesky, Chair
Elderly and Disabled Transportation Advisory Committee

cc: Alex Clifford, General Manager

Subject: Pedestrians forced to walk in street on busy arterials and collectors

From: Debbie Bulger [<mailto:dfbulger@cruzio.com>]

Sent: Thursday, February 05, 2015 4:59 PM

To: Karena Pushnik; City Council.Group; Chris Schneider; Mark Dettle

Cc: Cheryl Schmitt

Subject: Pedestrians forced to walk in street on busy arterials and collectors

Mission: Pedestrian



Dear Elderly & Disabled Transportation Advisory Committee Members, City Council and Public Works Department,

We would like to bring to your attention the great need for sidewalks in the City of Santa Cruz.

Many of the busy streets in the City are missing sidewalk segments. Often the sidewalk segments which do exist are on opposite sides of the street forcing pedestrians to either walk in the street or cross unprotected mid block. Some of the streets with long segments of missing sidewalks are very busy and wide making them difficult to cross to reach a sidewalk on the other side.

These streets include

Delaware Avenue. There are long segments west of Swift and many shorter missing segments east of Swift
Western Drive east side of street

Bayona - an especially dangerous missing segment of Bayona is on the west side of the street at the crest of the hill.

Pedestrians are forced to walk in the street. The hill crest makes them invisible to drivers heading downhill.

Escalona Drive

Spring Street

Almar Avenue, this Collector street used by many pedestrians accessing Safeway and other businesses. Gaps in the

sidewalk force pedestrians to walk in the street.

Bay Street between Escalona and King on the west side of the street

The 2003 City of Santa Cruz Master Transportation Study states as goals:

"Close all gaps in the pedestrian network and connect all major destinations and activity centers."

"Provide optimal safety for vulnerable populations (e.g., pedestrians, cyclists, children, elderly,

disabled)"

Forcing people to walk in the street does not promote safety.

Here's what it looks like on the ground.



Missing sidewalk segments, 900 block of Delaware (image from Google Maps)



Grandfather with grandkids on west Delaware returning from Natural Bridges State Park



Woman using walker forced to be in the street on upper Miramar

Your attention to these dangerous areas is much appreciated.

Debbie Bulger, for Mission: Pedestrian

Volunteer Center of Santa Cruz County
Transportation Program - TDA funding

| | Santa Cruz | SLV/SV | Watsonville | 2nd Qtr Total <u>2014-2015</u> | 2nd Qtr total <u>2013-14</u> |
|---|------------|--------|-------------|--------------------------------------|------------------------------------|
| Volunteers | 33 | 11 | 8 | 52 | 49 |
| Unduplicated Clients | 65 | 50 | 12 | 127 | 128 |
| Total Rides | 958 | 564 | 98 | 1620 | 919 |
| | | | | 0 | |
| Ride Requests unable to fill | 0 | 0 | 0 | 0 | 2 |
| | | | | 0 | |
| Unfilled requests referred other agencies | 0 | 0 | 0 | 0 | 2 |
| | | | | 0 | |
| Requests cancelled by client | 57 | 18 | 10 | 85 | 59 |
| | | | | 0 | |
| <u>Trip destinations</u> | | | | 0 | |
| Physician | 116 | 114 | 36 | 266 | 308 |
| Shopping & bank | 137 | 44 | 19 | 200 | 216 |
| Stroke Center | | | | 0 | 0 |
| Hospitals and therapy | 4 | | | 4 | 5 |
| Convelescent homes | | | | 0 | 0 |
| Doran Low Vision Center | | | | 0 | 0 |
| Clinishare Dialysis | | | | 0 | 0 |
| Other | 3 | | | 3 | 13 |
| Total | 260 | 158 | 55 | 473 | 542 |
| | | | | 0 | |
| <u>Avg ride length (YTD)</u> | 13 | | | | |
| <u>Total Miles driven (YTD)</u> | 32,500 | | | | |
| <u>Total Reimbursement (YTD)</u> | \$650 | | | | |

| CC 20,23,26,32,38,39 | | | | | | | CC 21 | | | | | CC 29 | | | | | CC 24,30 | | | | | CC 31 | | | | | | | | | | | | |
|----------------------|--|---------|------|------|---------|-------|----------------|-----------------|-------|-------|---------|-------|----------------|------------|-----|------|----------|-----|----------------|----------|-------|-------|---------|-------|----------------|----------|-----|------|---------|-------|-----|--------------------|-----------|-----------|
| # | Performance Measures to be | Medical | | | | | YTD % of Goals | Meals on Wheels | | | | | YTD % of Goals | Taxi Scrip | | | | | YTD % of Goals | Elderday | | | | | YTD % of Goals | Same Day | | | | | | YTD % of 6 mo Goal | Qtr Total | YTD Total |
| | | July | Aug | Sept | Qtr | YTD | | July | Aug | Sept | Qtr | YTD | | July | Aug | Sept | Qtr | YTD | | July | Aug | Sept | Qtr | YTD | | July | Aug | Sept | Qtr | YTD | | | | |
| 1 | Unduplicated Passengers per Month | 95 | 102 | 115 | 174 | 174 | | 70 | 69 | 71 | 83 | 83 | | 74 | 66 | 79 | 106 | 106 | | 112 | 108 | 108 | 120 | 120 | | 65 | 62 | 81 | 108 | 108 | | 591 | 591 | |
| 2 | Total Passenger Trips (Units of Service) per Month | 476 | 537 | 557 | 1,570 | 1,570 | 23% | 1,509 | 1,473 | 1,375 | 4,357 | 4,357 | 27% | 227 | 201 | 330 | 758 | 758 | 32% | 3,065 | 2,905 | 2,929 | 8,899 | 8,899 | 31% | 359 | 290 | 351 | 1,000 | 1,000 | 49% | 16,584 | 16,584 | |
| 3 | Number of Incidents per Month | 1 | 0 | 0 | 1 | 1 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 3 | 2 | 2 | 7 | 7 | | 0 | 0 | 0 | 0 | 0 | | 8 | 8 | |
| 4 | Number of Accidents per Month | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 5 | Number of Mechanical Failures (including lift failure) per Month | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | N/A | N/A | N/A | 0 | 0 | | 2 | 1 | 1 | 4 | 4 | | 0 | 0 | 0 | 0 | 0 | | 4 | 4 | |
| 6 | Number of No-Shows per Month | 19 | 40 | 19 | 78 | 78 | | N/A | N/A | N/A | 0 | 0 | | N/A | N/A | N/A | 0 | 0 | | 107 | 93 | 96 | 296 | 296 | | 9 | 15 | 16 | 40 | 40 | | 414 | 414 | |
| 7 | Number of Turndowns or Referrals per Month | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 8 | Total Donations per Month | \$54 | \$64 | \$19 | \$137 | 137 | | N/A | N/A | N/A | \$0 | - | | N/A | N/A | N/A | \$0 | 0 | | N/A | N/A | N/A | \$0 | 0 | | N/A | N/A | N/A | \$0 | 0 | | \$ 137 | \$ 137 | |
| 9 | Operating Cost per Passenger Trip | | | | \$40.55 | | | | | | \$6.01 | | | | | | \$8.69 | | | | | | \$10.58 | | | | | | \$55.20 | | | | | |
| 10 | Operating Cost per Vehicle Service Hour | | | | \$46.10 | | | | | | \$41.47 | | | | | | | | | | | | \$43.68 | | | | | | \$48.94 | | | | | |
| 11 | Passengers per Vehicle Service Hour | | | | 1.13 | | | | | | 6.92 | | | | | | | | | | | | 4.10 | | | | | | 0.89 | | | | | |
| 12 | Passengers per Vehicle Service Mile | | | | 0.07 | | | | | | 0.45 | | | | | | | | | | | | 0.27 | | | | | | 0.08 | | | | | |
| 13 | Van Mileage per Program | | | | 22,127 | | | | | | 9,563 | | | | | | | | | | | | 32,751 | | | | | | 12,138 | | | | | |

Footnotes:

- * Medical rides are on target based on projections for 1st Qtr.
- * Meals on Wheels rides have gone up due to the addition of the Via Pacifica route 3 days per week which started this Fiscal Year.
- * Taxi Scrip demand has also gone up this Fiscal Year resulting in nearly 158 rides above projections for the 1st Qtr.
- * TDA funded Elderday rides surpassed our projections for 1st Qtr.
- * Same Day rides are on target based on Fiscal Year projections.
- * Please note that the TDA funding requested this Fiscal Year was only to cover the 1st and 2nd Qtrs (or 6 months) for Same Day rides.
- * Line 9 includes both taxi and Lift Line costs and units of service combined.
- * Lines 10 through 13 reflect Lift Line data only and exclude taxi costs and units of service.



DATE: February 27, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS
REPORT FOR DECEMBER 2014**

I. RECOMMENDED ACTION

That the METRO's Board of Directors Accept and File the METRO ParaCruz Operations Status Report for December 2014

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

Comparing December 2013 statistics to December 2014, ParaCruz rides increased by 121 rides.

Comparing November 2014 statistics to December 2014, ParaCruz rides increased by 246 single trips. While December's increase in rides follows the historical trend-line, the actual number of rides is higher than in previous years.

Two Santa Cruz Metropolitan Transit District (METRO) ParaCruz Van Operators retired in December of 2014, one after ten years working with ParaCruz, the other worked with us for six years. Their service was appreciated and we wish them the best in their future.

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

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

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V. ALTERNATIVES CONSIDERED

Not applicable

VI. ATTACHMENTS

- Attachment A:** ParaCruz On-Time Performance Chart
- Attachment B:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart and Shared Versus Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Mileage Data Tables
- Attachment E:** Eligibility Chart
- Attachment F:** Monthly Assessments

VII. APPROVALS:

April Warnock, ParaTransit Superintendent April Warnock

Ciro Aguirre, Chief Operations Officer [Signature]

Alex Clifford, CEO/General Manager [Signature]

ParaCruz On-time Performance Report

| | December 2013 | December 2014 |
|--|----------------------|----------------------|
| Total pick ups | 7590 | 7836 |
| Percent in “ready window” | 95.31% | 90.90% |
| 1 to 5 minutes late | 1.83% | 3.53% |
| 6 to 10 minutes late | 1.34% | 2.42% |
| 11 to 15 minutes late | .70% | 1.37% |
| 16 to 20 minutes late | .43% | .77% |
| 21 to 25 minutes late | .14% | .48% |
| 26 to 30 minutes late | .09% | .23% |
| 31 to 35 minutes late | .08% | .15% |
| 36 to 40 minutes late | .04% | .09% |
| 41 or more minutes late (excessively late/missed trips) | .03% | .05% |
| Total beyond “ready window” | 4.69% | 9.10% |

During the month of December 2014, ParaCruz received twelve (12) Customer Service Reports. Three (3) reports were valid. Three (3) of the reports were complaints that were not verifiable or valid. Six (6) of the reports were compliments.

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC's) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized, as shown in the chart above.

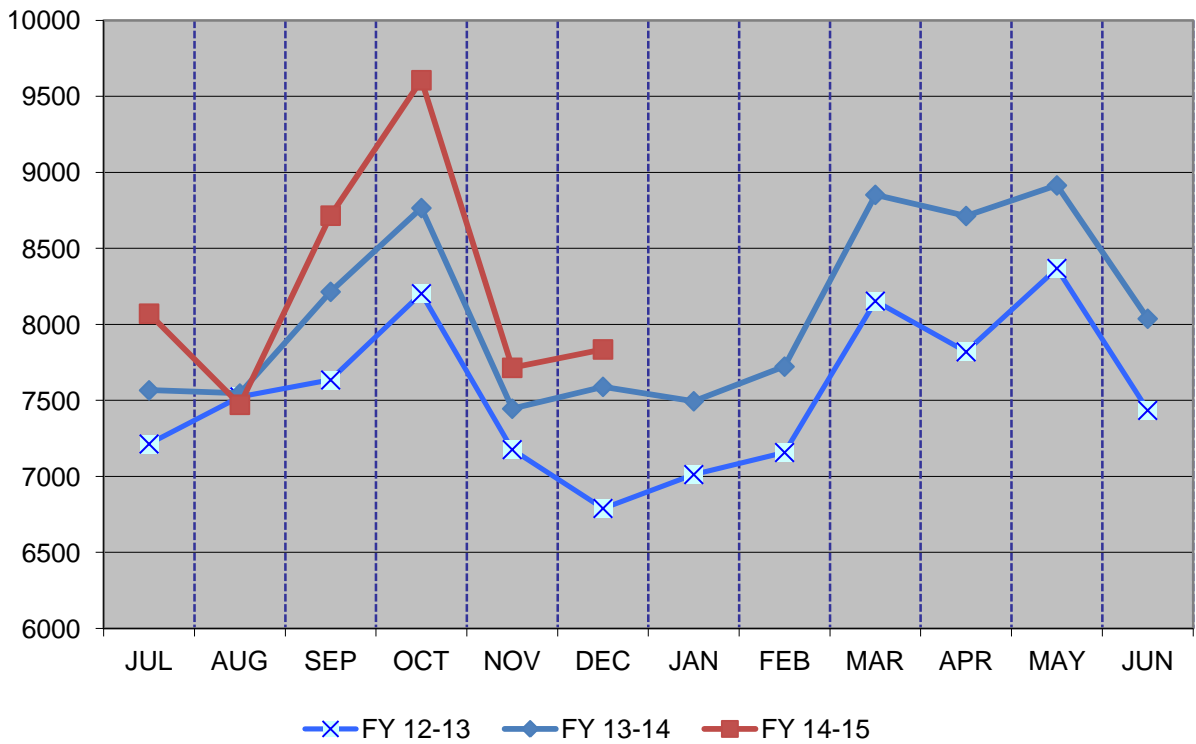
This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY15.

Comparative Operating Statistics through December 2014.

| | December 2013 | December 2014 | Fiscal 13-14 | Fiscal 14-15 | Performance Averages | Performance Goals |
|---|--------------------------|--------------------------|---------------------|---------------------|---------------------------------|-------------------------------------|
| Requested | 8318 | 8956 | 50,417 | 53,052 | 8833 | |
| Performed | 7590 | 7836 | 47,110 | 49,412 | 8261 | |
| Cancels | 21.56% | 25.20% | 19.31% | 21.05% | 20.47% | |
| No Shows | 3.37% | 3.39% | 2.88% | 3.05% | 3.09% | Less than 3% |
| Total miles | 54,083 | 58,823 | 334,976 | 363,487 | 60,077 | |
| Av trip miles | 5.0 | 5.52 | 5.0 | 5.35 | 5.10 | |
| Within ready window | 95.31% | 90.90% | 95.19% | 91.13% | 92.80% | 92.00% or better |
| Excessively late/missed trips | 2 | 4 | 11 | 24 | 4.0 | Zero (0) |
| Call center volume | N/A | 6318 | N/A | N/A | N/A | VOIP being UPDATED |
| Hold times less than 2 minutes | N/A | 95.2% | N/A | N/A | N/A | Greater than 90% |
| Distinct riders | 788 | 825 | 1469 | 1494 | 821 | |
| Most frequent rider | 57 rides | 53 rides | 285 rides | 298 rides | 57 rides | |
| Shared rides | 63.1% | 63.5% | 64.9% | 64.5% | 64.46% | Greater than 60% |
| Passengers per rev hour | 2.0 | 1.93 | 2.03 | 1.97 | 1.97 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 9.86% | 5.79% | 12.91% | 5.65% | 5.28% | No more than 25% |
| Vendor cost per ride | \$22.30 | \$24.18 | \$23.97 | \$24.62 | \$24.41 | |
| ParaCruz driver cost per ride (estimated) | \$26.48 | \$32.46 | \$30.15 | \$30.91 | \$29.80 | |
| Rides < 10 miles | 63.33% | 61.51% | 64.04% | 63.12% | 63.04% | |
| Rides > 10 | 36.67% | 38.49% | 35.96% | 36.88% | 36.96% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |

ATTACHMENT C

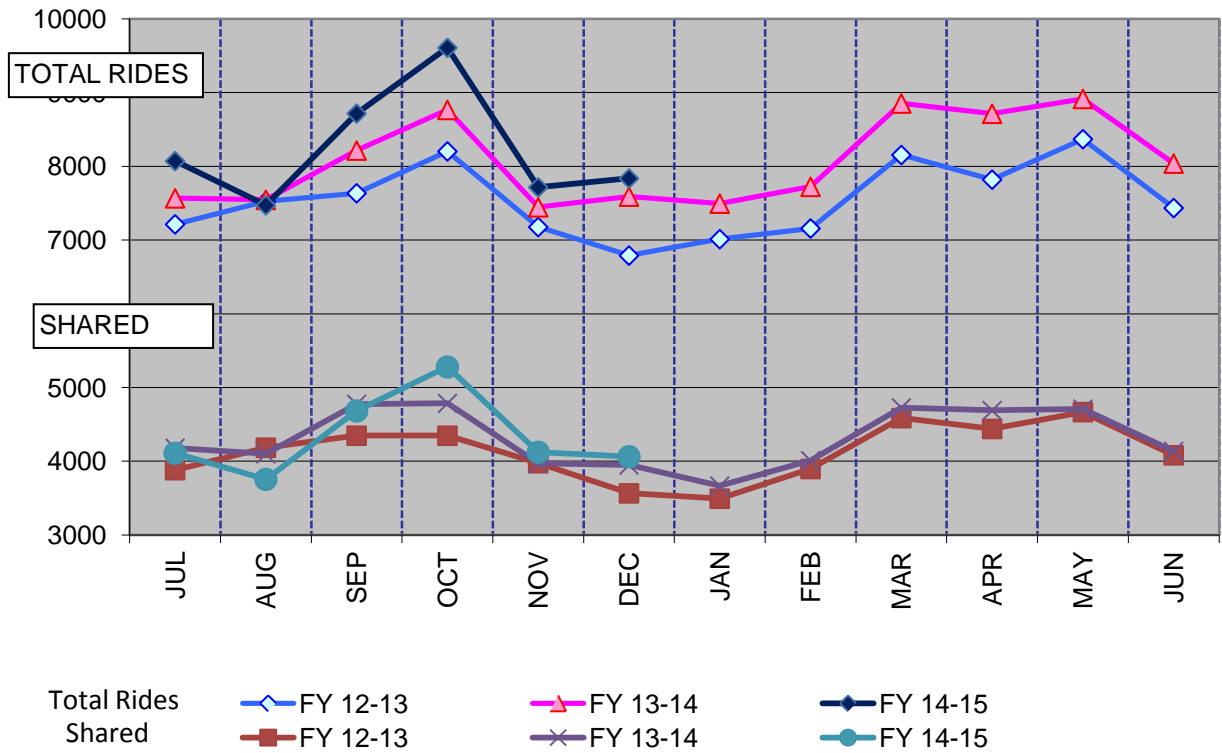
NUMBER OF RIDES COMPARISON CHART



Data Table for Number of Rides performed monthly.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12-13 | 7214 | 7524 | 7635 | 8203 | 7177 | 6790 | 7013 | 7158 | 8154 | 7820 | 8369 | 7435 |
| FY 13-14 | 7567 | 7546 | 8215 | 8766 | 7446 | 7590 | 7495 | 7723 | 8853 | 8714 | 8915 | 8038 |
| FY 14-15 | 8071 | 7472 | 8716 | 9607 | 7715 | 7836 | | | | | | |

TOTAL RIDES vs. SHARED RIDES



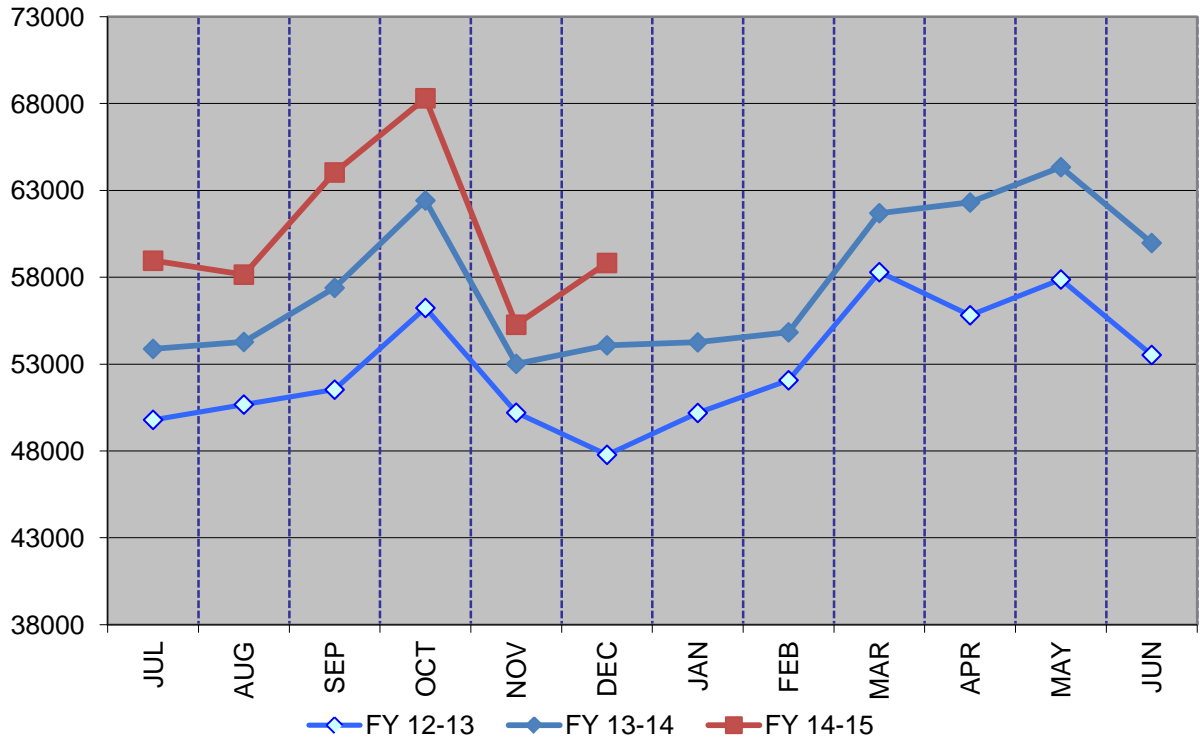
Data table for total number of rides provided.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12-13 | 7214 | 7524 | 7635 | 8203 | 7177 | 6790 | 7013 | 7158 | 8154 | 7820 | 8369 | 7435 |
| FY 13-14 | 7567 | 7546 | 8215 | 8766 | 7446 | 7590 | 7495 | 7723 | 8853 | 8714 | 8915 | 8038 |
| FY 14-15 | 8071 | 7472 | 8716 | 9607 | 7715 | 7836 | | | | | | |

Data table for total number of shared rides provided.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12-13 | 3881 | 4185 | 4348 | 4348 | 3975 | 3566 | 3494 | 3896 | 4586 | 4439 | 4668 | 4082 |
| FY 13-14 | 4179 | 4101 | 4775 | 4786 | 3971 | 3950 | 3666 | 4010 | 4726 | 4690 | 4709 | 4136 |
| FY 14-15 | 4110 | 3755 | 4683 | 5280 | 4123 | 4063 | | | | | | |

MONTHLY MILEAGE COMPARISON



Data table for monthly mileage

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FY 12-13 | 49795 | 50675 | 51532 | 56236 | 50205 | 47783 | 50191 | 52073 | 58295 | 55814 | 57874 | 53528 |
| FY 13-14 | 53878 | 54278 | 57391 | 62420 | 53017 | 54083 | 54255 | 54833 | 61690 | 62304 | 64339 | 59974 |
| FY 14-15 | 58954 | 58154 | 64034 | 68305 | 55269 | 58823 | | | | | | |

Data table for year-to-date mileage

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-------|--------|--------|--------|--------|--------|---------------|--------|--------|--------|--------|--------|
| FY 12-13 | 49795 | 100470 | 152002 | 208238 | 258443 | 306223 | 356414 | 408491 | 466786 | 522551 | 580425 | 633953 |
| FY 13-14 | 53878 | 108156 | 165547 | 227877 | 280894 | 334976 | 391682 | 446515 | 508205 | 570509 | 634848 | 694822 |
| FY 14-15 | 58954 | 117108 | 181142 | 249415 | 304685 | 363487 | | | | | | |

Monthly Assessments

| | UNRESTRICTED | RESTRICTED CONDITIONAL | RESTRICTED TRIP BY TRIP | TEMPORARY | DENIED | TOTAL |
|----------------|--------------|---------------------------|----------------------------|-----------|--------|-------|
| JANUARY 2014 | 60 | 0 | 2 | 8 | 0 | 70 |
| FEBRUARY 2014 | 36 | 0 | 2 | 2 | 1 | 41 |
| MARCH 2014 | 52 | 0 | 2 | 4 | 0 | 58 |
| APRIL 2014 | 56 | 0 | 3 | 1 | 0 | 60 |
| MAY 2014 | 27 | 2 | 2 | 1 | 1 | 33 |
| JUNE 2014 | 45 | 1 | 3 | 5 | 1 | 55 |
| JULY 2014 | 32 | 3 | 3 | 2 | 1 | 41 |
| AUGUST 2014 | 52 | 6 | 4 | 0 | 0 | 62 |
| SEPTEMBER 2014 | 62 | 0 | 9 | 3 | 0 | 74 |
| OCTOBER 2014 | 51 | 5 | 7 | 7 | 0 | 70 |
| NOVEMBER 2014 | 34 | 0 | 2 | 4 | 1 | 41 |
| DECEMBER 2014 | 89 | 3 | 2 | 2 | 0 | 96 |

Number of Eligible Riders for the month of December 2014 = 3668



DATE: March 27, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS
REPORT FOR JANUARY 2015**

I. RECOMMENDED ACTION

That Santa Cruz Metropolitan Transit District's (METRO) Board of Directors accept and file the Metro ParaCruz Operations Status Report for January 2015.

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

Comparing December 2014 statistics to January 2015, ParaCruz rides decreased by 344 rides.

Comparing January 2014 statistics to January 2015, ParaCruz rides decreased by a mere three single trips.

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report.

V. ALTERNATIVES CONSIDERED

Not applicable

VI. COORDINATION


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

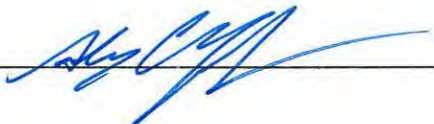
VII. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Mileage Data Tables
- Attachment E:** Eligibility Chart
- Attachment F:** Monthly Assessments

Prepared By: April Warnock, Paratransit Superintendent

VIII. APPROVALS:

April Warnock, Paratransit Superintendent 

Alex Clifford, CEO/General Manager 

ParaCruz On-time Performance Report

| | January 2014 | January 2015 |
|--|---------------------|---------------------|
| Total pick ups | 7495 | 7492 |
| Percent in “ready window” | 96.44% | 91.43% |
| 1 to 5 minutes late | 1.24% | 3.25% |
| 6 to 10 minutes late | .96% | 2.18% |
| 11 to 15 minutes late | .64% | 1.14% |
| 16 to 20 minutes late | .31% | .79% |
| 21 to 25 minutes late | .20% | .36% |
| 26 to 30 minutes late | .11% | .17% |
| 31 to 35 minutes late | .01% | .13% |
| 36 to 40 minutes late | .01% | .15% |
| 41 or more minutes late (excessively late/missed trips) | .08% | .03% |
| Total beyond “ready window” | 3.56% | 8.57% |

During the month of January 2015, ParaCruz received nine (9) Customer Service Reports. One (1) report was valid. Four (4) of the reports were complaints that were not verifiable or valid. Four (4) of the reports were compliments.

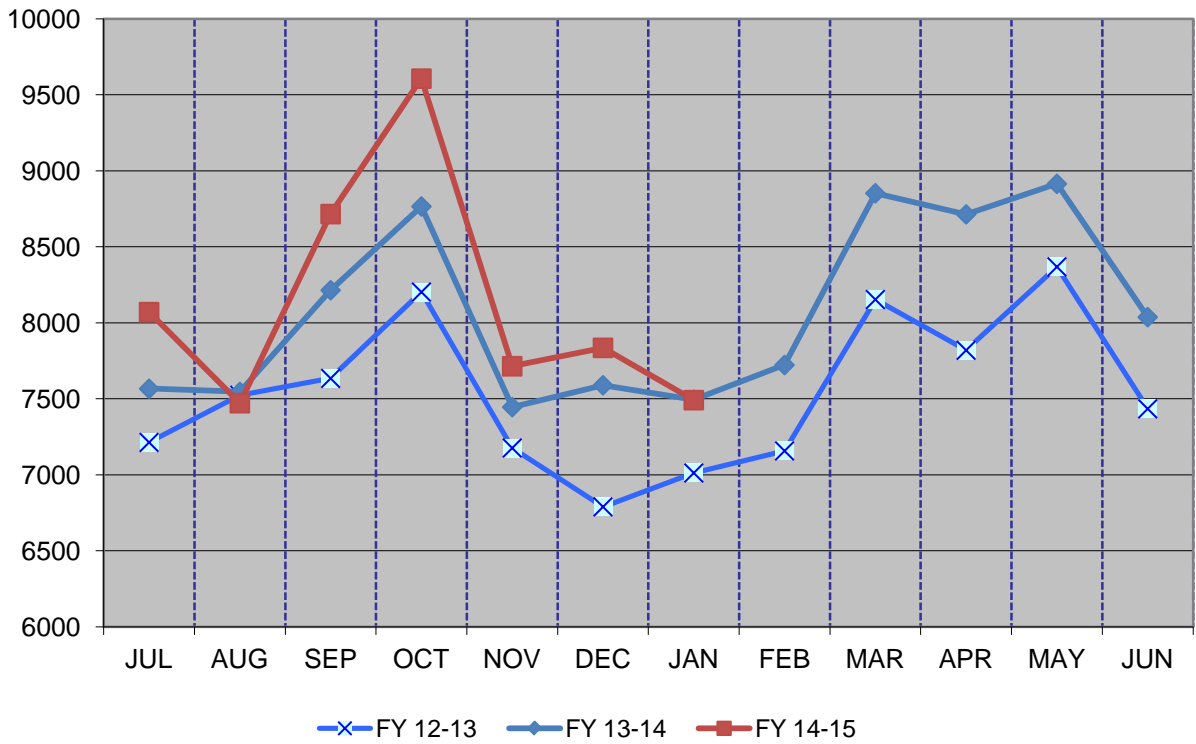
In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC's) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY15.

Comparative Operating Statistics through January 2015.

| | January 2014 | January 2015 | Fiscal 13-14 | Fiscal 14-15 | Performance Averages | Performance Goals |
|---|-------------------------|-------------------------|---------------------|---------------------|---------------------------------|-------------------------------------|
| Requested | 7971 | 8085 | 58,388 | 61,137 | 8842 | |
| Performed | 7495 | 7492 | 54,605 | 56,902 | 8263 | |
| Cancels | 19.71% | 20.64% | 19.36% | 21.00% | 20.55% | |
| No Shows | 3.45% | 2.97% | 2.96% | 3.04% | 3.05% | Less than 3% |
| Total miles | 54,255 | 55,495 | 391,682 | 419,053 | 60,181 | |
| Av trip miles | 4.75 | 5.42 | 4.8 | 5.36 | 5.16 | |
| Within ready window | 96.44% | 91.43% | 95.36% | 91.17% | 92.39% | 92.00% or better |
| Excessively late/missed trips | 6 | 2 | 17 | 26 | 3.67 | Zero (0) |
| Call center volume | N/A | 6097 | N/A | N/A | N/A | VOIP being UPDATED |
| Hold times less than 2 minutes | N/A | 95.6% | N/A | N/A | N/A | Greater than 90% |
| Distinct riders | 805 | 821 | 1551 | 1580 | 822 | |
| Most frequent rider | 57 rides | 55 rides | 328 rides | 347 rides | 57 rides | |
| Shared rides | 64.2% | 62.9% | 64.2% | 64.3% | 64.35% | Greater than 60% |
| Passengers per rev hour | 1.93 | 1.98 | 2.00 | 1.98 | 1.98 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 3.22% | 4.08% | 11.58% | 5.68% | 5.10% | No more than 25% |
| Vendor cost per ride | \$23.67 | \$24.57 | \$23.96 | \$24.61 | \$24.49 | |
| ParaCruz driver cost per ride (estimated) | \$23.96 | \$30.77 | \$29.22 | \$30.98 | \$30.37 | |
| Rides < 10 miles | 62.13% | 64.20% | 63.78% | 63.26% | 63.21% | |
| Rides > 10 | 37.87% | 35.80% | 36.22% | 36.74% | 36.79% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |

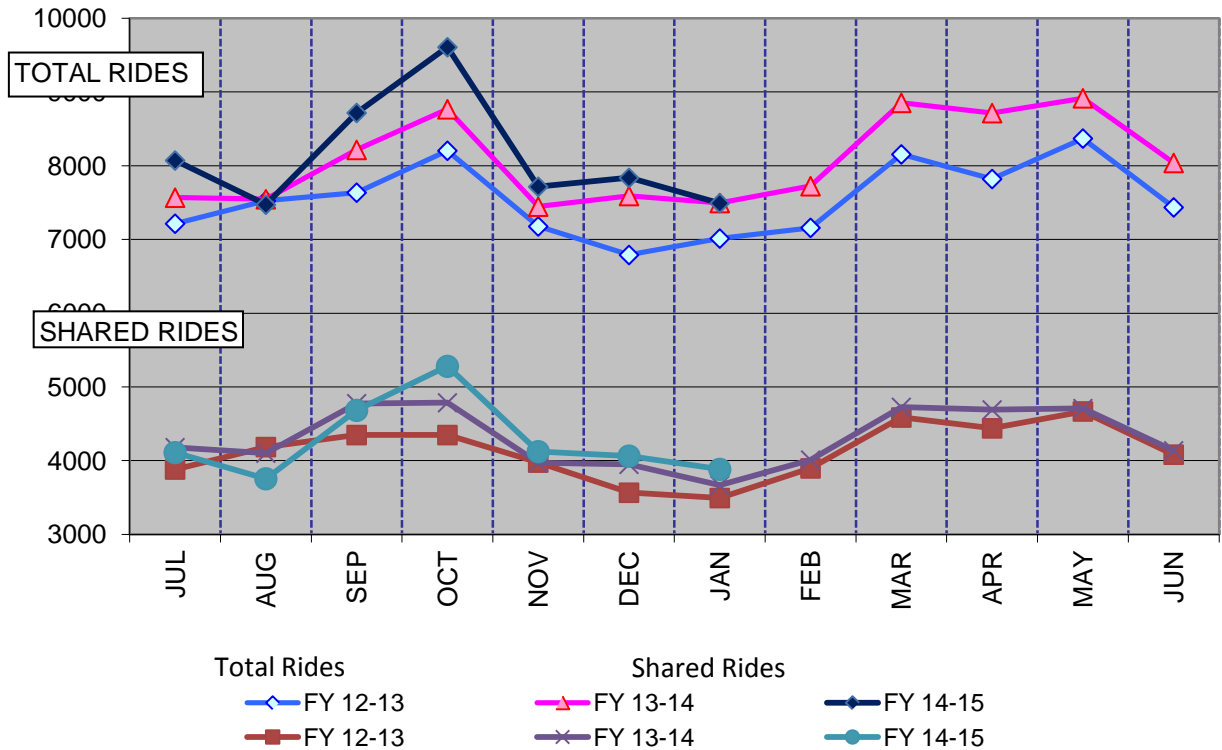
NUMBER OF RIDES COMPARISON CHART



Data Table for Number of Rides performed monthly.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12-13 | 7214 | 7524 | 7635 | 8203 | 7177 | 6790 | 7013 | 7158 | 8154 | 7820 | 8369 | 7435 |
| FY 13-14 | 7567 | 7546 | 8215 | 8766 | 7446 | 7590 | 7495 | 7723 | 8853 | 8714 | 8915 | 8038 |
| FY 14-15 | 8071 | 7472 | 8716 | 9607 | 7715 | 7836 | 7492 | | | | | |

TOTAL RIDES vs. SHARED RIDES



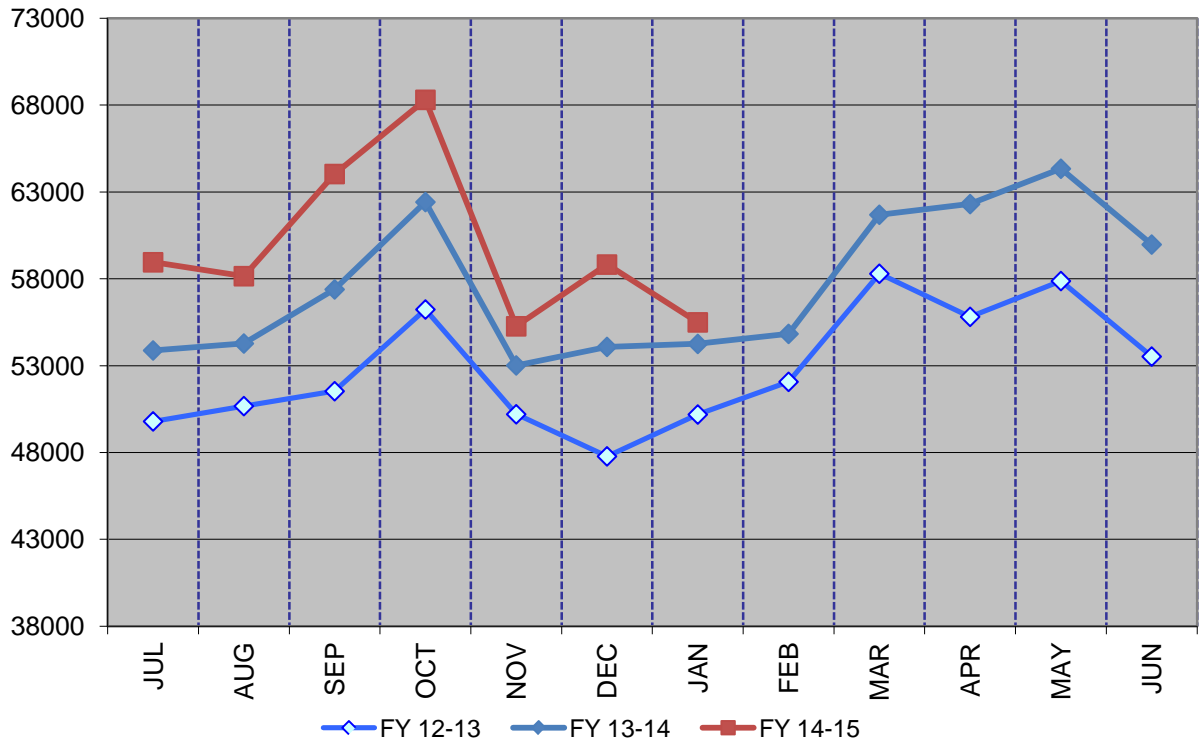
Data table for total number of rides provided.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12-13 | 7214 | 7524 | 7635 | 8203 | 7177 | 6790 | 7013 | 7158 | 8154 | 7820 | 8369 | 7435 |
| FY 13-14 | 7567 | 7546 | 8215 | 8766 | 7446 | 7590 | 7495 | 7723 | 8853 | 8714 | 8915 | 8038 |
| FY 14-15 | 8071 | 7472 | 8716 | 9607 | 7715 | 7836 | 7492 | | | | | |

Data table for total number of shared rides provided.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12-13 | 3881 | 4185 | 4348 | 4348 | 3975 | 3566 | 3494 | 3896 | 4586 | 4439 | 4668 | 4082 |
| FY 13-14 | 4179 | 4101 | 4775 | 4786 | 3971 | 3950 | 3666 | 4010 | 4726 | 4690 | 4709 | 4136 |
| FY 14-15 | 4110 | 3755 | 4683 | 5280 | 4123 | 4063 | 3883 | | | | | |

MILEAGE COMPARISON



Data table for monthly mileage

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FY 12-13 | 49795 | 50675 | 51532 | 56236 | 50205 | 47783 | 50191 | 52073 | 58295 | 55814 | 57874 | 53528 |
| FY 13-14 | 53878 | 54278 | 57391 | 62420 | 53017 | 54083 | 54255 | 54833 | 61690 | 62304 | 64339 | 59974 |
| FY 14-15 | 58954 | 58154 | 64034 | 68305 | 55269 | 58823 | 55495 | | | | | |

Data table for year-to-date mileage

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-------|--------|--------|--------|--------|--------|---------------|--------|--------|--------|--------|--------|
| FY 12-13 | 49795 | 100470 | 152002 | 208238 | 258443 | 306223 | 356414 | 408491 | 466786 | 522551 | 580425 | 633953 |
| FY 13-14 | 53878 | 108156 | 165547 | 227877 | 280894 | 334976 | 391682 | 446515 | 508205 | 570509 | 634848 | 694822 |
| FY 14-15 | 58954 | 117108 | 181142 | 249415 | 304685 | 363487 | 419053 | | | | | |

Monthly Assessments

| | UNRESTRICTED | RESTRICTED CONDITIONAL | RESTRICTED TRIP BY TRIP | TEMPORARY | DENIED | TOTAL |
|----------------|--------------|---------------------------|----------------------------|-----------|--------|-------|
| FEBRUARY 2014 | 36 | 0 | 2 | 2 | 1 | 41 |
| MARCH 2014 | 52 | 0 | 2 | 4 | 0 | 58 |
| APRIL 2014 | 56 | 0 | 3 | 1 | 0 | 60 |
| MAY 2014 | 27 | 2 | 2 | 1 | 1 | 33 |
| JUNE 2014 | 45 | 1 | 3 | 5 | 1 | 55 |
| JULY 2014 | 32 | 3 | 3 | 2 | 1 | 41 |
| AUGUST 2014 | 52 | 6 | 4 | 0 | 0 | 62 |
| SEPTEMBER 2014 | 62 | 0 | 9 | 3 | 0 | 74 |
| OCTOBER 2014 | 51 | 5 | 7 | 7 | 0 | 70 |
| NOVEMBER 2014 | 34 | 0 | 2 | 4 | 1 | 41 |
| DECEMBER 2014 | 89 | 3 | 2 | 2 | 0 | 96 |
| JANUARY 2015 | 28 | 1 | 3 | 11 | 1 | 44 |

Number of Eligible Riders for the month of January 2015 = 3,697



DATE: March 13, 2015
TO: Board of Directors
FROM: Ciro Aguirre, Chief Operations Officer
**SUBJECT: CONSIDERATION OF LA POSADA TRANSPORTATION
ALTERNATIVES**

I. RECOMMENDED ACTION

Informational purposes only; no action required.

II. SUMMARY

- On 1/23/15, the Board of Directors suspended the Route 6, which served a bus stop directly in front of the La Posada Retirement Community.
- The Board requested that staff investigate other transportation services which could provide direct service for the La Posada residents.
- Santa Cruz City sponsored programs specific to non-profits could be potential sources for La Posada residents to consider coordinating transportation services.
- La Posada provides transportation services that are restricted to planned events, not individual needs, or specific locations as desired by its residents.
- La Posada residents could petition La Posada management to extend transportation services to include individual needs and location specific destinations.
- Staff recommends that the Board receive this report for information purposes only on transportation alternatives to La Posada.

III. DISCUSSION/BACKGROUND

On January 23, 2015 the Santa Cruz Metropolitan Transit District (METRO) Board of Directors voted to suspend service on the Route 6 and not to amend the Route 68 to serve the Frederick and Gault area.

As a result of these Board actions residents of the La Posada Retirement Community may access METRO bus service on Soquel Avenue approximately one block from the La Posada complex.

The Board directed METRO staff to investigate alternative transportation options that could serve the residents of La Posada.

Staff reviewed the Santa Cruz County Guide to Specialized Transportation Services and directly contacted providers that could potentially meet the needs of the La Posada community. Most of the specialized transportation services are for exclusive groups or specific trip purposes as follows:

1. Veterans may take a scheduled bus to the Palo Alto Veterans Administration Hospital; seniors may obtain individual transportation to meal centers; stroke patients may receive transportation service to the Stroke Center through Lift-Line; a member of the Mid-County Senior Center may ride the Center's shuttle to shopping on Monday, Wednesday and Friday, with medical appointments scheduled on Tuesday and Thursday.

| | | |
|-----------|---------------------------------------|----------|
| CONTACTS: | Scotts Valley Senior Center | 438-8666 |
| | Mid-County Senior Center | 476-4711 |
| | Live Oak Senior Center | 476-3272 |
| | Market Street Senior Center | 423-6640 |
| | Volunteer center of Santa Cruz County | 427-5070 |

2. Private Operators provide chartered service at an hourly rate from \$30 to \$54 per hour.

| | | |
|-----------|------------------|----------|
| CONTACTS: | West Coast Limos | 464-2600 |
| | First Transit | 460-9911 |
| | Access Options | 722-6804 |

At the request of Director Zach Friend, METRO staff reviewed services funded by the City of Santa Cruz Community Council under the Santa Cruz City Community Program. This program provides funding to non-profit agencies for social services. The funding is discretionary and awarded on a 2-year cycle with Grants ranging from \$5K to \$60K per agency. The project or program must be applicable to City goals and plans. Applications are typically due in early March every other year.

La Posada is not a non-profit organization; rather, it is a privately managed, for profit retirement community, in which some apartments are subsidized by Section 8 low-income housing assistance. As a result, La Posada would not qualify for this funding, but a seniors' transportation service to a complex like La Posada

would be within the realm of services currently funded such as Grey Bears, Seniors Network Service or the Seniors Council.

La Posada residents could contact these entities and request consideration to have specific transportation services provided using these funds on behalf of seniors in various retirement communities. Please see Attachment A.

A review of the La Posada website (Attachment B) revealed that one of the services provided to residents is Transportation Service utilizing a 14 passenger cutaway bus (Attachment C).

A La Posada representative stated that residents are offered transportation for group outings to a specific location on a specific day as planned in advance by the activities coordinator, and interested persons must sign up to participate for that activity.

Residents are transported from La Posada to the activity and back. Transportation is not available for individuals going to specific destinations such as Capitola Mall.

It is staff's recommendation that the most viable option La Posada residents may have for trips to Capitola Mall and other destinations throughout the county would be for the residents to petition La Posada management to use its transportation service more extensively to meet more of their transportation needs on an individual basis.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

- Use of Santa Cruz City Community Programs Funding. Cannot be applied directly to La Posada as it is a for-profit entity, but other non-profit entities receiving these funds could sponsor transportation services to La Posada and other Senior Retirement Communities throughout the County.
- La Posada residents could work with the Senior Centers to develop a transportation service plan that will address specific travel needs. Funding is limited and the cost may be prohibitive for many of these entities.
- La Posada residents could petition La Posada Management to improve/increase transportation service availability and have it become more inclusive of their specific individual transportation needs.

VI. ATTACHMENTS

Attachment A: Santa Cruz Community Programs List

Attachment B: La Posada Retirement Community Web Page
<http://www.laposadaretirementcommunity.com/>

Attachment C: Photo of La Posada's Bus

Prepared By: Ciro Aguirre, Chief Operations Officer

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel

A blue ink signature, appearing to read "Leslyn K. Syren", is written over a horizontal line.

Alex Clifford, CEO/General Manager

A blue ink signature, appearing to read "Alex Clifford", is written over a horizontal line.

| FY 2015 City Council Approved Community Programs Funding | FY 2015 Approved General Fund | CDBG | Red Cross | Total Funding |
|---|--|----------------|------------------|--------------------------|
| Advocacy, Inc. | 17,170 | | | 17,170 |
| Big Brothers Big Sisters | 15,150 | | | 15,150 |
| Cabrillo College Stroke Center | 18,180 | | | 18,180 |
| CAB-Gemma Program | 8,080 | | | 8,080 |
| CAB-Immigration Project | 5,050 | | | 5,050 |
| CAB-Shelter Project | 37,875 | | 11,000 | 48,875 |
| California Grey Bears | 25,250 | | | 25,250 |
| California Rural Legal Assistance | 20,200 | | | 20,200 |
| Campus Kids Connection | 6,060 | | | 6,060 |
| Central Coast Center for Ind Living | 5,050 | | | 5,050 |
| Community Bridges - Beach Flats Com Ctr | 0 | 25,000 | 25,000 | 50,000 |
| Community Bridges - Child Develop Div | 68,680 | | | 68,680 |
| Community Bridges - Lifeline | 15,150 | | | 15,150 |
| Community Bridges - LOFRC | 5,050 | | | 5,050 |
| Community Bridges - Meals on Wheels | 25,250 | | | 25,250 |
| Court Appointed Special Advocates | 7,575 | | | 7,575 |
| Dientes Community Dental Clinic | 32,825 | | | 32,825 |
| Diversity Center | 5,050 | | | 5,050 |
| Emeline Childcare Center | 5,050 | | | 5,050 |
| Encompass-Res. Recovery | 7,575 | | | 7,575 |
| Encompass-River St Shelter | 40,400 | | | 40,400 |
| Encompass-Youth Services | 58,580 | | | 58,580 |
| Encompass-SC AIDS Project | 5,050 | | | 5,050 |
| Familia Center | 0 | 75,000 | | 75,000 |
| Families in Transition | 12,120 | | | 12,120 |
| Fam Svc Agncy - Counseling Services | 7,070 | | | 7,070 |
| Fam Svc Agncy - I-You Venture | 5,050 | | | 5,050 |
| Fam Svc Agncy - Senior Outreach | 5,050 | | | 5,050 |
| Fam Svc Agncy - Suicide Prevention | 5,050 | | | 5,050 |
| Fam Svc Agncy - Survivors Healing Center | 5,050 | | | 5,050 |
| Fam Svc Agncy - WomenCARE | 5,050 | | | 5,050 |
| Homeless Garden Project | 5,050 | | | 5,050 |
| Homeless Svcs Ctr - Day Resource Ctr | 41,410 | 15,000 | | 56,410 |
| Homeless Svcs Ctr - Paul Lee Loft | 11,110 | | | 11,110 |
| Homeless Svcs Ctr - P. Smith CH | 70,700 | | | 70,700 |
| Homeless Svcs Ctr - Rebele Fam Shel | 45,450 | | | 45,450 |
| Life Lab - Food What | 5,050 | | | 5,050 |
| Neighborhood Childcare Center | 43,430 | | | 43,430 |
| New Life Community Services | 7,070 | | | 7,070 |
| Parents Center | 10,100 | | | 10,100 |
| Planned Parenthood Mar Monte | 58,580 | | | 58,580 |
| SC Boys and Girls Club | 14,645 | | | 14,645 |
| SC Toddler Care Center | 48,480 | | | 48,480 |
| SC Women's Health Center | 45,450 | | | 45,450 |
| SC Teen Center | 0 | 35,000 | | 35,000 |
| Second Harvest Food Bank | 32,320 | | | 32,320 |
| Senior Citizens Legal Services | 12,120 | | | 12,120 |
| Senior Network Services | 15,150 | | | 15,150 |
| Seniors Council - Project SCOUT | 10,100 | | | 10,100 |
| Volunteer Centers of SC County | 20,200 | | | 20,200 |
| Volunteer Centers of SC - YouthSERVE | 5,050 | | | 5,050 |
| Walnut Avenue - Family Support Svcs | 5,050 | | | 5,050 |
| Walnut Avenue - PAT Childcare Services | 20,200 | | | 20,200 |
| Women's Crisis Support/DdM | 45,450 | | | 45,450 |
| Comm Programs/Process Evaluation | 5,000 | | | 5,000 |
| Totals | 1,055,905 | 150,000 | 36,000 | 1,241,905 |

Multi-Program Agency Roll-Up

| | |
|------------------------------------|----------------|
| Community Action Board (3 prgms) | 62,005 |
| Community Bridges (5 prgms) | 164,130 |
| Family Service Agency (6 prgms) | 32,320 |
| Homeless Services Center (4 prgms) | 183,670 |
| Encompass (4 prgms) | 111,605 |
| Volunteer Center (2 prgms) | 25,250 |
| Walnut Ave Women's Ctr (2 prgms) | 25,250 |



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A Unique Retirement Community

Even the healthiest individuals are bound to feel the effects of age. Everyday tasks that used to seem easy may require great physical or mental effort. Preparing meals, running errands or taking daily medications can become difficult or inconvenient.

Established in 1980, **La Posada Retirement Community** understands the challenges that the elderly face. We provide quality care and 24-hour staffing within our comfortable and secure facility. Our professional staff members are devoted to caring for residents around the clock.

Please call today to learn more about the [services](#) we offer.

609 Frederick Street
Santa Cruz, CA 95062
831-429-9230
Fax: 831-429-6743
laposada609@sbcglobal.net

Seven Days a Week
Office Hours: 8 a.m. – 5 p.m.
Staffed 24 Hours a Day

Member of the California Chamber of Commerce



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La Posada

RETIREMENT COMMUNITY

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Whether you are a senior citizen in need of a supportive environment or a family member in search of a safe community for an aging parent, you can rest assured that La Posada Retirement Community will provide the best service possible.

- Head Section 8
- Market Rate Units
- Allow Pets Under 25 Pounds
- Kitchenettes
- Central Dining Room (Provide Breakfast and Dinner)
- Jacuzzi
- Swimming Pool
- Raised Garden Beds
- Studio and One-Bedroom Suites with Private Bath
- Delicious Meals
- Cultural Activities
- Transportation Service
- Housekeeping
- 24-Hour Staffing



Our residential care facility is equipped to help in various aspects of daily living. Please contact us today to find out if our facility is right for you or your loved one.

609 Frederick Street
Santa Cruz, CA 95062
831-429-9230
Fax: 831-429-6743
laposada609@sbcglobal.net

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DATE: February 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
**SUBJECT: CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING
ON FARE AND SERVICE RESTRUCTURING OF HIGHWAY 17
EXPRESS AND PARACRUZ**

I. RECOMMENDED ACTION

That the Board of Directors review the feedback given by the public and adopt a resolution to set a public hearing for April 10, 2015 at 9:00A at the Santa Cruz City Council Chambers to consider recommendations on Highway 17 Express fare restructuring and ParaCruz service and fare changes.

II. SUMMARY

- Multiple public meetings across the County have been held in order to solicit the public's feedback on different solutions to the Santa Cruz Metropolitan Transit District's (METRO) structural deficit.
- The outreach efforts include:
 - Five public meetings throughout the County
 - Presentations to each City Council
 - Presentations to advisory bodies (E&DTAC, MAC, County Commission on Disabilities)
- At the time of the drafting of this report, meetings have occurred at Elderly & Disabled Transportation Advisory Committee (E&DTAC), the County Commission on Disabilities, the Santa Cruz Downtown Branch Library, the Aptos Public Library, Scotts Valley City Council, and the METRO Advisory Committee (MAC).
- Based on feedback received thus far, staff is recommending that the Board of Directors set a public hearing for April 10, 2015 to consider the changes to ParaCruz service and Highway 17 Express fare restructuring as presented to the public.

III. DISCUSSION/BACKGROUND

The Board of Directors has been engaged in an ongoing series of workshops aimed at addressing METRO's structural deficit. At the January 23, 2015 Board

of Directors meeting, the Board directed staff to conduct several public meetings as well as presentations to the local city councils and various advisory bodies.

The presentation developed for the public meetings touches on all the themes and concepts related the structural deficit. In particular, the presentation includes:

- Background:
 - Defining the structural deficit and the major contributing factors
 - Budgeting challenges due to an imbalance in recurring revenues and reoccurring expenses
 - Peer to peer comparisons on different performance indicators
- Items for Public Consideration:
 - Highway 17 Fare Restructuring
 - Options for ParaCruz Service Efficiencies
 - ParaCruz Fare Restructuring
- Final Overview and Next Steps

The presentation that has been presented at the various meetings can be reviewed in **Attachment A**.

At the time this report was authored, meetings and presentations have occurred at the E&DTAC, the County Commission on Disabilities, the Santa Cruz Downtown Branch of the Library, the Aptos Public Library, the Scotts Valley City Council and MAC.

In each meeting, the public or council or advisory body has been invited to comment on the concepts outlined in the structural deficit presentation. Comments received at those meetings have been recorded and can be reviewed in **Attachment B**. General themes from the public comments recorded to this point include:

- Concerns about modifying ParaCruz service and fares; could impact health and access to services for the elderly and persons with disabilities
- Suggestions related to meeting times, locations, and outreach efforts
- Concerns about the proposed rate of the Highway 17 Express 31 Day Pass, increasing from \$113 to \$160
- Compliments towards ParaCruz and Fixed Route Operators and the Wi-Fi service onboard the Highway 17 Express
- Explore alternative services, including same day rides and holiday rides on ParaCruz and more efficient Fixed Route service with emphasis on marketing

Based on feedback received thus far, staff is recommending that the Board of Directors adopt a resolution to set a public hearing for April 10, 2015 at 9:00 AM at the Santa Cruz City Council Chambers to consider the changes to ParaCruz service and Highway 17 Express fare restructuring as presented to the public. The resolution can be reviewed in **Attachment C**.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding required to publicize a public hearing is approximately \$900. This expense is included in the FY15 current fiscal year's Administration Operating budget within the Classified/Legal Ads (503221) account.

V. ALTERNATIVES CONSIDERED

- Do not set a public hearing. Staff does not recommend this since these proposals are an important first step towards resolving the structural deficit.

VI. ATTACHMENTS

Attachment A: Presentation: Public Outreach Meetings – Feb 2015

Attachment B: Public Comments on Structural Deficit Recommendations (as of February 19, 2015)

Attachment C: Resolution to Set a Public Hearing

Attachment D: Written Communications Received from the Public.

