



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

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**MEETING  
AGENDA**

**Thursday, March 12, 2026  
1:30 p.m.**

**In-Person Meeting**

RTC Office  
1101 Pacific Ave., Suite 250  
Santa Cruz, CA 95060

**Remote Participation (see page 2 for more information)**

Zoom

<https://us02web.zoom.us/j/89070012401>

Passcode: 070415

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Webinar ID: 8970012401 | Passcode 070415

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

**CONSENT AGENDA**

No Consent Items

**REGULAR AGENDA**

4. Election of 2026 Chair and Vice-Chair-Oral Report  
(Yesenia Parra, Administrative Services Officer)

5. Fiscal Year (FY) 2026-27 Proposed Budget and Work Program and Measure D FY 2026-27 budget  
(Italo Jimenez Budget and Finance Officer)

- a. Staff report
- b. Draft Proposed Fiscal Year (FY) 2026-27 Budget
- c. Actual and Estimated Transportation Development Act Revenues
- d. Measure D revenue forecast for FY 2026-27 from HINDERLITER DE LLAMAS Services
- e. Measure D 30-year Revenue Projections for 2026
- f. Measure D 5-year distribution estimates for Measure D revenue recipients

6. Rules and Regulations Update  
(Nisha Singh, Director of Internal Services)

- a. Staff report
- b. Draft revised RTC Rules and Regulations

7. Adjournment

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, May 14, 2026, at 1:30 p.m. SCCRTC Office, 1101 Pacific Ave., Suite 250

**HOW TO REACH US**

Santa Cruz County Regional Transportation Commission  
1101 Pacific Avenue, Suite 250 Santa Cruz, CA 95060  
phone: (831) 460-3200 / email: [info@sccrtc.org](mailto:info@sccrtc.org)

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

**FROM:** Italo Jimenez, Finance and Budget Officer

**RE:** Fiscal Year (FY) 2026-27 Regional Transportation Commission Proposed Budget and Work Program and Measure D FY 2026-27 Budget

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## RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Santa Cruz County Regional Transportation Commission (RTC):

1. Approve the proposed Fiscal Year (FY) 2026-27 RTC Budget and Work Program as shown on Attachment 1;
  2. Accept the Transportation Development Act (TDA) revenue forecast for FY 2026-27 provided by the County Auditor (Attachment 2);
  3. Accept the Measure D revenue forecast for FY 2026-27 provided by Hinderliter de Llamas Services (Attachment 3);
  4. Accept the 30-year revenue projection which incorporates the Hinderliter de Llamas Services forecast for FY 2026-27 (Attachment 4); and
  5. Accept the 5-year revenue estimates for the Measure D recipients which incorporate the Hinderliter de Llamas Services forecast for FY 2026-27 and calculation of the revenue distribution for local jurisdictions with updated data (Attachment 5).
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## BACKGROUND

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

**DISCUSSION**

The FY 2026-27 budget proposed for RTC and Measure D reflects the most recent revenue projections from the Santa Cruz County Auditor, State Controller’s Office of California, and Hinderliter de Llamas.

The RTC’s budget is balanced with pay-as-you-go financing for upcoming capital projects. Pay-as-you-go financing utilizes current revenues and available fund balances to finance capital projects.

The proposed budgets include total revenue of \$134,784,463 and total expenditures of \$187,874,974 for regional programming and pass-through revenues, operating, and capital.

**Transportation Development Act (TDA) Reserves and Apportionments**

Estimates and Apportionments

State law requires county auditors to submit annual estimates of the ¼-cent Transportation Development Act sales tax revenue generation to the RTC by February 1st.

The FY 2026-27 TDA estimate from the county auditor reflects their outlook on how actual FY 2025-26 revenues will come in -1.13% lower than previously estimated based on results year to date. The FY 2026-27 Transportation Development Act revenue estimate is \$12,617,677, \$44,948 (+.36%) higher than the FY 2025-26 estimate provided by the County Auditor’s office in January 2025 as shown in table 1.

Table 1

County Auditor Estimate for FY 2025-26 and FY 2026-27				
	FY 2025-26 (Jan '25)	FY 2026-27 (Jan '26)	\$ difference	% change
	12,617,577	12,662,525	44,948	0.36%

The Transportation Development Act actual revenue from FY 2016-17 through FY 2024-25 and estimated revenues for FY 2025-26 and FY 2026-27 are shown in Attachment 2.

Transportation Development Act Reserves

The proposed FY 2026-27 budget adds \$20,450 to meet the 8% TDA reserve target based on the estimated carryover from FY 2025-26 and revenues for FY 2026-27.

FY 2026-27

\$ 1,079,082	FY 2026-27 Reserve target (\$12,662,525 * 8%)
<u>\$ (1,058,632)</u>	FY 2025-26 Estimated Carryover
\$ 20,450	Amount allocated to meet 8% reserve target

TDA apportionments for the cities and the county can vary each year based on forecasts of revenue and population. In FY 2026-27 apportionments are based on population estimates released by the State Department of Finance DOF in May 2025 for population as of January 1, 2025.

**RTC Reserves**

In its Rules and Regulations, the RTC also established a reserve fund goal of 30% of RTC operating costs for the RTC fund. With this proposed FY 2026-27 budget, it is estimated that the carryover reserve from FY 2025-26 will meet this target. The proposed FY 2026-27 budget adds \$689,731 to meet the 30% RTC cash flow reserve target.

**State Transit Assistance (STA)**

The January 2026 State Controller’s State Transit Assistance estimate for FY 2026-27 was \$717.877 million in STA funds statewide, this represents a decrease of \$77.566 million, or -9.7%, compared to their FY 2025-26 \$795.443 million estimate.

Based on this estimate, the RTC and eligible transit operators in Santa Cruz County would receive approximately \$4,595,164(\$2,396,998 in population-based (99313) and \$2,198,166 in revenue-based (99314) formula funds). Based on prior RTC actions, 100% of 99314 funds and 85% of FY25/26 99313 STA are allocated to Santa Cruz METRO. The RTC programmed the remaining 15% in November 2025 to Santa Cruz METRO projects.

The total STA (Section 99313 and 99314) FY 2026-27 estimate for Santa Cruz County of \$4,595,164 is \$496,504 (-9.75%) lower than the total STA FY 2025-26 estimate of \$5,091,668.

**State of Good Repair (SGR) Program**

Senate Bill (SB) 1 in 2017 established the State of Good Repair Program which is expected to make approximately \$902,206 available in FY 2026-27 for transit capital state of good repair projects in Santa Cruz County. This is an increase of \$19,163 over the State estimate in August 2025 for FY 2025-26.

The funds from this program follow the same state-wide distribution policies as the regular State Transit Assistance program, with a revenue-based and population-based program. Recipients of SGR Program funds must have their projects pre-approved by the RTC and Caltrans. Caltrans is expected to release guidelines for FY 2026-27 SGR funds this summer and staff anticipate returning to the RTC in the fall with a recommendation to program these funds to transit projects.

### **Staffing, Allocated Labor and Overhead**

The proposed FY 2026-27 budget reflects an increase of \$145,568 attributable to staffing needs, scheduled classification step adjustments, and projected Cost-of-Living and benefit changes.

Indirect Cost Allocation Plan (ICAP) - State policy requires departments to recover full costs whenever goods or services are provided for others. The full cost of goods or services includes all costs attributable directly to the activity plus a fair share of indirect costs (overhead). Indirect cost rates are applied to the direct labor costs of work performed. All ICAP rates are submitted to the California Department of Transportation for review and approval each fiscal year. The approved ICAP rate is used for billing grant funds along with the direct labor costs.

The FY 2026-27 ICAP rate is 92.64%, which is the same 92.46% rate for FY 2025-26. The ICAP rate is calculated using the budget for the new fiscal year and the actual indirect costs recovered in a prior fiscal year. In FY 2024-25, there was an unusually low ICAP rate due to a large surplus of indirect costs recovered in a prior FY.

### **Measure D**

The RTC is required to allocate, administer, and oversee the expenditure of all Measure D revenues which are not directly allocated by formula to other agencies, consistent with the Expenditure Plan.

In accordance with the Measure D ordinance, RTC adopted an updated [Strategic Implementation Plan \(SIP\)](#) in 2023, to serve as RTC's long-term plan on how RTC will implement Measure D. In November 2025 the RTC adopted the most recent, annually updated, 5-year plan for distribution of Measure D revenues to regional projects and programs. The FY 2026-27 budget is developed as an annual plan.

The RTC utilizes the services of Hinderliter de Llamas Companies to forecast Measure D sales tax revenues. Hinderliter de Llamas provides the RTC with

market information, trends, audit of the Measure D tax receipts and revenue projections.

Hinderliter de Llamas’ quarterly overview for sales tax trends: The forecast reflects HdL's December 2025 consensus forecast economic change assumptions and local business trends. Macro influences include varying rates of inflation, declining interest rates, and fluctuating fuel prices. The FY 2025/26 forecast, based on the last quarter of calendar year 2025, is slightly lower.

**Table 4: HdL Santa Cruz County Measure D as of January 2026  
3 Year Transactions and Use Tax Estimate**

FY 2024-25	FY 2025-26*	FY 2025-26	FY 2026-27	FY 2027-28
Actual	Budgeted	Projection	Projection	Projection
	%	%	%	%
27,549,225	27,666,801	27,294,286	27,731,999	28,388,446
	0.43	-1.35	1.60	2.37

\*Table 4 reflects the Hinderliter de Llamas January 2026 estimate for FY 2026-27.

Table 5 provides a comparison of the proposed FY 2026-27 budget to the FY 2026-27 approved budget.

Measure D Fiduciary Deposit Fund		FY 2025/26	FY 2026/27	Difference %
Object		Approved	Proposed	
		12/4/25	3/12/26	
<u>Revenues Received from CDTFA</u>				
Measure D	40186	27,666,801	27,731,999	0.24%
Interest	40430	250	250	0.00%
	<b>Total Revenues</b>	<b>27,667,051</b>	<b>27,732,249</b>	<b>0.24%</b>
Admin and Impl Alloc	75381	932,772	1,240,807	33.02%
<u>Distributions to Investment Categories per Ordinance</u>				
Neighborhood 30%*	75382	8,020,209	7,947,358	-0.91%
Highway Corridors 25%	75383	6,683,507	6,622,798	-0.91%
Transit/Paratransit 20%	75384	5,346,806	5,298,238	-0.91%
Active Transp 17%	75385	4,544,785	4,503,503	-0.91%
Rail Corridor 8%	75386	2,138,722	2,119,295	-0.91%
	<b>Total Distributions</b>	<b>26,734,029</b>	<b>26,491,192</b>	<b>-0.91%</b>
	To/(From Reserves):	250	250	
	Ending Fund Balance (estimate):	250	250	

\*Includes Highways 9 & 17

Notably, Measure D – Neighborhood category revenues are distributed to cities and the County of Santa Cruz for projects approved by those agencies, typically as part of their annual budgets. The formula is adjusted annually, in accordance with the Measure D Ordinance, based on the latest population, road miles, and Measure D revenue generation numbers, as shown in Attachment 5. In FY

2026-27 apportionments are based on DOF population figures from January 2025.

### **FY 2026-27 Proposed Budget Recommendations**

The proposed FY 2026-27 budget is balanced with pay-as-you-go financing for upcoming capital projects. Pay-as-you-go financing utilizes current revenues and available fund balances to finance capital projects. The proposed FY 2026-27 budget includes the funding to meet the RTC's state and federally mandated responsibilities as well as continuing the RTC's priority transportation projects and programs such as:

- Delivery of Highway 1 Auxiliary Lanes and Bus on Shoulder Projects, between 41<sup>st</sup> and Soquel, Bay/Porter and State Park, and State Park and Freedom interchanges.
- Delivery of Monterey Bay Sanctuary Scenic Trail (MBSST) Network segments;
- Infrastructure preservation and preventative maintenance of the Santa Cruz Branch Rail Line (SCBRL);
- Implementation of the Highway 9 San Lorenzo Valley Complete Streets projects;
- Implementation of the Cruz511 motorist information and Go Santa Cruz County TDM program;
- Special transportation planning projects to meet federal and state requirements and qualify for funds for transportation projects;
- Implementation of the 2050 Regional Transportation Plan (RTP) and initiation of the production of the 2055 Regional Transportation Plan;
- Continued implementation of the Freeway Service Patrol (FSP) Safe on 17 programs;
- Continued implementation of a new transportation funding sources with Measure D to fund and implement projects; and
- Continue working to increase state and federal funding for Santa Cruz County transportation needs.

**Therefore, staff recommends that the Budget and Administration/Personnel Committee recommend that the Santa Cruz County Regional Transportation Commission (RTC):**

- 1. Approve the proposed FY 2026-27 RTC budget and work program and Measure D Budget as shown on Attachment 1;**
- 2. Accept the Transportation Development Act (TDA) revenue forecast for FY 2026-27 provided by the County Auditor (Attachment 2);**

- 3. Accept the Measure D revenue forecast for FY 2026-27 provided by HINDERLITER DE LLAMAS Services (Attachment 3);**
- 4. Accept the 30-year revenue projection which incorporates the HINDERLITER DE LLAMAS forecast for FY 2026-27 (Attachment 4); and**
- 5. Accept the 5-year revenue estimates for the Measure D recipients which incorporate the HINDERLITER DE LLAMAS forecast for FY 2026-27 and calculation of the revenue distribution for local jurisdictions with updated data (Attachment 5).**

## **SUMMARY**

The proposed FY 2026-27 budget and work program for the RTC includes continued delivery of the Highway 1 projects, continuation of on-going RTC projects and programs, and implementation of Measure D. Staff recommends that the B&A/P Committee recommend that the RTC approve the proposed FY 2026-27 budget (Attachment 1), accept TDA revenue estimates, and accept Measure D revenue forecast and estimates (Attachments 3, 4 & 5).

Staff will prepare and present budget amendments for FY 2025-26 and FY 2026-27 to the RTC later in the fiscal year to carryover revenues and expenditures to continue work on projects in the next fiscal year. Measure D funds budgeted and programmed will be shifted to future years based on status of projects.

### Attachments:

1. Draft Proposed Fiscal Year (FY) 2026-27 Budget
2. Actual and Estimated Transportation Development Act Revenues
3. Measure D revenue forecast for FY 2026-27 from HINDERLITER DE LLAMAS Services
4. Measure D 30-year Revenue Projections for 2026
5. Measure D 5-year distribution estimates for Measure D revenue recipients

\\RTCSERV2\Internal\B&ACOM\b&a2026\Budget



**Santa Cruz County Regional Transportation Commission**

**SCCRTC FY2026-27 BUDGET – PROPOSED**

**FOR THE FISCAL YEAR ENDING  
JUNE 30, 2027**

PROPOSED MARCH 12, 2026

BUDGET ADMINISTRATION/PERSONNEL COMMITTEE

**Italo Jimenez**  
ijimenez@sccrtc.org



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## Introduction

The Santa Cruz County Regional Transportation Commission (RTC) is an autonomous regional transportation planning agency headquartered in downtown Santa Cruz. Created in 1972 under the Transportation Development Act (TDA) to carry out transportation responsibilities that cross city-county boundaries in Santa Cruz County, the RTC:

- Sets priorities for major improvements to the transportation infrastructure and network of services, including highways, major roads, bus transit, paratransit, rail, and active transportation facilities;
- Pursues and allocates funding for major capital improvements to all elements of the transportation system, consistent with long-range plans;
- Adopts policies to maximize the efficiency of the current transportation system and improve mobility, access and air quality;
- Plans for future projects and programs to develop a balanced transportation system that addresses all modes, while improving the region's quality of life;
- Informs businesses and the public about actions needed to better manage the existing transportation system; and
- Conducts programs and advocates for increased use of alternative transportation modes.

### Funding and Apportionment

The RTC distributes or is responsible for selecting projects to receive certain state, federal and local funds. General Ledgers with GL Keys and object codes with descriptions are established in the accounting system to track revenues and expenditures separately and by fund purpose for specific projects or programs.

## Formulaic Transit Revenues

Transportation Development Act GL Key 721950 / Fund 76630

State Transit Assistance and State of Good Repair Revenues GL Key 721755 / Fund 76640

Low Carbon Transit Operations Program GL Key 721756 / Fund 76631

The RTC receives Transportation Development Act, State Transit Assistance, and State of Good Repair Program revenues from the state on a monthly or quarterly basis. The funds are wired to the Santa Cruz County Treasury and deposited to the respective fiduciary fund and GL Key by funding source. Annually, the state apportions Low Carbon Transit Operations Program (LCTOP) funds for Santa Cruz County with 50% of funds based on county population (Public Utilities Code (PUC) 99313) and 50% based-on transit operator revenues (PUC 99314). RTC works with Santa Cruz METRO and Community Bridges to submit local transit projects to Caltrans for allocation of the funds.

Revenues for Apportionment		FY 2025/26	FY 2026/27	Difference	Note
Object		Approved 12/4/25	Proposed 3/12/26		
1	Transportation Development Act (TDA) GL Key 721950:				
2	1/4 Cent Sales Tax 40172	12,617,577	12,662,525	44,948	County Auditor Controller January 2026 Estimate
3	Prev FY Rev Carryover 40172	313,146	661,000	347,854	
4	Interest 40430	10,000	165,000	155,000	Estimates based on FY25-26 Actuals
5	Total TDA	12,940,723	13,488,525	547,802	
6	State Transit Assistance (STA) & State of Good Repair (SGR) GL Key 721755 Revenues:				
7	Interest 40430	250	250	-	
8	STA Sec 99313-RTC Discretionary 40886	2,655,992	2,396,998	(258,994)	FY 2026/27 State Controller's estimate as of January 2026 for STA and SGR revenue
9	STA Sec 99314-Santa Cruz Metro 40886	2,435,676	2,198,166	(237,510)	
10	SGR Sec 99313-RTC Discretionary 40894	460,626	469,725	9,099	
11	SGR Sec 99314-Santa Cruz Metro 40894	422,417	432,481	10,064	
12	Total STA	5,974,961	5,497,620	(477,341)	
13	State Transit Assistance (STA) & State of Good Repair (SGR) GL Key 721755 Allocation:				
14	Santa Cruz Metro - STA 75302	5,091,668	4,535,614	(556,054)	Based on FY 2025/26 State Controller's estimate of August 2025 for STA and SGR and STA 9313 funds programmed by RTC 11/6/25; SGR funds will be programmed after Caltrans issues guidelines and call for projects
15	Santa Cruz Metro - SGR 75365	733,043	-	(733,043)	
16	Community Bridges - STA 75302	-	-	-	
17	Community Bridges - SGR 75365	150,000	-	(150,000)	
18	Total	5,974,711	4,535,614	(1,439,097)	
19	Unallocated	250	962,006	961,756	Funds programmed on 9/4/25 and 11/6/25
20	Low Carbon Transit Operations Program (LCTOP) GL Key 721756 Allocation:				
21	Interest 40430	10,898	-	(10,898)	
22	LCTOP Revenues 99313 40894	188,161	-	(188,161)	State controller's office will release official apportionment amounts in spring 2026
23		199,059	-	(199,059)	
24	Allocated				
25	Community Bridges 75365	188,161	-	(188,161)	
26	Total	188,161	-	(188,161)	
27	Unallocated	10,898	-	(10,898)	
28	Transit Intercity Capital Program (TIRCP) GL Keys 721757 and 721758 Allocation:				
29	SB862 TIRCP Competitive Program 40894	-	-	-	
30	SB125 TIRCP Formula Program 40894	6,902,601	-	(6,902,601)	
31		6,902,601	-	(6,902,601)	
32	Allocated				
33	RTC ZEPRT Project SB125 75301	2,000,000	666,667	(1,333,333)	
34	Santa Cruz Metro SB862 75365	-	-	-	Funds approved by RTC 12/3/23
35	Santa Cruz Metro SB125 75365	17,870,819	13,604,429	(4,266,390)	
36	Total	19,870,819	14,271,096	(5,599,723)	
37	Unallocated	(12,968,218)	(14,271,096)	(1,302,878)	
38	Zero Emission Transit Capital Program (ZETCP) GL Key 721759				
39	SB125 ZETCP Formula Program 40894	1,486,567	1,486,567	-	Funds approved by RTC 12/3/23
40		1,486,567	1,486,567	-	
41	Allocated				
42	SB125 Program Administration (RTC) 75301	346,861	346,861	-	
43	Santa Cruz Metro SB125 75365	1,486,567	2,973,134	1,486,567	Year 4th ZETCP GGRF need to verify it is for Metro
44	Total	1,833,428	3,319,995	1,486,567	
45	Unallocated	(346,861)	(1,833,428)	(1,486,567)	

## Revenue Apportionment

Eligible recipients of Transportation Development Act (TDA), State Transit Assistance (STA), and SB1-Transit State of Good Repair (SGR) funds submit claims to the Commission for approval. STA funds can be used for planning, public transit, and community transportation services. SGR funds can be used on transit and community transportation services maintenance, rehabilitation, and capital projects. The RTC determines how much of the population formula STA to distribute to public transit and community transportation service operators as part of the annual TDA claims process. The RTC is required to program SGR and LCTOP funds based on criteria set forth by Caltrans Division of Rail and Mass Transit. The LCTOP unallocated funds shown are the revenues available for programming.

Transportation Development Act and other transit funds help the RTC implement Regional Transportation Plan goals and targets related to improving access and mobility, reducing pollution, and increasing transit ridership, improving health, equity, economy, and system preservation.



Apportionment Schedule		FY 2025/26	FY 2026/27	Difference \$	Difference %	Note
		Approved 12/4/25	Proposed 3/12/26			
<b>Transportation Development Act (TDA):</b>						
1	TDA Reserve Fund	49,470	20,450	(29,020)	-58.66%	To meet 8% Reserve Target*
2	RTC Reserve Fund	-	661,000	661,000		
3						
4	SCCRTC:					
5	Administration	801,633	1,000,000	198,367	24.75%	
6	Planning	689,378	689,378	-	0.00%	
7		1,491,011	1,689,378	198,367	13.30%	
8						
9	Bike to Work/School/Encouragement	72,000	72,000	-	0.00%	
10	HSA Vision Zero Bike & Ped Safety	156,000	156,000	-	0.00%	
11		228,000	228,000	-	0.00%	
12						
13	Santa Cruz Metro	9,552,267	9,310,691	(241,576)	-2.53%	
14	Spec Transit (CB/CTSA)	938,468	914,735	(23,734)	-2.53%	
15	Volunteer Center	111,722	108,897	(2,825)	-2.53%	
16	City of Capitola	20,607	20,365	(242)	-1.18%	
17	City of SC-Non Transit	136,216	132,619	(3,597)	-2.64%	
18	City of Scotts Valley	25,639	24,916	(723)	-2.82%	
19	City of Watsonville	110,733	107,619	(3,114)	-2.81%	
20	County of Santa Cruz	276,588	269,855	(6,733)	-2.43%	
21		Subtotal	11,172,242	10,889,697	(282,545)	-2.53%
22		Total TDA Apportioned	12,940,723	13,488,525	547,802	4.23%

\*In FY 2026/27 the amount needed to meet the reserve target is due to the increase in TDA revenue estimates.

## Regional Surface Transportation Program Exchange

The Commission approves a multi-year list of projects to receive Regional Surface Transportation Program Exchange (RSTPX)/Surface Transportation Block Grant Program (STBG) funds and apportions the funds to projects expected to be implemented in the next year through its budget. Regional shares are determined by the federal transportation act and state law. Approved projects are eligible to receive reimbursement of state exchange (RSTPX) funds from the RTC six months prior to project initiation or when a phase of the entire project is complete.

The following table is a list of projects that have been approved for RSTPX by the commission that have not yet been reimbursed for funds or otherwise are anticipated to have fund balances carried over into FY 2025-26. The RTC programmed RSTPX unappropriated balances and anticipated revenues through FY 2026/27 as part of adoption of the 2024 Regional Transportation Improvement Program (RTIP) in December 2023.

The RSTPX Exchange Program helps the RTC implement Regional Transportation Plan goals and targets related to improving access and mobility, reducing pollution, improving health, safety, equity, economy, and system preservation.

RSTPX Current FY Revenues and Unallocated		FY 2025/26	FY 2026/27	Difference	Note
		Approved 12/4/25	Proposed 3/12/26		
1	RSTPX revenues programmed	10,569,203	10,569,203	-	
2	RSTP Exchange Funds - Carryover	11,886,084	11,886,084	-	Carryover from FY 2025-26
3	Current Year Revenues:				
4	State RSTP Exchange Funds	4,171,323	4,079,834	(91,489)	Updated estimate from Caltrans
5	Interest	200,000	200,000	-	Updated estimate
6	Total RSTPX funding for projects	26,826,610	26,735,121	(91,489)	
7					
8	Approved RSTP Exchange - All Projects				
9	Allocations budgeted for disbursement in fiscal year:				
10	City of Capitola				
11	Upper Pacific Cove Parking Lot Pedestrian Trail and Depot Park bus stop	200,000	200,000	-	Final invoice submitted FY25/26
12	41st Avenue Pavement Rehabilitation and Multimodal Improvements	1,000,000	1,000,000	-	
13	Bay Avenue Corridor - Design	500,000	500,000	-	
14	Capitola Complete Streets Sidewalk Infill	100,000	117,559	17,559	2/5/26 \$17,559 shifted from Kennedy
15	Kennedy Drive Sidewalk	197,000	179,441	(17,559)	2/5/26 \$17,559 shifted to Sidewalks
16	City of Capitola Total	1,997,000	1,997,000	-	
17	City of Santa Cruz				
18	Bay Corridor Design	319,103	319,103	-	
19	Bay Street Paving	875,000	875,000	-	
20	Bethany Culvert Replacement	871,000	1,500,000	629,000	\$629k changed from LPP-f to RSTPX
21	Coastal Rail Trail Segments 8/9 Preconstruction	2,000,000	970,000	(1,030,000)	\$1.03M changed from RSTPX to LPP-f
22	Escalona Complete Streets	169,656	169,656	-	
23	City of Santa Cruz Total	4,234,759	3,833,759	(401,000)	
24	City of Scotts Valley				
25	Bean Creek Road Rehab	429,769	-	(429,769)	2/5/26 \$429,769 shifted to Granite Crk
26	Granite Creek Rd Overcrossing	1,000,000	1,429,769	429,769	2/5/26 \$429,769 shifted from Bean Crk
27	Scotts Valley Dr. Corridor Improvements	500,000	500,000	-	
28	Mount Hermon Road Improvements	523,000	523,000	-	
29	City of Scotts Valley Total	2,452,769	2,452,769	-	
30	City of Watsonville				
31	Freedom Blvd Plan Line (Green Valley to Buena Vista)	70,322	-	(70,322)	2/5/26 \$70,322 shifted to Clifford
32	Road Rehab/Reconstruction (various locations)	1,129,518	880,432	(249,086)	2/5/26 Balance shifted to Penn & Clifford
33	Pennsylvania Dr Trail Rehabilitation Project	560,000	719,408	159,408	2/5/26 \$159,407.6 shifted from Ohlone
33	Complete Streets Downtown	352,000	352,000	-	
34	Clifford Ave Road Rehab & Traffic Calming	-	160,000	160,000	2/5/26 Funds added from Ohlone & Freedk
35	Green Valley Road Rehabilitation	1,833,000	1,833,000	-	
36	City of Watsonville Total	3,944,840	3,944,840	(0)	



RSTPX Current FY Revenues and Unallocated		FY 2025/26	FY 2026/27	Difference	Note
		Approved 12/4/25	Proposed 3/12/26		
Continued					
1	County of Santa Cruz				
2	Hwy 1 Mar Vista Overcrossing (co-op)	32,899	32,899	-	
3	Hwy 17 to Soquel Corridor Resurfacing	335,356	335,356	-	Project completed. Shift balance to FY27
4	Holohan Road Resurfacing	53,554	53,554	-	Project completed. Shift balance to FY27
5	Corralitos Corridor Resurfacing (Amesti Rd & Corralitos Rd)	-	-	-	Updated schedule is Summer/Fall 2027
6	Emergency Routes Phase 2 Resurfacing	2,140,000	2,140,000	-	Updated schedule is Summer 2027
7	Green Valley Road Multi-Use Path	2,000,000	2,000,000	-	Project completed.
8	Intercounty Routes Resurfacing	2,044,000	1,022,000	(1,022,000)	Anticipated carryover to FY26/27
8	Rio Del Mar Resurfacing	-	-	-	
9	Soquel Drive Multimodal Project - Preconstruction	3,800,000	1,900,000	(1,900,000)	Anticipated carryover to FY26/27
10	Robertson Street and Soquel Drive Signalization	1,595,536	1,595,536	-	
11	County of Santa Cruz Total	12,001,345	9,079,345	(2,922,000)	
12	SCCRTC				
13	MBSST - North Coast Phase 2 Environmental Review	19,756	19,756	-	
14	Project Paseo (Bike Santa Cruz County)	12,573	12,573	-	
15	Youth Safe Route to Schools Bike/Pedestrian Education - Ecology Action	300,000	300,000	-	
16	Davenport - Highway 1 Crosswalk	125,000	125,000	-	
17	State Route 1-41st to Soq HOV EIR	250,000	250,000	-	
18	State Route 1-Freedom to State Park Aux Lanes, Bus in Shoulder, Coastal Rail Trail Segment 12	25,000	25,000	-	
19	Go Santa Cruz County Bicycle Incentives Program	305,100	305,100	-	
20	SCCRTC Total	1,037,429	1,037,429	-	
21	Total All Projects	25,668,143	22,345,142	(3,323,000)	
22					
23	Loan to RTC for 2017 Storm Damage/FEMA	3,589,038	3,589,038	-	To be repaid to RSTPX from Measure D -
24	Loan to RTC for 2023 Storm Damage/FEMA	1,260,159	1,260,159	-	Rail if not reimbursed by FEMA.
25	Loan Receivable from SCCRTC	4,849,197	4,849,197	-	
26	Funds not Programmed/Appropriated*	1,158,467	4,389,979	3,231,511	

RSTPX Current FY Revenues and Unallocated GL Key 722000		FY 2025/26 Approved	FY 2026/27 Proposed	Difference	Note
Total by Recipient	Object	12/4/25	3/12/26		
1 Interest	40430	200,000	200,000	-	updated estimate
2 RSTP Exchange Funds - Carryover	40894	22,455,287	22,455,287	-	Carryover from FY 2025-26
3 RSTP Exchange Funds	40894	4,171,323	4,171,323	-	updated estimate from Caltrans
4 Loan Proceeds-FEMA 2017 Storm Damage	42506	-	-	-	
5	Current FY Revenues	26,826,610	26,826,610	-	
6					
7	Includes the adopted 2023 Consolidated Grants Program.				
8 SCCRTC	62856	1,037,429	1,037,429	-	
9 City of Capitola	75203	1,997,000	1,997,000	-	
10 City of Santa Cruz	75204	4,234,759	3,833,759	(401,000)	
11 City of Scotts Valley	75205	2,452,769	2,452,769	-	
12 City of Watsonville	75206	3,944,840	3,944,840	(0)	
13 County of Santa Cruz	75303	12,001,345	9,079,345	(2,922,000)	
14	Total Programmed	25,668,143	22,345,142	(3,323,000)	
15	To/(From) Fund Balance:	1,158,467	4,481,468	3,323,000	
16					
17 FEMA 2017 Storm Damage Receivable	75303	3,589,038	3,589,038	-	
18 FEMA 2023 Storm Damage Receivable	75303	1,260,159	1,260,159	-	
19		4,849,197	4,849,197	-	
20					
21					
22 Beginning Fund Balance		7,700,888	11,886,084		
23 FY25 /26 Estimated RSTP Exchange Funds		4,171,323	4,171,323		
24 Interest		200,000	200,000		
25 SCCRTC FEMA 2017 & 2023 Loan Receivable		4,849,197	4,849,197		
26 Total Programmed		(25,668,143)	(22,345,142)		
27 Ending Fund Balance*		(8,746,735)	(1,238,538)		

\* Future RSTPX programmed funds beyond the budget year are negative

## Staffing

GL Key 721100/Fund 76620

The RTC's authorized staffing model is 28 full-time equivalent (FTE) positions.

Staff utilize the payroll system to track and allocate labor costs when dedicating their time to a specific program or project as a direct cost.

The FY 2025-26 proposed budget increased by 135,686 for additional staffing, classification step increases for current staff, and assumptions for Cost-of-Living Adjustments and benefits. The FY 2026/27 budget includes salaries and benefits for 28 FTE positions, 4.5 FTE positions are currently vacant.

