



BOARD OF DIRECTORS 2018

CHARLES STONE, CHAIR  
CAROLE GROOM, VICE CHAIR  
JEFF GEE  
ROSE GUILBAULT  
ZOE KERSTEEN-TUCKER  
KARYL MATSUMOTO  
DAVE PINE  
JOSH POWELL  
PETER RATTO

JIM HARTNETT  
GENERAL MANAGER/CEO

## AGENDA

### BOARD OF DIRECTORS MEETING

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, JULY 11, 2018 – 2:00 pm

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSENT CALENDAR

#### ACTION

- a. Approval of Minutes of the Board of Directors Meeting of June 6, 2018
- b. Acceptance of Statement of Revenues and Expenses for May 2018

#### RESOLUTIONS

- c. Authorizing Execution of Agreements for Funding of the US-101 Mobility Action Plan and Amending to Increase the Fiscal Year 2019 Capital Budget by \$200,000 for a Total of \$7,475,385
- d. Authorizing Execution of a Funding Agreement with Caltrans for the SamTrans Adaptation and Resilience Plan and Amending the Fiscal Year 2019 Operating Budget to Increase Total Operating Revenues and Expenses
- e. Ratifying a Merchant Services Agreement with First Data Merchant Services LLC for the SamTrans Mobility App for an Estimated Total Amount of \$315,000 for a Three-year Term

#### 4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

*Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.*

#### 5. REPORT OF THE CHAIR

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

**6. GET US MOVING FINAL INVESTMENT PLAN – AD HOC ADVISORY COMMITTEE**

**ORDINANCE**

Imposing a One-half of One Percent Retail Transactions and Use Tax to Implement the San Mateo County Congestion Relief Plan

**RESOLUTION**

Calling a Special District Election on November 6, 2018 on a Measure Authorizing the Ordinance for Traffic Congestion and Transportation Purposes; Requesting Consolidation with the November 6, 2018 Statewide General Election; and Requesting San Mateo County's Concurrence with the Included Investment Plan

**7. REPORT OF THE GENERAL MANAGER/CEO**

**8. BOARD MEMBER REQUESTS/COMMENTS**

**9. RECESS TO COMMITTEE MEETINGS**

**A. COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE\*  
(P. Ratto, Chair; C. Groom, R. Guilbault)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Community Relations Committee Meeting of June 6, 2018

**INFORMATIONAL**

3. Accessibility Update
4. Paratransit Coordinating Council Update
5. Citizens Advisory Committee Update
6. Quarterly Dashboard Reports – January-March 2018 and Revised October-December 2017
7. Multimodal Ridership Report – May 2018
8. Adjourn

**B. FINANCE COMMITTEE / COMMITTEE OF THE WHOLE\*  
(K. Matsumoto, Chair; R. Guilbault, D. Pine)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Finance Committee Meeting of June 6, 2018

3. Adoption of Revised District Procurement Policy and an Ordinance Setting Forth Informal Bidding Procedures for District Public Works Projects
4. Adoption of Revisions to Disadvantaged Business Enterprise Program
5. Adoption of Revised Advertising Policy
6. Authorization of an Amendment to Contracts for Provision of On-Call Temporary Staffing Services
7. Adjourn

**C. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE/  
COMMITTEE OF THE WHOLE\* (J. Powell, Chair; Z. Kersteen-Tucker, D. Pine)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of June 6, 2018

**INFORMATIONAL**

3. US-101 Express Bus Feasibility Study Update
4. Adjourn

**D. LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE\*  
(Z. Kersteen-Tucker, Chair; J. Gee, J. Powell)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Legislative Committee Meeting of June 6, 2018

**INFORMATIONAL**

3. State and Federal Legislative Update
4. Adjourn

**10. RECONVENE BOARD OF DIRECTORS MEETING**

**11. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE**

**SUBJECTS DISCUSSED**

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Update
- d. Quarterly Dashboard Reports – January-March 2018 and Revised October-December 2017
- e. Multimodal Ridership Report – May 2018

**12. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE**

**ORDINANCE**

- a. Relating to the Uniform Public Construction Cost Accounting Act to Provide Informal Bidding Procedures for District Public Projects

**RESOLUTIONS**

- b. Adopting Revised Procurement Policy
- c. Adopting Revisions to the Disadvantaged Business Enterprise Program
- d. Adopting the San Mateo County Transit District Revised Advertising Policy
- e. Authorizing Amendments to Contracts for Provision of On-Call Temporary Staffing Services to Increase the Aggregate Not-to-exceed Amount by \$900,000 and Extend the Contract Terms for Four Months

**13. MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE**

**SUBJECT DISCUSSED**

- a. US-101 Express Bus Feasibility Study Update

**14. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE**

**SUBJECT DISCUSSED**

- a. State and Federal Legislative Update

**15. GENERAL COUNSEL REPORT**

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

**17. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – Wednesday, August 1, 2018  
at 2:00 p.m., San Mateo County Transit District, Bacciocco Auditorium, 2<sup>nd</sup> Floor,  
1250 San Carlos Avenue, San Carlos, CA

**18. ADJOURN**

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6279. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

### **Date and Time of Board and Advisory Committee Meetings**

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm; SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the Website.

### **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 ([view map](#)). Additional transit information can be obtained by calling 1-800-660-4287 or 511, or by visiting [511.org](http://511.org).

### **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 to be 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.

### **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, a brief description of the requested materials, and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to [board@samtrans.com](mailto:board@samtrans.com); or made by phone at 650-508-6279 or TTY 650-508-6448.

### **Availability of Public Records**

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the California Public Records Act and 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.

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
JUNE 6, 2018**

**MEMBERS PRESENT:** J. Gee, R. Guilbault, Z. Kersteen-Tucker, D. Pine, J. Powell, P. Ratto, C. Stone (Chair)

**MEMBERS ABSENT:** C. Groom, K. Matsumoto

**STAFF PRESENT:** J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, C. Gumpal, J. Brook

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Charles Stone called the meeting to order at 2:04 pm and led the Pledge of Allegiance.

**ROLL CALL**

Acting District Secretary Gumpal called the roll. A quorum was present.

**CONSENT CALENDAR**

- Approval of Minutes of the Board of Directors Meeting of May 2, 2018
- Approval of Minutes of the Special Board of Directors Meeting May 2, 2018
- Acceptance of Statement of Revenues and Expenses for April 2018

**RESOLUTION:**

- Authorization of the Third Amendment of the Use, Operating, and Maintenance Agreement for the Millbrae Intermodal Station – Approved by Resolution No. 2018-19

Motion/Second: Gee/Guilbault

Ayes: Gee, Guilbault, Kersteen-Tucker, Pine, Powell, Ratto, Stone

Absent: Groom, Matsumoto

**PUBLIC COMMENT**

1. Laura Parmer-Lohan, San Carlos, voiced her concerns about safe routes to school.
2. Kyle Velasco, Student at San Carlos Charter Learning Center, expressed his appreciation for the Route 95 bus service to the San Carlos Youth Center.
3. Andrew Boone, East Palo Alto, said he was dissatisfied with the bus plan and bicycle path options.

**REPORT OF THE CHAIR**

**Student “Art Takes a Bus Ride” Contest**

Chair Stone introduced Dan Lieberman, Public Affairs Specialist. Mr. Lieberman announced the winners of the contest, which is co-coordinated by the San Mateo Office of Education (SMCOE). The students took photos with their teachers and family members.

- Elizabeth Or
- Cadence Hood
- Miguel Martinez
- Isa Mahmood
- Valerie Lin
- Liam McCarroll

*The Board recessed at 2:19 pm to meet the contest winners and see the bus wrapped in their artwork, and reconvened at 2:32 pm.*

### **Get Us Moving Draft Investment Plan – Ad Hoc Committee**

Director Pine, Get Us Moving (GUM) Ad Hoc Committee Chair, expressed his appreciation for the members of the committee.

Seamus Murphy, Chief Communications Officer, outlined the draft investment plan being developed as part of a potential sales tax measure for consideration on the November 2018 ballot. He thanked the individuals who helped provide feedback and guide the process, including the the Technical Advisory Group (TAG) and Stakeholder Advisory Group (SAG). He said the draft plan consists of:

- Initial core principles (goals adopted by Board)
- Additional core principles
- Spending categories (sample projects)
- Oversight (provided by independent committee)

The final proposed investment plan will be considered for adoption in July to go on the November ballot.

Mr. Murphy said that the Highway 101 managed lanes project is fully funded from SB 1 and would not receive funding from the potential GUM sales tax. He said that GUM would provide funding, however, for express buses using managed lanes.

### Public Comment:

1. Don Cecil, San Mateo County Economic Development Association (SAMCEDA) & Peninsula Mobility Group, asked for the plan to allocate no less than 25 percent to the Highway category.
2. Carolina Webster, VP of Redwood City San Mateo County Chamber of Commerce, said she supported GUM with 50 percent going towards local transit, and including 25 percent for highway improvements.
3. Witney McKiernan, Menlo Park, talked about the need for increased bicycle safety for schoolchildren and said she supports priority for projects in cities that have opted into Vision Zero.
4. Sandra Lang, TEAMC, advocated 55 percent allocation going towards transportation systems.
5. Karen Molinari, San Carlos PTA Transportation Safety Committee, said that bus routes serving the schools have greatly reduced traffic congestion. She noted comments from students asking for better bicycle safety programs.

6. Ryan Evert, Student at San Carlos Charter Learning Center, asked to increase funding for more buses, bus stops, and routes.
7. Andrew Hsu, San Carlos, Silicon Valley Bicycle Coalition Board Member, asked to increase bike/ped infrastructure spending to a minimum of 10 percent.
8. Gladwyn d'Souza, Sierra Club, asked for more funding for bicycle safety and transit. He noted that congestion is getting worse, so buses are slowed down.
9. Emily Beach, San Mateo County Transportation Authority (SMCTA) director and Burlingame City Council member, said she recommended no more than 20 percent for the highway category and asked that complete streets be included for local highways. She advocated 15 percent going towards local congestion relief, with at least 5 percent for grade separations.
10. Chris Lepe, TransForm & TEAMC, made additional recommendations for amending the GUM core principles and advocated closer to 10 percent for bike/pedestrian and at least 55 percent for transit.
11. Christina Fernandez, SAMCEDA, said they supported the full 50 percent for local transit and no less than 25 percent for highway congestion improvement.
12. Andrew Boone, East Palo Alto, said he disagreed with highway expansion, stating that it goes against the District's goal of reducing greenhouse emissions.
13. Adina Levin, Friends of Caltrain and TEAMC, thanked the Board for their support and discussed turning the core principles of the plan into policies.
14. Theresa Vallez-Kelly, Safe Routes to School Coordinator, SMCOE, GUM Stakeholder Advisory Committee (SAG) & TEAMC, asked to make Vision Zero a priority and to raise bike/ped project spending to 10 percent.
15. Baron Edwards, Student at Arundel School, San Carlos, said he supported maintaining safer sidewalks for pedestrians and cyclists.
16. Emma Schlaes, Silicon Valley Bicycle Coalition & GUM SAG, said she advocated for more and better facilities for pedestrians, cyclists, and transit riders.
17. Eduardo Gonzalez, South San Francisco High School, introduced several students from South San Francisco High School.
18. James Jirachaiskul, Student at South San Francisco High School, Youth Leadership Institute, said their goal is to improve public transportation from the perspective of the youth in their community.
19. Julian Rodrigues, Student at South San Francisco High School, TEAMC & Youth Leadership Institute, said he has been riding transit for one year. He said that youth feel unsafe riding bicycles and that bus schedules don't always align with school schedules.
20. Annette Salgado, Student at South San Francisco High School, Youth Leadership Institute, said she has been a transit rider for five years and requested bus shelters and schedules to accommodate later school activities.



21. Montserrat Garcia, TEAMC & Youth Leadership Institute, said the plan's core principles should prioritize serving seniors, youth, and people with disabilities; reducing the cost of living; and increasing economic opportunity in the community.
22. Mindy Hill, San Carlos School District Wellness Director, stated that the core principles are embedded in Safe Routes to Schools and requested that bike/ped safety should be a priority, with minimum funding allocation of 10 percent.
23. Leora Ross, Housing Leadership Council of San Mateo County, said she supported incentivizing cities that build housing near transportation centers.
24. Diane Bailey, Menlo Spark Director & TEAMC, said she supported the goals of reducing greenhouse gases and vehicle miles traveled (VMT), and requested the allocation for public transit increase to 55 percent and the allocation for bike/ped to increase to 10 percent.
25. Emily Loper, Bay Area Council, asked that a 25 percent allocation go towards highway improvements with the goal of alleviating traffic congestion.
26. Paul Krupka, Redwood City 101/Woodside Road Interchange Project, said he advocated reducing congestion by addressing major traffic bottlenecks through safer and improved highway access and safer bike/ped circulation.
27. Helen Wolter, Committee for Green Foothills, requested that GUM include shuttles to and from the Coastside to align with the County's Local Coastal Program (LCP), and advocated 10 percent allocation to bike/ped needs.
28. Reese Isbell, California Life Sciences Association, requested more public transit infrastructure for South San Francisco business park commuters, including addressing last mile needs.

*The Board recessed at 4:41 pm for a break and reconvened at 4:49 pm.*

## **REPORT OF THE GENERAL MANAGER/CEO**

### **Acknowledgment of Roadeo Team**

Jim Hartnett, General Manager/CEO, commended Ariel Hale and the bus Roadeo Team's success at the 2018 Bus Roadeo competition in Florida. He also commended Johnny Villanueva, Sim Bedi, and Anthony Singh for their first-place win of the Bendix Airbrake module competition.

### **Presentation of Annual Transportation and Maintenance Base Safety Awards**

Mr. Hartnett commended the North Base bus transportation team represented by Superintendent Ana Rivas. He also commended the South Base bus maintenance team represented by Superintendent Vijendra Singh. Chair Stone presented the safety awards.

## **BOARD MEMBER REQUESTS/COMMENTS**

None.

**RECESS TO COMMITTEE MEETINGS**

The Board meeting recessed at 4:55 pm.

*Director Kersteen-Tucker left at 4:55 pm.*

**RECONVENE BOARD OF DIRECTORS MEETING**

The Board meeting reconvened at 5:27 pm.

**MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE**

Director Ratto reported the following item:

SUBJECT DISCUSSED:

- Paratransit Coordinating Council Update

**MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE**

Director Guilbault led the Board in voting on the following resolutions:

RESOLUTIONS:

- Approving and Ratifying the Insurance Program for Fiscal Year 2019 – Approved by Resolution No. 2018-20
- Electing to Become Subject to the Uniform Public Construction Cost Accounting Procedures Set Forth in the Uniform Public Construction Cost Accounting Act and Directing Staff to Notify the State Controller of this Election – Approved by Resolution No. 2018-21
- Awarding Contracts to Corey, Canapary & Galanis and EMC Research, Inc., for Provision of On-call Market Research and Survey Services for a Five-year Term for an Aggregate Not-to-exceed Amount of \$1,225,000 – Approved by Resolution No. 2018-22
- Adopting Fiscal Year 2019 Operating Budget in the Amount of \$159,207,813 and Capital Budget in the Amount of \$7,275,385 – Approved by Resolution No. 2018-23
- Declaring an Emergency for the Replacement of Main Boiler Flue at Central Facility and Ratifying an Emergency Purchase Order to MTECH in the Amount of \$17,922 – Approved by Resolution No. 2018-24

Motion/Second: Guilbault/Stone

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

**MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE/ COMMITTEE OF THE WHOLE\***

Director Powell led the Board in voting on a proclamation and resolution, and made a report on the subject discussed.

MOTION:

- Proclamation of June 21, 2018 as National Dump the Pump Day

Motion/Second: Stone/Pine

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

SUBJECT DISCUSSED:

- Capital Projects Quarterly Status Report – Q3 FY 2018

RESOLUTION:

Authorizing an Exclusive Negotiating Agreement for Study of Potential Redevelopment and Operation of the Dumbarton Rail Corridor with a Limited Liability Corporation or Other Such Entity to be Formed by Facebook, Inc., and Plenary Group, USA Ltd., Including a Right of Entry for Purposes of Conducting Related Due Diligence Investigations – Approved by Resolution No. 2018-25

Motion/Second: Powell/Guilbault

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

**MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE**

Director Gee reported the following item:

SUBJECT DISCUSSED:

- State and Federal Legislative Update

*Chair Stone moved the General Counsel Report to the end of the agenda.*

**WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

None.

**DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – Wednesday, July 11, 2018 at 2:00 p.m., San Mateo County Transit District, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA

**GENERAL COUNSEL REPORT**

*The Board recessed to a closed session at 5:33 pm.*

Closed Session – Existing litigation pursuant to Government Code Section 54956.9(d)(1): Catherine Vain v. San Mateo County Transit District, et al.; San Francisco Superior Court, Case No. CGC-16-556167

*The Board reconvened in open session at 5:35 pm.*

Joan Cassman, District Legal Counsel, stated for the record that the Board unanimously authorized a settlement in the amount of \$60,000.

**ADJOURN**

The meeting adjourned at 5:36 pm.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING  
MAY 31, 2018**

**ACTION**

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of May 2018 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through May 31, 2018. The statement has been designed to follow the Agency wide line item rollup as included in the adopted budget. The columns have been designed to provide easy comparison of year to date prior to current actuals for the current fiscal year including dollar and percentage variances. In addition, the current forecast of Revenues and Expenses is compared to the Adopted Budget for Fiscal Year 2018.

**SIGNIFICANCE**

**Annual Forecast:** The annual forecast was updated primarily to reflect recent trends in lower Motor Bus expense (page 1, line 19) which decreased by \$6.0 million to prior forecast. The majority of the decreases in Motor Bus is due to decreases in Technical Services (page 3, line 8) due to lower than anticipated software and licensing expense, Fuel and Lubricants (page 3, line 12) due to decreased fuel costs in the first three quarters of the year, Insurance Costs (page 3, line 22) due to lower claims, and Contracted Urban Bus Service (page 3, line 35) due to decreased service. These estimates are based on historical trend analysis – final figures will be available this fall after closing of the June financials and accounting for all accruals.

**Year to Date Revenues:** As of May 2018 year-to-date actuals, the Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are \$5.2 million higher than the prior year. This is driven by a higher District ½ cent Sales Tax (page 1, line 10), Local TDA and STA Funds (page 1, line 2), AB434 Funds, TA Funded Shuttle & Other

(page 1, line 7), Investment Interest (page 1, line 11) and Other Interest, Rent & Other Income (page 1, line 12) offset by decline in revenues from Passenger Fares (page 1, line 1) and SM County Measure A & Other (page 1, line 6) due to a reduction in paratransit funding for FY2018.

**Year to Date Expenses:** As of May 2018 year-to-date actuals, the Total Uses of Funds (page 1, line 33) are \$13.6 million higher than the prior year-to-date actuals. This is primarily due to Total Motor Bus expenses which are higher by \$5.0 million (page 1 line 19) due to inclusion of unfunded CalPERS and Other Post-Employment Benefits (OPEB) liability (this expense, which was incurred in July, will not recur throughout the year) and Sales Tax Allocation for Capital Programs (page 1, line 29) which was not broken out in prior years.

**Budget Amendment:**

There are no budget amendments for the month of May 2018.

**STRATEGIC INITIATIVE**

This item does not achieve a strategic initiative.

Prepared By:	Melanie Hartanto, Accountant	650-508-6478
	Jeannie Chen, Manager, General Ledger	650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF REVENUES AND EXPENSES  
FISCAL YEAR 2018  
MAY 2018**

% OF YEAR ELAPSED: 91.7%

	YEAR-TO-DATE				ANNUAL			
	PRIOR	CURRENT		%	BUDGET*	FORECAST	VARIANCE	%
	ACTUAL	ACTUAL	VARIANCE	VARIANCE				
<b>SOURCES OF FUNDS</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	\$ 15,508,057	\$ 14,586,164	\$ (921,893)	(5.9%)	\$ 16,977,116	\$ 15,966,639	\$ (1,010,477)	(6.0%)
2 Local TDA and STA Funds	37,469,604	38,512,356	1,042,752	2.8%	42,013,473	42,013,473	0	0.0%
3 Pass through to Other Agencies	9,072	757,240	748,168	8247.0%	836,536	836,536	0	0.0%
4 Operating Grants	3,568,865	3,689,353	120,488	3.4%	5,309,973	4,975,867	(334,106)	(6.3%)
5 SMCTA Measure A	8,909,373	8,834,806	(74,566)	(0.8%)	9,577,753	9,577,753	0	0.0%
6 SM County Measure A & Other	4,583,333	3,437,500	(1,145,833)	(25.0%)	3,750,000	3,750,000	0	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	99,917	294,042	194,125	194.3%	532,794	532,794	0	0.0%
8 <b>Subtotal - Operating Revenues</b>	<b>70,148,220</b>	<b>70,111,461</b>	<b>(36,759)</b>	<b>(0.1%)</b>	<b>78,997,645</b>	<b>77,653,061</b>	<b>(1,344,583)</b>	<b>(1.7%)</b>
<b>Other Revenue Sources</b>								
9 District 1/2 Cent Sales Tax	74,234,079	79,078,558	4,844,479	6.5%	84,660,000	84,660,000	0	0.0%
10 Investment Interest	1,482,128	1,623,405	141,276	9.5%	1,100,312	1,904,747	804,435	73.1%
11 Other Interest, Rent & Other Income	7,066,881	7,275,481	208,600	3.0%	8,133,196	7,873,715	(259,481)	(3.2%)
12 <b>Subtotal - Other Revenues</b>	<b>82,783,088</b>	<b>87,977,444</b>	<b>5,194,356</b>	<b>6.3%</b>	<b>93,893,508</b>	<b>94,438,462</b>	<b>544,954</b>	<b>0.6%</b>
<b>Total Sources of Funds</b>	<b>152,931,309</b>	<b>158,088,904</b>	<b>5,157,596</b>	<b>3.4%</b>	<b>172,891,153</b>	<b>172,091,523</b>	<b>(799,630)</b>	<b>(0.5%)</b>
<b>USES OF FUNDS</b>								
<b>Operating Expenses</b>								
19 Motor Bus	96,755,229	101,731,492	4,976,263	5.1%	120,929,771	112,447,321	(8,482,450)	(7.0%)
20 A. D. A. Programs	16,387,943	16,388,711	768	0.0%	18,432,288	18,332,519	(99,769)	(0.5%)
21 Caltrain	5,940,005	5,655,617	(284,388)	(4.8%)	6,191,353	6,191,353	0	0.0%
22 Other Multi-modal Programs	1,630,715	1,832,155	201,440	12.4%	2,320,546	2,064,632	(255,914)	(11.0%)
23 Pass through to Other Agencies	9,072	757,240	748,168	8247.0%	836,536	836,536	0	0.0%
24 Land Transfer Interest Expense	0	0	0	0.0%	45,716	45,716	0	0.0%
25 <b>Total Operating Expense</b>	<b>120,722,964</b>	<b>126,365,215</b>	<b>5,642,252</b>	<b>4.7%</b>	<b>148,756,211</b>	<b>139,918,077</b>	<b>(8,838,134)</b>	<b>(5.9%)</b>
26 <b>Total Operating Surplus/ (Deficit)</b>	<b>32,208,345</b>	<b>31,723,689</b>	<b>(484,656)</b>	<b>(1.5%)</b>	<b>24,134,942</b>	<b>32,173,447</b>	<b>8,038,505</b>	<b>33.3%</b>
27 <b>Sales Tax Allocation - Capital Program **</b>	<b>0</b>	<b>8,056,962</b>	<b>8,056,962</b>	<b>0.0%</b>	<b>8,789,413</b>	<b>8,789,413</b>	<b>0</b>	<b>0.0%</b>
28 <b>Total Debt Service</b>	<b>9,155,708</b>	<b>9,056,948</b>	<b>(98,760)</b>	<b>(1.1%)</b>	<b>21,684,044</b>	<b>21,684,044</b>	<b>0</b>	<b>0.0%</b>
29 <b>Total Uses of Funds</b>	<b>\$ 129,878,672</b>	<b>\$ 143,479,125</b>	<b>\$ 13,600,453</b>	<b>10.5%</b>	<b>\$ 179,229,668</b>	<b>\$ 170,391,534</b>	<b>\$ (8,838,134)</b>	<b>(4.9%)</b>
30 <b>PROJECTED SURPLUS/ (DEFICIT)</b>	<b>\$ 23,052,637</b>	<b>\$ 14,609,780</b>	<b>\$ (8,442,857)</b>	<b>(36.6%)</b>	<b>\$ (6,338,516)</b>	<b>\$ 1,699,989</b>	<b>\$ 8,038,505</b>	<b>(126.8%)</b>

This report represents actuals and budgets on budgetary basis.

\* Reflects Revised Budget approved by the BOD on Sept 6th, 2017 plus Budget Transfers

\*\* In prior years, sales tax allocation for capital program was not reflected as a separate line on the financial statement.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STATEMENT OF REVENUES  
FISCAL YEAR 2018  
MAY 2018**

% OF YEAR ELAPSED: 91.7%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
<b>OPERATING REVENUES - MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	\$ 14,840,796	\$ 13,770,672	\$ (1,070,124)	(7.2%)	\$ 16,235,675	\$ 15,077,012	\$ (1,158,663)	(7.1%)
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	34,475,475	33,404,021	(1,071,454)	(3.1%)	36,440,750	36,440,750	0	0.0%
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	982,551	3,034,293	2,051,742	208.8%	3,310,138	3,310,138	0	0.0%
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	1,226,020	919,138	(306,882)	(25.0%)	1,481,020	1,254,063	(226,957)	-15.3%
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	38,585,564	43,693,340	5,107,776	13.2%	56,649,633	48,713,494	(7,936,139)	(14.0%)
10 Accessibility Fixed Route	957,845	808,652	(149,193)	(15.6%)	733,056	875,750	142,694	19.5%
12 TOTAL 1/2 CENT SALES TAX	39,543,409	44,501,992	4,958,583	12.5%	57,382,689	49,589,244	(7,793,445)	(13.6%)
13 INVESTMENT INTEREST INCOME:								
14 Investment Interest Income	1,169,065	1,320,750	151,685	13.0%	861,312	1,560,886	699,574	81.2%
15 OTHER REVENUE SOURCES:								
17 Rental Income	1,403,872	1,378,599	(25,273)	(1.8%)	1,400,000	1,503,926	103,926	7.4%
18 Advertising Income	833,194	1,513,430	680,236	81.6%	1,210,700	1,651,014	440,314	36.4%
19 Other Income	2,280,849	1,888,597	(392,252)	(17.2%)	2,607,488	2,060,288	(547,200)	(21.0%)
20 TOTAL OTHER REVENUES	4,517,915	4,780,626	262,711	5.8%	5,218,188	5,215,229	(2,959)	(0.1%)
22 TOTAL MOTOR BUS	96,755,229	101,731,492	4,976,263	5.1%	120,929,771	112,447,321	(8,482,450)	(7.0%)
24 AMERICAN DISABILITIES ACT:								
25 Passenger Fares Redi-Wheels	667,262	815,492	148,230	22.2%	741,441	889,627	148,186	20.0%
26 Local TDA 4.5 Redi-Wheels	1,690,556	1,758,106	67,550	4.0%	1,917,934	1,917,934	0	0.0%
27 Local STA - Paratransit	321,022	315,936	(5,086)	(1.6%)	344,649	344,649	0	0.0%
28 Operating Grants	2,342,845	2,770,215	427,370	18.2%	3,828,953	3,721,804	(107,149)	-2.8%
29 Sales Tax - District ADA Programs	572,722	984,940	412,218	72.0%	(518,192)	694,273	1,212,465	(234.0%)
30 Sales Tax - Paratransit Suppl. Coastside	1,581,106	1,585,148	4,042	0.0%	3,342,100	1,842,100	(1,500,000)	(44.9%)
31 Interest Income - Paratransit Fund	313,064	302,655	(10,410)	-3.3%	239,000	385,729	146,729	61.4%
32 SMCTA Measure A Redi-Wheels	2,969,368	3,179,190	209,821	7.1%	3,386,400	3,386,400	0	0.0%
33 SM County Measure A & Other	4,583,333	3,437,500	(1,145,833)	(25.0%)	3,750,000	3,750,000	0	0.0%
34 Measure M Paratransit	1,346,666	1,239,530	(107,136)	(8.0%)	1,400,000	1,400,000	0	0.0%
35 TOTAL ADA PROGRAMS	16,387,943	16,388,711	768	0.0%	18,432,288	18,332,519	(99,769)	(0.5%)
37 MULTI-MODAL TRANSIT PROGRAMS:								
38 Transfer from SMCTA for Caltrain	5,940,005	5,655,617	(284,388)	(4.8%)	6,191,353	6,191,353	0	0.0%
39 AB434 Funds, TA Funded Shuttle & Other	99,917	294,042	194,125	194.3%	460,013	460,013	0	0.0%
40 Employer SamTrans Shuttle Funds	1,202,301	1,255,325	53,024	4.4%	1,514,400	1,258,486	(255,914)	(16.9%)
41 Sales Tax - SamTrans Shuttle Program	174,214	127,839	(46,375)	(26.6%)	103,352	103,352	0	0.0%
42 Bay Area Bike Share Pilot Program	0	0	0	0.0%	72,781	72,781	0	0.0%
43 Sales Tax - Gen. Operating Asst.	154,284	154,950	666	0.4%	170,000	170,000	0	0.0%
45 TOTAL MULTIMODAL	7,570,720	7,487,772	(82,947)	(1.1%)	8,511,899	8,255,985	(255,914)	(3.0%)
46 TOTAL REVENUES	\$ 120,713,893	\$ 125,607,975	\$ 4,894,082	4.1%	\$ 147,873,958	\$ 139,035,825	\$ (8,838,133)	(6.0%)

\* Reflects Revised Budget approved by the BOD on Sept 6th, 2017 plus Budget Transfers

<b>SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2018 MAY 2018</b>									
<b>% OF YEAR ELAPSED: 91.7%</b>									
<b>EXPENSES</b>	<b>YEAR-TO-DATE</b>				<b>ANNUAL</b>				
	<b>PRIOR ACTUAL</b>	<b>CURRENT ACTUAL</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>BUDGET*</b>	<b>FORECAST</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	
<b>DISTRICT OPERATED BUSES</b>									
1 Wages & Benefits	\$ 52,477,705	\$ 54,893,269	\$ 2,415,564	4.6%	\$ 59,097,793	\$ 59,583,828	486,035	0.8%	1
2									2
3 Services:									3
4 Board of Directors	46,729	53,116	6,388	13.7%	86,000	86,000	0	0.0%	4
5 Contracted Vehicle Maintenance	989,355	901,607	(87,748)	(8.9%)	1,360,850	1,199,573	(161,277)	(11.9%)	5
6 Property Maintenance	898,756	1,176,758	278,002	30.9%	1,480,500	1,271,750	(208,750)	(14.1%)	6
7 Professional Services	3,757,757	3,858,648	100,891	0.0	6,248,046	4,315,155	(1,932,891)	(30.9%)	7
8 Technical Services	5,948,711	5,934,226	(14,486)	(0.2%)	8,185,697	6,807,045	(1,378,652)	(16.8%)	8
9 Other Services	2,515,215	2,479,819	(35,396)	(1.4%)	3,198,562	2,859,979	(338,583)	(10.6%)	9
10									10
11 Materials & Supply:									11
12 Fuel and Lubricants	2,555,632	2,857,805	302,173	11.8%	3,719,600	3,212,577	(507,023)	(13.6%)	12
13 Bus Parts and Materials	1,864,333	1,743,142	(121,191)	(6.5%)	2,038,233	1,917,106	(121,127)	(5.9%)	13
14 Uniforms and Driver Expense	285,811	302,632	16,821	5.9%	537,231	390,837	(146,394)	(27.2%)	14
15 Timetables and Tickets	93,846	93,640	(206)	(0.2%)	326,500	115,751	(210,749)	(64.5%)	15
16 Office Supplies / Printing	334,919	367,796	32,877	9.8%	499,533	436,476	(63,057)	(12.6%)	16
17 Other Materials and Supply	149,701	132,710	(16,991)	(11.4%)	160,000	147,202	(12,798)	(8.0%)	17
18									18
19 Utilities:									19
20 Telecommunications	377,415	506,903	129,488	34.3%	745,491	575,227	(170,264)	(22.8%)	20
21 Other Utilities	1,021,762	1,105,640	83,877	8.2%	1,140,000	1,220,197	80,197	7.0%	21
22 Insurance Costs	1,846,503	2,044,018	197,515	10.7%	3,042,164	2,200,000	(842,164)	(27.7%)	22
23 Workers' Compensation	2,833,176	3,008,906	175,730	6.2%	3,666,068	3,380,068	(286,000)	(7.8%)	23
24 Taxes and License Fees	490,960	612,478	121,518	24.8%	843,823	685,626	(158,197)	(18.7%)	24
25 Fixed Route Accessibility	957,845	808,652	(149,192)	(15.6%)	733,056	875,750	142,694	19.5%	25
26 Leases and Rentals	150,964	164,282	13,318	8.8%	182,670	181,555	(1,115)	(0.6%)	26
27 Promotional and Legal Advertising	203,663	229,996	26,333	12.9%	869,000	291,548	(577,452)	(66.5%)	27
28 Training and Business Travel	198,128	308,903	110,775	55.9%	828,313	354,206	(474,107)	(57.2%)	28
29 Dues and Membership	103,068	91,270	(11,799)	(11.4%)	159,043	101,598	(57,445)	(36.1%)	29
30 Postage and Other	89,651	28,861	(60,790)	(67.8%)	137,359	29,081	(108,278)	(78.8%)	30
31									31
<b>Total District Operated Buses</b>	<b>80,191,605</b>	<b>83,705,075</b>	<b>3,513,470</b>	<b>4.4%</b>	<b>99,285,533</b>	<b>92,238,137</b>	<b>(7,047,396)</b>	<b>(7.1%)</b>	32
33									33
<b>CONTRACTED BUS SERVICES</b>									34
35 Contracted Urban Bus Service	14,708,678	14,914,867	206,189	1.4%	17,987,300	16,792,214	(1,195,086)	(6.6%)	35
36 Other Related Costs	400,726	417,654	16,928	4.2%	358,914	463,066	104,152	29.0%	36
37 Insurance Costs	(434,330)	629,966	1,064,296	245.0%	773,422	660,000	(113,422)	(14.7%)	37
38 Coastside Services	1,387,671	1,586,947	199,276	14.4%	1,973,825	1,745,651	(228,174)	(11.6%)	38
39 Redi Coast Non-ADA	237,523	195,582	(41,941)	(17.7%)	233,775	231,250	(2,525)	(1.1%)	39
40 Other Related Costs	105,365	104,359	(1,005)	(1.0%)	116,884	116,884	0	0.0%	40
41 La Honda - Pescadero	52,500	50,925	(1,575)	(3.0%)	55,130	55,130	0	0.0%	41
42 SamCoast - Pescadero	99,093	118,673	19,580	19.8%	138,350	138,350	0	0.0%	42
43 Other Related Cost - SamCoast	6,399	7,445	1,046	16.3%	6,638	6,638	0	0.0%	43
<b>Total Contracted Bus Service</b>	<b>16,563,624</b>	<b>18,026,417</b>	<b>1,462,793</b>	<b>8.8%</b>	<b>21,644,238</b>	<b>20,209,184</b>	<b>(1,435,054)</b>	<b>(6.6%)</b>	44
45									45
<b>TOTAL MOTOR BUS</b>	<b>\$ 96,755,229</b>	<b>\$ 101,731,492</b>	<b>\$ 4,976,263</b>	<b>5.1%</b>	<b>\$ 120,929,771</b>	<b>\$ 112,447,321</b>	<b>\$ (8,482,450)</b>	<b>(7.0%)</b>	46

\* Reflects Adopted Budget approved by the Board on June 7, 2017



**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2018  
MAY 2018**

% OF YEAR ELAPSED: **91.7%**

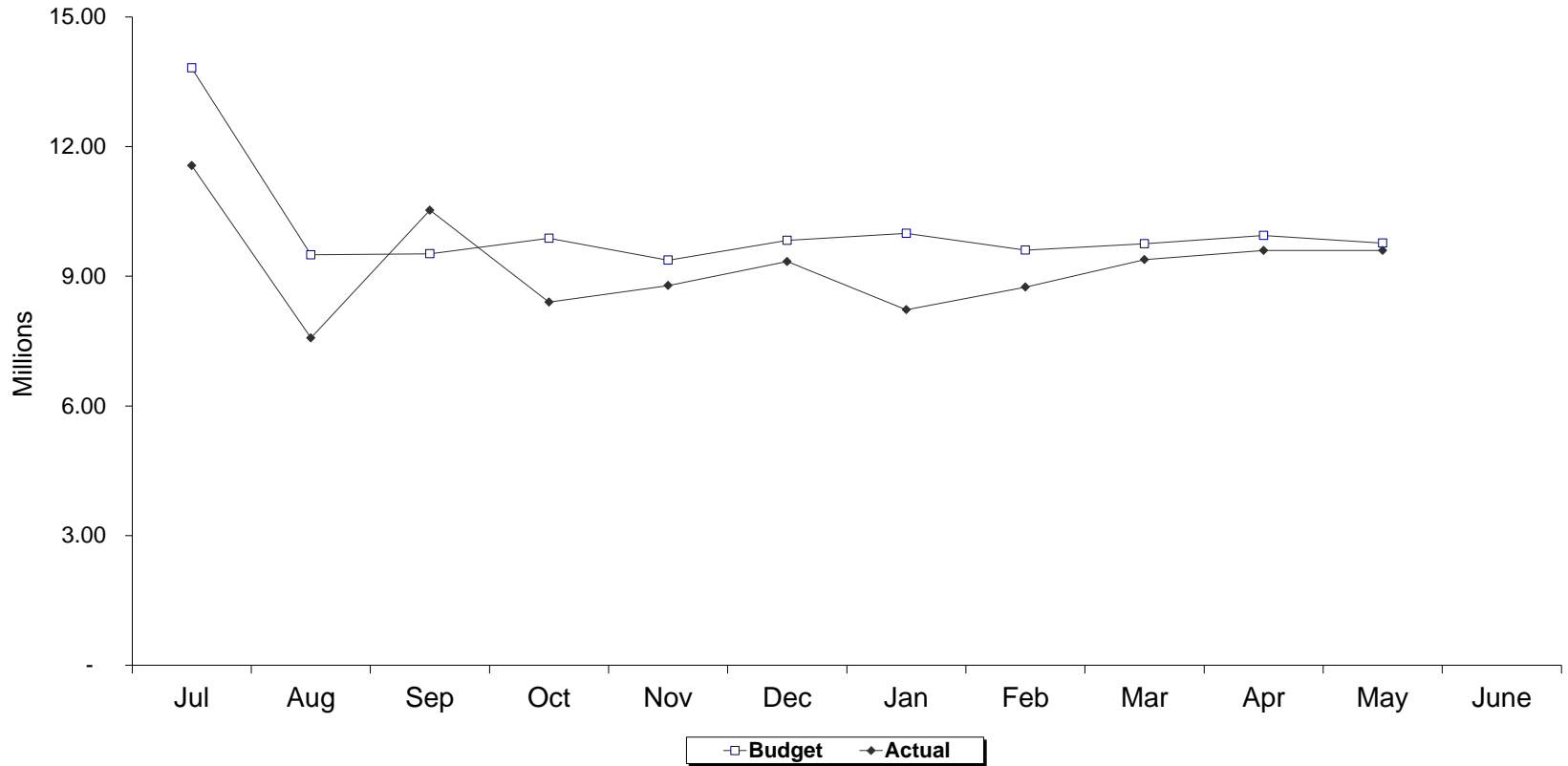
EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	\$ 4,875,264	\$ 4,945,415	\$ 70,151	0.0	\$ 6,062,600	\$ 5,393,930	\$ (668,670)	(11.0%)
Other Related Costs	2,541,071	2,574,466	33,395	1.3%	3,058,568	3,054,568	(4,000)	(0.1%)
ADA Sedans / Taxi Service	4,551,899	4,521,906	(29,993)	(0.7%)	3,854,208	4,955,905	1,101,697	28.6%
ADA Accessibility Support	1,225,476	1,270,014	44,538	3.6%	1,505,855	1,505,855	0	0.0%
Coastside ADA Support	1,581,105	1,585,148	4,043	0.0	3,342,100	1,842,100	(1,500,000)	(44.9%)
Insurance Costs	1,613,129	1,491,761	(121,368)	(7.5%)	608,957	1,580,161	971,204	159.5%
<b>TOTAL ADA PROGRAMS</b>	<b>16,387,943</b>	<b>16,388,711</b>	<b>768</b>	<b>0.0%</b>	<b>18,432,288</b>	<b>18,332,519</b>	<b>(99,769)</b>	<b>(0.5%)</b>
<b>MULTI-MODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	5,940,005	5,655,617	(284,388)	(4.8%)	6,191,353	6,191,353	0	0.0%
<b>Total Caltrain Service</b>	<b>5,940,005</b>	<b>5,655,617</b>	<b>(284,388)</b>	<b>(4.8%)</b>	<b>6,191,353</b>	<b>6,191,353</b>	<b>0</b>	<b>0.0%</b>
<b>OTHER SUPPORT</b>								
SamTrans Shuttle Service	1,476,431	1,677,205	200,774	13.6%	2,077,765	1,821,851	(255,914)	(12.3%)
Bicycle Coordinating Activities	0	0	0	0.0%	72,781	72,781	0	0.0%
Maintenance Multimodal Facilities	154,284	154,950	667	0.4%	170,000	170,000	0	0.0%
<b>Total Other Support</b>	<b>1,630,715</b>	<b>1,832,155</b>	<b>201,441</b>	<b>12.4%</b>	<b>2,320,546</b>	<b>2,064,632</b>	<b>(255,914)</b>	<b>(11.0%)</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>7,570,720</b>	<b>7,487,772</b>	<b>(82,947)</b>	<b>(1.1%)</b>	<b>8,511,899</b>	<b>8,255,985</b>	<b>(255,914)</b>	<b>(3.0%)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 120,713,893</b>	<b>\$ 125,607,975</b>	<b>\$ 4,894,082</b>	<b>4.1%</b>	<b>\$ 147,873,958</b>	<b>\$ 139,035,825</b>	<b>\$ (8,838,133)</b>	<b>(6.0%)</b>

\* Reflects Revised Budget approved by the BOD on Sept 6th, 2017 plus Budget Transfers

## SAN MATEO COUNTY TRANSIT DISTRICT

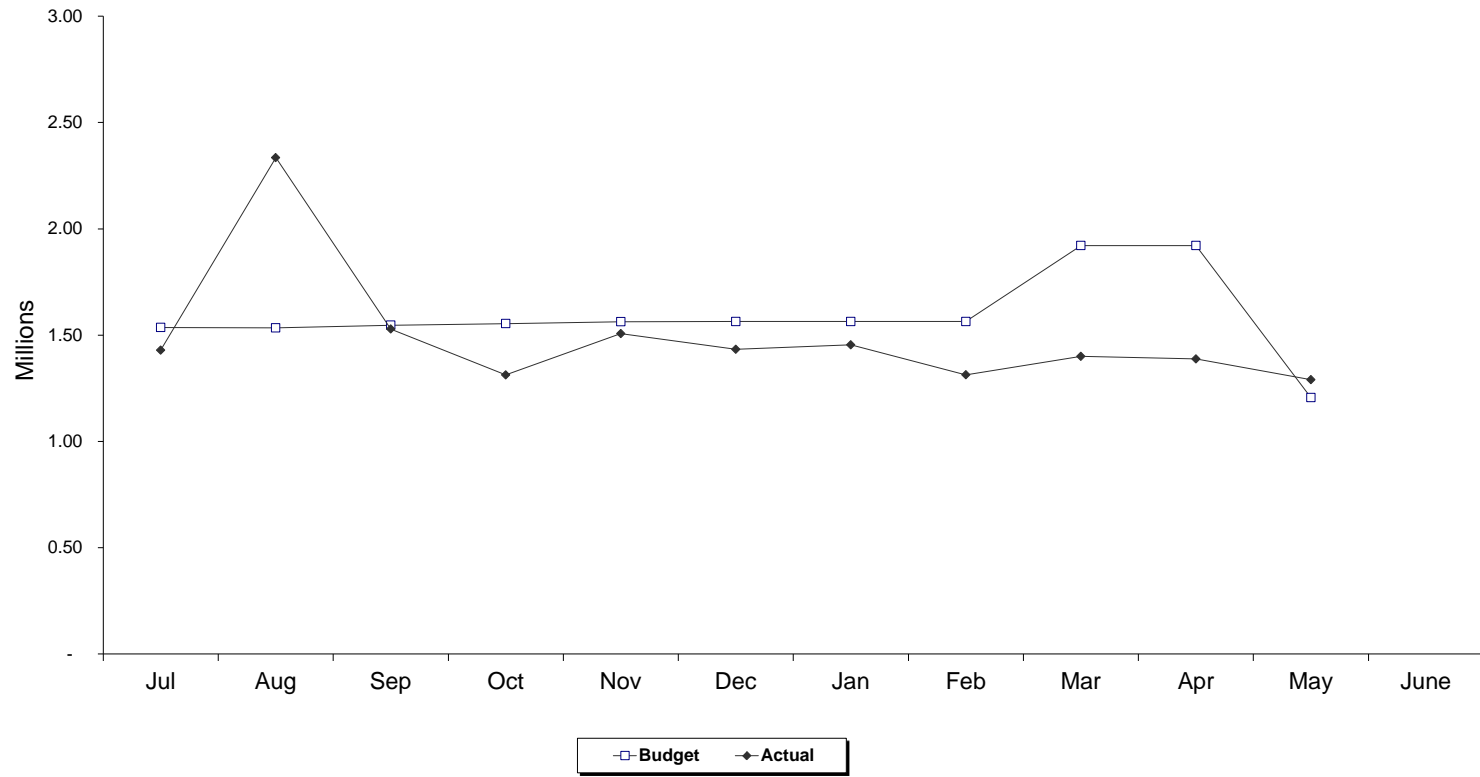
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2018



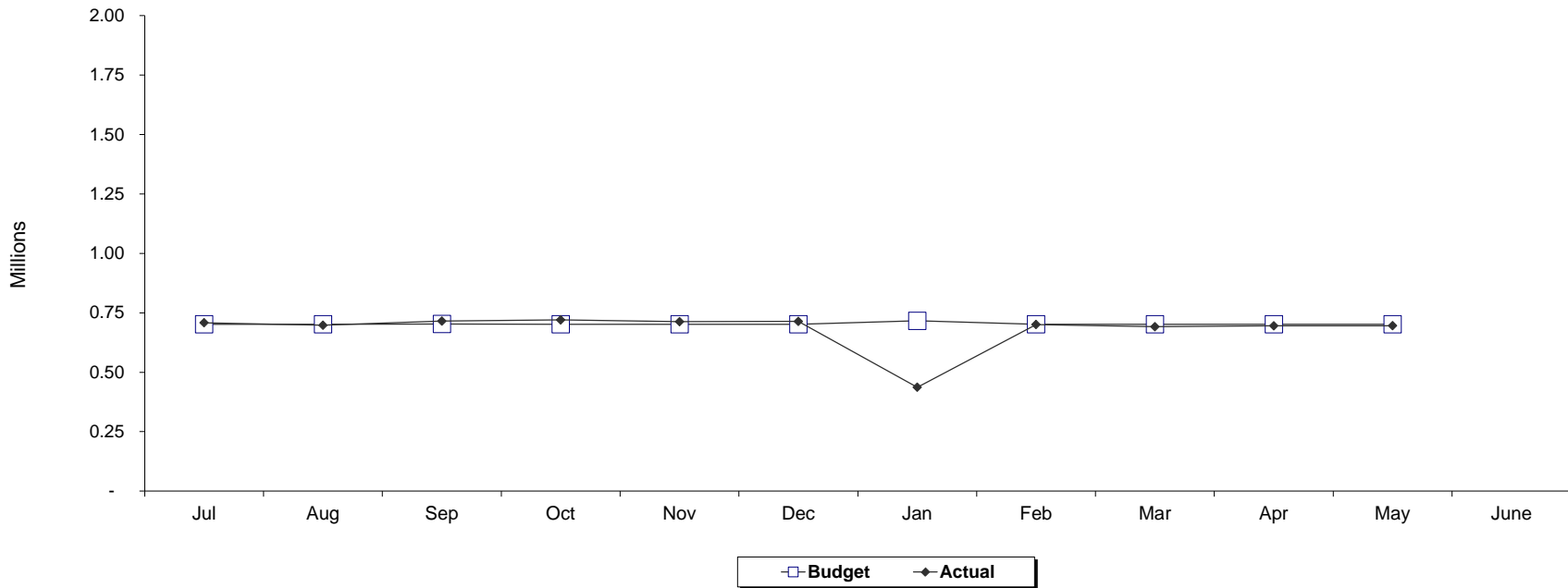
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
Budget	13,819,983	9,495,283	9,520,016	9,877,531	9,372,852	9,829,280	9,990,747	9,605,540	9,752,310	9,943,971	9,767,260		
Actual	11,560,304	7,573,200	10,525,864	8,399,907	8,785,098	9,338,288	8,226,309	8,749,696	9,382,191	9,594,510	9,596,124		
<b>CUMULATIVE EXPENSES</b>													
Budget	13,819,983	23,315,266	32,835,282	42,712,813	52,085,665	61,914,945	71,905,692	81,511,231	91,263,541	101,207,512	110,974,772		
Actual	11,560,304	19,133,503	29,659,368	38,059,274	46,844,372	56,182,660	64,408,970	73,158,666	82,540,858	92,135,367	101,731,492		
Variance - F(U)	2,259,679	4,181,762	3,175,915	4,653,539	5,241,293	5,732,285	7,496,722	8,352,565	8,722,683	9,072,144	9,243,280		
Variance %	16.35%	17.94%	9.67%	10.89%	10.06%	9.26%	10.43%	10.25%	9.56%	8.96%	8.33%		

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL**  
**FISCAL YEAR 2018**



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	1,536,055	1,533,805	1,546,999	1,554,251	1,562,876	1,563,826	1,563,825	1,563,825	1,921,324	1,921,324	1,205,927	
<b>Actual</b>	1,429,022	2,334,351	1,528,316	1,312,675	1,507,037	1,433,038	1,454,073	1,312,844	1,399,576	1,387,710	1,290,069	
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	1,536,055	3,069,860	4,616,860	6,171,111	7,733,987	9,297,813	10,861,638	12,425,463	14,346,787	16,268,111	17,474,037	
<b>Actual</b>	1,429,022	3,763,373	5,291,689	6,604,363	8,111,400	9,544,438	10,998,512	12,311,355	13,710,932	15,098,642	16,388,711	
<b>Variance - F(U)</b>	107,033	(693,513)	(674,829)	(433,253)	(377,413)	(246,625)	(136,874)	114,108	635,855	1,169,469	1,085,327	
<b>Variance %</b>	6.97%	-22.59%	-14.62%	-7.02%	-4.88%	-2.65%	-1.26%	0.92%	4.43%	7.19%	6.21%	

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL**  
**FISCAL YEAR 2018**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	701,977	701,977	702,977	701,977	701,977	701,976	716,377	701,977	701,977	701,977	701,977	
Actual	708,355	697,901	714,972	719,974	712,527	713,760	437,118	700,797	691,168	695,256	695,943	
<b>CUMULATIVE EXPENSES</b>												
Budget	701,977	1,403,953	2,106,930	2,808,906	3,510,883	4,212,859	4,929,236	5,631,212	6,333,189	7,035,165	7,737,142	
Actual	708,355	1,406,257	2,121,229	2,841,203	3,553,730	4,267,490	4,704,608	5,405,406	6,096,573	6,791,829	7,487,772	
Variance - F(U)	(6,378)	(2,303)	(14,299)	(32,297)	(42,847)	(54,631)	224,627	225,807	236,616	243,336	249,369	
Variance %	-0.91%	-0.16%	-0.68%	-1.15%	-1.22%	-1.30%	4.56%	4.01%	3.74%	3.46%	3.22%	

**SAN MATEO COUNTY TRANSIT DISTRICT**

**INTEREST ON INVESTMENTS**

**May 31, 2018**

DESCRIPTION	TOTAL INVESTMENT 5-31-18	INTEREST RECEIVABLE 4-30-18	PREPAID INT RECEIVABLE 5-31-18	INTEREST EARNED 5-31-18	INTEREST RECEIVED 5-31-18	ADJ.	INTEREST RECEIVABLE 5-31-18
RESERVE FOR CAPITAL PROJ	0.00	(0.00)	0.00	0.00	0.00	0.00	(0.00)
LAIF -- CAPITAL PROJ	78,540.26	91.49	0.00	117.07	0.00	0.00	208.56
REIMB SECURITIES FUNDS	89,390,258.72	289,738.37	1,373.13	139,539.62	104,035.50	3,895.64	330,511.26
LAIF -- REIMB FUNDS L76R	58,042,511.31	3,548.32	0.00	86,515.15	0.00	0.00	90,063.47
PARATRANSIT FUNDS	24,709,567.57	82,843.74	481.49	43,738.84	32,852.18	49.66	94,261.55
LAIF -- PARATRANSIT	1,050,907.52	1,225.62	0.00	1,566.43	0.00	0.00	2,792.05
BANK OF AMERICA	28,127,189.29	0.00	0.00	4,244.80	4,244.80	0.00	0.00
WELLS FARGO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	9,237,352.01	8,269.05	0.00	9,622.54	8,269.05	0.00	9,622.54
Debt Service Reserves							
Held by Trustee:	16,748,692.03	0.00	0.00	0.00	0.00	0.00	0.00
	<u>227,385,018.71</u>	<u>385,716.59</u>	<u>1,854.62</u>	<u>285,344.45</u>	<u>149,401.53</u>	<u>3,945.30</u>	<u>527,459.43</u>

**MAY 2018 -- SUMMARY OF INTEREST & CAPITAL GAIN**

Interest Earned 5/31/18	289,289.75
<b>Add:</b>	
CEO Interest	0.00
<b>Less:</b>	
Trust Fees	(712.21)
Capital Gain(Loss)	<u>(144,933.35)</u>
Total Interest & Capital Gain(Loss)	<u>143,644.19</u>

**YEAR TO DATE -- SUMMARY**

Interest Earned	2,131,836.52
<b>Add:</b>	
CEO Interest	
<b>Less:</b>	
Trust Fees	(7,351.68)
Capital Gain(Loss)	<u>(276,378.52)</u>
Total Interest & Capital Gain(Loss)	<u>1,848,106.32</u>

**Balance Per Ledger as of 5/31/18**

Deferred Int Acct. 210852/3	44,653.95
Interest Acct. 409101	2,087,182.57
Less Trust Fees 530045	(7,351.68)
Gain(Loss) Acct. 405210	<u>(276,378.52)</u>
	<u>1,848,106.32</u>

**SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES  
May 31, 2018**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 5-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 4-30-18	PREPAID INT REC'VBLE 5-31-18	INTEREST EARNED 5-31-18	INTEREST RECEIVED 5-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 5-31-18	INT REC'VBLE LESS PREPAID 5-31-18	PAR VALUE
<b>U.S. TREASURY NOTES AND BONDS</b>																
US TREASURY NOTE	912828S18	03-25-15	64,987.30	64,408.37	04-30-19	1.250%	2.2569	2.21		69.96			(1.52)	70.65	70.65	65,000.00
US TREASURY NOTE	912828V4	12-07-15	251,702.93	249,810.24	05-31-20	1.375%	9.7396	1,464.15		301.93	1,753.13		(3.37)	9.58	9.58	255,000.00
US TREASURY NOTE	912828V2	05-18-16	775,283.20	742,939.50	07-31-20	2.000%	41.6667	3,729.28		1,291.67			(7.14)	5,013.81	5,013.81	750,000.00
US TREASURY NOTE	912828L32	06-29-16	417,495.32	400,294.48	08-31-20	1.375%	15.6597	960.23		485.45			(5.33)	1,440.35	1,440.35	410,000.00
US TREASURY NOTE	912828Q78	01-05-17	1,607,456.25	1,586,891.88	04-30-21	1.375%	62.6389	61.28		1,941.81			(42.22)	1,960.87	1,960.87	1,640,000.00
US TREASURY NOTE	912828Q78	01-05-17	352,856.25	346,978.13	05-10-18	1.375%	13.7500	13.45		123.75	134.51		(2.69)	(0.00)	(0.00)	360,000.00
US TREASURY NOTE	912828R77	03-17-17	1,363,632.81	1,352,913.80	05-31-21	1.375%	53.4722	8,038.46		1,657.64	9,625.00		(18.50)	52.60	52.60	1,400,000.00
US TREASURY NOTE	912828D72	04-05-17	1,007,734.38	982,070.00	08-31-21	2.000%	55.5556	3,425.42		1,722.22			(9.52)	5,138.12	5,138.12	1,000,000.00
US TREASURY NOTE	912828D72	06-29-17	1,516,347.66	1,473,105.00	08-31-21	2.000%	83.3333	5,138.15		2,583.33			(14.63)	7,706.85	7,706.85	1,500,000.00
US TREASURY NOTE	912828D72	07-11-17	2,213,320.31	2,160,554.00	08-31-21	2.000%	122.2222	7,535.89		3,788.89			(20.58)	11,304.20	11,304.20	2,200,000.00
US TREASURY NOTE	912828T67	10-10-17	1,074,519.53	1,052,262.20	10-31-21	1.250%	38.1944	37.36		1,184.03			(19.26)	1,202.13	1,202.13	1,100,000.00
US TREASURY NOTE	912828T67	08-03-17	1,520,271.48	1,482,733.10	10-31-21	1.250%	53.8194	52.65		1,668.40			(27.14)	1,693.91	1,693.91	1,550,000.00
US TREASURY NOTE	912828T67	08-31-17	3,051,078.13	2,965,466.20	10-31-21	1.250%	107.6389	106.37		3,336.81			(55.07)	3,388.11	3,388.11	3,100,000.00
US TREASURY NOTE	912828X47	12-06-17	1,256,803.91	1,234,926.41	04-30-22	1.875%	66.1458	64.71		2,050.52			(44.58)	2,070.65	2,070.65	1,270,000.00
US TREASURY NOTE	912828X47	01-04-18	1,777,148.44	1,750,289.40	04-30-22	1.875%	93.7500	91.71		2,906.25			(63.18)	2,934.78	2,934.78	1,800,000.00
US TREASURY NOTE	912828X47	05-07-18	3,726,980.47	3,743,674.55	04-30-22	1.875%	200.5208	0.00	1,373.13	5,013.02			(108.97)	6,277.18	4,904.05	3,850,000.00
																24.18%
<b>FEDERAL AGENCY BONDS/NOTE</b>																
FHLMC	3137EAE81	07-20-16	199,516.00	196,422.00	05-07-18	0.875%	4.8611	495.84		29.17	525.00		(0.01)	(0.00)	(0.00)	200,000.00
FNMA	3135G0N33	08-02-16	948,404.00	932,102.00	05-07-18	0.875%	23.0903	2,055.03		138.54	2,193.58		0.01	(0.00)	(0.00)	950,000.00
FHLB GLOBAL NOTE	3130A8Y72	08-04-16	449,136.00	441,520.20	05-07-18	0.875%	10.9375	940.63		65.63	1,006.25		(0.01)	0.00	0.00	450,000.00
FHMA NOTES	3135G0P49	09-02-16	2,296,412.00	2,258,002.00	05-07-18	1.000%	63.8889	4,025.00		383.33	4,408.33			0.00	0.00	2,300,000.00
FHLB GLOBAL NOTE	3130A9EP2	09-08-16	2,697,651.00	2,652,849.90	09-26-19	1.000%	75.0000	2,625.00		2,250.00				4,875.00	4,875.00	2,700,000.00
FHMA NOTES	3135G0T29	02-28-17	849,456.00	836,771.95	02-28-20	1.500%	35.4167	2,231.25		1,062.50				3,293.75	3,293.75	850,000.00
FHLMC AGENCY	3137EAEF2	04-20-17	1,295,554.00	1,274,796.90	04-20-20	1.375%	49.6528	546.18		1,489.58				2,035.76	2,035.76	1,300,000.00
FHMA NOTES	3135G0T60	08-01-17	598,182.00	587,704.20	07-30-20	1.500%	25.0000	2,275.00		750.00				3,025.00	3,025.00	600,000.00
FHLB NOTES	3130ACE26	09-07-17	438,587.60	428,871.08	09-28-20	1.375%	16.8056	554.58		504.17				1,058.75	1,058.75	440,000.00
FHLB NOTES	3137EAEJ4	09-29-17	578,950.20	568,830.94	09-29-20	1.625%	26.1806	837.78					(0.01)	1,623.19	1,623.19	580,000.00
FHLB GLOBAL NOTE	3130A8Q55	07-15-16	2,683,581.30	2,585,393.10	07-14-21	1.125%	84.3750	9,028.13		2,531.25				11,559.38	11,559.38	2,700,000.00
FNMA NOTES	3135G0N82	08-19-16	473,375.03	454,850.03	08-17-21	1.250%	16.4931	1,220.49		494.79				1,715.28	1,715.28	475,000.00
FNMA NOTES	3135G0N82	08-19-16	1,518,823.75	1,460,307.98	08-17-21	1.250%	52.9514	3,918.40		1,588.54				5,506.94	5,506.94	1,525,000.00
																12.34%
<b>CORPORATE NOTE</b>																
JOHN DEERE CAPITAL CORP	24422ETM1	01-06-17	799,480.00	797,340.00	10-15-18	1.650%	36.6667	586.67		1,100.00				1,686.67	1,686.67	800,000.00
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-17	439,846.00	438,016.92	01-09-19	1.700%	20.7778	2,327.11		623.33				2,950.44	2,950.44	440,000.00
BERKSHIRE HATHWAY GLOBAL NC	084670B11	12-23-16	1,810,188.00	1,792,587.60	08-14-19	2.100%	105.0000	8,085.00		3,150.00				11,235.00	11,235.00	1,800,000.00
AMERICAN HONDA FINANCE GLO	02665WAH4	12-20-16	1,808,946.00	1,790,267.40	08-15-19	2.250%	112.5000	8,550.00		3,375.00				11,925.00	11,925.00	1,800,000.00
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-16	669,665.00	659,604.28	10-18-19	1.550%	28.8472	375.01		865.42				1,240.43	1,240.43	670,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	499,405.00	491,750.00	05-17-18	1.700%	23.6111	23.62		377.78	401.39		(0.01)	0.00	0.00	500,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	1,100,209.00	1,081,850.00	05-17-18	1.700%	51.9444	51.94		831.11	883.05			0.00	0.00	1,100,000.00
PEIZER INC CORP NOTE	717081E85	11-21-16	1,184,146.80	1,168,895.85	12-15-19	1.700%	55.9583	7,610.33		1,678.75				9,289.08	9,289.08	1,185,000.00
CITIGROUP INC	172967LF6	01-10-17	899,640.00	891,839.70	01-10-20	2.450%	61.2500	6,798.75		1,837.50				8,636.25	8,636.25	900,000.00
MICROSOFT CORP	594918BV5	02-06-17	899,397.00	889,891.20	02-06-20	1.850%	46.2500	3,931.25		1,387.50				5,318.75	5,318.75	900,000.00
WALT DISNEY CO CORP NOTES	25468PD8	03-06-17	379,901.20	375,423.66	03-04-20	1.950%	20.5833	1,173.25		617.50				1,790.75	1,790.75	380,000.00
APPLE INC BONDS	037833C57	05-11-17	819,163.60	807,412.18	05-11-20	1.800%	41.0000	6,970.00		1,230.00	7,380.00			820.00	820.00	820,000.00
HOME DEPOT INC CORP NOTES	437076BQ4	06-05-17	449,739.00	443,176.65	06-05-20	1.800%	22.5000	3,285.00		675.00				3,960.00	3,960.00	450,000.00
MORGAN STANLEY CORP NOTE	6174467P8	11-10-16	2,009,250.00	1,887,562.80	07-24-20	5.500%	275.0000	26,675.00		8,250.00				34,925.00	34,925.00	1,800,000.00
CATERPILLAR FINL SERVICE NOTE	14913Q2A6	09-07-17	649,454.00	635,185.20	09-04-20	1.850%	33.4028	1,903.96		1,002.08				2,906.04	2,906.04	600,000.00
WAL-MART STORES INC CORP NO	931142EA7	10-20-17	898,695.00	884,493.90	12-15-20	1.900%	47.5000	9,072.50		1,425.00				10,497.50	10,497.50	900,000.00
BRANCH MANKING B TRUST COR	05531FAZ6	10-26-17	449,793.00	440,095.95	02-01-21	2.150%	26.8750	2,418.75		806.25				3,225.00	3,225.00	450,000.00
IBM CORP CORP NOTES	44932HA8	02-06-18	899,559.00	893,397.60	02-05-21	2.650%	66.2500	5,631.25		1,987.50				7,618.75	7,618.75	900,000.00
NATIONAL RURAL UTIL COOP	63743HER9	02-26-18	374,583.75	373,588.88	03-15-21	2.900%	30.2083	1,963.54		906.25				2,869.79	2,869.79	375,000.00
NATIONAL RURAL UTIL COOP	63743HER9	04-19-18	512,821.55	513,062.06	03-15-21	2.900%	41.4861	2,696.60		1,244.58				3,941.18	3,941.18	515,000.00
UNILEVER CAPITAL CORP NOTES	904764A20	03-22-18	721,295.25	722,280.53	03-22-21	2.750%	55.3819	2,159.90		1,661.46				3,821.35	3,821.35	725,000.00
TOYOTA MOTOR CREDIT CORP	89236TEU5	04-13-18	659,736.00	659,314.26	04-13-21	2.950%	54.0833	973.50		1,622.50			(0.01)	2,596.00	2,596.00	660,000.00
PEPSICO INC CORP NOTE	71344DX3	10-10-17	599,880.00	586,274.40	04-15-21	2.000%	33.3333	533.33		1,000.00				1,533.33	1,533.33	600,000.00
BANK OF AMERICA CORP	06051GFW4	11-03-17	100,776.00	98,462.80	04-19-21	2.625%	7.2917	87.50		218.75				306.25	306.25	100,000.00
BANK OF AMERICA CORP	06051GFW4	11-03-17	251,940.00	245,257.50	05-17-18	2.625%	18.2292	218.75		291.67	510.42			0.00	0.00	250,000.00
HERSHEY COMPANY CORP NOTES	427866BA5	05-10-18	359,751.60	361,879.92	05-15-21	3.100%	31.0000	0.00		651.00				651.00	651.00	360,000.00
AMERICAN EXPRESS CO.	025816BU2	05-17-18	899,847.00	901,7												

**SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES  
May 31, 2018**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 5-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 4-30-18	PREPAID INT REC'VBLE 5-31-18	INTEREST EARNED 5-31-18	INTEREST RECEIVED 5-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 5-31-18	INT REC'VBLE LESS PREPAID 5-31-18	PAR VALUE
<b>COMMERCIAL PAPER</b>																
CREDIT AGRICOLE CIB NY COMM	22533UF16	12-01-17	1,784,803.00	1,799,915.40	06-01-18	0.000%		0.00		0.00				0.00	0.00	1,800,000.00
BANK OF MONTREAL CHICAGO C	06366HF44	09-08-17	1,780,180.17	1,799,634.60	06-04-18	0.000%		0.00		0.00				0.00	0.00	1,800,000.00
ING (US) FUNDING LLC COMM PA	4497W1G26	10-13-17	1,779,040.00	1,796,896.80	07-02-18	0.000%		0.00		0.00				0.00	0.00	1,800,000.00
BANK OF TOKYO MITS UFJ LTD CC	06538CGL9	10-24-17	987,745.56	997,213.00	06-04-18	0.000%		0.00		0.00				0.00	0.00	1,000,000.00
BNP PARIBAS NY BRANCH COMM	09659CK3	01-23-18	1,772,562.00	1,783,425.60	10-19-18	0.000%		0.00		0.00				0.00	0.00	1,800,000.00
BANK OF TOKYO MITS UFJ LTD CC	06538CM40	03-09-18	785,780.00	789,948.00	12-04-18	0.000%		0.00		0.00				0.00	0.00	800,000.00
																9.94%
<b>CERTIFICATION OF DEPOSIT</b>																
CANADIAN IMPERIAL BANK NY CC	13606A527	12-05-16	1,798,596.00	1,795,008.60	11-30-18	1.760%	88.0000	13,376.00		2,640.00	15,840.00			176.00	176.00	1,800,000.00
SVENSKA HANDELSBANKENY LT C	86958JH8	01-12-17	1,800,000.00	1,791,793.80	01-10-19	1.890%	94.5000	10,489.50		2,835.00		94.50	13,419.00	13,419.00	13,419.00	1,800,000.00
BANK OF NOVA SCOTIA HOUSTON	06417GUE6	04-06-17	1,800,000.00	1,789,862.40	04-05-19	1.910%	95.5000	2,483.00		2,865.00		95.50	5,443.50	5,443.50	5,443.50	1,800,000.00
SUMITOMO MITSUI BANK NY CD	86563YVNO	05-04-17	1,500,000.00	1,494,109.50	05-03-19	2.050%	85.4167	15,204.17		2,562.50	15,460.42	85.42	2,391.67	2,391.67	2,391.67	1,500,000.00
SWEDBANK (NEW YORK) CERT DE	87019UD6	11-17-17	1,800,000.00	1,762,434.00	11-16-20	2.270%	113.5000	18,727.50		3,405.00	20,430.00	113.50	1,816.00	1,816.00	1,816.00	1,800,000.00
																9.61%
<b>ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</b>																
CITIBANK CREDIT CARD 2017-A2	17305EGA7	01-26-17	1,549,703.18	1,542,911.70	01-17-21	1.740%	74.9167	7,791.33		2,247.50				10,038.83	10,038.83	1,550,000.00
TOYOTA ABS 2017-A A3	89238MADO	03-15-17	449,947.04	445,881.74	02-15-21	1.730%	21.6250	346.00		648.75	648.75			346.00	346.00	450,000.00
ALLY ABS 2017-1 A3	0200PAC7	01-31-17	404,964.60	401,665.55	06-15-21	1.700%	19.1250	306.01		573.75	573.75			306.01	306.01	405,000.00
FORD ABS 2017-A A3	34531EAD8	01-25-17	1,199,995.56	1,186,717.44	06-25-21	1.670%	55.6667	890.67		1,670.00	1,670.00			890.67	890.67	1,200,000.00
TOYOTA ABS 2017-B A3	89190BADO	05-17-17	1,799,861.94	1,777,864.86	07-15-21	1.760%	88.0000	1,408.00		2,640.00	2,640.00			1,408.00	1,408.00	1,800,000.00
ALLY ABS 2017-2 A3	02007HACS	03-29-17	1,444,829.63	1,431,930.55	08-15-21	1.780%	71.4472	1,143.16		2,143.42	2,143.42			1,143.16	1,143.16	1,445,000.00
HONDA AUTO 2017-2 A3	43814PAC4	09-29-17	329,964.26	324,932.82	09-18-21	1.790%	16.4083	213.31		492.25	492.25			213.31	213.31	330,000.00
JOHN DEERE ABS 2017-B A3	47788BAD6	07-18-17	599,956.08	591,335.82	10-15-21	1.820%	30.3333	485.33		910.00	910.00			485.33	485.33	600,000.00
AMERICAN EXPRESS ABS 2017-4	02582JHG8	05-30-17	679,891.06	674,562.72	12-15-21	1.640%	30.9778	495.64		929.33	929.33			495.64	495.64	680,000.00
CITIBANK ABS 2017-A3 A3	17305EGS5	05-22-17	902,403.00	885,859.74	04-07-22	1.920%	48.0000	1,152.00		1,440.00				2,592.00	2,592.00	900,000.00
JOHN DEERE OWNER	47788CAC6	02-28-18	284,979.51	283,784.50	04-15-22	2.660%	21.0583	336.93		631.75	631.75			336.93	336.93	285,000.00
TAOT 2018-A A-3	89238BAD4	01-31-18	449,994.83	445,860.50	05-16-22	2.350%	29.3750	470.00		881.25	881.25			470.00	470.00	450,000.00
AMXCA 2018-1 A	02582JHQ6	03-31-18	1,509,824.69	1,508,413.75	10-17-22	2.670%	111.9917	1,791.87		3,359.75	3,359.75			1,791.87	1,791.87	1,510,000.00
ALLYA 2018-2-A3	0200AVAC7	04-30-18	649,881.96	651,109.55	11-15-22	2.920%	52.7222	52.72		1,581.67	790.83			843.56	843.56	650,000.00
CCCIT 2018-A1 A1	17305EGK5	01-31-18	899,875.44	891,021.69	01-20-23	2.490%	62.2500	5,664.75		1,867.50				7,532.25	7,532.25	900,000.00
																14.53%
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>																
FANNIE MEA	3136AQDQ0	10-30-15	279,120.46	274,774.96	09-01-19	1.646%	12.6355	281.16		391.70	415.01	121.21	379.06	379.06	379.06	276,353.07
FANNIE MEA	3136AQDQ0	10-30-15	26,467.14	26,204.73	05-25-18	1.646%	1.1981	0.00		0.00				0.00	0.00	26,204.73
FNA 2014-M6 A2	3136AJ7G5	12-15-16	1,924,656.33	1,872,696.00	05-25-21	2.679%	140.3859	391.23		4,351.96	4,459.58	3,927.20	4,210.81	4,210.81	4,210.81	1,886,484.50
FNA 2014-M6 A2	3136AJ7G5	12-15-16	48,143.11	47,188.28	05-25-18	2.679%	3.5116	0.00		0.00				0.00	-	47,188.28
FNA 2018-MS A2	3136B1XP4	04-30-18	611,934.60	610,597.50	09-25-21	3.560%	59.3333	1,780.00		1,839.33	1,780.00	(59.33)	1,780.00	1,780.00	1,780.00	600,000.00
FHLMC MULTIFAMILY STRUCTURE	3137BM6P6	04-09-18	453,832.03	452,353.50	08-25-22	3.090%	38.6250	1,158.75		1,197.38	1,158.75	(38.63)	1,158.75	1,158.75	1,158.75	450,000.00
																3.55%
<b>CASH AND CASH EQUIVALENTS</b>																
MONEY MARKET FUND	31846V534		368,306.93	368,306.93				214.79		316.97	214.79			316.97	316.97	0
LAIF			58,042,511.31	58,042,511.31				3,548.32		86,515.15				90,063.47	90,063.47	58,042,511.31
<b>MATURED/CALLED</b>																
US TREASURY NOTE	912828Q78	01-05-17	(352,856.25)	(346,978.13)	05-10-18											(360,000.00)
FHLMC	3137EAE81	07-20-16	(199,516.00)	(196,422.00)	05-07-18											(200,000.00)
FNMA	3135GON33	08-02-16	(948,404.00)	(932,102.00)	05-07-18											(950,000.00)
FHLMC GLOBAL NOTE	3130A8Y72	08-04-16	(449,136.00)	(441,520.20)	05-07-18											(450,000.00)
FHMA NOTES	3135G0P49	09-02-16	(2,296,412.00)	(2,258,002.00)	05-07-18											(2,300,000.00)
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	(499,405.00)	(491,750.00)	05-17-18											(500,000.00)
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	(1,100,209.00)	(1,081,850.00)	05-17-18											(1,100,000.00)
BANK OF AMERICA CORP	06051GFW4	11-03-17	(251,940.00)	(245,257.50)	05-17-18											(250,000.00)
FANNIE MEA	3136AQDQ0	10-30-15	(26,467.14)	(26,204.73)	05-25-18											(26,204.73)
FNA 2014-M6 A2	3136AJ7G5	12-15-16	(48,143.11)	(47,188.28)	05-25-18											(47,188.28)
TOTAL LAIF			58,042,511.31	58,042,511.31												
TOTAL A/C 121100 & 112010			90,626,309.08	89,390,258.72												90,527,837.57
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<b>90,626,309.08</b>	<b>89,390,258.72</b>				<b>289,738.37</b>	<b>1,373.13</b>	<b>139,539.62</b>	<b>104,035.50</b>		<b>3,895.64</b>	<b>330,511.26</b>	<b>329,138.13</b>	<b>90,527,837.57</b>

SAN MATEO COUNTY TRANSIT DISTRICT  
 RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES  
 May 31, 2018

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 5-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	APPL DAYS	INTEREST REC'VBLE 4-30-18	PREPAID INT REC'VBLE 5-31-18	INTEREST EARNED 5-31-18	INTEREST RECEIVED 5-31-18	ADJ.	INTEREST REC'VBLE 5-31-18	INT REC'VBLE LESS PREPAID 5-31-18	PAR VALUE
<b>CASH AND CASH EQUIVALENTS</b>																
FIRST AMER US TREASURY MM	31846V534		8,188,374.34	8,188,374.34					8,018.79		9,105.19	8,018.79		9,105.19	9,105.19	
LAIF			78,540.26	78,540.26					91.49		117.07			208.56	208.56	78,540
TOTAL LAIF			78,540.26	78,540.26												
TOTAL A/C 121100 & 112010			0.00	0.00												
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>0.00</u>	<u>0.00</u>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



SAN MATEO COUNTY TRANSIT DISTRICT  
 PARATRANSIT FUNDS -- INTEREST ON SECURITIES  
 May 31, 2018

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 5-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'BLE 4-30-18	PP INTEREST REC'BLE 5-31-18	INTEREST EARNED 5-31-18	INTEREST RECEIVED 5-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'BLE 5-31-18	INT REC'BLE LESS PREPAID 5-31-18	PAR VALUE
<b>U.S. TREASURY NOTES AND BONDS</b>																
US TREASURY NOTE	912828VF4	12-07-15	197,414.06	195,929.60	05-31-20	1.375%	7.6389	1,148.35		236.81	1,375.00		(2.65)	7.51	7.51	200,000.00
US TREASURY NOTE	912828VF2	05-18-16	558,203.91	534,916.44	07-31-20	2.000%	30.0000	2,685.08		930.00			(5.14)	3,609.94	3,609.94	540,000.00
US TREASURY NOTE	912828L32	06-29-16	81,462.50	78,106.24	8-31-20	1.375%	3.0556	187.96		94.72			(1.64)	281.04	281.04	800,000.00
US TREASURY NOTE	912828890	10-05-16	181,323.24	172,621.05	02-28-21	2.000%	9.7222	589.67		301.39			(6.56)	884.51	884.51	175,000.00
US TREASURY NOTE	912828Q78	01-05-17	475,375.78	469,294.25	04-30-21	1.375%	18.5243	18.12		574.25			(12.48)	579.89	579.89	485,000.00
US TREASURY NOTE	912828Q78	01-05-17	98,015.63	96,382.81	05-10-18	1.375%	3.8194	3.74		34.37	37.36		(0.75)	(0.00)	(0.00)	100,000.00
US TREASURY NOTE	912828D72	04-05-17	251,933.59	245,517.50	08-31-21	2.000%	13.8889	856.35		430.56			(2.38)	1,284.53	1,284.53	250,000.00
US TREASURY NOTE	912828D72	06-29-17	454,904.30	441,931.50	08-31-21	2.000%	25.0000	1,541.44		775.00			(4.28)	2,312.16	2,312.16	450,000.00
US TREASURY NOTE	912828D72	07-11-17	528,178.71	515,586.75	08-31-21	2.000%	29.1667	1,798.34		904.17			(4.99)	2,697.51	2,697.51	525,000.00
US TREASURY NOTE	912828T67	10-10-17	488,417.97	478,301.00	10-31-21	1.250%	17.3611	17.30		538.19			(8.98)	546.51	546.51	500,000.00
US TREASURY NOTE	912828T67	08-03-17	514,930.66	502,216.05	10-31-21	1.250%	18.2292	17.83		565.11			(9.19)	573.75	573.75	525,000.00
US TREASURY NOTE	912828T67	08-31-17	688,953.13	669,621.40	10-31-21	1.250%	24.3056	23.78		753.47			(12.25)	765.00	765.00	700,000.00
US TREASURY NOTE	912828X47	12-06-17	296,882.81	291,714.90	04-30-22	1.875%	15.6250	15.29		484.38			(10.54)	489.13	489.13	300,000.00
US TREASURY NOTE	912828X47	01-04-18	543,017.58	534,810.65	04-30-22	1.875%	28.6458	28.02		859.37			9.35	896.74	896.74	550,000.00
US TREASURY NOTE	912828X47	05-07-18	1,306,863.28	1,312,717.05	04-30-22	1.875%	70.3125	0.00	481.49	1,757.81			(38.21)	2,201.09	1,719.60	1,350,000.00
																26.50%
<b>FEDERAL AGENCY COLLEATERIALIZED MORTGAGE OBLIGATION</b>																
FANIE MAE	3136AQDQ0	10-30-15	80,247.14	78,997.80	09-01-19	1.646%	3.6327	119.31		108.98	119.31			108.98	108.98	79,451.51
FANIE MAE	3136AQDQ0	10-30-15	7,609.30	7,533.86	05-25-18	1.646%	0.3445	0.00		0.00				0.00	0.00	7,533.86
FNA 2014-M6 A2	3136AJ7G5	12-15-16	529,280.49	514,991.40	05-25-21	2.679%	38.6061	1,186.94		1,158.18	1,226.38		39.23	1,157.97	1,157.97	518,783.24
FNA 2014-M6 A2	3136AJ7G5	12-15-16	13,239.35	12,976.77	05-25-18	2.679%	0.9657	0.00		0.00	0.00			0.00	0.00	12,976.77
FN 2018-M5 A2	3136B1XP4	04-30-18	168,282.02	167,914.31	09-25-21	3.560%	16.3167	489.50		489.50	489.50			489.50	489.50	165,000.00
FHLMC MULTIFAMILY STRUCTURED P POOL	31378M6P6	04-09-18	131,107.03	130,679.90	08-25-22	3.090%	11.1583	334.75		334.75	334.75			334.75	334.75	130,000.00
																3.57%
<b>CORPORATE NOTE</b>																
JOHN DEERE CAPITALCORP	24422ETM1	01-06-17	199,870.00	199,335.00	10-15-18	1.650%	9.1667	146.67		275.00				421.67	421.67	200,000.00
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-17	119,958.00	119,459.16	01-09-19	1.700%	5.6667	634.67		170.00				804.67	804.67	120,000.00
BERKSHIRE HATHAWAY INC.	084670BL1	12-23-16	502,830.00	497,941.00	08-14-19	2.100%	29.1667	2,245.83		875.00				3,120.83	3,120.83	500,000.00
AMERICAN HONDA FINANCE GLOBAL NOTES	02665WAH4	12-20-16	502,485.00	497,296.50	08-15-19	2.250%	31.2500	2,375.00		937.50				3,312.50	3,312.50	500,000.00
TOYOTA MOTOR CORP NOTES	89236TDM5	10-18-16	199,900.00	196,896.80	10-18-19	1.550%	8.6111	111.94		258.33		0.01		370.28	370.28	200,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	149,821.50	147,504.45	05-17-18	1.700%	7.0833	7.08		113.33	120.42		0.01	(0.00)	(0.00)	150,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	350,066.50	344,177.05	05-17-18	1.700%	16.5278	16.53		264.44	280.97			(0.00)	(0.00)	350,000.00
PEIZER INC CORP NOTE	717081EB5	11-21-16	329,762.40	325,515.30	12-15-19	1.700%	15.5833	2,119.33		467.50				2,586.83	2,586.83	330,000.00
CITIGROUP INC	172967LF6	01-10-17	249,900.00	247,733.25	01-10-20	2.450%	17.0139	1,888.54		510.42				2,398.96	2,398.96	250,000.00
MICROSOFT CORP	594918BV5	02-06-17	249,832.50	247,192.00	02-06-20	1.850%	12.8472	1,092.01		385.42				1,477.43	1,477.43	250,000.00
WALT DISNEY CO CORP NOTES	25468DP8	03-06-17	99,974.00	98,795.70	03-04-20	1.950%	5.4167	308.75		162.50				471.25	471.25	100,000.00
APPLE INC BONDS	037833CS7	05-11-17	224,770.50	221,546.03	05-11-20	1.800%	11.2500	1,912.50		337.50	2,025.00			225.00	225.00	225,000.00
HOME DEPOT INC CORP NOTES	43707BQ4	06-05-17	124,927.50	123,104.63	06-05-20	1.800%	6.2500	912.50		187.50				1,100.00	1,100.00	125,000.00
MORGAN STANLEY CORP NOTE	617446FP8	11-10-16	558,125.00	524,323.00	07-24-20	5.500%	76.3889	7,409.72		2,291.67				9,701.39	9,701.39	500,000.00
CATERPILLAR FINL SERIVE NOTE	1491302A6	09-07-17	184,844.60	180,783.48	09-04-20	1.850%	9.5069	541.90		285.21			(0.01)	827.10	827.10	185,000.00
WAL-MART STORES INC CORP NOTE	931142EA7	10-20-17	249,637.50	245,692.75	12-15-20	1.900%	13.1944	2,520.14		395.83				2,915.97	2,915.97	250,000.00
BRANCH MANKING & TRUST CORP NOTES	05531FAZ6	10-26-17	124,942.50	122,248.88	02-01-21	2.150%	7.4653	671.88		223.96			(0.01)	895.83	895.83	125,000.00
IBM CORP CORP NOTES	44932HAG8	02-06-18	249,877.50	248,166.00	02-05-21	2.650%	18.4028	1,564.24		552.08				2,116.32	2,116.32	250,000.00
NATIONAL RURAL UTIL COOP	63743HER9	02-26-18	99,889.00	99,623.70	03-15-21	2.900%	8.0556	523.61		241.67				765.28	765.28	100,000.00
NATIONAL RURAL UTIL COOP	63743HER9	04-19-18	149,365.50	149,435.55	03-15-21	2.900%	12.0833	785.42		362.50			(0.01)	1,147.91	1,147.91	150,000.00
UNILEVER CAPITAL CORP NOTES	904764A20	03-22-18	198,978.00	199,249.80	03-22-21	2.750%	15.2778	595.83		458.33			0.01	1,054.17	1,054.17	200,000.00
TOYOTA MOTOR CREDIT CORP NOTES	89236TEU5	04-13-18	179,928.00	179,812.98	04-13-21	2.950%	14.7500	265.50		442.50				708.00	708.00	180,000.00
PEPSICO INC CORP NOTE	71344DX3	10-10-17	164,967.00	161,225.46	04-15-21	2.000%	9.1667	146.67		275.00				421.67	421.67	165,000.00
BANK OF AMERICA CORP	06051GFV4	11-03-17	25,194.00	24,615.70	04-19-21	2.625%	1.8229	21.88		54.69			(0.01)	76.56	76.56	25,000.00
BANK OF AMERICA CORP	06051GFV4	11-03-17	75,582.00	73,577.25	05-17-18	2.625%	5.4688	65.62		87.50	153.13		0.01	0.00	0.00	75,000.00
HERSHEY COMPANY CORP NOTES	427866BA5	05-10-18	99,931.00	100,522.20	05-15-21	3.100%	8.6111	0.00		180.83				180.83	180.83	100,000.00
AMERICAN EXPRESS CO.	025816BU2	05-17-18	249,957.50	250,480.50	05-17-21	3.375%	23.4375	0.00		328.13				328.13	328.13	250,000.00
CHARLES SCHWAB CORP CORP NOTES	808513AV5	05-22-18	159,995.20	160,914.24	05-21-21	3.250%	14.4444	0.00		130.00				130.00	130.00	160,000.00
GOLDMAN SACHS GROUP CORP	3814GGQ1	11-28-16	496,651.50	475,054.20	07-27-21	5.250%	65.6250	6,168.75		1,968.75				8,137.50	8,137.50	450,000.00
BANK OF AMERICA CORP	06051GGS2	09-18-17	160,000.00	156,789.76	10-01-21	2.328%	10.3467	310.40		310.40				620.80	620.80	160,000.00
JOHN DEERE CAPITALCORP	24422ETL3	03-15-17	114,492.85	113,432.44	01-06-22	2.650%	8.4653	973.51		253.96				1,227.47	1,227.47	115,000.00
JPMORGAN CHASE & CO CORP NOTES	46625HD3	05-26-17	270,455.00	259,845.75	01-24-22	4.500%	31.2500	3,031.25		937.50				3,968.75	3,968.75	250,000.00
BANK OF AMERICA CORP	06051GHH5	05-17-18	75,000.00	75,188.93	05-17-22	3.499%	7.2896	0.00		102.05				102.05	102.05	75,000.00
																25.94%

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**PARATRANSIT FUNDS -- INTEREST ON SECURITIES**  
**May 31, 2018**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 5-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 4-30-18	PP INTEREST REC'VBLE 5-31-18	INTEREST EARNED 5-31-18	INTEREST RECEIVED 5-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 5-31-18	INT REC'VBLE LESS PREPAID 5-31-18	PAR VALUE
<b>COMMERCIAL PAPER</b>																
CREDIT AGRICOLE CIB NY COMM PAPER	22533UEV1	11-30-17	495,925.00	500,000.00	05-29-18	0.000%		0.00		4,075.00	4,075.00			0.00	0.00	500,000.00
BANK OF MONTREAL CHICAGO	06366HF44	09-08-17	543,943.94	549,888.35	06-04-18	0.000%		0.00		0.00				0.00	0.00	550,000.00
ING (US) FUNDING LLC COMM PAPER	4497W1G26	10-13-17	494,177.78	499,138.00	07-02-18	0.000%		0.00		0.00				0.00	0.00	500,000.00
BNP PARIBAS NY BRANCH COMM PAPER	09659CHU5	12-01-17	493,475.00	497,181.50	08-28-18	0.000%		0.00		0.00				0.00	0.00	500,000.00
BANK OF TOKYO MITSU UFJ LTD COMM PAPER	06538CM40	03-19-18	343,778.75	345,602.25	12-04-18	0.000%		0.00		0.00				0.00	0.00	350,000.00
																7.59%
<b>CERTIFICATE OF DEPOSIT</b>																
CANADIAN IMPERIAL BANK NY CD	13606A5Z7	12-05-16	499,610.00	498,613.50	11-30-18	1.7600%	24.4444	3,715.56		733.33	4,400.00			48.89	48.89	500,000.00
SVENSKA HANDELSBANKEN NY LT CD	86958JH88	01-12-17	500,000.00	497,720.50	01-10-19	1.8900%	26.2500	2,913.75		787.50			26.25	3,727.50	3,727.50	500,000.00
BANK OF NOVA SCOTIA HOUSTON	06417GUE6	04-06-17	500,000.00	497,184.00	04-05-19	1.9100%	26.5278	689.72		795.83			26.53	1,512.08	1,512.08	500,000.00
SUMITOMO MITSUI BANK NY CD	86563YVW0	05-04-17	500,000.00	498,036.50	05-03-19	2.0500%	28.4722	5,068.06		854.17	5,153.47		28.46	797.22	797.22	500,000.00
SWEDBANK (NEW YORK) CERT DEPOS	87019U6D6	11-17-17	500,000.00	489,565.00	11-16-20	2.2700%	31.5278	5,202.04		945.83	5,675.00		31.57	504.44	504.44	500,000.00
																9.99%
<b>FEDERAL AGENCY BOND/NOTE</b>																
FHLMC	3137FAEB1	07-20-16	224,455.50	221,031.00	05-07-18	0.8750%	5.4688	557.81		32.81	590.63		0.01	(0.00)	(0.00)	225,000.00
FNMA	3135G0N33	08-02-16	294,504.40	289,572.00	05-07-18	0.8750%	7.1701	638.14		43.02	681.16			(0.00)	(0.00)	295,000.00
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	174,664.00	171,757.25	05-07-18	0.8750%	4.2535	365.80		25.52	391.32			0.00	0.00	175,000.00
FNMA NOTES	3135G0P49	09-02-16	673,947.00	662,796.00	05-07-18	1.0000%	18.7500	1,181.25		112.50	1,293.75			0.00	0.00	675,000.00
FNMA NOTES	3130A9EP2	09-09-16	799,304.00	786,029.60	09-26-19	1.0000%	22.2222	777.78		666.67			(0.01)	1,444.44	1,444.44	800,000.00
FNMA NOTES	3135G0T29	02-28-17	214,862.40	211,653.96	02-28-20	1.5000%	8.9583	564.37		268.75				833.12	833.12	215,000.00
FHLMC AGENCY	3137FAEF2	04-20-17	348,803.00	343,214.55	04-20-20	1.3750%	13.3681	147.05		401.04				548.09	548.09	350,000.00
FNMA NOTES	3135G0T60	08-01-17	149,545.50	146,926.05	04-20-20	1.5000%	6.2500	568.75		187.50				756.25	756.25	150,000.00
FHLB NOTES	3130ACE26	09-08-17	84,727.15	82,850.10	09-28-20	1.5000%	3.5417	107.14		106.25			(8.86)	204.53	204.53	85,000.00
FHLMC NOTES	3137FAEA4	09-29-17	164,701.35	161,822.60	09-29-20	1.5000%	6.8750	238.33		206.25			17.19	461.77	461.77	165,000.00
FHLB GLOBAL NOTE	3130A8Q55	7-15-16	516,837.88	497,927.56	07-14-21	1.1250%	16.2500	1,738.75		487.50				2,226.25	2,226.25	520,000.00
FNMA NOTES	3135G0N82	8-19-16	597,658.06	574,547.40	08-17-21	1.2500%	20.8333	1,541.67		625.00				2,166.67	2,166.67	600,000.00
																11.53%
<b>ASSET BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</b>																
CITIBANK ABS 2017-A2 A2	17305EG47	01-26-17	449,913.83	447,942.11	01-17-21	1.7400%	21.7500	2,262.00		652.50				2,914.50	2,914.50	450,000.00
TOYOTA ABS 2017-A A3	89238MADO	03-15-17	124,985.29	123,856.04	02-15-21	1.7300%	6.0069	96.11		180.21	180.21			96.11	96.11	125,000.00
ALLY ABS 2017-1 A3	02007PAC7	01-31-17	114,989.95	114,053.18	06-15-21	1.7000%	5.4306	86.89		162.92	162.92			86.89	86.89	115,000.00
FORD ABS 2017-A A3	34531EAD8	01-25-17	349,998.71	346,125.92	06-25-21	1.6700%	16.2361	259.78		487.08	487.08			259.78	259.78	350,000.00
TOYOTA ABS 2017-B A3	89190BADO	05-17-17	499,961.65	493,851.35	07-15-21	1.7600%	24.4444	391.11		733.33	733.33			391.11	391.11	500,000.00
ALLY ABS 2017-2 A3	02007HAC5	03-29-17	399,952.84	396,382.16	08-15-21	1.7800%	19.7778	316.44		593.33	593.33			316.44	316.44	400,000.00
HAROT 2017-3 A3	43814PAC4	09-29-17	99,989.17	98,464.49	09-18-21	1.7900%	4.9722	64.64		149.17	149.17			64.64	64.64	100,000.00
JOHN DEERE ABS 2017-B A3	47788BAD6	07-18-17	169,987.56	167,545.15	10-15-21	1.8200%	8.5944	137.51		257.83	257.83			137.51	137.51	170,000.00
AMERICAN EXPRESS ABS 2017-4 A	02582JH68	05-30-17	199,967.96	198,400.80	12-15-21	1.6400%	9.1111	145.84		273.33	273.33			145.84	145.84	200,000.00
CITIBANK ABS 2017-A3 A3	170305EGB5	05-22-17	250,667.50	246,072.15	04-07-22	1.9200%	13.3333	320.00		400.00				720.00	720.00	250,000.00
JOHN DEERE OWNER	47788CAC6	02-28-18	79,994.25	79,658.81	04-15-22	2.6600%	5.9111	94.58		177.33	177.33			94.58	94.58	80,000.00
TAOT 2018-A A-3	89238BA04	01-31-18	124,998.56	123,850.14	05-16-22	2.3500%	8.1597	130.56		244.79	244.79			130.56	130.56	125,000.00
AMXCA 2018-1 A	02582JH06	03-21-18	424,950.66	424,553.54	10-17-22	2.6700%	31.5208	504.33		945.62	945.63		0.01	504.33	504.33	425,000.00
ALLYA 2018-2 A3	02004VAC7	04-30-18	184,966.40	185,315.80	11-15-22	2.9200%	15.0056	15.01		450.17	225.08		(0.01)	240.09	240.09	185,000.00
CCCT 2018-A1 A1	17305EGK5	01-31-18	249,965.40	247,506.03	01-20-23	2.4900%	17.2917	1,573.54		518.75				2,092.29	2,092.29	250,000.00
																14.89%
<b>CASH AND CASH EQUIVALENTS</b>																
MONEY MARKET FUND	31846V534		680,670.74	680,670.74				35.47		200.38	35.47			200.38	200.38	0
LAIF			1,050,907.52	1,050,907.52				1,225.62		1,566.43				2,792.05	2,792.05	1,050,908
<b>MATURED/CALLED</b>																
US TREASURY NOTE	912828Q78	01-05-17	(98,015.63)	(96,382.81)	05-10-18											(100,000.00)
FANIE MAE	3136AQDQ0	10-30-15	(7,609.30)	(7,533.86)	05-25-18											(7,533.86)
FNA 2014-M6 A2	3136AJ7G5	12-15-16	(13,239.35)	(12,976.77)	05-25-18											(12,976.77)
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	(149,821.50)	(147,504.45)	05-17-18											(150,000.00)
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	(350,066.50)	(344,177.05)	05-17-18											(350,000.00)
BANK OF AMERICA CORP	06051GFW4	11-03-17	(75,582.00)	(73,577.25)	05-17-18											(75,000.00)
CREDIT AGRICOLE CIB NY COMM PAPER	22533UEV1	11-30-17	(495,925.00)	(500,000.00)	05-29-18											(500,000.00)
FHLMC	3137FAEB1	07-20-16	(224,455.50)	(221,031.00)	05-07-18											(225,000.00)
FNMA	3135G0N33	08-02-16	(294,504.40)	(289,572.00)	05-07-18											(295,000.00)
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	(174,664.00)	(171,757.25)	05-07-18											(175,000.00)
FNMA NOTES	3135G0P49	09-02-16	(673,947.00)	(662,796.00)	05-07-18											(675,000.00)
TOTAL LAIF			1,050,907.52	1,050,907.52												
TOTAL A/C 122010			25,069,934.29	24,709,567.57												25,023,234.75
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<b>25,069,934.29</b>	<b>24,709,567.57</b>				<b>82,843.74</b>	<b>481.49</b>	<b>43,738.84</b>	<b>32,852.18</b>	<b>0.00</b>	<b>49.66</b>	<b>94,261.56</b>	<b>93,780.07</b>	<b>25,023,234.75</b>

SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF BUDGET ACTIVITY FOR May 2018

BUDGET AMENDMENTS

	Amount	Line Item			Description
May-18					No Budget Revisions in May 2018 .
	<u>\$ -</u>	Total	<u>\$ -</u>	Total	

BUDGET REVISIONS

	Amount	Line Item			Description
May-18					No Budget Revisions in May 2018.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total	

SAN MATEO COUNTY TRANSIT DISTRICT  
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS  
FY2018  
May 2018

7/2/18 1:28 PM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection
Date	Amount	Date	Amount		
<b>FY2017:</b>					
1st Quarter	19,338,441	1st Quarter	18,526,400	(812,041)	18,526,400
2nd Quarter	20,753,590	2nd Quarter	22,306,576	1,552,986	22,306,576
3rd Quarter	21,051,276	3rd Quarter	19,175,737	(1,875,539)	19,175,737
4th Quarter	21,856,693	4th Quarter	24,344,172	2,487,479	24,344,172
<b>FY2017 Total</b>	<b>83,000,000</b>	<b>FY2017 Total</b>	<b>84,352,885</b>	<b>1,352,885</b>	<b>84,352,885</b>
<b>FY2018:</b>					
Jul. 17	6,173,245	Sep. 17	5,760,900	(412,345)	6,173,245
Aug. 17	6,173,245	Oct. 17	5,760,900	(412,345)	6,173,245
Sep. 17	9,148,973	Nov. 17	7,681,200	(1,467,773)	9,148,973
3 Months Total	21,495,463		19,203,000	(2,292,463)	21,495,463
Oct. 17	6,484,778	Dec. 17	9,703,262	3,218,484	6,484,778
Nov. 17	6,279,663	Jan. 18	6,251,900	(27,763)	6,279,663
Dec. 17	9,645,126	Feb. 18	8,335,800	(1,309,326)	9,645,126
6 Months Total	43,905,030		43,493,962	(411,068)	43,905,030
Jan. 18	5,525,697	Mar. 18	8,923,166	3,397,469	5,525,697
Feb. 18	5,504,678	Apr. 18	5,386,100	(118,578)	5,504,678
Mar. 18	7,882,317	May 18	9,054,287	1,171,970	7,882,317
9 Months Total	62,817,722		66,857,515	4,039,793	62,817,722
Apr. 18	6,117,920	Jun. 18			6,117,920
May 18	6,103,123	Jul. 18			6,103,123
Jun. 18	9,621,235	Aug. 18			9,621,235
<b>FY2018 Total</b>	<b>84,660,000</b>	<b>FY2018 Total</b>	<b>66,857,515</b>	<b>4,039,793</b>	<b>84,660,000</b>
	21,083,118	1st Quarter			
	23,747,933	2nd Quarter			
	20,973,072	3rd Quarter			
	13,274,435	4th Quarter			
	<b>79,078,558</b>	YTD Actual Per Statement of Revenue & Expenses			

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: April Chan  
Chief Officer, Planning, Grants, and Transportation Authority

Derek Hansel  
Chief Financial Officer

SUBJECT: **AUTHORIZE EXECUTION OF AGREEMENTS FOR FUNDING OF THE US-101  
MOBILITY ACTION PLAN AND AMEND TO INCREASE THE FISCAL YEAR 2019  
CAPITAL BUDGET BY \$200,000 FOR A TOTAL FISCAL YEAR 2019 CAPITAL  
BUDGET OF \$7,475,385**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Authorize the General Manager/CEO, or his designee, to enter into funding agreements with the San Francisco County Transportation Authority (SFCTA), Santa Clara Valley Transportation Authority (VTA), City/County Association of Governments of San Mateo County (C/CAG), and the Metropolitan Transportation Commission (MTC) for the San Mateo County Transit District (District) to receive \$200,000 in financial support for the US-101 Mobility Action Plan (Project);
2. Amend to increase the Fiscal Year (FY) 2019 Capital Budget by \$200,000, from \$7,275,385 to \$7,475,385, to reflect the revenue being contributed by the four agency partners and associated Project expenses; and
3. Authorize the General Manager/CEO to take such further actions as may be necessary to give effect to the resolution.

**SIGNIFICANCE**

The proposed Project will generate near- and medium-term strategies to increase person throughput and reduce travel by single-occupancy vehicles in the US-101 corridor between San Francisco, San Mateo, and Santa Clara counties. The Project will culminate in a final Action Plan, which will include recommended strategies to improve mobility along the US-101 corridor. The Project is anticipated to be complete in mid-2019.

This effort will be funded through contributions from five regional public agency partners. The District, SFCTA, VTA, C/CAG, and MTC will each contribute \$50,000, for a total project budget of \$250,000. The District will serve as the Project lead.



# San Mateo County Transit District Fiscal Year 2019 Capital Budget - Amendment # 1

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2019 Budget Request	Funding			
					Federal	State	Other	District Sales Tax
<b>i. REVENUE VEHICLE SUPPORT</b>								
1.1 Major Bus Components FY19 Capital Budget	Purchase of new parts, rebuilt parts and major bus components not accounted for in operating budget	\$ 6,014,636	\$ 4,841,436	\$ 1,173,200		\$ 1,173,200		
1.2 MB-2000 Bus Simulator System	Purchase of an up-to-date Bus Simulator to replace current model which can no longer be upgraded.	\$ 816,272	\$ 506,272	\$ 310,000				\$ 310,000
1.3 ADA Self Evaluation Plan for SamTrans and Caltrain	ADA requires public agencies to have a self-evaluation plan. Project will pay consultant to develop self-evaluation plan and ADA transition plan.	\$ 200,000		\$ 200,000				\$ 200,000
1.4 FY19 Maintenance Support Equipment	Equipment used to support day-to-day shop activities.	\$ 94,185		\$ 94,185	\$ -	\$ -		\$ 94,185
<b>Subtotal</b>				<b>\$ 1,777,385</b>				
<b>ii. NON-REVENUE VEHICLE SUPPORT</b>								
2.1 Purchase 4 Non-Rev Srv Support Vehicles	Procurement of Non-Revenue Service Support Vehicles. The vehicles are to be used in place of personally owned vehicles (POV) to improve efficiency. They are designated for use by various departments.	\$ 118,000		\$ 118,000				\$ 118,000
<b>Subtotal</b>				<b>\$ 118,000</b>				
<b>iii INFORMATION TECHNOLOGY</b>								
3.1 Tech Refresh Project	Technology refreshment with periodic replacement of District system's servers and storage, copiers/printers, network equipment to avoid obsolescence of existing technology	\$ 4,803,476	\$ 2,303,476	\$ 2,500,000	\$ -	\$ -		\$ 2,500,000

# San Mateo County Transit District Fiscal Year 2019 Capital Budget - Amendment # 1

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2019 Budget Request	Funding			
					Federal	State	Other	District Sales Tax
3.2 Upgrade current District Website	Procurement of a Content Management System, Dedicated Server, Technical Support, User Testing & research and support for staff migration. The current websites are 10 years old and pose many limitations. This project serves all three agencies	\$ 600,000	\$ -	\$ 600,000	\$ -	\$ -		\$ 600,000
<b>Subtotal</b>				<b>\$ 3,100,000</b>				
<b>iv. PLANNING / DEVELOPMENT</b>								
4.1 Capital Program and Project Development	Activities include but not limited to: capital budget and programming process, grant development, and development of capital program mangement systems	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -		\$ 250,000
4.2 Capital Program Management	Capitalized funds for programs and project controls support, including monitoring project performance and delivery	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -		\$ 250,000
4.3 US-101 Mobility Action Plan	<b>Plan for strategies to increase person throughput and reduce travel by single-occupancy vehicles (SOVs) in the US-101 corridor between San Francisco, San Mateo, and Santa Clara counties.</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>		<b>\$ 200,000</b>	<b>\$ 50,000</b>
<b>Subtotal</b>				<b>\$ 750,000</b>				
<b>v. FACILITIES / CONSTRUCTION</b>								
5.1 Facilities Smaller Projects	Projects to maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement.	\$ 1,113,530	\$ 543,530	\$ 570,000	\$ -	\$ -		\$ 570,000
5.2 Facilities Engineering Smaller Projects	Maintain a state of good repair for District properties and common repairs and replacement through the facilities.	\$ 530,000	\$ -	\$ 530,000	\$ -	\$ -		\$ 530,000
5.3 Central Office Sanitary Sewer Pumps Replacement	Replacement of 2 original sewer pumps (1979) located at the basement of the Central Office.	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -		\$ 350,000



# San Mateo County Transit District Fiscal Year 2019 Capital Budget - Amendment # 1

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2019 Budget Request	Funding			
					Federal	State	Other	District Sales Tax
5.4 Central Boiler Replacement	Current boiler, installed in 1993 has surpassed the 20 year expected lifespan. Replacement of current boiler will eliminate current signs of failures in the main flue.	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -		\$ 80,000
<b>Subtotal</b>				<b>\$ 1,530,000</b>				
<b>vi. Other</b>								
6.1 Contingency	Unforeseen capital expenditures	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
<b>Subtotal</b>				<b>\$ 200,000</b>				
<b>GRAND TOTAL</b>		<b>\$ 15,670,099</b>	<b>\$ 8,194,714</b>	<b>\$ 7,475,385</b>	<b>\$ -</b>	<b>\$ 1,173,200</b>	<b>\$ 200,000</b>	<b>\$ 6,102,185</b>

RESOLUTION NO. 2018 –

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

\* \* \*

**AUTHORIZING EXECUTION OF AGREEMENTS FOR FUNDING OF THE US-101 MOBILITY ACTION PLAN AND AMENDING TO INCREASE THE FISCAL YEAR 2019 CAPITAL BUDGET BY \$200,000 FOR A TOTAL OF \$7,475,385**

**WHEREAS**, as the regional economy continues to thrive, traffic congestion on US-101 has intensified; and

**WHEREAS**, the San Mateo County Transit District (District) desires to identify meaningful strategies to increase vehicle occupancy, decrease the share of single-occupancy vehicle trips, and manage congestion in an environmentally-sustainable way along the US-101 corridor in San Francisco, San Mateo, and Santa Clara counties through a new project called the US-101 Mobility Action Plan (Project); and

**WHEREAS**, the District will lead the Project, which will be a multi-agency effort through partnerships with, and funding contributions from, the Santa Clara Valley Transportation Authority, the San Francisco County Transportation Authority, the City/County Association of Governments of San Mateo County, and the Metropolitan Transportation Commission; and

**WHEREAS**, each partner agency will contribute \$50,000, with the District's contribution funded by a portion of the Contingency already included in the Fiscal Year (FY) 2019 Capital Budget, for a total project budget of \$250,000.

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

1. Authorizes the General Manager/CEO, or his designee, to enter into agreements with the San Francisco County Transportation Authority, Santa Clara Valley

Transportation Authority, City/County Association of Governments of San Mateo County, and the Metropolitan Transportation Commission for these partners' contributions to the Project; and

2. Amends to increase the FY 2019 Capital Budget by \$200,000, from \$7,275,385 to \$7,475,385, to include the additional revenue to be contributed by the four agency partners for the Project and associate Project expenses; and

3. Authorizes the General Manager/CEO to take such further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 11<sup>th</sup> day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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Acting District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: April Chan  
Chief Officer, Planning, Grants, and Transportation Authority

Derek Hansel   
Chief Financial Officer

SUBJECT: **AUTHORIZATION TO EXECUTE A FUNDING AGREEMENT WITH CALTRANS FOR A CLIMATE ADAPTATION PLANNING GRANT AND AMEND THE FISCAL YEAR 2019 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$193,102, FROM \$177,979,147 TO \$178,172,249, AND INCREASE EXPENSES BY \$218,120, FROM \$159,207,813 TO \$159,425,933**

**ACTION**

Staff proposes the Committee recommend the Board :

1. Authorize the General Manager/CEO, or a designee, to execute a funding agreement with the California Department of Transportation (Caltrans) for the San Mateo County Transit District (District) to receive a State Adaptation Planning Grant for the SamTrans Adaptation and Resilience Plan;
2. Amend the Fiscal Year (FY) 2019 Operating Budget to increase Operating Revenues by \$193,102 for a new total of \$178,172,249; to increase Operating Expenditures by \$218,120, for a new total of \$159,425,933; and to increase Use of Reserves by \$25,018, from \$8,943,209 to \$8,968,227; and
3. Authorize the General Manager/CEO, or a designee, to take such further actions as may be necessary to give effect to the resolution.

**SIGNIFICANCE**

Caltrans has awarded \$193,102 from the Climate Adaptation Transportation Planning Grant Program to help fund the SamTrans Adaptation and Resilience Plan (Plan). This Plan will identify strategies to adapt the SamTrans system to reduce impacts from climate change-related vulnerabilities, specifically flooding and high heat. The Plan builds upon the San Mateo County Sea Level Rise Vulnerability Assessment, which identified the SamTrans North and South Base facilities as vulnerable assets. The Plan will focus on evaluating strategies to improve resilience of the North and South Base facilities to flooding, as well as the impact of high heat on facilities, equipment and passengers.

The grant requires a local match in the amount of \$25,018, for a total project cost of

\$218,120.

**BUDGET IMPACT**

On June 6, 2018, the Board approved the FY2019 Operating Budget. The proposed budget amendment will increase the FY2019 Operating Budget revenue by \$193,102, from \$177,979,147 to \$178,172,249, and increase FY2019 Operating Budget expenses by \$218,120, from \$159,207,813 to \$159,425,933. The budget increase will be funded by a State Adaptation Planning Grant in the amount of \$193,102, with the balance to be funded by District Sales Tax. This amendment will increase the Use of Reserves for the FY2019 Operating Budget by \$25,018, from \$8,943,209 to \$8,968,227. Changes to the FY2019 Operating Budget are reflected in blue in Attachment A.

**BACKGROUND**

Climate change may result in significant impacts on the State's transportation system, and adaptation efforts will help enhance resiliency and minimize potential climate impacts. The overarching goal of the State's Adaptation Planning Grant Program is to support planning actions at local and regional levels that advance these climate change adaptation efforts on the transportation system, especially efforts that serve the communities most vulnerable to climate change impacts.

Prepared By: Peter Skinner, Manager, Grants and Fund Programming 650-622-7818  
Project Manager: Christy Wegener, Director, Planning 650-508-6278

**SAN MATEO COUNTY TRANSIT DISTRICT  
FY2019 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2017 ACTUAL</u>	<u>FY2018 REVISED BUDGET</u>	<u>FY2019 ADOPTED BUDGET</u>	<u>FY2019 REVISED BUDGET</u>	<u>FY19 ADOPTED BUDGET Compared to FY19 REVISED</u>	<u>PERCENT CHANGE F = E/C</u>
	A	B	C	D	E = D-C	F = E/C
<b><u>SOURCES OF FUNDS:</u></b>						
<b>Operating Revenues</b>						
1 Passenger Fares	17,040,333	16,977,116	16,457,750	16,457,750	0	0.0%
2 Local TDA and STA Funds	41,352,423	42,013,473	47,485,688	47,485,688	0	0.0%
3 Pass through to Other Agencies	9,072	836,536	418,268	418,268	0	0.0%
4 Operating Grants	4,034,344	5,309,973	3,340,522	3,533,624	193,102	5.8%
5 SMCTA Measure A	9,786,891	9,577,753	11,088,532	11,088,532	0	0.0%
6 SM County Measure A & Other	5,000,000	3,750,000	2,500,000	2,500,000	0	0.0%
7 AB434, TA & Other	109,000	532,794	414,000	414,000	0	0.0%
8 <b>Subtotal - Operating Revenues</b>	<b>77,332,064</b>	<b>78,997,645</b>	<b>81,704,760</b>	<b>81,897,862</b>	<b>193,102</b>	<b>0.2%</b>
<b>Other Revenue Sources</b>						
10 District 1/2 Cent Sales Tax	84,352,885	84,660,000	86,353,200	86,353,200	0	0.0%
11 Investment Interest	1,539,693	1,100,312	2,030,312	2,030,312	0	0.0%
12 Other Interest, Rent & Other Income	7,919,787	7,833,196	7,890,875	7,890,875	0	0.0%
13 <b>Subtotal - Other Revenues</b>	<b>93,812,364</b>	<b>93,593,508</b>	<b>96,274,387</b>	<b>96,274,387</b>	<b>0</b>	<b>0.0%</b>
14						
15 <b>Total Sources of Funds</b>	<b>171,144,428</b>	<b>172,591,153</b>	<b>177,979,147</b>	<b>178,172,249</b>	<b>193,102</b>	<b>0.1%</b>
16						
<b><u>USES OF FUNDS:</u></b>						
18 Motor Bus	104,953,411	120,354,148	129,823,431	130,041,551	218,120	0.2%
19 A.D.A. Programs	18,905,159	18,407,911	18,960,686	18,960,686	0	0.0%
20 Caltrain	6,480,000	6,191,353	7,634,404	7,634,404	0	0.0%
21 Other Multi-Modal Programs	1,954,439	2,320,546	2,325,306	2,325,306	0	0.0%
22 Pass through to Other Agencies	9,072	836,536	418,268	418,268	0	0.0%
23 Land Transfer Interest Expense	41,074	45,716	45,716	45,716	0	0.0%
24 <b>Total Operating Expense</b>	<b>132,343,155</b>	<b>148,156,210</b>	<b>159,207,813</b>	<b>159,425,933</b>	<b>218,120</b>	<b>0.1%</b>
25						
26 <b>Total Operating Surplus/(Deficit)</b>	<b>38,801,273</b>	<b>24,434,942</b>	<b>18,771,334</b>	<b>18,746,316</b>	<b>(25,018)</b>	<b>-0.1%</b>
27						
28 <b>Sales Tax Allocation - Capital Programs</b>	<b>6,429,968</b>	<b>8,789,413</b>	<b>6,102,185</b>	<b>6,102,185</b>	<b>0</b>	<b>0.0%</b>
29						
30 <b>Total Debt Service</b>	<b>21,664,365</b>	<b>21,684,044</b>	<b>21,612,357</b>	<b>21,612,357</b>	<b>0</b>	<b>0.0%</b>
31						
32 <b>Total Uses of Funds</b>	<b>160,437,489</b>	<b>178,629,667</b>	<b>186,922,355</b>	<b>187,140,475</b>	<b>218,120</b>	<b>0.1%</b>
33						
34 <b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>10,706,939</b>	<b>(6,038,515)</b>	<b>(8,943,209)</b>	<b>(8,968,227)</b>	<b>(25,018)</b>	<b>0.3%</b>

**SAN MATEO COUNTY TRANSIT DISTRICT  
FY2019 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2017 ACTUAL</u>	<u>FY2018 REVISED BUDGET</u>	<u>FY2019 ADOPTED BUDGET</u>	<u>FY2019 REVISED BUDGET</u>	<u>FY19 ADOPTED Compared to FY19 REVISED</u>	<u>BUDGET PERCENT CHANGE</u>
	A	B	C	D	E = D-C	F = E/C
<b>OPERATING REVENUES - MOTOR BUS:</b>						
1 <b>TOTAL MOTOR BUS FARES</b>	16,146,080	16,235,675	15,501,882	15,501,882	0	0.0%
<b>LOCAL (TDA) TRANSIT FUND:</b>						
4 General Operating Assistance	37,609,609	36,440,749	39,725,672	39,725,672	0	0.0%
<b>STATE TRANSIT ASSISTANCE:</b>						
7 STA Base	1,556,283	3,310,138	5,669,191	5,669,191	0	0.0%
8 <b>STA TOTAL</b>	<b>1,556,283</b>	<b>3,310,138</b>	<b>5,669,191</b>	<b>5,669,191</b>	<b>0</b>	<b>0.0%</b>
<b>OPERATING GRANTS:</b>						
11 Operating Grants	1,610,372	1,481,020	1,255,565	1,448,667	193,102	15.4%
<b>DISTRICT 1/2 CENT SALES TAX:</b>						
14 General Operating Assistance	40,763,638	56,013,883	59,844,533	59,869,551	25,018	0.0%
15 Accessibility Fixed Route	1,025,846	1,092,576	1,192,913	1,192,913	0	0.0%
16 <b>TOTAL 1/2 CENT SALES TAX</b>	<b>41,789,484</b>	<b>57,106,459</b>	<b>61,037,446</b>	<b>61,062,464</b>	<b>25,018</b>	<b>0.0%</b>
<b>INVESTMENT INTEREST INCOME</b>						
19 Investment Interest Income	1,199,909	861,312	1,630,000	1,630,000	0	0.0%
<b>OTHER REVENUE SOURCES:</b>						
22 Rental Income	1,529,199	1,400,000	1,600,000	1,600,000	0	0.0%
23 Advertising Income	902,223	1,210,700	1,205,307	1,205,307	0	0.0%
24 Other Income	2,610,252	2,308,096	2,198,368	2,198,368	0	0.0%
25 <b>TOTAL OTHER REVENUES</b>	<b>5,041,674</b>	<b>4,918,796</b>	<b>5,003,675</b>	<b>5,003,675</b>	<b>0</b>	<b>0.0%</b>
27 <b>TOTAL MOTOR BUS</b>	<b>104,953,411</b>	<b>120,354,148</b>	<b>129,823,431</b>	<b>130,041,551</b>	<b>218,120</b>	<b>0.2%</b>
<b>AMERICAN DISABILITIES ACT:</b>						
30 Passenger Fares-Redi Wheels	894,254	741,441	955,868	955,868	0	0.0%
31 Local TDA 4.5 Redi Wheels	1,844,243	1,917,935	2,090,825	2,090,825	0	0.0%
32 Local STA - Paratransit	342,288	344,651	0	0	0	#DIV/0!
33 Operating Grants	2,423,972	3,828,953	2,084,957	2,084,957	0	0.0%
34 Sales Tax - Paratransit District	1,630,598	957,431	4,244,308	4,244,308	0	0.0%
35 Sales Tax - Paratransit Suppl. Coastside	1,723,128	1,842,100	1,830,600	1,830,600	0	0.0%
36 Interest Income-Paratransit Fund	339,784	239,000	400,000	400,000	0	0.0%
37 SMCTA Measure A Redi-Wheels	3,306,891	3,386,400	3,454,128	3,454,128	0	0.0%
38 SM County Measure K & Other	5,000,000	3,750,000	2,500,000	2,500,000	0	0.0%
39 Measure M Paratransit	1,400,000	1,400,000	1,400,000	1,400,000	0	0.0%
40 <b>TOTAL ADA PROGRAMS</b>	<b>18,905,158</b>	<b>18,407,911</b>	<b>18,960,686</b>	<b>18,960,686</b>	<b>0</b>	<b>0.0%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS:</b>						
43 Transfer from SMCTA for Caltrain	6,480,000	6,191,353	6,908,256	6,908,256	0	0.0%
44 Other Sources - Caltrain	-	-	726,148.00	726,148	0	n/a
45 AB434, TA & Other	109,000	460,013	414,000	414,000	0	0.0%
46 Employer SamTrans Shuttle Funds	1,478,112	1,514,400	1,487,200	1,487,200	0	0.0%
47 Sales Tax - SamTrans Shuttle Program	195,709	103,352	249,306	249,306	0	0.0%
48 Bay Area Bike Share Pilot Program	0	72,781	0	0	0	#DIV/0!
49 Sales Tax - Gen. Operating Asst.	171,618	170,000	174,800	174,800	0	0.0%
50 <b>TOTAL MULTI-MODAL</b>	<b>8,434,439</b>	<b>8,511,899</b>	<b>9,959,710</b>	<b>9,959,710</b>	<b>0</b>	<b>0.0%</b>
52 <b>TOTAL REVENUES</b>	<b>132,293,008</b>	<b>147,273,958</b>	<b>158,743,827</b>	<b>158,961,947</b>	<b>218,120</b>	<b>0.1%</b>

**SAN MATEO COUNTY TRANSIT DISTRICT  
FY2019 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2017 ACTUAL</u>	<u>FY2018 REVISED BUDGET</u>	<u>FY2019 ADOPTED BUDGET</u>	<u>FY2019 REVISED BUDGET</u>	<u>FY19 ADOPTED Compared to FY19 REVISED</u>	<u>BUDGET PERCENT CHANGE</u>
	A	B	C	D	E = D-C	F = E/C
<b>DISTRICT OPERATED BUSES</b>						
1 Wages and Benefits	55,776,528	60,217,812	68,772,807	68,772,807	0	0.0%
2 Services:						
3 Board of Directors	51,085	86,000	86,000	86,000	0	0.0%
4 Contracted Vehicle Maintenance	1,316,320	1,335,850	1,302,319	1,302,319	0	0.0%
5 Property Maintenance	1,064,923	1,055,500	1,589,000	1,589,000	0	0.0%
6 Professional Services	4,202,329	5,257,204	4,079,400	4,297,520	218,120	5.3%
7 Technical Services	6,786,459	7,565,480	8,750,264	8,750,264	0	0.0%
8 Other Services	2,947,989	3,210,668	3,721,376	3,721,376	0	0.0%
9						
10 Materials & Supply:						
11 Fuel and Lubricants	2,836,351	3,783,600	3,950,821	3,950,821	0	0.0%
12 Bus Parts and Materials	1,972,525	2,043,233	2,036,780	2,036,780	0	0.0%
13 Uniform and Drivers Expense	369,113	533,731	564,226	564,226	0	0.0%
14 Timetables and Tickets	153,973	326,500	283,500	283,500	0	0.0%
15 Office Supplies/Printing	368,427	484,412	454,234	454,234	0	0.0%
16 Other Materials and Supply	158,974	160,000	150,300	150,300	0	0.0%
17						
18 Utilities:						
19 Telecommunications	417,852	745,491	712,296	712,296	0	0.0%
20 Other Utilities	1,125,857	1,140,000	1,058,000	1,058,000	0	0.0%
21 Insurance Costs	2,535,353	3,042,164	3,057,336	3,057,336	0	0.0%
22 Workers' Compensation	2,189,580	3,666,068	3,666,068	3,666,068	0	0.0%
23 Taxes and License Fees	552,214	779,823	795,415	795,415	0	0.0%
24 Fixed Route Accessibility	1,025,846	1,092,576	1,192,913	1,192,913	0	0.0%
25 Leases and Rentals	167,307	182,670	185,292	185,292	0	0.0%
26 Prmtnl and Legal Advertising	296,509	869,000	1,392,750	1,392,750	0	0.0%
27 Training & Business Travel	247,995	878,513	783,555	783,555	0	0.0%
28 Dues and Membership	112,467	159,043	150,483	150,483	0	0.0%
29 Postage and other	47,164	94,792	237,780	237,780	0	0.0%
30						
31 <b>Total District Operated Buses</b>	<b>86,723,139</b>	<b>98,710,130</b>	<b>108,972,915</b>	<b>109,191,035</b>	<b>218,120</b>	<b>0.2%</b>
32						
33 <b>CONTRACTED BUS SERVICES</b>						
34 Contracted Urban Bus Service	16,103,608	17,987,300	17,265,600	17,265,600	0	0.0%
35 Other Related Costs	441,762	358,694	456,047	456,047	0	0.0%
36 Insurance Costs	-372,192	773,422	785,990	785,990	0	0.0%
37 Coastside Services	1,513,211	1,954,500	1,742,000	1,742,000	0	0.0%
38 Redi Coast Non-ADA	254,800	253,100	266,200	266,200	0	0.0%
39 Other Related Costs	114,557	116,884	131,293	131,293	0	0.0%
40 La Honda Pescadero	55,125	55,130	55,130	55,130	0	0.0%
41 SamCoast - Pescadero	112,455	138,350	140,800	140,800	0	0.0%
42 Other Related Costs-SamCoast	6,946	6,638	7,456	7,456	0	0.0%
43 <b>Total Contracted Bus Service</b>	<b>18,230,272</b>	<b>21,644,018</b>	<b>20,850,516</b>	<b>20,850,516</b>	<b>0</b>	<b>0.0%</b>
44						
45 <b>TOTAL MOTOR BUS</b>	<b>104,953,412</b>	<b>120,354,148</b>	<b>129,823,431</b>	<b>130,041,551</b>	<b>218,120</b>	<b>0.2%</b>



**SAN MATEO COUNTY TRANSIT DISTRICT  
FY2019 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2017 ACTUAL</u>	<u>FY2018 REVISED BUDGET</u>	<u>FY2019 ADOPTED BUDGET</u>	<u>FY2019 REVISED BUDGET</u>	<u>FY19 ADOPTED Compared to FY19 REVISED</u>	<u>BUDGET PERCENT CHANGE</u>
	A	B	C	D	E = D-C	F = E/C
<b>AMERICAN DISABILITY ACT PROGRAMS</b>						
46 Elderly & Disabled/Redi-Wheels	5,348,190	7,716,600	8,012,000	8,012,000	0	0.0%
47 Other Related Cost	2,969,804	3,030,191	3,042,705	3,042,705	0	0.0%
48 ADA Sedan/Taxi Service	5,065,697	3,704,208	3,810,900	3,810,900	0	0.0%
49 ADA Accessibility Support	1,500,096	1,505,855	1,644,784	1,644,784	0	0.0%
50 Coastside ADA Support	1,723,128	1,842,100	1,830,600	1,830,600	0	0.0%
51 Insurance Costs	2,298,243	608,957	619,697	619,697	0	0.0%
52 <b>TOTAL ADA PROGRAMS</b>	<b>18,905,159</b>	<b>18,407,911</b>	<b>18,960,686</b>	<b>18,960,686</b>	<b>0</b>	<b>0.0%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS</b>						
56 CALTRAIN SERVICE						
57 Peninsula Rail Service	6,480,000	6,191,353	7,634,404	7,634,404	0	0.0%
58 <b>Total Caltrain Service</b>	<b>6,480,000</b>	<b>6,191,353</b>	<b>7,634,404</b>	<b>7,634,404</b>	<b>0</b>	<b>0.0%</b>
<b>OTHER SUPPORT</b>						
61 Dumbarton Express Service						
62 SamTrans Shuttle	1,782,821	2,077,765	2,150,506	2,150,506	0	0.0%
63 Bicycle Coordinating Activities	0	72,781	0	0	0	#DIV/0!
64 Maintenance Multimodal Fac	171,618	170,000	174,800	174,800	0	0.0%
65 <b>Total Other Support</b>	<b>1,954,439</b>	<b>2,320,546</b>	<b>2,325,306</b>	<b>2,325,306</b>	<b>0</b>	<b>0.0%</b>
67 <b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>8,434,439</b>	<b>8,511,899</b>	<b>9,959,710</b>	<b>9,959,710</b>	<b>0</b>	<b>0.0%</b>
69 <b>TOTAL OPERATING EXPENSES</b>	<b>132,293,009</b>	<b>147,273,958</b>	<b>158,743,827</b>	<b>158,961,947</b>	<b>218,120</b>	<b>0.1%</b>

**RESOLUTION NO. 2018 –**

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

**\* \* \***

**AUTHORIZING EXECUTION OF A FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE SAMTRANS ADAPTATION AND RESILIENCE PLAN AND AMENDING THE FISCAL YEAR 2019 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$193,102, FROM \$177,979,147 TO \$178,172,249, AND TO INCREASE TOTAL OPERATING EXPENSES BY \$218,120, FROM \$159,207,813 TO \$159,425,933**

**WHEREAS**, the California Department of Transportation (Caltrans) awards State funding under the discretionary State Climate Adaptation Planning Grant Program to fund planning actions at local and regional levels that advance climate change adaptation efforts; and

**WHEREAS**, the San Mateo County Transit District (District) applied for a Sustainable Transportation Planning Grant to fund the SamTrans Adaptation and Resilience Plan (Plan) to identify strategies to adapt the SamTrans system to reduce impacts from climate change-related vulnerabilities, specifically flooding and high heat; and

**WHEREAS**, Caltrans awarded the District a \$193,102 grant to fund the Plan; and

**WHEREAS**, the District is required to provide local matching funds in the amount of \$25,018 for a total project cost of \$218,120; and

**WHEREAS**, the District must execute a Restricted Grant Agreement with Caltrans before the District can claim the Sustainable Transportation Planning Grant Program funds; and

**WHEREAS**, the FY2019 Operating Budget was adopted on June 6, 2018 and this action in connection with the SamTrans Adaptation and Resilience Plan will increase FY 2019 Operating Revenue in the amount of \$193,102, from \$177,979,147 to \$178,172,249,

and increase FY 2019 Operating Expense in the amount of \$218,120, from \$159,207,813 to \$159,425,933; and

**WHEREAS**, staff recommends and the Committee concurs that the Board of Directors should:

1. Authorize the General Manager/CEO, or his designee, to execute a grant agreement with Caltrans for the District to receive the State Climate Adaptation Planning Grant;
2. Amend the FY2019 Operating Budget to increase Operating Revenues by \$193,102 and increase Operating Expenditures by \$218,120, which will increase Use of Reserves by \$25,018, from \$8,943,209 to \$8,968,227; and
3. Authorize the General Manager/CEO, or his designee, to take such further actions as may be necessary to give effect to this resolution.

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

1. Authorizes the General Manager/CEO, or his designee, to execute a grant agreement with Caltrans for the District to receive to receive \$193,102 in Adaptation Planning Grant funds to fund the SamTrans Adaptation and Resilience Plan;
2. Amends the Fiscal Year 2019 Operating Budget to increase Operating Revenues by \$193,102, from \$177,979,147 to \$178,172,249; increase Operating Expenditures by \$218,120, from \$159,207,813 to \$159,425,933; and increase Use of Reserves by \$25,018, from \$8,943,209 to \$8,968,227; and
3. Authorizes the General Manager/CEO to take such further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 11th day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

David Olmeda  
Chief Operating Officer,

Bus

SUBJECT: **RATIFY MERCHANT SERVICES AGREEMENT WITH FIRST DATA MERCHANT SERVICES LLC FOR SAMTRANS MOBILITY APP**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Ratify the General Manager/CEO's execution of a merchant processing application and services agreement with First Data Merchant Services LLC (First Data) of Coral Springs, Florida for provision of credit card payment processing services for the SamTrans Mobile Ticketing and Trip Planning Application (Mobility App) for an estimated total amount of \$315,000 for a three-year base term.
2. Authorize the General Manager/CEO, or designee, to exercise up to two additional one-year terms, at an estimated total amount of \$105,000 per year, if it is in the best interest of the San Mateo County Transit District (District).
3. Authorize the General Manager/CEO, or designee, to take all other discretionary and appropriate actions that may be required to facilitate the provision of Mobility App merchant processing services by First Data.

**BUDGET IMPACT**

Funds are available in the Fiscal Year 2019 Operating Budget to pay the estimated annual cost of \$105,000 in credit card payment processing services. Funds for future years of processing services will be requested in future annual operating budgets. The total cost over five years is estimated at \$525,000.

**SIGNIFICANCE**

The District requires third-party merchant processing services for credit card sales of SamTrans tickets sold through the SamTrans Mobility App that will be launched on September 1, 2018. First Data will process credit card transactions, collect funds, deduct its processing fee, and then deposit a net sales amount into a District-designated bank account.

**BACKGROUND**

The Board, at its April 4<sup>th</sup>, 2018 meeting, awarded a contract to Bytemark Inc. (Bytemark) of New York, New York for development, deployment, evaluation, hosting, training, support, maintenance, and update (as needed) of a SamTrans Mobile Ticketing and Trip Planning Application (Mobility App). The estimated total five-year cost as awarded is \$1,212,845, which amount was inclusive of an estimated \$525,000 in credit card processing fees over the five-year period.

After contract award, as staff worked with District legal counsel and Bytemark to finalize and execute the Bytemark-District Agreement, it was determined that credit card processing services (merchant services) will be provided by First Data Merchant Services and not Bytemark. Staff further determined that First Data will provide the merchant services, not as a subconsultant to Bytemark, but as a direct contractor of the District. Given the foregoing, and as required by First Data, the District executed a separate merchant services agreement with First Data. First Data has agreed that its credit card processing fees for the Mobility App will remain the same as the fees staff negotiated with Bytemark and which staff previously determined were fair and reasonable.

The District has reduced its contract proportionately with Bytemark by \$525,000 to reflect the elimination of credit card processing services and associated fees from the scope of services.

### **STRATEGIC INITIATIVE**

#### Priority 1 – Expand Mobility Options

- Goal 1 – Increase fixed-route ridership by 15 percent
  - Action 1-20: Explore amenities that will attract and retain riders making the system easier to use, including the development of a SamTrans mobile application, expanded payment options including mobile ticketing and the availability of real-time arrival and departure functionality.

#### Priority 2 – Strengthen Fiscal Health

- Goal 1 – Increase fixed-route fare box revenue by 20 percent
  - Action 2-2: Implement strategies to increase ridership on fixed-route bus service

Director, Treasury: Connie Mobley-Ritter  
Project Manager: Carl Cubba, IT Director

650-508-7765  
650-508-6206

RESOLUTION NO. 2018 -

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

\* \* \*

**RATIFYING A MERCHANT SERVICES AGREEMENT WITH  
FIRST DATA MERCHANT SERVICES LLC FOR THE SAMTRANS MOBILITY APP  
FOR AN ESTIMATED TOTAL AMOUNT OF \$315,000 FOR A THREE-YEAR TERM**

**WHEREAS**, pursuant to Resolution No. 2018-17, the Board of Directors of the San Mateo County Transit District (District) awarded a contract to Bytemark LLC of New York, New York (Bytemark) for the provision of a SamTrans Mobile Ticketing and Trip Planning Application (Mobility App), and associated credit card payment processing services (merchant services) for an estimated five-year total amount of \$1,212,845, which amount was inclusive of an estimated aggregate cost of \$525,000 for the merchant services over the five-year period; and

**WHEREAS**, after the contract award, District staff determined that the merchant services must be provided by Bytemark's payment processing vendor, First Data Merchant Services LLC (First Data) of Coral Springs, Florida, instead of by Bytemark; and

**WHEREAS**, First Data has agreed that its credit card processing fees for the Mobility App will remain the same as the fees staff negotiated with Bytemark and which staff previously determined were fair and reasonable; and

**WHEREAS**, the General Manager/CEO has determined it is in the best interest of the District to enter into a contract with First Data for provision of merchant services for the Mobility App, and has executed an application and services agreement with First Data for said services; and

**WHEREAS**, the General Manager/CEO seeks Board ratification of the executed merchant services application and agreement with First Data.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby ratifies the General Manager/CEO's execution of a merchant services application and services agreement with First Data Merchant Services LLC of Coral Springs, Florida for processing, collecting and depositing of revenues resulting from District Mobility App credit card ticket sales for an estimated total amount of \$315,000 for three years; and

**BE IT FURTHER RESOLVED** that the General Manager/CEO, or designee, is authorized to:

1. Exercise up to two additional, one-year terms for an estimated total amount of \$105,000 per year, if in the best interest of the District; and
2. Take all other discretionary and appropriate actions that may be required to facilitate the provision of Mobility App merchant processing services by First Data.

Regularly passed and adopted this 11<sup>th</sup> day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

\_\_\_\_\_  
Acting District Secretary



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: San Mateo County Transit District

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **ADOPTION OF TRANSACTIONS AND USE TAX ORDINANCE, ADOPTION OF  
SAN MATEO COUNTY CONGESTION RELIEF PLAN AND CALL FOR ELECTION  
ON ORDINANCE**

**ACTION**

The Get Us Moving San Mateo County (GUM) Ad Hoc Advisory Committee recommends that the Board of Directors:

1. Adopt an ordinance to:
  - a. Authorize the San Mateo County Transit District (District) to impose a one-half of one percent (0.5%) retail transactions and use tax within the County of San Mateo (County) for a period of thirty (30) years; and
  - b. Authorize the District and the San Mateo County Transportation Authority (Authority) to allocate the proceeds of the retail transactions and use tax to fund the transportation improvements included in the San Mateo County Congestion Relief Plan set forth in the ordinance; and
  
2. Adopt a resolution to:
  - a. Request that the County Board of Supervisors concur with the San Mateo County Congestion Relief Plan set forth in the Ordinance;
  - b. Contingent upon the Board of Supervisors providing such concurrence, call a countywide District Election to be held on November 6, 2018 to seek voter approval of the Ordinance;
  - c. Request that the County consolidate the District Election with the Statewide General Election to be held on November 6, 2018;
  - d. Request that County Counsel prepare the impartial analysis of the Ordinance, direct staff to take various actions required to proceed with the above actions, and authorize District reimbursement of the County's costs for conducting the election; and
  - e. Authorize the General Manager/CEO to file a written argument and a rebuttal argument in favor of the ballot measure.

## SIGNIFICANCE

The proposed actions will allow the voters to approve a new, much-needed supplemental revenue source to address wide-ranging transportation and transit challenges in the County.

The proposed new half-cent transactions and use tax, which is expected to provide \$80 million annually would be invested in transportation and transit projects that will:

- Reduce traffic congestion on highways including 101, 280, and other highways and their related interchanges, potentially including bicycle and pedestrian components and facilities;
- Repair potholes, maintain streets and reduce local traffic;
- Plan and construct grade separations that eliminate hazards and bottle-necks where the Caltrain tracks intersect with local streets;
- Improve bicycle and pedestrian facilities;
- Provide new and better regional transit connections;
- Maintain and enhance transit services for seniors, youth, residents with lower incomes and people with disabilities; and
- Improve and expand transit services to reduce travel times and car trips.

The San Mateo County Congestion Relief Plan ("Congestion Relief Plan") outlines core principals, investment categories and independent oversight mechanisms that reflect the collective feedback garnered through nine months of extensive outreach to communities throughout the County.

### *Revisions Made to the Congestion Relief Plan Since June Board of Directors Meeting*

In June, a draft Congestion Relief Plan was presented at public meetings of the District's Board of Directors and the County Board of Supervisors. Based on feedback from these two boards, as well as from the GUM Stakeholder Advisory Group, GUM Technical Advisory Group, members of the public, GUM Steering Committee and the GUM Ad-Hoc Advisory Committee, the following noteworthy changes were made to the draft:

- The core principles were updated to highlight key groups that the public transportation system should serve (youth, seniors, people with disabilities, and people with lower incomes); reference the creation of high-quality jobs; expand language referencing environmentally-sustainable planning and solutions including the incorporation of green stormwater improvements as needed; and include the term "complete streets" to describe policies that encourage safe accommodation of all people using the roads, regardless of mode of travel.
- The Countywide Highway Congestion Improvements category was updated to include language that makes it clear that bicycle and pedestrian facilities and components that are associated with a highway or interchange project could be funded through this category.

- The Local Safety, Pothole and Congestion Relief Improvements category was modified from an entirely discretionary program to include both formula and discretionary elements. The formula program ensures that every city and the County would receive an allocation of funds from the measure. The new discretionary set-aside would fund grade separation efforts within the County.
- A new provision related to the administration of the funds was added to more clearly explain the link between the core principles and allocation of funding. In addition, the Congestion Relief Plan now requires that the Authority, which will be responsible for administering investments in all but the County Public Transportation Systems Category, develop a Strategic Plan that will be informed by broad-based community engagement and coordination with cities, the County, relevant public agencies, and key transportation stakeholders.
- The independent oversight committee was expanded to include representation from several additional key stakeholders.
- The Countywide Highway Congestion Improvements category annual allocation was set at 22.5 percent and the Local Safety, Pothole and Congestion Relief Improvements category annual allocation was set at 12.5 percent (comprised of 10 percent for the formula program and 2.5 percent for the discretionary set-aside for grade separation investments, as discussed above).

### Final Proposed Congestion Relief Plan

The final investment plan recommended by the Ad Hoc Advisory Committee contains the following key provisions:

#### Core Principles

- Relieve traffic congestion countywide;
- Invest in a financially-sustainable public transportation system that increases ridership, embraces innovation, creates more transportation choices, improves travel experience, and provides quality, affordable transit options for youth, seniors, people with disabilities, and people with lower incomes;
- Implement environmentally-friendly transportation solutions and projects that incorporate green stormwater infrastructure and plan for climate change;
- Promote economic vitality and economic development, and the creation of quality jobs;
- Maximize opportunities to leverage investment and services from public and private partners;
- Enhance safety and public health;
- Invest in repair and maintenance of existing and future infrastructure;
- Facilitate the reduction of vehicle miles travelled, travel times and greenhouse gas emissions;
- Incorporate the inclusion and implementation of complete street policies and other strategies that encourage safe accommodation of all people using the roads, regardless of mode of travel;

- Incentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone; and
- Maximize potential traffic reduction associated with the creation of housing in high-quality transit corridors.

Investment Categories

Funds will be allocated on a percentage basis over the life of the Congestion Relief Plan as follows:

	Highway / Interchange	Local Safety / Pothole	Bicycle / Pedestrian	Regional Connections	Public Transit
<b>Percent</b>	22.5 %	12.5 %	5 %	10 %	50 %
<b>Projected Funding</b>	\$540M	\$300M	\$120M	\$240M	\$1,200M

- *Countywide Highway Congestion Improvements:* ~~T~~~~e~~~~i~~~~n~~~~v~~~~e~~~~s~~~~t~~~~m~~~~e~~~~n~~~~t~~~~s~~ in highway projects throughout the County designed to: provide congestion relief; reduce travel times; increase person throughput; improve highway and interchange operations, safety and access; and deploy advanced technologies and communications on the highways. Eligible candidate projects will be focused on highway and interchange facilities, including Highway 101, Highway 280 and other highways and their interchanges. Eligible candidate projects can include bicycle and pedestrian components or facilities that are incorporated into and enhance safety for a larger highway or interchange project.
- *Local Safety, Pothole, and Congestion Relief Improvements:* ~~T~~~~e~~~~i~~~~n~~~~v~~~~e~~~~s~~~~t~~~~m~~~~e~~~~n~~~~t~~~~s~~ in major arterial and local roadway improvements in key congested areas throughout the County. These investments will be focused on improving safety, reducing congestion, and supporting all modes of travel on the County's roadway system. Eligible investments include, but are not limited to, the following: implement advanced technologies and communications on the roadway system; improve local streets and roads by paving streets and repairing potholes; promote alternative modes of transportation, which may include funding shuttles or sponsoring carpools, bicycling and pedestrian programs; plan and implement traffic operations and safety projects, including signal coordination, bicycle/pedestrian safety projects, and separation of roadways crossing the Caltrain rail corridor.

Each year, ten percent (10%) of the annual tax proceeds (out of the 12.5% total tax proceeds designated for this category) will be allocated to each of the cities in the County, and to the County, on a formula basis to be used for any of the purposes designated in the paragraph above. The annual distributions will be based 50 percent on population and 50 percent on road miles, and will be adjusted annually. If a city or the County has a Pavement Condition Index score (a "PCI Score") of less than 70, it must use tax proceeds under this

category exclusively for projects that will increase their PCI score until such time as they reach a PCI of 70 or greater.

The remaining tax proceeds designated for this category will be invested in grade separations on a discretionary basis.

- *Bicycle and Pedestrian Improvements*: To investment in bicycle, pedestrian, and active transportation projects. Programming of funds under this category will give priority to those projects that are designed to help reduce traffic congestion by safely connecting communities and neighborhoods with schools, transit, and employment centers; fill gaps in the existing bicycle and pedestrian network; safely cross barriers such as major roads, rail corridors, and highways; improve existing facilities to make them safer and more accessible for cyclists and pedestrians; and make walking or biking a safer and more convenient means of transportation for all County residents and visitors. Bicycle, pedestrian, and other transportation programs that incentivize mode shift to active transportation options will be eligible for funding.
- *Regional Transit Connections*: To support investment in infrastructure and services that are designed to improve transit connectivity between the County and the region. Investments from this category will be prioritized based on a project's ability to reduce congestion, a project's ability to enhance mobility options by connecting the County to the rest of the region, and a project's support through public-private partnerships.
- *County Public Transportation Systems*: To support operations and capital needs of the County's public transit services comprised of SamTrans bus and paratransit service, Caltrain rail service, and other mobility services administered by the District.

Funding provided from this category will provide additional funds to maintain and enhance bus, paratransit, and other mobility services to better serve vulnerable, underserved, youth, low-income, and transit-dependent populations throughout the County. Investments will be designed to increase ridership, improve efficiency, and reduce congestion within the County by facilitating the creation of new services that incentivize more riders to choose to use public transit.

Improvements to the County's bus network eligible for investment from this category include, but are not limited to: increased frequencies on the SamTrans' core routes; expanded hours of service during mornings, evenings and weekends; changes and improvements that make service more accessible for youth, senior, disabled, and low-income populations; technology-based solutions that improve efficiency, convenience, access to information, and overall rider experience; improved first- and last-mile connections between job centers and transit hubs; and implementation of services, programs and policies that better connect neighborhoods and communities with popular destinations to make transit the travel option of choice for more the County residents.

Investment in the Caltrain rail service will be designed to help fulfill plans to expand service levels through the operation of modern, high-performance electric trains and to fund annual operating and capital needs, including investment needed to maintain Caltrain's aging infrastructure and make capital improvements necessary to expand the system's ridership capacity.

#### Administration

As stated above, the Authority will be responsible for administering investments in all but the County Public Transportation Systems Category. The Authority's strategic plan will identify funding prioritization criteria primarily informed by and consistent with the Core Principles. Development of the Strategic Plan will include broad-based community engagement and coordination with cities, the County, relevant public agencies, and key transportation stakeholders.

#### Summary of the Oversight

A fifteen-member citizen oversight committee will be formed to ensure funds are invested in a way that is consistent with the Congestion Relief Plan. Terms will be staggered. To provide for staggered terms, the length of the initial term of each appointee will vary, with no term exceeding three years. Subsequent terms will be three years.

Annually, the District will have an audit conducted by an independent auditor. The auditor will review the receipt of tax proceeds and expenditure of tax proceeds under the Congestion Relief Plan. Following its review of the audit and public hearing, the independent oversight committee will issue a public report.

#### **BUDGET IMPACT**

The budget impacts associated with a District election will be determined by the County Elections Office closer to the November election date. If the measure passes in November, an estimated \$80 million will be available annually, for 30 years, for new investment in transportation and transit improvements countywide.

#### **BACKGROUND**

For the past 40 years, the District has strived to meet the County's mobility needs. As those needs have changed over time, the District has worked to respond with services that will benefit all County residents. The District's strategic plan identified the need to secure new revenue sources to assist in the delivery of enhanced transportation options. With traffic congestion at record levels, transit is being identified not only as a solution to congestion, but key to maintaining quality of life and mobility options for all residents.

In 2017, the legislature passed, and Governor Brown signed, Assembly Bill (A.B.) 1613 (Mullin), which allows the District's Board of Directors, with concurrence from the County Board of Supervisors, to seek voter approval of a new ½-cent sales tax for transportation purposes. If approved by 2/3 of the voters, this measure would generate an estimated \$80 million per year for transportation-related investments.

A public opinion poll conducted by the County in March 2017 demonstrated support for the creation of new revenues to fund countywide transportation and traffic congestion solutions. It also concluded that public outreach to educate residents about solutions and identify priorities would eventually be needed to develop an expenditure plan with sufficient support for adoption.

GUM was launched in November 2017 as a collaborative public education and engagement effort coordinated by the District and the County. GUM was designed to increase community awareness about current transportation conditions, programs, services, and solutions; help identify and prioritize transportation funding needs in the County; develop an understanding of community opinions about transportation priorities; and inform plans for future transportation revenue opportunities and expenditures.

Over the past nine months, GUM solicited input from community members throughout the County via mail, phone, online and in-person outreach. Over 14,000 residents provided feedback about their priorities through an online and paper survey. Over 100 in-person meetings and presentations were conducted in the County including presentations to every city council and dozens of civic, business, and advocacy organizations. Eight in-person Town Halls were conducted in geographically diverse locations. Residents also participated in telephone and online Town Halls, which were focused on audience participation and engagement, and drew over 8,500 participants, combined.

The GUM effort also included the organization of a Stakeholder Advisory Group (SAG) comprised of over 70 community partners and civic organizations, and a Technical Advisory Group (TAG) with representatives from the County, the cities in the County, and other agency partners. These groups participated in a needs assessment process that identified over 120 transportation projects and programs representing over \$12 billion in unfunded needs throughout the County. The SAG and TAG met monthly over the course of the outreach process and provided valuable input that influenced the GUM education and outreach efforts, as well as the proposed Congestion Relief Plan.

A recap of the extensive education and engagement outreach efforts that stretched countywide is provided below.

### Stakeholder Involvement – Phase One

#### Stakeholder Advisory Group & Technical Advisory Group

The SAG and TAG described above worked collaboratively with GUM staff to:

- Develop a set of Goals that were ultimately adopted by the District's Board of Directors to guide the creation of an eventual investment/expenditure plan for the Board's consideration;
- Coordinate a needs assessment process that identified over 120 transportation projects and programs to inform development of potential investment categories for a potential transportation investment plan; and
- Develop a public survey to capture County residents' transportation investment priorities.

### Public Survey

A public survey was made available online at [www.getusmovingsmc.com](http://www.getusmovingsmc.com) and in hard copy. The survey asked residents to choose their top five priorities among options that included a focus on highway congestion, transit systems, local streets and roads, east-west mobility, bicycle and pedestrian enhancements, greenhouse gas reduction, safety, geographic equity, and technology and innovation.

The hard copy was mailed to over 140,000 County residents and over 10,000 printed copies were distributed by hand. The survey was also translated into Spanish, Chinese and Tagalog, and distributed throughout the County at libraries, city halls, community centers, senior centers, and other venues. Over 14,000 surveys were completed.

Survey results were analyzed both by the "top score" and the "mean score." The "top score" is the total number of respondents who ranked a priority as their top priority. For the "mean score," each response is assigned a point value to measure both frequency of rating and intensity of rating. The mean score is the closest indicator of priorities countywide because it factors in the most data points.

Survey respondents' top scores demonstrate a preference for:

- Relieving Congestion on Highways – 4,207
- Maintain and Enhance Transit Services – 2,278 (combined score)
- Reduce Local Congestion and Repair Potholes – 2,219 (combined score)

The priorities receiving the five highest mean scores were:

- Relieve Congestion on Highways – 2.729
- Reduce Congestion on Local Streets – 1.860
- Repair Potholes – 1.620
- Expand Transit to better connect homes with jobs, schools, etc. – 1.276
- Improve Transit Travel Times and Frequency – 1.090

### Digital Media, TV Ad, Traditional and Social Media

Digital outreach resulted in over 4.5 million impressions related to the GUM effort, and thousands of television advertisements related to GUM were aired on key stations in the County.

### Public Meetings

Over 50 GUM presentations were conducted throughout the County including presentations to every city council in the County, and many business, civic and advocacy groups. Four in-person Town Hall meetings were organized, including one each in North County, Central County, South County and on the Coastsides. The Town Halls were focused on audience participation and engagement and drew over 120 participants.

### Public Opinion Polling

A second public opinion poll was conducted in February 2018 to track public opinion in the County about the creation of additional revenues and future



investment in transportation and traffic congestion solutions. Over 1,000 likely voters participated in the poll. When compared to the County's initial poll, which was conducted in March 2017, the February 2018 poll demonstrates a significant increase in support, with over 74 percent of respondents indicating that they would support a new 30-year, 1/2-cent sales tax to fund a variety of multi-modal transportation improvements.

### Stakeholder Involvement – Phase Two

#### Online Budget Challenge Tool

The extensive stakeholder feedback that was received during Phase One helped shape the creation of an interactive Online Budget Challenge tool. The online tool allowed residents to build their own budget, dividing up to \$80 million per year in new funding among transportation categories that were identified as important by County residents.

As of June 4, 2018, over 1,000 residents had taken the online budget challenge and the priorities receiving the highest level of support were:

- Public Transit – 53 percent for high-investment option
- Highways – 16 percent for high-investment option
- Local Roads – 12 percent for high-investment option

Information about the Online Budget Challenge Tool was promoted by a variety of methods including two countywide direct mail pieces, television advertisements and digital promotions.

#### Digital Media, TV Ad, Traditional and Social Media

Digital outreach resulted in over 3 million impressions related to the GUM effort, and thousands of television advertisements spots related to the GUM effort aired on key stations in the County.

#### Public Meetings: In-person, Telephone, & Online Town Halls

Over 50 GUM presentations were given throughout the County including at meetings of every city council in the County, and to many business, civic and advocacy groups. Another four in-person Town Hall meetings were organized. The meetings were held at one location each in North County, Central County, South County and on the Coastside. The Town Halls were focused on audience participation and engagement.

In addition to the in-person Town Halls, two telephone and one online Town Hall were conducted. Both the telephone and online Town Halls allowed County residents to provide valuable feedback on the GUM effort without traveling to a specific physical location. From the comfort of their own homes, over 7,500 residents participated in the telephone Town Halls. A variety of issues were discussed, including questions about how the investment plan would improve traffic conditions, potholes and transit options.

Stakeholder Advisory Group & Technical Advisory Group

During Phase two, the SAG and TAG were instrumental in helping to further refine the core principles, categories and funding levels associated with the GUM investment plan. The groups met monthly during this phase and there was robust discussion and deliberation at each meeting.

**STRATEGIC INITIATIVES**

Priority 1: Expand Mobility Options

Priority 2: Strengthen Fiscal Health

Prepared By: Casey Fromson, Government and  
Community Affairs Director

650-508-6495

**AN ORDINANCE OF THE SAN MATEO COUNTY TRANSIT DISTRICT IMPOSING A  
ONE-HALF OF ONE PERCENT RETAIL TRANSACTIONS AND USE TAX TO IMPLEMENT  
THE SAN MATEO COUNTY CONGESTION RELIEF PLAN**

**WHEREAS**, the San Mateo County Transit District (the "District") is a public transit district duly formed pursuant to Part 15 (commencing with Section 103000) of Division 10 of the Public Utilities Code of the State of California (hereinafter referred to as the "Transit District Act") and approved by the voters of the County of San Mateo in the general election held on November 5, 1974; and

**WHEREAS**, effective January 1, 2018, the Transit District Act was amended by California Assembly Bill No. 1613 to authorize a new retail transactions and use tax and to permit the District to administer the new tax in its entirety or to transfer the proceeds of such tax to the San Mateo County Transportation Authority (the "Authority"), a county transportation authority duly created pursuant to Division 12.5 (commencing with Section 131000) of the Public Utilities Code of the State of California (hereinafter referred to as the "Authority Act"), for administration by the Authority, with such administration to be consistent with the expenditure plan developed for such tax pursuant to Section 103350(c) of the Transit District Act; and

**WHEREAS**, the Authority Act also was amended effective January 1, 2018 by California Assembly Bill No. 1613 as set forth in Section 131507(b) of the Authority Act to authorize the Authority to administer funds transferred to it by the District pursuant to Section 103350(d) of the Transit District Act; and

**WHEREAS**, the District has proposed approval of this Ordinance that has as its special purpose to: 1) authorize the District to impose a one-half of one percent (0.5%) retail transactions and use tax for a period of thirty (30) years, and 2) authorize the District and the Authority to allocate the proceeds of the retail transactions and use tax to fund the transportation improvements included in the San Mateo County Congestion Relief Plan ("Congestion Relief Plan"); and

**WHEREAS**, implementation of the Congestion Relief Plan, which is set forth herein as Section 6, will be guided by a set of core principles established in Section 1, below.

**NOW, THEREFORE, BE IT ORDAINED** as follows:

**Section 1. Title; Summary**

- a. This ordinance shall be known as the "2018 San Mateo County Transit District Retail Transactions and Use Tax Ordinance" and may also be referred to herein as the "Ordinance."
  
- b. This Ordinance imposes a retail transactions and use tax at the rate of one-half of one percent (0.5%) within the County to be operative on the first day of the first calendar quarter commencing not less than 180 days after the adoption of this Ordinance by the voters, the authority to levy such tax to remain in effect for thirty (30) years, for the purpose of implementing the Congestion Relief Plan.
  
- c. Investment categories identified in the Congestion Relief Plan are to be implemented primarily with guidance from the Core Principles set forth below, as applicable:
  - Relieve traffic congestion countywide;
  - Invest in a financially-sustainable public transportation system that increases ridership, embraces innovation, creates more transportation choices, improves travel experience, and provides quality, affordable transit options for youth, seniors, people with disabilities, and people with lower incomes;
  - Implement environmentally-friendly transportation solutions and projects that incorporate green stormwater infrastructure and plan for climate change;
  - Promote economic vitality, economic development, and the creation of quality jobs;
  - Maximize opportunities to leverage investment and services from public and private partners;
  - Enhance safety and public health;

- Invest in repair and maintenance of existing and future infrastructure;
  - Facilitate the reduction of vehicle miles travelled, travel times and greenhouse gas emissions;
  - Incorporate the inclusion and implementation of complete street policies and other strategies that encourage safe accommodation of all people using the roads, regardless of mode of travel;
  - Incentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone; and
  - Maximize potential traffic reduction associated with the creation of housing in high-quality transit corridors.
- d. The District will administer the retail transactions and use tax imposed by this Ordinance ("2018 Sales Tax") and, as authorized by Section 103350(d) of the Transit District Act, may transfer proceeds of the 2018 Sales Tax to the San Mateo County Transportation Authority for administration by the Authority consistent with the Congestion Relief Plan.
- e. The District and the Authority shall develop guidelines to administer the tax revenues received from the enactment of the retail transactions and use tax, and shall respectively allocate the tax revenues to the categories set forth in the Congestion Relief Plan. Administration of the Congestion Relief Plan will be subject to review by an independent citizens' oversight committee to ensure compliance with the Congestion Relief Plan.
- f. The provisions in this Ordinance shall apply solely to the retail transactions and use tax adopted pursuant to this Ordinance. Nothing in this Ordinance is intended to modify, repeal or alter any ordinances previously adopted by the District.

## **Section 2. Definitions.**

- a. "Authority" means the San Mateo County Transportation Authority, a county transportation authority established pursuant to Division 12.5 of the Public Utilities

Code of the State of California, commencing with Section 131000 thereof, as amended and supplemented from time to time pursuant to its terms.

- b. "Authority Act" means Division 12.5 (commencing with Section 131000) of the Public Utilities Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- c. "Board" means the Board of Directors of the District.
- d. "Board of Supervisors" means the Board of Supervisors of the County.
- e. "Caltrain" means the rail line operated by the Peninsula Corridor Joint Powers Board between Gilroy and San Francisco.
- f. "Category" means any one of the five transportation program categories listed in the Congestion Relief Plan.
- g. "City" or "Cities" means a city or a town, or cities and towns, located within the County.
- h. "Congestion Relief Plan" means the expenditure plan of projects, programs and services, developed by the Board, in concurrence with the County, authorized pursuant to Section 103350 of the Transit District Act, set forth herein in Section 6, as amended and supplemented from time to time pursuant to its terms.
- i. "Core Principles" means the principles listed in Section 1.c of this Ordinance.
- j. "County" means the County of San Mateo.
- k. "Department of Tax and Fee Administration" means the California Department of Tax and Fee Administration or any successor thereto.

- l. "District" or "SamTrans" means the San Mateo County Transit District, which is the mobility manager for the County.
- m. "Government Code" means the Government Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- n. "Operative Date" means the date determined as described in Section 5 herein, July 1, 2019.
- o. "Pavement Condition Index" means a numerical index which is used to indicate the general condition of a specific section of road pavement.
- p. "Public Utilities Code" means the Public Utilities Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- q. "Revenue and Taxation Code" means the Revenue and Taxation Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- r. "Sales and Use Tax Law" means Part I of Division 2 of the Revenue and Taxation Code of the State of California, commencing with Section 6000 thereof, as amended and supplemented from time to time pursuant to its terms.
- s. "SamTrans" means the fixed-route bus system owned and operated by the District.
- t. "Tax Proceeds" means amounts received by the District from the Department of Tax and Fee Administration from the imposition of the 2018 Sales Tax imposed pursuant to this Ordinance.
- u. "Tax" or "2018 Sales Tax" means the one-half of one percent (0.5%) retail transactions and use tax imposed by this Ordinance upon approval of two-thirds

(2/3) of the electors voting on the ballot measure set forth in Section 17 hereof, to be used to fund the transportation improvements included in the Congestion Relief Plan.

- v. "Transactions and Use Tax Law" means Part 1.6 of Division 2 of the Revenue and Taxation Code of the State of California, commencing with Section 7251 thereof, as amended and supplemented from time to time pursuant to its terms.
- w. "Transit District Act" means Part 15 of Division 10 of the Public Utilities Code of the State of California, commencing with Section 103000 thereof, as amended and supplemented from time to time pursuant to its terms.
- x. "Vehicle Code" means the Vehicle Code of the State of California, as amended and supplemented from time to time pursuant to its terms.

### **Section 3. Findings.**

The Board hereby finds and determines that the recitals set forth above and incorporated herein by reference are true and correct. In addition, the Board hereby finds:

- a. The County is experiencing significant yearly growth in employment and population. This growth has rapidly outpaced investments in transportation solutions, resulting in unprecedented traffic congestion, and transit services that are not adequately resourced to support the County's evolving mobility demands.
- b. To address this issue, in 2017 the Governor signed Assembly Bill No. 1613, introduced by Assembly Member Kevin Mullin, authorizing the District to implement a new retail transactions and use tax of up to 0.5 percent if (i) the Board of Directors of the San Mateo County Transit District adopts the ordinance approving the tax before January 1, 2026, (ii) the Board, in concurrence with the County, develops a related transportation expenditure plan setting forth projects, programs and service, and (iii) the tax is adopted by a two-thirds vote of San Mateo County voters.



- c. Approval of this Ordinance and the Congestion Relief Plan is expected to provide the County with resources to implement transportation solutions that address countywide traffic congestion and improve travel times; repair, maintain and replace aging infrastructure; provide mobility solutions for seniors, people with disabilities and people with lower incomes; and improve overall quality of life for County residents.
- d. The Congestion Relief Plan is the product of extensive community engagement and public feedback. A public outreach process identified as "Get Us Moving San Mateo County" (the "Get Us Moving process") was launched by the District and the County Board of Supervisors in 2017 and was designed to develop a transportation investment plan based on San Mateo County residents' priorities.
- e. Tens of thousands of County residents, employers, community leaders, public officials and transportation experts participated in the Get Us Moving process. The Congestion Relief Plan is the result of the feedback provided through extensive surveys, community events, public meetings, town halls, and other venues.
- f. The categories, priorities, investment levels and policies included in the final Congestion Relief Plan were based on the feedback received during the Get Us Moving process and have been approved by the Board and the Board of Supervisors.

**Section 4. Imposition of Retail Transactions and Use Tax; Special Purpose; Use of Proceeds.**

Subject to the limits imposed by this Ordinance and the provisions of Section 103350 of the Transit District Act, including Section 103350(b) of the Transit District Act, which took effect January 1, 2018, the District hereby imposes, in the incorporated and unincorporated territory of San Mateo County, an additional retail transactions and use tax at the rate of one-half of one percent (0.5%), such tax (i) to be imposed beginning

on the first day of the first calendar quarter commencing not less than 180 days after the approval of the retail transactions and use tax by the electors voting on the ballot measure set forth in Section 17 hereof, (ii) to remain in effect for a period of thirty (30) years, and (iii) to be applied to fund the transportation improvements included in the Congestion Relief Plan.

More specifically, this Ordinance, if adopted, should be interpreted so as to:

- a. impose a new one-half of one percent (0.5%) retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and consistent with Article XIII C of the California Constitution;
- b. set a maximum term of thirty (30) years during which time the retail transactions and use tax shall be imposed pursuant to the authority granted by Section 103350(a) of the Public Utilities Code;
- c. incorporate provisions identical to those of the Sales and Use Tax Law insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code;
- d. establish that the retail transactions and use tax be administered and collected by the Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the Department of Tax and Fee Administration in administering and collecting state transactions and use taxes as such terms are defined in the Sales and Use Tax Law;
- e. authorize the administration of the retail transactions and use tax in a manner that will, to the degree possible, be consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the retail transactions and use taxes and at the same time minimize the burden of

record keeping upon persons subject to taxation under the provisions of this Ordinance;

- f. adopt the Congestion Relief Plan, and require that proceeds of the tax imposed by this Ordinance be used in accordance with applicable law and solely for the projects and purposes set forth in the Congestion Relief Plan, including the improvement, construction, maintenance, and operation of certain transportation projects and facilities;
- g. establish implementation guidelines for the Congestion Relief Plan and an independent oversight committee with responsibility to review and report to the public on implementation the Congestion Relief Plan; and
- h. authorize the issuance, from time to time, of limited tax bonds to finance transportation improvements consistent with the Congestion Relief Plan, the Transit District Act and other applicable law.

**Section 5. Applicability; Effective Date; Operative Date and Period of Tax Imposition, Termination Date.**

- a. This Ordinance shall be applicable in the incorporated and unincorporated territory of the County.
- b. The Ordinance will become effective at the close of the polls on the day of election at which the ballot measure set forth in Section 17 of this Ordinance is adopted by a two-thirds (2/3) vote of the electors voting on such ballot measure at such election.
- c. Pursuant to Section 103351 of the Public Utilities Code, this Ordinance shall be operative on the first day of the first calendar quarter commencing not less than 180 days after the adoption of the Ordinance, July 1, 2019.

- d. The maximum period during which the 2018 Sales Tax will be imposed is thirty (30) years, terminating June 30, 2049.

## **Section 6. San Mateo County Congestion Relief Plan**

The Congestion Relief Plan contains five transportation program categories. Listed below are the six categories (each a "Category"). Also identified is the percentage distribution of funding for each Category.

- a. Countywide Highway Congestion Improvements (22.5 percent)

A total of twenty two and one-half percent (22.5%) of Tax Proceeds will be invested in highway projects throughout the County designed to: provide congestion relief; reduce travel times; increase person throughput; improve highway and interchange operations, safety and access; and deploy advanced technologies and communications on the highways. Eligible candidate projects will be focused on highway and interchange facilities, including Highway 101, Highway 280, and other highways and their interchanges. Eligible candidate projects can include bicycle and pedestrian components or facilities that are incorporated into and enhance safety for a larger highway or interchange project.

Investment will be made on a discretionary basis according to criteria and award schedules established by the Authority. Sample candidate projects are set forth in Attachment A.

- b. Local Safety, Pothole and Congestion Relief Improvements (12.5%)

A total of twelve and one-half percent (12.5%) of Tax Proceeds will be invested in major arterial and local roadway improvements in key congested areas throughout the County. These investments will be focused on improving safety, reducing congestion, and supporting all modes of travel on the County's roadway system. Eligible investments include, but are not limited to, the following: implement advanced technologies and communications on the

roadway system; improve local streets and roads by paving streets and repairing potholes; promote alternative modes of transportation, which may include funding shuttles or sponsoring carpools, bicycling and pedestrian programs; plan and implement traffic operations and safety projects, including signal coordination, bicycle/pedestrian safety projects, and separation of roadways crossing the Caltrain rail corridor.

Each year, ten percent (10%) of the annual Tax Proceeds (out of the 12.5% total Tax Proceeds designated for this Category) will be allocated to each of the Cities and the County on a formula basis to be used for any of the purposes designated in the paragraph above. The annual distributions will be based 50 percent on population and 50 percent on road miles, and will be adjusted annually. Each of the Cities and the County will be required to demonstrate that Tax Proceeds would be used to enhance and not replace its current investments for transportation projects and programs. If a City or the County has a Pavement Condition Index score (a "PCI Score") of less than 70, it must use Tax Proceeds under this Category exclusively for projects that will increase their PCI score until such time as they reach a PCI of 70 or greater. Each of the Cities and the County will be required to transmit an annual report on projects funded, including how the funded projects reflect the Core Principles, subject to guidance established by the District and/or the Authority. Use of Tax Proceeds by Cities and the County under this Category shall be subject to audits. Estimated annual distribution percentages to each of the Cities and the County under this Category as of 2018 are set forth in Attachment B.

Two and a one-half percent (2.5%) of the Tax Proceeds (out of the 12.5% total Tax Proceeds designated for this Category) will be invested in grade separations on a discretionary basis in accordance with criteria and award schedules established by the Authority.

c. Bicycle and Pedestrian Improvements (5%)

A total of five percent (5%) of Tax Proceeds will be invested in bicycle, pedestrian, and active transportation projects. Programming of funds under this Category will give priority to those projects that are designed to help reduce traffic congestion by safely connecting communities and neighborhoods with schools, transit, and employment centers; fill gaps in the existing bicycle and pedestrian network; safely cross barriers such as major roads, rail corridors, and highways; improve existing facilities to make them safer and more accessible for cyclists and pedestrians; and make walking or biking a safer and more convenient means of transportation for all County residents and visitors. Bicycle, pedestrian, and other transportation programs that incentivize mode shift to active transportation options will be eligible for funding.

Investment will be made on a discretionary basis according to criteria and award schedules established by the Authority. Sample candidate projects are set forth in Attachment D.

d. Regional Transit Connections (10% percent)

A total of ten percent (10%) of Tax Proceeds will be invested in infrastructure and services that are designed to improve transit connectivity between the County and the region. Currently, the County is connected to neighboring counties and the broader region with a network of transit options including rail, water transit, heavy rail, and regional bus services. More and more County residents are traveling longer distances to get to their jobs. Today, over 60 percent of residents commute to jobs in neighboring counties, and the vast majority of them drive alone, increasing congestion on already crowded highways.

Investments from this Category will be prioritized based on a project's ability to reduce congestion, a project's ability to enhance mobility options by connecting the County to the rest of the region, and a project's support through public-private partnerships.

Investment will be made on a discretionary basis according to criteria and award schedules established by the Authority. Sample candidate projects are set forth in Attachment E.

e. County Public Transportation Systems (50% percent)

A total of fifty percent (50%) of Tax Proceeds will be invested to support operations and capital needs of the County's primary public transit services comprised of SamTrans bus and paratransit service, Caltrain rail service, and other mobility services administered by the District.

Funding provided from this Category will provide additional funds to maintain and enhance bus, paratransit, and other mobility services to better serve vulnerable, underserved, youth, low-income, and transit-dependent populations throughout the County. Investments will be designed to increase ridership, improve efficiency, and reduce congestion within the County by facilitating the creation of new services that incentivize more riders to choose to use public transit.

Improvements to the County's bus network eligible for investment from this Category include, but are not limited to: increased frequencies on the SamTrans' core routes; expanded hours of service during mornings, evenings and weekends; changes and improvements that make service more accessible for youth, senior, disabled, and low-income populations; technology-based solutions that improve efficiency, convenience, access to information, and overall rider experience; improved first- and last-mile connections between job centers and transit hubs; and implementation of services, programs and policies that better connect neighborhoods and communities with popular destinations to make transit the travel option of choice for more the County residents.

Investment in the Caltrain rail service will be designed to help fulfill plans to expand service levels through the operation of modern, high-performance electric trains and to fund annual operating and capital needs, including

investment needed to maintain Caltrain's aging infrastructure and make capital improvements necessary to expand the system's ridership capacity.

Investment will be made on a discretionary basis by the District. Sample uses of funds are set forth in Attachment F.

### **Section 7. Administration of the San Mateo County Congestion Relief Plan**

- a. Responsibility for Administration and Implementation. As authorized pursuant to Section 103350 of the Transit District Act, the District (i) may administer the Congestion Relief Plan in its entirety or (ii) may transfer proceeds of the 2018 Sales Tax to the Authority for administration by the Authority consistent with the Congestion Relief Plan.
  
- b. Guidelines. The District and/or the Authority shall develop guidelines to administer the Tax Proceeds. The District and Authority will work closely and cooperatively with the California State Department of Transportation, the Metropolitan Transportation Commission, and the City/County Association of Governments of San Mateo County.
  
- c. San Mateo County Transportation Authority. Should the Authority cease to exist during the term of this Ordinance, any Tax Proceeds then under the administration of the Authority as authorized pursuant to Section 103350(d) of the Transit District Act and pursuant to Section 131057(b) of the Authority Act will revert to the District for administration, with such Tax Proceeds to be administered in accordance with the Congestion Relief Plan.

Salaries and benefits of staff of the Authority, including staff of any agency appointed by the Authority to act as its administering agency, and other costs incurred in connection with administering the Congestion Relief Plan constitute costs of administering the Congestion Relief Plan, which may be paid from Tax Proceeds and which shall be allocated as Tax Proceeds spent on the applicable Category in the Congestion Relief Plan.



The Authority will identify funding prioritization criteria consistent with the Core Principles for inclusion in its Strategic Plan. Criteria primarily informed by these Core Principles will apply to implementation and investment of the revenues generated by this measure for the categories administered by the Authority. Development of the Strategic Plan will include broad-based community engagement and coordination with cities, the County, relevant public agencies, and key transportation stakeholders.

- d. Allocation of Tax Proceeds; Reallocation. Tax proceeds shall be allocated to projects associated with the Categories identified in the Congestion Relief Plan. The Congestion Relief Plan is based on percentage distributions. Actual Tax Proceeds will be allocated in accordance with the percentages over the life of the Congestion Relief Plan (as opposed to year-by-year).

Under certain circumstances, after funds have been programmed and allocated to a project, reallocation may become necessary to effect the specific purposes of the Congestion Relief Plan. Project funds that have been programmed and allocated may become available for reallocation due to reasons which may include, but are not limited to:

1. the project is completed under budget;
2. the project is partially or fully funded from funding sources other than Tax Proceeds;
3. the project may not be completed due to infeasible design, construction limitations, or substantial failure to meet implementation milestones or guidelines.

Project funds must be reallocated within the same Category.

- e. Restrictions on the Use of Tax Proceeds
  - 1. Tax Proceeds must be spent for the purposes of funding projects consistent with the Categories described in the Congestion Relief Plan.
  - 2. Tax Proceeds must be expended within the County, except that (a) expenditures for the Countywide Highway Congestion Improvements Category may be made for projects that minimally extend into adjacent counties, (b) expenditures may be made under the County Public Transportations Systems Category for regional bus or similar services serving the County but traveling into or out of an adjacent county, and (c) expenditures may be made for the District's share of Caltrain systemwide improvements under the County Public Transportation Systems Category.
  - 3. Receipt of Tax Proceeds may be subject to appropriate terms and conditions, as determined by the District or Authority, as applicable, as the administrator of funds being transferred. Such terms and conditions may include, but are not limited to, the right to require recipients to execute funding agreements and the right to audit recipients' use of the Tax Proceeds.
  - 4. Tax Proceeds may only be used to supplement existing revenue being used for improvement and maintenance of local transportation, including streets and roads improvements and public transit purposes listed in the Congestion Relief Plan. Tax proceeds may not be used to replace funds previously provided by property tax or other revenues for public transportation purposes. Tax proceeds also may be advanced to facilitate implementation of the Congestion Relief Plan.
  
- f. Amendment of the Congestion Relief Plan. The District may supplement, revise or amend the Congestion Relief Plan to make administrative changes that are consistent with, and further the intent of, the Congestion Relief Plan. Such changes may include, but are not limited to, the adoption of policies and procedures for implementing the Congestion Relief Plan and clarifications to such policies and procedures.

- g. Environmental Review of Projects Funded Under the Congestion Relief Plan. Environmental reporting, review, and approval procedures as provided under the National Environmental Policy Act, the California Environmental Quality Act, or other applicable laws will be adhered to as a prerequisite to implementation of any project funded under the Congestion Relief Plan.
- h. Independent Citizens Oversight; Audits. Administration of the Congestion Relief Plan will be subject to review by a fifteen-member independent citizens' oversight committee to ensure Tax Proceeds are invested in a way that is consistent with the Congestion Relief Plan.

Members of the independent oversight committee will be appointed by the Board as follows:

- One member of the San Mateo County Transit District's Citizens Advisory Committee,
- One member of the San Mateo County Transportation Authority's Citizens Advisory Committee,
- One member of the Caltrain Citizen Advisory Committee representing San Mateo County,
- One Public Member of the City/County Association of Governments of San Mateo County's Bicycle and Pedestrian Advocacy Committee,
- One member representing private-sector employers,
- One member representing organized labor,
- One member representing an environmental or sustainability-related organization,
- One member representing people with disabilities
- One member representing youth transit riders
- One member representing the senior community
- One member from each of the County's five Supervisorial Districts.

Terms will be staggered. To provide for staggered terms, the length of the initial term of each appointee will vary, with no term exceeding three years. Subsequent terms will be three years.

Annually, the District shall have an audit conducted by an independent auditor. The auditor shall review the receipt of Tax Proceeds and expenditure of Tax Proceeds under the Congestion Relief Plan. The independent oversight committee shall receive the audit findings report, hold a public hearing and issue a report annually to provide County residents with information regarding how Tax Proceeds are being spent. The hearing will be held at a public meeting subject to the Ralph M. Brown Act.

#### **Section 8. Contract with the State.**

Prior to the Operative Date, as provided in the Transit District Act, the District will contract with the Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this Ordinance and the 2018 Sales Tax; provided that, if the District shall not have contracted with the Department of Tax and Fee Administration prior to the Operative Date of this Ordinance, the District shall nevertheless so contract and in such case, the Operative Date of this Ordinance shall be the first day of the first calendar quarter following the execution of such a contract and references herein to June 30, 2049 shall be extended to permit collection of the 2018 Sales Tax for up to thirty (30) years.

#### **Section 9. Transactions and Use Tax Rate of One-Half of One Percent; Excise Tax Rate of One-Half of One Percent**

- a. Transactions Tax Rate. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and unincorporated territory of San Mateo County at the rate of one-half of one percent (0.5%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in the County on and after July 1, 2019. This tax shall be imposed for a maximum period of thirty (30) years.

- b. Use Tax Rate. An excise tax is hereby imposed on the storage, use, or other consumption in San Mateo County of tangible personal property purchased from any retailer on and after July 1, 2019 for storage, use, or other consumption in the County at the rate of one-half of one percent (0.5%) of the sales price of the property. This tax shall be imposed for a maximum period of thirty (30) years.

**Section 10. Place of Sale.**

For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the state or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the Department of Tax and Fee Administration.

**Section 11. Adoption of Provisions of State Revenue and Taxation Code.**

Except as otherwise provided in this Ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made part of this Ordinance as though fully set forth herein.

**Section 12. Limitations on Adoption of State Law and Collection of Use Taxes.**

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, wherever the State of California is named or referred to as the taxing agency, the name of the District shall be substituted therefor. The substitution, however, shall not be made: (i) when the word "State" is used as part of the title of the State Controller, the State Treasurer, the State Board of Control, the Department of Tax and Fee Administration, State Treasury, or the Constitution of the State of California; (ii) when the result of that substitution would require action to be taken by or against the District or

the Authority or any agent, officer, or employee thereof rather than by or against the Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance; (iii) in those sections, including but not necessarily limited to, sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to (a) provide an exemption from the 2018 Sales Tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from the 2018 Sales Tax while such sales, storage, use, or other consumption remains subject to tax by the State of California under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or (b) impose the 2018 Sales Tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the State of California under said provisions of the Revenue and Taxation Code; and (iv) in Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code. The name of the "District" shall be substituted for the word "state" in the phrase "retailer engaged in business in this state" in Section 6203 and in the definition of that phrase in Section 6203.

### **Section 13. Permit Not Required.**

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.

### **Section 14. Exemptions, Exclusions, and Credits.**

- a. There shall be excluded from the measure of the 2018 Sales Tax the amount of any transactions and use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions and use tax.
- b. There are exempted from the computation of the amount of transactions tax portion of the 2018 Sales Tax gross receipts derived from:
  1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the

County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of the State of California, the United States, or any foreign government.

2. Sales of property to be used outside the County which is shipped to a point outside the County, pursuant to the contract of sale, by delivery to such point by a retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this subsection, delivery to a point outside the County shall be satisfied;
  - i. with respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-County address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
  - ii. with respect to commercial vehicles, by registration to a place of business out-of-County, and a declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
3. Sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this Ordinance; and
4. A lease of tangible personal property which is a continuing sale of such property for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the Operative Date of this Ordinance.
5. For the purposes of numbered sections 3 and 4 of this Section 14(b), the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which

any party to the contract or lease has the unconditional right to terminate the contract upon notice, whether or not such right is exercised.

- c. There are exempted from the use tax imposed by this Ordinance, the storage, use or other consumption in the County of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance;
  2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of the State of California, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Section 6366 and 6366.1 of the Revenue and Taxation Code of the State of California;
  3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this ordinance; and
  4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the Operative Date of this Ordinance.
  5. For the purposes of numbered sections 3 and 4 of this Section 14(c), above, storage, use, or other consumption, or possession, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time during which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.



6. Except as provided in numbered section 7 of this Section 14(c), below, a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the County or participates within the County in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the County or through any representative, agency, canvasser, solicitor, subsidiary or person in the County under the authority of the retailer.
  7. "A retailer engaged in business in the County" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the County.
- d. Any person subject to use tax under this Ordinance may credit against that tax any transactions or reimbursement for transaction tax paid to a district imposing, or retailer liable for a transaction tax pursuant to Chapter 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property, the storage, use or other consumption of which is subject to the use tax.

### **Section 15. Revenue and Taxation Code Amendments.**

All amendments to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, enacted subsequent to the effective date of this Ordinance as described in Section 5 hereof, shall automatically become

part of this Ordinance; provided, however, that no such amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

#### **Section 16. Issuance of Bonds.**

From time to time, pursuant to Section 103357, *et seq.* of the Transit District Act, the District is authorized to issue limited tax bonds payable from, and secured by a pledge of, Tax Proceeds to finance transportation improvements consistent with the Congestion Relief Plan. As authorized pursuant to Section 103358(b) of the Transit District Act, the pledge of the Tax Proceeds shall have priority over the use of any of the Tax Proceeds for "pay-as-you-go" financing.

Maximum bonded indebtedness which may be outstanding at any one time may not exceed the estimated proceeds of the 2018 Sales Tax as determined by the District.

Nothing herein shall limit or restrict in any way the power and authority of the District to issue bonds, notes or other obligations, to enter into loan agreements, leases, reimbursement agreements, standby bond purchase agreements, interest rate swap agreements or other derivative contracts or to engage in any other transaction under the Public Utilities Code, the Government Code or any other applicable law.

#### **Section 17. Ballot Measure.**

There shall be proposed to the voters of San Mateo County, the following proposition:

"To reduce highway traffic congestion (including 101, 280, interchanges); repair potholes, maintain streets, reduce local traffic, improve pedestrian safety in every San Mateo County city; maintain affordable transit services for seniors/people with disabilities; increase Caltrain/SamTrans capacity, reduce travel times/car trips; implement the San Mateo County Congestion Relief Plan, shall San Mateo County Transit District's Ordinance levying a 30-year half-cent sales tax with independent citizen oversight, providing approximately \$80 million annually that the State cannot take away, be adopted?"

**Section 18. Enjoining Collection Forbidden.**

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action, or proceeding against the State of California, the District, or the Authority, or against any officer of the State of California, the District, or the Authority, to prevent or enjoin the collection of any tax or any amount of tax required to be collected under this Ordinance or under Part 1.6 of Division 2 of the Revenue and Taxation Code.

**Section 19. Severability.**

If any provision of this Ordinance including, but not limited to, any provision of the Congestion Relief Plan, any action taken to implement the Congestion Relief Plan, or the application of this Ordinance or the Congestion Relief Plan to any person or circumstance is held invalid or unenforceable by a court of competent jurisdiction, all other provisions or actions taken to implement the Ordinance and/or the Congestion Relief Plan, which are otherwise lawful, shall remain in full force and effect.

Regularly passed and adopted this 11th day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

\_\_\_\_\_  
Acting District Secretary

Attachment A: Countywide Highway Congestion Improvements Category Sample  
Candidate Projects

<i>Geographic Location</i>	<i>Title</i>
Countywide	Countywide Transportation Demand Management (TDM) / Commute Alternatives Program
Countywide	Intelligent Transportation System (ITS) / San Mateo County Smart Corridor
County of San Mateo (near Cities of Menlo Park, Portola Valley)	Interstate 280 and Alpine Road Reconfiguration
Cities of Foster City, San Mateo	State Route 92 / Highway 101 Interchange Improvements
Cities of Menlo Park, East Palo Alto	Dumbarton Corridor Highway Improvements (Enhanced Dumbarton Express bus service, supporting approach improvements, and Highway Bridge express lanes)
City of Brisbane	Reconstruct Highway 101/Candlestick Point Interchange
City of East Palo Alto	University Avenue/Highway 101 Interchange
City of Menlo Park	Roadway Grade Separations on Bayfront Expressway
Cities of East Palo Alto and Menlo Park	Bayfront Expressway Express Lanes
City of Millbrae	Interstate 280 Interchange Improvements Study at Hillcrest Boulevard and Larkspur Drive
City of Pacifica	Highway 1 Coastside Traffic Operation Improvement Project
City of Redwood City	Woodside Road/Highway 101 Interchange Improvements
City of San Mateo	Peninsula Avenue/Highway 101 Interchange
City of South San Francisco	Highway 101/Produce Avenue Interchange Project
Cities of South San Francisco, San Bruno	Littlefield Avenue / Interstate 380 Extension

This is a list of sample candidate projects. Other projects also may be submitted for consideration.

Attachment B: Local Safety, Pothole and Congestion Relief Improvements Category:  
City/County Formula Allocations

Estimated annual formula distribution percentages to each City and the County under the Local Safety, Pothole and Congestion Relief Improvement Category as of 2018 (based on 2017 population and road miles):

<i>Jurisdiction</i>	<i>Allocation Percentage</i>
Atherton	1.88 %
Belmont	3.55
Brisbane	1.02
Burlingame	4.32
Colma	0.28
Daly City	10.07
East Palo Alto	3.20
Foster City	3.39
Half Moon Bay	1.54
Hillsborough	3.03
Menlo Park	4.89
Millbrae	2.91
Pacifica	5.11
Portola Valley	1.49
Redwood City	9.62
San Bruno	5.02
San Carlos	4.35
San Mateo	12.15
South San Francisco	7.85
Woodside	1.79
County of San Mateo (unincorporated)	12.54
County Total	100.00 %

Attachment C: Local Safety, Pothole and Congestion Relief Improvements Category  
Sample City/County Projects

<i>Geographic Location</i>	<i>Title</i>
Countywide	Pavement preservation and rehabilitation
Countywide	Countywide Transportation Demand Management (TDM) / Commute Alternatives Program
Countywide	Intelligent Transportation System (ITS) / San Mateo County Smart Corridor
County of San Mateo (near Cities of Menlo Park, Portola Valley)	Alpine Road Corridor Improvements Project
County of San Mateo, City of Menlo Park	Alameda de las Pulgas/Santa Cruz Avenue Corridor Improvements
Cities of Belmont, San Carlos	Alameda de las Pulgas/San Carlos Corridor Improvements
City of Belmont	Ralston Avenue Corridor Improvements
Cities of Brisbane, Daly City	Geneva Avenue Extension
City of Burlingame	El Camino Real Pedestrian Safety Improvements and Roadway Infrastructure Improvements
City of Burlingame	Old Bayshore Highway Complete Streets Improvements
City of Daly City	State Route 35/Westridge Avenue Intersection Safety Improvement Project
City of East Palo Alto	University Avenue Resurfacing and Signal Upgrade
City of East Palo Alto	The Gardens Neighborhood Traffic and Transportation Plan
City of East Palo Alto	New Loop Road
City of East Palo Alto	Traffic & Transportation Mobility Master Plan
City of East Palo Alto	Runnymede at University Avenue Signal
City of Foster City	New Traffic Signals at Various Locations
City of Foster City	Traffic Signal System Upgrades

<i>Geographic Location</i>	<i>Title</i>
City of Menlo Park	Various Local Intersection Improvements
City of Millbrae	Active Transportation Streetscape Improvements
City of Millbrae	El Camino Real Corridor Study
City of Millbrae	Millbrae Rideshare Program
City of Millbrae	Millbrae Parking Guidance System
City of Pacifica	Manor Drive Overcrossing Improvement Project
City of Pacifica	Citywide Local Street and Road Maintenance
City of Redwood City	El Camino Real Corridor Plan Implementation
City of Redwood City	Broadway Transit Corridor Improvements
City of San Bruno	Cherry Avenue/San Bruno Avenue Intersection Improvements
City of San Carlos	Brittan Avenue and Alameda de las Pulgas Widening Project
City of San Mateo	Hillsdale Boulevard Corridor Improvements
City of San Mateo	19th Avenue/Fashion Island Boulevard Corridor Improvements
City of South San Francisco	Grand Boulevard Initiative
City of South San Francisco	Grand Avenue Complete Street Improvements
City of South San Francisco	Oak Avenue Extension
City of South San Francisco	Railroad Avenue Extension
Cities of: South San Francisco, San Bruno, Millbrae, Burlingame, San Mateo, Belmont, Redwood City, Atherton, Menlo Park	San Mateo County Grade Crossing and Grade Separation Program (South Linden Avenue, Scott Street, Center Street, Broadway Avenue, Oak Grove Avenue, North Lane, Howard Avenue, Bayswater Avenue, Peninsula Avenue, Villa Terrace, Bellevue Avenue, 1st Avenue, 2nd Avenue, 3rd Avenue, 4th Avenue, 5th Avenue, 9th Avenue, Whipple Avenue, Brewster Avenue, Broadway, Maple Street, Main Street, Chestnut Street, Fair Oaks Lane, Watkins Avenue, Encinal Avenue,

<i>Geographic Location</i>	<i>Title</i>
	Glenwood Avenue, Oak Grove Avenue, Ravenswood Avenue)
Town of Atherton	Selby Lane/El Camino Real/West Selby Lane Intersection Safety Improvements
Town of Colma	Hillside Boulevard Improvement Project
Town of Hillsborough	Traffic Safety Improvements

This is a list of sample projects. Other projects also may be considered for funding.



Attachment D: Bicycle and Pedestrian Improvements Category Sample Candidate Projects

<i>Geographic Location</i>	<i>Title</i>
Countywide	Safe Routes to School
City of Belmont	Belmont Village Specific Plan -- Mobility Implementation Measures
City of Belmont	Belmont Bike and Pedestrian Plan Implementation
City of Burlingame	California Drive Bicycle/Pedestrian Trail
City of Daly City	Daly City Citywide ADA Infrastructure and Pedestrian Improvement Project
City of East Palo Alto	Bicycle and Pedestrian Improvements Citywide
City of East Palo Alto	Scofield Avenue Sidewalk Improvements
City of East Palo Alto	Pedestrian Accessibility Improvements Citywide
City of Foster City	O'Neill Slough and Bay Trail Levee Bicycle Improvements
City of Half Moon Bay	East of Highway 1 Class I Multi-Use Path
City of Menlo Park	Enhance Pedestrian Crossings Citywide
City of Menlo Park	El Camino Real Pedestrian Crossing and Streetscape Improvements
City of Menlo Park	Build out City of Menlo Park Bicycle Network Citywide
City of Millbrae	Millbrae Avenue & Highway 101 Interchange Improvements
City of Millbrae	Millbrae Pedestrian Over Crossing at Highway 101
City of Millbrae	Citywide Bicycle and Pedestrian Improvements

<i>Geographic Location</i>	<i>Title</i>
City of Millbrae	Transit Shelter Program Citywide
City of Pacifica	State Route 1 Pedestrian and Bicycle Overcrossings at Reina Del Mar and Crespi Drive
City of Pacifica	ADA Infrastructure Improvement Projects Citywide
City of Redwood City	Bicycle Backbone Network Citywide
City of San Bruno	Cherry Avenue Bikeway Corridor
City of San Bruno	El Camino Real Pedestrian Crossing Improvements
City of San Carlos	Pedestrian Safety Improvement Plan for San Carlos Avenue
City of San Carlos	Holly Street Pedestrian Safety Improvement Plan
City of San Mateo	Pedestrian Overcrossing and Bike Bridge at Hillsdale Boulevard
City of South San Francisco	Hickey Boulevard / Junipero Serra Boulevard / Longford Drive Bike & Pedestrian Improvements
County of San Mateo (near City of Half Moon Bay)	Midcoast Multimodal/Parallel Trail
County of San Mateo (near Route 35 and Crystal Springs Dam)	Complete the Gap Trail Project
County of San Mateo (Countywide)	Bicycle and Pedestrian Master Plan for Unincorporated San Mateo County
County of San Mateo (marginally extends into City of Menlo Park)	Sand Hill Road Bicycle Lane Improvements/Additions Near Interstate 280
Town of Atherton	Bicycle/Pedestrian enhancements
Town of Colma	Hillside Boulevard Improvement Project Phase II & III Bike/Ped Improvements

<i>Geographic Location</i>	<i>Title</i>
Town of Hillsborough	ADA Ramp Installation and Improvements Citywide
Town of Portola Valley	Lighted Pedestrian Crossing Replacement/Additions
Town of Woodside	Town-wide Bicycle/Pedestrian/Equestrian Safety and Mobility Improvements

This is a list of sample candidate projects. Other projects also may be submitted for consideration.

## Attachment E: Regional Transit Connections Category Sample Candidate Projects

- BART Rail Car Expansion Project and station access improvements
- Dumbarton Corridor Improvements for enhanced express bus service, rail and bicycle/pedestrian multi-use
- Redwood and South San Francisco City Ferry Terminal and Vessels
- Caltrain Capital Improvements that provide key connections to regional projects at locations such as Millbrae and Redwood City intermodal Stations
- SamTrans Regional Express Bus Service

This is a list of sample candidate projects. Other projects also may be submitted for consideration.

Attachment F: County Public Transportation Systems Category County Bus Network  
Sample Candidate Projects

- Implementation of a SamTrans express bus network
- Conversion of SamTrans fleet to zero emission buses
- Increase service frequency of the core SamTrans bus network, possibly including expanded service hours
- Launch shared ride and technology driven models with the private sector to enhance service to riders
- Implementation of the SamTrans Older Adults and People with Disabilities Mobility Plan
- Implementation of the SamTrans Youth Mobility Plan
- Implementation of the Coastside Transit Study to better serve coastal residents
- Caltrain corridor capacity and service improvements in order to ease local and highway congestion in San Mateo County
- Upgrade of station amenities and improvement of multi-modal access to Caltrain stations in San Mateo County
- Projects to improve safety and reliability of Caltrain's infrastructure and equipment
- Improvements of first- and last-mile connections to the core transit services in San Mateo County
- Enhancements of the customer experience (for example: wi-fi) to promote ridership and long-term growth of the core transit services in San Mateo County

This is a list of sample projects. Other projects also may be considered for funding.

**RESOLUTION NO. 2018-  
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT  
STATE OF CALIFORNIA**

\*\*\*\*

**CALLING AND PROVIDING FOR A SPECIAL DISTRICT ELECTION  
ON NOVEMBER 6, 2018 FOR THE PURPOSE OF SUBMITTING TO  
THE VOTERS OF SAN MATEO COUNTY A MEASURE AUTHORIZING ADOPTION OF A  
RETAIL TRANSACTIONS AND USE TAX ORDINANCE FOR TRAFFIC CONGESTION  
AND TRANSPORTATION PURPOSES; REQUESTING CONSOLIDATION OF THIS  
SPECIAL DISTRICT ELECTION WITH THE NOVEMBER 6, 2018 STATEWIDE  
GENERAL ELECTION, AND REQUESTING SAN MATEO COUNTY'S CONCURRENCE  
WITH THE INVESTMENT PLAN SET FORTH IN THE PROPOSED ORDINANCE**

**WHEREAS**, San Mateo County (County) is experiencing significant yearly growth in employment and population, which growth has rapidly outpaced investment in transportation solutions, resulting in unprecedented traffic congestion, aging infrastructure, and transit services that are not adequately resourced to support the County's evolving mobility demands; and

**WHEREAS**, on this July 11, 2018, the San Mateo County Transit District (District) Board of Directors (Board) adopted an ordinance (Ordinance), including a ballot measure, providing for the imposition of an additional one-half of one percent (0.5%) retail transactions and use tax in the County for thirty years as authorized pursuant to California Public Utilities Code Section 103350; and

**WHEREAS**, pursuant to subdivision (d) of Section 2 of Article XIII C of the California Constitution, such retail transactions and use tax may take effect only if two-thirds of the qualified voters of the incorporated and unincorporated territory of the County, which comprises the territory of the District, voting on the ballot measure, set forth in Section 4 below, vote in favor of the ballot measure; and

**WHEREAS**, pursuant to subdivision (c) of Section 103350 of the Public Utilities Code, the Ordinance may be submitted to the voters upon the Board of Supervisors of the County of San Mateo concurring with the transportation expenditure plan set forth in the Ordinance, which is identified as the San Mateo County Congestion Relief Plan;

**WHEREAS**, the County will be conducting a statewide general election on November 6, 2018; and

**WHEREAS**, it is in the best interest of the District to consolidate the special election to submit the retail transactions and use tax to the voters for approval with the statewide general election to be conducted on November 6, 2018.

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

1. The Board of Directors hereby finds and determines that the recitals set forth above and incorporated herein by reference are true and correct.

2. The Board of Directors hereby requests that the Board of Supervisors concur with the San Mateo County Congestion Relief Plan set forth in the Ordinance and directs the General Manager/CEO to take whatever actions may be necessary to seek Board of Supervisors concurrence with the San Mateo County Congestion Relief Plan.

3. Contingent upon the Board of Supervisors providing such concurrence with the San Mateo County Congestion Relief Plan, a special election is hereby ordered and called to be held on November 6, 2018 within the incorporated and unincorporated territory of the County, for the purpose of submitting to the voters of the District, for their approval, an ordinance that has as its special purpose to: (a) authorize the District to impose a one-half of one percent (0.5%) retail transactions and use tax for a period of thirty (30) years, and (b) authorize the District and the San Mateo County Transportation Authority (Authority) to allocate the proceeds of the retail transactions and use tax to fund the transportation improvements included in the San Mateo County Congestion Relief Plan as authorized pursuant to Section 103350(d) and Section 131057(b) of the Public Utilities Code.

4. The form of ballot measure as it is to appear on the ballot is as follows:

To reduce highway traffic congestion (including 101, 280, interchanges); repair potholes, maintain streets, reduce local traffic, improve pedestrian safety in every San Mateo County city; maintain affordable transit services for seniors/people with disabilities; increase Caltrain/SamTrans capacity, reduce travel times/car trips; implement the San Mateo County Congestion Relief Plan, shall San Mateo County Transit District's Ordinance levying a 30-year half-cent sales tax with independent citizen oversight, providing approximately \$80 million annually that the State cannot take away, be adopted?	Yes	
	No	

5. Pursuant to Part 3 (commencing with Section 10400 of the Elections Code of the State of California) (Elections Code), the County is hereby requested to consolidate the special election to be held on November 6, 2018, which election the Board of Directors hereby acknowledges will be held and conducted in the manner set forth in Section 10418 of the Elections Code.

6. The full text of the Ordinance, including its attachments, is herein incorporated by reference and the complete text of the Ordinance, including its attachments, shall be printed in the voter information that accompanies the official vote-by-mail ballot and in the appropriate sample ballot.

7. The District Secretary hereby is directed to forward a certified copy of this Resolution to the Clerk of the Board of Supervisors of the County and the Assessor-County Clerk-Recorder and Chief Elections Officer of the County, not later than the 88th day prior to the election to be held on November 6, 2018, such certified copy of this Resolution to be forwarded together with any other agreements or documents that may be required to give effect to and carry out the purposes of this Resolution.

8. The County Counsel of the County is hereby requested to prepare an analysis of the Ordinance pursuant to Section 9160 of the Elections Code.



9. The General Manager/CEO of the District is hereby authorized to file a written argument and a rebuttal argument in favor of the ballot measure.

10. Costs of the services to be provided by the County to the District in connection with the consolidation of the special election pursuant to the applicable provisions of the Elections Code shall be reimbursed by the District.

11. This Resolution shall take effect immediately upon its adoption.

Regularly passed and adopted this 11th day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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Acting District Secretary



*Get Us Moving Update*

*July 2018*

# Thank You

- Over last nine months, feedback was provided by tens of thousands of individuals.
- Special thanks to the public, transportation advocates, technical city/County staff, and other key stakeholders for providing their input and for helping to ensure that the Plan reflects the needs and priorities of San Mateo County residents.



# Draft Investment Plan Feedback

## Feedback on Draft Plan Received from:

- SamTrans Board
- San Mateo County Board of Supervisors
- SAG – Stakeholder Advisory Group
- TAG – Technical Advisory Group
- Members of the Public
- GUM Steering Committee
- GUM SamTrans Ad Hoc Committee



# Final Investment Plan Revisions

## Main Changes:

- Core Principles
- Highway and Local Categories
- Implementation Process
- Oversight



# FINAL INVESTMENT PLAN

## – Core Principles

- Relieve traffic congestion countywide;
- Invest in a financially sustainable public transportation system that increases ridership, embraces innovation, creates more transportation choices, improves travel experience, and provides quality, **affordable** transit options for **youth, seniors, people with disabilities, and people of lower incomes**;
- **Promote** environmentally **friendly** transportation solutions and projects that **incorporate green stormwater infrastructure and plan for climate change**;
- Promote economic vitality, economic development, **and the creation of quality jobs**;
- Maximize opportunities to leverage investment and services from public and private partners;



# FINAL INVESTMENT PLAN

## – Core Principles (Continued)

- Enhance safety and public health;
- Invest in repair and maintenance of existing and future infrastructure;
- Facilitate the reduction of vehicle miles travelled, travel times and greenhouse gas emissions;
- Incorporate the inclusion and implementation of **complete street policies** and other strategies that encourage safe accommodation of all people using the roads, regardless of mode of travel;
- Incentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone; and
- Maximize traffic reduction potential associated with the creation of new housing opportunities in high-quality transit corridors.



# FINAL INVESTMENT PLAN

## - Countywide Highway Congestion Improvements

### **Countywide Highway Congestion Improvements**

Investments in highway projects throughout the County designed to provide congestion relief; reduce travel times; increase person throughput; improve highway and interchange operations, safety and access; and deploy advanced technologies and communications on the highways. Eligible candidate projects will be focused on highway and interchange facilities, including Highways 101, 280, and other highways and their interchanges. **Highway and interchange projects can include bike and pedestrian facilities and components.**





# FINAL INVESTMENT PLAN

## - Local Safety, Pothole, and Congestion Relief Improvements

### **Local Safety, Pothole, and Congestion Relief Improvements**

Investments in major arterial and local roadway improvements in key congested areas throughout the County. These investments shall be focused on improving safety, reducing congestion, and supporting all modes of travel on San Mateo County's roadway system. Eligible investments include, but are not limited to, the following: implement advanced technologies and communications on the roadway system; improve local streets and roads by paving streets and repairing potholes; promote alternative modes of transportation, which may include funding shuttles or sponsoring carpools, bicycling and pedestrian programs; plan and implement traffic operations and safety projects including signal coordination, bike/pedestrian safety projects, creation of separate lanes or facilities for non-motorized modes, and separation of roadways from the Caltrain rail corridor.

# FINAL INVESTMENT PLAN

## - Local Safety, Pothole, and Congestion Relief Improvements (Continued)

### **Local Safety, Pothole, and Congestion Relief Improvements**

Each year, ten percent (10%) of the annual Tax Proceeds (out of the 12.5% total Tax Proceeds designated for this category) will be allocated to each of the Cities and the County on a formula basis. The annual distributions will be based 50 percent on population and 50 percent on road miles, and will be adjusted annually. Each of the cities and the County will be required to demonstrate that Tax Proceeds would be used to enhance and not replace its current investments for transportation projects and programs. If a city or the County has a Pavement Condition Index score (a "PCI Score") of less than 70, it must use Tax Proceeds under this Category exclusively for projects that will increase their PCI score until such time as they reach a PCI of 70 or greater. Each of the cities and the County will be required to transmit an annual report on projects funded, including how the funded projects reflect the Core Principles, subject to guidance established by the District and/or the Authority. Use of Tax Proceeds by cities and the County under this Category shall be subject to audits. Estimated annual distribution percentages to each of the cities and the County under this Category as of 2018 are set forth in Attachment B.

Two and a one-half percent (2.5%) of the Tax Proceeds (out of the 12.5 percent total Tax Proceeds designated for this category) will be invested on a discretionary basis for grade separations in accordance with criteria and award schedules established by the Authority.



# Formula

+		
<b>Life of Measure</b>		
<i>Jurisdiction</i>	<i>Allocation Percentage</i>	<i>10% = \$240,000,000</i>
Atherton	1.88 %	4,512,000
Belmont	3.55	8,520,000
Brisbane	1.02	2,448,000
Burlingame	4.32	10,368,000
Colma	0.28	672,000
Daly City	10.07	24,168,000
East Palo Alto	3.20	7,680,000
Foster City	3.39	8,136,000
Half Moon Bay	1.54	3,696,000
Hillsborough	3.03	7,272,000
Menlo Park	4.89	11,736,000
Millbrae	2.91	6,984,000
Pacifica	5.11	12,264,000
Portola Valley	1.49	3,576,000
Redwood City	9.62	23,088,000
San Bruno	5.02	12,048,000
San Carlos	4.35	10,440,000
San Mateo	12.15	29,160,000
South San Francisco	7.85	18,840,000
Woodside	1.79	4,296,000
County of San Mateo (unincorporated)	12.54	30,096,000
County Total	100.00 %	



# FINAL Implementation

New section under Administration of the Fund, Section 7c:

The Authority will identify funding prioritization criteria consistent with the Core Principles for inclusion in its Strategic Plan. Criteria informed by these Core Principles will apply to implementation and investment of the revenues generated by this measure for the categories administered by the Authority. Development of the Strategic Plan will include broad-based community engagement and coordination with cities, the County, relevant public agencies, and key transportation stakeholders.



# FINAL INVESTMENT PLAN

## - Oversight

- Fifteen-member independent committee formed to provide oversight
- Appointed by the Board:
  - One members from the SamTrans CAC
  - One member from the SMC Transportation Authority CAC
  - One member from the Caltrain CAC representing San Mateo County
  - One member from the C/CAG Bike and Pedestrian Advocacy Committee
  - One member representing business
  - One member representing organized labor
  - One member representing environmental or sustainability-related organization
  - One member representing the disabled community
  - One member representing youth transit riders
  - One member representing the senior community
  - One member representing each County Supervisorial District





# Questions





## MEMORANDUM

BOARD OF DIRECTORS 2018

CHARLES STONE, CHAIR  
CAROLE GROOM, VICE CHAIR  
JEFF GEE  
ROSE GUILBAULT  
ZOE KERSTEEN-TUCKER  
KARYL MATSUMOTO  
DAVE PINE  
JOSH POWELL  
PETER RATTO

JIM HARTNETT  
GENERAL MANAGER/CEO

### **BOD ITEM # 7 JULY 11, 2018**

**Date:** July 5, 2018  
**To:** SamTrans Board of Directors  
**From:** Jim Hartnett, General Manager/CEO  
**Subject:** General Manager/CEO Report

### **May 2018 Summary**

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The Bus Operations Training Department's Educational Campaign focused on the new services of ECR Rapid and SFO Connection that were initiated June 24, 2018:

**ECR Rapid** training focused on awareness and procedures, as follows:

- Route and service stop locations
- What to do if a customer boards the wrong bus and the issuance of an emergency transfer
- Passing other buses while on revenue service along ECR
- Selecting the appropriate destination headsign and placing a Rapid sign on the windshield of the bus

All extra-board bus operators and bus operators that bid on the new route were required to complete the ECR Rapid training.

**SFO Connection** training consists of a video highlighting the route as it traveled in and out of the Airport, inclusive of an awareness education for the bus operator instructors who oversee daily operations and ride with bus operators.

### **Human Capital Investment Activity**

	<u>May 2018</u>	<u>YTD FY2018</u>
New Bus Operator Trainees	0	9,950
Part to Full-time Bus Operator	0	1,832
DMV mandated training	240	1,624
Bus Operator retraining	108	973
Maintenance training	544	6,825
Professional Development	<u>80</u>	<u>688</u>
Total Hours	972	21,892

- Year to date, there have been 21,892 training hours (July 2017-May 2018), this is an increase of 3,033 hours or 16 percent over the same period in FY 2017 that produced 18,859 training hours.

**San Bruno Canal Bridge Closure**

The San Bruno Canal Bridge at South Airport Boulevard was closed May 21, 2018 due to structural repairs. The bridge is expected to be operational for traffic by the end of 2018.

SamTrans Routes **292** and **397** are affected by the closure until the bridge reopens in late 2018. Ridership dipped the first week of the closure but has fully recovered in subsequent weeks. The ridership and service will continue to be monitored during the construction.



**Fixed-route Bus Service/Ridership**

	<u>May 2018</u>	<u>YTD FY2018</u>
• Trips that did not operate (DNO)	42	655
• On-time Performance, goal is 85%:		
➤ Directly operated service	80.6%	81.3%
➤ Contracted bus service	72.1%	75.2%
➤ Coastside service	79.9%	79.1%
➤ Combined service	78.5%	79.8%
• Complaints per million trips	152	172
• Ridership		
➤ AWR	37,980	36,760
➤ Total Trips	985,490	10,285,550
• The YTD total ridership is down 633,390 or 5.8 percent from 10,918,940 in FY 2017 to 10,285,550 in FY 2018.		
• The 655 DNOs for the eleven months ended May 2018 is an increase of 436 or triple compared to 219 DNOs for the same period in FY 2017.		
• Labor shortage, specifically Bus Operators in our contracted services was the root cause for the increased DNOs in FY 2018. The contractor made adjustments to aggressively recruit bus operators; consequently, DNOs were reduced from 105 in January and 103 in February to just 6 DNOs in May.		
• The combined service OTP of 79.8 percent for the eleven months of FY 2018 is down from 82.9 percent for the same period in FY 2017. Schedule adjustments were implemented in the June Runbook to address traffic congestion and other construction related delays.		



**Bus Transportation**

SamTrans launched two new services on Sunday, June 24:

1. The ECR Rapid runs every 20 minutes from the Redwood City Transit Center to Daly City BART (during am and pm commute hours and on all day on weekends). It serves selected bus stops along El Camino Real with 92 fewer stops than the regular ECR, which has up to 104-bus stop locations. Customers can save up to 20 minutes for the full length of the route, which is roughly a 15 percent reduction in travel time. The ECR regular service runs every 20 minutes on weekdays and weekends. The pictures below are examples of the headsign on the buses and the bus stops signage.



**ECR Changes**  
 Effective June 24, 2018

ECR service will operate every 20 minutes on weekdays and every 30 minutes on weekends. The new ECR Rapid will serve 11 stops in each direction starting from Redwood City Transit Center and ending at Daly City BART. ECR late night service will be added between 1 am and 4 am and begin at Mission/Wellington and end at SFO Courtyard A.

El servicio ECR operará cada 20 minutos los días de semana y cada 30 minutos los fines de semana. El nuevo ECR Rapid servirá 11 paradas en cada dirección, comenzando en el Centro de Tránsito de Redwood City y terminando en el BART de Daly City. El servicio nocturno de ECR se agregará entre las 1 a. M. Y las 4 a.m., y comenzará en Misión / Wellington y terminará en SFO Courtyard A.

1-800-660-4287 • samtrans.com/timetableupdates

**ECR RAPID**  
 Effective June 24, 2018

The new ECR Rapid will serve 11 stops in each direction starting from Redwood City Transit Center and ending at Daly City BART. Operates weekdays 6 am – 10 am & 3:30 pm – 7:30 pm; weekends 10 am – 8 pm.

El nuevo ECR Rapid servirá 11 paradas en cada dirección, comenzando en el Centro de Tránsito de Redwood City y terminando en el BART de Daly City. Operando de lunes a viernes de 6 AM a 10 AM y 3:30 PM a 7:30 PM.; y fines de semana de 10 AM a 8 PM.

1-800-660-4287 • samtrans.com/ECRR

2. The SamTrans SFO Connection service provides an 11 minute ride from Millbrae to SFO. The ride from SFO to Millbrae is only 7 minutes. The SamTrans Clipper fare is \$2.05, but was free for the initial two weeks of service in conjunction with the “Dump The Pump” outreach.

**Other Transportation Service Changes:**

- Route 399 was discontinued due to low ridership. A new southbound trip was added to route 120 to accommodate the Route 399 riders.
- Routes 140, 274, 275, 278, 281, 292, and 296 were adjusted to improve on time performance.

**SamTrans Social Media**

	<u>May 2018</u>	<u>YTD FY2018</u>
Monthly Impressions:	273k	4.83 million (Facebook, Twitter, Instagram, LinkedIn)
Monthly Interactions:	7,715	71,507
Monthly New Followers:	157	1,209

- SamTrans participated in the Facebook Festivals, Maker Faire, San Carlos Hometown Days, Summer Youth Pass and Route SFO Connection, which was greeted very positively.
- Other activities included: Get Us Moving events and Budget Challenge, Get Us Moving Ask Me Anything Q & A Reddit event, TransForm Transportation forum, SamTrans Business Plan, Proterra Electric Buses, Coastside Youth Summit, and the Express Bus Study.

**Paratransit Service/Ridership**

	<u>May 2018</u>	<u>YTD FY2018</u>
• On-time Performance, goal is 90.0%		
➤ Redi-Wheels	91.5%	90.2%
➤ RediCoast	97.6%	97.2%
• Ridership		
➤ AWR	1,200	1,210
➤ Total Trips	30,360	325,350

- The Paratransit YTD total ridership is down 5,020 or 1.5 percent from 330,370 in FY 2017 to 325,350 in FY 2018.
- In May 2018 there were 8,370 registrants. The number of registered Paratransit customers has been steady this fiscal year, ranging from 8,300 to 8,500.
- Paratransit services, Redi-Wheels and RediCoast, remains at “zero denials”.
- The Redi-Wheels YTD OTP of 90.2 percent is down from 92.3 percent from last year’s OTP performance; however, it remains above the 90.0 percent goal.
- The RediCoast YTD OTP of 97.2% is identical to last year’s OTP and is clearly above the 90.0 percent goal.

**Maintenance Department**

The Maintenance goal for average Miles Between Service Calls (MBSC) is **25,000** miles.

	<u>May 2018</u>			<u>YTD FY2018</u>		
	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	510,769	21	24,322	5,391,759	208	25,922
Paratransit	138,145	2	69,073	1,471,915	33	44,603

- The 25,922 Motor Bus MBSC for the eleven months ended May 2018 was a decrease of 3,803 miles or 13 percent compared to 29,725 MBSC for the same period in FY 2017. Despite the decrease, the 25,922 MBSC exceeds the performance goal of 25,000 MBSC.
- The 44,603 Paratransit MBSC for the eleven months ended May 2018 was a decrease of 10,297 miles or 19 percent compared to 54,900 MBSC for the same period in FY 2017. Despite the decrease, the 44,603 MBSC clearly exceeds the performance goal of 25,000 MBSC.



## AGENDA

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

**San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA**

**WEDNESDAY, JULY 11, 2018 – 2:30 pm**

or immediately following Board meeting recess

1. Call to Order

### **ACTION**

2. Approval of Minutes of Community Relations Committee Meeting of June 6, 2018

### **INFORMATIONAL**

3. Accessibility Update
4. Paratransit Coordinating Council Update
5. Citizens Advisory Committee Update
6. Quarterly Dashboard Reports – January-March 2018 and Revised October-December 2017
7. Multimodal Ridership Report – May 2018
8. Adjourn

Committee Members: Peter Ratto (Chair), Carole Groom, Rose Guilbault

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 COMMUNITY RELATIONS COMMITTEE MEETING /  
COMMITTEE OF THE WHOLE  
JUNE 6, 2018**

Committee Members Present: P. Ratto (Committee Chair), R. Guilbault

Committee Members Absent: C. Groom

Other Board Members Present Constituting Committee of the Whole: J. Gee, D. Pine, J. Powell, C. Stone

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, C. Gumpal, J. Brook

## **CALL TO ORDER**

Committee Chair Peter Ratto called the meeting to order at 4:55 pm.

## **APPROVAL OF MINUTES OF COMMITTEE MEETING OF MAY 2, 2018**

Motion/Second: Guilbault/Pine

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

## **ACCESSIBILITY UPDATE**

Committee Chair Ratto referenced the written report provided in the packet. There was no discussion on the item.

## **PARATRANSIT COORDINATING COUNCIL UPDATE**

Mike Levinson, Paratransit Coordinating Council Chair, announced three upcoming educational presentations: an emergency services event in Menlo Park in June, and the Center for Independence of Individuals with Disabilities (CID) Transition to Independence Fair in October, and Seniors on the Move in October/November.

He also noted that a new PCC Chair would be appointed at their June 12 meeting.

## **CITIZENS ADVISORY COMMITTEE LIAISON REPORT**

Committee Chair Ratto referenced the written report provided in the packet. There was no discussion on the item.

**MOBILITY MANAGEMENT REPORT – ADA PARATRANSIT**

This item was postponed to a future meeting in the interest of time.

**QUARTERLY DASHBOARD REPORT – JANUARY-MARCH 2018**

Mr. Hartnett referenced the written report provided in the packet. There was no discussion on the item.

**MULTIMODAL RIDERSHIP REPORT – APRIL 2018**

Mr. Hartnett referenced the written report provided in the packet. There was no discussion on the item.

**ADJOURN**

The meeting adjourned at 4:59 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

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 PCC and the PAL (PCC AL-Com) meet monthly (except for August).

The minutes of the May 8 PCC and PAL meetings are attached to this report.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

No Additional Information.

Prepared By: Tina Dubost, Manager, Accessible Transit Services 650-508-6247

**SAN MATEO COUNTY PCC  
POLICY-ADVOCACY-LEGISLATIVE  
(PAL) COMMITTEE**

**MEETING MINUTES  
11:30 a.m. - 12:30 p.m.  
May 8, 2018**

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Dinae Cruise, Vice-Chair; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Sandra Lang, COA; Benjamin McMullan, Center for Independence of Individuals with Disabilities (CID); Alex Madrid, CID.

**GUESTS:** Richard Weiner, Nelson/Nygaard; Lorna Rodriguez-Wong, PCC Staff; Mark Weinstein, First Transit; Jessica Epstein, SamTrans; Jim Rusconi, SamTrans.

**WELCOME:**

Mike called the meeting to order at 1:40 p.m. and welcomed all to the PAL meeting.

**APRIL PAL MINUTES:**

Sandra Lang motioned to approve the April meeting minutes and Dinae Cruise seconded the motion. The minutes were approved without changes.

**FORM A SUBCOMMITTEE TO FINALIZE THE NAME AND FUNCTION CHANGE FOR PAL BYLAWS:**

The Ad Hoc Bylaws committee will meet during the lunch break today, May 8<sup>th</sup> between the PAL and PCC meetings to discuss changes.

**LEGISLATIVE UPDATE:**

Jessica Epstein provided a general legislative update. Jessica provided an update for Phase 2 of the Get Us Moving project with 14,000 responses from the survey. The top transportation issue was addressing traffic and potholes. This was similar to the response heard at the four town halls that were held. During a professional test poll, the measure got a 66% approval rating. After 50 public presentations (Public Town Halls, Chamber of Commerce, etc.), the rating increased to 74%. The bill will need two-thirds approval rating to pass. Four more town halls will be held in the county. There will be additional mailings, but no additional surveys will be mailed. The public will be able to sign on to [www.getusmovingsmc.com](http://www.getusmovingsmc.com) and create a budget for 2.4 billion dollars. This survey can be completed via logging in directly on-line, or a customer may call the service desk and they will help them complete the budget. With information from the SAG, TAG, and the online feedback, July is the target for consolidating and adopting a proposed budget.

Sandra asked how the funding would be allocated to the proposed budget. Jessica responded that the funding would be applied around 2019. The funds would need to accumulate until it is a viable amount that could be used. SamTrans would have a call for projects and cities would apply with their desired projects. The most qualified

projects would move to the top and get funded. Since SamTrans usually runs at a structural deficit, funding becomes part of the regular budget. If nothing is spent during the year, funding will go into the SamTrans reserves. Jessica indicated that they are always assessing new projects and fixed route services.

Richard stated that sometimes he gives a presentation on industry trends based on the *Transit Access report*. He will reserve this presentation for the larger attended PCC meeting following this meeting.

Tina said she had not received a completely satisfactory reply from the SamTrans' Legal Department regarding whether or not the PCC can send out a letter of support for SB1 and/or RM3.

### **LOCAL ADVOCACY ISSUES—OPEN DISCUSSION:**

Sandra noted that the Commission on Aging (COA) will review their work plan at the next meeting on May 16<sup>th</sup> at 3:00pm. The Transportation Committee was addressing paratransit eligibility among other items. The committee had sent the letter to SamTrans. Tina said she did not receive the letter. Tina would respond, but had no information from the letter. Sandra will follow-up with the COA.

Mike asked for an update on the status from Mark regarding phone calls shortly before the ride arrives. Mark said that the information on the customer database lists a phone number. Specifically for Mike's information, the mobile number was located in a text field that the service person needed to scroll through to find the mobile number. Mike's mobile phone number has since been moved to the front of that text field. At this point, the customer database does not have the capability to define whether the phone number is landline or mobile.

Mike asked for comments on how often the PAL Committee should meet. There has been discussion whether the hours on the day the PAL and PCC meet are too long. Should the PAL meet once a quarter? Should PAL meet every other month? It was noted that the Bylaws do not specifically define how often the PAL Committee should meet. Alex felt that the agenda and the meeting should define a more strategic direction and topics. Mike felt that too many items may fall through the cracks if the committee meets once a quarter. After the Ad Hoc Bylaws Committee finishes defining the PAL function, they will discuss frequency of the PAL Committee meetings and direction. It was noted that the Ad Hoc Bylaws Committee should finish to reviewing the name change and function in the bylaws.

### **OTHER BUSINESS:**

The PCC will meet today from 1:30-3:30 p.m.

The next PAL meeting is scheduled for Tuesday, June 12, 2018 from 11:30 a.m. to 12:30 p.m.

The meeting adjourned at 12:35 p.m.



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

**MEETING MINUTES**

1:30 p.m. - 3:30 p.m.

May 8, 2018

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Dinae Cruise, Vice-Chair; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Sandra Lang, COA; Benjamin McMullan, Center for Independence of Individuals with Disabilities; Alex Madrid, Center for Independence of Individuals with Disabilities; Aki Eejima; Consumer; Judy Garcia, Consumer; Nancy Keegan; Sutter Health Senior Focus.

**GUESTS:** Richard Weiner, Nelson-Nygaard; Lorna Rodriguez-Wong, PCC Staff; Mark Weinstein, First Transit; Jim Rusconi SamTrans, Ashish John, SamTrans; Maureen Dermenjian, Mission Hospice & Home Care.

**ABSENTEES:** Marie Violet, Dignity Health; Barbara Kalt, Rosener House; Valerie Campos, Vista Center for the Blind and Visually Impaired; Susan Capeloto, Department of Rehabilitation; Monica Colondres, Community Resident; (Member Attendance 10, Quorum-Yes)

**WELCOME/INTRODUCTION:**

Mike called the meeting to order at 1:40 p.m. and welcomed all to the PCC Meeting.

**APPROVAL OF THE APRIL MINUTES:**

Dinae Cruise motioned to approve the March meeting minutes and Sammi Riley seconded the motion. The minutes were approved without changes.

**COMMITTEE REPORTS:**

**A. POLICY ADVOCACY- LEGISLATIVE COMMITTEE (PAL)**

Jessica Epstein provided a general legislative update. Jessica provided an update for Phase 2 of the Get Us Moving project with 14,000 responses from the survey. The top transportation issue was addressing traffic and potholes. This was similar to the response heard at the four town halls that were held. During a professional test poll, the measure got a 66% approval rating. After 50 public presentations (Public Town Halls, Chamber of Commerce, etc.), the rating increased to 74%. The bill will need two-thirds approval rating to pass. Four more town halls will be held in the county. There will be additional mailings, but no additional surveys will be mailed. The public will be able to sign on to [www.getusmovingsmc.com](http://www.getusmovingsmc.com) and create a budget for 2.4 billion dollars. This survey can be completed via logging in directly on-line, or a customer may call the service desk and they will help them complete the budget. With information from the SAG, TAG, and the online feedback, July is the target for consolidating and adopting a proposed budget.

Sandra asked how the funding would be allocated to the proposed budget. Jessica responded that the funding would be applied around 2019. The funds would need to accumulate until it is a viable amount that could be used. SamTrans would have a call

for projects and cities would apply with their desired projects. The most qualified projects would move to the top and get funded. Since SamTrans usually runs at a structural deficit, funding becomes part of the regular budget. If nothing is spent during the year, funding will go into the SamTrans reserves. Jessica indicated that they are always assessing new projects and fixed route services.

Richard stated that sometimes he gives a presentation on industry trends based on the *Transit Access report*. He will reserve this presentation for the larger attended PCC meeting following this meeting.

Tina said she had not received a completely satisfactory reply from the SamTrans' Legal Department regarding whether or not the PCC can send out a letter of support for SB1 and/or RM3.

### **LOCAL ADVOCACY ISSUES—OPEN DISCUSSION:**

Sandra noted that the Commission on Aging (COA) will review their work plan at the next meeting on May 16<sup>th</sup> at 3:00pm. The Transportation Committee was addressing paratransit eligibility among other items. The committee had sent a letter to SamTrans expressing their concern. Tina said she did not receive the letter. Tina would respond, but had no information from the letter. Sandra will follow-up with the COA.

Mike asked Mark for an update on the status of regarding the phone call shortly before the ride arrives. Mark said that the information on the customer database lists a phone number. Specifically for Mike's information, the mobile number was located in a text field that the dispatch person needed to scroll through to find a mobile number. Mike's mobile phone number has since been moved to the front of that text field. At this point, the customer database does not have the capability to define whether the phone number is landline or mobile. There is only one field in the database for a phone number.

Mike asked for comments on how often the PAL Committee should meet. There has been discussion whether the hours for the day the PAL and PCC meet are too long. Should the PAL meet once a quarter? Should PAL meet every other month? It was noted that the Bylaws do not specifically define how often the PAL Committee should meet. Alex felt that the agenda and the meeting should define a more strategic direction and topics. Mike felt that too many items may fall through the cracks if the committee meets only once a quarter. After the Ad Hoc Bylaws Committee finishes defining the PAL function, they will discuss frequency of the PAL Committee meetings and direction. It was noted that the Ad Hoc Bylaws Committee should finish to reviewing the name change and function in the bylaws.

Maureen Dermenjian, Quality Assurance Manager for Mission Hospice & Home Care, called into the PCC phone line to discuss two incidents with one of their clients. Maureen decided to attend the PCC meeting to discuss these incidents further.

Both Mark and Tina were aware of the recent incident. They were not aware of the previous incident from a month ago. Neither was able to discuss the incident due to

privacy issues. Maureen wanted to know that if retraining is needed it would be addressed. Mark said he was unable to discuss any disciplinary actions. Tina assured Maureen that SamTrans has a thorough investigation process. Mark assured Maureen that driver training includes several weeks of intense training and includes training on assisting passengers in wheelchairs and being sensitive to the customer.

Mike was concerned that in the Safety Report from a month ago, there was no update regarding an incident that was preventable. Mark said he did not know of this incident a month ago. Both Tina and Mark assured the meeting participants that this incident was being handled and being investigated since they were updated about the incident from the previous day. Tina explained that an incident is handled differently from a comment card. Tina said that a customer may make comments by calling the Customer Service Center at 800-660-4287. They may also send an email at [rediwheels@samtrans.com](mailto:rediwheels@samtrans.com). They may also fill out a yellow comment card or send a letter.

Mike wanted to make clear that the PCC is here to advocate for the consumer. If Maureen does not receive a satisfactory response, she may come back and the PCC will be able to follow-up on the customer's behalf. Mike said that the system is able to track comments and complaints but incidents are questionable.

## **AD HOC SUBCOMMITTEE TO FINALIZE THE NAME AND FUNCTION CHANGE FOR PAL BYLAWS:**

The Ad Hoc Bylaws committee met during the lunch break today, May 8<sup>th</sup> between the PAL and PCC meetings to discuss changes.

The changes are highlighted [italics used here for clarity] in the next pages. These changes will be sent via email unless is the members request otherwise. The membership will vote on the changes at the June 12<sup>th</sup> meeting.

### **ARTICLE VII: COMMITTEES**

#### Section 1.

There shall be four standing committees.

#### *A. Budget and Grant Review*

- 1. Review TDA 4.5, Measure A, FTA 5310, STA, and FTA Section 5311 claims, the Redi- Wheels and PCC budgets, and make recommendations to full PCC.*
- 2. Educate PCC members on grant review and other related financial issues.*

#### *B. Policy, Advocacy and Legislative (PAL)*

- 1. Monitor paratransit service quality and trends; raise and address problems, issues, concerns.*
- 2. Implement problem resolution process for individual and system-wide problems regarding paratransit issues; the process includes mediation.*
- 3. Organize and empower community with the appropriate advocacy tools to address paratransit needs, access, service delivery, and service quality issues*
- 4. Update PCC members on federal, state, and local legislation, as well as paratransit industry trends.*
- 5. Inform Chair of action and advocacy items for PCC meetings.*

6. *Meet with and lobby legislators, as needed.*

**C. Education**

1. *Conduct general public awareness campaign regarding paratransit service issues, problems, planning, needs.*
2. *Educate public (including Board of Supervisors, SamTrans Board of Directors, and PCC members) about meaning, impact, and implementation of Americans with Disabilities Act and other federal and state legislation.*
3. *Organize informational booths at conferences, fairs and other public gatherings.*

**D. Executive**

Committee shall consist of all PCC officers, immediate past PCC chair and chairs of all standing committees. The Chair shall have the option of appointing one other person at large.

1. *Conduct annual (or more frequent, if needed) PCC member orientations.*
2. *Develop goals and objectives for PCC.*
3. *Advise the chair on appointment of committee chairs and mentor committee chairs.*
4. *Provide overall guidance/direction to committees.*
5. *Address special projects as needed and assign special projects/tasks to specific PCC members.*
6. *Participate in countywide and regional paratransit planning.*
7. *Communicate with Sam Trans Board of Directors and Board of Supervisors about PCC activities and paratransit issues*
8. *Nominate new members.*

Section 2.

Such other committees shall be appointed by the Chairperson as the Council from time to time shall deem necessary to carry on the work of the Council

Section 3.

Committee members may include participants who are not members of the PCC. *These participants may not vote on committee decisions or at the full PCC level.* Each committee Chairperson will keep the PCC informed about the composition of committee membership.

Section 4.

The PCC will endeavor to hold bi-annual retreats in order to develop a two year work plan.

**B. GRANT/BUDGET REVIEW**

Barbara Kalt was not in attendance.

Tina did not have any further updates to report on paratransit vehicles. They are hoping to take delivery of electric buses within the next 6 months, which will be used on fixed route service. Alex wanted to know if the new buses would be very different from the previous buses. Tina responded that the new Proterra buses will be similar. They will be accessible with slightly longer ramps than present vans. There are two wheelchair spots. She added that she believes they will be using a slightly different way to secure a wheelchair. The seats are also slightly different. Tina offered to bring some information

on the new vehicles at the next meeting. Mike suggested that since it was mentioned in the SamTrans Board Meeting, the information might be in the SamTrans Board packet. Tina would check and follow-up.

### **C. EDUCATION COMMITTEE**

Sammi showed the PCC the new giveaway tote. The Education Committee had great support at the CID Emergency Preparedness event on April 24<sup>th</sup> at the Menlo Park Senior Center. There was a wonderful turnout and sharing of information and food. The next event that the committee will attend is the Health and Information Fair at the Pacifica Senior Center at The Pacifica Community Center at 540 Crespi Drive, Pacifica CA. The event is on May 16<sup>th</sup> from 10:00 a.m. - 12:00 p.m. The next Education Committee Meeting is on June 1<sup>st</sup> from 1:00-1:30 p.m. via conference call. All are welcome to join. Alex has joined the Education Committee too.

### **D. EXECUTIVE COMMITTEE**

Mike said we are planning another meeting in the next few weeks. Also, the PCC is entertaining nominations for the Chairman and Vice-Chair positions by June 1st. Those interested should direct their interest to Barbara Kalt, Nominating Committee. If no one is nominated for the Chairman position, the Bylaws say that the present Chairman may opt for another term.

### **E. TRANSIT ACCESS REPORT**

Richard Weiner presented industry trends around the country based on the *Transit Access Report* publication from September 2017. The transit agency in Washington DC plans to offer an on-demand Uber/Lyft type of TNC service as a choice to the paratransit rider with a travel subsidy. They projected a cost savings from customers using this on-demand service as an alternative to paratransit. However, Richard commented that people want more mobility and would likely just take more trips on the TNCs rather than simply giving up paratransit. Another study for Toledo, OH, during a compliance report, listed 90% on-time performance during off-peak hours, but during peak periods, they promised their customers 85%. The report noted that 85% is considered below industry standards. Richard stated that the standard is more often 90%. The next issue was the option of vehicle choice based on disability. Usually, the rider does not have a choice of vehicle. One rider mentioned that they suffered more pain and discomfort riding one vehicle versus another. The response was not very satisfying from the FTA. Another article addressed the issue of whether riders should be required to wear shoes to ride paratransit. The response was that the rider needs to provide documentation that is directly related to their disability regarding why they cannot wear shoes. In the event there is an issue with a process that may be ambiguous, the FTA strongly encourages community process. Any changes, for instance, such as changing the eligibility process, would trigger a community process and input.

### **F. CONSUMER CORPS – First Quarter 2018**

This report covers January through March 2018. A total of 115 reports were submitted.

On-time performance: Over 82% of reports submitted were within 20 minutes of their scheduled ride. About 77% of the Consumer Corps reported their calls were taken without being put on hold. Night before call: About 23% of the Consumer Corps calls were incomplete/inaccurate. Drivers assistance "met needs" or "above needs" with 87%. Vehicle information: During Q1, 43% of the Consumer Corps rode on Redi-Wheels, 47% rode in taxis and 10% rode on Redi-Coast. Trip Distance: An average of riders travelled, 69% were less than 20 miles on Redi-Wheels. About 32% of Consumer Corps riders were able to see the yellow cards displayed.

There has been a notable increase in consumer corps members riding in taxis in this report. The longest rider wait time was for a taxi. We are looking for more people to participate in the Consumer Corps. Mike asked if people could complete the surveys on-line. Lorna tried to clarify how people have been submitting their information. Most participants either send hardcopies in the mail, email or via a spreadsheet via email. We can develop a standard spreadsheet that people can fill out and send to the PCC email address. Lorna said that the issue may be that the participant may require help in filling out the survey. During our outreach programs, we have been approaching more agencies, senior centers and adult community organizations. Some organizations have a concierge service that might help participants.

## **SAMTRANS/REDI-WHEELS REPORT:**

### **A. Operational Report**

Alex also asked that if a rider calls for a reservation, can they expect a certain vehicle. Tina responded by saying that the vehicle may change many times before the final dispatch goes through and picks up the rider. There is no guarantee on the vehicle. Alex asked if everyone should get reminder calls. A rider is set to get a reminder call or they may opt out of getting calls. Nancy asked Tina how long is the eligibility process for an applicant. Tina did not know, but she would email Nancy with the information. Aki asked if SamTrans is satisfied with Care Evaluators (the eligibility contractor) performance. Tina said yes.

### **B. Performance Summary**

Tina compared data from March 2018 to March 2017. Ridership is down probably due to the rainy weather in March 2018. The Total Trips served and the weekly ridership is down from 29,970 to 25,665. Tina noted that March of 2017 was an unusually high month. Taxi ridership is down 26.6% from the previous month which is lower than previous months. The number of individuals riding in March is down, which coincides with lower ridership. The On-Time Performance is 90.7% which met the SamTrans target. The productivity was 1.72 passengers per hour which also met the standard.

### **C. Monthly Redi-Wheels Comment Statistics Report**

Tina said that they are catching up in responding to the comments. They received 12 compliments from March. They received 44 complaints of which 15 were valid. The top complaints were driving proficiency, reservation error, and driver conduct. This is consistent with what they have seen in the past. The reported compliments were 0.47 per 1000 trips. Service complaints were 0.39 per 1000 trips. The average time to respond needs improvement.

#### **D. Safety Report**

Mark Weinstein said that there were 4 noted incidents: 0 preventable and 4 non-preventable.

#### **LIAISON REPORTS:**

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

The next CTC meeting is scheduled for June 14<sup>th</sup> from 9:30-11:00 a.m. at 925 Main Street in Half Moon Bay.

##### **B. AGENCY**

Nancy reported that agencies have not met since the last PCC meeting.

##### **C. ERC**

No meeting scheduled.

##### **D. COMMISSION ON AGING (COA)**

Sandra noted that the Commission on Aging (COA) will review their work plan at the next meeting on May 14<sup>th</sup> at 9:00am. The Transportation Committee next meets on May 14<sup>th</sup> at 3:00pm.

##### **E. COMMISSION ON DISABILITIES (COD)**

Ben reported on the COD meeting with a presentation by Jim Izzari from the voting office. Tonight there will be a presentation to the broader audience. Through COD, they have formed a Transportation Committee. The next Transportation Committee meeting will be on Friday, May 11 from 9:30 a.m. to 11:00 a.m. This is located at 225 37<sup>th</sup> Ave. Room 132, San Mateo. The Transition to Independence Fair is scheduled for October 21<sup>st</sup>.

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

Ben said that the Emergency Preparedness event at the Menlo Park Senior Center was a success with over 100 people attending. The next Emergency Preparedness presentation will be on June 18<sup>th</sup> at the Little House Activity Center at 800 Middle Ave in Menlo Park from 1:30 p.m.- 4:30 p.m. Details will be sent out once available.

#### **OTHER BUSINESS**

Sammi thanked Sandra, Nancy and Lorna who participated planning Dale's retirement event at The Sharp Park Golf Course. Nancy also wanted to add Sammi to the planning list. Tina added it was a beautiful event. Everyone was able to share their memories and comments with Dale. The food and company was enjoyed by all.

Lorna added that she contacted Christina from the New Beginnings Coalition regarding the survey for seniors and people with disabilities. Christina said they were still working on the survey but would appreciate it if the PCC would include it on our website. Sandra said they are going through a Needs Assessment and soliciting input. Nancy said that the Needs Assessment feeds into the Area Plan for 4 years. This is what the New Beginnings Coalition uses to guide the quarterly meetings, and addressing the items in

the Work Plans that come from the Area Plan. Mike thought the survey might be more agency related. Nancy agreed the survey might seem that way because the Needs Assessment identifies the services that are contracting with Aging and Adult Services. This should identify where the services are, where the gaps might be and where funding might, be directed.

The next PAL and PCC meetings will be held on Tuesday, June 12, 2018. The PAL Committee will meet from 11:30 a.m. to 12:30 p.m. and the PCC will meet from 1:30 p.m. to 3:30 p.m.

**MEETING ADJOURNED** at 3:30 p.m.



## SamTrans Citizens Advisory Committee (CAC) Update Meeting of June 27, 2018

### **PUBLIC COMMENT**

Joy Mejia, Brisbane, asked when it is appropriate for a driver to pull over and call for assistance due to a customer acting out. John Baker asked if there was a strict protocol for drivers to pull over in certain situations.

Margo Ross, Director of Bus Transportation, said it doesn't matter if the driver in question is new or experienced; it depends on the individual situation.

### **NEW COMMUNITY ENGAGEMENT SUBCOMMITTEE**

The Committee approved the formation of a new Community Engagement Subcommittee. Ms. Buzbee asked for members to volunteer to be on the committee. Jason Galisatus and Nancy Lacsamana offered to be on the committee, as did Ms. Buzbee. She said the new committee would decide offline when and where to meet.

### **PRESENTATION: GET US MOVING UPDATE**

Jessica Epstein, Government and Community Affairs Officer, summarized the widespread community outreach process, including surveys, town halls, social media, mailers, television spots, and public presentations. She noted that the technical advisory group (TAG) and stakeholder advisory group (SAG) have met to finalize the measure that will go on the November ballot. She said that the key areas of concern were traffic on highways and local streets, and public transportation. She reviewed the project's core principles and categories, and discussed sample projects, and formation of a future oversight committee.

Following her presentation, Ms. Epstein fielded questions from the Committee members. She noted that the funding process for GUM would mirror that of Measure A with a call for projects to the various agencies, which would be approved by the Transportation Authority (TA). She said that the oversight committee would ensure that funding was being spent appropriately.

### **CAC RETREAT**

Chair Buzbee updated the Committee on the purpose of a retreat hosted at the SamTrans Administrative Building. Ms. Ross said she would review the upcoming agendas and let the Committee know some workable times. Mr. Galisatus suggested creating a template for conducting the retreat. Ms. Ross suggested looking at the Board's agenda from their most recent retreat. Ms. Buzbee said they would receive further information from staff and then discuss at the next meeting.

### **SAMTRANS STAFF UPDATE**

Ms. Ross noted that the ECR Rapid service began on June 22, as did the Millbrae to SFO route. She noted that the SFO buses had new luggage racks. She received very positive reactions to the new service from the Committee.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **REVISED DASHBOARD REPORT: OCTOBER– DECEMBER 2017  
DASHBOARD REPORT: JANUARY– MARCH 2018**

**ACTION**

These reports are for informational purposes only. No policy action is required.

**SIGNIFICANCE**

The Dashboard displays key performance indicators of the SamTrans fixed-route bus service. It is used as a tool to communicate to the operations staff the safety, quality, and productivity of SamTrans bus service. The accompanying Trend Analysis tracks key performance indicators throughout the year.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff will report on revised DNOs/100,000 trips stat for October-December 2017 dashboard, and on ridership, safety, quality of service, and comparative economic data for the quarter January-March 2018.

**STRATEGIC INITIATIVE**

- Priority 1: Expand Mobility Options
- Goal 1: Increase weekday fixed-route ridership by 15 percent

This month's presentation will be presented via PDF.

Prepared by: Ryan Cruz, Scheduler Planner

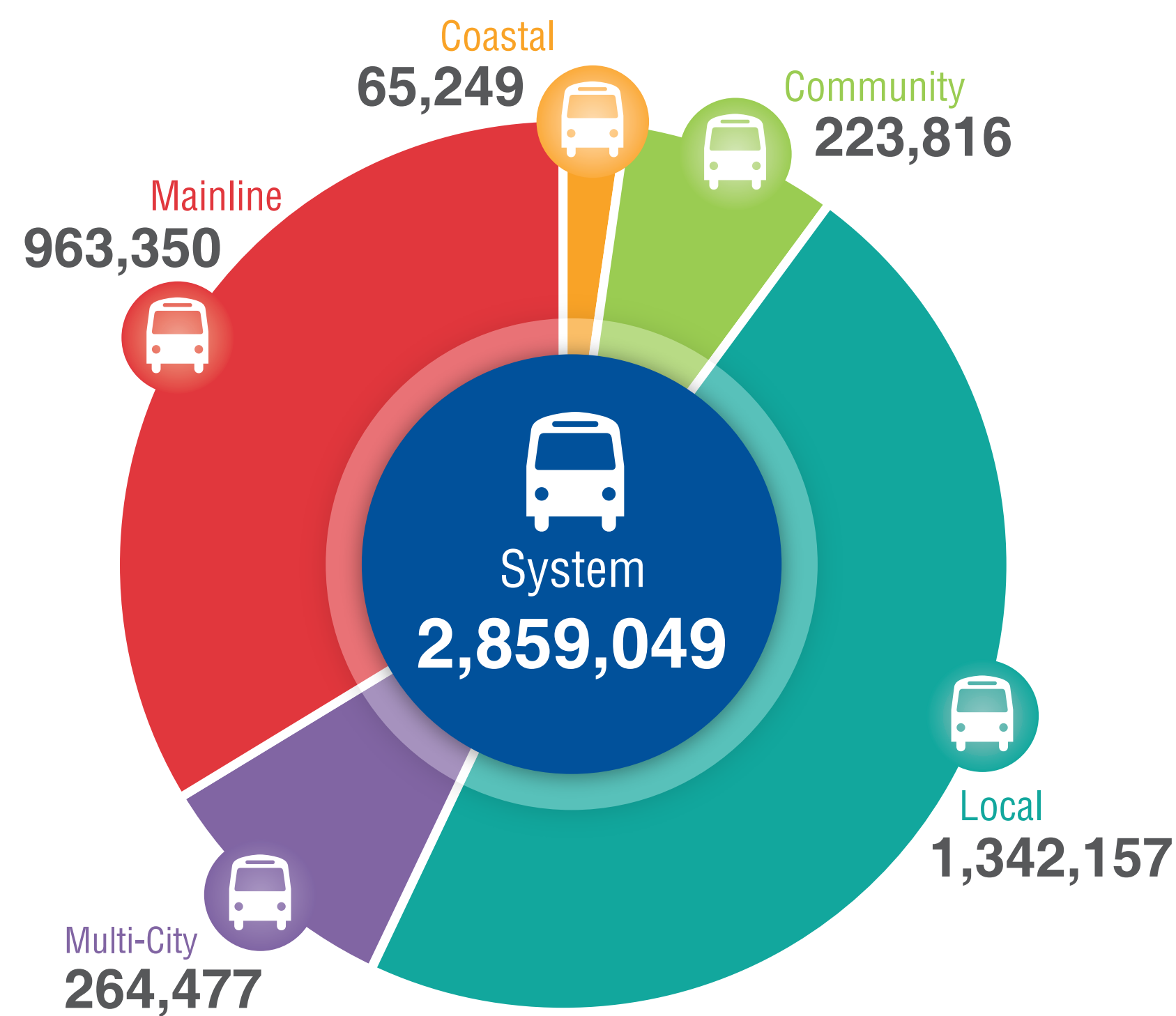
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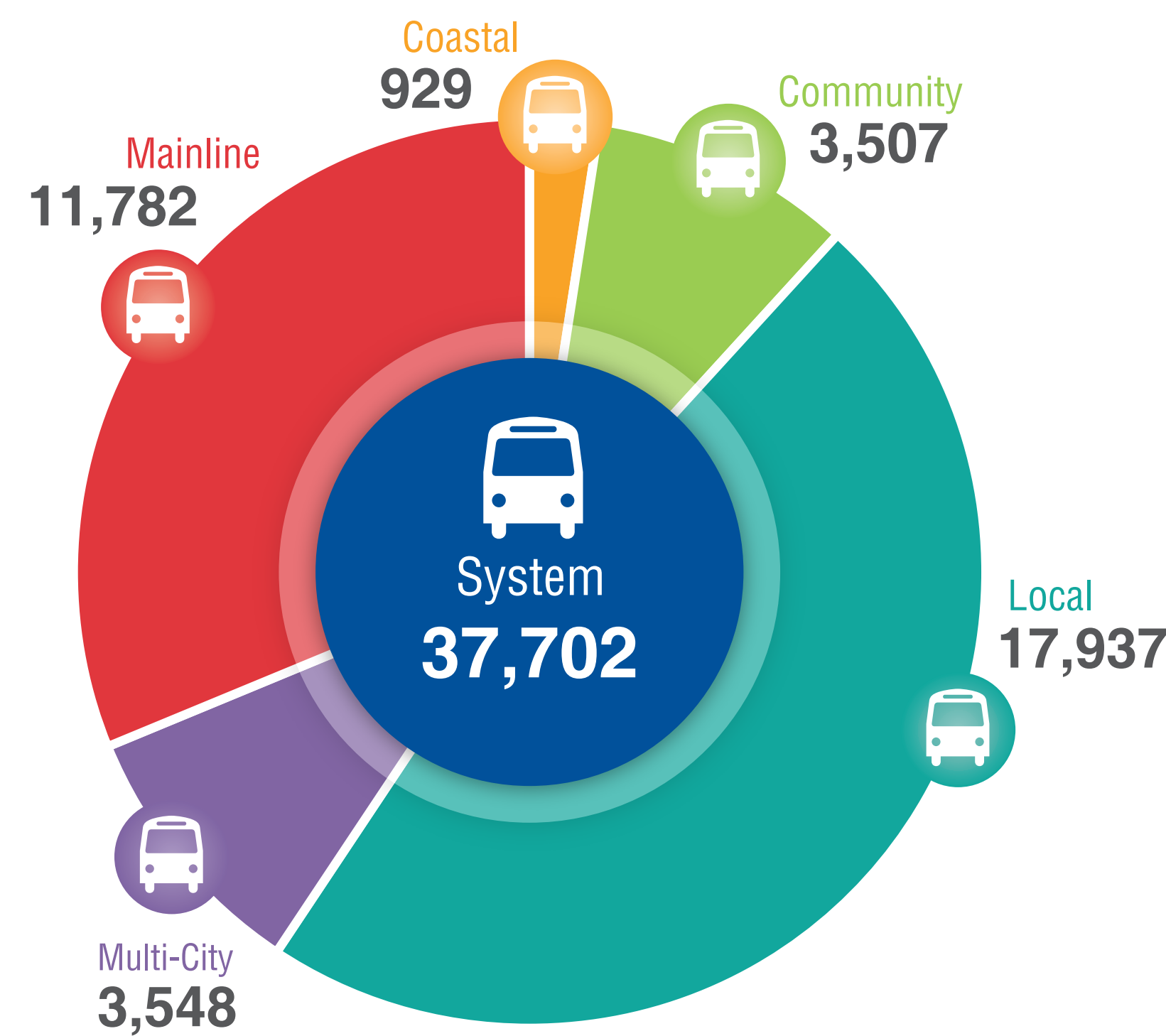
# 2017 SamTrans Service Statistics

## Quarterly Report (Oct-Dec)

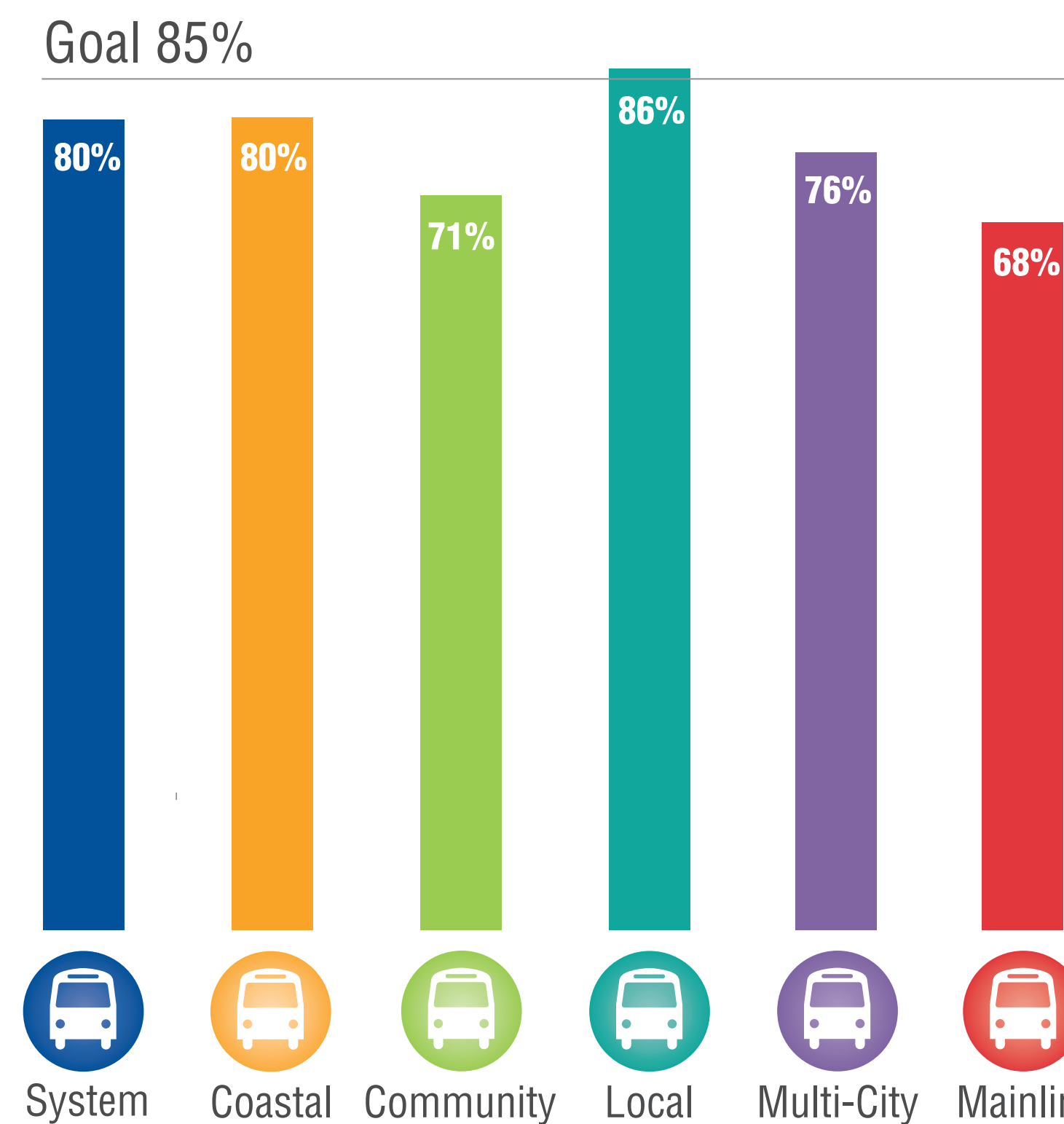
### TOTAL PASSENGERS



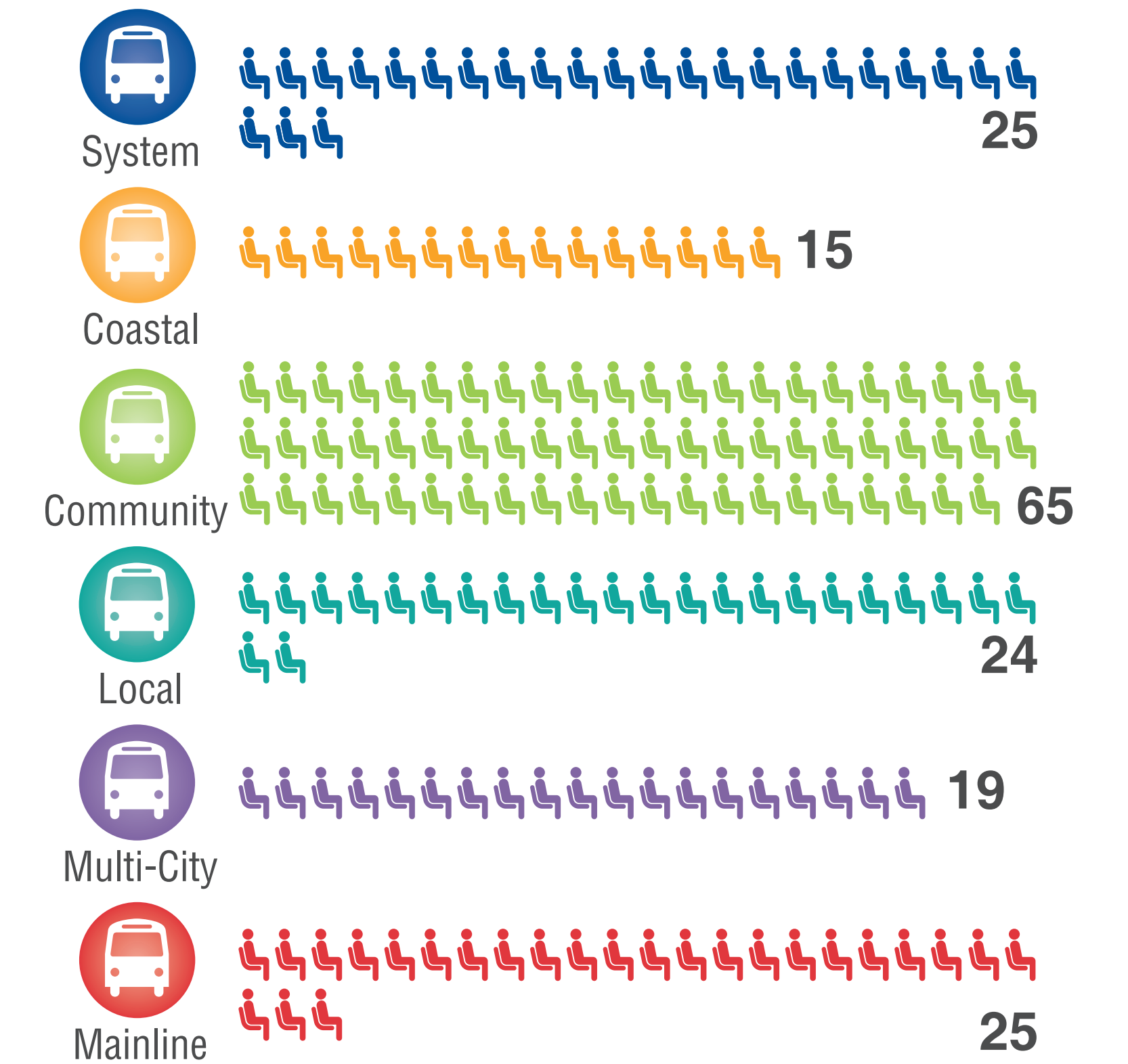
### AVERAGE WEEKDAY RIDERSHIP



### WEEKDAY ON-TIME PERFORMANCE



### WEEKDAY PASSENGERS/VEHICLE REVENUE HOUR



**Coastal:** Routes serving the coast community – from Half Moon Bay to Pacifica. (Routes 16, 17, FLXP...)  
**Community:** Infrequent, community-specific routes which do not operate during off-peak hours. (Routes 11, 43, 58 etc...)  
**Local:** Routes designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods. (Routes 110, 120, 250, 280, etc...)

**Multi-City:** Routes serving multiple cities, including some offering express or late-night service. (Routes 295, 398, KX, etc...)  
**Mainline:** Long-distance routes serving significant portions of the county, generally at higher frequency. (Routes 292 & ECR)

### TOTAL MILES TRAVELED



### PREVENTABLE ACCIDENTS



### MILES BETWEEN PREVENTABLE ACCIDENTS



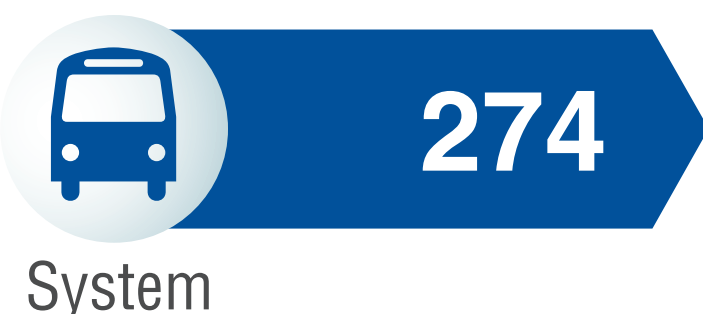
### SERVICE CALLS



### MILES BETWEEN SERVICE CALLS



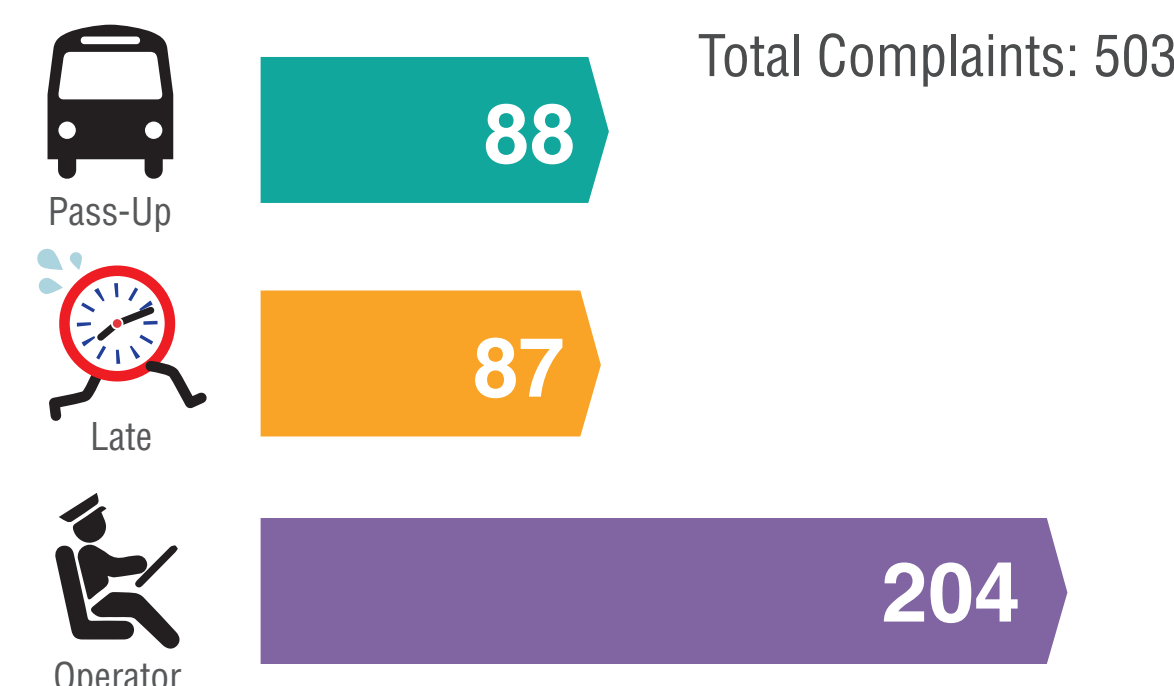
### DID NOT OPERATE



### DID NOT OPERATE/100,000 Trips



### TOP 3 COMPLAINTS



### Complaints/100,000 Boardings



### FAREBOX RECOVERY RATIO





# 2018 SamTrans Service Statistics

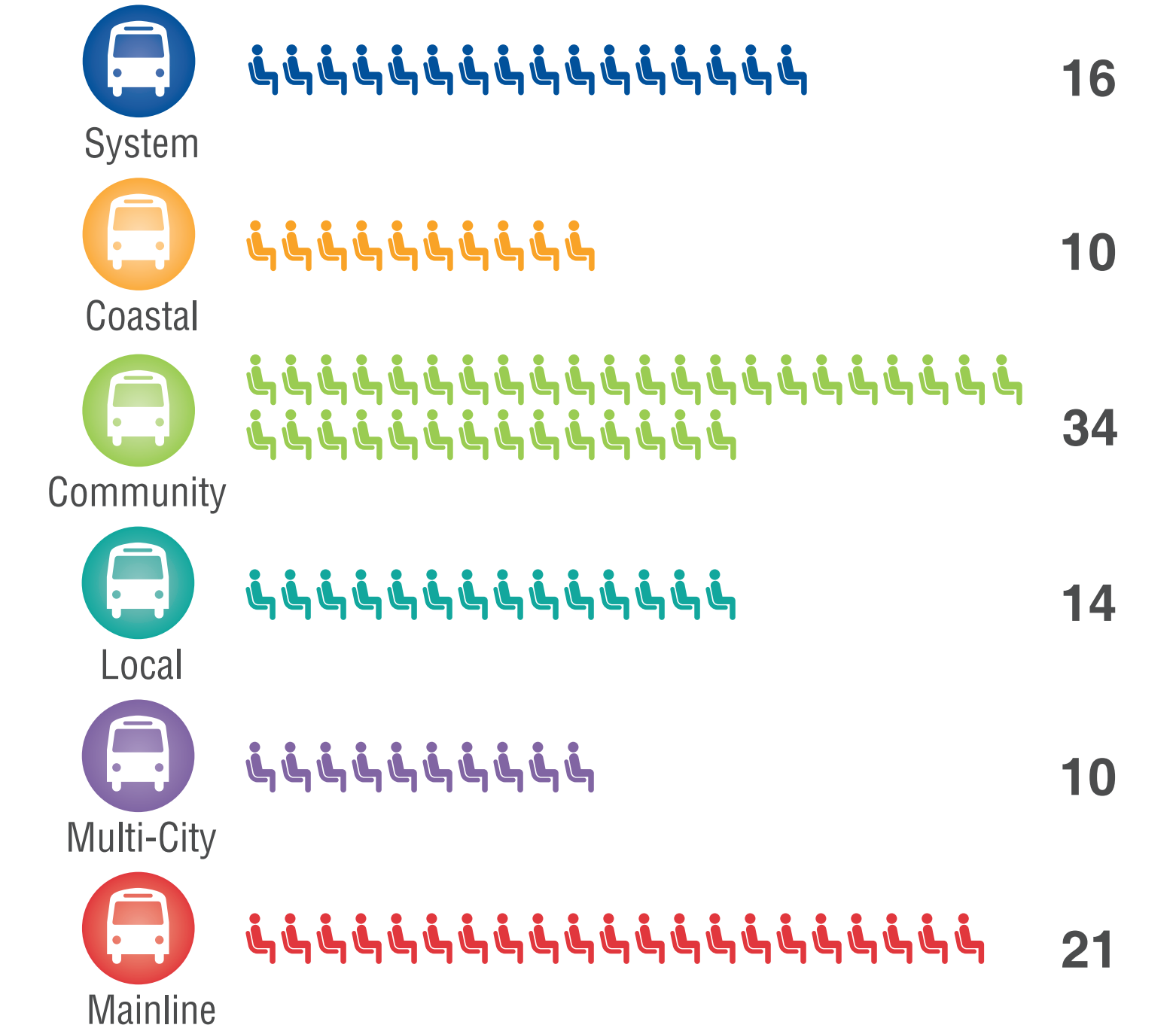
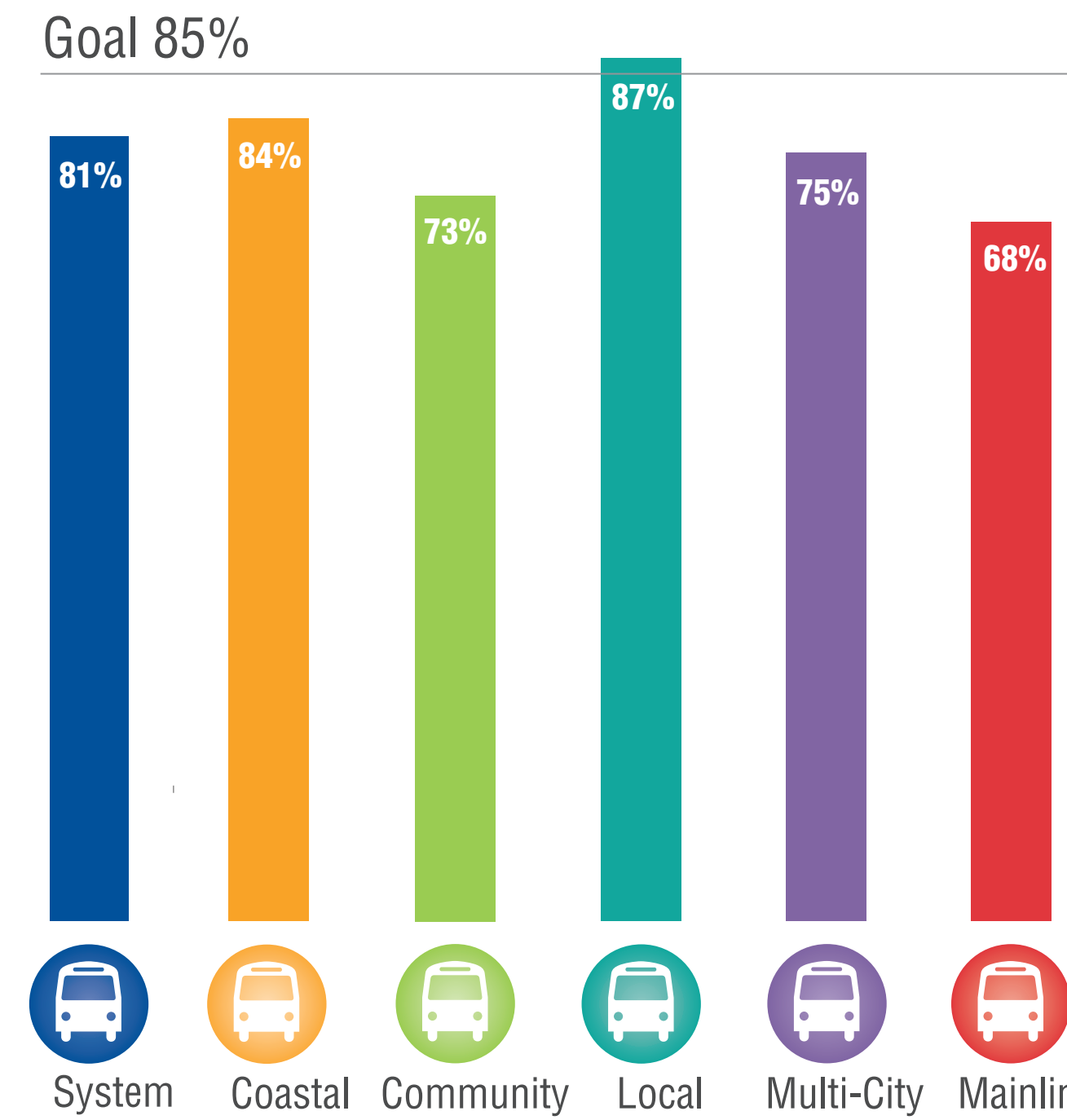
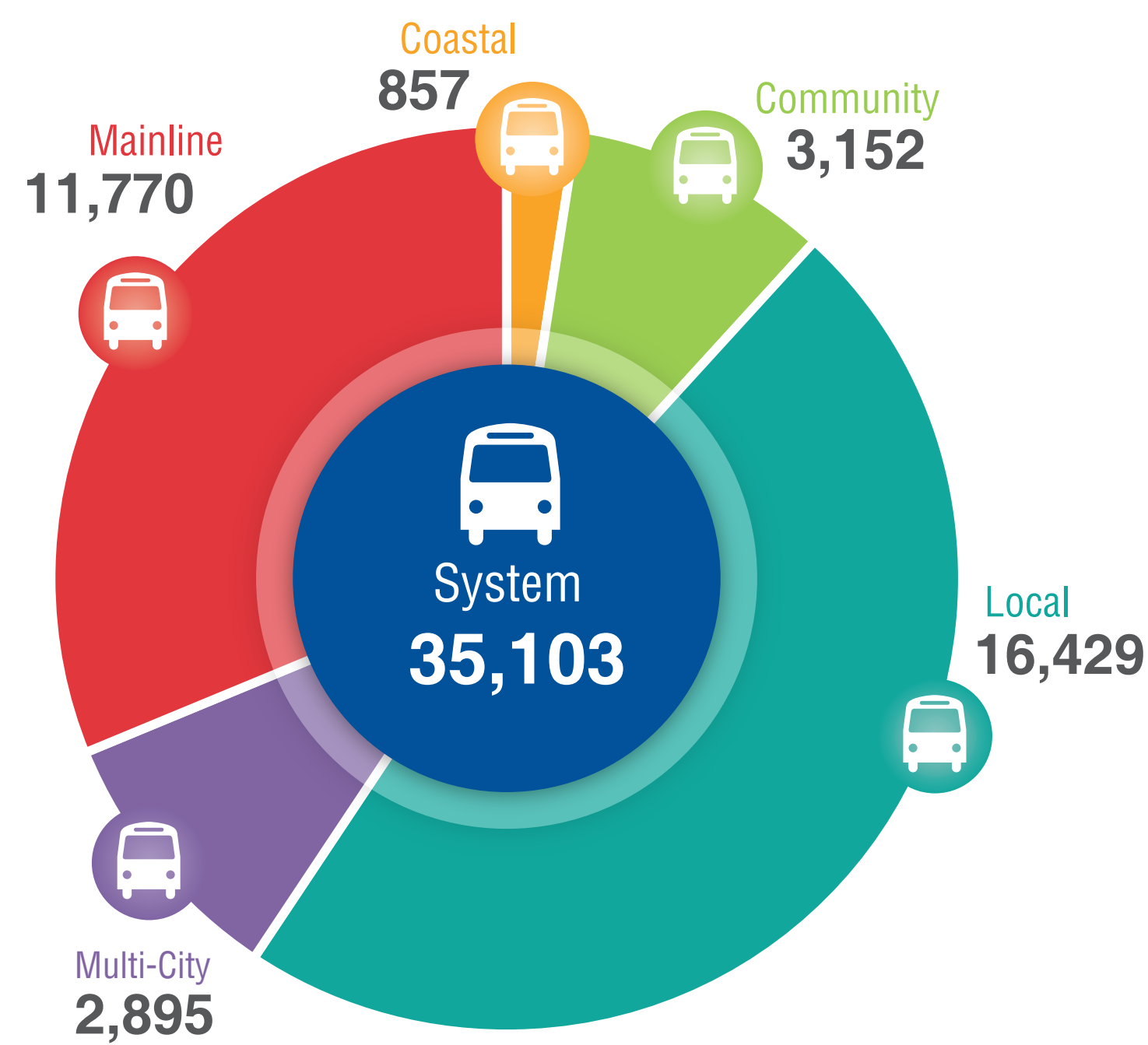
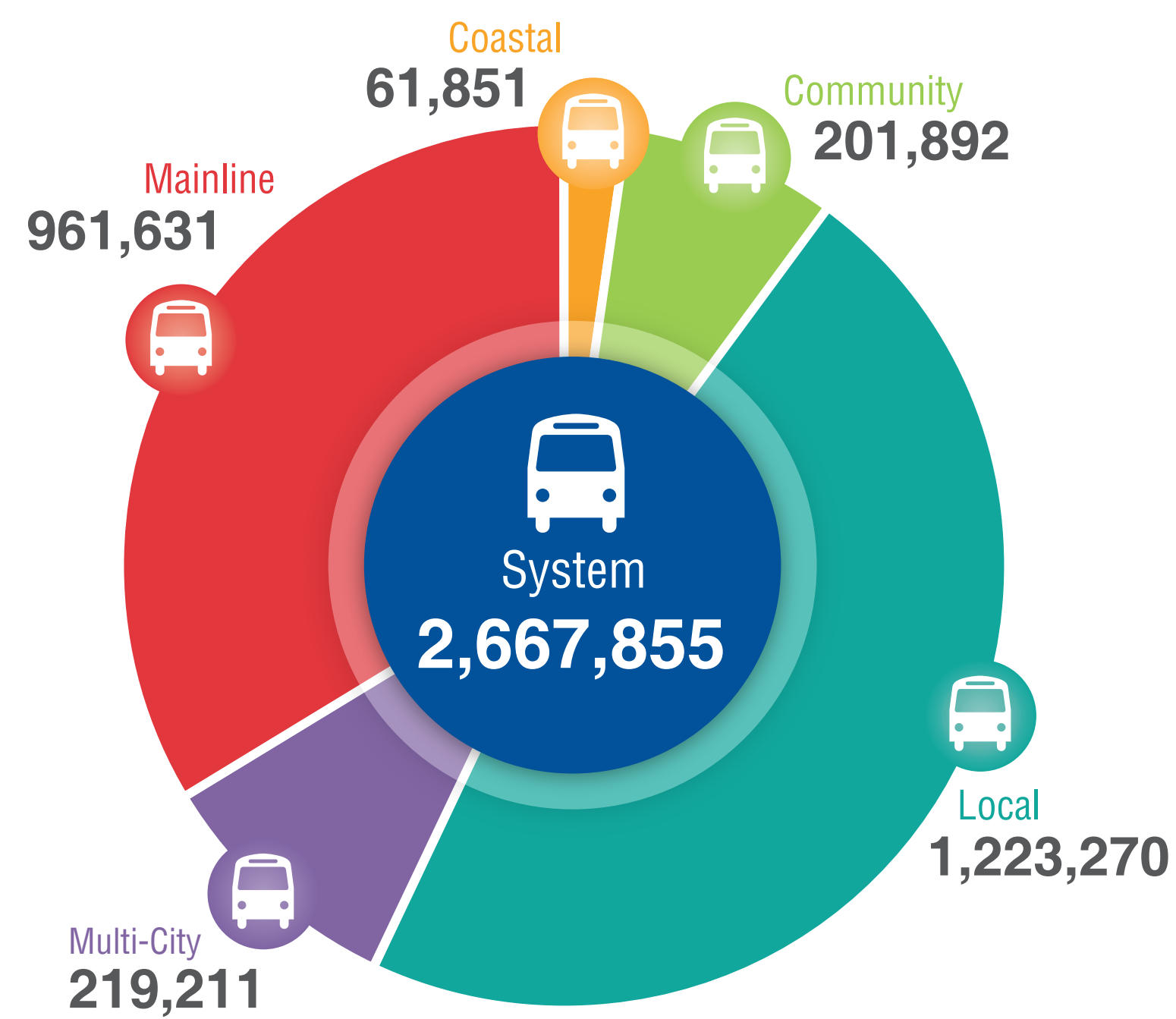
## Quarterly Report (Jan-March)

### TOTAL PASSENGERS

### AVERAGE WEEKDAY RIDERSHIP

### WEEKDAY ON-TIME PERFORMANCE

### WEEKDAY PASSENGERS/VEHICLE REVENUE HOUR



**Coastal:** Routes serving the coast community – from Half Moon Bay to Pacifica. (Routes 16, 17, FLXP...)  
**Community:** Infrequent, community-specific routes which do not operate during off-peak hours. (Routes 11, 43, 58 etc...)  
**Local:** Routes designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods. (Routes 110, 120, 250, 280, etc...)

**Multi-City:** Routes serving multiple cities, including some offering express or late-night service. (Routes 295, 398, KX, etc...)  
**Mainline:** Long-distance routes serving significant portions of the county, generally at higher frequency. (Routes 292 & ECR)

### TOTAL MILES TRAVELED

### PREVENTABLE ACCIDENTS

### MILES BETWEEN PREVENTABLE ACCIDENTS

### SERVICE CALLS

### MILES BETWEEN SERVICE CALLS



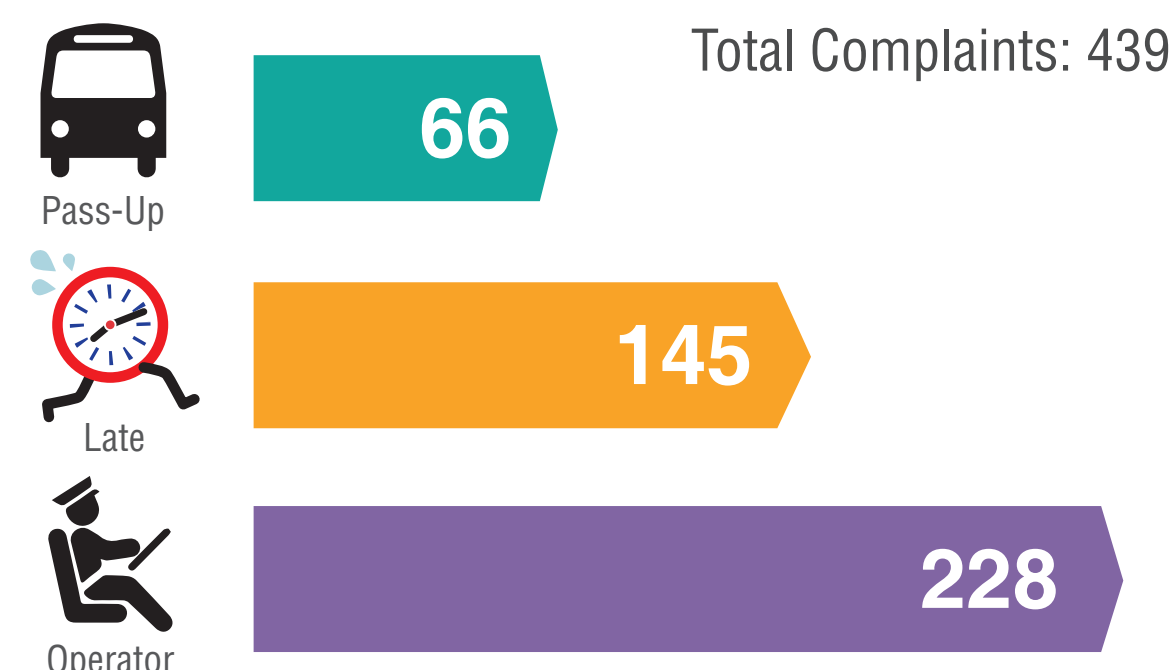
### DID NOT OPERATE

### DID NOT OPERATE/100,000 TRIPS

### TOP 3 COMPLAINTS

### COMPLAINTS/100,000 BOARDINGS

### FAREBOX RECOVERY RATIO



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – MAY 2018**

**ACTION**

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

**SIGNIFICANCE**

Average weekday ridership across all modes experienced a small decrease of -1.0 percent. Average weekday ridership for Bus (-6.4%), Paratransit (-5.5%), Shuttles (-2.6%) and BART (-1.6%) experienced ridership losses; however, Shuttles (+1.3%) and Caltrain (+2.7%) grew their average weekday ridership. Overall, the system monthly ridership decreased by -1.7% in May 2018 compared to May 2017.

Table "A" summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart "A" features year-to-date comparisons of AWR for Fiscal Year (FY) 2016, FY2017, and FY2018.

Table "B" summarizes the total monthly ridership figures for all SamTrans transportation modes. Chart "B" features total ridership year-to-date for FY2016, FY2017, and FY2018. 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.

Table "C" details the number of riders for each fare category for SamTrans fixed route for the month and calendar year-to-date.

Table "D" details total and average daily ridership by day type (i.e. Weekdays, Weekends, and Holidays).

Table "E" provides additional information regarding SamTrans performance standards, including Average Weekday Ridership, On-Time Performance, and Token Usage (adult and youth).

**AVERAGE WEEKDAY RIDERSHIP – MAY 2018 COMPARED TO MAY 2017**

**Grand Total** – 161,430, a decrease of 1.0 percent

**Bus** – 37,980, a decrease of 6.4 percent

**Paratransit** – 1,200, a decrease of 5.5percent

**Shuttles** – 12,070, an increase of 1.3 percent

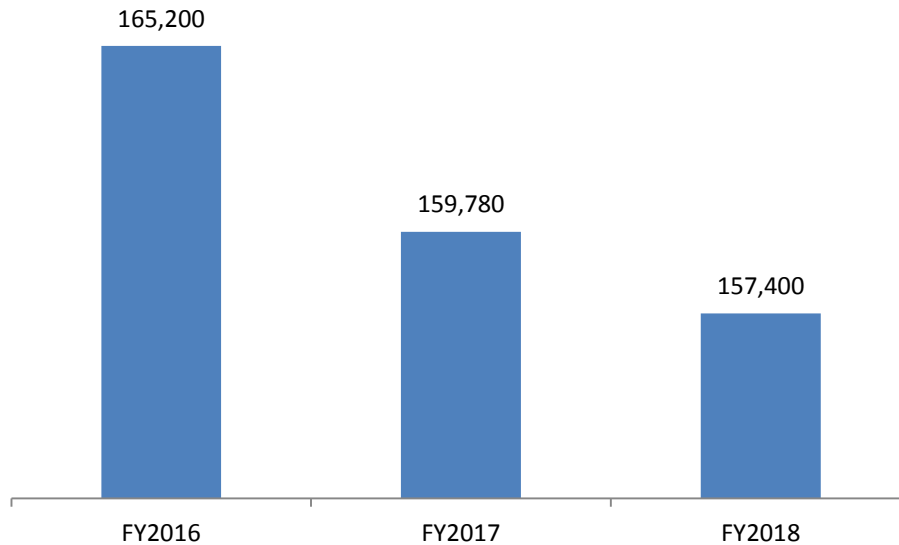
**Caltrain** – 62,820, an increase of 2.7 percent

**Table A  
Average Weekday Ridership**

May 2018 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	42,890	40,590	37,980	-6.4%
Paratransit	1,250	1,270	1,200	-5.5%
Shuttles	12,360	11,920	12,070	1.3%
Caltrain	60,760	61,140	62,820	2.7%
<b>Total</b>	117,260	114,920	114,070	-0.7%
BART Extension (No Daly City)	51,080	48,170	47,360	-1.7%
<b>Grand Total</b>	168,330	163,090	161,430	-1.0%
<b>Weekdays</b>	21	22	22	

May 2018 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	42,150	39,090	36,760	-6.0%
Paratransit	1,200	1,230	1,210	-1.6%
Shuttles	11,800	12,220	11,770	-3.7%
Caltrain	59,290	58,690	60,600	3.3%
<b>Total</b>	114,450	111,230	110,330	-0.8%
BART Extension (No Daly City)	50,750	48,560	47,070	-3.1%
<b>Grand Total</b>	165,200	159,780	157,400	-1.5%

**Chart A**  
**Grand Total Average Weekday Ridership (FYTD)**



**MONTHLY TOTAL RIDERSHIP – MAY 2018 COMPARED TO MAY 2017**

The following summary and figures 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 May for the past three fiscal years.

**Grand Total** – 4,181,630 a decrease of 1.7 percent

**Bus** – 985,490, a decrease of 6.4 percent

**Paratransit** – 30,360, a decrease of 4.3 percent

**Shuttles** – 271,770, an increase of 0.9 percent

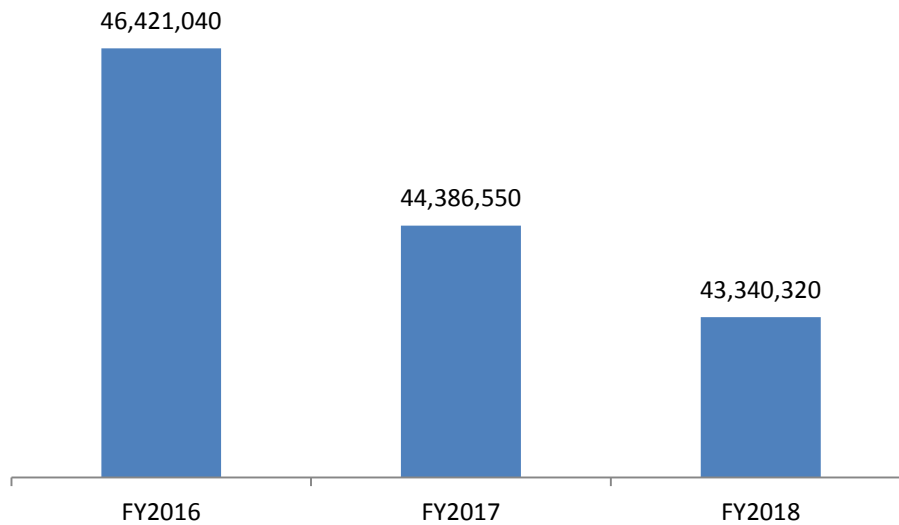
**Caltrain** – 1,673,500, an increase of 1.1 percent

**Table B  
Total Monthly Ridership**

May 2018 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	1,087,520	1,052,730	985,490	-6.4%
Paratransit	30,100	31,720	30,360	-4.3%
Shuttles	270,480	269,230	271,770	0.9%
Caltrain	1,620,410	1,654,730	1,673,500	1.1%
<b>Total</b>	<b>3,008,510</b>	<b>3,008,400</b>	<b>2,961,120</b>	<b>-1.6%</b>
BART Extension (No Daly City)	1,308,790	1,244,020	1,220,510	-1.9%
<b>Grand Total</b>	<b>4,317,300</b>	<b>4,252,420</b>	<b>4,181,630</b>	<b>-1.7%</b>
<b>Weekdays</b>	<b>21</b>	<b>22</b>	<b>22</b>	

May 2018 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	11,843,820	10,918,940	10,285,550	-5.8%
Paratransit	320,830	330,370	325,350	-1.5%
Shuttles	2,798,340	2,855,950	2,760,310	-3.3%
Caltrain	17,337,490	17,037,260	17,273,930	1.4%
<b>Total</b>	<b>32,300,480</b>	<b>31,142,530</b>	<b>30,645,130</b>	<b>-1.6%</b>
BART Extension (No Daly City)	14,120,560	13,244,030	12,695,200	-4.1%
<b>Grand Total</b>	<b>46,421,040</b>	<b>44,386,550</b>	<b>43,340,320</b>	<b>-2.4%</b>

**Chart B  
Grand Total Ridership (FYTD)**





The following summaries illustrate the number of riders by fare category and by day type for the month of May 2018. These numbers do not include Dumbarton ridership and rural On-Demand service previously reflected under the Paratransit ridership.

**Table C  
Bus Riders by Fare Category**

Fare Category	Weekday	Saturday	Sunday	Holiday	Total
Adult Cash	116,040	14,467	11,691	3,076	145,274
Adult Pass	423,674	37,989	30,349	8,188	500,200
Youth Cash	125,590	6,248	4,394	1,158	137,390
Youth Pass	47,753	1,665	1,079	279	50,776
Eligible Discount	119,187	14,308	11,853	3,187	148,536
<b>Total</b>	<b>832,244</b>	<b>74,678</b>	<b>59,366</b>	<b>15,888</b>	<b>982,175</b>

	May 2016	May 2017	May 2018	2018 Calendar Year-to-Date
Adult Cash	200,021	168,522	145,274	696,618
Adult Pass	521,877	522,439	500,200	2,326,870
Youth Cash	151,918	148,312	137,390	620,369
Youth Pass	62,912	56,831	50,776	211,671
Eligible Discount	147,533	153,132	148,536	692,867
<b>Total</b>	<b>1,084,261</b>	<b>1,049,236</b>	<b>982,175</b>	<b>4,548,393</b>

**Table D  
SamTrans Bus Ridership Summary**

May 2018 SamTrans Ridership Summary		
By day type:	Total Riders	Average Daily Riders
<b>Weekdays</b>	832,244	37,829
<b>Saturdays</b>	74,678	18,669
<b>Sundays</b>	59,366	14,841
<b>Holiday(s)</b>	15,888	15,888
<b>Total</b>	<b>982,175</b>	<b>31,683</b>

**Table E  
Bus Performance Standards**

		AWR*	OTP	Tokens	
				Adult	Youth
May	2017	40,439	81.18%	24,725	28,641
June	2017	34,596	81.07%	24,090	15,361
July	2017	32,293	82.20%	25,159	4,828
August	2017	36,201	79.33%	26,583	18,075
September	2017	44,590	78.38%	27,967	34,211
October	2017	40,861	80.14%	28,492	27,678
November	2017	37,807	79.72%	25,213	23,789
December	2017	35,258	78.90%	22,431	21,234
January	2018	34,180	81.47%	22,164	20,410
February	2018	36,263	78.69%	24,017	21,234
March	2018	35,985	79.55%	26,025	25,612
April	2018	35,513	80.57%	27,234	20,230
May	2018	37,829	78.47%	23,583	34,316

\*AWR: Does not include Dumbarton ridership

**PERFORMANCE CATEGORY DESCRIPTION**

**AWR** (Average Weekday Ridership) - measures average ridership on a weekday basis for the month

**OTP** (On Time Performance) - sampling thousands of schedules in the system for late, early, and on-time arrival and departure

**Tokens** - total of Adult and Youth token usage for the month

**SAMTRANS PROMOTIONS – MAY 2018**

**Summer Youth Pass** – SamTrans Summer Youth Pass went on sale May 21. The \$40 pass is a great deal for kids (18 and younger) looking to travel on any SamTrans route, all summer long. SYP can be purchased online, mail or walk-ins at Central. Sales will continue through July 15. Internal communication included news release/ blog, organic social media posts, onboard electronic messaging and customer service 800 number message. Paid strategies included three 30 sec. commercials airing on Comcast Spotlight networks targeting San Mateo and San Francisco County parents, banners placed at Carlmont and Tierra Linda schools, printed take-ones, ad cards onboard buses, outreach at community events, libraries and community centers on the Peninsula. E-mail reminders were sent to San Mateo schools and last year’s customers. Other paid strategies included geo-targeted digital display/mobile/tablet ads, YouTube video campaign, e-mail blasts targeting San Mateo County parents with kids 18 and younger,

sponsored Facebook ads. Also ran print ads in Sing Tao Chinese newspaper and Facebook ads to help penetrate the North San Mateo County Asian community.

**Partnership** – Marketing staff works with a number of event organizers to co-promote events that generate bus awareness and ridership, and to provide added value for current SamTrans customers. In May, SamTrans again partnered with Makers Faire held at San Mateo Event Center from May 18 – 20. The event was promoted and showcased as a partner on the go.samtrans.com website, through social media, news releases/blog, and ad cards we placed onboard all buses. SamTrans logo was placed on all Maker Fair’s collateral material.

**SamTrans May Social Media Report** – In May, SamTrans promoted several contests, the 2018 Rodeo, Coastside FLX service, new Eligible Discount tickets, our participation in the Facebook Festivals, Maker Faire, San Carlos Hometown Days, Summer Youth Pass and Route SFO, which was greeted very positively. We also had several service announcements, including Memorial Day service.

On the policy side, we discussed Get Us Moving events and Budget Challenge, Get Us Moving Ask Me Anything Q & A Reddit event, TransForm Transportation forum, SamTrans Business Plan, Proterra Electric Buses, Coastside Youth Summit and the Express Bus Study.

## SamTrans Digital Metrics - MAY 2018



### *New Followers*

**+157**

May 18 - 8886

Apr 18 - 8729

### *Top Tagged Issues*

**1. Route SFO**

**2. Delay**

**3. Colma Parking**

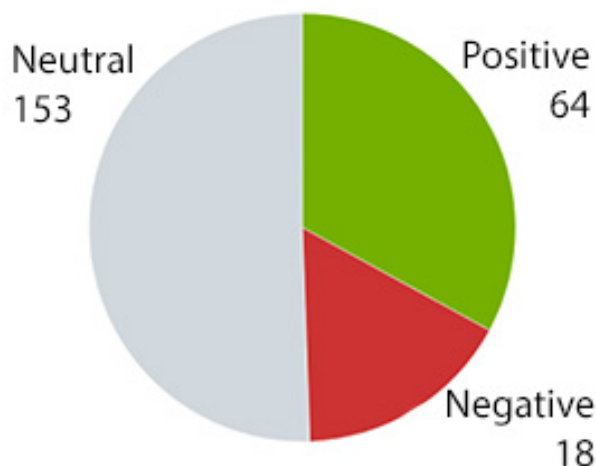
### *SamTrans.com Pageviews*

**May 18 - 146,572**

Apr 18 - 131,127

May 17 - 151,131

### *Social Sentiment*



### *May Yelp & FB Rating*



*(3 May reviews)*

**Youth Marketing Outreach** – The Marketing Outreach Coordinator activities for May.

**5-09-18** Safe Routes to School Meeting

**5-12-18** Facebook Festivals Bay Area Brew & FanFest - SamTrans was invited to participate at Facebook Festivals Bay Area Brew & FanFest. This is the first of a total of five community festivals which will be hosted on the Facebook campus (parking lot) to showcase quality farmers, artisans, locally-sourced food & beverages, music, educational expos, family-friendly entertainment and much more. Each event will help fundraise & support a variety of nonprofits who service the neighborhoods surrounding Facebook Menlo Park campus. The target audience is families in East Palo Alto, Belle Haven, Redwood City and surrounding areas.

**5-14-18** Sent out Regular School Bell Survey Reminder to Principals

**5-21-18** Brisbane/Southern Hills meeting. SamTrans met with parents to communicate Planning Team's options for new/existing routes serving the area.

**5-24-18** Coastside Youth Summit **250 attendees, 163 interactions** – promoted SYP 2018, establish school contacts, and provide existing route information, answer student/parent questions, gave away promotional items to students who interacted

Prepared by:	Alex Lam, Senior Planner	650-508-6227
	Jeremy Lipps, Social Media Officer	650-508-7845
	James Namba, Marketing Specialist	650-508-7924
	Christina Contreras, Marketing Outreach Coordinator	650-508-7763



## AGENDA

### FINANCE COMMITTEE COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, JULY 11, 2018 – 2:45 pm

or immediately following Community Relations Committee meeting

1. Call to Order

### ACTION

2. Approval of Minutes of Finance Committee Meeting of June 6, 2018
3. Adoption of Revised District Procurement Policy and an Ordinance Setting Forth Informal Bidding Procedures for District Public Works Projects
4. Adoption of Revisions to Disadvantaged Business Enterprise Program
5. Adoption of Revised Advertising Policy
6. Authorization of an Amendment to Contracts for Provision of On-Call Temporary Staffing Services
7. Adjourn

Committee Members: Karyl Matsumoto (Chair), Rose Guilbault, Dave Pine

#### 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  
JUNE 6, 2018

Committee Members Present: R. Guilbault, D. Pine

Committee Members Absent: K. Matsumoto (Committee Chair)

Other Board Members Present Constituting Committee of the Whole: J. Gee, J. Powell, P. Ratto, C. Stone

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, C. Gumpal, J. Brook

## CALL TO ORDER

Director Guilbault called the meeting to order at 4:59 pm.

## APPROVAL OF MINUTES OF COMMITTEE MEETING OF MAY 2, 2018

Motion/Second: Stone/Pine

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

The following items were approved in a single motion:

- FY 2019 Insurance Program
- Adoption of California Uniform Public Construction Cost Accounting Act (CUPCCAA)
- Award of Contracts for On-Call Market Research and Survey Services
- Declaring an Emergency for the Replacement of Main Boiler Flue at Central Facility and Ratifying an Emergency Purchase Order to MTECH in the Amount of \$17,922

Motion/Second: Gee/Stone

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

Consideration of the Revised Advertising Policy was moved to the next scheduled meeting in the interest of time.

## APPROVAL OF ADOPTION OF FISCAL YEAR 2018-19 OPERATING & CAPITAL BUDGETS

Derek Hansel presented the highlights of changes made to the budget since the May meeting. He confirmed that it is a deficit budget that would run out of funds within five to six years, barring any recessions.

Director Gee noted that the District inherited the deficit from the 1960s. He stated that the Board faces the challenge of how to balance the budget while working to achieve the District's current goals of increasing service, engaging youth, and providing mobility to the people with disabilities who need paratransit. He added that the Board would need to make difficult decisions regarding service cuts and/or revenue increases.

Motion/Second: Ratto/Stone

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

**ADJOURN**

The meeting adjourned at 5:09 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **ADOPT REVISED DISTRICT PROCUREMENT POLICY AND AN ORDINANCE  
SETTING FORTH INFORMAL BIDDING PROCEDURES FOR DISTRICT PUBLIC  
WORKS PROJECTS**

**ACTION**

Staff proposes that the Committee recommend the Board:

1. Adopt a Resolution revising the San Mateo County Transit District's (District) Procurement Policy to incorporate the requirements of the Uniform Public Construction Cost Accounting Act (Act), to emphasize the District's principles of ethical procurement, and to make other minor administrative revisions.
2. Adopt an Ordinance establishing informal bidding procedures for public works projects (Public Projects), as required by the Act.

**SIGNIFICANCE**

The Act, enacted in 1983 and codified at Public Contract Code Section 22000 et seq., allows local agencies to replace their statutory public works bidding thresholds with higher thresholds.

Prior to electing to become subject to the Act, the District has been required to engage in formal bidding for public works contracts greater than \$10,000. As a result of action taken at the June Board of Directors meeting, the District will now be subject to the Act, thereby enabling to the District to negotiate contracts or purchase orders for public works projects up to \$45,000 and to utilize informal bidding procedures for public works contracts between \$45,000 and \$175,000. Pursuant to the Act, the District now must adopt an ordinance setting forth its informal bidding procedures. In addition, the District must make corresponding revisions to its own Procurement Policy. Both the proposed ordinance and Procurement Policy revisions will provide for the \$45,000 and \$175,000 thresholds to automatically adjust to reflect changes in the Act.



Unrelated to changes required for the Act, staff also proposes revisions to the Procurement Policy to emphasize the District's principles of ethical procurement and to make other minor administrative updates to accurately reflect the District's practices.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

At the June 6, 2018 Board meeting, the Board adopted Resolution 2018-21, by which the District resolved to become subject to the Act.

A range of cities, counties and special districts across the State have opted to become subject to the Act. Locally, these include, but are not limited to, the County of San Mateo, the San Mateo County Office of Education, the San Mateo County Community College District, the Redwood City School District, and the cities of San Carlos, Belmont, Half Moon Bay, South San Francisco, Brisbane, Daly City, Burlingame, Menlo Park and Pacifica.

At this time, Staff recommends the Board enact the proposed Resolution and Ordinance, which adopts the attached Procurement Policy and establishes informal bidding procedures for Public Projects, as required by the Act. Following on the District's election to become subject to the Act, the proposed actions will provide the internal framework and guidance for the District to solicit and award public works projects at higher dollar limits than currently allowed by the Procurement Policy. The current four-month-long solicitation process will be reduced to less than two months, providing the District with administrative cost savings and streamlined project delivery, so that it can move more quickly to complete smaller public works projects such as the following recent solicitations:

<b><u>Project</u></b>	<b><u>Estimated Cost</u></b>
Central Roof Area Maintenance	\$24,000
Central Lobby Door ADA Operations Project	\$24,500
South Base Submersible Fuel Pump Replacement	\$58,000

To ensure the continued inclusion of Small Business Enterprise contractors in District Public Project procurements, and possibly increase small business utilization, staff also will propose at the July 11 meeting a new set-aside policy applicable to Public Project contracts under the current \$45,000 threshold.

**STRATEGIC INITIATIVE**

Priority 2 – Strengthen Fiscal Health

- Goal 3 – Implement existing and new best practices

Prepared by: Julie Taylor, Director of Procurement  
Kevin Kelley, Contract Officer

650-622-7860  
650-622-7892

**PROCUREMENT POLICY  
SAN MATEO COUNTY TRANSIT DISTRICT**

The San Mateo County Transit District (“District”) is organized and established pursuant to the San Mateo County Transit District Act, set forth in the Public Utilities Code Section 103000, *et seq.* (the “Act”) which authorizes the District to acquire such property, facilities, equipment, materials and supplies as may be deemed necessary to carry out its duties.

The procedures governing procurements of the District derive from state law and federal law. By accepting state and federal funding, the District is also obligated to comply with certain regulations in its procurement of goods and services. More specifically, certain standards, regulations, and other requirements for grants to local governments issued by the United States Department of Transportation apply to the District in connection with contracts financed in whole or in part with federal funds. In the event of a conflict between the District’s Procurement Policy and state or federal law, such state or federal law shall supersede this Procurement Policy.

This Procurement Policy provides a broad overview of the standards and methods which will guide the District in obtaining goods and services. Wherever in this Procurement Policy the General Manager/CEO is designated authority, such authority shall be understood to include the designee of the General Manager/CEO.

**A. Fundamental Principles of Ethical Procurement**

The District’s procurement practices reflect its commitment to fundamental principles of ethical procurement, which are as follows:

1. Foster maximum open and free competition for District Contracts;
2. Promote the greatest economy and efficiency in District procurements;
3. Ensure adherence to proper standards of conduct by District board members, officers and employees;
4. Maintain procurement policies and procedures that guarantee compliance with applicable state and federal laws and regulations;
5. Establish and maintain an arm's length relationship with all Contractors;
6. Treat all prospective Contractors, Consultants, and vendors, including Disadvantaged Business Enterprises (“DBEs”) and small businesses, in an equal and equitable manner; and
7. Provide guidance for remedy and resolution of Contract claims or disputes.

Based on these fundamental principles of ethical procurement and the general standards of public sector procurement, the following set of procurement and contracting policies have been developed.

**B. Conflicts of Interest**

No director, officer, employee or agent of the District shall participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. Such a conflict of interest arises when (a) the director, officer, employee or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a District procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (Section 81000 *et seq.* of the California Government Code) and in Sections 1090, 1091, and 1091.5 of the California Government Code.

**C. Methods of Procurement**

1. All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable.
2. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the District.
3. Formal competitive bidding must be used for construction, repair, maintenance, alteration, and similar work whenever the estimated expenditure for such work exceeds \$175,000 or the threshold set forth in California Public Contract Code section 22032(c), whichever is greater. Alternative methods of procurement, such as a design build approach, may be utilized if authorized by state law and in full compliance with all applicable requirements.

Federally funded procurements will comply with all applicable federal requirements.

Informal competitive procedures, as set for in the District's Informal Bidding Ordinance, may be used for construction, repair, maintenance, alteration and similar work whenever the estimated expenditure is more than \$45,000 (or the threshold set forth in California Public Contract Code section 22032(a), whichever is greater) and up to \$175,000 (or the threshold set forth in California Public Contract Code section 22032(b), whichever is greater). Award will be made to the lowest responsible bidder. (Public Contract Code § 22038). For construction, repair, maintenance, alteration and similar work where the estimated expenditure is \$45,000 (or the threshold set forth in California Public Contract Code section 22032(a), whichever is greater) or less, the District may use a negotiated contract or a purchase order.

4. Formal competitive bidding should be used when purchasing equipment, supplies, or materials over \$150,000, but a “best value” approach may be used in circumstances where it is determined to be in the best interest of the District. “Best value” means a process in which the overall combination of quality, price,

and other elements such as reliability, standardization, vendor qualifications, warranty, life cycle costs, and sustainability issues are considered together to determine which proposal provides the greatest overall benefit to the District. On a case by case basis, and in particular when a procurement involves a combination of goods and services, the District Procurement Office, in consultation with the Project Manager or the department issuing the solicitation, shall make the determination of whether a “best value” approach is in the best interest of the District. In such circumstances, the determination will be documented in writing and a formal competitive proposal process will be utilized.

5. An informal procurement method may be utilized for the purchase of materials, equipment, services or supplies when the estimated expenditure is between \$5,000 and \$150,000. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, that permit prices and other terms to be compared. The District will undertake adequate outreach to ensure open and free competition, and that small businesses, including Disadvantaged Business Enterprises are afforded opportunities to submit quotations. To the extent practicable, the District will strive to obtain at least one of the minimum of three quotations from a small business. The District will utilize interested vendors based upon a review of trade sources, lists of certified DBEs and small businesses that have registered with the State, and vendors that have registered with the District to receive notice of contract opportunities. When appropriate to ensure satisfaction of the Fundamental Principles of Ethical Procurement set forth in Section A of this Policy, such solicitations shall be advertised by the District. The District’s informal bidding procedures, using a lowest responsible bidder standard for bid comparison, will serve as the typical standard on which to base the purchase of materials, equipment, services or supplies, unless it is determined in writing that it is in the District’s best interest to apply a “best value” approach, in which event, qualitative factors such as those set forth in paragraph C.4. above, in addition to price may be considered in making an award.
6. Formal competitive proposals, which consider and evaluate factors in addition to price, will be used to retain professional and non-professional services when the estimated expenditure exceeds \$150,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.
7. The use of appropriate intergovernmental and cooperative agreements is encouraged in order to reduce duplicative effort and to achieve cost economies.
8. The District may purchase items on the open market under the following conditions: (a)(i) if the District rejects bids received in connection with a procurement of materials, supplies, services and equipment requiring formal competitive bidding, and (ii) the Board of Directors determines and declares by a two-thirds vote of all its members that in its opinion the supplies, equipment, services, and materials may be purchased at a lower price in the open market; or (b) if the Board of Directors, or the General Manager/CEO, within the General Manager/CEO’s procurement authority, has exercised discretion to waive the

competitive process when permissible under applicable law and consistent with the fundamental principles of procurement set forth in this Policy, *See* Public Utilities Code §103223 and Section L “Discretion to Waive the Competitive Process” set forth below.

**D. Procurement Documentation and Consideration of Bids and Proposals**

1. Formal competitive bidding requires preparation of bid documents that clearly set forth all requirements which must be fulfilled in order for the bid to be responsive, advertisement in accordance with the law, and, once bids are received, an award, if made, to the lowest responsive and responsible bidder.
2. Formal competitive proposals, including the “best value” approach, require issuance of Requests for Proposals, which clearly set forth all the requirements, and state the qualitative factors, in addition to price, which will be used to evaluate and rank the Proposals. An award, if made, will be to the proposer receiving the highest consensus ranking, subject to successful negotiations with the District.
3. Any and all bids, quotes or proposals may be rejected by the District if it is in the District’s best interest to do so.
4. The District may only contract with persons, firms or entities that are qualified and possess the ability to perform successfully under the terms and conditions of the proposed procurement.

**E. Execution of Contract Documents**

1. All District contracts and amendments will be in writing and executed prior to beginning performance under the contract.
2. The General Manager/CEO may execute all contracts on behalf of the District that are duly approved within the General Manager/CEO’s authority. The Chairperson of the Board of Directors will sign contracts and leases that require approval by the Board, unless otherwise delegated to the General Manager/CEO.

**F. Disadvantaged Business Enterprise Program**

The District is committed to a Disadvantaged Business Enterprise (“DBE”) Program for DBE participation in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective June 22, 2001, as may be amended. It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of U.S. Department of Transportation assisted and District contracts. It is the intention of the District to create a level playing field on which DBEs can compete fairly for contracts and subcontracts to provide the District’s public works, supplies, equipment, materials and services.

## **G. Protest Procedures**

Bidders may protest contracts that are let through formal competitive bidding or competitive negotiations. Bid protests will be reviewed and determined by the Director of Procurement. Upon receipt of the Director's written response, any protester may elect to pursue its protest before the District Board of Directors' Finance Committee. Such bid protests will be reviewed and acted upon by the Finance Committee and then the Board of Directors upon recommendation by the General Manager/CEO and the General Counsel. All protests will be in accordance with the written procedures set forth in the Procurement Manual.

## **H. General Manager/CEO's Procurement Authority**

1. The General Manager/CEO is authorized to purchase supplies, equipment, services and materials and to arrange for work in a manner consistent with this Procurement Policy and written procedures as may be developed from time to time. The General Manager/CEO is authorized to execute agreements and expend funds for procurements and activities included within the District's approved annual budget as follows: (1) up to \$150,000 for equipment, supplies, materials, or services and (2) up to \$175,000 or the threshold set forth in California Public Contract Code section 22032(b), whichever is greater for construction, repair, maintenance, alteration and similar work.

The General Manager/CEO is authorized to modify and otherwise administer all contracts on behalf of the District. For all contracts, the General Manager/CEO is authorized to issue contract change orders or amendments within any Board approved contingency. If the Board does not establish a contingency or in the event the contingency is exhausted, the General Manager/CEO is authorized to issue contract change orders or amendments up to \$150,000 or up to 10% (cumulative) of the Contract Amount, whichever is greater. The "Contract Amount" is defined as the original contract amount, plus any Board-exercised or approved options, plus any Board-approved amendments.

2. The General Manager/CEO is authorized to designate staff to oversee and monitor procurements and may delegate its contracting authority set forth in the paragraph above. Such delegation(s) must be in writing, documented by the Director of Contracts and Procurement, and must specify defined monetary limits.
3. Only the Board may award (a) contracts for materials, supplies and equipment or services over \$150,000, and (b) contracts for construction, repair, maintenance, alteration and similar work over \$175,000. When the Board awards such contracts, it also delegates to the General Manager/CEO the authority to execute the resulting agreement.

## **I. Emergency Contracts**

For procurements requiring competitive bidding and/or Board approval, in case of any sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services,

the Board hereby designates the General Manager/CEO to take all necessary and proper measures in emergency conditions to maintain the District's systems in operation. The Board also grants the General Manager/CEO the authority to determine that there is insufficient time for competitive bidding and that public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. If the General Manager/CEO makes such a determination, the General Manager/CEO may expend or enter into a contract involving the expenditure of any sum needed in such emergency without observance of the provisions requiring contracts, bids or notice. The General Manager/CEO shall promptly report on the reasons and necessity for proceeding without a competitive solicitation for construction, repair, maintenance, alteration and similar work which exceeds \$175,000, and for all other goods and services which exceed \$150,000, to the Board of Directors within 7 days of the action or at the next available meeting, provided that the General Manager/CEO reports to the Board no later than 14 days after the General Manager/CEO takes such emergency action. Upon hearing the General Manager/CEO's report, the Board shall determine, by a four-fifths vote, whether or not there is a need to continue the emergency action. The Board shall continue to evaluate the emergency action, determining whether or not the emergency procurement is still required, at every regularly scheduled meeting thereafter until the action is terminated. See Public Contract Code §§ 20331 and 22050.

**J. Sole Source**

Regardless of the estimated cost of the procurement, the District is not required to engage in the competitive bidding process when procuring materials, equipment, supplies or services for which there exists only a sole source of supply. If more than one distributor of a product is available, the product is not exempt from competitive bidding as a sole source. A sole source decision is not permitted merely upon the grounds that the source demonstrates technical or administrative superiority, is the most convenient, or shows superior performance potential at lower costs. In all cases, the District must verify that the particular procurement meets the definition of a sole source and the District must perform a cost or price analysis to determine the fairness and reasonableness of the price of the sole source. The sole source determination will be reviewed by the Director of Contracts and Procurement in consultation with legal staff, as needed.

**K. Cooperative Purchasing Agreements**

To foster greater economy and efficiency, the District may avail itself of federal, state and local intergovernmental agreements for procurement or use of common goods and services. Joint procurements, state cooperative purchasing programs, and assignment of existing contract rights ("piggyback" procurements) with other public agencies may be used when consistent with applicable state and federal statutory or grant requirements.

**L. Discretion to Waive the Competitive Process**

The Board of Directors or the General Manager/CEO in the case of procurements within the General Manager/CEO's procurement authority may waive the requirements for formal competitive bidding or other procedures set forth in this Policy when permissible under applicable law, when a determination is made that the best interests of the District are served thereby, and provided there is adequate documentation of the need for such material, supplies, equipment, public works or services. These circumstances shall be evaluated on a case-by-case

basis, keeping in mind the Fundamental Principles of Ethical Procurement set forth in this Policy. The findings justifying the waiver must be documented in the record.

**M. Contract Administration**

The District shall administer all contracts to ensure that contractors conform with the terms, conditions, and specifications of all contracts and to ensure all purchases are received in a timely manner. Contract administration files shall contain documentation concerning the solicitation, contract costs, modifications and final disposition. All significant formal and informal communications on all contracts must be committed to written memoranda and promptly included in the contract file.

**N. Disposal of Surplus Property**

1. The Director of Contracts and Procurement shall determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost does not exceed \$50,000. The General Manager/CEO shall determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost exceeds \$50,000 but is less than \$150,000. The Board of Directors shall approve the disposition of any item having an original acquisition cost greater than \$150,000. In all cases, disposition or sale of rolling stock shall require approval of the Board. In the event the surplus item to be disposed of was purchased with federal funds, the District will comply with federal disposition requirements.
2. The method of sale or disposition of any surplus or scrap items shall depend upon the nature of the items. Such methods shall include: (1) transfer or sale to other public agencies, (2) trade-in as part of a new procurement, (3) sale by auction, advertisement for sealed bids, or negotiation, or (4) where appropriate, proper recycling or disposal.

**O. Revenue Generating Contracts/Concessions**

To the extent they are not otherwise governed by District policies, concession agreements are contracts where the District grants permission to use District facilities or property to vendors to sell products or services, for which the District receives a percentage of the proceeds and/or a flat rate of compensation. Generally, these arrangements are at no direct cost to the District.

Where it is determined that a number of potential vendors are available to provide similar products or services, a competitive negotiations procedure should be followed, and award made to the highest ranked proposer, taking into consideration the economic return to the District, quality of the product, service and experience of the vendor.

The Board of Directors shall approve revenue generating/concessions contracts that exceed \$150,000 in value.



**P. Implementation**

This Policy sets forth the standards and methods to be followed by the District in obtaining goods and services. Since 2004, the District has had in place a Board-adopted Procurement Manual that sets forth implementing guidelines and procedures consistent with applicable law, best procurement practices, and the Procurement Policy. The General Manager/CEO shall have the authority to maintain and update as necessary the Procurement Manual to give effect to this Policy and may make subsequent revisions if necessary to implement changes in applicable laws and regulations and best procurement practices such as FTA Best Practices Procurement Manual, Caltrans Local Assistance Procedures Manual, American Public Transit Association guidelines and standards, or other well accepted external references. Changes that represent a deviation from this Policy must be approved by the Board of Directors. All District staff with responsibility for procurement activities shall be trained in, and adhere to, this Policy and the Procurement Manual.

Revised: Resolution No. 2018-XX; July 11, 2018

Revised: Resolution No. 2017-14; March 1, 2017

Revised: Resolution No. 2010-04; January 13, 2010

Adopted: Resolution No. 2003-26; June 11, 2003

**ORDINANCE NO. 2018-**

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

\* \* \*

**RELATING TO THE UNIFORM PUBLIC CONSTRUCTION COST  
ACCOUNTING ACT TO PROVIDE INFORMAL BIDDING PROCEDURES  
FOR DISTRICT PUBLIC PROJECTS**

**WHEREAS**, California Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act (the "Act"), establishes a uniform cost accounting standard for construction work performed or contracted by local agencies; and

**WHEREAS**, the California Uniform Construction Cost Accounting Commission (the "Commission") established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of, or in the contracting for, construction of public projects; and

**WHEREAS**, the San Mateo County Transit District (District) Board of Directors (Board) has elected for the District to become subject to the procedures set forth in the Act, and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each be amended from time to time.

**NOW, THEREFORE**, the Board of Directors of the San Mateo County Transit District hereby ordains as follows:

**SECTION 1. BIDDING PROCEDURES FOR PUBLIC PROJECTS**

The San Mateo County Transit District (District) adopts the procedures set forth herein for the bidding and award of Public Projects.

**(a) Informal bid procedures.**

Public Projects, as defined by the Uniform Public Construction Cost Accounting Act (Section 22000 et. seq. of the Public Contract Code) (the "Act") and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et. seq., of the Public Contract Code.

**(b) Notice to Contractors inviting informal bids.**

The District will comply with the requirements of Public Contract Code Section 22034. Where a Public Project is to be performed, which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed, emailed, or faxed to all construction trade journals as specified by the Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the District's discretion, provided

however, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids.

**(d) Award of contracts.**

The General Manager/CEO or his/her designee is authorized to award informal contracts pursuant to this Ordinance.

If all bids received are in excess of the informal bidding limits listed in Section 22032 of the Public Contract Code, the Board of Directors may, by adoption of a resolution by a four-fifths vote, award the contract up to the amount listed in Section 22034(d) of the Public Contract Code, to the lowest responsible bidder, if it determines the District's cost estimate was reasonable.

**SECTION 2. SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, the holding shall not affect the validity or enforceability of the remaining provisions, and the Board of Directors declares that it would have adopted each provision of this ordinance irrespective of the validity of any other provision.

**SECTION 3. EFFECTIVE DATE**

This ordinance becomes effective on July 12, 2018

Regularly passed and adopted this 11th day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

\_\_\_\_\_  
Acting District Secretary

RESOLUTION NO. 2018 -

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

\* \* \*

**ADOPTING REVISED PROCUREMENT POLICY**

**WHEREAS**, the California Public Contract Code sets forth various rules applicable to the San Mateo County Transit District's (District) procurements; and

**WHEREAS**, on June 6, 2018, by Resolution 2018-21, the District's Board of Directors (Board) elected for the District to become subject to the Uniform Public Construction Cost Accounting Act (Act); and

**WHEREAS**, by Resolution 2018- , also adopted on this 11<sup>th</sup> day of July, 2018, the Board enacted a new informal bidding ordinance to facilitate compliance with the Act; and

**WHEREAS**, the Board now desires to revise its Procurement Policy to reflect the District's new bidding thresholds and procedures for public works contracts pursuant to the Act and related informal bidding ordinance, to make minor, administrative revisions to emphasize its fundamental principles of ethical procurement, and to make other minor, administrative revisions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby adopts the revised Procurement Policy attached hereto, and delegates authority to the General Manager to implement the Policy in accordance with applicable law and in furtherance of the Policy.

Regularly passed and adopted this 11<sup>th</sup> day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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Acting District Secretary



# BIDDING PROCEDURES FOR SMALL PUBLIC WORKS PROJECTS UNDER CUPCCAA



# Uniform Public Construction Cost Accounting Act

samTrans

- **Opted into the Act at the June meeting**
- **Approval of Ordinance & Procurement Policy revisions required by the Act**
- **Raises formal bidding thresholds**
- **Reduces procurement time for small public works projects (<\$175k)**
- **Small Business set-aside policy proposed to ensure inclusion of SBEs**

# Uniform Public Construction Cost Accounting Act



## Prior Procurement Process

<b>&lt;\$10k</b> <b>Request for Quotes;</b> <b>Seek SBE Quote</b>	<b>\$10k+</b> <b>IFB Low-Bid; 5%</b> <b>SBE preference</b>
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## CUPCCAA Procurement Process

<b>&lt;\$45k</b> <b>Set-aside for</b> <b>SBE Quotes</b>	<b>\$45k-\$175k</b> <b>Request for</b> <b>Quotes;</b> <b>Seek SBE Quote</b>	<b>\$175k+</b> <b>IFB Low-Bid;</b> <b>5% SBE</b> <b>preference</b>
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**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Carter Mau  
Deputy CEO/Chief Administrative Officer

SUBJECT: **ADOPT REVISIONS TO DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

**ACTION**

Staff proposes that the Committee recommend that the Board of Directors (Board):

1. Adopt, contingent on approval by the Federal Transit Administration (FTA), the revised Disadvantaged Business Enterprise (DBE) Program, to include a set aside program for small business enterprises (SBEs) for small public works contracts.
2. Authorize the General Manager/CEO or designee to submit the revised DBE program to the FTA.

**SIGNIFICANCE**

Increased informal solicitation monetary thresholds available to the San Mateo County Transit District (District) under the Uniform Public Construction Cost Accounting Act (Act) allow the District to establish a set aside program for SBEs for small public works contracts. This program will promote SBE participation in District contracts.

Establishing this set aside program requires the District to amend its DBE Program. U.S. Department of Transportation (DOT) regulations require recipients of DOT financial assistance to establish a DBE Program and to send significant changes to the DBE Program to the FTA for approval. The regulations also require that a DBE Program include policies to foster SBE participation in District contracts, such as set aside programs for small contracts. All DBEs are also considered SBEs under current District policy, therefore, the proposed SBE set aside program has the potential to increase DBE contract participation in a race-neutral manner.

**BUDGET IMPACT**

The proposed DBE Program revisions should have no impact on the budget.

**BACKGROUND**

The Board last revised the DBE Program in 2016 (Resolution No. 2016-39). The District's resolution to become subject to the Act allows for informal solicitation procedures for public works contracts valued under \$45,000 (or the threshold set forth in California

Public Contract Code section 22032(a), whichever is greater), whereas the previous threshold for informal public works solicitations was \$10,000. Such contracts are not subject to the sealed bidding requirements typically applicable to public works contracts.

In an effort to promote SBE utilization on such contracts, staff proposes to solicit public works contracts under \$45,000 only among SBEs, where practicable. To reflect this change in policy, staff recommends that the Board approve the following addition to the DBE Program:

- "5. Public works contracts valued less than \$45,000 (or the threshold set forth in California Public Contract Code section 22032(a), whichever is greater) will be set aside for competition among small businesses when:
- a) The District has a reasonable expectation that small businesses will provide quotes on the contract.
  - b) The District receives at least two (2) quotes from small businesses.
  - c) The contract award will be made at fair market price."

Staff proposes to monitor and report on contracts awarded under this policy through a two year pilot period. During the pilot period, staff will analyze any effects that this policy has on District costs and will also determine the policy's effectiveness in increasing SBE and DBE participation.

Prepared By: John Barker, Manager, Civil Rights Programs

650-508-7940

RESOLUTION NO. 2018 –

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

\* \* \*

**ADOPTING REVISIONS TO THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

**WHEREAS**, the Board of Directors (Board) of the San Mateo County Transit District (District) recently resolved to become subject to the Uniform Public Construction Cost Accounting Act (Act); and

**WHEREAS**, agencies subject to the Act have an increased monetary threshold for use of an informal solicitation process for public works contracts; and

**WHEREAS**, the District desires to use this increased flexibility to promote participation by small business enterprises (SBEs) in its contracts; and

**WHEREAS**, staff has proposed revising the Disadvantaged Business Enterprise (DBE) Program to include a policy that public works contracts valued less than \$45,000 (or the threshold set forth in California Public Contract Code section 22032(a), whichever is greater) will be set aside for competition among SBEs; and

**WHEREAS**, U.S. Department of Transportation (DOT) regulations require recipients of Federal Transit Administration (FTA) financial assistance to send significant changes to their DBE Programs to the FTA for approval; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board adopt the revised DBE Program, attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District adopts the attached revised Disadvantaged Business Enterprise Program, contingent on approval by the Federal Transit Administration; and

**BE IT FURTHER RESOLVED** the Board directs the General Manager/CEO to submit the DBE Program to the Federal Transit Administration.

Regularly passed and adopted this 11<sup>th</sup> day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **ADOPTION OF REVISED ADVERTISING POLICY**

**ACTION**

Staff proposes the Committee recommend the Board adopt a revised Advertising Policy, which revisions are summarized as follows:

1. Allow commercial advertising on designated interior space; and allow public service advertising and cross-promotional advertising on designated exterior space.
2. Include electronic media as a form of advertising.
3. Add firearms and cannabis to the list of products and services excluded from the types of permitted advertising.
4. Other minor changes to the Advertising Policy.

**SIGNIFICANCE**

The Advertising Policy (Policy) applies to all forms of advertising on transit facilities owned and/or managed by the San Mateo County Transit District (District). The District currently manages a bus shelter advertising revenue contract and the Peninsula Corridor Joint Power Board's (JPB) train and station advertising contract with Outfront Media. The District also manages a bus exterior advertising revenue contract with Lamar Transit.

The proposed amendments to the Policy will improve the District's ability to generate new revenue by allowing the display of additional forms of advertising on or in District and JPB rolling stock and transit facilities.

Allowing cross-promotional advertising on the exterior of rolling stock will allow the District to explore strategic partnerships that offer expanded marketing and promotional opportunities for District and JPB services. The proposed amendments will also allow the District to explore revenue generating opportunities on the District's and JPB's electronic assets, including mobile applications and websites. The proposed revisions to the Policy also adds firearms and cannabis to the list of excluded

advertising. Adding these categories to the excluded list is in furtherance of the District's desire to: maintain a professional advertising environment that maximizes advertising revenues and minimizes interference with or disruption of its and the JPB's transit systems; maintain an image of neutrality on issues that are not the subject of commercial or public service advertising and are the subject of public debate and concern; and continue to build and retain transit ridership.

By continuing to allow only limited types of advertising on rolling stock and transit facilities, the District is maintaining its intent neither to create a public forum for public discourse or expressive activity, nor to provide a forum for all types of advertisements. All advertising shall be subject to this uniform, viewpoint-neutral Policy.

### **BUDGET IMPACT**

The additional advertising permitted pursuant to the revised Policy would result in an estimated \$150,000 to \$260,000 in additional annual net revenue share to the District.

### **BACKGROUND**

In April 2011, the District adopted the current Policy. The existing Policy allows commercial advertising on the exterior of rolling stock, while the interior of rolling stock is reserved for public service and cross-promotional advertising (advertising in which the District or JPB collaborates with for-profit entities to promote using SamTrans or Caltrain as a conveyance to a specific event).

During the 2017 calendar year, the District recognized approximately \$1.1 million in advertising revenue generated through the bus shelter and bus exterior contracts.

Each of the District's revenue-generating contracts have built-in sales incentives as part of the compensation structure and guaranteed contract minimums. While an increase in sales is expected once the revised Policy is adopted, sales from each contract are currently below the revenue sharing threshold.

The revised Policy will take a uniform approach to the exterior and interior advertising spaces, by allowing commercial, public service and cross-promotional advertising in both the exterior and interior rolling stock advertising spaces.

Both Outfront Media and Lamar Transit have represented to the District that revising the Policy to include commercial advertising in the interior of rolling stock, and public service and cross-promotional advertising on the exterior of rolling stock, will generate increased sales, thereby increasing the District's potential net revenue share.

### **STRATEGIC INITIATIVE**

- Priority 2: Strengthen Fiscal Health  
Goal 3: Implement existing and new best practices

Prepared By: Megan LaRocque, Contract Administrator 650-508-7978  
Project Manager: Christiane Kwok, Manager, Market Research & Development 650-508-7926

# **SAN MATEO COUNTY TRANSIT DISTRICT**

## **ADVERTISING POLICY**

The San Mateo County Transit District (“District”) provides public transportation services (“SamTrans”) within San Mateo County, San Francisco County and Santa Clara County, California. The District is also the Managing Agency of the Peninsula Corridor Joint Powers Board (“Caltrain”), a joint powers agency whose membership is composed of the San Mateo County Transit District, the City and County of San Francisco and the Santa Clara Valley Transportation Authority. Caltrain provides passenger rail service between San Francisco and Gilroy. The District and Caltrain are referred to collectively as the “Agencies.”

The District is engaged in the sale of advertising in and upon the property and rolling stock of the Agencies (“Transit Facilities”), including, but not limited to: (1) advertising on the exterior of the District’s buses; (2) advertising displayed on bus shelters in the District’s service area; (3) advertising on the interior of the District’s buses; (4) advertising on the exterior of Caltrain’s rail cars; (5) advertising displayed in/at Caltrain train stations; (6) advertising on the interior of Caltrain’s rail cars; and (7) advertising on Agencies’ electronic media. This Advertising Policy (“Policy”) shall apply to the sale of all forms of advertising on all Transit Facilities owned and/or managed by the District.

### **I. PURPOSE**

The District will make space on its Transit Facilities available for limited types of advertising (“Permitted Advertising”). By allowing limited types of advertising on or within the Transit Facilities, the District does not intend to create a public forum for public discourse or expressive activity or to provide a forum for all types of advertisements. All advertising shall be subject to this uniform, viewpoint-neutral Policy.

The District will not permit the types of advertising defined as Excluded Advertising in Section III below. By not allowing Excluded Advertising, the Agencies can: (a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference with or disruption of their transit systems; (b) maintain an image of neutrality on political, religious or other issues that are not the subject of Commercial Advertising and are the subject of public debate and concern; and (c) continue to build and retain transit ridership.

### **II. PERMITTED ADVERTISING**

#### **Exterior Advertising**

The display of Permitted Advertising on the exterior of the Transit Facilities (“Exterior Advertising”) is intended only to supplement fare revenue, tax proceeds and other income that fund the Agencies’ operations and to promote the Agencies’ transit operations. In order to realize the maximum benefit from the sale of space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that does not discourage the use of the transit systems, does not diminish the Agencies’ reputations in the communities they serve or the good will of their patrons, and is

consistent with the principal purpose of providing safe and efficient public transportation. To attain these objectives, the District's Board of Directors has established the following regulations governing Exterior Advertising. Exterior Advertising permitted under this section cannot contain displays or messages that qualify as Excluded Advertising, as defined below under Section III.

### **Interior Advertising**

The District recognizes that passengers are a captive audience to any advertisements posted on the interior of the District's buses and Caltrain's rail cars ("Interior Advertising"). The District desires that such passengers not be subject to advertisements containing material relating to political, religious, or public issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of the Agencies. The District's Board of Directors has, therefore, established the following regulations governing Interior Advertising. Like Exterior Advertising, Interior Advertising permitted under this section cannot contain displays or messages that qualify as Excluded Advertising, as defined below under Section III.

Exterior Advertising and Interior Advertising includes advertising in the following categories:

A. **Commercial Advertising.** Commercial Advertising is advertising the sole purpose of which is to promote or solicit the sale, rental, or distribution of products, goods, services, entertainment, events, programs, or property (real or personal) for commercial purposes. It does not include advertising that also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.

B. **Public Service Advertising** Public Service Advertising is advertising proposed by either a governmental entity, academic institution or tax-exempt nonprofit organization that relates to: community, art, culture, education/training, health, provision of children and family services, provision of services and programs that provide support to low income citizens, senior citizens and people with disabilities, or safety events, programs and/or messages and does not include or contain any direct or indirect reference to religious, political or public issue advocacy. Upon the District's request, nonprofit entities must document their tax-exempt status. Unless the source of the public service advertising is obvious from the content or copy, the advertisement must specifically identify the sponsor of the advertisement or the message.

C. **Transit Operations of SamTrans or Caltrain.** Transit Operations Advertising is advertising that promotes SamTrans or Caltrain.

D. **Cross-promotional Advertising.** Cross-promotional Advertising is advertising in which the Agencies collaborate with for-profit or non-profit entities to promote using SamTrans or Caltrain as a conveyance to a specific event; such advertising may not contain any direct or indirect reference to religious, political or issue advocacy.



### **III. EXCLUDED ADVERTISING APPLICABLE TO EXTERIOR AND INTERIOR ADVERTISING**

Exterior and Interior Advertising cannot be displayed or maintained on Transit Facilities if information contained in the advertisement falls within one or more of the following categories of Excluded Advertising:

- A. False, misleading, or deceptive.
- B. Clearly defamatory or likely to hold up to scorn or ridicule a person or group of persons.
- C. Obscene or pornographic.
- D. In promotion of illegal activity or advocacy of imminent lawlessness or violent action.
- E. Promoting alcohol, firearms, tobacco or cannabis products or their use.
- F. Religious.
- G. Political or Public Issue.
- H. Intellectual property infringement, including piracy or infringement of copyright, trade or service mark, title or slogan.
- I. Unauthorized Endorsement.

For purposes of this Policy, the following definitions apply:

Religious Advertisements are defined as advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristics of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion.

Political and Public Issue Advertisements are defined as advertisements that contain political speech referring to a particular ballot question, initiative, petition, referendum, candidate, or political party or viewpoint or expresses or advocates opinions or positions upon any of the foregoing or on a matter of public debate about economic, political, religious or social issues. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.

Unauthorized Endorsement Advertising is advertising that implies or declares that the District or Caltrain endorses a product, service, point-of-view, event or program. The prohibition against endorsements does not apply to advertising for a service, event or program for which the District or Caltrain is an official sponsor, cosponsor or participant.

#### **IV. ADMINISTRATION AND ENFORCEMENT OF POLICY**

##### **A. Review by Contractor**

The District shall incorporate this Policy into its advertising management contracts. The District's Contractor shall submit for display on or in the Transit Facilities only advertisements that comply with the standards set forth in this Policy. If the Contractor is in doubt whether an advertisement complies with the standards set forth in this Policy, then the Contractor shall notify the District's Chief Communications Officer or designee, of the specific standard or standards of this Policy with which the Contractor believes the advertisement may not comply.

##### **B. Review by Chief Communications Officer**

If the Contractor determines that an advertisement may not comply with the Policy as set forth in Section A, the Contractor shall send the advertisement and supporting information (the name of the advertiser, the size and number of the proposed advertisements, the dates and locations of proposed display, and notation of standards of concern) to the Chief Communications Officer, or designee, for review. The Chief Communications Officer, shall review the advertisement and supporting information to determine whether or not the advertisement complies with this Policy. If Chief Communications Officer determines that the advertisement does not comply with this Policy, he or she shall, in writing, specify the standard or standards with which the advertisement does not comply, and shall so notify the Contractor.

##### **C. Notification to Advertiser**

The Contractor will send prompt, written notification to the advertiser of the rejection of the advertisement and will include in that notification a copy of this Policy and written specification of which standard or standards the advertisement fails to comply with.

##### **D. Appeal to General Manager/CEO**

Rejection of an advertisement may be appealed to the District's General Manager/CEO, or designee, by written notification to the Chief Communications Officer. The General Manager/CEO will allow the advertiser and the Chief Communications Officer to present any argument or evidence they wish to offer. The General Manager/CEO's decision shall be final.

April 2018

RESOLUTION NO. 2018 –

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

\* \* \*

**ADOPTING THE SAN MATEO COUNTY TRANSIT DISTRICT  
REVISED ADVERTISING POLICY**

**WHEREAS**, in April 2011, the San Mateo County Transit District (District) adopted its current Advertising Policy (Policy), which applies to all forms of advertising on or in the District's and the Peninsula Corridor Joint Power Board's (JPB's) rolling stock, and all other transit facilities owned and/or managed by the District; and

**WHEREAS**, the existing Policy allows commercial advertising on the exterior of rolling stock, while the interior of rolling stock is reserved for public service and cross-promotional advertising; and

**WHEREAS**, in order to generate additional revenue through advertising, staff in consultation with legal counsel, has developed the attached proposed revised Policy, which will take a uniform approach to the District's and JPB's advertising spaces, by allowing commercial, public service and cross-promotional advertising in both the exterior and interior rolling stock advertising spaces; and

**WHEREAS**, the revised Policy also includes the addition of electronic media as a form of advertising, the addition of firearms and cannabis to the list of products and services excluded from the types of permitted advertising, and other minor changes; and

**WHEREAS**, by continuing to allow only limited types of advertising on or within rolling stock and transit facilities, the District is maintaining its intent neither to create a

public forum for public discourse or expressive activity, nor to provide a forum for all types of advertisements; and

**WHEREAS**, the General Manager/CEO recommends and the Finance Committee concurs, that the Board of Directors adopt the revised Policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District adopts the revised Advertising Policy attached hereto, and authorizes the General Manager/CEO, or his designee, to take further actions deemed necessary to implement said Policy.

Regularly passed and adopted this 11<sup>th</sup> day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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Acting District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Carter Mau  
Deputy GM/CEO

SUBJECT: **AUTHORIZE AN AMENDMENT TO CONTRACTS FOR PROVISION OF ON-CALL  
TEMPORARY STAFFING SERVICES**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Authorize first amendments to On-Call Temporary Staffing Services contracts with the following five firms to extend each contract on a month-to-month basis from June 1, 2018 through September 30, 2018:
  - AppleOne Employment Services, San Mateo, California
  - MGO Strategic Staffing, Sacramento, California
  - Premier Staffing Sources, Lanham, Maryland
  - SearchPros Staffing, Citrus Heights, California
  - Wollborg/Michelson Personnel Services, San Francisco, California
2. Authorize an increase in the aggregate not-to-exceed amount of the contracts by \$900,000 from \$6,215,000 to \$7,115,000
3. Authorize the General Manager/CEO, or his designee, to execute contract amendments reflecting the above actions in a form reviewed and approved by legal counsel.

**SIGNIFICANCE**

Approval of the above actions will benefit the San Mateo County Transit District (District) by ensuring continued access to multiple, qualified firms that provide on-call temporary personnel to meet a variety of administrative, financial, information technology, and light industrial business needs on a timely basis across all business units. The amendments will:

1. Bridge a gap in service from the expiration of the existing contracts until new on-call temporary staffing services contracts are presented to the Board of

Directors (Board) for approval in August; and

2. Add funding to address the deficit in contract authority for previous expenditures and cover anticipated expenditures from July to September 2018.

### **BUDGET IMPACT**

Funds to support the provision of temporary staffing services are included in the adopted Fiscal Year 2019 Operating Budget.

### **BACKGROUND**

On May 1, 2013, pursuant to Resolution No. 2013-16, the Board authorized the General Manager/CEO or his designee to enter into six contracts with the aforementioned firms and Manpower Inc., of San Jose, California for a five-year term for an aggregate not-to-exceed amount of \$5,650,000. Manpower Inc. has since gone out of business.

Due to a higher-than-expected volume of temporary staff needed to support the pre-Business Optimization Program (BOP) design, BOP testing phase and post-BOP projects, the contract expenditure during the first three years was greater than anticipated. The 10% contract contingency of \$565,000 was applied for a new contract total amount of \$6,215,000. An additional amount of almost \$400,000 was spent through April 2018, thereby exceeding the Board-authorized contract amount.

In anticipation of the expiration of the 2013 contracts, staff issued a new request for proposals for on-call temporary staffing services in February, 2018. The proposed contract amendments will allow the District to meet its ongoing temporary staffing needs until that procurement process is complete and the Board awards new contracts.

With an average spend rate of \$105,000 per month, the proposed additional contract capacity of \$900,000 will cover future expenditures needed to support the on-going business need for temporary professional and administrative personnel and address the deficit in contract authority until replacement contracts are awarded. The amendments will increase the total aggregate contract value to a not-to-exceed amount of \$7,115,000.

Prepared by: Juliet Nogales-Deguzman, Manager, Employee Services      650-508-6206

RESOLUTION NO. 2018-

BOARD OF DIRECTORS SAN MATEO COUNTY TRANSIT DISTRICT  
STATE OF CALIFORNIA

\* \* \*

**AUTHORIZING AMENDMENTS TO CONTRACTS FOR PROVISION OF ON-CALL TEMPORARY STAFFING SERVICES TO INCREASE THE AGGREGATE NOT-TO-EXCEED AMOUNT BY \$900,000 AND EXTEND THE CONTRACT TERMS FOR FOUR MONTHS**

**WHEREAS**, pursuant to Resolution No. 2013-16, the Board of Directors (Board) of the San Mateo County Transit District (District) authorized the General Manager/CEO, or his designee, to enter into contracts with AppleOne Employment Services, San Mateo, California; MGO Strategic Staffing, Sacramento, California; Premier Staffing Sources, Lanham, Maryland; SearchPros Staffing, Citrus Heights, California; and Wollborg/Michelson Personnel Services, San Francisco, California for the provision of on-call temporary staffing services for a five-year term (collectively "Staffing Services Contracts"); and

**WHEREAS**, the District is currently evaluating proposals for new on-call temporary staffing services contracts; and

**WHEREAS**, the District seeks to extend the term of each of the Staffing Services Contracts on a month-to-month basis from June 1, 2018 to September 30, 2018 to ensure continued access to temporary on-call staffing services until completion of the pending procurement process; and

**WHEREAS**, the District also seeks to increase the aggregate total not-to-exceed contract amount for all of the Staffing Services Contracts, combined, by \$900,000 from \$6,215,000 to \$7,115,000; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board authorize the General Manager/CEO, or his

designee, to execute a first amendment to each of the Staffing Services Contracts as set forth above in a form approved by legal counsel.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District authorizes first amendments to the contracts with AppleOne Employment Services, MGO Strategic Staffing, Premier Staffing Sources, SearchPros Staffing and Wollborg/Michelson Personnel Services for the provision of On-Call Temporary Staffing Services to increase the aggregate not-to-exceed contract amount by \$900,000 and extend the term of each of the five contracts on a month-to-month basis from June 1, 2018 through September 30, 2018; and

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager/CEO, or his designee to execute the contract amendments in a form approved by legal counsel.

Regularly passed and adopted this 11<sup>th</sup> day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary





BOARD OF DIRECTORS 2018

CHARLES STONE, CHAIR  
CAROLE GROOM, VICE CHAIR  
JEFF GEE  
ROSE GUILBAULT  
ZOE KERSTEEN-TUCKER  
KARYL MATSUMOTO  
DAVE PINE  
JOSH POWELL  
PETER RATTO

JIM HARTNETT  
GENERAL MANAGER/CEO

## AGENDA

### STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, JULY 11, 2018 – 3:00 pm

or immediately following the Finance Committee meeting

1. Call to Order

#### ACTION

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of June 6, 2018

#### INFORMATIONAL

3. US-101 Express Bus Feasibility Study Update
4. Adjourn

Committee Members: Josh Powell (Chair), Zoe Kersteen-Tucker, Dave Pine

#### 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 STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE /  
COMMITTEE OF THE WHOLE  
JUNE 6, 2018**

Committee Members Present: J. Powell (Committee Chair), D. Pine

Committee Members Absent: Z. Kersteen-Tucker

Other Board Members Present Constituting Committee of the Whole: J. Gee, R. Guilbault, P. Ratto, C. Stone

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, C. Gumpal, J. Brook

## **CALL TO ORDER**

Committee Chair Powell called the meeting to order at 5:09 pm.

## **PROCLAMATION OF JUNE 21, 2018 AS NATIONAL DUMP THE PUMP DAY**

Tasha Bartholomew, Communications Manager, presented the item, "Dump the Pump Day" Proclamation. She said that a new route would be introduced on June 21 that connects the Millbrae Intermodal Station with San Francisco International Airport (SFO).

Committee Chair Powell presented a proclamation to representative Montzerrat Garcia from the Youth Leadership Institute (YLI). She thanked the Board for supporting YLI's youth outreach efforts.

Motion/Second: Stone/Gee

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

## **APPROVAL OF MINUTES OF COMMITTEE MEETING OF MAY 2, 2018**

Motion/Second: Gee/Guilbault

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

## **AUTHORIZATION OF AN EXCLUSIVE NEGOTIATING AGREEMENT FOR STUDY OF POTENTIAL REDEVELOPMENT OF THE DUMBARTON RAIL CORRIDOR**

Carter Mau, Deputy General Manager/CEO, sought approval on behalf of the General Manager/CEO of an exclusive negotiating agreement (ENA) with an entity to be formed by Facebook, Inc. and Plenary Group USA, Ltd. to study proposed redevelopment of the Dumbarton Rail Corridor.

Chair Stone said he would work with Mr. Mau to form a subcommittee to keep the Strategic Planning, Development, and Sustainability Committee abreast of the progress of the Dumbarton public-private partnership.

Public Comment:

Adina Levin, Friends of Caltrain and TEAMC, said she was in favor of the formation of a subcommittee.

The Directors expressed their support of the rail corridor redevelopment study.

Motion/Second: Gee/Stone

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

**ADOPTION OF COASTSIDE TRANSIT STUDY**

This item was postponed to a future meeting.

**CAPITAL PROJECTS QUARTERLY STATUS REPORT – 3<sup>RD</sup> QUARTER FISCAL YEAR 2018**

Committee Chair Powell referenced the report in the packet. There was no discussion on the item.

**ADJOURN**

The meeting adjourned at 5:25 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: April Chan  
Chief Officer, Planning, Grants and Transportation Authority

SUBJECT: **UPDATE ON PROGRESS OF EXPRESS BUS FEASIBILITY STUDY**

**ACTION**

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

**SIGNIFICANCE**

The San Mateo County Transit District (SamTrans) launched the US-101 Express Bus Feasibility Study (Study) in May 2017. The Study is a three-county effort to evaluate the feasibility and viability of introducing a robust network of express buses serving key origins and destinations in San Mateo, San Francisco, and Santa Clara counties.

This Board update will provide an overview of the project's progress to date.

Since last spring, the Study team has developed project goals, purpose and need; conducted an extensive market and demand analysis; developed an initial set of 15 express route concepts; and conducted two screening processes resulting in a shortlisted set of 10 routes and most recently a set of six top-performing potential routes. Of the six top-performing routes:

- Three routes serve downtown San Francisco from San Mateo County via US-101
- Two serve Western San Francisco from San Mateo and Palo Alto via I-280
- One is a limited stop service between San Bruno BART and Sunnyvale via US-101
- Four routes have the potential to provide bi-directional service

In addition, the Study team has conducted two rounds of public engagement through which staff engaged with more than 250 community members. Staff shared project information and received input at two community meetings and six community events spread throughout the three counties.

The Study team is currently seeking to finalize a set of routes for a phased implementation, as well as beginning to develop a funding strategy. The project was recently awarded \$15 million through the California State Transportation Agency's Transit and Intercity Rail Capital Program (TIRCP) toward the purchase of long-haul

electric buses. The Study team anticipates sharing a draft final report with the community and the Board in early Fall 2018 and completing the Study by late fall.

### **BUDGET IMPACT**

There is no budget impact associated with this information item.

### **BACKGROUND**

SamTrans operated a network of seven express bus routes until December 2009, when the majority were eliminated due to declining ridership and economic conditions associated with the Great Recession. The KX is the only remaining express route from the prior network.

SamTrans engaged in this Study in order to explore the potential to take advantage of the proposed US-101 Managed Lanes Project and to respond to the commute needs of a robust economy with homes and jobs located throughout the Peninsula.

### **STRATEGIC INITIATIVE**

**Priority 1:** Expand Mobility Options

**Goal 1:** Increase weekday fixed-route ridership by 15 percent

Prepared By: Millie Tolleson, Principal Planner

650-622-7815



# US-101 Express Bus Feasibility Study

## Board of Directors Update

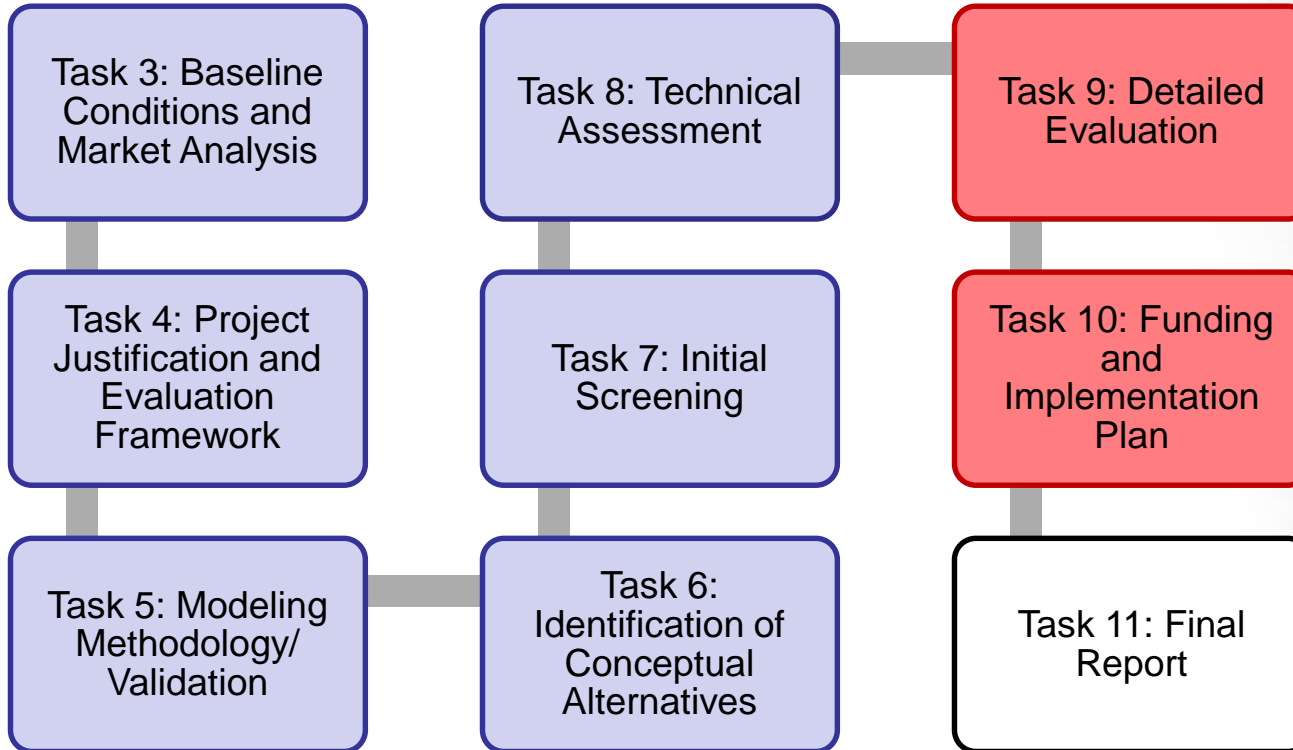
July 11, 2018



# Project Status



## Task 1: Project Management & Administration



Task 2: Public Outreach (1<sup>st</sup> Round)

Task 2: Public Outreach (2<sup>nd</sup> Round)

Tasks Completed

Tasks In Progress

Next Steps

# Project Purpose



*Provide a **direct, fast, frequent and reliable** transportation choice for **long-distance commute** trips within and between San Mateo, San Francisco, and Santa Clara counties.*





# Project Goals



**Goal 1:** Provide **Mobility Options** and Improved **Connections** for **Regional Trips**



**Goal 2:** Increase **Transit Market Share** in Corridor



**Goal 3:** Develop a **Cost-Effective Service**



**Goal 4:** Improve Transportation **Equity**



**Goal 5:** Enhance **Access** to **Jobs** and Population Centers



**Goal 6:** Support Sustainable **Land Use** and Transportation Policies

# Market Analysis Factors

samTrans

## O-D Pairs

- Origin-destination trip data from Streetlight, C/CAG Model, MTC Model, and CHTS, serving:
  - North-South trips focused on US-101
  - Trips to, from, or through San Mateo County
  - Possible intermediate stops

## Regional Transit Access

- Underserved by BART, Caltrain Baby Bullet, or employer shuttle service
- Trips requiring two or more transfers via transit

## Likelihood of Transit Use

- Previous Express Bus Performance
- Transit-supportive land uses
- Strong TDM programs

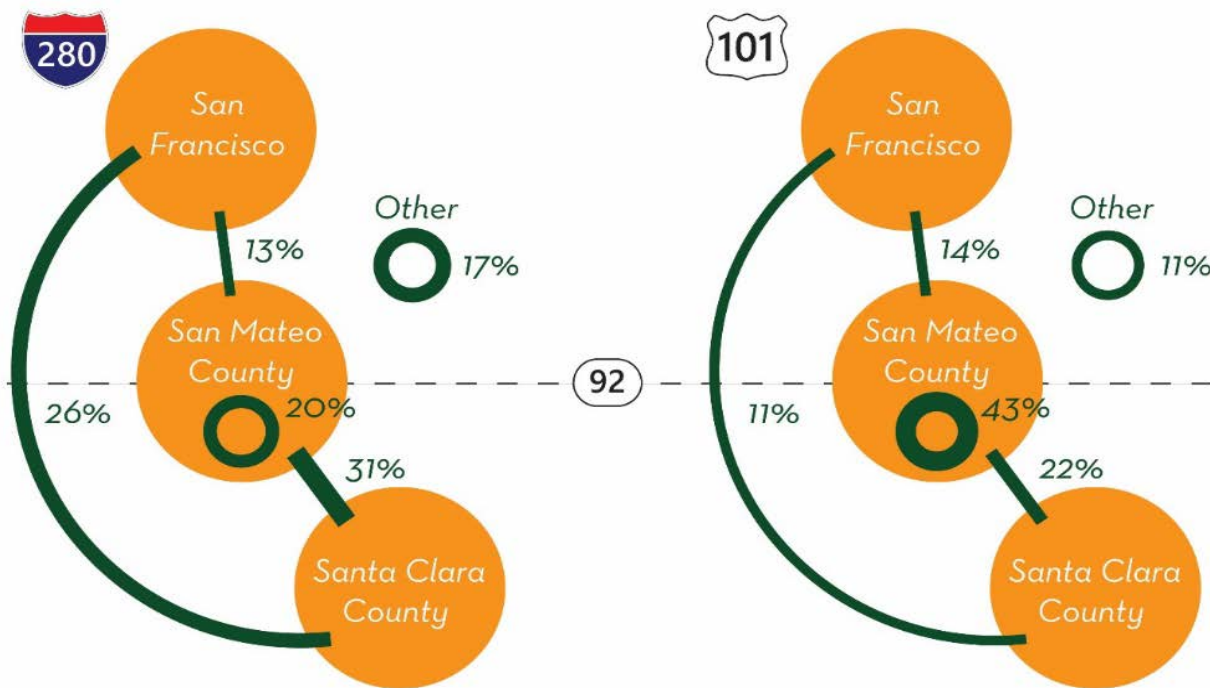
## Equity

- Communities of Concern
- Underserved by long-haul transit

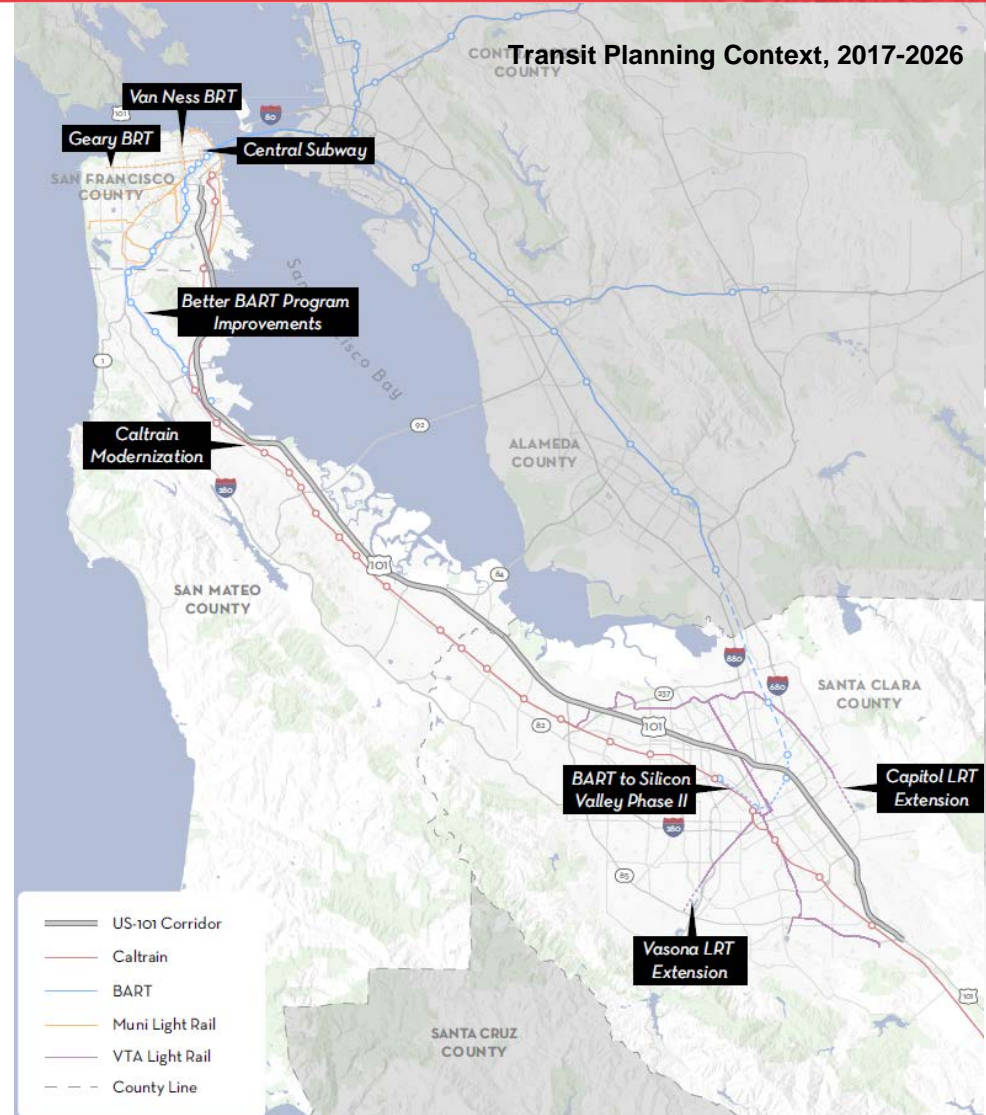
## Key Takeaways

1. Most trips in cars within study corridor are relatively short-distance and short-duration.

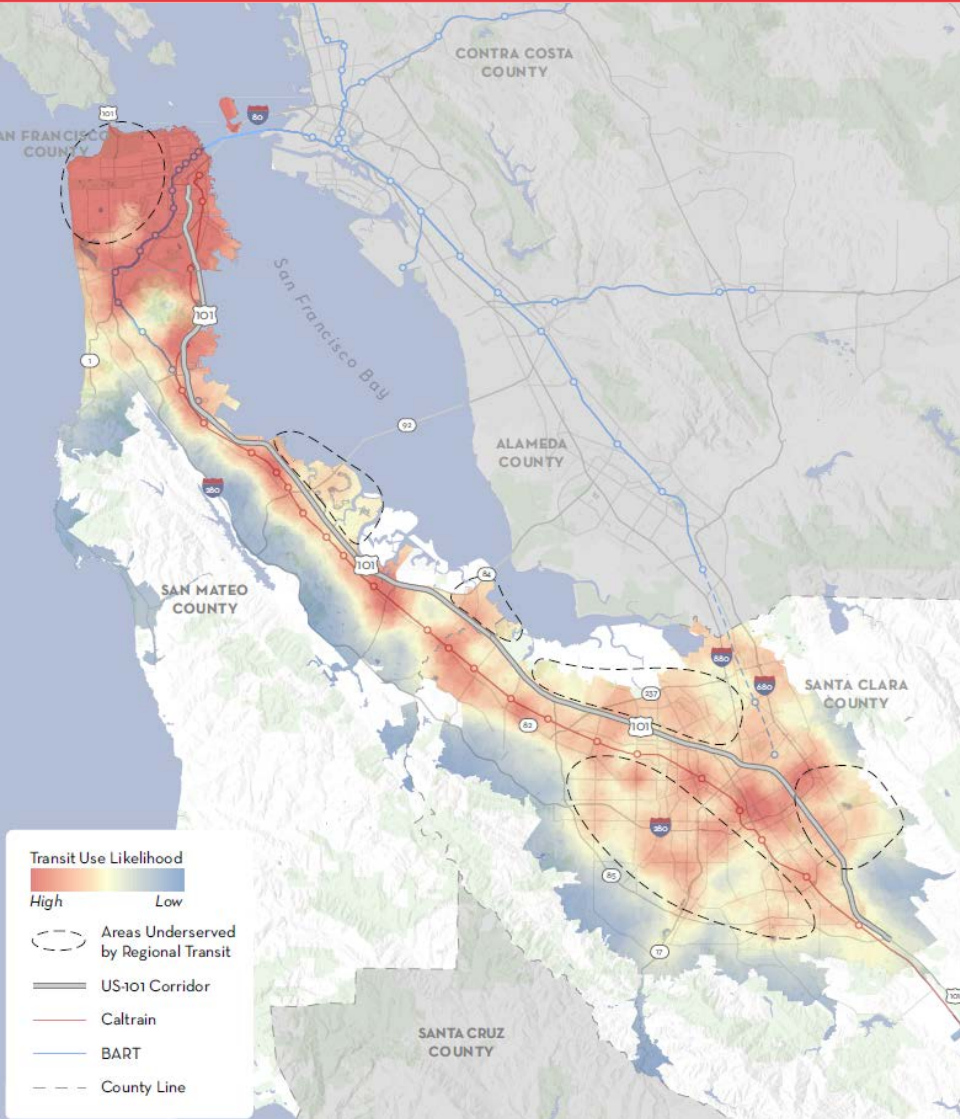
AM Peak Period County-to-County Flows, South of 101/92 Interchange



# Market Analysis



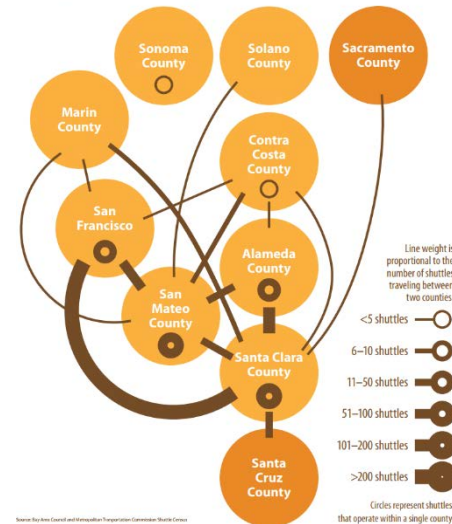
# Market Analysis

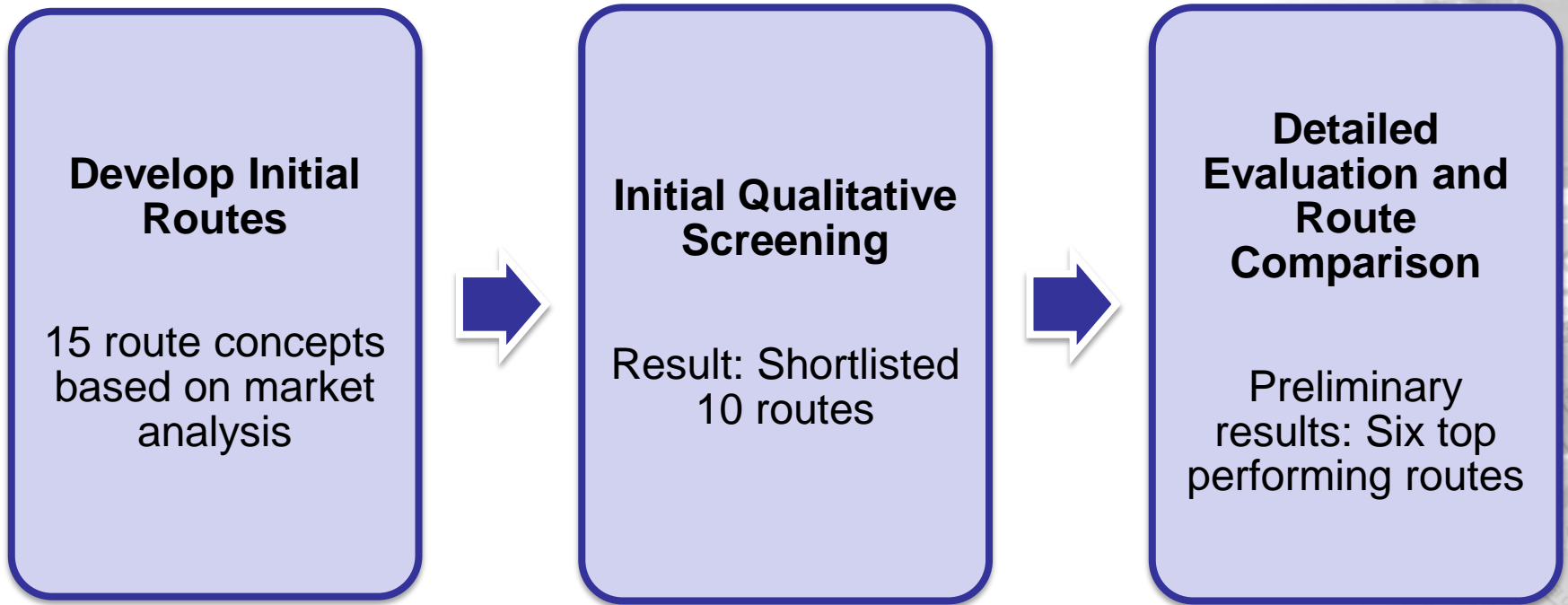


## Key Takeaways

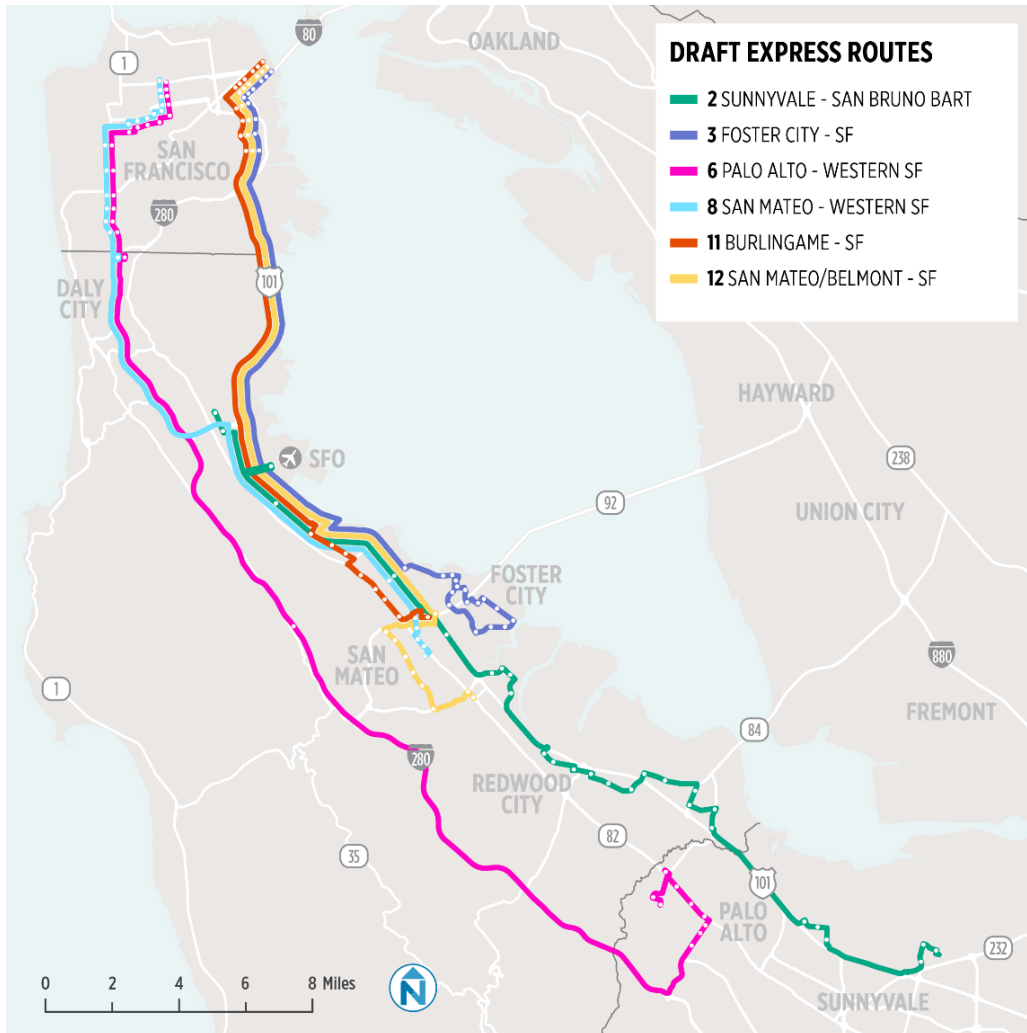
3. Express bus service shows greatest ridership potential in dense areas underserved by regional transit and employer shuttles.

Number of Shuttles Traveling Between Bay Area And Adjacent Counties per Day





# Top Performing Routes



- One limited stop route between San Bruno and Sunnyvale
- Three routes into downtown San Francisco
- Two routes into Western San Francisco
- Four bidirectional routes, two one-directional routes

# Public Outreach

- Public outreach in July 2017 and June 2018
- Two community meetings, six pop-up events, online website and comment form
- Engaged with 250+ people





## Summer 2018

- Complete travel demand modeling and detailed route evaluation
- Identify express bus network and phased implementation plan
- Develop funding strategy – SB1 funds have been allocated
- Meetings with Technical Advisory Committee and stakeholder group

## Fall 2018

- Complete draft and final Express Bus Feasibility Study



## AGENDA

### LEGISLATIVE COMMITTEE COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, JULY 11, 2018 – 3:15 pm

or immediately following the Strategic Planning, Development, and Sustainability  
Committee meeting

1. Call to Order

#### ACTION

2. Approval of Minutes of Legislative Committee Meeting of June 6, 2018

#### INFORMATIONAL

3. State and Federal Legislative Update
4. Adjourn

Committee Members: Zoe Kersteen-Tucker (Chair), Jeff Gee, Josh Powell

#### NOTE:

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

# Draft

LEG ITEM #2  
JULY 11, 2018

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

**MINUTES OF LEGISLATIVE COMMITTEE /  
COMMITTEE OF THE WHOLE  
JUNE 6, 2018**

Committee Members Present: J. Gee, J. Powell

Committee Members Absent: Z. Kersteen-Tucker (Committee Chair)

Other Board Members Present Constituting Committee of the Whole: R. Guilbault, D. Pine, P. Ratto, C. Stone

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, C. Gumpal, J. Brook

## **CALL TO ORDER**

Director Gee called the meeting to order at 5:26 pm.

## **APPROVAL OF MINUTES OF COMMITTEE MEETING OF MAY 2, 2018**

Motion/Second: Stone/Pine

Ayes: Gee, Guilbault, Pine, Powell, Ratto, Stone

Absent: Groom, Kersteen-Tucker, Matsumoto

## **STATE AND FEDERAL LEGISLATIVE UPDATE**

Casey Fromson, Director of Government and Community Affairs, gave a brief summary of bills and measures of interest to the District and Caltrain. She noted the June 5 election outcomes that will positively affect transit funding, including the passage of Regional Measure 3, protection of SB 1 proceeds for transportation purposes, and rejection of a measure requiring a legislative super-majority for allocations of cap-and-trade funds.

## **ADJOURN**

The meeting adjourned at 5:27 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Transit District

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

**ACTION**

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

**SIGNIFICANCE**

The 2018 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our Federal and State advocates on a wide variety of issues that are considered in Congress and the State legislature. The attached reports highlight the recent issues and actions that are relevant to the Board.

Prepared By: Casey Fromson, Government and  
Community Affairs Director

650-508-6493

# Holland & Knight

800 17<sup>th</sup> Street, N.W., Suite 1100 | Washington, DC 20006 | T 202.955.3000 | F 202.955.5564  
Holland & Knight LLP | [www.hklaw.com](http://www.hklaw.com)

## **Federal Update SamTrans June 2018**

FY 2019 Appropriations Update: On June 6, the House began consideration of the FY 2019 minibus appropriations bill, [H.R. 5895](#). The minibus bill includes funding for Military Construction and Veterans Affairs, Energy and Water, and Legislative Branch Appropriations bills.

In the Senate, Leader McConnell has promised a “bundled” bill for later this month. The Senate Appropriations Committee has approved its Energy-Water appropriations, Agriculture-FDA Appropriations bills, Transportation-Housing and Urban Development, and Military Construction and Veterans Affairs bills. New Appropriations Committee Chairman Richard Shelby (R-AL) said he plans to have all 12 bills marked up by the July 4 recess.

House and Senate THUD Appropriations Bill Approved: On May 23, the House Appropriations Committee passed the FY 2019 Transportation/HUD Appropriations bill by a vote of 34 to 17. The House will probably consider the legislation later this month as part of the second minibus package of appropriations bills. On June 7, the Senate Appropriations Committee approved the FY 2019 Transportation/HUD Appropriations bill. Below is a chart that outlines the funding for Department of Transportation (DOT).

## TRANSPORTATION, HUD, AND RELATED AGENCIES

	FY 2018 Enacted	FY 2019 President's Request	FY 2019 House	FY 2019 Senate	
<b>Department of Transportation</b>	<b>\$27.414 B</b>	<b>\$16.408 B</b>	<b>\$27.9 B</b>	<b>\$27.767</b>	
<b>BUILD</b>	\$1.5 B	\$0	\$750 M	\$1 B	
<ul style="list-style-type: none"> <li>• Planning Grants</li> </ul>	\$15 M	\$0	\$0	\$15 M	
<b>Federal Aviation Administration (FAA)</b>	\$18.115 B	\$16.122 B	\$17.69 B	\$17.701 B	
<ul style="list-style-type: none"> <li>• Airport Improvement Program (AIP)</li> </ul>	\$4.35 B	\$3.35 B	\$3.85 B	\$4.1 B	
<b>Federal-Aid Highways (FAST Act levels)</b>	\$44.23 B	\$45.268 B	\$45.268 B	\$45.268 B	
<b>Highway Infrastructure</b> (funded from General Fund rather than HTF)	\$2.525 B	\$0	\$4.25 B	\$3.3 B	
<b>Federal Railroad Administration (FRA)</b>	\$3.091 B	\$854.025 M	\$3.153 B	\$2.768 B	
<ul style="list-style-type: none"> <li>• Amtrak</li> </ul>	\$1.941 B	\$737.891 M	\$1.941 B	\$1.941 B	
<ul style="list-style-type: none"> <li>• Magnetic Levitation Technology Deployment (MAGLEV) Program</li> </ul>	\$0	\$0	\$150 M	\$0	
<ul style="list-style-type: none"> <li>• Federal-State Partnership for State of Good Repair</li> </ul>	\$250 M	\$0	\$500 M	\$300 M	
<ul style="list-style-type: none"> <li>• Consolidated Rail Infrastructure Safety Grants</li> </ul>	\$592.547 M	\$0	\$300 M	\$255 M	
<b>Federal Transit Administration (FTA)</b>	\$12.4 B	\$11.22 B	\$13.621 B	\$13.153 B	
<ul style="list-style-type: none"> <li>• Transit Formula Grants (FAST Act levels)</li> </ul>	\$10.3 B	\$9.9 B	\$9.9 B	\$9.9 B	
<ul style="list-style-type: none"> <li>• Transit Infrastructure (funded from Treasury rather than HTF)</li> </ul>	\$834 M	\$0	\$800 M	\$800 M	
<ul style="list-style-type: none"> <li>• Capital Investment Grants</li> </ul>	\$2.644 B	\$1 B	\$2.613 B	\$2.552 B	
<ul style="list-style-type: none"> <li>○ New Starts Projects with signed FFGAs</li> </ul>		\$835.7 M	\$835.7 M	\$835.7 M	
<ul style="list-style-type: none"> <li>○ New New Starts Projects</li> </ul>		\$0	\$500 M	\$480 M	
<ul style="list-style-type: none"> <li>○ Signed Core Capacity Projects</li> </ul>		\$200 M	\$200 M	\$200 M	
<ul style="list-style-type: none"> <li>○ New Core Capacity Projects</li> </ul>		\$0	\$550 M	\$343 M	
<ul style="list-style-type: none"> <li>○ Small Starts</li> </ul>	\$400 M	\$0	\$502.15 M	\$568 M	

○ Project Delivery Pilot Program	\$0	\$0	\$0	\$100 M
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House BUILD Grant Details: \$750 million

- \$250,000,000 for projects in rural areas
- \$250,000,000 for projects in and around major seaports
- \$250,000,000 for projects of regional and national significance located in urbanized area with a population of over 200,000, with priority for multimodal projects and projects on major corridors of the national freight network

Senate BUILD Grant Details: \$1 billion

- \$15 million for planning grants

House Highway Infrastructure Funding: Of the \$4.25 billion from the general fund:

- \$3,811,500,000 for road and bridge projects eligible under the surface transportation block grant program (STBG)
- \$30,800,000 for the Puerto Rico highway program
- \$7,700,000 for the territorial highway program
- \$250,000,000 for projects eligible under the highway safety improvement program (HSIP)
- \$50,000,000 for the tribal transportation program
- \$100,000,000 for the nationally significant federal lands and tribal projects program

Senate Highway Infrastructure Funding: Of the \$3.3 billion from the general fund (Funding is available until September 30, 2022):

- \$2,389,200,000 for road and bridge projects eligible under the surface transportation block grant program (STBG)
- \$15,800,000 is for the Puerto Rico highway program
- \$5,000,000 is for the territorial highway program
- \$90,000,000 is for the railway-highway crossings program,
- \$800,000,000 is for a national program to improve and replace bridges in poor condition

House Transit Infrastructure: Of the \$800 million from the general fund:

- \$350,000,000 for bus and bus facilities competitive grants
- \$50,000,000 for low or no emission grants.
- \$50,000,000 for formula grants for rural areas
- \$200,000,000 for state of good repair grants
- \$50,000,000 for high density state apportionments
- \$150,000,000 for urbanized area formula grants

Senate Transit Infrastructure: Of the \$800 million from the general fund:

- \$400,000,000 for buses and bus facilities grants
  - \$209,104,000 for formula grants
  - \$161,446,000 for competitive grants

- \$29,450,000 for low or no emission grants
- \$362,000,000 for state of good repair grants
- \$30,000,000 is provided for high density state apportionments

House Capital Investment Grant Report Language: “The Committee directs FTA to carry out the will of Congress and continue to advance eligible projects into Project Development, Engineering, and Construction through the capital investment grant evaluation, rating, and approval process. Specifically, the Committee directs the Secretary to allow a project to enter into project development; to advance a project into engineering; to enter into a full funding grant agreement for any new fixed guideway capital project or core capacity improvement project that after completion of the 30 day notice period for such projects; and to enter into a grant agreement for any small start project after completion of the 10 day notice period for such projects.”

Senate Capital Investment Grant Project Pipeline Report Language: “The Committee is concerned with unnecessary delays for projects seeking advancement into engineering or a grant agreement. These delays are costly for local project sponsors and create uncertainty for transit planners and providers across the country. The Committee directs the Secretary to continue to advance eligible projects into project development and engineering in the capital investment grant evaluation, rating, and approval process pursuant to 49 U.S.C. 5309 and section 3005(b) of the FAST Act in all cases when projects meet the statutory criteria.”

Senate THUD Committee Holds PTC Hearing: The Senate Appropriations THUD Subcommittee held a hearing on May 16 to review railroad safety initiatives. Witnesses were:

- **Ron Batory** – Administrator, Federal Railroad Administration (FRA)
- **Stephen Gardner** – Executive Vice President & Chief Commercial Officer, Amtrak
- **Patricia Quinn** – Executive Director, Northern New England Passenger Rail Authority
- **Art Leahy** – Chief Executive Officer, Metrolink

The hearing followed the FRA’s posting of its first quarter 2018 positive train control (PTC) installation statistics, which showed that 12 commuter rail lines are at risk for not meeting enough targets to qualify for an extension to implement their PTC systems. The FRA had also issued a Notice of Funding Opportunity (NOFO) for \$250 million in PTC implementation grants – included in the FY18 omnibus – and eligible projects have to use funds to deploy PTC technology, not operate and maintain existing systems. Committee members focused on the commuter railroads that are lagging behind, and Administrator Batory said that he has advocated for those lines to be fined at nothing less than the maximum possible. Members also raised questions on the amount of funding provided for PTC grants. The FY18 omnibus provided \$593 million for the CRISI grant program, of which \$250 million was allocated for PTC. The NOFO was for \$250 million, and there was no announcement about the remainder of the funds – \$343 million. Batory responded that the amount of funding allocated would depend on the number of applicants.



## ADMINISTRATION

BUILD Grant Webinar: Holland & Knight participated on the DOT BUILD webinar on May 24. DOT is anticipating 1000 applications this round, and will be making awards by December 18, 2018.

### *Application Review Process:*

- The applications are reviewed by three career DOT staffers—policy, modal (FTA/FHWA/FRA/MARAD), and either public affairs or IGA that are familiar with location or project.
- The career staff assign ratings to the project: Not Recommended, Accepted, Recommended, and Highly Recommended.
- The senior review team then reviews the Accepted, Recommended, and Highly Recommended projects. This team is composed of the senior political staff who work for the Secretary, Deputy Secretary Rosen, Under Secretary Khan, FRA/FTA/FHWA/MARAD Administrators, DOT chief of staff, DOT deputy chief of staff, and DOT senior counsel
- Senior review team looks at ratings. They can agree with evaluation; if the project is underrated or undervalued, ask for the project to be reviewed again; or say that the rating is overrated.
- DOT received 450 projects worth \$6.1 billion. There was only \$500 million (8% of the \$6.1 billion) available for this round.
- 120 projects received Highly Recommended rating, and these projects requested \$2 billion.
- 250 projects received Recommended rating.
- Only the Highly Recommended projects are sent to the Secretary.
- \$3 out of \$4 were unfunded projects.

### *How to Improve Applications:*

- Narrative: Need to describe how project addresses primary selection criteria that are: safety, state of good repair, economic competitiveness, environmental sustainability, and quality of life. Tell a good story. DOT can see “the smoke” in these applications. Provide specifics for how addressing criteria.
- Suggest focusing answers to addressing primary selection criteria instead of too long descriptions of project locations, maps, partners, and history.
- Safety: Reduces number and rates of accidents, serious injuries, and fatalities; eliminate unsafe rail grade crossing; or reduce the release of hazardous materials. Provide supporting data to the story--even though it is forecasting
- State of Good Repair (SOGR): Current conditions and how the proposed project will improve, impact of long term cost structures, and life cycle costs. DOT said to provide a baseline in costs as project is currently structured and how will be reduced if project is implemented. Assurance that the applicant will be able to maintain the project. Bringing asset up to SOGR and extending the life expectancy or the resources.

- Economic Competitiveness: Indicate if implemented, what are the reduction in costs of doing business, reducing commuter costs, or create jobs.
- Environmental Protection: Need to provide the baseline on how project will reduce energy consumption and stormwater runoff, reduce dependence on petroleum and gas, reduce emissions, improve idling, and improving wetlands/water quality. These above criteria should be quantitative.
- Quality of Life: Qualitative discussion. Here you can project a vision.
- Encourage partnerships—not necessarily financial. Include letters from businesses.
- Innovation: Not limited to technology--financial, project delivery, streamlining.
- Provide specific timeline for project completion.
- Planning Grants: PED, environmental, and feasibility studies. ROW acquisition is not planning.
- Target June 30, 2020 for obligation even though the official deadline is September 30, 2020. If the application targets the September date, will be considered high risk.
- Not required to complete environmental but need to understand the process that is needed (CE, EA or EIS).
- Need to coordinate with FHWA and FTA regional offices before submitting.

*Last TIGER Round:*

- Bike/pedestrian and transit were not prioritized in this past round. Some of the road projects did include bike/ pedestrian. In TIGER 7 (3 bike/ pedestrian projects received awards) and TIGER 8, (8 bike/ pedestrian received awards)
- \$3 out of \$4 projects that were Highly Recommended were not funded.
- Rural projects received \$322 million or 65%.

INFRA Grants Announced: DOT sent Congress a list of [26 proposed projects](#) on June 5, totaling \$1.535 billion under the INFRA grant program (formerly FASTLANE). The list is not final, as Congress has 60 days to enact a joint resolution in which they can reject projects on the list. The \$1.535 billion combines two years of funding (FY 2017 and 2018) authorized by the FAST Act. 44 percent of the funding (\$673 million) went to rural projects. The average INFRA federal share of the projects was 20 percent. Two projects in California received grants: \$50 million for the Centennial Corridor State Route 58/99 Freight Improvement Project in Bakersfield and \$47 million for Interstate 5 in Los Angeles.

June 13, 2018

TO: Board of Directors, San Mateo County Transit District

FM: Joshua W. Shaw and Matt Robinson, Shaw / Yoder / Antwih, Inc.  
Mike Robson and Trent Smith, Edelstein Gilbert Robson & Smith LLC

RE: **STATE LEGISLATIVE UPDATE – July 2018**

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### ***Legislative Update***

June 1 marked the last day for the Legislature to move bills out of the house of origin, with each house acting on several hundred bills before the deadline. Policy committees will begin hearing bills sent to them from the other house in the coming weeks, and have until July 6 to finish their work. The Budget Conference Committee is in full swing and the Legislature has until June 15 to send the Governor the Budget Bill. The Legislature will break for Summer Recess on July 6.

### ***Primary Election Recap***

On June 5, California voters went to the polls to act on several measures important to SamTrans. Overwhelmingly, voters approved Proposition 69, which would protect SB 1 revenues from future diversions. SamTrans supported Proposition 69 and the measure passed with over 80 percent of voters in support.

Regional Measure 3, which will provide significant funding for projects in San Mateo County, was a bit closer, but ultimately passed with a weighted nine county total of 54 percent in support. In San Mateo County, voters were in line with the regional average, also supporting the measure with 54 percent.

Finally, the Senate's supermajority took a significant step backward with the recall of State Senator Josh Newman (D-Brea), who was targeted for his vote on SB 1.

### ***SB 1 Repeal Update***

On April 27, proponents of the SB 1 Repeal submitted approximately 960,000 signatures for validation. County registrars must submit random samples to the Secretary of State's Office by June 25. To qualify the initiative for the November ballot, the Secretary of State must validate approximately 585,000 signatures. We will be following the validation process closely and will provide updates as things progress, but it seems very likely that the repeal will qualify for the November ballot. We expect the announcement to be made in late June.

The Coalition to Protect Local Transportation Improvements – formed to oppose the SB 1 repeal effort and promote the benefits of SB 1 throughout California – continues to meet regularly and has begun fundraising for the campaign. The Committee is led by the California Alliance for Jobs, the California State Association of Counties, the League of California Cities, and the California Transit Association, as well as several other transportation, labor, business, and local government agencies, formally known as the Fix Our Roads Coalition. The Committee will also support passage of Proposition 69 – put on the ballot by ACA 5 (Frazier) – the constitutional amendment passed by the legislature last year to protect

new SB 1 revenues; the measure will be before the voters this June. The Committee has a website – [fixcaroads.com](http://fixcaroads.com) – with more information about the benefits of SB 1, [tools local agencies can use](#), and reasons to oppose the potential repeal. **The SamTrans Board is formally in support of the “Yes on Proposition 69” and the “No on SB 1 Repeal” campaigns.**

***CTC and CalSTA Make Grant Awards to San Mateo County***

Transportation agencies in San Mateo County submitted four grant applications to the California Transportation Commission (CTC) and the California State Transportation Agency (CalSTA) for funding from several SB 1 programs. All four were successful in receiving funding. The CTC, at its May Commission meeting, awarded \$250 million for the US 101 managed lanes projects and CalSTA awarded \$164 million for the Caltrain electrification project & \$15 million for express bus service on US 101 to coincide with the operation of the managed lanes project.

## San Mateo County Transit District State Legislative Matrix 6/13/18

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 87</a> <a href="#">Ting D</a>  Vehicles: removal: autonomous vehicles.	6/12/2018-S. PUB. S. 6/12/2018-From committee: Do pass and re-refer to Com. on PUB. S. (Ayes 12. Noes 0.) (June 12). Re-referred to Com. on PUB. S.	Existing law authorizes a peace officer, or a public employee who is engaged in directing traffic or enforcing parking laws, to remove a vehicle under specified circumstances, including when the vehicle is found or is operating on the highway with a registration expiration date in excess of 6 months before the date it is found or operated on the highway, or displaying a license plate or registration sticker that was not issued for that vehicle. This bill would additionally authorize a peace officer or specified public employee, as specified, to remove a vehicle that uses autonomous technology and for which there is no approved application or permit that is required in order to test, deploy, or otherwise operate the autonomous vehicle on public roads. The bill would authorize the release of the vehicle after the registered owner of, or person in control of, the autonomous vehicle furnishes the impounding agency with proof of an approved application or permit that is required to test, deploy, or otherwise operate the autonomous vehicle on public roads. The bill would make additional technical, nonsubstantive changes.	Watch
<a href="#">AB 1041</a> <a href="#">Levine D</a>  Bay Area Toll Authority and oversight committee: conflict of interest.	6/1/2018- A. CHAPTERED 6/1/2018-Approved by the Governor. Chaptered by Secretary of State - Chapter 16, Statutes of 2018.	Existing law creates the Metropolitan Transportation Commission (MTC) as a regional agency in the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates the Bay Area Toll Authority (BATA) as a separate entity governed by the same governing board as the MTC and makes the BATA responsible for the programming, administration, and allocation of toll revenues from the state-owned toll bridges in the San Francisco Bay area. This bill would prohibit a representative appointed to the oversight committee from being a member, former member, staff, or former staff of the commission or the authority, a current employee of any organization or person that has received or is receiving funding from the commission or the authority, or a former employee or person who has contracted with any organization or person that has received or is receiving funding from the commission or the authority within one year of having worked for or contracted with that organization or person. This bill contains other existing laws.	Watch
<a href="#">AB 1160</a> <a href="#">Bonta D</a>  Autonomous vehicles.	7/21/2017-S. 2 YEAR 7/21/2017-Failed Deadline pursuant to Rule 61(a)(11). (Last location was T. & H. on 6/8/2017)(May be acted upon Jan 2018)	Existing law authorizes the operation of an autonomous vehicle on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle being operated if specified requirements are met. Existing law defines an autonomous vehicle as any vehicle equipped with autonomous technology that has been integrated into that vehicle. This bill would change the definition of autonomous vehicle to mean any vehicle equipped with autonomous technology that has been integrated into that vehicle or a vehicle that meets specified levels of driving automation, as defined.	Watch

**San Mateo County Transit District  
State Legislative Matrix 6/13/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 1405</a> <a href="#">Mullin</a> D  Advanced Digital Network Act.	2/14/2018-S. T. & H. 2/26/2018-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on T. & H.	Existing law, the Outdoor Advertising Act, provides for the regulation by the Department of Transportation of advertising displays, as defined, within view of public highways. This bill would enact the Advanced Digital Network Act. The bill would authorize the department, subject to federal approval, to enter into a specified comprehensive development lease agreement pursuant to a best value competitive procurement process for a project with a public or private entity, or a consortia thereof, to install and operate a network of new digital signs within the rights-of-way of the state highway system that would display commercial advertising and public service messages. The bill would authorize the use of the digital signs for emergency messages, as needed, and require dedicated time to be provided to the department to use the advanced digital network for traveler information and motorist safety and awareness campaigns and any other public messaging desired by the state, without providing additional compensation to the contracting entity. This bill contains other related provisions.	Watch
<a href="#">AB 1756</a> <a href="#">Brough</a> R  Transportation funding.	1/16/2018-A. TRANS. 1/16/2018-Referred to Com. on TRANS.	Existing law, the Road Repair and Accountability Act of 2017, establishes a comprehensive transportation funding program by increasing the motor vehicle fuel (gasoline) tax by \$0.12 per gallon with an inflation adjustment, increasing the diesel excise tax by \$0.20 per gallon with an inflation adjustment, creating a new transportation improvement fee imposed under the Vehicle License Fee Law with a varying fee between \$25 and \$175 based on vehicle value and with an inflation adjustment, creating a new \$100 annual vehicle registration fee applicable only to zero-emission vehicles model year 2020 and later and with an inflation adjustment, and increasing the additional sales and use tax rate on diesel fuel by an additional 4%. The act provides that the fuel excise tax increases take effect on November 1, 2017, the transportation improvement fee takes effect on January 1, 2018, the zero-emission vehicle registration fee takes effect on July 1, 2020, and the additional sales and use tax rate increases take effect on November 1, 2017. The act provides for the expenditure of the revenues generated from these charges pursuant to specified to programs and other requirements. This bill would repeal the Road Repair and Accountability Act of 2017. This bill contains other related provisions.	Opposed April 2018

## San Mateo County Transit District State Legislative Matrix 6/13/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1866</a> <a href="#">Fong</a> R</p> <p>Transportation funding.</p>	<p>1/29/2018-A. TRANS. 1/29/2018-Referred to Com. on TRANS.</p>	<p>(1)Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account. This bill would create the Traffic Relief and Road Improvement Program to address traffic congestion and deferred maintenance on the state highway system and the local street and road system. The bill would provide for the deposit of various existing sources of revenue in the Traffic Relief and Road Improvement Account, which the bill would create in the State Transportation Fund, including revenues attributable to the sales and use tax on motor vehicles, revenues attributable to automobile and motor vehicle insurance policies from the insurer gross premiums tax, revenues from certain diesel fuel sales and use taxes, revenues from certain vehicle registration fees, and certain miscellaneous State Highway Account revenues. This bill contains other related provisions and other existing laws.</p>	<p>Opposed April 2018</p>
<p><a href="#">AB 1905</a> <a href="#">Grayson</a> D</p> <p>Environmental quality: judicial review: transportation projects.</p>	<p>5/11/2018-A. DEAD 5/11/2018-Failed Deadline pursuant to Rule 61(b)(6). (Last location was A. NAT. RES. on 2/5/2018)</p>	<p>The California Environmental Quality Act 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. The act establishes a procedure by which a person may seek judicial review of the decision of the lead agency made pursuant to the act. This bill would, in an action or proceeding seeking judicial review under the California Environmental Quality Act, prohibit a court from staying or enjoining a transportation project that would reduce total vehicle miles traveled, that is included in a sustainable communities strategy, and for which an environmental impact report has been certified, unless the court makes specified findings.</p>	<p>Watch</p>

**San Mateo County Transit District  
State Legislative Matrix 6/13/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1969</a> <a href="#">Salas D</a></p> <p>Transportation funds: transportation planning agencies: transit operators: fare revenue ratios: exemptions.</p>	<p>5/11/2018-A. DEAD 5/11/2018-Failed Deadline pursuant to Rule 61(b)(6). (Last location was A. TRANS. on 3/19/2018)</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, certain revenues 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 the moneys. Existing law sets forth alternative ways an operator may qualify for funding, including a standard under which the allocated moneys do not exceed 50% of the operator's total operating costs, as specified, or the maintenance by the operator of a specified ratio of fare revenues to operating costs. Existing law generally establishes the required fare revenues to operating cost ratio as 20% in urbanized areas and 10% in nonurbanized areas. This bill would authorize a transportation planning agency to grant an exemption, for up to 5 years, to an operator that fails to maintain the applicable fare-revenue-to-cost ratio if, based on that agency's determination, an exemption is appropriate, as specified. The bill would require the agency to consider specified factors in determining whether to grant the exemption. The bill would authorize an operator granted an exemption to be allocated the revenues it would have qualified for had it maintained the applicable ratio.</p>	<p>Watch</p>



## San Mateo County Transit District State Legislative Matrix 6/13/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2034</a> <a href="#">Kalra D</a></p> <p>Human trafficking: notice.</p>	<p>6/7/2018-S. JUD. 6/7/2018-Referred to Com. on JUD.</p>	<p>Existing law requires specified businesses and other establishments, including, among others, airports, intercity passenger rail or light rail stations, bus stations, and truck stops, to post a notice, as developed by the Department of Justice, that contains information relating to slavery and human trafficking, including information regarding specified nonprofit organizations that a person can call for services or support in the elimination of slavery and human trafficking. Existing law makes a business or establishment that fails to comply with the requirements of these provisions liable for a civil penalty of \$500 for a first offense, and \$1,000 for each subsequent offense. This bill would require specified businesses or other establishments that operate an intercity passenger rail, light rail, or bus station, on or before January 1, 2021, to train new and existing employees who may interact with, or come into contact with, a victim of human trafficking or who are likely to receive, in the course of their employment, a report from another employee about suspected human trafficking, in recognizing the signs of human trafficking and how to report those signs to the appropriate law enforcement agency, as specified. Because the bill would require local government agencies to perform additional duties, it would impose a state-mandated local program. The bill would require the Department of Justice, on or before July 1, 2020, in consultation with community-based anti-human trafficking organizations, mass transit employee representatives, and representatives of mass transit system organizations, to develop guidelines to assist employers in providing the employee training. The bill would also require the department to make the guidelines publicly available on its Internet Web site and to distribute copies of the guidelines to the employers described above upon request. This bill contains other existing laws.</p>	<p>Supported June 2018</p>

## San Mateo County Transit District State Legislative Matrix 6/13/18

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 2065</a> <a href="#">Ting D</a>  Local agencies: surplus land.	5/25/2018-A. DEAD 5/25/2018-Failed Deadline pursuant to Rule 61(b)(8). (Last location was A. APPR. SUSPENSE FILE on 5/2/2018)	(1)Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law defines "local agency" for these purposes as every city, county, city and county, and district, including school districts of any kind or class, empowered to acquire and hold real property. Existing law defines "surplus land" for these purposes as land owned by any local agency that is determined to be no longer necessary for the agency's use, except property being held by the agency for the purpose of exchange.This bill would expand the definition of "local agency" to include sewer, water, utility, and local and regional park districts, joint powers authorities, successor agencies to former redevelopment agencies, housing authorities, and other political subdivisions of this state and any instrumentality thereof that is empowered to acquire and hold real property, thereby requiring these entities to comply with these requirements for the disposal of surplus land. The bill would revise the definition of "surplus land" to mean land owned by any local agency that is not necessary for the agency's governmental operations, except property being held by the agency expressly for the purpose of exchange for another property necessary for its governmental operations and would provide that land is presumed to be surplus land when a local agency initiates an action to dispose of it.This bill contains other related provisions and other existing laws.	Watch
<a href="#">AB 2127</a> <a href="#">Ting D</a>  Electric vehicle charging infrastructure: assessment.	6/7/2018-S. E. U., & C. 6/7/2018-Referred to Coms. on E., U. & C. and EQ.	Existing law requires the State Energy Resources Conservation and Development Commission (Energy Commission), on a biennial basis, to adopt an integrated energy policy report containing an overview of major energy trends and issues facing the state. Existing requires the Energy Commission, as a part of the report, to conduct transportation forecasting and assessment activities that include, among other things, an assessment of trends in transportation fuels, technologies, and infrastructure supply and demand.This bill would require the Energy Commission, working with the State Air Resources Board and the PUC, to prepare and biennially update a statewide assessment of the electric vehicle charging infrastructure needed to support the levels of electric vehicle adoption required for the state to meet its goals of putting at least 5 million zero-emission vehicles on California roads by 2030 and of reducing emissions of greenhouse gases to 40% below 1990 levels by 2030. The bill would require the Energy Commission to regularly seek data and input from stakeholders relating to electric vehicle charging infrastructure.This bill contains other existing laws.	Watch

## San Mateo County Transit District State Legislative Matrix 6/13/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2249</a> <a href="#">Cooley</a> D</p> <p>Public contracts: local agencies: alternative procedure.</p>	<p>5/3/2018-S. GOV. &amp; F. 6/4/2018-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on GOV. &amp; F.</p>	<p>The Uniform Public Construction Cost Accounting Act authorizes a public agency, whose governing board has by resolution elected, to become subject to uniform construction cost accounting procedures. Existing law declares that these procedures promote statewide uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities. The act defines "public agency" as a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries, and also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency. The act authorizes public projects of \$45,000 or less to be performed by the employees of a public agency, authorizes public projects of \$175,000 or less to be let to contract by informal procedures, and requires public projects of more than \$175,000 to be let to contract by formal bidding procedures. The act permits the governing body of a public agency, in the event all bids received for the performance of that public project are in excess of \$175,000, to award the contract at \$187,500 or less to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable. This bill would instead authorize public projects of \$60,000 or less to be performed by the employees of a public agency, authorize public projects of \$200,000 or less to be let to contract by informal procedures, and require public projects of more than \$200,000 to be let to contract by formal bidding procedures. The bill would permit the governing body of a public agency, in the event all bids received for the performance of that public project are in excess of \$200,000, to award the contract at \$212,500 or less to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable. This bill contains other existing laws.</p>	<p>Supported April 2018</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2418</a> <a href="#">Mullin</a> D</p> <p>Transportation: emerging transportation technologies: California Smart Cities Challenge Grant Program.</p>	<p>5/25/2018-A. DEAD 5/25/2018-Failed Deadline pursuant to Rule 61(b)(8). (Last location was A. APPR. SUSPENSE FILE on 5/2/2018)</p>	<p>Existing law creates the California Transportation Commission, with various powers and duties relative to the programming of transportation capital projects and allocation of funds to those projects pursuant to the state transportation improvement program and various other transportation funding programs. This bill would establish the California Smart City Challenge Grant Program to enable municipalities to compete for grant funding for emerging transportation technologies to serve their transportation system needs, and would specify certain program goals. The bill would require the commission to form the California Smart City Challenge Workgroup on or before July 1, 2019, to provide the commission with guidance on program matters, as specified. The bill would require the commission, in consultation with the workgroup, to develop guidelines on or before March 1, 2020, for the program, which would not be subject to the Administrative Procedure Act, and to revise them as necessary. The bill would make the implementation of the program contingent upon an appropriation in the annual budget act.</p>	<p>Supported May 2018</p>
<p><a href="#">AB 2650</a> <a href="#">Lackey</a> R</p> <p>Public transit buses: illuminated signs.</p>	<p>5/11/2018-A. DEAD 5/11/2018-Failed Deadline pursuant to Rule 61(b)(6). (Last location was A. TRANS. on 3/8/2018)</p>	<p>Existing law authorizes buses operated by a publicly owned transit system, on regularly scheduled service, to be equipped with certain illuminated signs, as specified. Existing law requires the illuminated signs to adhere to certain specifications, including, among others, being limited in size to a display of not greater than 720 square inches, and requiring the illuminated signs to display information directly related to public transit service, including, but not limited to, route number, destination description, run number, and public service announcements. This bill would revise those conditions, to increase the maximum display area of an illuminated sign to 4,320 inches and to allow paid advertising to be displayed on the illuminated sign.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 3059</a> <a href="#">Bloom D</a></p> <p>Go Zone demonstration programs.</p>	<p>4/27/2018-A. DEAD 4/27/2018-Failed Deadline pursuant to Rule 61(b)(5). (Last location was TRANS. on 3/12/2018)</p>	<p>(1)Existing law provides for the development of a congestion management program for each county that includes an urbanized area by a designated congestion management agency. Existing law authorizes the Metropolitan Transportation Commission and the Bay Area Air Quality Management District to jointly adopt a commute benefit ordinance that requires covered employers operating within the common area of the 2 agencies with a specified number of covered employees to offer those employees certain commute benefits. This bill would authorize 2 Go Zone demonstration programs in northern California and 2 in southern California. The bill would define "Go Zone demonstration program" to mean a transportation program that reduces vehicle congestion by targeting highly congested areas with additional transportation choices and decongestion fees that encourage people to take transit, carpool, bike, walk, or adjust trip times at congested times of day. The bill would require the governing body of an eligible participating jurisdiction, as defined, to adopt an ordinance containing various elements, including a decongestion fee element, and would require the proposed ordinance to be approved by the applicable congestion management agency subject to specified findings, including a finding that the proposed demonstration project is likely to be successful. The bill would require a charge by such an ordinance to be imposed consistent with the California Constitution and federal law. The bill would enact other related provisions. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 3124</a> <a href="#">Bloom</a> D</p> <p>Vehicles: length limitations: buses: bicycle transportation devices.</p>	<p>6/1/2018- A. CHAPTERED 6/1/2018-Approved by the Governor. Chaptered by Secretary of State - Chapter 22, Statutes of 2018.</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 an articulated bus or articulated trolley coach that does not exceed a length of 60 feet, and authorizes the bus or trolley to be equipped with a folding device attached to the front of the bus or trolley if the device is designed and used exclusively for transporting bicycles. Existing law prohibits the above-described device from extending more than 36 inches from the front body of the bus when fully deployed, and prohibits a bicycle that is transported on that device from having the bicycle handlebars extend more than 42 inches from the front of the bus. This bill would additionally authorize an articulated bus or articulated trolley coach that does not exceed a length of 60 feet to be equipped with a folding device attached to the front of the bus or trolley if the device is designed and used exclusively for transporting bicycles as long as the device does not extend more than 40 inches from the front body of the bus when fully deployed. The bill would require a public agency operating transit services to establish a route review committee, as specified, in order to operate that articulated bus or articulated trolley coach, and would require the committee, by a majority vote, to make a determination of which routes are suitable for the safe operation of that articulated bus or articulated trolley coach. The bill would also make technical, nonsubstantive changes and a conforming change in a related provision.</p>	<p>Supported April 2018</p>
<p><a href="#">AB 3201</a> <a href="#">Daly</a> D</p> <p>California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.</p>	<p>5/25/2018-A. DEAD 5/25/2018-Failed Deadline pursuant to Rule 61(b)(8). (Last location was A. APPR. SUSPENSE FILE on 5/16/2018)</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 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. This bill would add large-scale deployments of transit buses to the program's list of eligible projects, delete the reference to the annual framework and plan for the program and instead just refer to a framework and plan, and revise the definition of zero- and near-zero-emission to include infrastructure that reduces greenhouse gas emissions and improves air quality when compared with conventional or fully commercialized alternatives. This bill contains other existing laws.</p>	<p>Supported May 2018</p>

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Bill ID/Topic	Location	Summary	Position
<a href="#">ACA 4</a> <a href="#">Aguiar-Curry D</a>  Local government financing; affordable housing and public infrastructure: voter approval.	4/24/2017-A. L. GOV. 4/24/2017-Referred to Coms. on L. GOV. and APPR.	Local government financing; affordable housing and public infrastructure: voter approval.	Watch
<a href="#">SB 119</a> Committee on Budget and Fiscal Review  Budget Act of 2017.	1/4/2018-A. BUDGET 1/4/2018-From inactive file. Re-referred to Com. on BUDGET.	The Budget Act of 2017 made appropriations for the support of state government for the 2017–18 fiscal year. This bill would amend the Budget Act of 2017 by amending and adding items of appropriation. This bill would declare that it is to take effect immediately as a Budget Bill.	Watch

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 961</a> <a href="#">Allen D</a></p> <p>Enhanced infrastructure financing districts.</p>	<p>5/29/2018-A. DESK 5/29/2018-Read third time. Passed. (Ayes 38. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.</p>	<p>(1)Existing law establishes procedures for the formation of infrastructure financing districts, enhanced infrastructure financing districts, infrastructure and revitalization financing districts, and community revitalization and investment authorities, as specified, to undertake various economic development projects, including financing public facilities and infrastructure, affordable housing, and economic revitalization. Existing law authorizes the issuance of bonds for the funding of these purposes, and, in the case of an enhanced infrastructure financing district, requires voter approval, as specified, for the issuance of those bonds. Existing law, the Neighborhood Infill Finance and Transit Improvements Act, authorizes a city, county, or city and county to adopt a resolution, at any time before or after the adoption of the infrastructure financing plan for an enhanced infrastructure financing district, to allocate, under specified circumstances, tax revenues of that entity to the district, including revenues derived from local sales and use taxes imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or transactions and use taxes imposed in accordance with the Transactions and Use Tax Law. This bill would enact the Second Neighborhood Infill Finance and Transit Improvements Act, which would similarly authorize a city, county, or city and county to adopt a resolution, at any time before or after the adoption of the infrastructure financing plan for an enhanced infrastructure financing district, to allocate tax revenues of that entity to the district, including revenues derived from local sales and use taxes imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or transactions and use taxes imposed in accordance with the Transactions and Use Tax Law, if the area to be financed is within one-half mile of a major transit stop, as specified, and, among other things, certain conditions relating to housing and the infrastructure financing plan are or will be met. The bill would authorize bonds to be issued for the purposes of the Second Neighborhood Infill Finance and Transit Improvements Act without voter approval. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>



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Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1014</a> <a href="#">Skinner</a> D</p> <p>California Clean Miles Standard and Incentive Program: zero-emission vehicles.</p>	<p>6/7/2018-A. C. &amp; C. 6/11/2018-From committee with author's amendments. Read second time and amended. Re-referred to Com. on C. &amp; C.</p>	<p>Existing law, the Passenger Charter-party Carriers' Act, provides for the regulation of charter-party carriers of passengers by the Public Utilities Commission, and makes it unlawful for a charter-party carrier to operate without first obtaining a permit or certificate from the commission, except as specified. The act includes specified requirements for liability insurance coverage for transportation network companies, as defined, and their participating drivers. Under existing law, a violation of the act or an order or direction of the commission pursuant to the act is a crime. This bill would require, by January 1, 2020, that the state board establish an emissions baseline for transportation network companies on a per-vehicle-mile or per-passenger-mile basis. The bill would require, by January 1, 2021, that the state board establish, and the commission implement, annual targets starting in 2023 for the reduction under that baseline for emissions per mile driven on behalf of a transportation network company, including annual targets for increasing vehicle or passenger miles traveled using zero-emission vehicles. The bill would require, by January 1, 2022, and every 2 years thereafter, that each transportation network company develop an emissions reductions plan that includes proposals on how to meet the emissions reduction targets that would be established pursuant to the bill. The bill would require, beginning January 1, 2030, that 100% of the vehicles that are purchased, leased, owned, or contracted for by a transportation network company, an affiliate of a transportation network company, or any other operator of a vehicle fleet for the purposes of providing transportation services on behalf of a transportation network company be zero-emission vehicles. Because the violation of a commission order or direction implementing the bill's provisions would be a crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p><a href="#">SB 1119</a> <a href="#">Newman</a> D</p> <p>Low Carbon Transit Operations Program.</p>	<p>5/17/2018-A. TRANS. 5/17/2018-Referred to Com. on TRANS.</p>	<p>Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board 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 continuously appropriates specified portions of the annual proceeds in the fund to various programs, including 5% for the Low Carbon Transit Operations Program, administered by the Department of Transportation, which provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility. This bill would authorize a recipient transit agency to satisfy the above-stated requirement by expending at least 50% of program funds received on transit fare subsidies, specified transit connections, or technology improvements that reduce emissions of greenhouse gases. This bill contains other existing laws.</p>	<p>Supported April 2018</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1376</a> <a href="#">Hill D</a></p> <p>Transportation network companies: accessibility for persons with disabilities.</p>	<p>6/7/2018-A. C. &amp; C. 6/12/2018-From committee with author's amendments. Read second time and amended. Re-referred to Com. on C. &amp; C.</p>	<p>The Passenger Charter-party Carriers' Act defines a transportation network company as an organization, whether a corporation, partnership, sole proprietor, or other form, operating in California that provides prearranged transportation services for compensation using an online-enabled platform to connect passengers with drivers using their personal vehicles. The act also defines a participating driver or driver as any person who uses a vehicle in connection with a transportation network company's online-enabled application or platform to connect with passengers. A violation of the act or a regulation of the Public Utilities Commission with regard to charter-party carriers is generally a misdemeanor and subject to a fine of not less than \$1,000 and not more than \$5,000 or by imprisonment in a county jail for not more than 3 months, or by both that fine and imprisonment. This bill would require the commission, by January 1, 2020, to develop regulations relating to accessibility for persons with disabilities, including wheelchair users who need a wheelchair accessible vehicle. As part of these regulations, the bill would require the commission to conduct workshops with stakeholders in order to determine community demand, transportation provider supply, and educational outreach objectives and to develop programs for on-demand services, service alternatives, and partnerships. As part of these regulations, the bill would also require the commission require each transportation network company to be fully accessible to persons with disabilities and, if this requirement cannot be met, the bill would require the commission to assess a fee on the transportation network company to fund on-demand accessible transportation services for persons with disabilities, as specified, until the transportation network company is fully accessible to persons with disabilities. The bill would require the commission to report to the Legislature by January 1, 2023, on the compliance with these provisions and, if applicable, on the effectiveness of the transportation programs and partnerships funded pursuant to these provisions. This bill contains other related provisions and other existing laws.</p>	<p>Supported June 2018</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1434</a> <a href="#">Leyva D</a></p> <p>Transportation electrification: electricity rate design.</p>	<p>6/11/2018-A. U. &amp; E. 6/11/2018-Referred to Coms. on U. &amp; E. and C. &amp; C.</p>	<p>Under existing law, the Public Utilities Commission (PUC) has regulatory authority over public utilities, including electrical corporations Existing law, enacted as part of the Clean Energy and Pollution Reduction Act of 2015, requires the PUC, in consultation with the State Energy Resources Conservation and Development Commission and State Air Resources Board, to direct electrical corporations to file applications for programs and investments to accelerate widespread transportation electrification to reduce dependence on petroleum, meet air quality standards, achieve the goals set forth in the Charge Ahead California Initiative, and reduce emissions of greenhouse gases to 40% below 1990 levels by 2030 and to 80% below 1990 levels by 2050. That law requires that the programs proposed by electrical corporations seek to minimize overall costs and maximize overall benefits. The PUC is required to approve, or modify and approve, programs and investments in transportation electrification, including those that deploy charging infrastructure, through a reasonable cost recovery mechanism, if they are consistent with the above-described purposes, do not unfairly compete with nonutility enterprises, include performance accountability measures, and are in the interests of ratepayers. This bill would require the PUC to direct electrical corporations with more than 100,000 service connections in California to file rate design applications, specific to transit agencies as commercial customers, that support and accelerate the deployment of zero-emission transit buses to reduce dependence on petroleum, meet air quality standards, and reduce emissions of greenhouse gases to 40% below 1990 levels by 2030 and to 80% below 1990 levels by 2050. The bill would authorize an electrical corporation with 100,000 or fewer service connections in California to file rate design applications for those purposes. The bill would require that a rate design proposed by an electrical corporation seek to minimize overall costs and maximize overall benefits to ratepayers and transit agencies and would require the commission to approve, or modify and approve, rate design applications, but only if they are consistent with this requirement and are in the interests of ratepayers. This bill contains other related provisions and other existing laws.</p>	<p>Supported May 2018</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">SCA 6</a> <a href="#">Wiener</a> D</p> <p>Local transportation measures: special taxes: voter approval.</p>	<p>5/25/2017-S. APPR. SUSPENSE FILE 5/25/2017-May 25 hearing: Held in committee and under submission.</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. This measure would require that the imposition, extension, or increase by a local government of a special tax as may otherwise be authorized by law, whether a sales or transactions and use tax, parcel tax, or other tax for the purpose of providing funding for transportation purposes be submitted to the electorate by ordinance and approved by 55% of the voters voting on the proposition. The measure would authorize an ordinance submitted to the voters for approval under these provisions to provide, as otherwise authorized by law, for the issuance of bonds payable from the revenues from the special tax. The measure would require an ordinance submitted to the voters under these provisions to include an expenditure plan specifying the transportation programs and projects to be funded by the revenues from the special tax and a requirement for an annual independent audit to ensure that the revenues are expended only for authorized purposes. The measure would also make conforming and technical, nonsubstantive changes. This bill contains other related provisions and other existing laws.</p>	<p>Supported May 2017</p>
<p><a href="#">SCA 20</a> <a href="#">Glazer</a> D</p> <p>Local sales taxes: online sales.</p>	<p>5/22/2018-S. APPR. SUSPENSE FILE 5/24/2018-May 25 hearing postponed by committee.</p>	<p>The Bradley-Burns Uniform Local Sales and Use Tax Law authorizes counties and cities to impose a local sales and use tax in accordance with that law for tangible personal property sold at retail in the county or city, or purchased for storage, use, or other consumption in the county or city. Existing law requires the city tax rate to be credited against the county rate so that the combined rate does not exceed 1.25%. Existing law requires the county or city to contract with the California Department of Tax and Fee Administration for the administration of the taxes and requires the department to transmit those taxes to the city or county. This measure would provide that, on and after January 1, 2020, for the purpose of distributing the revenues derived under a sales tax imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law, the retail sale of tangible personal property by a qualified retailer, as defined, that is transacted online is instead consummated at the point of the delivery of that tangible personal property to the purchaser's address or to any other delivery address designated by the purchaser. This bill contains other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>Proposition 69 Transportation Taxes &amp; Fees Lockbox</p>	<p>Approved by the voters in the June 5<sup>th</sup> primary election.</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 as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. This measure would create the Greenhouse Gas Reduction Reserve Fund, in which all moneys collected by the state board as part of a market-based compliance mechanism beginning January 1, 2024, and until the effective date of specified legislation would be deposited. The measure would require all moneys in the fund to be available upon appropriation for specified purposes and would require a bill making those appropriations to be passed by a 2/3 vote of the membership of each house of the Legislature. The measure would require all new moneys collected as part of a market-based compliance mechanism after the effective date of that specified legislation to be deposited in the Greenhouse Gas Reduction Fund. The measure would prohibit a specified sales tax exemption from being applied until the effective date of that specified legislation. This bill contains other existing laws.</p>	<p>Prop 69 Supported April 2018 ACA 5 Supported October 2017</p>