

COUNTY OF SAN MATEO

Interdepartmental Correspondence

Date: August 17, 2001

Board Meeting Date: September 11, 2001

TO: Honorable Board of Supervisors

FROM: Neil Cullen, Director of Public Works

SUBJECT: **Approval of the Implementation of an Employee Shuttle Service to/from the East Bay**

RECOMMENDATION

Adopt a resolution authorizing the Director of Public Works to execute a contract(s) to implement a "no cost to the employee" shuttle service to an East Bay commuter hub, possibly the San Leandro or Hayward BART station, on a trial basis of four to six months.

Previous Board Action

Established the Commute Alternatives Program in 1992 and authorized subsidies to County employees who use public transit to commute to and from work and who purchase transit tickets through the County's centralized program.

Tentatively approved the 2001-02 budget, which includes an appropriation in the Half Cent Transportation Fund to finance increases in the subsidies for employees using commute alternatives to travel to and from work. It was also noted in this budget unit that staff would explore additional options and programs that would further decrease the number of County workers that drive to work in a single occupant vehicle.

Key Facts

There are very few transit alternatives available for employees that commute from the East Bay.

A limited e-mail employee survey conducted by staff indicates that over 40 employees would use a shuttle that starts in the East Bay and makes stops at County facilities in San Mateo and Redwood City.

We believe a four to six month trial program should be conducted to avoid establishing administrative and accounting systems prior to knowing if such a shuttle program would be successful.

Honorable Board of Supervisors

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Discussion

As part of the development of the 2001-02 budget, the Commute Alternatives Program staff conducted a survey to determine what steps could be taken to further increase program participation. One of the most important issues cited in the responses was to improve the timeliness, reliability, and location of transit. CalTrain, SamTrans and BART are making important advances to improving service especially in the north/south direction in the County. However, there is still a need for east/west transit opportunities to County facilities in both Redwood City and San Mateo.

We are recommending that we be authorized to develop and implement a shuttle service on a trial period from a central commuter hub in the East Bay to both the County's Redwood City and San Mateo work sites. We would then report to your Board on the program, and make recommendations for continuing the program including a charge for the service. We can also investigate either asking Samtrans to expand its east/west routes to the Half Moon Bay/MidCoast area or for the County to implement a similar shuttle service from this area.

Fiscal Impact

The cost to develop and implement the four to six month trial shuttle program is estimated at \$50,000 to \$70,000 and funds to finance this program are available in the Half Cent Fund. There is no impact to the General Fund.

Employees using BART or AC Transit to get to the shuttle's East Bay hub can qualify for the Commute Subsidy Program currently in affect, and this subsidy can offset the cost of this "leg" of their commute. We envision that the Commute Subsidy can also be used to offset a portion of the shuttle cost when and if the shuttle program becomes permanent.

A form of resolution has been approved by County Counsel.



Neil R. Cullen
Director of Public Works

NRC:WM:sdd

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cc: Milt Mares, County Counsel

Resolution No. _____

Board of Supervisors, County of San Mateo, State of California

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**Resolution Authorizing the Director of Public Works to Execute Contracts to Implement a
No Cost to the Employee Shuttle Service from the East Bay
on a Trial Basis of Four to Six Months**

RESOLVED by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Measure A, Half Cent Sales Tax Program provides funding to implement programs that encourage employees to not commute to work in single occupant vehicles; and

WHEREAS, this Board has determined that a shuttle service to transport County workers living in the East Bay to various County facilities may improve traffic congestion and air quality; and

WHEREAS, the Director of Public Works has recommended that a no cost to the employee shuttle service to the East Bay be established for a four to six month trial period and this Board has considered same.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that:

- a) A no cost to the employee shuttle service from the East Bay shall be established for a four to six month trial period, and

b) The Director of Public Works:

1) is hereby authorized to enter into contracts to implement this service and to pay for said contracts from the County's Half Cent Fund; and

2) to report back to this Board after the shuttle has been operating for at least four months with recommendations to continue the shuttle, discontinue the shuttle or expand operations of the shuttle service.

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