Note: Communications Received Between February 23-27, 2015 will be Distributed to the Board at the Board Meeting on February 27, 2015

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





PUBLIC OUTREACH MEETING

Structural Deficit: Defining the Challenges

February 2015

Alex Clifford, CEO

Definition of a Structural Deficit:

-Recurring Expenses Exceed Recurring Revenues

Overview of Major Contributing Factors

- Personnel Expenses
- Increased Cost of Goods & Services
- Recurring Revenues not Keeping Pace with Recurring Expenses

How Did We Get Here...

and Where We Are Going

- History of Contributing Factors
 - Prolonged Recession
 - Continued Higher Rate of Local Unemployment
 - Contributing to Sales Tax decline (FY08 – FY10)
 - Marginal Sales Tax Growth (FY11 – Current FY)
 - Growth in Revenues not Keeping Up with Expenses

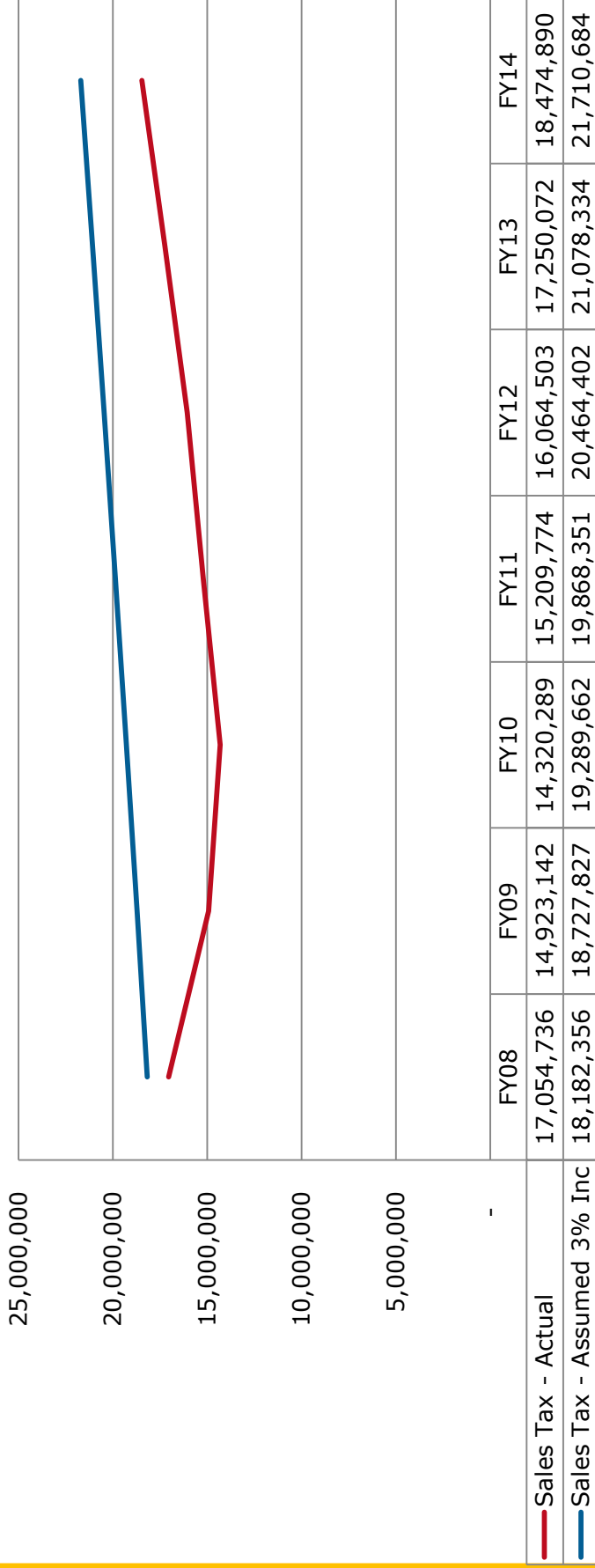
What Santa Cruz METRO Has Done To Balance the Budget

FY07 – Current

- Reduced Fixed Route Service
 - No adjustments to ParaCruz Service
- Fixed Route Fare Restructuring
- Increased Base Fares in 2011 by \$.50
- Reduced Budget Expenditures by Department
- Delay in Filling Funded Personnel Vacancies
- Increased Use of Capital Eligible Funds in the Operating Budget
- Using Reserves

Estimated Sales Tax Loss (FY08 – FY14)

Actual Sales Tax Received vs. Assumed 3% Increase



FY08 – FY14 Assumed Total Loss - \$26M

FY08 – FY14 Non-Recurring Revenue Used – \$21.8M
- Reserves, STIC, STA

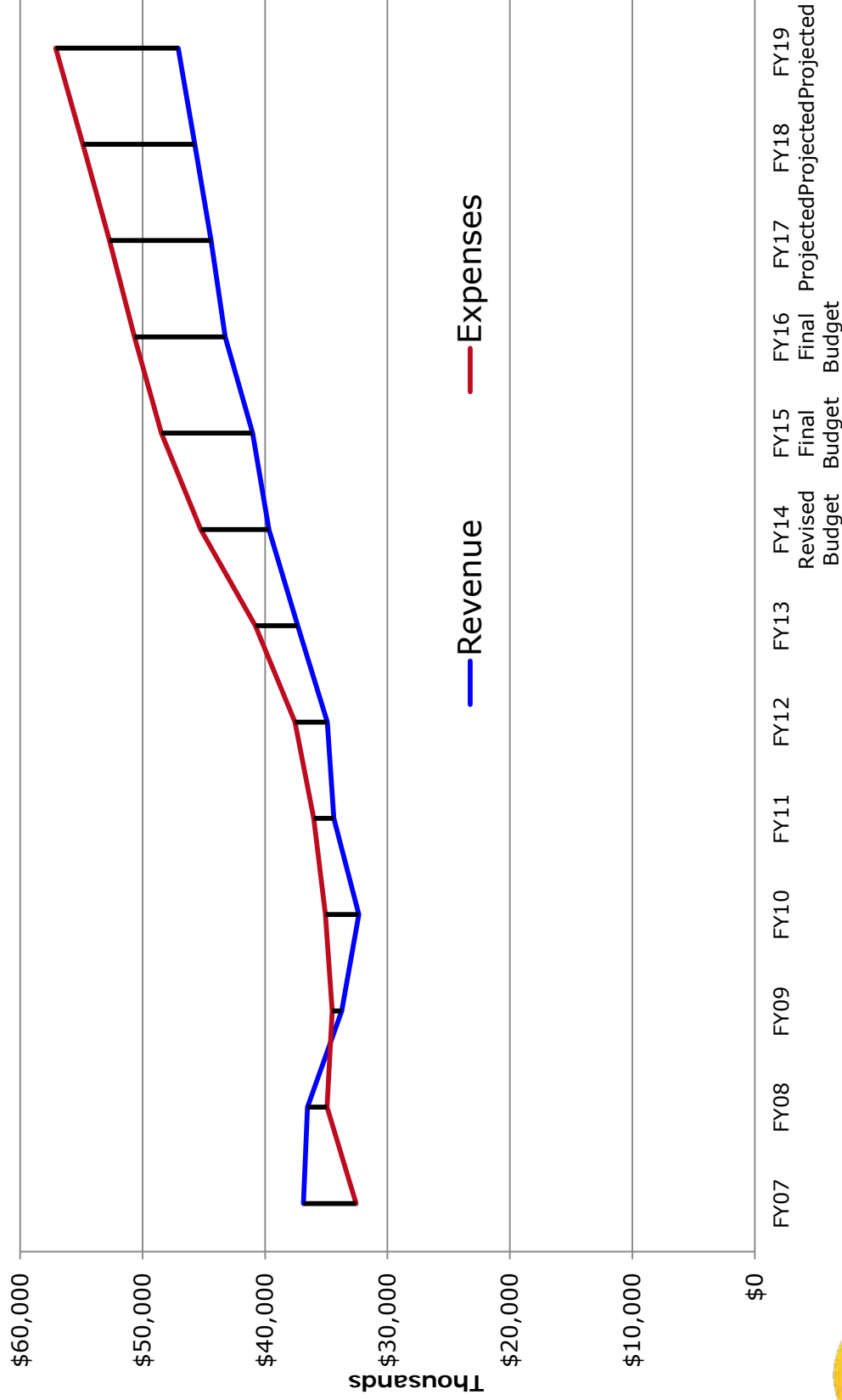
Total Expenses % Change vs. CPI % Change



Consumer Price Index Source: Pacific Cities and US City Average

- All Urban Consumers (CPI-U)
- San Francisco-Oakland-San Jose (June of every year)

Total Revenue* and Expense: FY07-FY19



*Total Revenue does not include STA, STIC and Reserves.

What Did Our Peer Transit Agencies Do During the Financial Crisis (2008)?

| Agency: | CCCTA (Concord) | Gold Coast (Oxnard) | SB MTD (Santa Barbara) |
|---------------------|--------------------|------------------------|---------------------------|
| Service Reduction | Y - 23% | Y - Minimal | Y - Slight |
| Fare Increase | Y | Y | Y |
| Layoffs | N | N | 3-4 Year Wage Freeze |
| Use Reserves | Y | N | N |
| Reserves Repaid Yet | Y | N/A | N/A |

FIXED ROUTE PEERS

County Connection (CCCCTA) – Concord, CA

Gold Coast Transit (GCT) – Oxnard, CA

Golden Empire Transit District (GET) – Bakersfield, CA

Monterey/Salinas Transit (MST) - Monterey, CA

San Joaquin Regional Transit District (SJ RTD) – Stockton, CA

Santa Barbara Metropolitan Transit (SB MTD) – Santa Barbara, CA

Ann Arbor Transportation Authority (AATA) – Ann Arbor, MI

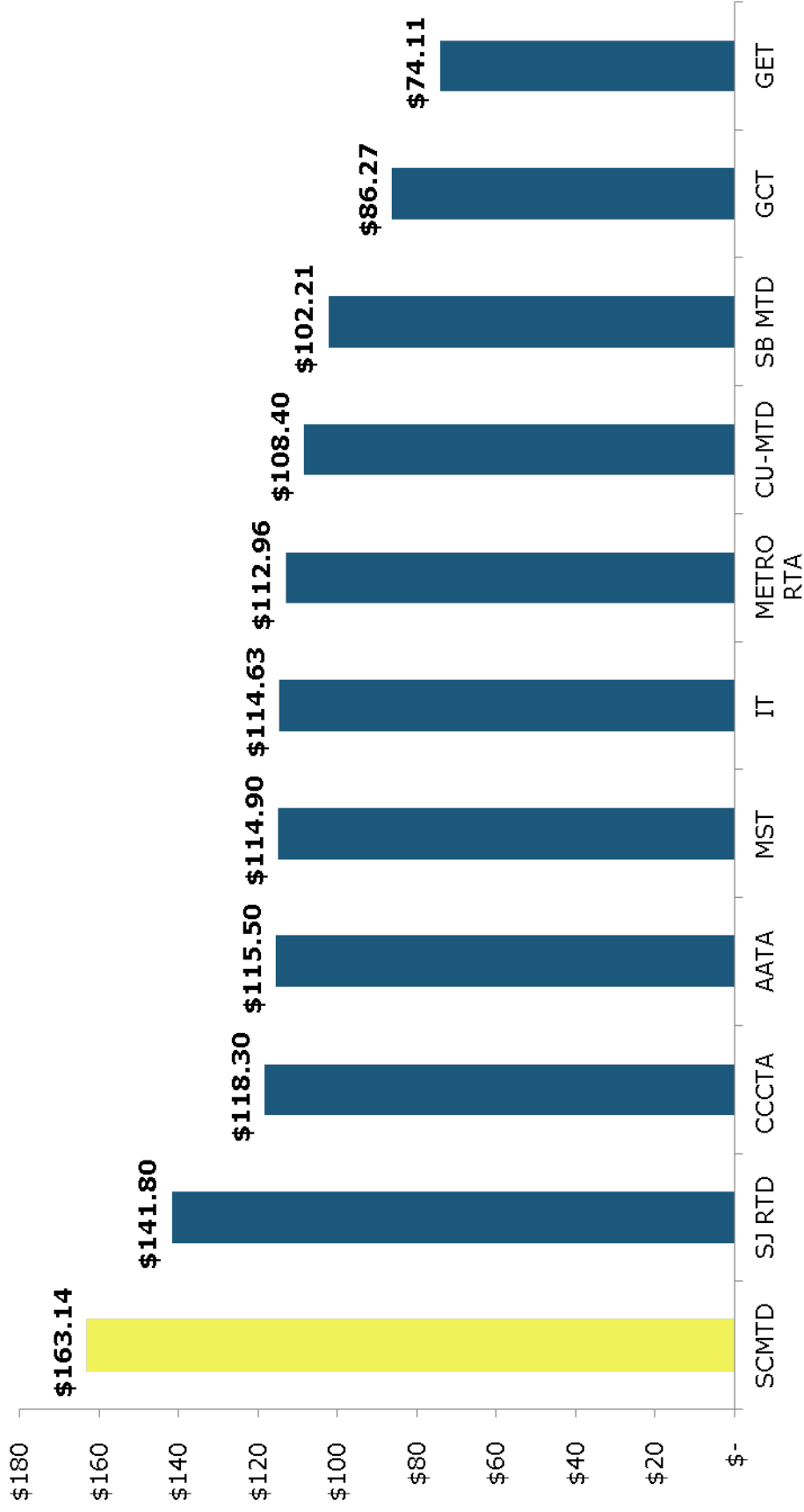
Champaign/Urbana Mass Transit District (CU MTD) – Urbana, IL

Intercity Transit (IT) – Olympia, WA

METRO Regional Transit Authority (METRO RTA) – Akron, OH

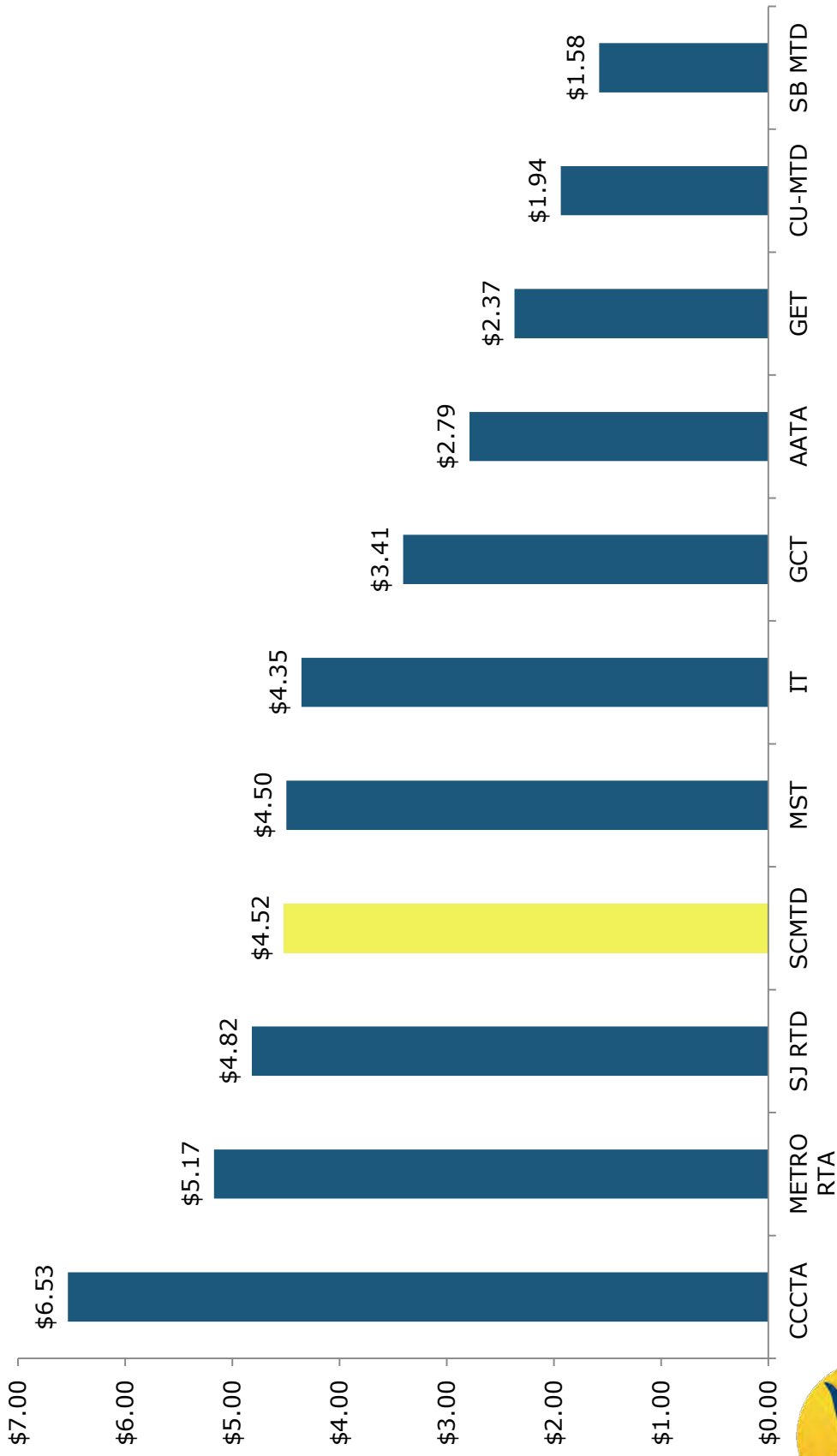
Performance Indicator vs. Fixed Route Peers

Costs Per Revenue Hour (Fixed Route)



Performance Indicator vs. Fixed Route Peers

Subsidy per Passenger (Fixed Route)



ParaCruz Peers

Monterey Salinas Transit (MST RIDES) – Monterey, CA (**PT**)
Paratransit Inc- Sacramento CA (**DO**)
Victor Valley Transit Authority (VVTA Direct Access) - Victor Valley, CA (**PT**)

Ann Arbor Transit Authority (AATA) – Ann Arbor, MI (**PT**)
Brazos Transit District (BTD) – Bryan, TX (**DO**)
Transit Authority of Northern Kentucky (RAMP) –
Fort Wright, KY (**DO**)

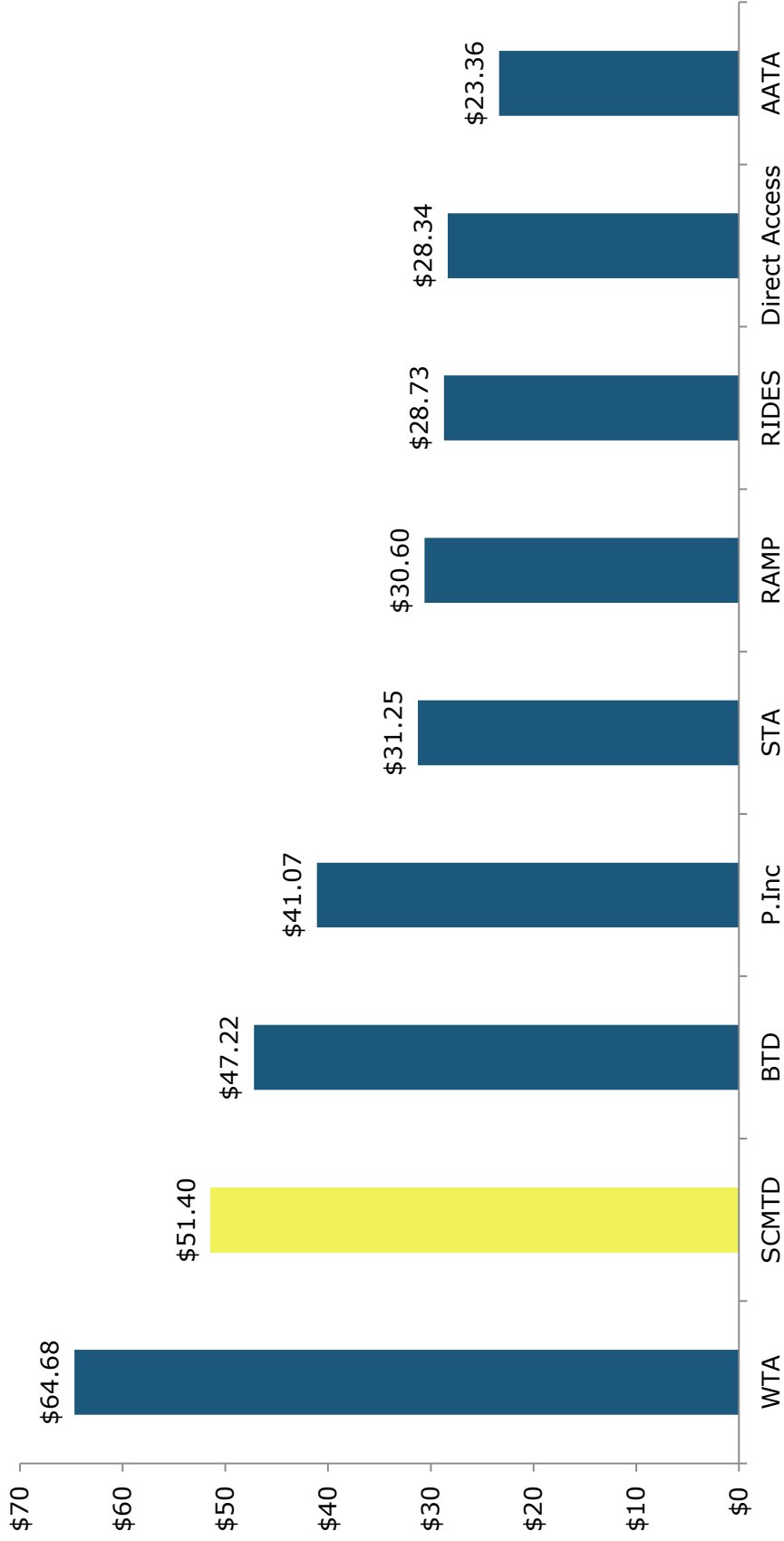
Whatcom Transportation Authority (WTA) – Bellingham, WA
(**DO**)

***PT** - Purchased Transportation

***DO** - Directly Operated

ParaCruz Performance vs. ParaCruz Peers

Cost Per Trip



Items for Public Comment and Consideration

FY16 Potential Increase in Revenues

Recurring Farebox Operating Revenues

- Highway 17 Express Fare Restructuring
 - Increase between **\$267K** - **\$345K** per year

| | One Way | One Way Discount | Day Pass | 5 Day Pass | 15 Ride Pass | 31 Day Pass |
|---------------|---------|------------------|----------|------------|--------------|-------------|
| Current fare | \$5.00 | \$2.50 | \$10.00 | \$42.00 | - | \$113.00 |
| Proposed fare | \$7.00 | \$3.50 | \$12.00 | - | \$94.50 | \$160.00 |

Note: - Assumes a 5% - 10% decrease in Hwy 17 Express ridership
 - Requires CCJPA Concurrence

Paratransit Operating Efficiency Options

- *Aligning the days and hours of paratransit service with the days and hours fixed route service operates*
 - *Affects approximately 10% of rides overall*
 - *30- 40 rides per weekday*
 - *Estimated savings of approx. **\$520K per year***
- *Average weekend number of rides is 125.*
- *Passengers may align their current rides to available times; so impact could be less than 10%.*

Paratransit Operating Efficiency Options

- ***Aligning non-school term service to fixed route service***
 - *Inactivate service during non-school term in South Felton (Rte 34) and Lompico (Rte 33)*
 - *460 rides performed on paratransit during non-school term time in 2014*
 - ***Cost reduction of approximately \$24K per year***

Paratransit Operating Efficiency Options

- **Holiday Service**
- Inactivate paratransit service on three holidays that fixed route currently does not operate-
 - Memorial Day- paratransit savings=\$5K
 - Fourth of July- paratransit savings=\$7K
 - Labor Day- paratransit savings=\$6K
- Total savings approximately - **\$18K per year**

Paratransit Fare Structure Option

- **Premium Fare**
 - Providing rides for a premium fare for service that is beyond the minimum required by law.
- Same Day Rides
- Will-Call Returns
- Subscription Rides
- Pick-ups and Drop-offs outside current service area
 - Service provided when fixed route service drops out
- Re-dispatching a vehicle for 'no-show'

Paratransit

Fare Structure Option

- **'Full Fare'**
 - Charging a 'full fare' as described in ADA law
 - ADA law states fares charged for complementary paratransit service can be no more than twice the fare for a 'comparable' trip made by a person without a disability on the fixed route system
 - If a fixed route rider takes three buses to arrive at their destination, in our system which does not have 'transfers', the 'full fare' paid would be \$6.00
 - A ride utilizing three different bus routes to arrive at a destination would translate to a single ride on paratransit, which could cost the rider \$12.00

Paratransit Peer fare structures - Examples

| | | |
|-------------------|---------------|--|
| Victor Valley, CA | Direct Access | Zone 1. \$2.50 Zone 2. \$4.50 Zone 3. \$6.00 |
| Monterey, CA | MST | 2.7 miles or less \$3.00 2.7miles or < 19.7 \$5.00 more than 19.7 \$7.00 |
| Oakland, CA | AC Transit | 0-12 miles \$4.00 >12 miles, up to 20 miles \$6.00 > 20 miles \$7.00 |

Staff Proposal: Mileage Based Fare Structure Option

From 0-10 miles - \$4.00
 From 10 to 20 miles - \$2.00 additional fare
 Over 20 miles - \$2.00 additional fare
 Total cost of ride over 20 miles= \$8.00

❖ Using 2014 ride statistics, approx. **\$41K** in additional fares would have been generated using this fare structure.

Structural Deficit Overview

OVERVIEW

It Will Take More Than One Year To Resolve The Structural Deficit

| | FY16 | FY17 |
|---|--------------------------|-----------------|
| Structural Deficit | (\$7.4M) | (\$7.5M) |
| Budget Actions/Savings | \$312K | \$1.5M |
| Items not Budgeted But Working On | \$1.8M | \$2.2M |
| Remaining Structural Deficit | (\$5.3M) | (\$3.8M) |
| <u>Items for Public Comment Consideration</u> | | |
| Highway 17 Fare Restructuring | \$267K - \$345K per year | |
| Paratransit Options | \$603K - \$650K per year | |
| Remaining Structural Deficit | (\$4.4M) | (\$2.9M) |

Structural Deficit Process Timeline

- 01/23/15 – 02/26/15
 - Public Process
- 02/27/15
 - BOD report on public feedback
 - BOD direction for Public Hearing
- 02/28/15 – 04/10/15
 - Public Notice Process
- 03/27/15
 - Draft FY16 & FY17 Budget (balanced with Reserves)
- 04/10/15
 - BOD Public Hearing on BOD directed Items
- 05/22/15
 - Revised Draft FY16 & FY17 budget to the BOD
- 06/26/15
 - Final FY16 & FY17 budget to the BOD for adoption

Contact Information

Email -

feedback@scmtd.com

Mail -

110 Vernon Street
Santa Cruz, CA 95060

Phone -

Admin Office - 831-426-6080

Questions

Public Comments on Structural Deficit Recommendations

| Date of Meeting and Location | Comments |
|--|--|
| <p>2/11/2015</p> <p>E&DTAC</p> | <p>use Lift Line instead of taxis</p> <p>place the conversation of proposed paratransit changes in context to the changes already made in fixed route service</p> <p>identify the burden that changes to paracruz will place on other agencies</p> <p>explore using a app to use for same day rides for paracruz (uber paracruz)</p> <p>explore creative ways, such as the rides to the airport, to boost fare recovery</p> <p>review the cost of living in Santa Cruz using California Elder index and Poverty guidelines before considering fare increases</p> <p>consider charging a premium fare for service on holidays that paratransit does not have to run (labor day, 4th July, memorial day)</p> <p>service needs to come first, changes to labor costs should be explored and adjusted</p> <p>stagger the fare increase so they don't all start at the same time</p> <p>review grant opportunities for other agencies to apply for funds if changes to ParaCruz will affect them</p> |
| <p>2/11/2015</p> <p>Santa Cruz Public Library (Downtown)</p> | <p>access to Highway 17 Express from Lompico is difficult</p> <p>proposed \$160.00 for a Highway 17 Express 31 Day Pass is huge</p> <p>AMTRAK and SJSU should pay more into the service to keep fares the same</p> <p>signage for the public meetings not it optimal location</p> <p>love the WiFi service onboard Highway 17 Express</p> <p>drivers on Highway 17 Express are great and very professional</p> <p>thinks that the loss in ridership due to fare increase will have a negative impact on the environment</p> <p>likes the proposed 15 ride card for the Highway 17 Express</p> <p>use GovDelivery to notify public about legislation that effects public transit funding.</p> |
| <p>2/12/2015</p> <p>County Commission on Disabilites</p> | <p>questions regarding interagency use of Highway 17 Express passes</p> <p>move the April 10th Board meeting to a different location</p> <p>proposed \$160.00 for a Highway 17 Express 31 Day Pass is very high</p> <p>focus on growing ridership to grow revenues</p> <p>uncomfortable with METRO fixing financial issues on the backs of the senior and disabled population</p> <p>use load factor analysis to make fixed route more efficient</p> <p>METRO should make changes to fixed route first</p> <p>concerned about the price of gas being low</p> <p>market recreational use of transit in order to boost ridership (example: Big Basin service)</p> <p>bundle tickets to local attractions (like Ana Nuevo) with bus pass</p> <p>create a "financial means" test for ParaCruz trips; some could pay more than others based on means</p> <p>ParaCruz service is great</p> <p>6:30 public meeting times are no good for ParaCruz riders</p> <p>favors premium fares for same day service on ParaCruz</p> <p>concerned about SRTP proposals for fixed route service</p> <p>concerns about fare increase for people with fixed income</p> <p>no buses in neighborhoods</p> <p>read USC study on Elderly Health; proposed changes to ParaCruz will effect health of the community</p> <p>concerned about Title VI impacts</p> <p>perception that all transit riders are disabled or poor or seniors</p> |
| <p>2/12/2015</p> <p>Aptos Public Library (Downtown)</p> | <p>No Attendees / No Comments</p> |
| <p>2/18/2015</p> <p>Scotts Valley City Council</p> | <p>concerns about public notices and ways to send in feedback</p> <p>Seniors Council is concerned about discontinuing La Posada service</p> <p>Metro should engage the Seniors Council</p> <p>letter from constituent says that the proposed Highway 17 Express pass makes driving nearly finacially feasible.</p> <p>Metro should look at Highway 17 Express connections to VTA's Campbel light rail station</p> <p>Metro should increase emphasis on marketing services</p> |

BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

SET A PUBLIC HEARING ON APRIL 10, 2015 TO DISCUSS
RECOMMENDED SOLUTIONS TO THE STRUCTURAL DEFICIT.

WHEREAS, the Santa Cruz Metropolitan Transit District's CEO/General Manager began conducting Structural Deficit Workshops on August 8, 2014, and monthly thereafter;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to obtain public input and consider public recommendations for solutions to the Structural Deficit;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to hold public meetings throughout its service area in the month of February 2015;

WHEREAS, Santa Cruz METRO staff obtained comments and suggestions from the public;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby sets a Public Hearing on April 10, 2015 at 9:00am in the Santa Cruz City Council Chambers at 809 Center St., Santa Cruz, CA, to discuss recommended solutions to the Structural Deficit. The recommended solutions will include:

1. Highway 17 Express Fare Restructuring;
2. Changes to ParaCruz service area and hours of operation;
3. ParaCruz Fare Restructuring.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 27, 2015 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

Erich Friedrich

From: David Simms [luvthefog@gmail.com]
Sent: Wednesday, February 18, 2015 11:19 PM
To: feedback@scmttd.com
Subject: Metro structural deficit solutions affecting Hwy 17 bus route

I have reviewed the briefing charts that are being provided the public--proposing Route 17 and Paracruz fare increases and other measures to offset the losses to the Metro system. I respect that measures and options must be considered, chosen and implemented.

I drove to silicon valley and back for over 2 years and found it dangerous driving in the dark and sudden stops around turns, too much wear and tear on me and the vehicle, and adopted the 17 bus and VTA light rail over 5 years ago. I spend over 4 hours a day RT riding mass transit, but no longer worry if I will be involved in an accident and generally dependable to arrive at work as planned. My work has fully reimbursed me for the monthly pass, so I have been blessed.

With the proposed increase on monthly passes from \$113 to 160 (an increase of over 40%), I will still be riding the bus, but resenting that because of the extreme fare hike, work will not fully reimburse me. However, I guess like the majority of the riders today, I will adjust to the increase as long as the availability of buses remains the same.

I can't get off work and commute early enough to make the 6 pm public meetings in Santa Cruz, so here is the question I would like answered.

If we are going to have to pay an additional 40% monthly fare increase, what do we see in the way of improvements...will there be new buses that have front row seats that we can sit on or will the current front seats be replaced with safety belted seats or other measures? Another words, where is the value for the ridership?

I have watched crowded buses, with the last passengers loading from Diridon train station that are standing, so some resort to sitting on the folded up front seats...an even higher risk than when the seats were down.

Where are the safety improvements built into the proposed restructuring?

Thank you for your time. David Simms, Live Oak resident, 831-713-9447

Alex Clifford

From: Dene Bustichi [dene@bustichi.com]
Sent: Thursday, February 19, 2015 8:23 AM
To: 'Kristin Quiroz Bayona'
Cc: 'Donna Lind'; Alex Clifford
Subject: RE: Structural Deficit - HWY 17 Fare Increase

Kristin,

Sorry for the delay in response I was having troubles with my outgoing emails.

