



**A G E N D A**

**Board of Directors Meeting**

**Silicon Valley Community Foundation**

1300 S. El Camino Real, Room 107, San Mateo, CA

**Thursday, February 16, 2017**

8:00 a.m. – 9:30 a.m.

**CALL TO ORDER**

Roll Call 8:00 a.m.

**CONSENT AGENDA** -Action 8:05 a.m.

- A. Approval of November 17, 2016 Meeting Minutes
- B. Acceptance of Financial Statements: July – September 2016
- C. Approval of Audited Financial Statements FY2015-2016

**REGULAR AGENDA**

- 1. Chair’s Report -Oral Report 8:10 a.m.
- 2. Presentation: SFMTA TDM Guidelines -Presentation 8:15 a.m.
- 3. Mid-Year Budget and Program Report -Oral Report 8:45 a.m.
- 4. Shuttle Program Report -Oral Report 8:55 a.m.
- 5. Employer Outreach Manager’s Report -Oral Report 9:10 a.m.
- 6. Commuter Programs Manager’s Report -Oral Report 9:15 a.m.
- 7. Executive Director’s Report -Oral Report 9:20 a.m.

**PUBLIC COMMENT** -Informational

**CORRESPONDENCE, NEWS & UPDATES** -Informational

**ADJOURN** -Action 9:30 a.m.

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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 400 Oyster Point Blvd, Suite 409, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

# MINUTES

**COMMUTE.ORG**  
**BOARD OF DIRECTORS**  
Foster City EOC Training Room  
1040 East Hillsdale Blvd., Foster City  
November 17, 2016

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## ROLL CALL

### Board Members Present:

Jeffrey Gee, City of Redwood City  
Davina Hurt, City of Belmont  
Emily Beach, City of Burlingame  
Rae Gonzalez, Town of Colma  
Carlos Romero, City of East Palo Alto  
Sam Hindi, City of Foster City  
Marina Fraser, City of Half Moon Bay  
Shawn Christianson, Town of Hillsborough  
Reuben Holober, City of Millbrae  
Irene O'Connell, City of San Bruno (Alternate)

### Supervisory Committee Members Present:

Maria Saguisag-Sid, City of Brisbane  
Randy Torrijos, Office of Supervisor Dave Pine

### Staff in Attendance:

John Ford, Executive Director  
Teresa Avelar, Administration & Finance Manager  
Betsy Juarez, Administrative Assistant  
Karen Sumner, Transportation Programs Manager  
Kim Comstock, Senior Programs Representative  
Weiser Manzano, Programs Representative  
Richard Fontela, Shuttle Program Coordinator

Joan Cassman, Agency Attorney

### Guests:

Melissa Reggiardo, SamTrans  
Adam Vollmer, Faraday Bikes  
Thomas Whitaker, Faraday Bikes  
Bailey Hall, Bay Area Community Resources

The November 17, 2016 meeting of the Commute.org Board of Directors was called to order at 8:15 a.m. by Board Chair, Jeffrey Gee.

## CONSENT AGENDA

1. Minutes September 15, 2016
2. Financial Statements: June 2016

Revisions were made before approving the September 15, 2016 Board of Directors Minutes. In the roll call section of the Minutes, Ms. Emily Beach clarified that Mr. Michael Brownrigg represented the City of Burlingame at the September 15, 2016 Board Meeting.

*With the above corrections to the minutes, it was moved by Mr. Sam Hindi, seconded by Ms. Shawn Christianson, and unanimously passed to approve items one and two on the consent agenda.*

## **1. CHAIR'S REPORT**

Chair Gee gave recognition to Board member Maria Frasier, City of Half Moon Bay upon her retirement. He thanked her for her dedication and service to the Commute.Org Board. In turn, Ms. Frasier expressed her gratitude by thanking the Board.

Chair Gee congratulated the re-elected Board members, Mr. Carlos Romero and Ms. Rae Gonzales. He advised the Board to encourage their respective city councils and staff to inform Commute.org staff of any changes to assignments of the Board of Directors. Furthermore, Chair Gee mentioned that staff would be distributing the Form 700 to any Board members that are "leaving office". Every other board member will receive their Form 700 in January 2017.

Chair Gee mentioned that, as a director of the Transbay Joint Power Authority (TJPA) Board, he has the responsibility to oversee the construction of the Transbay Terminal in downtown San Francisco. The DTX Study is aimed to extend Caltrain to the Transbay Transit Center from its current terminus at 4<sup>th</sup> and King Streets. The study is seeking to tear down a portion of Interstate 280 Highway in Mission Bay and converting the freeway into a boulevard. This option could clear the way for a Caltrain extension downtown. The second option would be to create an underground roadway for Caltrain to run to downtown San Francisco. The two components would take about the same time length to complete with the same budget. The goal is to have the train running by 2029.

