

JUNE 3, 2015

SAMTRANS BOARD MEETING

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BOARD OF DIRECTORS 2015

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JIM HARTNETT
GENERAL MANAGER/CEO

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, JUNE 3, 2015 – 2:00 P.M.

1. Pledge of Allegiance
2. Call to Order (Committee of the Whole)

ACTION

3. Approval of Minutes of Community Relations Committee Meeting of May 6, 2015

INFORMATIONAL

4. Accessibility Update – Tina Dubost
5. Paratransit Coordinating Council Update - Mike Levinson
6. Citizens Advisory Committee Liaison Report
7. Mobility Management Report – Fixed-Route Bus Service
8. Multimodal Ridership Report – April 2015

Committee Members: Zoe Kersteen-Tucker, Peter Ratto, Charles Stone

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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

Draft

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MAY 6, 2015**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), P. Ratto, C. Stone

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

Staff Present: J. Averill, J. Cassman, A. Chan, T. Dubost, G. Harrington, J. Hartnett, C. Harvey, R. Haskin, M. Martinez, N. McKenna, M. Simon, B. Tietjen, S. van Hoften

Committee Chair Zoe Kersteen-Tucker called the meeting to order 2:08 at p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of April 1, 2015

Motion/Second: Stone/Tissier

Ayes: Gee, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Absent: Groom

Proclamation Designating May as "Older Americans Month"

Committee Chair Kersteen-Tucker said staff is asking the Board to designate May as "Older Americans Month."

Motion/Second: Tissier/Harris

Ayes: Gee, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Absent: Groom

Sandra Lang, a member of the San Mateo County Commission on Aging, accepted the proclamation.

Director Carole Groom arrived at 2:13 p.m.

Student "Art Takes a Bus Ride" Contest

Brent Tietjen, Acting Community Relations Officer, said this is the 11th year SamTrans and the San Mateo County Office of Education have sponsored the contest. The entries illustrated the theme "The Future of SamTrans." The winning entries will be featured on adcards inside SamTrans buses and a bus will be wrapped with the winning artwork. There will be a reception featuring all of the artwork submitted on May 9 at Peninsula Museum of Art in Burlingame from 1 to 5 p.m. and is free and open to the public.

Mr. Tietjen said staff would like to recognize Dick Sperisen, a supporter of the program and of art education throughout San Mateo County. Mr. Sperisen passed away at the age of 84. He dedicated his life to advancing the spirit of artistic expression and

education in San Mateo County and was an integral part of this program for a number of years. Mr. Tietjen said the 2015 Art Bus has been dedicated in Mr. Sperisen's memory.

Mr. Tietjen said this year staff had the pleasure of working with Buena Dandan and Kristen Sevilla from the San Mateo County Office of Education. Ms. Dandan has supported this program for many years, but retired from the County Office of Education on May 1 and staff wishes her all the best in her retirement. Mr. Tietjen thanked Robin Rodricks and Karen Chew from the San Mateo County Arts Commission who served as judges and helped select today's winners.

Mr. Tietjen said each winner will receive a framed adcard, a SamTrans Summer Youth Pass, and a certificate signed by State Senator Jerry Hill (D-San Mateo).

The winners of the 2015 Art Takes a Bus Ride are:

- First Grade – Emilia Lee, Central Elementary
- Second Grade – Elena Kwank, Foster City Elementary
- Third Grade – Mikko Sit, Immaculate Heart of Mary
- Fourth Grade – Sophia Bai, Encinal Elementary
- Fifth Grade – Julia Goudey, Encinal Elementary
- Sixth Grade – Elise Wallow, Tierra Linda Middle School

Jim Hartnett, General Manager/CEO, said the six winning designs were selected from more than 465 entries representing 24 schools. He thanked staff and all the students and teachers who participated in the contest.

The Board recessed to view the wrapped bus at 2:21 p.m.

The Board reconvened at 2:39 p.m.

Accessibility Update – Tina Dubost

Tina Dubost, Manager, Accessible Transit Services, said last month staff held an outreach event at Community Gatepath, which serves adults with disabilities. A bus was brought to the event and staff explained the accessibility features.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, Chair, PCC, said the PCC held its appreciation party on April 14. The PCC is continuing to work on education presentations and the next one is on May 20. Mr. Levinson said the California Department of Transportation has developed new rules for reasonable modification and accommodating people with disabilities.

Citizens Advisory Committee (CAC) Liaison Report – Kathy Gilbert

Kathy Gilbert, Vice Chair, CAC, said the CAC welcomed new members Barbara Hasten from San Mateo and Annette Merriman from El Granada. The CAC received a presentation on the fixed-route Americans with Disabilities Act Program. She said the CAC supports the continuation of the discounted Day Pass.

Multimodal Ridership Report – March 2015 Compared to March 2014

Chuck Harvey, Deputy CEO, reported:

- Average Weekday Ridership
 - Bus was 45,120, an increase of 3.9 percent.
 - Paratransit was 1,150, an increase of 4.5 percent.
 - Caltrain was 56,350, an increase of 6.2 percent.
 - Caltrain shuttle was 13,010, an increase of 1.2 percent.
- Total year to date
 - Bus ridership was 9,892,230, an increase of 3.6 percent.
 - Paratransit ridership was 243,010, an increase of 4.3 percent.
 - Caltrain ridership was 13,577,160, an increase of 9 percent.
 - Shuttles ridership was 2,281,970, an increase of 59 percent.
 - Total ridership on all modes was 25,994,380, an increase of 6.6 percent.

Adjourned: 2:44 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
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 AL-Com meetings are held on a quarterly basis.

Minutes from the April 14 PCC meeting are attached. Minutes from the most recent SAAC meeting are not yet available.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: John Sanderson, Accessibility Coordinator,
Accessible Transit Services

650-508-6475

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL (PCC)**

**MEETING MINUTES
April 14, 2015**

ATTENDANCE: Members Present: Mike Levinson, Chair; Sammi (Wilhelmina) Riley; Barbara Kalt, Rosener House; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Susan Capeloto, DOR; Dale Edwards, Consumer; Dr. Aki Eejima, Consumer; Judy Garcia, Consumer; Marie Violet, Sequoia Hospital; and Sandra Lang, COA.

GUESTS: Ashish John, SamTrans; John Sanderson, SamTrans; Dave Daley, First Transit; Talib Salamin, Serra Taxi Cab; Elly Colwell, SamTrans; Stalinita Quijano, Consumer; Linda Rhine, Nelson-Nygaard; Erin Swartz, PCC Staff.

ABSENTEES: Dr. Michal Settles, PCC Vice-Chair; Jim Engvall, Consumer; Nancy Kegan, Catholic Charities; Vincent Merola, CID and Maureen Dunn, Senior Focus.

(Member Attendance: 11; Quorum—YES.)

WELCOME/INTRODUCTION

Chair Mike Levinson called the meeting to order at 4:00 p.m. and welcomed all to the April PCC meeting.

APPROVAL OF THE MARCH PCC MINUTES

Dinae motioned and Sammi seconded, with Marie abstaining.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Sandra reported that John Sanderson provided a detailed report about the Ad-hoc Committee's work at the April AL-Com meeting. At the meeting, a brief update was also given on the planned SamTrans Customer Survey to be conducted in June 2015. The next meeting is scheduled for July 7, 2015.

B. GRANT/BUDGET REVIEW

Barbara reported that there are no updates available.

C. EDUCATION COMMITTEE

Maureen absent, no report available. The next Education Committee meeting is on May 12 at noon.

D. EXECUTIVE COMMITTEE

Mike reported that the last Executive Committee meeting was held in March. The Executive Committee finalized plans for the First Transit Appreciation Party. Mike thanked Lynn and Dave for their assistance.

At the meeting, several policy issues were briefly discussed such as door-to-door service, along with the PCC Retreat. The PCC will meet on June 9, 2015, from 10:30-3:30 p.m. at

the Serramonte Branch of the Daly City Library. The address is 40 Wembley Drive and the Retreat will be in the Community Room. Breakout groups will take place, along with a presentation overview on the ADA and the potential implications on the recent Federal rules published on reasonable modifications.

Linda reported on updates to the PCC Work Plan for FY 2013/14 and 2014/15. The Work Plan includes Objectives, Tasks, Lead and Supporting Roles, and Timeline. Linda added a new column, "Status March 2015."

The first objective is to actively monitor the first phase of the IVR. The PCC will continue to participate in this process when the next phase of the IVR known as Imminent Arrival calls is ready for testing. Linda pointed out that another Work Plan objective is for the PCC to promote and maintain good relations between drivers, passengers, and agencies. Tonight's First Transit Appreciation Party enables the PCC to acknowledge and recognize the high quality service provided by these individuals.

The PCC's next objective was to implement and evaluate new outreach strategies, to encourage people to attend PCC meetings and recruit new agency representatives. Outreach activities are also developed to encourage riders to come to quarterly AL-Com meetings. The Education Committee is working to plan their 2015 outreach activities, after reviewing feedback from several successful outreach events in 2014.

Linda highlighted recent efforts to address the next objective, "Improve the quality of taxi service." The Ad-hoc Committee worked to examine customer comments from customers riding Redi-Wheels, RediCoast and Serra Taxicab vehicles and SamTrans is now providing quarterly updates on taxi performance.

Monitoring service performance on a regular basis and making recommendations to improve the quality of Redi-Wheels and RediCoast service is another objective in the Work Plan. The PCC works with the Coastside to monitor service and identify tools to help improve efficiency. In order to meet this objective, the PCC monitors the Consumer Corps and compares the quarterly data with the SamTrans performance statistics. Recruiting new members to increase Consumer Corps participation is an essential task. Currently, the ERC is looking at the major policies of Redi-Wheels/RediCoast. At the May PCC meeting, Linda will report on research comparing important Redi-Wheels policies with other paratransit providers in the Bay Area.

In the Work Plan, the PCC has another objective, to participate in the recruitment and selection process for an ADA eligibility contractor. Linda, Tina, and Ashish John were members of the selection panel. SamTrans will announce the ADA eligibility contractor selected at a later date. The existing provider's service contract has been extended through July 2015. In order to meet the objective, the PCC is also continuing to discuss and clarify the criteria for renewing paratransit eligibility by mail.

The second-to-last Work Plan Objective is to educate and recruit new PCC members. The PCC will continue its effort to recruit new members and develop partnerships with agencies who have common issues/concerns.

The last objective is to understand the new federal funding bill known as MAP 21 and its impact on the PCC. At the last PCC retreat, there was a presentation given about the 5310 Grant Program. Following an outreach effort by the PCC, four agencies in San Mateo County applied and will be awarded funding from this program. Linda and Barbara worked on a committee to evaluate applications for funding.

Mike made a suggestion for a future Work Plan item. He suggested that the PCC should work with the MTC and other Paratransit Coordinating Councils in the Bay Area to host a conference.

Dinae asked about utilizing phone hold messages to convey information to riders.

Erin provided the Consumer Corps Quarterly Report with an updated format. The total number of feedback forms submitted in January, February, and March 2015 totaled 253. Less than 10% of riders reported waiting longer than their ride pick-up time window. Very few Corps member reported that Night Before Calls were not received or that the calls were inaccurate. No ride evaluations had reports of being put on hold to make trip reservations. About 60% of rides taken this quarter were shorter than 20 miles. Redi-Wheels vehicles provided 71% of rides this quarter, while the remaining 29% were on Serra Taxicabs. No reports for rides on RediCoast vehicles were submitted this quarter. On average, 86% of vehicles had Redi-Wheels Comment Cards in a visible location. Customer satisfaction with driver assistance continues to be high, as it has been for the past several quarters. Consumer Corps members also have found that more taxis are carrying Redi-Wheels Comment Cards.

Dave Daley commented that On-time performance and phone performance (hold times) are related. There is now an administrative staff person coordinating the reservation desk at First Transit. Dave added that on-time performance is made up of two components: agency service and demand service.

SAMTRANS/REDI-WHEELS REPORT

E. Operational Report

Tina announced Jim Harnett has been selected as the new CEO at SamTrans. He is a veteran transportation and community leader. He has served more than a decade on San Mateo County Transit District Board of Directors, the Caltrain Board of Directors, and was appointed to the High Speed Rail Authority Board of Directors. He is hoping to attend the May PCC meeting.

Tina added that Redi-Wheels is utilizing a new ride ticket format. The new tickets will be printed, sheet-style and are perforated. Old tickets are still valid at their face value.

Tina also reported on an unusual problem that arose on April 9, 2015. Redi-Wheels riders calling to make trip reservations encountered a busy signal. The problem was due to a malfunction with AT&T. Reservationists stayed late to help with people calling later in the day to schedule trips. Same day service was offered to people who were unable to make ride reservations earlier in the day. Tina is continuing to work with the IT Department to further understand the source of the problem and to develop a solution if a similar situation arises again in the future.

In addition, Tina reported that the federal government recently released a reasonable modification rule and that SamTrans is currently reviewing it to understand what it means for Redi-Wheels and RediCoast service. Linda, Tina, and Mike commented that further discussion will be needed, as the modification rule is reviewed and better understood.

F. Performance Summary

Tina presented the Performance Summary Report. Total ridership has increased from February 2014 to February 2015, along with Average weekday ridership. Total Redi-Wheels riders has increased during the same time period. On-time performance met the standard of 90%, while productivity did not meet the standard of 1.70 passengers/hour. Average phone wait time was very good, at 0.5 minutes, which is better than the standard of 1.5 minutes or less.

Mike commented that Chuck Harvey gave the paratransit report at the last SamTrans Board Meeting. Tina offered to provide highlights from the report for the PCC at the May meeting.

John provided the Monthly Comment Statistics Report. Trend lines show more compliments than complaints. Most valid complaints are related to late vehicles, reservation error, and other service-related incidents.

John presented a proposed new format for the monthly comments statistics report, which was developed through the ad-hoc comments review effort. He explained that the new format currently includes a watermark to show that the data are place holders until the format is finalized. At that time, actual data will be used. John thanked the Ad-hoc Committee for their hard work and guidance in this process.

John pointed out important features of the new report format. The total number of comments and the number of valid compliments and complaints are shown at the top of the newly formatted report. John also shared a graphical representation of the data, which will not be used in future reports as it is difficult to interpret. John asked for feedback and changes requested to the new report format. Linda asked for examples of invalid complaints. John explained that Missed Trips are defined as a trip that does not arrive within 60 minutes of the scheduled ride pick up time. John noted that these types of complaints are infrequent. He noted that after investigation, trips that arrive 21 to 60 minutes late are counted as late trips, not missed trips. Therefore, complaints of this type are now counted as a valid late trip, instead of an invalid missed trip complaint. Redi-Wheels staff review customer calls and reservations.

Marie Violet pointed out that providing a definition of valid/invalid comments on the report would be helpful. John said that it would be worthwhile to review the Comment Code definitions used by Redi-Wheels that are provided in the PCC meeting packets. Aki added that it is important to link customer comment data from the past with future data when category names change.

Mike asked about comments that cover multiple complaint categories. John confirmed that while these comments will be counted in one category, Redi-Wheels will address all of the customer's concerns. John explained that counting individual comments with multiple complaints in more than one category would appear as multiple customer contacts, which would create confusion.

John added that within 7 working days, SamTrans responds to customers requesting follow-up on comments. Most follow-up contact is made by phone, although some riders who submit comments prefer to be contacted by email and letter.

A final discussion of the proposed reports will take place in May with the goal of approving the new format. John encouraged PCC members to submit feedback to him directly, or to send comments to Linda and Erin to pass onto him. Linda suggested that she and Erin email a copy of the proposed report to solicit any further feedback on the format and content.

G. Safety Report

Dave Daley from First Transit reported that March was a month without any collisions. One issue took place with a rider transitioning into a vehicle from a wheelchair. It was found to be unavoidable.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

In Michal's absence, Mike reported that the next Coastside meeting is Thursday this week from 9:30-11:00 a.m. in Janie's office at 925 Main Street in Half Moon Bay. Tina will provide a quarterly update report at the May PCC meeting.

B. AGENCY

No report, Barbara unavailable.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

Linda reported that the next meeting is May 5, 2015, when the comparative research of other Bay Area paratransit providers policies will be presented.

D. COMMISSION ON AGING (COA)

Sandra reported that the March meeting minutes should be revised to show that the COA update should show a presenter was from the Peninsula Conflict Resolution Center, Pat Brown.

Yesterday, the COA met in a second retreat format to guide the organization in an effort to set goals. The goals address work on transportation issues, elder abuse awareness, and providing resources for seniors.

May is Older Americans Month, which coincides with the anniversary of the Older American's Act.

E. COMMISSION ON DISABILITIES (COD)

Vincent Merola and Jim Engvall absent, no reports available.

F. CENTER FOR THE INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CiD)

Vincent absent, no report available.

G. DEPARTMENT OF REHABILITATION (DOR)

Susan reported that a new district manager has been hired and will be in place soon. An electronic card was circulated among the PCC members and emailed to Darlene Rutkowski, wishing her a happy retirement.

H. METROPOLITAN TRANSPORTATION COMMISSION (MTC)

No report available.

OTHER BUSINESS

Barbara shared a handout about an upcoming Open House Event at Rosener House in Menlo Park. The event is scheduled for Saturday, May 9, 2015 from 10:00 to 1:00 p.m., with a special presentation at 10:30 a.m.

Linda reminded everyone that the First Transit Appreciation Event is taking place tonight from 6:00-7:30 p.m.

Linda and Mike also reminded the PCC members that the PCC Retreat is planned for Tuesday, June 9 from 10:30 a.m. to 3:30 p.m. The Retreat is taking place at the Serramonte Branch of the Daly City Library. The address is 40 Wembley Drive.

Dinae, Tina, Mike and Dave discussed an incident that took place with them and a driver on a Redi-Wheels ride last week. Dave and Tina apologized for Dinae's experience and noted that reviewing the appropriate protocols with the staff members involved will take place.

Mike and Tina discussed recruiting a new PCC member from the MTC.

The next PCC meeting is scheduled for May 12, 2015 from 1:30-3:30 p.m.

MEETING ADJOURNED: 5:40 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

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

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – APRIL 2015**

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) 2013, FY2014, and FY2015. Chart "B" has figures for total ridership year-to-date for FY2013, FY2014, and FY2015.

Tables "A" and "B" also provide the corresponding data for the Bay Area Rapid Transit (BART) San Francisco International Airport Extension as a separate line.

AVERAGE WEEKDAY RIDERSHIP – APRIL 2015 COMPARED TO APRIL 2014

Total District Modes – 163,420, an increase of 3.6 percent.

Bus – 43,910, an increase of 3.7 percent.

Paratransit – 1,160, an increase of 5.5 percent.

Caltrain – 58,370, an increase of 5.6 percent.

Shuttles – 11,180, a decrease of 9.5 percent.

**Table A
Average Weekday Ridership**

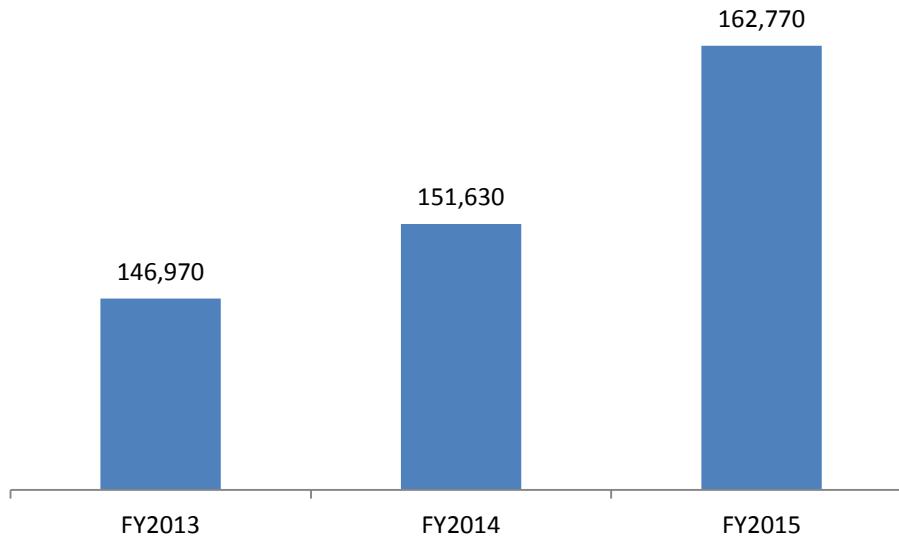
April 2015 Average Weekday Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	41,460	42,360	43,910	3.7%
Paratransit	1,070	1,100	1,160	5.5%
Caltrain	50,680	55,270	58,370	5.6%
Shuttles	9,830	12,360	11,180**	-9.5%
Total	103,040	111,090	114,610	3.2%
BART Extension (No Daly City)	45,970	46,670	48,810	4.6%
Grand Total	149,010	157,760	163,420	3.6%
Weekdays	22	22	22	

April 2015 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	41,090	41,830	43,150	3.2%
Paratransit	1,050	1,070	1,110	3.7%
Caltrain	48,240	52,450	57,270	9.2%
Shuttles	10,740	11,220	11,750**	4.7%
Total	101,120	106,570	113,280	6.3%
BART Extension (No Daly City)	45,850	45,060*	49,480	9.8%
Grand Total	146,970	151,630	162,770	7.3%

*BART experienced 8 total days of strikes in FY2014, during which time no trains operated.

**The Genentech Glen Park shuttle has been removed from reporting because SamTrans is no longer providing a subsidy for this service. The shuttle generated about 35 percent of the shuttle ridership.

**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 April for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – APRIL 2015 COMPARED TO APRIL 2014

All District Modes – 4,202,890, an increase of 3.5 percent.

Bus – 1,121,780, an increase of 2.8 percent.

Paratransit – 28,590, an increase of 5 percent.

Caltrain – 1,556,950, an increase of 5.6 percent.

Shuttles – 246,790, a decrease of 10.2 percent.

**Table B
Total Ridership**

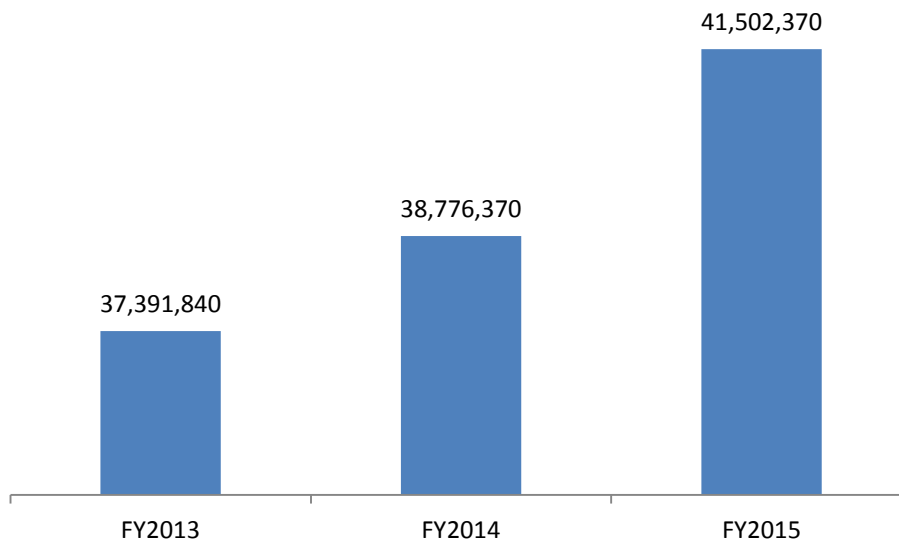
April 2015 Total Monthly Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	1,061,690	1,091,190	1,121,780	2.8%
Paratransit	26,300	27,240	28,590	5.0%
Caltrain	1,351,540	1,474,750	1,556,950	5.6%
Shuttles	216,510	274,710	246,790**	-10.2%
Total	2,656,040	2,867,880	2,954,100	3.0%
BART Extension (No Daly City)	1,181,710	1,193,460	1,248,790	4.6%
Grand Total	3,837,750	4,061,340	4,202,890	3.5%
Weekdays	22	22	22	

April 2015 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	10,359,980	10,642,320	11,014,010	3.5%
Paratransit	254,160	260,120	271,600	4.4%
Caltrain	12,789,290	13,931,290	15,134,110	8.6%
Shuttles	2,333,260	2,428,850	2,528,760**	4.1%
Total	25,736,690	27,262,580	28,948,480	6.2%
BART Extension (No Daly City)	11,655,150	11,513,790*	12,553,890	9.0%
Grand Total	37,391,840	38,776,370	41,502,370	7.0%

*BART experienced 8 total days of strikes in FY2014, during which time no trains operated.

**The Genentech Glen Park shuttle has been removed from reporting because SamTrans is no longer providing a subsidy for this service. The shuttle generated about 35 percent of the shuttle ridership.

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – April 2015

Clipper – SamTrans concluded a two-month campaign to help increase usage of Clipper, the regional fare payment card, on the bus system. The campaign used a variety of communications channels to help inform customers, including a digital billboard near Serramonte Center, newspaper and Pandora ads, a button on the SamTrans home page, social media, messages inside buses, and exterior bus ads. Customer Service representatives rode buses and visited transit centers as well. The Marketing Department also developed a brochure that lists all the locations in the county where adults may obtain and load Clipper cards. Preliminary analysis shows that Clipper use increased for the first month of the campaign.

Bus Operator Tip Tuesday – SamTrans continued its multi-month social media campaign that kicked off in March to provide tips to customers from bus operators. The “Bus Operator Tip Tuesday” campaign uses the hashtag #BOTT. Topics cover fares, safety, etiquette, security, and some miscellaneous items. The goal of the campaign is to educate customers, resulting in a more pleasant ride for all. Recent tips included:

- Remove child and fold stroller before bus arrives.
- Please be courteous and share the seat. Keep personal items on your lap or under the seat in front of you.

Each Tuesday, a new tip is posted to the SamTrans Facebook account (www.facebook.com/samtrans) and tweeted from the Marketing Department's Twitter handle (@GoSamTrans). The tip is also posted on the SamTrans website (www.samtrans.com/bott).

Partnership – SamTrans Market Research and Development staff works with a number of event organizers to co-promote events that could generate bus ridership and provide added value for current SamTrans customers. In April, the bus agency partnered with the New Living Expo at the San Mateo Event Center. Events are generally promoted in the *Transit Fun Guide* brochure and through social media, news releases, and web postings. The promoter also included SamTrans in its promotional materials and gave SamTrans customers \$5 off the cost of general admission.

Transit Fun Guide – The spring edition of the *Transit Fun Guide* was issued. The seasonal brochure serves as a guide to events and fun locations that are served by SamTrans bus routes along the Peninsula and the Coastside. Information is included for events, fairs, farmer's markets, festivals, and theater, along with the name of the bus route that serves the venue.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Tracey Lin, Associate Scheduler/Planner 650-508-6457



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, JUNE 3, 2015 – 2:15 p.m.

or immediately following previous Committee meeting

BOARD OF DIRECTORS 2015

SHIRLEY HARRIS, CHAIR
ZOE KERSTEEN-TUCKER, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
KARYL MATSUMOTO
PETER RAITO
CHARLES STONE
ADRIENNE TISSIER

JIM HARTNETT
GENERAL MANAGER/CEO

ACTION

1. Approval of Minutes of Finance Committee Meeting of May 6, 2015
2. Acceptance of Statement of Revenues and Expenses for April 2015
3. Approval of the Fiscal Year 2016 Operating Budget in the Amount of \$139,091,958
4. Approval of the Fiscal Year 2016 Capital Budget in the Amount of \$42,403,029
5. Approval of Salary Ordinance No. 97
6. Authorize Implementation of Fuel Hedging Program for the Fiscal Year Ending June 30, 2016, Including Authorization of Execution and Delivery of Documents and Payment of Commodity Price Cap Premium for Such Program

CONTRACT

7. Authorize Award of Contract to C.A.R.E. Evaluators, LLC to Provide Americans with Disabilities Act Paratransit Eligibility Assessment Services for a Fixed Price of \$2,458,984 for a Five-Year Term
8. Authorize Executing Contracts Over \$100,000 for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2016 for an Aggregate Not-to-Exceed Amount of \$1.5 Million
9. Authorize Executing Contracts Over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2016 for an Aggregate Not-to-Exceed Amount of \$850,000
10. Authorize the General Manager/CEO or his Designee to Award a Contract on an Expedited Basis for the Removal, Demolition, and Replacement of the Oil/Water Separator at North Base at a Cost Not-to-Exceed \$375,000 with Options Not-to-Exceed \$250,000

Committee Members: Rose Guilbault, Jeff Gee, Carole Groom

NOTE:

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

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MAY 6, 2015**

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

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

Staff Present: J. Averill, J. Cassman, A. Chan, S. Gaffney, G. Harrington, J. Hartnett,
C. Harvey, R. Haskin, A. Ly, M. Martinez, N. McKenna, M. Simon, S. van Hoften

Committee Chair Rose Guilbault called the meeting to order at 2:44 p.m.

Approval of Minutes of Finance Committee Meeting of April 1, 2015

Motion/Second: Kersteen-Tucker/Tissier

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Acceptance of Statement of Revenues and Expenses for March 2015

Gigi Harrington, Deputy CEO, said March revenue is better than budget by \$3.8 million. Expenses are \$5.2 million below budget. Fuel was \$2.27 per gallon last week and year to date is \$2.38 per gallon. The fuel hedge has not been tripped.

Motion/Second: Tissier/Stone

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended March 31, 2015

Monique Spyke, Public Financial Management Group (PFM), said interest rates ended the quarter much lower due to disappointing economic data and a change in market expectations. She said two-year treasury yields fell between December 31 and March 31. She said the District's portfolio tends to follow the average yields of the two-year treasury, which is about the average maturity in the portfolio. Ms. Spyke said the General Fund's portfolio and the Paratransit portfolio both had a yield of 56 basis points.

Ms. Spyke said PFM's strategy has been to maintain a neutral duration position and look for opportunities on the yield curve that will enhance the return of the District's portfolio. She said she anticipates considering maturities in the 2.5- to 3.5-year maturity range and seeking to enhance the return on the District's portfolio in a prudent manner by looking at assets other than treasuries, such as Federal agencies and mortgage-backed securities.

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Authorize Entering into a Funding Agreement with the City/County Association of Governments of San Mateo County to Receive Measure M Funds

April Chan, Executive Officer, Planning and Development, said this action is to receive \$1.4 million in Measure M funds. The money is coming from the \$10 vehicle license fee approved by the voters of San Mateo County in 2010 for 25 years. She said 22 percent has been set aside for transit operations and senior transportation programs. Ms. Chan said this money will be used to support the Paratransit Program and the Senior Mobility Program. She said staff will include these funds in the Fiscal Year (FY) 2016 budget.

Motion/Second: Gee/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Authorize Award of Contract to Office Depot, Inc. for Purchase and Delivery of General Office Supplies and Related Items for a Total Estimated Amount of \$320,000 for a Two-Year Term

Ms. Harrington introduced Bruce Petrozza, the new Director, Contracts and Procurement.

Ms. Harrington said staff is recommending award of a contract to Office Depot for a two-year term and to authorize the General Manager/CEO to exercise up to three one-year options. The District is using a contract from the State of Oregon.

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Authorize Award of Contract to Varinek, Trine, Day & Co., (VTD) to Provide Financial Audit Services for a Firm-Fixed Price of \$329,720 for a Five-Year Term and Additional Audit Services Not-to-Exceed \$200,000

Ms. Harrington said this was a competitive procurement and the District will be switching auditors. VTD was the District's auditors a term ago. She said staff looks to switch financial auditors so there is a fresh set of eyes looking at the financials.

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Authorize Entering into an Agreement with the County of San Mateo for Law Enforcement and related Communications Services for a Total Estimated Not-to-Exceed Amount of \$3,373,023 for a Three-Year Term

Ms. Harrington said this contract is for a team of 16 from the San Mateo County Sheriff's Office. Two additional positions have been added for Caltrain special events and will be paid for by the Peninsula Corridor Joint Powers Board (JPB). The District pays 22 percent of the contract cost and the JPB pays the remaining cost.

Motion/Second: Harris/Stone

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Authorize Adoption of the Revised Fuel Hedging Policy and Award of Contract to Orrick, Herrington & Sutcliffe LLP to Serve as Special Counsel in Connection with the Fiscal Year (FY) 2016 Fuel Hedging Program for a Not-to-Exceed Fee of \$150,000

Ms. Harrington said the District's documents and policy for the Fuel Hedging Program are conservative. There are few entities available to the District for the program. Ms. Harrington said staff will be back to recommend proceeding forward with a program for FY2016. She said she expects to negotiate with one financial entity for the program due to the conservative nature of the documents in the post Dodd-Frank era. Ms. Harrington said this request adjusts the policy to allow for a negotiated transaction. She said the financial advisors will provide staff with an analysis confirming the pricing proposed is fair and reasonable at market. Ms. Harrington said there was only one bidder in FY2015.

Motion/Second: Tissier/Kersteen-Tucker

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Authorize Award of Contract on an Emergency Basis to Technology, Engineering & Construction for an Emergency Replacement of the Oil/Water Separator at North Base for a Not-to-Exceed Amount of \$480,000 with an Option Not-to Exceed \$250,000

Ms. Harrington said this is for an emergency contract to replace the oil/water separator at North Base. She said a leak was detected and some work has been done to stabilize the situation. The General Manager has executed an emergency purchase order in the amount of \$105,000 to start the work. Ms. Harrington said staff will report back until the situation is resolved.

Director Karyl Matsumoto asked who is responsible if fuel goes into the Bay.

Chuck Harvey, Deputy CEO, said the District is responsible for anything that goes into the bay. He said so far the oil is not leaking out.

Committee Chair Guilbault asked if this type of equipment is at any other location and if it has been checked. Mr. Harvey said there are multiple oil/water separators in the ground at both of the facilities. He said in some cases the way the separators were originally designed and installed in the ground they cannot be checked. There are certain inspections that can be done, but staff wouldn't be able to detect this type of failure until it actually occurred.

Motion/Second: Gee/Ratto

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Preliminary FY2016 Operating Budget

Shannon Gaffney, Acting Manager, Budgets, reported:

- Preliminary FY2016 revenues are \$163.3 million, a decrease of \$300,000.
- Preliminary FY2016 operating expenses are \$139.1 million.
- District-operated bus expenses increased by \$2.7 million.
- Contracted Bus service expenses increased by \$1.5 million.
- Americans with Disabilities Act (ADA) Program expenses increased by \$1.3 million.
- Multimodal Transit Program expenses increased by \$700,000.
- Debt service requirement is \$21.7 million.

- To balance the budget, \$3 million in reserves will be used.
- Strategic Plan was adopted in December 2014 and identified five goals for five years. The FY2016 Operating Budget has a number of items in it to further the goals of the Strategic Plan:
 - Increase weekday ridership by 15 percent
 - Filling vacant operator and mechanics positions
 - Mechanics Apprenticeship Program
 - Build on these activities to grow ridership through the continued implementation of the SamTrans Service Plan
 - Increase fixed-route fare revenue by 20 percent
 - Increased ridership should lead to increased revenue
 - A major revision to fare policies and practices, with a goal of simplifying and increasing use
 - Planned fare increases
 - Reduce annual debt service by \$1.5 million
 - In April 2015, SamTrans finalized the reissuance of its debt, resulting in a savings of \$2.8 million annually
 - Improve organizational performance
 - Support to improve internal communications
 - New position focused on a wide range of employee professional development
 - Funding to conduct a benchmark survey of employee satisfaction and attitudes
 - Manage workforce change
 - Ongoing resources to support recruitments
 - An employee compensation study to ensure that current and prospective employees compensation consistent with the market
- Issues and opportunities:
 - Significant steps have been taken in the past few years to reduce costs, increase efficiencies and enhance services and revenues.
 - The refinancing of the debt resulted in annual savings of \$2.8 million.
 - Use of \$3 million in reserves to balance the FY2016 budget represents 1.8 percent of total budget.
 - Looking ahead five years, with the FY2016 preliminary budget as the base, SamTrans continues to face a structural deficit that ranges from \$3 million to \$8.1 million. The deficit is projected to be down to \$6 million in FY2020.

Director Matsumoto asked about the projected increase in fixed-route fares and the decrease in paratransit fares. Ms. Gaffney said staff discovered while developing the budget there was a double counting of revenues in the paratransit area, which has been corrected in the budget.

Director Matsumoto asked if the Day Pass is subject to an increase. Rita Haskin, Executive Officer, Customer Service and Marketing, said a fare increase is being proposed for the entire system next year.

Director Matsumoto said the staff report, under usage of funds, states "to increase shuttle services as connector routes." She asked if this is something staff is looking into.

Mr. Harvey said it is not an increase in the number of routes or service, but an increase in cost to operate service.

Director Matsumoto said the staff report shows funds from Measure A sales tax are going to decrease. Ms. Gaffney said the report refers to a one-time additional contribution made to Caltrain in FY2015 in the amount of \$500,000.

Committee Chair Guilbault asked about the request for a Public Affairs consultant and an additional social media position. Mark Simon, Executive Officer, Public Affairs, said social media has grown so dramatically and Twitter followers have grown to over 30,000 and staff desires to reach out to tell the District's story. He said the next big trend is online video and it is time consuming to prepare videos.

Committee Chair Guilbault asked about the internal communication consultant. Mr. Simon said it is a consultant who will work closely with Human Resources. Jim Hartnett, General Manager/CEO, said he has been having small meetings with employees to ask views on the District, trends, and any other topics of interest and one trend he is hearing is the need for greater internal communication.

Committee Chair Guilbault asked who currently does the internal communications. Mr. Simon said his office, in cooperation with Human Resources.

Public Comment

Jerry Grace, San Pablo, said this is the first time he has heard of a fare increase. Ms. Haskin said no proposal has been developed yet and once it does it will be shared with the community. She said it has been the practice for a fare increase every three years, but staff opted not to increase a few years ago.

Preliminary Fiscal Year 2016 Capital Budget

Aandy Ly, Manager, Budgets, reported:

- Parameters and priorities:
 - Sustain District's existing service and infrastructure network, including the necessary replacement of revenue vehicles and other capital assets.
 - Ensure operating and maintenance facilities are maintained in a state of good repair.
 - Invest in facility and equipment improvements to provide a safe and secure environment for customers and employees.
- Category highlights:
 - Revenue vehicles replacement: \$35.3 million
 - Replace 60 2003 Gillig low floor buses and 55 2002 North American Bus Industries buses
 - Replace 10 2011 paratransit minivans and nine 2009 paratransit cutaways
 - Revenue vehicles support: \$1.4 million
 - Procure bus parts, engines and transmissions
 - Replace support vehicles
 - Upgrade bike rack capacity from two bikes to three per bus
 - Information technology: \$1.8 million

- Replace and upgrade information technology equipment, servers and software applications
- Replace the existing TransitSafe software system, which will become obsolete
- Enhance the existing fixed-route Mobile View Video Surveillance System to allow for real time surveillance
- Development: \$600,000
 - Evaluation and study the current you market in support of the Strategic Plan
 - Develop, support and monitor the District's capital program
- Facilities: \$1.2 million
 - Facility improvement and rehabilitation of the District's maintenance and administrative facilities designed to support revenue operations
- Safety and security: \$1.8 million
 - Security improvements to maintain a safe and secure environment for transit operations and customers
- Total proposed FY2016 Capital Budget is \$42.4 million.
- Funding sources include Federal, State and District sales tax.

Director Matsumoto asked if earthquake precautions are included in the budget. Mr. Ly said no.

Director Jeff Gee asked if staff knows the seismic condition of the District's facilities and underground pipeline infrastructure. Mr. Harvey said South Base was built in 1984 and is on property that is further away from the bay. North Base was built in 1987 and is an island surrounded by the bay. He said in each case the architects and designers took into account current seismic standards and tried to compact the soil. Mr. Harvey said staff learned some valuable lessons from the earthquake in 1989. He said there was liquefaction at South Base and significant damage to the underground fuel tanks and lines. Mr. Harvey said the entire base was retrofitted at that time to meet all the new standards. He said North Base was built with all the new standards. Mr. Harvey said over the years the facilities have been retrofitted to prepare for an earthquake or natural disaster by installing automatic earthquake sensor main gas line shut-off valves and back-up generators. There are also portable facilities on-site in order to feed people for up to three days and manage the system from outside the building. He said over the last five years a complete assessment of both bases was done and staff is using the condition report to prioritize investments such as replacing the roof and upgrading doors.

Adjourned: 3:32 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
APRIL 30, 2015 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 April 2015 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$3,897,125 or 2.9 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$497,042 or 3.2 percent, *Sales Tax* (page 1, line 9) is **better** than budget by \$4,122,910 or 6.6 percent and *Other Interest, Rent & Other Income* (page 1, line 12) are \$71,732 or 1.3 percent **better** than budget, offset by *Local STA & TDA* (page 1, line 2) which are \$283,823 or 0.8 percent **worse** than budget, *SMCTA Measure A* (page 1, line 4) is **worse** than budget by \$416,858 or 5.5 percent budget and *AB434 Funds* (page 1, line 6) is **worse** than budget by \$82,925 or 17.1 percent.

Expenses: *Total Expenses* (page 4, line 72) are \$5,847,194 or 5.4 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$4,013,346 or 4.6 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$1,240,819 or 9.7 percent and *Total Multi-Modal Programs* (page 4, line 55) are **better** than budget by \$593,028 or 8 percent.

BUDGET IMPACT

There are no budget revisions for the month of April 2015.

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 2015
APRIL 2015**

% OF YEAR ELAPSED: **83.3%**

	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
SOURCES OF FUNDS									
Operating Revenues									
1	Passenger Fares	1,729,984	15,463,673	15,803,959	15,306,917	103.2	18,368,300	18,368,300	86.0
2	Local TDA and STA Funds	3,218,390	37,380,297	33,319,189	33,603,012	99.2	40,323,614	40,323,614	82.6
3	Operating Grants	576,385	6,947,263	6,374,595	6,347,234	100.4	6,892,643	6,892,643	92.5
4	SMCTA Measure A	829,399	6,760,714	7,166,609	7,583,467	94.5	9,140,000	9,140,000 (B)	78.4
5	SM County Measure A	416,667	4,735,350	4,209,206	4,209,206	100.0	5,000,000	5,000,000	84.2
6	AB434 Funds	(6,231)	471,667	402,075	485,000	82.9	582,000	582,000	69.1
7	Subtotal - Operating Revenues	6,764,594	71,758,964	67,275,633	67,534,835	99.6	80,306,558	80,306,558	83.8
Other Revenue Sources									
9	District 1/2 Cent Sales Tax	6,290,700	62,476,578	66,292,910	62,170,000	106.6	72,000,000	75,000,000	88.4
10	Investment Interest	86,522	1,414,737	751,675	789,990	95.1	948,840	948,840	79.2
11	Pass through to Other Agencies	33,252	253,473	311,136	311,136	100.0	383,948	383,948	81.0
12	Other Interest, Rent & Other Income	354,112	5,553,375	5,461,765	5,390,033	101.3	6,921,784	6,921,784	78.9
13	Subtotal - Other Revenues	6,764,587	69,698,164	72,817,485	68,661,158	106.1	80,254,572	83,254,572	87.5
14	Total Revenues	13,529,181	141,457,128	140,093,118	136,195,993	102.9	160,561,130	163,561,130	85.7
15	Capital Assistance	89,835	22,024,937	19,182,037	19,182,037	100.0	49,474,302	85,875,511 (A)	22.3
16	Reserves Programmed for Capital	394,833	7,056,514	18,433,245	18,433,245	100.0	0	12,619,744 (A)	146.1
17	Total Sources of Funds	14,013,849	170,538,579	177,708,400	173,811,275	102.2	210,035,432	262,056,384	67.8
USES OF FUNDS									
Operations									
21	Motor Bus	8,467,747	78,077,560	83,417,358	87,430,704	95.4	106,595,744	108,095,744	77.2
22	A. D. A. Programs	1,230,480	11,508,627	11,584,200	12,825,019	90.3	15,386,631	15,386,631	75.3
23	Caltrain	521,667	4,533,336	5,216,667	5,216,667	100.0	6,260,000	6,260,000	83.3
24	Other Multi-modal Programs	(258,790)	2,355,624	1,636,619	2,229,646	73.4	2,913,140	2,913,140	56.2
25	Subtotal - Operating Costs	9,961,104	96,475,146	101,854,843	107,702,036	94.6	131,155,515	132,655,515	76.8
Other Uses of Funds									
27	Pass through to Other Agencies	33,252	253,473	311,136	311,136	100.0	388,948	388,948	80.0
28	Debt Service	2,260,417	20,378,077	20,597,040	20,374,026	101.1	24,449,078	24,449,078	84.2
29	Fiscal Agent Fees	0	19,748	21,253	23,029	92.3	27,635	27,635	76.9
30	Land Transfer Interest Expense	0	0	0	0	0	45,895	45,895	0.0
31	Subtotal - Other Uses of Funds	2,293,669	20,651,298	20,929,429	20,708,192	101.1	24,911,556	24,911,556	84.0
32	Capital Programs	576,333	30,161,490	38,598,335	38,598,335	100.0	55,331,570	104,352,522 (A)	37.0
33	Total Uses of Funds	12,831,106	147,287,934	161,382,607	167,008,563	96.6	211,398,641	261,919,593	61.6
34									
35	NET SURPLUS / (DEFICIT)	1,182,744	23,250,645	16,325,793	6,802,712	240.0	(1,363,210)	136,790	11934.9

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

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

(B) - The Budget includes \$500K TA funds from prior year.

(C) - Staff has reallocated year to date budget due to timing of expenditures

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2015
APRIL 2015**

% OF YEAR ELAPSED: **83.3%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,662,984	14,785,173	15,126,605	14,613,333	103.5	17,536,000	17,536,000	86.3
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,871,551	30,438,393	28,715,513	28,715,513	100.0	34,458,615	34,458,615	83.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	165,932	4,995,470	2,794,610	3,078,433	90.8	3,694,119	3,694,119	75.7
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	576,385	6,488,233	5,958,822	5,958,822	100.0	6,504,231	6,504,231	91.6
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	2,500,160	16,409,599	25,796,575	30,678,576	84.1	38,991,765	40,491,765	63.7
10 Accessibility Fixed Route	95,976	951,904	977,825	848,783	115.2	1,018,540	1,018,540	96.0
11 TOTAL 1/2 CENT SALES TAX	2,596,136	17,361,503	26,774,400	31,527,360	84.9	40,010,305	41,510,305	64.5
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	64,435	906,873	541,264	516,090	104.9	620,090	620,090	87.3
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	17	0	145	0	0.0	0	0	0.0
16 Rental Income	237,781	972,733	1,284,436	1,078,000	119.1	1,293,600	1,293,600	99.3
17 Advertising Income	150,579	911,767	858,193	862,500	99.5	1,035,000	1,035,000	82.9
18 Other Income	141,947	1,217,414	1,363,370	1,080,654	126.2	1,443,784	1,443,784	91.6
19 TOTAL OTHER REVENUES	530,325	3,101,914	3,506,144	3,021,154	116.1	3,772,384	3,772,384	92.9
20								
21 TOTAL MOTOR BUS	8,467,747	78,077,560	83,417,358	87,430,704	95.4	106,595,744	108,095,744	77.2
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	67,000	678,500	677,354	693,583	97.7	832,300	832,300	81.4
25 Local TDA 4.5 Redi-Wheels	144,468	1,476,663	1,444,678	1,444,678	100.0	1,733,614	1,733,614	83.3
26 Local STA - Paratransit	36,439	469,771	364,388	364,388	100.0	437,266	437,266	83.3
27 Operating Grants	0	459,030	415,773	388,412	107.0	388,412	388,412	107.0
28 Sales Tax - District ADA Programs	0	0	0	860,937	0.0	1,050,989	1,050,989	0.0
29 Sales Tax - Paratransit Suppl. Coastside	127,834	0	1,202,082	1,112,750	108.0	1,335,300	1,335,300	90.0
30 Interest Income - Paratransit Fund	22,088	507,864	210,411	273,900	76.8	328,750	328,750	64.0
31 SMCTA Measure A Redi-Wheels	307,732	2,544,449	1,949,942	2,366,800	82.4	2,880,000	2,880,000	67.7
32 SM County Measure A	416,667	4,418,279	4,209,206	4,209,206	100.0	5,000,000	5,000,000	84.2
33 Measure M Paratransit	108,252	954,070	1,110,365	1,110,365	100.0	1,400,000	1,400,000	79.3
34 TOTAL ADA PROGRAMS	1,230,480	11,508,627	11,584,200	12,825,019	90.3	15,386,631	15,386,631	75.3
35								
36 MULTI-MODAL TRANSIT PROGRAMS:								
37 Transfer from SMCTA for Caltrain	521,667	4,533,336	5,216,667	5,216,667	100.0	6,260,000	6,260,000	83.3
38 AB434 Funds - SamTrans Shuttle	(6,231)	471,667	402,075	485,000	82.9	582,000	582,000	69.1
39 Employer SamTrans Shuttle Funds	(284,464)	1,497,392	845,255	1,258,514	67.2	1,749,400	1,749,400	48.3
40 Sales Tax - SamTrans Shuttle Program	24,724	289,480	273,408	316,050	86.5	377,640	377,640	72.4
41 Sales Tax - Gen. Operating Asst.	7,182	97,085	115,882	170,083	68.1	204,100	204,100	56.8
42								
43 TOTAL MULTIMODAL	262,877	6,888,959	6,853,286	7,446,313	92.0	9,173,140	9,173,140	74.7
44								
45 TOTAL REVENUES	9,961,104	96,475,146	101,854,843	107,702,036	94.6	131,155,515	132,655,515	76.8

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2015
APRIL 2015**

% OF YEAR ELAPSED: 83.3%

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,331,319	41,610,655	43,559,757	44,176,815	98.6	52,325,457	52,995,388	82.2
2								
3 Services:								
4 Board of Directors	6,846	41,050	181,445	180,394	100.6	51,750	192,748	94.1
5 Contracted Vehicle Maintenance	83,481	719,089	886,534	1,257,765	70.5	1,625,280	1,625,280	54.5
6 Property Maintenance	89,719	848,810	832,981	1,036,083	80.4	1,242,000	1,867,000	44.6
7 Professional Services	403,653	1,865,685	2,421,594	2,525,774	95.9	4,720,740	4,740,023	51.1
8 Technical Services	449,475	4,006,846	4,762,362	4,899,225	97.2	5,704,354	5,878,444	81.0
9 Other Services	84,664	289,147	1,160,808	1,362,634	85.2	2,447,741	2,921,376	39.7
10								
11 Materials & Supply:								
12 Fuel & Lubricants	300,540	4,431,142	3,629,719	4,611,458	78.7	6,333,750	5,523,750	65.7
13 Bus Parts & Materials	169,455	1,484,440	1,643,081	1,604,348	102.4	1,911,257	1,911,257	86.0
14 Uniforms & Driver Expense	9,480	310,883	318,349	408,248	78.0	444,235	463,735	68.6
15 Timetables & Tickets	2,665	118,642	84,017	168,250	49.9	201,900	201,900	41.6
16 Office Supplies / Printing	27,591	181,925	281,780	295,796	95.3	339,062	353,100	79.8
17 Other Materials & Supply	12,828	96,376	119,924	133,833	89.6	159,500	159,500	75.2
18								
19 Utilities:								
20 Telecommunications	34,799	312,963	375,627	555,145	67.7	666,174	666,174	56.4
21 Other Utilities	80,974	902,085	893,317	928,333	96.2	1,084,000	1,084,000	82.4
22 Insurance Costs	364,765	2,202,340	1,966,666	2,128,825	92.4	2,681,400	2,681,400	73.3
23 Workers' Compensation	282,938	2,529,011	3,028,940	3,332,440	90.9	3,443,160	3,443,160	88.0
24 Taxes & License Fees	41,575	407,050	392,261	577,412	67.9	552,894	727,894	53.9
25 Fixed Route Accessibility	95,976	951,904	977,825	848,783	115.2	1,018,540	1,018,540	96.0
26 Leases & Rentals	11,795	96,947	111,087	112,026	99.2	134,631	134,631	82.5
27 Promotional & Legal Advertising	30,164	163,537	169,309	240,960	70.3	289,400	288,860	58.6
28 Training & Business Travel	19,154	155,207	278,234	271,240	102.6	292,075	288,915	96.3
29 Dues & Membership	9,432	76,240	73,877	73,222	100.9	87,624	87,624	84.3
30 Postage & Other	11,593	41,222	58,774	87,851	66.9	102,180	104,405	56.3
31								
32 Total District Operated Buses	6,954,881	63,843,199	68,208,268	71,816,861	95.0	87,859,104	89,359,104	76.3
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,199,955	12,161,589	12,599,117	12,772,108	98.6	15,365,530	15,300,530	82.3
36 Other Related Costs	28,708	337,664	312,027	316,691	98.5	380,030	380,030	82.1
37 Insurance Costs	96,591	523,735	452,883	545,810	83.0	655,000	655,000	69.1
38 Coastside Services	147,721	850,050	1,397,605	1,547,875	90.3	1,857,450	1,857,450	75.2
39 Redi Coast Non-ADA	18,459	176,881	190,963	185,183	103.1	222,220	222,220	85.9
40 Other Related Costs	2,870	48,152	56,857	63,725	89.2	76,470	76,470	74.4
41 La Honda - Pescadero	4,000	42,000	45,213	45,942	98.4	55,130	55,130	82.0
42 SamCoast - Pescadero	14,428	93,395	150,054	130,958	114.6	118,150	183,150	81.9
43 Other Related Cost - SamCoast	135	894	4,370	5,550	78.7	6,660	6,660	65.6
44 Total Contracted Bus Service	1,512,866	14,234,361	15,209,090	15,613,843	97.4	18,736,640	18,736,640	81.2
45								
46 TOTAL MOTOR BUS	8,467,747	78,077,560	83,417,358	87,430,704	95.4	106,595,744	108,095,744	77.2

% 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.

(C) - Staff has reallocated year to date budget due to timing of expenditures

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2015
APRIL 2015**

% OF YEAR ELAPSED: **83.3%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	465,748	4,747,171	4,886,832	5,245,550	93.2	6,294,660	6,294,660	77.6
Other Related Costs	222,585	1,954,008	2,023,613	2,550,795	79.3	3,060,554	3,060,554	66.1
ADA Sedan/Taxi Service	284,296	2,657,525	2,640,339	2,611,433	101.1	3,133,720	3,133,720	84.3
ADA Accessibility Support	97,102	648,624	768,417	875,331	87.8	1,047,397	1,047,397	73.4
Coastside ADA Support	127,834	1,104,275	1,202,082	1,112,750	108.0	1,335,300	1,335,300	90.0
Insurance Costs	32,915	397,023	62,916	429,160	14.7	515,000	515,000	12.2
TOTAL ADA PROGRAMS	1,230,480	11,508,627	11,584,200	12,825,019	90.3	15,386,631	15,386,631	75.3
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	521,667	4,533,336	5,216,667	5,216,667	100.0	6,260,000	6,260,000	83.3
Total Caltrain Service	521,667	4,533,336	5,216,667	5,216,667	100.0	6,260,000	6,260,000	83.3
OTHER SUPPORT								
SamTrans Shuttle Service	(265,971)	2,258,539	1,520,738	2,059,563	73.8	2,709,040	2,709,040	56.1
Bicycle Coordinating Activities	0	0	0	20,833	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	7,181	97,084	115,881	149,250	77.6	179,100	179,100	64.7
Total Other Support	(258,790)	2,355,624	1,636,619	2,229,646	73.4	2,913,140	2,913,140	56.2
TOTAL MULTI-MODAL PROGRAMS	262,877	6,888,959	6,853,286	7,446,313	92.0	9,173,140	9,173,140	74.7
TOTAL EXPENSES	9,961,104	96,475,146	101,854,843	107,702,036	94.6	131,155,515	132,655,515	76.8

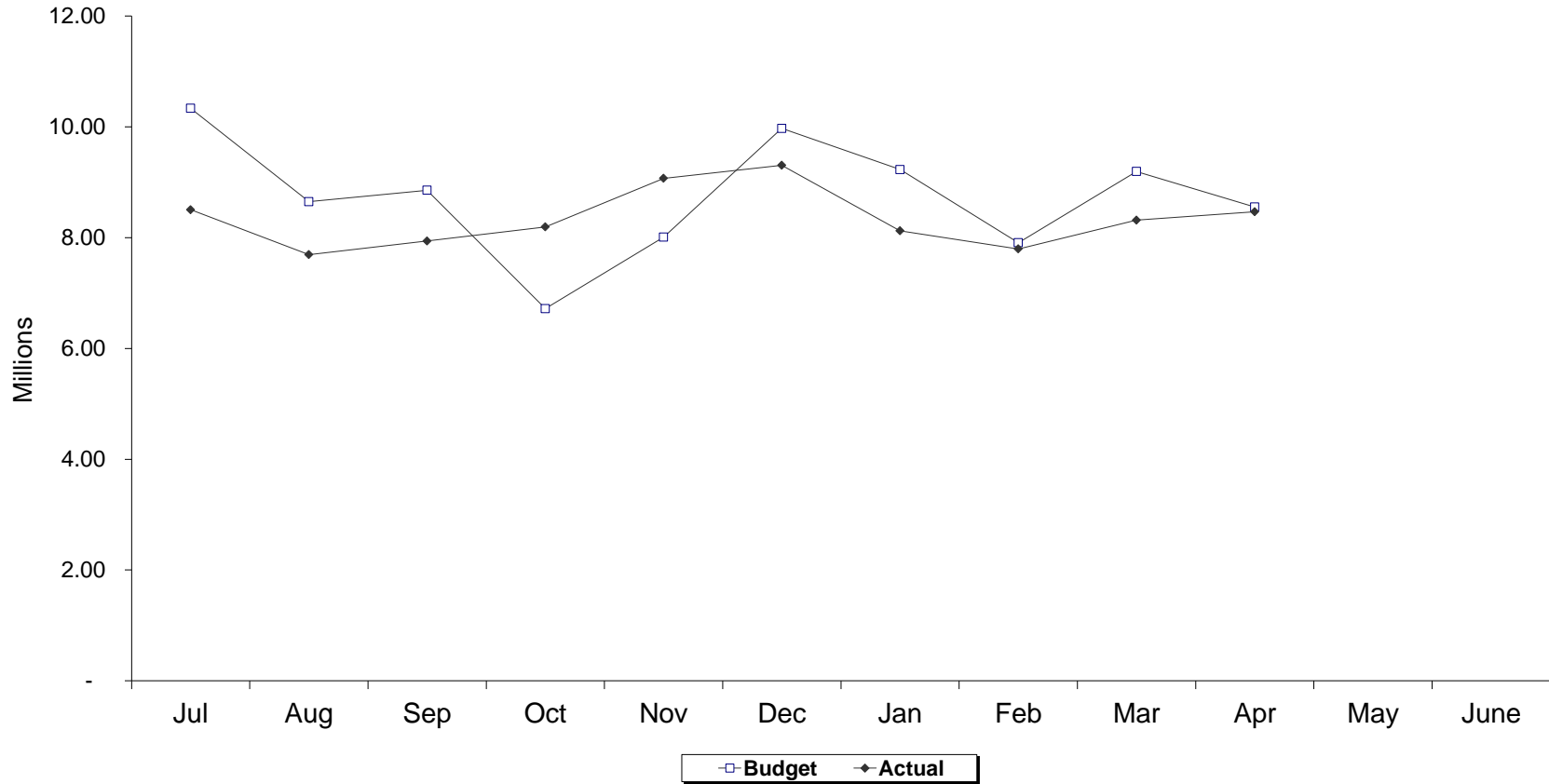
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(C) - Staff has reallocated year to date budget due to timing of expenditures

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2015

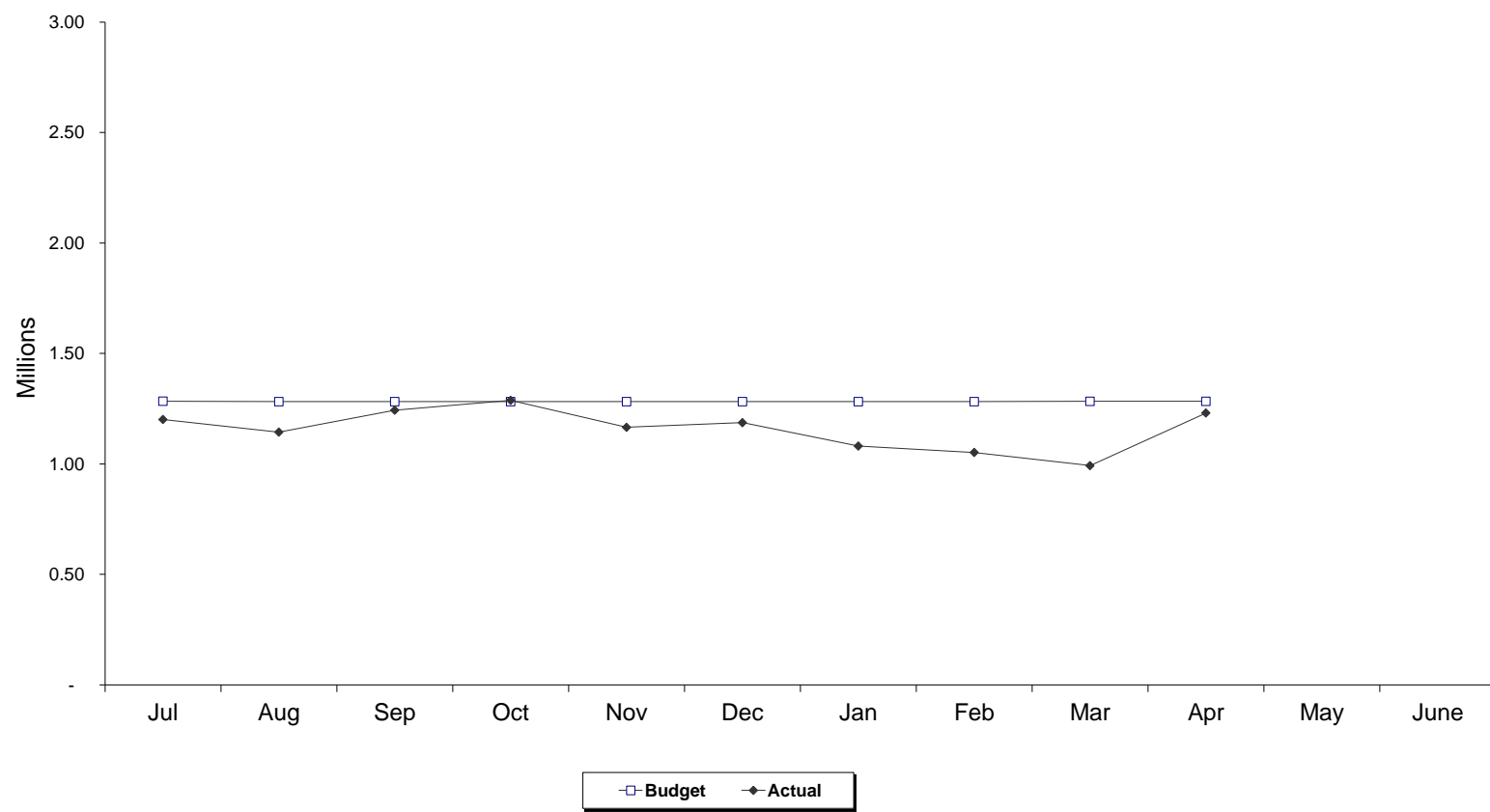


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	10,335,340	8,648,809	8,857,293	6,717,493	8,011,046	9,971,673	9,230,121	7,909,287	9,196,442	8,553,200			
Actual	8,504,261	7,693,790	7,938,461	8,196,033	9,071,238	9,307,843	8,125,253	7,797,647	8,315,083	8,467,747			
CUMULATIVE EXPENSES													
Budget	10,335,340	18,984,149	27,841,442	34,558,935	42,569,981	52,541,654	61,771,776	69,681,062	78,877,504	87,430,704			
Actual	8,504,261	16,198,051	24,136,512	32,332,545	41,403,784	50,711,627	58,836,880	66,634,528	74,949,611	83,417,358			
Variance - F(U)	1,831,080	2,786,098	3,704,930	2,226,390	1,166,197	1,830,027	2,934,895	3,046,535	3,927,893	4,013,346			
Variance %	17.72%	14.68%	13.31%	6.44%	2.74%	3.48%	4.75%	4.37%	4.98%	4.59%			

SAN MATEO COUNTY TRANSIT DISTRICT

ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2015

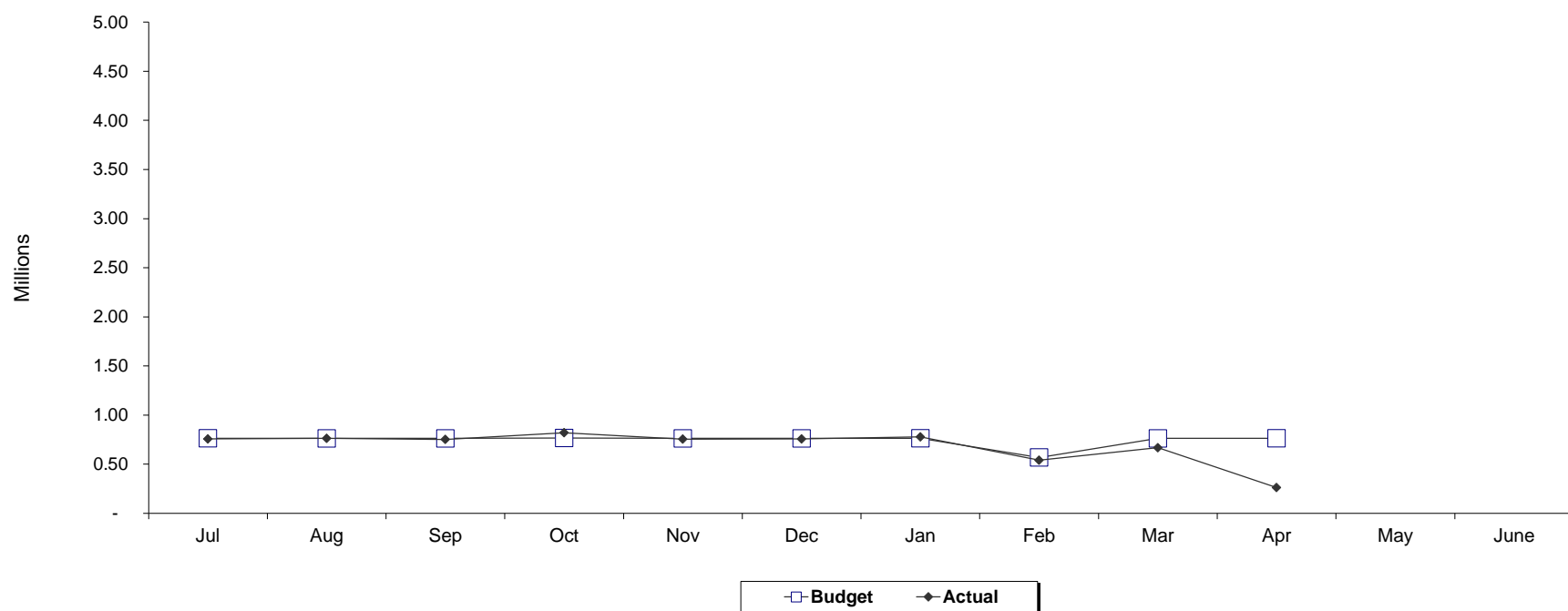


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,284,052	1,282,052	1,282,052	1,282,052	1,282,052	1,282,052	1,282,052	1,282,052	1,283,302	1,283,302		
Actual	1,201,166	1,143,821	1,243,330	1,287,912	1,165,721	1,186,659	1,080,903	1,051,866	992,341	1,230,480		
CUMULATIVE EXPENSES												
Budget	1,284,052	2,566,104	3,848,156	5,130,208	6,412,260	7,694,312	8,976,364	10,258,416	11,541,717	12,825,019		
Actual	1,201,166	2,344,988	3,588,317	4,876,229	6,041,951	7,228,610	8,309,513	9,361,379	10,353,720	11,584,200		
Variance - F(U)	82,886	221,117	259,839	253,979	370,309	465,702	666,850	897,037	1,187,998	1,240,820		
Variance %	6.46%	8.62%	6.75%	4.95%	5.78%	6.05%	7.43%	8.74%	10.29%	9.67%		

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2015



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	764,108	763,418	763,408	767,019	763,408	763,408	765,108	568,908	763,418	764,108		
Actual	756,768	762,497	752,414	819,808	755,657	757,587	777,500	540,234	667,945	262,877		
CUMULATIVE EXPENSES												
Budget	764,108	1,527,527	2,290,935	3,057,954	3,821,362	4,584,770	5,349,879	5,918,787	6,682,205	7,446,313		
Actual	756,768	1,519,264	2,271,678	3,091,486	3,847,143	4,604,731	5,382,231	5,922,465	6,590,409	6,853,286		
Variance - F(U)	7,341	8,263	19,257	(33,533)	(25,781)	(19,960)	(32,352)	(3,678)	91,796	593,027		
Variance %	0.96%	0.54%	0.84%	-1.10%	-0.67%	-0.44%	-0.60%	-0.06%	1.37%	7.96%		

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

April 30, 2015

DESCRIPTION	TOTAL INVESTMENT 4-30-15	INTEREST RECEIVABLE 3-31-15	PREPAID INT RECEIVABLE 3-31-15	INTEREST EARNED 4-30-15	INTEREST RECEIVED 4-30-15	ADJ.	INTEREST RECEIVABLE 4-30-15
RESERVE FOR CAPITAL PROJ	8,065,492.00	13,556.45	0.00	4,280.17	0.00	(45.09)	17,791.53
LAIF -- CAPITAL PROJ	76,612.12	52.42	0.00	18.41	0.00	0.00	70.83
REIMB SECURITIES -- L76R	87,965,531.17	139,438.36	0.00	48,707.71	75,625.00	228.08	112,749.15
LAIF -- REIMB FUNDS L76R	44,850,277.21	30,056.21	0.00	10,530.44		0.00	40,586.65
PARATRANSIT FUNDS	24,939,993.59	59,081.02	0.00	20,427.83	17,187.50	36.27	62,357.62
LAIF -- PARATRANSIT	5,073,110.67	3,471.52	0.00	1,219.06	0.00	0.00	4,690.58
BANK OF AMERICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO	1,050,090.83	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	274,245.23	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	170.96	51.92	0.00			0.00	51.92
	<u>172,295,523.78</u>	<u>245,707.90</u>	<u>0.00</u>	<u>85,183.62</u>	<u>92,812.50</u>	<u>219.26</u>	<u>238,298.28</u>

APR 2015 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 04/30/15	85,402.88
Add:	
CEO Interest	0.00
Less:	
Commissions	
Capital Gain(Loss)	<u>1,119.35</u>
Total Interest & Capital Gain(Loss)	<u><u>86,522.23</u></u>

YEAR TO DATE -- SUMMARY

Interest Earned	773,185.83
Add:	
CEO Interest	0.00
Less:	
Commissions	(64,007.42)
Capital Gain(Loss)	<u>10,485.10</u>
Total Interest & Capital Gain(Loss)	<u><u>719,663.51</u></u>
Balance Per Ledger as of 04/30/15	
Deferred Int Acct. 210852/3	11,025.73
Interest Acct. 409102	6,465.80
Interest Acct. 409101	755,694.30
Less Bank Fees 530040	(64,007.42)
Gain(Loss) Acct. 405210	<u>10,485.10</u>
	<u><u>719,663.51</u></u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
April 30, 2015**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST	PREPAID	INTEREST	INTEREST	PP INTEREST	INTEREST	INT REC'VBLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-14	VALUE 4-30-15					REC'VBLE 3-31-15	INT REC'VBLE 4-30-15	EARNED 4-30-15	RECEIVED 4-30-15	RECEIVED DATE	REC'VBLE 4-30-15	LESS PREPAID 4-30-15		
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,006,100.00	2,006,562.00	07-15-16	0.625%	34.7222	30	2,624.31		1,041.67			(5.76)	3,660.22	3,660.22	2,000,000
US TREASURY NOTE	912828WX4	08-27-14	5,999,531.25	6,003,300.00	6,010,782.00	07-31-16	0.500%	83.3333	30	4,972.38		2,500.00			(13.82)	7,458.56	7,458.56	6,000,000
US TREASURY NOTE	912828VR8	12-11-2014	8,018,125.00	8,034,157.61	8,024,376.00	08-15-16	0.625%	138.8889	30	6,215.47		4,166.67			(23.02)	10,359.12	10,359.12	8,000,000
US TREASURY NOTE	912828WA4	03-21-14	8,480,410.16	8,486,060.00	8,521,913.00	10-15-16	0.625%	147.5694	30	24,519.23		4,427.08	26,562.50		(61.41)	2,322.40	2,322.40	8,500,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	9,971,900.00	10,023,440.00	11-15-16	0.625%	173.6111	30	23,653.31		5,208.33			(28.77)	28,832.87	28,832.87	10,000,000
US TREASURY NOTE	912828SM3	03-23-15	5,376,054.49	5,994,694.26	5,377,098.49	3-31-17	1.000%	148.1944	30	162.43		3,945.83			410.46	4,518.72	4,518.72	5,335,000
US TREASURY NOTE	912828ST8	03-25-15	7,848,466.80	7,859,812.50	7,854,906.25	4-30-19	1.250%	272.5694	30	41,201.66		8,177.08	49,062.50		(49.60)	266.64	266.64	7,850,000
																		54.34%
<u>GOVERNMENT BONDS</u>																		
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,514,535.00	8,512,758.50	11-24-15	0.450%	106.2500	30	13,493.75		3,187.50				16,681.25	16,681.25	8,500,000
FFCB	31331H5L7	5-11-07	1,020,404.50	1,032,327.00	986,294.75	12-29-15	6.125%	161.6319	30	14,870.14		4,848.96				19,719.10	19,719.10	950,000
FNMA	3135G0VA8	5-15-13	15,026,145.00	15,025,500.00	15,028,245.00	03-30-16	0.500%	208.3333	30	208.33		6,250.00				6,458.33	6,458.33	15,000,000
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,976,450.00	4,995,655.00	07-05-16	0.375%	52.0833	30	4,479.17		1,562.50			-	6,041.67	6,041.67	5,000,000
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,003,000.00	5,010,525.00	08-26-16	0.625%	86.8056	30	3,038.19		2,604.17				5,642.36	5,642.36	5,000,000
<u>FEDERAL AGENCY DISCOUNT NOTE</u>																		
FNMA	313396LD3	1-13-15	4,996,150.00	5,000,000.00	4,997,797.50	09-01-15	0.000%	0.0000	30	0.00		0.00				0.00	0.00	5,000,000
<u>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</u>																		
FNMA	3136ANJY4	4-30-15	616,097.80	616,097.80	615,177.68	04-01-18	1.550%	26.2639	30			787.92				787.92	1,549.57	610,000
																		45.66%
<u>CASH AND CASH EQUIVALENTS</u>																		
			257,461.48		257,461.48						1.39					1.39	1.39	0
LAIF			44,850,277.21	44,850,277.21	44,850,277.21					30,056.21		10,530.44				40,586.66	40,586.66	44,850,277
TOTAL LAIF			<u>44,850,277.21</u>	<u>44,850,277.21</u>	<u>44,850,277.21</u>													
TOTAL A/C 121100 & 112010			87,850,340.00	88,523,934.17	87,965,531.17													
<u>MATURED/CALLED</u>																		
US TREASURY NOTE	912828SM3	03-23-15																
TOTAL			<u>87,850,340.00</u>	<u>88,523,934.17</u>	<u>87,965,531.17</u>					<u>139,438.36</u>	<u>0.00</u>	<u>48,707.71</u>	<u>75,625.00</u>		<u>228.08</u>	<u>112,749.15</u>	<u>113,510.80</u>	<u>132,595,277</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
April 30, 2015**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 4-30-15	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 3-31-15	PREPAID INT REC'VBLE 4-30-15	INTEREST EARNED 4-30-15	INTEREST RECEIVED 4-30-15	ADJ.	INTEREST REC'VBLE 4-30-15	INT REC'VBLE LESS PREPAID 4-30-15	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,909,875.00	7,915,405.00	06-15-16	0.500%	109.7222	30	11,579.45		3,291.67		(45.09)	14,826.03	14,826.03	7,900,000
<u>GOVERNMENT BONDS</u>																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,760.50	150,087.00	08-01-17	7.908%	32.9500	30	1,977.00		988.50			2,965.50	2,965.50	150,000
LAIF			76,612.12	76,612.12	76,612.12					52.42		18.41	0.00		70.83	70.83	76,612
TOTAL LAIF			76,612.12	76,612.12	76,612.12												
TOTAL A/C 121100 & 112010			8,045,397.85	8,060,635.50	8,065,492.00												
TOTAL			<u>8,045,397.85</u>	<u>8,060,635.50</u>	<u>8,065,492.00</u>					<u>13,556.45</u>	<u>0.00</u>	<u>4,280.17</u>	<u>0.00</u>	<u>(45.09)</u>	<u>17,791.53</u>	<u>17,791.53</u>	<u>8,050,000</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
April 30, 2015**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 4-30-15	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 3-31-15	PP INTEREST REC'VBLE 4-30-15	INTEREST EARNED 4-30-15	INTEREST RECEIVED 4-30-15	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 4-30-15	INT REC'VBLE LESS PREPAID 4-30-15	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828WX4	08-27-14	4,749,628.91	4,752,612.50	4,758,535.75	07-31-16	0.500%	65.9722	30	3,936.46		1,979.17			(10.93)	5,904.70	5,904.70	4,750,000
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,505,610.00	5,514,179.00	10-15-16	0.625%	95.4861	30	15,865.38		2,864.58	17,187.50		(39.73)	1,502.73	1,502.73	5,500,000
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,001,150.00	5,011,720.00	11-15-16	0.625%	86.8056	30	11,826.66		2,604.17			(14.39)	14,416.44	14,416.44	5,000,000
US TREASURY NOTE	912828SC5	03-19-14	4,449,223.04	4,620,470.00	4,456,650.88	01-31-17	0.875%	107.6736	30	6,671.27		2,864.50			101.32	9,637.09	9,637.09	4,430,000
																		79.20%
<u>GOVERNMENT BONDS</u>																		
FNMA	31398AU34	2-15-12	5,299,150.00	5,117,150.00	5,027,465.00	07-28-15	2.375%	329.8611	30	20,781.25	0.00	9,895.83			(0.00)	30,677.08	30,677.08	5,000,000
<u>CASH INVESTMENT</u>																		
LAIF			5,073,110.67	5,073,110.67	5,073,110.67					3,471.52	0.00	1,219.06	0.00			4,690.58	4,690.58	5,073,111
TOTAL LAIF			5,073,110.67	5,073,110.67	5,073,110.67													
TOTAL A/C 122010			25,142,572.44	25,168,435.46	24,939,993.59													
TOTAL			<u>25,142,572.44</u>	<u>25,168,435.46</u>	<u>24,939,993.59</u>					<u>59,081.02</u>	<u>0.00</u>	<u>20,427.83</u>	<u>17,187.50</u>	<u>0.00</u>	<u>36.27</u>	<u>62,357.63</u>	<u>62,357.63</u>	<u>24,850,000</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR APRIL 2015

BUDGET AMENDMENTS

	Amount	Line Item	Description
Apr-15			No Budget Revisions in April 2015.
	<u>\$ -</u>	Total	
		<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item	Description
Apr-15			No Budget Revisions in April 2015.
	<u>\$ -</u>	Total	
		<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2014 & FY2015
 APRIL 2015

5/22/15 11:20 AM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
FY2014:						
1st Quarter	16,550,000			19,084,264	2,534,264	19,084,264
2nd Quarter	17,525,000			20,581,648	3,056,648	20,581,648
3rd Quarter	18,132,500			18,012,945	(119,556)	18,012,945
4th Quarter	17,792,500		4th Quarter	19,927,940	2,135,440	19,927,940
FY2014 Total	70,000,000		FY2014 Total	77,606,796	7,606,796	77,606,796
FY2015						
Jul. 14	5,250,000	5,470,700	Sep. 14	6,020,700	550,000	6,020,700
Aug. 14	5,250,000	5,470,700	Oct. 14	6,020,700	550,000	6,020,700
Sep. 14	6,650,000	7,294,200	Nov. 14	7,844,200	550,000	7,844,200
3 Months Total	17,150,000	18,235,600		19,885,600	1,650,000	19,885,600
Oct. 14	5,725,000	7,020,425	Dec. 14	7,645,425	625,000	7,645,425
Nov. 14	5,725,000	5,885,400	Jan. 15	6,510,400	625,000	6,510,400
Dec. 14	6,955,000	7,413,575	Feb. 15	8,472,200	1,058,625	8,472,200
6 Months Total	35,555,000	38,555,000		42,513,625	3,958,625	42,513,625
Jan. 15	5,400,000	5,400,000	Mar. 15	5,388,585	(11,415)	5,388,585 (1)
Feb. 15	5,400,000	5,400,000	Apr. 15	5,575,700	175,700	5,575,700 (1)
Mar. 15	6,700,000	6,700,000	May 15			6,700,000 (1)
9 Months Total	53,055,000	56,055,000		53,477,910	4,122,910	60,177,910
Apr. 15	6,115,000	6,115,000	Jun. 15			6,115,000 (1)
May 15	6,215,000	6,215,000	Jul. 15			6,215,000
Jun. 15	6,615,000	6,615,000	Aug. 15			6,615,000
FY2015 Total	72,000,000	75,000,000	FY2015 Total	53,477,910	4,122,910	79,122,910
	19,885,600		1st Quarter			
	22,628,025		2nd Quarter			
	17,664,285		3rd Quarter			
	6,115,000		4th Quarter			
	<u>66,292,910</u>		YTD Actual Per Statement of Revenues & Expenses			

(1) Includes Accrual for Quarterly Adjustment

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **ADOPTION OF PROPOSED FISCAL YEAR (FY) 2016 OPERATING BUDGET**

ACTION

Staff proposes the Committee recommend Board adoption of the Proposed FY2016 Operating Budget in the amount of \$139,091,958.

SIGNIFICANCE

Since the May Board presentation of the preliminary budget, staff has included an additional \$1 million from the District Half-cent Sales Tax, and \$0.12 million in additional funding from San Mateo County Transportation Authority (SMCTA) Measure A funds.

The Proposed FY2016 Operating Budget totals \$139,091,958 million, as shown in Attachment A, *Total Uses of Funds* (page 1, line 24). The Proposed Budget is projected to **increase** by \$6 million or 4.5 percent from the FY2015 revised budget of \$133 million.

For the last several years, staff has taken significant steps to reduce costs, increase efficiencies and enhance service and revenues. During this same time period, the economy has continued to slowly improve, stabilizing sales tax revenues. The Proposed FY2016 Operating Budget builds upon this foundation, continuing to include thoughtful expenditures and prudent revenue assumptions. The FY2016 Proposed Budget is one of restrained optimism, planning for a future in which recent growth of revenue could level off. It is a budget in which the District continues to work with its funding partners and employees to pursue its goals of excellent service.

District Strategic Plan

On October 1, 2014, the Board unanimously adopted the San Mateo County Transit District 2015-19 Strategic Plan. The plan reaffirmed the District Vision Statement: "The District is a mobility leader, providing safe transportation choices and a sustainable future that meets the needs of our customers and diverse communities."

To achieve that vision, the Board adopted three priorities:

1. Expand mobility options for our customers
2. Promote fiscal health
3. Become a more effective organization

In service to those priorities, the Board approved five goals for the next five years. The following information describes how current budget activities and new activities and programs included in the FY2016 Proposed Budget seek to achieve those goals.

1. Increase weekday ridership by 15 percent

The FY2016 Proposed Budget funds an already agreed upon 3 percent increase in wages and benefits for represented employees, and 3.25 percent for non-represented employees, to assure no decline in service levels and administrative support of these essential services, as well as planning for immediate and long-term growth in ridership. This includes filling vacant positions in the ranks of bus operators and mechanics, and preliminary support for a mechanics apprenticeship program. The budget maintains spending levels for ongoing marketing, sales and customer service activities.

Ridership is growing associated with the Board-approved SamTrans Service Plan and the FY2016 Proposed Budget assures continuing funding in support of that program and anticipates ongoing changes and improvements designed to increase ridership. Social media activities, which reach out directly to customers, will be expanded with the approval of an additional position in this area. Vacancies are being filled and the budget seeks a new position authorized for training bus operators to ensure the availability of qualified personnel necessary to operate our service.

2. Increase fixed-route farebox revenue by 20 percent

Efforts to increase ridership, described above, are anticipated to have a beneficial effect on revenues. In addition, staff has prepared a call for a public hearing to seek input on a major revision to the fare policies and practices. A fundamental goal of the revision is to clarify and simplify the multiple fare media in use by SamTrans customers, which, it is anticipated, will result in increased ridership and an associated increase in revenues. Further, increases will be proposed in some fare categories, which are expected to produce more revenue.

3. Reduce debt service by \$1.5 million annually

This goal was met and exceeded in FY2015, and will continue through the life of the Strategic Plan. SamTrans faces a structural deficit in that the farebox revenues and sales tax proceeds, along with other funding sources, do not generate enough money to fully fund SamTrans operations. A major factor in the structural deficit is ongoing debt service, which constituted 18 percent of the District's budget liabilities in FY2015. The debt was assumed in part to assist in funding the Bay Area Rapid Transit extension down the Peninsula to San Francisco International Airport and Millbrae. In April 2015, SamTrans completed a reissuance of its debt, an action aided considerably by the agency receiving a AAA bond rating from Standard and Poors. The debt refinancing resulted in reducing the annual debt service by \$2.8 million. The debt expires in 2034.

4. Improve organizational performance

The FY2016 Proposed Budget includes funding in support of efforts to improve internal communications by providing consulting support to the Office of Public Affairs; the creation and staffing of a position in Human Resources titled Employee Programs and Development Officer, focused on ensuring a wide range of employee professional development; and support for a benchmark survey on employee satisfaction and attitudes that assists in tracking organizational performance and effectiveness. The budget also includes funding support for ongoing efforts to expand the sustainability program, which creates a healthier workplace environment and reduces District costs.

5. Manage workforce change

The FY2016 Proposed Budget begins to address the workforce changes identified during the Strategic Plan process, which include significant turnover due to retirements. As this generational shift takes place, the District also will need to adapt in a manner that assists in retaining and advancing younger employees, and assures the transition of critical institutional knowledge and expertise. Several of the programs described in the "Improve organizational performance" category are intended also to serve this goal, including the budget allocation for training, the benchmark employee survey, and the identification of an employee dedicated to employee development. The FY2016 Proposed Budget also continues the funding of a position reclassified in FY2015 from the Finance Department to Human Resources to support recruitment and personnel advancement activities. The FY2016 budget also contains funding for an employee compensation study to assure that the District remains a competitive choice for prospective and current employees. The budget continues to support the Supervisor Academy program in which management staff offers a voluntary program of training and mentoring for employees interested in career advancement within the District.

Sources of Funds

Passenger Fares (page 1, line 1), which includes a mid-year fare increase for both Motor Bus and Americans with Disabilities Act (ADA) services, are projected at \$19 million in FY2016, an **increase** of \$576,700 or 3.1 percent from the FY2015 revised budget:

- Motor Bus Fares are projected to **increase** by \$594,000 or 3.4 percent primarily due to expected ridership growth from projected actuals for FY2015.
- Redi-Wheels Fares are projected to **decrease** by \$17,300 or 2.1 percent based on projected actuals for FY2015.

Local/State/Federal (page 1, lines 2, 4, & 7) funds of \$45.2 million are projected to **decrease** \$2.6 million or 5.5 percent from the FY2015 revised budget, primarily due to decreased programming levels for project grant funding due to completed projects and because less Transportation Development Act (TDA) and State Transportation Assistance (STA) carryforward funds will be available for FY2016.

Pass-through to Other Agencies (page 1, line 3) is \$121,000, a projected **decrease** of \$262,948 or 68.5 percent from the FY2015 revised budget, reflecting a decrease in the amount of grant funds SamTrans passes through to other agencies that cannot claim the funds directly, primarily due to the ending of a funding program. The equivalent pass-through expenditure can be found under Uses of Funds (page 1, line 22), and the amount has been decreased accordingly. The expenditure is greater than the pass-through revenue because the District contributes some of its own sales tax revenue to support the program.

SMCTA Measure A (page 1, line 5) funds are projected to ~~decrease~~ **increase** by ~~\$20,000~~ **\$100,000** or ~~0.2~~ **1.1 percent** from the FY2015 revised budget based on projected sales tax receipts of ~~\$76~~ **\$77 million** for FY2016. In FY2015 there was a one-time increase in SMCTA Measure A funds due to previous years' excess TA revenues.

San Mateo County Measure A (page 1, line 6) funding for the District's paratransit program is projected to be \$5 million. There is **no change** from the FY2015 revised budget.

District Half-cent Sales Tax (page 1, line 10) receipts are projected to be ~~\$76~~ **\$77 million**, which is an **increase** of ~~\$1~~ **\$2 million** or ~~1.3~~ **2.7 percent** from the FY2015 revised budget. Sales tax revenues continue to be strong, but staff wants to plan prudently. Therefore, staff has adopted a conservative approach to sales tax revenue projections for the coming fiscal year. Should events require, staff will return to the Board in mid-year to propose budget adjustments.

Investment Interest (page 1, line 11) of \$910,357 reflects a projected **decrease** of \$38,483 or 4.1 percent from the FY2015 revised budget of \$948,840. The decrease is primarily due to decreasing interest revenue in the investment portfolio and adjustment based upon actuals.

Other Interest, Rent & Other Income (page 1, line 12) of \$8 million reflects a projected **increase** of \$1,063,473 or 15.4 percent compared to the FY2015 revised budget mainly due to additional revenue from bus shelters advertising, additional rent from leased space, and the employer share of shuttle costs, which SamTrans recognizes as revenue. The shuttle revenues are balanced by expenditures supporting employer shuttles.

Uses of Funds

Operating costs (page 1, line 24) of \$139 million are projected to **increase** by \$6 million or 4.5 percent from the FY2015 revised budget of \$133 million. The increase is mostly due to an increase in fringe benefits, increased rates for renewed contract bus service, increased employer operated shuttle services, and an increase in demand for paratransit taxi service.

Sales Tax Allocation – Capital Programs (page 1, line 28) is projected to be \$5.5 million, a **decrease** of \$361,108 or 6.2 percent compared to the FY2015 revised budget.

Motor Bus Highlights

Total Motor Bus Expense (page 1, line 18) of \$112.3 million, reflects a projected **increase** of \$4.2 million or 3.9 percent over the FY2015 revised budget of \$108.1 million. Critical Motor Bus elements include:

- *Wages and Benefits* (page 3, line 1) are projected to **increase** \$1.6 million or 3 percent. Funded out of the budget is a 3 percent increase for represented employees and a 3.25 percent increase for non-represented employees, along with a corresponding increase in benefits.
- *Contracted Vehicle Maintenance* (page 3, line 4) is projected to **decrease** \$148,320 or 9.1 percent, primarily due to adjustment to actuals for costs related to maintenance and warranty support.
- *Professional Services* (page 3, line 6) are projected to **decrease** \$354,140 or 7.5 percent, primarily due to decreased activity as Planning projects have reached completion.
- *Technical Services* (page 3, line 7) are projected to **increase** \$297,411 or 5.2 percent, primarily in security costs. Included in security costs is an increase in the contract with the San Mateo County Sheriff's Office to provide Transit Police services. Both SamTrans and Caltrain pay for this contract, with Caltrain covering a larger share of the costs.
- *Other Services* (page 3, line 8) are projected to **increase** \$522,163 or 21.3 percent, primarily for partnering with San Mateo County to use the County's radio system, and for the Triennial Customer Survey.
- *Contracted Urban Bus Service* (page 3, line 34) is projected to **increase** \$1,206,370 or 7.9 percent primarily due to increased rates for the renewed contract for bus service

ADA Programs Highlights

The FY2016 Proposed Budget (page 1, line 19) of \$16.7 million represents a projected **increase** of \$1,339,169 or 8.7 percent over the FY2015 revised budget mainly due to an upward trend in demand for taxi service.

Caltrain Service

In FY2016, the proposed SamTrans member agency share for Caltrain service (page 1, line 20) is \$6.1 million, a **decrease** of \$180,000 or 2.9 percent from the FY2015 revised budget. The decrease is due to elimination of an additional \$500,000 from previously allocated TA funds which was included in FY2015 budget.

Other Multimodal Programs

In FY2016, support costs for the SamTrans shuttle program and the multimodal facility maintenance are projected to be \$3.8 million (page 1, line 21), an **increase** of \$917,030 or 31.5 percent from the FY2015 revised budget, primarily because of an

increase in costs for the employer share of the shuttle program, which SamTrans recognizes as an expense. As noted before, expenses are balanced by revenues.

Land Transfer Interest Expense

The FY2016 budget includes \$45,716 (page 1, line 23) in interest expense, a **decrease** of \$179 or 0.4 percent from the FY2015 revised budget. This is mainly due to a decrease in the interest rate projected in FY2016. The expense represents an interest payment to the TA on a promissory note for four acres of property acquired from the TA which is located in the city of San Carlos along the Caltrain right of way.

Total Budget and Use of Reserves

The full amount of the FY2016 Proposed Budget, including capital expenditures and debt service, is \$166,262,163. The Proposed Budget uses ~~\$2,999,656~~ **\$1,879,656 in reserves** to achieve a balanced budget. This represents ~~1.8~~ **1.1** percent of the total budget.

Looking to the future, and using the FY2016 Proposed Budget as the base, over the next five years the District faces annual structural deficits leading up to ~~\$6~~ **\$5.4** million in 2020. This is summarized in Attachment B.

BUDGET IMPACT

Adoption of the Proposed FY2016 Operating Budget provides authority by the Board of Directors for SamTrans to expend operating funds in FY2016.

BACKGROUND

As noted above, on October 1, 2014, the San Mateo County Transit District Board of Directors unanimously adopted the 2015-2019 Strategic Plan, which set five specific goals for the next five years. The FY2016 Proposed Budget is consistent with the goals and vision of the Strategic Plan.

Changes from the staff report distributed on May 6th are presented in bold, blue font.

Prepared By: Winnie Lum, Senior Accountant 650-508-6345
Shannon Gaffney, Acting Manager, Budgets 650-508-7755

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 PROPOSED OPERATING BUDGET**

Attachment A

	FY2014 <u>ACTUAL</u> A	FY2015 <u>ADOPTED</u> B	FY2015 <u>REVISED</u> C	FY2016 <u>PROPOSED</u> D	FY16 PROPOSED Compared to FY15 REVISED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
SOURCES OF FUNDS:							
Operating Revenues							
1 Passenger Fares	18,556,929	18,368,300	18,368,300	18,945,000	576,700	3.1%	1
2 Local TDA and STA Funds	41,633,360	40,323,614	40,323,614	38,448,081	(1,875,533)	-4.7%	2
3 Pass through to Other Agencies	373,168	383,948	383,948	121,000	(262,948)	-68.5%	3
4 Operating Grants	8,437,385	6,892,643	6,892,643	6,131,812	(760,831)	-11.0%	4
5 SMCTA Measure A	8,545,031	9,140,000	9,140,000	9,240,000	100,000	1.1%	5
6 SM County Measure A	5,000,000	5,000,000	5,000,000	5,000,000	0	0.0%	6
7 AB434 Funds	566,000	582,000	582,000	601,000	19,000	3.3%	7
8 Subtotal - Operating Revenues	83,111,872	80,690,505	80,690,505	78,486,893	(2,203,612)	-2.7%	8
Other Revenue Sources							
10 District 1/2 Cent Sales Tax	77,606,796	72,000,000	75,000,000	77,000,000	2,000,000	2.7%	10
11 Investment Interest	1,555,494	948,840	948,840	910,357	(38,483)	-4.1%	11
12 Other Interest, Rent & Other Income	7,030,716	6,921,784	6,921,784	7,985,257	1,063,473	15.4%	12
13 Subtotal - Other Revenues	86,193,006	79,870,624	82,870,624	85,895,614	3,024,990	3.7%	13
15 Total Sources of Funds	169,304,878	160,561,129	163,561,129	164,382,507	821,378	0.5%	15
USES OF FUNDS:							
18 Motor Bus	87,002,708	106,595,744	108,095,744	112,268,492	4,172,747	3.9%	18
19 A.D.A. Programs	13,756,643	15,386,631	15,386,631	16,725,800	1,339,169	8.7%	19
20 Caltrain	5,440,000	6,260,000	6,260,000	6,080,000	(180,000)	-2.9%	20
21 Other Multi-Modal Programs	2,819,352	2,913,140	2,913,140	3,830,170	917,030	31.5%	21
22 Pass through to Other Agencies	373,168	388,948	388,948	141,780	(247,168)	-63.5%	22
23 Land Transfer Interest Expense	45,895	45,895	45,895	45,716	(179)	-0.4%	23
24 Total Uses of Funds	109,437,765	131,590,358	133,090,358	139,091,958	6,001,599	4.5%	24
26 TOTAL OPERATING SURPLUS/(DEFICIT)	59,867,113	28,970,771	30,470,771	25,290,549	(5,180,221)	-17.0%	26
28 Sales Tax Allocation - Capital Programs	1,514,321	5,857,268	5,857,268	5,496,160	(361,108)	-6.2%	28
30 SURPLUS/(DEFICIT)	58,352,792	23,113,503	24,613,503	19,794,389	(4,819,113)	-19.6%	30
DEBT SERVICE							
33 Debt Service	24,453,287	24,449,078	24,449,078	21,645,646	(2,803,432)	-11.5%	33
34 Fiscal Agent Fees	25,509	27,635	27,635	28,399	764	2.8%	34
35 Total Debt Service	24,478,796	24,476,713	24,476,713	21,674,045	(2,802,668)	-11.5%	35
36 * Debt Service - BART - \$12.7M							36
38 USE OF RESERVES FOR DEBT SERVICE	(24,478,796)	(24,476,713)	(24,476,713)	(21,674,045)	2,802,668	-11.5%	38
40 TOTAL USES OF RESERVES	33,873,997	(1,363,210)	136,790	(1,879,656)	(2,016,445)		40

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 PROPOSED OPERATING BUDGET**

	FY16 PROPOSED Compared to FY15 REVISED					BUDGET
	FY2014 ACTUAL	FY2015 ADOPTED	FY2015 REVISED	FY2016 PROPOSED	Increase (Decrease)	PERCENT CHANGE
	A	B	C	D	E = D-C	F = E/C
OPERATING REVENUES - MOTOR BUS:						
1 TOTAL MOTOR BUS FARES	17,718,321	17,536,000	17,536,000	18,130,000	594,000	3.4%
2						
3 LOCAL (TDA) TRANSIT FUND:						
4 General Operating Assistance	34,505,186	34,458,615	34,458,615	32,143,723	(2,314,892)	-6.7%
5						
6 STATE TRANSIT ASSISTANCE:						
7 STA Base	4,793,708	3,694,119	3,694,119	4,061,556	367,437	9.9%
8 STA TOTAL	4,793,708	3,694,119	3,694,119	4,061,556	367,437	9.9%
9						
10 OPERATING GRANTS:						
11 Operating Grants	7,871,905	6,504,231	6,504,231	6,131,812	(372,419)	-5.7%
12						
13 DISTRICT 1/2 CENT SALES TAX:						
14 General Operating Assistance	16,193,329	38,991,765	40,491,765	46,135,529	5,643,764	13.9%
15 Accessibility Fixed Route	1,137,064	1,018,540	1,018,540	1,124,750	106,210	10.4%
16 TOTAL 1/2 CENT SALES TAX	17,330,393	40,010,305	41,510,305	47,260,279	5,749,974	13.9%
17						
18 INVESTMENT INTEREST INCOME						
19 Investment Interest Income	1,010,931	620,090	620,090	647,475	27,385	4.4%
20						
21 OTHER REVENUE SOURCES:						
22 Rental Income	1,168,527	1,293,600	1,293,600	1,284,497	(9,103)	-0.7%
23 Advertising Income	1,117,900	1,035,000	1,035,000	1,149,000	114,000	11.0%
24 Other Income	1,507,149	1,443,784	1,443,784	1,460,150	16,366	1.1%
25 TOTAL OTHER REVENUES	3,793,576	3,772,384	3,772,384	3,893,647	121,263	3.2%
26						
27 TOTAL MOTOR BUS	87,024,020	106,595,744	108,095,744	112,268,492	4,172,748	3.9%
28						
29 AMERICAN DISABILITIES ACT:						
30 Passenger Fares-Redi Wheels	838,608	832,300	832,300	815,000	(17,300)	-2.1%
31 Local TDA 4.5 Redi Wheels	1,770,741	1,733,614	1,733,614	1,771,554	37,940	2.2%
32 Local STA - Paratransit	563,725	437,266	437,266	471,248	33,982	7.8%
33 Operating Grants	565,480	388,412	388,412	0	(388,412)	-100.0%
34 Sales Tax - Paratransit District	-354,369	1,050,989	1,050,989	2,412,766	1,361,777	129.6%
35 Sales Tax - Paratransit Suppl. Coastside	322,864	1,335,300	1,335,300	1,512,350	177,050	13.3%
36 Interest Income-Paratransit Fund	544,563	328,750	328,750	262,882	(65,868)	-20.0%
37 SMCTA Measure A Redi-Wheels	3,105,031	2,880,000	2,880,000	3,080,000	200,000	6.9%
38 SM County Measure A	5,000,000	5,000,000	5,000,000	5,000,000	0	0.0%
39 Measure M Paratransit	1,400,000	1,400,000	1,400,000	1,400,000	0	0.0%
40 TOTAL ADA PROGRAMS	13,756,643	15,386,631	15,386,631	16,725,800	1,339,169	8.7%
41						
42 MULTI-MODAL TRANSIT PROGRAMS:						
43 Transfer from SMCTA for Caltrain	5,440,000	6,260,000	6,260,000	6,160,000	(100,000)	-1.6%
44 AB434 Funds - SamTrans Shuttle	566,000	582,000	582,000	601,000	19,000	3.3%
45 Employer SamTrans Shuttle Funds	1,837,140	1,749,400	1,749,400	2,691,610	942,210	53.9%
46 Sales Tax - SamTrans Shuttle Program	349,406	377,640	377,640	340,560	(37,080)	-9.8%
47 Sales Tax - Gen. Operating Asst.	45,495	204,100	204,100	117,000	(87,100)	-42.7%
48 TOTAL MULTI-MODAL	8,238,040	9,173,140	9,173,140	9,910,170	737,030	8.0%
49						
50 TOTAL REVENUES	109,018,703	131,155,515	132,655,515	138,904,462	6,248,947	4.7%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 PROPOSED OPERATING BUDGET**

					FY16 PROPOSED Compared to FY15 REVISED	BUDGET PERCENT CHANGE	
	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 REVISED</u>	<u>FY2016 PROPOSED</u>	<u>Increase (Decrease)</u>	<u>F = D-C</u>	<u>F = E/C</u>
	A	B	C	D			
DISTRICT OPERATED BUSES							
1 Wages and Benefits	49,882,372	52,325,457	53,825,457	55,439,968	1,614,511		3.0%
2 Services:							
3 Board of Directors	47,500	51,750	51,750	54,750	3,000		5.8%
4 Contracted Vehicle Maintenance	1,236,098	1,625,280	1,625,280	1,476,960	(148,320)		-9.1%
5 Property Maintenance	1,126,396	1,242,000	1,242,000	1,242,000	0		0.0%
6 Professional Services	2,755,963	4,720,740	4,720,740	4,366,600	(354,140)		-7.5%
7 Technical Services	5,080,325	5,704,354	5,704,354	6,001,765	297,411		5.2%
8 Other Services	662,733	2,447,741	2,447,741	2,969,903	522,163		21.3%
9							
10 Materials & Supply:							
11 Fuel and Lubricants	5,301,075	6,333,750	6,333,750	6,332,557	(1,193)		0.0%
12 Bus Parts and Materials	1,687,883	1,911,257	1,911,257	1,898,250	(13,007)		-0.7%
13 Uniform and Drivers Expense	352,113	444,235	444,235	457,490	13,255		3.0%
14 Timetables and Tickets	155,666	201,900	201,900	197,600	(4,300)		-2.1%
15 Office Supplies/Printing	275,677	339,062	339,062	357,497	18,435		5.4%
16 Other Materials and Supply	122,080	159,500	159,500	159,500	0		0.0%
17							
18 Utilities:							
19 Telecommunications	445,520	666,174	666,174	697,134	30,960		4.6%
20 Other Utilities	1,115,543	1,084,000	1,084,000	1,140,000	56,000		5.2%
21 Insurance Costs	-1,219,311	2,681,400	2,681,400	2,676,250	(5,150)		-0.2%
22 Workers' Compensation	-1,175,893	3,443,160	3,443,160	3,662,160	219,000		6.4%
23 Taxes and License Fees	488,158	552,894	552,894	773,629	220,735		39.9%
24 Fixed Route Accessibility	1,137,064	1,018,540	1,018,540	1,124,750	106,210		10.4%
25 Leases and Rentals	117,980	134,631	134,631	139,096	4,465		3.3%
26 Prmtnl and Legal Advertising	204,970	289,400	289,400	316,900	27,500		9.5%
27 Training & Business Travel	215,103	292,075	292,075	363,145	71,070		24.3%
28 Dues and Membership	93,747	87,624	87,624	89,289	1,665		1.9%
29 Postage and other	60,359	102,180	102,180	98,013	(4,167)		-4.1%
30							
31 Total District Operated Buses	70,169,124	87,859,104	89,359,104	92,035,207	2,676,102		3.0%
32							
33 CONTRACTED BUS SERVICES							
34 Contracted Urban Bus Service	14,812,703	15,365,530	15,365,530	16,571,900	1,206,370		7.9%
35 Other Related Costs	414,251	380,030	380,030	410,130	30,100		7.9%
36 Insurance Costs	48,515	655,000	655,000	655,000	0		0.0%
37 Coastside Services	1,114,427	1,857,450	1,857,450	2,005,800	148,350		8.0%
38 Redi Coast Non-ADA	218,772	222,220	222,220	240,700	18,480		8.3%
39 Other Related Costs	56,567	76,470	76,470	122,670	46,200		60.4%
40 La Honda Pescadero	54,863	55,130	55,130	55,130	0		0.0%
41 Southcoast - Pescadero	112,594	118,150	118,150	165,165	47,015		39.8%
42 Other Related Costs-SamCoast	894	6,660	6,660	6,790	130		2.0%
43 Total Contracted Bus Service	16,833,584	18,736,640	18,736,640	20,233,285	1,496,645		8.0%
44							
45 TOTAL MOTOR BUS	87,002,708	106,595,744	108,095,744	112,268,492	4,172,747		3.9%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 PROPOSED OPERATING BUDGET**

		FY16 PROPOSED Compared to FY15 REVISED					BUDGET	
		FY2014 <u>ACTUAL</u>	FY2015 <u>ADOPTED</u>	FY2015 <u>REVISED</u>	FY2016 <u>PROPOSED</u>	Increase (Decrease) E = D-C	PERCENT CHANGE F = E/C	
		A	B	C	D			
AMERICAN DISABILITY ACT PROGRAMS								
46	Elderly & Disabled/Redi-Wheels	5,758,276	6,294,660	6,294,660	6,807,200	512,540	8.1%	46
47	Other Related Costs	2,378,971	3,060,554	3,060,554	3,222,406	161,852	5.3%	47
48	ADA Sedan/Taxi Service	3,187,561	3,133,720	3,133,720	3,150,800	17,080	0.5%	48
49	ADA Accessibility Support	840,839	1,047,397	1,047,397	1,518,044	470,647	44.9%	49
50	Coastside ADA Support	1,338,017	1,335,300	1,335,300	1,512,350	177,050	13.3%	50
51	Insurance Costs	252,979	515,000	515,000	515,000	0	0.0%	51
52	TOTAL ADA PROGRAMS	13,756,643	15,386,631	15,386,631	16,725,800	1,339,169	8.7%	52
53								53
54	MULTI-MODAL TRANSIT PROGRAMS							54
55								55
56	CALTRAIN SERVICE							56
57	Peninsula Rail Service	5,440,000	6,260,000	6,260,000	6,080,000	(180,000)	-2.9%	57
58	Total Caltrain Service	5,440,000	6,260,000	6,260,000	6,080,000	(180,000)	-2.9%	58
59								59
60	OTHER SUPPORT							60
61	Dumbarton Express Service	-82,518	0	0	0	0	#DIV/0!	61
62	SamTrans Shuttle	2,752,545	2,709,040	2,709,040	3,633,170	924,130	34.1%	62
63	Bicycle Coordinating Activities	0	25,000	25,000	25,000	0	0.0%	63
64	Maintenance Multimodal Fac	149,324	179,100	179,100	172,000	(7,100)	-4.0%	64
65	Total Other Support	2,819,352	2,913,140	2,913,140	3,830,170	917,030	31.5%	65
66								66
67	TOTAL MULTI-MODAL PROGRAMS	8,259,352	9,173,140	9,173,140	9,910,170	737,030	8.0%	67
68								68
69	TOTAL OPERATING EXPENSES	109,018,702	131,155,515	132,655,515	138,904,462	6,248,946	5%	69

**San Mateo County Transit District
Projected Outlook (2016-2020)**

	2016 (F)	2017 (F)	2018 (F)	2019 (F)	2020 (F)
Operating Revenues	\$73,365,893	\$74,812,241	\$76,246,554	\$77,708,935	\$79,199,937
Other Revenue Sources	\$91,016,614	\$95,543,364	\$95,389,429	\$97,540,061	\$99,743,543
TOTAL SOURCES OF FUNDS	\$164,382,507	\$170,355,605	\$171,635,983	\$175,248,995	\$178,943,480
Operating Expenses	\$138,904,462	\$143,835,022	\$148,953,232	\$154,290,834	\$159,833,409
Other Uses of Funds	\$187,496	\$166,895	\$166,895	\$166,895	\$166,895
Sales Tax Allocation - Capital Programs	\$5,496,160	\$6,905,105	\$5,993,845	\$6,190,945	\$4,932,625
Long-term Debt Financing Costs	\$21,674,045	\$21,676,444	\$21,673,705	\$21,672,113	\$19,425,830
TOTAL USES OF FUNDS	\$166,262,163	\$172,583,466	\$176,787,677	\$182,320,787	\$184,358,759
NET SURPLUS (DEFICIT)	(\$1,879,656)	(\$2,227,861)	(\$5,151,694)	(\$7,071,792)	(\$5,415,279)

- ASSUMPTIONS:
1. The FY16 projected budget is the base of these the future year projections.
 2. Passenger farebox revenues are projected to grow at 2%.
 3. STA/TDA funds are projected to grow at 2%.
 4. Sales tax growth is projected to be 2.5%.
 5. Caltrain contribution is based on the SMCTA contribution.
 6. Operating expense are projected to grow at 3%.
 7. The projected deficits are anticipated to be funded from funds available for operations and in recent ye have been eliminated due to strong sales tax revenues.

RESOLUTION NO. 2015 –

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

*** * ***

**ADOPTING FISCAL YEAR (FY) 2016 OPERATING BUDGET IN
THE AMOUNT OF \$139,091,958**

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, the adoption of an operating budget is necessary for obtaining both Federal and State funds to support the District's transit improvement program; and

WHEREAS, the General Manager/CEO has prepared and presented to the Board of Directors a proposed final operating budget for FY2016 in the amount of \$139,091,958 that sets forth projected revenues and expenses associated with the District's operating and maintenance program.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District adopts the FY2016 Operating Budget, a copy of which is attached hereto and incorporated herein as Attachment "A"; and

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

Regularly passed and adopted this 3rd day of June, 2015 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: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **ADOPTION OF PROPOSED FISCAL YEAR (FY) 2016 CAPITAL BUDGET**

ACTION

Staff proposes the Committee recommend Board adoption of the Proposed FY2016 Capital Budget in the amount of \$42,403,029.

SIGNIFICANCE

At the May 6th Board meeting, staff presented a balanced, preliminary FY2016 Capital Budget. No changes have been made since the May 6th Board meeting.

The FY2016 Capital Budget, as presented in Attachment A, contains projects necessary and essential to sustain the San Mateo County Transit District's (District) existing service and infrastructure network, and to align with the District's vision as set forth in the Strategic Plan (2015-2019). The Proposed FY2016 Capital Budget contains the following major elements:

- **Revenue Vehicles Replacement & Support** – Includes the last increment (\$33,602,230) of funding required for the replacement of (60) 2003 - Gillig Low Floor buses and (55) 2002 – North American Bus Industries (NABI) buses that have reached the end of their useful lives. The estimated total replacement cost for the Gillig buses is \$32,823,000. The estimated total replacement cost of the NABI buses is \$48,972,000. A total of \$48,192,770 was previously budgeted in FY2015. The buses are scheduled for delivery in calendar year 2016.

This category also includes replacement of (10) 2011 El Dorado Amerivans and (9) 2009 El Dorado Cutaways as these vehicles have reached the end of their useful lives, as well as the annual procurement of bus parts, engines and transmissions and replacement of maintenance support equipment.

The amount budgeted for these categories totals \$36,733,030.

- **Information Technology (IT) Software and Hardware Upgrade & Replacement** – Includes replacement and upgrade of Information Technology equipment, networks, and software applications necessary to maintain the connectivity of various departments and external communications. Also included are funds to replace the existing TransitSafe software system, which is entering an end-of-life status for maintenance support, and enhancing the existing Fixed-Route Mobile View Video Surveillance System, which will allow for real-time surveillance on all fleet vehicles. The amount budgeted for this category totals \$1,825,499.
- **Planning/Development** – Includes funding to develop a Youth Mobility Management Plan, as one of the initiatives from the Short Range Transit Plan, with a goal of tapping into the youth market to encourage youth to be life-long transit users. This category also includes program planning and management. The amount budgeted for this category totals \$650,000.
- **Facilities/Construction** – Includes rehabilitation and improvement projects to ensure that maintenance and administrative facilities are adequately maintained to support the District's revenue service operations. Projects in this category include pavement rehabilitation at North Base and South Base, maintenance of the existing heating, ventilation and air conditioning system at the Central offices, and replacing the sodium vapor lamps with high energy efficient LED lights at North Base and South Base across two years. The amount budgeted for this category totals \$1,189,500.
- **Safety and Security** – Includes security improvement projects to continue the SamTrans safety and security program. Projects in this category include installing closed circuit television cameras at Central, South Base and North Base and installation of fencing at key locations along the Dumbarton Rail Corridor. The amount budgeted for this category totals \$1,755,000.
- **Contingency** – Funding for any unforeseen and emergency capital expenditures during the fiscal year. The amount budgeted for this category totals \$250,000.

BUDGET IMPACT

Of the \$42,403,029 recommended for the FY2016 Capital Budget, the total amount of District sales tax required is \$5,496,160, which includes \$1,142,190 of prior year savings. Federal, State and other fund sources make up the remaining amount of \$36,906,869 to fully fund the FY2016 Capital Budget.

BACKGROUND

The District's Capital Budget is developed on an annual basis. A comprehensive call for projects was issued District-wide. The capital projects submitted were reviewed and prioritized for consistency with District policy directives and key Strategic Plan Initiatives. In keeping with the District's need to conserve financial resources, the final recommendations reflect the most critical projects that support existing District revenue service without compromising either safety or security. In addition, the program is developed to leverage as much external funding and grants as possible.

Among other factors, projects submitted this year were evaluated and prioritized based on maintenance and enhancement of existing transit operations relative to operational and legal requirements and mandates, along with opportunities for business process and sustainability improvements.

Prepared By: Leslie Fong, Senior Budgets Analyst
Andy Ly, Manager, Budgets

650-508-6332
650-508-6376

San Mateo County Transit District											
Proposed Fiscal Year 2016 Capital Budget											
#	PROJECT TITLE	PROJECT DESCRIPTION	Original Estimated Project Cost in FY15	Revised Estimated Project Cost	Previously Budgeted	FY2016 Budget Request	Remaining	FUNDING SOURCES			
								FEDERAL	STATE	OTHER	DIS. SALES TAX
1 REVENUE VEHICLES REPLACEMENT											
1.1	Replacement Buses (Gillig)	Replace 60 2003 Gillig Low-Floor buses at the end of their useful lives	\$ 30,203,000	\$ 32,823,000	\$ 24,096,385	\$ 8,726,615		\$ 6,914,860	\$ 1,811,755	\$ -	\$ -
1.2	Replacement Buses (NABI)	Replace 55 2002 NABI buses at the end of their useful lives	\$ 47,800,000	\$ 48,972,000	\$ 24,096,385	\$ 24,875,615		\$ 20,157,040	\$ 4,718,575	\$ -	\$ -
1.3	Replacement (10) Paratransit Minivans	Replace 10 2011 El Dorado Amerivans at the end of their useful lives		\$ 647,000		\$ 647,000		\$ 530,540	\$ -	\$ -	\$ 116,460
1.4	Replacement (9) Paratransit Cutaways	Replace 9 2009 El Dorado Cutaways at the end of their useful lives		\$ 1,062,500		\$ 1,062,500		\$ 871,250	\$ -	\$ -	\$ 191,250
	Subtotal					\$ 35,311,730		\$ 28,473,690	\$ 6,530,330	\$ -	\$ 307,710
2 REVENUE VEHICLE SUPPORT											
2.1	Major Bus Components	Annual funding for procurement of bus parts		\$ 766,000		\$ 766,000		\$ -	\$ -	\$ -	\$ 766,000
2.2	Maintenance Equipment	Replacement of maintenance support equipment at the end of its useful life		\$ 60,000		\$ 60,000		\$ -	\$ -	\$ -	\$ 60,000
2.3	Non-Revenue Service Support Vehicles	Replace 15 non-revenue service support vehicles that have reached the end of their useful lives		\$ 371,000		\$ 371,000		\$ 296,800	\$ -	\$ -	\$ 74,200
2.4	Bike Rack	Replace the fleets bike rack capacity from two to three bikes per bus		\$ 422,600		\$ 224,300	\$ 198,300	\$ -	\$ -	\$ -	\$ 224,300
	Subtotal					\$ 1,421,300	\$ 198,300	\$ 296,800	\$ -	\$ -	\$ 1,124,500
3 INFORMATION TECHNOLOGY											
3.1	Technology Refresh Project	Replace and upgrade servers and out of warranty printers, copiers, fax machines and scanners.		\$ 957,000		\$ 957,000	\$ -	\$ -	\$ -	\$ -	\$ 957,000
3.2	TransitSafe Upgrade	Replace the existing TransitSafe software system which will become obsolete. The software reports, tracks and analyzes a wide variety of data from customer service requests, incidents and more.		\$ 178,000		\$ 178,000		\$ -	\$ -	\$ -	\$ 178,000

San Mateo County Transit District											
Proposed Fiscal Year 2016 Capital Budget											
#	PROJECT TITLE	PROJECT DESCRIPTION	Original Estimated Project Cost in FY15	Revised Estimated Project Cost	Previously Budgeted	FY2016 Budget Request	Remaining	FUNDING SOURCES			
								FEDERAL	STATE	OTHER	DIS. SALES TAX
3.3	MobileView Enhancement	Enhance the existing Fixed-Route Mobile View Video Surveillance System to allow real time surveillance on all fleet vehicles		\$ 690,499		\$ 690,499	\$ -	\$ -	\$ -	\$ -	\$ 690,499
	<u>Subtotal</u>					\$ 1,825,499	\$ -	\$ -	\$ -	\$ -	\$ 1,825,499
4	PLANNING/DEVELOPMENT										
4.1	Youth Mobility Management Plan	Evaluate and study the youth market		\$ 150,000		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
4.2	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering		\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
4.3	Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery		\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	<u>Subtotal</u>					\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
5	FACILITIES/CONSTRUCTION										
5.1	Maintenance & Operating Facility Pavement Rehab: NB & SB Concrete Rehab	Rehab pavement at North and South Bases to bring the pavement to a state of good repair		\$ 23,000		\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000
5.2	Facilities Smaller Projects	Facility maintenance/Improvement Account		\$ 282,000		\$ 282,000	\$ -	\$ -	\$ -	\$ -	\$ 282,000
5.3	Lighting Upgrade at North Base and South Base	Replace lighting fixtures for more energy efficient and environmental friendlier LED lights at North Base and South Base		\$ 1,428,000		\$ 843,500	\$ 584,500	\$ -	\$ -	\$ -	\$ 843,500
5.4	Central Heating, Ventilation & Air Conditioning (HVAC) Maintenance at Central	Conduct basic repair and maintenance of existing HVAC system that has reached the end of its useful life		\$ 41,000		\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ 41,000
	<u>Subtotal</u>					\$ 1,189,500	\$ 584,500	\$ -	\$ -	\$ -	\$ 1,189,500

San Mateo County Transit District											
Proposed Fiscal Year 2016 Capital Budget											
#	PROJECT TITLE	PROJECT DESCRIPTION	Original Estimated Project Cost in FY15	Revised Estimated Project Cost	Previously Budgeted	FY2016 Budget Request	Remaining	FUNDING SOURCES			
								FEDERAL	STATE	OTHER	DIS. SALES TAX
6	SAFETY AND SECURITY										
6.1	CCTV Improvements, Central Office and Bus Bases	Project would install cameras at Central, South Base and North Base to enhance the safety and security of our customers and employees	\$ 1,000,000	\$ 1,325,000	\$ 1,000,000	\$ 325,000	\$ -	\$ -	\$ 176,049	\$ -	\$ 148,951
6.2	Dumbarton Corridor Right of Way Fencing	Project will install vandal resistant fencing at key locations along the Dumbarton Rail Corridor to deter trespassing, illegal dumping and homeless encampments		\$ 4,500,000	\$ 680,000	\$ 1,430,000	\$ 2,390,000	\$ -	\$ 1,430,000	\$ -	\$ -
	<i>Subtotal</i>					\$ 1,755,000	\$ 2,390,000	\$ -	\$ 1,606,049	\$ -	\$ 148,951
7	OTHER										
7.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures		\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	<i>Subtotal</i>					\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
GRAND TOTAL FOR SAMTRANS						\$ 42,403,029	\$ 3,172,800	\$ 28,770,490	\$ 8,136,379	\$ -	\$ 5,496,160
NOTES:											
* The proposed FY2016 budget includes, distributed across the program of projects, \$965K in administrative overhead funds to help support the capital program											

RESOLUTION NO. 2015 –

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

*** * ***

ADOPTING FISCAL YEAR (FY) 2016 CAPITAL BUDGET IN THE AMOUNT OF \$42,403,029

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, the adoption of a Capital Budget is necessary for obtaining Federal, State and other grant funds to support the District's capital transit improvement program; and

WHEREAS, the annual Capital Budget is developed based upon the ten-year capital program previously adopted as part of the 2009 Short Range Transit Plan and to align with the District's vision set forth in the 2015-2019 Strategic Plan; and

WHEREAS, staff has prepared a proposed Capital Budget for FY2016 in the total amount of \$42,403,029; and

WHEREAS, the anticipated Federal and other grant programming anticipated for the proposed Capital Budget for FY2016 is \$36,906,869; and

WHEREAS, the local sales tax required for the proposed Capital Budget for FY2016 is \$5,496,160, which includes \$1,142,190 of prior year savings.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the District hereby adopts a Capital Budget in the amount of \$42,403,029 for Fiscal Year 2016, a copy of which is attached hereto and incorporated herein as Attachment A; and

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

Regularly passed and adopted this 3rd day of June, 2015 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: Jim Hartnett
General Manager/CEO

FROM : Gigi Harrington
Deputy CEO

SUBJECT: **SALARY ORDINANCE NO.97 AND WAGE ADJUSTMENT FOR ADMINISTRATIVE
(NON-REPRESENTED) EMPLOYEES**

ACTION

The General Manager/CEO proposes the Committee recommend the Board:

1. Approve Salary Ordinance 97 which includes:
 - Five (5) additional positions.
 - A 3.25 percent adjustment to the salary ranges contained in the Table of Position Classifications.

2. Approve a 3.25 percent increase in wages for the administrative (non-represented) employees

SIGNIFICANCE

Throughout the current fiscal year, the General Manager/CEO, utilizing authority previously delegated to him by the Board in June 2000 (Salary Ordinance No. 80), authorized certain changes to the Table of Position Classifications (Exhibit A). Minor adjustments were required so that the District could effectively and efficiently carry out the missions of the District, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA). The Table of Position Classifications had been amended to reflect the changes.

The General Manager/CEO is asking that the Board approve five (5) additional positions to the Table of Position Classifications, increasing the number of full-time and part-time employees from 744 to 749. In support of the District's 2015-19 Strategic Plan, specifically the Improve Organizational Performance and the Manage Workforce Change goals, the General Manager/CEO is requesting an Employee Programs and Development Officer, focused on ensuring a wide range of employee professional development; a Social Media Specialist that will expand the District's use of social media; a Bus Contracts Inspector position to support the ongoing monitoring and evaluation of contract urban bus service, which service impacts ridership levels; and a Director, Program Management (Caltrain Modernization) and a Principal Planner

(Caltrain Modernization) to help with program planning and oversight on the electrification project.

The 3.25 percent adjustment to the salary ranges and the 3.25 percent increase to the compensation of the administrative employees are intended to allow the District to retain and continue to attract employees with the background and experience needed to carry out the missions of SamTrans, the JPB and the TA.

BUDGET IMPACT

The proposed Fiscal Year 2016 Operating and Capital budgets contain the necessary funds to underwrite all proposed changes and wage increases for administrative (non-represented) employees. The JPB and the TA are required to reimburse the District for all expenses associated with the positions necessary to carry out the missions of the JPB and the TA.

BACKGROUND

The District must continue to attract and retain a highly skilled and motivated workforce to carry out critical programs of the District, the JPB and the TA. This ordinance reflects an adjustment to the salary ranges consistent with recommendations by the Hay Group and the District's compensation and benefits philosophy as a means of achieving the District's continuing goal of being an employer of choice in the Bay Area.

Prepared by: Bill Carson, Acting Director, Human Resources

650-508-6234

Table of Position Classifications, (Ord 97 effective 6/28/15)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Accessibility Coordinator	1		16	68,408 – 102,612
Accessibility Specialist	1		13	54,221 – 82,642
Accountant**	9	2	16	68,408 – 102,612
Accounting Specialist	2	2	12	49,973 – 77,583
Accounting Technician	1		12	49,973 – 77,583
Administrative Accountant	1		16	68,408 – 102,612
Assistant District Secretary	2	2	15	63,439 – 95,156
Assistant Manager, Transit Operations Training	1		18	80,720 – 117,045
Assistant Superintendent, Bus Maintenance	2		18	80,720 – 117,045
Assistant Superintendent, Bus Transportation	2		18	80,720 – 117,045
Associate Manager, Rail Equipment	1	1	18	80,720 – 117,045
Associate Contract Officer	1	1	14	58,467 – 87,702
Associate Scheduler/Planner	2		14	58,467 – 87,702
Associate Operations Contract Administrator	1	1	16	68,408 – 102,612
Associate Operations Contract Administrator (Bus)	1		16	68,408 – 102,612
Associate Operations Contract Administrator (Facilities)	1		16	68,408 – 102,612
Associate Operations Contract Administrator (Shuttles)	1	1	16	68,408 – 102,612
Bus Maintenance Contract Administrator	1		18	80,720 – 117,045
Buyer	1		14	58,467 – 87,702
CAD Operator	1	1	14	58,467 – 87,702
Capital Program Specialist	1	1	14	58,467 – 87,702
Chief of Protective Services	1		20	103,824 – 150,544
Claims Administrator	1	1	15	63,439 – 95,156
Community Relations Officer	1	1	17	74,564 – 109,829
Construction Manager**	1		17	74,564 – 109,829
Contract Officer	8	7	17	74,564 – 109,829
Controller	1		23	138,176 – 200,358
Customer Relations Specialist	2		12	49,973 – 77,583
Database Administrator	2		18	80,720 – 117,045
Data Technician (Bus Transportation)	1		12	49,973 – 77,583
Data Technician (Maintenance)	1		12	49,973 – 77,583
Data Technician (Maintenance Technical Services)	1	1	12	49,973 – 77,583
Data Technician (Operations)	1		12	49,973 – 77,583
Data Technician (Rail Services)	1	1	12	49,973 – 77,583
Deputy Director, Engineering Support	1	1	21	113,167 - 164,093
Deputy Director, Rail Contracts and Budget	1	1	21	113,167 - 164,093
Deputy CEO	2		26	192,694 – 278,923
DBE Officer	1	1	18	80,720 – 117,045
Director, Budgets	1		22	124,485 – 180,503
Director, Bus Transportation	1		22	124,485 – 180,503
Director, Contracts and Procurement	1		21	113,167 - 164,093
Director, Engineering and Construction*	1	1	22	124,485 – 180,503
Director of Finance	1		22	124,485 – 180,503
Director, Grants	1	1	22	124,485 – 180,503
Director, Government and Community Affairs	1	1	22	124,485 – 180,503
Director, Human Resources	1		22	124,485 – 180,503
Director, Information Technology and Telecommunications	1		22	124,485 – 180,503
Director, Maintenance	1		22	124,485 – 180,503
Director, Planning	1		22	124,485 – 180,503

Table of Position Classifications, (Ord 97 effective 6/28/15)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Director, Rail Transportation*	1	1	22	124,485 – 180,503
Director, Safety	1	1	21	113,167 - 164,093
Director, Transportation Authority Program	1	1	22	124,485 – 180,503
Distribution Clerk	2	1	10	36,830 – 57,179
Employee Relations Officer	2		18	80,720 – 117,045
Employee Programs & Development Officer	1		18	80,720 – 117,045
Engineer	4	4	18	80,720 – 117,045
Engineering Contract Administrator	1	1	17	74,564 – 109,829
Executive Assistant	5	1	12	49,973 – 77,583
Executive Officer, Customer Service and Marketing	1		24	153,663 – 222,810
Executive Officer, Gov. Bd & Exec. Administration	1		21	113,167 - 164,093
Executive Officer, Planning and Development	1	1	24	153,663 – 222,810
Executive Officer, Public Affairs	1		24	153,663 – 222,810
Facilities Contract Administrator	1		16	68,408 – 102,612
Facilities Technician	4		12	49,973 – 77,583
Government Affairs Officer	2	2	18	80,720 – 117,045
Graphic Specialist	1		12	49,973 – 77,583
Grants and Real Estate Analyst	1	1	15	63,439 – 95,156
Information Technology Analyst	1		16	68,408 – 102,612
Labor Compliance Officer	1	1	18	80,720 – 117,045
Labor Compliance Specialist	1	1	14	58,467 – 87,702
Maintenance Instructor	2		16	68,408 – 102,612
Manager, Accessible Transit Services	1		19	95,250 – 138,113
Manager, Budgets	2	1	20	103,824 – 150,544
Manager, Bus Contracts	1		19	95,250 – 138,113
Manager, Capital Projects and Environmental Planning	1	1	20	103,824 – 150,544
Manager, Communications	1	1	20	103,824 – 150,544
Manager, Customer Service	1		19	95,250 – 138,113
Manager, Employee Relations and Civil Rights	1		21	113,167 - 164,093
Manager, Engineering**	4	4	20	103,824 – 150,544
Manager, Engineering, Configuration Control	1		20	103,824 – 150,544
Manager, Engineering and Maintenance Interface	1	1	20	103,824 – 150,544
Manager, Engineering, Traction Power/OCS	1	1	20	103,824 – 150,544
Manager, ERP Hosting and Support Services	1		20	103,824 – 150,544
Manager, Finance Treasury	1		20	103,824 – 150,544
Manager, General Ledger	1		20	103,824 – 150,544
Manager, Grants and Capital Accounting	1	1	20	103,824 – 150,544
Manager, Information Technology and Telecommunications	1		20	103,824 – 150,544
Manager, Maintenance of Way	1	1	20	103,824 – 150,544
Manager, Maintenance Rail Equipment	1	1	20	103,824 – 150,544
Manager, Marketing	1		20	103,824 – 150,544
Manager, Market Research and Development	1	1	20	103,824 – 150,544
Manager, Operations Planning	1		20	103,824 – 150,544
Manager, Operations Technology	1		19	95,250 – 138,113
Manager, Payroll	1		20	103,824 – 150,544
Manager, Personnel Operations	1		19	95,250 – 138,113
Manager, Programming and Monitoring	1	1	20	103,824 – 150,544
Manager, Project Controls	1	1	20	103,824 – 150,544
Manager, Quality Assurance and Management Analysis	1		19	95,250 – 138,113

Table of Position Classifications, (Ord 97 effective 6/28/15)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Manager, Rail Compliance	1	1	20	103,824 – 150,544
Manager, Rail Operations	1	1	20	103,824 – 150,544
Manager, Rail Planning	1	1	20	103,824 – 150,544
Manager, Real Estate and Property Development	1	1	20	103,824 – 150,544
Manager, Software Systems Development	1		20	103,824 – 150,544
Manager, Standards and Procedures	1	1	19	95,250 – 138,113
Manager, Stations and Access	1	1	18	80,720 – 117,045
Manager, Technology Research and Development	1	1	20	103,824 – 150,544
Manager, Transit Operations Training	1		19	95,250 – 138,113
Manager, Transportation Communications (Rail)*	1	1	20	103,824 – 150,544
Manager, TVM Program	1	1	20	103,824 – 150,544
Market Development Assistant	1	1	11	42,711 – 66,310
Market Development Specialist	1	1	13	54,221 – 82,642
Market Research Specialist	1		16	68,408 – 102,612
Marketing Specialist	2	1	15	63,439 – 95,156
Network Administrator	2	1	18	80,720 – 117,045
Office Technician (full-time/part-time)	5	1	11	42,711 – 66,310
Operations Technology Administrator	1		17	74,564 – 109,829
Payroll Specialist	1		11	42,711 – 66,310
Personnel Specialist	4		12	49,973 – 77,583
Planner	3	1	15	63,439 – 95,156
Principal Planner	2		19	95,250 – 138,113
Principal Planner, Sustainability	1		19	95,250 – 138,113
Procurement Specialist	1		12	49,973 – 77,583
Program Manager	1	1	20	103,824 – 150,544
Program Manager, Construction Services	1	1	21	113,167 - 164,093
Project Manager*	6	6	19	95,250 – 138,113
Public Affairs Specialist	2	2	14	58,467 – 87,702
Public Information Officer	1	1	19	95,250 – 138,113
Rail Compliance Inspector	1	1	16	68,408 – 102,612
Rail Contract Cost Administrator	1	1	18	80,720 – 117,045
Rail Safety Officer	2	2	18	80,720 – 117,045
Real Estate Specialist	1	1	14	58,467 – 87,702
Records Administrator	1	1	11	42,711 – 66,310
Recruitment Officer	1		15	63,439 – 95,156
Revenue Collection Clerk	3		10	36,830 – 57,179
Risk Management Specialist	1		12	49,973 – 77,583
Safety Officer	1		18	80,720 – 117,045
Scheduling Aide	1		11	42,711 – 66,310
Secretary	5	3	11	42,711 – 66,310
Senior Accountant **	7	4	18	80,720 – 117,045
Senior Accounting Specialist	1	1	13	54,221 – 82,642
Senior Budget Analyst	4	4	18	80,720 – 117,045
Senior Business Systems Analyst	1		19	95,250 – 138,113
Senior Contract Officer	4	4	19	95,250 – 138,113
Senior Designer	1	1	15	63,439 – 95,156
Senior Engineer**	3	2	19	95,250 – 138,113
Senior Engineer, Track	1	1	19	95,250 – 138,113
Senior Executive Assistant	1		14	58,467 – 87,702

Table of Position Classifications, (Ord 97 effective 6/28/15)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Senior Financial Analyst	1	1	18	80,720 – 117,045
Senior Grants Analyst	2	2	18	80,720 – 117,045
Senior Information Technology Analyst	2		17	74,564 – 109,829
Senior Mobility Project Coordinator (part-time)***	1		17	74,564 – 109,829
Senior Operations Financial Analyst	1		19	95,250 – 138,113
Senior Payroll Specialist	1		13	54,221 – 82,642
Senior Planner	2	1	17	74,564 – 109,829
Senior Programmer Analyst	1	1	18	80,720 – 117,045
Senior Project Controls Engineer	1	1	19	95,250 – 138,113
Senior Project Manager	1	1	20	103,824 – 150,544
Senior Real Estate Officer	2	2	19	95,250 – 138,113
Senior Recruitment Officer	1		16	68,408 – 102,612
Senior Scheduler/Planner	1		17	74,564 – 109,829
Senior Systems Accountant	1		18	80,720 – 117,045
Senior Systems and Security Analyst	1		19	95,250 – 138,113
Senior Systems Software Analyst*	2		19	95,250 – 138,113
Social Media Officer	1	1	17	74,564 – 109,829
Social Media Specialist	1	1	13	54,221 – 82,642
Stores Coordinator	1		14	58,467 – 87,702
Superintendent, Bus Maintenance	2		19	95,250 – 138,113
Superintendent, Bus Transportation	2		19	95,250 – 138,113
Superintendent, Maintenance Technical Services	1		19	95,250 – 138,113
Superintendent, Materials and Inventory Control	1		18	80,720 – 117,045
Supervisor, Customer Service	1		15	63,439 – 95,156
Supervisor, Distribution	1		13	54,221 – 82,642
Supervisor, Facilities Maintenance	1		16	68,408 – 102,612
Supervisor, Revenue Collection	1		14	58,467 – 87,702
Supervisor, Staffing Services	1		18	80,720 – 117,045
Systems and Business Analyst	1		16	68,408 – 102,612
Telecommunications Specialist	1		17	74,564 – 109,829
Warranty Administrator	1		14	58,467 – 87,702

Table of Position Classifications, (Ord 97 effective 6/28/15)

Exhibit "B"

<u>Job Title</u>	<u>Authorized Positions</u>	<u>FTE^(a) Offloads</u>	<u>Class</u>	<u>Salary Range</u>
<u>Caltrain Modernization</u>				
Deputy Director, Project Delivery	1	1	21	113,167 - 164,093
Director, Program Management*	1	1	22	124,485 – 180,503
Director, Project Delivery	1	1	22	124,485 – 180,503
Executive Assistant	1	1	12	49,973 – 77,583
Executive Officer, Caltrain Modernization Program	1	1	24	153,663 – 222,810
Manager, Caltrain Planning	1	1	20	103,824 – 150,544
Principal Planner	2	2	19	95,250 – 138,113
Rail Construction Liaison	1	1	15	63,439 – 95,156
Senior Budget Analyst	1	1	18	80,720 – 117,045
Senior Planner	2	2	17	74,564 – 109,829

Table of Position Classifications, (Ord 97 effective 6/28/15)

Exhibit "C"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Represented				
Bus Contracts Inspector	3		IBT2	(c)
Bus Operator (full-time/part-time)	308		ATU1	(c)
Bus Operator Trainee	as needed		ATU1	\$20.00 hour
Bus Transportation Supervisor	14		IBT1	(c)
Customer Service Representative 2	2	2	ATU2	(c)
Customer Service Representative 1 (extra-help)	8		ATU2	(c)
Customer Service Representative 1 (full-time)	11		ATU2	(c)
Customer Service Representative 1 (part-time)	4		ATU2	(c)
Dispatcher	4		IBT1	(c)
Maintenance Supervisor	7		IBT4	(c)
Mechanic "A"	37	1	ATU1	(c)
Mechanic "B"	21	4	ATU1	(c)
Mechanic "C"	8		ATU1	(c)
Radio Controller	3		IBT1	(c)
Receptionist	1		ATU2	(c)
Storeskeeper	7		ATU1	(c)
Transit Instructor	3		IBT3	(c)
Utility Maintenance Supervisor	2		IBT4	(c)
Utility Worker	29		ATU1	(c)

*Market conditions require that certain positions be regarded as highly competitive to attract employees and must be provided a level of compensation reflective of the competitiveness of the marketplace (i.e. engineering, technical positions).

**Position has been frozen for FY2015. Where there are multiple positions under one job title, one of the positions is frozen.

*** For part-time positions salary range reflects full-time wages, however actual earnings are based on reduced hours worked.

- (a) The majority of expenses associated with 142 positions are 50% or more funded in the District's Capital Budget and/or JPB's and TA's Operating and Capital Budgets.
- (b) Part-time operators not to exceed 17 percent of the total number of operators, including part-time operators, in accordance with the current Collective Bargaining Agreement.
- (c) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 – Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 – Bus Transportation Supervisory Unit, IBT2 – Bus Contracts Inspector Unit, IBT3 – Transit Instructor Unit, and IBT4 – Maintenance Supervisor Unit).

**ORDINANCE NO. 97
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

**AUTHORIZATION TO EFFECT RECLASSIFICATIONS,
TITLE CHANGES, MODIFICATION OF POSITIONS AND EFFECT AN INCREASE
IN THE DISTRICT'S TABLE OF POSITION CLASSIFICATIONS AND A
WAGE ADJUSTMENT FOR ADMINISTRATIVE (NON-REPRESENTED) EMPLOYEES**

WHEREAS, the General Manager/CEO, pursuant to the authority previously conferred by the Board of Directors, has implemented position reclassifications, changed titles and changed positions in the San Mateo County Transit District's Table of Position Classifications, which he deemed necessary to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets and for the District to remain competitive as an employer in the Bay Area; and

WHEREAS, consistent with Ordinance 91 enacted by the Board of Directors on July 30, 2008, approving the compensation and benefits philosophy recommended by the Hay Group upon completion of a comprehensive compensation study and adopting a new pay structure, staff proposes that the salary ranges be adjusted by 3.25 percent to maintain external competitiveness is included in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibits "A" and "B"; and

WHEREAS, the General Manager/CEO has recommended that the Board approve a 3.25 percent increase in wages for administrative (non-represented) employees, effective June 28, 2015; and

WHEREAS, to prepare for future staffing needs of the District, the General Manager/CEO has recommended that the Board of Directors authorize the addition of four positions to the District's Table of Position Classifications; and

WHEREAS, to support the resulting in an increase in the District's Table of Position Classifications (Exhibits "A" Administrative positions, "B" Caltrain Modernization positions and "C" bargaining unit positions) from 744 to 749 Full-time and Part-time positions; and

WHEREAS, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA) are obligated to reimburse the District for all expenses associated with positions required to carry out the missions of the JPB and the TA; and

WHEREAS, the Board of Directors in June, 2000 (Salary Ordinance No. 80), granted the General Manager/CEO the power, authority and discretion to implement and administer the Ordinance and subsequent amendments thereto within the overall constraints of the annual operating and capital budgets adopted by the Board of Directors and within the salary ranges approved by the Board of Directors; and

WHEREAS, the aforementioned General Manager/CEO's recommendations and actions are reflected in the revised District's Table of Position Classifications attached hereto and incorporated herein as Exhibits "A", "B" and "C."

NOW, THEREFORE, BE IT ORDAINED the revised Table of Position Classifications hereinabove identified effective on June 28, 2015.

Regularly passed and adopted this 3rd day of June, 2015 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: Jim Harnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE IMPLEMENTATION OF FUEL HEDGING PROGRAM FOR THE FISCAL YEAR ENDING JUNE 30, 2016, INCLUDING AUTHORIZATION OF EXECUTION AND DELIVERY OF DOCUMENTS AND PAYMENT OF COMMODITY PRICE CAP PREMIUM FOR SUCH PROGRAM**

ACTION

Staff recommends Committee recommend the Board:

1. Authorize implementation of a Fuel Hedging Program for the fiscal year (FY) ending June 30, 2016 for a diesel fuel hedge in the form of a commodity price cap;
2. Approve Term Sheet for Commodity Price Cap on file;
3. Authorize the General Manager/CEO or the Deputy CEO, Finance and Administration, to execute such commodity price cap documents as shall be necessary to implement the fuel hedging program for the fiscal year ending June 30, 2016; and
4. Authorize payment of the premium for the commodity price cap.

SIGNIFICANCE

In accordance with the revised Fuel Hedging Policy adopted on May 6, 2015 (Fuel Hedging Policy), staff has been working with the San Mateo County Transit District's (District) financial advisor to determine the interest of qualified counterparties in bidding on a commodity price cap (price cap).

Based on discussions between staff and the District's financial advisor, it has been determined that there is only one qualified counterparty which has expressed an interest in providing a price cap for the FY2016 Fuel Hedging Program, Barclays Bank PLC (Barclays).

Based upon the lack of sufficient interest to conduct a competitive bid process, pursuant to the Fuel Hedging Policy, the Deputy CEO, Finance and Administration, selected Barclays as the counterparty for the negotiated process FY2016 Fuel Hedging Program.

Barclays was the winning bidder for the price cap for the fiscal years ending June 30, 2011, June 30, 2013, June 30, 2014 and June 30, 2015 and has entered into a Master Agreement, Schedule, and Credit Support Annex with the District, which were amended in 2014 (the Barclays Hedging Documents).

Staff worked with the District's financial advisor, PFM Swap Advisors LLC, to develop a Term Sheet for Commodity Price Caps setting forth the terms of the price cap. The Term Sheet has been reviewed by the District's special counsel for the Fuel Hedging Program, Orrick, Herrington & Sutcliffe LLP.

Pricing for the price cap will be negotiated by the District's financial advisor who will provide a fair-market price certificate to the District after pricing.

A Confirmation (Confirmation) setting forth the pricing and other economic terms of FY2016 price cap will be drafted and executed after pricing.

Board authorization is required to (i) approve the Term Sheet, (ii) authorize the General Manager/CEO or Deputy CEO, Finance and Administration, to execute the Confirmation, any additional amendments to the Barclays Hedging Documents requested by Barclays and such other documentation, if any, as is necessary in connection with Dodd-Frank, and (iii) authorize payment of the premium for the price cap.

Completion of the negotiated process and settlement of the premium payable by the District for the price cap are expected to occur prior to the beginning of the next fiscal year, with the price cap taking effect as of July 1, 2015. If staff is not satisfied with the pricing resulting from the negotiated process, including the required premium for a price cap, the District will elect not to proceed with a Fuel Hedging Program at the time of pricing.

The primary goal for the FY2016 Fuel Hedging Program is to reduce volatility and uncertainty in the fuel budget. Consistent with the Fuel Hedging Policy, staff has proposed that the District hedge 1.2 million gallons, which currently represents approximately 70 percent of its expected annual fuel consumption. In order to maximize the Fuel Hedging Program's potential for economic efficiency, the District will partner with the JPB, which is expected to hedge 2.3 million gallons, which currently represents approximately 50 percent of its expected annual fuel consumption.

Staff expects to return to the Board at the July meeting with a report on the results of the pricing. Staff also expects to return to the Board next year with an assessment of the FY2016 Fuel Hedging Program.

BUDGET IMPACT

Implementing the Fuel Hedging Program will enable the District to purchase 70 percent of its fuel at a not-to-exceed base price, thus providing the District greater budgetary certainty and allowing for more effective utilization of budget resources. The proposed FY2016 fuel budget will include the hedging program fees consisting of up to \$13,000 for financial advisor, up to \$150,000 for outside legal counsel (70 percent of the total legal fees are the JPB's responsibility), \$5,000 in miscellaneous costs and approximately \$280,000 for the cost of a price cap.

BACKGROUND

The District currently purchases fuel from Pinnacle Petroleum based on the average weekly spot price of Oil Price Information Service (OPIS) index, exposing the District to market price fluctuation. In order to meet the primary goal of the Fuel Hedging Program of reducing volatility and uncertainty in the fuel budget for FY2016, staff will purchase a price cap consistent with the Fuel Hedging Policy. The price cap, like prior price cap purchases, will be based on the Platt's Gulf Coast Ultra Low Sulfur Diesel (ULSD) index, which has a high historical correlation to the OPIS index.

Staff notes that the price cap will not include taxes on the fuel price, however the price commonly reported to the Board includes taxes. A price cap allows the District to limit its exposure if fuel prices rise, while continuing to receive the benefit of lower costs if prices fall.

Prepared By: Aandy Ly, Manager, Budgets

650-508-6376

RESOLUTION NO. 2015 –

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

*** * ***

AUTHORIZING IMPLEMENTATION OF A FUEL HEDGING PROGRAM FOR THE FISCAL YEAR ENDING JUNE 30, 2016, AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS NECESSARY TO IMPLEMENT SUCH FUEL HEDGING PROGRAM, INCLUDING, AS APPLICABLE, AMENDMENT OF THE ISDA MASTER AGREEMENT, THE SCHEDULE TO THE ISDA MASTER AGREEMENT OR THE CREDIT SUPPORT ANNEX ENTERED INTO WITH BARCLAYS BANK PLC, AND A CONFIRMATION WITH BARCLAYS BANK PLC, AND AUTHORIZING THE TAKING OF ALL ACTION NECESSARY RELATING TO THE IMPLEMENTATION AND EXECUTION OF SAID FUEL HEDGING PROGRAM.

WHEREAS, pursuant to the San Mateo County Transit District Act (constituting Part 15 of Division 10 of the Public Utilities Code of the State of California), the Board of Directors of the San Mateo County Transit District (District) is authorized to provide transit services and to perform all acts deemed necessary or convenient for the exercise of its power to provide transit services, including making and entering into contracts; and

WHEREAS, over the past several years in connection with its transit service operations, the District has consistently purchased approximately two million gallons of diesel fuel each year; and

WHEREAS, staff, in conjunction with its Fuel Hedge Program advisors, PFM Swap Advisors LLC, whose functions were formerly performed by PFM Asset Management LLC, and Ross Financial (collectively, the "Fuel Hedge Program Advisors"), studied various options for reducing volatility in the price paid for diesel fuel and assisting in the process of budgeting for fuel costs; and

WHEREAS, as a result of such study, staff recommended adoption of a Fuel Hedging Program utilizing a fuel hedge in the form of a commodity price cap; and

WHEREAS, upon the recommendation of staff, the Board of Directors of the District (the "Board") authorized and staff implemented a Fuel Hedging Program in the form of a commodity price cap for Fiscal Year 2010 and each subsequent fiscal year; and

WHEREAS, based on an evaluation of the Fuel Hedging Program in effect for the current fiscal year, staff recommended continuation of the Fuel Hedging Program for the fiscal year ending June 30, 2016 (the "2016 Fuel Hedging Program"), utilizing a fuel hedge in the form of a commodity price cap; and

WHEREAS, to retain flexibility to continue the Fuel Hedging Program in effect, upon consultation with its Fuel Hedge Program Advisors, staff recommended revision of the fuel hedging policy, initially adopted by the Board in March 2010, to enable selection of a counterparty through either a competitive bidding process or a negotiated process; and

WHEREAS, upon the recommendation of staff, on May 6, 2015 the Board authorized revision of the Fuel Hedging Policy (such revision being hereinafter referred to as the "Fuel Hedging Policy") to enable selection of a counterparty through either a competitive bidding process or a negotiated process; and

WHEREAS, only one provider of commodity price caps meeting the District's criteria expressed interest in providing a commodity price cap for the 2016 Fuel Hedging Program; and

WHEREAS, based upon consultation with the Fuel Hedge Program Advisors, staff determined that interest among providers of commodity price caps which meet the District's criteria is not sufficient to provide for selection of a counterparty for the 2016 Fuel Hedging Program through a competitive bidding process; and

WHEREAS, in accordance with, and pursuant to, the Fuel Hedging Policy adopted by the Board on May 6, 2015, the Deputy CEO, Finance and Administration of the District, with the advice of the Fuel Hedge Program Advisors, intends to enter into a negotiated process with Barclays Bank PLC ("Barclays Bank"), which is the provider of commodity price caps meeting the District's criteria which expressed interest in providing a commodity price cap for the 2016 Fuel Hedging Program; and

WHEREAS, in connection with authorization and approval of implementation of a fuel hedging program for a prior fiscal year, a form of 1992 International Swaps and Derivatives Association, Inc. ("ISDA") Master Agreement, including a Schedule and Credit Support Annex thereto to be entered into with Barclays (hereinafter collectively referred to as the "Original Barclays Hedging Documents") was made available to, and

approved by, the Board, which Original Barclays Hedging Documents were subsequently executed and delivered; and

WHEREAS, in connection with authorization and approval of implementation of a Fuel Hedging Program for a prior fiscal year, an amendment to the Original Barclays Hedging Documents was made available to, and approved by, the Board (such amendment being hereinafter referred to as the "First Hedging Document Amendment," and, together with the Original Barclays Hedging Documents, hereinafter collectively referred to as the "Barclays Hedging Documents"), which First Hedging Document Amendment was subsequently executed and delivered; and

WHEREAS, implementation of the 2016 Fuel Hedging Program will involve (i) negotiation of the trading spread on a commodity price cap having such terms as are set forth in the Term Sheet for Commodity Price Caps (the "2016 Program Term Sheet") prepared by the Fuel Hedge Program Advisors in connection with the 2016 Fuel Hedging Program, a copy of which has been made available to the Board, (ii) execution and delivery of such documents as shall be required by Barclays to complete the commodity price cap transaction, which will include a Confirmation (the "Confirmation") and may include documents amending one or more of the Barclays Hedging Documents (such documents being hereinafter referred to as the "Second Hedging Document Amendment") and (iii) execution and/or filing and delivery of such additional documentation resulting from legislation and related regulations commonly referred to as Dodd-Frank as shall be required; and

WHEREAS, it is now necessary for the Board to approve the form of the 2016 Program Term Sheet, to authorize the negotiation and execution and delivery of the Confirmation with Barclays, to authorize the negotiation and execution and delivery of a Second Hedging Document Amendment, to authorize the taking of such other actions as shall be necessary to consummate the 2016 Fuel Hedging Program, including payment of the premium for the commodity price cap, and to authorize the taking of various actions necessary in connection therewith, including, without limitation, such actions, if any, as may be necessary in connection with Dodd-Frank.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District as follows:

Section 1. **Findings.** The Board hereby finds and determines that the foregoing recitals are true and correct. The Board hereby further determines that it would be in the best interest of the District and in furtherance of the purposes of the District and the exercise of the powers of the District in connection with the operation of its transit services to mitigate the risk of a rise in diesel fuel cost and to assist the District in its budgeting process by reducing the volatility and uncertainty in the effective cost to the District of diesel fuel by acquiring a commodity price cap through the implementation of the 2016 Fuel Hedging Program and the execution and delivery of such documentation as shall be required to implement such 2016 Fuel Hedging Program, including a Confirmation and a Second Hedging Document Amendment to the extent required, and such documentation, if any, as is necessary in connection with Dodd-Frank.

Section 2. **Approval of the 2016 Fuel Hedging Program.** Implementation of the 2016 Fuel Hedging Program and selection of Barclays as cap counterparty in accordance with the Fuel Hedging Policy and on such other terms as are acceptable to the General Manager/CEO of the District (the "General Manager/CEO") or the Deputy CEO, Finance and Administration of the District (the "Deputy CEO"), with the advice of Ross Financial (the "Financial Advisor"), which shall function as the designated qualified independent representative of the District for purposes of Dodd-Frank, are hereby authorized and approved.

Section 3. **Authorization of Execution and Delivery of 2016 Fuel Hedging Program Documentation.** The General Manager/CEO or the Deputy CEO, each acting alone (each, an "Authorized Officer") is hereby authorized and directed, for and in the name and on behalf of the District to execute and deliver a Confirmation to Barclays, such Confirmation to be in such form as shall be acceptable to the Authorized Officer executing the same, with the advice of the Financial Advisor, such acceptability to be conclusively evidenced by the execution and delivery thereof.

Each Authorized Officer is hereby authorized and directed, for and in the name and on behalf of the District to execute and deliver a Second Hedging Document Amendment to Barclays, if required, such Second Hedging Document Amendment to

be in such form as shall be acceptable to the Authorized Officer executing the same, with the advice of the Financial Advisor, such acceptability to be conclusively evidenced by the execution and delivery thereof.

Section 4. **Ratification of Actions Relating to 2016 Fuel Hedging Program.** All actions heretofore taken by the officers and agents of the District with respect to the 2016 Fuel Hedging Program are hereby ratified, confirmed, and approved, including, without limitation, any actions taken with respect to the Confirmation or a Second Hedging Document Amendment.

Section 5. **Completion of 2016 Fuel Hedging Program; Subsequent Actions.** Payment of the premium for the commodity price cap is hereby authorized and approved.

All approvals, consents, directions, notices, orders, requests and other actions permitted or required by the Confirmation, by a Second Hedging Document Amendment or by any of the other documents authorized by this Resolution, including, without limitation, any amendments to any of the documents authorized by this Resolution, entered into or to be entered into, as applicable, and any amendments to any of the documents ratified and confirmed by this Resolution or required by Dodd-Frank, may be given or taken by either Authorized Officer without further authorization or direction by the Board. Each Authorized Officer is hereby authorized and directed to give any such approval, consent, direction, notice, order or request and to take any such action which such Authorized Officer may deem necessary or desirable to further the purposes of this Resolution, including, without limitation, execution and delivery of any and all agreements, certificates, documents and instruments, which may be necessary or advisable to (i) effectuate the actions which the Board has approved in this Resolution, including actions relating to Dodd-Frank, and (ii) carry out, consummate and perform the duties of the District set forth in the Barclays Hedging Documents and all other documents executed in connection with the 2016 Fuel Hedging Program.

Section 6. **Severability of Invalid Provisions.** If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution which shall continue in full force and effect.

Section 7. **Effective Date.** This Resolution shall take effect immediately upon its passage.

Regularly passed and adopted this 3rd day of June, 2015 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: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington Deputy CEO Chuck Harvey Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT TO PROVIDE ADA PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES**

ACTION

Staff proposes the Committee recommend that the Board:

1. Award a contract to C.A.R.E. Evaluators, LLC (C.A.R.E.) to provide Americans with Disabilities Act (ADA) paratransit eligibility assessment services for a five year term for:
 - a. A fixed price of \$2,458,983.82, with annual Consumer Price Index (CPI) adjustments;
 - b. A firm-fixed rate per assessment cost of \$51.72 for each evaluation when the number of assessments performed by C.A.R.E. in any contract year exceeds the corresponding projected assessments by one hundred and fifteen percent, with a total not to exceed amount of \$104,374.81;
 - c. One-time start-up costs of \$5,000; and
 - d. At the San Mateo County Transit District's (District) request, additional ADA paratransit eligibility assessment services at the fixed prices quoted in the proposal and at a total cost not to exceed \$309,078.75, in accordance with the terms of the Request for Proposal (RFP).
2. Authorize the General Manager/ CEO or designee to execute a contract with C.A.R.E. in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.

SIGNIFICANCE

Approval of the above actions will ensure the continued services of an experienced firm to manage all paratransit eligibility requirements and certifications for San Mateo County residents requiring paratransit services provided pursuant to the Americans with Disabilities Act of 1990 (ADA).

BUDGET IMPACT

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

BACKGROUND

The ADA provides that any public transportation system operating a fixed-route service must provide accessible transportation for people with disabilities as part of the fixed-route service, and through complementary paratransit for those whose disabilities make them unable to use fixed-route services. The District began certifying customers for paratransit eligibility in 1992, and currently there are more than 7,600 certified ADA paratransit customers. Based on historical data, it is estimated that in the first year of the contract, approximately 3,500 new and recertifying customers will apply for service and 210 clients will be renewed by mail.

Staff determined that a RFP method was the optimal way to re-procure these services. In October 2014, the District issued an RFP to identify a qualified contractor to provide ADA paratransit eligibility assessment services. The solicitation was advertised in a newspaper of general circulation and on the District's website. Solicitation notices also were sent to Disadvantaged Business Enterprises (DBE) that were registered in the procurement database. Staff received a proposal from a single firm, C.A.R.E., the incumbent, which is a DBE firm.

An Evaluation Committee (Committee) comprised of qualified staff and an outside expert, with experience with the ADA requirements, reviewed the single proposal according to the following weighted criteria set forth in the RFP:

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

After the evaluation and scoring, the Committee invited C.A.R.E. to attend an oral interview to clarify portions of its proposal. Following the interview, the Committee performed due diligence by conducting reference checks and concluded that the proposal complies with the requirements of the solicitation documents. However, staff estimated that it would take several additional months to analyze the price proposal and conclude price negotiations with C.A.R.E. The current contract was set to expire in February 2015, before staff would be able to conclude negotiations. As a result, the Board authorized an extension to the current contract on a month-to-month basis, for a maximum of five and a half months, to allow staff time to complete negotiations.

Staff has successfully concluded negotiations with C.A.R.E. and determined that the contractor's prices are fair and reasonable. The firm possesses the requisite experience and knowledge of the ADA paratransit eligibility requirements to manage the District's paratransit eligibility assessment program to ensure compliance with the ADA.

This is very specialized work and there are a very limited number of potential vendors. Inquiries were made to several of the firms that downloaded the solicitation from the District's procurement website as to why they did not submit proposals. One firm responded that they were not able to prepare a response in the time frame required and declined to propose.

C.A.R.E. currently provides ADA paratransit eligibility assessment services for the District. The value of the current contract is \$1,607,514 for five-and-a-half years.

Contract Officer: Adwoa Oni

650-508-6411

Project Manager: Tina Dubost, Manager, Accessible Services

650-508-6247

RESOLUTION NO. 2015-

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

* * *

**AUTHORIZING AWARD OF CONTRACT TO
C.A.R.E. EVALUATORS, LLC TO PROVIDE ADA PARATRANSIT ELIGIBILITY ASSESSMENT
SERVICES FOR A FIVE-YEAR TERM**

WHEREAS, the Americans with Disabilities Act of 1990 (ADA) provides that any public transportation system operating a fixed-route service must provide for accessible transportation for people with disabilities as part of the fixed-route service, and through complementary paratransit for those whose disabilities make them unable to use fixed-route services; and

WHEREAS, in 1992 the San Mateo County Transit District (District) established an ADA paratransit eligibility assessment certification program for San Mateo County residents requiring ADA paratransit services; and

WHEREAS, in October 2014, the District issued a Request for Proposals (RFP) to identify a qualified contractor to provide ADA paratransit eligibility assessment services; and

WHEREAS, C.A.R.E. Evaluators, LLC (C.A.R.E.), which is the incumbent provider, submitted the only proposal in response to the RFP; and

WHEREAS, staff estimated that it would take several additional months to analyze the price proposal and conclude price negotiations with C.A.R.E.; and

WHEREAS, the current contract was set to expire in February 2015, before staff would be able to conclude negotiations; and

WHEREAS, the Board of Directors (Board) authorized an extension to the current contract on a month-to-month basis, for a maximum of five and a half months, to allow staff time to complete negotiations; and

WHEREAS, staff has now concluded negotiations with C.A.R.E.; and

WHEREAS, the General Manager/CEO recommends that a five-year contract for ADA paratransit eligibility assessment services be awarded to C.A.R.E. including:

1. A fixed price of \$2,458,983.82, with annual Consumer Price Index (CPI) adjustments;

2. A firm-fixed rate per assessment cost of \$51.72 for each evaluation when the number of assessments performed by C.A.R.E. in any contract year exceeds the corresponding projected assessments by one hundred and fifteen percent, with a total not to exceed amount of \$104,374.81;
3. One-time start-up costs of \$5,000 and
4. At the District's request, additional ADA paratransit eligibility assessment services at the fixed prices quoted in the proposal and at a total cost not to exceed \$309,078.75, in accordance with the terms of the RFP.

NOW, THEREFORE, BE IT RESOLVED the Board of the District hereby awards a contract for ADA paratransit eligibility assessment services to C.A.R.E. Evaluators, LLC of Aliso Viejo, California, for a five-year term; and

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO or his designee to execute a contract on behalf of the District with C.A.R.E. Evaluators, LLC for ADA paratransit eligibility assessment services in full conformity with all the terms and conditions of the contract documents, in a form approved by legal counsel, and including the key financial terms set forth above.

Regularly passed and adopted this 3rd day of June, 2015 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 Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZATION TO EXECUTE CONTRACTS FOR TECHNOLOGY RELATED PRODUCTS AND SERVICES TO VENDORS UNDER COOPERATIVE PURCHASING AGREEMENTS FOR FISCAL YEAR (FY) 2016 FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$1.5 MILLION**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to enter into contracts over \$100,000 with vendors under cooperative purchasing agreements, as required, for the purchase, lease and/or rental of computer and telecommunications equipment and related services, digital reprographic equipment, hardware, software, licensing, installation and configuration of telecommunications equipment, maintenance agreements, and computer peripherals. Expenditures with vendors under these programs will not exceed the amount of \$1.5 million throughout FY2016.

SIGNIFICANCE

Approval of this contracting authority will provide the San Mateo County Transit District (District) with a cost effective means to support its standardization policy and provide the latest technology and services through cooperative intergovernmental purchasing programs. Contracts issued under this authority will address the District's requirements for equipment, services, licensing, maintenance agreements, and programmed replacement of equipment that has reached the end of its useful life or has become unsuited for future needs.

BUDGET IMPACT

Funds for these purchases are programmed in the proposed FY2016 Capital and Operating budgets.

BACKGROUND

Given the rapidly changing technology of information system hardware, software and related services, the State of California, among other state agencies nationwide, has established agreements with vendors under various cooperative purchasing programs such as the California Multiple Award Schedule (CMAS), the State of California

Strategic Sourcing Initiative (CSSI) and the Western States Contracting Alliance (WSCA), the California Integrated Information Network 2 (CALNET 2), the Foundation for California Community Colleges (FCCC), the National Intergovernmental Purchasing Alliance Company (National IPA), the National Association of State Procurement Officials (NASPO), and the National Joint Powers Alliance (NJPA). Special Districts are given statutory permission to procure competitively priced goods and services arising out of these vendor agreements. The Federal Government's own General Services Administration (GSA) Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) also will be utilized as allowable. By utilizing such cooperative purchasing programs, the District saves considerable time and expense associated with independent procurements which would be unlikely to yield more favorable pricing or service.

All vendors selected will hold valid agreements under the corresponding cooperative purchasing program. Contracts will be executed only with vendors whose contracts were awarded under a cooperative buying agreement on a basis that complies with the District's statutory procurement authority and policy and will include the District's terms and conditions, as appropriate. Other cooperative purchasing consortia may be added to this program for acquisition of technology items during FY2016 but only to the extent each fully complies with the District's statutory procurement authority and policy.

Projects include but are not limited to:

- Annual IT technology refresh effort to replace outdated, unwarranted equipment
- Network infrastructure refresh including telecommunications equipment
- ACS – Bus Satellite Tracking System
- GFI – Bus Farebox Collection System

Prepared by: David Verderosa, Director, Information Technology

650-508-7954

RESOLUTION NO. 2015 –

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

AUTHORIZING EXECUTION OF CONTRACTS FOR TECHNOLOGY RELATED PRODUCTS AND SERVICES TO VENDORS UNDER COOPERATIVE PURCHASING PROGRAMS FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$1.5 MILLION FOR FISCAL YEAR (FY) 2016

WHEREAS, the San Mateo County Transit District (District) will require new personal computers, computer and telecommunications equipment and related services, digital reprographic equipment, software, hardware, licensing and maintenance agreements and computer peripherals throughout FY2016 to fulfill new technology requirements, to support the District's standardization policy, and to replace technology equipment that has reached the end of its useful life; and

WHEREAS, in light of the need to standardize and purchase the latest technology in personal computers, telecommunications equipment, and other related equipment and services in the most cost-effective manner, the District has determined that a District-initiated solicitation process for the procurements described above is unlikely to be in the District's best interest; and

WHEREAS, the State of California and other cooperative purchasing consortiums including the California Multiple Award Schedule (CMAS), the State of California Strategic Source Initiative (CSSI), the Foundation for California Community Colleges (FCCC), the National Intergovernmental Purchasing Alliance Company (National IPA), the National Joint Powers Alliance (NJPA), the National Association of State Procurement Officials (NASPO), the Western States Contracting Alliance (WSCA), the California Integrated Information Network 2 (CALNET 2), and the General Services Administration (GSA) have established programs in which the District can participate in

order to procure favorably priced technology systems equipment and related services;
and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee (Committee) concurs, that the District participate in the above-mentioned programs, as well as additional cooperative purchasing programs, to the extent that such programs fully comply with the District's statutory procurement authority and policy; and

WHEREAS, the General Manager/CEO also recommends, and the Committee concurs, the General Manager/CEO or his designee be authorized to enter into contracts that exceed \$100,000 with vendors under District-approved cooperative purchasing programs to meet its personal computer, telecommunications equipment, and other related technology equipment and services requirements for FY2016, pursuant to the terms and conditions of each program's vendor agreements, up to an aggregate, not-to-exceed amount of \$1.5 million.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District hereby:

1. Determines that a District-initiated solicitation for each purchase, lease and/or rental of new personal computers, computer and telecommunications equipment and services, digital reprographic equipment, hardware, software, licensing and maintenance agreements, and computer peripherals is unlikely to be in the District's best interest; and

2. Authorizes the procurement of technology systems equipment and related services through District-approved cooperative purchasing programs, including CMAS, CSSI, WSCA, CALNET 2, National IPA, NJPA, NASPO, and GSA vendors to meet its technology equipment and services requirements for FY2016 pursuant to the terms and

conditions of each vendor agreement and to the extent that each vendor agreement fully complies with the District's statutory procurement authority and policy; and

3. Authorizes the General Manager/CEO or his designee to utilize additional cooperative purchasing programs for FY2016 to the extent that each additional individual program fully complies with the District's statutory procurement authority and policy; and

4. Authorizes the General Manager/CEO or his designee to enter into contracts exceeding \$100,000 with vendors under the District-approved cooperative purchasing programs up to an aggregate, not-to-exceed, amount of \$1.5 million for FY2016; and

5. Authorizes the General Manager/CEO or his designee to execute all necessary purchase orders and contracts to effectuate this resolution, including any agreements with the State of California or other intergovernmental cooperative programs for administrative fees for processing these purchases; and

6. Requests the General Manager/CEO to present a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this resolution.

Regularly passed and adopted this 3rd day of June, 2015 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 Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZATION TO EXECUTE CONTRACTS OVER \$100,000 FOR
INFORMATION TECHNOLOGY LICENSE RENEWALS, MAINTENANCE SERVICES
AND PROFESSIONAL SERVICES FOR FISCAL YEAR (FY) 2016 FOR AN
AGGREGATE NOT-TO-EXCEED AMOUNT OF \$850,000**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to enter into contracts for more than \$100,000 with original equipment manufacturers, product licensors and maintainers and their distributors or consultants, directly and without the utilization of cooperative purchasing agreements or competitive procurement, to procure recurring maintenance services and license renewals necessary to permit continued effective use and upkeep of San Mateo County Transit District (District)-owned computer and telecommunications hardware and software. Further, this authorization shall also include contracts for the provision of sole source professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services. Expenditures with manufacturers, vendors and consultants under this authority will not exceed the amount of \$850,000 throughout FY2016.

SIGNIFICANCE

Delegation of this contract approval authority will allow the District to pay for recurring maintenance services, additional licenses, license renewal fees and professional services for proprietary software in excess of \$100,000 without bringing actions individually before the Board for approval. This delegation would not eliminate the requirement that all other procurement policies and procedures be followed with respect to these actions.

Recurring support and license agreements are, by their nature, repetitive and routine, and are required to ensure continued and effective operation of information technology assets owned by the District. The sole source purchase of additional modules to existing software or professional services to modify existing proprietary software will allow the District's changing business needs to be met in a timely manner.

Delegating this authority supports the District's ability to continue needed operations and services while reducing the time and resources otherwise required to obtain individual approval of recurring maintenance and license renewals.

BUDGET IMPACT

Funds for these purchases are programmed in the proposed FY2016 Capital and Operating budgets.

BACKGROUND

Software and hardware are typically sold with licenses and maintenance agreements that require periodic renewal. Failing to renew maintenance support means loss of software updates, problems obtaining resolution assistance, and repair services typically needed to keep a product in good operating order. In some cases, the product may not be legally used if a maintenance and license renewal has not been made.

It is not always possible to find cooperative purchasing agreements with contracts for the necessary maintenance support and license renewals. This is particularly true for transit industry-specific information technology products. The types of licensing and maintenance agreements contemplated are generally unobtainable under any other method because they are proprietary in nature to the manufacturers of the software. Similarly, many manufacturers do not allow third parties access to source code or to provide services. As a result, professional services to upgrade, modify, or add to existing software must be performed by the original manufacturer.

District assets requiring payment of recurring annual or multi-year maintenance services support and license fees in excess of \$100,000 that may need to be accommodated in FY2016 outside of cooperative purchase agreements or other pre-existing contracts include, but are not necessarily limited to:

- Oracle PeopleSoft ERP (Finance, Budget, HR management system) and Database
- Microsoft applications
- ACS – Bus Satellite Tracking System

Issuance of contracts for maintenance and continued operation of assets like these will need to be brought individually before the Board for approval, unless authority is delegated to the General Manager/CEO or his designee.

Prepared by: David Verderosa, Director, Information Technology

650-508-7954

RESOLUTION NO. 2015 –

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

**AUTHORIZING EXECUTION OF CONTRACTS FOR INFORMATION TECHNOLOGY LICENSES,
MAINTENANCE SERVICES AND PROFESSIONAL SERVICES FOR AN AGGREGATE
NOT-TO-EXCEED AMOUNT OF \$850,000 FOR FISCAL YEAR (FY) 2016**

WHEREAS, the San Mateo County Transit District (District) will require continuing product support and licenses for computer and telecommunications hardware and software throughout FY2016, to permit the continued effective use and upkeep of information technology assets owned by the District; and

WHEREAS, maintenance support and software license agreements for the information technology assets in use are, by their nature, repetitive and routine; and

WHEREAS, the District also will require professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the General Manager/CEO or his designee be authorized to execute contracts that exceed \$100,000 with original equipment manufacturers, product licensors, and their authorized distributors and consultants pursuant to the District's statutory procurement authority and policy, up to an aggregate, not-to-exceed amount of \$850,000.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District hereby:

1. Authorizes the procurement of product support and annual or multi-year license renewal agreements for information technology assets owned by the

District, pursuant to the District's statutory procurement authority and policy, in an aggregate not-to-exceed amount of \$850,000 for FY2016; and

2. Authorizes the General Manager/CEO or his designee to enter into contracts exceeding \$100,000 with original equipment manufacturers, product licensors, or their authorized distributors for recurring product support, additional licenses, and license renewals necessary to permit continued effective use and upkeep of District-owned computer and telecommunications hardware and software; and

3. Authorizes the General Manager/CEO or his designee to enter into contracts orders exceeding \$100,000 with original equipment manufacturers, product licensors, or their authorized consultants for the provision of sole source professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

4. Authorizes the General Manager/CEO or his designee to execute all necessary purchase orders, contracts and other documents and to take such other actions as may be necessary to give effect to this resolution; and

5. Requests the General Manager/CEO to present a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this resolution.

Regularly passed and adopted this 3rd day of June, 2015 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: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF CONTRACT FOR THE REPLACEMENT OF THE
OIL/WATER SEPARATOR AT NORTH BASE**

ACTION

Staff proposes the Committee recommend the Board:

1. Find that emergency pertaining to the condition of the underground oil/water separator at North Base, declared by the Board on May 6, 2015, no longer exists;
2. Rescind the authorization for Technology, Engineering & Construction, dba TEC Accutite, of South San Francisco, California to complete the removal, demolition, and replacement of the oil/water separator;
3. Authorize the award a contract to the bidder that is determined by staff and legal counsel to be the lowest, responsive and responsible bidder in response to the solicitation described above, in an amount not to exceed \$375,000, with an option in a total amount of up to \$250,000 for unforeseen conditions or hazard materials remediation services that may be required;
4. Authorize the General Manager/CEO, or his designee, to execute a contract with the successful bidder in full conformity with the terms and conditions of the solicitation documents; and
5. Authorize the General Manager/CEO, or his designee, to exercise the option to the contract in a total amount of, or a series of aggregate amounts of, up to \$250,000 for any unforeseen conditions that arise or for any hazardous materials remediation that may be required.

BUDGET IMPACT

The total cost of these services will be funded from savings in the Fiscal Year 2015 fuel budget.

SIGNIFICANCE

The current 27-year-old oil/water separator at North Base has corroded, creating a breach in the tank wall creating the potential for the tank to leak petroleum hydrocarbons into the surrounding groundwater and/or the San Francisco Bay. Temporary measures have been put into place to mitigate the immediate risk and replacement equipment has been purchased. An expedited Invitation for Bids needs to be issued to award a contract to a qualified firm for the preparation and installation of the new equipment, and the resurfacing of the area above the underground oil/water separator.

The General Manager/CEO will provide an update to the Board at the first Board meeting following his approval to award the contract.

BACKGROUND

At its May 6, 2015 meeting, due to the high risk of potential property damage and contamination to the San Francisco Bay, the Board declared that an emergency existed with regard to the condition of the separator, and authorized staff to take a number of actions to address the emergency, including the award of an emergency contract to TEC in an amount not-to-exceed \$480,000 for work consisting of (a) investigation of the emergency situation and purchase of necessary equipment to address the emergency and (b) the removal, demolition, and replacement of the oil/water separator (Resolution No. 2015-27). TEC has completed the investigation work and purchase of equipment, thereby alleviating the emergency situation and allowing an opportunity to undertake a second, non-emergency but expedited Invitation for Bids process for the removal, demolition, and replacement of the oil/water separator. TEC will be compensated in the total amount of \$105,000 for its initial investigation and mitigation services, and the purchase of the required tanks, pursuant to the Board's action at the May 6, 2015 Board meeting.

Board approval is sought to authorize award of a contract to the bidder that is determined by staff and legal counsel to be the lowest, responsive and responsible bidder in response to the subject solicitation, in the an amount not to exceed \$375,000, with an option of up to \$250,000 to be exercised if any unforeseen conditions arise or if hazardous materials remediation is required.

Contract Officer: Patrick May 650-508-7732
Project Manager: David Olmeda, Director, Maintenance, North Base 650-508-6252

RESOLUTION NO. 2015-

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT

STATE OF CALIFORNIA

*** * ***

AUTHORIZING AWARD OF A CONTRACT FOR THE REMOVAL, DEMOLITION, AND REPLACEMENT OF THE OIL/WATER SEPARATOR AT NORTH BASE

WHEREAS, at its May 6, 2015 meeting, the Board declared an emergency existed with regard to the condition of the oil/water separator at North Base and authorized staff to take a number of actions to address the emergency, including the award of an emergency contract to Technology, Engineering & Construction (dba TEC Accutite) in an amount not-to-exceed \$480,000 for work related to (a) investigation of the emergency situation and purchase of necessary equipment to address the emergency, and (b) removal, demolition, and replacement of the separator (Resolution No. 2015-27); and

WHEREAS, since that time, staff has determined that the initial mitigation efforts completed through the investigation and tank purchase performed by TEC have stabilized the condition of the separator such that conditions no longer exist that would support an award of an emergency contract for the removal, demolition, and replacement of the separator; and

WHEREAS, in light of the need to award a contract for the removal, demolition, and replacement of the oil/water separator on a non-emergency, but expedited basis, staff will proceed with an expedited Invitation for Bids procurement process; and

WHEREAS, the General Manager/CEO seeks Board approval to award a contract to the bidder that is determined by staff and legal counsel to be the lowest, responsive and responsible bidder in response to the subject solicitation, in an amount not to exceed \$375,000, with an option of \$250,000 to be exercised if any unforeseen conditions arise or if hazardous materials remediation is required.

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

1. Finds that the emergency pertaining to the condition of the underground oil/water separator at North Base, declared by this Board on May 6, 2015, no longer exists;

2. Rescinds the authorization for Technology, Engineering & Construction, dba TEC Accutite, of South San Francisco, California to complete the removal, demolition, and replacement of the oil/water separator;
3. Authorizes the award of a contract to the bidder that is determined by staff and legal counsel to be the lowest, responsive and responsible bidder in response to the solicitation described above, in an amount not to exceed \$375,000, with an option in a total amount of up to \$250,000 for unforeseen conditions or hazard materials remediation services that may be required;
4. Authorizes the General Manager/CEO, or his designee, to execute a contract with the successful bidder in full conformity with the terms and conditions of the solicitation documents; and
5. Authorizes the General Manager/CEO, or his designee, to exercise the option to the contract in a total amount of, or a series of aggregate amounts of, up to \$250,000 for any unforeseen conditions that arise or for any hazardous materials remediation that may be required.

Regularly passed and adopted this 3rd day of June, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2015

SHIRLEY HARRIS, CHAIR
ZOE KERSTEEN-TUCKER, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
KARYL MATSUMOTO
PETER RATIO
CHARLES STONE
ADRIENNE TISSIER

JIM HARTNETT
GENERAL MANAGER/CEO

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, JUNE 3, 2015 – 2:45 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of May 6, 2015

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Adrienne Tissier, Zoe Kersteen-Tucker, Charles Stone

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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MAY 6, 2015**

Committee Members Present: A. Tissier (Committee Chair), Z. Kersteen-Tucker, C. Stone

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

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

Committee Chair Adrienne Tissier called the meeting to order at 3:32 p.m.

Approval of Minutes of Legislative Committee Meeting of April 1, 2015

Motion/Second: Guilbault/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Update on the State and Federal Legislative Program

Seamus Murphy, Director, Government and Community Affairs, said the governor will be releasing his revised budget on May 14. Staff will be paying close attention to the Cap and Trade funding that was assumed in the January budget. He said staff has been speaking with the governor's staff on how they propose the funds be used.

Mr. Murphy said authorization for Surface Transportation funding expires at the end of the month. An extension will likely be granted but the duration of an extension is unknown. He said the most likely outcome is an extension through the end of July, which is the length of time Congress can extend funding without requiring additional revenue. Mr. Murphy said for anything beyond July, supplemental funds will have to come from the General Fund or potential other revenue sources such as a mileage-based user fee at the Federal level or repatriation of offshore tax receipts.

Adjourned: 3:36 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Jim Hartnett
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

May Budget Revision

On May 14, Governor Brown released the "May Revise," the Administration's update to the Governor's January Proposed Budget for Fiscal Year 2015-16. Like the January Budget, the update contains minimal changes to the state's traditional transportation funding sources. The State Transit Assistance Program, projected in January to accumulate \$387.8 million in revenues, is now expected to produce \$351.5, a decrease of \$36.3 million.

The May Revision also updates the Administration's plan for spending additional Cap and Trade revenues. The Administration proposes directing a significant amount of the additional revenue to mass transportation-eligible programs. Investment in programs that support mass transportation are proposed to more than double, growing from \$815 million to \$1.6 billion.

Proposed program investment includes:

2015-16 Cap and Trade Expenditure Plan					
(Dollars in Millions)					
<i>Investment Category</i>	<i>Department</i>	<i>Program</i>	<i>Jan 10/ Accelerated Drought</i>	<i>May Revision</i>	<i>Total</i>
Sustainable Communities and Clean Transportation	High-Speed Rail Authority	High-Speed Rail Project	\$250	\$250	\$500
	State Transit Assistance	Low Carbon Transit Operations Program	\$50	\$50	\$100
	Transportation Agency	Transit and Intercity Rail Capital Program	\$100	\$165	\$265
	Strategic Growth Council	Affordable Housing and Sustainable Communities Program	\$200	\$200	\$400
	Air Resources Board	Low Carbon Transportation	\$200	\$150	\$350

FEDERAL ISSUES

Nothing to report.

Prepared By: Seamus Murphy, Director, Government and Community
Affairs

650-508-6388

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 2 Alejo D</p> <p>Community revitalization authority.</p>	<p>5/21/2015-S. G. & F. 5/21/2015-Referred to Coms. on GOV. & F. and T. & H.</p>	<p>The Community Redevelopment Law authorizes the establishment of redevelopment agencies in communities to address the effects of blight, as defined by means of redevelopment projects financed by the issuance of bonds serviced by tax increment revenues derived from the project area. Existing law dissolved redevelopment agencies and community development agencies, as of February 1, 2012, and provides for the designation of successor agencies to wind down the affairs of the dissolved agencies and to fulfill the enforceable obligations of those agencies. Existing law also provides for various economic development programs that foster community sustainability and community and economic development initiatives throughout the state.</p> <p>This bill would authorize certain local agencies to form a community revitalization authority (authority) within a community revitalization and investment area, as defined, to carry out provisions of the Community Redevelopment Law in that area for purposes related to, among other things, infrastructure, affordable housing, and economic revitalization. The bill would provide for the financing of these activities by, among other things, the issuance of bonds serviced by tax increment revenues, and would require the authority to adopt a community revitalization plan for the community revitalization and investment area that includes elements describing and governing revitalization activities. The bill would also provide for periodic audits by the Controller. The bill would also require the Department of Housing and Community Development, advised by an advisory committee appointed by the Director of Housing and Community Development, to periodically review the calculation of surplus housing under these provisions. The bill would require certain funds allocated to the authority to be deposited into a separate Low and Moderate Income Housing Fund and used by the authority for the purposes of increasing, improving, and preserving the community's supply, as specified. The bill would, if an authority failed to expend or encumber surplus in the Low and Moderate Income Housing Fund, require those funds to be disbursed towards housing needs. The bill would require an authority to make relocation provisions for persons displaced by a plan and replace certain dwelling units that are destroyed or removed as part of a plan. The bill would authorize an authority to acquire interests in real property and exercise the power of eminent domain, as specified.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 4 Linder R</p> <p>Vehicle weight fees: transportation bond debt service.</p>	<p>5/1/2015-A. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 1/16/2015)</p>	<p>Existing law imposes weight fees on the registration of commercial motor vehicles and provides for the deposit of net weight fee revenues into the State Highway Account. Existing law provides for the transfer of certain weight fee revenues from the State Highway Account to the Transportation Debt Service Fund to reimburse the General Fund for payment of debt service on general obligation bonds issued for transportation purposes. Existing law also provides for the transfer of certain weight fee revenues to the Transportation Bond Direct Payment Account for direct payment of debt service on designated bonds, which are defined to be certain transportation general obligation bonds issued pursuant to Proposition 1B of 2006. Existing law also provides for loans of weight fee revenues to the General Fund to the extent the revenues are not needed for bond debt service purposes, with the loans to be repaid when the revenues are later needed for those purposes, as specified.</p> <p>This bill, notwithstanding these provisions or any other law, until January 1, 2020, would prohibit weight fee revenues from being transferred from the State Highway Account to the Transportation Debt Service Fund, the Transportation Bond Direct Payment Account, or any other fund or account for the purpose of payment of the debt service on transportation general obligation bonds, and would also prohibit loans of weight fee revenues to the General Fund.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 6 Wilk R</p> <p>Bonds: transportation: school facilities.</p>	<p>4/20/2015-A. TRANS. 4/21/2015-In committee: Set, second hearing. Failed passage. Reconsideration granted.</p>	<p>Existing law, the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9 billion in general obligation bonds for high-speed rail purposes and \$950 million for other related rail purposes. Article XVI of the California Constitution requires measures authorizing general obligation bonds to specify the single object or work to be funded by the bonds and further requires a bond act to be approved by a 2/3 vote of each house of the Legislature and a majority of the voters.</p> <p>This bill would provide that no further bonds shall be sold for high-speed rail purposes pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, except as specifically provided with respect to an existing appropriation for high-speed rail purposes for early improvement projects in the Phase 1 blended system. The bill, subject to the above exception, would require redirection of the unspent proceeds received from outstanding bonds issued and sold for other high-speed rail purposes prior to the effective date of these provisions, upon appropriation, for use in retiring the debt incurred from the issuance and sale of those outstanding bonds. The bill, subject to the above exception, would also require the net proceeds of other bonds subsequently issued and sold under the high-speed rail portion of the bond act to be made available, upon appropriation, to fund construction of school facilities for K-12 and higher education. The bill would make no changes to the authorization under the bond act for issuance of \$950 million for rail purposes other than high-speed rail. These provisions would become effective only upon approval by the voters at the next statewide election.</p>	
<p>AB 23 Patterson R</p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>3/23/2015-A. NAT. RES. 3/23/2015-In committee: Set, first hearing. Failed passage. Reconsideration granted.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing state board regulations require specified entities to comply with a market-based compliance mechanism beginning January 1, 2013, and require additional specified entities to comply with that market-based compliance mechanism beginning January 1, 2015.</p> <p>This bill would instead exempt those categories of persons or entities that did not have a compliance obligation, as defined, under a market-based compliance mechanism beginning January 1, 2013, from being subject to that market-based compliance mechanism through December 31, 2020. This bill contains other related provisions.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 33 Quirk D</p> <p>California Global Warming Solutions Act of 2006: Climate Change Advisory Council.</p>	<p>5/6/2015-A. APPR. SUSPENSE FILE 5/6/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act requires the state board to adopt a statewide greenhouse gas emissions limit, as defined, to be achieved by 2020 equivalent to the statewide greenhouse gas emissions levels in 1990. The act requires the state board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions.</p> <p>This bill would establish the Climate Change Advisory Council in state government and would assign the council specified duties, including, among others, developing an analysis of various strategies to achieve the statewide greenhouse gas emissions limit. The bill also would require the state board to establish consistent metrics to accurately quantify reductions in greenhouse gas emissions, quantify public health benefits, and measure the cost-effectiveness of the various strategies identified by the council.</p>	
<p>AB 61 Allen, Travis R</p> <p>Shuttle services: loading and unloading of passengers.</p>	<p>5/15/2015-A. 2 YEAR 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was TRANS. on 4/21/2015)</p>	<p>Under existing law, a person may not stop, park, or leave a vehicle standing alongside a curb space authorized for the loading or unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb, except that existing law allows local authorities to permit schoolbuses to stop alongside these curb spaces upon agreement between a transit system operating buses as common carriers in local transportation and a public school district or private school.</p> <p>This bill would also allow local authorities to permit shuttle service vehicles, as defined, to stop for the loading or unloading of passengers alongside these curb spaces upon agreement between a transit system operating buses engaged as common carriers in local transportation and a shuttle service provider, as defined. The bill would state that it is the intent of the Legislature to not replace public transit services.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 156 Perea D</p> <p>Greenhouse Gas Reduction Fund: technical assistance program.</p>	<p>4/29/2015-A. APPR. SUSPENSE FILE 4/29/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law requires the California Environmental Protection Agency to identify disadvantaged communities and requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund. Existing law requires the 3-year investment plan to allocate a minimum of 25% of the available moneys in the fund to projects that provide benefits to disadvantaged communities.</p> <p>This bill would require the state board to establish a comprehensive technical assistance program, upon the appropriation of moneys from the Greenhouse Gas Reduction Fund, for eligible applicants, as specified, assisting disadvantaged communities and other specified communities. This bill contains other related provisions.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 194 Frazier D</p> <p>High-occupancy toll lanes.</p>	<p>4/29/2015-A. APPR. SUSPENSE FILE 4/29/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>Existing law provides that the Department of Transportation has full possession and control of the state highway system. Existing law authorizes the department to construct exclusive or preferential lanes for buses only or for buses and other high-occupancy vehicles.</p> <p>This bill would also authorize a regional transportation agency, in cooperation with the department, to apply to the commission to develop other toll facilities, as specified. The bill would delete the requirement that the facilities be consistent with the established standards, requirements, and limitations that apply to specified facilities and would instead require the commission to establish guidelines for the development and operation of the facilities approved by the commission on or after January 1, 2016, subject to specified minimum requirements. The bill would provide that these provisions do not authorize or prohibit the conversion of any existing nontoll or nonuser-fee lanes into tolled or user-fee lanes, except that a high-occupancy vehicle lane may be converted into a high-occupancy toll lane pursuant to its provisions. The bill would authorize a regional transportation agency to issue bonds, refunding bonds, or bond anticipation notes backed by revenues generated from the facilities. The bill would additionally authorize the Santa Clara Valley Transportation Authority to apply to the commission for purposes of the above-described provisions. The bill would remove the limitations on the number of approved facilities and would delete the January 1, 2012, deadline for HOT lane applications. The bill would delete the requirement that the commission conduct at least one public hearing in northern California and one in southern California for each eligible application and would instead require the commission to conduct at least one public hearing. The bill would provide that each application is subject to the review and approval of the commission and would require a regional transportation agency that applies to the commission to reimburse the commission for all of the commission's cost and expense incurred in processing the application. Before submitting an application to the commission, the bill would require a regional transportation agency to consult with a local transportation authority whose jurisdiction includes the facility that the regional transportation agency proposes to develop and operate pursuant to the above-described provisions. The bill would require the regional transportation agency to give a local transportation authority, as specified, the option of entering into agreements, as needed, for project development, engineering, financial studies, and environmental documentation for each construction project or segment, and would authorize the local transportation authority to be the lead agency for those construction projects or segments. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 227 Alejo D</p> <p>Transportation funding.</p>	<p>5/1/2015-A. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was BUDGET. on 4/16/2015)</p>	<p>Existing law provides for loans of revenues from various transportation funds and accounts to the General Fund, with various repayment dates specified.</p> <p>This bill, with respect to any loans made to the General Fund from specified transportation funds and accounts with a repayment date of January 1, 2019, or later, would require the loans to be repaid by December 31, 2018. This bill contains other related provisions and other existing laws.</p>	
<p>AB 318 Chau D</p> <p>Lost money and goods: bicycles: restoration to owner.</p>	<p>5/21/2015-S. JUD. 5/21/2015-Referred to Com. on JUD.</p>	<p>Existing law requires a person who finds and takes possession of property that is lost to try and return it to the rightful owner. If the owner of the lost property cannot be determined and the item is worth \$100 or more, the finder is required to turn the item over to the police or sheriff, as specified. Existing law provides 90 days for the owner to return and claim the property and to pay any reasonable fee for its bailment. Existing law requires, if the reported value of the property is \$250 or more and the owner does not return and claim the property, the police or the sheriff to cause notice of the property to be published, as provided.</p> <p>This bill , until December 31, 2020, would provide that if that lost property is found on a vehicle of public conveyance or on public transit property, that it instead be turned in to the public transit agency, and would provide 90 days for the owner to return and claim the property, as specified. The bill, until December 31, 2020, also would require the public transit agency to cause notice of the property to be published under the circumstances described above. The bill, until January 1, 2021, would require specified procedures to be followed with respect to lost or unclaimed bicycles turned in to or held by a public transit agency. This bill contains other related provisions and other existing laws.</p>	Watch
<p>AB 326 Frazier D</p> <p>Public works: prevailing wage rates: wage and penalty assessments.</p>	<p>5/15/2015-A. 2 YEAR 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was L. & E. on 4/22/2015)</p>	<p>Existing law requires the Labor Commissioner to issue a civil wage and penalty assessment to a contractor or subcontractor, or both, if the Labor Commissioner determines, after investigation, that the contractor or subcontractor, or both, violated the laws regulating public works contracts, including the payment of prevailing wages. Existing law also requires the awarding body, as defined, to withhold from payments due under a contract for public work an amount sufficient to satisfy the civil wage and penalty assessment issued by the Labor Commissioner, and to give notice of the withholding to the affected contractor or subcontractor.</p> <p>This bill would require the department to release the funds deposited in escrow plus interest earned to those persons and entities as expeditiously as possible following the conclusion of all administrative and judicial review. This bill contains other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 378 Mullin D</p> <p>State Highway 101 corridor.</p>	<p>5/15/2015-A. 2 YEAR 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/18/2015)</p>	<p>Existing law provides that the Department of Transportation has full possession and control of the state highway system. Existing law imposes various requirements for the development and implementation of transportation projects.</p> <p>This bill would declare the intent of the Legislature to enact legislation that will enable responsible local, regional, and state agencies to substantially improve mobility in the State Highway 101 corridor. The bill would make findings and declarations in that regard.</p>	<p>Support</p>
<p>AB 471 Harper R</p> <p>Employment.</p>	<p>5/15/2015-A. 2 YEAR 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/23/2015)</p>	<p>Existing law prohibits, subject to certain exceptions, an employer from requiring an employee to work more than 5 hours per day without providing a meal period.</p> <p>This bill would make a nonsubstantive change to those provisions.</p>	
<p>AB 516 Mullin D</p> <p>Vehicles: temporary license plates.</p>	<p>5/20/2015-A. APPR. SUSPENSE FILE 5/20/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>Existing law requires the Department of Motor Vehicles (DMV), upon registering a vehicle, to issue to the owner 2 license plates, as specified. Existing law also requires vehicle dealers and lessor-retailers to attach numbered report-of-sale forms issued by the DMV to a vehicle at the time of sale, and to submit to the DMV an application for registration of the vehicle, and the applicable fees, within a specified period after the date of sale. Existing law generally makes a violation of the Vehicle Code an infraction, but makes counterfeiting a license plate a felony.</p> <p>This bill would require the DMV to develop a temporary license plate system to enable the DMV, vehicle dealers that are private industry partners, and first-line service providers, as defined, to provide temporary license plates, and would require the system to begin operation on January 1, 2017. The bill would require, commencing January 1, 2017, a motor vehicle dealer that is a private-industry partner to affix a temporary license plate, at the time of sale, to a vehicle sold without a permanent license plate. The bill would authorize the operation of a vehicle that has been issued temporary license plates for 90 days after the sale of the vehicle or until the owner receives the permanent license plates, and would direct the owner to destroy the temporary license plates upon the receipt of the permanent license plates, as specified. A violation of these provisions would be a crime. The bill would also make counterfeiting a temporary license plate a felony. By creating new crimes and expanding the scope of an existing crime, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Support</p>

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>AB 528 Baker R</p> <p>San Francisco Bay Area Rapid Transit District: strikes: prohibition.</p>	<p>5/15/2015-A. 2 YEAR 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was P.E.,R. & S.S. on 4/9/2015)</p>	<p>Existing law creates the San Francisco Bay Area Rapid Transit District and establishes provisions regulating the collective bargaining of the employees and the board of directors of that district. Existing law prescribes procedures specifically relating to the collective bargaining of transit districts, and authorizes the Governor, when it appears a strike will significantly disrupt transportation services and endanger public health, safety, and welfare, to appoint a board to investigate issues in connection with these labor negotiations and make a report. Existing law prohibits a strike during the period of investigation and permits the Governor, upon receiving a report from a board of investigation, to request the Attorney General to petition a court to enjoin the strike, as specified.</p> <p>This bill would prohibit employees of the San Francisco Bay Area Rapid Transit District from engaging in a strike or work stoppage if the transit district board maintains the compensation and benefit provisions of an expired contract and an employee or employee organization has agreed to a provision prohibiting strikes in the expired or previous written labor contract. The bill would provide that an employee whom the transit district employer finds willfully engaged in a strike or work stoppage in violation of these provisions is subject to dismissal if that finding is sustained upon conclusion of the appropriate proceedings necessary for the imposition of a disciplinary action.</p>	
<p>AB 726 Nazarian D</p> <p>Vehicles: Los Angeles County Metropolitan Transportation Authority.</p>	<p>5/21/2015-S. T. & H. 5/21/2015-Referred to Com. on T. & H.</p>	<p>Existing law imposes a 40-foot limitation on the length of vehicles that may be operated on the highways, with specified exemptions. Existing law exempts from this limitation, among other things, an articulated bus or articulated trolley coach that does not exceed a length of 60 feet.</p> <p>This bill would authorize the Los Angeles County Metropolitan Transportation Authority to operate articulated buses that do not exceed a length of 82 feet on the route designated as the Orange Line in the County of Los Angeles. This bill contains other related provisions.</p>	
<p>AB 779 Garcia, Cristina D</p> <p>Environmental quality: transit priority areas.</p>	<p>5/13/2015-A. APPR. SUSPENSE FILE 5/13/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would provide that the revised guidelines shall not be effective before July 1, 2017. This bill contains other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 828 Low D</p> <p>Vehicles: transportation network companies.</p>	<p>5/14/2015-S. T. & H. 5/14/2015-Referred to Com. on T. & H.</p>	<p>Existing law defines "commercial vehicle," for the purposes of the Vehicle Code, as a motor vehicle of a type required to be registered under that code that is used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. Existing law, the Passenger Charter-party Carriers' Act, provides for the regulation of transportation network companies by the Public Utilities Commission. Existing law defines a "transportation network company" to mean an organization, including, but not limited to, a corporation, limited liability company, partnership, sole proprietor, or any other entity, operating in California that provides prearranged transportation services for compensation using an online-enabled application or platform to connect passengers with drivers using a personal vehicle.</p> <p>This bill would exclude from the definition of "commercial vehicle," for purposes of the Vehicle Code, any motor vehicle operated in connection with a transportation network company, if specified conditions are satisfied.</p>	
<p>AB 857 Perea D</p> <p>California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.</p>	<p>5/20/2015-A. APPR. SUSPENSE FILE 5/20/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature.</p> <p>This bill, between January 2, 2018, and January 1, 2023, inclusive, would require no less than 50% or \$100,000,000, whichever is greater, of the moneys appropriated for technology development, demonstration, precommercial pilots, and early commercial deployments of zero- and near-zero-emission medium- and heavy-duty truck technology be allocated to support the commercial deployment of existing zero- and near-zero-emission heavy-duty truck technology that meets or exceeds a specified emission standard. This bill contains other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 869 Cooper D</p> <p>Public transportation agencies: fare evasion and prohibited conduct.</p>	<p>5/21/2015-S. T. & H. 5/21/2015-Referred to Com. on T. & H.</p>	<p>Existing law authorizes a public transportation agency to adopt and enforce an ordinance to impose and enforce civil administrative penalties for fare evasion or other passenger misconduct, other than by minors, on or in a transit facility or vehicle in lieu of the criminal penalties otherwise applicable, with specified administrative procedures for the imposition and enforcement of the administrative penalties, including an initial review and opportunity for a subsequent administrative hearing.</p> <p>This bill would provide that a person who fails to pay the administrative penalty when due or successfully complete the administrative process to dismiss the notice of fare evasion or passenger misconduct may be subject to those criminal penalties. The bill would require the notice of fare evasion or passenger misconduct to contain a printed statement that the person may be charged with an infraction or misdemeanor if the administrative penalty is not paid when due or dismissed pursuant to these provisions. This bill contains other related provisions and other existing laws.</p>	
<p>AB 877 Chu D</p> <p>Transportation.</p>	<p>5/1/2015-A. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 4/6/2015)</p>	<p>Existing law creates the California Transportation Commission, with specified powers and duties relating to allocation of transportation capital funds through the state transportation improvement program process and various other responsibilities. Existing law provides for a commission of 13 members, composed of 9 members appointed by the Governor with the advice and consent of the Senate, one member appointed by the Speaker of the Assembly, one member appointed by the Senate Committee on Rules, and, as ex officio nonvoting members, one Member of the Assembly and one Member of the Senate.</p> <p>This bill would expand the commission to 15 members, with one additional Member of the Assembly and one additional Member of the Senate as ex officio nonvoting members. This bill contains other related provisions and other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1068 Allen, Travis R</p> <p>California Environmental Quality Act: priority projects.</p>	<p>5/1/2015-A. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was NAT. RES. on 3/19/2015)</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would authorize each Member of the Legislature to nominate one project within his or her respective district each year, and the Governor to designate those projects as priority projects if the projects meet specified requirements. The bill would require the Governor to provide a notice of the designation to the appropriate lead agency and to the Office of Planning and Research. The bill would require the lead agency to notify the public and interested stakeholders of the designation, as specified, thereby imposing a state-mandated local program. The bill would require that an environmental impact report be prepared for each priority project, but would authorize tiering from previously prepared reports, as specified. The bill would prohibit the court from staying or enjoining the implementation of a priority project unless the court makes specified findings and would limit any stay or injunction, as provided. This bill contains other related provisions and other existing laws.</p>	
<p>AB 1250 Bloom D</p> <p>Vehicles: buses: gross axle weight.</p>	<p>5/7/2015-S. T. & H. 5/7/2015-Referred to Com. on T. & H.</p>	<p>Existing law, operative January 1, 2016, provides that the gross weight on any one axle of a bus shall not exceed 20,500 pounds. Existing law exempts from this limitation a transit bus procured through a solicitation process pursuant to which a solicitation was issued before January 1, 2013. A violation of this provision is a crime.</p> <p>This bill would exempt from the weight limitation transit buses procured through a solicitation process pursuant to which a solicitation was issued before January 1, 2016.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1347 Chiu D</p> <p>Public contracts: claims.</p>	<p>5/20/2015-A. APPR. SUSPENSE FILE 5/20/2015-In committee: Set, first hearing. Referred to APPR. suspense file.</p>	<p>Existing law prescribes various requirements regarding the formation, content, and enforcement of state and local public contracts. Existing law applicable to state public contracts generally requires that the resolution of claims related to those contracts be subject to arbitration. Existing law applicable to local agency contracts prescribes a process for the resolution of claims related to those contracts of \$375,000 or less.</p> <p>This bill would establish, for contracts entered into on or after January 1, 2016, a claim resolution process applicable to all public entity contracts. The bill would define a claim as a separate demand by the contractor for one or more of: a time extension for relief from damages or penalties for delay, payment of money or damages arising from work done pursuant to the contract for a public work, or payment of an amount disputed by the local agency, as specified. This bill contains other related provisions and other existing laws.</p>	<p>Oppose</p>
<p>AB 1364 Linder R</p> <p>California Transportation Commission.</p>	<p>5/1/2015-A. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61 (a)(2). (Last location was TRANS. on 3/23/2015)</p>	<p>Existing law establishes in the state government the Transportation Agency, which includes various departments and state entities, including the California Transportation Commission. Existing law vests the California Transportation Commission with specified powers, duties, and functions relative to transportation matters. Existing law requires the commission to retain independent authority to perform the duties and functions prescribed to it under any provision of law.</p> <p>This bill would exclude the California Transportation Commission from the Transportation Agency and establish it as an entity in the state government. The bill would also make conforming changes.</p>	
<p>ACA 4 Frazier D</p> <p>Local government transportation projects: special taxes: voter approval.</p>	<p>4/28/2015-A. REV. & TAX 4/28/2015-From committee: Be adopted, and re-refer to Com. on REV. & TAX. Re-referred. (Ayes 10. Noes 5.) (April 27). Re-referred to Com. on REV. & TAX.</p>	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities.</p> <p>This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects, as defined, requires the approval of 55% of its voters voting on the proposition. The measure would also make conforming and technical, nonsubstantive changes. This measure would also provide that it shall become effective immediately upon approval by the voters and shall apply to any local measure imposing, extending, or increasing a special tax for local transportation projects submitted at the same election.</p>	<p>Support</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1 Gaines R</p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>1/15/2015-S. E.Q. 4/7/2015-April 15 set for second hearing canceled at the request of author.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open, public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing state board regulations require specified entities to comply with a market-based compliance mechanism beginning January 1, 2013, and require additional specified entities to comply with that market-based compliance mechanism beginning January 1, 2015.</p> <p>This bill instead would exempt categories of persons or entities that did not have a compliance obligation, as defined, under a market-based compliance mechanism beginning January 1, 2013, from being subject to that market-based compliance mechanism. The bill would require all participating categories of persons or entities to have a compliance obligation beginning January 1, 2025. This bill contains other related provisions.</p>	
<p>SB 5 Vidak R</p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>1/15/2015-S. E.Q. 4/16/2015-April 15 set for second hearing. Failed passage in committee. (Ayes 2. Noes 5. Page 648.) Reconsideration granted.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing state board regulations require specified entities to comply with a market-based compliance mechanism beginning January 1, 2013, and require additional specified entities to comply with that market-based compliance mechanism beginning January 1, 2015.</p> <p>This bill instead would exempt categories of persons or entities that did not have a compliance obligation, as defined, under a market-based compliance mechanism beginning January 1, 2013, from being subject to that market-based compliance mechanism through December 31, 2020. This bill contains other related provisions.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 9 Beall D</p> <p>Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program.</p>	<p>5/18/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board from the auction or sale of allowances as part of a market-based compliance mechanism relative to reduction of greenhouse gas emissions to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would modify the purpose of the program to delete references to operational investments and instead provide for the funding of large, transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems and bus and ferry transit systems to achieve certain policy objectives, including reducing emissions of greenhouse gases, the expansion of transit services to increase ridership, and to improve transit safety. By expanding the purposes for which continuously appropriated funds may be used, the bill would make an appropriation. The bill would require the Transportation Agency to adopt a multiyear program of projects for funding, and require the California Transportation Commission to allocate funding to applicants pursuant to the program of projects. The bill would require that 90% of available funds be programmed and allocated to projects with a total cost of \$100,000,000 or more, and 10% to projects with a total cost of less than \$100,000,000. The bill would require the Transportation Agency, in selecting projects for funding, to consider the extent to which a project reduces greenhouse gas emissions, would add additional factors to be considered in evaluating applications for funding, and would expand certain factors considered to include bus and ferry transit service. The bill would require the Transportation Agency to develop, by July 1, 2016, a 5-year estimate of revenues reasonably expected to be available for the program, with subsequent estimates to be made every other year for additional 5-year periods, and would require the agency to adopt 5-year programs of projects consistent with those estimates. The bill would authorize the Transportation Agency, in cooperation with the California Transportation Commission, to make a multiyear funding commitment for a project proposed to be funded over more than one fiscal year, and would authorize the California Transportation Commission to approve a letter of no prejudice that would allow an applicant to expend its own funds on a project in the adopted program of projects, subject to future reimbursement from program funds for eligible expenditures. This bill contains other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 32 Pavley D</p> <p>California Global Warming Solutions Act of 2006: emissions limit.</p>	<p>5/18/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020 and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions.</p> <p>This bill would require the state board to approve a statewide greenhouse gas emissions limit that is equivalent to 80% below the 1990 level to be achieved by 2050, as specified. The bill would authorize the state board to adopt interim greenhouse gas emissions level targets to be achieved by 2030 and 2040. The bill also would state the intent of the Legislature for the Legislature and appropriate agencies to adopt complementary policies that ensure the long-term emissions reductions advance specified criteria. The bill would make conforming changes.</p>	<p>Support</p>
<p>SB 64 Liu D</p> <p>California Transportation Plan.</p>	<p>5/22/2015-A. DESK 5/22/2015-In Assembly. Read first time. Held at Desk.</p>	<p>Existing law requires various transportation planning activities by state and regional agencies. Existing law requires the Department of Transportation to prepare the California Transportation Plan and to update the plan by December 31, 2015, and every 5 years thereafter. Existing law specifies certain subject areas for the movement of people and freight to be considered in the plan. Existing law requires the plan to address how the state will achieve maximum feasible emissions reductions in order to attain a statewide reduction of greenhouse gas emissions to 1990 levels by 2020 and 80% below 1990 levels by 2050 and identify the statewide integrated multimodal transportation system needed to achieve greenhouse gas emission reductions. Existing law requires the department to consult with and coordinate its planning activities with specified entities, including the California Transportation Commission, and to provide an opportunity for public input. Existing law authorizes the California Transportation Commission to present the results of its review and comment to the Legislature and the Governor.</p> <p>This bill would require the California Transportation Commission to review recommendations in the update to the California Transportation Plan prepared by the department in 2015, and every 5 years thereafter, to prepare specific action-oriented and pragmatic recommendations for transportation system improvements, and to submit a report in that regard to the Legislature and the Governor by December 31, 2016, and every 5 years thereafter.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 122 Jackson D</p> <p>California Environmental Quality Act: record of proceedings.</p>	<p>5/4/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA establishes a procedure for the preparation and certification of the record of proceedings upon the filing of an action or proceeding challenging a lead agency's action on the grounds of noncompliance with CEQA.</p> <p>This bill would require the lead agency, at the request of a project applicant and consent of the lead agency, to prepare a record of proceedings concurrently with the preparation of a negative declaration, mitigated negative declaration, EIR, or other environmental document for projects. This bill contains other related provisions and other existing laws.</p>	
<p>SB 158 Huff R</p> <p>Transportation projects: comprehensive development lease agreements.</p>	<p>5/1/2015-S. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61 (a) (2). (Last location was T. & H. on 4/7/2015)</p>	<p>Existing law, until January 1, 2017, authorizes the Department of Transportation or a regional transportation agency to enter into a comprehensive development lease with a public or private entity for a transportation project.</p> <p>This bill would authorize the department or a regional transportation agency to enter into a comprehensive development lease on or after January 1, 2017, for a proposed transportation project on the state highway system if a draft environmental impact statement or draft environmental impact report for the project was released by the department in March 2015 for public comment. This bill contains other related provisions.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 207 Wieckowski D</p> <p>California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund.</p>	<p>5/14/2015-A. NAT. RES. 5/14/2015-Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature. Existing law requires a state agency expending moneys from the fund to create a record, prior to the expenditure that includes, among other things, a description of the expenditure proposed to be made and a description of how the proposed expenditure will contribute to achieving and maintaining greenhouse gas emissions reductions, as specified.</p> <p>This bill would require that record to be posted on the Internet Web sites of the state agency and the State Air Resources Board prior to the state agency expending those moneys.</p>	
<p>SB 231 Gaines R</p> <p>Transportation programs.</p>	<p>5/18/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board from the auction or sale of allowances as part of a market-based compliance mechanism relative to reduction of greenhouse gas emissions, to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would include water-borne transit as an eligible project that may be funded under these 2 programs. Because the bill would expand the allowable purposes for which the continuously appropriated funds allocated to the program may be expended, it would thereby make an appropriation. This bill contains other related provisions and other existing laws.</p>	
<p>SB 321 Beall D</p> <p>Motor vehicle fuel taxes: rates: adjustments.</p>	<p>5/5/2015-S. THIRD READING 5/5/2015-Read second time. Ordered to third reading.</p>	<p>Existing law, as of July 1, 2010, exempts the sale of, and the storage, use, or other consumption of, motor vehicle fuel from specified sales and use taxes and increases the excise tax on motor vehicle fuel, as provided.</p> <p>This bill for the 2015-16 fiscal year and each fiscal year thereafter would , instead require the board, on or before July 1, 2015, or March 1 of the fiscal year immediately preceding the applicable fiscal year, as specified, to adjust the rate in a manner as to generate an amount of revenue equal to the amount of revenue loss attributable to the exemption, based on estimates made by the board that reflect the combined average of the actual fuel price over the previous 4 fiscal years and the estimated fuel price for the current fiscal year, and continuing to take into account adjustments required by existing law to maintain revenue neutrality. This bill contains other related provisions and other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 348 Galgiani D</p> <p>California Environmental Quality Act: exemption: railroad crossings.</p>	<p>5/22/2015-A. NAT. RES. 5/22/2015-Referred to Com. on NAT. RES.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA exempts from its requirements railroad grade separation projects that eliminate existing grade crossings or that reconstruct existing grade separations. CEQA authorizes a lead agency, if it determines that a project is exempt from the requirements of CEQA, to file a notice of exemption with specific public entities.</p> <p>This bill would require a lead agency, if it determines that the above exemption applies to a project that the agency approves or determines to carry out, to file a notice of exemption with the Office of Planning and Research and, in the case of a local agency, with the county clerk in each affected county. Because the bill would impose additional duties on local agencies with regards to the filing of a notice of exemption, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 350 De León D</p> <p>Clean Energy and Pollution Reduction Act of 2015.</p>	<p>5/18/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>Under existing law, the Public Utilities Commission (PUC) has regulatory authority over public utilities, including electrical corporations, as defined, while local publicly owned electric utilities, as defined, are under the direction of their governing boards.</p> <p>This bill would additionally express the intent of the Legislature for the purposes of the RPS program that the amount of electricity generated per year from eligible renewable energy resources be increased to an amount equal to at least 50% by December 31, 2030, and would require the PUC, by January 1, 2017, to establish the quantity of electricity products from eligible renewable energy resources be procured by each retail seller for specified compliance periods sufficient to ensure that the procurement of electricity products from eligible renewable energy resources achieves 50% of retail sales by December 31, 2030. The bill would require the governing boards of local publicly owned electric utilities to ensure that specified quantities of electricity products from eligible renewable energy resources to be procured for specified compliance periods to ensure that the procurement of electricity products from eligible renewable energy resources achieve 50% of retail sales by December 31, 2030. The bill would exclude all facilities engaged in the combustion of municipal solid waste from being eligible renewable energy resources. The bill would require community choice aggregators and electric service providers to prepare and submit renewable energy procurement plans. The bill would revise other aspects of the RPS program, including, among other things, the enforcement provisions and would require penalties collected for noncompliance to be deposited in the Electric Program Investment Charge Fund. The bill would require the PUC to direct electrical corporations to include in their proposed procurement plans a strategy for procuring a diverse portfolio of resources that provide a reliable electricity supply. The bill would require the PUC and the Energy Commission to take certain actions in furtherance of meeting the state's clean energy and pollution reduction objectives. This bill contains other related provisions and other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 358 Jackson D</p> <p>Conditions of employment: gender wage differential.</p>	<p>5/26/2015-A. DESK 5/26/2015-In Assembly. Read first time. Held at Desk.</p>	<p>Existing law regulates the payment of compensation to employees by employers and prohibits an employer from conditioning employment on requiring an employee to refrain from disclosing the amount of his or her wages, signing a waiver of the right to disclose the amount of those wages, or discriminating against an employee for making such a disclosure.</p> <p>This bill would revise that prohibition to eliminate the requirement that the wage differential be within the same establishment, and instead would prohibit an employer from paying any of its employees at wage rates less than those paid to employees of the opposite sex for substantially similar work, when viewed as a composite of skill, effort, and responsibility, as specified. The bill would revise and recast the exceptions to require the employer to affirmatively demonstrate that a wage differential is based upon one or more specified factors, including a seniority system, a merit system, a system that measures earnings by quantity or quality of production, or a bona fide factor that is not based on or derived from a sex-based differential in compensation and is consistent with a business necessity, as defined. The bill would also require the employer to demonstrate that each factor relied upon is applied reasonably, and that the one or more factors relied upon account for the entire differential. The bill would prohibit an employer from discharging, or in any manner discriminating or retaliating against, any employee by reason of any action taken by the employee to invoke or assist in any manner the enforcement of these provisions. The bill would authorize an employee who has been discharged or discriminated or retaliated against, in the terms and conditions of his or her employment because the employee engaged in any conduct delineated in these provisions, to recover in a civil action reinstatement and reimbursement for lost wages and work benefits caused by the acts of the employer, including interest thereon, as well as appropriate equitable relief. The bill would prohibit an employer from prohibiting an employee from disclosing the employee's own wages, discussing the wages of others, inquiring about another employee's wages, or aiding or encouraging any other employee to exercise his or her rights under these provisions. The bill would also increase the duration of employer recordkeeping requirements from 2 years to 3 years. By changing the definition of a crime, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	
<p>SB 391 Huff R</p> <p>Assault and battery: transit employees.</p>	<p>5/1/2015-S. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61 (a) (2). (Last location was PUB. S. on 4/21/2015)</p>	<p>Existing law defines an assault as an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another. Under existing law, an assault committed against specified individuals, such as a peace officer or a lifeguard, is punishable by imprisonment in a county jail not exceeding one year, by a fine not exceeding \$2,000, or by both that fine and imprisonment.</p> <p>This bill would also make an assault committed against a transit employee punishable by imprisonment in a county jail not exceeding one year, by a fine not exceeding \$2,000, or by both that fine and imprisonment. By expanding the scope of a crime, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>SB 413 Wieckowski D</p> <p>Public transit: prohibited conduct.</p>	<p>5/19/2015-S. THIRD READING 5/19/2015-Read second time. Ordered to third reading.</p>	<p>Existing law makes it a crime, punishable as an infraction, for a person to commit certain acts on or in a facility or vehicle of a public transportation system, including disturbing another person by loud or unreasonable noise or selling or peddling any goods, merchandise, property, or services of any kind whatsoever on the facilities, vehicles, or property of the public transportation system, in specified circumstances.</p> <p>This bill would revise the unreasonable noise provision so that it would apply to a person failing to comply with the warning of a transit official related to disturbing another person by loud and unreasonable noise, and also to a person playing sound equipment on or in a public transportation system facility or vehicle. The bill would also make it an infraction for a person on or in a facility or vehicle of a public transportation system to fail to yield seating reserved for an elderly or disabled person. The bill would make a 3rd or subsequent violation of the prohibition against selling or peddling goods, merchandise, property, or services, as specified, punishable as a misdemeanor. This bill contains other related provisions and other existing laws.</p>	<p>Support</p>
<p>SB 461 Hernandez D</p> <p>State Highway Route 164: relinquishment.</p>	<p>5/4/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>Existing law provides that the Department of Transportation has full possession and control of all state highways. Existing law describes the authorized routes in the state highway system and establishes a process for adoption of a highway on an authorized route by the California Transportation Commission. Existing law authorizes the commission to relinquish certain state highway segments to local agencies.</p> <p>This bill would authorize the commission to relinquish the portion of State Highway Route 164 from Gallatin Road near Pico Rivera to the southern city limits of South El Monte in the vicinity of Rush Street in the County of Los Angeles to that county, under specified conditions.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>SB 481 Hueso D</p> <p>Local government: auditors: independence.</p>	<p>5/14/2015-A. L. GOV. 5/14/2015-Referred to Com. on L. GOV.</p>	<p>Existing law requires, with certain exceptions, that all city, county, city and county, and district employees who conduct audits or that conduct audit activities of those respective agencies, conduct their work under the general and specified standards prescribed by the Institute of Internal Auditors or the Government Auditing Standards issued by the Comptroller General of the United States, as appropriate. Those standards generally provide, among other things, that auditors should be independent of the activities they audit. Existing law makes every willful omission to perform any duty enjoined by law upon any public officer, or person holding any public trust or employment, where no special provision is made for the punishment of that delinquency, a crime.</p> <p>This bill would prohibit the general counsel of the city, county, city and county, or district, or the employees of the general counsel from having direct oversight over the city, county, city and county, and district employees that conduct audits or that conduct audit activities of those respective agencies. This bill would also prohibit all city, county, city and county, and district employees that conduct audits or that conduct audit activities of those respective agencies from being required to report to the general counsel or any employees of the general counsel. This bill contains other related provisions and other existing laws.</p>	
<p>SB 491</p> <p>Committee on Transportation and Housing</p> <p>Transportation: omnibus bill.</p>	<p>5/18/2015-A. DESK 5/18/2015-In Assembly. Read first time. Held at Desk.</p>	<p>Existing law authorizes certain air districts to impose a vehicle registration fee surcharge to be used for projects and programs to improve air quality. Existing law, in the area under the jurisdiction of the Bay Area Air Quality Management District, requires at least 40% of fee revenues to be proportionately allocated to each county within the district, and requires an entity receiving these revenues, at least once a year, to hold one or more public meetings for the purpose of adopting criteria for expenditure of the funds and to review those expenditures.</p> <p>This bill would instead, at least once a year, require one or more public meetings to adopt criteria for expenditure of funds, if the criteria have been modified from the previous year, and one or more public meetings to review those expenditures. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>SB 508 Beall D</p> <p>Transportation funds: transit operators: pedestrian safety.</p>	<p>5/18/2015-A. DESK 5/18/2015-In Assembly. Read first time. Held at Desk.</p>	<p>Existing law provides various sources of funding to public transit operators. Under the Mills-Alquist-Deddeh Act, also known as the Transportation Development Act, revenues from a 1/4% sales tax in each county are available, among other things, for allocation by the transportation planning agency to transit operators, subject to certain financial requirements for an operator to meet in order to be eligible to receive funds. Existing law sets forth alternative ways an operator may qualify for funding, including a standard under which the allocated funds do not exceed 50% of the operator's total operating costs, as specified, or the maintenance by the operator of a specified farebox ratio of fare revenues to operating costs. Existing law authorizes an operator to satisfy the applicable ratio of fare revenues to operating costs by supplementing its fare revenues with local funds, as defined. Existing law generally establishes the required farebox ratio as 20% in urbanized areas and 10% in nonurbanized areas, except that an operator that exceeded those percentages in the 1978-79 fiscal year is required to maintain the higher farebox ratios in order to remain eligible for funding. Existing law provides various exceptions to the definition of "operating cost" for these purposes.</p> <p>This bill would delete the requirement for transit operators to maintain higher farebox requirements based on the 1978-79 fiscal year. The bill would exempt additional categories of expenditures from the definition of "operating cost" used to determine compliance with required farebox ratios, including, among others, certain fuel, insurance, and claims settlement cost increases beyond the change in the Consumer Price Index . The bill would also exempt startup costs for new transit services for up to 2 years. The bill would revise the definition of local funds. The bill would revise the definition of "operating cost" for performance audit and certain other purposes to exclude principal and interest payments on capital projects funded with certificates of participation. This bill contains other related provisions and other existing laws.</p>	
<p>SB 529 Pan D</p> <p>Transportation funding: Downtown/Riverfront Streetcar Project.</p>	<p>4/16/2015-S. T. & H. 4/16/2015-Re- referred to Com. on T. & H.</p>	<p>Existing law provides various sources of funding for transportation projects.</p> <p>This bill would appropriate \$10 million from the General Fund to the Downtown/Riverfront Streetcar Project, connecting Sacramento to West Sacramento, for use in funding the development of the project.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>SB 579 Jackson D</p> <p>Employees: time off.</p>	<p>5/5/2015-S. THIRD READING 5/5/2015-Read second time. Ordered to third reading.</p>	<p>Existing law prohibits an employer who employs 25 or more employees working at the same location from discharging or discriminating against an employee who is a parent, guardian, or grandparent having custody of a child in a licensed child day care facility or in kindergarten or grades 1 to 12, inclusive, for taking off up to 40 hours each year for the purpose of participating in school activities, subject to specified conditions. Existing law requires an employee to provide documentation regarding these activities upon request by an employer and provides remedies to employees discharged, demoted, or in any other manner discriminated against as a result of his or her exercise of this right to take time off.</p> <p>This bill would include the finding, enrolling, or reenrolling of a child in a school or day care facility as activities for which a parent, guardian, or grandparent having custody of a child shall not be discriminated against or discharged, as described above. This bill contains other related provisions and other existing laws.</p>	
<p>SB 599 Mendoza D</p> <p>Employment: public transit service contracts.</p>	<p>4/20/2015-S. APPR. SUSPENSE FILE 5/23/2015-Set for hearing May 28.</p>	<p>Existing law requires a local government agency to give a 10% preference to any bidder on a service contract to provide public transit services who agrees to retain employees of the prior contractor or subcontractor for a period of not less than 90 days, as specified.</p> <p>This bill would expand these provisions to require a state agency to also give a 10% preference to any bidder under these provisions.</p>	
<p>SB 698 Cannella R</p> <p>Active Transportation Program: school zone safety projects.</p>	<p>5/1/2015-S. 2 YEAR 5/1/2015-Failed Deadline pursuant to Rule 61 (a) (2). (Last location was E.Q. on 3/19/2015)</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund. Existing law continuously appropriates 60% of the annual proceeds of the fund for transit, affordable housing, sustainable communities, and high-speed rail purposes.</p> <p>This bill would continuously appropriate an unspecified amount from the Greenhouse Gas Reduction Fund to the State Highway Account in the State Transportation Fund for purposes of funding school zone safety projects within the Active Transportation Program. This bill contains other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 5/27/15

Bill ID/Topic	Location	Summary	Position
<p>SB 767 De León D</p> <p>Los Angeles County Metropolitan Transportation Authority: transactions and use tax.</p>	<p>5/5/2015-S. THIRD READING 5/5/2015-Read second time. Ordered to third reading.</p>	<p>Existing law authorizes the Los Angeles County Metropolitan Transportation Authority (MTA) to impose, in addition to any other tax that it is authorized to impose, a transactions and use tax at a rate of 0.5% for the funding of specified transportation-related projects and programs, subject to various requirements, including the adoption of an expenditure plan and voter approval. Existing law authorizes the MTA to seek voter approval to extend the transactions and use tax pursuant to an amended ordinance, subject to various requirements, including adoption of an amended expenditure plan that, among other things, updates certain cost estimates and identifies expected completion dates for projects and programs under the previous expenditure plan, and also requires the amended expenditure plan to be included in an updated long range transportation plan, as specified.</p> <p>This bill would authorize the MTA to impose an additional transportation transactions and use tax at a rate of 0.5% subject to various requirements, including the adoption of an expenditure plan and voter approval. This bill contains other related provisions and other existing laws.</p>	
<p>SCA 5 Hancock D</p> <p>Local government: special taxes: voter approval.</p>	<p>4/7/2015-S. G. & F. 4/7/2015-Referred to Coms. on GOV. & F., E. & C.A., and APPR.</p>	<p>The California Constitution conditions the imposition of a special tax by a local government upon the approval of 2/3 of the voters of the local government voting on that tax, but authorizes the imposition of a local ad valorem tax for school facilities upon the approval of 55% of the voters voting on that tax.</p> <p>This measure would condition the imposition, extension, or increase of a special tax by a local government upon the approval of 55% of the voters voting on the proposition, if the proposition proposing the tax contains specified requirements. The measure would also make conforming and technical, nonsubstantive changes.</p>	



BOARD OF DIRECTORS 2015

SHIRLEY HARRIS, CHAIR
ZOE KERSTEEN-TUCKER, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
KARYL MATSUMOTO
PETER RATTO
CHARLES STONE
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

PLANNING, DEVELOPMENT AND 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, JUNE 3, 2015 – 3:00 p.m.

or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of March 11, 2014
2. Proclamation Declaring June 18, 2015 as Dump the Pump Day

INFORMATIONAL

3. Update on Senior Mobility Initiative
4. Capital Projects Quarterly Status Report – 3rd Quarter Fiscal Year 2015

Committee Members: Karyl Matsumoto, Adrienne Tissier, Peter Ratto

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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MARCH 11, 2015**

Committee Members Present: K. Matsumoto (Committee Chair), P. Ratto, A. Tissier

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

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

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

Committee Chair Karyl Matsumoto called the meeting to order at 2:45 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of January 7, 2015

Motion/Second: Guilbault/Gee

Ayes: Gee, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier

Absent: Groom

SamTrans Service Plan (SSP) Performance Metrics

Michael Eshleman, Planner, reported:

- Three month summary:
 - Total ridership up 0.2 percent.
 - Average weekday ridership was flat.
 - Passengers per service hour was down 4 percent.
 - Operating cost per passenger up 4.2 percent.
 - On-time performance was up 4.2 percent.
- Annual summary:
 - Total ridership up 2.8 percent.
 - Average weekday ridership up 2.4 percent.
- On-time performance for February was 85.1 percent.
- Fifteen minute service along key corridors account for 2,100 new riders.
- Pilot services:
 - Key element of the SSP.
 - Pacifica Route FLX is operating effectively with 16 passengers per hour.
 - San Carlos Route FLX is struggling with 1.7 passengers per hour.
- New steps:
 - January service changes improved reliability and enhanced system efficiency.
 - Systemwide analysis is in progress of what's working and what isn't and what changes should be proposed to address shortcomings and build on successes.

Director Zoe Kersteen-Tucker asked if the system analysis will look at the system route-by-route and what will be the process if a route is underperforming. Mr. Eshleman said staff will come up with recommendations and move them up the chain of command.

Chair Shirley Harris asked if there is any data or reason for San Carlos Route FLX being so low. Mr. Eshleman said Route 295 ridership in San Carlos is low and it may be that there is a lack of people who need the service.

Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2015

Committee Chair Matsumoto asked what the notable issues were on the Bus Stop Improvement Project. Chuck Harvey, Deputy CEO, said this is a long-term project where staff is trying to upgrade and replace bus stop amenities in certain locations. He said some of it is cleaning up and making sure there are proper Americans with Disabilities Act pads and benches. Mr. Harvey said the challenge has been schedule-related issues.

Director Zoe Kersteen-Tucker asked if the Board could receive a presentation on last-mile efforts. April Chan, Executive Officer, Planning and Development, said staff is scheduling to present this item to the Board in the May/June timeframe.

Adjourned: 3:03 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Mark Simon
Executive Officer for Public Affairs

SUBJECT: **PROCLAMATION DECLARING JUNE 18, 2015 AS “NATIONAL DUMP THE PUMP DAY”**

ACTION

Staff proposes the Committee recommend the Board adopt the proclamation designating June 18, 2015 as “National Dump the Pump Day.”

SIGNIFICANCE

By proclaiming June 18 as “National Dump the Pump Day,” the San Mateo County Transit District (District) Board of Directors is reaffirming its commitment as a mobility leader, providing safe transportation choices and a sustainable future that meets the needs of our customers and diverse communities. The District operates a host of transportation services, including SamTrans bus service, paratransit service and Caltrain commuter rail service to the residents of San Mateo County. In partnership with the American Public Transportation Association (APTA), Dump the Pump Day is an annual opportunity to encourage people to give up driving and use public transportation, steps that reduce greenhouse gases, ease congestion and pollution and save money.

SamTrans is a proven method by which San Mateo County commuters can unhook from the gas pump. The most recent survey of SamTrans customers found that 66 percent ride five or more days a week and 67 percent don't own a car, underscoring the important role that public transportation plays in providing mobility and independence for people with limited transit alternatives. Nearly 75 percent of all trips are to work or school.

A recent study commissioned by APTA and titled Economic Impact of Public Transportation Investment reported that reduced congestion and less reliance on automobile use, and the resulting congestion reduction, increases household purchasing power by at least \$18.4 billion per year. Savings to businesses, by improving employers' access to the labor market with more efficient commutes for its current and potential employees, along with reducing congestion costs and logistics, contributes an additional \$10.1 billion to the U.S. economy.

In addition, this enhanced productivity and access results in \$3.3 billion per year in increased tax revenue for the Federal government and \$1.1 billion for State and local governments the study shows. An additional \$6 billion in annual tax revenue comes from the traditional impact of spending, with \$2.2 billion going to State and local governments and \$3.8 billion going to the Federal government. Total tax receipts are estimated at \$10.4 billion per year.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

"National Dump the Pump Day" began in June 2006 when gas prices were \$3 per gallon. With gas prices at more than \$4 per gallon, using transit options such as SamTrans is one of the most effective ways to beat high gas prices.

Since the implementation of the SamTrans Service Plan, ridership across the SamTrans system has continued to climb with more than 1 million monthly trips being taken on SamTrans buses in March 2015, a 6.2 percent increase over March 2014. The SamTrans Service Plan (SSP), the agency's most sweeping change to its service in more than a decade, focused on doing "more of what works, less of what doesn't and trying new things."

To encourage the drivers to try transit on National Dump the Pump Day, the District will be holding an event at the Colma Transit Center to reward customers choosing to Dump the Pump and encouraging them to participate in the national social media campaign by tweeting their "PumpDumping" selfies to the hashtag #DumpthePump2015. Those who participate in the social media campaign will be automatically entered in to a raffle to win a SamTrans messenger bag.

Prepared by: Jayme Ackemann, Communications Manager

650-508-7934

Proclamation

ESTABLISHING 10th ANNUAL NATIONAL DUMP THE PUMP DAY ON JUNE 18, 2015

WHEREAS, June 18, 2015 marks the American Public Transportation Association's (APTA) 10th annual National Dump the Pump Day; and

WHEREAS, the San Mateo County Transit District (District) supports National Dump the Pump Day as a day to encourage people to ride public transportation to save money, revitalize communities, protect the environment, reduce our dependence on foreign oil, and improve the quality of life for all Americans; and

WHEREAS, the District recognizes that public transportation is a vital resource for residents across the nation, in communities of all sizes; and

WHEREAS, to highlight the importance of getting commuters out of their cars and onto transit, the District will be promoting Dump the Pump Day by setting up an information booth at the Colma Transit Center to provide details on the benefits of using public transportation, and reward transit users for participating in National Dump the Pump Day by using our service; and

WHEREAS, the District operates 75 bus routes in San Mateo County, connecting passengers from communities throughout the Peninsula; and

WHEREAS, the District carried more than 34 million passengers across all its modes in Fiscal Year 2014; and

WHEREAS, in 2014, Americans took 10.8 billion trips on public transportation, the highest total in 58 years, and since 1995 trips on public transit have increased 39 percent; and

WHEREAS, according to APTA's most recent Transit Saving Report, a two-person household can save, on the average, more than \$9,394 a year by downsizing to one car; and

WHEREAS, public transportation is a \$61 billion industry that employs more than 400,000 people.

NOW, THEREFORE BE IT RESOLVED on the 3rd day of June, 2015 the San Mateo County Transit District Board of Directors, in support of APTA's efforts, encourages citizen to get out of their vehicles and onto public transportation, and does hereby proclaim Thursday, June 18, 2015, as *NATIONAL DUMP THE PUMP DAY*.



Chair, San Mateo County Transit District

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **SENIOR MOBILITY INITIATIVE AND VETERAN'S MOBILITY CORPS UPDATE**

ACTION

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

SIGNIFICANCE

The San Mateo County Transit District (District) implements a Senior Mobility Initiative that partners with a broad coalition of organizations to provide older people and those with disabilities with a range of transportation options that improve their mobility and quality of life. These mobility management strategies currently include the Mobility Ambassador Program, which trains and coordinates volunteers to help seniors understand their travel options. More than 64 percent of seniors that are trained begin to ride the bus independently, greatly increasing their mobility while reducing impacts to the transportation system and paratransit services.

The District is building on its Senior Mobility Ambassador program by focusing on disabled veterans through the Veteran's Mobility Corps. In partnership with the Veterans Resource Centers of America's Next Step Resource Center at the Menlo Park VA Medical Center, this program launched in May 2015 and will help veterans instruct other veterans in how to use fixed-route transit.

At the June 3, 2015 meeting, staff will provide a status update on these various programs via a Power Point presentation.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The District partners with a number of community stakeholders to implement its Senior Mobility Initiative. For the Mobility Ambassadors program, the District partners with Foster City Senior Wing, Redwood City Veterans Memorial Senior Center, City of San Mateo Senior Center, San Carlos Adult Community Center, Little House, and Menlo Park Senior Center. For Telephone Information and Assistance, the District partners with Senior Mobility Steering Committee and San Mateo County Aging & Adult Services.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
3RD QUARTER FISCAL YEAR 2015**

ACTION

No action required. The [Capital Projects Quarterly Status Report](#) is submitted to the Board for information only.

SIGNIFICANCE

The attached report will be submitted quarterly to keep the Committee advised as to the status of active capital projects.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Kelvin Yu, Manager, Project Controls

650-622-7853



SHIRLEY HARRIS, CHAIR
ZOE KERSTEEN-TUCKER, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
KARYL MATSUMOTO
PETER RATIO
CHARLES STONE
ADRIENNE TISSIER

JIM HARNETT
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, JUNE 3, 2015 – 3:15 p.m.

or immediately following Committee meetings

1. ROLL CALL

2. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of May 6, 2015
- b. Acceptance of Statement of Revenues and Expenses for April 2015

3. PUBLIC COMMENT

Public comment by each individual speaker shall be limited to one minute

4. ADOPTION OF AMENDED AND RESTATED CODIFIED TARIFF AND APPROVAL OF ASSOCIATED TITLE VI EQUITY ANALYSIS (Day Pass Price Reduction Extension)

5. REPORT OF THE CHAIR

- a. Board Retreat Ad-hoc Committee Update (Kersteen-Tucker, Matsumoto, Tissier)

6. REPORT OF THE GENERAL MANAGER/CEO

- a. Presentation of Awards to:
 - Juan Casiano, 30-Year Safe Driver
 - James Dobell, 30-Year Safe Driver
 - Devendra Chandra, 25-Year Safe Driver
 - Robert Nelson, 25-Year Safe Driver
 - Trinidad Ramirez, 20-Year Safe Driver
 - Generosa Maranan, 25-Year Safe Worker

7. COMMUNITY RELATIONS COMMITTEE – Z. KERSTEEN-TUCKER

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Fixed-Route Bus Service
- e. Multimodal Ridership Report – April 2015

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

8. FINANCE COMMITTEE – R. GUILBAULT

RESOLUTIONS

- a. Approval of Fiscal Year 2016 Operating Budget in the Amount of \$139,091,958
- b. Approval of Fiscal Year 2016 Capital Budget in the Amount of \$42,403,029
- c. Authorize Implementation of Fuel Hedging Program for the Fiscal Year Ending June 30, 2016, Including Authorization of Execution and Delivery of Documents and Payment of Commodity Price Cap Premium for Such Program
- d. Authorize Award of Contract to C.A.R.E. Evaluators, LLC to Provide Americans with Disabilities Act Paratransit Eligibility Assessment Services for a Fixed Price of \$2,458,984 for a Five-Year Term
- e. Authorize Executing Contracts Over \$100,000 for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2016 for an Aggregate Not-to-Exceed Amount of \$1.5 Million
- f. Authorize Executing Contracts Over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2016 for an Aggregate Not-to-Exceed Amount of \$850,000
- g. Authorize the General Manager/CEO or his Designee to Award a Contract on an Expedited Basis for the Removal, Demolition, and Replacement of the Oil/Water Separator at North Base at a Cost Not-to-Exceed \$375,000 with Options Not-to-Exceed \$250,000

ORDINANCE

- h. Approval of Salary Ordinance No. 97

9. LEGISLATIVE COMMITTEE – A. TISSIER

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

10. PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – K. MATSUMOTO

MOTION

- a. Proclamation Declaring June 18, 2015 as Dump the Pump Day

SUBJECT DISCUSSED

- b. Update on Senior Mobility Initiative
- c. Capital Projects Quarterly Status Report – 3rd Quarter Fiscal Year 2015

11. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

12. BOARD MEMBER REQUESTS/COMMENTS

13. DATE, TIME AND PLACE OF NEXT MEETING – August 5, 2015 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

14. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Real Estate Negotiations, Pursuant to Govt. Code Section 54956.8
Property: (1) Property located at the northeast corner of El Camino Real and Holly Street in San Carlos and (2) Property located at the southeast corner of El Camino Real and Holly Street in San Carlos.
Agency Negotiators: Joan Cassman and Brian Fitzpatrick
Negotiating Parties: Legacy Partners Residential LLC
Under Negotiation: Price and Terms of Lease

- b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): PCAM, LLC v. San Mateo County Transit District, Peninsula Traffic Congestion Relief Alliance, and Peninsula Corridor Joint Powers Board, Case No. CIV533496

- c. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Ling La v. San Mateo County Transit District, Case No. 3:14-cv-01768 WHO

15. 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, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
MAY 6, 2015**

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

Staff Present: J. Averill, J. Cassman, J. Hartnett, C. Harvey, R. Haskin, M. Martinez,
N. McKenna, M. Simon, S. van Hoften

Chair Shirley Harris called the meeting to order at 2:02 p.m.

PUBLIC HEARING TO CONSIDER POSSIBLE CHANGES TO THE CODIFIED TARIFF

Martha Martinez, District Secretary, said the official public communication campaign to solicit public input began with the Board's action on April 1, which called for today's public hearing. Notifications for the public hearing and public meetings appeared in the *Half Moon Bay Review* and the *Examiner – Redwood City Tribune*. The public hearing was also publicized through the District's agendas, on-board visual messaging signs, information placed on buses, social media, the SamTrans website, and a news release distributed on April 6. Two public meetings were held on April 22 in South San Francisco and San Carlos and each had zero attendees. Since the release of the proposed Codified Tariff zero comments have been received.

Rita Haskin, Executive Officer, Customer Service and Marketing, said staff is recommending the continuation of the discounted Day Pass priced at 2.5 times the one-way fare.

Chair Harris said no action is being taken today. Staff will bring this item back for action at the June 3 meeting.

Motion/second to close the public hearing: Guilbault/Gee

Ayes: Gee, Guilbault, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier, Harris

Absent: Groom

Adjourned to Committee Meetings at 2:08 p.m.

Reconvened at 3:36 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of April 1, 2015
- b. Acceptance of Statement of Revenues and Expenses for March 2015
- c. Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended March 31, 2015

Motion/Second: Stone/Gee

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier, Harris

PUBLIC COMMENT

Jerry Grace, San Pablo, welcomed Jim Hartnett, General Manager/CEO. He said on May 20 a group from Americans with Disabilities Act will be going to Sacramento. Mr. Grace said on September 22 the 19th Annual Golden Gate Self-Advocacy Conference will be held at the Milton Marks Conference Center in San Francisco.

REPORT OF CHAIR

Chair Harris said she participated in the Stand Up for Transportation Day and thought it was very successful. She said Mr. Hartnett was one of the speakers at the rally.

Chair Harris said she has appointed an ad-hoc committee of Directors Zoe Kersteen-Tucker, Karyl Matsumoto, and Adrienne Tissier to work with staff on the agenda for a Board retreat. Director Kersteen-Tucker will chair the Board Retreat ad-hoc committee.

REPORT OF THE GENERAL MANAGER/CEO

Mr. Hartnett reported:

- He continues to focus on transparency, relationships and alignment of resources.
- Coffee with Jim has been set up with employees from different departments.
- He has had over 85 meetings in his first month including with the union leaders and Congresswomen Anna Eshoo and Jackie Speier.
- He has accepted the position of co-chair of the Grand Boulevard Initiative.
- He recently spoke at the State of the County and also was on a panel at the Progress Seminar related to housing and wages in San Mateo County.
- He participated with the C3 Coalition to meet with key leaders on transportation leaders in Sacramento.
- Other activities include budget preparation, evaluating and providing leadership on major projects at the District, positive train control and Caltrain Modernization.
- The Peninsula Corridor Joint Powers Board will have a workshop on May 20 from 9 a.m. to noon to discuss level boarding and electric rail vehicles.
- He has reached out to Director Jeff Gee, chair of the Board's ad-hoc Audit Committee, to set-up a meeting for them to meet with the new financial auditors.
- Fixed-routes averaged 27,879 miles between service calls in March and there have only been 18 service calls in over 500,000 miles.
- There was over 1,000 hours of training in March.
- Sutter Hospital nurses had a one-day strike on April 30 and Redi-Wheels provided service without disruption.

COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker

MOTION

- a. Proclamation Designating May as “Older Americans Month”

Motion/Second: Kersteen-Tucker/Gee

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier, Harris

SUBJECTS DISCUSSED

- b. Student “Art Takes a Bus Ride” Contest
- c. Accessibility Update
- d. Paratransit Coordinating Council Update
- e. Citizens Advisory Committee Liaison Report
- f. Multimodal Ridership Report – March 2015

FINANCE COMMITTEE – R. Guilbault

RESOLUTIONS

- a. Authorize Entering into a Funding Agreement with the City/County Association of Governments of San Mateo County to Receive Measure M Funds
- b. Authorize Award of Contract to Office Depot, Inc. for Purchase and Delivery of General Office Supplies and Related Items for a Total Estimated Amount of \$320,000 for a Two-Year Term
- c. Authorize Award of Contract to Vavrinek, Trine, Day & Co., to Provide Financial Audit Services for a Firm-Fixed Price of \$329,720 for a Five-Year Term and Additional Audit Services Not-to-Exceed \$200,000
- d. Authorize Entering into an Agreement with the County of San Mateo for Law Enforcement and Related Communications Services for a Total Estimated Not-to-Exceed Amount of \$3,373,023 for a Three-Year Term
- e. Authorize Adoption of the Revised Fuel Hedging Policy and Award of Contract to Orrick, Herrington & Sutcliffe LLP to Serve as Special Counsel in Connection with the Fiscal Year 2016 Fuel Hedging Program for a Not-to-Exceed Fee of \$150,000
- f. Authorize Award of Contract on an Emergency Basis to Technology, Engineering & Construction for an Emergency Replacement of the Oil/Water Separator at North Base for a Not-to-Exceed Amount of \$480,000 with an Option Not-to-Exceed \$250,000

Motion/Second: Guilbault/Tissier

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Ratto, Stone, Tissier, Harris

INFORMATIONAL

- g. Preliminary Fiscal Year 2016 Operating Budget
- h. Preliminary Fiscal Year 2016 Capital Budget

LEGISLATIVE COMMITTEE – A. Tissier

SUBJECT DISCUSSED

State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Matsumoto said a resident contacted her with an issue with bus service from Daly City to Pacifica. Mr. Hartnett said to have the resident contact his office and he will get it assigned to the correct person.

Director Kersteen-Tucker said she was interested in the letter concerning workforce housing from Director Jeff Gee to the Board in his role as Mayor of Redwood City. Mr. Hartnett said this could be one subject discussed at the Board retreat. He will have the appropriate staff gather information to distribute to the Board before the June meeting.

DATE AND TIME OF NEXT MEETING – June 3, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

Real Estate Negotiations, Pursuant to Government Code Section 54956.8

Property: (1) Property Located at the Northeast Corner of El Camino Real and Holly Street in San Carlos and (2) Property Located at the Southeast Corner of El Camino Real and Holly Street in San Carlos

Agency Negotiators: Joan Cassman and Brian Fitzpatrick

Negotiating Parties: legacy Partners Residential LLC

Under Negotiation: Price and Terms of Lease

Joan Cassman, Legal Counsel, said this item is not ready to be discussed and will be postponed until the June meeting.

Recessed to closed session at 4:00 p.m.

Reconvened at 4:59 p.m.

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Parking Company of America v. San Mateo County Transit District; Case No. CIV 533496

Ms. Cassman said the Board received a status report and there is no action.

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District

Ms. Cassman said the Board received a status report and there is no action.

Public Employee Performance Evaluation – Pursuant to Government Code Section 54957: General Manager/CEO

Ms. Cassman said the Board discussed in closed session performance goals and there was no reportable action taken.

The meeting adjourned at 5:03 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **ADOPTION OF REVISED CODIFIED TARIFF AND APPROVAL OF ASSOCIATED
TITLE VI EQUITY ANALYSIS**

ACTION

Staff proposes the Board:

1. Adopt a revised Codified Tariff (Exhibit A) that:
 - Continues the reduction in the price of the Day Pass at 2.5 times the one-way cash fare, from three times the one-way fare.
 - Includes non-substantive clarifications.
2. Consider and approve the Title VI equity analysis for the continued reduction in the price of the Day Pass (Exhibit B).

The changes to the Codified Tariff would take effect July 1, 2015.

SIGNIFICANCE

The adoption of the Codified Tariff changes will allow SamTrans to continue to retain and attract new riders by providing a discounted Day Pass while SamTrans is developing changes for the entire fare program.

BUDGET IMPACT

The continued reduction of the Day Pass price is expected to have minimal impact on the budget. If there is a decrease in revenue associated with the discount, a portion of the decline is expected to be covered by Transit Performance Incentive (TPI) funds allocated to SamTrans by the Metropolitan Transportation Commission. SamTrans is programmed to receive \$305,000 in TPI funds next fiscal year.

BACKGROUND

Staff conducted an extensive public outreach program to notify customers and the community of the proposed changes and to solicit their input. The notification and outreach process included two community meetings (South San Francisco and San Carlos), bilingual newspaper notices, a news release, bilingual onboard messages,

Facebook and Twitter postings, information to the SamTrans Citizens Advisory Committee and community-based organizations, and a public hearing at the May 6, 2015 Board of Directors meeting. Information regarding the proposal was posted to the SamTrans website, which allows readers to translate it into dozens of languages. Customers and the public were able to provide input at the community meetings, via a unique e-mail address, through the postal service, and with a call to the Customer Service Center. The public meetings had no attendees and no comments were received.

An equity analysis has been prepared to assess the potential effects of the continued reduction in the price of the Day Pass on minority and low-income populations. The analysis is consistent with the Board-adopted policies on Title VI of the Civil Rights Act of 1964, and finds that the amendments would neither result in disparate impacts in minority passengers nor disproportionately burden low-income passengers.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

* * *

CODIFIED TARIFF

I. CLASSIFICATION OF ROUTE SERVICE

A. Local Service

Transit routes of an intra-community or inter-community nature that operate primarily on local and arterial streets shall be classified as Local service. Local routes provide service at each established bus stop.

B. Express Service

Express service includes specialized routes of an inter-community nature that operate for significant portions of the route length along freeways. Express service also includes those routes that operate on arterial streets and serve a limited number of bus stops.

C. Special Fixed-route Service

Special fixed-route service operates on a public timetable but only on special days and at special times.

D. Paratransit Service

Paratransit service operates for certified passengers with disabilities traveling in the San Mateo County Transit District service area. Advance reservations are required, and certain qualifying and service area restrictions, as published by the District, apply.

E. 5311 Coastside On-demand Non-ADA Paratransit Service

5311 Coastside on-demand non-ADA paratransit service operates for passengers living on the Coastside. Advanced reservations are required and service area restrictions, as published by the District, apply.

F. Charter Service

Charter services are provided only within the scope of the Federal Transit Administration rules and regulations as published in Title 49, Section 604 of the Code of Federal Regulations. Such trips shall be booked in advance and shall operate in accordance with the charter service policy resolution as adopted by the District and amended from time to time.

II. FARE ZONES

Zone A

1. San Mateo County
2. Service along Highway 1 to Waddell Creek in Santa Cruz County
3. Routes along Highway 82 and University Avenue serving Stanford and the City of Palo Alto

4. Routes along Bayshore Boulevard between Sunnydale Avenue in San Francisco and San Mateo County line.

Zone B Service beginning or ending in San Francisco County with the exception of Routes 24, 120, 121, 122, 130 and 292 (southbound Sunnydale Avenue/Bayshore Boulevard bus stop) for which local service fares apply.

III. RATES OF FARES

A. Local Service

1. Adult Fare

Passengers who have attained their eighteenth birthday and not yet reached their sixty-fifth birthday shall pay the adult base fare of \$2.00 for all trips within Zone A.

Adult Fare Exceptions

Because of the mixed character of the service on Routes 292 and 397, the following fares will apply:

	<u>Zone A</u> <u>Local Service</u>	<u>Zone B</u> Fares for patrons with service ending beginning <u>in San Francisco</u> <u>in San Francisco</u>	
292, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$2.00	\$2.00	\$4.00

2. Eligible Discount Fare

Passengers who have attained their sixty-fifth birthday or who possess a Regional Transit Connection (RTC) Discount Card, a Medicare Card, a current Disabled Person Placard Identification Card issued by the Department of Motor Vehicles (DMV), or a valid transit discount card issued by another California transit agency, which is equivalent to the RTC Discount Card shall pay a fare of \$1.00 for all trips within Zone A. Passengers with disabilities carrying a Regional Transit Connection Discount Card marked with an attendant symbol may have an attendant travel with them at the Eligible Discount fare.

Eligible Discount Fare Exceptions

Because of the mixed character of the service on Routes 292 and 397, the following fares will apply:

	<u>Zone A</u> <u>Local Service</u>	<u>Zone B</u> Fares for patrons with service ending beginning <u>in San Francisco</u> <u>in San Francisco</u>	
292, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$1.00	\$1.00	\$2.00

3. Youth Fare
Passengers who have not yet attained their eighteenth birthday shall pay a fare of \$1.25 for all trips within Zone A.

Youth Fare Exceptions

Because of the mixed character of the service on Routes 292 and 397, the following fares will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending in San Francisco	Fares for patrons with service beginning in San Francisco
292, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$1.25	\$1.25	\$2.50

4. Child Fare
One child age four years or younger may travel free with each Adult, Eligible Discount fare-paying passenger. Additional children are subject to the Youth fare.
5. Redi-Wheels and RediCoast ADA Certified and their Personal Care Attendants
who possess a valid Redi-Wheels or RediCoast ADA identification card are allowed to ride all regular fixed-route SamTrans trips without paying a fare. Personal care attendants accompanying Redi-Wheels or RediCoast ADA customers also are allowed to ride all regular fixed-route SamTrans trips without paying a fare.

B. Express Service

1. Adult Express Fare
Because of the mixed character of the service on Route KX, the following rates will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending in San Francisco	Fares for patrons with service beginning in San Francisco
KX (Redwood City - San Mateo - SFIA - San Francisco)	\$2.00	\$5.00	\$5.00

2. Eligible Discount Express Fare
Because of the mixed character of the service on Route KX, the following Eligible Discount fares will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending in San Francisco	Fares for patrons with service beginning in San Francisco

KX	\$1.00	\$2.50	\$2.50
(Redwood City - San Mateo - SFIA - San Francisco)			

3. Youth Fare

Because of the mixed character of the service on Route KX the following fares will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending <u>in San Francisco</u>	beginning <u>in San Francisco</u>
KX	\$1.25	\$2.50	\$2.50
(Redwood City - San Mateo - SFIA - San Francisco)			

4. Child Fare

One child age four years or younger may travel free with each Adult, Eligible Discount fare-paying passenger within all zones. Additional children are subject to the Youth fare.

C. [Section reserved for future use]

D. Paratransit Service

1. Individuals

Certified passengers with disabilities possessing a valid Redi-Wheels or RediCoast ADA card are eligible for paratransit service.

a. Regular Fare

The regular fare within the Redi-Wheels or RediCoast ADA service area is \$3.75 each per eligible passenger and passenger-designated companion. One personal care attendant per eligible passenger may ride free.

b. Lifeline Fare

Certified passengers with disabilities possessing a valid Redi-Wheels or RediCoast ADA card and receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal are eligible for the Lifeline fare. The Lifeline fare within the Redi-Wheels or RediCoast ADA service area is \$1.75 each per eligible passenger and passenger-designated companion. One personal care attendant per eligible passenger may ride free. Redi-Wheels and RediCoast ADA members must apply to qualify for the Lifeline fare.

2. Service Area

The Redi-Wheels service area includes the bayside of San Mateo County, portions of the City of Palo Alto north of Embarcadero Road, and the City of San Francisco in the Stonestown area and the Bayshore Corridor. Maps of the service area are attached.

The RediCoast service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside, San Francisco and Palo Alto.

- a. The Redi-Wheels and RediCoast Regular Fare is \$3.75 per each eligible passenger and passenger-designated companion
- b. The Redi-Wheels and RediCoast Lifeline Fare is \$1.75 per each eligible passenger and passenger-designated companion.

One personal care attendant per eligible passenger may ride free.

Redi-Wheels and RediCoast customers are able to transfer to other paratransit providers in San Mateo County (Redi-Wheels), San Francisco, Santa Clara County, and the East Bay at specified locations.

3. Agency-sponsored Group Trips
Certified persons with disabilities possessing valid Redi-Wheels or RediCoast ADA cards are eligible to participate in group trips sponsored by eligible agencies at Group Trip ADA Paratransit Fares. Eligible agencies are: Poplar Recare, Rosener House, San Carlos Adult Day Care, Senior Focus, Senior Day Care, South San Francisco Adult Day Care and Coastside Adult Day Health Care.
 - a. Regular Group Trip ADA Paratransit Fare
The Regular Group Trip ADA Paratransit Fare for certified persons with disabilities as described above is \$4.50, one-way.
 - b. Lifeline Group Trip ADA Paratransit Fare

The Lifeline Group Trip ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$2.25, one-way.

E. 5311 Coastside On-demand Non-ADA Paratransit Service

1. Individuals
Individuals living in the 5311 Coastside Service Area (defined below) are eligible for 5311 Coastside On-demand Non-ADA Paratransit Service.
 - a. Regular 5311 Coastside Non-ADA Paratransit Service
The Regular 5311 Coastside Non-ADA Paratransit Fare is \$3.75 per one-way trip.
 - b. Lifeline 5311 Coastside Non-ADA Paratransit Service
The Lifeline 5311 Coastside Non-ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County

General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$1.75 per one-way trip.

2. Service Area

The San Mateo County 5311 Coastsides service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside of San Mateo County, portions of San Francisco and Palo Alto.

3. Agency-sponsored Group Trips

All participants in group trips sponsored by Senior Coastsiders are eligible for 5311 Coastsides Group Trip Non-ADA Paratransit Service.

a. Regular 5311 Coastsides Group Trip Non-ADA Paratransit Fare

The Regular 5311 Coastsides Group Trip Non-ADA Paratransit Fare is \$3.75 per one-way trip.

b. Lifeline 5311 Coastsides Group Trip Non-ADA Paratransit Fare

The Lifeline 5311 Coastsides Group Trip Non-ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$1.75 per one-way trip.

F. Charter Service

When charter services are provided as described in Section I.F., Charter Service, charter rates established in the charter service policy resolution as adopted by the District and amended from time to time shall apply.

G. Waived Fares

1. Peace Officers

Uniformed and non-uniformed, sworn peace officers are allowed to ride any District or Contractor Operated fixed-route and Special Service route at any time without paying a fare. Proper identification must be shown.

2. Military Personnel

Active military personnel in uniform are allowed to ride any District or Contractor Operated fixed-route and Special Service route at any time without paying a fare. Proper identification must be shown.

3. Employees/Retirees

Employees, and qualified retirees, spouse, domestic partner and dependent children under the age of eighteen can ride any District or Contractor Operated fixed-route and Special Service route at any time using their employee identification or family transportation pass for fare.

4. Board of Directors and Citizens Advisory Committee Members
Board of Directors and Citizens Advisory Committee members ride any District or Contractor Operated fixed-route and Special Service route at any time using their identification pass as fare.
5. Waived Fares do not apply to Redi-Wheels, RediCoast ADA Paratransit or 5311 Coastside On-demand Non-ADA Paratransit services.

H. Special Promotional Fares

From time to time, the General Manager/CEO may authorize the establishment of special and promotional fares.

IV. PASSES, TICKETS, TOKENS AND CHANGE CARDS

A. Rules Governing Use of Passes, Local-ride tickets, Tokens and Change cards

1. Monthly passes shall be valid from 12:01 a.m. on the first day of the month for which they are issued until 2:00 a.m. on the first day of the following month. Local-ride tickets and tokens shall be valid at any time and shall not have an expiration date.
2. Day passes shall be valid from the time of activation at the farebox until 2:00 a.m. the next day
3. Passes, tickets, tokens and Change cards shall not be subject to refund or replacement.
4. The individual ride value of a pass shall be valid for any route that has a fare for the specified ride value or less.
5. A Local ride ticket covers the cost of a single local ride and is valid on all routes. A Local ride ticket can only be used by one patron (i.e., two youths cannot ride on one Local ride ticket).
6. The Adult token carries a value of \$2.00. The Youth token carries a value of \$1.25 and may be used only by youth. Adult and Youth tokens are for single riders only. (No Change Card is given.)
7. The single-ride value of a pass, ticket or token may be applied to the fare for any route with a higher individual ride value by paying the difference in cash, tokens, Local ride tickets or Change cards.
8. Passes, tickets, and tokens shall be subject to District regulations as may be adopted from time to time.
9. Misuse of a pass, ticket or token or violation of the laws governing behavior on transit vehicles makes the pass, ticket or token subject to revocation.
10. Passes must be kept in the possession of the rider at all times.

11. Monthly passes are not valid on Special Service routes or Paratransit service.
12. The balance on Change cards may be used toward the cost of future bus rides. Change cards expire one year from date of issue.

B. Local Service Day Passes

The Day Pass is available in three denominations: Adult Local, Eligible Discount and Youth. ~~The Day Pass costs three times the one-way fare for each fare category.~~ The cost of the Day Pass ~~will be is~~ priced at 2.5 times the one-way fare, ~~from Jan. 1, 2014 through no later than June 30, 2015.~~

C. Local Service Monthly Passes

1. Adult Pass

The Adult base fare pass, valid for all Local route service, costs \$64.00 per month.

Adult Pass Exceptions:

Because of the mixed character of the service on Routes 292 and 397, the following fares will apply:

<u>ROUTE</u>	<u>ZONE A PASS</u>	<u>ZONE B* PASS</u>
292, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$64.00	\$96.00

* Zone B pass may be used for travel in or out of San Francisco

2. Eligible Discount Pass

The Eligible Discount fare pass is valid for Local service and Express service at any time and costs \$25.00 per month.

3. Youth Pass

a. Regular Pass

The Youth fare pass is valid for Local service and Express service at any time and costs \$36.00 per month.

b. Discount Youth Pass

A reduced Youth fare pass costs \$22.00 per month and is valid for Local and Express service at any time. The Discount Youth Pass program is administered by the public school district and is offered to qualified low-income students as identified through the school lunch program.

c. Summer Youth Pass

A special Summer Youth Pass costs \$40.00 and is valid for Local and Express service during the months of June, July and August.

A Youth Pass is accepted as full fare on any route at any time, except Special Service routes or Paratransit service.

D. Express Service Monthly Passes

The Express fare pass is valid for Local and Express Service at any time and costs \$165.00.

E. Annual Way2Go Pass

Valid for use within the calendar year for which issued. The Way2Go Pass is an annual transit pass sold to housing complexes for all residents aged 5 years and older, and businesses for employees working more than 20 hours per week. ~~The pass is a sticker affixed to a District issued or company photo identification card.~~ The price of the pass is ~~\$115.00 for calendar year 2014 and \$125.00 beginning in calendar year 2015~~ and is honored for unlimited trips on all fixed-route services. The minimum participation cost will be based on 100 participants.

F. Tokens

1. Adult Token

The Adult token is valid for all Local route service. Multiple tokens may be used on an Express bus or on Routes 292 and 397 out of San Francisco. Tokens are sold in packages of 10 priced at \$16.00.

2. Youth Token

The Youth token is valid for all Local route service. Multiple tokens may be used on an Express bus or on Routes 292 and 397 out of San Francisco. Tokens are sold in packages of 10 priced at \$10.00.

G. Group Travel Discount

A 20 percent discount on regular cash fares will be provided to fare-paying groups of 25 or more that pre-purchase through the SamTrans Group Travel program.

H. Clipper[®]

Valid for use on SamTrans. Use of Clipper requires customers to “tag” the card at the Card Interface Device onboard buses. The Clipper card is a transit fare payment card issued and administered by the Metropolitan Transportation Commission (MTC) that is valid for use on all major public transit services throughout the San Francisco Bay Area. There may be fees associated with the use of a Clipper card. Such fees, if any, will be set by the MTC.

V. PARKING

A. Fees

The regular parking fees at the Colma Park and Ride lot are \$2.00 per day or \$42.00 per month per automobile or motorcycle. From time to time, the General Manager/CEO may

authorize an adjustment to or suspension of the rates stated above, provided the fees do not exceed \$3.00 per day and \$63.00 per month. In addition, the General Manager/CEO may authorize the sale of “reserved” parking permits for a fee of up to \$105.00 per month.

B. Restrictions

The use of San Mateo County Transit District parking facilities shall be in accordance with District Vehicle Parking Regulations and other rules.

VI. INTER-AGENCY AGREEMENTS

San Mateo County Transit District, under SB602 revenue sharing agreements, will accept the following Bay Area public transit agencies’ valid fare documents on any SamTrans fixed-route service as indicated:

- Caltrain Monthly Pass, two or more zones = Local Fare Credit
- DB (Dumbarton Express) 31-day Ticket = Local Fare Credit [for Clipper customers](#) within two hours of tagging Clipper on home system
- Santa Clara Valley Transportation Authority [Monthly Pass](#)
[Monthly and Day Passes](#) = Local Fare Credit [for Clipper customers](#) within two hours of tagging Clipper on home system
- AC Transit 31-day Ticket = Local Fare Credit [for Clipper customers](#) within two hours of tagging Clipper on home system

SAN MATEO COUNTY TRANSIT DISTRICT



**Title VI
Equity Evaluation
Day Pass Price Reduction Extension
2015**

May 2015

SAMTRANS

Title VI

Equity Evaluation

Day Pass Price Reduction Extension – 2015

As a federal grant recipient, the San Mateo County Transit District (SamTrans), which operates fixed-route bus service in San Mateo County, is required to maintain and provide to the Federal Transit Administration (FTA) information on its compliance with Title VI regulations. At a minimum, SamTrans must conduct periodic compliance assessments to determine whether its services are provided in a nondiscriminatory manner consistent with the law. Normally, SamTrans performs a self-assessment every three years, or when it undertakes a significant service change or any fare change.

In accordance with 49 CFR Section 21.5 (b)(2), 49 CFR Section 21.5 (b)(7) and FTA Circular 4702.1B, grantees must evaluate all fare changes to determine whether those changes have a discriminatory impact. A disproportionately high and adverse effect is one that (1) is predominately borne by a minority population and/or low-income population, or (2) will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

SamTrans has adopted policies related to Major Service Change, Disparate Impact, and Disproportionate Burden. A major service change is defined as: A reduction or increase of 25 percent or more in total vehicle revenue miles in service on any specific route over a one-week period. The following service changes are exempted:

- Changes to a service on a route with fewer than 10 total trips in a typical service day are not considered “major” unless service on that route is eliminated completely on any such day.
- The introduction or discontinuation of short- or limited-term service (e.g., promotional, demonstration, seasonal or emergency service, or service provided as mitigation or diversions for construction or other similar activities), as long as the service will be/has been operated for no more than twelve months.
- SamTrans-operated transit service that is replaced by a different mode or operator providing a service with the same or better headways, fare, transfer options, span of service, and stops.

SamTrans has established a threshold of 20% to determine if the adverse impacts of a major service change or a fare adjustment have a disparate impact, based on the cumulative impact of the proposed service and/or fare changes, on minority populations compared to the same impacts borne by non-minority populations.

SamTrans also has established a threshold of 20% to determine if the adverse impacts of a major service change or a fare adjustment present a disproportionate burden, based on the cumulative impact of the proposed service and/or fare changes, on low-income populations compared to the same impacts borne by non-low-income populations.

More information regarding SamTrans' Title VI policies and standards can be found here: <http://www.samtrans.com/riderinformation/TitleVI.html>

This assessment covers the proposed extension of the temporary Day Pass price reduction, from 3-times the cost of the base fare to 2.5-times the cost of the base fare ("Proposed Change").

DAY PASS PRICE REDUCTION

The Day Pass was implemented in 2012 because SamTrans does not issue transfers. Beginning in January 2014, the price was reduced from three times the base fare to 2.5-times the base fare for an 18-month period. The price reduction was intended to coincide with implementation of system-wide service changes associated with the SamTrans Service Plan (SSP) to alleviate the potential financial impact of the SSP on customers who may have had to use more than one bus to complete trips under the new service delivery structure.

Because SamTrans staff is planning to review the codified tariff in a holistic fashion, and likely will propose additional substantive changes in January 2016, it now proposes to extend the Day Pass price reduction during this process.

Upon review of the effects of this Proposed Change, it has been determined that the change does not have a disproportionately adverse effect on minority or low-income riders. To the contrary, the Proposed Change is expected to benefit these protected classes and, in particular, low-income riders who cannot afford to purchase a SamTrans Monthly Pass or other non-cash fare media that require higher upfront expenditures.

DAY PASS PRICE REDUCTION ANALYSIS

The following sections present the Title VI Equity Analysis for the Proposed Change.

PROPOSAL

The Day Pass was introduced to allow passengers who board multiple buses a day to save money by not requiring the purchase of multiple one-way base fares because SamTrans does not issue transfers. The Day Pass is currently valid from the time of purchase until 2:00 a.m. the next day. The Day Pass is available for purchase onboard all SamTrans buses, in addition to existing day-of and advanced-purchase fare media (such as single-use tickets, tokens sold in packs of 10 for \$10.00-\$16.00, and monthly passes). The SSP, implemented beginning in January 2014, reflects a comprehensive realignment of SamTrans' fixed-route network, focusing on improving frequency along high-ridership corridors, sometimes at the expense of direct, long-line service. This has resulted in some customers taking several buses to complete desired trips. An extension of the reduced Day Pass price could reduce the financial burden of those additional bus trips on customers, as well as promote ridership on the system.

A 2012 onboard customer survey, which is the most recent survey available, revealed that riders who boarded more than two buses per day ("frequent riders") who also purchased a Day Pass, on average, have lower household incomes than riders who pay with cash and riders in general. Additionally, it was found that more than 50 percent of riders taking two or more buses per one-way trip are paying cash fare, which especially affects low-income riders. Reasons for this may be that the cost of the Day Pass is still too high for riders or riders simply do not know that a Day Pass is available for purchase.

To improve transit accessibility and affordability for low-income riders (and, generally, all riders), and increase transit usage, it is proposed the Day Pass price reduction, from 3-times the one-way base cash fare to 2.5-times the one-way base cash fare, be extended. Offering a pass that is priced lower than a package of 10 tokens and the Monthly passes is consistent with SamTrans' 2015-2019 Strategic Plan, which states that SamTrans will "[e]xplore operational enhancements that can grow ridership such as evaluating the discounted Day Pass."

EQUITY EVALUATION OF PROPOSED CHANGES

METHODOLOGY

Based on FTA C 4702.1B, for proposed changes that would increase or decrease fares on certain transit modes or by fare payment type or payment media, SamTrans must analyze available information generated from ridership surveys to determine whether minority and/or low-income customers are more likely to use the mode of service, payment type or payment media that would be subject to the change.

The methodology developed to analyze the impact of the proposed extension to the Day Pass price reduction on minority and low-income populations included the following steps and definitions:

1. Low-income is defined as those individuals with an annual household income below \$25,000 (i.e., double the federal poverty rate).
2. An individual is considered to be from a minority population where the individual identifies as being of a racial or ethnic descent that is not white.
3. Collecting and analyzing data for low-income and minority populations from the Census 2010 data and 2013 American Community Survey (ACS) using Census.gov.
4. Analyzing data from the 2012 SamTrans system-wide onboard customer survey for low-income and minority populations.
5. Utilizing the 2012 survey data to develop the charts and graphs in the analysis below.

Given the size and scope of the 2012 SamTrans system-wide customer onboard survey (i.e., more than 7,000 total respondents with a margin of error of +/- 0.94 percent at a confidence interval of 95 percent), the 2012 data are accurate enough to develop data cross-tabulations to conduct in-depth analysis regarding the potential impact of the proposed Day Pass price reduction on minority and low-income populations.

MINORITY AND LOW-INCOME POPULATIONS

According to 2013 ACS data, the minority population in San Mateo County is 305,668 people, which constitutes 42 percent of a total population of 729,543. An estimated 33 percent of the population is foreign-born and 45 percent (of people 5 years or older) speak languages other than English at home. A 2012 SamTrans onboard survey found that 82 percent of SamTrans riders are minorities, which is much higher than the county average. Approximately 43 percent of SamTrans routes are associated with census tracts with high minority populations.

A review of 2013 ACS data for the low-income population in San Mateo County shows that 7.6 percent of the population lives below the federal poverty level. Many of these low-income individuals depend on SamTrans services. The 2012 on-board survey found that 41 percent of riders are from low-income households (earning less than \$25,000 a year). Approximately 39 percent of SamTrans routes are considered low-income as they serve a high percentage of low-income populations.

Exhibit 1: SamTrans Riders' Annual Household Income

Annual Household Income	%	
Less than \$10,000/yr	20	Low-Income Range
\$10,000 - \$24,999	21	
\$25,000 - \$49,999	17	
\$50,000 - \$74,999	9	
\$75,000 - \$99,999	4	
\$100,000 or more	5	
No Answer	24	

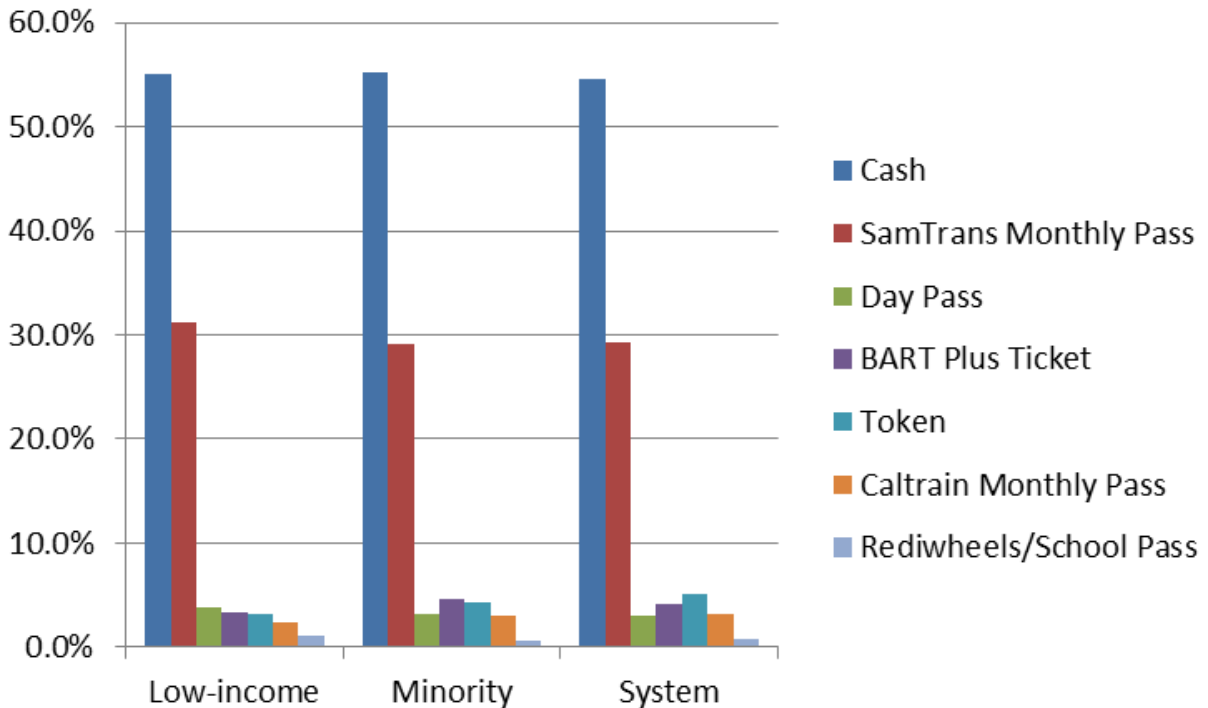
Exhibit 2: SamTrans Riders' Minority Status

Ethnic Background	%
Minority	82
Non-Minority	18

ASSESSMENT OF DAY PASS USAGE

Among low-income customers, 3.7 percent use the Day Pass to ride SamTrans, compared with 3.1 percent for minority customers and 3.0 percent for the system overall.

Exhibit 3: Fare Payment Method by Income and Minority Status

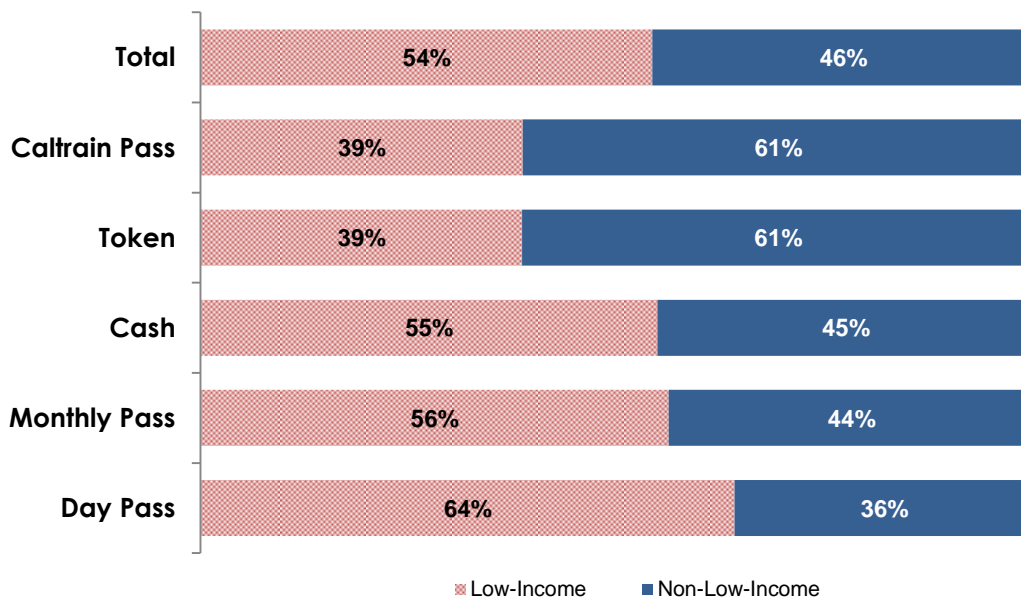


At present, the majority (64%) of riders that purchase the Day Pass are low-income whereas 54 percent of total riders are low-income. Day Passes are the third most used method for fare payment amongst low-income riders (compared to sixth most used amongst non-low income riders). While cash has continued to be the main means of paying for fare amongst low-income riders, a growing percentage of this group has switched from using cash to using monthly passes or Day Passes as methods of fare payment.

Exhibit 4: Fare Payment Method vs. Riders' Income Table

Pay Method	Low-Income	Non-Low-Income	Total	Percent Low-Income
Monthly Pass	685	535	1,220	56%
Day Pass	82	46	128	64%
Cash	1,210	998	2,208	55%
Tokens	71	113	184	39%
Caltrain Pass	51	81	132	39%
Total	2,099	1,773	3,872	54%

Exhibit 5: Fare Payment Method vs. Riders' Income Chart



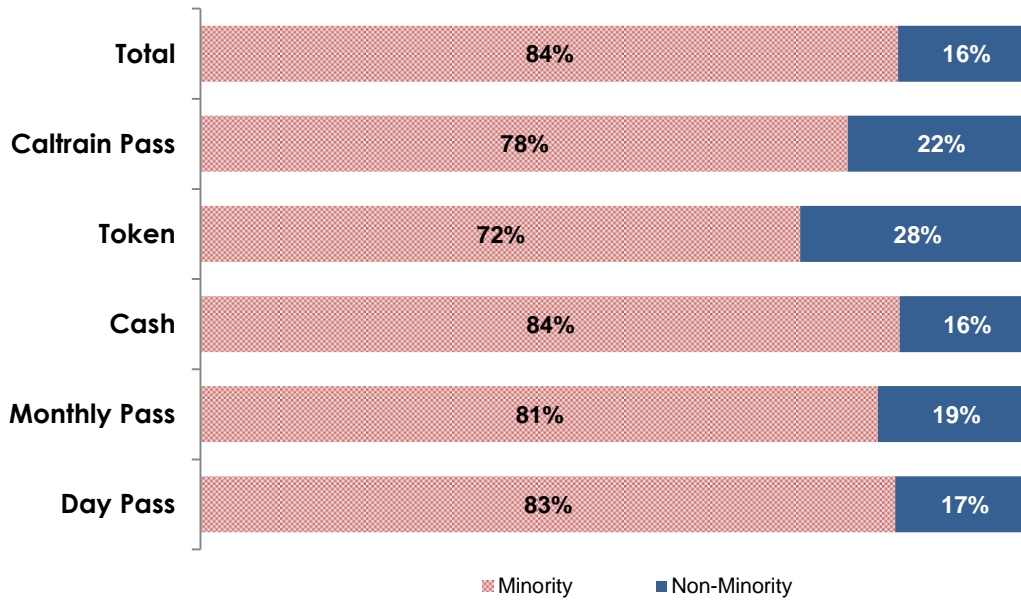
The proportion of low-income customers who utilize the Day Pass (64 percent) is much higher than the proportion of low-income customers system-wide (54 percent). This reveals that low-income riders are more likely to use the Day Pass, which could be due to the higher upfront costs associated with the other non-cash payment methods.

An estimated 84 percent of SamTrans riders identify as being of racial or ethnic minority descent; similarly, 83 percent of Day Pass users identify as being of racial or ethnic minority descent. This shows that the Day Pass benefits minority and non-minority riders proportionally.

Exhibit 6: Fare Pay Method vs. Riders' Ethnic Background

Pay Method	Minority	Non-Minority	Total	Percent Minority
Monthly Pass	1,280	295	1,575	81%
Day Pass	135	27	162	83%
Cash	2,459	473	2,932	84%
Tokens	195	76	271	72%
Caltrain Pass	132	38	170	78%
Total	4,711	919	5630	84%

Exhibit 7: Chart of Minorities vs. Non-Minorities Using Various Methods of Payment



ADDITIONAL ASSESSMENT OF IMPACTS OF DAY PASS ON MINORITY AND LOW INCOME POPULATIONS

With the Day Pass priced at 2.5-times the base fare, those who board SamTrans buses more than twice per day ("frequent riders"), and who pay with cash rather than a non-cash form of payment, would benefit from using a Day Pass and should be more likely to purchase one. Hence, to assess the additional impact of the Day Pass price reduction on minority and low-income populations, five questions from the 2012 survey were analyzed.

The five questions from the survey are:

1. How long have you been riding SamTrans?
2. How did you pay for this bus trip?
3. Including this bus, how many total SamTrans buses will you ride to make this one way trip?
4. What is your ethnic background?
5. What is your household income?

According to the 2012 survey data, many frequent riders already purchase monthly passes, but the highest number of frequent riders still pay with cash. Prior to implementing the reduced Day Pass price in January 2014, 8 percent of frequent riders used Day Passes and 50 percent used cash as methods of fare payment. This means that 50 percent of frequent riders had the opportunity to save money by purchasing a Day Pass, but did not do so. SamTrans' next triennial customer survey is not set to take place until Fall 2015 so it is difficult to know whether usage has increased among frequent riders at this time.

Since the implementation of the Day Pass, the proportion of monthly pass holders taking 2 or more buses per day has decreased by approximately 25 percent. The transition of Monthly Pass media to Clipper created a hardship for some riders, who migrated away from the monthly pass. The Day Pass has offered a viable alternative for unlimited travel on a day-to-day basis in lieu of having to purchase a Clipper Card.

Exhibit 8: Buses per One-way Trip vs. Fare Media

Buses per One-Way Trip	Day Pass	All Other Fare Media	Total	% Day Pass
1	57	1,857	1,914	3%
2	66	890	956	7%
3	16	161	177	9%
4+	16	134	150	11%
2 or more	98	1,185	1,283	8%
Total	155	3,042	3,197	5%

The proportion of frequent riders who utilize the Day Pass does not differ significantly between low-income, non-low-income, minority, and non-minority status. The proportion of low-income frequent riders that use a Day Pass is the same as the proportion of non-low-income frequent riders that use a Day Pass – both are 9 percent. Thus, the continued discount in the price of the Day Pass will continue to have the same effect on low-income frequent riders and non-low-income frequent riders.

The proportion of minority frequent riders that use Day Pass is 11 percent whereas the proportion of non-minority frequent riders that use Day Pass is 9 percent. Thus, the continued discount in the price of the Day Pass cost will continue to benefit proportionally more minority frequent riders than non-minority frequent riders.

Exhibit 9: Frequently Riding Passengers: Pay Method vs. Income

Income Status	Day Pass	All Other Fare Media
Low-Income	9%	91%
Non-Low-Income	9%	91%

Exhibit 10: Frequently Riding Passengers: Pay Method vs. Ethnicity

Ethnicity	Day Pass	All Other Fare Media
Minority	11%	88%
Non-Minority	9%	91%

Frequent riders who currently use cash as fare media, or those who cannot afford to pay the higher one-time costs associated with other discounted fare media such as Monthly Passes or tokens, will especially benefit from extending the discounted Day Passes price. Fifty-five percent of low-income riders and 84 percent of minority riders use cash to purchase a bus fare. Those low-income and minority riders who are also frequent riders could benefit for the reduced cost of the Day Pass if they changed their current practice and purchased the Day Pass.

SUMMARY

SamTrans staff analyzed available information from ridership surveys to determine whether minority and/or low-income riders are more likely to benefit from the reduced price Day Pass. Staff concluded the proposed Day Pass cost reduction extension would have no disproportionately negative impact on minority or low-income populations, and no disproportionately positive impact on non-minority or non-low-income populations. In fact, low-income riders will benefit proportionally more than non-low income riders.

PUBLIC OUTREACH AND INVOLVEMENT ACTIVITIES

SamTrans' public participation process offers early and continuous opportunities for the public (including minorities and people with low-income) to be involved in the identification of potential impacts of proposed transportation decisions. Efforts to involve minority and low-income populations include both comprehensive measures and measures targeted at overcoming barriers that prevent such populations from effective participation in decision making.

Staff conducted an extensive public outreach program to notify SamTrans customers and the community of the proposed change and to solicit input. The notification process included two community meetings, held in San Carlos and South San Francisco, bilingual (English and Spanish) newspaper notices, a news release, onboard messages, Facebook postings, Tweets, information sent to the SamTrans Citizens Advisory Committee (CAC) and a public hearing at the May 6th, 2015 Board of Directors meeting. Information regarding the proposal was posted to the SamTrans website, which allows readers to translate it into dozens of languages. Customers and the public were able to provide input at the community meetings, via a unique e-mail address, through the postal service, and with a call to the Customer Service Center. The notices also included directions for submitting oral and written comments through the SamTrans Board Secretary, SamTrans website, and Customer Service Center telephone lines for those unable to attend the public hearing or public meeting. All such comments are entered into the public hearing record, if they were made. SamTrans received no comments through any of the available channels.

DISSEMINATION OF INFORMATION TO LIMITED ENGLISH PROFICIENT (LEP) PERSONS

SamTrans' public participation process includes measures to disseminate information on the proposed fare changes to people with limited English proficiency as well as at public hearings and meetings.

As stated above, comprehensive measures were employed by SamTrans to reach out to non-English speaking persons. In addition, SamTrans' Customer Service Center offers foreign language translation service, via the AT&T language line, for those wishing to provide oral comments, including at the May 6th, 2015 public hearing.

PUBLIC ENGAGEMENT RELATED TO ADOPTED POLICIES AND PROCEDURES

The Federal Transit Administration's (FTA) Circular 4702.1B required each large public transportation provider's governing board to approve five standards and policies:

- System-wide Service Standards
- System-wide Service Policies
- Major Service Change Policy
- Disparate Impact Policy
- Disproportionate Burden Policy

The first two policies define service standards and policies to be used when determining whether service and facilities are distributed equitably to minority and non-minority routes and facilities. The third policy defines "major service change" as a threshold for when an agency will conduct a thorough

analysis of the potential effects of service changes on protected populations. As discussed above, for the last two policies, agencies are required to define thresholds for when they will find that a fare change or major service change will result in a “disparate impact” on minority populations or a “disproportionate burden” on low-income populations.

Transit agencies were required to seek public input before Board action on the latter three policies. Staff developed draft standards and policies, and received public input through four community meetings throughout the county. Comments were also made through the mail, telephone, and the dedicated e-mail address of TitleVI@samtrans.com.

The community meetings were held:

- Tuesday, Feb. 12, 6:30 p.m. to 8 p.m.
Pacifica Sharp Park Library
104 Hilton Way, Pacifica
- Tuesday, Feb. 19, 6:30 p.m. to 8 p.m.
War Memorial Activity Room
6655 Mission St., Daly City
- Thursday, Feb. 21, 10:00 a.m. to 11:30 a.m.
SamTrans Offices
1250 San Carlos Ave., San Carlos
- Monday, Feb. 25, 6:30 p.m. to 8 p.m.
Lewis and Joan Platt East Palo Alto Family YMCA
550 Bell St., East Palo Alto

A total of 15 members of the public participated in the meetings, providing valuable comments for staff. Upon receipt of the input from meeting attendees, staff revised the proposals for its standards and policies and submitted them for Board approval. They were approved by the Board of Directors on March 13, 2013.

RESOLUTION NO. 2015 –

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

* * *

**ADOPTING AN AMENDED AND RESTATED CODIFIED TARIFF AND APPROVING THE
ASSOCIATED TITLE VI ANALYSIS**

WHEREAS, pursuant to Resolution No. 1982-76, dated November 17, 1982, the Board of Directors adopted a Codified Tariff to outline the classifications, costs and regulations of SamTrans service, fares and fare media;

WHEREAS, pursuant to Resolution No. 2011-55, the Board of Directors amended the Codified Tariff by adding a Day Pass to provide a discount for passengers paying more than three one-way fares for travel on a single day who choose not to, or were unable to, purchase a monthly pass; and

WHEREAS, when the Day Pass was added to the Codified Tariff, it was subject to phased pricing to increase convenience for passengers riding more than one bus to complete their trip, particularly as passengers adjusted to the service changes included in the SamTrans Service Plan, with the price set at 2.5 times the one-way fare for January 1, 2014 through June 30, 2015, and three times the one-way fare thereafter; and

WHEREAS, staff recommends that the Board of Directors amend the Codified Tariff, effective July 1, 2015, to:

1. Extend the reduced price of the local Day Pass at 2.5 times the one-way cash fare;
2. Clarify the use of existing products and discounts, including the Way2Go Pass and transfers associated with other agencies' fare products; and

WHEREAS, under Title VI of the Civil Rights Act of 1964 and implementing regulations, including Federal Transit Administration Circular C 4702.1B, the District is

required to perform a Title VI Equity Analysis in conjunction with most fare changes to assess whether they will result in disparate impacts or disproportionate burdens on minority or low-income populations, respectively; and

WHEREAS, on March 13, 2013, by Resolution No. 2013-09, the Board adopted Disparate Impact and Disproportionate Burden Policies to set thresholds for when fare or major service changes are deemed to have disproportionate effects on minority or low-income populations; and

WHEREAS, staff has prepared and presented to the Board a Title VI Equity Analysis that assesses the potential effects of continuing the reduced price of the Day Pass, concluding that the single substantive amendment to the Codified Tariff would result in no disparate impacts on minority passengers or disproportionate burdens on low-income passengers; and

WHEREAS, the District Board of Directors held a duly noticed public hearing at its May 6, 2015 meeting, and engaged in public outreach including published notices and community meetings throughout the SamTrans service area to afford members of the public an opportunity to comment upon the fare change proposals outlined above.

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

1. Finds pursuant to Title VI of the Civil Rights Act of 1964 that the continued reduction in the price of the Day Pass will not have a disparate impact on minority populations or a disproportionate burden on low-income populations;
2. Approves the Title VI Equity Analysis of the continued reduction in the price of the Day Pass, attached as Attachment B and incorporated by this reference;
3. Amends the Codified Tariff, as outlined in the recitals above, effective July 1, 2015; and

4. Adopts the amended Codified Tariff, attached as Attachment A and incorporated by this reference.

Regularly passed and adopted this 3rd day of June, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary