



BOARD OF DIRECTORS 2014

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MICHAEL J. SCANLON
GENERAL MANAGER/CEO

NOTE MEETING DATE

AGENDA

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

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

WEDNESDAY, JANUARY 8, 2014 – 2:00 p.m.

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of December 4, 2013

INFORMATIONAL

2. Accessibility Update – Tina Dubost
3. PCC Update - Mike Levinson
4. Citizens Advisory Committee Liaison Report - Peter Ratto
5. Mobility Management Report – ADA Paratransit Service
6. Multimodal Ridership Report – November 2013

Committee Members: Rose Guilbault, Art Lloyd, Karyl Matsumoto

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 4, 2013**

Committee Members Present: R. Guilbault (Committee Chair), A. Lloyd, K. Matsumoto

Other Board Members Present, Constituting Committee of the Whole: J. Deal, J. Gee, C. Groom, S. Harris, Z. Kersteen-Tucker

Other Board Members Absent, Constituting Committee of the Whole: A. Tissier

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 2:01 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of November 6, 2013

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

Accessibility Update – Tina Dubost

Tina Dubost, Acting Manager, Accessible Transit Services, said the Redi-Wheels singers will be singing carols at various locations on December 11 and 12.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, PCC Chair, said the Coastside will have caroling in Half Moon Bay at 535 Kelly Avenue on December 11.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said the CAC did not meet in November due to the Thanksgiving Holiday, but will be meeting later today. He said the CAC will continue to meet the last Wednesday of each month.

Mobility Management Report – Caltrain

Chuck Harvey, Deputy CEO, reported:

- Monthly ridership continues to set all-time records with 38 consecutive months of increased ridership.

Director Karyl Matsumoto asked how electrification will impact the ridership. Mr. Harvey said the electric trains will be able to stop at more stations to provide more opportunities for people to ride. The new trains will operate faster from end-to-end. Staff is projecting an increase of ridership by as much as 50 percent over current ridership numbers.

Michael Scanlon, General Manager/CEO, said high-speed rail (HSR) originally was going to come in and build its own separate tracks, but community pushback resulted in a more constrained blended system. When the blended system is running it will be operated and coordinated with HSR trains.

- Caltrain provides approximately 55,000 rides a day.
- Fare revenue is approximately \$6.5 million a month.
- On-time performance (OTP) has been a challenge recently. November OTP improved at 93.5 percent. The goal is 95 percent.
- Special events:
 - Holiday Train on December 7 and 8
 - Extra service on New Year's Eve
 - Caltrain 150th Anniversary in Santa Clara on January 18
 - Kraft Fight Hunger Bowl at AT&T Park on December 27
 - Sharks service
 - Giants FanFest in February
 - Staff is working collaboratively with other transit agencies to get fans to the San Francisco 49ers' new Levi's Stadium
- State of Good Repair (SOGR) assets include:
 - One hundred and forty miles of track that needs to be inspected
 - One hundred and four railroad bridge structures and several are over 100 years old
 - Thirty-four signal bridges
 - Fifty overhead structures owned by others
 - Rail Operations Control System with a Predictive Arrival/Departure System
 - Fifty-five at-grade crossings
 - Twenty-nine locomotives and 118 passenger cars
 - Thirty-two stations, including seven on the National Register of Historical Places Listings
- A 22-acre state-of-the-art maintenance facility is located in San Jose. It has room for 11 in-service, five-car consists on storage tracks.
- Staff developed an asset management database using Excel and Access. Staff received a Federal Transit Administration (FTA) grant to develop a comprehensive SOGR asset management tool. Staff will be presenting a progress report to senior FTA staff in Washington, D.C. on December 11.
- Caltrain Modernization is a \$1.5 billion regional funding plan. The advanced signal system must be installed by 2015. Corridor electrification and electric multiple units are to be in service by 2019.
- San Bruno Grade Separation Project to be completed in early 2014.
- The San Mateo Bridge Replacement Project will be completed in 2016. Bridges in this project are Poplar, Santa Inez, Monte Diablo, and Tilton.

Director Jerry Deal asked how the search is going for new cars. Mr. Harvey said there is one potential source and staff is currently negotiating with the transit property.

Chair Carole Groom asked about the recent judge's decision on HSR and what it does to Caltrain's plans. David Miller, Legal Counsel, said he has been speaking with the California High-speed Rail Authority's (CHSRA) legal counsel. Mr. Miller said there were

two cases that were decided. One dealt with the CHSRA's interest in validating bonds it proposed to issue. Mr. Miller said the bond validation case appears to the CHSRA counsel and to Mr. Miller as being, at one level, a technical non-compliance issue whereby certain findings were not made with regards to the grounds for issuing bonds. He said there has to be a record of desirability and necessity that bonds need to be issued. The CHSRA had a meeting in closed session where advice was provided to the CHSRA Board. Mr. Miller said what Judge Kenny found was that there was no evidence in the record to support that particular finding. It is conceivable that this could be corrected at a fairly technical level. Mr. Miller said the judge was very respectful of the role of the CHSRA as a legislative body and the role of the finance committee that has to approve bonds. He said Judge Kelly also recognized that courts would typically defer to the judgment of a legislative body, but there has to be some substantial evidence in the record to support the determinations.

Mr. Miller said the other decision is a bit more challenging because it calls into question the viability of the finance plan that accompanied the amended business plan the CHSRA adopted. Mr. Miller said that he and Mr. Scanlon have been advised by CHSRA that they are going to take another look at what will be the initial operating segment. Mr. Miller said staff will be following this closely and will be meeting with the CHSRA.

Mr. Scanlon said approximately \$600 million of the \$1.5 billion for Caltrain Modernization is at stake. He said there is enough money to continue to operate for a while, but it is noteworthy the judge did not stop the project at all. Mr. Scanlon said it clearly is an obstacle, but CHSRA still remains positive.

Multimodal Ridership Report – October 2013

Mr. Harvey reported:

- Bus average weekday ridership (AWR) was 46,070, an increase of 2.3 percent.
- Route ECR AWR was up 3 percent.
- Paratransit AWR was 1,100, an increase of 3.8 percent.
- Caltrain AWR was 51,740, same as last year.
- Caltrain shuttle AWR was 9,890, a decrease of 13.7 percent. There continues to be problems with the count reports from the Marguerite Shuttle and these numbers may not be accurate. Staff is investigating a solution to this report.

Year-to-date Total Ridership – October 2013

- Bus ridership was 4,354,530, an increase of 2.6 percent.
- Caltrain ridership was 5,789,460, an increase of 7.7 percent.
- Total ridership for all modes was 11,134,550, an increase of 4.4 percent.
- BART extension ridership was 4,674,500, a decrease of 5.5 percent.

Committee Chair Guilbault thanked Mr. Levinson and Mr. Ratto for their dedication and service for their work on the PCC and CAC, respectively.

Adjourned: 2:33 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 item is for information only. No 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 12 PCC meeting are attached.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: Tina Dubost, Acting Manager, Accessible Transit
Services

650-508-6247

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL**

**MEETING MINUTES
November 12, 2013**

ATTENDANCE: Members Present: Mike Levinson, Chair; Stephanie Hill, Al-Com Chair; Dinae Cruise, Consumer; Barbara Kalt, Rosener House; Marie Violet, Sequoia Hospital; Maureen Dunn, Senior Focus; Sandra Lang, COA; Dale Edwards, Consumer; Aki Eejima, Consumer; Shayla Walsh, CID; Sammi Riley, Consumer; and Judy Garcia, Consumer.

ABSENTEES: Dr. Michal Settles, Vice-Chair; Nancy Keegan, SC Adult Day Services; Myria Barnes-Jackson, DOR; Allan Newlands, COD; Dan Mensing, Consumer.

GUESTS: Ashish John, SamTrans; Tina Dubost, SamTrans; Elly Colwell, SamTrans; David Smith, MV Transportation; Lynn Spicer, MV Transportation; Linda Rhine, Nelson/Nygaard; Jim Engvall, Consumer; David Koffman, SamTrans consultant; Doug Kim, SamTrans; Corinne Goodrich, SamTrans; Maxine Eastman, Consumer; and Erin Swartz, PCC Staff.

(Member Attendance: 12) 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.

APPROVAL OF OCTOBER PCC MINUTES

Mike asked for a vote of approval for the October PCC minutes. Mike moved to approve the minutes, the motion was seconded by Sammi and the minutes were approved with Aki, Maureen, and Barbara abstaining.

Presentation by Corinne Goodrich, Director of Mobility Management

Corinne shared MTC's Vision for Mobility Management, "Through partnerships with many transportation providers, mobility management enables individuals to use a travel method that meets their specific needs, is appropriate for their situation and trip, and is cost-efficient."

There is a New Freedom Cycle 5 grant application process now underway. So far, San Mateo County has received over \$700,000 in New Freedom funding. Applications for the next cycle are due in early January 2014. Corinne is making the rounds to educate people about Mobility Management. The Cycle 5 pot is \$10.5 million dollars for the entire Bay Area. San Mateo County could potentially receive \$180,000 of that total. Mobility Management is considered a capital project and there is a 20% match for this type of project. Corinne explained that MTC wants one coordinated application for the county.

The last grant award in San Mateo County was given to the "Get up and Go", service of the Jewish Community Center (JCC) and to SamTrans for the Senior Mobility guide

and Ambassador Program. The Senior Mobility Guide has been published since 2005 and is posted on the SamTrans website. Corinne reviewed the Freedom Cycle 5 funding request and she distributed copies of the Senior Mobility Guide to the PCC.

The County's Aging & Adult Services was awarded four contracts for Information and Assistance with HART (Daly City), Self Help for the Elderly, Peninsula Family Services, and Senior Coastsiders. The proposed New Freedom grant application would support the functions of the four agencies to provide training about transportation options and a virtual mobility management website. If the grant is successful, then the agencies could afford to post information on a searchable website. The ultimate goal in the future would be to have a telephone number with a live person to answer calls.

Corinne is seeking the PCC's support for the grant application. The three components of the grant application will be:

1. Health System's Information and Assistance Program—Training and support regarding transportation for the four agencies. Aging and Adult Services is funding to provide Information and Assistance.
2. Veteran's Mobility Corps—In partnership with the Veterans Resource Center, SamTrans' Senior Mobility Coordinator would develop this program and conduct "train the trainer" travel training sessions with veterans so they can instruct other veterans to use fixed route transit.
3. Continuation and expansion of the JCC's Volunteer Driver Program for outreach and staffing, in addition to management of volunteers.

Mike noted that the PCC has requested same-day Redi-Wheels service, information in multiple languages for SamTrans and Redi-Wheels riders, and one ride for inter-county transportation. While these are laudable goals, they will not be part of the proposed New Freedom grant.

David Koffman explained that part of the Information and Assistance Program will be to keep track of what people are asking for and where services for these requests can be located. The result will be a list of needs that can be used to build up a case over time. For example, a lot of requests may come in for same day service. Sandra Lang asked for the agencies to use an intake form, so that the results would be captured. If the grant is successful, people would be trained to capture the correct information.

Marie Violet asked for an overview of the volunteer driver program. Corinne explained that drivers would sign up with the JCC, as volunteers interested in driving. A background check of the volunteer and an inspection of the volunteer's vehicle would follow. Corinne was not sure if the client-volunteer driver matching would be a free service or not. Marie asked if there are eligibility criteria and Corinne thought it would be for seniors and people with disabilities only. Corinne added that she is still working out the details for the grant application and that it would need to be reviewed by the executive managers at SamTrans before it is approved for submittal to MTC. She agreed to send the PCC a one page description of the grant. Corinne would like letters of support from the PCC and agencies.

Corinne said that the Mobility Guide is updated every year, after checking with each agency. Corinne distributed a copy of the Mobility Guide to each of the PCC

members and noted that it is also published in Chinese and Spanish. Sandra said that that the Aging 2020 Report has demographic information that might be helpful to understand language needs. Corinne stated that she would like to attend PCC meetings on a regular basis to provide updates.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Stephanie reported that there are no new updates since the October meeting. The next Al-Com meeting is scheduled for January 7, 2014.

B. GRANT/BUDGET REVIEW

Barbara said that there is no new information to report.

C. EDUCATION COMMITTEE

Maureen reported that an Education Committee meeting was held today, prior to the PCC meeting. The outreach presentations have been successful. A few weeks ago, Dale and Dinae gave a presentation to about 60 people who attended the United Airlines Retired Machinists Union meeting. Another presentation was given to the San Mateo County Council of the Blind by Mike and Dan. This was a much smaller group, who were able to engage the speakers about many topics. Maureen noted that all of the presenters did a great job and the evaluations have been very positive. We are spreading the word about the PCC. The most recent outreach event was staffing a booth at the Seniors on the Move Conference. This event was very well attended and the consensus is that the event is very worthwhile.

The outreach presenters have been invited by Councilwoman Karyl Matsumoto to share information about the PCC at an upcoming South San Francisco City Council meeting. Linda noted that outreach presentations have been much more effective at reaching people than the PCC newsletter.

D. EXECUTIVE COMMITTEE

Mike reported that an Executive Committee meeting is planned to be held shortly before or after Thanksgiving. Topics from Corinne's presentation will be discussed. Maureen also asked about adding discussion time for the 2014-15 PCC Work Plan. Linda added that the Executive Committee needs to discuss PCC membership, Corinne's Mobility Management Grant, and outreach education.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina reported on the SamTrans service plan for El Camino Real (ECR) services that replaces Routes 390/391. There is more frequent service to areas south of Redwood City with ECR. Feedback has been positive and on-time performance is good. New services and route changes will be taking place in January 2014. New service types are being planned in San Carlos and Pacifica, with more information to follow in December. Mike asked about providing feedback about ECR route changes and Tina said that riders can email, call, or write to SamTrans.

B. Performance Summary

Tina reported on pg. 9 from the packet. Total Trips Requested were 26,881 in September 2013, as compared to 25,818 in September 2012. Total Trips Served were 22,515, which is higher than the same time last year. Average Weekday Riders are increasing over 2012 as well, with 925 in September. Inter-County Transfer Trips decreased slightly from 515 in August to 480 in September. On-Time Performance was 86.3% and did not meet the 90% standard. Productivity (pass/hr) was 1.77. Average Phone Wait Time was 2.3 minutes, due to increased ride negotiations. Barbara asked whether there have been complaints about ride negotiations. Maureen observed that complaints are up and compliments are down. Stephanie asked how often riders refuse a reservation. Tina reported that there were 9 ride refusals out of about 27,000 submitted. Maureen asked for data showing taxi trips. She asked if there was a standard established for taxi trips and Tina confirmed that there is not a standard at this time.

C. Customer Comments

Elly reported on pg. 10 from the packet. Total Comments have increased by 2.6% and there are more compliments. The Average Response Time is below the 7 day turnaround limit. In the Comments by Type Statistics, Customer Error Comments have increased, but the number is nothing unusual. Maureen asked for the connection between Compliments and Complaints in the Operations and Comments Reports. It was noted that Compliments and Complaints per 1000 trips do not correlate between Elly and Tina's reports. Tina will research the discrepancies noted and report back to the PCC in December.

D. Safety Report

Lynn reported that in October, RediCoast had 0 incidents. There were 7 Redi-Wheels accidents, with 4 preventable incidents. One was a rear-end accident and one was a rider who bumped their head getting into a sedan, but none of the accidents were major.

LIAISON REPORTS

A. MTC REPORT

Mike asked if Marshall could be contacted again to get an update on his participation and reports for the PCC. Linda will follow up with a phone call to Marshall.

B. AGENCY

Barbara reported that there hasn't been an agency meeting recently. There is no new information to report.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal absent, no report available. The date for the last Coastside meeting in 2013 is being finalized.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Aki reported on a few issues related to eligibility, paratransit, IVR, and Trapeze v. 13 updates. Aki shared some data on taxi use about On-Time Performance, Compliments, etc... Since taxis are providing nearly 20% of all rides, more data is being requested to ensure the service provides the same quality service as vans and sedans operated by

MV. Tina reported that a project manager has been hired to help with the Trapeze v. 13 upgrade, a pre-step for moving ahead with the next phase of IVR. Aki said that at the ERC, Tina provided graphs showing complaints, compliments, and on-time performance per 1000 trips for taxi and non-taxi vehicles.

E. COMMISSION ON AGING (COA) REPORT

Sandra reported that the COA met on Oct. 21 and interested members were encouraged to volunteer for the Consumer Corps. She and Mike attended the New Beginnings Coalition on Oct. 23 that focused on mobility management. Mike added that the next New Beginnings Coalition meeting will be on the 4th Tuesday of the month, instead of the third Tuesday of the month for January only. The next COA meeting will be on Nov. 18 at 225 - 37th Ave., Room 100 in San Mateo.

F. COMMISSION ON DISABILITY (COD) REPORT

Allan absent, no report available.