Please understand that Alex Clifford came to Metro with a structural deficit already in place and to his credit is working on this problem in public view so that we can get input from community members such as yourself. Alex Clifford has no authority to give himself a raise and the board is not looking at giving raises to anyone at this point and time. Santa Cruz Metro is in a structural deficit do to many factors but most notably a decrease of funding from both the state and the federal government and the recession of 2008. We had and still have some reserves that have helped to smooth out the short falls of funding through the years but we need to look at rebuilding those reserves for the future and to avoid spending onetime monies.

The Metro Board has made no decisions on fare increases or cuts to service at this time and will have many more public meetings prior to contemplating such action. The cost to operate far exceed the Fare box reviews and each ride is subsidized by tax payers by more the 4.00 per ride factors such as Union pensions salaries and fuel cost our major contributors to our ongoing cost and escalation of cost of the last few years which must be kept in check in the future.

Again thank you for your input and please feel free to email myself other board members or Alex Clifford as well.

Dene Bustichi
Board Chair
Santa Cruz Metropolitan Transit District

From: Kristin Quiroz Bayona [mailto:kristin.quirozbayona@gmail.com]
Sent: Tuesday, February 17, 2015 12:53 PM
To: dene@bustichi.com
Subject: Fwd: Structural Deficit - HWY 17 Fare Increase

Dene,

I am a resident of Scotts Valley and a commuter. I take the Hwy 17 bus every day to work in San Jose. I was just informed that the SCMDT is proposing to increase the cost of the 31 day pass by \$47. This is a substantial increase in cost and is beyond reasonable to ask riders who already pay a large sum to commute to work. At \$160/month I could drive in every day for almost the same amount in gas. To ask riders to pay an additional almost \$50/month is outrageous and unreasonable. I will seriously have to question whether riding the bus is worth the additional expense when I could drive and have access to my car all day for almost the equivalent.

This proposed increase makes me question how my tax dollars are being managed. SCMDT receives over \$100,000 from SJSU for the HWY 17 bus to run to the university. SCMDT also receives money from Amtrak. How are these funds being managed? Why are we being asked to pay so much more?

What efforts are being taken by CEO Alex Clifford to raise funding?

Why is Alex Clifford using taxpayer money to give himself a raise when he is already receiving \$300,000 from a Metra settlement? Why does he receive four weeks of paid holiday leave after only six months when a typical

employee accrues that over a much longer period of time? This CEO's greed at the expense of the taxpayer must stop!

I would like to ask Mr. Clifford, to do the job he is being so well paid to do and manage the budget in a responsible way, i.e. not giving himself a raise, not giving himself more paid time off, secure funding for our public transit system instead of putting the burden on the riders.

In the interest of staying customer focused and growing ridership, I ask that SCMDT not alienate their highest paying customers by asking them to pay for the agencies' budget issues. I ask that Mr. Clifford come up with more creative and customer-friendly solutions other than, "Oh, we'll just charge riders more". This solution is not sustainable. Riders who cannot afford the hardship of taking on such an increase in monthly cost will stop riding.

Sincerely,

Kristin Quiroz Bayona

Erich Friedrich

From: Lovely Mess [lovelymess85@gmail.com]
Sent: Friday, February 20, 2015 10:38 AM
To: Feedback@scmttd.com
Subject: proposed monthly pass hike

read the proposed highway 17 monthly

Buss pass fare increase and it is a huge increase compared to your daily/one way pass. It would be unfair to throw such an increase on your daily riders who use the bus to commute. Why punish the loyal customers?! If this proposal is passed i and a few other riders have agreed we will be discontinuing the bus and pooling together as it is would not seem reasonable and fit into most of our budgets. Consider how this will effect your loyal riders. I can understand a hike of \$5-\$10 maybe \$15 but \$47 dollars?! I hope this hike is reconsidered and is more reasonable, don't punish your riders due to increases or changes in your budget which were not previously addressed!

What METRO has done: To balance the budget

1. Reduced fixed route service.
(no adjustment to ParaCruz service)
2. Fixed route fare restructuring.
3. Increased base fares in 2011 by \$0.50
4. Reduced budget expenditures by Department.
5. Delay in filling funded personnel vacancies.
6. Increased use of Capital eligible funds in the operating budget.
7. Using reserves.

Lo que METRO ha hecho para equilibrar el presupuesto

1. Reducción de servicio de ruta fija
(sin ajustes al servicio de ParaCruz)
2. Reestructuración de tarifas de ruta fija
3. Aumento de tarifa base en el 2011 por \$0.50
4. Reducción de los gastos del presupuesto por departamento
5. Demora en cubrir vacantes de personal financiados
6. Aumento del uso de fondos elegibles de capital en el presupuesto operativo
7. Uso de reservas.

Public Hearing Schedule:

• **9:00 am**

Santa Cruz City Council Chambers
809 Center Street Santa Cruz

• **6:30 pm**

Watsonville Civic Ctr. Council Chambers
275 Main Street Watsonville

Traducción en Español estará disponible en todas las juntas

Horario de juntas públicas:

• **9:00am**

Cámara del Consejo de Santa Cruz
809 Center Street, Santa Cruz, CA

• **6:30 pm**

Cámara del Consejo de Watsonville
275 Main Street, Watsonville, CA

¡Valoramos su opinión, asista a una junta!

Si no puede, por favor mande sus comentarios a:

Correo electrónico planning@scmtd.com

Dirección METRO Administration Offices
110 Vernon Street
Santa Cruz, CA 95060

Telephono (831) 420—2582

**FINAL
BOARD ACTION !**

Notice of Public Hearings To Consider Proposals for Fare Restructure & Changes to Paratransit



Notificación de Audiencias Públicas Para Considerar Propuestas para Reestructuración de Tarifas y Cambios al Servicio de Paratransito

**April 10, 2015
9:00am & 6:30pm**

Proposed Considerations

Las consideraciones propuestas

El viernes 10 de abril del 2015 Santa Cruz METRO tendrá dos Audiencias Públicas para continuar obteniendo la respuesta del público con respecto a las propuestas que se hicieron durante las Juntas Públicas realizadas durante el mes de febrero. Estas propuestas son posibles consideraciones para ayudar a aliviar el déficit estructural recurrente.

El déficit estructural esta causado por costos recurrentes consistentemente mayor que los ingresos recurrentes, causando que METRO opere con pérdidas. Las consideraciones propuestas incluyen:

- Reestructuración de tarifas para Highway 17
- Ajustes a los servicios de paratransito de ParaCruz

La Audiencia Pública comenzará a las 9:00am en el la Cámara del Consejo de Santa Cruz. Tras el aplazamiento de la Audiencia Pública se volverá a reunir a las 6:30pm en la Cámara del Consejo en el Centro Cívico de Watsonville en el cual la Junta Directiva de METRO tomara acción final.

| | FY16 | FY17 |
|---|----------------|----------------|
| Déficit Estructural | (7.4 M) | (7.5 M) |
| Acción al Presupuesto Ahorros | \$312.K | \$1.5 M |
| Artículos <i>no</i> presupuestados pero trabajando en ellos | \$1.8 M | \$2.2 M |
| Déficit Estructural Restante | (5.3 M) | (3.8 M) |

Artículos para Consideración en Comentario Público

Reestructuración de Tarifas de Hwy 17 \$267 K— \$345 K cada año

Opciones de Paratransito \$603 K—\$650 K cada año

Déficit Estructural Restante **(4.4 M)** **(2.9 M)**

Va a tomar más de un año para resolver el déficit estructural.

Hwy 17 Fare Restructuring Reestructuración de Tarifas de Highway 17

| | One Way Dinero en efectivo | One Way Disc. Tarifa de descuento | Day Pass Pase diario | 5 Day Pass Pase de 5 días | 15 Ride Pass Pase de 15 viajes | 31 Day Pass Pase de 31 días |
|------|----------------------------------|--|-------------------------|------------------------------------|---|--------------------------------------|
| FY15 | \$5.00 | \$2.50 | \$10.00 | \$42.00 | - | \$113.00 |
| FY16 | \$7.00 | \$3.50 | \$12.00 | - | \$94.50 | \$160.00 |

Paratransit Efficiency Options

1. Aligning the days and hours of Paratransit service with fixed route service hours including no holiday service on Memorial Day, 4th of July and Labor Day.
2. Aligning non school term service to fixed route service.
3. Providing rides for a premium fare for service beyond the minimal ADA law requirement.

Staff proposal: Miles Based Fare Structure
Propuesta de Personal: Estructura de Tarifa basada en Millaje.

| | |
|--------------|---------------------|
| 0-10 miles | - \$4.00 |
| 10 -20 miles | - \$2.00 additional |
| 20 miles + | - total \$8.00 |

Opciones de Eficiencia de Paratransito

1. Alineación de los días y horario del servicio de Paratransito con el horario de servicio de ruta fija incluyendo no servicio en días festivos; Día de los Caídos, 4 de julio y Día de Trabajo.
2. Alineación de servicio de término no escolar con servicio de ruta fija.
3. Proporcionando viajes por una tarifa premium para el servicio que va más allá del mínimo requerido por el ADA.

We value your input, attend the hearing!

If you are unable to attend, please send your comments to:

Email planning@scmttd.com
Address METRO Administration Offices
110 Vernon Street
Santa Cruz, CA 95060
Telephone (831) 420—2582

On Friday, April 10th, 2015 Santa Cruz METRO will be holding two (2) Public Hearings in order to continue to elicit public feedback regarding proposals made during the Public Meetings held during the month of February. These proposals are possible considerations to help alleviate the recurring structural deficit.

The structural deficit is caused by recurring costs consistently being greater than recurring revenue, causing METRO to operate at a loss.

The proposed considerations include:

- Restructuring of Highway 17 Fares
- Adjustments to ParaCruz paratransit service

The Public Hearing will commence at 9:00am at the Santa Cruz City Council Chambers. After adjournment the Public Hearing will reconvene at 6:30pm at the Watsonville Civic Center Council Chambers at which time the METRO Board of Directors will take final board action.

| | FY16 | FY17 |
|--|----------------|----------------|
| Structural Deficit | (7.4 M) | (7.5 M) |
| Budget Action Savings | \$312.K | \$1.5 M |
| Items <i>not</i> budgeted but working on | \$1.8 M | \$2.2 M |
| Remaining Structural Deficit | (5.3 M) | (3.8 M) |

Items for Public Comment

Hwy 17 Fare Restructuring \$267 K— \$345 K per year

Paratransit Options \$603 K—\$650 K per year

Remaining Structural Deficit **(4.4 M)** **(2.9 M)**

It will take more than one year to resolve the deficit.

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

RECOMMENDATIONS

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

BACKGROUND

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

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

The current chair was elected in 2014.

DISCUSSION

At the April 14 meeting, nominations for chair and vice chair will be solicited. No nominations have been submitted to staff at the time of this writing. Members may self nominate. An election will be held, and the chair will begin presiding immediately.

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

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Grace Blakeslee, Transportation Planner
RE: Draft 2015 Unmet Paratransit and Transit Needs List

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) review the *Draft 2015 Unmet Paratransit and Transit Needs List* ([Attachment 1](#)), provide amendments as necessary and forward the list to the RTC for their consideration at an advertised public hearing on May 7, 2015.

BACKGROUND

Of the State's 7.5 cent per dollar sales tax rate, ¼ cent is returned to the region according to the Transportation Development Act (TDA). The Regional Transportation Commission (RTC) allocates these funds according to state law and a formula adopted in the RTC Rules and Regulations. The majority of TDA funding is apportioned to the Santa Cruz Metropolitan Transit District. Other amounts are apportioned to the RTC's administration and planning activities, Community Bridges, the Volunteer Center and to local jurisdictions for bicycle and pedestrian projects.

TDA statutes require transportation planning agencies allocating TDA funds to local streets and roads, to implement a public process, including a public hearing, to identify unmet transit needs of transit dependent or disadvantaged persons, and determine if unmet transit needs can be reasonably met. TDA statutes also require transportation planning agencies to consult with their designated social services transportation advisory councils to annually identify transit needs. Although the RTC does not allocate TDA funds to local streets and roads, and therefore is not required to perform this analysis, the RTC endeavors to solicit regular input on unmet transit and paratransit needs to provide a useful tool to assess and prioritize needs in the region. The unmet needs list related to paratransit and transit needs is used to prioritize projects as funds become available.

DISCUSSION

Serving as the social services transportation advisory council, the E&D TAC regularly hears and considers unmet paratransit and transit needs in Santa Cruz County. Unmet paratransit and transit needs are those transportation requests which are not being met by the current public transit system, a transportation request that has community support, and transportation request that does not duplicate transit services provided publically or privately.

The E&D TAC considered the preliminary draft 2015 Unmet Paratransit and Transit Needs List at the February 10, 2015 meeting, reviewed the list of previously identified unmet paratransit and transit needs, and discussed outreach to stakeholders.

The *Draft 2015 Unmet Paratransit and Transit Needs List (Attachment 1)*:

- updates previous unmet paratransit and transit needs list;
- focuses on identifying strategies to address needs, including programs and projects;
- incorporates input from E&D TAC February 10, 2015 meeting;
- incorporates input from staff of Santa Cruz Metro, Lift Line and Volunteer Center;
- considers the 2013 Monterey Bay Area Coordinated Public Transit-Human Services Transportation Plan; and,
- updates prioritization of needs as approved at the E&D TAC February 10, 2015 meeting and described in Attachment 1.

Staff recommends that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) provide input on the *Draft 2015 Unmet Paratransit and Transit Needs List (Attachment 1)*; and, recommend that the Regional Transportation Commission (RTC) adopt the *Final 2015 Unmet Paratransit and Transit Needs list* following a public hearing on May 7, 2015.

Schedule for development of *2015 Unmet Paratransit and Transit Needs List*:

- Feb 10 - *Preliminary Draft 2015 Unmet Paratransit and Transit Needs List* reviewed by the E&D TAC
- March- RTC staff circulates the list to staff at Santa Cruz Metro, Lift Line and Volunteer Center
- April 6- *Draft 2015 Unmet Paratransit and Transit Needs List* available on RTC website
- April 14 -*Draft 2015 Unmet Paratransit and Transit Needs List* reviewed by the E&D TAC
- May 7, 9:30am -RTC considers adoption of the *Final 2015 Unmet Paratransit and Transit Needs List* following a public hearing

SUMMARY

TDA statutes require transportation planning agencies to consult with their designated social services transportation advisory councils to annually identify transit needs. Although the RTC does not allocate TDA funds to local streets and roads, and therefore is not required to perform an analysis of unmet transit needs, the RTC endeavors to solicit regular input on unmet paratransit and transit needs to provide a useful tool to prioritize needs in the region. RTC staff recommends that the E&D TAC provide input on the *Draft 2015 Unmet Paratransit and Transit Needs List* for Santa Cruz County and recommend that the RTC adopt the *2015 Final Unmet Paratransit and Transit Needs List* following a public hearing at the May 7, 2015 RTC meeting.

Attachment 1: *Draft 2015 Unmet Paratransit and Transit Needs List*

Draft

2015 Unmet Paratransit and Transit Needs List

Prioritization of Need:

H - High priority items are those items that fill a gap or absence of ongoing of service.

M - Medium priority items that supplement existing service.

L - Low priority items should become more specific and then be planned for, as funds are available.

1-3 Graduated scale indicates to what extent the need, if addressed, would: increase the number of individuals who are within a 30 minute transit trip to key destinations; improve safety; support economic vitality by way of decreasing transportation costs; or, improve cost-effectiveness of transportation services.

Strategies:

- Proposals to address needs, including programs and projects.

General

1. **H1** - Safe travel paths between senior and/or disabled living areas, medical facilities, educational facilities, employment locations, retail centers, entertainment venues and/or bus stops (examples: Capitola Road and side streets, trailer park at Antionelli, Santa Cruz Skilled Nursing facility)
 - Improve accessibility at and to bus stops - such as, but not limited to, sidewalk and crosswalk improvements connecting destinations frequented by senior and disabled individuals and transit stops such as, but not limited to, those identified in the RTC Safe Paths of Travel Final Report.
 - Secure funding assistance to make Safe Paths of Travel improvements.
 - Expand publicity regarding sidewalk maintenance.
2. **H3** - Transportation services for low-income children and their families, including a lack of transportation for people transitioning from welfare to work
 - Support welfare to work programs and training programs.
 - Support transportation programs dedicated to serving low-income children and families.
3. **M2** -Transportation services in low income and senior housing areas, particularly in south county. (examples: Stonecreek Apartments in Watsonville and the San Andreas Migrant Labor Camp)

- Support alternative transportation programs, such as vanpool programs, serving low income and senior housing areas outside of transit service area in south county.
 - Secure funding for taxi voucher programs for low income and seniors.
 - Provide affordable and desirable housing for seniors and low income individuals within transit service area.
 - Provide incentives for senior and social services to be located in transit service areas.
 - Seek volunteer drivers to provide transportation services.
4. **M1** – Low-cost transportation options.
- Support programs that provide transportation services for a reduced or no fee.
 - Seek volunteer drivers to provide transportation services.

Paratransit/Specialized Transportation Services

5. **H1**- Coordinated and seamless-to-the-public system of specialized transportation with a Mobility Management Center (central information point, one stop shop).
- Assess feasibility and seek funds for development/start-up of the center, and assess entities already providing information and referral services).
 - Utilize information technology solutions to provide transit information that is accessible to all users.
6. **H2** - Direct paratransit and accessible transit connections with neighboring counties- including Monterey (Pajaro), San Benito, Santa Clara and other points north.
- Establish direct inter-regional fixed route accessible transit service.
 - Provide inter-regional specialized transportation.
 - Develop plan to coordinate between agencies providing specialized transportation services in neighboring counties.
 - Support programs providing inter-regional specialized transportation for a fee or at no cost.
 - Support continuous funding for specialized transportation services to out-of-county medical appointments.
 - Establish feeder services to inter-regional accessible transit services.
7. **H3** - Affordable transportation for dialysis and other medical appointments, including 'same day' specialized transportation services for medical trips, on a continuous basis.
- Support continuous funding for transportation to medical services.

- Support continuous funding for 'same day' transportation to medical services.
 - Support continuous funding for low-cost specialized transportation to medical appointments.
 - Increase capacity of existing programs providing transportation to dialysis and other medical appointments.
 - Secure funding for taxi voucher programs.
8. **M1** - Specialized transportation for areas outside the ADA-mandated paratransit service area for medical, non-medical trips outside service hours of paratransit service providers.
- Secure funding for taxi voucher programs.
 - Provide affordable and desirable housing for seniors and disabled individuals within ADA paratransit service area.
 - Provide incentives for senior and social services to be located in transit service areas.
 - Support programs providing specialized transportation to areas outside the ADA-mandated paratransit service area for a fee or at no cost.
 - Seek volunteer drivers to provide transportation services from areas not served by transit or ADA paratransit service.
 - Identify priority origins and destinations outside the ADA service area.
9. **L2** - Specialized transportation for 'same day' non-medical trips.
- Expand taxi voucher program.
10. **M2** - Transportation for all senior meal sites in the county.
- Support continuous funding for operation and capital expenses associated with transportation services to meal sites.
11. **M2** - Publicity about existing specialized transportation services including ADA paratransit, non-ADA paratransit, taxi services, Medi-Cal rides and mobility training for people to use regular fixed route buses.
- Streamline communication activities by establishing a central point of contact within health provides to disseminate information about specialized transportation services.
 - Support continuous funding for communication and outreach activities.
12. **M2** - Volunteer drivers in Santa Cruz County including for the Volunteer Center Transportation Program particularly in south-county.
- Expand outreach efforts to recruit drivers and promote services.

13. **M3** - Ongoing provision of ADA Paratransit certification, provided by Metro, at group facilities.
 - Provide on-site services to reach a greater number of individuals.
14. **L3** - Anticipate growing demand for services by projecting funding needs for specialized transportation (including fixed route, ADA and non-ADA Paratransit) to meet the needs of the senior population expected to increase over the next 15 to 30 years.
 - Identify funding needs for paratransit over a 15-30 year horizon.
 - Designated funding source for paratransit service.
15. **L2** - Affordable special care trips and gurney vehicle for medically fragile individuals and those needing "bed to bed" transportation.
 - Provide vouchers for specialized care trips.

Paratransit/Specialized Transportation Capital

16. **H2**- ParaCruz operating facilities.
 - Acquire and develop permanent operation and maintenance facility for ParaCruz to accommodate increased fleet size and growth in future service.
 - Increase funding opportunities for paratransit capital projects.
17. **H2** - Consolidated Transportation Services Agency to acquire an improved operations and maintenance facility.
 - Increase funding opportunities for paratransit capital projects.
18. **H2** - Paratransit vehicle replacements.
 - Increase funding opportunities for paratransit capital projects

Transit Services

19. **H1** - Increase frequency and span of transit service in densely populated areas with transit friendly land uses.
 - Increase Live Oak Service- specifically Route 66.
 - Reinstate the short Route 69s.
20. **H3** – Increase transit service to UCSC.
 - Increase weekend and weekday UCSC service.
21. **H3** - Increase interregional and cross county transit services.
 - Increase Hwy 17 weekend service frequencies.
 - Extend Highway 17 service to Watsonville.
 - Provide transit service from Santa Cruz County to Los Gatos.

22. **M2** - Increased transit service between primary destinations in Santa Cruz County.
 - Provide service between Capitola Mall and Cabrillo.
 - Expand transit service to new residential and commercial areas in Watsonville
 - Expand service between UCSC and Westside University activity centers such as Long Marine Lab, Wrigley building offices, Texas Instruments building offices.
23. **M2**- Transit service to support evening, night and early morning weekend hours, work schedules.
 - Extend transit service hours later in the evening between Santa Cruz/Live Oak/Cabrillo/Watsonville (Route 69, Route 91xs, Route 35/35A).
 - Extend transit service hours to earlier in the morning on intercity routes between Santa Cruz/Cabrillo/Watsonville.
24. **M2**- Access to transportation services on all holidays.
 - Provide regular SC Metro and Paracruz service on holidays.
 - Support taxi voucher programs.
 - Support volunteer transportation services.
25. **M2**- Easier and faster transit trips system wide.
 - Enhance connections through increasing the span and frequency of service.
26. **M2**- Improve run times on transit routes.
 - Route 55 adjustments and improves to serve Capitola and Aptos.
 - Consider headways based schedule for UCSC.
27. **L**- Redistribute departure times from Santa Cruz Metro Center.
 - Move 45 departures (route 4,66,71,91X)
28. **L**- Provide service to special events.
 - Establish program to coordinate with Santa Cruz Visitor Center and partner agencies to provide special event services.
29. **M2** - Provide direct service to commercial centers.
 - Provide service between UCSC and Almar.
 - Route 4/8 split to create direct service to Harvey West and Emeline.
30. **M** - Transit service to transit friendly land uses.
 - Provide service to Mission Street.

31. **M3** - Expanded transit service and frequencies.
 - Enhance service in Capitola.
32. **M2** - Circulator service in Santa Cruz, Watsonville, Capitola, Scotts Valley and Watsonville.
 - Develop Boulder Creek circular which allows the Route 35 to serve Scotts Valley Drive bidirectional.
 - Support transit friendly land uses and road design to allow for bidirectional and frequent services in Scotts Valley.
33. **L2**- Transit service to major tourists destinations.
 - Provide weekday transit service to Waddell Creek and North Coast and Highway 17 direct service to Boardwalk on weekends.
34. **L2** - Commuter transit service.
 - Provide commute option for transit riders to get between SLV and Santa Cruz faster.
 - Extend Highway 17 service to Watsonville.

Transit Capital

35. **H1** - Improve bus stops to be ADA accessible.
 - Remedial ADA access at all bus stops.
 - Prioritize bus stop improvements and shelter replacement based on high usage by seniors and people with disabilities.
 - Install braille and raised numbers on bus signage at bus stops indicating which bus routes are being offered at each stop.
36. **H1** -Maintain existing transit facilities.
 - Support funding for maintenance of bus stops, parking lots, transit centers, buildings.
37. **H1** -Replace buses beyond useful life as needed including buses, including buses providing rural service.
 - Support funding for transit capital improvements.
38. **H2** - Transit station improvements.
 - Redevelop Santa Cruz Metro Center as mixed use facility incorporating local transit service, regional transit service, paratransit service, intercity bus service, commercial office functions, passenger service facilities, parking facilities, and both market rate and affordable housing and potentially for child-care facilities.

- Complete Watsonville Transit Center Renovation.
39. **H2** - Improve transit travel times.
- Installation of transponders on all buses for Preemptive Signal Control on major corridors improving traffic flow, reducing travel time, and improving on-time performance.
 - Automatic passenger counters on all buses.
40. **H3** - New equipment to assist with real-time operations, security and scheduling.
- Automated Vehicle Location/Passenger (AVL) Counting System.
 - Install audio and video surveillance system for all buses
41. **M3** - Improve multimodal connections to transit.
- Construct park and ride lots for bus patrons on 17th ave and 41st avenue.
42. **M3** - Wifi expansion on buses.
- Install wifi equipment on all facilities and routes beginning with UCSC and express buses.
43. **M3**- Automated phone-based trip planning providing Metro route information and or trip planning coordination via telephone and voice activated menu.

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TO: Elderly & Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: City of Scotts Valley Pedestrian Projects

RECOMMENDATIONS

Staff recommends that Elderly & Disabled Transportation Advisory Committee (E&D TAC) provide input on pedestrian projects located in City of Scotts Valley under consideration for Active Transportation Plan grant program funding following an oral presentation from City of Scotts Valley staff.

BACKGROUND

In 2013 the legislature created the Active Transportation Program (ATP), consolidating funds historically designated for the Bicycle Transportation Account (BTA) and Safe Routes to Schools grant programs with funds from the new federal Transportation Alternatives Program (TAP). The California Transportation Commission (CTC) is responsible for approving projects for these funds, with Caltrans administering much of the program.

The goals of the Active Transportation Program are to:

- Increase the proportion of biking and walking trips
- Increase safety for non-motorized users
- Increase mobility for non-motorized users
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals.
- Enhance public health, including the reduction of childhood obesity through Safe Routes to Schools-type projects
- Ensure disadvantaged communities fully share in program benefits (25% of program)
- Provide a broad spectrum of projects to benefit many types of active transportation users

DISCUSSION

A call for Active Transportation Program Cycle 2 applications was released on March 26th 2015 and is due June 1 2015. The City of Scotts Valley is considering projects to submit for Active Transportation Plan grant funds. RTC recommends that the E&D TAC provide input on pedestrian projects located in the City of Scotts Valley under consideration for Active Transportation Plan grant program funding following an oral presentation from City of Scotts Valley staff.

AGENDA: April 14, 2015

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: FY 2015-16 Transportation Development Act Funds for the Santa Cruz Metropolitan Transit District

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the FY 2015-16 claim from the Santa Cruz Metropolitan Transit District in the amount of \$6,377,491 and recommend approval by the Regional Transportation Commission.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.5 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The RTC's budget was adopted in March 2015 and includes TDA allocations based on the Santa Cruz County Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2015-16 budget including Transportation Development Act (TDA) allocations for the Santa Cruz Metropolitan Transit District (Metro) in the amount of \$6,377,491.

Staff recommends that the E&D TAC approve the FY 2015-16 TDA claim for the Santa Cruz Metropolitan Transit District and recommend RTC approval at their May 7, 2015 meeting.

SUMMARY

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

Attachment 1: FY 15-16 Santa Cruz Metro TDA Claim

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*Santa Cruz Metropolitan
Transit District*



April 6, 2015

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

Dear Mr. Dondero:

The Santa Cruz Metropolitan Transit District's FY16 Transportation Development Act (TDA) and State Transit Assistance (STA) Claim Form is enclosed. Santa Cruz METRO will use the full amount of the FY16 STA allocation along with the full FY16 TDA allocation for operating expenses as shown in the *Santa Cruz Metropolitan Transit District FY16 & FY17 Preliminary Operating Budget* attached to the Claim form.

Santa Cruz METRO requests a total of \$9,209,643 in TDA and STA funds as allocated in the Santa Cruz County Regional Transportation Commission's FY16 Work Program and budget as listed below:

| | |
|--|---------------------|
| Transportation Development Act – FY16 Transit Operations | \$ 6,377,491 |
| State Transit Assistance – FY16 Transit Operations | <u>\$ 2,832,152</u> |
| Total | \$ 9,209,643 |

If TDA funding levels vary from the budgeted amount during FY16, the SCCRTC will revise the TDA allocation to METRO in accordance with an amended FY16 SCCRTC Work Program and will pay METRO the revised amount of TDA funds without further action from METRO.

A copy of the *FY16 & FY17 Preliminary Operating Budget* and the most recent Transit Operator Compliance Certificate from the California Highway Patrol are included with the Claim.

The FY16 TDA/ STA Claim has been prepared with the most recently available budget and system performance data in accordance with the SCCRTC's guidance and Caltrans TDA Statutes. Please call me if you need additional information.

Sincerely,


Alex Clifford
CEO/General Manager

Enclosure

cc: Maura F. Twomey, AMBAG

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO OnLine at <http://www.scmtd.com>

**Transportation Development Act (TDA) – Local Transportation Funds and
State Transit Assistance (STA)
CLAIM FORM**

Submit a separate form for each project.

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

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

Project Information

1. Project Title: FY16 Public Transit Operations in Santa Cruz County
2. Implementing Agency: Metropolitan Transit District (METRO)
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. Funding requested this claim:

| | |
|--------------------|--------------------|
| TDA | <u>\$6,377,491</u> |
| STA (transit only) | <u>\$2,832,152</u> |
5. Fiscal Year (FY) for which funds are claimed: FY16
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
 - ☐ Article 8 Bicycle and/or Pedestrian Facility
 - ☒ Article 4 Public Transportation
 - ☐ Article 8 Specialized Transportation
 - ☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Alex Clifford, CEO/General Manager
Telephone Number: (831) 426-6080 E-mail: aclifford@scmtd.com

Secondary Contact (in event primary not available): Thomas Hiltner, Acting Planning & Development Manager
Telephone Number: (831) 426-2580 E-mail: thiltner@scmtd.com
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks).

This project provides operating assistance for fixed-route public transit and ADA complementary paratransit operations in Santa Cruz County. Fixed-route public transit operations require a maximum fleet of 82 vehicles serving 34 routes throughout Santa Cruz County and the Highway 17 Express, a commuter express and AMTRAK feeder service between Santa Cruz and San Jose (Diridon Station). ParaCruz, METRO's complementary paratransit service, operates 42 accessible vans in demand-response service for persons who, due to disability, cannot access the fixed-route system.

9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

METRO Service Area



10. Justification for the project: (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

This project supports public fixed-route transit and paratransit service in Santa Cruz County. Public transit serves as an alternative transportation mode of choice and as essential lifeline transportation for residents who do not have access to a privately owned vehicle.

11. Project Productivity Goals for this fiscal year:

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

Total Annual passenger trips
Operating Cost/Hour
Farebox Recovery Ratio

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

For FY16, METRO projects 5,411,083 trips on its fixed-route (including commuter) and 90,000 trips on ParaCruz.

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

Yes, METRO's FY16 TDA/STA project conforms to these goals from the *2014 Santa Cruz County Regional Transportation Plan*:

Goal 1: Improve people's ability to meet most of their daily needs without having to drive.

Improve access and proximity to employment centers (p. 4-7; p. 7-1).

- Improve people's ability to meet most of their daily needs without having to drive.
Improve access and proximity to employment centers (p. 7-1).
- Re-invest in the local economy by reducing transportation expenses from vehicle ownership, operation and fuel consumption. Reduce smog-forming pollutants and greenhouse gas emissions (p. 7-2).
- Improve the convenience and quality of trips, especially for walk, bicycle, transit, freight and carpool/vanpool trips (p. 7-3).
- Improve health by increasing the percentage of trips made using active transportation, including bicycling, walking and transit (p. 7-4).

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

- Reduce congestion on local streets and roads by providing alternatives to the private automobile.
- Increase range of travel for bicycles by accommodating bikes on buses.
- Provide feeder service to intercity bus, rail and airline network at San Jose.

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

What is the total project cost?

\$49,994,995 for FY16 as published in the *Metropolitan Transit District Preliminary FY16 & FY17 Operating Budget, 3/27/15, Attachment A.*

Is project fully funded? The *Metropolitan Transit District Preliminary FY16 & FY17 Operating Budget* indicates that the FY16 Operating Budget is fully funded; however, the budget is balanced with a transfer of over \$5.7 million from operating and capital reserves.

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

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

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

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

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

d. SCMTD: ☒ Quarterly disbursement

16. TDA Eligibility:

| | YES? NO ? |
|--|-----------------|
| <p>A. Has the project/program been approved by the claimant's governing body? Form of approval (eg resolution, work program, budget, other document) <u>On 3/27/15 The Board adopted the Preliminary FY16 & FY17 Operating Budget for the purpose of submitting the TDA and STA claim in the amounts requested with this claim.</u></p> <p>If "NO," provide the approximate date approval is anticipated. _____</p> | Yes |
| B. Has this project previously received TDA funding? (This Project is defined as FY16 operations.) | No |
| C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____) | NA |
| D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval). | NA |
| E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov). | NA |

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

17. Improving Program Efficiency/Productivity

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
 - METRO added a new Route 6 as a demonstration to increase program usage by residents of the La Posada senior housing complex.
 - METRO added trips on the Highway 17 to reduce overloads. Arrival and departure times on some routes were modified to improve connections with Caltrain and AMTRAK at the San Jose Diridon Station.
 - METRO continued to monitor trip departure times to better coordinate timed transfer points and improve travel time throughout the service area.
 - METRO continued construction of the new Judy K. Souza Operations Building which will improve the daily fleet operations and save an estimated \$1,000,000 in operating expenses when it opens in January, 2016.
 - METRO's new CEO/General Manager conducted a thorough evaluation of the organizational structure and initiated changes to improve METRO's effectiveness. Reducing operating expenses and/or increasing revenue will ensure the long-term sustainability of transit operations in the county.
 - METRO conducted a comprehensive evaluation of its operating expenses and revenue stream to solve its ongoing budget structural deficit.
 - METRO continued conceptual design services for Pacific Station and Watsonville Transit Center renovations. Transit center improvements can increase accessibility to the transit network by providing greater safety enhanced amenities and improved customer service.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale, planned productivity improvements). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:
 - Complete Pacific Station renovation environmental assessment and advance into the the engineering phase.
 - Complete the Watsonville Transit Center conceptual design and locate funding for

- environmental review and engineering.
- Complete the Judy K. Souza Operations Facility and move Santa Cruz METRO operations into the new facility.
- Maintain current service levels on Highway 17 and intercity routes.
- Improve on-time performance.
- Consider re-alignment of the ParaCruz service to match the fixed-route operating hours.
- Participate in sustainable development and corridor transportation studies in Santa Cruz.

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

- a. The TDA claim amount this year is greater than last year's.
- b. The FY16 operating expenses will increase due to increased rates in labor contracts, increased costs of medical premiums and liability.
- c. This year's program projects a fully-funded budget with an enormous transfer to the operating budget from reserves.

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

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

CTSA and Volunteer Center (Article 8) Only

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

SCMTD & RTC Only

22. List the recommendations provided in your last Triennial Performance Audit and your progress toward meeting them.

- ***Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.***
- ***For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.***
- ***Describe any problems encountered in implementing individual recommendations.***

1. ***Santa Cruz METRO should submit Annual State Controller Reports to SCCRTC***

From this point forward, METRO Finance Department will submit the Annual State Controller reports to the SCCRTC.

2. ***Santa Cruz METRO should further promote security aspects of the transit system.***

METRO is building a comprehensive video surveillance system, installing back-up generators and upgrading its land mobile radio system with investments from the California Transit Security Grant Program. In addition, METRO has increased its private security foot patrols and improved coordination with local police to improve security at the Watsonville and Santa Cruz transit centers. METRO has programmed its future California Transit Security Grant Program funding to install an on-board video surveillance system

3. ***Santa Cruz METRO should develop a method to continuously track on-time performance.***

Installing an Automatic Vehicle Locator system is one of METRO's highest-priority unfunded

capital projects. Until that is installed, however, METRO will rely upon spot surveys and comprehensive on-time performance surveys to evaluate performance and revise scheduled running time as indicated. METRO staff is currently completing a grant-funded on-time performance survey and entering data from surveys conducted in April and October of 2014. Results and service change recommendations will be presented to the METRO Board in June 2015.

SCMTD Only

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

The following table shows Urban vs. Rural Farebox recovery ratio for FY14. FY16 Ridership is projected from FY14 ridership. The allocation of ridership and revenue between rural and urban service is calculated by using the actual FY14 revenue/cost ratio for rural and urban operations and the FY16 budgeted revenue/ costs. Differences between the recovery ratios shown here and reported for the system-wide performance result from assumptions used to make the urban/rural split and the hypothetical apportionment of ridership on a single route into urban and rural fares Ridership and revenue also include..

| Funds | Urbanized | Rural |
|--------------------------------|---------------|------------|
| Fare Revenue | \$ 7,486,367 | \$ 263,047 |
| Local support Revenues | \$ 38,135,597 | 1,263,962 |
| Operation Costs | 39,168,784 | 1,739,276 |
| Fare Ratio | 19.1% | 15.1% |
| Passengers/Year ⁽²⁾ | 5,294,939 | 116,344 |
| Cost/Ride | \$ 7.40 | \$ 14.95 |

(1) FY14 Revised Final Budget and FY14 FTA 5311 rural cost and farebox revenue

(2) Excludes Highway 17 performance

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

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

The FY14 cost/ride in the respective urban and rural areas has been calculated differently than in previous years. For FY14, METRO's cost per ride in the urbanized area is \$7.40 and \$14.95 in the rural area. These differences reflect the much lower ridership per hour in the rural areas vs. the urban areas. Ridership, costs and revenue for the Highway 17 Express are excluded.

24. FY16 budgeted fare & local support revenue to operating cost ratio versus FY1978-79 ratio (for services to the general public):
- Current ratio ((sum of fare revenues + local support) ÷ operating cost): 58.4%
 - FY1978-79 Ratio: 56.9%

25. Did the SCMTD operating budget increase over 15% from the prior fiscal year? NO, the FY16 preliminary operating budget shows an increase of 3.2% over the revised FY15 budget (March 2015).

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

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

Please see METRO Performance Indicators FY10– FY14 YTD Following

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

For FY16, TDA funds will contribute an estimated \$1.01 per fixed-route passenger trip and \$7.64 per ParaCruz passenger trip.

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

| Santa Cruz METRO Operating Financials | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Operating Expenses | FY11 | FY12 | FY13 | FY14 |
| Local Fixed-Route Expenses | \$28,142,306 | \$29,325,606 | \$31,924,402 | \$35,519,528 |
| Highway 17 | \$3,442,774 | \$3,587,532 | \$3,905,454 | \$4,345,262 |
| Paratransit | \$4,434,489 | \$4,639,062 | \$4,971,209 | \$4,921,464 |
| TOTAL Operating Expenses* | \$36,019,569 | \$37,552,200 | \$40,801,065 | \$44,786,254 |
| Operating Revenue | FY11 | FY12 | FY13 | FY14 |
| Fixed-Route Fares | \$3,382,948 | \$3,729,509 | \$3,849,089 | \$3,850,237 |
| Contracts | \$3,436,133 | \$3,014,081 | \$3,249,049 | \$3,336,122 |
| Highway 17 Fares | \$1,182,951 | \$1,482,786 | \$1,471,122 | \$1,500,202 |
| Highway 17 Payments | \$371,049 | \$250,228 | \$330,265 | \$497,552 |
| ParaCruz Fares | \$243,559 | \$296,345 | \$304,536 | \$327,498 |
| Sales Tax | \$15,209,774 | \$16,064,503 | \$17,250,072 | \$15,685,172 |
| Federal Transit Administration (FTA) | \$5,324,932 | \$4,883,799 | \$4,909,385 | \$5,719,483 |
| Transit Development Act (TDA) | \$5,001,737 | \$5,244,964 | \$5,507,038 | \$6,244,316 |
| State Transit Assistance (STA) | \$2,801,550 | - | - | \$5,565,844 |
| Misc. Revenue | \$1,419,708 | \$959,933 | \$1,521,788 | \$982,986 |
| One-Time Revenue | (\$2,354,772) | \$1,626,052 | \$2,408,721 | \$1,076,842 |
| TOTAL Operating Revenue | \$36,019,569 | \$37,552,200 | \$40,801,065 | \$44,786,254 |
| Santa Cruz METRO Operating Statistics | | | | |
| System Information | FY11 | FY12 | FY13 | FY14 |
| Directional Route Miles | 479.3 | 479.3 | 479.3 | 479.3 |
| Number of Bus Stops | 999 | 987 | 957 | 935 |
| Number of Routes | 38 | 38 | 34 | 35 |
| Total Active Fleet | 112 | 112 | 111 | 109 |
| Maximum Bus In-Svc | 85 | 78 | 80 | 78 |
| Total METRO Employees | 310 | 312 | 320 | 329 |
| Revenue Hour Per Employee | 694 | 654 | 674 | 680 |
| Local Fixed-Route Performance | FY11 | FY12 | FY13 | FY14 |
| Ridership | 5,446,104 | 5,034,169 | 5,179,457 | 5,145,862 |
| Revenue Hours | 193,754 | 180,797 | 194,512 | 199,953 |
| Revenue Miles | 2,577,615 | 2,376,833 | 2,561,028 | 2,639,606 |
| Passengers Per Hour | 28.11 | 27.84 | 26.63 | 25.74 |
| Passengers Per Mile | 2.11 | 2.12 | 2.02 | 1.95 |
| Total Cost Per Passenger | \$5.17 | \$5.83 | \$6.16 | \$6.90 |
| Revenue Per Passenger | \$1.25 | \$1.34 | \$1.37 | \$1.40 |
| Farebox Recovery | 24.23% | 23.00% | 22.23% | 20.23% |
| Highway 17 Performance | FY11 | FY12 | FY13 | FY14 |
| Ridership | 330,340 | 339,048 | 352,824 | 368,338 |
| Revenue Hours | 21,524 | 23,200 | 21,101 | 23,902 |
| Revenue Miles | 579,144 | 614,837 | 610,983 | 685,566 |
| Passengers Per Hour | 15.35 | 14.61 | 16.72 | 15.41 |
| Passengers Per Mile | 0.57 | 0.55 | 0.58 | 0.54 |
| Total Cost Per Passenger | \$10.42 | \$10.58 | \$11.07 | \$11.80 |
| Revenue Per Passenger | \$4.70 | \$5.11 | \$5.11 | \$5.42 |
| Farebox Recovery | 45.14% | 48.31% | 46.12% | 45.98% |
| Fixed-Route Total Performance | FY11 | FY12 | FY13 | FY14 |
| Ridership | 5,776,444 | 5,373,217 | 5,532,281 | 5,514,200 |
| Revenue Hours | 215,278 | 203,997 | 215,613 | 223,855 |
| Revenue Miles | 3,156,759 | 2,991,670 | 3,172,011 | 3,325,172 |
| Passengers Per Hour | 26.83 | 26.34 | 25.66 | 24.63 |
| Passengers Per Mile | 1.83 | 1.80 | 1.74 | 1.66 |
| Total Cost Per Passenger | \$5.47 | \$6.13 | \$6.48 | \$7.23 |
| Revenue Per Passenger | \$1.45 | \$1.58 | \$1.61 | \$1.67 |
| Farebox Recovery | 26.51% | 25.75% | 24.84% | 23.04% |
| Subsidy Per Passenger | \$4.02 | \$4.55 | \$4.87 | \$5.56 |
| Cost Per Revenue Hour | \$146.72 | \$161.34 | \$166.18 | \$178.08 |
| ParaCruz Performance | FY11 | FY12 | FY13 | FY14 |
| Ridership | 94,510 | 92,325 | 90,492 | 96,868 |
| Revenue Hours | 43,963 | 46,163 | 45,678 | 48,714 |
| Revenue Miles | 639,424 | 628,247 | 418,781 | 481,345 |
| Passengers Per Hour | 2.15 | 2.00 | 1.98 | 1.99 |
| Passengers Per Mile | 0.15 | 0.15 | 0.22 | 0.20 |
| Total Cost Per Passenger | \$46.92 | \$50.25 | \$54.94 | \$50.81 |
| Revenue Per Passenger | \$2.58 | \$3.21 | \$3.37 | \$3.38 |
| Farebox Recovery | 5.49% | 6.39% | 6.13% | 6.65% |

Documentation to Include with your Claim:

All Claims

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

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

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

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

Article 4 Transit Claims

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

Local Agency Certification:

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

Signature _____

Title: CEO/General Manager

Date: April 6, 2015

FY 16 TDA/STA Claim
Santa Cruz Metropolitan Transit District

FY 16 & FY17 Operating Budget

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 PRELIMINARY OPERATING BUDGET
REVENUE SOURCES**

| | REVENUE SOURCE | FINAL BUDGET | | FINAL BUDGET | | REVISED BUDGET | | % CHANGE | | % CHANGE | |
|---------------|---|--------------|------------|--------------|------|----------------|------|-----------------|-------------|-----------|-----------|
| | | FY15 | FY16 | FY16 | FY16 | FY16 | FY16 | FINAL BUDG FY16 | BUDGET FY17 | BUDG FY16 | BUDG FY17 |
| 1 | Passenger Fares | 4,250,459 | 4,377,973 | 3,800,000 | | | | -13.2% | 3,850,000 | | 1.3% |
| 2 | Special Transit Fares | 3,407,643 | 3,509,872 | 3,400,000 | | | | -3.1% | 3,550,000 | | 4.4% |
| 3 | Paratransit Fares | 323,795 | 333,509 | 335,000 | | | | 0.4% | 335,000 | | 0.0% |
| 4 | Highway 17 Fares | 1,640,203 | 1,689,409 | 1,500,000 | | | | -11.2% | 1,550,000 | | 3.3% |
| 5 | Highway 17 Payments | 455,260 | 468,918 | 500,000 | | | | 6.6% | 500,000 | | 0.0% |
| 6 | Commissions | 5,768 | 5,941 | 3,500 | | | | -41.1% | 3,500 | | 0.0% |
| 7 | Advertising Income | 225,000 | 225,000 | 225,000 | | | | 0.0% | 275,000 | | 22.2% |
| 8 | Rent Income | 165,763 | 170,736 | 144,344 | | | | -15.5% | 150,000 | | 3.9% |
| 9 | Interest Income | 45,000 | 35,000 | 65,000 | | | | 85.7% | 45,000 | | -30.8% |
| 10 | Other Non-Transp Revenue | 18,000 | 18,000 | 13,000 | | | | -27.8% | 15,000 | | 15.4% |
| 11 | Sales Tax (1/2 cent) | 19,675,758 | 21,053,061 | 19,095,116 | | | | -9.3% | 19,477,018 | | 2.0% |
| 12 | SLPP Backfill for Metro Base | (3,012,000) | - | (2,000,000) | | | | 100.0% | - | | |
| 13 | Transp Dev Act (TDA) Funds | 6,377,610 | 6,568,938 | 6,377,491 | | | | -2.9% | 6,377,491 | | 0.0% |
| 14* | FTA Sec 5307 - Op Assistance | 4,133,984 | 4,401,049 | 4,163,523 | | | | -5.4% | 4,246,793 | | 2.0% |
| 15 | FTA Sec 5311 - Rural Op Asst | 212,267 | 229,157 | 177,787 | | | | -22.4% | 181,343 | | 2.0% |
| 16 | AMBAG/CTC/Misc. Grant Funding | 10,000 | 84,749 | 64,000 | | | | -24.5% | 64,000 | | 0.0% |
| 17 | STIC | 1,344,113 | 1,430,946 | 1,323,588 | | | | -7.5% | 2,118,060 | | 60.0% |
| 18 | STA - SLPP Backfill for Metro Base | 3,012,000 | - | 2,000,000 | | | | 100.0% | - | | -100.0% |
| 19 | STA - Operating (Current Year) | 2,689,917 | 2,800,000 | 2,832,152 | | | | 1.1% | 2,832,152 | | 0.0% |
| 20 | Low Carbon Transit Operations Program (LCTOP) | | - | 96,411 | | | | 100.0% | 104,804 | | 8.7% |
| 21 | Fuel Tax Credit | - | - | 638,208 | | | | 100.0% | 638,208 | | 0.0% |
| 22 | Fuel Tax Credit (Transfer to Reserves) | - | - | (638,208) | | | | 100.0% | (638,208) | | 0.0% |
| 23 | Carryover from Previous Years | - | - | - | | | | 0.0% | - | | 0.0% |
| 24 | Medicare Subsidy | 75,000 | 75,000 | 141,743 | | | | 89.0% | 167,256 | | 18.0% |
| 25 | Transfer (to)/from Operating Reserves | 3,408,933 | 3,194,673 | 5,737,340 | | | | 79.6% | 6,149,248 | | 7.2% |
| TOTAL REVENUE | | 48,464,472 | 50,671,930 | 49,994,995 | | | | -1.3% | 51,991,665 | | 4.0% |

* FTA funding is used solely to fund labor expense

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET

Consolidated Expenses

| ACCOUNT | FINAL BUDGET FY15 | FINAL BUDGET FY16 | REVISED BUDGET FY16 | FINAL BUDG FY16 REVISED BUDG FY16 | % CHANGE BUDG FY16 BUDG FY17 |
|-------------------------------------|-------------------------|-------------------------|---------------------------|--------------------------------------|------------------------------------|
| LABOR | | | | | |
| 501011 Bus Operator Pay | 9,378,428 | 9,761,937 | 9,681,997 | -0.8% | 4.3% |
| 501013 Bus Operator OT | 2,105,529 | 2,191,418 | 1,888,681 | -13.8% | -9.4% |
| 501021 Other Salaries | 7,748,334 | 7,939,699 | 8,066,888 | 1.6% | 4.4% |
| 501023 Other OT | 473,197 | 488,470 | 513,938 | 5.2% | 2.5% |
| Totals | 19,705,489 | 20,381,523 | 20,151,504 | -1.1% | 3.0% |
| FRINGE BENEFITS | | | | | |
| 502011 Medicare/Soc. Sec. | 342,772 | 353,385 | 349,699 | -1.0% | 3.2% |
| 502021 Retirement | 4,333,972 | 4,750,432 | 4,560,052 | -4.0% | 12.3% |
| 502031 Medical Ins | 8,475,197 | 9,180,889 | 9,718,724 | 5.9% | 8.2% |
| 502041 Dental Ins | 537,457 | 554,288 | 557,969 | 0.7% | 3.8% |
| 502045 Vision Ins | 129,498 | 133,383 | 133,585 | 0.2% | 3.5% |
| 502051 Life Ins/AD&D | 50,443 | 51,833 | 52,709 | 1.7% | 3.3% |
| 502060 State Disability Ins (SDI) | 238,577 | 293,289 | 220,016 | -25.0% | 6.1% |
| 502061 Long Term Disability Ins | 148,562 | 150,345 | 143,199 | -4.8% | 11.9% |
| 502071 State Unemployment Ins (SUI) | 84,712 | 112,712 | 75,748 | -32.8% | 6.7% |
| 502081 Worker's Comp Ins | 1,364,750 | 1,405,693 | 1,405,693 | 0.0% | 3.0% |
| 502101 Holiday Pay | 643,075 | 664,771 | 663,656 | -0.2% | 4.4% |
| 502103 Floating Holiday | 94,595 | 89,277 | 96,038 | 7.6% | 5.4% |
| 502109 Sick Leave | 1,031,292 | 1,020,199 | 1,018,333 | -0.2% | 4.4% |
| 502111 Annual Leave | 2,014,456 | 2,059,947 | 1,991,434 | -3.3% | 4.3% |
| 502121 Other Paid Absence | 150,561 | 155,643 | 196,185 | 26.0% | 4.3% |
| 502251 Phys. Exams | 14,110 | 14,110 | 14,110 | 0.0% | 0.0% |
| 502253 Driver Lic Renewal | 4,656 | 4,656 | 4,656 | 0.0% | 0.0% |
| 502999 Other Fringe Benefits | 66,648 | 61,680 | 63,535 | 3.0% | -3.5% |
| Totals | 19,725,332 | 21,056,533 | 21,265,342 | 1.0% | 7.7% |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET

Consolidated Expenses

| ACCOUNT | FINAL BUDGET FY15 | FINAL BUDGET FY16 | REVISED BUDGET FY16 | FINAL REVISED BUDG FY16 | % CHANGE BUDG FY16 | BUDGET FY17 | % CHANGE BUDG FY17 |
|---|-------------------------|-------------------------|---------------------------|-------------------------------|-----------------------|----------------|-----------------------|
| SERVICES | | | | | | | |
| 503011 Accting/Audit Fees | 82,250 | 83,250 | 83,250 | 83,250 | 0.0% | 83,250 | 0.0% |
| 503012 Admin/Bank Fees | 347,200 | 353,050 | 353,000 | 353,000 | 0.0% | 353,000 | 0.0% |
| 503031 Prof/Technical Fees | 229,950 | 249,291 | 405,558 | 405,558 | 62.7% | 169,042 | -58.3% |
| 503032 Legislative Services | 105,000 | 105,000 | 94,000 | 94,000 | -10.5% | 94,000 | 0.0% |
| 503033 Legal Services | 90,000 | 55,000 | 106,396 | 106,396 | 93.4% | 106,396 | 0.0% |
| 503034 Pre-Employment Exams | 10,300 | 8,700 | 8,720 | 8,720 | 0.2% | 5,075 | -41.8% |
| 503041 Temp Help | - | - | - | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | 79,510 | 81,580 | 34,642 | 34,642 | -57.5% | 34,642 | 0.0% |
| 503162 Uniforms/Laundry | 23,450 | 23,850 | 28,368 | 28,368 | 18.9% | 28,568 | 0.7% |
| 503171 Security Services | 534,550 | 534,837 | 458,500 | 458,500 | -14.3% | 458,500 | 0.0% |
| 503221 Classified/Legal Ads | 13,100 | 13,100 | 13,048 | 13,048 | -0.4% | 10,248 | -21.5% |
| 503222 Legal Ads | - | - | - | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | 5,500 | 5,500 | - | - | -100.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | 59,740 | 61,532 | 55,342 | 55,342 | -10.1% | 55,342 | 0.0% |
| 503352 Repair - Equipment | 562,095 | 577,367 | 581,233 | 581,233 | 0.7% | 564,449 | -2.9% |
| 503353 Repair - Rev Vehicle | 364,500 | 375,315 | 327,233 | 327,233 | -12.8% | 327,233 | 0.0% |
| 503354 Repair - Non Rev Vehicle | 18,020 | 19,101 | 30,000 | 30,000 | 57.1% | 30,000 | 0.0% |
| 503363 Haz Mat Disposal | 42,230 | 43,497 | 48,000 | 48,000 | 10.4% | 48,000 | 0.0% |
| Totals | 2,567,395 | 2,589,971 | 2,627,290 | 2,627,290 | 1.4% | 2,367,745 | -9.9% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | 90,743 | 93,465 | 84,952 | 84,952 | -9.1% | 84,952 | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | 2,521,518 | 2,597,163 | 2,400,000 | 2,400,000 | -7.6% | 2,400,000 | 0.0% |
| 504021 Tires & Tubes | 279,000 | 287,370 | 272,023 | 272,023 | -5.3% | 272,023 | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | 949,000 | 968,000 | 988,109 | 988,109 | 2.1% | 988,109 | 0.0% |
| Totals | 3,840,261 | 3,945,999 | 3,745,084 | 3,745,084 | -5.1% | 3,745,084 | 0.0% |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET

Consolidated Expenses

| ACCOUNT | FINAL BUDGET FY15 | FINAL BUDGET FY16 | REVISED BUDGET FY16 | FINAL BUDG FY16 REVISED BUDG FY16 | % CHANGE BUDG FY16 BUDG FY17 |
|---------------------------------------|-------------------------|-------------------------|---------------------------|--------------------------------------|------------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | |
| 504205 Freight Out | 413 | 425 | 136 | -68.0% | 0.0% |
| 504211 Postage & Mailing | 14,430 | 14,615 | 12,575 | -14.0% | 0.0% |
| 504214 Promotional Items | 1,200 | 1,200 | 800 | -33.3% | 0.0% |
| 504215 Printing | 83,380 | 87,338 | 36,184 | -58.6% | 11.1% |
| 504217 Photo Supp/Process | 4,600 | 4,600 | 2,686 | -41.6% | 0.0% |
| 504311 Office Supplies | 93,669 | 88,628 | 71,537 | -19.3% | 0.0% |
| 504315 Safety Supplies | 24,936 | 26,785 | 22,039 | -17.7% | 0.0% |
| 504317 Cleaning Supplies | 61,900 | 64,200 | 54,480 | -15.1% | 0.0% |
| 504409 Repair/Maint Supplies | 126,000 | 130,000 | 117,000 | -10.0% | 0.0% |
| 504417 Tenant Repairs | 20,000 | 20,000 | 10,000 | -50.0% | 0.0% |
| 504421 Non-Inventory Parts | 26,103 | 27,106 | 20,000 | -26.2% | 0.0% |
| 504511 Small Tools | 9,600 | 9,800 | 4,269 | -56.4% | 0.0% |
| 504515 Employee Tool Replacement | 3,000 | 3,000 | 783 | -73.9% | 0.0% |
| Totals | 469,231 | 477,698 | 352,489 | -26.2% | 1.1% |
| UTILITIES | | | | | |
| 505011 Gas & Electric | 275,420 | 282,853 | 269,200 | -4.8% | 0.0% |
| 505021 Water & Garbage | 146,386 | 150,578 | 111,000 | -26.3% | 0.0% |
| 505031 Telecommunications | 240,240 | 244,650 | 144,989 | -40.7% | 0.0% |
| Totals | 662,046 | 678,080 | 525,189 | -22.5% | 0.0% |
| CASUALTY & LIABILITY | | | | | |
| 506011 Insurance - Property | 63,167 | 75,172 | 61,615 | -18.0% | 0.0% |
| 506015 Insurance - PL/PD | 445,484 | 477,626 | 452,695 | -5.2% | 0.0% |
| 506021 Insurance - Other | - | - | - | 0.0% | 0.0% |
| 506123 Settlement Costs | 150,000 | 150,000 | 150,000 | 0.0% | 0.0% |
| 506127 Repairs - District Prop | - | - | - | 0.0% | 0.0% |
| Totals | 658,651 | 702,798 | 664,310 | -5.5% | 0.0% |

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 PRELIMINARY OPERATING BUDGET**

Consolidated Expenses

| ACCOUNT | FINAL BUDGET FY15 | FINAL BUDGET FY16 | REVISED BUDGET FY16 | FINAL BUDG FY16 REVISED BUDG FY16 | % CHANGE FINAL BUDG FY16 REVISED BUDG FY16 | BUDGET FY17 | % CHANGE BUDG FY16 BUDG FY17 |
|-------------------------------------|-------------------------|-------------------------|---------------------------|--------------------------------------|--|----------------|------------------------------------|
| TAXES | | | | | | | |
| 507051 Fuel Tax | 14,420 | 14,853 | 15,000 | | 1.0% | 15,000 | 0.0% |
| 507201 Licenses & Permits | 18,050 | 18,514 | 14,701 | | -20.6% | 14,901 | 1.4% |
| 507999 Other Taxes | 18,540 | 19,096 | 13,000 | | -31.9% | 13,000 | 0.0% |
| Totals | 51,010 | 52,462 | 42,701 | | -18.6% | 42,901 | 0.5% |
| PURCHASED TRANS. | | | | | | | |
| 503406 Contract/Paratransit | 250,000 | 250,000 | 200,000 | | -20.0% | 200,000 | 0.0% |
| Totals | 250,000 | 250,000 | 200,000 | | -20.0% | 200,000 | 0.0% |
| MISC EXPENSE | | | | | | | |
| 509011 Dues/Subscriptions | 70,552 | 71,777 | 75,980 | | 5.9% | 75,980 | 0.0% |
| 509081 Advertising - District Promo | 16,000 | 16,000 | 5,000 | | -68.8% | 5,000 | 0.0% |
| 509101 Employee Incentive Program | 20,500 | 20,500 | 20,300 | | -1.0% | 20,300 | 0.0% |
| 509121 Employee Training | 82,900 | 80,500 | 34,421 | | -57.2% | 34,421 | 0.0% |
| 509122 BOD Travel | 16,000 | 16,000 | 1,791 | | -88.8% | 1,791 | 0.0% |
| 509123 Travel | 96,066 | 94,066 | 45,612 | | -51.5% | 45,612 | 0.0% |
| 509125 Local Meeting Expense | 5,200 | 5,000 | 6,521 | | 30.4% | 6,521 | 0.0% |
| 509127 Board Director Fees | 12,600 | 12,600 | 12,600 | | 0.0% | 12,600 | 0.0% |
| 509150 Contributions | - | - | - | | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | | 0.0% | - | 0.0% |
| Totals | 319,818 | 316,443 | 202,225 | | -36.1% | 202,225 | 0.0% |
| LEASES & RENTALS | | | | | | | |
| 512011 Facility Lease | 189,740 | 194,622 | 195,322 | | 0.4% | 201,350 | 3.1% |
| 512061 Equipment Rental | 25,500 | 25,800 | 23,539 | | -8.8% | 23,539 | 0.0% |
| Totals | 215,240 | 220,422 | 218,861 | | -0.7% | 224,889 | 2.8% |
| PERSONNEL TOTAL | | | | | | | |
| | 39,430,820 | 41,438,056 | 41,416,846 | | -0.1% | 43,662,833 | 5.4% |
| NON-PERSONNEL TOTAL | | | | | | | |
| | 9,033,652 | 9,233,874 | 8,578,149 | | -7.1% | 8,328,832 | -2.9% |
| TOTAL OPERATING EXPENSES | | | | | | | |
| | 48,464,472 | 50,671,930 | 49,994,995 | | -1.3% | 51,991,665 | 4.0% |

3/23/2015

Consolidated

FY 16 TDA/STA Claim
Santa Cruz Metropolitan Transit District

FY16 Capital Budget

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PRELIMINARY FY16 CAPITAL BUDGET

AS OF MARCH 27, 2015

| PROJECT/ACTIVITY | RESTRICTED FEDERAL FUNDS | RESTRICTED - SAKATA/LAW SUIT PROCEEDS | RESTRICTED - FY11 PTMISEA (1B) | RESTRICTED - SLPP | RESTRICTED - CAL-EMA TRANSIT SECURITY | RESTRICTED - STIP | RESTRICTED - CAPITAL STA | RESTRICTED LCTOP (CAP & TRADE) | SALES TAX MATCH - SLPP - (BACKFILL WSTA) | OPERATING / CAPITAL RESERVES | Total |
|---|--------------------------------|--|--------------------------------------|----------------------|--|----------------------|-----------------------------|--------------------------------------|---|------------------------------------|----------------------|
| Construction Related Projects | | | | | | | | | | | |
| 1 Metrobase Project - Judy K Souza - Operations Bldg. | \$ - | \$ 635,000 | \$ 9,225,000 | \$ 2,380,000 | \$ 538,000 | \$ - | \$ - | | \$ 2,380,000 | \$ - | \$ 14,620,000 |
| 2 Transit Security Projects | | | | | | | | | | \$ - | \$ 538,000 |
| 3 Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC | \$ 300,000 | | | | | | | | | \$ 75,000 | \$ 375,000 |
| 4 Watsonville Transit Center - Conceptual Design | \$ - | | | | | | | | | \$ 158,000 | \$ 158,000 |
| 5 Gates/Fences - Vernon Bus Stop (FTA 5339) * | \$ - | | | | | | | | | \$ - | \$ - |
| 6 Fire Egress - 138 Golf Club (FTA 5339) * | \$ - | | | | | | \$ 7,000 | | | \$ - | \$ 7,000 |
| 7 WTC Customer Service Booth Remodel | \$ - | | | | | | | \$ 82,000 | | \$ - | \$ 82,000 |
| 8 Vernon Office Reconfiguration (FTA 5339) * | \$ - | | | | | | | | | \$ - | \$ - |
| Subtotal | \$ 300,000 | \$ 635,000 | \$ 9,225,000 | \$ 2,380,000 | \$ 538,000 | \$ - | \$ 7,000 | \$ 82,000 | \$ 2,380,000 | \$ 233,000 | \$ 15,780,000 |
| IT Projects | | | | | | | | | | | |
| 9 Finance Software Replacement (Partial Funding ~ 1/2) | | | | | | | | | | \$ 90,000 | \$ 125,000 |
| 10 HR Software Upgrade | | | | | | | | \$ 35,000 | | \$ 40,000 | \$ 80,000 |
| 11 Fiber optic Switches (FTA 5339) * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75,000 | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75,000 | \$ - | \$ - | \$ 130,000 | \$ 205,000 |
| Facilities Repair & Improvements | | | | | | | | | | | |
| 12 Bus Stop Repairs / Improvements | | | | | | | | | | \$ 43,436 | \$ 115,226 |
| 13 L/CNG Station Upgrades-Parts (FTA 5339) * | \$ - | | | | | | \$ 71,790 | | | \$ - | \$ - |
| 14 ADA Bus Stop Improvements (FTA 5339) * | \$ - | | | | | | \$ 8,000 | | | \$ - | \$ 8,000 |
| 15 WTC Renovations & Repairs | \$ - | | | | | | \$ 7,000 | | | \$ - | \$ 7,000 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 86,790 | \$ - | \$ - | \$ 43,436 | \$ 130,226 |
| Revenue Vehicle Replacement & Campaigns | | | | | | | | | | | |
| 16 Paracruz Van Replacements (4) | | | | \$ 345,000 | | | | | | \$ 86,250 | \$ 431,250 |
| 17 State of Good Repair #2 - 6 Buses, 42 MDC's | | | | | | | | | | \$ 35,000 | \$ 35,000 |
| 18 Mid-Life Bus Engine Overhauls Campaign | | | | | | | | | | \$ 152,000 | \$ 152,000 |
| 19 Bus Repaint Campaign (~ 12 per year) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 345,000 | \$ - | \$ - | \$ - | \$ 168,000 | \$ 168,000 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 345,000 | \$ - | \$ - | \$ - | \$ 441,250 | \$ 786,250 |
| Non-Revenue Vehicle Replacement | | | | | | | | | | | |
| 20 Replacement Non-Revenue Vehicles (FTA 5339) * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fleet & Maint Equipment | | | | | | | | | | | |
| 21 Facility Tooling (FTA 5339) * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office Equipment | | | | | | | | | | | |
| 22 Replace two (2) Photocopier / Scanners | | | | | | | \$ 31,032 | | | \$ - | \$ 31,032 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,032 | \$ - | \$ - | \$ - | \$ 31,032 |
| Misc. | | | | | | | | | | | |
| 23 Ticket Vending Machine-SLV (1) | | | | | | | \$ - | | | \$ 63,735 | \$ 63,735 |
| 24 TVM Audible Improvements - Firmware, Braille Placards, and Key Pads | | | | | | | | | | \$ 25,000 | \$ 25,000 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 88,735 | \$ 88,735 |
| TOTAL CAPITAL PROJECTS | \$ 300,000 | \$ 635,000 | \$ 9,225,000 | \$ 2,380,000 | \$ 538,000 | \$ 345,000 | \$ 199,822 | \$ 82,000 | \$ 2,380,000 | \$ 936,421 | \$ 17,021,243 |
| * FTA 5339 - Staff is currently developing the comprehensive list of projects to be funded with FTA Section 5339 grant funds; the next revised Preliminary FY16 Capital Budget to be presented to the Board in May may include additional projects along with amounts for those projects listed as \$0 above, along with any new projects identified between now and then. | | | | | | | | | | | |
| FTA 5339 - FTA Share = \$454,116; Local Share = \$113,529 - Total \$567,645 | | | | | | | | | | | |

| SANTA CRUZ METROPOLITAN TRANSIT DISTRICT | | | | | | | | | | | | |
|---|--------------------------------|--|--------------------------------------|----------------------|---|----------------------|-----------------------------|--------------------------------------|--|------------------------------------|----------------------|--|
| PRELIMINARY FY16 CAPITAL BUDGET | | | | | | | | | | | | |
| AS OF MARCH 27, 2015 | | | | | | | | | | | | |
| PROJECT/ACTIVITY | RESTRICTED FEDERAL FUNDS | RESTRICTED - SAKATA/LAW SUIT PROCEEDS | RESTRICTED - FY11 PTMISEA (1B) | RESTRICTED - SLPP | RESTRICTED - CAL-EMA PROP 1B - TRANSIT SECURITY | RESTRICTED - STIP | RESTRICTED - CAPITAL STA | RESTRICTED LCTOP (CAP & TRADE) | SALES TAX MATCH - SLPP - (BACKFILL W/STA) | OPERATING / CAPITAL RESERVES | Total | |
| CAPITAL PROGRAM FUNDING | | | | | | | | | | | | |
| Federal Sources of Funds: | | | | | | | | | | | | |
| Federal Grants (FTA) | \$ 300,000 | | | | | | | | | | \$ 300,000 | |
| Sakata / Lawsuit Proceeds | | \$ 635,000 | | | | | | | | | \$ 635,000 | |
| State Sources of Funds: | | | | | | | | | | | | |
| PTMISEA (1B) | | | \$ 9,225,000 | | | | | | | | \$ 9,225,000 | |
| State-Local Partnership Program (SLPP) | | | | \$ 2,380,000 | | | | | | | \$ 2,380,000 | |
| CalEMA Prop 1B Transit Security Grant Funds (CTSGP) | | | | | \$ 538,000 | | | | | | \$ 538,000 | |
| Statewide Transportation Improvement Program (STIP) | | | | | | \$ 345,000 | | | | | \$ 345,000 | |
| Capital Restricted - State Transit Assistance (STA) | | | | | | | \$ 199,822 | | | | \$ 199,822 | |
| Low Carbon Transit Operations Program (LCTOP) - Cap & Trade | | | | | | | | \$ 82,000 | | | \$ 82,000 | |
| Sales Tax Match for SLPP - (Backfilled w/STA) | | | | | | | | | \$ 2,380,000 | | \$ 2,380,000 | |
| Local Sources of Funds: | | | | | | | | | | | | |
| Operating / Capital Cash Reserves | | | | | | | | | | \$ 936,421 | \$ 936,421 | |
| TOTAL CAPITAL FUNDING BY FUNDING SOURCE | \$ 300,000 | \$ 635,000 | \$ 9,225,000 | \$ 2,380,000 | \$ 538,000 | \$ 345,000 | \$ 199,822 | \$ 82,000 | \$ 2,380,000 | \$ 936,421 | \$ 17,021,243 | |
| Restricted Funds | \$ 300,000 | \$ 635,000 | \$ 9,225,000 | \$ 2,380,000 | \$ 538,000 | \$ 345,000 | \$ 199,822 | \$ 82,000 | \$ 2,380,000 | | \$ 16,084,822 | |
| Non-Restricted Funds | | | | | | | | | | \$ 936,421 | \$ 936,421 | |
| TOTAL CAPITAL FUNDING | \$ 300,000 | \$ 635,000 | \$ 9,225,000 | \$ 2,380,000 | \$ 538,000 | \$ 345,000 | \$ 199,822 | \$ 82,000 | \$ 2,380,000 | \$ 936,421 | \$ 17,021,243 | |

FY 16 TDA/STA Claim

Santa Cruz Metropolitan Transit District

Transit Operator Compliance Certificate

California Department of Highway Patrol

TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

SANIA CRUZ METROPOLITAIN TRANSIT DISTRICT

| | |
|-----------------|------------------|
| ADDRESS | TELEPHONE NUMBER |
| 110 B VERNON ST | 831-469-1954 |

| | | |
|---------------------|----------|------------|
| CITY | ZIP CODE | COUNTY |
| SANIA CRUZ CA 95060 | | SANIA CRUZ |

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808 1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804 6, regarding transit bus operator certificates.

| | | |
|----------------|-----------|------------|
| ISSUED BY | ID NUMBER | DATE |
| JUAN R BARRIOS | A10027 | 07/02/2014 |

Destroy Previous Editions

Chp339_0809.pdf

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

| | | | | | |
|--|--|-----------|------------------|---------------|---------|
| NEW TERMINAL INFORMATION | | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BED |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 40366 | 51584 | 44 | |
| TERMINAL TYPE | | CODE | OTHER PROGRAM(S) | LOCATION CODE | SUBAREA |
| <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus | | B | | 720 | C44 |

TERMINAL NAME

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

TELEPHONE NUMBER (W/ AREA CODE)

(831) 469-1954

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

138 GOLF CLUB SANTA CRUZ CA 95060

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

110 B VERNON ST SANTA CRUZ CA 95060

INSPECTION LOCATION (NUMBER STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

| | | | | | | | |
|---|------------|---|------------------|--------------------|---------------|---|----------------|
| HM LIC NO | HWT REG NO | IMS LIC NO | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE | DRIVERS | BIT FLEET SIZE |
| | | | | | I- 109 II- | 166 | |
| EXP DATE | EXP DATE | EXP DATE | REG CT | HW VEH | HW CONT | PPB / CSAT | |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| CONSOLIDATED TERMINALS | | FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS) | | | | | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | | | | |

EMERGENCY CONTACTS (In Calling Order of Preference)

| | | |
|--------------------------|---------------------------------|-----------------------------------|
| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO (W/ AREA CODE) | NIGHT TELEPHONE NO (W/ AREA CODE) |
| ALEX CLIFFORD | (831) 426-6080 EXT 110 | (951) 741-0351 |
| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO (W/ AREA CODE) | NIGHT TELEPHONE NO (W/ AREA CODE) |
| SHAWN O'DONNELL | (831) 426-6080 | (831) 426-6080 |

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2013]

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

OPERATING AUTHORITIES OR PERMITS


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

| | | | | | | |
|------------------------|------|--|-----------------|------------------------------|--|-----------------|
| INSPECTION FINDINGS | | INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable | | | | |
| REQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 N/A 2 3 4 | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 20 Time | No. 25 Time | No. 20 Time 18.0 | TIME N/A | TOTAL TIME |
| DRIVER HOURS | | HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted | | CONTAINERS/TANKS No. Time | VEHICLES PLACED OUT-OF-SERVICE Vehicles 1 Units | |
| BRAKES | | REMARKS | | | | |
| LAMPS & SIGNALS | | MAINTENANCE PROGRAM | | | | |
| CONNECTING DEVICES | | 13 CCR1230 The vehicle(s) listed below have been placed Out-of-Service for defects found during this terminal inspection: | | | | |
| STEERING & SUSPENSION | | Bus # 2224, 2003 New Flyer, License 1161764 Ruptured suspension air bag | | | | |
| TIRES & WHEELS | | Vehicle(s) identified above may be returned to highway service only after proper repair of the Out-of-Service condition(s) | | | | |
| EQUIPMENT REQUIREMENTS | 2 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

| | | | | | | | |
|---|--------------------------|--|--------------------------|--------------|--------------------|--|----------|
| BIT | NON - BIT | FEES DUE | CHP 345 | CHP 100D COL | INSPECTION DATE(S) | TIME IN | TIME OUT |
| <input type="checkbox"/> I <input type="checkbox"/> R | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | | 7/2/2014 | 0800 | |
| INSPECTED BY (NAME(S)) | | | | | ID NUMBER(S) | SUSPENSE DATE | |
| J. R. BARRIOS | | | | | A10027 | <input type="checkbox"/> Auto <input checked="" type="checkbox"/> None | |

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 22), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (805) 549-3261 within 5 calendar days of the rating.

| | | |
|---------------------------------------|---|-----------------------------|
| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
| SATISFACTORY |  | 7/2/2014 |
| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER STATE |
| MIKE STANGE | FLEET MAINTENANCE MANAGER | CA |

CONTINUATION

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

| | | | | | |
|--------------|---|-----------|----------|---------------------------|---------|
| CARRIER NAME | SANTA CRUZ METROPOLITAIN TRANSIT DISTRICT | DATE | 06/03/13 | THIS IS A CONTINUATION OF | CHP 343 |
| ADDRESS | 138 GOLF CLUB SANTA CRUZ CA 95060 | CA NUMBER | 40366 | FC NUMBER | 51584 |

REMARKS

Refer to ASPEN report number CA3P2Y000370 through CA3P2Y000389 for bus inspection information

DRIVER RECORDS

No violations noted.

TERMINAL RATING

Other than noted vehicle violations, this terminal was found to be in compliance and a terminal safety compliance rating of satisfactory has been assigned.

CLARIFYING INFORMATION

Carrier is a municipal transit authority and operates primarily within Santa Cruz County.

AGENDA: April 14, 2015

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: FY 2015-16 Transportation Development Act Funds for Community Bridges

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the Transportation Development Act claim from Community Bridges in the amount of \$626,561 and recommend approval by the Regional Transportation Commission, contingent upon approval by the City of Santa Cruz to act as their claimant.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.5 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The RTC's budget was adopted in March and includes TDA allocations based on the Santa Cruz County Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2015-16 budget including Transportation Development Act (TDA) allocations for Community Bridges in the amount of \$626,561. Community Bridge's TDA Claim Form, scope of work and budget based on the RTC's approved budget will be made available for E&D TAC to review by April 10, 2015. Community Bridges staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions. Community Bridges will request that the City of Santa Cruz, as a local jurisdiction, act as the claimant.

Staff recommends that the E&D TAC approve the TDA claim for Community Bridges, and recommend RTC approval at their May 7, 2015 meeting, contingent upon approval by the City of Santa Cruz to act as the claimant.

SUMMARY

The E&D TAC annually reviews Transportation Development Act claims for Community Bridges, the Volunteer Center and Santa Cruz Metro, to ensure that these funds are allocated in accordance with TDA requirements and community

LIFT LINE

Consolidated Transportation Services Agency

236 Santa Cruz Avenue, Aptos, CA 95003

T. 831.425.1558 or 831.688.9663 F. 831.688.8302

April 10, 2015

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

RE: CTSA/City of Santa Cruz Claim for 2015/2016 TDA Revenues

Dear Mr. Dondero:

The City of Santa Cruz has been asked to act as Community Bridges claimant for the 2015/2016 fiscal year Transportation Development Act funds allocated to the consolidated Transportation Services Agency (CTSA). Please accept this letter that Community Bridges Lift Line attest to the accuracy of the claim and all its accompanying documentation.

The City of Santa Cruz will be asked to request a total of \$626,561 in TDA funds for the CTSA. The proposed payment schedule shown in Exhibit D includes an increased initial payment to cover annually remitted expenses including a substantial insurance premium due in July. The remaining quarters are adjusted for the difference.

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

Enclosed are:

1. 2015/2016 TDA Claim Form including CHP inspection and Written Report of activities
2. 2015/2016 Operating & Capital Budget (Exhibit A, pages 1-3)
3. CTSA Five Year Capital Improvement Plan (Exhibit B)
4. Operating Plan (Exhibit C-1, pages 1-4 & C-2, pages 1-2)
5. Schedule of Payments Requested (Exhibit D)
6. Statement of Role and Responsibility (Exhibit E)
7. Resolution of Community Bridges Board of Directors

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

Thank you,



Kirk Ance
Lift Line Program Director

Enclosures: 7

Please consider naming Lift Line in your estate plans.



Child and Adult Care
Food Program



Child Development Division



Elderday



Familia & Beach Flats Center



Live Oak
Family Resource Center

LIFT LINE

Consolidated Transportation
Services Agency



La Manzana
Community Resources



Meals on Wheels



Mountain Community
Resources



Women, Infants & Children
Nutrition Program

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

Submit a separate form for each project.

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

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

Project Information

1. Project Title: Lift Line / CTSA Specialized Paratransit Service for Santa Cruz County
2. Implementing Agency: Community Bridges
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
The City of Santa Cruz acts as the eligible TDA claimant for Lift Line. Lift Line receives the TDA funds through a contract with the City of Santa Cruz.
4. Funding requested this claim: TDA \$ 626,561
STA (transit only) \$ _____
5. Fiscal Year (FY) for which funds are claimed: FY 15 / 16
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:

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

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

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

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

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

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

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

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

11. Project Productivity Goals for this fiscal year:

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

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

Performance Measures to be included in Quarterly Reports

The quarterly reports are to include the following:

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

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

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

Lift Line's is projecting to provide service to over 700 Santa Cruz County residents who will need specialized wheel-chair accessible vans. We are projecting to provide and coordinate over 82,000 rides in the 2015/2016 fiscal year. *Please see Exhibit C-1 and C-2 Operating Plan for details.* Lift Line will continue to provide responsive, non-emergency health and medical paratransportation for seniors and disabled residents of Santa Cruz County, all of which are low-income. Trips are provided to health and medical destinations such as hospitals, medical centers and clinics, doctors' offices, pharmacies, dialysis centers, human services, and various mental health and physical therapy appointments. In partnership with Central Coast Alliance for Health, rides to medical destinations will be provided for qualified members. Lift Line continues to work closely with Watsonville Dialysis and Santa Cruz Satellite Dialysis to provide flexible services for its clients who are unable to use transit or METRO ParaCruz services.

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

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

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

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

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

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

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

Lift Line's goal is to continue to provide service in an efficient manner, however, with the increase of fuel costs, even while grouping rides, we are still projecting increased costs in our overall service. Lift Line was also awarded Section 5317 grant for funds in 2014-2015 to support same day medical transportation service, as identified in the AMBAG unmet needs plan. This new service was implemented in 2013 and we have been awarded 5317 funds to continue the project through April 30, 2015 .

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

What is the total project cost? Total CTSA Transportation Budget = \$1,469,645 (TDA only = \$626,561)

Is project fully funded? YES

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

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

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

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

| | |
|--|-----------------|
| 16. TDA Eligibility: | YES?/NO? |
| A. Has the project/program been approved by the claimant's governing body? Form of approval <u>Community Bridges Board Resolution</u> . (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____ | YES |
| B. Has this project previously received TDA funding? | YES |
| C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____) | N/A |
| D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval). <u>April 2015 E&D TAC meeting</u> | YES |
| E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov). | N/A |

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

17. Improving Program Efficiency/Productivity

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

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

This year, we are paying special attention to Elderday transportation costs, and we have initiated quarterly collaboration meetings between these two programs to improve the quality and efficiency of this service area.

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

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

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

Lift Line staff has also participated in numerous planning meetings and networking events to identify and expand services for area veterans. These efforts include attendance at county VetNet meetings and events, as well as participation in the Veterans Advisory Council. In recent years, Lift Line not only succeeded in

securing new funding to sustain and expand our previously volunteer-supported Out-of-County transportation services, connecting Santa Cruz County veterans with VA facilities in Monterey and Santa Clara Counties, but we also continued to provide and promote our in-county veterans transportation services at three weekly pickup and drop off locations, including the veterans' centers in Capitola and Santa Cruz, as well as the Homeless Service Center, with the final destination being the County Veterans Services office.

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

Lift Line will continue to assess the costs and demands for our services on an ongoing regular basis, and structure our routes and staffing to be as responsive and efficient as possible. Lift Line staff will continue to participate in outreach efforts to identify emerging needs in the community, and we will coordinate with service providers to meet the transportation needs of low-income elderly and disabled residents, including our area veterans. This year, we expect to make diligent progress toward working with Elderday efficiencies to ensure optimum programming and use of our limited funds.

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

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

This year we are expecting to maintain transportation service for Elderday, and work on further program efficiencies to allow us to keep the program available to hundreds of dementia patients and their caregivers. Community Bridges is in the process of leading a major outreach effort to help raise awareness for the costs, challenges and risks associated with dementia in the community, while highlighting the effectiveness of the social, medical and therapeutic interventions Elderday has to offer.

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

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

- ☒ CTSA: Specialized Transportation: Quarterly to E/D TAC, RTC: Nov 2015, Jan 2016, Apr 2016, Jul 2016 and year end report 15/16

CTSA and Volunteer Center (Article 8) Only

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

Yes. For our target population we provide transportation that is otherwise not available. Lift Line paratransit services are provided to seniors and people with disabilities who can't drive, are not able or eligible to use METRO or METRO ParaCruz services (do not have the financial resources, have origins/destinations outside the service area, need same-day service, or have wheelchairs that do not meet the size criteria). We anticipate an increase in demand for Lift Line services proportionate to proposed increases in ParaCruz fees. Also, the out of county Medical ride services are used for residents who have no other resources, particularly due to financial restraints, to get to critical care treatment. The veterans we are currently providing paratransit

services for are funded through the FTA Section 5317 New Freedom (NF) Grants Program. This grant has been awarded through April 2015, and we very proud to be able to maintain this service for as long as possible, as demand for service for this specific population has continued to grow. Even though the 5317 funds for this service potentially could come to an end, Lift Line/CTSA will continue to seek other funding sources to support this service, which will now become an unmet need in the coordinated plan.

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

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

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

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

23. Discuss the needs and types of the passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2. (99246d, per 2010 Performance Audit)

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

24. **SCMTD, CTSC, Volunteer Center & RTC Only**) List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.

- Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
- For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
- Describe any problems encountered in implementing individual recommendations.

TDA Triennial Performance Audit Recommendations:

1) Community Bridges should work with its annual fiscal and compliance auditor to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.

Community Bridges' auditor has noted the amount of TDA revenues and expenses in our Audited Financials beginning with the audit of Fiscal Year 2013-14.

2) Develop expanded performance standards for CTSA service efficiency and effectiveness including:

- On-time Performance;
- Complaints per 1,000 Passenger Trips;
- Safety Incidents per 100,000 Vehicle Miles;
- Average Passenger Trip Length;
- Average Travel Time;
- TDA funding relative to total CTSA passengers;
- Ratio of other Lift Line revenue to TDA;
- Return on investment as a measure of effectiveness of meeting community transportation needs.

Lift Line has begun implementing methods to collect, track and report the suggested additional performance measures to include in the 4th quarter TDA Report for FY 2014-15.

Documentation to Include with Your Claim:

All Claims

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

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

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

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

Article 4 Transit Claims

- ☒ A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ Other Certifications
- ☒ Written report of current and upcoming activities. (per RTC Rules and Regulations)

Local Agency Certification:

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

Signature: [Signature] Title: CEO Date: 4/10/15

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

CARRIER INSPECTION
CHP 343D (Rev. 2-99) OPI 062☐ This report contains CONFIDENTIAL pages.Pages 1 of 1

| | | | |
|--|---------------------------------------|-------------------------|-----------------------|
| CARRIER NAME COMMUNITY BRIDGES | CA NUMBER 39499 | LOC. CODE 720 | SUBAREA C44 |
| STREET ADDRESS, CITY, STATE, ZIP CODE 240 FORD ST WATSONVILLE CA 95076 | PHONE NUMBER (831) 688-8840 | DATE 11/06/14 | |
| CARRIER REPRESENTATIVE JULIE GILBERTSON | TITLE H/R DIRECTOR | TIME IN | TIME OUT |
| INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS) | U.S. DOT NUMBER | MC NUMBER | |

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

☒ CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]☐ OTHER: _____

REMARKS

Carrier was found to be in compliance with 49 CFR 382, Random Controlled Substance and Alcohol Testing.

Carrier continues to participate in a self-directed random controlled substance and alcohol testing program.


