

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**BOARD OF DIRECTORS MEETING**

**DATE:** September 8, 2014  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore CA  
**TIME:** 4:00pm

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**AGENDA**

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call of Members**
- 3. Meeting Open to Public**
  - Members of the audience may address the Board of Directors on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
  - Unless members of the audience submit speaker forms before the start of the meeting requesting to address the board on specific items on the agenda, all comments must be made during this item of business. Speaker cards are available at the entrance to the meeting room and should be submitted to the Board secretary.
  - Public comments should not exceed three (3) minutes.
  - Items are placed on the Agenda by the Chairman of the Board of Directors, the Executive Director, or by any three members of the Board of Directors. Agendas are published 72 hours prior to the meeting.
  - No action may be taken on matters raised that are not on the Agenda.
  - For the sake of brevity, all questions from the public, Board and Staff will be directed through the Chair.

**4. Wheels July Accessible Advisory Committee Minutes Report**

**5. Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows :**

- A. Minutes of the July 7, 2014 Board of Directors meeting.**
- B. Treasurer's Report for the month of June 2014 and July 2014**

**Recommendation:** The Finance and Administration Committee recommends approval of the Preliminary June 2014 and July 2014 Treasurer's Report.

- C. Resolutions Authorizing the Executive Director or his or her designee to Sign Sections 5304, 5310, 5316 and Section 5317 Agreements**

**Recommendation:** The Finance & Administration Committee recommends the Board of Directors approve the attached resolutions, 22-2014 and 24-2014.

**6. Comprehensive Operational Analysis Scope**

**Recommendation:** The Projects & Services Committee recommends forwarding to the Board for approval.

**7. Fixed Route Passenger Satisfaction Survey 2014**

**Recommendation:** This is an informational item only.

**8. Dial-A-Ride Passenger Survey 2014**

**Recommendation:** This is an informational item only.

**9. Ten-Year Financial Projections FY 2015-2025**

**Recommendation:** The Finance & Administration Committee recommends the Board adopt LAVTA's Ten-Year Projections FY 2015-2025. Resolution 23-2014.

**10. Rapid Corrective Action Plan**

**Recommendation:** The Projects and Services Committee recommends the Board approve and direct staff to forward the attached Resolution 25-2014 to the Metropolitan Transportation Commission (MTC).

**11. Paratransit Service - Update**

**Recommendation:** Information only.

**12. Executive Directors Report**

**13. Matters Initiated by the Board of Directors**

- Items may be placed on the agenda at the request of three members of the Board.

**14. Next Meeting Date is Scheduled for: October 6, 2014**

**15. Adjournment**

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

*I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.*

*/s/ Diane Stout*

*9/3/14*

*LAVTA, Administrative Assistant*

*Date*

*On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:*

*Executive Director*

*Livermore Amador Valley Transit Authority*

*1362 Rutan Court, Suite 100*

*Livermore, CA 94551*

*Fax: 925.443.1375*

*Email: [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

**AGENDA**

**ITEM 6**



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**WHEELS Accessible Advisory Committee**

**DATE:** Wednesday, July 2, 2014

**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore, CA

**TIME:** 3:00 p.m.

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**MINUTES**

**1. Call to Order**

The Chair Carmen Rivera-Hendrickson called the meeting to order at 3:06 pm.

Members Present:

Herb Hastings	Alameda County
Sue Tuite	Alameda County – Alternate
Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Esther Waltz	City of Livermore
Nancy Barr	City of Livermore – Alternate
Carmen Rivera-Hendrickson	City of Pleasanton
Shirley Maltby	City of Pleasanton
Amy Mauldin	Social Services Member

Staff Present:

Kathleen Kelly	LAVTA
Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Juana Lopez	MTM
Gregg Eisenberg	MV Transit

**2. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**

None

**4. Minutes of the May 7 and June 4, 2014 Meetings of the Committee**

Approved.

Hastings/Waltz

**5. Electing the Chair and Vice Chair**

Carmen Rivera-Hendrickson was re-elected for the Committee Chair position, and Herb Hastings was re-elected for the Vice Chair position for FY 2015.

**6. Establishing Meeting Times for FY14/15**

The members expressed their desire to hold WAAC meetings monthly instead of the current bi-monthly schedule for the period of six months.

Vice-Chair Hastings made a motion to recommend to the Board of Directors to hold bi-monthly WAAC meetings with a possibility of having monthly meetings starting in September, 2014 for the period of six months on the first Wednesday of each month. Waltz seconded the motion.

**7. Status Report on ADA Paratransit Operations Contractor Transition**

Staff gave a report on MTM's performance analysis in their first 60 days of the contract. MTM is not meeting the goal of 95% on-time performance, but is making significant improvements as the week-by-week service delivery statistics shows. Staff noted that the very late pick-up percentage has improved dramatically.

The committee also discussed the 30-minute pick-up window policy as well as the 5-minute driver wait rule. It was noted that some passengers find the 30-minute window policy confusing. WAAC members expressed their interest in participating in public outreach meetings along with staff and educating Dial-A-Ride passengers on the 30-minute window policy. Staff proposed to provide information on the Dial-A-Ride services during the service change outreach scheduled for August 2014. Staff will look to set up additional times/locations for outreach in the fall, if needed.

**8. Alameda County Fair Update**

Staff noted that initially there were a few complaints of some drivers not knowing about the extra service to the Fair, and this has been followed up with the contractor and complaints have stopped. Staff has officially received one complement and one complaint.

Staff reported that there will be a special deviation of deviation on the 4<sup>th</sup> of July.

**9. PAPCO Report**

Esther Waltz gave a report on the latest PAPCO meeting. PAPCO approved the meeting dates and times for the next FY, and held elections for the committee Chair and Vice Chair positions. Sylvia Stadmier remained the committee Chair and Will Scott remained as Vice-Chair. A presentation on Measure B Special Transportation was given.

#### **10. Dublin/Pleasanton Bus Stop ADA Improvements**

There are nine sites that have been approved for Dublin/Pleasanton ADA bus stop improvements. Staff provided the committee with the photos of each of these bus stop locations, and once the work has been completed the committee will see the “after” pictures. The project is funded with grant funds and covers infrastructure improvements. The construction should finish at the end of 2014.

#### **11. Operation Issues – Suggestions for Changes**

Sue Tuite reported that her ride to the WAAC meeting was scheduled for 2pm, but the driver arrived already at 1:20pm. Also, she needs to spell her name over and over for CSRs.

Herb Hastings stated that he has been receiving phone calls from MTM to his house phone, and not the cell phone.

Shawn Costello reported that he was left at a store, and missed his ride because the driver did not have Shawn’s cell phone. Another vehicle was sent for him about one hour later.

Carmen Rivera-Hendrickson stated that a fixed route driver once told her that she should be using Dial-A-Ride, and not fixed route. She said that the newer drivers need more sensitivity training.

Carmen Rivera-Hendrickson also reported that there have been instances in which she needs to teach the fixed route operators how to put in the buckles. There are certain buses that have buckles that don’t fit her, and when the bus makes a turn the hook-ups fall off. She recommended that the maintenance staff should leave the buckles connected for faster boarding.

#### **12. Adjourn**

The meeting was adjourned at 5:30 pm.

**AGENDA**

**ITEM 7 A**





**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**BOARD OF DIRECTORS MEETING**

**DATE:** July 7, 2014  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore CA  
**TIME:** 4:00 pm

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**MINUTES**

**1. Call to Order and Pledge of Allegiance**

Meeting was called to order by Board Chair Scott Haggerty at 4:00 pm.

**2. Roll Call of Members**

**Members present**

Laureen Turner – Councilmember, City of Livermore  
Tim Sbranti – Mayor, City of Dublin  
Scott Haggerty – Supervisor, County of Alameda  
Karla Brown – Councilmember, City of Pleasanton  
Bob Woerner – Vice Mayor, City of Livermore  
Don Biddle – Vice Mayor, City of Dublin  
Jerry Thorne – Mayor, City of Pleasanton

**3. Meeting Open to Public**

No Comments.

**4. Wheels Accessible Advisory Committee Report**

Carmen Rivera-Hendrickson gave a report on the June 7, 2014 Wheels Accessible Advisory Committee (WAAC) Special meeting. At this meeting the committee was provided a web casting by Medical Transportation Management (MTM), showing the scheduling program used for Dial A Ride. She also reported on the July 2, 2014 meeting. At this meeting the committee elected Carmen Rivera-Hendrickson as Chair and Herb Hastings as Vice Chair. Discussions included the committee's desire to hold their meetings monthly rather than every other month; the fact that some complaints are submitted from constituents to Carmen, who then forwards them through the formal system; the WAAC recruitment results; a request to allow Mary Anna Ramos to become a WAAC member; and the 30 minute pick up window. Supervisor Haggerty said that he would talk with his staff about the request for Ms. Ramos to join the committee. The Board members did not comment on the desire to hold meetings monthly.

**5. Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows :**

**A. Minutes of the June 2, 2014 Board of Directors meeting.**

**B. Treasurer's Report for the month of May 2014**

**C. 5311 Authorizing Resolution**

The Board of Directors adopted Resolution 17-2014 authorizing Staff to submit requests for FTA (Federal Transit Administration) Section 5311 Funding to the California Department of Transportation/CalTrans.

**D. PTMISEA Authorizing Resolution**

The Board of Directors adopted Resolution 18-2014 authorizing an application for PTMISEA funds.

**E. Cancel Regularly Scheduled Board of Directors Meeting for August 2014**

The August 2014 meeting of the Board of Directors and the associated Committee meetings in late July 2014 have been canceled. If any urgent items come to the Interim Executive Director's attention between now and the meeting she will contact the Chair of the Board of Directors and request either that the meeting be reinstated, or that a special meeting be called.

**F. Establishing Standing Committees and Memberships**

The Board approved Resolution 20-2014, establishing new standing committees, memberships, and officers.

Approved: Biddle/Turner

Aye votes: Biddle, Turner, Haggerty, Woerner, Thorne, Sbranti, Brown

No votes: None

**6. Follow-up on Ross Stores Request for Service**

Staff provided a follow up report to the request received at the June 2<sup>nd</sup> Board meeting from Scott Baines of Ross Stores corporate office in Dublin. Staff looked into this request and will make changes scheduled to take effect August 25, 2014. Changes being made to route 2 will reroute how it enters the Dublin/Pleasanton BART station. This will allow the bus stop pair located in front of the Ross Store headquarters to be serviced and to better serve their employees. Although route 2 has an hourly frequency it will provide for a faster and more direct travel option for those returning to BART.

**7. Intelligent Transportation Systems Update**

Staff provided updates on three Intelligent Transportation System (ITS) projects that staff is currently working on. The upgrade of the Transit Master system on all fixed route Wheels buses will be complete by the end of July 2014. The Trapeze Viewpoint reporting module will be

procured and installed by the Fall of 2014. The 511 Real Time integration project is moving forward with a plan agreed upon between MTC and LAVTA. LAVTA has requested quotes from consulting firms for a study that will determine what it will cost to make LAVTA's real-time information available on the 511 system in the format requested by MTC.

## **8. MTM update**

Staff provided information as a follow up to a request from the June 2014 Board meeting asking for historic on-time performance of the current and prior contractors. The information showed the contractor's on-time performance between July 2011 and May 2014 when MTM started providing services for LAVTA. The prior contractor's performance fluctuated between 90 – 95%, but performance decreased with the new contractor, dropping to 85% in May 2014. The Board asked staff at the June 2014 meeting to check the prior minutes to see what was discussed regarding the 30 minute pick-up window prior to awarding the contract. The minutes show that the Board approved a revised 30 minute pick-up window policy at the September 9, 2013 meeting. Chair Haggerty ask for staff to provide a month's history of what happened in the window of the 30 minutes including when in that 30 minutes the ride actually showed up. Board member Brown is pleased to see the increase in on-time performance. She also stated "we have to never have someone waiting ½ hour beyond their ½ hour window". Board member Woerner would like to see the data visually depicting how many trips are late, rather than a percentage. He asked what additional mitigation is in place for late pickups. Juana Lopez of MTM responded by saying that they have a supervisor vehicle on site that they can use to go pick the client up quickly. She also said there two on call drivers available that can also provide pickups. A driver from MTM spoke of his experiences driving for the company. He attributes the problems he's experiencing to overbooking the rides. The Board asked that MTM address the problems with communications and scheduling and that staff provide a plan showing how the contractor will rectify problems by the next meeting.

## **9. Rapid Ridership Plan**

The Rapid is in danger of losing Regional Measure 2 (RM2) funding if productivity targets are not met. Staff provided a 3- step plan to increase the productivity of the Rapid. Staff is interested in analyzing the impacts of short turning the Rapid mid-day between the Livermore Transit Center and the Lawrence Livermore Lab. Service in this area would continue to be provided by Route 10 at half hour frequency. Staff has contacted the Federal Transit Administration (FTA) for clarification as to whether this creates a programmatic change. Depending on FTA feedback and the results of the analysis of short turning, staff may bring back a proposal to the Board for approval for the winter service changes. Staff expects to improve ridership with targeted campaigns and employer outreach along the Rapid route with specific marketing materials highlighting the Rapid as an alternative to driving. For the August 2014 service, changes to the Rapid schedule have been adjusted to better connect with eastbound BART trains. Board discussion included requests that staff: 1) analyze the stops on the Rapid line with an eye toward reducing the number of bus stops, 2) provide information on SB1339 legislation regarding transit benefits to employers that might be confused by the Bill, and 3) consider how the Rapid can serve more park and ride lots. Supervisor Haggerty also noted that the current alignment of the Rapid was not what was originally planned, and that is likely contributing to the productivity problems. Staff will analyze the stops and bring findings to the next Board meeting.

**10. Approve Change in the Professional Services Agreement with Kathleen Kelly Consulting**

The Board approved increasing the contract with Kathleen Kelly Consulting for a sum not to exceed \$60,000. Resolution 21-2014.

Approved: Sbranti/Thorne

Aye votes: Biddle, Turner, Haggerty, Woerner, Thorne, Sbranti, Brown

No votes: None

**11. LAVTA Annual Organizational Review**

The Board of Directors approved the organization chart and Resolution 19-2014 changing the rates of salary bands for LAVTA employees.

Approved: Biddle/Sbranti

Aye votes: Biddle, Turner, Haggerty, Woerner, Thorne, Sbranti, Brown

No votes: None

**12. Matters Initiated by the Board of Directors**

None.

**13. Executive Directors Report**

Kathleen Kelly, Interim Executive Director, referred to the Clipper Implementation topic on her report, stating that Clipper will begin installing hardware on our buses in August 2014, and the projected go-live date for Clipper is September 30, 2015. LAVTA is one of four operators that will be grouped and treated as one operator. These four agencies will need to reach an agreement on business rules for Clipper by early fall 2014. She gave an update on the Executive Director recruitment efforts saying the brochure will be going out this week. Interviews can begin in early August. The Board and staff discussed the timing of the interview process.

Ms. Kelly also noted that a report on LAVTA's 10 year financial projections will be coming to the Board in the fall. Finally, she informed the Board that LAVTA provided additional service to downtown Livermore for the 4<sup>th</sup> of July fireworks display. Board member Brown appreciates the follow up that staff is providing on complaints. She also said that she attended LAVTA's barbeque and had the opportunity to meet the new General Manager for MV Transportation, Gregg Eisenberg. Chair Haggerty asked Kathleen to provide an organizational assessment to the Board during her term.

**14. Next Meeting Date is Scheduled for: August 4, 2014**

The August 2014 meeting of the Board of Directors has been canceled per agenda item 5E above. The next Board of Directors meeting is scheduled for September 8, 2014.

**15. Adjournment**

Meeting adjourned at 5:31pm.

**AGENDA**

**ITEM 7 B**



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Preliminary Treasurer's Report for June 2014

FROM: Tamara Edwards, Finance and Grants Manager

DATE: September 8, 2014

**Action Requested**

Review and approve the Preliminary LAVTA Treasurer's Report for June 2014

**Discussion**

**Cash accounts:**

Our petty cash account (101) continues to carry a balance of \$500, and our ticket sales change account (102) continues with a balance of \$240 (these two accounts should not change).

**General checking account activity (105):**

Beginning balance June 1, 2014	\$3,393,530.98
Payments made	\$1,465,515.48
Deposits made	\$256,126.12
Ending balance June 30, 2014	\$2,184,141.62

**Farebox account activity (106):**

Beginning balance June 1, 2014	\$119,615.61
Deposits made	\$79,633.45
Ending balance June 30, 2014	\$199,249.06

**LAIF investment account activity (135):**

Beginning balance June 1, 2014	\$2,133,589.07
Ending balance June 30, 2014	\$2,133,589.07

**Operating Expenditures Summary:**

This is the preliminary Treasurer's Report for June 2014, accruals for yearend are still being added. This report shows the numbers prior to the accruals. The final year end numbers will be presented to both the F&A committee and the Board as the Comprehensive Annual Financial Audit.

**Recommendation**

The Finance & Administration Committee recommends the Board approve the attached Preliminary June 2014 Treasurer's Report.

Attachments:

1. June 2014 Preliminary Treasurer's Report

*Approved:* \_\_\_\_\_

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
June 30, 2014**

**ASSETS:**

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	2,184,142
106 CASH - FIXED ROUTE ACCOUNT	199,249
120 ACCOUNTS RECEIVABLE	2
135 INVESTMENTS - LAIF	2,133,589
150 PREPAID EXPENSES	229,412
160 OPEB ASSET	132,620
170 INVESTMENTS HELD AT CALTIP	238,337
111 NET PROPERTY COSTS	46,939,880

**TOTAL ASSETS** **52,057,971**

**LIABILITIES:**

205 ACCOUNTS PAYABLE	271,398
211 PRE-PAID REVENUE	859,344
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(702)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(35)
22090 WORKERS' COMPENSATION PAYABLE	17,591
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	57,670
23102 UNEMPLOYMENT RESERVE	20,000

**TOTAL LIABILITIES** **1,225,256**

**FUND BALANCE:**

301 FUND RESERVE	3,229,101
304 GRANTS, DONATIONS, PAID-IN CAPITAL	47,039,483
30401 SALE OF BUSES & EQUIPMENT	0
FUND BALANCE	564,131

**TOTAL FUND BALANCE** **50,832,715**

**TOTAL LIABILITIES & FUND BALANCE** **52,057,971**



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
June 30, 2014**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
4010100	Fixed Route Passenger Fares	1,603,894	144,793	1,534,156	69,738	95.7%
4020000	Business Park Revenues	141,504	13,196	146,740	(5,236)	103.7%
4020500	Special Contract Fares	200,145	(3,507)	211,266	(11,121)	105.6%
4020500	Special Contract Fares - Paratransit	28,000	0	41,326	(13,326)	147.6%
4010200	Paratransit Passenger Fares	162,225	16,288	151,994	10,231	93.7%
4060100	Concessions	38,500	961	34,296	4,204	89.1%
4060300	Advertising Revenue	125,000	0	125,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	2,591	(591)	129.5%
4070300	Non transportation revenue	0	0	982	(982)	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	18,111	(18,111)	100.0%
4099100	TDA Article 4.0 - Fixed Route	6,599,084	0	7,501,084	(902,000)	113.7%
4099500	TDA Article 4.0-BART	72,200	2,487	72,200	-	100.0%
4099200	TDA Article 4.5 - Paratransit	110,519	18,943	110,519	-	100.0%
4099600	Bridge Toll- RM2	580,836	0	435,627	145,209	75.0%
4110100	STA Funds-Paratransit	72,846	0	54,633	18,213	75.0%
4110500	STA Funds- Fixed Route BART	475,777	0	475,777	-	100.0%
4110100	STA Funds-pop	910,658	0	8,658	902,000	1.0%
4110100	STA Funds- rev	265,862	0	265,862	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	2,791,602	0	2,791,623	(21)	100.0%
4130000	FTA Section 5307 ADA Paratransit	302,767	0	304,818	(2,051)	100.7%
4130000	FTA 5304	-	0	2,053	(2,053)	#DIV/0!
4130000	FTA JARC and NF	188,000	0	85,789	102,211	45.6%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	-	0	867,641	(867,641)	#DIV/0!
4640100	Measure B Paratransit Funds-Fixed Route	786,786	79,973	684,635	102,151	87.0%
4640100	Measure B Paratransit Funds-Paratransit	147,543	14,997	128,387	19,156	87.0%
<b>TOTAL REVENUE</b>		<b>15,605,748</b>	<b>288,131</b>	<b>16,055,767</b>	<b>(450,019)</b>	<b>102.9%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
OPERATING EXPENDITURES  
FOR THE PERIOD ENDING:  
June 30, 2014**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,191,610	\$76,274	\$1,150,338	\$41,272	96.54%
502 00 Personnel Benefits	\$698,899	\$36,444	\$669,305	\$29,594	95.77%
503 00 Professional Services	\$442,954	\$31,221	\$256,297	\$186,657	57.86%
503 05 Non-Vehicle Maintenance	\$479,295	\$34,379	\$426,811	\$52,484	89.05%
503 99 Communications	\$5,000	(\$45)	\$4,044	\$956	80.87%
504 01 Fuel and Lubricants	\$1,669,380	\$140,581	\$1,381,414	\$287,967	82.75%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$118	\$2,382	4.71%
504 99 Office/Operating Supplies	\$37,000	\$1,914	\$16,400	\$20,600	44.32%
504 99 Printing	\$77,500	\$77	\$37,597	\$39,903	48.51%
505 00 Utilities	\$258,550	\$17,932	\$226,810	\$31,740	87.72%
506 00 Insurance	\$542,971	\$3,496	\$329,839	\$213,132	60.75%
507 99 Taxes and Fees	\$152,000	\$12,811	\$139,369	\$12,631	91.69%
508 01 Purchased Transportation Fixed Route	\$8,448,007	\$680,877	\$8,254,543	\$213,464	97.71%
2-508 01 Purchased Transportation Paratransit	\$1,336,100	\$2,127	\$1,108,276	\$227,824	82.95%
509 00 Miscellaneous	\$56,682	\$1,383	\$37,294	\$19,388	65.79%
509 02 Professional Development	\$40,800	\$390	\$16,710	\$24,090	40.96%
509 08 Advertising	\$145,000	\$8,540	\$68,360	\$76,640	47.15%
<b>TOTAL</b>	<b>\$15,584,248</b>	<b>\$1,048,400</b>	<b>\$14,123,523</b>	<b>\$1,480,725</b>	<b>90.63%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)  
FOR THE PERIOD ENDING:  
June 30, 2014**

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>REVENUE DETAILS</b>						
4090394	TDA (Shop truck)	25,000	0	0	25,000	0.00%
4090594	TDA (office and facility equip)	55,000	0	18,773	36,227	34.13%
4090194	TDA Shop repairs and replacement	40,500	0	0	40,500	0.00%
4091194	TDA Signage	6,250	0	18,742	(12,492)	299.87%
4091494	TDA Rideo Bus	18,000	0	0	18,000	0.00%
4091296	BT Radios	773	773	773	0	100.00%
	TDA IT Upgrades and Replacements	66,500	0	0	66,500	0.00%
4091794	TDA (Bus shelters and stops)	368,000	0	0	368,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	1,100,000	0	0	1,100,000	0.00%
4112000	PTMISEA Engine replacement	744,000	0	0	744,000	0.00%
4131700	FTA NF Stops and Shelter	50,000	0	143,629	(93,629)	287.26%
4130200	FTA 5309 (Facility)	367,000	0	37,601	329,399	10.25%
4130400	FTA (BRT)	5,201	0	46,470	(41,269)	893.48%
4130900	FTA 5307 (Radios)	3,090	0	3,090	0	100.00%
4131400	FHWA (RIDEO)	120,000	0	56,785	63,215	47.32%
4131100	FTA 5307 (Signage)	25,000	0	0	25,000	0.00%
	<b>TOTAL REVENUE</b>	<b>3,094,314</b>	<b>773</b>	<b>325,863</b>	<b>2,768,451</b>	<b>10.53%</b>

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)  
 FOR THE PERIOD ENDING:  
 June 30, 2014

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550107	Shop Repairs and replacement	40,500	39,114	61,573	(21,073)	152.03%
5550207	New MOA Facility (Satelite Facility)	367,000	2,621	92,799	274,201	25.29%
5550307	Shop Truck	25,000	35,657	38,692	(13,692)	154.77%
5550407	BRT	-	0	46,470	(46,470)	#DIV/0!
5550507	Office and Facility Equipment	55,000	69,257	124,630	(69,630)	226.60%
5550907	IT Upgrades and replacement	66,500	153,406	157,270	(90,770)	236.50%
555?07	Transit Capital	100,000	0	0	100,000	0.00%
5551107	Bus shelter signs	31,250	0	18,742	12,508	59.98%
5551707	Bus Shelters and Stops	368,000	18,072	209,031	158,969	56.80%
5552007	Major component rehab	1,844,000	(3,035)	842,517	1,001,483	45.69%
5551407	Rideo Bus	18,000	54,000	121,032	(103,032)	672.40%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>2,915,250</b>	<b>369,093</b>	<b>1,712,756</b>	<b>1,202,494</b>	<b>58.75%</b>
<b>FUND BALANCE (CAPITAL)</b>		<b>179064.00</b>	<b>(368,320)</b>	<b>(1,386,893)</b>		
<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>		<b>179,064.00</b>	<b>(1,126,721)</b>	<b>564,134</b>		

Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

[www.treasurer.ca.gov/pmia-laif](http://www.treasurer.ca.gov/pmia-laif)  
July 01, 2014

LIVERMORE/AMADOR VALLEY TRANSIT  
AUTHORITY  
GENERAL MANAGER  
1362 RUTAN COURT, SUITE 100  
LIVERMORE, CA 94550

PMIA Average Monthly Yields

Account Number:

80-01-002

Tran Type Definitions

June 2014 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,134,380.61
Total Withdrawal:	0.00	Ending Balance:	2,134,380.61

REPORT.: Jul 01 14 Tuesday  
 RUN....: Jul 01 14 Time: 09:38  
 Run By.: Linda White

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 06-14 Bank Account.: 105

PAGE: 001  
 ID #: PY-DP  
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H4502	06/06/14	INT05	INTERSTATE OIL COMPANY	25302.50	.00	25302.50	D13327A-IH	D13327A-IN PO4277 DIESEL
H4503	06/06/14	MVT01	MV TRANSPORTATION, INC.	72985.27	.00	72985.27	53852H	53852 APRIL 2014 SERVICE
H4504	06/02/14	MER01	MERCHANT SERVICES	131.34	.00	131.34	MOA MAY14H	MOA MAY 2014 BK CD S/C
H4505	06/02/14	MER01	MERCHANT SERVICES	194.39	.00	194.39	TC MAY14H	TC MAY 2014 BK CD S/C
H4506	06/06/14	CAL04	CALIFORNIA WATER SERVICE	43.17	.00	43.17	257060214H	257060214 #257555555 TC F
H4507	06/06/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	475060214H	475060214 #4755555555 MOA
H4508	06/06/14	WEG01	CHRISTY WEGENER	117.80	.00	117.80	MAY 2014H	MAY 2014 TRAVEL REIMBURSE
H4509	06/03/14	PER03	CAL PUB EMP RETIRE SYSTM	25363.15	.00	25363.15	JUNE 2014H	JUNE 2014 HEALTH BENEFITS
H4510	06/02/14	DEL05	ALLIED ADMIN/DELTA DENTAL	1574.61	.00	1574.61	JUN 2014H	JUNE 2014 DENTAL POLICY
H4511	06/06/14	VSP01	VSP	418.10	.00	418.10	JUNE 2014H	JUNE 2014 VISION INSURANC
H4512	06/03/14	VER01	VERIZON WIRELESS	189.50	.00	189.50	972572030H	9725720306 AGENCY CELL PH
H4513	06/02/14	PAC02	PACIFIC GAS AND ELECTRIC	165.62	.00	165.62	764051414H	764051414 #7649646868-7 D
H4514	06/02/14	PAC02	PACIFIC GAS AND ELECTRIC	539.94	.00	539.94	980051514H	980051514 #9800031052-8 T
H4515	06/09/14	PAC02	PACIFIC GAS AND ELECTRIC	468.97	.00	468.97	726052214H	726052214 #7264840356-5 B
H4516	06/06/14	TAX23	CHIAN LING SAW	200.00	.00	200.00	5/1-5/13H	5/1-5/13/2014 PARA-TAXI R
H4517	06/06/14	TAX86	DEBBIE LOPES	40.40	.00	40.40	5/20-5/21H	5/20-5/21/2014 PARA-TAXI
H4518	06/06/14	TAX91	VIVIAN MARIE MILLER	43.78	.00	43.78	5/19-5/31H	5/19-5/31/2014 PARA-TAXI
H4519	06/06/14	TAX42	ROBERT C MILLER	60.00	.00	60.00	5/8-5/27H	5/8-5/27/2014 PARA-TAXI R
H4520	06/06/14	CAL04	CALIFORNIA WATER SERVICE	597.63	.00	597.63	461060314H	461060314 #4616555555TC I
H4523	06/06/14	CAL04	CALIFORNIA WATER SERVICE	34.73	.00	34.73	361060314H	361060314 #3616555555 TC
H4524	06/19/14	PAC02	PACIFIC GAS AND ELECTRIC	1696.24	.00	1696.24	606060214H	606060214 #6062256368-6 A
H4525	06/02/14	PAC02	PACIFIC GAS AND ELECTRIC	885.34	.00	885.34	900051514H	900051514 #9007202117-4 M
H4526	06/06/14	KAT01	KATHLEEN KELLY DBA:	6176.25	.00	6176.25	INV#1H	INV#1 CONSULTING SERV 5/1
H4528	06/06/14	XIO01	XIOTECH CORPORATION	103830.09	.00	103830.09	INV277438H	INV277438 PO4633 NETWORK
H4529	06/13/14	MVT01	MV TRANSPORTATION, INC.	313050.00	.00	313050.00	53955H	53955 INSTALLMENT #1 JUNE
H4530	06/13/14	EMP01	EMPLOYMENT DEVEL DEPT	1569.50	.00	1569.50	20140613H	20140613 SIT, SDI PAYPER
H4531	06/13/14	EFT01	ELECTRONIC FUND TRANSFERS	5081.82	.00	5081.82	20140613H	20140613 FIT, FICA-M, FIC
H4532	06/13/14	PER01	PERS	1122.97	.00	1122.97	20140613NH	20140613N PERS RETIRE NEW
H4533	06/13/14	PER01	PERS	4827.50	.00	4827.50	20140613CH	20140613C PERS RETIRE CLA
H4534	06/13/14	DIR02	DIRECT DEPOSIT OF PAYROLL	27761.69	.00	27761.69	20140613H	20140613 DIR DEPOSIT PAYP
H4535	06/12/14	SHE05	SHELL	158.27	.00	158.27	MAY 2014H	MAY 2014 FUEL FOR AGENCY
H4536	06/20/14	KUL01	KADRI KULM	80.95	.00	80.95	AP-JUN14H	APR - JUNE 2014 TRAVEL RE
H4537	06/20/14	TAX98	ROHAN NG	200.00	.00	200.00	5/5-5/30/H	5/5-5/30/2014 PARA-TAXI R
H4538	06/20/14	TAX99	SAEED TIRMIZI	48.24	.00	48.24	3/13-5/28H	3/13-5/28/2014 PARA-TAXI
H4539	06/20/14	TX101	ROSEANN COTTER	38.36	.00	38.36	5/16-6/1H	5/16-6/1/2014 PARA-TAXI R
H4541	06/20/14	ROE01	ROEBBELEN CONTRACTING INC	35550.00	.00	35550.00	20-14-003H	20-14-003 MAINTENANCE PIT
H4542	06/20/14	ERO01	E. ROZAKIS RESTORATION	1875.00	.00	1875.00	114H	114 PO4635 TC PAINTING PR
H4543	06/09/14	AME06	AMERICAN FIDELITY ASSURAN	323.75	.00	323.75	SUPPL0620H	SUPPL06-2014 JUNE 2014 SU
H4544	06/09/14	AME06	AMERICAN FIDELITY ASSURAN	833.35	.00	833.35	FSA062014H	FSA062014 FLEX SPENDING J
H4545	06/30/14	PAC02	PACIFIC GAS AND ELECTRIC	215.86	.00	215.86	764061314H	764061314 #7649646868-7 D

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 06-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H4546	06/20/14	PAC02	PACIFIC GAS AND ELECTRIC	7803.86	.00	7803.86	580060314H	580060314 #5809326332-3 M
H4547	06/20/14	USB01	U S BANK	1793.72	.00	1793.72	JUNE14.1H	JUNE14.1 VISA CHGS FOR MA
H4548	06/20/14	STA13	STAPLES CREDIT PLAN	359.01	.00	359.01	MAY2014H	MAY 2014 SUPPLIES PURCHAS
H4549	06/20/14	TAX59	ANITA MARCH	102.05	.00	102.05	3/10-4/9H	3/10-4/9/2014 PARA-TAXI R
H4550	06/20/14	TAX86	DEBBIE LOPES	30.20	.00	30.20	6/7-6/8/1H	6/7-6/8/2014 PARA-TAXI RE
H4551	06/20/14	TAX91	VIVIAN MARIE MILLER	39.09	.00	39.09	6/2-6/6H	6/2-6/6/2014 PARA-TAXI RE
H4552	06/20/14	TAX23	CHIAN LING SAW	120.00	.00	120.00	6/5-6/9/1H	6/5-6/9/2014 PARA-TAXI RE
H4553	06/26/14	PER01	PERS	1122.97	.00	1122.97	20140627NH	20140627N CALPERS RETIRE
H4554	06/26/14	PER01	PERS	4824.29	.00	4824.29	20140627CH	20140627C CALPERS RETIRE
H4555	06/27/14	DIR02	DIRECT DEPOSIT OF PAYROLL	27217.56	.00	27217.56	20140627H	20140627 PAYROLL DIRECT D
H4556	06/27/14	EFT01	ELECTRONIC FUND TRANSFERS	6184.79	.00	6184.79	20140627H	20140627 FIT,FICA-SS, FIC
H4557	06/27/14	EMP01	EMPLOYMENT DEVEL DEPT	1806.57	.00	1806.57	20140627H	20140627 SIT, SDI PAYPER
H4558	06/27/14	PER01	PERS	171.61	.00	171.61	20140627MH	20140627MC CALPERS NEW M.
H4559	06/30/14	CAL04	CALIFORNIA WATER SERVICE	248.18	.00	248.18	909061914H	909061914 #9098655555 MOA
H4560	06/30/14	MVT01	MV TRANSPORTATION, INC.	313050.00	.00	313050.00	53956H	53956 INSTALL #2 JUNE 201
H4561	06/27/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432061714H	432061714 #138432-00 ATL
H4562	06/27/14	CIT07	CITY OF LIVERMORE - WATER	139.39	.00	139.39	388061714H	388061714 #139388-00 ATL
H4563	06/27/14	CIT07	CITY OF LIVERMORE - WATER	80.00	.00	80.00	361061714H	361061714 #139361-00 ATL
H4564	06/27/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399061714H	399061714 #139399-00 ATL
H4565	06/27/14	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430061714H	430061714 #138430-01 ATL
H4566	06/27/14	CIT07	CITY OF LIVERMORE - WATER	335.47	.00	335.47	431061714H	431061714 #138431-00 ATL
H4567	06/30/14	TAX96	THOMAS R. LEONARD	156.40	.00	156.40	5/21-6/12H	5/21-6/12/14 PARA-TAXI RE
H4568	06/30/14	TAX86	DEBBIE LOPES	20.40	.00	20.40	6/17/14H	6/17/2014 PARA-TAXI REIMB
H4569	06/30/14	TAX23	CHIAN LING SAW	80.00	.00	80.00	6/16-6/18H	6/16-6/18/2014 PARA-TAXI
H4570	06/30/14	TAX53	ROBERTA ISHMAEL	182.48	.00	182.48	5/29-6/18H	5/29-6/18/2014 PARA-TAXI
H4571	06/30/14	TAX72	JUSTIN HART	200.00	.00	200.00	MAY 2014H	MAY 2014 PARA-TAXI REIMBU
H4572	06/30/14	HAS08	ANGIE P HASLAM	96.32	.00	96.32	MAY2014H	MAY 2014 EXPENSE REIMBURS
H4573	06/30/14	BID01	DON BIDDLE	200.00	.00	200.00	JUNE 2014H	JUNE 2014 BOD STIPEND
H4574	06/30/14	BRO03	KARLA SUE BROWN	300.00	.00	300.00	JUNE 2014H	JUNE 2014 BOD STIPEND
H4575	06/30/14	THO01	JERRY THORNE	100.00	.00	100.00	JUNE 2014H	JUNE 2014 BOD STIPEND
H4576	06/30/14	WOE01	ROBERT L. WOERNER	200.00	.00	200.00	JUNE 2014H	JUNE 2014 BOD STIPEND
017774	06/06/14	ACT01	AC TRANSIT DISTRICT	1219.33	.00	1219.33	LOC233	LOC233 PO4478 FY4 QTR 4 R
017775	06/06/14	ATT02	AT&T	796.93	.00	796.93	5392009	5392009 #C602223457777 SU
				259.63	.00	259.63	5392010	5392010 #925.294.8198 PRI
				6.01	.00	6.01	5392011	5392011 #925.454.5370 PRI
			Check Total.....:	1062.57	.00	1062.57		
017776	06/06/14	ATT03	AT&T	892.51	.00	892.51	456283200	456283200 #171.795.7615.0
017777	06/06/14	CHR02	RONDAL MEUSER	63.22	.00	63.22	9075	9075 PO3891 BUS CARDS K.
017778	06/06/14	CIT06	CITY OF LIVERMORE SEWER	93.48	.00	93.48	MOA052014	MOA052014 #138143-00 MOA
				43.67	.00	43.67	MOABW0520	MOA B-W 052014 #138143-00
			Check Total.....:	137.15	.00	137.15		
017779	06/06/14	COM02	COMCAST SPOTLIGHT	4562.88	.00	4562.88	438364	INV-438364 PO4325 ADVERTI

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017780	06/06/14	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B405151	B405151 PO4206 MOM S/W MA
017781	06/06/14	DIS01	DISCOUNT RAMPS.COM	1468.99	.00	1468.99	18792	18792 PO4615 RAMP FOR ATL
017782	06/06/14	FAS01	FASTSIGNS	161.32 195.07	.00 .00	161.32 195.07	DUB80618 DUB80629	DUB80618 PO4651 TC SIGNAG DUB80629 PO4651 ALLERGY S
			Check Total.....:	356.39	.00	356.39		
017783	06/06/14	FER02	FERRIS HOIST & REPAIR INC	195.00	.00	195.00	8869	8869 PO4657 HYDRAULIC FLU
017784	06/06/14	GAN01	GANNETT FLEMING COMPANIES	17972.67 99.00	.00 .00	17972.67 99.00	156.4*414 56.3*4147	055156.4*41478 PO4411 DUB 055156.3*41477 PO4359 LIV
			Check Total.....:	18071.67	.00	18071.67		
017785	06/06/14	GOV01	GOVERNMENT OUTREACH	2100.00	.00	2100.00	14-145	14-145 PO4658 CUST SERV R
017786	06/06/14	GSG01	GSGC INC	461.71	.00	461.71	5854-14	5854-14 PO4484 JANITORIAL
017787	06/06/14	HAN01	HANSON BRIDGETT MARCUS	4712.50 536.00 5393.50	.00 .00 .00	4712.50 536.00 5393.50	1119935 1119936 1119937	1119935 LEGAL - CONTRACTS 1119936 LEGAL - LABOR & P 1119937 LEGAL - ADMIN MAR
			Check Total.....:	10642.00	.00	10642.00		
017788	06/06/14	LIV10	LIVERMORE SANITATION INC	2210.62	.00	2210.62	494810	494810 MOA DUMPSTERS MAY
017789	06/06/14	MRM06	MR ROOTER PLUMBING	362.71 214.58	.00 .00	362.71 214.58	29276 29280	29276 PO4659 REP MEN'S RE 29280 PO4672 EMERGENCY RE
			Check Total.....:	577.29	.00	577.29		
017790	06/06/14	OFF01	OFFICE DEPOT	326.99	.00	326.99	714304376	714304376-001 PLANNING DI
017791	06/06/14	QUI01	QUILL CORPORATION	265.43 875.02	.00 .00	265.43 875.02	3129160 3271722	3129160 PO4653 ADA OFFICE 3271722 PO4653 ADA OFFICE
			Check Total.....:	1140.45	.00	1140.45		
017792	06/06/14	RCO01	R COMPUTERS	49428.78	.00	49428.78	500593	500593 PO4634 NETWORK INF
017793	06/06/14	RHT01	R.H. TINNEY, INC.	244.00	.00	244.00	9328S-IN	9328S-IN PO4664 TROUBLESH
017794	06/06/14	SBR01	TIM SBRANTI	100.00	.00	100.00	MAY 2014	MAY 2014 BOD STIPEND
017795	06/06/14	SHA02	SHAMROCK OFFICE SOLUTIONS	199.00	.00	199.00	179081	179081 PO4665 MAINT AGR T
017796	06/06/14	SOLO2	JOSHUA J. SOLOMON, DDS, M	972.80	.00	972.80	CASTRO229	CASTRO #22998 PO4663 REIM
017797	06/06/14	SOU02	SOUTHLAND CONSTRUCTION MN	1075.00 1075.00	.00 .00	1075.00 1075.00	3070 3071	3070 PO4577 LIGHT FIXTURE 3071 PO4591 LIGHT FIXTURE
			Check Total.....:	2150.00	.00	2150.00		
017798	06/06/14	STA12	THE STANDARD	1024.04	.00	1024.04	JUN 2014	JUNE 2014 LIFE, LTD, AD&D
017799	06/06/14	TIC19	MARY MILLER	182.00	.00	182.00	52DAR-REF	52 DAR TICKETS REFUNDED
017800	06/06/14	TMA10	T MARSHAL ASSOCIATES LTD	465.02	.00	465.02	W034003	W034003 PO4580 REMOVE & R
017801	06/06/14	TUR02	RON TURLEY ASSOCIATES, INC	1054.50	.00	1054.50	41799	41799 PO4667 SHOP S/W MAI
017802	06/06/14	TX103	NADIA SAIFUDDIN	142.23	.00	142.23	3/19-4/24	3/19-4/24/2014 PARA-TAXI
017803	06/06/14	TX104	CLAIRE PETOLETTI	19.13	.00	19.13	4/18/14	4/18/14 PARA-TAXI REIMBUR
017804	06/20/14	AME03	AMERICAN PUB TRANSP ASSN	20004.00	.00	20004.00	212345	212345 PO4693 FY15 DUES
017805	06/20/14	AVI01	AMADOR VALLEY INDUSTRIES	299.52	.00	299.52	442110	442110 PO4290 DUBLIN CAN
017806	06/20/14	BAY06	BAY VALLEY CONSTRUCTION I	7134.97 4387.70	.00 .00	7134.97 4387.70	9067 9068	9067 DISPATCH DESK PROJEC 9068 PO4620 REPLACE TC RE
			Check Total.....:	11522.67	.00	11522.67		
017807	06/20/14	CAL13	CALIFORNIA TRANSIT	3531.25	.00	3531.25	062014MAY	06-2014-MAY LIABILITY INS
017808	06/20/14	CAL15	CALTRONICS BUSINESS SYS	454.35	.00	454.35	1559636	1559636 PO4231 BIZHUB MAI



LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 06-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017809	06/20/14	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC061014	TC061014 #133389-00 TC SE
017810	06/20/14	CLA02	CLARK PEST CONTROL	92.00 130.00	.00 .00	92.00 130.00	15647476 15977663	15647476 PO4482 MOA PEST 15977663 PO4647 ATLANTIS
			Check Total.....:	222.00	.00	222.00		
017811	06/20/14	DIR01	DIRECT TV	12.00	.00	12.00	233440380	23344038008 PO4534 (2) AD
017812	06/20/14	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	249633	249633 PO4003 LANDSCAPE M
017813	06/20/14	FAS01	FASTSIGNS	108.39	.00	108.39	DUB80873	DUB80873 PO4695 TC RESTRO
017814	06/20/14	GET01	GETTLER-RYAN INC.	163.00 664.86	.00 .00	163.00 664.86	49754 49755	49754 PO4698 RUTAN PUMP # 49755 PO4632 RUTAN FUEL P
			Check Total.....:	827.86	.00	827.86		
017815	06/20/14	GIL01	GILLIG LLC	1828.49 655.21	.00 .00	1828.49 655.21	40022276 40023314	40022276 PO4660 HYBRID BU 40023314 PO4660 HYBRID BU
			Check Total.....:	2483.70	.00	2483.70		
017816	06/20/14	GRE06	TOM GREENE	298.00	.00	298.00	55503	55503 PO4692 WEED ABATEME
017817	06/20/14	GSG01	GSGC INC	1242.00 292.65	.00 .00	1242.00 292.65	05876-14 05877-14	05876-14 PO4447 JANITORIA 05877-14 PO4484/4676 JANI
			Check Total.....:	1534.65	.00	1534.65		
017818	06/20/14	INT04	INTERSTATE TRUCK CENTER	54000.00	.00	54000.00	12308900B	1-230890004-B PARTIAL PMT
017819	06/20/14	JTH01	J. THAYER COMPANY	73.74 73.74 85.72	.00 .00 .00	73.74 73.74 85.72	869512-0 869517-0 871970-0	869512-0 SUPPLIES DEL 6/2 869517-0 SUPPLIES DEL 06/ 871970-0 SUPPLIES DEL 06/
			Check Total.....:	233.20	.00	233.20		
017820	06/20/14	LIV04	LIVERMORE CHAMBER	395.00	.00	395.00	10776	10776 PO4688 MEMBERSHIP D
017821	06/20/14	OFF01	OFFICE DEPOT	61.02 326.99 34.87 13.05	.00 .00 .00 .00	61.02 326.99 34.87 13.05	713095795 715618228 715822886 716878805	713095795001 SUPPLIES DEL 715618228001 PO4654 PLANN 715822886001 SUPPLIES DEL 716878805001 SUPPLIES DEL
			Check Total.....:	435.93	.00	435.93		
017822	06/20/14	PAC01	AT&T	31.65	.00	31.65	CFA060714	CFA060714 #232.351.6260 C
017823	06/20/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005583 2005584	2005583 PO4268 TANK INSPE 2005584 PO4268 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
017824	06/20/14	SCF01	SC FUELS	25712.22 24759.99	.00 .00	25712.22 24759.99	2500566 2504427	2500566 PO4548 DIESEL DEL 2504427 PO4548 DIESEL DEL
			Check Total.....:	50472.21	.00	50472.21		
017825	06/20/14	SHA02	SHAMROCK OFFICE SOLUTIONS	56.63	.00	56.63	180405	180405 PO4298 FAX/CO/SCAN
017826	06/20/14	SWI01	SWIFT JEEP CHRYSLER DODGE	32622.64	.00	32622.64	ST4-006	ST4-006 PO4578 DODGE RAM
017827	06/20/14	TAX44	ARTURO HERRERA	120.70	.00	120.70	4/10-5/16	4/10-5/16/2014 PARA-TAXI
017828	06/20/14	TAX45	CONSUELO HERRERA	126.65	.00	126.65	4/10-5/4	4/10-5/4/2014 PARA-TAXI R
017829	06/20/14	TAX60	ANNA FONG	65.45	.00	65.45	5/5-6/9	5/5-6/9/2014 PARA-TAXI RE
017830	06/20/14	TRA12	TRAPEZE SOFTWARE GROUP	15590.44	.00	15590.44	AMSER477	AMSER477 PO4446 TRANSIT M
017831	06/20/14	TX105	KARL HALOZAN	27.20	.00	27.20	5/15-5/30	5/15-5/30/14 PARA-TAXI RE
017832	06/20/14	VIS02	VISION INTERNET	2778.24	.00	2778.24	27462	27462 PO 4690 WEB HOSTING
017833	06/30/14	AIM01	CHRISTOPHER WASHINGTON	10832.48 10832.48	.00 .00	10832.48 10832.48	73057 83057	73057 BUS STOP MAINTENANC 83057 BUS STOP MAINTENANC
			Check Total.....:	21664.96	.00	21664.96		
017834	06/30/14	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20140630	20140630 (150)EA BART RED

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 06-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
017835	06/30/14	CIT06	CITY OF LIVERMORE SEWER	43.67 98.79	.00 .00	43.67 98.79	BW061714 MOA061714	BW061714 #138143-00 RUTAN MOA061714 #133294-00 MOA
Check Total.....:				142.46	.00	142.46		
017836	06/30/14	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	15983137	15983137 PO4647 PEST CONT
017837	06/30/14	HAN01	HANSON BRIDGETT MARCUS	4088.00 2881.00 4522.50 2865.00 2110.50 3953.00 44.86	.00 .00 .00 .00 .00 .00 .00	4088.00 2881.00 4522.50 2865.00 2110.50 3953.00 44.86	1121980 1121981 1121982 1123879 1123880 1123881 1112196-A	1121980 APRIL 2014 LEGAL 1121981 APRIL 2014 LEGAL 1121982 APRIL 2014 LEGAL 1123879 LEGAL CONTRACTS M 1123880 LEGAL - LABOR & P 1123881 LEGAL - ADMIN MAY 1112196-A SHIPPING ON INV
Check Total.....:				20464.86	.00	20464.86		
017838	06/30/14	MIN01	VINVIC ENTERPRISES, INC	3977.41	.00	3977.41	17900	17900 PO4582 PAPER BUSES
017839	06/30/14	OFF01	OFFICE DEPOT	174.38 114.82 2136.36 106.34	.00 .00 .00 .00	174.38 114.82 2136.36 106.34	713674833 713686979 716878724 717975090	713674833001 OFFICE SUPPL 713686979001 OFFICE SUPPL 716878724001 CABINETS FOR 717975090001 OFFICE SUPPL
Check Total.....:				2531.90	.00	2531.90		
017840	06/30/14	ONS01	ON-SITE STORAGE SOLUTIONS	4653.75	.00	4653.75	15201	15201 PO4662 STORAGE CONT
017841	06/30/14	PAC01	AT&T	66.45 284.01	.00 .00	66.45 284.01	ATLA06131 ATLT-1061	ATLA061314 #925.243.9029 ATLT-1 #436.951.0106 ATLA
Check Total.....:				350.46	.00	350.46		
017842	06/30/14	SAF01	SAFETY-KLEEN SYSTEMS INC	258.82	.00	258.82	639639050	63939050 PO4541 LEASE FOR
017843	06/30/14	SBR01	TIM SBRANTI	100.00	.00	100.00	JUNE 2014	JUNE 2014 BOD STIPEND
017844	06/30/14	SCF01	SC FUELS	24323.49 24997.34 26586.50	.00 .00 .00	24323.49 24997.34 26586.50	2509876 2514646 2517810	2509876 PO4548 DIESEL DEL 2514646 PO4548 DIESEL DEL 2517810 DIESEL DEL 6/20/2
Check Total.....:				75907.33	.00	75907.33		
017845	06/30/14	TAX82	LINDA SCHAAL	64.60	.00	64.60	11/30/12-	11/30/12-2/3/14 PARA-TAXI
017846	06/30/14	TIC11	DEBBIE JANES	49.00	.00	49.00	REF14DAR	REF14DAR REFUND 14 DAR TI
017847	06/30/14	TIC12	ANGEL TORRALBA	31.50	.00	31.50	REF9DAR	REF9DAR REFUND 9 DAR TICK
017848	06/30/14	TMA10	T MARSHAL ASSOCIATES LTD	1318.00	.00	1318.00	W34089A	W34089A PO4708 REP HI BAY
H4424A	06/01/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	575060214H	575060214 #5755555555 CON
H4527A	06/06/14	ERO01	E. ROZAKIS RESTORATION	16700.00	.00	16700.00	401H	401 PAINTING PROJECT #201
H4527B	06/06/14	ERO01	E. ROZAKIS RESTORATION	3925.00	.00	3925.00	113H	113 PAINTING PROJECT 2014
H4527C	06/06/14	ERO01	E. ROZAKIS RESTORATION	3800.00	.00	3800.00	314H	314 PAINTING PROJECT #201
H4540A	06/20/14	QUI01	QUILL CORPORATION	393.25	.00	393.25	3263303H	3263303 PO4600 FILE CABIN
H4540B	06/20/14	QUI01	QUILL CORPORATION	1853.99	.00	1853.99	3525447H	3525447 PO4611 BOD CHAIRS
Cash Account Total.....:				1463350.00	.00	1463350.00		
Total Disbursements.....:				1463350.00	.00	1463350.00		

## STAFF REPORT

SUBJECT: Treasurer's Report for July 2014

FROM: Tamara Edwards, Finance and Grants Manager

DATE: September 8, 2014

**Action Requested**

Review and approve the LAVTA Treasurer's Report for July 2014

**Discussion****Cash accounts:**

Our petty cash account (101) continues to carry a balance of \$500, and our ticket sales change account (102) continues with a balance of \$240 (these two accounts should not change).

**General checking account activity (105):**

Beginning balance July 1, 2014	\$2,184,141.62
Payments made	\$1,537,827.41
Deposits made	\$3,715,731.49
Transfer from Farebox	\$240,000.00
Ending balance July 31, 2014	\$4,602,045.70

**Farebox account activity (106):**

Beginning balance July 1, 2014	\$199,249.06
Deposits made	\$84,033.76
Transfer to general checking	\$240,000.00
Ending balance July 31, 2014	\$43,282.82

**LAIF investment account activity (135):**

Beginning balance July 1, 2014	\$2,133,589.07
Q4 FY 14 Interest	\$1,177.21
Ending balance July 31, 2014	\$2,134,766.28

**Operating Expenditures Summary:**

As this is the first month of the fiscal year in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 8.33%. The agency is at 9.68% overall. To put this into perspective, historically, the first month of

the fiscal year typically shows a higher percentage than the 8.33% because personnel benefits (for both July and August) and insurance (annual premiums) are paid in July of each fiscal year. At 9.68% for July 2014, LAVTA is within the range of what is expected (8.8% - 10.45% during July for the last five years).

***Operating Revenues Summary:***

While expenses are at 9.68%, revenues are at 21.40%, this provides for a healthy cash flow for the agency.

**Recommendation**

The Finance and Administration Committee recommends approving the attached July 2014 Treasurer's Report.

Attachments:

1. July 2014 Treasurer's Report

*Approved:* \_\_\_\_\_

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
July 31, 2014**

**ASSETS:**

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	4,602,046
106 CASH - FIXED ROUTE ACCOUNT	43,283
120 ACCOUNTS RECEIVABLE	(317,550)
135 INVESTMENTS - LAIF	2,134,766
150 PREPAID EXPENSES	52,365
160 OPEB ASSET	132,620
170 INVESTMENTS HELD AT CALTIP	238,337
111 NET PROPERTY COSTS	46,939,880

**TOTAL ASSETS****53,826,487****LIABILITIES:**

205 ACCOUNTS PAYABLE	130,103
211 PRE-PAID REVENUE	859,344
22000 FEDERAL INCOME TAXES PAYABLE	34
22010 STATE INCOME TAX	(8)
22020 FICA MEDICARE	89
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(617)
22030 SDI TAXES PAYABLE	6
22070 AMERICAN FIDELITY INSURANCE PAYABLE	17
22090 WORKERS' COMPENSATION PAYABLE	12,345
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	54,207
23102 UNEMPLOYMENT RESERVE	20,000

**TOTAL LIABILITIES****1,075,521****FUND BALANCE:**

301 FUND RESERVE	3,229,101
304 GRANTS, DONATIONS, PAID-IN CAPITAL	47,039,483
30401 SALE OF BUSES & EQUIPMENT	33,375
FUND BALANCE	2,449,007

**TOTAL FUND BALANCE****52,750,966****TOTAL LIABILITIES & FUND BALANCE****53,826,487**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
July 31, 2014**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
4010100	Fixed Route Passenger Fares	1,603,894	100,332	100,332	1,503,562	6.3%
4020000	Business Park Revenues	141,504	0	0	141,504	0.0%
4020500	Special Contract Fares	273,775	0	0	273,775	0.0%
4020500	Special Contract Fares - Paratransit	33,600	0	0	33,600	0.0%
4010200	Paratransit Passenger Fares	155,050	21,032	21,032	134,019	13.6%
4060100	Concessions	38,500	1,998	1,998	36,502	5.2%
4060300	Advertising Revenue	115,000	115,000	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	0	2,000	0.0%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	0	-	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	3,210,000	3,210,000	5,479,230	36.9%
4099500	TDA Article 4.0-BART	82,640	5,281	5,281	77,359	6.4%
4099200	TDA Article 4.5 - Paratransit	123,138	8,148	8,148	114,990	6.6%
4099600	Bridge Toll- RM2	580,836	0	0	580,836	0.0%
4110100	STA Funds-Paratransit	74,130	0	0	74,130	0.0%
4110500	STA Funds- Fixed Route BART	516,756	0	0	516,756	0.0%
4110100	STA Funds-pop	887,213	0	0	887,213	0.0%
4110100	STA Funds- rev	414,113	0	0	414,113	0.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	0	10,000	0.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	0	1,000,000	0.0%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	0	0	786,391	0.0%
4640100	Measure B Paratransit Funds-Paratransit	145,934	0	0	145,934	0.0%
<b>TOTAL REVENUE</b>		<b>16,177,636</b>	<b>3,461,790</b>	<b>3,461,790</b>	<b>12,715,846</b>	<b>21.4%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
OPERATING EXPENDITURES  
FOR THE PERIOD ENDING:  
July 31, 2014**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$77,311	\$77,311	\$1,121,636	6.45%
502 00 Personnel Benefits	\$729,014	\$40,061	\$40,061	\$688,953	5.50%
503 00 Professional Services	\$528,933	\$9,166	\$9,166	\$519,767	1.73%
503 05 Non-Vehicle Maintenance	\$541,489	\$145,750	\$145,750	\$395,739	26.92%
503 99 Communications	\$5,000	(\$8)	(\$8)	\$5,008	-0.16%
504 01 Fuel and Lubricants	\$1,669,380	\$48,517	\$48,517	\$1,620,863	2.91%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$0	\$2,500	0.00%
504 99 Office/Operating Supplies	\$17,000	\$1,184	\$1,184	\$15,816	6.96%
504 99 Printing	\$78,000	\$0	\$0	\$78,000	0.00%
505 00 Utilities	\$278,300	\$1,277	\$1,277	\$277,023	0.46%
506 00 Insurance	\$559,591	\$386,231	\$386,231	\$173,360	69.02%
507 99 Taxes and Fees	\$152,000	\$5,684	\$5,684	\$146,316	3.74%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$700,994	\$700,994	\$7,945,286	8.13%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$120,079	\$120,079	\$1,411,761	7.84%
509 00 Miscellaneous	\$60,362	\$25,862	\$25,862	\$34,500	42.85%
509 02 Professional Development	\$49,200	\$2,233	\$2,233	\$46,967	4.54%
509 08 Advertising	\$145,000	\$1,352	\$1,352	\$143,648	0.93%
<b>TOTAL</b>	<b>\$16,172,836</b>	<b>\$1,565,693</b>	<b>\$1,565,693</b>	<b>\$14,627,143</b>	<b>9.68%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)  
FOR THE PERIOD ENDING:  
July 31, 2014**

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>REVENUE DETAILS</b>						
	TDA (Shop truck)		0	0	0	0.00%
4090594	TDA (office and facility equip)	50,000	0	0	50,000	0.00%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	0	440,000	0.00%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472				
4131700	FTA NF Stops and Shelter	88,000	0	0	88,000	0.00%
4130200	FTA 5309 (Facility)	192,381	0	0	192,381	0.00%
	<b>TOTAL REVENUE</b>	<b>5,231,353</b>	<b>-</b>	<b>-</b>	<b>5,157,881</b>	<b>0.00%</b>



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)**  
**FOR THE PERIOD ENDING:**  
**July 31, 2014**

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550107	Shop Repairs and replacement	8,500	0	0	8,500	0.00%
5550207	New MOA Facility (Satelite Facility)	192,381	0	0	192,381	0.00%
	511 Integration	30,000	0	0	30,000	0.00%
5550507	Office and Facility Equipment	50,000	11,243	11,243	38,757	22.49%
5550907	IT Upgrades and replacement	9,000	0	0	9,000	0.00%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	0	0	328,000	0.00%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5,231,353</b>	<b>11,243</b>	<b>11,243</b>	<b>5,220,110</b>	<b>0.21%</b>
	<b>FUND BALANCE (CAPITAL)</b>	<b>0.00</b>	<b>(11,243)</b>	<b>(11,243)</b>		
	<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>	<b>0.00</b>	<b>1,884,876</b>	<b>1,884,876</b>		

**RECEIVED**

AUG 1 2014

Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

Livermore Amador Valley  
Transit Authority

[www.treasurer.ca.gov/pmia-laif](http://www.treasurer.ca.gov/pmia-laif)  
August 01, 2014

LIVERMORE/AMADOR VALLEY TRANSIT  
AUTHORITY  
GENERAL MANAGER  
1362 RUTAN COURT, SUITE 100  
LIVERMORE, CA 94550

PMIA Average Monthly Yields

Account Number:

80-01-002

⚡ Tran Type Definitions

July 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/15/2014	7/14/2014	QRD	1438243	SYSTEM	1,177.21

Account Summary

Total Deposit:	1,177.21	Beginning Balance:	2,134,380.61
Total Withdrawal:	0.00	Ending Balance:	2,135,557.82

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
H4577	07/10/14	PAC02	PACIFIC GAS AND ELECTRIC	529.42	.00	529.42	726062314H	726062314 #7264840356-5 B
H4578	07/03/14	PAC02	PACIFIC GAS AND ELECTRIC	658.15	.00	658.15	980061614H	980061614 #9800031052-8 T
H4579	07/02/14	PAC02	PACIFIC GAS AND ELECTRIC	655.32	.00	655.32	900061514H	900061514 #9007202117-4 M
H4580	07/01/14	VSP01	VSP	408.26	.00	408.26	JULY 2014H	JULY 2014 VISION BENEFITS
H4581	07/01/14	PER03	CAL PUB EMP RETIRE SYSTM	25363.15	.00	25363.15	JULY 2014H	JULY 2014 HEALTH BENEFITS
H4582	07/01/14	WHI06	LINDA WHITE	326.89	.00	326.89	NEWFY PTYH	NEW FISCAL YEAR PARTY SUP
H4583	07/01/14	VER01	VERIZON WIRELESS	193.37	.00	193.37	972742612H	9727426123 AGENCY CELL PH
H4584	07/03/14	TAX46	ALBERT H KUPFERMAN	71.40	.00	71.40	4/13-6/5H	4/13-6/5/2014 PARA-TAXI R
H4585	07/03/14	TX105	KARL HALOZAN	76.93	.00	76.93	5/23-6/27H	5/23-6/27/2014 PARA-TAXI
H4588	07/03/14	KAT01	KATHLEEN KELLY DBA:	14310.00	.00	14310.00	INV#2H	INV#2 JUNE 2014 SERVICE
H4589	07/11/14	EMP01	EMPLOYMENT DEVEL DEPT	1702.25	.00	1702.25	20140711H	20140711 SIT, SDI PAYPER
H4590	07/11/14	PER01	PERS	5089.10	.00	5089.10	20140711CH	20140711C CALPERS RETIRE
H4591	07/11/14	PER01	PERS	795.46	.00	795.46	20140711NH	20140711N CALPERS RETIRE
H4592	07/11/14	DIR02	DIRECT DEPOSIT OF PAYROLL	27349.23	.00	27349.23	20140711H	20140711 DIRECT DEP PAY P
H4593	07/18/14	STA04	STATE BOARD OF	1597.79	.00	1597.79	QTR2 2014H	QTR2 2014 UNDERGROUND STG
H4594	07/18/14	STA05	STATE BOARD OF EQUAL	1152.17	.00	1152.17	QTR2 2014H	QTR2 2014 EXEMPT BUS OPS
H4595	07/18/14	WHI06	LINDA WHITE	42.48	.00	42.48	07-14TRAVH	JULY 2014 TRAVEL
H4596	07/18/14	STA13	STAPLES CREDIT PLAN	285.77	.00	285.77	JUNE 2014H	JUNE 2014 SUPPLIES
H4597	07/16/14	DEL05	ALLIED ADMIN/DELTA DENTAL	1570.58	.00	1570.58	AUG 2014H	AUG 2014 DENTAL INS
H4598	07/21/14	PAC02	PACIFIC GAS AND ELECTRIC	7628.64	.00	7628.64	580070214H	580070214 #5809326332-3 M
H4599	07/21/14	PAC02	PACIFIC GAS AND ELECTRIC	1806.24	.00	1806.24	606070214H	606070214 #6062256368-6 A
H4600	07/18/14	CAL04	CALIFORNIA WATER SERVICE	173.99	.00	173.99	461070214H	461070214 #4616555555 TC
H4601	07/18/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	475070114H	475070114 #4755555555 MOA
H4602	07/18/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	575070114H	575070114 #5755555555 CON
H4603	07/18/14	CAL04	CALIFORNIA WATER SERVICE	31.06	.00	31.06	361070214H	361070214 #3616555555 TC
H4604	07/18/14	CAL04	CALIFORNIA WATER SERVICE	43.17	.00	43.17	257070114H	257070114 #2575555555 TC
H4605	07/18/14	CAL04	CALIFORNIA WATER SERVICE	663.94	.00	663.94	019061914H	019061914 #0198655555 RUT
H4606	07/10/14	AME06	AMERICAN FIDELITY ASSURAN	323.75	.00	323.75	SUP072014H	SUP072014 SUPPLEMENTAL IN
H4607	07/10/14	AME06	AMERICAN FIDELITY ASSURAN	833.35	.00	833.35	FSA072014H	FSA072014 FLEX SPENDING J
H4608	07/15/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	54483H	54483 INSTALLMENT #1 JULY
H4609	07/18/14	SHE05	SHELL	36.80	.00	36.80	JUNE 2014H	JUNE 2014 FUEL FOR AGENCY
H4610	07/15/14	WHI06	LINDA WHITE	59.91	.00	59.91	07-14SUPPH	JULY 2014 SUPPLIES
H4612	07/02/14	MER01	MERCHANT SERVICES	266.44	.00	266.44	MOAJUNE14H	MOA JUNE 2014 BANK CARD S
H4613	07/02/14	MER01	MERCHANT SERVICES	181.91	.00	181.91	TCJUN2014H	TC JUNE 2014 BANK CARD S/
H4614	07/18/14	USB01	U S BANK	5064.85	.00	5064.85	JUN 2014H	JUNE 2014 VISA CHARGES
H4615	07/18/14	TAX92	VIVIAN MARIE MILLER	42.08	.00	42.08	6/30-7/11H	6/30-7/11/2014 PARA-TAXI
H4616	07/18/14	TAX98	ROHAN NG	160.00	.00	160.00	6/3-6/21H	6/3-6/21/2014 PARA-TAXI R
H4617	07/18/14	TAX42	ROBERT C MILLER	48.45	.00	48.45	6/17-7/8H	6/17-7/8/2014 PARA-TAXI R
H4620	07/18/14	TAX67	CHRISTEL RAGER	178.50	.00	178.50	2/19-6/30H	2/19-6/30/2014 PARA-TAXI
H4621	07/18/14	OAK01	OAKS BUSINESS PK OWNERS	2978.00	.00	2978.00	QTR3 2014H	QTR 3 2014 BUSINESS PARK

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 07-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H4622	07/18/14	MVT01	MV TRANSPORTATION, INC.	73084.83	.00	73084.83	54193H	54193 MAY 2014 SERVICE
H4623	07/18/14	TAX72	JUSTIN HART	200.00	.00	200.00	JUNE 2014H	JUNE 2014 PARA-TAXI REIMB
H4624	07/11/14	EFT01	ELECTRONIC FUND TRASFERS	5914.20	.00	5914.20	20140711H	20140711 FIT, FICA-SS, FI
H4625	07/25/14	EMP01	EMPLOYMENT DEVEL DEPT	1909.96	.00	1909.96	20140725H	20140725 SIT, SDI PAY PER
H4626	07/25/14	EFT01	ELECTRONIC FUND TRASFERS	6384.00	.00	6384.00	20140725H	20140725 FIT, FICA-SS, FI
H4627	07/25/14	DIR02	DIRECT DEPOSIT OF PAYROLL	25710.81	.00	25710.81	20140725H	20140725 DIR DEP PAYPER 7
H4628	07/25/14	PER01	PERS	866.43	.00	866.43	20140725NH	20140725N CALPERS RETIRE
H4629	07/25/14	PER01	PERS	5436.23	.00	5436.23	20140725CH	20140725C CALPERS RETIRE
H4630	07/31/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	54484H	54484 INSTALLMENT #2 JULY
H4631	07/31/14	MTM01	MEDICAL TRANSPORTATION MA	100113.29	.00	100113.29	MAY2014H	MAY2014 PARA-TRANSIT SERV
017849	07/03/14	AME05	AMERICAN PAYROLL INSTITUT	219.00	.00	219.00	113232FY1	113232FY15 MEMBERSHIP REN
017850	07/03/14	ATT03	AT&T	881.28	.00	881.28	947390420	9473904203 #171.795.7615.
017851	07/03/14	AVE01	WILLIAM AVERY & ASSOCIATE	6400.00	.00	6400.00	110330	110330 RECRUIT EXEC DIREC
017852	07/03/14	CAL12	CALTIP INSURANCE	362326.00	.00	362326.00	CAL2015-0	CAL2015-0016 PO4716 VEHIC
017853	07/03/14	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B406151	B406151 PO4675 MOM S/W MA
017854	07/03/14	DAI01	ALLIANT INSURANCE SERVICE	3184.75	.00	3184.75	238286	238286 PO4715 POLLUTION L
				20358.42	.00	20358.42	1026491	1026491 PO4697 POL #PPROP
			Check Total.....	23543.17	.00	23543.17		
017855	07/03/14	EJW01	E.J. WARD INC	26.01	.00	26.01	45161	45161 PO4713 (4)FUEL CARD
017856	07/03/14	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	250504	250504 LANDSCAPE MAINT JU
				450.00	.00	450.00	250908	250908 PO4717 IRRIGATION
			Check Total.....	1605.00	.00	1605.00		
017857	07/03/14	FER02	FERRIS HOIST & REPAIR INC	9579.90	.00	9579.90	9119	9119 PO4616 PUMP & MOTOR
017858	07/03/14	GAN01	GANNETT FLEMING COMPANIES	5661.16	.00	5661.16	56.4*5142	55156.4*51424 PO4411 & 45
017859	07/03/14	L&D01	L&D PRINTING INC	73.36	.00	73.36	42693	42693 PO4678 RIDEO POSTER
017860	07/03/14	LIV10	LIVERMORE SANITATION INC	2210.62	.00	2210.62	496708	496708 MOA DUMPSTERS JUNE
017861	07/03/14	MTM01	MEDICAL TRANSPORTATION MA	5978.00	.00	5978.00	14583	14583 DAR TICKET REDEMPTI
017862	07/03/14	NEL03	GARY D. NELSON ASSOCIATES	1199.07	.00	1199.07	6016784	6016784 PO4687 STAFFING F
017863	07/03/14	STA12	THE STANDARD	1193.94	.00	1193.94	JULY 2014	JULY 2014 LIFE, AD&D, LTD
017864	07/03/14	TIG01	TIGERDIRECT INC	18710.00	.00	18710.00	L34848080	L34848080101 PO4694 MST O
017865	07/18/14	ATT02	AT&T	793.38	.00	793.38	5480341	5480341 C602223457777 SUM
				259.63	.00	259.63	5480342	5480342 #925.294.8198 PRI
			Check Total.....	1053.01	.00	1053.01		
017866	07/18/14	AVI01	AMADOR VALLEY INDUSTRIES	299.52	.00	299.52	442988	442988 PO4290 DUBLIN CAN
017867	07/18/14	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20140717	20140717 (150 EA ) BART R
017868	07/18/14	BAY03	BAY AREA NEWS GROUP	488.94	.00	488.94	784244	784244 PO4670 LEGAL AD FL
017869	07/18/14	CAL13	CALIFORNIA TRANSIT	3463.37	.00	3463.37	06-2014JU	06-2014-JUN INS CLAIM EXP
017870	07/18/14	CAL15	CALTRONICS BUSINESS SYS	375.97	.00	375.97	1580385	1580385 BIZHUB650 MAINT 6
017871	07/18/14	CIT12	CITY WIDE MAINTENANCE COM	125.00	.00	125.00	53497	53497 PO4113 TC PARKING L
				225.00	.00	225.00	53506	53506 PO4113 RUTAN PARKIN
			Check Total.....	350.00	.00	350.00		
017872	07/18/14	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	15759327	15759327 PO4482 PEST CONT

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017873	07/18/14	COM02	COMCAST SPOTLIGHT	2157.69	.00	2157.69	438365	INV-438365 PO4325 ADVERTI
017874	07/18/14	DIR01	DIRECT TV	12.00	.00	12.00	235639505	23563950518 PO4240 (2) AD
017875	07/18/14	DUB02	DUBLIN SENIOR CENTER	100.00	.00	100.00	SR FAIR14	SR FAIR BOOTH 10/4/2014
017876	07/18/14	EJW01	E.J. WARD INC	337.50	.00	337.50	53100	53100 PO4732 PHONE SUPPOR
				225.00	.00	225.00	53099-IN	53099-IN PO 4732 PHONE SU
			Check Total.....:	562.50	.00	562.50		
017877	07/18/14	EME01	EMERALD LANDSCAPE CO INC	480.00	.00	480.00	251488	251488 PO4535 IRRIG REPAI
017878	07/18/14	FER02	FERRIS HOIST & REPAIR INC	1352.32	.00	1352.32	9245	9245 PO4727 BAY 6 HOIST L
017879	07/18/14	GSG01	GSGC INC	1242.00	.00	1242.00	5907-14	5907-14 PO4447 JANITORIAL
				743.62	.00	743.62	5908-14	5908-14 PO4676 JANITORIAL
			Check Total.....:	1985.62	.00	1985.62		
017880	07/18/14	HAN01	HANSON BRIDGETT MARCUS	324.50	.00	324.50	1124108	1124108 LEGAL CONTRACTS J
				3740.00	.00	3740.00	1124109	1124109 LEGAL - LABOR & P
				1976.50	.00	1976.50	1124110	1124110 LEGAL ADMIN JUNE
			Check Total.....:	6041.00	.00	6041.00		
017881	07/18/14	ING01	INGERSOLL RAND COMPANY	1401.06	.00	1401.06	30395473	30395473 PO4712 AIR COMPR
017882	07/18/14	INT04	INTERSTATE TRUCK CENTER	6834.66	.00	6834.66	224181027	2-241810275 PO4667 U#307
017883	07/18/14	JTH01	J. THAYER COMPANY	128.59	.00	128.59	878231-0	878231-0 SUPPLIES DEL 7/1
017884	07/18/14	KKI01	COAST RADIO COMPANY INC	6300.00	.00	6300.00	INV-11406	INV-1140670845 PO 4613 RA
017885	07/18/14	MAT01	PAUL MATSUOKA	702.64	.00	702.64	CALPERO/P	CALPERS OVER PMT 2013 & 2
017886	07/18/14	NEL03	GARY D. NELSON ASSOCIATES	201.91	.00	201.91	6017776	6017776 PO4687 SURVEYOR 6
017887	07/18/14	OFF01	OFFICE DEPOT	96.35	.00	96.35	718603342	718603342001 SUPPLIES DEL
				137.24	.00	137.24	719279466	719279466001 SUPPLIES DEL
			Check Total.....:	233.59	.00	233.59		
017888	07/18/14	ONE01	ONE WORKPLACE L FERRARI	11041.79	.00	11041.79	11162	11162 PO4706 DWNPMT ON PL
017889	07/18/14	PAC01	AT&T	31.65	.00	31.65	CFA070714	CFA070714 #232.351.6260 C
017890	07/18/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005601	2005601 PO4268 TANK INSPE
				120.00	.00	120.00	2005607	2005607 PO4268 ATLANTIS T
			Check Total.....:	240.00	.00	240.00		
017891	07/18/14	RHT01	R.H. TINNEY, INC.	243.00	.00	243.00	9593S-IN	9593S-IN ATLANTIS HVAC QT
				128.00	.00	128.00	96365-IN	96365-IN PO4686 CONDENSOR
			Check Total.....:	371.00	.00	371.00		
017892	07/18/14	SAF01	SAFETY-KLEEN SYSTEMS INC	258.82	.00	258.82	63939050	63939050 PO4542 PARTS WAS
017893	07/18/14	SCF01	SC FUELS	26642.95	.00	26642.95	2521900	2521900 PO4711 DIESEL DEL
				26006.87	.00	26006.87	2526389	2526389 PO4711 DEISEL DEL
				25379.37	.00	25379.37	2530207	2530207 PO4711 DIESEL DEL
			Check Total.....:	78029.19	.00	78029.19		
017894	07/18/14	SHA02	SHAMROCK OFFICE SOLUTIONS	27.20	.00	27.20	182539	182539 ADMIN FAX MAINT 6/
017895	07/18/14	VAR01	VARNI,FRASER,HARTWELL	9.60	.00	9.60	91763-001	91763-001 SHIPPING KIN PR
H4587A	07/03/14	TAX91	VIVIAN MARIE MILLER	48.45	.00	48.45	6/17-6/26H	6/17-6/26/2014 PARA-TAXI
H4587B	07/03/14	TAX91	VIVIAN MARIE MILLER	15.22	.00	15.22	6/27/14H	6/27/2014 PARA-TAXI REIMB
H4618A	07/18/14	TAX23	CHIAN LING SAW	80.00	.00	80.00	7/7-7/9/1H	7/7-7/9/2014 PARA-TAXI RE
H4618B	07/18/14	TAX23	CHIAN LING SAW	120.00	.00	120.00	7/1-7/3/1H	7/1-7/3/14 PARA-TAXI REIM
H4619A	07/18/14	TAX86	DEBBIE LOPES	20.40	.00	20.40	7/3/14H	7/3/2014 PARA-TAXI REIMBU

REPORT.: Jul 31 14 Thursday  
RUN....: Jul 31 14 Time: 12:58  
Run By.: Linda White

LAVTA  
Cash Disbursement Detail Report  
Check Listing for 07-14 Bank Account.: 105

PAGE: 004  
ID #: PY-DP  
CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
H4619B	07/18/14	TAX86	DEBBIE LOPES	10.20	.00	10.20	7/12/14H	7/12/14 PARA-TAXI REIMBUR
Cash Account Total.....:				1530312.54	.00	1530312.54		
Total Disbursements.....:				1530312.54	.00	1530312.54		

**AGENDA**

**ITEM 7 C**



STAFF REPORT

SUBJECT: Resolutions Authorizing the Executive Director or his or her designee to Sign Sections 5304, 5310, 5316 and Section 5317 Agreements

FROM: Tamara Edwards, Finance and Grants Manager

DATE: September 8, 2014

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**Action Requested**

Review and approve the attached resolutions authorizing the Executive Director, or designee to sign Section 5304, 5310, 5316 and 5317 agreements.

**Background**

The Section 5304 Statewide Planning program is designated for a variety of planning activities including planning, technical studies and assistance, demonstration, management training, and cooperative research. These funds are allocated through the California Department of Transportation (CalTrans) and have traditionally been used within our region for planning interns.

The Section 5310 Elderly and Disabled Specialized Transit program goal is to meet the transportation needs of elderly persons and persons with disabilities in areas where public mass transportation services are otherwise unavailable, insufficient, or inappropriate. This capital grants funding program was established by the Federal Transit Administration (FTA) and the California State Department of Transportation (Department) Division of Mass Transportation (DMT) is the delegated grantee.

The Section 5316 Job Access and Reverse Commute (JARC) program goal is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, the FTA Fixed route and paratransit costs escalate based on current contracts, and then grow by the regular expense inflator.

The Section 5317 New Freedom (NF) program goal is to provide new public transportation services to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. NF also seeks to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990. The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005.



**Discussion**

Staff is asking for Board approval in order to comply with FTA requirements.

**Budget**

Once approved, the Resolution will be used for FTA funded grants through Caltrans.

**Next Steps**

Once approved, the Resolutions will be used as an attachment for grant applications by FTA requirements for Federal financial assistance under Sections 5304, 5310, 5316 and 5317 through the California Department of Transportation Call of Projects.

**Recommendation**

The Finance & Administration Committee recommends the Board of Directors approve the attached resolutions.

## Attachments:

1. Resolution 22-2014 Authorizing the Executive Director to Sign Section 5310, 5316 & 5317 Agreements.
2. Resolution 24-2014 Authorizing the Executive Director to Sign Section 5304 Agreements.

*Approved:* \_\_\_\_\_

**RESOLUTION # 22-2014**

**RESOLUTION AUTHORIZING THE FEDERAL FUNDING  
UNDER FTA SECTION 5310 (49 U.S.C. SECTION 5310), 5316 (49 U.S.C.  
SECTION 5316), AND 5317 (49 U.S.C. SECTION 5317) WITH THE CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital and operating assistance projects for nonurbanized public transportation systems under Section 5310, 5316 and 5317 of the Federal Transit Act; and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310, 5316 and 5317 grants for public transportation projects; and

**WHEREAS** LAVTA has applied for Federal financial assistance under sections 5310, 5316, and 5317 through the California Department of Transportation; and

**WHEREAS**, LAVTA has some combination of state, or local funding sources to provide the required local share.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Livermore Amador Valley Transit Authority does hereby authorize the *Executive Director or His or Her Authorized Designee* to file and execute applications on behalf of LAVTA with the Department to aid in the financing of operating or capital assistance projects pursuant to Section 5310, 5316 and 5317 of the Federal Transit Act, as amended.

That the *Executive Director or His or Her Authorized Designee* is authorized to execute and file all assurances or any other document required by the Department.

That the *Executive Director or His or Her Authorized Designee* is authorized to provide additional information as the Department may require in connection with the application for the Section 5310, 5316 and 5317 projects.

That the *Executive Director or His or Her Authorized Designee* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310, 5316 and 5317 projects

APPROVED AND PASSED this 8th day of September, 2014.

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Scott Haggerty, Chair

ATTEST:

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Kathleen Kelly, Interim Executive Director

**RESOLUTION 24-2014**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE  
AMADOR VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE  
DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Board of Directors for the Livermore Amador Valley Transit Authority is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

**WHEREAS**, a Fund Transfer Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

**WHEREAS**, the Livermore Amador Valley Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority authorize the Executive Director, or designee, to execute all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

**APPROVED AND PASSED** this 8<sup>th</sup> day of September, 2014

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Scott Haggerty, Chair

**ATTEST:**

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Kathleen Kelly, Interim Executive Director

**AGENDA**

**ITEM 6**



**S T A F F   R E P O R T**

SUBJECT:   Comprehensive Operational Analysis Scope

FROM:       Christy Wegener, Director of Planning and Communications

DATE:       September 8, 2014

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**Action Requested**

Approval

**Background**

This staff report is intended to provide the Board with the scope of work for the Comprehensive Operational Analysis (COA) study for review and approval.

**Discussion**

Included in the Fiscal Year 2015 budget is funding to conduct a COA of the Wheels fixed-route bus network.

This COA is an analysis of the design, coverage, operation and utilization of the Wheels fixed route bus system. The ultimate goal of the Wheels COA will be a recommendation for a system re-design that maximizes the efficiency of resources, minimizes disruption to existing passengers, and is an attractive, competitive bus service that appeals to choice customers and serves transit dependent customers as well. After the study is complete, the COA will produce a series of immediate recommendations to address any deficiencies with system design, service span, schedules, running time, frequency, bus stops, and system coverage. The draft scope of work (Attachment 1) is designed to elicit the most comprehensive and inclusive product.

The COA scope includes the following tasks:

- 1) Project Management/Coordination
- 2) Studies/Data Review
- 3) Data Collection/Analysis
- 4) Development of Service Standards
- 5) Market Analysis
- 6) Develop/Conduct Public Outreach Plan
- 7) Service Recommendations and Implementation Plan

Optional tasks, such as a fare study to determine the appropriate fare structure and rates for the Wheels system, as well as a task to develop the full schedules, may also be included as a part of the study if financial feasible.

**Next Steps**

If approved by the Board, a Request for Proposals (RFP) for the COA will be issued in October 2014.

**Recommendation**

The Projects and Services Committee recommends the Board of Directors approve the COA Scope of Work.

**Attachments**

1. COA Scope of Work - Draft

*Approved:* \_\_\_\_\_

The Livermore Amador Valley Transit Authority (LAVTA) seeks a qualified consultant to conduct a Comprehensive Operational Analysis (COA) of its bus network. The selected consultant will analyze the LAVTA/Wheels fixed route bus network and recommend immediate modifications, including:

Changes to route alignment, frequency, service days, service span and segment/line spacing based on productivity and coverage;

Adjustment to running time, terminus times/locations and stop spacing to improve schedule adherence and customer satisfaction;

Identification of minimally used bus stops for potential removal or relocation;

Appropriate vehicle type by line and service;

Efficiency of run-cut, relief points and vehicle blocking;

Service standards (fleet assignment, load factor, performance metrics);

Identification of available technology that could further improve service delivery.

This project will be broken down into several core tasks, including:

- Project Management
- Study/Data Review
- Data Collection and Analysis
- Development of Service Standards
- Market Analysis
- Public Outreach
- Service Recommendations and Implementation Plan

Additional optional tasks may also be included in the study, depending on resources. Those tasks should be priced separately.

### **Project Management**

LAVTA's project manager for the COA will be Christy Wegener, Director of Planning and Communications.

LAVTA is requesting Requests for Proposals for services in the below listed tasks.

### **Task 1: Project Management and Coordination/Establish Work Program and Schedule**

- Establish project timelines, milestones and schedule;
- Establish schedule for meetings between the Project Manager (PM) for the contractor, and LAVTA;
- Develop Board of Directors outreach plan; Facilitate preliminary workshop and at least one follow-up meeting with the LAVTA Board of Directors;

- Identify stakeholders; establish and make recommendations for a Technical Advisory Committee (TAC). Establish meeting schedule, and facilitate TAC meetings.

*Task 1 Deliverables:* Final Work Scope, Project Work Plan and Timeline, Schedule of PM meetings, Schedule of TAC Meetings

### **Task 2: Studies/Data Review**

- Reviewing Bay Area, Alameda County and/or Tri Valley planning studies, data, and documents recently completed by LAVTA, Alameda County or the Metropolitan Transportation Commission (MTC), including but not limited to:
  - One Bay Area
  - LAVTA's Short Range Transit Plan (S RTP)
  - LAVTA's FY2015 Budget
  - Alameda County Transportation Plan
  - Other relevant planning studies in the Tri-Valley

*Task 2 Deliverables:* Technical memorandum detailing results of study reviews

### **Task 3: Data Collection and Analysis**

- Using data generated from LAVTA's onboard APCs systems, conduct review of existing data, including stop-level boarding and alighting data;
- Using data generated from LAVTA's CAD/AVL system, conduct review of allocated running time by segment, pattern and route. Compile running time information by time of day and day of week
- Review ride check reports, farebox reports
- Review rider surveys; develop and conduct new surveys of riders to determine origin/destination information
- Conduct field review of service area
- Develop baseline stop-level, segment level and time-of day ridership and operational data
  - Ridership activity for each route by direction, trip, and stop by service day
  - Ridership activity for each shared stop by route, direction, trip and service day
  - Run times for each route by direction, trip, segment and service day
  - Run times for each shared segment by direction, trip and service day

*Task 3 Deliverables:* Existing conditions report, PDF maps of relevant findings and GIS layer of stop-level ridership (backup provided in excel), summary of O/D data, baseline operational and schedule report.

### **Task 4: Develop Service Standards**

- Establish comparative route information by service type (local, express, feeder, etc.)
- Develop productivity indicators (i.e. passengers per hour, mile, trip, farebox recovery) by service type
- Conduct comparison of Authority performance indicators to comparable transit systems



*Task 4 Deliverables:* Service standards report, including classification of routes by service type, and productivity indicators by route/service type; comparable transit systems report.

#### **Task 5: Market Analysis**

- Using the 2007 Marketing Plan as a baseline, this project should include an update of baseline data for measuring the attitudes, awareness, and usage of Wheels bus service.
- This task should involve development and execution of a telephone, mail or online-survey instrument to households within the LAVTA service area, to include both users and non-users of the Wheels bus system. Specifically, this task shall collect pertinent information to measure changes in attitudes toward and awareness of the transit system and its services, as well as identify current and potential customer segments. This survey should be designed to gauge attitudes and awareness of the Wheels bus service and elicit responses to travel patterns, attitudes towards various transportation modes, demographic and socio-economic data, and other pertinent data.
- The survey should be administered to a statistically significant sample within the Wheels service area, and be representative of the demographics in the Tri-Valley.

*Task 5 Deliverables:* A report summarizing the changes in attitudes and awareness of Wheels bus service since 2007.

#### **Task 6: Develop Public Outreach Plan and Conduct Public Outreach**

- Develop a public outreach plan designed to obtain the most feedback from existing riders, as well as non-riders, in the Wheels service area;
- Facilitate public outreach/input meetings to include at least two rounds in each of the jurisdictions in the LAVTA service area;
  - The consultant shall be responsible for development of a plan to notify the public, regional partners and various stakeholder groups of the study and of the meetings;
- The consultant shall implement the public outreach plan, including:
  - Booking meeting locations, providing audio/visual support, meeting room set-up, meeting displays and handouts, and taking notes

*Task 6 Deliverables:* Public Outreach plan; Reporting detailing attendees and comments received at each public meeting; summary of comments received during each round; summary/analysis of input received from non-riders.

#### **Task 7: Service Recommendations and Implementation Plan**

- Consultant shall develop route and schedule recommendations for immediate implementation. These preliminary recommendations should be revenue-neutral and should be based on:
  - Analysis of existing operational conditions, including operational and performance data
  - Customer demand (origin-destination information)
  - Public comments
- Each recommendation shall estimate the operational requirements, including:
  - Revenue hours and miles

- Revenue trips
- Span of service
- Headways
- Ridership
- Operating cost
- The Consultant shall develop an implementation plan that considers all the service recommendations.
- The Consultant shall also develop a set of priority-recommendations should annual revenue hours contract or increase

*Take 7 Deliverables:* Final report with recommendations and an implementation plan for service adjustments.

### **Optional Tasks**

#### **Optional Task 8: Fare Study**

- Assess the fare structure and policies currently in place on LAVTA's fixed route and dial-a-ride system, including:
  - Determining the distribution of ridership/utilization by fare category;
  - Evaluation of fare pricing, discount and transfer policy, including inter-operator transfers;
  - Evaluation of employer-sponsored pass programs.

*Task 8 deliverables:* Analysis and evaluation of existing fare structure and utilization, and a recommendation for an ideal fare structure

#### **Optional Task 9: Schedule Development**

- Using the running time data collected in task 3, and based on the recommendations in Task 7, the consultant shall develop timetables for each of the Wheels routes, to include:
  - Time Points
  - Running time
  - Schedules
  - Blocks
  - Vehicle Assignments
  - Run Cut

*Task 9 deliverables:* Full schedules, blocks and a complete run cut for the COA recommended route modifications

**AGENDA**

**ITEM 7**



STAFF REPORT

SUBJECT: Fixed Route Passenger Satisfaction Survey 2014

FROM: Christy Wegener, Director of Planning and Communications

DATE: September 8, 2014

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**Action Requested**

This is an informational item only.

**Background**

LAVTA performs an annual on-board fixed-route passenger survey to gauge passenger satisfaction in order to continually improve service. The results of the surveys are also used to calculate service quality standard indicators on which the operations contractors' annual incentives are based. Both fixed route as well as paratransit riders are surveyed; this report discusses the results from the fixed route survey.

**Discussion**

Methodology

This year's survey was conducted over four weekdays during the week of June 16, 2014. To complete the survey, LAVTA hired four temporary surveyors to ride the bus and administer the survey to passengers. These surveyors boarded mainline routes and asked each boarding passenger if they would like to complete a customer service survey. Surveyed trips were focused on the trunk routes, Route 10 and the Rapid, but also included surveying the local Livermore and Dublin/Pleasanton routes. A total of 328 completed surveys were received.

The survey questionnaire (Attachment 1) was based on the basic customer service survey LAVTA uses each year, and was provided to passengers in English and Spanish.

Survey Results

The full tally of the 2014 survey results is shown in Attachment 2. The core item in the survey related to quality-of-service aspects, such as schedule adherence, cleanliness of buses, and driver courtesy, while the remainder of questions addressed rider profile, such as age and household income. As the 2014 survey was identical to ones undertaken in recent years, a trend comparison can be made using the 2014 results.

Quality of service: As in recent years past, respondents this year gave the Wheels service fairly high marks on quality-of-service aspects, as indicated by their scoring on a 1-5 scale where 1 is the worst and 5 is the best. All of the service quality aspects were given a 3 point grading or better by 90% of the respondents, a 4 point grading or better by 80%, and an excellent (5) rating by 42% or more of those surveyed.

The area that was given the highest share of excellence was whether passengers felt safe when riding the bus, while those related to on-time performance and bus stop cleanliness tied at the bottom end of the ratings. Passengers' opinion rating of the Wheels service across the board averaged a 4.2 point score on the 1-5 scale.

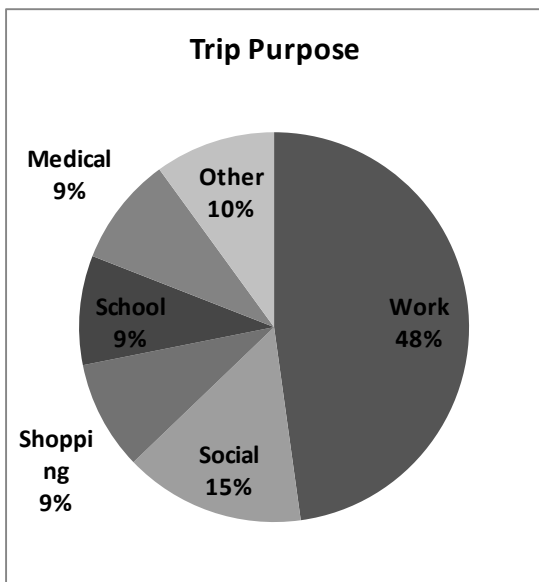
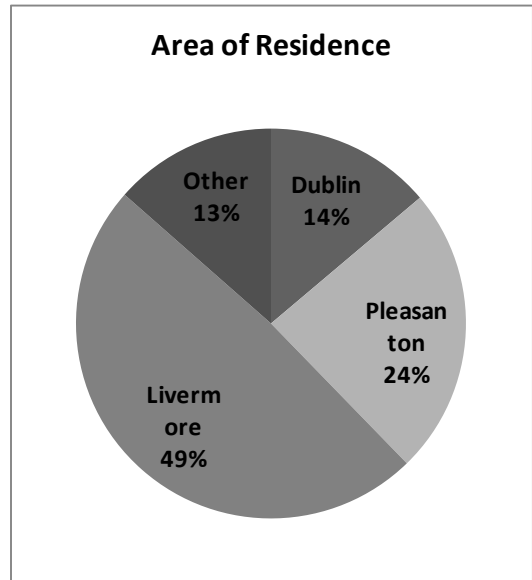
These results appear to be indicative of a high degree of customer satisfaction with the Wheels service overall, although every quality indicator received a lower average score than in last year's survey. The average across all quality-of-service scorings went from 4.4 last year to 4.2 this year; the average score was also lower within each of the nine individual quality areas probed in the survey, with the grades for customer service and safety, respectively, both seeing the biggest drop at 0.3 points (although safety still scores the best among the quality indicators).

Despite these year-on-year trends, all quality rating areas continued to receive scores exceeding the agency-adopted goal of 4.0.

The adjacent table summarizes the quality-of-service scores given by passengers in this year's survey about Wheels.

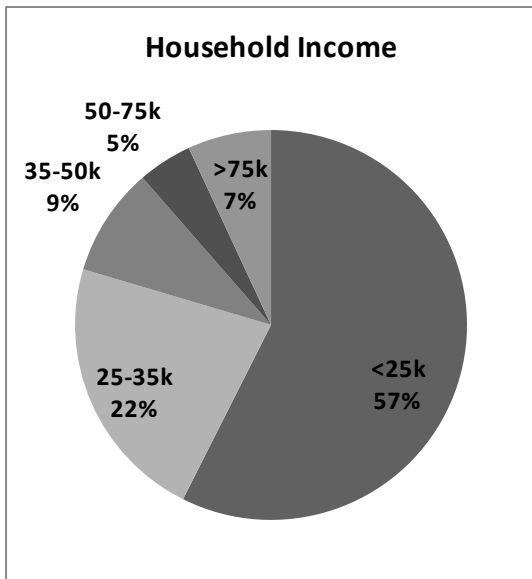
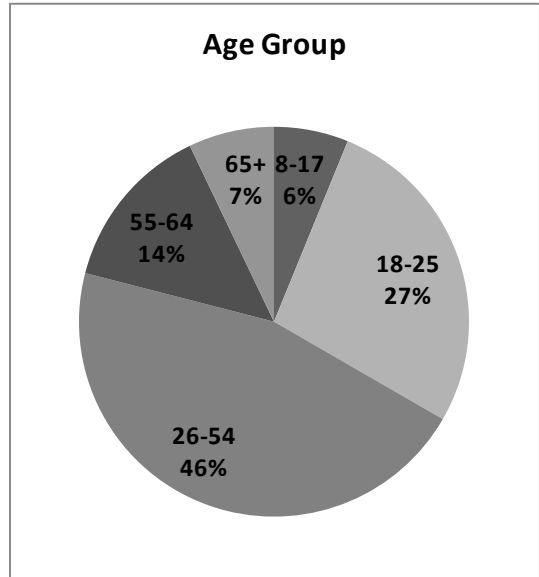
<b>Quality Ratings</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Avg</b>	<b>Last yr</b>
Service operates on time	2%	7%	17%	33%	42%	4.1	4.2
Feel safe when riding the bus	3%	4%	6%	21%	66%	4.4	4.7
Drivers are helpful and friendly	3%	4%	10%	24%	59%	4.3	4.4
Route / service information easy to use	3%	4%	12%	24%	57%	4.3	4.4
Buses are clean and well maintained	3%	4%	13%	28%	51%	4.2	4.4
Transit Center is safe and secure	2%	5%	13%	28%	52%	4.2	4.4
Bus stops clean and well maintained	3%	6%	18%	29%	45%	4.1	4.2
Customer service staff friendly and helpful	6%	4%	11%	24%	55%	4.2	4.5
Overall opinion of Wheels service	3%	3%	8%	38%	49%	4.3	4.4
<b>Total</b>						<b>4.2</b>	<b>4.4</b>

Area of residence: Turning now to the rider profile-related questions, almost half of respondents (49%) indicated Livermore as their primary residence, while 24 and 14 percent stated Pleasanton and Dublin, respectively, as their home. 14 percent indicated another municipality or city, broken down as follows as number of persons in alphabetical order: Castro Valley (2), Concord (1), Hayward (6), Oakland (12), Oakley (1), Pittsburg (1), Pleasant Hill (1), San José (1), San Leandro (7), San Ramon (3), Stockton (1), Tracy (4), Union City (1), and Walnut Creek (2).



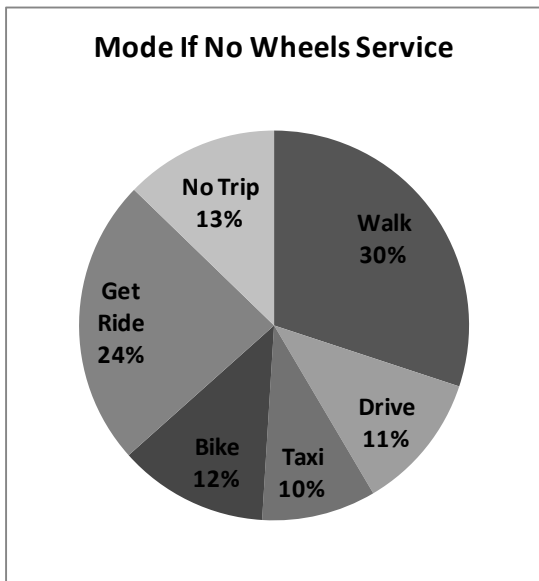
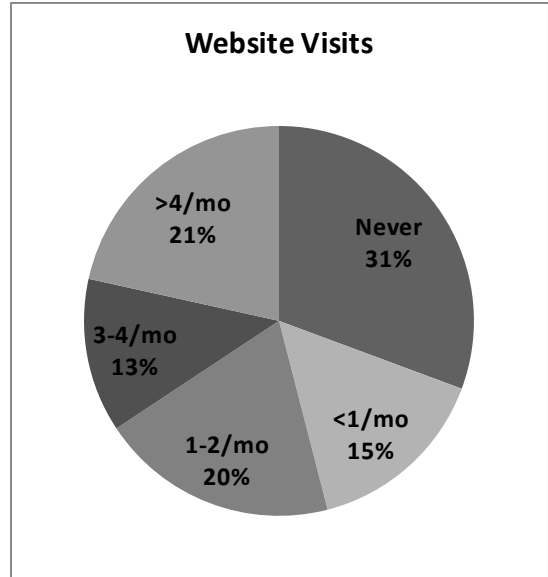
Trip purpose: Almost half of the passengers surveyed (48%) indicated “work” as their trip purpose – somewhat less than recent survey year findings. “Social” was indicated by 15% of respondents, while other trip purposes such as “school” and “shopping” each were cited by 10% or less of respondents. [It should be noted that school tripper routes were not surveyed as part of this effort, so these results will understate the overall school trip purpose to a certain extent.]

Age: The age distribution of respondents was relatively similar to that found in previous surveys, with individuals under 18 and over 65 each comprising small percentages of the overall ridership sampled (at 6% and 7%, respectively). The trend over the past decade has been that the 65+ Wheels ridership percentage is increasing. But seniors are still not a large rider group within LAVTA’s fixed route service – and the percentage of respondents in the 65+ category this year were actually fewer than what was seen last year (7% vs. 11%).



Household income: When asked about annual income, a majority of respondents (57%) indicated household earnings of under \$25,000 per year. 22% stated incomes in the \$25,000 to \$35,000 range, with only the remaining 21% indicating household incomes above the \$35,000 mark. Although the Wheels riders have traditionally been found to be from low-income households, this distribution is even lower than that found in last year’s survey, where 44% of respondents reported household earnings above \$35,000.

Wheels website visits: Up until last year's survey, the long-term trend – perhaps unsurprisingly – had been one of increased awareness and usage of the Wheels website. Last year, 74% of respondents indicated that they visit the Wheels website, albeit with varying frequency. In this year's survey, 69% indicated visiting the Wheels website at least on occasion, while 31% stated that they never visit the website.



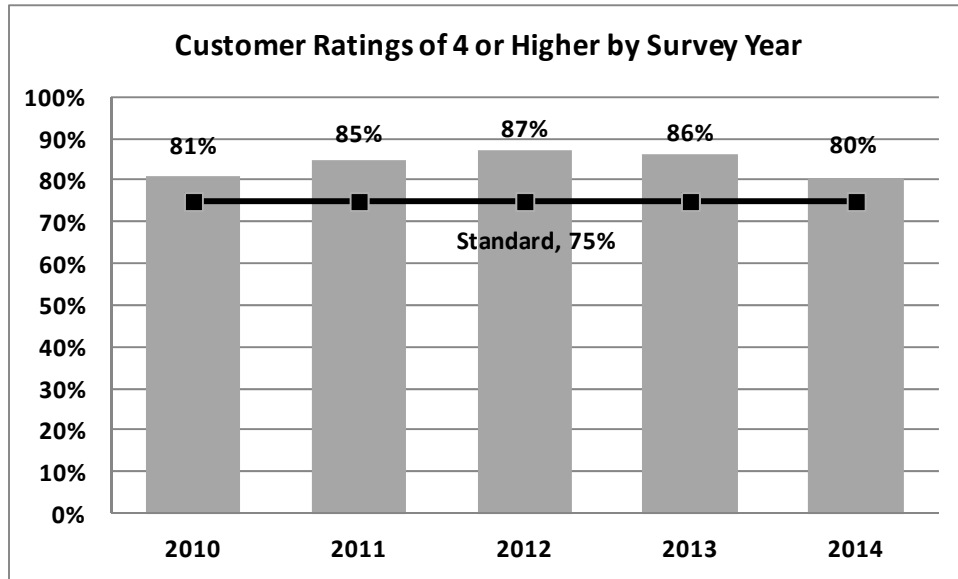
Trip without Wheels: Passengers were asked how they would have made their current trip without the bus. A large majority of respondents (87%) indicated that they would have been able to get around using other means of transportation, while 13% stated that they would not have made the trip. Of the 87% that indicated alternative means to get around, 30% said that they could have walked, 24% stated that they could have gotten a ride, and 10% stated taxi as an alternative. These results, which are similar to those of recent year surveys, indicate that while Wheels riders may depend on the service, relatively few riders consider themselves completely captive to it.

Open comments: 202 of the 328 passengers surveyed took the opportunity to provide open-ended comments at the end of the survey form. Most of the comments addressed a broad spectrum of issues, although some recurring themes were present, such as requests for longer service hours and improved passenger information. Common operational topics included issues about schedule adherence (late buses) and customer service. The entire set of open comments received is shown in Attachment 3.

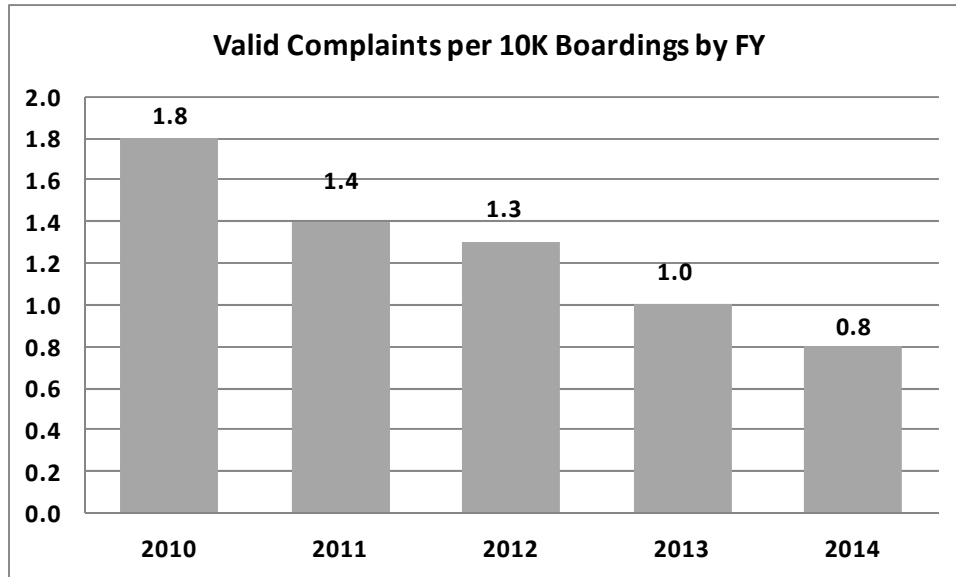


### Recent-Years Trend Comparison

The current 1-5 scale for passengers to rate aspects of the Wheels service as part of the annual survey was introduced in 2010. The following chart shows the year-over-year trend for overall customer satisfaction. As illustrated, the results have each year since then exceeded the goal from the last short-range transit plan (SRTP) of receiving a score of 4 or better from 75% of survey respondents. Staying within the 80s over the past five years, this score peaked with the 2012 survey, but then trended downward to 86% last year and to 80% this year.



Although not data collected from the annual onboard survey, for illustration purposes the next chart shows the number of valid customer complaints per 10,000 boardings for the past four fiscal years. Unlike the results from the onboard survey, this indicator shows a continuing trend of improvement from the last five years thru this year. It shows valid complaints going from a rate of 1.8 valid customer complaints per 10,000 boardings in FY2010 to 0.8 valid customer complaints per 10,000 boardings in FY2014. [Valid complaints often pertain to operational issues that can be verified, such as bypasses, early timepoint departures, speeding, and driver courtesy.]



Remarks / Summary

As the results described above show, the Wheels fixed route service is getting nominally high remarks in all quality-of-service aspects that are probed in the annual on-board passenger survey, although the average respondent scored the service quality slightly lower across the board than last year. The item that received the highest rating this year was in the areas of passengers feeling safe while riding the bus, while two items that tied for the lowest (though still high) rating were the on-time performance of buses and the cleanliness of bus stops.

The rider profile results indicate that almost one half of those surveyed have Livermore as their primary residence. It is also known from other surveys and feedback channels, though, that many Wheels passengers work, shop, or transfer to/from BART in the Dublin/Pleasanton area whether or not they reside there.

The Wheels ridership base continues to be from low-income households. However, as the responses to the trip-without-Wheels question indicate, most riders stated that they might have had alternative means of getting to their destination – an indication that the Wheels

service levels and quality may not be unimportant in order to retain and build ridership even amongst a population sometimes regarded as “captive” or “choice” riders.

Past studies have indicated that the Wheels ridership base is relatively young, and has a high turnover rate in terms of ridership. The coarse scale used in the annual survey regarding riders’ age makes it difficult to draw firm trend conclusions, but other surveys and observations indicate that the Wheels ridership base continues to be relatively young. And senior riders (individuals aged 65 or over) in the system still represent a small ridership group in the Wheels fixed route system.

**Next Steps**

Staff has taken proactive steps to address many of the specific complaints or themes that presented themselves in the results of the 2014 Customer Satisfaction Survey. A summary of action items is included in Attachment 4. Additionally, the Comprehensive Operational Analysis (COA), which will be conducted in 2015, is expected to specifically address some of the on-time performance and route structure issues.

Attachments:

1. Survey form (English version)
2. Detailed summary of results
3. Open-ended comments
4. Immediate Action Plan

*Approved:* \_\_\_\_\_

## WHEELS – PASSENGER SURVEY 2014

### 1. Which general area do you live? Check ONE.

Pleasanton       Dublin       Livermore  
 Other (please specify): \_\_\_\_\_

### 2. Please rate Wheels Service using a scale of 1-5, with 1 being the worst (strongly disagree) and 5 being the best (strongly agree).

Question	Score (1-5)
Transit services operate on-time	
I feel safe when riding the bus	
Drivers are helpful and friendly	
Route / Service Information is easy to use	
Buses are clean and well-maintained	
Transit Center is safe and secure	
Bus Stops are clean and well maintained	
Transit Center (& Telephone) staff are friendly and helpful	
Overall opinion of Wheels service	

### 3. What was the main purpose in making your trip today? Check ONE.

Work       School  
 Social Visit       Medical  
 Shopping       Other (please specify: \_\_\_\_\_)

### 4. What is your age?

8-17       55-64  
 18-25       65+  
 26-54

### 5. What is your annual household income?

Under \$25,000  
 \$25,000-\$34,999  
 \$35,000-\$49,999  
 \$50,000-\$74,999  
 \$75,000+

### 6. How often do you visit [www.wheelsbus.com](http://www.wheelsbus.com)?

5 or more times in the last month  
 3-4 times in the last month  
 1-2 times in the last month  
 Less than once per month  
 Never

### 7. How would you have made your current trip without the bus? Check ONE.

Walk       Bike  
 Drive myself       Get a ride  
 Take a taxi       I would not have made this trip

**Please provide Wheels Management with your thoughts on how our service works for you and/or how we may improve our service.**

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## WHEELS PASSENGER SURVEY RESULTS 2014

## 1. Area of Residence

Dublin	Pleasanton	Livermore	Other	Tot resp
44	76	155	43	318
14%	24%	49%	14%	

## 2. Quality Rating

	1	2	3	4	5	n/a	Avg Score	Total Responses Received	Total Points
Service operates on time	6	20	51	100	126	25	4.1	303	1229
Feel safe when riding the bus	10	12	17	64	202	23	4.4	305	1351
Drivers are helpful and friendly	9	11	31	74	179	24	4.3	304	1315
Route / service information easy to use	10	11	35	74	174	24	4.3	304	1303
Buses are clean and well maintained	10	11	41	87	158	21	4.2	307	1293
Transit Center is safe and secure	6	15	40	83	154	30	4.2	298	1258
Bus stops clean and well maintained	10	17	54	88	136	23	4.1	305	1238
Customer service staff friendly and helpful	16	12	32	68	155	45	4.2	283	1183
Overall opinion of Wheels service	10	8	23	112	145	30	4.3	298	1268

## Quality rating from above as percentages:

	1	2	3	4	5	Avg Score	Last year	
Service operates on time	2%	7%	17%	33%	42%	4.1	4.2	303
Feel safe when riding the bus	3%	4%	6%	21%	66%	4.4	4.7	305
Drivers are helpful and friendly	3%	4%	10%	24%	59%	4.3	4.4	304
Route / service information easy to use	3%	4%	12%	24%	57%	4.3	4.4	304
Buses are clean and well maintained	3%	4%	13%	28%	51%	4.2	4.4	307
Transit Center is safe and secure	2%	5%	13%	28%	52%	4.2	4.4	298
Bus stops clean and well maintained	3%	6%	18%	29%	45%	4.1	4.2	305
Customer service staff friendly and helpful	6%	4%	11%	24%	55%	4.2	4.5	283
Overall opinion of Wheels service	3%	3%	8%	38%	49%	4.3	4.4	298

## 3. Trip Purpose

Work	Social	Shopping	School	Medical	Other	Tot resp
153	48	29	29	29	32	320
48%	15%	9%	9%	9%	10%	

## 4. Age

8-17	18-25	26-54	55-64	65+	Tot resp
20	88	148	45	23	324
6%	27%	46%	14%	7%	

## 5. Income

<25k	25-35k	35-50k	50-75k	>75k	Tot resp
166	64	26	13	20	289
57%	22%	9%	4%	7%	

## 6. Website Visits

Never	<1/mo	1-2/mo	3-4/mo	>4/mo	Tot resp
84	42	54	35	59	274
31%	15%	20%	13%	22%	

## 7. Trip without Wheels?

Walk	Drive	Taxi	Bike	Get Ride	No Trip	Tot resp
92	35	29	38	73	39	306
30%	11%	9%	12%	24%	13%	

Total surveys received = 328

General Comments
Just carry on = Great Job!
Please provide service up to Alameda Co Fair Gate
The drivers be more friendly
Delays some times (not on time at times)
Friendly service and on time buses
Excellent and helpful
Provide info about bus schedule online along with GPS. I wasn't able to find any bus details on GPS.
On time
The General Service is good there is only one pair of conductors that them that work. *
It would be nice if the transfer piece of paper could be extended to an extra hour or so.
I would like to see more bus service/stops along Dougherty. It currently takes us 40 minutes to walk to the BART everyday. We live near Dougherty/Amador Valley Blvd/Wildwood area. Current service only comes 2 x's per day school hours. 20 min walk to Park Sierra is insufficeint. It is necessary to have the schedule better. More time in Transit Center when all buses present together in the same time. For me the shuttle Wheels is very specific, just that it could be cut in serious time to better.*
The 8a and b routes are often confusing and it repeats certain segments of the route which I find to be inefficient
R bus really a waste. Cancel it and increase bus 10 for 20 mins, bus in week only
This service is a really great way to get to places on time!
The service is excellent. I'm glad we have a way to commute that is good for the environment and inexpensive.
The bus is obviously good getting places. The bus drivers need to stop passing by me while I'm sitting at the bus stop. If it's hot or rainy I'm not going to be standing on the sidewalk waving my hand especially with my baby.
I like the buses and their routes although I wish they went more towards the other side of Dublin. Also when I was first riding the bus I found the website hard to use.
Much improved over past, keep it up.
Overall I think it was great and the driver was very helpful.
Weekend bus schedule confusing for out of towners eg: #12 replaces #14 bus schedule yet bus stop does not indicate on weekend.
I ride the 53 from W Pleasanton BART station. Sometimes BART train is late so I call dispatch and they hold the bus going to ACE rail station. I really appreciate that and Linda that drives the 10 bus, she is a great lady and excellent bus driver.
The service suits my needs, it provides the transport to get to my school. I think the buses are a swell way to get around.
It's better for me, no bus - can't get home
Staff here is doing a wonderful job.
Service is good, so far so good on reliability. I have no complaints thus far. Only problem is online I don't know/can't tell which stops on which side of the street are for what direction. Thank you
Should take the BART Clipper card, improve website.
It is very good and their punctuality 9 10 of operators very good har bus not very often but this one good times. Thanks.*
Service needed more holidays than buses on time.*
I don't have comments.*
Be on time on Saturdays
More common courtesy & less smoking in Transit Center
You're doing good
The schedules.*
Your service is good. Please continure to expand your area of service, like service to connect Tracy & Brentwood
I would like more easy access to bus stop to Lindbergh - Axis Mental Health Behavior building. It is a far walk to the bus stop. I think it's the 12 line.
Improve the hours of routes to help the passengers. Crowded buses who are waiting to transfer to another bus can't do it when they're late. Need more courteous drivers like one that does the Route 9 instead of so miserable.*
The Rapid line is awesome; I guess you could try extending it somehow.
I would love to see route 12 be more frequent than once per hour. I would also like to see extended weekend service.
The 12 bus can run longer on Sunday.
More stops farther east, ie Mountain House.
Overall, I'm grateful to have your services.
I directly go to pass through Portola as near as to get to LPC in 20 minutes; a shift may be good.
Clearer bus routes, for example the direction to and from.
Some drivers seem to forget they are driving a bus, not their personal cars.
Add more buses to the 12 line to make it more accessible.
Should place more following buses. More in the morning and the leaving hour so don't have to wait long.*
Fix broken windows in Rapid terminals.
Like the expanded service to Alameda County Fair.
The 70X needs a later-running bus in morning from Dublin. There would be more ridership with buses if comfortable like 70X and more express buses out to Hayward and San Leandro would bring more clientele.
It's all good; no need for improvements needs at all.
Overall, it's better than most.
Wheels should improve their drivers to be a little nicer and cleaner.
I'd use it a lot if it didn't consume so much time.
More routes on the weekend and Sunday, extended hours for the commercial center in Livermore.*
I have to spend time driving fast to arrive on time at BART. If I take the regular trip, I arrive to work late and return late.*
Service is good. Best bus service in the East Bay.
Wheels works for me because it provides transportation from Bart to work.
Please maintain time synch with Bart time.
I love the service.
Better coordination on timing of transfer between the 10 & 15 on the weekends. Reinstate the 15B.
I love it.

More specific stop times on all stops. Stop times should coincide with Bart times; right now, no time between Bart and bus - always have to wait and can get really cold in winter morning.

Happy.

When you call the Transit Center, they put you on hold too long.

I haven't used the bus system for so long, but so far it has been a great experience.

Should wait at bus stop for awhile.

Service is great; they help me get to my job on time.

I couldn't find the Rapid map in the online pdf.

Clearer on the bus schedule.

Overall it works well for me.

Wheels app would be more helpful than just the website.

It works very well. Always on time.

Buses are late sometimes. The schedule was difficult to read at first.

Good employees always helped me when needed

The service is good and I have no complaints.\*

For me, the service is excellent.\*

Bus comes by every 15 minutes

Wheels is a well worked business. I have no opinions on how to improve its work.

It works for me and it gets me to work on time with minimal headaches and problems.

Allow courtesy rides to homeless

East/West on Portola

All good

I hope they spend more attention on driving and not talking with passengers.\*

More frequent service on route 12

work good

That the R bus stop at Dublin Blvd past Keegan in front of Target, Dick's Shopping Center, it's a must stop.

I like it as it is. It goes where I need to ride usually.

The service is fine the way it is. The time route is ok. Most of the bus drivers are friendly and nice.

No comment

Keeping good drivers

Please shorten the waiting time during weekend service

Have your drivers be more friendly also make room for strollers on Rapid buses. Drivers don't have professional, need to be more friendly.

Be more on time in the afternoons.

It's helpful to the community

I think the bus service is very helpful to the community

All is good.\*

Make sure the buses arrive on scheduled time

Need the 15 and 10 to meet better down east ave earlier

I am satisfied with the service

Enjoy the convenience for senior citizens, deeply appreciated, myself & my wife

More service to Springtown evening hours

Today's bus driver very courteous & helpful

Please fix time managing issues

Everything is great, most bus drivers are friendly and things are kept nice & clean. At the end of the day - some drivers are cranky but then again who wouldn't be.

Service is very good

You guys should make it less money but your service is good.

Overall, the operators are very nice.\*

It is not uncommon to find a bus 7-10 minutes behind schedule, so if this could be improved I think that would be helpful.

Changes my work day. Allows me not to have to drive. I can get most anywhere with bus & walking. Thank you!

The departure from BART must be aligned with BART timing rather than 10 minutes from BART arrival. Drivers sometimes start 2 minutes early and we miss the BART connection.

Always has on cold air even when it's cold.

More route service near Holmes & Concannon

Buses don't break down anymore. Keeping/retaining experienced staff is #1 priority.

Everyone is good on the buses and friendly. I'm more quiet on the bus.

Your service is perfect.

The overall service is good.

Better mobile access.

Just make more buses run longer.

I enjoy the service. Keep up the good work.

You guys are awesome.

You guys are great.

No one is perfect.

Bus should run late at night.

Change the bus fare.

Can use more space.

Be a little faster.

Your buses need to drive faster.

Needs a skateboard rack.

Try having an all-night bus.

I enjoy riding the bus every day.

Bus should come on time.

Overall highly satisfied.

I'm grateful for the bus.

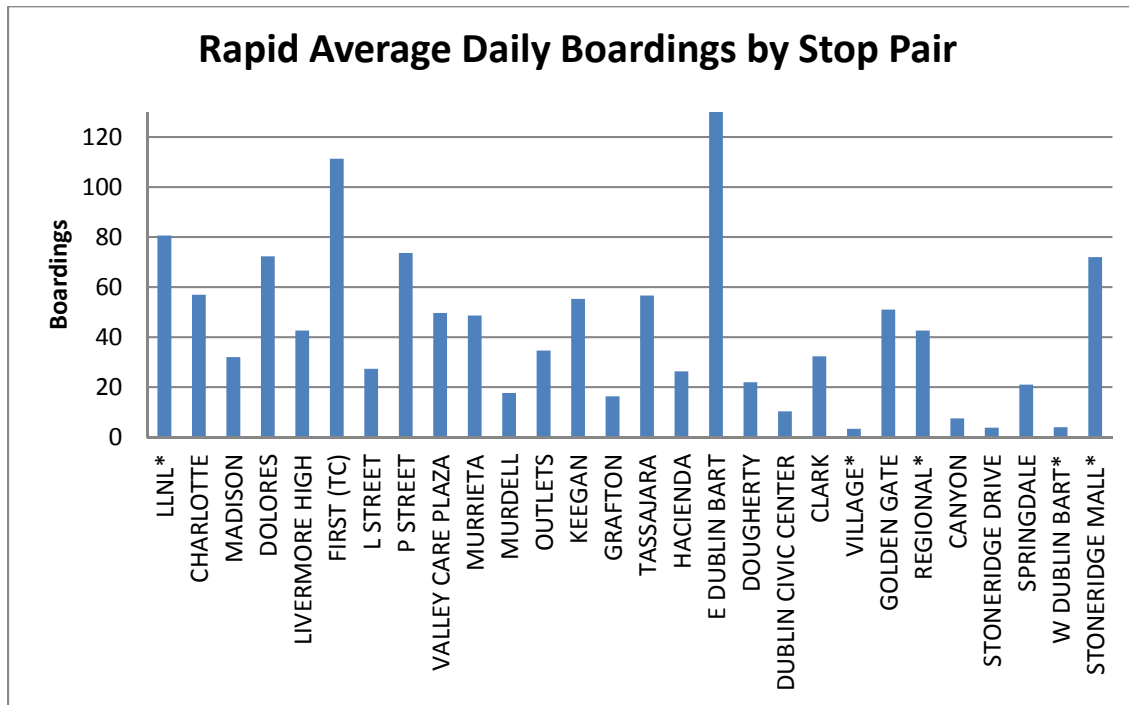
I never had a problem.
I have no complaints.
Everyone is so friendly when I call or ride the bus.
I have been riding this bus for years. I love it.
Just a little more clean at the bus stops.
Overall good, but women with strollers should be able to use the ramp.
Excellent service.
No complaints ever, you guys are great. I really enjoy using the bus system.
Keep schedules on all bus stops.
We need an all-night bus.
I need those buses to be on time, because my wheelchair won't fit in cars.
Keep up the good work.
Be on time.
Great service.
Great service.
Everyone is always friendly and nice.
The bus drivers are always so helpful when I get lost.
Let's get WiFi on the bus if possible.
I don't really like the bus like that.
I rely on these buses. Just run on time.
I have had some rude drivers in the past.
Sometimes it's hard to figure out which route to take.
Your staff is so helpful. Everytime I call, I get great customer service.
The website is so helpful.
Helps a lot. I live far. Take Bart then bus to work. So it really is my only way to work.
Update website.
Have it run later on weekends.
Thank you for being here for the people, I know it helps me a lot. Georgette Flores, 925-487-4129
Nothing much to say. Keep up the good work.
I would like the Rapid to go in front of Target & Dick's it's a major stops for all of those stores.*
At times, I have asked questions in my bad English and the operator didn't have any sympathy in his communication with me. On one exception, they don't show appreciation when they hear a different idiom. There needs to be more understanding for the tourists.
The buses could be more punctual.
I think you are doing very good.
Keep up the excellent work you are doing.
Please extend Sunday service on bus 12 route. It would be great if you could extend till 5 or 6.
Please put Rapid to Las Positas College.
When calling the Wheels line, the staff on the phone are not personable and not as helpful as I would expect, but I understand they deal with many customers bus they could be more friendly and helpful!
Making the drivers more friendly.*
Its good and friendly. Thanks*
Lights are much needed on some Pleasanton bus stops.
www.nextbus.com ... Why can't Wheels utilize this? It greatly helps to know when the next bus is coming wherever bus stop.
In general, give good service only that some drivers are late and some drivers are annoying.*
In general, the service is good.*
For me the service is good.*
Overall, it's good.
It works for me using the bus very well.
Your service is ok, but sometimes your bus is very slow.
Works fine.*
Some drivers don't need to flirt like they have in the past, asking passengers out on a date. It has happened so much.
The bus service works best for me because it is cheaper than Bart. I don't drive. Improve for me by having more #10 buses, and drivers being on time.
I like the service.*
I believe that the weekend service needs to be more constant and also all of the morning.*
Some drivers don't know how to help persons with disabilities, they might need a training about it.
The service is very long. You need more schedules at leaving time.*
This useful because it takes me around, but I don't feel safe.
It depends on the people that need it, it really helps me!
The rule regarding music needs to be enforced better.
Some drivers drive too fast :( unsafe.
It is needed that we extend more routes.*
I usually take the Rapid; I wish it ran on weekends.
I think the Wheels service is very reliable.
Staff and everybody is friendly but there needs to be better weekend services.
Your service is helpful because with no ride on Wheels I don't know how I'd get to my destinations if I didn't get a ride.
More routes and intercity buses and buses to have more frequent times to pick up.
Bus 4029 E Dublin very nice helpful patient bus driver helped me on the route, good employee. Route 12 west from the Transit Center at 11:27a 06/18/14, took his time to take other buses.
Need more air conditioning on hot days.
Good Service. Maybe you could improve if you added the use of the Clipper Card.*

\* Translated from Spanish



**Rapid: Daily Ridership by Stop**

At the July Board meeting, the Board requested more information on the stop-level ridership of the Rapid line to determine whether there were stops that could be removed. Staff has compiled the following chart, which represents average daily boardings along the Rapid line.



While there are stops that appear to be underutilized, as well as close together, drawing firm conclusions about the effectiveness of thinning the Rapid stops is difficult. For stops that are close to one another with high ridership (P Street and Valley Care Plaza, for example), there would likely be a negative impact on ridership and possibly a shift from the Rapid to Route 10. For stops that are underutilized (Village, Canyon and Stoneridge Drive, for example), removing the stops would have very little impact on running time because there are currently very few riders using those stops. Further, removing stops that have very little ridership does not come without costs – many of the Rapid stops have shelters, which are costly to remove. In addition, all the marketing materials (bus books, system maps, etc.) would need to be updated to reflect a reduction in stops.

Staff proposes to take a more comprehensive approach to the productivity of the Rapid stops during the Comprehensive Operational Analysis.

**AGENDA**

**ITEM 8**



STAFF REPORT

SUBJECT: Dial-A-Ride Passenger Survey 2014

FROM: Kadri Klm, Paratransit Planner

DATE: September 8, 2014

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**Action Requested**

None. This is an informational item only.

**Background**

LAVTA performs annual Dial-A-Ride passenger surveys to gauge passenger satisfaction in order to continually improve service.

**Methodology**

The 2014 annual Dial-A-Ride customer satisfaction survey was conducted in late July and early August 2014 via telephone by randomly calling currently active Dial-A-Ride passengers. Active riders are those who have used Dial-A-Ride at least once within the last twelve months. LAVTA's staff administered the survey, and a total of 30 Dial-A-Ride surveys were completed, representing 3% of the total ridership.

The survey instrument was a simple one page survey (Attachment 1). The survey asked the passengers to rate Dial-A-Ride service on a 1-to-5 scale (5 being highest and 1 being lowest) on a variety of topics, including: the reservation process, pick-up experience, ride experience, drop-off experience, and their overall satisfaction with the service. Passengers were also asked what community they lived in and the main purpose of their most recent Dial-A-Ride trip.

**Discussion**

Dial-A-Ride Survey Results

The following table compares the average ratings of the September 2011, April 2012, June 2013, and July/August 2014 random sample surveys (it is important to note that LAVTA's new service provider for paratransit services began operation in May 2014).

Service Aspect	Sep-11 (ALC started provided service in Jul-11)		Apr-12		Jun-13		Jul/Aug-14 (MTM started provided service in May-14)	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median
<b>Reservation</b>	4.11	4	4.29	5	4.67	5	3.67	4
<b>Pickup</b>	4.14	4	3.97	4	4.27	4	3.58	4
<b>Ride</b>	4.22	4	4.08	4	4.6	5	4.6	5
<b>Dropoff</b>	4.28	4	4.28	5	4.5	5	4.1	5
<b>Overall rating</b>	4.15	4	4.11	5	4.47	5	3.55	4

The median survey ratings in July/August 2014 were 4 (good) in three out of the five categories and 5 (excellent) in two categories. The average values have decreased in four out of the five categories when compared to the three prior years' survey results. The decline in the customer satisfaction has been in the areas of the reservations/scheduling process and late pick-ups, while respondents have consistently been happy with their drivers and ride experience. This confirms the data LAVTA has received through the customer service database as customer complaints/complements, and validates some of the anecdotal comments and observations of the current service provider.

In addition to the quantitative scores for different aspects of the Dial-A-Ride service, the surveyors also encouraged respondents to provide any verbal open-ended feedback/comments/suggestions about the service. The survey also provides a platform for a two-way dialog, and LAVTA staff was happy to be able to provide solutions/education to the passengers on numerous occasions, and received very positive feedback for doing so. The open-ended passenger comments are included in this staff report as *Attachment 2*. Several passengers reported that the service has improved considerably compared to when MTM first started providing service in May 2014.

Fifty percent of the 2014 survey respondents live in Livermore, 27 % respondents lived in Pleasanton, and 23% lived in Dublin. When asked to describe the purpose of their last ride on Dial-A-Ride, the most common category was medical purpose (40%). This demonstrates Dial-A-Ride's essential link between homes and medical services for community members with disabilities. Other trips were split between day programs, social visits, work/school, and chores/shopping.

### Summary

Overall, the rider satisfaction scores have decreased when comparing them to the scores from prior years. It is staff's observation that customer satisfaction scores are very closely correlated to on-time-performance and valid customer complaints per 1,000 rides metrics, which both have been on a negative trend in the recent two months. LAVTA will continue to

closely monitor customer satisfaction and following up on the comments/feedback received from the survey respondents. Additionally, because of the transition difficulties and lower satisfaction scores, staff will be following-up with these survey respondents in three months, to measure whether their opinion of the service has remained consistent, has improved or declined. Staff will return to the Board with results from the follow-up survey in November.

Attachments:

1. Dial-A-Ride Survey
2. Dial-A-Ride Survey Comments

*Approved:* \_\_\_\_\_

Survey Date \_\_\_\_\_ Time \_\_\_\_\_ Surveyor \_\_\_\_\_

**DIAL-A-RIDE**

Please rate Wheels Dial-A-Ride Services using a scale of **1-5**, with 1 being the worst (strongly disagree) and 5 being the best (strongly agree).

Question	Score
Overall, it is easy to make arrangements for your trip on the phone (able to reach customer service quickly, hold times not an issue, reservationists are courteous, knowledgeable, and able to arrange requests for rides)	
Overall, I have a high level of satisfaction with the pick-up experience (drivers are on-time, drivers arrive at correct address and pick-up spot, drivers are courteous, helpful, dressed appropriately and clean, vehicles that can accommodate me are sent, overall pick-up satisfaction)	
Overall, I have a high level of satisfaction with the riding experience (Drivers operate vehicles safely and follow traffic laws, vehicles are clean and in working order )	
Overall, I have a high level of satisfaction with the drop off experience (Drivers drop me off on time and in correct place, drivers offer me help during drop off)	
How would you rate your experience with the "Wheels Dial-a-Ride" service in general	

Which city do you live in?  
 Dublin \_\_\_\_\_ Pleasanton \_\_\_\_\_ Livermore \_\_\_\_\_

What was the main purpose of the last trip you took on Dial-A-Ride?  
 Work: \_\_\_\_\_ Social Visit: \_\_\_\_\_ School: \_\_\_\_\_ Medical: \_\_\_\_\_ Other: \_\_\_\_\_

Please provide Wheels Management with your thoughts on how our service works for you and/or how we may improve our service.

## DIAL-A-RIDE PASSENGER SATISFACTION SURVEY 2014

### Comments

- \* Computers don't communicate with each other very well.
  - \* Drivers are excellent. Scheduling is not right. The service is getting better, but there is one dispatcher that is not good. She should not be doing her job until trained better.
  - \* A lot of confusion, not following instructions given at scheduling, wouldn't recommend, lot of confusion, too much work.
  - \* Drivers don't have apartment numbers. Dispatchers should give drivers apartment numbers. One time a driver had a lot of perfume, client couldn't take ride because of the smell bothering her so much
  - \* New provider worse than previous. Pick-up late, taking longest way possible to get to destination. Drop off not on time, pick-up worse.
  - \* Improved dramatically in the last couple of weeks.
  - \* Wrong spot and late numerous times.
  - \* Not getting calls back, 2 missed, coming to Kaiser on time, majority of the drivers are good
  - \* Reservations - 3 for music and 5 for reservationist, does not like the on hold music
  - \* She was once told the driver could come an hour after her pickup time.
  - \* Pick-up experience - 5 for drivers and 2 for equipment (needs ramp not lift sent)
  - \* The service has been very helpful and dependable.
  - \* It takes too long time for them to answer the phone. Drivers arrive too early or too late.
  - \* When the new contractor took over there were problems initially, but the service has now improved a lot.
  - \* Very happy with the service now. In the beginning there were problems, but now it's
  - \* More room in the van. It's hot, humid, constantly reminds to turn on AC in the van.
  - \* They are doing a good job. On time, drivers drive safe.
  - \* To pick up people on time. To call to say they are going to be late. Constantly late to pick up.
  - \* Satisfied. A couple of times they didn't pick her up.
  - \* Sometimes they cancel a trip, but the ride still shows up.
- Scheduling is terrible, they are overbooking. Long hold times on Sunday.
- \* Ladies in the front office are excellent. Juana is right on things, she helps a lot.
- Compliments to the dispatcher in LAVTA office - she was top notch.
- \* The most important thing - if they are going to be late, they should call and let the passenger know.
  - \* Difficult time getting through the phone for reservations, awful wait music, but love the drivers and service. Steve from ACE is very good.
  - \* Drop off has been long, long ride times, mix-ups with pick-up times.

**AGENDA**

**ITEM 9**





STAFF REPORT

SUBJECT: Ten-Year Financial Projections FY 2015-2025

FROM: Tamara Edwards, Finance and Grants Manager

DATE: September 8, 2014

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**Action Requested**

Review and adopt the attached Ten-Year Financial Projections.

**Background**

LAVTA's Short Range Transit Plan (SRTP) historically includes ten year operating and capital financial projections. Previously, however, there has not been an emphasis on the financial projections contained in the SRTP when it is brought to the Board for adoption. This year, when the FY15 Budget was approved, Director Woerner requested financial projections for future years, and at other Bay Area transit agencies this is a standard practice.

Therefore, staff is recommending that the Board review and approve the attached ten-year projections, and that, in the future, the Board approve 10-Year Projections annually as part of the budget process. Future financial updates for the SRTP will then use the most recent Board-approved long-term projections as the base. It should be noted that MTC's guidelines for completing SRTP financial projections require future year budgets to be balanced, usually accomplished by adding a Line item called "Funding not Secured", which matches the projected deficit in each year. The attached Ten-Year Projections simply show the surplus or deficit in each year, without attempting to "plug" the deficit to show a "balanced" budget. In other words, they present a baseline that shows what would happen in the future if there were no changes to the economy or to current policies.

The ten-year financial projections are shown in Attachment 1. A more detailed description of revenues and expenses is included as Attachment 2, and graphs portraying the major revenues and expenses, as well as the annual changes, are shown in Attachment 3.

## **Major Assumptions**

The projections assume the Board-approved FY 15 Operating and Capital Budget as the base. In the future, existing revenues and expenses escalate either by the amounts specified in existing contracts, or by inflation (using estimates provided by MTC or Alameda County for most revenue items; inflation for expenses is generally based on county-level projections). Any changes that require future policy actions are excluded from the projections.

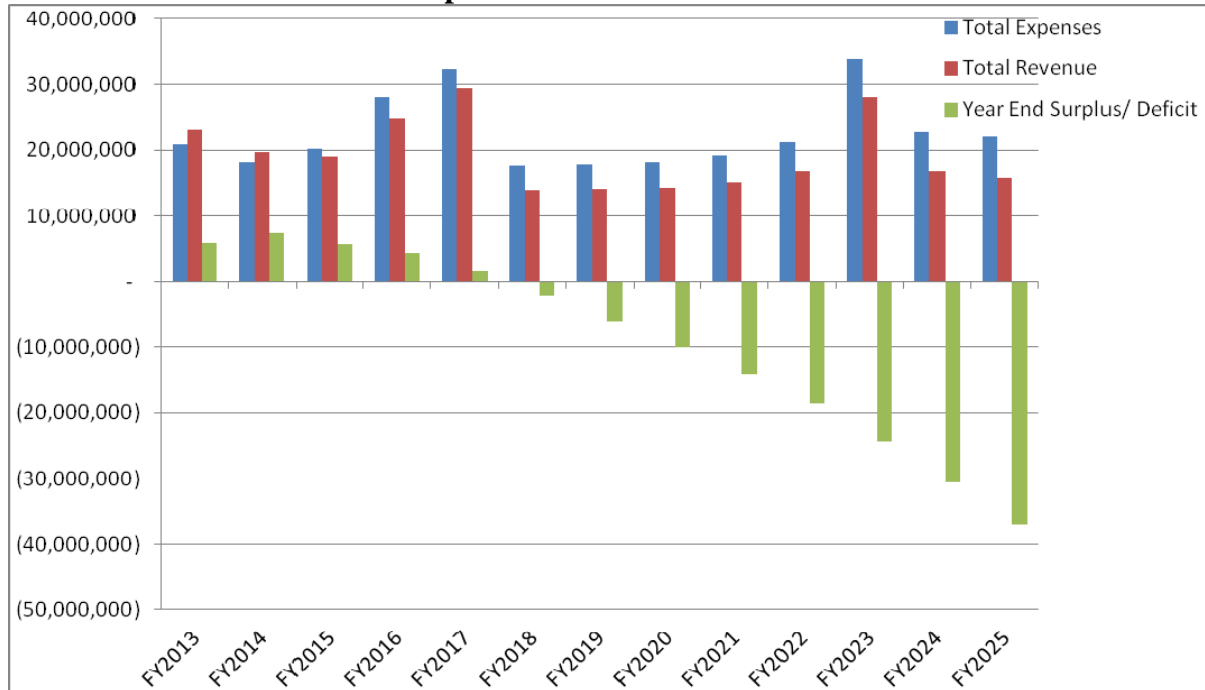
The major assumptions include:

- Only grant revenues currently awarded and secured are included.
- Measure B support for fixed-route and paratransit operations remains at the current level and ends after FY 2022.
- Regional Measure 2 and Measure B Express Bus funding for the Rapid service will end after FY 2015 and FY 2017 respectively.
- There are no fare increases.
- Fixed route and paratransit costs escalate based on current contracts, and then grow by the regular expense inflator.
- Expenses in the out year projections do not include funding for on-time projects budgeted in the current years, such as the Comprehensive Organizational Analysis.
- Service hours remain constant at the current level; no assumptions are included for expanding service.
- Routine capital needs such as vehicle replacement, bus stop improvements, office and facility equipment, and safety and security upgrades continue and costs increase by inflation.

## **Annual Surplus/Deficits**

In the current year, FY 15, the Board approved a budget in which expenses exceed revenues by \$1.1 million, and reserves were used to make up the difference. For FY16, based on a continuation of current revenues and expenses, a similar situation would occur, but the expenses would exceed revenues by more than \$3 million. Again, sufficient reserves are available to cover the deficit. However, in FY 17, the Authority will finish buying new buses and using all of the deferred capital that was accrued for that purpose. As a result, while there would be sufficient reserves to cover the projected deficit, the Authority would no longer meet the reserve level specified in its Reserve Policy. By FY 18, the Authority would be unable to approve a balanced budget. That trend continues in all of the future years, and is exacerbated in FY 2023, when the current Measure B expires. By FY 25, the annual deficit is projected to total more than \$6 million and the cumulative deficit to total more than \$37 million. Attachment 1 shows the projected annual revenues, expenses and reserve balances, and the chart below portrays that information graphically.

## Ten Year Total Revenues vs. Expenses with Cumulative Reserve Balances



### Potential Opportunities to Mitigate Future Deficits

The most significant revenue source that will likely impact LAVTA in future years is a reauthorization of Measure B. Because the current measure expires in 2022 and requires voter approval to change or extend it, no revenues from that source are included after the current measure sunsets. If the proposed reauthorization of Measure B (Measure BB) is approved in November 2014, LAVTA's revenues are projected to increase by roughly 74% for fixed route and by 164% for paratransit in July 2015. That action alone would add revenues of approximately \$620,000 for fixed route and \$230,000 for paratransit annually through 2045.

LAVTA has few opportunities to increase revenues solely by its own policies. However, it is important to review those revenue sources and ensure that they are maximized. Revenue sources that are controlled by LAVTA include:

- Fares (including transfer policy)
- Advertising revenues
- Contract services revenues

Staff is proposing to include an optional task with the COA for a fare study. This may result in proposals to develop a comprehensive fare policy, changes in the fare structure, and/or changes to fare pricing.

LAVTA's current advertising contract with Lamar Obie Corporation expires in 2017, so those revenue proceeds are locked in until after that time. Contracts for transit service provided to Hacienda Business Park and San Joaquin Regional Rail Service could be re-examined to determine if those revenues are being maximized.

On the expense side, there are only modest changes that can be made to reduce costs, other than decreasing fixed route services. Staff salaries were recently adjusted based on a study of comparable agencies. The largest benefit costs are for health care and retirement. Paratransit services are mandated, and the agency recently entered into a new contract with MTM to provide the services for three years, with four one-year additional options. LAVTA does, however, provide some benefits to paratransit users that go above and beyond the mandated requirements, and result in increased costs. These could be examined in more detail if the Board chooses.

**Recommendation**

The Finance & Administration Committee recommends the Board adopt LAVTA's Ten-Year Projections FY 2015-2025.

Attachments:

1. LAVTA Ten-Year Financial Projections FY 2015-2025
2. Financial Projections Narrative
3. Financial Projections Graphs
4. Resolution 23-2014

Approved: \_\_\_\_\_

**TEN-YEAR FINANCIAL PLAN**

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>										
FR Expenses Operating and Capital	19,648,341	16,607,438	18,455,317	26,207,512	30,408,430	15,636,895	15,805,332	15,894,491	16,749,983	18,675,796	31,025,998	19,912,938	18,999,123
FR Revenues Operating and Capital	22,382,395	18,849,098	18,209,833	23,982,447	28,715,752	13,028,459	13,174,270	13,258,123	14,076,795	15,874,765	27,150,008	15,891,112	14,824,780
<b>Difference</b>	2,734,054	2,241,660	(245,484)	(2,225,065)	(1,692,678)	(2,608,436)	(2,631,061)	(2,636,368)	(2,673,187)	(2,801,031)	(3,875,990)	(4,021,826)	(4,174,343)
Paratransit Expenses	1,205,257	1,519,910	1,701,959	1,788,078	1,878,555	2,011,932	2,134,459	2,264,448	2,449,000	2,598,144	2,756,371	2,924,234	3,102,320
Paratransit Revenue	795,156	836,900	848,800	821,534	837,950	871,046	895,135	919,867	944,060	968,859	816,772	838,944	861,881
<b>Difference</b>	(410,101)	(683,010)	(853,159)	(966,544)	(1,040,604)	(1,140,886)	(1,239,324)	(1,344,580)	(1,504,940)	(1,629,285)	(1,939,599)	(2,085,290)	(2,240,439)
Total Expenses	20,853,598	18,127,348	20,157,276	27,995,590	32,286,985	17,648,827	17,939,791	18,158,939	19,198,983	21,273,940	33,782,369	22,837,172	22,101,443
Total Revenue	23,177,551	19,685,998	19,058,633	24,803,980	29,553,702	13,899,505	14,069,406	14,177,991	15,020,855	16,843,624	27,966,779	16,730,057	15,686,661
<b>Difference</b>	2,323,953	1,558,650	(1,098,643)	(3,191,610)	(2,733,283)	(3,749,322)	(3,870,385)	(3,980,948)	(4,178,127)	(4,430,316)	(5,815,590)	(6,107,115)	(6,414,782)
Prior Year Reserves	3,570,175	5,924,153	6,888,984	7,459,448	4,267,838	1,534,556	(2,214,766)	(6,085,151)	(10,066,099)	(14,244,227)	(18,674,542)	(24,490,132)	(30,597,247)
<b>Year End Surplus/ Deficit</b>	<b>5,894,128</b>	<b>7,482,803</b>	<b>5,790,341</b>	<b>4,267,838</b>	<b>1,534,556</b>	<b>(2,214,766)</b>	<b>(6,085,151)</b>	<b>(10,066,099)</b>	<b>(14,244,227)</b>	<b>(18,674,542)</b>	<b>(24,490,132)</b>	<b>(30,597,247)</b>	<b>(37,012,029)</b>

Figure 1 FIXED ROUTE FINANCIAL PLAN AND OPERATING CHARACTERISTICS FY 2013-2025

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
	<i>Actual</i>	<i>Budget</i>											
<b>EXPENSES</b>													
Operating Expenses(1)	\$12,333,360	\$14,084,188	14,455,317	14,164,112	14,481,123	14,837,388	15,219,418	15,600,282	15,993,595	16,406,326	16,816,333	17,240,781	17,679,632
Capital Expenses	7,314,981	2,523,250	4,000,000	12,043,400	15,927,307	799,507	585,914	294,209	756,388	2,269,470	14,209,664	2,672,157	1,319,491
<b>Total Fixed Route Expenses</b>	<b>\$ 19,648,341</b>	<b>\$ 16,607,438</b>	<b>\$ 18,455,317</b>	<b>\$ 26,207,512</b>	<b>\$ 30,408,430</b>	<b>\$ 15,636,895</b>	<b>\$ 15,805,332</b>	<b>\$ 15,894,491</b>	<b>\$ 16,749,983</b>	<b>\$ 18,675,796</b>	<b>\$ 31,025,998</b>	<b>\$ 19,912,938</b>	<b>\$ 18,999,123</b>
<b>REVENUES</b>													
Passenger Fares (2)	1,787,567	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894	1,603,894
Business Parks (3)	157,074	141,504	141,504	143,910	146,356	148,844	151,077	153,192	155,183	157,511	159,874	162,432	165,193
Special Contract Fares (3)	364,367	200,145	273,775	278,429	283,162	287,976	292,296	296,388	300,241	304,745	309,316	314,265	319,607
Concessions (3)	41,142	38,500	38,500	39,155	39,820	40,497	41,105	41,680	42,222	42,855	43,498	44,194	44,945
Bus Lease/Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising Revenue (9)	178,726	125,000	115,000	125,000	115,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000
Interest (4)	283	2,000	2,000	0	0	0	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>2,529,159</b>	<b>2,111,043</b>	<b>2,174,673</b>	<b>2,190,387</b>	<b>2,188,233</b>	<b>2,176,211</b>	<b>2,183,371</b>	<b>2,190,154</b>	<b>2,196,540</b>	<b>2,204,005</b>	<b>2,211,582</b>	<b>2,219,785</b>	<b>2,228,640</b>
STA (Population Based)(5)(6)	902,000	910,658	887,213	848,161	1,046,075	1,135,932	1,233,489	1,339,434	1,454,479	1,506,232	1,559,827	1,615,328	1,672,805
STA (Revenue Based)(5)(6)	265,862	265,862	414,113	287,296	234,571	254,719	276,597	300,354	326,151	337,757	349,775	362,220	375,109
TFCA	208,538	0	0	0	0	0	0	0	0	0	0	0	0
Regional Measure 2 (7)	580,836	580,836	580,836	0	0	0	0	0	0	0	0	0	0
Measure B Express Bus (8)	741,551	0	1,000,000	645,529	500,000	0	0	0	0	0	0	0	0
Pop 1B PTMISEA	0	0	0	0	0	0	0	0	0	0	0	0	0
FTA 5311 -	110,951	0	0	39,116	0	0	0	0	0	0	0	0	0
FTA 5307 - Formula	1,637,148	2,791,602	196,984	0	884,200	0	0	0	0	0	0	0	0
FTA 5304	6,651	0	0	25,000	0	0	0	0	0	0	0	0	0
JARC and New Freedom/ 5310(10)	142,930	175,000	0	334,500	0	0	0	0	0	0	0	0	0
BART Subsidy(11)	532,851	547,977	599,396	615,154	631,327	647,924	664,958	682,440	697,784	713,472	729,513	745,914	762,685
Measure B(12)	793,899	786,786	828,282	807,069	828,282	850,062	872,408	895,345	915,475	936,060	0	0	0
<b>Subtotal</b>	<b>5,923,217</b>	<b>6,058,721</b>	<b>4,464,933</b>	<b>3,601,825</b>	<b>4,124,455</b>	<b>2,888,637</b>	<b>3,047,453</b>	<b>3,217,573</b>	<b>3,393,888</b>	<b>3,493,521</b>	<b>2,639,115</b>	<b>2,723,462</b>	<b>2,810,599</b>
TDA 4.0 Funds needed to balance budget	3,880,984	5,914,424	7,815,711	8,371,899	8,168,435	9,772,539	9,988,594	10,192,555	10,403,166	10,708,800	11,965,637	12,297,535	12,640,394
<b>Total Operating Revenues</b>	<b>\$ 12,333,360</b>	<b>\$ 14,084,188</b>	<b>\$ 14,455,317</b>	<b>\$ 14,164,112</b>	<b>\$ 14,481,123</b>	<b>\$ 14,837,388</b>	<b>\$ 15,219,418</b>	<b>\$ 15,600,282</b>	<b>\$ 15,993,595</b>	<b>\$ 16,406,326</b>	<b>\$ 16,816,333</b>	<b>\$ 17,240,781</b>	<b>\$ 17,679,632</b>
<b>CAPITAL REVENUES</b>													
FTA Section 5307 - Livermore UA	0	0	0	1,447,200	1,490,400	0	0	0	0	0	1,833,300	1,888,200	0
FTA Section 5307 -Concord UA	3,991,864	0	0	10,295,200	10,895,556	0	81,943	0	0	0	7,655,196	-1,888,200	0
State Funds	1,697,480	0	0	301,000	117,398	454,483	0	0	0	0	0	0	0
Bridge Tolls	70,195	0	0	0	0	0	0	0	0	0	0	0	0
TDA Article 4.0	313,069	1,779,250	4,000,000	0	3,423,953	345,024	503,971	294,209	756,388	2,269,470	4,721,168	2,672,157	1,319,491
Proposition 1B PTMISEA	1,242,373	744,000	0	0	0	0	0	0	0	0	0	0	0
Funding Not Secured	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Capital Revenue</b>	<b>\$ 7,314,981</b>	<b>\$ 2,523,250</b>	<b>\$ 4,000,000</b>	<b>12,043,400</b>	<b>15,927,307</b>	<b>799,507</b>	<b>585,914</b>	<b>294,209</b>	<b>756,388</b>	<b>2,269,470</b>	<b>14,209,664</b>	<b>2,672,157</b>	<b>1,319,491</b>
<b>Total Fixed Route Revenue</b>	<b>\$ 19,648,341</b>	<b>\$ 16,607,438</b>	<b>\$ 18,455,317</b>	<b>\$ 26,207,512</b>	<b>\$ 30,408,430</b>	<b>\$ 15,636,895</b>	<b>\$ 15,805,332</b>	<b>\$ 15,894,491</b>	<b>\$ 16,749,983</b>	<b>\$ 18,675,796</b>	<b>\$ 31,025,998</b>	<b>\$ 19,912,938</b>	<b>\$ 18,999,123</b>
<b>OPERATING CHARACTERISTICS</b>													
Revenue Hours(13)	124,353	127,060	126,390	126,188	126,188	126,188	126,188	126,188	126,188	126,188	126,188	126,188	126,188
change in revenue hours		2,707	(670)	(202)	0	0	0	0	0	0	0	0	0
Deadhead hours	13,658	14,140	12,660	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182
Ridership(14)	1,727,085	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912	1,645,912
% Ridership Increase		-5%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Average Fare Per Passenger	\$1.34	\$1.18	\$1.23	\$1.23	\$1.24	\$1.24	\$1.24	\$1.25	\$1.25	\$1.26	\$1.26	\$1.26	\$1.27
Passenger per Revenue Hour	13.9	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0
Farebox Recovery Ratio (W/ B Parks & Special)	19%	14%	14%	14%	14%	14%	13%	13%	13%	13%	12%	12%	12%
Cost Per Hour	\$99.18	\$110.85	\$114.37	\$112.25	\$114.76	\$117.58	\$120.61	\$123.63	\$126.74	\$130.01	\$133.26	\$136.63	\$140.11

Figure 2 PARATRANSIT FINANCIAL PLAN AND OPERATING CHARACTERISTICS

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
	<i>Actual</i>	<i>Budget</i>											
<b>EXPENSES</b>													
Operating Expenses(1)	1,205,257	1,519,910	1,701,959	1,788,078	1,878,555	2,011,932	2,134,459	2,264,448	2,449,000	2,598,144	2,756,371	2,924,234	3,102,320
<b>REVENUES</b>													
Passenger Fares (2)	147,025	162,225	155,050	151,171	154,195	157,279	161,997	166,857	171,862	177,018	182,329	187,799	193,433
Special Contract Fares	26,792	28,000	33,600	33,600	33,600	33,600	33,600	33,600	33,600	33,600	33,600	33,600	33,600
Interest													
<b>Subtotal</b>	173,817	190,225	188,650	184,771	187,795	190,879	195,597	200,457	205,462	210,618	215,929	221,399	227,033
TDA 4.5 (15)	98,270	110,519	123,138	94,504	97,055	99,676	102,367	105,131	107,549	110,023	112,553	115,142	117,790
STA Regional Paratransit (15)	66,997	72,846	74,130	56,892	58,428	60,006	61,626	63,290	64,745	66,235	67,758	69,316	70,910
Measure B Paratransit (12)	151,837	147,543	145,934	149,771	153,708	157,750	161,897	166,153	169,889	173,709	0	0	0
FTA Sections 5316 and 5317		13,000	10,000										
FTA Section 5307 ADA Paratransit	304,235	302,767	306,948	335,595	340,965	362,736	373,649	384,837	396,414	408,274	420,532	433,087	446,148
<b>Subtotal</b>	621,339	646,675	660,150	636,762	650,156	680,168	699,538	719,410	738,597	758,241	600,843	617,546	634,848
TDA 4.0 Funds needed to balance budget	410,101	683,010	853,159	966,544	1,040,604	1,140,886	1,239,324	1,344,580	1,504,940	1,629,285	1,939,599	2,085,290	2,240,439
<b>Total Operating Revenues</b>	\$ 1,205,257	\$ 1,519,910	\$ 1,701,959	\$ 1,788,078	\$ 1,878,555	\$ 2,011,932	\$ 2,134,459	\$ 2,264,448	\$ 2,449,000	\$ 2,598,144	\$ 2,756,371	\$ 2,924,234	\$ 3,102,320
<b>OPERATING CHARACTERISTICS</b>													
Revenue Hours	23,807	24,218	24,945	25,443	25,952	26,471	27,265	28,083	28,926	29,794	30,688	31,608	32,556
Passenger Trips		46,350	44,300	45,186	46,090	47,012	48,422	49,875	51,371	52,912	54,499	56,134	57,818
Ridership	45,704	47,045	47,516	47,991	48,951	49,930	51,428	52,970	54,560	56,196	57,882	59,619	61,407
% Ridership Increase	0%	3%	1%	1.0%	2.0%	2.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Average Fare Per Passenger	\$3.22	\$3.45	\$3.26	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15
Passenger per Revenue Hour	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9
Farebox Recovery Ratio (W/ Special Contract)	14%	13%	11%	10%	10%	9%	9%	9%	8%	8%	8%	8%	7%
Cost Per Hour	\$50.63	\$62.76	\$68.23	\$70.28	\$72.38	\$76.00	\$78.28	\$80.63	\$84.66	\$87.20	\$89.82	\$92.52	\$95.29

**Figure 3**  
**LAVTA Ten-Year Capital Plan FY 2015-2025**  
**Summary**

<b>EXPENSES</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>10 Year Total</b>
Fixed-Route Vehicle Program - Fleet Reduction and Smaller Vehicle Program	\$0	\$14,320,000	\$14,560,000	\$0	\$0	\$0	\$0	\$0	\$10,946,428	\$11,571,337	\$0	\$51,397,765
<i># of Vehicles</i>	21	20	0	0	0	0	0	0	10	10	0	0
Support Vehicle Replacement	\$0	\$0	\$380,000	\$0	\$0	\$30,000	\$0	\$40,000	\$211,750	\$108,900	\$139,150	\$909,800
<i># of Vehicles</i>	0	0	8	0	0	1	0	1	4	2	2	9
Major Components Rehab	\$0	\$794,729	\$286,499	\$454,483	\$109,581	\$112,868	\$374,006	\$2,025,556	\$2,086,322	\$352,355	\$362,925	\$6,959,323
Miscellaneous Needs	\$0	\$169,597	\$379,853	\$95,524	\$430,333	\$101,342	\$354,382	\$191,914	\$360,739	\$114,061	\$454,416	\$2,652,160
Facility		\$301,000	\$241,400	\$249,500	\$46,000	\$50,000	\$28,000	\$12,000	\$92,000	\$14,000	\$363,000	\$1,396,900
<b>Total Capital Expenses</b>	<b>\$0</b>	<b>\$15,585,326</b>	<b>\$15,847,751</b>	<b>\$799,507</b>	<b>\$585,914</b>	<b>\$294,209</b>	<b>\$756,388</b>	<b>\$2,269,470</b>	<b>\$13,697,239</b>	<b>\$12,160,653</b>	<b>\$1,319,491</b>	<b>\$63,315,949</b>

**REVENUES**

FTA Section 5307	\$ -	\$ 11,742,400	\$ 12,385,956	\$ -	\$ 81,943	\$ -	\$ -					\$ 24,210,299
FTA Section 5307 Livermore	\$0	\$1,447,200	\$1,490,400	\$0	\$0	\$0	\$0	\$0	\$1,833,300	\$1,888,200	\$0	\$ 2,937,600
FTA Section 5307 Concord	\$0	\$10,295,200	\$10,895,556	\$0	\$81,943	\$0	\$0	\$0	\$7,655,196	-\$1,888,200	\$0	\$ 21,272,699
PTMISEA		\$ 301,000	\$ 117,398	\$ 454,483								\$ 872,881
Bridge Tolls	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TDA Article 4.0	\$ 4,000,000		\$ 3,423,953	\$ 345,024	\$ 503,971	\$ 294,209	\$ 756,388	\$ 2,269,470	\$ 4,721,168	\$ 2,672,157	\$ 1,319,491	\$ 9,323,545
Proposition 1B PTMISEA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Funding Not Secured											\$ -	\$ -
<b>Total Capital Revenues</b>	<b>\$4,000,000</b>	<b>\$12,043,400</b>	<b>\$15,927,307</b>	<b>\$799,507</b>	<b>\$585,914</b>	<b>\$294,209</b>	<b>\$756,388</b>	<b>\$2,269,470</b>	<b>\$14,209,664</b>	<b>\$2,672,157</b>	<b>\$1,319,491</b>	<b>\$34,406,725</b>

(1) All vehicle replacement program costs based on MTC's replacement vehicle cost estimates for vehicles funded with FTA Section 5307.

(3) TDA Article 4.0 funds needed to balance the capital budget



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
TEN-YEAR FINANCIAL PROJECTIONS**

**NARRATIVE OVERVIEW**

In conjunction with the LAVTA annual budget process, this provides a comprehensive look at the ten-year operating and capital financial projections for the Authority. This document consists of the following components:

- Operating Revenues and Expenditures
- Capital Improvement Program Revenues and Expenses

Going forward, these projections will be included in the annual budget. The *bold italic sentence* discusses how that item or items are handled for the projections.

**OPERATING REVENUES**

LAVTA services are supported by two primary types of operating revenues:

- Revenues generated by the agency either through the provision of transit service (farebox and contract fares) or through supplementary activities such as advertising and ticket concessions.
- Federal, State and Local transportation funding assistance programs including Transportation Development Act (TDA), State Transit Assistance (STA), Federal Transit Administration grants, Bridge Toll Revenues (RM2), Motor Vehicle Registration Surcharge (TFCA), and Measure B sales tax revenue.

A brief description of each budget line item follows:

**Passenger Fares**

For FY2015, revenues derived from the farebox are forecast to remain the same as what was budgeted in FY 2014 for fixed route, and a slight decrease for paratransit. These forecasts are based on the current running rate for FY 2014 and a small anticipated ridership decrease for paratransit.

*No fare increases are assumed because the Board has not approved any future increases.*

Revenue is also generated from an agreement with Hacienda Business Park.

*Annual increase assumed based on the Consumer Price Index (CPI) from long term projections from the U.S. Department of Transportation (DOT). There is also a service component that is factored into this agreement and for these projections we assume no increase in service.*

**Contract Services**

LAVTA receives revenues from both the San Joaquin Regional Rail Commission (SJRRC), and the Alameda County Transportation Commission to subsidize the ACE shuttle service (ACE passengers then ride free). Revenue from an agreement with BART to supply paratransit services to the BART station for connections with East Bay Paratransit are also included as is the revenue from BART Plus.

***Increases for these revenue sources are based on CPI as defined by long term DOT projections.***

#### **Concessions, Advertising, Interest and T-Mobile Agreement**

LAVTA contracts with Lamar Outdoor Advertising for use of exterior bus advertising space. This year the contract will generate a minimum annual fee of \$115,000. LAVTA will receive approximately \$12,500 from an agreement with ACE to sell train tickets at the transit center and LAVTA will receive a small amount of revenue from the sales of BART tickets at both our front desk and the transit center. Interest is generated on unspent revenue in our LAIF account. The agreement with T-Mobile for the lease of space for a cell tower is for an annual fee of \$26,000.

***With the exception of advertising revenue, increases are based on CPI as defined by long term DOT projections. Advertising revenue projections are based on the current contract, which extends until 2017. No additional increases are assumed after the end of the current contract.***

#### **Transportation Development Act Funds (TDA)**

These funds are derived from a ¼ cent sales tax and distributed by the Metropolitan Transportation Commission (MTC) to Alameda County and all of its incorporated cities. LAVTA is eligible for two different programs within this funding source: TDA 4.0 which provides general transit assistance and can be used for capital and operating expenses for both fixed route and paratransit and TDA 4.5 which is exclusively for paratransit services.

***Any changes in this revenue source are based on the MTC Plan Bay Area Plan projections.***

LAVTA also receives a portion of BART's TDA 4.0 apportionment to help support feeder service to the Dublin/Pleasanton station. These funds help subsidize Wheels' route 20 to the LLNL, and Wheels' route 12 which serves Las Positas College and the Livermore Transit Center.

***The BART Subsidy TDA/STA payments to LAVTA for providing feeder bus service to BART, assumes that contributions increase at the same rate as TDA 4.0 from the Plan Bay Area, as LAVTA receives a percentage of BART's allocation from this source.***

#### **Regional Measure 2 (RM2)**

Regional Measure 2 increased the toll on Bay Area bridges by \$1. Funds from this increase were designated to fund projects to improve transit in the Bay Area. LAVTA has received funding from this source for the Rapid service.

***RM2 funds for Rapid service are approved through FY15. No revenue from this source is included in future years because it is not guaranteed. If the MTC Commission votes to extend funding for the Rapid in future years, those funds would be included in future projections.***

### **State Transit Assistance Funds (STA)**

STA is distributed to jurisdictions for fixed route service in two ways – as a revenue-based and a population-based subsidy for transit capital and operating needs.

*The STA population and revenue-based revenues assumes changes based on the STA program per MTC projections (Plan Bay Area) with a one year budgeting lag.*

Additional STA comes to LAVTA in the form of a paratransit allocation and as part of the feeder bus agreement with BART.

*The projections assume continuation of the STA Regional Paratransit program and the revenue estimates from Plan Bay Area.*

### **Federal Transit Administration (FTA) Section 5307**

FTA Section 5307 funds are distributed by MTC to transit operators in the region. These funds are available to LAVTA to fund bus replacement projects, and ADA paratransit (see below). Additionally, LAVTA has funds available as a flexible set aside amount, made available in exchange for deferring bus purchases. . This deferral was made possible because of the agencies efforts to “right size” our fleet. LAVTA is using the flexible set aside money to fund preventative maintenance which is the only eligible fixed route operating use for these monies. These funds are budgeted on a fiscal year lag to account for the difference between the state and federal fiscal year’s and the grant processing cycle time. For FY15 LAVTA will receive funds from a one year deferral of 5 40’ vehicles in the amount of 196,984.

A provision of FTA legislation allows regional capital funds to be used for ADA paratransit operating purposes. The FY2015 allocation for LAVTA is estimated at \$306,948. These funds are also budgeted on a year lag.

*The assumptions for the projections are taken from MTC’s estimates of what would be available for ADA operating purposes.*

### **FTA 5316 and 5317**

Through the FTA’s New Freedom program LAVTA has received grants for \$10,000 for the Parataxi program.

*JARC, New Freedom and 5310 funds are awarded through a competitive grant process, and there is no guarantee that LAVTA will continue to receive funds. Therefore, no funds are assumed beyond current grant funding.*

### **Measure B**

Voters in Alameda County re-authorized a one-half cent sales tax dedicated to funding transportation projects. This measure was originally passed in 1992. A portion of the revenues from this measure are dedicated to supporting paratransit services throughout the County. Funds are distributed to eligible recipients based on a population formula that includes the number of elderly and disabled persons in the jurisdiction, as well as the number of low income persons.

Another portion of these revenues helps support fixed route service. Additionally, through the Measure B Express Bus program LAVTA has received two grants for \$500,000 each, the first will help fund the route 10 and the Rapid and the other will help fund the 12V, 20X and 70X.

***Measure B Express Bus forecasts are based on Alameda County Transportation Commission (ACTC) estimates of amounts available and historical receipts. Measure B Fixed Route and Paratransit revenue forecasts are based on FY15 projections and escalated at the same rate as TDA. Measure B sunsets in 2022 unless there is an approved reauthorization measure, so no revenues are assumed from this funding source after 2022.***

## **OPERATING EXPENDITURES**

*Unless otherwise noted below, all Operating Expenditures below are escalated by the CPI long-term projections from the DOT.*

### **Salaries and Wages**

This category includes salaries for all staff members, including 5% towards PERS 457 Retirement Plan (for Executive Director only). In addition employee salary increases are included in this line item however increases for employees are based on performance/merit only.

### **Personnel Benefits**

This category includes contributions to California Public Employees Retirement System (CalPERS), premiums for Medical, Dental, Vision, Disability and Life Insurance programs, Workers Compensation Insurance, Unemployment expense and Automobile Allowance. Also included is the health annuity for retirees, and the amount necessary to prefund LAVTA's annual OPEB obligation.

### **Professional Services**

Compensation for Board Members per Bylaws of LAVTA for attendance at meetings of the Board of Directors, Committees of the Board of Directors and other LAVTA business is included here. Additionally, on an on-going basis LAVTA contracts out for a variety of professional services including: legal counsel, lobbying, financial services (for the annual audit), and graphic design.

### **Non-Vehicle Maintenance**

This line item includes the expenses to cover the cost of hiring professional maintenance vendors to assist in the cleaning of the Maintenance, Operations and Administration building (MOA), Transit Center facility and grounds, and cleaning of bus stops. In addition this line item includes the cost of preventative maintenance for the facilities, office equipment such as the accounting system, copy machines, and phones. Costs also include computer support, including the annual contracts for the AVL system and a map platform update, and the cost of the bus shelter maintenance program.

### **Communications**

Postage, Federal Express, and courier charges are in this category of expenses; this line item has decreased based on the prior year's running rate.

### **Fuel and Lubricants**

Costs for all diesel and unleaded gas for buses and vans are budgeted here. This line item is budgeted for FY 2015 at \$3.30 per gallon; fuel for non-revenue vehicles is budgeted at \$4 per gallon. This line item also contains a \$100,000 contingency to account for unstable and volatile gas prices.

*Escalators for this category are based on the long-term projections from the U.S. Department of Energy as they are defined for fuel costs.*

### **Office/Operating Supplies**

This category includes copy machine paper, consumable office supplies, letterhead, envelopes and any other miscellaneous office supplies needed.

### **Printing**

The line item for printing covers the cost for printing public information materials, i.e. Wheels map and schedules, fare media, brochures and the production of exterior route and schedule displays are in this line item.

### **Utilities**

Utilities include expenses to cover electricity, gas, water, sewer, garbage, and telephone bills.

*Assumptions for this category are based on long-term projections obtained from the U.S. Department of Energy for commercial utilities usage and costs.*

### **Insurance**

This line item includes insurance on facility contents, employee dishonesty bonds, and property insurance on the MOA facility. It also includes premiums for casualty, general liability and physical damage insurance, funds to cover the cost of claims under LAVTA's \$25,000 self-insured retention (SIR) for liability under the CalTIP program.

### **Taxes and Fees**

Fees for fuel taxes and underground storage tank fees are budgeted here.

### **Purchased Transportation Service**

Purchased transportation service is the largest of the budgeted line items. This line item includes the total operating costs and fixed monthly management fee based on the agreements between LAVTA and MV, and LAVTA and MTM, which includes all materials, supplies, lubricants, vehicle parts and labor for provision of operation and maintenance services. This line item is increased from last year's budget due to the increase in contract costs for fixed route services and vehicle maintenance with MV Transportation and an increase in contract costs for Paratransit services with MTM.

*The current contracts for both fixed route and paratransit contain escalators for each year through and including any option years. Any remaining years in the 10-year projects are calculated using the final contract year's escalator for each of the fixed route and paratransit contracts. The current fixed route contract expires (including option years) June 30, 2018. The current paratransit contract expires (including option years) June 30, 2021.*

### **Miscellaneous**

This line item includes membership dues for the American Public Transit Association, California Transit Association, CalAct, and the Dublin, Pleasanton, and Livermore Chambers of Commerce. Also included are promotional items related to special events, and any miscellaneous items not included elsewhere are budgeted here.

**Professional Development**

Professional development covers the expenses for transportation, meals, conference registration fees and lodging for attendance at transit conferences, training seminars, workshops and other required business meetings are included here. This category also includes expenses associated with job specific development classes.

**Advertising**

The advertising budget includes any advertising done for LAVTA including radio, newspaper, flyers etc.

*Unless otherwise noted above, all Operating Expenditures are escalated by the CPI long-term projections from the DOT.*

## **CAPITAL IMPROVEMENT PROGRAM**

The capital budget is normally split into two sections, specialized projects and ongoing/routine projects. *However, for the 10-year projections, no “Specialized” capital projects, for example, Atlantis build out, are assumed.*

### **Ongoing and Routine**

#### **Facilities Rehab and Repair**

##### **Office and Facility Equipment**

This budget item will be used to upgrade and replace existing office and/or facility equipment as needed.

##### **Shop Repairs and Replacements**

The current MOA facility was built in 1991 and on-going repairs have been required in the past. Some of the equipment is now in need of total replacement, this line item reflects minor replacements for FY15.

##### **IT Upgrades and replacement**

Some of LAVTA’s computers and other IT equipment need to be replaced.

#### **Vehicle Rehab and Repair**

##### **Vehicle Repairs**

Funds associated with this project will be used for the replacement of engines and transmissions, and other major components that have reached the end of their useful lives.

*The projections assume mid-life replacement, although actual practice at LAVTA is not to replace until engine begins to actually fail.*

#### **Bus Shelter and Stops**

##### **Bus Shelters and Stops**

Funds for this project will be used to rehabilitate or improve selected bus stop locations as identified by a recent, comprehensive bus-stop inventory.

#### **Bus Replacement**

LAVTA’s largest fleet of busses is due for replacement. The replacement of these vehicles will begin in FY16 and continue into FY17. The majority of the funds for the replacements will come from FTA funding. However, to prepare for LAVTA’s portion of the costs the agency is requesting the local match in TDA funds for the first half of the purchase this fiscal year. This will ensure that the funding is in place when the purchase occurs.

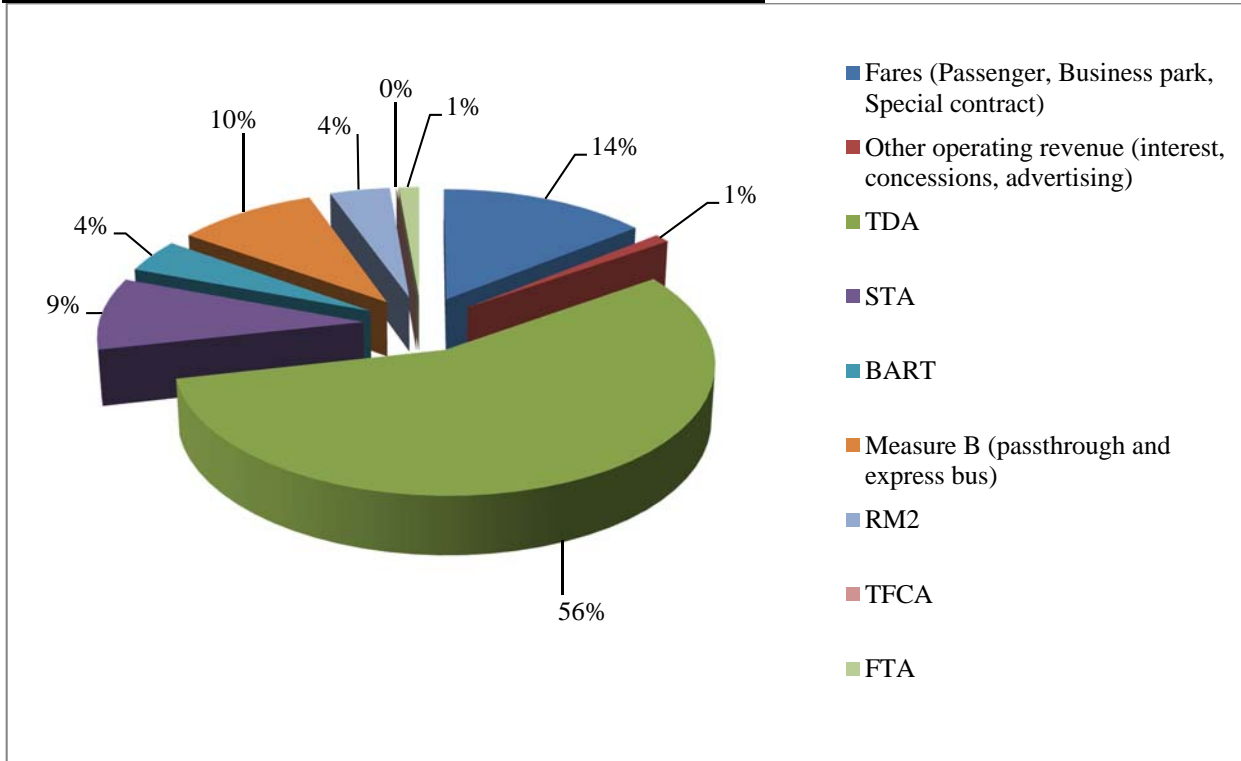


*The projections assume replacement at end of useful life by years; however, based on actual practice and experience, LAVTA is usually able to extend that useful life by a year or more. All vehicle replacement program costs are based on MTC's replacement vehicle cost estimates for vehicles funded with FTA Section 5307.*

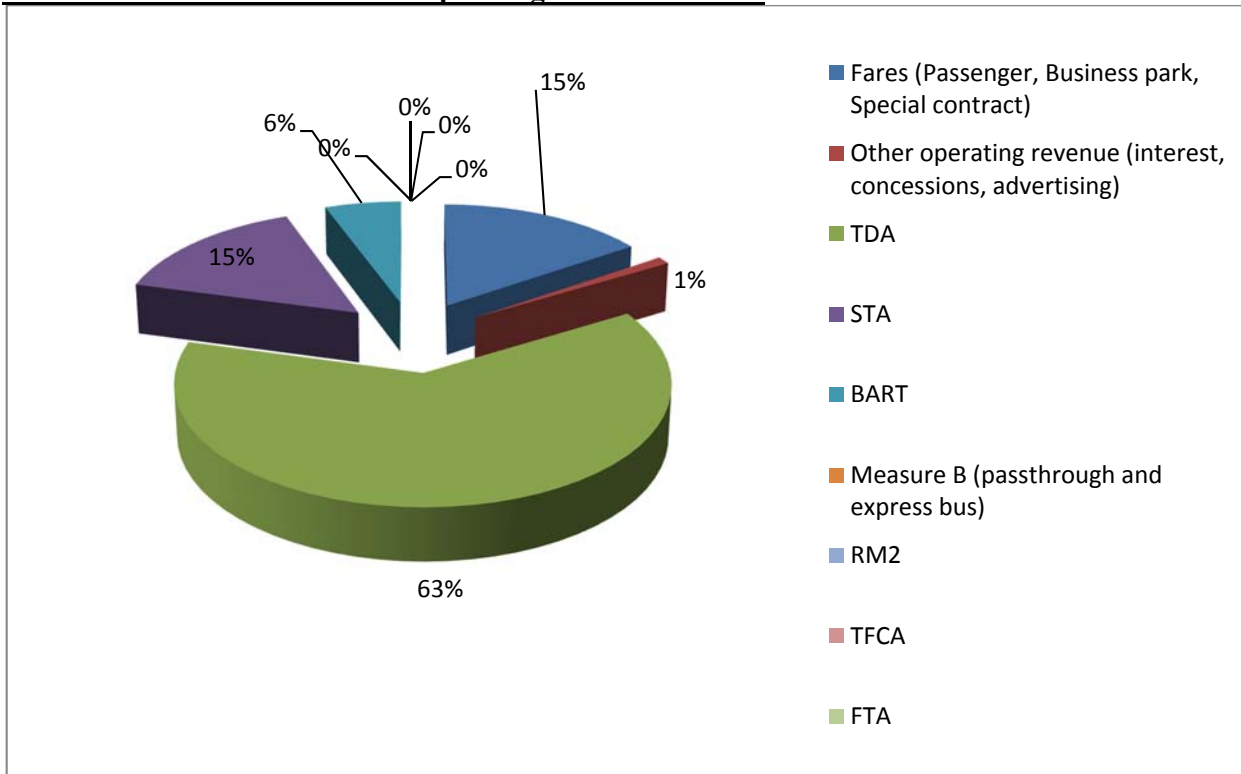
**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
TEN-YEAR FINANCIAL PROJECTIONS**

The following graphs illustrate and compare the financial projections for 2015 and 2025 for Fixed Route Operating Revenue Sources, Fixed Route Operating Expenses, Paratransit Operating Revenue Sources, and Paratransit Operating Expenses.

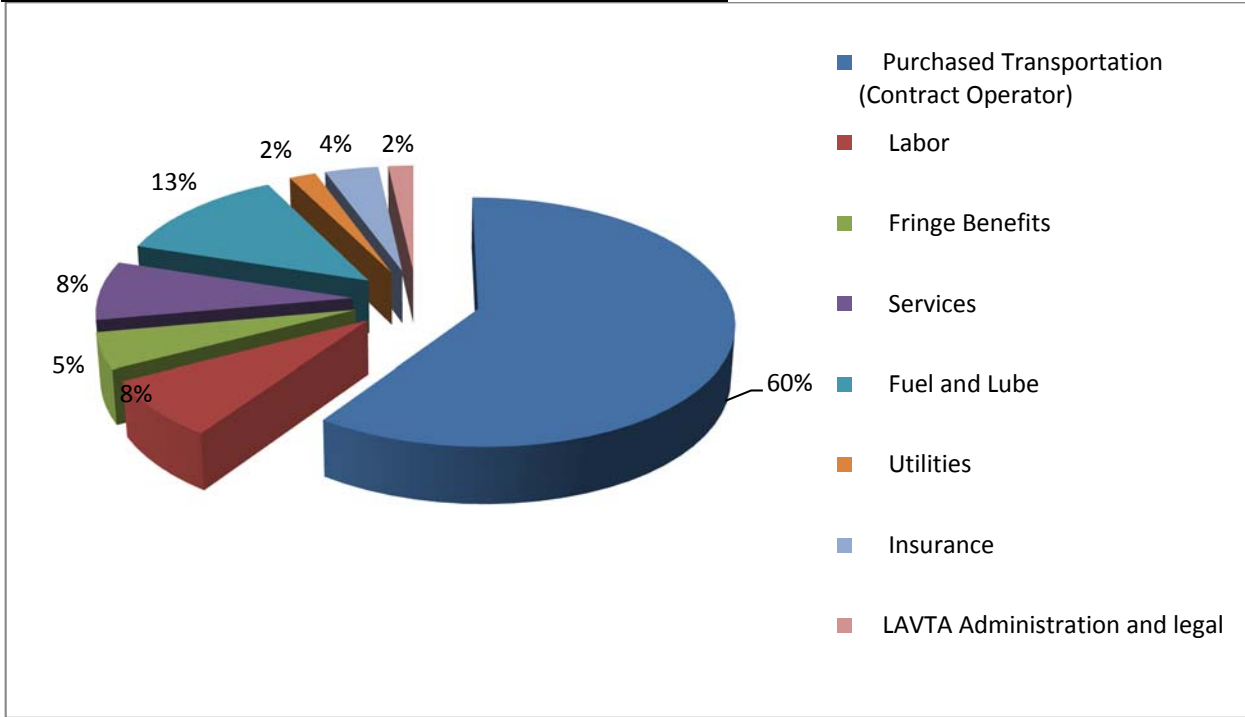
**Illustration 1: 2015 Fixed Route Operating Revenue Sources**



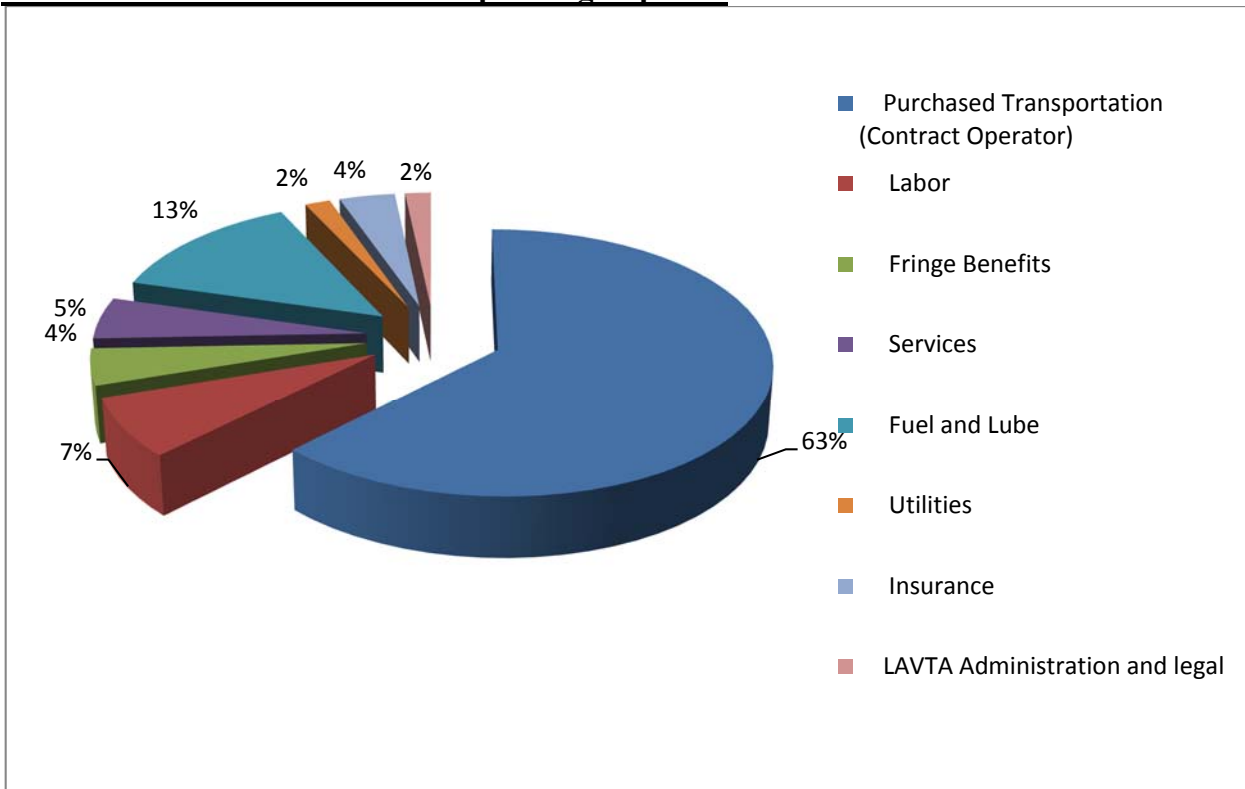
**Illustration 2: 2025 Fixed Route Operating Revenue Sources**



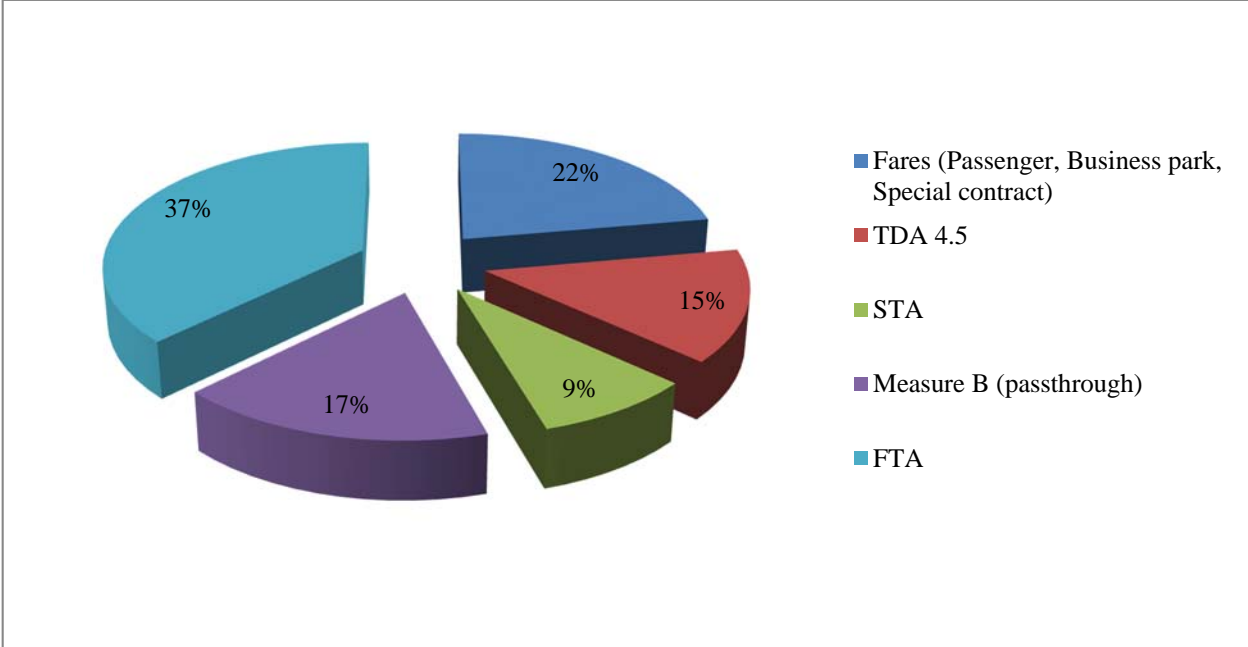
**Illustration 3: 2015 Fixed Route Operating Expenses**



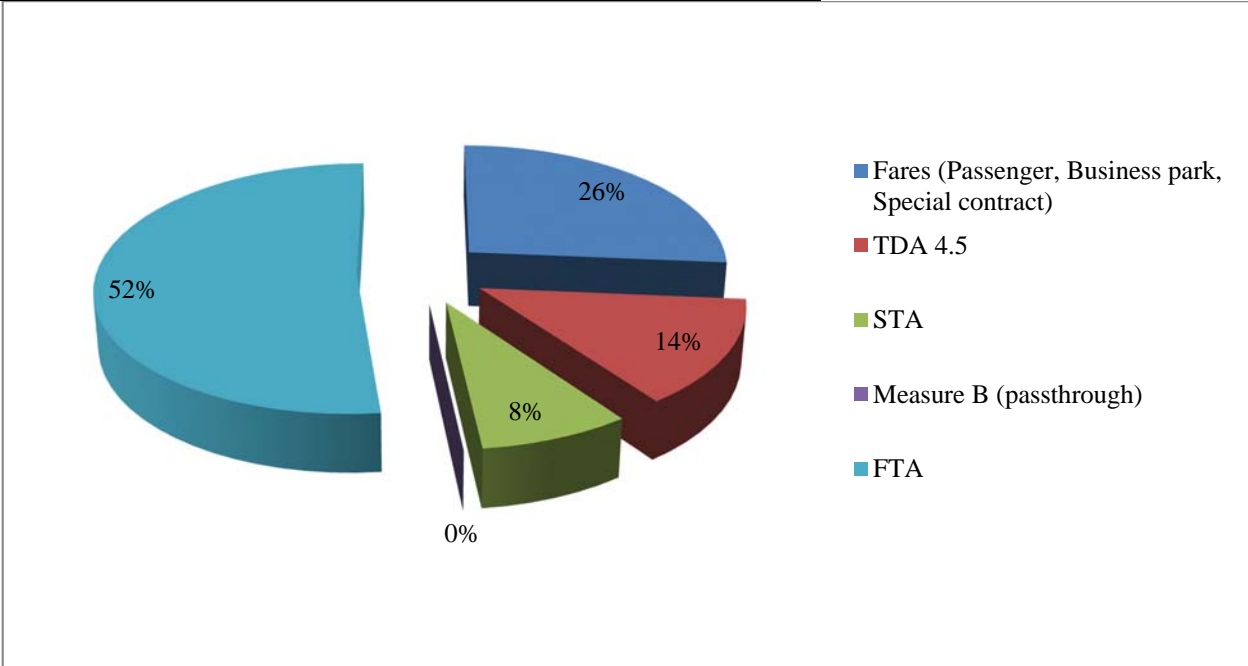
**Illustration 4: 2025 Fixed Route Operating Expenses**



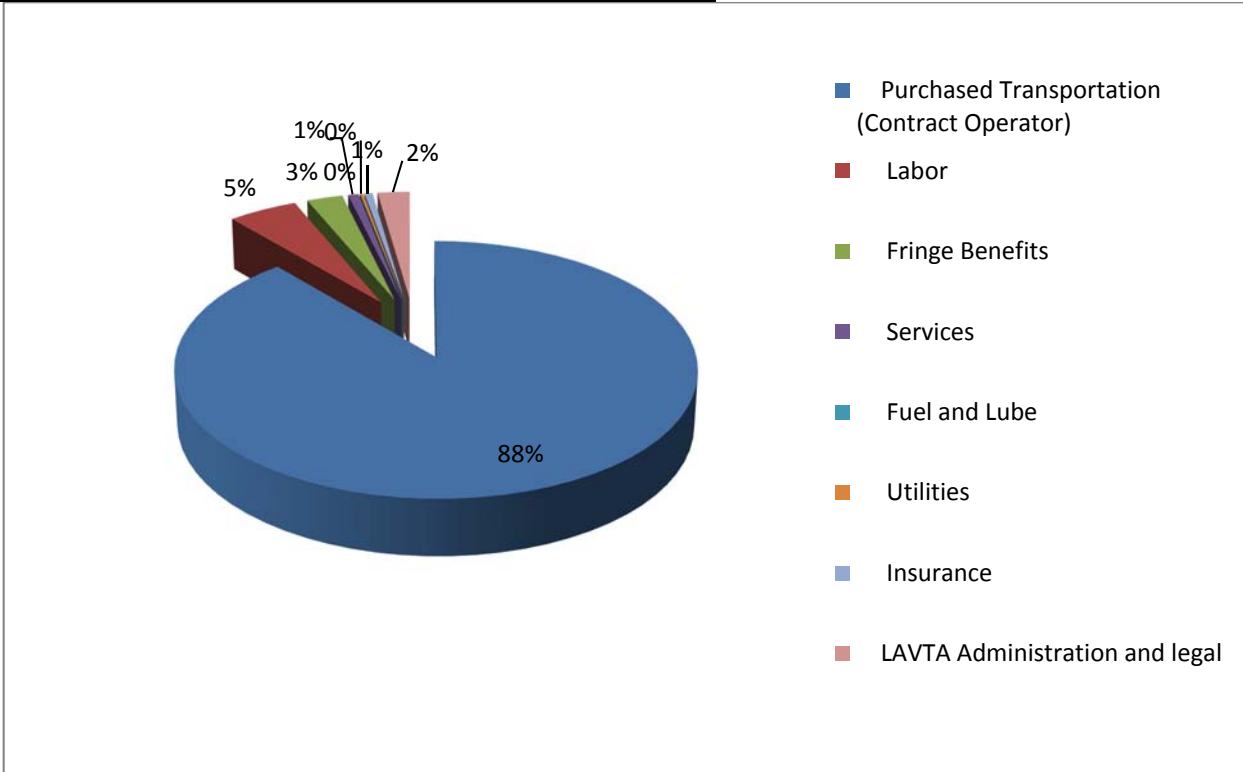
**Illustration 5: 2015 Paratransit Operating Revenue Sources**



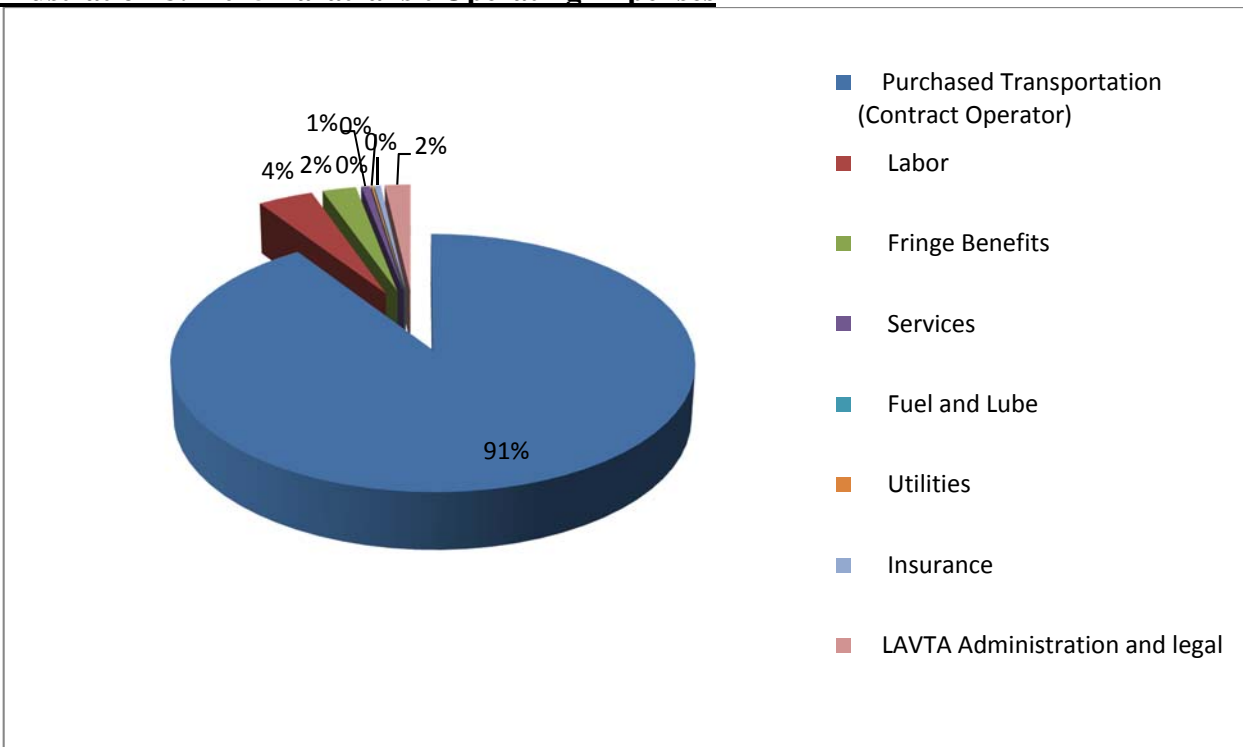
**Illustration 6: 2025 Paratransit Operating Revenue Sources**



**Illustration 7: 2015 Paratransit Operating Expenses**



**Illustration 8: 2025 Paratransit Operating Expenses**



**RESOLUTION 23-2014**

**A RESOLUTION OF THE LIVERMORE AMADOR VALLEY TRANSIT  
AUTHORITY ADOPTING THE TEN-YEAR FINANCIAL PROJECTIONS**

**WHEREAS** the Board of Directors of the Livermore Amador Valley Transit Authority (LAVTA) at their meeting of June 2, 2014 reviewed and adopted the Operating and Capital Budget for Fiscal Year 2015; and

**WHEREAS** LAVTA staff prepared and presented the Ten-Year Financial Projections to the LAVTA Board at their meeting of September 8, 2014; and

**WHEREAS** the LAVTA Board reviewed the Ten-Year Financial Projections for this Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors that the Ten-Year Financial Projections for the Livermore Amador Valley Transit Authority for Fiscal Year 2015, attached hereto and incorporated herein as Attachment 1, is hereby adopted.

**BE IT FURTHER RESOLVED** that in the future, staff will update the Ten-Year Financial Projections annually based on the proposed Operating and Capital Budget and will provide them to the Board of Directors for approval along with the annual Operating and Capital Budget.

**PASSED AND ADOPTED** this 8th day of September, 2014.

---

Scott Haggerty, Chair

ATTEST:

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Kathleen Kelly, Interim Executive Director

Approved as to form:

---

Michael Conneran, Legal Counsel

**AGENDA**

**ITEM 10**



STAFF REPORT

SUBJECT: Rapid Corrective Action Plan  
FROM: Christy Wegener, Director of Planning and Communications  
DATE: September 8, 2014

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**Action Requested**

Approve and forward the Corrective Action Plan to MTC.

**Background**

This staff report is to provide the Board with a Corrective Action Plan for the Rapid service, in response to a request by Metropolitan Transportation Committee (MTC) staff.

**Discussion**

On January 21, 2014, MTC sent a letter to LAVTA indicating that if the Rapid did not meet the required 20% farebox recovery ratio by the close of FY14, that Regional Measure 2 (RM2) funding may be discontinued after FY15. The MTC letter is included as Attachment 1. In April 2014, LAVTA met with MTC staff to review the productivity of the Rapid line and to discuss planned activities to improve metrics. At that meeting, LAVTA staff reported that as of March 2014, the Rapid's farebox recovery was measuring 15.5%, based on current ridership and the FY 13 hourly costs. At the end of the discussion, MTC staff indicated that the Rapid's farebox recovery needed to be closer to 17% by the fall of 2014, or a preliminary recommendation may be made to eliminate funding in FY16 at the October Commission meeting. Unfortunately, the farebox recovery ratio, based on FY 14 costs per hour has dropped to 13.7%, which is higher than the previous year, but not as high as estimated in March. The reason for the lower farebox number is that overall expenses for the system increased in FY 14, resulting in a higher cost/hour, which, in this case, more than wiped out the benefit of the higher ridership.

At the July 7, 2014 Board Meeting, staff presented an information-item on the Rapid's productivity and outlined a three-pronged action plan to improve ridership and performance metrics. The July Board report is included as Attachment 2.

In recent conversations, MTC Staff indicated that LAVTA must have a Board-adopted Corrective Action Plan in place by fall 2014. If not, MTC staff may recommend discontinuing the RM2 funding in FY16.



Staff has finalized the Corrective Action Plan for the Rapid (Attachment 3). Staff have also completed preliminary analysis based on stop-level ridership metrics, which is included as Attachment 4.

**Next Steps**

If approved by the Board of Directors, staff will forward the approved Corrective Action Plan to MTC for inclusion in their October 2014 Commission Report on ongoing RM2 funded projects.

**Recommendation**

The Projects and Services Committee recommends the Board approve and direct staff to forward the attached Resolution 25-2014 to MTC.

Attachments

1. MTC letter
2. Rapid Board Report July 2014
3. Rapid Corrective Action Plan
4. Rapid Stop Level Ridership
5. Resolution 25-2014

*Approved:* \_\_\_\_\_



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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January 21, 2014

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Cities of Contra Costa County

*Dave Cortese, Vice Chair*  
Santa Clara County

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*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

Mr. Paul Matsuoka  
General Manager  
Livermore-Amador Valley Transportation Authority (LAVTA)  
1362 Rutan Drive, Suite 100  
Livermore, CA 94551-7318

RE: Notification of Potential Discontinuation of RM 2 Funding for Rapid Service

Dear Mr. <sup>Paul</sup>Matsuoka:

As you are aware, projects receiving Regional Measure 2 (RM2) operating assistance are required to meet performance standards outlined in the RM2 Policies and Procedures.

The Rapid Bus service between the City of Livermore, Stoneridge Mall/West Dublin BART station to the East Dublin/Pleasanton BART Station is required to meet all performance standards by FY2013-14. A three and a half year ramp-up period following service initiation was allotted to allow the route to meet the RM2 performance standards. The required standards are:

- Farebox recovery must be 20% of the total operating cost; and
- A positive trend in service productivity (passengers per hour) must be maintained.

Although there have been positive increases in service productivity and farebox recovery within the last year, the FY2012-13 Performance Monitoring Report for the Rapid indicated that the route did not meet the required farebox standard. At the November 2013 Programming and Allocations Committee, LAVTA's Rapid audited farebox recovery ratio was reported as 12.8%. More recent operating statistics provided by LAVTA show a 14.9% farebox recovery.

If the service does not meet the standards during the next Performance Monitoring review at the close of FY2013-14, funding may be discontinued at the close of

FY2014-15. We will set up a meeting as soon as possible to discuss potential corrective actions that can be taken to improve the route's performance.

Staff plans to take an update to the Commission on the RM2 FY2013-14 operating program in Spring 2014 and will report on LAVTA's proposed corrective action plan.

I appreciate your efforts to meet the Commission's productivity objectives for RM2 funded services. If you have any questions, please do not hesitate to contact me or Theresa Romell at (510) 817-5772.

Sincerely,

A handwritten signature in blue ink that reads "Ann Flemer".

Ann Flemer  
Deputy Executive Director, Policy

AF: CV

## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: Rapid Ridership Plan

FROM: Christy Wegener, Director of Planning and Communications

DATE: July 7, 2014

---

**Action Requested**

Information only. After additional analysis and Federal Transit Administration (FTA) clarification, the recommendation for Rapid service changes will be brought back to the Board in the fall for possible inclusion in the winter 2014 service package.

**Background**

The Rapid line is not meeting the productivity targets for continued receipt of Metropolitan Transportation Commission's Regional Measure 2 funding, and FY2016 operational funding is in jeopardy.

**Discussion**

On April 23, 2014, LAVTA staff attended a meeting at the Metropolitan Transportation Commission (MTC) regarding the Regional Measure 2 (RM2) funding for the Rapid, currently \$580,000 per year. Ongoing RM2 funds require a 20% farebox recovery ratio, and as of March 2014, the Rapid was measuring 15.5%.

Farebox Recovery Ratio (FBR) is a measure of a route's productivity: the higher the percentage, the better the route's performance in terms of fare revenue compared to total costs. While productivity on the Rapid has improved over the past few years, going from an FBR of 10% to a high of 16% FBR, the route has not yet reached 20%. The improvement in FBR from 2011 to 2014 is largely due to a reduction in peak headways from 10 to 15-minutes in early 2013, which reduced costs by approximately 10% each day. Since its inception, ridership on the Rapid line has remained relatively flat. The Rapid currently carries approximately 1,350 passenger trips per day; to meet 20%, assuming no other changes, would require an additional 450 passenger trips per day or a 35% increase.

At the April meeting, MTC Staff indicated that if LAVTA doesn't have a concrete action plan and/or the Rapid metrics don't significantly improve by early fall 2014, MTC staff may recommend discontinuing the RM2 funding in FY2016.

After examining the productivity of the Rapid line, LAVTA staff has developed an action plan to reduce costs and improve ridership, and seeks to notify the Board of the following activities:

1. Reduce costs: Staff proposes to analyze the impact of ‘short turning’ midday trips on the Rapid line at the Downtown Livermore Transit Center (LTC), eliminating service between the LTC and the Lawrence Livermore National Labs (LLNL) during the middle of the day. The midday service that would be eliminated is already duplicated along the easternmost segment of the Rapid by Route 10, which provides service every 30-minutes all day. Ridership reports based on the onboard Automatic Passenger Counters (APCs) indicate that approximately 20 passenger trips per hour are generated on the Rapid line in the East Avenue corridor during the midday hours. Route 10 currently carries an average of six passenger per trip, and therefore has ample capacity to handle any displaced Rapid riders during the mid-day. A map detailing the potential midday alignment is included in Attachment 1.

Short turning the midday trips results in an estimated savings of 14 hours per day of service, or 3,570 hours per year. Depending on the ridership impact, this modification would likely improve the farebox recovery ratio by 0.5-1.5%. This modification may require FTA concurrence as the Rapid was originally funded with Very Small Starts funds and programmatic changes to the project require FTA approval. Staff has been working with the FTA on a letter of clarification.

2. Improve ridership: Efforts by staff to improve Rapid ridership are already underway. Along the Rapid alignment there are opportunities for increasing ridership with relatively minimal costs via a targeted marketing campaign to ridership generators. For example: the top parking deck at the Downtown Livermore Parking Garage provides approximately 150 spaces for Altamont Commuter Express (ACE) train and Wheels bus riders. Current observations indicate 80-90% of the spaces remain unused every day. Using the connectivity to the regional BART network, there is an opportunity to promote the garage and the Rapid service to Livermore residents as an alternative to trying to find parking at the East Dublin/Pleasanton BART station after 8:00am in the morning.

In addition, the major employers along the Rapid line, such as the Lawrence Livermore National Lab, Livermore Premium Outlets, and Stoneridge Mall, will need to comply with the SB1339 legislation and provide a transit benefit for all their employees by September 30, 2014. This provides a perfect opportunity to promote the Rapid service, and staff are working on an employer-outreach pilot program that will include a toolkit of resources.

3. Better connectivity to BART: Lastly, in August 2014, the schedule of the Rapid will be adjusted for better connectivity with the BART system. Customer service complaints suggest that riders have abandoned the Rapid service because of poor connectivity to the BART trains in the reverse commute direction (eastbound arrivals in the AM, and westbound departures in the PM). Staff have analyzed the schedule and are making cost-neutral adjustments for better train connectivity to be implemented in August 2014. The following table represents the existing and future connectivity with BART:



<b>The Rapid - Connectivity with BART (in Minutes)</b>				
<b>BART Trains</b>	<b>Eastbound</b>		<b>Westbound</b>	
	<b>Existing</b>	<b>Future</b>	<b>Existing</b>	<b>Future</b>
<b>Westbound Departures</b>	8	5	7	5
<b>Eastbound Arrivals</b>	2	7	1	14

**Next Steps**

The next immediate step is to transmit the letter to the FTA. Upon FTA concurrence, staff will begin to analyze the full impacts of short-turning the Rapid, and bring recommendations back to the Board as a part of the winter 2014 service change package. In addition, staff will immediately begin on the new ridership initiatives.

**Recommendation**

None – information only.

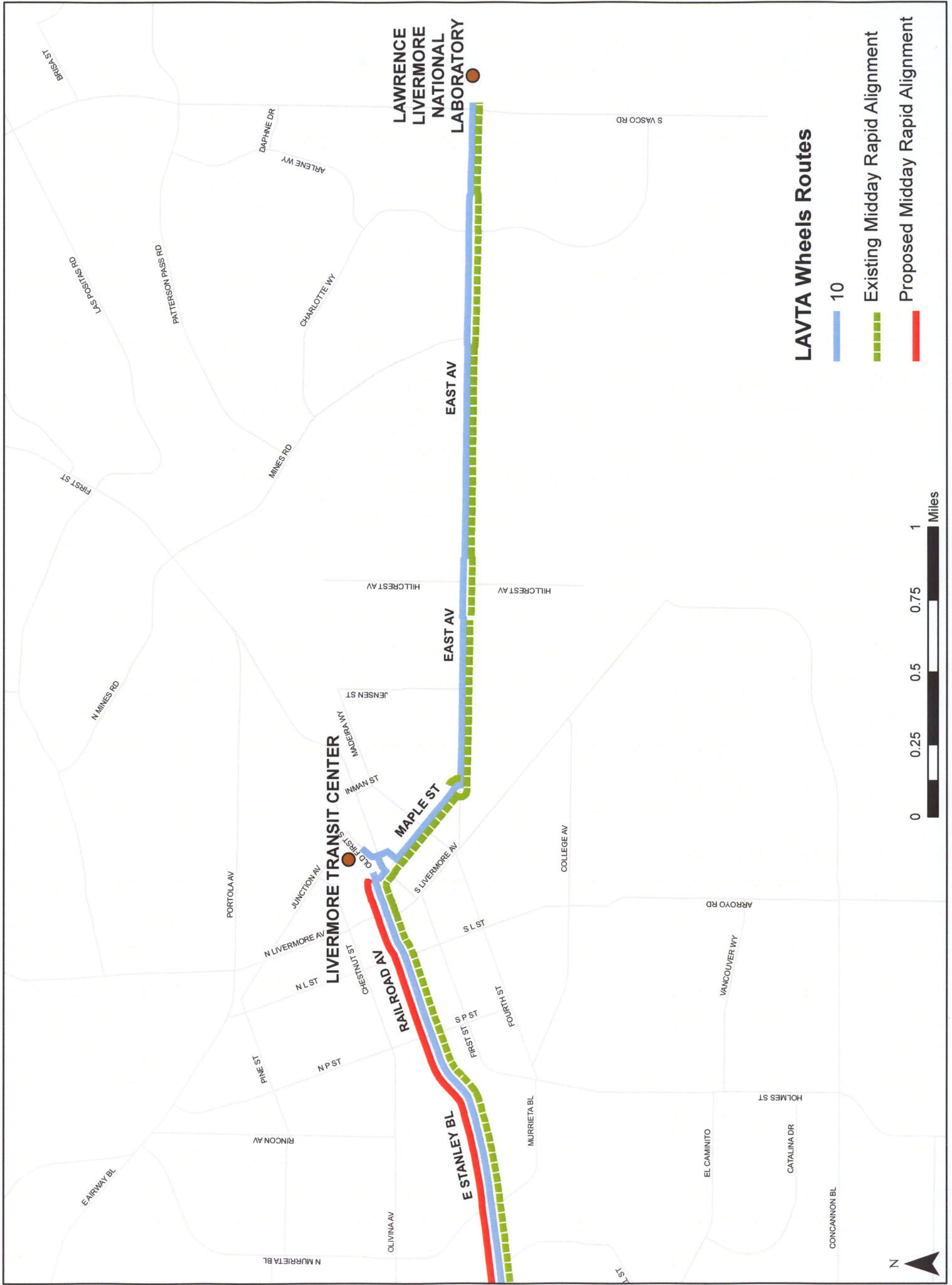
Attachments:

1. Rapid Short-Turn Proposal

*Approved:* \_\_\_\_\_

# Rapid Short-Turn Proposal for LAVTA

Attachment 1



### **LAVTA RAPID: Corrective Action Plan, September 2014**

The Rapid line receives Regional Measure 2 (RM2) operating funds from the Metropolitan Transportation Commission (MTC), which cover approximately 18% of the cost of operation (\$580,000). To continue to be eligible for RM2 funds requires a 20% farebox recovery ratio. Farebox Recovery Ratio (FBR) is a measure of a route's productivity: the higher the percentage, the better the route's performance in terms of fare revenue compared to total costs. While productivity on the Rapid has improved over the past few years, going from an FBR of 10% to a high of 13.7% FBR, the route has not yet reached 20%.

The following table represents the annual performance statistics (audited) since the Rapid began operating in 2011:

<b>RAPID Productivity</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014*</b>
Farebox Recovery Ratio	10.5%	11.2%	12.8%	13.7%

*\*FY14 numbers are preliminary*

### **Previous Efforts to Improve Productivity**

In fall 2012, with the Federal Transit Administrations (FTA's) concurrence, headways on the Rapid were adjusted from every 10-minutes to every 15-minutes, saving approximately 3,370 annual hours and immediately improving the farebox recovery by 1-1.5% from FY12 to FY13. With the exception of the reduction in daily service hours, no major adjustments have been made to the line and ridership has increased only slightly over the years.

MTC transmitted a letter to LAVTA in January 2014 which indicated that LAVTA had until the end of FY14 to improve performance metrics, or the RM2 funding would be recommended for elimination in FY16. After meeting with MTC staff in April 2014, Staff presented an initial action plan for the Rapid to the Board in July 2014 which included a three-pronged action plan to improve performance metrics. One of the items in the plan was a proposal to examine the impacts of short-turning the Rapid at the Livermore Transit Center during midday hours, which staff was considering for the winter 2015 service change package. The short-turning option, which would include a reduction in the midday service levels, was estimated to reduce daily hours by just under 10%. However, without knowing the full impact on ridership, this reduction in service hours may only have a minor, positive impact on FBR. After further analysis into the stop-level ridership on the Rapid, staff have reconsidered the short-turn option.



## **Current Situation**

As stated above, in order to retain RM2 funding, the Rapid must meet a 20% farebox recovery ratio. With no other adjustments in service, ridership would need to increase by 35% (an additional 450 passengers per day) to achieve this target. This target ridership figure is impossible to meet in the very near-term and any other adjustments in service made to achieve the productivity goal would most likely have major impacts on service, which require proper time and analysis. The only way to improve productivity metrics is with an increase in revenue, a reduction in costs, or realistically, a combination of both.

The primary way to increase revenue on the Rapid is to increase ridership (more riders equals more fare collected). For this effort, staff have implemented the following activities:

1. Improved Route Connectivity: On August 25, 2014, the schedule of the Rapid was adjusted for better connectivity with the BART system. Past customer service complaints suggested that riders had abandoned the Rapid service because of poor connectivity to the BART trains. Staff will be monitoring performance and will report back on any improvements in ridership.
2. Address Technological Issues: One of the main features of the Rapid line is the Traffic Signal Priority (TSP), which allows the buses to have shortened red lights or extended green lights when approaching certain intersections along the line. In addition, two intersections (one in Livermore and one in Dublin) have queue-jumping capability. Currently, the Rapid Operators are not utilizing the queue-jumps in Livermore and Dublin, and LAVTA staff have started to analyze the effectiveness of TSP, as well as to test the health of the TSP system. Re-training the operators on the queue-jumps is scheduled for 2014.

In 2015, staff is working on an employer outreach pilot program which not only includes marketing the Rapid line, but also developing an employer-pass program (Eco-Pass) for the entire Wheels system. Initial efforts specific to the Rapid include:

1. Market Research: Detailed market segmentation analysis has not been conducted post-start up and provides a unique opportunity to increase ridership with targeted marketing and outreach efforts to major generators (employers or regional activity centers) along the line. Using the connectivity to the regional BART network, there is an opportunity to promote unused parking spaces at the Downtown Livermore Parking garage, as well as at other park-and-ride locations in the Tri-Valley, as an alternative to trying to find parking at the East Dublin/Pleasanton BART station after 8:00am in the morning. Staff has begun to develop marketing materials and an employer toolkit of resources and will begin outreach to employers in late 2014.

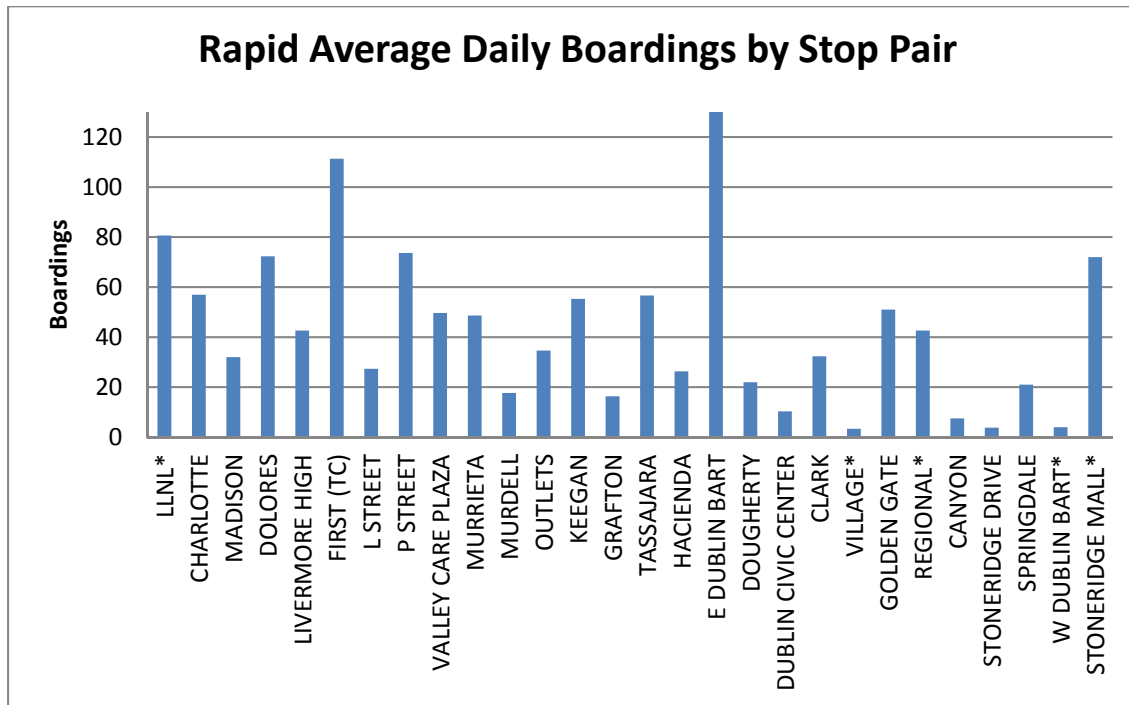
### Reduce Costs:

An additional way to help meet the RM2 farebox recovery target is to reduce costs via a reduction or realignment in service hours. In July, staff discussed with the Board a potential reduction in midday service on the Rapid, to be implemented in February 2015. Staff had initially begun to look at the impact of 'short turning' midday trips on the Rapid line at the Downtown Livermore Transit Center (LTC), eliminating service between the LTC and the Lawrence Livermore National Labs (LLNL) during the middle of the day. However, after looking at the stop level ridership, it became clear that the ridership on the easternmost segment of the Rapid was more productive than the ridership on other segments, calling into question the appropriateness of the short-turn concept.

After further analysis, staff recommends that no changes be made to the route now because there is no clear alternative that will continue to serve the most customers and still reduce costs. Instead, staff recommends waiting until the completion of the Comprehensive Operational Analysis (COA), which will evaluate the entire route structure, including how the Rapid line. The COA is expected to launch in early 2015, with initial recommendations available within nine months. The COA is expected to have major recommendations related to the Rapid line and could realistically recommend a realignment or adjustment in service in 2016. Any change made to the route in February to decrease service hours would likely be superseded by the COA less than two years later, leaving customers further confused about the service. As a result, staff recommends leaving the route as is until it can be evaluated in a comprehensive manner with the rest of the system.

**Rapid: Daily Ridership by Stop**

At the July Board meeting, the Board requested more information on the stop-level ridership of the Rapid line to determine whether there were stops that could be removed. Staff has compiled the following chart, which represents average daily boardings along the Rapid line.



While there are stops that appear to be underutilized, as well as close together, drawing firm conclusions about the effectiveness of thinning the Rapid stops is difficult. For stops that are close to one another with high ridership (P Street and Valley Care Plaza, for example), there would likely be a negative impact on ridership and possibly a shift from the Rapid to Route 10. For stops that are underutilized (Village, Canyon and Stoneridge Drive, for example), removing the stops would have very little impact on running time because there are currently very few riders using those stops. Further, removing stops that have very little ridership does not come without costs – many of the Rapid stops have shelters, which are costly to remove. In addition, all the marketing materials (bus books, system maps, etc.) would need to be updated to reflect a reduction in stops.

Staff proposes to take a more comprehensive approach to the productivity of the Rapid stops during the Comprehensive Operational Analysis.

**RESOLUTION NO. 25-2014**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ADOPTING THE RAPID CORRECTIVE ACTION PLAN**

WHEREAS, LAVTA receives ongoing operating funds from the Metropolitan Transportation (MTC) to support the operation of the Rapid line; and

WHEREAS, the Rapid is not meeting its productivity targets for Regional Measure 2 funding and faces the elimination of ongoing operation assistance; and

WHEREAS, LAVTA staff prepared and presented the Rapid Corrective Action Plan to the LAVTA Board at their meeting of September 8, 2014; and

WHEREAS, MTC has requested a Board-adopted Rapid Corrective Action Plan for inclusion in the October 2014 Commission Report; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the Board adopts the Rapid Corrective Action Plan, attached hereto and incorporated herein as Attachment 3, is hereby adopted.

PASSED AND ADOPTED this 8th day of September, 2014.

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Scott Haggerty, Chair

ATTEST:

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Kathleen Kelly, Interim Executive Director

APPROVED AS TO FORM:

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Michael Conneran, Legal Counsel

**AGENDA**

**ITEM 11**



STAFF REPORT

SUBJECT: Paratransit Service - Update

FROM: Christy Wegener, Director of Planning and Communications

DATE: September 8, 2014

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**Action Requested**

Information only.

**Background**

At the July 7<sup>th</sup> Board meeting LAVTA staff updated the Board on the transition of the paratransit operations contractor and noted that the on-time-performance (OTP), which has improved since the beginning of the contract in May 2014, still remains a primary concern. Staff offered to provide updates on the Paratransit contractor's (MTM's) performance at every Board meeting until further notice.

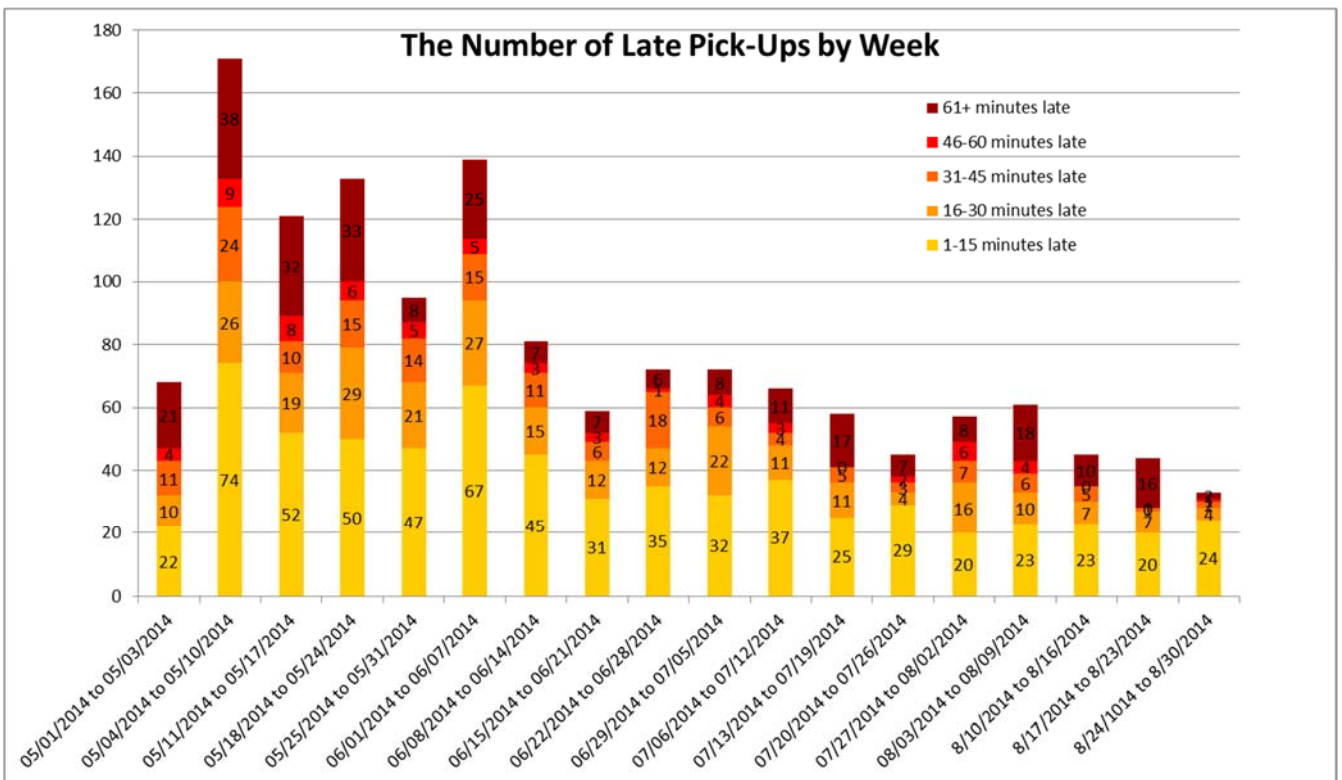
**Discussion**

The Paratransit contract requires OTP of 95%, and while the service provider has been unable to reach that goal, they have improved service delivery significantly since the beginning of the contract in May 2014. The most current weekly statistics show a positive trend with OTP reaching over 95% during the very last week, as well as a positive trend with reducing seriously late trips.

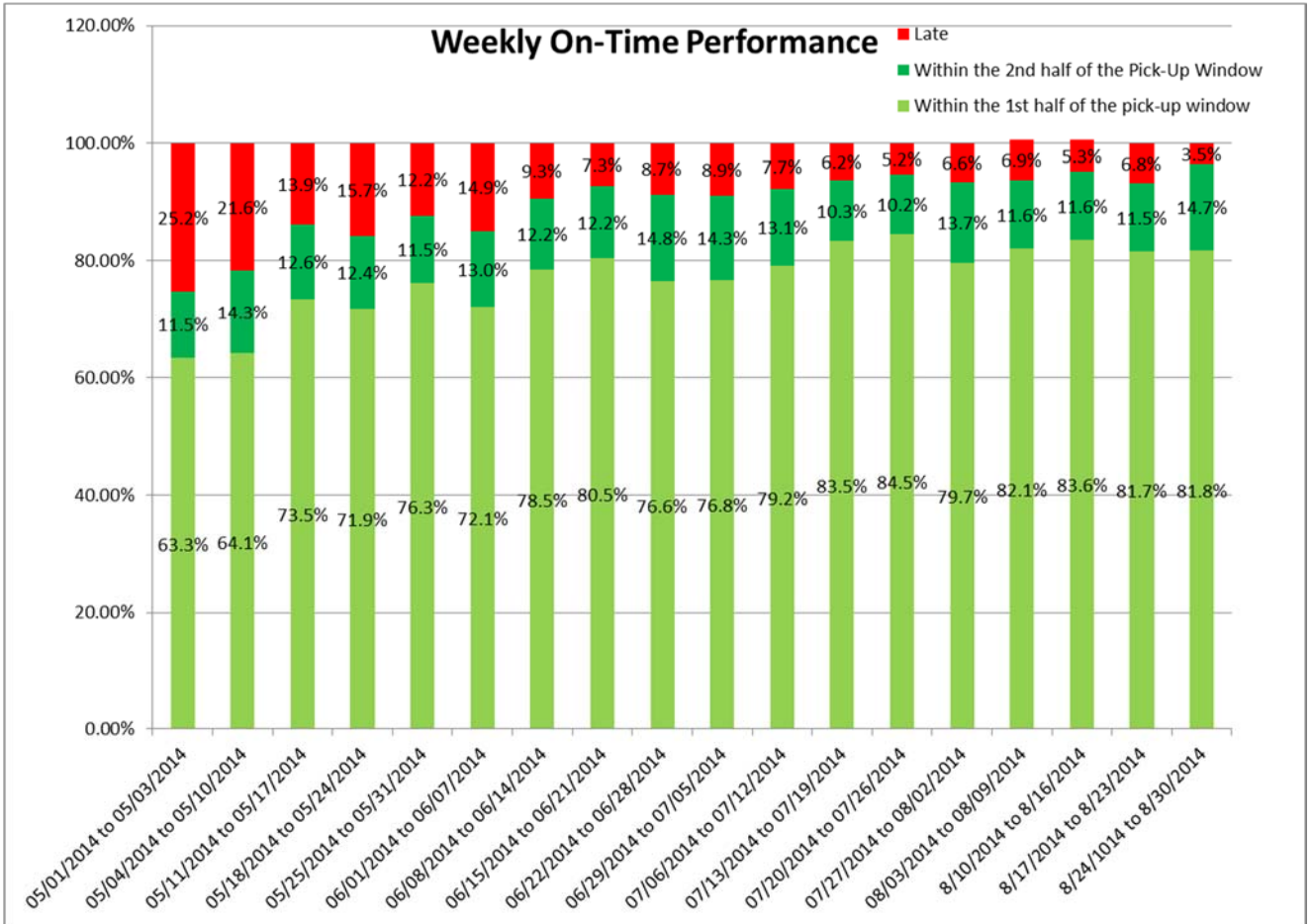
The following table summarizes the weekly performance since the beginning of the MTM's contract:

Week	Total Trips	Late pickups (in minutes)					OTP
		0-15	16-30	31-45	46-60	61+	
05/01/2014 to 05/03/2014	270	22 (8.1%)	10 (3.7%)	11 (4.1%)	4 (1.5%)	21 (7.8%)	74.8%
05/04/2014 to 05/10/2014	792	74 (9.3%)	26 (3.3%)	24 (3.0%)	9 (1.1%)	38 (4.8%)	78.4%
05/11/2014 to 05/17/2014	873	52 (6.0%)	19 (2.2%)	10 (1.1%)	8 (0.9%)	32 (3.7%)	86.1%
05/18/2014 to 05/24/2014	846	50 (5.9%)	29 (3.4%)	15 (1.8%)	6 (0.7%)	33 (3.9%)	84.3%
05/25/2014 to 05/31/2014	775	47 (6.1%)	21 (2.7%)	14 (1.8%)	5 (0.6%)	8 (1.0%)	87.8%
06/01/2014 to 06/07/2014	936	67 (7.2%)	27 (2.9%)	15 (1.6%)	5 (0.5%)	25 (2.7%)	85.1%
06/08/2014 to 06/14/2014	870	45 (5.2%)	15 (1.7%)	11 (1.3%)	3 (0.3%)	7 (0.8%)	90.7%
06/15/2014 to 06/21/2014	802	31 (3.8%)	12 (1.5%)	6 (0.7%)	3 (0.4%)	7 (0.9%)	92.7%
06/22/2014 to 06/28/2014	832	35 (4.2%)	12 (1.4%)	18 (2.2%)	1 (0.1%)	6 (0.7%)	91.3%
06/29/2014 to 07/05/2014	809	32 (4.0%)	22 (2.7%)	6 (0.7%)	4 (0.5%)	8 (1.0%)	91.1%
07/06/2014 to 07/12/2014	715	37 (4.3%)	11 (1.3%)	4 (0.5%)	3 (0.4%)	11 (1.3%)	92.3%
07/13/2014 to 07/19/2014	752	25 (2.7%)	11 (1.2%)	5 (0.5%)	0 (0.0%)	17 (1.8%)	93.8%
07/20/2014 to 07/26/2014	860	29 (3.4%)	4 (0.5%)	3 (0.3%)	2 (0.2%)	7 (0.8%)	94.8%
07/27/2014 to 08/02/2014	863	20 (2.3%)	16 (1.9%)	7 (0.8%)	6 (0.7%)	8 (0.9%)	93.4%
08/03/2014 to 08/09/2014	889	23 (2.8%)	10 (0.9%)	6 (0.5%)	4 (0.3%)	18 (1.9%)	93.1%
8/10/2014 to 8/16/2014	849	23 (2.8%)	7 (0.6%)	5 (0.5%)	0 (0.0%)	10 (1.0%)	94.7%
8/17/2014 to 8/23/2014	643	20 (3.1%)	7 (1.1%)	1 (0.2%)	0 (0.0%)	16 (2.5%)	93.2%
8/24/1014 to 8/30/2014	939	24 (2.6%)	4 (0.4%)	2 (0.2%)	1 (0.1%)	2 (0.2%)	96.5%

The chart below, which incorporates the same data as the chart above, depicts weekly OTP graphically:



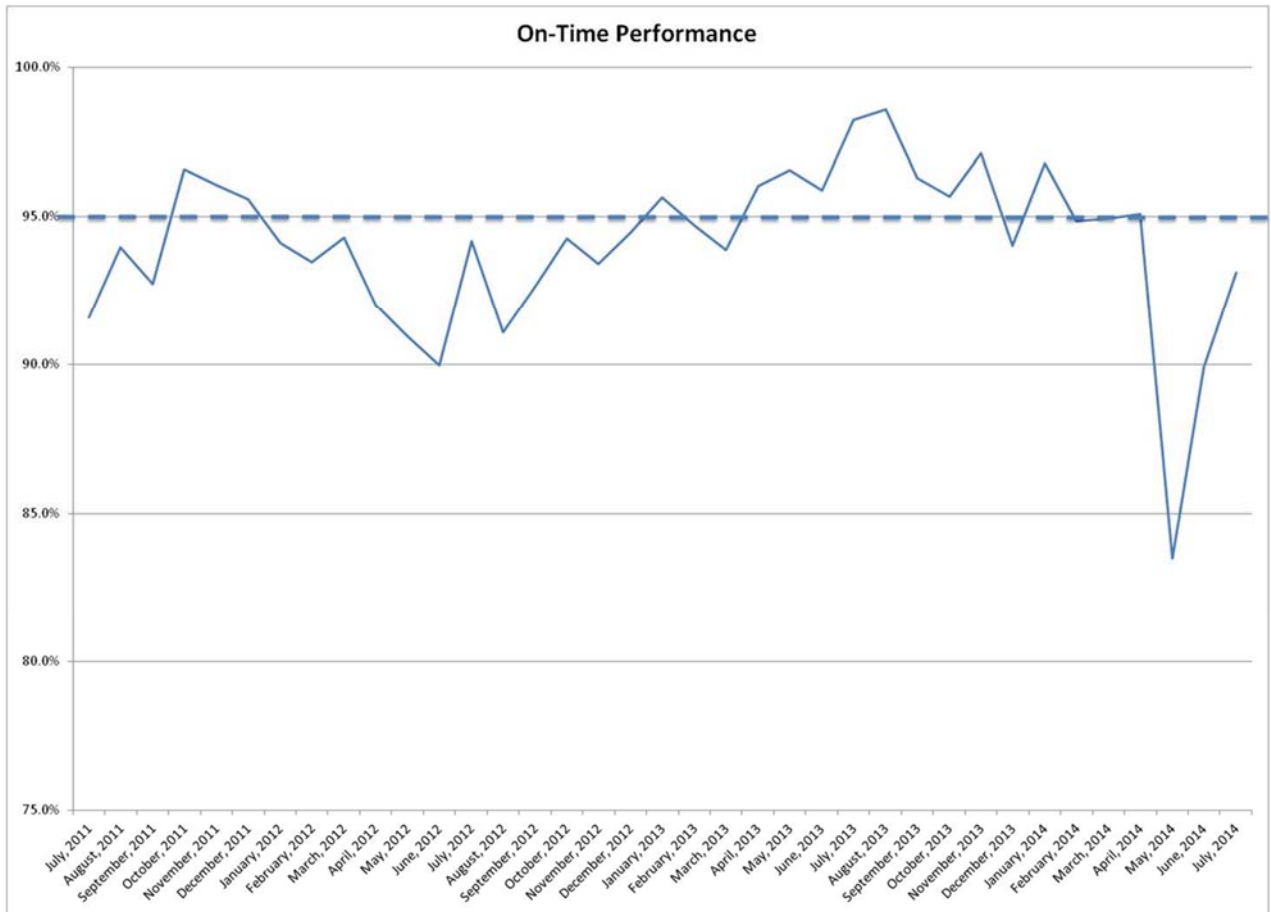
The Board also directed staff to provide the data for the timeliness of pickups within the 30-minute window. The following chart breaks the driver arrival times into three categories – within the first 15 minutes of the window, within the last 15 minutes of the window, and arrivals after the window (late arrivals).



As the chart above illustrates the vast majority of the rides arrive within the first 15 minutes of the pick-up window. During the first week of the MTM’s service 63.3% of the rides arrived within the first half of the pick-up window while in the recent weeks over 80% of the rides arrive within the first half of the pick-up window.

The Board also directed staff to compare MTM’s on-time performance with the previous contractor American Logistics Company’s (ALC) on-time performance. The graph below shows the OTP since July 2011, which is the month when ALC started providing service for LAVTA.





MTM’s OTP for their first month of service (May, 2014) was 83.5%, the second month of service (June, 2014) was 89.9%, and the third month of service (July, 2014) 93.1%.

Dial-a-Ride Policy

Staff surveyed the other Bay Area ADA paratransit providers on the length of their pick-up window, driver wait time, on-time performance, cost per trip, and their service model in FY2014. The table below summarizes the survey results:

Operator	Service Model	Window	Wait Time	On-Time %	Cost per Trip
East Bay Paratransit	Broker	30 minutes	5 minutes	91.4% (FY13/14)	56.53 (FY13/14)
County Connection LINK	Contract	30 minutes	5 minutes	86.3% (FY13/14)	33.08 (FY13/14)
SF Paratransit	Contract	20 minutes	5 minutes	89% (FY13/14)	26.66 (FY13/14)
VTA/Outreach	Contract	30 minutes	5 minutes	96.7% (FY13/14)	23.16 (FY13/14)
Tri-Delta Transit	Contract	30 minutes	3 minutes	89% (FY13/14)	35.24 (FY13/14)
WestCAT	Contract	20 minutes	1 minute	96% (FY13/14)	31.9 (FY13/14)
LAVTA	Broker	30 minutes	5 minutes	88.83% (05/14-07/14 Average)	\$31.87 (as of May'14)

Four out of the six respondents have a 30-minute pick-up window policy while two of them (SF Paratransit and WestCAT) have a 20-minute policy. Four out of the six agencies have drivers wait for passengers at least for five minutes, one agency (Tri-Delta Transit) for three minutes, and one agency for one minute (WestCAT). The on-time performance ranges from

86.3% to 96.7%, and the cost per trip ranges from \$23.16 to \$56.53. Most of the agencies who responded to the survey have the ADA paratransit service contracted out, with only East Bay Paratransit providing the brokerage model similar to LAVTA's.

**Next Steps**

Staff will continue to monitor the contractor's performance and will include updates at every Board meeting until further notice.

**Recommendation**

None – information only.

*Approved:* \_\_\_\_\_

**AGENDA**

**ITEM 12**



**EXECUTIVE DIRECTOR'S REPORT**

**September 8, 2014**

**1. Alameda County Fair Ridership:**

The additional service on Route 8 resulted in approximately 1,500 additional passenger trips to the 2014 Alameda County Fair. Additionally, there was a 9% increase in daily ridership on Route 10 on the days the Fair was open. Overall, ridership figures suggest that the service to the Fair this year resulted in over 4,000 new passenger trips. In 2013, ridership figures suggest that there were an additional 2,400 passenger trips total on Routes 8 and 10 during the days the Fair was open.

**2. Pleasanton Summer School Ridership:**

A total of 1,394 boardings were recorded on the three Pleasanton school tripper routes (601, 602 and 604) that operated for the 2014 summer school pilot program. An average of 58 trips per day, and 18.3 passenger trips per hour, were reported on all three routes. The pilot program was not as successful as expected, meeting only 58% of ridership targets set for the program. However, farebox recovery was reported at 25%, which is higher than average for Wheels service.

**3. Award of Dublin/Pleasanton Bus Stop/ADA Improvements:**

An Invitation for Bid (IFB) for the Dublin and Pleasanton Bus Stop/ADA Improvements was released on July 11, 2014. Five bids were received and were opened on August 13, 2014. The contract for the Dublin and Pleasanton Bus Stop/ADA Improvements was awarded to the lowest responsive and responsible bidder, Sposeto Engineering, Inc. of Livermore, CA in the amount of \$94,074.25 on August 29, 2014. Notice to Proceed is expected to be issued on September 15, 2014.

**4. Update on Recruitment Effort for new Executive Director and other Positions**

The Board Subcommittee selected for this process will interview a short list of candidates later this week, and a special closed session of the Board is scheduled for September 15 to interview the final candidates.

Interviews for the vacant Senior Marketing and Communications Coordinator position are underway and staff expects to extend an offer by September 12. Interviews for the vacant Grants and Financial Analyst will be scheduled in the next week or two.

**EXECUTIVE DIRECTOR'S REPORT**

**5. Short Range Transit Plan (SRTP)**

The next full SRTP will be due in September 2015, with a draft scheduled to be completed by June 2015. LAVTA, along with other small- and medium-sized operators, are invited to submit a one-page letter of intent listing the amount of funds requested for the SRTP project. It is estimated that LAVTA may receive up to \$30,000 and Staff will be deciding what funds will be required to complete the project. The request to MTC will be submitted by Friday, September 19, 2014.

**6. Preview of Major Board Items through December**

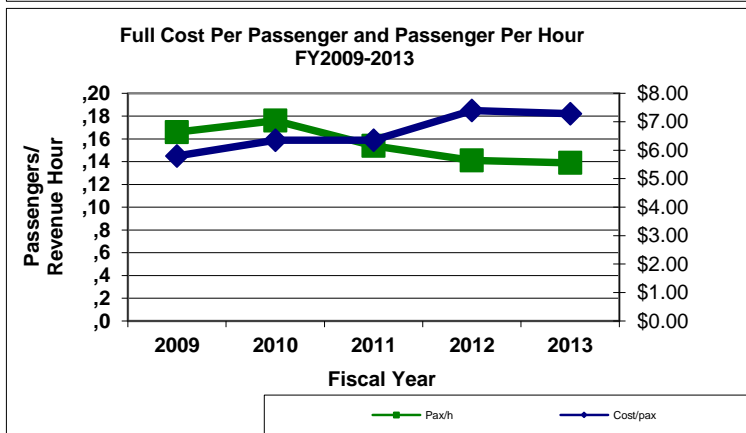
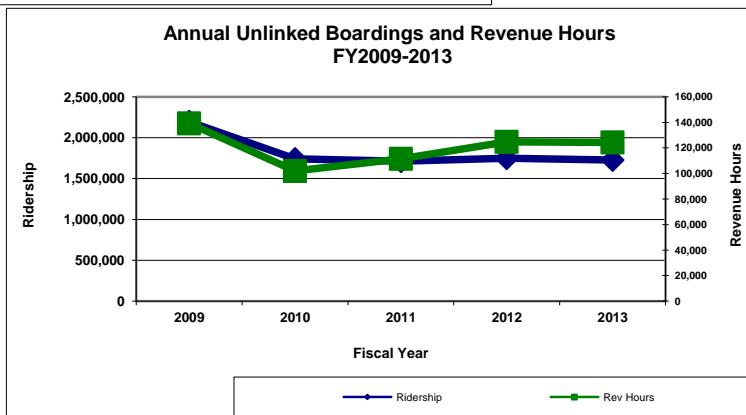
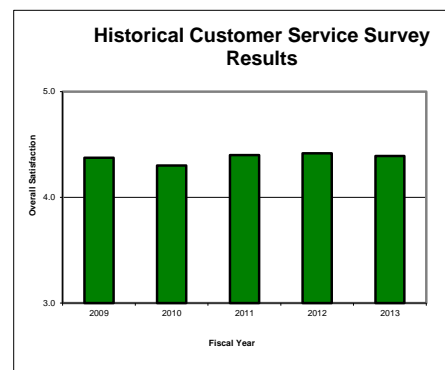
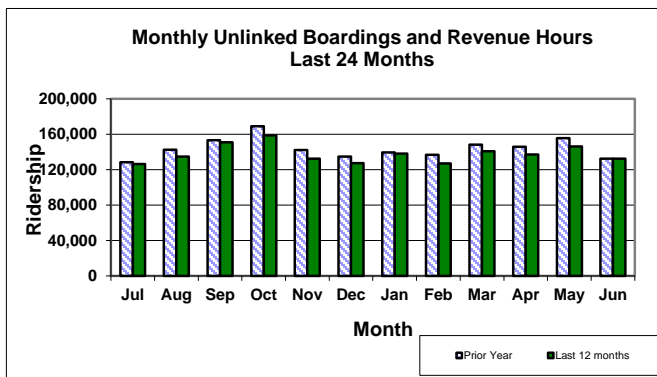
The attached list provides the Board with a preliminary calendar for items that are currently anticipated for the upcoming Committee meetings. The dates for items on this list may change, usually based on external factors, so these dates are for guidance purposes only. Additionally, there may be some new items that have not been anticipated. However, the purpose of the list is to give the Board a “heads up” about upcoming items and help ensure that items are scheduled and prepared with enough time for the Committee and then the Board members to adequately provide their input. It will also help staff adjust the timing of non-critical items so that the Committee agendas stay as well balanced as possible. This list will be updated monthly. It can continue to remain as an attachment to the Executive Director’s Report, or can be appended to the Monthly Agenda for each Committee, depending on the Board’s preference.

Attachments:

1. Monthly Statistics June 2014
2. Monthly Statistics July 2014
3. Upcoming Items on Committee Calendars

## Monthly Summary Statistics for Wheels June 2014

FIXED ROUTE						
	June 2014			% change from one year ago		
Total Ridership FY 2014 To Date	1,652,151			-4.3%		
Total Ridership For Month	132,261			-0.1%		
Fully Allocated Cost per Passenger	\$7.81			1.6%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,453	2,424	1,610	-11.0%	2.3%	8.0%
Passengers Per Hour	12.8	12.9	14.0	-11.0%	1.8%	7.4%
	June 2014			% change from last month		
On Time Performance	79.9%			2.8%		

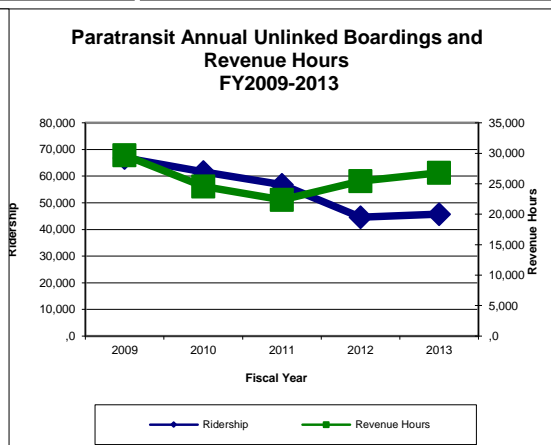
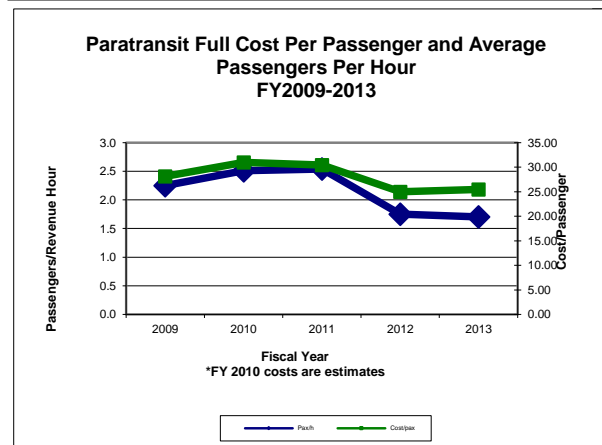
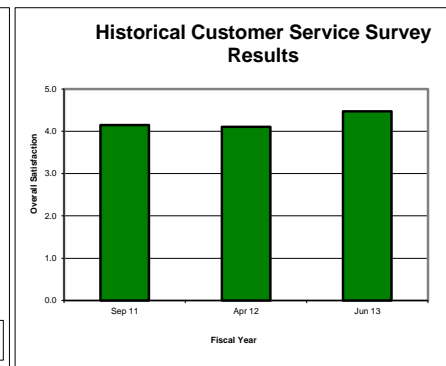
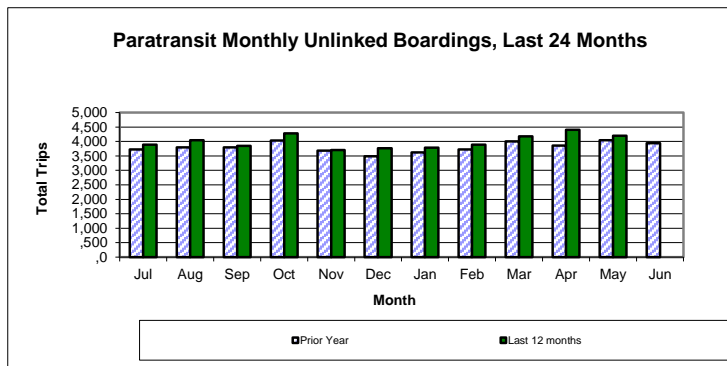


## Monthly Summary Statistics for Wheels June 2014

### PARATRANSIT

General Statistics	June 2014	% Change from last year	Year to Date
Total Monthly Passengers	4,439	12.6%	48,429
Average Passengers Per Hour	3.60	111.8%	
On Time Performance	89.9%	-6.3%	
Fully Allocated Cost per Trip	\$31.87	25.0%	
Number of Paratransit Applications	22	4.8%	344
Calls Answered in <1 Minute	66.20%	-32.7%	

Missed Services Summary	June 2014	Year to Date
1st Sanction - Phone Call	0	32
2nd Sanction - Written Letter	0	2
3rd Sanction - 15 Day Suspension	0	1
4th Sanction - 30 Day Suspension	0	1
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0



## Monthly Summary Statistics for Wheels

*June 2014*

<b>SAFETY</b>				
ACCIDENT DATA	June 2014		Fiscal Year to Date	
	Fixed Route	Paratransit	Fixed Route	Paratransit
<b>Total</b>	3	0	32	1
Preventable	2	0	16	1
Non-Preventable	1	0	16	0
<b>Physical Damage</b>				
Major	0	0	3	0
Minor	3	0	27	1
<b>Bodily Injury</b>				
Yes	1	0	6	0
No	2	0	26	1

MONTHLY CLAIMS ACTIVITY	Totals
<b>Amount Paid</b>	
This Month	\$3,463.37
To Date This Fiscal Year	\$57,963.73
<b>Budget</b>	\$100,000.00
<b>% Expended</b>	58%

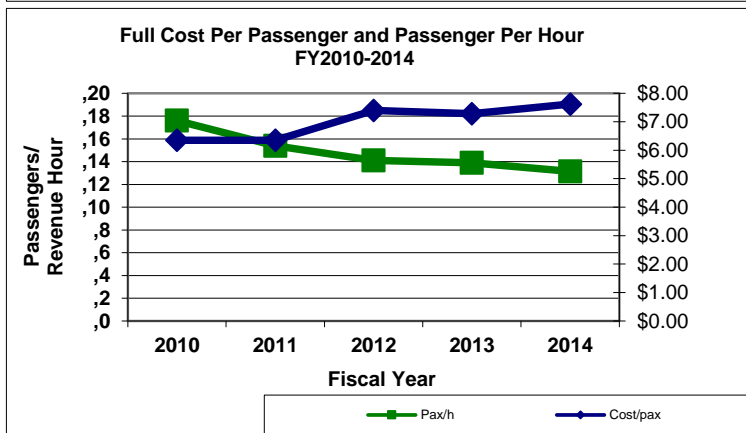
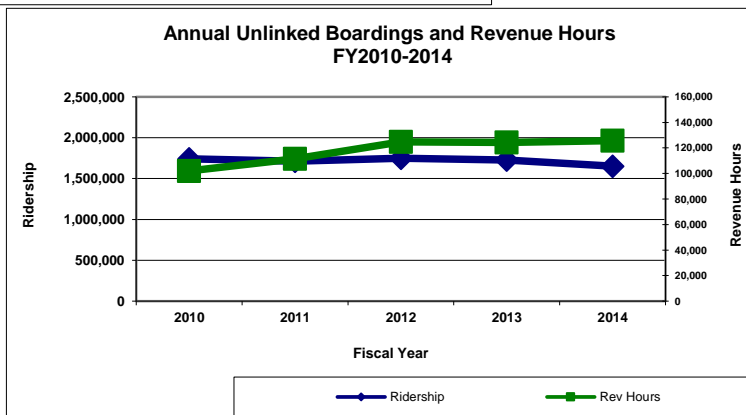
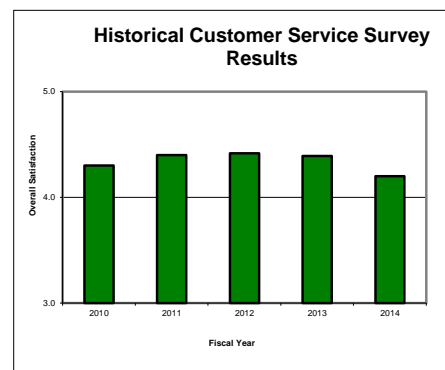
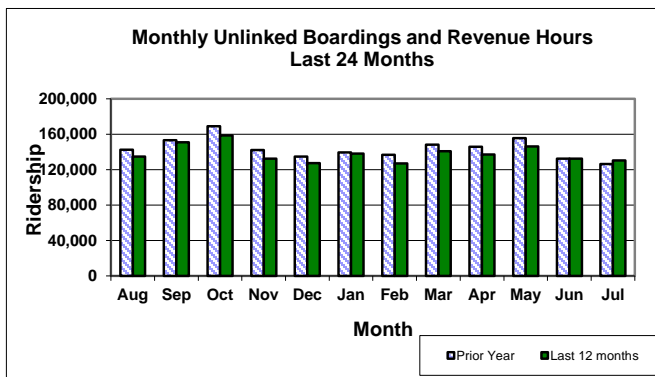
<b>CUSTOMER SERVICE - ADMINISTRATION</b>		
CATEGORY	Number of Requests	
	June 2014	Year To Date
Praise	1	3
Bus Stop	1	26
Incident	1	1
Trip Planning	1	11
Fares/Tickets/Passes	0	8
Route/Schedule Planning	6	83
Marketing/Website	3	32
ADA	0	2
<b>TOTAL</b>	13	166

<b>CUSTOMER SERVICE - OPERATIONS</b>								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	2	0	0	32	1	0	0	2
Safety	2	3	0	15	0	0	0	5
Driver/Dispatch Courtesy	1	3	0	9	1	0	0	4
Early	0	0	1	14	0	0	0	1
Late	1	2	2	47	4	4	4	51
No Show	0	0	0	8	4	1	9	17
Incident	0	0	0	3	0	0	0	0
Driver/Dispatch Training	0	1	3	8	5	2	3	25
Maintenance	0	1	0	1	0	0	0	0
Bypass	3	5	1	18	0	0	0	0
<b>TOTAL</b>	7	15	7	123	14	7	16	103
<b>Valid Complaints</b>								
Per 10,000 riders	0.53							
Per 1,000 riders					3.15			



## Monthly Summary Statistics for Wheels July 2014

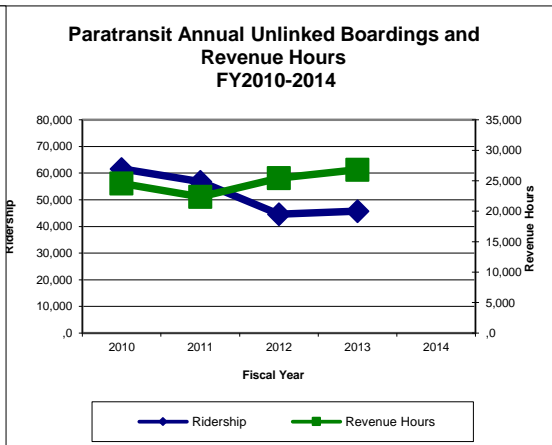
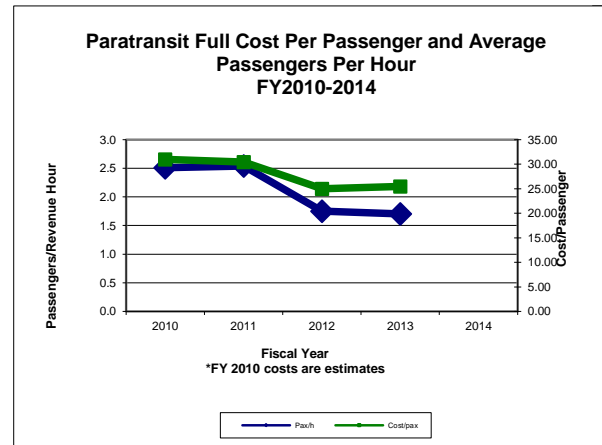
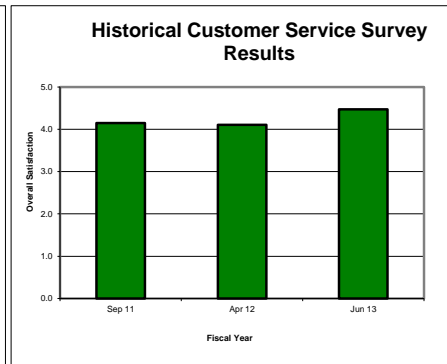
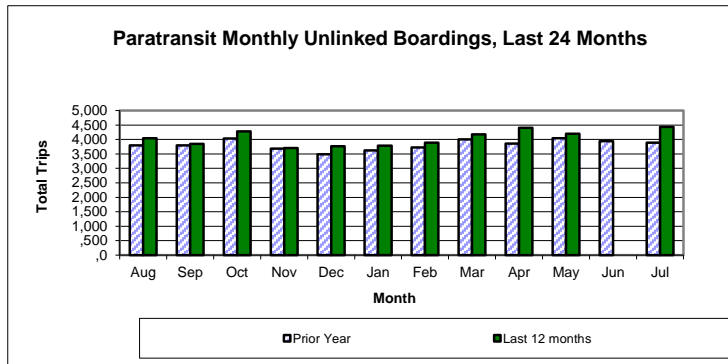
FIXED ROUTE						
	July 2014			% change from one year ago		
Total Ridership FY 2015 To Date	130,548			3.3%		
Total Ridership For Month	130,548			3.3%		
Fully Allocated Cost per Passenger	\$8.02			-4.8%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,082	2,502	1,746	1.0%	1.6%	19.7%
Passengers Per Hour	12.7	13.3	15.2	5.3%	1.1%	19.0%
	July 2014			% change from last month		
On Time Performance	81.7%			2.3%		



## Monthly Summary Statistics for Wheels July 2014

PARATRANSIT			
General Statistics	July 2014	% Change from last year	Year to Date
Total Monthly Passengers	4767	14.0%	4,439
Average Passengers Per Hour	4	80.0%	
On Time Performance	95.2	-8.5%	
Fully Allocated Cost per Trip	\$31.87	22.6%	
Number of Paratransit Applications	28	3.7%	28
Calls Answered in <1 Minute	59.50%	-38.1%	

Missed Services Summary	July 2014	Year to Date
1st Sanction - Phone Call	0	0
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0



## Monthly Summary Statistics for Wheels

**July 2014**

<b>SAFETY</b>								
ACCIDENT DATA	July 2014				Fiscal Year to Date			
	Fixed Route		Paratransit		Fixed Route		Paratransit	
<b>Total</b>	2		1		2		1	
Preventable	2		1		2		1	
Non-Preventable	0		0		0		0	
<b>Physical Damage</b>								
Major	0		0		0		0	
Minor	2		1		2		1	
<b>Bodily Injury</b>								
Yes	1		0		1		0	
No	1		1		1		1	

MONTHLY CLAIMS ACTIVITY	Totals
<b>Amount Paid</b>	
This Month	\$16,330.41
To Date This Fiscal Year	\$16,330.41
<b>Budget</b>	\$100,000.00
<b>% Expended</b>	16%

<b>CUSTOMER SERVICE - ADMINISTRATION</b>		
CATEGORY	Number of Requests	
	July 2014	Year To Date
Praise	1	1
Bus Stop	3	3
Incident	0	0
Trip Planning	0	0
Fares/Tickets/Passes	2	2
Route/Schedule Planning	4	4
Marketing/Website	3	3
ADA	1	1
<b>TOTAL</b>	14	14

<b>CUSTOMER SERVICE - OPERATIONS</b>								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	1	0	0	1	2	0	0	2
Safety	0	0	0	0	0	0	0	0
Driver/Dispatch Courtesy	1	2	1	1	0	0	0	0
Early	0	0	0	0	0	0	0	0
Late	0	1	0	0	4	3	0	4
No Show	0	0	0	0	0	3	0	0
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	0	1	0	0	2	2	1	2
Maintenance	0	0	0	0	0	0	0	0
Bypass	0	2	0	0	0	0	0	0
<b>TOTAL</b>	1	6	1	2	6	8	1	8
<b>Valid Complaints</b>								
Per 10,000 riders	0.08							
Per 1,000 riders					1.35			

## LAVTA COMMITTEE ITEMS - SEPTEMBER - DECEMBER 2014

### Finance & Administration Committee

<b>September</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Fare Policy Update	X	
HR Policy Update	X	
<b>October</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report CAFR	X	X
<b>November</b>	Action	Info
Minutes	X	
Meeting Dates	X	
Legislative Program	X	
<b>December</b>	Action	Info
Minutes	X	

### Projects & Services Committee

<b>September</b>	Action	Info
Minutes	X	
Clipper update (if needed)		X
Winter Services Changes - Preliminary List		X
Update on paratransit service		X
<b>October</b>	Action	Info
Minutes	X	
Bus Stop Management		X
511 Real time integration report		X
Winter service changes - Final List	X	
<b>November</b>	Action	Info
Minutes	X	
COA Award (possible)	X	
<b>December</b>	Action	Info
Minutes	X	

**COMMITTEE  
MINUTES**



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
1362 Rutan Court, Suite 100  
Livermore, CA 94551

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE  
WHOLE**

**COMMITTEE MEMBERS**

**KARLA BROWN – CHAIR**                      **SCOTT HAGGERTY**  
**TIM SBRANTI - VICE CHAIR**              **BOB WOERNER**

**DATE:**            Monday, August 25, 2014  
**PLACE:**         Diana Lauterbach Room LAVTA Offices  
                         1362 Rutan Court, Suite 100, Livermore  
**TIME:**            4:00p.m.

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**MINUTES**

- 1. Call to Order**  
Committee Chair Karla Brown called the meeting to order at 4:08pm.

**Members Present**

Karla Brown, Councilmember, City of Pleasanton  
Tim Sbranti, Mayor, City of Dublin  
Laureen Turner, Councilmember, City of Livermore

**Members Absent**

Scott Haggerty, Supervisor, Alameda County  
Bob Woerner, Vice Mayor, City of Livermore

- 2. Meeting Open to Public**  
No comments.
- 3. Minutes of the June 23, 2014 Meeting of the P&S Committee**

Approved: Sbranti/Brown  
Aye: Brown, Sbranti, Turner  
No: None  
Abstain: None

- 4. Fixed Route Passenger Satisfaction Survey 2014**

Staff provided data on the latest Fixed Route survey results. Laureen Turner asked

for the data to be broken down by route to see if the comments on safety are route specific. Tim Sbranti asked if staff has a plan of action developed to respond to survey results and also to look at where satisfaction has declined and make the needed improvements. Karla Brown questioned the timing of the survey and asked for it to be conducted while school is still in session. She feels a large portion of the ridership is students and they are not being represented in the survey. This item will be brought to the full Board for their information. In addition, the Committee directed staff to bring a report to the Board at the September meeting detailing which corrective measures have already been put into place.

**5. Dial-A-Ride Passenger Survey 2014**

Staff provided data on the latest Dial A Ride survey results. Staff will follow up in three months with survey respondents to see if their views on the service have changed. The committee was please to hear that staff was proactive in bringing the survey results to the contractor to deal with suggestions and complaints.

**6. Comprehensive Operational Analysis Scope**

Staff briefly presented the committee with a draft scope of work for the Comprehensive Operational Analysis (COA), highlighting the core tasks recommended for the study. The committee asked if the study would be looking at monthly passes. Staff responded that, if financially feasible, two optional tasks may be included in the study: 1) a fare study to determine appropriate fare structure, and 2) a task to develop full schedules for routes recommended in the Plan. The committee recommends forwarding the COA Scope to the Board for approval.

Approved: Sbranti/Turner  
Aye: Brown, Sbranti, Turner  
No: None  
Abstain: None

**6. Matters Initiated by Committee Members**

None.

**7. Next Meeting Date is Scheduled for:** A request for a special P&S committee to be held on September 8, 2014 at 3:30pm was approved by the committee. The next regularly scheduled meeting is scheduled for September 22, 2014.

**8. Adjourn**

Meeting adjourned at 4:48pm.

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE**  
**WHOLE**

**COMMITTEE MEMBERS**

**LAUREEN TURNER - CHAIR**                      **DON BIDDLE**  
**JERRY THORNE - VICE CHAIR**

**DATE:**            Tuesday, August 26, 2014  
**PLACE:**         Diana Lauterbach Room LAVTA Offices  
                      1362 Rutan Court, Suite 100, Livermore  
**TIME:**            4:00 p.m.

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**MINUTES**

**1. Call to Order**

Committee Chair Lauren Turner called the meeting to order at 4:01pm.

**Members Present**

Don Biddle – Vice Mayor, City of Dublin  
Jerry Thorne, Mayor, City of Pleasanton  
Lauren Turner – Councilmember, City of Livermore

**2. Meeting Open to Public**

None.

**3. Minutes of the June 24, 2014 Meeting of the F&A Committee**

The May 27, 2014 F&A minutes will be carried over to the September 23<sup>rd</sup> F&A meeting for approval.

The June 24, 2014 F&A minutes are approved.

Approved: Thorne/Biddle  
Aye: Biddle, Turner, Thorne  
No: None  
Abstain: None



#### **4. Treasurer's report for June 2014 and July 2014**

The Finance & Administration committee recommends submitting the attached preliminary June 2014 Treasurer's Report to the Board for approval. The preliminary July Treasurer's Report is waiting for one final invoice from a major vendor. If the final invoice is received in time before the September 8, 2014 Board meeting, the July 2014 Treasurer's Report will be updated and brought to the Board for approval. If the final invoice is not received, the Preliminary July 2014 Treasurer's Report will be brought to the Board for approval.

##### **Preliminary June Treasurer's Report**

Approved: Thorne/Biddle

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

##### **Preliminary July Treasurer's Report**

Approved: Thorne/Biddle

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

#### **5. Resolutions Authorizing the Executive Director or his or her designee to Sign Sections 5304, 5310, 5316 and Section 5317 Agreements**

The Finance & Administration committee approved a motion to forward a recommendation to the Board of Directors to approve the attached resolutions 22-2014 and 24-2014.

Approved: Biddle/Thorne

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

#### **6. Ten-Year Financial Projections FY 2015-2025**

In response to Board member Woerner's request for financial projections for future years, staff has compiled a Ten-Year Projection showing a baseline of what the surplus and the deficit will look like in the future if there were no changes to the economy or current policies. Staff will present a Ten-Year Projection annually as part of the budget process. The Finance & Administration committee approved a motion to forward a recommendation to the Board to adopt LAVTA's Ten-Year Projections FY 2015-2025, Resolution 23-2014.

Approved: Biddle/Thorne

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

#### **7. Matters Initiated by Committee Members**

None

**8. Next Meeting Date is Scheduled for: September 23, 2014**

**9. Adjourned**

Meeting adjourned at 4:21pm.

DRAFT