Staffing - Costs		FY 2025/26		FY 2026/27		
GL KEY 721100		Object	Approved	Proposed	Difference	Note
			12/4/25	3/12/26		
1	Regular Pay	51000	4,020,669	4,127,989	107,321	Increase for step increases for current staff and Cost-of-Living Adjustments and benefits.
2	Overtime Pay	51005	35,000	35,000	-	
3	Social Security and Medicare	52010	270,713	269,226	(1,487)	
4	<u>PERS Retirement</u>					
5	Employer Current Contributions	52015	376,386	374,546	(1,840)	
6	UAL required payment*	52015	117,516	169,834	52,318	
7	Unfund Acc Liab-UAL add'l pmt**	52015	220,751	-	(220,751)	
8	Total Retirement		714,653	544,380	(170,273)	
9						
10	Employee Insur and Benefits	53010	901,292	971,056	69,764	
11	Unemployment Insurance	53015	17,550	17,550	-	
12	Workers Comp Insurance	54010	19,832	19,801	(31)	
13	Other -Compensation***	55021	50,174	50,207	33	
14	Temporary Contract Services	62395	10,000	10,000	-	
15	Unfund Acc Liab-UAL OPEB****	75273	153,579	125,388	(28,191)	
16	Retiree Health Contr to PERS	75273	148,361	148,361	-	
17			6,341,824	6,318,959	(22,865)	

\* The Unfunded Accrued Liability (UAL) required payment is calculated using the fiscal year liability and amortization base schedule by asset and non-asset gains/losses (20-30 years).

\*\* The most recent valuation for the RTC's Classic and PEPRA Plan UAL as of June 30, 2024, is \$2,174,725 and is 85.4% funded, this is up from 83.8% as of June 30, 2023. As funding becomes available staff will include an additional Discretionary Payment (ADP) toward the UAL and a contribution to a Section 115 Trust to prefund the pension liability in the Budget. Additional payments are not included in this proposed budget.

\*\*\*Includes employer contribution to employee 457 deferred compensation plan as part of employment agreement and benefit in lieu of Social Security, auto allowance, cell phone and bike commute benefit.

\*\*\*\*Other Post-Employment Benefit (OPEB) contribution to prefund the retiree health liability

Classification	FTE Authorized Positions	FTE Budgeted Positions	Positions by Classification		FTE
Executive Director	1.00	1.00	Management		1.00
Director of Planning, Programming, and Trans Services	1.00	1.00	Executive Director		1.00
Director of Capital Projects	1.00	1.00	Director of Planning, Programming, and Transportation Services		1.00
Director of Internal Services	1.00	1.00	Director of Capital Projects		1.00
Budget & Finance Officer	1.00	1.00	Director of Internal Services		1.00
Administrative Services Officer	1.00	1.00	Budget & Finance Officer		1.00
Senior Transportation Engineer	2.00	2.00	Administrative Services Officer		1.00
Supervising Transportation Planner	2.00	2.00	Senior Transportation Engineer		2.00
Transportation Planner I-IV	6.00	6.00	<b>Total Management</b>		<b>8.00</b>
Transportation Engineers-Project Manager	3.00	3.00	Planning & Project Delivery		
Communications Specialist	1.00	1.00	Supervising Transportation Planner		2.00
Accountant I-III	2.00	2.00	Transportation Planner I-IV		6.00
Accounting Technician	0.50	0.50	Transportation Planning Tech		2.00
Administrative Assistant I-II	1.00	1.00	Transportation Engineer		3.00
Contract Specialist	1.00	1.00	Paid Intern Planning		0.50
Real Property Specialist I-II	1.00	1.00	Paid Intern Engineering		0.50
Real Property Technician	1.00	1.00	<b>Total Planning &amp; Project Delivery</b>		<b>14.00</b>
Transportation Planning Tech	2.00	2.00	Internal Services		
Paid Intern* 3	1.50	1.50	Communications Specialist		1.00
<b>Total Positions</b>	<b>30.00</b>	<b>30.00</b>	Accountant I-III		2.00
Note: FTE = full-time equivalent			Accounting Technician		0.50
			Administrative Assistant I-III		1.00
			Contract Specialist		1.00
			Real Property Specialist I-II		1.00
			Real Property Technician		1.00
			Paid Intern Communications		0.50
			<b>Total Internal Services</b>		<b>8.00</b>
			<b>Total Positions</b>		<b>30.00</b>
			Note: FTE= full-time equivalent		

## Administration

GL Key 721750 / Fund 76620

The Administration budget includes expenditures for administering Measure D and TDA, and operating costs not directly related to a specific program or budget, including office expenses, general liability insurance, accounting, and audit services.

The table below includes expenditures and reimbursements for the RTC administration and implementation of Measure D. Measure D Administration includes preparation of audits, expenditure reports, annual reports, 5-year program of projects and public outreach, review of revenues and information from the state tax board, and work associated with the Taxpayer Oversight Committee and bonding. Implementation includes development of the longer-range implementation plan and overall implementation of the expenditure plan.

### Measure D Administration & Implementation budget detail included in RTC Administration Budget

		FY 2025/26			Note
		Approved	Proposed	Difference	
		Object	12/4/2025	3/12/2026	
1	Meas D Admin	51070	327,530	327,530	-
2	Meas D Implementation Labor	51070	73,492	73,492	-
3	Meas D Admin Overhead	62354	382,121	370,785	(11,336)
4	Total Salaries, Benefits & Overhead		783,143	771,807	(11,336)
5					
6	Meas D Services & Supplies				
7	Materials and supplies	62856	5,000	5,000	-
8	Accounting & Audit Services	62856	16,500	16,500	-
9	Consultant Services	62856	125,629	-	(125,629)
10	Advertisement/Publication	62856	2,500	2,500	-
11	Total Services & Supplies		149,629	24,000	
12	Total Measure D Administration		932,772	795,807	(136,965)



Administration RTC and Measure D		FY 2026/27 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note	
Object						
1	TDA Revenue	40172	801,633	1,000,000	198,367	
2	Measure D	40186	932,772	795,807	(136,965)	
3	Contr from Other Funds	42367	-	-	-	
4	Total Revenues	1,734,405	1,795,807	61,402		
5	<u>Salaries, Benefits &amp; Overhead</u>					
6	<u>TDA Administration</u>					
7	Allocated Labor Costs	51070	156,410	156,410	-	
8	Allocated Overhead	62354	144,616	144,616	-	
9	Meas D Admin Labor	51070	327,530	327,530	-	
10	Meas D Implementation Labor	51070	73,492	73,492	-	
11	Meas D Admin Overhead	62354	382,121	370,785	(11,336)	
12	Total Salaries, Benefits & Overhead	1,084,169	1,072,833	(11,336)		
13	<u>Services &amp; Supplies</u>					
14	Telephone & Mobile Device	61221	10,000	11,000	1,000	
15	Office Equipment	61312	5,000	5,000	-	
16	Liability Insurance	61535	174,130	254,100	79,970	10% increase from last year actual
17	Office Equip Repair/Maint	61725	5,000	5,000	-	
19	Repairs & Maintenance	61845	16,000	16,000	-	
20	Membership	62020	25,000	20,000	(5,000)	
21	Duplicating	62214	1,500	1,500	-	
22	Computer Software	62219	86,200	99,778	13,578	
23	Postage	62221	1,500	1,500	-	
25	General Supplies & Expenses	62223	9,000	9,000	-	
26	Accounting & Audit	62301	50,000	45,105	(4,895)	
27	Computer Prof Svcs	62316	37,000	37,000	-	
28	County Mainframe/Intranet	62325	7,000	7,000	-	
29	Commissioners' Stipend	62327	10,000	14,880	4,880	
30	Legal Fees	62359	150,000	156,000	6,000	
31	Professional & Special Serv	62381	185,500	105,000	(80,500)	
33	Office Rent	62610	176,819	200,013	23,194	
34	Adv, Promo and Incent for Public Engagement	62801	10,000	10,000	-	
35	Contingency/Special Exp	62856	169,629	44,000	(125,629)	
38	Transp/Travel/Educ	62914	75,000	100,000	25,000	
39	Vehicle Maint, Rentals & Serv	62920	4,000	7,820	3,820	
40	Utilities	63070	2,500	1,000	(1,500)	
52	Mobile Equipment	86209	-	-	-	
53	Office Equipment	86210	20,000	20,000	-	
54	Total Services & Supplies	1,230,778	1,170,696	(60,082)		
55						
56	Total Expenditures	2,314,947	2,243,529	(71,418)		
57						
58	To/(From) reserves:	(580,542)	(447,722)	132,820		

## Regional Planning Projects

GL Key 721751 / Fund 76620

With a focus on long-term sustainability, the RTC provides transportation services, planning, and funding for all travel modes. Working together with transportation partners, the RTC obtains and distributes funding, including voter-approved Measure D funds, to maintain the existing transportation network as well as prepare for the transportation needs of the future generations.

The planning budget supports the planning activities of the RTC in accordance with federal, state, and local requirements and available funding. This includes development, coordination, and meetings with local, regional, state, and federal agencies (including Association of Monterey Bay Governments, Caltrans, Federal Highway Administration, Transportation Agency for Monterey County and San Benito Council of Governments) to ensure that the entire three-county region is meeting federal requirements. The Regional Planning Projects budget includes the RTC staff and services required to meet state and federal mandates including the development of the long range Regional Transportation Plan; the five-year Regional Transportation Improvement Program, which identifies projects to receive certain state and federal funds; public outreach; the public advisory Elderly and Disabled Transportation Advisory Committee; the Bicycle Committee; as well as state, federal, and local interagency coordination and planning activities.

Planning projects included in the planning budget:

### Regional Transportation Plan (RTP)

For FY 2026/27, the RTC will implement the 2050 RTP as it participates with local partners on a variety of planning efforts and will continue the work with a variety of partner agencies for the next update of the RTP to be completed in 2027, including updates to goals, policies, and performance metrics and targets; revenue forecasts; project list updates and evaluation, taking into consideration equity, greenhouse gas reductions, and other RTP goals, state and federal goals; and addressing new state and federal guidelines for regional plans.

### Scotts Creek

The Scotts Creek project will continue critical work to develop a replacement bridge design for Highway 1 over Scotts Creek in north Santa Cruz County that includes restoration of the ecological condition and

dynamism of the Scotts Creek lagoon, marsh, and dune system, while also planning for climate change. Caltrans is the implementing agency for the project and RTC provides support and input on the preliminary engineering and environmental component of the project. Caltrans, RTC, and the Resource Conservation District are seeking funding for project implementation and will continue to serve on the project team in FY 2026/27.

#### Highway 1 Coastal Resilience at Waddell and San Vicente Creeks

Development of a Coastal Resilience Plan for Highway 1 at Waddell and San Vicente Creeks. The RTC will work in partnership with the Resource Conservation District (RCD) to identify short-, medium- and long-term actions for viability and resilience to climate stressors in tandem with ecological restoration of the creeks. A best practices framework will be developed outlining a workable methodology that facilitates multi-agency consensus for developing resilience plans for coastal transportation infrastructure.

#### Planning for Climate Resilience for the Zero Emission Passenger Rail and Trail Corridor

This effort will analyze various locations along the Santa Cruz Branch Rail Line Corridor that are vulnerable to climate change impacts and identify options for long term viability. The locations include the Capitola bluffs, the La Selva and Manresa Beach bluffs, the Harkins Slough Rail Crossing, and the Pajaro River railroad bridge. The analysis will include sea level rise, wave runup, geotechnical characteristics, wetland delineation, etc.

Planning	Object	FY 2025/26 Approved 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note	
1	<u>Revenues</u>					
2	TDA Planning	40172	917,378	917,378	-	
3	Measure D	40186	901,708	1,350,324	448,616	Anticipated payment to Caltrans for Hwy 17 Wildlife Crossing
4	RSTP Exchange	40761	312,573	312,573	-	
5	STIP for Planning (PPM)	40770	175,839	225,839	50,000	Some estimated carryover from FY 2025-26
6	Rural Planning Assistance (RPA)	40786	527,722	466,500	(61,222)	Carryover to be determined at end of FY 2025-26
7	Sustainable Communities - FTA 5304	40786	38,294	-	(38,294)	Work completed in FY 2025-26
8	SB125-TIRCP (for program administration)	40894	346,861	296,861	(50,000)	Estimated carryover
9	Strategic Partnership - FHWA	40786	255,700	-	(255,700)	Work completed in FY 2025-26
10	State TNC Access Fee Funds	40786	103,707	112,000	8,293	Some additional funds for FY 2026-27
11	Climate Adaptation - SHA	40894	2,549,000	1,412,923	(1,136,077)	Some work done in FY 2025-26
12	Total Revenues		6,128,783	5,094,398	(1,034,384)	
13						
14	<u>Salaries, Benefits &amp; Overhead by Program</u>					
15	Regional Planning Coordination		155,000	164,000	9,000	Updated estimate
16	Work Program		50,000	54,000	4,000	Updated estimate
17	Public Information		60,000	60,000	-	
18	Bicycle/Pedestrian Planning		75,000	80,000	5,000	Updated estimate
19	Specialized Transportation		80,000	85,000	5,000	Updated estimate
20	Regional Transp Plan for MTP		340,000	340,000	-	
21	Transp Improv Program (TIP)		270,000	320,000	50,000	Updated estimate
22	Highway & Roadway Planning		80,000	80,000	-	
23	Highway 17 Wildlife Crossing		1,000	-	(1,000)	
24	Scotts Creek Marsh Restoration		25,000	25,000	-	
25	TNC Access for All		7,500	10,000	2,500	Updated estimate
26	Equity Action Plan Grant		30,000	176,000	146,000	Work completed in FY 2025-26
27	SB125-TIRCP Administration		50,000	60,000	10,000	Administration of SB125 TIRCP & ZETCP Funds
28	Coastal Resiliency Plan - Waddell & San Vicente		90,000	90,836	836	Updated estimate
29	SCC Rural Highways Safety Plan		50,000	-	(50,000)	Work completed in FY 2025-26
30	SCC North Coast TDM Plan		90,000	30,000	(60,000)	Most work completed in FY 2025-26
31	Climate Res for ZEPRT Corridor		262,808	260,000	(2,808)	Updated estimate
32	Allocated Labor Costs	51070	891,774	953,360	61,586	
33	Allocated Overhead (indirect costs)	62354	824,534	881,476	56,942	
34	Subtotal Staff and Overhead		1,716,308	1,834,836	118,528	

Planning Continued		FY 2025/26	FY 2026/27	Difference	Note
	Object	Approved 12/4/25	Proposed 3/12/26		
1	<u>Services &amp; Supplies</u>				
2	Passthrough Programs				
3	Bike To Work and School Program (Ecology Action)	62856	72,000	72,000	-
4	HSA Vision Zero Bike and Pedestrian Safety Program	62856	156,000	156,000	-
5	Ecology Action - Bike Smart and Walk Smart	62856	300,000	300,000	-
6	Ecology Action - Safe Route to Schools	62856			
7	Project Paseo (Bike SC County)	62856	12,573	12,573	-
8	<u>Professional Services (contracts)</u>				
9	Legislative Assistant	62381	50,000	50,000	-
10	Eng and Other Tech Consultants	62381	25,000	25,000	-
11	AMBAG for RTP/MTP	75230	30,000	-	(30,000) Need not anticipated for FY 2026-27
12	Coastal Resiliency Plan - Waddell & San Vicente	62381	650,000	554,163	(95,837) Estimate for FY 2026-27
13	SCC Rural Highways Safety Plan	62381	55,632	-	(55,632) Work to be completed in FY 2025-26t
14	SCC North Coast TDM Plan	62381	208,698	-	(208,698) Work to be completed in FY 2025-26t
15	Transportation Equity Action Plan	62381	54,000	-	(54,000) Carryover from FY 2024-25
16	Climate Adaption-Vulnerability Assessment	62381	-	-	-
17	Climate Res for ZEPRT Corridor	62381	830,000	580,000	(250,000) Carryover from FY 2024-25
18	TNC Access for All	62381	96,207	102,000	5,793 Some additional funds for FY 2026-27
19	<u>RTC Work Element Related Items</u>				
20	Traffic Monitoring services	62381	30,000	30,000	-
21	Printing Documents & Pub Engagement Activities	62381	40,000	20,000	(20,000) Updated estimate for FY 2026-27
22	Transfer to Rail/Trail Authority	75232	110,000	95,000	(15,000) Updated estimate for FY 2026-27
23	Subtotal Services & Supplies		2,720,110	1,996,736	(723,374)
24	<u>Other &amp; for Future Fiscal Years</u>				
25	Highway 17 Wildlife Crossing Construction to Caltrans	75230	900,708	1,349,324	448,616 Anticipated payment to Caltrans for Hwy 17 Wildlife Crossing
26	Equity Action Plan for Future Fiscal Years	62856	-	-	-
27	SB125-TIRCP Administration Future Years	62856	296,861	236,861	(60,000) Estimated carryover
28	Coastal Resiliency Plan - Wadell/San Vicente Future FYs	62856	628,335	-	(628,335) Estimated to be completed in FY 2026-27
29	SCC Rural Highways Safety Plan - Future FYs	62856	-	-	-
30	SCC North Coast TDM Plan Future FYs	62856	-	-	-
31	Climate Res for ZEPRT Corridor for Future Years	62856	422,893	-	(422,893) Estimated to be completed in FY 2026-27
32					
33	Total Expenditures		6,685,215	5,417,757	(1,267,458)
34					
35	To/(From) Reserves:		(556,432)	(323,359)	233,074



## Highway 9 Improvements

GL Key 721740 / Fund 76620

Transportation projects in the Highway 9 complete streets corridor program will improve safe travel in the San Lorenzo Valley (SLV) for users of all modes of transportation. Highway 9 investments focus on safety, speeding reduction, and traffic flow improvements; multimodal access to schools, libraries, parks, bus stops, businesses, and other destinations in town centers; as well as other needs identified by the community in this travel corridor.

RTC is partnering with Caltrans, Santa Cruz Metro, the County of Santa Cruz, and San Lorenzo Valley Unified School District (SLVUSD) to implement investments that address community concerns, improve safety, access, and connectivity for all modes of transportation, as well as economic vitality, environmental quality, and emergency preparedness, while improving the condition of existing infrastructure.

Recent, current, and near-term expenditures in the program include funding preconstruction activities for the Felton complete streets project being implemented by Caltrans, and preliminary engineering and environmental analysis of complete streets improvements along Highway 9 in Boulder Creek. Expenditures may include research and pursuit of grant opportunities. Some of the funds programmed and budgeted for FY 2026/27 will carry over to FY 2026/27 and will be included in a future budget amendment.

Highway 9 Improvements		FY 2025/26 Approved 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note	
	Object					
1	Measure D	40186	586,824	1,662,521	1,075,697	Carryover from FY 25/26 & match for grants
2	2023 Federal Earmark	40786	1,500,000	1,188,000	(312,000)	Carryover from FY 25/26
3	Total Revenues	2,086,824	2,850,521	763,697		
4	Salaries, Benefits & Overhead					
5	Allocated Labor Costs	51070	45,747	36,247	(9,500)	Carryover from FY 25/26
6	Allocated Overhead	62354	42,298	33,514	(8,784)	
7	Total Salaries, Benefits & Overhead	88,045	69,761	(18,284)		
8						
9	Services & Supplies					
10	Legal Fees	62359	-	-	-	
11	Professional & Special Serv	62381	1,070,000	1,638,712	568,712	Carryover from FY 25/26
12	Contingency/Special Exp	62856	619,000	241,239	(377,761)	Some funds used in FY 2025-26
13	Construction	86110	-	900,809	900,809	Carryover from FY 25/26
14	Total Services & Supplies	1,689,000	2,780,760	1,091,760		
15						
16	Total Expenditures:	1,777,045	2,850,521	1,073,476		
17						
18	Excess of Revenues over Expenditures:	309,779	-	(309,779)		

## Cruz 511 Traveler Information Rideshare

GL Key 721410 / Fund 76621

Cruz511 is the traveler information transportation demand management (TDM) program administered by the RTC. Cruz511 provides resources for travel options around the county including a trip planner, carpool and vanpool match services, bicycle maps, accessible travel options, and an interactive traffic map with real-time information on construction, incidents, and travel speeds. Knowledgeable travel counselors are also available to help people understand their options for getting around. In partnership with the City of Santa Cruz, Ecology Action, UCSC, and other local jurisdictions, the RTC launched "Go Santa Cruz County," a robust demand management program, including an online commute manager and rewards platform with dynamic ride matching and trip planning. The platform is also being used for Santa Cruz METRO's "One Ride at a Time" program to increase transit ridership by promoting environmental causes. In FY 2026/27, the RTC will continue to work to provide traffic safety messaging and active transportation mapping resources to community members throughout the county. In FY 2025/26 the RTC launched a program to provide incentives to lower income residents for purchase and use electric bicycles and regular bicycles. The program will carryover into FY 2026/27.

Cruz 511 Rideshare		FY 2025/26	FY 2026/27	Difference	Note	
	Object	Approved 12/4/25	Proposed 3/12/26			
1	Measure D	40186	231,000	243,000	12,000	Programmed for FY 2026-27
2	Interest	40430	4,000	4,000	-	
3	RSTP Exchange/STBG	40761	370,635	26,414	(344,221)	Carry over from FY 2025-26
4	Contr from Other Agencies	41150	194,900	-	(194,900)	Fund will be used in FY 2025-26
5	Contr from Other Funds	42367	50,000	80,000	30,000	Updated estimate from SAFE funds
6	Total Revenues	850,535	353,414	(497,121)		
7						
8	Salaries, Benefits & Overhead					
9	Allocated Labor Costs	51070	109,042	109,042	0	
10	Allocated Overhead	62354	100,820	100,820	-	
11	Total Salaries, Benefits & Overhead	209,862	209,862	-		
12						
13	Services & Supplies					
14	Telephone & Mobile Device	61221	500	500	-	
15	Membership	62020	600	675	75	Updated estimate
18	Duplicating	62214	-	-	-	
	Computer Software	62219	-	-	-	
16	Postage	62221	1,000	1,000	-	
19	Subscriptions	62222	-	-	-	
17	General Supplies & Expenses	62223	2,000	2,000	-	
20	Legal Fees	62359	-	-	-	
18	Professional & Special Serv	62381	258,000	116,000	(142,000)	Bike Incentive Program completed in FY 2025-26
22	Temporary Contract Serv	62395	-	-	-	
	Office Rent	62610	-	-	-	
19	Adv, Promo and Incent for Public Ei	62801	425,000	105,069	(319,931)	Bike Incentive Program completed in FY 2025-26
20	Contingency/Special Exp	62856	20,000	19,944	(56)	
21	Subscriptions	62890	3,300	3,300	-	
25	Towing	62893	-	-	-	
22	Transp/Travel/Educ	62914	2,000	2,000	-	
23	Total Services & Supplies	712,400	250,488	(461,912)		
24						
25	Total Expenditures:	922,262	460,350	(461,912)		
26						
27	To/(From) Reserves:	(71,727)	(106,936)			



## Service Authority for Freeway Emergencies (SAFE)

GL Key 721825 / Fund 76625

The RTC serves as the Service Authority for Freeway Emergencies (SAFE) for Santa Cruz County. SAFEs are funded by a \$1 vehicle registration fee on all vehicles in their region. The funds are used to provide the highway call box system, Freeway Service Patrols (tow trucks) on Hwy 1 and 17, extra California Highway Patrol (CHP) enforcement on Hwy 17 and other motorist-aid services aimed at improving safety and reducing non-recurrent congestion on highway. California Highway Patrol (CHP) operations are also reimbursed by the Metropolitan Transportation Commission for the Santa Clara County portion of Highway 17.

Call boxes are connected to an answering service and require regular maintenance and utilities including electricity for lighting and telephone service. Due to a significant reduction in the use of call boxes, staff is analyzing the long-term viability of the call box system along with other agencies in the state. Depending on the results of that analysis, staff may propose significant changes to the budget for this program in the near future.

Service Authority for Freeway Emergencies (SAFE)			FY 2025/26	FY 2026/27	Difference	Note
	Object	Approved 12/4/25	Proposed 3/12/26			
1	Measure D	40186	50,000	50,000	-	
2	Local Assistance (MTC)	40384	50,000	50,000	-	
3	Interest	40430	1,000	1,000	-	
4	DMV Fees	40754	257,750	257,750	-	
5	Total Revenues		358,750	358,750	-	
6						
7	Salaries, Benefits & Overhead					
8	Allocated Labor Costs	51070	77,938	91,707	13,769	More work anticipated to plan and implement callbox removal
9	Allocated Overhead	62354	72,062	84,793	12,731	
10	Total Salaries, Benefits & Overhead		150,000	176,500	26,500	
11						
12	Services & Supplies					
13	Telephone & Mobile Device	61221	10,200	5,000	(5,200)	Anticipate removal of call boxes
14	Liability Insurance	61535	5,250	5,250	-	
15	Other Equip Repair/Maint	61730	37,500	6,450	(31,050)	Anticipate removal of call boxes
16	General Supplies & Expenses	62223	2,000	2,000	-	
17	Legal Fees	62359	1,000	1,000	-	
18	Professional & Special Serv	62381	3,000	1,500	(1,500)	Anticipate removal of call boxes
19	Contingency/Special Exp	62856	150,000	150,000	-	
20	Transp/Travel/Educ	62914	2,000	2,000	-	
21	Utilities	63070	1,200	1,200	-	
22	Transfer to Other Funds	75233	50,000	80,000	30,000	Updated estimate for Cruz511
23	CHP Operations	75280	150,600	150,600	-	
24	Total Services & Supplies		412,750	405,000	(7,750)	
25						
26	Total Expenditures:		562,750	581,500	18,750	
27						
28	To/(From) reserves:		(204,000)	(222,750)		

## Freeway Service Patrol

GL Key 721827 / Fund 76627

The Freeway Service Patrol (FSP) program consists of tow trucks patrolling Highway 17 from Mount Herman Road to the Santa Clara County Line and Highway 1 from Highway 9 to State Park Drive. FSP tow trucks reduce congestion on the highway by quickly clearing accidents, debris, and other incidents, and allowing traffic to return to normal conditions during a limited schedule on weekends.

The benefit/cost ratio for the Santa Cruz County FSP program is 3:1. This ratio represents the FSP cost effectiveness based on operational performance measures.

Freeway Service Patrol (FSP)		FY 2025/26	FY 2026/27	Difference	Note	
	Object	Approved 12/4/25	Proposed 3/12/26			
1	Measure D	40186	231,000	231,000	-	Measure D Latest approved 5 Year Plan
2	SB 1	40465	140,985	140,985	-	FY25-26 estimates will update after May Estimates
3	Caltrans FSP	40884	163,110	163,110	-	FY25-26 estimates will update after May Estimates
4	Total Revenues		535,095	535,095	-	
5						
6	<u>Salaries, Benefits &amp; Overhead</u>					
7	Allocated Labor Costs	51070	44,944	44,943	(1)	
8	Allocated Overhead	62354	41,556	41,557	1	
9	Total Salaries, Benefits & Overhead		86,500	86,500	-	
10						
11	<u>Services &amp; Supplies</u>					
12	Telephone & Mobile Device	61221	2,000	2,000	-	
13	Liability Insurance	61535	4,200	4,200	-	
14	General Supplies & Expenses	62223	4,000	4,000	-	
15	Legal Fees	62359	1,000	1,000	-	
16	Contingency/Special Exp	62856	5,000	5,000	-	
17	Towing	62893	419,115	431,395	12,280	Updated estimate
18	Transp/Travel/Educ	62914	1,000	1,000	-	
20	Total Services & Supplies		436,315	448,595	12,280	
21						
22	Total Expenditures:		522,815	535,095	12,280	
23						
24	To/(From) reserves:		12,280	-	(12,280)	

## Santa Cruz Branch Rail Line

GL Key 722100 / Fund 76623

The RTC is the owner of the Santa Cruz Branch Rail Line, which is an active freight railroad that the RTC purchased for the purpose of preserving and expanding transportation uses in the corridor, such as a trail and passenger rail. The RTC performs regular inspections and repairs to preserve and maintain the railroad infrastructure for future use, including potential zero emission rail transit and the Coastal Rail Trail. The trail portion of the project is funded by Measure D Active Transportation category.

### Real Property Management

Santa Cruz Branch Rail Line property management work includes processing and issuing right of entry agreements; reviewing, cataloguing, and updating of utility agreements; and updating and pursuing lease agreements in accordance with the RTC's policies for Leases, Licenses, Encroachments and Rights of Entry; and for Capital Projects implemented by others along the SCBRL. The RTC uses professional service contracts with Real Property consultants to support the property management needs along the branch line, and staff plans to reprocure the on-call Real Property Management contracts in FY 2026/27.

Santa Cruz Branch Rail Line GL Key 722100		FY 2025/26 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note	
Real Property	Object					
Revenues						
1	Leases, Licenses & Other Revenue	40440	83,772	100,072	16,300	
2	Transfer from TC Funds	42367	110,000	100,000	(10,000)	
3	Total Revenues	193,772	200,072	6,300		
Expenditures						
5	Allocated Labor Costs	51070	57,155	51,959	(5,196)	
6	Allocated Overhead (indirect costs)	62354	52,845	48,041	(4,804)	
7	Total Salaries, benefits, & overhead	110,000	100,000	(10,000)		
8	Liability Insurance	61535	32,425	-	(32,425)	
9	Telephone	61221	480	-	(480)	
10	Office Expense	62223	500	21,000	20,500	
11	Legal Counsel	62359	5,000	120,000	115,000	
12	Professional Services	62381	54,520	50,000	(4,520)	
13	Training	62914	5,000	10,000	5,000	FY 2026/27 Hi-rail truck training
14	Transfer to Other Funds	75233	-	-	-	
15	Total Services, Supplies & Other	97,925	201,000	103,075		
16						
17	Total Expenditures	207,925	301,000	93,075		
18						
19	To/(From) Reserves Real Property:	(14,153)	(100,928)	(86,775)		

## Santa Cruz Branch Rail Line Capital Projects

GL Key 722100 / Fund 76623

### Zero Emission Rail & Trail (ZEPRT) Project Concept Development

In 2022, RTC proceeded with development of the Zero Emission Rail Transit & Trail Project concept. The project proposes new high-capacity passenger rail service and stations along approximately 22-miles of the branch line from Watsonville/Pajaro to Santa Cruz. Staff are actively pursuing competitive grants to fully fund the project through environmental clearance. The trail portion of the project is funded by Measure D Active Transportation category.

### Infrastructure Inspections and Repairs

Regular inspections and repairs to the railroad infrastructure are needed to preserve the line for future use. The work may include repairs to the bridges, track bed, drainage system, and grade crossings. The RTC procures consultants and contractors to inspect and perform repairs to the infrastructure.

Santa Cruz Branch Rail Line GL Key 722100		FY 2025/26	FY 2026/27		
		Approved	Proposed	Difference	Note
Capital Projects	Object	12/4/2025	3/12/2026		
<b>Revenues</b>					
1	Measure D	40186	5,120,812	4,583,450	(537,362) Carryover from FY25-26
2	Measure D Active Transportation	40186	350,000	-	(350,000) Carryover from FY25-26
3	Interest	40430	-	10,000	10,000
3	TIRCP SB125 Formula Funds (RTIP 202)	40894	-	666,667	666,667
3	TIRCP Cycle 6	42384	1,697,019	-	(1,697,019) Grant funds not yet secured
4	<b>Total Revenues</b>		<b>7,167,831</b>	<b>5,260,117</b>	<b>(1,907,714)</b>
<b>Expenditures</b>					
6	Allocated Labor Costs	51070	457,685	467,630	9,944
7	Allocated Overhead (indirect costs)	62354	423,176	432,370	9,195
8	<b>Total Salaries, benefits, &amp; overhead</b>		<b>880,861</b>	<b>900,000</b>	<b>19,139</b>
9	Legal Counsel	62359	145,000	26,250	(118,750)
10	Professional Services	62381	5,117,817	1,525,617	(3,592,200) Grant funds not yet secured
11	Contingency-General	62856	100,000	155,000	55,000
12	Loan Repayment	74244	-	-	-
13	Construction	86110	910,000	2,442,322	1,532,322
14	<b>Total Services, Supplies &amp; Other</b>		<b>6,272,817</b>	<b>4,149,189</b>	<b>(2,123,628)</b>
15					
16	<b>Total Expenditures</b>		<b>7,153,678</b>	<b>5,049,189</b>	<b>(2,104,489)</b>
17					
18	To/(From) Reserves Capital Projects:		<b>14,153</b>	<b>210,928</b>	<b>196,775</b>
19	Total To/(From) Reserves Rail Fund:		<b>0</b>	<b>110,000</b>	<b>110,000</b>

\*Zero-Emissions Passenger Rail and Trail (ZEPRT) Project

\*\*Transit and Intercity Rail Capital Program (TIRCP)

## Highway 1 Corridor Investment Program

### Fund 76626

The Highway 1 Corridor Investment Program was developed to provide multimodal solutions to congestion and improve traffic flow and safety to increase the safety and efficiency of these corridors in Santa Cruz County.

The program of projects includes auxiliary lanes, bus on shoulder improvements, and bicycle and pedestrian overcrossings. Future potential projects within the program include interchange modifications, ramp metering, and High Occupancy Vehicle (HOV) lanes.

41<sup>st</sup> Avenue to Soquel Drive Auxiliary Lanes, Bus on Shoulder, and Bicycle and Pedestrian Overcrossing at Chanticleer Avenue. GL Key 722261

The project will construct northbound and southbound auxiliary lanes between the 41<sup>st</sup> Avenue and Soquel Avenue/Drive interchanges, bus on shoulder improvements, and construct a new bicycle and pedestrian overcrossing at Chanticleer Avenue. Construction began in 2023, with planned activities including design support during construction, project management, and public information campaign ongoing through 2026. State Transportation Improvement Program (STIP) and Solutions for Congested Corridors Program (SCCP) funds programmed for construction capital were allocated by the CTC to Caltrans and do not flow through the RTC budget. Caltrans is managing construction of the project and RTC is the sponsor agency.

Highway 1 Corridor GL Key 722261 41 <sup>st</sup> Avenue to Soquel Drive		FY 2025/26 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note
1	Revenues				
2	Measure D	40186	40186		
1	SB1 SCCP 41st/Soquel	40465	353,965	(7,337,825)	Carryover from FY24-25 and recently approved 5Year Plan
3	Soquel Water District Contribution	41150	-	353,965	
4	Total Revenues	7,737,488	753,628	(6,983,860)	
5	Expenditures				
6	Allocated Labor Costs	51070	63,748	109,742	45,994
7	Allocated Overhead (indirect costs)	62354	58,941	101,468	42,527
8	Total Salaries, benefits, & overhead	122,689	211,210	88,521	
9	Legal Fees	62359	868	-	(868)
10	Engineering Consultant	62381	-	-	
11	Project Management Consultant	62381	28,302	28,302	- Carryover from FY 24/25
12	Pub Info, materials, & meetings	62381	16,000	16,000	-
13	Right of Way Capital and Support	62856	230,115	126,663	(103,452)
14	Construction Capital	62856	7,339,514	371,453	(6,968,061) Increase due to full year of construction
15	Contingency	62856	-	-	
16	Total Services & Supplies	7,614,799	542,418	(7,072,381)	
17					
18	Total Expenditures	7,737,488	753,628	(6,983,860)	
19					
20	To/(From) Reserves:	-	-	-	

### Bay Avenue/Porter Street to State Park Drive Auxiliary Lanes and Bus on Shoulders. GL Key 722262

The project will construct northbound and southbound auxiliary lanes between the Bay Avenue/Porter Street and State Park Drive interchanges, bus on shoulder improvements, replace the existing Capitola Avenue local roadway overcrossing, and construct a Bicycle and Pedestrian Overcrossing at Mar Vista Drive. State Transportation Improvement Program (STIP), Solutions for Congested Corridors Program (SCCP) and Local Partnership Program (LPP) funds programmed for construction capital in FY 2022-23 have been allocated by the CTC to Caltrans and will not flow through the RTC budget. Caltrans is managing construction of the project and RTC is the sponsor agency.

Highway 1 Corridor		FY 2025/26	FY 2026/27		
GL Key 722262		Approved	Proposed	Difference	Note
Bay/Porter to State Park Drive		12/4/2025	3/12/2026		
1	Revenues				
2	Measure D	40186	17,457,345	14,920,282	(2,537,063) Carryover from FY24-25 and recently approved 5Year Plan
3	STIP	40770	-	-	
4	SB1 SCCP Bay/Porter to State Park	40465	278,914	535,893	256,979
5	Total Revenues	17,736,259	15,456,175	(2,280,084)	
6	Expenditures				
7	Allocated Labor Costs	51070	178,870	134,807	(44,063)
8	Allocated Overhead (indirect costs)	62354	165,384	124,643	(40,741) Total staff costs increased by \$50k, allocation due to indirect cost rate
9	Total Salaries, benefits, & overhead	344,254	259,450	(84,804)	
10	Legal Fees	62359	24,952	19,401	(5,551)
11	Engineering Consultant	62381	278,914	535,893	256,979
12	Project Management Consultant	62381	126,264	115,000	(11,264) Carryover from FY 24/25
13	Right of Way Capital and Support	62856	-	-	
14	Construction Capital	62856	15,982,502	13,826,431	(2,156,071) Costs based on project status and schedule
15	Contingency	62856	979,373	700,000	(279,373)
16	Total Services & Supplies	17,392,005	15,196,725	(2,195,280)	
17					
18	Total Expenditures	17,736,259	15,456,175	(2,280,084)	
19					
20	To/(From) Reserves:	-	-	-	

## State Park Drive to Freedom Boulevard Auxiliary Lanes, Bus on Shoulders, and Coastal Rail Trail Segment 12. GL Key 722263

The project will construct northbound and southbound auxiliary lanes, bus on shoulder improvements, widen the Highway 1 bridge over Aptos Creek/Spreckles Drive, and construct a 1.25-mile section of Segment 12 of the Coastal Rail Trail/Monterey Bay Sanctuary Scenic Trail Network (MBSST), including new bridges over Highway 1 (2 bridges) and Soquel Drive (2 bridges). The environmental component of the project was completed in 2024, and the right-of-way and final design components will continue in FY 2026/27; the project is expected to be construction-ready in 2027, pending availability of funds for construction. This project will reduce congestion, improve coastal access, and improve connectivity for walkers and bikers to adjacent neighborhoods, schools, and Aptos Village. The RTC is the implementing agency for the final design and right of way components of the project.

Highway 1 Corridor GL Key 722263 State Park Drive to Freedom Boulevard		FY 2025/26 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note	
1	Revenues					
2	Measure D - Highway	40186	6,109,782	13,484,967	7,375,185	Highway right of way work anticipated
3	Measure D - Active Transportation	40186	-	-	-	Segment 12 right of way work anticipated
4	STIP	40770	300,000	300,000	-	
5	Total Revenues	6,409,782	13,784,967	7,375,185		
6	Expenditures					
7	Allocated Labor Costs	51070	219,839	189,650	(30,190)	Total staff costs increased in both labor (construction) and indirect cost
8	Allocated Overhead (indirect costs)	62354	203,264	175,350	(27,913)	rate
9	Total Salaries, benefits, & overhead	423,103	365,000	(58,103)		
10	PA/ED Consultants	62381	-	-	-	
11	PS&E Consultant	62381	2,874,764	1,094,800	(1,779,964)	
12	Legal Fees	62359	50,000	10,000	(40,000)	
13	Project Management Consultant	62381	78,504	60,000	(18,504)	
14	Pub Info, materials, & meetings	62381	25,000	10,000	(15,000)	
14	Right of Way Capital and Support	62856	2,891,558	4,240,000	1,348,442	Costs based on project status and schedule
15	Construction Capital	62856	-	8,005,167	8,005,167	Costs based on project status and schedule
15	Contingency	62856	66,853	-	(66,853)	Costs based on project status and schedule
16	Total Services & Supplies	5,986,679	13,419,967	7,433,288		
17						
18	Total Expenditures	6,409,782	13,784,967	7,375,185		
19						
20	To/(From) Reserves:	-	-	-		

Highway 1 Corridor All Segments Combined		FY 2025/26 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note	
1	Revenues					
	Object					
2	Measure D Hwy	40186	31,304,615	28,804,912	(2,499,703)	Carryover from FY25-26 and recently approved 5Year Plan
3	Measure D Active	40186	-	-	-	
4	SB1 SCCP 41st/Soquel & BP-SP	40465	278,914	889,858	610,944	
5	STIP	40770	300,000	300,000	-	
5	Soquel Water District Contribution	41150	-	-	-	
6	Total Revenues	31,883,529	29,994,770	(1,888,759)		
7	Expenditures					
8	Allocated Labor Costs	51070	462,458	434,199	(28,258)	Carryover from FY25-26 and recently approved 5Year Plan
9	Allocated Overhead (indirect costs)	62354	427,588	401,461	(26,128)	Carryover from FY25-26 and recently approved 5Year Plan
10	Total Salaries, benefits, & overhead	890,046	890,046	835,660	(54,386)	
12	Legal Fees	62359	75,820	29,401	(46,419)	
11	Engineering Consultant	62381	3,153,678	1,630,693	(1,522,985)	Carryover from FY25-26 and recently approved 5Year Plan
13	Pub Info, materials, & meetings	62381	41,000	26,000	(15,000)	Carryover from FY25-26 and recently approved 5Year Plan
12	Project Management Consultant	62381	233,070	203,302	(29,768)	Carryover from FY25-26 and recently approved 5Year Plan
12	Right of Way Capital and Support	62856	3,121,673	4,366,663	1,244,990	Carryover from FY25-26 and recently approved 5Year Plan
14	Construction Capital	62856	23,322,016	22,203,051	(1,118,965)	Carryover from FY25-26 and recently approved 5Year Plan
15	Contingency	62856	1,046,226	700,000	(346,226)	Carryover from FY25-26 and recently approved 5Year Plan
16	Total Services & Supplies	30,993,483	29,159,110	(1,834,373)		
17					-	
18	Total Expenditures	31,883,529	29,994,770	(1,888,759)		
19					-	
20	To/(From) Reserves:	-	-	-		

## Active Transportation

### Fund 76628

#### MBSST Network Implementation GL Key 722280

The Monterey Bay Sanctuary Scenic Trail Network (MBSST) is a proposed 50-mile bicycle and pedestrian trail project within Santa Cruz County, divided into 20 segments. The spine of the trail network will be the 32-mile Coastal Rail Trail from Davenport to Watsonville, to be built within or adjacent to the Regional Transportation Commission-owned rail right-of-way (Segments 5-20). The FY 2026/27 budget includes funds for ongoing maintenance of the trail corridor, property management, as well as RTC oversight, coordination, and technical assistance during project implementation.

Maintenance and property management for the trail corridor includes vegetation control; tree maintenance; trash and dumping abatement; encampments; drainage maintenance and repairs; storm debris cleanup, identifying and addressing encroachments onto right-of-way property; supporting capital projects and lease updates by clarifying real property rights, conducting appraisals, and acquiring additional rights, if needed. FY 2026/27 also includes RTC work to secure environmental permits to support maintenance activities.

RTC staff provide technical support and stakeholder coordination for development of the MBSST/Coastal Rail Trail projects implemented by others. Consultant services are utilized for technical assistance when needed.

MBSST Coastal Rail Trail		FY 2025/26	FY 2026/27	Difference	Note	
GL Key 722280		Approved	Proposed			
General Network and Maintenance		12/4/2025	3/12/2026			
Revenues						
1	Measure D	40186	2,483,173	2,753,373	270,200	Carryover from FY 25/26
2		Total Revenues	2,483,173	2,753,373	270,200	
Expenditures						
4	Allocated Labor Costs	51070	306,132	306,132	-	
5	Allocated Overhead (indirect costs)	62354	283,050	283,050	-	
6	Total Salaries, benefits, & overhead		589,182	589,182	-	
7	Maintenance	61845	1,325,079	1,325,079	-	
8	Legal Fees	62359	120,000	120,000	-	
9	Professional Services	62381	93,912	364,112	270,200	
10	Training	62914	5,000	5,000	-	
11	Transfer to Other Funds	75233	350,000	350,000	-	
12	Total Services, Supplies & Other		1,893,991	2,164,191	270,200	
13					-	
14	Total Expenditures		2,483,173	2,753,373	270,200	
15						
16	To/(From) Reserves:		-	-	-	

## North Coast Rail Trail

### GL Key 722281

Segment 5 will construct 7.5 miles of the MBSST's rail trail spine between Wilder Ranch and Davenport along the rail right-of-way. Segment 5 will be a new multi-use paved path and parking improvements along the scenic North Coast in Santa Cruz County and the project includes improved parking lots and connections to the trail at Davenport and Panther/Yellowbank Beach, access improvements from the Bonny Doon Beach parking lot to the trail, and a pedestrian crosswalk in Davenport.

The project is funded by the Federal Land Access Program (FLAP) and Measure D in FY 2025/26 and FY 2026/27 and is being implemented by FHWA.

MBSST Coastal Rail Trail GL Key 722281 North Coast		FY 2025/26 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note
	Object				
<b>Revenues</b>					
1	Measure D	40186	3,953,367	2,214,000	(1,739,367)
2	RSTPX	40761	-	125,000	125,000
3	Land Trust	42384	75,000	75,000	-
4	Coastal Conservancy	42384	-	30,000	30,000
5	Total Revenues		4,028,367	2,444,000	(1,584,367)
<b>Expenditures</b>					
7	Allocated Labor Costs	51070	46,763	20,784	(25,979)
8	Allocated Overhead (indirect costs)	62354	43,237	19,216	(24,021)
9	Total Salaries, benefits, & overhead		90,000	40,000	(50,000)
10	Maintenance	61845	55,000	274,000	219,000
11	Prelim Engineering and Tech Asst	62381	28,367	-	(28,367)
12	Construction	86110	3,855,000	2,130,000	(1,725,000)
13	Total Services, Supplies & Other		3,938,367	2,404,000	(1,534,367)
14					-

### GL Key 722282 City of Santa Cruz

The City of Santa Cruz started construction of Segment 7, Phase 2 between Bay Avenue and Pacific Avenue (0.8 miles of trail) in 2022. The project is scheduled to complete construction in 2025.

The City of Santa Cruz, in partnership with the County of Santa Cruz, is completing preliminary design and environmental review of Segments 8 & 9 of the Coastal Rail Trail between Pacific Avenue and 17<sup>th</sup> Avenue (2.5 miles), which is funded by state and private funds. The city secured an Active Transportation Program (ATP) and other grants, using Measure D funds as match, to fully fund design, right-of-way, and construction.

MBSST Coastal Rail Trail GL Key 722282 City of Santa Cruz		FY 2025/26 Approved 12/4/2025	FY 2026/27 Proposed 3/12/2026	Difference	Note
Object					
<b>Revenues</b>					
1	Measure D	40186	4,759,899	1,541,646	(3,218,253)
2	Total Revenues		4,759,899	1,541,646	(3,218,253)
<b>Expenditures</b>					
4	Allocated Labor Costs	51070	21,303	20,784	(520)
5	Allocated Overhead (indirect costs)	62354	19,697	19,216	(480)
6	Total Salaries, benefits, & overhead		41,000	40,000	(1,000)
7	Professional Services	62381		-	-
8	City of Santa Cruz Maintenance	75204	49,000	51,000	2,000
9	City of Santa Cruz Project Sponsor	75204	4,669,899	1,450,646	(3,219,253)
10	Total Services & Supplies		4,718,899	1,501,646	(3,217,253)
11	Total Expenditures		4,759,899	1,541,646	(3,218,253)
13	To/ (From) Reserves:		-	-	-
14					

### GL Key 722283 City of Watsonville

Segment 18 includes 2 miles of trail from Lee Road to Walker Street in the City of Watsonville connecting the city to the existing trail network in the Watsonville Slough Wetlands. The FY 2026/27 budget includes some funds for maintenance of the rail trail and preliminary engineering and environmental analysis of trail projects in Watsonville. Future phases of the trail through Watsonville are proposed to be included in the Zero Emission Rail Transit & Trail Project.

MBSST Coastal Rail Trail		FY 2025/26	FY 2026/27		
GL Key 722283		Approved	Proposed	Difference	Note
City of Watsonville		12/4/2025	3/12/2026		
<hr/>					
	Revenues				
1	Measure D	40186	1,047,000	7,043,700	5,996,700
2			1,047,000	7,043,700	5,996,700
3	Total Revenues		1,047,000	7,043,700	5,996,700
	Expenditures				
4	Allocated Labor Costs	51070	20,784	20,784	-
5	Allocated Overhead (indirect costs)	62354	19,216	19,216	-
6	Total Salaries, benefits, & overhead		40,000	40,000	-
7	Professional Services	62381	-	-	-
8	City of Watsonville	75206	1,007,000	7,003,700	5,996,700
9	Total Services, Supplies & Other		1,007,000	7,003,700	5,996,700
10			1,047,000	7,043,700	-
11	Total Expenditures		1,047,000	7,043,700	5,996,700
12			-	-	-
13	Tq/(From) Reserves:		-	-	-

## County of Santa Cruz

### GL Key 722285

Segments 10 & 11 will construct 4.7 miles between 17th Avenue in the unincorporated area of Santa Cruz County known as Live Oak through Jade Street Park in the City of Capitola, then up to State Park Drive in Aptos in unincorporated Santa Cruz County. The County of Santa Cruz in partnership with the City of Capitola, will continue final design and right of way activities in FY 2026/27 of Segments 10 & 11 of the trail from 17<sup>th</sup> Ave to State Park Drive (4.7 miles). The county secured an Active Transportation Program (ATP) grant for design, right-of-way, and construction, using Measure D as a match.

MBSST Coastal Rail Trail		FY 2025/26	FY 2026/27		
GL Key 722285		Approved	Proposed	Difference	Note
County of Santa Cruz		12/4/2025	3/12/2026		
<u>Revenues</u>					
1	Measure D	40186	3,675,038	2,931,730	(743,308) Carryforward from FY25-26
2	Total Revenues		3,675,038	2,931,730	(743,308)
<u>Expenditures</u>					
4	Allocated Labor Costs	51070	28,011	20,784	(7,227)
5	Allocated Over head (indirect costs)	62354	25,899	19,216	(6,683) Carryforward from FY25-26
6	Total Salaries, benefits, & overhead		53,910	40,000	(13,910) Carryforward from FY25-26
7	Professional Services	62381	10,000	-	(10,000)
8	County of Santa Cruz Seg 10-11	75303	3,611,128	2,891,730	(719,398) Carryforward from FY25-26
9	Total Services, Supplies & Other		3,621,128	2,891,730	(729,398)
10					
11	Total Expenditures		3,675,038	2,931,730	(743,308)
12					
13	To/(From) Reserves:		-	-	-

## RTC Summary and Fund Balances

Proposed March 12, 2026								
Fund Balances and Reserves for RTC Programs & Projects								
Description	RTC FUND (1)	RIDESHARE FUND (2)	RAIL/TRAIL AUTHORITY FUND (3)	SAFE OPERATING FUND (2)	FSP FUND (2)	MBSST ACTIVE TRANSPORTATION	HWY 1 PA/ED & ENG FUND (3)	TOTAL ALL FUNDS
1 Beginning Fund Balance (estimate):	745,985	408,873	567,358	454,110	219,494	328,623	580,668	3,305,111
2 FY 2025/26 Revenues budgeted	661,000	-	-	-	-	-	-	661,000
3 Reserve carried over	(445,985)	(138,105)	-	(174,450)	-	-	-	(758,540)
4 FY 2024/25 Excess Revenues over Expenditures	(771,081)	(106,936)	110,000	(222,750)	-	-	-	(990,767)
5 Subtotal Fund Balance	189,919	163,831	677,358	56,910	219,494	328,623	580,668	2,216,804
6 To Cashflow Reserve	-	-	-	-	-	-	-	-
7 To Restricted Reserve Fund	(757,531)	-	-	-	-	-	-	(757,531)
8 Total Fund Balance	(567,612)	163,831	677,358	56,910	219,494	328,623	580,668	1,459,272
9								
10								
11 Reserve Funds								
12 Reserve Target (30%)	1,203,516	138,105	-	174,450	-	-	-	1,516,071
13								
14 Cashflow Reserve ( 8%)	320,938	138,105	-	174,450	-	-	-	633,493
15 Restricted Reserve ( 22%)	882,579	-	-	-	-	-	-	882,579
16 Total Reserve Funds	1,203,516	138,105	-	174,450	-	-	-	1,516,071
17								
18 Reserve Fund Difference from Target	757,531	-	-	-	-	-	-	-
19								

### Notes:

19 Numbers in parentheses are negative numbers. All other numbers are positive numbers.

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

21 Fund Balance = Balances of Funds not used at the end of prior fiscal year.

22 Budgeted Carryover = Portion of Fund Balance used in current fiscal year budget.

23

24 (1) 3.6 month (or 30%) operating reserve target established in RTC Rules and Regulations for the RTC Fund ; months (or %) available in this proposed budget

25 (2) 3.6 month (or 30%) operating reserve target approved for the SAFE Fund to cover SAFE, FSP and Cruz511 operations

26 (3) Reserve funds not proposed for capital project funds

Proposed March 12, 2026

## Fund Balances and Reserves for Special Revenue Funds

Description	TDA FUND (1)	RSTP EXCHANGE FUND (2)	STA FUND (3)	LCTOP Fund (3)	TOTAL ALL FUNDS
1					
2 Beginning Fund Balance (estimate):	3,445,260	13,216,111	-	243,322	16,904,693
3 FY 2025/26 Revenues & FY 2024-25 Carryover budgeted	13,488,525	4,279,834	-	-	17,768,359
4 FEMA Reimbursement for 2017 Storm Damage		3,589,038	-	-	3,589,038
5 RTC Reimbursement for 2023 Storm Damage		1,260,159	-	-	1,260,159
6 Restricted Reserve carried over	(1,058,632)	-	-	-	(1,058,632)
7 Funds Not Yet Programmed	-	-	-	-	-
8 Funds programmed - Prior FY	(2,366,178)	(20,034,486)	-	-	(22,400,664)
9 Funds programmed - Current FY	(13,488,525)	(2,310,657)	-	-	(15,799,182)
10 Subtotal Fund Balance	20,450	(0)	-	243,322	263,772
11					
12 To Restricted Reserve Fund	(20,450)				(20,450)
13 Total Fund Balance	-	(0)	-	243,322	243,322
14					
15					
16 Reserve Funds					
17 Reserve Target (8% target for TDA fund; 30% target for others)	1,079,082	-	-	-	1,079,082
18					
19 Restricted Reserve Carryover from prior FY (8% target for TDA fund)	1,058,632				1,058,632
20 Restricted Reserve Budgeted in Current FY (8% target for TDA fund)	20,450	-	-	-	20,450
21 Total Reserve Funds	1,079,082	-	-	-	1,079,082
22					
23 Reserve Fund Difference from Target	-	-	-	-	-

## 24 Notes:

25 Numbers in parentheses are negative numbers. All other numbers are positive numbers.

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

27 Fund Balance = Balances of Funds not used at the end of prior fiscal year.

28 Budgeted Carryover = Portion of Fund Balance used in current fiscal year budget.

29

30 (1) 8% reserve established in RTC Rules and Regulations for the TDA Fund; % available in this proposed budget

31 (2) Reserve funds not proposed for capital project funds. Future RSTPX programmed funds beyond the budget year are negative.

32 (3) This is a pass-through fund, all receipts are paid to Santa Cruz Metro or other transit providers



## RTC Budget Summary and Differences



Budget Summary by Purpose, Program or Project (with allocated labor and overhead)  
 Fiscal Year PY 2026/27  
 Proposed for March 12, 2026

8,606,858

		Cruz 511	SAFE	FSP	Rail	Hwy	MBSST	Planning	Hwy 9-SLV	Admin	Total	
<b>Revenues</b>												
1	TDA Revenue	40172	-	-	-	-	-	917,378	-	1,000,000	1,917,378	
2	Measurs D	40186	243,000	50,000	231,000	4,583,450	28,804,912	16,484,449	1,350,324	1,662,521	54,205,463	
3	Local Assistance (MTC)	40184	-	50,000	-	-	-	-	-	-	50,000	
4	Interest	40430	4,000	1,000	-	10,000	-	-	-	-	15,000	
5	Leases, Licenses & Other Rev	40440	-	-	-	100,072	-	-	-	-	100,072	
6	SB 1	40465	-	-	140,985	-	889,858	-	-	-	1,030,843	
7	DMV Fees	40754	-	257,750	-	-	-	-	-	-	257,750	
8	RSTP Exchange/STBG	40761	26,414	-	-	-	125,000	312,573	1,188,000	-	1,651,987	
9	STIP	40770	-	-	-	300,000	-	225,839	-	-	525,839	
10	Rural Planning Assistance (RPA)	40786	-	-	-	-	-	466,500	-	-	466,500	
11	Sustainable Communities - RMRA	40786	-	-	-	-	-	-	-	-	-	
12	2023 Federal Earmark	40786	-	-	-	-	-	-	-	-	-	
13	Caltrans FSP	40884	-	-	163,110	-	-	-	-	-	163,110	
14	State-Other	40894	-	-	-	666,667	-	-	1,821,784	-	2,488,451	
15	Sustainable Communities - FTA 5304	40962	-	-	-	-	-	-	-	-	-	
16	FEMA	41093	-	-	-	-	-	-	-	-	-	
17	Contr from Other Agencies	41150	-	-	-	-	-	-	-	-	-	
18	Contr from Other Funds	42367	80,000	-	-	100,000	-	-	-	-	180,000	
19	Other revenue	42384	-	-	-	-	105,000	-	-	-	105,000	
20	Loan Proceeds	42506	-	-	-	-	-	-	-	-	-	
21	<b>Total Revenues</b>	<b>353,414</b>	<b>358,750</b>	<b>535,095</b>	<b>5,460,189</b>	<b>20,994,770</b>	<b>16,714,449</b>	<b>5,094,398</b>	<b>2,850,521</b>	<b>1,795,807</b>	<b>63,157,393</b>	
22	<b>Salaries, Benefits &amp; Overhead</b>											
24	Allocated Labor Costs	51070	100,042	91,707	44,943	519,588	434,199	389,266	953,360	36,247	557,432	3,135,785
25	Allocated Overhead	62354	100,820	84,793	41,557	480,412	401,461	359,916	881,476	33,514	515,401	2,809,349
26	<b>Total Salaries, Benefits &amp; Overhead</b>	<b>209,862</b>	<b>176,500</b>	<b>86,500</b>	<b>1,000,000</b>	<b>635,660</b>	<b>749,182</b>	<b>1,834,836</b>	<b>69,761</b>	<b>1,072,833</b>	<b>6,035,134</b>	
27	<b>Services &amp; Supplies</b>											
28	Telephone & Mobile Device	61221	500	5,000	2,000	-	-	-	-	11,000	18,500	
30	Office Equipment	61312	-	-	-	-	-	-	-	5,000	5,000	
31	Liability Insurance	61535	-	5,250	4,200	-	-	-	-	254,100	263,550	
32	Office Equip Repair/Maint	61725	-	-	-	-	-	-	-	5,000	5,000	
33	Other Equip Repair/Maint	61730	-	6,450	-	-	-	-	-	-	6,450	
34	Repairs & Maintenance	61845	-	-	-	-	1,599,079	-	-	16,000	1,615,079	
35	Membership	62020	675	-	-	-	-	-	-	20,000	20,675	
36	Duplicating	62214	-	-	-	-	-	-	-	1,500	1,500	
37	Computer Software	62219	-	-	-	-	-	-	-	99,778	99,778	
38	Postage	62221	1,000	-	-	-	-	-	-	1,500	2,500	
39	Subscriptions	62222	-	-	-	-	-	-	-	-	-	
34	General Supplies & Expenses	62223	2,000	2,000	4,000	21,000	-	-	-	9,000	38,000	
35	Accounting & Audit	62301	-	-	-	-	-	-	-	45,105	45,105	
36	Computer Prof Svcs	62316	-	-	-	-	-	-	-	37,000	37,000	
37	County Mainframe/Intranet	62325	-	-	-	-	-	-	-	7,000	7,000	
38	Commissioners' Stipend	62327	-	-	-	-	-	-	-	14,880	14,880	
39	Legal Fees	62359	-	1,000	1,000	146,250	29,401	120,000	-	156,000	453,651	
40	Professional & Special Serv	62381	116,000	1,500	-	1,575,617	1,859,995	364,112	1,361,163	1,638,712	105,000	
41	Temporary Contract Serv	62395	-	-	-	-	-	-	-	-	-	
42	Office Rent	62610	-	-	-	-	-	-	-	200,013	200,013	
43	Adv, Promo and Incent for Public Engr	62801	105,069	-	-	-	-	-	241,239	10,000	356,308	
44	Contingency/Special Exp	62856	19,944	150,000	5,000	155,000	27,269,714	-	777,434	900,809	44,000	
45	Subscriptions	62890	3,300	-	-	-	-	-	-	-	3,300	
46	Towing	62893	-	-	431,395	-	-	-	-	-	431,395	
47	Transp/Travel/Educ	62914	2,000	2,000	1,000	10,000	-	5,000	-	100,000	120,000	
48	Vehicle Maint, Rentals & Serv	62920	-	-	-	-	-	-	-	7,820	7,820	
49	Utilities	63070	-	1,200	-	-	-	-	-	1,000	2,200	
50	Loan Repayment	74244	-	-	-	-	-	-	-	-	-	
51	Funds to City of Capitola	75203	-	-	-	-	-	-	-	-	-	
52	Funds to City of Santa Cruz	75204	-	-	-	-	-	1,501,646	-	-	1,501,646	
53	Funds to City of Watsonville	75206	-	-	-	-	-	7,003,700	-	-	7,003,700	
54	Contribution to Other Agency	75230	-	-	-	-	-	-	1,349,324	-	1,349,324	
55	Transfer to Other Funds	75233	-	80,000	-	-	-	350,000	95,000	-	525,000	
56	Retiree Health Contr to PERS	75273	-	-	-	-	-	-	-	-	-	
57	CHP Operations	75280	-	150,600	-	-	-	-	-	-	150,600	
58	Funds to SC County	75303	-	-	-	-	2,891,730	-	-	-	2,891,730	
59	Construction	86110	-	-	-	2,442,322	2,130,000	-	-	-	4,572,322	
60	Buildings and Improvements	86110	-	-	-	-	-	-	-	-	-	
61	Mobile Equipment	86209	-	-	-	-	-	-	-	-	-	
62	Office Equipment	86210	-	-	-	-	-	-	-	20,000	20,000	
63	<b>Total Services &amp; Supplies</b>	<b>250,488</b>	<b>405,000</b>	<b>448,595</b>	<b>4,350,189</b>	<b>29,159,110</b>	<b>15,965,267</b>	<b>3,582,921</b>	<b>2,780,760</b>	<b>1,170,696</b>	<b>58,113,026</b>	
64	<b>Total Expenditures:</b>											
65		<b>460,350</b>	<b>581,500</b>	<b>535,095</b>	<b>5,350,189</b>	<b>29,994,770</b>	<b>16,714,449</b>	<b>5,417,757</b>	<b>2,850,521</b>	<b>2,243,529</b>	<b>64,148,160</b>	
66	<b>Excess of Revenues over Expenditures:</b>											
67		(106,936)	(222,750)	-	110,000	-	-	(323,359)	-	(447,722)	(990,767)	
68	*Beginning Fund Balance (estimate):	270,768	279,660	219,494	567,358	580,668	328,623	323,359	-	(119,890)	2,450,040	
69	Ending Fund Balance (estimate):	163,831	56,910	219,494	677,358	580,668	328,623	0	-	(567,612)	1,459,272	

71 \* Does not include operating reserve and cash flow reserve targets, see fund balances and reserve table



## Budget Glossary and Acronym Guide

**Allocate:** The process used to release funding to transportation projects.

**Amendment:** A proposed or adopted change to the budget.

**Appropriate/Appropriation:** Authorization for a specific agency to make expenditures or incur liabilities from a specific fund for a specific purpose.

**Audit:** A review of financial statements or performance activity (such as of an agency or program) to determine conformity or compliance with applicable laws, regulations, and/or standards.

**Budget:** A plan of operation expressed in terms of financial or other resource requirements for a specific period of time.

**Budget Cycle:** The period of time, usually one year, required to prepare a financial plan and enact that portion of it applying to the budget year. Significant events in the cycle include:

- Proposed Budget for a new fiscal year with estimated revenues from the State Controller's Office, County Auditor, and RTC consultants (February-March) for adoption (April-May). The proposed budget purpose is to inform local agencies in the development of their budget adoption in June.
- Mid-Year Budget Amendment to evaluate revenue and expenditures based on project status and carryover balances from the prior fiscal year (June).
- Fall Budget Amendment incorporates the final spending for prior fiscal year and adoption of the Measure D 5-yr programming of funds (October-November).
- Other Amendments are submitted throughout the year to include unanticipated funding, revenues, or expenditures.
- 

**Budget, Program or Traditional:** A program budget expresses the operating plan in terms of the costs of activities (programs) to be undertaken to achieve specific goals and objectives. A traditional (or object of expenditure) budget expresses the plan in terms of categories of costs of the goods or services to be used to perform specific functions.

**Capital Outlay:** A character of expenditure of funds to acquire land, plan and construct new buildings, expand, or modify existing buildings, and/or purchase equipment.

**Carryover:** The balance of an appropriation available for expenditure in years subsequent to the year of enactment. For example, if a three-year appropriation is not fully encumbered in the first year, the remaining amount is carried over to the next fiscal year.

**Cash Basis:** The basis of accounting that records receipts and disbursements when cash is received or paid.

**Cash Statement:** A statement of cash receipts and disbursements for a specified period of time. Amounts recorded as accruals, which do not affect cash, are not reflected in this statement.

**Capital Improvements:** Physical infrastructure improvements such as pavement, sidewalks, bridges, signals and purchases of equipment, vehicles.

**COLA: see** Cost of Living Adjustment

**Cost of Living Adjustment (COLA):** Cost of living is the cost of maintaining a certain standard of living.

**Expenditure:** In transportation terms, this is any allowable expense associated with a project or program.

**Fiscal Year (FY):** The 12-month period established for budgeting purposes. The fiscal year for state and most local governments in California begins July 1 and ends June 30. The federal fiscal year begins October 1 and ends September 30.

**Fund:** A legal budgeting and accounting entity that provides for the segregation of moneys or other resources in the County Treasury for obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and balance, as well as its income and expenditures.

**Fund Balance:** Excess of a fund's assets over its liabilities and reserves.

**FY:** see Fiscal Year.

**ICAP:** see Indirect Cost Allocation Plan

**Indirect Costs:** Costs which by their nature cannot be readily associated with a specific organization unit or program. Like general administrative expenses, indirect costs are distributed to the organizational unit(s) or program(s) which benefit from their incurrence.

**Indirect Cost Allocation Plan (ICAP):** The amount of administrative and general costs chargeable to and recovered from federal and state funds, as determined by the Department of Transportation.

**Local Jurisdictions:** The four cities (Capitola, Santa Cruz, Scotts Valley, and Watsonville) and the (unincorporated) County of Santa Cruz, each of which has its own elected decision-makers, planning and public works departments, and control over land-use decisions within its boundaries.

**Overhead:** Those elements of cost necessary in the performance of a service that are of such a nature that the amount applicable to the service cannot be determined directly. Usually, they relate to those costs that do not become an integral part of the service, such as rent, heat, light, supplies, management, or supervision. See also "Indirect Costs."

**Reimbursements:** An amount received as a payment for the cost of services performed, or of other expenditures made for, or on behalf of, another entity. Reimbursements represent the recovery of an expenditure. Reimbursements are available for expenditure up to the budgeted amount (scheduled in an appropriation).

**Reserve:** An amount of a fund balance set aside to provide for expenditures from the unencumbered balance for continuing appropriations, economic uncertainties, future apportionments, pending salary or price increase appropriations, and appropriations for capital outlay projects.

## Programming, Planning, and Project Glossary and Acronym Guide

**Active Transportation:** Active Transportation includes any method of travel that is human powered, but most commonly refers to walking and bicycling.

**Accrual basis of accounting:** The basis of accounting in which revenue is recorded when earned and expenditures are recorded when obligated, regardless of when the cash is received or paid.

**Active Transportation Program:** State funding program established in 2013 for projects that increase bicycling and walking. Consolidates several federal and state programs - including the federal Transportation Alternatives Program (TAP)/formerly Transportation Enhancement Activities (TEA), Safe Routes to Schools, and Bicycle Transportation Account.

**AMBAG:** see Association of Monterey Bay Area Governments

**Association of Monterey Bay Area Governments (AMBAG):** A voluntary association, formed by a Joint Powers Agreement, of Santa Cruz, San Benito and Monterey counties and the cities therein. AMBAG has been designated as the Metropolitan Planning Organization (MPO) by the State of California.

**ATP:** see Active Transportation Program

**Auxiliary Lane:** Freeway lanes linking adjacent interchanges to reduce weaving conflicts between exiting and entering vehicles.

**B2W:** Bike to Work

**Bikeway:** Facility designated for use by bicyclists. There are three types of bicycle facilities.

**Buffered Bike/Pedestrian Facility:** A bicycle or pedestrian facility that has additional space between the motor vehicle travel lane and the bicycle and pedestrian facility. A buffered facility offers a more comfortable biking or walking environment.

**Bus Rapid Transit (BRT):** A broad term that, through improvements to infrastructure, vehicles, and scheduling, attempts to use buses to provide a service that is of a higher quality than an ordinary bus line.

**California Coastal Trail (CCT):** The CCT is a network of public trails that will extend the entire 1200-mile length of the California Coast and currently is more than half complete.

**California Department of Transportation (Caltrans or CT):** State agency which builds and maintains state highways, some state railways, and administers multi-modal transportation programs within the state.

**California Environmental Quality Act (CEQA):** Legislation which requires private entities, state, and local agencies to disclose, consider and mitigate the environmental impacts of various actions.

**California Transportation Commission (CTC):** A board appointed by the governor and state legislature that sets spending priorities for highways and transit, reviews Regional Transportation Plans (RTPs) and Regional Transportation Improvement Programs (RTIPs) and allocates funds to transportation projects from several funding programs.

**California Transportation Plan (CTP):** A statewide, long-range transportation policy plan that provides for the movement of people, goods, services, and information. The CTP offers a blueprint to guide future transportation decisions and investments that will ensure California's ability to compete globally, provide safe and effective mobility for all persons, better link transportation and land-use decisions, improve air quality, and reduce petroleum energy consumption.

**Call Box System:** A network of roadside phones which link motorists directly with dispatchers to request assistance or emergency services.

**Caltrans:** see California Department of Transportation

**Capital Improvement Program (CIP):** A document which sets forth the cost, funding, and year of construction for projects over a specified number of years (typically five to seven years).

**Carpool:** An arrangement in which two or more people share the use of a privately-owned automobile to travel together to and from pre-arranged destinations — typically between home and work or home and school.

**Carsharing:** Organized short-term auto rental, often located in downtowns, near public transit stations, residential communities, and employment centers. Carsharing organizations operate fleets of rental vehicles that are available for short trips by members who pay a subscription fee, plus a per trip charge.

**CHP:** California Highway Patrol

**Climate Adaptation:** Refers to efforts by society or ecosystems to prepare for or adjust to climate change and its impacts.

**CNG:** see Compressed Natural Gas

**Collector Streets:** Streets that collect traffic.

**COMMISSION:** see Santa Cruz County Regional Transportation Commission

**Community Traffic Safety Coalition (CTSC):** A coalition of agencies and individuals that promotes bicycle and pedestrian safety, particularly for school children. Operated by the Santa Cruz County Health Services Agency and partially funded by the RTC.

**Commute Solutions:** Santa Cruz County's rideshare program which provides information about transportation alternatives to the single occupant vehicle and carpool match lists.

**Commute:** The trip to/from a regular location, usually work or school.

**Commuter Rail:** Conventional rail passenger service within a metropolitan area. Service primarily is in the morning (home-to-work) and afternoon (work-to-home) travel periods.

**Commuter:** A person who travels regularly between home and work or school.

**Complete Streets:** Streets designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists, and bus riders of all ages and abilities can safely move along and across a complete street.

**Compressed Natural Gas (CNG):** A clean-burning alternative fuel for vehicles.

**Congestion:** Congestion is usually defined as travel time or delay more than what is normally experienced under free-flow traffic conditions. Congestion is typically accompanied by lower speeds, stop-and-go travel conditions, or queuing, such as behind ramp meters or heavily used intersections.

**Consolidated Transportation Services Agency (CTSA):** Agency responsible for coordinating specialized transportation services. In Santa Cruz County, the CTSA is Lift Line, a division of Community Bridges.

**Constrained (Fiscal Constraint/Financially Constrained):** Denotes a funding scenario under which projects, programs, expenditures in a plan or programming document that can be implemented within the constraints of

committed, available or reasonably available revenue sources. This document also identifies constrained projects as “Within Projected Funds.”

**Corridor:** A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

**Council of Governments (COG):** A voluntary organization of local governments that strives for comprehensive regional planning. AMBAG is the COG for Monterey and Santa Cruz counties.

**County Shares:** A formula in state law that requires a minimum return of STIP revenues to counties based on population and state highway miles.

**CT:** see California Department of Transportation

**CTC:** see California Transportation Commission

**CTP:** see California Transportation Plan

**CTSA:** see Consolidated Transportation Services Agency

**CTSC:** see Community Traffic Safety Coalition

**DAC:** see Disadvantaged Community

**Dedicated Funds:** Federal, state, or local funds which can be used only for specific purposes or by specific agencies.

**Demand Responsive:** Individualized transportation services requested by passengers, and/or where routes are developed around a group of requests, which may change daily. Oftentimes provided to people unable to use fixed-route buses by taxis or by advance reservation on paratransit vehicles.

**Department of Transportation (DOT):** At the federal level, the cabinet agency headed by the Secretary of Transportation that is responsible for highways, transit, aviation, and ports. The DOT includes the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and other agencies. The state DOT is Caltrans.

**Disadvantaged Community (DAC):** For Santa Cruz County, transportation disadvantaged communities are defined as census tracts where greater than 65% of the total population is non-white (minority areas) and/or

greater than 33% of residing families earn less than 200% of the 2015 federal poverty level (low-income areas). Poverty areas are defined as census tracts where greater than 25% of households earned less than the 2015 federal poverty level.

In FY2022/23 the RTC will be working with the community to reevaluate this definition as part of its Equity Action Plan.

**Discretionary Funds:** Federal, state, and local funds which can be used for a variety of purposes. Sometimes also referred to as “flexible funds.”

**DMV:** CA Department of Motor Vehicles

**DOT:** see Department of Transportation

**ED:** see Environmental Document

**EIR:** see Environmental Impact Report

**Environmental Document (ED):** The draft or final Environmental Impact Statement or Environmental Impact Report, Finding of No Significant Impact, Environmental Assessment or Negative Declaration.

**Environmental Impact Report (EIR):** An assessment of the environmental effects and mitigations for a proposal or decision which, under the California Environmental Quality Act (CEQA), has been determined may significantly impact the environment.

**EPA - Environmental Protection Agency:** Federal agency established to develop and enforce regulations that implement environmental laws enacted by Congress to protect human health and safeguard the natural environment.

**Excise Tax:** Excise taxes are taxes paid when purchases are made on a specific good, such as fuel. Excise taxes are often included in the price of the product.

**Expressway:** A divided highway for high-speed traffic with at least partial control of access. In some areas, expressways are divided arterial roads with limits on the frequency of driveways and intersecting cross-streets. In other area, access to expressways is limited only to grade-separated interchanges, making them the full equivalent of freeways.

**Federal Highway Administration (FHWA):** The federal agency responsible for the approval of transportation projects related to the roadway system.

**FHWA:** see Federal Highway Administration

**Freeway Service Patrol (FSP):** Roving tow truck service that clears incidents on roadways during peak travel periods.

**Freeway:** A divided arterial highway designed for the unimpeded flow of large traffic volumes. Access to a freeway is controlled and intersection grade separations are required.

**FSP:** see Freeway Service Patrol

**FTA:** see Federal Transit Administration

**FTA Section 5307:** Federal Transit Administration (FTA) Urbanized Area Formula Program for public transit.

**FTA Section 5310:** Competitive funding to increase the mobility of seniors and persons with disabilities. The former New Freedom Program (SECT 5317) was folded into this program.

**FTA Section 5311:** Federal funding provided for rural public transportation programs.

**Gas Tax:** The tax applied to each gallon of fuel sold. In California this is also called the Motor Vehicle Fuel Tax or Highway Users Tax Account (HUTA).

**General Plan:** A policy document required of California cities and counties by state law that describes a jurisdiction's future development in general terms and includes policy statements and maps. Land use decisions must be derived from the document, which includes seven mandatory elements: Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety.

**GHG:** see Greenhouse Gas

**GIS - Geographic Information System:** Mapping software that links information about where things are with information about what things are like. GIS allows users to examine relationships between features distributed unevenly over space, seeking patterns that may not be apparent without using advanced techniques of query, selection, analysis, and display.

**Grants:** Typically used to describe amounts of money received by an organization for a specific purpose but with no obligation to repay.

**Greenhouse Gas (GHG):** Any of the atmospheric gases that contribute to the greenhouse effect by absorbing infrared radiation produced by solar warming of the Earth's surface. Including carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

**High Occupancy Toll (HOT) Lanes:** A lane on a multi-lane highway designated for use, primarily in the peak periods, free of charge by vehicles with two or more occupants or for single-occupant vehicles paying a toll.

**High Occupancy Vehicle (HOV) Lanes (or Diamond Lanes):** A lane on a multi-lane highway designated for use, primarily in the peak periods, only by vehicles with more than one (or sometimes two) occupants – such as carpools, vanpools, shuttles, and buses. In California, motorcycles, emergency vehicles, and certain low/zero emissions vehicles may also use HOV lanes.

**Highway Bridge Program (HBR):** Federal funding program administered by Caltrans for bridge replacement or rehabilitation on public roads.

**Highway Safety Improvement Program (HSIP):** Formerly the Hazard Elimination and Safety Program (HES). Federal funding program administered by Caltrans for improving safety.

**Highway:** A general term which includes roads, streets, and parkways and all their appurtenances. In this document "highway" typically refers only to roads on the State Route System however (e.g. Highway 17).

**HIP:** Highway Infrastructure Program (HIP) federal funding program.

**HOT:** see High Occupancy Toll Lanes

**HOV:** see High Occupancy Vehicle Lanes

**HQ:** Headquarters

**HSIP:** see Highway Safety Improvement Program

**HSR - High Speed Rail:** Railroad passenger service that, as defined by California state law, operates at maximum speeds of more than 200 miles per hour. Because of the speed, high speed rail normally operates on intercity (longer) routes.

**IIJA:** see Infrastructure Investment and Jobs Act

**Infrastructure Investment and Jobs Act:** The Infrastructure Investment and Jobs Act of 2021 (IIJA, P.L. 117-58) is a federal bill that includes the federal Surface Transportation Reauthorization Act and Surface Transportation Investment Act. Sometimes also referred to as the Bipartisan Infrastructure Law (BIL), it includes provisions related to federal-aid highway, transit, highway safety, motor carrier, research, hazardous materials, and rail programs of the U.S. Department of Transportation (U.S. DOT). Overall, the bill includes \$1.2 trillion in investments over five years, from Federal Fiscal Year (FFY) 2022 through FY 2026, including \$550 billion in new spending on transportation, water and power infrastructure, and pollution cleanup, in addition to regular annual spending on infrastructure projects.

**Initial Study:** Under CEQA, a systematic review of a proposed project was undertaken to determine whether there is substantial evidence that it may result in one or more significant impacts.

**In-Lieu Fee (ILF) Mitigation:** A permittee pays a fee to the operator of the ILF program instead of conducting project-specific mitigation. An ILF program typically combines fees collected from a number of permittee's projects to finance a mitigation project.

**Interagency Technical Advisory Committee (ITAC):** An RTC committee consisting of representatives from planning and public works departments, transit, UCSC and Cabrillo College, transportation management associations, the Air District, and other entities who review and make recommendations about regional plans, projects, and funding.

**Inter-modal:** Using or addressing inter-connections between various transportation facilities or modes.

**IS:** see Initial Study

**ITAC:** see Interagency Technical Advisory Committee

**Jobs/Housing Balance:** The interrelationship between the location and type of housing versus the location and type of jobs in a region. This interrelationship has implications for transportation demand.

**Key Destinations:** Eleven locations of employment and commercial centers identified throughout Santa Cruz County for use in target analysis.

**LCP:** see Local Coastal Program

**Level of Service (LOS):** A qualitative assessment of a facility's operating conditions. The extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility. Level of Service indicates the capacity per unit of demand for each public facility. For automobiles, LOS ratings typically range from LOS A, which represents free-flow conditions, to LOS F, which is characterized by heavy congestion, stop-and-go traffic, and long queues forming behind breakdown points.

**Light Rail:** A passenger transportation system of self-propelled vehicles that operate over steel rails located in the street, on an aerial structure, or on a separated right of way.

**LNG:** see Liquefied Natural Gas

**Local Coastal Program (LCP):** Local Coastal Programs are basic planning tools used by local governments to guide development in the coastal zone, in partnership with the Coastal Commission.

**Local Streets:** Streets that provide direct access to adjacent residential areas, on which through traffic is generally discouraged.

**Local Transportation Commission (LTC):** Established under SB 325 to allocate Transportation Development Act (TDA) revenues and designated under AB 69 as the regional transportation planning agency (RTPA). The Santa Cruz County Regional Transportation Commission is the LTC for Santa Cruz County.

**LOS:** see Level of Service/Level of Service Standard

**Low Emission Vehicles:** Vehicles using alternative fuel sources which emit little or no tailpipe exhaust, e.g., electric, hybrid electric, hydrogen, and fuel cell.

**LTC:** see Local Transportation Commission

**LTF:** Local Transportation Funds. See Transportation Development Act

**Mass Transit:** A common carrier service provided for transporting passengers on established routes, with fixed schedules, published rates of fares. Includes buses and rail.

**MBSST Network:** see Monterey Bay Sanctuary Scenic Trail Network

**Measure D:** The 2016 transportation ballot measure approved by over two-thirds of Santa Cruz County voters in November 2016 which generates revenues from a half-percent transaction and use tax (sales tax).

**Metro:** see Santa Cruz Metropolitan Transit District

**Metropolitan Planning Organization (MPO):** A federally designated agency responsible for monitoring and planning associated with regional employment, residential and transportation. AMBAG is the MPO for Santa Cruz County as part of the three-county Monterey Bay region.

**Metropolitan Transportation Plan (MTP):** The federally mandated transportation plan for the tri-county Monterey Bay region, composed of transportation projects from the transportation plans from Santa Cruz, Monterey and San Benito counties prepared by AMBAG. With SB375, also includes the regional Sustainable Communities Strategy (SCS).

**Mitigation:** Project or program intended to offset impacts of a transportation project on an existing natural resource such as a stream, wetland, and/or endangered species.

**Mitigation Banking:** The preservation, enhancement, restoration or creation of a wetland, stream, or habitat conservation area which offsets, or compensates for, expected adverse impacts to similar nearby ecosystems.

**Mixed Flow Lane:** Travel lanes shared by autos, trucks, buses, and motorcycles (as compared to restricted lanes, such as HOV lanes).

**Mixed Use:** Combining commercial, office, and/or residential land uses to reduce travel distances and facilitate walking. Examples include multi-story buildings containing businesses and retail stores on the lower floors, and homes on the upper floors.

**MMLOS:** see Multimodal Level of Service

**Mode Split or Mode Share:** The proportion of total travel in each travel mode.

**Mode:** Method of travel, e.g., private automobile, walking, bicycle, transit, airplane, bus, train.

**Monterey Bay Sanctuary Scenic Trail (MBSST) Network:** A planned recreation, transportation and interpretive pathway that links existing and new trail segments into a continuous coastal trail around the Monterey Bay, from Lover's Point in Monterey County to the San Mateo County line in Santa Cruz County.

**MPO:** see Metropolitan Planning Organization

**MTD:** see Santa Cruz Metropolitan Transit District

**MTIS:** see Major Transportation Investment Study

**Multimodal Level of Service (MMLoS):** *A way to measure the degree to which street design and operations meets the traveling needs of each user type – automobile, bus, pedestrian, bicycle, etc.*

**Multi-modal:** Using or addressing more than one transportation mode.

**National Environmental Policy Act (NEPA):** Federal law identifying environmental disclosure requirements. Required to be followed on projects using federal funds.

**National Highway System (NHS):** A federally established national road system. In Santa Cruz County, the NHS includes sections of Highway 1, Highway 17, Highway 129, Highway 152, 41<sup>st</sup> Avenue, Capitola Road, Freedom Boulevard, Graham Hill Road, Mt. Hermon Road, Ocean Street, Soquel Avenue, and other major arterials.

**NB:** Northbound

**ND:** see Negative Declaration

**Negative Declaration (ND):** A determination based upon an initial study that there is no substantial evidence that a proposed project may result in a significant effect.

**NEPA:** see National Environmental Policy Act

**NHS:** see National Highway System

**O&M: Operations and Maintenance.** The range of activities and services provided by the transportation system and for the upkeep and preservation of the existing system.

**Obligate:** The act of securing commitment from Federal or State government (e.g., FHWA or Caltrans) to pay or reimburse entities for a project's eligible costs. Many funding programs require a project sponsor to obligate funds in a timely manner or lose the funds.

**Off-Peak Period:** The time of day when the lowest concentration of travel is using a transportation facility. These times are generally before 6 a.m., midday, and after evening commute hours.

**Open Space:** Generally understood as any area of land or water which is not developed for urbanized uses. In General Plans areas may be designated as Open Space for the purposes of the preservation or managed production of natural resources, outdoor recreation, or the promotion of public health and safety.

**Operations:** On-going activities necessary to manage and perform services for a system, such as labor costs. For transit, costs include fuel, salaries, and replacement parts.

**Overall Work Program (OWP):** Budgetary document describing proposed activities for the upcoming fiscal year, including those required by federal and state law.

**OWP:** see Overall Work Program

**PA&ED:** see Project Approval and Environmental Document (PA&ED)

**Paratransit:** Term used to describe transportation services which operate on flexible routes and/or provide demand-responsive service and is most frequently used by elderly and disabled passengers unable to take fixed route transit. Generally, vans, small buses, or taxis are used to provide this service. The ADA-mandated service in our region is Para Cruz and is provided by METRO. Another main provider is Community Bridges Lift Line.

**Park-and-Ride Lot:** A facility where individuals can meet to utilize carpools, vanpools, and transit to continue traveling to their destinations.

**Parking Management:** Strategies which use parking supply or pricing as an incentive or disincentive to affect the demand for parking. Preferred parking for carpools is an example of a parking management incentive, and charging parking fees is an example of a disincentive.

**Passenger Miles:** The total number of passengers carried by a transit system, multiplied by the number of miles each passenger travels. Passenger miles are normally measured on a daily or annual basis.

**Pavement Condition Index (PCI):** A numerical index between 0 and 100 used to indicate the general condition of a pavement with 0 representing the worst possible condition and 100 representing the best possible condition.

**Peak Periods:** The hours during which the greatest traffic volumes or highest transit use occur.

**Performance Based Planning:** An approach that uses performance measures to support investment decisions to help achieve desired outcomes.

**Performance Measures (or Evaluation Measures or Targets):** Objective, quantifiable measures used to evaluate the performance of the transportation system, and to determine how well-planned improvements to the system are achieving established objectives.

**PID:** see Project Initiation Document

**Plans, Specifications and Estimates (PS&E):** A phase or milestone in the life cycle of a project following PA&ED and preceding construction; includes the preparation of construction contract documents, the acquisition of right of way, and the securing of permits.

**“Planned” Projects:** Projects on the Constrained/within projected funds RTP list which have not previously been approved for funding by the RTC. Projects are expected to be funded through 2035.

**PM:** see Post Mile

**Post Mile:** The mileage measured in statute miles from a county line or the beginning of a route to another county line or the ending of the route. Each post mile along a route in a county is a unique location on the State Highway System.

**Primary Transportation Network:** Includes state highways, principal arterials, and rail line in Santa Cruz County.

**Program:** *verb-* to assign funds to a project.

**Programs and Projects:** Activities of an organization grouped on the basis of common objectives. Programs and projects are comprised of elements, which can be further divided into components and tasks.

**Program Environmental Impact Report (PEIR):** Environmental review process used to evaluate the potential environmental effects of large-scale plans or programs.

**“Programmed” Projects:** Projects on the Constrained/within projected funds list for which funding has already been approved by the RTC. These projects will be initiated and/or completed by 2019.

**Project Approval and Environmental Document (PA&ED):** A major phase in the life cycle of a project following the Project Initiation Document and Programming but preceding PS&E.

**Project Initiation Document (PID):** an engineering document or technical report that documents the scope, cost, and schedule of a project.

**Project Study Report (PSR):** A preliminary engineering report that documents agreements on the scope, a set of reasonable and feasible alternatives, the schedule, and the estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP).

**Proposition 1A:** Bond measure passed by voters in November 2008 authorizing \$9.95 billion to the California High-Speed Rail Authority to construct the core segments of the rail line from San Francisco to the Los Angeles area.

**Proposition 1B:** Bond measure passed by voters in November 2006 authorizing \$27 billion in bonds distributed to highway, local road, and transit projects through a combination of competitive and formula programs.

**Proposition 116:** Bond measure passed by voters in June 1990 providing \$1.9 billion in funds primarily for rail projects, but also included funds for paratransit vehicles, bicycle facilities, and ferries. \$11 million was earmarked for Santa Cruz County rail projects.

**PS&E:** see Plans, Specifications and Estimates

**PSR:** see Project Study Report

**Rail Transit:** Public transportation services provided on a fixed rail line, e.g., light rail.

**Ramp Metering:** Electronic traffic control devices located at freeway access points to meter the entry of vehicles onto the freeway. The goal is to help optimize the movement of persons and vehicles.

**Regional Surface Transportation Program (RSTP):** See Surface Transportation Block Grant Program (STBG).

**Regional Surface Transportation Program Exchange (RSTPX):** Surface Transportation Block Grant Program (STBG)/Regional Surface Transportation Program funds (federal) exchanged for state funding.

**Regional Transportation Improvement Program (RTIP):** The state required a multi-year capital improvement program for transportation projects using state and federal funds. The RTIP for Santa Cruz County is adopted by the SCCRTC and is submitted to the California Transportation Commission for inclusion in the State Transportation Improvement Program (STIP) and to AMBAG for inclusion in the FTIP.

**Regional Transportation Plan (RTP):** The state-mandated long-range plan that acts as a blueprint to guide transportation development. Developed by regional transportation planning agencies, it includes a policy, action, and financial elements. The SCCRTC prepares and adopts the RTP for Santa Cruz County. The RTP must be consistent with other local plans.

**Regional Transportation Planning Agency (RTPA):** Agencies designated by the State of California to provide regional transportation planning and make funding decisions, including preparation of the Regional Transportation

Plan and the Regional Transportation Improvement Program. The Santa Cruz County Regional Transportation Commission is the designated RTPA for Santa Cruz County.

**Regional Travel Demand Model (RTDM):** A computer software program using demographic data to estimate the transportation impacts of population growth and land use decisions on the transportation system, and to assess the utility of transportation projects.

**Reverse Commute:** Travel in the direction opposite to the main flow of peak period commute traffic.

**Ridership:** The number of transit users, usually reported as a yearly total or as the average for a normal workday.

**Rideshare:** Alternatives to driving alone, including carpooling, vanpooling, taking the bus, bicycling, walking, and telecommuting.

**Right-of-Way (ROW):** The area of property owned by a public or private entity used for transportation purposes.

**ROE:** Right of Entry

**ROW:** see Right-of-Way

**RPA:** see Rural Planning Assistance

**RSTP:** see Regional Surface Transportation Program

**RSTPX:** see Regional Surface Transportation Program Exchange

**RTC:** see Santa Cruz County Regional Transportation Commission

**RTDM:** see Regional Travel Demand Model

**RTIP:** see Regional Transportation Improvement Program

**RTP:** see Regional Transportation Plan

**RTPA:** see Regional Transportation Planning Agency

**Rural Planning Assistance (RPA):** Funds awarded by the California Department of Transportation (Caltrans) annually for use by the Regional Transportation Planning Agency.

**Safe Routes to Schools:** Initiatives, such as education, encouragement campaigns, and infrastructure improvements, that make it easier and safer for children to walk and bicycle to school.

**SAFE:** see Service Authority for Freeway Emergencies

**Santa Cruz County Regional Transportation Commission (SCCRTC or RTC):** Transportation policy, planning and funding body designated as the Regional Transportation Planning Agency (RTPA), Local Transportation Commission (LTC), Rail/Trail Authority and Service Authority for Freeway Emergencies (SAFE) for Santa Cruz County.

**Santa Cruz METRO:** see Santa Cruz Metropolitan Transit District

**Santa Cruz Metropolitan Transit District (SCMTD or METRO):** The public transit operator for Santa Cruz County. Also known as Santa Cruz Metro.

**SB:** Southbound

**Council of San Benito County Governments (SBCOG or San Benito COG):** The Council of Governments is San Benito County's regional transportation planning agency.

**SB 375 (2008):** Established to implement the state's greenhouse gas (GHG) emission-reduction goals, as set forth by AB 32, in the sector of cars and light trucks. Requires California's Air Resources Board (CARB) to develop regional reduction targets for greenhouse gas emissions (GHG) and requires MPO's to develop "Sustainable Community Strategies" (SCS) to reduce emissions from vehicle use through integrated land use and transportation planning.

**SBCOG:** see Council of San Benito County Governments

**SCCRTC:** see Santa Cruz County Regional Transportation Commission

**Scenario Planning:** A decision making tool to help identify the projects that are prioritized in a transportation plan. Scenario planning allows a community to evaluate the likely outcomes of a number of scenarios to explore possible benefits and costs of alternative futures.

**SCMTD:** see Santa Cruz Metropolitan Transit District

**SCS:** see Sustainable Communities Strategy

**Self-Help Counties:** A term used to describe counties that have enacted local voter-approved funding mechanisms -- such as half-cent sales taxes -- to pay for transportation improvements.

**Service Authority for Freeway Emergencies (SAFE):** As the designated SAFE for Santa Cruz County, the SCCRTC owns and manages the call box system on local state highways and other motorist aid programs. Funded by \$1-per-year vehicle registration fee.

**SHOPP:** see State Highway Operations and Protection Program

**Signal Preemption:** A system used for emergency and public transit vehicles to change signal phasing from red to green allowing for more rapid crosstown access.

**SIP:** see Strategic Implementation Plan for Measure D

**SOV - Single Occupant Vehicle:** Privately operated vehicle that contains only one driver or occupant.

**Specialized Transportation:** Often used synonymously with "paratransit," refers to vehicles and programs operated primarily for the elderly and persons living with disabilities. Service is generally provided door-to-door in vans or automobiles on a semi-fixed route or demand- responsive basis.

**STA:** see State Transit Assistance

**State Highway Operation and Protection Program (SHOPP):** State plan and funding program to maintain the operational integrity and safety of the state highway system. It includes primarily rehabilitation, safety, and operational improvement projects.

**State Transit Assistance (STA):** State funding program for mass transit operations and capital projects. As of March 2010, funds derived from statewide sales tax on diesel fuel, distributed based on population.

**State Transportation Improvement Program (STIP):** A multi-year program of transportation projects to be funded with various state and federal revenues. Adopted biennially by the California Transportation Commission (CTC), based on projects proposed in RTIPs and from Caltrans (ITIP). Funds distributed to regions based 75% on population and 25% on highway miles.

**Statewide Integrated Traffic Records System (SWITRS):** Database of collisions managed by the California Highway Patrol.

**STIP:** see State Transportation Improvement Program

**STP:** see Surface Transportation Program

**Strategic Implementation Plan for Measure D:** The SIP serves as the guiding policy and programming document for the implementation of Regional Measure D projects.

**Surface Transportation Block Grant Program (STBG):** A flexible federal funding program initially established by ISTEA and distributed to regions based on population formula to fund local streets and roads, bicycle, pedestrian, highway, and transit projects. Previously known as the Regional Surface Transportation Program (RSTP).

**Sustainability:** Sustainability is defined as balancing economic, environmental and equity interests. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations.

**Sustainable Community Strategies (SCS):** An element of the MTP, as required by SB 375, that demonstrates how development patterns and the transportation network, policies, and programs can work together to achieve the state's targets for reducing regional greenhouse gas (GHG) emissions from cars and light trucks in a region.

**System Preservation:** The maintenance of the existing transportation system.

**TAMC:** see Transportation Agency for Monterey County

**TCRP:** Transportation Congestion Relief Program

**TDA:** see Transportation Development Act

**TDM:** see Transportation Demand Management

**Telecommute (or Telework):** Conducting some or all daily work activities from a location other than the normal worksite, usually from home or remote site, and often with the assistance of telecommunications equipment. Employees are sometimes referred to as teleworkers or e-workers.

**TIA:** see Transportation Improvement Area

**TIP:** Transportation Improvement Program

**TCAA:** Transportation Corridor Alternatives Analysis

**TMC:** Traffic Management Center. Monitors roadways using closed circuit cameras, loop detectors and information from the CHP and field staff. Posts and updates messages on traffic conditions on various systems, including the 511-telephone number, road signs, and websites.

**TOD:** see Transit-Oriented Development

**TOS:** see Traffic Operations System

**TPP:** see Transit Priority Project

**Traffic Operations System (TOS):** A system of highway communications equipment to monitor traffic conditions and relay traveler information in real time.

**Transit:** Travel by bus, rail, or other vehicle, either publicly or privately owned, that provides general or specialized service on a regular or continuing basis.

**Transit Dependent:** An individual who because of age, income, physical/mental condition, geographic location, or personal choice, does not have a private vehicle available and relies on transit for his/her transportation needs.

**Transit-Oriented Development (TOD):** Residential and employment growth that occurs near existing and planned public transit facilities.

**Transportation Agency for Monterey County:** The Transportation Agency for Monterey County (TAMC) serves as Monterey County's regional transportation planning agency and is a state designated agency responsible for planning and financial programming of transportation projects.

**Transportation Demand Management (TDM):** Strategies to reduce demand by automobiles on the transportation system, by promoting telecommuting, flextime, bicycling, walking, transit use, staggered work hours, and ridesharing.

**Transportation Development Act (TDA):** State law enacted in 1971. Local TDA funds (or Local Transportation Funds – LTF) are generated from a one-quarter of one percent state sales tax. Revenues are allocated annually to support transportation planning and administration, transit, transportation for the elderly/disabled, bikeway and pedestrian projects, based on state law and RTC rules and regulations.

**Transportation Disabled:** People who cannot use public transportation easily or at all because of physical, emotional, or mental limitations.

**Transportation Disadvantaged:** People who have significant unmet transportation needs. May include people experiencing poverty, people experiencing language barriers, people of color, older adults, youth, and people with disabilities who experience a disproportionately small share of benefits from transportation investments, particularly because traditional transportation investments prioritize vehicles.

**Trip:** A one-way journey that proceeds from an origin to a destination by a single type of vehicular transportation.

**TSP:** see Transit Signal Priority

**U.S. DOT:** United States Department of Transportation. The federal agency responsible for highways, mass transit, aviation and ports and headed by the Secretary of Transportation. Includes the FHWA, FTA and FAA, among others.

**UCS/UCIS:** Unified Corridors Investment Study

**UCSC:** University of California, Santa Cruz

**Unconstrained:** Denotes a funding scenario not constrained by existing funding assumptions. New funds, above and beyond existing or anticipated revenues, would be needed to fund “unconstrained” projects in this RTP.

**Unmet Transit Needs Findings:** TDA funds can be used for local streets and roads in smaller counties only if the RTPA in their jurisdiction makes a finding that public transit service and operations in the county have no unmet needs that are reasonable to meet. RTPAs must hold public hearings prior to making such a determination.

**Urbanized Area:** An area with a population of 50,000 or more as designated by the U.S. Census.

**Vanpool:** A group of seven to fifteen people traveling together to work or school in a van at set times. Many vans are leased from companies which include insurance, emergency services and maintenance in the monthly rental fees.

**Vehicle Miles Traveled (VMT):** The term used for the total number of miles traveled by motor vehicles within a specified region during a particular time period.

**Vehicle Occupancy Rate:** Also known as Average Vehicle Occupancy or Ridership; the number of persons per vehicle on a given road at a given time without distinguishing trip purpose.

**Vehicle Trip:** A single vehicle movement from the beginning of travel to its destination, in a vehicle that is motor-driven (e.g., automobiles, motorcycles, trucks, buses, and vans).

**ZEV:** Zero Emission Vehicle

**VMT:** see Vehicle Miles Traveled

**Walkability:** A measure of how friendly an area is to walk. Walkability has many health, environmental, and economic benefits. Factors influencing walkability include the presence or absence and quality of footpaths, sidewalks or other pedestrian rights-of-way, traffic and road conditions, land use patterns, building accessibility, and safety, among others.

**WB:** Westbound



# MEASURE D BUDGET-PROPOSED BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2027

PROPOSED MARCH 12, 2026

BUDGET ADMINISTRATION/PERSONNEL COMMITTEE

Italo Jimenez  
ijimenez@sccrtc.org



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## Measure D Budget

### Introduction

Measure D is a 1/2 cent transaction and use tax measure passed in November 2016, to improve, operate and maintain Santa Cruz County's transportation network through an Expenditure Plan.

As the administrator of Measure D, the RTC allocates, administers, and oversees the expenditure of all Measure D revenues which are not directly allocated by formula annually to other agencies, consistent with the Expenditure Plan and five-year program of projects which are updated at least annually following a public hearing.

In accordance with the Ordinance, a separate fund for all Measure D revenues was established and an annual independent fiscal audit of the financial statements, including compliance with the requirements of the Expenditure Plan, is conducted. The Measure D Taxpayer Oversight Committee reviews audits and expenditures from the prior fiscal year for all recipient agencies and prepares an annual report.

The distribution and budgeting of the Expenditure Plan are accounted for in One Solution, the Santa Cruz County Auditor Controller's accounting program. General Ledgers are established to track revenues and expenditures separately and by fund purpose for each investment category, a specific project or program.

Expenditures for Measure D programs and projects are paid by RTC or other agencies and reimbursed from Measure D. These reimbursements are shown as revenue consistent with the rules of governmental accounting.

After allocating an amount to the RTC for the cost of administration and implementation of Measure D, funds are distributed by formulas set forth in the voter-approved Measure D Expenditure Plan to five investment categories as follows:

#### Direct Allocations

1. Neighborhood (cities and county, excluding \$500,000 annually allocated to Highway 9 & Highway 17 Wildlife Crossing) – 30%
2. Transit/Paratransit (Santa Cruz Metropolitan Transit District and Community Bridges)– 20%

#### Regional Projects

3. Highway Corridor – 25%
4. Active Transportation – 17%
5. Rail Corridor – 8%
6. San Lorenzo Valley Highway 9 Corridor Improvements (from Neighborhood Category) - \$10 Million (over 30 years)
7. Highway 17 Wildlife Corridor (from Neighborhood Category) - \$5 Million (over 30 years)

While the Measure D budget reflects anticipated distributions and expenditures of Measure D revenues, Measure D typically is used to fund a portion of the total project cost. Leveraged grants and other funds used to fund regional projects or phases of projects implemented by the RTC are reflected in the RTC Budget.

## Measure D Fiduciary Fund

GL Key 729000

Measure D revenues are collected by the California Department of Tax & Fee Administration (CDTFA) and distributed to the RTC each month by wire transfer to the Santa Cruz County treasury into the Measure D general fund and distributed to the separate fiduciary fund for each of the five investment categories.

Measure D Fiduciary Deposit Fund		FY 2025/26	FY 2026/27	Difference %	Note
Object		Approved 12/4/25	Proposed 3/12/26		
<u>Revenues Received from CDTFA</u>					
1	Measure D	40186	27,666,801	27,731,999	0.24% January 2026 estimate from HdL
2	Interest	40430	250	250	0.00%
3	Total Revenues	27,667,051	27,732,249	0.24%	
4					
5	Admin and Impl Alloc	75381	932,772	795,807	-14.68%
6					
7	<u>Distributions to Investment Categories per Ordinance</u>				
8	Neighborhood 30%*	75382	8,020,209	8,080,858	0.76%
9	Highway Corridors 25%	75383	6,683,507	6,734,048	0.76%
10	Transit/Paratransit 20%	75384	5,346,806	5,387,238	0.76%
11	Active Transp 17%	75385	4,544,785	4,579,153	0.76%
12	Rail Corridor 8%	75386	2,138,722	2,154,895	0.76%
13	Total Distributions	26,734,029	26,936,192	0.76%	
14					
15	To/(From Reserves):	250	250		
16	Ending Fund Balance (estimate):	250	250		
17					
18	*Includes Highways 9 & 17				

Note: Revenues are net of CDTFA fees. We do not expect interest income to be earned in the general fund, all revenues will be distributed to investment categories as soon as practicable.

## Measure D Administration and Implementation

GL Key 729100

Expenditures include allocated salaries, benefits, and overhead, materials and supplies, and consultant services including sales and use tax forecast, auditing of tax receipts, fiscal audit, and financial advisory services for administration and overall implementation of the expenditure plan, as well as staffing and reports for the Taxpayer Oversight Committee.

The RTC's consultant regularly prepares near-term forecasts for Measure D funds, which staff uses to update long-term projections and cash flow models, which were originally included in the Strategic Implementation Plan (SIP), first adopted by the RTC in February 2020. In FY 2023/24 staff evaluated project funding needs and updated the SIP, including the Measure D cash flow model. In future years, if the RTC decides to bond or use other financing tools to expedite implementation of the Expenditure Plan, that will be reflected in future budgets.

Measure D Administration & Implementation		FY 2025/26 Approved	FY 2026/27 Proposed	Difference	Note
GL Key 729100	Object	12/4/25	3/12/26		
Measure D	40186	932,772	795,807	(136,966)	
Interest	40430	1,000	1,000	-	
	<b>Total Revenues</b>	<b>933,772</b>	<b>796,807</b>	<b>(136,966)</b>	
<b>Salaries, Benefits &amp; Overhead</b>					
Admin Labor Costs	51070	327,530	327,530	(0)	
Impl Labor Costs	51070	73,492	73,492	-	
Overhead (indirect)	62354	382,121	370,785	(11,336)	
	<b>Total Salaries, Benefits &amp; Overhead</b>	<b>783,143</b>	<b>771,807</b>	<b>(11,337)</b>	
<b>Services &amp; Supplies</b>					
General Supplies & Expenses	62223	5,000	5,000	-	
Accounting & Audit	62301	16,500	16,500	-	
Professional & Special Services	62381	125,629	-	(125,629)	
Adv & Promo Materials	62801	2,500	2,500	-	
	<b>Total Services &amp; Supplies</b>	<b>149,629</b>	<b>24,000</b>	<b>(125,629)</b>	
	<b>Total Expenditures:</b>	<b>932,772</b>	<b>795,807</b>	<b>(136,966)</b>	
	To/(From) Reserves:	1,000	1,000	-	
	Beginning Fund Balance (estimate):	458,936	459,936	1,000	
	Ending Fund Balance (estimate):	459,936	460,936	1,000	

## Measure D Neighborhood– Direct Allocations

### GL Key 729200

Measure D revenues are transferred to the respective GL Key for disbursement directly to the recipient agency using the following GL Keys each month by Journal Entry, electronic funds transfer or check.

Neighborhood funds are first allocated to Highway 9 & 17, then by formulas set forth in the Measure D Expenditure Plan to the cities and the County of Santa Cruz to address transportation needs on local roads and trails.

Highway 9/San Lorenzo Valley Corridor GL Key 729202: Transportation projects to improve travel for residents of San Lorenzo Valley (page 18).

Highway 17 Wildlife Crossing GL Key 729203: Construction of a safe passage for wildlife to cross under Highway 17 (page 20).

As stated in Measure D, funds will be distributed at least quarterly to cities and the County of Santa Cruz based on their proportional share of the countywide population (29%), lane miles of roadway (39%) and the site where the measure revenue from the transactions and use tax is generated (32%). Population, road mile and tax site generation will be updated each year based on the latest available data. Site of tax revenue generation is estimated from existing T&U taxes in the county. Each year after the RTC obtains the data specific to this T&U tax adjustments will be made based on actual data of site of tax revenue generation.

Measure D		FY 2025/26	FY 2026/27		
Neighborhood Fund		Approved	Proposed	Difference	Note
GL Key 729200	Object	12/4/25	3/12/26		
1	Measure D Funds	8,020,209	8,080,858	60,649	
2	Interest	500	500	-	
3	Total Revenues	8,020,709	8,081,358	60,649	
4					
5	Direct Allocations:				
6	Highway 9 Corr Improv	333,333	333,333	-	
7	Highway 17 Wildlife Cross	166,667	166,667	-	
8	City of Capitola	360,659	369,290	8,631	
9	City of Santa Cruz	1,679,145	1,695,833	16,688	
10	City of Scotts Valley	370,860	369,531	(1,328)	
11	City of Watsonville	1,204,668	1,213,944	9,275	
12	County of Santa Cruz	3,904,876	3,932,259	27,383	
13	Total Direct Allocations	8,020,209	8,080,858	60,649	
14					
15	To/(From) Reserves:	500	500	-	

## Measure D Transit – Direct Allocations

GL Key 729400

Measure D allocates 20% of the revenue to two (2) transit providers as a direct allocation to serve seniors and people with disabilities. 80% of the transit funds (16% of net Measure D revenues) are allocated to Santa Cruz METRO, and 20% (4% of net Measure D revenues) to Community Bridges Lift Line for paratransit and public transit for seniors and people with disabilities.

Meas D Transit GL Key 729400		FY 2025/26 Approved 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note
	Object				
1	Measure D	40186	5,346,806	5,387,238	40,433
2	Interest	40430	200	200	-
3	Total Revenues	5,347,006	5,387,438	40,433	
4					
5	<u>Direct Allocation to Service Providers:</u>				
6	Santa Cruz Metro	75302	4,277,445	4,309,791	32,346
7	Community Bridges	75365	1,069,361	1,077,448	8,087
8	Total Distributions	5,346,806	5,387,238	40,433	
9					
10	Unappropriated Revenues:	200	200	-	

## Measure D Regional Projects

The RTC is responsible for regional projects and programs funded by Measure D. Regional projects and programs include the Highway Corridor, Active Transportation/Trail Program, the Rail Corridor, the San Lorenzo Valley/Highway 9 Corridor (Neighborhood Project), and the Highway 17 Wildlife Crossing (Neighborhood Project). The RTC updates the Measure D 5-year program of projects (5-year Plan) for each regional program or project at least annually to program funds to specific projects. The budget reflects new funds for FY 2026-27, as approved in the 5-year Plan, and anticipated carryover from prior years.

## Measure D Highway Corridors

GL Key 729300

Measure D allocates 25% of revenue to highway corridor programs to improve the safety and efficiency of major highway corridors in Santa Cruz County.

Highway Corridors funds programs and projects including:

- Cruz 511 county traveler information services
- Safe on 17
- Freeway Service Patrol
- Auxiliary lanes between exits and bus-on-shoulder facilities on Highway 1
- Bicycle and pedestrian bridges over Highway 1

The budget includes:

Freeway Safety Patrol towing: A slightly higher proportion of the Freeway Safety Patrol program cost is expected to be covered by Measure D due to rising costs for the towing operator.

Cruz511 TDM: Expenditures include continued implementation of Go Santa Cruz County.

41<sup>st</sup> to Soquel Aux Lane: Construction of auxiliary lanes and bus-on-shoulder facilities between 41st Avenue and Soquel Drive (Phase 1) and a bicycle and pedestrian overcrossing at Chanticleer Avenue started in 2023 and will continue through 2026.

State Park to Bay/Porter: Construction of the Highway 1 auxiliary lanes and bus-on-shoulder project between the State Park Drive and Bay-Porter interchanges, including a new bicycle and pedestrian bridge over Highway 1 at Mar Vista Drive and replacement of the Capitola Avenue overcrossing, started in FY 2023-24 and will continue through 2027.

Freedom-State Park: RTC will continue final design and right-of-way for Highway 1 auxiliary lanes and bus-on-shoulder facilities between Freedom Boulevard and State Park Drive interchanges. The project also includes the 1.25-mile Segment 12 of the Coastal Rail Trail from State Park Drive to Rio Del Mar Boulevard along the Santa Cruz Branch Rail Line. Design is funded by a combination of STIP, RSTPX, and Measure D and the project is scheduled to be construction-ready in 2026.

Measure D Highway Corridor GL Key 729300	Object	FY 2025/26 Amended 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note
1 Revenues					
2 Measure D	40186	6,683,507	6,734,048	50,541	
3 Interest	40430	50,000	50,000	-	
4 Loan Proceeds	42506	-	-	-	
5	Total Revenues	6,733,507	6,784,048	50,541	
6					
7 Program and Project Expenditures					
8 <u>Freeway Service Patrol (FSP)</u>					
9 Allocated Labor Costs	51070	4,438	8,573	4,135	
10 Allocated Overhead (indirect costs)	62354	4,103	7,927	3,824	Carryover from FY25-26 and recently approved 5Year Plan
11	Salaries, Benefits & Overhead	8,540	16,500	7,959	
12 Supplies	62223	4,000	4,000	-	
13 Legal Fees	62359	1,000	1,000	-	
14 Contingency/Special Exp	62856	5,000	5,000	-	
15 Towing	62893	221,000	203,500	(17,500)	
16 Transportation/Travel/Education	62914	-	1,000	1,000	
17	Subtotal Services & Supplies	231,000	214,500	(16,500)	
18 <u>SAFE</u>					
19 CHP	75280	50,000	50,000	-	
20	Subtotal Services & Supplies	50,000	50,000	-	
21 <u>Cruz 511</u>					
22 Allocated Labor Costs	51070	57,674	54,521	(3,153)	
23 Allocated Overhead (indirect costs)	62354	73,826	50,410	(23,416)	
24	Salaries, Benefits & Overhead	131,500	104,931	(26,569)	
25 Advertisement & Promotion Materials	62801	2,000	40,069	38,069	Carryover from FY25-26 and recently approved 5Year Plan
26 Website Maintenance and Tech Supp	62381	8,000	-	(8,000)	
27 Commute Manager	62381	29,000	48,000	19,000	
28 Transportation Demand Management	62381	60,500	50,000	(10,500)	
29	Subtotal Services & Supplies	99,500	138,069	38,569	
30 <u>41st to Soquel Aux Lanes &amp; Bike/Ped Xing:</u>					
31 Allocated Labor Costs	51070	100,787	37,000	(63,787)	
32 Allocated Overhead (indirect costs)	62354	93,188	34,210	(58,978)	
33	Salaries, Benefits & Overhead	193,975	71,210	(122,765)	
34 Legal Fees	62359	868	-	(868)	
35 Engineering & Project Management	62381	28,302	-	(28,302)	
36 Pub Info, materials, & meetings	62381	16,000	-	(16,000)	
37 Right of Way Capital and Support	62856	230,115	-	(230,115)	
38 Construction & Contingency	62856	7,268,228	238,453	(7,029,775)	
39	Subtotal Services & Supplies	7,543,513	238,453	(7,305,060)	

## Measure D Highway Corridor - Continued

		FY 2025/26 Amended 12/4/25	FY 2026/27 Proposed 3/12/26	Difference		
1	<u>State Park Dr to Bay Porter Aux Lanes and Mar Vista Overcrossing:</u>					
2	Allocated Labor Costs	51070	111,149	134,807	23,658	
3	Allocated Overhead (indirect costs)	62354	102,769	124,643	21,874	
4	Salaries, Benefits & Overhead		213,918	259,450	45,532	
5	Legal Fees	62359	24,952	19,401	(5,551)	Costs based on project status and schedule
6	Engineering & Project Management	62381	126,264	115,000	(11,264)	
7	Pub Info, materials, & meetings	62381	-	-	-	
8	Right of Way Support & Capital	62856	-	-	-	
9	Contingency & Supplies	62856	979,373	700,000	(279,373)	
10	Construction Capital	62856	15,982,502	13,826,431	(2,156,071)	
11	Subtotal Services & Supplies		17,113,091	14,660,832	(2,452,259)	
12	<u>Freedom to State Park Dr Aux Lanes:</u>					
13	Allocated Labor Costs	51070	219,839	189,650	(30,190)	
14	Allocated Overhead (indirect costs)	62354	203,264	175,350	(27,913)	
15	Salaries, Benefits & Overhead		423,103	365,000	(58,103)	
16	Legal Fees	62359	50,000	10,000	(40,000)	
16	Bond Consultant	62381		794,800	794,800	
16	Engineering Consultant	62381	2,574,764		(2,574,764)	
17	Project Management Consultant	62381	78,504	60,000	(18,504)	
18	Pub Info, materials, & meetings	62381	25,000	10,000	(15,000)	
19	Right of Way Support & Capital	62856	2,891,558	4,240,000	1,348,442	Carryover from FY25-26 and recently approved 5Year Plan
20	Contingency & Supplies	62856	66,853	8,005,167	7,938,314	Carryover from FY25-26 and recently approved 5Year Plan
21	Subtotal Services & Supplies		5,686,679	13,119,967	7,433,288	
22						
23	Interprogram loan to Highway 17	95046	1,141,776	975,109	(166,667)	
24						
25	Total Salaries, Benefits & Overhead		971,037	817,091	(153,946)	
26	Subtotal Services & Supplies		30,723,783	28,421,821	(2,301,962)	
27						
28	Total Expenditures:		<u>32,836,596</u>	<u>30,214,021</u>	<u>(2,622,575)</u>	
29						
30	To/(From) Reserves:		(26,103,089)	(23,429,973)	2,673,116	
31	Beginning Fund Balance (estimate):		15,643,165	2,688,234	(12,954,931)	
32	Ending Fund Balance (estimate):		(10,459,924)	(20,741,739)	(10,281,815)	Future Borrowing needs of FY26-27
33						

## Measure D Active Transportation

GL Key 729500

Measure D allocates 17% of revenue for Active Transportation by means of investing in the Monterey Bay Sanctuary Scenic Trail Network (MBSST), otherwise known as the Coastal Rail Trail, for people walking and bicycling along the coast in Santa Cruz County.

Projects for the Monterey Bay Scenic Sanctuary Trail include:

- Construction of bicycle and pedestrian trails
- New bike and pedestrian bridges
- Adding lighting and security features
- Keeping the trail safe and clean for active use
- Storm and drainage management
- Leveraging matching state and federal grants

Maintenance and property management for the future trail corridor, including vegetation control; tree maintenance; trash and dumping abatement; encampments; drainage maintenance and repairs; addressing encroachments; and lease management. RTC also initiated work to secure environmental permits to support maintenance activities.

RTC staff provide technical support and stakeholder coordination for development of the MBSST/Coastal Rail Trail projects. Consultants are hired for technical assistance when needed.

Measure D Active Transportation GL Key 729500			FY 2025/26 Approved 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note
	Object					
1	Revenues					
2	Measure D	40186	4,544,785	4,579,153	34,368	
3	Interest	40430	10,000	10,000	-	
4	Other Revenue	42386	-	-	-	
5		Total Revenues	4,554,785	4,589,153	34,368	
6	Expenditures					
7	MBSST Corridor and Electric Transit & Trail RTC Oversight					
8	Allocated Labor Costs	51070	422,993	389,266	(33,726)	
9	Allocated Overhead (indirect)	62354	391,099	359,916	(31,184)	
10		Total Salaries, Benefits & Overhead	814,092	749,182	(64,910)	
11	Services and Supplies:					
12	Corridor encroach & maint	61845	1,325,079	1,325,079	-	
13	Legal Fees	62359	120,000	120,000	-	
13	Bond Consultants	62381	-	270,200	270,200	
14	Technical Assistance	62381	98,912	98,912	-	
15	Electric Rail Transit & Trail	62381	350,000	350,000	-	
16		Subtotal Services & Supplies	1,893,991	2,164,191	270,200	
17	MBSST North Coast Segment 5 (RTC Oversight):					
18	Legal Fees	62359	-	-	-	
19	Maintenance	61845	55,000	274,000	219,000	
20	Davenport Crosswalk	62381	-	-	-	
20	Technical Assistance	62381	28,367	-	(28,367)	
21	Contingency	62856	-	-	-	
21	Construction & Contingency	86110	3,855,000	1,900,000	(1,955,000)	Carryover from FY25-26 and recently approved 5Ye
22		Subtotal Services & Supplies	3,938,367	2,174,000	(1,764,367)	
23	MBSST City of Santa Cruz:					
24		RTC Oversight Segments 7, 8 & 9				
25	Technical Assistance	62381	-	-	-	
26		City of Santa Cruz Segments 7, 8 & 9 Project Sponsor				
27	Segment 7 Phase 2 to City of Santa Cruz	75204	519,253	-	(519,253)	
28	Segments 8&9 to City of Santa Cruz	75204	4,150,646	1,450,646	(2,700,000)	Carryover from FY25-26 and recently approved 5Ye
29	Ongoing Maintenance	75204	49,000	51,000	2,000	
30		Subtotal Services & Supplies	4,718,899	1,501,646	(3,217,253)	

Measure D Active Transportation - Continued		FY 2025/26	FY 2026/27		
Active Transportation		Approved	Proposed	Difference	Note
GL Key 729500	Object	12/4/25	3/12/26		
1	MBSST County of Santa Cruz:				
2	RTC Oversight Segments 10&11				
3	Technical Assistance 62381	10,000	-	(10,000)	
4	RTC Oversight Segment 12				
5	Right of Way Capital 62856	564,000	-	(564,000)	
6	County of Santa Cruz Segments 10 & 11 Project Sponsor				
7	Env Review and Design to SCC 75303	3,047,128	2,891,730	(155,398)	Carryover from FY25-26 and recently approved 5Ye
8	Subtotal Services & Supplies	3,621,128	2,891,730	(729,398)	
9	RTC Oversight City of Watsonville				
10	Technical Assistance 62381	-	-	-	
11	Segment 18 Environmental Document 75206	1,000,000	7,000,000	6,000,000	Carryover from FY25-26 and recently approved
12	Ongoing Maintenance 75206	7,000	3,700	(3,300)	5Year Plan
13	Subtotal Services & Supplies	1,007,000	7,003,700	5,996,700	
14					
15					
16	Total Salaries, Benefits & Overhead	814,092	749,182	(64,910)	
17	Subtotal Services & Supplies	15,179,385	15,735,267	555,882	
18					
19	Total Expenditures:	15,993,477	16,484,449	490,972	
20					
21	To/(From) Reserve Funds	(11,438,692)	(11,895,296)	(456,604)	
22	Beginning Fund Balance (estimate):	9,009,157	9,009,157	-	
23	Ending Fund Balance (estimate):	(2,429,535)	(2,886,139)	(456,604)	Future Borrowing needs of FY25-26

## Measure D Rail Corridor

GL Key 729600

Measure D allocates 8% of revenue for the Rail Corridor for infrastructure preservation and analysis of options and alternatives to driving, to plan for future mobility needs, preservation of rail corridor infrastructure, and management of rights of entry and utilities.

RTC Labor: Construction projects on the rail line will continue and additional environmental permitting will require additional RTC staff time.

Services, supplies, and construction: Construction for FY 2026/27 includes repairs to bridges, track bed, drainage system, and grade crossings.

Zero Emission Rail Transit: The RTC programmed Measure D funds to initiate a project concept report for passenger rail transit and applied for state funds for preliminary design and environmental review.

Meas D Rail Corridor		FY 2025/26 Amended 4/3/25	FY 2026/27 Proposed 3/12/26	Difference	Note	
	Object					
1	Measure D	40186	2,138,722	2,154,895	16,173	Carryover from FY24-25 and recently approved 5Year F
3	Total Revenues		2,138,722	2,154,895	16,173	
4						
5	<u>Salaries, Benefits &amp; Overhead</u>					
6	Allocated Labor Costs	51070	142,887	444,248	301,361	
7	Allocated Overhead	62354	132,113	410,752	278,639	
8	Total Salaries, Benefits & Overhead		275,000	855,000	580,000	
9	<u>Services &amp; Supplies</u>					
10	Legal Fees	62359	145,000	155,250	10,250	
11	Professional & Special Services	62381	4,100,812	653,950	(3,446,862)	
12	Contingency/Special Exp	62856	100,000	105,000	5,000	
13	Construction	86110	500,000	1,214,250	714,250	Carryover from FY24-25 and recently approved 5Year F
14	Total Services & Supplies		4,845,812	2,128,450	(2,717,362)	
15						
16	Total Expenditures:		<u>5,120,812</u>	<u>2,983,450</u>	<u>(2,137,362)</u>	
17						
18	To/(From) Reserve Funds		(2,982,090)	(828,555)	2,153,535	
19	Beginning Fund Balance (estimate):		3,794,448	3,794,448	-	
20	Ending Fund Balance (estimate):		812,358	2,965,893	2,153,535	

## Measure D San Lorenzo Valley Highway 9 Corridor Improvements

GL Key 729202

The San Lorenzo Valley Highway 9 Corridor Investment program is allocated ten (\$10) million over 30 years to prepare and implement projects including:

- Safety projects for people walking, biking, or driving
- Projects that provide safe access to schools
- Intersection and signal improvements
- Bicycle lanes, paths, and signage
- Accessible pedestrian crosswalks and sidewalks
- Improved access to bus stops and bus service

Measure D funds have been programmed to leverage other funds, including State Highway Operations Protection Program, for Complete Streets projects and are expected to be needed in FY 2026/27.

Measure D SLV SR9 Improvements		FY 2025/26 Approved 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note
Object					
1	Measure D	40186	333,333	333,333	-
2	Interest	40430			-
3	Total Revenues	333,333	333,333		-
4					
5	<u>Salaries, Benefits &amp; Overhead</u>				
6	Allocated Labor Costs	51070	2,236	3,200	964
7	Allocated Overhead	62354	1,876	2,959	1,083
8	Total Salaries, Benefits & Overhead		4,112	6,159	2,046
9					Carryover from FY25-26 and recently approved 5Year
10	<u>Services &amp; Supplies</u>				
11	Legal Fees	62359	-	-	-
12	Professional & Special Services	62381	363,712	514,314	150,602
13	Adv & Promo Materials	62801			-
14	Contingency/Special Exp	62856	219,000	241,239	22,239
19	Construction	86110	-	900,809	900,809
16	Total Services & Supplies		582,712	1,656,362	1,073,650
17					
18	Total Expenditures:		586,824	1,662,521	1,075,696
19					
20	To/(From) Reserves:	(253,491)	(1,329,188)	(1,075,696)	
21	Beginning Fund Balance (estimate):	2,464,101	2,714,322	250,221	
22	Ending Fund Balance (estimate):	2,210,610	1,385,134	(825,476)	

## Measure D Highway 17 Wildlife Crossing

GL Key 729203

The Highway 17 Wildlife Crossing project will improve safety for both drivers and wildlife. Five (\$5) million is allocated for the construction of a safe passage for wildlife to cross under Highway 17.

Measure D Highway 17 Wildlife Crossing		FY 2025/26 Proposed 12/4/25	FY 2026/27 Proposed 3/12/26	Difference	Note
	Object				
1	Measure D	40186	166,667	166,667	-
2	Loan Proceeds	42506	1,141,776	975,109	(166,667)
3	Total Revenues		1,308,443	1,141,776	(166,667)
4					
5	Salaries, Benefits & Overhead				
6	Allocated Labor Costs	51070	520	520	-
7	Allocated Overhead	62354	480	480	-
8	Total Salaries, Benefits & Overhead		1,000	1,000	-
9					
10	Services & Supplies				
11	Princ & Int Trans Repayment	74244	-	-	-
12	Contribution to Other Agency	75230	1,349,324	1,349,324	- Carryover from FY25-26 and recently approved 5Year
13	Total Services & Supplies		1,349,324	1,349,324	-
14					
15	Total Expenditures:		1,350,324	1,350,324	-
16					
17	To/(From) Reserves:	(41,881)	(208,548)	(166,667)	
18	Beginning Fund Balance (estimate):	41,881	208,548	166,667	
19	Ending Fund Balance (estimate):	-	-	-	

## Measure D Summary and Fund Balances



### Measure D Regional Funding Program and Project Budget Summary Administration and Implementation by RTC - Proposed Budget

Fiscal Year FY 2026/27

Proposed March 12, 2026

	Object	Admin & Impl	Hwy 9	Hwy 17 Wildlife Crossing	Highway Corridor	Active Transp	Rail Corridor	Total
<b>Revenues</b>								
1 Measure D	40186	795,807	333,333	166,667	6,734,048	4,579,153	2,154,895	14,763,903
2 Interest	40430	1,000	-	-	50,000	10,000	-	61,000
3 Loan Proceeds	42506	-	-	975,109	-	-	-	975,109
4	Total Revenues	796,807	333,333	1,141,776	6,784,048	4,589,153	2,154,895	15,800,012
5								
6 Salaries, Benefits & Overhead								
7 Allocated Labor Costs	51070	401,022	3,200	520	424,551	389,266	444,248	1,662,807
8 Allocated Overhead	62354	370,785	2,959	480	392,540	359,916	410,752	1,537,431
9	Total Salaries, Benefits & Overhead	771,807	6,159	1,000	817,091	749,182	855,000	3,200,238
10								
11 Services & Supplies								
12 Repairs & Maintenance	61845	-	-	-	-	1,599,079	-	1,599,079
13 Subscriptions	62222	-	-	-	40,069	-	-	40,069
14 General Supplies & Expenses	62223	5,000	-	-	4,000	-	-	9,000
15 Accounting & Audit	62301	16,500	-	-	-	-	-	16,500
16 Design and Eng Consult	62340	-	-	-	-	-	-	-
16 Legal Fees	62359	-	-	-	30,401	120,000	155,250	305,651
17 Professional & Special Services	62381	-	514,314	-	1,077,800	719,112	653,950	2,965,176
18 Adv & Promo Materials	62801	2,500	-	-	-	-	-	2,500
19 Contingency/Special Exp	62856	-	241,239	-	27,015,051	-	105,000	27,361,290
26 Subscriptions	62890	-	-	-	-	-	-	-
20 Towing	62893	-	-	-	203,500	-	-	203,500
21 Transportation/Travel/Education	62914	-	-	-	1,000	-	-	1,000
21 Princ & Int Trans Repayment	74244	-	-	-	-	-	-	-
22 Funds to City of Capitola	75203	-	-	-	-	-	-	-
22 Funds to City of Santa Cruz	75204	-	-	-	-	1,501,646	-	1,501,646
23 Funds to City of Scotts Valley	75205	-	-	-	-	-	-	-
23 Funds to City of Watsonville	75206	-	-	-	-	7,003,700	-	7,003,700
24 Contribution to Other Agency	75230	-	-	1,349,324	-	-	-	1,349,324
25 Transfer to Other Funds	75233	-	-	-	-	-	-	-
24 CHP Operations	75280	-	-	-	50,000	-	-	50,000
25 Funds to SC County	75303	-	-	-	-	2,891,730	-	2,891,730
26 Construction	86110	-	900,809	-	975,109	1,900,000	1,214,250	4,990,168
27	Total Services & Supplies	24,000	1,656,362	1,349,324	29,396,930	15,735,267	2,128,450	50,289,333
28								
29	Total Expenditures:	795,807	1,662,521	1,350,324	30,214,021	16,484,449	2,983,450	53,490,571
30								
31	Excess of Revenues over Expenditures:	1,000	(1,329,188)	(208,548)	(23,429,973)	(11,895,296)	(828,555)	(37,690,559)
32	Beginning Fund Balance (estimate):	459,936	2,714,322	208,548	2,688,234	9,009,157	3,794,448	18,874,645
33	Ending Fund Balance (estimate):	460,936	1,385,134	-	(20,741,739)	(2,886,139)	2,965,893	(18,815,914)



Measure D Regional Funding Program and Project Budget Summary  
 Administration and Implementation by RIC - Proposed Budget  
 Fiscal Year FY 2025/27  
 Proposed March 12, 2026

Object	Admin & Impl		DIFF		Hwy 9		DIFF		Hwy 17 Wildlife Crossing		DIFF		Highway Corridor		DIFF		Active Transp		DIFF		Rail Corridor		DIFF		Total		DIFF		
	FY 2025/26	FY 2026/27			FY 2025/26	FY 2026/27			FY 2025/26	FY 2026/27			FY 2025/26	FY 2026/27			FY 2025/26	FY 2026/27			FY 2025/26	FY 2026/27			FY 2025/26	FY 2026/27			
	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	12/4/2025	3/12/2026	
1 Measure D	40,886	796,807	(136,996)		333,333	333,333			166,667	166,667			5,883,907	6,734,048			50,541	4,944,765	4,579,113		34,368	2,138,722	2,158,896			16,173	14,799,767	14,763,903	(35,864)
2 Interest	40430	1,000											50,000	50,000			10,000	10,000									61,000	61,000	
3 Loan Proceeds	42606								1,141,776	975,100			(166,667)														1,141,776	975,100	(166,667)
4									1,308,443	1,141,776			(166,667)														1,308,443	1,141,776	(166,667)
5																													
6 Salaries, Benefits & Overhead	53070																												
7 Allocated Labor Costs		401,022		(0)	2,236	3,200		964	520	520			493,888	424,553		(69,337)	422,003	389,266		(33,726)	142,887	444,248			301,361	1,463,546	1,652,807	199,261	
8 Allocated Overhead		382,121		(11,336)	1,876	2,959		1,083	480	480			477,149	392,540		(84,609)	301,099	359,016		(71,914)	132,113	430,752			278,639	1,384,839	1,537,471	152,502	
9 Total Salaries, Benefits & Overhead		783,143		(11,337)	4,112	6,159		2,046	1,000	1,000			971,037	817,093		(153,946)	804,002	749,182		(64,910)	275,000	855,000			580,000	2,848,385	3,200,228	351,853	
10																													
11 Services & Supplies																													
12 Repairs & Maintenance	63948																	1,380,079	1,599,079		219,000						1,380,079	1,599,079	219,000
13 Subcontractors	62222												2,000	40,000		38,000											2,000	40,000	38,000
14 General Supplies & Expenses	62223	5,000	5,000										4,000	4,000													5,000	9,000	
15 Accounting & Audit	62303	16,500	16,500																								16,500	16,500	
16 Legal Fees	62359																												
17 Professional & Special Services	62381	126,620		(125,620)	363,712	514,314		180,602					2,946,134	1,077,800		(1,868,334)	487,279	719,112		231,833	4,100,812	653,950		(1,446,862)	8,023,766	2,965,176	(5,058,590)		
18 Adv & Promo Materials	62603	2,500	2,500																								2,500	2,500	
19 Construction/Structural Exp	62656																												
20 Towing	62692				219,000	241,239		22,239																					
21 Transportation/Travel/Education	62914																												
22 Funds to City of Santa Cruz	75204																												
23 Funds to City of Watsonville	75206																												
24 Contribution to Other Agency	75230																												
25 CIP Operations	75280																												
26 Specialized Transit	75365																												
27 Construction	88130																												
28 Intra-Fund Transfer/Program Loan	95846				900,809	900,809																							
29 Total Services & Supplies	140,620	24,000	(116,620)		582,712	1,656,392		1,073,650	1,349,324	1,349,324			31,885,309	29,398,030		(2,486,209)	15,179,385	15,735,257		555,882	4,845,812	2,128,430		(2,717,382)	13,072,421	50,290,333	(3,882,088)		
30																													
31 Total Expenditures	932,772	796,807	(136,996)		586,604	1,667,571		1,075,696	1,350,324	1,350,324			32,826,906	30,714,031		(2,112,875)	15,903,427	16,484,449		499,022	5,120,612	2,680,430		(2,439,182)	14,851,806	53,490,571	(8,330,230)		
32																													
33 Excess of Revenues over Expenditures	1,000	1,000			(23,491)	(1,326,189)		(41,881)	(208,548)				(26,203,089)	(23,429,973)		(11,438,692)	(11,895,476)				(2,082,090)	(826,555)			(40,816,243)	(37,690,559)			
34 Beginning Fund Balance (estimated)	489,936	489,936			3,464,307	3,734,177		41,881	208,548				1,488,734														6,793,366	18,874,645	
35 Ending Fund Balance (estimated)	490,936	490,936			3,210,816	1,585,134		(0)	208,548				(26,203,089)	(25,141,730)		(11,438,692)	(1,886,130)									(14,085,877)	(18,815,914)		

## Budget Glossary and Acronym Guide

**Accrual basis of accounting:** The basis of accounting in which revenue is recorded when earned and expenditures are recorded when obligated, regardless of when the cash is received or paid.

**Allocate:** The process used to release funding to transportation projects.

**Amendment:** A proposed or adopted change to the budget.

**Appropriate/Appropriation:** Authorization for a specific agency to make expenditures or incur liabilities from a specific fund for a specific purpose.

**Audit:** A review of financial statements or performance activity (such as of an agency or program) to determine conformity or compliance with applicable laws, regulations, and/or standards.

**Budget:** A plan of operation expressed in terms of financial or other resource requirements for a specific period of time.

**Budget Cycle:** The period of time, usually one year, required to prepare a financial plan and enact that portion of it applying to the budget year. Significant events in the cycle include:

- Proposed Budget for a new fiscal year with estimated revenues from the State Controller's Office, County Auditor, and RTC consultants (February-March) for adoption (April-May). The proposed budget purpose is to inform local agencies in the development of their budget adoption in June.
- Mid-Year Budget Amendment to evaluate revenue and expenditures based on project status and carryover balances from the prior fiscal year (June).
- Fall Budget Amendment incorporates the final spending for prior fiscal year and adoption of the Measure D 5-yr programming of funds (October-November).
- Other Amendments are submitted throughout the year to include unanticipated funding, revenues, or expenditures.

**Budget, Program or Traditional:** A program budget expresses the operating plan in terms of the costs of activities (programs) to be undertaken to achieve specific goals and objectives. A traditional (or object of expenditure) budget expresses the plan in terms of categories of costs of the goods or services to be used to

perform specific functions.

**Capital Outlay:** A character of expenditure of funds to acquire land, plan and construct new buildings, expand or modify existing buildings, and/or purchase equipment.

**Carryover:** The balance of an appropriation available for expenditure in years subsequent to the year of enactment. For example, if a three-year appropriation is not fully encumbered in the first year, the remaining amount is carried over to the next fiscal year.

**Cash Basis:** The basis of accounting that records receipts and disbursements when cash is received or paid.

**Cash Statement:** A statement of cash receipts and disbursements for a specified period of time. Amounts recorded as accruals, which do not affect cash, are not reflected in this statement.

**Capital Improvements:** Physical infrastructure improvements such as pavement, sidewalks, bridges, signals and purchases of equipment, vehicles.

**COLA: see** Cost of Living Adjustment

**Cost of Living Adjustment (COLA):** Cost of living is the cost of maintaining a certain standard of living.

**Expenditure:** In transportation terms, this is any allowable expense associated with a project or program.

**Fiscal Year (FY):** The 12-month period established for budgeting purposes. The fiscal year for state and most local governments in California begins July 1 and ends June 30. The federal fiscal year begins October 1 and ends September 30.

**Fund:** A legal budgeting and accounting entity that provides for the segregation of moneys or other resources in the County Treasury for obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and balance, as well as its income and expenditures.

**Fund Balance:** Excess of a fund's assets over its liabilities and reserves.

**FY:** see Fiscal Year.

**ICAP:** see Indirect Cost Allocation Plan

**Indirect Costs:** Costs which by their nature cannot be readily associated with a specific organization unit or program. Like general administrative expenses, indirect costs are distributed to the organizational unit(s) or program(s) which benefit from their incurrence.

**Indirect Cost Allocation Plan (ICAP):** The amount of administrative and general costs chargeable to and recovered from federal and state funds, as determined by the Department of Transportation.

**Local Jurisdictions:** The four cities (Capitola, Santa Cruz, Scotts Valley and Watsonville) and the (unincorporated) County of Santa Cruz, each of which has its own elected decision-makers, planning and public works departments, and control over land-use decisions within its boundaries.

**Overhead:** Those elements of cost necessary in the performance of a service that are of such a nature that the amount applicable to the service cannot be determined directly. Usually, they relate to those costs that do not become an integral part of the service, such as rent, heat, light, supplies, management, or supervision. See also "Indirect Costs."

**Reimbursements:** An amount received as a payment for the cost of services performed, or of other expenditures made for, or on behalf of, another entity. Reimbursements represent the recovery of an expenditure. Reimbursements are available for expenditure up to the budgeted amount (scheduled in an appropriation).

**Reserve:** An amount of a fund balance set aside to provide for expenditures from the unencumbered balance for continuing appropriations, economic uncertainties, future apportionments, pending salary or price increase appropriations, and appropriations for capital outlay projects.

## Programming, Planning, and Project Glossary and Acronym Guide

**Active Transportation:** Active Transportation includes any method of travel that is human powered, but most commonly refers to walking and bicycling.

**Active Transportation Program:** State funding program established in 2013 for projects that increase bicycling and walking. Consolidates several federal and state programs - including the federal Transportation Alternatives Program (TAP)/formerly Transportation Enhancement Activities (TEA), Safe Routes to Schools, and Bicycle Transportation Account.

**ATP:** see Active Transportation Program

**Auxiliary Lane:** Freeway lanes linking adjacent interchanges to reduce weaving conflicts between exiting and entering vehicles.

**Bikeway:** Facility designated for use by bicyclists. There are three types of bicycle facilities.

**Buffered Bike/Pedestrian Facility:** A bicycle or pedestrian facility that has additional space between the motor vehicle travel lane and the bicycle and pedestrian facility. A buffered facility offers a more comfortable biking or walking environment.

**Bus Rapid Transit (BRT):** A broad term that, through improvements to infrastructure, vehicles and scheduling, attempt to use buses to provide a service that is of a higher quality than an ordinary bus line.

**California Coastal Trail (CCT):** The CCT is a network of public trails that will extend the entire 1200-mile length of the California Coast and currently is more than half complete.

**California Department of Transportation (Caltrans or CT):** State agency which builds and maintains state highways, some state railways, and administers multi-modal transportation programs within the state.

**California Environmental Quality Act (CEQA):** Legislation which requires private entities, state and local agencies to disclose, consider and mitigate the environmental impacts of various actions.

**California Transportation Commission (CTC):** A board appointed by the governor and state legislature that sets spending priorities for highways and transit, reviews Regional Transportation Plans (RTPs) and Regional

Transportation Improvement Programs (RTIPs) and allocates funds to transportation projects from several funding programs.

**Call Box System:** A network of roadside phones which link motorists directly with dispatchers to request assistance or emergency services.

**Caltrans:** see California Department of Transportation

**Capital Improvement Program (CIP):** A document which sets forth the cost, funding and year of construction for projects over a specified number of years (typically five to seven years).

**Carpool:** An arrangement in which two or more people share the use of a privately-owned automobile to travel together to and from pre-arranged destinations — typically between home and work or home and school.

**Carsharing:** Organized short-term auto rental, often located in downtowns, near public transit stations, residential communities and employment centers. Carsharing organizations operate fleets of rental vehicles that are available for short trips by members who pay a subscription fee, plus a per trip charge.

**CHP:** California Highway Patrol

**Climate Adaptation:** Refers to efforts by society or ecosystems to prepare for or adjust to climate change and its impacts.

**CNG:** see Compressed Natural Gas

**Collector Streets:** Streets that collect traffic.

**COMMISSION:** see Santa Cruz County Regional Transportation Commission

**Community Traffic Safety Coalition (CTSC):** A coalition of agencies and individuals that promotes bicycle and pedestrian safety, particularly for school children. Operated by the Santa Cruz County Health Services Agency and partially funded by the RTC.

**Commute Solutions:** Santa Cruz County's rideshare program which provides information about transportation alternatives to the single occupant vehicle and carpool match lists.

**Commute:** The trip to/from a regular location, usually work or school.

**Commuter Rail:** Conventional rail passenger service within a metropolitan area. Service primarily is in the morning (home-to-work) and afternoon (work-to-home) travel periods.

**Commuter:** A person who travels regularly between home and work or school.

**Complete Streets:** Streets designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists, and bus riders of all ages and abilities can safely move along and across a complete street.

**Compressed Natural Gas (CNG):** A clean-burning alternative fuel for vehicles.

**Congestion:** Congestion is usually defined as travel time or delay more than what is normally experienced under free-flow traffic conditions. Congestion is typically accompanied by lower speeds, stop-and-go travel conditions, or queuing, such as behind ramp meters or heavily used intersections.

**Consolidated Transportation Services Agency (CTSA):** Agency responsible for coordinating specialized transportation services. In Santa Cruz County, the CTSA is Lift Line, a division of Community Bridges.

**Constrained (Fiscal Constraint/Financially Constrained):** Denotes a funding scenario under which projects, programs, expenditures in a plan or programming document that can be implemented within the constraints of committed, available or reasonably available revenue sources. This document also identifies constrained projects as "Within Projected Funds."

**Corridor:** A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

**CT:** see California Department of Transportation

**CTC:** see California Transportation Commission

**CTP:** see California Transportation Plan

**CTSA:** see Consolidated Transportation Services Agency

**CTSC:** see Community Traffic Safety Coalition

**DAC:** see Disadvantaged Community

**Dedicated Funds:** Federal, state, or local funds which can be used only for specific purposes or by specific agencies.

**Demand Responsive:** Individualized transportation services requested by passengers, and/or where routes are developed around a group of requests, which may change daily. Oftentimes provided to people unable to use fixed-route buses by taxis or by advance reservation on paratransit vehicles.

**Department of Transportation (DOT):** At the federal level, the cabinet agency headed by the Secretary of Transportation is responsible for highways, transit, aviation, and ports. The DOT includes the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and other agencies. The state DOT is Caltrans.

**Disadvantaged Community (DAC):** For Santa Cruz County, transportation disadvantaged communities are defined as census tracts where greater than 65% of the total population is non-white (minority areas) and/or greater than 33% of residing families earn less than 200% of the 2015 federal poverty level (low-income areas). Poverty areas are defined as census tracts where greater than 25% of households earned less than the 2015 federal poverty level.

In FY2022/23 the RTC will be working with the community to reevaluate this definition as part of its Equity Action Plan.

**Discretionary Funds:** Federal, state and local funds which can be used for a variety of purposes. Sometimes also referred to as "flexible funds."

**DMV:** CA Department of Motor Vehicles

**DOT:** see Department of Transportation

**ED:** see Environmental Document

**EIR:** see Environmental Impact Report

**Environmental Document (ED):** The draft or final Environmental Impact Statement or Environmental Impact Report, Finding of No Significant Impact, Environmental Assessment or Negative Declaration.

**Environmental Impact Report (EIR):** An assessment of the environmental effects and mitigations for a proposal or decision which, under the California Environmental Quality Act (CEQA), has been determined may significantly impact the environment.

**EPA - Environmental Protection Agency:** Federal agency established to develop and enforce regulations that implement environmental laws enacted by Congress to protect human health and safeguard the natural environment.

**Expressway:** A divided highway for high-speed traffic with at least partial control of access. In some areas, expressways are divided arterial roads with limits on the frequency of driveways and intersecting cross-streets. In other area, access to expressways is limited only to grade-separated interchanges, making them the full equivalent of freeways.

**Federal Highway Administration (FHWA):** The federal agency responsible for the approval of transportation projects related to the roadway system.

**FHWA:** see Federal Highway Administration

**Freeway Service Patrol (FSP):** Roving tow truck service that clears incidents on roadways during peak travel periods.

**Freeway:** A divided arterial highway designed for the unimpeded flow of large traffic volumes. Access to a freeway is controlled and intersection grade separations are required.

**FSP:** see Freeway Service Patrol

**FTA:** see Federal Transit Administration

**GHG:** see Greenhouse Gas

**GIS - Geographic Information System:** Mapping software that links information about where things are with information about what things are like. GIS allows users to examine relationships between features distributed unevenly over space, seeking patterns that may not be apparent without using advanced techniques of query, selection, analysis, and display.

**Greenhouse Gas (GHG):** Any of the atmospheric gases that contribute to the greenhouse effect by absorbing infrared radiation produced by solar warming of the Earth's surface. Including carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

**High Occupancy Toll (HOT) Lanes:** A lane on a multi-lane highway designated for use, primarily in the peak periods, free of charge by vehicles with two or more occupants or for single-occupant vehicles paying a toll.

**High Occupancy Vehicle (HOV) Lanes (or Diamond Lanes):** A lane on a multi-lane highway designated for use, primarily in the peak periods, only by vehicles with more than one (or sometimes two) occupants – such as carpools, vanpools, shuttles, and buses. In California, motorcycles, emergency vehicles, and certain low/zero emissions vehicles may also use HOV lanes.

**Highway Bridge Program (HBR):** Federal funding program administered by Caltrans for bridge replacement or rehabilitation on public roads.

**Highway:** A general term which includes roads, streets, and parkways and all their appurtenances. In this document "highway" typically refers only to roads on the State Route System however (e.g. Highway 17).

**HOV:** see High Occupancy Vehicle Lanes

**HQ:** Headquarters

**HSR - High Speed Rail:** Railroad passenger service that, as defined by California state law, operates at maximum speeds of more than 200 miles per hour. Because of the speed, high speed rail normally operates on intercity (longer) routes.

**Initial Study:** Under CEQA, a systematic review of a proposed project undertaken to determine whether there is substantial evidence that it may result in one or more significant impacts.

**In-Lieu Fee (ILF) Mitigation:** A permittee pays a fee to the operator of the ILF program instead of conducting project-specific mitigation. An ILF program typically combines fees collected from a number of permittee's projects to finance a mitigation project.

**Interagency Technical Advisory Committee (ITAC):** An RTC committee consisting of representatives from planning and public works departments, transit, UCSC and Cabrillo College, transportation management

associations, the Air District, and other entities who review and make recommendations about regional plans, projects, and funding.

**Inter-modal:** Using or addressing inter-connections between various transportation facilities or modes.

**IS:** see Initial Study

**ITAC:** see Interagency Technical Advisory Committee

**Level of Service (LOS):** A qualitative assessment of a facility's operating conditions. The extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility. Level of Service indicates the capacity per unit of demand for each public facility. For automobiles, LOS ratings typically range from LOS A, which represents free-flow conditions, to LOS F, which is characterized by heavy congestion, stop-and-go traffic, and long queues forming behind breakdown points.

**Light Rail:** A passenger transportation system of self-propelled vehicles that operate over steel rails located in the street, on an aerial structure, or on a separated right of way.

**LNG:** see Liquefied Natural Gas

**Local Streets:** Streets that provide direct access to adjacent residential areas, on which traffic is generally discouraged.

**LOS:** see Level of Service/Level of Service Standard

**Low Emission Vehicles:** Vehicles using alternative fuel sources which emit little or no tailpipe exhaust, e.g., electric, hybrid electric, hydrogen, and fuel cell.

**Mass Transit:** A common carrier service provided for transporting passengers on established routes, with fixed schedules, published rates of fares. Includes buses and rail.

**MBSST Network:** see Monterey Bay Sanctuary Scenic Trail Network

**Measure D:** The 2016 transportation ballot measure approved by over two-thirds of Santa Cruz County voters in November 2016 which generates revenues from a half-percent transaction and use tax (sales tax).

**Metro:** see Santa Cruz Metropolitan Transit District

**Mitigation:** Project or program intended to offset impacts of a transportation project on an existing natural resource such as a stream, wetland, and/or endangered species.

**Mitigation Banking:** The preservation, enhancement, restoration or creation of a wetland, stream, or habitat conservation area which offsets, or compensates for, expected adverse impacts to similar nearby ecosystems.

**Mixed Flow Lane:** Travel lanes shared by autos, trucks, buses, and motorcycles (as compared to restricted lanes, such as HOV lanes).

**Mixed Use:** Combining of commercial, office, and/or residential land uses to reduce travel distances and facilitate walking. Examples include multi-story buildings containing businesses and retail stores on the lower floors, and homes on the upper floors.

**MMLOS:** see Multimodal Level of Service

**Mode Split or Mode Share:** The proportion of total travel in each travel mode.

**Mode:** Method of travel, e.g., private automobile, walking, bicycle, transit, airplane, bus, train.

**Monterey Bay Sanctuary Scenic Trail (MBSST) Network:** A planned recreation, transportation and interpretive pathway that links existing and new trail segments into a continuous coastal trail around the Monterey Bay, from Lover's Point in Monterey County to the San Mateo County line in Santa Cruz County.

**MTD:** see Santa Cruz Metropolitan Transit District

**MTIS:** see Major Transportation Investment Study

**Multimodal Level of Service (MMLOS):** *A way to measure the degree to which street design and operations meets the traveling needs of each user type – automobile, bus, pedestrian, bicycle, etc.*

**Multi-modal:** Using or addressing more than one transportation mode.

**National Environmental Policy Act (NEPA):** Federal law identifying environmental disclosure requirements. Required to be followed on projects using federal funds.

**National Highway System (NHS):** A federally established national road system. In Santa Cruz County, the NHS includes sections of Highway 1, Highway 17, Highway 129, Highway 152, 41<sup>st</sup> Avenue, Capitola Road, Freedom Boulevard, Graham Hill Road, Mt. Hermon Road, Ocean Street, Soquel Avenue and other major arterials.

**NB:** Northbound

**ND:** see Negative Declaration

**Negative Declaration (ND):** A determination based upon an initial study that there is no substantial evidence that a proposed project may result in a significant effect.

**NEPA:** see National Environmental Policy Act

**NHS:** see National Highway System

**O&M: Operations and Maintenance.** The range of activities and services provided by the transportation system and for the upkeep and preservation of the existing system.

**Obligate:** The act of securing commitment from Federal or State government (e.g., FHWA or Caltrans) to pay or reimburse entities for a project's eligible costs. Many funding programs require a project sponsor to obligate funds in a timely manner or lose the funds.

**Off-Peak Period:** The time of day when the lowest concentration of travels is using a transportation facility. These times are generally before 6 a.m., mid-day, and after evening commute hours.

**Open Space:** Generally understood as any area of land or water which is not developed for urbanized uses. In General Plans areas may be designated as Open Space for the purposes of the preservation or managed production of natural resources, outdoor recreation, or the promotion of public health and safety.

**Operations:** On-going activities necessary to manage and perform services for a system, such as labor costs. For transit, costs include fuel, salaries and replacement parts.

**Overall Work Program (OWP):** Budgetary document describing proposed activities for the upcoming fiscal year, including those required by federal and state law.

**OWP:** see Overall Work Program

**PA&ED:** see Project Approval and Environmental Document (PA&ED)

**Paratransit:** Term used to describe transportation services which operate on flexible routes and/or provide demand-responsive service and is most frequently used by elderly and disabled passengers unable to take fixed

route transit. Generally, vans, small buses, or taxis are used to provide this service. The ADA-mandated service in our region is ParaCruz and is provided by the METRO. Another main provider is Community Bridges Lift Line.

**Park-and-Ride Lot:** A facility where individuals can meet to utilize carpools, vanpools, and transit to continue traveling to their destinations.

**Parking Management:** Strategies which use parking supply or pricing as an incentive or disincentive to affect the demand for parking. Preferred parking for carpools is an example of a parking management incentive, and charging parking fees is an example of a disincentive.

**Passenger Miles:** The total number of passengers carried by a transit system, multiplied by the number of miles each passenger travels. Passenger miles are normally measured on a daily or annual basis.

**Peak Periods:** The hours during which the greatest traffic volumes or highest transit use occur.

**Performance Based Planning:** An approach that uses performance measures to support investment decisions to help achieve desired outcomes.

**Performance Measures (or Evaluation Measures or Targets):** Objective, quantifiable measures used to evaluate the performance of the transportation system, and to determine how well planned improvements to the system are achieving established objectives.

**PID:** see Project Initiation Document

**Plans, Specifications and Estimates (PS&E):** A phase or milestone in the life cycle of a project following PA&ED and preceding construction; includes the preparation of construction contract documents, the acquisition of right of way, and the securing of permits.

**“Planned” Projects:** Projects on the Constrained/within projected funds RTP list which have not previously been approved for funding by the RTC. Projects are expected to be funded through 2035.

**PM:** see Post Mile

**Post Mile:** The mileage measured in statute miles from a county line or the beginning of a route to another county line or the ending of the route. Each post mile along a route in a county is a unique location on the State Highway System.

**Primary Transportation Network:** Includes state highways, principal arterials and rail line in Santa Cruz County.

**Program:** *verb-* to assign funds to a project.

**Programs and Projects:** Activities of an organization grouped on the basis of common objectives. Programs and projects are comprised of elements, which can be further divided into components and tasks.

**Program Environmental Impact Report (PEIR):** Environmental review process used to evaluate the potential environmental effects of large-scale plans or programs.

**“Programmed” Projects:** Projects on the Constrained/within projected funds list for which funding has already been approved by the RTC. These projects will be initiated and/or completed by 2019.

**Project Approval and Environmental Document (PA&ED):** A major phase in the life cycle of a project following the Project Initiation Document and Programming but preceding PS&E.

**Project Initiation Document (PID):** an engineering document or technical report that documents the scope, cost, and schedule of a project.

**Project Study Report (PSR):** A preliminary engineering report that documents agreements on the scope, a set of reasonable and feasible alternatives, the schedule, and the estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP).

**PS&E:** see Plans, Specifications and Estimates

**PSR:** see Project Study Report

**Rail Transit:** Public transportation services provided on a fixed rail line, e.g., light rail.

**Ramp Metering:** Electronic traffic control devices located at freeway access points to meter the entry of vehicles onto the freeway. The goal is to help optimize the movement of persons and vehicles.

**Regional Surface Transportation Program (RSTP):** See Surface Transportation Block Grant Program (STBG).

**Regional Surface Transportation Program Exchange (RSTPX):** Surface Transportation Block Grant Program (STBG)/Regional Surface Transportation Program funds (federal) exchanged for state funding.

**Regional Transportation Improvement Program (RTIP):** The state required multi-year capital improvement program for transportation projects using state and federal funds. The RTIP for Santa Cruz County is adopted by the SCCRTC and is submitted to the California Transportation Commission for inclusion in the State Transportation Improvement Program (STIP) and to AMBAG for inclusion in the FTIP.

**Regional Transportation Plan (RTP):** The state-mandated long-range plan that acts as a blueprint to guide transportation development. Developed by regional transportation planning agencies, it includes a policy, action, and financial elements. The SCCRTC prepares and adopts the RTP for Santa Cruz County. The RTP must be consistent with other local plans.

**Regional Transportation Planning Agency (RTPA):** Agencies designated by the State of California to provide regional transportation planning and make funding decisions, including preparation of the Regional Transportation Plan and the Regional Transportation Improvement Program. The Santa Cruz County Regional Transportation Commission is the designated RTPA for Santa Cruz County.

**Regional Travel Demand Model (RTDM):** A computer software program using demographic data to estimate the transportation impacts of population growth and land use decisions on the transportation system, and to assess the utility of transportation projects.

**Reverse Commute:** Travel in the direction opposite to the main flow of peak period commute traffic.

**Ridership:** The number of transit users, usually reported as a yearly total or as the average for a normal workday.

**Rideshare:** Alternatives to driving alone, including carpooling, vanpooling, taking the bus, bicycling, walking and telecommuting.

**Right-of-Way (ROW):** The area of property owned by a public or private entity used for transportation purposes.

**ROE:** Right of Entry

**ROW:** see Right-of-Way

**RPA:** see Rural Planning Assistance

**RSTP:** see Regional Surface Transportation Program

**RSTPX:** see Regional Surface Transportation Program Exchange

**RTC:** see Santa Cruz County Regional Transportation Commission

**RTDM:** see Regional Travel Demand Model

**RTIP:** see Regional Transportation Improvement Program

**RTP:** see Regional Transportation Plan

**RTPA:** see Regional Transportation Planning Agency

**SAFE:** see Service Authority for Freeway Emergencies

**Santa Cruz County Regional Transportation Commission (SCCRTC or RTC):** Transportation policy, planning and funding body designated as the Regional Transportation Planning Agency (RTPA), Local Transportation Commission (LTC), Rail/Trail Authority and Service Authority for Freeway Emergencies (SAFE) for Santa Cruz County.

**Santa Cruz METRO:** see Santa Cruz Metropolitan Transit District

**Santa Cruz Metropolitan Transit District (SCMTD or METRO):** The public transit operator for Santa Cruz County. Also known as Santa Cruz Metro.

**SB:** Southbound

**SCCRTC:** see Santa Cruz County Regional Transportation Commission

**Scenario Planning:** A decision making tool to help identify the projects that are prioritized in a transportation plan. Scenario planning allows a community to evaluate the likely outcomes of a number of scenarios to explore possible benefits and costs of alternative futures.

**SCMTD:** see Santa Cruz Metropolitan Transit District

**SCS:** see Sustainable Communities Strategy

**Self-Help Counties:** A term used to describe counties that have enacting local voter-approved funding mechanisms -- such as half-cent sales taxes -- to pay for transportation improvements.

**Service Authority for Freeway Emergencies (SAFE):** As the designated SAFE for Santa Cruz County, the SCCRTC owns and manages the call box system on local state highways and other motorist aid programs. Funded by \$1-per-year vehicle registration fee.

**Signal Preemption:** A system used for emergency and public transit vehicles to change signal phasing from red to green allowing for more rapid crosstown access.

**SIP:** see Strategic Implementation Plan for Measure D

**SOV - Single Occupant Vehicle:** Privately operated vehicle that contains only one driver or occupant.

**Specialized Transportation:** Often used synonymously with "paratransit," refers to vehicle and programs operated primarily for the elderly and persons living with disabilities. Service is generally provided door-to-door in vans or automobiles on a semi-fixed route or demand- responsive basis.

**Statewide Integrated Traffic Records System (SWITRS):** Database of collisions managed by the California Highway Patrol.

**Strategic Implementation Plan for Measure D:** The SIP serves as the guiding policy and programming document for the implementation of Regional Measure D projects.

**Sustainability:** Sustainability is defined as balancing economic, environmental and equity interests. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations.

**System Preservation:** The maintenance of the existing transportation system.

**TDM:** see Transportation Demand Management

**TCAA:** Transportation Corridor Alternatives Analysis

**TMC:** Traffic Management Center. Monitors roadways using closed circuit cameras, loop detectors and information from the CHP and field staff. Posts and updates messages on traffic conditions on various systems, including the 511 telephone number, road signs, and websites.

**TOD:** see Transit-Oriented Development

**TOS:** see Traffic Operations System

**TPP:** see Transit Priority Project

**Traffic Operations System (TOS):** A system of highway communications equipment to monitor traffic conditions and relay traveler information in real time.

**Transit:** Travel by bus, rail, or other vehicle, either publicly or privately owned, that provides general or specialized service on a regular or continuing basis.

**Transit Dependent:** An individual who because of age, income, physical/mental condition, geographic location, or personal choice, does not have a private vehicle available and relies on transit for his/her transportation needs.

**Transit-Oriented Development (TOD):** Residential and employment growth that occurs near existing and planned public transit facilities.

**Transportation Demand Management (TDM):** Strategies to reduce demand by automobiles on the transportation system, by promoting telecommuting, flex-time, bicycling, walking, transit use, staggered work hours, and ridesharing.

**Transportation Disabled:** People who cannot use public transportation easily or at all because of physical, emotional, or mental limitations.

**Transportation Disadvantaged:** People who have significant unmet transportation needs. May include people experiencing poverty, people experiencing language barriers, people of color, older adults, youth and people with disabilities who experience a disproportionately small share of benefits from transportation investments, particularly because traditional transportation investments prioritize vehicles.

**Trip:** A one-way journey that proceeds from an origin to a destination by a single type of vehicular transportation.

**TSP:** see Transit Signal Priority

**U.S. DOT:** United States Department of Transportation. The federal agency responsible for highways, mass transit, aviation and ports and headed by the Secretary of Transportation. Includes the FHWA, FTA and FAA, among others.

**UCS/UCIS:** Unified Corridors Investment Study

**Unconstrained:** Denotes a funding scenario not constrained by existing funding assumptions. New funds, above and beyond existing or anticipated revenues, would be needed to fund "unconstrained" projects in this RTP.

**Unmet Transit Needs Findings:** TDA funds can be used for local streets and roads in smaller counties only if the RTPA in their jurisdiction makes a finding that public transit service and operations in the county have no unmet needs that are reasonable to meet. RTPAs must hold public hearings prior to making such a determination.

**Urbanized Area:** An area with a population of 50,000 or more as designated by the U.S. Census.

**Vanpool:** A group of seven to fifteen people traveling together to work or school in a van at set times. Many vans are leased from companies which include insurance, emergency services and maintenance in the monthly rental fees.

**Vehicle Miles Traveled (VMT):** The term used for the total number of miles traveled by motor vehicles within a specified region during a particular time period.

**Vehicle Occupancy Rate:** Also known as Average Vehicle Occupancy or Ridership; the number of persons per vehicle on a given road at a given time without distinguishing trip purpose.

**Vehicle Trip:** A single vehicle movement from the beginning of travel to its destination, in a vehicle that is motor-driven (e.g., automobiles, motorcycles, trucks, buses, and vans).

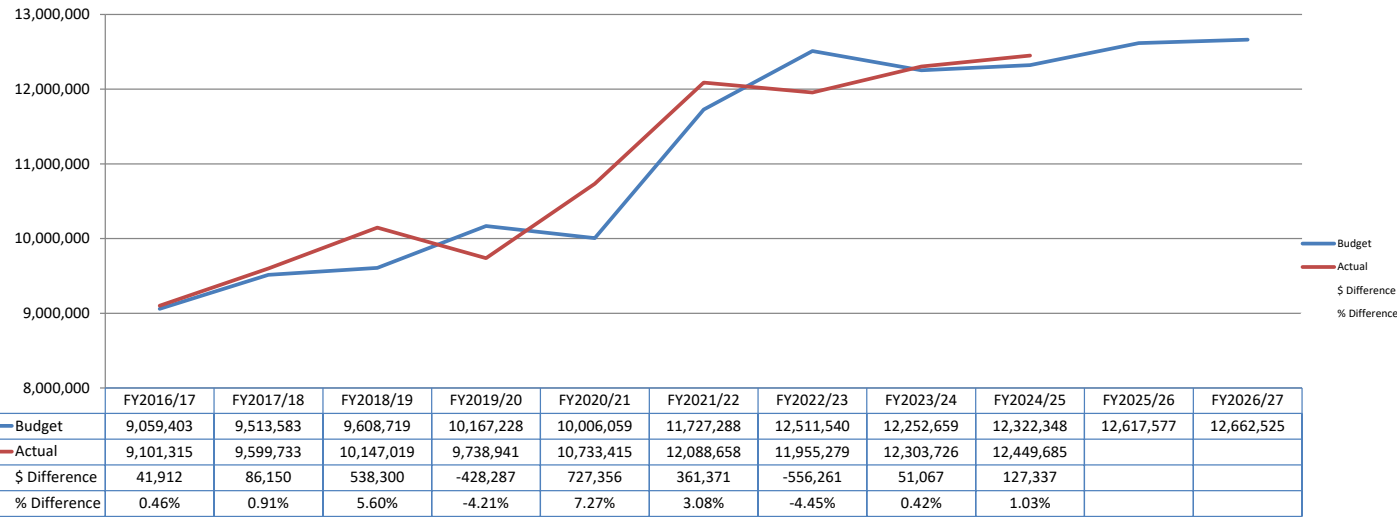
**ZEV:** Zero Emission Vehicle

**VMT:** see Vehicle Miles Traveled

**Walkability:** A measure of how friendly an area is to walking. Walkability has many health, environmental, and economic benefits. Factors influencing walkability include the presence or absence and quality of footpaths, sidewalks or other pedestrian rights-of-way, traffic and road conditions, land use patterns, building accessibility, and safety, among others.

**WB:** Westbound

### Actual Revenue vs Projection



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

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>Month</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Actual Revenue</b>	<b>Auditor Controller Estimate</b>	<b>Auditor Controller Estimate</b>
July	629,500	583,500	908,365	1,060,892	1,016,646	1,180,089	1,159,164	1,144,443	1,012,225	1,331,358	1,128,623
August	839,400	778,000	670,376	645,862	748,355	947,834	954,929	1,112,472	1,239,451	1,258,043	1,144,591
September	872,266	1,146,538	886,090	905,654	932,896	1,008,451	1,013,414	977,616	994,204	1,009,117	1,060,618
October	657,500	665,500	1,276,595	1,069,443	1,164,146	1,242,981	1,084,000	1,032,101	901,646	915,171	1,099,200
November	876,700	887,300	577,500	711,628	670,297	835,454	1,113,301	1,254,248	1,120,653	1,137,463	1,217,310
December	813,479	959,017	905,920	853,153	866,405	1,015,997	948,121	890,226	1,018,473	1,033,750	1,024,735
January	632,900	655,100	877,694	897,534	898,170	990,616	880,692	857,956	878,510	877,975	915,473
February	843,800	873,500	816,270	1,026,294	1,074,000	1,080,393	1,179,127	1,314,344	1,292,658	1,319,500	1,234,880
March	911,051	855,723	861,435	734,870	741,758	863,751	868,052	880,164	881,767	893,200	886,535
April	626,200	564,300	847,201	686,821	891,479	894,620	828,604	808,685	775,261	827,225	839,194
May	834,900	854,103	607,386	407,395	821,015	1,067,922	1,005,280	1,097,417	1,297,651	1,065,750	1,133,823
June	563,619	777,152	912,189	739,394	908,248	960,550	920,595	934,054	1,037,186	949,025	977,543
<b>TOTAL</b>	<b>9,101,315</b>	<b>9,599,733</b>	<b>10,147,019</b>	<b>9,738,941</b>	<b>10,733,415</b>	<b>12,088,658</b>	<b>11,955,279</b>	<b>12,303,726</b>	<b>12,449,685</b>	<b>12,617,577</b>	<b>12,662,525</b>
		5.48%	5.70%	-4.02%	10.21%	12.63%	-1.10%	2.91%	1.19%	1.35%	0.36%

	Payment Month	ACTUAL		FORECAST *	
		Fiscal Year 2024-25	Fiscal Year 2025-26	Fiscal Year 2025-26	Fiscal Year 2026-27
1st Advance	June	\$ 2,076,145	\$ 2,193,097	\$ 2,193,097	\$ 1,895,400
2nd Advance	July	2,309,396	2,379,185	2,379,185	1,895,400
Clean Up	August	2,516,409	2,530,711	2,530,711	3,171,628
<b>2nd Quarter Allocation</b>		<b>6,901,951</b>	<b>7,102,993</b>	<b>7,102,993</b>	<b>6,962,428</b>
1st Advance	September	2,197,537	2,299,836	2,299,836	1,935,800
2nd Advance	October	2,034,589	2,371,098	2,371,098	1,935,800
Clean Up	November	2,633,750	2,425,151	2,425,151	3,239,356
<b>3rd Quarter Allocation</b>		<b>6,865,876</b>	<b>7,096,086</b>	<b>7,096,086</b>	<b>7,110,956</b>
1st Advance	December	2,282,459	2,264,652	2,264,652	1,948,300
2nd Advance	January	1,962,750	-	2,264,652	1,948,300
Clean Up	February	2,905,782	-	2,499,171	3,260,155
<b>4th Quarter Allocation</b>		<b>7,150,991</b>	<b>2,264,652</b>	<b>7,028,475</b>	<b>7,156,755</b>
1st Advance	March	1,998,610	-	1,689,800	1,728,600
2nd Advance	April	1,796,345	-	1,689,800	1,728,600
Clean Up	May	2,634,412	-	2,827,696	2,892,681
<b>1st Quarter Allocation</b>		<b>6,429,366</b>	-	<b>6,207,296</b>	<b>6,349,881</b>
1st Advance	June	2,193,097	-	1,895,400	1,936,800
2nd Advance	July	2,379,185	-	1,895,400	1,936,800
Clean Up	August	2,530,711	-	3,171,628	3,240,807
<b>2nd Quarter Allocation</b>		<b>7,102,993</b>	-	<b>6,962,428</b>	<b>7,114,407</b>
<b>Fiscal Year Reconciliation</b>					
Accrual		\$ 27,549,225	\$ 9,360,738	\$ 27,294,286	\$ 27,731,999

\* Based on budget prepared 01/11/26 by Wyn

	<i>Estimated</i>										
	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>	<u>2030-31</u>	<u>2031-32</u>	<u>2032-33</u>	<u>2033-34</u>	<u>2034-35</u>	
Measure D receipts	\$27,521,690	\$27,961,281	\$28,623,156	\$29,440,661	\$30,308,754	\$31,207,346	\$32,143,566	\$33,107,873	\$34,101,110	\$35,124,143	
change over prior FY	-0.8%	1.6%	2.4%	2.9%	2.9%	3.0%	3.0%	3.0%	3.0%	3.0%	
	<u>2035-36</u>	<u>2036-37</u>	<u>2037-38</u>	<u>2038-39</u>	<u>2039-40</u>	<u>2040-41</u>	<u>2041-42</u>	<u>2042-43</u>	<u>2043-44</u>	<u>2044-45</u>	<u>2045-46</u>
Measure D receipts	\$36,177,867	\$37,263,203	\$38,381,099	\$39,532,532	\$40,718,508	\$41,940,063	\$43,198,265	\$44,494,213	\$45,829,040	\$47,203,911	\$48,620,028
change over prior FY	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

### 2027 Measure D Formula Apportionment Calculation

	Capitola	Santa Cruz	Scotts Valley	Watsonville	Unincorporated
Population 1/1/25 *	9,670	62,972	11,831	51,101	128,136
% population	3.67%	23.88%	4.49%	19.38%	48.59%
Lane Miles**	55	269	72	195	1,187
% lane miles	3.09%	15.13%	4.03%	10.97%	66.77%
% FY 2024-25 Transactions & Use Tax	8.1312%	29.8231%	6.2515%	19.1114%	36.6828%
<b>29% pop; 39% lane miles; 32% site (for FY 2025/26)</b>	<b>4.8714%</b>	<b>22.3699%</b>	<b>4.8745%</b>	<b>16.0133%</b>	<b>51.8709%</b>
Measure D Formula Apportionment for FY 2025-26	368,747	1,696,625	368,957	1,212,131	3,925,350
FY 2023-24 Formula Distribution Percentages	4.8540%	22.3548%	4.8017%	15.6656%	52.3238%
FY 2024-25 Formula Distribution Percentages	4.7572%	22.6813%	4.9074%	15.6465%	52.0075%
FY 2025-26 Formula Distribution Percentages	4.8700%	22.4071%	4.8728%	16.0085%	51.8416%

\* State of California, Department of Finance, E-1 Population Estimates for Cities and Counties for 01/01/2022 — Released 05/01/2022

\*\*2020 Statewide Local Streets and Roads Needs Assessment and/or numbers reported by local jurisdictions

#### Transactions and Use Taxes for FY 2025-26 per State Reports

	Total FY 2025-26	
	Amount	% of Meas D
Measure D (547)	27,465,135	
Capitola (334)	2,233,641	8.1312%
Santa Cruz (645)	8,192,450	29.8231%
Scotts Valley (809)	1,717,288	6.2515%
Watsonville (371)	5,249,935	19.1114%
Unincorp (723)	10,076,796	36.6828%
Total	27,470,109	100.0000%

Note: Capitola, Santa Cruz, & Watsonville transactions and use (T&U) taxes are 1/4-cent Scotts Valley is 1.25%, amounts adjusted accordingly.

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

**FROM:** Nisha Singh, Director of Internal Services

**RE:** Update to the Santa Cruz County Regional Transportation Commission's Rules and Regulations

---

## **RECOMMENDATIONS**

Staff recommends that the Budget & Administration/Personnel Committee recommend that the Commission:

1. Review and approve updates to the Rules & Regulations, Environmental Review Guidelines, and Exhibits, including the new Disruption and Outage Policy, to ensure alignment with the Equity Plan, current Brown Act requirements, CEQA/NEPA standards, and conflict-of-interest provisions.
  2. Authorize staff to transmit the adopted Rules & Regulations to the Santa Cruz County Elections Department; and
  3. Authorize the Executive Director to make non-substantive formatting edits and implement the filing schedule for new designees' Form 700.
- 

## **BACKGROUND**

The Commission periodically updates its governing Rules and Regulations to ensure compliance with state law, consistency with best practices, and alignment with organizational policies.

Recent developments—including Brown Act updates, equity framework recommendations, and state-mandated changes to conflict-of-interest and environmental review procedures—necessitate revisions across multiple sections of the Commission's governing documents.

These updates also reflect operational needs related to meeting conduct, remote participation, and voting procedures across both the Commission and its committees.

## **DISCUSSION**

Key updates are summarized below:

#### Executive Summary (Section I, p. 1)

- A new summary has been added to align with the Equity Plan and provide clearer context for the document.

#### General Rules and Regulations (Section III)

- Time and Place of Meeting (C-3, p. 5): Updated to reflect current Brown Act requirements.
- Presiding at Meeting (I, p. 6): Clarifies the Chair's authority to limit participation of individuals engaging in disruptive behavior; includes provisions for disruptions caused by technology.
- Reading of Minutes (K, p. 6): Updated for SB 707 compliance.
- Abstaining from Voting (N, p. 7): Reaffirms that commissioners are expected to vote on all matters unless they have a disqualifying conflict of interest.
- Brown Act Compliance (U, p. 8): Adds reference to the new Disruption and Outage Policy (Exhibit 11).

#### Environmental Review Guidelines (Section XI, p. 30)

- Updated to incorporate CEQA and NEPA compliance language.

#### Exhibit 2 – Bylaws for Commission Committees (p. 36)

- Voting procedures updated to require participation by all members present unless disqualified.

#### Exhibit 9-A – Conflict of Interest (p. 52)

- Updated to include designated positions requiring disclosure.

#### Exhibit 11 – Disruption and Outage Policy for Remote Participation (pp. 57–58)

- New exhibit added to outline procedures and expectations during remote meeting disruptions, consistent with Brown Act updates.

These revisions strengthen procedural clarity, modernize compliance language, and ensure uniform voting and conduct standards across the Commission.

The following revisions are proposed in order to maintain compliance:

- Brown Act: Updates ensure adherence to new requirements for public participation, handling of meeting disruptions, and remote access.
- SB 707: Minutes reading procedures incorporate the mandated changes.
- Equity Plan Alignment: Executive Summary now reflects the Commission's equity commitments.
- CEQA/NEPA: Environmental review guidelines are updated for full statutory compliance.

- Conflict of Interest: Expanded designated positions meet disclosure requirements.
- Governance Consistency: Committee bylaws and commission voting requirements are aligned.

**Staff recommends that the Budget & Administration/Personnel Committee recommend that the Commission approve the proposed updates to the Rules and Regulations, including all revised sections and exhibits, as presented (Attachment 1); and authorize the Executive Director to make non-substantive formatting edits, and implement the filing schedule for new designees' Form 700.**

### **FISCAL IMPACT**

There is no fiscal impact associated with the proposed updates to the Rules and Regulations.

### **SUMMARY**

The proposed updates bring the Commission's Rules and Regulations into full compliance with recent changes in the Brown Act, SB 707, CEQA/NEPA requirements, and conflict-of-interest rules, while advancing equity, and improving consistency in voting procedures and meeting management.

#### Attachments:

1. Draft Revised RTC Rules and Regulations

SANTA CRUZ COUNTY  
REGIONAL TRANSPORTATION COMMISSION

# Rules & Regulation

Draft April/2/2026



**Santa Cruz County  
Regional Transportation Commission**

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SANTA CRUZ COUNTY  
REGIONAL TRANSPORTATION COMMISSION

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SANTA CRUZ COUNTY  
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ADOPTED MAJOR REVISION SEPTEMBER 1979

REVISED DECEMBER 1980

REVISED NOVEMBER 1982

REVISED AUGUST 1984

REVISED JANUARY 1985

REVISED JANUARY 1989

REVISED FEBRUARY 1991

REVISED MARCH 1993

REVISED MAY 1994

REVISED MAY 1995

REVISED FEBRUARY 1996

REVISED SEPTEMBER 1997

REVISED NOVEMBER 2001

REVISED JANUARY 2002

REVISED NOVEMBER 2004

REVISED DECEMBER 2004

REVISED MARCH 2006

REVISED APRIL 2014

REVISED AUGUST 2014

REVISED JUNE 1, 2017

REVISED AUGUST 17, 2017

REVISED APRIL 2, 2026

## I. EXECUTIVE SUMMARY

### A. What is this document?

This guide explains the rules and regulations for the Santa Cruz County Regional Transportation Commission (SCCRTC). It covers how meetings are run, how transportation funds are allocated, and how committees work together to plan and improve transportation in our community.

### B. Why does it matter?

These rules help ensure transparency, fairness, and compliance with state and federal laws. They also guide how local projects—like bike paths, bus routes, and road improvements—get funded and approved.

### C. Who should use it?

1. Commissioners and committee members
2. Local agencies and partners
3. Community members who want to understand transportation planning and funding

### D. Key Highlights:

1. How Commission meetings work and when they happen
2. How transportation funds are distributed and claimed
3. Roles and responsibilities of committees and advisory groups

## II. INTRODUCTION

### A. General

1. These rules establish the regulations and procedure for the conduct of all meetings of the Santa Cruz County Regional Transportation Commission and its committees.
2. These rules and regulations provide for the implementation of the Transportation Development Act (TDA) of 1971 as amended. They are intended solely to interpret, make specific and otherwise carry out provisions of legislation and to be subject to it, and are in no way intended to be inconsistent therewith.
3. These rules and regulations delineate procedures for submittal of claims for TDA funds. Pursuant to Public Utilities Code (PUC) Section 99261 and 99401, these rules delineate specific procedures for submission of claims for bicycle and pedestrian facilities and other claims for funds as outlined in P.U.C Sections 99234 and 99400, respectively, and for other claims as specified. The rules for all other Transportation Development Act claims are generally defined herein and specifically defined in the California Code of Regulation under Title 21, Division 3, Chapter 2, titled “Transportation Development,” and incorporated by reference as a part of these rules and regulations.
4. These rules and regulations outline administrative procedures for administering the funding programs of the federal transportation act (most recently named “Moving Ahead for Progress in the 21<sup>st</sup> Century” (MAP 21)) as included in Title 23 of the United States Code and implemented by state funding programs.

### B. Consistency with Memoranda of Understanding

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

### III. GENERAL RULES AND REGULATIONS

#### A. Name and Purpose

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

The Santa Cruz County Regional Transportation Commission has also been designated as the Service Authority for Freeway Emergencies for Santa Cruz County, pursuant to Streets and Highways Code Sections 2550 to 2559.

#### B. Membership

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

#### C. Time and Place of Meetings

1. The Commission shall hold regular monthly meetings on the first Thursday of each month in Santa Cruz County, except in the month of July.
2. The Commission shall hold monthly Transportation Policy Workshop meetings on the third Thursday of each month, as needed, as detailed in Exhibit 7.
3. All meetings of the Commission, and its committees shall be held in conformity with the provisions of the Ralph M. Brown Act specified in Sections 54950 through 54963 of the Government Code, and all subsequent amendments thereto.

The Commission shall comply with all applicable provisions of the Ralph M. Brown Act (Government Code §§ 54950–54963), including teleconferencing accommodations and agenda accessibility requirements as amended by SB 707 (2025). SCCRTC does not meet the statutory thresholds to be classified as an “eligible legislative body” under Government Code § 54953.4; therefore, adoption of a disruption and outage policy is not required. However, the Commission has included a voluntary Disruption and Outage Policy (see Exhibit XI) to guide responses to technological failures during remote participation. The Commission may also provide remote access options to enhance public participation, consistent with Brown Act provisions for teleconferencing and disability accommodations (§ 54953(c)).

D. Members' Reimbursement for Expense

The members shall serve without compensation, and shall receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties; provided; however, that in lieu of such reimbursement for attendance at Commission and Committee meetings, each member of the Commission who is not on the staff of an appointing agency shall receive a per diem of \$50 for attendance at Commission meetings, \$50 per month for attendance at one or more Commission committee meetings, not to exceed \$100 per month per member, plus the necessary traveling expenses as may be authorized by the Commission. The Commission shall pay all costs, pursuant to this section.

E. Election of Chair

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

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

F. Staff

1. The Executive Director is appointed by and serves at the pleasure of the Commission. All other staff appointments are made by the Executive Director in consultation with the appropriate manager and consistent with the Commission’s Human Resources Policies.
2. The performance of the Executive Director shall be evaluated by the Regional Transportation Commission once every year. The Commission

shall include a summary of their written evaluation in the Executive Director's Personnel file.

G. Agenda

1. All reports, communications, resolutions, or other matters to be submitted to the Commission and included in the meeting packet should be submitted to the Executive Director not later than 5 pm on the Friday, thirteen days preceding a regular Commission meeting. Materials that are relevant to an agenda item and are received by noon on the day before the meeting will be copied by RTC staff and distributed at the meeting on the following day. Members of the public may provide materials for distribution at the meeting.
2. The Executive Director shall arrange the agenda and shall make a copy available to each member of the Commission, to all the cities within Santa Cruz County, to the Santa Cruz Metropolitan Transit District, to the County Counsel, to the County of Santa Cruz, and to the public at least 72 hours prior to the meeting.
3. **The Executive Director shall provide each Commissioner and alternate, upon election or appointment, with a current copy of the Ralph M. Brown Act, consistent with Government Code § 54952.**
4. Consistent with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 through 54963, no action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by a two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.

H. Public Hearings

All public hearings scheduled by the Commission shall be identified as such in the agenda. Notice of a public hearing shall be published in newspapers of general circulation or be sent via e-mail announcements at least 10 days in

advance of the hearing. The newspapers selected shall serve the area affected by the item under consideration. Staff will make available in its offices the information provided to the Commission of the item.

I. Presiding at Meetings

The Chair shall preside at the meeting of the Commission. If s/he is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. The Vice Chair has all of the powers and duties of the Chair while acting as Chair. The Vice Chair shall preside at the TPW meetings and if the Vice Chair is absent, the Chair shall preside at the TPW meetings. If both the Chair and the Vice-Chair are absent from a meeting, the Executive Director shall open the meeting and the Commission shall elect a Chair to preside only at that meeting.

The Chair of the Commission, as the presiding officer, shall maintain order and decorum during all meetings, including those where remote participation is provided via telephonic or audiovisual platforms. Consistent with the Ralph M. Brown Act, the Chair may limit participation by individuals who engage in disruptive behavior, whether attending in person or remotely, in accordance with general meeting rules and applicable law. In the event of technological disruptions affecting remote access, the Chair shall announce the disruption and take reasonable steps to restore connectivity before continuing the meeting.

J. Quorum and Voting

A majority of the voting members of the Commission shall constitute a quorum for the transaction of business. No act of the Commission shall be valid unless at least a majority of members present and casting votes on the item concur therein.

K. Reading of Minutes

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

When any Commissioner participates remotely in a meeting, the official minutes shall clearly document the Commissioner’s name, the fact that remote participation occurred, and the statutory authority under which the participation was permitted (for example, disability accommodation pursuant to Government Code § 54953(c) or other applicable Brown Act provisions). This notation ensures transparency and compliance with SB 707 requirements for remote attendance.

L. Rules of Debate

1. The Chair or such other member of the Commission as may be presiding may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members; and s/he shall not be deprived of any of the rights and privileges of a commissioner by reason of her/his acting as the presiding officer.
2. Every member desiring to speak shall address the Chair; and, upon recognition by the presiding officer, shall confine him/herself to the question under debate.
3. Notwithstanding Sections II.L.1 and II.L.2, the meetings are to be conducted in accordance with the principles of Rosenberg's Rules of Order (see Exhibit 12).

M. Method of Voting & Recording Votes

Voting on all motions, claims or resolutions may be done with a voice vote. Any Commissioner may request a vote by hand or roll call on any item. All "aye" and "no" votes and abstentions shall be recorded accurately and recorded in the minutes of the meeting.

N. Abstaining from Voting

Commissioners are expected to vote on all matters before the Commission unless they have a disqualifying conflict of interest under applicable law. In such cases, the Commissioner shall publicly disclose the conflict in accordance with the Political Reform Act and abstain from voting on the affected item.

O. Attendance at Meetings

Commissioners unable to attend meetings should make arrangements with their designated alternate to attend. Should any commissioner or alternate commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chair of the Commission shall, through the Executive Director, notify the appointing authority of such unexcused absences.

P. Adoption and Revision of Rules

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

Q. Establishment of Committees

Consistent with state law and local ordinance the Commission shall have the authority to establish temporary and standing Commission, advisory and oversight committees. Current committees are shown in Exhibit 1. Procedures for appointment to standing committees and the charge to such committees shall be established and maintained through committee bylaws approved by the Commission. Annual Commissioner appointments to Commissioner committees shall be made at the March Commission meeting by the Chair with concurrence of the Commission (Exhibit 2). When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

R. Committee Bylaws

Standing Commission Committees shall operate under the bylaws included as Exhibit 2.

S. Public Comment

At the beginning of each meeting, the Commission shall allow members of the public the opportunity to provide oral communications regarding items under the Commission's jurisdiction, which are not on the Commission's regular agenda, for a period not to exceed limits established by the Commission Chair. A copy of each letter from the public on policy issues shall be made available to the Commission for the next regular meeting of the Commission, in accordance with the timing in II.G.1.

T. Conflict of Interest Code

Commissioners and designated staff are subject to the Conflict of Interest Code included as Exhibit 9.

U. Brown Act Compliance Updates

While SCCRTC is not an eligible legislative body, it has adopted a voluntary Disruption and Outage Policy (Exhibit XI) to ensure transparency and continuity when remote access is provided.

IV. PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS

A. The TDA provides two funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance fund (STA), which is derived from the statewide sales tax on diesel fuel.

B. Annual Revenue Estimates

1. By December 31, the Auditor-Controller shall provide the Commission with an estimate of Transportation Development Act LTF revenue for the ensuing fiscal year. This estimate shall include both new revenue and interest revenue. The Commission may also request the Auditor-Controller to provide the Commission with an estimate of the moneys expected to remain in the Local Transportation Fund at the end of the current fiscal year after all allocations are honored (California Administrative Code Section 6620).
2. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO allocates 50% of STA revenues, by population formula to regional planning agencies and 50% to transit agencies according to operator revenues from the prior fiscal year. The SCO provides estimates of STA funds anticipated to be available in the upcoming fiscal year, based on the state budget. STA allocations are deposited in the RTC's STA fund.

C. Budget and Apportionment Schedule

The staff shall prepare and the Commission shall adopt a Budget and Apportionment Schedule for the next fiscal year at its March meeting. The Budget will be based upon the estimate of the Auditor-Controller and priorities in allocating funds specified in Public Utilities Code Section 99233 and 99313 and in these rules and regulations.

D. Appropriation Priorities

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

1. Consistent with Public Utilities Code (PUC) Section 99230 pertaining to allocation, 99233 pertaining to allocation purposes, 99233.1 pertaining to administration, PUC Section 99233.2 pertaining to planning and programming, PUC Section 99233.9 pertaining to miscellaneous transportation allocations, PUC Section 99400 pertaining to claim purposes and PUC Section 99402 pertaining to the transportation planning process; there shall be allocated to the Commission from the Local Transportation Fund such sums as are necessary to administer the provisions of the Transportation Development Act and to accomplish the

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

2. Consistent with PUC Sections 99233.8 and 99260 pertaining to Public Transportation (Article 4), eighty-five and one half percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Santa Cruz Metropolitan Transit District for public transportation purposes, as specified in Section V.
3. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, eight and four tenths percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Consolidated Transportation Services Agency for specialized transportation services, as specified in Section VII.
4. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, one percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Volunteer Center for specialized transportation services.
5. Consistent with PUC Sections 99400(a) pertaining to Article 8 claims for projects for use by pedestrians and bicycles and 99402 pertaining to the transportation planning process, the remaining fund, after the above appropriations have been made, shall be appropriated to the County of Santa Cruz and the cities in the County proportionately, according to their population as last certified by the California Department of Finance, for bikeway, pedestrian and other projects as specified in Section V.C.
6. Section 99400(c) of the Public Utility Code (PUC) allows STA to pay for administrative cost related to transportation services under contract. Section 6731(b) of the California Code of Regulations (CCR) also allows STA to pay for administrative services by operators under contract to provide transportation services.

E. Budget and Apportionment Revisions

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

F. Transportation Development Act LTF and RTC Reserve Funds

1. The Commission shall maintain a Transportation Development Act LTF Reserve Fund of at least 8% of the annual revenue estimate. Should the reserve be depleted due to a deficit in TDA revenues or a special allocation in any fiscal year, new TDA revenues from subsequent years shall be allocated to the Reserve Fund as the first priority.
2. The Commission shall maintain a general RTC reserve fund of at least 30% of the RTC's operating budget, of which 8% shall be used as a cash flow reserve and 22% shall be restricted reserve. TDA surplus funds used to build this reserve shall be spent consistent with TDA requirements.

G. Transportation Development Act Surplus

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

H. Special Allocations

1. The Commission may use a portion of the Reserve Fund for a special allocation to a high priority project for which other funds are not available if the special allocation is accompanied by a plan to rebuild the Reserve Fund to the 8% target level in the following fiscal year.
2. The Commission may conduct a call for projects for special allocations.
3. Special allocations must be consistent with the Transportation Development Act and these Rules and Regulations.

I. Transportation Development Act Funding Shortfall

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

Local Transportation Fund, the TDA allocation adjustment may be made in the fiscal year in which the shortfall occurred.

J. Apportionments - Unclaimed

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

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

A. Submission of Claims

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

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

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

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

A. Submission of Claims

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

B. Claims by the Santa Cruz Metropolitan Transit District

1. Claims may be filed under PUC Sections 99260 and 99313 for the support of public transportation systems and for aid to public transportation research and demonstration projects by the Santa Cruz Metropolitan Transit District, consistent with the Commission's adopted budget and work program.
2. In accordance with Transportation Development Act regulations, Public Utilities Code (PUC) Section 6645 (relating to operators in urbanized and non-urbanized areas), the Transit District shall meet fare revenue to operating cost ratios (farebox recovery ratio) as set forth by state law, and show different ratios for urban and rural service.
3. The Transit District shall submit a written report of its current and upcoming activities along with its annual claim, including planned productivity improvements.
4. The annual claim shall be submitted utilizing the SCCRTC's TDA Claim Form.
5. The Commission shall transfer one-quarter of the Transit District's annual TDA allocation by the last day of October, January, April and July, subject to the availability of TDA funds.

C. Claims for Research and Demonstration Projects

1. The RTC may elect to designate a portion of TDA revenues for research and/or demonstration projects. Claims for TDA funds for research and demonstration projects may include funds for all tasks associated with the planning, design, construction, operation and maintenance of a project (or program). Claims for these purposes will be analyzed and evaluated on the basis of the following criteria:

- a. The potential of the project to meet the intent of the Regional Transportation Plan and the Transportation Development Act.
  - b. The transferability or applicability of the project on a countywide, regional, and statewide basis.
  - c. A well-defined measure of success or completion of the project.
  - d. The amount of funding available for projects of this nature.
  - e. The availability of other funding sources for the proposed project.
  - f. The degree to which the project is coordinated with existing projects.
2. The claim shall be accompanied by the following data:
- a. Description of the project.
  - b. Justification for the project, including a statement regarding its consistency with and relationship to the Regional Transportation Plan.
  - c. The anticipated schedule and time period of the proposed project. A maximum two-year period is encouraged, but this may vary according to the nature of the project. The determined time period should be included as a condition of claim approval.
  - d. Estimated cost of the project, including percent to be funded by the Commission and sources of other funding.
  - e. Proposed funding for continuation of the project should it prove successful.
3. Process
- a. The Transportation Commission may conduct a call for projects.
  - b. Review by one or more SCCRTC committee(s) may be required for certain projects.
  - c. After Commission approval, the claimant and the Transportation Commission shall sign a grant acceptance agreement.
4. Disbursement of funds
- a. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90

percent of the approved claim amount for that project, prior to completion of project.

- b. A claimant may request a disbursement for the final 10 percent of expenditures upon the completion of an approved project.
- c. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.
- d. A final report on the project must be submitted to the Regional Transportation Commission prior to final disbursement.

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

### A. General

- 1. The Transportation Development Act in Article 3, Section 99233.3 and Article 8, Section 99400 provides for the allocation of funds for pedestrian and bicycle facilities and for other claims. The following rules and regulations do not release a claimant from meeting the requirements of the Transportation Development Act and appropriate administrative code.
- 2. Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County's apportionment. Pedestrian and bicycle allocations under Article 8 are not subject to this limitation, and will therefore be used by the SCCRTC instead of Article 3 monies to fund bicycle and pedestrian projects under the TDA.

### B. Eligible Claimants

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

### C. Claims for Article 8 Funds

- 1. Prior to 60 days before the start of the fiscal year, the Commission shall notify each applicant of its apportionment for the year.
- 2. A claim for the entire year may be submitted by an applicant after it has adopted its annual budget.
- 3. Changes may be submitted any time during the year.

4. Claims shall be submitted utilizing a TDA Claim Form developed by the RTC. The claim form includes the following information:
  1. Description of the project(s) adequate for a review by the Commission and its advisory committees (including performance measures and a proposed schedule of regular progress reports with a year-end evaluation—see VIII.G, Project Monitoring/Assistance Program).
  2. Justification for the project, including a statement regarding its consistency and relationship with the Regional Transportation Plan.
  3. Estimated cost of the project, including other funding sources.
  4. A statement agreeing to maintain funded project in the condition in the submitted plans for a period of 20 years. Any change to the agreement must be approved by the Commission.
  5. Assurances from the TDA Eligible Claimant indicating their role and responsibilities.
  6. Preferred method and schedule of disbursement, consistent with Section H, Disbursements.
5. Claims must be reviewed by the Bicycle Advisory Committee (bike related projects) or the Elderly and Disabled Transportation Advisory Committee (pedestrian related projects), as appropriate, and submitted to be approved by the Commission prior to initiation of the project.

D. Conditions for Approval

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

E. Criteria for Article 8 Claims

1. Joint operations and planning are encouraged.
2. Claims should be for:
  - a. Transportation planning - comprehensive planning and special projects.
    - 1) Refinement of the Regional Transportation Plan

- 2) Transportation System and Demand Management Planning
  - 3) Transit Planning
  - 4) Bicycle and Pedestrian Planning
  - 5) Guideway or Rail Planning
  - 6) Development of a comprehensive neighborhood or area circulation system
  - 7) Preliminary engineering for approved projects
  - 8) Bicycle and/or Pedestrian Safety Education Programs
  - 9) A comprehensive bicycle and pedestrian facilities plan, with an emphasis on bicycle projects intended to accommodate bicycle commuters rather than recreational bicycle users. An allocation for this purpose may not be made more than once every five years to each city or the county.
- b. New facilities: capital investments, operations and construction, including related engineering expenses, on new and old rights of way, where budget in the claim is specifically attributable:
- 1) Transit, including special bus stops
  - 2) Bikeways and trails
  - 3) Pedestrian facilities
  - 4) Turnouts, rest stops
  - 5) Scenic overlooks
  - 6) Where the project, on new or old rights of way, is critical to transit operations and/or will allow transit controlled or transit only use (i.e., bus-actuated or bus only routes)
  - 7) Sidewalks, curb cuts and other pedestrian facilities
- The project should fit into an overall planned network that is part of the best available transit or transportation plan; however, these funds should not be used for projects for which other funds are available.
- 8) Facilities provided for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major

transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

- c. Landscaping and medians for use with the items listed in "b" above.
- d. Maintenance or development of new safety features on the existing transportation network for use with the items listed in "b" above, where needed for the safety of transportation modes other than automobiles.
- e. Lighting that contributes to bike, bus, and pedestrian safety.
- 7. Demonstration projects, as specified in Section V.C.
- 8. Up to 20 percent of the amount available each year to a city or county pursuant to Section 99233.3 may be allocated to re-stripe class II bicycle lanes.

3. Other Provisions

- a. Funding of bicycle lane and sidewalk projects that are part of a general road improvement project will be limited to the cost of providing the bicycle lane/sidewalk portion. Bicycle lane designs shall be consistent with guidelines found in the California Highway Design Manual, Sections 1000, Bikeway Transportation Design. Deviations from this standard may be allowed by the Commission after design review and comment by its Bicycle Advisory Committee.
- b. All projects must submit evidence of environmental review at the time the claim is submitted.
- c. Funds may be used as a match to secure other grants.

F. Commission and Committee Review

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

G. Disbursements

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

H. Appeal

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

I. Amount of Claim

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

J. Approved Claims

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

determined by these rules and regulations and/or the resolution approving the claim.

K. Interest

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

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

A. Submission of Claims

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

B. Claims for Specialized Transportation

1. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Consolidated Transportation Services Agency, consistent with an agreement between the local jurisdiction and the Consolidated Transportation Services Agency, and the Commission's adopted budget and work program. Claimants shall use the RTC TDA Claim Form.
2. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Volunteer Center, consistent with an agreement between the local jurisdiction and the Volunteer Center, and the Commission's adopted budget and work program.
3. Claims for specialized transportation for the exclusive use of the elderly and disabled require a minimum of 10 percent local match. The local match can take the form of fares, donations, agency charges, grants, revenue sharing, and other non-restricted sources of funding. In kind services may not apply toward the local match.
4. Each claimant shall submit a written report of its current and upcoming activities along with its annual claim.

5. Prior to approving a claim for specialized transportation programs, the Santa Cruz County Regional Transportation Commission shall make a finding that the transportation services contracted for are responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with other transportation services.

C. Commission and Committee Review

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

D. Disbursements

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

E. Appeal

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

F. Amount of Claim

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

G. Approved Claims

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

determined by these rules and regulations and/or the resolution approving the claim.

## IX. THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)

### A. General

1. Consistent with state and federal law, major sources of federal and state funding apportioned to the Commission for programming include:
  - a. Surface Transportation Block Grant Program (STBG) (also known as the Regional Surface Transportation Program (RSTP)).
  - b. Regional Share State Transportation Improvement Program (STIP).
2. These programs are established by the Federal Surface Transportation Acts, State Senate Bill 45 (SB45), Section 182.6 of the Streets and Highways Code, and Section 101a of Title 23 of the United States Code, and establish regional shares of funding. Rules governing use and distribution of these funds are also mandated by the California Transportation Commission, the California Department of Transportation (Caltrans) and the Memorandum of Understanding between Caltrans, the Association of Monterey Bay Area Governments (AMBAG) and other regional agencies in the AMBAG region.
3. As the Regional Transportation Planning Agency (RTPA) for Santa Cruz County, the Commission programs and monitors these funds through its Regional Transportation Improvement Program (RTIP). The RTIP is subsequently incorporated into the State Transportation Improvement Program, prepared by the California Transportation Commission, and the Federal Transportation Improvement Program (FTIP), prepared by the federally designated metropolitan planning organization for this region, AMBAG.

### B. Eligible Applicants

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

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

C. Eligible Projects/Programs

1. Regional Surface Transportation Program (RSTP)/Surface Transportation Block Grant Program (STBG)

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

2. State Transportation Improvement Program (STIP)

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

3. Consistency with the *Regional Transportation Plan*

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

D. Project Application and Programming Process

1. Establish Criteria for Programming Funds

- a. According to federal and state guidelines, projects and programs compete for funding based on their merits.
- b. The screening criteria ensure that general conditions such as project type, eligibility, project definition, and funding requirements are met.
- c. Scoring criteria may be developed and applied by the Commission, consistent with state and federal law. Scoring criteria are used to evaluate the projects/programs based on relative merit.

- d. The Commission's Interagency Technical Advisory Committee will assist with development of applications and scoring criteria for each programming cycle.

2. Issue Call for Projects

The Commission shall notify eligible agencies of proposed funding cycles, approximate funding amounts, programming timeline, and programming process.

3. Workshop

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

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

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

5. Project Review, Selection and Programming Process

- a. After screening and scoring criteria are applied, the Commission's Interagency Technical Advisory Committee (ITAC) and, as appropriate, the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee shall review the staff recommendations and refer their recommendations to the Commission.
- b. The Commission shall hold a public hearing to receive public comment on the proposed program of projects, consider staff and committee recommendations and adopt a program of projects.

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

- c. The Commission shall amend the program of projects into the Regional Transportation Improvement Program (RTIP) and request

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

E. Amendments to the Approved Program

1. General Policy

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

2. Amendment Process

a. For projects/programs included in the approved RTIP which have secured other funding:

- 1) The project sponsor must certify that the original project is completely funded and will not compete again for any additional RTC-discretionary funds, such as STIP and STBG; and
- 2) The project sponsor may request to redirect those funds from the original project to another eligible project which is included in the approved RTIP. If the project sponsor does not have an alternate project in the RTIP or the RTC does not approve the shift of funds, then the funds return to the general regional share balance to be allocated in the subsequent programming cycle.

b. For projects/programs deleted from the RTIP

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

F. Reimbursement for RSTP/STBG or STIP Funds

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

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

The Commission has adopted a Monitoring and Assistance Program for state and federally funded transportation projects (Exhibit 10). The objectives of the program are to:

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

X. FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM

A. General

As authorized by Section 182.6 of the Streets and Highways Code, Caltrans has established a yearly Federal Apportionment Exchange Program which allows the

Commission the option to exchange all or a portion of its annual apportionment of Surface Transportation Block Grant Program (STBG)/Regional Surface Transportation Program (RSTP) funds with Caltrans for non-Federal (State) funds.

B. Eligible Claimants

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

C. Eligible Uses of Funds

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

D. Accrued Interest on RSTP Exchange (RSTPX) Funds

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

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

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

E. Disbursement Procedure for Federal Apportionment Exchange Program

1. A list of RSTP Exchange Projects for each cycle is approved by the Commission by adoption into the Commission's Budget and Work Program, or by separate resolution.
2. The Commission authorizes the Executive Director by resolution to disburse funds for the approved list of exchange projects.
3. Each exchange participant must have a signed Agreement between the Commission and the Recipients for the Federal Apportionment Exchange

Program, which details requirements set forth for the program by Caltrans, on file prior to incurring reimbursable expenses.

4. Exchange participants have two options to receive exchange disbursement:
  - a. Exchange participants may invoice for exchange projects on a project-by-project basis, for the total amount of the project no earlier than six months prior to that project's initiation date (i.e. for construction projects, the initiation date is considered the award of contract; for right-of-way acquisition, the initiation date is considered after CEQA clearance), or for projects with identifiable phasing (e.g. by preliminary engineering, right-of-way, construction etc.), at the initiation of each project phase; or
  - b. Exchange participants may invoice for exchange projects by reimbursement after the project, or project phase, is completed.
5. Commission staff reviews the invoices and submits them to the County Auditor-Controller for payment.

F. Return of Exchange Funds

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

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

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

1. Agency certifies that they understand the responsibilities and risks listed herein prior to proceeding with the project;
2. Agency receives approval from RTC staff to advance their project;
3. Agency uses its own funds to advance the project;
4. Agency follows the rules that apply to RSTPX-funded projects, as defined in the RTC’s Rules and Regulations and previously signed “Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program”;

5. The Commission will consider approval of reimbursement allocations of RSTPX funds once a year, after receiving a reimbursement allocation request from the project sponsor and when sufficient exchange funds are available.
6. Projects remain subject to the California Environmental Quality Act (CEQA);
7. Only those expenditures made by or under contract to the Agency for a project which is programmed for RSTP/STBG funds are eligible for reimbursement by the Commission;
8. Expenditures made more than 36 months prior to date of Commission approval of RSTP Exchange funds for the project are not eligible;
9. Expenditures which exceed the amount of RSTP/STBG funds that were or are programmed in the RTIP for the particular project component are not eligible;
10. Only expenditures made in accordance with the signed Agreement between the SCCRTC and the Recipients for the Federal Apportionment Exchange Program are eligible;
11. In the event that expenditures made by the local agency are determined to be ineligible, the SCCRTC has no obligation to reimburse those expenditures;
12. INDEMNIFICATION
  - a. The Agency assumes all risks, of proceeding ahead of schedule and understands that if RSTP Exchange funds do not materialize the sponsor may have to follow federal regulations in order to receive reimbursement for their project, in the form of federal RSTP/STBG funds.
  - b. The implementing agency agrees to defend, indemnify and hold harmless the SCCRTC from and against all claims, actions, proceedings, demands, liabilities, costs and expenses (including attorneys' fees), or damage claimed by third parties on account of any damage, loss, injury to, costs or attorneys fees incurred by said third parties related to the allocation or reimbursement of RSTP Exchange Program funding.
13. If exchange funds do not become available and a completed project is no longer eligible for federal-RSTP/STBG funds, the implementing agency may request the SCCRTC program a substitute project for federal RSTP/STBG funds; and

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

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

## XI. ENVIRONMENTAL REVIEW GUIDELINES

### A. Lead Agency

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

### B. Guidelines

1. Any environmental documents certified by the Commission must be in conformance with the California Environmental Quality Act (CEQA), and, when applicable, with the National Environmental Policy Act (NEPA). In implementing CEQA and NEPA requirements, the Commission shall be guided by the latest state and federal CEQA and NEPA Guidelines.
2. The Commission may join with another agency, such as the Association of Monterey Bay Area Governments or the Santa Cruz Metropolitan Transit District, to jointly prepare environmental documents for joint projects or plans.
3. Environmental documents certified by the Commission must comply with the California Environmental Quality Act (CEQA) and, when applicable, the National Environmental Policy Act (NEPA). CEQA compliance shall incorporate recent statutory amendments (AB 130 and SB 131, 2025), including new exemptions for infill housing and streamlined review for qualifying transportation projects. NEPA compliance will follow agency-specific procedures due to the removal of CEQ implementing regulations from the Code of Federal Regulations (January 2026).

XII. DOCUMENT DISTRIBUTION AND PRICING

A. Document Distribution

The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit 8.

B. Document Pricing

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

Exhibit 1

**SCCRTC COMMITTEES**

This document contains descriptions for the following committees:

BICYCLE ADVISORY COMMITTEE

BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE

ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE

INTER-AGENCY TECHNICAL ADVISORY COMMITTEE

MEASURE D TAXPAYER OVERSIGHT COMMITTEE

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

TRANSPORTATION POLICY WORKSHOP

Exhibit 2

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**Bylaws for Commission Committees**  
**August 17, 2017**

CREATION OF COMMITTEES

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

PURPOSES, POWERS AND DUTIES

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

MEMBERSHIP

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

APPOINTMENTS

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

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a

Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

### ALTERNATES

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

### VACANCIES

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

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

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

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

### COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

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

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

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

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting,

the Committee Member shall be entered in the minutes as absent without cause and subject to the Vacancies requirement.

### ALTERNATES ATTENDANCE RESPONSIBILITIES

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

### TERMS OF OFFICE

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

### OFFICERS

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

### COMMITTEE STAFF

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

### ORGANIZATION AND PROCEDURES

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

- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.
- c) Voting. The Commission shall pass ordinances and adopt resolutions by ayes and noes, entered upon its minutes, and a roll-call may be had upon any order or motion on demand of any member. All members present at any meeting must vote unless disqualified, in which case the disqualification shall be publicly declared and a record thereof made. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.
- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

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

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Rosenberg's Rules of Order (see Exhibit 12).
- g) Minutes. Official minutes recording the members and visitors present, motions entertained, actions taken, and the votes cast at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other

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

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

### CONFLICTS OF INTEREST

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

Exhibit 2A

**Committee: MEASURE D TAXPAYER OVERSIGHT COMMITTEE**

**Committee Objectives:** Review the annual independent fiscal audit of the expenditure of the Measure D Transportation Tax funds and issue an annual report on its findings regarding compliance with the requirements of the Expenditure Plan and the Ordinance.

1. Review Measure D Expenditure Plan expenditures on an annual basis to ensure that they conform to the Measure D Ordinance;
2. Review the annual audit and report prepared by an independent auditor, describing how funds were spent; and
3. Produce a publicly available Annual Report of Oversight Activities issued to the Regional Transportation Commission with findings regarding compliance with the requirements of Measure D and its Expenditure Plan.

**Committee Membership:** The total membership shall not exceed five (5) members. Members shall be residents of Santa Cruz County who are neither elected officials of any government, nor employees from any agency or organization that either oversees or implements projects funded from the proceeds of the sales tax. Members will fairly represent the geographical, social, cultural, and economic diversity of Santa Cruz County to ensure maximum benefit for transportation users. The Committee shall include at least one person with an accounting or fiscal management background.

One resident from each of the five county supervisorial districts 5

**Appointments:** Appointments shall be made by the Regional Transportation Commission. Any vacancy which may occur from time to time shall be filled by the Board of Directors of the Authority as soon as reasonably possible.

**Term:** Members will serve without compensation for a term of two (2) years and may be reappointed up to three (3) times. Members will not serve more than two (2) consecutive terms, if there are other eligible applicants for the position.

**Quorum:** A quorum is three members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be the lowest whole number representing more than fifty percent (50%) of filled positions.

**Meeting Frequency and Time:** The Measure D Oversight Committee shall meet at least once but no more than four times per year. Meetings will be announced at least 72 hours in advance and will be open to the general public.

**Meeting Location:** The Regional Transportation Commission conference room at 1523 Pacific Avenue in Santa Cruz unless otherwise announced at least 72 hours in advance.

### Exhibit 3

#### Committee: **BICYCLE ADVISORY COMMITTEE**

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

1. Reviews claims submitted to the Commission that deal with bicycle facilities;
2. Reviews recommendations for the bicycle section of the Regional Transportation Plan, including policies, programs and capital improvement projects;
3. Reviews the bicycle sections of other studies, programs and plans prepared by the Commission;
4. Provides input into development of the Monterey Bay Sanctuary Scenic Trail Network as outlined in the adopted Master Plan. Review design and engineering plans for segments at the conceptual and design levels whether the RTC or another entity is the implementing body.
5. Reviews and advises implementing agencies in a timely manner on transportation capital improvement projects with bicycle elements for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the Bicycle Advisory Committee involves review of the proposed concept and proposed design for the bicycle features of the transportation project. Local implementing agencies may seek the advice of the Bicycle Committee for more localized, locally funded bicycle projects at their discretion.
6. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they relate to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.
7. Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;
8. Assists in the pursuit of local, state and federal funds for bicycle projects and advises the Commission on project priorities for funding and grant applications for bicycle projects;
9. Serves as advocates on behalf of the bicycling population regarding bicycle related issues before the Commission.

Committee Membership:

One person representing each of the five supervisorial districts	5
One person representing each of the four cities	4
A representative of Bike to Work	1
A representative of the Community Traffic Safety Coalition	1
	<hr/>
Total	11

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

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

Meeting Frequency and Time: Set meeting time as 2<sup>nd</sup> Monday of every other month, or as needed from 6:00-8:30pm. The time may be changed by the Committee with a majority vote.

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

Exhibit 4

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

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

**Committee Membership:** Commission Chair and up to 5 other Commissioners. A Commissioner can be designated to serve in lieu of the Commission Chair, at the direction of the Commission Chair and with the concurrence of the Commission.

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

## Exhibit 5

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

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

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

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

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

<u>Representatives of:</u>	<u># of voting members</u>
potential transit users who are 60 years of age or older*	1
potential users who have a disability*	1
local social service providers for seniors*, potentially including one representative of the Santa Cruz County Seniors Commission	2
local social service providers for people with disabilities*, potentially including one representative of the Santa Cruz County Commission on Disabilities	2
local social service provider for persons of limited means*	1
for each of the five supervisorial districts, the elderly, persons with disabilities and/or persons of limited means	5
Santa Cruz County Consolidated Transportation Service Agency (CTSA)	2
Santa Cruz Metropolitan Transit District (Metro)	1
	Total      15

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

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

Meeting Frequency: Second Tuesday of every even numbered month at 1:30 pm.

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

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

Exhibit 6

**Committee: INTERAGENCY TECHNICAL ADVISORY COMMITTEE**

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

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

<b><u>Committee Membership:</u></b>	<b># voting members</b>
City and County Public Works Department	5
City and County Planning/Community Development	5
Santa Cruz Metropolitan Transit District	2
Caltrans District 5 Transportation Planning Branch	1
Association of Monterey Bay Area Governments	1
Ecology Action Transportation Group	1
University of California, Santa Cruz	1
Monterey Bay Air Resources District (ex-officio)	
Cabrillo College (ex-officio)	
California Highway Patrol (ex-officio)	

voting members 16

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

Quorum:

One member from a local jurisdiction or the SCMTD may serve as proxy for the other voting member from that jurisdiction or agency for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. Committee members or alternates should notify staff or other local jurisdiction staff prior to the meeting if a proxy will be representing the member in the member's absence.

Meeting Frequency and Time:

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

## Exhibit 7

### Committee: **TRANSPORTATION POLICY WORKSHOP**

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

1. Funding, development and implementation of major state highway projects such as improvements to Highways 1 and 17.
2. Planning, funding, development and implementation of the SCCRTC's major or regional projects, including projects within the Santa Cruz Branch Line Rail right of way (rail corridor).
3. Development of major planning documents such as the Regional Transportation Plan.
4. Programming of state and federal funds by the Commission, including Surface Transportation Program (STP), and State Transportation Improvement Program (STIP) regional share funds.

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

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

Quorum: A quorum is seven Commissioners.

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

Meeting Location: Typically in the Commission offices.

## Exhibit 8

### SCCRTC DOCUMENT DISTRIBUTION AND PRICING POLICIES

#### Public Access to SCCRTC Documents

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

#### Agendas and Packets for Commission and Committee Meetings

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

#### Copies of Documents

1. RTC documents shall be available for public review on the RTC website and at the RTC office.
2. A copy of a draft document produced by the SCCRTC (or its agents or contractors) that is being distributed for public comment will be available free of charge to each individual, group or agency that requests it during the comment period. Consistent with agency environmental efforts, some documents will only be available electronically. Hard copies will be available for public review at the RTC offices.
3. A copy of a final document will be available at the RTC offices.
4. Hard copies of SCCRTC documents will cost the price of printing that document. Documents listed as “free” on the Document Fee Schedule are exempt from this provision.

## General

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

SCCRTC DOCUMENT FEE SCHEDULE  
(Revised May 2017)

– Subject to change at any time –

Fees are for hard copies. Most items are available for viewing or downloading on the SCCRTC website: [www.sccrtc.org](http://www.sccrtc.org)

<b><u>Commission or Committee Meeting</u></b> <i>(includes mailing)</i>	<b><u>Annual Fee Full Packet</u></b>	<b><u>Annual Fee Agenda Only</u></b>
SCCRTC/Transportation Policy Workshop	\$100	\$5
Interagency Technical Advisory Committee	\$40	\$5
Bicycle Advisory Committee	\$40	\$5
Elderly and Disabled Transportation Advisory Committee	\$40	\$5
Budget and Administration/Personnel Committee	\$40	\$5
E-mail notification of agenda	n/a	free
Other committees and task forces	tbd	tbd

Costs for partial year mailings will be prorated.

**Final Documents** (most are available for viewing and downloading at [www.sccrtc.org](http://www.sccrtc.org))

For printed copies, prices are as follows:

Regional Transportation Improvement Program	\$8.00
Regional Transportation Plan	\$40.00
SCCRTC Rules and Regulations	\$6.00

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

**Free Documents** - Except for informational materials, hard copies of free documents are generally limited to one per individual, agency or organization, while supplies last

Santa Cruz County Bikeway Map

Cost of Driving Brochure

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

SCCRTC Annual Report

Informational brochures and handouts produced by the SCCRTC

**Single Copies of Portions of SCCRTC Packets or Documents**

For small quantities that can be produced in-house:

- 5 cents per page, single sided
- 10 cents per page, double sided

All other copies:

- actual cost for outside copying service, if higher

**Additional Charge for Mailing**

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

Exhibit 9

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

**SECTION 100. Incorporation of Model Code.**

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

**SECTION 200. Designated Positions.**

The positions listed on Exhibit “9-A” are designated positions. Officers and employees holding those positions are deemed to make or participate in the making of decisions that may foreseeably have a material effect on a financial interest.

**SECTION 300. Disclosure Statements.**

A person holding a designated position shall be assigned to the disclosure category set forth on Exhibit “9-B” unless such persons are already required to file disclosure statements of economic interests under the provisions of Section 87200 of the California Government Code. Each person assigned a disclosure category shall file an annual statement disclosing that person’s interest in investments, real property, and income designated as reportable under the category to which the person’s position is assigned in Exhibit “9-A”.

**SECTION 400. Place and Time of Filing.**

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

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

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

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

Exhibit 9-A

**APPENDIX, CONFLICT OF INTEREST CODE**

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

\*DESIGNATED POSITIONS

Category	Disclosure
1) Commission Members (including Alternate Members)	1
2) Executive Director	1
3) Director of Internal Services	1
4) Director of Capital Projects	1
5) Director of Planning and Programming	1
6) Budget and Finance Officer	1
7) Administrative Services Officer II	1
8) Supervising Transportation Planner	2
9) Senior Transportation Engineer	2
10) Associate Engineer	2
11) Project manager	2
12) Transportation Planner IV	3
13) Transportation Planner III	3
14) Real Property Specialist II	4

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

Exhibit 9-B

**APPENDIX, CONFLICT OF INTEREST CODE**

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

**DISCLOSURE CATEGORIES**

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

CATEGORY 2. Interests in business entities and sources of income that provide goods, services, or consulting to the Commission. All income, investments, and business positions in entities that have provided or may provide services, supplies, equipment, or other property to the Commission. Excludes interests in real property unless otherwise specified.

CATEGORY 3. Interests that may be materially affected by planning, programming, or funding decisions. All income, investments, and business positions in entities that may be affected by transportation planning, grant awards, program funding recommendations, or capital project prioritization within Santa Cruz County.

CATEGORY 4. Interests in real property that may be affected by Commission actions. All interests in real property located within areas where the Commission may acquire, dispose, or influence valuation through transportation projects, right-of-way actions, or related activities.

Exhibit 10

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

- 1. State Highway Regional Share or Jointly-Funded Interregional Projects**
  - a. Memorandum of Understanding (overall) between Caltrans and SCCRTC
  - b. Cooperative Agreement between Caltrans and implementing agency for each project
  - c. Project development team (includes local jurisdiction, SCCRTC, Caltrans, others)
  - d. SCCRTC staff assistance in coordination between local agencies and Caltrans
  - e. Quarterly scope, schedule and budget status reports by Caltrans to the Commission, monthly reports as the project nears construction
  - f. Submittal of early draft environmental and design documents by Caltrans to the project development team members for review
  - g. Monitoring of the project schedule and budget by project milestones by SCCRTC
  - h. Oversight of STIP amendments by SCCRTC
  
- 2. Local STIP Projects**
  - a. Biannual scope, schedule and budget status reports submitted by project sponsors to the Commission
  - b. Monitoring of the project schedule and budget by project milestones by SCCRTC
  - c. Submittal of early draft environmental and design documents (65% to 80% stage, basic drawings, not plans and specs) by project sponsor to SCCRTC staff for review
  - d. Review of project design (basic drawings) by the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC), if appropriate
  - e. Oversight of STIP amendments by SCCRTC
  - f. Notification to SCCRTC of STIP allocation request by project sponsors
  - g. Review of STIP allocation request and issuance of concurrence letter to Caltrans by SCCRTC staff to determine if project meets state law/guidelines and RTIP provisions; if issues exist, bring concurrence letter to Commission for approval.
  
- 3. Local Non - STIP Projects (e.x. TDA, RSTP/STBG)**

- a. Annual scope, schedule and budget status reports by project sponsor to the Commission
- b. Submittal of early draft environmental by project sponsor to SCCRTC staff for review
- c. Review of project design (basic drawings) by the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC), if appropriate
- d. Local agency assistance by SCCRTC staff as requested, particularly in interactions with Caltrans and the Federal Highway Administration
- e. Hold informational workshops as appropriate and provide a forum for discussing common implementation issues (ITAC)
- f. Encourage non-transportation departments or agencies to seek assistance from local public works departments if project delivery issues arise
- g. Submittal of courtesy copies of Environmental Enhancement and Mitigation, Active Transportation Program, and other grant requests for regionally-significant and Monterey Bay Sanctuary Scenic Trail Network (MBSST) projects by local agencies to SCCRTC staff.

Exhibit 11

**SCCRTC's Disruption and Outage Policy for Remote Participation**

**Disruption and Outage Policy (Voluntary Policy – Based on SB 707 Best Practices)**

Purpose:

To ensure compliance with the Ralph M. Brown Act as amended by SB 707 (2025), this policy addresses technological disruptions during meetings where remote participation is provided.

Policy:

1. If a technological disruption prevents members of the public from participating remotely via telephonic or audiovisual means, the Commission shall:
  - a. Recess the meeting for a minimum of one hour to allow staff to restore access.
  - b. Make good-faith efforts to resolve the disruption during the recess.
  - c. After restoration, reconvene the meeting and adopt a roll-call finding that:
    - The disruption occurred.
    - Restoration efforts were made in good faith.
    - Remote access has been restored.
    - Resuming the meeting serves the public interest or necessity more than delaying the meeting further.
  
2. If remote access cannot be restored after the recess:
  - a. The Commission may proceed with the meeting only if:
    - A quorum of members is physically present.
    - The presiding officer announces the inability to restore remote access and the reason.
  - b. The minutes shall reflect the disruption, restoration efforts, and findings.
  
3. 3. Disruptive Participants
  - The presiding officer may remove or limit participation of any individual (in-person or remote) who is willfully disrupting the meeting, consistent with Government Code § 54957.9.
  
4. Notice:

- This policy shall be posted on the Commission’s website and included in the Rules and Regulations.
- The policy shall be updated as needed.

5. Applicability:

- SCCRTC is not legally required to adopt this policy under Government Code § 54953.4 because it does not meet the definition of an “eligible legislative body.” This policy is adopted voluntarily to ensure best practices for public access and transparency.



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion**. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



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