No violations noted.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

| | | | | | |
|---|--|----------------------------------|--|--|---------------------|
| RATING HISTORY 1 S 2 S 3 S 4 S | NUMBER OF RECORDS INSPECTED 14 | NUMBER OF VIOLATIONS 0 | CHP 345 ISSUED <input type="checkbox"/> | SUSPENSE DATE <input type="checkbox"/> Auto <input checked="" type="checkbox"/> None | CHP 100D COLUMN NO. |
| INSPECTED BY (NAME) J. R. BARRIOS | | | ID NUMBER A10027 | CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus | |

MOTOR CARRIER CERTIFICATION

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

| | | |
|---|---|---------------------------------|
| CARRIER REPRESENTATIVE'S PRINTED NAME KIRK ANCE | TITLE PROGRAM DIRECTOR | DRIVER LICENSE NUMBER AND STATE |
| CARRIER REPRESENTATIVE'S SIGNATURE  | CURRENT CARRIER RATING SATISFACTORY | DATE 11/06/14 |

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

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

| | |
|--|---|
| TERMINAL NAME COMMUNITY BRIDGES | TELEPHONE NUMBER (W / AREA CODE) (831) 688-8840 |
| TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE) 240 FORD ST WATSONVILLE CA 95076 | |
| MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE) 236 SANTA CRUZ AVE APTOS CA 95003-4438 | INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) |

LICENSE, FLEET AND TERMINAL INFORMATION

| | | | | | | | |
|---|---------------|---|------------------|--------------------|-----------------------------|---|----------------|
| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE I- 4 II- 6 | DRIVERS 14 | BIT FLEET SIZE |
| EXP. DATE | EXP. DATE | EXP. DATE | REG. CT | HW VEH. | HW CONT. | PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS) | | | | | |

EMERGENCY CONTACTS (In Calling Order of Preference)

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

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2013]

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

OPERATING AUTHORITIES OR PERMITS

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

| | | | | | | | |
|--|---------------------------------------|---|-------------------------------------|---|---|-----------------|----------|
| INSPECTION FINDINGS | | INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable | | | | | |
| REQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL | |
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 N/A 2 3 4 | 1 S 2 S 3 S 4 S | |
| DRIVER RECORDS | | No. 4 Time | No. 11 Time | No. 4 Time | TIME N/A | TOTAL TIME | |
| DRIVER HOURS | | HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted | | CONTAINERS/TANKS No. 0 Time | VEHICLES PLACED OUT-OF-SERVICE Vehicles Units | | |
| BRAKES | | REMARKS MAINTENANCE PROGRAM No violations noted Refer to CHP 407F/343A/Aspen report number CA3P2Y000538 through CA3P2Y000541 for bus inspection information. | | | | | |
| LAMPS & SIGNALS | | | | | | | |
| CONNECTING DEVICES | | | | | | | |
| STEERING & SUSPENSION | | | | | | | |
| TIRES & WHEELS | | | | | | | |
| EQUIPMENT REQUIREMENTS | | | | | | | |
| CONTAINERS & TANKS | | | | | | | |
| HAZARDOUS MATERIALS | | | | | | | |
| B/T <input type="checkbox"/> I <input type="checkbox"/> R | NON - B/T <input type="checkbox"/> | FEEES DUE <input type="checkbox"/> Yes <input type="checkbox"/> No | CHP 345 <input type="checkbox"/> | CHP 100D COL. <input type="checkbox"/> | INSPECTION DATE(S) 11/6/2014 | TIME IN | TIME OUT |
| INSPECTED BY (NAME(S)) J. R. BARRIOS | | | | ID NUMBER(S) A10027 | SUSPENSE DATE <input type="checkbox"/> Auto <input checked="" type="checkbox"/> None | | |

MOTOR CARRIER CERTIFICATION

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

| | | |
|--|---|---|
| CURRENT TERMINAL RATING SATISFACTORY | CARRIER REPRESENTATIVE'S SIGNATURE KIRK ANCE JULIE GILBERTSON | DATE 11/6/2014 |
| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE PROGRAM DIRECTOR | DRIVER LICENSE NUMBER STATE 04663230 CA |

CONTINUATION

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

| | | |
|--------------|----------------------------------|---|
| DATE | 11/06/14 | THIS IS A CONTINUATION OF CHP 343 |
| CARRIER NAME | COMMUNITY BRIDGES | CA NUMBER 39499 |
| ADDRESS | 240 FORD ST WATSONVILLE CA 95076 | FC NUMBER 29134 |

REMARKS

DRIVER RECORDS

No violations noted

TERMINAL RATING

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

CLARIFYING INFORMATION

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

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
(805) 549-3261

Report Number: CA3P2Y000538
Inspection Date: 11/06/2014
Start: 9:00:00 AM PT End: 9:45:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:
MC/MX#:
State#: 39499

Phone#: 831-688-8840
Fax#:

Location: 240 FORD ST
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|------|------|------|------|-------|---------|--------------|-------------------|--------|--------|---------------|-------------|
| 1 | BU | FORD | 2013 | CA | 7CNS135 | 775 | 1FDFE4FS3DDB12717 | 14,500 | | 20626756 | |

BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---------|------|------|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: C44; Veh #1 Type: 1; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Odometer: 17306; File Code Number: 29134; Fuel Type: G; Passenger Capacity: 17; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #:
A10027

Copy Received By:

Page 1 of 1



CA CA3P2Y000538

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
(805) 549-3261

Report Number: CA3P2Y000539
Inspection Date: 11/06/2014
Start: 10:00:00 AM PT End: 10:45:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#: Phone#: 831-688-8840
MC/MX#: Fax#:

State#: 39499

Location: 240 FORD ST
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|------|------|------|------|-------|---------|--------------|-------------------|--------|--------|---------------|-------------|
| 1 | BU | FORD | 2013 | CA | 7CNS139 | 773 | 1FDFE4FS4DDB12709 | 14,500 | | 20626757 | |

BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---------|------|------|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: C44; Veh #1 Type: 12; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Odometer: 18268; File Code Number: 29134; Fuel Type: G; Passenger Capacity: 11; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #:
A10027

Copy Received By:

Page 1 of 1



CA CA3P2Y000539

X

X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
(805) 549-3261

Report Number: CA3P2Y000540
Inspection Date: 11/06/2014
Start: 11:00:00 AM PT **End:** 11:45:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:
MC/MX#:
State#: 39499

Phone#: 831-688-8840
Fax#:

Location: 240 FORD ST
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|------|------|------|------|-------|---------|--------------|-------------------|--------|--------|---------------|-------------|
| 1 | BU | FORD | 2013 | CA | 7ELG402 | 777 | 1FD4E4FS2DDB16130 | 14,500 | | 20626758 | |

BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---------|------|------|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: C44; Veh #1 Type: 12; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Odometer: 6085; File Code Number: 29134; Fuel Type: G; Passenger Capacity: 15; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
 NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
 J. BARRIOS

Badge #:
 A10027

Copy Received By:

Page 1 of 1



CA CA3P2Y000540

X _____ X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
(805) 549-3261

Report Number: CA3P2Y000541
Inspection Date: 11/06/2014
Start: 12:00:00 PM PT End: 12:45:09 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:

Phone#: 831-688-8840

MC/MX#:

Fax#:

State#: 39499

Location: 240 FORD ST

Highway:

County: SANTA CRUZ, CA

MilePost:

Origin:

Destination:

Driver:

License#:

Date of Birth:

CoDriver:

License#:

Date of Birth:

Shipper:

Bill of Lading:

Cargo:

State:

State:

VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|------|------|------|------|-------|---------|--------------|-------------------|--------|--------|---------------|-------------|
| 1 | BU | FORD | 2013 | CA | 7ELG306 | 776 | 1FDFE4FS5DDB12718 | 14,500 | | | |

BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---------|------|------|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: C44; Veh #1 Type: 12; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Odometer: 16595; File Code Number: 29134; Fuel Type: D; Passenger Capacity: 13; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #:
A10027

Copy Received By:

Page 1 of 1



CA CA3P2Y000541

X _____ X _____

Lift Line 2015-16 TDA Claim Form Article 4
Written Report of Current and Upcoming Activities

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

Lift Line provides and coordinates the most accessible, reliable and safe transportation possible. Lift Line provided over 80,000 rides in the past year to frail, elderly, and disabled county residents at no cost to the passengers “client”. Lift Line operates daily Monday through Friday from 8:00 a.m. until 4:00 p.m. 250 days a year; we extend our hours for Santa Cruz County emergencies, special occasion and/or special requests. Lift Line also coordinates and schedules taxi rides that are provided outside of business hours.

With a current fleet of 18 vehicles, Lift Line provides a variety of services to assist seniors and people with disabilities in getting to where they need to go.

Current Services Offered Include:

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

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

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

Taxi Scrip: Taxi Scrip is available for persons who are disabled and/or age 60 and over. Depending on income \$30 of Scrip can be purchased for \$16 or \$30 worth of Scrip for \$8 (limited amounts of Scrip available).

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

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

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

Services to be discontinued as of April 15, 2015:

If continued funding cannot be secured, the following services are being discontinued in FY 2015-16. Note that Community Bridges has applied for Section 5310 funding to continue these services in January 2016. If awarded, Lift Line will reinstate these services at reduced levels of about 25% of previous service levels given the available funding.

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

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

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

Upcoming Challenges

Community Bridges lease for the Lift Line Maintenance Facility and Fleet parking located at 240 Ford St. in Watsonville will expire October 15, 2015. While we plan to secure a new lease at this same location, finding a permanent location and funding to build or purchase a Lift Line Maintenance/Operations Facility has been identified as an unmet paratransit need by the Elderly and Disabled Transportation Advisory Committee and is part of the overall Unmet Paratransit and Transit Needs List.

**COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2015-16 BUDGET**

EXHIBIT A, Page 1 of 3

| ACCOUNT TITLE | TDA 2015-16 BUDGET | Non-TDA 2015-16 BUDGET | CTSA 2015-16 BUDGET | TDA 2014-15 BUDGET | Non-TDA 2014-15 BUDGET | CTSA 2014-15 BUDGET |
|--|-----------------------------------|---------------------------------------|------------------------------------|-----------------------------------|---------------------------------------|------------------------------------|
| PERSONNEL: | | | | | | |
| SALARIES & WAGES | 227,986 | 323,785 | 551,770 | 228,385 | 410,841 | 639,226 |
| FRINGE BENEFITS: UNEMPLOYMENT | 2,280 | 3,238 | 5,518 | 2,284 | 2,761 | 5,045 |
| WORKERS COMP | 29,205 | 41,498 | 70,703 | 28,662 | 46,647 | 75,309 |
| HEALTH INSUR. | 54,648 | 77,602 | 132,250 | 59,951 | 78,786 | 138,737 |
| FICA | 17,441 | 24,769 | 42,210 | 17,471 | 26,293 | 43,764 |
| 401K PLAN | 1,140 | 1,614 | 2,754 | 1,370 | 2,002 | 3,372 |
| TOTAL PERSONNEL COSTS: | 332,699 | 472,506 | 805,205 | 338,124 | 567,329 | 905,453 |
| SERVICES & SUPPLIES: | | | | | | |
| OPERATING: | | | | | | |
| VEHICLE OPERATIONS-GAS | 53,059 | 51,449 | 104,508 | 51,765 | 53,305 | 105,070 |
| VEHICLE LICENSES | 1,045 | 1,321 | 2,366 | 1,020 | 1,288 | 2,308 |
| VEHICLE MAINTENANCE | 10,784 | 10,996 | 21,780 | 10,521 | 12,228 | 22,749 |
| VEHICLE INSURANCE | 31,176 | 55,177 | 86,353 | 30,416 | 50,583 | 80,999 |
| COMMUNICATIONS-RADIO | 9,160 | 2,332 | 11,492 | 8,936 | 2,276 | 11,212 |
| TOTAL VEH. OPERATING COSTS: | 105,225 | 121,274 | 226,499 | 102,658 | 119,680 | 222,338 |
| OTHER OPERATING & ADMINISTRATION COSTS: | | | | | | |
| PROFESSIONAL SERVICES | 942 | 5,009 | 5,951 | 919 | 4,780 | 5,699 |
| JANITORIAL SERVICES/SUPPLIES | 555 | 2,013 | 2,568 | 542 | 1,877 | 2,419 |
| FUNDRAISING COMM RELATIONS | 0 | 1,024 | 1,024 | 0 | 1,024 | 1,024 |
| PUBLICITY/MEDIA | 0 | 0 | 0 | 0 | 0 | 0 |
| SPECIAL EVENTS | 0 | 292 | 292 | 0 | 292 | 292 |
| STAFF TRAVEL | 320 | 0 | 320 | 820 | 0 | 820 |
| MINOR EQUIPMENT | 0 | 0 | 0 | 500 | 0 | 500 |
| EQUIPMENT MAINT & REPAIR-TRAPEZE | 26,827 | 0 | 26,827 | 25,908 | 265 | 26,173 |
| OFFICE SUPPLIES | 571 | 0 | 571 | 755 | 57 | 812 |
| PROGRAM SUPPLIES | 597 | 989 | 1,586 | 583 | 1,467 | 2,050 |
| VEHICLE MAINT SUPPLIES | 424 | 187 | 611 | 414 | 182 | 596 |
| COMPUTER SUPPLIES/RELATED | 168 | 36 | 204 | 164 | 35 | 199 |
| POSTAGE | 577 | 226 | 803 | 563 | 209 | 772 |
| SPACE RENTAL | 15,865 | 34,129 | 49,994 | 15,478 | 33,201 | 48,679 |
| UTILITIES | 2,743 | 2,303 | 5,046 | 2,676 | 2,447 | 5,123 |
| SPACE MAINTENANCE | 259 | 642 | 901 | 253 | 2,729 | 2,982 |
| TELEPHONE | 2,035 | 2,139 | 4,174 | 1,985 | 2,100 | 4,085 |
| MISCELLANEOUS FEES | 457 | 767 | 1,224 | 446 | 934 | 1,380 |
| STAFF TRAINING | 970 | 0 | 970 | 1,014 | 375 | 1,389 |
| INSURANCE-GEN'L LIABILITY & FIDELITY | 2,127 | 879 | 3,006 | 2,442 | 505 | 2,947 |
| MEMBERSHIPS/SUBSCRIPTIONS | 570 | 0 | 570 | 467 | 89 | 556 |
| PRINTING & COPYING | 56 | 2,053 | 2,109 | 54 | 1,799 | 1,853 |
| ADVERTISING | 0 | 100 | 100 | 0 | 551 | 551 |
| SUBSIDIZED TAXI - ELDERDAY RIDES | 8,777 | 0 | 8,777 | 7,523 | 0 | 7,523 |
| SUBSIDIZED TAXI - MOW RIDES | 536 | 0 | 536 | 459 | 0 | 459 |
| SUBSIDIZED TAXI - LL RIDES | 7,532 | 0 | 7,532 | 4,618 | 0 | 4,618 |
| SUBSIDIZED TAXI - SCRIP | 24,876 | 0 | 24,876 | 26,353 | 0 | 26,353 |
| MSSP SERVICE EXPENSE | 0 | 13,846 | 13,846 | 0 | 16,871 | 16,871 |
| TRANSF TO EQUIP RESERVE | 0 | 0 | 0 | 0 | 0 | 0 |
| TRANSF FROM EQUIP RESERVE | 0 | 0 | 0 | 0 | 0 | 0 |
| MAJOR EQUIPMENT 5310 | 0 | 131,978 | 131,978 | 0 | 7,600 | 7,600 |
| MAJOR EQUIPMENT-NON 5310 | 0 | 0 | 0 | 0 | 6,179 | 6,179 |
| AGENCY OVERHEAD | 90,851 | 50,694 | 141,545 | 90,853 | 36,743 | 127,596 |
| TOTAL ADMINISTRATION COSTS: | 188,637 | 249,304 | 437,941 | 185,790 | 122,310 | 308,100 |
| TOTAL EXPENDITURES | 626,561 | 843,084 | 1,469,645 | 626,572 | 809,319 | 1,435,891 |
| TOTAL REVENUES | 626,561 | 843,084 | 1,469,645 | 626,572 | 809,319 | 1,435,891 |
| NET GAIN (LOSS) | (0) | 0 | 0 | (0) | 0 | 0 |

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2015-16 BUDGET

EXHIBIT A, Page 2 of 3

| ACCOUNT TITLE | TDA 2015-16 BUDGET | Non-TDA 2015-16 BUDGET | CTSA 2015-16 BUDGET | TDA 2014-15 BUDGET | Non-TDA 2014-15 BUDGET | CTSA 2014-15 BUDGET |
|---------------------------------|--------------------------|------------------------------|---------------------------|--------------------------|------------------------------|---------------------------|
| REVENUE: | | | | | | |
| TDA | 626,561 | 0 | 626,561 | 626,572 | 0 | 626,572 |
| CITY OF SANTA CRUZ | | 15,559 | 15,559 | | 15,150 | 15,150 |
| CITY OF CAPITOLA | | 46,948 | 46,948 | | 45,714 | 45,714 |
| CITY OF SCOTTS VALLEY | | 3,032 | 3,032 | | 2,952 | 2,952 |
| CITY OF WATSONVILLE | | 1,941 | 1,941 | | 1,890 | 1,890 |
| COUNTY OF SANTA CRUZ | | 9,264 | 9,264 | | 9,020 | 9,020 |
| AREA AGENCY ON AGING-TITLE IIIB | | 39,281 | 39,281 | | 39,281 | 39,281 |
| FTA SECTION 5310-TRADITIONAL | | 131,978 | 131,978 | | 7,600 | 7,600 |
| FTA SECTION 5310-EXPANDED | | 42,000 | 42,000 | | 0 | 0 |
| FTA SECTION 5317 | | 0 | 0 | | 138,241 | 138,241 |
| MONTEREY PENIN FDN | | 50,000 | 50,000 | | 40,000 | 40,000 |
| MEDI-CAL (CAAH) | | 2,144 | 2,144 | | 2,144 | 2,144 |
| OUTSIDE CONTRACTS | | 34,005 | 34,005 | | 19,005 | 19,005 |
| OUTSIDE CONTRACTS- ISSP | | 50,237 | 50,237 | | 50,237 | 50,237 |
| SCRIP - CLIENT TAXI PMTS | | 7,878 | 7,878 | | 7,425 | 7,425 |
| SCRIP - MSSP | | 22,638 | 22,638 | | 24,269 | 24,269 |
| MOW INTER-PROGRAM CHARGES | | 42,500 | 42,500 | | 42,500 | 42,500 |
| ELDERDAY INTER-PROGRAM CHARGES | | 313,146 | 313,146 | | 335,880 | 335,880 |
| INTEREST INCOME | | 0 | 0 | | 0 | 0 |
| FUNDRAISING | | 600 | 600 | | 600 | 600 |
| DONATIONS | | 18,110 | 18,110 | | 11,400 | 11,400 |
| PROGRAM INCOME - OTHER | | 0 | 0 | | 0 | 0 |
| VEHICLE INTER-PROGRAM | | 4,823 | 4,823 | | 5,511 | 5,511 |
| VEHICLE SALES | | 7,000 | 7,000 | | 10,500 | 10,500 |
| TOTAL REVENUES | 626,561 | 843,084 | 1,469,645 | 626,572 | 809,319 | 1,435,891 |

**COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2015-16 BUDGET**

EXHIBIT A, Page 3 of 3

| OPERATING FUND SOURCES | CTSA FINAL FY 13-14 | CTSA BUDGET FY 14-15 | CTSA BUDGET FY 15-16 |
|---------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| TDA | 599,743 | 626,572 | 626,561 |
| CITY OF SANTA CRUZ | 15,000 | 15,150 | 15,559 |
| CITY OF CAPITOLA | 44,730 | 45,714 | 46,948 |
| CITY OF SCOTTS VALLEY | 2,825 | 2,952 | 3,032 |
| CITY OF WATSONVILLE | 1,890 | 1,890 | 1,941 |
| COUNTY OF SANTA CRUZ | 8,826 | 9,020 | 9,264 |
| AREA AGENCY ON AGING-TITLE IIIB | 39,313 | 39,281 | 39,281 |
| FTA SECTION 5310-EXPANDED | 0 | 0 | 42,000 |
| FTA SECTION 5317 | 334,397 | 138,241 | 0 |
| MONTEREY PENIN FDN | 0 | 40,000 | 50,000 |
| MEDI-CAL (CCAH) | 6,373 | 2,144 | 2,144 |
| OUTSIDE CONTRACTS | 12,399 | 19,005 | 34,005 |
| OUTSIDE CONTRACT - ISSP | 46,954 | 50,237 | 50,237 |
| TAXI SCRIP SALES | 7,095 | 7,425 | 7,878 |
| MSSP SCRIP | 21,667 | 24,269 | 22,638 |
| MOW INTERPROGRAM CHGS. | 30,000 | 42,500 | 42,500 |
| ELDERDAY INTERPROGRAM CHGS. | 273,569 | 335,880 | 313,146 |
| INTEREST INCOME | 0 | 0 | 0 |
| FUNDRAISING | 75 | 600 | 600 |
| DONATIONS | 10,650 | 11,400 | 18,110 |
| VEHICLE INTERPROGRAM | 2,498 | 5,511 | 4,823 |
| VEHICLE SALES | 8,500 | 10,500 | 7,000 |
| MISC INCOME | 0 | 0 | 0 |
| SUBTOTAL REVENUES | 1,466,504 | 1,428,291 | 1,337,667 |
| SECTION 5310 - PASS THRU | 481,000 | 7,600 | 131,978 |
| TOTAL REVENUES | 1,947,504 | 1,435,891 | 1,469,645 |

EXHIBIT B

CTSA FIVE YEAR CAPITAL IMPROVEMENT PLAN 14/15 FISCAL YEARS: 14/15 THROUGH 18/19

| CAPITAL REVENUE | | | | | |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Projected 2014-2015 | Projected 2015-2016 | Projected 2016-2017 | Projected 2017-2018 | Projected 2018-2019 |
| Fund Balance | \$167 | \$168 | \$169 | \$170 | \$171 |
| FTA Section 5310 | \$0 | \$132,000 | \$0 | \$425,000 | \$290,000 |
| Addition to Fund | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fund Interest | \$1 | \$1 | \$1 | \$1 | \$1 |
| Total | \$168 | \$132,169 | \$170 | \$425,171 | \$290,172 |
| CAPITAL EXPENDITURES | | | | | |
| | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 |
| Equipment Purchase | \$0 | \$132,000 | \$0 | \$425,000 | \$290,000 |
| Major Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$132,000 | \$0 | \$425,000 | \$290,000 |
| Year-End Balance | \$168 | \$169 | \$170 | \$171 | \$172 |

Notes:

1. As capital grants are indefinite, and as capital equipment arrival dates vary, projected figures may require adjustment.
2. "Equipment Purchase" in 15/16 is for 2 Vans and MDC's.
3. "Equipment Purchase" in 17/18 is for 3 Vans, 4 Buses, and MDC's.
4. "Equipment Purchase" in 18/19 is for 4 Buses and computer equipment.

EXHIBIT C-1
Lift Line / CTSA
15/16 OPERATING PLAN

1. Operating Plan

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

Service is focused on individuals that live outside the METRO ParaCruz service area, those who are unable to afford the METRO ParaCruz fare, those that do not meet the ADA complementary paratransit eligibility requirements, those needing same day service, and those that need a higher level of service than can be provided by METRO ParaCruz. Lift Line operates a fleet of 18 wheel-chair accessible vans. Transportation is provided to destinations such as doctors' offices, pharmacies, Elderday Adult Day Health Care, Senior Dining Centers, Dialysis Sites and various medical therapy appointments.

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

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

Lift Line is seeking to continue the TDA Medical Rides service and ensure that this service reaches those with the most need. Lift Line projected 4,300 TDA Medical Rides in FY 14/15, including direct service and coordinated taxi rides. At 67% of the 14/15 fiscal year, we have met our goal at 100%. We continue to maintain these basic, vital services.

Lift Line also coordinates with the local taxi companies to offer the very popular Taxi Scrip (TS) program. Lift Line projected 1,748 Taxi Scrip rides in FY 14/15. At 67% of the 14/15 fiscal year for which data is available, we have reached 73% of our goal.

This program serves as a safety net service for non-medical rides and rides needed outside the ADA-mandated METRO paratransit service areas. Individuals may purchase subsidized taxi scrip so that they can directly schedule taxi rides, and the majority of taxi vehicles are fully accessible for mobility devices. Currently all of residents that receive the Taxi Scrip at a discount are low income and below the federal 200% poverty level. Lift Line staff continue to update the TDA applications to reflect the new Federal Government poverty level guidelines. Area taxi service providers include: Deluxe Taxi, Courtesy Cab, and Santa Cruz Yellow Cab. Lift Line provides ongoing monitoring and assessment of the program to ensure that eligibility criteria are met, safety criteria are met by subcontractors, and to ensure there is no abuse of this vital program. The average cost per ride is now \$18, thereby decreasing the amount of rides that can be taken with the scrip. Currently clients can purchase three \$10.00 books, for a total of \$30.00 worth of scrip, for \$8.00 which would give them approximately one (1) or two (2) rides per book. There is currently a limit to purchase three books per person per quarter.

Lift Line projected 15,982 Meals on Wheels rides in FY 14/15, 8,625 of which were to be funded by TDA funds. At 67% of the year, we have reached 76% of our total goal.

While we are on track to meet our projected goal for the current fiscal year, last year we also saw demand for Meals on Wheels rides increase in the second half of the fiscal year by up to 8% over the first half. Taking this variable into account, we expect to exceed our 14/15 projection by 13%. Lift Line will continue to coordinate with the Meals on Wheels program to increase attendance at all of the senior dining centers, as Lift Line continues to meet with the Meals on Wheels Program Director and site managers to review unmet transportation service needs.

Lift Line projected to provide 28,781 Elderday rides in FY 14/15, 11,444 of which were to be funded by TDA. At 67% of the fiscal year, we have reached 77% of our goal.

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

Lift Line projected to provide 30,768 Winter Shelter ISSP program rides in FY 14/15, with 7,444 to be funded by TDA. At 67% of the fiscal year, Lift Line has reached 56% of our total goal, by providing 12,378 rides to date. We expect to reach our goal this year.

Lift Line/CTSA is requesting TDA funds to match Lift Line costs for providing transportation for the Homeless Service Center's Winter Shelter Program, which operates November through April of each year. Lift Line provides more than 20,000 rides to the additional shelter provided at the National Guard Armory. Through shelter staff input, we know that 30% of participants are disabled, 7% are seniors, and there are one to three wheelchair-using participants being transported both ways every day. We are asking for TDA funds to cover the rides for these senior and disabled participants, while we know that 100% of participants have unmet health care needs.

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

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

OPERATION PLAN SERVICE OF UNITS
EXHIBIT C-2
2015 / 2016

TABLE 1 - TDA PROPOSED SERVICE UNITS

| | TAXI SCRIP | MEDICAL TDA | MEALS ON WHEELS | ELDERDAY | WINTER SHELTER PROGRAM | TOTAL UNITS | TOTAL |
|--|---------------|----------------|--------------------|-----------|------------------------------|----------------|-----------|
| FUNDS ALLOCATED | \$34,110 | \$291,233 | \$82,327 | \$196,215 | \$22,676 | 36,250 | \$626,561 |
| OPERATING COST | \$8.69 | \$32.84 | \$6.02 | \$10.58 | \$1.97 | | |
| A. PROGRAM MANAGEMENT i.e., Mgmt Personnel: Director/Fleet Mgr, Admin Asst, Info Mgr, Rent, Liability Insur., Phone, Supplies, etc. | \$3.47 | \$10.25 | \$1.93 | \$3.40 | \$0.63 | | |
| B. ADMINISTRATION 14.5% of total cost per unit. | \$2.06 | \$7.31 | \$1.60 | \$2.37 | \$0.44 | | |
| TOTAL COST PER SERVICE UNIT | \$14.21 | \$50.39 | \$9.55 | \$16.35 | \$3.05 | | |
| 15/16 PROJECTED TDA UNITS OF SERVICE | 2,400 | 5,779 | 8,625 | 12,000 | 7,446 | 36,250 | |
| EQUIPMENT PURCHASE MATCH | | | | | | | \$0 |
| TOTAL TDA CLAIM REQUEST | | | | | | | \$626,561 |

Note 1 Taxi Scrip allocations went down while the projected units of service remain the same. The general cause of this is that shorter trips are being utilized. There continues to be a strong demand for this program. For the current FY 14-15, we are 43 units over our projected goal for the first six months.

Note 2 Medical TDA allocations were increased this year by approximately \$70,000 and the units of service increased by 1,479. It's expected that the demand for this ride type will increase as the funding for Same-Day Medical transportation is either eliminated or greatly reduced.

Note 3 Meals on Wheels allocations went down while the projected units of service remains the same. This is mostly due to efficient consolidation of rides.

Note 4 Elderday allocations decreased the second year in a row while we projected doing more units of service this FY. This was done by eliminating our subcontractor, Medical Appointments Made Easy (MAME), and doing a double run with one of our Elderday busses making it more efficient.

Note 5 Winter Shelter Program allocations went up \$7,690 as direct reflection of the cost per service unit going up by \$1.04 and our projected units of service remaining the same. The main cause for this increase is the limited availability of our one and only 25 passenger bus due to mechanical issues and the fact that it is getting old and less reliable. This means extra trips or an additional driver needed to compensate.

Note 6 It's believed that lower fuel cost has been a contributing factor in lowering the overall cost of service unit this cycle.

NON-TDA SUPPORTED

TABLE 2 - OTHER CTSA SERVICE UNITS

| | Meals on Wheels | Elderday Services | Winter Shelter | MSSP | Medical Section 5310 | Total Units | Total |
|--|--------------------|----------------------|-------------------|--------------|-------------------------|----------------|--------------------|
| Funds Allocated | \$77,644 | \$326,131 | \$50,237 | \$22,638 | \$42,000 | | \$518,650 |
| Revenue per Service Unit | \$9.55 | \$16.35 | \$3.05 | \$9.55 | \$56.00 | | |
| 15/16 Projection Units of Service | 8,134 | 19,945 | 16,496 | 2,372 | 750 | 47,697 | |
| Other Income | | | | | | | \$ 192,454 |
| Total Operating Income | | | | | | | \$711,104 |
| FTA Section 5310-Capital Equipment | | | | | | | 131,978 |
| TDA Claim | | | | | | | 626,561 |
| Grand Total | | | | | | | \$1,469,645 |

ROLLUP OF ALL RIDES

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

| | Taxi Scrip | Medical TDA | Meals on Wheels | Elderday | Winter Shelter | MSSP Taxi Scrip | Medical Section 5310 | Total Units |
|-----------------------------------|---------------|----------------|--------------------|----------|-------------------|--------------------|-------------------------|----------------|
| 2014-2015 Ride Projections | 2,400 | 5,779 | 16,759 | 31,945 | 23,942 | 2,372 | 750 | 83,947 |

Exhibit D

Schedule of Payments FY: 2015-2016 TDA Claim Life Line CTSA

| | |
|------------------|------------------|
| July 15, 2015 | \$219,296 |
| October 15, 2015 | 135,755 |
| January 15, 2016 | 135,755 |
| April 15, 2016 | 135,755 |
| Total | \$626,561 |

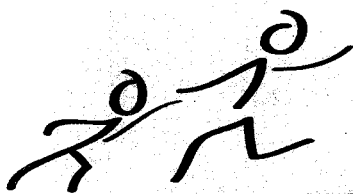
Preferred Method and Schedule for TDA fund distribution: Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount.

EXHIBIT E
Lift Line / CTSA
15/16 Statement of Role and Responsibility

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

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

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



COMMUNITY BRIDGES

Puentes de la Comunidad

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

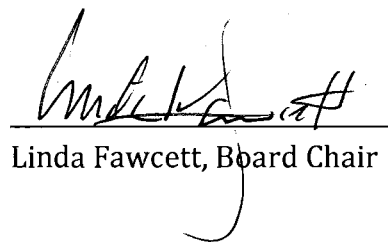
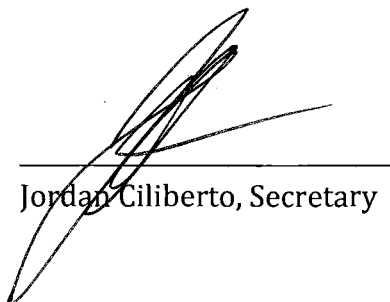
AGENCY BOARD RESOLUTION

RESOLUTION # 2015-04-01

At the duly noticed regular meeting of the Community Bridges Board of Directors/Governance Committee held on April 2, 2015 the following resolution was made:

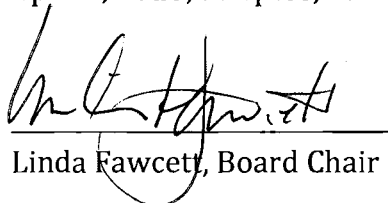
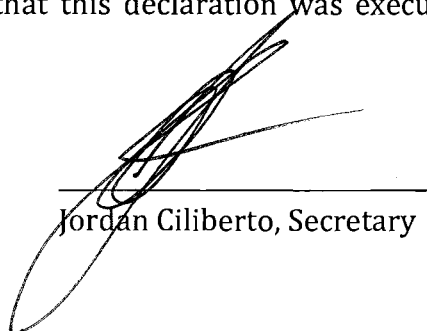
Be it resolved that the Governance Committee of the Board of Directors of Community Bridges (CB) hereby authorizes Community Bridges/Lift Line to make a claim for the 15/16 TDA funds from the Regional Transportation Commission through the City of Santa Cruz.

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


Linda Fawcett, Board Chair
Jordan Ciliberto, Secretary

VERIFICATION

Each of the undersigned declares under penalty of perjury under the laws of the State of California that the statements in the foregoing certificate are true and correct of his or her own knowledge, and that this declaration was executed on April 2, 2015, at Aptos, California.


Linda Fawcett, Board Chair
Jordan Ciliberto, Secretary

Child and Adult Care
Food Program



Child Development Division



Elderday



Familia & Beach Flats Center



Live Oak
Family Resource Center

LIFT LINE

Consolidated Transportation
Services Agency



La Manzana
Community Resources



Meals on Wheels



Mountain Community
Resources



140-29
Women, Infants & Children
Nutrition Program

AGENDA: April 14, 2015

TO: Elderly & Disabled Transportation Advisory Committee

FROM: Grace Blakeslee, Transportation Planner

RE: FY 2015-16 Transportation Development Act Funds for Volunteer Center

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the FY 2015-16 claim from the Volunteer Center in the amount of \$74,591 and recommend approval by the Regional Transportation Commission, contingent upon approval by the City of Santa Cruz to act as their claimant.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's ¼ cent share of the state's 7.5 cent sales tax according to state law and established formulas in the Commission's Rules and Regulations. The RTC's budget was adopted in March 2015 and includes TDA allocations based on the Santa Cruz County Auditor's estimates.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2015-16 budget including Transportation Development Act (TDA) allocations for the Volunteer Center in the amount of \$74,591.

The Volunteer Center's TDA Claim Form, scope of work and budget based on the RTC's approved budget are attached ([Attachment 1](#)). The Volunteer Center has a goal to use TDA funds to provide approximately 4,600 one-way trips to eligible clients over FY 2015-16. The Volunteer Center prioritizes trips based on type and income. Because this program uses volunteer drivers, it is a highly cost effective method of providing rides. Volunteer Center staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions. The Volunteer Center will request that the City of Santa Cruz, as a local jurisdiction, act as the claimant.

Staff recommends that the E&D TAC approve the TDA claim for the Volunteer Center, and recommend RTC approval at their May 7, 2015, contingent upon approval by the City of Santa Cruz to act as the claimant meeting.

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

Submit a separate form for each project.

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

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

Project Information

1. Project Title: Transportation Program
2. Implementing Agency: Volunteer Center of Santa Cruz
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. Funding requested this claim: TDA \$ 74591 _____
 STA (transit only) \$ _____
5. Fiscal Year (FY) for which funds are claimed: FY 2015 ____ / ____ 2016 ____
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:

☐ Article 8 Bicycle and/or Pedestrian Facility
☐ Article 4 Public Transportation

☒ Article 8 Specialized Transportation
☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
 Name: _____ Debra Brooks _____
 Telephone Number: 831-427-5070 _____ E-mail: rsvpvol@scvolunteercenter.org
 Secondary Contact (in event primary not available) :Lois Connell _____
 Telephone Number: 831-427-5070 E-mail: Lois@scvolunteercenter.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks. See attached scope of work
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All of Santa Cruz County
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)
 We know from needs assessments that low or free transportation to elderly and disabled persons out side of the fixed route are in desperate need. The Volunteer Centers Transportation Program is a vital link in providing this service. Volunteer drivers provide the service free of charge to clients through out the county.
11. Project Productivity Goals for this fiscal year:
 - a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.): The number of rides provided and the number of clients served will measure performance. This will be evaluated through ride reports compiled on each ride that details client, date and time of ride, destination of ride and driver providing ride. These records are entered into a computerized data file.
 - b. Number of people to be served/anticipated number of users of project/program (ex. number of

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

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

These trips will be targeted for geographic distribution as follows:

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

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

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

What is the total project cost? \$74591

Is project fully funded? Yes

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

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

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

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

d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:

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

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

17. Improving Program Efficiency/Productivity

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

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

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

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

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

CTSA and Volunteer Center (Article 8) Only

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

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

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

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

SCMTD, CTSC, Volunteer Center & RTC Only

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

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

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

SCMTD Only

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

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

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

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

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

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

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

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

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

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

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

Documentation to Include with Your Claim:

All Claims

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

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

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

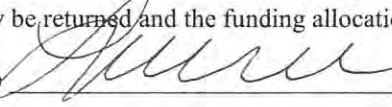
- ☐ **A copy of the operating and capital budgets for the coming fiscal year**
- ☐ **Description of capital projects**, including time frame over which project will be funded and implemented
- ☐ **Operating Plan** for current and upcoming activities – can be within project description

Article 4 Transit Claims

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

Local Agency Certification:

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

Signature  Title: Associate Director Date: 4-1-15

\\Rtcserv\Shared\GRANTS\TDA\TDAClaimForm07.doc

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

PROGRAM DESCRIPTION/SCOPE OF WORK
VOLUNTEER CENTER'S TRANSPORTATION PROGRAM
Fiscal Year 2015-2016

A. TARGET POPULATION

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

B. SERVICE GOALS

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

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

These trips will be targeted for geographic distribution as follows:

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

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

C. PROGRAM ACTIVITIES

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

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

D. QUARTERLY REPORTS

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

| | |
|--------------------------------|-------------------|
| Prior Year Annual Report: | September 4, 2015 |
| Quarterly Activities Report 1: | October 30, 2015 |
| Quarterly Activities Report 2: | February 5, 2016 |
| Quarterly Activities Report 3: | April 29, 2016 |
| Quarterly Activities Report 4: | July 29 2016 |

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

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

E. INSURANCE

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

F. CLAIMS

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

Annual Advance - July, 2015 \$74,591

Exhibit B
 Volunteer Center of Santa Cruz County
 Transportation Budget 2015-2016

Program Budget Worksheet

| Budget Unit NameTransportation | | Projected | Budget |
|------------------------------------|--------|---------------|---------------|
| Budget Number 5 | | 14-15 | 15-16 |
| Public Support | | | - |
| 4295 Transportation Commission | 74,591 | | 74,592 |
| SUBTOTAL OTHER REVENUES | | | - |
| TOTAL CURRENT YEAR REVENUES | | 74,592 | 74,591 |
| 5001 Hourly Wages | 42120 | | 42,120 |
| SUBTOTAL WAGES & SALARIES | | 42120 | 42,120 |
| 5012 Medical/Dental Insurance | 6500 | | 6,500 |
| 5013 Other Benefits | 100 | | 100 |
| 5025---6 Workers Comp | 512 | | 512 |
| 5016 Social Security/Medicare | 3222 | | 3,222 |
| 5018 State UI | | | 600 |
| SUBTOTAL BENEFITS & TAXES | | 10,934 | 10,934 |
| 6012 Auditing Expense | 196 | | 196 |
| 6018 Copies | 300 | | 300 |
| 6020 Custodial | 315 | | 315 |
| 6039 Facility Maintenance | 300 | | 300 |
| 6040 Insurance, General | 400 | | 400 |
| 6042 Insurance, Volunteer | 1,300 | | 1,300 |
| 6050 Postage | 140 | | 140 |
| 6059 Printing | 40 | | 40 |
| 6060 Rent | 335 | | 335 |
| 6061 Rent, Watsonville | 4013 | | 4,013 |
| 6078 Office Supplies | 100 | | 100 |
| 6088 Other Progr Supplies | 100 | | 100 |
| 6098 Mileage, Volunteers | 1,500 | | 1,500 |
| 6100 Telecommunication | 1,200 | | 1,200 |
| 6125 Utilities | 656 | | 656 |
| 6150 Volunteer Recognition | 200 | | 200 |
| 6160 Admin Fees | 10,443 | | 10,442 |
| TOTAL CURRENT EXPENSES | | 74,592 | 74,591 |

DATE: April 14, 2015

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Grace Blakeslee, Transportation Planner
RE: AMBAG Title VI Plan

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) review the Draft Association of Monterey Bay Area Government (AMBAG) Title VI Plan.

BACKGROUND

The federally required *2015 Title VI Plan* is a comprehensive document that guides AMBAG in the Title VI process. AMBAG receives federal funding through Caltrans and therefore is subject to this federal requirement. In 2012, the Federal Transit Administration (FTA) set new guidelines for Caltrans requiring sub-recipients of Caltrans Planning Grants to submit a Title VI Plan to FTA every three years. AMBAG, as a sub-recipient of such funds and as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay Region, must prepare and adopt a Title VI Plan at least once every three years. The *2015 Title VI Plan* will cover the three-year period from 2015-2018 and must comply with FTA Circular 4702.1B. The *2015 Title VI Plan* emphasizes the AMBAG Title VI process and procedures, including the use of public outreach techniques and innovative strategies to specifically include Limited English Proficiency (LEP) Populations within the region.

DISCUSSION

Title VI is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The requirements for the *2015 Title VI Plan* under FTA Circular 4702.1B incorporates environmental justice principles into plans, projects, and activities that receive funding from FTA.

A Title VI Plan is the required guide for all Title VI related activities conducted by AMBAG. As such, this plan will contain the procedures, strategies and techniques that will be used by AMBAG for increasing public involvement in all programs and projects that use federal funds and create a more inclusive public participation process for limited English proficiency (LEP) populations.

Key sections will include:

- Demographic Profile of the AMBAG Region
- Limited English Proficiency (LEP) Plan
 - Identify LEP Households within the AMBAG Region and create maps using GIS and 2010 U.S. Census Data

- List Public Outreach Strategies Specific to LEP Populations
- Title VI Notice, Complaint Procedures, and Complaint Forms in English and Spanish

The Draft *Title VI Plan* is attached not including the appendices as Attachment 1. To view the document with appendices, please go to AMBAG's website-

<http://www.ambag.org/sites/default/files/Title%20VI%20Plan%20-%20Final%20Public%20Draft%20031715.pdf>

Below are key dates for developing the *2015 Title VI Plan*:

- **April 1-30, 2015:** 30-day public comment period
- **April 14, 2015:** AMBAG staff will provide an overview of the 2015 Title VI Plan to RTC's E&D TAC
- **May 13, 2015:** AMBAG Board of Directors will be asked to adopt the *Final 2015 Title VI Plan*

Staff recommends that the Elderly & Disabled Transportation Advisory Committee review the Association of Monterey Bay Area Governments (AMBAG) Title VI Plan.

SUMMARY

The federally required *2015 Title VI Plan* is a comprehensive document that guides AMBAG in the Title VI process. AMBAG must prepare and adopt a Title VI Plan at least once every three years. The Draft AMBAG *Title VI Plan* is available for public review from April 1 to 30, 2015.

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Draft 2015 Title VI Plan

Association of Monterey Bay Area
Governments

March 2015



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I. Introduction

What is the basis for the authority of Title VI?

Title VI is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

What is the purpose of the authority?

Title VI prohibits recipients of Federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates Federal funding agencies to enforce compliance.

To whom does the authority apply?

Title VI is a Federal law that applies to recipients and sub-recipients of Federal financial assistance, and not to the United States Department of Transportation (DOT) itself. As a recipient, AMBAG is required to prepare a Title VI Plan.

What does the authority require, and of whom?

Under Title VI, DOT has the responsibility to provide oversight of recipients and to enforce their compliance with Title VI, to ensure that recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin.

Background

The Association of Monterey Bay Area Governments (AMBAG) is the federally designated Metropolitan Planning Organization (MPO) for the 18 cities and three counties within AMBAG's tri-county area of Santa Cruz, Monterey and San Benito Counties, which can be referred to as the "Monterey Bay region" (Figure 1-1). Each of the three counties in the Monterey Bay region has a RTPA responsible for countywide transportation planning and implementation - the Transportation Agency for Monterey County (TAMC), the Santa Cruz County Regional Transportation Commission (SCCRTC) and the San Benito County Council of Governments (SBtCOG). AMBAG also works in close coordination with the region's transit operators (Monterey-Salinas Transit and Santa Cruz METRO), local jurisdictions, Caltrans, the Monterey Bay Area Unified Air Pollution Control District (MBAUAPCD), state and federal resource agencies, local agency formation commissions, and other special purpose public agencies.

Figure 1-1 (AMBAG, January 2015)

The Association of Monterey Bay Area Governments (AMBAG) serves as the regional forum for the study and discussion of regionally significant issues, including housing, transportation, energy, and environmental quality. Elected officials from the 18 cities and the three counties form the AMBAG's Board of Directors. AMBAG's mission states:

"AMBAG provides strategic leadership and services to analyze, plan and implement regional policies for the benefit of the local jurisdictions within Counties of Monterey, San Benito and Santa Cruz, balancing local control with regional collaboration."

In pursuing its mission, AMBAG strives to inform and involve its jurisdictions and the general public throughout its various programs, projects, and work activities conducted by the agency.

AMBAG and its regional planning partners seek the participation of a diverse set of communities with an interest in regional planning efforts, including lower income households, minority populations, persons with disabilities, representatives from community and service organizations, tribal organizations, and other public agencies.

AMBAG and its partner agencies are required to satisfy statutory and regulatory guidelines in the structuring and implementation of its planning efforts. Both federal and state legislation, as well as local preference and practice, combine to shape the statutory environment that this Title VI Plan must satisfy.

Governing Legislation

Established by a joint powers agreement in 1968, AMBAG is a voluntary association of cities and counties in the Monterey Bay region. As directed by the joint powers agreement, AMBAG provides a forum for policy and planning issues of regional significance. AMBAG acts as the regional Council of Governments (COG) for Santa Cruz and Monterey counties, and since 1968 has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the region.

Membership of the Association of Monterey Bay Area Governments includes 21 jurisdictions within Monterey, San Benito, and Santa Cruz counties. An elected official from each jurisdiction is appointed by that jurisdiction's City Council or Board of Supervisors, with each of the 18 cities represented by one member and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from TAMC, SBtCOG, SCCRTC, Caltrans, Monterey-Salinas Transit (MST), Santa Cruz METRO and MBUAPCD each serve as Ex-Officio members.

AMBAG, as the designated MPO for the Monterey Bay region, must follow federal and state legislation when developing and programming transportation plans and projects. The following sections outline these requirements. For federal transportation planning and implementation purposes, the RTPAs are required to follow federal and state legislation only if they are utilizing federal funding.

AMBAG and its partner agencies are required to satisfy statutory and regulatory guidelines in the structuring and implementation of its planning efforts. Federal and state legislation, as well as local preference and practice, are combined to shape the statutory environment that this 2015 Title VI Plan must satisfy.

Federal Legislation

The Federal Transit Administration (FTA) Office of Civil Rights is authorized by the Secretary of Transportation to conduct civil rights compliance reviews for every MPO in California. FTA Circular 4702.1B sets new guidelines for Caltrans, as a recipient of FTA funding assistance, requiring sub-recipients of Caltrans Planning Grants to submit a Title VI Plan to FTA every three years. As a Caltrans grant sub-recipient and as the MPO for the Monterey Bay region, AMBAG is required to comply with the new FTA requirements associated with the use of these funds according to the following federal legislation.

Title VI of the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987

Title VI of the Civil Rights Act of 1964 prevents government agencies receiving federal funding from discriminating on the basis of race, color, national origin, or disability. The Civil Rights Restoration Act of 1987 extended Title VI's applicability to all programs sponsored by federally-aided agencies, regardless of the program's specific funding sources.

The concept of environmental justice emerged from these two regulations, and is founded on the principles of:

- Mitigating disproportionately high and adverse health or environmental effects on minority or low income populations
- Ensuring that all affected communities have the ability to participate fully in transportation decision making processes
- Preventing the denial, reduction or delay of receiving benefits by minority and low income populations

Moving Ahead for Progress in the 21st Century (MAP-21)

In 2012, President Obama signed into law a new two year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21), which is the first long-term highway authorization enacted since 2005. MAP-21 helps create a streamlined, performance-based and multimodal program to address the challenges facing the U.S. transportation system. MAP-21 was also created to emphasize the need for more public involvement in regional transportation decision making. The federal law requires metropolitan planning agencies such as AMBAG to "provide citizens, affected public agencies, representatives of public transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle

transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment” on all transportation-related projects and plans within the Monterey Bay region. MAP-21 requires AMBAG to coordinate transportation plans with our regional growth forecast, travel demand model and other related planning activities when developing major planning documents such as our Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and the Metropolitan Transportation Improvement Plan (MTIP) for the region.

Federal Transit Administration (FTA) Circular 4703.1 – Environmental Justice Policy Guidance for FTA Recipients

Adopted in October 2012, the purpose of this circular is to provide guidance to the recipients of FTA financial assistance in order to incorporate environmental justice principles into plans, projects, and activities that receive funding from FTA. The following guiding environmental justice principles must be considered through “all public outreach and participation efforts conducted by the FTA, its grantees and sub-grantees”.

- (1) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- (2) To ensure the full and fair participation by all potentially affected communities in the transportation decision making process, and to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations

Adopted in 2011, Executive Order 12898 provides for the intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. This order also requires every agency to incorporate environmental justice goals as part of its mission by addressing and identifying the disproportionately high and adverse human health or environmental effects of the agency’s programs and policies on disadvantaged communities.

Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency

Executive Order 13166 requires agencies to identify and develop services to provide those with limited English proficiency access to federally conducted and funded programs.

Executive Order 13175 - Consultation and Coordination with Indian Tribal Governments

Executive Order 13175 requires agencies to consult and coordinate with local Indian Tribal governments. In the Monterey Bay region there are no federally recognized tribes, however, staff does notify and consult the local Esselen and Ohlone/Costanoan tribal governments.

Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, & the Age Discrimination Act of 1975

The Americans with Disabilities Act of 1990 amended Title 42 regarding public health and welfare, to ensure the protection of civil rights regarding discrimination based on disability. The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability for any programs conducted by or receiving federal funding. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age for any program conducted by or receiving federal funding.

Regional Roles and Responsibilities

AMBAG, as the designated MPO, must follow federal and state legislation when developing and programming transportation projects. As a recipient of federal funding, AMBAG is required to implement a Title VI Plan for the region. Regional Transportation Planning Agencies are also required to follow federal and state legislation as well if they are utilizing federal funding.

State Department of Transportation

The California Department of Transportation (Caltrans) - District 5

Caltrans oversees the state transportation planning, and the metropolitan transportation planning and programming processes. Caltrans' primary responsibility is to ensure the function of the state highway system and develop transportation projects of statewide importance, including intercity rail projects. The State Transportation Improvement Program (STIP) includes transportation projects from throughout California, including those from all Monterey Bay region jurisdictions for approval by the California Transportation Commission (CTC), a policy making body appointed by the Governor and the State Legislature. In the Monterey Bay region, Caltrans District 5 is the liaison between our partner agencies and Caltrans Headquarters.

Metropolitan Planning Organization

Association of Monterey Bay Area Governments (AMBAG)

Established by a joint powers agreement in 1968, AMBAG is a voluntary association of cities and counties for the Monterey Bay region. As directed by the joint powers agreement, AMBAG provides a forum for policy and planning issues of regional significance. AMBAG acts as the regional Council of Governments (COG) for Santa Cruz and Monterey Counties

and since 1968 has been designated by the Governor as the MPO for the Monterey Bay region.

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AMBAG, as the MPO for the Monterey Bay region, is charged with developing and periodically updating a federal long range transportation plan and transportation improvement program for the region, as well as developing an annual Overall Work Program (OWP). These statutory requirements are satisfied throughout the development process of updating our Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP), and the Overall Work Program (OWP).

II. Demographic Profile - Mobility Needs Identified

To identify demographic - mobility needs, AMBAG will use the U.S. Census Bureau's 2010 Profile of General Population and Housing Characteristics for the Monterey Bay region. Within the tri-county area of Monterey, San Benito and Santa Cruz counties, the majority of the population is 62.2 percent White and 47 percent Hispanic/Latino. The rest of the tri-county population is approximately 5.2 percent Asian, 2.2 percent African American, and 1.2 percent American Indian. Below is a visual representation of the AMBAG region's demographic profile comparing all three counties with one another (Figures 1-2 and 1-3).

Figure 1-2: AMBAG Region Demographic Profile

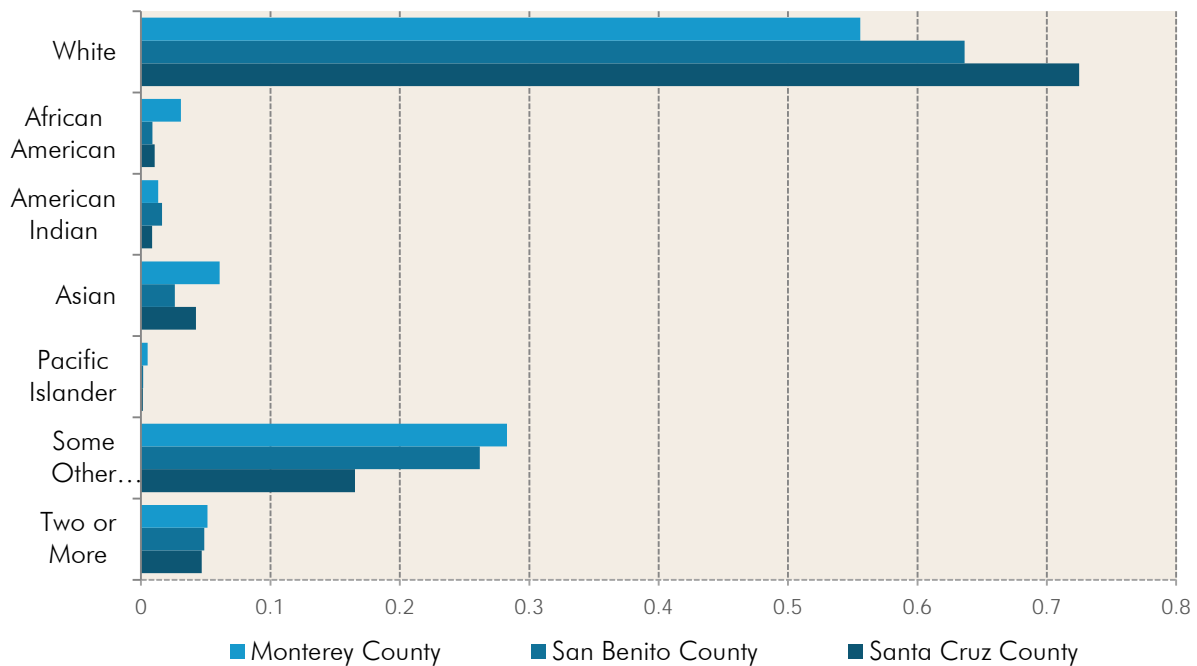
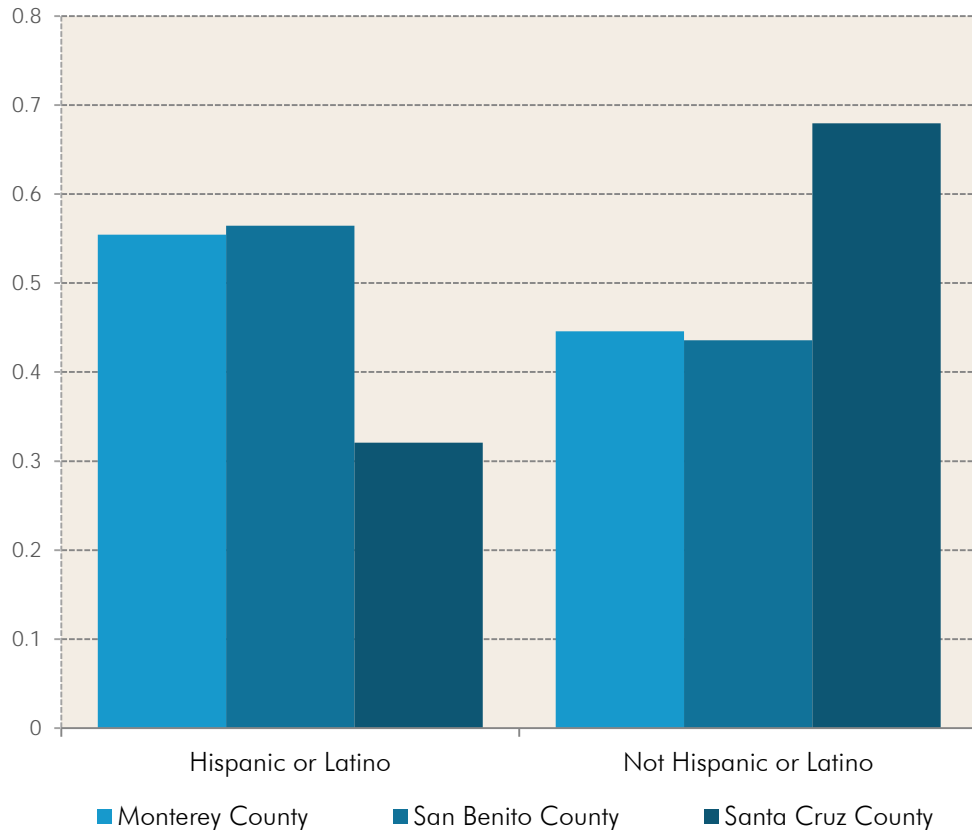


Figure 1-3: AMBAG Region Demographic Profile: Hispanic/Latino Population



With a significant Spanish-speaking population present and growing in the Monterey Bay region, this Title VI Plan is imperative to ensure that all members of the public are informed of and updated on major projects and plans for the region and can participate in AMBAG's inclusive public outreach process. For more information on the breakdown of Limited English Proficiency Households within the region, please refer to AMBAG's LEP Plan in Appendix E.

III. AMBAG's Title VI Policy Statement

Pursuant Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, AMBAG assures that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or otherwise subjected to discrimination under any agency-sponsored program or activity; nor shall sex, age, or disability stand in the way of fair treatment and respect for all individuals. In addition, AMBAG assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether or not those programs and activities are federally funded.

Although it is not AMBAG's responsibility to distribute federal funds to either an agency or entity, should for any reason AMBAG do so, AMBAG will include the Title VI language in all written agreements and contracts and will continue to monitor the funded project/plan for Title VI compliance. A Title VI Plan and Title VI compliance are conditions all MPOs in California must adhere to as recipients of federal funds from the United States Department of Transportation (DOT). As a recipient of such funds from DOT, AMBAG staff is authorized to ensure compliance with provisions of this policy and with the law, and acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by of Title 23 Code of Federal Regulation (CFR) 200 and Title 49 CFR 21.

IV. Title VI Responsibilities

In 2012, the Federal Transit Administration (FTA) required that all recipients and sub-recipients of federal funding must create a Title VI Plan and update the Plan at least every three years. As a recipient, AMBAG created the first Title VI Plan for the Monterey Bay region which includes a Limited English Proficiency (LEP) Plan (see Appendix E). Caltrans then ensures that all recipients and sub-recipients of federal funding complete a Title VI Plan to the FTA. The following are the detailed requirements that AMBAG must adhere to when creating and submitting this 2015 Title VI Plan, as designated by FTA Circular 4702.1B:

MPO Responsibilities

The Executive Director is responsible for implementing AMBAG's Title VI Program and ensuring compliance with the Title VI Plan. AMBAG Planning Staff is responsible for the overall management and day-to-day administration of the Title VI program, certifications and assurances. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints as received by AMBAG.
2. Prepare and maintain a description of the MPO's criteria for selecting entities to participate in an FTA grant program.
3. Collect statistical data (race, color, or national origin) of participants in and beneficiaries of state highway programs.
4. Prepare and maintain a description of how the MPO develops its competitive selection process or annual program of projects submitted to the FTA as part of its grant application, and maintain a record of funding requests received from private non-profit organizations, State or Local governmental authorities and Native American tribes.
5. Conduct annual Title VI reviews of program areas (planning, consultant selection) to determine the effectiveness of program activities at all levels.
6. Conduct Title VI reviews of consultants and other recipients of federal-aid highway fund contracts administered through AMBAG.
7. Participate in training programs on Title VI and other related statutes for AMBAG employees and recipients of federal highway funds (as needed).
8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
9. Conduct post-grant approval reviews of AMBAG programs and applicants for compliance with Title VI requirements.

10. Identify and eliminate discrimination.

11. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, within a period not to exceed 90 days.

Title VI Plan Contents: Checklist

According to DOT, every Title VI Program must include the following information:

(1) A copy of the recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.

AMBAG's Title VI Public Notice can be found in Appendix B and a physical copy will be located in front of our office at: 445 Reservation Road, Suite G, Marina, CA 93933.

(2) A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

Members of the public that feel discriminated against by AMBAG in any way may exercise their right to file a complaint by following AMBAG's complaint procedure and submitting a complaint form, which can be found in Appendices C and D, respectively.

(3) A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the recipient submitting the report, not necessarily the larger agency or department of which the recipient is a part.

This 2015 Title VI Plan is AMBAG's first Title VI Program. We do not currently have any Title VI investigations, complaints, or lawsuits.

(4) A Public Participation Plan that includes an outreach plan to engage minority and Limited English Proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI Program submission. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to FTA C 4702.1B Chap. III-3 include other constituencies that are traditionally underserved, such as people with disabilities, low income populations, and others.

AMBAG's 2015 Public Participation Plan incorporates minority populations in the effort to include traditionally underserved populations in our public participation process across the Monterey Bay region. The 2015 Public Participation Plan can be viewed and downloaded on our website at www.ambag.org.

(5) A copy of the recipient's plan for providing language assistance to persons with Limited English Proficiency (LEP), based on the DOT LEP Guidance.

This 2015 Title VI Plan includes an LEP Plan, which can be found in Appendix E.

(6) Primary recipients shall include a narrative or description of efforts the primary recipient uses to ensure sub-recipients are complying with Title VI, as well as a schedule of sub-recipient Title VI program submissions.

(7) If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

AMBAG has not constructed a facility; therefore AMBAG is not required to complete a Title VI equity analysis at this time.

V. Timeline and Planning Process

Figure 1-4 (AMBAG, February 2015)

VI. Public Participation Plan

The federally required *2015 Public Participation Plan* is a comprehensive document that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action.

AMBAG, as the federally designated MPO for the Monterey Bay region, is required to prepare and adopt the Public Participation Plan at least once every four years. The prior Public Participation Plan, the *2011 Monterey Bay Area Public Participation Plan*, was adopted in April 2011 to comply with the Safe, Accountable, Flexible, Efficient, Transportation, Equity Act: A Legacy for Users (SAFETEA-LU) legislation. The *2015 Public Participation Plan* covers the four-year period from 2015-2019 and complies with the current Federal Surface Transportation Act, Moving in Progress for the 21st Century (MAP-21), which was enacted in 2012. The *2015 Public Participation Plan* emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach.

Key sections and changes from AMBAG's *2011 Monterey Bay Area Public Participation Plan* to the *2015 Public Participation Plan* are listed below:

- Public Participation Plan Guiding Principles
- 2015 Public Participation Plan Timeline
- Incorporating Limited English Proficiency (LEP) Populations in Chapters IV. *Public Participation Plan Procedures and Development Process* and V. *Interested Parties and Public Engagement*
- Online and visualization outreach strategies

The *2015 Public Participation Plan* is scheduled to be adopted by the AMBAG Board of Directors in April 2015 and was prepared in coordination and consultation with our partner agencies: San Benito County Council of Governments (SBtCOG), Santa Cruz County Regional Transportation Commission (SCCRTC), San Benito County Local Transportation Authority (LTA), Transportation Agency for Monterey County (TAMC), Santa Cruz Metropolitan Transit District (Santa Cruz METRO) and Monterey-Salinas Transit (MST).