



DECEMBER 10, 2015

AGENDA ITEM # **2**

EXECUTIVE DIRECTOR'S REPORT

Action Requested: Receive and file

Key Staff: Brian Williams, Executive Director

Recommendation

Receive and file this summary report of current STA activities.

Discussion

A. Measure A Transportation Sales Tax Program

FY 2015 Measure A Sales Tax Revenues

The monthly Measure A sales tax revenue and distribution report is enclosed herein (**Item #6**). It shows the November 2015 distribution and the five-month cumulative distribution to each eligible expenditure category since July 1. The November figure of **\$9,850,400** represents a 4.2% increase from the same month one year ago. Cumulative revenues to date are running about 2.9% above the prior year.

Status Reports

The 1st quarter FY 2016 status report of on-going annual Measure A program expenditures is attached as **Item #4**. The 1st quarter FY 2016 status reports for all active Measure A capital projects are attached to **Item #5**.

B. Sacramento Abandoned Vehicle Service Authority (SAVSA)

The status report for the 1st quarter of FY 2016 is attached as **Item #7**. The status report provides current information on program performance and administrative issues.

C. Sacramento Metropolitan Freeway Service Patrol (FSP)

The current contract for motorist assistance services on Beats 3/4 (US 50) will expire on June 30, 2016. Staff proposes to solicit bids from our pre-qualified pool of tow providers for a new four-year contract, with a 5th-year option for satisfactory performance (**Item #10**). Bid proposals are due on Jan. 13, 2016, and the Executive Director will execute a contract with the lowest qualified bidder.

The program status report for the 1st quarter of FY 2016 is attached as **Item #8**. Over 8,700 motorist assists were provided between July 1 and September 30.

C. Sacramento Metropolitan Freeway Service Patrol (FSP) (continued)

The FY 2015-16 Fund Transfer Agreement with Caltrans is ready for adoption (**Item #9**). The Agreement sets the amount of State funding (\$1,155,194) that will be distributed to the Sacramento Metropolitan FSP program during the current fiscal year, and sets forth a variety of reporting and documentation requirements. These funds will be matched with a \$757,000 contribution from the Capital Valley Regional Service Authority for Freeways and Expressways (SAFE).

D. Administrative Matters

2016 Board Meeting Schedule

The draft calendar-year 2016 STA Board meeting schedule is shown in **Item #11**. Your Board's next meeting is January 28. At that special meeting, Board members will select a Chair and Vice Chair for 2016. You will also select a preferred candidate to become the next STA Executive Director. The Board will convene again on February 11 to formally appoint a new Executive Director and consider other policy matters as needed.

Executive Director Recruitment

Recruitment for a new Executive Director is underway (**Item #16**). The STA Board committee (*Hansen, Howell, Hume, Kennedy, Peters*) is working with the human resources consulting firm **CPS HR** to advertise the position, accept applications, and identify a short-list of highly-qualified candidates for interview on Jan. 19. As indicated above, the Committee will present its preferred candidate for consideration by the full Board on January 28.

To facilitate a seamless transition, staff is proposing that your Board execute a short-term contract for Brian Williams to continue to perform the duties of Executive Director on a part-time, hourly basis in January and February (**Item #12**).

Comprehensive Annual Financial Report

The STA's FY 2014-15 Comprehensive Annual Financial Report (CAFR) is enclosed herein. It will be presented for Board review and consideration in **Item #13**. Staff has worked closely with our independent auditors (*Richardson & Company*) and with management staff at the Measure A entities to ensure that the report presents the Authority's financial statements accurately and clearly and in complete accordance with legal requirements and generally accepted accounting principles. The CAFR has once again been submitted to the Government Finance Officers Association (GFOA) for the "*Certificate of Achievement for Excellence in Financial Reporting*."

Annual Independent Audit

A summary report of the independent audit of STA revenues and expenditures during FY 2014-16 is enclosed with **Item #14**. The report describes the audit process and lists the reportable findings from the agreed-upon procedures that were performed. There was one Measure A finding for the City of Isleton and two SAVSA findings each for the Cities of Folsom and Sacramento. Staff will summarize the findings and will report our process for correcting them.

E. Upcoming Events 2015-2016

Date	Event	Comments
Dec 14	Measure A Professional Advisory Group meets	
Dec 16	Executive Director applications due to CPS HR	
Jan 13	Board Committee selects Executive Director short list	
Jan 19	Board Committee interviews Exec Director candidates	
Jan 28	STA Board	
Feb 11	STA Board	

Attachment: County Pooled Investment Fund – Monthly Review