



Sacramento Regional Transit District Agenda

Revised 8/23/19
Addition of Item 4A

BOARD MEETING
5:30 P.M., MONDAY, August 26, 2019
REGIONAL TRANSIT AUDITORIUM
1400 29TH STREET, SACRAMENTO, CALIFORNIA
Website Address: www.sacrt.com
(29th St. Light Rail Station/Bus 38, 67, 68)

ROLL CALL — Directors Budge, Hansen, Harris, Howell, Hume, Jennings, Miller, Nottoli, Schenirer, Serna and Chair Kennedy

Alternates: Directors Detrick, Kozlowski, Sander and Slowey

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

1. Motion: Approval of the Action Summary of August 12, 2019
2. Resolution: Amending and Restating Title VIII of the Administrative Code Pertaining to Expense Reimbursement (O. Sanchez-Ochoa/H. Li)
3. Resolution: Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility Inc. and Delegating Authority to the General Manager/CEO to Execute Contract Change Orders or Amendments to the Contract (D. Cook)
4. Resolution: Approving the First Amendment to the FY20 Capital Budget (B. Bernegger)
- 4A. Resolution: Repealing Resolution 19-08-0091 and Delegating Authority to the General Manager/CEO to Approve Up to Seven Free Ride Days (D. Selenis)

INTRODUCTION OF SPECIAL GUESTS

UNFINISHED BUSINESS

PUBLIC HEARING

PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA*

NEW BUSINESS

5. Information: SacRT Forward Update (L. Ham)

6. Resolution: Approving the Annual Performance-Based Evaluation for SacRT's General Manager/CEO, Henry Li (S. Valenton)

GENERAL MANAGER'S REPORT

7. General Manager's Report
 - a. SacRT Meeting Calendar

REPORTS, IDEAS AND QUESTIONS FROM DIRECTORS, AND COMMUNICATIONS

CONTINUATION OF PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA (If Necessary)

ANNOUNCEMENT OF CLOSED SESSION ITEMS

RECESS TO CLOSED SESSION

CLOSED SESSION

1. Conference with Legal Counsel
Pursuant to Gov. Code Section 54956.9
Existing Litigation
 - a) Matthew Doughty vs. Sacramento Regional Transit District
Case No. 34-2017-00207515
2. Conference with Legal Counsel
Pursuant to Gov. Code Section 54956.9(d)(2)
Anticipated Litigation

One Case

RECONVENE IN OPEN SESSION

CLOSED SESSION REPORT

ADJOURN

*NOTICE TO THE PUBLIC

It is the policy of the Board of Directors of the Sacramento Regional Transit District to encourage participation in the meetings of the Board of Directors. At each open meeting, members of the public will be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on the table at the back of the auditorium.

Public comment may be given on any agenda item as it is called and will be limited by the Chair to 3 minutes or less per speaker. Speakers using a translator will be provided twice the allotted time. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chair of the Board will announce the maximum amount of time that will be allowed for public comment.

Matters under the jurisdiction of the Board and not on the posted agenda may be addressed under the Item "Public addresses the Board on matters not on the agenda." Up to 30 minutes will be allotted for this purpose. The Board limits public comment on matters not on the agenda to 3 minutes per person and not more than 15 minutes for a particular subject. If public comment has reached the 30 minute time limit, and not all public comment has been received, public comment will resume after other business has been conducted as set forth on the agenda. The Board will not act upon or discuss an item that is not listed on the agenda except as provided under Section 3.1.3.6.

This agenda may be amended up to 72 hours prior to the meeting being held. An Agenda, in final form, is located by the front door of Regional Transit's building at 1400 29th Street, Sacramento, California, and is posted on the SacRT website.

The Regional Transit Board of Directors Meeting is being videotaped. A replay of this meeting can be seen on Metrocable Channel 14 and will be webcast at www.sacmetrochannel14.com on Wednesday, August 28th @ 2:00 p.m. and Thursday, August 29th @ 9:00 a.m.

Any person(s) requiring accessible formats of the agenda or assisted listening devices/sign language interpreters should contact the Clerk of the Board at 916/556-0456 or TDD 916/483-4327 at least 72 business hours in advance of the Board Meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on the agenda are on SacRT's website, on file with the Clerk to the Board of Directors of the Sacramento Regional Transit District, and are available for public inspection at 1400 29th Street, Sacramento, California. Any person who has any questions concerning any agenda item may call the Clerk to the Board of Sacramento Regional Transit District.

**SACRAMENTO REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS
BOARD MEETING
August 12, 2019**

ROLL CALL: Roll Call was taken at 5:30 p.m. PRESENT: Directors Budge, Hansen, Howell, Hume, Jennings, Miller, Nottoli, Schenirer, Serna and Chair Kennedy. Director Harris arrived at 5:32 p.m.

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

1. Motion: Approval of the Action Summary of July 22, 2019
2. Resolution: Delegating Authority to the General Manager/CEO to Execute Agreements with the California Department of Transportation for Sacramento Regional Transit District's Zero Emission Fleet Conversion Plan (B. Bernegger)
3. Resolution: Waiving Sections 2.102 and 2.103 of the Sacramento Regional Transit District Procurement Ordinance and Authorizing Staff to Dispose of Surplus Bus Stop Signs to Members of the Public at No Cost to Requestors (L. Ham)
4. Resolution: Delegating Authority to the General Manager/CEO to Approve Up to Seven Free Ride Days to Encourage Ridership of SacRT's New Bus Network (D. Selenis)
5. Title VI Fare Equity Analysis - Annual Student (TK-12) Pass, Modifying Fare Structure, and Authorizing Students Residing and Attending School within the Unincorporated Areas of Sacramento County Within SacRT's Service Boundary to Obtain an Annual Student Pass Prepaid Free of Charge (B. Bernegger)
 - A. Resolution: Approving a Title VI Fare Equity Analysis for an Annual Student (TK-12) Pass; and
 - B. Resolution: Modifying the Fare Structure (Resolutions No. 09-10-0174 and 18-06-0061 as Amended) to: (1) Create an Annual Student (TK-12) Pass Prepaid Fare and (2) Adopt a SmaRT Ride 5 or More Complimentary Fare; and
 - C. Resolution: Authorizing Students (TK-12) Residing In or Attending School Within the Unincorporated Areas of Sacramento County and Within SacRT's Service Boundary to Obtain an Annual Student (TK-12) Pass Prepaid Fare

Valid From October 1, 2019 through September 30, 2020 Without Payment by a Sponsoring Entity.

Speaker: Items 3 and 4: Jeffery Tardaguila

ACTION: APPROVED - Director Howell moved; Director Budge seconded approval of the consent calendar as written. Motion was carried by voice vote.

INTRODUCTION OF SPECIAL GUESTS

UNFINISHED BUSINESS

PUBLIC HEARING

PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA

Speakers:

Mike Barnbaum – Mr. Barnbaum highlighted the service being provided with SacRT Forward beginning September 8. Mr. Barnbaum proposed that the SacRT Board start their meetings at 6:00 instead of 5:30, and also requested an item be presented to the SacRT Board at the August 26th meeting about the UC Davis campus/UC Davis Medical Center shuttle.

Jeffery Tardaguila – Mr. Tardaguila noted that the Mobility Advisory Council reviewed the new modular bus stop which will also be displayed at the Customer Service Center on August 14th. Mr. Tardaguila indicated that he has seen the configuration for the buses that will be used for the UC Davis/Medical Center buses and believes that the whole row of seats on the right side need to be reconfigured. Mr. Tardaguila noted that the final meeting of the Transit Academy will take place on August 15th. Mr. Tardaguila would like the panel at the front end of the UTDC vehicles be removed to make it more accessible.

Ronnie Miranda – Mr. Miranda indicated that he is unhappy with the routes he rides (Routes 62, 67, 68) because they are always late. He believes the “inspectors” are disrespectful and has made several complaints. He would like SacRT to “fix these times when I am riding the bus and light rail” because he has to wait for the next bus or get to the stop early. He is also unhappy that when he arrives at “N’ Street that the operators have to switch due to a shift change.

Barbara Stanton – Ms. Stanton noted that Ridership for the Masses gave out two more “Top Banana” awards prior to the Board meeting. The recipients were Mike Barnbaum and Jeffery Tardaguila. Ms. Stanton is involved in the Sacramento Resident Advisory Board (SHRA/HUD funded Board) and in their last tenant newspaper they promoted SacRT Forward.

NEW BUSINESS

GENERAL MANAGER'S REPORT

6. General Manager's Report
 - a. Government Affairs Update
 - b. Marketing Campaign Update
 - c. Sacramento Transportation Authority Presentation
 - d. SacRT Meeting Calendar

Mr. Li thanked the Board for their direction and vision during the July 22 Board Retreat. At the retreat, an announcement was made that the FY 19 ridership exceeded FY 18. July 2019's ridership is about 10% higher than July 2018.

Mr. Li provided an update on the smooth transition of the Elk Grove service which began on July 1.

SacRT received the Government Finance Officers Association Outstanding Budget award, and complimented the staff of the Finance department for their work on the budget.

Mr. Li announced that Captain Lisa Hinz will soon be rejoining the SacRT family as the Vice President of Security, Safety and Customer Satisfaction on October 1, 2019, and thanked Lieutenant Justin Risley and Captain Lisa Hinz for their achievement in receiving the TSA Award for SacRT.

Jessica Gonzalez, Director of Marketing, Communications and Public Information, provided an update on the SacRT Forward marketing outreach campaign from digital and static billboards to advertisements and SacRT's Street Team. The Street Team has talked to over 10,000 riders since June.

Speakers: Jeffery Tardaguila Mike Barnbaum

REPORTS, IDEAS AND QUESTIONS FROM DIRECTORS, AND COMMUNICATIONS

7. San Joaquin Joint Powers Authority Meeting – July 26, 2019 (Hume)

No additional comments were provided.

8. Sacramento Placerville Transportation Corridor Joint Powers Meeting – August 5, 2019 (Budge)

No additional comments were provided.

Director Budge noted that everyone is welcome to come to Rancho Cordova and ride “Olli”. “Olli” is a self-driving autonomous shuttle.

CONTINUATION OF PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA (If Necessary)

ANNOUNCEMENT OF CLOSED SESSION ITEMS

The Clerk announced the Closed Session items and noted that Item 2 under Closed Session was being pulled.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:10 p.m.

CLOSED SESSION

1. Public Employee Performance Evaluation
Pursuant to Gov. Code Section 54957
 - a) Title: General Manager/CEO

2. Conference with Legal Counsel
Pursuant to Gov. Code Section 54956.9(d)(2)
Anticipated Litigation

One Case

RECONVENE IN OPEN SESSION

CLOSED SESSION REPORT

There was no Closed Session Report.

ADJOURN

As there was no further business to be conducted, the meeting was adjourned at 6:28 p.m.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

REGIONAL TRANSIT ISSUE PAPER

Revised 8/26/19
Section §8.211b

Page 1 of 2

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
2	08/26/19	Open	Action	08/19/19

Subject: Amend and Restate Title VIII of the SacRT Administrative Code

ISSUE

Whether or not to amend and restate Title VIII of the SacRT Administrative Code Pertaining to Reimbursable Expenditures and Director Compensation.

RECOMMENDED ACTION

Adopt Resolution No. 19-08-____, Amending and Restating Title VIII of the Administrative Code Pertaining to Expense Reimbursement and Director Compensation

FISCAL IMPACT

None as a result of this action.

DISCUSSION

The airline industry has reduced what is included in the basic coach fare and has increased the number of fees it charges coach fare passengers resulting in an ever increasing number of airline fees for services that were traditionally included in the basic coach fare. Airlines now regularly charge for seat selection and checked bags. Airline travel has gotten more and more challenging and costly and SacRT's policy is now outdated. Employees and directors who travel for SacRT are now being required to pay for basic services like seat selection and checked bags and those fees should not be placed on employees and directors who are traveling for the benefit of SacRT. However, as currently drafted, Title VIII does not authorize reimbursement or payment for these fees. Additionally, Title VIII requires that SacRT employees and directors purchase the lowest fare available for airline travel. Often the lowest fare is the least convenient or efficient option. To ensure that employees and directors can have flexibility when selecting flights to best fit their schedules and SacRT's business needs, Staff is recommending that Title VIII be amended to authorize SacRT employees and directors to select the coach fare that provides the most convenient and efficient flight accommodating their work schedules and SacRT's business needs. Additionally, Staff recommends amending Title VIII to authorize the payment or reimbursement of customary fees for things like seat selection and checked bags. The amended Title VIII expressly states that SacRT will not pay for Business or First Class fare.

Several minor clarifying and conforming changes in the restatement are also recommended, including:

1. Changing all references from "RT" to "SacRT"
2. Deleting reference to the "Chief Counsel" since that position has been eliminated by the Board.

Approved:

Presented:

Final 8/26/19

General Manager/CEO

Deputy Director, Legal Services/Legal Counsel

J:\Board Meeting Documents\2019\12 August 26, 2019\Title VIII.revised.docm

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
2	08/26/19	Open	Action	08/19/19

Subject: Amend and Restate Title VIII of the SacRT Administrative Code

Staff recommends that the Board adopt the Amended and Restated Title VIII.

RESOLUTION NO. 19-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 26, 2019

**AMENDING AND RESTATING TITLE VIII OF THE ADMINISTRATIVE CODE
PERTAINING TO EXPENSE REIMBURSEMENT AND DIRECTOR COMPENSATION**

WHEREAS, *California Public Utilities Code Section 102121* authorizes this Board to establish rules for the management of Sacramento Regional Transit (SacRT); and

WHEREAS, *California Public Utilities Code Section 99156* authorizes transit districts to provide director compensation and reimburse director expenses when a director is engaged in SacRT business if such compensation/expenses are approved in advance by the transit district's governing board; and

WHEREAS, by Resolution No. 97-01-2764, adopted on January 13, 1997, this Board adopted Chapters 1 through 6 of Title VIII of the SacRT Administrative Code setting out SacRT's policy for expense reimbursement and director compensation; and

WHEREAS, Title VIII was subsequently amended by Resolution No. 00-06-0157 and Resolution No. 06-01-0017; and

WHEREAS, Title VIII was subsequently amended and restated by Resolution 09-01-0004; and

WHEREAS, this Board desires to amend and restate Title VIII to modify the Administrative Code to authorize SacRT employees and directors to purchase and obtain reimbursement for the coach fare option that provides the most efficient and convenient route option and for seat selection, checked bag fees and other customary convenience fees charged by the airlines, even if the fare is not the lowest available coach fare.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, Resolution No. 09-01-0004 is hereby repealed.

THAT, Title VIII of the SacRT Administrative Code shall read as follows:

TITLE VIII -EXPENSE REIMBURSEMENT

CHAPTER 1

INTRODUCTION

§8.111 **Purpose**

This Title sets forth the terms and conditions under which a member of the SacRT Board (hereinafter director) and SacRT employees receive reimbursement for actual, reasonable and necessary expenses incurred during travel on SacRT business.

§8.112 **Scope**

These procedures and policies are applicable to all officers and employees of SacRT. For employees represented by the Amalgamated Transit Union Local 256 or the International Brotherhood of Electrical Workers Local 1245, the expense reimbursement provisions agreed upon in the current contract will supersede the policies enumerated herewith.

§8.113 **Discretionary Authority**

The General Manager/CEO, or acting equivalent in his/her absence, may exercise discretionary authority and approve SacRT expenses not covered in this policy. These expenses must be substantiated with necessary explanatory documentation.

CHAPTER 2

REIMBURSABLE EXPENDITURES

§8.211 Ground Transportation

- a. Business use of a personal automobile is reimbursable at the same rate-per-mile as allowed by the Internal Revenue Service.
- b. Costs of taxicabs, airport limousine services and public transit necessary to reach destinations required for SacRT business are reimbursable if supported by receipts.
- c. Automobile rentals, when other forms of ground transportation are not reasonably convenient, will be reimbursed at actual cost, if supported by a receipt. SacRT employees and directors should request government or group discounts for automobile rentals, whenever such rates are available. Authorization for automobile rentals must be secured in advance from the General Manager/CEO or Director of Finance/Treasury by using Form RT205 (Authorization for Rental of Vehicle). Car rentals made on an emergency basis will be considered for reimbursement by the General Manager/CEO on a case-by-case basis.
- d. Automobile parking fees are reimbursable at actual cost if supported by receipts.
- e. Bridge and highway tolls are reimbursable at actual cost if supported by a receipt.

§8.212 Travel on Common Carriers

- a. If SacRT has a travel agency under contract, all reservations for intercity travel by common carriers (airplane, intercity bus, and rail) will be made through such agency. If SacRT does not have a travel agency under contract, employees and directors may independently reserve intercity travel. In general, intercity travel of more than 100 miles should be by air, coach class, and intercity travel of less than 100 miles should be by automobile or rail. SacRT's authorized travel agency will be instructed to find the lowest available rates for such travel, including seeking government or group rates, where such rates are available. SacRT employees and directors independently booking intercity travel should also seek government or group rates, where such rates are available. Notwithstanding the foregoing, SacRT employees and directors are authorized to select a coach class fare option that is not the lowest fare available, if the preferred option provides the SacRT employee or director the most efficient or convenient travel option taking into consideration the employee or director's work schedule and SacRT's business needs. The total reimbursable cost for the selected fare can include a fee for seat selection, baggage and any other convenience fees normally charged coach fare passengers by airline(s). In no event will SacRT reimburse or authorize payment for a Business Class or First Class fare option.

- b. For in-state travel, employees will be allowed a maximum of one-half day of paid time for travel in each direction. For out-of-state travel within North America, the maximum paid time allowed is one day in each direction. Should the employee elect to travel by a slower mode of transportation, or make stops in route that would exceed these limits, the additional time must be taken as vacation or floating holiday.
- c. If employees elect to extend their stay one or two weekend days in order to secure a lower airfare, they will be entitled to reimbursement for food and lodging costs during the weekend only if the difference in airfare between the lowest weekly rate and the lower weekend rate is more than the additional food and lodging costs, and extending their stay would not invalidate the government lodging rate.

§8.213 Lodging

- a. Lodging is reimbursed at the single occupancy rate. It is the responsibility of the employee to obtain the lodging rate for both single and double occupancy and indicate such rates on their expense report claim if applicable (e.g., if spouse accompanies employee).
- b. SacRT's authorized travel agency will request government rates for lodging, where available. It is the responsibility of the employee to present his/her Regional Transit identification to the desk clerk at the time of registration to obtain the government rate for lodging.

§8.214 Meals

Business related meals will be reimbursed when it is necessary for a director or employee to travel on SacRT business or to conduct official business during a meal in accordance with the following guidelines:

- a. The meal involves SacRT business under circumstances that the director's or employee's usual meal arrangements are disrupted; and
- b. The circumstances are such that it is impracticable to complete the business during normal working hours, or the meal expense is incurred while the employee is away from the District on SacRT business.
- c. Reimbursement for a meal will be for the amount of the meal receipt, plus tip, up to the maximum amount allowed therefore in accordance with the Federal per diem rate method established by the U.S. Department of Treasury, Internal Revenue Service, under Publication 1542 or any successor publication, and as published by the General Services Administration.
- d. If receipts are not available, meals may be reimbursed on a per-diem basis in accordance with the Federal per diem rate method established by the U.S. Department of Treasury, Internal Revenue Service, under Publication 1542 or any successor publication, and as published by the General Services Administration. Per diem, for the day of travel departure and the last day of travel, is allowed at 75 percent of the applicable Federal per diem rate. Per diem for more

than 12 hours of travel but less than 24 hours is also allowed at 75 percent of the applicable Federal per diem rate. Per diem for full days of travel are allowed at 100 percent of the applicable per diem rate. A director or employees is not entitled to per diem for meals which are supplied by common carriers or are included in conference fees or prepaid banquet or complimentary services.

§8.215 Award Events

Meals provided to employees and their spouses at SacRT-sponsored events to present awards or otherwise recognize employees for their work are exempt from the restrictions set forth in §8.214.

§8.216 Other Business Expenses

a. The General Manager/CEO, employees at the position of manager or higher, or employees designated by the General Manager/CEO are authorized to be reimbursed for the costs of their meal and the meal of officials or employees of transit agencies, or agencies or companies which transact business with Regional Transit, if the purpose of the meal was business-related. Such business-related meals are exempt from the restrictions set forth in Section 8.214. Claims for reimbursement must be supported by receipts. Claims by the General Manager/CEO are subject to review and approval by the Chair of the Board. Claims by other employees are subject to review and approval by the General Manager/CEO. The General Manager/CEO may issue Standard Operating Procedures to establish guidelines for reimbursement of meals with non-SacRT officials or employees. The reimbursement claim for business-related meals must include the following information:

1. Date.
2. Type of Expenditure (e.g., lunch, dinner, etc.).
3. Business Purpose.
4. Identification of persons for whom expenditures were incurred (e.g., name, agency, position).

b. Communications costs, including telephone, telegraph, postage, and facsimile charges in connection with SacRT business will be reimbursed.

c. During extended travel (one night or more away from home), personal telephone calls will be reimbursed up to one call per day and not to exceed a maximum amount of five dollars (\$5.00) per call.

§8.217 Conference and Registration Fees

The full cost of conference registration fees where the conference relates to transit management or other SacRT business matters will be reimbursed.

§8.218 Baggage Handling, Tips and Incidental Expenses

When included on the final travel claim, five dollars (\$5.00) per travel day will be allowed, without receipts, to cover baggage handling, tips, and incidental expenses. Incidental expenses include laundry and personal telephone calls.

CHAPTER 3

NON-REIMBURSABLE EXPENSES

§8.311 Non-Reimbursable Expenses

All costs not specifically identified in this Title as reimbursable to SacRT non-contract employees and Board members are to be disallowed, including but not limited to the following:

- a. Flowers and gifts given, for non-business (personal purposes or reasons), to employees, retirees, Board members, and/or members of the families of any of these persons.
- b. Initiation fees and periodic membership dues in social or business clubs, airlines "high mileage" clubs, etc.
- c. Travel expenses for an employee's spouse or child.
- d. Discretionary personal expenditures not incidental to SacRT business (examples: personal entertainment, newspapers, magazines, haircuts, etc.).
- e. Extra expenses at home while employee travels (examples: care of dependents or pets, residence caretaker service, etc.).
- f. Personal travel and accident insurance.
- g. Medical costs while on SacRT business travel (above normal insurance coverage).
- h. Alcoholic beverages whether or not they accompany a meal.
- i. Any other cost not directly incidental to SacRT business.

