



BOARD OF DIRECTORS 2012

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

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

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

WEDNESDAY, NOVEMBER 14, 2012 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of October 10, 2012

INFORMATIONAL

3. Accessibility Update – Tina Dubost
4. PCC Update – Mike Levinson
5. Citizens Advisory Committee Liaison Report - Peter Ratto
6. Mobility Management Report – End-of-Year Performance
7. Multimodal Ridership Report – September 2012

Committee Members: Rose Guilbault, Shirley Harris, Art Lloyd

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 10, 2012**

Committee Members Present: R. Guilbault (Committee Chair), S. Harris, A. Lloyd

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

Other Board Members Absent, Constituting Committee of the Whole: J. Gee

Staff Present: J. Averill, J. Cassman, A. Chan, T. Dubost, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, C. Patton, M. Simon

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

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
September 12, 2012**

The committee approved the minutes (Lloyd/Kersteen-Tucker).

Proclamation Designating October as Disabilities Awareness Month

Committee Chair Guilbault said staff is asking the Board to proclaim October as Disabilities Awareness Month. This is an opportunity to focus on the benefits and services provided to the community and people with disabilities and to recognize the essential role SamTrans provides as a transit agency in making it possible for people with disabilities to go about their daily lives.

Committee Chair Guilbault and Chair Jerry Deal presented the proclamation to Jim Engvall, a member of San Mateo County Disabilities Commission.

Mr. Engvall thanked the Board for the proclamation.

Public Comment

Jerry Grace, San Lorenzo, said Mr. Engvall said is a great person.

Director Carole Groom arrived at 2:08 p.m.

A motion (Deal/Harris) to accept the recommendation was approved by all.

Key Communications and Outreach Messages

Executive Officer, Public Affairs Mark Simon reported:

- The San Mateo County Transit District (District) faces a structural deficit that cannot be resolved by service cuts, fare increases or ridership.
- Staff continues to explore a full range of options including budgetary and funding.
- Fiscal Year (FY) 2013 Operating Budget had a debt service of \$24.4 million, \$10.5 million in reserve funds was used to balance the budget, paratransit had a cost of \$14.5 million and the District's obligation to Caltrain was \$14 million.
- Last year the Board had a workshop with staff to review dedicated funding activities.
- Silicon Valley Leadership Group (SVLG) did a poll, primarily focused on Caltrain, on a tax increase. The SVLG poll asked about a one-eighth cent tax increase and it showed it was just barely at the two-thirds threshold that is necessary to pass. The poll did show San Mateo County was slightly above the two-thirds.
- Staff opted-out of the 2012 ballot measure due to voter attitudes and economic environment. By not going to the voters in 2012, it allows staff to listen and understand what the public thinks about the District, and allows staff the opportunity to tell a story to build support.
- Staff commissioned Tulchin Research in San Francisco to take a poll in June of 800 likely November 2012 voters. The poll showed:
 - Leading issues people are concerned with are economy and jobs, wasteful government spending and local government budget deficits.
 - Caltrain, BART and SamTrans were all rated excellent.
 - A tax measure support for one-eighth cent for Caltrain was 62 percent and 63 percent for one-fourth cent for SamTrans.
 - A permanent dedicated revenue source for Caltrain received 68 percent support.
 - A sales tax was preferred over a gas tax.
 - Top priority was transportation for elderly and disabled and repair and improve infrastructure.
 - Approximately 79 percent strongly or somewhat favor Caltrain electrification because it reduces pollution and is a step in the right direction.
 - Convincing messages for the increase include it reduces traffic, a dedicated funding is necessary, Caltrain is on the right track, improves infrastructure, and there is inadequate funding for bus system.
- Messages to be told to the public include transit gets cars off the roads, the District provides support for elderly and disabled, public services should not be cut, the District is well run and on the right track, and electrification is popular.
- Next steps include Board engagement and policy direction, continue to address budget challenges, explore funding options and build public confidence and support through social media, news media and outreach activities.

Director Karyl Matsumoto asked what percentage of the elderly use SamTrans not including paratransit. Deputy CEO Chuck Harvey said staff can provide that information.

Director Zoe Kersteen-Tucker asked what the statement on the right track means. Mr. Simon said it is a common polling question and is purposely general and indicates the public thinks things are moving in the right direction.

Director Kersteen-Tucker said in terms of outreach will there be focus groups. Mr. Simon said staff is looking at all options.

Director Shirley Harris asked if there were any comments about SamTrans since it is lower than Caltrain and BART. Mr. Simon said the poll didn't ask that question and that is why the focus groups are needed.

Committee Chair Guilbault asked how staff will engage the Board in this issue. Mr. Simon said he is not sure but believes it will be for help with delivering the message.

Chair Deal said one of the positive things is getting cars off the road. The consequences of voting no on this issue should be well stated.

Director Adrienne Tissier said it would be helpful to provide the statistics of the ridership on SamTrans to the entire Board as it really tells the story. Mr. Simon said it was data from the triennial survey.

Director Matsumoto said this information would be good to send to the City/County Association of Governments.

Director Carole Groom said she attended the SamTrans Service Plan (SSP) meeting in Pacifica and it may be worth incorporating some of this information at these meetings.

Chair Deal said those who own a car may say they don't want to give SamTrans or Caltrain money and may not understand the consequences if more people start driving.

Committee Chair Guilbault said this is a tremendous story to tell and this can resonate with the public.

Accessibility Update – Tina Dubost

Accessibility Coordinator Tina Dubost reported:

- On Saturday, September 29 there was a bus at the Commission on Disabilities Classic Car Show and staff demonstrated the accessibility features and encouraged people to use the service.
- Staff met with the paratransit eligibility contractor to review specific examples of applicants and their eligibility determination.

Paratransit Coordinating Council (PCC) Update - Mike Levinson

PCC Chair Mike Levinson reported:

- The PCC had a discussion on expansion vehicles at its October 9 meeting.
- A presentation was given by a representative from the Metropolitan Transportation Commission on gaps in service, upgrades to paratransit, information being distributed more efficiently, better access and sensitivity.
- The PCC will have a table at the Seniors on the Move event on October 26.
- A one-page flyer on the PCC was distributed to the Board.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

CAC Chair Peter Ratto said the CAC had its annual field trip to South Base this year. The CAC had one public comment at the meeting regarding the elimination or changes to Route 295 in the SSP.

Mobility Management Report – End-of-Year Performance

Item was postponed to next month.

Multimodal Ridership Report – August 2012

Director of Bus Transportation Chester Patton said:

- Bus ridership was 38,690, a decrease of 2.7 percent.
- Paratransit ridership was 1,067, a decrease of 0.5 percent.
- Caltrain ridership was 48,630, an increase of 7.6 percent.
- Caltrain shuttle ridership was 8,284, an increase of 19.1 percent.
- BART shuttle ridership was 2,162, an increase of 29.4 percent.
- Total ridership was 98,833, an increase of 4.4 percent.

Year-to-date – August 2012

- Bus ridership was 37,310, a decrease of 3.1 percent.
- Paratransit ridership was 1,075, a decrease of 1 percent.
- Caltrain ridership was 48,620, an increase of 8.8 percent.
- Caltrain shuttle ridership was 7,871, an increase of 17.7 percent.
- BART shuttle ridership was 2,156, an increase of 31.9 percent.
- Total ridership was 97,031, an increase of 4.8 percent.

Cumulative Year-to-date – August 2012

- Bus ridership was 1,967,530, a decrease of 2.3 percent.
- Caltrain ridership was 2,656,510, an increase of 9.8 percent.
- Total ridership was 5,120,780, an increase of 5.7 percent.

Adjourned: 2:42 p.m.

CRC ITEM # 3
NOVEMBER 14, 2012

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

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

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

The minutes from the September 11 PCC meeting are attached. The minutes from the July SAAC meeting are also attached.

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

650-508-6475
650-508-6247

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
MEETING MINUTES
September 11, 2012**

ATTENDANCE

Members Present: Mike Levinson, Chair; Michal Settles, Vice-Chair; Stephanie Hill, AL-Com Chair; Dale Edwards, Consumer; Aki Eejima, Consumer; Judy Garcia, Consumer; Diane Griffith, Consumer; Barbara Kalt, Rosener House; Nancy Keegan, SC Adult Day Services; Dan Mensing, Consumer; Marie Violet, Sequoia Hospital; Bill Welch, SamTrans.

Absentees: Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Allan Newlands, COD; Sammi Riley, Consumer.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Linda Rhine, Nelson\Nygaard; Russ Whyte, MV Transportation; Rose Berta, PCC Staff.

(Total Attendance: 17) Quorum--Yes

WELCOME/INTRODUCTION

New Chair Mike Levinson called the meeting to order at 1:30 p.m. and welcomed all to the September PCC meeting.

APPROVAL OF JULY PCC MINUTES

Mike asked for a vote of approval for the July minutes. Dan moved to approve the minutes and Nancy seconded the motion. Minutes were approved unanimously.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)

No update.

Next AL-Com meeting is October 2, 2012.

Mike as the new PCC Chair announced Michal Settles as the new Vice-Chair; Stephanie Hill as the new AL-Com Chair; Maureen Dunn will remain Education Committee Chair; Barbara Kalt will remain Budget and Grant Chair; Aki Eejima will give the update on ERC.

B. GRANT/BUDGET REVIEW

Barbara and members discussed the FTA 5310 vehicles. Expansion vehicles through the 5310 grant program are available. Bill explained that the two main issues regarding SamTrans decision

to accept the vehicles are costs to maintain the vehicles and whether expansion vehicles are needed given the decline in ridership. Marie brought up the question of why ridership is declining given the circumstance of an aging population; perhaps our customers are less aware of the existence of Redi-Wheels. Barbara mentioned 99% of people seeking Rosener House services have never heard of Redi-Wheels. Marie said she has seen how Redi-Wheels reduces the isolation of so many people and what a great service it provides. One of the questions on the table is whether the agencies anticipate an increase in their client base. Michal suggested that SamTrans have a formal process for moving ahead with the decision on vehicle purchase. Agency representatives and Bill agreed to meet in September to discuss agency and vehicle needs. Bill will send a draft report for the Executive Committee's review and input.

C. EDUCATION COMMITTEE

There will be no meeting in October. Linda commented that one of the objectives of the committee is to work with agencies and organizations to increase the awareness of Redi-Wheels services and the PCC.

D. EXECUTIVE COMMITTEE

Mike announced the committee now consists of current chairs, past chairs and one additional nominee, Dale Edwards.

Nancy announced the contract for PCC Consultant, Nelson\Nygaard, came through yesterday. Much appreciation goes to Bill for his hard work and finding HNTB as the firm that will hold the contract, since the CID contract did not go through. HNTB is an on-call contractor to SamTrans. Nancy thanked Bill and Barbara for their efforts. Bill said Nancy and Barbara did a great job with the guidelines.

Consumer Corps Report

Linda gave the Consumer Corps report covering 399 reports for three months. She reminded the PCC that the consumer corps reflects a snapshot of people who completed the form based on their experience and is a good comparison with how well the results match up with statistics in the SamTrans operations report. Results this quarter are good and consistent. On-time performance (wait time not longer than 20 minutes) is at 85%; the vast majority of riders taking trips less than 20 miles is 61%. Taxi riders are 20% overall. 84% of the vehicles have comment cards; driver assistance is almost 100%. MV will be checking on comment cards being on vehicles, especially taxis which represents 34 of the 58 "no" response.

Linda said that we will be revisiting the Consumer Corps questions and adding a question about the IVR (Interactive Voice Response) and may tweak a question about arriving on time at the destination.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill reported the on time performance is almost at the 90% standard; good news.

SamTrans is working on a proposal to get Redi-Wheels riders an ID card that has a magnetic strip, which they can swipe when riding on the fixed route buses; procedures will be in place if the card malfunctions. The timeframe is 2-3 months. The next step for the PCC is to review the letter explaining the ID card before it is sent to the consumers. Bill said this card will be useful because it will show when and how the card is used.

The IVR system went live on August 17, 2012. Redi-Wheels consumers received a reminder call the night before their non-subscription rides. The system failed the next two days and had the same failure after a couple of weeks; however, the problem has been remedied. The system is successful 96% of the time, meeting the 95% goal. SamTrans is working on the accuracy of imminent arrival calls and will implement this feature in the near future.

Dan said the night before call is working well for him. It was noted that dispatch will not be able to provide information on IVR; for answers, call Tina.

B. Performance Summary

Tina reported that the average and total ridership for July 2012 is similar to July 2011; same day cancels is at 6.5%; there are fewer late cancels. Productivity is at 1.79 passengers per hour and remains above the standard, which is positive. The rate of no shows is similar to the previous year; the average telephone wait time is at 0.7 minutes.

C. Customer Comments

Elly reported that total monthly comments have decreased from June to July. In Comments by Category, both policy-related and service-related comments have risen but compliments have not. The overall average response time continues on a downward turn thanks to the efforts of Lynn and Sophie and the MV staff. In the Comments by Type, compliments have decreased and customer error has gone up a bit, and everything else remains static.

D. Safety Report

Russ reported 4 accidents, 2 preventable and 2 non-preventable for Redi-Wheels. No accidents for RediCoast.

LIAISON REPORTS

A. MTC REPORT

No report.

B. AGENCY

No agency meeting to report but will be meeting this month.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal will join Mike tomorrow at the SamTrans Board meeting. The Pumpkin Festival is on October 13 and 14. RediCoast provides transportation for a fun event; funds raised go to local nonprofits.

The last CTC meeting was held on July 18. The rotation of meetings is working well. The committee is well-informed of all activities occurring on the bayside. Next meeting is in December, linked with the MV/SamTrans holiday caroling. No date has been decided at this time.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Aki mentioned that Redi-Wheels registrants dropped slightly, mainly due to updates with the recent letter mailed. Aki echoed what Bill said about IVR.

Next meeting is October 2, 11:00 a.m.

E. COMMISSION ON AGING (COA) REPORT

No report.

F. COMMISSION ON DISABILITY (COD) REPORT

No report.

G. CENTER FOR INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CID)

Ben has moved to the Center for Independent Living in Berkeley. Another representative will be appointed from CID.

H. DEPARTMENT OF REHABILITATION

No report.

OTHER BUSINESS

Barbara distributed a handout announcing Meals on Wheels Dine Out Event on October 16. Many restaurants are participating in San Mateo County and Palo Alto. Donation envelopes are accepted.

Mike provided a brief update on the conference at Ed Roberts' Center in Berkeley on July 16. More details will be reported in November.

The MV Appreciation Party planned for October 9 will be postponed until further notice.

Dale asked everyone to remember all who have passed away on September 11 with a moment of silence.

Linda announced that Rose will be leaving the PCC and thanked her for her wonderful service and excellent work and said we will all miss her. Nancy praised Rose for her valuable contributions to the PCC, especially the rapport she has established with the consumers. Many PCC members commented on how much we will miss her. Rose thanked everyone for the honor of being a part of a great organization and a group of wonderful people; she said she will miss everyone.

MEETING ADJOURNED: 3:15 PM.

SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE

MEETING SUMMARY – July 19, 2012

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

ABSENT: Alec Karp (Chair)

SAMTRANS STAFF: Tina Dubost, Richard Lesser, Bill Welch

I. Introductions

II. Agenda

III. Approval of Minutes

The minutes for 1/19/12, 3/15/12, and 5/17/12 were approved.

Tom Collette believes that Robert's Rules may have changed recently so that it is no longer required to approve minutes with a quorum. This update awaits confirmation.

Bill Welch said that what is important is that members agree on the accuracy of the minutes and that any needed corrections are made.

IV. Fixed Route Bus and Caltrain

A. ECR Update

Bill Welch delivered an update on the upcoming project to improve bus service on El Camino Real by consolidating the 390 and 391 bus routes onto a new route, designated "ECR", on weekends.

Since the committee met in May, staff made a presentation regarding ECR to the Paratransit Coordinating Committee. Staff also made a presentation to, the San Mateo Commission on Disabilities, which was then done on June 28th.

Both presentations were effective. The Commission was satisfied that the plan would improve service. Improvements derived from replacing routes 390 and 391 with one "ECR" route as a pilot project on weekends include increase of regular frequency to one bus every 20 minutes, fewer late buses and reduced bus bunching, and a simplified route structure as all buses on the line run the same route. Frequency to

stops South of Redwood City is doubled. In order to streamline service, the ECR bus will no longer enter the South San Francisco and San Bruno BART stations. In making this change, staff considered the number of disabled riders and how they are affected. The BART stations are still accessible. Announcements will be made on the ECR bus and on connecting routes 133 and 140. The South San Francisco BART bus stop on El Camino Real is being moved closer to the station. There is good Access to the Tanforan Shopping Center, a common destination. Doris Maez cautioned that two or three traffic crossings on the way may present some hazard. Bill Welch asked whether those crossings were equipped with auditory signal buttons. This question will require follow up.

Doris Maez said that way finding at San Bruno BART can be difficult, and that the BART elevator is often broken there, so that it may be necessary to continue to serve South San Francisco or Millbrae BART stations.

In response to Cam Acker's questions: The ECR route runs on holidays as well as weekends, and the pilot program will run at least a year to gauge receptivity of the customer base and see how it fits into the SamTrans Service Plan.

B. Bus Emergency Procedures

Richard Lesser spoke about SamTrans bus emergency procedures. In case of emergency evacuation of the bus, the wheelchair lift or ramp may not be used. Ambulatory passengers will evacuate first, to maximize speed of evacuation. The bus operator will do what is possible to help customers with disabilities, but the help of good Samaritans may be needed to help evacuate wheelchair passengers, as they would have to leave their mobility devices on board.

C. Clipper Device Locator Sounds for Caltrain Platforms

Caltrain is evaluating audible aids to help blind customers tag on and tag off their Clipper cards at station platforms. The Polara Navigator is a device to help blind individuals activate pedestrian crossing signals at traffic intersections. Another device is an emergency alert device that uses white noise, strobe lights, and an optional message to get people's attention.

Cam Acker said that the more familiar sound of the Polara device, which is in common use at intersections, would be more recognizable as a locator tone.

Cam Acker stated it can be challenging for visually impaired customers to find the CID at a new station. Once she has been to a station and learned where the device is located, it is no longer a problem.

Caltrain conductors have been instructed not to cite or detain RTC cardholders and people whose disabilities prevented them from using the fare devices. Their names will be recorded to allow intervention if a customer repeatedly does not pay.

D. New EPAMD/Segway Rider Certified

Richard Lesser reported that a new passenger has been certified to use Caltrain with a Segway as a mobility device. This passenger was delighted that he would now be able to have lunch with his wife by taking his device to the California Avenue station.

There are now four known certified Segway users on Caltrain. Two of them were certified by BART, which follows comparable certification guidelines and has a reciprocal agreement with Caltrain to honor each other's placards.

Jim Engvall asked whether wheelchairs would be given priority over EPAMD/Segways. They will both be equally entitled to use one of the two or more spaces on the train allocated, as they are being used as mobility devices.

V. Committee Business – Proposed Meeting Date Changes

The members present agreed that the fourth Friday of alternate months would work for them to attend. Subsequent to the meeting, Alec Karp, the Committee Chair, informed Richard Lesser that Fridays would not work for him. The next meeting was re-scheduled for Monday, September 24th after email correspondence with Committee members, and a regular meeting date for future meetings remains to be agreed upon.

VI. Paratransit Update

The Paratransit Coordinating Committee elected new officers. Nancy Keegan is leaving as Chair. Mike Levinson, the Al-Com Chair, will take over her role. The Vice-Chair will be Michal Settles, who currently directs the Coastside Transportation committee.

The Interactive Voice Response System (IVR) is making calls reminding customers of the rides that they have reserved for the next day. Currently, 95% of calls are made successfully. Staff is continuing to improve this service.

On-time performance had dipped to 86% from its usual 92%. In response to questions from the committee, Bill Welch said this was due to the failure of a monitor that tracked rides that were running late. The contractor fixed the issue five months later. Dispatchers had become dependent on the monitor to track late rides, and performance suffered when it stopped working.

VII. Citizens Advisory Committee Update

Tom Collette reported that the CAC is up to full capacity with new members and a diverse membership.

They also heard the presentation regarding the ECR pilot project.

VIII. Valley Transportation Authority Committee of Transportation Accessibility Update

Cam Acker stated that the June 13th meeting was delayed until August 8th. They have not met since February.

They have an agenda item regarding locating CID's on platforms for visually impaired customers, similar to the issue that Caltrain is addressing.

Light rail is making changes to make it easier for visually impaired passengers to find the location of the train doors by putting up yellow plastic barriers to line up so that customers will not walk to the space between cars.

IX. Announcements and Other Business

Jim Engvall brought up that the last San Mateo stop for the KX is not accessible. Bill Welch concurs after looking at the stop. This is a City of San Mateo issue, as there is virtually no sidewalk at that location. SamTrans passengers with disabilities needing to use this stop should wait as close as safely possible to the stop and SamTrans bus operators are vigilant to accommodate them.

X. Set Date for Next Meeting

The meeting date was re-scheduled for Monday, September 24th.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: END-OF-YEAR PERFORMANCE REPORT

ACTION

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

SIGNIFICANCE

This presentation is a year-end performance report on the District's four transportation modes: SamTrans, Americans with Disabilities Act Paratransit, Caltrain and Shuttles. The modes have been featured individually on a rolling monthly basis during the past fiscal year. This month features a report that summarizes the annual performance of all the modes.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

This annual performance report will focus on overall trends, as well as highlights for each of the transportation modes. Ridership, fare collection, on-time adherence, project updates, and other elements will be discussed, along with trends and projected improvements.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – SEPTEMBER 2012**

ACTION

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

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible and Table “B” summarizes the total ridership figures for all SamTrans transportation modes. Chart “A” features year-to-date comparisons of AWR for Fiscal Year (FY) 2011, FY2012, and FY2013. Chart “B” is a new chart and includes figures for total ridership for FY2011, FY2012, and FY2013.

Tables “A” and “B” also provide the corresponding data for the BART SFO Extension as a separate line.

**MONTHLY RIDERSHIP HIGHLIGHTS – SEPTEMBER 2012 COMPARED TO
SEPTEMBER 2011**

Total SamTrans Modes – AWR of 110,372, an increase of 7.7 percent.

Bus – AWR of 46,110, a decrease of 2.5 percent.

Paratransit - AWR of 1,091, a decrease of 0.7 percent.

Caltrain - AWR of 50,820, an increase of 12.0 percent.

Caltrain Shuttles - AWR of 10,247, an increase of 52.1 percent.

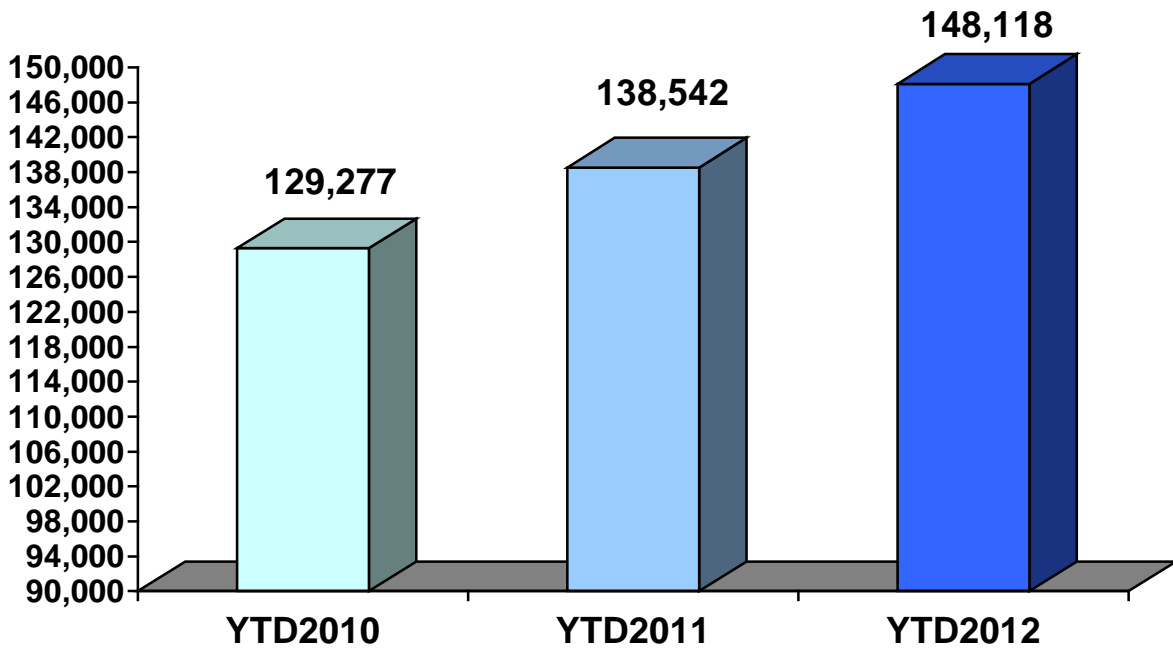
BART Shuttles - AWR of 2,104, an increase of 7.0 percent.

Table A
Average Weekday Ridership

September 2012				FY2012/FY2013
Mode	FY2011	FY2012	FY2013	%Change
Bus	47,510	47,300	46,110	-2.5%
Paratransit	1,130	1,099	1,091	-0.7%
Caltrain	41,310	45,370	50,820	12.0%
Caltrain Shuttle	5,506	6,737	10,247	52.1%
BART Shuttle	1,989	1,967	2,104	7.0%
Total	97,445	102,473	110,372	7.7%
BART Extension (No Daly City)	39,508	43,405	47,871	10.3%
Grand Total	136,953	145,878	158,243	8.5%

Year to Date				FY2012/FY2013
Mode	FY2011	FY2012	FY2013	%Change
Bus	41,270	41,440	40,240	-2.9%
Paratransit	1,124	1,090	1,080	-0.9%
Caltrain	40,980	44,900	49,350	9.9%
Caltrain Shuttle	5,130	6,704	8,663	29.2%
BART Shuttle	2,104	1,745	2,138	22.5%
Total	90,608	95,879	101,471	5.8%
BART Extension (No Daly City)	38,669	42,663	46,647	9.3%
Grand Total	129,277	138,542	148,118	6.9%

Chart A
Average Weekday Ridership (FYTD)



The following summary and exhibits include total ridership for all modes of transportation for which SamTrans is responsible. These numbers are a gross count of each boarding across all modes and all service days for the Month of September for the past three fiscal years.

MONTHLY RIDERSHIP HIGHLIGHTS – SEPTEMBER 2012 COMPARED TO SEPTEMBER 2011

All SamTrans Modes – Total ridership of 2,640,900, an increase of 2.9 percent.

Bus – Total ridership of 1,084,020, a decrease of 6.8 percent.

Paratransit – Total ridership of 24,476, a decrease of 6.9 percent.

Caltrain – Total ridership of 1,289,890, an increase of 8.4 percent.

Caltrain Shuttles – Total ridership of 202,399, an increase of 39.8 percent.

BART Shuttles – Total ridership of 40,115, a decrease of 4.0 percent.

TOTAL RIDERSHIP FOR FISCAL YEAR-TO-DATE

All SamTrans Modes – Total ridership of 11,362,709, an increase of 5.7 percent.

Bus – Total ridership of 3,051,560, a decrease of 4.0 percent.

Paratransit – Total ridership of 77,957, a decrease of 1.8 percent.

Caltrain – Total ridership of 3,946,400, an increase of 9.3 percent.

Caltrain Shuttles – Total ridership of 550,798, an increase of 26.8 percent.

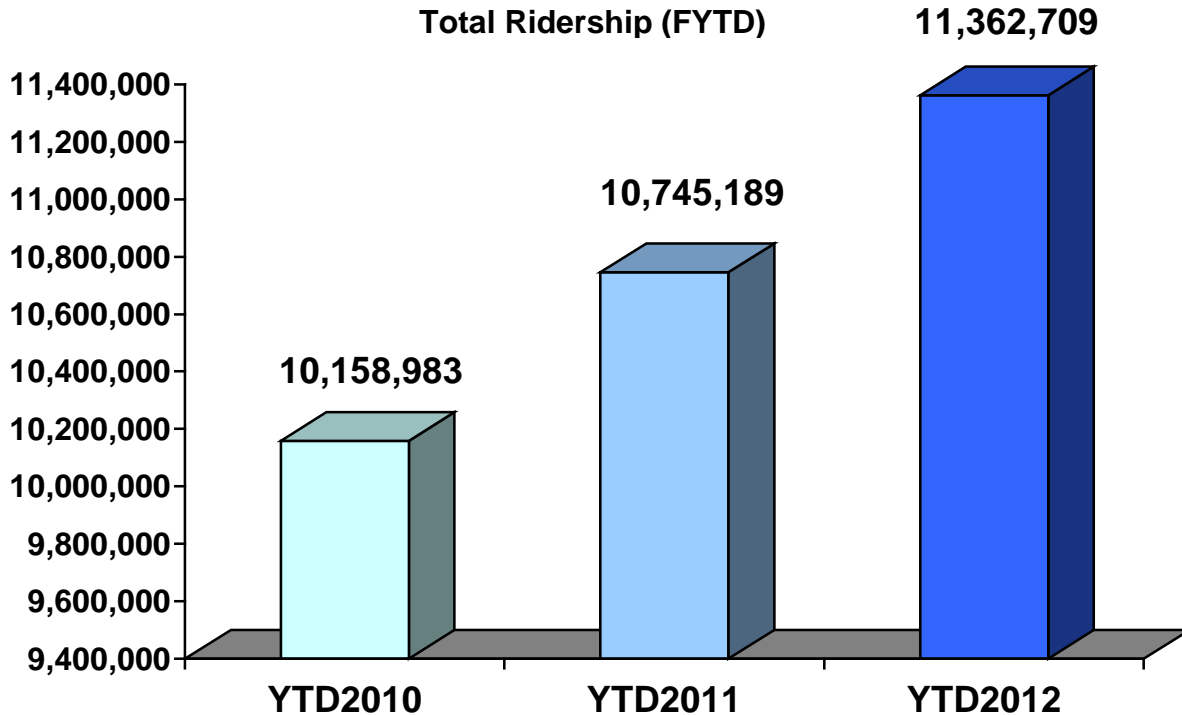
BART Shuttles – Total ridership of 134,975, an increase of 20.3 percent.

**Table B
Total Ridership**

September 2012				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	1,212,030	1,163,290	1,084,020	-6.8%
Paratransit	27,035	26,294	24,476	-6.9%
Caltrain	1,072,570	1,190,230	1,289,890	8.4%
Caltrain Shuttle	115,648	144,762	202,399	39.8%
BART Shuttle	42,241	41,782	40,115	-4.0%
Total	2,469,524	2,566,358	2,640,900	2.9%
BART Extension (No Daly City)	1,017,590	1,107,147	1,164,004	5.1%
Grand Total	3,487,114	3,673,505	3,804,904	3.6%

Year to Date				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	3,295,660	3,177,130	3,051,560	-4.0%
Paratransit	82,814	79,347	77,957	-1.8%
Caltrain	3,261,410	3,609,100	3,946,400	9.3%
Caltrain Shuttle	329,521	434,358	550,798	26.8%
BART Shuttle	130,863	112,164	134,975	20.3%
Total	7,100,268	7,412,099	7,761,690	4.7%
BART Extension (No Daly City)	3,058,715	3,333,090	3,601,019	8.0%
Grand Total	10,158,983	10,745,189	11,362,709	5.7%

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – September 2012

Connecting with Customers – SamTrans kicked off a nine-month program where teams of employees from throughout the agency visit one key transit stop each month to thank customers for riding. Staff will answer questions and provide information on upcoming events or service changes. Stocked with timetables and maps, staff will provide them to customers, along with a small “thank you” gift. The inaugural event was in East Palo Alto and customers appreciated the early-morning visit. Information about coming events is online at www.samtrans.com/customers.

Route ECR – The promotion for weekend Route ECR, which travels along El Camino Real from Daly City to Palo Alto, kicked into high gear to let customers and non-customers know about the improved service. Elements included inclusion in the summer edition of *Transit Fun Guide*, bilingual information in *Rider’s Digest*, social media (Facebook, Google+, Twitter), staff ambassadors at the South San Francisco and San Bruno BART stations, special web button on the SamTrans homepage, as well as a dedicated web page for the new service, bilingual onboard electronic message, advertisements in Spanish and English newspapers, exterior bus ads, and bus shelter ads. A colorful oversized postcard also was sent to more than 44,000-plus residences along the corridor.

Day Pass – The multiple-month promotion for the Day Pass wrapped up in September. Nearly 28,000 Day passes have been sold since they were introduced. The pass, ideal for customers riding three or more buses per day, was publicized with exterior bus ads, bus shelters ads, onboard fare adcard, farebox sticker, inclusion in *Rider’s Digest*, a news release, bilingual onboard electronic message sign, social media (Facebook, Google+, Twitter), inclusion in the *SamTrans Information Guide* and the *SamTrans System Map*, added to timetables, special web page, and design of a ticket that those receiving change cards and KX proof-of-payment cards would see that Day passes are available.

Partnership: Disney on Ice – SamTrans Marketing staff works with a number of event organizers to co-promote events that will generate bus ridership and also provide added value for current SamTrans customers. In September, promotions for Disney on Ice Celebrates 100 Years of Magic started with interior adcards, produced by the event sponsor. As part of the partnership, Disney is running television commercials with a SamTrans mention and also is offering a \$5 discount for SamTrans ticket holders.

Labor Day Ad – In collaboration with the Amalgamated Transit Union Local 1574, which represents SamTrans Bus Operators, Customer Service Representatives and Maintenance employees, SamTrans ran an ad celebrating Labor Day in the San Mateo County Labor Council’s newspaper.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Michael Eshleman, Planner 650-508-6227



BOARD OF DIRECTORS 2012

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, NOVEMBER 14, 2012 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of October 10, 2012
2. Acceptance of Statement of Revenues and Expenses for June 2012 (unaudited)
3. Acceptance of Statement of Revenues and Expenses for September 2012
4. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2012
5. Authorize Increase to the Fiscal Year 2013 Capital Budget by \$5,061,388 for the Replacement of 62 Gillig Buses
6. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of \$40,000 for the Proposed Grand Boulevard Campaign Project and Increase the Fiscal Year 2013 Operating Budget to \$131,807,917
7. Adoption of Conflict of Interest Code
8. Authorize Disposition of 17 Surplus Gillig Buses

CONTRACTS

9. Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. for Insurance Brokerage Services for a Not-to-Exceed Amount of \$405,000 for a Five-year Term
10. Authorize Award of Contract to Electronic Data Magnetics to Provide Printing and Delivery of Magnetic Tickets for an Estimated Amount of \$129,372 for a Five-year Term
11. Authorize Award of Contract to G4S Secure Solutions (USA), Inc. for Security Officer Services for an Estimated Cost of \$5,293,073 for a Three-year Term
12. Authorize Award of Contract to Commercial Environment Landscape to Furnish Landscape and Grounds Maintenance for a Total Not-to-Exceed Amount of \$397,260 for a Three-year Base Term

13. Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Urban Bus (CUB) Service for a Total Estimated Cost of \$60,970,718 for a Four-year Base Term
14. Authorize Amendment to Extend the Contract with Diversified Maintenance Services, Inc. for Providing Building Maintenance Services at a Cost of \$460,000 from \$2,423,727 up to \$2,883,727 on a Month-to-Month Basis
15. Authorize Amendment to On-call Transportation Planning and Program Support Services Contracts with CDM Smith, Inc., Fehr & Peers and HNTB Corporation by an Estimated Aggregate Amount Not-to-Exceed by \$1,800,000 from \$6,000,000 to \$7,800,000
16. Authorize Amendment to On-call Environmental Planning Consulting Services Contracts with The Louis Berger Group, Inc. and Jones and Stokes Associates, Inc. by an Estimated Aggregate Amount Not-to-Exceed Amount by \$225,000 from \$750,000 to \$975,000

Committee Members: Jeff Gee, Zoe Kersteen-Tucker, Adrienne Tissier

NOTE:

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

Draft

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 10, 2012**

Committee Members Present: Z. Kersteen-Tucker, A. Tissier

Committee Members Absent: J. Gee (Committee Chair)

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

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

Director Zoe Kersteen-Tucker called the meeting to order at 2:42 p.m.

Approval of Minutes of Finance Committee Meeting of September 12, 2012

The Committee approved the minutes (Guilbault/Lloyd).

Approval of Revenues and Expenses for August 2012

Deputy CEO Gigi Harrington said revenues are under budget by \$131,000 and there are \$3 million in savings on the expense side. Last week fuel was \$3.29 per gallon and year to date is \$3.20. She said the fuel hedge was tripped in September and the District will be receiving \$39,000 from the bank and year to date has received \$84,000.

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

Authorize the Continuation of the Safe Harbor Transit Ticket Program Through December 2015

Executive Officer, Customer Service and Marketing Rita Haskin said staff is proposing the Committee recommend the Board authorize the continuation of the Safe Harbor Transit Ticket Program through December 2015. She said the current program is scheduled to expire at the end of 2012. Ms. Haskin said four one-way tickets are provided to Safe Harbor Homeless Shelter located on the property at the North Base Maintenance and Operations Facility to each resident in the morning. She said staff is exploring the option of providing a Day Pass in the future.

Director Karyl Matsumoto said she would recommend the Day Pass because she has seen people selling the tickets in South San Francisco.

Director Rose Guilbault asked why a Day Pass. Ms. Haskin said people may not need all four tickets they receive and will sell the ones they don't need.

Director Kersteen-Tucker asked if the cost of this program could be subsidized. Ms. Haskin said she will speak to the grants staff.

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

Adjourned: 2:48 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING JUNE 30, 2012 - UNAUDITED**

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Statement of Revenues and Expenses for the year ended June 2012.

SIGNIFICANCE

Year End Revenues – Unaudited: *Total Revenues* (page 1, line 13) for Fiscal Year 2012 are *worse* than revised budget by \$1.5 million or 1 percent. Within total revenue, *Passenger Fares* (page 1, line 1) are *on target* to revised budget. *Measure A Contribution and AB434 Funds* (page 1, line 4), *District ½ Cent Sales Tax* (page 1, line 7), *Other Interest, Rent and Other Income* (page 1, line 10) together are *better* than revised budget by \$1.7 million or 1.7 percent. These positive variances are offset by *Operating Grants* (page 1, line 3) and *Investment Interest* (page 1, line 8) which are *worse* than revised budget by \$2.9 million or 22.8 percent.

Compared to Fiscal Year 2011, *Total Revenues* (page 1, line 13) are \$15.1 million or 10.9 percent *better*. The principal components of this change are *Local TDA and STA Funds* (page 1, line 2) and *District ½ Cent Sales Tax* (page 1, line 7) together *increased* a total of \$11.7 million or 12.5 percent which are offset by *decreased Investment Interest* of \$2.3 million or 62.6 percent.

Year End Expenditures - Unaudited: *Total Expenses* (page 4, line 73) for Fiscal Year 2012 are *better* than the annual revised budget by \$4.1 million or 3.2 percent. Within total expenses, *Total Motor Bus* (page 3, line 46) are *better* than revised budget by \$3.7 million or 3.7 percent. *Total ADA Programs* (page 4, line 55) are *better* than revised budget by \$0.5 million or 3.5 percent. *Total Multi-Modal Programs* (page 4, line 71) are *worse* than revised budget by \$0.1 million or 0.7 percent. Compared to Fiscal Year 2011, *Total Expenses* (page 4, line 73) are \$0.4 million or 0.3 percent *better*. The principal components of this change include an *increase* in *Total Motor*

Bus (page 3, line 46) of \$4 million or 4.3 percent which are offset by a **decrease** in *Total Multi-Modal Programs* (page 4, line 71) of \$4.5 million or 23.7 percent.

Budget Revision: The annual revised budget for *Capital Program* line items (page 1, lines 14, 15 and 31) have been adjusted to reflect actual capital spending during FY2012. The remaining capital budget has been rolled over to FY2013.

Fiscal Year End Results: Staff will update this report and distribute it in conjunction with the FY2012 Comprehensive Annual Financial Report (CAFR), which will include the results of the annual external audit.

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

650-508-7752
650-508-6259

UNAUDITED

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

% OF YEAR ELAPSED: **100.0%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,432,860	17,373,064	17,451,873	17,443,300	100.0	17,443,300	17,443,300	100.0
2 Local TDA and STA Funds	43,299	29,825,940	35,665,456	35,665,456	100.0	33,000,814	35,665,456	100.0
3 State/Federal Operating Grants	4,146,423	7,801,782	8,167,599	10,592,261	77.1	10,202,857	10,592,261	77.1
4 Measure A and AB434 Funds	1,389,378	9,279,213	9,954,718	9,409,335	105.8	8,996,335	9,409,335	105.8
5 Subtotal - Operating Revenues	7,011,959	64,279,999	71,239,645	73,110,352	97.4	69,643,306	73,110,352	97.4
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	10,360,770	63,513,748	69,370,185	68,501,000	101.3	61,500,000	68,501,000 B	101.3
8 Investment Interest	423,373	3,691,089	1,679,206 C	2,162,219	77.7	2,150,620	2,162,219	77.7
9 Pass through to Other Agencies	100,000	1,123,376	281,790	281,790	100.0	281,790	281,790	100.0
10 Other Interest, Rent & Other Income	610,686	5,598,588	6,299,269	5,993,230	105.1	5,972,275	5,993,230	105.1
11 Other Sources	183,902	0	4,733,000	4,733,000	100.0	5,700,000	4,733,000	100.0
12 Subtotal - Other Revenues	11,678,731	73,926,801	82,363,450	81,671,239	100.8	75,604,685	81,671,239	100.8
13 Total Revenues	18,690,690	138,206,800	153,603,095	154,781,591	99.2	145,247,991	154,781,591	99.2
14 Capital Assistance	1,540,643	8,382,855	3,927,534	3,927,534	100.0	14,194,614	3,927,534 A	100.0
15 Reserves Programmed for Capital	(689,599)	5,132,030	5,378,270	5,378,270	100.0	0	5,378,270 A	100.0
16 Total Revenues - All Sources	19,541,734	151,721,685	162,908,899	164,087,395	99.3	159,442,605	164,087,395	99.3
USES OF FUNDS								
Operations								
20 Motor Bus	9,933,470	92,310,154	96,316,484	100,034,745	96.3	99,414,897	100,034,745	96.3
21 A. D. A. Programs	1,174,132	12,677,004	13,583,328	14,069,346	96.5	14,069,346	14,069,346	96.5
22 Caltrain	714,897	14,707,875	10,620,002	10,620,000	100.0	10,620,000	10,620,000	100.0
23 Other Multimodal Programs	366,987	4,528,529	4,066,791	3,967,226	102.5	3,967,226	3,967,226	102.5
24 Subtotal - Operating Costs	12,189,486	124,223,562	124,586,605	128,691,317	96.8	128,071,469	128,691,317	96.8
Other Uses of Funds								
26 Pass through to Other Agencies	100,000	1,123,376	281,790	281,790	100.0	281,790	281,790	100.0
27 Transfer Out to Debt Service	2,037,790	24,451,963	24,450,279	24,477,279	99.9	24,477,279	24,477,279	99.9
28 Fiscal Agent Fees	1,463	22,180	19,725	29,600	66.6	25,080	29,600	66.6
29 Land Transfer Interest Expense	66,561	81,248	66,561	70,000	95.1	70,000	70,000	95.1
30 Subtotal - Other Uses	2,205,814	25,678,767	24,818,355	24,858,669	99.8	24,854,149	24,858,669	99.8
31 Capital Programs	1,062,219	14,472,016	11,047,527	11,047,527	100.0	19,180,994	11,047,527 A	100.0
32 Total Uses of Funds	15,457,518	164,374,345	160,452,487	164,597,513	97.5	172,106,612	164,597,513	97.5
34 NET SURPLUS / (DEFICIT)	4,084,216	(12,652,660)	2,456,412	(510,118)	(481.5)	(12,664,007)	(510,118)	(481.5)

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

Note A - The Revised Budget reflects the actual FY2012 capital expenditures. The remaining budget rolls over to FY2013.

B - Staff revised sales tax projections to \$68.5 million.

C - Change of accounting method for discounts and premiums on securities purchased.

UNAUDITED								
SAN MATEO COUNTY TRANSIT DISTRICT STATEMENT OF REVENUES FISCAL YEAR 2012 Jun 2012								
% OF YEAR ELAPSED: 100.0%								
	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,361,691	16,615,996	16,670,062	16,609,000	100.4	16,609,000	16,609,000	100.4
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	0	23,503,880	30,569,366	30,569,366	100.0	26,648,636	30,569,366	100.0
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	43,299	4,473,896	2,982,624	2,982,624	100.0	4,444,973	2,982,624	100.0
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	3,825,927	5,978,948	7,470,284	9,202,988	81.2	8,813,584	9,202,988	81.2
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	4,287,507	37,132,610	34,427,260	36,671,275	93.9	39,193,611	36,671,275	93.9
10 Accessibility Fixed Route	90,915	1,063,922	1,107,717	1,012,759	109.4	659,919	1,012,759	109.4
11 TOTAL 1/2 CENT SALES TAX	4,378,422	38,196,532	35,534,977	37,684,034	94.3	39,853,530	37,684,034	94.3
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	5,314	141,846	56,428	84,174	67.0	163,570	84,174	67.0
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	39	1,633	602	660	91.1	1,580	660	91.1
16 Rental Income	88,574	1,042,073	1,055,755	1,064,230	99.2	1,064,230	1,064,230	99.2
17 Advertising Income	112,660	1,082,189	845,169	900,000	93.9	900,000	900,000	93.9
18 Other Income	117,545	1,273,161	1,131,218	937,669	120.6	915,794	937,669	120.6
19 TOTAL OTHER REVENUES	318,817	3,399,057	3,032,745	2,902,559	104.5	2,881,604	2,902,559	104.5
20								
21 TOTAL MOTOR BUS	9,933,470	92,310,154	96,316,484	100,034,745	96.3	99,414,897	100,034,745	96.3
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	71,169	757,068	781,811	834,300	93.7	834,300	834,300	93.7
25 Local TDA 4.5 Redi-Wheels	0	1,237,046	1,608,821	1,608,821	100.0	1,402,560	1,608,821	100.0
26 Local STA - Paratransit	0	611,118	504,645	504,645	100.0	504,645	504,645	100.0
27 Operating Grants	320,496	1,712,997	697,315	1,389,273	50.2	1,389,273	1,389,273	50.2
28 Sales Tax - District ADA Programs	101,317	4,285,785	4,063,559	4,122,103	98.6	4,786,142	4,122,103	98.6
29 Sales Tax - Paratransit Suppl. Coastsides	111,404	1,112,705	1,341,810	1,254,490	107.0	1,156,636	1,254,490	107.0
30 Interest Income - Paratransit Fund	34,717	419,645	406,337	355,714	114.2	135,790	355,714	114.2
31 Measure A Redi-Wheels	418,362	2,540,640	2,779,030	2,600,000	106.9	2,460,000	2,600,000	106.9
32 Measure M Paratransit	116,667	0	1,400,000	1,400,000	100.0	1,400,000	1,400,000	100.0
33 TOTAL ADA PROGRAMS	1,174,132	12,677,004	13,583,328	14,069,346	96.5	14,069,346	14,069,346	96.5
34								
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Sales Tax - Caltrain	(305,721)	9,626,595	328,941	687,000	47.9	0	687,000	47.9
37 Other Sources - Caltrain	183,902	0	4,733,000	4,733,000	100.0	5,700,000	4,733,000	100.0
38 Transfer from TA for Caltrain	836,716	5,081,280	5,558,061	5,200,000	106.9	4,920,000	5,200,000	106.9
39 TA Funded SM/Caltrain Shuttles	90,384	1,121,294	1,090,627	1,081,335	100.9	1,081,335	1,081,335	100.9
40 Employer Share SM/Caltrain Shuttles	81,190	436,380	369,043	311,271	118.6	311,271	311,271	118.6
41 AB434 Funds - SamTrans Shuttle	43,917	536,000	527,000	528,000	99.8	535,000	528,000	99.8
42 Employer SamTrans Shuttle Funds	94,013	1,763,151	1,497,482	1,379,400	108.6	1,379,400	1,379,400	108.6
43 Sales Tax - SamTrans Shuttle Program	31,918	307,995	332,744	348,990	95.3	341,990	348,990	95.3
44 Operating Grants	0	109,838	0	0	0.0	0	0	0.0
45 Sales Tax - Gen. Operating Asst.	25,568	253,872	249,896	318,230	78.5	318,230	318,230	78.5
46								
47 TOTAL MULTIMODAL	1,081,884	19,236,404	14,686,793	14,587,226	100.7	14,587,226	14,587,226	100.7
48								
49 TOTAL REVENUES	12,189,486	124,223,562	124,586,605	128,691,317	96.8	128,071,469	128,691,317	96.8

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

UNAUDITED

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2012
Jun 2012**

% OF YEAR ELAPSED: 100.0%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,872,750	50,869,759	51,519,403	52,796,587	97.6	53,344,734	52,796,587	97.6
2								
3 Services:								
4 Board of Directors	3,753	49,891	49,373	53,100	93.0	53,100	53,100	93.0
5 Contracted Vehicle Maintenance	55,276	786,912	691,773	785,250	88.1	785,250	785,250	88.1
6 Property Maintenance	90,562	1,279,164	1,160,027	1,278,500	90.7	1,278,500	1,278,500	90.7
7 Professional Services	1,377,757	2,702,795	4,644,819	4,816,231	96.4	4,299,827	4,816,231	96.4
8 Technical Services	681,975	4,080,325	4,224,885	4,252,232	99.4	4,008,902	4,252,232	99.4
9 Other Services	16,622	312,565	345,807	490,500	70.5	490,500	490,500	70.5
10								
11 Materials & Supply:								
12 Fuel & Lubricants	455,604	4,408,209	5,522,482	5,636,357	98.0	5,636,357	5,636,357	98.0
13 Bus Parts & Materials	74,102	1,451,095	1,483,582	1,765,700	84.0	1,765,700	1,765,700	84.0
14 Uniforms & Driver Expense	20,337	304,733	302,269	403,130	75.0	391,130	403,130	75.0
15 Timetables & Tickets	23,695	183,196	137,234	153,100	89.6	153,100	153,100	89.6
16 Office Supplies / Printing	38,556	283,831	252,831	366,474	69.0	334,874	366,474	69.0
17 Other Materials & Supply	5,051	123,961	123,974	166,250	74.6	166,250	166,250	74.6
18								
19 Utilities:								
20 Telephone	53,456	334,420	347,425	480,500	72.3	480,500	480,500	72.3
21 Other Utilities	88,928	934,819	968,096	981,600	98.6	981,600	981,600	98.6
22 Insurance Costs	256,934	2,491,900	2,493,061	2,493,500	100.0	2,493,500	2,493,500	100.0
23 Workers' Compensation	236,771	3,186,093	3,141,221	3,183,888	98.7	3,183,888	3,183,888	98.7
24 Taxes & License Fees	44,118	459,880	493,488	496,300	99.4	496,300	496,300	99.4
25 Fixed Route Accessibility	90,915	1,063,922	1,107,717	1,012,759	109.4	659,919	1,012,759	109.4
26 Leases & Rentals	9,653	103,888	108,246	116,229	93.1	116,229	116,229	93.1
27 Promotional & Legal Advertising	22,392	135,234	99,148	209,100	47.4	230,700	209,100	47.4
28 Training & Business Travel	22,302	113,030	137,666	181,085	76.0	181,085	181,085	76.0
29 Dues & Membership	5,956	79,167	82,619	83,785	98.6	83,785	83,785	98.6
30 Postage & Other	2,070	101,395	62,992	380,067	16.6	346,646	380,067	16.6
31								
32 Total District Operated Buses	8,549,536	75,840,152	79,500,136	82,582,224	96.3	81,962,376	82,582,224	96.3
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,205,111	14,419,061	14,709,731	15,340,895	95.9	15,360,895	15,340,895	95.9
36 Other Related Costs	31,217	358,963	353,041	339,820	103.9	339,820	339,820	103.9
37 Insurance Costs	56,467	653,953	644,516	655,000	98.4	655,000	655,000	98.4
38 Coastside Services	54,022	606,583	643,473	630,630	102.0	630,630	630,630	102.0
39 Redi Coast Non-ADA	18,462	221,579	231,520	238,216	97.2	238,216	238,216	97.2
40 Other Related Costs	2,959	10,540	28,643	41,520	69.0	41,520	41,520	69.0
41 La Honda - Pescadero	788	50,138	52,500	52,500	100.0	52,500	52,500	100.0
42 SamCoast - Pescadero	13,557	140,116	137,577	140,000	98.3	120,000	140,000	98.3
43 Other Related Cost - SamCoast	1,351	9,070	15,349	13,940	110.1	13,940	13,940	110.1
44 Total Contracted Bus Service	1,383,933	16,470,003	16,816,349	17,452,521	96.4	17,452,521	17,452,521	96.4
45								
46 TOTAL MOTOR BUS	9,933,470	92,310,154	96,316,484	100,034,745	96.3	99,414,897	100,034,745	96.3

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

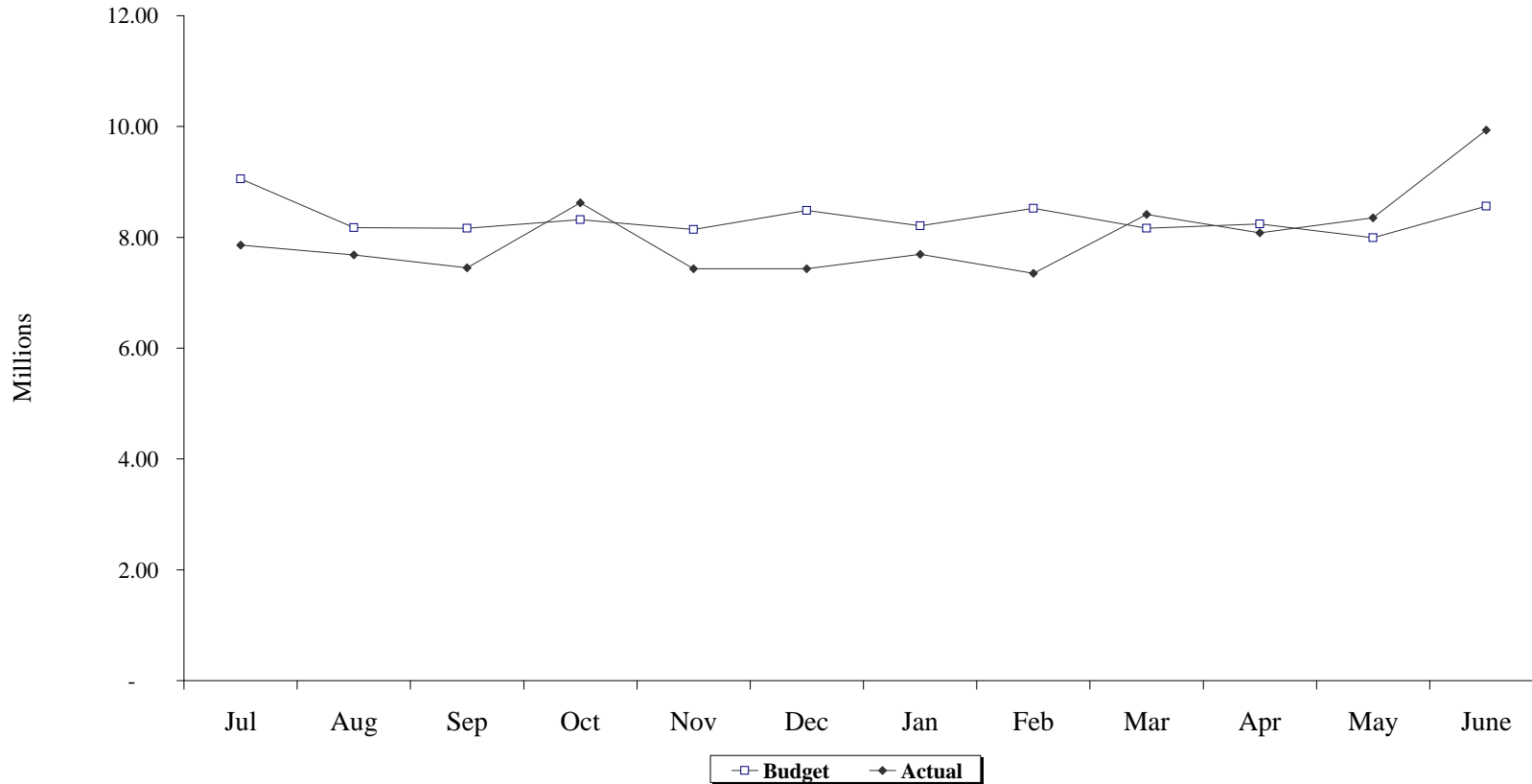
<i>UNAUDITED</i>								
SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2012 Jun 2012								
% OF YEAR ELAPSED: 100.0%								
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
47 AMERICAN DISABILITY ACT PROGRAMS								
48								
49 Elderly & Disabled/Redi-Wheels	454,005	5,491,285	5,162,299	5,549,519	93.0	6,916,605	5,549,519	93.0
50 Other Related Costs	163,083	2,106,981	2,219,118	2,721,005	81.6	2,721,005	2,721,005	81.6
51 Sedan Service	244,280	2,646,251	2,919,115	3,013,242	96.9	1,744,010	3,013,242	96.9
52 ADA Accessibility Support	74,010	752,061	789,948	1,016,090	77.7	1,016,090	1,016,090	77.7
53 Coastside ADA Support	111,404	1,112,705	1,341,810	1,254,490	107.0	1,156,636	1,254,490	107.0
54 Insurance Costs	127,350	567,723	1,151,037	515,000	223.5	515,000	515,000	223.5
55 TOTAL ADA PROGRAMS	1,174,132	12,677,004	13,583,328	14,069,346	96.5	14,069,346	14,069,346	96.5
56								
57								
58 MULTIMODAL TRANSIT PROGRAMS								
59								
60 CALTRAIN SERVICE								
61 Peninsula Rail Service	714,897	14,707,875	10,620,002	10,620,000	100.0	10,620,000	10,620,000	100.0
62 Total Caltrain Service	714,897	14,707,875	10,620,002	10,620,000	100.0	10,620,000	10,620,000	100.0
63								
64 OTHER SUPPORT								
65 Dumbarton Express Service	10,525	120,381	125,377	126,130	99.4	126,130	126,130	99.4
66 SamTrans Shuttle Service	169,847	2,607,146	2,357,226	2,256,390	104.5	2,256,390	2,256,390	104.5
67 SM/Caltrain Shuttles	171,573	1,667,511	1,459,670	1,392,606	104.8	1,392,606	1,392,606	104.8
68 Maintenance Multimodal Facilities	15,042	133,490	124,518	192,100	64.8	192,100	192,100	64.8
69 Total Other Support	366,987	4,528,529	4,066,791	3,967,226	102.5	3,967,226	3,967,226	102.5
70								
71 TOTAL MULTI-MODAL PROGRAMS	1,081,884	19,236,404	14,686,793	14,587,226	100.7	14,587,226	14,587,226	100.7
72								
73 TOTAL EXPENSES	12,189,486	124,223,562	124,586,605	128,691,317	96.8	128,071,469	128,691,317	96.8

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

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012

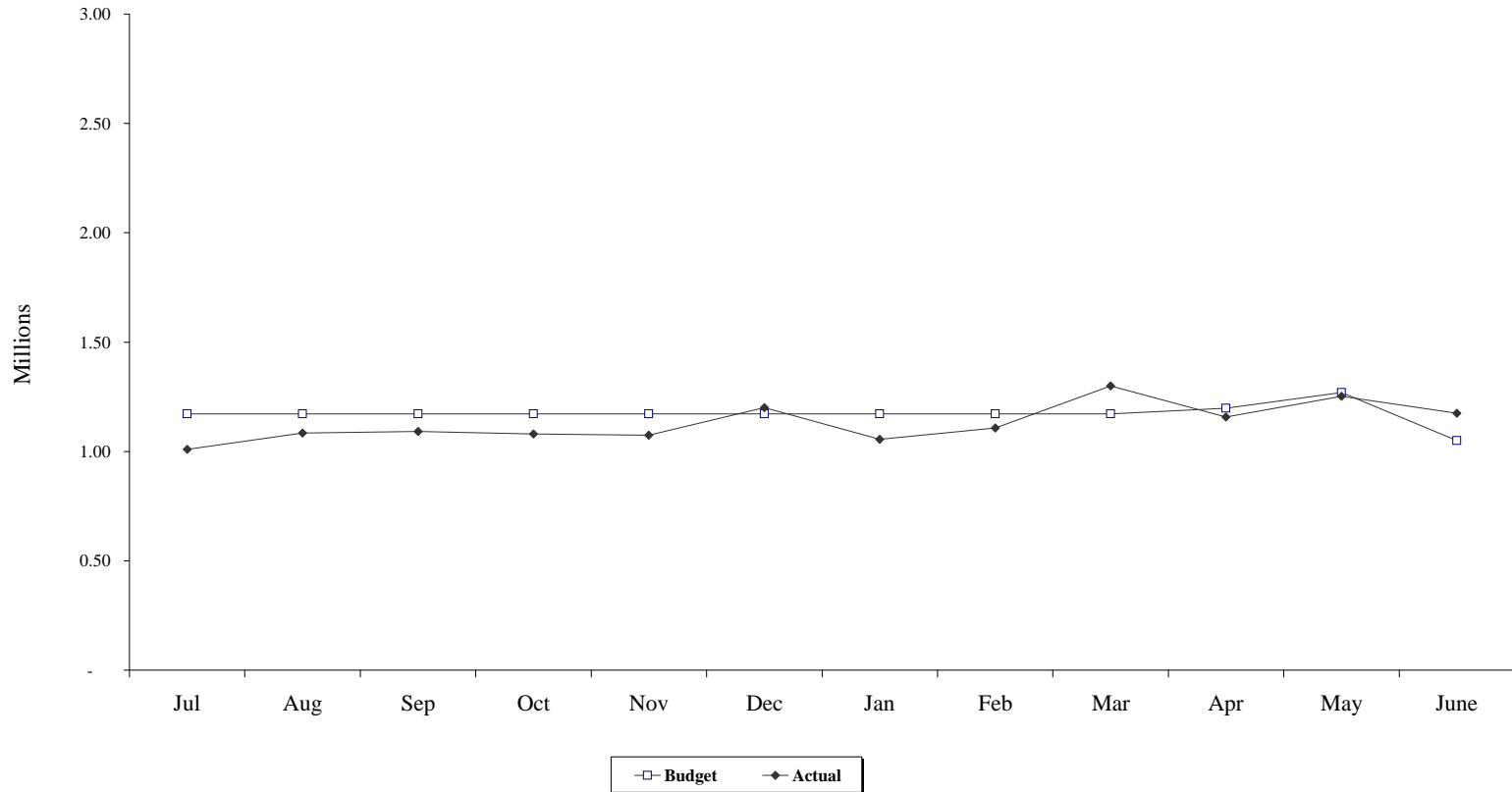


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	9,056,867	8,173,381	8,165,523	8,319,077	8,141,293	8,484,744	8,210,653	8,521,978	8,162,846	8,241,495	7,992,239	8,564,649
Actual	7,861,175	7,685,322	7,451,351	8,624,165	7,435,134	7,434,679	7,694,778	7,352,769	8,411,745	8,080,580	8,351,317	9,933,470
CUMULATIVE EXPENSES												
Budget	9,056,867	17,230,248	25,395,771	33,714,848	41,856,141	50,340,885	58,551,538	67,073,516	75,236,362	83,477,857	91,470,096	100,034,745
Actual	7,861,175	15,546,497	22,997,848	31,622,012	39,057,146	46,491,826	54,186,604	61,539,373	69,951,118	78,031,698	86,383,015	96,316,484
Variance - F(U)	1,195,692	1,683,751	2,397,923	2,092,836	2,798,995	3,849,059	4,364,934	5,534,143	5,285,244	5,446,159	5,087,081	3,718,260
Variance %	13.20%	9.77%	9.44%	6.21%	6.69%	7.65%	7.45%	8.25%	7.02%	6.52%	5.56%	3.72%

SAN MATEO COUNTY TRANSIT DISTRICT

ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012

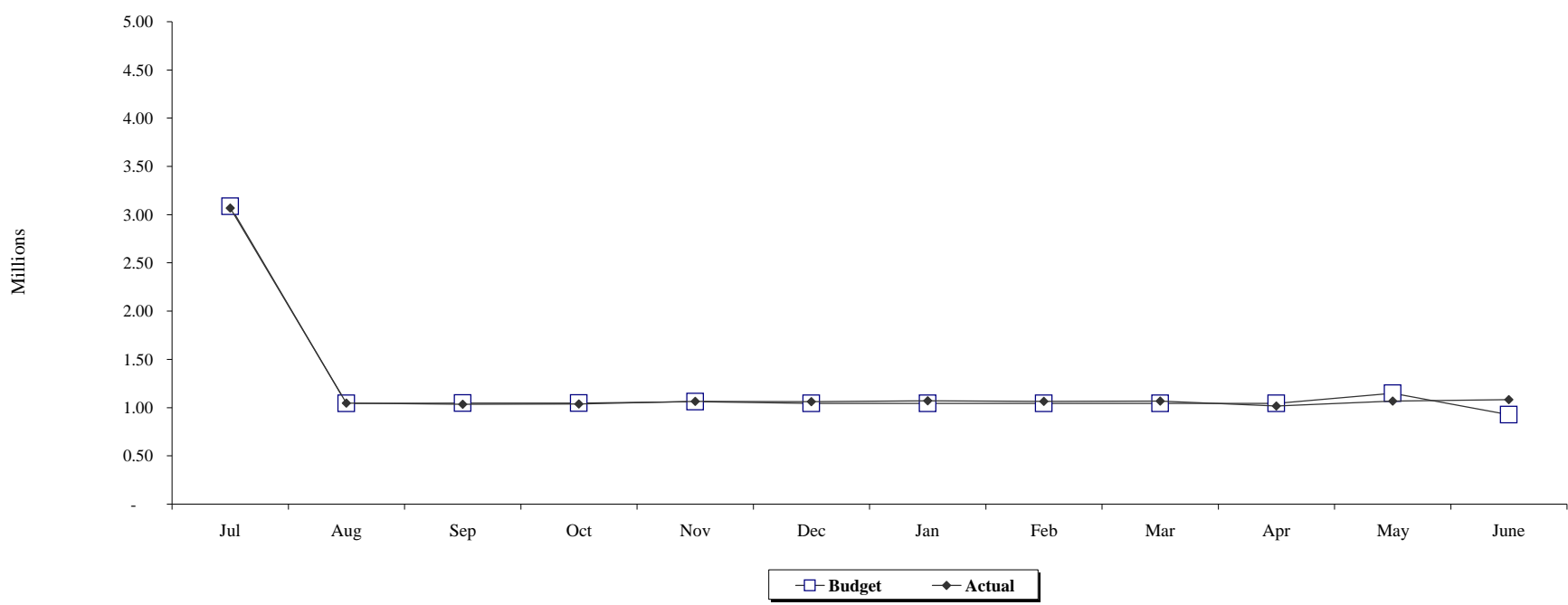


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,172,441	1,172,441	1,172,441	1,172,441	1,172,441	1,172,441	1,172,433	1,172,441	1,172,441	1,197,446	1,269,757	1,050,181	
Actual	1,009,971	1,083,991	1,091,019	1,080,128	1,073,695	1,200,466	1,055,090	1,106,575	1,299,197	1,157,313	1,251,752	1,174,132	
CUMULATIVE EXPENSES													
Budget	1,172,441	2,344,882	3,517,323	4,689,764	5,862,206	7,034,647	8,207,080	9,379,521	10,551,962	11,749,408	13,019,165	14,069,346	
Actual	1,009,971	2,093,962	3,184,981	4,265,110	5,338,805	6,539,271	7,594,360	8,700,935	10,000,131	11,157,444	12,409,196	13,583,328	
Variance - F(U)	162,470	250,920	332,342	424,655	523,401	495,376	612,720	678,586	551,831	591,964	609,969	486,018	
Variance %	13.86%	10.70%	9.45%	9.05%	8.93%	7.04%	7.47%	7.23%	5.23%	5.04%	4.69%	3.45%	

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	3,086,529	1,045,291	1,046,191	1,046,891	1,061,291	1,045,291	1,045,291	1,045,291	1,045,291	1,045,291	1,149,103	925,477	
Actual	3,068,088	1,047,363	1,035,517	1,038,003	1,065,369	1,062,822	1,071,853	1,064,815	1,067,374	1,015,648	1,068,057	1,081,884	
CUMULATIVE EXPENSES													
Budget	3,086,529	4,131,820	5,178,010	6,224,901	7,286,192	8,331,483	9,376,774	10,422,065	11,467,355	12,512,646	13,661,749	14,587,226	
Actual	3,068,088	4,115,451	5,150,969	6,188,972	7,254,341	8,317,162	9,389,015	10,453,830	11,521,204	12,536,852	13,604,908	14,686,793	
Variance - F(U)	18,441	16,368	27,042	35,929	31,851	14,320	(12,241)	(31,766)	(53,849)	(24,206)	56,841	(99,567)	
Variance %	0.60%	0.40%	0.52%	0.58%	0.44%	0.17%	-0.13%	-0.30%	-0.47%	-0.19%	0.42%	-0.68%	

SAN MATEO COUNTY TRANSIT DISTRICT
INTEREST ON INVESTMENTS
June 30, 2012

FINAL 11/05/12

DESCRIPTION	TOTAL INVESTMENT 06-30-12	INTEREST RECEIVABLE 05-31-12	INTEREST EARNED 06-30-12	INTEREST RECEIVED 06-30-12	ADJ.	INTEREST RECEIVABLE 06-30-12
RESERVE FOR CAPITAL PROJ	150,844.50	3,953.97	988.50	0.00	0.00	4,942.47
LAIF -- CAPITAL PROJ	7,936,975.90	4,068.40	2,335.43	0.00	(119.14)	6,284.69
REIMB SECURITIES -- L76R	88,671,064.47	275,222.58	81,571.18	35,024.53	64.94	321,834.17
LAIF -- REIMB FUNDS L76R	3,237,086.25	14,719.38	1,914.69	0.00	(353.16)	16,280.91
PARATRANSIT FUNDS	26,401,257.83	113,075.58	36,146.16	0.00	(36.97)	149,184.77
LAIF -- PARATRANSIT	306,030.21	179.72	90.05	0.00	(5.43)	264.34
BANK OF AMERICA	572,144.34	0.00	2.48	2.48	0.00	0.00
Debt Service Reserves						
Held by Trustee:	4,308,772.71	1,423.12	711.56	0.00	0.00	2,134.68
	<u>131,584,176.21</u>	<u>412,642.75</u>	<u>123,760.05</u>	<u>35,027.01</u>	<u>(449.76)</u>	<u>500,926.03</u>

JUNE 2012 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 6/30/12	123,310.29
Add:	
CEO Interest	2,000.00
Misc Interest	
Less:	
BNY Mellon Fees & Interest	(3,836.74)
Commissions	(7,802.75)
GASB 31 Gain/Loss	(437,087.88)
Amortized Premium/Discount	237,726.59
Capital Gain(Loss)	(172.52)
Total Interest & Capital Gain(Loss)	<u>(85,863.01)</u>

YEAR TO DATE -- SUMMARY

Interest Earned	2,370,876.27
Add:	
CEO Interest	21,000.00
Misc. Income	37,963.02
Less:	
BNY Mellon Fees & Interest	(12,785.32)
Commissions	(93,180.07)
GASB 31 Gain/Loss	(437,087.88)
Amortized Premium/Discount	237,726.59
Capital Gain(Loss)	(880,596.51)
Total Interest & Capital Gain(Loss)	<u>1,243,916.10</u>
Balance Per Ledger as of 6/30/12	
Exp Acct. 530011	237,726.59
Interest Acct. 409100	601.52
Interest Acct. 409102	37,963.02
Interest Acct. 409101	2,285,309.36
GASB 31 Gain/Loss 405220	(437,087.88)
Gain(Loss) Acct. 405210	(880,596.51)
	<u>1,243,916.10</u>

INVEST\FY01INV\MM INVESTA

10/12/2012 Revised to included Amortized premium/discount

5-Nov-12

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR JUNE 2012

BUDGET AMENDMENTS

	Amount	Line Item		Description
Jun-12				No Budget Amendments in June 2012.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Jun-12	\$ 3,501,000	page 1, line 7: 1/2 cent sales tax		Increase sales tax revenue per latest estimates from Treasury divisio
	<u>\$ 3,501,000</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2011 & FY2012
June 2012 Revised Preliminary

11/5/12 5:15 PM

Approved Budget		Receipts		Over/(Under)	Current																														
Date	Amount	Date	Amount	Budget/Projection	Projection																														
FY2011:																																			
1st Quarter	15,224,400	1st Quarter	15,365,997	141,597	15,365,997																														
2nd Quarter	15,910,800	2nd Quarter	16,917,979	1,007,179	16,917,979																														
3rd Quarter	13,855,400	3rd Quarter	14,737,296	881,896	14,737,296																														
4th Quarter	15,009,400	4th Quarter	16,492,475	1,227,200	16,492,475 (1)																														
FY2011 Total	60,000,000	FY2011 Total	63,513,748	3,257,873	63,513,748																														
FY2012																																			
Jul. 11	4,225,700	Sep. 11	4,224,900	(800)	4,224,900																														
Aug. 11	4,225,700	Oct. 11	4,533,800	308,100	4,533,800																														
Sep. 11	5,634,300	Nov. 11	5,633,200	(1,100)	5,633,200																														
1st Qtr. Adjustment	1,594,300	Dec. 11	2,649,302	1,055,002	2,649,302																														
3 Months Total	15,680,000		17,041,202	1,361,202	17,041,202																														
Oct. 11	4,463,600	Dec. 11	4,855,100	391,500	4,855,100																														
Nov. 11	4,463,600	Jan. 12	5,108,800	645,200	5,108,800																														
Dec. 11	6,034,400	Feb. 12	6,473,400	439,000	6,473,400																														
2nd Qtr. Adjustment	1,653,700	Mar. 12	1,583,103	(70,597)	1,583,103																														
6 Months Total	32,295,300		35,061,604	2,766,304	35,061,604																														
Jan. 12	3,927,700	Mar. 12	4,186,500	258,800	4,186,500																														
Feb. 12	3,927,700	Apr. 12	4,477,700	550,000	4,477,700																														
Mar. 12	5,354,800	May 12	5,582,000	227,200	5,582,000																														
3rd Qtr. Adjustment	1,455,100	Jun. 12	2,229,672	774,572	2,229,672																														
9 Months Total	46,960,600		51,537,476	4,576,876	51,537,476																														
Apr. 12	4,328,300	Jun. 12	4,685,500	357,200	4,685,500																														
May 12	4,328,300	Jul. 12	4,952,000	623,700	4,952,000																														
Jun. 12	5,778,900	Aug. 12	6,162,200	383,300	6,162,200																														
4th Qtr. Adjustment	1,603,900	Sep. 12	2,033,009	429,109	2,033,009 (1)																														
FY2012 Total	63,000,000	FY2012 Total	69,370,185	6,370,185	69,370,185																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 15%;">17,041,202</td> <td style="width: 15%;">1st Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>18,020,403</td> <td>2nd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>16,475,872</td> <td>3rd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>17,832,709</td> <td>4th Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td><u>69,370,185</u></td> <td>YTD Actual Per Statement of Revenues & Expenses</td> <td colspan="3"></td> </tr> </table>							17,041,202	1st Quarter					18,020,403	2nd Quarter					16,475,872	3rd Quarter					17,832,709	4th Quarter					<u>69,370,185</u>	YTD Actual Per Statement of Revenues & Expenses			
	17,041,202	1st Quarter																																	
	18,020,403	2nd Quarter																																	
	16,475,872	3rd Quarter																																	
	17,832,709	4th Quarter																																	
	<u>69,370,185</u>	YTD Actual Per Statement of Revenues & Expenses																																	

(1) Accrued

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING SEPTEMBER 30, 2012 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Statement of Revenues and Expenses for the month of September 2012 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 13) are \$165,308 or 0.4 percent *worse* than revised budget. *Passenger Fares* (page 1, line 1) are *worse* than budget by \$178,063 or 4 percent and *Investment Interest* (page 1, line 8) are \$14,034 or 2.1 percent *worse* than revised budget, offset by *Other Interest, Rent & Other Income* (page 1, line 10) which are *better* than budget by \$26,888 or 1.9 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$3,027,894 or 8.8 percent *better* than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is *better* than budget by \$2,930,577 or 11.8 percent, *Total ADA Programs* (page 4, line 55) are *better* than budget by \$86,425 or 2.4 percent and *Total Multimodal* (page 4, line 71) is *better* than budget by \$10,892 or 0.2 percent.

Budget Amendments: There are no budget amendments for the month of September 2012.

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

650-508-7752
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2013
SEPTEMBER 2012**

% OF YEAR ELAPSED: 25.0%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,495,405	4,233,541	4,305,137	4,483,200	96.0	17,932,800	17,932,800	24.0
2 Local TDA and STA Funds	3,196,827	14,001,813	9,590,481	9,590,481	100.0	35,492,900	38,361,930	25.0
3 State/Federal Operating Grants	486,005	13,991	1,292,912	1,292,912	100.0	10,724,485	10,724,485	12.1
4 Measure A and AB434 Funds	809,367	2,285,647	2,080,316	2,080,416	100.0	8,354,400	8,354,400	24.9
5 Subtotal - Operating Revenues	5,987,604	20,534,992	17,268,846	17,447,009	99.0	72,504,585	75,373,615	22.9
Other Revenue Sources								
6 District 1/2 Cent Sales Tax	6,360,000	15,680,000	16,181,800	16,181,800	100.0	65,000,000	65,000,000	24.9
8 Investment Interest	121,026	683,093	640,284	654,318	97.9	1,243,920	1,243,920	51.5
9 Pass through to Other Agencies	0	181,790	0	0	0	467,959	467,959	0.0
10 Other Interest, Rent & Other Income	493,603	1,089,883	1,474,010	1,447,122	101.9	6,023,708	6,023,708	24.5
11 Other Sources	480,237	0	3,804,123	3,804,123	100.0	8,800,000	8,800,000	43.2
12 Subtotal - Other Revenues	7,454,866	17,634,766	22,100,218	22,087,363	100.1	81,535,587	81,535,587	27.1
13 Total Revenues	13,442,470	38,169,757	39,369,064	39,534,372	99.6	154,040,172	156,909,202	25.1
14 Capital Assistance	251,391	91,626	312,731	312,731	100.0	32,297,067	54,352,487 A	0.6
15 Reserves Programmed for Capital	269,031	902,757	1,587,844	1,587,844	100.0	525,780	13,321,254 A	0.0
16 Total Revenues - All Sources	13,962,892	39,164,140	41,269,638	41,434,947	99.6	186,863,019	224,582,943	18.4
USES OF FUNDS								
Operations								
20 Motor Bus	8,215,844	22,997,848	21,919,171	24,849,748	88.2	99,740,708	99,740,708	22.0
21 A. D. A. Programs	1,261,026	3,184,981	3,502,690	3,589,115	97.6	14,477,220	14,477,220	24.2
22 Caltrain	989,037	4,185,929	5,098,667	5,098,667	100.0	14,000,000	14,000,000	36.4
23 Other Multimodal Programs	246,886	965,040	745,298	756,190	98.6	3,015,460	3,015,460	24.7
24 Subtotal - Operating Costs	10,712,793	31,333,798	31,265,825	34,293,719	91.2	131,233,388	131,233,388	23.8
Other Uses of Funds								
26 Pass through to Other Agencies	0	181,790	0	0	0	467,959	467,959	0.0
27 Transfer Out to Debt Service	2,037,786	5,171,620	6,113,360	6,113,360	100.0	24,453,463	24,453,463	25.0
28 Fiscal Agent Fees	800	2,800	4,175	7,430	56.2	29,600	29,600	14.1
29 Land Transfer Interest Expense	0	0	0	0	0	66,570	66,570	0.0
30 Subtotal - Other Uses	2,038,586	5,356,210	6,117,535	6,120,790	99.9	25,017,592	25,017,592	24.5
31 Capital Programs	561,409	1,134,525	2,066,595	2,066,595	100.0	41,172,847	76,023,741 A	2.7
32 Total Uses of Funds	13,312,788	37,824,533	39,449,955	42,481,104	92.9	197,423,827	232,274,721	17.0
33 NET SURPLUS / (DEFICIT)	650,104	1,339,607	1,819,684	(1,046,157)	(173.9)	(10,560,808)	(7,691,778)	(23.7)

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2013
SEPTEMBER 2012**

% OF YEAR ELAPSED: 25.0%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,434,240	4,035,661	4,107,962	4,284,250	95.9	17,137,000	17,137,000	24.0
LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,655,940	11,420,844	7,967,819	7,967,819	100.0	29,121,548	31,871,276	25.0
STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	367,979	1,763,595	1,103,938	1,103,938	100.0	4,415,758	4,415,758	25.0
OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	429,042	13,991	1,174,068	1,174,068	100.0	9,725,142	9,725,142	12.1
DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	2,907,224	4,810,061	6,062,837	8,838,800	68.6	34,646,868	31,897,140	19.0
10 Accessibility Fixed Route	95,912	268,880	257,280	248,516	103.5	994,064	994,064	25.9
11 TOTAL 1/2 CENT SALES TAX	3,003,136	5,078,941	6,320,117	9,087,316	69.5	35,640,932	32,891,204	19.2
INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	87,330	17,599	537,530	551,510	97.5	966,720	966,720	55.6
OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	(77)	117	7	90	7.6	360	360	1.9
16 Rental Income	89,258	262,992	267,116	263,190	101.5	1,052,760	1,052,760	25.4
17 Advertising Income	53,750	145,329	161,250	166,250	97.0	665,000	665,000	24.2
18 Other Income	95,247	258,779	279,362	251,317	111.2	1,015,488	1,015,488	27.5
19 TOTAL OTHER REVENUES	238,178	667,217	707,735	680,847	103.9	2,733,608	2,733,608	25.9
21 TOTAL MOTOR BUS	8,215,844	22,997,848	21,919,171	24,849,748	88.2	99,740,708	99,740,708	22.0
AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	61,166	197,880	197,174	198,950	99.1	795,800	795,800	24.8
25 Local TDA 4.5 Redi-Wheels	131,918	601,098	395,754	395,754	100.0	1,463,713	1,583,015	25.0
26 Local STA - Paratransit	40,990	216,276	122,970	122,970	100.0	491,881	491,881	0.0
27 Operating Grants	56,964	0	118,844	118,844	100.0	999,343	999,343	11.9
28 Sales Tax - District ADA Programs	271,945	1,105,806	1,265,158	1,343,040	94.2	4,986,373	4,867,071	26.0
29 Sales Tax - Paratransit Suppl. Coastside	91,197	333,596	334,013	340,727	98.0	1,362,910	1,362,910	0.0
30 Interest Income - Paratransit Fund	33,696	103,125	102,754	102,808	99.9	277,200	277,200	37.1
31 Measure A Redi-Wheels	254,400	627,200	647,272	647,272	100.0	2,600,000	2,600,000	24.9
32 Measure M Paratransit	106,250	0	318,750	318,750	100.0	1,500,000	1,500,000	21.3
33 TOTAL ADA PROGRAMS	1,048,526	3,184,981	3,502,690	3,589,115	97.6	14,477,220	14,477,220	24.2
MULTIMODAL TRANSIT PROGRAMS:								
36 Other Sources - Caltrain	480,237	2,931,529	3,804,123	3,804,123	100.0	8,800,000	8,800,000	43.2
37 Transfer from TA for Caltrain	508,800	1,254,400	1,294,544	1,294,544	100.0	5,200,000	5,200,000	24.9
38 TA Funded SM/Caltrain Shuttles	0	270,297	0	0	0.0	0	0	0.0
39 Employer Share SM/Caltrain Shuttles	0	77,815	0	0	0.0	0	0	0.0
40 AB434 Funds - SamTrans Shuttle	46,167	133,750	138,500	138,600	99.9	554,400	554,400	25.0
41 Employer SamTrans Shuttle Funds	149,175	344,850	447,525	447,525	100.0	1,790,100	1,790,100	25.0
42 Sales Tax - SamTrans Shuttle Program	31,934	76,536	90,673	85,835	105.6	334,040	334,040	27.1
43 Sales Tax - Gen. Operating Asst.	19,610	61,792	68,599	84,230	81.4	336,920	336,920	20.4
45 TOTAL MULTIMODAL	1,235,923	5,150,969	5,843,965	5,854,857	99.8	17,015,460	17,015,460	34.3
46 TOTAL REVENUES	10,500,293	31,333,798	31,265,825	34,293,719	91.2	131,233,388	131,233,388	23.8

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2013
SEPTEMBER 2012**

% OF YEAR ELAPSED: 25.0%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,451,939	12,611,796	11,507,278	12,554,115	91.7	50,244,115	50,205,615	22.9
2								
3 Services:								
4 Board of Directors	2,825	10,525	8,694	13,175	66.0	52,900	52,900	16.4
5 Contracted Vehicle Maintenance	35,893	137,246	79,314	197,782	40.1	791,128	791,128	10.0
6 Property Maintenance	108,433	266,565	294,427	315,875	93.2	1,258,500	1,258,500	23.4
7 Professional Services	361,006	680,768	522,889	1,140,907	45.8	4,777,013	4,804,226	10.9
8 Technical Services	353,601	953,227	983,453	1,211,426	81.2	4,829,402	4,829,402	20.4
9 Other Services	55,385	70,665	120,490	319,267	37.7	1,277,066	1,277,066	9.4
10								
11 Materials & Supply:								
12 Fuel & Lubricants	448,707	1,406,225	1,346,732	1,637,871	82.2	6,551,477	6,551,477	20.6
13 Bus Parts & Materials	143,656	383,048	394,050	437,288	90.1	1,758,740	1,758,740	22.4
14 Uniforms & Driver Expense	10,577	16,249	29,316	57,657	50.8	400,970	400,970	7.3
15 Timetables & Tickets	8,697	1,542	35,486	42,950	82.6	171,800	171,800	20.7
16 Office Supplies / Printing	15,406	43,265	44,656	91,881	48.6	342,137	342,137	13.1
17 Other Materials & Supply	14,538	29,160	31,985	40,250	79.5	156,500	156,500	20.4
18								
19 Utilities:								
20 Telephone	33,320	81,523	78,299	145,125	54.0	580,500	580,500	13.5
21 Other Utilities	96,631	256,304	268,996	245,400	109.6	981,600	981,600	27.4
22 Insurance Costs	225,061	621,003	653,976	662,614	98.7	2,647,000	2,647,000	24.7
23 Workers' Compensation	257,226	763,475	778,576	799,265	97.4	3,197,060	3,197,060	24.4
24 Taxes & License Fees	47,542	118,666	118,383	143,456	82.5	573,823	573,823	20.6
25 Fixed Route Accessibility	95,912	268,880	257,280	248,516	103.5	994,064	994,064	25.9
26 Leases & Rentals	10,209	26,766	27,578	31,900	86.5	119,800	119,800	23.0
27 Promotional & Legal Advertising	18,197	24,688	43,249	59,625	72.5	238,500	238,500	18.1
28 Training & Business Travel	11,378	36,790	32,361	46,251	70.0	164,050	164,050	19.7
29 Dues & Membership	4,534	28,165	23,158	21,942	105.5	87,200	87,200	26.6
30 Postage & Other	3,785	16,304	12,473	86,128	14.5	349,003	360,290	3.5
31								
32 Total District Operated Buses	6,814,456	18,852,844	17,693,098	20,550,665	86.1	82,544,348	82,544,348	21.4
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,223,058	3,637,774	3,695,174	3,764,830	98.1	15,059,320	15,059,320	24.5
36 Other Related Costs	26,041	86,080	86,971	90,400	96.2	361,600	361,600	24.1
37 Insurance Costs	57,759	157,748	163,022	163,743	99.6	655,000	655,000	24.9
38 Coastside Services	54,077	159,381	160,525	161,755	99.2	647,020	647,020	24.8
39 Redi Coast Non-ADA	19,752	48,762	60,339	54,925	109.9	219,700	219,700	27.5
40 Other Related Costs	2,456	3,325	5,887	11,760	50.1	47,040	47,040	12.5
41 La Honda - Pescadero	4,988	13,650	14,175	13,125	108.0	52,500	52,500	27.0
42 SamCoast - Pescadero	11,500	34,775	35,768	35,000	102.2	140,000	140,000	25.5
43 Other Related Cost - SamCoast	1,758	3,510	4,212	3,545	118.8	14,180	14,180	29.7
44 Total Contracted Bus Service	1,401,388	4,145,003	4,226,073	4,299,083	98.3	17,196,360	17,196,360	24.6
45								
46 TOTAL MOTOR BUS	8,215,844	22,997,848	21,919,171	24,849,748	88.2	99,740,708	99,740,708	22.0

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2013
SEPTEMBER 2012**

% OF YEAR ELAPSED: 25.0%

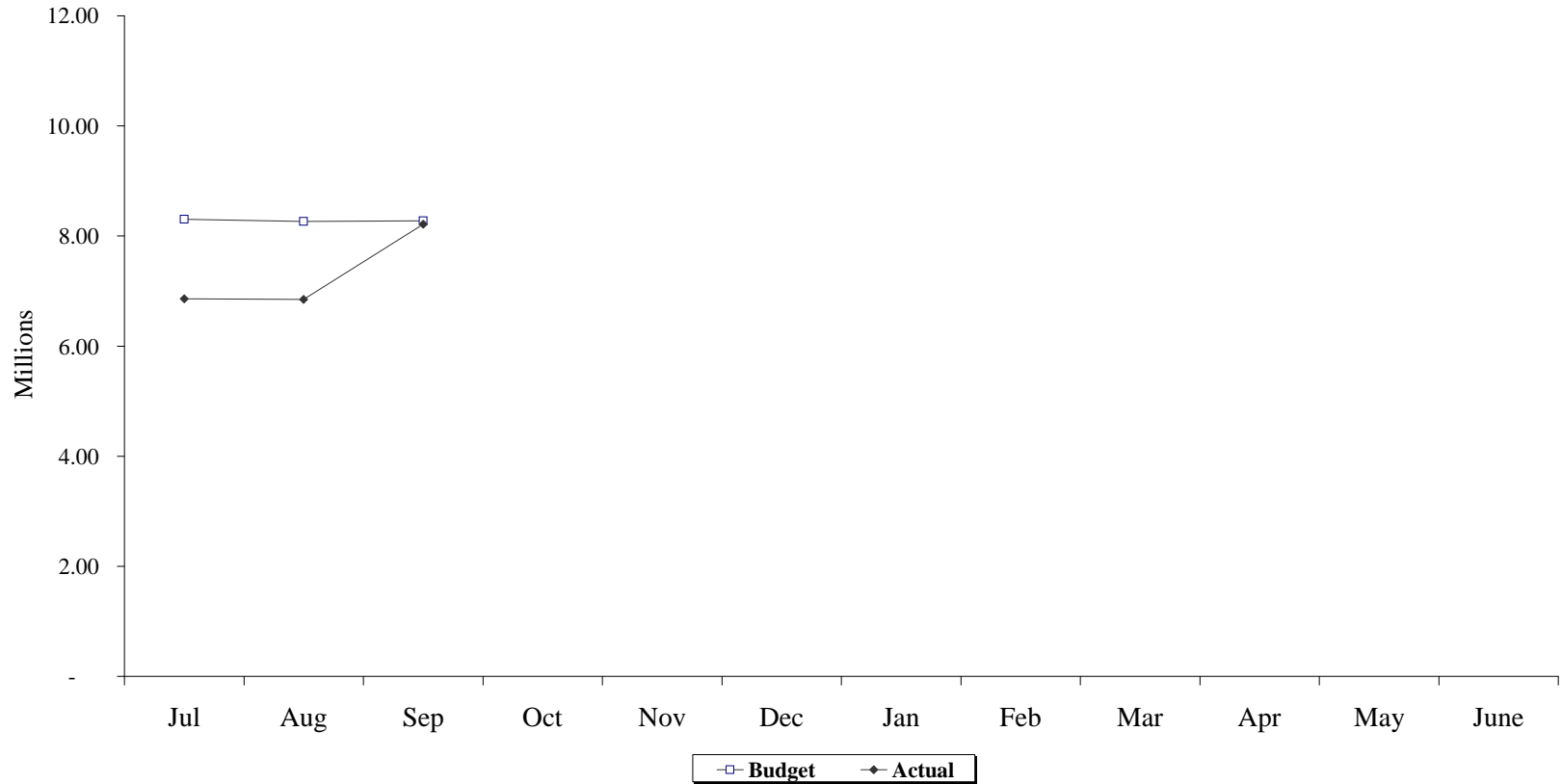
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	445,163	1,291,018	1,389,153	1,741,050	79.8	6,964,200	6,964,200	19.9
Other Related Costs	219,922	499,527	574,829	708,287	81.2	2,826,395	2,826,395	20.3
Sedan Service	235,483	735,689	673,922	444,798	151.5	1,779,190	1,779,190	37.9
ADA Accessibility Support	71,393	200,041	197,934	225,505	87.8	1,029,525	1,029,525	19.2
Coastside ADA Support	91,197	333,596	334,013	340,727	98.0	1,362,910	1,362,910	24.5
Insurance Costs	197,868	125,110	332,838	128,748	258.5	515,000	515,000	64.6
TOTAL ADA PROGRAMS	1,261,026	3,184,981	3,502,690	3,589,115	97.6	14,477,220	14,477,220	24.2
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	989,037	4,185,929	5,098,667	5,098,667	100.0	14,000,000	14,000,000	36.4
Total Caltrain Service	989,037	4,185,929	5,098,667	5,098,667	100.0	14,000,000	14,000,000	36.4
OTHER SUPPORT								
Dumbarton Express Service	12,436	30,000	36,892	39,455	93.5	157,820	157,820	23.4
SamTrans Shuttle Service	227,275	555,136	676,699	671,960	100.7	2,678,540	2,678,540	25.3
SM/Caltrain Shuttles	0	348,113	0	0	0.0	0	0	0.0
Maintenance Multimodal Facilities	7,174	31,792	31,707	44,775	70.8	179,100	179,100	17.7
Total Other Support	246,886	965,040	745,298	756,190	98.6	3,015,460	3,015,460	24.7
TOTAL MULTI-MODAL PROGRAMS	1,235,923	5,150,969	5,843,965	5,854,857	99.8	17,015,460	17,015,460	34.3
TOTAL EXPENSES	10,712,793	31,333,798	31,265,825	34,293,719	91.2	131,233,388	131,233,388	23.8

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

SAN MATEO COUNTY TRANSIT DISTRICT

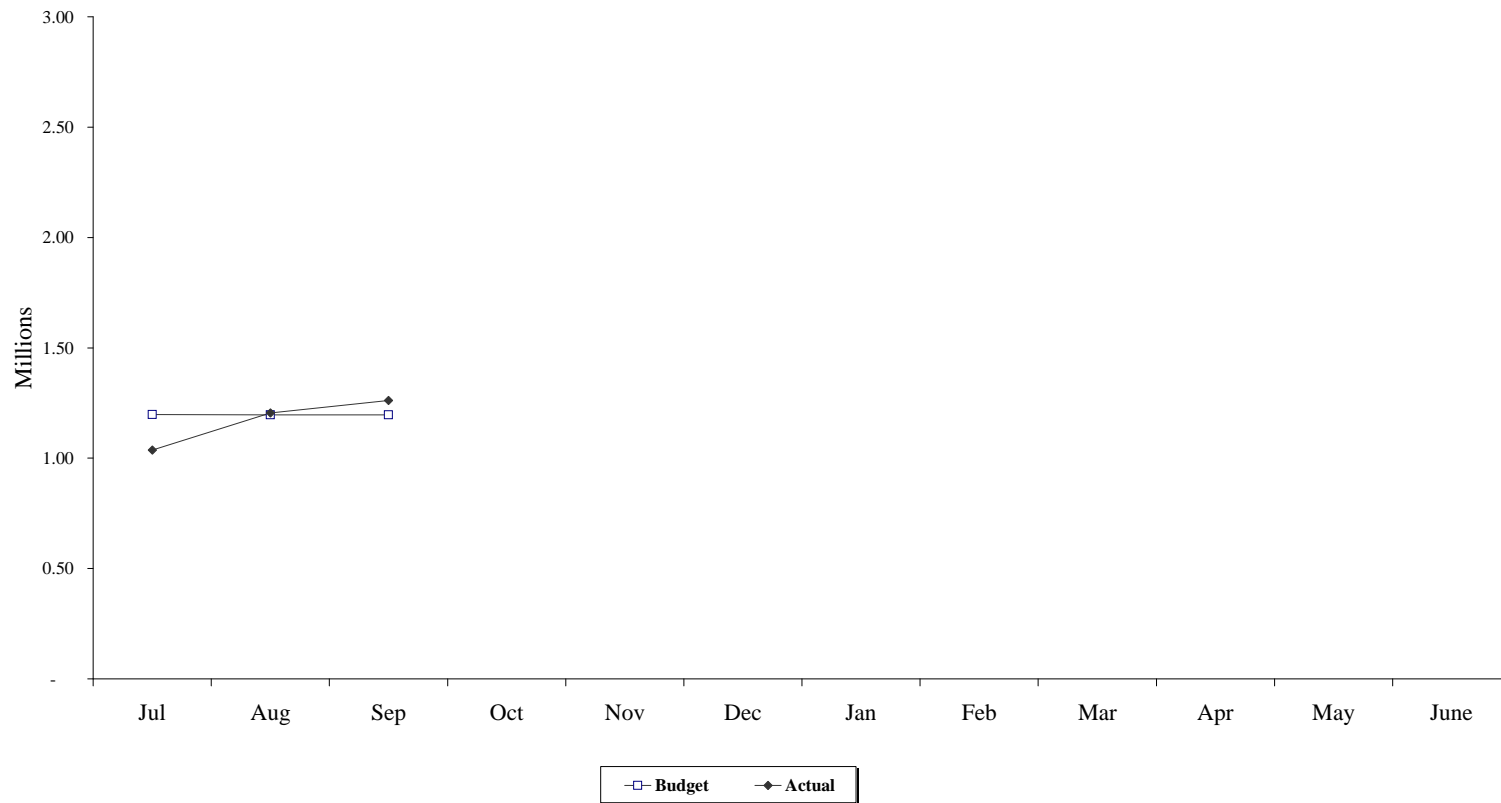
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2013



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	8,304,164	8,267,551	8,278,032										
Actual	6,857,423	6,845,903	8,215,844										
CUMULATIVE EXPENSES													
Budget	8,304,164	16,571,715	24,849,748										
Actual	6,857,423	13,703,327	21,919,171										
Variance - F(U)	1,446,741	2,868,389	2,930,577										
Variance %	17.42%	17.31%	11.79%										

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2013

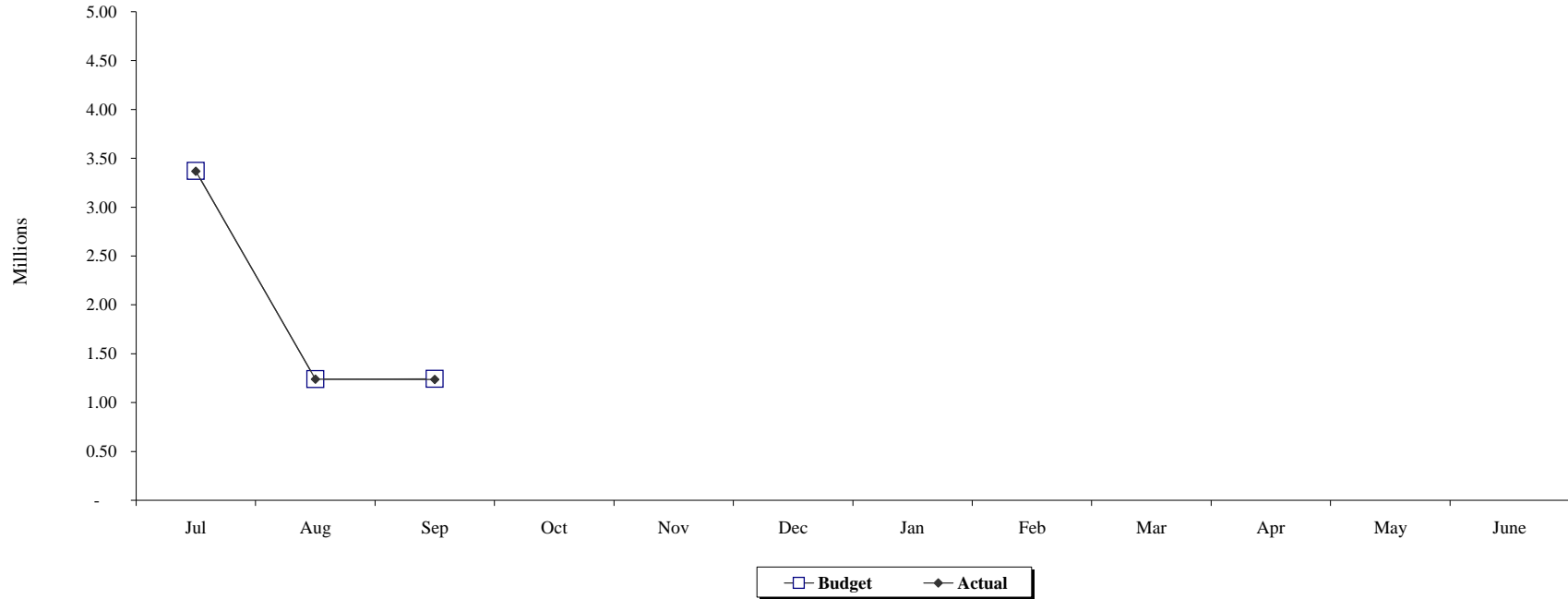


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,197,315	1,195,900	1,195,900									
Actual	1,036,402	1,205,261	1,261,026									
CUMULATIVE EXPENSES												
Budget	1,197,315	2,393,215	3,589,115									
Actual	1,036,402	2,241,663	3,502,690									
Variance - F(U)	160,913	151,551	86,425									
Variance %	13.44%	6.33%	2.41%									

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2013



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,371,623	1,240,067	1,243,167									
Actual	3,367,131	1,240,911	1,235,923									
CUMULATIVE EXPENSES												
Budget	3,371,623	4,611,690	5,854,857									
Actual	3,367,131	4,608,042	5,843,965									
Variance - F(U)	4,492	3,648	10,892									
Variance %	0.13%	0.08%	0.19%									

SAN MATEO COUNTY TRANSIT DISTRICT
INTEREST ON INVESTMENTS
September 30, 2012

DESCRIPTION	TOTAL INVESTMENT 09-30-12	INTEREST RECEIVABLE 08-31-12	INTEREST EARNED 09-30-12	INTEREST RECEIVED 09-30-12	ADJ.	INTEREST RECEIVABLE 09-30-12
RESERVE FOR CAPITAL PROJ	150,856.50	988.50	988.50	0.00	0.00	1,977.00
LAIF -- CAPITAL PROJ	7,942,635.45	5,243.30	2,271.81	0.00	0.00	7,515.11
REIMB SECURITIES -- L76R	83,471,060.21	426,946.01	91,807.48	291,056.25	(93.10)	227,604.14
LAIF -- REIMB FUNDS L76R	2,937,916.82	630.60	896.58	0.00	0.00	1,527.18
PARATRANSIT FUNDS	26,397,611.98	105,108.47	36,037.33	27,500.00	(56.23)	113,589.57
LAIF -- PARATRANSIT	422,370.03	258.08	120.81	0.00	0.00	378.89
BANK OF AMERICA	2,122,110.86	0.00	(77.14)	(77.14)	0.00	0.00
Debt Service Reserves						
Held by Trustee:	10,433,592.60	3,544.93	717.99	4,269.38		(6.46)
	<u>133,878,154.45</u>	<u>542,719.89</u>	<u>132,763.36</u>	<u>322,748.49</u>	<u>(149.33)</u>	<u>352,585.43</u>

SEPTEMBER 2012 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 9/30/12	132,614.03
Add:	
CEO Interest	2,000.00
Misc Interest	
Less:	
BNY Mellon Fees & Interest	(1,998.02)
Commissions	(8,415.66)
Amortized Premium/Discount	(5,736.03)
Capital Gain(Loss)	
Total Interest & Capital Gain(Loss)	<u>118,464.32</u>

YEAR TO DATE -- SUMMARY

Interest Earned	414,939.56
Add:	
CEO Interest	6,000.00
Misc. Income	
Less:	
BNY Mellon Fees & Interest	0.00
Commissions	(25,244.24)
Amortized Premium/Discount	(5,736.03)
Capital Gain(Loss)	255,030.22
Total Interest & Capital Gain(Loss)	<u>644,989.51</u>
Balance Per Ledger as of 9/30/12	
Expense Acct. 530011	(5,736.03)
Interest Acct. 409100	6.88
Interest Acct. 409102	2,128.24
Interest Acct. 409101	393,560.20
Gain(Loss) Acct. 405210	255,030.22
	<u>644,989.51</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR SEPTEMBER 2012

BUDGET AMENDMENTS

	Amount	Line Item	Amount	Description
Sep-12				No Budget Amendments in September 2012.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item	Amount	Description
Sep-12				No Budget Revisions in September 2012.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET TRANSFERS

	Amount	From	Amount	To	Justification
Sep-12					No Budget Transfers in September 2012
	<u>\$ -</u>	Total	<u>\$ -</u>	Total	

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2012 & FY2013
 SEPTEMBER 2012

11/5/12 2:48 PM

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2012:					FINAL
1st Quarter	15,680,000	1st Quarter	17,041,202	1,361,202	17,041,202
2nd Quarter	16,615,300	2nd Quarter	18,020,403	1,405,103	18,020,403
3rd Quarter	14,665,300	3rd Quarter	16,475,872	1,810,572	16,475,872
4th Quarter	16,039,400	4th Quarter	17,832,709	429,109	17,832,709
FY2012 Total	63,000,000	FY2012 Total	69,370,185	5,005,985	69,370,185
FY2013					
Jul. 12	4,360,900	Sep. 12	4,902,300	541,400	4,902,300
Aug. 12	4,360,900	Oct. 12		541,400	4,902,300
Sep. 12	5,810,000	Nov. 12		541,100	6,351,100 (1)
1st Qtr. Adjustment	1,650,000	Dec. 12		(1,623,900)	26,100 (1)
3 Months Total	16,181,800		4,902,300	0	16,181,800
Oct. 12	4,507,000	Dec. 12			4,507,000
Nov. 12	4,507,000	Jan. 13			4,507,000
Dec. 12	6,330,000	Feb. 13			6,330,000
2nd Qtr. Adjustment	1,740,000	Mar. 13			1,740,000
6 Months Total	33,265,800		4,902,300	0	33,265,800
Jan. 13	4,092,500	Mar. 13			4,092,500
Feb. 13	4,092,500	Apr. 13			4,092,500
Mar. 13	5,580,800	May 13			5,580,800
3rd Qtr. Adjustment	1,516,400	Jun. 13			1,516,400
9 Months Total	48,548,000		4,902,300	0	48,548,000
Apr. 13	4,442,000	Jun. 13			4,442,000
May 13	4,442,000	Jul. 13			4,442,000
Jun. 13	5,923,000	Aug. 13			5,923,000
4th Qtr. Adjustment	1,645,000	Sep. 13			1,645,000
FY2013 Total	65,000,000	FY2013 Total	4,902,300	0	65,000,000
	16,181,800	1st Quarter			
		2nd Quarter			
		3rd Quarter			
		4th Quarter			
	<u>16,181,800</u>	YTD Actual Per Statement of Revenues & Expenses			

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **QUARTERLY INVESTMENT REPORT AND
FIXED INCOME MARKET REVIEW AND OUTLOOK**

ACTION

Staff proposes that the Finance Committee recommend that the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended September 30, 2012.

SIGNIFICANCE

The San Mateo County Transit District (District) Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover on October 19, 2012 in order to meet the 30-day requirement.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The District is required by state law to submit quarterly reports within 30 days of the end of the quarter covered by the report. The report is required to include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the local agency;
2. Description of any of the local agency's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. For all securities held by the local agency or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund (LAIF), a current market value as of the date of the report and the source of this information;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and,
5. Statement that the local agency has the ability to meet its pool's expenditure

requirements(cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 5 and 6. The schedule separates the investments into three groups: The Investment Portfolio which is managed by SunTrust Banks, doing business as CSI Capital a SunTrust Group (CSI). Liquidity funds which are managed by District staff; and Trust funds which are managed by a third party trustee. The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds while the bond covenants govern the management and reporting of the Trust funds.

CSI provides the District a current market valuation of all the assets under its management for each quarter. The valuation is provided by FT Interactive Data, the major operating division of Interactive Data Corporation, (IDC). IDC is a leading provider of global securities data. They offer one of the largest information databases with current and historical prices on securities traded in all major markets including daily evaluations for more than 2.5 million fixed income securities.

Due to the nature of securities which are bought and sold in a principal market, such as fixed income securities, multiple market values may exist for a given security at any given time. CSI has chosen IDC as an unbiased estimator of these prices based on their leading role as a provider of end of the day pricing, an evaluation of their methodology and the experience of their evaluation staff. Unfortunately, given the recent volatility in the markets, not every security is currently supported or accurately reflected by IDC. Therefore at the end of the quarter, CSI surveyed a number of Wall Street firms to get an accurate market value of the securities held in the District's portfolio. These surveys reflect the levels at which someone is actually willing to purchase the securities held by the District. In the case of money market instruments, which are not supported by IDC, CSI used adjusted cost.

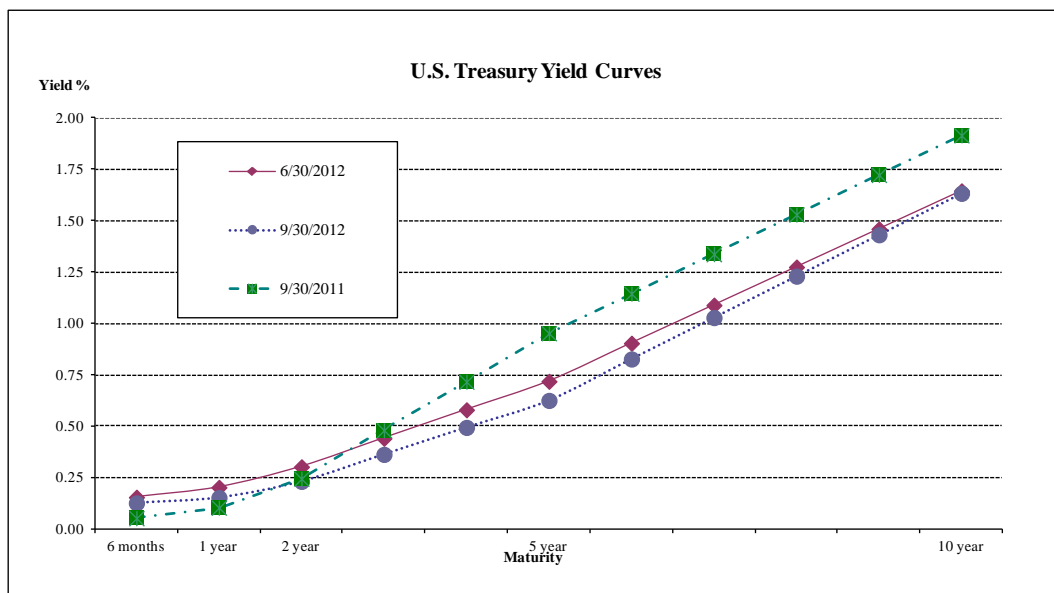
The Liquidity funds managed by District staff are considered to be cash equivalents and therefore market value is considered to be equal to book value, (i.e. cost). The shares of beneficial interest generally establish a nominal value per share. Because the Net Asset Value is fixed at a nominal value per share, book and market value are equal and rate of income is recalculated on a daily basis.

The portfolio and this Quarterly Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The District has the ability to meet its expenditure requirements for the next six months.

DISCUSSION

Market Review and Outlook

Interest rates were little changed over the third quarter of the year despite global policy actions that could shape the outlook for bond yields in the quarters and years ahead. Chief among these actions were the announcement of a third round of un-conventional monetary policy stimulus by the Federal Reserve and a promise by the president of the European Central Bank (ECB) to do whatever it takes to save the Euro.



Data Source: Bloomberg Finance L.P.

Shortly after the announcements from the ECB, the Federal Reserve announced its own policy initiatives with an open ended promise to expand its un-conventional monetary policy stimulus efforts otherwise known as quantitative easing (QE). While some additional monetary stimulus was widely expected, the open-ended nature of the program took the markets by surprise.

This most recent action by the Federal Reserve has been greeted with a certain amount of skepticism by economists and market participants alike. They question whether this latest round of QE represents too much of a good thing. Indeed, 10 year inflation expectations recently rose to over 2.6 percent, the highest in over 18 months.

For the time being these actions will most likely be supportive of continued slow but positive economic growth. While the developments in Europe were certainly welcomed by the market, CSI stresses that they represent nothing more than a continuation of a policy of buying time. In and of themselves these actions do little to address the underlying causes of the crisis such as out-of-control budget deficits and the productivity differences between the more efficient North and less efficient South.

While there is no shortage of opinions on how recent events will eventually play out, the range of possible outcomes remains exceptionally wide. Given the extremely low starting level of interest rates we find it hard to envision a scenario that will lead to further declines in yields, even in scenarios that have typically done so in the past. While somewhat stating the obvious,

should the reverse come to pass, i.e. a scenario that favored higher interest rates, there is plenty of room for rates to move meaningfully higher.

Strategy

Over the foreseeable future CSI expects interest rates to remain flat or move modestly higher. They continue to caution that the current low rates leave no room for a sudden rise in interest rates, which would result in negative returns.

Given CSI's outlook and the current level of uncertainty in the markets, we are comfortable keeping the portfolio's exposure to a change in interest rates below that of the benchmark. As of the end of the quarter, the District's consolidated portfolios consisted of approximately 93.6 percent Agency Securities, 6.2 percent US Treasury Securities and 0.2 percent Mortgage Backed Securities; see Exhibit 5.

Budget Impact

The portfolio's performance is reported on a total economic return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses). For the quarter ending September 30, the General Fund portfolio returned 0.06 percent. This compares to the benchmark return of 0.33 percent. Over this same time period, the Paratransit Fund portfolio returned 0.43 percent. This compares to the benchmark return of 0.73 percent.

The Performance graph in Exhibit 3 shows the relative performance of each fund for the trailing 24-quarter period. The Growth of a Thousand Dollars graph in Exhibit 4 shows the cumulative performance over this same time frame for each portfolio.

The consolidated portfolio's yield to maturity, the return the portfolio will earn in the future if all securities are held to maturity is also reported. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending September 30, the portfolio's yield to maturity or call was 0.47 percent. The General Fund benchmark's yield to maturity was 0.47 percent.

Another method of measuring the consolidated portfolio's yield to maturity is the yield of the portfolio at cost. This calculation is based on the value of the portfolio at cost and does not include any unrealized gains or losses as part of its computation. As of the end of the quarter the consolidated portfolio's rate of return on investments, at cost, was 1.33 percent.

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED SEPTEMBER 30, 2012**

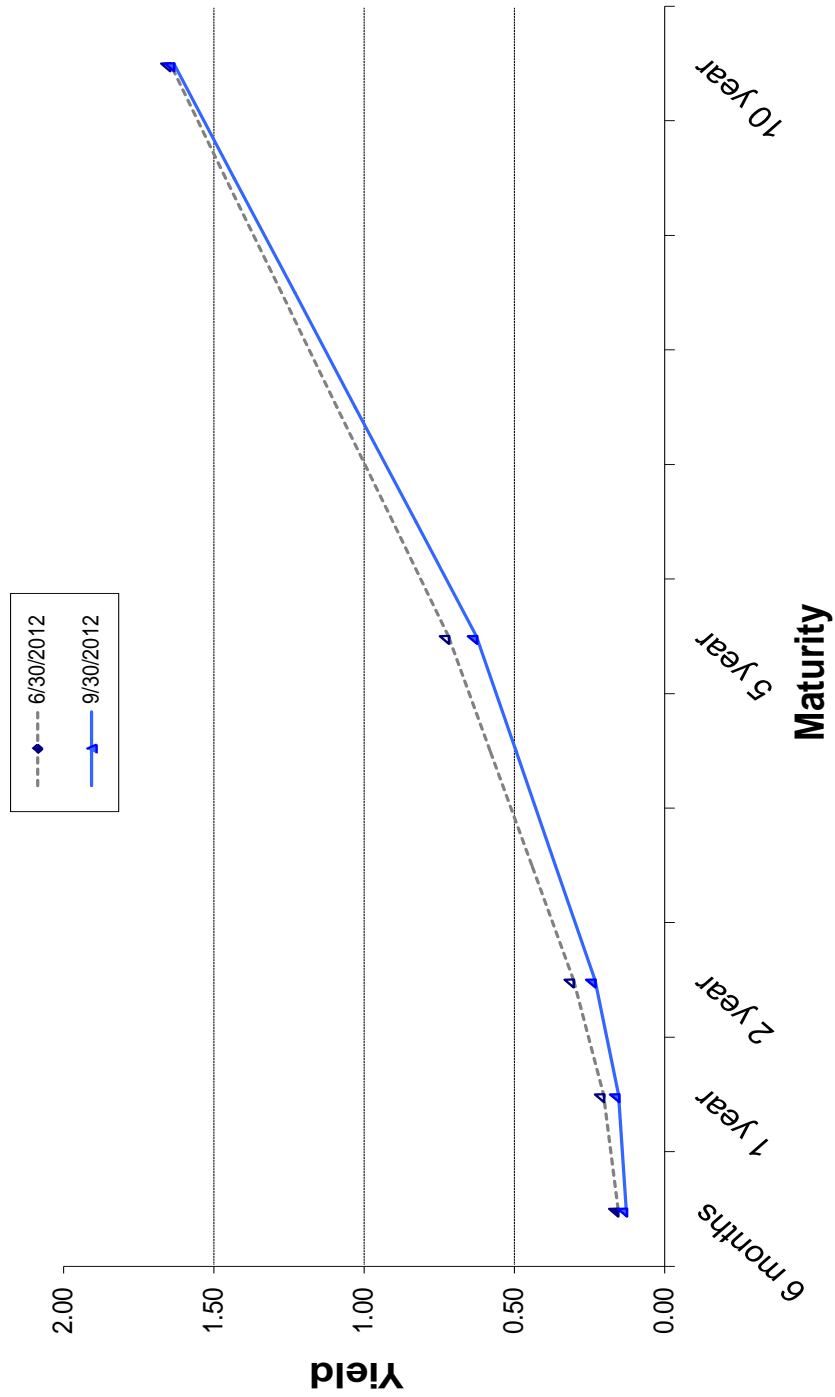
TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
<u>FUNDS MANAGED BY SUNTRUST BANK/CSI GROUP</u>						
<u>INVESTMENT PORTFOLIO:</u>						
GOVERNMENT BONDS						
FHLB	03-08-13	8,500,000	8,317,029	8,678,585	27,153	8,705,738
FNMA	11-21-13	3,000,000	2,999,400	3,000,900	6,500	3,007,400
FHLMC	12-06-13	5,000,000	4,990,725	5,001,700	9,583	5,011,283
FHLMC	09-22-14	9,615,000	9,686,632	9,696,728	1,803	9,698,530
FNMA	06-26-15	2,000,000	2,000,600	2,002,100	3,694	2,005,794
FHLMC	09-28-15	10,000,000	9,996,000	10,064,700	625	10,065,325
FNMA	10-30-15	5,000,000	4,998,438	5,014,300	15,729	5,030,029
FHLMC	11-23-15	5,000,000	5,000,000	5,011,350	13,333	5,024,683
FHLMC	11-24-15	10,000,000	9,997,000	10,023,700	26,458	10,050,158
FNMA	12-28-15	3,000,000	2,999,250	3,003,300	5,813	3,009,113
FED. FARM CREDIT BK	12-29-15	950,000	1,020,405	1,122,767	14,870	1,137,637
FHLMC	03-21-16	8,500,000	8,505,313	8,561,880	2,361	8,564,241
FNMA	04-26-16	8,060,000	8,084,744	8,096,351	39,041	8,135,391
Housing Urban Devel	08-01-17	150,000	155,582	150,857	1,977	152,834
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Indexed Note	04-15-14	3,789,135	3,737,187	3,936,267	21,869	3,958,136
COLLATERALIZED MORTGAGE OBLIGATIONS						
FHLB SERIES 00-0606 CLASS Y	12-28-12	254,093	259,175	256,433	112	256,545
TOTAL INVESTMENT FUNDS PORTFOLIO		82,818,228	82,747,477	83,621,918	190,921	83,812,838
<u>PARATRANSIT TRUST FUND PORTFOLIO:</u>						
GOVERNMENT BONDS						
FHLM	01-07-14	5,000,000	5,015,200	5,145,550	29,167	5,174,717
FHLM	04-23-14	2,500,000	2,510,690	2,588,075	27,431	2,615,506
FNMA Step Up	01-27-16	5,000,000	5,299,150	5,277,650	20,781	5,298,431
FHLM	09-28-15	5,000,000	4,998,000	5,032,350	313	5,032,663
FHLM	03-21-16	5,500,000	5,503,438	5,540,040	1,528	5,541,568

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS (Con't)
FOR QUARTER ENDED SEPTEMBER 30, 2012**

TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Inflation Indexed Note	04-15-14	2,706,525	2,639,162	2,813,947	15,621	2,829,568
TOTAL PARATRANSIT PORTFOLIO MANAGED BY SUNTRUST BANK/CSI GROUP						
		25,706,525	25,965,640	26,397,612	94,840	26,492,452
TOTAL DISTRICT PORTFOLIO MANAGED BY SUNTRUST BANK/CSI GROUP						
		108,524,753	108,713,117	110,019,479	285,761	110,305,290
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u>						
BANK OF AMERICA CHECKING LAIF						
		2,122,111	2,122,111	2,122,111	0	2,122,111
		11,302,922	11,302,922	11,302,922	9,421	11,312,343
TOTAL FUNDS MANAGED BY DISTRICT STAFF						
		13,425,033.16	13,425,033.16	13,425,033.16	9,421.18	13,434,454.34
<u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u>						
First American Gov't. Oblig. CID						
		8,155,752	8,155,752	8,155,752	0	8,155,752
Federal National Mortgage Association						
	03-16-2015	2,277,000	2,263,113	2,278,139	427	2,278,565
TOTAL FUNDS MANAGED BY THIRD PARTY TRUSTEE						
		10,432,752	10,418,864	10,433,890	427	10,434,317
TOTAL AS OF SEPTEMBER 30, 2012						
		132,557,015	133,878,402	133,878,402	295,609	134,174,061

EXHIBIT 1

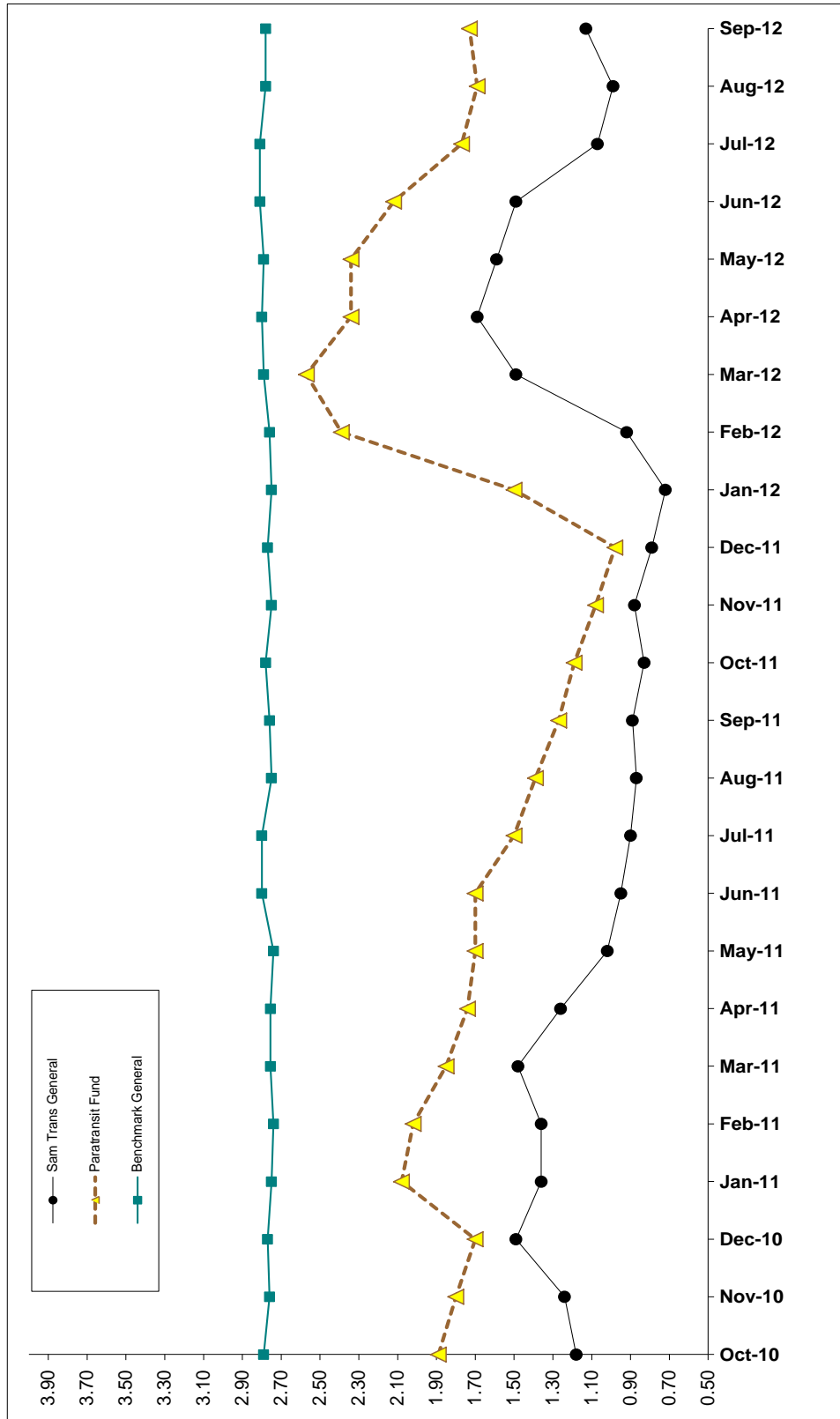
**SamTrans
Historical Yield Curve**



Data Source: Bloomberg

CSI Capital Management, Inc.

SamTrans
 Duration vs. Benchmark

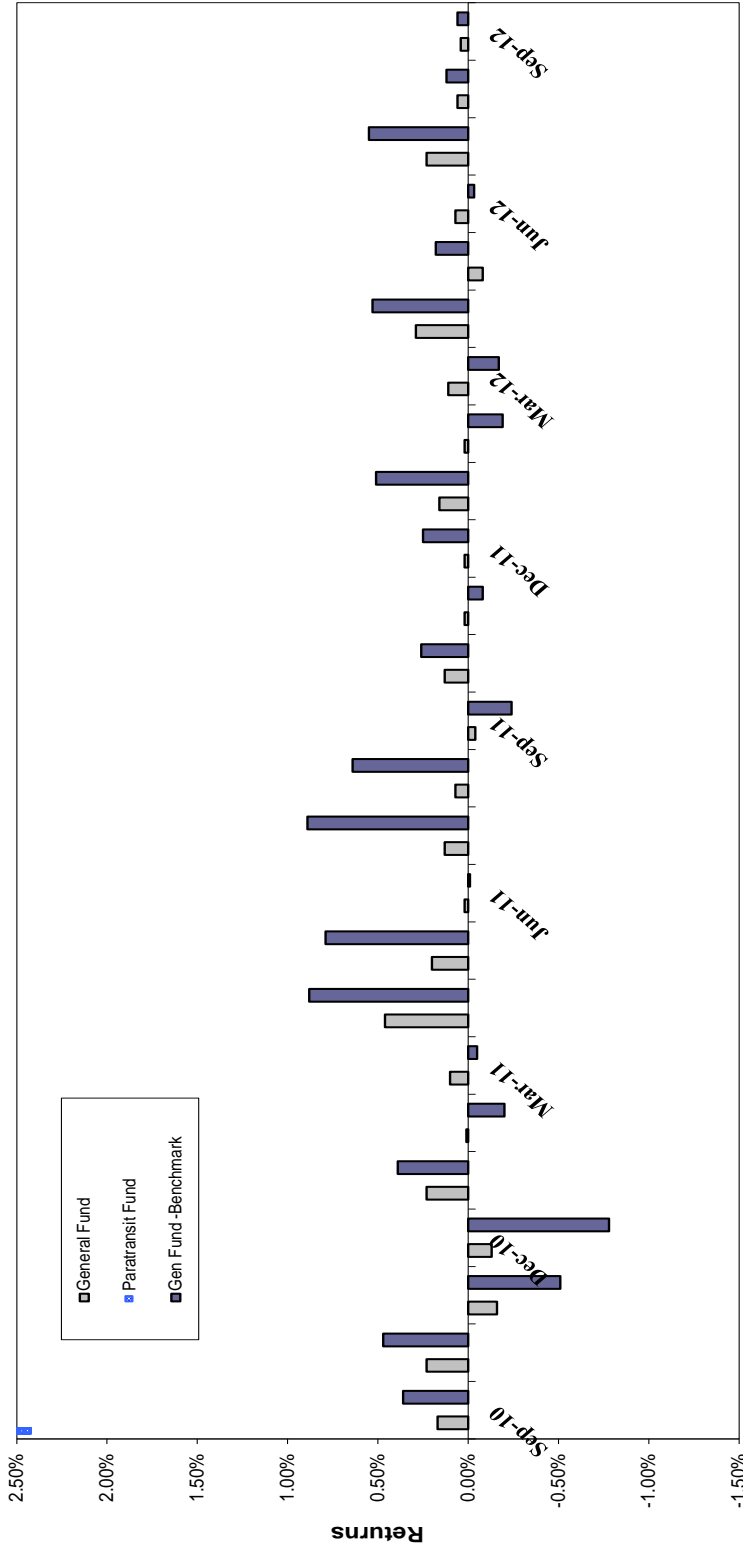


CSI Capital Management, Inc.

SamTrans

Monthly Review – Account vs. Benchmark

Rolling 24 Months

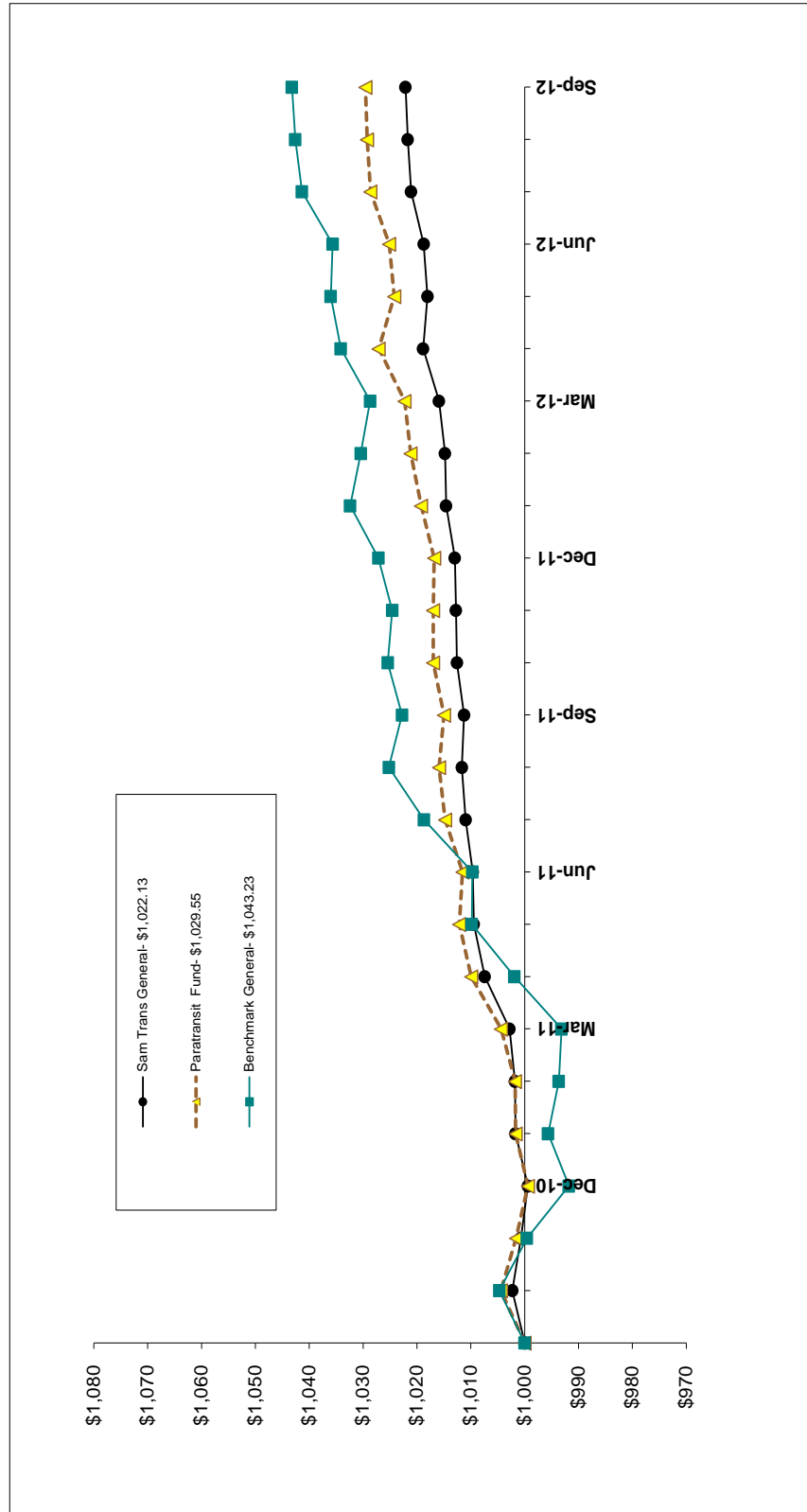


Trailing 12 Months	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Trailing 12
MONTHLY PERFORMANCE DATA													
SamTrans - Gen Funds	0.13%	0.02%	0.02%	0.16%	0.02%	0.11%	0.29%	-0.08%	0.07%	0.23%	0.06%	0.04%	1.08%
SamTrans - Paratran	0.20%	0.00%	-0.02%	0.24%	0.19%	0.11%	0.47%	-0.28%	0.09%	0.34%	0.06%	0.03%	1.44%
Benchmark - Gen Fund	0.26%	-0.08%	0.25%	0.51%	-0.19%	-0.17%	0.53%	0.18%	-0.03%	0.55%	0.12%	0.06%	2.00%
Benchmark - Paratran	-0.30%	0.53%	0.78%	0.76%	-0.64%	-0.80%	1.45%	1.15%	-0.25%	0.86%	0.06%	-0.05%	3.58%

SamTrans

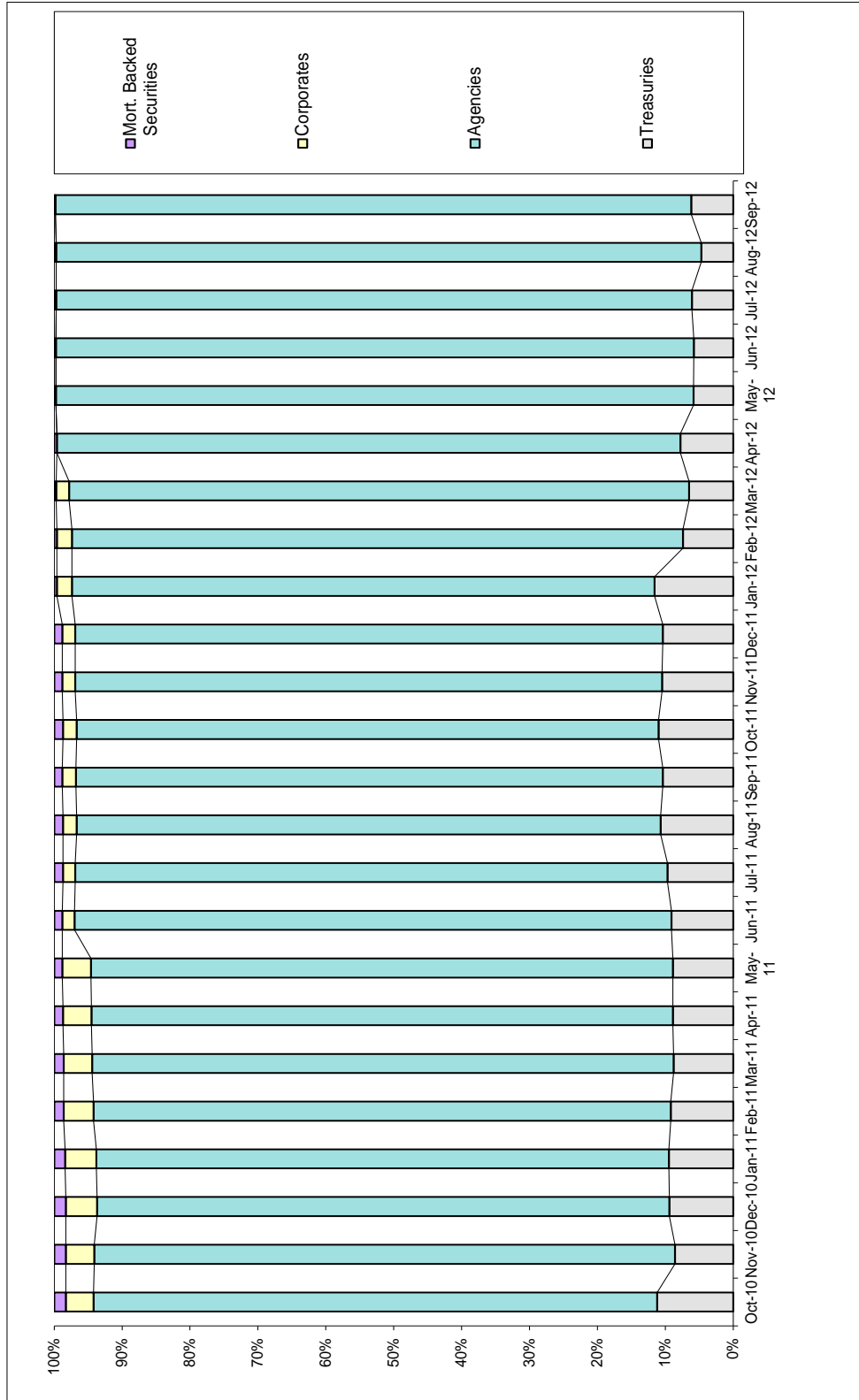
Growth of a Thousand Dollars

Rolling 24 Months



CSI Capital Management, Inc.

SamTrans
Percent of Assets Held by Type



CSI Capital Management, Inc.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: AUTHORIZATION TO INCREASE THE FISCAL YEAR 2013 CAPITAL BUDGET BY \$5,061,388 FOR THE REPLACEMENT OF 62 BUSES

ACTION

Staff proposes the Committee recommend the Board amend and increase the Fiscal Year (FY) 2013 Capital Budget by \$5,061,388 for the Replacement of 62 1998 Gillig Buses project.

SIGNIFICANCE

As part of the adopted FY2013 Capital Budget, the Board approved replacement of 62 1998 Gillig buses that have reached the end of their useful lives. Subsequent to Board approval, the San Mateo County Transit District (District) was awarded a State of Good Repair Grant from the Federal Transportation Administration (FTA) to purchase 25 hybrid buses. At the same time, staff determined the mix of replacement buses should be adjusted to better fit our current and future service needs. This increased the overall cost of the replacement from \$30.6 million to \$35.6 million. The budget increase will allow the District to purchase a combination of hybrid buses and clean diesel buses.

The District plans to purchase 25 40-foot hybrid buses, 21 40-foot clean diesel buses and 16 29- to 30-foot clean diesel buses. The clean diesel buses will have new 2013 model engines with lower emission level, that will be much cleaner and more fuel efficient than the 1998 buses being replaced.

BUDGET IMPACT

The proposed Capital Budget increase of \$5,061,388 brings the total bus replacement project to \$35,631,381. The funds for the project are made up of \$22,348,684 in Federal grants, including a \$4,950,000 Federal discretionary grant to supplement the purchase of hybrid buses, \$2,272,697 in Public Transportation Modernization, Improvement, and Service Enhancement Account funds, \$5,505,000 in Proposition 1B State Local Partnership Program (SLPP) Funds and \$5,505,000 in District Sales Tax for match to the SLPP funds.

The amount of SLPP grants in the project has been increased in order to use up remaining SLPP funds that are available to the District. SLPP funds are available for allocation to eligible projects by the California Transportation Commission on or before June 2013. Any SLPP funds

that remain unallocated after June 2013 will not be available for this program thereafter. SLPP funds are required to be matched dollar-for-dollar with the voter-approved transportation tax and/or fees that qualified the District for these funds in the first place.

Any Federal funds that have been replaced by SLPP Funds and District Sales Tax will be converted to Preventive Maintenance funds, which can then be used in the SamTrans operating budget in subsequent budget cycles.

BACKGROUND

The District approved the FY2013 Capital Budget on June 13, 2012 under Resolution No. 2012-25, in the amount of \$41,172,847. The proposed amendment as discussed above would increase the Capital Budget by \$5,061,388 to an authorized total of \$46,234,235. Total District Sale Tax needs for the Capital Budget will increase from \$8,875,780 to \$11,580,780.

Prepared by: Leslie Fong, Senior Budgets Analyst
Éva Goode, Manager, Budgets

650-508-6332
650-508-7914

RESOLUTION NO. 2012 –

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

**AMENDING FISCAL YEAR 2013 CAPITAL BUDGET IN THE AMOUNT OF
\$5,061,388 FOR A TOTAL AMENDED BUDGET OF \$46,234,235**

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

WHEREAS, pursuant to Resolution No. 2012-25, adopted on June 13, 2012, the Board approved the Fiscal Year (FY) 2013 District Capital Budget in the total amount of \$41,172,847, which includes a line item for the Bus Replacement project in the amount of \$30,600,000; and

WHEREAS, funding and project costs for the Bus Replacement project have changed since the budget was adopted, in particular as a result of the District's receipt of a Federal discretionary grant of \$4,950,000 towards the purchase of 25 hybrid buses; and

WHEREAS, in addition to the receipt of the above referenced Federal grant, the District has determined that the proportional number of hybrid and clean diesel buses to be purchased as replacement buses should be adjusted to better fit its current and future service needs; and

WHEREAS, as a result of the additional funding and the revised mix of vehicle types to be purchased, the Bus Replacement project cost is to be increased by \$5,061,388.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the San Mateo County Transit District hereby increases the Capital Budget by the amount of

\$5,061,388 for a total of \$46,234, 235 for Fiscal Year 2013, a copy of which is attached hereto and incorporated herein as Attachment A; and

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

Regularly passed and adopted this 14th day of November 2012, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary

San Mateo County Transit District
Amended Fiscal Year 2013 Capital Budget

(Amendment #1 - November 14, 2012)

#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Recommended FY2013 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
1 REVENUE VEHICLES REPLACEMENT										
1.1	Replacement Buses	Replace 62 1998 Gillig Phantom buses at the end of their useful lives.	\$ 35,631,381		\$ 35,631,381		\$ 22,348,684	\$ 7,777,697	\$ -	\$ 5,505,000
1.2	Replacement (14) Paratransit Minivans	Replace 14 2009 El Dorado Amerivans at the end of their useful lives.	\$ 793,300		\$ 793,300		\$ 634,640	\$ 79,330	\$ -	\$ 79,330
	<u>Subtotal</u>				\$ 36,424,681	\$ -	\$ 22,983,324	\$ 7,857,027	\$ -	\$ 5,584,330
2 REVENUE VEHICLE SUPPORT										
2.1	Major Bus Components	Annual funding for procurement of bus parts.	\$ 696,442		\$ 696,442		\$ -	\$ -	\$ -	\$ 696,442
2.2	Maintenance Equipment	Replacement of maintenance support equipment at the end of their useful lives.	\$ 181,000		\$ 181,000		\$ -	\$ -	\$ -	\$ 181,000
2.3	Non-Revenue Service Support Vehicles	Replace 2 non-revenue service support vehicles that have reached the end of their useful lives.	\$ 72,000		\$ 72,000		\$ -	\$ -	\$ -	\$ 72,000
	<u>Subtotal</u>				\$ 949,442	\$ -	\$ -	\$ -	\$ -	\$ 949,442
3 INFORMATION TECHNOLOGY										
3.1	Technology Refresh Project	Replace and upgrade Dell servers and out of warranty printers, copiers, fax machines and scanners. Warranty is expiring in FY2013.	\$ 723,000		\$ 723,000		\$ -	\$ -	\$ -	\$ 723,000
3.2	PeopleSoft Project Upgrade	Redesign and upgrade of PeopleSoft to better match the application to the business needs of the District.	\$ 18,337,112	\$ 14,200,000	\$ 4,137,112		\$ -	\$ -	\$ 1,823,104	\$ 2,314,008
3.3	External Interface to PeopleSoft	PeopleSoft Interface for Spear and Hastus	\$ 150,000		\$ 150,000					\$ 150,000
	<u>Subtotal</u>				\$ 5,010,112	\$ -	\$ -	\$ -	\$ 1,823,104	\$ 3,187,008
4 DEVELOPMENT										
4.1	SamTrans Service Plan	Evaluate and restructure SamTrans services and operations to more efficiently and effectively serve the county's transit needs and meet regional transportation goals, within the constraints of the current financial and operating environment.	\$ 2,359,039	\$ 1,894,039	\$ 465,000		\$ -	\$ -	\$ -	\$ 465,000
4.2	Daly City TOD	Project will develop the Daly City Park and Ride Lot into a transit oriented development project.	\$ 132,000	\$ 71,000	\$ 61,000		\$ -	\$ -	\$ -	\$ 61,000
4.3	District TOD Policy	Project will provide the agency with a set of policies to guide its activities related to transit oriented development and joint development.	\$ 139,000		\$ 139,000		\$ -	\$ -	\$ -	\$ 139,000

San Mateo County Transit District
Amended Fiscal Year 2013 Capital Budget

(Amendment #1 - November 14, 2012)

#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Recommended FY2013 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
4.4	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	
4.5	Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	
	Subtotal				\$ 1,165,000	\$ -	\$ -	\$ -	\$ 1,165,000	
5	FACILITIES/CONSTRUCTION									
5.1	Facilities Smaller Projects	Facility maintenance/Improvement Account	\$ 175,000		\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	
5.2	Maintenance & Operating Facility Pavement Rehab: NB & SB Concrete Rehab	Rehab pavement at North and South Bases to bring the pavement to a state of good repair.	\$ 170,000		\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	
5.3	Central Heating, Ventilation & Air Conditioning (HVAC) Maintenance at Central	Conduct basic repair and maintenance of existing HVAC system that has reached the end of its useful life.	\$ 100,000		\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	
	Subtotal				\$ 445,000	\$ -	\$ -	\$ -	\$ 445,000	
6	SAFETY AND SECURITY									
6.1	Sequoia Station Underground Garage Security Improvements	Project will put in cameras, alarms and communication systems to help reduce vandalism and crime at the Sequoia Station underground parking garage.	\$ 950,000	\$ 255,000	\$ 695,000	\$ -	\$ 695,000	\$ -	\$ -	
6.2	Receptionist Area Security Improvement	Project will provide improved security for the receptionist on the 2nd floor of Central who is involved in numerous interactions with the public.	\$ 300,000	\$ 55,000	\$ 245,000	\$ -	\$ 245,000	\$ -	\$ -	
6.3	Central Office Access Control Improvements	Project will improve the security at Central, North Base and South Base with significant upgrades to the card controlled door systems.	\$ 850,000		\$ 850,000	\$ -	\$ 850,000	\$ -	\$ -	
6.4	Central Security Office Upgrade	Project provides for technological integration and updates, room reconfiguration and upgrades for effective safety and security monitoring and response.	\$ 1,300,000	\$ 1,100,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	
	Subtotal				\$ 1,990,000	\$ -	\$ 1,990,000	\$ -	\$ -	
7	OTHER									
7.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	
	Subtotal				\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	
	GRAND TOTAL FOR SAMTRANS				\$ 46,234,235	\$ -	\$ 22,983,324	\$ 9,847,027	\$ 1,823,104	\$ 11,580,780
	NOTES:									
	A) Funding will come from PCJPB and SMCTA for their share of the project.									
	B) Includes \$525,000 from prior year savings									

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer,
Planning & Development

Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE ACCEPTANCE OF A GRANT FROM THE SILICON VALLEY COMMUNITY FOUNDATION IN THE AMOUNT OF \$40,000 FOR THE GRAND BOULEVARD CAMPAIGN, AND INCREASE THE OPERATING BUDGET ACCORDINGLY**

ACTION

Staff proposes the Committee recommend the Board:

1. Authorize the General Manager/CEO, or his designee, to execute a funding agreement with the Silicon Valley Community Foundation (SVCF) for the proposed “Grand Boulevard Campaign” Project (Project) in the amount of \$40,000, and provide any other required documentation; and
2. Amend the Fiscal Year (FY) 2013 adopted Operating Budget by \$40,000 to increase total revenues by \$40,000 and total expenses by \$40,000. This will increase the FY2013 Operating Budget to \$131,807,917.

SIGNIFICANCE

The SVCF grant of \$40,000 to the District for the Grand Boulevard Initiative (GBI) will support the Grand Boulevard Campaign (Project), consisting of the development of a GBI Communications Plan and messaging strategies. The Project, which will be implemented through a contract with a professional communications firm, is a partnership among the San Mateo County Transit District, Santa Clara Valley Transportation Authority, San Mateo County Health System, Santa Clara County Health Department, and Greenbelt Alliance. The Project will include a community values audit to determine core values of the community along the El Camino Real corridor and confirm key audiences; development of a Communications Plan to define the purposes and best approaches to reach key audiences, articulate the GBI Vision in laypersons’ terms, and provide strategic direction for realizing the GBI Vision; and development of a GBI “Brand,” including a campaign name, logo, design treatments, and a message platform. The Project results can then be used by the GBI Task Force, Working Committee, and other agencies to promote the GBI Vision.

BUDGET IMPACT

The grant will be added to the Fiscal Year 2013 Operating Budget: increasing Professional Services by \$40,000 and increasing Operating Grants by \$40,000.

BACKGROUND

The SVCF is a catalyst and leader for innovative solutions to our region's most challenging problems. This is the fourth SVCF Regional Planning grant the District has been awarded to support the Grand Boulevard Initiative. SVCF Regional Planning grants target the promotion of equitable smart-growth principles in land use and transportation planning processes and their implementation. The three prior SVCF Regional Planning grants awarded to the District include: 1) 2009 technical assistance funding for the GBI Economic and Housing Opportunities Study; 2) 2010 funding for advocacy and public outreach efforts to educate San Mateo County residents and business owners about the benefits the Grand Boulevard Vision and transit-oriented development; and 3) 2011 funding to expand GBI-related advocacy and outreach efforts into Santa Clara County and continue efforts in San Mateo County.

The total Project cost is \$40,000, all of which is provided by the SVCF funding.

Prepared by: Corinne Goodrich, Manager, Strategic Development

650-508-6369

RESOLUTION NO. 2012 –

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

**AUTHORIZING A FUNDING AGREEMENT WITH THE
SILICON VALLEY COMMUNITY FOUNDATION
FOR \$40,000 IN REGIONAL PLANNING FUNDS
FOR THE SUPPORT OF THE GRAND BOULEVARD INITIATIVE
“GRAND BOULEVARD CAMPAIGN” PROJECT, AND INCREASING THE
FISCAL YEAR 2013 OPERATING BUDGET BY \$40,000 TO \$131,807,917**

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

WHEREAS, the SVCF has awarded \$40,000 to the San Mateo County Transit District (District) for the “Grand Boulevard Campaign” project (Project), which will support a community values audit to determine core values of the communities along El Camino Real; development of a Grand Boulevard Initiative (GBI) Communications Plan to define the purposes and best approaches to reach key audiences and articulate the GBI Vision in laypersons’ terms; and development of a GBI “Brand,” including a campaign name, logo, design treatments, and a message platform; and

WHEREAS, the District will contract with a professional communications firm to conduct the Project work; and

WHEREAS, the Project is a partnership among the District, Santa Clara Valley Transportation Authority, San Mateo County Health System, Santa Clara County Health Department, and Greenbelt Alliance; and

WHEREAS, staff recommends authorization to execute a Funding Agreement with the SVCF in the amount of \$40,000 to contract with a professional communications firm; and

WHEREAS, staff recommends that the adopted Fiscal Year (FY) 2013 operating budget be amended to include the SVCF Regional Planning grant as a \$40,000 increase to total revenues (Operating Grants) and a corresponding \$40,000 increase to total expenses (Professional Services), bringing the total FY2013 Operating Budget to \$131,807,917.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO, or his designee, to execute a Funding Agreement with SVCF, and provide any other documentation as required by SVCF, to receive \$40,000 in Regional Planning grant funds for the Grand Boulevard Campaign; and

BE IT FURTHER RESOLVED that the District's Fiscal Year 2013 Operating Budget be increased by \$40,000 in expenses for Professional Services by \$40,000 in total revenues under Operating Grants bringing the total FY 2013 Operating Budget to \$131,807,917.

Regularly passed and adopted this 14th day of November, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

SUBJECT: CONFLICT OF INTEREST CODE

ACTION

Staff proposes the Committee recommend the Board adopt the Conflict of Interest Code which has been revised to reflect current staff positions and responsibilities at the District.

SIGNIFICANCE

The California Political Reform Act, Government Code Section 87306.5 requires public agencies to review their Conflict of Interest Code in each even-numbered year to ensure they are up to date and meet current legal requirements. Staff and Legal Counsel have reviewed the District's Code and have determined that it should be updated to reflect current job titles and responsibilities of positions that should be listed in the Appendix to the Code as "designated positions."

After the District adopts the amended Code, it will be sent to the County of San Mateo Board of Supervisors for approval.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

1. The list of designated employees has been updated to delete the following positions because they no longer exist:
 - Employee Programs and Development Officer
 - Manager, Government Affairs
 - Manager, Planning & Research
 - Manager, Planning (Special Projects)
 - Manager, Programming and Monitoring

2. The list of designated employees has been updated to include the following new positions, which involve the making or participating in the making of decisions that may foreseeably have a material effect on financial interests, as defined in the Political Reform Act and implementing regulations:

- Director, Government and Community Affairs

- Director, Planning

- Employee Relations Officer

- Labor Compliance Officer

- Senior Real Estate Officer

- Superintendent, Bus Maintenance

3. The list of designated employees has been updated to reflect current positions:

- Supervisor, Distribution (formerly Distribution Supervisor)

- Manager, Communications (formerly Manager, Community Relations)

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSIT DISTRICT**

Adopted on November 23, 1976
by Resolution No. 1976-81

Approved by the
San Mateo County Board of Supervisors
on the August 15, 1978

Amended on ~~the~~ November 16, 1992
by Resolution No. 1992-102

Amended on ~~the~~ September 14, 1994
by Resolution No. 1994-73

Amended on ~~the~~ September 16, 1996
by Resolution No. 1996-53

Amended on ~~the~~ September 22, 1998
by Resolution No. 1998-66

Amended on ~~the~~ October 12, 2000
by Resolution No. 2000-78

Amended on ~~the~~ November 13, 2002
by Resolution No. 2002-72

Amended on ~~the~~ October 20, 2004
by Resolution No. 2004-38

Amended on ~~the~~ October 11, 2006
by Resolution 2006-41

Amended on ~~the~~ November 12, 2008
by Resolution 2008-64

Amended on ~~the~~ November 10, 2010
by Resolution 2010-70

**CONFLICT OF INTEREST CODE
FOR THE
SAN MATEO COUNTY TRANSIT DISTRICT**

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's Code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments duly adopted by the Fair Political Practice Commission are hereby incorporated by reference. This regulation and the attached Appendix Appendices, designating officials and employees positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transit District ("District").

Individuals holding designated positions ~~Designated officials and employees~~ shall file statements of economic interests with the District, which who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) The District shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Officers and Employees Positions</u>	<u>Disclosure Categories</u>
Associate Contract Officer	<u>32</u>
Attorney	1, <u>2</u> , <u>3</u>
Bus Maintenance Contract Administrator	<u>35</u>
Buyer	<u>32</u>
Chief Engineer, Track & Structures	1, <u>25</u>
Chief of Protective Services	<u>2</u> , 3
Construction Manager	<u>35</u>
Consultants[†]	1, 2
Contract Officer	<u>32</u>
Deputy CEO, Finance and Administration	1, 2
Deputy CEO, Operations and Engineering	1, <u>25</u>
Deputy Director, Engineering Support	1, <u>52</u>
Deputy Director, Sustainability	<u>32</u>
Director, Budgets and Grants	1, 25
Director, Bus Transportation	<u>31, 5</u>
Director, Contracts and Procurement	1, <u>22</u>
Director, Engineering and Construction	1, <u>25</u>
Director, Finance	<u>32</u>
<u>Director, Government and Community Affairs</u>	<u>1, 4, 5</u>
Director, Human Resources	43, 5
Director, Information Technology & Telecommunications	<u>32</u>
Director, Maintenance	<u>45</u>
<u>Director, Planning</u>	<u>1, 4, 5</u>
Director, Risk Management	<u>3, 5</u>
Disadvantaged Business Enterprises Officer	<u>3, 5</u>
Distribution Supervisor, Distribution	35
District Secretary	<u>1, 2, 3</u>
Employee Programs and Development Officer	3
<u>Employee Relations Officer</u>	<u>3</u>
Engineer	<u>35</u>

<u>Designated Officers and Employees Positions</u>	<u>Disclosure Categories</u>
Executive Officer, Customer Service and Marketing	1, 2, <u>3</u>
Executive Officer, Planning and Development	1, 2, <u>3</u>
Executive Officer, Public Affairs	1, 2, <u>3</u>
Facilities Contract Administrator	<u>35</u>
General Manager/CEO	1, 2
Government Affairs Officer	<u>345</u>
Labor Relations Compliance Officer	3
Manager, Accessible Transit Services	<u>35</u>
Manager, Budgets	<u>35</u>
Manager, Bus Contracts	<u>35</u>
Manager, Capital Projects & Environmental Planning	1, <u>24, 5</u>
Manager, Community Relations <u>Communications</u>	<u>345</u>
Manager, Customer Service	<u>35</u>
Manager, Employee Relations and Civil Rights	3
Manager, Engineering	<u>31, 2</u>
Manager, Finance Special Projects	<u>35</u>
Manager, Finance Treasury	<u>35</u>
Manager, General Ledger	<u>35</u>
Manager, Government Affairs	3
Manager, Grants and Fund Programming	<u>35</u>
Manager, Information Technology Operations	<u>32</u>
Manager, IT Operations and Telecommunications	<u>32</u>
Manager, Marketing	<u>14</u>
Manager, Operations Planning	1, <u>42</u>
Manager, Operations Technology	<u>32</u>
Manager, Personnel Operations	<u>3, 5</u>
Manager, Planning & Research	1, 2
Manager, Planning (Special Projects)	1, 2
Manager, Programming and Monitoring	3
Manager, Real Estate & Property Development	1, <u>24</u>
Manager, Software Systems Development	<u>32</u>

<u>Designated Officers and Employees Positions</u>	<u>Disclosure Categories</u>
Manager, Standards and Procedures	<u>35</u>
Manager, Stations and Access	<u>35</u>
Manager, Strategic Development	<u>2, 34</u>
Manager, Technology Research and Development	<u>32</u>
Manager, Transit Operations Training	<u>35</u>
Operations Technology Administrator	<u>32</u>
Project Manager	<u>32</u>
Public Information Officer	<u>325</u>
Senior Contract Officer	<u>32</u>
Senior Engineer	<u>31, 2</u>
<u>Senior Real Estate Officer</u>	<u>1, 4, 5</u>
<u>Superintendent, Bus Maintenance</u>	<u>5</u>
Superintendent, Maintenance Technical Services	<u>35</u>
Superintendent, Materials & Inventory Control	<u>35</u>
Supervisor, Facilities Maintenance	<u>35</u>
Supervisor, Sales	<u>345</u>
<u>Consultants/New Positions</u>	<u>*</u>

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager/CEO may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes

~~only: It has been determined that the positions listed below manage public investments, as defined by 2 Cal. Code of Regs. Section 18701(b), and will file a statement of economic interests (full disclosure) pursuant to Government Code Section 87200. Consultants who manage public investments shall also file a statement of economic interests pursuant to Government Code Section 87200~~

General Manager/CEO
Members, Board of DirectorsBoard Members
Deputy CEO, Finance and Administration

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

- Category 1. All interest in real property located within the District's service area and/or within a two-mile radius of any land owned or used by the District.
~~All sources of income, investments and business positions in business entities.~~
- Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, material, machinery, or equipment utilized by the District or in projects funded by the District. Such sources include, but are not limited to, buses, insurance and information technology/telecommunications products.
~~Interests in real property.~~
- Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim against the District within the last two years or have a claim pending against the District.
- Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide

supplies, material, machinery, or equipment utilized by the designated position's division.

~~Investments and business positions in business entities and sources of income which provide services, supplies, materials, machinery or equipment of the type utilized by the San Mateo County Transit District.~~

~~⁺Consultants shall be included in the list of designated officials and employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:~~

~~The General Manager/CEO may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provisions of the Conflict of Interest Code.~~

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSIT DISTRICT**

Adopted on November 23, 1976
by Resolution No. 1976-81

Approved by the
San Mateo County Board of Supervisors
on the August 15, 1978

Amended on November 16, 1992
by Resolution No. 1992-102

Amended on September 14, 1994
by Resolution No. 1994-73

Amended on September 16, 1996
by Resolution No. 1996-53

Amended on September 22, 1998
by Resolution No. 1998-66

Amended on October 12, 2000
by Resolution No. 2000-78

Amended on November 13, 2002
by Resolution No. 2002-72

Amended on October 20, 2004
by Resolution No. 2004-38

Amended on October 11, 2006
by Resolution 2006-41

Amended on November 12, 2008
by Resolution 2008-64

Amended on November 10, 2010
by Resolution 2010-70

**CONFLICT OF INTEREST CODE
FOR THE
SAN MATEO COUNTY TRANSIT DISTRICT**

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments duly adopted by the Fair Political Practice Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transit District (“District”).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) The District shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Associate Contract Officer	2
Attorney	1, 2, 3, 4
Bus Maintenance Contract Administrator	2
Buyer	2
Chief Engineer, Track & Structures	1, 5
Chief of Protective Services	2, 3
Construction Manager	5
Contract Officer	2
Deputy CEO, Operations and Engineering	1, 5
Deputy Director, Engineering Support	1, 5
Deputy Director, Sustainability	2
Director, Budgets and Grants	5
Director, Bus Transportation	1, 5
Director, Contracts and Procurement	1, 2
Director, Engineering and Construction	1, 2
Director, Finance	2
Director, Government and Community Affairs	1, 4
Director, Human Resources	3, 5
Director, Information Technology & Telecommunications	2
Director, Maintenance	5
Director, Planning	1, 4
Director, Risk Management	3, 5
Disadvantaged Business Enterprises Officer	3, 5
District Secretary	1, 2, 3, 4
Employee Relations Officer	3
Engineer	5
Executive Officer, Customer Service and Marketing	1, 2, 3, 4
Executive Officer, Planning and Development	1, 2, 3, 4
Executive Officer, Public Affairs	1, 2, 3, 4
Facilities Contract Administrator	5

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Government Affairs Officer	4
Labor Relations Officer	3
Manager, Accessible Transit Services	5
Manager, Budgets	5
Manager, Bus Contracts	5
Manager, Capital Projects & Environmental Planning	1, 4
Manager, Communications	4
Manager, Customer Service	5
Manager, Employee Relations and Civil Rights	3
Manager, Engineering	1, 2
Manager, Finance Special Projects	5
Manager, Finance Treasury	5
Manager, General Ledger	5
Manager, Grants and Fund Programming	5
Manager, Information Technology Operations	2
Manager, IT Operations and Telecommunications	2
Manager, Marketing	4
Manager, Operations Planning	1, 4
Manager, Operations Technology	2
Manager, Personnel Operations	3, 5
Manager, Real Estate & Property Development	1, 4
Manager, Software Systems Development	2
Manager, Standards and Procedures	5
Manager, Stations and Access	5
Manager, Strategic Development	4
Manager, Technology Research and Development	2
Manager, Transit Operations Training	5
Operations Technology Administrator	2
Project Manager	2
Public Information Officer	2
Senior Contract Officer	2
Senior Engineer	2

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Real Estate Officer	1, 4
Superintendent, Bus Maintenance	5
Superintendent, Maintenance Technical Services	5
Superintendent, Materials & Inventory Control	5
Supervisor, Distribution	5
Supervisor, Facilities Maintenance	5
Supervisor, Sales	4
Consultants/New Positions	*

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager/CEO may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- General Manager/CEO
- Board Members
- Deputy CEO, Finance and Administration

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

- Category 1. All interest in real property located within the District and/or within a two-mile radius of any land owned or used by the District.
- Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, material, machinery, or equipment utilized by the District or in projects funded by the District. Such sources include, but are not limited to, buses, insurance and information technology/telecommunications products.
- Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim against the District within the last two years or have a claim pending against the District.
- Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, material, machinery, or equipment utilized by the designated position's division.

RESOLUTION NO. 2012 –

* * *

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

ADOPTING THE AMENDED CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Resolution 1976-81, dated November 23, 1976, the San Mateo County Transit District (District) adopted a Conflict of Interest Code (Code) as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires that the District review its Code every even-numbered year and revise it if necessary; and

WHEREAS, Legal Counsel and staff have reviewed the current Code, last amended in 2010, and have determined that the Code and its Appendices, listing the designated positions who must disclose their economic interests on an annual basis and disclosure categories for such positions, should be updated to reflect current staffing positions and organization, as well as current Fair Political Practices Commission regulations and advice; and

WHEREAS, Legal Counsel and staff recommend adopting the amendments as reflected in the attached Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District that the amended Conflict of Interest Code is hereby adopted, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is directed to transmit a copy of the amended Conflict of Interest Code to the Board of Supervisors of the County of San Mateo for its review and approval.

Regularly passed and adopted this 14th day of November 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

Attest:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE THE DISPOSITION OF 17 SURPLUS GILLIG
BUSES**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve the disposition of 17 surplus 1998 40-foot Gillig Buses.
2. Authorize the General Manager/CEO to dispose of the 17 surplus buses in accordance with San Mateo County Transit District (District) Procurement Policy.

SIGNIFICANCE

The District routinely disposes of rolling stock, equipment and other property that has reached the end of its useful life. Disposition of the buses listed above is in keeping with this practice and will be carried out in full compliance with District Procurement Policy and applicable Federal Transit Administration (FTA) regulations. District-approved methods of disposition are by sealed bid, public auction, sale, negotiation, transfer to another public agency, or by discarding as scrap. A select number of these buses may be transferred to another public agency and the remainder sold at public auction.

BUDGET IMPACT

The Gillig buses originally were purchased with a mix of Federal and State funds. Any proceeds gained from the disposition of these buses, less auctioneer's fees and any proceeds due to the FTA, if applicable, will be deposited to the District's General Fund.

BACKGROUND

These buses have reached the end of their useful lives. In order to reduce the District's surplus ratio, they have been identified for disposal.

Contract Officer: Brian Geiger 650-508-7973
Project Manager: Greg Moyer, Superintendent Maintenance Technical Services 650-508-7987

RESOLUTION NO. 2012 -

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

* * *

AUTHORIZE THE DISPOSITION OF 17 SURPLUS 1998 GILLIG BUSES

WHEREAS, the San Mateo County Transit District (District) has a policy to routinely dispose of used, surplus rolling stock; and

WHEREAS, District staff has identified as surplus 17 1998 40-foot Gillig buses for disposition, which have reached the end of their useful life; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the District's Board of Directors (Board) authorize the disposition of the surplus buses identified above by any means permitted by the District's Procurement Manual, which follows applicable Federal Transit Administration (FTA) regulations, including through sealed bid procedure, auction, sale or transfer to another public agency, negotiation, or by discarding items as scrap; and

WHEREAS, the net proceeds from the disposition of these surplus buses will be deposited in the District's General Fund, less auctioneer's fees and any proceeds due the FTA, if applicable.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the disposition of 17 surplus buses identified above in accordance with the District's procurement policy; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or his designee to determine, in a manner consistent with the District's procurement policy, the appropriate method of and terms for disposition of these surplus buses.

Regularly passed and adopted this 14th day of November, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District Board

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AWARD OF CONTRACT FOR INSURANCE BROKERAGE SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract for insurance brokerage services to Wells Fargo Insurance Services USA, Inc. (Wells Fargo) for a firm-fixed price of \$305,000 and for additional on-call insurance brokerage services for a not-to-exceed amount of \$100,000, at the fixed hourly rates set forth in the proposal. The contract is for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with Wells Fargo in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.

SIGNIFICANCE

Award of this contract will provide the San Mateo County Transit District (District) with the services of a qualified and experienced insurance firm that is well versed in the public transit property and casualty insurance market, including comprehensive risk management services.

BUDGET IMPACT

Funding for these services will be available under approved and projected operating budgets.

BACKGROUND

A Request for Proposals (RFP) was issued detailing the scope of services to provide either or both of the following: 1) insurance brokerage services and 2) certificate of insurance management and tracking service. The solicitation was advertised in a newspaper of general circulation and on the District's website. Solicitation notices also were sent to interested firms, small business enterprises and disadvantaged business enterprises. Staff received proposals from two firms for the insurance brokerage services and three firms submitted proposals for the certificate of insurance management and tracking service. Because the five-year contract cost for providing the certificate of insurance management and tracking service is below the Board's approval threshold, this recommendation focuses on the award of a contract for insurance brokerage services alone.

An Evaluation Committee (Committee) comprised of qualified staff and an outside expert with experience in the placement of property and casualty insurance programs reviewed and ranked proposals for the insurance brokerage services according to the following weighted criteria set forth in the RFP:

- Approach to Scope of Services 25 points
- Qualifications and Experience of Firm 25 points
- Qualifications and Experience of Management Team and Key Personnel 30 points
- Cost Proposal 20 points

After review, evaluation, and initial scoring of proposals, the Committee invited both firms for interviews because they fell within the competitive range. Following interviews, the Committee completed the final evaluation and consensus ranking. The firms are listed below in order of their final consensus ranking.

- Wells Fargo Insurance Services USA, Inc., San Carlos, CA
- Alliant Insurance Services, Inc., San Francisco, CA

Wells Fargo is a licensed fire and casualty insurance broker with a substantial presence in the Bay Area and a local San Carlos office to service the District's account. Each of the key personnel assigned to District's account have over 20 years of experience working with public sector clients and possess deep understanding of the State of California fire and casualty insurance regulations, codes and environment. This background demonstrates that the firm has the requisite depth of knowledge and experience in the bus transit industry for the successful placement and management of the District's property and casualty insurance programs, including comprehensive risk management services. Wells Fargo will provide all of the required services with its own staff and will not engage any subconsultants. Staff therefore recommends award of a contract to this firm.

Wells Fargo Insurance currently provides insurance brokerage services to the District for a firm-fixed price of \$337,140 for the five-year term.

Contract Officer: Adwoa Oni 650-508-6411
Project Manager: Dave Triolo, 650-508-6237
Chief of Protective Services/Acting Director, Risk Management

RESOLUTION NO. 2012 -

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

*** * ***

**AUTHORIZING AWARD OF CONTRACT
TO PROVIDE INSURANCE BROKERAGE SERVICES
FOR A NOT-TO-EXCEED AMOUNT OF \$405,000 FOR FIVE YEARS**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive proposals to provide insurance brokerage services; and

WHEREAS, in response to the District's advertisement, two firms submitted proposals; and

WHEREAS, an Evaluation Committee (Committee) has reviewed proposals and conducted interviews, and ranked the proposers according to the evaluation criteria set forth in the Request for Proposals (RFP); and

WHEREAS, the Committee has determined that Wells Fargo Insurance Services, USA, Inc., (Wells Fargo) is the highest consensus-ranked firm; and

WHEREAS, Legal Counsel has reviewed the proposal from Wells Fargo and has determined that it complies with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a five-year contract for insurance brokerage services be awarded to Wells Fargo for a total cost of \$405,000, comprised of total firm-fixed price of \$305,000 for core services and a not-to-exceed amount of \$100,000 for additional on-call crisis-management, business-continuity-planning, and risk-management services at the fixed hourly rates set forth in the proposal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby awards a contract for insurance brokerage services to

Wells Fargo of San Carlos, California for a five-year term for a firm fixed-price of \$305,000 in full conformity with all the terms and conditions of the RFP and negotiated agreement; and

BE IT FURTHER RESOLVED that additional on-call insurance brokerage services required under the contract for risk control, business continuity planning, and enterprise risk management will be provided at the fixed hourly rates set forth in the proposal for a not-to-exceed amount of \$100,000; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with Wells Fargo in full conformity with all of the terms and conditions of the contract documents and the negotiated agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

Rita Haskin
Executive Officer
Customer Service and Marketing

SUBJECT: **AUTHORIZE AWARD OF CONTRACT TO PROVIDE PRINTING AND DELIVERY OF MAGNETIC TICKETS**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Electronic Data Magnetics (EDM) to provide printing and delivery of magnetic tickets for an estimated amount of \$129,372 for a five-year term.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with EDM in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Award of this contract will provide the San Mateo County Transit District (District) with a dedicated supplier to provide printing and delivery of magnetic tickets.

BUDGET IMPACT

Funds to support the award of this contract are included in the approved and projected operating budgets.

BACKGROUND

On June 14, 2012, the District received two bids in response to its Invitation for Bids (IFB) for providing printing and delivery of magnetic tickets. The bids received were deemed non-responsive to the solicitation requirements because each contained major irregularities that could not be waived. Based upon staff's recommendation, the Board, at its August 8, 2012 meeting, authorized staff to reject all bids as non-responsive, and to re-solicit the services.

On August 9, 2012, an IFB was issued to procure a five-year contract for printing and delivery of magnetic tickets. Staff advertised the solicitation on the District's website and in a newspaper of general circulation. Standard language setting forth the District's policy regarding Disadvantaged Business Enterprises (DBEs) was included in the solicitation documents. Solicitation notices were also sent to interested bidders, Small Business Enterprises (SBEs) and DBEs. The District received two bids, neither of which was from an SBE or DBE, as listed below:

Company	Bid Amount
1. Electronic Data Magnetics, High Point, NC	\$129,372
2. Magnadata USA, Inc., Toms River, NJ	\$161,130

EDM was determined to be the lowest, responsive, responsible bidder for an estimated total cost of \$129,372.

Staff contacted other potential bidders to determine why they did not submit a bid. One indicated it could not provide all the items required by the District. Another felt its pricing would not be competitive and, therefore, did not bid.

Since the introduction of the new fareboxes in mid-2011, the District has purchased tickets from Genfare, GFI (GFI) of Elk Grove, IL, Electronic Data Magnetics and Magnadata USA, Inc. Magnetic tickets enable the District to collect more accurate ridership and revenue data. An initial order of magnetic tickets was included in the original contract to GFI to provide a supply of tickets until enough usage data was collected for the District to develop an IFB.

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Melissa Wicklow, Market Development Specialist

650-508-6292

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING CONTRACT AWARD TO ELECTRONIC DATA MAGNETICS TO
PROVIDE PRINTING AND DELIVERY OF MAGNETIC TICKETS
AT AN ESTIMATED TOTAL COST OF \$129,372.90**

WHEREAS, on August 9, 2012, the District issued an Invitation for Bids (IFB) for the printing and delivery of magnetic tickets for a five-year term; and

WHEREAS, in response to the District's solicitation, two firms submitted a bid; and

WHEREAS, staff and General Counsel have reviewed the bids and have determined that Electronic Data Magnetics of High Point, North Carolina (EDM) is the lowest responsive and responsible bidder; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to EDM of High Point, North Carolina, whose bid meets all of the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to EDM to provide printing and delivery of magnetic tickets for a five-year term at an estimated total cost of \$129,372.90 exclusive of sales tax; and

BE IT FURTHER RESOLVED that the General Manager/CEO or designee is authorized to execute a contract on behalf of the District with EDM in full conformity with the terms and conditions of the bid specification documents.

Regularly passed and adopted this 14th day of November, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **AUTHORIZE CONTRACT AWARD FOR SECURITY OFFICER
SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to G4S Secure Solutions (USA), Inc. (G4S) of San Jose, CA for providing security officer services to the San Mateo County Transit District (District) for a three-year term at an estimated total cost of \$5,293,073.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with G4S in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement.
3. Authorize the General Manager/CEO, or his designee, to exercise up to two additional one-year option terms with G4S for the solicited security officer services if deemed in the best interest of the District.

SIGNIFICANCE

Award of this contract will provide the District with uniformed security officer services for detecting and deterring crime and nuisance activity; protecting District facilities from unauthorized entry; and for rapid reporting of emergencies, suspicious behavior and unsafe conditions for the security and safety of patrons, vendors and employees. G4S will provide the subject services at the District's San Carlos Administrative Office, the Redwood City SamTrans and Caltrain Sequoia Station, and the SamTrans North and South Bus Maintenance Bases located in South San Francisco and San Carlos, respectively.

BUDGET IMPACT

Funding for these services will be available under approved and projected operating budgets.

BACKGROUND

Pursuant to Resolution 2006-36, the Board awarded a three-year contract with two 1-year option terms to Cypress Security, LLC (Cypress) of San Francisco to provide security officer services at the above described locations with a contract effective date of October 1, 2006. This contract

was extended on a month-to-month basis to February 28, 2012 by amendment. Pursuant to Board Resolution 2012-03, the contract was again extended on a month-to-month basis until December 31, 2012 to provide staff sufficient time to develop a new scope of work for solicitation of expanded security officer services for both the District and the Peninsula Corridor Joint Powers Board (JPB). The incumbent's original contract value was \$3,641,548 for a three-year base term.

The contract to be awarded to G4S will replace the aforementioned contract and will provide for expanded security services effective January 1, 2013. The options are subject to a price adjustment of up to 3 percent based upon the then current Consumer Price Index (CPI).

On July 11, 2012 the District and the JPB jointly issued a Request for Proposals (RFP) for provision of security officer services. Staff advertised the RFP in a newspaper of general circulation and on the Agency's procurement website. Solicitation notices were also sent to interested proposers, small business enterprises, and disadvantaged business enterprises. Staff received 14 proposals; two of which were from DBE firms.

An Evaluation Committee (Committee) comprised of qualified District staff and a senior security consultant reviewed and scored all proposals according to the following weighted criteria:

- Approach to Scope of Services 0-20 points
- Company Qualifications, Experience & References 0-10 points
- Qualifications & Experience of Management Team & Staff 0-20 points
- Screening, Training, Experience & Licensing 0-35 points
- Reasonableness and Competitiveness of Total Price 0-15 points

After review, evaluation, and initial scoring of all proposals received, the following firms were found to be within the competitive range and were invited to interview and make oral presentations:

- Allied Barton Security Services, Inc., Oakland
- First Alarm Security and Patrol, Inc., Aptos
- G4S Secure Solutions (USA), Inc., San Jose
- Universal Protection Service, San Francisco

Upon completion of interviews and final scoring, G4S achieved the highest consensus ranking, and the proposal submitted by G4S was determined to be responsive to the RFP requirements.

G4S currently provides security services to various transit agencies including Sacramento Regional Transit District, Denver Regional Transportation District, and Amtrak. The ensuing reference checking and financial review of G4S performed by staff yielded favorable results and it was determined that G4S possesses the financial resources, depth of experience and qualifications to successfully perform the required services. Staff further determined that G4S is a responsible contractor and is capable of providing the specified services at a fair and reasonable price. G4S will perform the required services with its own labor force.

The following are substantive improvements in contracted security officer services that G4S will provide:

- An enhanced wage and benefits package that will improve recruitment and retention of qualified security and supervisory officers.
- A dramatic increase in security officer training, drills and supervision; improved perimeter asset protection and incident reporting; and anticipated better collaboration with the Transit Police - all of which will ensure the officers' complete assimilation into the agency's updated emergency facility response plans and initiatives.
- An expanded scope of service that includes daily management of a new, comprehensive lost and found property program; 24/7 staffing of the agency's new state-of-the-art security control center; and use of state-of-the-art electronic patrol monitoring and reporting as recommended by the District's insurance providers.
- An expansion in service hours and officer positions. This compliments District needs based on actual business operations, and is consistent with recent threat and vulnerability assessment recommendations to include 24/7 staffing to ensure posts are not abandoned or otherwise unattended.

The District is confident that it has identified a security contractor that is capable of delivering, on a best value basis, a high caliber of security officer services.

Contract Officer: Luis F. Velásquez 650-622-8099
Project Manager: Dave Triolo, 650-508-6237
Chief of Protective Services/Acting Director, Risk Management

RESOLUTION NO. 2012 -

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO
G4S SECURE SOLUTIONS (USA), INC. TO PROVIDE SECURITY
OFFICER SERVICES FOR A THREE-YEAR BASE TERM
AT A TOTAL ESTIMATED COST OF \$5,293,073**

WHEREAS, the San Mateo County Transit District (District) issued a Request For Proposals (RFP) for provision of security officer services at the District's San Carlos Administration Office, the Redwood City SamTrans and Caltrain Sequoia Station, and the SamTrans North and South Bus Maintenance Bases located in South San Francisco and San Carlos, respectively; and

WHEREAS, in response to the District's advertised solicitation, fourteen firms submitted proposals; and

WHEREAS, an Evaluation Committee composed of qualified District staff and a senior security consultant reviewed and evaluated the proposals in accordance with the evaluation criteria set forth in the RFP; and

WHEREAS, upon completion of the initial evaluation and scoring process, four firms were found to be in the competitive range, and were invited to interview; and

WHEREAS, upon completion of interviews and the final evaluation and scoring process, it was determined that G4S Secure Solutions (USA), Inc. (G4S) of San Jose, CA was the highest ranked proposer; and

WHEREAS, staff and Legal Counsel have reviewed the G4S proposal and have found it responsive to the District's requirements and solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to G4S for provision of security officer services for a three-

year base term at an estimated grand total cost of \$5,293,073, with up to two additional, one-year option terms at then-current pricing, subject to up to a 3 percent Consumer Price Index (CPI) increase.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District (Board) awards a contract to G4S to provide security officer services at the District’s San Carlos Administration Office, the Redwood City SamTrans and Caltrain Sequoia Station, and the SamTrans North and South Bus Maintenance Bases located in South San Francisco and San Carlos, respectively, for a three-year base term at an estimated grand total cost of \$5,293,073 with up to two additional, one-year option terms at then-current pricing, subject to up to a 3 percent CPI increase; and

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO, or his designee, to execute a contract on behalf of the District with G4S in full conformity with all the terms and conditions of the solicitation documents and negotiated agreement; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to exercise up to two additional one-year option terms with G4S provided that such options are in the best interest of the District.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

**SUBJECT: AWARD OF CONTRACT FOR FURNISHING LANDSCAPE AND
 GROUNDS MAINTENANCE SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to the lowest, responsive and responsible bidder, Commercial Environment Landscape to furnish landscape and grounds maintenance services for a three-year base term for a total not-to-exceed amount of \$397,260.
2. Authorize the General Manager/CEO or his designee to execute the contract with Commercial Environment Landscape in full conformity with the terms and conditions of the bid specification documents.
3. Authorize the General Manager/CEO or his designee to exercise up to two one-year options terms; the first in the not-to-exceed amount of \$141,895 and the second in the not-to-exceed amount of \$143,782, if in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Award of this contract will provide the District with a dedicated contractor for furnishing landscape and grounds maintenance services.

BUDGET IMPACT

Funds for the annual landscape and grounds maintenance service are included in the current and projected operating budgets.

BACKGROUND

An Invitation for Bids was issued to obtain bids for furnishing landscape and grounds maintenance services on a three year base term with two one-year options. Staff advertised the requirement on the District website and in a local newspaper. Solicitation notifications went out to interested bidders including disadvantaged business enterprises and small business enterprises that were registered in the District's vendor database.

Six firms attended the Pre-Bid Conference. Four bids were received:

	<i>Firm Name</i>	<i>Bid Amount</i>
1	Commercial Environment Landscape, Gilroy (SBE)	\$ 682,937
2	Ideal Landscape and Concrete, San Mateo	\$ 801,000
3	Echo Landscape, Castro Valley (DBE)	\$ 824,805
4	Green Carpet Landscaping and Maintenance, South San Francisco	\$ 825,012

Commercial Environment Landscape had two waivable minor irregularities: one was failure to submit the Qualified Applicator Certificate and Qualified Applicator License issued by the State of California Department of Pesticide Regulation, and the second was failure to submit two proper signatures on the Acknowledgement of Terms and Conditions. Both irregularities were addressed and resolved quickly and completely.

Based on current labor and market forces which are encouraging bidders to be competitive, and based on a fair and open competition, the prices from Commercial Environment Landscape are found to be fair and reasonable. Commercial Environment Landscape is financially capable of providing the specified services.

The Project Manager has determined that Commercial Environment Landscape possesses the requisite depth of experience, and has the required qualifications to successfully perform the scope of services defined in the solicitation documents.

The current contract for providing landscape and grounds maintenance services at the District is with Green Carpet Landscaping. The contract value for the three-year base was \$475,983 with the first option year price of \$160,781 and the second option year priced at \$162,529. The District will notify the contractor that its month-to-month contract will be allowed to expire if the contract with Commercial Environment Landscape is approved.

Contract Officer: Evelyn Marcal	650-508-7958
Project Manager: Theresa Ostello, Facilities Associate Ops Contract Administrator	650-508-7993

RESOLUTION NO. 2012 -

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

*** * ***

**AUTHORIZING CONTRACT AWARD TO COMMERCIAL ENVIRONMENT
LANDSCAPE FOR FURNISHING LANDSCAPE AND GROUNDS MAINTENANCE
SERVICES AT A TOTAL ESTIMATED COST OF \$682,937**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for landscape and grounds maintenance services; and

WHEREAS, in response to the District's Invitation for Bids, four firms submitted bids; and

WHEREAS, staff and General Counsel have reviewed the bid submitted by Commercial Environment Landscape of Gilroy, CA and have determined it meets the requirements of the solicitation documents; and

WHEREAS, staff has further conducted a price analysis and finds Commercial Environment Landscape's prices to be fair and reasonable; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to the lowest responsive, responsible bidder, Commercial Environment Landscape, whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract to Commercial Environment Landscape for furnishing landscape and grounds maintenance services for a three-year base term for a total not-to-exceed cost of \$397,260; and

BE IT FURTHER RESOLVED that the General Manager/CEO or designee is authorized to execute a contract on behalf of the District with Commercial Environment Landscape in full conformity with the terms and conditions of the bid specification documents; and

BE IT FURTHER RESOLVED that the General Manager/CEO or designee is authorized to exercise up to two additional one-year option terms; the first in the not-to-exceed amount of \$141,895 and the second in the not-to-exceed amount of \$143,782, provided that such options are in the best interest of the District.

Regularly passed and adopted this 14th day of November, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **AWARD A CONTRACT FOR CONTRACTED URBAN BUS SERVICE**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to MV Transportation, Inc. (MV) to provide Contracted Urban Bus (CUB) service for a total estimated cost of \$60,970,718 for a four-year base term.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with MV, the highest consensus-ranked firm.
3. Authorize the General Manager/CEO, or his designee, to exercise up to six option terms with MV for an aggregate estimated cost of \$104,854,488, if deemed in the best interest of the San Mateo County Transit District (District), and with the understanding that the six 1-year option terms may be awarded in single or multiple year combinations.

SIGNIFICANCE

Award of this contract will provide the District with a dedicated and qualified contractor to operate a fleet of vehicles including provision of a maintenance and operations facility to provide CUB service for San Mateo County Fixed-Route Service.

BUDGET IMPACT

Funds to support the award of this contract are included in the current and projected operating budgets.

BACKGROUND

A Request for Proposals (RFP) was issued detailing the District's scope of services to solicit proposals from firms interested in providing CUB services. The solicitation was advertised in a local newspaper and solicitation notices were sent to small and disadvantaged business firms.

Three proposals were received as follows:

1. Bauer's Intelligent Transportation, Inc., San Francisco, CA
2. First Transit, Inc., Cincinnati, OH
3. MV Transportation, Inc., Elk Horn, IA

Proposals were reviewed and scored by an evaluation committee (Committee) comprised of staff from the following District Bus Transportation divisions: Bus Contracts, Operations Planning, Operations Training, South Base Bus Operations and South Base Bus Maintenance. The Committee scored the proposals in accordance with the following weighted criteria as stated in the RFP:

- Financial Qualification 0 - 5 points
- Staffing and Training 0 - 15 points
- Company Experience and Qualification 0 - 25 points
- Mobilization/Operational/Preventative Maintenance Plan 0 - 25 points
- Use of qualified employees from prior contractor 0 or 10 points
- Fuel & Lubricant Cost Plan 0 - 5 points
- Cost proposal 0 - 15 points

MV and First Transit were determined to be within the competitive range and invited to participate in interviews. Upon completion of interviews and final scoring, MV received the highest consensus ranking, and was found to be responsive to all requirements of the RFP. Staff successfully concluded negotiations with MV and determined the cost to be fair and reasonable.

Although price was only one of the evaluation criteria, it should be noted that MV's overall cost proposal is \$4.5 million lower and their Vehicle Revenue Hour (VRH) rate is 3 percent less than the next highest-ranked firm in the competitive range. MV's proposal offsets higher operator and mechanic's wages and benefits and higher fuel costs by reducing management and supervisors' wages and benefits, reducing general and administrative expenses and eliminating interest and depreciation expenses. In addition, MV's cost proposal includes 180 hours for its bus operator training program, which was significantly higher than the training programs offered by other proposers. Its training program provides for a more robust curriculum that addresses specific driving conditions such as techniques for nighttime driving, fog, low visibility, and maneuvering downtown San Francisco routes.

The District's Disadvantaged Business Enterprise (DBE) Officer concluded that while MV intends to perform the required services with its own labor force, it has made available opportunities for a DBE to provide supplies in support of this contract.

The District's current contractor is MV Transportation, Inc., which was originally awarded a three-year contract with two 1-year option terms at a total estimated cost of \$60,688,106. Pursuant to Board Resolution 2006-49, the contract was extended for five 1-year options at a total estimated cost of \$74,024,593. Per Board Resolution 2011-45, the contract was again extended for a one-year term at a total estimated cost of \$15,360,000. In 2012, the contract was then extended by amendment on a month-to-month basis for up to a three-month period ending December 31, 2012.

Contract Officer: Brian Geiger
Project Manager: Paul Lee, Manager, Bus Contracts

650-508-7973
650-508-6433

RESOLUTION NO. 2012 -

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO MV TRANSPORTATION, INC.
TO PROVIDE CONTRACTED URBAN BUS SERVICE AT
AN ESTIMATED COST OF \$60,970,718.05 FOR A FOUR-YEAR BASE TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive proposals from qualified firms to provide Contracted Urban Bus (CUB) service; and

WHEREAS, in response to the District's Request for Proposals (RFP), three firms submitted proposals; and

WHEREAS, an Evaluation Committee (Committee) has reviewed and evaluated the proposals in accordance with the criteria set forth in the RFP; and

WHEREAS, subsequent to the interviews and final scoring, the Committee found that the proposal submitted by MV Transportation Inc. (MV), of Elk Horn, Iowa was the highest-ranked proposal; and

WHEREAS, it was further determined that MV has the requisite depth of experience and the required qualifications to successfully perform the desired services and will perform such services at fair and reasonable prices; and

WHEREAS, Staff and General Counsel have reviewed the MV proposal and have determined that it is responsive to the RFP; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to MV for a four-year base term at an estimated cost to the District of \$60,970,718.05.

NOW, THEREFORE, BE IT RESOLVED that the Board awards a contract to MV for providing CUB service for a four-year term at a total estimated cost of \$60,970,718.05; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to execute a contract on behalf of the District with MV in full conformity with all the terms and conditions of the solicitation documents; and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to exercise up to six option terms with MV for an aggregate estimated cost of \$104,854,488.47, provided that the exercise of such options is in the best interest of the District, and with the understanding that the six one-year option terms may be awarded in single or multiple year combinations.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **AUTHORIZE AMENDMENT TO EXTEND THE CONTRACT WITH
DIVERSIFIED MAINTENANCE SERVICES, INC., FOR PROVIDING
BUILDING MAINTENANCE SERVICES**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to execute a contract amendment to the contract with Diversified Maintenance Services, Inc. (DMS), for providing building maintenance services, to extend the contract on a month-to-month basis through October 31, 2013 at a contract cost increase of up to \$460,000 from \$2,423,727 up to \$2,883,727.

SIGNIFICANCE

Award of the extension of this contract will assure the continuance of regular and on-call building maintenance services at all San Mateo County Transit District (District) facilities while a new contract is being solicited.

BUDGET IMPACT

Funding for the extension of this contract has been included in the current and projected SamTrans operating budgets.

BACKGROUND

Pursuant to Resolution No. 2006-35, the Board awarded a contract to DMS, to provide the building maintenance services at District facilities. As the contract still contained ample capacity at the end of the contract term, staff extended the contract for an additional one-year term. The re-solicitation of the building maintenance services was delayed and additional time is required to develop a revised scope of services and issue the Request for Proposals.

Contract Officer: Patrick May 650-508-7732
Project Manager: Greg Moyer, Supt. Maint. Technical Services 650-508-7790

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING AMENDMENT TO THE CONTRACT WITH DIVERSIFIED
MAINTENANCE SERVICES, INC., FOR PROVIDING BUILDING MAINTENANCE
SERVICES TO EXTEND THE AGREEMENT
ON A MONTH-TO-MONTH BASIS THROUGH OCTOBER 31, 2013
AT A COST OF UP TO \$460,000**

WHEREAS, pursuant to Resolution No. 2006-35, the San Mateo County Transit District (District) awarded a contract to Diversified Maintenance Services, Inc., to provide building maintenance services at District facilities for a five-year term (Agreement); and

WHEREAS, at the end of the contract term, staff extended the Agreement for an additional one-year term; and

WHEREAS, staff proposes to further extend the Agreement on a month-to-month basis through October 31, 2013 to allow the District time to complete the Request for Proposal process currently underway for new building maintenance services contract for District facilities; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board authorize the amendment to the Agreement with Diversified Maintenance Services, Inc., to extend the contract term on a month-to-month basis through October 31, 2013, at an estimated contract cost increase of up to \$460,000, from \$2,423,727 to up to \$2,883,727; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or his designee, to execute a contract amendment to the Agreement with Diversified Maintenance Services, Inc., in a form approved by Legal Counsel, to extend the contract term on a month-to-month through October 31, 2013 at a cost of up to \$460,000.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Directors

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

April Chan
Executive Officer
Planning and Development

SUBJECT: **AUTHORIZE AN AMENDMENT TO TRANSPORTATION PLANNING
AND PROGRAM SUPPORT CONTRACTS**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to issue amendments to on-call transportation planning and program support services contracts to increase the estimated aggregate not-to-exceed amount by \$1,800,000 from \$6,000,000 to \$7,800,000 to be shared as a pool for authorized tasks for the below-listed firms.

- CDM Smith, Inc., formerly, Wilbur Smith Associates, Inc. (WSA)
- Fehr & Peers
- HNTB Corporation

SIGNIFICANCE

Approval of the above action will benefit the San Mateo County Transit District (District) by continuing to have qualified firms provide transportation planning and program support services for an expanded number of projects on a timely basis.

BUDGET IMPACT

Work directives under these contracts may be funded by a mix of Federal, State, regional and/or local revenues and grants on a project basis. Funding for work directives will come from approved District capital and operating budgets.

BACKGROUND

Contracts were awarded to the above firms in 2010 for a three-year base term with two one-year options. These contracts are in their third year of the three-year base term. Board Resolution Nos. 2010-10 and 2010-34 authorized the General Manager/CEO to exercise early Option Year One and Option Year Two, which actions were taken in July 2011.

Additional contract capacity is required because new grants, such as Transportation Investment Generating Economic Recovery II (TIGER II) and New Freedom, were issued by the government after the solicitation process, the issuance of which has allowed the District to proceed with additional projects and tasks not originally anticipated. In addition, the District has had an increased need for consulting support for other planning efforts. The following is a summary of programs and projects that will utilize the on-call transportation planning and program support services:

- Programs and projects under the TIGER II Grant
- Programs and projects under the New Freedom 4 Grant
- Last Mile Project
- Senior Mobility
- SamTrans Strategic Plan Update
- SamTrans Service Plan Implementation
- Bus Rapid Transit (BRT) Study
- Other programs and projects, as needed, and other grants, as available

Contract Officer: Evelyn Marcal

650-508-7958

Project Manager: Hilda Lafebre, Manager, Capital Project and
Environmental Planning

650-622-7842

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING AN AMENDMENT TO THE CONTRACTS PROVIDING
TRANSPORTATION PLANNING AND PROGRAM SUPPORT TO INCREASE THE
ESTIMATED AGGREGATE NOT-TO-EXCEED CONTRACT AMOUNT BY \$1,800,000**

WHEREAS, pursuant to Resolution Nos. 2010-10 and 2010-34, the San Mateo County Transit District (District) awarded contracts for on-call transportation planning and program support services to (1) CDM Smith, Inc., formerly, Wilbur Smith Associates, Inc., (2) Fehr & Peers, and (3) HNTB Corporation for a three-year base term with two one-year options; and

WHEREAS, due to new projects and tasks and additional consulting support now needed but not anticipated at the time of the solicitation issuance and contract award, additional contract capacity is required; and

WHEREAS, staff proposes to increase the estimated aggregate not-to-exceed amount by \$1,800,000 to meet the District's business needs for transportation planning and program support services; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board of Directors authorize amendments to the contracts with CDM Smith, Inc., Fehr & Peers and HNTB Corporation to increase the estimated aggregate not-to-exceed amount by \$1,800,000 from \$6,000,000 to \$7,800,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District authorizes the General Manager/CEO, or his designee, to execute amendments to the contracts with CDM Smith, Inc., Fehr & Peers and HNTB Corporation to increase the estimated aggregate not-to-exceed amount by \$1,800,000 from \$6,000,000 to \$7,800,000.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington April Chan
Deputy CEO Executive Officer
Planning and Development

SUBJECT: **AUTHORIZE AN AMENDMENT TO ENVIRONMENTAL PLANNING
CONSULTING SERVICES CONTRACTS**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to issue amendments to on-call environmental planning consulting services contracts to increase the estimated aggregate not-to-exceed amount by \$225,000 from \$750,000 to \$975,000 to be shared as a pool for authorized tasks for the below-listed firms.

- The Louis Berger Group, Inc.
- Jones & Stokes Associates, Inc., a wholly-owned subsidiary of ICF Consulting Group, Inc.

SIGNIFICANCE

Approval of the above action will benefit the San Mateo County Transit District (District) by continuing to have qualified firms provide environmental planning consulting services for an expanded number of projects on a timely basis.

BUDGET IMPACT

Work directives under these contracts may be funded by a mix of Federal, State, regional and/or local revenues and grants on a project basis. Funding for work directives will come from approved District capital and operating budgets.

BACKGROUND

Contracts were awarded to the above firms in 2010 for a three-year base term with two one-year options. These contracts are in their third year of the three-year base term. Board Resolution No. 2010-54 authorized the General Manager/CEO to exercise early Option Year One and Option Year Two, which actions were taken in July 2011.

Additional contract capacity is required because new Federal grants, such as the Transportation Investment Generating Economic Recovery II (TIGER II) were issued by the government after the solicitation process, the issuance of which has allowed the District to proceed with additional projects and tasks not originally anticipated. In addition, the District has had an increased need for consulting support. The following is a summary of programs and projects that will utilize the on-call environmental planning consulting services:

- Projects under the TIGER II Grant
- Title VI
- California Environmental Quality Act (CEQA) Compliance for SamTrans Operations/Programs
- Clean Air Plan/SB375/AB32
- Other programs and projects, as needed, and other grants, as available

Contract Officer: Evelyn Marcal

650-508-7958

Project Manager: Hilda Lafebre, Manager, Capital Project and
Environmental Planning

650-622-7842

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING AN AMENDMENT TO THE CONTRACTS PROVIDING
ENVIRONMENTAL PLANNING CONSULTING SERVICES TO INCREASE THE
ESTIMATED AGGREGATE NOT-TO-EXCEED AMOUNT BY \$225,000**

WHEREAS, pursuant to Resolution No. 2010-54, the San Mateo County Transit District (District) awarded contracts for on-call environmental planning consulting services to The Louis Berger Group, Inc. and Jones & Stokes Associates, Inc., a wholly-owned subsidiary of ICF Consulting Group, Inc. for a three-year base term with two one-year options; and

WHEREAS, due to new projects and tasks and additional consulting support now needed but not anticipated at the time of the solicitation issuance and contract award, additional contract capacity is required; and

WHEREAS, staff proposes to increase the estimated aggregate not-to-exceed amount by \$225,000 to meet the District's business needs for environmental planning consulting services; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board of Directors authorize amendments to the contracts with The Louis Berger Group, Inc. and Jones & Stokes Associates, Inc. to increase the estimated aggregate not-to-exceed amount by \$225,000 from \$750,000 to \$975,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District authorizes the General Manager/CEO, or his designee, to execute amendments to the contracts with The Louis Berger Group, Inc. and Jones & Stokes Associates, Inc. to increase the estimated aggregate not-to-exceed amount by \$225,000 from \$750,000 to \$975,000.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2012

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, NOVEMBER 14, 2012 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of October 10, 2012

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Shirley Harris, Karyl Matsumoto, Adrienne Tissier

NOTE:

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

Draft

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 10, 2012**

Committee Members Present: S. Harris (Committee Chair), K. Matsumoto, A. Tissier

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

Other Board Members Absent, Constituting Committee of the Whole: J. Gee

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

Committee Chair Shirley Harris called the meeting to order at 2:48 p.m.

Approval of Minutes of Legislative Committee Meeting of September 12, 2012

The committee approved the minutes (Tissier/Matsumoto).

Update on the State Legislative Program

State

Director, Government and Community Affairs Seamus Murphy said Congress and the Legislature are out of session through the November elections. One bill of interest is Assembly Bill (AB) 1706 and it addresses bus weights. He said there is a weight limit in California and also a Federal weight limit and, because of relatively new regulations about air quality improvements and accessibility, some of the buses have been required to install equipment that is making the buses heavier. Mr. Murphy said AB1706 addresses this by grandfathering buses in operation today and in procurement before January 1, 2013. Buses purchased after January 1, 2013 and before 2015 can be over the weight limit, but they need to meet certain conditions. Mr. Murphy said the 2013 weight limits will be reinstated for buses purchased after January 1, 2013.

Mr. Murphy said Senate Bill 1339 allows the Metropolitan Transportation Commission (MTC) and the Bay Area Air Quality Management District (BAAQMD) to establish a pilot program in the Bay Area that would require employers with more than 50 employees to participate in the Federal transit commute pre-tax benefit. The governor signed this bill so the MTC and the BAAQMD will deliberate how to establish the program.

Committee Chair Harris asked what percentage of the buses will have to be modified. Deputy CEO Chuck Harvey said prior to the passage of AB1706 every bus is over axle weight, but the new buses we are going to purchase will be lighter than the 1998 Gilligs.

Adjourned: 2:53 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

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

With Congress and the California Legislature both out of session until after the November 6 election, staff has no significant State or Federal items to report.

Prepared By: Seamus Murphy, Government Affairs Manager

650.508.6388



BOARD OF DIRECTORS 2012

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, NOVEMBER 14, 2012 – 3:00 p.m.
or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of Board of Directors Meeting of October 10, 2012
 - b. Acceptance of Statement of Revenues and Expenses for June 2012 (unaudited)
 - c. Acceptance of Statement of Revenues and Expenses for September 2012
 - d. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2012
 - e. Approval of 2013 Board of Directors Calendar
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
5. **AUTHORIZE DISCONTINUING PARTICIPATION IN THE BART PLUS TICKET PROGRAM**
6. **AUTHORIZE ELIMINATION OF SELECT UNDERUTILIZED FIXED-ROUTE TRIPS**
7. **REPORT OF THE GENERAL MANAGER/CEO**

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

8. COMMUNITY RELATIONS COMMITTEE

(Accessibility, Senior Services, and Community Issues)

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report - End-of-Year Performance
- e. Multimodal Ridership Report - September 2012

9. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Increase to the Fiscal Year 2013 Capital Budget by \$5,061,388 for the Replacement of 62 Gillig Buses
- b. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of 40,000 for the Proposed Grand Boulevard Campaign Project and Amend the Fiscal Year 2013 Operating Budget to \$131,807,917
- c. Adoption of Conflict of Interest Code
- d. Authorize Disposition of 17 Surplus Gillig Buses
- e. Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. for Insurance Brokerage Services for a Not-to-Exceed Amount of \$405,000 for a Five-year Term
- f. Authorize Award of Contract to Electronic Data Magnetics to Provide Printing and Delivery of Magnetic Tickets for an Estimated Amount of \$129,372 for a Five-year Term
- g. Authorize Award of Contract to G4S Secure Solutions (USA), Inc. for Security Officer Services for an Estimated Cost of \$5,293,073 for a Three-year Term
- h. Authorize Award of Contract to Commercial Environment Landscape to Furnish Landscape and Grounds Maintenance for a Total Not-to-Exceed Amount of \$397,260 for a Three-year Base Term
- i. Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Urban Bus (CUB) Service for a Total Estimated Cost of \$60,970,718 for a Four-year Base Term
- j. Authorize Amendment to Extend the Contract with Diversified Maintenance Services, Inc. for Providing Building Maintenance Services at a Cost of \$460,000 from \$2,423,727 up to \$2,883,727 on a Month-to-Month Basis
- k. Authorize Amendment to On-call Transportation Planning and Program Support Services Contracts with CDM Smith, Inc., Fehr & Peers and HNTB Corporation by an Estimated Aggregate Amount Not-to-Exceed by \$1,800,000 from \$6,000,000 to \$7,800,000
- l. Authorize Amendment to On-call Environmental Planning Consulting Services Contracts with The Louis Berger Group, Inc. and Jones and Stokes Associates, Inc. by an Estimated Aggregate Amount Not-to-Exceed Amount by \$225,000 from \$750,000 to \$975,000

10. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

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

11. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

12. BOARD MEMBER REQUESTS/COMMENTS

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

14. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Public Employee Performance Evaluation and Associated Negotiations
– Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO and
Attorney

15. ADJOURNMENT

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
OCTOBER 10, 2012**

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

Board Members Absent: J. Gee

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

Chair Jerry Deal called the meeting to order at 3:09 p.m.

PUBLIC HEARING

District Secretary Martha Martinez said the public hearing for discontinuing participation in the BART Plus Ticket Program effective January 1, 2013 and the elimination of select unproductive fixed-route trips effective January 13, 2013 was announced at the August 8 meeting.

Advertisements appeared in the *San Mateo Daily Journal* on September 11 and 25, *Pacifica Tribune* on September 12 and October 3 and *El Observador* on September 14 and October 5. The public hearing notice announced the date, time and subject of the hearing. The public hearing was publicized through the San Mateo County Transit District's (District) printed agendas, *Notice to Patrons* placed on buses, information on the SamTrans and 511.org websites, and the lobby window at the District offices in San Carlos. A news release was circulated to local media, a message was distributed through social media and notices placed on the BART ticket machines in the county. Public meetings were held in Daly City on September 19 with two attendees and in San Carlos on September 20 with three attendees. Ms. Martinez said 11 comments were received on the BART Plus Ticket Program, five in favor of the discontinuation and six wanting the program continued. Ms. Martinez said one comment was received on the proposal to eliminate unproductive fixed-route trips and that was in support of the proposal.

Discontinuing Participation in the BART Plus Ticket Program Effective January 1, 2013

Executive Officer, Customer Service and Marketing Rita Haskin said staff is recommending discontinuation of participation in the BART Plus Ticket Program. The District started participating in 1991 as a way for customers to easily connect between BART and SamTrans service. She said since that time the portion of the stored BART value on the ticket has not changed. Ms. Haskin said per an early BART memo the ticket wasn't designed for bus-to-bus commuting, which is how it appears to be used. BART officials have stated that if TransLink, now called Clipper, is implemented region-wide it may be necessary to discontinue the BART Plus Ticket Program in order to focus use on the TransLink ticket. Ms. Haskin said SamTrans has fully transitioned to Clipper since the end of 2011. She said AC Transit discontinued participating in the BART Plus Ticket Program about nine years ago due to fiscal losses. San Francisco Municipal Railway, Santa Clara Valley Transportation Authority and the Dumbarton Express buses are all taking steps to withdraw from the program by the end of this

year. Ms. Haskin said recent analysis of the use and fiscal impact determined that SamTrans is losing much needed fare revenue, which has brought staff to the point of requesting discontinuing participation in the program.

Director Adrienne Tissier asked how much fare revenue is being lost. Ms. Haskin said approximately \$500,000 year.

Public Comment

Andy Chow, Redwood City, said there should be some sort of program maintained for BART riders taking SamTrans.

Adina Levin, Menlo Park, said she is concerned with cutting the BART Plus Ticket Program at the same time as the Service Plan (SSP) is being undertaken. The SSP will require more people to transfer especially in San Francisco and will cause people to pay 26 percent more. The Board should work for a better transfer program. The SSP outreach should include the price impact to riders since there is no longer a transfer program.

Peter Ratto, San Mateo, said he is in favor of discontinuing the BART Plus Ticket Program. The Program has not changed since 1991. If he had to buy an individual SamTrans pass and an individual Muni pass he would spend \$128, but the \$64 he gives to SamTrans for the pass goes to SamTrans and the \$64 he gives to Muni goes to Muni. Mr. Ratto said currently the bulk of the revenue from the BART Plus Ticket Program goes back to BART. He said the two local transit agencies, SamTrans and Muni, are subsidizing a ticket program where the bulk of the revenue goes back to the system that has the highest farebox recovery. Mr. Ratto said SamTrans should not be offering such a subsidy since the other 38,000 of the riders cannot take advantage of this program.

Jenny Gee, Daly City, said the program was introduced to promote the use of public transportation. The program offers her the flexibility to use regional transportation. Ms. Gee said the Clipper Card does not offer transfers and the BART Plus is more affordable than the Clipper Card. She asked the Board not to terminate participation in the program.

Jerry Grace, San Pablo, said he didn't realize this program was going to be eliminated.

Director Carole Groom said there are 1,900 customers that board SamTrans with a BART Plus Ticket and before the Board makes a decision she would like staff to provide some more financial analysis because not collecting over \$500,000 in fares is a lot of money. Ms. Haskin said staff calculated the loss by assuming an average of 2,000 rides, which equals 1,000 passengers who are riding round trip. She said if those 1,000 passengers purchased a SamTrans monthly pass for \$64 it would bring in \$640,000 a month and subtracting out the money we receive back from the BART Plus Ticket Program of \$15,000 brings to a total \$625,000.

Director Karyl Matsumoto asked if there is abuse with the ticket in the system. Ms. Haskin said yes, because there are no constraints on the ticket.

Director Zoe Kersteen-Tucker said with the SSP people are being asked to transfer more and a real cost analysis hasn't been done for the riders. Ms. Haskin said staff is exploring a similar

discount Muni offers and that is if a passenger transfers from BART to Muni with a Clipper Card only a 25-cent discount is given. She said staff is looking into this type of discount with Muni.

Director Tissier said the Clipper Card is trying to accommodate so much that it has become a nightmare.

Elimination of Select Unproductive Fixed-route Trips Effective January 13, 2013

Director, Bus Transportation Chester Patton said staff is recommending the elimination of two unproductive fixed-route trips. He said there are two trips that reach the threshold of a 25 percent reduction in revenue service miles per trip, which triggers a requirement for a public hearing. Mr. Patton said SamTrans regularly reviews its ridership throughout the system and has identified these two trips as candidates for elimination given they are not cost effective. He said combined, the trips carry, on average, fewer than six passengers per day. Mr. Patton said these trips are from community Routes 36 (South San Francisco) and 72 (Redwood City, North Fair Oaks, Atherton). He said Route 36 starts at 3:14 p.m., carries fewer than an average of five passengers per day and is preceded by a trip starting at 3:11 p.m. Mr. Patton said the five customers on this trip would have to adjust their schedule by three minutes to take the same route to the same destination. He said Route 72 trip starts at 3:30 p.m. and carries an average of less than one passenger per day and is preceded by a trip starting at 2:43 p.m., 47 minutes earlier. He said the one customer who sometimes rides this trip would have to adjust his or her schedule by 47 minutes to take the same route to the same destination. Mr. Patton said the proposed changes would go into effect on January 13, 2013 with Runbook 110.

Director Matsumoto asked if Route 36 serves school children. Mr. Patton said Route 36 serves El Camino High School. He said there are three buses in the afternoon separated by a very short amount of time and there is capacity on these buses.

Public Comment

Jerry Grace, said it is BART's 40th birthday.

Legal Counsel David Miller said the Board has heard presentations on the two items and these matters will come back to the Board in November for approval. He said staff will take into account questions raised by the Board concerning the BART Plus Ticket Program. Mr. Miller said the Board has satisfied all the requirements for the public hearing.

A motion (Tissier/Lloyd) to close the public meeting was approved.

Chair Deal said no action is required of the Board today and the recommended action will be presented to the Board at the November 14 meeting.

CONSENT CALENDAR

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

- a. Approval of Minutes of Board of Directors Meeting of September 12, 2012
- b. Acceptance of Statement of Revenues and Expenses for August 2012

PUBLIC COMMENT

Joshua Hugg, Housing Leadership Council of San Mateo County, said they promote quality of life within San Mateo County as housing opportunities become available. He said their Board voted in 2010 to support the San Carlos Transit Village because it is a great example of what the Grand Boulevard aspires to be. Mr. Hugg said they feel affordability is an important part of any housing project. He said this project now has no affordability component.

REPORT OF THE CHAIR

Resolution of Appreciation for Rich Napier, Executive Director, City/County Association of Governments (C/CAG)

Chair Deal said Mr. Napier served 17 years with C/CAG and will be retiring at the end of 2012. He said under Mr. Napier's leadership C/CAG pursued a thoughtful and creative agenda to expand transit and transportation opportunities resulting in several innovative programs that have eased congestion, encouraged residents to shift to alternative transportation modes and improve the mobility and quality of life for the people of San Mateo County.

Mr. Napier said it was a team approach with C/CAG, the District, the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority. He said this is a wonderful county and has wonderful leaders.

Director Tissier thanked Mr. Napier for all his work and said he was very successful for San Mateo County and well respected within the region.

Director Matsumoto said Mr. Napier was great at leveraging funds for San Mateo County.

Director Kersteen-Tucker said her first experience with Mr. Napier was when Measure T passed for the Devils Slide Initiative and he made it possible to get funding for the Devil's Slide Tunnel.

Director Groom said she served on C/CAG for a number of years and is amazed with Mr. Napier's ability to work with all the cities and the county.

Director Shirley Harris said when she first came on the Board Mr. Napier took the time to educate her on what C/CAG is and does.

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

Chair Deal said he attended the American Public Transportation Association (APTA) Annual Conference along with Director Harris. He said he attended a panel discussion on High Speed Rail (HSR) with a focus on California. The panel spoke about HSR getting off to a bad start and HSR may not be the appropriate term for the Bay Area and suggested it be called High Performance Rail. Chair Deal said he took a tour on Seattle's new Bus Rapid Transit system and the system has the ability to change a traffic light and there are reader boards at all stops.

Chair Deal announced public member recruitment begins today for two seats expiring on December 31, 2012. Applications are available on the website and due November 9. The nominating committee is comprised of Director Groom, Director Jeff Gee and himself.

REPORT OF THE GENERAL MANAGER/CEO

Deputy CEO Chuck Harvey reported:

- Presented 25-year Safe Worker Awards to Earl Newton and Robert Santiago and 20-Year Safe Worker to Ajit Mann, Genaro Rimando and Ashok Singh.
- Human capital investment continued with over 1,243 hours of training in September.
- The Marketing Department received two first place AdWheel awards at the APTA Annual meeting for the El Camino Real (ECR) weekend timetable and for materials marketing the transition to Clipper.
- The new ECR weekend service has been very successful and there is a significant increase in on-time performance (OTP). On Sunday, October 7 the service ran over 90 percent on-time. Total weekend ridership is down in September, but this route was up 1.2 percent.
- Fixed-route averaged more than 23,000 miles between road calls and Redi-Wheels averaged more than 35,000 miles between road calls, both exceeding the 20,000 miles District standard. Staff is in final negotiations to renew the Contracted Urban Bus (CUB) service.
- Staff has been working to ensure Redi-Wheels service quality is high and last month achieved 90 percent OTP.
- Staff is in the process of renewing the Fare Assistance Program for Redi-Wheels. Approximately 1,400 riders qualify for this program.
- Transportation specials:
 - A San Francisco International Airport emergency exercise.
 - Staff has been meeting with the Devil's Slide Tunnel Task Force to discuss providing special service for an event for the opening of the tunnel.
- There have been recent service challenges on Caltrain. The September OTP fell to 86.6 percent, which is unacceptable. There have been a series of incidents and events, some outside of our control and some influenced by really poor decisions by TransitAmerica Service Inc. (TASI) management on the ground. There were four incidents in September that accounted for the majority of the delays: a near miss on September 19 that delayed 11 trains; the loss of a the radio communication link was loss on San Bruno Mountain on September 21 that affected 25 trains; the first northbound train broke down and delayed 33 trains on September 24; and a vehicle was struck on September 26 that resulted in a 71-minute track closure and significant delays. Staff has debriefed with TASI senior management and they are aware of staff's concerns and the need to address mechanical issues as well as recovery and the decisions they make. TASI has replaced its general manager here and has flown in senior leadership, including the president, executive vice president and a mechanical expert. Staff is also speaking with them on improving customer communications.
- The reading file contains a flyer for the SSP outreach meetings in October, a flyer for the increase in parking fees at the Colma Park and Ride and the fall *Transit Fun Guide*.
- The Triennial Customer Survey is currently underway.
- The next Connecting with Customers Event is tomorrow at the Park and Ride lot in Pacifica.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

MOTION

- a. Proclamation Designating October as Disabilities Awareness Month

A motion (Groom/Kersteen-Tucker) to approve the proclamation was approved unanimously.

SUBJECTS DISCUSSED

- b. Key Communications and Outreach Messages
- c. Accessibility Update
- d. PCC Update
- e. Citizens Advisory Committee Liaison Report
- f. Mobility Management Report – End-of-Year Performance – postponed until next month
- g. Multimodal Ridership Report – August 2012

FINANCE COMMITTEE – Z. Kersteen-Tucker

RESOLUTION

- a. Authorize Extension of Safe Harbor Shelter Transit Ticket Program Through December 2015

A motion (Kersteen-Tucker/Tissier) to approve the resolution was approved unanimously by roll call.

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE – A. Lloyd

SUBJECT DISCUSSED

- a. Senior Mobility Initiative – Mobility Ambassador Recognition

WRITTEN COMMUNICATIONS

No discussion

BOARD MEMBER REQUESTS/COMMENTS

Director Matsumoto said as the representative to the San Mateo County Transportation Authority (TA) at the October meeting the Board authorized an amendment to the Fiscal Year 2013 budget by \$3 million for Caltrain's Communications Based Overlay Signal System/Positive Train Control Project.

Director Guilbault said she now has some additional responsibilities at her job. She is now president of the Community Safety Foundation for the American Automobile Association and their first grant was to the American Red Cross for \$2 million for disaster preparedness.

Director Kersteen-Tucker said Director Guilbault has just released a book titled The Latina's Guide to Success in the Workplace. She said in the last month she has had several people on the Coastside ask her about various ways to access bus schedules either through cell phone or smart phone. Director Kersteen-Tucker said one idea was being able to use the iCoastside application. She asked if the Board could get an update on the use and evaluation of these types of applications. Mr. Harvey said staff will bring a presentation to the Board at a future meeting.

Director Harris said she attended a presentation on social media at the APTA Annual and Manager, Programming and Monitoring Melanie Choy did her APTA Leadership presentation on this subject.

Director Tissier thanked Communications Manager Jayme Ackemann for her efforts in preparing a news conference on the money received from the California Transportation Commission.

GENERAL COUNSEL PROPOSAL

None

DATE AND TIME OF NEXT MEETING – November 14, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting was adjourned at 4:30 p.m.

**BOARD ITEM # 2 (e)
NOVEMBER 14, 2012**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THOROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

SUBJECT: **2013 BOARD OF DIRECTORS MEETING CALENDAR**

ACTION:

Staff recommends that the Board approve the Meeting Calendar for 2013 (attached).

SIGNIFICANCE:

The Board of Directors monthly meeting is scheduled for the second Wednesday of each month at 2:00 p.m.

BUDGET IMPACT:

There is no impact on the budget.

Prepared by: Nancy McKenna, Assistant District Secretary

650-508-6279



Board/Committee Meeting Calendar for 2013

Wednesday – 2:00 PM
January 9
February 13
March 13
April 10
May 8
June 12
July 10
August 14
September 11
October 9
November 13
December 11

All meetings are held at 1250 San Carlos Ave., Second Floor,
San Carlos, CA 94070.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: DISCONTINUE PARTICIPATION IN THE BART PLUS TICKET PROGRAM

ACTION

Staff proposes the Board authorize discontinuing the San Mateo County Transit District's (District) participation in the BART Plus Ticket Program effective January 1, 2013.

SIGNIFICANCE

The action will allow SamTrans to discontinue participating in the BART Plus Ticket Program.

BUDGET IMPACT

Staff estimates that annual farebox revenue would increase by approximately \$625,000 if current BART Plus customers continue to ride and purchase SamTrans Monthly passes.

BACKGROUND

The District has accepted the regional BART Plus Ticket as payment on SamTrans for 21 years under an agreement with BART, which is set to expire December 31, 2012. On an average weekday, approximately 2,000 riders board SamTrans with a BART Plus Ticket. Three other transit agencies – San Francisco Municipal Transportation Agency (SFMTA), Santa Clara Valley Transportation Authority (VTA) and the Dumbarton Express – are also taking steps to withdraw from the BART Plus program at the end of this year. Alameda-Contra Costa Transit District discontinued the program nine years ago due to significant associated loss in fare revenue.

BART established the BART Plus Ticket to provide a link between train and bus. BART has stated that the ticket wasn't designed for bus-to-bus commuting, which is how many SamTrans customers are using it. In a 1991 memo, BART stated that "...if TransLink [Clipper] is implemented regionwide, it may be necessary to discontinue the BART Plus program..." The Clipper regional fare program is now fully implemented on all of the major transit systems in the Bay Area.

Staff will explore with SFMTA and VTA the possibility to provide a discount for customers transferring from one system to the other using Clipper. The District and VTA already have an agreement for Monthly Pass customers using Clipper.

The District conducted a public outreach program regarding the proposed changes that included a public hearing, two community meetings (Daly City and San Carlos), bilingual newspaper notices, bilingual onboard customer notices, a news release, Facebook and Google+ postings and Tweets. Information also was posted to the SamTrans website, which allowed readers to translate it into dozens of languages.

Staff established a number of ways for customers and the public to provide their input: at the public hearing, at community meetings, via a unique e-mail address, through the postal service, and with a call to the Customer Service Center's general number or one for those with hearing impairments. A total of 15 comments were received: seven against the proposal, six in favor of it and two that did not state a position.

Staff has found that discontinuing the program may have a disparate impact on minority passengers in some geographic areas. Staff will mitigate this potential impact with increased outreach and information to affected passengers regarding the availability of other discounted SamTrans fare media (tokens, Day Pass and Monthly Pass).

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

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING DISCONTINUANCE OF DISTRICT'S PARTICIPATION IN
THE BART PLUS TICKET PROGRAM**

WHEREAS, the San Mateo County Transit District (District) has accepted the regional BART Plus Ticket as payment on SamTrans for 21 years under an agreement with BART, which is set to expire December 31, 2012; and

WHEREAS, BART established the BART Plus Ticket to provide a link between train and bus and has indicated that the ticket was not designed for bus-to-bus commuting, which is how many SamTrans customers are using it; and

WHEREAS, the Clipper regional fare program is now fully implemented on all of the major transit systems in the Bay Area; and

WHEREAS, three other transit agencies – San Francisco Municipal Transportation Agency (SFMTA), Santa Clara Valley Transportation Authority (VTA) and the Dumbarton Express – are also taking steps to withdraw from the BART Plus Ticket program at the end of this year, while the Alameda-Contra Costa Transit District discontinued the program nine years ago due to significant associated loss in fare revenue; and

WHEREAS, staff proposes that the Board authorize discontinuing the District's participation in the BART Plus Ticket program effective January 1, 2013; and

WHEREAS, staff will explore with SFMTA and VTA the possibility to provide a discount for customers transferring from one system to the other using Clipper; and

WHEREAS, the District conducted an extensive public outreach program regarding the proposed changes, and established a number of ways for customers and the public to provide their input; and

WHEREAS, staff has found that discontinuation of the BART Plus Ticket program may have a disparate impact on minority passengers in some geographic areas; and

WHEREAS, staff recommends that the Board authorize the mitigation of this impact with increased outreach and information to affected passengers regarding the availability of discounted SamTrans fare media (tokens, Day Pass and Monthly Pass); and

WHEREAS, the General Manager/CEO recommends that the Board authorize discontinuing the District's participation in the BART Plus Ticket Program effective January 1, 2013.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the District to discontinue participation in the BART Plus Ticket program effective January 1, 2013; and

BE IT FURTHER RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or his designee, to conduct outreach to affected customers regarding the availability of other discounted fare products to mitigate for the loss of the BART Plus Ticket program, which elimination may have a disparate impact on minority passengers in certain geographic areas.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: AUTHORIZE ELIMINATION OF SELECT UNDERUTILIZED FIXED-ROUTE TRIPS

ACTION

Staff proposes the Board approve the elimination of up to two underutilized trips.

SIGNIFICANCE

Staff identified two trips for elimination effective January 2013. The first, on Route 36 at 3:14 p.m., is underutilized as two trips operating along the same alignment depart at 3:08 p.m. and 3:11 p.m. The second trip, on Route 72 at 3:30 p.m., has witnessed increased ridership in the past several weeks since the start of a new after-school program along the route. However, staff has found that ridership increases resulting from new after-school programs are often short-lived and therefore recommends authorization to eliminate the 3:30 p.m. trip on Route 72 if and when ridership decreases to its previous level.

BUDGET IMPACT

There will be a slight decrease in operating expenses associated with the elimination.

BACKGROUND

SamTrans regularly reviews ridership throughout the system and has identified these trips as candidates for elimination given the level of ridership and alternative service available. The 3:14 p.m. trip on Route 36 carries fewer than five passengers per day. The 3:30 p.m. trip on Route 72 carried fewer than one passenger per day until a new after-school program began at Selby Lane Elementary School a few weeks ago, resulting in increased ridership. The public outreach program for these proposed changes included community meetings in Daly City and San Carlos, bilingual newspaper notices, onboard notices, a news release, posts on social media, and information posted to the SamTrans website. Pursuant to the District's public hearing policy, on October 10, 2012, the Board held a public hearing regarding the consideration of

eliminating several unproductive trips on Routes 36 and 72. To date, one comment was received in favor of eliminating the trips.

For the 3:14 p.m. trip on Route 36, staff has determined that eliminating the trip will not have a disparate impact on passengers due to sufficient capacity on buses embarking three minutes and six minutes before the 3:14 p.m. trip. For the 3:30 p.m. trip on Route 72, the passenger levels involved are too small to state whether the trips disproportionately serve minority or low-income populations, but the demographics of the population generally served by this route tends to be non-minority and non-low-income.

Prepared by: Michael Eshleman, Planner

650-508-6227

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING ELIMINATION OF SELECT
UNDERUTILIZED FIXED-ROUTE TRIPS**

WHEREAS, the San Mateo County Transit District (District) regularly monitors ridership on its bus routes and accordingly implements service changes when indicated; and

WHEREAS, staff has identified two trips with unusually low ridership; and

WHEREAS, Route 36 embarking at 3:14 p.m. carries fewer than five passengers per day and duplicates trips operating along the same alignment embarking at 3:08 p.m. and 3:11 p.m.; and

WHEREAS, staff recommends elimination of Route 36 embarking at 3:14 p.m.; and

WHEREAS, Route 72 embarking at 3:30 p.m. normally carries fewer than one person per day, but has experienced an increase in ridership in recent weeks since the start of a new after-school program at Selby Lane Elementary School; and

WHEREAS, staff has found that ridership increases resulting from new after-school programs are often short-lived and therefore recommends authorization to eliminate Route 72 embarking at 3:30 p.m. if and when ridership decreases to its previous level; and

WHEREAS, staff has determined that the elimination of the 3:14 p.m. trip on Route 36 and the 3:30 p.m. trip on Route 72 would result in no disparate impact on minority populations or disproportionate burden on low-income individuals; and

WHEREAS, the General Manager/CEO recommends the Board authorize the elimination of Route 36 embarking at 3:14 p.m., effective January 2013, and Route 72 embarking at 3:30 p.m., effective as early as January 2013 if and when ridership decreases to

levels served before the launch of the new after-school program at Selby Lane Elementary School; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or his designee, to eliminate Route 36 embarking at 3:14 p.m., effective January 2013, and Route 72 embarking at 3:30 p.m., effective as early as January 2013 if and when ridership decreases to its previous level.

Regularly passed and adopted this 14th day of November, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary