

# San Mateo County Transit District

Fiscal Year 2024 & 2025 Adopted Operating and Capital Budget



# samTrans



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SAN MATEO COUNTY TRANSIT DISTRICT

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**San Mateo County Transit District  
California**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morill*

Executive Director

# samTrans



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# SECTION 1 - INTRODUCTION OVERVIEW

## Message from the Chief Financial Officer

For the first time in San Mateo County Transit District's (District) four-decade history, I am pleased to present the District's first Biennial Adopted Budget. This adopted biennial budget covers Fiscal Years 2024 and Fiscal Year 2025 (FY24 and FY25) and was approved by the Board of Directors on June 7, 2023. FY24 Operating and Capital Budgets are \$264.5 million and \$187.9 million, respectively; and FY25 Operating and Capital Budgets are \$273.3 million and \$67.1 million, respectively.

Three years after the COVID-19 pandemic, the District continues recovering lost ridership. Today, the District has one of the highest ridership recovery rates of any public transit agency in the Bay Area. FY24 and FY25 budgets assumes continued ridership recovery.

Over the course of the past two and a half years, the District has focused on delivering Reimagine SamTrans. The new streamlined bus network is designed to provide simpler and faster service, emphasizing service to Equity Priority Zones and more direct routes that can improve connectivity and frequency. Under the FY24 and FY25 adopted budgets, the District is focusing on the next phases of Reimagine SamTrans that call for increased bus services within San Mateo County, more service on weekends and midday or evening, new routes to community colleges, and continue to monitor the newly implemented Ride Plus on-demand Microtransit service.

The District has continued to invest in a financially sustainable and environmentally friendly public transportation system that reduces consumption of diesel fuel and the emittance of greenhouse gas. To that end, the District is working to replace end-of-life diesel-fuel buses with new battery electric (BEB) and hydrogen fuel cell electric (FCEB) zero emission buses and associated electric battery charging and hydrogen fueling infrastructure. The FY24 and FY25 adopted budgets includes appropriations of \$168.7M and \$25.1M to assist with the transition to BEBs and FCEBs.

As the District continues focusing and investing for public transportation, the FY24 and FY25 Adopted Budgets also include funds to address the following: employee retention; expansion of diversity; central office upgrade, rebuild or relocation, and transit-oriented development; cybersecurity; and strategic planning. The adopted FY24 and FY25 budgets are an important step towards providing high-quality, safe, and efficient services, that will enhance quality of life, increase access and mobility, reduce congestion, and promote economic vitality for San Mateo County, its residents, and the District.

In closing, I would like to acknowledge the teamwork, commitment, and assistance of our Board Members, District staff, and participating members of our community in the preparation of FY24 and FY25 budgets. Through this collective effort, the District has taken significant steps toward creating and maintaining a sustainable and balanced budget that ensures the District is able to implement its planned services, capital projects, and initiatives for the next two-years and many years to come.

Sincerely,



Kate Jordan Steiner  
Chief Financial Officer

## Reimagine SamTrans

### **Reimagine SamTrans - Implementation:**

In March 2022, the SamTrans Board of Directors approved a set of changes to the SamTrans bus network through a project known as Reimagine SamTrans. This new network was crafted after careful consideration of public input, from over 200 outreach meetings and thousands of comments and survey responses over the course of two and a half years.

The District is using this valuable input to implement a new, streamlined bus network with brand new routes and improved frequency for riders. The first phase of the Reimagine implementation will include upgrades that will adapt to changing school schedules and respond to students who rely on SamTrans while expanding coverage in new areas such as Oyster Point and the Marina in South San Francisco.

Effective June 18, 2023, frequency, service span, and route alignment have been updated on the following six routes:

- Returned frequency on Route 121 in North County
- Returned Route 276 in Redwood City
- Extended Route 281 to Stanford Campus at East Palo Alto and increased weekdays and weekends frequency
- Realigned service on Route 280
- Added later evening service on Route 278 and 295

### **Reimagine SamTrans – Ride Plus:**

SamTrans also initiated Ride Plus, an on-demand microtransit service that is dynamic and based on requests using app-based technology or by calling to book the ride. Pick-up arrival time is provided in real-time, just like ride-hailing apps. Trips must start and end in a defined zone. Ride Plus is now available in the zones of East Palo Alto, which includes the Belle Haven neighborhood of Menlo Park, and Half Moon Bay. The two zones were identified because they present different and unique challenges for fixed route bus service. Some of these challenges include narrow streets, lack of street grid, gaps in the pedestrian network, traffic patterns clogging major arterials, off-peak/weekend traffic, and unique land uses/densities. The goal of the service is to mitigate such challenges by using flexible microtransit technology to provide public transit service.





Information regarding the Ride Plus services can be viewed online at <https://www.samtrans.com/microtransit-samtrans-ride-plus>

Future phases of implementation will include:

- Improved frequency on 15 routes systemwide
- More service on weekends and during midday or evening times on 10 routes
- New routes to San Mateo County community colleges

SamTrans is recruiting additional bus operators so the agency can implement the full Reimagine SamTrans service vision in the future.

**Reimagine: Strategic Goals**

Three fundamental goals for Reimagine remain the same, to provide the most effective system possible that is responsive to the needs of our riders and the community.

The goals of *Reimagine SamTrans* are to:



For more information about the Reimagine: [www.samtrans.com/reimagine](http://www.samtrans.com/reimagine)

### **Short Range Transit Plan (SRTP):**

In compliance with requirements set forth by the Metropolitan Transportation Commission (MTC), SamTrans has updated its five-year Short Range Transit Plan (SRTP) for FY23 – FY28. Major components of the SRTP include:

- General system overview of the fixed-route and paratransit services;
- Pre-pandemic state of service (FY19);
- Current state of service (FY23); and
- Potential operating service plans for upcoming FY24 – FY28 under four different financial scenarios.

The SRTP presented three scenarios prescribed with operating figures provided by MTC, with Scenario four developed by SamTrans to better suit District projections including capital expenditures.

1. **Robust Recovery:** In this scenario, there is adequate funding to return overall revenue to 100% of pre-pandemic levels, with escalation.
2. **Revenue Recovery, with Fewer Riders:** Farebox revenue remains stagnant for the next five years although other funds return to pre-pandemic levels.
3. **Some Progress:** Total revenue available to the agency, both from farebox revenues and other sources, is 15% below pre-pandemic levels for the next five years.
4. **SamTrans-Generated Projections:** Using FY23 as the baseline year, this scenario considers both SamTrans' operating and several major capital project commitments and presents an operating plan that reflects current financial assumptions.

An update of the District's Short Range Transit Plan for Fiscal Years 23-28 can be viewed online at

[https://www.samtrans.com/projects/samtrans\\_short\\_range\\_transit\\_plan](https://www.samtrans.com/projects/samtrans_short_range_transit_plan)

### ***Other Initiatives included in SamTrans FY24 and FY25 Operating Budget***

In addition to the ***Reimagine SamTrans*** plan, the District has several initiatives in the FY24 and FY25 Budget that will be incorporated into the overall Strategic Plan. These initiatives, focus on the transit-dependent customers and on the environment, are as follows:

Bus Stop Improvement Plan: This plan will identify bus stop features and amenities that SamTrans riders, local governments, and community members value, and lays out a plan for improving bus stops across the SamTrans network. The plan will analyze existing bus stop conditions; create and execute a stakeholder and public engagement plan; update the existing bus stop design guideline; identify and prioritize bus stop improvement systemwide; and develop an implementation plan for capital projects that could include:

- Adding benches and shelters
- Displaying real-time arrival information
- Improving boarding areas
- Enhancing lighting
- Installing trash receptacles

Measure W Strategic Plan: Since SamTrans administers 50% of the Measure W funds, the agency needs a clear budget framework to guide those funds. An internal study has started to identify and prioritize major investment for the next 10 years. The study will also set a new strategic plan to provide policy direction for the District, a Measure W budget framework, and a Capital Improvement Plan to deliver future investments and strategies that aligned with the strategic vision.

SamTrans EMS Implementation: Implementation of an Environmental Management System for SamTrans, following gap analysis conducted in FY23. The Environmental Management System will bring together disparate environmental activities occurring in different departments, document them, develop SOPs, clarify roles and responsibility, and implement a system of continual improvement working towards ever greater efficiency and resource use reduction.

Sustainability Strategic Plan: SamTrans promotes sustainability by providing affordable, accessible, environmentally beneficial mobility options to help people get to where they live, work and play. The Sustainability Program monitors the agency's operational impacts on communities and the environment, and finds ways to lessen those impacts. A new study will develop a strategic direction for SamTrans' sustainability goals and prioritize various sustainability projects and initiatives.

El Camino Real Mid-County Transit and Multimodal Plan: The El Camino Real Mid-County Transit and Multimodal Plan (Plan) will launch a multimodal corridor planning effort for mid-county segment of El Camino Real. The Plan will combine the 2022 El Camino Real Bus Speed and Reliability Study's transit priority recommendations with local visions for bicycle facilities, pedestrian improvements, parking, and/or general-purpose travel lanes on a corridor with right-of-way constraints. The Plan will result in comprehensive conceptual level designs, developed in partnership with cities and local communities for improving transit performance.

# Emission Zero

## Innovative Clean Transit Regulation

The California Air Resources Board (CARB) is the lead agency for climate change programs and is charged with protecting the public from harmful effects of air pollution and developing programs and actions to fight climate change. In December 2018, CARB adopted the Innovative Clean Transit (ICT) Regulation that requires all public transit agencies in the state to gradually transition to 100% zero-emission bus fleets by 2040.

Through the deployment of zero-emission technologies, the ICT regulation will provide significant benefits across the state, including:

- Reduce NOx and GHG emissions for all Californians, especially transit-dependent and disadvantaged communities. The majority of these benefits will be in the State’s most populated and impacted areas where transit buses are most prevalent
- Increase penetration of the first wave of zero-emission heavy-duty technologies into applications that are well suited to their use to further achieve emission reduction benefits
- Save energy and reduce dependency on petroleum and other fossil fuels
- Expand zero-emission vehicle industry to bring high quality green jobs to local communities and trained workforce to California
- Provide other societal benefits by encouraging improved mobility and connectivity with zero-emission transportation modes and reduced growth in light-duty vehicle miles traveled

The District is committed to supporting the State of California and the CARB to lead the state by example and work to reduce the impacts of transportation on air quality and climate on the region, state, and world. On December 2, 2020, the District Board of Directors adopted the District ICT Rollout plan which outlines the District’s goal of full transition to zero emission technologies by 2038, two years ahead of California’s 2040 target. Since then, several revisions has been made to the original ICT rollout plan. The updated ICT plan will be presented to the Board for adoption in the near future, which will illustrate a completion date of 2034, four years ahead of the initial completion date. The District is investing in both battery electric and hydrogen fuel cell buses to do its part to reduce greenhouse gas emissions, fight climate change, and keep our air clean and communities healthy.

## Transition Goals and Technology Replacement

A state mandated 100% zero emission fleet by 2040 is well underway at the District. The District has 37 BEBs and 10 FCEBs in procurement with the first BEB in service on August 7, 2023, and another seven BEBs to be placed in service pending internal inspection. The District continues to evaluate the Zero Emissions Transit Bus Technology to determine the most reliable long-term operational range, financial efficiency, and sustainability of ZEBs.



## Fleet Transition Schedule and Cost

Based on the District’s current fleet replacement schedule and planned procurements, the following chart depicts the annual mixed fleet composition to achieve a goal of 100% zero emission buses by 2034.



Summarized in the charts below are the comparison between the BEB and FCEB technologies for the North Base fleet based on cost per bus type, the extended bus cost to replace the current diesel fleet, a 12-year lifecycle fuel cost estimate, and the overall transition cost to go 100% zero emission. Using the 12-year fuel cost estimate, the total cost to successfully transition to a 100% ZEB fleet for one of the District's bases can reach \$479 million, depending on which technology the District decides to commit.

Bus Type	BEBs (2023 \$)	FCEBs (2023 \$)
40' Bus	\$1.1M	\$1.3M
60' Bus	\$1.7M	\$1.8M

Bus Type	BEB (Electricity)		FCEB (Hydrogen)	
	Quantity*	Cost	Quantity	Cost
40' Bus	148	\$169.5M	131	\$175.1M
60' Bus	37	\$82.9M	31	\$71.9M
Total	185	\$252.4M	162	\$247.0M

*\*Additional BEBs are required for routes that exceed the 200-mile range*

The actual purchase cost during each procurement phase is expected to fluctuate depending on the market conditions. Likewise, the infrastructure cost estimates are based on adjusting District capital project cost for each technology. The cost for this supporting infrastructure is expected to fluctuate with any changes to the bus procurement schedule.

	BEB	FCEB
Average Cost Per Mile	0.76*	\$1.02
No. of Miles (12 years)	50.1M	50.1M
Sub-Total	\$38.1M	\$51.1M
Energy Management Software	\$3M	N/A
Total	\$41.1M	\$51.1M

*\*Assumes off-peak charging rates*

	BEB	FCEB
Buses	\$252.4M	\$247.0M
Infrastructure	\$145.0M	\$36.2M
Vehicle Maintenance	\$36.6M	\$42.1M
Infrastructure Maintenance	\$3.9M	\$8.6M
Total	\$437.9M	\$333.9M
Energy (Electricity of H2)	\$41.1M	\$51.1M
Total + Energy	\$479.0M	\$385.0M

### Current Fleet & Future Bus Purchases

The District has over 300 active revenue vehicles that are comprised of 29, 35, 40, and 60-foot buses. These vehicles are distributed throughout the transit system based on capacity requirements of routes and trips. Individual routes often use a combination of bus types due to route interlining and the varying nature of the roads. As illustrated below, other than the first 37 BEBs and 10 FCEBs the District has procured, the Board has approved the budget of 105 ZEBs in FY24. The District also plans to purchase another 62 ZEBs in FY25. Once the new buses are delivered and ready for use, the District will gradually cycle out the current diesel buses.

Zero Emission Buses (ZEBs)	Purchase Year												Total ZEBs
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
	Procured			To be Procured									
FCEBs (North Base)	0	10	0	105	26	0	0	0	0	0	0	31	172
BEBs (South Base)	7	30	0										37
ZEBs (South Base)				0	36	0	0	0	50	0	0	24	110
	7	40	0	105	62	0	0	0	50	0	0	55	319

**Facilities and Infrastructure**

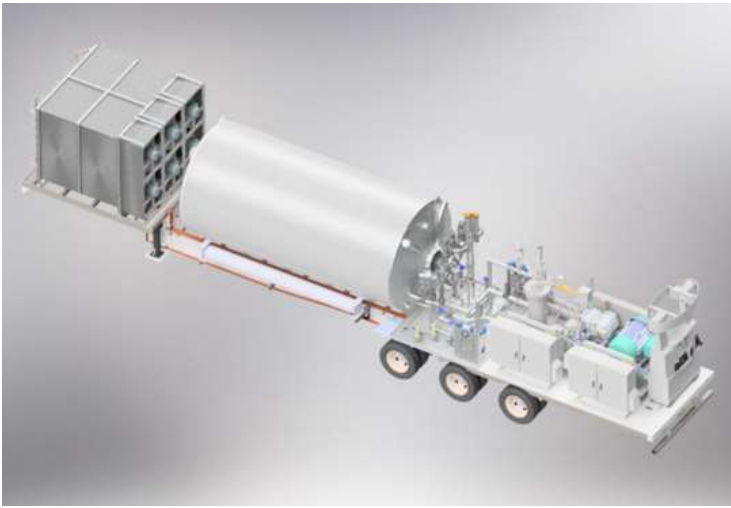
The District operates two bases, North Base and South Base, which includes the maintenance facilities, parking site, wash station, and parts and equipment. Infrastructure modernization is planned at each of these bases in alignment with the transition to BEBs and FCEBs purchases. Each facility or infrastructure capital project will be overseen by the District’s internal project managers and stakeholders as required to deliver functional hydrogen and electric buses. The table below compares the infrastructure timeline for both BEB and FCEB technology.

<b>BEB Infrastructure: 5 - 6 years</b>											
<b>FCEB Infrastructure: 2.5 - 3.5 years</b>											

With the initial BEB deployments, interim charger solutions are required at the North Base and South Base to charge the initial procurement of BEBs until a permanent BEB charging infrastructure is installed. North Base’s interim charging requirements were met in May 2023 with the completion of 10 plugin depot stations, as pictured below. South Base will also be equipped with the same number of charging stations by late 2024. This will be an interim solution until the District decides which technology to fully implement for its fleet. If the District decides to go with electric technology, the goal would be to install a permanent charging infrastructure with individual charging bays for each bus and pantographs, as shown below.



In preparation for FCEB deployments, the District has procured a mobile hydrogen refueler for North Base to fuel the 10 FCEBs that have been ordered. Likewise, the District is modifying four maintenance bays at the North Base for safe indoor maintenance of the incoming FCEBs. Both items as shown below. If the District decides to go with hydrogen technology, the goal would be to construct an equipment compound at North Base that consist of five hydrogen fueling dispensers with a capacity to fuel over 100 FCEBs.



### **Workforce Training**

The District will add specialized training to the existing training program, which focuses on both behind-the-wheel training and bus maintenance practices. The battery electric and hydrogen fuel technologies are still evolving, and today's training programs are expected to be dynamic and flexible; they will be updated as needed to reflect innovations, industry best practices, and changes in technology. The maintenance training includes shop and system safety, system familiarization and operations, troubleshooting/diagnostics, and preventative maintenance. The District intends to develop high-skilled maintenance personnel who can address battery electric and hydrogen fuel cell technologies diagnose, troubleshoot, repair, and maintenance zero emission vehicles. The District has identified the following resources that will assist in the training process:

- Training purchased as part of new rolling stock procurement from bus manufacturers
  - ✓ First responder safety and vehicle familiarization
  - ✓ Operator and Maintenance safety and vehicle familiarization training
  - ✓ High voltage systems safety and familiarization training, including lock-out/tag-out and inspection, staging, and usage of PPE.
- Direct training from individual sub-system/system manufacturers, including components that make- up the high voltage system, battery and battery management system, propulsion/drivetrain systems, and accessory systems that have/will transition from mechanically to electrically controlled and/or operated
- Membership through Training Consortiums
  - ✓ Southern California Regional Technical Training Consortium (SCR TTC)
- Peer agencies and transit associations
  - ✓ Surrounding Bay Area agencies have continued to introduce zero emission bus technology into their fleets. Several agencies have established in-house training departments that will train their respective staff as they make the transition to zero emission technology
- Transit associations
  - ✓ Participation in committees such as Zero Emission Technology, Maintenance, and Workforce Development within transportation associations such as the American Public Transportation Association (APTA), California Transit Association (CTA), and the California Association for Coordinated Transportation (CalAct) provide insight to lessons learned and network resources.





## Strategic Goals

The primary metric for monitoring existing service is Average Weekday Ridership (AWR) per Vehicle Service Hour (VSH), for which the current standard (for fixed-route bus service) is 15 AWR/VSH. Routes with this level of performance or lower are analyzed to determine whether current service is appropriately scaled (frequency, routing, daily hours and days of the week) and whether modifications should be considered. This level of performance can be acceptable for routes which provide coverage for isolated areas and/or service to transit-dependent customers. This metric will be used to measure goal of expanding ridership as reflected in **Reimagine SamTrans** referenced above.

In addition to AWR/VSH, SamTrans uses other standards in evaluating service as shown below. These metrics will be used to measure the goals of improving customer experience as well as improving efficiency and effectiveness as identified in **Reimagine SamTrans** referenced above.

### RIDERSHIP (ALL MODES)

SAMTRANS   Average Weekday Ridership								
Mode	Jun-21	Jun-22	Jun-23	%Δ <sup>1</sup>	YTD FY21	YTD FY22	YTD FY23	%Δ <sup>2</sup>
Bus	16,694	23,084	27,680	19.9%	13,620	22,216	27,221	22.5%
Paratransit	478	594	695	17.0%	393	555	658	18.6%
Shuttles	1,012	1,580	2,012	27.3%	1,098	1,370	1,813	32.3%
Demand Response	-	-	48	-	-	-	48	-
<b>Total</b>	<b>18,184</b>	<b>25,258</b>	<b>30,387</b>	<b>20.3%</b>	<b>15,111</b>	<b>24,141</b>	<b>29,692</b>	<b>23.0%</b>

SAMTRANS   Total Ridership								
Mode	Jun-21	Jun-22	Jun-23	%Δ <sup>1</sup>	YTD FY21	YTD FY22	YTD FY23	%Δ <sup>2</sup>
Bus	457,249	603,960	731,945	21.2%	4,503,358	6,956,853	8,528,698	22.6%
Paratransit	12,483	15,297	18,026	17.8%	121,380	171,130	202,425	18.3%
Shuttles	21,988	34,703	43,436	25.2%	278,816	350,906	456,030	30.0%
Demand Response	-	-	550	-	-	-	550	-
<b>Total</b>	<b>491,720</b>	<b>653,960</b>	<b>793,957</b>	<b>21.4%</b>	<b>4,903,554</b>	<b>7,478,889</b>	<b>9,187,703</b>	<b>22.8%</b>

#### Important Notes:

SamTrans (Bus) Ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

Shuttle Ridership includes SamTrans Shuttles, JPB Caltrain Shuttles, and other TA Funded Shuttles.

%Δ<sup>1</sup> indicates the percentage change for the month, current year to previous year.

%Δ<sup>2</sup> indicates the percentage change current year to previous, Year to Date.

### PRE-PANDEMIC RIDERSHIP COMPARISON

SAMTRANS   Average Weekday Ridership					
Mode	Jun-19	Jun-21	Jun-22	Jun-23	%Δ <sup>3</sup>
Bus	32,752	16,694	23,084	27,680	84.5%
Paratransit	1,164	478	594	695	59.7%
Shuttles	11,958	1,012	1,580	2,012	16.8%
<b>Total</b>	<b>45,874</b>	<b>18,184</b>	<b>25,258</b>	<b>30,387</b>	<b>66.2%</b>

SAMTRANS   Total Ridership					
Mode	Jun-19	Jun-21	Jun-22	Jun-23	%Δ <sup>3</sup>
Bus	817,941	457,249	603,960	731,945	89.5%
Paratransit	27,376	12,483	15,297	18,026	65.8%
Shuttles	238,550	21,988	34,703	43,436	18.2%
<b>Total</b>	<b>1,083,867</b>	<b>491,720</b>	<b>653,960</b>	<b>793,407</b>	<b>73.2%</b>

The following tables show the change in ridership over the last four years to encompass changes due to the COVID-19 pandemic.

%Δ<sup>3</sup> indicates the rate of ridership recovery, current year (FY2023) to pre-pandemic year (FY2019). For example, SamTrans Bus Average Weekday Ridership hit 84 percent of pre-pandemic levels (2019) for this month of June 2023.

## Key Performance Indicators

Below is the District's three years performance comparison.

### Key Performance Indicators

SAMTRANS (BUS)   Operations Key Performance Indicators			
KPI	Jun-21	Jun-22	Jun-23
On-Time Performance (OTP)	85.7%	80.5%	78.7%
Preventable Accidents	7	15	20
Service Calls	23	19	26
Trips Scheduled	36,039	37,296	37,419
Did Not Operate (DNOs)	38	389	8

SAMTRANS (BUS)   Demand Response Key Performance Indicators			
KPI	Jun-21	Jun-22	Jun-23
EPA Trips	-	-	373
Half Moon Bay Trips	-	-	177
Total Trips	-	-	550
Active Users	-	-	163
New Registrations	-	-	513
iOS Downloads	-	-	593
Android Downloads	-	-	224
Load Factor	-	-	1.54

SAMTRANS (BUS)   Fleet Key Performance Indicators			
KPI	Jun-21	Jun-22	Jun-23
Revenue Hours (Sched)	47,833	47,376	48,222
Revenue Miles (Sched)	503,845	510,329	485,387
Total Fleet Miles (Actual)	685,058	699,072	707,418

PARATRANSIT   Operations Key Performance Indicators			
KPI	Jun-21	Jun-22	Jun-23
On-Time Performance (RW)	95.6%	94.0%	91.6%
On-Time Performance (RC)	95.7%	94.8%	93.7%
Preventable Accidents (RW)	1	1	-
Preventable Accidents (RC)	-	-	-
Service Calls (RW)	3	5	5
Service Calls (RC)	-	-	-

PARATRANSIT   Fleet Key Performance Indicators			
KPI	Jun-21	Jun-22	Jun-23
Revenue Miles (RW)	108,905	126,273	152,264
Revenue Miles (RC)	13,409	14,738	19,294
Fleet Miles (RW)	122,121	142,372	169,991
Fleet Miles (RC)	15,866	21,353	24,049

**SamTrans' OTP goal is 85.0 percent.** On-Time Performance (OTP) is calculated by evaluating time points within the route's schedules across the system for late, early, and on-time arrival and departure. A route is considered late if it exceeds 5 minutes. A route is considered early if it departs 59 seconds ahead of schedule.

**SamTrans' Miles between Preventable Accidents goal is 100,000 miles.** There were 41,328 Miles between Preventable Accidents this month.

**SamTrans' Miles between Service Calls goal is 25,000 miles.** There were 29,756 Miles between Service Calls this month.

Notes: All KPIs include all SamTrans service operated directly and by contract.

Sched. = Scheduled, which includes in-service and layover.

RW = Redi-Wheels

RC = RediCoast

## Organization Factors and Background

### **History**

On January 1, 1975, the District began consolidating 11 separate municipal bus systems in San Mateo County and initiated local bus service where none existed. By July 1976, the District had established a viable network of local bus service throughout a 446 square mile service area in the county. In mid-1977, the District added mainline service between Palo Alto and downtown San Francisco through a contract with Greyhound Lines, Inc. and inaugurated its Redi-Wheels demand response service for the mobility impaired. During its history of operations, the District has provided transportation to special events such as the Democratic National Convention, the Major League Baseball World Series and All-Star Games, the National Football League Super Bowl, World Cup Soccer and the American Public Transportation Association's Commuter Rail Conference.

The District has fought throughout its history to preserve passenger rail service along the San Francisco Peninsula and led a successful campaign in 1978 to avoid an impending decision by the Southern Pacific Transportation Company to discontinue the commuter rail service. Two years later, the California Department of Transportation negotiated a purchase of service agreement with the Southern Pacific to continue to operate the commuter rail service under the name "Caltrain" while the local counties determined if they could assume control of the corridor. As a result, the Peninsula Corridor Joint Powers Board (JPB) was formed with the three member agencies: City and County of San Francisco, San Mateo County Transit District and Santa Clara Valley Transportation Authority. The JPB acquired the Southern Pacific right of way from San Francisco to San Jose and selected the District as the managing agency for Caltrain passenger service in 1992. Amtrak served as the JPB's operator until May 2012. After that the contract to operate the rail passenger service was awarded to Transit America Services Incorporated (TASI).

Today, the District runs the primary public transit and transportation programs in San Mateo County: SamTrans bus service, Redi-Wheels and RediCoast paratransit services. The District is a legally separate and financially independent entity that is not a component unit of San Mateo County or any other organization. The District administers various activities on behalf of other agencies: (1) the Peninsula Corridor Joint Powers Board (JPB), which operates Caltrain; (2) the San Mateo County Transportation Authority (TA), which administers the Expenditure Plan funded by a half-cent transportation sales tax approved by San Mateo County voters in 1998 and reauthorized in 2004 which will continue in effect until 2033 in addition to 50% of Measure W which was approved by voters in November 2018; (3) the San Mateo County Express Lanes Joint Powers Authority (JPA), which the TA co-manages with City/County Association of Governments of San Mateo County (C/CAG) on the US-101 Express Lane operations and maintenance. These agencies have their own separate corporate identity and governance, and they are not component units of the District.

In August 2022, the JPB established a permanent, separate Executive Director position for Caltrain. The District will continue to provide administrative shared services to Caltrain for daily operations.

### **Local Economy**

The Bay Area continued the rebound from the pandemic, but high inflation and massive tech layoffs clouded the Bay Area economy with uncertainty in FY23. The second half of 2022 reflected a year of the highest inflation since the early 1980s, which led to concerns on slower economic growth and a possible recession. To combat high and persistent inflation, Federal Reserves have been taking aggressive interest rate hikes since March 2022. As a result, inflation dipped in June 2023 to its lowest pace in more than 2 years, indicating price increases are cooling amid Federal Reserve's rate-hiking regime. On employment, despite the massive tech industry layoffs in late 2022 and early 2023, the Bay Area job market powered through with robust job gains in spring 2023, partly thanks to strong job growth in the education, health services, and the construction sectors. For the remainder of 2023 and into 2024, pace of inflation on housing, consumer goods/services and job markets growth remain key factors and can present continued challenges to Bay Area economy.

According to the state of California Employment Development Department (EDD), the unemployment rate in the San Francisco-Redwood City-South San Francisco Metropolitan Area was 3.2% in June 2023, up from a revised 2.9% in May 2023, and above the year-ago estimate of 2.5%. But it is still lower compare with an unadjusted unemployment rate of 4.9% for California and 3.8% for the nation during the same period.

The unemployment rate was 3.2% in San Francisco County, and 3.1% in San Mateo County. Per the EDD, between May 2022 and May 2023, the total number of jobs in the counties of San Francisco and San Mateo increased by 30,600 jobs or 2.6%. Between 2022 and 2027, job growth in San Mateo County is expected to average 1% per year.

According to 2022 San Mateo County Economic Forecast, the San Mateo County population is expected to steadily decline over the 2022 and 2027 period, mainly due to the high home prices in California and as a result, residents in the region have demonstrated a history of relocating to alternative areas with more affordable conditions. The housing market in San Mateo has been declining since the peak of inflation in 2022. In June 2023, San Mateo home prices were down 4.1% compared to last year, selling for a median home price of \$1.4 million. Overall, the housing market in San Mateo County is expected to remain strong but the pace of growth is expected to slow down due to the high home prices.

San Francisco and the neighboring San Mateo County technology sector have weathered waves of industry layoffs which began in late 2022 and has recovered 38% of job losses since May after months of painful job cuts, partly thanks to developments of artificial intelligence which is expected to account for much of the job growth in the sector. The median household income of San Mateo County in 2022 was \$141,426, a 12% increase from 2019, partially driven by the high inflation in 2021 and 2022, placing San Mateo County among the most affluent regions of California. Professional and Business Service sector in San Mateo County remains strong despite tech layoffs in late 2022 and early 2023, most workers are quickly re-hired at other companies, leaving the unemployment rate only increase slightly from last year.

San Mateo County Demographics and Economic Information-Population, Income, and Unemployment Rates

Year	Population <sup>[1]</sup>	Total Personal Income (in millions) <sup>[2]</sup>	Per Capita Personal Income <sup>[2]</sup>	Average Unemployment Rates <sup>[3]</sup>
2023	738,705 *	117,533 *	154,993 *	3.1%
2022	744,662	114,109 *	150,479 *	2.1%
2021	751,596	110,786 *	146,096 *	5.0%
2020	771,061	107,559	141,841	10.8%
2019	774,231	101,056	132,133	2.2%
2018	772,372	96,306	125,332	2.5%
2017	770,256	89,223	116,077	2.9%
2016	765,895	81,488	106,115	3.3%
2015	759,155	78,525	102,639	3.3%
2014	758,581	71,027	93,802	4.2%

[1] Data include retroactive revisions by the State of California Department of Finance, Demographic Research Unit.  
 [2] Data include retroactive revisions by the U.S. Department of Commerce Bureau of Economic Analysis.  
 [3] Data include retroactive revisions by the State of California Employment Development Department. Unemployment rates are non-seasonally adjusted for June

\*2023 Population estimate is base on 0.8% decline from 2022  
 \*Personal Income and Per Capital Personal Income data for 2021, 2022, and 2023 is based on an estimated three percent annual increase over 2020.  
 Source data for table is FY22 San Mateo County ACFR

This table highlights San Mateo County's total population, total personal and per capita income, and percentage of unemployed residents.  
 Source: County of San Mateo FY2022 ACFR

Demographics and Economic Information-Principal Employers  
 Fiscal Year 2021 and 2013

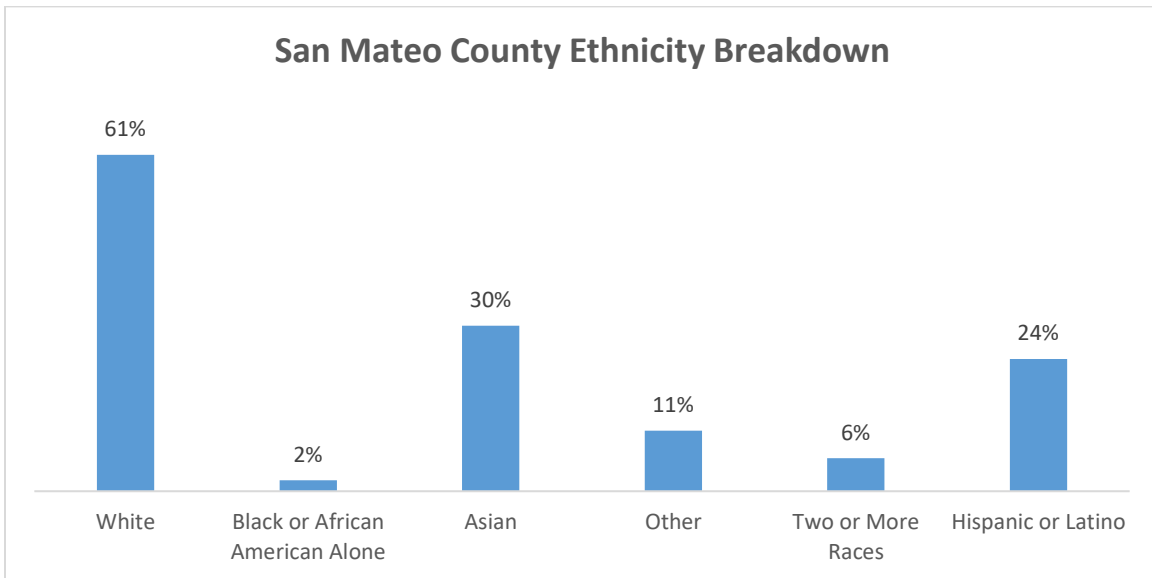
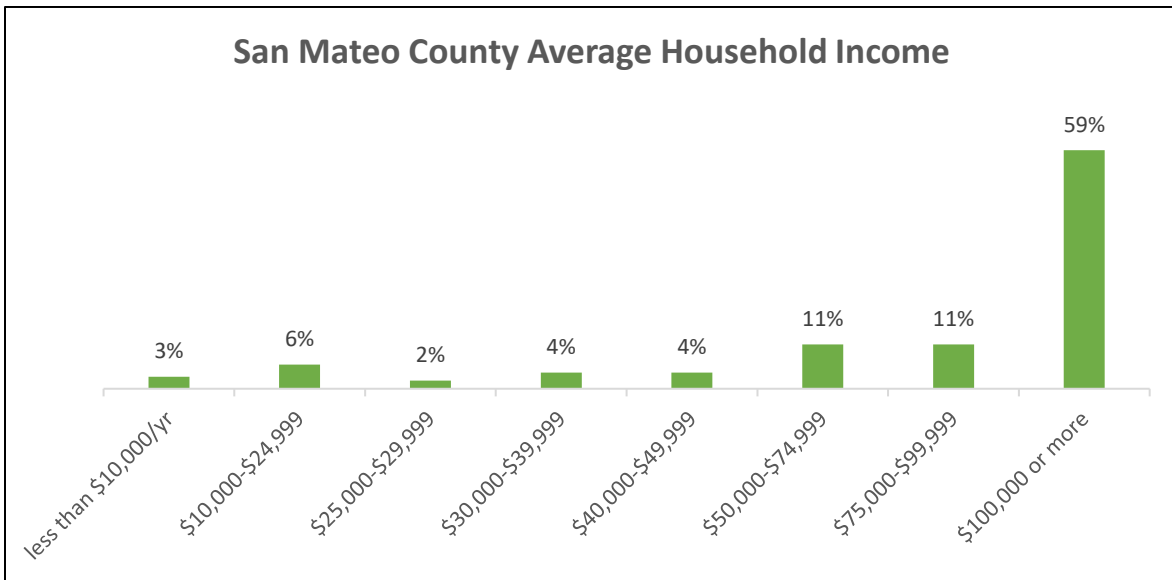
Employers in San Mateo County	Business Type	2021*			2013		
		Number of Employees	Rank	Percent of Total County Employment	Number of Employees	Rank	Percent of Total County Employment
Meta (Facebook Inc.)	Social Network	15,407	1	3.51%	2,865	7	0.75%
Genentech Inc.	Biotechnology	12,000	2	2.73%	8,800	2	2.30%
Oracle Corp.	Hardware and Software	9,149	3	2.08%	6,524	3	1.71%
United Airlines	Airline	7,894	4	1.80%	10,000	1	2.62%
County of San Mateo	Government	5,705	5	1.30%	5,929	4	1.55%
Gilead Sciences Inc.	Biotechnology	4,190	6	0.95%	2,596	8	0.68%
YouTube	Online Video-Streaming Platform	2,384	7	0.54%			
Sony Interactive Entertainment	Interactive Entertainment	1,855	8	0.42%			
Alaska Airlines	Airline	1,591	9	0.36%			
Electronic Arts Inc.	Video Game Developer and Publisher	1,478	10	0.34%			
Visa USA/Visa International	Global Payments Technology				2,895	6	0.76%
Kaiser Permanente	Healthcare				3,911	5	1.02%
Mills-Peninsula Health Services	Healthcare				2,200	9	0.58%
Safeway Inc.	Retail Grocer				2,195	10	0.57%
Total		<u>61,653</u>		<u>14.03%</u>	<u>47,915</u>		<u>12.55%</u>

\* The latest information available for principal employers in the County.

This table presents the top 10 principal employers in San Mateo County for 2021 and 2013.

Source: San Francisco Business Times - 2022 Book of Lists; California Employment Development Department (provided by San Mateo County Controller's office) from the FY2022 County of San Mateo ACFR

San Mateo County Demographics:



## **Long-term Financial and Strategic Planning**

The District began operations in July 1976 as a fixed-route bus service. Today, the District has grown into a multimodal system of coordinated transit services, including bus, paratransit, and shuttles, each playing an integral role in meeting the transportation needs of San Mateo County.

The District has been working to strengthen its long-term financial standing. Improvement measures have included a restructuring of \$211 million in debt and dissolution of the Bay Area Rapid Transit (BART) to SFO agreement. The District initiated several efforts in the early part of the current decade to help keep annual expenses in line with annual revenues. In November 2018, voters in San Mateo County approved the Measure W half-cent sales tax. Starting in July 2019, the District began administering 50% of the funds received from Measure W, providing a supplemental resource to improve transit services and reduce travel times; this should materially improve the District's financial condition for years to come.

In compliance with the requirements set forth by the Metropolitan Transportation Commission (MTC), SamTrans recently updated its five-year Short Range Transit Plan (SRTP) for FY23-FY28, which can be viewed online at: [https://www.samtrans.com/projects/samtrans\\_short\\_range\\_transit\\_plan](https://www.samtrans.com/projects/samtrans_short_range_transit_plan). The FY23-FY28 SRTP Update included a scenario-planning exercise to develop service plans in alignment with three financial and ridership recovery scenarios. The most recent SRTP built on the District's recently completed Comprehensive Operational Analysis, "Reimagine SamTrans", which included adoption of a new fixed route bus network, on-demand microtransit for two zones, and associated service plan to be operationalized over the next several years. The first phase of implementation for Reimagine SamTrans took place in August 2022 and second phase in June 2023, with future phases to be determined.

The District launched a 10-year Strategic Plan project in May 2023 to cover the years FY25-FY35. This project will establish updated agency-wide goals, values and priority initiatives for the 10-year period, a Measure W Budget Framework to guide specific investments made with Measure W funds as well as an updated Capital Improvement Program (CIP) developed based on the strategic plan's goals, values and priorities within a financially constrained scenario. The FY25-FY35 Strategic Plan, including budget framework and CIP, will be complete by December 2024.

The following long-range operating financial projection was presented to the Board in March 2023 with assumptions based on historical trends and projections for the next two fiscal years.

Projections assume the following:

Revenue

- No fare increases
- Ridership increases projected at 3% annually beyond FY25
- Transportation Development Act (TDA) / State Transit Assistance (STA) (Other OP Income) assumed no prior years' carryforward beyond FY25
- District and Measure W sales tax projected at 2% increase beyond FY25
- Interest Income (Other Income) projected at 5% decrease annually beyond FY25 as interest rates stabilize

Expense

- Motor Bus and ADA/Paratransit projected at various rates from 3% to 8% based on labor, maintenance, and service contracts negotiation
- Unfunded Accrued Liability (UAL) and Other Post-Employment Benefits (OPEB) align with CalPERS projection and actuary report; anticipate \$6M contribution to pension liabilities

Revenue (in millions)	FY24 Adopted Budget	FY25 Adopted Budget	FY26 Projection	FY27 Projection
Fares	11.5	12.3	12.3	12.7
Other Op Income	77.8	78.0	69.0	70.2
District Sales Tax	116.3	117.6	119.9	122.3
Measure W	58.1	58.8	60.0	61.2
Other Income	18.3	18.0	15.7	15.6
Due from PCJPB, SMCTA & SAMTR Capital Wage & Benefits	55.3	63.0	47.1	47.1
<b>Total</b>	<b>337.3</b>	<b>347.7</b>	<b>324.0</b>	<b>329.1</b>

Expense (in millions)	FY24 Adopted Budget	FY25 Adopted Budget	FY26 Projection	FY27 Projection
Motor Bus	173.4	173.4	174.0	179.0
ADA/Paratransit	20.7	21.8	23.0	23.0
Multi-Modal	6.5	6.7	6.6	6.6
PCJPB, SMCTA & SAMTR Capital Wage & Benefits	55.3	63.0	47.1	47.1
Debt Service	19.1	19.1	19.1	19.1
UAL/OPEB/Pension	8.6	8.4	14.2	13.8
<b>Total</b>	<b>283.6</b>	<b>292.4</b>	<b>284.0</b>	<b>288.6</b>
<b>Surplus/Deficit *</b>	<b>53.7</b>	<b>55.3</b>	<b>40.0</b>	<b>40.5</b>

\*Surplus is subject for capital projects, reserves, and unfunded liability allocation



## Modes of Transit Services

### ***District Organizational Structure***

The District offers mobility services to the residents of San Mateo County through three operating modes and the FY24 and FY25 Budget Financial Statements reflects each mode for revenue and expense; see [Adopted FY24 and FY25 Operating Budget in Section 7](#).

### Motor Bus Operations

The District designs its bus services to meet the needs of San Mateo County residents, workers and visitors. Bus service is offered throughout San Mateo County and into select areas of San Francisco and Palo Alto. Many bus routes make connections to Caltrain, BART, and the San Francisco International Airport. Each bus has a bicycle rack, allowing for multimodal use. Starting in 2019, selected buses have been retrofitted with luggage racks and new buses offer USB charging stations and Wi-Fi. SamTrans provides transportation services from early morning until just past midnight. Fixed-route bus ridership peaked in San Mateo County at 20.9 million in 1982, but later declined to 12.4 million in 2013. The implementation of the SamTrans Service Plan, adopted in May that same year, resulted in an initial increase in ridership, which grew three percent in FY14 and another 2.9% in FY15. However, ridership declined again by 2.8% in FY16, and the drop persisted through FY19. SamTrans started to see an increase in ridership beginning in August 2019 with the launch of its new Foster City-San Francisco Commuter Express Bus service (Route FCX). For the first eight months of FY20, average weekday ridership was about 36,775, compared to 35,100 in FY19. The COVID-19 pandemic had significant ridership implications, social distancing and shelter in place health orders restricted rides to essential personnel. SamTrans initiated improved cleaning protocols, restricted the number of passengers on board buses, reduced service levels, installed bus operator barriers, and issued masks to riders. SamTrans provided 4.5 million total trips compared to over 10.6 million trips provided in FY19 (pre-pandemic fiscal year).

The District was in the midst of a comprehensive operational analysis (Reimagine SamTrans) when COVID-19 hit. The study was paused so the agency could pivot to do work on scenario planning and near-term service planning. However, the project has been restarted to chart a path forward for full-service recovery and ridership growth in FY22 and beyond. On June 18, 2023 the District implemented on-demand Ride Plus service for two zones which covers Half Moon Bay and East Palo Alto.

### Paratransit Services

The District provides accessible transportation services throughout San Mateo County with fixed-route, Redi-Wheels and RediCoast services. The entire fleet of fixed-route buses is equipped with wheelchair ramps and a kneeling feature to make boarding easier. Redi-Wheels and RediCoast members and their Personal Care Attendants are allowed to ride all regular fixed-route SamTrans buses for free. For persons with disabilities who cannot use fixed-route buses, Redi-Wheels and RediCoast are the only means of transportation available. Ridership has gradually increased in recent months as businesses re-open.

### Multi- Modal

In addition to providing local transportation services for San Mateo County residents, the District has committed significant resources to support other transportation modes. These include Caltrain rail services and shuttle bus services to and from Caltrain and BART stations. Dedicated bus shuttles distributing rail patrons to regional employers will be vital to transportation over the next several years as local agencies are encouraged to implement Transportation Systems Management plans designed to reduce highway congestion and improve air quality.

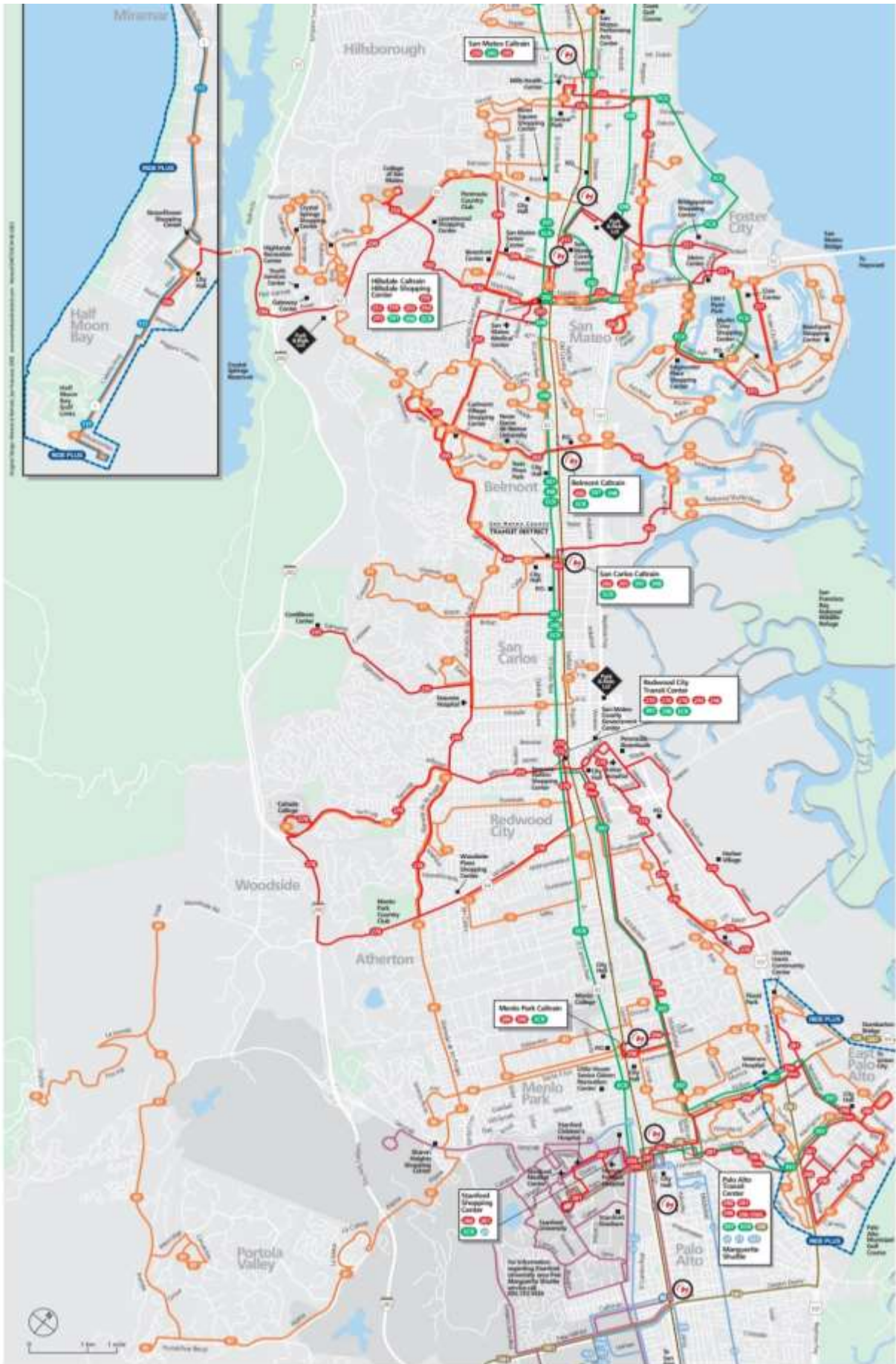
[Map](#)

*San Mateo County Location Map*



System Map





**Location: Central Headquarters and Facilities**



\*SamTrans also serve limited services in South San Francisco and Palo Alto.

# samTrans



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## **SECTION 2 – FINANCIAL STRUCTURE**

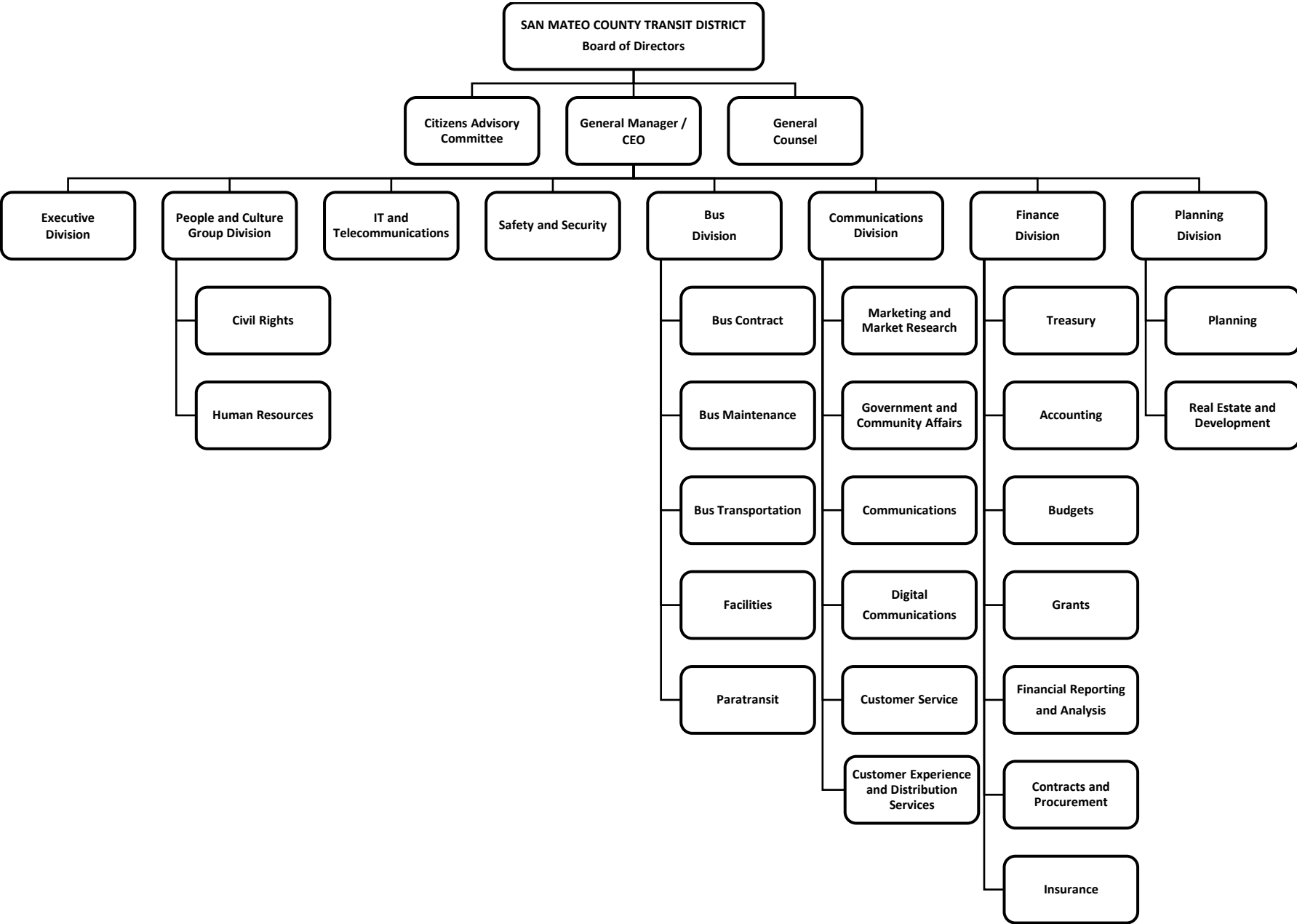
### **Governance**

A nine-member Board of Directors governs the District. The publicly elected San Mateo County Board of Supervisors appoints two of its own members and an individual with transportation expertise to the District Board. The mayors of the cities throughout the county appoint three elected city officials, bringing the District Board membership to six. These six members then select the remaining three board members from the general public, one of which must be a coastal resident, due to a geographical diversity policy in place for public members. The Board of Directors meets once a month to determine overall policy for the District.

In addition, the Board has created a 15-member Citizens Advisory Committee (CAC) that provides input to the Board. CAC members represent San Mateo County's bus riders, multi-modal transit riders, and the community. CAC members are appointed by the Board, meet monthly and advise the Board on aspects of District policy with the principal objective of articulating the interests and needs of current and future customers.

Additionally, SamTrans frequently coordinates with other agencies on these and other operating, planning, and financial matters. Such agencies include the Bay Area Rapid Transit District (BART), San Francisco Municipal Transportation Authority (SFMTA), San Francisco County Transportation Authority (SFCTA), Santa Clara Valley Transportation Authority (VTA), Alameda - Contra Costa County Transit District (AC Transit), Alameda County Transportation Commission (ACTC) and the Metropolitan Transportation Commission (MTC).

# Organization Profile





## Board of Directors

**Josh Powell, Chair**  
Public Member

**Marina Fraser, Vice Chair**  
Public Member

**Brooks Esser**  
Public Member

**David Canepa**  
Supervisor, District 5  
County of San Mateo

**Ray Mueller**  
Supervisor, District 3  
County of San Mateo

**Peter Ratto**  
Transportation Expert  
County of San Mateo

**Marie Chuang**  
Councilmember  
City of Hillsborough

**Jeff Gee**  
Mayor  
Redwood City

**Rico E. Medina**  
Mayor  
City of San Bruno

**JOSH POWELL, Chair**, is a public member, who was appointed by the SamTrans Board in January 2017. Mr. Powell has over 20 years of experience in the software industry at Apple, Roblox, Electronic Arts and several start-ups. He is the author of the programming book Single Page Web Applications: JavaScript End-to-End, a former public member of the City/County Association of Governments' Congestion Management and Environmental Quality committee, and former president of the Belmont Central Neighborhood Association. He is a resident of Belmont.

**MARINA FRASER, Vice Chair**, is a public member, who was appointed by the SamTrans Board of Directors in February 2019. Ms. Fraser served on the Half Moon Bay City Council for 13 years with three terms as Mayor. She has been a member of numerous boards and commissions, including Peninsula Clean Energy, Commute.org, and the San Mateo County Library JPA. She has served as both an Elected and Public member of the City/County Association of Government's Bicycle and Pedestrian Advisory Committee. Ms. Fraser is a long-time Coastside resident who lives in El Granada. During the Pandemic, she received certification from UC Davis as a California Naturalist and Climate Steward.

**BROOKS ESSER**, is a public member, who was appointed by the SamTrans Board of Directors on September 8, 2023. Mr. Esser serves as chairman of the North Fair Oaks Community Council, an unincorporated area of San Mateo County that borders downtown Redwood City.

**DAVID CANEPA**, San Mateo County Board of Supervisor, was appointed by the San Mateo County Board of Supervisors in January 2023 to serve on the San Mateo County Transit District Board. He was elected to the Board of Supervisors in November 2016. Mr. Canepa represents District 5 which includes the cities of Brisbane, Colma, Daly City, and South San Francisco. He currently serves on multiple boards and commissions including the Metropolitan Transportation Commission and Peninsula Traffic Congestion Relief Alliance.

**MARIE CHUANG**, Councilmember, City of Hillsborough, is a City Selection Committee appointee for the central portion of San Mateo County. Ms. Chuang was appointed in December 2022. Ms. Chuang has served on the Town Council of Hillsborough since 2010 and is a former Mayor and Vice Mayor. She has served as Chair for two years at the City/County Association of Government of San Mateo County and been a member of numerous boards and commissions, including the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline), and the Central County Fire Board.

**JEFF GEE**, serves as Mayor for the City of Redwood City, is a Director on the San Mateo County Transportation District, is the current Chair of the Joint Powers Board, which is responsible for Caltrain, and is the Chairman of the Board of the Transbay Joint Powers Authority. In addition, he also serves on the boards of several non-profit organizations in the San Francisco Bay Area. Mr. Gee has been in the AEC industry for over thirty years as an architect, capital programs director, and a structural engineer. He is the Division Manager / General Manager of Swinerton Management & Consulting (SMC) – a Program Management/Construction Management and strategic advisory division within the Swinerton family of companies.

**RICO E. MEDINA**, was appointed to the Board of Directors for SamTrans representing Northern San Mateo County. He serves on the Transportation Authority and Caltrans Board of Directors. He also serves on the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA). Mr. Medina has served on the San Bruno City Council since 2005 and was directly elected as San Bruno's Mayor in 2017. Mr. Medina is the Vice Chair of the San Mateo County Operational Area Emergency Services Council, the Chair of the Peninsula San Mateo County Pre-Hospital Emergency Medical Services Group, Traffic Congestion Relief Alliance (Commute.org) and serves as the alternate for the Association of Bay Area Governments Board. Mr. Medina is Chair of the Council of Cities for San Mateo County.

**RAY MUELLER**, San Mateo County Board of Supervisor, was appointed by the San Mateo County Board of Supervisors to serve on the San Mateo County Transit District Board in January 2023. He was elected to the Board of Supervisors in November 2022. Supervisor Mueller represents District 3 which includes the cities of Atherton, southeast Belmont, Half Moon Bay, Menlo Park, Pacifica, Portola Valley, San Carlos, Woodside and 20 areas of Unincorporated County, including the San Mateo County Coast. He also serves on numerous boards of directors in his role for the County, including the Caltrain Peninsula Corridor Joint Powers Board, Peninsula Clean Energy, Housing Our People Effectively, the San Mateo Health Commission, One Shoreline, the FEMA Emergency Food & Shelter Program Local Board and more. Prior to his election to the Board of Supervisors he served 10 years as a City Councilmember, gaining re-election 3 times. Supervisor Mueller's municipal public service experience began as a city Transportation Commissioner.

**PETER RATTO**, Transportation Expert, was appointed by the San Mateo County Board of Supervisors in February 2015. Prior to serving on the San Mateo County Transit District Board, Mr. Ratto served nine years on the SamTrans Citizen Advisory Committee representing multimodal riders. Mr. Ratto holds a Bachelor's degree in Transportation Management from San Francisco State University and has over 40 years of experience in the waste management and recycling industry. Mr. Ratto also serves as a representative on City/County Association of Government's Congestion Management Environmental Quality Committee. A life-long public transit user, Mr. Ratto grew up in Daly City and currently resides in San Mateo.

## ***Executive Management Team***

### **GENERAL MANAGER/CEO**

April Chan

### **DEPUTY GENERAL MANAGER/CEO**

David Santoro

### **EXECUTIVE OFFICERS**

Casey Fromson – Chief Communications Officer

David A. Olmeda – Chief Operating Officer, Bus

Dora Seamans – Executive Officer – District Secretary/Executive Administration

Josh Mello – Executive Officer, Planning and Development

Kate Jordan Steiner – Chief Financial Officer

Mehul Kumar – Chief Information Technology Officer

Nathaniel Kramer – Chief People Officer

### **GENERAL COUNSEL**

Hanson Bridgett, LLP

Joan Cassman, Esq.

## ***Administration***

The District has a total of 984 employees or full-time equivalents (FTEs). Of this total, 746 FTEs are allocated to the District and the remaining FTEs are allocated to JPB (217), TA (18) and JPA (3). Top-level reporting relationships are shown in below. The following is a description of each division.

**The Executive Office** is responsible for directing and overseeing all activities and for providing support to the Board of Directors.

**The Finance Division** is responsible for financial accounting and reporting, operating and capital budgeting, grants, payroll and vendor disbursements, investments and cash management, debt management, revenue control, purchasing, contract administration, and risk management.

**The Bus Division** is responsible for SamTrans fixed- route bus service, paratransit services, microtransit services, shuttle service contracts, contracted urban bus services (CUB), quality assurance, vehicle and facilities maintenance, intelligent transportation systems (ITS), bus stops, all in full accord with the requirements of the Americans with Disabilities Act (ADA).

**The Communications Division** is responsible for media relations, legislative activities, customer service, marketing, sales, advertising, distribution services, public information, and community outreach.

**The Planning and Development Division** is responsible for strategic planning and performance, real estate and property development.

**The People and Culture, Information Technology, and Safety Divisions** provide management assistance to executive divisions and is responsible for human resources, safety and security, information technology, and civil rights.

## Managing Agency Role

The District is a legally separate and financially independent entity that is not a component unit of the County of San Mateo or any other organization. The District administers various activities on behalf of other agencies: the JPB, which operates Caltrain, the TA which administers the Expenditure Plans funded by a half-cent transportation sales tax approved by San Mateo County voters in 1988 and extended to 2033, as well as half of the Measure W revenues, and the San Mateo County Express Lanes Joint Powers Authority. These agencies each have their own separate corporate identities and governance.

### ***Caltrain***

Caltrain is a 77-mile-long commuter rail system that provides service between San Jose and San Francisco, with peak-hour service to Gilroy. In 1987, the City and County of San Francisco, the District, and Santa Clara Valley Transportation Authority (VTA) formed the Joint Powers Board (JPB) to transfer administrative responsibility for Caltrain from the State of California to the local level. In July 1991, a Joint Powers Agreement was signed by the three parties and outlined the JPB membership and powers, specified financial commitments for each member, and identified the District as the managing agency. The District assumed the administration of Caltrain, and the JPB assumed full ownership of the right-of-way in 1992. Transit America Services Inc. (TASI) is the current contract operator for the Caltrain service and is also responsible for maintenance, repair, and cleaning of equipment and property. A separate Short-Range Transit Plan addresses Caltrain and its performance. In August 2022, the three-member agencies accepted the proposal to establish a permanent, separate Executive Director position for Caltrain, as well as five Caltrain-specific direct reports. The District will continue to provide shared services to Caltrain in the areas of Human Resources, Contracts and Procurement, Information Technology, Civil Rights, Accounting, Treasury, Budgets, Communications, Government and External Affairs, and Real Estate and Grants.

### ***San Mateo County Transportation Authority (TA)***

In 1988, San Mateo County voters approved Measure A, creating a new half-cent sales tax to fund a 20-year Countywide Transportation Program Expenditure Plan. The measure also created the TA to oversee the expenditure of sales tax revenue. The Measure A expenditure plan identified 80 transportation improvement projects and specified annual allocations of sales tax revenues for local street and road improvements, transit-related improvements, transportation systems management and bicycle programs. In November 2004, voters extended the Measure A tax for an additional 25 years commencing January 1, 2009. The specifics of the new expenditure plan can be found on the TA website ([www.smcta.com](http://www.smcta.com)). To conserve public funds and limit additional bureaucracy, the TA contracts with the District to provide staffing and administrative services to oversee day-to-day activities. Costs associated with these activities are capped at one percent of the total expenditure plan funding amount.

As discussed above, on July 11, 2018, the District Board voted to place a half-cent sales tax measure (Measure W) on the November 2018 Ballot. Following its passage in November 2018, the tax is expected to generate approximately \$91.0 million a year in new tax revenue. The TA is responsible for administering 50% of the tax revenues consistent with an investment plan set forth in Measure W. The expenditure plan assigns: 22.5% of the revenues for countywide highway congestion improvements; 12.5% for local safety, pothole, and congestion relief improvements; 10% for regional transit connections; and 5% for bicycle and pedestrian improvements.

### ***Joint Exercise of Power Agreement for the San Mateo County Express Lanes***

On June 13, 2019, the San Mateo County Transportation Authority (TA) and City/County Association of Governments of San Mateo County (C/CAG) entered into an agreement called the Joint Exercise of Power Agreement for the San Mateo County Express Lanes. This agreement named the TA and C/CAG as co-sponsors for a US-101 Express Lanes Project. The purpose of this project is to reduce congestion on US-101 in San Mateo County by improving and extending the use of express lanes thereby creating more efficient traffic flow. On March 3, 2023, the US-101 express lanes were opened for use in both north and south bound directions.

## Funding Sources

District Operations are funded by multiple sources and are listed by service mode on the financial statements. The list below is a re-cap of the significant source of funds.

### **Operating:**

#### District Sales Tax

The District's original half-cent sales tax was authorized by San Mateo County voters at the November 1974 election when the Measure to form the San Mateo County Transit District was approved. Pursuant to this authority, the District's Board of Directors acted to impose the sales tax in 1981. These funds have been collected since July 1, 1982 and provide operating revenues to cover the annual shortfall in operating revenues, local match for federal operating grants, capital programs, and debt service. This revenue stream is continuous.

#### Measure W Sales Tax

The District Board voted to place a half-cent roads and transit sales tax measure onto the November 2018 Ballot, which was approved by the voters as Measure W. The 30-year half-cent sales tax to be collected starting from July 1, 2019 through June 30, 2049. Measure W Sales Tax provided the county with additional resources to improve transit and relieve traffic congestion. Half of those funds are administered by the San Mateo County Transportation Authority (TA) while the remaining half are administered by the District.

#### TDA and STA

The Transportation Development Act of 1971 established two funding sources: Local Transit Development Funds (TDA) and State Transit Assistance (STA). In the Bay Area, these funds are allocated to transit operators by the Metropolitan Transportation Commission (MTC).

#### Local Transit Development Funds (TDA)

TDA Funds are derived from a quarter-cent general sales tax collected statewide for the improvement of public transportation services with allocation based on estimates provided by the MTC on a population-based formula. TDA funds can be used for transit operations, bus and rail projects, special transit services for disabled riders, pedestrian and bicycle facilities, and transportation planning.

#### State Transit Assistance (STA)

STA funds are derived from a tax on fuel and diesel fuel and allocated based on the availability of funds for eligible transit operators. The MTC apportions these funds based on two formulas: a Revenue Based Formula (for Motor Bus program) and a Population Based Formula (for Paratransit program). STA Revenue-Based funds are apportioned to the region based on revenues generated by the transit operators. STA Population-Based funds are programmed to STA-eligible operators by Congestion Management Agencies (CMAs) in each of the nine Bay Area counties as part of a STA Population-Based County Block Grant. STA funds are to be used to enhance public transportation service, including community transit service, and to meet high priority regional transportation needs.

### Passenger Fares

Passenger Fares include farebox receipts for both Motor Bus fixed route and Paratransit programs (also referred to as "Americans with Disabilities Act (ADA) Programs"). Fares are collected through Clipper®, the SamTrans mobile app, cash, coin, Token, and varieties of Passes.

### SMCTA Measure A

Since 1988, when San Mateo County voters passed Measure A, the San Mateo County Transportation Authority (TA) has worked to improve transit and relieve traffic congestion. The measure was reauthorized by San Mateo County voters in 2004 for an additional 25 years beginning January 1, 2009 and ending December 31, 2033 as a new Measure A. TA allocates 4% of its Measure A tax revenues to the District for paratransit operating needs.

### Interest Income

The District's investable fund balances are invested by the District's investment manager according to the District's approved investment policy for government funds and under the oversight of the Chief Financial Officer. Investment interest incomes are dependent on investment portfolios and market interest rates which may fluctuate during market uncertainty.

### Employer Shuttle Funds

The District's shuttle program provides free rides to employees from BART and Caltrain stations to local employer facilities during commute hours. The shuttle programs are sponsored by local municipalities and employers.

### **Capital:**

#### Senate Bill 1 - State of Good Repair (SOGR)

California Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, was signed into law on April 28, 2017, includes a program referred as the State of Good Repair (SOGR) that will provide additional revenues for transit infrastructure and service improvements. The SOGR funds will bring in revenue to local Bay Area transit districts to be used for eligible transit maintenance, rehabilitation, and capital projects.

#### Federal Transit Administration (FTA) Section 5307

The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes federal resources available to urbanized areas for transit capital and operating assistance in urbanized areas and for transportation-related planning. Funding is made available to designated recipients that are public bodies with the legal authority to apply for, receive, and dispense federal funds. Eligible activities include: planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. In addition, associated transit improvements and certain expenses associated with mobility management programs are eligible under the program.

# samTrans



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## **SECTION 3 – BUDGET POLICY & PROCESS**

### Basis of Budgeting

State law requires the District to adopt an annual budget by resolution of the Board of Directors for each fiscal year starting on July 1. Staff presents a proposed annual budget based on established agency goals, objectives and performance measures to the Board of Directors. The presentation may recommend using financial reserves to balance the budget when Board-authorized expenditures exceed projected revenues. The Board of Directors monitors budget-to-actual performance through monthly staff reports. The Board adopted the District's first Biennial Budget for FY24 and FY25 on June 7, 2023.

The District prepares its budget on a basis of accounting that differs from Generally Accepted Accounting Principles (GAAP). The primary difference between the budgetary basis of accounting and GAAP concerns capital assets. Depreciation and amortization expense per GAAP is not budgeted, and budgeted capital expenditures are not recorded as an expense per GAAP.

Once adopted, the Board of Directors has the authority to amend the budget. Cost center managers monitor budget-to-actual performance monthly on an accrual basis. The Board has delegated the authority to transfer budget amounts between divisions and departments to the General Manager/CEO or his designee. However, any increase to the expenditure budget as a whole requires the approval of the Board. In addition, the District uses the encumbrance system to reduce budget balances by issuing purchase orders to avoid over-commitment of resources.

The District employs the same basis and principles for both budgeted and actual revenues and expenses, except those actual proceeds from the sale of capital assets, unrealized investment gains and losses, and inter fund transfers are not included in the budget.

### Financial Policy

#### Financial Planning Policies

Financial planning policies incorporate both short-and long-term strategies focused on the principles of a balanced budget. These policies ensure proper resource allocation and the continued financial viability of the organization. The District reviews the policies on an annual basis as part of the budget process to ensure continued relevance to the organization's goals and objectives.

#### Balanced Budget

The budget reflects the short-term goals of the agency. Following development, adoption, and implementation of the annual budget, the District continually monitors actual monthly financial performance against the budget.

The Board of Directors requires the District to have a balanced budget each year. As such, the District oversees development of its budget to ensure that assumptions and estimates used to develop the budget are reasonable. The District analyzes data from recent years and develops forecasts that are built on actual expense trends. The District also researches market trends and consultants' studies that could impact expenses while expanding service. Total expenses match total revenues at the time of the budget.

#### Expenditure Accountability

Each month, the District performs a detailed line-by-line analysis of revenues and expenses to determine operating variances. This includes reviewing position headcount, analyzing material and other expenses, examining revenue scenarios for potential shortfalls in relation to business activities, and conducting continuous audits to ensure a balance budget. Any deviation from budget is reviewed and corrective measures are implemented by the appropriate division. Each division is responsible for maintaining budget compliance.

Results are disclosed during monthly Board of Director meetings as part of monthly financial performance reports. The District will use various strategies to manage potential and foreseeable year-end budget variances.

#### Revenue Policies

The principal operating revenues of the District are local sales tax, passenger fares, state and local funds, Federal Transportation Administration (FTA) grants, and investment and rental income. A clear understanding of the District's revenue sources is essential to maintaining a balanced budget and for providing quality service to customers. Additionally, the District has included other alternative revenue enhancements, such as advertisements at bus shelters and bus exteriors.

#### Expenditure Policies

The District's expenditures include the costs of Bus Operations, providing mandated paratransit services as well as operating shuttles services. This District's expenditures also include administrative expenses, and depreciation on capital assets. Where possible, the District leverages existing infrastructure and/or transit services provided by other local agencies. Prudent expenditure planning, monitoring and accountability are key elements of fiscal stability. The Expenditure policy also provides broad guidelines to ensure that the agency achieves the lowest possible cost of capital within prudent risk parameters.

### Fund Balance – Ending Balance (Surplus / Deficit)

Starting in July 2023, the District modified the basis of reporting from modified accrual (only material revenues and expenses are accrued) to accrual basis in the monthly financial statements. Under this method, revenues are recorded when earned and expenses are recorded when related liability is incurred, regardless of timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The District does not have traditional "Fund Balances" like other governmental agencies. The District conducts both short-term and long-term financial analysis and planning through the budgeting process and maintenance of the District's Financial Capacity Model, respectively. The Board of Directors has discretion over the use of the funds and allocates them for designated uses through the budgetary process.

## Operating Budget Calendar

The following section reflects the typical Budget Cycle for the District.

<b>Operating Budget Cycle</b>		
<b>Phase I</b>	<b>Sept – Oct</b>	Budget assumptions and target are established and provided to division chiefs and cost center managers as a budget base
<b>Phase II</b>	<b>Oct – Nov</b>	Cost Center Managers submit budget requests to meet division goals for upcoming fiscal years
<b>Phase III</b>	<b>Dec – Feb</b>	Submitted budgets requests are reviewed for accuracy, reasonableness, and completeness
<b>Phase IV</b>	<b>Mar – Apr</b>	Executive Team reviews preliminary budget submission for overall alignment with District goals and instruct staff to prepare budget consolidation and informational presentation to the Board
<b>Phase V</b>	<b>May</b>	The preliminary budget is presented to the Board of Directors for review and questions
<b>Phase VI</b>	<b>June</b>	The proposed operating budget is presented to the Board of Directors for adoption
<b>New FY</b>	<b>July 1st</b>	The adopted operating budget becomes effective and is communicated to everyone
		Budget amendments to the adopted operating budget will be presented to the Board’s review and approval as needed

### ***Budget Process***

The budget process starts in September with a review of the District and Division-level goals and objectives. A preliminary set of assumptions is developed to form the basis of the budget preparation process. The Finance Division’s Budget Department is responsible for distributing budget instructions and materials, as well as other data such as prior year actuals and current year forecasts to guide the development of the Operating Budget.

The Operating Budget is initially prepared using the current year’s baseline expenditure plan, plus adjustments for known or assumed changes that will occur during the upcoming fiscal years. Any new budget requests that are not included in the baseline submissions are submitted separately for review and approval. All submissions are reviewed by division management before being submitted to the Budget Department for further analysis. The Budget Department conducts an extensive review of the requested budgets, validates current and projected expenditures, and identifies outstanding issues for consideration. All budget requests, including adjustments to the baseline, require justification to provide context for the expenditure. The Budget Department then meets with each Cost Center Manager to review the budget requests to be included in the budget.

The completed division budgets are then reviewed by the Chief Officers and General Manager/CEO to ensure they meet the District’s goals and objectives for the upcoming budget years. This review of budget requests may result in adjustments to maximize District resources.

### ***Operating Budget Approval***

A preliminary view of the FY24 and FY25 Operating and Capital Budget was submitted to the Board on May 3, 2023, for introduction and informational purposes. The final Adopted Operating Budget was presented and formally adopted by the Board on June 7, 2023.

### ***Public Involvement in Budget Approval***

All the District’s Board meetings are open to the public and public comments are permitted. In addition, a separate formal meeting of the Community Advisory Committee (CAC), is held every month with voluntary participation from the public.

### ***Budget Amendment Process***

The budget may be amended during the fiscal year following Board’s adoption. Procedures for amendments follow the budget development process, that is, proposed amendments must be submitted to the Board along with appropriate documentation outlining the justification for the request.

## Significant FY24 and FY25 Operating Budget Assumptions

WAGES AND BENEFITS	Wages and benefits are calculated by the Budget Department based on approved Salary Ordinance positions and the anticipated salary level for each person for the upcoming year. Represented staff wages for FY24 included a 3.5% wage increase. Non-represented employees will also receive a 3.5% salary increase for FY24. No increase in FY25 as the District's current collective bargaining agreements expire in June and September 2024.
STAFFING CHANGES	The FY24 and FY25 Budget assumes no hiring freeze on current open administrative positions. In support for the Reimagine SamTrans, the District will increase promotion and training classes to fill the needed Bus Operator positions. There are 25.8 and 2.8 new FTEs added in FY24 and FY25 respectively.
OTHER EXPENSES	<p data-bbox="475 619 1421 787">Cost Center Managers prepare estimated expense budget. Budget reflect anticipated "usage" at current prices. An explanation and analysis justifying the requests are prepared for each baseline expense, showing how the cost was determined, and New Budget Proposal request forms detail requests for special one-time projects and / or new baseline expenses.</p> <ul data-bbox="475 829 1469 1295" style="list-style-type: none"><li data-bbox="475 829 1453 892">• Assume full implementation of Reimagine SamTrans and implemented the on-demand microtransit services (Ride Plus)</li><li data-bbox="475 934 1469 997">• Assume FY24 diesel fuel cost per gallon is \$2.84 with 80% hedged, and the FY25 diesel fuel cost at \$2.68 per gallon</li><li data-bbox="475 1039 1445 1102">• Include estimated hydrogen fuel and electricity costs for the 47 zero emission buses the District will operate</li><li data-bbox="475 1144 1469 1207">• Assume no contractual increases in Contracted Urban Bus (CUB) and Americans with Disabilities (ADA) Programs beyond the current contract period</li><li data-bbox="475 1249 1331 1295">• Increase in Information Technology software costs and requirement</li></ul>

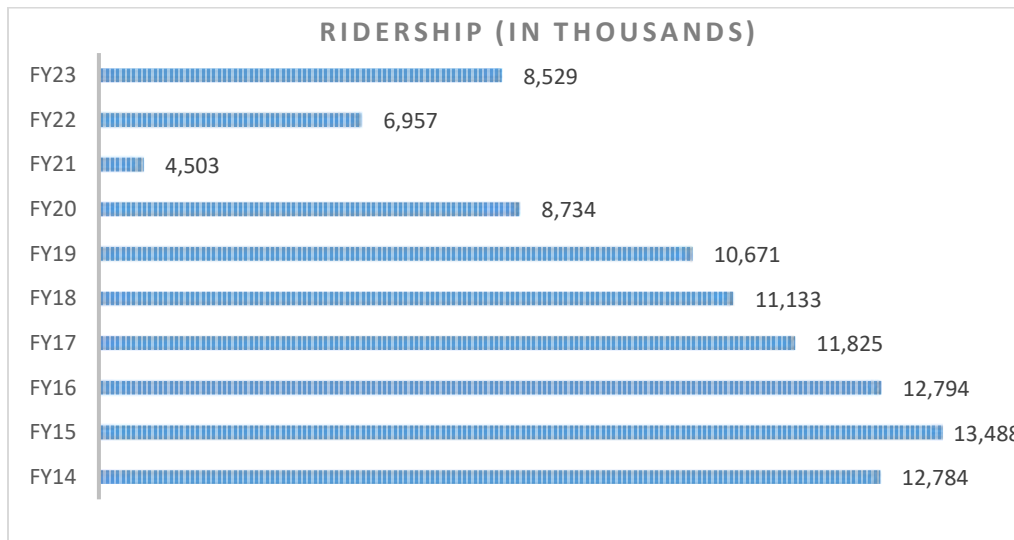
# SECTION 4 – FY24 AND FY25 OPERATING BUDGET

## FY24 and FY25 Operating Budget Executive Summary

### **Budget Challenges**

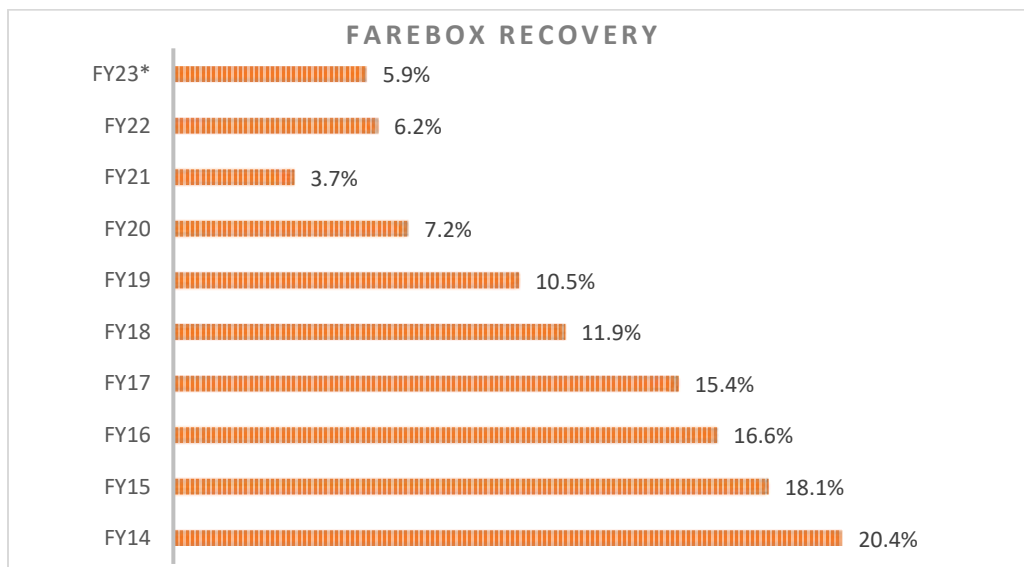
In San Mateo County, recent demographic, growth and technology patterns have changed significantly putting pressure on the District’s Operating expenditures by increasing costs for “baseline” service. Like many other public transit agencies across the country, SamTrans ridership is declining resulting in lower farebox recovery. Additionally, sales tax and grant revenue are not keeping up with increased costs. The charts below reflect some of these challenging operating trends the District is facing even before the dramatic impact of COVID-19.

### FIXED-ROUTE (BUS) RIDERSHIP TRENDS



### FIXED-ROUTE FAREBOX RECOVERY TRENDS

Farebox recovery is the percent of fixed-route fare revenue collected compared to fixed-route operating expenses.



\* FY23 is projected based on YTD forecast at the time of preparing this budget book.

# Summary Financial Statement Trends

## FINANCIAL STATEMENT SUMMARY TRENDS FY19 – FY25

### SAN MATEO COUNTY TRANSIT DISTRICT

(\$ in 000's)

	FY2019 <u>ACTUAL</u>	FY2020 <u>ACTUAL</u>	FY2021 <u>ACTUAL</u>	FY2022 <u>ACTUAL</u>	FY2023 <u>FORECAST</u>	FY2024 <u>ADOPTED BUDGET</u>	FY2025 <u>ADOPTED BUDGET</u>
<b>SOURCES OF FUNDS:</b>							
<b>Operating Revenues</b>							
Passenger Fares	15,566	11,690	5,615	8,913	10,500	11,506	12,311
Local TDA and STA Funds	47,756	59,050	43,439	49,344	65,886	68,868	69,556
Pass Through to Other Agencies	742	316	380	597	597	-	-
CARES ACT and CRRSAA and ARPA	-	2,794	58,146	15,633	11,883	-	-
Operating Grants	4,456	3,170	3,509	2,861	3,931	4,301	3,759
SMCTA Measure A	11,089	12,879	10,597	3,860	4,692	4,651	4,703
SM County Measure K & Other	2,500	-	-	-	-	-	-
AB434, TA Funded Shuttles & Other	424	392	404	619	114	-	-
<b>Subtotal - Operating Revenues</b>	<b>82,533</b>	<b>90,292</b>	<b>122,091</b>	<b>81,828</b>	<b>97,604</b>	<b>89,325</b>	<b>90,330</b>
<b>Other Revenue Sources</b>							
District Sales Tax	100,729	91,641	93,833	112,906	117,295	116,264	117,568
Measure W Sales Tax	-	44,194	46,577	56,124	58,648	58,132	58,784
Investment Interest Income	3,494	4,412	3,094	2,538	6,400	8,099	8,232
Other Interest, Rent & Other Income	8,255	7,698	8,213	7,547	10,868	10,207	9,757
Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Cap	31,180	24,951	23,308	25,485	47,076	55,308	63,024
<b>Subtotal - Other Revenues</b>	<b>143,657</b>	<b>172,897</b>	<b>175,027</b>	<b>204,599</b>	<b>240,287</b>	<b>248,010</b>	<b>257,364</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>226,191</b>	<b>263,189</b>	<b>297,118</b>	<b>286,428</b>	<b>337,891</b>	<b>337,335</b>	<b>347,694</b>
<b>USES OF FUNDS:</b>							
PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	31,180	24,951	23,308	25,485	47,076	55,308	63,024
Motor Bus	132,294	135,641	126,992	123,838	153,579	181,990	181,806
A.D.A. Programs	17,236	16,144	15,080	16,988	19,157	20,674	21,782
Caltrain	7,634	9,239	8,877	-	-	-	-
Multi-Modal Programs	2,062	2,339	1,956	2,073	5,754	6,489	6,666
Pass Through to Other Agencies	742	316	374	597	597	-	-
Land Transfer Interest Expense	77	78	97	86	-	-	-
<b>Total Operating Expenses</b>	<b>191,225</b>	<b>188,709</b>	<b>176,684</b>	<b>169,068</b>	<b>226,163</b>	<b>264,462</b>	<b>273,278</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>34,966</b>	<b>74,480</b>	<b>120,434</b>	<b>117,360</b>	<b>111,728</b>	<b>72,873</b>	<b>74,416</b>
District Sales Tax Capital	6,016	8,494	5,594	3,642	5,527	13,697	14,796
Measure W Sales Tax Capital	-	2,435	1,000	6,811	23,536	28,723	14,016
Reserves for Future Measure W Capital Allocation	-	-	48,257	-	-	12,683	29,944
<b>Sales Tax Allocation - Capital Programs</b>	<b>6,016</b>	<b>10,929</b>	<b>54,851</b>	<b>10,453</b>	<b>29,063</b>	<b>55,102</b>	<b>58,756</b>
<b>Total Debt Service</b>	<b>21,600</b>	<b>19,358</b>	<b>19,149</b>	<b>19,236</b>	<b>19,145</b>	<b>19,143</b>	<b>19,138</b>
Operating Reserve	-	-	17,300	35,746	2,000	-	-
Sales Tax Stabilization Fund	-	-	14,041	16,903	30,779	-	-
Pension	-	-	-	-	21,000	-	-
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>31,341</b>	<b>52,649</b>	<b>53,779</b>	<b>-</b>	<b>-</b>
<b>TOTAL USES OF FUNDS</b>	<b>218,840</b>	<b>218,996</b>	<b>282,026</b>	<b>251,406</b>	<b>328,150</b>	<b>338,707</b>	<b>351,172</b>
<b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>7,350</b>	<b>44,193</b>	<b>15,092</b>	<b>35,021</b>	<b>9,741</b>	<b>(1,372)</b>	<b>(3,479)</b>
<b>Draw from Prior Years' Surplus</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,372</b>	<b>3,479</b>
<b>ADJUSTED PROJECTED SURPLUS/(DEFICIT)</b>	<b>7,350</b>	<b>44,193</b>	<b>15,092</b>	<b>35,021</b>	<b>9,741</b>	<b>-</b>	<b>-</b>

# FY24 & FY25 Budget Operating Details (Source & Use of Funds)

The District's Operating Budget can be found on the District Website:

<https://www.samtrans.com/about/Finance/Budgets.html>

The following narrative provides a description for each line item on the District's Operating Financial Statement, referencing the page number and specific line-item number. The Full Financial Statement can be found in [Section 7](#), pages 179-182.

The District's operating budgets is included as Attachment A consists of (I) sources of funds and (II) uses of funds and for major activities and programs divided into three categories: (A) Motor Bus Operations, (B) Americans with Disabilities Act (ADA) Programs, and (C) Multi-Modal Transit Programs. Within each category, major elements and programs are clearly identified to maintain comparability with prior years.

## I. FY24 & FY25 Budget Operating Revenues (Source of Funds)

The District's Operating Revenues are derived from transit passenger fares and various federal, state, and local funding sources. Some state and federal funds are discretionary allocations, whereas others are based on a formula allocation. The District competes for discretionary funds on a project-by-project basis; formula-based funds are allocated by the federal, state or regional legislatures. The District also receives funding from San Mateo County Transportation Authority (TA) for Paratransit services.

The charts below show Sources of Funds for FY22 Actuals, FY23 Forecast, and FY24 & FY25 Adopted Budget (Page 1, Attachment A).

SOURCES OF FUNDS: \$ In Millions	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (% CHANGE)	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (% CHANGE)
	A	B	C	D	E	F	G	H
				D = C - B	E = D / B			
							G = F - C	H = G / C
<b>Operating Revenues</b>								
1 Passenger Fares	\$ 8.9	\$ 10.5	\$ 11.5	\$ 1.0	9.6%	\$ 12.3	\$ 0.8	7.0%
2 Local TDA and STA Funds	49.3	65.9	68.9	3.0	4.5%	69.6	0.7	1.0%
3 Pass Through to Other Agencies	0.6	0.6	-	(0.6)	-100.0%	-	-	0.0%
4 CARES ACT and CRRSAA and ARPA	15.6	11.9	-	(11.9)	-100.0%	-	-	0.0%
5 Operating Grants	2.9	3.9	4.3	0.4	9.4%	3.8	(0.5)	-12.6%
6 SMCTA Measure A	3.9	4.7	4.7	(0.0)	-0.9%	4.7	0.1	1.1%
7 AB434, TA Funded Shuttles & Other	0.6	0.1	-	(0.1)	-100.0%	-	-	0.0%
8 Subtotal - Operating Revenues	\$ 81.8	\$ 97.6	\$ 89.3	\$ (8.3)	-8.5%	\$ 90.3	\$ 1.0	1.1%

SOURCES OF FUNDS: \$ In Millions	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (% CHANGE)	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (% CHANGE)
	A	B	C	D	E	F	G	H
				D = C - B	E = D / B			
							G = F - C	H = G / C
<b>9 Other Revenue Sources</b>								
10 District Sales Tax	\$ 112.9	\$ 117.3	\$ 116.3	\$ (1.0)	-0.9%	\$ 117.6	\$ 1.3	1.1%
11 Measure W Sales Tax	56.1	58.6	58.1	(0.5)	-0.9%	58.8	0.7	1.1%
12 Investment Interest Income	2.5	6.4	8.1	1.7	26.5%	8.2	0.1	1.6%
13 Other Interest, Rent & Other Income	7.5	10.9	10.2	(0.7)	-6.1%	9.8	(0.5)	-4.4%
14 Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital	25.5	47.1	55.3	8.2	17.5%	63.0	7.7	13.9%
15 Subtotal - Other Revenues	\$ 204.6	\$ 240.3	\$ 248.0	\$ 7.7	3.2%	\$ 257.4	\$ 9.4	3.8%
16								
17 TOTAL SOURCES OF FUNDS	\$ 286.4	\$ 337.9	\$ 337.3	\$ (0.6)	-0.2%	\$ 347.7	\$ 10.4	3.1%

## A. Operating Revenue - Motor Bus: Revenue Detail (Page 2, Attachment A)

Motor Bus Operating Revenue is \$182.0 million for FY24 and \$181.8 million in FY25.

### PASSENGER FARES (Summary Page 2, line 1)

Implementation of Reimagine SamTrans in August 2022 spurred fare revenues to recover from pandemic-related ridership losses more quickly than anticipated. The FY23 Forecast reflects a significant increase in Passenger Fares over the FY23 Operating Budget. The FY24 Adopted Budget for Motor Bus Passenger Fares revenue of \$11.0 million assumes 71% of pre-pandemic levels and is \$1.0 million or 10.0% higher than the FY23 Forecast. The FY25 Adopted Budget of \$11.8 million assumes 76% of pre-pandemic levels and is \$0.8 million or 7.0% higher than the FY24 Adopted Budget.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
1 PASSENGER FARES	\$ 8,482.1	\$ 10,000.0	\$ 11,000.0	\$ 1,000.0	10.0%	\$ 11,770.0	\$ 770.0	7.0%

### TRANSPORTATION DEVELOPMENT ACT (TDA) (Page 2, line 3)

The Adopted Budget for FY24 reflects the Metropolitan Transportation Commission's (MTC) February 2023 estimate, including carryforwards from prior years and continued improvement given high levels of consumer spending and increased inflation. The FY24 Adopted Budget of \$53.6 million is \$0.6 million or 1.1% higher than the FY23 Forecast. The FY25 Adopted Budget is \$54.1 million, which is \$0.5 million or 1.0% higher than the FY24 Adopted Budget.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
3 TRANSPORTATION DEVELOPMENT ACT (TDA)	\$ 35,071.2	\$ 53,028.0	\$ 53,593.7	\$ 565.7	1.1%	\$ 54,129.7	\$ 535.9	1.0%

### STATE TRANSIT ASSISTANCE (STA) (Page 2, line 5)

MTC's February 2023 estimates reflect a stronger-than-expected economy. These estimated revenues, together with available carryforwards, result in a FY24 Adopted Budget for STA revenues of \$11.4 million, which is \$2.3 million or 25.2% higher than the FY23 Forecast. The FY25 Adopted Budget of \$11.5 million is \$0.1 million or 1.0% higher than the FY24 Adopted Budget.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
5 STATE TRANSIT ASSISTANCE (STA)	\$ 10,630.9	\$ 9,095.2	\$ 11,386.6	\$ 2,291.4	25.2%	\$ 11,500.5	\$ 113.9	1.0%

### OPERATING GRANTS (Page 2, line 7)

FY24 Motor Bus Operating Grants are \$1.6 million, which is \$0.2 million or 18.3% higher than the FY23 Forecast and includes a one-time FTA section 5311 grant related to COVID relief that will be spent by the end of FY24. The FY25 Adopted Budget of \$1.1 million is \$0.5 million or 33.3% lower than the FY24 Adopted Budget.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
7 OPERATING GRANTS	\$ 861.0	\$ 1,341.4	\$ 1,587.5	\$ 246.1	18.3%	\$ 1,059.0	\$ (528.5)	-33.3%

### DISTRICT SALES TAX REVENUES (Page 2, line 9)

Revenue from the District's half-cent sales tax implemented in 1982 provides funds to cover the annual shortfall in operating revenues, as well as the local match for Federal operating grants and other sources.

The total District Sales Tax revenue needed to fund motor bus operations for the FY24 Adopted Budget is \$80.2 million, which is \$10.9 million or 15.8% higher than the FY23 Forecast. The FY25 Adopted Budget is not significantly different compared to the FY24 Adopted Budget at \$82.0 million.



\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
9 DISTRICT SALES TAX REVENUE	\$ 62,112.1	\$ 69,290.3	\$ 80,222.1	\$ 10,931.8	15.8%	\$ 82,028.1	\$ 1,806.0	2.3%

**MEASURE W SALES TAX (Page 2, line 11)**

The District retains 50% of the revenues from the voter-approved Measure W sales tax, passed in 2018, to support District needs while the other 50% is administered by the San Mateo County Transportation Authority.

The total Measure W Sales Tax revenue needed to fund motor bus operations is \$13.2 million for the FY24 Adopted Budget and \$10.9 million for the FY25 Adopted Budget. This funding is designated for Measure W-eligible operating expenses such as school related services, implementation of Reimagine SamTrans, and planning and studies.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
11 MEASURE W SALES TAX	\$ -	\$ -	\$ 13,201.9	\$ 13,201.9		\$ 10,867.5	\$ (2,334.4)	-17.7%

**INVESTMENT INTEREST INCOME (Page 2, line 13)**

To curb high inflation, the Federal Reserve has been increasing interest rates, which benefits District investments. Investment interest income for each of the FY24 and FY25 Adopted Budgets is \$7.4 million, which is \$1.4 million or 23.2% higher than the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
13 INVESTMENT INTEREST INCOME	\$ 2,131.2	\$ 6,031.0	\$ 7,431.8	\$ 1,400.8	23.2%	\$ 7,431.8	\$ -	0.0%

**RENTAL INCOME (Page 2, line 16)**

The District owns its headquarters building (also known as "Central" or the "Central Office") as well as a number of parcels on the El Camino Real Corridor. This income reflects the rents collected from various tenants using available space in these properties. The FY23 Forecast includes the prior year's rent repayment. Anticipated rental income based on current tenant listings for the FY24 Adopted Budget is \$2.2 million, which is \$1.0 million or 30.4% lower compared to the FY23 Forecast. The FY25 Adopted Budget is \$1.9 million, which is \$0.3 million or 14.0% lower than the FY24 Adopted Budget.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
16 Rental Income	\$ 1,944.6	\$ 3,155.4	\$ 2,195.9	\$ (959.4)	-30.4%	\$ 1,887.7	\$ (308.2)	-14.0%

**ADVERTISING INCOME (Page 2, line 17)**

Advertising Income is derived from advertisements placed on bus shelters and bus exteriors. Advertising income for the FY24 Adopted Budget is \$1.0 million, which is \$0.2 million or 19.0% lower than the FY23 Forecast. The FY25 Adopted Budget is \$0.8 million, which is \$0.2 million or 23.7% lower than FY24, based on an assumption of no advertising contract extension for bus shelters after February 2024 until the Bus Stop Improvement Plan is completed.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
17 Advertising Income	\$ 834.0	\$ 1,246.1	\$ 1,009.3	\$ (236.8)	-19.0%	\$ 770.0	\$ (239.3)	-23.7%

**OTHER INCOME (Page 2, line 18)**

Motor Bus Other Income for the FY24 and FY25 Adopted Budgets do not significantly differ from FY23 Forecast at \$0.4 million.

Other Income consists of:

1. Financial support from the San Francisco Airport for Owl late-night airport bus service; and
2. Reimbursement from MV Transportation for the use of the Brewster Building located in Redwood City; and
3. Parking Revenues – BART Stations; and
4. Proceeds from the sale of District assets such as revenue vehicles, non-revenue vehicles, and paratransit vans.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
			<u>BUDGET</u>			<u>BUDGET</u>		
18 Other Income	\$ 1,771.1	\$ 391.6	\$ 361.6	\$ (30.0)	-7.7%	\$ 361.6	\$ -	0.0%

**B. OPERATING REVENUES – ADA PROGRAMS: REVENUE DETAIL (Page 2, Attachment A)**

American Disability Act (ADA) Revenue is \$20.7 million for FY24 and \$21.8 million For FY25

**PASSENGER FARES – REDI-WHEELS (Page 2, line 24)**

The FY24 Adopted Budget for paratransit fares revenue of \$0.5 million assumes 59% of pre-pandemic levels and is a 10.0% increase compared to the FY23 Forecast. The FY25 Adopted Budget of \$0.5 million assumes 63% of pre-pandemic levels and is 7.0% higher than the FY24 Adopted Budget as ridership continues to recover from the pandemic.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
			<u>BUDGET</u>			<u>BUDGET</u>		
24 Passenger Fares Redi-Wheels	\$ 431.3	\$ 460.0	\$ 506.0	\$ 46.0	10.0%	\$ 541.4	\$ 35.4	7.0%

**LOCAL TDA 4.5 – REDI-WHEELS (Page 2, line 25)**

The FY24 and FY25 Adopted Budgets reflect \$2.8 million annually in Transportation Development Act (TDA) funds for paratransit based on MTC’s February 2023 estimate, with carryforwards, which is not significantly different from the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
			<u>BUDGET</u>			<u>BUDGET</u>		
25 Local TDA 4.5 Redi Wheels	\$ 1,845.9	\$ 2,790.9	\$ 2,820.7	\$ 29.8	1.1%	\$ 2,848.9	\$ 28.2	1.0%

**LOCAL STA – PARATRANSIT (Page 2, line 26)**

State Transit Assistance (STA) of \$1.1 million annually is included in the FY24 and FY25 Adopted Budgets based on MTC’s February 2023 estimates, which is not significantly different from FY23 Forecast. The County Block Grant program governing MTC’s allocation of the population-based portion of STA funds was suspended in FY23 but will resume in FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
			<u>BUDGET</u>			<u>BUDGET</u>		
26 Local STA - Paratransit	\$ 1,796.4	\$ 972.3	\$ 1,066.7	\$ 94.4	9.7%	\$ 1,077.4	\$ 10.7	1.0%

**OPERATING GRANTS (Page 2, line 27)**

Operating Grants for paratransit in the FY24 and FY25 Adopted Budgets are \$2.7 million annually, which are not significantly different from the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
			<u>BUDGET</u>			<u>BUDGET</u>		
27 Operating Grants	\$ 1,999.7	\$ 2,589.6	\$ 2,713.4	\$ 123.7	4.8%	\$ 2,700.0	\$ (13.4)	-0.5%

**DISTRICT SALES TAX REVENUE – ADA (Page 2, line 28)**

Total District Sales Tax revenue needed to fund paratransit activities for the FY24 Adopted Budget is \$3.5 million, which is lower by \$2.6 million or 42.1% compared to the FY23 Forecast. Total District Sales Tax revenue needed to fund paratransit activities for the FY25 Adopted Budget is \$4.0 million, which is \$0.4 million or 12.2% higher than the FY24 Adopted Budget.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
28 District Sales Tax Revenue - ADA	\$ 5,446.6	\$ 6,087.0	\$ 3,524.8	\$ (2,562.1)	-42.1%	\$ 3,956.0	\$ 431.1	12.2%

**MEASURE W SALES TAX – ADA (Page 2, line 29)**

Measure W Sales Tax revenue will support 50% of annual shortfall in operating revenues along with District Sales Tax Revenue (page 2, line 28). The FY24 Adopted Budget is \$3.5 million and FY25 Adopted Budget is 4.0 million.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
29 Measure W Sales Tax - ADA	\$ -	\$ -	\$ 3,524.8	\$ 3,524.8		\$ 3,956.0	\$ 431.1	12.2%

**INTEREST INCOME – PARATRANSIT FUND (Page 2, line 30)**

Investment portfolio interest income for the FY24 Adopted Budget is \$0.7 million, which is higher by \$0.3 million or 82.7% compared to the FY23 Forecast. The FY25 Adopted Budget is \$0.8 million, which is \$0.1 million or 20.0% higher than FY24. The higher budget is consistent with the Federal interest rate increases.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
30 Interest Income-Paratransit Fund	\$ 406.8	\$ 365.0	\$ 666.8	\$ 301.8	82.7%	\$ 800.0	\$ 133.2	20.0%

**SMCTA MEASURE A – REDI-WHEELS (Page 2, line 31)**

The voters of San Mateo County approved a ballot measure known as Measure A and approved a half-cent sales tax to fund local transportation projects. In accordance with the Measure A Transportation Expenditure Plan approved by the voters, the TA contributes 4% of its Measure A sales tax revenues for projects assisting people with special mobility needs. The FY24 and FY25 Adopted Budgets are \$4.7 million per year, which do not significantly differ from the FY23 Forecast.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
31 SMCTA Measure A Redi-Wheels	\$ 3,859.8	\$ 4,691.8	\$ 4,650.6	\$ (41.2)	-0.9%	\$ 4,702.7	\$ 52.2	1.1%

**MEASURE M - PARATRANSIT (Page 2, line 32)**

Measure M funding is from a San Mateo County \$10 motor vehicle registration fee for congestion and pollution mitigation. These funds received by the District are used for expenditures relating to paratransit operations, services for seniors, and veteran mobility programs. The District is expected to receive an annual amount of \$1.2 million for the FY24 and FY25 Adopted Budgets per agreement, which are consistent with the FY23 Forecast.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
32 Measure M Paratransit	\$ 1,201.3	\$ 1,200.0	\$ 1,200.0	\$ -	0.0%	\$ 1,200.0	\$ -	0.0%

**C. OPERATING REVENUES – MULTI-MODAL TRANSIT PROGRAMS: REVENUE DETAIL (Page 2, Attachment A)**

Multi-Modal funding includes the TA’s Measure A funds for Shuttle, employers’ share of Shuttle program costs, and Dumbarton Right-of-Way rental income. Multi-Modal Revenue is \$6.5 million for FY24 and \$6.7 million for FY25.

**AB434, TA FUNDED SHUTTLES & OTHER (Page 2, line 36)**

Bay Area Air Quality Management District reassigned AB434 funding to Commute.org effective FY23. The FY24 and FY25 Adopted Budgets assume no grant sponsorships from the TA until its next Shuttles Program Call for Projects.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
36 AB434, TA Funded Shuttles & Other	\$ 619.5	\$ 114.3	\$ -	\$ (114.3)	-100.0%	\$ -	\$ -	-

**EMPLOYER SHUTTLE FUNDS (Page 2, line 37)**

The District Shuttle program provides free rides to employees from BART and Caltrain stations to local employer facilities during commute hours. The employer share of shuttle costs for the FY24 Adopted Budget is \$5.3 million, which is \$0.6 million or 12.0% higher than the FY23 Forecast. The FY25 Adopted Budget is \$5.4 million, which is not significantly different than FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
37 Employer Shuttle Funds	\$ 1,249.5	\$ 4,692.7	\$ 5,257.4	\$ 564.7	12.0%	\$ 5,354.8	\$ 97.4	1.9%

**DUMBARTON RENTAL INCOME (Page 2, line 38)**

The revenue from Dumbarton reflects rental income from retailers and offices along the Dumbarton Right-of-Way owned by the District. The FY24 and FY25 Adopted Budgets are consistent with the FY23 Forecast at \$0.2 million annually.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
38 Dumbarton Rental Income	\$ 546.2	\$ 182.4	\$ 182.4	\$ -	0.0%	\$ 182.4	\$ -	0.0%

**DISTRICT SALES TAX – OTHER MULTI-MODAL (Page 2, line 39)**

Total District Sales Tax revenue needed to fund Multi-Modal program activities for the FY24 Adopted Budget is \$1.0 million, which is 37.3% or \$0.3 million higher than the FY23 Forecast. The FY25 Adopted Budget is \$1.1 million, which is \$0.1 million or 7.6% higher than FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
39 District Sales Tax - Other Multi-Modal	\$ (342.0)	\$ 764.3	\$ 1,049.5	\$ 285.3	37.3%	\$ 1,128.9	\$ 79.3	7.6%

**II. FY24 & FY25 BUDGET OPERATING EXPENSE (USES OF FUNDS)**

This section provides a detailed description of Uses of Funds, broken down by mode (Motor Bus, ADA, and Multi-Modal Programs), as referenced on pages 3 and 4 of Attachment A.

The charts below show Uses of Funds for FY22 Actuals, FY23 Forecast, and FY24 & FY25 Adopted Budget (Page 1, Attachment A).

USES OF FUNDS: \$ In Millions	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	ACTUAL	FORECAST	ADOPTED BUDGET	(\$) CHANGE	(%) CHANGE	ADOPTED BUDGET	(\$) CHANGE	(%) CHANGE
	A	B	C	D = C - B	E = D / B	F	G = F - C	H = G / C
20 PCIJB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	\$ 25.5	\$ 47.1	\$ 55.3	\$ 8.2	17.5%	\$ 63.0	\$ 7.7	14.0%
21 Motor Bus	123.8	153.6	182.0	28.4	18.5%	181.8	(0.2)	-0.1%
22 A.D.A. Programs	17.0	19.2	20.7	1.5	8.1%	21.8	1.1	5.2%
23 Multi-Modal Programs	2.1	5.8	6.5	0.7	13.0%	6.7	0.2	2.9%
24 Pass Through to Other Agencies	0.6	0.6	-	(0.6)	-100.0%	-	-	-
25 Land Transfer Interest Expense	0.1	-	-	-	-	-	-	-
26 Total Operating Expenses	\$ 169.1	\$ 226.2	\$ 264.5	\$ 38.3	17.0%	\$ 273.3	\$ 8.8	3.2%

**A. OPERATING EXPENSE – MOTOR BUS: EXPENSES DETAIL (Page 3, Attachment A)**

The FY24 and FY25 Adopted Budget for Motor Bus Operating Expense is \$182.0 million and \$181.8 million, up by \$28.4 million or 18.5% compared to the FY23 Forecast. Motor Bus operations includes District-operated bus service, mainline routes operated under contract by MV Transportation, and certain Coastside routes operated under contract.

**Wages & Benefits (Page 3, line 1)**

Wages and benefits are calculated based on the approved Salary Ordinance positions and current salary levels. The following are key assumptions used for the FY24 and FY25 Adopted Budgets:

- Wages include a universal wage increase for represented positions and non-represented employees in FY24 and no increase in FY25 as the District’s current collective bargaining agreements expire in June and September 2024.
- The FY24 and FY25 Adopted Budgets assume 328 full-time-equivalent Bus Operators to implement the Reimagine SamTrans service plan.
- Vacancy assumptions are based on expected hiring dates for open positions and attrition.
- Fringe benefit costs are expected to increase as wages increase due to contractual increases and increases in staffing costs. Fringe benefit costs are applied to actual staff wages as a rate. The District aggregates all estimated annual fringe benefit costs (payroll taxes; pension contributions; medical, dental and vision premiums; life insurance, long-term disability unemployment contributions, and paid time off) and then divides that amount by the total projected wages for the upcoming year to arrive at a fringe benefit rate. These costs are then shared with JPB, TA and SMCEL-JPA.
- The FY24 and FY25 Adopted Budgets for Unfunded Retiree Medical and CalPERS liability payments have decreased by \$0.6 million compared to the FY23 Forecast.
- Management Analysts Pilot Program
- Agency Indirect Administration (AIA) is projected at \$15.6 million per the FY24 Internal Cost Allocation Plan (ICAP) methodology.

Below is a Summary of Full Time Equivalent (FTE) staff positions for FY24 and FY25.

	FY2024 FTEs							FY2025 FTEs								
	Finance	Planning	Executive	Comm	Admin	Bus	Rail	Total	Finance	Planning	Executive	Comm	Admin	Bus	Rail	Total
Represented																
Bus Operators (Full & Part-time)						328.0		328.0						328.0		328.0
Bus Transportation Supervisors						16.0		16.0						18.0		18.0
Mechanics						64.0		64.0						64.0		64.0
Utility Workers						29.0		29.0						30.0		30.0
Storekeepers						7.0		7.0						7.0		7.0
Dispatch						4.0		4.0						4.0		4.0
Radio Controller						3.0		3.0						3.0		3.0
Bus Contract Inspector						3.0		3.0						3.0		3.0
Maintenance Supervisors						6.7		6.7						6.7		6.7
Maintenance Instructors						2.9		2.9						2.9		2.9
Transit Instructors						7.0		7.0						10.0		10.0
Utility Maintenance Supervisors						2.0		2.0						2.0		2.0
Facilities Technician						5.0		5.0						5.0		5.0
Customer Service Reps				8.2				8.2				8.2				8.2
Receptionist				0.6				0.6				0.6				0.6
Existing Represented Existing Operating FTE	-	-	-	8.8	-	477.6	-	486.4	-	-	-	8.8	-	483.6	-	492.4
Existing Non Repres Existing Operating FTE's	50.4	16.6	4.6	19.8	62.5	54.6	0.0	208.6	51.7	19.6	4.6	19.8	83.0	56.1	0.0	234.9
New Represented Operating FTE's						6.0		6.0						0.8		0.8
New Non Represented Operating FTE's	1.1	1.9			16.1	0.8		19.8					1.0	1.0		2.0
<b>Total Operating FTE's</b>	<b>51.5</b>	<b>18.5</b>	<b>4.6</b>	<b>28.6</b>	<b>78.6</b>	<b>539.0</b>	<b>0.0</b>	<b>720.2</b>	<b>51.7</b>	<b>19.6</b>	<b>4.6</b>	<b>28.6</b>	<b>84.0</b>	<b>541.5</b>	<b>0.0</b>	<b>730.0</b>
Existing Capital FTE's	9.3	1.0	0.4	0.3	1.0	10.6	0.1	22.6	9.6	2.0	0.4	0.3	3.0	11.1	0.1	26.4
New Capital FTE's		0.6			2.0	0.5		3.1								-
<b>Total Capital FTE's</b>	<b>9.3</b>	<b>1.6</b>	<b>0.4</b>	<b>0.3</b>	<b>3.0</b>	<b>11.1</b>	<b>0.1</b>	<b>25.7</b>	<b>9.6</b>	<b>2.0</b>	<b>0.4</b>	<b>0.3</b>	<b>3.0</b>	<b>11.1</b>	<b>0.1</b>	<b>26.4</b>
<b>Total FTE's</b>	<b>60.7</b>	<b>20.1</b>	<b>5.0</b>	<b>28.9</b>	<b>81.6</b>	<b>550.1</b>	<b>0.1</b>	<b>746.5</b>	<b>61.3</b>	<b>21.6</b>	<b>5.0</b>	<b>28.9</b>	<b>87.0</b>	<b>552.6</b>	<b>0.1</b>	<b>756.5</b>

\*Administration Division is broken down to Information Technology, People and Culture Group, and Safety and Security. 1 FTE is moved to Executive Division.

Wages & Benefits for the FY24 Adopted Budget is \$99.1 million, which is \$18.6 million or 23.2% higher than the FY23 Forecast primarily due to benefits rate changes, position reclassifications, increases of 25.8 new operating FTEs, and employee retention program. The FY25 Adopted Budget is \$99.7 million, which is higher by \$0.6 million or 0.6% compared to FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE	<u>ADOPTED BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
1 Motor Bus Wages and Benefits	\$ 67,469.5	\$ 80,455.2	\$ 99,086.9	\$ 18,631.7	23.2%	\$ 99,721.3	\$ 634.4	0.6%

**Board of Directors (Page 3, line 3)**

The Adopted FY24 and FY25 Board of Directors expenses, including Board member compensation and benefits, offsite meetings, and related expenses, total \$142,500 per year, which is \$23,800 or 20.0% higher than the FY23 Forecast mainly due to an increase in offsite meeting and training costs.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE	<u>ADOPTED BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
3 Board of Directors	\$ 164.3	\$ 118.7	\$ 142.5	\$ 23.8	20.0%	\$ 142.5	\$ -	0.0%

**Contracted Vehicle Maintenance (Page 3, line 4)**

This budget line item relates to maintenance of vehicles includes towing, contracted welding work, contracted seat repair, contracted oil analysis, rolling stock repairs, state and federal mandated bus services, and other contracted services. This line also includes a Heating, Ventilation and Air Conditioning (HVAC) maintenance contract. The FY24 Adopted Budget is \$1.2 million, which is not significantly different from the FY23 Forecast. The FY25 Adopted Budget is \$1.0 million, which is \$0.2 million or 20.5% lower than FY24 due to a one-time budgeted 2017 Gillig buses repaint in FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE	<u>ADOPTED BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
4 Contracted Vehicle Maintenance	\$ 1,105.4	\$ 1,252.4	\$ 1,197.3	\$ (55.1)	-4.4%	\$ 952.2	\$ (245.1)	-20.5%

**Property Maintenance (Page 3, line 5)**

The line item includes costs for maintaining the District's North and South Base buildings, as well as the Central administrative building. North and South Base maintenance expenses include repair of shop equipment, preventive maintenance, repairs to mobile wheel lifts, and removal of hazardous materials (i.e., bus washer

sludge, waste oil, steam cleaner sludge, used oil filters, etc.). Also included are pest control services and other general repairs for the three facilities. The FY24 Adopted Budget is \$2.7 million, which is \$0.7 million or 35.2% higher than the FY23 Forecast due to increases in maintenance costs for non-revenue vehicle electric chargers and the custodial contract. The FY25 Adopted Budget is \$2.9 million, which is \$0.2 million or 5.6% higher than FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
5 Property Maintenance	\$ 1,852.1	\$ 2,020.7	\$ 2,732.6	\$ 711.9	35.2%	\$ 2,886.9	\$ 154.3	5.6%

### Professional Services (Page 3, line 6)

Professional Services includes legal and professional consulting services for:

- Executive Legal Services, including the contract with Hanson Bridgett
- Legislative Advocacy Services for Federal and State legislative efforts
- Planning initiatives, including project management for implementation of Reimagine SamTrans as well as development of the Bus Stop Improvement Plan, Measure W Strategic Plan, El Camino Real Mid-County Transit and Multimodal Plan, Environmental Management System Plan, and Sustainability Strategic Plan
- Financial Services, including the annual audit, required actuarial reporting for Other Post-Employment Benefits (OPEB), systems contract services, and on-call support
- Administrative issues related to mandated grievance and arbitration hearings, substance abuse professionals, and court reporter services

The FY24 Adopted Budget is \$6.0 million, which is not significantly different from the FY23 Forecast. The FY25 Adopted Budget is \$5.3 million, which is \$0.7 million or 12.5% lower than the FY24 Adopted Budget. The main driver in the FY25 decrease is a reduction of one-time projects planned for FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
6 Professional Services	\$ 5,972.0	\$ 5,731.9	\$ 6,008.0	\$ 276.1	4.8%	\$ 5,254.6	\$ (753.4)	-12.5%

### Technical Services (Page 3, line 7)

Technical Services includes expenses associated with the District’s Law Enforcement contract and other expenses such as:

- Bus Operators' mandated drug and alcohol testing and DMV special driver licenses
- Licensing and service agreements for District-wide systems applications
- Office related equipment, i.e., desktop computers, printers, and repairs
- Temporary Staff services for projects that currently have vacancies

The Adopted FY24 Budget is \$12.6 million, which is \$2.1 million or 19.8% higher than the FY23 Forecast, reflecting increases for Information Technology (IT) software maintenance and a lower-than-anticipated run rate in the FY23 Forecast. The FY25 Adopted Budget is \$12.8 million, which is not significantly different from FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
7 Technical Services	\$ 8,349.9	\$ 10,500.0	\$ 12,582.4	\$ 2,082.4	19.8%	\$ 12,776.2	\$ 193.8	1.5%

### Other Services (Page 3, line 8)

Other Services includes:

- WIPRO Hosting and Support Contract for PeopleSoft
- Clipper® Operator Charges
- Investment and Bank Fees
- Bus Operator Radio Dispatching System Maintenance

The FY24 and FY25 Adopted Budgets are both approximately \$5.0 million, which is \$0.7 million or 11.7% lower compared to the FY23 Forecast. The FY23 Forecast has one-time IT backlog and sound cloud migration.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
8 Other Services	\$ 3,663.4	\$ 5,666.3	\$ 5,001.8	\$ (664.5)	-11.7%	\$ 4,995.2	\$ (6.7)	-0.1%

### Fuel & Electricity (Page 3, line 11)

Fuel and Electricity for motor bus includes diesel, hydrogen, and electricity expenses for District-owned and operated buses and gasoline for non-revenue support vehicles such as shop trucks and relief cars for bus operators. Also included in this line item are expenses for oil and lubricants, which are determined by the estimated quantities delivered for the fiscal year. Starting with the FY24 Adopted Budget, staff has included \$0.3 million for estimated hydrogen fuel costs for 10 Hydrogen Fuel Cell Buses (FCEBs) that the District will operate. Hydrogen costs are based on the assumption of 34,853 kilograms at \$8.75 per kilogram for the projected 281,263 total yearly mileage. Staff also included \$0.6 million for estimated electricity costs for 37 Battery Electric Buses (BEBs) the District will operate. Electricity costs are based on the assumptions of 2,088,865 kWh at \$0.27 per kWh for the projected 908,202 total yearly mileage. The FY25 electricity costs assume a 5.0% increase. The FY24 Adopted Budget assumption for diesel fuel cost per gallon is \$2.84, which is \$0.09 lower than the FY23 Budget of \$2.93 and the FY25 Adopted Budget assumes diesel fuel cost at \$2.68 per gallon. The FY24 diesel fuel cost assumes 80% hedged pricing. Diesel taxes and license fees are shown as a separate line item (Attachment A, line 24). Gasoline fuel used for Paratransit cutaways and minivans is shown in the ADA section of Attachment A, line 51.

	FY2023 Budget	FY2024 Budget	FY2025 Budget
Hedge %			
Price / Gallon	\$ 2.93	\$ 2.84	\$ 2.68
Projected Fuel Consumption - Total Gallons	1,386,728	1,270,508	1,270,508
Diesel Fuel Cost	\$ 4,063,113	\$ 3,608,500	\$ 3,405,500
Hedging	10,000	10,000	10,000
CAR/GHG Tax	539,687	-	-
<b>Total Diesel Cost</b>	<b>\$ 4,612,800</b>	<b>\$ 3,618,500</b>	<b>\$ 3,415,500</b>
Projected Miles		281,263	281,263
Projected Miles/kg		8.07	8.07
Projected Price/kg		\$ 8.75	\$ 8.75
<b>Total Hydrogen Cost</b>		<b>\$ 305,000</b>	<b>\$ 305,000</b>
Miles		908,202	908,202
kWh/miles		2.3	2.3
Price/kWh		\$ 0.27	\$ 0.29
<b>Total Electricity Cost</b>		<b>\$ 567,300</b>	<b>\$ 595,600</b>
Gasoline	\$ 108,000	\$ 145,000	\$ 149,350
Oil and Lubricants	\$ 260,826	\$ 261,600	\$ 269,700
<b>Total Fuel and Electricity Cost</b>	<b>\$ 4,981,626</b>	<b>\$ 4,897,400</b>	<b>\$ 4,735,150</b>

The FY24 Adopted Budget is \$4.9 million, which is \$0.9 million or 15.8% lower than the FY23 Forecast due to higher fuel cost forecasted in FY23. The FY25 Adopted Budget is not significantly different than FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE	<u>ADOPTED</u> <u>BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
11 Fuel and Electricity	\$ 3,630.0	\$ 5,817.6	\$ 4,897.4	\$ (920.2)	-15.8%	\$ 4,735.2	\$ (162.3)	-3.3%



**Bus Parts and Materials (Page 3, line 12)**

This expense line includes bus repair and replacement parts, bus maintenance tires, disposition of obsolete inventory, service and repairs for non-revenue vehicles, small tools, and freight costs. The FY24 Adopted Budget is \$3.5 million, which is \$0.4 million or 12.6% higher than the FY23 Forecast due to increased costs in bus parts and materials and increased frequency in services for aging buses and parts out of warranty. The FY25 Adopted Budget is \$3.6 million, which is not significantly different from FY24.

\$ In Thousands	FY2022 <u>ACTUAL</u>	FY2023 <u>FORECAST</u>	FY2024 <u>ADOPTED BUDGET</u>	FY24 vs FY23 <u>(\$) CHANGE</u>	FY24 vs FY23 <u>(%) CHANGE</u>	FY2025 <u>ADOPTED BUDGET</u>	FY25 vs FY24 <u>(\$) CHANGE</u>	FY25 vs FY24 <u>(%) CHANGE</u>
12 Bus Parts and Materials	\$ 2,489.3	\$ 3,108.5	\$ 3,500.5	\$ 392.0	12.6%	\$ 3,600.7	\$ 100.2	2.9%

**Uniforms & Driver Expense (Page 3, line 13)**

This line is the District’s contractual obligation to supply uniforms, including boots or safety shoes, insulated coveralls, rain gear, and other personal protective equipment to bus operators, mechanics, storekeepers, utility workers, and certain supervisory/management staff. Also included are employee retirement and recognition events, i.e., safety breakfasts, staff meetings, and awards. The FY24 Adopted Budget is \$1.0 million, which is higher by \$0.2 million or 20.1% compared to the FY23 Forecast. The increase reflects funds for the bus operator retention program. The FY25 Adopted Budget is \$0.9 million reflecting a slight decrease from FY24.

\$ In Thousands	FY2022 <u>ACTUAL</u>	FY2023 <u>FORECAST</u>	FY2024 <u>ADOPTED BUDGET</u>	FY24 vs FY23 <u>(\$) CHANGE</u>	FY24 vs FY23 <u>(%) CHANGE</u>	FY2025 <u>ADOPTED BUDGET</u>	FY25 vs FY24 <u>(\$) CHANGE</u>	FY25 vs FY24 <u>(%) CHANGE</u>
13 Uniform and Drivers Expense	\$ 666.3	\$ 799.1	\$ 960.1	\$ 161.0	20.1%	\$ 851.1	\$ (109.0)	-11.4%

**Timetables & Tickets (Page 3, line 14)**

This line covers the production and printing of timetables, schedules, tickets, passes, and maps. The FY24 and FY25 Adopted Budgets of \$175,600 per year are consistent with the FY23 Forecast.

\$ In Thousands	FY2022 <u>ACTUAL</u>	FY2023 <u>FORECAST</u>	FY2024 <u>ADOPTED BUDGET</u>	FY24 vs FY23 <u>(\$) CHANGE</u>	FY24 vs FY23 <u>(%) CHANGE</u>	FY2025 <u>ADOPTED BUDGET</u>	FY25 vs FY24 <u>(\$) CHANGE</u>	FY25 vs FY24 <u>(%) CHANGE</u>
14 Timetables and Tickets	\$ 99.1	\$ 175.6	\$ 175.6	\$ -	0.0%	\$ 175.6	\$ -	0.0%

**Office Supplies / Printing (Page 3, line 15)**

This includes office furniture, computer equipment including laptops, monitors and tablets; printing, materials to support training programs, books and reference materials, paycheck stock and envelopes, and other office supplies, i.e., paper, letterhead, and business cards. The FY24 Adopted Budget of \$0.8 million is \$0.4 million or 103.5% higher than the FY23 Forecast, mainly due to increased demand in computer equipment. The FY25 Adopted Budget is \$0.7 million reflecting a slight decrease from FY24.

\$ In Thousands	FY2022 <u>ACTUAL</u>	FY2023 <u>FORECAST</u>	FY2024 <u>ADOPTED BUDGET</u>	FY24 vs FY23 <u>(\$) CHANGE</u>	FY24 vs FY23 <u>(%) CHANGE</u>	FY2025 <u>ADOPTED BUDGET</u>	FY25 vs FY24 <u>(\$) CHANGE</u>	FY25 vs FY24 <u>(%) CHANGE</u>
15 Office Supplies/Printing	\$ 447.1	\$ 408.2	\$ 830.8	\$ 422.6	103.5%	\$ 737.9	\$ (92.9)	-11.2%

**Other Material and Supplies (Page 3, line 16)**

This line includes costs for bus operations related activities that include shop and cleaning supplies, engine coolant, refrigerant, welding supplies and miscellaneous consumables used for repairs and preventive maintenance. It also includes packaging, shipping, and banding materials, storage bins, component bags and related supplies, and other items that are required to keep a clean and safe stockroom. The FY24 and FY25 Adopted Budgets of \$0.2 million per year are \$51,300 or 38.7% higher than the FY23 Forecast.

\$ In Thousands	FY2022 <u>ACTUAL</u>	FY2023 <u>FORECAST</u>	FY2024 <u>ADOPTED BUDGET</u>	FY24 vs FY23 <u>(\$) CHANGE</u>	FY24 vs FY23 <u>(%) CHANGE</u>	FY2025 <u>ADOPTED BUDGET</u>	FY25 vs FY24 <u>(\$) CHANGE</u>	FY25 vs FY24 <u>(%) CHANGE</u>
16 Other Materials and Supply	\$ 122.7	\$ 132.6	\$ 183.8	\$ 51.3	38.7%	\$ 187.6	\$ 3.8	2.1%

**Telecommunications (Page 3, line 19)**

This expense is for cell phones, data circuits, and telephone services. The FY24 Adopted Budget is \$0.7 million and the FY25 Adopted Budget is \$0.8 million, which are not significantly different from the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
19 Telecommunications	\$ 683.7	\$ 669.2	\$ 745.2	\$ 76.0	11.4%	\$ 767.1	\$ 21.9	2.9%

**Other Utilities (Page 3, line 20)**

This line includes costs for gas and electricity, water, sewer, and trash/refuse services. The FY24 Adopted Budget is \$1.8 million, which is \$0.2 million or 9.9% higher than the FY23 Forecast due to increasing water, sewer, trash, and refuse service charges. The FY25 Adopted Budget is \$1.9 million, which is not significantly different from FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
20 Other Utilities	\$ 1,534.2	\$ 1,676.4	\$ 1,842.6	\$ 166.2	9.9%	\$ 1,914.6	\$ 72.0	3.9%

**Insurance (Page 3, line 21)**

This line covers general insurance costs for motor bus including premiums, deductibles, adjustor fees, broker fees, and other insurance costs. The FY24 Adopted Budget is \$3.3 million, which is \$0.3 million or 9.2% higher compared to the FY23 Forecast. The FY25 Adopted Budget of \$3.6 million is \$0.3 million or 9.3% higher than FY24. The FY24 and FY25 Adopted Budgets assume 10% annual increase on premiums.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
21 Insurance	\$ 2,769.8	\$ 3,030.9	\$ 3,309.4	\$ 278.5	9.2%	\$ 3,615.8	\$ 306.3	9.3%

**Claims Reserves and Payments (Page 3, line 22)**

This line includes claim reserves and associated legal fees. The FY24 and FY25 Adopted Budgets are \$0.8 million per year, which are \$0.1 million or 20.6% higher than the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
22 Claims Reserves and Payments	\$ (1,038.7)	\$ 663.5	\$ 800.0	\$ 136.5	20.6%	\$ 800.0	\$ -	0.0%

**Worker’s Compensation (Page 3, line 23)**

The District is subject to the State-mandated insurance program that covers lost wages and medical treatment resulting from an employee's work-related injury. This includes insurance premiums, deductibles, and legal fees. The FY24 and FY25 Adopted Budgets of \$3.8 million per year are not significantly different from the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
23 Workers Compensation	\$ 1,771.0	\$ 3,790.5	\$ 3,835.5	\$ 45.0	1.2%	\$ 3,835.5	\$ -	0.0%

**Taxes & License Fees (Page 3, line 24)**

As noted above, this item covers fuel and lubricant tax expenses, including the Leaking Underground Storage Tank (LUST) tax on diesel fuel. These costs change with fluctuations in fuel consumption. The FY24 and FY25 Adopted Budgets are \$0.4 million per year, which are lower by \$0.2 million or 32.9% than the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
24 Taxes and License Fees	\$ 939.8	\$ 668.8	\$ 448.8	\$ (220.0)	-32.9%	\$ 426.2	\$ (22.6)	-5.0%

**Leases and Rentals (Page 3, line 25)**

This expense is primarily for rental of the Pico Boulevard portable restrooms for layover areas at Daly City BART station, Linda Mar Park N Ride in Pacifica, and in San Carlos and Palo Alto. The FY24 Adopted Budget of \$0.2 million is \$160,000 or 195.4% higher than the FY23 Forecast due to contractual increase for bus operators’ portable toilets and adding 10 more locations. The FY25 Adopted Budget is the same as FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
25 Leases and Rentals	\$ 76.2	\$ 81.9	\$ 241.9	\$ 160.0	195.4%	\$ 241.9	\$ -	0.0%

**Promotional & Legal Advertising (Page 3, line 26)**

This item includes recruitment advertising, promotional advertising for District services and social media campaigns. The FY24 Adopted Budget is \$1.4 million, which is not significantly different from the FY23 Forecast. The FY25 Adopted Budget is \$1.0 million or \$0.5 million lower than FY24, which reflects a one-time executive position recruitment cost in FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
26 Promotional and Legal Advertising	\$ 456.2	\$ 1,299.8	\$ 1,403.5	\$ 103.7	8.0%	\$ 953.5	\$ (450.0)	-32.1%

**Training and Business Travel (Page 3, line 27)**

This item includes seminars and training, business travel expenses, and employee development classes. It also includes professional development expenses for American Public Transportation Association (APTA), Leadership Programs, and 360-degree employee assessments. The FY24 and FY25 Adopted Budgets are \$1.0 million per year, which are \$0.2 million or 21.8% higher compared to the FY23 Forecast due to increased travel and training costs as District staff continue to attend seminars and trainings in-person.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
27 Training & Business Travel	\$ 169.2	\$ 790.8	\$ 963.0	\$ 172.3	21.8%	\$ 951.6	\$ (11.4)	-1.2%

**Dues and Membership (Page 3, line 28)**

Dues and subscriptions include memberships with American Planning Association (APA), American Public Transportation Association (APTA), San Francisco Bay Area Planning and Urban Research (SPUR), Women’s Transportation Seminar (WTS), International Right of Way Association (IRWA), and National Safety Council (NSC). The FY24 and FY25 Adopted Budgets are \$0.3 million per year, which are not significantly different than the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
28 Dues & Membership	\$ 154.9	\$ 250.0	\$ 262.7	\$ 12.7	5.1%	\$ 263.0	\$ 0.3	0.1%

**Postage and Other (Page 3, line 29)**

Postage expenses cover various mailing activities for the District. This line also includes relocation expenses, and costs related to mandated translation services. The FY24 and FY25 Adopted Budgets are \$0.2 million per year, which do not significantly differ from the FY23 Forecast.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
29 Postage and Other	\$ 122.5	\$ 207.5	\$ 218.2	\$ 10.8	5.2%	\$ 219.3	\$ 1.1	0.5%

**Contracted Urban Bus (CUB) (Page 3, line 34)**

This line reflects the cost of the CUB service, which MV Transportation is the current contractor that provides fixed route services. The FY24 Adopted Budget is \$21.6 million, which is \$3.1 million or 16.7% higher compared

to the FY23 Forecast. The CUB service budget is based on the current contract cost, which expires in January 2024. The FY25 Adopted Budget of \$21.5 million is not significantly different than FY24; however, contract amount is dependent on the new contract agreement.

	\$ In Thousands								
	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (%) CHANGE	
34 Contracted Urban Bus Service	\$ 17,612.4	\$ 18,500.0	\$ 21,596.3	\$ 3,096.3	16.7%	\$ 21,516.8	\$ (79.5)	-0.4%	

**Coastside Services (Page 3, line 35)**

Contracted services for Coastal communities are budgeted separately and includes Routes 117 and 18 services provided to residents from Pescadero to Pacifica. The FY24 Adopted Budget is \$2.1 million, which is higher by \$0.3 million or 14.7% than the FY23 Forecast. The increase is attributed to increases in the vehicle service hour rate and administrative fee. The FY25 Adopted Budget of \$2.0 million is not significantly different than FY24.

	\$ In Thousands								
	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (%) CHANGE	
35 Coastside Services	\$ 1,635.6	\$ 1,805.0	\$ 2,070.8	\$ 265.8	14.7%	\$ 2,045.2	\$ (25.6)	-1.2%	

**Redi Coast Non-ADA (Page 3, line 36)**

The District separately accounts for costs of rural non-ADA-required paratransit services from La Honda and Pescadero along the Coastside to Montara for those who do not qualify for ADA services and have no access to fixed-route service. The FY24 and FY25 Adopted Budgets are \$0.2 million, which are not significantly different from the FY23 Forecast.

	\$ In Thousands								
	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (%) CHANGE	
36 Redi Coast Non-ADA	\$ 180.6	\$ 212.0	\$ 246.4	\$ 34.4	16.2%	\$ 207.2	\$ (39.2)	-15.9%	

**La Honda - Pescadero (Page 3, line 37)**

The District separately accounts for service to rural populations in La Honda and Pescadero. The FY24 and FY25 Adopted Budgets are consistent with the FY23 Forecast.

	\$ In Thousands								
	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (%) CHANGE	
37 La Honda - Pescadero	\$ 34.4	\$ 52.6	\$ 52.6	\$ -	0.0%	\$ 52.6	\$ -	0.0%	

**SamCoast - Pescadero (Page 3, line 38)**

The District’s contracted service to rural Pescadero includes expanded service to bayside medical facilities (over-the-hill trips), family social service centers, and educational centers. The FY24 and FY25 Adopted Budgets are \$0.2 million per year, reflecting vehicle service hour rate and projected mileages adjustment.

	\$ In Thousands								
	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$ CHANGE)	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$ CHANGE)	FY25 vs FY24 (%) CHANGE	
38 SamCoast - Pescadero	\$ 143.0	\$ 158.0	\$ 210.3	\$ 52.3	33.1%	\$ 225.1	\$ 14.8	7.0%	

**Microtransit (Page 3, line 39)**

This is an on-demand service addition that is associated with the SamTrans Reimagine service network improvements. Riders will be able to schedule trips using an app or calling the Customer Service Center. Pick-up arrival time is provided in real-time, just like ride-hailing apps. Trips must start and end in a defined zone. The District contracted these services to serve communities in the East Palo Alto and Half Moon Bay areas to supplement changes to SamTrans bus service and provide additional transportation options for those communities. The FY24 Adopted Budget is \$3.3 million and the FY25 Adopted Budget is \$3.4 million. Microtransit is scheduled to start in June 2023.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
39 Microtransit	\$ -	\$ 350.0	\$ 3,319.9	\$ 2,969.9	848.5%	\$ 3,435.6	\$ 115.7	3.5%

**CUB Related Wage & Benefits (Page 3, line 40)**

This line reflects Wage & Benefits for staff managing services including:

- Time for managing the contracts required to provide CUB fixed route service and non-ADA Services for Pacifica and San Mateo for Service on the Coastside and Bayside.
- Wage & Benefits for staff managing Coastside service for rural farming communities.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
40 CUB Related Wages & Benefits	\$ 417.0	\$ 605.5	\$ 705.3	\$ 99.7	16.5%	\$ 725.6	\$ 20.4	2.9%

**CUB Related Other Support (Page 3, line 41)**

Additional costs related to the CUB contract include:

- Quarterly inspections for District-owned vehicles operated by the CUB contractor
- CUB-related building maintenance necessary for janitorial, pest control, preventive maintenance, and repairs
- CUB-related utilities including gas and electric, water, sewer, trash, and refuse
- Wheelchair lifts on fixed-route vehicles
- Expanded service for Coastside residents to Bayside medical facilities (over-the-hill trips), and to family social service centers and educational centers

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
41 CUB Related Other Support	\$ 100.9	\$ 184.6	\$ 160.4	\$ (24.3)	-13.2%	\$ 182.3	\$ 21.9	13.7%

**CUB Insurance (Page 3, line 42)**

Insurance costs include premiums, deductibles, adjustor fees, broker fees, and other insurance costs. The FY24 Adopted Budget is \$1.7 million, which is \$0.1 million or 9.1% higher than the FY23 Forecast. The FY25 Adopted Budget of \$1.8 million is expected to increase by 9.2% or \$0.2 million from FY24. The FY24 and FY25 Adopted Budgets assume 10% annual increase on premiums.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
42 CUB Insurance	\$ 1,255.6	\$ 1,519.7	\$ 1,658.0	\$ 138.3	9.1%	\$ 1,810.1	\$ 152.1	9.2%

**CUB Claims, Reserves & Payments (Page 3, line 43)**

This includes claim reserves and associated legal fees. The FY24 and FY25 Adopted Budgets are \$0.6 million per year.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
43 CUB Claims Reserves & Payments	\$ (1,211.2)	\$ 875.3	\$ 600.0	\$ (275.3)	-31.4%	\$ 600.0	\$ -	0.0%

**B. OPERATING EXPENSE – ADA PROGRAMS: EXPENSES DETAIL (Page 4, Attachment A)**

The Paratransit/ADA program includes Redi-Wheels service, Sedans and Taxi service, District administration of these program, support for paratransit services on the Coastside, and a contribution for administration costs to the Paratransit Coordinating Council (PCC).

**Elderly & Disabled/Redi-Wheels (Page 4, line 47)**

This line reflects contracted Paratransit service using District-owned cutaways and minivan vehicles. The FY24 Adopted Budget is \$8.5 million and the FY25 Adopted Budget is \$9.1 million attributed to vehicle service hour rate and administrative fee increases.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
47 Elderly & Disabled/Redi-Wheels	\$ 7,853.7	\$ 8,285.0	\$ 8,465.6	\$ 180.6	2.2%	\$ 9,053.5	\$ 587.9	6.9%

**ADA Sedan / Taxi Service (Page 4, line 48)**

This line is for Coastside service that provides ADA service along the coast, from Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County using contracted taxis and sedans. The FY24 Adopted Budget is \$2.4 million, which is not significantly different from the FY23 Forecast. The FY25 Adopted Budget of \$2.6 million is \$0.2 million or 8.1% higher compared to FY24 with an increase in projected mileages.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
48 ADA Sedan/Taxi Service	\$ 2,284.1	\$ 2,457.0	\$ 2,390.9	\$ (66.1)	-2.7%	\$ 2,585.0	\$ 194.1	8.1%

**Coastside ADA (Page 4, line 49)**

Contracted Coastside Service provides ADA service along the Coast, from Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County. The FY24 Adopted Budget is \$2.3 million, which is higher by \$0.5 million or 24.8% compared to the FY23 Forecast attributed to vehicle service hour rate, administrative fee, and projected mileages increase near pre-pandemic level. The FY25 Adopted Budget of \$2.4 million does not significantly differ from FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
49 Coastside ADA	\$ 1,370.3	\$ 1,828.4	\$ 2,281.9	\$ 453.5	24.8%	\$ 2,357.7	\$ 75.8	3.3%

**ADA Related Wages & Benefits (Page 4, line 50)**

Costs include wages & benefits for staff managing the Redi-Wheels contract and service, accessibility support for senior mobility, and veteran assistant services.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
50 ADA Related Wages & Benefits	\$ 2,630.7	\$ 2,947.7	\$ 3,328.7	\$ 380.9	12.9%	\$ 3,377.9	\$ 49.2	1.5%

**ADA Related Other Support (Page 4, line 51)**

Redi-Wheels services costs on this line includes the following costs specific to cutaways, minivans, and service providers:

- Fuel and related taxes, oil & lubricants
- Maintenance expenses for parts, tires, and tools
- Employee uniforms
- Telecommunications services
- Consultants for disability awareness and training

The FY24 Adopted Budget is \$2.7 million, which is higher by \$0.5 million or 20.1% compared to the FY23 Forecast primarily due to increase in gasoline price from \$4.85 per gallon to \$5.50 per gallon and projected mileage with improved ridership. The FY25 Adopted Budget of \$2.8 million does not significantly differ from FY24.

\$ In Thousands	FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
51 ADA Related Other Support	\$ 1,876.7	\$ 2,250.0	\$ 2,701.9	\$ 451.9	20.1%	\$ 2,775.5	\$ 73.6	2.7%

**ADA Insurance (Page 4, line 52)**

This line covers general insurance costs (deductibles, adjustor fees, broker fees and other insurance costs) specific to ADA-required services. The FY24 Adopted Budget of \$1.3 million is 9.8% or \$0.1 million higher compared to the FY23 Forecast. The FY25 Adopted Budget is \$1.4 million, which is \$0.1 million or 9.8% higher than FY24. The FY24 and FY25 Adopted Budgets assume 10% annual increase on premiums.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
52 ADA Insurance	\$ 1,056.5	\$ 1,188.5	\$ 1,304.9	\$ 116.4	9.8%	\$ 1,432.9	\$ 128.0	9.8%

**ADA Claims, Reserves & Payments (Page 4, line 53)**

This line covers claim reserves and associated legal fees specific to ADA-required services.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
53 ADA Claims Reserves & Payments	\$ (84.4)	\$ 200.0	\$ 200.0	\$ -	0.0%	\$ 200.0	\$ -	0.0%

**C. OPERATING EXPENSE – MULTI-MODAL TRANSIT PROGRAMS: EXPENSES DETAIL (Page 4, Attachment A)**

Multi-Modal programs include the District’s Shuttle Service, the Dumbarton Inter-County Corridor, station support for multi-modal transit in San Mateo County, and promotion of multi-modal transit options.

**SamTrans Shuttles Service (Page 4, line 57)**

This item reflects expenses related to directly-operated and employer-operated shuttle services. This also includes survey services, printing expenses and expenses directly related to contracted shuttle services. The FY24 Adopted Budget for Shuttle Service is \$5.8 million, which is \$0.7 million or 13.4% higher than the FY23 Forecast due to increase in projected vendor incentive, gas price, and suspension of three vehicles serving routes due to COVID in the FY23 Forecast. The FY25 Adopted Budget of \$6.0 million is slightly higher than FY24.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
57 SamTrans Shuttle Service	\$ 1,738.3	\$ 5,100.0	\$ 5,782.9	\$ 682.9	13.4%	\$ 5,955.4	\$ 172.5	3.0%

**Shuttle Related Wages & Benefits (Page 4, line 58)**

This line reflects District staff time to manage the District’s shuttle program. The FY24 and FY25 Adopted Budgets for shuttle related wages and benefits of \$0.3 million per year do not significantly differ from the FY23 Forecast.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
58 Shuttle Related Wages & Benefits	\$ 78.0	\$ 256.3	\$ 285.4	\$ 29.2	11.4%	\$ 289.6	\$ 4.2	1.5%

**Dumbarton Maintenance of Way (Page 4, line 59)**

This line reflects the District’s costs associated with the Dumbarton Maintenance of Way. The FY24 and FY25 Adopted Budgets of \$0.2 million per year for landscaping and maintenance are consistent with the FY23 Forecast.

\$ In Thousands	FY2022 ACTUAL	FY2023 FORECAST	FY2024 ADOPTED BUDGET	FY24 vs FY23 (\$) CHANGE	FY24 vs FY23 (%) CHANGE	FY2025 ADOPTED BUDGET	FY25 vs FY24 (\$) CHANGE	FY25 vs FY24 (%) CHANGE
59 Dumbarton M.O.W.	\$ 74.2	\$ 182.4	\$ 182.4	\$ -	0.0%	\$ 182.4	\$ -	0.0%

**Maintenance Multimodal Facilities (Page 4, line 60)**

This line covers support services and utilities for the Colma Park and Ride facility including contract services, building maintenances service and sewer and water. The FY24 and FY25 Adopted Budgets of \$0.2 million per year do not significantly differ from the FY23 Forecast.

	\$ In Thousands		FY2022	FY2023	FY2024	FY24 vs FY23	FY24 vs FY23	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ACTUAL</u>	<u>FORECAST</u>	<u>ADOPTED</u>	<u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>	<u>ADOPTED</u>	<u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
60 Maintenance Multimodal Facilities	\$ 182.7	\$ 215.0	\$ 238.6	\$ 23.6	11.0%	\$ 238.6	\$ -	0.0%		



## **SECTION 5 – FY24 and FY25 DIVISION BUDGETS**

This section provides the following detail by Division:

1. Division Functional Description
2. Division FY24 and FY25 Budget Objectives
3. Division Performance Measures
4. Division Organizational Charts (as related to the District)
5. Full Time Equivalent (FTEs) and expense trends for total Division in addition to all cost centers (departments) within the division
  - FTEs by approved position title for FY22, FY23, FY24 and FY25. Please note, fractional positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects
  - Expense trends for FY22 Actuals, FY23 Adopted Budget, and FY24 and FY25 Adopted Budget

### **Total FTEs by Division**

<b>Division</b>	<b>Operating</b>				<b>Capital</b>			
	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Executive	5.5	4.6	4.6	4.6	0.3	0.4	0.4	0.4
People and Culture Group	21.4	24.8	32.9	36.0	0.2	0.2	-	-
IT & Telecommunications	26.0	28.5	39.0	41.0	-	1.2	3.0	3.0
Safety & Security	4.5	4.1	6.8	7.0	-	-	-	-
Bus	488.7	523.9	539.0	541.5	2.9	9.2	11.1	11.1
Communications	27.4	25.4	28.6	28.6	1.7	1.0	0.3	0.3
Finance	46.7	52.1	51.5	51.7	5.9	6.4	9.3	9.6
Planning	14.0	14.3	18.5	19.6	2.1	2.8	1.6	2.0
Rail	0.3	0.1	0.0	0.0	0.7	0.4	0.1	0.1
<b>Grant Total</b>	<b>634.4</b>	<b>677.8</b>	<b>720.8</b>	<b>730.0</b>	<b>13.7</b>	<b>21.5</b>	<b>25.7</b>	<b>26.4</b>

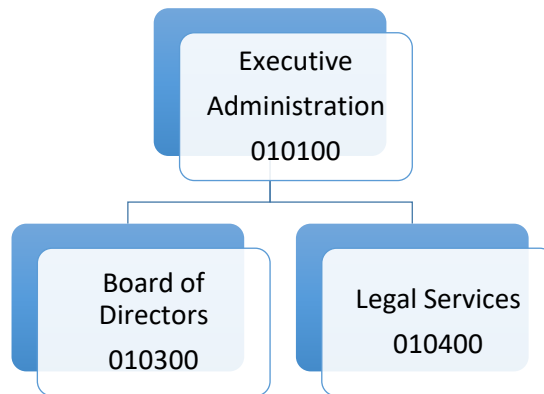
## Executive Division

The Executive Division is responsible for directing and overseeing policy and decision-making activities and being a channel of communication between the Board of Directors (BOD), staff, the general public, and local, state and federal governments.

### OVERALL FUNCTION:

- Agenda setting for all Board of Director and committee meetings
- Support record retention of Board proceedings and Statements of Economic Interests under the Conflict-of-Interest Code
- Oversee legal services and policy setting
- Communicate and direct strategic focus
- Develop relationship with third parties

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
Provide efficient agenda management of staff reports	Implement OnBase agenda management system	70%	100%	n/a	n/a



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note that fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.

**EXECUTIVE DIVISION -  
ALL COST CENTERS**

**EXECUTIVE DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Assistant District Secretary	0.5	0.5	0.5	0.5
Data Analyst Fare Program	0.5	-	-	-
Deputy District Secretary	-	0.1	0.1	0.1
Deputy General Manager/CEO	1.0	1.0	1.0	1.0
Executive Assistant III	1.0	1.0	1.0	1.0
Executive Officer, District Secretary, Executive Admir	1.0	1.0	1.0	1.0
General Manager/CEO	1.0	1.0	1.0	1.0
Manager, Fare Program Ops	0.5	-	-	-
<b>Total</b>	<b>5.5</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Assistant District Secretary	0.3	0.3	0.3	0.3
Deputy District Secretary	-	0.1	0.1	0.1
<b>Total</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>

**EXECUTIVE DIVISION**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	567,485	882,370	890,965	890,965
511130	Regular Wage Special Program		75,331	148,331	148,331
511140	Regular Wages-Annuitant/Others	180		13,668	13,668
511199	Regular Wage Accrual	1,604	(12,934)		
511210	Over Time Wages		1,000	1,000	1,000
511500	Board of Directors Compensation	33,600	44,200	44,200	44,200
512000	Fringe Benefits	294,472	430,242	543,998	565,559
512099	Fringe Benefits Accrual	(11,056)	(6,324)		
512140	Fringe Benefit-GM/Other	10,101	73,000		
513000	Temporary Staff		40,000	40,000	40,000
521010	Dues and Subscriptions	108,300	89,100	89,100	89,100
522010	Seminar and Training	9,216	32,700	50,400	50,400
522030	Business Travel	1,266	2,500	4,500	4,500
523010	Office Supplies	1,905	13,050	13,050	13,050
523030	Books and Reference Materials		100	100	100
523073	Letterhead Items	180	600	600	600
523090	Legal Advertising		1,000	1,000	1,000
523100	Promotional Advertising		200	200	200
525010	Legal Services	3,059,314	2,200,000	2,400,000	2,470,000
525050	Consultant-Offsite		196,167	116,167	116,167
525090	Other Contract Services	327,940	217,000	170,600	170,600
530090	Miscellaneous	20,405	6,000	12,070	12,070
590010	Office Furniture & Equipment		2,000	2,000	2,000
	<b>Subtotal</b>	<b>4,424,913</b>	<b>4,287,302</b>	<b>4,541,949</b>	<b>4,633,510</b>

**EXECUTIVE DIVISION – EXECUTIVE ADMINISTRATION  
COST CENTER 010100**

The Executive Administrative Function is responsible for directing and overseeing the District’s policies, decision-making and communications / meetings with the Board of Directors and external parties.

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Assistant District Secretary	0.5	0.5	0.5	0.5
Data Analyst Fare Program	0.5	-	-	-
Deputy District Secretary	-	0.1	0.1	0.1
Deputy General Manager/CEO	1.0	1.0	1.0	1.0
Executive Assistant III	1.0	1.0	1.0	1.0
Executive Officer, District Secretary, Executive Admir	1.0	1.0	1.0	1.0
General Manager/CEO	1.0	1.0	1.0	1.0
Manager, Fare Program Ops	0.5	-	-	-
<b>Total</b>	<b>5.5</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Assistant District Secretary	0.3	0.3	0.3	0.3
Deputy District Secretary	-	0.1	0.1	0.1
<b>Total</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	567,485	882,370	890,965	890,965
511130	Regular Wage Special Program		75,331	148,331	148,331
511140	Regular Wages-Annuitant/Others	180		13,668	13,668
511199	Regular Wage Accrual	1,604	(12,934)		
511210	Over Time Wages		1,000	1,000	1,000
512000	Fringe Benefits	278,012	430,242	540,617	562,178
512099	Fringe Benefits Accrual	(11,056)	(6,324)		
512140	Fringe Benefit-GM/Other	10,101	73,000		
513000	Temporary Staff		40,000	40,000	40,000
521010	Dues and Subscriptions	108,300	88,800	88,800	88,800
522010	Seminar and Training	6,307	18,000	31,000	31,000
522030	Business Travel	1,266	2,500	4,500	4,500
523010	Office Supplies	1,905	13,000	13,000	13,000
523030	Books and Reference Materials		100	100	100
523073	Letterhead Items	180	600	600	600
523090	Legal Advertising		1,000	1,000	1,000
525050	Consultant-Offsite		185,000	105,000	105,000
525090	Other Contract Services	322,318	205,000	155,000	155,000
530090	Miscellaneous	19,116	4,000	10,000	10,000
590010	Office Furniture & Equipment		2,000	2,000	2,000
	<b>Subtotal</b>	<b>1,305,718</b>	<b>2,002,685</b>	<b>2,045,581</b>	<b>2,067,142</b>

**EXECUTIVE DIVISION – BOARD OF DIRECTORS  
COST CENTER 010300**

This cost center covers Board of Directors stipends and board-related expenses. There are no FTEs associated with this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511500	Board of Directors Compensation	33,600	44,200	44,200	44,200
512000	Fringe Benefits	16,461		3,381	3,381
521010	Dues and Subscriptions		300	300	300
522010	Seminar and Training	2,909	14,700	19,400	19,400
523010	Office Supplies		50	50	50
523100	Promotional Advertising		200	200	200
525050	Consultant-Offsite		11,167	11,167	11,167
525090	Other Contract Services		12,000	15,600	15,600
530090	Miscellaneous	1,289	2,000	2,070	2,070
	<b>Subtotal</b>	<b>54,259</b>	<b>84,617</b>	<b>96,368</b>	<b>96,368</b>

**EXECUTIVE DIVISION – LEGAL SERVICES  
COST CENTER 010400**

This cost center covers District legal fees for general counsel services, litigation and operating projects. There are no FTEs associated with this cost center.

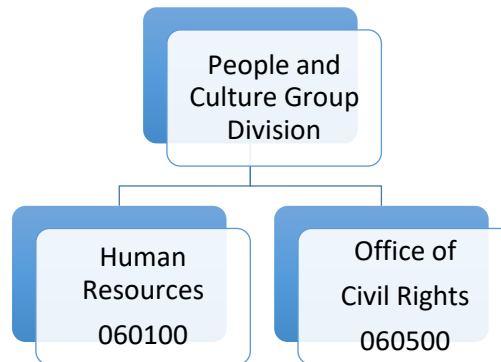
Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525010	Legal Services	3,059,314	2,200,000	2,400,000	2,470,000
525090	Other Contract Services	5,623			
	<b>Subtotal</b>	<b>3,064,936</b>	<b>2,200,000</b>	<b>2,400,000</b>	<b>2,470,000</b>

## People and Culture Group Division

### OVERALL FUNCTION:

- Human Resources is responsible for recruiting and hiring activities, employee training, development, and on-boarding, employee events, awards, and recognitions, collective bargaining agreement and mandated grievance and arbitration hearings, and workers compensation administration
- Civil Rights is responsible for managing all aspects of Disadvantaged Business Enterprise (DBE) requirements by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
<b>Strengthen recruitment process and employee retention</b>	Conduct compensation study	n/a	35%	100%	n/a
	Develop and implement new probationary system for administrative staff	n/a	35%	100%	n/a



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note that fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.



**PEOPLE AND CULTURE GROUP DIVISION -  
ALL COST CENTERS**

**PEOPLE AND CULTURE GROUP DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Data Specialist	0.5	-	-	-
Asst Mgr, Employee Relations	1.0	1.0	-	-
Bus Operator Mentor Coordinator			0.8	1.0
Chief People Officer	-	-	1.0	1.0
Civil Rights Administrator/Inv	1.0	0.8	-	-
Civil Rights Analyst	0.1	0.2	0.5	0.5
Data Support Administrative Analyst	-	-	0.4	0.5
DBE Administrator	-	-	0.5	0.5
Deputy Director, Office Civil Rights	-	-	1.0	1.0
Director, Human Resources	1.0	1.0	1.0	1.0
EEO Program Administrator	-	-	1.0	1.0
Employee Relations Administrator	-	-	1.0	1.0
Equity Specialist	-	0.8	-	-
Executive Officer, CR/ER&LR/HR	-	1.0	-	-
HR Project Manager	-	1.0	-	-
Human Resources Analyst	7.0	7.0	7.0	7.0
Human Resources Project Manager	-	-	1.0	1.0
Human Resources Specialist	5.8	6.0	6.0	6.0
Labor Compliance Administrator	-	-	0.5	0.5
Management Analyst, Bus (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, Communications (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, Finance (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, IT (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, People & Culture (2-yr term FY	-	-	0.5	1.0
Management Analyst, Planning (2-yr term FY24 & FY25)			0.3	0.5
Manager, Civil Rights Programs	1.0	1.0	1.0	1.0
Manager, EEO and Title VI	-	-	1.0	1.0
Manager, Employee Relations	1.0	1.0	1.0	1.0
Manager, Human Resources	1.0	1.0	2.0	2.0
Manager, OrgDev & Talent Mgmt	1.0	1.0	-	-
Recruitment Coordinator	-	-	1.0	1.0
Supervisor, Human Resources Shared Services	-	-	1.0	1.0
Supervisor, Shared EE Svcs	-	1.0	-	-
Supervisor, Staffing Services	1.0	-	-	-
Supervisor, Talent Acquisition	-	1.0	-	-
Title VI Social Equity Administrator	-	-	0.5	0.5
Training Administrator	-	-	1.0	1.0
<b>Total</b>	<b>21.4</b>	<b>24.8</b>	<b>32.9</b>	<b>36.0</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
DBE Administrator	-	0.1	-	-
Labor Compliance Administrator	-	0.1	-	-
<b>Total</b>	-	<b>0.2</b>	-	-

**PEOPLE AND CULTURE GROUP DIVISION**

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	1,887,202	2,716,298	3,919,670	4,091,916
511120	Regular Wage Union BusOp/Maint	(277)			
511140	Regular Wages-Annuitant/Others	122,719	270,641	244,646	185,000
511199	Regular Wage Accrual	27,219	(37,004)		
511210	Over Time Wages	14,594	22,720	22,720	22,720
511299	Overtime Wage Accrual	2,510			
512000	Fringe Benefits	925,518	1,327,814	2,075,534	2,262,208
512099	Fringe Benefits Accrual	22,998	(18,095)		
512130	Fringe Benefits-Board members	110,056	46,116	46,116	46,116
513000	Temporary Staff	68,558	210,000	85,000	45,000
521010	Dues and Subscriptions	1,884	6,976	6,976	6,976
521020	Employee Program	61,889	156,625	350,375	370,375
521040	Recruitment Costs	248,995	838,250	939,450	489,450
521050	Transportation Systems Managem	212,618	268,900	282,400	282,400
521060	Employee Safety and Health Pro	21,836	20,500	230,500	205,500
521070	DMV Special Driver's License R	1,680	4,000	4,000	4,000
522010	Seminar and Training	44,155	208,000	154,000	145,000
522030	Business Travel	5,274	25,000	52,000	45,000
522040	Professional Development	12,820	200,350	230,350	230,350
523010	Office Supplies	94,095	11,719	22,219	22,219
523021	Postage Overnight	1,047	200	200	200
523030	Books and Reference Materials		1,500	1,500	1,500
523050	Printing and Information Svcs	2,538			
523060	Software Maintenance and Licen	46,400	340,250	260,000	260,000
523073	Letterhead Items	710			
523074	Business Forms		7,500	7,500	7,500
523100	Promotional Advertising	21			
523120	Promotional Events	5,441			
525050	Consultant-Offsite	302,140	381,162	636,162	536,162
525090	Other Contract Services		13,000	13,000	13,000
527064	Insurance Claim-Legal Fees-Gen	15,007			
527084	Claims Expense-Gen.	491,121	910,476	955,476	955,476
590010	Office Furniture & Equipment		5,000	7,500	
	<b>Subtotal</b>	<b>4,750,768</b>	<b>7,937,898</b>	<b>10,547,294</b>	<b>10,228,068</b>

**PEOPLE AND CULTURE GROUP DIVISION – HUMAN RESOURCES  
COST CENTER 060100**

This cost center is responsible for all aspects of staffing, employee development, and training.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Asst Mgr, Employee Relations	1.0	1.0	-	-
Bus Operator Mentor Coordinator			0.8	1.0
Chief People Officer	-	-	1.0	1.0
Director, Human Resources	1.0	1.0	1.0	1.0
Employee Relations Administrator	-	-	1.0	1.0
Executive Officer, CR/ER&LR/HR	-	1.0	-	-
HR Project Manager	-	1.0	-	-
Human Resources Analyst	7.0	7.0	7.0	7.0
Human Resources Project Manager	-	-	1.0	1.0
Human Resources Specialist	5.8	6.0	6.0	6.0
Management Analyst, Bus (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, Communications (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, Finance (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, IT (2-yr term FY24 & FY25)			0.5	1.0
Management Analyst, People & Culture (2-yr term FY	-	-	0.5	1.0
Management Analyst, Planning (2-yr term FY24 & FY25)			0.3	0.5
Manager, Employee Relations	1.0	1.0	1.0	1.0
Manager, Human Resources	1.0	1.0	2.0	2.0
Manager, OrgDev & Talent Mgmt	1.0	1.0	-	-
Recruitment Coordinator	-	-	1.0	1.0
Supervisor, Human Resources Shared Services	-	-	1.0	1.0
Supervisor, Shared EE Svcs	-	1.0	-	-
Supervisor, Staffing Services	1.0	-	-	-
Supervisor, Talent Acquisition	-	1.0	-	-
Training Administrator	-	-	1.0	1.0
<b>Total</b>	<b>18.8</b>	<b>22.0</b>	<b>26.5</b>	<b>29.5</b>

**HUMAN RESOURCES**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	1,624,196	2,370,944	3,121,684	3,293,133
511120	Regular Wage Union BusOp/Maint	(277)			
511140	Regular Wages-Annuitant/Others	90,818	270,641	244,646	185,000
511199	Regular Wage Accrual	19,203	(33,231)		
511210	Over Time Wages	14,594	22,720	22,720	22,720
511299	Overtime Wage Accrual	2,510			
512000	Fringe Benefits	796,671	1,159,760	1,592,269	1,759,128
512099	Fringe Benefits Accrual	21,798	(16,250)		
512130	Fringe Benefits-Board members	110,056	46,116	46,116	46,116
513000	Temporary Staff	66,944	150,000	40,000	
521010	Dues and Subscriptions	884	5,976	5,976	5,976
521020	Employee Program	61,889	156,625	350,375	370,375
521040	Recruitment Costs	248,995	838,250	939,450	489,450
521050	Transportation Systems Managem	212,618	268,900	282,400	282,400
521060	Employee Safety and Health Pro	21,836	20,500	230,500	205,500
521070	DMV Special Driver's License R	1,680	4,000	4,000	4,000
522010	Seminar and Training	44,027	200,000	140,000	140,000
522030	Business Travel	4,738	25,000	45,000	45,000
522040	Professional Development	12,820	200,350	230,350	230,350
523010	Office Supplies	91,795	10,219	20,219	20,219
523021	Postage Overnight	1,047			
523030	Books and Reference Materials		1,500	1,500	1,500
523050	Printing and Information Svcs	2,538			
523060	Software Maintenance and Licen	46,400	340,250	260,000	260,000
523073	Letterhead Items	710			
523074	Business Forms		7,500	7,500	7,500
523100	Promotional Advertising	21			
525050	Consultant-Offsite	262,135	361,600	561,600	461,600
527064	Insurance Claim-Legal Fees-Gen	15,007			
527084	Claims Expense-Gen.	491,121	910,476	955,476	955,476
590010	Office Furniture & Equipment		5,000	7,500	
	<b>Subtotal</b>	<b>4,266,772</b>	<b>7,326,846</b>	<b>9,109,281</b>	<b>8,785,443</b>

**PEOPLE AND CULTURE GROUP DIVISION – OFFICE OF CIVIL RIGHTS  
COST CENTER 060500**

This cost center is responsible for managing all aspects of civil rights and includes Disadvantaged Business Enterprise (DBE) requirements as set forth in 49 Code of Federal Regulations, Part 26. The purpose of the regulation is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Data Specialist	0.5	-	-	-
Civil Rights Administrator/Inv	1.0	0.8	-	-
Civil Rights Analyst	0.1	0.2	0.5	0.5
Data Support Administrative Analyst	-	-	0.4	0.5
DBE Administrator	-	-	0.5	0.5
Deputy Director, Office Civil Rights	-	-	1.0	1.0
EEO Program Administrator	-	-	1.0	1.0
Equity Specialist	-	0.8	-	-
Labor Compliance Administrator	-	-	0.5	0.5
Manager, Civil Rights Programs	1.0	1.0	1.0	1.0
Manager, EEO and Title VI	-	-	1.0	1.0
Title VI Social Equity Administrator	-	-	0.5	0.5
<b>Total</b>	<b>2.6</b>	<b>2.8</b>	<b>6.4</b>	<b>6.5</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Civil Rights Administrator/Inv	-	0.1	-	-
DBE Administrator	0.1	0.1	-	-
Labor Compliance Administrator	0.1	0.1	-	-
<b>Total</b>	<b>0.2</b>	<b>0.3</b>	<b>-</b>	<b>-</b>

**OFFICE OF CIVIL RIGHTS**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	263,006	345,354	797,986	798,783
511140	Regular Wages-Annuitant/Others	31,901			
511199	Regular Wage Accrual	8,017	(3,773)		
512000	Fringe Benefits	128,848	168,054	483,265	503,080
512099	Fringe Benefits Accrual	1,200	(1,845)		
513000	Temporary Staff	1,615	60,000	45,000	45,000
521010	Dues and Subscriptions	1,000	1,000	1,000	1,000
522010	Seminar and Training	128	8,000	14,000	5,000
522030	Business Travel	536		7,000	
523010	Office Supplies	2,300	1,500	2,000	2,000
523021	Postage Overnight		200	200	200
523120	Promotional Events	5,441			
525050	Consultant-Offsite	40,005	19,562	74,562	74,562
525090	Other Contract Services		13,000	13,000	13,000
	<b>Subtotal</b>	<b>483,996</b>	<b>611,052</b>	<b>1,438,013</b>	<b>1,442,625</b>

## IT and Telecommunications Division

### OVERALL FUNCTION:

- Information Technology manages software and hardware maintenance, upgrades and replacement, provides user support and training, and maintains data integrity.

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
<b>Maintain and upgrade IT applications, infrastructure, and Cybersecurity programs</b>	Rollout new SharePoint System	20%	60%	100%	n/a
	Support technology activities in Implementing new Paratransit system	10%	50%	100%	n/a
	Retire all legacy servers and move to Cloud	15%	45%	75%	100%
	Update cybersecurity monitoring tools to industry standards	30%	75%	100%	n/a
	Upgrade HASTUS 2017 system and migrate to cloud	n/a	75%	100%	n/a
	Implement Daily and Web Bidding modules for HASTUS	n/a	n/a	50%	50%
	Upgrade and Migrate Conduent CAD/AVL to Cloud	n/a	35%	75%	100%
	Implement ITSM system	n/a	75%	100%	n/a
	Develop and Implement IT Governance Program	n/a	45%	100%	n/a
	Network Modernization	n/a	25%	25%	75%



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note that fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.

**IT AND TELECOMMUNICATIONS DIVISION – IT AND TELECOMMUNICATIONS  
COST CENTER 060300**

This cost center manages all aspects of the District’s technology and systems support.



**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Analyst III	2.0	-	0.8	1.0
Application Analyst (ERP)	-	-	1.0	1.0
Application Developer	-	-	1.0	1.0
Application System Analyst III	-	-	1.0	1.0
BI Administrator	-	-	1.0	1.0
Business Analyst III (EAM)	-	-	-	-
Business Systems Analyst III	3.0	2.9	2.0	2.0
Chief Information & Technology	1.0	0.8	1.0	1.0
Contract Admin / Procurement	-	-	1.0	1.0
Cybersecurity Analyst	-	-	-	-
Database Administrator	1.0	1.0	1.0	1.0
Database Architect	1.0	0.9	1.0	1.0
Information Tech Analyst III	1.0	1.0	-	-
Information Technology (IT) Analyst II	3.0	2.9	4.0	4.0
Information Technology (IT) Application Architect/Pr	-	0.6	1.0	1.0
Information Technology (IT) Security Architect II	-	1.0	1.0	1.0
Information Technology (IT) System Administrator I	-	2.0	3.0	3.0
Information Technology Analyst	1.0	1.0	-	-
IT Administrative Analyst III	-	1.0	-	-
IT Computer Support Representa	3.0	1.0	-	-
IT Director	-	-	1.5	2.0
IT Project Manager	-	-	0.8	1.0
IT Technical Lead / Manager	-	-	-	1.0
Manager, Information Technology (IT) and Telecomm	2.0	2.0	2.0	2.0
Manager, Infrastructure and Cybersecurity	1.0	1.0	1.0	1.0
Network Administrator	-	1.0	-	-
Network Administrator II	1.0	0.6	4.0	4.0
Network Administrator III	1.0	1.0	1.0	1.0
Network Specialist	1.0	-	-	-
Senior Applications Developer	-	1.0	1.0	1.0
Senior Help Desk Analyst	-	-	1.0	1.0
Senior Network Engineer	-	0.6	1.0	1.0
Senior System Analyst (ECM)	-	0.6	-	-
Senior Systems Engineer - MSAzu	-	0.6	1.0	1.0
System Admin II	-	-	-	-
System Administrator II	-	-	2.0	2.0
Systems Administrator III	1.0	1.0	1.0	1.0
Systems Software Analyst	2.0	2.0	2.0	2.0
Telecommunications Specialist	1.0	1.0	-	-
<b>Total</b>	<b>26.0</b>	<b>28.5</b>	<b>39.0</b>	<b>41.0</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Application System Analyst III	-	-	1.0	1.0
Business Systems Analyst III (EAM)	-	1.0	-	-
Chief Information & Technology	-	0.2	-	-
Cybersecurity Analyst	-	-	1.0	1.0
System Admin II	-	-	1.0	1.0
<b>Total</b>	<b>-</b>	<b>1.2</b>	<b>3.0</b>	<b>3.0</b>

**IT AND TELECOMMUNICATIONS**

Account	GL Descriptions	FY2022	FY2023	FY2024	FY2025
		Actuals	Adopted Budget	Adopted Budget	Adopted Budget
511110	Regular Wages	2,137,819	3,653,285	5,024,049	5,266,136
511199	Regular Wage Accrual	28,289	(49,381)		
511210	Over Time Wages	54,612			
511299	Overtime Wage Accrual	1,444			
512000	Fringe Benefits	1,051,495	1,780,276	3,042,587	3,316,629
512099	Fringe Benefits Accrual	38,113	(24,148)		
521010	Dues and Subscriptions		50,000	50,000	50,000
522010	Seminar and Training	7,122	70,000	75,000	70,000
522030	Business Travel	(5)	500	1,000	1,000
523010	Office Supplies	14,623	10,000	15,000	15,000
523030	Books and Reference Materials		1,000	1,000	1,000
523040	Office Equipment Repair and Ma	122,798	500,000	500,000	500,000
523041	Desktops & Comp - Communication		18,000		
523042	Desktops & Comp - Administration		20,000		
523043	Desktops & Comp - Finance		60,000		
523044	Desktops & Comp - Bus Op	118,100	40,000		
523046	Desktops & Comp - Planning		12,000		
523047	Desktops & Comp - Executive		6,000		
523051	Printers - Communication		3,000		
523052	Printers - Administration		2,000		
523053	Printers - Finance		2,000		
523054	Printers - Bus Op	1,922	6,000		
523056	Printers - Planning, Grnt & TA		1,000		
523057	Printers - Executive		1,000		
523060	Software Maintenance and Licen	2,208,619	3,825,650	4,805,590	4,949,758
524011	Telephone Service	243,086	192,000	250,000	257,500
524012	Data Circuits	200,748	300,000	300,000	309,000
524014	Cellular Telephone Service	2,220		180,000	185,400
524016	Cellphone-Employee Reimburseme	41,820			
524017	Internet - Employee Reimbursemen	92,393			
524021	Cellphone - Communication	11,684	8,000		
524022	Cellphone - Administration	17,162	18,000		
524023	Cellphone - Finance	73,155	63,000		
524024	Cellphone - Bus Op	64,969	60,000		
524026	Cellphone - Planning	9,902	9,000		
524027	Cellphone - Executive	4,238	4,000		
525040	Technical Support Services	569,421			
525050	Consultant-Offsite	68,700	341,089	350,000	360,500
525051	Consultant-Onsite	1,261,767			
525090	Other Contract Services	1,885,050	3,211,650	2,575,000	2,560,350
528016	LUST Tax-Diesel Fuel	40			
528017	Oil Spill Liab Trust Fund Tax	60			
528150	Support Serv Vehicle License	40			
530090	Miscellaneous		480	480	480
590010	Office Furniture & Equipment	116			
590020	Computer Equipment	194,420		351,000	315,000
	<b>Subtotal</b>	<b>10,525,943</b>	<b>14,195,401</b>	<b>17,520,706</b>	<b>18,157,753</b>

## Safety and Security

### OVERALL FUNCTION:

- Safety and Security is responsible for the agency’s security services, Sheriff and dispatch services, fire, life, and safety monitoring, safety equipment maintenance, safety training, and managing security access to District-owned properties

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
<b>Improve incident response and reduce overall injury, accident, and safety event rates</b>	Engage Transit Police with management and operator training	n/a	75%	n/a	n/a
	Develop enhanced safety protocol and conduct training exercises	n/a	25%	n/a	n/a
	Increase base security through key card access and perimeter security enhancements	n/a	25%	n/a	n/a
	Repair, replace, and enhance CCTV coverage at all District facilities	n/a	0%	n/a	n/a
	Establish and develop District Emergency Operations Center (EOC)	n/a	0%	n/a	n/a
	Appoint and obtain NIMS certifications for EOC section chiefs and three contingency personnel	n/a	0%	n/a	n/a
	Establish and deployment of construction safety oversight team for capital projects	n/a	10%	n/a	n/a



**SAFETY AND SECURITY – SAFETY AND SECURITY  
COST CENTER 060600**

This cost center is responsible for all aspects of security and safety for District headquarters, and other owned properties.

**SAFETY AND SECURITY DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Analyst II	-	-	0.8	0.8
Deputy Director, Safety and Security	1.0	1.0	1.0	1.0
Director, Safety and Security	0.5	0.3	1.0	1.0
Manager, Safety and Security	0.5	0.4	-	-
Rail Safety Coordinator	0.5	0.6	0.1	0.1
Safety and Security Assistant	0.8	0.8	-	-
Safety and Security Data Analyst	0.5	0.4	0.5	0.5
Safety Coordinator	0.7	0.7	1.8	1.8
Safety Engineer	-	-	0.1	0.1
Senior Rail Safety Officer	-	-	0.2	0.2
Senior Safety Coordinator	-	-	1.0	1.0
System Safety Officer	-	-	0.3	0.5
<b>Total</b>	<b>4.5</b>	<b>4.1</b>	<b>6.8</b>	<b>7.0</b>

**SAFETY AND SECURITY**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	313,745	506,859	827,453	820,719
511140	Regular Wages-Annuitant/Others	24,811			
511199	Regular Wage Accrual	(2,764)	(7,558)		
511210	Over Time Wages	337			
512000	Fringe Benefits	153,729	246,617	501,112	516,894
512099	Fringe Benefits Accrual	(12,537)	(3,696)		
513000	Temporary Staff	1,479			
521010	Dues and Subscriptions	472	20,000	20,000	20,000
521040	Recruitment Costs		7,000	7,000	7,000
521060	Employee Safety and Health Pro	272,976	244,500	131,500	56,500
522010	Seminar and Training		4,000	4,000	4,000
523010	Office Supplies	1,950	5,000	5,000	5,000
523020	Postage		500	500	500
523030	Books and Reference Materials		5,662	5,662	5,662
523050	Printing and Information Svcs	793	8,100	8,100	8,100
523060	Software Maintenance and Licen	36,000			
523073	Letterhead Items	164	500	500	500
525010	Legal Services	116			
525050	Consultant-Offsite		59,800	59,800	59,800
525051	Consultant-Onsite		35,000		
525062	County Dispatch	50,462	52,746	54,855	57,049
525063	Security Guard Contract	1,961,899	2,358,840	2,660,832	2,740,657
525064	CCTV Maintenance (part & labor	30,088	50,000	50,000	51,500
525065	Security Access Control & Keys	14,305	35,358	35,358	36,419
525066	Printer & HID, Holder & Reels	5,912	5,000	5,000	5,150
525067	FRA Mandated Exercise		17,000	17,000	17,510
525068	Law Enforcement	1,597,162	1,796,780	1,868,651	1,943,397
528050	Freight Expense	(130)	500	500	500
530090	Miscellaneous	1,685	36,200	36,200	37,286
590010	Office Furniture & Equipment	853	2,000	3,572	2,000
590020	Computer Equipment	1,601	2,000	2,000	2,000
590090	Fencing & Bus Stop Improvement	114			
	<b>Subtotal</b>	<b>4,455,221</b>	<b>5,488,708</b>	<b>6,304,595</b>	<b>6,398,143</b>

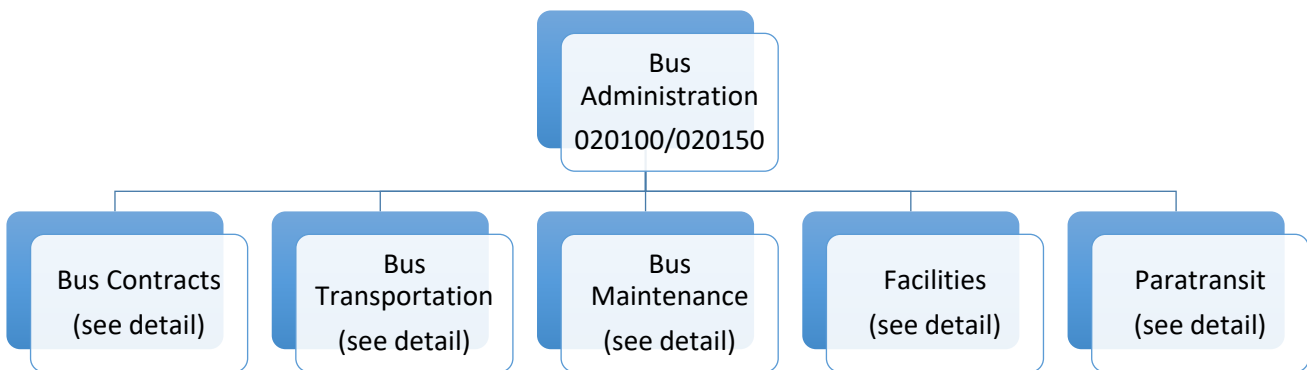
## Bus Operations Division

The Operations Division is responsible for the overall delivery of fixed route, On Demand, paratransit and shuttle services for the San Mateo County Transit District. The division has other functional areas such as ADA services, Facilities Maintenance, Bus Maintenance which includes Intelligent Transportation Systems (ITS) and Quality Assurance.

### OVERALL FUNCTION:

- Motor Bus provides fixed-route service through either
  - District owned, operated and maintained buses, or
  - Contracted Urban Bus Service (CUB), contracted with MV Transportation for fixed route service, coastside and rural communities motor bus services
- Paratransit programs for ADA and mobility-impaired riders via:
  - Redi-Wheels which provide paratransit services using District owned and maintained vehicles with contracted operators and dispatcher, or
  - Using contractor provided Sedans, or
  - Supplementing services with Taxis throughout the San Mateo County, coastside, and rural areas.
- Multimodal programs (Shuttles) provide access to regional transit systems and employment centers that include the following:
  - SamTrans Shuttle provides shuttle service between BART stations and employment centers.
  - Caltrain shuttles provide transportation to Caltrain stations throughout the Caltrain corridor.
- Facilities Maintenance oversees and maintains all properties owned or managed by the District
  - District Headquarters – Administration Offices located in San Carlos
  - North and South Base Facilities – Transportation and Maintenance Facilities for Districted owned vehicles
  - Colma BART (park-n-ride), Sequoia Station (underground parking and bus depot), Linda Mar (park-n-ride)
  - Other own properties include Dumbarton Right of Way (ROW), maintaining property along the Dumbarton ROW
- Intelligent Transportation Systems (ITS)
  - Provides technical support for the Computer Aided Dispatching/Advance Vehicle Locator (CAD/AVL) system used to dispatch and monitor transportation services
  - Maintain the Motorola 2-way radio communication system for service support vehicles, fixed route, and paratransit fleets.

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
<b>Purchase new Bus Maintenance Computerized Management System to increase analysis and efficiency of the District fleets</b>	Replace the SPEAR system	n/a	n/a	20%	40%
	Replace Non-revenue vehicles	n/a	0	8	n/a
<b>Maintain and replace District assets to ensure state of good repair for Bus Operations</b>	Replace 135 Gillig diesel buses with zero emissions buses	n/a	1	26	20
	Bus On-Time Performance	81%	78%	85%	85%
<b>Improve safe and timely service for passengers and Bus Operators</b>	Miles between Preventable Accidents	46,605	50,186	100,000	100,000
	25,000 miles between service call	33,567	29,134	25,000	25,000
<b>Fleet Reliability</b>	Scheduled Preventive Maintenance Performance (+/- 10% scheduled interval)	n/a	100%	85%	85%



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note, fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.



**BUS DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Accessibility Coordinator	1.0	1.0	1.0	1.0
Accessibility Specialist	0.7	0.7	0.7	0.7
ADA Coordinator	0.5	0.5	0.5	0.5
Administrative Analyst II	2.0	2.0	1.9	1.9
Administrative Analyst III	-	-	1.0	1.0
Administrative Support Specialist	-	5.0	8.0	8.0
Assistant Manager, Bus Maintenance	2.0	2.0	1.8	1.8
Assistant Manager, Bus Transportation	2.0	3.0	3.0	3.0
Assistant Manager, Facilities Maintenance	-	-	1.0	1.0
Assistant Manager, Transit Operations Training	1.0	1.0	1.0	1.0
Bus Contracts Inspector	2.5	3.0	3.0	3.0
Bus Operator (Full-time)	295.8	323.0	328.0	328.0
Bus Transportation Supervisor	14.0	16.0	18.0	18.0
Chief Operating Officer, Bus	0.9	0.9	0.9	0.9
Contract Administrator	-	-	-	-
Customer Relations Specialist	2.0	2.0	2.0	2.0
Data Specialist	3.4	-	-	-
Deputy Chief, Bus Fleet/Facilities	-	-	-	-
Deputy Director, Bus Maintenance	-	-	0.5	0.5
Deputy Director, Bus Transportation	-	-	-	-
Deputy Director, Intelligent Transportation Systems (	1.0	1.0	0.9	0.9
Director, Bus Maintenance	0.9	0.9	0.6	0.6
Director, Bus Transportation	1.0	1.0	1.0	1.0
Director, Facilities Maintenance	0.8	0.7	1.0	1.0
Dispatcher	4.0	4.0	4.0	4.0
Engineer III	-	-	-	-
Engineer III (Senior Engineer for BEB Infrastructure)	-	-	-	-
Engineer III (Senior Engineer for Energy Management	-	-	-	-
Engineer III (Senior Engineer for Hydrogen Infrastruct	-	-	-	-
Environmental Compliance Coordinator	-	-	0.3	1.0
Executive Assistant II	1.0	1.0	-	-
Facilities Project Engineer	-	-	-	-
Facilities Technician	5.0	5.0	5.0	6.0
Intelligent Transportation Systems (ITS) Administratc	1.0	1.0	1.0	1.0
Intelligent Transportation Systems (ITS) Analyst	1.0	1.0	1.0	1.0
Intelligent Transportation Systems (ITS) Senior Techn	2.0	2.0	1.8	1.8
IntelTransSys Technician	-	-	5.0	5.0
Inventory Specialist	1.0	1.0	1.0	1.0
Maintenance Contract Administrator	1.1	1.6	1.5	1.5

Continued on next page

Bus Division – Full Time Equivalents (FTE) – Continued

**BUS DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Maintenance Instructor	2.0	2.0	2.9	2.9
Maintenance Supervisor	8.0	8.0	6.7	6.7
Manager, Accessible Transit Services	1.0	1.0	1.0	1.0
Manager, Bus Contracts	1.0	1.0	1.0	1.0
Manager, Bus Maintenance	2.0	2.0	1.8	1.8
Manager, Bus Transportation	2.0	2.0	2.0	2.0
Manager, Engineering (SamTrans)	-	-	-	-
Manager, Facilities Maintenananc	1.0	0.8	1.0	1.0
Manager, Materials and Inventory Control	1.0	1.0	0.9	0.9
Manager, Operations Planning	0.1	0.1	-	-
Manager, Transit Operations Training	1.0	1.0	1.0	1.0
Mechanic "A"	32.8	31.0	33.0	33.0
Mechanic "B"	18.0	20.0	18.0	18.0
Mechanic "C"	10.5	11.0	11.0	11.0
Mobility Project Coordinator	0.5	0.5	1.0	1.0
Office Assistant	4.0	3.0	-	-
Operations Contract Analyst	2.3	2.8	2.8	2.8
Planning Administrator	-	0.1	-	-
Planning Analyst II	0.2	0.1	-	-
Planning Analyst III	0.1	0.2	-	-
Procurement Specialist	1.0	1.0	1.0	1.0
Project Manager	0.8	0.7	0.9	0.9
Project Manager (Facilities)	-	0.6	-	-
Radio Controller	3.0	3.0	3.0	3.0
Scheduling Analyst II	0.1	-	-	-
Scheduling Analyst III	0.1	-	-	-
Scheduling Specialist	0.1	0.1	-	-
Senior Operations Financial Analyst	1.0	1.0	1.0	1.0
Senior Project Manager	-	-	-	-
Senior Project Manager, North Base Sea Level Rise an	-	-	-	-
Storeskeeper	7.0	7.0	7.0	7.0
SupervisorFacilitiesMaintenanc	1.0	1.0	-	-
Transit Asset Management Analyst	1.0	1.0	1.0	1.0
Transit Instructor	4.0	6.0	9.0	9.0
Utility Maintenance Supervisor	2.0	2.0	2.0	2.0
Utility Worker	32.0	32.0	32.0	32.0
Utility Workers - North Base	-	-	1.0	1.0
Utility Workers - South Base	-	-	-	0.8
Warranty Analyst	1.0	1.0	1.0	1.0
<b>Total</b>	<b>488.7</b>	<b>523.9</b>	<b>539.0</b>	<b>541.5</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Analyst II	-	0.1	0.1	0.1
Assistant Manager, Bus Maintenance	-	-	0.1	0.1
Asst Manager, Bus Maintenance	-	-	0.2	0.2
Chief Operating Officer, Bus	0.1	0.1	0.1	0.1
Contract Administrator	-	-	1.0	1.0
Dep Dir, Intell Transp Sys	0.1	0.1	-	-
Deputy Chief, Bus Fleet/Facilities	-	1.0	1.0	1.0
Deputy Director, Bus Maintenance	-	-	0.5	0.5
Deputy Director, Intelligent Transportation Systems (	-	-	0.1	0.1
Director, Bus Maintenance	0.1	0.2	0.4	0.4
Director, Facilities	0.2	0.4	-	-
Engineer III	-	-	2.0	2.0
Engineer III (Senior Engineer for BEB Infrastructure)	-	1.0	-	-
Engineer III (Senior Engineer for Energy Management	-	1.0	-	-
Engineer III (Senior Engineer for Hydrogen Infrastruct	-	1.0	-	-
Facilities Project Engineer	0.8	1.0	1.0	1.0
Intelligent Transportation Systems (ITS) Senior Techn	-	-	0.2	0.2
Maintenance Contract Administr	-	0.5	-	-
Maintenance Contract Administrator	0.4	-	0.6	0.6
Maintenance Instructor	-	-	0.1	0.1
Maintenance Supervisor	-	-	0.3	0.3
Manager, Bus Maintenance	0.1	-	0.3	0.3
Manager, Engineering (SamTrans Capital Projects)	-	1.0	-	-
Manager, Engineering (SamTrans)	-	-	1.0	1.0
Manager, Facilities Maintenanc	-	0.3	-	-
Manager, Materials and Inventory Control	0.1	0.1	0.1	0.1
Project Manager	0.2	0.3	1.1	1.1
Project Manager (Facilities)	1.0	0.4	-	-
Senior Project Manager	-	-	1.0	1.0
Senior Project Manager, North Base Sea Level Rise an	-	1.0	-	-
Warranty Analyst	-	-	0.1	0.1
<b>Total</b>	<b>2.9</b>	<b>9.2</b>	<b>11.1</b>	<b>11.1</b>

**BUS DIVISION**

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	8,871,380	10,578,427	11,076,521	11,148,993
511120	Regular Wage Union BusOp/Maint	23,483,879	28,714,804	30,702,441	30,615,565
511199	Regular Wage Accrual	271,238	(84,434)		
511210	Over Time Wages	613,741	500,677	640,923	657,910
511220	Overtime Wage Union BusOp/Maint	5,253,503	5,295,142	5,374,222	5,525,243
511299	Overtime Wage Accrual	21,258			
512000	Fringe Benefits	16,375,829	18,682,226	24,469,548	25,610,933
512099	Fringe Benefits Accrual	171,009	(41,287)		
513000	Temporary Staff	7,904	48,500	41,000	41,000
521010	Dues and Subscriptions	9,872	5,165	13,690	13,690
521020	Employee Program	493	500	5,760	5,760
521030	Employee Uniforms	301,566	399,328	422,932	412,932
521060	Employee Safety and Health Pro	52,937	93,305	104,495	105,495
522010	Seminar and Training	37,027	70,915	93,115	93,115
522020	Training Travel	90			
522030	Business Travel	28,423	68,700	116,800	116,800
523010	Office Supplies	36,516	52,950	54,364	54,364
523020	Postage	1,613	7,000	8,200	7,000
523021	Postage Overnight	370			
523030	Books and Reference Materials	3,248	2,500	2,500	2,500
523040	Office Equipment Repair and Ma	1,326	4,000	4,000	4,000
523050	Printing and Information Svcs	54,070	74,600	77,600	77,600
523060	Software Maintenance and Licen	99,882	353,140	287,580	297,080
523074	Business Forms	9,931	43,300	48,550	48,550
523100	Promotional Advertising		1,664	1,664	1,664
523110	Bus Rodeo	22,032	31,800	45,000	45,000
524011	Telephone Service	12,864	12,200	13,400	13,400
524012	Data Circuits	14,717	15,200	15,200	15,200
524040	Radio System Maint and Support	360,968	450,000	450,000	450,000
525041	Survey Services	(3,900)	30,000	24,600	24,600
525050	Consultant-Offsite	613,780	964,180	976,080	1,012,483
525070	Custodial Services	1,093,675	984,439	1,181,327	1,299,459
525080	Bus Shelter Maintenance	98,312	164,000	164,000	168,920
525090	Other Contract Services	198,145	346,418	379,218	379,218
525100	Mainline Service	17,612,372	23,638,400	21,596,300	21,516,800
525105	Microtransit - East Palo Alto			2,423,510	2,510,646
525110	Redi-Wheels Service	7,853,736	8,285,000	8,465,551	9,053,480
525120	ADA Sedan	1,096,605	1,317,000	1,267,725	1,309,870
525125	ADA Paratransit R/W Taxi	1,187,544	1,140,000	1,123,182	1,275,099
525150	Coastside Service	3,005,920	3,111,000	4,352,714	4,402,892
525151	RediCoast Non-ADA	180,585	212,000	246,380	207,187
525155	Microtransit - Half Moon Bay			896,367	924,941
525160	LaHonda Pescadero Service	177,339	210,600	262,927	277,707

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BUS DIVISION – Continued

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525184	SamTrans Shuttle	1,741,501	5,250,600	5,751,400	5,923,942
525190	Grounds Maintenance Service	128,073	177,440	177,440	181,100
525200	Building Maintenance Service	517,735	622,835	1,128,635	1,156,205
525212	Replacement Parts - TVM	263			
526010	Gas and Electric Utilities	951,741	1,300,000	1,855,300	1,921,190
526020	Water and Sewer	357,254	253,500	406,300	424,879
526030	Trash and Refuse	175,031	175,900	202,300	218,140
526040	Rent Expense	76,239	81,900	241,894	241,894
526050	Small Tools	40,634	49,300	55,300	55,300
526060	Building & Grounds Maintenance	13,202	21,000	21,000	21,800
528011	Diesel Fuel	4,269,851	4,612,800	3,618,500	3,415,500
528012	Gasoline	1,063,256	982,304	1,400,000	1,442,000
528013	Oil and Lubricants	183,348	283,745	285,520	294,338
528014	Fuel and Lubricants Taxes	659,114	669,434	439,413	416,839
528016	LUST Tax-Diesel Fuel	1,384	1,202	1,270	1,270
528017	Oil Spill Liab Trust Fund Tax			2,566	2,566
528018	GHG/CAR Compliance Assessment	278,125			
528020	Maintenance Shop - General Sup	109,410	112,550	163,800	166,800
528021	Hydrogen			305,000	305,000
528022	Federal Superfund Recovery Fee			4,955	4,955
528040	Hazardous Material Disposal	92,118	151,000	151,000	151,000
528050	Freight Expense	23,233	23,750	32,000	32,000
528110	Support Serv Vehicle Mnt-Contr	35,776	40,000	45,000	46,350
528120	Support Serv Vehicle Mnt - Acc	7,499	10,000	10,000	10,000
528130	Support Serv Veh Mnt. - Parts	25,461	35,000	39,550	40,737
528140	Support Serv Veh Mnt. - Tires	9,956	10,000	17,000	17,000
528150	Support Serv Vehicle License	220	300	400	400
528210	Bus Maintenance-Contract Servi	991,631	1,062,536	999,490	771,080
528220	Bus Maintenance - Accident Rep	117,570	230,356	249,232	253,134
528230	Bus Maintenance - Parts	1,758,397	1,849,000	2,804,000	2,881,910
528231	Parts Inventory Adjustment	142,288	60,000	60,000	60,000
528240	Bus Maintenance - Tires and Tu	711,665	791,147	794,682	815,744
530090	Miscellaneous	16,027	18,600	21,700	21,700
590010	Office Furniture & Equipment	9,812	40,400	38,000	22,000
590020	Computer Equipment	1,098	9,000	9,000	4,000
590030	Maintenance Equipment	(250)			
	<b>Subtotal</b>	<b>103,740,463</b>	<b>124,708,958</b>	<b>138,761,033</b>	<b>141,047,869</b>

**BUS DIVISION – BUS OPERATION ADMIN  
COST CENTER 020100**

This cost center provides management assistance to all aspects of Bus operations, facilities management and ADA services and compliance.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst III	-	-	1.0	1.0
Chief Operating Officer, Bus	0.9	0.9	0.9	0.9
Executive Assistant II	1.0	1.0	-	-
<b>Total</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Chief Operating Officer, Bus	0.1	0.1	0.1	0.1
Contract Administrator	-	-	1.0	1.0
Deputy Chief, Bus Fleet/Facilities	-	1.0	1.0	1.0
Engineer III	-	-	2.0	2.0
Engineer III (Senior Engineer for BEB Infrastructure)	-	1.0	-	-
Engineer III (Senior Engineer for Energy Management)	-	1.0	-	-
Engineer III (Senior Engineer for Hydrogen Infrastruct	-	1.0	-	-
Manager, Engineering (SamTrans)	-	1.0	1.0	1.0
Senior Project Manager	-	-	1.0	1.0
Senior Project Manager, North Base Sea Level Rise an	-	1.0	-	-
<b>Total</b>	<b>0.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	306,130	290,682	325,347	325,347
511199	Regular Wage Accrual	2,991	(4,330)		
511210	Over Time Wages	121	1,000	1,000	1,000
512000	Fringe Benefits	149,982	141,320	197,031	204,904
512099	Fringe Benefits Accrual	295	(2,117)		
513000	Temporary Staff		7,500		
521010	Dues and Subscriptions	100	500	800	800
521020	Employee Program	87	500	1,300	1,300
522010	Seminar and Training	1,488	10,000	10,000	10,000
522030	Business Travel			12,000	12,000
523010	Office Supplies	895	800	2,000	2,000
523060	Software Maintenance and Licen	(32)		10,000	
590010	Office Furniture & Equipment	1,198	750	12,750	750
	<b>Subtotal</b>	<b>463,256</b>	<b>446,605</b>	<b>572,228</b>	<b>558,101</b>

**BUS DIVISION – QUALITY ASSURANCE  
COST CENTER 020150**

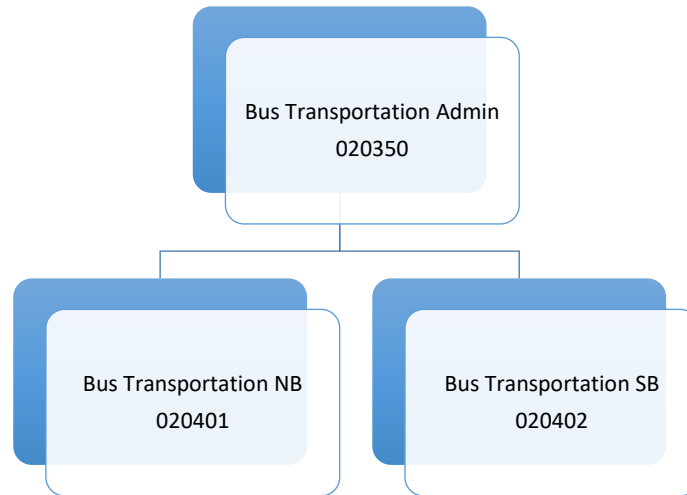
This cost center provides quality controls and analysis in order to ensure service is maintained in a manner consistent with operational goals.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Senior Operations Financial Analyst	1.0	1.0	1.0	1.0
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	118,571	122,351	119,558	119,558
511199	Regular Wage Accrual	696	(1,820)		
512000	Fringe Benefits	58,088	59,418	72,405	75,298
512099	Fringe Benefits Accrual	866	(890)		
	<b>Subtotal</b>	<b>178,220</b>	<b>179,059</b>	<b>191,963</b>	<b>194,856</b>

## BUS DIVISION – BUS TRANSPORTATION



### BUS TRANSPORTATION – BUS TRANSPORTATION ADMIN COST CENTER 020350

This cost center provides management assistance to transit planning, bus transportation, bus operator training, contracted service, accessible services and shuttles.

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst II	1.0	1.0	1.0	1.0
Director, Bus Transportation	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	79,518	267,708	263,751	263,751
511199	Regular Wage Accrual	(5,168)	(4,016)		
511210	Over Time Wages		8,000	8,000	8,000
512000	Fringe Benefits	38,956	130,909	159,728	166,111
512099	Fringe Benefits Accrual	(5,793)	(1,964)		
521010	Dues and Subscriptions	95	1,190	1,190	1,190
521020	Employee Program			2,460	2,460
521030	Employee Uniforms	4,046			
521060	Employee Safety and Health Pro	15,544	29,000	29,000	29,000
522010	Seminar and Training	1,220	2,990	2,990	2,990
522030	Business Travel	2,977	7,000	7,000	7,000
523010	Office Supplies	1,814	3,200	1,700	1,700
523074	Business Forms		3,000	3,000	3,000
590010	Office Furniture & Equipment	(1,483)	2,000	2,000	2,000
	<b>Subtotal</b>	<b>131,726</b>	<b>449,017</b>	<b>480,819</b>	<b>487,202</b>



**BUS TRANSPORTATION – BUS TRANSPORTATION NORTH BASE  
COST CENTER 020401**

This is the fixed-route Bus Operations for the North Base location. This budget includes regular year-to-year expenses for Bus Operators, Dispatchers and Radio Controllers.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	1.0	1.0	1.0
Assistant Manager, Bus Transportation	1.0	2.0	2.0	2.0
Bus Operator (Full-time)	171.8	184.0	180.0	180.0
Bus Transportation Supervisor	7.0	8.0	9.0	9.0
Dispatcher	2.0	2.0	2.0	2.0
Manager, Bus Transportation	1.0	1.0	1.0	1.0
Office Assistant	1.0	-	-	-
Radio Controller	3.0	3.0	3.0	3.0
<b>Total</b>	<b>186.8</b>	<b>201.0</b>	<b>198.0</b>	<b>198.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	1,596,433	1,733,145	1,711,876	1,711,876
511120	Regular Wage Union BusOp/Maint	9,174,911	11,901,342	12,717,009	12,717,009
511199	Regular Wage Accrual	80,063	(6,470)		
511210	Over Time Wages	212,625	151,872	212,266	218,634
511220	Overtime Wage Union BusOp/Maint	2,805,889	2,720,363	2,720,363	2,801,974
511299	Overtime Wage Accrual	16,569			
512000	Fringe Benefits	5,522,006	6,591,879	8,491,091	8,830,404
512099	Fringe Benefits Accrual	79,250	(3,164)		
513000	Temporary Staff	4,931			
521010	Dues and Subscriptions		150	150	150
521030	Employee Uniforms	159,660	175,100	175,800	175,800
521060	Employee Safety and Health Pro	17,356	20,000	20,000	20,000
522010	Seminar and Training	4,113	22,000	22,000	22,000
522030	Business Travel	4,609	7,000	7,000	7,000
523010	Office Supplies	8,138	10,300	10,300	10,300
523021	Postage Overnight	370			
523030	Books and Reference Materials		500	500	500
523040	Office Equipment Repair and Ma		2,000	2,000	2,000
523050	Printing and Information Svcs	3,000	1,000	1,000	1,000
523060	Software Maintenance and Licen	450			
523074	Business Forms	7,060	24,000	28,750	28,750
526040	Rent Expense	(1,600)	1,900	2,260	2,260
528020	Maintenance Shop - General Sup	9,675	10,000	10,000	10,000
530090	Miscellaneous	25			
590010	Office Furniture & Equipment	3,092	6,000	6,000	6,000
	<b>Subtotal</b>	<b>19,708,624</b>	<b>23,368,917</b>	<b>26,138,365</b>	<b>26,565,657</b>

**BUS TRANSPORTATION – BUS TRANSPORTATION SOUTH BASE  
COST CENTER 020402**

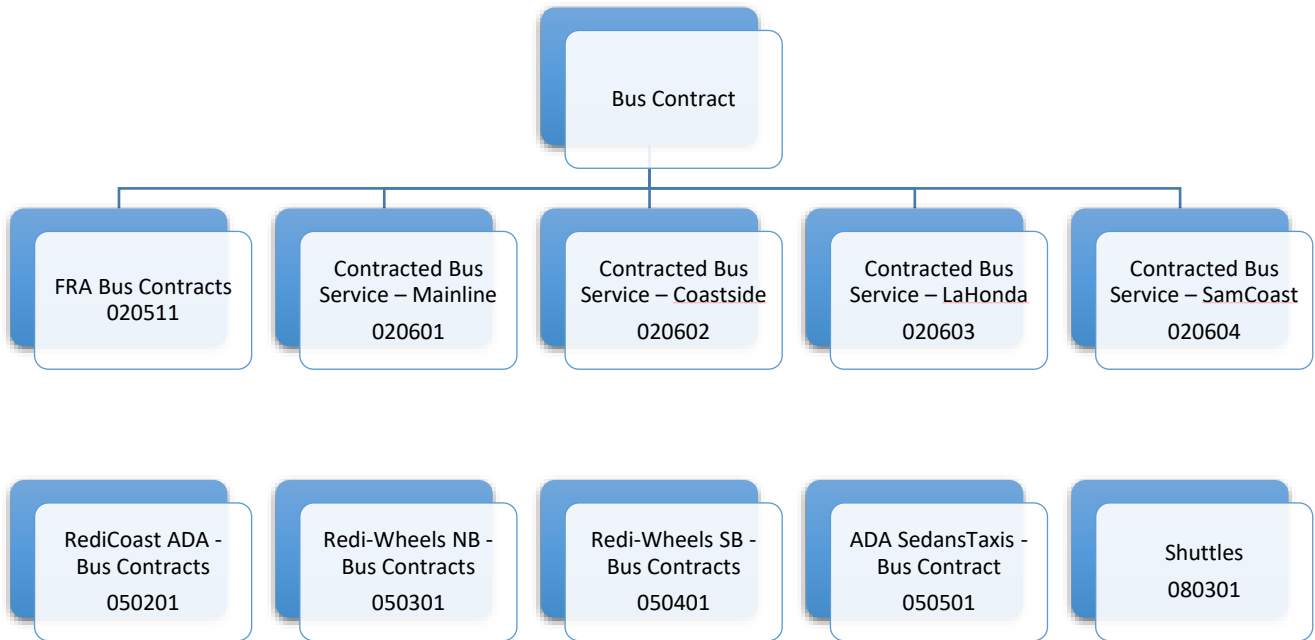
This is the fixed-route Bus Operations for the South Base location. This budget includes regular year-to-year expenses for Bus Operators, Dispatchers and Radio Controllers.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	-	1.0	1.0
Assistant Manager, Bus Transportation	1.0	1.0	1.0	1.0
Bus Operator (Full-time)	124.0	139.0	148.0	148.0
Bus Transportation Supervisor	7.0	8.0	9.0	9.0
Dispatcher	2.0	2.0	2.0	2.0
Intelligent Transportation Systems (ITS) Senior Techn	-	0.9	-	-
Manager, Bus Transportation	1.0	1.0	1.0	1.0
Office Assistant	1.0	1.0	-	-
<b>Total</b>	<b>136.0</b>	<b>152.9</b>	<b>162.0</b>	<b>162.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	1,281,774	1,461,409	1,359,679	1,359,679
511120	Regular Wage Union BusOp/Maint	6,940,919	8,832,808	9,736,645	9,736,645
511199	Regular Wage Accrual	60,908	(5,945)		
511210	Over Time Wages	176,662	151,872	201,981	208,040
511220	Overtime Wage Union BusOp/Maint	1,846,395	2,054,372	2,126,275	2,190,063
511299	Overtime Wage Accrual	7,050			
512000	Fringe Benefits	4,245,017	4,976,199	6,719,979	6,988,510
512099	Fringe Benefits Accrual	103,887	(2,907)		
521010	Dues and Subscriptions		150	150	150
521030	Employee Uniforms	7,000	7,000	7,700	7,700
521060	Employee Safety and Health Pro	6,628	16,995	16,995	16,995
522010	Seminar and Training	425	1,500	1,500	1,500
522030	Business Travel	1,007	5,000	5,000	5,000
523010	Office Supplies	5,900	8,800	9,064	9,064
523040	Office Equipment Repair and Ma	1,206	2,000	2,000	2,000
523050	Printing and Information Svcs	761	2,000	2,000	2,000
526040	Rent Expense	77,839	80,000	239,634	239,634
528020	Maintenance Shop - General Sup	3,125	10,000	10,300	10,300
590010	Office Furniture & Equipment	2,035	3,000	4,000	3,000
	<b>Subtotal</b>	<b>14,768,539</b>	<b>17,604,253</b>	<b>20,442,902</b>	<b>20,780,280</b>

## BUS DIVISION – BUS CONTRACT



## BUS CONTRACT – FRA BUS CONTRACTS COST CENTER 020511

Fixed Route Accessibility (FRA) is maintenance costs associated with accessibility equipment, i.e., wheelchair lifts and accessibility ramps for contracted operated buses related to Cost Center 020601. There are no FTEs allocated to this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525100	Mainline Service	168,601	236,400	216,000	215,200
	<b>Subtotal</b>	<b>168,601</b>	<b>236,400</b>	<b>216,000</b>	<b>215,200</b>

**BUS CONTRACT – CONTRACTED BUS SERVICE – MAINLINE  
COST CENTER 020601**

This cost center is responsible for managing all non-ADA contracted bus mainline services.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Support Specialist	-	0.5	0.5	0.5
Bus Contracts Inspector	1.0	1.0	1.0	1.0
Data Specialist	0.2	-	-	-
Deputy Director, Intelligent Transportation Systems (	0.1	0.1	0.1	0.1
Intelligent Transportation Systems (ITS) Administratc	0.1	0.1	0.2	0.2
Intelligent Transportation Systems (ITS) Analyst	0.1	0.1	0.2	0.2
Intelligent Transportation Systems (ITS) Senior Techn	0.2	0.2	0.2	0.2
Manager, Bus Contracts	0.3	0.3	0.4	0.4
Manager, Operations Planning	0.1	0.1	-	-
Operations Contract Analyst	0.3	0.4	0.4	0.4
Planning Administrator	-	0.1	-	-
Planning Analyst II	0.2	0.1	-	-
Planning Analyst III	0.1	0.2	-	-
Scheduling Analyst II	0.1	-	-	-
Scheduling Analyst III	0.1	-	-	-
Scheduling Specialist	0.1	0.1	-	-
<b>Total</b>	<b>2.9</b>	<b>3.3</b>	<b>3.0</b>	<b>3.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	215,630	296,061	285,465	285,465
511199	Regular Wage Accrual	4,072	(3,341)		
511210	Over Time Wages	1,473			
511220	Overtime Wage Union BusOp/Maint		8,525	8,525	8,525
512000	Fringe Benefits	105,749	143,539	172,884	179,791
512099	Fringe Benefits Accrual	3,646	(1,634)		
521010	Dues and Subscriptions	95			
521030	Employee Uniforms	700			
522010	Seminar and Training	425	1,500	2,500	2,500
522030	Business Travel	3,188	13,500	14,700	14,700
523010	Office Supplies	1,393	1,200	1,650	1,650
523040	Office Equipment Repair and Ma	120			
525070	Custodial Services	1,435			
525100	Mainline Service	17,443,771	23,402,000	21,380,300	21,301,600
525105	Microtransit - East Palo Alto			2,423,510	2,510,646
525155	Microtransit - Half Moon Bay			896,367	924,941
525190	Grounds Maintenance Service	787			
525200	Building Maintenance Service	27,286	29,000	29,000	29,000
526010	Gas and Electric Utilities	27,606	35,000	35,000	35,000
526020	Water and Sewer	6,795	6,000	7,000	7,000
526030	Trash and Refuse	7,749	12,000	12,000	12,000
528210	Bus Maintenance-Contract Servi	19,425	42,560	58,510	80,451
528230	Bus Maintenance - Parts	3,894			
	<b>Subtotal</b>	<b>17,875,237</b>	<b>23,985,910</b>	<b>25,327,411</b>	<b>25,393,269</b>

**BUS CONTRACT – CONTRACTED BUS SERVICE – COASTSIDE  
COST CENTER 020602**

This cost center provides the contractor-operated fixed route, non-ADA, and FLX Services for Pacifica on the coastside and San Mateo on the bayside.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Bus Contracts Inspector	0.5	0.5	0.5	0.5
Manager, Bus Contracts	0.3	0.3	0.1	0.1
Operations Contract Analyst	0.3	0.2	0.2	0.2
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>0.8</b>	<b>0.8</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	54,638	92,131	72,839	72,839
511199	Regular Wage Accrual	765	(886)		
512000	Fringe Benefits	26,767	45,052	44,113	45,875
512099	Fringe Benefits Accrual	745	(433)		
525150	Coastside Service	1,635,585	1,805,000	2,070,800	2,045,221
525151	RediCoast Non-ADA	180,585	212,000	246,380	207,187
	<b>Subtotal</b>	<b>1,899,085</b>	<b>2,152,864</b>	<b>2,434,132</b>	<b>2,371,122</b>

**BUS CONTRACT – CONTRACTED BUS SERVICE – LAHONDA  
COST CENTER 020603**

This is an annual subsidy provided to the La Honda Pescadero Unified School District for school service. There are no FTEs allocated to this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525160	LaHonda Pescadero Service	34,388	52,600	52,600	52,600
	<b>Subtotal</b>	<b>34,388</b>	<b>52,600</b>	<b>52,600</b>	<b>52,600</b>

**BUS CONTRACT – CONTRACTED BUS SERVICE – SAMCOAST  
COST CENTER 020604**

SamCoast is contracted bus service for rural farming communities, including through expanded service to bayside medical facilities (over-the-hill trips), family social service centers and educational centers. The main user is the Puente de la Costa Sur community resource center.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Bus Contracts	-	0.1	-	-
Operations Contract Analyst	0.1	0.1	0.1	0.1
<b>Total</b>	<b>0.1</b>	<b>0.2</b>	<b>0.1</b>	<b>0.1</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	4,749	18,067	4,802	4,802
511199	Regular Wage Accrual	53	(271)		
512000	Fringe Benefits	2,327	8,835	2,909	3,025
512099	Fringe Benefits Accrual	(3,639)	(133)		
525160	LaHonda Pescadero Service	142,951	158,000	210,327	225,107
	<b>Subtotal</b>	<b>146,441</b>	<b>184,498</b>	<b>218,038</b>	<b>232,934</b>

**BUS CONTRACT – REDICOAST ADA – BUS CONTRACTS  
COST CENTER 050201**

This budget covers contracted coastsides services, including ADA service along the coast in Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County. There are no FTEs allocated to this Cost Center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525150	Coastsides Service	1,370,335	1,306,000	2,281,914	2,357,671
	<b>Subtotal</b>	<b>1,370,335</b>	<b>1,306,000</b>	<b>2,281,914</b>	<b>2,357,671</b>

**BUS CONTRACT – REDI-WHEELS NORTH BASE CONTRACTS  
COST CENTER 050301**

This cost center covers contracted Paratransit service using District Vehicles based out of North Base.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Bus Contracts Inspector	0.5	0.5	0.5	0.5
Intelligent Transportation Systems (ITS) Administratc	-	-	0.2	0.2
Intelligent Transportation Systems (ITS) Analyst	-	-	0.2	0.2
Manager, Bus Contracts	0.3	0.3	0.4	0.4
Operations Contract Analyst	0.3	0.2	0.2	0.2
<b>Total</b>	<b>1.1</b>	<b>1.0</b>	<b>1.5</b>	<b>1.5</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	55,186	87,885	150,527	150,527
511199	Regular Wage Accrual	1,041	(886)		
511220	Overtime Wage Union BusOp/Maint		7,480	7,480	7,480
512000	Fringe Benefits	27,036	42,976	91,162	94,803
512099	Fringe Benefits Accrual	(2,054)	(433)		
524011	Telephone Service	12,864	12,200	13,400	13,400
525110	Redi-Wheels Service	6,440,063	6,485,000	6,758,417	7,323,279
	<b>Subtotal</b>	<b>6,534,137</b>	<b>6,634,222</b>	<b>7,020,986</b>	<b>7,589,489</b>



**BUS CONTRACT – REDI-WHEELS SOUTH BASE CONTRACTS  
COST CENTER 050401**

This cost center covers contracted paratransit service using District vehicles based out of South Base.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Bus Contracts Inspector	0.3	0.3	0.3	0.3
<b>Total</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	20,611	19,651	21,286	21,286
511199	Regular Wage Accrual	80			
512000	Fringe Benefits	10,097	9,197	12,891	13,406
512099	Fringe Benefits Accrual	(122)			
525110	Redi-Wheels Service	1,413,672	1,800,000	1,707,134	1,730,201
	<b>Subtotal</b>	<b>1,444,338</b>	<b>1,828,848</b>	<b>1,741,311</b>	<b>1,764,893</b>

**BUS CONTRACT – ADA SEDANS AND TAXIS – CONTRACTS  
COST CENTER 050501**

This cost center covers contractor-provided ADA paratransit service through a supplemental taxi provider and privately owned service sedans.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Bus Contracts	0.1	-	0.1	0.1
Operations Contract Analyst	0.2	0.2	0.2	0.2
<b>Total</b>	<b>0.3</b>	<b>0.2</b>	<b>0.3</b>	<b>0.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	30,534	14,620	27,404	27,404
511199	Regular Wage Accrual	455	(219)		
512000	Fringe Benefits	14,959	7,149	16,597	17,260
512099	Fringe Benefits Accrual	163	(107)		
525120	ADA Sedan	1,096,605	1,317,000	1,267,725	1,309,870
525125	ADA Paratransit R/W Taxi	1,187,544	1,140,000	1,123,182	1,275,099
	<b>Subtotal</b>	<b>2,330,259</b>	<b>2,478,443</b>	<b>2,434,908</b>	<b>2,629,633</b>

**BUS CONTRACT – SHUTTLES  
COST CENTER 080301**

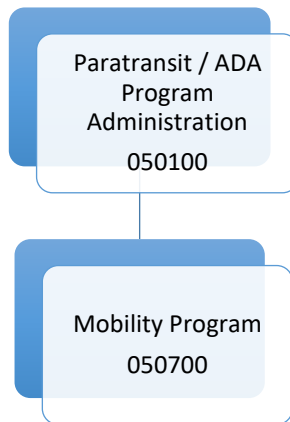
Bus Contracts oversees administration and management of the SamTrans Shuttle Subsidy Program, including the direct service provider contract and all aspects of the program (grant administration, surveys, temporary staffing, signage, etc.).

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	0.5	0.5	0.5
Bus Contracts Inspector	0.3	0.8	0.8	0.8
Data Specialist	0.2	-	-	-
Manager, Bus Contracts	0.1	-	-	-
Operations Contract Analyst	0.3	0.8	0.8	0.8
<b>Total</b>	<b>0.8</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	58,606	174,417	173,650	173,650
511199	Regular Wage Accrual	1,204	(1,747)		
511210	Over Time Wages	618		6,625	6,625
512000	Fringe Benefits	28,758	84,466	105,164	109,366
512099	Fringe Benefits Accrual	(11,188)	(854)		
521030	Employee Uniforms	700	500	500	500
523050	Printing and Information Svcs		6,400	6,400	6,400
525041	Survey Services	(3,900)	30,000	24,600	24,600
525184	SamTrans Shuttle	1,741,501	5,250,600	5,751,400	5,923,942
	<b>Subtotal</b>	<b>1,816,300</b>	<b>5,543,782</b>	<b>6,068,339</b>	<b>6,245,083</b>

## PARATRANSIT SERVICES



### PARATRANSIT – ADA PROGRAM ADMINISTRATION COST CENTER 050100

This cost center is responsible for the administration for ADA paratransit related issues and policies.

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
Accessibility Coordinator	1.0	1.0	1.0	1.0
Accessibility Specialist	0.7	0.4	0.5	0.5
Customer Relations Specialist	2.0	2.0	2.0	2.0
Manager, Accessible Transit Services	1.0	1.0	0.9	0.9
<b>Total</b>	<b>4.6</b>	<b>4.4</b>	<b>4.3</b>	<b>4.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	356,315	414,729	407,599	407,599
511199	Regular Wage Accrual	9,767	(6,161)		
511210	Over Time Wages		4,100	4,100	4,100
512000	Fringe Benefits	174,559	201,154	246,845	256,708
512099	Fringe Benefits Accrual	(702)	(3,013)		
521010	Dues and Subscriptions	1,784	1,900	2,400	2,400
521020	Employee Program			2,000	2,000
522010	Seminar and Training	3,128	5,800	9,000	9,000
522030	Business Travel	165		600	600
523010	Office Supplies	3,429	8,400	8,400	8,400
523020	Postage	1,613	7,000	8,200	7,000
523050	Printing and Information Svcs	7,966	20,200	20,200	20,200
523060	Software Maintenance and Licen	7,597	11,400	14,400	14,400
523100	Promotional Advertising		850	850	850
525050	Consultant-Offsite	609,773	898,180	910,080	946,483
530090	Miscellaneous	1,529	3,000	4,000	4,000
590010	Office Furniture & Equipment	361	24,400	2,000	2,000
	<b>Subtotal</b>	<b>1,177,285</b>	<b>1,591,939</b>	<b>1,640,674</b>	<b>1,685,740</b>

**PARATRANSIT – MOBILITY PROGRAMS  
COST CENTER 050700**

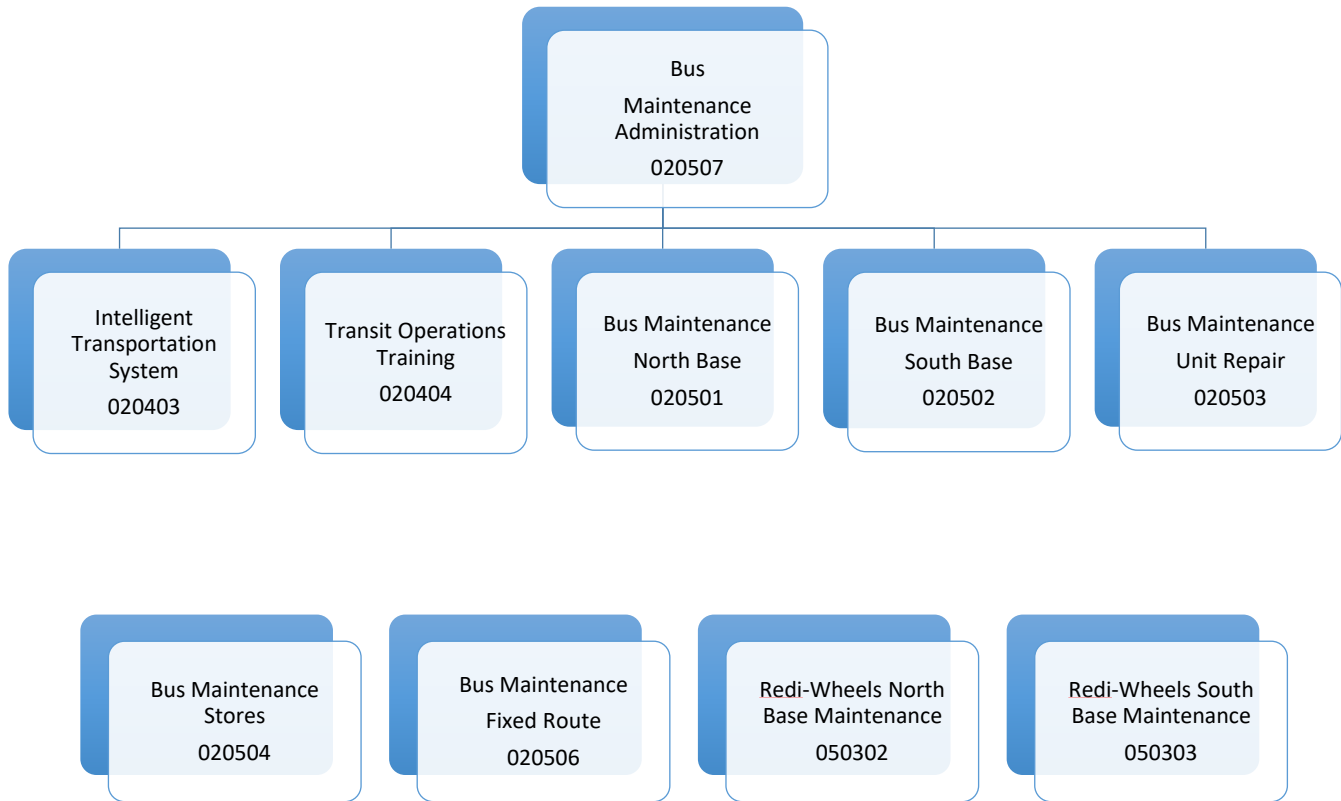
This cost center funds support staff for Senior Mobility and Veterans mobility programs.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Accessible Transit Services	-	-	0.1	0.1
Mobility Project Coordinator	0.5	0.5	1.0	1.0
<b>Total</b>	<b>0.5</b>	<b>0.5</b>	<b>1.1</b>	<b>1.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages		114,806	111,506	111,506
511199	Regular Wage Accrual		(1,722)		
512000	Fringe Benefits		56,140	67,529	70,227
512099	Fringe Benefits Accrual		(842)		
523050	Printing and Information Svcs	20,809	23,000	26,000	26,000
523100	Promotional Advertising		814	814	814
530090	Miscellaneous	60	600	2,600	2,600
	<b>Subtotal</b>	<b>20,869</b>	<b>192,796</b>	<b>208,449</b>	<b>211,147</b>

## BUS DIVISION – MAINTENANCE



### BUS MAINTENANCE – BUS MAINTENANCE ADMINISTRATION COST CENTER 020507

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst II	1.0	1.0	0.9	0.9
Deputy Director, Bus Maintenance	-	-	0.5	0.5
Director, Bus Maintenance	0.9	0.9	0.6	0.6
Maintenance Contract Administrator	0.6	1.0	0.9	0.9
Project Manager	0.8	0.7	0.3	0.3
<b>Total</b>	<b>3.3</b>	<b>3.5</b>	<b>3.2</b>	<b>3.2</b>

#### Capital

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst II	-	0.1	0.1	0.1
Deputy Director, Bus Maintenance	-	-	0.5	0.5
Director, Bus Maintenance	0.1	0.2	0.4	0.4
Maintenance Contract Administrator	0.2	0.1	0.2	0.2
Project Manager	0.2	0.3	0.7	0.7
<b>Total</b>	<b>0.5</b>	<b>0.6</b>	<b>1.9</b>	<b>1.9</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	427,086	453,932	429,402	424,843
511199	Regular Wage Accrual	11,161	(6,779)		
512000	Fringe Benefits	209,229	221,148	260,048	267,568
512099	Fringe Benefits Accrual	6,866	(3,315)		
521010	Dues and Subscriptions			5,000	5,000
521060	Employee Safety and Health Pro	12			
522010	Seminar and Training	395	2,000	10,000	10,000
522030	Business Travel	439	2,000	15,000	15,000
530090	Miscellaneous		1,000	1,000	1,000
	<b>Subtotal</b>	<b>655,188</b>	<b>669,986</b>	<b>720,450</b>	<b>723,411</b>

**BUS MAINTENANCE – INTELLIGENT TRANSPORTATION SYSTEM  
COST CENTER 020403**

This cost center budget encompasses Adaptive Control Software (ACS) Maintenance and 2-way County Radio Maintenance, including regular wages of the Intelligent Transportation Systems staff.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	1.0	1.0	1.0
Data Specialist	1.0	-	-	-
Deputy Director, Intelligent Transportation Systems (	0.9	0.9	0.7	0.7
Intelligent Transportation Systems (ITS) Administratc	0.8	0.8	0.6	0.6
Intelligent Transportation Systems (ITS) Analyst	0.8	0.8	0.6	0.6
Intelligent Transportation Systems (ITS) Senior Techn	1.8	0.9	1.4	1.4
IntelTransSys Technician	-	-	5.0	5.0
Maintenance Supervisor	1.0	-	-	-
<b>Total</b>	<b>6.3</b>	<b>4.4</b>	<b>9.3</b>	<b>9.3</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Deputy Director, Intelligent Transportation Systems (	0.1	0.1	0.1	0.1
Intelligent Transportation Systems (ITS) Senior Techn	-	-	0.2	0.2
<b>Total</b>	<b>0.1</b>	<b>0.1</b>	<b>0.3</b>	<b>0.2</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	484,775	450,619	866,935	866,935
511199	Regular Wage Accrual	4,938	(6,669)		
511210	Over Time Wages	22,710	15,000	30,000	30,000
511299	Overtime Wage Accrual	18			
512000	Fringe Benefits	239,227	217,881	525,020	546,000
512099	Fringe Benefits Accrual	(32,740)	(3,261)		
521030	Employee Uniforms	1,775	3,500	3,500	3,500
522010	Seminar and Training		2,500	3,000	3,000
522030	Business Travel		2,000	4,500	4,500
523010	Office Supplies	2,691	2,000	3,000	3,000
523060	Software Maintenance and Licen	91,866	306,240	227,680	247,180
524012	Data Circuits	14,717	15,200	15,200	15,200
524040	Radio System Maint and Support	360,968	450,000	450,000	450,000
525212	Replacement Parts - TVM	263			
526050	Small Tools	3,710	4,000	8,000	8,000
528020	Maintenance Shop - General Sup	5,120	1,800	2,000	2,000
528210	Bus Maintenance-Contract Servi	634,911	870,030	370,980	382,109
528230	Bus Maintenance - Parts	171,177	167,000	217,000	223,510
530090	Miscellaneous		500	500	500
590020	Computer Equipment	1,098	9,000	9,000	4,000
	<b>Subtotal</b>	<b>2,007,223</b>	<b>2,507,340</b>	<b>2,736,315</b>	<b>2,789,434</b>

**BUS MAINTENANCE – TRANSIT OPERATIONS TRAINING  
COST CENTER 020404**

This cost center is responsible for comprehensive training of all bus operators.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	1.0	1.0	1.0
Assistant Manager, Transit Operations Training	1.0	1.0	1.0	1.0
Data Specialist	1.0	-	-	-
Maintenance Instructor	2.0	1.4	-	-
Manager, Transit Operations Training	1.0	1.0	1.0	1.0
Transit Instructor	4.0	6.0	9.0	9.0
Utility Worker	1.0	1.0	1.0	1.0
<b>Total</b>	<b>10.0</b>	<b>11.4</b>	<b>13.0</b>	<b>13.0</b>

Account	GL Descriptions	FY2022	FY2023	FY2024	FY2025
		Actuals	Adopted Budget	Adopted Budget	Adopted Budget
511110	Regular Wages	794,008	1,046,927	1,134,596	1,134,596
511120	Regular Wage Union BusOp/Maint	762,208	686,400	965,952	845,208
511199	Regular Wage Accrual	17,802	(4,843)		
511210	Over Time Wages	35,299	45,600	45,600	46,968
511220	Overtime Wage Union BusOp/Maint	29,789	41,600	42,120	36,644
511299	Overtime Wage Accrual	1,235			
512000	Fringe Benefits	767,370	508,240	687,118	714,577
512099	Fringe Benefits Accrual	(35,098)	(2,368)		
521010	Dues and Subscriptions	7,638	1,275	4,000	4,000
521030	Employee Uniforms	51,587	100,550	100,000	90,000
521060	Employee Safety and Health Pro	2,358	10,000	10,000	11,000
522010	Seminar and Training	16,936	3,000	9,000	9,000
522020	Training Travel	90			
522030	Business Travel	12,568	30,000	31,500	31,500
523010	Office Supplies	4,458	10,000	10,000	10,000
523030	Books and Reference Materials	3,154	2,000	2,000	2,000
523050	Printing and Information Svcs	21,535	22,000	22,000	22,000
523110	Bus Rodeo	22,032	31,800	45,000	45,000
528230	Bus Maintenance - Parts	2,596			
590010	Office Furniture & Equipment	2,613	3,000	4,000	4,000
	<b>Subtotal</b>	<b>2,520,178</b>	<b>2,535,181</b>	<b>3,112,886</b>	<b>3,006,493</b>

**BUS DIVISION – BUS MAINTENANCE NORTH BASE  
COST CENTER 020501**

The cost center includes activities that enable the maintenance team to perform its duties in support of the District’s Strategic Plan and in accordance with the Fleet Maintenance Plan, Maintenance Standard Operating Procedures (SOP’s), and Original Equipment Manufacturer (OEM) recommendations.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	-	0.7	0.7
Assistant Manager, Bus Maintenance	0.7	0.7	0.6	0.6
Maintenance Instructor	-	-	2.3	2.3
Maintenance Supervisor	2.1	2.1	2.1	2.1
Manager, Bus Maintenance	0.7	0.7	0.6	0.6
Mechanic "A"	15.3	14.4	14.6	14.6
Mechanic "B"	7.2	9.0	6.3	6.3
Mechanic "C"	2.5	2.7	5.8	5.8
Office Assistant	0.7	0.7	-	-
Utility Maintenance Supervisor	0.7	0.7	0.7	0.7
Utility Worker	11.7	11.7	11.9	11.9
Utility Workers - North Base	-	-	1.0	1.0
<b>Total</b>	<b>41.5</b>	<b>42.7</b>	<b>46.5</b>	<b>46.5</b>



**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Assistant Manager, Bus Maintenance	-	-	0.2	0.2
Maintenance Instructor	-	-	0.1	0.1
Manager, Bus Maintenance	0.1	-	0.2	0.2
<b>Total</b>	<b>0.1</b>	<b>-</b>	<b>0.4</b>	<b>0.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	483,719	565,436	746,177	746,177
511120	Regular Wage Union BusOp/Maint	2,618,321	2,811,923	2,809,811	2,809,811
511199	Regular Wage Accrual	18,355	(3,254)		
511210	Over Time Wages	70,295	28,668	36,753	37,856
511220	Overtime Wage Union BusOp/Maint	331,990	174,252	182,775	188,258
511299	Overtime Wage Accrual	(3,394)			
512000	Fringe Benefits	1,550,450	1,632,987	2,153,536	2,239,583
512099	Fringe Benefits Accrual	28,750	(1,591)		
513000	Temporary Staff		21,000	21,000	21,000
521010	Dues and Subscriptions	160			
521020	Employee Program	203			
521030	Employee Uniforms	42,573	64,424	80,396	80,396
521060	Employee Safety and Health Pro	5,200	9,810	16,000	16,000
522010	Seminar and Training	4,675	9,125	11,125	11,125
522030	Business Travel	2,336		4,000	4,000
523010	Office Supplies	3,961	4,000	4,000	4,000
523074	Business Forms	1,377	13,000	13,000	13,000
525200	Building Maintenance Service	57			
526010	Gas and Electric Utilities			298,700	313,600
526050	Small Tools	14,277	20,000	22,000	22,000
528011	Diesel Fuel	2,406,802	2,421,825	2,102,000	1,984,000
528013	Oil and Lubricants	104,707	143,240	144,000	148,500
528014	Fuel and Lubricants Taxes	390,558	356,642	259,293	245,913
528016	LUST Tax-Diesel Fuel	781	625	738	738
528017	Oil Spill Liab Trust Fund Tax			1,491	1,491
528018	GHG/CAR Compliance Assessment	153,476			
528020	Maintenance Shop - General Sup	64,299	55,000	100,000	103,000
528021	Hydrogen			305,000	305,000
528022	Federal Superfund Recovery Fee			2,879	2,879
528050	Freight Expense	10,518	10,000	17,000	17,000
528210	Bus Maintenance-Contract Servi	195,713	62,461	356,000	227,630
528220	Bus Maintenance - Accident Rep	65,702	118,400	130,076	133,978
528230	Bus Maintenance - Parts	808,508	800,000	1,310,000	1,349,300
528240	Bus Maintenance - Tires and Tu	351,162	373,530	400,626	412,645
530090	Miscellaneous	1,387	1,000	1,000	1,000
590010	Office Furniture & Equipment	1,060	1,000	2,000	2,000
	<b>Subtotal</b>	<b>9,727,975</b>	<b>9,693,503</b>	<b>11,531,376</b>	<b>11,441,880</b>

**BUS DIVISION – BUS MAINTENANCE SOUTH BASE  
COST CENTER 020502**

This budget is to fund the South Base SamTrans Bus Maintenance activities that enable the maintenance team to perform their duties in support of the District’s Strategic Plan and in accordance with the Fleet Maintenance Plan, Maintenance SOP’s, and OEM recommendations.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Support Specialist	-	-	0.7	0.7
Assistant Manager, Bus Maintenance	0.7	0.7	0.6	0.6
Environmental Compliance Coordinator	-	-	0.3	1.0
Maintenance Supervisor	2.1	2.8	2.1	2.1
Manager, Bus Maintenance	0.7	0.7	0.6	0.6
Mechanic "A"	11.5	10.8	12.8	12.8
Mechanic "B"	8.1	8.1	7.4	7.4
Mechanic "C"	1.6	1.8	0.9	0.9
Office Assistant	0.7	0.7	-	-
Utility Maintenance Supervisor	0.7	0.7	0.7	0.7
Utility Worker	10.8	10.8	10.9	10.9
Utility Workers - South Base	-	-	-	0.8
<b>Total</b>	<b>36.9</b>	<b>37.1</b>	<b>37.0</b>	<b>38.5</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Assistant Manager, Bus Maintenance	-	-	0.1	0.1
Manager, Bus Maintenance	-	-	0.1	0.1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>0.2</b>	<b>0.2</b>

Account	GL Descriptions	FY2022	FY2023	FY2024	FY2024
		Actuals	Adopted Budget	Adopted Budget	Adopted Budget2
511110	Regular Wages	507,618	631,245	527,935	604,966
511120	Regular Wage Union BusOp/Maint	2,089,711	2,345,990	2,335,444	2,369,312
511199	Regular Wage Accrual	17,788	(3,372)		
511210	Over Time Wages	43,155	50,000	50,000	51,500
511220	Overtime Wage Union BusOp/Maint	113,971	152,184	152,489	157,064
511299	Overtime Wage Accrual	(2,066)			
512000	Fringe Benefits	1,284,447	1,439,386	1,734,088	1,873,217
512099	Fringe Benefits Accrual	23,172	(1,649)		
513000	Temporary Staff		10,000	10,000	10,000
521020	Employee Program	203			
521030	Employee Uniforms	25,019	33,880	40,662	40,662
521060	Employee Safety and Health Pro	5,672	7,000	12,000	12,000
522010	Seminar and Training	3,280	7,500	4,000	4,000
522030	Business Travel	707		6,000	6,000
523010	Office Supplies	1,939	2,500	2,500	2,500
523074	Business Forms	1,000	1,000	1,000	1,000
525200	Building Maintenance Service	679			
526010	Gas and Electric Utilities			268,600	282,000
526050	Small Tools	13,756	15,500	15,500	15,500
528011	Diesel Fuel	1,863,049	2,190,975	1,516,500	1,431,500
528013	Oil and Lubricants	62,379	117,586	117,600	121,200
528014	Fuel and Lubricants Taxes	268,556	310,502	180,120	170,926
528016	LUST Tax-Diesel Fuel	603	577	532	532
528017	Oil Spill Liab Trust Fund Tax			1,075	1,075
528018	GHG/CAR Compliance Assessment	124,649			
528020	Maintenance Shop - General Sup	21,434	30,000	30,000	30,000
528022	Federal Superfund Recovery Fee			2,076	2,076
528050	Freight Expense	6,394	8,750	10,000	10,000
528210	Bus Maintenance-Contract Servi	127,210	71,485	198,000	64,890
528220	Bus Maintenance - Accident Rep	38,824	80,000	87,200	87,200
528230	Bus Maintenance - Parts	635,460	675,000	1,070,000	1,102,100
528240	Bus Maintenance - Tires and Tu	279,755	312,316	301,434	310,477
530090	Miscellaneous	1,066	1,000	1,000	1,000
590010	Office Furniture & Equipment	414		2,000	2,000
	<b>Subtotal</b>	<b>7,559,847</b>	<b>8,489,355</b>	<b>8,677,755</b>	<b>8,764,697</b>

**BUS MAINTENANCE – BUS MAINTENANCE UNIT REPAIR  
COST CENTER 020503**

This budget is used to fund the Service Support shop which oversees and ensures the District's non-revenue vehicles and support equipment are properly serviced, maintained, and allocated to support the day-to-day operational and administrative needs.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Maintenance Supervisor	0.9	1.0	0.7	0.7
Mechanic "A"	0.9	0.9	0.9	0.9
Mechanic "B"	-	-	1.8	1.8
Mechanic "C"	1.8	1.8	-	-
<b>Total</b>	<b>3.6</b>	<b>3.7</b>	<b>3.4</b>	<b>3.4</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Maintenance Supervisor	-	-	0.3	0.3
<b>Total</b>	<b>-</b>	<b>-</b>	<b>0.3</b>	<b>0.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	114,644	117,143	86,471	86,471
511120	Regular Wage Union BusOp/Maint	202,566	189,425	221,887	221,887
511199	Regular Wage Accrual	5,790			
511210	Over Time Wages	1,721	5,916	7,614	7,614
511220	Overtime Wage Union BusOp/Maint	13,179	12,183	12,313	12,313
511299	Overtime Wage Accrual	254			
512000	Fringe Benefits	156,540	148,264	186,744	194,205
512099	Fringe Benefits Accrual	3,123			
521030	Employee Uniforms	220			
521060	Employee Safety and Health Pro	0			
522010	Seminar and Training		500	500	500
522030	Business Travel		2,000	2,000	2,000
523010	Office Supplies	568	750	750	750
523060	Software Maintenance and Licen		35,500	35,500	35,500
523074	Business Forms	494	1,300	1,300	1,300
526050	Small Tools	1,500			
528012	Gasoline	126,576	108,000	145,000	149,350
528020	Maintenance Shop - General Sup	4,849	5,000	10,750	10,750
528110	Support Serv Vehicle Mnt-Contr	35,776	40,000	45,000	46,350
528120	Support Serv Vehicle Mnt - Acc	7,288	10,000	10,000	10,000
528130	Support Serv Veh Mnt. - Parts	25,461	35,000	39,550	40,737
528140	Support Serv Veh Mnt. - Tires	9,956	10,000	17,000	17,000
528150	Support Serv Vehicle License	220	300	400	400
528230	Bus Maintenance - Parts	1,702			
530090	Miscellaneous		500	600	600
590010	Office Furniture & Equipment	163	250	1,250	250
	<b>Subtotal</b>	<b>712,591</b>	<b>722,031</b>	<b>824,629</b>	<b>837,977</b>

**BUS MAINTENANCE – BUS MAINTENANCE STORES  
COST CENTER 020504**

This budget is used to purchase bus parts to support North Base and South Base fixed route and Redi-Wheels operations, and to purchase parts in support of Ticket Vending Machine (TVM) and facility equipment.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Inventory Specialist	0.8	0.8	0.8	0.8
Manager, Materials and Inventory Control	0.8	0.8	0.9	0.9
Procurement Specialist	0.8	0.8	0.8	0.8
Storeskeeper	7.0	7.0	7.0	7.0
Warranty Analyst	1.0	0.8	0.8	0.8
<b>Total</b>	<b>10.4</b>	<b>10.2</b>	<b>10.3</b>	<b>10.3</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Materials and Inventory Control	0.1	0.1	0.1	0.1
Warranty Analyst	-	-	0.1	0.1
<b>Total</b>	<b>0.1</b>	<b>0.1</b>	<b>0.2</b>	<b>0.2</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	270,202	301,885	301,423	301,423
511120	Regular Wage Union BusOp/Maint	487,859	533,379	524,520	524,520
511199	Regular Wage Accrual	3,194	(4,363)		
511210	Over Time Wages	999	19,030	19,623	20,212
511220	Overtime Wage Union BusOp/Maint	62,003	33,775	34,670	35,710
511299	Overtime Wage Accrual	67			
512000	Fringe Benefits	376,198	403,911	500,198	520,182
512099	Fringe Benefits Accrual	6,903	(2,134)		
513000	Temporary Staff		10,000	10,000	10,000
521060	Employee Safety and Health Pro		500	500	500
522010	Seminar and Training	218	2,500	5,000	5,000
522030	Business Travel	520	200	7,500	7,500
523010	Office Supplies	1,179	1,000	1,000	1,000
523030	Books and Reference Materials	93			
523074	Business Forms		1,000	1,500	1,500
528020	Maintenance Shop - General Sup	908	750	750	750
528050	Freight Expense	6,321	5,000	5,000	5,000
528231	Parts Inventory Adjustment	142,288	60,000	60,000	60,000
590010	Office Furniture & Equipment	358		2,000	
	<b>Subtotal</b>	<b>1,359,309</b>	<b>1,366,433</b>	<b>1,473,684</b>	<b>1,493,297</b>

**BUS DIVISION – BUS MAINTENANCE FIXED ROUTE  
COST CENTER 020506**

This budget covers the staff required to maintain wheelchair ramps and accessibility equipment on fixed-route buses.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Accessibility Specialist	-	0.3	0.3	0.3
Administrative Support Specialist	-	-	0.1	0.1
Assistant Manager, Bus Maintenance	0.1	0.1	0.1	0.1
Maintenance Instructor	-	0.1	0.1	0.1
Maintenance Supervisor	0.4	0.4	0.3	0.3
Manager, Bus Maintenance	0.1	0.1	0.1	0.1
Mechanic "A"	3.2	3.1	2.9	2.9
Mechanic "B"	1.7	2.0	1.6	1.6
Mechanic "C"	0.8	1.1	0.7	0.7
Office Assistant	0.1	0.1	-	-
Utility Maintenance Supervisor	0.1	0.1	0.1	0.1
Utility Worker	2.7	3.1	2.8	2.8
<b>Total</b>	<b>9.1</b>	<b>10.5</b>	<b>9.1</b>	<b>9.1</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	74,684	129,096	108,512	108,512
511120	Regular Wage Union BusOp/Maint	394,043	676,081	600,488	600,488
511199	Regular Wage Accrual	10,824	(845)		
511210	Over Time Wages	67	5,326	5,326	5,326
511220	Overtime Wage Union BusOp/Maint	11,600	39,277	39,277	39,277
511299	Overtime Wage Accrual	(87)			
512000	Fringe Benefits	230,520	388,368	429,430	446,578
512099	Fringe Benefits Accrual	(8,559)	(413)		
	<b>Subtotal</b>	<b>713,092</b>	<b>1,236,890</b>	<b>1,183,033</b>	<b>1,200,181</b>

**BUS MAINTENANCE – REDI–WHEELS NORTH BASE MAINTENANCE  
COST CENTER 050302**

This budget is to fund the North Base Bus Maintenance activities for paratransit service. The budget enables the maintenance team to perform their duties in support of the District’s Strategic Plan and in accordance with the Fleet Maintenance Plan, Maintenance SOP’s, and OEM recommendations.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Support Specialist	-	-	0.3	0.3
Asst Manager, Bus Maintenance	0.3	0.3	0.3	0.3
Dep Dir, Intell Transp Sys	0.1	0.1	-	-
Deputy Director, Intelligent Transportation Systems (	-	-	0.1	0.1
Intelligent Transportation Systems (ITS) Administratc	-	0.1	-	-
Intelligent Transportation Systems (ITS) Senior Techn	-	-	0.2	0.2
IntelTranspSystems Analyst	0.1	0.1	-	-
Inventory Specialist	0.1	0.1	0.1	0.1
Maintenance Instructor	-	0.5	0.5	0.5
Maintenance Supervisor	0.8	0.8	0.8	0.8
Manager, Bus Maintenance	0.3	0.3	0.3	0.3
Manager, Materials and Inventory Control	0.1	0.1	-	-
Mechanic "A"	1.0	0.9	0.9	0.9
Mechanic "B"	1.0	0.9	0.9	0.9
Mechanic "C"	3.0	2.7	2.7	2.7
Office Assistant	0.3	0.3	-	-
Procurement Specialist	0.1	0.1	0.1	0.1
Utility Maintenance Supervisor	0.3	0.3	0.3	0.3
Utility Worker	4.0	3.6	3.6	3.6
Warranty Analyst	-	0.1	0.1	0.1
<b>Total</b>	<b>11.2</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>



Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	234,720	310,800	312,122	312,122
511120	Regular Wage Union BusOp/Maint	575,742	509,802	546,161	546,161
511199	Regular Wage Accrual	7,384	(2,143)		
511210	Over Time Wages	567			
511220	Overtime Wage Union BusOp/Maint	26,004	36,254	33,137	33,137
511299	Overtime Wage Accrual	(0)			
512000	Fringe Benefits	399,075	401,275	519,789	540,559
512099	Fringe Benefits Accrual	6,647	(1,048)		
521030	Employee Uniforms	4,605	3,800	3,800	3,800
526050	Small Tools	3,000	3,000	3,000	3,000
528012	Gasoline	605,909	526,792	760,000	782,800
528013	Oil and Lubricants	15,000	15,251	15,251	15,709
528014	Fuel and Lubricants Taxes		1,542		
528210	Bus Maintenance-Contract Servi	11,512	9,000	9,000	9,000
528220	Bus Maintenance - Accident Rep	6,795	24,956	24,956	24,956
528230	Bus Maintenance - Parts	77,736	135,000	135,000	135,000
528240	Bus Maintenance - Tires and Tu	49,786	69,940	57,174	57,174
	<b>Subtotal</b>	<b>2,024,483</b>	<b>2,044,221</b>	<b>2,419,390</b>	<b>2,463,418</b>

**BUS MAINTENANCE – REDI–WHEELS SOUTH BASE MAINTENANCE  
COST CENTER 050303**

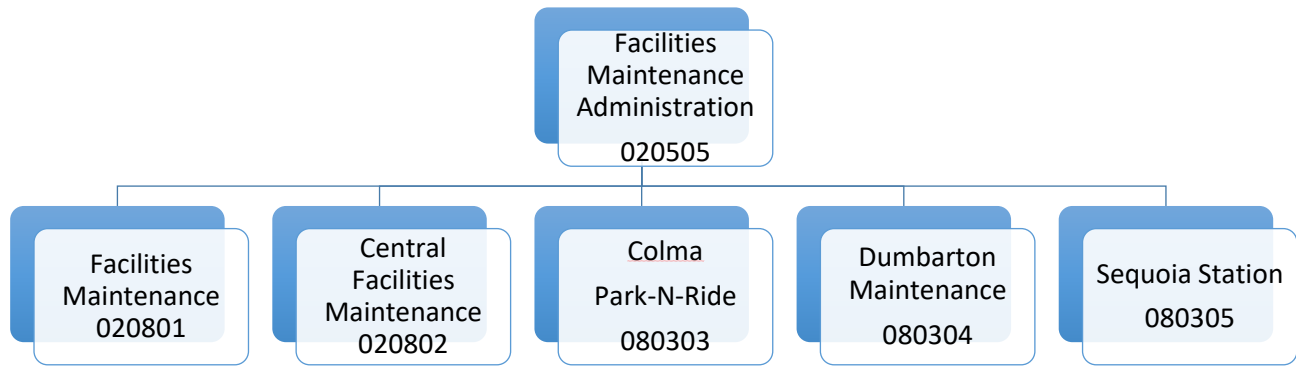
This budget is to fund the South Base Bus Maintenance activities for paratransit service. The budget enables the maintenance team to perform their duties in support of the District’s Strategic Plan and in accordance with the Fleet Maintenance Plan, Maintenance SOP’s, and OEM recommendations.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Support Specialist	-	-	0.3	0.3
Assistant Manager, Bus Maintenance	0.3	0.3	0.3	0.3
Inventory Specialist	0.1	0.1	0.1	0.1
Maintenance Supervisor	0.8	1.0	0.8	0.8
Manager, Bus Maintenance	0.3	0.3	0.3	0.3
Manager, Materials and Inventory Control	0.1	0.1	-	-
Mechanic "A"	0.9	0.9	0.9	0.9
Mechanic "C"	0.9	0.9	0.9	0.9
Office Assistant	0.3	0.3	-	-
Procurement Specialist	0.1	0.1	0.1	0.1
Utility Maintenance Supervisor	0.3	0.3	0.3	0.3
Utility Worker	1.8	1.8	1.8	1.8
Warranty Analyst	-	0.1	0.1	0.1
<b>Total</b>	<b>5.7</b>	<b>6.0</b>	<b>5.7</b>	<b>5.7</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	204,612	248,316	212,430	212,430
511120	Regular Wage Union BusOp/Maint	237,599	227,654	244,524	244,524
511199	Regular Wage Accrual	6,025	(1,762)		
511210	Over Time Wages	123	5,293	4,035	4,035
511220	Overtime Wage Union BusOp/Maint	12,683	14,877	14,798	14,798
511299	Overtime Wage Accrual	842			
512000	Fringe Benefits	217,618	232,750	276,738	287,796
512099	Fringe Benefits Accrual	3,182	(861)		
521030	Employee Uniforms	1,652	1,700	1,700	1,700
521060	Employee Safety and Health Pro	94			
526050	Small Tools	186	2,000	2,000	2,000
528012	Gasoline	330,771	347,512	495,000	509,850
528013	Oil and Lubricants	1,263	7,668	8,669	8,929
528014	Fuel and Lubricants Taxes		748		
528120	Support Serv Vehicle Mnt - Acc	211			
528210	Bus Maintenance-Contract Servi	2,862	7,000	7,000	7,000
528220	Bus Maintenance - Accident Rep	6,250	7,000	7,000	7,000
528230	Bus Maintenance - Parts	57,010	72,000	72,000	72,000
528240	Bus Maintenance - Tires and Tu	30,962	35,361	35,448	35,448
530090	Miscellaneous	7			
	<b>Subtotal</b>	<b>1,113,952</b>	<b>1,207,256</b>	<b>1,381,342</b>	<b>1,407,510</b>

## BUS DIVISION – FACILITIES



### BUS FACILITIES – FACILITIES MAINTENANCE ADMINISTRATION COST CENTER 020505

This cost center oversees all aspects of facilities maintenance.

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
ADA Coordinator	0.5	0.5	0.5	0.5
Director, Facilities Maintenance	0.8	0.7	1.0	1.0
Facilities Project Engineer	-	-	-	-
Maintenance Contract Administrator	0.5	0.6	0.6	0.6
Project Manager	-	-	0.6	0.6
Project Manager (Facilities)	-	0.6	-	-
<b>Total</b>	<b>1.8</b>	<b>2.4</b>	<b>2.7</b>	<b>2.7</b>

#### Capital

Description	FY2022	FY2023	FY2024	FY2025
Director, Facilities Maintenance	0.2	0.4	-	-
Facilities Project Engineer	0.8	1.0	1.0	1.0
Maintenance Contract Administrator	0.2	0.4	0.4	0.4
Project Manager	-	-	0.4	0.4
Project Manager (Facilities)	1.0	0.4	-	-
<b>Total</b>	<b>2.2</b>	<b>2.2</b>	<b>1.8</b>	<b>1.8</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	309,718	333,955	395,211	395,211
511199	Regular Wage Accrual	1,749	(4,979)		
511210	Over Time Wages		1,000		
512000	Fringe Benefits	151,731	162,480	239,341	248,906
512099	Fringe Benefits Accrual	4,625	(2,435)		
	<b>Subtotal</b>	<b>467,822</b>	<b>490,021</b>	<b>634,552</b>	<b>644,117</b>

**BUS FACILITIES – FACILITIES MAINTENANCE  
COST CENTER 020801**

Facilities Department staff and services provide all necessary facilities maintenance support for SamTrans facilities (South Base and North Base).

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Support Specialist	-	0.6	0.6	0.6
Assistant Manager, Facilities Maintenance	-	-	0.6	0.6
Data Specialist	0.6	-	-	-
Facilities Technician	3.4	3.8	3.8	4.8
Manager, Facilities Maintenanc	1.0	0.8	0.6	0.6
Operations Contract Analyst	1.0	1.0	1.0	1.0
SupervisorFacilitiesMaintenanc	0.6	0.6	-	-
Transit Asset Management Analyst	1.0	1.0	1.0	1.0
<b>Total</b>	<b>7.6</b>	<b>7.8</b>	<b>7.6</b>	<b>8.6</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Manager, Facilities Maintenance	-	0.3	-	-
<b>Total</b>	<b>-</b>	<b>0.3</b>	<b>-</b>	<b>-</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	612,926	720,513	703,781	703,781
511199	Regular Wage Accrual	2,618	(6,492)		
511210	Over Time Wages	39,222	8,000	8,000	8,000
511299	Overtime Wage Accrual	770			
512000	Fringe Benefits	303,275	348,624	426,214	539,886
512099	Fringe Benefits Accrual	(2,489)	(3,174)		
513000	Temporary Staff	2,973			
521030	Employee Uniforms	1,782	1,900	1,900	1,900
521060	Employee Safety and Health Pro	73			
522010	Seminar and Training	724		2,500	2,500
522030	Business Travel	(93)			
525050	Consultant-Offsite	2,710	66,000	66,000	66,000
525070	Custodial Services	578,925	521,753	626,103	688,713
525080	Bus Shelter Maintenance	98,312	164,000	164,000	168,920
525190	Grounds Maintenance Service	90,196	122,000	122,000	125,660
525200	Building Maintenance Service	285,631	419,000	919,000	946,570
526010	Gas and Electric Utilities	444,217	603,000	603,000	621,090
526020	Water and Sewer	317,760	198,000	330,000	346,500
526030	Trash and Refuse	135,910	132,000	158,400	174,240
526050	Small Tools	1,330	1,800	1,800	1,800
526060	Building & Grounds Maintenance	8,397	16,000	16,000	16,800
528040	Hazardous Material Disposal	92,118	150,000	150,000	150,000
528230	Bus Maintenance - Parts	314			
530090	Miscellaneous	11,151	11,000	11,000	11,000
590030	Maintenance Equipment	(250)			
	<b>Subtotal</b>	<b>3,028,501</b>	<b>3,473,924</b>	<b>4,309,698</b>	<b>4,573,360</b>

**BUS FACILITIES – CENTRAL FACILITIES MAINTENANCE  
COST CENTER 020802**

Facilities Department staff and services provide all necessary facilities maintenance support for District facilities at Central Headquarters. This is a new cost center for Central Facilities starting in FY24 and FY25. Staff and expense moved from Cost Center 020801.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Support Specialist	-	0.4	0.4	0.4
Assistant Manager, Facilities Maintenance	-	-	0.4	0.4
Data Specialist	0.4	-	-	-
Facilities Technician	1.6	1.2	1.2	1.2
Manager, Facilities Maintenance	-	-	0.4	0.4
Supervisor Facilities Maintenance	0.4	0.4	-	-
<b>Total</b>	<b>2.4</b>	<b>2.0</b>	<b>2.4</b>	<b>2.4</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	167,886	160,898	216,237	216,237
511199	Regular Wage Accrual	5,806	(1,119)		
511210	Over Time Wages	7,099			
512000	Fringe Benefits	82,790	78,679	130,956	136,188
512099	Fringe Benefits Accrual	843	(547)		
521030	Employee Uniforms	247	6,974	6,974	6,974
523010	Office Supplies	153			
525050	Consultant-Offsite	1,297			
525070	Custodial Services	511,198	462,686	555,224	610,746
525190	Grounds Maintenance Service	35,998	55,440	55,440	55,440
525200	Building Maintenance Service	158,999	139,835	139,835	139,835
526010	Gas and Electric Utilities	479,909	662,000	650,000	669,500
526020	Water and Sewer	32,610	49,500	69,300	71,379
526030	Trash and Refuse	31,373	31,900	31,900	31,900
526050	Small Tools	874	3,000	3,000	3,000
526060	Building & Grounds Maintenance	4,812	4,000	4,000	4,000
528040	Hazardous Material Disposal		1,000	1,000	1,000
530090	Miscellaneous	802			
	<b>Subtotal</b>	<b>1,522,695</b>	<b>1,654,246</b>	<b>1,863,866</b>	<b>1,946,199</b>

**BUS FACILITIES – COLMA PARK N RIDE  
COST CENTER 080303**

This budget provides support services and utilities for the Colma Park n Ride facility. There are no FTEs allocated to this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525090	Other Contract Services	2,117			
525190	Grounds Maintenance Service	1,092			
525200	Building Maintenance Service	33,337	29,000	34,800	34,800
526010	Gas and Electric Utilities	10			
526020	Water and Sewer	89			
	<b>Subtotal</b>	<b>36,646</b>	<b>29,000</b>	<b>34,800</b>	<b>34,800</b>

**BUS FACILITIES – DUMBARTON MAINTENANCE  
COST CENTER 080304**

This cost center is responsible for maintaining and managing the Maintenance of the area connected to the Dumbarton Bridge. There are no FTEs allocated to this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	6,088			
511199	Regular Wage Accrual	878			
512000	Fringe Benefits	2,982			
512099	Fringe Benefits Accrual	430			
525090	Other Contract Services	63,812	182,418	182,418	182,418
	<b>Subtotal</b>	<b>74,190</b>	<b>182,418</b>	<b>182,418</b>	<b>182,418</b>

**BUS FACILITIES – SEQUOIA STATION PROGRAM  
COST CENTER 080305**

This cost center provides support services and utilities for Sequoia Station. There are no FTEs allocated to this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525070	Custodial Services	2,117			
525090	Other Contract Services	132,216	164,000	196,800	196,800
525200	Building Maintenance Service	11,746	6,000	6,000	6,000
526060	Building & Grounds Maintenance	(8)	1,000	1,000	1,000
	<b>Subtotal</b>	<b>146,071</b>	<b>171,000</b>	<b>203,800</b>	<b>203,800</b>



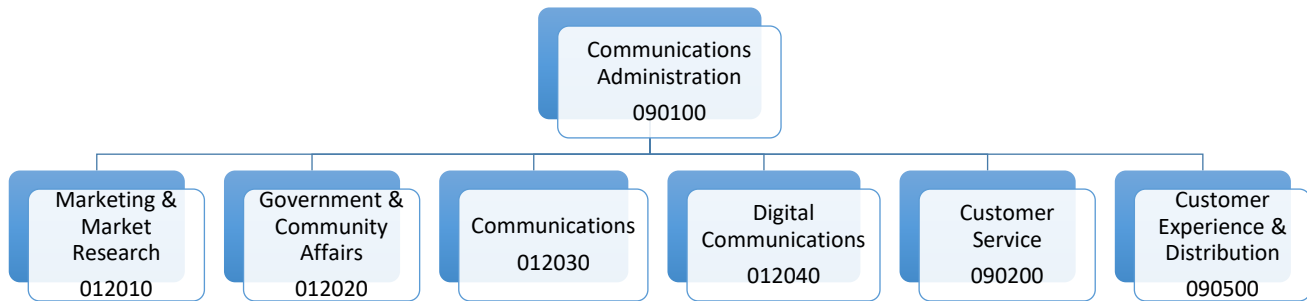
## Communications Division

The Communications division is responsible for public information, government relations, community outreach, customer service, distribution, and market research and marketing functions.

### OVERALL FUNCTION:

- Marketing is responsible for determining impact of social media on fare changes, and community relations in project implementations.
- Government and Community Affairs oversees communication efforts to federal, state, regional and local elected officials, outreach efforts to get communities engaged, and to communities that are interested or impacted by agency's projects and programs.
- Public Relations is responsible for public relations functions including media relations, producing printed and electronic materials, social media buys, and project management of special events, such as news conferences, ground breakings, ribbon cuttings, and large-scale community events.
- Web and Creative Services supports design and print production of information materials.
- Customer Service is responsible for supporting the riding public and the communities serviced on matters related to ticket sales, outreach events, and social media responses.
- Customer Experience and Distribution Services create materials and messages to notify customers of service changes, manage and maintain postage, printing, and delivery contracts.

Objective	Performance Measurement	FY22 Actual	FY23 Target	FY24 Target	FY25 Target
<b>Promote Reimagine SamTrans implementation efforts, including supporting operator recruitment/retention to ensure the full benefits are realized for riders throughout the county</b>	Operator recruitment numbers; outreach campaigns; public meetings; on-time launch campaigns	n/a	n/a	80%	100%
<b>Improve the rider experience and sustain and deepen actions that will foster an inclusive, equitable and safe transit and transportation system</b>	Customer survey data improvements; project execution	n/a	n/a	80%	100%
<b>Use and track meaningful data to inform and evaluate our communication decisions.</b>	Customer survey datapoints (CX); ROI (Marketing); evaluation metrics (Digital Comms); Earned media metrics (Media Relations)	n/a	n/a	80%	100%



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note, fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.

## COMMUNICATIONS DIVISION ALL COST CENTERS

### COMMUNICATIONS DIVISION - FULL TIME EQUIVALENTS (FTE)

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
Ambassador Program Coordinator	0.8	-	-	-
Chief Communications Officer	1.0	0.9	1.0	1.0
Contract Administrator (MktDv)	0.5	0.5	-	-
Customer Experience Coordination	-	0.6	0.5	0.5
Customer Experience Information Specialist	1.7	1.1	0.8	0.8
Customer Service Representative 1	0.5	0.5	-	-
Customer Service Representative 1 (full-time)	6.0	8.3	4.8	4.8
Customer Service Representative 1 (part-time)	-	-	2.4	2.4
Customer Service Representative 2	0.5	0.5	1.0	1.0
Deputy Chief, Communications	0.8	0.4	1.0	1.0
Designer	0.5	0.3	0.5	0.5
Digital Communications Specialist	-	-	1.2	1.2
Digital Content Writer	1.0	-	-	-
Director, Customer Experience	0.5	0.6	0.5	0.5
Director, Government and Community Affairs	0.4	0.2	0.6	0.6
Director, Marketing and Market Research	0.5	0.5	0.5	0.5
Distribution Clerk	1.0	1.0	1.1	1.1
Distribution Coordinator	1.0	0.5	0.5	0.5
Executive Assistant II	1.0	1.0	1.0	1.0
Government and Community Affairs Officers	-	0.4	2.0	2.0
Govt & Comm Relations Coord	1.2	0.5	-	-
Graphic Specialist	0.6	0.5	0.9	0.9
Internal Comm Specialist	0.7	0.5	0.5	0.5

Continued on next page

Communications Division – Full Time Equivalents (FTE) – Continued

**COMMUNICATIONS DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Ad Revenue	-	-	0.5	0.5
Manager, Communications	0.4	0.3	0.4	0.4
Manager, creative services	-	0.5	0.5	0.5
Manager, Customer Service	0.7	0.3	-	-
Manager, Digital Communication	-	0.3	0.4	0.4
Manager, Government and Community Affairs	0.4	0.4	0.5	0.5
Manager, Market Research and Development	0.5	0.5	0.5	0.5
Manager, Marketing Outreach	0.5	0.3	0.5	0.5
Market Research & Dev Analyst	0.5	0.5	0.5	0.5
Market Research Specialist	-	0.4	-	-
Marketing Outreach Coordinator	0.8	-	-	-
Marketing Promotions Specialist	0.5	0.5	0.5	0.5
Multi-Media Specialist	-	0.3	-	-
Project Coordinator	-	-	0.5	0.5
Public Affairs Specialist	1.6	1.1	1.3	1.3
Receptionist	1.0	0.5	0.6	0.6
Social Media Specialist	-	0.4	-	-
Supervisor, Customer Service	0.6	0.6	0.6	0.6
Web Developer	-	0.3	0.4	0.4
Web Developer III	-	-	0.4	0.4
<b>Total</b>	<b>27.4</b>	<b>25.4</b>	<b>28.6</b>	<b>28.6</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Deputy Chief, Communications	-	0.1	-	-
Government and Community Affairs Officers	-	0.1	0.1	0.1
Govt & Comm Relations Coord	-	0.1	-	-
Manager, Communications	-	0.1	-	-
Manager, Digital Communication	0.4	0.1	-	-
Manager, Government and Community Affairs	-	0.1	0.1	0.1
Multi-Media Specialist	0.5	-	-	-
Public Affairs Specialist	-	0.4	0.2	0.2
Social Media Specialist	0.5	-	-	-
Web Developer	0.4	0.1	-	-
<b>Total</b>	<b>1.7</b>	<b>1.0</b>	<b>0.3</b>	<b>0.3</b>

**COMMUNICATIONS DIVISION**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	1,810,638	2,278,054	2,719,838	2,719,838
511140	Regular Wages-Annuitant/Others	107,838	289,399	44,354	44,354
511199	Regular Wage Accrual	21,079	(23,762)		
511210	Over Time Wages	19,193	52,294	52,294	52,294
511299	Overtime Wage Accrual	(384)			
512000	Fringe Benefits	888,499	1,149,291	1,647,437	1,713,265
512099	Fringe Benefits Accrual	(178,550)	(11,620)		
513000	Temporary Staff	174,650			
521010	Dues and Subscriptions	20,779	46,888	46,888	46,888
522010	Seminar and Training	765	21,825	27,825	31,200
522030	Business Travel	632	13,000	30,000	30,900
523010	Office Supplies	4,856	6,361	7,861	8,590
523020	Postage	13,940	19,462	21,114	21,114
523021	Postage Overnight	6	4,500	4,500	4,500
523040	Office Equipment Repair and Ma	9,246	10,934	14,069	14,069
523050	Printing and Information Svcs	35,552	116,076	121,076	121,076
523060	Software Maintenance and Licen	13,261	31,500	51,500	51,500
523071	Time Tables, Schedules, and Ma	44,315	80,633	80,633	80,633
523100	Promotional Advertising	201,323	440,236	442,736	442,736
523110	Bus Rodeo	2,677	14,707	14,707	14,707
523120	Promotional Events	27,207	128,828	128,828	128,828
525030	Legislative Advocate	129,311	135,000	135,000	183,000
525050	Consultant-Offsite		11,613	11,613	11,613
525051	Consultant-Onsite	21,227			
525090	Other Contract Services	374,596	561,973	561,973	561,973
525312	Clipper Ambassador Cards		152	152	152
528050	Freight Expense	638	2,100	2,100	2,100
530090	Miscellaneous	2,631	14,700	14,700	14,700
590010	Office Furniture & Equipment	3,596	20,000	35,000	10,000
	<b>Subtotal</b>	<b>3,749,518</b>	<b>5,414,144</b>	<b>6,216,198</b>	<b>6,310,030</b>

**COMMUNICATIONS DIVISION – COMMUNICATIONS ADMINISTRATION  
COST CENTER 090100**

Administrative management overseeing Communications related activities.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Chief Communications Officer	1.0	0.9	1.0	1.0
Deputy Chief, Communications	0.8	0.4	1.0	1.0
Executive Assistant II	1.0	1.0	1.0	1.0
Management Analyst, Communications (2-yr term FY.	-	-	0.5	1.0
Project Coordinator	-	-	0.5	0.5
<b>Total</b>	<b>2.8</b>	<b>2.3</b>	<b>4.0</b>	<b>4.5</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Deputy Chief, Communications	-	0.1	-	-
<b>Total</b>	<b>-</b>	<b>0.1</b>	<b>-</b>	<b>-</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	170,178	269,440	518,827	518,827
511140	Regular Wages-Annuitant/Others		81,498		
511199	Regular Wage Accrual	4,609	(4,026)		
512000	Fringe Benefits	83,370	171,198	314,203	326,760
512099	Fringe Benefits Accrual	2,388	(1,969)		
521010	Dues and Subscriptions	3,610	2,200	2,200	2,200
522010	Seminar and Training	765	6,750	6,750	10,125
522030	Business Travel		3,000	3,000	3,900
523010	Office Supplies	1,588	4,861	4,861	5,590
525090	Other Contract Services	28,900			
590010	Office Furniture & Equipment			25,000	
	<b>Subtotal</b>	<b>295,408</b>	<b>532,952</b>	<b>874,841</b>	<b>867,402</b>

**COMMUNICATIONS DIVISION – MARKETING & MARKET RESEARCH  
COST CENTER 012010**

This cost center is the administrative management for marketing, advertising campaigns, promotions and outreach programs.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Contract Administrator (MktDv)	0.5	0.5	-	-
Designer	0.5	0.3	0.5	0.5
Digital Content Writer	1.0	-	-	-
Director, Marketing and Market Research	0.5	0.5	0.5	0.5
Graphic Specialist	0.6	0.5	0.9	0.9
Manager, Ad Revenue	-	-	0.5	0.5
Manager, creative services	-	0.5	0.5	0.5
Manager, Market Research and Development	-	-	0.5	0.5
Manager, Marketing Outreach	0.5	0.3	-	-
Market Research & Dev Analyst	0.5	0.5	0.5	0.5
Marketing Outreach Coordinator	0.8	-	-	-
Marketing Promotions Specialist	0.5	0.5	0.5	0.5
Mgr, Market Research & Devel	0.5	0.5	-	-
<b>Total</b>	<b>5.8</b>	<b>3.7</b>	<b>4.3</b>	<b>4.3</b>

**MARKETING AND MARKET RESEARCH**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	359,869	414,020	446,941	446,941
511140	Regular Wages-Annuitant/Others	41,679			
511199	Regular Wage Accrual	5,842	(6,105)		
511210	Over Time Wages	2,239	30,794	30,794	30,794
511299	Overtime Wage Accrual	331			
512000	Fringe Benefits	176,471	199,573	270,671	281,487
512099	Fringe Benefits Accrual	(12,447)	(2,986)		
513000	Temporary Staff	45,458			
521010	Dues and Subscriptions	4,931	4,131	4,131	4,131
522010	Seminar and Training		6,825	6,825	6,825
523010	Office Supplies	37			
523050	Printing and Information Svcs	31,448	84,364	84,364	84,364
523060	Software Maintenance and Licen	171	5,000	5,000	5,000
523071	Time Tables, Schedules, and Ma	44,315	80,633	80,633	80,633
523100	Promotional Advertising	120,521	285,585	285,585	285,585
523120	Promotional Events	385	20,328	20,328	20,328
525051	Consultant-Onsite	21,227			
525090	Other Contract Services	247,734	346,025	196,025	196,025
525312	Clipper Ambassador Cards		152	152	152
528050	Freight Expense	638	2,000	2,000	2,000
590010	Office Furniture & Equipment	500	10,000		
	<b>Subtotal</b>	<b>1,091,348</b>	<b>1,480,339</b>	<b>1,433,449</b>	<b>1,444,265</b>

**COMMUNICATIONS DIVISION – GOVERNMENT AND COMMUNITY AFFAIRS  
COST CENTER 012020**

This cost center oversees communication efforts to local, state, and federal elected officials and outreach efforts to communities that are interested or impacted by projects and programs led by the District.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Director, Government and Community Affairs	0.4	0.2	0.6	0.6
Government and Community Affairs Officers	-	0.4	2.0	2.0
Govt & Comm Relations Coord	1.2	0.5	-	-
Manager, Government and Community Affairs	0.4	0.4	0.5	0.5
Public Affairs Specialist	0.8	0.2	1.0	1.0
<b>Total</b>	<b>2.8</b>	<b>1.6</b>	<b>4.0</b>	<b>4.0</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Director, Government and Community Affairs	-	0.0	-	-
Government and Community Affairs Officers	-	0.1	0.1	0.1
Govt & Comm Relations Coord	-	0.1	-	-
Manager, Government and Community Affairs	-	0.1	0.1	0.1
Public Affairs Specialist	-	0.1	-	-
<b>Total</b>	<b>-</b>	<b>0.3</b>	<b>0.1</b>	<b>0.1</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	233,648	218,122	472,587	472,587
511140	Regular Wages-Annuitant/Others	4,217			
511199	Regular Wage Accrual	2,642	(2,420)		
512000	Fringe Benefits	114,465	104,190	286,204	297,640
512099	Fringe Benefits Accrual	(3,259)	(1,183)		
521010	Dues and Subscriptions	11,875	36,957	36,957	36,957
522010	Seminar and Training		1,000	2,000	2,000
522030	Business Travel		10,000	15,000	15,000
523010	Office Supplies	2,969			
523050	Printing and Information Svcs	2,459	5,000	10,000	10,000
525030	Legislative Advocate	129,311	135,000	135,000	183,000
	<b>Subtotal</b>	<b>498,327</b>	<b>506,666</b>	<b>957,748</b>	<b>1,017,184</b>



**COMMUNICATIONS DIVISION – COMMUNICATIONS  
COST CENTER 012030**

The Communications Department is responsible for public relations functions, including media relations, producing printed materials and electronic communications, social media buys, and project management of special events.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Internal Comm Specialist	0.7	0.5	0.5	0.5
Manager, Communications	0.4	0.3	0.4	0.4
Public Affairs Specialist	0.8	0.6	0.3	0.3
<b>Total</b>	<b>1.9</b>	<b>1.4</b>	<b>1.2</b>	<b>1.2</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Communications	-	0.1	-	-
Public Affairs Specialist	-	0.2	0.2	0.2
<b>Total</b>	<b>-</b>	<b>0.3</b>	<b>0.2</b>	<b>0.2</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	163,244	129,818	123,529	123,529
511199	Regular Wage Accrual	3,286	(1,902)		
511210	Over Time Wages	740			
511299	Overtime Wage Accrual	474			
512000	Fringe Benefits	80,030	62,245	74,810	77,800
512099	Fringe Benefits Accrual	(10,009)	(930)		
521010	Dues and Subscriptions	364	3,000	3,000	3,000
522010	Seminar and Training		3,000	3,000	3,000
522030	Business Travel			4,500	4,500
523010	Office Supplies	262	1,500	1,500	1,500
523050	Printing and Information Svcs		3,562	3,562	3,562
523100	Promotional Advertising	45,283	19,651	19,651	19,651
523110	Bus Roadeo	2,677	14,707	14,707	14,707
523120	Promotional Events	886	6,000	6,000	6,000
525050	Consultant-Offsite		11,613	11,613	11,613
525090	Other Contract Services	50,000	156,179	306,179	306,179
528050	Freight Expense		100	100	100
530090	Miscellaneous	2,324	14,000	14,000	14,000
	<b>Subtotal</b>	<b>339,561</b>	<b>422,543</b>	<b>586,151</b>	<b>589,141</b>

**COMMUNICATIONS DIVISION – DIGITAL COMMUNICATIONS  
COST CENTER 012040**

The Digital Marketing Department is responsible for overseeing digital communications by social media, websites, and video.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Digital Communications Specialist	-	-	1.2	1.2
Manager, Digital Communication	-	0.3	0.4	0.4
Market Research Specialist	-	0.4	-	-
Multi-Media Specialist	-	0.3	-	-
Social Media Specialist	-	0.4	-	-
Web Developer	-	0.3	0.4	0.4
Web Developer III	-	-	0.4	0.4
<b>Total</b>	<b>-</b>	<b>1.7</b>	<b>2.4</b>	<b>2.4</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Digital Communication	0.4	0.1	-	-
Multi-Media Specialist	0.5	-	-	-
Social Media Specialist	0.5	-	-	-
Web Developer	0.4	0.1	-	-
<b>Total</b>	<b>1.7</b>	<b>0.2</b>	<b>-</b>	<b>-</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	822	151,339	205,468	205,468
511199	Regular Wage Accrual	(3,839)	(2,270)		
511210	Over Time Wages	128			
511299	Overtime Wage Accrual	(317)			
512000	Fringe Benefits	412	74,004	124,433	129,407
512099	Fringe Benefits Accrual	(139,013)	(1,110)		
513000	Temporary Staff	67,337			
522010	Seminar and Training		2,500	7,500	7,500
522030	Business Travel	632		7,500	7,500
523060	Software Maintenance and Licen	13,090	25,000	45,000	45,000
523100	Promotional Advertising	1,302	5,000	7,500	7,500
523120	Promotional Events	1	2,500	2,500	2,500
525090	Other Contract Services	1,137			
590010	Office Furniture & Equipment	3,095	10,000	10,000	10,000
	<b>Subtotal</b>	<b>(55,214)</b>	<b>266,963</b>	<b>409,901</b>	<b>414,875</b>

**COMMUNICATIONS DIVISION – CUSTOMER SERVICE  
COST CENTER 090200**

This cost center provides the front-line employees who serve customers by handling incoming calls, walk-ins, ticket sales, outreach events, and social media responses.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Customer Service Representative 1	0.5	0.5	-	-
Customer Service Representative 1 (full-time)	6.0	8.3	4.8	4.8
Customer Service Representative 1 (part-time)	-	-	2.4	2.4
Customer Service Representative 2	0.5	0.5	1.0	1.0
Director, Customer Experience	0.5	0.6	0.5	0.5
Manager, Customer Service	0.7	0.3	-	-
Manager, Marketing Outreach	-	-	0.5	0.5
Public Affairs Specialist	-	0.3	-	-
Receptionist	1.0	0.5	0.6	0.6
Supervisor, Customer Service	0.6	0.6	0.6	0.6
<b>Total</b>	<b>9.8</b>	<b>11.6</b>	<b>10.4</b>	<b>10.4</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Public Affairs Specialist	-	0.1	-	-
<b>Total</b>	<b>-</b>	<b>0.1</b>	<b>-</b>	<b>-</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	671,117	843,020	748,967	748,967
511140	Regular Wages-Annuitant/Others	55,582	207,901	44,354	44,354
511199	Regular Wage Accrual	4,364	(3,330)		
511210	Over Time Wages	15,897	21,000	21,000	21,000
511299	Overtime Wage Accrual	(873)			
512000	Fringe Benefits	329,997	416,769	453,862	471,992
512099	Fringe Benefits Accrual	(3,320)	(1,628)		
522010	Seminar and Training		750	750	750
523010	Office Supplies			1,500	1,500
530090	Miscellaneous	307	700	700	700
	<b>Subtotal</b>	<b>1,073,071</b>	<b>1,485,182</b>	<b>1,271,133</b>	<b>1,289,263</b>

Note: Regular Wage-Annuitants/Other includes Wages for Customer Service Extra Help

**COMMUNICATIONS DIVISION – CUSTOMER EXPERIENCE AND DISTRIBUTION SERVICES  
COST CENTER 090500**

This cost center managers mail services and marketing-related distribution.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Ambassador Program Coordinator	0.8	-	-	-
Customer Experience Coordination	-	0.6	0.5	0.5
Customer Experience Information Specialist	1.7	1.1	0.8	0.8
Distribution Clerk	1.0	1.0	1.1	1.1
Distribution Coordinator	1.0	0.5	0.5	0.5
<b>Total</b>	<b>4.4</b>	<b>3.2</b>	<b>2.9</b>	<b>2.9</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	211,761	252,295	203,519	203,519
511140	Regular Wages-Annuitant/Others	6,360			
511199	Regular Wage Accrual	4,175	(3,709)		
511210	Over Time Wages	190	500	500	500
512000	Fringe Benefits	103,754	121,312	123,254	128,179
512099	Fringe Benefits Accrual	(12,892)	(1,814)		
513000	Temporary Staff	61,855			
521010	Dues and Subscriptions		600	600	600
522010	Seminar and Training		1,000	1,000	1,000
523020	Postage	13,940	19,462	21,114	21,114
523021	Postage Overnight	6	4,500	4,500	4,500
523040	Office Equipment Repair and Ma	9,246	10,934	14,069	14,069
523050	Printing and Information Svcs	1,644	23,150	23,150	23,150
523060	Software Maintenance and Licen		1,500	1,500	1,500
523100	Promotional Advertising	34,217	130,000	130,000	130,000
523120	Promotional Events	25,935	100,000	100,000	100,000
525090	Other Contract Services	46,825	59,769	59,769	59,769
	<b>Subtotal</b>	<b>507,016</b>	<b>719,499</b>	<b>682,975</b>	<b>687,900</b>

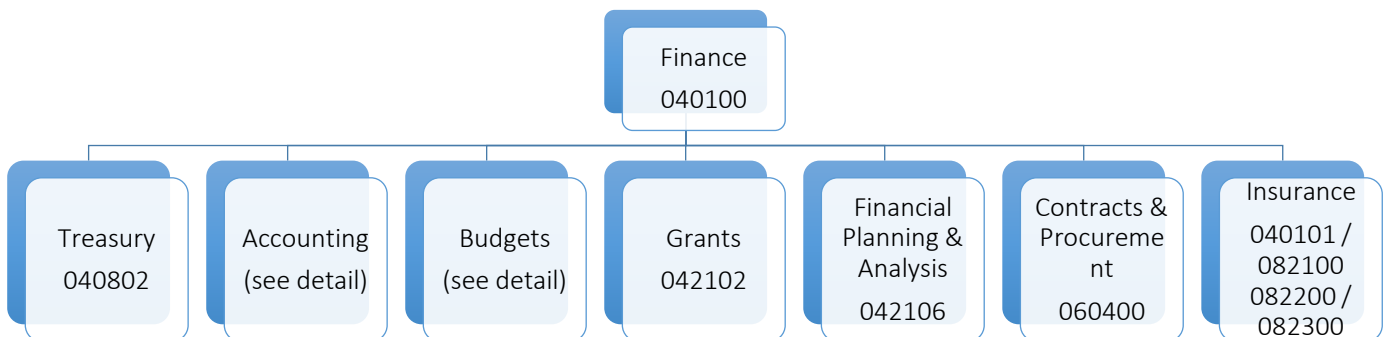
## Finance Division

The Finance Division is responsible for investment, cash and risk management, financial planning and analysis, capital and operating budgeting, financial accounting and reporting, payroll and vendor disbursements, and purchasing and contract administration for all four agencies.

### OVERALL FUNCTION:

- Treasury is responsible for short-term liquidity and revenue recognition, debt service management, banking and investments, sales tax, and operating accounts receivables.
- Financial Planning and Analysis performs forecasting and analysis supporting major executive decisions that drive strategic initiatives.
- Insurance manages insurance coverage needs, claims, reporting, and litigation.
- Budgets is responsible for leading and overseeing the development, implementation, and management of the annual capital and operating budgets. It consolidates, analyzes, and presents the annual capital and operating budgets to the Executive Team, the Finance Committee, the Citizens Advisory Committee (CAC) and the Board. Budgets supports cost center and project managers in day-to-day budget issues and tracking of budgets.
- Accounting produces the Annual Comprehensive Financial Report, the Annual State Controllers Report, and the Annual National Transit Database Report. This department oversees the general ledger, accounts payable, capital grants accounting, and fixed assets and financial reporting. It also participates in the annual audit for all four agencies.
- Grants is responsible to identify and secure grant funding sources to support capital and operating programs.
- Contracts & Procurement obtains goods, services, materials, and equipment in a transparent manner. The department's mission is to provide professional procurement and contract management services using efficient and innovative processes that result in continuous improvement and customer satisfaction, while maintaining public trust.

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
<b>Provide more transparency of District's operations, financial information, and offering strategies for performance improvements</b>	Add Key Performance Indicators (KPIs) to Business Intelligence software to increase metrics available for reporting	1	9	10	10
	Implement new cash management software	n/a	30%	60%	100%
	Improve procurement cycle time	n/a	n/a	5%	10%
	Develop a Strategic Procurement Plan	n/a	n/a	Start	100%
	Accurate, timely, and accessible reporting on actuals/forecast	n/a	n/a	50%	100%
<b>Modernize Financial Systems</b>	Assess Enterprise Performance Management System	n/a	100%	n/a	n/a
	Selection and procurement of Enterprise Performance Management system	n/a	n/a	100%	n/a
	Implementation of Enterprise Performance Management system	n/a	n/a	25%	100%



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note, fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.

**FINANCE DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Accountant II	10.1	10.9	9.1	9.1
Accountant III	3.4	3.0	3.0	3.0
Accounting II	1.0	-	-	-
Accounting Specialist	2.0	2.0	1.5	1.5
Accounting Technician	-	1.0	-	-
Administrative Analyst III	2.0	2.0	1.0	1.1
Administrative Support Specialist	-	1.0	1.0	1.0
Assistant Manager, Treasury Operations	-	-	1.0	1.0
B2B Development Analyst	-	0.5	-	-
B2B Development Specialist	1.0	-	-	-
Billing Supervisor	-	-	-	-
Budget Analyst III	1.9	2.6	2.7	2.7
Business Intelligence Analyst III	-	0.5	0.5	0.5
Business to Business (B2B) Development Specialist	-	-	0.6	0.6
Cash Specialist	-	-	1.0	1.0
Chief Financial Officer	1.0	1.0	1.0	1.0
Claims Specialist	0.5	0.6	0.6	0.6
Contract Administrator	1.1	1.1	1.9	1.9
Data Analyst Fare Program	-	0.4	-	-
Data Analyst III	-	-	0.4	0.4
Data Specialist	1.0	-	-	-
Deputy Chief Financial Officer	1.0	1.0	1.0	1.0
Director, Accounting	-	1.0	1.0	1.0
Director, Budgets and Financial Analysis	1.0	1.0	0.8	0.8
Director, Contracts and Procurement	1.0	1.0	1.0	1.0
Director, Financial Planning and Analysis	-	-	1.0	1.0
Director, Grants and Fund Management	-	-	0.1	0.1
Director, Treasury	1.0	1.0	1.0	1.0
Financial Analyst III	-	1.0	1.0	1.0
Financial Reporting Accountant	-	-	1.0	1.0
Insurance and Claims Administrator	0.5	0.5	0.5	0.5
Manager, Budgets	0.5	1.5	0.9	0.9
Manager, Fare Program Operations	-	-	0.4	0.4
Manager, Fare Program Ops	-	0.5	-	-
Manager, Fare Revenue	1.0	-	-	-
Manager, Financial Planning and Analysis	-	0.8	1.0	1.0
Manager, Financial Reporting	1.0	1.0	1.0	1.0

Continued on next page

Finance Division – Full Time Equivalents (FTE) – Continued

**FINANCE DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Manager, Grants and Capital Accounting	-	-	-	-
Manager, Grants and Fund Programming	-	-	0.1	0.1
Manager, Payroll	1.0	1.0	1.0	1.0
Manager, Procurement	2.0	2.0	2.0	2.0
Manager, Revenue Management	-	1.0	1.0	1.0
Manager, Treasury Debt & Inves	-	-	1.0	1.0
Manager, Treasury Operations	1.0	1.0	-	-
Mgr, Financial Plng/Analysis	1.0	1.0	-	-
Operations Cost Analyst	0.5	-	-	-
Payroll Specialist	1.0	1.0	-	-
Principal Grants Analyst	-	-	0.0	0.1
Procurement Administrator I	0.2	0.3	1.1	1.1
Procurement Administrator II	5.5	4.9	2.6	2.6
Procurement Administrator III	1.7	1.7	2.9	2.9
Senior Accountant	-	-	-	-
Senior Budget Analyst	-	-	0.8	1.0
Senior Payroll and Accounts Payable Specialist	-	-	1.0	1.0
Sr Financial Analyst	-	0.5	-	-
Supervisor, Fare Program Ops	-	-	0.3	0.3
Supervisor, Payroll	1.0	1.0	1.0	1.0
<b>Total</b>	<b>46.7</b>	<b>52.1</b>	<b>51.5</b>	<b>51.7</b>



**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Accountant II	2.1	2.1	1.3	1.3
Accountant III	0.5	0.3	0.6	0.6
Accounting Specialist	0.2	0.2	-	-
Administrative Analyst III	-	-	0.5	0.6
Billing Supervisor	-	-	0.2	0.2
Budget Analyst III	0.7	0.6	1.1	1.1
Contract Administrator	-	-	0.2	0.2
Director, Budgets and Financial Analysis	-	-	0.2	0.2
Director, Grants and Fund Management	-	-	0.4	0.4
Manager, Budgets	0.2	0.5	1.1	1.1
Manager, Grants and Capital Accounting	0.5	0.5	0.3	0.3
Manager, Grants and Fund Programming	-	-	0.7	0.7
Principal Grants Analyst	-	-	0.5	0.7
Procurement Administrator I	0.3	0.3	0.3	0.3
Procurement Administrator II	0.7	1.2	1.6	1.6
Procurement Administrator III	0.5	0.3	0.5	0.5
Senior Accountant	0.4	0.4	-	-
<b>Total</b>	<b>5.9</b>	<b>6.4</b>	<b>9.3</b>	<b>9.6</b>

**FINANCE DIVISION**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
405140	Overhead Recovery	(8,003,174)	(30,670,920)	(30,670,920)	(30,670,920)
405145	AIA Recovery Non-Labor	(14,594,295)			
405149	Overhead Recovery Accrual	(54,512)			
405246	Fuel Hedge Revenue	(933,528)			
511110	Regular Wages	4,893,387	6,388,001	6,202,577	6,228,733
511120	Regular Wage Union BusOp/Maint			2,000,000	
511130	Regular Wage Special Program			54,064	104,269
511140	Regular Wages-Annuitant/Others	156,198	71,736	100,666	100,666
511199	Regular Wage Accrual	38,256	(90,449)		
511210	Over Time Wages	13,168	10,000	15,000	15,000
511299	Overtime Wage Accrual	(574)			
512000	Fringe Benefits	(339,978)	3,108,211	3,764,027	3,930,607
512099	Fringe Benefits Accrual	430,761	(44,229)		
512210	Retiree Medical Cost-Funded	3,572,000	3,512,000	3,512,000	3,512,000
512220	Retiree Medical Cost-Unfunded	2,738,251			
512240	CalPERS ER Funded Cost	5,341,061	5,715,583	5,118,669	5,118,669
513000	Temporary Staff	247,737	125,000	100,000	
521010	Dues and Subscriptions	12,428	14,203	17,903	17,903
521060	Employee Safety and Health Pro		1,000	1,000	1,000
522010	Seminar and Training	23,684	66,600	98,100	98,100
522030	Business Travel	618	5,000	5,000	5,000
523010	Office Supplies	5,456	25,000	25,000	25,000
523020	Postage	199	3,500	3,500	3,500
523021	Postage Overnight	517	500	500	500
523030	Books and Reference Materials	672	8,400	8,700	8,700
523040	Office Equipment Repair and Ma	369			
523050	Printing and Information Svcs	954	1,500		
523060	Software Maintenance and Licen	80,886	375,000	382,000	382,000
523072	Tickets and Passes	54,804	95,000	95,000	95,000
523073	Letterhead Items		500	500	500
523074	Business Forms		2,800	2,800	2,800
523090	Legal Advertising	(189)	2,500	2,500	2,500
525021	Annual Audit Services	76,500	82,154	82,154	82,154
525050	Consultant-Offsite	149,686	269,800	389,800	269,800
525051	Consultant-Onsite	6,000	200,000		
525090	Other Contract Services	133,344	201,040	239,040	247,040

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FINANCE DIVISION – continued

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
525211	Rev Coll-TVM's/Parking Machine	557,268	548,847	692,757	692,757
525311	Clipper Operator Charges	320,999	392,626	392,626	392,626
527011	Premium - Physical Damage-MB	285,367	318,000	349,800	384,780
527012	Premium - Physical Damage-CUB	61,149	68,143	74,957	82,453
527013	Premium - Physical Damage-ADA	61,147	68,143	74,957	82,453
527031	Premium-PL & PD Insurance-MB	1,791,690	1,972,082	2,169,290	2,386,219
527032	Premium-PL & PD Insurance-CUB	1,194,455	1,314,721	1,446,193	1,590,812
527033	Premium-PL & PD Insurance-ADA	995,379	1,095,601	1,205,161	1,325,677
527041	Insurance Deductible-MB	12,811	50,000	50,000	50,000
527042	Insurance Deductible-CUB		50,000	50,000	50,000
527051	Insurance Adjustor Fee-MB		136,000	136,000	136,000
527052	Insurance Adjustor Fee-CUB		86,800	86,800	86,800
527053	Insurance Adjustor Fee-ADA		24,800	24,800	24,800
527054	Insurance Adjustor Fee-Gen.	121,879			
527061	Insurance Claim-Legal Fees-MB	50,000	300,000	300,000	300,000
527062	Insurance Claim-Legal Fees-CUB		100,000	100,000	100,000
527063	Insurance Claim-Legal Fees-ADA		100,000	100,000	100,000
527071	Insurance Broker Fees-MB	19,961	60,000	60,000	60,000
527074	Insurance Broker Fees-Gen.	28,708			
527081	Claims Expense-MB	(1,088,692)	300,000	500,000	500,000
527082	Claims Expense-CUB	(1,211,158)	100,000	500,000	500,000
527083	Claims Expense-ADA	(84,397)	100,000	100,000	100,000
527084	Claims Expense-Gen.	1,279,895	2,880,000	2,880,000	2,880,000
527091	Premium - Other Insurance-MB	494,425	494,863	544,349	598,784
530010	Interest Expense		7,949,989	7,317,898	6,747,806
530015	Bond Refunding Interest Amorti			700,058	622,294
530020	Sales Commission Expense	6,215	11,000	11,000	11,000
530030	Bad Debt Expense		10,000	10,000	10,000
530040	Bank Fees	134,871	255,600	238,800	238,800
530041	Transaction Fees	39,564	40,000	48,000	48,000
530042	Colma Parking Fees	1,471		5,000	5,000
530045	Fiscal Agent Fees	8,586	36,000	36,000	36,000
530046	Custody Fees	15,002	15,000	18,800	18,800
530047	Debt Fees		26,400	26,400	26,400
530048	Investment Fees	74,000	168,000	168,000	168,000
530090	Miscellaneous	(1,250)	30,650	30,650	30,650
530100	Sales Tax Alloc/Transf Out		597,375		
530120	Inter-Agency Overhead Expenses	4,555,932	14,871,035	14,871,035	14,871,035
530124	AIA Expense Non-Labor	4,278,152	716,514	716,514	716,514
530129	Inter-Agency Overhead Exp Accr	59,863			
590010	Office Furniture & Equipment		5,000	7,700	5,000
	<b>Subtotal</b>	<b>8,113,977</b>	<b>24,772,619</b>	<b>27,593,125</b>	<b>25,559,981</b>

**FINANCE DIVISION – FINANCE ADMINISTRATION  
COST CENTER 040100**

This cost center oversees the Finance, Budget, Treasury, Insurance, Contracts and Procurement and IT departments.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Analyst III	1.0	1.0	1.0	1.0
B2B Development Analyst	-	0.5	-	-
Budget Analyst III	0.5	1.0	-	-
Business Intelligence Analyst III	-	0.5	-	-
Chief Financial Officer	1.0	1.0	1.0	1.0
Claims Specialist	0.5	0.6	-	-
Data Analyst Fare Program	-	0.4	-	-
Deputy Chief Financial Officer	-	1.0	1.0	1.0
Insurance and Claims Administrator	0.5	0.5	-	-
Manager, Fare Program Ops	-	0.5	-	-
Manager, Financial Planning and Analysis	-	0.8	-	-
Mgr, Financial PIng/Analysis	1.0	1.0	-	-
Operations Cost Analyst	0.5	-	-	-
Sr Financial Analyst	-	0.5	-	-
<b>Total</b>	<b>5.0</b>	<b>9.2</b>	<b>3.0</b>	<b>3.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	804,183	1,332,468	597,161	627,191
511140	Regular Wages-Annuitant/Others		28,632		
511199	Regular Wage Accrual	(6,278)	(17,166)		
512000	Fringe Benefits	393,967	650,471	361,642	395,007
512099	Fringe Benefits Accrual	6,462	(8,394)		
512210	Retiree Medical Cost-Funded	3,572,000	3,512,000	3,512,000	3,512,000
512240	CalPERS ER Funded Cost	5,341,061	5,715,583	5,118,669	5,118,669
513000	Temporary Staff	42,808		100,000	
521010	Dues and Subscriptions	1,225	2,500	2,500	2,500
522010	Seminar and Training	815	28,100	20,100	20,100
522030	Business Travel	25	5,000	5,000	5,000
523010	Office Supplies	3,038	12,000	15,000	15,000
523021	Postage Overnight	320			
523030	Books and Reference Materials	672	2,500	2,500	2,500
523040	Office Equipment Repair and Ma	369			
523050	Printing and Information Svcs	954			
523060	Software Maintenance and Licen	39,994	300,000		
523072	Tickets and Passes	21,419	95,000		
525050	Consultant-Offsite	66,720	200,000	300,000	200,000
590010	Office Furniture & Equipment			2,700	
	<b>Subtotal</b>	<b>10,289,754</b>	<b>11,858,694</b>	<b>10,037,272</b>	<b>9,897,967</b>

**FINANCE DIVISION – SPECIAL INSURANCE CLAIMS  
COST CENTER 040101**

This cost center is for year-end actuarial entries.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
521010	Dues and Subscriptions	330			
523010	Office Supplies	338			
527084	Claims Expense-Gen.	2,733,767	2,880,000	2,880,000	2,880,000
	<b>Subtotal</b>	<b>2,734,435</b>	<b>2,880,000</b>	<b>2,880,000</b>	<b>2,880,000</b>

**FINANCE DIVISION – INSURANCE–GENERAL/MOTOR BUS  
COST CENTER 082100**

This cost center encompasses all of the District's Motorbus insurance, claims, fees and expenses.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
527011	Premium - Physical Damage-MB	285,367	318,000	349,800	384,780
527031	Premium-PL & PD Insurance-MB	1,791,690	1,972,082	2,169,290	2,386,219
527041	Insurance Deductible-MB	12,811	50,000	50,000	50,000
527051	Insurance Adjustor Fee-MB		136,000	136,000	136,000
527054	Insurance Adjustor Fee-Gen.	121,879			
527061	Insurance Claim-Legal Fees-MB	50,000	300,000	300,000	300,000
527071	Insurance Broker Fees-MB	19,961	60,000	60,000	60,000
527074	Insurance Broker Fees-Gen.	28,708			
527081	Claims Expense-MB	(1,088,692)	300,000	500,000	500,000
527084	Claims Expense-Gen.	(1,453,872)			
527091	Premium - Other Insurance-MB	494,425	494,863	544,349	598,784
	<b>Subtotal</b>	<b>262,276</b>	<b>3,630,945</b>	<b>4,109,439</b>	<b>4,415,783</b>

**FINANCE DIVISION – INSURANCE-CUB  
COST CENTER 082200**

This cost center encompasses all of the District's Contracted Urban Bus insurance, claims, fees and expenses.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
527012	Premium - Physical Damage-CUB	61,149	68,143	74,957	82,453
527032	Premium-PL & PD Insurance-CUB	1,194,455	1,314,721	1,446,193	1,590,812
527042	Insurance Deductible-CUB		50,000	50,000	50,000
527052	Insurance Adjustor Fee-CUB		86,800	86,800	86,800
527062	Insurance Claim-Legal Fees-CUB		100,000	100,000	100,000
527082	Claims Expense-CUB	(1,211,158)	100,000	500,000	500,000
	<b>Subtotal</b>	<b>44,446</b>	<b>1,719,664</b>	<b>2,257,950</b>	<b>2,410,065</b>

**FINANCE DIVISION – INSURANCE ADA  
COST CENTER 082300**

This cost center encompasses all of the District's ADA paratransit insurance, claims, fees and expenses.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
527013	Premium - Physical Damage-ADA	61,147	68,143	74,957	82,453
527033	Premium-PL & PD Insurance-ADA	995,379	1,095,601	1,205,161	1,325,677
527053	Insurance Adjustor Fee-ADA		24,800	24,800	24,800
527063	Insurance Claim-Legal Fees-ADA		100,000	100,000	100,000
527083	Claims Expense-ADA	(84,397)	100,000	100,000	100,000
	<b>Subtotal</b>	<b>972,129</b>	<b>1,388,544</b>	<b>1,504,918</b>	<b>1,632,930</b>

**FINANCE DIVISION – TREASURY  
COST CENTER 040802**

Cost center responsible for cash management, corporate finance, and financial risk management.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Accountant II	4.0	5.0	3.0	3.0
Accountant III	1.0	1.0	1.0	1.0
Accounting II	1.0	-	-	-
Accounting Specialist	1.0	1.0	0.5	0.5
Accounting Technician	-	1.0	-	-
Assistant Manager, Treasury Operations	-	-	1.0	1.0
B2B Development Specialist	1.0	-	-	-
Cash Specialist	-	-	1.0	1.0
Director, Treasury	1.0	1.0	1.0	1.0
Financial Analyst III	-	1.0	-	-
Manager, Fare Revenue	1.0	-	-	-
Manager, Revenue Management	-	1.0	1.0	1.0
Manager, Treasury Debt & Inves	-	-	1.0	1.0
Manager, Treasury Operations	1.0	1.0	-	-
<b>Total</b>	<b>11.0</b>	<b>12.0</b>	<b>9.5</b>	<b>9.5</b>

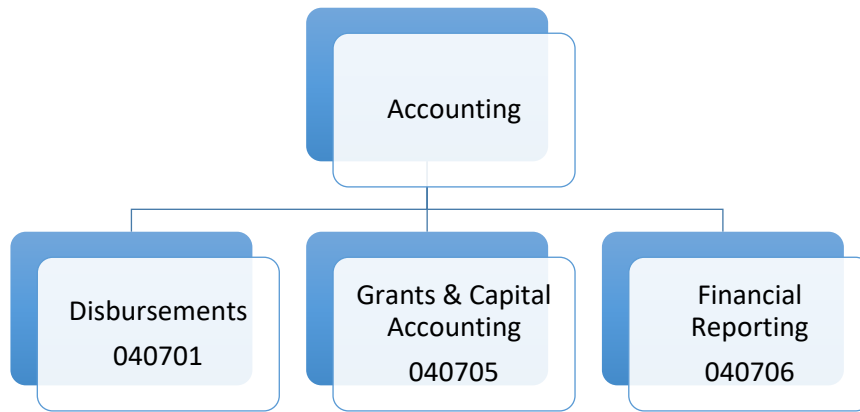
**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Accountant II	-	-	0.5	0.5
Accountant III	-	-	0.3	0.3
Billing Supervisor	-	-	0.2	0.2
<b>Total</b>	<b>-</b>	<b>-</b>	<b>1.0</b>	<b>1.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
405246	Fuel Hedge Revenue	(933,528)			
511110	Regular Wages	836,076	1,324,798	1,085,745	1,085,745
511140	Regular Wages-Annuitant/Others	72,101			
511199	Regular Wage Accrual	13,307	(17,847)		
511210	Over Time Wages	2,165			
511299	Overtime Wage Accrual	(85)			
512000	Fringe Benefits	409,759	644,531	657,532	683,809
512099	Fringe Benefits Accrual	13,246	(8,727)		
513000	Temporary Staff	148,283	125,000		
521010	Dues and Subscriptions	1,809	3,353	5,053	5,053
522010	Seminar and Training	4,125	20,000	30,000	30,000
522030	Business Travel	3			
523010	Office Supplies	221	1,000	1,000	1,000
523020	Postage	199	3,500	3,500	3,500
523021	Postage Overnight	16			
523030	Books and Reference Materials		2,500	2,500	2,500
523060	Software Maintenance and Licen	40,892	75,000	82,000	82,000
523072	Tickets and Passes	33,385			
525051	Consultant-Onsite		200,000		
525090	Other Contract Services	10,624	50,000	80,000	80,000
525211	Rev Coll-TVM's/Parking Machine	557,268	548,847	692,757	692,757
525311	Clipper Operator Charges	320,999	392,626	392,626	392,626
530010	Interest Expense		7,949,989	7,317,898	6,747,806
530015	Bond Refunding Interest Amorti			700,058	622,294
530020	Sales Commission Expense	6,215	11,000	11,000	11,000
530030	Bad Debt Expense		10,000	10,000	10,000
530040	Bank Fees	134,871	255,600	238,800	238,800
530041	Transaction Fees	39,564	40,000	48,000	48,000
530042	Colma Parking Fees	1,471		5,000	5,000
530045	Fiscal Agent Fees	8,586	36,000	36,000	36,000
530046	Custody Fees	15,002	15,000	18,800	18,800
530047	Debt Fees		26,400	26,400	26,400
530048	Investment Fees	74,000	168,000	168,000	168,000
530090	Miscellaneous	2,000	30,000	30,000	30,000
530100	Sales Tax Alloc/Transf Out		597,375		
	<b>Subtotal</b>	<b>1,812,576</b>	<b>12,503,945</b>	<b>11,642,669</b>	<b>11,021,090</b>



## FINANCE DIVISION – ACCOUNTING



## FINANCE DIVISION – DISBURSEMENTS COST CENTER 040701

The Payroll Department produces the payroll for the District on a biweekly basis and administers all other Payroll-related responsibilities.

### Operating

Description	FY2022	FY2023	FY2024	FY2025
Accountant II	4.0	4.0	4.0	4.0
Accountant III	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0
Manager, Payroll	1.0	1.0	1.0	1.0
Payroll Specialist	1.0	1.0	-	-
Senior Payroll and Accounts Payable Specialist	-	-	1.0	1.0
Supervisor, Payroll	1.0	1.0	1.0	1.0
<b>Total</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	886,896	928,116	918,412	918,412
511140	Regular Wages-Annuitant/Others	4,788			
511199	Regular Wage Accrual	819	(13,802)		
511210	Over Time Wages	11,003	10,000	10,000	10,000
511299	Overtime Wage Accrual	(488)			
512000	Fringe Benefits	435,332	450,553	556,194	578,421
512099	Fringe Benefits Accrual	11,432	(6,749)		
513000	Temporary Staff	56,646			
521010	Dues and Subscriptions	1,233	1,800	1,800	1,800
522010	Seminar and Training		2,500	2,500	2,500
523010	Office Supplies	517	4,000	4,000	4,000
523030	Books and Reference Materials		2,200	2,200	2,200
523074	Business Forms		1,800	1,800	1,800
	<b>Subtotal</b>	<b>1,408,177</b>	<b>1,380,418</b>	<b>1,496,906</b>	<b>1,519,133</b>

**FINANCE DIVISION – GRANTS & CAPITAL ACCOUNTING  
COST CENTER 040705**

This department handles Capital Grants, Billing, capital accounting, Fixed Assets and internal and external reporting related to grants.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Accountant II	0.1	-	1.3	1.3
<b>Total</b>	<b>0.1</b>	<b>-</b>	<b>1.3</b>	<b>1.3</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Accountant II	1.3	1.4	-	-
Accounting Specialist	0.2	0.2	-	-
Manager, Grants and Capital Accounting	0.5	0.5	0.3	0.3
Senior Accountant	0.4	0.4	-	-
<b>Total</b>	<b>2.4</b>	<b>2.5</b>	<b>0.3</b>	<b>0.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages			131,927	131,927
512000	Fringe Benefits			79,896	83,089
	<b>Subtotal</b>	-	-	<b>211,823</b>	<b>215,016</b>

**FINANCE DIVISION – FINANCIAL REPORTING  
COST CENTER 040706**

The Financial Reporting department produces the monthly Board Financial statements, participates in the Annual Audit, and produces the Comprehensive Annual Financial Report, the Annual State Controllers Report, and Annual National Transit Database Report. Participates and produces reports for operating and capital financial audits.

**Operating**

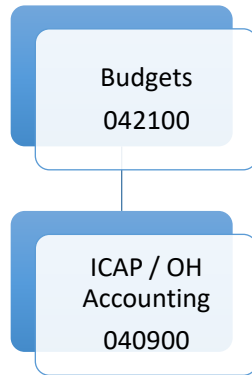
Description	FY2022	FY2023	FY2024	FY2025
Accountant II	2.0	1.9	0.8	0.8
Accountant III	1.4	1.0	1.0	1.0
Director, Accounting	-	1.0	1.0	1.0
Financial Reporting Accountant	-	-	1.0	1.0
Manager, Financial Reporting	1.0	1.0	1.0	1.0
<b>Total</b>	<b>4.4</b>	<b>4.9</b>	<b>4.8</b>	<b>4.8</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Accountant II	0.9	0.7	0.8	0.8
Accountant III	0.5	0.3	0.3	0.3
<b>Total</b>	<b>1.4</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	392,943	657,046	604,636	604,636
511199	Regular Wage Accrual	6,825	(9,780)		
512000	Fringe Benefits	(2,545,750)	319,236	366,171	380,803
512099	Fringe Benefits Accrual	378,793	(4,783)		
512220	Retiree Medical Cost-Unfunded	2,738,251			
521010	Dues and Subscriptions	860		1,000	1,000
522010	Seminar and Training	135		12,000	12,000
523021	Postage Overnight	21			
523030	Books and Reference Materials			300	300
525021	Annual Audit Services	74,000	82,154	82,154	82,154
525050	Consultant-Offsite	48,326	19,800	39,800	19,800
525051	Consultant-Onsite	6,000			
525090	Other Contract Services	72,000	86,040	86,040	86,040
	<b>Subtotal</b>	<b>1,172,404</b>	<b>1,149,713</b>	<b>1,192,101</b>	<b>1,186,733</b>

## FINANCE DIVISION – BUDGETS



### FINANCE DIVISION – BUDGETS COST CENTER 042100

This cost center is responsible for overseeing the development of the District, JPB, TA and JPA annual operating and capital budgets, financial analysis and operating projections.

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
Budget Analyst III	1.4	1.6	1.7	1.7
Director, Budgets and Financial Analysis	1.0	1.0	0.8	0.8
Manager, Budgets	0.5	1.5	0.9	0.9
Senior Budget Analyst	-	-	0.8	1.0
<b>Total</b>	<b>2.8</b>	<b>4.1</b>	<b>4.2</b>	<b>4.4</b>

#### Capital

Description	FY2022	FY2023	FY2024	FY2025
Budget Analyst III	0.7	0.6	1.1	1.1
Director, Budgets and Financial Analysis	-	-	0.2	0.2
Manager, Budgets	0.2	0.5	1.1	1.1
<b>Total</b>	<b>0.8</b>	<b>1.1</b>	<b>2.3</b>	<b>2.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	421,343	602,511	557,407	581,756
511120	Regular Wage Union BusOp/Maint			2,000,000	
511130	Regular Wage Special Program			54,064	104,269
511140	Regular Wages-Annuitant/Others	36,649	43,104		
511199	Regular Wage Accrual	6,905	(8,978)		
512000	Fringe Benefits	206,415	296,277	337,571	366,394
512099	Fringe Benefits Accrual	5,534	(4,390)		
521010	Dues and Subscriptions	1,557	1,050	2,050	2,050
521060	Employee Safety and Health Pro		1,000	1,000	1,000
522010	Seminar and Training	1,071	6,000	10,000	10,000
523050	Printing and Information Svcs		1,500		
525050	Consultant-Offsite	34,640	50,000	50,000	50,000
	<b>Subtotal</b>	<b>714,113</b>	<b>988,074</b>	<b>3,012,092</b>	<b>1,115,469</b>

**FINANCE DIVISION – ICAP / OH ACCOUNTING  
COST CENTER 040900**

District share of the managing agency overhead or AIA (Administration Indirect Agency). There are no FTEs for this cost center.

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
405140	Overhead Recovery	(8,003,174)	(30,670,920)	(30,670,920)	(30,670,920)
405145	AIA Recovery Non-Labor	(14,594,295)			
405149	Overhead Recovery Accrual	(54,512)			
530120	Inter-Agency Overhead Expenses	4,555,932	14,871,035	13,888,605	14,871,035
530124	AIA Expense Non-Labor	4,278,152	716,514	1,698,944	716,514
530129	Inter-Agency Overhead Exp Accr	59,863			
	<b>Subtotal</b>	<b>(13,758,034)</b>	<b>(15,083,371)</b>	<b>(15,083,371)</b>	<b>(15,083,371)</b>

**FINANCE DIVISION – GRANTS**  
**COST CENTER 042102**

The Grants department is responsible for securing and managing grant funds to support the District’s and JPB’s operating and capital budgets.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst III	-	-	0.0	0.1
Director, Grants and Fund Management	-	-	0.1	0.1
Manager, Grants and Fund Programming	-	-	0.1	0.1
Principal Grants Analyst	-	-	0.0	0.1
<b>Total</b>	-	-	<b>0.2</b>	<b>0.2</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst III	-	-	0.5	0.6
Director, Grants and Fund Management	-	-	0.4	0.4
Manager, Grants and Fund Programming	-	-	0.7	0.7
Principal Grants Analyst	-	-	0.5	0.7
<b>Total</b>	-	-	<b>2.0</b>	<b>2.4</b>

\*Grants cost center is moved from Planning to Finance Division starting FY24

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages		-	25,489	28,533
512000	Fringe Benefits		-	15,439	17,973
522010	Seminar and Training		-	1,000	1,000
	<b>Subtotal</b>	-	-	<b>41,928</b>	<b>47,506</b>

**FINANCE DIVISION – CONTRACT AND PROCUREMENT  
COST CENTER 060400**

This cost center procures goods, services, materials and equipment in a transparent manner for the District, JPB and TA. The department's mission is to provide professional, value-added procurement and contract management services using efficient, effective and innovative processes that result in continuous improvement and customer satisfaction, while maintaining public trust.

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Analyst III	1.0	1.0	-	-
Administrative Support Specialist	-	1.0	1.0	1.0
Contract Administrator	1.1	1.1	1.9	1.9
Data Specialist	1.0	-	-	-
Director, Contracts and Procurement	1.0	1.0	1.0	1.0
Manager, Procurement	2.0	2.0	2.0	2.0
Procurement Administrator I	0.2	0.3	1.1	1.1
Procurement Administrator II	5.5	4.9	2.6	2.6
Procurement Administrator III	1.7	1.7	2.9	2.9
<b>Total</b>	<b>13.4</b>	<b>12.9</b>	<b>12.4</b>	<b>12.4</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Contract Administrator	-	-	0.2	0.2
Procurement Administrator I	0.3	0.3	0.3	0.3
Procurement Administrator II	0.7	1.2	1.6	1.6
Procurement Administrator III	0.5	0.3	0.5	0.5
<b>Total</b>	<b>1.4</b>	<b>1.8</b>	<b>2.6</b>	<b>2.6</b>



Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	1,324,807	1,543,062	1,455,366	1,455,366
511140	Regular Wages-Annuitant/Others	42,660		100,666	100,666
511199	Regular Wage Accrual	8,290	(22,876)		
511210	Over Time Wages			5,000	5,000
512000	Fringe Benefits	649,023	747,143	889,090	924,309
512099	Fringe Benefits Accrual	11,185	(11,186)		
521010	Dues and Subscriptions	4,674	5,500	5,500	5,500
522010	Seminar and Training	11,661	10,000	22,500	22,500
523010	Office Supplies	1,308	8,000	5,000	5,000
523021	Postage Overnight	160	500	500	500
523030	Books and Reference Materials		1,200	1,200	1,200
523073	Letterhead Items		500	500	500
523074	Business Forms		1,000	1,000	1,000
523090	Legal Advertising	(189)	2,500	2,500	2,500
525090	Other Contract Services	50,720	65,000	73,000	81,000
530090	Miscellaneous		650	650	650
590010	Office Furniture & Equipment		5,000	5,000	5,000
	<b>Subtotal</b>	<b>2,104,298</b>	<b>2,355,993</b>	<b>2,567,472</b>	<b>2,610,691</b>

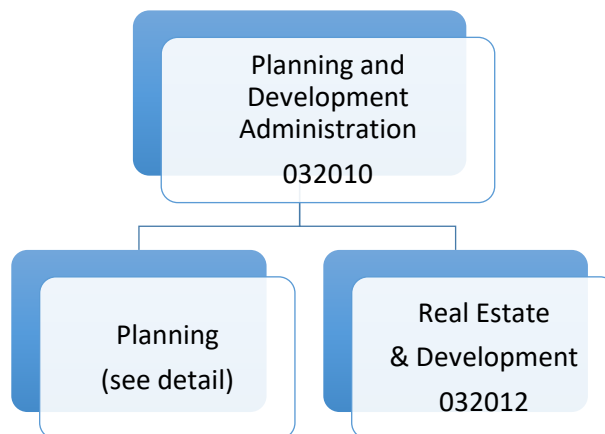
## Planning and Development Division

The Planning Division is responsible for short-range and long-range planning, grant development, real estate and facilities management, service delivery studies and planning, and administration of voter-approved sales tax expenditure plan for all four agencies.

### OVERALL FUNCTION:

- Manage short-range and long-range planning efforts, including the preparation of strategic plans for district-wide initiatives, service delivery studies and planning, and data analysis.
- Provide support for projects, including environmental and right-of-way reviews and permits.
- Manage environmental compliance required by the California Environmental Quality Act (CEQA) and assist in environmental planning to support organizational initiatives.
- Property management and development, including acquisition of property and right of way to support capital projects delivery.

Objective	Performance Measurement	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual
<b>Complete District plans and implement Reimagine SamTrans</b>	Implement Reimagine SamTrans recommendations in phases as workforce levels allow	n/a	40%	100%	100%
	Complete the Bus Stop Improvement Plan	n/a	60%	100%	n/a
	Complete the Strategic Plan	n/a	5%	80%	100%



The following charts show staff position and expense trends for the total Division followed by each cost center (Department) within the Division. Please note, fractional FTE positions reflect staff time allocated either to the other agencies (JPB, TA or JPA) or time allocated to Capital projects.

**PLANNING DIVISION - FULL TIME EQUIVALENTS (FTE)**

**Operating**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Chief Officer, Planning, Grants, and Transportation A	0.3	0.4	0.9	0.9
Contract Administrator	0.3	0.3	0.3	0.3
Deputy Director, RE Mgt & Dev	-	-	0.3	0.3
Director, Grants and Fund Management	0.1	0.1	-	-
Director, Planning	0.9	0.9	0.9	0.9
Director, Real Estate and Development	0.3	0.2	0.2	0.2
Executive Assistant II	0.4	0.4	0.4	0.4
Grants Analyst	0.1	-	-	-
Manager, Cap Projects & Env Pl	0.1	-	-	-
Manager, Environmental Compliance	-	0.4	0.4	0.4
Manager, Grants and Fund Programming	-	0.1	-	-
Manager, Operations Planning, Bus	0.9	0.9	1.0	1.0
Manager, RE Mgmt & Cap Pro Su	0.3	-	-	-
Manager, RE Mgt & Cap Pro Sup	-	0.3	-	-
Manager, Real Estate Management and Capital Projec	-	-	0.3	0.3
Manager, Strategic Development	-	1.0	1.0	1.0
Manager, Transit Oriented Development	0.3	0.7	0.8	0.8
Planning Administrator	1.4	1.7	3.7	3.7
Planning Administrator, Capital Projects Planning	-	-	0.4	0.5
Planning Administrator, Scheduling	-	-	1.0	1.0
Planning Administrator, Special Services/Microtransi	-	-	0.5	1.0
Planning Analyst II	2.7	1.8	1.9	1.9
Planning Analyst III	2.5	3.4	1.9	1.9
Planning Analyst III, Bus Stop Coordinator	-	-	0.8	1.0
Planning Manager, ECR/Major Corridor Planning/GBI	-	-	0.3	0.5
Principal Planner, Env Plan	0.1	-	-	-
Real Estate Administrator	0.3	0.6	0.6	0.6
Real Estate Specialist	0.6	0.3	-	-
Scheduling Analyst II	0.9	-	-	-
Scheduling Analyst III	0.9	-	-	-
Scheduling Specialist	0.9	0.9	1.0	1.0
Surveyor	0.0	0.1	0.1	0.1
<b>Total</b>	<b>14.0</b>	<b>14.3</b>	<b>18.5</b>	<b>19.6</b>

**Capital**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Administrative Analyst II	-	0.8	-	-
Administrative Analyst III	0.2	0.2	-	-
Chief Officer, Planning, Grants, and Transportation A	0.1	-	0.1	0.1
Director, Grants and Fund Management	0.3	0.3	-	-
Director, Planning	0.1	0.1	0.1	0.1
Director, Real Estate and Development	0.1	0.1	0.1	0.1
Executive Assistant II	0.2	0.2	0.2	0.2
Grants Analyst	0.8	-	-	-
Manager, Cap Projects & Env PI	0.1	-	-	-
Manager, Environmental Compliance	-	-	0.1	0.1
Manager, Environmental Compliance & Sustainability	-	0.0	-	-
Manager, Grants and Fund Programming	-	0.8	-	-
Manager, Transit Oriented Development	0.1	0.2	0.2	0.2
Planning Administrator	0.1	0.2	0.2	0.2
Planning Administrator, Capital Projects Planning	-	-	0.4	0.5
Planning Analyst III	0.1	0.1	0.1	0.1
Planning Manager, ECR/Major Corridor Planning/GBI	-	-	0.3	0.5
Principal Planner, Env Plan	0.1	-	-	-
Surveyor	0.1	0.1	0.1	0.1
<b>Total</b>	<b>2.1</b>	<b>2.8</b>	<b>1.6</b>	<b>2.0</b>

**PLANNING AND DEVELOPMENT DIVISION**

<b>Account</b>	<b>GL Descriptions</b>	<b>FY2022 Actuals</b>	<b>FY2023 Adopted Budget</b>	<b>FY2024 Adopted Budget</b>	<b>FY2025 Adopted Budget</b>
511110	Regular Wages	1,376,851	1,704,225	2,317,029	2,446,641
511140	Regular Wages-Annuitant/Others	59,326		8,309	
511199	Regular Wage Accrual	21,167	(24,449)		
511210	Over Time Wages		8,004	8,004	8,004
512000	Fringe Benefits	674,520	826,774	1,403,848	1,540,911
512099	Fringe Benefits Accrual	10,829	(11,955)		
521010	Dues and Subscriptions	3,034	19,900	20,850	21,125
521040	Recruitment Costs	5,000	10,800	10,800	10,800
521060	Employee Safety and Health Pro			16,000	16,000
522010	Seminar and Training	6,827	16,300	36,000	36,000
522030	Business Travel	1,124	20,750	31,000	36,326
523010	Office Supplies	1,060	6,900	7,150	7,260
523030	Books and Reference Materials		225	235	246
523050	Printing and Information Svcs	278	450	2,960	2,971
523060	Software Maintenance and Licen	55,000	56,000	1,100	1,210
523100	Promotional Advertising	1,000			
525010	Legal Services	9,919			
525050	Consultant-Offsite	883,277	3,210,483	1,802,460	1,140,582
525090	Other Contract Services	17,493			
530090	Miscellaneous	400	15,000	15,000	15,000
530110	Property Taxes	812	200	200	200
	<b>Subtotal</b>	<b>3,127,916</b>	<b>5,859,607</b>	<b>5,680,945</b>	<b>5,283,276</b>

**PLANNING AND DEVELOPMENT– ADMINISTRATION  
COST CENTER 032010**

This cost center is the managing support for all planning activities, responsibilities and functions.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Chief Officer, Planning, Grants, and Transportation A	0.3	0.4	0.9	0.9
Contract Administrator	0.3	0.3	0.3	0.3
Executive Assistant II	0.4	0.4	0.4	0.4
<b>Total</b>	<b>1.0</b>	<b>1.1</b>	<b>1.6</b>	<b>1.6</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Chief Officer, Planning, Grants, & TA	0.1	-	0.1	0.1
Executive Assistant II	0.2	0.2	0.2	0.2
<b>Total</b>	<b>0.2</b>	<b>0.2</b>	<b>0.3</b>	<b>0.3</b>

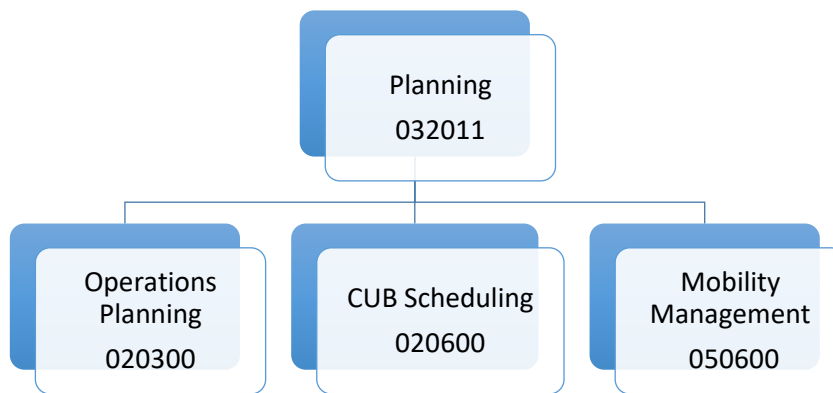
Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	113,556	148,186	253,265	253,265
511140	Regular Wages-Annuitant/Others	14,625			
511199	Regular Wage Accrual	1,081	(2,178)		
512000	Fringe Benefits	55,632	71,228	153,380	159,508
512099	Fringe Benefits Accrual	877	(1,065)		
521010	Dues and Subscriptions	1,345	16,100	16,100	16,100
521040	Recruitment Costs		10,800	10,800	10,800
522010	Seminar and Training	2,052	1,000	1,000	1,000
522030	Business Travel	1,042	250	250	250
523010	Office Supplies	765	900	900	900
523030	Books and Reference Materials		100	100	100
523050	Printing and Information Svcs		300	300	300
523100	Promotional Advertising	1,000			
525050	Consultant-Offsite	44,615	50,000	50,000	50,000
	<b>Subtotal</b>	<b>236,590</b>	<b>295,621</b>	<b>486,095</b>	<b>492,223</b>

**PLANNING AND DEVELOPMENT DIVISION – STRATEGIC DEVELOPMENT  
COST CENTER 032013**

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
521010	Dues and Subscriptions	1,545			
522030	Business Travel		500		
525050	Consultant-Offsite	111,494	157,500		
525090	Other Contract Services	17,493			
<b>Subtotal</b>		<b>130,532</b>	<b>158,000</b>	-	-

\*Strategic Development cost center combined with Planning cost center 032011 starting FY24

**PLANNING AND DEVELOPMENT DIVISION – PLANNING**



**PLANNING AND DEVELOPMENT DIVISION – PLANNING  
COST CENTER 032011**

This cost center is responsible for short and long-term planning, analysis and administration, including management of the COA named *Reimagine SamTrans*.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Director, Planning	0.9	0.9	0.9	0.9
Manager, Environmental Compliance	-	0.4	0.4	0.4
Manager, Strategic Development	-	1.0	1.0	1.0
Planning Administrator	1.4	0.8	2.7	2.7
Planning Administrator, Capital Projects Planning	-	-	0.4	0.5
Planning Analyst II	0.9	0.9	0.9	0.9
Planning Analyst III	1.6	1.6	0.9	0.9
Planning Manager, ECR/Major Corridor Planning/GBI	-	-	0.3	0.5
<b>Total</b>	<b>4.8</b>	<b>5.5</b>	<b>7.3</b>	<b>7.7</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Director, Planning	0.1	0.1	0.1	0.1
Manager, Environmental Compliance	-	0.0	0.1	0.1
Planning Administrator	0.1	0.2	0.2	0.2
Planning Administrator, Capital Projects Planning	-	-	0.4	0.5
Planning Analyst III	0.1	0.1	0.1	0.1
Planning Manager, ECR/Major Corridor Planning/GBI	-	-	0.3	0.5
<b>Total</b>	<b>0.3</b>	<b>0.4</b>	<b>1.0</b>	<b>1.4</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	621,862	670,565	930,002	976,997
511199	Regular Wage Accrual	3,295	(9,094)		
512000	Fringe Benefits	304,650	325,434	563,216	615,318
512099	Fringe Benefits Accrual	4,767	(4,447)		
521010	Dues and Subscriptions	144	1,000	1,000	1,000
521040	Recruitment Costs	5,000			
522010	Seminar and Training	2,857	10,000	28,000	28,000
522030	Business Travel		1,600	2,100	2,100
525050	Consultant-Offsite	647,694	2,710,182	1,337,500	867,500
530090	Miscellaneous	400	5,000	5,000	5,000
	<b>Subtotal</b>	<b>1,590,670</b>	<b>3,710,240</b>	<b>2,866,818</b>	<b>2,495,915</b>



**PLANNING AND DEVELOPMENT DIVISION – OPERATIONS PLANNING  
COST CENTER 020300**

This cost center manages the transit operations planning process by developing bus routes and location stops based on estimated travel demands and geographical information. This team is also responsible for bus operator scheduling.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Operations Planning, Bus	0.9	0.9	0.9	0.9
Planning Administrator	-	0.9	0.9	0.9
Planning Administrator, Scheduling	-	-	0.9	0.9
Planning Administrator, Special Services/Microtransit	-	-	0.5	0.9
Planning Analyst II	1.8	0.9	0.9	0.9
Planning Analyst III	0.9	1.8	0.9	0.9
Planning Analyst III, Bus Stop Coordinator	-	-	0.8	1.0
Scheduling Analyst II	0.9	-	-	-
Scheduling Analyst III	0.9	-	-	-
Scheduling Specialist	0.9	0.9	0.9	0.9
<b>Total</b>	<b>6.3</b>	<b>5.4</b>	<b>6.6</b>	<b>7.3</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	503,914	554,546	719,922	796,478
511199	Regular Wage Accrual	6,877	(8,258)		
511210	Over Time Wages		8,004	8,004	8,004
512000	Fringe Benefits	246,866	269,524	435,988	501,626
512099	Fringe Benefits Accrual	2,746	(4,038)		
521010	Dues and Subscriptions		300	1,000	1,000
521060	Employee Safety and Health Pro			16,000	16,000
522010	Seminar and Training		4,300	7,000	7,000
522030	Business Travel	80	15,900	25,900	30,951
523010	Office Supplies	269	5,000	5,150	5,150
523050	Printing and Information Svcs			2,500	2,500
523060	Software Maintenance and Licen	55,000	55,000		
525050	Consultant-Offsite	62,550	147,955	359,960	165,582
	<b>Subtotal</b>	<b>878,302</b>	<b>1,048,233</b>	<b>1,581,424</b>	<b>1,534,291</b>

**PLANNING AND DEVELOPMENT DIVISION – CUB Scheduling  
COST CENTER 020600**

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Manager, Operations Planning, Bus	-	-	0.1	0.1
Planning Administrator	-	-	0.1	0.1
Planning Administrator, Scheduling	-	-	0.1	0.1
Planning Administrator, Special Services/Microtransit	-	-	0.1	0.1
Planning Analyst II	-	-	0.1	0.1
Planning Analyst III	-	-	0.1	0.1
Scheduling Specialist	-	-	0.1	0.1
<b>Total</b>	-	-	<b>0.7</b>	<b>0.7</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages			70,825	76,886
512000	Fringe Benefits			42,894	48,425
	<b>Subtotal</b>	-	-	<b>113,719</b>	<b>125,311</b>

**PLANNING AND DEVELOPMENT DIVISION – MOBILITY MANAGEMENT  
COST CENTER 050600**

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	5,850			
511199	Regular Wage Accrual	2,949			
512000	Fringe Benefits	2,866			
512099	Fringe Benefits Accrual	1,445			
525050	Consultant-Offsite		30,000	30,000	30,000
530090	Miscellaneous		10,000	10,000	10,000
	<b>Subtotal</b>	<b>13,110</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

**PLANNING AND DEVELOPMENT DIVISION – REAL ESTATE AND DEVELOPMENT  
COST CENTER 032012**

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Deputy Director, RE Mgt & Dev	-	-	0.3	0.3
Director, Real Estate and Development	0.3	0.2	0.2	0.2
Manager, RE Mgmt & Cap Pro Su	0.3	-	-	-
Manager, RE Mgt & Cap Pro Sup	-	0.3	-	-
Manager, Real Estate Management and Capital Projec	-	-	0.3	0.3
Manager, Transit Oriented Development	0.3	0.7	0.8	0.8
Real Estate Administrator	0.3	0.6	0.6	0.6
Real Estate Specialist	0.6	0.3	-	-
Surveyor	0.0	0.1	0.1	0.1
<b>Total</b>	<b>1.7</b>	<b>2.2</b>	<b>2.3</b>	<b>2.3</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Director, Real Estate and Development	0.1	0.1	0.1	0.1
Manager, Transit Oriented Development	0.1	0.2	0.2	0.2
Surveyor	0.1	0.1	0.1	0.1
<b>Total</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	108,767	315,171	343,015	343,015
511140	Regular Wages-Annuitant/Others	44,701		8,309	
511199	Regular Wage Accrual	6,619	(4,698)		
512000	Fringe Benefits	53,285	153,295	208,370	216,034
512099	Fringe Benefits Accrual	1,190	(2,297)		
521010	Dues and Subscriptions		2,500	2,750	3,025
522010	Seminar and Training	1,918			
522030	Business Travel	2	2,500	2,750	3,025
523010	Office Supplies	27	1,000	1,100	1,210
523030	Books and Reference Materials		125	135	146
523050	Printing and Information Svcs	278	150	160	171
523060	Software Maintenance and Licen		1,000	1,100	1,210
525010	Legal Services	9,919			
525050	Consultant-Offsite	16,923	114,846	25,000	27,500
530110	Property Taxes	812	200	200	200
	<b>Subtotal</b>	<b>244,440</b>	<b>583,792</b>	<b>592,889</b>	<b>595,536</b>

**PLANNING AND DEVELOPMENT DIVISION – GRANTS  
COST CENTER 032016**

The Grants department is responsible for securing and managing grant funds to support the District’s and JPB’s operating and capital budgets.

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Director, Grants and Fund Management	0.1	0.1	-	-
Grants Analyst	0.1	-	-	-
Manager, Grants and Fund Programming	-	0.1	-	-
<b>Total</b>	<b>0.1</b>	<b>0.1</b>	-	-

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Administrative Analyst II	-	0.8	-	-
Administrative Analyst III	0.2	0.2	-	-
Director, Grants and Fund Management	0.3	0.3	-	-
Grants Analyst	0.8	-	-	-
Manager, Grants and Fund Programming	-	0.8	-	-
<b>Total</b>	<b>1.2</b>	<b>2.0</b>	-	-

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	8,316.29	15,757.00	-	-
511199	Regular Wage Accrual	156.23	(221.00)	-	-
512000	Fringe Benefits	4,073.69	7,293.00	-	-
512099	Fringe Benefits Accrual	(11.95)	(108.00)	-	-
522010	Seminar and Training		1,000.00	-	-
	<b>Subtotal</b>	<b>12,534.26</b>	<b>23,721.00</b>	-	-

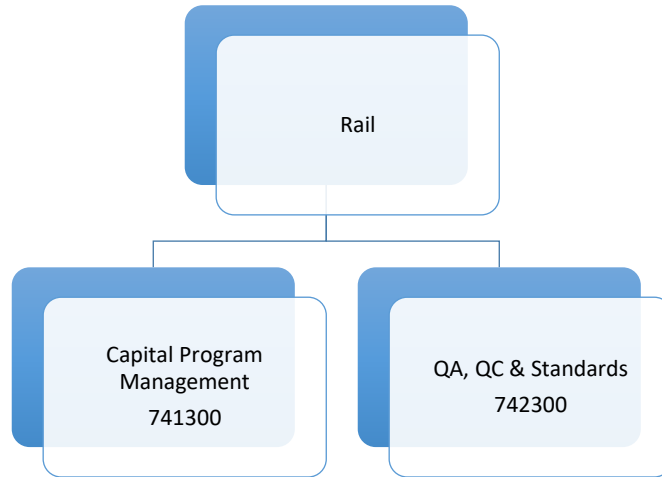
\*Grants cost center is under Finance Division starting FY24

## Rail Division

The Rail Division is owned and governed by the Peninsula Corridor Joint Powers Board (JPB), which is a separate and distinct legal entity from the District. The Rail Division provides engineering support for the District. Therefore, the Rail Division has some expenses associated with the District's FY24 and FY25 Operating Budget.

OVERALL FUNCTION (Relating to the District):

- Engineering support for facilities design, construction and maintenance



The following charts show trends for the Division's Full Time Equivalents (FTEs) and Budget as it relates to the District.

### RAIL DIVISION - FULL TIME EQUIVALENTS (FTE)

#### Operating

Description	FY2022	FY2023	FY2024	FY2025
CAD Technician	0.2	-	-	-
DepDir QA & Standards	0.1	0.1	-	-
Deputy Director, Program Management and Environn	-	-	0.0	0.0
Director Rail Contracts&Budget	0.0	-	-	-
Director, Engineering & Maint	0.0	-	-	-
Manager, Cap Projects & Env PI	-	0.1	-	-
Mgr Standards and Procedures	0.0	-	-	-
<b>Total</b>	<b>0.3</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Contract Administrator	0.1	0.1	0.1	0.1
Dep Director, RR IFR Eng	0.1	-	-	-
Deputy Director, Program Management and Environn	-	-	0.1	0.1
Director Rail Contracts&Budget	0.0	-	-	-
Director, Cap Program Delivery	0.1	0.1	-	-
Director, Engineering & Maint	0.1	-	-	-
Engineer III	0.1	-	-	-
Manager, Cap Projects & Env Pl	-	0.1	-	-
Manager, Engineering	0.1	-	-	-
Mgr Standards and Procedures	0.0	-	-	-
Mgr Technology Research & Dev	0.1	0.1	-	-
Mgr, Rail Contracts and Budget	0.0	-	-	-
Project Controls Administrator	0.1	0.1	-	-
Project Controls Analyst	0.1	0.1	-	-
<b>Total</b>	<b>0.6</b>	<b>0.4</b>	<b>0.1</b>	<b>0.1</b>

**RAIL DIVISION**

Account	GL Descriptions	FY2022	FY2023	FY2024	FY2025
		Actuals	Adopted Budget	Adopted Budget	Adopted Budget
511110	Regular Wages	10,857	20,503	3,405	3,405
511199	Regular Wage Accrual	(755)	(293)		
512000	Fringe Benefits	5,319	9,614	2,063	2,145
512099	Fringe Benefits Accrual	(4,713)	(143)		
522010	Seminar and Training		150	150	150
523074	Business Forms		200	200	200
	<b>Subtotal</b>	<b>10,708</b>	<b>30,031</b>	<b>5,818</b>	<b>5,900</b>

**RAIL DIVISION – CAPITAL PROGRAM MANAGEMENT  
COST CENTER 741300**

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
Deputy Director, Program Management and Environn	-	-	0.0	0.0
Manager, Cap Projects & Env Pl	-	0.1	-	-
<b>Total</b>	<b>-</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Deputy Director, Program Management and Environn	-	-	0.1	0.1
Manager, Cap Projects & Env Pl	-	0.1	-	-
Project Controls Administrator	0.1	0.1	-	-
Project Controls Analyst	0.1	0.1	-	-
<b>Total</b>	<b>0.2</b>	<b>0.3</b>	<b>0.1</b>	<b>0.1</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages		9,126	3,405	3,405
511199	Regular Wage Accrual		(137)		
512000	Fringe Benefits		4,463	2,063	2,145
512099	Fringe Benefits Accrual		(67)		
	<b>Subtotal</b>	<b>-</b>	<b>13,385</b>	<b>5,468</b>	<b>5,550</b>

**RAIL DIVISION – QUALITY ASSURANCE AND STANDARDS  
COST CENTER 742300**

**Operating**

Description	FY2022	FY2023	FY2024	FY2025
CAD Technician	0.2	-	-	-
DepDir QA & Standards	0.1	0.1	-	-
Mgr Standards and Procedures	0.0	-	-	-
<b>Total</b>	<b>0.3</b>	<b>0.1</b>	<b>-</b>	<b>-</b>

**Capital**

Description	FY2022	FY2023	FY2024	FY2025
Mgr Standards and Procedures	0.0	-	-	-
<b>Total</b>	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>

Account	GL Descriptions	FY2022 Actuals	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Adopted Budget
511110	Regular Wages	10,857	11,377		
511199	Regular Wage Accrual	(65)	(156)		
512000	Fringe Benefits	5,319	5,151		
512099	Fringe Benefits Accrual	(2,979)	(76)		
522010	Seminar and Training		150	150	150
523074	Business Forms		200	200	200
	<b>Subtotal</b>	<b>13,132</b>	<b>16,646</b>	<b>350</b>	<b>350</b>



## **SECTION 6 – FY24 and FY25 CAPITAL BUDGETS**

### **Budget Planning and Development Process**

The capital budget process starts in November with a review of District and division level goals and objectives. A preliminary set of service assumptions is developed to form the basis of the budget preparation process. The Finance Division is responsible for budget instructions and materials for the capital budget. The goal is to facilitate a budget process that is focused on achieving the SamTrans' short-term and long-term goals and objectives as presented in the Short-Range Transit Plan (SRTP). The SRTP contains the Capital Improvement Program (CIP), which includes 10-year capital projection for SamTrans.

Because capital projects can require a significant initial investment and potential commitment of operating funds in the future, projects are given careful consideration before being programmed in the capital budget. Before a project is approved as part of the capital budget, it is evaluated, scored and ranked consistent with the goals and objectives set forth in the CIP and the SRTP.

It is the District's policy to secure the maximum amount of external funds possible and to spend these funds prior to relying on internal funds for capital projects. The District receives grants from the Federal Transit Administration (FTA), State, and local transportation funds for the acquisition of buses and other equipment and improvements. Capital contributions are recorded as revenues and the cost of the related assets are generally included as additions to property and equipment. Depreciation of assets acquired with capital grant funds is included in the depreciation expense in the statement of revenues, expenses and changes in net position.

The completed division budgets are then reviewed at the policy level by the Chief Officers and General Manager/CEO for appropriateness of service levels and programs to assure they meet SamTrans' goals and objectives for the upcoming budget year. This review of budget requests may result in adjustments in order to maximize District resources.

Once the Capital Budget has been thoroughly reviewed and approved by the General Manager/CEO, it is formally presented to the Board of Directors for adoption. The budget is scheduled for Board consideration before the end of the fiscal year proceeding the budget year. The FY24 and FY25 Capital Budget was presented to the Board and adopted on June 7, 2023.

#### ***Capital Budget Amendment Process***

The budget may be amended during the fiscal year following formal adoption. Procedures for implementing changes follow very closely with the budget development process itself. That is, requested amendments must be submitted to the Board of Directors along with appropriate documentation outlining the justification for the request.

## Capital Budget Preparation Calendar

<b>Capital Budget Cycle</b>		
<b>Phase I</b>	<b>Nov</b>	Call for Capital Budget is sent out to all project managers (PM)
<b>Phase II</b>	<b>Nov – Jan</b>	PMs prepare and submit project profile sheet with information on scope, justifications, special circumstances, and cost estimates
<b>Phase III</b>	<b>Jan – Apr</b>	Directors review project asks, validate cost estimates, and determine the list of projects that will be submitted for further review
<b>Phase IV</b>	<b>Apr – May</b>	Executive Team reviews preliminary budget submission for overall alignment with District goals and instruct staff to prepare budget consolidation and informational presentation to the Board
<b>Phase V</b>	<b>May</b>	The preliminary capital budget is presented to the Board of Directors for review and questions
<b>Phase VI</b>	<b>June</b>	The proposed capital budget is presented to the Board of Directors for adoption
<b>New FY</b>	<b>July 1st</b>	The adopted capital budget becomes effective and is communicated to everyone
		Budget amendments to the adopted operating budget will be presented to the Board’s review and approval as needed

## Capital Budget Highlights Overview

The total adopted budgets for the District’s Capital Projects are \$187.9 million for FY24 and \$67.1 million for FY25.

<b>Capital Categories (in millions)</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Adopted Budget</b>
Revenue Vehicle Support	\$140.0	\$3.5
Non-Revenue Vehicle Support	0.5	0.3
Facilities / Construction	7.9	30.8
Infrastructure	29.0	26.4
Information Technology	6.4	3.9
Planning / Development	4.1	2.2
<b>Total</b>	<b>\$187.9</b>	<b>\$67.1</b>

The FY24 and FY25 Adopted Capital Budget funding sources are listed below. FY24 FTA formula grants are primarily for the 105 Emission Zero vehicles replacement. FY25 FTA formula grants are pending MTC allocations. Other sources such as Local Partnership Program (LPP), Low or No Emission Vehicle Program Grant (LOW-NO), and FTA formula grants for infrastructure are subject for grant applications. Staff may come back to the Board to request additional sales tax to fund these projects if grant applications are unsuccessful.

<b>Capital Sources of Funds (in millions)</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Adopted Budget</b>
FTA Formula Grants	\$95.8	\$5.3
STA – State of Good Repair	1.5	-
District Sales Tax	13.7	14.8
Measure W Sales Tax	28.7	14.0
Other State	10.2	-
Others – LPP	0.9	5.2
Others – LOW-NO	36.9	4.6
Others – FTA formula grants for Infrastructure	-	23.2
Others – Local	0.2	-
<b>Total</b>	<b>\$187.9</b>	<b>\$67.1</b>

The capital projects submitted for funding consideration were reviewed and prioritized for consistency with District policy directives and key Strategic Plan Initiatives. In keeping with the District’s need to conserve financial resources, the final list reflects the most critical projects that support the District’s goals without compromising either safety or security.

***Capital Project Definition***

A capital project relates to Construction and/or procurement of transit assets, such as transit centers, transit vehicles and buses. Capital projects are typically over \$5,000 and have a useful life longer than a year.

***Capital Recurring vs Non-Recurring***

Most of the District’s capital projects are non-recurring expenditures. The recurring capital expenditures are typically the following:

- Facilities Smaller Projects - Projects to maintain continuity of services
- Capital Project Development – Capital projects supporting programming process, grant development, and development of capital program management systems
- Capital Program Management - Capitalized funds for programs and project controls support, including monitoring project performance, delivery

***Capital Investments impact on FY24 and FY25 Operating Budget:***

The District’s capital projects that have a direct impact on the FY24 and FY25 Operating Budget are as follows:

- Maintenance Support Equipment – Equipment used to support day-to-day shop activities.
- Facilities Smaller Projects - Projects to maintain routine maintenance or replacement continuity for bus and district vehicles maintenance.

## Description of FY24 and FY25 Appropriated Projects

### **REVENUE VEHICLE REPLACEMENT / SUPPORT: \$140,015,900 (FY24) & \$3,507,382 (FY25)**

#### Major Bus Components:

This project consists of purchases of new and rebuilt parts. Major Bus Components with unit prices of \$5,000 or more are included in the Capital Budgets.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Major Bus Components	1.1	\$ 341,000	1.1	\$ 392,370

#### Replacement of (12) 2017-2018 Paratransit Cutaway:

This project will replace (9) 2017 El Dorado Aerotech Paratransit Gasoline Cutaways and (3) 2018 El Dorado Aerotech Paratransit Gasoline Cutaways for a total of 12 vehicles. The cutaways in the District's fleet have a replacement life cycle of 7 years and will reach their end of life in 2024 and 2025. FY25 funds will be used for replacement vehicle procurement.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Replacement of (12) 2017-2018 Paratransit Cutaway			1.2	\$ 3,115,012

#### Replacement of (135) 2009 Model-Year Gillig Heavy Duty Diesel Buses:

FY24 funds will be used to replace the remaining (105) of (135) 2009 Gillig Low Floor diesel buses, which include 29-foot, 35-foot, and 40-foot models. Per FTA and MTC guidelines, the useful life for an urban bus is 12 years; the District's 2009 Gillig buses surpassed their useful lives in 2021.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Replacement of (135) 2009 Model-Year Gillig Heavy Duty Diesel	1.2	\$ 139,674,900		\$ -

### **NON-REVENUE VEHICLE REPLACEMENT / SUPPORT: \$465,850 (FY24) & \$353,650 (FY25)**

#### Maintenance Equipment:

This project provides for purchase of maintenance shop equipment replacement for items that have exceeded their useful lives and/or are needed to support the maintenance of new buses and equipment. FY24 funds will be used to procure (2) bus lifts for the Hydrogen Fuel Cell Electric Buses. FY25 funds will be used to procure (2) emergency dual purpose motorbikes, (2) electric carts, (4) medium-duty floor jacks, (3) electric pallet jacks, (3) Electric Vehicle (EV) tool storage, (1) advance diagnostic reader, (2) generators, and (1) hot pressure washer skid.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Maintenance Equipment	2.3	\$ 221,100	2.3	\$ 198,000

#### Replacement Non-Revenue Service Support Vehicles:

This project will procure replacements for (8) non-revenue service vehicles. The new vehicles will be hybrid or electric-powered to align with the District's goal to reduce emissions and obtain zero-emission fleets. FY24 funds will be used to purchase (4) utility vans and FY25 funds will be used to purchase four (4) sport utility vehicles.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Replacement Non-Revenue Service Support Vehicles	2.4	\$ 154,000	2.4	\$ 155,650

#### ITS Department Vehicle Expansion:

Capital funds for this project will be used to purchase (2) sport utility vehicles or utility vans for Intelligent Transportation System (ITS) technicians to perform daily duties at North Base, South Base, and Contracted Urban Bus (CUB) locations in San Francisco, at the District's Brewster facility in Redwood City, and in Half Moon Bay.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
ITS Department Vehicle Expansion	2.5	\$ 90,750		\$ -	

**FACILITIES / CONSTRUCTION: \$7,959,226 (FY24) & \$30,793,513 (FY25)**

Interim Workspace Enhancement:

This project will enhance Headquarters Offices including cubicles and office improvements to accommodate staffing growth; remove and replace worn carpet throughout the North Base, South Base, and Central Headquarters Offices; and plan and construct (2) modular offices in existing warehouse and storage space at North Base.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
Interim Workspace Enhancement	3.6	\$ 1,000,000		\$ 500,000	

Mobile Construction Office Trailers

This project will include procurement and furnishing of (2) mobile office trailers, one each at North Base and South Base, to support District staff during phased site construction projects over the next 10-15 years. Funds will support the planning and procurement process in FY24, followed by delivery and installation in FY25.

Project Title	Item #	FY2024		FY2025	
		Proposed Budget		Proposed Budget	
Mobile Construction Office Trailers	3.7	\$ 148,500		\$ 38,500	

EV Charges for Non-Revenue Vehicles

This project will install Type 2 electric vehicle chargers for the District’s non-revenue (pool) vehicles at North Base and South Base. This will allow for future Non-Revenue Vehicle fleet expansion and, if feasible, EV charging for employees.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
EV Charges for Non-Revenue Vehicles		\$ -		\$ 286,000	3.7

North Base Bus Transportation Building 200

Field investigations and independent evaluations completed in 2010 and 2019 for North Base’s Building 200 and the surrounding area have determined that extensive settlement has occurred and will likely continue. The resulting building assessment recommends the removal and replacement of the existing structure to ensure the safety, functionality, sustainability, durability, and cost-effectiveness for SamTrans bus operations, employees, and visitors. FY24 funds will be used to continue engineering design and start the construction procurement process. FY25 funds will be used to continue the procurement process to provide temporary accommodation for building occupants, demolition of Building 200, and construction of a new building.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
North Base Bus Transportation Building 200	3.8	\$ 2,795,726		\$ 28,979,013	3.8

North Base and South Base Condition & Needs Assessment

This project consists of assessments of the North Base and South Base structures and facilities to develop recommendations for repair, modification, and/or replacement. This project will also fund work by an architectural and engineering firm to conduct a systematic field survey of the North Base and South Base facilities, establish reliable baseline civil data, and develop computer-aided design and drafting (CADD) files to allow effective planning and execution of construction projects.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
North Base and South Base Condition & Needs Assessment	3.9	\$ 660,000		\$ 440,000	3.9

### Bus Stop Improvement Plan

This project will include design and procurement of bus stop amenities as recommended in the forthcoming Bus Stop Improvement Plan. FY24 funds will be used for the planning and design phase, and FY25 funds will be used to complete design, procurement, and installation of bus stop amenities.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Bus Stop Improvement Plan	3.10	\$ 220,000	3.10	\$ 550,000

### Bus Operator Restroom Access Improvements

This project will design and construct (6) or more bus operator restroom facilities at priority layover sites or at end-of-line locations, as recommended in the SamTrans Operator Restroom Facility and Site Assessments Study (2023).

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Bus Operator Restroom Access Improvements	3.11	\$ 2,937,000		\$ -

### Environmental Compliance Workflow Improvements

The California Environmental Protection Agency (CalEPA) has consolidated six environmental programs in the past decade which have impacted the District's long-standing compliance measures. This project will engage a dedicated consultant to assess current practices at District facilities for compliance actions relative to hazardous materials, environment wastes, petroleum storage tanks and applicable reporting standards.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Environmental Compliance Workflow Improvements	3.12	\$ 198,000		\$ -

## **INFRASTRUCTURE: \$28,976,579 (FY24) & \$26,392,969 (FY25)**

### Battery Electric Bus (BEB) Infrastructure

This project will fund design and construction of infrastructure required to operate and maintain (37) Battery Electric Buses (BEBs) the District has procured as part of the Emission Zero transition. FY24 funds will be used to advance the preliminary design to final design and award a pre-construction services contract to a selected Construction Manager General Contractor (CMGC). FY25 funds will be used to award a contract to the selected CMGC for the construction of BEB charging infrastructure at South Base for the (37) BEBs.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Battery Electric Bus (BEB) Infrastructure	4.13	\$ 9,051,900	4.11	\$ 13,962,500

### Hydrogen Fuel Cell Electric Bus (FCEB) Infrastructure

Capital funds for this project will be used for the next steps in design and construction of a permanent solution at North Base for fueling Hydrogen Fuel Cell Buses (FCEBs) and thereby advance the Emission Zero fleet conversion. FY24 funds will be used to develop a solicitation package for a permanent hydrogen fueling station at North Base, issue a Request for Proposal for a turnkey contract for the design and the construction of the hydrogen fueling station, and award the turnkey contract. Work in FY25 will include development of a cost estimate for the additional facility modifications required for the remainder of a future FCEB fleet.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Hydrogen Fuel Cell Electric Bus (FCEB) Infrastructure	4.14	\$ 19,924,679	4.12	\$ 11,087,369

### North Base - Sea Level Rise and Erosion Mitigation

The District's Adaptation and Resilience Plan identifies the District's vulnerability to sea level rise, floods and heat-related climate change impacts and provides potential action alternatives to improve resilience. FY25 funds will be used to develop a conceptual design and obtain the required environmental clearance(s) for the project.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
North Base - Sea Level Rise and Erosion Mitigation		\$ -	4.13	\$ 1,343,100

**INFORMATION TECHNOLOGY: \$6,388,000 (FY24) & \$3,872,000 (FY25)**

Technology Modernization

This project will modernize the District’s Information Technology Operations by replacing its legacy network and applications. Several components of the network have reached the end of their useful lives. Newer technologies and a redesign of the enterprise connectivity are needed to increase security and reliability. Several critical functions of existing District software are outdated, and the complications of most enterprise applications impact multiple departments. Detailed analysis of the needs and functionality of the District’s applications will be required to develop solutions. The project will take place over two fiscal years, FY24 and FY25.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Technology Modernization	5.15	\$ 3,388,000	5.14	\$ 3,872,000

Cybersecurity Program

Cyber threats are evolving at an alarming pace. This project will fund several technological efforts that are indispensable due to emerging threats. Cybersecurity technology keeps the District safe and is needed to maintain District cyber insurance. It provides assistance for staff to develop mandated policies, assessments, initial scoping of needed improvements, acquisition and implementation of several cybersecurity tools including hardware, software, and professional services.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Cybersecurity Program	5.16	\$ 1,200,000		\$ -

EPM Replacement and Grants Module Implementation

Peoplesoft is no longer providing product updates and support for the District’s Enterprise Performance Management (EPM) 9.1 system. Due to obsolescence, a new software acquisition is required. In addition, the project will include implementation of a new module to help with grant administration.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
EPM Replacement and Grants Module Implementation	5.17	\$ 1,800,000		\$ -

**PLANNING / DEVELOPMENT: \$4,120,000 (FY24) & \$2,180,000 (FY25)**

Support for Property Mapping

Funds for this project are intended to be used to hire consultants to conduct field surveys, draft legal descriptions and property boundary resolutions, obtain title records, provide exhibits, file Records of Surveys, and produce accurate mapping of the District’s properties along the Dumbarton corridor. Work in FY24 will prioritize the District’s Brewster property in Redwood City and properties along El Camino Real. Work in FY25 will focus on District properties on Junipero Serra Boulevard.

Project Title	FY2024		FY2025	
	Item #	Adopted Budget	Item #	Adopted Budget
Support for Property Mapping	6.18	\$ 330,000	6.15	\$ 330,000

El Camino Real Transit Capital Improvement Fund

Capital resources for this project provide a dedicated funding source through which the District can implement the capital improvement recommendations of the El Camino Real Bus Speed and Reliability Study.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
El Camino Real Transit Capital Improvement Fund	6.19	\$ 2,200,000		6.16	\$ 1,100,000

#### Redwood City Interim Transit Center Feasibility Study

This project is intended to launch a study to assess interim transit center site locations and to identify a preferred interim facility for the District in Redwood City.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
Redwood City Interim Transit Center Feasibility Study	6.20	\$ 440,000			\$ -

#### SamTrans Operating Facilities Needs Assessment

This project will evaluate the District's future operating facility needs in light of upcoming operational, fleet, and development activities, including the Emission Zero fleet transition, the potential transition of services currently operated by a contractor under the District's CUB contract to being self-operated, and the potential sale of the District's Brewster operational facility in Redwood City.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
SamTrans Operating Facilities Needs Assessment	6.21	\$ 400,000			\$ -

#### Capital Project Development

This project provides funding for activities that include but are not limited to, future capital budget and programming processes, grant development, and development of capital program management systems.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
Capital Project Development	6.22	\$ 250,000		6.17	\$ 250,000

#### Capital Program Management

This project provides funding for programs and project controls support, including monitoring project performance and delivery.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
Capital Program Management	6.23	\$ 250,000		6.18	\$ 250,000

#### Capital Contingency Fund

This project provides funding for unforeseen capital expenditures.

Project Title	Item #	FY2024		FY2025	
		Adopted Budget		Adopted Budget	
Capital Contingency Fund	6.24	\$ 250,000		6.19	\$ 250,000



# SECTION 7 – SUPPLEMENTAL INFORMATION

## FY24 & FY25 Adopted Operating Budget Financial Statement

Attachment A

### SAN MATEO COUNTY TRANSIT DISTRICT FY2024 AND FY2025 ADOPTED BUDGET

	FY2022 <u>ACTUAL</u>	FY2023 <u>MARCH</u> <u>FORECAST</u>	FY2024 <u>ADOPTED</u> <u>BUDGET</u>	FY24 vs FY23 <u>(\$)</u> <u>CHANGE</u>	FY24 vs FY23 <u>(%)</u> <u>CHANGE</u>	FY2025 <u>ADOPTED</u> <u>BUDGET</u>	FY25 vs FY24 <u>(\$)</u> <u>CHANGE</u>	FY25 vs FY24 <u>(%)</u> <u>CHANGE</u>
	A	B	C	D D = C - B	E E = D / B	F	G G = F - C	H H = G / C
<b>SOURCES OF FUNDS:</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	8,913,313	10,500,000	11,506,000	1,006,000	9.6%	12,311,420	805,420	7.0%
2 Local TDA and STA Funds	49,344,349	65,886,455	68,867,790	2,981,335	4.5%	69,556,467	688,677	1.0%
3 Pass Through to Other Agencies	597,375	597,375	-	(597,375)	-100.0%	-	-	-
4 CARES ACT and CRRSAA and ARPA	15,633,362	11,882,760	-	(11,882,760)	-100.0%	-	-	-
5 Operating Grants	2,860,731	3,931,070	4,300,863	369,793	9.4%	3,759,025	(541,838)	-12.6%
6 SMCTA Measure A	3,859,822	4,691,800	4,650,560	(41,240)	-0.9%	4,702,720	52,160	1.1%
7 SM County Measure K & Other	-	-	-	-	-	-	-	-
7 AB434, TA Funded Shuttles & Other	619,490	114,300	-	(114,300)	-100.0%	-	-	-
8 <b>Subtotal - Operating Revenues</b>	<b>81,828,441</b>	<b>97,603,760</b>	<b>89,325,213</b>	<b>(8,278,547)</b>	<b>-8.5%</b>	<b>90,329,632</b>	<b>1,004,419</b>	<b>1.1%</b>
<b>9 Other Revenue Sources</b>								
10 District Sales Tax	112,905,953	117,295,000	116,264,000	(1,031,000)	-0.9%	117,568,000	1,304,000	1.1%
11 Measure W Sales Tax	56,123,833	58,647,500	58,132,000	(515,500)	-0.9%	58,784,000	652,000	1.1%
12 Investment Interest Income	2,537,968	6,400,000	8,098,649	1,698,649	26.5%	8,231,811	133,162	1.6%
13 Other Interest, Rent & Other Income	7,546,750	10,868,217	10,206,685	(661,532)	-6.1%	9,756,581	(450,104)	-4.4%
14 Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Cap	25,484,594	47,076,041	55,308,187	8,232,146	17.5%	63,023,630	7,715,443	13.9%
15 Draw from Prior Year's Measure W Sales Tax	-	-	-	-	-	-	-	-
15 <b>Subtotal - Other Revenues</b>	<b>204,599,098</b>	<b>240,286,758</b>	<b>248,009,521</b>	<b>7,722,763</b>	<b>3.2%</b>	<b>257,364,022</b>	<b>9,354,501</b>	<b>3.8%</b>
16								
17 <b>TOTAL SOURCES OF FUNDS</b>	<b>286,427,539</b>	<b>337,890,518</b>	<b>337,334,734</b>	<b>(555,784)</b>	<b>-0.2%</b>	<b>347,693,654</b>	<b>10,358,920</b>	<b>3.1%</b>
18								
<b>19 USES OF FUNDS:</b>								
20 PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	25,484,594	47,076,041	55,308,187	8,232,146	17.5%	63,023,630	7,715,443	13.9%
21 Motor Bus	123,838,097	153,578,953	181,990,458	28,411,505	18.5%	181,805,898	(184,560)	-0.1%
22 A.D.A. Programs	16,987,786	19,156,669	20,673,892	1,517,223	7.9%	21,782,431	1,108,539	5.4%
23 Caltrain	-	-	-	-	-	-	-	-
23 Multi-Modal Programs	2,073,207	5,753,700	6,489,357	735,657	12.8%	6,666,101	176,744	2.7%
24 Pass Through to Other Agencies	597,375	597,375	-	(597,375)	-100.0%	-	-	-
25 Land Transfer Interest Expense	86,445	-	-	-	-	-	-	-
Fiscal Agent Fees - moved to Postage & Other	-	-	-	-	-	-	-	-
26 <b>Total Operating Expenses</b>	<b>169,067,504</b>	<b>226,162,738</b>	<b>264,461,894</b>	<b>38,299,156</b>	<b>16.9%</b>	<b>273,278,060</b>	<b>8,816,166</b>	<b>3.3%</b>
27								
28 <b>Total Operating Surplus/(Deficit)</b>	<b>117,360,035</b>	<b>111,727,780</b>	<b>72,872,840</b>	<b>(38,854,940)</b>	<b>-34.8%</b>	<b>74,415,594</b>	<b>1,542,754</b>	<b>2.1%</b>
29								
30 District Sales Tax Capital	3,642,205	5,527,400	13,697,076	8,169,676	147.8%	14,795,964	1,098,888	8.0%
31 Measure W Sales Tax Capital	6,810,721	23,535,988	28,722,572	5,186,584	22.0%	14,016,423	(14,706,149)	-51.2%
32 Reserves for Future Measure W Capital Allocation	-	-	12,682,709	12,682,709	-	29,944,091	17,261,383	136.1%
33 <b>Sales Tax Allocation - Capital Programs</b>	<b>10,452,926</b>	<b>29,063,388</b>	<b>55,102,357</b>	<b>26,038,969</b>	<b>89.6%</b>	<b>58,756,478</b>	<b>3,654,122</b>	<b>6.6%</b>
34								
35 <b>Total Debt Service</b>	<b>19,236,326</b>	<b>19,144,578</b>	<b>19,142,898</b>	<b>(1,680)</b>	<b>0.0%</b>	<b>19,137,806</b>	<b>(5,092)</b>	<b>0.0%</b>
36								
37 Operating Reserve	35,746,384	2,000,000	-	(2,000,000)	-	-	-	-
38 Sales Tax Stabilization Fund	16,902,979	30,779,130	-	(30,779,130)	-	-	-	-
39 Pension	-	21,000,000	-	(21,000,000)	-	-	-	-
40 <b>Total Reserves</b>	<b>52,649,362</b>	<b>53,779,130</b>	<b>-</b>	<b>(53,779,130)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
41								
42 <b>TOTAL USES OF FUNDS</b>	<b>251,406,118</b>	<b>328,149,834</b>	<b>338,707,149</b>	<b>10,557,315</b>	<b>3.2%</b>	<b>351,172,344</b>	<b>12,465,196</b>	<b>3.7%</b>
43								
44 <b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>35,021,421</b>	<b>9,740,684</b>	<b>(1,372,415)</b>			<b>(3,478,690)</b>		
45 <b>Draw from Prior Years' Surplus</b>	<b>-</b>	<b>-</b>	<b>1,372,415</b>			<b>3,478,690</b>		
46 <b>ADJUSTED PROJECTED SURPLUS/(DEFICIT)</b>	<b>35,021,421</b>	<b>9,740,684</b>	<b>-</b>			<b>-</b>		

# Revenues by Mode

Attachment A

## SAN MATEO COUNTY TRANSIT DISTRICT FY2024 AND FY2025 ADOPTED BUDGET

	FY2022 <u>ACTUAL</u>	FY2023 <u>MARCH</u> <u>FORECAST</u>	FY2024 <u>ADOPTED</u> <u>BUDGET</u>	FY24 vs FY23 <u>(\$)</u> <u>CHANGE</u>	FY24 vs FY23 <u>(%)</u> <u>CHANGE</u>	FY2025 <u>ADOPTED</u> <u>BUDGET</u>	FY25 vs FY24 <u>(\$)</u> <u>CHANGE</u>	FY25 vs FY24 <u>(%)</u> <u>CHANGE</u>
	A	B	C	D D = C - B	E E = D / B	F	G G = F - C	H H = G / C
<b>OPERATING REVENUES - MOTOR BUS:</b>								
1 PASSENGER FARES	8,482,053	10,000,000	11,000,000	1,000,000	10.0%	11,770,000	770,000	7.0%
2								
3 TRANSPORTATION DEVELOPMENT ACT (TDA)	35,071,204	53,028,002	53,593,748	565,746	1.1%	54,129,685	535,937	1.0%
4								
5 STATE TRANSIT ASSISTANCE (STA)	10,630,852	9,095,193	11,386,584	2,291,391	25.2%	11,500,450	113,866	1.0%
6								
7 OPERATING GRANTS	861,024	1,341,421	1,587,507	246,086	18.3%	1,059,025	(528,482)	-33.3%
8								
9 DISTRICT SALES TAX REVENUE	62,112,084	69,290,259	80,222,063	10,931,804	15.8%	82,028,059	1,805,996	2.3%
10								
11 MEASURE W SALES TAX			13,201,881	13,201,881		10,867,508	(2,334,373)	-17.7%
12								
13 INVESTMENT INTEREST INCOME	2,131,182	6,030,979	7,431,808	1,400,829	23.2%	7,431,808	-	0.0%
14								
<b>15 OTHER REVENUE SOURCES:</b>								
16 Rental Income	1,944,573	3,155,354	2,195,931	(959,423)	-30.4%	1,887,726	(308,205)	-14.0%
17 Advertising Income	833,992	1,246,099	1,009,299	(236,800)	-19.0%	770,000	(239,299)	-23.7%
18 Other Income	1,771,132	391,646	361,637	(30,009)	-7.7%	361,637	-	0.0%
19 <b>TOTAL OTHER REVENUES</b>	<b>4,549,697</b>	<b>4,793,099</b>	<b>3,566,867</b>	<b>(1,226,232)</b>	<b>-25.6%</b>	<b>3,019,363</b>	<b>(547,504)</b>	<b>-15.3%</b>
20								
21 <b>TOTAL MOTOR BUS</b>	<b>123,838,096</b>	<b>153,578,953</b>	<b>181,990,458</b>	<b>28,411,505</b>	<b>18.5%</b>	<b>181,805,898</b>	<b>(184,560)</b>	<b>-0.1%</b>
22								
<b>23 AMERICAN DISABILITIES ACT:</b>								
24 Passenger Fares Redi-Wheels	431,260	460,000	506,000	46,000	10.0%	541,420	35,420	7.0%
25 Local TDA 4.5 Redi-Wheels	1,845,853	2,790,948	2,820,723	29,775	1.1%	2,848,930	28,207	1.0%
26 Local STA - Paratransit	1,796,440	972,312	1,066,735	94,423	9.7%	1,077,402	10,667	1.0%
27 Operating Grants	1,999,707	2,589,649	2,713,356	123,707	4.8%	2,700,000	(13,356)	-0.5%
28 District Sales Tax Revenue - ADA	5,446,579	6,086,960	3,524,839	(2,562,122)	-42.1%	3,955,978	431,140	12.2%
29 Measure W Sales Tax - ADA			3,524,839	3,524,839		3,955,978	431,140	12.2%
30 Interest Income - Paratransit Fund	406,786	365,000	666,841	301,841	82.7%	800,003	133,162	20.0%
31 SMCTA Measure A Redi-Wheels	3,859,822	4,691,800	4,650,560	(41,240)	-0.9%	4,702,720	52,160	1.1%
32 SM County Measure K & Other	-	-	-	-		-	-	
32 Measure M Paratransit	1,201,340	1,200,000	1,200,000	-	0.0%	1,200,000	-	0.0%
33 <b>TOTAL ADA PROGRAMS</b>	<b>16,987,786</b>	<b>19,156,669</b>	<b>20,673,892</b>	<b>1,517,223</b>	<b>7.9%</b>	<b>21,782,431</b>	<b>1,108,539</b>	<b>5.4%</b>
34								
<b>35 MULTI-MODAL TRANSIT PROGRAMS:</b>								
36 Transfer from SMCTA for Caltrain	-	-	-	-		-	-	
37 District Sales Tax Caltrain	-	-	-	-		-	-	
36 AB434, TA Funded Shuttles & Other	619,490	114,300		(114,300)	-100.0%			
37 Employer Shuttle Funds	1,249,536	4,692,700	5,257,400	564,700	12.0%	5,354,800	97,400	1.9%
38 Dumbarton Rental Income	546,176	182,418	182,418	-	0.0%	182,418	-	0.0%
39 District Sales Tax - Other Multi Modal	(341,995)	764,282	1,049,539	285,257	37.3%	1,128,883	79,344	7.6%
40 <b>TOTAL MULTI-MODAL</b>	<b>2,073,207</b>	<b>5,753,700</b>	<b>6,489,357</b>	<b>735,657</b>	<b>12.8%</b>	<b>6,666,101</b>	<b>176,744</b>	<b>2.7%</b>
41								
42 <b>TOTAL REVENUES</b>	<b>142,899,089</b>	<b>178,489,322</b>	<b>209,153,707</b>	<b>30,664,385</b>	<b>17.2%</b>	<b>210,254,430</b>	<b>1,100,723</b>	<b>0.5%</b>

# Expense by Mode

Attachment A

## SAN MATEO COUNTY TRANSIT DISTRICT FY2024 AND FY2025 ADOPTED BUDGET

	<u>FY2022</u> <u>ACTUAL</u>	<u>FY2023</u> <u>MARCH</u> <u>FORECAST</u>	<u>FY2024</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY24 vs FY23</u> <u>(\$)</u> <u>CHANGE</u>	<u>FY24 vs FY23</u> <u>(%)</u> <u>CHANGE</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY25 vs FY24</u> <u>(\$)</u> <u>CHANGE</u>	<u>FY25 vs FY24</u> <u>(%)</u> <u>CHANGE</u>
	A	B	C	D D = C - B	E E = D / B	F	G G = F - C	H H = G / C
<b>DISTRICT OPERATING EXPENSE</b>								
1 Motor Bus Wages and Benefits	67,469,509	80,455,163	99,086,865	18,631,702	23.2%	99,721,296	634,431	0.6%
2 <b>Services</b>								
3 Board of Directors	164,315	118,733	142,484	23,751	20.0%	142,484	-	0.0%
4 Contracted Vehicle Maintenance	1,105,423	1,252,376	1,197,256	(55,120)	-4.4%	952,157	(245,099)	-20.5%
5 Property Maintenance	1,852,114	2,020,714	2,732,602	711,888	35.2%	2,886,884	154,282	5.6%
6 Professional Services	5,971,963	5,731,919	6,007,989	276,070	4.8%	5,254,611	(753,378)	-12.5%
7 Technical Services	8,349,879	10,500,000	12,582,427	2,082,427	19.8%	12,776,191	193,764	1.5%
8 Other Services	3,663,379	5,666,269	5,001,819	(664,450)	-11.7%	4,995,169	(6,650)	-0.1%
9								
10 <b>Materials &amp; Supply</b>								
11 Fuel and Electricity	3,629,985	5,817,626	4,897,400	(920,226)	-15.8%	4,735,150	(162,250)	-3.3%
12 Bus Parts and Materials	2,489,318	3,108,496	3,500,510	392,014	12.6%	3,600,669	100,159	2.9%
13 Uniform and Drivers Expense	666,272	799,140	960,134	160,994	20.1%	851,134	(109,000)	-11.4%
14 Timetables and Tickets	99,118	175,633	175,633	-	0.0%	175,633	-	0.0%
15 Office Supplies/Printing	447,090	408,243	830,799	422,556	103.5%	737,888	(92,911)	-11.2%
16 Other Materials and Supply	122,734	132,550	183,800	51,250	38.7%	187,600	3,800	2.1%
17								
18 Utilities								
19 Telecommunications	683,701	669,200	745,200	76,000	11.4%	767,100	21,900	2.9%
20 Other Utilities	1,534,171	1,676,400	1,842,600	166,200	9.9%	1,914,609	72,009	3.9%
21 Insurance	2,769,848	3,030,945	3,309,439	278,494	9.2%	3,615,783	306,344	9.3%
22 Claims Reserves and Payments	(1,038,692)	663,532	800,000	136,468	20.6%	800,000	-	0.0%
23 Workers Compensation	1,771,016	3,790,476	3,835,476	45,000	1.2%	3,835,476	-	0.0%
24 Taxes and License Fees	939,795	668,846	448,804	(220,042)	-32.9%	426,230	(22,574)	-5.0%
25 Leases and Rentals	76,239	81,900	241,894	159,994	195.4%	241,894	-	0.0%
26 Promotional and Legal Advertising	456,151	1,299,786	1,403,486	103,700	8.0%	953,486	(450,000)	-32.1%
27 Training & Business Travel	169,223	790,790	963,040	172,250	21.8%	951,641	(11,399)	-1.2%
28 Dues & Membership	154,891	250,032	262,707	12,675	5.1%	262,982	275	0.1%
29 Postage and Other	122,459	207,492	218,244	10,752	5.2%	219,330	1,086	0.5%
30								
31 <b>Total District Operated Buses</b>	<b>103,669,899</b>	<b>129,316,261</b>	<b>151,370,608</b>	<b>22,054,347</b>	<b>17.1%</b>	<b>151,005,397</b>	<b>(365,211)</b>	<b>-0.2%</b>
32								
33 <b>CONTRACTED BUS SERVICES</b>								
34 Contracted Urban Bus Service	17,612,372	18,500,000	21,596,300	3,096,300	16.7%	21,516,800	(79,500)	-0.4%
35 Coastside Services	1,635,585	1,805,000	2,070,800	265,800	14.7%	2,045,221	(25,579)	-1.2%
36 Redi Coast Non-ADA	180,585	212,000	246,380	34,380	16.2%	207,187	(39,193)	-15.9%
37 La Honda - Pescadero	34,388	52,600	52,600	-	0.0%	52,600	-	0.0%
38 SamCoast - Pescadero	142,951	158,000	210,327	52,327	33.1%	225,107	14,780	7.0%
39 Microtransit		350,000	3,319,877	2,969,877	848.5%	3,435,587	115,710	3.5%
40 CUB Related Wages & Benefits	416,976	605,512	705,256	99,744	16.5%	725,633	20,377	2.9%
41 CUB Related Other Support	100,897	184,647	160,360	(24,287)	-13.2%	182,301	21,941	13.7%
42 CUB Insurance	1,255,604	1,519,664	1,657,950	138,286	9.1%	1,810,065	152,115	9.2%
43 CUB Claims Reserves & Payments	(1,211,158)	875,269	600,000	(275,269)	-31.4%	600,000	-	0.0%
44 <b>Total Contracted Bus Service</b>	<b>20,168,198</b>	<b>24,262,692</b>	<b>30,619,850</b>	<b>6,357,158</b>	<b>26.2%</b>	<b>30,800,501</b>	<b>180,651</b>	<b>0.6%</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>123,838,097</b>	<b>153,578,953</b>	<b>181,990,458</b>	<b>28,411,505</b>	<b>18.5%</b>	<b>181,805,898</b>	<b>(184,560)</b>	<b>-0.1%</b>

**SAN MATEO COUNTY TRANSIT DISTRICT  
FY2024 AND FY2025 ADOPTED BUDGET**

	<u>FY2022</u> <u>ACTUAL</u>	<u>FY2023</u> <u>MARCH</u> <u>FORECAST</u>	<u>FY2024</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY24 vs FY23</u> <u>(\$)</u> <u>CHANGE</u>	<u>FY24 vs FY23</u> <u>(%)</u> <u>CHANGE</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY25 vs FY24</u> <u>(\$)</u> <u>CHANGE</u>	<u>FY25 vs FY24</u> <u>(%)</u> <u>CHANGE</u>	
	A	B	C	D D = C - B	E E = D / B	F	G G = F - C	H H = G / C	
<b>AMERICAN DISABILITY ACT PROGRAMS</b>									
47	Elderly & Disabled/Redi-Wheels	7,853,736	8,285,000	8,465,551	180,551	2.2%	9,053,480	587,929	6.9%
48	ADA Sedan/Taxi Service	2,284,149	2,457,000	2,390,907	(66,093)	-2.7%	2,584,969	194,062	8.1%
49	Coastside ADA	1,370,335	1,828,400	2,281,914	453,514	24.8%	2,357,671	75,757	3.3%
50	ADA Related Wages & Benefits	2,630,748	2,947,711	3,328,660	380,949	12.9%	3,377,868	49,208	1.5%
51	ADA Related Other Support	1,876,689	2,250,014	2,701,942	451,928	20.1%	2,775,513	73,571	2.7%
52	ADA Insurance	1,056,526	1,188,544	1,304,918	116,374	9.8%	1,432,930	128,012	9.8%
53	ADA Claims Reserves & Payments	(84,397)	200,000	200,000	-	0.0%	200,000	-	0.0%
54	<b>Total ADA Programs</b>	<b>16,987,786</b>	<b>19,156,669</b>	<b>20,673,892</b>	<b>1,517,223</b>	<b>7.9%</b>	<b>21,782,431</b>	<b>1,108,539</b>	<b>5.4%</b>
55									
<b>MULTI-MODAL TRANSIT PROGRAMS</b>									
57	SamTrans Shuttle Service	1,738,301	5,100,000	5,782,900	682,900	13.4%	5,955,442	172,542	3.0%
58	Shuttle Related Wages & Benefits	77,999	256,282	285,439	29,157	11.4%	289,641	4,202	1.5%
59	Dumbarton M.O.W.	74,190	182,418	182,418	-	0.0%	182,418	-	0.0%
60	Maintenance Multimodal Facilities	182,717	215,000	238,600	23,600	11.0%	238,600	-	0.0%
61	<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>2,073,207</b>	<b>5,753,700</b>	<b>6,489,357</b>	<b>735,657</b>	<b>12.8%</b>	<b>6,666,101</b>	<b>176,744</b>	<b>2.7%</b>
62									
63	<b>TOTAL OPERATING EXPENSES</b>	<b>142,899,090</b>	<b>178,489,322</b>	<b>209,153,707</b>	<b>30,664,385</b>	<b>17.2%</b>	<b>210,254,430</b>	<b>1,100,723</b>	<b>0.5%</b>

# FY24 & FY25 Adopted Capital Budget Projects



**San Mateo County Transit District**  
Fiscal Year 2024 Adopted Capital Budget

ATTACHMENT B  
June 2023

PROJECT TITLE	PROJECT DESCRIPTION	Previously Budgeted	FY2024 Adopted	FUNDING						
				Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other State	Discretionary (federal/state)	
<b>1 REVENUE VEHICLE REPLACEMENT / SUPPORT</b>										
1	Major Bus Components	Purchase new or rebuilt parts. Major Bus Components include parts that have unit price of \$5,000 or more.		\$ 341,000			\$ 341,000			
2	Replacement of (135) 2009 Model-Year Gillig Heavy Duty Diesel Buses <sup>1</sup> <sup>2</sup>	Phase 2 of 2 to replace (105) of the total replacement of (135) 2009 Gillig 40' Heavy-duty Diesel Buses.	\$ 42,658,923	\$ 139,674,900	\$ 89,989,217	\$ 1,500,000	\$ -	\$ 17,035,455	\$ 10,237,128	\$ 20,913,100
Subtotal			\$ 42,658,923	\$ 140,015,900	\$ 89,989,217	\$ 1,500,000	\$ 341,000	\$ 17,035,455	\$ 10,237,128	\$ 20,913,100
<b>2 NON-REVENUE VEHICLE REPLACEMENT / SUPPORT</b>										
3	Maintenance Equipment	Procure (2) Hydrogen Fuel Electric Bus lifts for maintenance shop equipment that have exceeded usage useful life, or are needed to support maintenance of new buses and equipment.		\$ 221,100			\$ 221,100			
4	Replacement Non-Rev Svc Support Vehicles	Purchase (4) hybrid/electric utility vans of the (8) non-revenue services vehicles replacement.		\$ 154,000			\$ 154,000			
5	ITS Dept Vehicle Expansion	Purchase (2) vehicles for ITS technicians to perform daily duties at North Base, South Base, CUB San Francisco, Brewster, and Half Moon Bay.		\$ 90,750			\$ 90,750			
Subtotal			\$ -	\$ 465,850	\$ -	\$ -	\$ 465,850	\$ -	\$ -	\$ -
<b>3 FACILITIES / CONSTRUCTION</b>										
6	Interim Workspace Enhancement	Enhance Headquarters Offices including cubicles and office improvements to accommodate staffing growth; remove and replace worn carpet at North Base, South Base, and Central Offices; and plan and construct (2) modular offices in warehouse and storage space at North Base.		\$ 1,000,000			\$ 1,000,000			
7	Mobile Construction Office Trailers	Plan and construct (2) mobile construction office trailers, one each at North Base and South Base, to support District staff during phased site construction projects over the next 15 years.		\$ 148,500			\$ 148,500			
8	North Base Bus Transportation Building 200	Continue the design work and start construction procurement process for the South Base Bus Transportation Building replacement.	\$ 3,718,200	\$ 2,795,726			\$ 2,795,726			
9	North Base and South Base Condition & Needs Assessment	Conduct assessments of the North Base and South Base structures and facilities to develop recommendations for repair, modification, and/or replacement.	\$ -	\$ 660,000			\$ 660,000			
10	Bus Stop Improvement Plan	Plan and start design of bus stop amenities as recommended in the forthcoming Bus Stop Improvement Plan.		\$ 220,000			\$ -	\$ 220,000		
11	Bus Operator Restroom Access Improvements	Design and construct dedicated (6) or more restroom facilities at priority layover or end of line locations, as recommended in the SanTrans Operator Restroom Facility & Site Assessments Study (2023).		\$ 2,937,000			\$ -	\$ 2,937,000		
12	Environmental Compliance Workflow Improvements	Seek to engage a dedicated consultant to assess current practices at District facilities for compliance actions relative to hazardous materials, environment wastes, petroleum storage tanks and applicable reporting standards.		\$ 198,000			\$ 198,000			
Subtotal			\$ 3,718,200	\$ 7,959,226	\$ -	\$ -	\$ 4,802,226	\$ 3,157,000	\$ -	\$ -
<b>4 INFRASTRUCTURE</b>										
13	Battery Electric Bus (BEB) Infrastructure <sup>3</sup>	Complete final design and award a pre-construction services contract to a selected Construction Manager General Contractor (CMGC), and procure long lead BEB infrastructure equipment at South Base for the 37 BEBs.	\$ 14,492,570	\$ 9,051,900	\$ 5,815,386		\$ -	\$ 2,345,181		\$ 891,333
14	Hydrogen Fuel Cell Electric Bus (FCEB) Infrastructure <sup>2</sup>	Develop the solicitation requirements for a permanent hydrogen fueling station at North Base, issue a Request for Proposal for a turnkey contract for the design and construction of the hydrogen fueling station, and award the turnkey contract.	\$ 4,308,474	\$ 19,924,679			\$ -	\$ 3,984,936		\$ 15,939,743
Subtotal			\$ 18,801,044	\$ 28,976,579	\$ 5,815,386	\$ -	\$ -	\$ 6,330,117	\$ -	\$ 16,831,076
<b>5 INFORMATION TECHNOLOGY / ITS</b>										
15	Technology Modernization	Newer technologies and redesign of the enterprise network are needed to increase security and reliability on the District's obsolescent network. Detailed analysis on the outdated enterprise application are also required to develop solutions.		\$ 3,388,000			\$ 3,388,000			
16	Cybersecurity Program	Phase 2 of 2 to develop mandated policies, assessments, initial scoping of needed improvement, acquisition and implementation of several cybersecurity tools including hardware, software, and professional services.	\$ 1,111,500	\$ 1,200,000			\$ 1,200,000			
17	EPM Replacement and Grants Module Implementation	Replace PeopleSoft Enterprise Performance Management (EPM) system and implement grants module.	\$ 500,000	\$ 1,800,000			\$ 1,800,000			
Subtotal			\$ 1,611,500	\$ 6,388,000	\$ -	\$ -	\$ 6,388,000	\$ -	\$ -	\$ -
<b>6 PLANNING / DEVELOPMENT</b>										
18	Support for Property Mapping	Property mapping services to conduct field surveys, draft legal descriptions, property boundary resolutions, obtaining title records, providing exhibits, filing Record of Surveys and produce mapping for Brewster and El Camino Real District properties along the Dumbarton Corridor.	\$ 342,000	\$ 330,000			\$ 330,000			
19	El Camino Real Transit Capital Improvement Fund	Serve as a dedicated funding source through which SamTrans can implement the capital improvement plan recommendations of the El Camino Real Bus Speed & Reliability Study.		\$ 2,200,000			\$ -	\$ 2,200,000		
20	Redwood City Interim Transit Center Feasibility Study <sup>4</sup>	Launch a study to assess interim transit center site locations and identify preferred interim facility for SamTrans in Redwood City. (Anticipated Caltrain will fund 50% of the project)		\$ 440,000			\$ 220,000			\$ 220,000
21	SamTrans Operating Facilities Needs Assessment	Evaluate the District's future operating facility needs in light of upcoming operational, fleet, and development activities to conduct needs assessment for cost effective facilities investments.		\$ 400,000			\$ 400,000			
22	Capital Project Development	Fund activities that include but are not limited to capital budget and programming process, grant development, and development of capital program management systems.		\$ 250,000			\$ 250,000			
23	Capital Program Management	Fund for programs and project controls support, including monitoring project performance and delivery.		\$ 250,000			\$ 250,000			
24	Capital Contingency Fund	Fund unforeseen capital expenditures		\$ 250,000			\$ 250,000			
Subtotal			\$ 342,000	\$ 4,120,000	\$ -	\$ -	\$ 1,700,000	\$ 2,200,000	\$ -	\$ 220,000
<b>GRAND TOTAL</b>				\$ 187,925,555	\$ 95,804,603	\$ 1,500,000	\$ 13,697,076	\$ 28,722,572	\$ 10,237,128	\$ 37,964,176



**San Mateo County Transit District**

**Fiscal Year 2025 Adopted Capital Budget**

PROJECT TITLE	PROJECT DESCRIPTION	Previously Budgeted	FY2025 Adopted	FUNDING					
				Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Discretionary (federal/state)	
<b>1 REVENUE VEHICLE REPLACEMENT / SUPPORT</b>									
1	Major Bus Components	Purchase new or rebuilt parts. Major Bus Components include parts that have unit price of \$5,000 or more.		\$ 392,370			\$ 392,370		
2	Replacement of (12) 2017-2018 Paratransit Cutaway	Procure replacement of (9) 2017 and (3) 2018 El Dorado Aerotech Paratransit Gasoline Cutaways for a total of 12 vehicles.		\$ 3,115,012	\$ 2,420,471		\$ 694,541		
Subtotal			\$ -	\$ 3,507,382	\$ 2,420,471	\$ -	\$ 1,086,911	\$ -	\$ -
<b>2 NON-REVENUE VEHICLE REPLACEMENT / SUPPORT</b>									
3	Maintenance Equipment	Procure (2) emergency dirt bikes, (2) electric carts, (4) medium duty floor jacks, (3) electric pallet jacks, (3) EV tool storage, (1) advance diagnostic reader, (2) generators and (1) hot pressure washer skid for maintenance shop equipment that have exceeded usage useful life, or are needed to support maintenance of new buses and equipment.	\$ 221,100	\$ 198,000			\$ 198,000		
4	Replacement Non-Rev Svc Support Vehicles	Purchase four (4) hybrid/electric sport utility vehicles of the (8) non-revenue services vehicles replacement.	\$ 154,000	\$ 155,650			\$ 155,650		
Subtotal			\$ 375,100	\$ 353,650	\$ -	\$ -	\$ 353,650	\$ -	\$ -
<b>3 FACILITIES / CONSTRUCTION</b>									
5	Interim Workspace Enhancement	Enhance Headquarters Offices including cubicles and office improvements to accommodate staffing growth; remove and replace worn carpet at North Base, South Base, and Central Offices; and plan and construct (2) modular offices in warehouse and storage space at North Base.	\$ 1,000,000	\$ 500,000			\$ 500,000		
6	Mobile Construction Office Trailers	Deliver and connect the (2) mobile construction office trailers, one each at North Base and South Base, to support District staff during phased site construction projects over the next 15 years.	\$ 148,500	\$ 38,500			\$ 38,500		
7	EV Charges for Non-Revenue Vehicles	Install Type 2 chargers (pool vehicles) at North Base and South Base to allow for future Non-Revenue Vehicles fleet expansion and additional chargers (if feasible) for employees and public.	\$ 575,000	\$ 286,000			\$ 286,000		
8	North Base Bus Transportation Building 200 <sup>1</sup>	Continue construction procurement process to provide temporary accommodation for building occupants, demolition and reconstruction of the building.	\$ 6,513,926	\$ 28,979,013			\$ 5,795,803		\$ 23,183,210
9	North Base and South Base Condition & Needs Assessment	Develop recommendations for repair, modification, and/or replacement of the North Base and South Base facilities based on their condition and the District's requirements.	\$ 660,000	\$ 440,000			\$ 440,000		
10	Bus Stop Improvement Plan	Complete design and procure bus stop amenities as recommended in the forthcoming Bus Stop Improvement Plan.	\$ 220,000	\$ 550,000			\$ -	\$ 550,000	
Subtotal			\$ 9,117,426	\$ 30,793,513	\$ -	\$ -	\$ 7,060,303	\$ 550,000	\$ 23,183,210
<b>4 INFRASTRUCTURE</b>									
11	Battery Electric Bus (BEB) Infrastructure <sup>2</sup>	Award a construction contract of BEB charging infrastructure at South Base for the 37 BEBs.	\$ 23,544,470	\$ 13,962,500	\$ 2,907,693		\$ -	\$ 5,890,866	\$ 5,163,941
12	Hydrogen Fuel Cell Electric Bus (FCEB) Infrastructure <sup>3</sup>	Develop a cost estimate for the required facility modifications to determine the cost for the remainder of the hydrogen fueling station at North Base.	\$ 24,233,153	\$ 11,087,369			\$ -	\$ 6,475,557	\$ 4,611,812
13	North Base - Sea Level Rise and Erosion Mitigation	Develop a conceptual design and obtain the required environmental clearance(s) for the project.	\$ 1,482,000	\$ 1,343,100			\$ 1,343,100		
Subtotal			\$ 49,259,623	\$ 26,392,969	\$ 2,907,693	\$ -	\$ 1,343,100	\$ 12,366,423	\$ 9,775,753
<b>5 INFORMATION TECHNOLOGY / ITS</b>									
14	Technology Modernization	Newer technologies and redesign of the enterprise network are needed to increase security and reliability on the District's obsolescent network. Detailed analysis on the outdated enterprise application are also required to develop solutions.	\$ 3,388,000	\$ 3,872,000			\$ 3,872,000		
Subtotal			\$ 3,388,000	\$ 3,872,000	\$ -	\$ -	\$ 3,872,000	\$ -	\$ -
<b>6 PLANNING / DEVELOPMENT</b>									
15	Support for Property Mapping	Property mapping services to conduct field surveys, draft legal descriptions, property boundary resolutions, obtaining title records, providing exhibits, filing Record of Surveys and produce mapping for Junipero Serra Boulevard District properties along the Dumbarton Corridor.	\$ 672,000	\$ 330,000			\$ 330,000		
16	El Camino Real Transit Capital Improvement Fund	Serve as a dedicated funding source through which SamTrans can implement the capital improvement plan recommendations of the El Camino Real Bus Speed & Reliability Study.	\$ 2,200,000	\$ 1,100,000			\$ -	\$ 1,100,000	
17	Capital Project Development	Fund activities that include but are not limited to capital budget and programming process, grant development, and development of capital program management systems.		\$ 250,000			\$ 250,000		
18	Capital Program Management	Fund for programs and project controls support, including monitoring project performance and delivery.		\$ 250,000			\$ 250,000		
19	Capital Contingency Fund	Fund unforeseen capital expenditures		\$ 250,000			\$ 250,000		
Subtotal			\$ 2,872,000	\$ 2,180,000	\$ -	\$ -	\$ 1,080,000	\$ 1,100,000	\$ -
<b>GRAND TOTAL</b>				\$ 67,099,514	\$ 5,328,164	\$ -	\$ 14,795,964	\$ 14,016,423	\$ 32,958,963



# Capital Program

## Monthly Progress Report



**June 2023**

## Distribution List

Executive Team and Directors		Project Managers		Project Controls	
Chan	April	Cheema	Karambir	Haghtalab	Nasser
Chan	Hubert	Chen	Jeanie	Williams	Jennifer
Fitzpatrick	Brian	Chi	Natalie		
Harbour	David	Henry	Shawn		
Kumar	Mehul	Hofler	Ellen		
Lafebre	Hilda	Lipps	Jeremy C		
Larano	Liria	Parsons	David T		
Lo	Victor	Robertson	Ron		
Millard-Olmeda	Ladi	Salazar	Michael		
Mobley-Ritter	Connie	Shu	Jeff		
Olmeda	David	Steketee	Jonathan		
Rivas	Ana	Tan	Xiaomei		
Skinner	Peter	Thomas	Jeffrey		
Tolleson	Millie	Torres	Mike		
		Watanabe	Yoko		
				Others	
				Aung	Soe
				David	Christopher
				De Guzman	Ailyn
				Delaney	Susan
				Epstein	Jessica
				Fong	Leslie
				Liao	Cleo
				Mai	Lisha
				Williams	Cutrtis



SamTrans Capital Projects Summary Report - June 2023									
Project ID	Project Name	Project Manager	Schedule		Budget		Funding		Page
			May-23	Jun-23	May-23	Jun-23	May-23	Jun-23	
<b>Revenue Vehicle Support Projects</b>									
021502	Major Bus Components	Daniel Stewart	●	●	●	●	●	●	8
100353	FY19 Maintenance Support Equipment	David Harbour	●	●	●	●	●	●	10
100585	Purchase 17 Battery Electric Bus	David Harbour	●	●	●	●	●	●	12
100633	Purchase (21) Paratransit Cutaway	David Parsons	●	●	●	●	●	●	14
100634	Replace (10) 2017 RW Minivans	David Harbour	●	●	●	●	●	●	16
100635	Replace (135) 2009 Gillig Buses	David Harbour	●	●	●	●	●	●	18
<b>Non-Revenue Vehicle Support</b>									
100462	Replacement Non-Rev Toyota Priuses	Steve Prieto	●	●	●	●	●	●	20
100549	Replacement Non-Rev Vehicles	Steve Prieto	●	●	●	●	●	●	22
<b>Information Technology Projects</b>									
021505	Technology Refresh Project	Michael Salazar	●	●	●	●	●	●	24
100016	Mobile View (Wi-Fi) Enhancement	Karambir Cheema	●	●	●	●	●	●	26
100248	FY18 EPM Replacement	Mike Torres	●	●	●	●	●	●	28
100463	SPEAR System Improvement	David Harbour	●	●	●	●	●	●	30
100534	Onboard Wi-Fi	Karambir Cheema	●	●	●	●	●	●	32
100546	Automating Daily Dispatch	Jonathan Stekatee	●	●	●	●	●	●	34
100628	APC Validation	Jonathan Stekatee	●	●	●	●	●	●	36
100706	Intelligent Transportation System (ITS)	Karambir Cheema	●	●	●	●	●	●	38
100707	Cybersecurity Program	Michael Salazar	●	●	●	●	●	●	40
100708	Paratransit Scheduling Software	Tina Dubois	●	●	●	●	●	●	42
100715	Multi Platform Upgrades	Michael Salazar	●	●	●	●	●	●	44
<b>Facilities/Construction Projects</b>									
021507	Facilities Smaller Projects	Ron Robertson	●	●	●	●	●	●	46
100018	Lighting Upgrade at North Base	Jeffrey Thomas	●	●	●	●	●	●	48
100252	FY18 Ctrl Bldg. Roof Replace	Jeffrey Thomas	●	●	●	●	●	●	51
100352	ADA Self Eval Plan	Jeffrey Thomas	●	●	●	●	●	●	53
100466	Remodel NB - SB	Jeffrey Thomas	●	●	●	●	●	●	55
100468	NB SB Bus Vacuum Replacement	Jeffrey Thomas	●	●	●	●	●	●	57
100469	NB Washer Replacement	Jeffrey Thomas	●	●	●	●	●	●	60
100472	Central Building Development Options	Xiaomei Tan	●	●	●	●	●	●	63
100473	Central Building Various Site Improvements	Jeffrey Thomas	●	●	●	●	●	●	65
100474	SB Bus Washer Walls	Jeffrey Thomas	●	●	●	●	●	●	67
100475	ADA Study & Phase 1 Retrofits	Jeffrey Thomas	●	●	●	●	●	●	70
100476	North and South Base Exterior Painting	Jeffrey Thomas	●	●	●	●	●	●	72
100538	NB / SB Front Entrance Mod	Jeffrey Thomas	●	●	●	●	●	●	74
100548	North Base 200 Transportation Bldg.	Yoko Watanabe	●	●	●	●	●	●	76
100629	EV Chargers Non-Rev Vehicles	Jeffrey Thomas	●	●	●	●	●	●	79
100710	South Base Water Utility Lines Replacement	Jeffrey Thomas	●	●	●	●	●	●	81
100711	Bus Shelter Upgrades and Replacements	Jeffrey Thomas	●	●	●	●	●	●	83
<b>Zero Emission Infrastructure Projects</b>									
100547	SB Switchgear Replacement and Charger Installation	Jeffrey Shu	●	●	●	●	●	●	85
100631	ZEB Implementation and Deployment	Lila Larano	●	●	●	●	●	●	87
100631-01	NB Interim Chargers Installation Implementation and Deployment	Jeff Shu	●	●	●	●	●	●	89
100712	North Base Sea Level Rise and Erosion Mitigation	Lila Larano	N/A	●	N/A	●	N/A	●	92
100723-02	North Base H2 Fueling Station for 10 FCEBs (Interim Solution)	Lila Larano	●	●	●	●	●	●	94
100723-01	North Base Maintenance Modifications fro FCEBs	Yoko Watanabe	●	●	●	●	●	●	96

Major Bus Components

Month: Jun-23

Project ID: 021502

Project Manager: Joe Almondia

SCOPE Summary

STATUS Summary

Phase: Procurement

The objective of this project is to maintain a state of good repair for bus transit. Well maintained capital bus components are essential to keep our revenue equipment in service, reliable, and safe for bus patrons. This project provides funding for new parts, rebuilt parts, and major bus components, not accounted for in the operating budget, that exceed \$5,000 in accordance and compliance with FTA guidelines. Parts and major bus components include; engines, transmissions, differentials, ECU (electronic control unit), HVAC units (heating, ventilation and air conditioning) radiator, muffler, air compressor, Digital Video Recorders (DVRs), Automatic Mobile Data Terminals (AMDTs), etc.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 7,562,517	100%	92.0%	\$ 7,562,517

Schedule

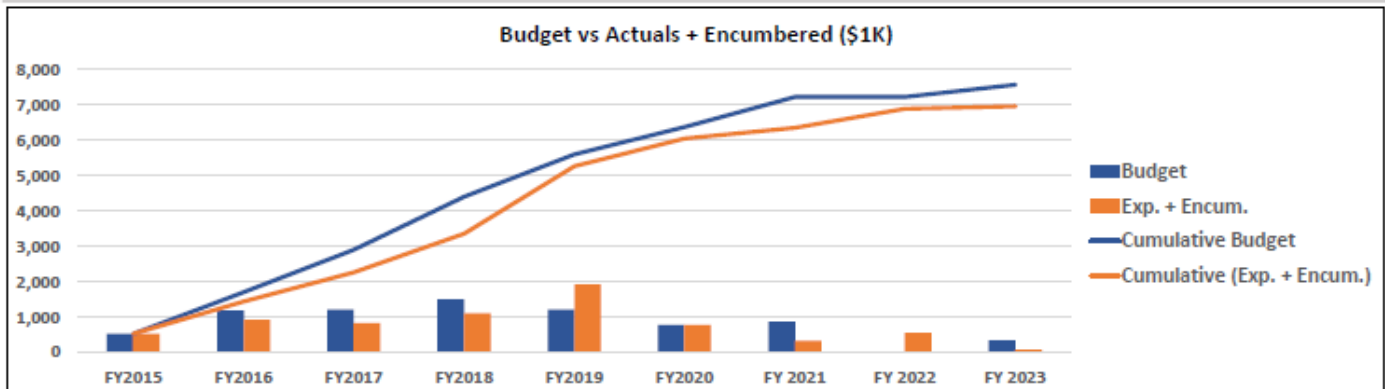
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	07/01/15	07/01/15			0	0	
Project Finish			06/30/23	06/30/23	0	0	Duration is expanded to the end of FY23 with no budget allocation

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	7,563		7,563	0	7,563	0		6,958	6,958	605
Totals	7,563	0	7,563	0	7,563	0	0	6,958	6,958	605

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	517		517	0				517	517	0
FY2016	1,183		1,183	133				786	919	264
FY2017	1,202		1,202	-103				923	821	646
FY2018	1,497		1,497	87				1,011	1,098	1,044
FY2019	1,198		1,198	494				1,416	1,909	333
FY2020	772		772	-499				1,274	775	331
FY 2021	852		852					314	314	868
FY 2022			0	-107				643	536	332
FY 2023	341		341	-6			0	74	68	605
Totals	7,563	0	7,563	0	7,563	0	0	6,958	6,958	605



Major Bus Components

Month: Jun-23

Project ID: 021502

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Undefined		-2	0		-2	-2	0	
General Capital Fund (01050)	Local	6,334	0		6,334	6,334	0	
FY19 STA-State of Good Repair (03122)	State	1,230	0		1,230	1,230	0	
<b>Totals</b>		<b>7,563</b>	<b>0</b>	<b>0</b>	<b>7,563</b>	<b>7,563</b>	<b>0</b>	

Major Bus Components

Month: Jun-23

Project ID: 021502

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**


**KEY ACTIVITIES - Next Reporting Month (top 5)**

1. Continue to purchase major bus components and replacement parts, as needed.

**Project Notes**

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Maintenance Support Equipment

Month: Jun-23

Prj. ID: 100353

Project Manager: Steven Prieto

SCOPE Summary

Equipment used to support day-to-day shop activities.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,326,246	88.8%	51.6%	\$ 1,326,246

Schedule

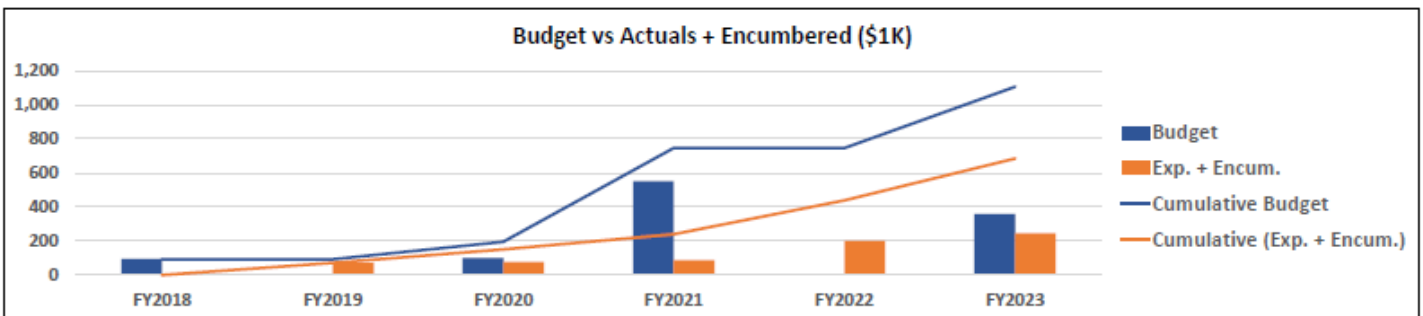
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/19	07/01/19			0	0	
Finish			12/31/23	12/31/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	(F=C-E)		
15 - Procurement	1,326		1,326	85	1,326	0	150	599	684	642
Totals	1,326	0	1,326	85	1,326	0	150	599	684	642

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	(F=C-E)		
FY2018	94		94					0	0	94
FY2019			0					72	72	22
FY2020	101		101	2				76	79	44
FY2021	551		551	65				23	88	507
FY2022	0		0	83				116	199	308
FY2023	359		580	-66			150	312	246	642
Totals	1,105	0	1,326	85	1,326	0	150	599	684	642



Maintenance Support Equipment

Month: Jun-23

Prj. ID: 100353

**FUNDING** (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,105	0		1,105	1,105	0	
<b>Totals</b>		1,105	0	0	1,105	1,105	0	

**RISKS** (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

**ISSUES** (Risks that are materialized, in order of priority)

Issue	Status

**KEY ACTIVITIES - Current Reporting Month** (top 5)


**KEY ACTIVITIES - Next Reporting Month** (top 5)


**Project Notes**

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Express Bus - BEB (Purchase 17 Battery Electr Bus)

Month: Jun-23

Prj. ID: 100585

Project Manager: David Harbour

SCOPE Summary

To purchase 7 battery electric heavy-duty, low-floor, 40-foot buses (BEBs) that will be used for the Express Bus Pilot Program and 10 battery electric buses will be replacing the ten 2003 Gillig that were scheduled for replacements with the initial 10 pilot battery electric buses. There will also be 20 ABB depot chargers included in this procurement.

STATUS Summary

Phase:

Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 21,233,918	43%	95.1%	\$ 21,233,918

Project Manager: David Harbour

Schedule

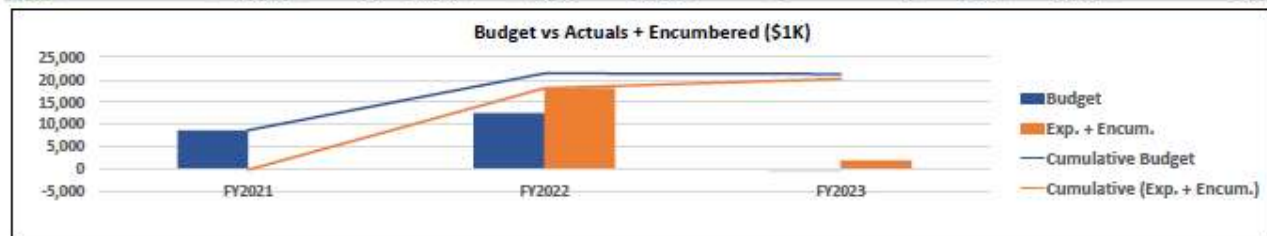
Summary Activities	Baseline Start (A)	Est. or Act. Start (B)	Baseline Completion (C)	Est. or Act. Completion (D)	Start Variance (E= A-B)	Completion Variance (Devs) (F= C-D)	Comments
Research bus type and COOP purchasing	01/01/21	01/01/21	03/05/21	03/05/21	0	0	Initial 7 BEB as Expansion; Add 10 BEB to replace Protermas
Procurement: Staff Report/Reso, BOD, Agreement, Amendment, PO	03/05/21	03/05/21	04/20/22	04/20/22	0	0	Agreement signed 6/30/21; Amendment signed 4/20/22
Pre-Production Meetings, Bus Configurations	06/04/21	06/04/21	06/23/22	06/23/22			
Production, Inspection, Quality Control	07/01/22	07/01/22	04/24/23	04/24/23	0	0	Pilot Bus delayed by 2 month. Supply chain caused delay at New Flyer Plant.
NB 2 ABB Temporary Chargers: Delivery to North Base; Payment; Commissioning	08/08/22	08/08/22	09/15/22	12/12/22	0	-88	2 Temp Chargers delivered 8/8/22; started commissioning 11/29/22 and completed 12/12/22.
1 Pilot Bus: Delivery, Acceptance, In-Service, Payments	09/12/22	11/14/22	10/12/22	01/13/23	-63	-93	Pilot Bus delivered on 11/14/22; conditional acceptance 1/13/23
NB 8 ABB Chargers: Delivery to North Base; Payment; Commissioning	11/28/22	12/23/22	12/28/22	06/30/23	-25	-184	8 NB chargers delivered 12/21/22; ancillary parts received and ready for installation; 2 NB chargers de-energized for installation at permanent location with the other 8 chargers. 9 chargers fully commissioned in May. #6 charger is defective, needs part replacement; pending service.
16 Serial Buses: Delivery, Acceptance, In-Service, Payments	02/10/23	08/21/23	06/09/23	12/30/23	-192	-204	Serial Buses; expecting delay to production schedule with door controller/annunciator shortages; ESS recall retrofit
SB 10 ABB Chargers: Delivery to South Base; Payment; Commissioning	09/15/23	09/15/23	10/15/23	10/15/23	0	0	ETA Q3 2023 based on infrastructure schedule
Post Delivery	10/16/23	10/16/23	05/30/24	05/30/24	0	0	
Close-out	06/03/24	06/03/24	06/28/24	06/28/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 -Procurement	21,234		21,234	17,519	21,234		3	2,666	20,185	1,049
<b>Totals</b>	<b>21,234</b>	<b>0</b>	<b>21,234</b>	<b>17,519</b>	<b>21,234</b>	<b>0</b>	<b>3</b>	<b>2,666</b>	<b>20,185</b>	<b>1,049</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	8,803		8,803					1	1	8,802
FY2022	12,631		12,631	16,431				1,694	18,125	3,309
FY2023	-200		-200	1,088			3	972	2,060	1,049
<b>Totals</b>	<b>21,234</b>	<b>0</b>	<b>21,234</b>	<b>17,519</b>	<b>21,234</b>	<b>0</b>	<b>3</b>	<b>2,666</b>	<b>20,185</b>	<b>1,049</b>



Express Bus - BEB (Purchase 17 Battery Electr Bus)

Month: Jun-23

Prj. ID: 100585

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	4,665	0		4,665	4,665	0	
Sec 5307 Grant (02182)	Federal	3,679	0		3,679	3,679	0	
FTA 1671 (02186)	Federal	1,630	0		1,630	1,630	0	
SOG FY18 (03120)	State	568	0		568	568	0	
Prop 18 PTMISEA (03618)	State	629	0		629	629	0	
LCTOP - FY16 Electric Buses (03933)	State	950	0		950	950	0	
LCTOP - FY17 Electric Buses (03934)	State	309	0		309	309	0	
LCTOP - FY18 Express Buses (03940)	State	1,133	0		1,133	1,133	0	
LCTOP - FY19 Express Buses Pilot (03942)	State	1,717	0		1,717	1,717	0	
LCTOP Program - FY20 (03944)	State	1,703	0		1,703	1,703	0	
SB1 LLP-Express Bus Project (03947)	State	2,000	0		2,000	2,000	0	
AHSC - Express Bus Project (04429)	Local	2,250	0		2,250	2,250	0	
<b>Totals</b>		<b>21,234</b>	<b>0</b>	<b>0</b>	<b>21,234</b>	<b>21,234</b>	<b>0</b>	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Price increases for bus price	Increase budget
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays; Will affect operators/maintenance driving and working on buses, cannot put in service	Delay in service is expected
Post-Delivery support by Manufacturer; Labor shortages: FSRs are not available due to COVID or any other issues	Delay in service is expected

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	Negotiated price increase with Mfg.; signed Amendment 2
Supply Chain issues: Vapor controller and voice annunciator	Delayed parts for production and delivery of buses: Parts delayed until mid-2023
Delayed production of buses	Received revised schedule from New Flyer regarding remaining 16 BEB on 5/19/23

KEY ACTIVITIES - Current Reporting Month (top 5)

Pilot Bus used for training and familiarization; Estimated In-Service Date Aug 7
Serial buses entered production line started week of 3/27/23 and will go through week of 10/2/23; Buses are scheduled for delivery starting Aug 21
North Base - 10 chargers will be ready for use
South Base - 10 ABB chargers delivery in Q3 2023; purchased extended warranty; Pending Amendment 3

KEY ACTIVITIES - Next Reporting Month (top 5)

Pilot Bus will be In-Service Date Aug 7
Serial buses entered production line started week of 3/27/23 and will go through week of 10/2/23; Buses are scheduled for delivery starting Aug 21
North Base - 10 chargers will be ready for use
South Base - 10 ABB chargers delivery in Q3 2023; purchased extended warranty; Pending Amendment 3

Project Notes

1 Pilot Bus received and accepted 1/13/23; Use for training; Estimated in-service of pilot bus in July 2023
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Purch (21) Paratransit Cutaway

Month: Jun-23

Prj. ID: 100633

Project Manager: David Harbour

SCOPE Summary

This project plan is for the replacement of twenty one (21) Revenue Para Transit Vehicles. This procurement will replace twenty (21) 2015 Eldorado Aerotech Cut-Aways, Units 219 to 239. These vehicles went into revenue service in 2014.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 4,806,900	13%	0.0%	\$ 4,806,900

Schedule

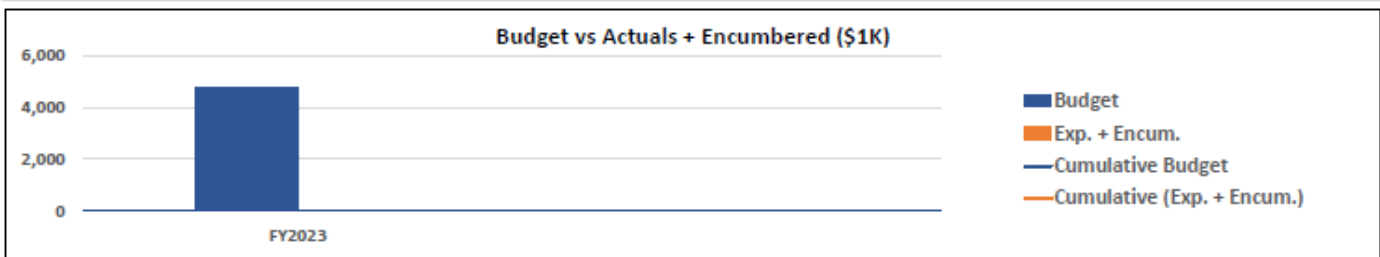
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	11/01/21	11/01/21	10/31/22	01/30/23	0	-91	El Dorado Aerotechs are no longer available for purchase; Supply chain delays
Procurement: Staff Report/Reso, BOD, Agreement, PO	11/01/22	02/01/23	05/17/23	10/30/23	-92	-166	Supply Chain and increased chassis costs delaying procurement process; start date unknown
Pre-Production Meetings, Bus Configurations	12/07/22	06/07/23	12/07/23	12/07/23	-182	0	
Production, Inspection, Quality Control	12/07/23	12/07/23	03/15/24	03/15/24	0	0	
Post-Delivery: Acceptance, In-Service, Payments	03/18/24	03/18/24	11/30/24	11/30/24	0	0	
Close-out	12/02/24	12/02/24	12/31/24	12/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	4,807		4,807		4,807	0		0	4,807	
Totals	4,807	0	4,807	0	4,807	0	0	0	4,807	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	4,807		4,807		4,807			0	4,807	
Totals	4,807	0	4,807	0	4,807	0	0	0	4,807	





Purch (21) Paratransit Cutaway

Month: Jun-23

Prj. ID: 100633

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	101	0		101	101	0	
Sec5307 FY 21/22 (03639)	Fed	3,846	0		3,846	3,846	0	
Prob-1B-FY11 PTMISAE SAMTR (03618)	State	178	0		178	178	0	
Prop 1B PTMISEA FY14 (03639)	State	211	0		211	211	0	
FY22 MTC AB664 Brdg Toll SAMTR (04126)	Local	471	0		471	471	0	
<b>Totals</b>		<b>4,807</b>	<b>0</b>	<b>0</b>	<b>4,807</b>	<b>4,807</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Price increases for bus price	Increase budget
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays	Service delay is expected
Post-Delivery support by Manufacturer; Labor shortages: FSRs are not available due to COVID or any other issues	Service delay is expected
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for management support

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Price increases being reviewed by CalAct	CalAct amended their contract with price increases
Supply Chain issues affecting ability to order buses	Dealers are slow providing quotes due to price increase and availability

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Pending final quote; informal notice of increased pricing by dealer
Grants obtained FTA approval for transition to Transit

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Review new pricing for Transit Vans
Draft Staff Report/Resolution for Agenda Review in June and Board authorization in July

**Project Notes**

Buy America audits: 1) Required if there is any federal funds and 2) order is 10 quantity or more. Pre-Award must be done before any PO or agreement with Dealer/Mfg.
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Repl (10) 2017 RW Minivans

Month: Jun-23

Prj. ID: 100634

Project Manager: David Harbour

SCOPE Summary

The purpose of this project is to replace (10) 2017 model year El Dorado Amerivan minivans that will be beyond their useful life in calendar-year 2022. The procurement will replace existing RediWheels minivans with fleet numbers 250-259.

STATUS Summary

Phase:

Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,093,876	44.5%	84.8%	\$ 1,093,876

Schedule

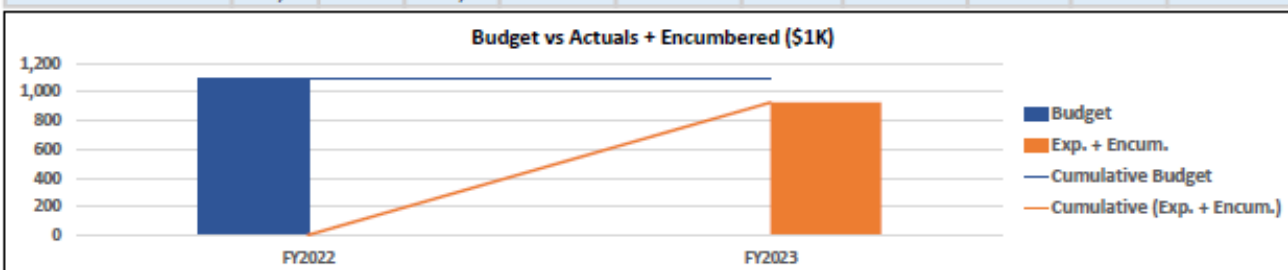
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	11/01/21	11/01/21	04/01/22	04/01/22	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	04/01/22	04/01/22	09/30/22	09/30/22	0	0	Agreement fully executed 8/31/22; PO issued 7/18/22
Pre-Production Meetings, Bus Configurations	06/01/22	06/01/22	10/14/22	02/12/23	0	-121	
Production, Inspection, Quality Control	10/17/22	02/20/23	12/05/22	05/15/23	-126	-161	Production started 2/20/23
Post-Delivery: Acceptance, In-Service, Payments	12/05/22	05/01/23	01/13/23	08/15/23	-147	-214	Received 10 vans 7/11/23
Close-out	12/01/23	12/01/23	12/29/23	12/29/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,094		1,094	276	1,094	0	643	652	928	166
Totals	1,094	0	1,094	276	1,094	0	643	652	928	166

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2022	1,094		1,094					1	1	1,093
FY2023			0	276			643	651	927	166
Totals	1,094	0	1,094	276	0	0	643	652	928	166



Repl (10) 2017 RW Minivans

Month: Jun-23

Prj. ID: 100634

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	526	0		526	526	0	
Sec5307 Grant -CA-2021-082 (02904)	Federal	568	0		568	568	0	
<b>Totals</b>		<b>1,094</b>	<b>0</b>	<b>0</b>	<b>1,094</b>	<b>1,094</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Price increases for bus price	Increase budget
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays	Service delay is expected
Post-Delivery support by Manufacturer; Labor shortages:	Service delay is expected
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for management support

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Labor shortages and availability of chassis and components for vans causing delays	Delaying vans being built with ADA components at plant

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Received 9 out of 10 vans for acceptance and paint
Coordinated with internal team for acceptance
Coordinated paint with dealer and contractor
Paid invoices on 2 vans
Correspond with Dealer on defects

**KEY ACTIVITIES - Next Reporting Month (top 5)**

10 Vans received for acceptance and paint
Coordinate with internal team for acceptance/in-service
Pay Dealer for in-service vans
Correspond with Dealer on defects and credits

**Project Notes**

Buy America audits: 1) Required if there is any federal funds and 2) order is 10 quantity or more. Pre-Award must be done before any PO or agreement with Dealer/Mfg.

Replace (135) 2009 Gillig Buses

Month: Jun-23

Prj. ID: 100635

Project Manager: David Harbour

SCOPE Summary

STATUS Summary

Phase: Procurement

This project will replace (135) 2009 model-year heavy duty diesel buses that will be beyond their useful, with a combination of Battery Electric buses (BEB) and Hydrogen Fuel Cell buses. There will be multiple phases for this replacement project. Phase 1 will be the purchase of 20 BEB and 10 Hydrogen Fuel Cell buses. Subsequent phases are yet to be determined with the breakdown of type of buses and quantities. Subsequent phases would replace the remaining (105) 2009 diesel buses.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 42,584,078	17.1%	86.4%	\$ 42,584,078

Schedule

Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
<b>PHASE 1: 30 ZERO EMISSION BUSES</b>							
Research bus type and COOP purchasing	04/01/22	04/01/22	05/03/22	05/03/22	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	05/02/22	05/02/22	09/30/22	09/30/22	0	0	
Gillig (20 BEB): Pre-Production Meetings, Bus Configurations	10/17/22	10/24/22	07/21/23	07/21/23	-7	0	
Gillig (20 BEB): Production, Inspection, Quality Control	07/24/23	07/24/23	11/10/23	11/10/23	0	0	
Gillig (1 Pilot BEB): Delivery, Acceptance, In-Service, Payments	08/01/23	05/06/24	10/02/23	06/10/24	-279	-252	Schedule changed; supply chain delay; 60 day testing of Pilot Bus
Gillig (19 BEB): Delivery, Acceptance, In-Service, Payments	09/01/23	08/26/24	02/05/24	12/02/24	-360	-301	30 day testing of Serial Buses
New Flyer (10 FCEB): Pre-Production Meetings, Bus Configurations	11/01/22	10/12/22	07/31/23	07/31/23	20	0	
New Flyer (10 FCEB): Production, Inspection, Quality Control	04/10/23	04/17/23	09/01/23	01/15/24	-7	-136	
New Flyer (1 Pilot FCEB): Delivery, Acceptance, In-Service, Payments	06/12/23	07/24/23	08/14/23	10/09/23	-42	-56	60 day testing of Pilot Bus
New Flyer (9 FCEB): Delivery, Acceptance, In-Service, Payments	07/14/23	12/29/23	11/03/23	02/02/24	-168	-91	30 day testing of Serial Buses
<b>PHASE 2: 105 ZERO EMISSION BUSES</b>							
Research bus type and COOP purchasing	01/09/23	01/09/23	01/31/23	01/31/23	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	02/01/23	02/01/23	06/30/23	06/30/23	0	0	
Pre-Production Meetings, Bus Configurations	03/01/23	03/01/23	06/03/24	06/03/24	0	0	
Production, Inspection, Quality Control	06/03/24	06/03/24	06/03/25	06/03/25	0	0	
1 Pilot-Delivery: Acceptance, In-Service, Payments	07/05/24	07/05/24	09/07/24	09/07/24	0	0	60 day testing of Pilot Bus
104-Serial Buses: Delivery: Acceptance, In-Service, Payments	09/05/24	09/05/24	07/03/25	07/03/25	0	0	30 day testing of Serial Buses
Post delivery	07/04/25	07/04/25	05/30/26	05/30/26	0	0	
Close-out	06/01/26	06/01/26	06/30/26	06/30/26	0	0	

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
15 - Procurement	42,584		42,584	36,688	42,584	0	44	107	36,796	5,788
Totals	42,584	0	42,584	36,688	42,584	0	44	107	36,796	5,788

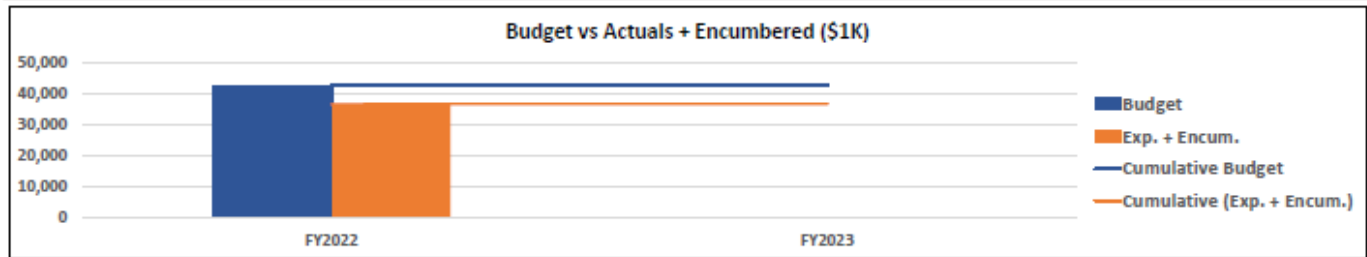
Replace (135) 2009 Gillig Buses

Month: Jun-23

Prj. ID: 100635

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2022	42,659		42,659	36,699				1	36,701	5,958
FY2023	-75		-75	-11			44	106	95	5,788
<b>Totals</b>	<b>42,584</b>	<b>0</b>	<b>42,584</b>	<b>36,688</b>	<b>42,584</b>	<b>0</b>	<b>44</b>	<b>107</b>	<b>36,796</b>	<b>5,788</b>



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E-C-D)	Comments
		Original (A)	Changes (B)					
General Capital Fund (01050)	Local	1,604	0		1,604	1,604	0	
Sect 5339 Repl 2009 Gillig Bus (02754)	Federal	811	0		811	811	0	
Sec5307 FY 21/22 (02908)	Federal	25,731			25,731	25,731	0	
Sec5307 FY 22/23 (02909)	Federal	5,279			5,279	5,279	0	
Prop 1B PTMISEA FY14 (03954)	State	9,160			9,160	9,160	0	
<b>Totals</b>		<b>42,584</b>	<b>0</b>	<b>0</b>	<b>42,584</b>	<b>42,584</b>	<b>0</b>	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk Title	Mitigation
Price increases for bus price	Increase budget
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays	Service delay is expected
Post-Delivery support by Manufacturer; Labor shortages:	Service delay is expected
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for management support

ISSUES (Risks that are materialized, in order of priority)

Issue Title	Status
Delayed production of buses	Received revised schedule from New Flyer regarding FCEB on 5/29/23
Delayed production of buses	Received revised schedule from Gillig regarding BEB on 3/3/23

KEY ACTIVITIES - Current Reporting Month (top 5)

- Phase 1: Gradeability issue identified for New Flyer FCEB; solution found; retrofit 1 pilot; swap 9 on production line; add to Amendment
- Phase 1: Gillig BEB project on HOLD until closer to production date in 2024
- Phase 1: Work in Progress Amendment 1 for New Flyer; Amendment 1 signed 5/11/23 for Gillig
- Phase 2: Review infrastructure timeline for bus purchase/delivery; Require Management's decision on type of Zero Emission Buses

KEY ACTIVITIES - Next Reporting Month (top 5)

- Phase 1: Gradeability issue identified for New Flyer FCEB; solution found; retrofit 1 pilot; swap 9 on production line; add to Amendment
- Phase 1: Gillig BEB project on HOLD until closer to production date in 2024
- Phase 1: Pending Amendment 1 for New Flyer; Amendment 1 signed 5/11/23 for Gillig
- Phase 2: Review infrastructure timeline for bus purchase/delivery; Require Management's decision on type of Zero Emission Buses

Project Notes

Multiple Phases procurement and different zero emission technology buses

Replace Non-Rev Toyota Priuses

Month: Jun-23

Prj. ID: 100462

Project Manager: Steve Prieto

SCOPE Summary

FY19 This project Plan is for the procurement will replace nineteen 2009 Toyota Priuses and back fill one Prius operations pool vehicle that was reassigned as a relief-vehicle, two 2010 Ford Escape hybrid, one 2012 Ford Escape Hybrid and three 2010 Ford Focus. All vehicles have exceeded their useful life expectancy.

FY20 This project plan is for the replacement of twenty-three Non-Revenue Service Support Vehicles. This procurement will replace eighteen 2009 Toyota Priuses and back fill one Prius operations pool vehicle that was reassigned as a relief-vehicle, two 2010 Ford Escape Hybrid, one 2012 Ford Escape Hybrid, and two electric carts. All vehicles have exceeded their useful life expectancy.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 744,455	75%	87%	\$ 744,455

Schedule

Summary Activities		Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
		(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research Available Cooperative Purchasing	FY19 Class 10001	07/01/18	07/01/18	07/01/18	07/01/18	0	0	Availability and Late Delivery
Requisition submission, Issue PO, Place Orders (12 vehicles)	FY19 Class 10001	06/02/20	06/02/20	06/02/20	06/02/20	0	0	
Delivery	FY19 Class 10001	04/09/19	04/09/19	04/09/19	04/09/19	0	0	
Acceptance	FY19 Class 10001	01/02/20	01/02/20	12/10/20	12/10/20	0	0	
Research Available Cooperative Purchasing	FY19 Class 10001	12/11/19	12/11/19	12/11/19	12/11/19	0	0	
Requisition submission, Issue PO, Place Orders (9 vehicles)	FY19 Class 10001	06/02/20	06/02/20	07/14/20	07/14/20	0	0	
Delivery	FY19 Class 10001	12/09/20	12/09/20	12/09/20	12/09/20	0	0	
Acceptance	FY19 Class 10001	12/11/20	12/11/20	12/11/20	12/11/20	0	0	
Close-out	FY19 Class 10001	12/11/20	12/11/20	12/11/20	12/11/20	0	0	
Research Available Cooperative Purchasing	FY20 Class 10020	12/15/21	12/15/21			0	0	
Research Modification/Price Adjustment based on availability	FY20 Class 10020	08/15/22	08/15/22			0	0	
Requisition submission, Issue PO, Place Orders (3 vehicles)	FY20 Class 10020	10/31/22	10/31/22			0	0	
Delivery	FY20 Class 10020	05/01/23	05/01/23			0	0	
Acceptance	FY20 Class 10020	05/15/23	05/15/23			0	0	
Close-out	FY20 Class 10020	05/31/23	05/31/23			0	0	

Replace Non-Rev Toyota Priuses

Month: Jun-23

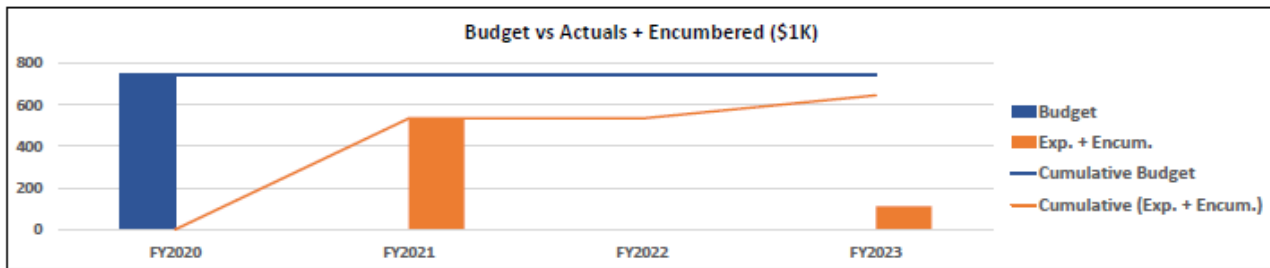
Prj. ID: 100462

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	744		744	72	744	0		574	646	98
<b>Totals</b>	<b>744</b>	<b>0</b>	<b>744</b>	<b>72</b>	<b>744</b>	<b>0</b>	<b>0</b>	<b>574</b>	<b>646</b>	<b>98</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	744		744	0				0	744	
FY2021	0		0	2				533	210	
FY2022	0		0						210	
FY2023	0		0	70				41	98	
<b>Totals</b>	<b>744</b>	<b>0</b>	<b>744</b>	<b>72</b>	<b>744</b>	<b>0</b>	<b>0</b>	<b>574</b>	<b>98</b>	



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	744	0		744	744	0	
<b>Totals</b>		<b>744</b>	<b>0</b>	<b>0</b>	<b>744</b>	<b>744</b>	<b>0</b>	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
No estimated or confirmed delivery dates due to supply chain issues	
Due to Pandemic, Employee/driver home isolation orders leads to LTD miles stops	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	
Late deliveries due to supply chain issues	
Order cancelation due to availability	

KEY ACTIVITIES - Current Reporting Month (top 5)

Re-assess vehicle replacement demands
Redistribution of project funds

KEY ACTIVITIES - Next Reporting Month (top 5)

Quote requests
Availability

Project Notes

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Replacement Non-Rev Vehicles

Month: Jun-23

Prj. ID: 100549

Project Manager: Steve Prieto

SCOPE Summary

STATUS Summary

Phase: Procurement

FY21 This Project Plan is for the Procurement of four Non-Revenue District Pool Vehicles. This Procurement will replace two 2010 Ford Escape Hybrid, one 2012 Ford E250 Van, and one 2011 Ford Focus. All vehicles have exceeded their useful life expectancy.

FY23 This Project Plan is for the Procurement of eight Non-Revenue District Pool Vehicles. This Procurement will replace two 2009 Toyota Prius, one 2010 Ford F-150, three 2010 Ford Escape Hybrid and two 2016 Ford Fusions. All vehicles have high mileage and six vehicles have exceeded their useful life expectancy.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 587,006	33.3%	13.9%	\$ 587,006

Schedule

Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research Available Cooperative Purchasing - Class 10001	12/15/20	12/15/20	12/31/20	12/31/20	0	0	Availability and Late Delivery
Research Available Cooperative Purchasing - Class 23001	12/15/21	12/15/21	12/31/21	12/31/21	0	0	
Research Modification/Price Adjustment based on availability - Class 10001	08/15/22	08/15/22			0	0	
Research Modification/Price Adjustment based on availability - Class 23001	08/15/22	08/15/22			0	0	
Requisition submission, Issue PO, Place Orders (2 vehicles) - Class 10001	10/31/22	10/31/22			0	0	
Requisition submission, Issue PO, Place Orders (3 vehicles) - Class 23001	10/31/22	10/31/22			0	0	Start of Covid Pandemic
Delivery - Class 10001	05/01/23	05/01/23			0	0	
Delivery - Class 23001	05/01/23	05/01/23			0	0	
Acceptance - Class 10001	05/15/23	05/15/23			0	0	
Acceptance - Class 23001	05/15/23	05/15/23			0	0	
Close-out - Class 10001	05/31/23	05/31/23			0	0	
Close-out - Class 23001	05/31/23	05/31/23			0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	587		587	82	587	0		82	505	
<b>Totals</b>	<b>587</b>	<b>0</b>	<b>587</b>	<b>82</b>	<b>587</b>	<b>0</b>	<b>0</b>	<b>82</b>	<b>505</b>	



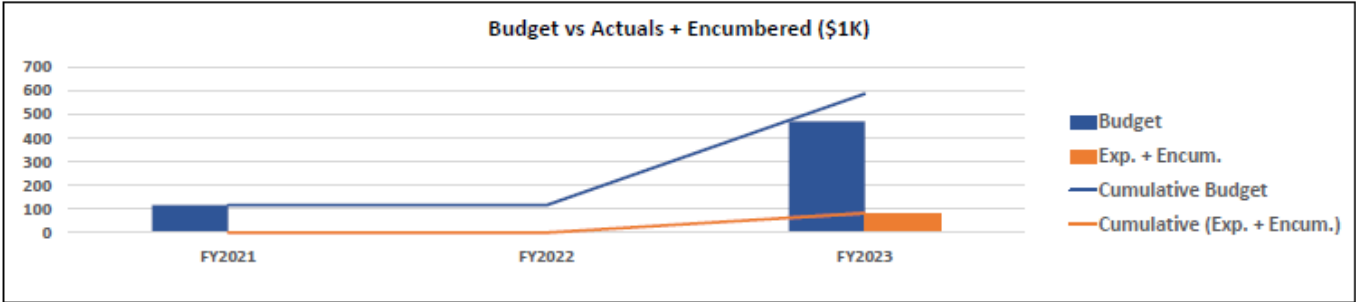
Replacement Non-Rev Vehicles

Month: Jun-23

Prj. ID: 100549

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	117		117					0	117	
FY2023	471		471	82				82	505	
<b>Totals</b>	<b>587</b>	<b>0</b>	<b>587</b>	<b>82</b>	<b>587</b>	<b>0</b>	<b>0</b>	<b>82</b>	<b>505</b>	



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	587	0		587	587	0	
<b>Totals</b>		<b>587</b>	<b>0</b>	<b>0</b>	<b>587</b>	<b>587</b>	<b>0</b>	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
No estimated or confirmed delivery dates due to supply chain issues	
Partial telecommuting Policy, lower estimated usage, low LTD miles, slower cycle replacement	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	
Late deliveries due to supply chain issues	
Order cancelation due to availability	

KEY ACTIVITIES - Current Reporting Month (top 5)

Verify quotes and availability This Periodically
High mileage and usage life vehicle replacements only
High wear and tear vehicle replacements

KEY ACTIVITIES - Next Reporting Month (top 5)

Quote requests
Availability

Project Notes

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Replace & Upgrade Servers & Out of Warranty Equipment

Month: Jun-23

Prj. ID: 021505

Project Manager: Michael Salazar

SCOPE Summary

This project will replace District's servers and data storage, copiers/printers, routers and switches, AC, UPS and other appliances that are at the end of their expected service life and soon to be out of warranty. The project will procure new equipment to replace old and out of warranty equipment in Central's Data Center, North Base, and South Base as well as professional services for setup and configuration.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 7,485,420	90.0%	79.7%	\$ 7,485,420

Schedule

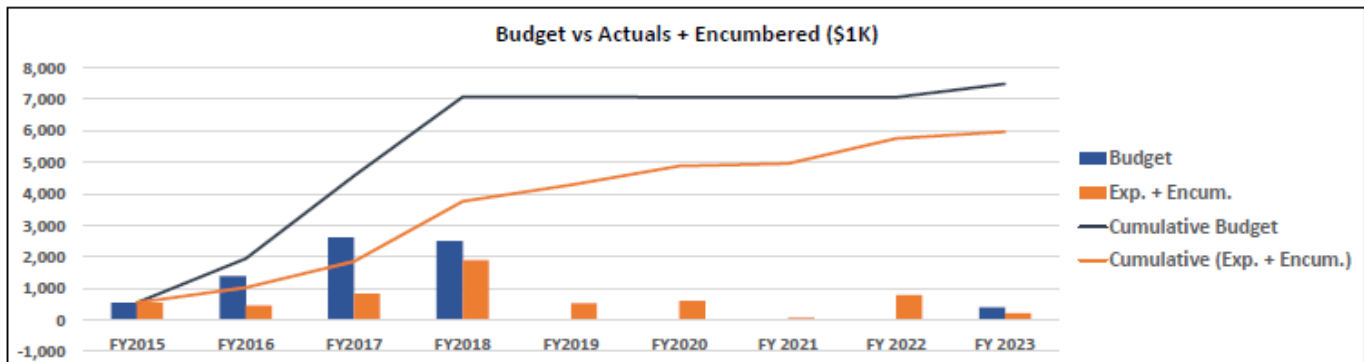
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/14	07/01/14			0	0	This project will span multiple years.
Finish			06/30/23	06/30/24	0	-366	The project will very likely be extended beyond the end of FY23.

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	7,485		7,485	345	7,485	0	14	5,620	5,965	1,520
Totals	7,485	0	7,485	345	7,485	0	14	5,620	5,965	1,520

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	555		555	0				555	555	0
FY2016	1,397		1,397	232				238	471	926
FY2017	2,627		2,627	-188				1,023	835	2,718
FY2018	2,500		2,500	652				1,251	1,903	3,316
FY2019	0		0	-304				829	525	2,791
FY2020	-9		-9	-160				755	595	2,187
FY2021	0		0	-109				188	79	2,108
FY2022	0		0	253				539	792	1,316
FY2023	416		416	-31			14	242	212	1,520
Totals	7,485	0	7,485	345	7,485	0	14	5,620	5,965	1,520



Replace & Upgrade Servers & Out of Warranty Equipment

Month: Jun-23

Prj. ID: 021505

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	7,485	0		7,485	7,485	0	
<b>Totals</b>		7,485	0	0	7,485	7,485	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

1. Continued replacement of District’s IT equipment on an as needed basis.
2. Work with IT management on prioritizing remaining funds.
3. End date adjusted to end of FY 24 as need will continue in the current fiscal year.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

1. Continued replacement of District’s IT equipment on an as needed basis.
2. Continue programming replacement priorities.

**Project Notes**

This project funds a number of equipment purchases throughout the year. Many of these purchases are not planned as they are for equipment that has failed. There were no purchases made during this reporting This Period.

Wi-Fi Bases for Video Review

Month: Jun-23

Prj. ID: 100016

Project Manager: Karambir Cheema

SCOPE Summary

STATUS Summary

Phase: Procurement

The project scope will primarily be as follows:

1. Install and test Wi-Fi equipment at North Base and South Base.
2. Specify software configuration based on stakeholder consensus.
3. Install, configure, and test servers, including:
  - a. Application server, which serves as the back end for client computers allowing users to request video, initiates communication with buses when they enter the yard, and uploads Digital Video Recorders (DVRs) health data as well as any requested video.
  - b. Database server, which runs Microsoft SQL server and houses data for the server application.
4. Install and configure client application on specified computers.
5. Configure all new Wi-Fi equipped DVRs to communicate with the application server.
6. Purchase, install and test Wi-Fi equipment at MV San Francisco CUB and Brewster locations.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 690,499	83%	94.4%	\$ 690,499

Schedule

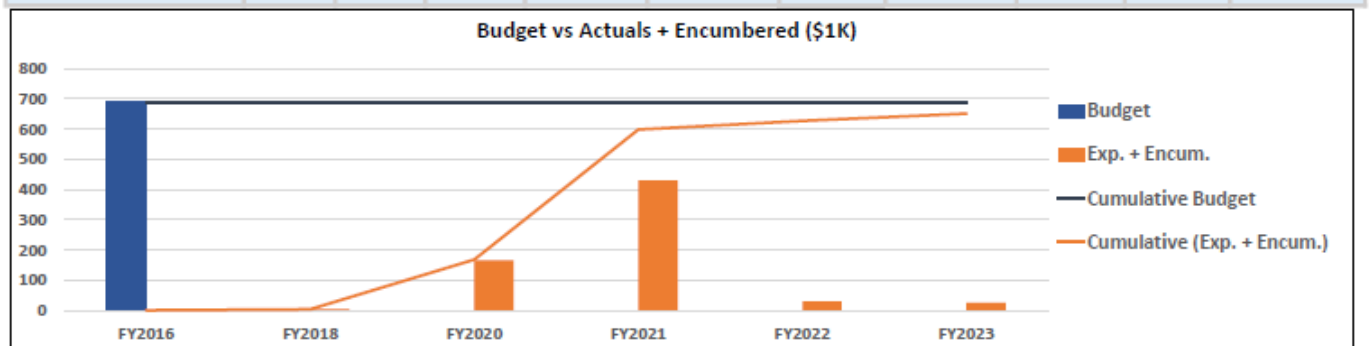
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Funding Released			03/26/17	03/26/18	0	-365	
Procurement of hardware and Base infrastructure installation	05/01/19	03/01/19	12/31/19	12/31/19	0	0	
Integration	08/01/19	08/01/19	12/31/19	12/31/19	0	0	
Testing	01/01/20	01/01/20	12/31/22	12/31/22	0	0	
Finish			12/31/22	12/31/23	0	-365	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	19		19	0	19	0	0	0	19	
16 - Construction	671		671	5	671	0	646	652	19	
Totals	690	0	690	5	690	0	0	646	652	39

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2016	690		690	0				0	690	
FY2018	0		0	0				3	688	
FY2020	0		0	153				12	522	
FY2021	0		0	-148				579	92	
FY2022	0		0	2				27	63	
FY2023	0		0	-2			0	26	39	
Totals	690	0	690	5	690	0	0	646	652	39



Wi-Fi Bases for Video Review

Month: Jun-23

Prj. ID: 100016

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	690	0		690	690	0	
<b>Totals</b>		690	0	0	690	690	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Heat map - coverage in the bus yards	IT is working on fixing the issue
Bandwith - connectivity (number of vehicles connecting)	Monitoring

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Project Schedule Delay	PM extended the finish date to fund any procurements required to complete the project.

**KEY ACTIVITIES - Current Reporting Month (top 5)**

1. Receive network equipment.
2. Identify wiring requirements for CUB and Brewster.
3. Obtain quotes from 3 different wiring vendors.
4. Schedule wiring installation.
5. Configure, test, and implement network equipment.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

1. Vendor Hardware Installation at CUB SF and Brewster Sites
2. IT/ITS schedule to inspect the system
3. Testing CUB/Brewster site performance

**Project Notes**

1. PM is extending the forecasted finish date to fund any procurements required to complete this project. Project completion is now estimated at December 31, 2023.

FY18 EPM Replacement

Month: Jun-23

Prj. ID: 100248

Project Manager:

Jeannie Chen/Mike Torres

SCOPE Summary

STATUS Summary

Phase: Procurement

The current functionality of PeopleSoft EPM fails to provide the District with a solution to meet all Budgeting, Planning and Reporting requirements. This project will identify and procure a replacement solution that is supported and meets a minimum of 90% of the districts requirements.

Scope

1. Develop Strategy for Budgets and Planning Tool solution
2. Planning & Needs Assessment
  - A. Define Business Requirements
  - B. Develop high level implementation plan including Staff resources
  - C. Identify COT's applications that meet requirements (A) and to be included as a minimum in RFP (Procurement)
4. Procurement
5. Implementation

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,300,000	30.0%	3.4%	\$ 2,300,000

Schedule

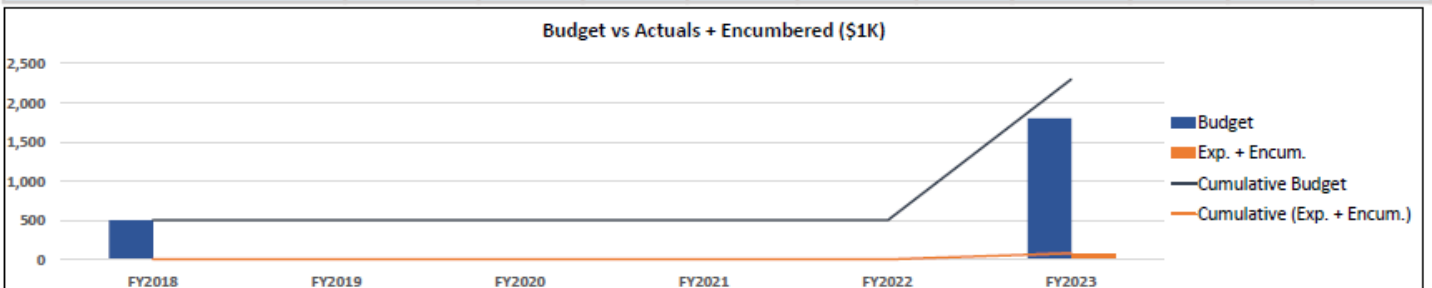
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Phase 0: Project Planning and Management	7/1/2019	7/25/2022	12/9/2022	12/9/2022	-1120	0	
Phase 1: Needs Assessment	8/29/2022	8/29/2022	8/29/2022	11/4/2022	0	-67	
Phase 2: Business Process Analysis	9/26/2022	9/26/2022	9/26/2022	1/13/2023	0	-109	
Phase 3: Development of RFP	11/1/2022	11/1/2022	11/11/2022	3/9/2023	0	-118	
Phase 4: High Level Recommendations	12/15/2022	12/15/2022	2/10/2023	2/22/2023	0	-12	
Phase 5: Issue RFP , Select Vendor			02/28/24	02/28/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	(F=C-E)		
15 - Procurement	2,300		2,300		2,300	0	0	78	78	2,222
Totals	2,300	0	2,300	0	2,300	0	0	78	78	2,222

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	(F=C-E)		
FY2018	500		500						0	500
FY2019			0						0	500
FY2020			0						0	500
FY2021			0						0	500
FY2022			0						0	500
FY2023	1,800		1,800				0	78	78	2,222
Totals	2,300	0	2,300	0	0	0	0	78	78	2,222



FY18 EPM Replacement

Month: Jun-23

Prj. ID: 100248

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	2,300	0		2,300	2,300	0	
<b>Totals</b>		2,300	0	0	2,300	2,300	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
The needs Assessment Phase completion will determine a more accurate cost & schedule for actual implementation.	Identified

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Lack of IT resources	Identified
Competing projects such as HCM, Trapeze, EAM, New Intranet, Hastus, Training, Shared Drives Migration	Identified

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Procurement for Needs Assessment completed.

**KEY ACTIVITIES - Next Reporting Month (top 5)**


**Project Notes**

The outcome of Phase I of the project will determine the actual cost and schedule for Phase II.
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SPEAR System Improvement

Month: Jun-23

Prj. ID: 100463

Project Manager: David Harbour

SCOPE Summary

The Agency intends to purchase an Enterprise Asset Management (EAM) system to replace its current system, SPEAR. The EAM will be used primarily by Agency's departments to include fleet maintenance, facilities, and infrastructure management. The system will interface into Agency's enterprise applications, including legacy systems, for integrated functionality.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 5,644,352	18%	4.8%	\$ 5,644,352

Schedule

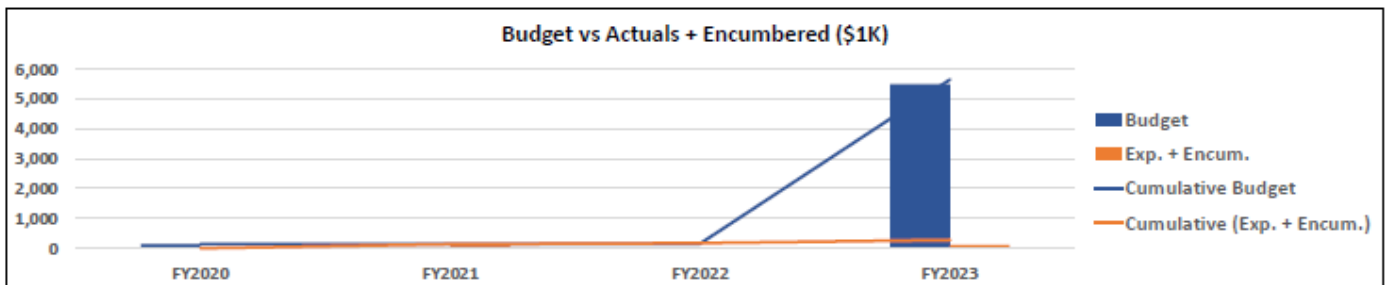
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Procurement	09/01/21	09/01/21	06/01/23	12/06/23	0	-188	Dec'23 BOD; negotiations delay award
Kick-off Implementation	06/02/23	01/18/24	06/02/23	01/18/24	-230	-230	This could be moved up if no delay in awarding
Complete System Implementation; Go Live	06/02/23	01/18/24	06/02/25	01/18/26	-230	-230	Est. 2 year implementation
Complete Training	06/02/25	01/18/24	06/01/26	01/18/26	501	134	Estimate only
Transition to IT - First Year Maintenance	06/02/25	01/18/24	06/02/26	01/18/26	501	135	
Close-out (10 Year Project)	06/02/26	06/02/26	07/02/36	07/02/36	0	0	Dependent on C&P

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	5,644		5,644	23	5,644	0	5	250	273	5,371
Totals	5,644	0	5,644	23	5,644	0	5	250	273	5,371

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	150		150	0				0	0	150
FY2021	0		0	53				79	132	18
FY2022	0		0	-3				34	32	-13
FY2023	5,494		5,494	-27			5	137	110	5,371
Totals	5,644	0	5,644	23	0	0	5	250	273	5,371





SPEAR System Improvement

Month: Jun-23

Prj. ID: 100463

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	150	0		150	150	0	
Measure W Sales Tax (01024)	Local	5,494	0		5,494	5,494	0	
<b>Totals</b>		<b>5,644</b>	<b>0</b>	<b>0</b>	<b>5,644</b>	<b>5,644</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Price increases due to parts shortages or other reasons	Increase budget
Supply chain issues delaying implementation	Delay progress with implementation
Labor shortages supporting implementation	Delay progress with implementation
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for Management support
Vendor gets acquired, dissolved or reorganized	Increase budget and extend schedule

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Kickoff negotiations meeting with Vendor
Internal team review of Scope, SLA, proposal, agreement, etc.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Continue negotiations with Vendor
Internal team review of Scope, SLA, proposal, agreement, etc.

**Project Notes**

Currently in Procurement process
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Onboard Wi-Fi Equipment Retrofit for 225 buses

Month: Jun-23

Prj. ID: 100534

Project Manager: Cheema Karambir

SCOPE Summary

STATUS Summary

Phase: Implementation

This project will include the cost of procuring and installing onboard Wi-Fi equipment on 225 buses. This project will also cover the cost of the CAD/AVL backend configuration, hardware installation and a patch for the buses that will allow for the cellular connection to provide a real-time feed.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,765,991	98%	69%	\$ 1,765,991

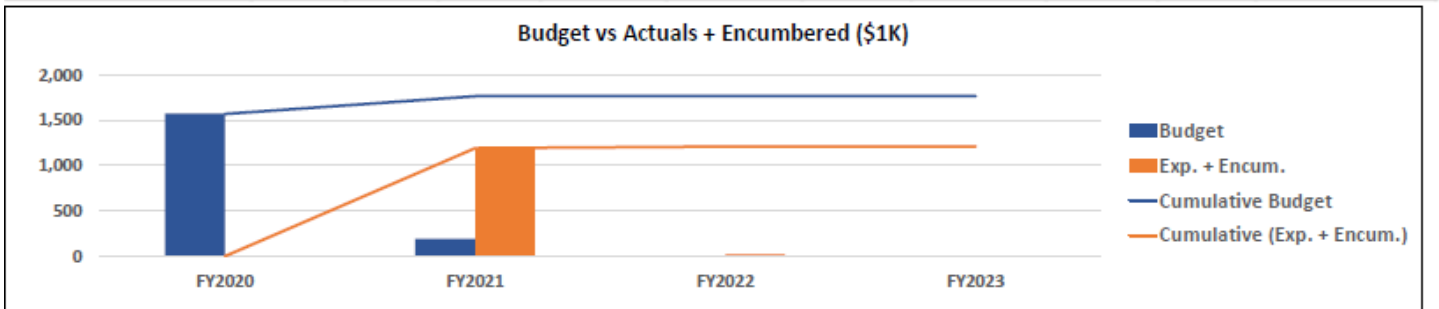
Schedule

Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Assigned to ITS			01/01/21	01/01/21	0	0	
Procurement of hardware	01/01/21	01/01/21	02/28/21	02/28/21	0	0	
Installation	05/01/21	05/01/21	06/14/21	06/14/21	0	0	
Testing	02/01/22	02/01/22	03/10/22	03/10/22	0	0	
Close out	03/11/22	08/30/22	08/30/22	12/31/23	-172	-488	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,766		1,766	3	1,766	0		1,209	1,212	554
<b>Totals</b>	<b>1,766</b>	<b>0</b>	<b>1,766</b>	<b>3</b>	<b>1,766</b>	<b>0</b>	<b>0</b>	<b>1,209</b>	<b>1,212</b>	<b>554</b>

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,572		1,572	0				0	1,572	
FY2021	194		194	153			1,040	1,193	573	
FY2022	0		0	-149			169	20	554	
FY2023	0		0					0	554	
<b>Totals</b>	<b>1,766</b>	<b>0</b>	<b>1,766</b>	<b>3</b>	<b>1,766</b>	<b>0</b>	<b>0.0</b>	<b>1,209</b>	<b>1,212</b>	<b>554</b>



Onboard Wi-Fi Equipment Retrofit for 225 buses

Month: Jun-23

Prj. ID: 100534

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	267	0		267	267	0	
FY21 STA -SOGR (03130)	State	1,499			1,499	1,499		
<b>Totals</b>		<b>1,766</b>	<b>0</b>	<b>0</b>	<b>1,766</b>	<b>1,766</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Router configuration, integration with back end CAD system	Monitoring firewall issues
SIM card network coverage	Monitoring

**ISSUES (Risks that are materialized, in order of priority)**

Issue	
Interface with CVAD/AVL configuration	CVAD/AVL which is tied to this project due to configuration and using one SIM card

**KEY ACTIVITIES - Current Reporting Month (top 5)**

1. Inspect, configure and test the routers for connectivity and uploading data to the central server.
2. Passenger Wi-Fi Connectivity to monitor uptime/downtime
3. Passenger Wi-Fi Security to monitor blocked sites/activities

**KEY ACTIVITIES - Next Reporting Month (top 5)**

1. Cradle Point Router operating system update (version 7.22.40)

**Project Notes**

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Automating Daily Dispatch

Month: Jun-23

Prj. ID: 100546

Project Manager: Jonathan Stekete

SCOPE Summary

Procure and implement HastusDaily and BidWeb and move Hastus software suite to Cloud Services. The two programs are additional modules to our planning software HastusScheduling. With implementation, scheduling, operations, and back end process (payroll, etc.) will be integrated together to make a seamless transition from plan to daily operation.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,750,424	8%	0.0%	\$ 1,750,424

Schedule

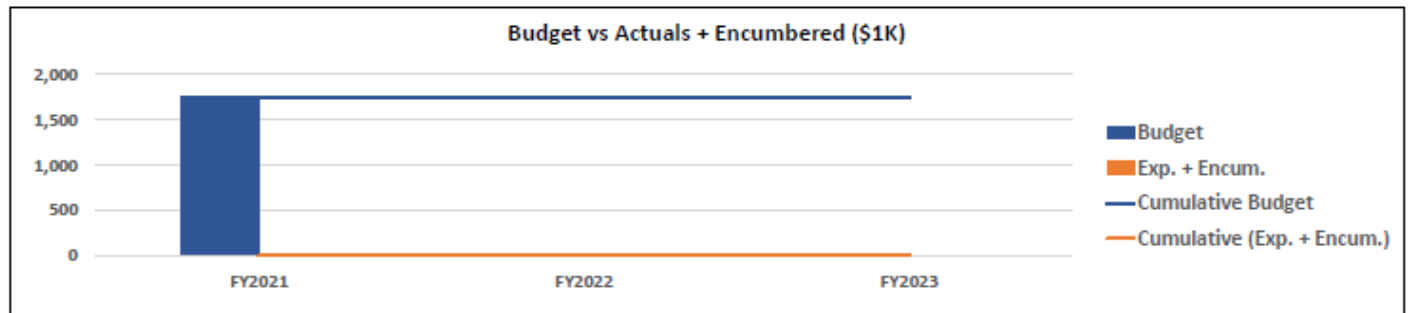
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Scope operational needs for software	06/01/20	06/01/20	01/30/21	12/15/20	0	46	
Determine Cloud best location	10/01/20	10/01/20	01/01/21	09/30/22	0	-637	Determine whether we or software provider should host cloud services.
Software Procurement	12/15/21	12/15/21	04/01/21	12/01/22	0	-609	
Software Implementation	04/01/21	12/01/22	04/01/23	12/01/24	-609	-610	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	418		418		418	0			0	418
13 - Final Design	279		279		279	0			0	279
14 - ROW	279		279		279	0			0	279
15 - Procurement	635		635		635	0			0	635
19 - Closeout	139		139		139	0			0	139
<b>Totals</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	1,750		1,750	0			0	0	1,750	
FY2022			0	0			0	0	1,750	
FY2023			0	0			0	0	1,750	
<b>Totals</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	



Automating Daily Dispatch

Month: Jun-23

Prj. ID: 100546

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	1,750	0		1,750	1,750	0	
<b>Totals</b>		1,750	0	0	1,750	1,750	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
May have to do a full procurement for software	Evaluating

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Delay in choice for who should host software	Complete

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Software has been uploaded to new Sequel Server
Training Scheduled for end users (Feb. 2023)
Vanilla version of Hastus 2022 is in place and currently being tested.
Negotiated pricing and terms for Hastus Dispatch and Bidweb

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Test access to the cloud for end users
Confirm test program for "Vanilla" version of Hastus
Take procurement of Hastus Dispatch and BidWeb to BOD for approval.

**Project Notes**

The project has been stalled several times. The good news is that we are ramping back up the process. The system will be moved to the cloud hosted by

APC Validation

Month: Jun-23

Prj. ID: 100628

Project Manager: Jonathan Steketee

SCOPE Summary

STATUS Summary

Phase:

Planning

The purpose of this project is to procure a system that can aggregate, verify, summarize, and report data collected by Automatic Passenger Counter (APC) units on 322 bus vehicles for analysis. Currently, the Federal Transit Administration (FTA) requires the agency to conduct ride checks (physically riding the bus) in order to spot-check the data produced by the APC units. A new system could replace the manual process of riding the bus, increasing staff productivity and saving the agency time and money. Approximately 7 hours per week

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 431,250	33.3%	0.0%	\$ 431,250

Schedule

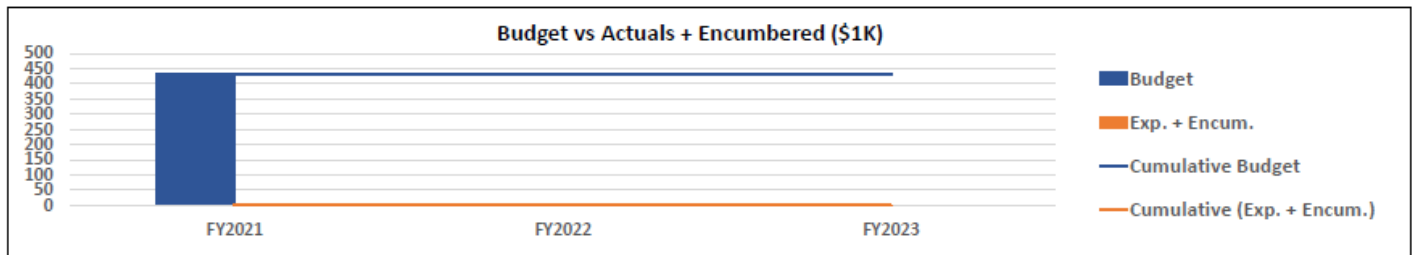
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Conduct Initial Ride Checks	04/01/22	04/01/22	06/30/22	05/28/22	0	33	
Analysis Initial Ride Checks	07/01/22	07/01/22	09/30/22	09/30/22	0	0	
Conduct Secondary Ride Checks	10/01/22	10/01/22	01/30/23	01/30/23	0	0	
Analysis Secondary Ride Checks	02/01/23	02/01/23	04/30/23	04/30/23	0	0	
Development of Parameters for Data Cleansing software	05/01/23	05/01/23	05/30/23	05/30/23	0	0	
Issue RFP	08/01/23	08/01/23			0	0	
Procure Software	10/01/23	10/01/23	12/30/23	12/30/23	0	0	
Implement Software	01/01/24	01/01/24	06/30/24	06/30/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	431		431		431	0			0	431
<b>Totals</b>	<b>431</b>	<b>0</b>	<b>431</b>	<b>0</b>	<b>431</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>431</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	431		431						0	431
<b>Totals</b>	<b>431</b>	<b>0</b>	<b>431</b>	<b>0</b>	<b>431</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>431</b>



APC Validation

Month: Jun-23

Prj. ID: 100628

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	431	0		431	431	0	
<b>Totals</b>		431	0	0	431	431	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Poor result from second ride checks	
Trouble finding software meeting our parameters	

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Random ride check schedule created for January.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Ride check schedule will be created.

**Project Notes**

--

Intelligent Transportation System (ITS)

Month: Jun-23

Prj. ID: 100706

Project Manager: Karambir Cheema

SCOPE Summary

The objective of this project is to seek subject matter expertise, and qualified consulting and guidance in order to develop a detailed scope for replacement or refresh of the current Intelligent Transportation System (ITS) which includes, but not limited to, ACS/Orbital CAD/AVL system and Automated Passenger Counter (APC) on District's current fleet.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 228,000	0.0%	0.0%	\$ 228,000

Schedule

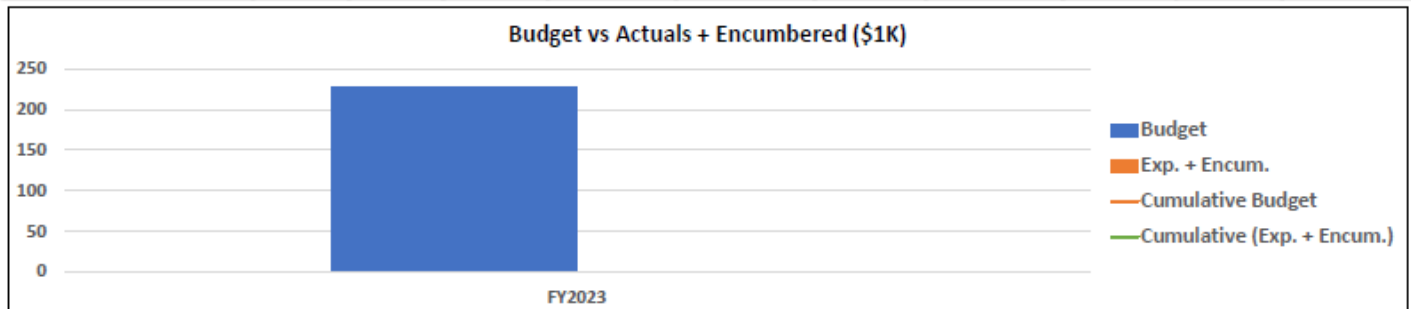
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Internal discussion to evaluate the current system and identify ares of improvement	12/01/22	12/01/22	12/31/23	12/31/23	0	0	
Reviewing the scope with stake holders and inter-department discussions	01/01/24	01/01/24	06/30/24	06/30/24	0	0	
Finding a consulting service or upgrade the ITS systems	07/01/24	07/01/24	06/30/25	06/30/25	0	0	
Implementation	07/01/25	07/01/25	12/31/25	12/31/25	0	0	
Testing & Closing	01/01/26	01/01/26	06/30/26	06/30/26	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15- Procurement	228		228		228	0	0	0	228	
Totals	228	0	228	0	228	0	0	0	228	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	228		228					0	228	
Totals	228	0	228	0	228	0	0	0	228	





Intelligent Transportation System (ITS)

Month: Jun-23

Prj. ID: 100706

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	228	0		228	228	0	
<b>Totals</b>		228	0	0	228	228	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Finding the experienced consulting service	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Current contract with the OrbCAD system	The new contract will expire 12/31/2027

KEY ACTIVITIES - Current Reporting Month (top 5)


KEY ACTIVITIES - Next Reporting Month (top 5)


Project Notes

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Cybersecurity Program

Month: Jun-23

Prj. ID: 100707

Project Manager: Michael Salazar

**SCOPE Summary**

STATUS Summary

Phase: Planning

The funds will cover the development of mandated policies, assessments, initial scoping of needed improvements, acquisition and implementation of several cybersecurity tools including hardware, software and professional services.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,311,500	33.2%	10.1%	\$ 2,311,500

**Schedule**

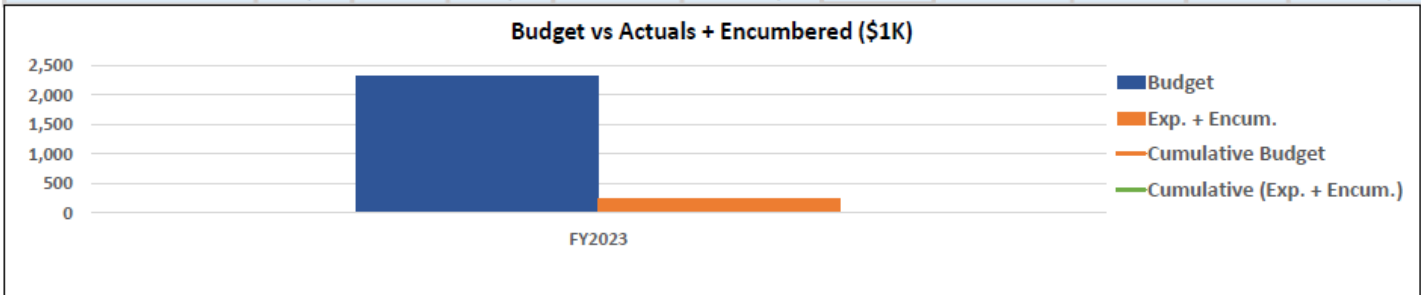
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Cybersecurity Program	07/01/22	07/01/22	06/30/25	06/30/25	0	0	This is a multi-year program

**PROJECT BUDGET vs Actuals & Encumbrance**

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11 - Planning	2,312		2,312		2,312	0	28	234	234	2,078
Totals	2,312	0	2,312	0	2,312	0	28	234	234	2,078

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)**

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2023	2,312		2,312				28	234	234	2,078
Totals	2,312	0	2,312	0	2,312	0	28	234	234	2,078



Cybersecurity Program

Month: Jun-23

Prj. ID: 100707

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1,112	0		1,112	1,112	0	
General Capital Fund (01050)	Local	1,200	0		1,200	1,200	0	
<b>Totals</b>		<b>2,312</b>	<b>0</b>	<b>0</b>	<b>2,312</b>	<b>2,312</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
None	

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
None	

**KEY ACTIVITIES - Current Reporting Month (top 5)**

1. Continue planning of remediation work. (no change this period)
2. Continue work on finalizing the spending plan for the year.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

1. Continue planning of remediation work.
2. Continue work on finalizing the spending plan for the year.

**Project Notes**

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Paratransit Scheduling Software

Month: Dec-22

Prj. ID: 100708

Project Manager: Tina Dubost

**SCOPE Summary**

New paratransit scheduling software will improve the efficiency of paratransit service and will allow new service features.

**STATUS Summary**

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 570,000	17.9%	0.0%	\$ 570,000

**Schedule**

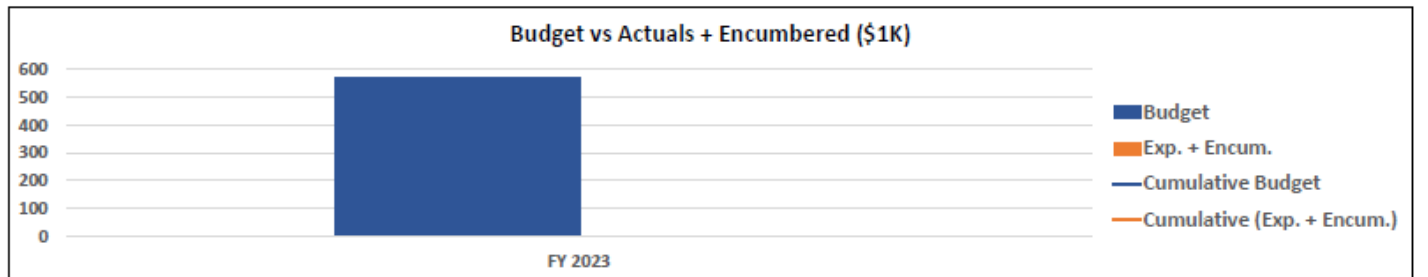
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Design/customize software	09/28/22	09/28/22	04/01/23	04/01/23	0	0	
User acceptance testing	04/02/23	04/02/23	08/30/23	08/30/23	0	0	
Phase 1 Install & implement	01/09/23	01/09/23	07/01/23	07/01/23	0	0	
Phase 2 - adding more functionalities	05/15/23	05/15/23	10/31/23	10/31/23	0	0	

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)**

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	570		570		570	0			0	570
<b>Totals</b>	<b>570</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>570</b>

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)**

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	570		570		570				0	570
<b>Totals</b>	<b>570</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>570</b>



**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
Measure W Sales Tax - Capital (01024)	Local	570	0		570	570	0	
<b>Totals</b>		<b>570</b>	<b>0</b>	<b>0</b>	<b>570</b>	<b>570</b>	<b>0</b>	

Paratransit Scheduling Software

Month: Dec-22

Prj. ID: 100708

**RISKS** (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Vendor delays	Continuing to work with the vendor

**ISSUES** (Risks that are materialized, in order of priority)

Issue	Status
Difficulty getting software to interface with other products	In process

**KEY ACTIVITIES - Current Reporting Month** (top 5)

Review design details and customization
Vendor works to set up cloud environment and test database

**KEY ACTIVITIES - Next Reporting Month** (top 5)

Vendor to set up Cloud environment and test database
Reviewing and testing in test database

**Project Notes**

None
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Multi-Platform Upgrades

Month: Jun-23

Prj. ID: 100715

Project Manager: Michael Salazar

**SCOPE Summary**

STATUS Summary

Phase: Planning

The project will fund the needs assessment, evaluation, planning and implementation of several aging systems throughout the district. The projects will span 18 to 24 months in durations and address the following systems: Service Management, Disaster Recovery, Telephony, Learning Management, SharePoint, CAD-AVL, Resource Planning, Contact Management and Enterprise Software purchases.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,083,700	48.8%	21.3%	\$ 3,083,700

**Schedule**

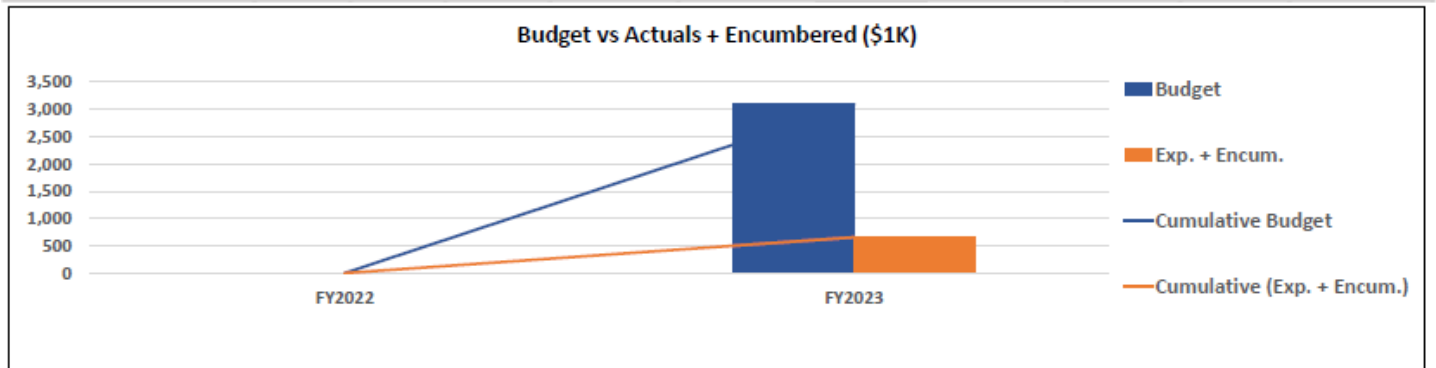
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
ITSM	07/01/22	07/01/22	12/30/22	08/30/23	0	-243	Several delays due to resource
SharePoint	07/01/22	07/01/22	06/30/23	06/30/23	0	0	
Others	07/01/22	07/01/22	06/30/24	06/30/24	0	0	

**PROJECT BUDGET vs Actuals & Encumbrance**

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11 - Planning	3,084		3,084	109	3,084	0	67	548	657	2,427
<b>Totals</b>	<b>3,084</b>	<b>0</b>	<b>3,084</b>	<b>0</b>	<b>3,084</b>	<b>0</b>	<b>67</b>	<b>548</b>	<b>657</b>	<b>2,427</b>

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)**

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2022	0		0	0					0	0
FY2023	3,084		3,084	109			67	548	657	2,427
<b>Totals</b>	<b>3,084</b>	<b>0</b>	<b>3,084</b>	<b>109</b>	<b>3,084</b>	<b>0</b>	<b>67</b>	<b>548</b>	<b>657</b>	<b>2,427</b>



Multi-Platform Upgrades

Month: Jun-23

Prj. ID: 100715

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	3,084	0		3,084	3,084	0	
<b>Totals</b>		3,084	0	0	3,084	3,084	0	
<b>Risk</b>								<b>Mitigation</b>
None								

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
None	

KEY ACTIVITIES - Current Reporting Month (top 5)

- Continue prioritizing other project tasks. (no change this period)

KEY ACTIVITIES - Next Reporting Month (top 5)

- Continue prioritizing remaining project tasks.
- 

Project Notes

Facility Smaller Projects

Month: Jun-23

Prj. ID: 021507

Project Manager: Ron Robertson

**SCOPE Summary**

**STATUS Summary**

Phase: Procurement

This project will maintain a state of good repair (SOGR) for the District's infrastructure, shops and facilities. This project will maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement, e.g. carpets.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,879,317	100%	86.1%	\$ 3,879,317

**Schedule**

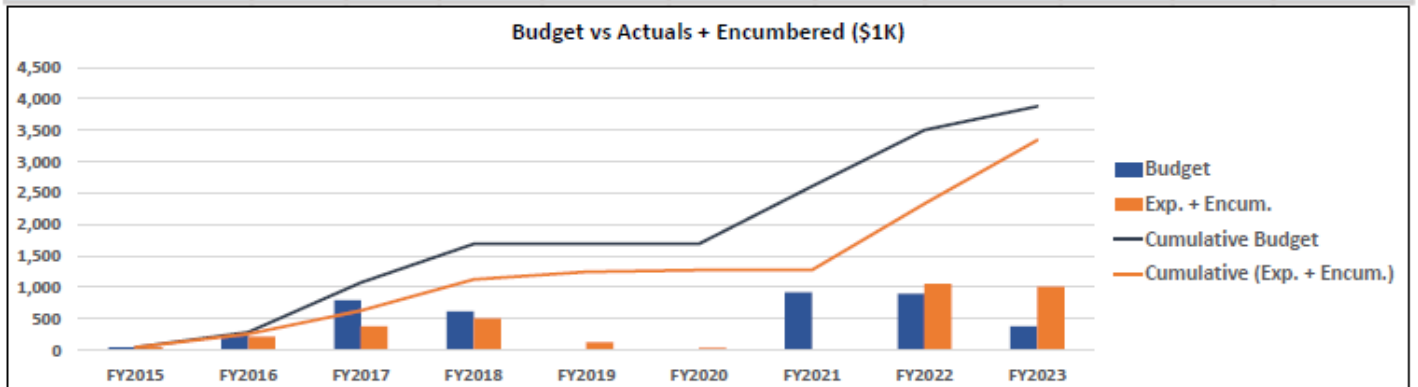
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/15	07/01/15			0	0	
Finish			06/30/23	06/30/23	0	0	

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)**

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,687		1,687	22	1,687	0		1,252	1,274	413
16 - Construction	2,192		2,192	199	2,192	0	194	1,869	2,068	124
<b>Totals</b>	<b>3,879</b>	<b>0</b>	<b>3,879</b>	<b>221</b>	<b>3,879</b>	<b>0</b>	<b>194</b>	<b>3,121</b>	<b>3,342</b>	<b>537</b>

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)**

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	41		41	0				41	41	0
FY2016	241		241	79				135	214	28
FY2017	790		790	28				344	372	446
FY2018	615		615	67				432	499	562
FY2019			0	-117				236	119	443
FY2020			0	-25				55	30	413
FY2021	920		920	0				2	2	1,331
FY2022	898		898	88				966	1,055	1,174
FY2023	374		374	100			194	911	1,011	537
<b>Totals</b>	<b>3,879</b>	<b>0</b>	<b>3,879</b>	<b>221</b>	<b>3,879</b>	<b>0</b>	<b>194</b>	<b>3,121</b>	<b>3,342</b>	<b>537</b>





Facility Smaller Projects

Month: Jun-23

Prj. ID: 021507

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	3,879	0		3,879	3,879	0	
<b>Totals</b>		3,879	0	0	3,879	3,879	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**


**KEY ACTIVITIES - Next Reporting Month (top 5)**


**Project Notes**

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LED Lighting Upgrade, Phase-2 at North Base & South Base Facilities

Month: Jun-23

Prj. ID: 100018

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Procurement

Phased project to replace mixed lighting fixtures in favor of more energy-efficient and environmentally-friendly LED lights. Phase One (FY16-18) completed interior shops and exterior buildings and bus parking areas. Phase Two (FY20-23) will upgrade lighting and controls for interior offices and common area at District's North Base and South Base facilities. Design work-cost estimates for Phase Two fully completed. Phase 1 completed in 2016-18; Phase II construction in 2021-23.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,209,701	97.70%	57.2%	\$ 3,209,701

Schedule

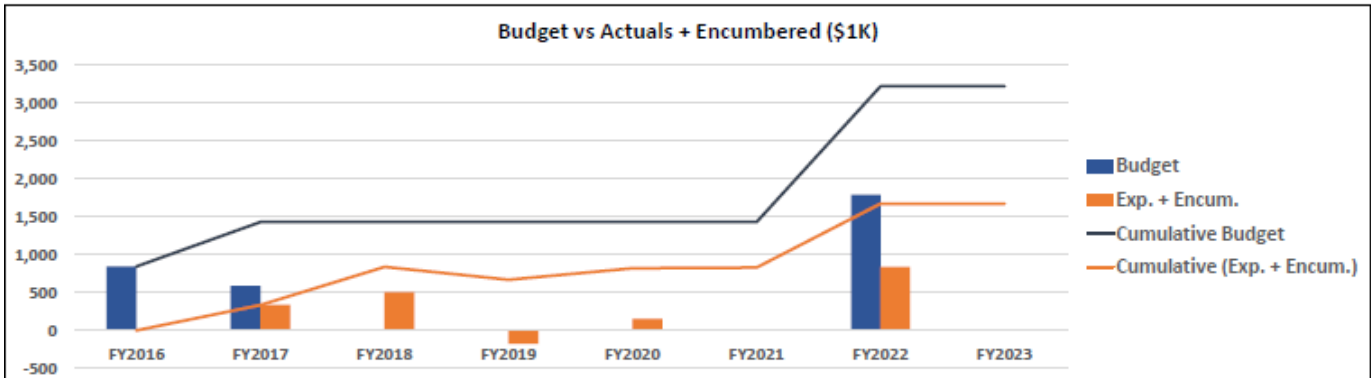
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/15	07/01/15			0	0	
Procurement	06/28/21	06/28/21	03/03/22	03/03/22	0	0	
Construction	03/04/22	03/04/22	08/31/22	04/30/23	0	-242	Extended per CO #4
Close out	11/01/22	05/01/23	05/01/23	08/31/23	-181	-122	Extended per CO #4

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
15 - Procurement	84		84		84	0		82	82	2
16 - Construction	3,126		3,126	255	3,126	0	12	1,497	1,753	1,373
<b>Totals</b>	<b>3,210</b>	<b>0</b>	<b>3,210</b>	<b>255</b>	<b>3,210</b>	<b>0</b>	<b>12</b>	<b>1,579</b>	<b>1,835</b>	<b>1,375</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2016	844		844	0					0	844
FY2017	585		585	334					334	1,094
FY2018	0		0	-245				750	505	589
FY2019	0		0	-73				-100	-173	762
FY2020	0		0	74				80	153	609
FY2021	0		0	-73				83	11	598
FY2022	1,790		1,790	781				59	840	1,548
FY2023	-8		-8	-543			12	708	165	1,375
<b>Totals</b>	<b>3,210</b>	<b>0</b>	<b>3,210</b>	<b>255</b>	<b>3,210</b>	<b>0</b>	<b>12</b>	<b>1,579</b>	<b>1,835</b>	<b>1,375</b>



LED Lighting Upgrade, Phase-2 at North Base & South Base Facilities

Month: Jun-23

Prj. ID: 100018

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,463	0		1,463	1,463	0	
SOGR FY20 (03126)	State	258			258	258		
SOGR FY20 (03134)	State	1,488			1,488	1,488		
<b>Totals</b>		<b>3,210</b>	<b>0</b>	<b>0</b>	<b>3,210</b>	<b>3,210</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Mfg. delays by OEM for lighting components	Delays are not critical to functional use of workspace; Delay is acceptable to Project Team

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
OEM delays for revised materials	Acceptable to Project Team; CO #4 extends completion time to 8/31/2023
Differing site conditions which require new materials	Acceptable to Project Team per CO #3

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Construction at North Base and South Base facilities are 99% complete
Preliminary inspections were completed in March'23; Punchlist compiled in April'23 and furnished to Contractor
Contractor is currently in process with punchlist items

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Final inspection tentative for late August'23

**Project Notes**

--

Central Roof Replacement

Month: Jun-23

Prj. ID: 100252

Project Manager: Jeff Thomas

SCOPE Summary

The Central roof (West side only) was assessed in 2019 for repair and/or replacement. The Project will now assess Central roofing as a whole for repair and/or replacement; scope includes restoration of existing recreational areas. Design of new Central roofing is forthcoming in early 2024. Subsequent construction work will be phased over 2024-25.

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,275,000	4.3%	0.0%	\$ 1,275,000

Schedule

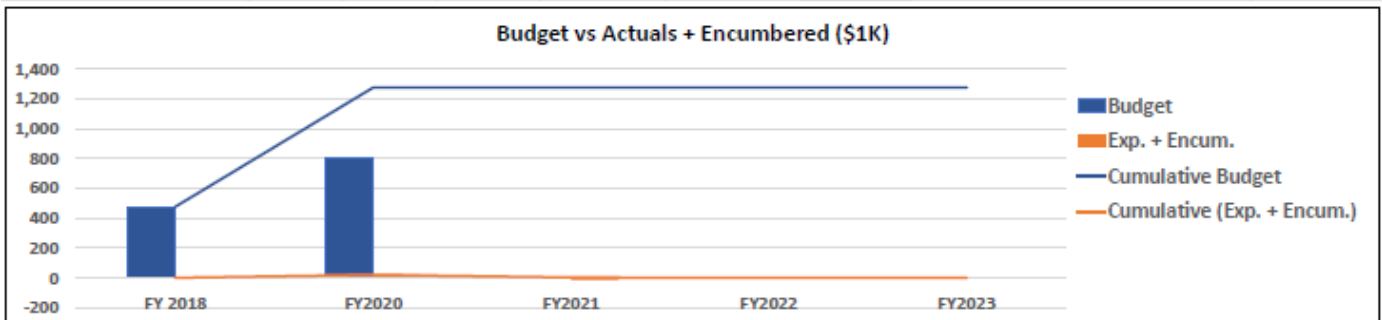
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	09/01/19	08/30/22			-1094	0	
Design	09/30/22	03/30/23	01/31/23	08/31/23	-181	-212	
Procurement	02/01/23	09/01/23	09/30/23	04/30/24	-212	-213	
Construction	10/01/23	05/01/24	10/30/24	03/30/25	-213	-151	
Closing	11/01/24	04/01/25	12/31/24	05/30/25	-151	-150	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	50		50		50	0		0	50	
12 - PE/Env/PSE	80		80	0	80	0		0	80	
13 - Final Design	100		100	0	100	0		0	100	
15 -Procurement	50		50		50	0		0	50	
16 - Construction	975		975		975	0		0	975	
19 - Closeout	20		20		20	0		0	20	
<b>Totals</b>	<b>1,275</b>	<b>0</b>	<b>1,275</b>	<b>0</b>	<b>1,275</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,275</b>	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2018	475		475	0				0	475	
FY2020	800		800	20				20	1,256	
FY2021				-16				-16	1,272	
FY2022				-3				-3	1,275	
FY2023								0	1,275	
<b>Totals</b>	<b>1,275</b>	<b>0</b>	<b>1,275</b>	<b>0</b>	<b>1,275</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,275</b>	



Central Roof Replacement

Month: Jun-23

Prj. ID: 100252

**FUNDING** (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,275	0		1,275	1,275	0	
<b>Totals</b>		1,275	0	0	1,275	1,275	0	

**RISKS** (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Existing roof is mixed types of construction	New construction will be multi-phased for respective sections/types

**ISSUES** (Risks that are materialized, in order of priority)

Issue	Status
Phase construction will be a protracted scheduled	Project team will factor for phases and weather delays

**KEY ACTIVITIES - Current Reporting Month** (top 5)

1. GEC/Design consultant engages preliminary plans/schedules with specialty firms.

**KEY ACTIVITIES - Next Reporting Month** (top 5)

On-boarding of design specialists

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

ADA Self Eval Plan

Month: Jun-23

Prj. ID: 100352

Project Manager: Jeff Thomas

SCOPE Summary

STATUS Summary

Phase: Planning

This project is policy-formation pursuant to Title II of the Americans with Disabilities Act (ADA). Staff to complete a draft ADA Transition Plan, seek public comments and then seek Board approval of such plan. The ADA Transition Plan, once adopted, will authorize/direct plan implementation over the long term. Goal is to have the ADA Transition Plan completed by the end of 2023; interim planning and construction are shown as a separate project.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 200,000	25.0%	0.0%	\$ 200,000

Schedule

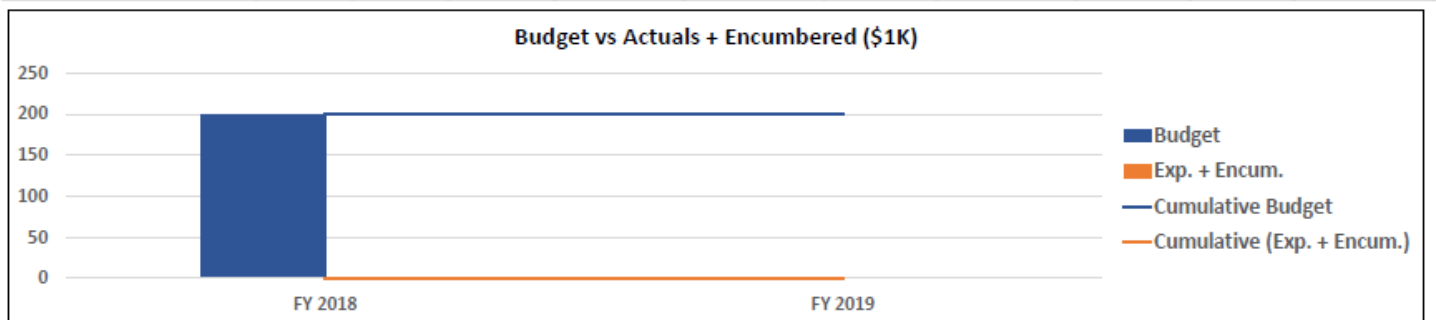
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Planning & Development	07/01/18	07/01/22	06/30/24	06/30/24	-1461	0	Was initially planned as consultant work, but District hired internal staff (ADA Coordinator) for completion of this work.
Close out	07/01/24	07/01/24	06/30/25	06/30/25	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
11 - Planning/CD/Env	200		200	0	200	0			0	200
Totals	200	0	200	0	200	0	0	0	0	200

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
FY 2018	200		200		200				0	200
FY 2019			0		0				0	200
FY 2020			0		0				0	200
FY 2021			0		0				0	200
FY 2022			0		0				0	200
FY 2023			0		0				0	200
Totals	200	0	200	0	200	0	0	0	0	200



ADA Self Eval Plan

Month: Jun-23

Prj. ID: 100352

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	200	0		200	200	0	
<b>Totals</b>		200	0	0	200	200	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Goal is a comprehensive and long-term plan for District buildings and 1800+ bus stops	Planning & assessment work in progress
Work is highly collaborative with Samtrans/Caltrain staff, Counsel and 20+ local agencies	Planning work in progress

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Self-evaluation continues as work in progress by District staff in conjunction with Counsel

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Self-evaluation work continues

**Project Notes**

This ADA Self-assessment project is assessment only
Note that any planning/construction for ADA site improvements are separate from Self-assessment; see also CP-100475 and CP-100711

Remodel North and South Base Employee Areas

Month: Jun-23

Prj. ID: 100466

Project Manager: Jeffrey Thomas

SCOPE Summary

This project with reconfigure and modernize four (4) existing employee breakrooms at North/South Bases. The project will remove worn cabinets/carpeting and fixtures after 30+ years usage. Improvements will include staff/users participating in new room layout and equipment selection; increased seating capacity and greater comfort to users.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 520,000	11.9%	40.8%	\$ 520,000

Schedule

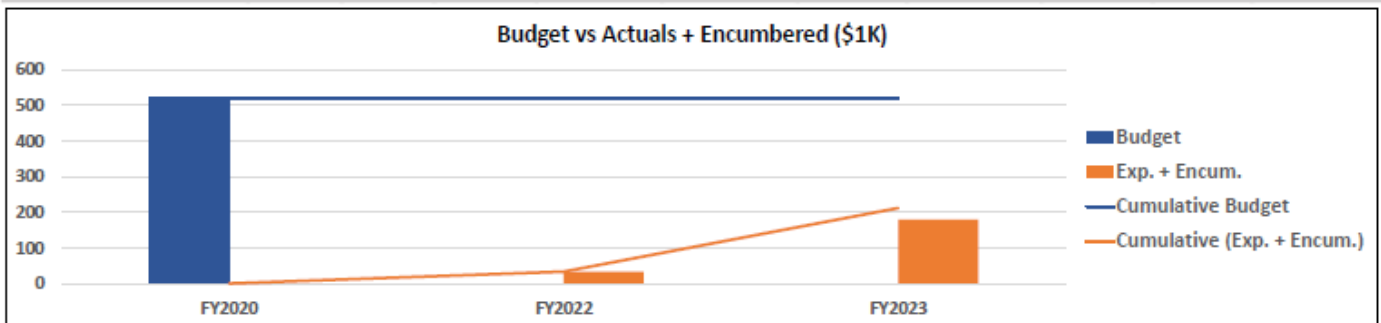
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/20	06/01/22	10/31/22	10/31/22	-700	0	
PE/Env/PSE (Preliminary Design)	08/01/22	08/01/22	01/31/23	01/31/23	0	0	
Final Design	02/01/22	02/01/22	04/30/23	04/30/23	0	0	
Procurement	05/01/23	05/01/23	12/31/23	12/31/23	0	0	
Construction	01/01/24	01/01/24	06/30/24	06/30/24	0	0	
Close out	07/01/24	07/01/24	08/31/24	08/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	35		35	19	35	0	4	16	35	0
12- PE/Env/PSE	45		45	28	45	0	5	16	45	0
13 - Final Design	35		35	19	35	0	4	15	35	0
15 - Procurement	20		20	0	20	0		1	1	19
16 - Construction	375		375	14	375	0	3	83	96	279
19 - Closeout	10		10	0	10	0			0	10
<b>Totals</b>	<b>520</b>	<b>0</b>	<b>520</b>	<b>80</b>	<b>520</b>	<b>0</b>	<b>16</b>	<b>132</b>	<b>212</b>	<b>308</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	520		520	0				0	520	
FY2022	0		0	0				33	487	
FY2023	0		0	80			16	98	308	
<b>Totals</b>	<b>520</b>	<b>0</b>	<b>520</b>	<b>80</b>	<b>520</b>	<b>0</b>	<b>16</b>	<b>132</b>	<b>308</b>	





Remodel North and South Base Employee Areas

Month: Jun-23

Prj. ID: 100466

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	520	0		520	520	0	
<b>Totals</b>		520	0	0	520	520	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Conflicting interests by stakeholders	Stakeholders and Design Team have assessed and prioritized for usable space
Space constraints within existing floorspace	Stakeholders and Design Team will operate within existing building structure

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Work elements expanding beyond current scope and budget	Select building improvements as requested present large-scale and long-term structural consideration. Facilities will propose an FY24 Capital Project to address these larger issues.
Cost forecast exceeds current project budget	Project Team is seeking potential savings and additional funds

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Conceptual plans, layouts and probable costs are reviewed by stakeholders and accepted

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Project Team reviewed cost forecast and itemized lines for potential savings
All design elements seems fair and reasonable for construction design
Construction includes four (4) subject areas with two (2) options contingent on funding availability

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

NB SB Bus Vacuum Replacement

Month: Jun-23

Prj. ID: 100468

Project Manager: Jeffrey Thomas

**SCOPE Summary**

**STATUS Summary**

**Phase:** Planning

This project is focused to assess/design viable methods of bus interior vacuuming/cleaning. The existing North Base cyclonic vacuum is 35-yrns worn and non-functional. South Base uses mixed cleaning methods. Initially cyclonic vacuums were assessed but found lacking in performance; Backpack vacuums were tested by staff/users in late 2022 and also found insufficient. The project will refocus on compressed air technology as the best and most viable cleaning method. Plans will now include both a technical design and a safety assessment for users.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 150,000	35%	3.9%	\$ 150,000

**Schedule**

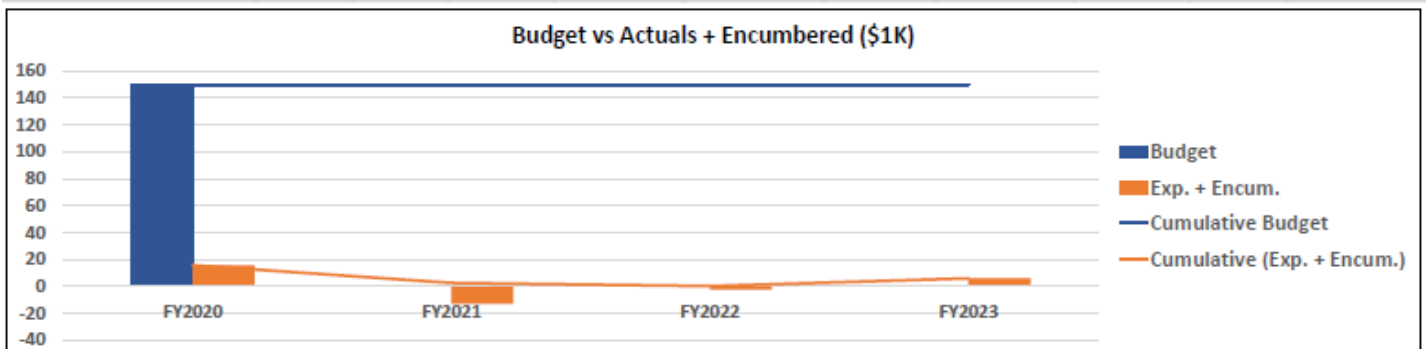
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Preliminary Design	07/01/21	05/01/22	05/01/23	05/01/23	-304	0	
					0	0	
					0	0	
					0	0	

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)**

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
12 - PE/Env/PSE	150		150		150	0	0	6	6	144
<b>Totals</b>	150	0	150	0	150	0	0	6	6	144

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)**

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2020	150		150	16				16	134	
FY2021	0		0	-13				-13	148	
FY2022	0		0	-2				-2	150	
FY2023			0				6	6	144	
<b>Totals</b>	150	0	150	0	150	0	0	6	144	



NB SB Bus Vacuum Replacement

Month: Jun-23

Prj. ID: 100468

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
SOGR FY20 (03126)	State	150	0		150	150	0	
<b>Totals</b>		150	0	0	150	150	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Evolving cleaning technology	Consultants advise that heavy vacuum system infrastructure is no longer practical
Evolving cleaning technology	Staff tested backpack vacuums for 60 days but found performance lacking.

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
New alternative -- compressed air lines	Bases have used compressed air lines for cleaning and report favorably
Safety issues for compressed air line usage	Design will proceed with parallel input by a Safety Engineer or Industrial Hygienist

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Project team is reviewing compressed air as a third approach for interior cleaning in conjunction with safety analysis/review

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Project Team will engage a design team for compressed air methods along with safety analysis.

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

North Base Bus Washer Replacement

Month: Jun-23

Prj. ID: 100469

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Construction

The scope of this project is to replace the existing North Base bus washer (installed in 1995) which has reached the end of its useful life. The existing bus washer will be demolished and removed and the new replacement unit will include new controls, new motors and pumps, new piping, new brushes and supports, new spray arches and supports, new water recycling equipment. District will reuse select components as best possible drainage/collection pits, water storage tanks and utility connections within the existing structure. The new unit will use less water, use less soap/chemicals, recover more gray water and better accommodate District's height/width requirements, 3-bike rack capacity and extended mirror assemblies.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 934,999	93.1%	88.7%	\$ 934,999

Schedule

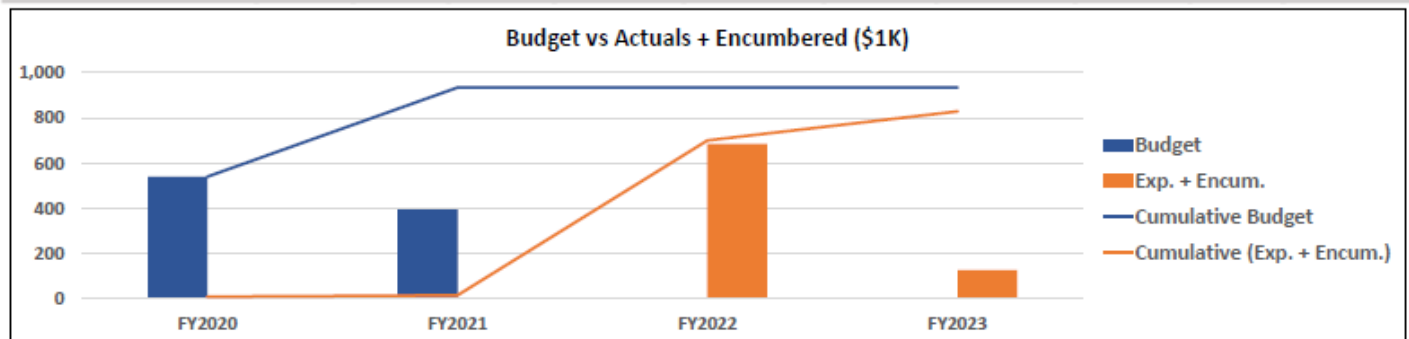
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	08/01/20	08/01/20	06/23/21	06/23/21	0	0	
Procurement	06/24/21	06/24/21	03/18/22	03/18/22	0	0	
Construction	03/25/22	03/25/22	09/25/22	04/30/23	0	-217	
Close out	01/01/23	03/01/23	02/28/23	07/30/23	-59	-152	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
12- PE/Env/PSE	17		17		17		17	17	0	
15 - Procurement	11		11		11		11	11	0	
16 - Construction	842		842	69	842	4	686	755	88	
19 - Closeout	65		65	4	65		42	47	18	
<b>Totals</b>	<b>935</b>	<b>0</b>	<b>935</b>	<b>73</b>	<b>935</b>	<b>0</b>	<b>4</b>	<b>756</b>	<b>106</b>	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	540		540	10			0	10	530	
FY2021	395		395	-5			12	6	919	
FY2022	0		0	620			65	685	234	
FY2023	0		0	-551		4	679	128	106	
<b>Totals</b>	<b>935</b>	<b>0</b>	<b>935</b>	<b>73</b>	<b>935</b>	<b>0</b>	<b>4</b>	<b>756</b>	<b>106</b>	



North Base Bus Washer Replacement

Month: Jun-23

Prj. ID: 100469

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	395	0		395	395	0	
SOG FY20 (03126)	State	540	0		540	540	0	
<b>Totals</b>		<b>935</b>	<b>0</b>	<b>0</b>	<b>935</b>	<b>935</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Supply line issues on select components	GC/District have provided for 90 additional days for project completion
Punch-list items upon preliminary inspection	GC/District have resolved most items and replacement parts are in process for others

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Work has reached Substantial and Final Completion
Facilities and Contractor are yet in process with administrative closeout.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

District anticipates closeout in Aug-Sept'23

**Project Notes**

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Central Building Development Options

Month: Jun-23

Prj. ID: 100472

Project Manager: Xiaomie Tan

SCOPE Summary

The central building is more than 40 years old with significant deferred maintenance and functional inefficiencies. It is anticipated that a number of significant capital improvement will need to be made over the next few years to address deferred maintenance, more suitable for office use and to bring the building to a state of good repair. Additionally, the agency's studies indicate that the age of the building makes it significantly more expensive to operate, as it is less environmentally efficient than newer buildings. Therefore, the agency decided to demolish the existing building and replace it with a new and up-to-standard building.

The agency seeks to enter into a public-private partnership with a development entity to maximize the value of its real estate assets and to contribute to a sustainable and thriving community in downtown San Carlos. It is expected that the partnership will enable the agency to modernize its office space, right size its facilities to accommodate potential future growth, and significantly reduce its operating costs.

- Task 1 - Strategic development of project scope
- Task 2 - Development of procurement strategy and documents
- Task 3 - Implementation
- Task 4 - Additional service

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,630,000	24%	62.2%	\$ 1,630,000

Schedule

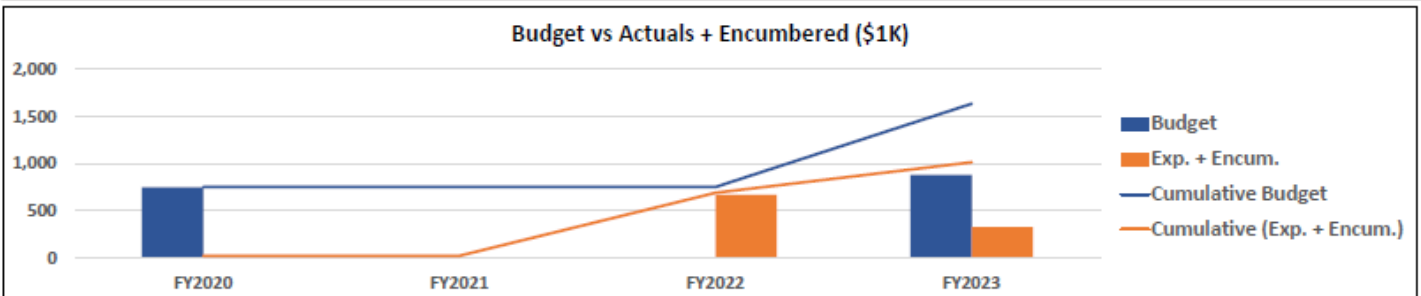
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	01/01/21	01/01/21			0	0	
Development of project scope	01/01/21	01/01/21	09/30/23	09/30/23	0	0	
Development of procurement strategy and documents	10/01/23	10/01/23	09/30/24	09/30/24	0	0	
Implementation of procurement	10/01/25	10/01/25	09/30/27	09/30/27	0	0	
Finish			01/30/30	01/30/30	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11- Planning/CD/Env	1,630		1,630	436	1630		80	578	1,014	616
Totals	1,630	0	1,630	436	1,630	0	80	578	1,014	616

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2020	750		750					23	23	727
FY2021			0	-209				209	0	727
FY2022	0		0	575				92	667	60
FY2023	880		880	70			80	255	325	616
Totals	1,630	0	1,630	436	1,630	0	80	578	1,014	616



Central Building

Month: Jun-23

Prj. ID: 100472

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	750	0		750	750	0	
TBD		880	0		880		880	
<b>Totals</b>		<b>1,630</b>	<b>0</b>	<b>0</b>	<b>1,630</b>	<b>750</b>	<b>880</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
1. there are variety of perspectives on retaining the existing marking garage. While retaining it is financially accretive to the project, the small site means it will provide more flexibility to accomodate housing if it is demolished and replaced.	The first phase of the garage assessment is complete.
2. Including housing in the project will increase risk, complexity, and cost on a per-square-foot basis. Affordable housing would be a community benefit to the project and not accretive to the land value, especially given the current high cost of construction.	Workforce housing survey and analysis is complete.

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Thus far, the project has led to several unexpected tasks, including 1) workforce housing studies, 2) garage structural assessment and 3) public communication with the City of San Carlos	All three additional projects are on-going as scheduled.

**KEY ACTIVITIES - Current Reporting Month (top 5)**

A communication firm has been hired to lead the PR with the city of San Carlos.
Onboarding consultant Craig Whittman by sharing background materials and project insights with him
Weekly working sessions with JLL to discuss project progress

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Preparing materials for Board engement regarding affordable housing.
Explore feasible options for project financing in the context of high inflation and high interest.
Wrap up the employ housing survey

**Project Notes**

--

Central Building Various Site Improvements

Month: Jun-23

Prj. ID: 100473

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Design

This project includes 20+ building improvements of various size/nature for the Central Office and Garage. Work in 2020-22 focused on office painting, carpeting, window blinds and water fountains. Effective in 2022, project work was directed toward refurbishing 4 elevators that are worn beyond their expected life -- 3 lobby elevators and 1 in the parking garage. Plans are to upgrade elevator motor assemblies (office units), hydraulic system (garage) and related controllers, control switches, door operators/locks, brake pads, clutches, motion sensors and safety features.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,849,200	7%	26%	\$ 1,849,200

Schedule

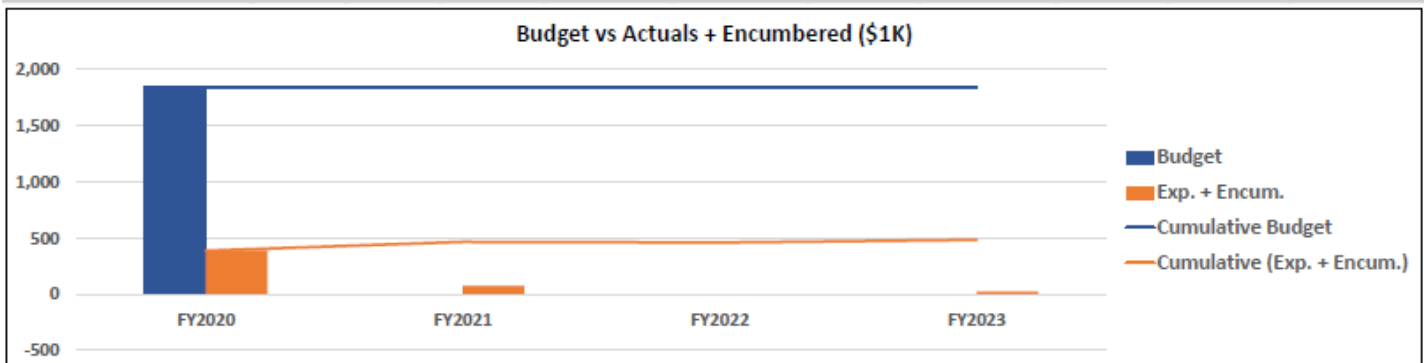
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/20	07/01/20			0	0	Initial work for carpets, blinds, ceiling tile, modular furniture
Design	10/01/20	10/01/20	03/31/23	03/31/23	0	0	Initial elevator report completed in May'20
Procurement	04/01/23	04/01/23	12/31/23	12/31/23	0	0	
Construction	01/01/24	01/01/24	05/31/25	05/31/25	0	0	Motor replacements in phased sequence
Closing	06/01/25	06/01/25	08/31/25	08/31/25	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
16 - Construction	1,849		1,849	17	1,849		0	468	485	1,364
Totals	1,849	0	1,849	17	1,849	0	0	468	485	1,364

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,849		1,849	247				142	389	1,460
FY2021			0	-207				284	77	1,383
FY2022	0		0	-39				32	-7	1,389
FY2023	0		0	16			0	9	26	1,364
Totals	1,849	0	1,849	17	0	0	0	468	485	1,364





Central Building Various Site Improvements

Month: Jun-23

Prj. ID: 100473

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,849	0		1,849	1,849	0	
<b>Totals</b>		<b>1,849</b>	<b>0</b>	<b>0</b>	<b>1,849</b>	<b>1,849</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk Title	Mitigation
Project work is focused to rehab of existing elevator motors	Reuse of elevator motors required specialty skills by the design team
Project may encounter delay for specialized OEM parts/services	Project planning will provide for lead time and adjustment over the project lifecycle

**ISSUES (Risks that are materialized, in order of priority)**

Issue Title	Status
Rehab work must carry minimum impact to building occupants	Rebuild of motor will occur in sequence, not simultaneously

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Project team has engaged the Designer and specialty subcontractor for this project

**KEY ACTIVITIES - Next Reporting Month (top 5)**


**Project Notes**

A new baseline for schedule and budget are forthcoming
--

South Base Bus Washer Walls Rehab

Month: Jun-23

Prj. ID: 100474

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Final Design

The project will replace the structural walls of the South Base bus washer. Extensive water damage has caused the walls to become unstable and require replacement. Significant section of the walls will be reconstructed and the new design will include waterproofing and/or drainage features. The new wall structure will include 'load capacity' to allow for a future rain canopy (NIC).

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 358,613	30.0%	47.3%	\$ 358,613

Schedule

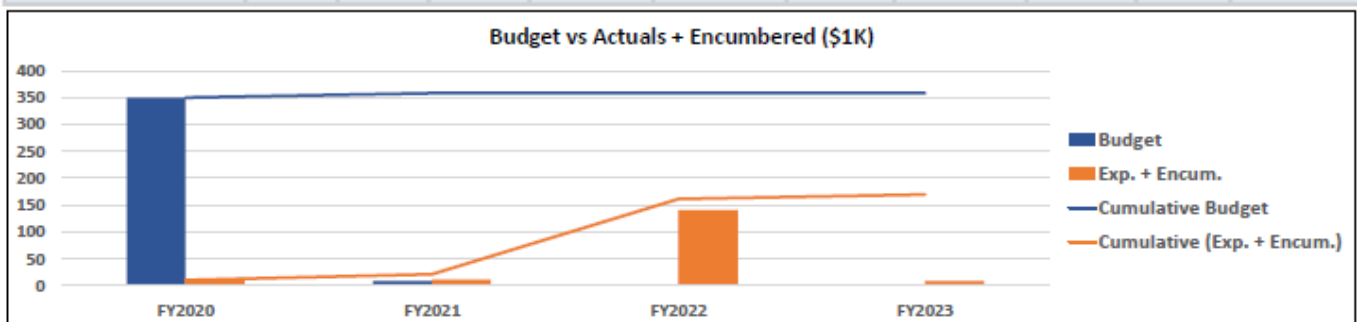
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	11/01/20	11/01/20	03/31/21	03/31/21	0	0	Initial engineering assessment/report
Final Design	12/01/21	12/01/21	10/31/22	07/30/23	0	-272	Design is 95% complete
Procurement	11/01/22	05/01/23	07/31/23	01/31/24	-181	-184	
Construction	08/01/23	01/01/24	02/28/24	07/30/24	-153	-153	
Closing	04/01/24	08/01/24	05/31/24	09/30/24	-122	-122	

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	20		20	10	20		10	20	0	
12- PE/Env/PSE	50		50	23	50		28	50	0	
13 - Final Design	48		48	15	48		7	49	-16	
15 -Procurement	20		20		20			0	20	
16 - Construction	201		201	4	201		4	11	186	
19 - Closeout	20		20	10	20			10	0	
<b>Totals</b>	<b>359</b>	<b>0</b>	<b>359</b>	<b>61</b>	<b>359</b>	<b>0</b>	<b>11</b>	<b>109</b>	<b>170</b>	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	350		350	10			0	10	340	
FY2021	9		9	0			11	11	337	
FY2022	0		0	79			61	140	197	
FY2023	0		0	-28			11	37	189	
<b>Totals</b>	<b>359</b>	<b>0</b>	<b>359</b>	<b>61</b>	<b>359</b>	<b>0</b>	<b>11</b>	<b>109</b>	<b>189</b>	



South Base Bus Washer Walls Rehab

Month: Jun-23

Prj. ID: 100474

**FUNDING** (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	50	0		50	50	0	
SOG FY20 (03126)	State	309	0		309	309	0	
<b>Totals</b>		<b>359</b>	<b>0</b>	<b>0</b>	<b>359</b>	<b>359</b>	<b>0</b>	

**RISKS** (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Unforeseen damage	Project Team has inspected work area to the extent feasible for assessment of damages
Hidden damage upon subsequent discovery	District will identify add/alternate bid items to address events upon demolition

**ISSUES** (Risks that are materialized, in order of priority)

Issue	Status

**KEY ACTIVITIES - Current Reporting Month** (top 5)

Facilities staff has completed review for the 95% plans and specifications.
Facilities comments/feedback were returned to Design team for rework.

**KEY ACTIVITIES - Next Reporting Month** (top 5)

Design team to complete 100% design plans and include add/alternate items into final documents

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

ADA Study & Phase 1 Retrofits

Month: Jun-23

Prj. ID: 100475

Project Manager: Jeff Thomas

SCOPE Summary

STATUS Summary

Phase: Planning

This project is 'interim' ADA site improvements while the Title II ADA self-evaluation and Transition plan/policy are developed and formally adopted by the Board. This project facilitates interim planning and construction work to remove/improve access to/around District facilities and bus stops as prioritized by staff/Counsel.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,225,000	22.0%	8.0%	\$ 1,225,000

Schedule

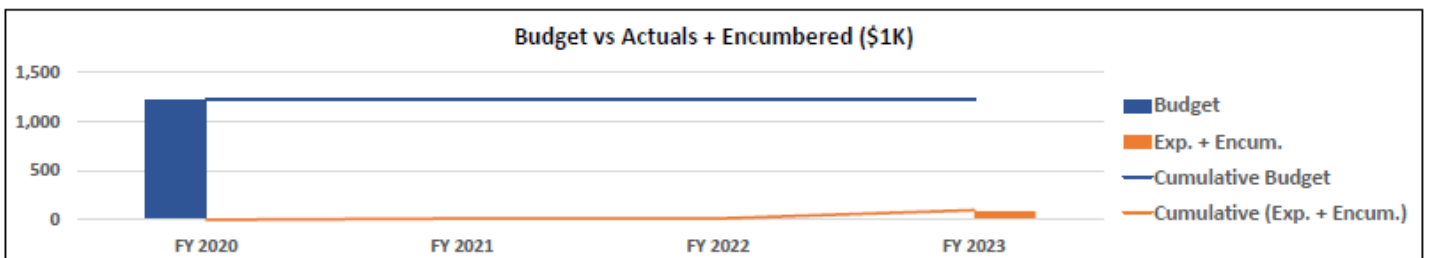
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Planning & Development	07/01/20	10/01/22	06/30/24	06/30/24	-822	0	
Final Design							
Procurement							
Construction							
Close out	07/01/24	07/01/24	06/30/25	06/30/25	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	100		100	4	100	0		50	55	45
13 - Final Design	100		100	40	100	0		3	43	57
15 - Procurement	25		25	0	25	0		0	0	25
16 - Construction	1,000		1,000	0	1,000	0		0	0	1,000
<b>Totals</b>	<b>1,225</b>	<b>0</b>	<b>1,225</b>	<b>44</b>	<b>1,225</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>99</b>	<b>1,126</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2020	1,225		1,225					0	0	1,225
FY 2021			0	11				0	11	1,214
FY 2022			0	-11				12	1	1,212
FY 2023			0	44			0	42	86	1,126
<b>Totals</b>	<b>1,225</b>	<b>0</b>	<b>1,225</b>	<b>44</b>	<b>1,225</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>99</b>	<b>1,126</b>



ADA Self Eval Plan

Month: Jun-23

Prj. ID: 100475

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	200	0		200	200	0	
<b>Totals</b>		200	0	0	200	200	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
The draft ADA Transition Plan will undergo public hearings and input at a subsequent Work herein is collaborative with Samtrans/Caltrain staff, Counsel and 20+ local	District staff will schedule and coordinate for public input

**KEY ACTIVITIES - Current Reporting Month (top 5)**

ADA Self-evaluation and ADA Transition plan are work in progress parallel to one another
ADA Transition Plan allows for select construction during plan development
Bidding & construction of select bus stop improvements is work in progress at various sites

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Building permits received for one construction site in late April; construction planned for mid-late May
Project Team to request quotes on 2-4 additional sites in May-June 2023.

**Project Notes**

Note that ADA improvements may occur by separate action for site-specific work; see also CP-100711
This is summary data only; specific job sites are not identified herein as they pertain to potential/pending/active litigation.

North and South Base Exterior Painting

Month: Jun-23

Prj. ID: 100476

Project Manager: Jeff Thomas

SCOPE Summary

STATUS Summary

Phase: Planning

This is a State of Good Repair project to paint the building exteriors at North and South Base facilities; 14 buildings total. Scope include pressure washing, priming and painting of stucco surfaces, bay roll-up doors, pedestrian/safety doors and red/blue fascia panels.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,140,000	1%	0%	\$ 1,140,000

Schedule

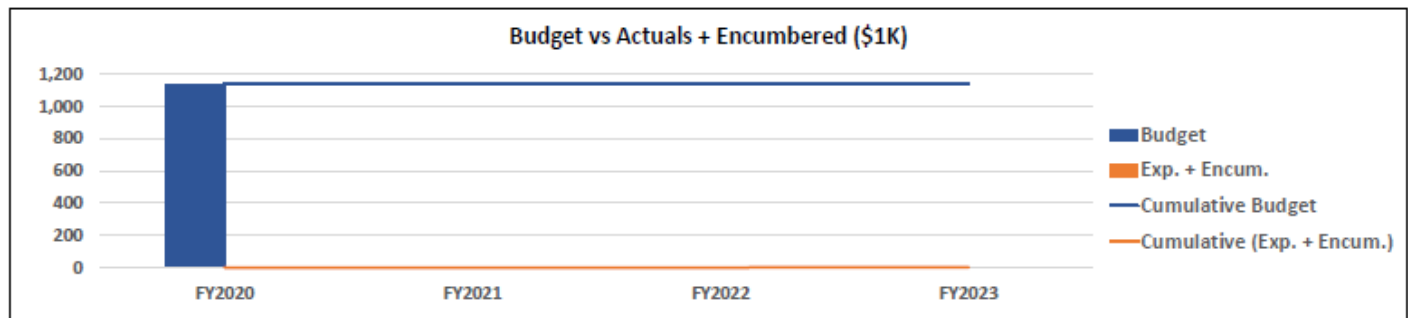
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	03/01/21	03/31/22			-395	0	
Preliminary Plans	04/01/22	02/01/23	07/31/22	04/01/23	-306	-244	
Final Plans	08/01/22	04/02/23	11/30/22	05/31/23	-244	-182	
Procurement	12/01/22	06/01/23	07/31/23	12/31/23	-182	-153	
Construction	08/01/23	01/01/24	05/31/24	08/31/24	-153	-92	
Closing	06/01/24	09/01/24	07/31/24	10/31/24	-92	-92	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	10		10	0	10		0	3	3	7
13 - Final Design	10		10	0	10			0	0	10
15 -Procurement	20		20	0	20			0	0	20
16 - Construction	1,100		1,100	0	1,100				0	1,100
Totals	1,140	0	1,140	0	1,140	0	0	3	3	1,137

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,140		1,140					0	0	1,140
FY2021								1	1	1,139
FY2022								0	0	1,139
FY2023							0	1	1	1,137
Totals	1,140	0	1,140	0	1,140	0	0	3	3	1,137



North and South Base Exterior Painting

Month: Jun-23

Prj. ID: 100476

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
Measure W Sales Tax (01024)	Local	1,140	0		1,140	1,140	0	
<b>Totals</b>		1,140	0	0	1,140	1,140	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Potential delays for rain/weather	Plans will allow for phased completion of work
Painting will uncover 'hidden' defects	Plans will include allowance for differing site conditions

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Project team reviews work specifications, rough calculations of square footage.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Project Team identifies existing surface conditions and determine suitable paint/coating

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

NB / SB Front Entrance Modification

Month: Jun-23

Prj. ID: 100538

Project Manager: Jeffrey Thomas

SCOPE Summary

This project is 'design only' to modify the front entrances to North Base and South Base facilities. Both designs will feature new/larger guard shelters of modular, all-weather construction. The South Base guard shelter will relocate onto newly acquired Pico property. Design elements include controlled gate arms for vehicle entry/exit, the main gates becomes motor-driven and concrete/fencing work will improve vehicle/pedestrian traffic flow. Guard shelters will accommodate CCTV equipment which is authorized by a separate project fund. Upon design completion such plans will return for separate action to fund construction.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 165,000	1.5%	0%	\$ 165,000

Schedule

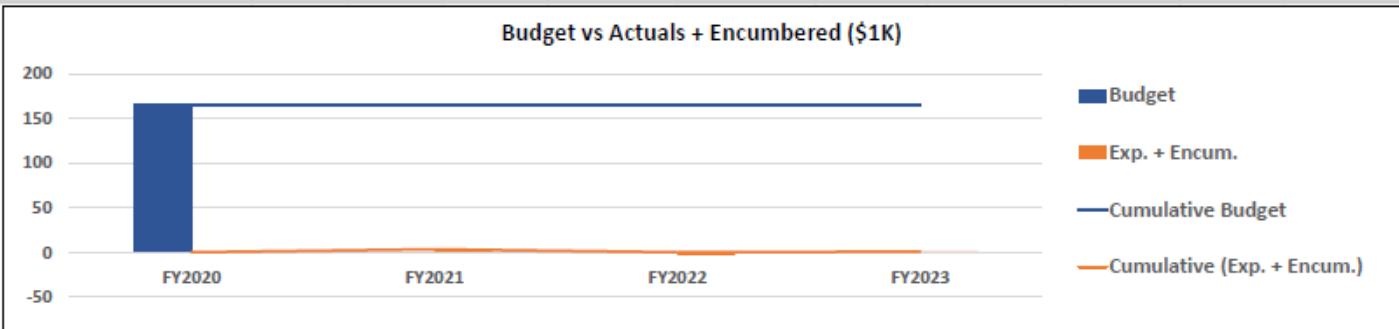
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/21	07/01/22	01/31/23	01/31/23	-365	0	
Final Design	02/01/23	02/01/23	08/30/23	08/30/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	125		125	0	125	0		1	1	124
13 - Final Design	40		40	0	40	0			0	40
<b>Totals</b>	<b>165</b>	<b>0</b>	<b>165</b>	<b>0</b>	<b>165</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>164</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	165		165	0				0	165	
FY2021	0		0	3			0	3	162	
FY2022	0		0	-3			0	-3	165	
FY2023	0		0				0	1	164	
<b>Totals</b>	<b>165</b>	<b>0</b>	<b>165</b>	<b>0</b>	<b>165</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>164</b>	





NB / SB Front Entrance Mod

Month: Jun-23

Prj. ID: 100538

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	165	0		165	165	0	
<b>Totals</b>		<b>165</b>	<b>0</b>	<b>0</b>	<b>165</b>	<b>165</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Impact to other projects within the construction zone	This project is 'design only' at present

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Key stakeholders in other department have reviewed and accepted conceptual plans
Project team has begun discussion with a design firm for further plan development

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Project team will kickoff the final design process with all stakeholders.

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

North Base Building 200 Replacement

Month: Jun-23

Prj. ID: 100548

Project Manager: Yoko Watanabe

SCOPE Summary

The scope includes geotechnical site analysis and front-end design services for NB Bldg-200. A separate budget request, tentative for FY24, will seek demolition and new construction, as warranted, for total building replacement. This project will provide geotechnical assessment, functional design solutions, phased scheduling and cost

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,718,200	28.7%	24.0%	\$ 3,718,200

Schedule

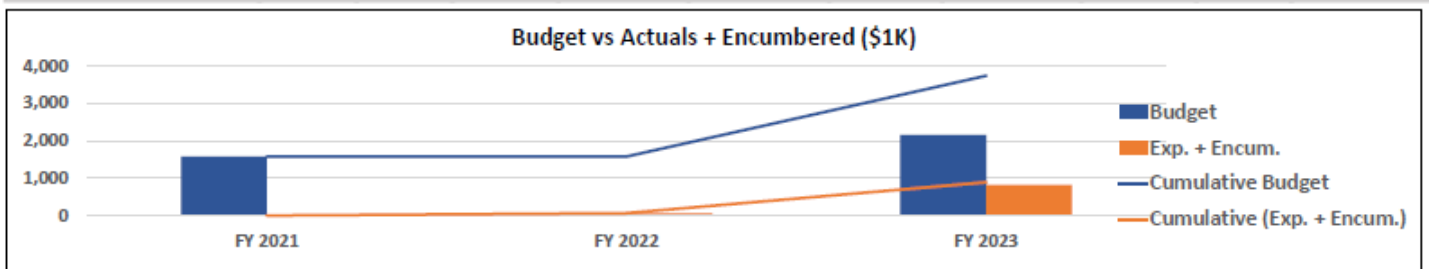
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E = A - B)	(F = C - D)	
Project Start	07/01/20	07/01/20			0	0	Initial part of the planning work was done prior to the starting date of the Planning Phase.
11.1- Planning	04/11/22	04/11/22	02/19/23	02/20/23	0	-1	The work is moving forward on time according to
11.2 - Concept Design	02/20/23	02/21/23	05/14/23	03/30/23	-1	45	
12 - PE/Env	05/15/23	05/15/23	03/30/24	03/30/24	0	0	
13 - Final Design	04/01/24	04/01/24	09/30/24	09/30/24	0	0	
15- Procurement	04/01/24	04/01/24	03/30/25	03/30/25	0	0	
16- Construction	04/01/25	04/01/25	07/30/26	07/30/26	0	0	
16.1 - Commissioning	08/01/26	08/01/26	09/30/26	09/30/26	0	0	
19- Closeout	10/01/26	10/01/26	04/01/27	04/01/27	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	946		946	335	946	0	35	297	632	314
12 - PE/Env/PSE	1,158		1,158	52	1,158	0	5	27	79	1,080
13 - Final Design	575		575	80	575	0	5	102	182	393
15 - Procurement	39		39		39	0			0	39
16 - Construction	1,000		1,000		1,000	0			0	1,000
<b>Totals</b>	<b>3,718</b>	<b>0</b>	<b>3,718</b>	<b>467</b>	<b>3,718</b>	<b>0</b>	<b>44</b>	<b>426</b>	<b>893</b>	<b>2,825</b>

PROJECT BUDGET vs Actuals & Encumbrance

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2021	1,575		1,575	7				7	1,568	
FY 2022			0	-7				71	1,504	
FY 2023	2,143		2,143	467			44	355	2,825	
<b>Totals</b>	<b>3,718</b>	<b>0</b>	<b>3,718</b>	<b>467</b>	<b>3,718</b>	<b>0</b>	<b>44</b>	<b>426</b>	<b>2,825</b>	



North Base Building 200 Replacement

Month: Jun-23

Prj. ID: 100548

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)
		Original	Changes				
		(A)	(B)				
Measure W Sales Tax - Capital (01024)	Local	3,143	0		3,143	3,143	0
General Capital Fund (01050)	Local	575			575	575	0
<b>Totals</b>		<b>3,718</b>	<b>0</b>	<b>0</b>	<b>3,718</b>	<b>3,718</b>	<b>0</b>

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
None	

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
None	

**KEY ACTIVITIES - Current Reporting Month (top 5)**

1. Finalizing the North Base Building 200 Replacement - Final Study Report (remain unchanged)
2. Finalizing presentaton material.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

1. Approval of Final Study Report:
a. Geotechnical Engineering Technical Report,
b. Hydrological Analysis Report,
c. Civil Survey Report,
d. North Base Building 200 Replacement - Final Study Report, and
e. North Base Building 200 Replacement - Building Space Program Report.
2. Presentation of the sub-projects' findings to the executive team.
3. Close Sub-Projects to move on to the Design of the Project.

**Project Notes**

--

EV Chargers Non-Rev Vehicles at Central Garage

Month: Jun-23

Prj. ID: 100629

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Planning

This project follows on the District's move toward a fully zero-emission electric vehicle fleet. The project will allow for design and installation of EV type-2 charging stations at North Base, South Base and the Central Garage. These Type-2 chargers will connect to existing electrical infrastructure and provide charging service to battery-electric and/or plug-in non-revenue vehicles.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 575,000	12.7%	12%	\$ 575,000

Schedule

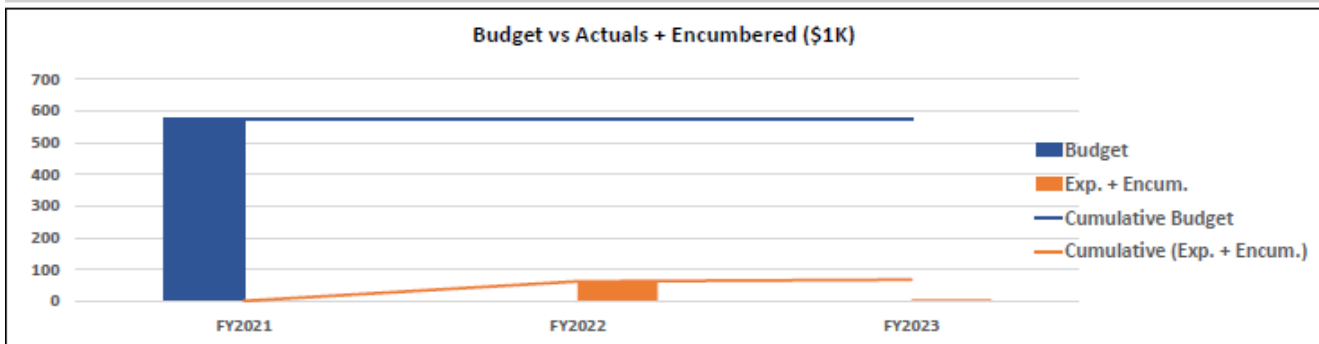
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	11/01/21	11/01/21			0	0	
Final Design	05/01/22	05/01/22	10/31/22	10/31/22	0	0	
Procurement	11/01/22	11/01/22	07/31/23	07/31/23	0	0	
Construction	08/01/23	08/01/23	01/31/24	01/31/24	0	0	
Close out	02/01/24	02/01/24	03/31/24	03/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
12- PE/Env/PSE	81		81	45	81	0		23	68	12
15 - Procurement	17		17	0	17	0			0	17
16 - Construction	460		460	0	460	0			0	460
19 - Closeout	17		17	0	17	0			0	17
<b>Totals</b>	<b>575</b>	<b>0</b>	<b>575</b>	<b>45</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>68</b>	<b>507</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	575		575					0	575	
FY2022	0		0	60				2	512	
FY2023	0		0	-16			0	21	507	
<b>Totals</b>	<b>575</b>	<b>0</b>	<b>575</b>	<b>45</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>507</b>	



EV Chargers Non-Rev Vehicles

Month: Jun-23

Prj. ID: 100629

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	575	0		575	575	0	
<b>Totals</b>		575	0	0	575	575	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
District's increased need for Type-2 chargers	Design will allow for phased additional capacity.
Impact of ADA codes to charger location/placement	Include ADA assessment for Central, NB and SB

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Baseline design in late 2022 was six (6) chargers at Central
Suspend design plans to determine increased/maximum chargers at Central plus additional chargers at NB+SB
A proposal request was issued to District's On-call Architectural firm for applicable consulting services/costs.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Design architect to furnish a cost proposal for work at Central, North Base and South Base

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

South Base Water Utility Lines Replacement

Month: Jun-23

Prj. ID: 100710

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Planning

District staff have determined that existing water utility/distribution lines at the South Base facility have aged/worn beyond their useful life and must be replaced entirely. These utility lines furnish in-coming clean water to support daily operational needs, maintain public health standards and further support fire protection. Design scope and subsequent construction will replace pipes, pumps, valves, meters and related fittings from in-coming city connections up to and including the service connections at six (6) South Base buildings.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,946,900	0.0%	0.0%	\$ 2,964,000

Schedule

Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11- Planning	09/01/22	03/01/23	11/30/22	06/30/23	-181	-212	
12- Preliminary Design	12/01/22	05/01/23	03/31/23	09/30/23	-151	-183	
13- Final Design	04/01/23	09/01/23	07/31/23	03/28/24	-153	-241	
15- Procurement	07/31/23	03/01/24	02/29/24	10/31/24	-214	-245	
16- Construction	03/01/24	11/01/24	09/30/24	04/30/25	-245	-212	
19- Close out	09/30/24	05/01/25	11/30/24	06/30/25	-213	-212	

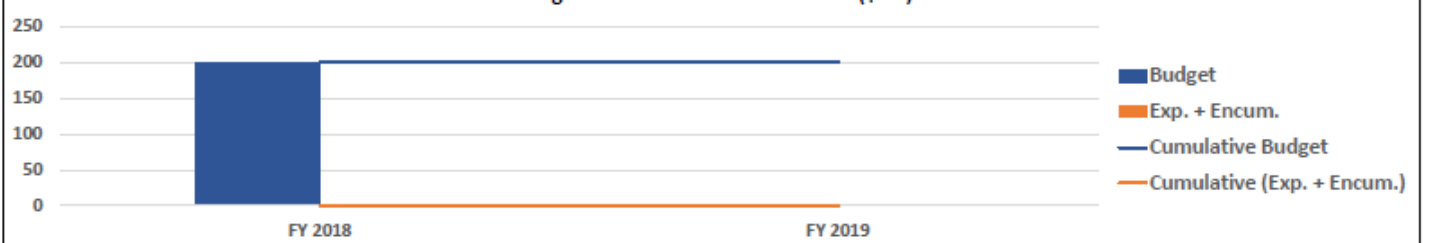
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
	11- Planning	6		6			0	6		
12- Preliminary Design	6		6	0	6	0		0	6	
13- Final Design	57		57	0	57	0		0	57	
15- Procurement	11		11	0	11	0		0	11	
16- Construction	2,850		2,850	0	2,850	0		0	2,850	
19- Close out	34		34	0	34	0		0	34	
<b>Totals</b>	<b>2,964</b>	<b>0</b>	<b>2,964</b>	<b>0</b>	<b>2,964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,964</b>	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
	FY 2023	2,964		2,964				2,964		
<b>Totals</b>	<b>2,964</b>	<b>0</b>	<b>2,964</b>	<b>0</b>	<b>2,964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,964</b>	

Budget vs Actuals + Encumbered (\$1K)



South Base Water Utility Lines Replacement

Month: Jun-23

Prj. ID: 100710

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
Measure W Sales Tax - Capital (01024)	Local	2,964	0		2,964	2,964	0	
<b>Totals</b>		2,964	0	0	2,964	2,964	0	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Project plans are yet preliminary

**KEY ACTIVITIES - Next Reporting Month (top 5)**


**Project Notes**

A new baseline for schedule and budget are forthcoming
--

Bus Shelter Upgrades and Replacements

Month: Jun-23

Prj. ID: 100711

Project Manager: TBD

SCOPE Summary

STATUS Summary

Phase: Planning

This is a State of Good Repair project where District will systematically remove and replace 52 bus stop shelters that are worn and beyond their useful life. This project will also provide site improvements to applicable standards of the Americans with Disabilities Act (ADA). Such improvements will be identified to and coordinated with specific City/County agencies for

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,946,900	2.1%	0.0%	\$ 2,946,900

Schedule

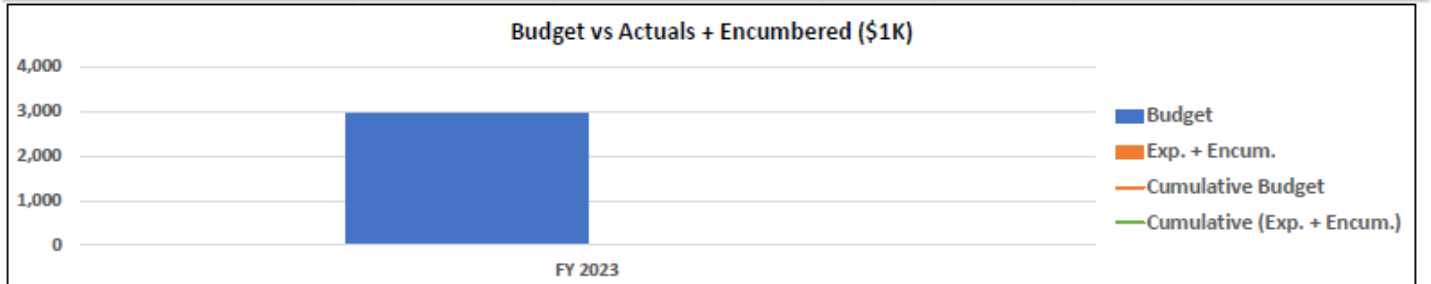
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11- Planning	10/01/22	10/01/22	12/30/22	12/30/22	0	0	
12- Preliminary Design	01/01/23	01/01/23	05/30/23	05/30/23	0	0	
13- Final Design	06/01/23	06/01/23	01/30/24	01/30/24	0	0	
15- Procurement	02/01/24	02/01/24	08/30/24	08/30/24	0	0	
16- Construction	09/01/24	09/01/24	09/01/26	09/01/26	0	0	Construction occurs in multiple phases
19- Close out	10/01/26	10/01/26	12/30/26	12/30/26	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
	11- Planning	103		103			0	103		
12- Preliminary Design	103		103	0	103	0		0	103	
13- Final Design	137		137	0	137	0		0	137	
15- Procurement	40		40	0	40	0		0	40	
16- Construction	2,508		2,508	0	2,508	0		0	2,508	
19- Close out	57		57	0	57	0		0	57	
<b>Totals</b>	<b>2,947</b>	<b>0</b>	<b>2,947</b>	<b>0</b>	<b>2,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,947</b>	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
	FY 2023	2,947		2,947			0	2,947		
<b>Totals</b>	<b>2,947</b>	<b>0</b>	<b>2,947</b>	<b>0</b>	<b>2,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,947</b>	





Bus Shelter Upgrades and Replacements

Month: Jun-23

Prj. ID: 100711

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
STA State of Good Repair-Capital (03139)	State	1,541	0		1,541	1,541	0	
Measure W Sales Tax - Capital (01024)	Local	1,406	0		1,406	1,406	0	
<b>Totals</b>		<b>2,947</b>	<b>0</b>	<b>0</b>	<b>2,947</b>	<b>2,947</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Plans and requirements of ADA program and Reimagine/BSIP program are not yet aligned to one another	Staff from both programs are holding joint meeting to find commonality and to avoid cross purposes

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Staffing resources are diverted from fixed project goals to address on-going litigation and new priorities	

**KEY ACTIVITIES - Current Reporting Month (top 5)**


**KEY ACTIVITIES - Next Reporting Month (top 5)**

ADA and BSIP Teams will conduct joint meetings to resolve issues and find common solutions

**Project Notes**

A new baseline for schedule and budget are forthcoming
--

South Base Switchgear Replacement & BEB Chargers Installation

Month: Jun-23

Prj. ID: 100547

Project Manager: Jeffrey Shu

SCOPE Summary

**FY2021-** The scope of the project is to replace the following:  
 1) Primary 1200 A (existing) switchgear replacement  
 2) Replacement of three (3) building switchboards  
 3) Replacement of conduit and feeders serving the switchgear

**FY2022-** The scope of the Project was expanded to support the additional work required for BEB charging infrastructure and power delivery for the new BEBs. The additional scope includes:  
 1) Increasing the capacity of the existing switchgear from 1200 to 3000 Amps,  
 2) Installation of power distribution infrastructure, power cable networks, and concrete islands,

STATUS Summary

Phase: Construction

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 6,700,000	20.7%	62.7%	\$ 6,700,000

Schedule

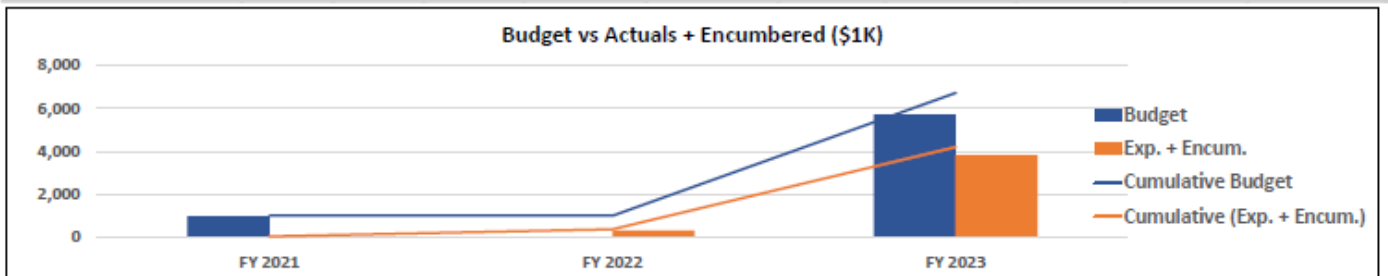
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	10/01/19	10/01/19	10/01/19	10/01/19	0	0	
13 - Final Design	04/01/22	04/01/22	08/30/22	10/20/22	0	-51	completed
15 - Procurement	09/01/22	10/20/22	12/31/22	03/20/23	-49	-79	completed
16 - Construction	01/02/23	01/23/23	03/31/24	01/31/25	-21	-306	-Construction is in progress -received the "production" engineering drawing for the owner-furnished MDPO-1 switchgear. In review. -issue with procurement of contractor-furnished "MDPO2" switchboard
19 - Closeout	04/01/24	02/01/25	10/30/24	05/02/25	-306	-184	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
12 - PE/Env, PSE Preliminary Design	131		131		131	0		120	120	11
13- Final Design	268		268	22	268	0	5	231	253	15
15 - Procurement	120		120		120	0	4	107	107	13
16 - Construction	5,981		5,981	3,448	5,981	0	30	274	3,721	2,260
19 - Closeout	200		200		200	0			0	200
<b>Totals</b>	<b>6,700</b>	<b>0</b>	<b>6,700</b>	<b>3,470</b>	<b>6,700</b>	<b>0</b>	<b>39</b>	<b>731</b>	<b>4,200</b>	<b>2,500</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
FY 2021	1,000		1,000	25				24	49	951
FY 2022	0		0	140				193	333	618
FY 2023	5,700		5,700	3,305			39	513	3,819	2,500
<b>Totals</b>	<b>6,700</b>	<b>0</b>	<b>6,700</b>	<b>3,470</b>	<b>6,700</b>	<b>0</b>	<b>39</b>	<b>731</b>	<b>4,200</b>	<b>2,500</b>



South Base Switchgear Replacement & BEB Chargers Installation

Month: Jun-23

Prj. ID: 100547

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax -(01024)	Local	6,700	0		6,700	6,700	0	
<b>Totals</b>		6,700	0	0	6,700	6,700	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
The Contractor-furnished electrical equipment may be delayed another time, thereby delaying the critical path again	-SamTrans PM to include Engineer of Record on technical issues that impact the procurement of contractor-furnished "MDPO-2" switchboard, "EBD" switchboard, and the "bus duct". Prioritize these issues for quick resolution. -SamTrans PM to prioritize communications regarding these critical path items. -prioritize quick responses and resolutions to these critical path items -SamTrans PM to gather additional information as to why additional delays are occurring
Electrical equipment, such as the switchboards or the chargers, may be damaged, vandalized, or stolen, or otherwise compromised, or the warranties be voided, after they're installed	-SamTrans may defer installation of this equipment to a date closer to the energization of all of the new equipment (i.e., late 2024). -Contractor shall provide the Protection and Mitigations Plan that secures the equipment. -Contractor shall provide mitigations against condensation to keep the warranty valid.
The 3000A Switchgear will arrive at the site noncompliant with the Contract Documents	Manufacturer and Technology international will provide quarterly manufacturing updates. The Project Manager and Infrastructure team will QC the manufacturing process, through photographs, to ensure product quality. SamTrans PM and Inspector will then inspect the final product upon delivery.
The delivery date of the Owner-furnished 3000A Switchgear will be delayed a second time.	-SamTrans PM to follow up with the Vendor (Technology International) routinely for status updates. -SamTrans PM to ask about an option for expedited delivery -SamTrans PM to quickly respond to items that impact the critical path. -SamTrans PM to get commitment from Vendor regarding delivery date. -SamTrans PM to gather explanations for why additional delays are occurring
Defective components within the ABB chargers may cause delay of substantial completion	-SamTrans to have Contractor address known issues, in-advance of ABB commissioning -SamTrans PM to prioritize communications and quickly respond to ABB-related troubleshooting

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Contractor-furnished MDPO-2 switchboard was taken out of the manufacturing queue by the manufacturer (Siemens). Potential impact to the Critical Path.	-Project Manager is consolidating history and additional information from Contractor -Project Manager is scrutinizing the alternatives for procurement. Project Manager is mitigating the impact to the project. -Project Manager's response to the Contractor's Contractor's Letter, dated June 20 2023, is in progress.

KEY ACTIVITIES - Current Reporting Month (top 5)

South Base Construction: Project Manager is gathering information regarding the contractor-furnished "MDPO-2" being taken out of the queue.
3000A Switchgear: Technology International submitted the "production" engineering drawing for Owner-furnished MDPO-1 on June 23, 2023. Engineer's review is in progress.
South Base Construction: Contractor has completed mobilization to the project site
South Base Construction: Contractor has completed potholing
South Base Construction: Contractor is making progress on layout of improvements in "deadline", soil sampling and testing

KEY ACTIVITIES - Next Reporting Month (top 5)

South Base Construction: Project Manager to apply pressure for Contractor to resolve the issue with the contractor-furnished "MDPO-2" switchboard with the least-impactful alternative.
3000A Switchgear: SamTrans' Engineer of Record to review the "production" engineering drawing for the Owner-furnished MDPO-1 switchgear. Acceptance of this drawing will release the switchgear for manufacturing.
South Base Construction: Project Manager to apply pressure for the Contractor's other outstanding deliverables: Time Extension Request submission, Protection and Mitigation Plan submission, & PGE Pre-construction meeting date
South Base Construction: Infrastructure group to manage the Contractor's procurement of their other long lead item, i.e. the bus duct.
South Base Construction: Infrastructure group to manage the delivery and installation of the ABB Chargers

Project Notes

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ZEB Implementation and Deployment

Month: Jun-23

Prj. ID: 100631

Project Manager: Liria Larano

SCOPE Summary

This FY22 Budget Request will provide comprehensive site analysis/design work to plan detailed construction documents for subsequent bidding. Construction of power infrastructure in phases to coincide w/bus deliveries through 2038; the front-end design must anticipate for system-wide new power feeds (PG&E substation), master control panels, smart energy management, excavation, cabling for power distribution, concrete islands for charging units, overhead canopies for final power delivery and panels for solar collection.

The FY22 Budget requests reflects the Design Phase only. Total estimated Project reflects design and construction for the overall embus Infrastructure Upgrade plus asphalt replaced with engineered concrete for South Base (critical for the Master

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 14,612,092	5.3%	24.7%	\$ 14,612,092

Schedule

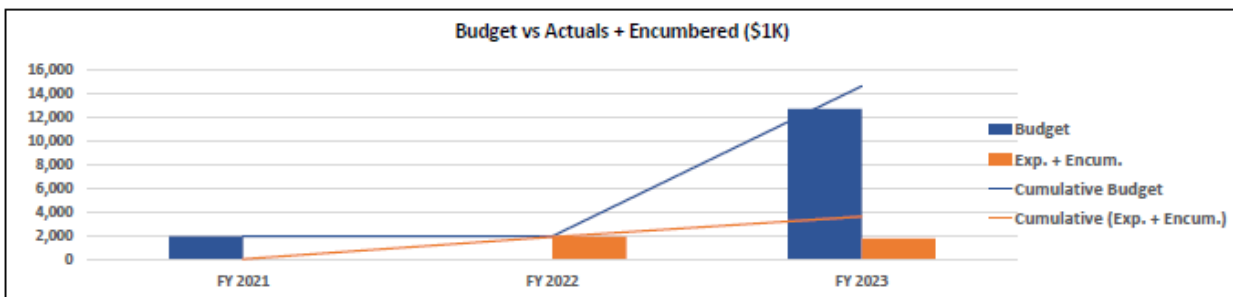
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	7/1/2021	07/01/21			0	0	
30% Design	07/01/21	07/01/21	04/30/22	04/30/22	0	0	Completed
End Environmental Phase			01/31/23	06/30/23	0	-150	CEQA obtained in Dec 2022- still waiting for NEPA
Final Design for Permanent Charging Infrastructure in SB	02/01/23	02/01/23	03/31/24	03/31/24	0	0	
Solicitation of CMGC for Charging Infrastructure in SB	03/01/23	03/01/23	08/15/23	08/15/23	0	0	
Pre Construction Phase for Charging Infrastructure in SB	09/01/23	09/01/23	06/30/24	06/30/24	0	0	
Long Lead Equipment Procurement for Charging Infrastructure in SB	01/01/24	01/01/24	04/01/25	04/01/25	0	0	
Construction of Permanent Charging Infrastructure in SB	08/01/24	08/01/24	07/31/26	07/31/26	0	0	
Close out	08/01/26	08/01/26	01/31/27	01/31/27	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	1,072		1,072	7	1,072	0	1	815	822	250
12 - PE/Env/PSE	3,687		3,687		3,687	0	8	332	332	3,355
13 - Final Design	4,037		4,037	532	4,037	0	23	983	1,515	2,522
15 - Procurement	96		96	0	96	0	21	77	77	19
16 - Construction	5,686		5,686	225	5,686	0	53	635	860	4,827
19 - Closeout	34		34	0	34	0		0	0	34
<b>Totals</b>	<b>14,612</b>	<b>0</b>	<b>14,612</b>	<b>764</b>	<b>14,612</b>	<b>0</b>	<b>105</b>	<b>2,842</b>	<b>3,606</b>	<b>11,006</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2021	1,926		1,926		1,926				0	1,926
FY 2022			0	869	0			1,009	1,878	48
FY 2023	12,686		12,686	-105	12,686		105	1,832	1,727	11,006
<b>Totals</b>	<b>14,612</b>	<b>0</b>	<b>14,612</b>	<b>764</b>	<b>14,612</b>	<b>0</b>	<b>105</b>	<b>2,842</b>	<b>3,606</b>	<b>11,006</b>



ZEB Implementation and Deployment

Month: Jun-23

Prj. ID: 100631

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - (01024)	Local	10,012	0		10,012	10,012	0	
FY22-71 ROW Repayment LCTOP (03958)	Fed.	4,600			4,600	4,600	0	
<b>Totals</b>		<b>14,612</b>	<b>0</b>	<b>0</b>	<b>14,612</b>	<b>14,612</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
The charging technology is evolving rapidly	Use an alternative Project Delivery Method, instead of the traditional Design-Bid-Build Method, to allow the design to reflect up-to date charging technology. CM/GC delivery method was approved by SamTrans Board in Dec 2022
Insufficient in-house resources to manage future construction for the SB Charging Infrastructure for 37 BEBs	An RFP issued for Construction Management Services contract. The consultant has been selected and the contract will be awarded in May 2023.
The lead time for manufacturing electrical equipment has increased significantly to ongoing supply chain issues	Prioritize the design of electrical equipment with long lead delivery times to enable early procurement of the equipment. The design consultant has been selected and contract award to the consultant is scheduled in June 2023.

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Finalized independent cost estimate and schedule for the base scope (37 BEBs) CM/GC contract
Developed scope for potential options for CM/GC contract
On-Call GEC Contract was awarded to Stantec and STV

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Identify long lead equipment
Present estimate and schedule for potential options for CM/GC contract to the Board for approval
On-Call GEC contract kick-off meeting

**Project Notes**

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NB Interim Charger Installation (Part of CP 100631)

Month: Jun-23

Prj. ID: 100631-01

Project Manager: Jeff Shu

SCOPE Summary

STATUS Summary

Phase: Construction

**FY2022 The Scope of the Project includes the following:**  
 1) Remove and replace six (6) battery electric bus chargers with ten (10) universal battery electric bus chargers and pedestal dispensers.  
 2) modifications to the charger and dispenser foundations and wiring connections.

**FY2022 - The Scope was revised to delete the removal of the six (6) bus chargers and dispensers from the project. The Scope was also expanded to reconfigure the parking lot to accommodate a temporary hydrogen fueling station without reducing available BEB parking at North Base.**

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 606,365	87.0%	96.3%	\$ 606,365

Schedule

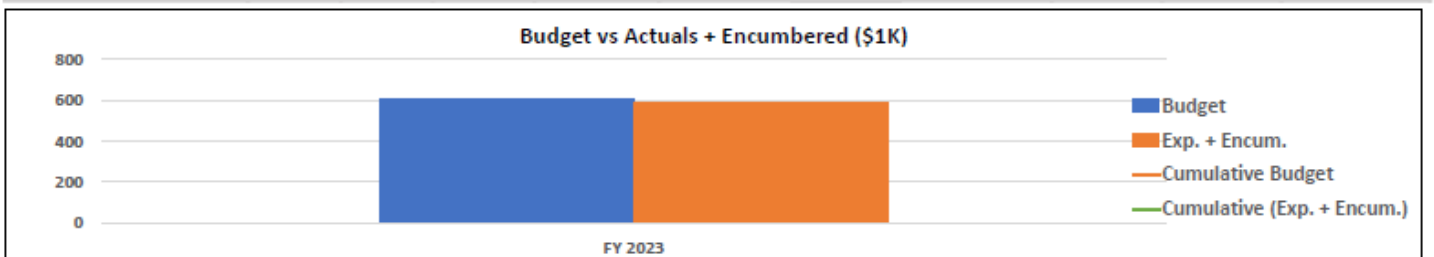
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
65% Design for NB Interim Chargers	05/01/22	03/16/22	06/30/22	06/17/22	46	13	Completed
13-Final Design	07/01/22	06/18/22	07/15/22	07/22/22	13	-7	Completed
15-Procurement for Construction Contract for NB Interim Chargers in NB	08/01/22	07/29/22	09/30/22	10/28/22	3	-28	Completed
16-Construction NB Interim Chargers Installation	10/01/22	10/31/22	02/28/23	06/30/23	-30	-122	Completed. Final Acceptance was established as 6/30/2023.
19-Close out	03/01/23	07/01/23	08/28/23	10/30/23	-122	-63	In Progress

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env			0		0	0		0	0	
12 - PE/Env/PSE			0		0	0		0	0	
13 - Final Design	29		29		29	0	29	29	0	
15 - Procurement			0		0	0		0	0	
16 - Construction	577		577	24	577	0	26	531	22	
19 - Closeout			0		0	0		0	0	
<b>Totals</b>	<b>606</b>	<b>0</b>	<b>606</b>	<b>24</b>	<b>606</b>	<b>0</b>	<b>26</b>	<b>560</b>	<b>22</b>	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	606	0	606	24	606	0	26	560	584	22
<b>Totals</b>	<b>606</b>	<b>0</b>	<b>606</b>	<b>24</b>	<b>606</b>	<b>0</b>	<b>26</b>	<b>560</b>	<b>584</b>	<b>22</b>



NB Interim Charger Installation (Part of CP 100631)

Month: Jun-23

Prj. ID: 100631-01

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - (01024)	Local	606	0		606	606	0	
<b>Totals</b>		<b>606</b>	<b>0</b>	<b>0</b>	<b>606</b>	<b>606</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
Chargers or Dispensers could stop working	SamTrans to communicate any issues to Project Manager -Project Manager to verify if issues are covered under the Contractor's Warranty period

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
Substantial Completion date was delayed	-Substantial Completion was delayed due to an issue with ABB (Charger #6 has an OEM defect)
Final Acceptance date was delayed	Final Acceptance was delayed due to a delayed Substantial Completion date.

**KEY ACTIVITIES - Current Reporting Month (top 5)**

ABB replaced a defective component on Charger #6 and fixed the issue.
Substantial Completion date was established as June 16, 2023.
Punchlist was completed as of June 28, 2023
Final Acceptance date was established as June 30, 2023
Progress on Final Payment and the required deliverables

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Consolidate all deliverables required for the Final Payment and issue the Final Payment
Construction Contract Closeout
Final Document Turnover

**Project Notes**

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North Base - Sea Level Rise and Erosion Mitigation

Month: Jun-23

Project ID: 100712

Project Manager: Liria Larano

SCOPE Summary

STATUS Summary

Phase: Planning

The project will implement recommendations from the SamTrans Adaptation and Resilience Plan and the North Base Erosion Control Plan. Early implementation involves evaluation of the action alternatives identified in the plans and selection of a preferred alternative for mitigation of the impacts of sea level rise and erosion at North Base. Evaluation of

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	N/A	N/A	N/A

Budget	Schedule Progress	Expended %	Estimate At Completion
\$ 1,482,000	0.0%	0.4%	\$ 1,482,000

Schedule

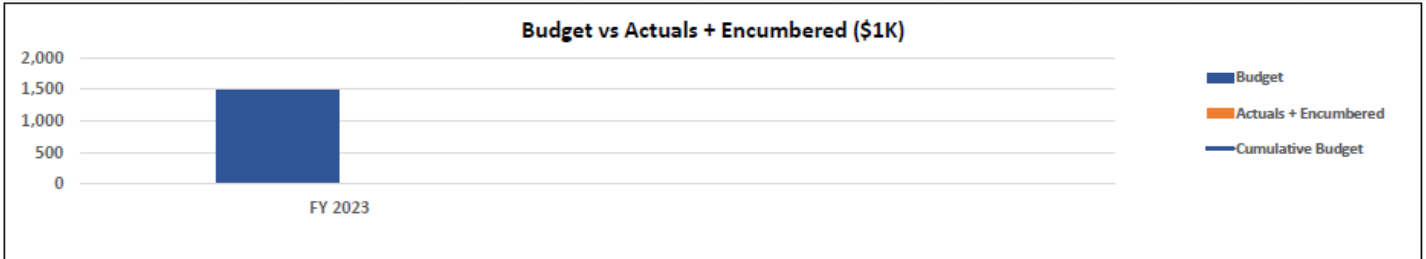
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Expert Review of Alternatives	7/1/2023	7/1/2023	12/31/2023	12/31/2023	0	0	
Collaborate with Int. and Ext. Stakeholders to find the best alternative	1/1/2024	1/1/2024	6/30/2024	6/30/2024	0	0	
Conceptual Design and Env. Clearance	7/1/2024	7/1/2024	6/30/2025	6/30/2025	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended + Accruals			Actuals + Encumbered
	Original	Changes	Current	Committed			Period	To Date	%BDG Exp.	
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	1,482		1,482		1,482	0	3	6	0.4%	6
Totals	1,482	0	1,482	0	1,482	0	3	6	0.4%	6

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended + Accruals			Actuals + Encumbered
	Original	Changes	Current	Committed			Period	To Date	%BDG Exp.	
	(A)	(B)	(C=A+B)	(D)						
FY 2023	1,482		1,482				3	6		6
Totals	1,482	0	1,482	0	1,482	0	3	6	0.4%	6





North Base - Sea Level Rise and Erosion Mitigation

Month: Jun-23

Project ID: 100712

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01024)	Local	1,482			1,482	1,482	0	
<b>Totals</b>		<b>1,482</b>	<b>0</b>	<b>0</b>	<b>1,482</b>	<b>1,482</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Status

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status

**KEY ACTIVITIES - Current Reporting Month (top 5)**


**KEY ACTIVITIES - Next Reporting Month (top 5)**

Working on the Protect Grant application

**Project Notes**

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NB H2 Fueling Station for 10 FCEBs

Month: Jun-23

Prj. ID: 100723-02

Project Manager: Liria Larano

**SCOPE Summary**

The District is working towards transitioning the SamTrans fleet of 319 fixed-route vehicles to zero-emission technologies by 2034. In pursuit of this goal, SamTrans developed a transition plan that replaces diesel buses with battery-electric buses (BEBs). As the zero-emission bus (ZEB) market has matured, hydrogen fuel cell electric buses (FCEBs) have become more prevalent in the industry because FCEBs have longer driving ranges and shorter fueling times than the range and charging time of BEBs. Because of the operational advantages of FCEBs, SamTrans has purchased ten FCEBs for a demonstration program. This Project will provide hydrogen fuel (Services) and/or design and construction services for the Interim Hydrogen Fueling Solution.\*  
 \* The cost of Hydrogen Fuel will be part of Maintenance Budget

**STATUS Summary**

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,970,169	14.5%	9.3%	\$1,970,169

**Schedule**

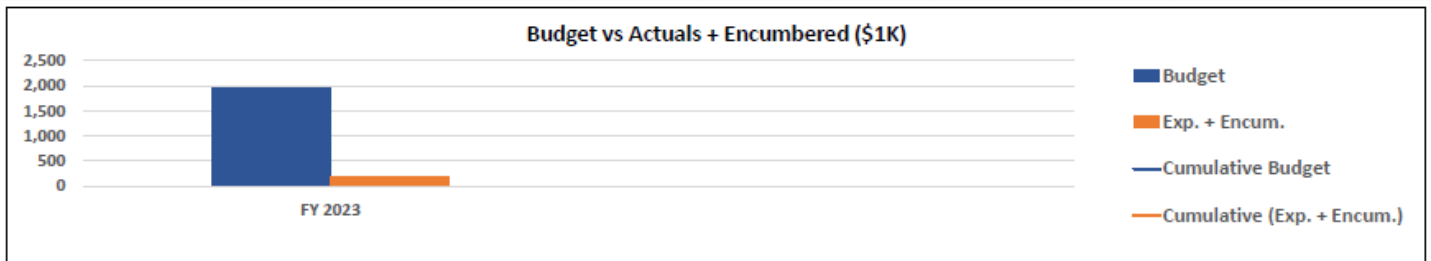
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Solicitation for H2 services contract	10/1/2022	10/1/2022	5/15/2023	5/15/2023	0	0	
Design Manufacturing H2 mobile station	5/16/2023	5/16/2023	1/31/2024	1/31/2024	0	0	

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)**

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	2		2		2	0		2	2	0
12 - PE/Env/PSE	2		2		2	0		2	2	0
13 - Final Design	178		178	133	178	0		44	178	0
15 - Procurement	1,789		1,789		1,789	0		1	1	1,787
16 - Construction			0		0	0			0	0
<b>Totals</b>	<b>1,970</b>	<b>0</b>	<b>1,970</b>	<b>133</b>	<b>1,970</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>183</b>	<b>1,787</b>

**PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)**

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	1,970		1,970	133			0	45	179	1,791
<b>Totals</b>	<b>1,970</b>	<b>0</b>	<b>1,970</b>	<b>133</b>	<b>1,970</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>179</b>	<b>1,791</b>



NB H2 Fueling Station for 10 FCEBs

Month: Jun-23

Prj. ID: 100723-02

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1,970			1,970		1,970	
<b>Totals</b>		<b>1,970</b>	<b>0</b>	<b>0</b>	<b>1,970</b>	<b>0</b>	<b>1,970</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
No risk at this point	

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
No issue at this point	

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Countinue with the design

**KEY ACTIVITIES - Next Reporting Month (top 5)**

Countinue with the design

**Project Notes**

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North Base Facility Modifications for FCEBs

Month: Jun-23

Prj. ID: 100723-01

Project Manager: Yoko Watanabe

SCOPE Summary

STATUS Summary

Phase:

Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,719,914	21.1%	8.6%	\$1,719,914

The District is working towards transitioning the SamTrans fleet of 319 fixed-route vehicles to zero-emission technologies by 2034. In pursuit of this goal, SamTrans developed a transition plan that replaces diesel buses with battery-electric buses (BEBs). As the zero-emission bus (ZEB) market has matured, hydrogen fuel cell electric buses (FCEBs) have become more prevalent in the industry because FCEBs have longer driving ranges and shorter fueling times than the range and charging time of BEBs. Because of the operational advantages of FCEBs, SamTrans has purchased ten FCEBs for a demonstration program. This Project will design and construct the modifications to the existing facility at the maintenance Bays 13, 14, 15, and 16 in North Base Building 100 and other associated facilities in North Base that can cater to FCEBs and ensure the safety of the maintenance personnel.

Schedule

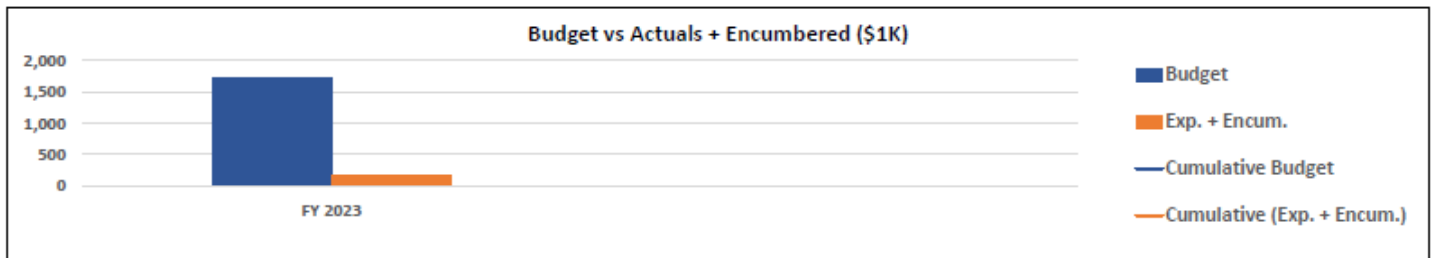
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Kick Off Meeting and Work Program	9/1/2022	9/1/2022	9/9/2022	9/9/2022	0	0	On time
On-Site Assessment & Review CTEs Recommendations	9/12/2022	9/12/2022	9/20/2022	9/20/2022	0	0	On time
Develop a List of Modifications	9/21/2022	9/21/2022	11/3/2022	11/3/2022	0	0	Moving forward according to the schedule
35% Design Development	10/4/2022	10/4/2022	11/4/2022	11/4/2022	0	0	Completed
95% Design Development	11/5/2022	11/5/2022	12/23/2022	1/24/2023	0	-32	Change in submission date to 6 January 2023
IFB Design Development	12/24/2022	1/25/2023	1/19/2023	1/31/2023	-32	-12	Completed in time
Procurement	1/20/2023	2/1/2023	7/19/2023	7/31/2023	-12	-12	
Construction	07/20/23	07/20/23	07/19/24	07/19/24	0	0	
Closeout	07/19/24	07/19/24	10/17/24	10/17/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11 - Planning	104		104		104	0	2	79	79	25
12 - PE/Env/PSE	57		57		57	0	2	4	4	53
13 - Final Design	60		60		60	0	2	37	37	23
15 - Procurement	29		29		29	0	6	23	23	6
16 - Construction	1,470		1,470		1,470	0	6	6	6	1,464
<b>Totals</b>	<b>1,720</b>	<b>0</b>	<b>1,720</b>	<b>0</b>	<b>1,720</b>	<b>0</b>	<b>17</b>	<b>148</b>	<b>148</b>	<b>1,572</b>

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY 2023	1,720		1,720	0			17	148	148	1,572
<b>Totals</b>	<b>1,720</b>	<b>0</b>	<b>1,720</b>	<b>0</b>	<b>1,720</b>	<b>0</b>	<b>17</b>	<b>148</b>	<b>148</b>	<b>1,572</b>



North Base Facility Modifications for FCEBs

Month: Jun-23

Prj. ID: 100723-01

**FUNDING (in thousands of \$)**

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	300			300	300	0	
Measure W Sales Tax (01024)	Local	1,420			1,420	1,420	0	
<b>Totals</b>		<b>1,720</b>	<b>0</b>	<b>0</b>	<b>1,720</b>	<b>1,720</b>	<b>0</b>	

**RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)**

Risk	Mitigation
No Risk at this stage.	

**ISSUES (Risks that are materialized, in order of priority)**

Issue	Status
None	

**KEY ACTIVITIES - Current Reporting Month (top 5)**

Approximately, 85% of the required documents were submitted by RMS.  
The documents are under review and some approved.

**KEY ACTIVITIES - Next Reporting Month (top 5)**

NTP to be issued to RMS  
Field Mobilization.

**Project Notes**

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## Appendix B - Definition of Terms

### Accruals

An estimated or known cost for the work performed, equipment, or materials received, through the current reporting period that hasn't been recorded in the financial system as expended.

### Activated Funding (in Funding)

The portion of the total approved project funding that is available and ready to be expended. See Un-activated Amount and Board Approved.

### Allocated Contingency

Portion of the project contingency budget allocated to contracts or specific types of work for identified project risks. See Contingency and Unallocated Contingency.

### Baseline

The currently approved plan that includes the project scope, budget and schedule. Performance indicators are calculated by comparing the current progress against the planned progress according to the baseline.

### Baseline Completion (in Milestone Schedule)

The milestone planned date of completion in the currently assigned project baseline.

### Board Approved (in Funding)

The funding approved by the Board for the completion of the project. It includes approved current and previous years capital budgets and capital budget amendments.

### Board Authorized (in Major Contracts)

The budget amount approved by the Board of Directors for a particular contract. Includes contingency.

### Budget Changes (in Project Budget/Estimate at Completion)

Changes to the original budget that have been approved by management through the change management process.

### Budget Original (in Project Budget/Estimate at Completion)

The budget approved in the first or original project baseline.

### Committed

The amount of authorized contracts, P.O.s, agreements, settlements, or other instruments that obligate the District to expend project funds.

### Completion (in Milestone Schedule)

The current estimated or actual date of completion for a milestone.

### Contingency

An estimated amount based on the uncertainty and risk to cover unforeseen events during the course of the project. See Unallocated and Allocated Contingency.

### Contract Change Orders (CCOs)

Contract budget changes approved through the change management process.

### Current Contract Amount

This is the original contract amount plus any approved Contract Change Orders (CCOs). The current contract amount is the approved obligation to the construction contractor. Does not include any contingency approved for the contract.

### Expended + Accruals

The project or contract costs that have been recorded in the financial system plus the accrual cost for the work performed through the current period. See Accruals.

### High Likelihood Risks (in Contingency)

Project risks that have a high likelihood to result in changes.

### In-Process CCOs (In-Process Contract Change Orders)

Contract Change Orders pending approval.

**In-Process Changes**

Project Change Orders pending approval. Includes CCOs.

**Interfaces**

Refers to points of connection to other projects, programs, or other entities that if not managed may lead to conflicts and issues.

**Issues**

Events that are occurring or have already occurred that have negative consequences for a project, that are recoverable or can be mitigated in some way.

**Key Activities**

Lists activities performed in the current month and activities anticipated for next month.

**Milestone Schedule**

Lists the project's significant events or important achievements in the project lifecycle. It is considered a high level summary schedule for the project.

**Notable Issues**

Most important project issues that are currently affecting the objectives, scope, schedule, budget and/or the adequate funding of the project.

**Notable Risks**

Most important project risks that may impact the objectives, scope, schedule, budget and/or the adequate funding of the project.

**Phase**

Refers to the current project phase. For the Capital Program, the project phases are: Planning, Preliminary Design, Final Design, Procurement, Construction, Closing, Closed.

**Potential and In-Process Changes**

Change Orders where impacts are being evaluated or determined, or Change Orders in process for approval. Includes Contract Change Orders.

**Resolution Date (in Notable Issues)**

The latest date an issue needs to be resolved before it begins to affect the objectives, scope, schedule, budget and/or the adequate funding of the project.

**Risks**

Events or uncertain conditions that, if they occur, have a negative or positive impact in the project's objectives.

**Safety Incidents**

Reported safety incidents related to the execution of project work, that occurred during the reporting period.

**Scope Summary**

High level description of the objectives and principal deliverables of the project.

**Type I Incidents (in Safety)**

Near Miss or incident requiring written report based on contract requirements.

**Type II Incidents (in Safety)**

Injury of worker or passenger requiring a report to the Federal Railroad Administration.

**Type of Work**

Categories defined for classifying project costs.

**Un-activated Amount (in Funding)**

Portion of the Board Approved funding for the project that has not been Activated. See Activated Funding.

**Unallocated Contingency**

Portion of total project contingency budget to account for Unknown Risks.

**Unknown Risks**

Unidentified risks that have not been accounted for and are included in the Unallocated Contingency budget.

## Other Statistical Trends

### PASSENGERS REVENUE YEAR-OVER-YEAR (YOY) TRENDS

<u>Fiscal year ending</u>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Passenger fares (in thousands)	\$ 10,500	\$ 8,913	\$ 5,615	\$ 11,690	\$ 15,567	\$ 15,742
<u>Revenue Base</u>						
Number of passengers (in thousands)	5,615	6,957	4,503	8,734	10,671	11,133
<u>Fare structure</u>						
Adults local fare	2.25	2.25	2.25	2.25	2.25	2.25
Senior citizen / disabled/ Medicare cardholder	1.10	1.10	1.10	1.10	1.10	1.10
Youth	1.10	1.10	1.10	1.10	1.10	1.10
Redi-Wheels (Paratransit)	4.25	4.25	4.25	4.25	4.25	4.25
The Sales Tax Rate [2]	0.75%	0.75%	0.75%	0.75%	0.50%	0.50%
Sales tax revenue (in thousands)	\$ 175,943	\$ 169,030	\$ 140,411	\$ 135,835	\$ 100,729	\$ 87,797
Taxable sales in San Mateo County (in thousands) [1]	\$ 23,459,000	\$ 21,960,000	\$ 17,700,000	\$ 18,800,000	\$ 19,700,000	\$ 17,900,000

[1] 2023 taxable sales are estimates based on sales tax revenues received; 2022 taxable sales amount is the most current information available in the County of San Mateo FY22 ACFR

[2] Includes 0.25% Tax Rate for Measure W, effective on 7/1/2019.

This table presents passenger fares, number of passengers and revenue fare structure, the half-cent transaction and use tax received by the District and the total taxable sales in San Mateo County

Source: California State Board of Equalization  
San Mateo County FY2022 ACFR

### OPERATING EMPLOYEE TRENDS

<u>Division</u>	<b>Full-Time Equivalents</b>					
	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Caltrain Modernization Program	-	-	0.40	-	-	-
Customer Service and Marketing	26.40	29.38	28.49	29.15	34.36	31.39
Executive	3.95	3.75	3.50	3.5	3.59	3.99
Finance and Administration	118.20	106.83	96.23	95.6	83.07	82.39
Operations, Engineering, and Construction	533.57	493.11	541.70	506.7	472.9	465.40
Planning and Development	17.15	16.15	7.26	6.9	6.46	8.71
Public Affairs	-	-	-	-	-	-
<b>Total</b>	<b>699.27</b>	<b>649.22</b>	<b>677.58</b>	<b>641.80</b>	<b>600.38</b>	<b>591.88</b>



COUNTY SALES TAX RECEIPTS

Major Industry Group	FY2022			FY2013		
	Rank	Percent of Sales	Amount	Rank	Percent of Sales	Amount
County & State Pool	1	22.1%	46,690,305	4	12.3%	17,489,507
Autos And Transportation	2	16.1%	34,150,755	2	16.5%	23,510,267
General Consumer Goods	3	15.6%	32,984,513	1	22.0%	31,380,311
Business And Industry	4	14.5%	30,750,165	6	11.5%	16,367,454
Restaurants And Hotels	5	11.8%	24,979,295	3	12.5%	17,835,410
Building And Construction	6	8.0%	16,842,542	7	8.0%	11,359,664
Fuel And Service Stations	7	7.3%	15,457,223	5	11.5%	16,430,985
Food And Drugs	8	4.5%	9,556,182	8	5.3%	7,594,234
Transfers & Unidentified	9	0.1%	180,780	9	0.3%	417,957
<b>Total</b>			<b>211,591,760</b>			<b>142,385,789</b>

Source: County-wide sales tax receipts provided for the County of San Mateo by Major Industry Group by Hinderliter, de Llamas and associates (HDL)

## Long-Term Debt

Please note, FY23 audited actuals are not yet available at the time of the preparation of this budget book.

### Composition and Changes

The following are notes to the Financial Statements as reflected within the Districts' Comprehensive Annual Financial Report for the Fiscal Years Ended June 30, 2022 and 2021.

The District generally incurs long-term debt to finance projects or purchase assets, which will have useful lives equal to or greater than the related debt. The District's debt issues and transactions are summarized below and discussed in detail thereafter.

Long-term debt activity for the year ended June 30, 2022 is as follows (in thousands):

	Original Issue Amount	Balance at July 1, 2021	Additions	Deletions	Balance at June 30, 2022	Current Balance at June 30, 2022
Limited Tax Bonds						
2015 Series A Refunding Bonds 3.00%-5.00%, due 6/1/2034	\$ 210,280	\$ 182,900	\$ -	\$ (10,780)	\$ 172,120	\$ 11,290
Total debt		182,900	-	(10,780)	172,120	\$ 11,290
Unamortized bond premium		15,136	-	(2,384)	12,752	
<b>Total bonds payable</b>		<b>\$ 198,036</b>	<b>\$ -</b>	<b>\$ (13,164)</b>	<b>\$ 184,872</b>	

Long-term debt activity for the year ended June 30, 2021 is as follows (in thousands):

	Original Issue Amount	Balance at July 1, 2020	Additions	Deletions	Balance at June 30, 2021	Current Balance at June 30, 2021
Limited Tax Bonds						
2015 Series A Refunding Bonds 3.00%-5.00%, due 6/1/2034	\$ 210,280	\$ 193,220	\$ -	\$ (10,320)	\$ 182,900	\$ 10,780
Total debt		193,220	-	(10,320)	182,900	\$ 10,780
Unamortized bond premium		17,776	-	(2,640)	15,136	
<b>Total bonds payable</b>		<b>\$ 210,996</b>	<b>\$ -</b>	<b>\$ (12,960)</b>	<b>\$ 198,036</b>	

### Description of the District's Long-Term Debt Issues

**2015 Series A and Series B Refunding Bonds** – In Fiscal Year 2015, the District issued \$210,280,000 of the Limited Tax Bonds, Refunding 2015 Series A (the 2015 Series A Bonds) and \$39,965,000 of the Limited Tax Bonds, Refunding 2015 Series B (Federally Taxable) (the 2015 Series B Bonds, and, together with the 2015 Series A Bonds, the 2015 Series Bonds) to advance refund the 1993 Series A Bonds, the 2005 Series A Bonds, and the 2009 Series A Bonds, all of which were issued to assist in the financing or refinancing of facilities necessary or convenient for the provision of transit services.

The 2015 Series Bonds were issued pursuant to an Indenture, dated as of April 1, 2015, as supplemented and amended from time to time pursuant to its terms (the Indenture), between the District and U.S. Bank National Association, as trustee (the Trustee).

The District issued the 2015 Series Bonds in order to advance refund all of its prior debt secured by the Sales Tax, comprised of \$56,420,000 aggregate principal amount of the 1993 Series A Bonds, \$218,990,000 aggregate principal amount of the 2005 Series A Bonds and \$10,505,000 aggregate principal amount of the 2009 Series A Bonds. The proceeds of the 2015 Series Bonds, together with funds held on deposit under the 1990 Indenture, to refund and legally defease all the 1993 Series A Bonds, the 2005 Series A Bonds and the 2009 Series A Bonds (hereinafter collectively referred to as the Prior Bonds). In connection with the refunding and defeasance of the Prior Bonds, the District entered into an Escrow Agreement, dated as of April 1, 2015 (the Escrow Agreement), with U.S. Bank National Association, as trustee and escrow agent (the Escrow Agent), pursuant to which the Escrow Agent established escrow funds (each, an Escrow Fund) to provide for the payment of the principal of and interest on the Prior Bonds to their date of redemption or maturity, as applicable. Amounts deposited in each Escrow Fund are expected to be invested in direct obligations of, or obligations which are unconditionally guaranteed by, the United States of America (the Escrow Securities), the principal of and interest on which, together with any cash held uninvested in such Escrow Fund, will be sufficient to pay the principal of and interest on the Prior Bonds secured by such Escrow Fund to the date of their redemption or maturity, as applicable. Amounts deposited in each Escrow Fund are pledged to the payment of the Prior Bonds secured by such Escrow Fund and will not be available for the payment of any bonds other than the Prior Bonds secured by such Escrow Fund.

Interest on the 2015 Series Bonds is payable semiannually on June 1 and December 1 of each year. The 2015 Series Bonds are subject to optional redemption prior to their respective stated maturities. Principal on the 2015 Series A is payable on June 1, 2019 and annually thereafter on June 1 of each year through 2034.

The 2015 Series Bonds are special obligations of the District payable from the receipts of a sales tax to assist in the financing or refinancing of facilities necessary or convenient for the provision of transit services. The amount and terms of pledged revenue is the outstanding secured debt service as noted on the debt service requirement schedule in the following paragraph. The amount of pledged revenues recognized for the secured debt was \$169.0 million and the amount required for the debt service was \$19.1 million during Fiscal Year 2022. The pledged revenue coverage was 8.83%.

## Debt Service Requirements to Maturity

Debt Service requirements are as follows (in thousands):

Fiscal Year Ending June 30,	2015 Series A		
	Principal	Interest	Total
2023	\$ 11,290	\$ 7,855	\$ 19,150
2024	11,825	7,318	19,145
2025	12,390	6,748	19,143
2026	13,010	6,126	19,138
2027	13,660	5,473	19,133
2028-2032	79,180	16,457	95,637
2033-2034	30,765	1,435	32,200
<b>Total debt service</b>	<b>\$ 172,120</b>	<b>\$ 51,412</b>	<b>\$ 223,546</b>

## Debt

On June 30, 2022, the District had \$184.9 million in limited tax bonds outstanding, a decrease of \$13.2 million or 6.7%, compared to \$198.0 million in limited tax bonds outstanding on June 30, 2021. This decrease resulted from retirement of principal in scheduled debt service payments. The District pledges sales tax revenues to secure the 2015 Series A Bonds and the 2015 Series B Bonds. Interest payments on the 2015 Series A Bonds are due on June 1 and December 1 of each year. Principal payments on the 2015 Series A Bonds began on June 1, 2019. The final maturity date for the 2015 Series A Bonds is June 1, 2034. Interest rates on the 2015 Series A Bonds range from 3.0% to 5.0%.

## Glossary

**Accessibility:** The extent to which facilities are barrier free and useable by disabled persons, including wheelchair users.

**Adopted Budget:** An annual budget approved and formally accepted by the Board of Directors

**Americans with Disabilities Act (ADA):** A civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. (see also Paratransit)

**American Public Transportation Association (APTA):** The national association for public transportation.

**American Rescue Plan Act (ARPA):** The American Rescue Plan Act 2021 Federal Section 5307 funds is to support operating assistance due to decreased fares and sales tax revenues from the COVID-19 health crisis.

**Appropriation:** Funds set aside by formal action for a specific use permitting agencies to incur obligations and make payments for specific purposes.

**Bay Area Air Quality Management District (BAAQMD):** Responsible for protecting air quality in the nine-county Bay Area; regulates industry and employers to keep air pollution in check and sponsors programs to clean the air. The District receives grant funds from BAAQMD to fund various projects related to District Shuttle programs.

**Bay Area Rapid Transit District (BART):** A rapid transit public transportation system serving the San Francisco Bay Area.

**Board of Directors:** A governing body of a transit agency or nonprofit; the board has specific legal and ethical responsibilities to the organization.

**Bus Operator:** An employee of a transit system who spends his or her working day in the operation of a Fixed Route bus service.

**C/CAG:** City/County Association of Governments of San Mateo County

**Caltrans:** The California State Department of Transportation which, among other things, maintains and operates California's highway system.

**Capital:** Long-term assets, such as property, buildings, roads, rail lines, and vehicles.

**Capital Project:** Construction and/or procurement of transit assets, such as transit centers, transit vehicles and buses.

**CARES ACT:** The Coronavirus Aid, Relief and Economic Security Act, also known as the CARES Act, was an economic stimulus bill signed into law on March 27, 2020 in response to the economic fall out of the COVID-19 pandemic. The FY20 CARES Act Supplemental Public Transportations Apportionments and Allocations provided \$25 billion to transit agencies for operational assistance during the pandemic.

**Clipper® Card:** A reloadable fare payment card that can be used to store a SamTrans Monthly Pass and cash. Clipper card also is accepted on various other transit agencies in the San Francisco Bay Area.

**Citizens Advisory Committee (CAC):** The San Mateo County Transit District (SamTrans) Citizens Advisory Committee (CAC) was formed to represent transit users and provide input on the needs of current and potential transit customers, as well as help inform County residents of transit programs.

**City/County Association of Governments of San Mateo County (C/CAG):** Government organization that is the Congestion Management Agency in San Mateo County which implements a number of programs related to transportation and climate action to support the efforts of the cities of San Mateo County.

**Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA):** Under the Act, the COVID Relief Funds may be used for a broad range of surface transportation purposes listed in Section 113(b) of Title 23 of the U.S. Code and are meant to “prevent, prepare for, and respond to coronavirus”.

**Disadvantaged Business Enterprise (DBE):** A for-profit small business concern that is at least 51% owned by an individual who is both socially and economically disadvantaged and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it.

**District Sales Tax:** A voter-approved county transportation sales tax in San Mateo County that provides funding to the District, known as Measure A and Measure W, to cover operating and capital expenditures (see also Measure A and Measure W).

**Farebox Revenue:** The value of cash, tickets and pass receipts given by passengers as payment for public transit rides.

**Fiscal Year (FY):** A 12-month period that an organization uses for financial reporting and budgeting purposes. The fiscal year for the San Mateo County Transit District is from July 1 through June 30 of the next year.

**Fixed Route:** A transportation service that operates using specific roads (or combination of roads) and with a specific time schedule.

**Federal Transit Administration (FTA):** The component of the U.S. Department of Transportation that regulates and helps fund public transportation within local communities. FTA provides financial assistance for capital, planning and operating costs and also sponsors research, training, technical assistance and demonstration programs.

**Formula Funds:** Funds for which the funding levels for individual recipients are determined by a mathematical formula. Transit formulas are typically based upon population characteristics of the service area as well as performance statistics.

**Full Time Equivalent (FTE):** Refers to Full Time Equivalent and is a way to account for staffing needs. An FTE is not necessarily equal to 1 position.

**Greenhouse Gases (GHG) / Car Compliance:** The District pays a GHG / Car Compliance tax to the State of California of \$.32115 per gallon of Diesel fuel.

**Job Access Reverse Commute (JARC):** Job Access grants are intended to provide funding to transit systems for expanded service for transportation of low-income individuals to childcare, training, and employment. Reverse commute grants are designed to develop transit services to transport workers to suburban job sites.

**Local Match:** The state or local funds required by the federal government to complement federal funds for a project. For example, in the case of public transportation, the federal government may provide 80% of the necessary funds for the purchase of a vehicle if the state or local government matches the remaining 20%.

**District Measure A:** The District's original one-half cent sales tax authorized by the San Mateo County voters at the November 1974 election when the Measure to form the San Mateo County Transit District was approved. The San Mateo County Transportation Authority also has two Measure A sales taxes.

**Measure W:** The District's second one-half cent sales tax authorized by the San Mateo County voters in November 2018.

**Metropolitan Transportation Commission (MTC):** The transportation planning, financing and coordinating agency for the nine counties of the San Francisco Bay Area.

**Multi-Modal:** Transportation related revenues and expenses specifically designed to accommodate the meeting of two or more transit modes of travel. This can include shuttle services, bike paths, and transit stations.

**National Transportation Database (NTD):** Provides statistical information about the financing and operations of public transportation systems providing service in areas with a population over 50,000. Recipients of urbanized area formula funds and other benefiting agencies are required to submit or coordinate the submission of an NTD report each year.

**North Base Facilities:** District-owned property located in San Bruno near San Francisco Airport where Buses are stored and maintenance facilities located. This is the home base for District-owned buses that service nearby routes.

**Operating Revenue:** Operating revenues are total revenue used in support of transit operations. It includes passenger fares, local area sales tax, and federal, state and local grants. For San Mateo County Transit District, this also includes rental income, advertising income, and investment income. (Also see Sources of Funds).

**Operating Expense:** Operating expenses are the costs used to support transit services including administrative staff time and non-labor expense such as insurance, recruiting, accounting and legal support expense. For the District, expenses are organized on the Financial Statement by mode:

- **Motor Bus Expense:** All expenses related to operating SamTrans fixed-route bus service.
- **ADA expense:** All expenses related to paratransit service.
- **Multi-Modal:** All expenses related to shuttle services, as well as property management and security for transit stations.

**Operating Grants:** A contribution usually by a government to an independent governmental body or authority to cover part of the cost of the latter's operating expenses.

**Owl Services:** Late night bus service to San Francisco Airport.

**Pass Through to Other Agencies:** An arrangement wherein a designated recipient chooses to pass its grant funds through to another agency to carry out the purposes of the grantee's arrangement with FTA.

**Paratransit:** Transportation service mandated by the American with Disability Act for individuals with disabilities who are unable to use fixed-route transit systems. The service must be comparable to the fixed-route service.

**Peninsula Corridor Joint Powers Board (JPB):** The owner and operator of a 77-mile commuter rail system known as Caltrain with service from Gilroy to San Francisco. The District is the administering agency of the JPB, which is governed by an independent board of directors. The JPB was formed by agreement of its three member agencies: The City and County of San Francisco, Santa Clara Valley Transportation Authority (VTA), and San Mateo County Transit District (District).

**Reimagine SamTrans:** Reimagine SamTrans is a comprehensive operational analysis (COA) project to evaluate and refresh the entire SamTrans bus system that began in Summer 2019. The goals of Reimagine SamTrans are to improve the experience for existing SamTrans customers, grow new and more frequent ridership on SamTrans, and build SamTrans' efficiency and effectiveness as a mobility provider.

**Ride Plus:** Ride Plus is a brand new, on-demand, shared-ride service offering easy, affordable transportation for riders anywhere within Half Moon Bay, East Palo Alto, and the Belle Haven neighborhood of Menlo Park.

**San Mateo County Transportation Authority (TA):** Administers proceeds of its two Measure A sales tax and a portion of the District's Measure W sales tax to fund a broad spectrum of transportation-related projects and programs for the county. The TA is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities and the San Mateo County Transit District. The District is the administering agency of the TA.

**San Mateo County Express Lanes Joint Powers Authority (JPA):** A Joint Powers Agreement between San Mateo County Transportation Authority (TA) and City/County Association of Governments of San Mateo County (C/CAG) as co-sponsors for the US-101 Express Lanes Project. The purpose of this project is to reduce congestion on US-101 in San Mateo County by improving and extending the use of express lanes thereby creating more efficient traffic flow.

**San Mateo County Transit District (the District):** The special district that owns, administers and operates the principal public transit programs in San Mateo County: SamTrans bus service, Redi-Wheels ADA paratransit, and Redi-Coast ADA and non-ADA paratransit service. The District also administers Caltrain commuter rail on behalf of the JPB and the San Mateo County Transportation Authority, under the direction of their appointed boards.

**SamTrans:** Refers to the operations of the mainline bus, paratransit and shuttle services provided by San Mateo County Transit District.

**SamTrans Business Plan:** A strategic plan that identifies immediate, near-term and long-term actions to affirm the District's position as a mobility leader and ensure the organization meets current and future transportation needs.

**The Short-Range Transit Plan (SRTP):** Document that provides a comprehensive look at both the District's 10-year operating and capital plans in order to culminate them into a plan on how the District intends to meet the goals, objectives, and standards.

**Sources of Funds:** Total revenue used in support of transit operations. It includes passenger fares, local area sales tax, and federal, state and local grants. For San Mateo County Transit District, this also includes rental income, advertising income, and investment income. (Also see Operating Revenues)

**Shuttle Program:** Shuttle programs provide access to regional transit systems and other transit services connected with the District.

**Surplus / Deficit:** Surplus is when total operating revenues exceed total operating expense. Conversely a Deficit is when total operating expenses exceed total operating revenues.

**Sustainability:** Ability to support quality of the environment without harm to or depleting natural resources.

**State Transit Assistance (STA):** A state program that provides funding for mass transit operations and capital projects.



**South Base Facilities:** District-owned property located near the District offices in San Carlos where Buses are stored and maintenance facilities located. This is the home base for District-owned buses that service nearby routes.

**Strategic Plan:** An organization's process of defining a strategy (or direction) and makes decisions on allocating its resources to pursue this strategy.

**Transportation Development Act (TDA):** State law enacted in 1971. TDA funds are generated from a tax of one-quarter of one percent on all retail sales in each county; used for transit, special transit for disabled persons, and bicycle and pedestrian purposes. TDA moneys are collected by the state and allocated in the Bay Area by MTC to fund transit operations and programs. In non-urban areas, TDA funds may be used for streets and roads under certain conditions.

**Transit-Oriented Development (TOD):** A type of development that links land use and transit facilities to support the transit system and help reduce sprawl, traffic congestion and air pollution. It includes housing, along with complementary public uses (jobs, retail and services), located at a strategic point along a regional transit system, such as a rail hub.

**Transportation Corridor:** A generally linear area that is defined by one or more modes of transportation like highways, railroads or public bus service that share a common course.

**U.S. Department of Transportation (DOT):** A cabinet-level federal agency responsible for the planning, safety, and system and technology development of national transportation, including highways, transit, aircraft, and ports.

# samTrans



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