CHAPTER 4

TRAINING AND PROFESSIONAL ORGANIZATIONS

§8.412 Professional Associations and Organizations

Membership dues in professional organizations to which SacRT employees must belong in order to practice in their profession will be reimbursed to the employees, or paid directly. If membership dues for other professional organizations are separately itemized in the adopted Budget, those dues will also be a reimbursable expense.

CHAPTER 5

RECEIPTS, ADVANCES AND REPORTS

§8.511 Receipts

- a. Receipts must be submitted for every item of expense except as follows:
 1. Street car, ferry, bridge tolls, or other public transit.
 2. Personal meal expenses, unless they are business-related meals as set forth in Section 8.214.
 3. Unvouchered meal reimbursements are governed by Section 8.214.
- b. If receipts are lost or cannot be obtained, a statement to that effect must be made under penalty of perjury and the reason given. In the absence of a satisfactory explanation, the amount will not be allowed.
- c. Notwithstanding sub-sections (a) and (b), all expenses claimed by directors must be supported by a receipt. In the absence of a receipt, the expense will not be reimbursed.
- d. All receipts must be the originals.

§8.512 Travel Advances

- a. A travel advance may be requested for 90% of projected costs. The request should be submitted a minimum of 5 working days prior to the beginning of travel.
- b. Submission of expense report to settle the advance must be made within one week following the end of travel. Any net travel advances which have not been properly documented within 30 days of return of travel will be deducted from the employee's paycheck in order to prevent the travel advance from becoming part of the employee's gross wages under Internal Revenue Service rules.
- c. Only one outstanding travel advance is allowed at any one time. Additional requests will be denied until any prior advances have been settled with the Accounting Department.

§8.513 Expense Report

- a. No travel expense will be eligible for payment unless submitted upon a properly completed SacRT Form RT200.
- b. Each expense must be itemized.
- c. It is the responsibility of the officer approving the claim to ascertain the necessity and reasonableness of the expense for which reimbursement is being claimed. Furthermore, the claim will be

rejected by the Accounting Department if the item is not an allowable SacRT expense.

- d. Inclusive dates of each trip must be shown.
- e. When claiming mileage reimbursement, an attachment must accompany the report itemizing each trip with "to and from" descriptions and miles. The total must then be reported on SacRT Expense Report Form RT200.
- f. A director or employee must state the purpose or objective of each trip for which reimbursement is claimed.
- g. Expense Reports must be signed and approved by the Department Manager or Division Head. The General Manager/CEO's and Chief Legal Counsel's expense reports must be signed by the Chair of the Board. Expense Reports for the Division Heads must be signed by the General Manager/CEO. Expense Report for directors must be reviewed and signed by the Chief Financial Officer.
- h. Reports involving expense reimbursement are due within 30 days after the last day of travel. Any expense report filed after 30 days will not be reimbursed unless the person reviewing the expense report makes a determination that the director or employee was unable to file the report within the 30-day period due to extreme and unusual circumstances.

CHAPTER 6

DIRECTOR COMPENSATION FOR ATTENDANCE AT MEETINGS

§8.611 Compensation

A director is eligible to receive compensation from SacRT for attending board meetings as provided under Section 8.612. A director will be paid \$100 for each noticed board meeting that he or she attends which is compensable under Section 8.612, but not to exceed 4 noticed board meetings per month. The amount of compensation per board meeting is \$200 if the meeting location is distant. A meeting location is distant if the distance between the SacRT Administrative Headquarters and the meeting location is more than 40 miles measured by the shortest automobile route between those two points.

§8.612 Eligibility

A director, including a director's alternate, is eligible to receive compensation when he or she serves on a board of another public agency or non-profit corporation only if:

- a. The public agency or non-profit corporation does not compensate its directors for board meeting attendance other than to reimburse a director's actual and necessary expenses for attending the meeting; and
- b. The SacRT Board is authorized to make appointments to the board of the public agency or non-profit corporation pursuant to the organizing documents of such agency or corporation; and
- c. The director was appointed by the SacRT Board to serve as a member of the board of the public agency or non-profit corporation; and
- d. The director is a member of the SacRT Board at the time of his or her service on the board of the public agency or non-profit corporation; and
- e. The public agency or non-profit corporation was designated by the SacRT Board pursuant to Section 8.613 at the time of the director's service on the board of the public agency or non-profit corporation.

§8.613 Designated Boards

The SacRT Board may adopt a resolution designating those public agency or non-profit corporation boards for which meeting attendance is compensable under this chapter.

§8.614 Board Attendance Report

A director who is eligible under this Chapter to be compensated for attending board meetings of another public agency or non-profit corporation must use an SacRT form to record the name of the entity and the date of each board meeting the director attends. The form must be filed monthly with the Chair of the SacRT Board and must record those

compensable meetings attended during the preceding month. In addition, at the first regular meeting of the SacRT Board following attendance at a meeting of the other public entity, the director must give a brief report of what occurred at the board meeting of the other public entity. The Chair of the SacRT Board will review and forward the completed forms to the SacRT General Manager/CEO for processing once the Chair has determined that the required report was given for each meeting claimed. Any compensation form submitted by the Chair under this section will be reviewed by the Vice Chair. SacRT will pay a director for such board meeting attendance using the same payment procedures established for compensating a director for SacRT Board meeting attendance.

§8.615 **SACRT Board Meetings**

Nothing in this chapter may be construed to change or alter in any way the amount of compensation specified in Public Utilities Code Section 102106 for directors who attend SacRT Board meetings or the method of that payment.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	08/26/19	Open	Action	08/19/19

Subject: Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility, Inc.

ISSUE

Whether or not to conditionally award a Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility Inc. for the purchase of light rail vehicles, spare parts and special tools.

RECOMMENDED ACTION

Adopt Resolution No. 19-08-____, Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility Inc. and Delegating Authority to the General Manager/CEO to Execute Contract Change Orders or Amendments to the Contract

FISCAL IMPACT

Siemens Contract Amounts

	Inventory	Sales Tax (8.75%)	Total
NTP#1 (4 LRVs, Engineering and Project Support, Parts)	\$ 26,604,188	\$ 2,327,866	\$ 28,932,054
NTP #2 (19 LRVs & Parts)	\$ 86,402,283	\$ 7,560,200	\$ 93,962,483
Total	\$ 113,006,471	\$ 9,888,066	\$ 122,894,537

* If SacRT needs to stop production for any reason, there will be a Production Restart Fee of \$3,000,000

Capital Budget

The FY 2020 Capital Budget currently includes adequate budget authority for this contract in the following capital projects:

- \$ 57,000,000 for Gold Line Service Expansion LRVs (R358)
- \$148,200,000 for Siemens First Series Fleet Replacement (R115)
- \$205,200,000 Total

Funding Availability

Having budget authority in the Capital Budget does not imply that the full amount of funding is available. The Board-authorized Capital Budget amount includes both funds that have been secured, as well as “to be determined” or “TBD” funds, and serves as a record of the maximum dollar amount that the Board has approved for spending on a particular project.

SacRT has a tentative funding plan in place for the initial order of 23 LRVs in this contract. This funding plan is described in further detail in the discussion section and includes a potential funding shortfall on this LRV contract ranging from \$18 million to \$91 million, depending on whether

Approved:

Presented:

Final 8/20/19

General Manager/CEO

VP, Operations

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	08/26/19	Open	Action	08/19/19

Subject	Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility, Inc.
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certain funds are able to be used for LRVs versus other light rail modernization project components, including Gold Line Service Enhancement and low-floor station modifications. The funding shortfall will need to be filled in order to pay the full contract expenses and maintain a cash flow that will avoid a break in the production of the vehicles, which would result in a \$3 million production restart fee under the terms of the contract. Potential funding sources to fill the shortfall are detailed in the discussion section as well.

DISCUSSION

SacRT and the San Diego Metropolitan Transit System (SDMTS) released a joint request for proposals for light rail vehicles on December 14, 2018. On February 21, 2019, SDMTS received one proposal from Siemens Mobility Inc. (Siemens). SDMTS took a lead role in developing the solicitation documents and conducting the evaluation process, with SacRT providing feedback on the RFP and SacRT-specific Technical Specifications and participating in the evaluation process. The RFP provided for a base order of 25 LRVs for SDMTS, with a SacRT option to procure up to 76 LRVs during the 7-year contract term and an option for SDMTS to acquire an additional 22. During the solicitation process, SDMTS received one protest from Construcciones Y Auxiliar De Ferrocarriles (CAF). SDMTS, with support from SacRT, provided an initial response to the CAF protest, and the protest was not pursued further.

Consistent with federal procurement requirements when only one bid or offer is received, SDMTS conducted an evaluation to determine the adequacy of competition by following up with other manufacturers to determine their reasons for not proposing. MTS determined from the responses that the competition was adequate. SDMTS entered into a contract with Siemens for its initial order of LRVs following an approval by the SDMTS Board on June 13, 2019.

SacRT Staff has been in discussions with Siemens leading to a best and final offer specific to SacRT's LRVs, which will be the basis of a contract including spare parts, special tools, and training. This action would conditionally approve a Contract with Siemens for a base order of up to 23 LRVs, with execution to occur following approval of a portion of the required funding by the California Transportation Commission (CTC) at its October 2019 meeting scheduled for October 9 and 10.

SacRT currently operates a fleet of 97 LRVs consisting of 36 LRVs manufactured by Siemens, 40 LRVs manufactured by CAF, and 21 LRVs manufactured by UTDC and refurbished by Siemens. SacRT is experiencing significant problems in maintaining the existing fleet due to the overall age of the fleet, availability of spare parts and support, and the high overall mileage on the LRVs. This results in reliability issues and excessive maintenance costs impacting SacRT's ability to provide consistent light rail service. The 36 Siemens LRVs have exceeded their 25-year useful life. The 40 CAF LRVs have been in service for 16 years with approximately 9 years remaining in their useful life. The refurbishment of the 21 UTDC LRVs was intended to allow the UTDC LRVs to return to revenue service, with the hope of obtaining up to 15 years of additional service for these vehicles.

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Subject	Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility, Inc.
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The vehicle proposed by Siemens is the S700 model low-floor vehicle. The S700 is Siemens' designation for is long-running S70 model, with the major difference being that the seat backs are against the side walls of the car in the-low floor center section to create a larger aisle for passengers with wheelchairs, strollers, small shopping carts, and bicycles. The Siemens S70/700 has been in production for many years with over 690 vehicle deliveries to North American customers. This is a service-proven vehicle, with strong manufacturer support, a robust parts supply chain, and an extensive user base, all of which are of great benefit to SacRT.

Attached are pictures of an S700 under production at the Siemens facility in Sacramento. This vehicle is similar (with the exception of color) to the LRVs that will be produced for SacRT. Each S700 LRV has 8 doors, 4 on each side, with all boarding occurring in the low-floor center section. The floor is elevated at either end of the vehicle to accommodate the motor trucks that power the vehicle.

As stated above, this Contract would provide SacRT the option of ordering up to 53 additional LRVs, over the 7-year Contract term. The pricing specified in this Issue Paper only applies to the initial order of 23 LRVs; future orders will be subject to an option escalation formula that uses Bureau of Labor Statistics labor and materials indexes, with a minimum annual escalation factor of 2.5%. In addition, if the timing of an option order results in a break in continuous production for Siemens in orders for SDMTS and SacRT, there will be a \$3 million break in production fee to compensate Siemens for re-starting production.

This contract will be the first step in the conversion of the SacRT light rail system to a low-floor system, requiring SacRT to modify the majority of its existing light rail stations to accommodate low-floor boarding. In March, the SacRT Board approved actions allowing the design and engineering for the low-floor station conversion to proceed at the 29 stations on the Gold Line (some of which also serve the Blue and Green lines); preliminary engineering work is underway for the conversion, with final design to commence after completion of environmental review.

By joining SDMTS in this procurement, SacRT has the benefit of favorable pricing from Siemens. Siemens is currently producing S700 LRVs for SDMTS under a previous order and contract. This new Contract will continue that production for both new SDMTS and SacRT LRVs. The ability to maintain an uninterrupted production line (the differences between the SDMTS and SacRT LRVs are minor from a production perspective) reduces costs related to engineering and mobilization, resulting in a lower price per vehicle.

In working with Siemens and SDMTS, SacRT will be able to receive 4 LRVs in approximately May 2020. Delivery of the remaining 19 LRVs will begin in September 2023 and continue until May 2024. The 4 early delivery LRVs will be helpful for employee training for both operations and maintenance staff, to verify station modifications, and in a promotional capacity introducing the low floor LRVs to the community and explaining SacRT's transition to a low-floor system; because of the required station conversion activities, the early delivery vehicles would only be accessible to the disabled from a limited number of stations and, consequently, will not be operated in regular revenue service until the station conversion process is complete for an entire light rail line; these

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Subject Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility, Inc.
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vehicles also will not be able to operate in combinations with SacRT's existing fleet. Any special service operated will ensure disabled accessibility. The per-vehicle pricing for the SacRT LRVs are as follows:

	Unit Cost	Extended Total excluding tax
Early Delivery LRVs 4	\$4,246,392	\$16,985,569
Base Order LRVs 19	\$4,046,524	\$76,883,956
Total 23 LRVs		\$93,869,525

The Contract would include an additional \$8,284,552 for engineering and project support, \$6,950,000 for spare parts and \$2,500,000 for special tools plus applicable sales tax. These amounts are not included in the table above, but are included in the fiscal impact section. The exact spare parts and special tools to be purchased will be determined as Contract implementation proceeds, but the allowance amounts are based: (a) on the quantities of parts, tooling and equipment that Siemens has identified as adequate to maintain and operate the base order of 23 vehicles and (b) the pricing schedules submitted by Siemens. The Siemens S700 is a completely new technology for SacRT, requiring its own stock of parts and certain specialized tooling and equipment for proper maintenance.

While the contract is intended to be firm-fixed price contract, Siemens reserves the right in the contract terms and conditions to request an increase in the total consideration due to documented cost increases resulting from changes in law that were not foreseeable at the time of submission of its price proposal.

For comparative purposes, the following table shows some recent pricing for LRVs procured by other Agencies. These costs are comparable to the unit costs proposed for the SacRT order and also do not include the cost of sales tax, spare parts, and special tools.

City	Quantity	Delivery	Total Cost	Notes
Phoenix	11	2020	\$4,792,000	S700 6 Axle 93ft.
Orange County	8	2021	\$5,375,000	S700 6 Axle 93ft
Houston	14	2022	\$4,671,000	S700 6 Axle 96ft
Portland TriMet	26	2022	\$4,644,000	S700 6 Axle 96ft
Boston	24	2017	\$4,438,000	CAF Cara2
New Jersey	18	2017	\$4,815,000	Kinki KSLFV

This Board's action approving the contract would be conditioned on the California Transportation Commission (CTC) approving SacRT's request to allocate a portion of SacRT's \$64 million awarded TIRCP grant for the Folsom corridor light rail modernization project for this procurement. The planned funding for this first order of 23 LRVs is primarily from state sources. The TIRCP funding has been awarded to SacRT, but will be released over the next several years. The action of the CTC is a necessary action to preserve SacRT's ability to use the TIRCP funds for this purchase. According to CTC Staff, this action is considered routine. After CTC action, SacRT would execute the Contract in October.

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Under the terms proposed by Siemens in its Best and Final Offer, SacRT must provide a Notice to Proceed (NTP) for the 4 early delivery LRVs no later than October 15, 2019. Because the early-delivery vehicles are already in production, the payment milestones for these vehicles call for Siemens to submit an initial invoice at the time of NTP for approximately \$17.8 million. While the CTC action will allocate the TIRCP funding, there are additional procedural steps to be undertaken before SacRT can actually draw down the allocated funding to pay incurred costs. SacRT is working with Caltrans staff to accelerate that process to ensure timely payment for Siemens. Out the remainder of the total cost of \$26,604,187.61 for the 4 early delivery vehicles, the majority of the cost will be invoiced from May to August 2020 as the vehicles are delivered and tested, with approximately \$3 million paid out in increments from September 2020 to October 2022.

The Best and Final Offer specifies that the NTP for the remaining 19 base order vehicles must occur no later than July 15, 2020, which will initiate a mobilization invoice for approximately \$1.6 million, followed in August 2020 by a payment of approximately \$19.8 million for long-lead time procurement items for the remaining vehicles. Additional payments would be deferred until the start of car shell production in April 2022.

The acquisition of these vehicles is a major capital project for SacRT requiring a very complex funding plan, drawing funding from a number of federal, state and local sources. These sources are very specific as to how and when funds are committed to a specific project. SacRT staff are working with the funding agencies to maximize flexibility in the use of the allocated and upcoming funding available for this project. At this point, the project does have a funding gap that will need to be filled prior to the issuance of second notice to proceed which must be issued by July 15, 2020. If the funding gap cannot be filled, the 19-vehicle order will need to be reduced to fit the available funding. The reduction of the order will create a break in production resulting in a \$3,000,000 production restart fee.

SacRT has a tentative funding plan in place for the initial order of 23 LRVs using the following funding streams:

- \$40,285,000 – 2018 Transit and Intercity Rail Capital Program (TIRCP) funds available as early as FY20
- \$23,815,000 – 2018 TIRCP funds available as early as FY24. SacRT staff is working with Caltrans, the California Transportation Commission (CTC) and California State Transportation Agency (CalSTA) to try to advance these funds to FY21 so that they can be used for this Base Order LRV purchase.
- \$3,950,000 Proposition 1A High Speed Rail funds
- \$14,000,000 Congestion Mitigation and Air Quality (CMAQ)
- TBD amount of Sacramento County Transportation Development Fee funds (depends on number of housing units built in unincorporated Sacramento County)

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
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Subject	Conditionally Approving the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility, Inc.
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This funding plan totals \$82,050,000, which would leave a funding gap of approximately \$41 million on this \$123 million contract (including sales tax).

Staff continues to seek competitive grant funding for the light rail modernization project. Current and upcoming funding opportunities include:

- Flexibility in the use of CMAQ funding, \$22.9 million, allocated for the Folsom Service Enhancement project.
- USDOT's 2019 BUILD Grant Program – SacRT applied for \$25 million for light rail modernization including LRVs and low-floor station modifications. Results to be announced in November 2019
- 2019 TIRCP and Congested Corridors Rounds – Applications due early 2020. SacRT intends to apply for LRVs and station modifications. Results to be announced Spring 2020 (this would be too late to receive a CTC allocation before NTP #2, so any funds awarded could not be used on this contract, but could potentially be used for station modifications)
- Measure A Sales Tax – Light Rail Station Modernization components are expected to be included in the Expenditure Plan. Voters will decide on the ballot measure in November 2020, so if the ballot measure is successful, these revenues could be used toward later payments on this contract.
- FTA Core Capacity Program - \$ TBD.
- Proposition 1A High Speed Rail funds - \$25 million that had been previously reserved for Streetcar
- TIRCP funding committed to Streetcar -\$30 million that would require reprogramming to SacRT for light rail vehicle replacement.
- Other federal and state funds

Staff recommends the Board conditionally approve the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement with Siemens Mobility Inc. for the purchase of a base order of 23 light rail vehicles, training, manuals, associated spare parts and special tooling for an amount not to exceed \$113,006,471.07 plus applicable state and local sales tax, with an option to order an additional 53 vehicles through future amendments and provide a limited delegation of authority for the General Manager/CEO to approve amendments or contract change orders up to \$250,000 to account for configuration changes during production, including Protran safety equipment.

Attachment 1



RESOLUTION NO. 19-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 26, 2019

**CONDITIONALLY APPROVING THE CONTRACT FOR LOW-FLOOR LIGHT RAIL
VEHICLE (LRV) PROCUREMENT WITH SIEMENS MOBILITY INC. AND
DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO EXECUTE
CONTRACT CHANGE ORDERS OR AMENDMENTS TO THE CONTRACT**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract for Low-Floor Light Rail Vehicle (LRV) Procurement by and between the Sacramento Regional Transit District (therein "SacRT") and Siemens Mobility, Inc. (therein "Contractor") whereby Siemens agrees to furnish a base order of 23 LRVs associated manuals, training, spare parts and special tooling, with a SacRT option to purchase an additional 53 LRVs, on the terms and conditions set forth therein, for an amount not to exceed \$113,006,471.07, plus applicable sales tax, is hereby approved, subject to the California Transportation Commission approving an allocation of TIRCP funding for the procurement.

THAT, the General Manager/CEO is hereby authorized and directed to execute the Contract upon satisfaction of the foregoing contingency.

THAT, the General Manager/CEO is hereby authorized to execute contract change orders or amendments to the Contract for LRV configuration changes, not to exceed \$250,000 in aggregate.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4	08/26/19	Open	Action	08/19/19

Subject: First Amendment to the Fiscal Year (FY) 2020 Capital Budget

ISSUE

Whether or not to approve the First Amendment to the Fiscal Year (FY) 2020 Capital Budget.

RECOMMENDED ACTION

Adopt Resolution 19-08-____, Approving the First Amendment to the FY20 Capital Budget.

FISCAL IMPACT

Approval of this would increase the FY20 Capital Budget by \$2,050,455 for various capital projects as outlined in Exhibit A. This action does not imply that funding is available for all projects; this decision is based upon available funding. See notes below.

DISCUSSION

SacRT's annual budgeting process includes Board adoption of a budget that reflects SacRT's expected funding at the time of preparation. Periodically, changes to funding sources, funding amounts or District priorities require revisions to the budget. Staff has identified necessary revisions as described below:

- **City of Folsom Preventive Maintenance (Q060)** – Add \$160,575 in budget authority for Folsom preventive maintenance activities that took place in FY19 and were paid for by the City of Folsom when the City was still operating the Folsom Stage Line service. This budget authority will allow the City to be reimbursed for those expenses using Federal Transit Administration (FTA) Section 5307 funds. SacRT will be the FTA Grantee for those funds and will pass them through to the City, which is why they are being added to SacRT's capital budget. An equivalent amount of FTA Section 5307 funds have already been included in SacRT's FY20 Operating Budget for Preventive Maintenance activities that took place after SacRT began operating Folsom bus service. There is available funding for this project.
- **Capital Improvements for Real Estate Development (M018)** - Add \$250,000 in budget authority to allow SacRT to spend up to this amount for capital expenditures or other real estate costs that may help staff in providing opportunities to increase development and/or attract current or future riders to existing transit sites. The funding sources could include proceeds from the sale of surplus property. As of now, no available funding has been set aside.
- **Tamper Refurbishment (R363)** – Add \$89,880 in budget authority to perform major maintenance on the track tamping alignment machine, including replacing the failed alignment computer. Out-dated computer hardware and software is hindering the proper functioning of this equipment. There is available funding for this project.

Approved:

Presented:

Final 8/20/19

General Manager/CEO

VP, Finance/CFO

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4	08/26/19	Open	Action	08/19/19

Subject: First Amendment to the Fiscal Year (FY) 2020 Capital Budget

- Farebox-Fare Vending Machine (FVM)-Zip Pass Integration (T059)** – Add \$650,000 in budget authority to purchase and install software that will allow QR Codes to be read by the existing fareboxes on SacRT’s bus fleet, and to pay the additional fee required for SacRT’s mobile fare payment app, ZipPass, to use QR Code technology. By doing this, tickets purchased at SacRT’s new Fare Vending Machines (FVMs), which will only issue tickets with QR codes and not magnetic stripes, will be able to be read by fareboxes on the bus. Further, when passengers purchase a ticket using the ZipPass mobile fare payment app, the fare payment can be validated by the farebox on the bus, rather than relying on visual inspection by Transit Ambassadors and Bus Operators. There is available funding for \$612K of the \$650K needed for this project.
- Bidwell Instrument House (R364)** - Add \$500,000 in budget authority to procure and install a new instrument house at the current intersection of Folsom Boulevard and Bidwell Street to replace the non-repairable instrument house which was damaged in June 2019 when it was hit by a car. SacRT will be seeking insurance proceeds from the driver of the car that damaged the instrument house. Supplemental funding will be identified as needed.
- Citrus Heights Bus Stop Improvements (B171) and Folsom Bus Stop Improvements (B172)** – Add budget authority to spend up to \$200,000 in Citrus Heights and \$200,000 in Folsom on bus stop improvements. With SacRT’s new initiatives such as SacRT Forward and student pass discounts, there may be instances where bus stops are nonexistent or in need of enhancements. This budget authority would allow SacRT staff to spend up to this maximum amount on these types of activities as needed. Potential revenue sources for Citrus Heights could be additional TDA funds or new grants opportunities. For Folsom, the revenue resources could be prior reserves generated by the City of Folsom’s Transit fund or new grant opportunities.

Staff hereby recommends that the Board approve the First Amendment to the FY20 Capital Budget, making the changes described above and in Exhibit A.

RESOLUTION NO. 19-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 26, 2019

APPROVING THE FIRST AMENDMENT TO THE FY20 CAPITAL BUDGET

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board approves the First Amendment to the Fiscal Year 2020 Capital Budget, as set out in Exhibit A.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

Exhibit A: Summary of Amendment 1 changes to FY20 Capital Budget

ID	Project Name	FY20 Budget	FY20 Budget - with Amend 1	FY20 Capital Budget Change				Fund Source	
				FY19 Capital Budget Change	Federal	State	Local		TBD
Increased FY20 Budget Request									
Q060	City of Folsom Preventive Maintenance	0	160,575	160,575	160,575			FY19 Federal Transit Administration (FTA) Section 5307 funds.	
M018	Capital Improvements for Real Estate Development	0	250,000	250,000			250,000	Seeking budget authority only at this time. Funding sources could include proceeds from the sale of surplus property.	
R363	Tamper Refurbishment	0	89,880	89,880		89,880		State Transit Assistance (STA) funds.	
T059	Farebox-FVM-Zip Pass Integration	0	650,000	650,000		200,000	416,000	34,000	STA funds and proceeds that SacRT recently received from a bus accident settlement.
R364	Bidwell Instrument House	0	500,000	500,000				500,000	Funding source is TBD at this time; SacRT will be seeking insurance proceeds from the car accident that damaged the existing instrument house. Supplemental funding will be identified as needed.
B171	Citrus Heights Bus Stop Improvements	0	200,000	200,000				200,000	Seeking budget authority only at this time. Funding sources could include additional TDA funds or new grants opportunities.
B172	Folsom Bus Stop Improvements	0	200,000	200,000			200,000		Funding sources could be prior reserves generated by the City of Folsom's Transit fund or new grant opportunities.
		\$ -	\$ 2,050,455	\$ 2,050,455	\$ 160,575	\$ 289,880	\$ 616,000	\$ 984,000	

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4A	8/26/19	Open	Action	8/23/19

Subject: Authorizing up to Seven Free Rides Days on Bus and Light Rail to Encourage Ridership of SacRT's New Bus Network

ISSUE

Whether or not to give the General Manager/CEO authority to approve up to seven "Free Ride" days to encourage ridership of SacRT's new bus network and allow for the inclusion of free rides on Light Rail on the determined free ride days.

RECOMMENDED ACTION

Adopt Resolution No. 19-08-___, Repealing Resolution 19-08-0091 and Delegating Authority to the General Manager/CEO to Approve Up to Seven Free Ride Days

FISCAL IMPACT

Staff analysis of the fiscal impact for seven Free Ride days is estimated to cost approximately \$301,166. The breakdown is shown in the chart below:

Day of the Week	Daily Fare Revenue Impact*	Maximum Number of Days	Total
<i>SacRT Fixed-Route Bus/ Light Rail/SmaRT Ride Service:</i>			
Weekday (Mon - Fri)	\$45,000	5	\$225,000
Saturday	\$25,000	1	\$ 25,000
Sunday	\$25,000	1	<u>\$ 25,000</u>
<i>Complementary ADA Paratransit Service:</i>			
Weekday (Mon - Fri)	\$ 4,444	5	\$ 22,220
Saturday	\$ 1,973	1	\$ 1,973
Sunday	\$ 1,973	1	<u>\$ 1,973</u>
TOTAL:		7	\$301,166

*The Daily Fare Revenue Impact is based on the average daily boardings.

Note: This was not included in the initial FY20 budget; however, it will be accounted for during the mid-year revised budget. Staff anticipates being able to absorb this loss of fare revenues as a result of anticipated sales tax growth and potential new ridership.

Approved:

Presented:

Final 8/26/19

General Manager/CEO

Chief Communications Officer

J:\Board Meeting Documents\2019\12 August 26, 2019\IP Authorization for Free Ride Days, Bus and Light Rail.doc

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4A	8/26/19	Open	Action	8/23/19

Subject: Authorizing up to Seven Free Ride Days on Bus and Light Rail to Encourage Ridership of SacRT's New Bus Network

DISCUSSION

The approval of seven Free Ride days was previously adopted by the Board at the August 12, 2019 Board meeting, and was adopted to only provide free rides on SacRT's new bus network. This proposed resolution has been modified to also include free rides on the light rail system on the determined free ride dates.

In an effort to generate interest in trying SacRT's new bus network, launching on Sunday, September 8, 2019, Staff is seeking Board approval to grant authority to the General Manager/CEO to institute up to seven Free Ride days that will include a mix of weekdays and weekend days. The Free Ride days will be chosen in advance, allowing time for promotional efforts to take place.

With the adjustment and/or realignment of almost all SacRT bus routes, offering a Free Ride day with the start of new service will enhance the customer experience, especially if customers are uneasy about the new bus system changes. In addition, offering Free Ride days is a great way to thank current riders for their patronage and encourage future ridership by providing an easy and cost effective way to educate people about sustainable transportation choices. The Free Ride days will be valid on all SacRT fixed-route buses, complementary paratransit service, SmaRT Ride microtransit service and light rail service.

RESOLUTION NO. 19-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 26, 2019

**REPEALING RESOLUTION 19-08-0091 AND DELEGATING AUTHORITY TO THE
GENERAL MANAGER/CEO TO APPROVE UP TO SEVEN FREE RIDE DAYS**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, to encourage ridership, the General Manager/CEO is hereby delegated
authority to approve up to seven free ride days on SacRT's new bus system,
complementary paratransit service, SmarT Ride service and light rail service.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	8/26/19	Open	Information	08/20/19

Subject: SacRT Forward Update

ISSUE

Update the Board on SacRT Forward.

RECOMMENDED ACTION

None Required.

FISCAL IMPACT

None.

DISCUSSION

After two years of planning and public outreach, SacRT Forward will launch on Sunday, September 8, 2019. The Board adopted the new network at the February 25, 2019 meeting and since then staff has been working hard on prepping for launch day.

The SacRT Forward Implementation Committee made of up staff leads from all Departments inside SacRT has been meeting weekly since October 2018 to prepare for launch day to ensure that our launch is seamless and does not negatively impact our customers. We have been coordinating with the City of Sacramento, the County, Rancho Cordova and Citrus Heights on making bus stop improvements to support the new routes. The SacRT Forward Street Team has been out riding the system every day to help our riders learn about the new system and answering any questions they may have.

We have prepared a launch day plan that will ensure we have staff and volunteers out on the system both Sunday, September 8 and Monday, September 9. Staff will be located at all major transit centers, riding routes and roving the system to make for a smooth transition. We will have the SacRT Forward Command Center established to control the flow of information and update the General Manager and executive staff every four hours on system performance and how launch day is progressing.

Staff will give a presentation on the SacRT Forward update at the Board meeting.

Approved:

Presented:

Final 8/21/19

General Manager/CEO

Director, Planning

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	08/26/19	Open	Action	08/19/19

Subject: Annual Performance-Based Evaluation for the General Manager/CEO

ISSUE

Whether or not to approve the General Manager/CEO's annual performance-based evaluation.

RECOMMENDED ACTION

Adopt Resolution No. 19-08-____, Approving the Annual Performance-Based Evaluation for SacRT's General Manager/CEO, Henry Li.

FISCAL IMPACT

Budgeted: No, cost will be absorbed with efficiency/vacancy savings This FY: \$ 18,978

Budget Source: Operating Budget

Funding Source: Operating Revenue

Cost Cntr/GL Acct(s) Labor GL accounts

DISCUSSION

The Sacramento Regional Transit District (SacRT) Board of Directors selected Henry Li as General Manager/CEO effective July 1, 2016, after a nationwide search. Since then, SacRT has experienced a historic transformation. Services are more reliable and consistent; accountability and transparency are improved; financial ratings are positive; ridership and customer satisfaction are up; and safety and security practices are among the best in the industry.

Under Mr. Li's leadership, SacRT received the Transportation Security Administration's Gold Standard Award, the highest recognition given to a transit agency. SacRT achieved a score of 98% in all 17 security and emergency preparedness categories and now has one of the lowest crime rates in the industry.

Having secured an initial \$200 million grant, SacRT jump-started a comprehensive rail system modernization and expansion initiative, which includes investing in new low-floor rail vehicles, revitalizing aging infrastructure, implementing new technologies to improve reliability and safety, modernizing stations and expanding the system.

Mr. Li is a champion of innovative mobility solutions for SacRT and the entire industry. From on-demand microtransit to partnering with Transportation Network Company's (TNC) and micro-mobility providers, SacRT is at the forefront of integrated transportation solutions. Mr. Li consistently delivers on his goal of putting customers first, as demonstrated by SacRT's remarkable efforts to re-imagine and optimize SacRT's bus network, which has not been updated

Presented:

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	08/26/19	Open	Action	08/19/19

Subject: Annual Performance-Based Evaluation for the General Manager/CEO

in 30 years. SacRT Forward, to be launched in September, features more frequent and direct service, seven days a week, more late night service and better integration with 15-minute light rail service frequency.

Mr. Li forged an unprecedented partnership with all member jurisdictions and school districts to offer K-12 grade students free rides beginning October 2019, which is the largest program of its kind in the nation. He fostered a strong regional collaboration that led to the successful annexation of the transit services in the cities of Folsom and Citrus Heights and most recently, SacRT seamlessly implemented a contract with the City of Elk Grove to operate its transit services. This unification of transit systems promotes customer-friendly and integrated mobility solutions for regional economic growth, congestion mitigation, and air quality and environmental improvement.

Mr. Li is a recognized leader in the community and in the transit industry. One of his most notable community recognitions is the **Good Governance Award from the Sacramento Taxpayers Association** for his outstanding leadership in defending taxpayer funds and he recently received the **American Public Transportation Association’s 2019 Outstanding Public Transportation Manager Award**, the highest honor given to only one transportation CEO per year throughout North America.

This is just a sampling of Mr. Li’s long list of accomplishments as SacRT’s General Manager/CEO. Attached are a comprehensive report of his accomplishments for FY 2019 and his FY 2020 letter to the Board of Directors which were submitted to the Board and presented at a retreat on July 22, 2019.

The Second Amendment to Mr. Li’s Employment Agreement specifies that “the Board may approve a merit pay increase above the COLA and/or a performance incentive payment in an amount to be determined by the SacRT Board, based on Li’s performance and achievement of specified and agreed upon metrics and goals.” Considering the foregoing, the following are the proposed compensation adjustments for Mr. Li for the Board’s consideration:

First, retroactive to 7/1/2019, Mr. Li would receive a 3% merit increase. The 3% increase is at the same rate as SacRT employees in the Management and Confidential Employee Group (“MCEG”) for the 2019 fiscal year.

Second, Mr. Li would receive a one-time lump sum incentive performance payment of \$10,000 to be issued upon the Board’s approval of this recommendation.



Regional Transit

**Sacramento Regional
Transit District**
A Public Transit Agency
and Equal Opportunity Employer

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Public Transit Since 1973

General Manager/CEO Year Three in Review *Elevating Sacramento's Transit System to New Heights*

July 22, 2019

Dear Chair Kennedy and Board of Directors:

The Sacramento Regional Transit District's Fiscal Year (FY) 2019 was truly a remarkable year for the agency. In just a few years, we have seen a historic turnaround – we're no longer just a public transit provider, we are a regional mobility provider. SacRT has been an industry pioneer in testing innovative mobility solutions such as microtransit on-demand, collaborative transportation network companies, mobile apps, electric and autonomous vehicles, and micro-mobility integration.

As we embark on FY20, SacRT has momentum at our backs and the support of a strong Board and community to continue to make significant improvements to our system. As transportation continues to evolve, SacRT looks forward to developing and implementing the best in class innovative solutions that put customers first and keep us operating like a true business; one that is transparent and accountable in everything we do. I look forward to working directly with the Board of Directors to elevate the SacRT system to new heights and expand our reach.

Attached, please find my FY19 Goals and Accomplishments as well as my FY20 Performance Objectives and Goals for your consideration and feedback. Last year we made significant progress to our goal of establishing a World-Class Transit Agency. Our work did not go unnoticed by the industry as we received numerous accolades, including the Transportation Security Administration's Gold Standard for System Security, the Sacramento Taxpayer Association's Good Governance Award and the American Public Transportation Association's 2019 Outstanding Public Transportation Manager Award. Here is just a sampling of some of our major accomplishments over the last year.

1. Reduced fares for the first time in SacRT's 47-year history
2. After five years of ridership decline, mirroring an industry trend, FY19 saw an increase in ridership over FY18
3. Successfully negotiated annexation agreements with the City of Citrus Heights and the City of Folsom
4. Negotiated a service contract to operate Elk Grove's e-tran bus service – the contract includes provisions to begin discussing an annexation

agreement of their transit services

5. After extensive public outreach and feedback, the new SacRT Forward bus network was adopted in February 2019. The new service, which launches September 8th will provide more frequency, span of service and more direct bus routes
6. Expanded SacRT's innovative SmarT Ride on-demand microtransit service to the Franklin – South Sacramento corridors, and are now in the midst of procuring a permanent scheduling app and obtaining additional vehicles to further expand SmarT Ride into more zones
7. Awarded the federal Transportation Security Administration's Gold Standard for System Security for implementing best in class security provisions such as installing live feed cameras, paid fare zones and a public address system at all 52 light rail stations
8. SacRT successfully developed a grant request and was awarded over \$17 million from the Transformative Climate Communities and \$12 million from the Affordable Housing Sustainable Communities grant program for the Dos Rios and Railyards light rail stations
9. Awarded the 2019 Sacramento Taxpayers Association Good Governance Award for being good stewards of taxpayer dollars
10. SacRT has continued to bolster partnerships in the community and received approximately 97% positive media coverage with over 800 SacRT feature stories on TV
11. Updated SacRT's procurement ordinance and procedures, including business process improvements to reduce staff time and shorten procurement time
12. Successfully progressed Transit Oriented Developments by selling Arden Way and Calvine Road/Auberry Way properties. Should be in escrow by the end of CY19 for the University/65th Street and Cemo Circle properties
13. Implemented NeoGov application to streamline the recruitment and hiring process
14. Installed automated passenger counters on a majority of SacRT light rail trains to provide a more accurate ridership count with the remaining fleet to be complete by the end of summer
15. Negotiated fair and equitable labor agreements with two unions: ATU and AFSCME – Supervisor
16. Partnered with JUMP bike to install docking/charging facilities at strategic light rail stations, putting SacRT at the forefront of new mobility solutions

We have made tremendous progress, but are not content to rest on our laurels. I am committed to working with the Board, SacRT employees and the community to raise the agency to even greater heights. We have laid the groundwork for further and greater success, but there is still plenty of work ahead of us.

It is an honor and privilege to serve the Sacramento community and the SacRT Board; and you can trust that I will continue my steadfast commitment to providing world-class mobility solutions that the region deserves.

Sincerely,




Henry Li
General Manager/CEO
Sacramento Regional Transit District

SACRAMENTO REGIONAL TRANSIT DISTRICT (SACRT) GENERAL MANAGER/CEO FISCAL YEAR 2019 PERFORMANCE GOALS & ACCOMPLISHMENTS

JULY 22, 2019

It is the intent of this document to track the performance progress for the Sacramento Regional Transit District's (SacRT) General Manager/Chief Executive Officer (GM/CEO) for FY 2019. Performance goals or expectations address progress toward SacRT Board adopted goals and execution of our strategic vision.

FY19 GOAL 1	FY19 ACCOMPLISHMENT
<p>STRATEGIC PLANNING & SYSTEM DEVELOPMENT – Envision a more expansive, convenient and frequent public transit network. Identify service enhancements, infrastructure, capital improvement projects that will attract more riders to the SacRT system.</p> <p>GM/CEO PERFORMANCE GOALS:</p> <ol style="list-style-type: none"> 1. Continue SacRT Forward route optimization study, develop network options, seek public and stakeholder input, submit alternatives for Board consideration, and design final network plan for Board review and adoption, including expanded network options when additional local funding is available. 2. Expand SmaRT Ride, on-demand microtransit service, with new routes in communities across Sacramento County. 3. Start the Project Approval and Environmental Document phase of the Folsom double-tracking and systems improvement project to provide 15 minute service to Folsom stations. 4. Develop a comprehensive plan and begin the process of converting to a low-floor light rail fleet, including light rail vehicle replacement and station modifications. 5. Provide quality technical support to help 	<p> HIGHLIGHTS:</p> <ul style="list-style-type: none"> • SacRT Forward • Microtransit expansion • Light rail modernization • TOD ordinance • Electric zero emission vehicles <p>ACCOMPLISHMENT BY PERFORMANCE GOAL:</p> <ol style="list-style-type: none"> 1. The SacRT Forward Network redesign was completed and adopted by the Board on February 25, 2019, to be launched on September 8, 2019. The new bus network provides improved frequency, more weekend and evening service, and better routing to serve activity, employment and education centers. Staff will continue to pursue new funding sources to further expand the network and provide even better route span and frequency. Staff will also provide constant updates to the Board, and refine the network based on performance. 2. In addition to the initial launch of SmaRT Ride in Citrus Heights in February 2018, SacRT was awarded \$12M of Measure A Neighborhood Shuttle funds by STA to expand the service in zones across Sacramento County. The Citrus Heights zone was expanded to include Antelope and Orangevale, and service launched in South Sacramento/Franklin in July 2018. Downtown/Midtown, Gerber and Rancho

progress the Downtown/Riverfront Streetcar project.

6. Continue to work diligently with City of Sacramento, County of Sacramento and SACOG on SacRT tasks and roles in developing and promoting transit oriented development (TOD) policies and guidelines to encourage joint use development around light rail stations.
7. Serve as partners for the Urban Land Institute's (ULI) Advisory Services Panel, which will bring in national experts in equitable TOD to evaluate current conditions and offer suggestions for TOD around the areas of SacRT's Florin and Meadowview stations.
8. Work with SHRA, the City of Sacramento and the City of Rancho Cordova to pursue grant funding that will progress the Dos Rios and Horn light rail station concepts through final design.
9. Develop a ZEV fleet conversion plan and pursue funding to begin the first phase of purchasing electric buses and related infrastructure.
10. Pursue grant funding to implement the environmental design phase of the Re-Imagine Watt/I-80 plan, including the replacement of the elevators to improve accessibility between transit center and station.

Cordova will launch later this summer followed by all additional planned zones. The current average is 400 trips per day with approximately 150,000 trips total to date.

3. The project approval, environmental document and design are underway for 15-minute Folsom service and the Light Rail Modernization project on the Gold Line. Grant funding is secured for high-priority stations.
4. A comprehensive plan was drafted and the grant funding was awarded for 13 replacement and 7 expansion low-floor light rail vehicles. SacRT was able to utilize an active light rail vehicle procurement in San Diego to quickly move forward with a vehicle build as soon as a contract is awarded.
5. SacRT has provided quality technical support through all phases of the Downtown/Riverfront Streetcar project and is currently providing support to transition the project to SacRT.
6. Staff worked successfully with City of Sacramento staff to assist in developing the TOD ordinance, which the City Council adopted in November 2018. Staff meets monthly with the City, SACOG and the Air Quality District to discuss and coordinate on all TOD related activities. Staff also completed a Request for Information (RFI) to solicit information from developers interested in developing TOD options at the Florin light rail station (approximately 20 acres of land). Staff successfully received input from five developers, providing great opportunities for SacRT to pursue.
7. SacRT provided sponsorship funding that helped facilitate a ULI panel that examined Florin and Meadowview light rail stations and made recommendations in final report in March 2019.
8. SacRT successfully developed a grant request and was awarded over \$17 million from the Transformative Climate Communities and \$12

	<p>million from the Affordable Housing Sustainable Communities grant program for the Dos Rios and Railyards light rail stations.</p> <p>9. SacRT is currently developing a pilot for infrastructure and routing of electric zero emission vehicle (ZEV) service to the Sacramento International Airport. SacRT was also recently awarded a grant for a complete ZEV fleet transition plan. In addition, grants were recently awarded for the purchase of 20 small ZEVs, and three full size buses for airport service.</p> <p>10. SacRT was awarded funding to begin design of the reimagined station. Elevators are funded for replacement, and a contractor has been selected for new elevator fabrication.</p>
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FY19 GOAL 2	FY19 ACCOMPLISHMENT
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<p>FINANCIAL STABILITY, ACCOUNTABILITY AND BUSINESS PROCESS OPTIMIZATION – SacRT is dedicated to strengthening our financial footing by tapping innovative revenue sources and conducting relentless organizational optimization to fund our current level of service, state of good repair initiatives, maintenance and capital investments, and build reserves. Moving forward, SacRT will continue to identify and implement cost-cutting measures to maximize efficiencies and minimize duplication, consistent with operating like a true business. SacRT will continue to seek operating revenues through more local, state and federal funding, as well as pursue capital grant opportunities.</p> <p>GM/CEO PERFORMANCE GOALS:</p> <ol style="list-style-type: none"> 1. Identify and implement cost-cutting measures to maximize efficiencies and minimize duplication in processing procurements and executing contracts for goods and services. 	<p> HIGHLIGHTS:</p> <ul style="list-style-type: none"> • AB 709 • Arden Way Property and Calvine/Auberry properties sold; University/65th Street and Cemo Circle soon in escrow • NeoGov Online Recruitment • Planet Bids implementation • Financial reporting improvements • Transit Ambassador Program • Broad functional alignments district-wide • Significant process optimization along with improvements on ordinances, rules and procedures <p>ACCOMPLISHMENT BY PERFORMANCE GOAL:</p> <ol style="list-style-type: none"> 1. SacRT’s procurement ordinance and procedures are now updated, including business process improvements to reduce staff time and shorten procurement time. SacRT also transitioned to Planet Bids, a web-based
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2. Work with state delegation to move AB 709 forward in an effort to clean up SacRT's enabling legislation.
3. Continue to progress the vision for a Campus Master Plan that will consolidate business efficiencies and improve employee morale.
4. Continue progress that was made in FY18 and close escrow with the developers for land located at University/65th Street Station, Arden Way and Cemo Circle properties.
5. Make substantial progress in transit oriented development or joint development projects for property at Power Inn and Calvine Road/Auberry Drive to attract new riders and increase revenue.
6. Continue to aggressively pursue all grant opportunities, such as the Federal Build Program and No and Low Emission Program (NOLO).
7. Develop a Business Process Re-engineering (BPR) program to help modernize, streamline and improve recruiting, hiring and retention policies and procedures.
8. Implement HR applicant tracking software to automate hiring, onboarding and performance evaluations.
9. Implement financial software to speed up preparation of annual financial reporting.
10. Implement procurement management software to improve purchasing activity such as bidding and contracting online.
11. Procure a fleet management software program to modernize and improve efficiencies that will ensure timely maintenance of bus fleet.
12. Procure and install Automated Passenger Counters on 40 of SacRT's CAF light rail

electronic procurement system for additional efficiencies and paperwork reduction.

2. The state legislature approved and the Governor signed into law AB 709.
3. In Progress. SacRT closed out the Campus Master Plan RFP due to a major change in the project budget and the bids. SacRT is actively pursuing alternative sites, including developing on existing SacRT land.
4. SacRT has successfully sold Arden Way (\$800K) and should be in escrow for University/65th Street and Cemo Circle by the end of CY 2019. SacRT received FTA concurrence on the University/65th Street property, which was the last due diligence step prior to closing escrow. This should generate close to \$2 million in cash proceeds, and SacRT anticipates receiving about \$5 million in transit related improvements to the bus and rail facilities. The Cemo Circle project is now in the environmental cleanup phase, which is anticipated to be completed by August 2019.
5. SacRT has sold a property at Calvine Road/Auberry Way for \$1.6 million. SacRT has received considerable interest for Power Inn and will soon be accepting offers.
6. In Progress. SacRT was not successful for Low-No or BUILD, but was extremely successful at the state level securing \$17.5 million from the Transformative Climate Communities and another \$16 million from the Affordable Housing & Sustainable Communities grant program to construct Dos Rios and Railyards light rail stations. In June and July, SacRT submitted new applications to the Low-No/BUILD grant programs.
7. SacRT has implemented NeoGov to streamline the recruitment and hiring processes. Staff has also reformed the internal process to ensure the recruitments happen at a quicker pace and vacancies are filled. Efforts include reducing the

vehicles.

13. Submit a Transit Asset Management Plan - The Moving Ahead for Progress in the 21st Century Act (MAP-21) stipulates that all FTA grantees and their sub-recipients are required to develop transit asset management plans that include capital asset inventories, condition assessments, and investment prioritization.

requirement for multiple interviews, allowing managers and above to administer the interviews, thereby freeing up HR staff to complete other priorities; and the Board authorizing the GM/CEO to appoint (directly hire) for positions at director or higher levels based upon qualifications and demonstrated ability to perform the job.

8. NeoGov allows for online submissions and tracking of the hiring process.
9. SacRT purchased a cloud-based software to improve the time it takes to prepare the financial reporting requirements. This was implemented in less than 60 days and has reduced the amount of time spent on financial statement preparation by approximately 30 percent.
10. SacRT has implemented Planet Bids, which is a more streamlined system and attracts a wider audience.
11. SacRT has hired a consultant to assist staff in evaluating fleet maintenance software solutions that can improve efficiencies in the bus, rail, and facilities departments. This is a significant investment in the future and funding remains to be the largest hurdle in moving it forward. SacRT is actively pursuing a grant to fund this technology investment and the outcome will be determined by fall 2019.
12. More than 40 light rail cars out of 97 had APCs installed and the remaining will be installed by the end of summer, providing for more accurate ridership counts.
13. In October, SacRT implemented the TAM plan and continues to improve asset management processes.

FY19 GOAL 3**FY19 ACCOMPLISHMENT**

STRATEGIC VISION, INNOVATIONS & BEST PRACTICES – Develop and implement industry best practices by re-imagining a more innovative service network and leveraging new technologies to improve the customer experience by making it easier to ride transit, receive information, and pay fare.

GM/CEO PERFORMANCE GOALS:

1. Continue to conduct IT modernization efforts to ensure that SacRT is at the forefront of technology innovations to provide riders with excellent customer service.
2. Support IT modernization with updating fare vending machines and installing new fare vending machines that include faster payment options to improve customer experience.
3. Complete the installation of the Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) system and associated reports to improve service operations and reliability.
4. Procure permanent microtransit software and scheduling vendor to expand SmarT Ride.
5. Design, develop and implement an Automated Track Warrant Application Management system for light rail right-of-way access.
6. Complete a cyber-security overhaul of SacRT's networks and technology infrastructure.
7. Progress SacRT's sustainability commitment, including a formal with organizational policy to identify and establish sustainability goals.
8. Continue to explore innovative mobility

**HIGHLIGHTS:**

- Real-time consist manager application
- Miles incentive program
- Autonomous vehicles collaboration
- Microtransit

ACCOMPLISHMENT BY PERFORMANCE GOAL:

1. Some of the major projects that are completed or are nearing completion include Consist Manager application; Informacast Emergency Notification System; CISCO telephone systems upgrade; and Siemens APC installation.
2. Partnered with the City of Sacramento to launch incentive program called Miles; continue to make investments in the repair and maintenance of fare vending machines.
3. IT upgraded the Consist Manager software application for Light Rail and the Radio Controllers are now using the new system to input accurate consist information for each train number to support real-time location information and validate the data collected by the automatic passenger counters currently installed in the light rail vehicles.
4. In progress. Vendor selection expected to be completed in July 2019.
5. Project was put on hold due to staffing limitations; work to resume by fall 2019.
6. In progress. A consultant has been hired to conduct an assessment of SacRT's Information Technology operations.
7. SacRT has signed the American Public Transportation Association's Sustainability Pledge. SacRT is serving on and helping staff with the Mayor's Commission on Climate Change. A zero-emission conversion plan has begun.

solutions with regional partners such as the City of Sacramento and Sacramento State University, such as the implementation of an autonomous vehicle pilot project.

8. SacRT was part of a team that recruited the Local Motors autonomous vehicle, Olli, to Sacramento State as a pilot project. Future deployments are planned to connect transit with additional destination.

Joined with the City of Rancho Cordova on the “Free \$5 to Ride” pilot program that can be used towards a Lyft ride that begins or ends at one of the four SacRT light rail stations in Rancho Cordova.

FY19 GOAL 4

FY19 ACCOMPLISHMENT

SYSTEM SECURITY – Prioritize security efforts by implementing industry best practices and response to customer concerns over safety and security.

GM/CEO PERFORMANCE GOALS:

1. Security Operations Center to start dispatching officers with the use of Computer Aided Dispatch.
2. Regional Transit Police Services (RTPS) to implement the use of a drone to monitor and assist in keeping SacRT’s system secure.
3. Modify staffing to provide higher visibility of transit agents, transit officers and police officers on the light rail system.
4. Implement a permanent fare inspection program.
5. Assess and implement security improvement measures for each light rail station as well as complete crime prevention through environmental design for additional stations.
6. Collaborate with local, state and federal



HIGHLIGHTS:

- **TSA Gold Standard Award for Safety and Security**
- Revitalized Transit Ambassador Program
- Adopt-A-Station Program
- Lowest crime rates in the industry
- E-citation Program

ACCOMPLISHMENT BY PERFORMANCE GOAL:

1. Securing IT resources to develop and support technology.
2. After assessing drone technology, it was determined that we would re-visit the technology at a later time due to the current laws and community acceptance.
3. Additional Transit Agents and security personnel were added throughout the year and strategically placed. A weekly assessment was conducted and tweaks in deployment were based on actionable crime data or trends identified through our Customer Satisfaction Division. Additionally, police officers were employed to ride trains based on a mix of data such as ridership, special events, and specific crime issues. Lastly, our Security Operations Center personnel have been integral in proactively monitoring our cameras and utilizing the public address system to prevent

law enforcement agencies to provide cohesive, coordinated and regional response to security concerns.

7. Work with the Superior Court of California, County of Sacramento to implement and improve the SacRT citation process through the conversion to electronic ticketing enforcement.

crime and disorder. SacRT Police Services now boasts an 85% apprehension rate for law breakers thanks to excellent video and police work. Year-to-date crime stats indicate a 27% reduction in crime system-wide, compared to the same time last year.

