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A G E N D A

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

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

WEDNESDAY, DECEMBER 8, 2010 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of November 10, 2010
3. Certificate of Appreciation to Outgoing CAC Chair, John Baker

INFORMATIONAL

4. Accessibility Update – Bill Welch
5. Paratransit Coordinating Council (PCC) Update – Nancy Keegan
6. Citizens Advisory Committee Liaison Report – John Baker
7. Performance Report – Shuttles
8. Multimodal Ridership Report – October 2010

Committee Members: Shirley Harris, Omar Ahmad, Jerry Deal

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 10, 2010**

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

Other Board Members Present, Constituting Committee of the Whole: M. Church, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault

Staff Present: J. Cassman, T. DuBost, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Shirley Harris called the meeting to order at 2:08 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of October 13, 2010

The committee approved the minutes (Ahmad/Church).

Accessibility Update

Accessibility Coordinator Tina DuBost said at yesterday's Paratransit Coordinating Council (PCC) meeting, Dr. Michal Settles presented "A Day in the Life of a RediCoast Rider," the same presentation given at last month's SamTrans meeting.

PCC Update

PCC Chair Nancy Keegan reported:

- The PCC hosted the MV Transportation appreciation party for staff in October.
- The November PCC packet contains the quarterly Consumer Core Report. She said the statistics reflect a sample of the rides reported by an anonymous group of approximately 25 riders. Ms. Keegan said the trend matches closely with the monthly Redi-Wheels paratransit performance summary report.
- Members of the PCC Executive Committee serve on the eligibility appeals panel. She said there are three representatives on the panel and the PCC represents the community.

Citizens Advisory Committee (CAC) Liaison Report

CAC Chair John Baker reported on the November meeting:

- The committee took a tour of South Base and the members were very impressed with the facility from the cleanliness to the efficiency of the dispatch center.
- There were concerns about standing room only on Routes 390 and 391.
- Invited everyone to the holiday reception on December 1 at 6 p.m. prior to their meeting.

Committee Chair Harris encouraged all Board members to attend the holiday reception and see the CAC in action.

Performance Report – Caltrain

Deputy CEO Chuck Harvey provided the following information:

- Average weekday ridership is at 40,698.
- Performance and reliability is under the 95 percent goal and this is an area that needs some work.
- Service highlights include:
 - Giants baseball service
 - Clipper
 - Bay to Breakers
 - Independence Day Fireworks
 - Paul McCartney Concert
 - Giants Playoffs and World Series
 - Turkey Trot
 - Fare and service changes
- Over 21,000 extra passengers were carried for the World Series and an extra 30,000 passengers for the Giants' parade.

Director Adrienne Tissier arrived at 2:17 p.m.

- The Fiscal Year (FY) 2011 budget started with a deficit of more than \$12 million. The deficit was brought down to \$2.4 million with savings in fuel, savings from the prior fiscal year and some money from the Metropolitan Transportation Commission. To close the \$2.4 million deficit, staffed stations in San Francisco and San Jose were closed; the zone fares will be increased; GO Pass pricing was increased; and four midday trains will be eliminated.
- System safety projects and programs include:
 - Improvements at eight grade crossings in Santa Clara County
 - A number of right of way fencing projects to reduce trespassing
 - A pilot project to modify existing Caltrain “No Trespassing/Suicide Prevention” signs along 9.5 miles of right of way in Menlo Park, Palo Alto and Mountain View
 - Installation of high security bollards at the San Francisco, Millbrae and San Jose Diridon stations to provide physical barriers to prevent attacks by vehicular impact
 - Installation of closed-circuit cameras at the Central Equipment Maintenance and Operations Facility
 - Installation of digital cameras and recorders on Caltrain locomotives and cab cars
 - More than 18 Operation Lifesaver presentations to nearly 500 people
 - Transit Police High-Intensity Safety Enforcement Program.
- Grant funded capital projects include:
 - Santa Clara Station/South Terminal
 - San Bruno Grade Separation/Station
 - Jerrold and Quint Bridges in San Francisco
 - San Mateo Bridges
 - South San Francisco Parking Lot
- The Rail Operations Control System Project is scheduled to be completed in summer 2011.
- Caltrain's Positive Train Control is a mandated system to prevent train collisions.

- Staff completed an OnBoard Bike Capacity and Dwell Time Study and is recommending a continuum approach to alleviate onboard issues.
- Work continues with the California High Speed Rail Authority, local communities, stakeholders, Federal, State and local officials and others to pursue high speed rail and Caltrain improvement projects that will enhance the quality of life and respect local concerns. Caltrain will continue to assert its ownership of the right of way in any future negotiations regarding use of the corridor.
- The current operating contract with Amtrak expires next year and staff is currently evaluating proposals and anticipates awarding a new contract in spring 2011.
- FY2012 will remain a challenging budget year with a projected deficit of \$29.5 million. Member agency contributions are hampered by local sales tax revenue and the reduction in State and Federal funding.
- The JPB has used one-time funds to bridge gaps in the past and these funds no longer exist. Staff is unsure if there is a service model that can operate at FY2012 revenue level. Without some type of additional funding the likely service scenario would be no weekend service, no service to Gilroy, no midday service, only a Monday through Friday peak hour service.

Director Zoe Kersteen-Tucker gave kudos to staff for the service provided by Caltrain for the Giants' parade.

Director Tissier said she took BART to the parade and it took her over an hour to purchase a ticket.

Director Omar Ahmad said when the tragedy occurred in San Bruno, SamTrans stepped up and acted as a first responder. He said at some point he would like to see a debriefing on how to get large numbers of people in or out of San Francisco.

Mr. Harvey said every year staff participates in an emergency drill in coordination with the Metropolitan Transportation Commission, and scenarios are created involving all local transportation agencies.

Director Art Lloyd commended crews on Train 256 last Friday for their handling of the fatality in Belmont.

Public Comment

Jerry Grace, San Leandro, said BART had large crowds for the parade and after the event the Montgomery Station BART station was closed.

Multimodal Ridership Report – September 2010

- Bus ridership was 49,550, a decrease of 9 percent.
- Paratransit ridership was 1,130, a decrease of 1.8 percent
- Caltrain ridership was 41,300, an increase of 3.8 percent.
- Caltrain shuttle ridership was 5,562, down 8 percent.

Factors impacting ridership include:

- o A 7.5 percent service reduction on December 20, 2009
- o Fare increases effective February 1, 2010
- o County unemployment for September was 9.1 percent

Average weekday ridership loss was broken down as follows:

- o San Francisco express routes had a loss of 1,000 riders because the service was canceled
- o Route KX has lost 950 riders due to reduced service frequency, fare increase and the economy
- o Local routes have lost 1,380 riders due to reduced service frequency, fare increase and the economy
- o El Camino Real service has lost 880 riders due to fare increase and the economy
- o The Bayshore service has lost 710 riders due to fare increase and the economy

Adjourned: 2:50 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

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

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

The minutes from the October 5 Al-Com meeting, the October 12 PCC meeting and the September 16 SAAC meeting are attached.

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

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
Advocate /Legislative (AL-Com) Committee Meeting
October 5, 2010**

MEETING MINUTES

ATTENDANCE

Members Present: Mike Levinson, AL-Com Chair; Dale Edwards, PCC Vice Chair; Aki Eejima, Consumer; Stephanie Hill, Consumer; Dan Mensing, Consumer.

Guests: Kim Rothschild, SamTrans Government Affairs; John Murphy, MV Transportation; Enrique Henry Silvas, SamTrans; Linda Rhine, PCC Consultant, Nelson\Nygaard; Tina Dubost, SamTrans; Elly Colwell, SamTrans; Rose Berta, PCC Staff.

(Total Attendance: 12)

WELCOME/INTRODUCTION

Mike welcomed everyone at the AL-Com meeting and introduced Kim Rothschild, SamTrans Government Affairs Officer as our guest speaker.

Kim Rothschild, SamTrans Government Affairs Officer

Kim spoke on two measures to be voted on November 2, 2010.

- Proposition 22, placed on the ballot by the California Transit Association in response to the elimination of State Transit Assistance (STA) funds. These funds were dedicated to transit and were eliminated earlier this year resulting in a significant loss in funding to SamTrans and all transit agencies throughout the state. Kim distributed a one-page summary of the measure to educate voters. If this measure passes, it will help SamTrans fund services. The SamTrans Board supports this measure.
- Measure M is a measure for San Mateo County voters only. It allows the County Congestion Management Agency (CMP) to add an additional \$10 vehicle license fees each year for the next 25 years. If passed, 50% of the funds to be collected will be used for San Mateo County's streets/roads and 50% for transit services.

Kim explained that a new funding bill is needed to provide federal transportation funding since the Federal Funding Program (SAFETEA-LU) will expire on December 31, 2010.

Kim announced that the new president of the American Public Transportation (APTA), the national transportation advocacy organization, is Mike Scanlon, SamTrans CEO. APTA has a website that includes stories about people who ride public transit and how important it is for them and why they support it. She encourages PCC members to enter their story to show support for paratransit service.

LEGISLATIVE UPDATE

Mike announced that the Senate and House passed the Twenty-First Century Communications and Video Accessibility Act aimed at providing those with disabilities greater access to new

technologies. This Act will require technology companies (cable, cell, phone, etc.) to have accessible equipment. This especially will be a great benefit for visually impaired hearing impaired people. It is expected to be signed by President Obama.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Maria Kozak brought up a discussion on all drivers having a name tag in large print so clients can know their names. Union policy is to have a patch with only the driver's number sewn on their shirt and jacket. John will check on the cab driver's ID tag, since Dan, Aki, and Stephanie all mentioned cab drivers do not have a patch. John emphasized, however, that cab drivers are not MV employees.

Aki asked if riders could get information on the length of time the ride will take when they board the vehicle. John said that all riders should assume a time frame of one hour and 15 minutes, and that all rides are shared; if the consumer gets to his/her destination sooner, that's great. Shared rides maximize efficiency and minimize costs.

SFO pick-up locations and vehicle identifier were also discussed. John is seeking direction from SamTrans and SFO. Work is in progress and John hopes to have a decision within a couple of months to report at the January 2011 meeting.

Maria brought up the issue of having no dispatcher or recording to solve weekend problems. John will check into this issue and report back in January.

COMPLAINT REVIEW COMMITTEE—OPEN DISCUSSION

Tina presented the quarterly report. Complaints per 1,000 rides are much better than the standard of 2.5 complaints per 1,000 rides. The average 0.50 per 1,000 rides is the best in the previous four quarters. Compliments increased dramatically to 234 for the quarter. Customer error complaints are up from the previous quarter. On time performance is very good; the number of missed trips is very low; 70,000 trips were provided during the time period; safety-related complaints are near zero. The biggest category of complaints is late vehicles, yet on-time performance is good. Tina emphasized that due to financial constraints, increasing productivity is a priority; it increases cost effectiveness of service. The biggest category is customer error. All complaints are investigated, evaluated, and are taken seriously.

Mike introduced the handout on the On-Hold Time statistics. The average time consumers were placed on hold was less than 1.5 minutes. There was a discussion on the method of calculating the on-hold time between SamTrans and the Consumer Corps. Stats from the Consumer Corps show a total of 272 calls with 78% having their call answered within one minute; approximately 22% were on hold for more than 1.5 minutes. Agreement was reached to continue calculating statistics for the Consumer Corps with the same method because the goal is to improve customer service. Linda reminded the committee that the Consumer Corps data is not intended to represent all trips but is a representative sample of riders' experiences and are used as a "cross check" with SamTrans official reports of all trips.

OTHER BUSINESS

Linda thanked everyone who contributed to the fall newsletter. The newsletter was distributed to all members.

Mike reminded the members that the ERC meeting will be held at 2:30 pm on October 12 before the PCC meeting, and the PCC meeting will take place at 4:00 pm followed by the MV Appreciation party at 6:00 pm.

MEETING ADJOURNED: 3:00 PM

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
October 12, 2010
MEETING MINUTES**

ATTENDANCE

Members Present: Nancy Keegan, Chair; Dale Edwards, Vice Chair; Mike Levinson, AL-Com Chair; Maureen Dunn, Senior Focus; Barbara Kalt, Rosener House; Pat Dixon, COD; Aki Eejima, Consumer; Stephanie Hill, Consumer; Dan Mensing, Consumer; Bill Welch, SamTrans; Aurora Ring Cruz, COA, for May Nichols.

Absentees: Diane Griffith & Joey, Consumer; Myria Barnes-Jackson, DOR; Judy Garcia, Consumer; Craig McCulloh, Aging & Adult Services; Benjamin McMullan, CID; May Nichols, COA; Sammi Riley, Consumer; Michal Settles, Coastside; Marie Violet, Sequoia Hospital; Joe Monsor, Caregiver.

Guests: Tina Dubost, SamTrans; Elly Colwell, SamTrans; Paul Lee, SamTrans; Marshall Loring, MTC; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Henry Silvas, SamTrans; Rose Berta, PCC Staff.

(Total Attendance: 19) Quorum--Yes

WELCOME/INTRODUCTION

Nancy Keegan, Chair, welcomed all to the October PCC meeting.

APPROVAL OF SEPTEMBER PCC MINUTES

Nancy asked for a vote of approval for the September minutes. Dan moved the minutes be approved and Maureen seconded the motion. The minutes were unanimously approved.

COMMITTEE REPORTS

A. AL-COM REPORT

Mike reviewed the report received from Kim Rothschild from SamTrans Government Affairs. There were two ballot initiatives—Proposition 22 protects transportation money from being taken from the local agencies by the State; and Measure M for San Mateo County, which proposes an addition of \$10 vehicle registration fee. Details are found the in AL-Com minutes.

The Twenty-First Century Communications and Video Accessibility Act will mandate manufacturers of hand-held devices to include software in their equipment to provide accessibility to the hearing-impaired and sight-impaired population.

Mike mentioned that Mike Scanlon is the new president of American Public Transit Association (APTA). APTA has a website that encourages people to share their story on their experiences with paratransit service. The website: <http://www.apta.com/Pages/default.aspx>. The next AL-Com meeting is on January 4, 2011.

B. GRANT/BUDGET REVIEW

Barbara had nothing to report. The year-end budget reports was received last month and anticipates the next report in December. There are no updates on the FTA 5310 program.

C. EDUCATION COMMITTEE

Maureen Dunn reported they had a lively discussion at the last month's meeting. Two major responsibilities of the committee were discussed: 1) staffing at fairs and 2) role and content of the newsletters. There is no resolution yet on increasing distribution of the newsletter, and costs of newsletters, rules, etc. are in review. There is a continuing discussion on the health fairs issue in relation to their frequency and the challenge of staffing the booths. Maureen thanked Mike, Dale and Sue, and Aki for their volunteer work at the Day in the Park. A photo of the members at the fair was circulated and appreciated.

D. EXECUTIVE COMMITTEE

Nancy reported the next meeting is on November 3, 2010. Nancy announced that she will defer her 5-minute presentation at the Board meeting tomorrow to Michal who will give a presentation titled "A Day in the Life of RediCoast Riders". It will be shown at the November PCC meeting. The October Coastsides meeting is postponed because members will be present at the Board meeting. Nancy thanked Linda and Nelson\Nygaard, Tina, and Michal for their work on the presentation.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Tina reported that SamTrans Human Resources has received many qualified applicants to replace Ashish John. She expects to have a new person (Customer Relations Specialist) in November; existing staff are covering his duties in the interim.

B. Performance Summary

Tina reported that August was a good month. Late cancels have been higher since February due to change in cancellation policy; productivity has gone way up—very positive. The average ridership is steady; on-time performance is at 93.8%. There were many compliments; overall the numbers are very good.

C. Customer Comments

Elly reported that compliments are down and there are more policy-related comments than service-related comments. The average response time continues to be under the 7-day turn around limit; thank you John and staff. In the comments by type—comments have decreased and so has customer errors.

There were several questions about the process and procedures for submitting complaints. Elly explained that when complaints are received by phone through the customer service center or email, she forwards them to MV to respond. The calculated turn-around time starts at this point. Responses to customers are either by phone or email. MV then contacts Elly informing her when the response was made. Henry noted that there are still follow ups even after the response to the clients have been made. Terminology in the SamTrans report was also clarified.

D. Safety Report

John reported there were 4 accidents; 3 non-chargeable, one chargeable. MV's record is 300,000 miles between accidents.

LIAISON REPORTS

A. MTC REPORT

Marshall stated that the policy committee is working on items not related to paratransit. Their focus is on SB 375.

Bill shared that he attended the MTC workshop which focused on transit to health care facilities. There is a trend emerging that passengers are traveling to health facilities further away; longer trips have cost implications. He added that San Mateo County is fortunate to have several healthcare facilities available throughout the county.

Maureen mentioned the conference she attended this morning focused on how to create communities that are not so auto-centered; how to make them less dependent on autos and more walk-able friendly. This elevated awareness of how planners need to work together to make communities work together. There were about 150 conference attendees.

B. AGENCY

Barbara said there was nothing to report—no meeting.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

October meeting was cancelled due to Michal's presentation to the Board.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike Levinson said the committee met earlier today and reviewed eligibility. Conditional eligibility has increased.

Late cancels have increased slightly since the new policy was implemented in February. The Interactive Voice Response system implementation may be delayed due to contractor technicalities. Early 2011 implementation is still scheduled with possible postponement.

The productivity report of all operators in the Bay Area was reviewed. The reasons for Redi-Wheels lower productivity compared to other operators are being explored to identify opportunities for increasing productivity. The criteria used to calculate data may be different for each operator; this discrepancy, therefore, should be addressed.

Next meeting is on November 2, 2010 at 11:00 am.

E. COMMISSION ON AGING (COA) REPORT

Aurora Ring Cruz reported for May. Aurora spoke of the project to Adopt a Senior Center and get connected and known with the centers. There are two main projects in the works: 1) strategies to make seniors more transparent 2) survey to help people on food, transportation, etc. "Seniors on the Move", sponsored by Jackie Speier will take place in December 2011.

COMMISSION ON DISABILITY (COD) REPORT

Pat said there are several new members on the board and they are deciding whether to set new goals. The members are going to the Board of Supervisors on November 19, 2010.

OTHER BUSINESS

Barbara handed out flyers that Meals on Wheels is having a fundraiser on Tuesday, November 9, 2010. Participating restaurants will be donating a portion of their proceeds to Meals on Wheels. For more info, visit the website: www.dineoutnow.org

Linda reminded everyone of the orientation for new members on November 9, 2010 at 12:00 pm, 3rd floor Engineering Conference room.

MEETING ADJOURNED: 5:30 pm

SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE

MEETING SUMMARY – September 16, 2010

SAMTRANS HEADQUARTERS BUILDING
1250 SAN CARLOS AVENUE, SAN CARLOS
GALLAGHER CONFERENCE ROOM, 3RD FLOOR
11:00 AM – 12:30 PM

PRESENT: Jim Engvall, Alec Karp (Chair), Ben McMullan

ABSENT: Tom Collette, Pat Dixon, Doris Maez, Alice McGrath, Jim Stinehoff

SAMTRANS STAFF: Roi Kingon, Richard Lesser, Bill Welch

I. Approval of Minutes

We did not have a quorum to approve the minutes.

II. Fixed Route Bus and Caltrain

A. New Bus Fareboxes

SamTrans' Operations Technology Administrator, Roi Kingon, deals with all technology that is used on our vehicles, and is currently working on replacing the fare collection systems on the buses.

The current farebox on SamTrans buses does not register or validate money. It is 23 to 24 years old, and maintenance is increasingly difficult as parts become harder to find. There is a plan to replace the fareboxes, and Roi Kingon brought an example of the new one to this meeting for demonstration and evaluation.

The new farebox is an excellent product made by General Fare Industries, and is currently in use with Golden Gate Transit, VTA, and Monterey-Salinas Transit. The new farebox has additional capabilities. The final decisions have not been made as to how each potential function of the farebox will serve SamTrans or not, and this committee can help by giving its input.

Perhaps the most important new function will be that the farebox counts cash – coins and bills – and displays the totals to the operator. Subsequently, an immediate accurate accounting of the fares collected will be recorded, allowing for a quick daily tally without waiting for the time-consuming cash-counting which is presently used. The ACS system will automatically populate the farebox data for each individual bus run.

The farebox will either beep or respond verbally, at our choice, to indicate whether a fare card is valid or not. Roi prefers the verbal alert as more easy to understand.

Exact change would not be needed. If the District decides to use this feature, the farebox can issue a “change card”, which is then usable for future rides. To demonstrate, Roi Kingon put in a \$20 bill and an \$18 change card was issued. The ticket has a cut on the left side of the card to orient it for the visually impaired. The farebox prints the new value on the card. Alec Karp asked about an auditory announcement of the new fare card value, but that function is not available for the farebox, nor does it verbally announce the amount of counted change. The driver could read it for a visually impaired patron.

The farebox can issue a day-pass, which can be validated by either a dip (up and down movement) or a swipe (sideways movement). The swipe reader validates only, and needs less dwell time. The dipper works for all fare media. A period pass (i.e. day or month) can be either swiped or dipped.

The farebox can issue a day pass, which can save consumers money if they are taking multiple buses in a day.

The farebox would detect a “pass-back”, meaning that it will not allow the same pass to be used to board two passengers on the same bus.

Committee members asked whether someone could send in damaged fare media for replacement. They also asked if the new fareboxes will be placed on Redi-Wheels vehicles. Staff suggested that the Marketing department attend a future meeting to discuss these questions.

The Clippercard is a separate system, and has a separate unit from the farebox. The Clippercard reader is ten year old technology because of the time it has taken to roll it out. Pre-paid fare cards will move to Clipper before long, so paper monthly passes will no longer be used.

Roi speculates that this might be SamTrans’ last farebox, as smart cards such as Clipper, or other payment means including cell phones, will likely be used instead in the future.

The new fareboxes are currently expected to be rolled out in February or March of 2011.

B. Real-Time Bus Arrival/Departure Information

Screens for predictive arrival have been installed at Daly City, Millbrae, Redwood City, Palo Alto, and Top of the Hill Daly City. They are anticipated to have real-time next bus arrival information by November. There are technical issues still being resolved. This committee had an opportunity to look at and comment on the prototypes for these signs.

Long-term plans for predictive bus arrival information include making the information available on customers’ cell-phones. Each stop would have an ID number that could be called in. Alec Karp asked if the numbers would also be in Braille. The stop ID’s will not be necessary if the customer is using a smart phone with GPS, which will automatically determine the user’s location. A real-time feed can be incorporated into the District website. There should also be downloadable apps for the Droid and Iphone with this information in the near future. SamTrans,

Caltrain, and all other Bay Area transit agencies will provide arrival data to the MTC, which provides transit information to the public through 511 and 511.org.

III. Paratransit Update

Bill Welch reported that the Interactive Voice System (IVR), made by Ontira, is gearing up to be implemented at the end of the year. The Paratransit Coordinating Council (PCC) is reviewing it. The IVR will make automated calls to the user's phone of the night before their ride, and will allow them to cancel a ride by pressing a button on their phone. A second call will be made shortly before the vehicle arrives. Testing will begin in the fall, probably with members of the Efficiency Review Committee, before being rolled out for all 7000 Redi-Wheels users.

The Codified Tariff was changed to reflect that the Paratransit fare for agency group trips will be at one standardized rate of \$4.25 (.75¢ more than a standard fare), with the Lifeline fare set at \$2.25. This amount will be less than most agencies paid before last year's board action.

On July 1, 2011 the standard Paratransit fare will go up to \$3.75.

IV. Commission on Disabilities Report

Ben McMullan reported that the last meeting was focused on how to inform the public about healthcare reform. Craig McCullough mentioned a possible event in February that would include a forum on the topic.

VII. Announcements and Other Business

Alec Karp asked if we can find a way to energize this group, get more people, more involvement. Only three committee members attended this meeting, and there is room for additional members to join.

CID (Center for Independence of the Disabled) has exposure to many people with disabilities, with some potential new members. Ben McMullan suggested the CID newsletter be used to recruit members.

Jim Engvall suggested information cards on Redi-Wheels and fixed route vehicles.

Bill Welch suggested that we look at the RTC card application process for potential candidates.

Alec Karp asked if there would be a CAAC (Caltrain Accessibility Advisory Committee) meeting, since there are many issues to be discussed, such as stations that still lack the directional tiles to ticket machines and boarding assistance areas. A CAAC meeting will be planned in the next couple of months.

VIII. Set Date for Next Meeting

The next meeting was scheduled for Thursday, November 18th.

**CRC ITEM # 7
DECEMBER 8, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **SHUTTLES PERFORMANCE REPORT**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

This is the first Shuttles report to be presented this fiscal year. Staff will report on the business partners, program size, funding partnerships, and ridership.

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

Prepared by: Donald G. Esse, Senior Operations Financial Analyst

650-508-6329

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: MULTIMODAL RIDERSHIP REPORT - OCTOBER 2010

ACTION

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

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Year 2009, FY2010, FY2011 and year-to-date comparisons of FY2010 vs. FY2011.

Table “A” also provides the average weekday ridership of the BART SFO Extension as a separate line.

MONTHLY RIDERSHIP HIGHLIGHTS - OCTOBER 2010 COMPARED TO OCTOBER 2009

All Modes – AWR of 100,024, an increase of 0.5 percent.

Bus – AWR of 48,590, a decrease of 6.8 percent.

Paratransit - AWR of 1,124, a decrease of 1.9 percent.

Caltrain - AWR of 42,440, an increase of 11.2 percent.

Caltrain Shuttles - AWR of 5,787, a decrease of 2.5 percent.

BART Shuttles - AWR of 2,083, a decrease of 2.3 percent.

SamTrans Activities and Promotions:

The SamTrans Marketing Department continues to implement a number of programs and activities to attract customers. The activities for the month included:

- **ClipperSM testing** – Staff began extensively field testing the Clipper system on SamTrans buses. In mid-December, customers will be able to pay their SamTrans fare by tagging the regional fare payment Clipper card at the onboard card readers. Customers will be able to load cash and Monthly passes on Clipper. Staff, as well as members of the Citizens Advisory Committee, will continue to test the system through November. Clipper is currently used on AC Transit, BART, Caltrain, Golden Gate Transit & Ferry, and Muni.
- **Vision illustrated** – Sometimes it helps to convey a vision when it's got a visual associated with it. SamTrans Marketing staff assembled employees from various departments for a photo session and created an exterior bus ad that conveys the agency's vision. The ad, which will run on buses for six months, shows the group of employees next to a bus with the heading: Providing choices and a sustainable future for our diverse communities.
- ***Transit Fun Guide*** – Hot off the presses was the fall edition of the SamTrans *Transit Fun Guide*. It provides a listing of fun locations up and down the Peninsula and Coastsides, with instructions on how to get there using SamTrans. Destinations include festivals, faires, special events and farmers' markets. The guide is available on buses, online and at dozens of locations throughout the community.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
James De Hart, Senior Planner 650-508-6227

Table A
Average Weekday Ridership

October 2010				FY2010/FY2011
Mode	FY2009	FY2010[^]	FY2011	%Change
Bus +	56,130	52,160	48,590	-6.8%
Paratransit	1,205	1,146	1,124	-1.9%
Caltrain # +	41,890	38,170	42,440	11.2%
Caltrain Shuttle # **	6,316	5,935	5,787	-2.5%
BART Shuttle	2,323	2,131	2,083	-2.3%
Total	107,864	99,542	100,024	0.5%
BART (Extension Only)*	38,501	37,336	39,265	5.2%
Grand Total	146,365	136,878	139,289	1.8%

Year to Date				FY2010/FY2011
Mode	FY2009	FY2010[^]	FY2011	%Change
Bus +	51,980	48,440	44,320	-8.5%
Paratransit	1,178	1,143	1,124	-1.7%
Caltrain # +	44,150	39,740	41,350	4.1%
Caltrain Shuttle # **	6,260	5,706	5,428	-4.9%
BART Shuttle	2,242	1,976	2,002	1.3%
Total	105,810	97,005	94,224	-2.9%
BART (Extension Only)*	39,987	37,052	38,818	4.8%
Grand Total	145,797	134,057	133,042	-0.8%

System

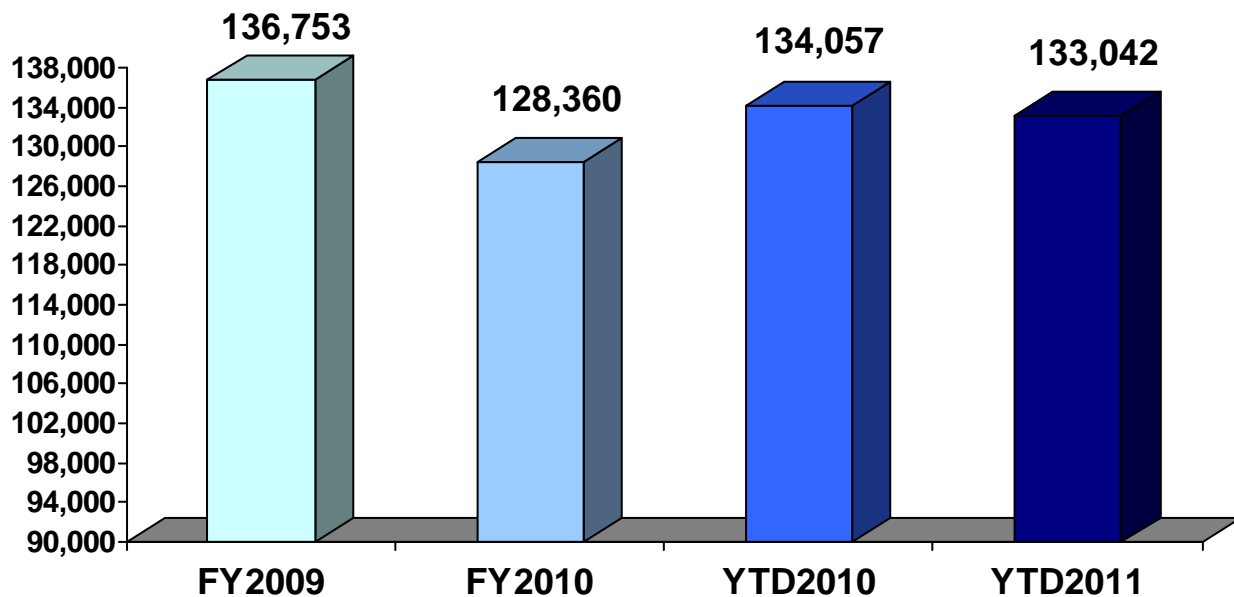
* Extension Only (No Daly City)

+ Rounded to nearest tens

[^] Service cuts/reduced (12/09)

** FY10 shuttle figures have been adjusted to reflect corrected number of days operated per month

Chart A
Average Weekday Ridership





BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, DECEMBER 8, 2010 – 2:20p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of November 10, 2010
2. Approval of Statement of Revenues and Expenses for October 2010
3. Authorize Amending the Fiscal Year 2011 Operating Budget by \$1,198,087 from \$131,810,465 to \$133,008,552
4. Authorize Acceptance of a Grant From the Silicon Valley Community Foundation in the Amount of \$70,000 for the Proposed “Grass Tops to Grass Roots” Project and Execute a Memoranda of Understanding with the San Mateo County Health System and Greenbelt Alliance
5. Authorize the Filing of an Application and Receipt of Federal Funding in the Amount of \$1,486,700 Under the Metropolitan Transportation Commission’s Climate Initiatives Program
6. Authorize Amending and Increasing the Parking Violation Fine Schedule

CONTRACTS

7. Authorize Rejection of all Bids for Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items and Authorize Researching the Marketplace for the Purpose of Negotiating an Acceptable Contract

Committee Members: Mark Church, Shirley Harris, Art Lloyd

NOTE:

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

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 10, 2010**

Committee Members Present: M. Church (Committee Chair), S. Harris, A. Lloyd

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

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault

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

Committee Chair Mark Church called the meeting to order at 2:50 p.m.

Approval of Minutes of Finance Committee Meeting of October 13, 2010

The Committee approved the minutes (Ahmad/Lloyd).

Approval of Revenues and Expenses for June 2010 (unaudited)

Deputy CEO Gigi Harrington said staff will be publishing the year-end financial reports in December. Revenues were better than budget by \$2 million and expenses were under budget by \$7 million. She said the savings include a mid-year budget reduction of \$3 million: \$2 million that was owed to SamTrans was repaid by the Peninsula Corridor Joint Powers Board, \$1 million in savings was achieved in the fuel budget and small additional savings occurred in miscellaneous items.

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

Approval of Revenues and Expenses for September 2010

Ms. Harrington said revenues are under budget by \$250,000 and expenses are under budget by \$3.2 million due to savings in wages and fuel expenses.

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

Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2010

Bill Osher, CSI Capital Management, Inc., said the recession ended in June 2009. He said the most recent activity by the Federal government of printing money and buying treasury debt is called Quantitative Easing II. Mr. Osher said under current market conditions if you want to invest safely there is essentially no return and the returns that are offered are well below the rate of inflation. He also said that the strategies the Federal government is pursuing are inherently inflationary. He is managing the portfolio to avoid these negative financial consequences. He said this means the portfolio is kept shorter and is less sensitive to a change in interest rates.

When inflation eventually does reveal itself and interest rates start to rise, the portfolio will then very quickly re-price itself and be able to capture the higher yields.

The Committee (Harris/Kersteen-Tucker) unanimously recommended Board acceptance of the report.

Adoption of Conflict of Interest Code

District Secretary Martha Martinez said the Conflict of Interest Code is revised every two years. She said staff is proposing the Committee recommend the Board adopt the Code.

The Committee (Tissier/Ahmad) recommended Board acceptance of the motion.

Adjourned: 2:57 p.m.

**FINANCE ITEM # 2
DECEMBER 8, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING OCTOBER 31, 2010 AND SUPPLEMENTAL INFORMATION**

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 October 2010 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 12) are \$203,373 or 0.4 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$7,606 or 0.1 percent, *Operating Grants & Other* (page 1, line 3) are **worse** than budget by \$395,253 or 76.9 percent, *Investment Interest* (page 1, line 8) is **worse** than budget by \$6,369 or 0.5 percent offset by *Other Interest, Rent & Other Income* (page 1, line 10) which is **better** than budget by \$208,496 or 11.7 percent.

Expenses: *Total Expenses* (page 4, line 74) are \$3,227,785 or 7.1 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 47) is **better** than budget by \$2,828,121 or 8.6 percent, *Total ADA Programs* (page 4, line 56) are **better** than budget by \$499,747 or 10.6 percent and *Total Multimodal Programs* (page 4, line 72) are **better** than budget by \$100,084 or 1.3 percent.

Budget Amendments: There are no budget amendments for the month of October 2010.

Prepared by: Rima Lobo, Manager, Financial Services
Jeannie Chen, Senior Accountant

650-508-6274
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2011
OCTOBER 2010**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,540,822	5,735,551	5,711,527	5,719,133	99.9	17,157,400	17,157,400	33.3
2 TDA and STA Funds	5,117,909	9,991,968	20,471,634	20,471,634	100.0	30,860,639	30,860,639	66.3
3 Operating Grants & Other	0	281,369	118,813	514,066	23.1	10,577,283	10,577,283	1.1
4 Measure A Contribution and AB434 Funds	712,794	3,130,819	2,948,407	2,951,047	99.9	8,834,888	8,834,888	33.4
5 Subtotal - Operating Revenues	7,371,525	19,139,707	29,250,381	29,655,881	98.6	67,430,210	67,430,210	43.4
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	4,826,267	19,884,733	20,050,667	20,050,667	100.0	60,000,000	60,000,000	33.4
8 Investment Interest	482,148	2,370,482	1,383,801	1,390,170	99.5	4,170,010	4,170,010	33.2
9 Pass through to Other Agencies	81,275	32,445	325,098	325,098	100.0	975,293	975,293	33.3
10 Other Interest, Rent & Other Income	347,446	1,973,751	1,990,259	1,781,763	111.7	5,082,780	5,082,780	39.2
11 Subtotal - Other Revenues	5,737,136	24,261,411	23,749,825	23,547,698	100.9	73,039,156	73,039,156	32.5
12 Total Revenues	13,108,661	43,401,118	53,000,206	53,203,579	99.6	140,469,366	140,469,366	37.7
13 Capital Assistance	476,080	4,036,588	1,455,634	1,455,634	100.0	4,447,354	20,171,195 A	7.2
14 Reserves Programmed for Capital	393,657	830,175	1,191,077	1,191,077	100.0	0	15,472,058 A	0.0
15 Total Revenues - All Sources	13,978,398	48,267,881	55,646,917	55,850,290	99.6	144,916,720	176,112,619	31.6
USES OF FUNDS								
Operations								
19 District Motor Bus	8,083,999	31,166,276	30,033,947	32,862,068	91.4	98,189,247	98,189,247	30.6
20 A. D. A. Programs	1,064,705	4,483,900	4,217,215	4,716,962	89.4	13,773,430	13,773,430	30.6
21 Caltrain	1,055,553	6,603,666	6,263,451	6,263,451	100.0	14,707,875	14,707,875	42.6
22 Other Multimodal Programs	444,059	1,325,732	1,599,016	1,498,932	106.7	4,084,620	4,084,620	39.1
23 Subtotal - Operating Costs	10,648,317	43,579,574	42,113,628	45,341,413	92.9	130,755,172	130,755,172	32.2
Other Uses of Funds								
25 Pass through to Other Agencies	81,275	32,445	325,098	325,098	100.0	975,293	975,293	33.3
26 Transfer Out to Debt Service	2,037,678	8,150,116	8,150,712	8,150,712	100.0	24,451,963	24,451,963	33.3
27 Fiscal Agent Fees	0	1,975	0	5,975	-	27,400	27,400	0.0
28 Land Transfer Interest Expense	0	0	0	0	-	80,000	80,000	0.0
29 Subtotal - Other Uses	2,118,953	8,184,536	8,475,810	8,481,785	99.9	25,534,656	25,534,656	33.2
30 Capital Programs	0	5,077,135	1,882,377	1,882,377	100.0	8,624,325	39,820,224 A	4.7
31 Total Uses of Funds	12,767,269	56,841,245	52,471,815	55,705,575	94.2	164,914,153	196,110,052	26.8
32								
33 SURPLUS/(DEFICIT) FOR PERIOD	1,211,129	(8,573,364)	3,175,102	144,715	2194.0	(19,997,433)	(19,997,433)	(15.9)

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

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

SAN MATEO COUNTY TRANSIT DISTRICT STATEMENT OF REVENUES FISCAL YEAR 2011 OCTOBER 2010									
% OF YEAR ELAPSED: 33.3%									
	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
OPERATING REVENUES - MOTOR BUS									
1	TOTAL MOTOR BUS FARES	1,474,407	5,495,855	5,443,954	5,452,667	99.8	16,358,000	16,358,000	33.3
2	LOCAL (TDA) TRANSIT FUND:								
3	General Operating Assistance	3,917,313	9,492,368	15,669,252	15,669,252	100.0	23,503,880	23,503,880	66.7
4	STATE TRANSIT ASSISTANCE:								
5	Local STA Operating Assistance	892,982	0	3,571,926	3,571,926	100.0	5,511,071	5,511,071	64.8
6	OPERATING GRANTS								
7	Planning Assistance Grant	0	281,369	31,999	62,337	51.3	9,382,536	9,382,536	0.3
8	DISTRICT 1/2 CENT SALES TAX:								
9	General Operating Asst.	1,600,541	14,030,269	3,697,101	6,692,143	55.2	39,275,037	39,275,037	9.4
10	Accessibility Fixed Route	94,996	329,385	355,561	258,024	137.8	684,635	684,635	51.9
11	TOTAL 1/2 CENT SALES TAX	1,695,537	14,359,654	4,052,662	6,950,167	58.3	39,959,672	39,959,672	10.1
12	INVESTMENT INTEREST INCOME:								
13	Investment Interest Income	17,732	140,434	46,807	29,130	160.7	86,830	86,830	53.9
14	OTHER REVENUE SOURCES:								
15	Overnight Deposits Interest Income	116	929	475	880	54.0	2,640	2,640	18.0
16	Rental Income	86,807	344,274	346,897	349,320	99.3	1,047,940	1,047,940	33.1
17	Advertising Income	152,931	506,943	502,931	473,333	106.3	1,420,000	1,420,000	35.4
18	Other Income	(153,825)	544,450	367,044	303,056	121.1	916,678	916,678	40.0
19	TOTAL OTHER REVENUES	86,029	1,396,596	1,217,347	1,126,589	108.1	3,387,258	3,387,258	35.9
20									
21	TOTAL MOTOR BUS	8,083,999	31,166,276	30,033,947	32,862,068	91.4	98,189,247	98,189,247	30.6
22									
23	AMERICAN DISABILITIES ACT:								
24	Passenger Fares Redi-Wheels	66,415	239,696	267,573	266,467	100.4	799,400	799,400	33.5
25	Local TDA 4.5 Redi-Wheels	206,174	499,600	824,696	824,696	100.0	1,237,046	1,237,046	66.7
26	Local STA - Paratransit	101,440	0	405,760	405,760	100.0	608,642	608,642	0.0
27	Operating Grants	0	0	0	364,916	0.0	1,094,747	1,094,747	0.0
28	Sales Tax - District ADA Programs	376,346	2,336,950	1,390,154	1,476,834	94.1	5,855,529	5,855,529	23.7
29	Sales Tax - Paratransit Suppl. Coastside	91,349	409,201	383,298	417,161	91.9	1,300,726	1,300,726	0.0
30	Interest Income - Paratransit Fund	29,931	142,173	143,708	159,100	90.3	477,340	477,340	30.1
31	Measure A Redi-Wheels	193,051	856,280	802,027	802,028	100.0	2,400,000	2,400,000	33.4
32									
33	TOTAL ADA PROGRAMS	1,064,706	4,483,900	4,217,215	4,716,962	89.4	13,773,430	13,773,430	30.6
34	MULTIMODAL TRANSIT PROGRAMS:								
35	Sales Tax - Caltrain	669,452	4,891,106	4,659,398	4,659,395	100.0	9,907,875	9,907,875	47.0
36	Transfer from TA for Caltrain	386,101	1,712,560	1,604,053	1,604,056	100.0	4,800,000	4,800,000	33.4
37	TA Funded SM/Caltrain Shuttles	88,975	371,979	363,660	366,296	99.3	1,098,888	1,098,888	33.1
38	Employer Share SM/Caltrain Shuttles	38,783	106,955	205,428	195,374	105.1	316,122	316,122	65.0
39	AB434 Funds - SamTrans Shuttles	44,667	190,000	178,667	178,667	100.0	536,000	536,000	33.3
40	Employer Share SamTrans Shuttles	222,634	470,200	567,484	459,800	123.4	1,379,400	1,379,400	41.1
41	Sales Tax - SamTrans Shuttle Program	24,470	95,901	106,640	111,717	95.5	335,960	335,960	31.7
42	Operating Grants	0	0	86,814	86,814	100.0	100,000	100,000	0.0
43	Sales Tax - Gen. Operating Asst.	24,529	90,697	90,323	100,263	90.1	318,250	318,250	28.4
44									
45	TOTAL MULTIMODAL	1,499,611	7,929,398	7,862,467	7,762,383	101.3	18,792,495	18,792,495	41.8
46									
47	TOTAL REVENUES	10,648,317	43,579,574	42,113,629	45,341,413	92.9	130,755,172	130,755,172	32.2

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2011
OCTOBER 2010**

% OF YEAR ELAPSED: 33.3%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,829,036	18,404,891	17,119,533	18,343,056	93.3	54,414,983	54,305,750	31.5
2								
3 Services:								
4 Board of Directors	7,356	20,872	15,925	17,633	90.3	53,100	53,100	30.0
5 Contracted Vehicle Maintenance	19,898	120,884	272,861	410,200	66.5	930,600	930,600	29.3
6 Property Maintenance	73,932	293,449	295,634	425,167	69.5	1,282,500	1,282,500	23.1
7 Professional Services	231,516	322,849	758,257	990,504	76.6	2,955,181	3,054,014	24.8
8 Technical Services	234,237	1,191,919	1,084,462	1,192,607	90.9	3,907,744	3,907,744	27.8
9 Other Services	25,769	83,770	94,323	121,761	77.5	362,924	362,924	26.0
10								
11 Materials & Supply:								
12 Fuel & Lubricants	326,847	1,444,489	1,347,832	1,860,738	72.4	5,582,214	5,582,214	24.1
13 Bus Parts & Materials	98,043	683,643	359,818	512,124	70.3	1,750,972	1,738,972	20.7
14 Uniforms & Driver Expense	8,992	43,058	26,865	81,231	33.1	379,098	379,098	7.1
15 Timetables & Tickets	17,810	33,467	44,503	69,667	63.9	213,800	212,200	21.0
16 Office Supplies / Printing	18,255	43,206	60,496	124,891	48.4	332,130	343,632	17.6
17 Other Materials & Supply	11,134	48,812	34,077	59,000	57.8	175,000	175,000	19.5
18								
19 Utilities:								
20 Telephone	29,044	131,370	117,221	160,260	73.1	480,500	480,500	24.4
21 Other Utilities	85,776	347,814	315,417	320,667	98.4	1,001,000	962,000	32.8
22 Insurance Costs	205,959	752,417	828,110	830,657	99.7	2,492,000	2,492,000	33.2
23 Workers' Compensation	258,529	1,040,196	1,037,479	1,074,020	96.6	3,222,060	3,222,060	32.2
24 Taxes & License Fees	40,423	139,805	141,003	163,013	86.5	489,039	489,039	28.8
25 Fixed Route Accessibility	94,996	329,385	355,561	258,024	137.8	684,635	684,635	51.9
26 Leases & Rental	8,575	36,596	33,969	36,399	93.3	111,718	111,718	30.4
27 Promotional & Legal Advertising	11,293	70,877	53,724	93,947	57.2	279,840	279,840	19.2
28 Training & Business Travel	11,168	27,605	39,723	79,231	50.1	195,710	207,710	19.1
29 Dues & Membership	5,567	15,479	33,190	36,661	90.5	84,045	84,543	39.3
30 Postage & Other	10,070	12,408	18,078	92,080	19.6	313,564	313,564	5.8
31								
32 Total District Operated Buses	6,664,228	25,639,261	24,488,063	27,353,538	89.5	81,694,357	81,655,357	30.0
33								
34								
35 CONTRACTED BUS SERVICES								
36 Contracted Urban Bus Service	1,197,161	4,909,970	4,765,538	4,829,401	98.7	14,488,202	14,488,202	32.9
37 Other Related Costs	27,116	96,419	117,048	113,843	102.8	310,800	349,800	33.5
38 Insurance Costs	107,743	194,792	313,918	218,324	143.8	655,000	655,000	47.9
39 Coastside Services	52,055	197,127	198,200	189,419	104.6	568,256	568,256	34.9
40 Redi Coast Non-ADA	18,688	60,013	76,755	74,287	103.3	222,860	222,860	34.4
41 Other Related Costs	1,148	1,615	3,483	13,887	25.1	41,660	41,660	8.4
42 La Honda - Pescadero	3,975	16,563	17,100	17,500	97.7	52,500	52,500	32.6
43 SamCoast - Pescadero	11,888	49,264	50,726	47,221	107.4	141,662	141,662	35.8
44 Other Related Cost - SamCoast	(1)	1,252	3,116	4,650	67.0	13,950	13,950	22.3
45 Total Contracted Bus Service	1,419,772	5,527,015	5,545,884	5,508,530	100.7	16,494,890	16,533,890	33.5
46								
47 TOTAL MOTOR BUS	8,083,999	31,166,276	30,033,947	32,862,068	91.4	98,189,247	98,189,247	30.6

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2011
OCTOBER 2010**

% OF YEAR ELAPSED: 33.3%

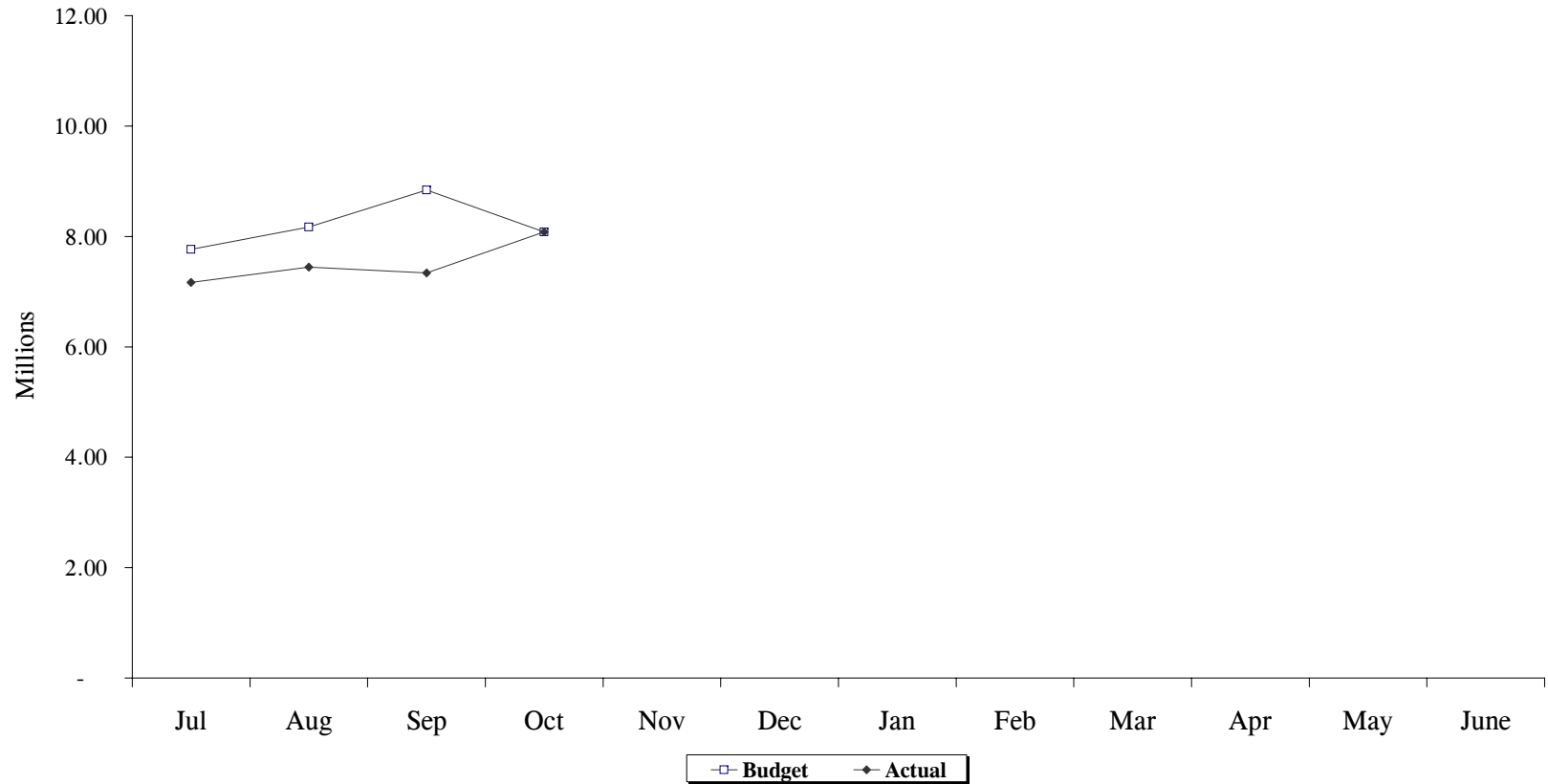
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	471,153	1,926,044	1,838,554	2,397,183	76.7	6,769,180	6,769,180	27.2
Other Related Costs	169,896	775,546	669,828	843,793	79.4	2,527,380	2,527,380	26.5
ADA Sedan Service	231,487	936,402	938,532	593,675	158.1	1,781,024	1,781,024	52.7
ADA Accessibility Support	54,868	254,069	217,117	293,484	74.0	880,120	880,120	24.7
Coastside ADA Support	91,349	409,201	383,298	417,161	91.9	1,300,726	1,300,726	29.5
Insurance Costs	45,953	182,638	169,887	171,665	99.0	515,000	515,000	33.0
TOTAL ADA PROGRAMS	1,064,705	4,483,900	4,217,215	4,716,962	89.4	13,773,430	13,773,430	30.6
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	1,055,553	6,603,666	6,263,451	6,263,451	100.0	14,707,875	14,707,875	42.6
Total Caltrain Service	1,055,553	6,603,666	6,263,451	6,263,451	100.0	14,707,875	14,707,875	42.6
OTHER SUPPORT								
Dumbarton Express Service	10,475	42,757	42,012	42,050	99.9	126,150	126,150	33.3
SamTrans Shuttle Service	291,770	756,101	852,790	750,184	113.7	2,251,360	2,251,360	37.9
SM/Caltrain Shuttles	127,759	478,934	655,902	648,484	101.1	1,515,010	1,515,010	43.3
Maintenance Multimodal Facilities	14,055	47,940	48,312	58,214	83.0	192,100	192,100	25.1
Total Other Support	444,059	1,325,732	1,599,016	1,498,932	106.7	4,084,620	4,084,620	39.1
TOTAL MULTI-MODAL PROGRAMS	1,499,612	7,929,398	7,862,467	7,762,383	101.3	18,792,495	18,792,495	41.8
TOTAL EXPENSES	10,648,317	43,579,574	42,113,628	45,341,413	92.9	130,755,172	130,755,172	32.2

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

SAN MATEO COUNTY TRANSIT DISTRICT

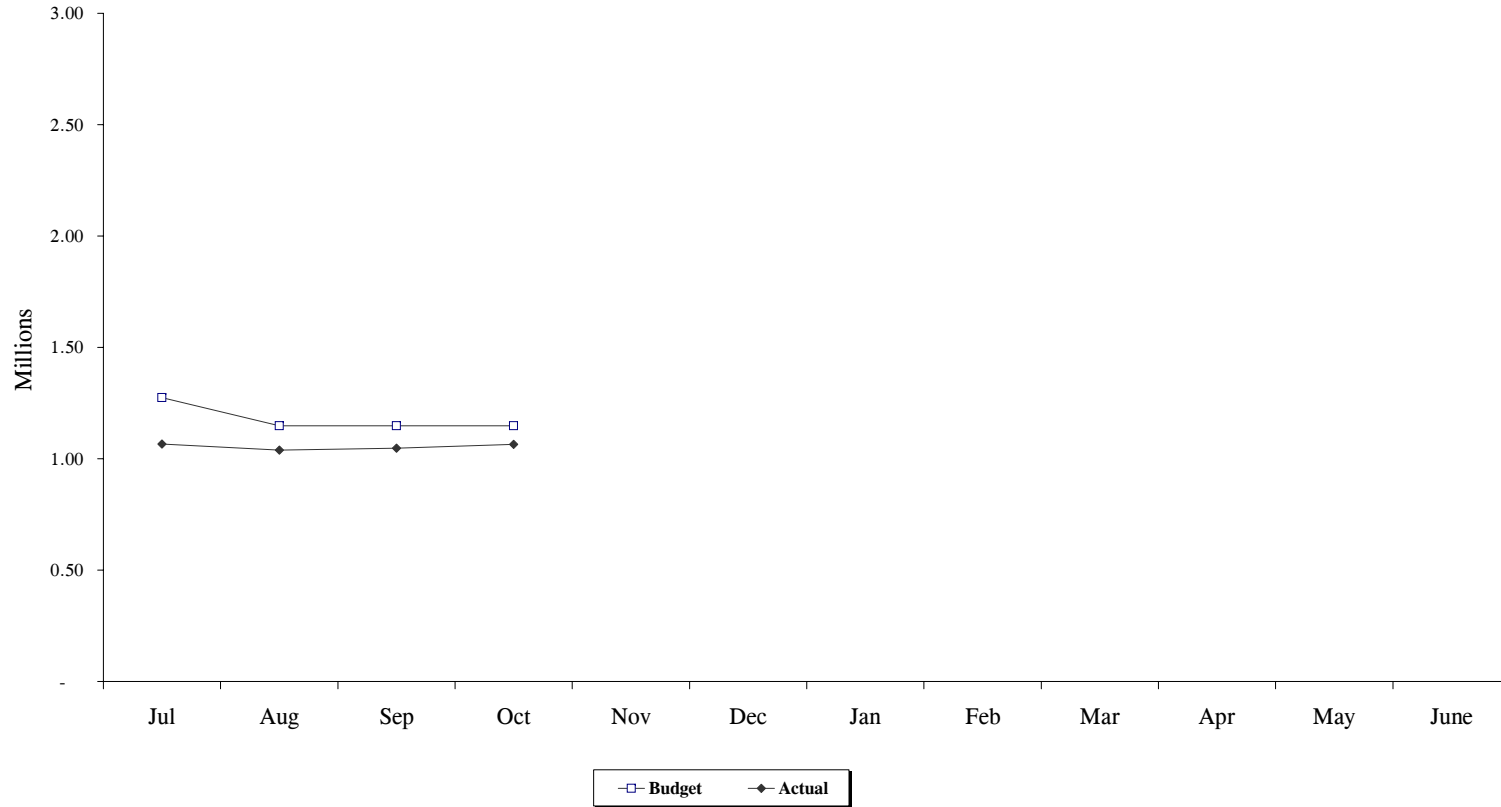
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2011



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	7,766,610	8,170,634	8,842,573	8,082,252									
Actual	7,166,097	7,443,503	7,340,348	8,083,999									
CUMULATIVE EXPENSES													
Budget	7,766,610	15,937,243	24,779,816	32,862,068									
Actual	7,166,097	14,609,599	21,949,948	30,033,947									
Variance - F(U)	600,513	1,327,644	2,829,869	2,828,121									
Variance %	7.73%	8.33%	11.42%	8.61%									

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2011

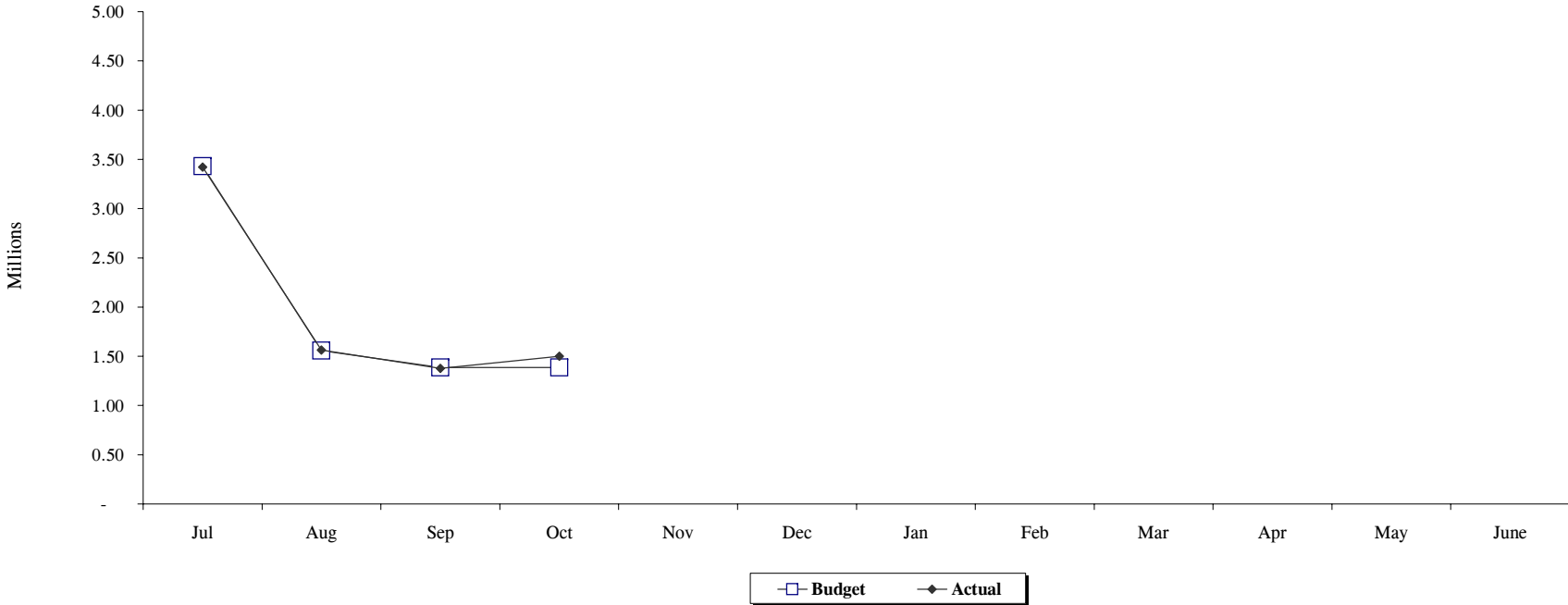


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,274,897	1,147,355	1,147,355	1,147,355								
Actual	1,065,703	1,039,441	1,047,366	1,064,705								
CUMULATIVE EXPENSES												
Budget	1,274,897	2,422,252	3,569,607	4,716,962								
Actual	1,065,703	2,105,144	3,152,510	4,217,215								
Variance - F(U)	209,194	317,108	417,097	499,747								
Variance %	16.41%	13.09%	11.68%	10.59%								

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2011



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,431,492	1,556,014	1,387,439	1,387,438								
Actual	3,421,682	1,563,465	1,377,708	1,499,612								
CUMULATIVE EXPENSES												
Budget	3,431,492	4,987,506	6,374,945	7,762,383								
Actual	3,421,682	4,985,147	6,362,855	7,862,467								
Variance - F(U)	9,810	2,359	12,089	(100,085)								
Variance %	0.29%	0.05%	0.19%	-1.29%								

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR OCTOBER 2010**

BUDGET AMENDMENT

	Amount	Line Item	Description
Oct-10			No Budget Amendment in October 2010.
	<u>\$ -</u>	Total	<u>\$ -</u> Total

BUDGET REVISIONS

	Amount	Line Item	Description
Oct-10			
	<u>\$ -</u>	Total	<u>\$ -</u> Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2010 & FY2011
OCTOBER 2010

11/29/10 6:37 PM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection																														
Date	Amount	Date	Amount																																
FY2010:																																			
1st Quarter	15,555,000	1st Quarter	14,554,695	(1,000,305)	14,554,695																														
2nd Quarter	16,492,000	2nd Quarter	15,240,785	(1,251,215)	15,240,785																														
3rd Quarter	12,306,440	3rd Quarter	13,646,042	1,339,602	13,646,042																														
4th Quarter	15,646,560	4th Quarter	15,046,028	(600,532)	15,046,028																														
FY2010 Total	60,000,000	FY2010 Total	58,487,550	(1,512,450)	58,487,550																														
FY2011																																			
Jul. 10	4,110,600	Sep. 10	4,008,500	(102,100)	4,008,500																														
Aug. 10	4,110,600	Oct. 10	4,233,000	122,400	4,233,000																														
Sep. 10	5,480,800	Nov. 10		(179,900)	5,300,900 (1)																														
1st Qtr. Adjustment	1,522,400	Dec. 10		159,600	1,682,000 (1)																														
3 Months Total	15,224,400		8,241,500	0	15,224,400																														
Oct. 10	4,295,900	Dec. 10		0	4,295,900 (1)																														
Nov. 10	4,295,900	Jan. 11		0	4,295,900																														
Dec. 10	5,727,900	Feb. 11		0	5,727,900																														
2nd Qtr. Adjustment	1,591,100	Mar. 11		0	1,591,100 (1) Oct																														
6 Months Total	31,135,200		8,241,500	0	31,135,200 Portion																														
Jan. 11	3,741,000	Mar. 11		0	3,741,000																														
Feb. 11	3,741,000	Apr. 11		0	3,741,000																														
Mar. 11	4,987,900	May 11		0	4,987,900																														
3rd Qtr. Adjustment	1,385,500	Jun. 11		0	1,385,500																														
9 Months Total	44,990,600		8,241,500	0	44,990,600																														
Apr. 11	4,052,500	Jun. 11		0	4,052,500																														
May 11	4,052,500	Jul. 11		0	4,052,500																														
Jun. 11	5,403,400	Aug. 11		0	5,403,400																														
4th Qtr. Adjustment	1,501,000	Sep. 11		0	1,501,000																														
FY2011 Total	60,000,000	FY2011 Total	8,241,500	0	60,000,000																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 15%;">15,224,400</td> <td style="width: 15%;">1st Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>4,826,267</td> <td>2nd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>3rd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>4th Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">20,050,667</td> <td>YTD Actual Per Statement of Revenues & Expenses</td> <td colspan="3"></td> </tr> </table>							15,224,400	1st Quarter					4,826,267	2nd Quarter						3rd Quarter						4th Quarter					20,050,667	YTD Actual Per Statement of Revenues & Expenses			
	15,224,400	1st Quarter																																	
	4,826,267	2nd Quarter																																	
		3rd Quarter																																	
		4th Quarter																																	
	20,050,667	YTD Actual Per Statement of Revenues & Expenses																																	

(1) Accrued

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZATION OF AMENDMENT OF FISCAL YEAR 2011
OPERATING BUDGET**

ACTION

Staff proposes that the Committee recommend the Board adopt a resolution authorizing an amendment to increase the Fiscal Year (FY) 2011 Operating Budget by \$1,198,087 for a new total of \$133,008,552 (Attachment A). This amendment also reflects various revenue adjustments since the Fiscal Year 2011 budget was adopted by the Board on June 9, 2010, primarily to account for a reduction in State Transportation Act (STA) Fund allocations from the Metropolitan Transportation Commission (MTC) and revised interest income projections.

Revenues/Sources of Funds:

- Decrease STA fund by \$1,025,464;
- Increase Pass-through to Other Agencies funds by \$275,603;
- Increase Operating Grants by \$922,484;
- Decrease Investment Interest by \$698,252; and

Expenses/Uses of Funds:

- Increase Professional Services by \$664,750;
- Increase Technical Services by \$137,000;
- Increase SM/Caltrain Shuttle by \$120,734; and
- Increase Pass-through to Other Agencies by \$275,603.

SIGNIFICANCE

OPERATING REVENUES:

Local TDA/STA Funds: Decrease of \$1,025,464.

Since the adoption of the FY2011 Operating Budget, the MTC has issued a revised FY2010-11 STA fund estimate to reflect actual funding availability. STA fund allocations are lower overall than initially projected, with a decrease of \$1,031,175 for Motor Bus, an increase of \$2,476 for the Regional Para-transit program and an increase of \$3,235 in Lifeline funds.

Pass-through to Other Agencies: Increase of \$275,603.

District's annual claim for STA funds passed through to Lifeline Transportation Program claimants in San Mateo County increased by \$275,603 based on revised figures from the MTC. The increase is comprised of the following:

- The Family Services Agency of San Mateo County: FY10 carryover balance of \$24,000;
- The San Mateo Human Services Agency: FY10 carryover balance of \$73,333 and new FY11 grant funds of \$100,000 totaling \$173,333. Included in the FY11 adopted budget for this agency was \$103,520. This would be an increase of \$69,813;
- City of Daly City: FY11 grants funds for \$112,639;
- City of East Palo Alto: FY11 grant funds for \$69,151.

Operating Grants: Increase by \$922,484.

New grant funds:

\$137,000 from the MTC for phase II Clipper implementation oversight and quality assurance.

The funds will provide for oversight and quality assurance for equipment installation on the SamTrans vehicle fleet. Key aspects of the program include implementation planning and installation quality assurance and oversight, pre-revenue ready system testing and fleet inspection, and post-launch system testing and issue resolution. Total cost of the phase II Clipper implementation oversight and quality assurance is \$137,000. There is no local match requirement for receiving the grant funds.

\$247,000 for the District's Making the Last Mile Connection pilot program.

This is a three-year demonstration program that is being funded by MTC's Climate Initiative grant program. The program will implement a suite of transportation demand management (TDM) strategies in the City of Redwood City to test the potential benefit TDM can make toward the region's Sustainable Communities Strategy. Planning for this pilot program will begin in FY2011. The total grant and match amounts are \$1,487,000 and \$358,200 respectively for a total project cost of \$1,845,200.

\$43,400 for the Grass Roots to Grass Tops project.

The project, funded by the Silicon Valley Community Foundation, will build "grass roots" support by bringing advocacy organizations to the Grand Boulevard Initiative table to work with cities and San Mateo County to develop common messages that resonate with residents and business owners. In FY2011, social marketing will be completed and efforts for partnering with advocacy organizations and community engagement and education will be underway. The total

grant and match amounts are \$72,100 and \$35,000 respectively for a total project cost of \$107,100.

\$227,620 for the Removing Barriers to Livable Communities.

Funded by a Department of Transportation (DOT) TIGER-II Planning grant, this project focuses on developing concrete strategies for removing the barriers to implement the Grand Boulevard vision on the El Camino Corridor. The project is comprised of three separate but interrelated projects: a) Designing El Camino Real as a Complete Street, b) Economic and Housing Opportunities Study (ECHO) Phase II, and c) development of an Infrastructure Needs Assessment and Financing Strategy. Planning for all three of these projects will begin in FY2011. The total grant and match amounts are \$1,097,240 and \$600,000 respectively for a total project cost of \$1,697,240.

In addition to the new grant funds mentioned above, the following unspent prior-year grant funds to be carried over to this fiscal year for projects/programs that are in progress:

- \$18,816 for the New Freedom Grant Cycle 1;
- \$14,544 for the New Freedom Grant Cycle 3;
- \$69,824 for the Grand Boulevard Multimodal project;
- \$39,748 for Community-based Transportation Planning projects;
- \$120,734 for the Job Access Reverse Commute (JARC) funds to be passed-through to the City of East Palo Alto; and
- \$3,798 for the Transit Security training grant

Investment Interest: Decrease of \$698,252.

Investment interest revenue has been adjusted to reflect a lower rate of return than predicted in the adopted budget. Because of economic factors, interest rates have been pushed lower than the reinvestment rate of 2.25% used for the adopted budget to a current rate of return of 0.5%. This is reflected in lines 10 and 34 on page 1 of the statement.

Total Use of Reserves: Increase of \$1,723,716.

The use of reserves is increased by \$1,723,716, from \$19,997,433 to \$21,721,149, primarily to offset the reductions in STA fund receipts and investment interest income. Staff will continue to monitor the budget and will minimize the use of reserves through operational savings that can be realized by fiscal year-end. Currently, the expenses are trending lower than budgeted.

OPERATING EXPENSES:

DISTRICT MOTOR BUS: Increase of \$801,750.

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

Professional Services: Increase of \$664,750.

An increase in consultant costs are the result of new grant funds from the MTC's Climate Initiative grant program, the Silicon Valley Community Foundation, and a DOT TIGER-II Planning grant in addition to carry over funds from FY2010 for the following grants: New

Freedom Grant Cycles 1 and 3, Grand Boulevard Multimodal, Community Based Transportation Planning project, and Transit Security Training.

Technical Services: Increase of \$137,000.

An increase of \$137,000 is for additional temporary staff time related to the SamTrans Clipper project to provide equipment implementation oversight and quality assurance. Expenses will be covered by grant revenue.

MULTI-MODAL TRANSIT PROGRAMS

SM (San Mateo County)/Caltrain Shuttle: Increase of \$120,734.

An increase of \$120,734 is for the City of East Palo Alto JARC funds.

PASS-THROUGH TO OTHER AGENCIES: Increase of \$275,603.

The expenses will be paid for by revenues discussed in the Pass-through to Other Agencies in the Operating Revenues section above.

BUDGET IMPACT

The overall impact to the FY2011 Operating Budget is a decrease in resources of \$1,723,716, which will be funded from the use of reserves. As discussed above, staff will continue to monitor the budget and minimize the use of reserves by any operational savings that can be realized by fiscal year-end.

BACKGROUND

The District annually adopts an Operating Budget. On June 9, 2010 the Board adopted the FY2011 budget in the amount of \$131,810,465 as per Board Resolution No. 2010-43. Staff is proposing to amend the budget for a new total of \$133,008,552.

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

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

650-508-7755
650-508-7754

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2009 ACTUAL</u> A	<u>FY2010 ADOPTED</u> B	<u>FY2010 REVISED</u> C	<u>FY2011 ADOPTED</u> D	<u>FY2011 REVISED</u> E	FY11 ADOPTED Compared to FY11 REVISED Increase (Decrease) F = E-D	BUDGET PERCENT CHANGE G = F/E
SOURCES OF FUNDS:							
Operating Revenues							
1 Passenger Fares	17,324,303	18,975,000	17,375,000	17,157,400	17,157,400	0	0.0%
2 Local TDA and STA Funds	32,145,337	29,975,899	26,443,922	30,860,639	29,835,175	(1,025,464)	-3.4%
3 Pass through to Other Agencies	175,365	97,334	1,939,661	975,293	1,250,896	275,603	22.0%
4 Operating Grants	6,537,337	4,429,071	6,667,263	10,577,283	11,499,767	922,484	8.0%
5 Measure A	4,260,958	8,897,724	8,331,768	8,298,888	8,298,888	0	0.0%
6 AB434 Funds	630,968	600,000	570,000	536,000	536,000	0	0.0%
7 Subtotal - Operating Revenues	61,074,269	62,975,028	61,327,614	68,405,503	68,578,126	172,623	0.3%
Other Revenue Sources							
9 District 1/2 Cent Sales Tax	60,015,455	62,216,300	60,000,000	60,000,000	60,000,000	0	0.0%
10 Investment Interest	942,571	671,920	671,920	564,170	557,121	(7,049)	-1.3%
11 Other Interest, Rent & Other Income	6,021,682	5,105,649	5,832,029	5,082,780	5,082,780	0	0.0%
12 Other Sources				2,811,073	2,811,073	0	0.0%
13 Subtotal - Other Revenues	66,979,708	67,993,869	66,503,949	68,458,023	68,450,974	(7,049)	0.0%
14							
15 Total Sources of Funds	128,053,978	130,968,897	127,831,563	136,863,526	137,029,100	165,574	0.1%
16							
USES OF FUNDS:							
18 District Motor Bus	95,292,707	102,143,459	97,220,595	98,189,247	98,990,997	801,750	0.8%
19 A.D.A. Programs	13,614,336	14,081,912	13,675,342	13,773,430	13,773,430	0	0.0%
20 Caltrain	16,521,290	16,521,290	16,521,290	14,707,875	14,707,875	0	0.0%
21 Other Multi-Modal Programs	4,365,227	3,681,080	4,564,205	4,084,620	4,205,354	120,734	2.9%
22 Pass through to Other Agencies	175,365	97,334	1,939,661	975,293	1,250,896	275,603	22.0%
23 Land Transfer Interest Expense	156,659	0	142,285	80,000	80,000	0	0.0%
24 Total Uses of Funds	130,125,583	136,525,075	134,063,378	131,810,465	133,008,552	1,198,087	0.9%
25							
26 TOTAL OPERATING SURPLUS/(DEFICIT)	(2,071,606)	(5,556,178)	(6,231,815)	5,053,061	4,020,548	(1,032,513)	-25.7%
27							
28 Sales Tax Allocation - Capital Programs	11,030,751	3,585,803	3,585,803	4,176,971	4,176,971	0	0.0%
29							
31 USE OF RESERVES	(13,102,357)	(9,141,981)	(9,817,618)	876,090	(156,423)	(1,032,513)	660.1%
30							
31							
DEBT SERVICE							
SOURCES OF FUNDS:							
34 Investment Interest	4,482,910	5,245,900	5,245,900	3,605,840	2,914,637	(691,203)	-23.7%
35 Total Sources of Funds	4,482,910	5,245,900	5,245,900	3,605,840	2,914,637	(691,203)	-23.7%
36							
USES OF FUNDS:							
38 Debt Service *	23,537,804	24,450,342	24,450,342	24,451,963	24,451,963	0	0.0%
39 Fiscal Agent Fees	79,215	27,500	27,500	27,400	27,400	0	0.0%
40 Total Uses of Funds	23,617,019	24,477,842	24,477,842	24,479,363	24,479,363	0	0.0%
41 * Debt Service for BART - \$12.7M							
42							
43 USE OF RESERVES FOR DEBT SERVICE	(19,134,109)	(19,231,942)	(19,231,942)	(20,873,523)	(21,564,726)	(691,203)	3.2%
44							
45							
46 TOTAL USES OF RESERVES	(32,236,465)	(28,373,923)	(29,049,560)	(19,997,433)	(21,721,149)	(1,723,716)	7.9%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 REVISED OPERATING BUDGET**

	<u>FY2009 ACTUAL</u>	<u>FY2010 ADOPTED</u>	<u>FY2010 REVISED</u>	<u>FY2011 APPROVED</u>	<u>FY2011 REVISED</u>	FY11 APPROVED Compared to FY11 REVISED Increase (Decrease) F = E-D	BUDGET PERCENT CHANGE G = F/E
	A	B	C	D	E		
OPERATING REVENUES - MOTOR BUS:							
1 TOTAL MOTOR BUS FARES	16,706,381	18,256,000	16,656,000	16,358,000	16,358,000	0	0.0%
LOCAL (TDA) TRANSIT FUND:							
4 General Operating Assistance	28,857,479	28,477,104	24,663,042	23,503,880	23,503,880	0	0.0%
STATE TRANSIT ASSISTANCE:							
7 STA Base	1,467,632	0	271,510	5,511,071	4,483,131	(1,027,940)	-22.9%
8 STA TOTAL	1,467,632	0	271,510	5,511,071	4,483,131	(1,027,940)	-22.9%
OPERATING GRANTS:							
11 Operating Grants	5,479,312	3,376,430	5,356,077	9,382,536	10,184,286	801,750	7.9%
DISTRICT 1/2 CENT SALES TAX:							
14 General Operating Assistance	36,858,909	47,141,215	45,288,156	39,275,037	40,266,197	991,160	2.5%
15 Accessibility Fixed Route	980,337	985,992	979,092	684,635	684,635	0	0.0%
16 TOTAL 1/2 CENT SALES TAX	37,839,246	48,127,207	46,267,248	39,959,672	40,950,832	991,160	2.4%
INVESTMENT INTEREST INCOME							
19 Investment Interest Income	798,605	140,670	140,670	86,830	123,610	36,780	29.8%
OTHER REVENUE SOURCES:							
22 Overnight Deposit Interest Income	194,438	4,560	4,560	2,640	2,640	0	0.0%
23 Rental Income	1,028,370	1,041,900	1,041,900	1,047,940	1,047,940	0	0.0%
24 Advertising Income	1,373,142	1,350,000	1,450,000	1,420,000	1,420,000	0	0.0%
25 Other Income	1,548,102	1,369,588	1,369,588	916,678	916,678	0	0.0%
26 TOTAL OTHER REVENUES	4,144,052	3,766,048	3,866,048	3,387,258	3,387,258	0	0.0%
28 TOTAL MOTOR BUS	95,292,707	102,143,459	97,220,595	98,189,247	98,990,997	801,750	0.8%
AMERICAN DISABILITIES ACT:							
31 Passenger Fares-Redi Wheels	617,923	719,000	719,000	799,400	799,400	0	0.0%
32 Local TDA 4.5 Redi Wheels	1,562,894	1,498,795	1,298,055	1,237,046	1,237,046	0	0.0%
33 Local STA - Paratransit	257,332	0	211,315	608,642	611,118	2,476	0.4%
34 Operating Grants	787,827	1,052,641	1,052,641	1,094,747	1,094,747	0	0.0%
35 Sales Tax - Paratransit District	8,056,616	6,476,254	6,190,631	5,855,529	5,896,882	41,353	0.7%
36 Sales Tax - Paratransit Suppl. Coastside	1,116,519	1,215,320	1,272,450	1,300,726	1,300,726	0	0.0%
37 Interest Income-Paratransit Fund	143,967	531,250	531,250	477,340	433,511	(43,829)	-10.1%
38 Measure A Redi-Wheels	1,071,259	2,588,652	2,400,000	2,400,000	2,400,000	0	0.0%
39 TOTAL ADA PROGRAMS	13,614,336	14,081,912	13,675,342	13,773,430	13,773,430	0	0.0%
MULTI-MODAL TRANSIT PROGRAMS:							
42 Sales Tax - Caltrain	14,378,772	11,343,986	11,721,290	9,907,875	9,907,875	0	0.0%
43 Transfer from TA for Caltrain	2,142,518	5,177,304	4,800,000	4,800,000	4,800,000	0	0.0%
44 TA Funded SM/Caltrain Shuttles	1,047,182	1,131,768	1,131,768	1,098,888	1,098,888	0	0.0%
45 Employer Share SM/Caltrain Shuttles	595,507	325,237	586,217	316,122	316,122	0	0.0%
46 AB434 Funds - SamTrans Shuttle	630,968	600,000	570,000	536,000	536,000	0	0.0%
47 Employer SamTrans Shuttle Funds	1,282,123	1,014,364	1,379,764	1,379,400	1,379,400	0	0.0%
48 Sales Tax - SamTrans Shuttle Program	228,348	288,541	316,861	335,960	335,960	0	0.0%
49 Operating Grants	270,198	0	258,545	100,000	220,734	120,734	54.7%
50 Sales Tax - Gen. Operating Asst.	310,900	321,170	321,050	318,250	318,250	0	0.0%
51 TOTAL MULTI-MODAL	20,886,516	20,202,370	21,085,495	18,792,495	18,913,229	120,734	0.6%
53 TOTAL REVENUES	129,793,559	136,427,741	131,981,432	130,755,172	131,677,656	922,484	0.7%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 REVISED OPERATING BUDGET**

	<u>FY2009 ACTUAL</u>	<u>FY2010 ADOPTED</u>	<u>FY2010 REVISED</u>	<u>FY2011 APPROVED</u>	<u>FY2011 REVISED</u>	FY11 APPROVED Compared to FY11 REVISED Increase (Decrease) F = E-D	BUDGET PERCENT CHANGE G = F/E
	A	B	C	D	E	F = E-D	G = F/E
DISTRICT OPERATED BUSES							
1 Wages and Benefits	54,670,026	56,034,282	53,545,216	54,414,983	54,414,983	0	0.0%
2 Services:							
3 Board of Directors	50,898	53,090	53,090	53,100	53,100	0	0.0%
4 Contracted Vehicle Maintenance	585,703	512,910	662,910	930,600	930,600	0	0.0%
5 Property Maintenance	1,062,259	1,434,000	1,434,000	1,282,500	1,282,500	0	0.0%
6 Professional Services	3,246,103	2,980,663	3,166,886	2,955,181	3,619,931	664,750	18.4%
7 Technical Services	3,333,997	3,676,639	3,777,539	3,907,744	4,044,744	137,000	3.4%
8 Other Services	377,234	450,246	450,246	362,924	362,924	0	0.0%
9							
10 Materials & Supply:							
11 Fuel and Lubricants	4,657,857	7,246,336	5,123,026	5,582,214	5,582,214	0	0.0%
12 Bus Parts and Materials	2,065,637	2,054,913	1,995,008	1,750,972	1,750,972	0	0.0%
13 Uniform and Drivers Expense	386,212	444,848	394,348	379,098	379,098	0	0.0%
14 Timetables and Tickets	185,168	217,500	217,500	213,800	213,800	0	0.0%
15 Office Supplies/Printing	286,751	333,055	340,055	332,130	332,130	0	0.0%
16 Other Materials and Supply	170,314	183,750	183,750	175,000	175,000	0	0.0%
17							
18 Utilities:							
19 Telecommunications	505,344	396,000	396,000	480,500	480,500	0	0.0%
20 Other Utilities	986,110	996,000	996,000	1,001,000	1,001,000	0	0.0%
21 Insurance Costs	2,293,000	2,292,000	2,292,000	2,492,000	2,492,000	0	0.0%
22 Workers' Compensation	2,158,365	3,172,050	3,172,050	3,222,060	3,222,060	0	0.0%
23 Taxes and License Fees	410,555	659,770	458,690	489,039	489,039	0	0.0%
24 Fixed Route Accessibility	980,337	985,992	979,092	684,635	684,635	0	0.0%
25 Leases and Rentals	105,412	115,588	115,588	111,718	111,718	0	0.0%
26 Prmtnl and Legal Advertising	259,186	340,000	340,000	279,840	279,840	0	0.0%
27 Training & Business Travel	199,182	182,075	192,075	195,710	195,710	0	0.0%
28 Dues and Membership	82,302	91,085	91,085	84,045	84,045	0	0.0%
29 Postage and other	88,544	85,680	81,224	313,564	313,564	0	0.0%
30							
31 Total District Operated Buses	79,146,498	84,938,472	80,457,378	81,694,357	82,496,107	801,750	1.0%
32							
CONTRACTED BUS SERVICES							
34 Contracted Urban Bus Service	14,204,824	15,073,092	14,605,502	14,488,202	14,488,202	0	0.0%
35 Other Related Costs	295,500	334,465	323,285	310,800	310,800	0	0.0%
36 Insurance Costs	655,000	655,000	655,000	655,000	655,000	0	0.0%
37 Coastside Services	597,999	633,590	633,590	568,256	568,256	0	0.0%
38 Redi Coast Non-ADA	196,893	261,980	261,980	222,860	222,860	0	0.0%
39 Other Related Costs	18,464	64,250	61,410	41,660	41,660	0	0.0%
40 La Honda Pescadero	49,350	52,500	52,500	52,500	52,500	0	0.0%
41 Southcoast - Pescadero	123,678	116,170	156,170	141,662	141,662	0	0.0%
42 Other Related Costs-SamCoast	4,500	13,940	13,780	13,950	13,950	0	0.0%
43 Total Contracted Bus Service	16,146,209	17,204,987	16,763,217	16,494,890	16,494,890	0	0.0%
44							
45 TOTAL MOTOR BUS	95,292,707	102,143,459	97,220,595	98,189,247	98,990,997	801,750	0.8%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 REVISED OPERATING BUDGET**

	<u>FY2009 ACTUAL</u> A	<u>FY2010 ADOPTED</u> B	<u>FY2010 REVISED</u> C	<u>FY2011 APPROVED</u> D	<u>FY2011 REVISED</u> E	FY11 APPROVED Compared to FY11 REVISED Increase (Decrease) F = E-D	BUDGET PERCENT CHANGE G = F/E
AMERICAN DISABILITY ACT PROGRAMS							
46 Elderly & Disabled/Redi-Wheels	6,016,496	6,638,319	5,771,819	6,769,180	6,769,180	0	0.0%
47 Other Related Costs	2,420,784	2,586,793	2,557,633	2,527,380	2,527,380	0	0.0%
48 ADA Sedan Service	2,625,697	2,338,640	2,778,640	1,781,024	1,781,024	0	0.0%
49 ADA Accessibility Support	919,841	787,840	779,800	880,120	880,120	0	0.0%
50 Coastside Support	1,116,519	1,215,320	1,272,450	1,300,726	1,300,726	0	0.0%
51 Insurance Costs	515,000	515,000	515,000	515,000	515,000	0	0.0%
52 TOTAL ADA PROGRAMS	13,614,336	14,081,912	13,675,342	13,773,430	13,773,430	0	0.0%
MULTI-MODAL TRANSIT PROGRAMS							
CALTRAIN SERVICE							
57 Peninsula Rail Service	16,521,290	16,521,290	16,521,290	14,707,875	14,707,875	0	0.0%
58 Total Caltrain Service	16,521,290	16,521,290	16,521,290	14,707,875	14,707,875	0	0.0%
OTHER SUPPORT							
61 Dumbarton Express Service	155,265	126,070	125,950	126,150	126,150	0	0.0%
62 SamTrans Shuttle	2,141,440	1,902,905	2,266,625	2,251,360	2,251,360	0	0.0%
63 SM/Caltrain Shuttle	1,912,887	1,457,005	1,976,530	1,515,010	1,635,744	120,734	7.4%
64 Maintenance Multimodal Fac	155,635	195,100	195,100	192,100	192,100	0	0.0%
65 Total Other Support	4,365,227	3,681,080	4,564,205	4,084,620	4,205,354	120,734	2.9%
66							
67 TOTAL MULTI-MODAL PROGRAMS	20,886,517	20,202,370	21,085,495	18,792,495	18,913,229	120,734	0.6%
68							
69 TOTAL OPERATING EXPENSES	129,793,559	136,427,741	131,981,432	130,755,172	131,677,656	922,484	1%

RESOLUTION NO. 2010-

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

* * *

**AUTHORIZATION OF AN AMENDMENT TO INCREASE
THE FISCAL YEAR 2011 OPERATING BUDGET IN THE AMOUNT OF \$1,198,087
FOR A TOTAL BUDGET OF \$133,008,552**

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

WHEREAS, on June 9, 2010 and pursuant to Resolution No. 2010-43, the Board of Directors of the District approved the Fiscal Year 2011 Adopted Operating Budget in the amount of \$131,810,465; and

WHEREAS, since the adoption of the Fiscal Year 2011 Operating Budget, State Transit Assistance funding available through the Metropolitan Transportation Commission (MTC) has decreased by \$1,025,464; funds available through the MTC for pass-through to Lifeline Transportation Program claimants in San Mateo County have increased by \$275,603; an additional \$922,484 for operating grants has been made available to the District; and the estimate for investment interest revenue has decreased by \$698,252; and

WHEREAS, since the adoption of the Fiscal Year 2011 Operating Budget, the District’s expenses have increased an additional \$1,198,087, including an increase of \$664,750 in Professional Services; \$137,000 in Technical Services; \$120,734 for the SM/Caltrain shuttle program; and \$275,603 in pass-throughs to other agencies; and

WHEREAS, since the adoption of the Fiscal Year 2011 Operating Budget, the use of reserves is estimated to have increased by \$1,723,716 to offset primarily reductions in revenue estimates; and

WHEREAS, the General Manager/CEO recommends that the Fiscal Year 2011 Adopted Operating Budget be amended in the amount of \$1,198,087, for a total amended budget in the amount of \$133,008,552 to incorporate significant changes to the District's budget that have taken place during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby approves an amendment increasing the Fiscal Year 2011 Operating Budget by \$1,198,087, for a total amended Operating Budget of \$133,008,552; and

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

Regularly passed and adopted this 8th day of December, 2010 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Marian Lee
Executive Officer, Planning & Development

Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE ACCEPTANCE OF A GRANT FROM THE SILICON
VALLEY COMMUNITY FOUNDATION IN THE AMOUNT OF \$70,000**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO, or his designee, to execute a funding agreement with the Silicon Valley Community Foundation (SVCF) for the proposed “Grass Tops to Grass Roots” project (Project) in the amount of \$70,000 and execute Memoranda of Understanding (MOU) with the San Mateo County Health System and Greenbelt Alliance for their participation in the Project.

SIGNIFICANCE

A funding award of \$70,000 for second year support of the Grand Boulevard Initiative (GBI) will enable a collaboration of the District, San Mateo County Health System and Greenbelt Alliance to conduct the *Grass Roots to Grass Tops* project. The Project will bring advocacy organizations to the Grand Boulevard table to work with cities and San Mateo County to develop messages that resonate with residents and business owners. The District will use existing research to identify residents’ and business owners’ perceptions of transit-oriented development, select messages that resonate locally, educate residents and the business community to address fears regarding development on the El Camino Real corridor, and begin to build a cohort of local residents and business owners to support local officials at public meetings as they implement plans and projects that support the GBI vision.

BUDGET IMPACT

It is estimated that \$58,000 will be expended in Fiscal Year 2011. This amount will be included in the mid year budget adjustment request for Board consideration.

BACKGROUND

The Silicon Valley Community Foundation is a catalyst and leader for innovative solutions to our region’s most challenging problems. This is the second SVCF Regional Planning grant in support of the Grand Boulevard Initiative. Regional Planning grants target the promotion of equitable smart-growth principles in land use and transportation planning processes and their implementation. A Regional Planning grant in 2009 provided technical assistance funding for the

Grand Boulevard Initiative's Economic and Housing Opportunities Study. The 2010 award will support advocacy efforts to educate residents and business owners about the benefits of equitable smart-growth and transit-oriented development.

The total Project cost is \$105,000, which consists of \$70,000 in SVCF funds and \$35,000 of local match in-kind staff support from the District and San Mateo County Health System.

Prepared by: Corinne Goodrich, Manager, Strategic Development
508-6369

650-

RESOLUTION NO. 2010 –

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

**AUTHORIZING ENTERING INTO A FUNDING AGREEMENT WITH THE
SILICON VALLEY COMMUNITY FOUNDATION
FOR REGIONAL PLANNING FUNDS, IN A TOTAL AMOUNT OF \$70,000,
FOR THE SUPPORT OF THE GRAND BOULEVARD INITIATIVE
“GRASS TOPS TO GRASS ROOTS” PROJECT**

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

WHEREAS, the SVCF has awarded \$70,000 to the San Mateo County Transit District (District) for the “Grass Tops to Grass Roots” project (Project), which will enable a collaboration between the District, the San Mateo County Health System, and Greenbelt Alliance to bring advocacy organizations to the Grand Boulevard Initiative table to work with cities and San Mateo County to develop messages that resonate with residents and businesses to support smart growth in the El Camino Real Corridor; and

WHEREAS, the County Health System and Greenbelt Alliance will participate in implementing the Project, as described in the grant submittal to SVCF; and

WHEREAS, the grant funds will be matched with \$35,000 of in-kind staff support services by the District and County Health System; and

WHEREAS, staff recommends authorization to execute a Funding Agreement with the SVCF and Memoranda of Understanding with County Health System and Greenbelt Alliance.

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

1. The General Manager/CEO, or his designee, to execute a Funding Agreement with SVCF, and provide any other documentation as required by SVCF, to receive \$70,000 in Regional Planning grant funds; and
2. The General Manager/CEO, or his designee, to execute Memoranda of Understanding with San Mateo County Health System and Greenbelt Alliance.

Regularly passed and adopted this 8th day of December, 2010, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE THE FILING OF AN APPLICATION AND RECEIPT OF
FEDERAL FUNDING IN THE AMOUNT OF \$1,486,700, UNDER THE
METROPOLITAN TRANSPORTATION COMMISSION'S CLIMATE
INITIATIVES PROGRAM**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO, or his designee, to file an application with the Metropolitan Transportation Commission (MTC) to receive grant funds for the proposed pilot project referred to as "Making the Last Mile Connection" for Federal Surface Transportation Program/Congestion Mitigation and Air Quality Improvement (STP/CMAQ) funding, in the amount of \$1,487,000, and to make such assurances as required by the MTC and enter into subsequent funding agreements.

SIGNIFICANCE

A funding award of \$1,487,000 in discretionary Federal funds by the MTC, under its Climate Initiatives Program, will enable the District to implement a suite of transportation demand management (TDM) strategies in Redwood City with the goal of reducing greenhouse gas emissions in support of sustainable communities. The District will be the lead agency with responsibility for the administration and coordination of this project, which will be made possible through a partnership with the City/County Association of Governments of San Mateo County (C/CAG), the Peninsula Traffic Congestion Relief Alliance (Alliance), the County of San Mateo and the City of Redwood City. The TDM strategies proposed for implementation consist of car sharing, short-distance vanpools, telework and flex-schedules for San Mateo County employees, and targeted residential and employer/employee marketing. The targeted marketing effort will also promote two other TDM strategies that are being implemented in Redwood City, led by the Bay Area Air Quality Management District (BAAQMD), consisting of provisions for bike sharing and electric vehicle charging stations.

BUDGET IMPACT

The total project cost for this pilot project is \$1,845,200, which consists of \$1,487,000 in Federal grant funds and \$358,200 in local match, made up of a combination of cash and in-kind staff support. Of the \$358,200 in required match, the San Mateo County Transportation Authority is

contributing \$120,000 and C/CAG and local employers are contributing \$79,000 for a total of \$199,000 in cash. The District, the Alliance, the County of San Mateo and the City of Redwood City are providing in-kind staff support in the combined amount of \$159,200. Proposed expenditures under this program in Fiscal Year 2011 will be proposed as an amendment to the FY 2011 SamTrans Operating Budget and expenditures for future years will be included as part of the budget deliberations for those future years.

BACKGROUND

The MTC’s Climate Initiatives Program provides grant funding to support high-impact projects with the greatest potential to reduce greenhouse gas emissions and vehicle-miles traveled that can be replicated on a large scale throughout the region. Approval for the programming of projects in the Transportation Improvement Plan (TIP) is anticipated to occur in February 2011 and grant funded activities must become fully operational within two years of the execution of a funding agreement. The MTC has made up to \$31 million in Federal funds available for the Climate Initiatives Program.

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

RESOLUTION NO. 2010 –

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

**AUTHORIZE FILING OF AN APPLICATION FOR FEDERAL SURFACE
TRANSPORTATION PROGRAM AND/OR CONGESTION MITIGATION AND AIR
QUALITY IMPROVEMENT FUNDING, COMMITTING THE NECESSARY
NON-FEDERAL MATCH AND STATING
THE ASSURANCE TO COMPLETE THE PROJECT**

WHEREAS, the San Mateo County Transit District (District) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$1,486,700 in funding from the Federal Surface Transportation Program (STP) and/or Congestion Mitigation and Air Quality Improvement (CMAQ) Program for the Making the Last Mile Connection Pilot Program (Project) for the MTC Resolution No. 3925, New Federal Surface Transportation Act (FY 2009-10, FY 2010-11 and FY 2011-12) Cycle 1 STP/CMAQ Program: Project Selection Criteria, Policy, Procedures and Programming (Program); and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA) (Public Law 109-59, August 10, 2005) authorized the Surface Transportation Program (23 U.S.C. § 133) and the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) through September 30, 2009; and

WHEREAS, SAFETEA has been extended through December 31, 2010 pursuant to Public Law 111-147, March 18, 2010 and may be subsequently extended pending enactment of successor legislation for continued funding; and

WHEREAS, pursuant to SAFETEA, and the regulations promulgated thereunder, eligible project sponsors wishing to receive federal STP/CMAQ funds for a project shall submit

an application first with the appropriate Metropolitan Planning Organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, as revised) that sets out procedures governing the application and use of STP/CMAQ funds; and

WHEREAS, the District is an eligible project sponsor for STP/CMAQ funds; and

WHEREAS, as part of the application for STP/CMAQ funding, the MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. The commitment of necessary local matching funds of at least 11.47%; and
2. That the sponsor understands the STP/CMAQ funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional STP/CMAQ funds; and
3. That the project will comply with the procedures specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, as revised); and
4. The assurance of the sponsor to complete the project as described in the application, and if approved, as included in MTC's TIP; and
5. That the project will comply with all the project-specific requirements as set forth in the Program; and
6. That the project will comply with MTC Resolution No. 3866, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region.

NOW, THEREFORE, BE IT RESOLVED that the District is authorized to execute and file an application for funding for the Project under the STP and CMAQ of SAFETEA, any extensions of SAFETEA or any successor legislation for continued funding; and

BE IT FURTHER RESOLVED that the District by adopting this resolution does hereby state that:

1. The District will provide \$330,900 in non-federal matching funds and in-kind services; and
2. The District understands that the STP/CMAQ funding for the Project is fixed at the MTC-approved programmed amount, and that any cost increases must be funded by the District from other funds, and that District does not expect any cost increases to be funded with additional STP/CMAQ funding; and
3. District understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, as revised); and
4. The Project will be implemented as described in the complete application and in this resolution and, if approved, for the amount programmed in the MTC federal TIP; and
5. The District agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and
6. The District and the Project will comply with the requirements as set forth in the program; and

BE IT FURTHER RESOLVED that the District:

1. Is an eligible sponsor of STP/CMAQ funded projects; and

2. Is authorized to submit an application for STP/CMAQ funds for the Project; and
be it further
3. That there is no legal impediment to the District making applications for the
funds; and
4. That there is no pending or threatened litigation that might in any way adversely
affect the proposed Project, or the ability of the District to deliver such Project;
and
5. Authorizes its General Manager/CEO, or his designee, to execute and file an
application with the MTC for STP/CMAQ funding and execute any subsequent
agreements required to receive the funds for the Project as referenced in this
resolution; and
6. That a copy of this resolution will be transmitted to the MTC in conjunction with
the filing of the application; and
7. That the MTC is requested to support the application for the Project described in
the resolution and to include the Project, if approved, in MTC's TIP.

Regularly passed and adopted this 8th day of December 2010, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AMEND AND INCREASE PARKING VIOLATION FINE SCHEDULE**

ACTION

Staff proposes that the Committee recommend adoption by the Board of the attached Resolution amending and increasing the parking violation fine schedule for citations issued on District property.

SIGNIFICANCE

Staff is proposing to amend the District's parking violation fine schedule to increase fines above existing levels in order to cover a State of California-mandated Trial Court Trust Fund penalty surcharge fee of \$3.00 (State Senate Bill 857). This additional surcharge will go into effect on December 7, 2010. All existing fines will be increased by an additional \$3, as provided for in the attached Exhibited A.

Pending approval by the Board, the new fine schedule will be implemented as soon as new citation forms can be printed.

BUDGET IMPACT

The District's budgeted revenue from citations for Fiscal Year 2011 is \$7,560. The proposed fine increase would not result in any increased revenue to the District because the additional \$3.00 is to be passed through to the State. The additional cost impact would be minimal, limited to the expense associated with printing the new citation forms.

BACKGROUND

Effective December 7, 2010, a state Trial Court Trust Fund penalty surcharge of \$3.00 will be assessed on all parking penalties and/or fines. The County of San Mateo has recommended that agencies levying parking fines increase their fee structure by \$3.00 in order to offset this surcharge.

In October 2002, the District adopted regulations applicable to vehicle parking at the District's parking facilities (Resolution 2002-63). In April, 2009, the District adopted its own parking violation fine schedule (Resolution 2009-23) after previously utilizing the County of San Mateo's schedule. The District's parking violation fine schedule increased fines by \$15, both to bring the District's schedule in line with surrounding jurisdictions, and to cover a \$4.50 state-mandated court construction penalty surcharge. No changes are proposed to the existing regulations.

Prepared by: Éva Goode, Manager, Budgets

650-508-7914

RESOLUTION NO. 2010 –

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

**AMENDING THE PARKING VIOLATION FINE SCHEDULE
FOR PARKING CITATIONS ISSUED AT SAN MATEO COUNTY
TRANSIT DISTRICT PARKING FACILITIES**

WHEREAS, California Vehicle Code Section 21113 authorizes a transit district to establish conditions and regulations governing the use of the agency’s parking facilities; and

WHEREAS, pursuant to Resolution No. 2002-63, the San Mateo County District (“District”) adopted regulations applicable to vehicle parking at District facilities; and

WHEREAS, pursuant to California Vehicle Code Section 40203.5, the District has authority to establish the schedule of monetary penalties for parking violations; and

WHEREAS, since the adoption of its parking regulations until April 2009, the District utilized the parking violation fine schedule established by the County of San Mateo; and

WHEREAS, in April 2009, pursuant to Resolution No. 2009-23, the District adopted its own parking violation fine schedule both to bring the District’s parking fines in line with average fines charged by other public entities in San Mateo County, and to reflect a \$4.50 surcharge for the state courts; and

WHEREAS, during the 2010 legislative session, the California State Legislature enacted Senate Bill 857 which amended the California Government Code to include, effective December 7, 2010, a \$3.00 surcharge for the Trial Court Trust Fund which the District is required to remit to the state for every parking offense; and

WHEREAS, staff recommends adopting the parking violation fine schedule, attached to this Resolution as Exhibit A, to reflect the additional \$3.00 surcharge imposed pursuant to Senate Bill 857.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby amends the parking violation fine schedule, attached as Exhibit A and incorporated by reference; and

BE IT FURTHER RESOLVED THAT the parking violation fine schedule shall be available for examination by interested persons at the District's office at 1250 San Carlos Avenue, San Carlos, California; and

BE IT FURTHER RESOLVED THAT the General Manager/CEO of the District is authorized to execute all documents on behalf of the JPB necessary for the implementation of the parking violation fine schedule and to take such actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 8th day of December 2010, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

EXHIBIT A

District Parking Violation Fine Schedule

VIOLATION	CURRENT FINE	PROPOSED FINE
TABS ON VEHICLE	\$30	\$48
RESTRICTED PARKING	\$30	\$48
BLOCKING DRIVEWAY	\$30	\$48
PARKING ON SIDEWALK	\$30	\$48
DOUBLE PARKING	\$30	\$48
BUS LOADING/RED ZONE	\$30	\$48
DISABLED PARKING	\$325	\$328
PARKING WITHIN 15' OF FIRE HYDRANT	\$30	\$48
ABANDONED VEHICLE	\$100	\$103
PARKING IN FIRE LANE	\$30	\$48
PARKING NEAR R/R TRACK	\$30	\$48
BLOCKING WHEELCHAIR CURB ACCESS	\$30	\$48
PARKING IN VIOLATION OF A SIGN	\$30	\$48

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: REJECTION OF ALL BIDS FOR RENTAL, PURCHASE, AND LAUNDERING OF WORK CLOTHING, SHOP TOWELS, AND RELATED ITEMS; AND AUTHORIZATION TO RESEARCH THE MARKETPLACE FOR THE PURPOSE OF NEGOTIATING AN ACCEPTABLE CONTRACT

ACTION

Staff proposes that the Committee recommend that the Board:

1. Reject the bids received from Ameripride Uniform Services (Ameripride) of South San Francisco, CA; Aramark Uniform Services (Aramark) of South San Francisco, CA and G & K Services (G&K) of Hayward, CA as non-responsive.
2. Authorize the District to solicit the open market to identify qualified firms that can meet the needs of the District for these services.
3. Authorize the General Manager/CEO or his designee to negotiate terms, conditions, and service rates for a long-term contract with one or more qualified firms for these services.
4. Authorize the General Manager/CEO or his designee to execute an amendment to extend the current 5-year contract with incumbent Ameripride on a month-to-month basis, if needed, at an estimated cost of \$3,500 per month for the time necessary to solicit the open market to identify a qualified firm and enter into a contract for these services.

SIGNIFICANCE

The services solicited would have provided the District with a supplier for the provision of rental, purchase and laundering of work clothing, shop towels and related items. However, the subject solicitation, as well as the prior solicitation for these services resulted in non-responsive bids. Because the District has historically experienced difficulties obtaining fully-responsive bids from this service industry, and a re-solicitation is unlikely to yield different results, staff requests authorization to negotiate appropriate contractual arrangements in the open market with qualified suppliers of these services.

Neither State law nor the District's procurement policy and procedures prevent the District from rejecting all bids and entering into negotiation with one or more qualified firms on the open market to acquire services of this nature. Any recommendation for a contract award resulting from those negotiations will be presented to the Board at a subsequent meeting.

BUDGET IMPACT

Funds to support the award of this contract are included in the adopted Fiscal Year 2011 District Operating Budget. Rejection of the bids received will have no budget impact.

BACKGROUND

Staff advertised the solicitation via the District's website and a newspaper of general circulation. Standard language setting forth the District's policy regarding Disadvantaged Business Enterprises (DBEs) was included in the solicitation documents. Solicitation notices were also sent to interested bidders, Small Business Enterprises (SBEs) and DBEs. The District received three bids; none of which were from SBEs or DBEs.

Ameripride submitted a bid without a Bidder's Security and its Acknowledgement of Terms and Conditions was not signed by two corporate officers (or by a sole corporate officer authorized to bind the bidder) as required by the provisions of the solicitation and District procurement policy and procedures.

The bid submitted by Aramark included an addendum containing written exceptions to the District's general conditions and special provisions including refusal to accept the District's standard contract clauses covering indemnification, liquidated damages, termination and insurance requirements.

The bid G&K submitted included an addendum containing several written exceptions to the District's general conditions and special provisions and a statement declaring that G&K's "terms and conditions of this addendum supercede [sic] any terms contained in the IFB." G&K also included three Requests for Approved Equals (RFAE) with its bid instead of submitting them before the earlier submission deadline for RFAEs. Additionally, its Acknowledgement of Terms and Conditions was not signed by two corporate officers (or by a sole corporate officer authorized to bind the bidder) as required by District procurement policy and procedures.

Written exceptions submitted with bids are not allowed under sealed bid procedures and District procurement policy.

Ameripride is the District's incumbent contractor with an existing contract value of \$370,640, expiration date of February 7, 2011 and available contract capacity of approximately \$189,000. The project manager is satisfied with the incumbent's performance to date.

Contract Officer: Luis F. Velásquez 650-622-8099
Project Manager: Detra Dillon, Bus Maintenance, Contract Administrator 650-508-6418

RESOLUTION NO. 2010 -

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

* * *

AUTHORIZATION TO: 1) REJECT ALL BIDS AS NON-RESPONSIVE; 2) RESEARCH THE MARKETPLACE FOR THE PURPOSE OF NEGOTIATING AN ACCEPTABLE CONTRACT FOR THE RENTAL, PURCHASE AND LAUNDERING OF WORK CLOTHING, SHOP TOWELS, AND RELATED ITEMS; AND 3) EXTEND THE DISTRICT'S CURRENT CONTRACT ON A MONTH-TO-MONTH BASIS, IF DEEMED NECESSARY, AT AN ESTIMATED COST OF \$3,500 PER MONTH

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for rental, purchase and laundering of work clothing, shop towels, and related items for a five-year term; and

WHEREAS, in response to the District's advertisement, three firms: Ameripride Uniform Services, South San Francisco, California; Aramark Uniform Services, South San Francisco, California; and G & K Services, Hayward, California submitted bids; and

WHEREAS, staff and Legal Counsel reviewed all bids received and determined that all bids are non-responsive to the solicitation documents: Ameripride failed to submit a Bidder's Security with its bid, and Aramark and G & K Services each submitted an addendum setting forth terms and conditions to supersede those contained in the solicitation documents; and

WHEREAS, the foregoing exceptions in the bids are material and not allowed under sealed bidding procedures and District procurement policy; and

WHEREAS, staff has determined that a re-solicitation of the bid specifications for these services is not likely to yield different results; and

WHEREAS, the District has historically experienced difficulties obtaining responsive bids for these services; and

WHEREAS, staff now desires to solicit the open market to identify qualified firms that can meet the needs of the District for these services with the expectation of negotiating an acceptable contract with one or more firms; and

WHEREAS, the General Manager/CEO recommends and the Committee concurs that the Board (1) reject all bids for the provision of rental, purchase, and laundering of work clothing, shop towels and related items as non-responsive; and (2) authorize the General Manager/CEO or his designee to negotiate terms, conditions and service rates for a long-term contract with one or more qualified firms for these services; and (3) authorize the General Manager/CEO or his designee to execute an amendment to extend the District's current contract with Ameripride Uniform Services of South San Francisco, California on month-to-month basis, if deemed necessary, at an estimated cost of \$3,500 per month, which will allow staff time to research the open market, identify qualified firms, and negotiate a contract that will meet the needs of the District for these services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District (1) rejects all bids for the provision of rental, purchase, and laundering of work clothing, shop towels and related items as non-responsive; (2) authorizes the General Manager/CEO or his designee to negotiate terms, conditions and service rates for a long-term contract with one or more qualified firms for these services; and (3) authorizes the General

Manager/CEO or his designee to execute an amendment to extend the District's current contract with Ameripride Uniform Services of South San Francisco, California on a month-to-month basis, if deemed necessary, at an estimated cost of \$3,500 per month.

Regularly passed and adopted this day 8th of December 2010 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/GEO

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

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

WEDNESDAY, DECEMBER 8, 2010 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of November 10, 2010

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Zoe Kersteen-Tucker, Omar Ahmad, Adrienne Tissier

NOTE:

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

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 10, 2010**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), O. Ahmad, A. Tissier

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

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:57 p.m.

Approval of Minutes of Legislative Committee Meeting of October 13, 2010

The committee approved the minutes (Lloyd/Ahmad).

Update on the State Legislative Program

Gus Khouri, Shaw, Yoder and Antwih, thanked the Board for coming to Sacramento earlier this year to help secure the maximum amount of public transportation dollars available. After the meeting on Lobby Day, the Legislature delegation raised the amount of statewide funding from \$100 million to \$400 million. This resulted in about \$5 million for operations for both Caltrain and SamTrans. He said the new governor wants to see additional investments into rail. There was one seat gained by the Democrats so there will be 52 Democrats in the State Assembly and 28 Republicans; the State Senate remains the same. Proposition 22, which was supported by the Board, passed overwhelmingly. Mr. Khouri said Proposition 23, which was a creative way to suspend AB32, failed miserably. He said he is unsure of the impact Proposition 26 will have on Measure M. Today the Legislative Analyst said there is going to be a \$25.4 billion budget deficit for 2011 and 2012. The gas tax swap raised certain taxes and reduced others to retain the same level of funding for the Highway Program and provide transit with an ongoing growth program. Proposition 26 could potentially undo this, according to the Legislative Analyst, because it raises a tax on the taxpayer. Mr. Khouri said there are three possible scenarios that could happen: Overturning the gas tax swap and Proposition 22 would protect everything that was pre-gas tax swap; retaining the gas tax swap, but then a two-thirds vote is needed according to Proposition 26 and that would provide the Legislature with flexibility to pay down the bonds while retaining the current levels of funding being received; or the worst-case scenario eliminating or deeming illegal the increase of the taxes. The latter would allow for elimination of some taxes, which would mean a smaller pie. He said his office has spoken to the California Chamber of Commerce who said it was not its intention to target the gas tax swap.

Director Omar Ahmad asked if there are any significant lawsuits to challenge any of these propositions. Mr. Khouri said he thinks it is a bit premature because the election was only last week, but he expects some will be forthcoming.

Government Affairs Manager Seamus Murphy said we are clearly in a better situation overall with the passing of Proposition 22. He said it does protect whatever funding exists for transit and gives leverage moving forward to accomplish some of the legislative fixes that may be needed.

Update on the Federal Legislative Program

Mr. Murphy made the following points:

- The Democrats held on to the Senate.
- The House will be in Republican hands and the biggest impact is that Surface Transportation Reauthorization is a lot more uncertain now and it also puts year-to-year High Speed Rail (HSR) funding potentially in jeopardy. Some newly elected governors are proposing to eliminate HSR programs in their states and it is uncertain what would happen if that funding were to go back to the Federal government.
- Congress is back in session next week and he doesn't expect much to happen. Staff is hopeful the 2011 appropriations measures will be passed. Congress needs to either pass a continuing resolution or approve the appropriations bills before December 3. Staff is hoping the transit commuter benefits will be extended.

Public Comment

Jerry Grace, San Lorenzo, asked about Propositions 21, 22, 23, 25, 26 and what is the new governor going to cut.

Mr. Khouri said Proposition 21 failed, Proposition 22 passed, Proposition 23 failed, Proposition 25 passed and Proposition 26 passed. He said it is too early to know what cuts the new governor will be making.

Adjourned: 3:13 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: San Mateo County Transit District

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

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

STATE ISSUES

Budget

Following the Legislative Analyst's Office report that the State is facing an 18-month, \$25.4 billion shortfall, Governor Schwarzenegger announced that he will call a special legislative session in December to address that current year, \$6 billion shortfall.

Democratic leaders have indicated their preference for delaying action on the shortfall until Governor-elect Jerry Brown is sworn in on January 3, 2011.

FEDERAL ISSUES

Appropriations

Congress is currently meeting in a lame-duck session with a full agenda before they adjourn at the end of the year. To ensure that government program funding continues, Congress will either approve an omnibus appropriations package or pass a Continuing Resolution before December 3.

Congress also will need to extend authorization for surface transportation programs before the current extension expires at end of the year.

High Speed and Intercity Passenger Rail Program

Newly elected governors from Ohio and Wisconsin have indicated that they **will** revisit their states' plans to construct high-speed rail projects. The Administration responded by affirming that any High Speed Intercity Passenger Rail Program funds not used for projects selected by the Federal Railroad Administration will be reallocated to other states. In response, members of the

Wisconsin congressional delegation introduced legislation to ensure that returned funds would only be used to pay off the national debt, but it is unlikely that this legislation would be considered in time to affect the reallocation of any returned funds. California's U.S. Senators Boxer and Feinstein and Representative Anna Eshoo have indicated publicly that they want these funds allocated to the California project.

National Commission on Fiscal Responsibility and Reform

The co-chairs of the commission charged with presenting Congress with debt reduction recommendations released an initial proposal that includes significant transportation funding impacts.

Starting in 2013, the proposal would gradually increase the gas tax an additional 15-cents/gallon. It would also make transportation spending a mandatory part of the budget and would eliminate general fund bailouts of the Highway Trust Fund.

In order to move forward with these recommendations, 14 members of the 18-member Commission had to adopt the proposal by December 1.

Prepared By: Seamus Murphy, Manager, Government Affairs

650.508.6388



REVISED - 12-3-10

AGENDA

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, DECEMBER 8, 2010– 2:50 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 13, 2010

INFORMATIONAL

2. Presentation of ClipperSM on SamTrans
3. *Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2011*

Committee Members: Adrienne Tissier, Jerry Deal, Art Lloyd

NOTE:

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

Draft

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 13, 2010**

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

Other Board Members Present, Constituting Committee of the Whole: O. Ahmad, M. Church, R. Guilbault, Z. Kersteen-Tucker, K. Matsumoto

Other Board Members Absent, Constituting Committee of the Whole: S. Harris

Staff Present: J. Cassman, G. Harrington, C. Goodrich, R. Haskin, M. Lee, M. Martinez, N. McKenna, D. Miller, C. Patton, M. Scanlon, M. Simon

Committee Chair Adrienne Tissier called the meeting to order at 3:13 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of July 14, 2010

The Committee approved the minutes (Ahmad/Lloyd).

Authorize Adoption of Grand Boulevard Initiative Multimodal Transportation Corridor Plan

Manager of Strategic Development Corinne Goodrich said staff is asking the Committee to recommend the Board approve the Grand Boulevard Multimodal Transportation Corridor Plan. She said the vision for the Grand Boulevard Initiative is to transform El Camino Real, from Daly City to San Jose Diridon Station, by linking transportation and land use to create sustainable communities. This plan is a collaboration between the State and cities that have jurisdiction over the roadway, as well as stakeholders for the environment, business and labor, Santa Clara Valley Transportation Authority, the City/County Association of Governments and SamTrans. The plan, funded by a Caltrans grant, gave staff the opportunity to work with them as well as other agencies. Ms. Goodrich said this is not a transit service plan, but a policy framework that lays the direction and foundation to move forward with the initiative.

The Committee (Kersteen-Tucker/Lloyd) unanimously recommended Board acceptance of the motion.

Adjourned: 3:19 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CLIPPERSM ON SAMTRANS**

ACTION

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

SIGNIFICANCE

Clipper, the regional fare payment system, will become active on SamTrans December 15, 2010. At the board meeting, staff will make a brief presentation providing an overview of the system and its effect on SamTrans customers.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

SamTrans has been an active partner with the Metropolitan Transportation Commission to offer Clipper, previously known as TransLink, to Bay Area transit customers. Transit agencies that currently accept Clipper include AC Transit, BART, Caltrain, Dumbarton Express, Golden Gate Transit & Ferry and Muni. The Santa Clara Valley Transportation Authority soon will begin accepting Clipper.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
1ST QUARTER FISCAL YEAR 2011**

ACTION

No action required. The attached Capital Projects Quarterly Status Report is submitted to the Board for information only.

SIGNIFICANCE

The attached report will be submitted quarterly to keep the Committee advised as to the status of active capital projects. This report is formatted to illustrate the status of projects and to establish reporting consistency with the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Kelvin Yu, Manager, Project Controls 650-622-7853

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO



REVISED - 12-3-10

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, DECEMBER 8, 2010 – 3:00 p.m.

or immediately following Committee meetings

- 1. CALL TO ORDER/ROLL CALL**
- 2. CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of Board of Directors Meeting of November 10, 2010
 - b. Acceptance of Statement of Revenues and Expenses for October 2010
- 3. PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
- 4. REAPPOINTMENT OF ZOE KERSTEEN-TUCKER REPRESENTING PUBLIC MEMBER – COASTSIDE**
- 5. REPORT OF THE CHAIR**
 - a. Appointment of Nominating Committee for 2011 Chair and Vice-Chair
 - b. Resolution of Appreciation to Outgoing Board Member, Mark Church
- 6. REPORT OF THE GENERAL MANAGER/CEO**
 - a. Twenty-five Year Safe Worker – Edward Suliguin
- 7. COMMUNITY RELATIONS COMMITTEE**
(Accessibility, Senior Services, and Community Issues)
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. Paratransit Coordinating Council (PCC) Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Performance Report –Shuttles
 - e. Multimodal Ridership Report – October 2010

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

8. FINANCE COMMITTEE

RESOLUTION

- a. Authorize Amending the Fiscal Year 2011 Operating Budget by \$1,198,087 from \$131,810,465 to \$133,008,552
- b. Authorize Acceptance of a Grant From the Silicon Valley Community Foundation in the Amount of \$70,000 for the Proposed “Grass Tops to Grass Roots” Project and Execute a Memoranda of Understanding with the San Mateo County Health System and Greenbelt Alliance
- c. Authorize the Filing of an Application and Receipt of Federal Funding in the Amount of \$1,486,700 Under the Metropolitan Transportation Commission’s Climate Initiatives
- d. Authorize Amending and Increasing the Parking Violation Fine Schedule
- e. Authorize Rejection of all Bids for Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items and Authorize Researching the Marketplace for the Purpose of Negotiating an Acceptable Contract

8. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT AND SUSTAINABILITY

SUBJECTS DISCUSSED

- a. Presentation of ClipperSM on SamTrans
- b. *Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2011*

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. DATE, TIME AND PLACE OF NEXT MEETING – January 12, 2011 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

13. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)

14. ADJOURNMENT

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 10, 2010**

Members Present: O. Ahmad, M. Church, J. Deal, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

Members Absent: R. Guilbault (Chair)

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

Vice Chair Karyl Matsumoto called the meeting to order at 3:13 p.m.

CONSENT CALENDAR

The Board unanimously approved the consent calendar (Lloyd/Kersteen-Tucker):

- a. Approval of Minutes of Board of Directors Meeting of October 13, 2010
- b. Acceptance of Statement of Revenues and Expenses for June 2010 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2010
- d. Acceptance of the Quarterly Investment report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2010
- e. Approval of 2011 Board of Directors Meeting Calendar

PUBLIC COMMENT

Mervyn Williams, Daly City, said Route 121 from South Hill in Daly City to Daly City BART only has two buses in the morning and two in the afternoon. He said there is no weekend or holiday service. Mr. Williams said the nearest public transit is over one mile away. He is asking the Board to put extra service on this route.

Jerry Grace, San Lorenzo, asked how many people were on the bus for the parade in San Francisco.

REPORT OF CHAIR

Vice Chair Matsumoto distributed copies of the handouts (Transit Sustainability Project and Metropolitan Transportation Commission (MTC) 2009 Annual Report) from a recent transit forum she attended sponsored by MTC.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Eugene Cabugao was presented with a Twenty Year Safe Worker Award.
- Victor Lee, Ann Von Essen, Donna Marcus, Kim Osborn and Marie-Louise Schwartz-Honor were recognized for their one year service as senior mobility ambassadors.

- David Duque, Lisa Jones, Nancy Radovsky, Cal Shiverdecker, Marv Solomon, Jackie Watkins and Dave Wilcox were introduced as the newest senior mobility ambassadors.
- SamTrans was recognized as the number two fundraising company in San Mateo County for the annual American Heart Association Heartwalk. SamTrans raised \$58,250; Senior Budget Analyst Leslie Fong was the number two fundraiser in the county, Director of Bus Maintenance David Olmeda was the number three fundraiser in the county, and the SamTrans shirt was awarded best design. SamTrans has been involved in the Heartwalk campaign for 10 years and raised \$350,000. Ms. Fong was also recognized for her leadership role with the District.
- North Base maintenance worked 43,000 hours without a lost work day; all three of the MV Transportation divisions drove 470,000 miles without a preventable accident in October.
- Staff participated in the Grand Boulevard Housing Leadership Day.
- Deputy CEO Chuck Harvey is currently conducting base inspections.
- The American Public Transportation Association Safety Audit was just completed.
- The old Gillig buses are being sold at auction. Fourteen buses have already been sold to the University of California at Santa Cruz and one will be used for a paratransit training module.
- Sustainability efforts are gaining momentum and staff will be giving a presentation at a future meeting.
- Fixed-route maintenance was almost 23,000 miles and 28,000 miles for Redi-Wheels between road failures during October.
- Caltrain's annual Holiday Train has been canceled, but toys are being collected at Central and at the bases.
- Extra holiday service starts on November 20 for Route 120.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Performance Report – Caltrain
- e. Multimodal Ridership Report – September 2010

FINANCE COMMITTEE

RESOLUTIONS

- a. Adoption of Conflict of Interest Code

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

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

None

DATE AND TIME OF NEXT MEETING – December 8, 2010, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)
- c. Closed Session: Conference with Legal Counsel – Existing Litigation – Pursuant to Government Section Code 54956.9(a) Workers’ Compensation Claim of Lowell Love
- d. Closed Session: Public Employee Performance Evaluation Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO

Legal Counsel David Miller said there are four items that need to be discussed in closed session.

Board adjourned to closed session at 3:47 p.m.

Board reconvened to open session at 4:15 p.m.

Mr. Miller reported staff presented an update on existing litigation on a workers’ compensation claim and the Board gave direction to staff. He said there have been ongoing negotiations with the Teamsters Union, Local 856 and the Amalgamated Transit Union, Local 1574 and these items will be continued to the December meeting.

Mr. Miller said the subcommittee of Directors Jerry Deal, Shirley Harris, Zoe Kersteen-Tucker and Karyl Matsumoto met with Mr. Scanlon to discuss his annual performance evaluation. The Board agreed to accept the sub-committee’s recommendation that Mr. Scanlon performed at an outstanding level and met his goals.

The motion (Lloyd/Harris) to accept the performance evaluation of Mr. Scanlon was approved unanimously.

Adjourned at 4:17 p.m.



Capital Projects

Quarterly Status Report

1st Quarter FY2011 : July 1 – September 30, 2010

Prepared for the December 8, 2010 SamTrans Board Meeting



San Mateo County Transit District

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SamTrans - Capital Program - Budget Status Summary

Q1FY11 - July 1 to September 30, 2010

All Costs in \$1,000's

Programs						
	FY06	FY07	FY08	FY09	FY10	FY11
1. Revenue Vehicles Replacement	\$0	\$3,772	\$30,266	\$21,879	\$12,966	\$603
2. Revenue Vehicle Support	\$3,058	\$4,987	\$8,256	\$3,527	\$1,288	\$2,243
3. Information Technology	\$1,423	\$3,122	\$4,456	\$3,947	\$510	\$2,326
4. Development	\$1,000	\$2,650	\$1,361	\$2,217	\$1,321	\$1,000
5. Facilities/Construction	\$1,430	\$1,460	\$3,330	\$2,782	\$2,146	\$652
6. Contingency	\$250	\$450	\$450	\$450	\$500	\$1,800
7. BART SFO Payments	\$0	\$0	\$8,069	\$2,568	\$0	\$0
Total Board Approved Budget by FY⁽¹⁾	\$7,161	\$16,441	\$56,188	\$37,370	\$18,731	\$8,624
Total Audited Expenditures by FY⁽²⁾	\$9,597	\$7,033	\$8,806	\$11,092	\$61,775⁽³⁾	\$1,878⁽³⁾

Some of the major projects completed include, but are not limited to the following:

- Paratransit Vans
- Paratransit Buses
- District Phone System Replacement
- Park and Ride Lot Pavement Rehabilitation
- Fix Route Buses Replacement
- Portable Radios Replacement
- Replacement of 14 Paratransit Vans
- Replacement of 10 Paratransit Cutaway Vans
- South Base Generator Replacement Project
- Brewster Depot Improvements Project

Note: (1) The "Total Board Approved Budget by FY" reflects the annual budget approved by the SamTrans Board of Directors at the beginning of each fiscal year. This authorizes the amount that could be spent on projects. Unspent budget in a fiscal year will be carried forward to subsequent budget years.

(2) "Total Audited Expenditures by FY" reflects total cost expended in the fiscal year; funding source for the expenditures could be from prior fiscal years.

(3) Expenditure shown for FY2010 and for FY2011 through September 30, 2010 are unaudited.

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The following projects represent a sub-set of the total Capital Program and have been selected for inclusion into the Quarterly Report due to project value, operational significance, and/or impact on customers.

	SCOPE Q1 FY11	BUDGET Q1 FY11	SCHEDULE Q1 FY11	FUNDING Q1 FY11	Page
<u>(1) Revenue Vehicles Replacement Projects:</u>					
20703 - Revenue Collection System					5
20728 - Replacement of 126 1993 Gillig Buses					5
<u>(2) Information Technology Projects:</u>					
20816 - Business Continuity & Disaster Recovery Plan Implementation Project					6
20902 - Interactive Voice Response (IVR) System					6
20909 - Network Maintenance and Technology Refresh					7
20925 / 20926 /20927 - Hastus ATP, Minibus & GEO Modules					7
21114 - Real Time Transit Information Project - Samtrans PADS					8
<u>(3) Facilities / Construction Projects:</u>					
20721 - South Base Generator Replacement Project					9
20824 - Brewster Depot Improvement Project					9
20831 - South Base Bus Washer Project					9
20918 - North Base Emergency Generator Upgrades Project					10
20931 - Pico Blvd. Re-paving Project					10



= Project On-Hold



= No Issues



= Notable Issues



= Significant Issues

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SamTrans - Major Capital Project - Quarterly Report - Q1 FY2011 (July 01, 2010 to September 30, 2010)

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (i) - (h)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish
REVENUE VEHICLES REPLACEMENT PROJECTS:														
20703	Revenue Collection System	<p>Scope: This project is to replace SamTrans Revenue Collection System which has reached the end of its useful life. The current revenue collection system is comprised of various components such as vault receivers, bill transporters, and fare box vaults. The new fare collection system will incorporate new technology such as diverse fare media, bill counters, and potentially a GPS system.</p> <p>Issues: None.</p> <p>Key Activities</p> <p>This Quarter:</p> <ol style="list-style-type: none"> (1) Completed preliminary design review and comments. (2) Conducted site survey and kick off meeting. (3) Completed farebox shell fit test. (4) Completed fare structure configuration and template. <p>Next Quarter:</p> <ol style="list-style-type: none"> (1) Begin final design. (2) Begin field pilot testing. (3) Complete response to preliminary design review (PDR) comments. (4) Finalize media types (change card, tickets, day pass). (5) Complete GFII/AVL product integration documentation. 	\$9,600,000	\$8,350,635	\$1,249,365	\$9,600,000	\$356,572	\$9,243,428	\$9,600,000	\$0	3.7%	36.2%	03/11/10 / 03/11/10A	05/16/12 / 05/16/12
20728	Replacement of 135 1993 Gilling Buses	<p>Scope: This project is to replace 135 1993 Gilling Phantom Buses that have reached the end of their useful life.</p> <p>Issues: None.</p> <p>Key Activities</p> <p>This Quarter:</p> <ol style="list-style-type: none"> (1) All buses have been placed into revenue service. (2) Began two year warranty period. <p>Next Quarter:</p> <p>Continue warranty period.</p>	\$61,626,000	\$57,404,546	\$4,221,454	\$61,626,000	\$53,359,835	\$240,165	\$53,600,000	\$8,026,000	98.6%	98.0%	01/15/08 / 01/15/08A	06/30/12 / 06/30/12

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2011 (July 01, 2010 to September 30, 2010)

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (i) - (h)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)	
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish	
INFORMATION TECHNOLOGY PROJECTS:															
20816	Business Continuity & Disaster Recovery Plan Implementation	<p>Scope: The scope of this project is to move forward, implement and test the Disaster Recovery Plan procedures completed by Booz, Allen, Hamilton dated April 17, 2007.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Worked with the vendor and the operation group to obtain the required documents for ROCS and PADS to be included in RFP.</p> <p>Next Quarter: (1) Continue working with the vendor and the operation group. (2) Revise RFP to include Disaster Recovery Plan for ROCS and PADS.</p>	\$340,100	\$340,100	\$0	\$340,100	\$154,480	\$185,620	\$340,100	\$0	\$0	45.4%	39.0%	07/01/08 / 07/01/08A	12/31/10 / 12/31/10
20902	Interactive Voice Response (IVR) System	<p>Scope: Implement an interactive voice response system for the District's Redi-Wheels program to automatically call passengers to inform them of the imminent arrival of their pick-up. The system is intended, in part, to reduce customer no shows, vehicle returns and vehicle dwell times.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Held kick-off meeting/operational review/time-line review. (2) Completed sign-off on system design and project plan. (3) Completed procurement of hardware and software.</p> <p>Next Quarter: 1) Establish date for installation of InfoServer. 2) Establish date for training. 3) Finalize InfoServer contract. All software to be delivered and installed. 4) Set up production server and deliver Spanish translations.</p>	\$350,000	\$350,000	\$0	\$350,000	\$96,354	\$253,646	\$350,000	\$0	\$0	27.5%	36.3%	09/01/08 / 09/01/08A	01/31/11 / 01/31/11

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2011 (July 01, 2010 to September 30, 2010)

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (h) - (g) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
INFORMATION TECHNOLOGY PROJECTS (Continued):															
20909	Network Maintenance & Technology Refresh	<p>Scope: This project covers the installation of hardware and software to ensure that the District's vital communications (voice and data) meet industry standards. Resolutions include: (1) increase Internet bandwidth and upgrade Internet services; (2) increase connectivity bandwidth between North Base, South Base and Brewster; and (3) increase infrastructure and resources needed to support the added data services that are to be located in the data center.</p> <p>Issues: None.</p> <p>Key Activities</p> <p>This Quarter:</p> <p>(1) Received new router. (2) Configured new router.</p> <p>Next Quarter:</p> <p>(1) Upgrade Central's router with new router equipment; takeover scheduled on 11/09. (2) Procure appliance.</p>	\$440,000	\$708,000	(\$268,000)	\$440,000	\$274,000	\$166,000	\$440,000	\$0	\$0	62.3%	75.0%	02/20/09 / 02/20/09A	12/31/10 / 12/31/10
20925 20926 20927	Hastus ATP, Minibus and GEO modules	<p>Scope: Hastus is an integrated solution for transit scheduling and operation. This project is to implement three more modules to the system: ATP, Minibus and GEO. All of which will further improve operation efficiency.</p> <p>Issues:</p> <p>(1) Customization of GEO to function as the SamTrans bus stop database. (2) Changes required to export data into Hastus ATP. (3) Determine the best way to add private roads to the GEO map.</p> <p>Key Activities</p> <p>This Quarter:</p> <p>(1) Completed Minibus acceptance. (2) Began contract for providing project management support services. (3) Base map provided for GEO. (4) Provided Bus stop data.</p> <p>Next Quarter:</p> <p>(1) Begin GEO customization and installation. (2) Review and approval of ATP specifications. (3) Installation of ATP. (4) ATP training.</p>	\$424,268	\$346,968	\$71,300	\$418,268	\$169,878	\$248,390	\$418,268	\$0	\$0	40.6%	45.0%	11/01/09 / 11/01/09A	12/31/10 / 12/31/10

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2011 (July 01, 2010 to September 30, 2010)

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (i) - (h)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish
21114	Realtime Transit Information Project (PADS)	<p>Scope: The Real Time Transit Information Project includes design and implementation of a Predicted Arrival/Departure System (PADS) for Samtrans. The project includes: (1) develop PADS for all Samtrans buses; (2) install new electronic bus bay signs to display the real time information at Daly City BART, Colma BART, Millbrae BART, Redwood City Sequoia and Top of the Hill Daly City; (3) provide MTC's 511 system with the above Samtrans real time arrival/departure information.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Continued to debug the software in preparation of the second Factory Acceptance Test (FAT). (2) Scheduled the FAT for mid-November. Next Quarter: (1) Attend the Factory Acceptance Test in Maryland.</p>	\$1,547,000	\$1,167,329	\$379,671	\$1,547,000	\$674,981	\$872,019	\$1,547,000	\$0	43.6%	83.0%	03/14/06 / 03/14/06A	06/30/11 / 06/30/11

INFORMATION TECHNOLOGY PROJECTS (Continued):

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2011 (July 01, 2010 to September 30, 2010)

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
FACILITIES / CONSTRUCTION PROJECTS:															
20721	South Base Generator Replacement Project	<p>Scope: This project consists of the removal of a 50 KW generator and the purchase of a new 350 KW emergency generator, enclosure, related circuits and equipment.</p> <p>Issues: An underrun of about \$134K is forecasted.</p> <p>Key Activities This Quarter: (1) Project completed. (2) This will be the last quarterly report for the project.</p> <p>Next Quarter: Project complete.</p>	\$625,000	\$175,000	\$450,000	\$625,000	\$490,913	\$0	\$490,913	\$134,087	100.0%	100.0%	08/01/07 / 08/01/07A	9/30/10 / 9/30/10A	
20824	Brewster Depot Improvements Project	<p>Scope: Design and construct minor improvements to the existing building. Furnish and install new modular buildings on the site.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Completed all site work, including electrical and plumbing, communication (telephone and data) cabling and installation of network equipment. (2) Completed extra work to install minor interior improvements in main depot building.</p> <p>Next Quarter: Close out project.</p> <p>This will be the last quarterly report for the project.</p>	\$450,000	\$450,000	\$0	\$450,000	\$414,098	\$35,902	\$450,000	\$0	92.0%	100.0%	06/01/08 / 06/01/08A	09/17/10 / 09/17/10A	
20831	South Base Bus Washer	<p>Scope: This project is to replace South Base bus washer equipment which has reached the end of its useful life.</p> <p>Issues: Bids were received and rejected in January 2010.</p> <p>Key Activities This Quarter: The revised Request For Proposal (RFP) was forwarded to Contracts and Procurement for review.</p> <p>Next Quarter: Continue RFP process.</p>	\$470,000	\$470,000	\$200,000	\$670,000	\$36,937	\$633,063	\$670,000	\$0	5.5%	15.0%	09/01/08 / 09/01/08A	06/30/11 / 06/30/11	

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2011 (July 01, 2010 to September 30, 2010)

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (g) - (h)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)	
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish	
20918	North Base Emergency Generator Upgrades	<p>Scope: This project consists of the removal of a 100 KW generator and the replacement of a new 450 KW emergency generator, including enclosure, related circuits and equipment. The original unit has reached the end of its service life. The replacement unit has larger capacity and will be more reliable. This project includes the design, installation and soft costs.</p> <p>Issues: None</p> <p>Key Activities</p> <p>This Quarter:</p> <p>(1) Received and installed modular building. (2) Completed utility hook up of generator.</p> <p>Next Quarter:</p> <p>(1) Complete fuel line hook up. (2) Complete load testing. (3) Complete landscaping. (4) Begin project close out.</p>	\$725,000	\$725,000	\$0	\$725,000	\$644,355	\$80,645	\$725,000	\$0	\$0	88.9%	75.0%	08/31/09 / 08/31/09A	10/31/10 / 11/30/10
20931	Pico Blvd Re-paving Project	<p>Scope: Repaving of Pico Boulevard, from Airport Way to the main entrance of the South Base Maintenance Facility. This road is under current ownership with an easement granted to the District for access to South Base. This road is approximately 30 feet wide and 600 feet in length. Re-paving is needed to prevent damages to District vehicles (bus suspension system) while operating on this road.</p> <p>Issues: An underrun of about \$135K is forecasted.</p> <p>Key Activities</p> <p>This Quarter:</p> <p>(1) Completed contract and submitted review documents in July 2010. (2) Construction (paving) work was completed in August 2010. (3) Completed project close out activities.</p> <p>Next Quarter: None.</p> <p>This will be the last quarterly report for this project.</p>	\$300,000	\$300,000	\$0	\$300,000	\$164,702	\$0	\$164,702	\$135,298	\$135,298	100.0%	100.0%	10/01/09 / 10/01/09A	08/01/10 / 08/15/10A
Total SamTrans - Capital Projects Quarterly Report (Q1 FY2011)			\$76,897,368	\$70,787,578	\$6,303,790	\$77,091,368	\$56,837,105	\$11,958,878	\$68,795,983	\$8,295,385	82.6%	86.5%			

FACILITIES / CONSTRUCTION PROJECTS (Continued):

Definition of Terms

Approved Changes – Changes to the original budget and/or transfers of budget from one segment code to another that have been approved by management and/or by the SamTrans Board of Directors.

Approved Funding – The amount of funding that has been approved by the SMCTD Board for the execution of the project.

Current Budget – The current budget reflects the original budget plus approved changes or internal budget transfers which has been approved by the program manager and/or the project manager.

Expended % of EAC – This is the % of Money Spent (Not Physical Progress) as compare to the EAC.

Estimate at Completion (EAC) – The forecasted final cost of the project.

Estimate to Complete – Forecast of the cost to complete the remaining work, including anticipated and pending changes.

Estimated Physical % Complete – An estimation of the physical work completed as compared to the budgeted work expressed in %.

Expended + Accrual to Date – The cumulative project costs that have been recorded through the current reporting period in PeopleSoft + accrual cost of the work performed that has not been recorded in PeopleSoft.

Issues – Exceptions / concerns as identified for information or further actions.

Key Activities - Identifies key activities being undertaken for the project for the current month and identifies the work anticipated for the next month.

Original Budget – Budget as originally approved by senior management for execution of the approved scope of work.

Original Start / Current Start – The original planned start date and the current or actual start date of the project.

Original Finish / Current Finish – The original planned completion date and the current forecasted completion date of the project.

Scope - A concise description of the work elements to be performed and delivered by the project.

Variance at Completion (VAC) – Difference between the Current Budget and the Estimate at Completion. A positive value reflects potential underrun, whereas a negative amount indicates possible overrun.



Performance Status (Traffic Light) Criteria

SECTIONS	On Target (GREEN)	Moderate Risk (YELLOW)	High Risk (RED)
1. SCOPE	(a) Scope is consistent with Budget or Funding.	(a) Scope is NOT consistent with Budget or Funding.	(a) Significant scope changes / significant deviations from the original plan.
	(b) Scope is consistent with other projects.	(b) Scope appears to be in conflict with another project.	(b) Current budget forecast exceeds current approved budget by more than 10%..
	(c) Scope change has been mitigated.	(c) Scope changes have been proposed.	.
2. BUDGET	(a) Estimate at Completion forecast is within plus /minus 5% of the Current Approved Budget.	(a) Estimate at Completion forecast exceeds Current Approved Budget between 5% to 10%.	(a) Estimate at Completion forecast exceeds Current Approved Budget by more than 10%.
3. SCHEDULE	(a) Project milestones / critical path are within plus/minus two months of the current baseline schedule.	(a) Project milestones / critical path show slippage. Project is more than two to six months behind the current baseline schedule.	(a) Project milestones / critical path show slippage more than two consecutive months.
	(b) Physical progress during the report period is consistent with incurred expenditures.	(b) No physical progress during the report period, but expenditures have been incurred.	(b) Forecast project completion date is later than the current baseline scheduled completion date by more than six months.
	(c) Schedule has been defined.	(c) Detailed baseline schedule NOT finalized.	(c) Schedule NOT defined for two consecutive months.
4. FUNDING	(a) Expenditure is consistent with Available Funding.	(a) Expenditure reaches 90% of <u>Available Funding</u> , where remaining funding is NOT yet available.	(a) Expenditure reaches 100% of <u>Available Funding</u> , where remaining funding is NOT yet available.
	(b) All funding has been secured or available for scheduled work.	(b) NOT all funding is secured or available for scheduled work.	(b) No funding is secured or available for scheduled work.