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

Shayla announced that today is Conditions Rights for People with Disabilities (CRPD) national call-in day. The US has not yet signed onto this treaty and Shayla asked people to call in and support this treaty. The number is (202) 224-4651 for Senator Minden and Senator Corker's number is (202) 228-3612.

Shayla also announced that she is leaving CiD at the end of November and returning to Miami. She will continue volunteering for CiD remotely. Shayla said, "I really appreciate and value this committee and hopefully I will be back in a year." The PCC wished her all the best and Mike thanked Shayla for her valuable contributions. Shayla's job is posted for recruitment with CiD. Shayla recommended Maisoon Sahouria or Pete Williams as her replacement on the PCC, until her position at CiD is filled.

H. DEPARTMENT OF REHABILITATION (DOR)

Myria absent, no report available.

OTHER BUSINESS

Linda reported that the next Coastside quarterly meeting will be held either the 11th or 18th of December. She will confirm the date, time, and location for caroling with Michal.

Dinae asked Tina about benches at Stonestown in San Francisco for waiting passengers. Tina confirmed that the request for benches has been entered into the system and is being processed.

Tina reported that she is distributing the sixth printing of the Senior Mobility Guide. It is now posted on the SamTrans website.

Mike announced the next PCC meeting will be on Tuesday, December 10, 2013. The next Education Committee meeting will be Tuesday, January 14, 2014.

MEETING ADJOURNED: Mike adjourned the meeting at 2:59 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: **MOBILITY MANAGEMENT REPORT: AMERICANS WITH DISABILITIES ACT (ADA)
PARATRANSIT 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 mobility management 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 ADA Paratransit service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on Redi-Wheels and RediCoast operating statistics.

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 2013**

ACTION

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

SIGNIFICANCE

Table "A" summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible and Table "B" summarizes the total ridership figures for all SamTrans transportation modes. Chart "A" features year-to-date comparisons of AWR for Fiscal Year (FY) 2012, FY2013, and FY2014. Chart "B" has figures for total ridership year-to-date for FY2012, FY2013, and FY2014.

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

AVERAGE WEEKDAY RIDERSHIP – NOVEMBER 2013 COMPARED TO NOVEMBER 2012

Total District Modes – 108,250, an increase of 6.4 percent.

Bus – 42,880, an increase of 2.9 percent.

Paratransit – 1,050, an increase of 1 percent.

Caltrain – 51,990, an increase of 9.8 percent.

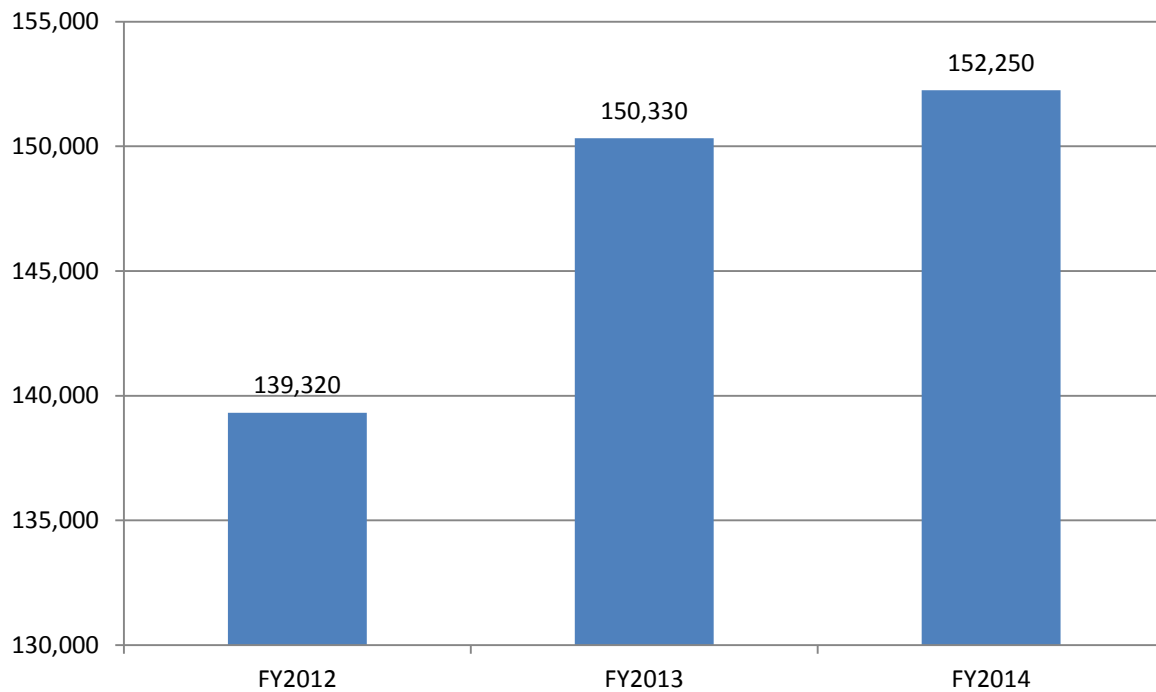
Shuttles – 12,330, an increase of 5.4 percent.

Table A
Average Weekday Ridership

November 2013 Average Weekday Ridership				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	43,700	41,670	42,880	2.9%
Paratransit	1,050	1,040	1,050	1.0%
Caltrain	42,270	47,330	51,990	9.8%
Shuttles	9,240	11,700	12,330	5.4%
Total	96,250	101,740	108,250	6.4%
BART Extension (No Daly City)	42,070	46,240	46,760	1.1%
Grand Total	138,320	147,980	155,010	4.8%
Weekdays	21	21	20	-4.8%

November 2013 Year to Date				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	42,850	41,480	42,150	1.6%
Paratransit	1,080	1,070	1,090	1.9%
Caltrain	43,920	49,420	53,370	8.0%
Shuttles	8,860	11,230	10,440	-7.0%
Total	96,710	103,200	107,060	3.7%
BART Extension (No Daly City)	42,610	47,130	45,190	-4.1%
Grand Total	139,320	150,330	152,250	1.3%

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 2013 COMPARED TO NOVEMBER 2012

All District Modes – 2,654,060, an increase of 5 percent.

Bus – 1,049,400, an increase of 1.2 percent.

Paratransit – 24,650, a decrease of 0.8 percent.

Caltrain – 1,325,960, an increase of 8.1 percent.

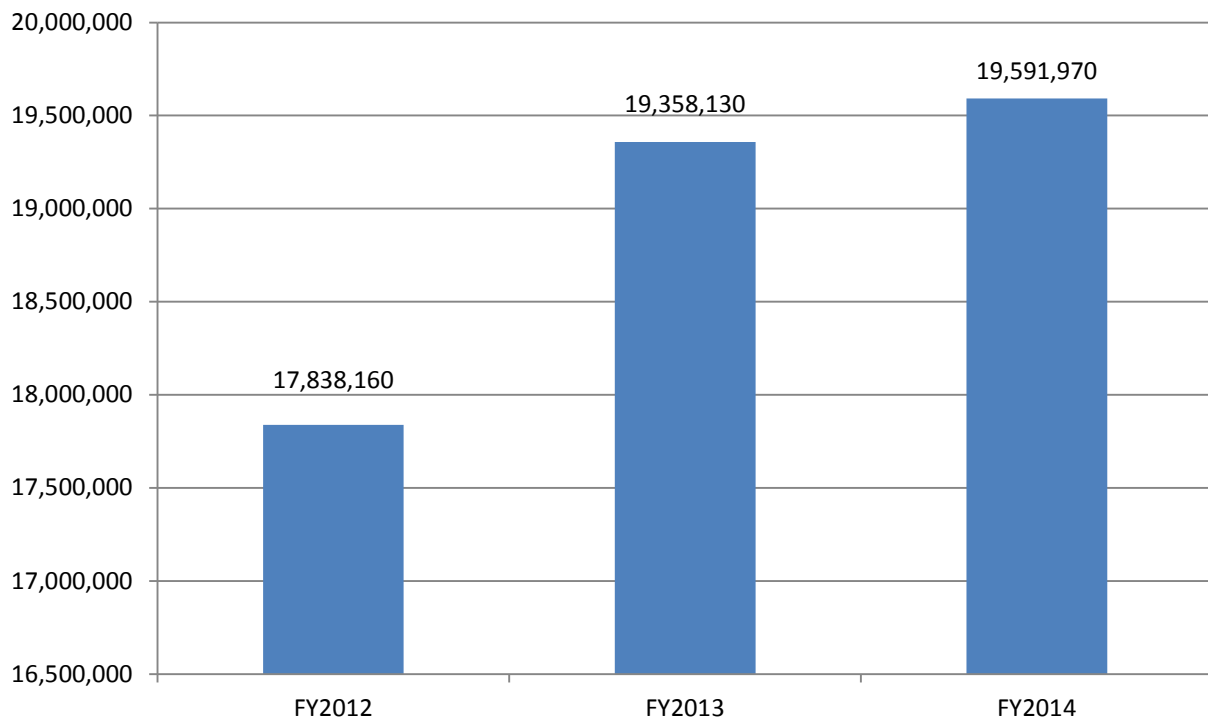
Shuttles – 254,050, a decrease of 5.7 percent.

**Table B
Total Ridership**

November 2013 Total Monthly Ridership				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	1,071,880	1,036,460	1,049,400	1.2%
Paratransit	25,060	24,840	24,650	-0.8%
Caltrain	1,100,520	1,226,450	1,325,960	8.1%
Shuttles	193,060	240,310	254,050	5.7%
Total	2,390,520	2,528,070	2,654,060	5.0%
BART Extension (No Daly City)	1,038,290	1,142,200	1,128,870	-1.2%
Grand Total	3,428,810	3,670,270	3,782,930	3.1%
Weekdays	21	21	20	-4.8%

November 2013 Year to Date				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	5,412,350	5,279,230	5,403,920	2.4%
Paratransit	130,730	129,670	132,960	2.5%
Caltrain	5,861,490	6,601,310	7,115,410	7.8%
Shuttles	944,530	1,261,330	1,136,310	-9.9%
Total	12,349,100	13,271,540	13,788,610	3.9%
BART Extension (No Daly City)	5,489,050	6,086,590	5,803,370	-4.7%
Grand Total	17,838,160	19,358,130	19,591,970	1.2%

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – November 2013

Focus on Visitors – County residents aren't the only target market that SamTrans tries to attract to its service. The bus agency also offers a great service for visitors. One way SamTrans reached out to this market was with an ad in the 2014 San Mateo County/Silicon Valley Guide from the convention and visitors bureau. Using the slogan, "Keeping San Mateo County on the Move!" the ad featured customers riding a bus.

Housing Leadership – SamTrans promoted the vital connection between housing and transportation with an ad in the Housing Leadership program. The theme of movement continued with this ad, as its headline touted that SamTrans is "Keeping San Mateo County on the move."

Partnership – SamTrans Market Research & Development staff works with a number of event organizers to co-promote events that will generate bus ridership and also provide added value for current SamTrans customers. In November, SamTrans participated in partnerships for the San Mateo Harvest Festival and the San Jose Harvest Festival. SamTrans customers were treated to \$2 off the cost of a general admission ticket. The partnerships were promoted in the SamTrans *Transit Fun Guide* brochure.

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



NOTE MEETING DATE

JERRY DEAL
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MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, JANUARY 8, 2014 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of December 4, 2013
2. Acceptance of Statement of Revenues and Expenses for November 2013
3. Authorize Amending the Fiscal Year 2014 Operating Budget by \$1,276,715 for a Total Budget of \$125,603,617
4. Authorize the Submittal of Grant Applications and the Execution of Standard Agreements with the California State Department of Transportation Pertaining to Federal Transit Administration Section 5311 Funds
5. Authorize Filing an Allocation Request and Enter into a Funding Agreement with the California State Department of Transportation to Receive \$365,232 of Transportation, Community, and System Preservation Program Funds for the City of South San Francisco's Complete Streets Project

CONTRACTS

6. Authorize Award of Contract to Gillig LLC for the Purchase and Delivery of Heavy-Duty Buses Through the Central Contra Costa Transit Authority Competitively Negotiated Contract for a Five-Year Term
7. Authorize Rejection of all Proposals for Contracted Shuttle Services

Committee Members: Shirley Harris, Jerry Deal, 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.

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

MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 4, 2013

Committee Members Present: S. Harris (Committee Chair), J. Deal

Committee Members Absent: A. Tissier

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

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

Committee Chair Shirley Harris called the meeting to order at 2:33 p.m.

Approval of Minutes of Finance Committee Meeting of November 6, 2013

The Committee approved the minutes (Lloyd/Gee).

Acceptance of Statement of Revenues and Expenses for October 2013

Gigi Harrington, Deputy CEO, said October revenue was ahead of budget by \$1.3 million. She said sales tax for Fiscal Year (FY) 2013 was \$73 million and the budget for FY2014 is \$68 million. Staff will recommend an adjustment at mid-year. Ms. Harrington said expenses are under budget by about \$1.6 million. Last week fuel was \$3.00 per gallon and year to date is \$3.08 per gallon. The fuel hedge is in place at \$2.85 per gallon before taxes so no money was received from the hedge in November.

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

Authorize Award of Contract to Golden Gate Petroleum to Furnish Petroleum Products for a Total Estimated Cost of \$1,088,239 for a Five-Year Term

Cheryl Cavitt, Director, Contracts and Procurement, said this contract will cover motor oils, transmission and hydraulic fluids, greases and such items necessary to support the revenue fleet and other equipment. She said three contracts were submitted, which provide adequate price competition along with some other environmental and economic conditions that favored getting a good contract price.

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

Adjourned: 2:36 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, 2013 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 2013 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$2,252,026 or 3.3 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$435,355 or 5.8 percent, *Measure A* (page 1, line 4) is \$33,671 or 1 percent **better** than budget, *Sales Tax* (page 1, line 8) is **better** than budget by \$1,607,466 or 5.9 percent and *Other Interest, Rent & Other Income* (page 1, line 11) are \$235,889 or 9.9 percent **better** than budget offset by *Investment Interest* (page 1, line 9) which is **worse** than budget by \$41,223 or 8.8 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$671,529 or 1.3 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$277,714 or 0.7 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$351,576 or 5.7 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$42,238 or 1.3 percent.

BUDGET IMPACT

At the November 6 Board meeting, per Resolution No. 2013-55, the budget was amended to include an increase in Operating Grants and Professional Services for the Silicon Valley Community Foundation (SVCF) grant for the GBI Empowering Civic Discourse project.

Prepared By: Jeannie Chen, Senior Accountant 650-508-6259
Sheila Tioyao, Manager, General Ledger 650-508-7752

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2014
NOVEMBER 2013**

% 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
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,565,393	7,383,561	7,920,772	7,485,417	105.8	17,965,000	17,965,000	44.1
2 Local TDA and STA Funds	4,350,140	15,966,885	24,608,499	24,608,499	100.0	42,542,322	42,542,322	57.8
3 State/Federal Operating Grants	811,486	2,375,940	3,345,574	3,345,574	100.0	8,050,834	8,107,834	41.3
4 Measure A Funds	733,787	3,205,728	3,450,508	3,416,837	101.0	8,160,000	8,160,000	42.3
5 AB434 Funds	47,167	230,900	235,833	235,833	100.0	566,000	566,000	41.7
6 Subtotal - Operating Revenues	7,507,974	29,163,014	39,561,187	39,092,160	101.2	77,284,156	77,341,156	51.2
Other Revenue Sources								
8 District 1/2 Cent Sales Tax	6,169,466	26,713,933	28,754,133	27,146,667	105.9	68,000,000	68,000,000	42.3
9 Investment Interest	90,286	886,710	425,421	466,644	91.2	1,056,160	1,056,160	40.3
10 Pass through to Other Agencies	25,347	5,850	126,737	145,869	86.9	379,169	379,169	33.4
11 Other Interest, Rent & Other Income	500,057	2,563,963	2,609,295	2,373,406	109.9	6,346,565	6,346,565	41.1
12 Other Sources	0	4,939,589	0	0	0	0	0	0.0
13 Subtotal - Other Revenues	6,785,156	35,110,045	31,915,585	30,132,586	105.9	75,781,894	75,781,894	42.1
14 Total Revenues	14,293,129	64,273,059	71,476,772	69,224,746	103.3	153,066,050	153,123,050	46.7
Capital Assistance								
15 Reserves Programmed for Capital	661,579	1,575,186	3,774,296	3,774,296	100.0	6,336,651	58,719,891 A	6.4
16 Total Revenues - All Sources	9,866,227	2,497,249	11,716,098	11,716,098	100.0	74,000	18,236,805 A	64.2
17 Total Revenues - All Sources	24,820,935	68,345,494	86,967,166	84,715,140	102.7	159,476,701	230,079,746	37.8
USES OF FUNDS								
Operations								
21 Motor Bus	9,178,840	37,696,548	41,970,804	42,248,518	99.3	100,725,200	100,788,345	41.6
22 A. D. A. Programs	1,163,393	5,629,615	5,766,929	6,118,505	94.3	14,780,900	14,774,755	39.0
23 Caltrain	453,334	7,076,741	2,266,668	2,266,668	100.0	5,440,000	5,440,000	41.7
24 Other Multimodal Programs	212,668	1,235,386	1,069,311	1,111,549	96.2	2,880,681	2,880,681	37.1
25 Subtotal - Operating Costs	11,008,235	51,638,290	51,073,711	51,745,240	98.7	123,826,781	123,883,781	41.2
Other Uses of Funds								
27 Pass through to Other Agencies	25,347	5,850	126,737	145,869	86.9	383,742	383,742	33.0
28 Transfer Out to Debt Service	2,037,807	10,188,934	10,189,038	10,189,038	100.0	24,453,287	24,453,287	41.7
29 Fiscal Agent Fees	0	11,455	7,788	15,015	51.9	26,410	26,410	29.5
30 Land Transfer Interest Expense	0	0	0	0	0	59,379	59,379	0.0
31 Subtotal - Other Uses	2,063,154	10,206,239	10,323,562	10,349,922	99.7	24,922,818	24,922,818	41.4
32 Capital Programs	10,677,849	4,453,607	15,902,396	15,902,396	100.0	11,682,276	82,302,321 A	19.3
33 Total Uses of Funds	23,749,238	66,298,137	77,299,669	77,997,558	99.1	160,431,875	231,108,920	33.4
34 NET SURPLUS / (DEFICIT)	1,071,698	2,047,357	9,667,497	6,717,583	143.9	(955,174)	(1,029,174)	(939.3)

