



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

MINUTES

**Thursday, February 14, 2013
3:30 pm**

Santa Cruz County Regional Transportation Commission
1523 Pacific Ave., Santa Cruz

The meeting was called to order by Chair Schiffrin at 3:32pm

Members Present

Commissioner Alternate David Reid	Commissioner Zach Friend
Commissioner Greg Caput	Commissioner Eduardo Montesino
Commissioner Alternate Andy Schiffrin	Commissioner Bruce McPherson

RTC Staff

George Dondero
Luis Mendez
Daniel Nikuna
Yesenia Parra

1. Introductions-Self introductions were made.
2. Additions or changes to consent and regular agenda-Deputy Director Luis Mendez noted that there were replacement pages for item 5.
3. Oral communications-none

**CONSENT AGENDA
(Montesino, Friend) unanimous**

4. Accepted first and second quarter FY12-13 warrants and credit card reports

REGULAR AGENDA

5. Amendments to the FY12-13 Budget & Work Program

Deputy Director Luis Mendez said that the proposed budget amendments included: carry- over fund corrections, work trend adjustments and funding for project needs. Projects impacted by the amendments include the 511 Traveler Information System and the Monterey Bay Sanctuary Scenic Trail as well as the Rural Planning Assistant funds.

Deputy Director Mendez responded to questions regarding differences in the approved budget versus the proposed budget.

Commissioner Montesino moved and Commissioner Alternate Reid seconded the staff recommendation that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Regional Transportation Commission (RTC) approve the FY 12-13 Budget and Work Program amendments.

The motion passed unanimously

6. Fiscal Year FY13-14 Proposed Budget

Deputy Director Luis Mendez reminded the Committee that the RTC prepares a proposed budget at the beginning of the year to present to the B&A/P Committee for their consideration. The purpose of the early proposal is so that the recipients of TDA funds are informed of their TDA apportionment early enough to include it in their budgets.

Commissioner Caput arrived.

Mr. Mendez noted that \$6.4 million in TDA revenues is estimated for this fiscal year. Most of the revenues are allocated to METRO and the remaining funds go to local jurisdictions for planning and administration. He reported that in the past years, allocations have been reduced due to lower TDA revenues. However, the proposed FY13-14 budget includes an increase in apportionments to all recipients with the exception of Bike to Work and the Community Traffic Safety Coalition because their apportionments were increased in FY11-12 to the pre-recession levels. Bike to Work also received an augmentation of \$10,000 in FY12-13.

Commissioner Friend departed.

Mr. Mendez summarized several other changes and additions to the proposed budget to include the loss of funding from the Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds for the Commute Solution program at the end of the current fiscal year.

However, the program will continue to be funded by Regional Surface Transportation Program Exchange funds (RSTPX) as approved by RTC. There will also be some carry over funds from the Park and Ride lots and carpool incentive programs that will be part of the Commute Solutions budget. He also noted that the RTC approved Regional Surface Transportation Program funds (RSTP) for the Freeway Service Patrol Highway 1 beat. He said that there will also be some carry over funds from the Highway 1 Auxiliary Lane Project that will be used for anticipated work in FY13-14 that includes the release of the draft environmental document which will require more staff and consultant work.

Mr. Mendez also discussed the TDA and RTC operating reserve funds. He said that the RTC Rules and Regulations state that the TDA reserve fund should be 8% of anticipated TDA funding. He also noted that the RTC established a 30% reserve fund goal for the RTC operating reserve, where 22% is restricted and 8% is not. He noted that there were not sufficient funds to reach the 30% goal so it was funded at 17%. When the carry over funds are determined for FY12-13, the RTC can determine if any carry over funds can be allocated to the RTC operating reserve to meet the established 30%.

Responding to questions, Mr. Mendez said that the Bike Signage work is anticipated to resume in FY13-14. He also said that staff is working to find a consultant or work with the County of Santa Cruz to assist with rail property management.

Staff was directed to provide a report on operating cost vs. lease revenue for the Rail Line.

Commissioner Alternate Reid moved and Commissioner Montesino seconded the staff recommendation that the Budget and Administration/Personnel (B&A/P) Committee recommend that the Santa Cruz County Regional transportation Commission (RTC) approve the attached proposed FY13-14 budget.

The motion passed unanimously.

Mr. Mendez asked if committee members were interested in continuing to serve on this committee. All members would like to continue on the committee. Mr. Mendez said that members will be officially reappointed to serve on this committee at the March RTC meeting.

Commissioner Schiffrin requested that the B&A/P committee meetings be moved to the CAO's office and that the start time be changed to 3:00pm. The members agreed to the change.

7. Adjournment-meeting adjourned at 4:16

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, April 11, 2013 at 3:30 p.m. at the CAO's conference room 701 Ocean Street Santa Cruz CA

Respectfully submitted,

Yesenia Parra, Staff

ATTENDEES

Les White	SCMTD
Virginia Johnson	Supervisor McPherson's office