## **2. PRESENTATION – ADAM VOLLMER, Electric Bicycles – Faraday Bicycles**

Mr. Adam Vollmer, founder and CEO of Faraday Bicycles, presented an overview of electric bikes (eBike).

Mr. Vollmer informed the board that eBikes are a transportation paradigm. He indicated that eBikes are not only lightweight, efficient, and affordable, but they are also accessible to a larger cross-section of the population. Although they are easily accessible, only 5% of the population in the United States commute by bike. Mr. Vollmer informed the Board that bikes are predominantly used in Europe, with 1.5 million bikes sold each year compared to only 550,000 in the United States.

Mr. Vollmer mentioned that an eBike contains a motor in the front wheel and a lithium battery within the frame. eBikes can be classified into different classes, depending on the maximum speed of the bike. They have a lifespan of 5 to 10 years depending on the frequency of use. He informed the Board that, due to the longevity of these bikes, the cost of an eBike would be equivalent to a bus or rideshare fare that a commuter would pay per month for five years.

## **3. PRESENTATION – MELISSA REGGIARDO, Dumbarton Transportation Corridor Study**

Ms. Reggiardo, Principal Planner of the San Mateo County Transportation District, presented on the Dumbarton Transportation Corridor Study. The study is aimed to reduce traffic congestion and improve mobility between Alameda, San Mateo, and Santa Clara counties. The study will also examine potential solutions to address both congestion on the Dumbarton Bridge and connecting

roadways, as well as the rehabilitation and repurposing of the Dumbarton rail bridge located south of the Dumbarton Bridge. SamTrans, owner of the Dumbarton rail bridge, will manage the study with two transportation authorities that support multi-modal improvements at each of the Dumbarton bridges.

#### **4. MOU FOR CLIMATE CORPS AMERICORPS FELLOW PROGRAM**

Mr. Ford, Commute.org's Executive Director, informed the Board that there is an opportunity to host a Fellow from the Climate Corps AmeriCorps program to work in agency projects for a ten-month period. Bay Area Community Resources (BACR) AmeriCorps' regional affiliate recruits, trains, and places adults in agencies around the Bay Area. As part of AmeriCorps, a federally-funded national and community service program, AmeriCorps members commit to a one-year term of service in a full-time position. Mr. Ford also informed the Board that there is a budget available for the Fellow program in the Salaries/Benefits account for FY 2016-2017. Commute.org would pay \$20,000 for a ten-month fellowship.

Chair Gee requested approval for the hosting of a Fellow for a ten-month period, authorizing Mr. Ford to execute the MOU with Bay Area Community Resources.

*It was moved by Ms. Irene O'Connell and seconded by Ms. Marina Frasier, and unanimously passed to authorize Mr. Ford to execute the MOU with Bay Area Community Resources.*

#### **5. OUTREACH MANAGER'S REPORT**

Ms. Karen Sumner, Commute.org's Transportation Programs Manager, provided the Board with an overview of marketing events and activities that have taken place since the October 2016 Board of Directors meeting. She introduced the agency's new Outreach Representative, Weiser Manzano. Mr. Manzano previously worked as a Community Development Coordinator in the City of South San Francisco.

Ms. Sumner informed the board of a dynamic carpool program called Scoop. Scoop is a ridesharing app that matches individuals who have similar commutes. The cities of San Mateo and Foster City began working with Scoop, which have allowed them to offer \$2 carpool rides to anyone commuting to or from the city of San Mateo or Foster City. Commute.org received a \$9,000 grant from MTC to promote carpooling in San Mateo County that must be utilized by December 15, 2016. Ms. Sumner informed the board that they will be using the funds towards the promotion of Scoop. 15,000 mailers will be sent out to residents living in San Mateo and Foster City which will contain a unique promo code that can be redeemed in the Scoop app for a \$5 credit.

Ms. Sumner informed the board that the Ride Amigos platform will now be known as the STAR (Spark, Track and Reward) platform. It is a county-wide software that supports and rewards commuters who choose to use alternative commute modes. An incentive was created for the months of October and November to encourage individuals to log their commute. The new STAR platform will allow employers to create their own network where they can generate their own incentives and challenges with their employees who commute to work.

#### **6. SHUTTLE PROGRAM MANAGER'S REPORT**

Mr. Ford presented a report on the agency's shuttle operations and activities for the first 4 months of FY 2016-2017. He announced that Commute.org's Shuttle Program's Manager, Brian Jackson has

resigned from the agency. Mr. Jackson is now working for the Stanford University Shuttle Program.

Mr. Ford indicated that was an overall 11.7% increase in ridership in the 1<sup>st</sup> Quarter compared to the same quarter from the previous year. 15 shuttle routes had an increase in ridership of up to 53%; however, 5 shuttle routes saw a decrease in ridership of up to 34%, with Redwood City Mid-Point Shuttle being the most impacted due to transition in employers. The overall cost per passenger for the 1<sup>st</sup> Quarter was \$4.40, but ranges between \$2.75 and \$11.06 depending on the shuttle route.

## **7. EXECUTIVE DIRECTOR'S REPORT**

Mr. Ford provided a summary of agency activities and updates on Commute.org programs since the September 15, 2016 Board meeting, which included the following:

Mr. Ford introduced the agency's new Administrative Assistant, Betsy Juarez.

Mr. Ford informed the Board that the annual report is currently in the works.

Mr. Ford the Board on the annual audit, stating that it is still being worked on with Maze & Associates.

Mr. Ford notified the board that the MTC funding agreement is still not finalized with C/CAG.

## **8. ADJOURNMENT**

*The meeting was adjourned at 9:46 a.m. by Chair Gee.*

Respectfully submitted,

Teresa Avelar  
*CLERK OF THE BOARD*

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 09/30/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
REVENUES:								
RENTS AND INTEREST								
3510	INVTMNT ERNNGS	1,936.37	1,200.00	539.70	539.70	0.00	660	45.0
3515	UNRLZD GN(LSS)N	557.66	0.00	0.00	0.00	0.00	0	0.0
	Ttl RNTS AND INTRS	<u>2,494.03</u>	<u>1,200.00</u>	<u>539.70</u>	<u>539.70</u>	<u>0.00</u>	<u>660</u>	<u>45.0</u>
FROM OTHER AGENCIES								
3664	AB 434 FUNDS	472,300.00	525,000.00	0.00	0.00	0.00	525,000	0.0
3665	C/CG CNGSTN RLF	510,000.00	510,000.00	0.00	0.00	0.00	510,000	0.0
3666	SHTTL CNSRTM RV	779,374.06	814,000.00	5,373.92	398,478.84	0.00	415,521	49.0
3668	MESR A TSM FNDS	435,000.00	445,000.00	0.00	0.00	0.00	445,000	0.0
3672	C/CG MTC EMPLY	70,000.00	70,000.00	0.00	0.00	0.00	70,000	0.0
3673	SHTTL GRNT PSS	1,347,053.36	1,496,300.00	91,750.00	91,750.00	0.00	1,404,550	6.1
	Ttl FRM OTHR AGNCS	<u>3,613,727.42</u>	<u>3,860,300.00</u>	<u>97,123.92</u>	<u>490,228.84</u>	<u>0.00</u>	<u>3,370,071</u>	<u>12.7</u>
MISCELLANEOUS REVENUES								
3860	MISCELLANES RVN	15,116.20	4,000.00	0.00	100.00	0.00	3,900	2.5
	Total MSCLLNS RVNS	<u>15,116.20</u>	<u>4,000.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>3,900</u>	<u>2.5</u>
*	Total Revenues	<u>3,631,337.65</u>	<u>3,865,500.00</u>	<u>97,663.62</u>	<u>490,868.54</u>	<u>0.00</u>	<u>3,374,631</u>	<u>12.7</u>

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 09/30/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	762,715.22	803,451.00	51,064.83	187,568.05	0.00	615,883	23.3
4104	PERS RETIREMENT	96,983.64	89,312.00	11,878.75	27,779.25	0.00	61,533	31.1
4105	GROUP INSURANCE	83,992.17	82,843.00	5,507.69	18,522.27	0.00	64,321	22.4
4107	MEDICARE	10,508.49	10,893.00	699.83	2,657.55	0.00	8,235	24.4
4110	TERMINATION PAY	0.00	0.00	0.00	4,620.34	0.00	(4,620)	0.0
4120	OTHR PST EMPLOYM	6,588.00	6,600.00	0.00	0.00	0.00	6,600	0.0
Ttl SLRS AND BNFTS		960,787.52	993,099.00	69,151.10	241,147.46	0.00	751,952	24.3
SERVICES AND SUPPLIES								
4205	ALLIANC OFFC LS	57,869.34	65,000.00	5,919.37	22,254.67	0.00	42,745	34.2
4207	TRIP VOUCHERS	15,993.67	15,000.00	382.40	805.70	0.00	14,194	5.4
4209	MLG RMB/CR ALLW	3,280.96	3,000.00	132.16	215.37	0.00	2,785	7.2
4211	ADVERTISING	83,843.29	80,000.00	8,790.00	8,832.34	0.00	71,168	11.0
4219	PROFESSNL SRVCS	62,784.00	80,000.00	3,218.29	15,702.29	0.00	64,298	19.6
4243	OPERATING SPPLS	9,588.26	10,000.00	426.80	1,430.64	0.00	8,569	14.3
4259	TRY TRNST CMPGN	23,303.00	85,000.00	0.00	20,000.00	0.00	65,000	23.5
4307	BRD MTNG EXPNSS	1,077.65	1,200.00	0.00	0.00	0.00	1,200	0.0
4308	VANPOOL SUBSIDS	38,859.94	40,000.00	297.50	410.00	0.00	39,590	1.0
4309	SHUTTLE OPERTNS	2,175,630.74	2,222,200.00	194,801.01	364,107.35	0.00	1,858,093	16.4
4310	OUTSID LGL CSTS	23,758.47	36,000.00	2,217.50	3,487.50	0.00	32,513	9.7
4373	FISCAL AGENT FS	50,000.00	51,500.00	0.00	0.00	0.00	51,500	0.0
Ttl SRVCS AND SPPL		2,545,989.32	2,688,900.00	216,185.03	437,245.86	0.00	2,251,654	16.3
OTHER CHARGES								
4215	RENTS AND LEASS	10,322.95	11,000.00	628.10	2,361.13	0.00	8,639	21.5
4302	MMBRSHPS & PBLC	6,363.50	7,500.00	0.00	2,920.00	0.00	4,580	38.9
4303	TRAVEL & METNGS	12,854.29	18,000.00	99.91	2,656.08	0.00	15,344	14.8
4304	EDUCATN & TRNNG	7,215.08	9,000.00	0.00	1,450.00	0.00	7,550	16.1
4434	MSCLLNS OTHR CH	11,963.33	14,000.00	3,779.31	3,779.31	0.00	10,221	27.0
4603	CONTINGENCIES	0.00	20,000.00	0.00	0.00	0.00	20,000	0.0
Total OTHER CHARGS		48,719.15	79,500.00	4,507.32	13,166.52	0.00	66,333	16.6
FIXED CHARGES								
4208	TLPHN SRVC CHR	5,733.94	6,000.00	767.05	3,775.88	0.00	2,224	62.9
4216	VHCL SRVC CHRGS	605.68	1,500.00	0.00	0.00	0.00	1,500	0.0
4223	INFRMTN SRVCS C	46,042.43	50,000.00	1,455.00	6,189.80	0.00	43,810	12.4
4227	COPIER SERVICES	44,872.08	32,000.00	385.82	1,721.73	0.00	30,278	5.4
4233	POSTAGE	9,878.14	9,000.00	215.00	2,885.00	0.00	6,115	32.1
4301	GNRL INSRNC CHR	10,567.88	12,000.00	0.00	1,226.50	0.00	10,774	10.2

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 09/30/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
	Total FIXED CHARGS	117,700.15	110,500.00	2,822.87	15,798.91	0.00	94,701	14.3
	CAPITAL OUTLAY							
4562 BK	LCKRS & RCKS	10,117.63	15,000.00	0.00	380.00	0.00	14,620	2.5
	Total CAPITAL OTLY	10,117.63	15,000.00	0.00	380.00	0.00	14,620	2.5
*	Total Expenditures	3,683,313.77	3,886,999.00	292,666.32	707,738.75	0.00	3,179,260	18.2
Nt fr PNN	CNGST RLF	(51,976.12)	(21,499.00)	(195,002.70)	(216,870.21)	0.00	195,371	



City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 09/30/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
Total Rev - All Fnds		3,631,337.65	3,865,500.00	97,663.62	490,868.54	0.00	3,374,631	12.7
Ttl Expnd - All Fnds		3,683,313.77	3,886,999.00	292,666.32	707,738.75	0.00	3,179,260	18.2
All Funds Net		(51,976.12)	(21,499.00)	(195,002.70)	(216,870.21)	0.00	195,371	
		=====	=====	=====	=====	=====	=====	

## **Board of Directors Consent Agenda Item #C**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Audited Financial Reports: FY2015-2016

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### INTRODUCTION

Presenting to the Board for acceptance the audited financial statements for the fiscal year ended June 30, 2015 as prepared for Commute.org by Maze & Associates.

### BACKGROUND

Copies of Commute.org's audited financial statements for the fiscal year ended June 30, 2016 will be distributed to board members at the meeting and have been posted online for review. The Finance Committee reviewed the documents at their meeting on February 6, 2017 and voted unanimously to recommend acceptance.

Counsel recommends that the board formally accept the document. The document is available for inspection by the public at the Commute.org office and will be posted on the agency's website as well.

### ACTION

Chair Gee requests discussion and/or acceptance of the Alliance's Basic Financial Statements for the fiscal year ended June 30, 2016.

## **Board of Directors Agenda Item #1**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Board Chair's Report

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### INTRODUCTION

Presenting to the Board an oral report by Board Chair, Jeff Gee.

### BACKGROUND

Chair Gee's report includes the following:

1. Introduction of new board members:
  - a. Glenn Sylvester, Mayor, City of Daly City
  - b. Adam Eisen, Councilmember, City of Half Moon Bay
  - c. David Canepa, Supervisor, County of San Mateo
2. Announcement of Supervisory Committee leadership changes:
  - a. Committee Chair – John Hoang, C/CAG
  - b. Committee Vice Chair – Shirley Chan, City of Daly City
3. Form 700's for Board, Supervisory Committee, and Finance Committee members are due to staff by March 24 – electronic filing is still not available, so same process as in previous years
4. Annual Report for FY 2015/2016: Copies will be distributed at the meeting, copies will also be sent to each City Manager, staff is available to present to JPA member councils or other groups
5. Update on San Mateo County Transportation Plan 2040

## **Board of Directors Agenda Item #2**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Presentation – San Francisco’s Recently Adopted Citywide TDM Program

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### INTRODUCTION

Presentation to the Board by Wade Wietgreffe, Senior Planner, San Francisco Planning and Carli Paine, Land Use and Transportation Integration Manager, SFMTA regarding the recently adopted citywide TDM program in San Francisco.

### BACKGROUND

The San Francisco Board of Supervisors approved an ordinance on February 7, 2017 amending their Planning Code to establish a Transportation Demand Management Program. The Transportation Demand Management Program, or TDM, is a citywide program developed by the San Francisco Planning Department, San Francisco Municipal Transportation Agency, and San Francisco County Transportation Authority, requiring developments to provide on-site amenities that support sustainable modes of transportation and reduce single-occupancy driving trips associated with new development.

The ordinance, sponsored by Supervisors Malia Cohen, Jeff Sheehy, London Breed, Mark Farrell, and Ahsha Safai, applies to projects with 10 units or more of new residential development, 10,000 square feet or more of commercial development, and large (25,000 square feet) changes of use. Residential projects that are 100 percent affordable are exempt.

City staff developed a TDM menu of 66 sustainable TDM measures, based on best practices across the country, local research, literature review, and professional expertise. Each measure on the TDM menu has a different point value based on its relative ability to reduce the number of trips by people driving. Every new development project will be assigned a specific point target calculated by the type of land use and the number of parking spaces the project proposes. Developers will use the TDM menu to choose specific measures that will get their project to its target point requirement.

### **Board of Directors Agenda Item #3**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Mid-Year Budget/Program Review

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#### INTRODUCTION

Chair Gee advises that Mr. Ford will review the status of the Commute.org's current fiscal year budget (FY2016-2017). No budget adjustments are being requested; therefore, this is an information only item.

Mr. Ford will also provide an update on the current fiscal year's program of work and changes to the organizational structure of the agency. The board is encouraged to provide feedback and input that can be used to formulate the new budget and program of work for FY2017-2018.

**Commute.org**  
**FY 2016/2017 Budget v. Prior Year Final**

	FY 2015/2016 Approved Budget	FY 2015/2016 Final Actuals	FY 2016/2017 Approved Budget	FY 2016/2017 % Change
<b>Fund Balance at Beginning of Year</b>	\$ 564,658	\$ 564,658	\$ 512,681	-
<b>REVENUE</b>				
C/CAG AB 434 (TFCA)	\$ 472,300	\$ 472,300	\$ 525,000	11.2%
C/CAG Congestion Relief	\$ 510,000	\$ 510,000	\$ 510,000	0.0%
Shuttle Revenue - Consortium	\$ 753,400	\$ 779,374	\$ 814,000	4.4%
Shuttle Revenue - Grants	\$ 1,452,100	\$ 1,347,053	\$ 1,496,300	11.1%
MTC Regional Rideshare Funding	\$ 70,000	\$ 70,000	\$ 70,000	0.0%
SMCTA Measure A ACR Funding	\$ 435,000	\$ 435,000	\$ 445,000	2.3%
Innovative TDM Projects (MTC)	\$ 30,000	\$ -	\$ -	-
Interest/Earnings	\$ 1,600	\$ 2,494	\$ 1,200	-51.9%
Misc. Revenue	\$ 4,000	\$ 15,116	\$ 4,000	-73.5%
<b>Total Revenue</b>	<b>\$ 3,728,400</b>	<b>\$ 3,631,337</b>	<b>\$ 3,865,500</b>	<b>6.4%</b>
<b>Total Sources of Funds</b>	<b>\$ 4,293,058</b>	<b>\$ 4,195,995</b>	<b>\$ 4,378,181</b>	<b>4.3%</b>
<b>EXPENDITURES</b>				
Staff Salaries/Benefits/PERS	\$ 975,000	\$ 954,200	\$ 986,500	3.4%
Office Lease	\$ 52,500	\$ 57,869	\$ 65,000	12.3%
Mileage Reimburse	\$ 3,000	\$ 3,281	\$ 3,000	-8.6%
Equipment Lease & Maint.	\$ 11,000	\$ 10,323	\$ 11,000	6.6%
Professional Services	\$ 90,000	\$ 62,784	\$ 80,000	27.4%
Advertising	\$ 90,000	\$ 83,843	\$ 80,000	-4.6%
Office Supplies	\$ 9,600	\$ 9,588	\$ 10,000	4.3%
Fiscal Agent	\$ 51,500	\$ 50,000	\$ 51,500	3.0%
Memberships & Pubs	\$ 6,000	\$ 6,364	\$ 7,500	17.9%
Program Promotions	\$ 18,000	\$ 11,963	\$ 14,000	17.0%
Meetings & Events	\$ 15,000	\$ 12,854	\$ 18,000	40.0%
Education & Training	\$ 9,000	\$ 7,215	\$ 9,000	24.7%
Board Meeting Expense	\$ 1,500	\$ 1,078	\$ 1,200	11.3%
Incentive/Subsidies	\$ 150,000	\$ 88,275	\$ 75,000	-15.0%
Countywide TDM Software Platform	\$ -	\$ -	\$ 80,000	100.0%
Shuttle Services	\$ 2,177,000	\$ 2,175,631	\$ 2,222,200	2.1%
Shuttle Contingency	\$ 20,000	\$ -	\$ 20,000	100.0%
Legal Services	\$ 40,000	\$ 23,758	\$ 36,000	51.5%
Telephone	\$ 6,000	\$ 5,734	\$ 6,000	4.6%
IT Services/Support	\$ 60,000	\$ 46,042	\$ 50,000	8.6%
Printing Services	\$ 35,000	\$ 44,872	\$ 32,000	-28.7%
Postage	\$ 9,000	\$ 9,878	\$ 9,000	-8.9%
General Insurance	\$ 15,500	\$ 10,568	\$ 12,000	13.6%
Vehicle Lease/Service	\$ 900	\$ 606	\$ 1,500	147.5%
OPEB Liability/Contribution	\$ 10,500	\$ 6,588	\$ 6,600	0.2%
<b>Total Expenditures</b>	<b>\$ 3,856,000</b>	<b>\$ 3,683,314</b>	<b>\$ 3,887,000</b>	<b>5.5%</b>
<b>Fund Balance at End of Year</b>	<b>\$ 437,058</b>	<b>\$ 512,681</b>	<b>\$ 491,181</b>	<b>-4.2%</b>
<b>Net Inc (Dec) in Fund Balance</b>	<b>\$ (127,600)</b>	<b>\$ (51,977)</b>	<b>\$ (21,500)</b>	<b>-</b>

FY 2015/2016 Approved Budget	FY 2015/2016 Final Actuals	FY 2016/2017 Approved Budget	FY 2016/2017 % Change
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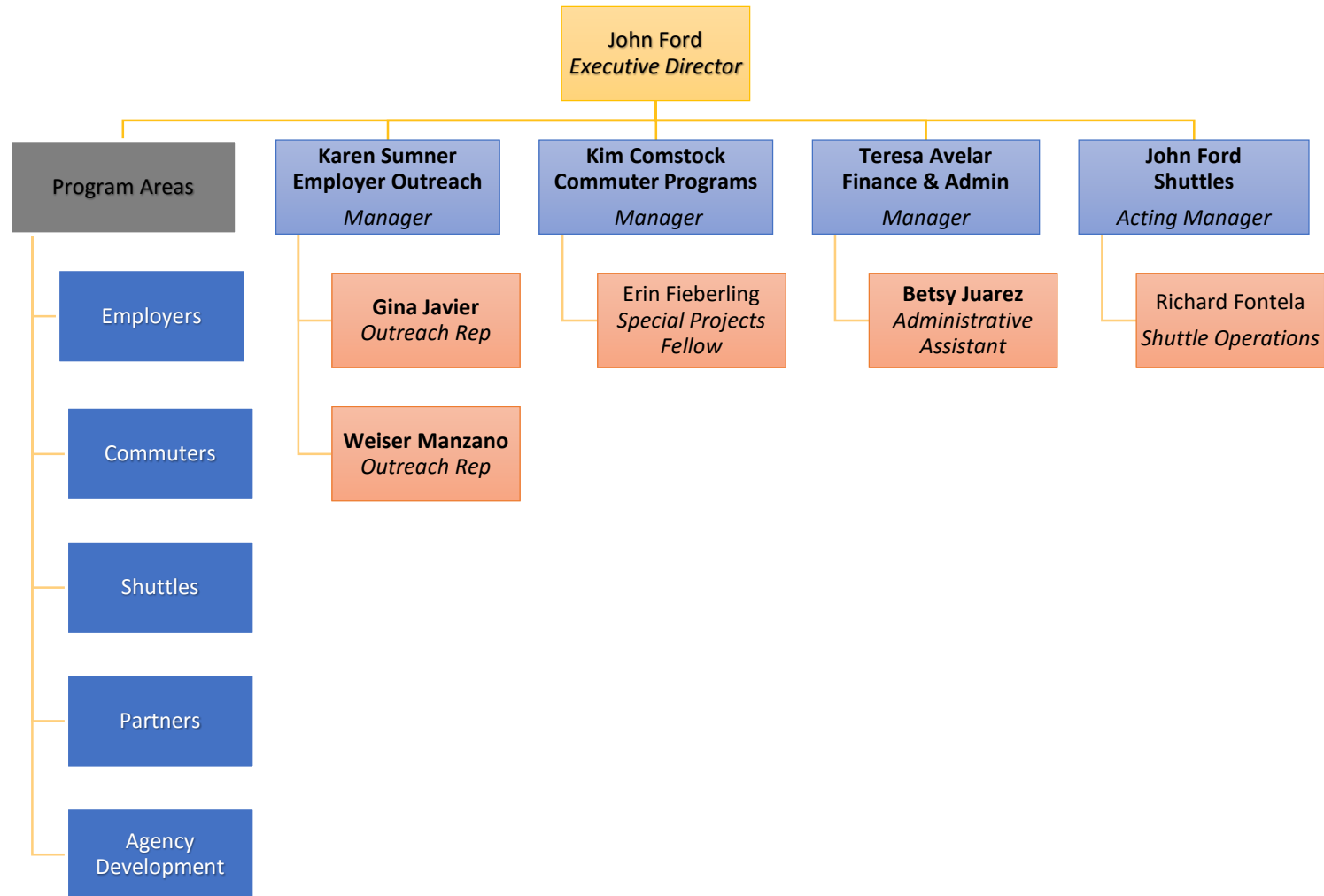
**Commute.org**  
**FY 2016/2017 Budget Mid-Year**

	FY 2016/2017 Thru Jan 31	FY 2016/2017 Approved Budget	FY 2016/2017 % of Budget
<b>Fund Balance at Beginning of Year</b>	\$ 512,681	\$ 512,681	-
<b>REVENUE</b>			
C/CAG AB 434 (TFCA) *	\$ 294,094	\$ 525,000	56.0%
C/CAG Congestion Relief *	\$ 255,000	\$ 510,000	50.0%
Shuttle Revenue - Consortium	\$ 745,653	\$ 814,000	91.6%
Shuttle Revenue - Grants *	\$ 805,109	\$ 1,496,300	53.8%
MTC Regional Rideshare Funding	\$ -	\$ 70,000	0.0%
SMCTA Measure A ACR Funding	\$ 222,500	\$ 445,000	50.0%
Innovative TDM Projects (MTC)	\$ -	\$ -	---
Interest/Earnings	\$ 540	\$ 1,200	45.0%
Misc. Revenue	\$ 100	\$ 4,000	2.5%
<b>Total Revenue</b>	\$ 2,322,996	\$ 3,865,500	60.1%
<b>Total Sources of Funds</b>	\$ 2,835,677	\$ 4,378,181	64.8%
<b>EXPENDITURES</b>			
Staff Salaries/Benefits/PERS	\$ 548,731	\$ 986,500	55.6%
Office Lease	\$ 44,892	\$ 65,000	69.1%
Mileage Reimburse	\$ 916	\$ 3,000	30.5%
Equipment Lease & Maint.	\$ 6,216	\$ 11,000	56.5%
Professional Services	\$ 32,743	\$ 80,000	40.9%
Advertising	\$ 38,641	\$ 80,000	48.3%
Office Supplies	\$ 4,031	\$ 10,000	40.3%
Fiscal Agent	\$ 25,000	\$ 51,500	48.5%
Memberships & Pubs	\$ 4,834	\$ 7,500	64.5%
Program Promotions	\$ 5,407	\$ 14,000	38.6%
Meetings & Events	\$ 4,559	\$ 18,000	25.3%
Education & Training	\$ 1,450	\$ 9,000	16.1%
Board Meeting Expense	\$ 421	\$ 1,200	35.1%
Incentive/Subsidies	\$ 16,909	\$ 75,000	22.5%
Countywide TDM Software Platform	\$ 60,000	\$ 80,000	75.0%
Shuttle Services	\$ 1,058,520	\$ 2,222,200	47.6%
Shuttle Contingency	\$ -	\$ 20,000	0.0%
Legal Services	\$ 7,236	\$ 36,000	20.1%
Telephone	\$ 5,467	\$ 6,000	91.1%
IT Services/Support	\$ 27,632	\$ 50,000	55.3%
Printing Services	\$ 6,596	\$ 32,000	20.6%
Postage	\$ 5,698	\$ 9,000	63.3%
General Insurance	\$ 3,740	\$ 12,000	31.2%
Vehicle Lease/Service	\$ 659	\$ 1,500	43.9%
OPEB Liability/Contribution	\$ -	\$ 6,600	0.0%
<b>Total Expenditures</b>	\$ 1,910,298	\$ 3,887,000	49.1%
<b>Fund Balance at End of Year</b>	\$ 925,379	\$ 491,181	188.4%
<b>Net Inc (Dec) in Fund Balance</b>	\$ 412,698	\$ (21,500)	-

FY 2016/2017 Thru Jan 31      FY 2016/2017 Approved Budget      FY 2016/2017 % of Budget

# Commute.org

as of January 2017





## **Board of Directors Agenda Item #4**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Shuttle Program Report

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### INTRODUCTION

Mr. Ford will present a report on Commute.org's shuttle operations and activities for the first 7 months of FY 2016-2017.

Presentation will include:

1. Shuttle ridership statistics for Q2
2. Shuttle ridership analysis for January 2017
3. Shuttle program projects (Winter/Spring):
  - a. Passenger counter project – canceled
  - b. New route maps – implemented
  - c. Caltrain/Shuttle schedule changes in April
  - d. Possible route modifications in South San Francisco

**Q2 FY 16/17 Performance Metrics**

Shuttle Name	Shuttle Type	Quarterly Ridership	Quarterly Prior Year	Avg. Monthly	Year over Year	Operating Cost/ Passenger	Boardings/ service-hour	SOV Trips Eliminated
San Carlos Commuter	Commuter	2,011	0	670	N/A	N/A	4.32	1,205
Utah Grand SSF Ferry	Commuter	2,186	2,417	729	-9.6%	\$12.01	5.91	1,752
Norfolk Caltrain Shuttle	Commuter/ Community	2,549	2,312	850	10.3%	\$10.74	6.61	2,101
One Tower Place	Commuter	2,736	2,734	912	0.1%	\$10.30	6.90	1,930
Utah Grand SSF Caltrain	Commuter	3,481	2,772	1,160	25.6%	\$9.26	7.67	2,613
Oyster Point SSF Ferry	Commuter	3,140	3,661	1,047	-14.2%	\$7.89	8.99	2,706
Bayshore/Crocker Park Caltrain	Commuter	3,382	4,250	1,127	-20.4%	\$7.48	9.50	2,934
Utah Grand SSF BART	Commuter	7,842	7,580	2,614	3.5%	\$7.38	9.62	6,850
Campus Drive Caltrain Shuttle	Commuter/ Community	4,077	4,756	1,359	-14.3%	\$6.68	10.63	3,501
Burlingame North	Commuter/ Community	5,195	4,613	1,732	12.6%	\$5.75	12.35	4,203
Oyster Point SSF Caltrain	Commuter	6,378	5,818	2,126	9.6%	\$5.12	14.21	5,572
Mariners Island	Commuter	6,749	7,949	2,250	-15.1%	\$4.88	14.89	6,109
Bayside BART/Caltrain Station Shuttle	Commuter	11,145	10,930	3,715	2.0%	\$3.93	18.52	10,091
Oyster Point SSF BART	Commuter	14,227	9,606	4,742	48.1%	\$3.79	19.18	13,297
Redwood City Seaport Centre	Commuter	7,649	7,620	2,550	0.4%	\$3.75	18.92	6,843
Crocker Park BART/Caltrain	Commuter	23,755	21,679	7,918	9.6%	\$3.69	20.66	22,391
Lincoln Centre Caltrain Shuttle	Commuter	8,204	8,936	2,735	-8.2%	\$3.67	19.84	7,564
Redwood City Bayshore Tech	Commuter	8,149	9,671	2,716	-15.7%	\$3.52	20.15	7,343
North Foster City	Commuter	15,472	21,375	5,157	-27.6%	\$3.50	20.80	14,604
Redwood City Mid Point	Commuter	8,035	10,802	2,678	-25.6%	\$3.36	21.67	7,291
Totals		146,362		48,787	-3.4%	\$4.83	271	130,900

## **Board of Directors Agenda Item #5**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Employer Outreach Manager's Report

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### **INTRODUCTION**

Presenting to the Board a report highlighting activities of the marketing and employer outreach program.

### **BACKGROUND**

Karen Sumner, the agency's Employer Outreach Manager, will present a report on recent and upcoming activities including:

1. Tech Talks – Annual Event for Employee Transportation Coordinators – Thursday, March 9, 10:00 AM – 1:00 PM
2. San Mateo County Employer Survey
3. Bike to Work Day – Thursday, May 11
4. Spring Marketing Campaign

## **Board of Directors Agenda Item #6**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Commuter Programs Manager's Report

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### **INTRODUCTION**

Presenting to the Board a report highlighting activities of Commute.org's commuter programs.

### **BACKGROUND**

Kim Comstock, the agency's Commuter Programs Manager, will present a report on recent and upcoming activities including:

1. Introduction of the Climate Corps AmeriCorps Fellow – Ms. Erin Fieberling
2. STAR Platform Updates
3. Commuter Challenge 2017
4. Scoop Activities in San Mateo County

**Board of Directors Agenda Item #7**

**DATE:** February 16, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Executive Director's Report

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INTRODUCTION

Mr. Ford will provide a summary of agency activities and updates on Commute.org programs since the last Board meeting including the following:

1. Fair Value Commuting Project with JVSV
2. MTC funding agreement status
3. Reminder – next board meeting April 20, 2017