



BOARD OF DIRECTORS 2013

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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, JANUARY 9, 2013 – 2:00 p.m.

1. Pledge of Allegiance
2. Swearing in:
  - Carole Groom (Representing Board of Supervisors)
  - Jeff Gee (Representing City Selection Committee – South)

### ACTION

3. Approval of Minutes of Community Relations Committee Meeting of December 12, 2012

### INFORMATIONAL

4. Accessibility Update - Tina Dubost
5. PCC Update - Mike Levinson
6. Citizens Advisory Committee Liaison Report - Peter Ratto
7. Mobility Management Report - Fixed-route Bus Service
8. Multimodal Ridership Report - November 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  
DECEMBER 12, 2012**

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

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Rose Guilbault called the meeting to order at 2:08 p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of  
November 14, 2012**

The Committee approved the minutes (Lloyd/Gee).

**Accessibility Update – Tina Dubost**

Accessibility Coordinator Tina Dubost said on December 10 the Redi-Wheels singers performed at three adult day agencies. The singers will be singing at two agencies on the Coastside on December 19.

Public Comment

Angelica Soria, Cañada College, said the student body is concerned about elimination of Saturday service on Route 274. She said many students attend school on Saturday and depend on this route. Ms. Soria asked if the hours of the route could be shortened instead of eliminated.

Rosalina Mina, Director of the Outward Bound Program at Cañada College, said eliminating Saturday service on Route 274 would significantly impact the students and their families in the program. She asked for a reduction in service and not complete elimination.

Committee Chair Guilbault asked what the Saturday ridership is for this route. General Manager/CEO Michael Scanlon said he was not sure, but these comments will be taken into consideration.

**Paratransit Coordinating Council (PCC) Update – Mike Levinson**

PCC Chair Mike Levinson reported:

- Twenty-four people participated in the caroling on December 10 at the adult day care centers.
- The MV Transportation appreciation party was postponed from October and has been rescheduled to February 12, 2013.

### **Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto**

CAC Chair Peter Ratto reported:

- The CAC had their annual reception prior to the meeting and it was much appreciated. Mr. Scanlon and Directors Shirley Harris and Art Lloyd attended.
- The CAC received a SamTrans Service (SSP) update from Project Manager Aidan Hughes.
- Sonny Koya, Tryn Miller and Margaret Pye were appointed to the Nominating Committee for the 2013 chair and vice chair.
- Vice Chair Sondra Price resigned from the CAC and a Certificate of Appreciation was presented to her.
- Thanked Caltrain and the Silicon Valley Community Foundation for bringing back the Holiday Train. He said he is the Chairman of the Salvation Army San Francisco Advisory Board and this event is the Salvation Army's largest single source of toys.

### **Mobility Management Report – Caltrain**

Deputy CEO Chuck Harvey reported:

- October monthly ridership was 1.4 million passengers, but this is due to the Giants winning the World Series and the victory parade. Average weekday ridership in October was 51,716.
- Fare revenue for October was \$6.4 million.
- On-time performance for trains arriving within five minutes was 90 percent and within 10 minutes was 96 percent.
- TransitAmerica Services, Inc. assumed the service from Amtrak this year on May 26, 2012. Transition work continues, including improving safety and service quality. The contract structure awards the contractor's profit based on performance, a significant change from prior contracts in which profits were guaranteed.

Director Jeff Gee asked if the award fee is a monthly or quarterly metric. Mr. Harvey said it is done quarterly and there are a number of indices including on-time performance, delays related to equipment failures and delays related to signal or maintenance of way failures.

Committee Chair Guilbault asked how this compares with the Amtrak contract. Mr. Harvey said Amtrak was paid direct costs plus an overhead mark-up for administrative overhead and a flat fixed profit.

- Giants ridership increased 12 percent over last year.
- Weekday service was increased on October 1 with four mid-day trains restored, two peak-hour trains added and 12 stops added at Sunnyvale or Palo Alto.
- The Holiday Train returned on December 1 and 2 with a \$50,000 grant from the Silicon Valley Community Foundation.
- Approximately 16,000 feet of fencing was installed in 2012 and from August 2009 through September 2011 62,000 feet of fencing was installed. During 2012 staff made 22 Operation Lifesaver presentations.
- A new ARINC Rail Operations Control System has been installed and staff is in the final acceptance testing phase. This system is designed for future expansion to work with Positive Train Control and electrification.

- Work continues on the San Bruno Grade Separation Project and the new station; the project will improve safety by eliminating conflicts between trains and vehicles.
- The nine-party Memorandum of Understanding for Caltrain Modernization has been signed for program delivery by 2019.
- Staff continues to have funding discussions with the Joint Powers Board member agencies for Fiscal Year 2014 and beyond.

Director Zoe Kersteen-Tucker asked how staff is addressing the dwell issue with the increased ridership. Mr. Harvey said trains are being added on the shoulders of the peak schedule to see if people will move their travel patterns. He said people want additional cars added to consists, but a six-car train is not compatible at many stations.

Director Karyl Matsumoto asked if revenues from the farebox are restricted. Mr. Harvey said fare revenues are unrestricted and are used to balance the budget and help keep the member agency contribution down. Mr. Scanlon said a small amount of the revenues are placed against the debt service.

#### **Multimodal Ridership Report – October 2012**

Mr. Harvey said:

- Bus ridership was 45,020, a decrease of 2.6 percent.
- Paratransit ridership was 1,062, a decrease of 1.8 percent.
- Caltrain ridership was 51,720, an increase of 21.4 percent.
- Caltrain shuttle ridership was 9,187, an increase of 19.7 percent.
- Total ridership was 109,265, an increase of 9.7 percent
- Year-to-date bus ridership was 4,242,760, a decrease of 2.3 percent.

Mr. Harvey said Route ECR ridership is up and carrying 500 more passengers than last year on the weekend. The large decrease on mainline routes was driven by a 12 percent decrease on Route KX and an 8 percent decrease on Route 391.

Chair Jerry Deal asked how the effectiveness of the ECR postcard mailer is analyzed. Executive Officer, Customer Service and Marketing Rita Haskin said the measurement for this promotion was ridership.

Committee Chair Guilbault said she heard Manager, Strategic Development Corinne Goodrich on the radio speaking about the Grand Boulevard and she was very good.

Adjourned: 2:43 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **ACCESSIBILITY REPORT**

**ACTION**

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

**SIGNIFICANCE**

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

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

The minutes from the November 13 PCC meeting are attached. The minutes from the most recent SAAC meeting are not yet available.

Prepared by: Bill Welch, Manager, Accessible Transit Services 650-508-6475  
Tina Dubost, Accessibility Coordinator 650-508-6247

**SAN MATEO COUNTY  
PARATRANSIT COORDINATING COUNCIL  
MEETING MINUTES  
November 13, 2012**

**ATTENDANCE**

Members Present: Mike Levinson, 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; Allan Newlands, COD; Sammi Riley, Consumer; Marie Violet, Sequoia Hospital; Bill Welch, SamTrans.

Absentees: Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Michal Settles, Vice-Chair.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Maxine Eastman, Consumer; Paul Lee, SamTrans; Linda Rhine, Nelson\Nygaard; Lynn Spicer, MV Transportation; Russ Whyte, MV Transportation; Erin Swartz, PCC; Rose Berta, PCC Staff.

(Total Attendance: 22) Quorum--Yes

**WELCOME/INTRODUCTION**

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

All welcomed Erin Swartz to the PCC. Linda explained that Erin was the best candidate for the PCC Assistant position that she, Nancy, and Mike interviewed. Erin comes with excellent qualifications and relevant experience. She did a fabulous job answering the panel's questions.

Since this was Rose's last PCC meeting, she received many accolades from everyone. She was praised for her warmth, generosity and special attention she gave all PCC members. Everyone wished her luck and said she will be sorely missed. Rose thanked everyone for their support and kindness and commented that the PCC members are a great team and she will miss everyone.

**APPROVAL OF OCTOBER PCC MINUTES**

Mike asked for a vote of approval for the October minutes. Diane moved to approve the minutes and Dan seconded the motion. The minutes were approved with Marie abstaining.

## **COMMITTEE REPORTS**

### **A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)**

Stephanie said two alternative dates for the first AL-Com meeting in 2013 is being considered—second Wednesday of January or first Tuesday of February. A poll will be sent to members asking their preference.

### **B. GRANT/BUDGET REVIEW**

Barbara reported SamTrans is moving forward with vehicle acquisition using the 5310 Grant funds. Bill said this is a real step forward because these vehicles will add two more vehicles to the ones acquired last May. He explained that because ridership is on a slight downward trend, it was hard to justify accepting two more vehicles. Tina worked hard and demonstrated a cost justification; SamTrans could actually save money putting these vehicles in service because they carry more passengers than minivans and other smaller vehicles. These larger vehicles can provide more group trips to support increased productivity plus accommodating extra large wheelchairs.

SamTrans is moving ahead with manufacturing these vehicles and anticipates placing them in service in spring 2013. Barbara said that agencies are very appreciative and thinks they will be needed as ridership demand grows with the aging population.

### **C. EDUCATION COMMITTEE**

In Maureen's absence, Linda gave a brief overview on the successful "*Seniors on the Move 25<sup>th</sup> Anniversary Conference*" on October 26. She thanked all the volunteers—Dale, Mike, Diane, Stephanie, Dan, Aki, Melanie, and Marie. Diane said they were inundated with people and distributed lots of information, a special one-page handout, PCC brochure, reservation pads, and newsletters.

December 11 is the next Education Committee meeting immediately following the PCC meeting.

### **D. EXECUTIVE COMMITTEE**

Mike reported there was no meeting last month. The next meeting is scheduled for December 3.

### **Consumer Corps Report**

Linda made a brief presentation on the Consumer Corps results covering July, August and September 2012. Linda emphasized that the results are not statistically valid and are the consumers' subjective perception of the ride experience.

There were 500 completed forms this quarter. Most of the comments were compliments—"drivers kind and helpful", "friendly, cautious and caring"; comment cards were readily visible 75-80% of the time; driver assistance was sufficient 99% of the time, which is very good; Redi-Wheels bus or large vans were used 43%, minivans-26%, sedans-12%, and taxis-17%. The reservation hold-time was between 5-15 minutes.

Bill asked if consumers know that comment cards can be kept in the glove compartment or on the front seat of taxis. The question was on "visibility". Linda and Bill will discuss the question on the Consumer Corps form before the Executive Committee reviews the form at its upcoming meeting. Questions on the IVR (Interactive Voice Response) will also be included in a revised new Consumer Corps form.

## **SAM TRANS/REDI-WHEELS REPORT**

### **A. Operational Report**

Bill mentioned that the statistics on the eligibility process in the last month were unusual with a higher percentage of denials than in the past; 6% denials compared to the previous average of 1.2%. Conditional eligibility was 29%, also much higher than in the past which was typically about 2%. He said that the conditional eligibility means that people have capability to use fixed route service "some of the time." Bill said that 29% is not unusual within the industry and that when conditionally eligible; people are referred to travel training.

Tina distributed a handout showing success rates for Night Before calls. Bill reminded the PCC that 95% success rate was the standard required before going live. The results show 98%, which exceeded the standard. Tina explained that cancellation of a ride can be processed during a Night Before call by pressing the pound key and confirming the cancellation with a code; one cancellation per night has been the average. Customers can also opt out of receiving the Night Before call.

Bill said he received a request to expand the criteria to determine eligibility for the Fare Assistance Program. The request is to add "ACE" (San Mateo County's Access and Care for Everyone) to Medi-Cal, SSI and General Assistance. SamTrans is exploring this option.

### **B. Performance Summary**

Tina reported that the average and total ridership for September 2012 is down 8% from September 2011; On-time performance didn't meet the 90% goal, but is moving in a positive direction; compliments are way up.

There was a discussion about on-hold time when making a reservation and when a person is on hold with the dispatcher. Time in queue is different than time on hold. Mike



said the recorded message is "Your estimated hold time is one minute" regardless of when you call and the number of callers ahead of you.

### **C. Customer Comments**

Elly reported that total monthly comments have increased from August to September and are driven by comment cards that increased by 200%. Policy-related comments are up; service-related complaints are down; compliments are up by 100% with 98% for drivers.

In the Comments by Type, everything is basically the same. Diane offered a compliment to Oliver who has been doing a great job with coordinating rides to the PCC meetings. Lynn will let him know of the good feedback. There has been more positive feedback for Redi-Wheels drivers. Feedback from Consumer Corps members is very complimentary of driver assistance as well.

### **D. Safety Report**

Lynn reported zero accidents in October!

## **LIAISON REPORTS**

### **A. MTC REPORT**

No report.

### **B. AGENCY**

Barbara said when agencies met they encouraged SamTrans to get the two expansion vehicles and explained they are needed to serve the expected growth in agency programs. She explained that the goal is to keep elders at home. She thanked SamTrans for moving forward to acquire two more vehicles.

### **C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)**

Next meeting is "to be determined." The meeting will take place with annual caroling.

### **D. EFFICIENCY REVIEW COMMITTEE (ERC)**

Aki said the next meeting is December 4. He reported that SamTrans is working on issues with Imminent Arrival calls and cannot predict an implementation date for this second phase of the IVR.

#### **E. COMMISSION ON AGING (COA) REPORT**

Allan mentioned contacting Dennis O'Sullivan as a contact person to identify a replacement representative for resigned member, May Nichols.

#### **F. COMMISSION ON DISABILITY (COD) REPORT**

Allan said there was a very successful Art Showcase for artists with disabilities and a successful Car show. He also thanked Bill for providing a SamTrans bus which is always very well-received.

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

No report.

#### **H. DEPARTMENT OF REHABILITATION**

Myria absent; no report.

#### **OTHER BUSINESS**

Mike asked about communication between Redi-Wheels dispatch and taxi dispatch. Lynn said she is presently working on the solutions. Stephanie noted that the communication problem is especially acute when shift changes. A suggestion was made to invite MV and the taxi manager to ERC.

Diane asked if someone is in charge of the Christmas caroling; Santos of RediCoast is in charge.

Dale requested that Linda send a letter to Lorraine Simmons thanking her for the special accommodations and assistance provided to the PCC at the *Seniors on the Move Conference*.

We thank Marie Violet as well as Melanie of Nelson\Nygaard for being part of the *Seniors on the Move* volunteers.

Aki commented about the cleanliness of Redi-Wheels vehicles. He requested if the foam on the handrail could be checked for cleanliness. Tina replied that the vehicles are cleaned on a daily basis but she will follow up about the cleaning process.

Dale acknowledged that PCC members are also involved with other community activities—for example: Nancy with Alzheimer conference/workshop and Barbara with "Meals on Wheels." Dale believes it is valuable to share members' experiences with other council members. He also wishes Mike good luck in his upcoming bridge tournament.

Bill said he is still shopping for vendors for the new style paratransit ID card. It will have a magnetic strip and can be used to prove one's eligibility as a paratransit customer.

Nancy shared that her center made cards and prepared banners in anticipation of the MV appreciation party. Since the appreciation dinner was postponed, she wanted to express appreciation of all that MV does for her center. Lynn thanked Nancy and said everyone at MV felt great to be appreciated.

All thanked Maxine for her wonderful baking and sharing of cupcakes.

**MEETING ADJOURNED: 3:25 PM.**

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

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

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – NOVEMBER 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 FY2011, FY2012, and FY2013. Chart "B" has figures for total ridership year-to-date for FY2011, FY2012, and FY2013.

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

**AVERAGE WEEKDAY RIDERSHIP – NOVEMBER 2012 COMPARED TO NOVEMBER 2011**

**Total SamTrans Modes** – 100,925, an increase of 4.8 percent.

**Bus** – 41,670, a decrease of 4.6 percent.

**Paratransit** – 1,043, a decrease of 0.8 percent.

**Caltrain** – 47,330, an increase of 12.0 percent.

**Caltrain Shuttles** – 8,696, an increase of 18.7 percent.

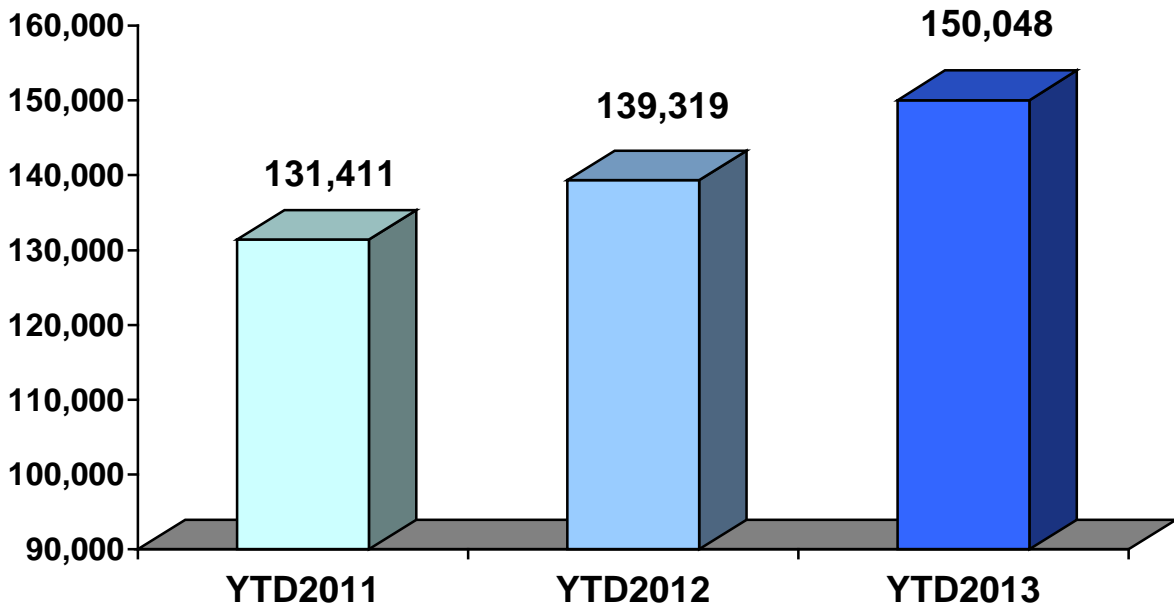
**BART Shuttles** – 2,186, an increase of 14.4 percent.

**Table A**  
**Average Weekday Ridership**

November 2012				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	44,370	43,700	41,670	-4.6%
Paratransit	1,071	1,051	1,043	-0.8%
Caltrain	39,040	42,270	47,330	12.0%
Caltrain Shuttle	5,659	7,326	8,696	18.7%
BART Shuttle	2,007	1,911	2,186	14.4%
<b>Total</b>	<b>92,147</b>	<b>96,258</b>	<b>100,925</b>	<b>4.8%</b>
BART Extension (No Daly City)	39,799	42,067	46,237	9.9%
<b>Grand Total</b>	<b>131,946</b>	<b>138,325</b>	<b>147,162</b>	<b>6.4%</b>

Year to Date				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	42,950	42,850	41,480	-3.2%
Paratransit	1,113	1,081	1,069	-1.1%
Caltrain	40,880	43,920	49,420	12.5%
Caltrain Shuttle	5,373	7,022	8,774	25.0%
BART Shuttle	2,080	1,840	2,175	18.2%
<b>Total</b>	<b>92,396</b>	<b>96,712</b>	<b>102,919</b>	<b>6.4%</b>
BART Extension (No Daly City)	39,014	42,607	47,129	10.6%
<b>Grand Total</b>	<b>131,411</b>	<b>139,319</b>	<b>150,048</b>	<b>7.7%</b>

**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 November for the past three fiscal years.

#### **MONTHLY TOTAL RIDERSHIP – NOVEMBER 2012 COMPARED TO NOVEMBER 2011**

**All SamTrans Modes** – 2,509,989, an increase of 5.0 percent.

**Bus** – 1,036,460, a decrease of 3.3 percent.

**Paratransit** – 24,842, a decrease of 0.9 percent.

**Caltrain** – 1,226,450, an increase of 11.4 percent.

**Caltrain Shuttles** – 177,205, an increase of 15.6 percent.

**BART Shuttles** – 45,032, an increase of 13.2 percent.

#### **FISCAL YEAR-TO-DATE TOTAL RIDERSHIP – NOVEMBER 2012 COMPARED TO NOVEMBER 2011**

**All SamTrans Modes** – 13,182,536, an increase of 6.7 percent.

**Bus** – 5,279,230, a decrease of 2.5 percent.

**Paratransit** – 129,674, a decrease of 0.8 percent.

**Caltrain** – 6,601,310, an increase of 12.6 percent.

**Caltrain Shuttles** – 939,960, an increase of 25.5 percent.

**BART Shuttles** – 232,362, an increase of 18.7 percent.

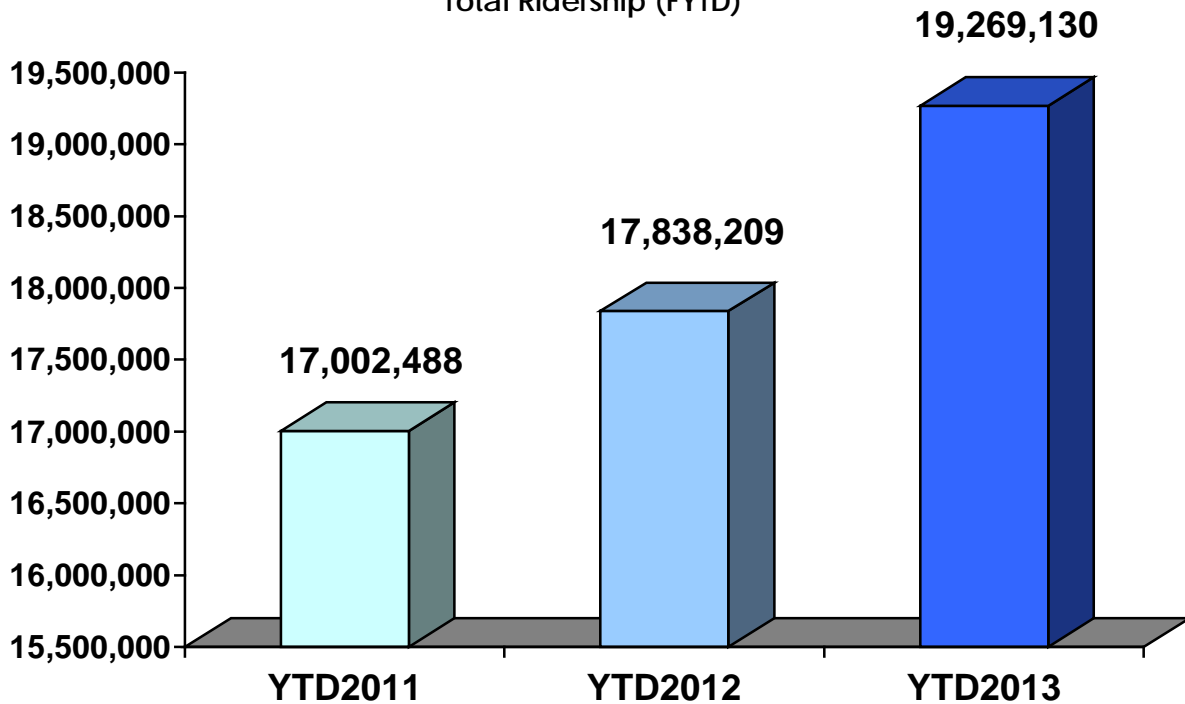
**Table B  
Total Ridership**

November 2012				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	1,124,330	1,071,880	1,036,460	-3.3%
Paratransit	25,592	25,063	24,842	-0.9%
Caltrain	1,002,280	1,100,520	1,226,450	11.4%
Caltrain Shuttle	113,207	153,297	177,205	15.6%
BART Shuttle	40,576	39,764	45,032	13.2%
<b>Total</b>	<b>2,305,985</b>	<b>2,390,524</b>	<b>2,509,989</b>	<b>5.0%</b>
BART Extension (No Daly City)	989,592	1,038,292	1,142,201	10.0%
<b>Grand Total</b>	<b>3,295,577</b>	<b>3,428,816</b>	<b>3,652,190</b>	<b>6.5%</b>

<u>Weekdays per Month</u>	21	21	21
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Year to Date				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	5,624,190	5,412,350	5,279,230	-2.5%
Paratransit	135,645	130,734	129,674	-0.8%
Caltrain	5,389,700	5,861,490	6,601,310	12.6%
Caltrain Shuttle	564,791	748,753	939,960	25.5%
BART Shuttle	215,560	195,828	232,362	18.7%
<b>Total</b>	<b>11,929,886</b>	<b>12,349,155</b>	<b>13,182,536</b>	<b>6.7%</b>
BART Extension (No Daly City)	5,072,602	5,489,054	6,086,594	10.9%
<b>Grand Total</b>	<b>17,002,488</b>	<b>17,838,209</b>	<b>19,269,130</b>	<b>8.0%</b>

**Chart B  
Total Ridership (FYTD)**





## SamTrans Promotions – November 2012

**Senior Showcase** – The golden years also can be known as the red, white and blue years as more mature members of our county discover that SamTrans can help them remain active and independent. To get the word out about all that the bus system can do, SamTrans participated in the Senior Showcase Information Fair. The venue also provided an opportunity to recruit people interested in being SamTrans Mobility Ambassadors. In addition to being on hand to answer questions, SamTrans also ran multiple print ads and a web banner ad in *The Daily Journal*, which sponsored the information fair with the Health Plan of San Mateo. Flyers about the showcase also were widely distributed.

**Serramonte Center Holiday Shopping** – SamTrans and the Serramonte Center partnered to offer additional service on Route 120, coinciding with expanded shopping hours for the holiday season. The extra service to the major Daly City shopping center started at the end of November and will run through Dec. 26. The service was promoted through onboard notices, flyers at the shopping center, social media and a web posting.

**Connecting with Customers** – A SamTrans *Connecting with Customers* team spent the day at the Serramonte Center's transit center this month as part of the nine-month program. Teams are made up of employees from throughout the agency that visit one key transit stop each month to thank customers for riding. Staff answers questions and provides information on upcoming events. The Serramonte team included employees who speak Tagalog and Spanish. Stocked with timetables and maps, staff gave them to customers, along with a small "thank you" gift. Customers also were treated to a special appearance by Santa Claus. Past events have been in East Palo Alto and Pacifica. Information about the events is distributed via social media and SamTrans publications and also is available online ([www.samtrans.com/customers](http://www.samtrans.com/customers)).

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



BOARD OF DIRECTORS 2012

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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, JANUARY 9, 2013 – 2:20 p.m.**  
or immediately following previous Committee meeting

**ACTION**

1. Approval of Minutes of Finance Committee Meeting of December 12, 2012
2. Acceptance of Statement of Revenues and Expenses for November 2012
3. Authorize Amendment of Fiscal Year 2013 Operating Budget in the Amount of \$299,554 for a Total Budget of \$132,107,471
4. Authorize the Disposition of Two Surplus Vehicles

**CONTRACTS**

5. Authorize Exercising Option with Gillig, LLC for the Purchase and Delivery of 62 New Heavy-Duty Buses for a Total Estimated Cost of \$32,284,040
6. Authorize Award of Contract to Seven Island Painting, Inc. to Provide Painting and Related Services for a Total Estimated Cost of \$200,880 for a Three-year Base Term
7. Authorize Award of Contract to Holland & Knight, LLP to Provide Federal Legislative Advocacy Services for a Firm-fixed Price of \$240,000 for a Five-year Term

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  
DECEMBER 12, 2012**

Committee Members Present: J. Gee (Committee Chair), Z. Kersteen-Tucker, A. Tissier

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Jeff Gee called the meeting to order at 2:43p.m.

**Approval of Minutes of Finance Committee Meeting of November 14, 2012**

The Committee approved the minutes (Kersteen-Tucker/Deal).

**Acceptance of Statement of Revenues and Expenses for October 2012**

Deputy CEO Gigi Harrington said revenues are on target and there is \$3.6 million in savings in expenses. Last week fuel was \$3.04 per gallon and year to date is \$3.18 per gallon. The San Mateo County Transit District received \$20,000 in November and year to date received \$140,000 from the fuel hedge.

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

**Authorize Filing of an Application with the Metropolitan Transportation Commission to Program Federal Funds for SamTrans Capital and Operating Projects**

Manager, Grants and Funds Programming Joel Slavit said staff is asking the Committee to recommend the Board authorize the General Manager or designee to submit an application to the Metropolitan Transportation Commission to program Federal funds for Federal Fiscal Years 2013 and 2014 to be included in Federal Transit Administration grants in support of vital SamTrans transit needs. These funds will help support the replacement of the 1998 Gillig bus fleet, 2009 Amerivan minivans, paratransit cutaway buses and 2002 NABI articulated buses. He said funding also is proposed for the ongoing preventative maintenance program. Mr. Slavit said this will ensure the bus fleets continue to function in a state of good repair and is consistent with the Short Range Transit Plan.

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

**Authorize Disposition of One Automatic Bus Washer**

Director, Contracts and Procurement Cheryl Cavitt said staff is asking the Committee to recommend the Board authorize disposal of a bus washer that has exceeded its useful life.

Director Rose Guilbault asked what is done with the washer. Ms. Cavitt said it is scrapped.

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

Adjourned: 2:47 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  
NOVEMBER 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 November 2012 and supplemental information.

**SIGNIFICANCE**

**Revenues:** *Total Revenues* (page 1, line 13) are **better** than revised budget by \$32,656 or 0.1 percent. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$88,439 or 1.2 percent, *Local TDA and STA Funds* (page 1, line 2) are **worse** than budget by \$17,250 or 0.1 percent and *Investment Interest* (page 1, line 8) are \$13,748 or 1.5 percent **worse** than revised budget, offset by *Other Interest, Rent & Other Income* (page 1, line 10) which are **better** than budget by \$152,093 or 6.3 percent.

**Expenses:** *Total Expenses* (page 4, line 73) are \$4,377,816 or 7.8 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$3,694,653 or 8.9 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$660,299 or 10.5 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$22,864 or 0.3 percent.

**Budget Amendments:** Budget amendment adopted on 14<sup>th</sup> of November 2012 board meeting is reflected in the Revised Budget. The amendment authorized a funding Agreement with the Silicon Valley Community Foundation (SVCF) for the support of Grand Boulevard Campaign Project.

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  
NOVEMBER 2012**

% OF YEAR ELAPSED: **41.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>SOURCES OF FUNDS</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	1,488,322	7,318,932	7,383,561	7,472,000	98.8	17,932,800	17,932,800	41.2
2 Local TDA and STA Funds	3,179,577	23,336,355	15,966,885	15,984,135	99.9	35,492,900	38,361,930	41.6
3 State/Federal Operating Grants	555,498	122,523	2,375,940	2,375,940	100.0	10,724,485	10,764,485	22.1
4 Measure A and AB434 Funds	621,020	3,732,771	3,436,628	3,436,628	100.0	8,354,400	8,354,400	41.1
5 <b>Subtotal - Operating Revenues</b>	<b>5,844,417</b>	<b>34,510,581</b>	<b>29,163,014</b>	<b>29,268,703</b>	<b>99.6</b>	<b>72,504,585</b>	<b>75,413,615</b>	<b>38.7</b>
<b>Other Revenue Sources</b>								
7 District 1/2 Cent Sales Tax	4,790,633	25,495,467	26,713,933	26,713,933	100.0	65,000,000	65,000,000	41.1
8 Investment Interest	133,982	1,092,670	886,710	900,458	98.5	1,243,920	1,243,920	71.3
9 Pass through to Other Agencies	0	181,790	5,850	5,850	100.0	467,959	467,959	1.3
10 Other Interest, Rent & Other Income	524,418	1,922,541	2,563,963	2,411,870	106.3	6,023,708	6,023,708	42.6
11 Other Sources	605,824	0	4,939,589	4,939,589	100.0	8,800,000	8,800,000	56.1
12 <b>Subtotal - Other Revenues</b>	<b>6,054,857</b>	<b>28,692,468</b>	<b>35,110,045</b>	<b>34,971,700</b>	<b>100.4</b>	<b>81,535,587</b>	<b>81,535,587</b>	<b>43.1</b>
13 <b>Total Revenues</b>	<b>11,899,274</b>	<b>63,203,049</b>	<b>64,273,059</b>	<b>64,240,403</b>	<b>100.1</b>	<b>154,040,172</b>	<b>156,949,202</b>	<b>41.0</b>
14 <b>Capital Assistance</b>	<b>1,231,969</b>	<b>392,487</b>	<b>1,575,186</b>	<b>1,575,186</b>	<b>100.0</b>	<b>32,297,067</b>	<b>54,352,487</b>	<b>A 2.9</b>
15 <b>Reserves Programmed for Capital</b>	<b>620,293</b>	<b>1,703,024</b>	<b>2,497,249</b>	<b>2,497,249</b>	<b>100.0</b>	<b>525,780</b>	<b>13,321,254</b>	<b>A 0.0</b>
16 <b>Total Revenues - All Sources</b>	<b>13,751,536</b>	<b>65,298,560</b>	<b>68,345,494</b>	<b>68,312,838</b>	<b>100.0</b>	<b>186,863,019</b>	<b>224,622,943</b>	<b>30.4</b>
<b>USES OF FUNDS</b>								
<b>Operations</b>								
20 Motor Bus	7,899,417	39,057,146	37,696,548	41,391,201	91.1	99,740,708	99,780,708	37.8
21 A. D. A. Programs	1,122,648	5,338,805	5,629,615	Z #VALUE!		14,477,220	14,477,220	38.9
22 Caltrain	989,037	5,615,723	7,076,741	7,076,741	100.0	14,000,000	14,000,000	50.5
23 Other Multimodal Programs	241,751	1,638,618	1,235,386	1,258,250	98.2	3,015,460	3,015,460	41.0
24 <b>Subtotal - Operating Costs</b>	<b>10,252,853</b>	<b>51,650,292</b>	<b>51,638,290</b>	<b>49,726,192</b>	<b>103.8</b>	<b>131,233,388</b>	<b>131,273,388</b>	<b>39.3</b>
<b>Other Uses of Funds</b>								
26 Pass through to Other Agencies	0	181,790	5,850	5,850	100.0	467,959	467,959	1.3
27 Transfer Out to Debt Service	2,037,787	10,187,495	10,188,934	10,188,934	100.0	24,453,463	24,453,463	41.7
28 Fiscal Agent Fees	4,905	7,825	11,455	12,485	91.8	29,600	29,600	38.7
29 Land Transfer Interest Expense	0	0	0	0	0	66,570	66,570	0.0
30 <b>Subtotal - Other Uses</b>	<b>2,042,692</b>	<b>10,377,110</b>	<b>10,206,239</b>	<b>10,207,269</b>	<b>100.0</b>	<b>25,017,592</b>	<b>25,017,592</b>	<b>40.8</b>
31 <b>Capital Programs</b>	<b>1,973,829</b>	<b>2,452,529</b>	<b>4,453,607</b>	<b>4,453,607</b>	<b>100.0</b>	<b>41,172,847</b>	<b>76,023,741</b>	<b>A 5.9</b>
32 <b>Total Uses of Funds</b>	<b>14,269,374</b>	<b>64,479,931</b>	<b>66,298,137</b>	<b>64,387,068</b>	<b>103.0</b>	<b>197,423,827</b>	<b>232,314,721</b>	<b>28.5</b>
33 <b>NET SURPLUS / (DEFICIT)</b>	<b>(517,838)</b>	<b>818,629</b>	<b>2,047,357</b>	<b>3,925,770</b>	<b>52.2</b>	<b>(10,560,808)</b>	<b>(7,691,778)</b>	<b>(26.6)</b>

"% 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  
NOVEMBER 2012**

% OF YEAR ELAPSED: 41.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>OPERATING REVENUES - MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	1,425,084	6,987,390	7,055,339	7,140,417	98.8	17,137,000	17,137,000	41.2
<b>LOCAL (TDA) TRANSIT FUND:</b>								
3 General Operating Assistance	2,638,690	19,034,740	13,262,448	13,279,698	99.9	29,121,548	31,871,276	41.6
<b>STATE TRANSIT ASSISTANCE:</b>								
5 Local STA Operating Assistance	367,979	2,939,325	1,839,897	1,839,897	100.0	4,415,758	4,415,758	41.7
<b>OPERATING GRANTS</b>								
7 TOTAL OPERATING GRANTS	499,831	122,523	2,173,791	2,173,791	100.0	9,725,142	9,765,142	22.3
<b>DISTRICT 1/2 CENT SALES TAX:</b>								
9 General Operating Asst.	2,499,475	8,292,735	10,912,799	14,656,310	74.5	34,646,868	31,897,140	34.2
10 Accessibility Fixed Route	88,927	458,418	423,123	414,193	102.2	994,064	994,064	42.6
11 TOTAL 1/2 CENT SALES TAX	2,588,402	8,751,153	11,335,922	15,070,503	75.2	35,640,932	32,891,204	34.5
<b>INVESTMENT INTEREST INCOME:</b>								
13 Investment Interest Income	110,440	28,574	742,313	752,150	98.7	966,720	966,720	76.8
<b>OTHER REVENUE SOURCES:</b>								
15 Overnight Deposits Interest Income	(5)	218	42	150	28.0	360	360	11.7
16 Rental Income	89,259	438,929	445,633	438,650	101.6	1,052,760	1,052,760	42.3
17 Advertising Income	55,417	320,160	341,141	277,083	124.3	665,000	665,000	51.8
18 Other Income	124,322	434,135	500,022	418,862	119.4	1,015,488	1,015,488	49.2
19 TOTAL OTHER REVENUES	268,993	1,193,442	1,286,838	1,134,745	113.4	2,733,608	2,733,608	47.1
21 TOTAL MOTOR BUS	7,899,417	39,057,146	37,696,548	41,391,201	91.1	99,740,708	99,780,708	37.8
<b>AMERICAN DISABILITIES ACT:</b>								
24 Passenger Fares Redi-Wheels	63,238	331,542	328,222	331,583	99.0	795,800	795,800	41.2
25 Local TDA 4.5 Redi-Wheels	131,918	1,001,830	659,590	659,590	100.0	1,463,713	1,583,015	41.7
26 Local STA - Paratransit	40,990	360,460	204,950	204,950	100.0	491,881	491,881	0.0
27 Operating Grants	55,667	0	202,149	202,149	100.0	999,343	999,343	20.2
28 Sales Tax - District ADA Programs	413,401	1,890,934	1,964,582	2,575,629	76.3	4,986,373	4,867,071	40.4
29 Sales Tax - Paratransit Suppl. Coastside	96,035	563,477	538,919	567,879	94.9	1,362,910	1,362,910	0.0
30 Interest Income - Paratransit Fund	23,543	170,743	131,378	148,308	88.6	277,200	277,200	47.4
31 Measure A Redi-Wheels	191,607	1,019,819	1,068,576	1,068,576	100.0	2,600,000	2,600,000	41.1
32 Measure M Paratransit	106,250	0	531,250	531,250	100.0	1,500,000	1,500,000	35.4
33 TOTAL ADA PROGRAMS	1,122,648	5,338,805	5,629,615	6,289,914	89.5	14,477,220	14,477,220	38.9
<b>MULTIMODAL TRANSIT PROGRAMS:</b>								
36 Other Sources - Caltrain	605,824	3,576,086	4,939,589	4,939,589	100.0	8,800,000	8,800,000	56.1
37 Transfer from TA for Caltrain	383,213	2,039,637	2,137,152	2,137,152	100.0	5,200,000	5,200,000	41.1
38 TA Funded SM/Caltrain Shuttles	0	451,065	0	0	0.0	0	0	0.0
39 Employer Share SM/Caltrain Shuttles	0	129,850	0	0	0.0	0	0	0.0
40 AB434 Funds - SamTrans Shuttle	46,200	222,250	230,900	230,900	100.0	554,400	554,400	41.6
41 Employer SamTrans Shuttle Funds	149,175	599,250	745,875	745,875	100.0	1,790,100	1,790,100	41.7
42 Sales Tax - SamTrans Shuttle Program	27,735	132,769	148,200	141,091	105.0	334,040	334,040	44.4
43 Sales Tax - Gen. Operating Asst.	18,640	103,434	110,411	140,383	78.6	336,920	336,920	32.8
45 TOTAL MULTIMODAL	1,230,787	7,254,341	8,312,127	8,334,991	99.7	17,015,460	17,015,460	48.9
46 TOTAL REVENUES	10,252,853	51,650,292	51,638,290	56,016,106	92.2	131,233,388	131,273,388	39.3

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

% OF YEAR ELAPSED: 41.7%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	4,046,360	21,365,550	19,598,452	20,879,736	93.9	50,244,115	50,015,049	39.2
2								
3 Services:								
4 Board of Directors	4,505	21,152	18,271	22,158	82.5	52,900	52,900	34.5
5 Contracted Vehicle Maintenance	60,737	409,773	173,528	329,637	52.6	791,128	791,128	21.9
6 Property Maintenance	113,750	462,208	494,411	523,458	94.5	1,258,500	1,258,500	39.3
7 Professional Services	397,527	1,243,129	1,219,690	1,922,811	63.4	4,777,013	4,862,226	25.1
8 Technical Services	407,273	1,597,448	1,767,073	2,052,497	86.1	4,829,402	5,001,968	35.3
9 Other Services	2,742	121,095	202,054	532,111	38.0	1,277,066	1,277,066	15.8
10								
11 Materials & Supply:								
12 Fuel & Lubricants	453,463	2,319,917	2,301,583	2,729,785	84.3	6,551,477	6,551,477	35.1
13 Bus Parts & Materials	179,443	610,007	723,502	726,144	99.6	1,758,740	1,758,740	41.1
14 Uniforms & Driver Expense	15,196	62,156	54,472	91,269	59.7	400,970	400,970	13.6
15 Timetables & Tickets	13,060	38,958	61,830	71,583	86.4	171,800	171,800	36.0
16 Office Supplies / Printing	21,509	69,688	86,320	143,299	60.2	342,137	342,137	25.2
17 Other Materials & Supply	9,841	47,012	49,753	66,083	75.3	156,500	156,500	31.8
18								
19 Utilities:								
20 Telephone	30,153	131,030	138,710	241,875	57.3	580,500	580,500	23.9
21 Other Utilities	77,431	431,254	433,136	409,000	105.9	981,600	981,600	44.1
22 Insurance Costs	225,262	1,038,079	1,099,782	1,103,190	99.7	2,647,000	2,647,000	41.5
23 Workers' Compensation	259,559	1,273,056	1,309,867	1,332,108	98.3	3,197,060	3,197,060	41.0
24 Taxes & License Fees	41,799	205,571	203,922	239,093	85.3	573,823	573,823	35.5
25 Fixed Route Accessibility	88,927	458,418	423,123	414,193	102.2	994,064	994,064	42.6
26 Leases & Rentals	9,121	44,724	45,625	51,433	88.7	119,800	119,800	38.1
27 Promotional & Legal Advertising	8,650	41,889	62,164	99,375	62.6	238,500	238,500	26.1
28 Training & Business Travel	9,060	50,944	63,996	73,635	86.9	164,050	164,050	39.0
29 Dues & Membership	6,427	38,532	36,421	37,535	97.0	87,200	87,200	41.8
30 Postage & Other	3,027	22,413	18,476	143,053	12.9	349,003	360,290	5.1
31								
32 <b>Total District Operated Buses</b>	<b>6,484,820</b>	<b>32,104,003</b>	<b>30,586,163</b>	<b>34,235,063</b>	<b>89.3</b>	<b>82,544,348</b>	<b>82,584,348</b>	<b>37.0</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	1,231,284	6,093,085	6,218,044	6,274,717	99.1	15,059,320	15,059,320	41.3
36 Other Related Costs	29,115	132,979	152,186	141,667	107.4	361,600	361,600	42.1
37 Insurance Costs	53,292	272,522	265,416	272,905	97.3	655,000	655,000	40.5
38 Coastside Services	61,956	266,813	277,214	269,592	102.8	647,020	647,020	42.8
39 Redi Coast Non-ADA	20,908	86,934	102,055	91,542	111.5	219,700	219,700	46.5
40 Other Related Costs	1,972	8,293	10,070	19,600	51.4	47,040	47,040	21.4
41 La Honda - Pescadero	4,238	28,150	21,713	21,875	99.3	52,500	52,500	41.4
42 SamCoast - Pescadero	10,237	58,048	56,342	58,333	96.6	140,000	140,000	40.2
43 Other Related Cost - SamCoast	1,595	6,319	7,346	5,908	124.3	14,180	14,180	51.8
44 <b>Total Contracted Bus Service</b>	<b>1,414,597</b>	<b>6,953,143</b>	<b>7,110,385</b>	<b>7,156,138</b>	<b>99.4</b>	<b>17,196,360</b>	<b>17,196,360</b>	<b>41.3</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>7,899,417</b>	<b>39,057,146</b>	<b>37,696,548</b>	<b>41,391,201</b>	<b>91.1</b>	<b>99,740,708</b>	<b>99,780,708</b>	<b>37.8</b>

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

% OF YEAR ELAPSED: **41.7%**

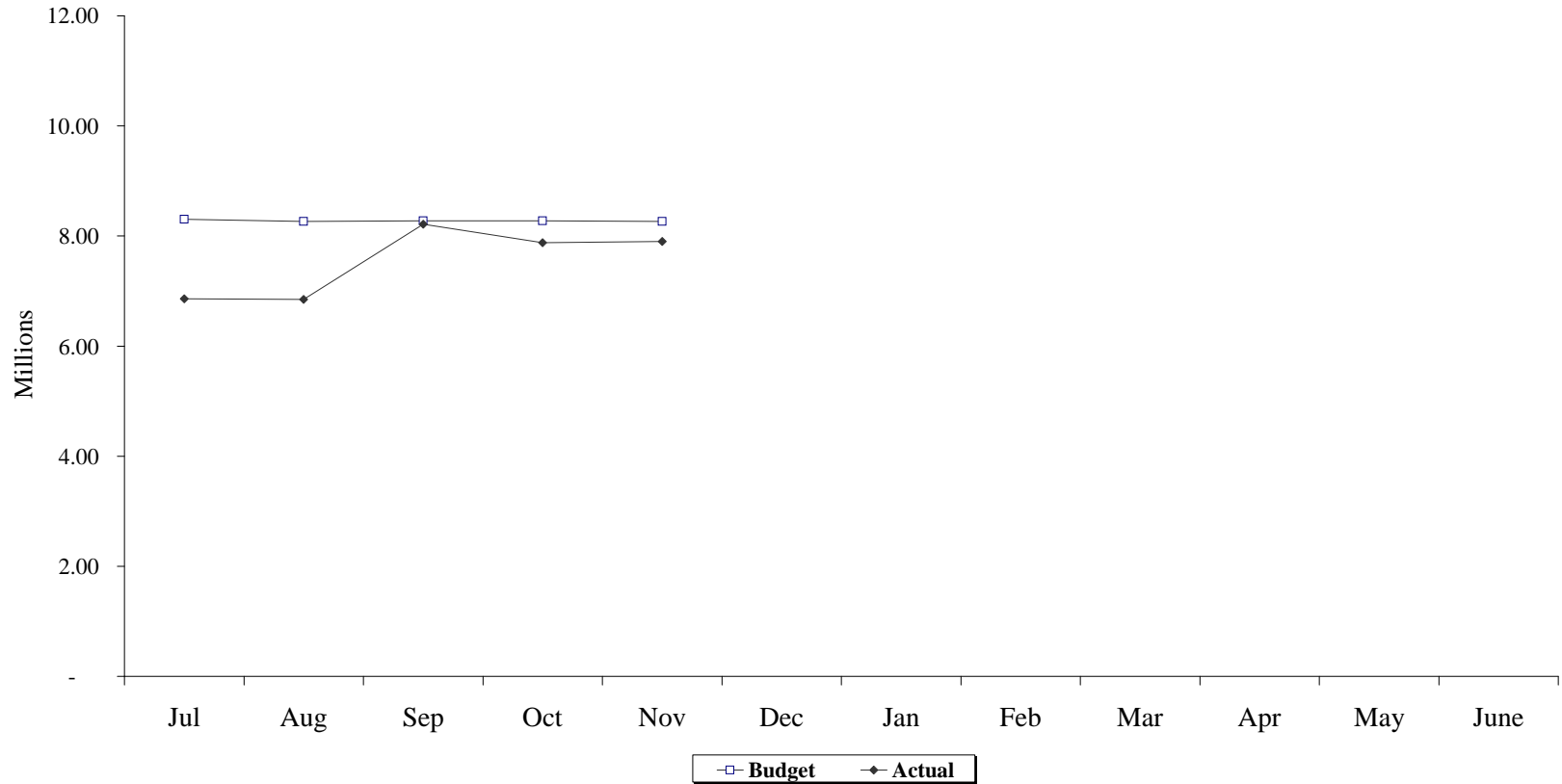
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	470,811	2,116,762	2,365,385	2,769,625	85.4	6,964,200	5,907,200	40.0
Other Related Costs	229,092	882,040	989,894	1,178,977	84.0	2,826,395	2,826,395	35.0
Sedan Service	232,397	1,242,819	1,181,187	1,182,454	99.9	1,779,190	2,836,190	41.6
ADA Accessibility Support	61,029	324,423	339,705	376,398	90.3	1,029,525	1,029,525	33.0
Coastside ADA Support	96,035	563,477	538,919	567,879	94.9	1,362,910	1,362,910	39.5
Insurance Costs	33,285	209,284	214,526	214,580	100.0	515,000	515,000	41.7
<b>TOTAL ADA PROGRAMS</b>	<b>1,122,648</b>	<b>5,338,805</b>	<b>5,629,615</b>	<b>6,289,914</b>	<b>89.5</b>	<b>14,477,220</b>	<b>14,477,220</b>	<b>38.9</b>
<b>MULTIMODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	989,037	5,615,723	7,076,741	7,076,741	100.0	14,000,000	14,000,000	50.5
<b>Total Caltrain Service</b>	<b>989,037</b>	<b>5,615,723</b>	<b>7,076,741</b>	<b>7,076,741</b>	<b>100.0</b>	<b>14,000,000</b>	<b>14,000,000</b>	<b>50.5</b>
<b>OTHER SUPPORT</b>								
Dumbarton Express Service	12,102	50,921	61,607	65,758	93.7	157,820	157,820	39.0
SamTrans Shuttle Service	223,110	954,269	1,124,975	1,117,867	100.6	2,678,540	2,678,540	42.0
SM/Caltrain Shuttles	0	580,914	0	0	0.0	0	0	0.0
Maintenance Multimodal Facilities	6,539	52,513	48,804	74,625	65.4	179,100	179,100	27.2
<b>Total Other Support</b>	<b>241,751</b>	<b>1,638,618</b>	<b>1,235,386</b>	<b>1,258,250</b>	<b>98.2</b>	<b>3,015,460</b>	<b>3,015,460</b>	<b>41.0</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>1,230,788</b>	<b>7,254,341</b>	<b>8,312,127</b>	<b>8,334,991</b>	<b>99.7</b>	<b>17,015,460</b>	<b>17,015,460</b>	<b>48.9</b>
<b>TOTAL EXPENSES</b>	<b>10,252,853</b>	<b>51,650,292</b>	<b>51,638,290</b>	<b>56,016,106</b>	<b>92.2</b>	<b>131,233,388</b>	<b>131,273,388</b>	<b>39.3</b>

% 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

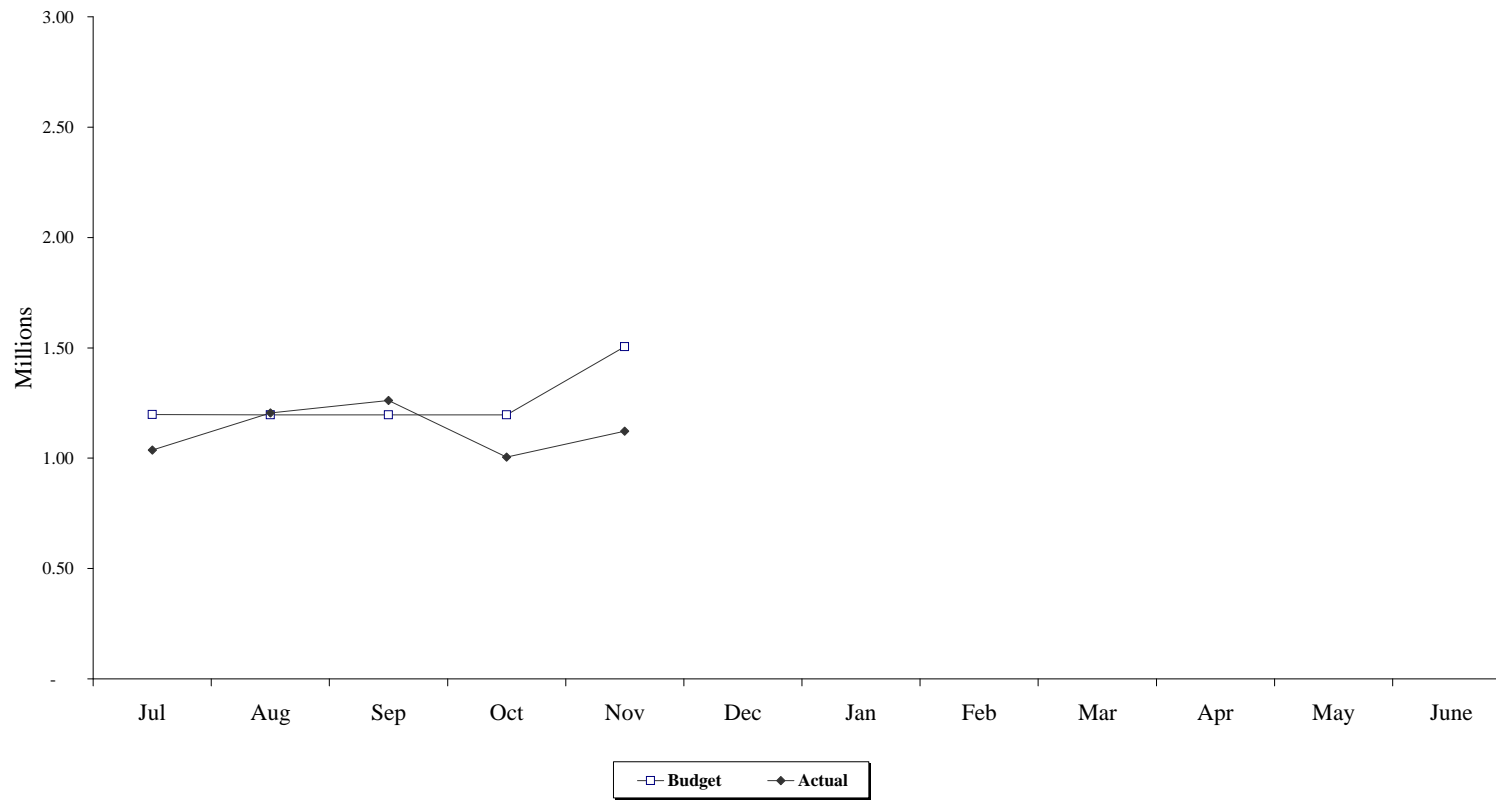
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2013



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
<b>Budget</b>	8,304,164	8,267,551	8,278,032	8,276,987	8,264,467								
<b>Actual</b>	6,857,423	6,845,903	8,215,844	7,877,960	7,899,417								
<b>CUMULATIVE EXPENSES</b>													
<b>Budget</b>	8,304,164	16,571,715	24,849,748	33,126,734	41,391,201								
<b>Actual</b>	6,857,423	13,703,327	21,919,171	29,797,131	37,696,548								
<b>Variance - F(U)</b>	1,446,741	2,868,389	2,930,577	3,329,603	3,694,653								
<b>Variance %</b>	17.42%	17.31%	11.79%	10.05%	8.93%								

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

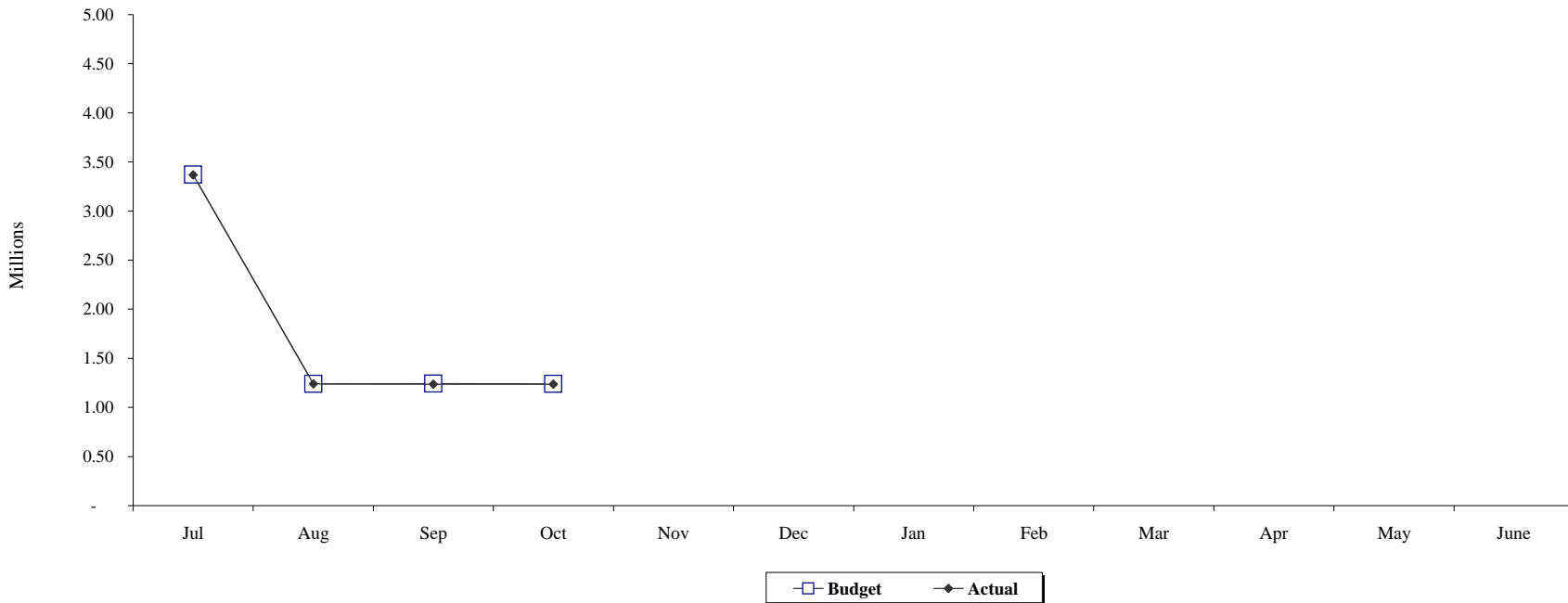


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	1,197,315	1,195,900	1,195,900	1,195,900	1,504,900							
Actual	1,036,402	1,205,261	1,261,026	1,004,278	1,122,648							
<b>CUMULATIVE EXPENSES</b>												
Budget	1,197,315	2,393,215	3,589,115	4,785,014	6,289,914							
Actual	1,036,402	2,241,663	3,502,690	4,506,968	5,629,615							
Variance - F(U)	160,913	151,551	86,425	278,047	660,299							
Variance %	13.44%	6.33%	2.41%	5.81%	10.50%							

## 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
<b>MONTHLY EXPENSES</b>												
Budget	3,371,623	1,240,067	1,243,167	1,240,067	1,240,067							
Actual	3,367,131	1,240,911	1,235,923	1,237,375	1,230,788							
<b>CUMULATIVE EXPENSES</b>												
Budget	3,371,623	4,611,690	5,854,857	7,094,924	8,334,991							
Actual	3,367,131	4,608,042	5,843,965	7,081,339	8,312,127							
Variance - F(U)	4,492	3,648	10,892	13,585	22,864							
Variance %	0.13%	0.08%	0.19%	0.19%	0.27%							

**SAN MATEO COUNTY TRANSIT DISTRICT**

**INTEREST ON INVESTMENTS**

**November 30, 2012**

DESCRIPTION	TOTAL INVESTMENT 11-30-12	INTEREST RECEIVABLE 10-31-12	INTEREST EARNED 11-30-12	INTEREST RECEIVED 11-30-12	ADJ.	INTEREST RECEIVABLE 11-30-12
RESERVE FOR CAPITAL PROJ	150,873.00	2,965.50	988.50	0.00	0.00	3,954.00
LAIF -- CAPITAL PROJ	7,949,542.49	2,306.77	2,116.97	0.00	(12.12)	4,411.62
REIMB SECURITIES -- L76R	80,354,379.89	191,914.41	91,252.57	66,328.26	29,074.00	245,912.72
LAIF -- REIMB FUNDS L76R	2,452,129.53	1,221.60	496.78	0.00	14.69	1,733.07
PARATRANSIT FUNDS	26,357,857.56	82,786.67	36,149.65	0.00	(97.18)	118,839.14
LAIF -- PARATRANSIT	510,115.35	133.77	135.84	0.00	(2.57)	267.04
BANK OF AMERICA	14,656,609.73	0.00	(4.68)	(4.68)	0.00	0.00
Debt Service Reserves Held by Trustee:	14,510,737.71	711.56	711.56			1,423.12
	<u>146,942,245.26</u>	<u>282,040.28</u>	<u>131,847.19</u>	<u>66,323.58</u>	<u>28,976.82</u>	<u>376,540.71</u>

**NOVEMBER 2012 -- SUMMARY OF INTEREST & CAPITAL GAIN**

Interest Earned 11/30/12	160,824.01
<b>Add:</b>	
CEO Interest	0.00
<b>Less:</b>	
Commissions	(8,101.66)
Amortized Premium/Discount	(15,844.75)
Capital Gain(Loss)	127.99
Total Interest & Capital Gain(Loss)	<u>137,005.59</u>

**YEAR TO DATE -- SUMMARY**

Interest Earned	708,677.63
<b>Add:</b>	
CEO Interest	9,000.00
<b>Less:</b>	
Commissions	(40,505.55)
Amortized Premium/Discount	(42,179.05)
Capital Gain(Loss)	254,786.70
Total Interest & Capital Gain(Loss)	<u>889,779.73</u>
<b>Balance Per Ledger as of 11/30/12</b>	
Expense Acct. 530011	(42,179.05)
Interest Acct. 409100	41.95
Interest Acct. 409102	3,551.36
Interest Acct. 409101	673,578.77
Gain(Loss) Acct. 405210	254,786.70
	<u>889,779.73</u>

SAN MATEO COUNTY TRANSIT DISTRICT  
 BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
 November 30, 2012

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-12	MARKET VALUE 11-30-12	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 10-31-12	INTEREST EARNED 11-30-12	INTEREST RECEIVED 11-30-12	ADJ.	INTEREST REC'VBLE 11-30-12	PAR VALUE
<u>CORPORATE BONDS</u>															
0.00%															
<u>GOVERNMENT BONDS</u>															
FHLB	3133XES91	6-12-07	8,317,029.00	8,744,035.00	8,608,035.00	03-08-13	5.000%	1,180.5556	30	62,569.44	35,416.67			97,986.11	8,500,000
FNMA	3135G0FS7	# 11-19-11	2,999,400.00	3,001,530.00	3,000,360.00	11-21-13	0.600%	50.0000	20	8,000.00	1,000.00	9,000.00		0.00	3,000,000
FHLMC	3134G3AC4	12-6-11	4,990,725.00	5,001,000.00	5,000,050.00	12-06-13	0.600%	83.3333	30	12,083.33	2,500.00			14,583.33	5,000,000
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,683,651.10	9,693,650.70	09-22-14	0.750%	200.3125	30	7,812.19	6,009.38			13,821.57	9,615,000
FNMA	3135G0LX9	6-28-12	2,000,600.00	2,002,580.00	2,000,640.00	06-26-15	0.700%	38.8889	30	4,861.11	1,166.67			6,027.78	2,000,000
FHLMC	3134G3SD3	03-28-12	9,996,000.00	10,052,200.00	10,061,400.00	09-28-15	0.750%	208.3333	30	6,875.00	6,250.00			13,125.00	10,000,000
FNMA	3136G0EJ6	5-03-12	4,998,437.50	5,009,700.00	5,011,300.00	10-30-15	0.750%	104.1667	30	104.17	3,125.00			3,229.17	5,000,000
FHLMC	3134G3UV0	5-23-12	5,000,000.00	5,001,550.00	5,010,350.00	11-23-15	0.750%	104.1667	30	16,458.33	3,125.00	18,750.00		833.33	5,000,000
FHLMC	3135G0LM3	5-25-12	9,997,000.00	9,998,600.00	10,020,800.00	11-24-15	0.750%	208.3333	30	32,708.33	6,250.00	37,500.00		1,458.33	10,000,000
FNMA	3135G0MB6	6-28-12	2,999,250.00	2,999,460.00	3,001,110.00	12-28-15	0.750%	62.5000	30	7,687.50	1,875.00			9,562.50	3,000,000
FED. FARM CREDIT BK	31331H5L7	5-11-07	1,020,404.50	1,128,923.00	1,116,316.50	12-29-15	6.125%	161.6319	30	19,719.10	4,848.96		29,093.75	24,568.06	950,000
FHLMC	3134G3SE1	03-21-12	8,505,312.50	8,545,475.00	8,565,875.00	03-21-16	1.000%	236.1111	30	9,444.44	7,083.33		0.01	16,527.78	8,500,000
FNMA	3135G0KA0	5-3-12	8,084,744.20	8,094,980.40	8,086,517.40	04-26-16	1.125%	251.8750	30	1,259.38	7,556.25			8,815.63	8,060,000
95.38%															
<u>TREASURY INFLATION PROTECTED SECURITIES</u>															
TREAS INFLATION INDEX	912828KM1	01-21-10	3,737,186.68	3,928,130.97	3,941,850.58	04-15-14	1.250%	132.2684	30	2,224.26	3,968.05		(15.43)	6,176.88	3,809,330
4.61%															
<u>COLLATERIZED MORTGAGE OBLIGATIONS</u>															
FHLB-SERIES 00-0606Y	3133XESD7	8-29-08	240,387.40	286,694.00	236,484.71	12-28-12	5.270%	35.9420	30	107.83	1,078.26	1,078.26	(4.33)	103.50	235,674
0.29%															
LAIF			2,452,129.53	3,237,086.25	2,452,129.53					1,221.60	496.78	0.00	14.69	1,733.07	2,452,130
TOTAL LAIF			2,452,129.53	3,237,086.25	2,452,129.53										
TOTAL A/C 121100 & 112010			82,573,108.53	83,478,509.47	83,354,739.89										
<u>MATURED/CALLED</u>															
FNMA	3135G0FS7	# 11-19-11	(2,999,400.00)	(3,001,530.00)	(3,000,360.00)										-3,000,000
TOTAL			<u>82,025,838.06</u>	<u>83,714,065.72</u>	<u>82,806,509.42</u>					<u>193,136.01</u>	<u>91,749.35</u>	<u>66,328.26</u>	<u>29,088.69</u>	<u>218,552.04</u>	<u>82,122,134</u>

19-Dec-12

120,326.57

**SAN MATEO COUNTY TRANSIT DISTRICT  
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES  
November 30, 2012**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-12	MARKET VALUE 11-30-12	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 10-31-12	INTEREST EARNED 11-30-12	INTEREST RECEIVED 11-30-12	ADJ.	INTEREST REC'VBLE 11-30-12	PAR VALUE
<b><u>GOVERNMENT BONDS</u></b>															
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,844.50	150,873.00	08-01-17	7.908%	32.9500	30	2,965.50	988.50			3,954.00	150,000
LAIF			7,949,542.49	7,949,542.49	7,949,542.49					2,306.77	2,116.97	0.00	(12.12)	4,411.62	7,949,542
<b>MATURED/CALLED CALLED</b>															
TOTAL LAIF			7,949,542.49	7,949,542.49	7,949,542.49										
TOTAL A/C 121100 & 112010			155,581.50	150,844.50	150,873.00										
<b>TOTAL</b>			<u>8,105,123.99</u>	<u>8,100,386.99</u>	<u>8,100,415.49</u>					<u>5,272.27</u>	<u>3,105.47</u>	<u>0.00</u>	<u>(12.12)</u>	<u>8,365.62</u>	<u>7,949,542</u>

14-Nov-12

988.50

**SAN MATEO COUNTY TRANSIT DISTRICT  
PARATRANSIT FUNDS -- INTEREST ON SECURITIES  
November 30, 2012**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-12	MARKET VALUE 11-30-12	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 10-31-12	INTEREST EARNED 11-30-12	INTEREST RECEIVED 11-30-12	ADJ.	INTEREST REC'VBLE 11-30-12	PAR VALUE
<b><u>GOVERNMENT BONDS</u></b>															
FHLM	3137EABX6	1-30-09	5,015,200.00	5,166,550.00	5,126,200.00	01-07-14	2.500%	347.2222	30	39,583.33	10,416.67			50,000.00	5,000,000
FHLM	3137EACB3	3-26-10	2,510,690.00	2,597,375.00	2,578,675.00	04-23-14	2.500%	173.6111	30	1,388.89	5,208.33			6,597.22	2,500,000
FNMA	31398AU34	2-15-12	5,299,150.00	5,276,000.00	5,264,050.00	07-28-15	2.375%	329.8611	30	30,677.08	9,895.83		0.01	40,572.92	5,000,000
FHMLC	3134G3SD3	03-28-12	4,998,000.00	5,026,100.00	5,030,700.00	09-28-15	0.750%	104.1667	30	3,437.50	3,125.00			6,562.50	5,000,000
FHMLC	3134G3SE1	03-21-12	5,503,437.50	5,529,425.00	5,542,625.00	03-21-16	1.000%	152.7778	30	6,111.11	4,583.33			10,694.44	5,500,000
		#													82.12%
<b><u>TREASURY INFLATION PROTECTED SECURITIES</u></b>															
TREAS INFLATION INDEX	912828KM1	03-26-10	2,639,162.36	2,805,807.83	2,815,607.56	04-15-14	1.288%	97.3495	30	1,588.76	2,920.49		(97.19)	4,412.06	2,720,950
LAIF			510,115.35	306,030.21	510,115.35					133.77	135.84	0.00	(2.57)	267.04	510,115
<b>MATURED CALLED</b>															
TOTAL LAIF			510,115.35	306,030.21	510,115.35										
TOTAL A/C 122010			25,965,639.86	26,401,257.83	26,357,857.56										
<b>TOTAL</b>			<u>26,475,755.21</u>	<u>26,707,288.04</u>	<u>26,867,972.91</u>					<u>82,920.44</u>	<u>36,285.49</u>	<u>0.00</u>	<u>(99.75)</u>	<u>119,106.18</u>	<u>26,231,065</u>

14-Nov-12

36,052.47



**SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF BUDGET ACTIVITY FOR NOVEMBER 2012**

**BUDGET AMENDMENTS**

Amount	Line Item	Description
Nov-12 \$ 40,000	revenue: page 1, line 3 and page 2, line 7 grant revenue	expense: page 1, line 20 motor bus and page 3, line 7 professional services
		Increase grant revenues and professional services expenses for SVCF grant funds for GBI campaign; grant funds accepted by SAMTR Board in November
\$ 40,000	Total	Total

**BUDGET REVISIONS**

Amount	Line Item	Description
Nov-12		No Budget Revisions in November 2012.
\$ -	Total	Total

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

12/28/12 2:35 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
<b>FY2012:</b>						FINAL
1st Quarter	15,680,000	15,680,000	1st Quarter	17,041,202	1,361,202	17,041,202
2nd Quarter	16,615,300	16,615,300	2nd Quarter	18,020,403	1,405,103	18,020,403
3rd Quarter	14,665,300	14,665,300	3rd Quarter	16,475,872	1,810,572	16,475,872
4th Quarter	16,039,400	21,540,400	4th Quarter	17,832,709	429,109	17,832,709
<b>FY2012 Total</b>	<b>63,000,000</b>	<b>68,501,000</b>	<b>FY2012 Total</b>	<b>69,370,185</b>	<b>5,005,985</b>	<b>69,370,185</b>
<b>FY2013</b>						
Jul. 12		4,360,900	Sep. 12	4,902,300	541,400	4,902,300
Aug. 12		4,360,900	Oct. 12	5,241,900	881,000	5,241,900
Sep. 12		5,810,000	Nov. 12	6,536,400	726,400	6,536,400
1st Qtr. Adjustment		1,650,000	Dec. 12		(1,074,400)	575,600 (1)
3 Months Total		16,181,800		16,680,600	1,074,400	17,256,200
Oct. 12		4,507,000	Dec. 12			4,507,000 (1)
Nov. 12		4,507,000	Jan. 13			4,507,000 (1)
Dec. 12		6,330,000	Feb. 13			6,330,000
2nd Qtr. Adjustment		1,740,000	Mar. 13		(1,074,400)	665,600 2/3
6 Months Total		33,265,800		16,680,600	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		16,680,600	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
<b>FY2013 Total</b>		<b>65,000,000</b>	<b>FY2013 Total</b>	<b>16,680,600</b>	<b>0</b>	<b>65,000,000</b>
17,256,200			1st Quarter			
9,457,733			2nd Quarter			
			3rd Quarter			
			4th Quarter			
<u>26,713,933</u>			YTD Actual Per Statement of Revenues & Expenses			

(1) Accrual

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: Gigi Harrington  
Deputy CEO

SUBJECT: **AUTHORIZE AMENDMENT OF FISCAL YEAR 2013 OPERATING BUDGET**

**ACTION**

Staff proposes the Finance Committee recommend the Board adopt a resolution authorizing an amendment to increase the Fiscal Year (FY) 2013 Operating Budget by \$299,554 for a new total of \$132,107,471(Attachment A). This amendment reflects revenue and expense adjustments since the FY2013 budget was adopted by the Board on June 13, 2012, primarily to account for an increase in sales tax revenue.

**Sources of Funds/Revenues:**

- Increase Pass-through to Other Agency funds by \$69,000;
- Decrease Operating Grants by \$2,034,417;
- Increase Measure A funds by \$360,000;
- Increase Sales Tax by \$3,000,000; and
- Increase Investment Interest by \$413,380.

**Uses of Funds/Expenses:**

- Increase Professional Services by \$135,328;
- Increase Technical Services by \$90,653; and
- Increase Pass-through to Other Agency funds by \$73,573.

**SIGNIFICANCE**

**OPERATING REVENUES:**

**Pass-through to Other Agency Funds: Increase of \$69,000.**

Increase Pass-through funds by \$69,000 for Paratransit Coordinating Council (PCC) support services. The District receives Transportation Development Act (TDA) 4.5 Funds that are allocated for covering PCC administrative costs. The funds will be used to pay a consultant to provide the support services. The PCC is an ongoing forum for consumer input on paratransit issues. The revenues are offset by corresponding expenses.

**Operating Grants: Decrease of \$2,034,417.**

Operating grants are decreasing by \$2,034,417 due to \$371,255 in Assembly Bill 664 funds that will be used as matching funds for preventive maintenance and diesel fuel for motor bus grants offset by a reduction in preventive maintenance grant funds of \$2,534,197 for a capital to operating fund swap and diesel fuel. Preventive maintenance grant funds are used to offset a portion (up to 88.5%) of the sales tax used to cover maintenance wage and benefit costs. Preventive maintenance grant funds that cannot be used in a particular year, e.g. because of less than anticipated wage and benefit costs, are available to be used to offset sales tax in future operating budgets.

Additionally, an increase of \$128,525 is for the Metropolitan Transportation Commission (MTC) Making the Last Mile Grant Project. The revenue is the Federal and partner share of costs for a consultant to implement the marketing strategy and a possible second audit of the program as required from the SamTrans sub-recipient oversight plan. The Making the Last Mile Project was awarded grant funds by MTC, under its Climate Initiatives Program, in the effort to reduce greenhouse gases and vehicle miles traveled.

**Measure A: Increase of \$360,000.**

Due to the revised estimate for sales tax collections of \$68,000,000, the Measure A funds used as part of the District's contribution to Caltrain will increase by \$240,000 to \$5,440,000 and to fund Redi-Wheels service will increase by \$120,000 to \$2,720,000. Per the San Mateo County Transportation Authority's 2004 Transportation Expenditure Plan, the sales tax revenue allocation is eight percent for Caltrain operations and four percent for paratransit services.

**District Half-Cent Sales Tax: Increase of \$3,000,000.**

FY2013 sales tax revenue projections have been increased by \$3,000,000 to \$68,000,000 based on FY2012 actuals.

**Investment Interest: Increase of \$413,380.**

The increase in investment interest income is due mainly to a security sold prior to maturity for liquidity purposes which realized an unexpected capital gain of \$255,000 and higher than budgeted re-investment rates for matured securities in the investment portfolio by \$158,380.

***OPERATING EXPENSES:***

**DISTRICT MOTOR BUS: Increase of \$225,981.**

The budget increase for District Motor Bus is comprised of changes in Professional Services and Technical Services.

***Professional Services: Increase of \$135,328.***

An increase of \$135,328 is for the MTC Making the Last Mile grant project. The additional costs for FY2013 are for a consultant to implement the marketing strategy and a possible second audit of the program as required from the SamTrans sub-recipient oversight plan. A corresponding increase in revenues in the amount of \$128,525 is referred to above. Sales tax will fund \$6,803 of the additional costs.

***Technical Services: Increase of \$90,653.***

An increase of \$90,653 includes \$50,000 for Oracle support for the PeopleSoft application Human Resource module, \$17,283 for additional security guard services per the contract approved in November 2012, \$16,797 for an increase in the final transit police contract after budget adoption, \$4,464 for a maintenance agreement for newly installed bus vault alarms, and \$2,109 for on-call armored car service.

**PASS-THROUGH TO OTHER AGENCIES: Increase of \$73,573.**

Increase pass-through expenses by \$73,573 for PCC support services. The expenses will be paid to the consultant providing the support services and include \$69,000 in TDA 4.5 Funds allocated for covering PCC administrative costs, which are offset by corresponding revenues, in addition to \$4,573 in consultant overhead costs, which is proposed to be funded by District sales tax.

**Total Use of Reserves: Decrease of \$1,508,409.**

The use of reserves is decreasing by \$1,508,409 from \$10,397,558 to \$8,889,149, primarily because of the increase in the revised estimate for sales tax revenue offset by the reduction in preventive maintenance grant funds.

**BUDGET IMPACT**

The FY2013 Operating Budget is amended to include additional expenses which will be covered by increases in grant funds and the estimate for sales tax revenues. Staff will continue to monitor the budget and minimize the use of reserves by any operational savings that can be realized by fiscal year-end.

**BACKGROUND**

The District annually adopts an Operating Budget. On June 13, 2012 the Board adopted the FY2013 budget in the amount of \$131,767,917 as per Board Resolution No. 2012-24 and subsequently amended the budget by \$40,000 as per Board Resolution No. 2012-49 for services related to grant funding from Silicon Valley Community Foundation for a Grand Boulevard campaign for a revised budget amount of \$131,807,917. Additionally, the sales tax contribution to the SamTrans Capital Budget was increased by \$2,705,780 to \$11,055,780 per Board Resolution No. 2012-48 to as part of the replacement of 62 1998 Gillig buses.

Per Board Resolution No. 2012-34 revenue increased by \$2,869,030 to \$156,909,202 to reflect latest revised MTC estimates for TDA and STA funds. Revenues were also increased by \$40,000 to \$156,949,202 as a result of receiving the SVCF grant funds per Board Resolution 2012-49.

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

Prepared by: Ladi Bhuller, Manager, Budgets  
Chris Petak, Senior Budget Analyst

650-508-7755  
650-508-7754

	FY2011 ACTUAL A	FY2012 REVISED B	FY2013 AMENDED C	FY2013 REVISED D	FY13 REVISED Compared to FY13 AMENDED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
<b>SOURCES OF FUNDS:</b>							
<b>Operating Revenues</b>							
1 Passenger Fares	17,373,064	17,443,300	17,932,800	17,932,800	0	0.0%	1
2 Local TDA and STA Funds	29,825,940	35,665,456	38,361,930	38,361,930	0	0.0%	2
3 Pass through to Other Agencies	1,123,376	281,790	467,959	536,959	69,000	14.7%	3
4 Operating Grants	7,801,782	10,614,136	10,764,485	8,730,068	(2,034,417)	-18.9%	4
5 Measure A	8,743,213	8,581,335	7,800,000	8,160,000	360,000	4.6%	5
6 AB434 Funds	536,000	528,000	554,400	554,400	0	0.0%	6
7 Subtotal - Operating Revenues	65,403,375	73,114,017	75,881,574	74,276,157	(1,605,417)	-2.1%	7
<b>Other Revenue Sources</b>							
9 District 1/2 Cent Sales Tax	63,513,748	63,000,000	65,000,000	68,000,000	3,000,000	4.6%	9
10 Investment Interest	561,491	439,888	1,243,920	1,657,300	413,380	33.2%	10
11 Other Interest, Rent & Other Income	5,598,588	5,971,355	6,023,708	6,023,708	0	0.0%	11
12 Other Sources		4,733,000	8,800,000	8,800,000	0	0.0%	12
13 Subtotal - Other Revenues	69,673,827	74,144,243	81,067,628	84,481,008	3,413,380	4.2%	13
14							14
15 Total Sources of Funds	135,077,202	147,258,260	156,949,202	158,757,165	1,807,963	1.2%	15
16							16
<b>USES OF FUNDS:</b>							
17 Motor Bus	92,310,649	100,034,745	99,780,708	100,006,689	225,981	0.2%	17
19 A.D.A. Programs	12,677,004	14,069,346	14,477,220	14,477,220	0	0.0%	19
20 Caltrain	14,707,875	10,620,000	14,000,000	14,000,000	0	0.0%	20
21 Other Multi-Modal Programs	4,528,529	3,967,226	3,015,460	3,015,460	0	0.0%	21
22 Pass through to Other Agencies	1,123,376	281,790	467,959	541,532	73,573	15.7%	22
23 Land Transfer Interest Expense	81,248	70,000	66,570	66,570	0	0.0%	23
24 Total Uses of Funds	125,428,680	129,043,107	131,807,917	132,107,471	299,554	0.2%	24
25							25
26 TOTAL OPERATING SURPLUS/(DEFICIT)	9,648,522	18,215,153	25,141,285	26,649,694	1,508,409	6.0%	26
27							27
28 Sales Tax Allocation - Capital Programs	957,131	6,881,380	11,055,780	11,055,780	0	0.0%	28
29							29
30 SURPLUS/(DEFICIT)	8,691,391	11,333,773	14,085,505	15,593,914	1,508,409	10.7%	30
31							31
<b>DEBT SERVICE</b>							
<b>SOURCES OF FUNDS:</b>							
34 Investment Interest	3,129,598	1,722,331	0	0	0	0.0%	34
35 Total Sources of Funds	3,129,598	1,722,331	0	0	0	0.0%	35
36							36
<b>USES OF FUNDS:</b>							
38 Debt Service	24,451,963	24,477,279	24,453,463	24,453,463	0	0.0%	38
39 Fiscal Agent Fees	22,180	29,600	29,600	29,600	0	0.0%	39
40 Total Uses of Funds	24,474,143	24,506,879	24,483,063	24,483,063	0	0.0%	40
41 * Debt Service - BART - \$12.7M							41
42							42
43 USE OF RESERVES FOR DEBT SERVICE	(21,344,545)	(22,784,548)	(24,483,063)	(24,483,063)	0	0.0%	43
44							44
45 TOTAL USES OF RESERVES	(12,653,154)	(11,450,775)	(10,397,558)	(8,889,149)	1,508,409		45

	FY2011 ACTUAL A	FY2012 REVISED B	FY2013 AMENDED C	FY2013 REVISED D	FY13 REVISED Compared to FY13 AMENDED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C		
<b>OPERATING REVENUES - MOTOR BUS:</b>								
1	TOTAL MOTOR BUS FARES	16,615,996	16,609,000	17,137,000	17,137,000	0	0.0%	1
2								2
3	<b>LOCAL (TDA) TRANSIT FUND:</b>							
4	General Operating Assistance	23,503,880	30,569,366	31,871,276	31,871,276	0	0.0%	4
5								5
6	<b>STATE TRANSIT ASSISTANCE:</b>							
7	STA Base	4,473,896	2,982,624	4,415,758	4,415,758	0	0.0%	7
8	STA TOTAL	4,473,896	2,982,624	4,415,758	4,415,758	0	0.0%	8
9								9
10	<b>OPERATING GRANTS:</b>							
11	Operating Grants	5,978,948	9,224,863	9,765,142	7,730,725	-2,034,417	-20.8%	11
12								12
13	<b>DISTRICT 1/2 CENT SALES TAX:</b>							
14	General Operating Assistance	37,132,610	37,024,115	31,777,838	33,757,856	1,980,018	6.2%	14
15	Accessibility Fixed Route	1,063,922	659,919	994,064	994,064	0	0.0%	15
16	TOTAL 1/2 CENT SALES TAX	38,196,532	37,684,034	32,771,902	34,751,920	1,980,018	6.0%	16
17								17
18	<b>INVESTMENT INTEREST INCOME</b>							
19	Investment Interest Income	141,846	84,174	966,720	1,247,100	280,380	29.0%	19
20								20
21	<b>OTHER REVENUE SOURCES:</b>							
22	Overnight Deposit Interest Income	1,633	660	360	360	0	0.0%	22
23	Rental Income	1,042,073	1,064,230	1,052,760	1,052,760	0	0.0%	23
24	Advertising Income	1,082,189	900,000	665,000	665,000	0	0.0%	24
25	Other Income	1,273,162	915,794	1,015,488	1,015,488	0	0.0%	25
26	TOTAL OTHER REVENUES	3,399,057	2,880,684	2,733,608	2,733,608	0	0.0%	26
27								27
28	TOTAL MOTOR BUS	92,310,155	100,034,745	99,661,406	99,887,387	225,981	0.2%	28
29								29
30	<b>AMERICAN DISABILITIES ACT:</b>							
31	Passenger Fares-Redi Wheels	757,068	834,300	795,800	795,800	0	0.0%	31
32	Local TDA 4.5 Redi Wheels	1,237,046	1,608,821	1,583,015	1,583,015	0	0.0%	32
33	Local STA - Paratransit	611,118	504,645	491,881	491,881	0	0.0%	33
34	Operating Grants	1,712,997	1,389,273	999,343	999,343	0	0.0%	34
35	Sales Tax - Paratransit District	4,285,785	4,359,957	4,986,373	4,733,373	(253,000)	-5.1%	35
36	Sales Tax - Paratransit Suppl. Coastside	1,112,705	1,156,636	1,362,910	1,362,910	0	0.0%	36
37	Interest Income-Paratransit Fund	419,645	355,714	277,200	410,200	133,000	48.0%	37
38	Measure A Redi-Wheels	2,540,640	2,460,000	2,600,000	2,720,000	120,000	4.6%	38
39	Measure M Paratransit	0	1,400,000	1,500,000	1,500,000	0	0.0%	39
40	TOTAL ADA PROGRAMS	12,677,004	14,069,346	14,596,522	14,596,522	0	0.0%	40
41								41
42	<b>MULTI-MODAL TRANSIT PROGRAMS:</b>							
43	Sales Tax - Caltrain	9,626,595	847,000	0	0	0	0.0%	43
44	Other Sources - Caltrain	0	4,733,000	8,800,000	8,800,000	0	0.0%	44
45	Transfer from TA for Caltrain	5,081,280	5,040,000	5,200,000	5,440,000	240,000	4.6%	45
46	TA Funded SM/Caltrain Shuttles	1,121,294	1,081,335	0	0	0	0.0%	46
47	Employer Share SM/Caltrain Shuttles	436,380	311,271	0	0	0	0.0%	47
48	AB434 Funds - SamTrans Shuttle	536,000	528,000	554,400	554,400	0	0.0%	48
49	Employer SamTrans Shuttle Funds	1,763,151	1,379,400	1,790,100	1,790,100	0	0.0%	49
50	Sales Tax - SamTrans Shuttle Program	307,995	348,990	334,040	334,040	0	0.0%	50
51	Operating Grants	109,838	0	0	0	0	0.0%	51
52	Sales Tax - Gen. Operating Asst.	253,872	318,230	336,920	96,920	(240,000)	-71.2%	52
53	TOTAL MULTI-MODAL	19,236,405	14,587,226	17,015,460	17,015,460	0	0.0%	53
54								54
55	TOTAL REVENUES	124,223,563	128,691,317	131,273,388	131,499,369	225,981	0.2%	55

					FY13 REVISED Compared to FY13 AMENDED	BUDGET		
	FY2011 ACTUAL	FY2012 REVISED	FY2013 AMENDED	FY2013 REVISED	Increase (Decrease)	PERCENT CHANGE		
	A	B	C	D	E = D-C	F = E/C		
<b>DISTRICT OPERATED BUSES</b>								
1	Wages and Benefits	50,869,759	53,344,734	50,244,115	50,244,115	0	0.0%	1
2	Services:							2
3	Board of Directors	49,891	53,100	52,900	52,900	0	0.0%	3
4	Contracted Vehicle Maintenance	786,912	785,250	791,128	791,128	0	0.0%	4
5	Property Maintenance	1,279,164	1,278,500	1,258,500	1,258,500	0	0.0%	5
6	Professional Services	2,702,795	4,709,254	4,817,013	4,952,341	135,328	2.8%	6
7	Technical Services	4,080,818	4,173,902	4,829,402	4,920,055	90,653	1.9%	7
8	Other Services	312,565	490,500	1,277,066	1,277,066	0	0.0%	8
9								9
10	Materials & Supply:							10
11	Fuel and Lubricants	4,408,209	5,636,357	6,551,477	6,551,477	0	0.0%	11
12	Bus Parts and Materials	1,451,095	1,765,700	1,758,740	1,758,740	0	0.0%	12
13	Uniform and Drivers Expense	304,733	391,130	400,970	400,970	0	0.0%	13
14	Timetables and Tickets	183,196	153,100	171,800	171,800	0	0.0%	14
15	Office Supplies/Printing	283,831	334,874	342,137	342,137	0	0.0%	15
16	Other Materials and Supply	123,961	166,250	156,500	156,500	0	0.0%	16
17								17
18	Utilities:							18
19	Telecommunications	334,420	480,500	580,500	580,500	0	0.0%	19
20	Other Utilities	934,819	981,600	981,600	981,600	0	0.0%	20
21	Insurance Costs	2,491,900	2,493,500	2,647,000	2,647,000	0	0.0%	21
22	Workers' Compensation	3,186,093	3,183,888	3,197,060	3,197,060	0	0.0%	22
23	Taxes and License Fees	459,880	496,300	573,823	573,823	0	0.0%	23
24	Fixed Route Accessibility	1,063,922	659,919	994,064	994,064	0	0.0%	24
25	Leases and Rentals	103,858	116,229	119,800	119,800	0	0.0%	25
26	Prmtnl and Legal Advertising	135,234	230,700	238,500	238,500	0	0.0%	26
27	Training & Business Travel	113,030	181,085	164,050	164,050	0	0.0%	27
28	Dues and Membership	79,167	83,785	87,200	87,200	0	0.0%	28
29	Postage and other	101,395	392,067	349,003	349,003	0	0.0%	29
30								30
31	<b>Total District Operated Buses</b>	<b>75,840,646</b>	<b>82,582,224</b>	<b>82,584,348</b>	<b>82,810,329</b>	<b>225,981</b>	<b>0.3%</b>	31
32								32
33	<b>CONTRACTED BUS SERVICES</b>							
34	Contracted Urban Bus Service	14,419,061	15,360,895	15,059,320	15,059,320	0	0.0%	34
35	Other Related Costs	358,963	339,820	361,600	361,600	0	0.0%	35
36	Insurance Costs	653,953	655,000	655,000	655,000	0	0.0%	36
37	Coastside Services	606,583	630,630	647,020	647,020	0	0.0%	37
38	Redi Coast Non-ADA	221,579	238,216	219,700	219,700	0	0.0%	38
39	Other Related Costs	10,540	41,520	47,040	47,040	0	0.0%	39
40	La Honda Pescadero	50,138	52,500	52,500	52,500	0	0.0%	40
41	Southcoast - Pescadero	140,116	120,000	140,000	140,000	0	0.0%	41
42	Other Related Costs-SamCoast	9,070	13,940	14,180	14,180	0	0.0%	42
43	<b>Total Contracted Bus Service</b>	<b>16,470,003</b>	<b>17,452,521</b>	<b>17,196,360</b>	<b>17,196,360</b>	<b>0</b>	<b>0.0%</b>	43
44								44
45	<b>TOTAL MOTOR BUS</b>	<b>92,310,649</b>	<b>100,034,745</b>	<b>99,780,708</b>	<b>100,006,689</b>	<b>225,981</b>	<b>0.2%</b>	45



					FY13 REVISED Compared to FY13 AMENDED	BUDGET		
	FY2011 ACTUAL	FY2012 REVISED	FY2013 AMENDED	FY2013 REVISED	Increase (Decrease)	PERCENT CHANGE		
	A	B	C	D	E = D-C	F = E/C		
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
46	Elderly & Disabled/Redi-Wheels	5,491,285	6,916,605	6,964,200	6,964,200	0	0.0%	46
47	Other Related Costs	2,106,981	2,721,005	2,826,395	2,826,395	0	0.0%	47
48	ADA Sedan Service	2,646,251	1,744,010	1,779,190	1,779,190	0	0.0%	48
49	ADA Accessibility Support	752,061	1,016,090	1,029,525	1,029,525	0	0.0%	49
50	Coastside Support	1,112,705	1,156,636	1,362,910	1,362,910	0	0.0%	50
51	Insurance Costs	567,723	515,000	515,000	515,000	0	0.0%	51
52	<b>TOTAL ADA PROGRAMS</b>	<b>12,677,004</b>	<b>14,069,346</b>	<b>14,477,220</b>	<b>14,477,220</b>	<b>0</b>	<b>0.0%</b>	52
53								53
54	<b>MULTI-MODAL TRANSIT PROGRAMS</b>							54
55								55
56	<b>CALTRAIN SERVICE</b>							56
57	Peninsula Rail Service	14,707,875	10,620,000	14,000,000	14,000,000	0	0.0%	57
58	<b>Total Caltrain Service</b>	<b>14,707,875</b>	<b>10,620,000</b>	<b>14,000,000</b>	<b>14,000,000</b>	<b>0</b>	<b>0.0%</b>	58
59								59
60	<b>OTHER SUPPORT</b>							60
61	Dumbarton Express Service	120,381	126,130	157,820	157,820	0	0.0%	61
62	SamTrans Shuttle	2,607,146	2,256,390	2,678,540	2,678,540	0	0.0%	62
63	SM/Caltrain Shuttle	1,667,511	1,392,606	0	0	0	0.0%	63
64	Maintenance Multimodal Fac	133,490	192,100	179,100	179,100	0	0.0%	64
65	<b>Total Other Support</b>	<b>4,528,529</b>	<b>3,967,226</b>	<b>3,015,460</b>	<b>3,015,460</b>	<b>0</b>	<b>0.0%</b>	65
66								66
67	Multi-Modal Promotion	0	0	0	0	0	0.0%	67
68								68
69	<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>19,236,404</b>	<b>14,587,226</b>	<b>17,015,460</b>	<b>17,015,460</b>	<b>0</b>	<b>0.0%</b>	69
70								70
71	<b>TOTAL OPERATING EXPENSES</b>	<b>124,224,057</b>	<b>128,691,317</b>	<b>131,273,388</b>	<b>131,499,369</b>	<b>225,981</b>	<b>0%</b>	71

**RESOLUTION NO. 2013-**

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

\* \* \*

**AUTHORIZATION OF AN AMENDMENT TO INCREASE  
THE FISCAL YEAR 2013 OPERATING BUDGET IN THE AMOUNT OF \$299,554 FOR A TOTAL  
BUDGET OF \$132,107,471**

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

**WHEREAS**, on June 13, 2012 and pursuant to Resolution No. 2012-24, the Board of Directors of the District approved the Fiscal Year (FY) 2013 Adopted Operating Budget in the amount of \$131,767,917; and

**WHEREAS**, on August 8, 2012 and pursuant to Resolution No. 2012-34, the Board of Directors of the District amended the FY 2013 Operating Budget Revenue by \$2,869,030 to \$156,909,202 to reflect revised Metropolitan Transportation Commission (MTC) estimates for Transportation Development Act and State Transit Assistance funds;

**WHEREAS**, on November 14, 2012 and pursuant to Resolution No. 2012-49, the Board of Directors of the District amended the FY 2013 Adopted Operating Budget in the amount of \$40,000 for a Grand Boulevard Initiative outreach campaign; and

**WHEREAS**, since the adoption of the FY 2013 Operating Budget, operating revenues have been adjusted as follows: pass-through revenue to other agencies has increased by \$69,000 for the Paratransit Coordinating Council; operating grants available to the District, primarily for preventive maintenance, have decreased by \$2,034,417; Measure A funding for SamTrans contributions have increased by \$240,000

to Caltrain and by \$120,000 to Redi-Wheels; Sales tax revenue has been revised upward by \$3,000,000; and the estimate for investment interest revenue has increased by \$413,380; and

**WHEREAS**, since the adoption of the FY 2013 Operating Budget, the District's operating expenses have increased by \$299,554, including an increase of \$135,328 in Professional Services for the Making the Last Mile Connection grant project; \$90,653 in Technical Services; and \$73,573 in pass-through expenses to other agencies for the Paratransit Coordinating Council; and

**WHEREAS**, since the adoption of the FY 2013 Operating Budget, the use of reserves is estimated to have decreased by \$1,508,409, primarily due to increases in revenue estimates; and

**WHEREAS**, the General Manager/CEO recommends the Fiscal Year 2013 Operating Budget be amended in the amount of \$299,554, for a total amended Operating Budget of \$132,107,471, to incorporate the revenue and expense adjustments discussed above .

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby approves an amendment increasing the Fiscal Year 2013 Operating Budget by \$299,554, for a total amended Operating Budget of \$132,107,471; and

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

Regularly passed and adopted this 9th day of January 2013 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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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 THE DISPOSITION OF TWO SURPLUS VEHICLES**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Approve the disposition of two surplus vehicles: one 1997 Ford F450 truck and one 2000 Ford F650 truck.
2. Authorize the General Manager/CEO to dispose of the two surplus vehicles in accordance with San Mateo County Transit District (District) Procurement Manual.

**SIGNIFICANCE**

The San Mateo County Transit District (District) routinely disposes of rolling stock, equipment and other property that has reached the end of its useful life. Disposition of the vehicles 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. These vehicles will be sold at public auction.

**BUDGET IMPACT**

The two vehicles were purchased with District sales tax funds. Any proceeds gained from the disposition of these vehicles, less auctioneer's fees, will be deposited to the District's General Fund.

**BACKGROUND**

In keeping with the California Air Resource Board (CARB) regulations and the District's criteria to replace service support vehicles at six years and 100,000 miles, these two trucks have been identified for disposal. The District will utilize a Department of General Services contract to purchase two new trucks to replace these surplus vehicles. The replacement vehicles will be compliant with the District's adopted vehicle emissions reduction program and CARB standards.

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

RESOLUTION NO. 2013-

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

\* \* \*

**AUTHORIZE THE DISPOSITION OF TWO SURPLUS VEHICLES**

**WHEREAS**, the San Mateo County Transit District (District) has a policy to routinely dispose of rolling stock, equipment and other property that is determined to be no longer viable for use; and

**WHEREAS**, District staff has identified for disposition one 1997 Ford F450 truck and one 2000 Ford F650 truck, which have reached the end of their useful lives, and has investigated the most effective means of disposition permitted by the District's Procurement Manual including through sealed bid procedure, auction, sale to another public agency, negotiation, or by discarding as scrap; and

**WHEREAS**, in accordance with the District's criteria for disposal and California Air Resource Board (CARB) regulations, it has been determined that these vehicles should be sold at public auction; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the District's Board of Directors authorize the disposition of the surplus vehicles identified above by public auction, and provide the District with net proceeds, if any, from this disposition for deposit in the District's General Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the San Mateo County Transit District hereby authorizes the disposition of two surplus vehicles in the manner set forth above, which is compliant with the District's Procurement Manual and CARB regulations.

Regularly passed and adopted this 9<sup>th</sup> day of January, 2013, by the following votes:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District Board

ATTEST:

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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: **EXERCISE OPTION TO CONTRACT 09-SAMTR-M-001 WITH GILLIG, LLC FOR  
THE PURCHASE AND DELIVERY OF 62 NEW HEAVY-DUTY BUSES**

**ACTION**

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to exercise an option to purchase additional buses under Contract 09-SAMTR-M-001, Heavy-Duty Buses with Gillig, LLC (formerly Gillig, Inc.) of Hayward, CA in the estimated amount of \$32,284,040 for the purchase of 62 new heavy-duty buses (buses).

**SIGNIFICANCE**

Approval of this action will provide the San Mateo County District (District) with the ability to replace 62 existing 1998 Gillig buses or other model year buses as appropriate. This fleet has reached the end of its useful life and is programmed for replacement. The replacement of these buses will help SamTrans continue to provide reliable service to its customers. The replacement of the fleet also is consistent with the District's adopted Bus Fleet Emissions Reduction Program. Twenty-five of the replacement buses will be manufactured using ultra-low emissions diesel/electric hybrid drive systems.

**BUDGET IMPACT**

Funding for this purchase has been included in the amended Fiscal Year 2013 District Capital Budget. Additional funding for the hybrid technology was provided by a Federal Transit Administration State of Good Repair (SOGR) grant awarded to the District for the specific purpose of buying hybrid technology buses as part of this replacement project. No other additional funds are required.

**BACKGROUND**

In June 2008, the District, as the lead procuring agency, formed a buying consortium with Central Contra Costa County Transit, City of Modesto, CA, City of Santa Maria, CA, Hampton Roads Transit, VA and Regional Transportation Commission of Washoe County, NV to solicit competitive proposals for production and delivery of 30-, 35- and 40-foot Heavy-Duty Low Floor transit buses and Hybrid Diesel/Electric Drive Systems for a combined initial consortium member total of up to

404 heavy-duty buses with an option to purchase an additional 300 buses, if exercised. This solicitation enabled members of the consortium and other public agencies to standardize bus models and realize better pricing through volume discounts.

On October 2008, per Resolution No. 2008-57, the District Board awarded a three-year contract with two one-year options to Gillig to purchase 132 buses with an option to purchase additional buses during the term of the contract if in the best interest of the District. The District has purchased all 132 buses under the base contract and now wishes to exercise its option to purchase 62 additional buses. The second one-year option term is currently in effect through November 2013.

Contract Officer: Brian Geiger 650-508-7973  
Project Manager: Detra Dillon, Bus Maintenance Contract Administrator 650-508-7987



RESOLUTION NO. 2013-

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

\*\*\*

**EXERCISING AN OPTION FOR THE PURCHASE AND DELIVERY OF  
62 NEW HEAVY-DUTY BUSES FOR A TOTAL ESTIMATED COST OF \$32,284,039.56**

**WHEREAS**, pursuant to Resolution No. 2008-57, the San Mateo County Transit District (District) awarded a contract to Gillig, LLC (formerly Gillig, Inc.) to purchase 132 new heavy-duty buses with an option to purchase 62 additional buses if in the best interest of the District; and

**WHEREAS**, staff has identified 62 1998 buses that have reached the end of their useful life and are due for replacement in accordance with the Federal Transit Administration and Metropolitan Transportation Commission replacement schedules; and

**WHEREAS**, staff proposes to acquire 62 new replacement buses under the contract with Gillig, LLC; and

**WHEREAS**, in accordance with the District's bus fleet emissions reduction program, 25 of the replacement buses will be manufactured using ultra-low emissions diesel/electric hybrid drive systems; and

**WHEREAS**, funding for the purchase of the 62 new buses has been budgeted in the current year's approved Capital Budget; and

**WHEREAS**, the General Manager/CEO recommends, and the Committee concurs, that the District Board of Directors (Board) authorize the General Manager/CEO to exercise an option under the contract with Gillig, LLC to purchase 62 new buses in the estimated amount of \$32,284,039.56, inclusive of all charges, taxes,

fees, and delivery.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby authorizes the General Manager/CEO or his designee to execute an option to the contract with Gillig, LLC to purchase 62 new buses for a total estimated amount of \$32,284,039.56.

Regularly passed and adopted this 9<sup>th</sup> day of January, 2013 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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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 AWARD OF CONTRACT TO PROVIDE FACILITY PAINTING AND RELATED SERVICES**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Award a contract to the lowest responsive and responsible bidder, Seven Island Painting, Inc., to furnish facility painting and related services for a three-year base term for an estimated cost of \$200,880.
2. Authorize the General Manager/CEO or his designee to execute the contract with Seven Island Painting, Inc. 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, for an estimated cost of \$135,552 for two years, 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 providing facility painting and related services.

**BUDGET IMPACT**

Funds for furnishing painting and related services are included in the current and projected operating budgets.

**BACKGROUND**

An Invitation for Bids (IFB) was issued to obtain bids for furnishing facility painting and related services for a three-year base term with two one-year options. This solicitation was a re-bid of a previous IFB that resulted in all bids being rejected in May 2012. Staff advertised this IFB on the District website and in a newspaper of general circulation. Solicitation notifications were sent to interested bidders including disadvantaged business enterprises (DBEs) and small business enterprises (SBEs) that were registered in the District's vendor databases.

Eight firms attended the pre-bid conference. Two bids were received, both from SBEs:

	<i>Firm Name</i>	<i>Bid Amount</i>
1	Seven Island Painting, Inc., Daly City (SBE)	\$ 336,432
2	Bjork Construction Company, Inc., Fremont (W/SBE)	\$ 345,777

Based on current labor and market forces which are encouraging bidders to be quite competitive, and based on a fair and open competition, the bid from Seven Island Painting, Inc. is found to be fair and reasonable.

Seven Island Painting, Inc.'s bid was responsive to the IFB requirements. The Project Manager has determined that Seven Island Painting, Inc. possesses the requisite depth of experience, and has the required qualifications to successfully perform the scope of services defined in the solicitation documents. Seven Island Painting, Inc. is a SBE and intends to perform the contract with its own labor force.

A survey was issued to companies who attended the pre-bid conference and who downloaded the solicitation from the website. Only two responses were received. One company indicated that it was not worth their time to prepare a bid because the contract did not guarantee any work and the expense of the bid bond. Another company indicated that it did not submit a bid because it sent an e-mail inquiry to the District that was not answered; however, staff has no record of having received it.

The past contract for providing facility painting services for the District expired July 31, 2012. The District has been satisfying demand for painting by using either in-house personnel or outside contractors on a project-by-project basis.

Contract Officer: Evelyn Marcal

650-508-7958

Project Manager: Jeff Thomas, Contract Administrator

650-508-6309

RESOLUTION NO. 2013 -

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

\* \* \*

**AUTHORIZING CONTRACT AWARD TO SEVEN ISLAND PAINTING, INC. FOR FURNISHING FACILITY PAINTING AND RELATED SERVICES AT A TOTAL ESTIMATED COST OF \$200,880**

**WHEREAS**, the San Mateo County Transit District (District) solicited competitive bids for facility painting and related services; and

**WHEREAS**, in response to the District's Invitation for Bids (IFB), two firms submitted bids; and

**WHEREAS**, staff and General Counsel have reviewed the lowest priced bid submitted by Seven Island Painting, Inc. of Daly City, CA and determined it meets the requirements of the solicitation documents; and

**WHEREAS**, staff has determined that Seven Island Painting, Inc. is qualified and responsible, and has further conducted a price analysis and find Seven Island Painting, Inc.'s bid price to be fair and reasonable; and

**WHEREAS**, the General Manager/CEO recommends, and the staff concurs, that a contract be awarded to the lowest responsive and responsible bidder, Seven Island Painting, Inc..

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the District awards a contract to Seven Island Painting, Inc. for furnishing facility painting and related services for a three-year base term for a total estimated cost of \$200,880; and

**BE IT FURTHER RESOLVED** the General Manager/CEO or designee is authorized to execute a contract on behalf of the District with Seven Island Painting, Inc. in full conformity with the terms and conditions of the bid specification documents; and

**BE IT FURTHER RESOLVED** the General Manager/CEO or designee is authorized to execute up to two additional one-year option terms, at a total estimated cost of \$135,552 for two years, provided that such options are in the best interest of the District.

Regularly passed and adopted this 9<sup>th</sup> day of January, 2013, by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: Gigi Harrington  
Deputy CEO

Mark Simon  
Executive Officer, Public Affairs

SUBJECT: **AUTHORIZING AWARD OF A CONTRACT TO PROVIDE FEDERAL LEGISLATIVE  
ADVOCACY SERVICES**

**ACTION**

Staff proposes the Committee recommend Board approval of the following:

1. Award a contract for Federal legislative advocacy services to Holland & Knight, LLP for a firm-fixed price of \$240,000 for a five-year term.
2. Authorize the General Manager/ CEO or designee to execute a contract with Holland & Knight, LLP in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.

**SIGNIFICANCE**

Award of a contract to Holland & Knight, LLP will provide the San Mateo County Transit District (District) with the services of a well-qualified, professional Federal legislative advocacy firm. Holland & Knight, LLP has a dedicated public policy and regulation practice that has represented public transportation clients since 1982.

**BUDGET IMPACT**

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

**BACKGROUND**

A Request for Proposals (RFP) to provide Federal legislative advocacy services was issued detailing the scope of services. 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 (SBEs) and disadvantaged business enterprises (DBEs). Staff received proposals from three firms, none of which are SBEs or DBEs.

An Evaluation Committee (Committee), comprised of qualified staff and three outside experts with experience in community and legislative advocacy for public transit agencies, reviewed and ranked proposals according to the following weighted criteria set forth in the RFP:

- Approach to Scope of Services 15 points
- Qualifications and Experience of Firm 35 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 all three firms for interviews. Following interviews, the Committee completed the final evaluation and consensus ranking. The firms are listed below in order of their final consensus ranking:

- Holland & Knight, LLP, Washington, D.C.
- Kadesh & Associates, LLC, Washington, D.C.
- FaegreBD Consulting, Washington, D.C.

Holland & Knight has a broad experience in the area of Federal legislative advocacy services and has been recognized by peers as one of the best performing transportation practices in the nation; furthermore, it has a strong presence in the Washington, D.C. area. Key personnel assigned to the District's account have in-depth knowledge of Department of Transportation and Federal Transit Administration regulatory requirements, codes and environment. Other key personnel have extensive experience in government relations and public transportation legislative advocacy services.

This background demonstrates that the firm has the requisite depth of knowledge and experience in Federal policy and legislative advocacy services for the successful advocacy of the District's Federal transportation priorities. Holland & Knight will provide all of the required services with its own staff and will not engage any subconsultants.

Holland & Knight currently provides Federal legislative advocacy services for the District and the San Mateo County Transportation Authority. The value of the District's contract is \$249,960 for a five-year term.

Contract Officer: Adwoa Oni 650-508-6411  
 Project Manager: Seamus Murphy 650-508-6388  
 Director, Government & Community Affairs



RESOLUTION NO. 2013-

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

\* \* \*

**AUTHORIZING AWARD OF CONTRACT  
TO PROVIDE FEDERAL LEGISLATIVE ADVOCACY SERVICES  
FOR A FIRM FIXED-PRICE OF \$240,000 FOR FIVE YEARS**

**WHEREAS**, the San Mateo County Transit District (District) has solicited competitive proposals to provide Federal legislative advocacy services; and

**WHEREAS**, in response to the District's advertisement, three 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 Holland & Knight, LLP is the highest consensus-ranked firm; and

**WHEREAS**, legal counsel has reviewed Holland & Knight, LLP's proposal and 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 federal legislative advocacy services be awarded to Holland & Knight, LLP for a total firm-fixed price of \$240,000.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors (Board) of the San Mateo County Transit District hereby awards a contract for Federal legislative advocacy services to Holland & Knight, LLP of Washington, D.C. for a five-year term for a firm-fixed price of \$240,000 ; and

**BE IT FURTHER RESOLVED** the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with Holland & Knight, LLP in full conformity with all of the terms and conditions of the contract documents , and in a form approved by legal counsel.

Regularly passed and adopted this 9<sup>th</sup> day of January, 2013 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary



BOARD OF DIRECTORS 2012

JERRY DEAL,  
JEFF GEE  
CAROLE GROOM  
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, JANUARY 9, 2013 – 2:40 p.m.**  
or immediately following previous Committee meeting

**ACTION**

1. Approval of Minutes of Legislative Committee Meeting of December 12, 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  
DECEMBER 12, 2012

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

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Shirley Harris called the meeting to order at 2:47 p.m.

**Approval of Minutes of Legislative Committee Meeting of November 14, 2012**

The Committee approved the minutes (Lloyd/Gee).

**Update on the State Legislative Program**

State

Director, Government and Community Affairs, Seamus Murphy said the Legislature convened on December 3. Kevin Mullin was appointed Assistant Speaker Pro Tem and Phil Ting was appointed Chair of the Democratic Caucus in the Assembly. Mr. Murphy said legislation introduced consistent with the Legislative Program are Senate Constitutional Amendment 4 that reduces the threshold for transportation sales tax from two-thirds to 55 percent; and Senate Bill 11 and Assembly Bill 8, which would reauthorize the Carl Moyer Program. The Carl Moyer Program is an air quality improvement program that is administered regionally.

Federal

Mr. Murphy said there was a House Transportation and Infrastructure Committee hearing last week on California High Speed Rail. The good news is the Government Accountability Office reviewed the project and program and determined the cost estimates are accurate. The House majority has been seeking ways to limit or prevent Federal funding for this project.

**Adjourned:** 2:52 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.

Due to the holidays, staff has no significant State or Federal items to report for either State or Federal Legislature.

Prepared By: Seamus Murphy, Government and Community Affairs Director 650-508-6388



BOARD OF DIRECTORS 2012

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

MICHAEL J. SCANLON  
GENERAL MANAGER/CEO

## AGENDA

### PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, JANUARY 9, 2013– 2:50 p.m.

or immediately following previous Committee meeting

#### ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 12, 2012

#### INFORMATIONAL

2. Preliminary SamTrans Transit Sustainability Project Strategic Plan
3. Update on SamTrans Service Plan and Title VI Requirements

Committee Members: Art Lloyd, Rose Guilbault, Carole Groom

#### 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 PLANNING, DEVELOPMENT AND SUSTAINABILITY  
COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
DECEMBER 12, 2012**

Committee Members Present: A. Lloyd (Committee Chair), G. Guilbault

Committee Members Absent: C. Groom

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

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

Committee Chair Art Lloyd called the meeting to order at 2:52 p.m.

**Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 10, 2012**

The Committee approved the minutes (Tissier/Gee).

**Authorize Administration of Peninsula Fleet Share and Execution of Peninsula Fleet Share Members Agreements**

Manager, Strategic Development Corinne Goodrich said staff is proposing the Committee recommend the Board authorize the implementation of the Peninsula Fleet Share Program and authorize the General Manager/CEO or his designee to execute member agreements that would govern the participation of members. Ms. Goodrich reported on the program:

- This is a mechanism for vehicle sharing among cities, agencies and organizations in San Mateo County. Entities contact agencies and organizations and arrange to use vehicles during times when such vehicles are otherwise idle.
- This program was developed with the Peninsula Traffic Congestion Relief Alliance, Senior Mobility Steering Committee, and San Mateo County Park and Recreation directors.
- The program does not use San Mateo County Transit District (District) vehicles.
- It is an 18-month demonstration program administered and monitored by the District.
- The program is funded by a Metropolitan Transportation Commission New Freedom Grant.
- The objective is to streamline access to vehicles at reasonable rates, facilitate partnerships to meet the transportation needs of seniors, people with disabilities and others, and realize cost savings and/or generate revenue that supports ongoing operation of transportation services.
- Benefits of participation include access to a continually expanding, searchable database and potential cost savings.
- Organizations apply to be members, sign an agreement with the District and receive a login to an online database.
- Planner, Ronny Kraft gave a demonstration on how the website works.

Chair Jerry Deal asked about the cost to borrow the vehicles, the insurance requirements and if any driver training is provided. Ms. Goodrich said it is all between the members.

Director Zoe Kersteen-Tucker asked if this type of program is used anywhere else. Ms. Goodrich said no.

Director Jeff Gee said asked about the performance metrics being used to determine if the pilot program is successful. Ms. Goodrich said staff is tracking the number of trips, number of people and purpose. She said it is a very low cost to run this program. Director Gee said it would be great to hear a report on metrics in six months.

A motion (Tissier/Guilbault) to authorize administration of Peninsula Fleet Share and execution of Peninsula Fleet Share Members Agreements was approved unanimously.

### **Capital Projects Quarterly Status Report – 1<sup>st</sup> Quarter Fiscal Year 2013**

Deputy CEO Gigi Harrington said this is an informational item.

Adjourned: 3:03 p.m.



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: April Chan  
Executive Officer, Planning & Development

SUBJECT: **PRELIMINARY SAMTRANS TRANSIT SUSTAINABILITY PROJECT (TSP) STRATEGIC PLAN**

**ACTION**

This is an informational item. Staff will present the Board a preliminary SamTrans Transit Sustainability Project (TSP) Strategic Plan on January 9, 2013, with the final plan to be approved at the February 13, 2013 meeting.

**SIGNIFICANCE**

The Metropolitan Transportation Commission (MTC) adopted the TSP final recommendations on May 23, 2012, which established TSP performance measures and targets for the seven large San Francisco Bay Area transit operators. The seven large operators include San Mateo County Transit District (District), Alameda-Contra Costa Transit District (AC Transit), Bay Area Rapid Transit District (BART), Peninsula Corridor Joint Powers Board (JPB), Golden Gate Bridge, Highway, Transportation District (GGBHTD), San Francisco Municipal Transportation Agency (SFMTA), and Santa Clara Valley Transportation Authority (VTA).

As part of the TSP final recommendations, MTC requires the seven large operators to each achieve a 5 percent real reduction in at least one of the following performance measures by Fiscal Year (FY) 2017 and no growth beyond Consumer Price Index (CPI) thereafter: a) cost per service hour; b) cost per passenger; or c) cost per passenger mile. The 5 percent real reduction is measured against the highest reported costs between FY2008 and FY2011 for one of the three performance measures listed above.

The seven operators are to adopt strategic plans by March 31, 2013 to establish strategies and a monitoring program on how to achieve the 5 percent real reduction. On an annual basis, the agencies are to submit data on the progress of achieving their targets. MTC will analyze the agencies' progress in meeting these targets in FY2018. By FY2019, MTC will link existing and new operating and capital funds administered by MTC to the progress that operators have made towards achieving the targets in their strategic plans.

**BUDGET IMPACT**

This informational item has no impact to the budget.

**BACKGROUND**

The MTC created the TSP in January 2010 to address operating and capital shortfalls experienced by various transit operators in the nine-county San Francisco Bay Area. The purpose of the TSP is to help improve transit performance and to attract more customers to the transit systems. The TSP focused on financial, service performance and institutional frameworks of the transit agencies. The District was one of the participants in the TSP project.

Prepared by: April Chan, Executive Officer, Planning &  
Development

650-508-6228

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: SamTrans Board

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: April Chan, C.H. (Chuck) Harvey,  
Executive Officer, Planning & Deputy CEO  
Development

SUBJECT: **UPDATE ON SAMTRANS SERVICE PLAN AND TITLE VI REQUIREMENTS**

**ACTION**

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

**SIGNIFICANCE**

Staff will give an update on the SamTrans Service Plan (SSP), as well as information on Federal Title VI requirements, at the January 9, 2013 Board meeting.

SamTrans, as recipient of Federal Transit Administration (FTA) grant assistance, is required to comply with U.S. Department of Transportation Title VI regulations. In general, Title VI regulations prohibit discrimination on the basis of race, color, or national origin in the provision of public transportation services.

The Federal Title VI requirements, which have been updated recently by the FTA, now require the public transportation provider's governing board to approve system-wide service standards and policies on or before March 31, 2013. The governing boards will also need to approve policies to determine when major service changes have occurred that would trigger a service equity analysis, as well as policies on how to measure disparate impacts and disproportionate burden on minority and low income populations respectively. The development of Major Service Change, Disparate Policy, and Disproportionate Burden policies will need to include participation and input from the public.

As a result of the changes in Title VI regulations, we believe it is prudent to review those policies with the Board prior to release of the final draft SSP recommendations.

We proposed the following schedule in compliance with Title VI requirements:

- *February 2013*: Board review of proposed Service Standards and Service Policies, Major Service Change, Disparate Impact, and Disproportionate Burden policies.
- *February/March 2013*: Conduct public outreach on proposed Service Standards and Service Policies, Major Service Change, Disparate Impact, and Disproportionate Burden policies.

- *March 2013*: Board approval of proposed Service Standards and Service Policies, Major Service Change, Disparate Impact, and Disproportionate Burden policies; Board review of final draft SSP recommendations and call for public hearing; and review Title VI service equity analysis and environmental review of the SSP service changes.
- *March 31, 2013*: Submit to FTA the Board-approved Service Standards and Service Policies.
- *March/April 2013*: Conduct public outreach on final draft SSP recommendations, Title VI service equity analysis and environmental assessment.
- *April 2013*: Hold public hearing on final draft SSP recommendations, Title VI service equity analysis and environmental assessment.
- *May 2013*: Board approval of SSP recommendations, Title VI service equity analysis and environmental assessment.

### **BUDGET IMPACT**

The informational item has no impact to the budget.

### **BACKGROUND**

The SSP is an in-depth study of the SamTrans fixed-route bus system, which covers San Mateo County and parts of Palo Alto and San Francisco.

The study, identified as one of the key initiatives in the San Mateo County Transit District's Strategic Plan, will provide a foundation upon which SamTrans can fully understand its existing bus services and how it can continue to best serve its customers. The study will assess the efficiency of fixed-route bus services, identify areas for improvement, and identify new markets for future growth.

Prepared by: April Chan, Executive Officer, Planning &  
Development

650-508-6228



## 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, JANUARY 9, 2013 – 3:00 p.m.

or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **REPORT OF THE NOMINATING COMMITTEE (LLOYD, MATSUMOTO, TISSIER)**
  - a. Election of Officers for 2013
3. **CONSENT CALENDAR**

MOTION

  - a. Approval of Minutes of Board of Directors Meeting of December 12, 2012
  - b. Acceptance of Statement of Revenues and Expenses for November 2012
4. **PUBLIC COMMENT**

Public comment by each individual speaker shall be limited to one minute
5. **APPOINTMENT OF PUBLIC MEMBERS**
6. **REPORT OF THE CHAIR**
7. **REPORT OF THE GENERAL MANAGER/CEO**
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 – Fixed-route Bus Service
  - e. Multimodal Ridership Report - November 2012

**9. FINANCE COMMITTEE**

RESOLUTIONS

- a. Authorize Amendment of Fiscal year 2013 Operating Budget in the Amount of \$299,554 for a Total Budget of \$132,107,471
- b. Authorize the Disposition of Two Surplus Vehicles
- c. Authorize Exercising Option with Gillig, LLC for the Purchase and Delivery of 62 New Heavy-Duty Buses for a Total Estimated Cost of \$32,284,040
- d. Authorize Award of Contract to Seven Island Painting, Inc. to Provide Painting and Related Services for a Total Estimated Cost of \$200,880 for a Three-year Base Term
- e. Authorize Award of Contract to Holland & Knight, LLP to Provide Federal Legislative Advocacy Services for a Firm-fixed Price of \$240,000 for a Five-year Period

**10. LEGISLATIVE COMMITTEE**

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

**11. PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE**

SUBJECT DISCUSSED

- a. Preliminary SamTrans Transit Sustainability Project Strategic Plan
- b. Update on SamTrans Service Plan and Title VI Requirements

**12. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

**13. BOARD MEMBER REQUESTS/COMMENTS**

**14. GENERAL COUNSEL PROPOSAL**

**15. DATE, TIME AND PLACE OF NEXT MEETING** – February 13, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 Carlos Ave., San Carlos 94070

**16. 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](http://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](mailto: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.

Draft

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
DECEMBER 12, 2012**

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

Board Members Absent: C. Groom

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

Chair Jerry Deal called the meeting to order at 3:03 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of November 14, 2012
- b. Acceptance of Statement of Revenues and Expenses for October 2012

The Board approved the consent calendar (Gee/Harris).

**PUBLIC COMMENT**

Donald Sheardown, Half Moon Bay, said he would like to see decals put on the back of the buses indicating the buses make wide turns so people don't go around them.

**REPORT OF CHAIR**

**Appointment of Nominating Committee for 2013 Chair and Vice Chair**

Chair Deal said he is appointing Directors Art Lloyd, Karyl Matsumoto and Adrienne Tissier. The committee will make its recommendation at the January 9 meeting.

**Appointment of Representative to the San Mateo County Transportation Authority**

Chair Deal said a letter from Director Matsumoto for seeking reappointment to the San Mateo County Transportation Authority is in the reading file.

A motion (Lloyd/Harris) to appoint Director Matsumoto to the San Mateo County Transportation Authority was approved unanimously.

Chair Deal said the City Selection Committee will be making its appointments on Friday, December 14. On the agenda is the appointment for the SamTrans Board member representing the southern judicial cities and Director Jeff Gee is seeking reappointment.

Chair Deal said he rode on the Caltrain Holiday Train on December 1 and 2 and it was amazing to see the crowds.



## REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Congratulated Director Matsumoto on her reappointment to the San Mateo County Transportation Authority.
- Thanked the members of the SamTrans Service Plan (SSP) subcommittee for their work.
- Doug Kim, the new Director of Planning was introduced.
- The first quarter (September through November) Route ECR ridership rose 4 percent over the combination of Routes 390/391.
- Staff participated in the Hometown Holidays Parade in Redwood City, Grand Boulevard Bus tour and American Association of Retired Persons Driver Safety Program in Burlingame.
- Investment in human capital continues with over 2,300 hours of training in November. A new class of bus operators started on November 2.
- Over a four-day period, bus contracts staff spoke to contracted service bus operators on the SSP for their input.
- MV Transportation will start a new contract on January 1.
- Miles between road calls for fixed-routes was 26,000 and for Redi-Wheels was more than 28,500 miles, both exceeding the 20,000-mile threshold.
- Scheduling staff continues to work on the Daly City Bay Area Rapid Transit (BART) Wayfinding Project and a redevelopment project at the Colma Park and Ride Lot.
- Runbook 110 will have school bell adjustments, the expanded use of the part-time bus operators and some on-time performance and alignment issues for Route 17 will be made to improve service and reduce some neighborhood concerns.
- Fares will be free after 11 p.m. on New Year's Eve.
- The reading file has an updated *Information Guide*, Take Ones for Elimination of BART Plus Ticket and Careers in Transit.

## COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – October 2012

## FINANCE COMMITTEE – J. Gee

RESOLUTIONS

- a. Authorize Filing of an Application with the Metropolitan Transportation Commission to Program Federal Funds for SamTrans Capital and Operating Projects
- b. Authorize Disposition of One Automatic Bus Washer

A motion (Gee/Kersteeen-Tucker) to approve the resolutions was approved unanimously by roll call.

**LEGISLATIVE COMMITTEE – S. Harris**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT & SUSTANABILITY COMMITTEE – A. Lloyd**

RESOLUTION

- a. Authorize Administration of Peninsula Fleet Share and Execution of Peninsula Fleet Share Members Agreements

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

SUBJECT DISCUSSED

- b. Capital Projects Quarterly Status Report – 1<sup>st</sup> Quarter Fiscal Year 2013

**WRITTEN COMMUNICATIONS**

No discussion

**BOARD MEMBER REQUESTS/COMMENTS**

Director Tissier said Director Carole Groom has been appointed to the Coastal Commission and their meetings are the same day as this one. Director Groom would like to stay on the Board, not only because she will be chair next year, but she has been involved in the SSP and would like to see it through its completion. Director Tissier asked if the Board would be willing to change the meeting to another day in the month so Director Groom could stay on the Board. District Secretary Martha Martinez said she will poll the Board on their availability for another day and time for the meeting.

Director Matsumoto said the December 6 San Mateo County Transportation Authority Board meeting was canceled so people could attend Mike Nevin's services.

**DATE AND TIME OF NEXT MEETING** – January 9, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Mr. Scanlon said the Rules of Procedures would need to be amended if the meeting date is changed permanently. Legal Counsel David Miller said a special meeting could be called to move the meeting.

Director Tissier asked the meeting be adjourned in memory of Mr. Nevin. He served on the SamTrans Board, the Peninsula Corridor Joint Powers Board and Metropolitan Transportation Commission.

## GENERAL COUNSEL PROPOSAL

Legal Counsel David Miller said the Board will meet in closed session as permitted by the Brown Act to discuss three items: two pending litigation and one personnel matter.

The meeting adjourned at 3:24 p.m. to closed session.

Reconvened to open session at 3:53 p.m.

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

Mr. Miller said the Board met in closed session and had a follow-up discussion following a report from the advisory committee for the evaluation of officers. The discussions pertained to the General Manager/CEO and this committee will continue to function and over the next three months will be receiving a report from the General Manager with regard to budget issues for the coming year with a particular focus on Caltrain Modernization as it relates to various personnel and compensation related issues.

Mr. Miller said with regard to the evaluation of General Counsel there is a resolution before the Board. He said it has been confirmed by the committee the Board will conduct an evaluation each year of General Counsel the same way it does the General Manager.

A motion (Harris/Lloyd) to approve the evaluation of General Counsel was approved unanimously by roll call.

- b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ella Dupertius v. San Mateo County Transit District
- c. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Joan E. Doyle v. San Mateo County Transit District

Legal Counsel Joan Cassman said the Board also discussed the two items of pending litigation and gave instructions to the attorney handling those cases.

Meeting adjourned at 3:55 p.m. in memory of Mike Nevin.