

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION
RULES AND REGULATIONS

Proposed: September 2009

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

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I. INTRODUCTION

A. General

1. These rules establish the regulations and procedure for the conduct of all meetings of the Santa Cruz County Regional Transportation Commission and its committees.
2. These rules and regulations provide for the implementation of the Transportation Development Act (TDA) of 1971 as amended. They are intended solely to interpret, make specific and otherwise carry out provisions of legislation and to be subject to it, and are in no way intended to be inconsistent therewith.
3. These rules and regulations delineate procedures for submittal of claims for TDA funds. Pursuant to Public Utilities Code 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 Title 21, Chapter 3 of the California Administrative Code, subchapter 2, titled Transportation Development, and incorporated by reference as a part of these rules and regulations.
4. These rules and regulations outline administrative procedures for administering the funding programs of the federal transportation act (most recently named the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)) as included in Title 23 of the United States Code Highways and state funding programs.

B. Consistency with Memoranda of Understanding

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

II. GENERAL RULES AND REGULATIONS

A. Name and Purpose

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

The Santa Cruz County Regional Transportation Commission has also been designated as the Service Authority for Freeway Emergencies for Santa Cruz County, consistent with separate state regulations for this responsibility, and has established itself as a Rail/Trail Authority.

B. Membership

1. Consistent with Government Code Section 67940 (b), membership of the Commission is composed of all five members of the Santa Cruz County Board of Supervisors, one member appointed by each of the cities of the county and three members appointed by the Santa Cruz Metropolitan Transit District.
2. Each regular member may nominate an alternate member for confirmation by the appointing authority. 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 July.
2. The Commission shall hold monthly Transportation Policy Workshop meetings on the third Thursday of each month, as needed, as detailed in Exhibit 8.
3. Regular meetings, adjourned meetings, special meetings, and executive meetings shall be held in conformity with the provisions of Sections 54950 through 54961 of the Government Code, and all subsequent amendments thereto.

D. Members' Reimbursement for Expense

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

E. Election of Chair

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

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

F. Staff --- IS THIS SECTION DUPLICATIVE OF THE NEW HR POLICY DOC?/is it necessary in the Rules & Regs too?

1. Designation of an Executive Director to the Commission is provided by a selection process in accordance with the requirements of a published job description and approval of the Commission membership. Staff support is provided by a hiring process approved by staff management as outlined in the Commission's Human Resources Policies document.
2. The performance of the Executive Director shall be evaluated by the Regional Transportation Commission every year, consistent with the procedure described in Exhibit 1.

G. Agenda

1. All reports, communications, resolutions, or other matters to be submitted to the Commission and included in the meeting packet should be submitted to the Executive Director not later than 5 pm on the Friday, thirteen days preceding a regular Commission meeting . Materials that are relevant to an

agenda item may be distributed at a meeting if received by noon the day before the meeting.

2. The Executive Director shall arrange the agenda and shall furnish a copy of it to each member of the Commission, to all the cities within Santa Cruz County, to the Santa Cruz Metropolitan Transit District, to the County Counsel, , and to the public at least 72 hours prior to the meeting.
3. Consistent with the provisions of the Brown Act, Government Code Sections 54950 through 54961, 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 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 at least 10 days in advance of the hearing. The newspapers selected shall serve the area affected by the item under consideration. Staff will make available in its offices the information provided to the Commission of the item and, as appropriate, distribute that information to the public library system.

I. Chair to Preside

The Chair shall preside at the meeting of the Commission. If s/he is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. The Vice Chair has all of the powers and duties of the Chair while acting as Chair.

J. Quorum

A majority of the Commission constitutes a quorum for the transaction of business, except as specified in VI.C.1 and VI.C.2. A majority of the eligible members shall be present to vote on any claim.

K. Reading of Minutes

Minutes may be approved on the consent agenda.

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.

M. Method of Voting

Voting for all Article 3 and Article 8 claims shall be by a roll call vote. Other claims or resolutions may be voted with a voice vote.

N. Abstaining from Voting

A commissioner may abstain from voting.

O. Attendance at Meetings

Should any commissioner or alternate commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chair of the Commission shall, through the Executive Director, notify the appointing authority of such unexcused absences.

P. Adoption and Revision of Rules

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

Q. Establishment of Committees

The Commission shall have the authority to establish temporary and permanent Commission and advisory committees. Current committees are shown in Exhibit 2. Procedures for appointment to permanent advisory committees and the charge to such committees shall be established and maintained through committee bylaws

approved by the Commission. Annual Commissioner appointments to committees shall be made at the March Commission meeting by the Chair with concurrence of the Commission (Exhibit 3). When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

R. Committee Bylaws

Permanent Commission Committees shall operate under the bylaws included as Exhibit 3.

S. Public Comment

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

T. Conflict of Interest Code

Commissioners and designated staff are subject to the Conflict of Interest Code included as Exhibit 10.

III. PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS

A. Annual Revenue Estimates

By December 31, the Auditor-Controller shall provide the Commission with an estimate of Transportation Development Act revenue for the ensuing fiscal year. This estimate shall include both new revenue and interest revenue. The Commission may also request the Auditor-Controller to provide the Commission with an estimate of the moneys expected to remain in the Local Transportation Fund at the end of the current fiscal year after all allocations are honored(California Administrative Code Section 6620).

B. Budget and Apportionment Schedule

The staff shall prepare and the Commission shall adopt a Budget and Apportionment Schedule for the next fiscal year at its February meeting. The

Budget will be based upon the estimate of the Auditor-Controller and priorities in allocating funds specified in Public Utilities Code Section 99233 and in these rules and regulations.

C. Appropriation Priorities

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

1. Consistent with Public Utilities Code (PUC) Section 99233.1 pertaining to administration, PUC Section 99233.2 pertaining to planning and programming, PUC Section 99233.9 pertaining to miscellaneous transportation allocations, and PUC Section 99402 pertaining to the transportation planning process; there shall be allocated to the Commission from the Local Transportation Fund such sums as are necessary to administer the provisions of the Transportation Development Act and to accomplish the Commission's annual work program including, but not limited to, expenditures for audits, legal and accounting services, office expense and transportation planning and professional services, as specified in Section IV. The intent of these allocations is to share the cost of regional transportation planning proportionately among all eligible claimants.
2. Consistent with PUC Sections 99233.8 and 99260 pertaining to Public Transportation (Article 4), eighty-five and one half percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Santa Cruz Metropolitan Transit District for public transportation purposes, as specified in Section V.
3. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, eight and four tenths percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Consolidated Transportation Services Agency for specialized transportation services, as specified in Section VII.
4. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, one percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Volunteer Center for specialized transportation services.
5. Consistent with PUC Sections 99400(a) pertaining to Article 8 claims for projects for use by pedestrians and bicycles and 99402 pertaining to the transportation planning process the remaining fund, after the above appropriations have been made, shall be appropriated to demonstration

projects, and to the County of Santa Cruz and the cities in the County proportionately, according to their population as last certified by the California Department of Finance, for bikeway, pedestrian and other projects as specified in Section VI.C.

D. Budget and Apportionment Revisions

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

E. Transportation Development Act Reserve Funds

The Commission shall maintain a Transportation Development Act Reserve Fund of at least % 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.

F. Transportation Development Act Surplus

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

G. Special Allocations

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

H. Transportation Development Act Funding Shortfall

TDA shortfall is defined as a shortfall in actual revenues available in the Local

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

I. Apportionments - Unclaimed

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

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

A. Submission of Claims

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

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

Do we need a procedure describing allocation of TDA funds to the RTC to replace this procedure?

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 planning and education, specialized transportation planning, transportation systems management, budget and work program development, plan coordination, and public information, consistent with the Commission's adopted annual work program and budget. The Commission may, at its discretion, contract with other entities to accomplish portions of its adopted work program.

3. Consistent with the California Public Utilities Code, all Regional Transportation Planning Entities shall have an annual fiscal audit and a triennial performance audit conducted of their activities. Their annual claim shall list the recommendations provided in the last Triennial Performance Audit and the agency's progress toward meeting those recommendations.

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

A. Submission of Claims

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

B. Claims by the Santa Cruz Metropolitan Transit District

1. Claims may be filed under PUC Sections 99260 and 99313 for the support of public transportation systems and for aid to public transportation research and demonstration projects by the Santa Cruz Metropolitan Transit District, consistent with the Commission's adopted budget and work program.
2. In accordance with Transportation Development Act regulations, Public Utilities Code Section 6645 (relating to operators in urbanized and non-urbanized areas), the Transit District shall meet a ratio of fare revenue to operating cost ratio of no less than 15%. The size and density of the service area as well as the proportion of the ridership that is transit

dependent have been considered prior to the adoption of this ratio.

3. The Transit District shall submit a written report of its current and upcoming activities along with its annual claim. The annual claim shall be submitted utilizing the SCCRTC's TDA Claim Form (Exhibit X).
4. 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.
5. Consistent with the California Public Utilities Code, all transit operators shall have an annual fiscal audit and a triennial performance audit conducted of their activities. Their annual claim shall list the recommendations provided in the last Triennial Performance Audit and the agency's progress toward meeting those recommendations.

C. Claims for Research and Demonstration Projects

1. 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.

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

A. General

1. The Transportation Development Act in Article 3, Section 99233.3 and Article 8, Section 99400 provides for the allocation of funds for pedestrian and bicycle facilities and for other claims. The following rules and regulations do not release a claimant from meeting the requirements of the Transportation Development Act and appropriate administrative code.
2. Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County's apportionment. Pedestrian and 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. Disqualification from Voting

1. The three members appointed by the Santa Cruz Metropolitan Transit District shall have no vote in the approval of claims filed under Public Utilities Code Section 99400 (Article 8).
2. The Commission approval requires a majority of the eligible voters on Article 8 claims. There are nine members eligible to vote on these claims, and five members constitute a quorum for approval of these claims.

D. Claims for Article 8 Funds

1. Prior to 60 days before the start of the fiscal year, the Commission shall notify each applicant of its apportionment for the year.
2. A claim for the entire year may be submitted by an applicant after it has adopted its annual budget.
3. Changes may be submitted any time during the year.
4. Claims shall be submitted utilizing a TDA Claim Form developed by staff. The claim form includes the following information:
 - a. Description of the project(s) adequate for a review by the

Commission and its advisory committees (including performance measures and a proposed schedule of regular progress reports with a year-end evaluation—see VIII.G, Project Monitoring/Assistance Program).

- b. Justification for the project, including a statement regarding its consistency and relationship with the Regional Transportation Plan .
 - c. Estimated cost of the project, including other funding sources.
 - d. A statement agreeing to maintain funded project in the condition in the submitted plans for a period of 20 years. Any change to the agreement must be approved by the Commission.
 - e. Assurances from the TDA Eligible Claimant indicating their role and responsibilities.
 - f. Preferred method and schedule of disbursement, consistent with Section H, Disbursements.
5. Claims must be reviewed by the Bicycle Committee (bike related projects) or the Elderly and Disabled Transportation Advisory Committee (pedestrian related projects), as appropriate, and submitted to be approved by the Commission prior to initiation of the project.

E. Conditions for Approval

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

F. Criteria for Article 8 Claims

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

- 2) Transportation System and Demand Management Planning
 - 3) Transit Planning
 - 4) Bicycle and Pedestrian Planning
 - 5) Guideway or Rail Planning
 - 6) Development of a comprehensive neighborhood or area circulation system
 - 7) Preliminary engineering for approved projects
 - 8) Bicycle Safety Education Programs
- b. New facilities: capital investments, operations and construction on new and old rights of way, where budget in the claim is specifically attributable:
- 1) Transit, including special bus stops
 - 2) Bikeways
 - 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.
- c. Landscaping and medians for use with the items listed in "b" above.
- d. Maintenance or development of new safety features on the existing transportation network for use with the items listed in "b" above,

where needed for the safety of transportation modes other than automobiles.

- e. Lighting that contributes to bike, bus, and pedestrian safety.
- f. Demonstration projects, as specified in Section V.C.

3. Other Provisions

- a. Funding of bicycle lane and sidewalk projects that are part of a general road improvement project will be limited to the cost of providing the bicycle lane / sidewalk portion. Bicycle lane designs shall be consistent with guidelines found in the California Highway Design Manual, Sections 7-1000, Bikeway Planning and Design. Deviations from this standard may be allowed by the Commission after design review and comment by its Bicycle Committee.
- b. All projects must submit evidence of environmental review at the time the claim is submitted.

G. Commission and Committee Review

- 1. The appropriate committee (the Bicycle 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, approve, amend or reject the claim.
- 2. The appropriate committee shall 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.

H. Disbursements

- 1. Before disbursement of funds to previously approved Article 8 bikeway projects can occur, the Bicycle 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. Is there a relationship between this statement and “L. Interest”?

I. Appeal

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

J. Amount of Claim

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

K. Approved Claims

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

L. Interest

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

VII. TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS FOR SPECIALIZED

TRANSPORTATION SERVICES (ARTICLE 8)

A. Submission of Claims

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

B. Claims for Specialized Transportation

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

VIII. 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. Regional Surface Transportation Program (RSTP)
 - b. Transportation Enhancement Program (TE), and
 - c. 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, TE, or STIP). 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.

C. Eligible Projects/Programs

1. Regional Surface Transportation Program (RSTP)

Eligible RSTP projects/programs are listed in Section 133(b) of Title 23 of the United States Code and shown in Exhibit 11. In general, RSTP funds are available for a wide range of surface transportation projects, including

highway projects, roadway rehabilitation, safety improvements, rideshare projects, enhancement activities, and transit capital projects. RSTP funds may not be used for projects on roads that are functionally classified as local or rural minor collectors. Bridge projects are not limited to these roads, but must be located on a public road.

3. Transportation Enhancement (TE)

Eligible TEA projects/programs are listed in Section 101a of Title 23 of the United States Code defines 12 categories of activities which qualify for TEA funding.

4. 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. Other non-capital projects (e.g. road and transit maintenance) are not eligible.

5. 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 scoring criteria, including a Project Study Report (PSR) or PSR Equivalent for STIP projects.

b. Letter of commitment to sponsorship or statement 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 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 hearing. (*Per resolution 11-01*). Changes to the program cannot be to the detriment of other projects/programs included in the program and must not negatively impact air quality conformity determinations made on the FTIP, based on Caltrans policy.

2. Amendment Process

- a. For projects/programs included in the approved RTIP which have secured other funding:
 - 1) The project sponsor must certify that the original project is completely funded and will not compete again for any additional RSTP/ TE or STIP funds; and
 - 2) The project sponsor may direct those funds from the original project to another eligible underfunded project which is included in the approved RTIP. If the project sponsor does not have an underfunded project in the RTIP, then the funds return to the general regional RSTP/ TE or STIP balance to be allocated in the subsequent programming cycle.

b. For projects/programs deleted from the RTIP

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

c. Policy for Responding to Unanticipated Cost Increases for STIP Projects *(approved by RTC 6/1/00)*

- 1) The Commission will consider written requests from local project sponsors for supplemental allocations for projects in the State Transportation Improvement Program (STIP) under the following conditions:
 - a. Project has experienced an unanticipated cost increase after the allocation of State Transportation Improvement Program funds;
 - b. Project has completed design and environmental work and is ready to begin the construction phase (non-construction work is not eligible);
 - c. Project cost increase has resulted from unanticipated factors not under the control of the project sponsor and has not resulted from an increase in the project scope; and,
 - d. Unprogrammed reserves are available in the Santa Cruz County regional share.
- 2) Requests for supplemental allocations shall be limited to the following amounts:
 - a. For projects with a total programmed STIP construction cost less than \$750,000, up to \$75,000;
 - b. For projects with a total programmed STIP construction cost equal to \$750,000 or more, 10% of the total programmed STIP construction cost, up to a total of \$250,000 per project;

- c. For all projects, the total amount requested may not exceed the amount required to cover the unanticipated construction cost increase as specified in a valid bid;
 - d. No more than 75% of the unanticipated cost overrun shall be absorbed by a supplemental STIP allocation; 25% shall be absorbed by the project sponsor; and,
 - e. A STIP project is eligible one time only for a supplemental allocation under this policy.
- 3) Written requests shall be delivered to the SCCRTC and will be acted upon as soon as possible, but no earlier than the next Commission meeting that occurs at least 3 weeks after the request is received at Commission offices.
 - 4) Access to supplemental STIP funds is dependent upon:
 - a. Amendment of the Regional Transportation Improvement Program by the SCCRTC;
 - b. Amendment of the Federal Transportation Improvement Program by the Association of Monterey Bay Area Governments; and,
 - c. Approval of the allocation by the California Transportation Commission.
 - 5) The SCCRTC retains the authority to approve or deny requests based on financial or other considerations.
 - 6) The SCCRTC reserves the right to give special consideration to making exceptions to this policy under unique circumstances, on a case by case basis.

F. Reimbursement for RSTP /TE/ or STIP Funds

Costs for RSTP/ TE or STIP Funds for All Projects Are Reimbursed.

1. For Non-Planning Projects

Reimbursable expenses for non-planning projects are administered through Caltrans and can be initiated following inclusion of the project in a federally approved Federal Transportation Improvement Program (FTIP),

completion of a Caltrans field review, authorization to proceed (FNM 76), and receipt of an allocation for STIP projects from the California Transportation Commission. Project sponsors shall coordinate allocation requests with Regional Transportation Commission staff.

2. For Federally-Funded Planning Programs

a. General

As the Metropolitan Planning Organization for the Monterey Bay Region, AMBAG is responsible for the receipt of federal planning funds. Therefore, planning projects using federal funds must be included in AMBAG's Overall Work Program (OWP) as well as in an approved Regional Transportation Improvement Program (RTIP), and Federal Transportation Improvement Program (FTIP).

b. Reimbursement Claims for Federally-Funded Planning Programs

- 1) A completed agreement between the Commission and the planning project recipients regarding reimbursement procedures must be completed before any federal reimbursement is made.
- 2) Not later than October 15th, January 15th, April 15th, and July 15th of each year, the recipients shall complete progress reports for the previous quarter to the SCCRTC. The quarters are specified as follows: First quarter - July through September, Second quarter - October through December, Third quarter - January through March, and Fourth quarter - April through June.
- 3) Along with the progress reports, recipients must submit to the Commission an invoice and appropriate documentation for reimbursement of funds expended on the approved program.
- 4) Expenditures shall be reimbursed by AMBAG directly to each Recipient.

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

The Commission has adopted a Monitoring and Assistance Program for state and federally funded transportation projects (Exhibit 12). 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 and AB 1012
- Provide regular information to Commissioners on project milestones
- Assist local agencies with trouble shooting, especially with state and federal agencies
- Help lead agencies obtain the resources and expertise needed
- Develop a regular, streamlined reporting process
- Devote extra attention to STIP and state highway projects

IX. FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM

A. General

As authorized by Section 182.6 of the Streets and Highways Code, Caltrans has established a yearly Federal Apportionment Exchange Program which allows the Commission the option to exchange all or a portion of its annual apportionment of Surface Transportation Program (STP) funds with Caltrans for non-Federal (State) funds.

B. Eligible Claimants

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

C. Eligible Uses of Funds

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

D. Accrued Interest on STP Exchange Funds

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

Interest accrued in the local jurisdiction's STP 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 STP Exchange account for future programming.

E. Disbursement Procedure for Federal Apportionment Exchange Program

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

F. Return of Exchange Funds

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

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

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

1. Agency certifies that they understand the responsibilities and risks listed herein prior to proceeding with the project;
2. Agency receives approval from RTC staff to advance their project;
3. Agency uses its own funds to advance the project;
4. Agency follows the rules that apply to RSTPX-funded projects, as defined in the RTC’s Rules and Regulations and previously signed “Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program”;
5. The Commission will consider approval of reimbursement allocations of RSTPX funds once a year, after receiving a reimbursement allocation request from the project sponsor and when sufficient exchange funds are available.
6. Projects remain subject to the California Environmental Quality Act (CEQA);
7. Only those expenditures made by or under contract to the Agency for a project which is programmed for RSTP funds are eligible for reimbursement by the Commission;
8. Expenditures made more than 36 months prior to date of Commission approval of RSTP Exchange funds for the project are not eligible;
9. Expenditures which exceed the amount of RSTP funds that were or are programmed in the RTIP for the particular project component are not eligible;
10. Only expenditures made in accordance with the “Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program” between the local entity and SCCRTC are eligible;
11. In the event that expenditures made by the local agency are determined to be ineligible, the SCCRTC has no obligation to reimburse those expenditures;

12. INDEMNIFICATION

- a. The Agency assumes all risks, of proceeding ahead of schedule and understands that if RSTP Exchange funds do not materialize the sponsor may have to follow federal regulations in order to receive reimbursement for their project, in the form of federal RSTP funds.
- b. The implementing agency agrees to defend, indemnify and hold harmless the SCCRTC from and against all claims, actions, proceedings, demands, liabilities, costs and expenses (including attorneys' fees), or damage claimed by third parties on account of any damage, loss, injury to, costs or attorneys fees incurred by said third parties related to the allocation or reimbursement of RSTP Exchange Program funding.

13. If exchange funds do not become available and a completed project is no longer eligible for federal-RSTP funds, the implementing agency may request the SCCRTC program a substitute project for federal RSTP funds; and

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

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

X. ENVIRONMENTAL REVIEW GUIDELINES

A. Lead Agency

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

B. Guidelines

1. Any environmental documents certified by the Commission must be in conformance with the California Environmental Quality Act (CEQA), and,

when applicable, with the National Environmental Policy Act (NEPA). In implementing CEQA and NEPA requirements, the Commission shall be guided by the latest state and federal CEQA and NEPA Guidelines.

2. The Commission may join with another agency, such as the Association of Monterey Bay Area Governments or the Santa Cruz Metropolitan Transit District, to jointly prepare environmental documents for joint projects.

XI. DOCUMENT DISTRIBUTION AND PRICING

A. Document Distribution

The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit9.

B. Document Pricing

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

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Exhibit 1

PROCEDURE FOR ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR

The Commission shall perform performance reviews of the Executive Director every year consistent with the following procedures:

1. On an annual schedule to be determined by the Personnel Committee, the Executive Director shall prepare a self-evaluation using the form in Attachment 1, (form not included) shall review achievement of prior goals and propose new goals for the upcoming year, and shall submit this material to the Commission at least two weeks prior to the performance review.
2. The Commission shall conduct the annual performance review in executive session with the Executive Director present; and, at its discretion, may also meet in executive session without the Executive Director present.
3. The Executive Director shall revise the written review form in response to the Commission's performance review and circulate it to all Commissioners for their review.
4. The Executive Director shall then complete the final written performance review for the signature of the Commission Chair.
5. The final performance review shall be included in the Executive Director's personnel file.

Exhibit 2

SCCRTC COMMITTEES

This document contains descriptions for the following committees:

**BICYCLE COMMITTEE
BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE
ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE
INTER-AGENCY TECHNICAL ADVISORY COMMITTEE**

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

TRANSPORTATION POLICY WORKSHOP

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Exhibit 3

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

**Bylaws for Commission Committees
November, 2001**

CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

MEMBERSHIP

The Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees can include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

APPOINTMENTS

Commissioner appointments to Committees are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments of members of the general public to Committees are made by the Commission based on an open application process. Each of the cities and each member of the Board of Supervisors are encouraged to nominate members to the Bicycle 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 year. The Committee shall elect its officers at the first meeting following the March SCCRTC meeting of every year. Election shall be by a roll call vote. The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

ORGANIZATION AND PROCEDURES

- a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments. The date, time and place of the meeting may occasionally be changed due to availability of members or timeliness of agenda items.
- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.
- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee

shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.

- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Robert's Rules of Order.
- g) Minutes. Official minutes recording the members and visitors present, motions entertained and actions taken at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other times, which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.
- i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the Commission. The committee descriptions included in the Commission's Rules and Regulations can be amended by a majority vote of the subject committee's members with approval by the Commission.

CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.

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Exhibit 4

Committee: **BICYCLE 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. 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 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.
5. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they related to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.
6. Advises local agencies and the Commission on the implementation of bicycle promotion programs funded by Commission funds;
7. Reviews and approves applications for Bikes Secure bike parking grant applications;
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

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 recommendations of the Bicycle Committee and via open application process. The cities and the County Supervisors may nominate individuals for Commission consideration.

Quorum: A quorum is six members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be half of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2nd Monday of the month from 7:00-9:00pm.

Meeting Location: 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.

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Exhibit 5

Committee: **BUDGET & ADMINISTRATION/PERSONNEL COMMITTEE**

Committee Objectives: In order to ensure efficient and effective operations, the Budget & Administration Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of the Commission and makes recommendations to the Commission regarding such items. The committee also functions as the Personnel Committee to review personnel matters, and to conduct an annual performance evaluation of the

Executive Director.

Committee Membership: Commission Chair and up to 4 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. Does this need to be done at a meeting?

Meeting Frequency and Time: The Committee will meet at least quarterly; meeting times will be set as needed and noticed appropriately.

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Exhibit 6

Committee: **ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE (E/D TAC)**

Committee Objectives: Serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238. Advises the Santa Cruz County Regional Transportation Commission (SCCRTC), the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of

limited means populations. (Committee duties specifically referenced in other documents are as noted: A - Transportation Development Act Statutes, B - 1992 Paratransit Implementation Plan)

1. Assists in the determination of transportation needs of the elderly, disabled and persons of limited means populations, including the annual assessment of unmet transit needs (A, B);
2. Solicits input of transit dependent and transit disadvantaged persons, including elderly, disabled and persons of limited means, for the unmet needs assessment process pursuant to Transportation Development Act statutes 99238.5 (A);
3. Reviews claims submitted to the Commission that deal with specialized transportation services or pedestrian issues;
4. Advises the SCCRTC, Metro, CTSA, the County and other providers on policy decisions including but not limited to the coordination and consolidation of specialized transportation services, paratransit and other transportation for the county's elderly and disabled residents and residents of limited means (B);
5. Reviews specialized transportation planning and the pedestrian sections of studies and plans prepared by the Santa Cruz County Regional Transportation Commission, the Santa Cruz Metropolitan Transit District, the Consolidated Transportation Service Agency, the local jurisdictions and other agencies, as necessary (A, B);
6. Reviews recommendations for the specialized transportation, transit and pedestrian sections of the Regional Transportation Plan, including policies, programs and capital improvement projects (A);
7. Reviews and advises implementing agencies on transportation capital improvement projects with pedestrian elements with regards to accessibility for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the E/D TAC involves review of the proposed concept and proposed design for the accessible pedestrian features of the transportation project. Local implementing agencies may seek the advice of the E/D TAC for more localized, locally funded pedestrian projects at their discretion.
8. Monitors programs concerning transportation needs of elderly and disabled persons and persons of limited means initiated by the implementing agencies and proposes methods of using transportation to integrate the elderly, disabled and persons of limited means populations into the community (A, B);
9. Operates as a forum for communication between public and private agencies, users, and providers (B);
10. Assists in the pursuit of local, state and federal funds for specialized transportation and pedestrian projects and advises the Commission on project priorities for funding and

grant applications for pedestrian projects and other projects and programs addressing transportation for the elderly, disabled and persons of limited means populations;

11. Serves as advocates on behalf of the elderly, disabled and persons of limited means populations regarding transportation related issues.

Committee Membership (As required by the Transportation Development Act statutes):

<u>Representatives of:</u>	<u># of voting</u>	<u>members</u>
potential transit users who are 60 years of age or older	1	1
potential users who have a disability	1	1
local social service providers for seniors, potentially including one representative of the Santa Cruz County Seniors Commission	2	2
local social service providers for people with disabilities, potentially including one representative of the Santa Cruz County Commission on Disabilities	2	2
local social service provider for persons of limited means	1	1
for each of the five supervisorial districts, the elderly, persons with disabilities and/or persons of limited means	5	5
private, for profit transportation agency	1	1
Santa Cruz County Consolidated Transportation Service Agency (CTSA)	2	2
Santa Cruz Metropolitan Transit District (Metro)	1	1
Metro Accessible Services Task Force (MASTF)	1	1
	<hr/>	
	Total	17

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

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

Meeting Frequency: Second Tuesday of every even numbered month at 1:30 pm.

Meeting Location: 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.

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.

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Exhibit 7

Committee: INTERAGENCY TECHNICAL ADVISORY COMMITTEE

Committee Objective: Serves to coordinate regional transportation capital improvement projects and transportation planning programs; serves as a technical and planning forum for local jurisdictions, SCMTD, AMBAG, UCSC, Cabrillo College, and the TMAs; serves as a forum to consider technical and policy issues, such as Transportation System Management/Transportation Demand Management, Intelligent Transportation Systems (ITS), bicycle and pedestrian facilities; land use-transportation/air quality issues, such as general plans, development projects, housing elements; serves as an arena to distribute and share information on state and federal funding opportunities and requirements; and makes recommendations to the Commission regarding these issues.

<u>Committee Membership:</u>	# voting members
City and County Public Works staffs	5
City and County Planning staffs	5
Santa Cruz Metropolitan Transit District	2
Caltrans District 5 Transportation Planning Branch	1
Association of Monterey Bay Area Governments	1
Monterey Bay Unified Air Pollution Control District	1
Transportation Management Associations	2
University of California, Santa Cruz	1
Cabrillo College	1
California Highway Patrol (ex-officio)	

voting members 19

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 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 24 hours prior to the meeting if a proxy will be representing the member in the member's absence. For efficiency of meetings, when possible, agenda items of interest to Planning staff will be grouped separately from items of interest to Public Works staff.

Meeting Frequency and Time:

Committee meets on the third Thursday of each month at 1:30 pm.

Exhibit 8

Committee: TRANSPORTATION POLICY WORKSHOP

Policy Workshop Objectives: For the Commission to review and discuss major policy, funding and project development issues in greater detail and in a less formal setting than the regular meetings of the Commission. The intent is to provide the Commission and other attendees with an opportunity for detailed discussion of complex transportation issues, including the following:

1. Funding, development and implementation of major state highway projects such as improvements to Highways 1 and 17.
2. Funding, development and implementation of the SCCRTC's major projects including the project to acquire the Santa Cruz Branch Line Rail right of way.
3. Development of major planning documents such as the Regional Transportation Plan.
4. Programming of state and federal funds by the Commission, including Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), Transportation Enhancements Activity (TEA), and State Transportation Improvement Program (STIP) regional share funds.

The Transportation Policy Workshop also hears oral presentations on topics of interest.

Committee Membership: The Transportation Policy Workshop is a meeting of the Commission; the membership is the full Commission.

Quorum: A quorum is six Commissioners.

Meeting Frequency, Date and Time: Every month on the third Thursday of the month at 9:00 am, with the flexibility to meet less frequently at Commission discretion.

Meeting Location: Typically in the Commission offices.

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Exhibit 9

SCCRTC DOCUMENT DISTRIBUTION AND PRICING POLICIES

Public Access to SCCRTC Documents

1. The SCCRTC posts all Commission and Committee agendas, all Commission packets and most Commission documents on the Commission website (www.sccrtc.org). In addition, these documents are available for viewing at the Commission office during normal business hours. Major Commission documents are also distributed to area public libraries. The Commission has an email notification list for meeting notices and agendas for the Commission and each SCCRTC committee. To reduce the use of non-renewable resources, the SCCRTC encourages the public to access Commission materials via the website, and by viewing copies available in the Commission office and at public libraries.

Agendas and Packets for Commission and Committee Meetings

1. SCCRTC Commission and Committee packets are distributed free of charge to public agencies and members of the press that request them on an annual basis, limited to one packet per agency / media organization.
2. Others who wish to receive hard copies of agenda packets or agendas may be charged a fee, computed annually and included on the SCCRTC Document Fee Schedule.
3. Annually, Commission staff will contact each recipient of a hard copy or email notification of a Commission or committee agenda or agenda packet, asking them whether they want to continue to receive the materials or notification. (Commission and committee members will automatically receive agenda materials and will be excluded from this annual renewal process.)

Copies of Other Printed Documents

1. A copy of a draft document produced by the SCCRTC (or its agents or contractors) that is being distributed for public comment will be available free of charge to each individual, group or agency that requests it during the comment period.
2. A copy of a final document will be distributed free of charge to each of those individuals, groups or agencies that provided written comments on earlier drafts, as well as to relevant public agencies.
3. A copy of an adopted document will be available free of charge to any individual, group or agency requesting it within 30 calendar days of its adoption.
4. Requests received more than 30 calendar days after adoption of an SCCRTC document, will cost the prices indicated on its SCCRTC Document Fee Schedule. Documents listed as “free” on the Document Fee Schedule are exempt from this provision.

General

1. Free documents (as listed on the Document Fee Schedule) are generally limited to one per individual, agency or organization and are available while supplies last. For organizations and business that assist the SCCRTC in distributing free documents to the public, up to 100 copies may be requested. More than 100 copies may be provided to a third party as part of an event or promotion.
2. For single copies of portions of SCCRTC documents or Commission or committee agendas, the SCCRTC will charge the price listed on the SCCRTC Document Fee Schedule.
3. Document fees or packet fees may be waived at the discretion of the Executive Director.
4. SCCRTC staff will fulfill requests for copies in a timely fashion within the following guidelines: within one (1) business day for 20 pages or less; within two (2) business days for documents easily duplicated in-house; and within three (3) business days if an outside copy service is needed. More time may be required for copies mailed to a recipient.
5. For documents or materials prepared by consultants or other organizations for the Commission, Commission staff shall receive and process all requests for copies.
6. The SCCRTC Document Fee Schedule may be revised at any time and will be updated on a regular basis to reflect changes in duplicating, mailing, and administrative costs. Costs for new materials will be established at the time of publication.

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SCCRTC DOCUMENT FEE SCHEDULE
(Revised October 2002)

– Subject to change at any time –

Fees are for hard copies. Most items are available for viewing or downloading
on the SCCRTC website: www.sccrtc.org

<u>Commission or Committee Meeting</u> <i>(includes mailing)</i>	<u>Annual Fee Full Packet</u>	<u>Annual Fee Agenda Only</u>
SCCRTC/Transportation Policy Workshop	\$60	\$5
Interagency Technical Advisory Committee	\$40	\$5
Bicycle Committee	\$40	\$5
Elderly and Disabled Transportation Advisory Committee	\$40	\$5
Budget and Administration/Personnel Committee	\$40	\$5
E-mail notification of agenda	n/a	free
Other committees and task forces	tbd	tbd

Costs for partial year mailings will be prorated.

Final Documents (most are available for viewing and downloading at www.sccrtc.org)

For printed copies, prices are as follows:

Regional Transportation Improvement Program	\$ 8.00
Regional Transportation Plan	\$30.00
SCCRTC Rules and Regulations	\$ 6.00
Santa Cruz County Traffic Monitoring Report	\$ 6.00

SCCRTC documents not listed above will be supplied at the cost of 5 cents per page or the cost of the outside copying service, if higher.

Free Documents - Except for informational materials, hard copies of free documents are generally limited to one per individual, agency or organization, while supplies last

Santa Cruz County Bikeway Map

Cost of Driving Brochure

Guide to Specialized Transportation (*available in English, Spanish and Large Print*)

SCCRTC Annual Report

Informational brochures and handouts produced by the SCCRTC

Single Copies of Portions of SCCRTC Packets or Documents

For small quantities that can be produced in-house:

- 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.)

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Exhibit 10

**CONFLICT OF INTEREST CODE OF THE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION**

SECTION 100. Incorporation of Model Code.

The terms of 2 C.C.R. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of this Authority.

SECTION 200. Designated Positions.

The positions listed on Exhibit “10-A” are designated positions. Officers and employees holding those positions are deemed to make or participate in the making of decisions that may foreseeably have a material effect on a financial interest.

SECTION 300. Disclosure Statements.

A person holding a designated position shall be assigned to the disclosure category set forth on Exhibit “10-B” unless such persons are already required to file disclosure statements of economic interests under the provisions of Section 87200 of the California Government Code. Each person assigned a disclosure category shall file an annual statement disclosing that person’s interest in investments, real property, and income designated as reportable under the category to which the person’s position is assigned in Exhibit “10-A”.

SECTION 400. Place and Time of Filing.

(a) Filing Originals. All persons holding designated positions with an assigned disclosure category shall file the original statement of economic interests with this agency.

(b) Filing Copies. This agency shall make and retain a copy and forward the originals of these statements to the Elections Department.

(c) Initial Statements – After Code Adoption. A person holding a designated position with an assigned disclosure category shall submit an initial statement of economic interest within 30 days after the effective date of this Code.

(d) Annual and Other Statements. Persons holding designated positions with an assigned disclosure category shall file annual statements of economic interest and other required statements pursuant to Section 5 of the Conflict of Interest Code provisions contained in 2 C.C.R. § 18730.

Exhibit 10-A

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

*DESIGNATED POSITIONS

Category	Disclosure
1. Commission Members (including Alternate Members)	1
2. Executive Director	1
3. Deputy Director	1

*See Section 2, Conflicted Code (2 C.C.R. § 18730)

Exhibit 10-B

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

DISCLOSURE CATEGORIES.

CATEGORY 1. Interests in Real Property, Sources of Income, Investments and Business Positions Held by Designated Officer or Employee. All interests in real property located within Santa Cruz County. All income (including loans and gifts) from any source which contracts with or may in the foreseeable future contract with the Commission to provide services, supplies, equipment, or other property. All investments in any business entity or trust in which the designated officer or employee is a director, officer, partner, trustee, employee, or holds any position of management, which contracts with or may foreseeably contract with the Commission to provide services, supplies, equipment, or other property.

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Exhibit X: TDA Claim Form

May be modified administratively in consultation with project sponsors.

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

Submit a separate form for each project.

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

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

Project Information

1. Project Title:
2. Implementing Agency:
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. TDA funding requested this claim: \$
5. Fiscal Year (FY) for which funds are claimed: FY_____/_____
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
 Article 8 Bicycle and/or Pedestrian Facility Article 8 Specialized Transportation
 Article 4 Public Transportation Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: _____
Telephone Number: _____ E-mail: _____

Secondary Contact (in event primary not available) : _____
Telephone Number: _____ E-mail: _____
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks.
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)
11. Project Goals:
 - a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):
 - b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided):

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

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

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

What is the total project cost?

Is project fully funded?

What will TDA funds be used on (ex. administration, brochures, engineering, construction)?

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

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

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

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

d. SCMTD: Quarterly disbursement

16. TDA Eligibility:

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

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

17. Improving Program Efficiency

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

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

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

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

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

CTSA and Volunteer Center (Article 8) Only

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

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

SCMTD & RTC Only

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

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

SCMTD Only

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

- Fare Revenue: \$
- Local Support Revenues: \$
- Operating Cost: \$
- Ratio Fare Rev/Op Cost: _____% (minimum required=15%)
- Cost per ride being subsidized for different services/funds:

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

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

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

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

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

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

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

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

Documentation to Include with Your Claim:

All Claims

- A letter of transmittal addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.

- Resolution from the TDA Eligible Claimant** indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- Evidence of environmental review for capital projects

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

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

Article 4 Transit Claims

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

Local Agency Certification:

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

Signature _____ Title: _____ Date: _____

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Exhibit 11 – RSTP, CMAQ and TEA PROGRAMMING CATEGORIES

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)-Eligible Project Types:

- Local street and road construction, reconstruction, rehabilitation, resurfacing, restoration, and preventative maintenance on roadways that are part of the Pavement Management System (PMS)
- Operational improvements for highway and bridge projects, including bridge seismic retrofit, painting
- Transit (bus and rail) capital projects including vehicles and facilities used to provide inter-city passenger service by bus
- Carpool projects
- Park and ride lots: fringe and corridor parking facilities
- Bicycle facilities
- Non-construction projects (educational programs)
- Pedestrian walkways, and modification of public sidewalks to comply with the Americans with Disabilities Act of 1990
- Highway and transit safety infrastructure projects, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossing elimination or improvement
- Highway and transit research and development and technology transfer programs
- Capital and operating costs for traffic monitoring, management and control facilities and programs
- Surface transportation planning programs
- Transportation enhancement activities
- Transportation control measures that improve air quality
- Wetlands mitigation and natural habitat efforts related to projects funded under Title 23 USC
- Capital improvements for infrastructure-based intelligent transportation systems
- Environmental restoration and pollution abatement projects, including retrofit or construction of stormwater treatment facilities (limited to 20% of the total cost of reconstruction, rehabilitation, resurfacing, or restoration projects)

CONGESTION MITIGATION AND AIR QUALITY (CMAQ) -Eligible Projects:

- Transportation Activities in an approved State Implementation Plan or Maintenance Plan
- Transportation Control Measures
- Extreme Low-Temperature Cold Start Programs
- Public-Private Partnerships

- Alternative Fuels
- Traffic Flow Improvements
- Transit Projects
- Bicycle and Pedestrian Facilities and Programs
- Travel Demand Management
- Outreach and Rideshare Activities
- Telecommuting
- Fare/Fee Subsidy Programs
- Intermodal Freight
- Planning and Project Development Activities
- Inspection/Maintenance (I/M) Eligibility
- Magnetic Levitation Transportation Technology Deployment Programs
- Experimental Pilot Projects

TRANSPORTATION ENHANCEMENT ACT (TEA) - Eligible Categories:

- Provision of facilities for pedestrians and bicycles.
- Acquisition of scenic easements and scenic or historic sites.
- Scenic or historic highway programs.
- Landscaping and other scenic beautification.
- Historic preservation.
- Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals).
- Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
- Control and removal of outdoor advertising.
- Archaeological planning and research.
- Mitigation of water pollution due to highway runoff.

Exhibit 12

SCCRTC's Monitoring/Assistance Program for State and Federally Funded Projects

(Adopted 8/6/98)

1. State Highway Regional Share or Jointly-Funded Interregional Projects

- a. Memorandum of Understanding (overall) between Caltrans and SCCRTC
- b. Cooperative Agreement between Caltrans and implementing agency for each project
- c. Project development team (includes local jurisdiction, SCCRTC, Caltrans, others)
- d. SCCRTC staff assistance in coordination between local agencies and Caltrans
- e. Quarterly scope, schedule and budget status reports by Caltrans to the Commission, monthly reports as the project nears construction
- f. Submittal of early draft environmental and design documents by Caltrans to the project development team members for review
- g. Monitoring of the project schedule and budget by project milestones by SCCRTC
- h. Oversight of STIP amendments by SCCRTC

2. Local STIP Projects

- a. Biannual scope, schedule and budget status reports submitted by project sponsors to the Commission (proposed for March and September)
- b. Monitoring of the project schedule and budget by project milestones by SCCRTC
- c. Submittal of early draft environmental and design documents (65% to 80% stage, basic drawings, not plans and specs) by project sponsor to SCCRTC staff for review
- d. Review of project design (65% to 80% stage, basic drawings) by the Bicycle Committee
- e. Oversight of STIP amendments by SCCRTC
- f. Notification to SCCRTC of STIP allocation request by project sponsors
- g. Review of STIP allocation request and issuance of concurrence letter to Caltrans by SCCRTC staff to determine if project meets state law/guidelines and RTIP provisions; if issues exist, bring concurrence letter to Commission for approval

3. Local Non - STIP Projects (TDA, STP/CMAQ, TEA)

- a. Annual scope, schedule and budget status reports by project sponsor to the Commission (proposed for September)
- b. Submittal of early draft environmental by project sponsor to SCCRTC staff for review
- c. Review of project design (65% to 80% stage, basic drawings) by the Bicycle Committee, if appropriate
- d. Local agency assistance by SCCRTC staff as requested, particularly in interactions with Caltrans and the Federal Highway Administration
- e. Hold informational workshops as appropriate and provide a forum for discussing common implementation issues (ITAC)
- f. Encourage non-transportation departments or agencies to seek assistance from local public works departments if project delivery issues arise
- g. Submittal of courtesy copies of Environmental Enhancement and Mitigation grant requests by local agencies to SCCRTC staff