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

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 2014
NOVEMBER 2013**

% 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
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,500,418	7,055,339	7,577,868	7,148,333	106.0	17,156,000	17,156,000	44.2
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,558,440	13,262,448	20,271,422	20,271,422	100.0	34,505,186	34,505,186	58.7
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	597,684	1,839,897	3,360,724	3,360,724	100.0	5,633,670	5,633,670	59.7
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	742,938	2,173,791	3,113,552	3,113,552	100.0	7,051,491	7,108,491	43.8
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	2,332,260	10,912,799	5,359,826	6,356,177	84.3	31,475,368	31,481,513	17.0
10 Accessibility Fixed Route	121,144	423,123	507,872	431,310	117.8	1,035,143	1,035,143	49.1
11 TOTAL 1/2 CENT SALES TAX	2,453,404	11,335,922	5,867,698	6,787,486	86.4	32,510,511	32,516,656	18.0
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	49,503	742,313	247,631	291,274	85.0	697,450	697,450	35.5
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	0	42	0	0	0.0	0	0	0.0
16 Rental Income	97,357	445,633	485,947	453,100	107.2	1,087,440	1,087,440	44.7
17 Advertising Income	57,152	341,141	446,639	387,500	115.3	930,000	930,000	48.0
18 Other Income	121,943	500,022	599,322	435,126	137.7	1,153,452	1,153,452	52.0
19 TOTAL OTHER REVENUES	276,452	1,286,838	1,531,908	1,275,726	120.1	3,170,892	3,170,892	48.3
20								
21 TOTAL MOTOR BUS	9,178,839	37,696,548	41,970,804	42,248,518	99.3	100,725,200	100,788,345	41.6
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	64,976	328,222	342,904	337,083	101.7	809,000	809,000	42.4
25 Local TDA 4.5 Redi-Wheels	147,039	659,590	741,468	741,468	100.0	1,839,741	1,839,741	40.3
26 Local STA - Paratransit	46,977	204,950	234,885	234,885	100.0	563,725	563,725	41.7
27 Operating Grants	68,548	202,149	232,022	232,022	100.0	999,343	999,343	23.2
28 Sales Tax - District ADA Programs	347,667	1,964,582	1,911,558	2,285,719	83.6	4,846,042	4,839,897	39.5
29 Sales Tax - Paratransit Suppl. Coastside	115,746	538,919	546,382	518,475	105.4	1,244,339	1,244,339	43.9
30 Interest Income - Paratransit Fund	32,812	131,378	164,225	175,370	93.6	358,710	358,710	45.8
31 Measure A Redi-Wheels	246,783	1,068,576	1,150,169	1,150,169	100.0	2,720,000	2,720,000	42.3
32 Measure M Paratransit	92,846	531,250	443,315	443,315	100.0	1,400,000	1,400,000	31.7
33 TOTAL ADA PROGRAMS	1,163,393	5,629,615	5,766,929	6,118,505	94.3	14,780,900	14,774,755	39.0
34								
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Other Sources - Caltrain	0	4,939,589	0	0	0.0	0	0	0.0
37 Transfer from TA for Caltrain	487,004	2,137,152	2,300,339	2,266,668	101.5	5,440,000	5,440,000	42.3
38 AB434 Funds - SamTrans Shuttle	47,167	230,900	235,833	235,833	100.0	566,000	566,000	41.7
39 Employer SamTrans Shuttle Funds	130,758	745,875	634,072	654,365	96.9	1,775,673	1,775,673	35.7
40 Sales Tax - SamTrans Shuttle Program	28,873	148,200	150,626	151,438	99.5	356,218	356,218	42.3
41 Sales Tax - Gen. Operating Asst.	5,870	110,411	48,780	69,913	69.8	182,790	182,790	26.7
42								
43 TOTAL MULTIMODAL	699,672	8,312,127	3,369,650	3,378,217	99.7	8,320,681	8,320,681	40.5
44								
45 TOTAL REVENUES	11,041,905	51,638,290	51,107,382	51,745,240	98.8	123,826,781	123,883,781	41.3

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2014
NOVEMBER 2013**

% 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
DISTRICT OPERATED BUSES								
1 Wages & Benefits	5,455,095	19,598,452	23,109,211	21,688,910	106.5	50,777,535	50,471,448	45.8
2 Services:								
3 Board of Directors	3,200	18,271	19,602	21,500	91.2	51,800	51,800	37.8
4 Contracted Vehicle Maintenance	33,292	173,528	172,017	294,033	58.5	696,080	705,678	24.4
5 Property Maintenance	81,661	494,411	496,095	516,500	96.0	1,273,500	1,233,500	40.2
6 Professional Services	341,371	1,219,690	1,223,915	1,726,897	70.9	4,173,153	4,271,589	28.7
7 Technical Services	450,264	1,767,073	2,066,637	2,153,979	95.9	5,280,779	5,561,725	37.2
8 Other Services	136,265	202,054	382,996	391,595	97.8	1,507,128	1,507,994	25.4
9 Materials & Supply:								
10 Fuel & Lubricants	452,221	2,301,583	2,331,470	2,704,858	86.2	6,491,659	6,491,659	35.9
11 Bus Parts & Materials	98,518	723,502	891,046	894,280	99.6	1,886,670	1,886,670	47.2
12 Uniforms & Driver Expense	8,345	54,472	76,442	113,128	67.6	443,122	443,122	17.3
13 Timetables & Tickets	784	61,830	50,902	71,662	71.0	172,000	172,000	29.6
14 Office Supplies / Printing	11,722	86,320	60,934	158,927	38.3	369,267	369,267	16.5
15 Other Materials & Supply	8,901	49,753	46,923	66,317	70.8	156,500	156,500	30.0
16 Utilities:								
17 Telephone	29,834	138,710	155,063	251,029	61.8	602,470	602,470	25.7
18 Other Utilities	114,342	433,136	474,437	412,083	115.1	989,000	989,000	48.0
19 Insurance Costs	114,933	1,099,782	1,306,166	1,099,650	118.8	2,640,150	2,640,150	49.5
20 Workers' Compensation	244,682	1,309,867	1,112,409	1,346,275	82.6	3,231,060	3,231,060	34.4
21 Taxes & License Fees	34,591	203,922	211,751	237,129	89.3	569,109	569,109	37.2
22 Fixed Route Accessibility	121,144	423,123	507,872	431,310	117.8	1,035,143	1,035,143	49.1
23 Leases & Rentals	9,419	45,625	46,881	51,868	90.4	124,483	124,483	37.7
24 Promotional & Legal Advertising	6,002	62,164	54,258	115,833	46.8	275,200	275,200	19.7
25 Training & Business Travel	17,191	63,996	73,266	96,981	75.5	207,765	227,085	32.3
26 Dues & Membership	6,167	36,421	37,082	39,417	94.1	91,652	91,652	40.5
27 Postage & Other	2,359	18,476	22,439	76,075	29.5	200,049	175,115	12.8
28 Total District Operated Buses	7,782,303	30,586,163	34,929,816	34,960,235	99.9	83,245,274	83,283,419	41.9
29 CONTRACTED BUS SERVICES								
30 Contracted Urban Bus Service	1,188,584	6,218,044	6,088,029	6,267,247	97.1	15,041,393	15,041,393	40.5
31 Other Related Costs	38,535	152,186	171,262	149,875	114.3	347,720	372,720	45.9
32 Insurance Costs	65,347	265,416	269,219	272,905	98.6	655,000	655,000	41.1
33 Coastside Services	62,353	277,214	308,615	357,314	86.4	857,553	857,553	36.0
34 Redi Coast Non-ADA	16,290	102,055	91,553	105,920	86.4	254,209	254,209	36.0
35 Other Related Costs	13,879	10,070	35,506	42,250	84.0	101,400	101,400	35.0
36 La Honda - Pescadero	6,263	21,713	24,150	22,969	105.1	55,125	55,125	43.8
37 SamCoast - Pescadero	5,286	56,342	51,759	67,040	77.2	160,896	160,896	32.2
38 Other Related Cost - SamCoast	0	7,346	894	2,763	32.4	6,630	6,630	13.5
39 Total Contracted Bus Service	1,396,538	7,110,385	7,040,988	7,288,283	96.6	17,479,926	17,504,926	40.2
40 TOTAL MOTOR BUS	9,178,840	37,696,548	41,970,804	42,248,518	99.3	100,725,200	100,788,345	41.6

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**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2014
NOVEMBER 2013**

% OF YEAR ELAPSED: **41.7%**

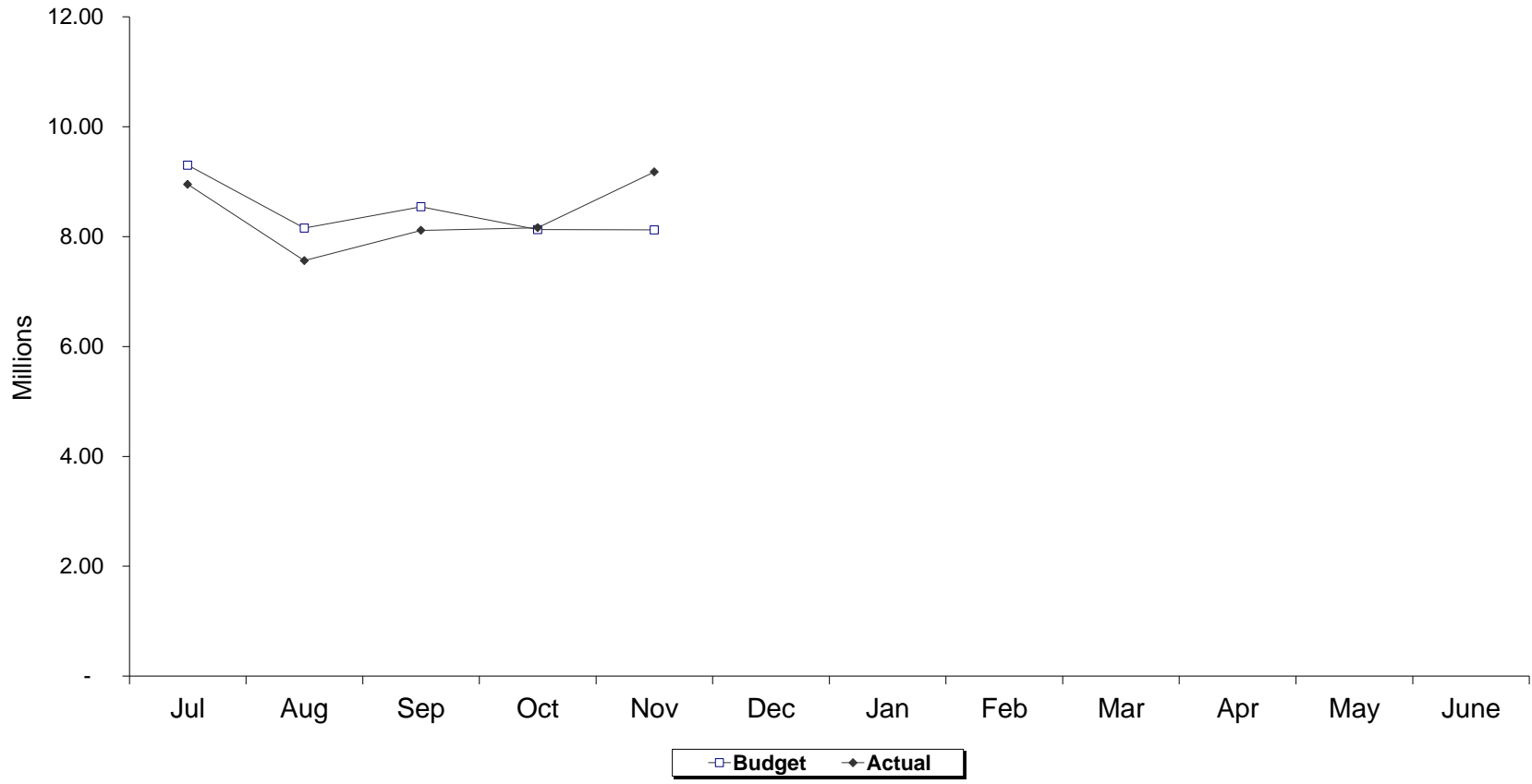
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	448,922	2,365,385	2,342,974	2,345,258	99.9	6,359,982	5,682,082	41.2
Other Related Costs	239,182	989,894	1,012,774	1,223,313	82.8	2,937,197	2,931,052	34.6
Sedan Service	254,941	1,181,187	1,337,743	1,337,905	100.0	2,534,802	3,212,702	41.6
ADA Accessibility Support	66,634	339,705	320,436	478,975	66.9	1,189,580	1,189,580	26.9
Coastside ADA Support	115,746	538,919	546,382	518,475	105.4	1,244,339	1,244,339	43.9
Insurance Costs	37,968	214,526	206,619	214,580	96.3	515,000	515,000	40.1
TOTAL ADA PROGRAMS	1,163,393	5,629,615	5,766,929	6,118,505	94.3	14,780,900	14,774,755	39.0
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	453,334	7,076,741	2,266,668	2,266,668	100.0	5,440,000	5,440,000	41.7
Total Caltrain Service	453,334	7,076,741	2,266,668	2,266,668	100.0	5,440,000	5,440,000	41.7
OTHER SUPPORT								
Dumbarton Express Service	0	61,607	-	-	0.0	0	0	0.0
SamTrans Shuttle Service	206,798	1,124,975	1,020,531	1,041,637	98.0	2,697,891	2,697,891	37.8
Bicycle Coordinating Activities	0	0	0	4,167	0.0	0	25,000	0.0
Maintenance Multimodal Facilities	5,869	48,804	48,780	65,746	74.2	182,790	157,790	30.9
Total Other Support	212,668	1,235,386	1,069,311	1,111,549	96.2	2,880,681	2,880,681	37.1
TOTAL MULTI-MODAL PROGRAMS	666,001	8,312,127	3,335,979	3,378,217	98.7	8,320,681	8,320,681	40.1
TOTAL EXPENSES	11,008,235	51,638,290	51,073,711	51,745,240	98.7	123,826,781	123,883,781	41.2

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SAN MATEO COUNTY TRANSIT DISTRICT

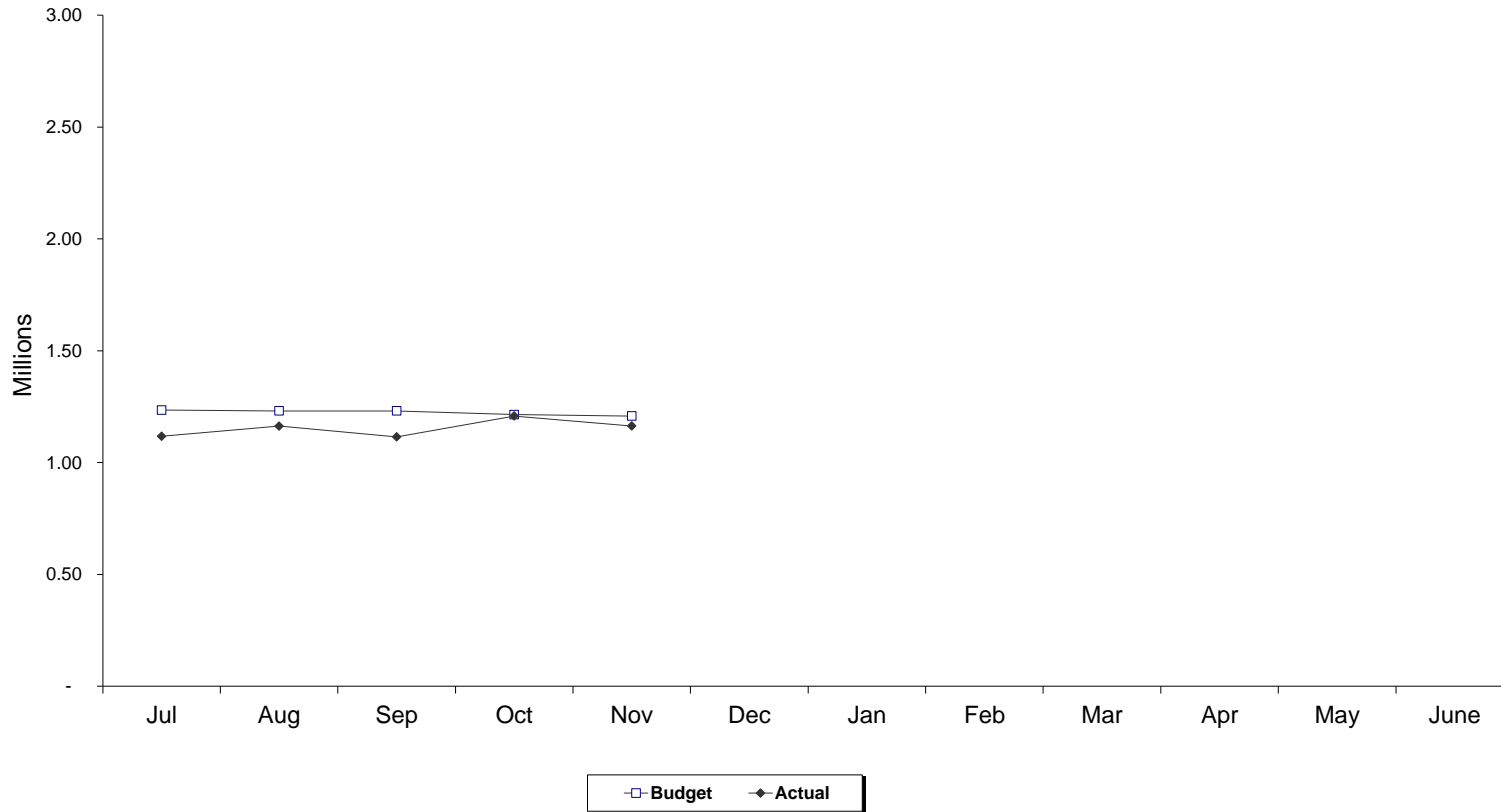
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	9,300,130	8,153,495	8,544,786	8,127,273	8,122,834								
Actual	8,951,662	7,563,066	8,115,120	8,162,116	9,178,840								
CUMULATIVE EXPENSES													
Budget	9,300,130	17,453,625	25,998,410	34,125,684	42,248,518								
Actual	8,951,662	16,514,728	24,629,848	32,791,963	41,970,804								
Variance - F(U)	348,468	938,897	1,368,563	1,333,720	277,714								
Variance %	3.75%	5.38%	5.26%	3.91%	0.66%								

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2014

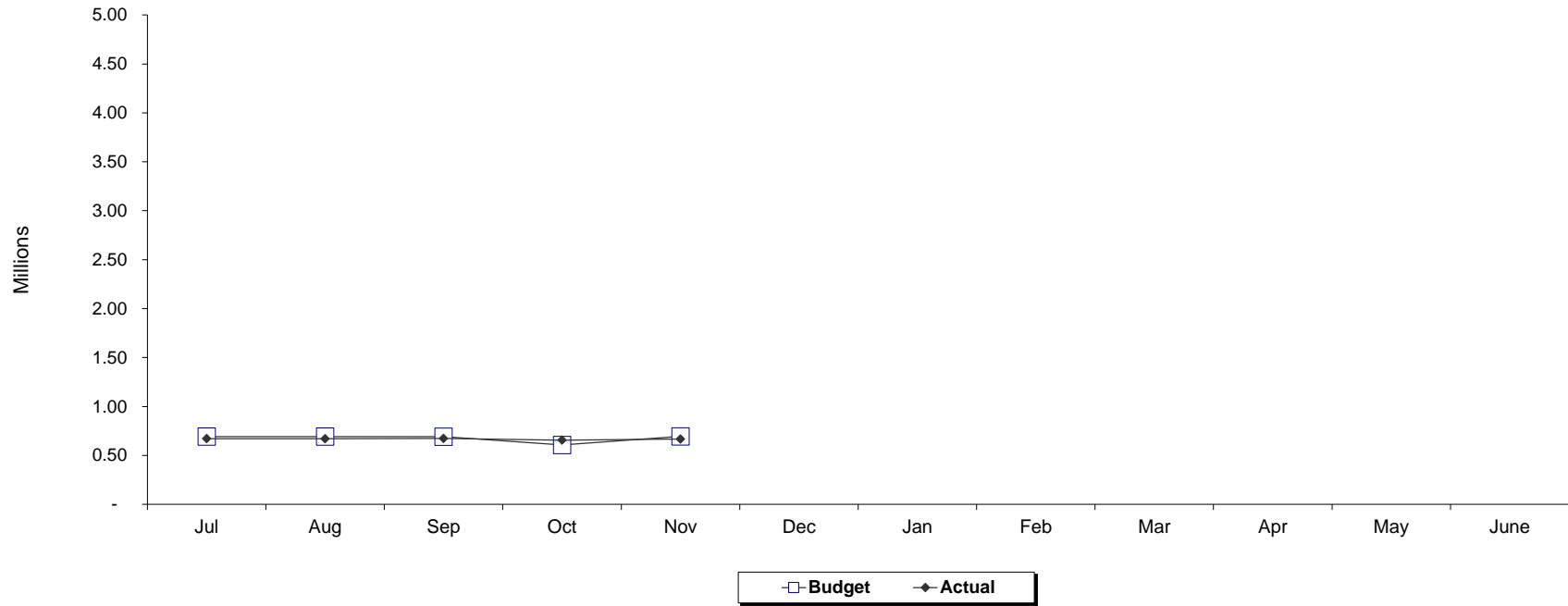


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,234,437	1,230,937	1,230,937	1,214,257	1,207,937								
Actual	1,117,158	1,163,018	1,115,023	1,208,337	1,163,393								
CUMULATIVE EXPENSES													
Budget	1,234,437	2,465,374	3,696,312	4,910,568	6,118,505								
Actual	1,117,158	2,280,176	3,395,198	4,603,535	5,766,929								
Variance - F(U)	117,279	185,199	301,113	307,033	351,577								
Variance %	9.50%	7.51%	8.15%	6.25%	5.75%								

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	693,110	693,110	691,026	606,585	694,387							
Actual	671,817	670,256	672,440	655,465	666,001							
CUMULATIVE EXPENSES												
Budget	693,110	1,386,220	2,077,246	2,683,830	3,378,217							
Actual	671,817	1,342,073	2,014,513	2,669,977	3,335,979							
Variance - F(U)	21,293	44,147	62,733	13,853	42,238							
Variance %	3.07%	3.18%	3.02%	0.52%	1.25%							

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

November 30, 2013

DESCRIPTION	TOTAL INVESTMENT 11-30-13	INTEREST RECEIVABLE 10-31-13	PREPAID INT RECEIVABLE 10-31-13	INTEREST EARNED 11-30-13	INTEREST RECEIVED 11-30-13	ADJ.	INTEREST RECEIVABLE 11-30-13
RESERVE FOR CAPITAL PROJ	150,717.00	2,965.50	0.00	988.50	0.00	0.00	3,954.00
LAIF -- CAPITAL PROJ	0.00	1,800.32	0.00	1,723.13	0.00	0.00	3,523.45
REIMB SECURITIES -- L76R	79,719,733.06	123,892.70	0.00	55,396.07	41,625.01	(41.69)	137,622.07
LAIF -- REIMB FUNDS L76R	0.00	4,355.85	0.00	4,028.55	0.00	0.00	8,384.40
PARATRANSIT FUNDS	25,018,010.95	79,084.00	0.00	34,708.29	0.00	(93.89)	113,698.40
LAIF -- PARATRANSIT	0.00	57.34	0.00	23.97	0.00	0.00	81.31
BANK OF AMERICA	(360,317.60)	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	14,513,074.73	711.56	0.00	739.73	0.00	0.00	1,451.29
	<u>119,041,218.14</u>	<u>212,867.27</u>	<u>0.00</u>	<u>97,608.24</u>	<u>41,625.01</u>	<u>(135.58)</u>	<u>268,714.92</u>

NOVEMBER 2013 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 11/30/13	97,472.66
Add:	
CEO Interest	0.00
Less:	
Commissions	(8,494.25)
Capital Gain(Loss)	<u>(3,952.90)</u>
Total Interest & Capital Gain(Loss)	<u>85,025.51</u>

YEAR TO DATE -- SUMMARY

Interest Earned	464,022.43
Add:	
CEO Interest	7,833.33
Less:	
Commissions	(42,471.22)
Capital Gain(Loss)	<u>(3,952.90)</u>
Total Interest & Capital Gain(Loss)	<u>425,431.64</u>
Balance Per Ledger as of 11/30/13	
Interest Acct. 409100	0.00
Interest Acct. 409102	3,585.99
Interest Acct. 409101	425,798.55
Gain(Loss) Acct. 405210	<u>(3,952.90)</u>
	<u>425,431.64</u>

SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
November 30, 2013

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST	PREPAID	INTEREST	INTEREST	PP INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-13	VALUE 11/30/13					REC'VBLE 10/31/13	INT REC'VBLE 11/30/13	EARNED 11/30/13	RECEIVED 11/30/13	RECEIVED DATE		REC'VBLE 11/30/13	LESS PREPAID 11/30/13		
<u>GOVERNMENT BONDS</u>																			
FHLMC - Discount Note	313397NV9	5-8-13	4,997,500.00	4,998,250.00	4,999,958.33	11-04-13	0.000%	0.0000	30	0.00		2,500.01	2,500.01			0.00	0.00	5,000,000	
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,671,151.60	9,659,229.00	09-22-14	0.750%	200.3125	30	7,812.19		6,009.38		(0.01)	13,821.56	13,821.56	9,615,000		
FHLMC	3134G3SD3	03-28-12	9,996,000.00	10,034,200.00	10,019,400.00	09-28-15	0.750%	208.3333	30	6,875.00		6,250.00			13,125.00	13,125.00	10,000,000		
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,011,600.00	5,007,350.00	10-28-15	0.500%	69.4444	30	208.33		2,083.33		0.01	2,291.67	2,291.67	5,000,000		
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,475,605.00	8,515,555.00	11-24-15	0.450%	106.2500	30	16,681.25		3,187.50	19,125.00		743.75	743.75	8,500,000		
FHLMC	3134G3Y20	12-28-12	5,000,500.00	4,986,050.00	5,001,300.00	11-27-15	0.500%	69.4444	26	10,694.44		1,805.55		0.01	12,500.00	12,500.00	5,000,000		
FNMA	3135G0RX3	12-07-12	7,005,250.00	7,001,750.00	7,001,750.00	11-27-15	0.500%	97.2222	26	14,972.22		2,527.78			17,500.00	17,500.00	7,000,000		
FFCB	31331HSL7	5-11-07	1,020,404.50	1,078,478.00	1,062,879.00	12-29-15	6.125%	161.6319	30	19,719.10		4,848.96			24,568.06	24,568.06	950,000		
FNMA	3135G0UM3	5-29-13	3,999,600.00	3,981,120.00	4,004,840.00	02-26-16	0.520%	57.7778	30	3,755.56		1,733.33			5,488.89	5,488.89	4,000,000		
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,011,700.00	6,035,820.00	03-04-16	0.750%	125.0000	30	7,125.00		3,750.00			10,875.00	10,875.00	6,000,000		
FHLMC	3134G3SE1	03-21-12	8,505,312.50	8,529,410.00	8,518,275.00	03-21-16	1.000%	236.1111	30	9,444.44		7,083.33		0.01	16,527.78	16,527.78	8,500,000		
FNMA	3135G0VA8	5-15-13	15,026,145.00	14,916,000.00	15,018,600.00	03-30-16	0.500%	208.3333	30	6,458.33		6,250.00		(0.01)	12,708.32	12,708.32	15,000,000		
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,985,200.00	7,993,440.00	05-20-16	0.500%	111.1111	30	17,888.89		3,333.33	20,000.00		1,222.22	1,222.22	8,000,000		
																		95.62%	
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																			
TREAS INFLATION INDEX	912828KM1	01-21-10	3,737,186.68	3,898,301.13	3,884,345.06	04-15-14	1.250%	134.4523	30	2,257.94		4,033.57		(41.70)	6,249.81	6,249.81	3,872,225		
																		4.38%	
<u>CASH INVESTMENT</u>																			
CASH INVESTMENT	3134G3Y20	12-28-12														(12,500.00)			
CASH INVESTMENT	3135G0RX3	12-07-12														(17,500.00)			
LAIF			0.00	0.00	0.00					4,393.90		4,028.55	0.00	-	8,422.45	8,422.45	0		
TOTAL LAIF			0.00	0.00	0.00														
TOTAL A/C 121100 & 112010			96,470,160.43	96,578,815.73	96,722,741.39														
<u>MATURED/CALLED</u>																			
FHLMC - Discount Note	313397NV9	5-8-13	4,997,500.00	(4,998,250.00)	(4,999,958.33)													(5,000,000)	
FHLMC	3134G3Y20	12-28-12	5,000,500.00	(4,986,050.00)	(5,001,300.00)													(5,000,000)	
FNMA	3135G0RX3	12-07-12	7,005,250.00	(7,001,750.00)	(7,001,750.00)													(7,000,000)	
TOTAL			<u>113,473,410.43</u>	<u>79,592,765.73</u>	<u>79,719,733.06</u>					<u>123,892.69</u>	<u>0.00</u>	<u>55,396.07</u>	<u>41,625.01</u>	<u>(41.69)</u>	<u>107,622.06</u>	<u>137,622.06</u>	<u>71,437,225</u>		

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
November 30, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT	RATE/	APPL.	INTEREST	PREPAID	INTEREST	INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-13	VALUE 11-30-13		RATE RATE	DAY	DAYS	REC'VBLE 10-31-13	INT REC'VBLE 11-30-13	EARNED 11-30-13	RECEIVED 11-30-13		REC'VBLE 11-30-13	LESS PREPAID 11-30-13		
GOVERNMENT BONDS																		
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,873.00	150,717.00	08-01-17	7.908%	32.9500	30	2,965.50		988.50			3,954.00	3,954.00	150,000	
LAIF			0.00	0.00	0.00					1,800.32		1,723.13	0.00		3,523.45	3,523.45	0.00	
MATURED/CALLED CALLED																		
TOTAL LAIF			0.00	0.00	0.00													
TOTAL A/C 121100 & 112010			155,581.50	150,873.00	150,717.00													
TOTAL			<u>155,581.50</u>	<u>150,873.00</u>	<u>150,717.00</u>					<u>2,965.50</u>	<u>0.00</u>	<u>988.50</u>	<u>0.00</u>	<u>0.00</u>	<u>3,954.00</u>	<u>3,954.00</u>	<u>150,000</u>	

18-Dec-13

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
November 30, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST	PP INTEREST	INTEREST	INTEREST	PP INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED	VALUE					REC'VBLE	REC'VBLE	EARNED	RECEIVED	RECEIVED		REC'VBLE	LESS PREPAID		
<u>GOVERNMENT BONDS</u>																			
FHLM	3137EABX6	1-30-09	4,583,892.80	4,625,982.50	4,580,785.20	01-07-14	2.500%	317.3611	30	36,179.17	0.00	9,520.83				45,700.00	45,700.00	4,570,000	
FHLM	3137EACB3	3-26-10	2,510,690.00	2,546,825.00	2,523,675.00	04-23-14	2.500%	173.6111	30	1,388.89	0.00	5,208.33				6,597.22	6,597.22	2,500,000	
FNMA	31398AU34	2-15-12	5,299,150.00	5,197,600.00	5,172,400.00	07-28-15	2.375%	329.8611	30	30,677.08	0.00	9,895.83		0.01		40,572.92	40,572.92	5,000,000	
FHMLC	3134G3SD3	03-28-12	4,998,000.00	5,017,100.00	5,009,700.00	09-28-15	0.750%	104.1667	30	3,437.50	0.00	3,125.00				6,562.50	6,562.50	5,000,000	
FHMLC	3134G3SE1	03-21-12	5,503,437.50	5,519,030.00	5,511,825.00	03-21-16	1.000%	152.7778	30	6,111.11	0.00	4,583.33				10,694.44	10,694.44	5,500,000	
																		91.07%	
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																			
TREAS INFLATION INDEX	912828KM1	03-26-10	2,111,329.89	2,227,600.65	2,219,625.75	04-15-14	1.288%	79.1655	30	1,290.25	0.00	2,374.97			(93.90)	3,571.32	3,571.32	2,212,700	
																		8.93%	
<u>CASH INVESTMENT</u>																			
LAIF			0.00	0.00	0.00					19.29	0.00	23.97	0.00			43.26	43.26	0.00	
TOTAL LAIF			0.00	0.00	0.00														
TOTAL A/C 122010			25,006,500.19	25,134,138.15	25,018,010.95														
TOTAL			<u>25,006,500.19</u>	<u>25,134,138.15</u>	<u>25,018,010.95</u>					<u>79,084.00</u>	<u>0.00</u>	<u>34,708.29</u>	<u>0.00</u>	<u>0.00</u>	<u>(93.89)</u>	<u>113,698.40</u>	<u>113,698.40</u>	<u>24,782,701</u>	

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR NOVEMBER 2013

BUDGET AMENDMENTS

	Amount	Line Item	Description
Nov-13	\$ 57,000	page 1, line 3 and page 2, line 6: operating grants	Increase approved by Board on Nov 6 per Resolution #2013-55 for SVCF grant for GBI Empowering Civic Discourse
Nov-13	\$ 57,000	page 1, line 27 and page 2, line 7: professional services	Increase approved by Board on Nov 6 per Resolution #2013-55 for SVCF grant for GBI Empowering Civic Discourse
	<u>\$ 114,000</u>	Total	<u>\$ -</u> Total

BUDGET REVISIONS

	Amount	Line Item	Description
Nov-13			No Budget Revisions in November 2013.
	<u>\$ -</u>	Total	<u>\$ -</u> Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2013 & FY2014
NOVEMBER 2013

12/24/13 12:58 PM

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2013:					
1st Quarter	16,181,800	1st Quarter	18,855,582	2,673,782	18,855,582
2nd Quarter	17,084,000	2nd Quarter	18,954,017	1,870,017	18,954,017
3rd Quarter	17,782,200	3rd Quarter	17,437,422	(344,778)	17,437,422
4th Quarter	16,952,000	4th Quarter	18,612,162	1,660,162	18,612,162
FY2013 Total	68,000,000	FY2013 Total	73,859,183	5,859,183	73,859,183
FY2014					
Jul. 13	4,400,000	Sep. 13	5,504,500	1,104,500	5,504,500.00
Aug. 13	4,400,000	Oct. 13	5,504,500	1,104,500	5,504,500.00
Sep. 13	6,100,000	Nov. 13	7,339,300	1,239,300	7,339,300.00
1st Qtr. Adjustment	1,650,000	Dec. 13			545,500.00
3 Months Total	16,550,000		18,348,300	3,448,300	18,893,800.00
Oct. 13	4,700,000	Dec. 13			4,700,000.00 (1)
Nov. 13	4,700,000	Jan. 14			4,700,000.00 (1)
Dec. 13	6,330,000	Feb. 14			6,330,000.00
2nd Qtr. Adjustment	1,795,000	Mar. 14			690,500.00 (2/3)
6 Months Total	34,075,000		18,348,300	3,448,300	35,314,300.00
Jan. 14	5,140,000	Mar. 14			5,140,000.00
Feb. 14	5,140,000	Apr. 14			5,140,000.00
Mar. 14	5,600,000	May 14			5,600,000.00
3rd Qtr. Adjustment	1,500,000	Jun. 14			880,350.00
9 Months Total	51,455,000		18,348,300	3,448,300	52,074,650.00
Apr. 14	4,500,000	Jun. 14			4,500,000.00
May 14	4,500,000	Jul. 14			4,500,000.00
Jun. 14	5,900,000	Aug. 14			5,900,000.00
4th Qtr. Adjustment	1,645,000	Sep. 14			1,025,350.00
FY2014 Total	68,000,000	FY2014 Total	18,348,300	3,448,300	68,000,000.00
18,893,800		1st Quarter			
9,860,333		2nd Quarter			
0		3rd Quarter			
0		4th Quarter			
<u>28,754,133</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: **AUTHORIZATION OF AMENDMENT OF FISCAL YEAR 2014 OPERATING
BUDGET**

ACTION

Staff proposes the Finance Committee recommend Board authorize of an amendment to increase the Fiscal Year (FY) 2014 Operating Budget by \$1,276,715 for revised total operating expenses of \$125,603,617. Revenues are proposed to increase by \$8,258,287 for revised total revenues of \$161,381,337 (see details on Attachment A). The adjustments are summarized as follows:

Sources of Funds/Revenues:

- Increase Operating Grants by \$1,166,745 (Line 4);
- New revenue from San Mateo County Measure A of \$5,000,000 (Line 6)
- Increase District Half-cent Sales Tax by \$2 million (Line 10)
- Increase Other Interest, Rent and Other Income by \$91,542 (Line12)

Uses of Funds/Expenses:

- Increase Motor Bus \$1,437,793 (Line19)
- Decrease Other Multi-Modal Programs by \$161,078 (Line 22)

SIGNIFICANCE

The FY2014 Operating Budget is amended to include additional expenses covered by grant funds and projected additional sales tax revenue. In addition, the newly allocated San Mateo County Measure A funds for Paratransit assist the San Mateo County Transit District (District) in providing this critical service.

SamTrans continues to face a structural fiscal deficit, primarily by debt service stemming from the District's financial role in the construction of the Peninsula Bay Area Rapid Transit (BART) extension, the costly nature of the Federally mandated paratransit service, costs associated with the financial commitment required by the District's partnership in Caltrain and the District's role as the managing partner of the Peninsula Corridor Joint Powers Board.

Over the past several years, numerous efforts have been undertaken to enhance budget stability through cost reductions and efficiencies, service and revenue

improvements and the identification of additional one-time and long-term funding sources. These efforts, combined with a recovering economy that is generating sales tax revenues above projections have enabled the agency to make significant progress but not resolved the longer term structural deficit.

BUDGET IMPACT

OPERATING REVENUES:

Operating Grants: Increase of \$1,166,745.

1) New grants adding \$287,308 for the following:

- \$91,308 from the Federal Highway Administration and \$156,000 from Federal Grant Funding for a Complete Streets case study in South San Francisco and Complete Streets projects in Daly City, South San Francisco and San Bruno and to pay the California Department of Transportation (Caltrans) for Project Initiation Documents oversight.
- \$40,000 from the Metropolitan Transportation Commission (MTC) to assist SamTrans in the development of the MTC-mandated Short Range Transportation Plan (SRTP).

2) Existing grants increasing by \$879,437 for the following:

- Increase of \$489,679 in preventive maintenance grant funds
- Increase of \$161,935 for the MTC Making the Last Mile project
- Increase of \$125,361 for the Tiger II project
- Increase of \$61,066 to the amount of Federal transit Administration Section 5311 funds to be received in FY2014
- Increase of \$41,396 for the New Freedom Cycle 3 and 4 projects

San Mateo County Measure A: New Revenue of \$5,000,000.

In September 2013, the San Mateo County Board of Supervisors approved \$5 million per year of San Mateo County Measure A funding for FY2014 and FY2015 for the District's paratransit program.

District Half-cent Sales Tax: Increase of \$2,000,000.

FY2014 sales tax revenue projections have been increased by \$2 million to \$70 million based on current year actuals.

Other Interest, Rent, and Other Income: Increase by \$91,542.

- Increase of \$107,620 in funds from outside agencies as reimbursements for their share of the match obligation anticipated to be needed in FY2014 for grant-related projects discussed in the Operating Grants section;
- Increase of \$90,000 related to the city of San Carlos One Bay Area Grant (OBAG) Complete Streets project; and
- Increase of \$55,000 for a new lease agreement effective in August 2013 for the SamTrans owned La Terrazza apartment building.

- Decrease in SamTrans shuttle funds of \$161,078 reflecting a revised start date of May 1, 2014, for the new shuttle contracts and the Daly City Bayshore and Pacifica Weekend shuttle services.

OPERATING EXPENSES:

DISTRICT MOTOR BUS: Increase of \$1,437,793.

The budget increase for District Motor Bus reflects the following changes:

Professional Services: Increase of \$965,694.

The Professional Services increases include:

- \$200,937 for the MTC Making the Last Mile project
- \$56,022 for the New Freedom Cycle 3 and 4 projects
- \$114,135 to prepare the South San Francisco Complete Streets case study
- \$90,000 for consultant costs related to the city of San Carlos One Bay Area Grant project
- \$165,000 to finalize the Project Initiation Document (PID) for the Complete Streets projects
- \$30,000 for Caltrans costs for U.S. Department of Transportation (DOT) Tiger II PID oversight
- \$194,600 for the DOT Tiger II project
- \$115,000 for development of the SRTP

Bus Parts & Materials: Increase of \$472,099.

The budget increase is to purchase an extended warranty for bus farebox equipment.

OTHER MULTI-MODAL PROGRAMS: Decrease of \$161,078.

This decrease reflects the revised start date of May 1, 2014 for new shuttle contracts and the Daly City Bayshore and Pacifica Weekend shuttle services. There is a previously mentioned decrease in operating revenues.

BACKGROUND

The District annually adopts an operating budget. On June 5, 2013, the Board adopted the FY2014 budget in the amount of \$124,269,902 as per Board Resolution No. 2013-20 and subsequently amended the expenses and revenues by \$57,000 as per Board Resolution No. 2013-55 for Empowering Civic Discourse project grant funding from Silicon Valley Community Foundation (SVCF) in support of the Grant Boulevard Initiative for revised expenses of \$124,326,902 and revenues of \$153,123,050.

Note that the format of the budget differs slightly from the monthly financial statement.

Lines that have been changed in the revised budget are highlighted in bold, blue font as presented in Attachment A.

Prepared By:

Chris Petak, Senior Budget Analyst
Ladi Bhuller, Manager, Budgets

650-508-7754
650-508-7755

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2014 REVISED OPERATING BUDGET**

Attachment A

	(UNAUDITED)			FY14 REVISED Compared to FY14 ADOPTED		
	FY2013 <u>ACTUAL</u>	FY2014 <u>ADOPTED</u>	FY2014 <u>REVISED</u>	Increase (Decrease)	BUDGET PERCENT CHANGE	
	A	B	C	D = C-B	E = D/B	
<u>SOURCES OF FUNDS:</u>						
Operating Revenues						
1 Passenger Fares	17,808,366	17,965,000	17,965,000	0	0.0%	1
2 Local TDA and STA Funds	38,153,079	42,542,322	42,542,322	0	0.0%	2
3 Pass through to Other Agencies	467,959	379,169	379,169	0	0.0%	3
4 Operating Grants	11,012,564	8,107,834	9,274,579	1,166,745	14.4%	4
5 SMCTA Measure A	8,394,311	8,160,000	8,160,000	0	0.0%	5
6 SM County Measure A	0	0	5,000,000	5,000,000	0.0%	6
7 AB434 Funds	554,400	566,000	566,000	0	0.0%	7
8 Subtotal - Operating Revenues	76,390,680	77,720,325	83,887,070	6,166,745	7.9%	8
Other Revenue Sources						
10 District 1/2 Cent Sales Tax	73,859,183	68,000,000	70,000,000	2,000,000	2.9%	10
11 Investment Interest	1,627,610	1,056,160	1,056,160	0	0.0%	11
12 Other Interest, Rent & Other Income	6,364,912	6,346,565	6,438,107	91,542	1.4%	12
13 Other Sources	6,460,000	0	0	0	0.0%	13
14 Subtotal - Other Revenues	88,311,705	75,402,725	77,494,267	2,091,542	2.8%	14
16 Total Sources of Funds	164,702,385	153,123,050	161,381,337	8,258,287	5.4%	16
<u>USES OF FUNDS:</u>						
19 Motor Bus	93,453,085	100,782,200	102,219,993	1,437,793	1.4%	19
20 A.D.A. Programs	13,767,333	14,780,900	14,780,900	0	0.0%	20
21 Caltrain	14,000,000	5,440,000	5,440,000	0	0.0%	21
22 Other Multi-Modal Programs	2,624,227	2,880,681	2,719,603	(161,078)	-5.6%	22
23 Pass through to Other Agencies	467,959	383,742	383,742	0	0.0%	23
24 Land Transfer Interest Expense	59,379	59,379	59,379	0	0.0%	24
25 Total Uses of Funds	124,371,982	124,326,902	125,603,617	1,276,715	1.0%	25
27 TOTAL OPERATING SURPLUS/(DEFICIT)	40,330,403	28,796,148	35,777,720	6,981,572	24.2%	27
29 Sales Tax Allocation - Capital Programs	980,800	5,345,625	5,345,625	0	0.0%	29
31 SURPLUS/(DEFICIT)	39,349,603	23,450,523	30,432,095	6,981,572	29.8%	31
<u>DEBT SERVICE</u>						
34 Debt Service	24,453,463	24,453,287	24,453,287	0	0.0%	34
35 Fiscal Agent Fees	26,493	26,410	26,410	0	0.0%	35
36 Total Debt Service	24,479,956	24,479,697	24,479,697	0	0.0%	36
37 * Debt Service - BART - \$12.7M						37
39 USE OF RESERVES FOR DEBT SERVICE	(24,479,956)	(24,479,697)	(24,479,697)	0	0.0%	39
41 TOTAL ADDITIONS TO/(USES OF) RESERVES	14,869,647	(1,029,174)	5,952,398	6,981,572	-678.4%	41

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2014 REVISED OPERATING BUDGET**

	(UNAUDITED)			FY14 REVISED Compared to FY14 ADOPTED	BUDGET PERCENT CHANGE
	FY2013 ACTUAL A	FY2014 ADOPTED B	FY2014 REVISED C	Increase (Decrease) D = C-B	E = D/B
OPERATING REVENUES - MOTOR BUS:					
1	TOTAL MOTOR BUS FARES	16,985,825	17,156,000	17,156,000	0 0.0%
2					
3	LOCAL (TDA) TRANSIT FUND:				
4	General Operating Assistance	31,871,276	34,505,186	34,505,186	0 0.0%
5					
6	STATE TRANSIT ASSISTANCE:				
7	STA Base	4,411,706	5,633,670	5,633,670	0 0.0%
8	STA TOTAL	4,411,706	5,633,670	5,633,670	0 0.0%
9					
10	OPERATING GRANTS:				
11	Operating Grants	10,150,976	7,108,491	8,275,236	1,166,745 16.4%
12					
13	DISTRICT 1/2 CENT SALES TAX:				
14	General Operating Assistance	24,554,829	31,475,368	31,493,796	18,428 0.1%
15	Accessibility Fixed Route	1,009,438	1,035,143	1,035,143	0 0.0%
16	TOTAL 1/2 CENT SALES TAX	25,564,267	32,510,511	32,528,939	18,428 0.1%
17					
18	INVESTMENT INTEREST INCOME				
19	Investment Interest Income	1,123,502	697,450	697,450	0 0.0%
20					
21	OTHER REVENUE SOURCES:				
22	Overnight Deposit Interest Income	42	0	0	0 0.0%
23	Rental Income	1,071,710	1,087,440	1,087,440	0 0.0%
24	Advertising Income	936,232	930,000	930,000	0 0.0%
25	Other Income	1,337,548	1,153,452	1,406,072	252,620 21.9%
26	TOTAL OTHER REVENUES	3,345,533	3,170,892	3,423,512	252,620 8.0%
27					
28	TOTAL MOTOR BUS	93,453,085	100,782,200	102,219,993	1,437,793 1.4%
29					
30	AMERICAN DISABILITIES ACT:				
31	Passenger Fares-Redi Wheels	822,542	809,000	809,000	0 0.0%
32	Local TDA 4.5 Redi Wheels	1,378,216	1,839,741	1,839,741	0 0.0%
33	Local STA - Paratransit	491,881	563,725	563,725	0 0.0%
34	Operating Grants	861,588	999,343	999,343	0 0.0%
35	Sales Tax - Paratransit District	4,141,998	4,846,042	0	(4,846,042) -100.0%
36	Sales Tax - Paratransit Suppl. Coastside	1,248,275	1,244,339	1,090,381	(153,958) -12.4%
37	Interest Income-Paratransit Fund	468,521	358,710	358,710	0 0.0%
38	SMCTA Measure A Redi-Wheels	2,954,311	2,720,000	2,720,000	0 0.0%
39	SM County Measure A	0	0	5,000,000	5,000,000 0.0%
40	Measure M Paratransit	1,400,000	1,400,000	1,400,000	0 0.0%
41	TOTAL ADA PROGRAMS	13,767,332	14,780,900	14,780,900	0 0.0%
42					
43	MULTI-MODAL TRANSIT PROGRAMS:				
44	Sales Tax - Caltrain	2,100,000	0	0	0 0.0%
45	Other Sources - Caltrain	6,460,000	0	0	0 0.0%
46	Transfer from SMCTA for Caltrain	5,440,000	5,440,000	5,440,000	0 0.0%
47	SMCTA Funded SM/Caltrain Shuttles	0	0	0	0 0.0%
48	Employer Share SM/Caltrain Shuttles	0	0	0	0 0.0%
49	AB434 Funds - SamTrans Shuttle	554,400	566,000	566,000	0 0.0%
50	Employer SamTrans Shuttle Funds	1,619,379	1,775,673	1,614,595	(161,078) -9.1%
51	Sales Tax - SamTrans Shuttle Program	346,517	356,218	356,218	0 0.0%
52	Operating Grants	0	0	0	0 0.0%
53	Sales Tax - Gen. Operating Asst.	103,931	182,790	182,790	0 0.0%
54	TOTAL MULTI-MODAL	16,624,227	8,320,681	8,159,603	(161,078) -1.9%
55					
56	TOTAL REVENUES	123,844,644	123,883,781	125,160,496	1,276,715 1.0%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2014 REVISED OPERATING BUDGET**

	(UNAUDITED)			FY14 REVISED Compared to FY14 ADOPTED	BUDGET PERCENT CHANGE		
	FY2013 ACTUAL A	FY2014 ADOPTED B	FY2014 REVISED C	Increase (Decrease) D = C-B	E = D/B		
DISTRICT OPERATED BUSES							
1	Wages and Benefits	47,696,860	50,777,535	50,777,535	0	0.0%	1
2	Services:						2
3	Board of Directors	47,923	51,800	51,800	0	0.0%	3
4	Contracted Vehicle Maintenance	542,852	696,080	696,080	0	0.0%	4
5	Property Maintenance	1,107,710	1,273,500	1,273,500	0	0.0%	5
6	Professional Services	3,412,859	4,230,153	5,195,847	965,694	22.8%	6
7	Technical Services	4,740,556	5,280,779	5,280,779	0	0.0%	7
8	Other Services	1,271,395	1,507,128	1,507,128	0	0.0%	8
9							9
10	Materials & Supply:						10
11	Fuel and Lubricants	5,351,161	6,491,659	6,491,659	0	0.0%	11
12	Bus Parts and Materials	2,347,757	1,886,670	2,358,769	472,099	25.0%	12
13	Uniform and Drivers Expense	305,339	443,122	443,122	0	0.0%	13
14	Timetables and Tickets	151,640	172,000	172,000	0	0.0%	14
15	Office Supplies/Printing	260,551	369,267	369,267	0	0.0%	15
16	Other Materials and Supply	129,524	156,500	156,500	0	0.0%	16
17							17
18	Utilities:						18
19	Telecommunications	381,263	602,470	602,470	0	0.0%	19
20	Other Utilities	1,012,799	989,000	989,000	0	0.0%	20
21	Insurance Costs	2,610,004	2,640,150	2,640,150	0	0.0%	21
22	Workers' Compensation	2,994,923	3,231,060	3,231,060	0	0.0%	22
23	Taxes and License Fees	489,079	569,109	569,109	0	0.0%	23
24	Fixed Route Accessibility	1,009,438	1,035,143	1,035,143	0	0.0%	24
25	Leases and Rentals	109,841	124,483	124,483	0	0.0%	25
26	Prmtnl and Legal Advertising	200,257	275,200	275,200	0	0.0%	26
27	Training & Business Travel	147,784	207,765	207,765	0	0.0%	27
28	Dues and Membership	84,596	91,652	91,652	0	0.0%	28
29	Postage and other	57,578	200,049	200,049	0	0.0%	29
30							30
31	Total District Operated Buses	76,463,689	83,302,274	84,740,067	1,437,793	1.7%	31
32							32
33	CONTRACTED BUS SERVICES						
34	Contracted Urban Bus Service	14,780,548	15,041,393	15,041,393	0	0.0%	34
35	Other Related Costs	360,426	347,720	347,720	0	0.0%	35
36	Insurance Costs	651,828	655,000	655,000	0	0.0%	36
37	Coastside Services	703,283	857,553	857,553	0	0.0%	37
38	Redi Coast Non-ADA	230,120	254,209	254,209	0	0.0%	38
39	Other Related Costs	47,102	101,400	101,400	0	0.0%	39
40	La Honda Pescadero	52,500	55,125	55,125	0	0.0%	40
41	Southcoast - Pescadero	137,068	160,896	160,896	0	0.0%	41
42	Other Related Costs-SamCoast	26,522	6,630	6,630	0	0.0%	42
43	Total Contracted Bus Service	16,989,396	17,479,926	17,479,926	0	0.0%	43
44							44
45	TOTAL MOTOR BUS	93,453,085	100,782,200	102,219,993	1,437,793	1.4%	45

SAN MATEO COUNTY TRANSIT DISTRICT
FY2014 REVISED OPERATING BUDGET

	(UNAUDITED)			FY14 REVISED Compared to FY14 ADOPTED	BUDGET PERCENT CHANGE		
	FY2013 <u>ACTUAL</u> A	FY2014 <u>ADOPTED</u> B	FY2014 <u>REVISED</u> C	Increase (Decrease) D = C-B	E = D/B		
AMERICAN DISABILITY ACT PROGRAMS							
46	Elderly & Disabled/Redi-Wheels	5,627,520	6,359,982	6,359,982	0	0.0%	46
47	Other Related Costs	2,575,080	2,937,197	2,937,197	0	0.0%	47
48	ADA Sedan Service	3,012,025	2,534,802	2,534,802	0	0.0%	48
49	ADA Accessibility Support	791,132	1,189,580	1,189,580	0	0.0%	49
50	Coastside Support	1,248,275	1,244,339	1,244,339	0	0.0%	50
51	Insurance Costs	513,301	515,000	515,000	0	0.0%	51
52	TOTAL ADA PROGRAMS	13,767,333	14,780,900	14,780,900	0	0.0%	52
53							53
54	MULTI-MODAL TRANSIT PROGRAMS						54
55							55
56	CALTRAIN SERVICE						56
57	Peninsula Rail Service	14,000,000	5,440,000	5,440,000	0	0.0%	57
58	Total Caltrain Service	14,000,000	5,440,000	5,440,000	0	0.0%	58
59							59
60	OTHER SUPPORT						60
61	Dumbarton Express Service	3,567	0	0	0	0.0%	61
62	SamTrans Shuttle	2,520,296	2,697,891	2,536,813	(161,078)	-6.0%	62
63	SM/Caltrain Shuttle	0	0	0	0	0.0%	63
64	Maintenance Multimodal Fac	100,363	182,790	182,790	0	0.0%	64
65	Total Other Support	2,624,227	2,880,681	2,719,603	(161,078)	-5.6%	65
66							66
67	Multi-Modal Promotion	0	0	0	0	0.0%	67
68							68
69	TOTAL MULTI-MODAL PROGRAMS	16,624,227	8,320,681	8,159,603	(161,078)	-1.9%	69
70							70
71	TOTAL OPERATING EXPENSES	123,844,644	123,883,781	125,160,496	1,276,715	1.0%	71

RESOLUTION NO. 2014-

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

* * *

**AUTHORIZING AN AMENDMENT TO INCREASE
THE FISCAL YEAR 2014 OPERATING BUDGET IN THE AMOUNT OF \$1,276,715
FOR A TOTAL BUDGET OF \$125,603,617**

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 5, 2013 and pursuant to Resolution No. 2013-20, the Board of Directors of the District approved the Fiscal Year (FY) 2014 Adopted Operating Budget in the amount of \$124,269,902; and

WHEREAS, on November 6, 2013 and pursuant to Resolution No. 2013-55, the Board of Directors of the District amended the FY2014 Adopted Operating Budget in the amount of \$57,000 for revised total operating expenses of \$124,326,902; and

WHEREAS, since the adoption of the FY2014 Operating Budget, operating revenues have been adjusted as follows: operating grants available to the District, primarily for planning, have increased by \$1,166,745; San Mateo County Measure A funding has been allocated for SamTrans paratransit services in the amount of \$5 million; sales tax revenue has been revised upward by \$2 million; other income for matching contributions from outside agencies for planning grants has increased by \$252,620; and the employer share of shuttle funds has decreased by \$161,078; and

WHEREAS, since the adoption of the FY2014 Operating Budget, the District's operating expenses have increased by \$1,276,715, including an increase of \$965,694 in professional services for various grant projects; \$472,099 in bus parts and materials for a

warranty payment related to fare revenue equipment; and a decrease of \$161,078 in Employer SamTrans Shuttle Funds; and

WHEREAS, the General Manager/CEO recommends the FY2014 Operating Budget be amended in the amount of \$1,276,715, for a total amended Operating Budget of \$125,603,617, to incorporate the revenue and expense adjustments discussed above.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby approves an amendment increasing the FY2014 Operating Budget by \$1,276,715, for a total amended Operating Budget of \$125,603,617; and

BE IT FURTHER RESOLVED the General Manager/CEO is directed to submit this amended budget to the Metropolitan Transportation Commission, together with a copy of this resolution, at the earliest practicable date.

Regularly passed and adopted this 8th day of January, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZE SUBMITTAL OF GRANT APPLICATIONS AND THE EXECUTION OF
STANDARD AGREEMENTS WITH CALTRANS PERTAINING TO FTA SECTION
5311 FUNDS**

ACTION

Staff proposes the Committee recommend Board authorize and direct the General Manager/CEO, or his designee, to:

1. File and execute applications on behalf of the San Mateo County Transit District (District) with the California State Department of Transportation (Caltrans) to aid in the financing of capital/operating assistance projects pursuant to Federal Transit Administration (FTA) Section 5311 Non Urbanized Formula Program funds for the Coastside rural demand-responsive transportation service and Route 17; and
2. Execute and file all certifications and assurances, agreements and other documents required by Caltrans; and
3. Provide additional information as Caltrans may require in connection with the application for the FTA Section 5311 projects; and
4. Submit and approve requests for reimbursement of funds from Caltrans for the FTA Section 5311 projects.

SIGNIFICANCE

The District annually submits applications for FTA Section 5311 funds to Caltrans. Caltrans has informed District staff that grant recipients have the option of adopting a resolution that authorizes its Manager/CEO, or his designee, to file applications and to file and execute annual certifications, assurances and grant agreements for a period of up to three years. The previous resolution covered applications for Fiscal Years (FY) 2011, 2012, and 2013. This resolution will cover applications for FY2014, FY2015, and FY2016.

BUDGET IMPACT

There is no impact to the budget with this action. Projects that receive FTA Section 5311 funds will be included as part of the adoption and/or amendments to the annual District's operating and/or capital budgets.

BACKGROUND

The District has historically received FTA Section 5311 financial assistance through Caltrans in support of the District's rural programs in the Coastside service area that are part of its adopted operating and capital budgets. Caltrans requires applicants to obtain a certified resolution authorizing the filing of applications and the filing and execution of certifications, assurances and grant agreements in order to be eligible to receive financial assistance.

Prepared By: Rebecca Arthur, Senior Grants Analyst

650-508-6368

RESOLUTION NO. 2014 –

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

* * *

**AUTHORIZING SUBMITTAL OF GRANT APPLICATIONS AND
THE EXECUTION OF STANDARD AGREEMENTS WITH
CALTRANS PERTAINING TO FTA SECTION 5311 FUNDS**

WHEREAS, the Federal Transit Administration (FTA) of the U.S. Department of Transportation is authorized to make grants for the Non Urbanized Formula Assistance Grant Program, as set forth in 49 U.S.C. §5311 (Section 5311); and

WHEREAS, the California Department of Transportation (Caltrans) has been designated by the governor of the State of California to administer Section 5311 grants for transportation projects for the general public for rural transit and intercity bus; and

WHEREAS, SamTrans desires to apply for said financial assistance to permit operation of service in the rural Coastside of San Mateo County; and

WHEREAS, the San Mateo County Transit District (District) has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

WHEREAS, staff recommends the Board authorize the General Manager/CEO, or his designee, to submit the Section 5311 grant applications and to execute the requisite standard agreements with Caltrans to receive the funds.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors hereby authorizes and directs the General Manager/CEO, or his designee, to:

- 1) File and execute applications on behalf of the District with Caltrans to aid in the financing of capital/operating assistance projects pursuant to FTA Section 5311 Non Urbanized Formula Program funds for the Coastside rural demand-responsive transportation service and route 17; and
- 2) Execute and file all certifications and assurances, agreements and other documents required by Caltrans; and
- 3) Provide additional information as the Caltrans may require in connection with the application for the FTA Section 5311 projects; and
- 4) Submit and approve requests for reimbursement of funds from Caltrans for the FTA Section 5311 projects.

Regularly passed and adopted this 8th day of January, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZATION TO FILE AN ALLOCATION REQUEST AND ENTER INTO A FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) TO RECEIVE \$365,232 OF TRANSPORTATION, COMMUNITY, AND SYSTEM PRESERVATION (TCSP) PROGRAM FUNDS**

ACTION

Staff proposes the Finance Committee recommend Board authorize the General Manager/CEO, or his designee to:

1. Submit a funding allocation request to Caltrans for Federal Highway Administration (FHWA) TCSP program funds in an amount of \$365,232 for the city of South San Francisco's Complete Streets Project; and
2. Execute a subsequent funding agreement with Caltrans, which administers the funds on behalf of FHWA, and provide any other documentation required to receive the Federal TCSP funds; and
3. Execute a cooperative agreement with the city of South San Francisco to use the funds for the project and provide any other documentation required to receive the local matching funds from the city; and
4. Take such other actions as may be necessary, including executing any agreements, certifications and assurances or other documentation required in order to receive the TCSP funds.

SIGNIFICANCE

In 2011, the FHWA awarded \$365,232 in TCSP funds to the San Mateo County Transit District (District). The funds were awarded for the Grand Boulevard Initiative, specifically for the Complete Streets Program. The funds will now be used to take the South San Francisco Complete Streets case study from 40 percent design to 100 percent design, including environmental clearance under the California Environmental Quality Act and National Environmental Policy Act.

BUDGET IMPACT

The TCSP funds in the amount of \$365,232 require a 20 percent match of \$91,308, which will be provided by the city of South San Francisco. In Fiscal Year (FY) 2014 \$114,135 is projected to be spent and is included in the FY2014 Operating Budget amendment to be considered by the Board at today's meeting. The balance of the funds for the project is projected to be spent in FY2015 and will be included in the FY2015 proposed budget.

BACKGROUND

The TCSP Program provides funding for a comprehensive initiative including planning grants, implementation grants, and research to investigate and address the relationships between transportation, community, and system preservation and to identify private sector-based initiatives. In 2010, the District received a Federal TIGER II Planning Grant to fund Complete Streets "case study" demonstration projects on El Camino Real/Mission Street in San Mateo County. Through TIGER II and in partnership with the City/County Association of Governments of San Mateo County (C/CAG), four Complete Streets case studies were funded through preliminary engineering up to 40 percent design, including green street infrastructure and enhanced storm water management elements. The case study cities are Daly City, South San Francisco, San Bruno, and San Carlos.

In May 2013, the C/CAG Board of Directors approved an allocation of \$1,991,000 in construction funds for a Complete Streets Project to be provided to one of the four TIGER II Complete Streets case study projects. The construction funds will be used to construct the final design case study.

In September 2013, the District and C/CAG issued a Notice for Participation for the Complete Streets final design and construction funding. The notice was made available to the four case study cities. A review panel consisting of staff from the District, C/CAG, Caltrans, Santa Clara Valley Transportation Authority, Metropolitan Transportation Commission, and United States Environmental Protection Agency evaluated the projects and recommended the South San Francisco case study for the final design and construction funding.

Prepared By:	Rebecca Arthur, Senior Grants Analyst	650-508-6368
Project Manager:	Corinne Goodrich, Manager, Strategic Development	650-508-6369

RESOLUTION NO. 2014 –

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

* * *

AUTHORIZING THE FILING OF AN ALLOCATION REQUEST, ENTERING INTO A FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION TO RECEIVE \$365,232 OF TRANSPORTATION, COMMUNITY, AND SYSTEM PRESERVATION PROGRAM FUNDS, AND ENTERING INTO A COOPERATIVE AGREEMENT WITH THE CITY OF SOUTH SAN FRANCISCO

WHEREAS, The Transportation, Community, and System Preservation Program (TCSP), administered by the Federal Highway Administration (FHWA), provides funding for a comprehensive initiative including planning grants, implementation grants, and research to investigate and address the relationships between transportation, community, and system preservation and to identify private sector-based initiatives; and

WHEREAS, in 2011, the FHWA awarded \$365,232 in TCSP funds for the Grand Boulevard Initiative, specifically for the Complete Streets Program; and

WHEREAS, the TCSP funds require a 20 percent match of \$91,308, which will be provided in full by the city of South San Francisco in support of the City's Complete Streets Project; and

WHEREAS, the TCSP funds will now be used to take the South San Francisco Complete Streets case study from 40 percent design to 100 percent design, including environmental clearance under the California Environmental Quality Act and National Environmental Policy; and

WHEREAS, the Finance Committee recommends the Board authorize the General Manager/CEO to file an allocation request, and enter into a funding agreement, with the California Department of Transportation (Caltrans) for the TCSP funds and enter into a cooperative agreement with the city of South San Francisco with regard to use of the TCSP funds.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO or his designee to:

- 1.) Submit a funding allocation request to Caltrans for FHWA TCSP Program funds in an amount of \$365,232 for the city of South San Francisco's Complete Streets Project, and
- 2.) Execute a subsequent funding agreement with Caltrans, which administers the funds on behalf of FHWA, and provide any other documentation required to receive the TCSP funds; and
- 3.) Execute a cooperative agreement with the city of South San Francisco to use the funds for the city's Complete Streets Project and provide any other documentation required to receive the required local matching funds from the city of South San Francisco; and
- 4.) Take such actions as may be necessary to give effect to this resolution, including executing any agreements, certifications and assurances or other documentation required in order to receive the TCSP funds.

Regularly passed and adopted this 8th day of January, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AWARD OF A CONTRACT FOR PURCHASE AND DELIVERY OF HEAVY-DUTY BUSES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Gillig, LLC (Gillig) of Hayward, CA, for a five-year term for the purchase and delivery of a minimum of 42 and a maximum of 60 heavy-duty buses, with the understanding that each time staff proposes to utilize the Gillig contract, it will return to the Board for specific authorization to procure the desired number of buses.
2. Authorize the General Manager/CEO to execute a contract with Gillig.

SIGNIFICANCE

Award of the contract will provide the San Mateo County Transit District (District) with the ability to replace up to 60 existing 2003 buses or other model year buses, as appropriate, within the five-year term of the contract. The 2003 low-floor sub-fleet will reach the end of its useful life in 2015 and is programmed for replacement. The replacement of the buses will ensure continued reliable service to SamTrans' customers. The replacement of the fleet also is consistent with the District's adopted Bus Fleet Emissions Reduction Program.

BUDGET IMPACT

There is no impact to the current budget for the award of this contract. Future capital project budgets for bus replacements will contain funding that may be used for the Gillig contract. Bus pricing will range from \$463,000 to \$694,000 each, depending on bus length and specific options selected by the District.

BACKGROUND

Central Contra Costa Transit Authority (CCCTA), as lead agency, formed a consortium of 22 members, including the District, to solicit competitive proposals for production and delivery of 29-, 35- and 40-foot heavy-duty low-floor transit buses for an initial combined consortium member total of up to 1,019 heavy-duty buses. Gillig won the competitive

proposal procurement. Participating in the consortium allows the District many benefits, such as better pricing through volume discounts, standardized future selection of buses and reduction of the need for periodic bus procurement solicitations as buses become eligible for replacement. Additionally, buses procured under this contract will not be subject to the Assembly Bill 1706 axle weight restrictions effective in January 2015.

The consortium Request for Proposals (RFP) and award of contract process has been approved by the Federal Transit Administration (FTA). As required by the FTA, each participating agency in the bus consortium had to identify a minimum and maximum number of buses it may purchase over the five-year term of the contract. The District's fleet plan identifies a need for a minimum of 42 and a maximum of 60 buses over that period of time.

CCCTA received two proposals in response to its RFP. However, only the proposal from Gillig was determined to be responsive to the RFP's requirements, which included the following weighted criteria:

- Product Design and Performance 0 - 40 points
- Manufacturer's Qualifications and Experience 0 - 40 points
- Cost Proposal 0 - 20 points

CCCTA conducted a price/cost analysis of Gillig's cost proposal and determined that the pricing is fair and reasonable.

Approval of this contract allows the District to enter into a contract with Gillig for future purchase of buses under the same terms and conditions as the CCCTA contract included in the RFP. The District will have the opportunity to select options suited to meet its technical specifications, as needed. As funding becomes available, each group of buses to be purchased under this contract will be brought to the Board for approval. All District bus replacements will be conducted in accordance with FTA and Metropolitan Transportation Commission guidelines.

Contract Officer: Brian Geiger 650-508-7973
Project Manager: David Olmeda, Director, Maintenance 650-508-6252

RESOLUTION NO. 2014-

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

* * *

AUTHORIZING AWARD OF CONTRACT FOR THE PURCHASE AND DELIVERY OF HEAVY DUTY BUSES FROM GILLIG LLC FOR A FIVE-YEAR TERM

WHEREAS, on December 26, 2012, The Central Contra Costa Transit Authority (CCCTA), as the lead agency of 22 consortium members, including San Mateo County Transit District (District), issued a Request for Proposals (RFP) for the procurement of heavy-duty buses (buses) over a five-year base contract term; and

WHEREAS, in response to the RFP, CCCTA received two proposals; and

WHEREAS, only Gillig LLC's (Gillig) proposal was responsive to the RFP's requirements; and

WHEREAS, CCCTA conducted a price/cost analysis of Gillig's cost proposal and determined that the pricing is fair and reasonable; and

WHEREAS, each consortium member is required, pursuant to the terms of the RFP, to award its own contract to Gillig for a minimum and maximum amount of buses, which may be procured during the contract term based on each consortium member's requirements; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that a contract be awarded to Gillig for the purchase and delivery of a minimum of 42 and a maximum of 60 buses over the five-year term of the contract, with the understanding that each time staff desires to utilize the Gillig contract, it will return to the Board for specific authorization to procure the desired number of buses.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Directors of the District awards a five-year contract to Gillig for the purchase and delivery of a minimum of 42 and a maximum of 60 heavy-duty buses; and

BE IT FURTHER RESOLVED the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with Gillig for a five-year term, in full conformity with all the terms and conditions of the solicitation documents.

Regularly passed and adopted this 8th day of January, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: **REJECTION OF ALL PROPOSALS FOR CONTRACTED SHUTTLE SERVICES**

ACTION

Staff proposes the Finance Committee recommend the Board exercise its right to reject all proposals submitted in response to solicitation 13-SAMTR-PCJPB-PTCRA-S-005, Contracted Shuttle Services.

SIGNIFICANCE

Approval of the above action will enable staff to re-solicit the desired shuttle services in a manner that ensures that all potential proposers are provided current and accurate information concerning staffing levels of the contractor currently providing shuttle services under contract with the Peninsula Corridor Joint Powers Board (JPB).

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

A Request for Proposals (RFP) to identify a firm to provide the desired services was jointly developed by the San Mateo County Transit District (District), the JPB, and the Peninsula Traffic Congestion Relief Alliance (Alliance), (collectively referred to as "Agencies"). The RFP was advertised in a newspaper of general circulation and on the Agencies' websites. Solicitation notices also were sent to interested firms, Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises (DBEs).

An Evaluation Committee (Committee) composed of qualified staff and representatives from the Alliance and the Santa Clara Valley Transportation Authority with experience in managing contracted public transportation services was tasked with reviewing proposals in accordance with the criteria set forth in the RFP.

As required by California Labor Code 1070 et seq., preference points were to be awarded to firms that agreed to retain the current contractor's employees. Parking Company of America (PCAM) currently provides shuttle services to the JPB and the Alliance.

The Agencies received proposals from five companies, as follows:

- MV Transportation, Inc., Dallas, Texas (MV Transportation)
- PCAM
- First Transit, Inc., Los Angeles, CA
- Evergreen Trails, Inc. dba Horizon Coach Lines, Henderson, NV
- Bauer's Intelligent Transportation, Inc., San Francisco, CA

Following interviews and site visits with the three top-ranked firms, the Committee completed the final evaluation and consensus ranking. The firms that ranked in the competitive range are listed below in order of their final consensus ranking:

- MV Transportation
- PCAM
- First Transit, Inc., Los Angeles, CA

After firms were notified of the evaluation results and recommendation of award of contract to MV Transportation, the Agencies received a protest from PCAM. Staff undertook a thorough evaluation of PCAM's protest, including its allegations that MV Transportation's staffing plan was inadequate.

As mentioned above, the California Labor Code requires agencies soliciting public transit services to award preference points to each proposer that agrees to retain the current contractor's employees. In furtherance of this requirement, at the beginning of the solicitation process, PCAM provided data to the Agencies concerning PCAM's then-current employee roster. The information provided by PCAM turned out to be internally inconsistent, reflecting different employee counts (1) by seniority and (2) by location. Staff did not realize the information was inconsistent when it made employee count information available to all of the potential proposers. As a result, proposers may not have been provided with an accurate employee count, which information is essential to enable proposers to formulate staffing plans and associated cost projections and to consider whether to take advantage of the preference point scheme specified in the Labor Code. Such information is also essential in order to enable the Agencies to evaluate all proposals on an even playing field.

As part of staff's due diligence in evaluating PCAM's protest, staff requested PCAM to provide additional staffing documentation. The information provided by PCAM reflects full-time and part-time employees in numbers that are greater than the employee numbers that the Agencies had earlier provided to all proposers prior to the proposal submission deadline. Consequently, staff has concluded that inaccurate staffing information was provided to the proposers.

Therefore, pursuant to the Agencies' rights under the RFP, and in the interest of fostering a fair, full and transparent solicitation process, staff recommends that all proposals be rejected. Doing so will enable staff to re-solicit these services and in so doing provide all potential proposers accurate and current information regarding the number of employees of PCAM.

The Agencies reserve the right in all competitive solicitations to reject all proposals for any reason. If the Agencies act to reject all proposals as recommended by staff, legal counsel advises that no action is required to be taken with respect to the merits of PCAM's protest.

Contract Officer: Adwoa Oni

650-508-6411

Project Manager: Mike Stevenson, Associate Operations Contract
Administrator

650-508-7979



BOARD OF DIRECTORS 2014

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

NOTE MEETING DATE

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

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

WEDNESDAY, JANUARY 8, 2014 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of December 4, 2013

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Jerry Deal, Rose Guilbault, Art Lloyd

NOTE:

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

Draft

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 4, 2013**

Committee Members Present: J. Deal (Committee Chair), R. Guilbault, A. Lloyd

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

Other Board Members Absent, Constituting Committee of the Whole: A. Tissier

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 Jerry Deal called the meeting to order at 2:36 p.m.

Approval of Minutes of Legislative Committee Meeting of November 6, 2013

The Committee approved the minutes (Harris/Lloyd).

Update on the State and Federal Legislative Program

State

Seamus Murphy, Director, Government and Community Affairs, said the California Alliance for Jobs and Transportation California have jointly filed a ballot measure for November 2014 for a 1 percent new vehicle license fee at the State level to be phased in beginning in 2015. He said it would reserve about 10 percent of the funding for transit purposes and would be lumped in with the State Transit Assistance Program. . Polling will be conducted in January 2014 to determine whether the measure will be pursued.

Federal Update

Mr. Murphy said Congressman Earl Blumenauer of Oregon has introduced two bills to increase the gas tax in Fiscal Year 2015 by 15 cents and then index it to inflation and for a pilot study at implementing a tax on vehicle miles traveled.

The transit commuter benefit expires at the end of the year. It is unlikely that Congress will take up a tax extenders package in December because they are looking at comprehensive tax reform next year that may include transit commuter benefit.

Adjourned: 2:41 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

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

STATE ISSUES

Nothing to report.

FEDERAL ISSUES

Nothing to report.

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



BOARD OF DIRECTORS 2014

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

NOTE MEETING DATE

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 8, 2014 – 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 4, 2013

INFORMATIONAL

2. SamTrans Service Plan Performance Monitoring and Pilot Routes Update
3. Update on Grand Boulevard Initiative: Economic and Housing Opportunities Assessment Phase II Final Report

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, Shirley Harris

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 4, 2013**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Gee, S. Harris

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

Other Board Members Absent, Constituting Committee of the Whole: A. Tissier

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:41 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 2, 2013

The Committee approved the minutes (Harris/Deal).

SamTrans Service Plan (SSP) Progress Update

Michael Eshleman, Planner, said:

- The second phase of implementation is currently in progress with a multi-disciplinary team and staff is assessing Phase 1 implementation.
- Weekday Route ECR ridership is 11,779 and on-time performance is better than the former Routes 390 and 391. Weekend Route ECR ridership is also increasing.
- Phase 2 changes include:
 - Increase service along key corridors
 - Adjust alignments to better serve communities
 - Eliminate or curtail under-performing routes
 - Introduce pilot services in San Carlos and Pacifica
 - Improve connections throughout the county
- The SSP will require some passengers to transfer more so the price of the Day Pass is being reduced.
- There will be more routes with the implementation of the SSP.
- Adjustments that will be made since the SSP adoption by the Board:
 - East Palo Alto routes will run more frequently.
 - Route 280 will stay intact.
 - Route ECR service into Millbrae BART will be discontinued and service into San Bruno BART will resume.

- Staff is coordinating with partner agencies on the upcoming changes and preparing customer communications and publications to ensure everyone has the information they need on the changes.
- All bus stops are being removed and replaced with new ones that have designated stop identification numbers.
- Staff will monitor performance of the new service.
- SSP performance measurements relate to three primary goals:
 - Stabilize and grow ridership
 - Improve service quality
 - Improve system efficiency

Director Karyl Matsumoto asked if the Citizens Advisory Committee is going to be ambassadors to help distribute information on the upcoming changes. Mr. Eshleman said they will be used to get the information out to their fellow bus riders.

Chair Carole Groom asked if the notices with the upcoming changes can be more visible on the buses for passengers to be seen.

Director Jerry Deal asked what exactly will be done when old bus stops are removed and new ones added. Mr. Eshleman said the old signs will be removed and replaced with new signs.

Committee Chair Kersteen-Tucker asked how the changes came about from the first phase of the SSP. Mr. Eshleman said mostly from customer feedback.

Committee Chair Kersteen-Tucker requested a list of or information about the changes made after the first phase of the SSP. She said she likes the fact that the SSP is evolving based on feedback staff receives. Mr. Eshleman said staff promised at adoption that the SSP would be a living document.

Director Matsumoto asked if staff reaches out to Assembly and Senate representatives when changes are made. Mark Simon, Executive Officer, Public Affairs, said this information is shared with elected officials throughout the county.

Quarterly Capital Progress Report – 1st Quarter Fiscal Year 2014

Gigi Harrington, Deputy CEO, said this is an informational item.

Adjourned: 3:00 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development, and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **SAMTRANS SERVICE PLAN PROGRESS UPDATE**

ACTION

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

SIGNIFICANCE

Staff will provide an update on progress made toward the SamTrans Service Plan (SSP) implementation, focusing on the two new pilot services in Pacifica and San Carlos, as well as discussion of metrics to gauge the success of the SSP after its launch.

The two new pilot services – FLX Pacifica and FLX San Carlos – are a way for SamTrans to explore different ways of meeting community-based transportation needs beyond a traditional 40-foot bus on a fixed-route and schedule. The goal is to tailor service delivery to the specific needs of the specific community and develop best practices for possible implementation in other communities around the county.

FLX Pacifica will serve the area currently served by Route 14. The bus will operate every 45 minutes weekdays from about 7:00 a.m. to 6:00 p.m. on a fixed schedule serving SamTrans bus stops. In addition, customers will be able to arrange for direct service within one-half mile of the route by calling one day in advance.

FLX San Carlos will operate as a fixed-route service during peak hours, operating as a circulator that carries riders to and from Caltrain, their homes, and their places of employment. During the middle of the day, FLX San Carlos will operate as a general public dial-a-ride service, allowing customers to schedule trips anywhere within San Carlos by calling one day in advance.

Another key component of the SSP is tracking the success of the service changes. Staff has developed a performance measurement system designed to evaluate whether the SSP achieves its goal of improving system-wide performance and setting the stage for a

more sustainable SamTrans in the future. The metrics are in alignment with those the Board adopted as part of the Metropolitan Transportation Commission's Transit Sustainability Project.

SamTrans has developed a series of metrics, including ridership, passengers/service hour, operating cost/passenger, and on-time performance. Together, these metrics will gauge whether the SSP ultimately meets its goals of improving service quality, growing ridership, and increasing efficiency.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

The Board approved the SSP in May 2013 after a two-year planning process that included extensive public and customer outreach and input. The first phase of the SSP – combining Routes 390 and 391 into Route ECR with increased frequency – was implemented in August 2013. The second phase launches January 26, 2014. Nearly every route in the system will undergo changes, with the modifications grouped into five categories:

- Increased frequency to core routes
- New routes to serve new markets
- Time changes to improve on-time performance
- Route changes to streamline operations
- Discontinued routes due to poor performance

Prepared by: Michael Eshleman, Planner

650-508-6227

**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 and Development

SUBJECT: **GRAND BOULEVARD INITIATIVE: ECONOMIC AND HOUSING OPPORTUNITIES
ASSESSMENT PHASE II FINAL REPORT**

ACTION

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

SIGNIFICANCE

The Economic and Housing Opportunities (ECHO) Assessment is a project under the Grand Boulevard Initiative (GBI) to study the potential to transform El Camino Real into a vibrant, multimodal corridor through the intensification of housing and employment. In 2010, Strategic Economics and Freedman Tung + Sasaki completed the ECHO I Project, which assessed the economic benefits of focusing future development on corridor, and provided building prototypes and renderings to illustrate the impact of change.

In this second phase of the project, ECHO II, the Strategic Economics consultant team, including sub-consultants Freedman Tung + Sasaki and Van Meter Williams Pollack, focused on studying the implementation challenges to infill development on El Camino Real. Four representative case study segments on El Camino Real in Mountain View, Daly City, South San Francisco, and Belmont were selected to ensure that the analysis reflected the variety of conditions found on the corridor. The results of the case study analyses informed the ECHO II Final Report: Removing Barriers to Implementation, which describes strategies and tools for implementing the Grand Boulevard Initiative Vision for all cities.

Sujata Srivastava of Strategic Economics and Eric Calloway of Freedman Tung + Sasaki will present the ECHO II Final Report, focusing on the guidance for the corridor and strategies for future implementation.

The Final Report can be found here:

<http://grandboulevard.net/projects/echo/phase2.html>

BUDGET IMPACT

There is no budget impact.

BACKGROUND

The GBI is a unique coalition of 19 cities, San Mateo and Santa Clara counties, two transit agencies, two Congestion Management Agencies, the California Department of Transportation, and regional and local stakeholders united to transform the auto-oriented El Camino Real into a multimodal corridor supportive of sustainable, vibrant communities.

The District was awarded a U.S. Department of Transportation TIGER II planning grant in 2010 in the amount of \$1,097,240 to fund the Grand Boulevard Initiative: Removing Barriers to Sustainable Communities Project. This project is a joint effort of the San Mateo County Transit District, the City/County Association of Governments, and the Santa Clara Valley Transportation Authority. The work encompasses three separate but interrelated projects: 1) Complete Streets Case Study project, 2) ECHO Phase II Assessment, and 3) Infrastructure Needs Assessment and Financing Study.

Prepared by: Corinne Goodrich, Manager, Strategic Development

650-508-6369



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

NOTE MEETING DATE

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 8, 2014 – 3:20 p.m.
or immediately following Committee meetings

- 1. CALL TO ORDER/ROLL CALL**
- 2. REPORT OF THE NOMINATING COMMITTEE (DEAL, GUILBAULT, TISSIER)**
 - a. Election of Officers for 2014
- 3. CONSENT CALENDAR**

RESOLUTION

 - a. Approval of Minutes of Board of Directors Meeting of December 4, 2013
 - b. Acceptance of Statement of Revenues and Expenses for November 2013
- 4. PUBLIC COMMENT**

Public comment by each individual speaker shall be limited to one minute
- 5. REPORT OF THE CHAIR**
 - a. Resolution of Appreciation to Outgoing Board Chair, Carole Groom
- 6. REPORT OF THE GENERAL MANAGER/CEO**
- 7. AUTHORIZE ADOPTION OF TICKET POLICY GOVERNING DISTRIBUTION OF TICKETS AND PASSES RECEIVED BY THE DISTRICT TO OFFICIALS AND EMPLOYEES**
- 8. COMMUNITY RELATIONS COMMITTEE**

SUBJECTS DISCUSSED

 - a. Accessibility Update
 - b. PCC Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Mobility Management Report – ADA Paratransit
 - e. Multimodal Ridership Report – November 2013

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

9. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Amending the Fiscal Year 2014 Operating Budget by \$1,276,715 for a Total Budget of \$125,603,617
- b. Authorize the Submittal of Grant Applications and the Execution of Standard Agreements with the California State Department of Transportation Pertaining to Federal Transit Administration Section 5311 Funds
- c. Authorize Filing an Allocation Request and Enter in to a Funding Agreement with the California State Department of Transportation to Receive \$365,232 of Transportation, Community, and System Preservation Program Funds for the City of South San Francisco's Complete Streets Project
- d. Authorize Award of Contract to Gillig LLC for the Purchase and Delivery of Heavy-Duty Buses Through the Central Contra Costa Transit Authority Competitively Negotiated Contract for a Five-Year Term

MOTION

- e. Authorize Rejection of all Proposals for Contracted Shuttle Services

10. LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

11. PLANNING, DEVELOPMENT & SUSTANABILITY

SUBJECT DISCUSSED

- a. SamTrans Service Plan Performance Monitoring and Pilot Routes Update
- b. Update on Grand Boulevard Initiative: Economic and Housing Opportunities Assessment Phase II Final Report

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 5, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

16. ADJOURNMENT

INFORMATION FOR THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: Last 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, ECR, KX. [Map link](#)
Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

Draft

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 4, 2013**

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

Board Members Absent: A. Tissier

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 Carole Groom called the meeting to order at 3:00 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of November 6, 2013
- b. Acceptance of Statement of Revenues and Expenses for October 2013
- c. Authorize Amending the Rules of Procedure of the Board of the Directors to Change the Regular Meeting
- d. Approval of 2014 Meeting Calendar
- e. Acceptance of Statement of Revenues and Expenses for September 2013
- f. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2013

A motion (Harris/Deal) to approve the Consent Calendar was approved unanimously by roll call.

PUBLIC COMMENT

None

REPORT OF CHAIR

Appointment of Nominating Committee for 2014 Chair and Vice Chair

Chair Groom said she is appointing Directors Jerry Deal, Rose Guillbault and Adrienne Tissier to the 2014 Nominating Committee.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- On the evening of November 7, Earl Newton, North Base Mechanic, reported seeing a disabled tour bus on Highway 101 with dozens of people standing on the side of the freeway. Kris Longa, Transportation Supervisor, Antonio Macalino, Bus Operator, and Adrian Gutierrez, Facility Supervisor, immediately took a SamTrans bus to offer assistance to those people. The California Highway Patrol

incident commander was very grateful of the offer to transport passengers to a safe location.

- During the month of October, fixed routes averaged 41,000 miles between service calls and Redi-Wheels averaged 25,000 miles between service calls, both over the goal of 20,000 miles between service calls.
- The transition of the SamCoast service from the Pescadero Foundation to MV Transportation is going well.
- The first hybrid buses went into service on December 1.
- The District raised \$60,811 for this year's American Heart Association Heart Walk. Leslie Fong, Senior Budget Analyst, Diane Shaw, Manager, Software System Development, and David Olmeda, Director, Maintenance, were recognized for their work on the Heart Walk.
- Hometown Holidays is on December 7 in Redwood City and staff will be participating in the parade with a decorated SamTrans bus. Ana Rivas, South Base Superintendent, and Elliott Rivas, North Base Maintenance Supervisor, were recognized for their leadership on this project.
- The Holiday Train runs December 7 and 8 in partnership with the Silicon Valley Community Foundation, the Salvation Army and U.S. Marine Corps Reserves. Tasha Bartholomew, Community Relations Officer, was recognized for her work on the Holiday Train.
- The first event for the 150th Anniversary of Caltrain was on October 19 in Menlo Park. A video of the event was shown. There will be a second event on January 18 in Santa Clara.
- The San Mateo County Transit District holiday card video was shown.
- The Reading File contained the latest edition of the *Senior Mobility Guide*, *Grand Boulevard Initiatives Progress Report*, and a Take One for the reduced Day Pass price.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee (CAC) Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – October 2013

FINANCE COMMITTEE – S. Harris

RESOLUTION

- a. Authorize Award of Contract to Golden Gate Petroleum to Furnish Petroleum Products for a Total Estimated Cost of \$1,088,239 for a Five-year Term

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

LEGISLATIVE COMMITTEE – J. Deal

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY – Z. Kersteen-Tucker

SUBJECT DISCUSSED

- a. Update on SamTrans Service Plan Implementation
- b. Quarterly Capital Progress Report – 1st Quarter Fiscal Year 2014

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

None

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT MEETING –January 8, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Meeting adjourned at 3:32 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

David Miller
Legal Counsel

SUBJECT: **ADOPTION OF TICKET POLICY GOVERNING DISTRIBUTION OF TICKETS AND
PASSES RECEIVED BY THE DISTRICT TO OFFICIALS AND EMPLOYEES**

ACTION:

Staff recommends that the Board adopt the attached Ticket Policy, which is applicable to the provision of tickets and passes received by the District for possible distribution to District officials and employees (Policy).

SIGNIFICANCE:

The California Fair Political Practices Commission (FPPC) requires that tickets and passes for admission to a facility, event, show or performance for entertainment, amusement, recreations or similar purpose must be distributed and reported in furtherance of a governmental and/or public purpose and in accordance with section 18944.1 of the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations).

The proposed Policy complies with FPPC Regulation 19844.1 concerning the provision of tickets and passes received by the District for possible distribution to District officials and employees. As a result of adoption of this Policy, tickets and passes will no longer be reportable as gifts by a District official or employee who is required to file a Statement of Economic Interests (Form 700), as long as such tickets and passes are distributed to such individuals, and reported by the District, in accordance with this Policy.

Pursuant to the Policy, the General Manager/CEO is delegated the authority to distribute tickets and passes in accordance with the Policy and to establish the procedures applicable to such distribution.

BUDGET IMPACT:

There is no impact on the budget.

**SAN MATEO COUNTY TRANSIT DISTRICT
POLICY FOR DISTRIBUTION OF TICKETS AND PASSES TO OFFICIALS AND EMPLOYEES**

1. PURPOSE.

The purpose of this Policy is to ensure that any ticket or pass provided by the San Mateo County Transit District (District) to, or at the behest of, a District official or employee (employee) for admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose (Ticket), shall be distributed and reported in furtherance of a governmental and/or public purpose and in accordance with section 18944.1 of the Fair Political Practices Commission (FPPC) Regulations (Title 2, Division 6 of the California Code of Regulations, hereinafter FPPC Regulations). Tickets are not reportable as gifts by a District official or employee who is required to file a Statement of Economic Interests (Form 700), when distributed to a District official or employee and reported by the District in accordance with this Policy.

2. DEFINITIONS.

Unless otherwise expressly provided herein, words and terms used in this Policy shall have the same meaning as that ascribed to such words and terms in the Political Reform Act of 1974 (Government Code Sections 81000 et seq.) and the FPPC Regulations, as they may be amended from time to time.

3. APPLICATION OF POLICY.

- (a) This Policy governs the distribution of Tickets acquired or received, and distributed by, the District that are:
 - 1) Provided to the District, at no cost to the District, by an outside source;
 - 2) Acquired by the District by purchase at fair market value;
 - 3) Acquired by the District as consideration pursuant to the terms of a contract for the use of a District venue, as consideration for District sponsorship of an event, or because the District controls or hosts an event.

- (b) This Policy does not apply to:
 - 1) Any other item of value provided to the District or official or employee.
 - 2) A Ticket received by an official or employee from a source other than the District.
 - 3) A Ticket received by an official or employee from the District where both the official or employee and the District treat and report the value of the Ticket as income consistent with applicable state and federal income tax laws.
 - 4) A Ticket for which the District receives reimbursement from the official or employee.

**SAN MATEO COUNTY TRANSIT DISTRICT
POLICY FOR DISTRIBUTION OF TICKETS AND PASSES TO OFFICIALS AND EMPLOYEES**

4. PUBLIC PURPOSE.

The public purpose of providing the Ticket to an official or employee for admission to an event is to enable him or her to promote the District and District events, activities, or programs. This includes, but is not limited to the following:

- (a) Promotion of special events in accordance with any District agreement.
- (b) Promotion of District visibility, recognition, or profile on a local, state, or national scale.
- (c) Promotion of District-controlled or sponsored events, activities, or programs.
- (d) Promotion of public-transportation-related activities within the District, including conferences and conventions.
- (e) Marketing promotions highlighting the achievements of the District.
- (f) Employment recruitment programs.

5. GENERAL PROVISIONS.

- (a) The use of Tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.
- (b) No person who receives a Ticket pursuant to this Policy shall sell or receive reimbursement for the value of such Ticket.

6. AUTHORITY OF EXECUTIVE DIRECTOR/CEO.

The District delegates the authority to distribute any Tickets in accordance with this Policy to the General Manager/CEO or designee.

The General Manager/CEO shall have the authority, in his or her sole discretion, to establish procedures for the distribution of Tickets in accordance with this Policy. All requests for Tickets which fall within the scope of this Policy shall be made in accordance with the procedures established by the General Manager/CEO.

In instances where the General Manager/CEO desires to obtain a Ticket, the Board Chair shall make the determination whether the General Manager/CEO's use of the Ticket is in accordance with this Policy.

7. TICKETS PROVIDED FROM AN OUTSIDE SOURCE.

A Ticket from an outside source provided to the District official or employee by the District is not considered a gift and will not be reportable by those District officials and employees that are required to file a Form 700, provided all of the following requirements are met:

**SAN MATEO COUNTY TRANSIT DISTRICT
POLICY FOR DISTRIBUTION OF TICKETS AND PASSES TO OFFICIALS AND EMPLOYEES**

- (a) The Ticket is not earmarked by the outside source for use by the District official or employee who uses the Ticket;
- (b) The District determines, in its sole discretion, which District official or employee may use the Ticket; and
- (c) The distribution of the Ticket by the District is made in accordance with this Policy.

8. TRANSFER PROHIBITION.

The transfer by any official or employee of any Tickets distributed pursuant to this policy to any other person, except to members of the official's or employee's immediate family for their personal use, is prohibited.

9. OTHER BENEFITS.

The distribution of a Ticket pursuant to this Policy shall not constitute a "gift" to the District official or employee receiving the Ticket, to the extent that the benefits the official or employee receives are provided to all members of the public with the same class of Ticket. Other benefits, such as food or beverage or other gifts provided to the District official or employee, but not provided to all members of the public with the same class of Ticket, will need to be accounted for as gifts by those District officials and employees that are required to file a Form 700.

10. REPORTING REQUIREMENT.

The completed FPPC Form 802 (see attached), or such other form(s) as the FPPC may designate, shall be filed with the District Secretary and maintained as a public record for a period of seven years, subject to inspection under California Government Code section 81008(a). The District Secretary shall forward a copy of FPPC Form 802 to the FPPC within 30 days after distribution of the tickets.

Tickets distributed to officials are reported differently on Form 802 from Tickets distributed to other employees. Please consult current FPPC guidance for instructions on how to complete Form 802. A Form 802 Fact Sheet, including Frequently Asked Questions and a sample form showing how to report different types of Ticket distributions, can be found at the FPPC website at <http://www.fppc.ca.gov/factsheets/Form802FactSheet.pdf>.

**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions**

A Public Document

1. Agency Name		Date Stamp	California Form 802 For Official Use Only
Division, Department, or Region <i>(If Applicable)</i>			
Designated Agency Contact <i>(Name, Title)</i>			
Area Code/Phone Number	E-mail	<input type="checkbox"/> Amendment <i>(Must provide explanation in Part 3.)</i> Date of Original Filing: _____ <i>(Month, Day, Year)</i>	

2. Function or Event Information

Does the agency have a ticket policy? Yes No Face Value of Each Ticket/Pass \$ _____

Event Description _____ Date(s) _____/_____/_____ *Provide Title/Explanation*

Ticket(s)/Pass(es) provided by agency? Yes No If no: _____
Name of Source

Was ticket distribution made at the behest of agency official? No Yes If yes: _____
Official's Name (Last, First)

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/Pass(es)	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual <i>(Last, First)</i>	Number of Ticket(s)/Pass(es)	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization <i>(include address and description)</i>	Number of Ticket(s)/Pass(es)	Describe the public purpose made pursuant to the agency's policy

4. Verification

I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.

_____ _____ _____ _____
Signature of Agency Head or Designee Print Name Title (Month, Day, Year)

Comment: _____

FPPC Form 802 (4/12)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-7772)

RESOLUTION NO. 2014 -

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

* * *

**AUTHORIZING ADOPTION OF TICKET POLICY GOVERNING DISTRIBUTION OF TICKETS AND
PASSES RECEIVED BY THE DISTRICT TO OFFICIALS AND EMPLOYEES**

WHEREAS, the California Fair Political Practices Commission (FPPC) requires that tickets and passes (Tickets) for admission to a facility, event, show or performance for entertainment, amusement, recreations or similar purpose must be distributed and reported in furtherance of a governmental and/or public purpose and in accordance with section 18944.1 of the FPPC Regulations; and

WHEREAS, the San Mateo County Transit District (District) occasionally receives Tickets that it may distribute to District officials and employees; and

WHEREAS, staff and Legal Counsel have drafted the attached Ticket Policy, which complies with the applicable FPPC Regulation; and

WHEREAS, pursuant to the Ticket Policy, the General Manager/CEO is delegated the authority to distribute Tickets in accordance with the Ticket Policy and to establish the procedures applicable to such distribution; and

WHEREAS, the General Manager/CEO recommends that the Ticket Policy be adopted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby adopts the attached Ticket Policy, which governs the distribution of tickets and passes received by the District to District officials and employees; and

BE IT FURTHER RESOLVED that, in accordance with the terms of the Ticket Policy, the Board authorizes the General Manager/CEO to distribute tickets and passes in accordance with the Ticket Policy and to establish the procedures applicable to such distribution.

Regularly passed and adopted this 8th day of January, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary