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GENERAL MANAGER/CEO

A G E N D A

COMMUNITY RELATIONS COMMITTEE COMMITTEE OF THE WHOLE (Accessibility, Senior Services, and Community Issues)

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA**

WEDNESDAY, DECEMBER 14, 2011 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of November 9, 2011

INFORMATIONAL

3. Accessibility Update - Tina DuBost
4. Paratransit Coordinating Council (PCC) Update - Nancy Keegan
5. Citizens Advisory Committee Liaison Report - Peter Ratto
6. Mobility Management Report – Fixed-route Bus Service
7. Multimodal Ridership Report - October 2011

Committee Members: Rose Guilbault, Carole Groom, Shirley Harris

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 9, 2011**

Committee Members Present: R. Guilbault (Committee Chair), C. Groom

Committee Members Absent: S. Harris

Other Board Members Present, Constituting Committee of the Whole: J. Deal, J. Gee
Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez,
N. McKenna, D. Miller, M. Scanlon, M. Simon, B. Welch

Committee Chair Rose Guilbault called the meeting to order at 2:03 p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
October 12, 2011**

The committee approved the minutes (Lloyd/Deal).

Accessibility Update

Manager of Accessibility Services Bill Welch reported:

- Staff is in the process of purchasing two new Redi-Wheels buses which will replace two sedans.
- Work continues on the Interactive Voice Response Project and staff is currently customizing the product.

Paratransit Coordinating Council (PCC) Update

PCC Chair Nancy Keegan reported:

- The PCC met yesterday and John and Dorothy Sorensen from the California Senior Legislature were guest speakers.
- The PCC will be at Senator Jackie Speier's Seniors on the Move event tomorrow in South San Francisco.
- PCC member Diane Griffith will be installed as president for the American Council for the Blind.

Director Adrienne Tissier arrived at 2:07 p.m.

CAC Liaison Report

Chair Peter Ratto reported:

- The CAC received a presentation on the SamTrans Service Plan preliminary analysis and criteria.
- Long-time CAC member Wayne Kingsford-Smith passed away last week.

Mobility Management Report – Shuttles

Deputy CEO Chuck Harvey reported:

- There are 31 Caltrain shuttle routes operating in three counties serving 19 stations.
- There are eight BART shuttle routes serving six stations.
- The shuttle routes generate about 5 million passenger miles.
- Business partners include Genentech, Stanford University and Oracle.
- Public partners include the Bay Area Air Quality Management District (BAAQMD), City/County Association of Governments of San Mateo County (C/CAG), Peninsula Traffic Congestion Relief Alliance and the San Mateo County Transportation Authority (TA).
- The total Fiscal Year 2012 shuttle program is \$6.5 million.
- Employers pay 61 percent of the SamTrans/BART shuttles and 38.5 percent of the Caltrain shuttles; the TA pays 77.6 percent of the Community shuttles.
- The Bayshore/Brisbane shuttle is a community shuttle put into service because there was no transportation in the area. It provides peak-hour commuter service and mid-day on-demand service.

Director Carole Groom asked if the on-demand comes to your home. Mr. Harvey said yes and there is no fee.

Chair Karyl Matsumoto asked if this is a partnership shuttle. Mr. Harvey said there is no money for this shuttle from Daly City or Brisbane. The cost is split between the TA and C/CAG.

Chair Matsumoto asked if this could be used for schools. Mr. Harvey said no.

- Caltrain and SamTrans shuttles rely on many funding partnerships.
- All companies and cities that sponsor shuttles have extended their contracts through June 2012.
- Average weekday BART shuttle ridership in September was about 2,000 and almost 7,000 for the Caltrain shuttles.
- The five largest shuttle routes are Marguerite, Gateway/Genentech, Pacific Shores, Shoreline and Redwood Shores.
- Shuttle operators are prepared to respond to unplanned situations, adjusting schedules, bus bridging and supporting various Caltrain emergency operations including security, mechanical issues, disaster and accidents.
- The \$1 million BAAQMD grant was approved for calendar year 2012.
- The current option year for the Caltrain shuttle operator contract expires September 2012.
- The C/CAG grant fluctuates based on license plate fees and FY2012 is down almost \$100,000 from FY2009.

Committee Chair Guilbault asked how many shuttles there are and the capacity. Mr. Harvey said there are 40 routes and the capacity on each varies depending on the location of the shuttle.

Committee Chair Guilbault asked why people aren't charged for shuttles, especially during mid-day. Mr. Harvey said it is an employer benefit to the employee to span the last mile. Setting up fare collection on a shuttle is very difficult.

Multimodal Ridership Report – September 2011

- Bus ridership was 47,300, a decrease of 4.5 percent.
- Paratransit ridership was 1,099, a decrease of 2.7 percent.
- Caltrain ridership was 45,370, an increase of 9.8 percent.
- Caltrain shuttle ridership was 6,799, an increase of 22.2 percent.
- BART shuttle ridership was 1,967, a decrease of .1 percent.
- Overall ridership was 102,535, an increase of 3 percent.

Mr. Harvey said farebox revenue for September 2011 versus September 2010 is up, but ridership is down. He said staff is examining this anomaly.

Adjourned: 2:36 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

This report is for information only. No policy action is required.

SIGNIFICANCE

Several groups advise SamTrans on accessible service issues. The Paratransit Coordinating Council (PCC) provides a forum for consumer input on paratransit issues. The Advocacy and Legislative Committee (AL-Com) is the advocacy arm of the PCC. The SamTrans Accessibility Advisory Committee (formerly the Americans with Disabilities Act Technical Advisory Committee or ATAC) is a SamTrans committee that advises on accessibility issues, particularly related to fixed-route service. Each group has requested that the Board be informed of the issues discussed at meetings.

The PCC meets monthly (except for August). The SamTrans Accessibility Advisory Committee (SAAC) meets every two months. The PCC Advocacy meetings are held on a quarterly basis.

The minutes from the October 4 AL-Com meeting, the October 11 PCC meeting and the July 21 SAAC meeting are attached.

Prepared by: Bill Welch, Manager, Accessible Transit Services
Tina Dubost, Accessibility Coordinator

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**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
Advocate /Legislative (AL-Com) Committee Meeting**

October 4, 2011—1:00 pm

MEETING MINUTES

ATTENDANCE

Members Present: Mike Levinson, AL-Com Chair; Dale Edwards, Consumer; Aki Eejima, Consumer; Bill Welch, SamTrans; Stephanie Hill, Consumer; Dan Mensing, Consumer.

Guests: Marc Hershman, Guest speaker, 19th District Director for Assemblymember Jerry Hill; Elly Colwell, SamTrans; Tina Dubost, SamTrans; Alexa Johanson, CID; Maria Kozak, Consumer; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Henry Silvas, SamTrans; Rose Berta, PCC Staff.

(Total Attendance: 15)

WELCOME/INTRODUCTION

Mike welcomed everyone to the October AL-Com meeting.

LEGISLATIVE UPDATE

Mike introduced guest speaker Marc Hershman, District Director for Assemblymember Jerry Hill, 19th District. Marc, a former SamTrans Board member, shared his enthusiasm of being a guest speaker for AL-Com. He has been on the job for three years since Jerry Hill's election to the State Assembly. He has offices in Sacramento and in San Mateo. The 19th District serves approximately 400,000 people. The major functions include:

- Communicating with constituents through letters, phone calls, and emails. All letters are read. Marc encourages everyone to write and include their local address and phone number to identify them as local constituents, so they can receive a written response.
- Assisting constituents on issues relating to DMV, Medi-Cal, and social services.
- Representing the state at various meetings throughout the county such as PCC, school boards, Caltrain, etc. Marc attends when Assemblymember Hill cannot attend.
- Direct communication to Marc at marc.hershman@asm.ca.gov or 1528 South El Camino Real, Suite 302, San Mateo 94402; (650) 349-1900, ext. 14.

Other items discussed included:

- The San Bruno explosion—a number of legislative bills are in the works to institute reforms on regulators and PG&E practices.
- Assemblymember Hill hosts informal meetings throughout the district—"Java with Jerry"
- Young people can participate in programs for kids going to Washington, DC and Sacramento through their schools.
- Programs on car safety seats, wealth management and *Seniors Against Investment Fraud* are a few programs Marc's office host.
- COD would like to work with Marc's office on paratransit issues.
- Assembly and senate redistricting are in the works which will impact the 19th District

- Open primaries—everyone runs and the top two vote-getters face off in November
- Accessible voting machines are in place; Alexa shared that CID is committed to making it as easy as possible for people with disabilities to vote.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Mike gave an update on the Interactive Voice Response (IVR) system for the imminent arrival calls, and explained further testing is still required before rolling out the system. There is no set date yet for rollout of the system.

Bill, Mike, Lynn, and the representative from Serra Cab met to discuss the possibility of the cab company providing same day service. Serra Cab agreed to extend their 10% discount given to seniors to all people with disabilities in San Mateo County, including Redi-Wheels clients. This is still a work in progress and is strictly between Serra Cab and the clients, not SamTrans.

Maria Kozak asked John Murphy if there is a policy on restroom breaks. John replied that restroom breaks are only allowed at designated stops; however, if the driver feels it is appropriate, then the driver must request permission from the dispatcher for the unscheduled stop.

Tina clarified the issue of clients not being able to cancel an early morning ride due to the dispatch being closed between midnight and 4:00 am. Tina said that less than 1% or fewer trips are cancelled and they work with the clients in this situation.

COMPLAINT REVIEW COMMITTEE—OPEN DISCUSSION

Tina distributed and presented the statistics on Comments by Type report. The most significant statistic is that complaints per 1,000 rides are better than the standard. This represents customer needs are being met. Service requests increased from 9 to 16 this quarter and included requests such as comments on the fare increase and other miscellaneous items; there is no pattern.

Mike announced that a group of PCC members are contributing to the “Meals on Wheels” event by meeting for pizza at a sponsored restaurant.

Tina explained the definition for “customer error comments”—not possible to verify the complaint; referred to as “he said, she said”. Bill said that the explanations on the terms are included in the PCC packet and would like it available at the AL-Com meeting in the future.

Dan asked if the 10-minute ahead requirement to be ready for vehicle pickup will still be in effect when the rainy season begins. Bill said yes, it is a requirement; when the IVR goes live, it will help the customer know when the vehicle will actually arrive and will improve communication.

OTHER BUSINESS

The fall newsletter is available for distribution.

This month is driver appreciation month to personally acknowledge drivers and dispatchers.

MV appreciation party will be held next week on October 11.

Next meeting will be on Tuesday, January 3, 2012 at 1:00 pm.

MEETING ADJOURNED: 3:00 PM.

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
October 11, 2011
MEETING MINUTES**

ATTENDANCE

Members Present: Nancy Keegan, Chair; Mike Levinson, AL-Com Chair; James Asche, OES; Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Dale Edwards, Consumer; Aki Eejima, Consumer; Stephanie Hill, Consumer; Barbara Kalt, Rosener House; Benjamin McMullan, CID; Dan Mensing, Consumer; Sammi Riley, Consumer; Bill Welch, SamTrans.

Absentees: May Nichols, Vice Chair; Judy Garcia, Consumer; Diane Griffith & Joey, Consumer; Michal Settles, Coastsides; Marie Violet, Sequoia Hospital.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Enrique Silvas, SamTrans; Mike Stevenson, MV Transportation; Rose Berta, PCC Staff.

(Total Attendance: 20) Quorum--Yes

WELCOME/INTRODUCTION

Chair Nancy Keegan called the meeting to order at 4:00 pm and welcomed all to the October PCC meeting.

APPROVAL OF SEPTEMBER PCC MINUTES

Nancy asked for a vote of approval for the September minutes. Dan moved to approve the minutes and Mike seconded the motion. The motion was approved with Aki and Jim abstaining.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)

Mike shared he had a vibrant AL-Com meeting last week with Marc Hirschman, District Director for Assemblymember Jerry Hill. Marc spoke about the legislative process, some projects he is following, and discussed some non-transit projects. Marc provided his office telephone: (650) 349-1900 ext. 14; email: marc.hershman@asm.ca.gov

Alexa Johanson, advocate from the Center for Independence of the Disabled, Inc. (CID), attended the meeting and mentioned that she is making sure that accessible voting is in place throughout the county.

There was a brief discussion on the taxi issue. Serra Cab is considering extending their 10% discount given to seniors to all people with disabilities in San Mateo County, including Redi-Wheels clients. . It is still a work in progress.

B. GRANT/BUDGET REVIEW

Barbara and Linda gave the update on the 5310 grant. Following last month's discussion about Redi-Wheels receiving a high score on the 5310 grant application for two new buses, Linda followed up with Kristen Mazur of MTC to find out about the schedule. Linda learned that the "clock does not start ticking" until after the Commission approve the program of projects, likely sometime in November.

C. EDUCATION COMMITTEE

Maureen reported that the newsletters are being distributed today; the *Seniors on the Move* Conference will take place on November 10 and the PCC needs volunteers for this event—contact Rose. The committee is still discussing the role and function of the newsletter.

October was designated as Driver Appreciation month. Senior Focus had a banner and provided refreshments for the drivers to show their appreciation.

Nancy shared that she received a call about the newsletter demonstrating it is read and the person said he was glad to learn that there is an advocacy group on paratransit issues in the county. Nancy will forward the comment to Bill.

D. EXECUTIVE COMMITTEE

Nancy said that SamTrans Board Chair Karyl Matsumoto who attended our meeting last month was very impressed. The next Executive conference call will be in early November.

Linda presented the bylaws and Nancy asked for approval of the bylaws as amended. Mike moved for approval and Dale seconded the motion. The motion was unanimously approved. The bylaws will be posted on the PCC website.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill thanked Maureen for contributing her time and serving on the appeals panel last Friday. Nancy noted that the Executive Committee members rotate to serve on the appeals panel. Bill is working on a regular schedule to make it easier to get volunteers.

Bill recognized the Bus Evaluation Committee, Mike, Stephanie, and Sammi for their input and advice on how to improve the bus design. They had a wonderful session with the cut-away bus and received great suggestions on how to improve the bus design such as the seat belts buckling procedure and placing the grab straps in positions to get to the back safely.

SamTrans will be receiving two new buses; manufacturing will begin within 1 ½ months, it will take 2-3 months to build, and is scheduled to go into service shortly after New Year. The funding includes 70% with 5310 funds and the remaining funds coming from the State and SamTrans. Bill explained ridership will be closely monitored to determine whether two new vehicles can be absorbed in the future. Barbara said that ridership should increase as the economy improves and the aging population grows. Productivity is presently at the highest level; therefore, the appropriate size of the two replacement vehicles is still being determined.

Bill gave an update on the IVR (Interactive Voice Response) project. There is a major improvement on the imminent arrival call within 10 minutes before the scheduled ride—up 95% from last month. They are still sorting through some of the “bugs” and agency routes are still being tested. Nancy thanked Tina for her hard work and all PCC consumers for their participation in the testing phase.

B. Performance Summary

Tina reported total trips served is down slightly from August 2010; average week day ridership is also down slightly; same day cancels are better than previous month; no shows have increased; number of Redi-Wheels riders is almost identical with August 2010; on time performance and productivity are excellent.

C. Customer Comments

Elly reported that total comments increased from July to August; policy and service related have gone down and compliments have gone up. Average overall response time has increased a little but still remains well under the 7-day turn around limit, thanks to Sophie and Lynn. With the Comments by Type, compliments have gone up and everything else remains consistent.

Tina provided a definition on what an advanced reservation represents—everything that is not an agency trip or an individual subscription trip. Linda said that the data shows that approximately 9,000 is the number of agency trips and subscription trips combined, which represents approximately 40% of the total trips served.

There was a discussion of the increased number for *no shows* or *late cancels*. Tina was asked if there is a charge imposed to customers for *no shows*. Tina said that there is no charge for *no shows* but too many *no shows* or *late cancels* (3) within a 4-month rolling period can result in a suspension of service for a month. Nancy mentioned that the cost of a *no show* is approximately \$30-\$40 per trip.

D. Safety Report

John reported a great September month with no chargeable accidents for either Redi-Wheels or RediCoast. There were four non-chargeable accidents where the buses were bumped in the rear.

LIAISON REPORTS

A. MTC REPORT

No report.

B. AGENCY

Barbara said that Bill covered most of the report on the agencies. They met earlier today and discussed the IVR for agencies that have unique situations. The program’s goal is to have clients arrive at a certain time at agencies rather than using pick up times, which makes IVR challenging. They also discussed the challenges facing day services because of pending budget cuts; all want to serve people who need the services.

Dale asked how the “Meals on Wheels” turned out to which Barbara said there were 50 restaurants that donated 10% of their receipts for that day.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

No report. Linda said that Michal always writes about the CTC meeting and includes a picture of the attendees for the newsletter and thanks Michal for her input.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike said much of the information has already been discussed. The committee discussed eligibility, appeals, and late cancels. Mike referred to Bill’s ten-step project to reduce late cancels and to sharpen people’s awareness on the importance of reducing late cancels.

Maureen suggested that maybe educating riders of the cost of a ride and a late cancel will reduce the number of no shows and late cancels.

Next meeting is on November 1, 2011.

E. COMMISSION ON AGING (COA) REPORT

May is absent. Linda shared May’s email. May is speaking on October 17 at the Commission on Aging talk at Fair Oaks.

F. COMMISSION ON DISABILITY (COD) REPORT

No report.

G. OFFICE OF EMERGENCY SERVICES (OES) REPORT

Jim thanked Mike for attending the combined THRIVE Commission on Disabilities *Get Ready* network forum for emergency preparedness last month. The event was well received. The guest speakers from the US Geological Survey and National Weather Service got everyone enthusiastic about being ready for the next emergency happening. They received great feedback on the special needs panel. They received many compliments and had more requests about emergency shelters and how they work, and how to remain independent.

Jim’s office is in the process of preparing for their 3-year renewal for being a storm-ready and tsunami-ready county, as designated by the National Weather Service. The renewal process should be completed by the end of the calendar year.

Nancy asked if there was an update on the location of all licensed care facilities and ridership list of people in need of assistance. Jim said confidential and liability issues are being discussed.

Jim announce that Channel 2 is airing a special program at 9:00 pm—*The Next Bay Area Earthquake*.

OTHER BUSINESS

Mike shared his experience with his eligibility ride. Consumers may not be aware that trips to and from the eligibility office should be free of charge. Further discussion on this topic will be discussed at the next ERC meeting.

Aki announced that there are proposals being made for residential developments Bay Meadows.

Dale made a courtesy announcement of the annual meeting in San Francisco with their PCC on November 5 at 711 Eddy St., San Francisco, 1:00-4:00 pm. Dale will distribute information to Rose.

MEETING ADJOURNED: 4:35 PM.

SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE

MEETING SUMMARY – July 21, 2011

PRESENT: Cam Acker, Tom Collette, Jim Engvall, Doris Maez, Ben McMullan

ABSENT: Alec Karp (Chair), Alice McGrath

GUEST: Cam Acker

SAMTRANS STAFF: Lauren Dong, Tina Dubost, Richard Lesser

I. Introductions

II. Approval of Minutes

III. Fixed Route Bus and Caltrain

A. SamTrans Service Plan

Lauren Dong described the developing SamTrans Service Plan, highlighting areas for future service growth and improvement. There is a concerted public outreach process to garner consumer feedback and suggestions, including a meeting here at SamTrans headquarters next week.

Cam Acker asked about attendance at outreaches. There were 20 to 30 attendees at the last two events, as well as some media and government officials.

Cam Acker and Jim Engvall asked about tracking system usage by people with disabilities. A count is maintained of the number of Eligible Discount fares, but it is not specific as to what kind of disability consumers have. Tina Dubost mentioned that there is a sample count of lift usage by wheelchairs on SamTrans.

Tom Colette asked if materials were available in Spanish and Chinese. There is a Spanish translation provided, and that evening's meeting was to have both a Tagalog and Chinese translator.

It was suggested that a user group of disabled consumers would be a good contributor to discussions of the Service Plan.

B. Clipper/RTC Use by Blind and Visually Impaired Customers

Richard Lesser presented information about accessibility improvements being discussed for Caltrain Clipper/RTC users especially those for people with visual impairments. These include auditory indication for the location of the card readers, a better way to distinguish tag on from tag off using auditory cues and tracking one's current balance on the Clipper/RTC card.

Possible future solutions include a tone to indicate the card reader location, a double-beep to indicate a tag-off to contrast with the single tag-on beep, and card reading machines at the stations. An immediate step that was taken is to authorize train conductors to provide card balance and transaction information to RTC cardholders by using their handheld devices.

C. FTA ADA Rail Station Assessment

The Federal Transit Administration (FTA) selected five Caltrain stations to assess for ADA compliance and accessibility. Caltrain assembled a team to facilitate and coordinate with the inspector. The process went smoothly and a full report should be given to Caltrain in six months with findings and recommendations.

IV. Paratransit Update

Tina Dubost stated that the annual re-certification for Lifeline Fare Assistance is under way. This provides low-income Paratransit users with a discounted \$1.75 fare rather than the full \$3.75 based on their confirmed participation in Federal Supplemental Security Income, San Mateo General Assistance, or Medi-Cal.

A high service productivity of 1.81 passengers per hour was achieved. Work is continuing to reduce "late cancels" of less than two hours before the trip, to improve system efficiency, through consumer education and engagement such as discussions with dialysis centers.

V. Announcements and Other Business

Doris Maez attended "Dump the Pump" day at North Base and was very impressed with SamTrans' organization and handling of transportation logistics.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **MOBILITY MANAGEMENT REPORT: FIXED-ROUTE BUS SERVICE**

ACTION

This report is for information only. No policy action is required.

SIGNIFICANCE

This presentation is part of this fiscal year's series of detailed performance reports presented to the Board. Each of the District's four transportation modes – SamTrans motor bus, ADA Paratransit, Caltrain and Shuttles – are featured individually each month. This month features a report on the SamTrans fixed-route bus service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on ridership, on-time performance, token usage, and other developments.

This month's presentation will be presented via PowerPoint. A handout will be provided at the meeting.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: **MULTIMODAL RIDERSHIP REPORT - OCTOBER 2011**

ACTION

This report is for information only. No action is required.

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Year (FY) 2010 vs. FY2011 and year-to-date comparisons of FY2011 vs. FY2012.

Table “A” also provides the average weekday ridership of the BART SFO Extension as a separate line.

**MONTHLY RIDERSHIP HIGHLIGHTS—OCTOBER 2011 COMPARED TO
OCTOBER 2010**

All Modes – AWR of 99,646, a decrease of 0.4 percent.

Bus – AWR of 46,220, a decrease of 4.9 percent.

Paratransit - AWR of 1,082, a decrease of 3.7 percent.

Caltrain - AWR of 42,620, an increase of 0.4 percent.

Caltrain Shuttles - AWR of 7,671, an increase of 31.9 percent.

BART Shuttles - AWR of 2,053, a decrease of 1.4 percent.

SamTrans Promotions – October 2011

Family Resource Fair – SamTrans participated in the Family Resource Fair sponsored by the Health Plan of San Mateo County and *The Daily Journal*. The fair, held at the The Shops at Tanforan, provided an opportunity for families to learn about resources offered by agencies throughout the county. SamTrans provided information on discount passes, Clipper® and general trip planning. An ad ran in *The Daily Journal* eight times and the newspaper also included a SamTrans web banner on its site.

El Camino Real – SamTrans started a two-month campaign to encourage El Camino Real neighbors to “Get Out and Ride.” One of the primary messages focused on service frequency offered by Routes 390 and 391. Campaign elements included mailing bilingual information with two free one-way tickets to 26,561 residences along the corridor from Daly City to Redwood City, newspaper ads, bus shelter ads and social media postings. To make it easy for customers to see the frequency offered by Routes 390 and 391, staff developed a combination timetable and created a special web page with handy maps. In the first month, more than 5,000 tickets were used.

Clipper – With just a couple of months left before paper Monthly passes are replaced by Clipper cards, staff continued to reach out to customers to make them aware of the change. One of the main focuses was to stock the buses with Clipper brochures and information and to run an onboard electronic message. Staff, supplemented by personnel provided through a Metropolitan Transportation Commission contract, planned and attended outreach events. SamTrans also offered Saturday hours to accept Clipper applications from youth and seniors.

Disney on Ice – SamTrans partners with Disney on Ice to encourage kids of all ages heading to the ice show to use public transit as their magical carriage ride. Disney offered a discount to SamTrans customers, included SamTrans in its TV commercial and produced an adcard for the buses. SamTrans included information about the event in its *Transit Fun Guide*.

Publication: SamTrans issued its fall edition of *Transit Fun Guide*, which list destinations accessible by a SamTrans bus.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Ted Yurek, Senior Planner 650-508-6471

Table A
Average Weekday Ridership

October 2011				<u>FY2011/FY2012</u>
<u>Mode</u>	<u>FY2010^</u>	<u>FY2011</u>	<u>FY2012</u>	<u>%Change</u>
Bus +	52,160	48,590	46,220	-4.9%
Paratransit	1,146	1,124	1,082	-3.7%
Caltrain # +	38,170	42,440	42,620	0.4%
Caltrain Shuttle #**	5,935	5,814	7,671	31.9%
BART Shuttle	2,131	2,083	2,053	-1.4%
Total	99,542	100,051	99,646	-0.4%
BART (Extension Only)*	37,336	39,265	42,978	9.5%
Grand Total	136,878	139,316	142,624	2.4%

Year to Date				<u>FY2011/FY2012</u>
<u>Mode</u>	<u>FY2010^</u>	<u>FY2011</u>	<u>FY2012</u>	<u>%Change</u>
Bus +	48,440	44,320	42,640	-3.8%
Paratransit	1,143	1,124	1,088	-3.2%
Caltrain # +	39,740	41,350	44,330	7.2%
Caltrain Shuttle #**	5,706	5,401	6,959	28.8%
BART Shuttle	1,976	2,001	1,822	-9.0%
Total	97,005	94,196	96,839	2.8%
BART (Extension Only)*	37,052	38,818	42,742	10.1%
Grand Total	134,057	133,015	139,581	4.9%

System

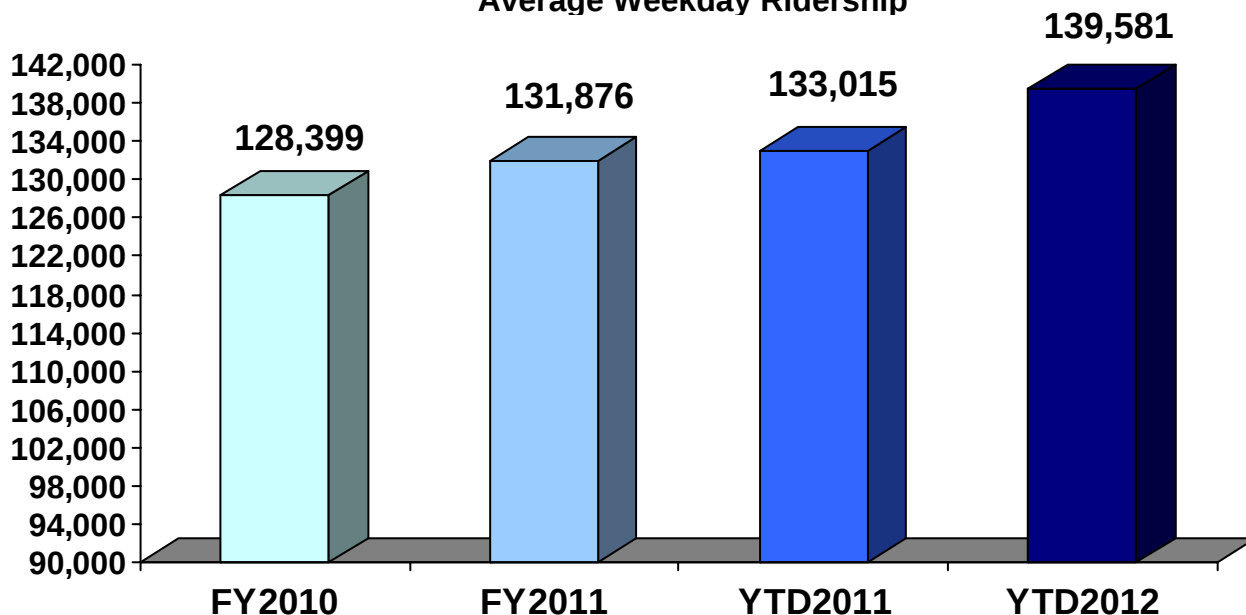
* Extension Only (No Daly City)

+ Rounded to nearest tens

^ Service cuts/reduced (12/09)

** FY10 & 11 Caltrain shuttle figures adjusted to remove North Burlingame shuttle that is not District funded.

Chart A
Average Weekday Ridership





BOARD OF DIRECTORS 2011

KARYL MATSUMOTO, CHAIR
JERRY DEAL, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A
FINANCE COMMITTEE
COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, DECEMBER 14, 2011 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of November 9, 2011
2. Acceptance of Statement of Revenues and Expenses for October 2011
3. Authorize the Amendment of the Fiscal Year 2012 Operating Budget by \$589,848 from \$128,453,259 to \$129,043,107
4. Authorize the Amendment of the Fiscal Year 2012 Capital Budget by \$8,916,965 from \$19,507,313 to \$28,424,278
5. Authorize the Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$60,000 for the Grand Boulevard Initiative
6. Authorize Approval to Tax Defer Member Paid Contributions to California Public Employees' Retirement System
7. Authorize the Execution of Annual Service Contracts with the City/County of San Francisco Through its Airport Commission to Receive Funds for Route 397 Owl Service

Committee Members: Shirley Harris, Jeff Gee, Adrienne Tissier

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Draft

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 9, 2011**

Committee Members Present: J. Gee, A. Tissier

Committee Members Absent: S. Harris (Committee Chair)

Other Board Members Present, Constituting Committee of the Whole: J. Deal, C. Groom, R. Guilbault, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto

Staff Present: J. Cassman, C. Cavitt, M. Colondres, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Director Jeff Gee called the meeting to order at 2:36 p.m.

Approval of Minutes of Finance Committee Meeting of October 12, 2011

The Committee approved the minutes (Lloyd/Guilbault).

Approval of Revenues and Expenses for June 2011 (unaudited)

No discussion.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Approval of Revenues and Expenses for September 2011

No discussion.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2011

No discussion.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Authorize Execution of Clipper Memorandum of Understanding Amendment Number 1

Chair Karyl Matsumoto asked how the incentive payments were determined. Executive Officer Customer Service and Marketing Rita Haskin said the Metropolitan Transportation Commission allocated money to each agency as incentive payments to transition people over to Clipper based on the predicted usage. SamTrans and Caltrain are much smaller than the other agencies and that is why the numbers are much lower.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Authorize Reduction of Employer Paid Member Contributions to the Public Employees Retirement System by 2 Percent Effective January 1, 2012

No discussion.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Authorize Continued Participation in the Public Employees Retirement System (PERS) Medical for the Former Administrative Employees Now Represented by the Amalgamated Transit Union and the International Brotherhood of Teamsters

Chair Matsumoto asked for clarification on the numbers for 2009. Director of Human Resources Monica Colondres said prior to entering into collective bargaining agreements with the Teamsters and the Customer Service Unit of the Amalgamated Transit Union these employees were included in the administrative group and already had a fixed contribution for PERS medical. This action is to create the new groups for these employees. PERS requires that each of the individual groups be identified.

Legal Counsel David Miller said there is a closed session item on the Board agenda that deals with the Bus Contracts Inspector Unit and would recommend this be severed at the Board level and not approved until the Teamster agreement is approved.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Authorize Amending the Funding Agreement with the San Mateo City/County Association of Governments for Community Based Transportation Planning Services and Increasing the Fiscal Year 2012 Operating Budget by \$30,000

No discussion.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Authorize the Disposal of 10 Surplus Buses

No discussion.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the report.

Director of Contracts and Procurement Cheryl Cavitt said staff is asking the Committee recommend the Board award three contracts. Each contract was put through the Invitation for Bid process where staff determined the best qualified and lowest responsive bidder.

Authorize Award of Contract to United Performance Corporation for Automotive Repair Services for a Three-year Base Term for a Total Estimated Cost of \$389,752

Authorize Award of Contract to Chandler Enterprises, Inc. for Furnishing Overhead and Mechanical Door Services for a Three-year Base Term for a Total Cost of \$299,037

Authorize Award of Contract to World Courier Ground for Providing Mail Courier Services for a Five-year Term for an Estimated Cost of \$182,700

The Committee (Lloyd/Kersteeen-Tucker) unanimously recommended Board acceptance of the report.

Adjourned: 2:44p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING OCTOBER 31, 2011 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of October 2011 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 13) are \$95,700 or 0.2 percent **worse** than revised budget. *Investment Interest* (page 1, line 9) is **worse** than budget by \$26,150 or 2.9 percent and *Other Interest, Rent & Other Income* (page 1, line 10) are **worse** than budget by \$70,356 or 4.6 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$2,553,419 or 5.7 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$2,092,836 or 6.2 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$424,654 or 9.1 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$35,929 or 0.6 percent.

Budget Amendments: There are no budget amendments for the month of October 2011.

Prepared by: Sheila Tioyao, Manager, Financial Services
Jeannie Chen, Senior Accountant

650-508-7752
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2012
OCTOBER 2011**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<u>SOURCES OF FUNDS</u>								
Operating Revenues								
1 Passenger Fares	1,581,466	5,711,527	5,815,007	5,814,433	100.0	17,443,300	17,443,300	33.3
2 Local TDA and STA Funds	4,667,271	20,471,634	18,669,084	18,669,084	100.0	33,000,814	33,000,814	56.6
3 Pass through to Other Agencies	0	325,098	181,790	181,790	100.0	281,790	281,790	64.5
4 State/Federal Operating Grants	78,559	118,813	92,550	92,550	100.0	10,202,857	10,202,857	0.9
5 Measure A and AB434 Funds	723,895	2,948,407	3,009,542	3,009,309	100.0	8,996,335	8,996,335	33.5
6 Subtotal - Operating Revenues	7,051,191	29,575,479	27,767,973	27,767,167	100.0	69,925,096	69,925,096	39.7
Other Revenue Sources								
8 District 1/2 Cent Sales Tax	4,907,733	20,050,667	20,587,733	20,587,733	100.0	61,500,000	61,500,000	33.5
9 Investment Interest	199,212	1,383,801	882,305	908,455	97.1	2,150,620	2,150,620	41.0
10 Other Interest, Rent & Other Income	380,447	1,990,259	1,470,330	1,540,686	95.4	5,972,275	5,972,275	24.6
11 Other Sources	0	0	0	0	0.0	5,700,000	5,700,000	0.0
12 Subtotal - Other Revenues	5,487,393	23,424,727	22,940,368	23,036,874	99.6	75,322,895	75,322,895	30.5
13 Total Revenues	12,538,584	53,000,206	50,708,341	50,804,041	99.8	145,247,991	145,247,991	34.9
14 Capital Assistance	120,935	1,455,634	212,561	212,561	100.0	14,194,614	25,982,954 A	0.8
15 Reserves Programmed for Capital	311,442	1,191,077	1,214,199	1,214,199	100.0	0	13,559,868 A	0.0
16 Total Revenues - All Sources	12,970,961	55,646,917	52,135,101	52,230,801	99.8	159,442,605	184,790,813	28.2
<u>USES OF FUNDS</u>								
Operations								
20 Motor Bus	8,624,165	30,033,947	31,622,012	33,714,848	93.8	99,414,897	99,414,897	31.8
21 A. D. A. Programs	1,080,128	4,217,215	4,265,110	4,689,764	90.9	14,069,346	14,069,346	30.3
22 Caltrain	714,897	6,263,451	4,900,826	4,900,826	100.0	10,620,000	10,620,000	46.1
23 Other Multimodal Programs	323,106	1,599,016	1,288,146	1,324,075	97.3	3,967,226	3,967,226	32.5
24 Subtotal - Operating Costs	10,742,296	42,113,628	42,076,094	44,629,513	94.3	128,071,469	128,071,469	32.9
Other Uses of Funds								
26 Pass through to Other Agencies	0	325,098	181,790	181,790	100.0	281,790	281,790	64.5
27 Transfer Out to Debt Service	2,978,376	8,150,712	8,149,996	8,149,996	100.0	24,477,279	24,477,279	33.3
28 Fiscal Agent Fees	375	0	3,175	7,805	40.7	25,080	25,080	12.7
29 Land Transfer Interest Expense	0	0	0	0	0.0	70,000	70,000	0.0
30 Subtotal - Other Uses	2,978,751	8,475,810	8,334,961	8,339,591	99.9	24,854,149	24,854,149	33.5
31 Capital Programs	541,715	1,882,377	1,676,240	1,676,240	100.0	19,180,994	44,529,202 A	3.8
32 Total Uses of Funds	14,262,762	52,471,815	52,087,295	54,645,344	95.3	172,106,612	197,454,820	26.4
34 NET SURPLUS / (DEFICIT)	(1,291,801)	3,175,102	47,806	(2,414,543)	(2.0)	(12,664,007)	(12,664,007)	(0.4)

% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

Note A - The Revised Budget includes the year end rollover of existing capital projects (unaudited).

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2012
OCTOBER 2011**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
TOTAL MOTOR BUS FARES	1,514,087	5,443,954	5,549,748	5,536,333	100.2	16,609,000	16,609,000	33.4
LOCAL (TDA) TRANSIT FUND:								
General Operating Assistance	3,806,948	15,669,252	15,227,792	15,227,792	100.0	26,648,636	26,648,636	57.1
STATE TRANSIT ASSISTANCE:								
Local STA Operating Assistance	587,865	3,571,926	2,351,460	2,351,460	100.0	4,444,973	4,444,973	52.9
OPERATING GRANTS								
TOTAL OPERATING GRANTS	78,559	31,999	92,550	92,550	100.0	8,813,584	8,813,584	1.1
DISTRICT 1/2 CENT SALES TAX:								
General Operating Asst.	2,288,358	3,697,101	7,098,419	9,272,673	76.6	39,193,611	39,273,011	18.1
Accessibility Fixed Route	102,872	355,561	371,752	219,970	169.0	659,919	659,919	56.3
TOTAL 1/2 CENT SALES TAX	2,391,230	4,052,662	7,470,171	9,492,643	78.7	39,853,530	39,932,930	18.7
INVESTMENT INTEREST INCOME:								
Investment Interest Income	5,984	46,807	23,584	36,940	63.8	163,570	84,170	28.0
OTHER REVENUE SOURCES:								
Overnight Deposits Interest Income	43	475	160	520	30.7	1,580	1,580	10.1
Rental Income	88,002	346,897	350,994	354,740	98.9	1,064,230	1,064,230	33.0
Advertising Income	67,331	502,931	212,660	300,000	70.9	900,000	900,000	23.6
Other Income	84,105	367,045	342,884	321,869	106.5	915,794	915,794	37.4
TOTAL OTHER REVENUES	239,480	1,217,348	906,698	977,129	92.8	2,881,604	2,881,604	31.5
TOTAL MOTOR BUS	8,624,154	30,033,947	31,622,002	33,714,848	93.8	99,414,897	99,414,897	31.8
AMERICAN DISABILITIES ACT:								
Passenger Fares Redi-Wheels	67,379	267,573	265,259	278,100	95.4	834,300	834,300	31.8
Local TDA 4.5 Redi-Wheels	200,366	824,696	801,464	801,464	100.0	1,402,560	1,402,560	57.1
Local STA - Paratransit	72,092	405,760	288,368	288,368	100.0	504,645	504,645	57.1
Operating Grants	0	0	0	0	0.0	1,389,273	1,389,273	0.0
Sales Tax - District ADA Programs	393,763	1,390,154	1,499,569	1,974,653	75.9	4,786,142	4,706,742	31.9
Sales Tax - Paratransit Suppl. Coastside	115,805	383,298	449,401	385,542	116.6	1,156,636	1,156,636	38.9
Interest Income - Paratransit Fund	34,415	143,708	137,540	138,125	99.6	135,790	215,190	63.9
Measure A Redi-Wheels	196,309	802,027	823,509	823,512	100.0	2,460,000	2,460,000	33.5
Measure M Paratransit	0	0	0	0	0.0	1,400,000	1,400,000	0.0
TOTAL ADA PROGRAMS	1,080,129	4,217,215	4,265,110	4,689,764	90.9	14,069,346	14,069,346	30.3
MULTIMODAL TRANSIT PROGRAMS:								
Sales Tax - Caltrain	0	4,659,398	0	0	0.0	0	0	0.0
Other Sources - Caltrain	322,278	0	3,253,807	3,253,807	100.0	5,700,000	5,700,000	57.1
Transfer from TA for Caltrain	392,619	1,604,053	1,647,019	1,647,019	100.0	4,920,000	4,920,000	33.5
TA Funded SM/Caltrain Shuttles	90,384	363,660	360,681	360,445	100.1	1,081,335	1,081,335	33.4
Employer Share SM/Caltrain Shuttles	26,017	205,428	103,832	103,757	100.1	311,271	311,271	33.4
AB434 Funds - SamTrans Shuttle	44,583	178,667	178,333	178,333	100.0	535,000	535,000	33.3
Employer SamTrans Shuttle Funds	114,950	567,484	459,800	459,800	100.0	1,379,400	1,379,400	33.3
Sales Tax - SamTrans Shuttle Program	27,777	106,639	104,313	115,664	90.2	341,990	341,990	30.5
Operating Grants	0	86,814	0	0	0.0	0	0	0.0
Sales Tax - Gen. Operating Asst.	19,395	90,323	81,187	106,077	76.5	318,230	318,230	25.5
TOTAL MULTIMODAL	1,038,003	7,862,467	6,188,972	6,224,901	99.4	14,587,226	14,587,226	42.4
TOTAL REVENUES	10,742,285	42,113,629	42,076,084	44,629,513	94.3	128,071,469	128,071,469	32.9

% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2012
OCTOBER 2011**

% OF YEAR ELAPSED: 33.3%

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
Wages & Benefits	4,840,765	17,119,533	17,452,561	18,253,656	95.6	53,344,734	53,227,132	32.8
Services:								
Board of Directors	5,134	15,925	15,658	19,833	78.9	53,100	53,100	29.5
Contracted Vehicle Maintenance	189,803	272,861	327,049	376,513	86.9	785,250	785,250	41.6
Property Maintenance	91,536	295,634	358,101	425,500	84.2	1,278,500	1,278,500	28.0
Professional Services	297,431	758,257	978,199	1,403,468	69.7	4,299,827	4,395,098	22.3
Technical Services	336,320	1,084,462	1,289,547	1,398,802	92.2	4,008,902	4,031,233	32.0
Other Services	26,717	94,323	97,382	185,247	52.6	490,500	490,500	19.9
Materials & Supply:								
Fuel & Lubricants	461,560	1,347,832	1,867,785	1,878,786	99.4	5,636,357	5,636,357	33.1
Bus Parts & Materials	122,594	359,818	505,643	614,333	82.3	1,765,700	1,765,700	28.6
Uniforms & Driver Expense	18,852	26,865	35,101	83,370	42.1	391,130	403,130	8.7
Timetables & Tickets	26,422	44,503	27,964	51,033	54.8	153,100	153,100	18.3
Office Supplies / Printing	11,134	60,496	54,399	110,090	49.4	334,874	334,874	16.2
Other Materials & Supply	7,795	34,077	36,954	56,250	65.7	166,250	166,250	22.2
Utilities:								
Telephone	31,241	117,221	112,764	160,167	70.4	480,500	480,500	23.5
Other Utilities	87,085	315,417	343,389	327,200	104.9	981,600	981,600	35.0
Insurance Costs	210,278	828,110	831,281	832,156	99.9	2,493,500	2,493,500	33.3
Workers' Compensation	255,542	1,037,479	1,019,017	1,019,132	100.0	3,183,888	3,183,888	32.0
Taxes & License Fees	46,429	141,003	165,096	165,433	99.8	496,300	496,300	33.3
Fixed Route Accessibility	102,872	355,561	371,752	219,970	169.0	659,919	659,919	56.3
Leases & Rentals	9,306	33,969	36,072	38,743	93.1	116,229	116,229	31.0
Promotional & Legal Advertising	8,561	53,724	33,249	77,233	43.1	230,700	230,700	14.4
Training & Business Travel	8,640	39,723	45,430	67,115	67.7	181,085	181,085	25.1
Dues & Membership	4,418	33,190	32,584	36,405	89.5	83,785	83,785	38.9
Postage & Other	3,877	18,078	20,182	99,815	20.2	346,646	334,646	6.0
Total District Operated Buses	7,204,314	24,488,063	26,057,158	27,900,252	93.4	81,962,376	81,962,376	31.8
CONTRACTED BUS SERVICES								
Contracted Urban Bus Service	1,244,014	4,765,538	4,881,787	5,120,296	95.3	15,360,895	15,360,895	31.8
Other Related Costs	25,499	117,048	111,579	110,377	101.1	339,820	339,820	32.8
Insurance Costs	57,228	313,918	214,976	218,324	98.5	655,000	655,000	32.8
Coastside Services	54,588	198,200	213,969	210,208	101.8	630,630	630,630	33.9
Redi Coast Non-ADA	19,310	76,755	68,072	79,404	85.7	238,216	238,216	28.6
Other Related Costs	1,368	3,483	4,692	13,840	33.9	41,520	41,520	11.3
La Honda - Pescadero	4,000	17,100	17,650	17,500	100.9	52,500	52,500	33.6
SamCoast - Pescadero	12,274	50,726	47,048	40,000	117.6	120,000	120,000	39.2
Other Related Cost - SamCoast	1,571	3,116	5,081	4,647	109.4	13,940	13,940	36.5
Total Contracted Bus Service	1,419,851	5,545,884	5,564,854	5,814,596	95.7	17,452,521	17,452,521	31.9
TOTAL MOTOR BUS	8,624,165	30,033,947	31,622,012	33,714,848	93.8	99,414,897	99,414,897	31.8

% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2012
OCTOBER 2011**

% OF YEAR ELAPSED: 33.3%

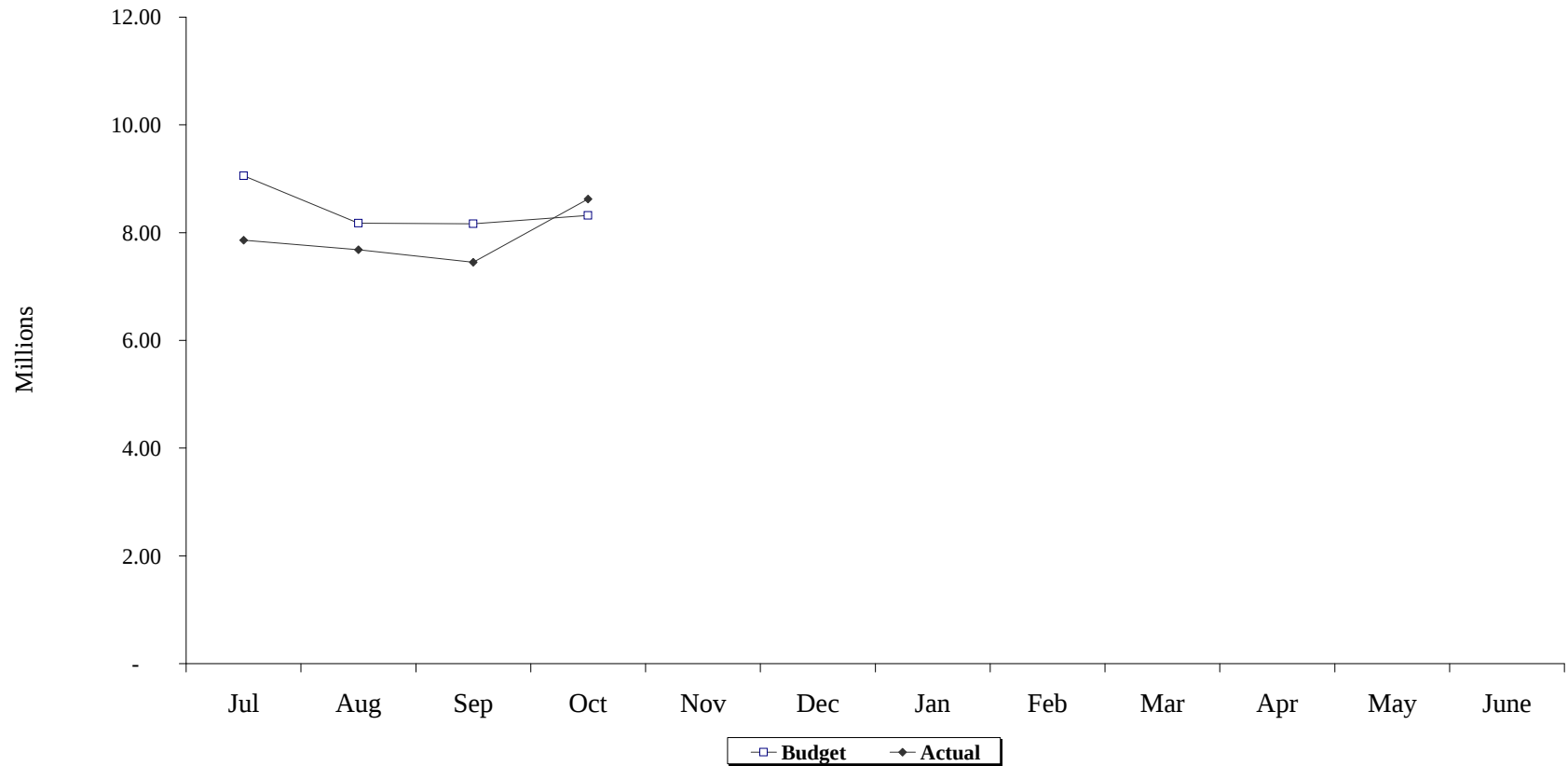
<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	414,570	1,838,554	1,705,589	2,305,528	74.0	6,916,605	6,916,605	24.7
Other Related Costs	198,182	669,828	697,708	907,000	76.9	2,721,005	2,721,005	25.6
Sedan Service	245,919	938,532	981,608	581,333	168.9	1,744,010	1,744,010	56.3
ADA Accessibility Support	63,388	217,117	263,429	338,697	77.8	1,016,090	1,016,090	25.9
Coastside ADA Support	115,805	383,298	449,401	385,543	116.6	1,156,636	1,156,636	38.9
Insurance Costs	42,265	169,887	167,376	171,664	97.5	515,000	515,000	32.5
TOTAL ADA PROGRAMS	1,080,128	4,217,215	4,265,110	4,689,764	90.9	14,069,346	14,069,346	30.3
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	714,897	6,263,451	4,900,826	4,900,826	100.0	10,620,000	10,620,000	46.1
Total Caltrain Service	714,897	6,263,451	4,900,826	4,900,826	100.0	10,620,000	10,620,000	46.1
OTHER SUPPORT								
Dumbarton Express Service	10,492	42,012	40,492	42,043	96.3	126,130	126,130	32.1
SamTrans Shuttle Service	187,310	852,790	742,446	753,797	98.5	2,256,390	2,256,390	32.9
SM/Caltrain Shuttles	116,401	655,902	464,513	464,202	100.1	1,392,606	1,392,606	33.4
Maintenance Multimodal Facilities	8,904	48,312	40,695	64,033	63.6	192,100	192,100	21.2
Total Other Support	323,106	1,599,016	1,288,146	1,324,075	97.3	3,967,226	3,967,226	32.5
TOTAL MULTI-MODAL PROGRAMS	1,038,003	7,862,467	6,188,972	6,224,901	99.4	14,587,226	14,587,226	42.4
TOTAL EXPENSES	10,742,296	42,113,628	42,076,094	44,629,513	94.3	128,071,469	128,071,469	32.9

% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

SAN MATEO COUNTY TRANSIT DISTRICT

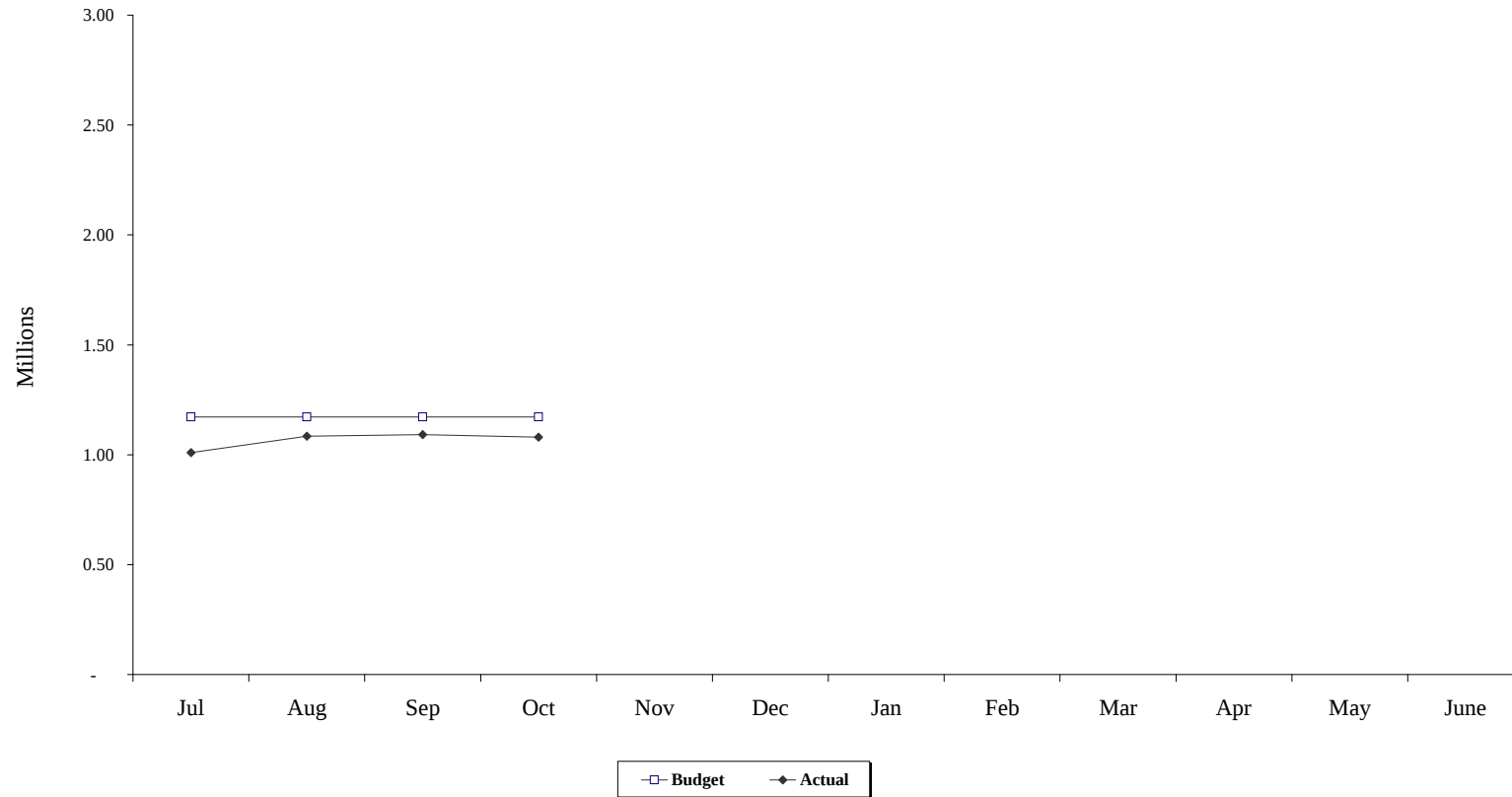
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	9,056,867	8,173,381	8,165,523	8,319,077									
Actual	7,861,175	7,685,322	7,451,351	8,624,165									
CUMULATIVE EXPENSES													
Budget	9,056,867	17,230,248	25,395,771	33,714,848									
Actual	7,861,175	15,546,497	22,997,848	31,622,012									
Variance - F(U)	1,195,692	1,683,751	2,397,923	2,092,836									
Variance %	13.20%	9.77%	9.44%	6.21%									

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2012

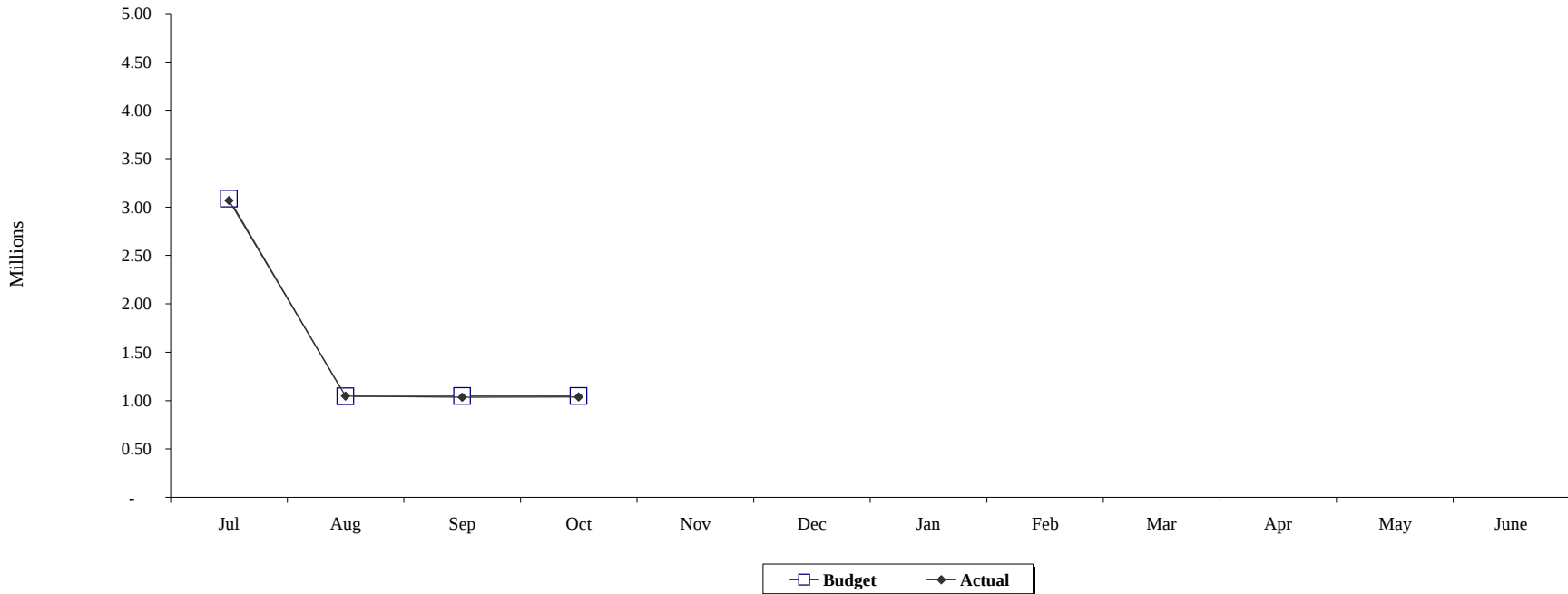


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,172,441	1,172,441	1,172,441	1,172,441									
Actual	1,009,971	1,083,991	1,091,019	1,080,128									
CUMULATIVE EXPENSES													
Budget	1,172,441	2,344,882	3,517,323	4,689,764									
Actual	1,009,971	2,093,962	3,184,981	4,265,110									
Variance - F(U)	162,470	250,920	332,342	424,655									
Variance %	13.86%	10.70%	9.45%	9.05%									

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	3,086,529	1,045,291	1,046,191	1,046,891									
Actual	3,068,088	1,047,363	1,035,517	1,038,003									
CUMULATIVE EXPENSES													
Budget	3,086,529	4,131,820	5,178,010	6,224,901									
Actual	3,068,088	4,115,451	5,150,969	6,188,972									
Variance - F(U)	18,441	16,368	27,042	35,929									
Variance %	0.60%	0.40%	0.52%	0.58%									

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR OCTOBER 2011

BUDGET AMENDMENTS

Amount		Line Item	Description	
Oct-11				
No Budget Amendments in October 2011				
\$	-	Total	\$	-
			Total	

BUDGET REVISIONS

Amount		Line Item	Description	
Oct-11			No Budget Revisions in October 2011.	
\$	-	Total	\$	-
				Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2011 & FY2012
OCTOBER 2011

11/28/11 8:25 AM

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2011:					
1st Quarter	15,224,400	1st Quarter	15,365,997	141,597	15,365,997
2nd Quarter	15,910,800	2nd Quarter	16,917,979	1,007,179	16,917,979
3rd Quarter	13,855,400	3rd Quarter	14,737,296	881,896	14,737,296
4th Quarter	15,009,400	4th Quarter	16,492,475	1,227,200	16,492,475 (1)
FY2011 Total	60,000,000	FY2011 Total	63,513,748	3,257,873	63,513,748
FY2012					
Jul. 11	4,225,700	Sep. 11	4,224,900	(800)	4,224,900
Aug. 11	4,225,700	Oct. 11	4,533,800	308,100	4,533,800
Sep. 11	5,634,300	Nov. 11	0	0	5,634,300 (1)
1st Qtr. Adjustment	1,594,300	Dec. 11		(307,300)	1,287,000 (1)
3 Months Total	15,680,000		8,758,700	0	15,680,000
Oct. 11	4,368,400	Dec. 11		0	4,368,400 (1)
Nov. 11	4,368,400	Jan. 12		0	4,368,400
Dec. 11	5,903,400	Feb. 12		0	5,903,400
2nd Qtr. Adjustment	1,618,000	Mar. 12		0	1,618,000 (1) 1/3
6 Months Total	31,938,200		8,758,700	0	31,938,200
Jan. 12	3,813,400	Mar. 12		0	3,813,400
Feb. 12	3,813,400	Apr. 12		0	3,813,400
Mar. 12	5,197,600	May 12		0	5,197,600
3rd Qtr. Adjustment	1,412,300	Jun. 12		0	1,412,300
9 Months Total	46,174,900		8,758,700	0	46,174,900
Apr. 12	4,137,800	Jun. 12		0	4,137,800
May 12	4,137,800	Jul. 12		0	4,137,800
Jun. 12	5,517,000	Aug. 12		0	5,517,000
4th Qtr. Adjustment	1,532,500	Sep. 12		0	1,532,500
FY2012 Total	61,500,000	FY2012 Total	8,758,700	0	61,500,000
15,680,000 4,907,733 20,587,733 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter YTD Actual Per Statement of Revenues & Expenses					
(1) Accrued					

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE AMENDMENT OF FISCAL YEAR 2012 OPERATING
BUDGET**

ACTION

Staff proposes that the Committee recommend the Board adopt a resolution authorizing an amendment to increase the Fiscal Year (FY) 2012 Operating Budget by \$589,848 for a new total of \$129,043,107 (Attachment A). This amendment also reflects various revenue adjustments since the FY2012 budget was adopted by the Board on June 8, 2011, primarily to account for an increase in Transportation Development Act (TDA) Fund allocations from the Metropolitan Transportation Commission (MTC) and an increase in sales tax revenue.

Revenues/Sources of Funds:

- Increase TDA funds by \$4,126,991;
- Decrease State Transit Assistance (STA) funds by \$1,462,349;
- Increase Operating Grants by \$381,279;
- Increase Measure A funds by \$120,000;
- Decrease AB434 funds by \$7,000;
- Increase Sales Tax by \$1,500,000;
- Increase Investment Interest by \$11,599;
- Decrease Other Interest, Rent, Income by \$920; and
- Decrease Other Sources by \$967,000.

Expenses:

- Increase Professional Services by \$379,427;
- Increase Technical Services by \$165,000;
- Increase Postage/Other Expense by \$45,421.

Debt Service Expenses:

- Increase Fiscal Agent Fees by \$4,520.

Capital Programs

- Increase sales tax allocation to capital programs by \$1,895,000.

SIGNIFICANCE

OPERATING REVENUES:

Local TDA/STA Funds: Increase of \$2,664,642.

Since the adoption of the FY2012 Operating Budget, the MTC has issued a revised FY2012 TDA fund estimate to reflect actual funding availability. TDA fund allocations are higher than initially projected, with an increase of \$3,920,730 for Motor Bus and an increase of \$206,261 for the regional paratransit program. The FY2012 Revised Budget will include a total decrease of \$1,462,349 in STA funds for the District. The \$1,462,349 is made up of STA Lifeline funds that will instead be distributed by San Mateo County on a discretionary basis for lifeline projects, and STA Revenue-Based funds that will be allocated by MTC to Bay Area Rapid Transit (BART) in accordance with the Agreement the District entered into with MTC and BART regarding the BART San Francisco Airport Extension Project.

Operating Grants: Increase of \$381,279.

New grant funds:

\$60,000 for the Silicon Valley Community Foundation Creating the Buzz project.

The Creating the Buzz project, funded by the Silicon Valley Community Foundation (SVCF), seeks to grow outreach efforts with local residents and business owners in San Mateo County that began under the SVCF From Grass Tops to Grass Roots project. The outreach will support local officials as they implement the Grand Boulevard Initiative vision and Guiding Principles. The total project cost is \$60,000. There is no local match requirement for this grant.

\$10,792 for the New Freedom Cycle 4 project.

The Federal Transit Administration (FTA) has recommended that the District receive \$211,380 in grant funding for The New Freedom Cycle 4 project. The grant will provide funding for Mobility Ambassadors and for updating the Senior Mobility Guide. The total project is \$264,225 with a local match of \$52,845. The estimated grant funds required for FY2012 expenses is \$10,792 for consultant services related to the mobility guide.

In addition to the new grant funds mentioned above, there are adjustments to planning grants, which include carry-over funds from the prior year or modifications to the current year budget. The following adjustments are for project/programs that are in progress:

- \$2,048 for the New Freedom Grant Cycle 2 grant;
- \$40,870 for the New Freedom Grant Cycle 3 grant;
- \$13,333 for the SVCF Grass Roots/Grass Tops grant;
- \$4,067 for the County-wide Transportation Plan for Low Income Populations grant;
- (\$11,331) for the South San Francisco/San Bruno Community-based Transportation Planning grant;
- \$155,589 for Department of Transportation (DOT) Tiger II grant;
- \$105,911 for MTC Last Mile grant.

Measure A: Increase of \$120,000.

Measure A funds used as part of the District's contribution to Caltrain will increase by \$120,000 to \$5,040,000 due to the revised estimate for sales tax collections of \$63,000,000. Per the Transportation Authority's 2004 Transportation Expenditure Plan, 8 percent of sales tax revenue is allocated to fund Caltrain operations.

AB434 Funds: Decrease of \$7,000.

The District uses AB434 Funds (Transportation Fund for Clean Air) received from C/CAG to pay for a portion of the SamTrans shuttle program costs. There was a decrease in the total allocation of funding for AB434 Funds, which decreased the District's amount by \$7,000.

District Half-Cent Sales Tax: Increase of \$1,500,000.

FY2012 sales tax revenue projections have been adjusted to reflect a more realistic outcome for sales tax revenues for the fiscal year.

Investment Interest: Increase of \$11,599.

The revised budget includes a slight increase for investment interest revenue. This revenue has been adjusted down by \$208,325 (decreases of (\$79,396) for undesignated Local Agency Investment Funds (LAIF) and (\$128,929) for reimbursed bond funds) to reflect a lower rate of return than predicted in the adopted budget. The lower interest revenue is offset by an increase of \$219,924 for interest income from paratransit funds to correct the amount originally estimated in the adopted budget.

Other Interest, Rent, Income: Decrease of \$920.

Interest on the overnight sweep account is estimated to be \$920 lower than anticipated in the adopted budget, for a revised total of \$660. The decrease is due to lower interest rates than assumed and reduced balances in the account.

Other Sources: Decrease of \$967,000.

The adopted \$5,700,000 for revenue from other sources is composed of the \$2,000,000 reimbursement from the Valley Transportation Agency (VTA) for the District's purchase of Caltrain right of way in 1991 and \$3,700,000 for a one-time swap of capital for operating funds that staff originally recommended to fund in part the \$10,620,000 Caltrain payment. The amount for the swap of capital for operating funds has been revised to \$2,733,000. See discussion under Caltrain Service for more detail on the revised funding plan.

Total Use of Reserves: Decrease of \$1,213,232.

The use of reserves is decreasing by \$1,213,232 from \$12,664,007 to \$11,450,775, primarily because of the increase in TDA fund receipts and the revised estimate for sales tax revenue.

OPERATING EXPENSES:

DISTRICT MOTOR BUS: Increase of \$589,848.

The budget increase for District Motor Bus is comprised of changes in Professional Services, Technical Services, and Postage and Other Expenses as described below.

Professional Services: Increase of \$379,427.

An increase in consultant costs are the result of revised spending plans for MTC's Climate Initiative grant program and the DOT TIGER-II Planning grant in addition to carry over funds from FY2011 for the following grants: New Freedom Grant Cycles 2 and 3, SVCF Grass Roots/Grass Tops grant, and Community Based Transportation Planning projects.

Technical Services: Increase of \$165,000.

An increase of \$165,000 is for additional security guard hours at the North and South bases and the MV facility. Security guard hours were increased due to new revenue servicing equipment and new contractor location for revenue collection. Additional hours have improved daily revenue collection efficiency and safety for staff and cash collected.

Postage and Other Expenses: Increase of \$45,421.

An increase of \$45,421 is for MTC Last Mile grant-related miscellaneous expenses such as residential marketing, car share advertising, and a parking space lease. The additional expenses for FY2012 are due to a delay in completing the planning portion of the project. The project has had a slower start than anticipated, and some of the administrative and planning work originally budgeted in FY2011 has now been moved to FY2012.

CALTRAIN SERVICE

In FY2012, staff originally recommended funding the \$10,620,000 Caltrain payment with \$4,920,000 from San Mateo County Transportation Authority (TA) Measure A funds, \$2,000,000 reimbursement from the Valley Transportation Agency (VTA) for the District's purchase of Caltrain right of way in 1991, and \$3,700,000 through a one-time swap of capital for operating funds. These amounts have since been revised, and the new amounts are: \$5,040,000 from TA Measure A funds, \$2 million reimbursement from VTA, and \$2,733,000 through the swap of capital for operating funds, with the shortfall of \$847,000 to be made up by District sales tax.

DEBT SERVICE

Fiscal Agent Fees: Increase of \$4,520.

Fiscal agent fees are administrative costs for servicing bond funds. An increase of \$4,520 for fiscal agent fees is needed to correct the amount originally estimated for the adopted budget.

CAPITAL PROGRAMS

An increase of \$1,895,000 in sales tax contribution to the District Capital Budget is needed to cover additional costs related to the Business Optimization Program and match Federal grant funds recently awarded to the San Carlos Transit Center project.

BUDGET IMPACT

The FY2012 Operating Budget is amended to include additional expenses associated with operating grants and additional security guard hours due to new revenue servicing equipment and contract location for revenue collection. This will be covered by the increases in TDA funds and the estimate for sales tax revenues. Staff will continue to monitor the budget and minimize the use of reserves by any operational savings that can be realized by fiscal year-end.

BACKGROUND

The District annually adopts an Operating Budget. On June 8, 2011 the Board adopted the FY2012 budget in the amount of \$128,423,259 as per Board Resolution No. 2011-27 and subsequently amended the budget by \$30,000 as per Board Resolution No. 2011-72 for community based transportation planning services for a revised budget amount of \$128,453,259. Staff is proposing to amend the budget for a new total of \$129,043,107.

Note that the format of the budget slightly differs from the monthly financial statement. **Lines that have been changed in the revised budget are highlighted in blue font as presented in Attachment A.**

Prepared by: April Chan, Director, Budgets and Grants
Chris Petak, Senior Budget Analyst

650-508-6228
650-508-7754

	FY2010 ACTUAL A	FY2011 REVISED B	FY2012 ADOPTED C	FY2012 REVISED D	FY12 ADOPTED Compared to FY12 REVISED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
SOURCES OF FUNDS:							
Operating Revenues							
1 Passenger Fares	17,149,123	17,157,400	17,443,300	17,443,300	0	0.0%	1
2 Local TDA and STA Funds	27,173,376	29,835,175	33,000,814	35,665,456	2,664,642	8.1%	2
3 Pass through to Other Agencies	75,000	1,250,896	281,790	281,790	0	0.0%	3
4 Operating Grants	10,353,903	11,499,767	10,232,857	10,614,136	381,279	3.7%	4
5 Measure A	8,123,327	8,298,888	8,461,335	8,581,335	120,000	1.4%	5
6 AB434 Funds	547,570	536,000	535,000	528,000	(7,000)	-1.3%	6
7 Subtotal - Operating Revenues	63,422,298	68,578,126	69,955,096	73,114,017	3,158,921	4.5%	7
Other Revenue Sources							8
9 District 1/2 Cent Sales Tax	58,487,550	60,000,000	61,500,000	63,000,000	1,500,000	2.4%	9
10 Investment Interest	523,596	557,121	299,360	439,888	140,528	46.9%	10
11 Other Interest, Rent & Other Income	6,094,775	5,082,780	5,972,275	5,971,355	(920)	0.0%	11
12 Other Sources		2,811,073	5,700,000	4,733,000	(967,000)	-17.0%	12
13 Subtotal - Other Revenues	65,105,921	68,450,974	73,471,635	74,144,243	672,608.00	0.9%	13
14							14
15 Total Sources of Funds	128,528,219	137,029,100	143,426,731	147,258,260	3,831,529	2.7%	15
16							16
USES OF FUNDS:							17
18 Motor Bus	90,687,064	98,990,997	99,444,897	100,034,745	589,848	0.6%	18
19 A.D.A. Programs	12,908,024	13,773,430	14,069,346	14,069,346	0	0.0%	19
20 Caltrain	16,521,290	14,707,875	10,620,000	10,620,000	0	0.0%	20
21 Other Multi-Modal Programs	4,502,064	4,205,354	3,967,226	3,967,226	0	0.0%	21
22 Pass through to Other Agencies	75,000	1,250,896	281,790	281,790	0	0.0%	22
23 Land Transfer Interest Expense	142,288	80,000	70,000	70,000	0	0.0%	23
24 Total Uses of Funds	124,835,730	133,008,552	128,453,259	129,043,107	589,848	0.5%	24
25							25
26 TOTAL OPERATING SURPLUS/(DEFICIT)	3,692,488	4,020,548	14,973,472	18,215,153	3,241,681	21.6%	26
27							27
28 Sales Tax Allocation - Capital Programs	4,185,803	4,176,971	4,986,380	6,881,380	1,895,000	38.0%	28
29							29
30 SURPLUS/(DEFICIT)	(493,315)	(156,423)	9,987,092	11,333,773	1,346,681	13.5%	30
31							31
DEBT SERVICE							32
SOURCES OF FUNDS:							33
34 Investment Interest	4,679,009	2,914,637	1,851,260	1,722,331	(128,929)	-7.0%	34
35 Total Sources of Funds	4,679,009	2,914,637	1,851,260	1,722,331	(128,929)	-7.0%	35
36							36
USES OF FUNDS:							37
38 Debt Service	24,449,862	24,451,963	24,477,279	24,477,279	0	0.0%	38
39 Fiscal Agent Fees	21,520	27,400	25,080	29,600	4,520	18.0%	39
40 Total Uses of Funds	24,471,382	24,479,363	24,502,359	24,506,879	4,520	0.0%	40
41 * Debt Service - BART - \$12.7M							41
42							42
43 USE OF RESERVES FOR DEBT SERVICE	(19,792,373)	(21,564,726)	(22,651,099)	(22,784,548)	(133,449)	0.6%	43
44							44
45 TOTAL USES OF RESERVES	(20,285,687)	(21,721,149)	(12,664,007)	(11,450,775)	1,213,232	-9.6%	45

					FY12 ADOPTED Compared to FY12 REVISED	BUDGET PERCENT CHANGE
	FY2010 ACTUAL A	FY2011 REVISED B	FY2012 ADOPTED C	FY2012 REVISED D	Increase (Decrease) E = D-C	F = E/C
OPERATING REVENUES - MOTOR BUS:						
1 TOTAL MOTOR BUS FARES	16,469,617	16,358,000	16,609,000	16,609,000	0	0.0%
2						
3 LOCAL (TDA) TRANSIT FUND:						
4 General Operating Assistance	25,426,608	23,503,880	26,648,636	30,569,366	3,920,730	14.7%
5						
6 STATE TRANSIT ASSISTANCE:						
7 STA Base	266,510	4,483,131	4,444,973	2,982,624	(1,462,349)	-32.9%
8 STA TOTAL	266,510	4,483,131	4,444,973	2,982,624	(1,462,349)	-32.9%
9						
10 OPERATING GRANTS:						
11 Operating Grants	8,642,142	10,184,286	8,843,584	9,224,863	381,279	4.3%
12						
13 DISTRICT 1/2 CENT SALES TAX:						
14 General Operating Assistance	34,796,587	40,266,197	39,193,611	37,024,115	(2,169,496)	-5.5%
15 Accessibility Fixed Route	1,005,305	684,635	659,919	659,919	0	0.0%
16 TOTAL 1/2 CENT SALES TAX	35,801,892	40,950,832	39,853,530	37,684,034	(2,169,496)	-5.4%
17						
18 INVESTMENT INTEREST INCOME						
19 Investment Interest Income	111,438	123,610	163,570	84,174	(79,396)	-48.5%
20						
21 OTHER REVENUE SOURCES:						
22 Overnight Deposit Interest Income	2,265	2,640	1,580	660	(920)	-58.2%
23 Rental Income	1,033,682	1,047,940	1,064,230	1,064,230	0	0.0%
24 Advertising Income	1,541,432	1,420,000	900,000	900,000	0	0.0%
25 Other Income	1,391,479	916,678	915,794	915,794	0	0.0%
26 TOTAL OTHER REVENUES	3,968,858	3,387,258	2,881,604	2,880,684	(920)	0.0%
27						
28 TOTAL MOTOR BUS	90,687,066	98,990,997	99,444,897	100,034,745	589,848	0.6%
29						
30 AMERICAN DISABILITIES ACT:						
31 Passenger Fares-Redi Wheels	679,505	799,400	834,300	834,300	0	0.0%
32 Local TDA 4.5 Redi Wheels	1,268,943	1,237,046	1,402,560	1,608,821	206,261	14.7%
33 Local STA - Paratransit	211,315	611,118	504,645	504,645	0	0.0%
34 Operating Grants	1,563,052	1,094,747	1,389,273	1,389,273	0	0.0%
35 Sales Tax - Paratransit District	5,312,241	5,896,882	4,786,142	4,359,957	(426,185)	-8.9%
36 Sales Tax - Paratransit Suppl. Coastside	1,121,409	1,300,726	1,156,636	1,156,636	0	0.0%
37 Interest Income-Paratransit Fund	412,158	433,511	135,790	355,714	219,924	162.0%
38 Measure A Redi-Wheels	2,339,401	2,400,000	2,460,000	2,460,000	0	0.0%
39 Measure M Paratransit	0	0	1,400,000	1,400,000	0	0.0%
40 TOTAL ADA PROGRAMS	12,908,025	13,773,430	14,069,346	14,069,346	0	0.0%
41						
42 MULTI-MODAL TRANSIT PROGRAMS:						
43 Sales Tax - Caltrain	11,842,488	9,907,875	0	847,000	847,000	0.0%
44 Other Sources - Caltrain	0	0	5,700,000	4,733,000	(967,000)	-17.0%
45 Transfer from TA for Caltrain	4,678,802	4,800,000	4,920,000	5,040,000	120,000	2.4%
46 TA Funded SM/Caltrain Shuttles	1,105,124	1,098,888	1,081,335	1,081,335	0	0.0%
47 Employer Share SM/Caltrain Shuttles	517,752	316,122	311,271	311,271	0	0.0%
48 AB434 Funds - SamTrans Shuttle	547,570	536,000	535,000	528,000	(7,000)	-1.3%
49 Employer SamTrans Shuttle Funds	1,608,164	1,379,400	1,379,400	1,379,400	0	0.0%
50 Sales Tax - SamTrans Shuttle Program	307,152	335,960	341,990	348,990	7,000	2.0%
51 Operating Grants	148,708	220,734	0	0	0	0.0%
52 Sales Tax - Gen. Operating Asst.	267,594	318,250	318,230	318,230	0	0.0%
53 TOTAL MULTI-MODAL	21,023,355	18,913,229	14,587,226	14,587,226	0	0.0%
54						
55 TOTAL REVENUES	124,618,446	131,677,656	128,101,469	128,691,317	589,848	0.5%

					FY12 ADOPTED Compared to FY12 REVISED	BUDGET PERCENT CHANGE	
	<u>FY2010 ACTUAL</u>	<u>FY2011 REVISED</u>	<u>FY2012 ADOPTED</u>	<u>FY2012 REVISED</u>	Increase (Decrease) E = D-C	F = E/C	
	A	B	C	D			
DISTRICT OPERATED BUSES							
1 Wages and Benefits	50,832,635	54,414,983	53,344,734	53,344,734	0	0.0%	1
2 Services:							2
3 Board of Directors	52,638	53,100	53,100	53,100	0	0.0%	3
4 Contracted Vehicle Maintenance	568,345	930,600	785,250	785,250	0	0.0%	4
5 Property Maintenance	1,073,561	1,282,500	1,278,500	1,278,500	0	0.0%	5
6 Professional Services	2,359,105	3,619,931	4,329,827	4,709,254	379,427	8.8%	6
7 Technical Services	3,654,782	4,044,744	4,008,902	4,173,902	165,000	4.1%	7
8 Other Services	325,307	362,924	490,500	490,500	0	0.0%	8
9							9
10 Materials & Supply:							10
11 Fuel and Lubricants	4,074,175	5,582,214	5,636,357	5,636,357	0	0.0%	11
12 Bus Parts and Materials	1,806,647	1,750,972	1,765,700	1,765,700	0	0.0%	12
13 Uniform and Drivers Expense	290,733	379,098	391,130	391,130	0	0.0%	13
14 Timetables and Tickets	186,762	213,800	153,100	153,100	0	0.0%	14
15 Office Supplies/Printing	283,971	332,130	334,874	334,874	0	0.0%	15
16 Other Materials and Supply	146,260	175,000	166,250	166,250	0	0.0%	16
17							17
18 Utilities:							18
19 Telecommunications	328,628	480,500	480,500	480,500	0	0.0%	19
20 Other Utilities	990,403	1,001,000	981,600	981,600	0	0.0%	20
21 Insurance Costs	2,291,963	2,492,000	2,493,500	2,493,500	0	0.0%	21
22 Workers' Compensation	3,144,752	3,222,060	3,183,888	3,183,888	0	0.0%	22
23 Taxes and License Fees	396,262	489,039	496,300	496,300	0	0.0%	23
24 Fixed Route Accessibility	1,005,305	684,635	659,919	659,919	0	0.0%	24
25 Leases and Rentals	104,354	111,718	116,229	116,229	0	0.0%	25
26 Prmtnl and Legal Advertising	247,239	279,840	230,700	230,700	0	0.0%	26
27 Training & Business Travel	152,548	195,710	181,085	181,085	0	0.0%	27
28 Dues and Membership	82,479	84,045	83,785	83,785	0	0.0%	28
29 Postage and other	70,673	313,564	346,646	392,067	45,421	13.1%	29
30							30
31 Total District Operated Buses	74,469,526	82,496,107	81,992,376	82,582,224	589,848	0.7%	31
32							32
33 CONTRACTED BUS SERVICES							33
34 Contracted Urban Bus Service	14,200,400	14,488,202	15,360,895	15,360,895	0	0.0%	34
35 Other Related Costs	348,014	310,800	339,820	339,820	0	0.0%	35
36 Insurance Costs	654,913	655,000	655,000	655,000	0	0.0%	36
37 Coastside Services	611,578	568,256	630,630	630,630	0	0.0%	37
38 Redi Coast Non-ADA	198,169	222,860	238,216	238,216	0	0.0%	38
39 Other Related Costs	17,684	41,660	41,520	41,520	0	0.0%	39
40 La Honda Pescadero	52,500	52,500	52,500	52,500	0	0.0%	40
41 Southcoast - Pescadero	128,539	141,662	120,000	120,000	0	0.0%	41
42 Other Related Costs-SamCoast	5,741	13,950	13,940	13,940	0	0.0%	42
43 Total Contracted Bus Service	16,217,538	16,494,890	17,452,521	17,452,521	0	0.0%	43
44							44
45 TOTAL MOTOR BUS	90,687,064	98,990,997	99,444,897	100,034,745	589,848	0.6%	45

		FY2010 ACTUAL	FY2011 REVISED	FY2012 ADOPTED	FY2012 REVISED	FY12 ADOPTED Compared to FY12 REVISED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
		A	B	C	D	E = D-C	F = E/C	
AMERICAN DISABILITY ACT PROGRAMS								
46	Elderly & Disabled/Redi-Wheels	5,676,413	6,769,180	6,916,605	6,916,605	0	0.0%	46
47	Other Related Costs	2,091,162	2,527,380	2,721,005	2,721,005	0	0.0%	47
48	ADA Sedan Service	2,730,742	1,781,024	1,744,010	1,744,010	0	0.0%	48
49	ADA Accessibility Support	773,396	880,120	1,016,090	1,016,090	0	0.0%	49
50	Coastside Support	1,121,409	1,300,726	1,156,636	1,156,636	0	0.0%	50
51	Insurance Costs	514,902	515,000	515,000	515,000	0	0.0%	51
52	TOTAL ADA PROGRAMS	12,908,024	13,773,430	14,069,346	14,069,346	0	0.0%	52
MULTI-MODAL TRANSIT PROGRAMS								
56	CALTRAIN SERVICE							56
57	Peninsula Rail Service	16,521,290	14,707,875	10,620,000	10,620,000	0	0.0%	57
58	Total Caltrain Service	16,521,290	14,707,875	10,620,000	10,620,000	0	0.0%	58
60	OTHER SUPPORT							60
61	Dumbarton Express Service	119,036	126,150	126,130	126,130	0	0.0%	61
62	SamTrans Shuttle	2,462,886	2,251,360	2,256,390	2,256,390	0	0.0%	62
63	SM/Caltrain Shuttle	1,771,585	1,635,744	1,392,606	1,392,606	0	0.0%	63
64	Maintenance Multimodal Fac	148,557	192,100	192,100	192,100	0	0.0%	64
65	Total Other Support	4,502,064	4,205,354	3,967,226	3,967,226	0	0.0%	65
67	Multi-Modal Promotion	0	0	0	0	0	0.0%	67
69	TOTAL MULTI-MODAL PROGRAMS	21,023,354	18,913,229	14,587,226	14,587,226	0	0.0%	69
71	TOTAL OPERATING EXPENSES	124,618,442	131,677,656	128,101,469	128,691,317	589,848	0.5%	71

RESOLUTION NO. 2012-

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

*** * ***

**AUTHORIZATION OF AN AMENDMENT TO INCREASE
THE FISCAL YEAR 2012 OPERATING BUDGET IN THE AMOUNT OF \$589,848 FOR
A TOTAL BUDGET OF \$129,043,107**

WHEREAS, Section 103141(b) of the California Public Utilities Code requires the Board of Directors to adopt an annual budget for the San Mateo County Transit District (“District”); and

WHEREAS, on June 8, 2011 and pursuant to Resolution No. 2011-27, the Board of Directors of the District approved the Fiscal Year 2012 Adopted Operating Budget in the amount of \$128,423,259; and

WHEREAS, on November 9, 2011 and pursuant to Resolution No. 2011-72, the Board of Directors of the District amended the Fiscal Year 2012 Adopted Operating Budget in the amount of \$30,000 for community based transportation planning services; and

WHEREAS, since the adoption of the Fiscal Year 2012 Operating Budget, total aggregate Transportation Development Act and State Transportation Act funding available through the Metropolitan Transportation Commission (MTC) has increased by \$2,664,642; an additional \$381,279 for operating grants has been made available to the District; Measure A funding for the Samtrans contribution to Caltrain has increased by \$120,000; AB434 funds for the Samtrans shuttle program have decreased by \$7,000; Sales tax revenue has been revised upward by \$1,500,000; the estimate for investment interest revenue has increased by \$11,599; the estimate for Other Interest, Rent, and Income has decreased by \$920 because of lower interest rates and balances for the overnight sweep account; and revenue from the swap of capital

for operating funds to be used as part of the Samtrans contribution to Caltrain has decreased the Other Sources category by \$967,000; and

WHEREAS, since the adoption of the Fiscal Year 2011 Operating Budget, the District's expenses have increased an additional \$589,848, including an increase of \$379,427 in Professional Services; \$165,000 in Technical Services; and \$45,421 for miscellaneous expenses related to grant projects; and

WHEREAS, since the adoption of the Fiscal Year 2012 Operating Budget, the use of reserves is estimated to have decreased by \$3,108,232 primarily due to increases in revenue estimates; and

WHEREAS, the General Manager/CEO recommends that the Fiscal Year 2012 Adopted Operating Budget be amended in the amount of \$589,848, for a total amended Operating Budget of \$129,043,107 to incorporate significant changes to the District's budget that have taken place during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby approves an amendment increasing the Fiscal Year 2012 Operating Budget by \$589,848, for a total amended Operating Budget of \$129,043,107; and

BE IT FURTHER RESOLVED that the General Manager is directed to submit this amended budget to the MTC, together with a copy of this resolution at the earliest practicable date.

Regularly passed and adopted this 14th day of December, 2011 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZATION TO INCREASE THE FISCAL YEAR 2012 CAPITAL
BUDGET BY \$8,916,965**

ACTION

Staff proposes that the Committee recommend the Board amend and increase the Fiscal Year (FY) 2012 Capital Budget by \$8,916,965, as presented in Attachment A for the following three projects:

1. Add a new project "San Carlos Transit Center" for a budget of \$4,984,465; and
2. Increase the budget by \$3,000,000 for the PeopleSoft System Integration Project; and
3. Add a new project "Bus Lift Overhaul" for a budget of \$932,500.

SIGNIFICANCE

The San Carlos Transit Center project will enhance the existing San Carlos Caltrain Station by improving safety and connections between SamTrans fixed-route bus service, Caltrain commuter rail, local shuttles, and pedestrians and bicyclists. The proposed improvements include new and relocated bus stops, shuttle and taxi stops and new pedestrian pathways that eliminate conflicts with vehicles. The transit center project will be constructed next to the planned Transit Oriented Development (TOD) at the San Carlos Caltrain Station. This project is receiving a \$3,500,000 Federal Transit Administration (FTA) discretionary Bus Livability Program grant.

The contract for the PeopleSoft System Integration Project/Business Optimization Program (BOP), a program to modernize District business systems and allow for increased efficiencies in performance throughout the agency, originally included the base contract plus two options. Budget for the base contract was fully authorized by the Board. The options would allow the District to implement additional functionalities if they are found to be in the best interest of the District and sufficient funding is available. With completion of the planning and prototype demonstration phases, staff is recommending a change in the BOP deployment strategy to take better advantage of the suite of PeopleSoft finance, planning and human resources functionalities. The new approach would provide for a full deployment, and would allow for better integration and coordination of this suite of functionalities. The additional \$3,000,000 would allow the project to move into the design phase for the full deployment, and would provide funding for the necessary staff support and project management costs.

The Bus Lift project will overhaul the in-ground hydraulic lift systems located at the District's North Base and South Base maintenance facilities. The current lifts are more than 20 years old and are used on daily basis for vehicle inspection, maintenance and repairs. The project will refurbish the hydraulic valves and cylinders, replacing seals and other worn parts as necessary. In addition, mechanical locking components that secure the lift while in operation will be inspected and replaced as needed to ensure worker safety. The mechanical locking components prevent the lifts from dropping, should there be a power failure. This project is receiving a \$746,000 FTA discretionary State of Good Repair Bus and Bus Facility Program grant.

BUDGET IMPACT

The San Carlos Transit Center project is proposed to be funded by the \$3,500,000 FTA grant, matched with \$666,000 in State Proposition 1B funds, and \$818,465 in District Sales Tax.

The funds for the PeopleSoft System Integration project increase will come from SamTrans, the Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority, shared proportionally, based on benefit, by all three agencies. The project benefits all three agencies by re-engineering business processes and providing an expanded and integrated financial system.

The Bus Lift Overhaul project is proposed to be funded by the \$746,000 FTA grant, matched with \$186,500 in State Proposition 1B funds.

BACKGROUND

The District approved an amended FY2012 Capital Budget on September 14, 2011 under Resolution No. 2011-40, in the amount of \$19,507,313. The proposed amendment as discussed above would increase the Capital Budget by \$8,916,965 to an authorized total of \$28,424,278.

Prepared by: Leslie Fong, Senior Budgets Analyst

650-508-6332

San Mateo County Transit District										
Adopted Fiscal Year 2012 Capital Budget										
#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Adopted FY2012 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
	1 REVENUE VEHICLES REPLACEMENT									
1.1	Replacement (10) Paratransit Cutaways	Replace 10 2005 El Dorado Cutaways at the end of their useful lives.	\$ 999,800		\$ 999,800	\$ -	\$ 799,840	\$ 199,960	\$ -	\$ -
	<u>Subtotal</u>				\$ 999,800	\$ -	\$ 799,840	\$ 199,960	\$ -	\$ -
	2 REVENUE VEHICLE SUPPORT									
2.1	Major Bus Components	Annual funding for procurement of bus parts.	\$ 985,140		\$ 985,140	\$ -	\$ -	\$ -	\$ -	\$ 985,140
2.2	Non-Revenue Service Support Vehicles	Replace 4 non-revenue service support vehicles that have reached their useful lives.	\$ 132,000		\$ 132,000	\$ -	\$ -	\$ -	\$ -	\$ 132,000
	<u>Subtotal</u>				\$ 1,117,140	\$ -	\$ -	\$ -	\$ -	\$ 1,117,140
	3 INFORMATION TECHNOLOGY									
3.1	Radio Backbone (RF Communications) Upgrade	Replace mobile AVL and communications equipment that has reached the end of its useful life to meet new FCC regulations. Increase data and voice communications capabilities, while conforming with the FCC narrowbanding mandate by December 31, 2012.	\$ 10,700,000		\$ 10,700,000	\$ -	\$ 8,560,000	\$ 2,140,000	\$ -	\$ -
3.2	Technology Refresh Project	Replace and upgrade Dell servers and out of warranty printers, copiers, fax machines and scanners. Warranty is expiring in FY2012.	\$ 659,000		\$ 659,000	\$ -	\$ -	\$ -	\$ -	\$ 659,000
3.3	PeopleSoft Project Upgrade Phase I and II	Phases 1 & 2 of the PeopleSoft System Integration project including plan, design & prototype demonstration and deployment of core finance functionality.	\$ 14,200,000	\$ 8,743,800	\$ 5,456,200	\$ -	\$ -	\$ -	\$ 3,011,080	A \$ 2,445,120
	<u>Subtotal</u>				\$ 16,815,200	\$ -	\$ 8,560,000	\$ 2,140,000	\$ 3,011,080	\$ 3,104,120
	4 DEVELOPMENT									
4.1	SamTrans Service Plan (Comprehensive Operational Analysis)	Evaluate and restructure SamTrans services and operations to more efficiently and effectively serve the county's transit needs and meet regional transportation goals, within the constraints of the current financial and operating environment. This includes a grant from Caltrans for the El Camino Real Bus Rapid Transit Phasing Plan.	\$ 1,894,039	\$ 1,074,600	\$ 819,439	\$ -	\$ -	\$ 221,319	B \$ -	\$ 598,120
4.2	Regional Bicycle Share Pilot Program	Evaluate the potential for a scalable bike share program to reduce greenhouse gas emissions and offer alternative transportation options. The project will be coordinated by the Air District in partnership with cities, counties and transportation agencies.	\$ 105,000		\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000	C \$ -

San Mateo County Transit District										
Adopted Fiscal Year 2012 Capital Budget										
#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Adopted FY2012 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
4.3	San Carlos Transit Center	Enhance the existing San Carlos Caltrain station by improving safety and connections between SamTrans fixed route bus services, Caltrain commuter rail, local shuttles and pedestrians and bicyclists.	\$ 4,984,465		\$ 4,984,465	\$ -	\$ 3,500,000	\$ 666,000	\$ -	\$ 818,465
4.4	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
4.5	Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	<u>Subtotal</u>				\$ 6,408,904	\$ -	\$ 3,500,000	\$ 887,319	\$ 105,000	\$ 1,916,585
5	FACILITIES/CONSTRUCTION									
5.1	Facilities Smaller Projects	Facility maintenance/Improvement Account	\$ 562,000		\$ 562,000	\$ -	\$ -	\$ -	\$ -	\$ 562,000
5.2	Maintenance & Operating Facility Pavement Rehab: NB & SB Concrete Rehab	Rehab pavement at North and South Bases to bring the pavement to a state of good repair.	\$ 162,000		\$ 162,000	\$ -	\$ -	\$ -	\$ -	\$ 162,000
5.3	Central Heating, Ventilation & Air Conditioning (HVAC) Maintenance at Central	Conduct basic repair and maintenance of existing HVAC system that has reached the end of its useful life.	\$ 150,000		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
5.4	Bus Lift Overhaul	Project will replace bus lifts that are over 20 years old, located at both the north base and south base maintenance facility.	\$ 932,500		\$ 932,500	\$ -	\$ 746,000	\$ 186,500	\$ -	\$ -
5.5	Sustainable Program Development	Project will identify proposed actions to reduce the District's carbon footprint.	\$ 300,000	\$ 150,000	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000
5.6	Safety and Risk Management Office Reconfigure Functional Improvement	Project will reconfigure the current office space in Safety and Risk Management Offices and also the Transit Police Offices for more efficient and effective use of these areas.	\$ 320,000		\$ 85,000	\$ 235,000	\$ -	\$ -	\$ -	\$ 85,000
5.7	Receptionist Area Security Improvement	Project would provide improved security for the receptionist on the 2nd floor of Central who is involved in numerous interactions with the public.	\$ 250,000		\$ 55,000	\$ 195,000		\$ 55,000		
5.8	Emergency Operations Center Relocation	This project would put in cameras to help reduce vandalism and crime at the Sequoia Station Underground Parking Garage.	\$ 85,000		\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

RESOLUTION NO. 2011 –

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

**AMENDING FISCAL YEAR 2012 CAPITAL BUDGET IN THE AMOUNT OF
\$8,916,965 FOR A TOTAL AMENDED BUDGET OF \$28,424,278**

WHEREAS, Section 103141(b) of the California Public Utilities Code requires the Board of Directors to adopt an annual budget for the San Mateo County Transit District (District); and

WHEREAS, pursuant to Resolution No. 2011-28, adopted on June 8, 2011, the Board approved the Fiscal Year (FY) 2012 District Capital Budget in the total amount of \$19,180,994; and

WHEREAS, pursuant to Resolution No. 2011-40, amended on September 14, 2011, the Board amended the FY2012 Capital Budget in the amount of \$19,507,313; and

WHEREAS, funding for two new capital projects, the San Carlos Transit Center and Bus Lift Overhaul, is proposed to be included in an amended FY2012 Capital Budget, as further described below; and

WHEREAS, the scope of the San Carlos Transit Center project includes enhancing the existing San Carlos Caltrain station by improving safety and connections between SamTrans fixed route bus services, Caltrain commuter rail, local shuttles, and pedestrians and bicyclists; and

WHEREAS, the funding for the San Carlos Transit Center will come from Federal Transit Administration discretionary Bus Livability Program grant funds, State Proposition 1B funds and sales tax funds.

WHEREAS, the scope of the Bus Lift project will overhaul the in-ground hydraulic lift systems located at the District's North Base and South Base maintenance facilities; and

WHEREAS, the funding for the Bus Lift project will come from Federal Transit Administration State of Good Repair Bus and Bus Facility Program grant funds and State Proposition 1B funds; and

WHEREAS, the Board approved the District's contract with Wipro, Inc. to begin work on the PeopleSoft System Integration Project; and

WHEREAS, the PeopleSoft System Integration Project budget needs to be increased to move into the design phase; and

WHEREAS, the funding for the increased budget is coming from the San Mateo County Transit District, Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA); and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the San Mateo County Transit District hereby amends the Capital Budget in the amount of \$28,424,278 for Fiscal Year 2012, a copy of which is attached hereto and incorporated herein as Attachment A; and

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director to take such additional actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 14th day of December 2011, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Aidan Hughes
Interim Executive Officer,
Planning & Development

Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE FUNDING AGREEMENT FOR ACCEPTANCE OF A
GRANT FROM THE SILICON VALLEY COMMUNITY FOUNDATION
IN THE AMOUNT OF \$60,000 AND EXECUTION OF A MEMORANDUM
OF UNDERSTANDING**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO, or his designee, to execute a funding agreement with the Silicon Valley Community Foundation (SVCF) for the proposed “Creating the Buzz” project in the amount of \$60,000 and execute a Memorandum of Understanding (MOU) with the San Mateo County Health System and Greenbelt Alliance for implementation of the *Creating the Buzz* project.

SIGNIFICANCE

A funding award of \$60,000 for third year support of the Grand Boulevard Initiative will enable a collaboration between the parties to the MOU and the Santa Clara Valley Transportation Authority and the Santa Clara County Health Department. The project seeks to grow the outreach efforts initiated in San Mateo County under the *From Grass Tops to Grass Roots* project to Santa Clara County, with the expectation that the efforts will result in a corridor-wide cohort of local residents, business owners, and employees who support local officials as they implement the Grand Boulevard Initiative Vision and Guiding Principles.

BUDGET IMPACT

It is estimated that \$60,000 will be expended in Fiscal Year 2012. This amount will be included in the mid-year Operating Budget adjustment request for board consideration.

BACKGROUND

The Silicon Valley Community Foundation is a catalyst and leader for innovative solutions to our region’s most challenging problems. This is the third SVCF Regional Planning grant in support of the Grand Boulevard Initiative. Regional Planning grants target the promotion of equitable smart-growth principles in land use and transportation planning processes and their implementation. A Regional Planning grant in 2009 provided technical assistance funding for the

Grand Boulevard Initiative's Economic and Housing Opportunities Study. The 2010 award supported advocacy efforts to educate residents and business owners of the benefits of equitable smart-growth and transit-oriented development in San Mateo County.

The total project cost is \$95,000, which consists of \$60,000 in SVCF funds and \$35,000 of local match in-kind staff support from the District and County Health System.

Prepared by: Corinne Goodrich, Manager, Strategic Development
508-6369

650-

RESOLUTION NO. 2011 –

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

**AUTHORIZING ENTERING INTO A FUNDING AGREEMENT WITH THE
SILICON VALLEY COMMUNITY FOUNDATION
FOR REGIONAL PLANNING FUNDS, IN A TOTAL AMOUNT OF \$60,000,
FOR THE SUPPORT OF THE GRAND BOULEVARD INITIATIVE
“CREATING THE BUZZ” PROJECT AND EXECUTION OF A MEMORANDUM OF
UNDERSTANDING TO EXECUTE THE PROJECT**

WHEREAS, the Silicon Valley Community Foundation (SVCF) awards Regional Planning grants to agencies and organizations to target the promotion of equitable smart-growth principles in land use and transportation planning processes and their implementation; and

WHEREAS, the SVCF has awarded \$60,000 to the San Mateo County Transit District (District) for the “Creating the Buzz” project which will enable a collaboration between the District, Santa Clara Valley Transportation Authority (VTA), Santa Clara County Health Department, San Mateo County Health System (County Health System), and Greenbelt Alliance to create a cohort of residents, business owners and employees who support local officials as they implement the Grand Boulevard Initiative Vision and Guiding Principles; and

WHEREAS, the County Health System and Greenbelt Alliance will participate in implementing the project, as described in the grant submittal to SVCF; and

WHEREAS, the grant funds will be matched with \$35,000 of in-kind services by the District and County Health System; and

WHEREAS, staff recommends authorization to execute a Funding Agreement with the SVCF and Memoranda of Understanding with County Health System and Greenbelt Alliance;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes:

1. The General Manager/CEO, or his designee, to execute a Funding Agreement with SVCF, and provide any other documentation as required by SVCF, to receive \$60,000 in Regional Planning grant funds; and
2. The General Manager/CEO, or his designee, to execute a Memorandum of Understanding with the County Health System and Greenbelt Alliance.

Regularly passed and adopted this 14th day of December, 2011, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE APPROVAL TO TAX DEFER MEMBER PAID
CONTRIBUTIONS TO CALIFORNIA PUBLIC EMPLOYEES'
RETIREMENT SYSTEM (CALPERS)**

ACTION

Staff proposes that the Committee recommend approval of a resolution to tax defer member paid contributions to the California Public Employees' Retirement System (CalPERS) under the provisions of section 414(h)(2) of the Internal Revenue Code (IRC) effective January 1, 2012.

SIGNIFICANCE

Effective January 1, 2012, the District will reduce the Employer Paid Member Contributions (EPMC) to CalPERS from 7% to 5%. Employees will be required to pay 2% of the member contribution to CalPERS.

This resolution will allow the District to implement the provisions of IRC section 414(h)(2) allowing all employees to pay their member paid contributions on a pre-tax basis.

BUDGET IMPACT

Anticipated savings are included in the Fiscal Year 2012 budget. No adjustment to the budget is required.

BACKGROUND

As part of the District's continuing efforts to reduce spending, obtain budget efficiencies, and enhance its fiscal sustainability, the District sought and obtained reductions in the EMPC through collective bargaining with the employee groups represented by the Amalgamated Transit Union and the International Brotherhood of Teamsters. The same 2 percent reduction in the EMPC will be applied to the administrative employees.

RESOLUTION NO.

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

*** * ***

**AUTHORIZATION TO TAX DEFER MEMBER PAID CONTRIBUTIONS TO
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)**

WHEREAS, the governing body of the San Mateo County Transit District has the authority to implement the provisions of section 414(h)(2) of the Internal Revenue Code (IRC); and

WHEREAS, the San Mateo County Transit District has determined that even though the implementation of the provisions of IRC section 414(h)(2) is not required by law, the tax benefit offered by IRC section 414(h)(2) should be provided to All Employees who are members of the California Public Employees' Retirement System.

NOW, THEREFORE, BE IT RESOLVED:

- I. That the San Mateo County Transit District will implement the provisions of Internal Revenue Code section 414(h)(2) by making employee contributions pursuant to California Government Code Section 20691 to the California Public Employees' Retirement System on behalf of all its employees or all its employees in a recognized group or class of employment who are members of the California Public Employees' Retirement System. "Employee contributions" shall mean those contributions to the Public Employees' Retirement System which are deducted from the salary of employees and are credited to individual employee accounts pursuant to California Government Code section 20691.
- II. That the contributions made by the San Mateo County Transit District to the California Public Employees' Retirement System, although designated as employee contributions, are being paid by the San Mateo County Transit District in lieu of contributions by the employees who are members of the California Public Employees' Retirement System.
- III. That employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the San Mateo County Transit District to the California Public Employees' Retirement System.
- IV. That the San Mateo County Transit District shall pay to the California Public Employees' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.

- V. That the amount of the contributions designated as employee contributions and paid by the San Mateo County Transit District to the California Public Employees' Retirement System on behalf of an employee shall be the entire contribution required of the employee by the California Public Employees' Retirement Law (California Government Code Sections 20000, et seq.).
- VI. That the contributions designated as employee contributions made by San Mateo County Transit District to the California Public Employees' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the California Public Employees' Retirement System.

PASSED AND ADOPTED by the governing body of the San Mateo County Transit District this day of December 14, 2011.

BY

Chair, Board of Directors
San Mateo County Transit District

RETURN ADDRESS:

1250 San Carlos Avenue
San Carlos, CA 94070

FOR CALPERS USE ONLY

RESOLUTION TO TAX DEFER MEMBER PAID CONTRIBUTIONS - IRC 414(h)(2)

Approved by: _____

Title: _____

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE THE EXECUTION OF ANNUAL SERVICE CONTRACTS
WITH THE CITY/COUNTY OF SAN FRANCISCO THROUGH ITS
AIRPORT COMMISSION TO RECEIVE FUNDS FOR ROUTE 397 OWL
SERVICE**

ACTION

Staff proposes that the Committee recommend that the Board authorize the General Manager/CEO, or his designee, to execute service contracts and any subsequent modifications thereof with the City and County of San Francisco to receive funds in support of the operation of SamTrans Bus Route 397 Owl Service.

SIGNIFICANCE

The District has historically received funding from the City and County of San Francisco to help support the operation of SamTrans Route 397 Owl Service. Approval of this item will provide the authority for the General Manager/CEO, or his designee, to execute these service contracts in Fiscal Year 2012 and future years so that the District can continue to receive financial assistance from the City and County of San Francisco for these services.

BUDGET IMPACT

There is no budget impact from this action. Funding for Route 397 Owl Service is already included as part of the FY2012 Operating Budget and will continue to be proposed for inclusion in future operating budgets for the duration of this service.

BACKGROUND

SamTrans Route 397 Owl Service provides late night service between downtown San Francisco and Palo Alto, with a connection to the San Francisco Airport. The City and County of San Francisco has historically provided funding on an annual basis to help underwrite the cost of the service. The funding contribution provided by the City and County of San Francisco is based upon the proportionate cost of the service associated with airport ridership.

Prepared by: Rebecca Arthur, Capital Programs and Grants
Project Manager: Paul Lee, Manager, Bus Contracts

650-508-6368
650-508-6433

RESOLUTION NO. 2011 -

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

* * *

**AUTHORIZING THE EXECUTION OF ANNUAL SERVICE CONTRACTS WITH THE
CITY/COUNTY OF SAN FRANCISCO THROUGH ITS AIRPORT COMMISSION TO
RECEIVE FUNDS FOR ROUTE 397 OWL SERVICE**

WHEREAS, the City and County of San Francisco through its Airport Commission (Commission) desires the San Mateo County Transit District (District) to provide late night bus service to airport employees; and

WHEREAS, the District provides said service through SamTrans Bus Route 397 Owl Service (Service); and

WHEREAS, the Commission has historically provided funding to the District, based upon the proportionate cost of the service associated with airport ridership, to help support the operation of the Service; and

WHEREAS, the Commission and the District execute annual service agreements, and/or modifications to such agreements, to memorialize the terms of the Commission's funding for the Service; and

WHEREAS, staff proposes and the Finance Committee concurs that the Board authorize the General Manager/CEO, or his designee, to execute annual service contracts and any subsequent modifications thereof with the City and County of San Francisco to receive funds in support of the operation of SamTrans Bus Route 397 Owl Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or his designee, to execute annual service contracts and any subsequent modifications thereof with the City and County of San Francisco to receive funds in support of the operation of SamTrans Bus Route 397 Owl Service.

Regularly passed and adopted this 14th day of December 2011, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2011

KARYL MATSUMOTO, CHAIR
JERRY DEAL, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A
LEGISLATIVE COMMITTEE
COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, DECEMBER 14 2011 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of November 9, 2011

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, Rose Guilbault

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 9, 2011**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Gee, R. Guilbault

Other Board Members Present, Constituting Committee of the Whole: J. Deal, C. Groom, A. Lloyd, K. Matsumoto, A. Tissier

Other Board Members Absent, Constituting Committee of the Whole: S. Harris

Staff Present: G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:44 p.m.

Approval of Minutes of Legislative Committee Meeting of October 12, 2011

The committee approved the minutes (Lloyd/Gee).

Update on the State Legislative Program

Government Affairs Manager Seamus Murphy reported last month the California Air Resource Board approved a cap and trade program to reduce emissions from the State's largest polluters in accordance with AB 32. The program covers 360 of the State's most polluting businesses and requires them to reduce emissions by 20 percent beginning next year or purchase emissions allowances at regularly scheduled auctions. AB 32 implementation, embodied in SB 375, requires organizations such as the Metropolitan Transportation Commission (MTC) to adopt sustainable community strategies focused on concentrating housing near job centers and public transit to reduce vehicle miles travelled. Expanding transit service to accommodate these plans will require additional revenues and no funding source has been identified yet to support the increase. There has been a proposal by Senate President Pro Tem Darrell Steinberg to allow regions to put a gas surcharge before voters at the regional level on a per-gallon basis to finance the implementation of SB 375.

Mr. Murphy reported on the Federal level:

- Last week the Senate approved an appropriations "minibus" that covers transportation and housing programs in addition to some of the other appropriations programs. This bill maintains existing Federal investment in transportation programs for the current fiscal year. The House version would cut transportation programs by 30-40 percent. Passage of this bill allows the Senate and House to meet in conference to resolve some of the differences in the two bills. The current extension expires November 18.
- The Senate voted down a two-year reauthorization proposal that would have eliminated bike and pedestrian programs. This morning the Environment and Public Works Committee unanimously approved Senator Barbara Boxer's two-year surface

transportation reauthorization proposal that would supplement the Highway Trust Fund with an additional \$12 billion to support current funding levels for highway and transit programs. This bill still needs approval from the Senate Banking and Commerce Committee and the Senate Finance Committee. There are signs that House leadership is looking for additional funding, too, and staff expects in the next few weeks to see the details of a proposal that would tie infrastructure funding with expanded energy production.

- The Senate voted down the full jobs package initiated by the administration and also voted down the first of two attempts to pass smaller pieces of the legislation. The second piece included an additional \$50 billion in supplemental formula funds for transportation programs and \$10 billion for a National Infrastructure Bank. It doesn't look like Congress will approve any supplemental funding as part of the Jobs Bill without it making it through the Senate.

Adjourned: 2:50 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

This report is for information only. No Board action is required.

SIGNIFICANCE

Staff will provide regular updates to the Board in accordance with the approved Legislative Program.

STATE ISSUES

State Transit Assistance

Transit agencies received their first State Transit Assistance quarterly allocations since the approval of a modified gas tax swap earlier this year. The new structure preserved funding for the program, but tied funding levels to actual revenues generated by the sales tax on diesel fuel.

The most recent quarterly payments reflect the degree to which the fluctuation in diesel fuel sales will affect State Transit Assistance funding. The Fiscal Year 2012 State Budget projected that diesel fuel sales would generate \$416 million for the State Transit Assistance program, but based on the most recent payment, the total amount could be closer to \$327 million.

FEDERAL ISSUES

Appropriations

On November 17 Congress approved the Fiscal Year 2012 Transportation, Housing and Urban Development appropriations bill (H.R. 2112) and the President signed the bill into law the following day. The bill also includes appropriations for Agriculture and Commerce, Justice and Science programs and extends current funding levels for other non-transportation programs through December 16.

The legislation was amended to remove \$100 million in High-Speed Intercity Passenger Rail program funding and \$25 million in Grants for Energy Efficiency and Greenhouse Gas Reductions that were included in the Senate version. The bill also reduces operations funding for Amtrak by \$96 million compared to Fiscal Year 2011.

The bill preserves funding for Federal Transit Administration programs and includes increased funding for the Formula and Bus Grant programs and New Starts Capital Investment Grant Program. It also includes \$500 million for the multimodal TIGER discretionary grant program, which received \$527 million in Fiscal Year 2011.

The bill also limits the federal share for New Starts projects to 60% and specifies that bus rapid transit projects will be funded under the Bus and Bus Facilities program rather than the New Starts program.

Authorization

On November 17, House majority leadership announced that they plan to introduce and consider the American Energy and Infrastructure Jobs Act before the end of the year. The bill would expand offshore oil and gas drilling to help fund the reauthorization of Federal investments in surface transportation programs for five years. No other details have been made available.

A competing Senate proposal passed the Senate Committee on Environment and Public Works with a unanimous, bipartisan vote. That bill would provide an additional \$12 billion to supplement the Highway Trust Fund and maintain federal transportation investments for two years. The bill will be heard before the full Senate once the Senate Committee on Finance identifies a source for the additional revenue and The Senate Committees on Commerce Science and Transportation; Banking; and Housing and Urban Affairs weigh in with additional details.

Prepared By: Seamus Murphy, Government Affairs Manager

650.508.6388

**San Mateo County Transit District
State Legislative Matrix 11/17/2011**

Bill ID/Topic	Location	Summary	Position
<u>AB 147</u> <u>Dickinson D</u> Subdivisions.	ASSEMBLY CHAPTERED 9/6/2011 - Chaptered by the Secretary of State, Chapter Number 228, Statutes of 2011	The Subdivision Map Act authorizes a local agency to require the payment of fees, to be used for various purposes, as a condition of approval of a final map or as a condition of issuing a building permit, including, among others, for purposes of defraying the actual or estimated cost of constructing bridges or major thoroughfares if specified conditions are met. The Mitigation Fee Act authorizes a local agency to charge a variety of fees, dedications, reservations, or other exactions in connection with the approval of a development project, as defined. This bill would authorize a local ordinance to require payment of a fee subject to the Mitigation Fee Act, as a condition of approval of a final map or as a condition of issuing a building permit for purposes of defraying the actual or estimated cost of constructing transportation facilities, as defined. Last Amended on 5/31/2011	Support
<u>AB 320</u> <u>Hill D</u> Environmental quality: California Environmental Quality Act (CEQA): determination: dispute.	ASSEMBLY CHAPTERED 10/8/2011 - Signed by the Governor	The California Environmental Quality Act (CEQA) requires a lead agency, which includes a local agency, to prepare, or cause to be prepared by contract, and certify the completion of, an environmental impact report on a project, as defined, that may have a significant effect on the environment, or to adopt a negative declaration if it finds that the project will not have that effect. CEQA requires a lead agency to file a notice of approval or a notice of determination containing specified information with the Office of Planning Research or the county clerk of each county in which the project is located, as appropriate. CEQA provides a procedure by which a party may attack, review, set aside, void, or annul the determination, finding, or decision of a public agency on specified grounds and requires that a petitioner or plaintiff name, as a real party in interest, a recipient of an approval that is the subject of an action or proceeding challenging the determination, finding, or decision of a public agency pursuant to CEQA. This bill would require a notice of approval or notice of determination to identify the person undertaking an activity that receives financial assistance from a public agency or the person receiving a lease, permit, license, certificate, or other entitlement of use from a public agency. Because a lead agency would be required to include additional information in the notice of approval or notice of determination, this bill would impose a state-mandated local program. Last Amended on 6/14/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
AB 348 Buchanan D Highways: Safety Enhancement-Double Fine Zone.	ASSEMBLY CHAPTERED 9/21/2011 - Chaptered by the Secretary of State, Chapter Number 290, Statutes of 2011	Existing law requires the Department of Transportation to designate a state highway segment as a Safety Enhancement-Double Fine Zone if specified conditions are met, including that the governing board of the city or county in which the segment is located has by resolution indicated that it supports the designation. This bill would, notwithstanding these requirements and until January 1, 2017, provide for the designation of the segment of county highway known as Vasco Road, between the State Highway Route 580 junction in Alameda County and the Walnut Boulevard intersection in Contra Costa County, as a Safety Enhancement-Double Fine Zone upon the approval of the boards of supervisors of Alameda County and Contra Costa County. The bill would also impose specified duties on the local governing bodies regarding that double fine zone, including to prepare, in consultation with the department, a report to be submitted to the Legislature on the effectiveness of the zone. Last Amended on 7/7/2011	
AB 426 Lowenthal, Bonnie D Transit fare evasion.	ASSEMBLY CHAPTERED 7/25/2011 - Chaptered by the Secretary of State, Chapter Number 100, Statutes of 2011	Existing law authorizes certain transit operators to adopt and enforce an ordinance to impose and enforce civil administrative penalties for fare evasion or passenger misconduct, other than by minors, on or in a transit facility or vehicle in lieu of the criminal penalties otherwise applicable, with specified administrative adjudication procedures for the imposition and enforcement of the administrative penalties, including an initial review and opportunity for a subsequent administrative hearing. This bill would authorize the Southern California Regional Rail Authority and the North County Transit District to adopt and enforce such an ordinance. The bill would provide that a person cited under these ordinances adopted by transit operators shall be afforded an opportunity to complete the administrative process under the circumstances set forth in the ordinance. The bill would require an entity that adopts such an ordinance to submit a report to specified committees of the Legislature both 2 and 5 years after the adoption of the ordinance, as specified. Last Amended on 6/10/2011	
AB 427 John A. Pérez D Transportation bond funds: transit system safety.	ASSEMBLY CHAPTERED 10/7/2011 - Chaptered by the Secretary of State, Chapter Number 527, Statutes of 2011	This bill would provide that commuter rail operators eligible to receive State Transit Assistance funds are also eligible to receive funds from the 60% share of Transit System Safety, Security, and Disaster Response Account funds. The bill would require funds that otherwise would be allocated based on operator revenue for the Southern California Regional Rail Authority (SCRRA) to be allocated to the applicable county transportation commission. The bill would authorize the applicable commission to allocate those funds to eligible purposes, including eligible projects of the SCRRA, or to suballocate those funds to the SCRRA. This bill would delete the provision making intercity and commuter rail entities receiving bond funds from the 15% share of funds ineligible for the 60% share of funds. Last Amended on 8/15/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
AB 485 Ma D Infrastructure financing.	SENATE INACTIVE FILE 9/7/2011 - Ordered to inactive file at the request of Senator Wolk.	The Transit Village Development Planning Act of 1994 authorizes a city or county to create a transit village plan for a transit village development district that addresses specified characteristics. Existing law authorizes the legislative body of the city or county to adopt an infrastructure financing plan, create an infrastructure financing district, and issue bonds for which only the district is liable, to finance specified public facilities, upon voter approval. This bill would eliminate the requirement of voter approval for the adoption of an infrastructure financing plan, the creation of an infrastructure financing district, and the issuance of bonds with respect to a transit village development district. The bill would require a city or county that uses infrastructure financing district bonds to finance its transit village development district to use at least 20% of the revenue from those bonds for the purposes of increasing, improving, and preserving the supply of lower and moderate-income housing; to require that those housing units remain available and occupied by moderate-, low-, very low, and extremely low income households for at least 55 years for rental units and 45 years for owner-occupied units; and to rehabilitate, develop, or construct for rental or sale to persons and families of low or moderate income an equal number of replacement dwellings to those removed or destroyed from the low- and moderate-income segment of the housing market as a result of the development of the district, as specified. The bill would set forth the findings and declarations of the Legislature, and the intent of the Legislature that the development of transit village development districts be environmentally conscious and sustainable, and that related construction meet or exceed the requirements of the California Green Building Standards Code. Last Amended on 6/29/2011	Support
AB 516 V. Manuel Pérez D Safe routes to school.	ASSEMBLY CHAPTERED 9/7/2011 - Chaptered by the Secretary of State, Chapter Number 277, Statutes of 2011	Existing law requires the Department of Transportation, in consultation with the California Highway Patrol, to establish and administer a "Safe Routes to School" program for construction of bicycle and pedestrian safety and traffic calming projects, and to award grants to local agencies in that regard from available federal and state funds, based on the results of a statewide competition. Existing law requires the department to rate proposals submitted by applicants using specified factors. One of the factors relates to consultation and support for projects by school-based organizations, local traffic engineers, local elected officials, law enforcement agencies, school officials, and other relevant community stakeholders. This bill would delete that factor and instead substitute a factor relating to use of a specified public participation process, with involvement by the public, schools, parents, teachers, local agencies, the business community, key professionals, and others, which process identifies community priorities, ensures those priorities are reflected in the proposal, and secures support for the proposal by relevant community stakeholders. The bill would add another factor relating to benefit of a proposal to a low-income school, as defined. Last Amended on 7/14/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
<u>AB 551</u> <u>Campos D</u> Public contracts: prevailing wage requirements: violations.	ASSEMBLY CHAPTERED 10/9/2011 - Signed by the Governor	Existing law generally requires that not less than the general prevailing rate of per diem wages, as specified, be paid to workers employed on a public work, as defined. Existing law requires a contractor or subcontractor to submit, to the state or political subdivision on whose behalf a public work is being performed, a penalty of not more than \$50 per calendar day, and not less than \$10 per calendar day except in certain cases of a good faith mistake, as provided and determined by the Labor Commissioner, for violations of these prevailing wage provisions. This bill would increase that maximum penalty to \$200 for each calendar day and would increase the minimum penalty except in certain cases of a good faith mistake to no less than \$40 for each calendar day. The bill would also increase the penalty assessed to contractors and subcontractors with prior violations from \$20 to \$80, and from \$30 to \$120 for willful violations. Last Amended on 8/24/2011	
<u>AB 615</u> <u>Lowenthal, Bonnie D</u> High-speed rail.	ASSEMBLY CHAPTERED 10/7/2011 - Chaptered by the Secretary of State, Chapter Number 530, Statutes of 2011	Existing law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9.95 billion for high-speed train capital projects and other associated purposes. This bill would supplement these Budget Act appropriations by appropriating \$4,000,000 from the High-Speed Passenger Train Bond Fund to the authority for the Los Angeles to San Diego segment, subject to similar conditions and provisions. Last Amended on 9/2/2011	
<u>AB 650</u> <u>Blumenfield D</u> Blue Ribbon Task Force on Public Transportation for the 21st Century.	ASSEMBLY VETOED 9/26/2011 - Vetoed by the Governor	This bill would establish, until March 30, 2013, the Blue Ribbon Task Force on Public Transportation for the 21st Century. The bill would require the task force to be comprised of 12 members and would require the Senate Committee on Rules and the Speaker of the Assembly to each appoint 6 specified members, by January 31, 2012. The bill would require the task force to elect one of its nonlegislative members as chair. The bill would require the task force to issue a written report that contains specified findings and recommendations relating to, among other things, the current state of California's transit system, the estimated cost of creating the needed system over various terms, and potential sources of funding to sustain the transit system's needs, and to submit the report by September 30, 2012, to the Governor, the Legislature, the Joint Legislative Budget Committee, the Senate Committee on Rules, the Speaker of the Assembly, and the transportation committees of the Legislature. The bill would require the task force, for purposes of collecting information for the written report, to consult with appropriate state agencies and departments and would require the task force to contract with consultants for preparation of the report. The bill would require the Department of Transportation to provide administrative staffing to the task force. The bill would appropriate \$750,000 from the Public Transportation Account to the department, as specified, to accomplish the purposes of these provisions. Last Amended on 8/15/2011	Support

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
AB 892 Carter D Department of Transportation: environmental review process: federal pilot program.	ASSEMBLY CHAPTERED 10/6/2011 - Chaptered by the Secretary of State, Chapter Number 482, Statutes of 2011	Existing law gives the Department of Transportation full possession and control of the state highway system. Existing federal law requires the United States Secretary of Transportation to carry out a surface transportation project delivery pilot program, under which the participating states assume certain responsibilities for environmental review and clearance of transportation projects that would otherwise be the responsibility of the federal government. Existing law requires the department to submit a report to the Legislature regarding state and federal environmental review. Existing law requires the report to be submitted no later than January 1, 2009, and again, no later than January 1, 2011. This bill would, instead, require the report to be submitted no later than January 1, 2016. Last Amended on 7/13/2011	Support
AB 912 Gordon D Local government: organization.	ASSEMBLY CHAPTERED 7/25/2011 - Chaptered by the Secretary of State, Chapter Number 109, Statutes of 2011	The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires a local agency formation commission, where the commission is considering a change of organization that consists of a dissolution, disincorporation, incorporation, establishment of a subsidiary district, consolidation, or merger, to either order a change of organization subject to confirmation of the voters, as specified, or order the change of organization without an election if the change of organization meets certain requirements. This bill would authorize the commission, where the commission is considering a change of organization that consists of the dissolution of a district that is consistent with a prior action of the commission, to immediately order the dissolution if the dissolution was initiated by the district board, or if the dissolution was initiated by an affected local agency, by the commission, or by petition, hold at least one noticed public hearing on the proposal, and order the dissolution without an election, unless a majority protest exists, as specified. Last Amended on 5/27/2011	
AB 952 Jones R High-speed rail.	ASSEMBLY VETOED 10/2/2011 - Vetoed by the Governor	Existing law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. The authority is composed of 9 members, including 5 members appointed by the Governor. Members of the authority are subject to the Political Reform Act of 1974. This bill would prohibit a member, employee, or consultant of the authority from being the recipient of any gift, as defined, in a specified provision of the act. The bill would prohibit a construction company, engineering firm, consultant, legal firm, or any other company, vendor, or business entity with a contract or seeking a contract with the authority, or subcontractor of any of the foregoing, or owner, employee, or any member of their immediate families of any of these companies, firms, vendors, entities, or subcontractors, from making any gift to a member, employee, or consultant of the authority, or to any member of their immediate families. The bill would authorize the authority itself to receive gifts, and to transfer those gifts as specified, with the written approval of the Department of Finance. Last Amended on 8/16/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
<u>AB 957</u> Committee on Transportation Transportation omnibus bill.	ASSEMBLY CHAPTERED 10/7/2011 - Chaptered by the Secretary of State, Chapter Number 536, Statutes of 2011	Existing law, the Sacramento Regional Transit District Act, creates the Sacramento Regional Transit District, with specified powers and duties relative to providing transit services in the Sacramento region. Existing law provides that the district is comprised of specified cities and unincorporated territories in the Counties of Sacramento and Yolo. Existing law sets forth provisions for transition from the Sacramento Transit Authority to the district and also sets forth provisions applicable to the establishment of the first board of the district. This bill would provide that the district includes the Cities of Citrus Heights, Elk Grove, Rancho Cordova, and West Sacramento. The bill would delete obsolete provisions relating to the transition from the authority to the district and establishment of the district's first board. Last Amended on 8/31/2011	
<u>AB 1097</u> <u>Skinner D</u> Transit projects: domestic content.	ASSEMBLY CHAPTERED 10/2/2011 - Chaptered by the Secretary of State, Chapter Number 405, Statutes of 2011	Existing law provides various sources of funding for transit projects. This bill would specifically authorize the state or a local agency, relative to the use of federal funds for transit purposes, to provide a bidding preference to a bidder if the bidder exceeds Buy America requirements applicable to federally funded transit projects, as specified. Last Amended on 8/29/2011	Support
<u>AB 1105</u> <u>Gordon D</u> High-occupancy toll lanes: roadway markings.	ASSEMBLY CHAPTERED 7/25/2011 - Chaptered by the Secretary of State, Chapter Number 114, Statutes of 2011	Existing law authorizes the Santa Clara Valley Transportation Authority (VTA) to conduct, administer, and operate a value pricing high-occupancy toll (HOT) lane program on 2 corridors included in the high-occupancy vehicle lane system in Santa Clara County. This bill would provide that such a HOT lane established on State Highway Route 101 may extend into San Mateo County as far as the high-occupancy vehicle lane in that county existed as of January 1, 2011, subject to agreement of the City/County Association of Governments of San Mateo County. This bill contains other related provisions and other existing laws. Last Amended on 4/13/2011	Support

**San Mateo County Transit District
State Legislative Matrix 11/17/2011**

Bill ID/Topic	Location	Summary	Position
<u>AB 1164</u> <u>Gordon D</u> Federal transportation funds.	ASSEMBLY CHAPTERED 10/2/2011 - Chaptered by the Secretary of State, Chapter Number 406, Statutes of 2011	Existing law generally provides for programming and allocation of state and federal transportation capital improvement program funds pursuant to the state transportation improvement program process administered by the California Transportation Commission. This bill would enact similar provisions authorizing the department, until September 30, 2015, to make loans from the State Highway Account of other specified federal transportation funds to fund bond-funded projects pursuant to the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, if the department has determined the loans will not impact the funding of other programs or projects, as specified, and only under circumstances in which federal funds might otherwise be lost, as specified. The bill would appropriate those federal transportation funds in the State Highway Account for these purposes and would require those funds to be obligated to fund the bond-funded projects, as specified. The bill would require the loans to be repaid to the State Highway Account within 3 years from the proceeds of bonds sold pursuant to the bond act and would provide for the appropriation of those repaid funds to the department for use on projects in the state highway operation and protection program or the local assistance program, as specified. The bill would require the department to report to the Joint Legislative Budget Committee each year that federal transportation funds are loaned pursuant to these provisions. Last Amended on 9/1/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
<u>AB 1229</u> <u>Feuer D</u> Transportation: financing; federal highway grant anticipation notes.	SENATE 2 YEAR 8/26/2011 - Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. SUSPENSE FILE on 8/16/2011)	Existing law continuously appropriates the amounts specified in the annual Budget Act as having been deposited in the State Highway Account from federal transportation funds, and pledged by the California Transportation Commission, to the Treasurer for the purposes of issuing federal highway grant anticipation notes, commonly known as GARVEE bonds, to fund transportation projects selected by the commission. Existing law defines an "eligible project" for these purposes as the federally funded portion of a highway or other transportation project that has been designated for accelerated construction by the commission, and increases the capacity, reduces the travel time, or provides long-life rehabilitation of the key bridges and roadways of a corridor or gateway for interregional travel and movement of goods. Existing law prohibits the Treasurer from authorizing the issuance of the notes if the annual repayment obligations of all outstanding notes in any fiscal year would exceed 15% of the total amount of federal transportation funds deposited in the account for any consecutive 12-month period within the preceding 24 months. This bill would provide that an "eligible project" may include projects programmed by a regional transportation planning agency using its share of apportionments of federal regional surface transportation program funds or congestion mitigation and air quality funds, as specified. The bill would authorize no more than 50% of bonding capacity of GARVEE bonds from being made available for these projects and would require the commission to require a regional transportation planning agency to commit to repaying the state for debt service if that agency's share of federal regional surface transportation program funds or federal congestion mitigation and air quality funds is insufficient to repay the GARVEE bonds or if a portion of the project costs is ineligible for federal funding. The bill would, for such a repayment by a regional transportation planning agency, authorize the commission to amend into the State Transportation Improvement Program some or all of the funds necessary for the repayment to be counted against the county share of State Transportation Improvement Program funds for the county in which the project is located. By expanding the types of projects for which GARVEE bonds may be used, the bill would make an appropriation. Last Amended on 6/21/2011	
<u>AB 1298</u> <u>Blumenfield D</u> Vehicles: parking; mobile billboard advertising displays.	ASSEMBLY CHAPTERED 10/7/2011 - Chaptered by the Secretary of State, Chapter Number 538, Statutes of 2011	Existing law authorizes a local authority to regulate mobile billboard advertising displays. Existing law defines "mobile billboard advertising display" to mean an advertising display attached to nonmotorized vehicles for the primary purpose of advertising. This bill would revise the definition of "mobile billboard advertising display." The bill would additionally authorize a local authority, subject to specified exceptions, to regulate advertising signs on motor vehicles parked or left standing upon a public street. Last Amended on 7/12/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
<u>AB 1388</u> <u>Wieckowski D</u> Earnings withholding orders.	ASSEMBLY CHAPTERED 10/9/2011 - Signed by the Governor	Existing law requires an employer to withhold the amounts required by an earnings withholding order from all earnings of the employee payable for any pay period of the employee that ends during the withholding period. Under existing law, the portion of the judgment debtor's earnings that the judgment debtor proves is necessary for the support of the judgment debtor or the judgment debtor's family supported in whole or in part by the judgment debtor is exempt from the levy of an earnings withholding order. This exemption is not available if the debt was incurred for the common necessities of life furnished to the judgment debtor or the family of the judgment debtor. This bill would delete that exception for the common necessities of life. This bill would, instead, provide an exception for a debt incurred pursuant to an order or award for the payment of attorney's fees in connection with certain family law proceedings. The bill would also make a conforming change. Last Amended on 6/10/2011	
<u>AJR 5</u> <u>Lowenthal, Bonnie D</u> Transportation revenues.	ASSEMBLY CHAPTERED 6/8/2011 - Chaptered by the Secretary of State, Chapter Number 29, Statutes of 2011	This measure would request the President and the Congress of the United States to consider and enact legislation to conduct a study regarding the feasibility of the collection process for a transportation revenue source based on vehicle miles traveled, in order to facilitate the creation of a reliable and steady transportation funding mechanism for the maintenance and improvement of surface transportation infrastructure. Last Amended on 3/29/2011	
<u>SB 310</u> <u>Hancock D</u> Local development.	SENATE CHAPTERED 10/3/2011 - Chaptered by the Secretary of State, Chapter Number 446, Statutes of 2011	Existing law authorizes the legislative body of a city or county to adopt an infrastructure financing plan, which is required to contain specified information, for the purpose of financing certain infrastructure facilities, if specified procedural requirements are met, and requires the legislative body, if it adopts the plan, to submit the proposal to the voters. Existing law authorizes the legislative body to create an infrastructure financing district, by ordinance, if 2/3 of the qualified electors of the proposed district vote in favor of adoption of the plan, and also authorizes the legislative body to initiate proceedings to issue bonds to finance the infrastructure facilities if 2/3 of those electors vote in favor of the issuance. Existing law authorizes infrastructure finance districts to finance specified projects, including financing certain infrastructure facilities. This bill would authorize a district to reimburse a developer that meets specified requirements for permit expenses or expenses related to the construction of affordable housing units pursuant to the Transit Priority Project Program described below. This bill would also require that an infrastructure financing plan also include a plan to finance any potential costs for reimbursing a developer that meets specified requirements for permit and affordable housing expenses related to a project of the Transit Priority Project Program. Last Amended on 8/29/2011	

San Mateo County Transit District State Legislative Matrix 11/17/2011

Bill ID/Topic	Location	Summary	Position
<u>SB 565</u> <u>DeSaulnier</u> D Transportation.	SENATE CHAPTERED 9/26/2011 - Chaptered by the Secretary of State, Chapter Number 341, Statutes of 2011	Existing law prescribes certain standards for a transit bus operated by a motor carrier, whether the motor carrier is a private company or a public agency, that provides public transportation services. A violation of these provisions is a crime. This bill would additionally require that the transit bus be equipped with a speedometer that is maintained in good working order. By creating a new crime, the bill would impose a state-mandated local program. Last Amended on 8/22/2011	
<u>SB 582</u> <u>Yee</u> D Commute benefit policies.	SENATE VETOED 8/1/2011 - Vetoed by the Governor	This bill, beginning on January 1, 2013, subject to certain exceptions, would authorize a metropolitan planning organization jointly with the local air quality management district or air pollution control district to adopt a commute benefit ordinance that requires covered employers operating within the common area of the organization and district with a specified number of covered employees to offer those employees certain commute benefits. The bill would require that the ordinance specify certain matters, including any consequences for noncompliance, and would impose a specified reporting requirement. The bill would provide for the 8 metropolitan planning organizations within the region served by a specified air district to adopt the ordinance only after the district first acts to adopt the ordinance. The bill would exclude from its provisions an air district with a trip reduction regulation initially adopted prior to the federal Clean Air Act Amendments of 1990 as long as it continues to have a regulation that allows trip reduction as a method of compliance. The bill would make its provisions inoperative on January 1, 2017. Last Amended on 7/7/2011	
<u>SB 867</u> <u>Padilla</u> D Build California Bonds.	SENATE 2 YEAR 5/10/2011 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was T. & H. on 4/7/2011)	Existing law creates the California Transportation Financing Authority with specified powers and duties relative to the issuance of bonds to fund transportation projects to be backed, in whole or in part, by various revenue streams of transportation funds and toll revenues in order to increase the construction of new capacity or improvements for the state transportation system. This bill would, in addition, provide for the authority to issue Build California Bonds, the proceeds of which would be used for specified transportation capital improvements. Bondholders would be entitled to nonrefundable tax credits against their personal income tax or corporate tax liability. The bonds would not be a debt or liability of the state or a political subdivision of the state, except for the authority. The bill would provide for the authority to enter into financing agreements with participating local transportation authorities for the purpose of financing or refinancing transportation projects. Each series of bonds issued by the authority would be secured by a financing agreement between the authority and the local transportation authority. The bill would limit the principal amount of bonds to be issued by the authority under these provisions to \$5 billion over a 5-year period commencing January 1, 2012.	Support



BOARD OF DIRECTORS 2011

KARYL MATSUMOTO, CHAIR
JERRY DEAL, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA**

WEDNESDAY, DECEMBER 14, 2011– 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 12, 2011

INFORMATIONAL

2. Update on Transition from Paper Monthly Pass to Clipper
3. Capital Projects Quarterly Status Report – First Quarter Fiscal Year 2012

Committee Members: Carole Groom, Jerry Deal, Art Lloyd

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Draft

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 12, 2011**

Committee Members Present: C. Groom (Committee Chair), J. Deal, A. Lloyd

Other Board Members Present, Constituting Committee of the Whole: J. Gee, R. Guilbault, S. Harris, Z. Kersteen-Tucker, K. Matsumoto, A. Tissier

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Simon

Committee Chair Carole Groom called the meeting to order at 3:07 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of September 14, 2011

The Committee approved the minutes (Lloyd/Guilbault); Director Harris abstained.

Adoption of SamTrans Service Plan (SSP) Criteria and Endorse the Use of Performance Metrics

Interim Executive Officer, Planning and Development Aidan Hughes said the Board received an update on the SSP at the Board workshop on September 26. The update included a presentation of potential performance metrics that could be used to guide the development and evaluation of service alternatives. A set of proposed criteria also were presented that were grounded in the SSP Guiding Principles. The criteria are to help define the trade-offs between the various alternatives and build on the data driven proposal. The Board also established an advisory committee and will be naming the members later in the meeting. The advisory committee will help staff guide the development of the SSP and review information before it goes to the public. The next steps include a series of outreach events in November where staff will lay out various service alternatives and ask for community input. The SSP is expected to be completed in early 2012.

The Committee (Tissier/Deal) unanimously recommended Board acceptance of the report.

Adjourned: 3:11 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Rita P. Haskin
Executive Officer, Customer Service and Marketing

SUBJECT: **TRANSITION FROM PAPER MONTHLY PASS TO CLIPPER®**

ACTION

This report is for information only. No Board action is required.

SIGNIFICANCE

SamTrans is transitioning its Monthly Pass customers to Clipper, the regional fare payment system, effective with the January 2012 pass. At the board meeting, staff will make a brief presentation providing an overview of the steps taken to inform customers.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

SamTrans has been an active partner with the Metropolitan Transportation Commission to offer Clipper to Bay Area transit customers. Transit agencies that currently accept Clipper include AC Transit, BART, Caltrain, Dumbarton Express, Golden Gate Transit & Ferry, Muni and Santa Clara Valley Transportation Authority.

Prepared by Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
1st QUARTER FISCAL YEAR 2012**

ACTION

No action required. The attached Capital Projects Quarterly Status Report is submitted to the Board for information only.

SIGNIFICANCE

The attached report will be submitted quarterly to keep the Committee advised as to the status of active capital projects. This report is formatted to illustrate the status of projects and to establish reporting consistency with the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will be preparing the Capital Projects Quarterly Status Report for the Committee on a quarterly basis. The report is a summary of the scope, budget and progress of capital projects. It is being presented to the Committee for informational purposes and is intended to better inform the Committee of the capital project status.

The Quarterly Capital Status Report can be viewed at the following link:

[http://www.samtrans.com/Assets/ Finance/Quarterly+Capital+Program+Status+Report/SamTrans+Quarterly+-+Q1+FY12.pdf](http://www.samtrans.com/Assets/Finance/Quarterly+Capital+Program+Status+Report/SamTrans+Quarterly+-+Q1+FY12.pdf)



A G E N D A

BOARD OF DIRECTORS

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA**

WEDNESDAY, DECEMBER 14, 2011 – 3:00 p.m.
or immediately following Committee meetings

- 1. CALL TO ORDER/ROLL CALL**
- 2. CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of Board of Directors Meeting of November 9, 2011
 - b. Acceptance of Statement of Revenues and Expenses for October 2011
- 3. PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
- 4. REPORT OF THE CHAIR**
 - a. Appointment of Nominating Committee for 2012 Chair and Vice-Chair
- 5. REPORT OF THE GENERAL MANAGER/CEO**
- 6. COMMUNITY RELATIONS COMMITTEE**
(*Accessibility, Senior Services, and Community Issues*)
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. Paratransit Coordinating Council (PCC) Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Mobility Management – Fixed-route Bus Service
 - e. Multimodal Ridership Report – October 2011
- 7. FINANCE COMMITTEE**
RESOLUTIONS
 - a. Authorize Amendment of the Fiscal Year 2012 Operating Budget by \$589,848 from \$128,453,259 to \$129,043,107

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

- b. Authorize Amendment of the Fiscal Year 2012 Capital Budget by \$8,916,965 from \$19,507,313 to \$28,424,278
- c. Authorize the Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$60,000 for the Grand Boulevard Initiative
- d. Authorize Approval to Tax Defer Member Paid Contributions to California Public Employees' Retirement System
- e. Authorize the Execution of Annual Service Contracts with the City/County of San Francisco Through its Airport Commission to Receive Funds for Route 397 Owl Service

8. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE

SUBJECTS DISCUSSED

- a. Update on Transition from Paper Monthly Pass to Clipper
- b. Capital Projects Quarterly Status Report – First Quarter Fiscal Year 2012

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. DATE, TIME AND PLACE OF NEXT MEETING – January 11, 2012 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

13. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a) to discuss pending litigation: San Mateo County Transit District v. City and County of San Francisco et al, San Mateo County Superior Court Case No. CIV 494013

14. ADJOURNMENT

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at www.samtrans.com.

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site.

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District Committees and Board: Second Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: First Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be change as necessary.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real and accessible by SamTrans bus Routes 260, 295, 390, 391, KX. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

- If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.
- Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to board@samtrans.com; or by phone at 650-508-6242, or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2011, 2011**

Board Members Present: J. Deal, J. Gee, C. Groom, G. Guilbault, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair), A. Tissier

Board Members Absent: S. Harris

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 2:50 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Tissier/Lloyd).

- a. Approval of Minutes of Board of Directors Meeting of October 12, 2011
- b. Acceptance of Statement of Revenues and Expenses for June 2011 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2011
- d. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2011
- e. Approval of the 2012 Board of Directors Meeting Calendar

PUBLIC COMMENT

None

REPORT OF THE CHAIR

Chair Matsumoto reported:

- Today's meeting will be adjourned in memory of Citizens Advisory Committee member Wayne Kingsford-Smith who recently passed away.
- Thanked the SamTrans Service Plan (SSP) ad-hoc committee for their participation and also the work staff is doing on the community meetings.
- At last month's Council of Cities meeting Congresswoman Anna Eshoo was the guest speaker and was thanked for her hard work on public transportation.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Congratulated Director Jerry Deal on his re-election.
- Thanked the Board for adjourning the October meeting in memory of his brother.
- Thanked the SSP advisory committee for their guidance. In the reading file is a flyer for the six upcoming community meetings.
- The District continues its investment in human capital.
- On November 2 staff participated in an older driver seminar in Daly City.

- SamTrans played a host to partatransit customers from San Francisco, San Mateo and Santa Clara counties to provide input on the Metropolitan Transportation Commission sustainability project.
- On October 26 staff participated in an emergency preparedness exercise which focused on people with special needs.
- Contracted buses provided a bus bridge between the Powell Street BART Station and the 4th and King Caltrain Station.
- Fixed-routes averaged 31,000 miles between service calls and Redi-Wheels was at 20,000 miles.
- There will be a new runbook on December 18 and the main focus will be on-time performance on specific routes.
- Deputy CEO Chuck Harvey and his team were congratulated on the recent base inspections.
- SamTrans will be providing additional service to Serramonte Shopping Center between November 25 and December 26 on Route 120.
- Staff will be participating in the Redwood City Hometown event on December 3 and there will also be a drop-off event on November 28 here in the lobby.

Mr. Harvey said SamTrans has participated in the Heart Walk for the past 11 years. This year the team raised \$67,100, was the number one fundraising company on the Peninsula and the fifth highest in the Bay Area. Senior Budget Analyst Leslie Fong was recognized for her work as the company leader.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Shuttles
- e. Multimodal Ridership Report – September 2011

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Execution of Clipper Memorandum of Understanding Amendment Number 1
- b. Authorize Reduction of Employer Paid Member Contributions to the Public Employees Retirement System by 2 Percent Effective January 1, 2012
- c. Authorize Continued Participation in the Public Employees Retirement System Medical for Former Administrative Employees Now Represented by the Amalgamated Transit Union and the International Brotherhood of Teamsters
- d. Authorize Amending the Funding Agreement with the San Mateo City/County Association of Governments for Community Based Transportation Planning Services and Increasing the Fiscal Year 2012 Operating Budget by \$30,000
- e. Authorize Disposal of 10 Surplus Buses
- f. Authorize Award of Contract to United Performance Corporation for Automotive Repair Services for a Three-year Base Term for a Total Estimated Cost of \$389,752
- g. Authorize Award of Contract to Chandler Enterprises, Inc. for Furnishing Overhead and Mechanical Door Services for a Three-year Base Term for a Total Cost of \$200,937

- h. Authorize Award of Contract to World Courier Ground for Providing Mail Courier Services for a Five-year Term for an Estimated Cost of \$182,700

Items b and c resolutions for bus contracts be held until after the closed session.

A motion (Tissier/Lloyd) to approve the resolutions was approved unanimously by roll call.

LEGISLATIVE COMMITTEE
SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS
In reading file

BOARD MEMBER COMMENTS

Director Zoe Kersteen-Tucker thanked staff for the presentation on the SSP.

DATE AND TIME OF NEXT MEETING – December 14, 2011 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Contracts Inspectors)
- b. Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) to Discuss Pending Litigation: Edgardo Galvez v San Mateo County Transit District (Workers Compensation)
- c. Closed Session: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO

Legal Counsel David Miller said there are three items that are permitted under the Brown Act for discussion in closed session.

Adjourned to closed session at 3:14 p.m.

Reconvened to open session at 4:08 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act. Staff is recommending the Board approve an execution of a collective bargaining agreement with the Teamsters Union, Local 856 (Bus Contracts Inspectors) for a three year term through September 30, 2014.

A motion (Guilbault/Gee) to approve the collective bargaining agreement was approved unanimously.

Mr. Miller said he recommends the Board now approve items 7b and 7c on the Board agenda as they relate only to the bus contracts inspectors.

A motion (Lloyd/Gee) to approve items 7b and 7c on the Board agenda as they relate to the bus contracts inspectors was approved unanimously.

Mr. Miller said the Board convened in closed session to conduct its annual evaluation and performance of the General Manager/CEO, Mr. Scanlon. The Board heard a report from the advisory committee and as result of the discussions is prepared to adopt a motion that consists of two parts. The Board's conclusion of the evaluation of the General Manager/CEO is that the rating is outstanding and accompanying that would be approval of the goals for the coming year starting November 1 that Mr. Scanlon presented with some modest fine tuning of the item that deals with the financial issues and challenges on Caltrain and the District and the inclusion of a goal that relates to Grand Boulevard.

A motion (Lloyd/Gee) to approve Mr. Scanlon's evaluation and goals for the upcoming year was approved unanimously.

The meeting adjourned at 4:25 p.m.