4. SacRT, in partnership with ATU, has successfully implemented a new transit ambassador (TA) program that will be focused more on customer service. The TAs will be supplemented by security guards who will be highly visible and support the TA efforts. Light rail fare evasion rate dropped from 20% in 2016 to below 4% in 2018.
5. SacRT has launched an Adopt-A-Station program where SacRT Police officers and senior staff become station ambassadors and visit their assigned stations once a week and make security and facility recommendations or repair requests. Partnered with Sacramento Steps Forward to pilot the Homeless Navigator Program at SacRT.
6. SacRT has been in close coordination with peer law enforcement agencies at all levels. This coordination helped SacRT received the federal Transportation Security Administration’s Gold Standard Award for System Security.
7. SacRT successfully implemented the e-citation program working in conjunction with the Superior Court of California.

FY19 GOAL 5

FY19 ACCOMPLISHMENT

OPERATIONAL AND OCCUPATIONAL SAFETY

Focus on employee and customer safety through better training, data collection, use of technology, and public education. SacRT will maintain strong relationships with regulatory agencies and seek guidance whenever necessary.



HIGHLIGHTS:

- Safety and Security Reports
- Early Warning Alarm Technology on Rail Operations
- Comprehensive training program
- Better relationship with regulatory agencies

GM/CEO PERFORMANCE GOALS:

1. Revise safety policies and procedures in compliance with Public Transportation Agency Safety Plans to improve customer service and to improve the safety and security of customers and employees.
2. Develop Public Transportation Agency Safety Plan as required by 29 CFR Part 673 and CPUC GO 164E.
3. Provide Transit Safety Institute certification training to supervisors and training personnel.
4. Continue to evaluate and implement resources available through the Track-It Management program.
5. Provide sampling and testing to ensure SacRT infrastructure is safe and compliant with regulations.
6. Develop reports identifying areas of improvement with respect to employee injuries and accident reduction.
7. Complete implementation of a secondary warning system to improve track worker employee safety.

ACCOMPLISHMENT BY PERFORMANCE GOAL:

1. Draft of new plan expected to be completed in November 2019 and submitted to CPUC in February 2020; Safety policies will be developed upon completion of plan. A Safety Management System, including a Sharepoint database, will be developed and completed in FY 2020.
2. A draft will be ready for internal review by November 2019 and a final draft will be available in February 2020.
3. Safety staff and some senior management team members have already provided proof of completion.
4. The development of the Sharepoint database will enhance the tracking process for completion.
5. Completed. The testing result is that SacRT infrastructure is safe and compliant with regulations.
6. Completed reports include: Job Hazard Analysis; LRV and E&H ramp review (resulted in \$100,000 reduction in losses compared to previous year); bus patron injury reviews (draft); and speeding in station (review of GPS data and LR Operations supervisor field inspections). Currently working on employee injury and lost time analysis report.
7. Made substantial progress on the installation of an early warning alarm technology on all light rail vehicles to provide secondary track worker protection. Beginning December 2018, Wayside track workers have been using a personal alert device (PAD) that alerts them when a train is approaching to help improve their safety when working on or near the tracks. This was Phase 1 of a Safety Research and Demonstration Project funded by the FTA involving an Enhanced Employee Protection Warning System. SacRT is in progress with Phase 2 involving the development and demonstration

of an Employee In-Charge Software System to evaluate the software system's capabilities to further enhance track worker employee safety.

FY19 GOAL 6

FY19 ACCOMPLISHMENT

STRATEGIC COMMUNICATIONS AND PARTNERSHIPS.

Ensuring that SacRT customers can intuitively navigate the bus and light rail system is critical to attracting new customers and building ridership. To ensure this, SacRT will continue to promote programs and incentive options that will encourage more people to try transit, and educate the public about the benefits of transit and how local funding is important to create a “world class” public transit system.

GM/CEO PERFORMANCE GOALS:

1. Develop educational programs to support current and future local funding.
2. Partner with local jurisdictions to enhance regional efforts to expand and fund regional transportation services.
3. Partner with Metro Chamber to continue the Transit Means Business programming.
4. Partner with City of Sacramento on the Climate Commission working group to diligently execute SacRT tasks and roles in a timely manner to help implement environmental mitigation efforts.
5. SacRT will continue to build strong relationships with our regional stakeholders, community members and media through transparency and open communication.
6. Work with partners to distribute core information to broader audiences, such as the SacRT Board of Directors contact lists.
7. Continue to expand regional partnerships to promote SacRT and build ridership and value.



HIGHLIGHTS:


- Transit Academy
- 97% positive media coverage with over 800 SacRT feature stories
- “Safe and Secure” Marketing Campaign
- Measure A 2020 Outreach
- SacRT Forward Outreach

ACCOMPLISHMENT BY PERFORMANCE GOAL:

1. SacRT has developed a transit academy designed to educate and engage residents, business and community leaders about SacRT’s planning process and how transit shapes our communities. Over 55 community members have signed up to participate. Academy participants represent Sacramento’s diverse population, which includes a mix of students, business professionals, seniors, individuals with disabilities, appointed and elected officials, key stakeholders and community-minded individuals that will promote transit at a grass-roots level. A new transit advocacy group has formed as well.
2. Strengthened partnership with federal, state, local and regulatory agencies to advocate for more transit funding and better coordinate planning and project development.
3. In October 2018, SacRT sponsored a Transit Means Business session during the 2018 Study Mission in New York City. SacRT will host the next Transit Means Business event on Monday, September 30. President & CEO of the Downtown Seattle Association Kate Joncas will be the keynote speaker.
4. SacRT has staff attending all three Technical

	<p>Advisory Committees (TAC) including serving as the facilitator staff for the Mobility TAC. The GM/CEO serves on the Climate Commission. Recommendations will be put forward at the beginning of 2020.</p> <ol style="list-style-type: none"> SacRT has continued to bolster partnerships in the community and received approximately 97% positive media coverage with over 800 SacRT feature stories on TV. SacRT’s Board of Directors and other partners have been distributing SacRT information via their distribution networks, especially focused on the SacRT Forward outreach and implementation. Partnered on over 75 regional community events, including the MLK March, Folsom Pro Rodeo, Pride, Elk Grove Graduations and Women’s March. SacRT joined the Wide Open Walls festival, in partnership with CADA, for mural installation to improve the R Street Customer Service and Sales Center building.
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FY19 GOAL 7	FY19 ACCOMPLISHMENT
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<p>ORGANIZATIONAL EXCELLENCE AND PERFORMANCE MANAGEMENT – Make positive transformations that include building a strong workforce, negotiating fair and equitable labor and non-labor agreements, implementing cost-saving alternatives and progressing efforts to make a significant change in organizational culture.</p> <p>GM/CEO PERFORMANCE GOALS:</p> <ol style="list-style-type: none"> Formalize the SacRT internal audit plan, addressing areas of risk management effectiveness, internal controls, and regulatory compliance; present the plan to 	<p> HIGHLIGHTS:</p> <ul style="list-style-type: none"> GM/CEO Receiving the 2018 APTA Transportation Manager of the Year Award Successful labor negotiations Operator attendance control program Hiring of multiple industry top talents in key positions Comprehensive internal auditing process Robust EEOC process and procedures <p>ACCOMPLISHMENT BY PERFORMANCE GOAL:</p> <ol style="list-style-type: none"> An audit plan was presented to the Board and staff focusing on areas of risk management effectiveness, internal controls and regulatory compliance. We will continue to
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<p>staff and the Board.</p> <ol style="list-style-type: none"> 2. Negotiate fairly and in good faith the three labor agreements (AFSCME-Supervisor; ATU; AEA) that will be up for renewal. 3. Continued emphasis on accountability and performance management, including a reduction in absenteeism. 4. Continue to explore methods of service delivery to improve overall service performance and efficiency. 5. Implement various programs, activities and training to boost employee morale and job satisfaction. 6. Strengthen training program to ensure mandatory training classes are fully implemented, such as “Creating a Positive Work Environment”, “Workplace Biases, Diversity and Conflicts” and “Addressing Workplace Bullying. 7. Work with the SacRT Board to strengthen Board’s oversight by providing regular and timely reports to Board on internal auditing activities and EEO related updates. 	<p>formalize/memorialize procedures and seek greater transparency.</p> <ol style="list-style-type: none"> 2. SacRT has successfully negotiated new labor agreements with the AFSCME-Supervisor unit and ATU. AEA has voted to be represented by Operating Engineers Local 3. Negotiations have commenced. 3. SacRT implemented an operator attendance control program. SacRT is also close to implementing a bonus incentive program for operators. Significantly strengthened performance management and accountability by optimizing organizational structure and incentivizing high performance while proactively addressing underperformance. 4. SacRT is at the forefront of new mobility service models. In addition to expanding SmarT Ride, SacRT partnered with the City and Sacramento state on autonomous vehicle pilots. The District also partnered with JUMP Bikes, allowing docking stations at strategic light rail stations. 5. SacRT reinstated employee events that had gone away in the past. In addition to quarterly town halls for all employees, SacRT hosted three employee appreciation events. 6. SacRT has been offering all of these courses and working toward 100% compliance among employees. 7. SacRT’s EEO, Internal Auditor and Legal department now all have a dotted line report to the Board of Directors.
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FOTHER NOTABLE ACCOMPLISHMENTS IN FY 2019

<p>Major Awards Received:</p> <ul style="list-style-type: none"> • APTA 2019 Outstanding Public Transportation Manager Award • Taxpayer’s Association 2019 Good Governance Award • Federal Transportation Security Administration Gold Standard Award for System Security • Clean Cities Coalition Clean Air Champion Award • 50 Corridor TMA Big Wheels on the Corridor Award <p>Other Notable Initiatives:</p>

- Reduced fares for the first time in 47 years, discontinued charging parking fees at stations and implemented 15-minute weekend light rail service
- Ridership steadily increasing; ended the fiscal year with a better ridership than last year
- Finalized the partnership with the City of Sacramento to offer students of all school districts free rides beginning October 2019

RESOLUTION NO. 19-08-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 26, 2019

**APPROVING THE ANNUAL PERFORMANCE-BASED EVALUATION FOR SACRT'S
GENERAL MANAGER/CEO HENRY LI**

WHEREAS, Henry Li has met and exceeded the SacRT Board of Directors' expectations related to his performance during his tenure at Sacramento Regional Transit District.

WHEREAS, in recognition of his outstanding performance in FY 2019, the Sacramento Regional Transit District desires to provide him with a merit based pay increase, and an incentive performance payment.

WHEREAS, because Mr. Li's contract has an automatic renewal provision, any merit increases must be approved by the Board of Directors in an open Board meeting, listed under New Business pursuant to California Government Code Section 54953(c)(3).

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby approves a 3% merit pay increase for Henry Li, effective July 1, 2019.

THAT, the Board hereby approves a \$10,000 incentive performance payment for Henry Li, to be issued to him on August 27, 2019.

THAT, Board Chair is hereby authorized and directed to sign a payment authorization form approving the incentive payment described above and SacRT staff are hereby authorized and directed to perform all tasks necessary to effectuate the terms of this Resolution.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

**General Manager's Report
August 26, 2019**

SacRT MEETING CALENDAR

Regional Transit Board Meeting

September 23, 2019
SacRT Auditorium
5:30 P.M

Quarterly Retirement Board Meeting

September 11, 2019
SacRT Auditorium
9:00 A.M

Mobility Advisory Council Meeting

September 5, 2019
SacRT Auditorium
2:30 P.M