

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

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

**COMMITTEE MEMBERS**

**JULIE TESTA – CHAIR**  
**MELISSA HERNANDEZ**

**BRITTNI KICK – VICE CHAIR**

**DATE:** Tuesday, June 27, 2023  
**PLACE:** LAVTA Offices, Diana Lauterbach Room,  
1362 Rutan Court, Suite 100, Livermore, CA  
**TIME:** 4:00p.m.

**TELECONFERENCE LOCATIONS**

City of Pleasanton  
City Manager's Conference Room  
123 Main Street  
Pleasanton, CA 94566

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*Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

*Documents received after publication of the Agenda and considered by the Finance and Administration Committee in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Executive Director during normal business hours if you require access to any such documents.*

**MEETING PROCEDURE**

This Finance and Administration Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, [www.zoom.us](http://www.zoom.us).

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, June 26, 2023 at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include "Public Comment – 6/27/2023" and the agenda item in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

There will be zero tolerance for any person addressing the Committee making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

**How to listen and view meeting video:**

- From a PC, Mac, iPad, iPhone or Android device click the link below:  
<https://zoom.us/j/83887904704>  
Passcode: FA1362Mtg
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:  
Dial: 1 (669) 900-6833  
Webinar ID: 838 8790 4704  
Passcode: 732133

*To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

- Livestream online at: [Livermore Amador Valley Transit Authority YouTube Channel](#)

*No option to make Public Comment on YouTube live stream.*

**How to listen only to the meeting:**

- For audio access to the meeting by telephone, use the dial-in information below:  
Dial: 1 (669) 900-6833  
Webinar ID: 838 8790 4704  
Passcode: 732133

*Please note to submit public comment via telephone dial \*9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then dial \*6 to unmute when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

**To submit written comments:**

- Provide public written comments prior to the meeting by email, to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, June 26, 2023 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 6/27/2023” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction

**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 Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the May 23, 2023 Meeting of the F&A Committee**

**Recommendation:** Approval

**5. Treasurer's Report for May 2023**

**Recommendation:** Staff recommends that the Finance and Administration Committee forward the May 2023 Treasurer's Report to the Board for approval.

**6. Disadvantaged Business Enterprise (DBE) 3-Year Goal Establishment (2024-2026)**

**Recommendation:** The Finance and Administration Committee recommends that the Board adopt the three-year DBE goal of 1% for Federal Fiscal Years 2024-2026.

**7. Consider Amendment to LAVTA's Bylaws, Article III, Section 3.03(a) Regarding Board Compensation**

**Recommendation:** Staff recommends the Finance and Administration Committee forward the first reading of the proposed amended Bylaws to the Board of Directors.

**8. Updated Passenger Code of Conduct Policy**

**Recommendation:** This is an informational item; no action is requested at this time.

**9. Preview of Upcoming F&A Committee Agenda Items**

**10. Matters Initiated by Committee Members**

**11. Next Meeting Date is Scheduled for: August 22, 2023**

**13. Adjourn**

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.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

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

<u>/s/ Jennifer Suda</u>	<u>6/23/2023</u>
<u>LAVTA Administrative Services Department</u>	<u>Date</u>

*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 4**

**MINUTES OF THE MAY 23, 2023**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

[Brittini Kiick, from City of Livermore, arrived during Call to Order and Pledge of Allegiance.]

Committee Chair Julie Testa called the meeting to order at 4:07pm.

**2. Roll Call of Members**

**Members Present**

Julie Testa, City of Pleasanton

Melissa Hernandez, City of Dublin

Brittini Kiick, City of Livermore (arrived at 4:08pm)

**3. Meeting Open to Public**

No comments.

**4. Minutes of the April 25, 2023 Meeting of the F&A Committee**

Approved: Hernandez/Kiick

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

**5. Treasurer's Report for April 2023**

The Finance and Administration Committee recommended forwarding the April 2023 Treasurer's Report to the Board for approval.

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

## **6. LAVTA Annual Salary Band Review**

Staff reported that salary bands will be increased to 4.2% CPI and raises are based on merit.

The Finance and Administrative Committee discussed this agenda item with staff.

The Finance and Administration Committee recommended forwarding the attached Resolution 17-2023 adjusting the salary bands for LAVTA positions to the Board of Directors for approval.

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

## **7. Board Member Stipends**

Staff presented research on Board member stipends from comparative agencies.

The Finance and Administrative Committee discussed this agenda item with staff. The Committee discussed increasing the stipend amount to \$150.00, as well as discussed having W-2s instead of 1099s for annual tax reporting. The Committee requested staff regularly research stipends since it has been over 15 years since stipend amounts were last adjusted.

This was informational only.

## **8. Preview of Upcoming F&A Committee Agenda Items**

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

None.

## **10. Next Meeting Date is Scheduled for: June 27, 2023**

## **11. Adjourn**

Meeting adjourned at 4:34pm

## **AGENDA**

### **ITEM 5**



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for May 2023

FROM: Tamara Edwards, Director of Finance

DATE: May 27, 2023

**Action Requested**

Review and recommend to the Board approval of the LAVTA Treasurer's Report for May 2023.

**Discussion**

***Cash accounts:***

Our petty cash account (101) has a balance of \$200, 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 May 1, 2023	\$15,609,537.92
Payments made	\$3,176,058.71
Deposits made	\$2,814,257.18
Ending balance May 31, 2023	\$15,247,736.39

***Farebox account activity (106):***

Beginning balance May 1, 2023	\$77,405.64
Deposits made	\$167,954.97
Ending balance May 31, 2023	\$245,360.61

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

Beginning balance May 1, 2023	\$11,206,764.65
Ending balance May 31, 2023	\$11,206,764.65

***Operating Expenditures Summary:***

As this is the eleventh 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 92%. The agency is at 71.4% overall.

***Operating Revenues Summary:***

While expenses are at 71.4%, revenues are at 88.8% allowing for a healthy cash flow.

**Recommendation**

Staff recommends that the Finance and Administration Committee forward the May 2023 Treasurer's Report to the Board for approval.

**Attachments:**

1. May 2023 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
May 31, 2023**

**ASSETS:**

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	15,247,736	
106 CASH - FIXED ROUTE ACCOUNT	245,360	
107 Clipper Cash	618,084	
108 Rail	0	
109 BOC	46	
120 ACCOUNTS RECEIVABLE	464,311	
135 INVESTMENTS - LAIF	11,206,765	
13599 INVESTMENTS - LAIF Mark to Market	(142,089)	
150 PREPAID EXPENSES	212,959	
160 OPEB ASSET	1,603,154	
165 DEFFERED OUTFLOW-Pension Related	427,480	
166 DEFFERED OUTFLOW-OPEB	9,583	
170 INVESTMENTS HELD AT CALTIP	0	
175 CEPPT RESTRICTED INVESTMENTS	(111,674)	
111 NET PROPERTY COSTS	53,874,256	
<b>TOTAL ASSETS</b>		<b>83,656,412</b>

**LIABILITIES:**

205 ACCOUNTS PAYABLE	703,248	
211 PRE-PAID REVENUE	2,263,698	
21101 Clipper to be distributed	531,397	
22000 FEDERAL INCOME TAXES PAYABLE	0	
22010 STATE INCOME TAX	(0)	
22020 FICA MEDICARE	0	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	0	
22030 SDI TAXES PAYABLE	8	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(1,503)	
22090 WORKERS' COMPENSATION PAYABLE	58,075	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	605,181	
23105 Deferred Inflow- OPEB Related	387,692	
23104 Deferred Inflow- Pension Related	559,302	
23103 INSURANCE CLAIMS PAYABLE	33,191	
23102 UNEMPLOYMENT RESERVE	17,376	
<b>TOTAL LIABILITIES</b>		<b>5,157,664</b>

**FUND BALANCE:**

301 FUND RESERVE	44,796,195	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	17,556,222	
30401 SALE OF BUSES & EQUIPMENT	85,787	
FUND BALANCE	16,060,544	
<b>TOTAL FUND BALANCE</b>		<b>78,498,748</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>83,656,412</b>
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**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
May 31, 2023**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	740,940	175,847	947,863	(206,923)	127.9%
4020000	Business Park Revenues	233,568	18,873	192,275	41,293	82.3%
4020500	Special Contract Fares	487,116	134,661	346,556	140,560	71.1%
4020500	Special Contract Fares - Paratransit	36,000	0	23,693	12,307	65.8%
4010200	Paratransit Passenger Fares	56,255	13,033	97,118	(40,863)	172.6%
4060100	Concessions	21,672	0	17,322	4,350	79.9%
4060300	Advertising Revenue	180,000	0	0	180,000	0.0%
4070400	Miscellaneous Revenue-Interest	26,054	0	170,428	(144,374)	654.1%
4070300	Non transportation revenue	136,464	11,840	124,720	11,744	91.4%
4090100	Local Transportation revenue	245,000	62,114	129,786	115,214	53.0%
4099100	TDA Article 4.0 - Fixed Route	10,715,920	0	10,610,799	105,121	99.0%
4099500	TDA Article 4.0-BART	57,517	0	57,517	-	100.0%
4099200	TDA Article 4.5 - Paratransit	191,227	12,143	157,050	34,177	82.1%
4099600	Bridge Toll- RM2, RM1	409,489	168,296	420,665	(11,176)	102.7%
4110100	STA Funds-Paratransit	-	0	0	-	#DIV/0!
4110500	STA Funds- Fixed Route BART	300,792	0	300,792	-	100.0%
4110100	STA Funds-pop	1,377,503	0	650,801	726,702	47.2%
4110100	STA Funds- rev	468,141	0	722,988	(254,847)	154.4%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4110100	Caltrans	-	0	0	-	#DIV/0!
4130000	FTA Section	5,730,074	0	4,538,607	1,191,467	100.0%
4130000	FTA Section 5307 ADA Paratransit	422,316	0	0	422,316	0.0%
4130000	FTA 5311	-	0	46,283	(46,283)	100.0%
4130000	FHWA IDEA	-	0	74,260	(74,260)	100.0%
4640500	Measure B Gap		0	16,947	(16,947)	100.0%
4640500	Measure B Express Bus	-	0	0	-	100.0%
4640100	Measure B Paratransit Funds-Fixed Route	-	0	0	-	#DIV/0!
4640100	Measure B Paratransit Funds-Paratransit	-	0	0	-	#DIV/0!
4640200	Measure BB Paratransit Funds-Fixed Route	1,603,800	0	1,246,226	357,574	77.7%
4640200	Measure BB Paratransit Funds-Paratransit	803,168	0	624,098	179,070	77.7%
<b>RAIL</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL REVENUE</b>		<b>24,243,016</b>	<b>596,807</b>	<b>21,516,795</b>	<b>2,726,221</b>	<b>88.8%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
OPERATING EXPENDITURES  
FOR THE PERIOD ENDING:  
May 31, 2023**

		BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02	Salaries and Wages	\$1,991,423	\$129,963	\$1,388,964	\$602,459	69.75%
502 00	Personnel Benefits	\$1,480,173	\$60,794	\$1,277,963	\$202,210	86.34%
503 00	Professional Services	\$1,067,817	\$127,806	\$872,854	\$194,963	81.74%
503 05	Non-Vehicle Maintenance	\$851,947	\$42,585	\$750,606	\$101,341	88.10%
503 99	Communications	\$7,000	\$0	\$101,595	(\$94,595)	1451.36%
504 01	Fuel and Lubricants	\$2,164,000	\$92,273	\$971,665	\$1,192,335	44.90%
504 03	Non contracted vehicle maintenance	\$34,055	\$0	\$164	\$33,891	0.48%
504 99	Office/Operating Supplies	\$56,094	\$1,873	\$68,986	(\$12,892)	122.98%
504 99	Printing	\$77,000	\$3,861	\$51,925	\$25,075	67.43%
505 00	Utilities	\$370,399	\$32,572	\$312,112	\$58,287	84.26%
506 00	Insurance	\$650,156	(\$308)	\$498,182	\$151,974	76.63%
507 99	Taxes and Fees	\$229,663	\$6,189	\$93,290	\$136,373	40.62%
508 01	Purchased Transportation Fixed Route	\$11,107,549	\$967,812	\$9,500,336	\$1,607,213	85.53%
2-508 02	Purchased Transportation Paratransit	\$3,231,200	\$275,376	\$1,258,152	\$1,973,048	38.94%
508 03	Purchased Transportation WOD	\$73,262	\$14,471	\$76,590	(\$3,328)	104.54%
508 03	Purchased Transportation SAV	\$480,000	\$0	\$0	\$480,000	0.00%
509 00	Miscellaneous	\$162,028	(\$3,118)	\$45,131	\$116,897	27.85%
509 02	Professional Development	\$69,250	\$2,557	\$30,536	\$38,714	44.10%
509 08	Advertising	\$140,000	\$0	\$19,677	\$120,323	14.05%
<b>TOTAL</b>		<b>\$24,243,016</b>	<b>\$1,754,706</b>	<b>\$17,318,728</b>	<b>\$6,924,288</b>	<b>71.44%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)**  
**FOR THE PERIOD ENDING:**  
**May 31, 2023**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	549,722	0	0	549,722	0.00%
4090194	TDA Shop repairs and replacement	235,500	0	8,828	226,672	3.75%
4091094	TDA Transit Center Improvements	123,602	0	0	123,602	0.00%
409??94	TDA (Transit Capital)	100,000	0	6,527	93,473	6.53%
4092094	TDA (Major component rehab)	686,979	0	4,571	682,408	0.67%
4090394	TDA Doolan Tower Upgrade	124,000	0	13,996	110,004	11.29%
4091794	TDA bus stops	1,157,143	0	0	1,157,143	0.00%
4090994	TDA buses 2022	2,893,860	0	2,907,566	(13,706)	100.47%
4090994	TDA Buses 2025	2,233,061	0	0	2,233,061	0.00%
4090294	TDA Atlantis	4,136,000	0	0	4,136,000	0.00%
409xx94	Non-Revenue Vehicle	50,000	0	0	50,000	0.00%
4091796	RM2 bus stops	2,300,000	0	0	2,300,000	0.00%
409xx94	TDA SAV	67,941	0	0	67,941	0.00%
409xx96	BT SAV	2,695,000	0	0	2,695,000	0.00%
4111700	SGR shelters and stops	50,000	0	0	50,000	0.00%
4110900	State Buses 2025	944,976	0	0	944,976	0.00%
4110500	Prop 1B office and facility	94,192	0	0	94,192	0.00%
41120	SGR battery packs	61,126	0	0	61,126	0.00%
41110	SGR Transit Center	62,746	0	0	62,746	0.00%
41118	Dublin Parking garage	19,500,000	2,097,885	5,828,054	13,671,946	29.89%
41102	State Atlantis	30,522,000	0	0	30,522,000	0.00%
41323	FTA buses 2022	11,574,837	0	11,440,196	134,641	98.84%
41309	FTA Buses 2025	12,712,147	0	0	12,712,147	0.00%
41311	FTA bus stops	2,000,000	0	0	2,000,000	0.00%
413xx	SAV infrastructure	385,000	0	0	385,000	0.00%
41320	FTA Hybrid battery packs	212,180	0	0	212,180	0.00%
41310	FTA Transit Center	440,000	0	71,361	368,639	16.22%
<b>TOTAL REVENUE</b>		<b>95,912,012</b>	<b>2,097,885</b>	<b>20,281,099</b>	<b>75,630,913</b>	<b>21.15%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)**  
**FOR THE PERIOD ENDING:**  
**May 31, 2023**

May 01, 2020						
ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550207	Atlantis Facility	34,958,000	0	343,315	34,614,685	0.98%
5550107	Shop Repairs and replacement	235,500	0	14,748	220,752	6.26%
5551607	SAV	3,147,941	0	0	3,147,941	0.00%
5552307	Buses 2022	14,468,697	0	14,366,889	101,808	99.30%
555xx07	Buses 2025	15,890,184	0	0	15,890,184	0.00%
5550507	Office and Facility Equipment	393,914	43,715	199,572	194,342	50.66%
5551007	Transit Center Upgrades and Improvements	626,348	0	24,051	602,297	3.84%
5551207	Doolan Tower upgrade	124,000	335	4,683	119,317	3.78%
5551807	Dublin Parking Garage	19,500,000	1,069,048	4,383,338	15,116,662	22.48%
5551707	Bus Shelters and Stops	5,507,143	0	76,968	5,430,175	1.40%
5552007	Major component rehab	960,285	0	4,571	955,714	0.48%
555??07	Transit Capital	100,000	0	80,310	19,690	80.31%
TOTAL CAPITAL EXPENDITURES		95,912,012	1,113,098	19,498,444	76,413,568	20.33%
FUND BALANCE (CAPITAL)		0.00	984,787	782,655		
FUND BALANCE (CAPTIAL & OPERATING)		0.00	(139,670)	4,961,437		

California State Treasurer  
*Fiona Ma, CPA*



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

June 22, 2023

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

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

[Tran Type Definitions](#)

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**Account Number:** 80-01-002

May 2023 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	11,206,764.55
Total Withdrawal:	0.00	Ending Balance:	11,206,764.55



REPORT.: Jun 13 23 Tuesday  
 RUN...: Jun 13 23 Time: 16:34  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Cash Disbursements Report  
 Report for 05-23 BANK ACCOUNT 105

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-23	023555	05/10/23	JOS02 (JEAN INGALLS JOSEY)		(300.00)	.00	(300.00)	Ck# 023555 Reversed
	023822	05/11/23	JFG01 (JARVIS FAY LLP)		(578.00)	.00	(578.00)	Ck# 023822 Reversed
	023839	05/12/23	AIM01 (AIM TO PLEASE JANITORIAL SER		5,471.94	.00	5,471.94	Automatic Generated Check
	023840	05/12/23	ALA04 (TREASURER OF ALAMEDA COUNTY)	1,069,048.25		.00	1,069,048.25	Automatic Generated Check
	023841	05/12/23	CAL13 (CALIFORNIA TRANSIT)		396.23	.00	396.23	Automatic Generated Check
	023842	05/12/23	CTE01 (CENTER FOR TRANSPORTATION &		15,000.00	.00	15,000.00	Automatic Generated Check
	023843	05/12/23	GBS01 (WILLIAM R. GRAY & COMPANY IN		3,261.00	.00	3,261.00	Automatic Generated Check
	023844	05/12/23	INT03 (INTERNATL EFFECTIVENESS)		54.40	.00	54.40	Automatic Generated Check
	023845	05/12/23	JFG01 (JARVIS FAY LLP)		578.00	.00	578.00	Automatic Generated Check
	023846	05/12/23	JOS02 (JEAN INGALLS JOSEY)		300.00	.00	300.00	Automatic Generated Check
	023847	05/12/23	KIM02 (KIMLEY-HORN AND ASSOC, INC)		18,153.30	.00	18,153.30	Automatic Generated Check
	023848	05/12/23	KOF01 (KOFF & ASSOCIATES)		12,600.00	.00	12,600.00	Automatic Generated Check
	023849	05/12/23	MET01 (METROPOLITAN TRANSPORT-)		39,421.87	.00	39,421.87	Automatic Generated Check
	023850	05/12/23	OFF01 (ODP BUSINESS SOLUTIONS LLC)		41.40	.00	41.40	Automatic Generated Check
	023851	05/12/23	PAC11 (PACIFIC ENVIROMENTAL SERV)		260.00	.00	260.00	Automatic Generated Check
	023852	05/12/23	SCF01 (SC FUELS)		23,415.04	.00	23,415.04	Automatic Generated Check
	023853	05/12/23	SHA02 (SHAMROCK OFFICE SOLUTIONS)		22.89	.00	22.89	Automatic Generated Check
	023854	05/12/23	TAC01 (TAC ENERGY)		24,912.05	.00	24,912.05	Automatic Generated Check
	023855	05/12/23	TRA12 (TRAPEZE SOFTWARE GROUP INC)		21,618.00	.00	21,618.00	Automatic Generated Check
	023856	05/12/23	TX212 (LINDA WAHLE)		170.79	.00	170.79	Automatic Generated Check
	023857	05/12/23	TX238 (MEGAN LEVITT)		80.00	.00	80.00	Automatic Generated Check
	023858	05/12/23	VON01 (TRAPEZE SOFTWARE GROUP INC)	157,088.00		.00	157,088.00	Automatic Generated Check
	023859	05/12/23	WCC01 (WEST COAST COMPRESSOR)		180.00	.00	180.00	Automatic Generated Check
	023860	05/12/23	WSP01 (WSP USA INC)		13,369.55	.00	13,369.55	Automatic Generated Check
	023861	05/24/23	AME02 (APTA )		18,000.00	.00	18,000.00	Automatic Generated Check
	023862	05/24/23	ARM02 (ARMER-NORMAN & ASSOCIATES)		1,910.00	.00	1,910.00	Automatic Generated Check
	023863	05/24/23	ATT02 (AT&T )		444.35	.00	444.35	Automatic Generated Check
	023864	05/24/23	AVI01 (AMADOR VALLEY INDUSTRIES)		598.00	.00	598.00	Automatic Generated Check
	023865	05/24/23	CEL01 (CELTIS VENTURES INC)		56,349.99	.00	56,349.99	Automatic Generated Check
	023866	05/24/23	COR01 (CORBIN WILLITS SYSTEMS)		296.34	.00	296.34	Automatic Generated Check
	023867	05/24/23	CRA02 (CRANETECH INC.)		1,120.00	.00	1,120.00	Automatic Generated Check
	023868	05/24/23	DAY02 (DAY & NIGHT PEST CONTROL)		218.00	.00	218.00	Automatic Generated Check
	023869	05/24/23	DIR01 (DIRECT TV)		16.00	.00	16.00	Automatic Generated Check
	023870	05/24/23	GLO01 (GLOBE TICKET AND LABEL)		1,105.92	.00	1,105.92	Automatic Generated Check
	023871	05/24/23	KNO01 (KNOWBE4, INC.)		2,196.00	.00	2,196.00	Automatic Generated Check
	023872	05/24/23	LYF01 (LYFT, INC)		8,029.48	.00	8,029.48	Automatic Generated Check
	023873	05/24/23	PRO02 (PROFESSIONAL ELECTRIC)		14,349.00	.00	14,349.00	Automatic Generated Check
	023874	05/24/23	SCF01 (SC FUELS)		47,935.06	.00	47,935.06	Automatic Generated Check
	023875	05/24/23	TPG01 (THE PARKS GROUP)		1,424.52	.00	1,424.52	Automatic Generated Check
	H13100	05/05/23	TX242 (BONNIE WOLF)		40.00	.00	40.00	TX242, PARATAXI REIMBURSE
	H13101	05/05/23	TX135 (JEFFREY JACOBSON)		195.24	.00	195.24	TX135, PARATAXI REIMBURSE
	H13102	05/05/23	TX228 (DEBORAH BUTLER)		92.75	.00	92.75	TX228, PARATAXI REIMBURSE
	H13103	05/05/23	TAX01 (HERB HASTINGS)		23.37	.00	23.37	TAX01, PARATAXI REIMBURSE
	H13104	05/12/23	TAX01 (HERB HASTINGS)		13.91	.00	13.91	TAX01, PARATAXI REIMBURSE
	H13105	05/10/23	NEL01 (NELSON\NYGAARD CONSULTING AS		333.88	.00	333.88	NEL01, 84823, 4/1/23-4/28
	H13106	05/10/23	LIV10 (LIVERMORE SANITATION INC)		2,576.56	.00	2,576.56	LIV10, 1786436, MAR-23 GA
	H13107	05/10/23	LIV10 (LIVERMORE SANITATION INC)		2,576.56	.00	2,576.56	LIV10, 1845609, APR-23 GA
	H13108	05/10/23	DEL05 (ALLIED ADMIN/DELTA DENTAL)		2,372.70	.00	2,372.70	DEL05, JUNE-23 DELTA DENT
	H13109	05/10/23	AME06 (AMERICAN FIDELITY ASSURANCE		1,654.96	.00	1,654.96	AME06, JUNE-23 FLEXIBLE S
	H13110	05/10/23	AME06 (AMERICAN FIDELITY ASSURANCE		830.24	.00	830.24	AME06, APR-23 SUPPLEMENTA
	H13111	05/09/23	MVT01 (MV TRANSPORTATION, INC.)		213,605.73	.00	213,605.73	MVT01, MAR-23 FIXED ROUTE

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Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-23	H13112	05/10/23	KUL01 (KADRI KULM)		82.00	.00	82.00	KUL01, 4/17/23-4/20/23 EX
	H13113	05/12/23	WEG01 (CHRISTY WEGENER)		138.00	.00	138.00	WEG01, 5/15/23-5/16/23 PE
	H13114	05/09/23	TEL01 (TPx COMMUNICATIONS)		2,288.67	.00	2,288.67	TEL01, 169883372-0, 5/1/2
	H13115	05/04/23	PEX01 (PEX CARD)		4,500.00	.00	4,500.00	PEX01, 5/3/23 PEX CARDS A
	H13116	05/15/23	MVT01 (MV TRANSPORTATION, INC.)		350,000.00	.00	350,000.00	MVT01, 123704, MAY-23 1ST
	H13117	05/10/23	RIC03 (RICHARD MILLER)		4,000.00	.00	4,000.00	RIC03, 2228, PO #7628 ISP
	H13118	05/10/23	SOL01 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	SOL01, 23-0505LAVTA, APR-
	H13119	05/01/23	RMT01 (RMT LANDSCAPE CONTRACTORS IN		2,655.00	.00	2,655.00	RMT01, 20230456, MP1557 B
	H13120	05/04/23	CEN04 (CENTRAL CONTRA COSTA TRAN)		2,703.70	.00	2,703.70	CEN04, JULY-NOV 2022 RATE
	H13121	05/04/23	PAC01 (AT&T )		259.73	.00	259.73	PAC01, ACCT #925-245-0576
	H13122	05/04/23	PAC01 (AT&T )		496.03	.00	496.03	PAC01, ACCT #925-243-9029,
	H13123	05/11/23	PAC01 (AT&T )		334.37	.00	334.37	PAC01, ACCT #436-951-0106,
	H13124	05/07/23	PAC01 (AT&T )		31.43	.00	31.43	PAC01, ACCT #232-351-6260,
	H13125	05/01/23	BRA02 (EVAN BRANNING)		100.00	.00	100.00	BRA02, APR-23 BOD STIPEND
	H13126	05/01/23	BRO03 (KARLA SUE BROWN)		100.00	.00	100.00	BRO03, APR-23 BOD STIPEND
	H13127	05/01/23	HAU01 (DAVID HAUBERT)		100.00	.00	100.00	HAU01, APR-23 BOD STIPEND
	H13128	05/05/23	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		4,699.83	.00	4,699.83	DIR02, PR DIRECT DEPOSIT-
	H13129	05/05/23	EFT01 (ELECTRONIC FUND TRANSFERS)		1,469.71	.00	1,469.71	EFT01, FEDERAL TAX-CANDIC
	H13130	05/05/23	EMP01 (EMPLOYMENT DEVEL DEPT)		412.78	.00	412.78	EMP01, STATE TAX-CANDICE
	H13131	05/05/23	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		47,534.07	.00	47,534.07	DIR02, PR DIRECT DEPOSIT
	H13132	05/04/23	EFT01 (ELECTRONIC FUND TRANSFERS)		11,360.96	.00	11,360.96	EFT01, FEDERAL TAX 4/15/2
	H13133	05/04/23	EMP01 (EMPLOYMENT DEVEL DEPT)		3,640.90	.00	3,640.90	EMP01, STATE TAX 4/15/23-
	H13134	05/04/23	PER04 (CALPERS RETIREMENT SYSTEM)		1,391.13	.00	1,391.13	PER04, PERS 457 CONTRIBUT
	H13135	05/04/23	PER01 (PERS )		4,396.42	.00	4,396.42	PER01, PERS CLASSIC CONTR
	H13136	05/04/23	PER01 (PERS )		6,070.24	.00	6,070.24	PER01, PERS NEW CONTRIBUT
	H13137	05/02/23	CBT01 (CREATIVE BUILDING TECHNOLOGY		43,715.47	.00	43,715.47	CBT01, LAVTA-7639-01, PO
	H13138	05/19/23	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		47,848.67	.00	47,848.67	DIR02, PR DIRECT DEPOSIT
	H13139	05/18/23	EFT01 (ELECTRONIC FUND TRANSFERS)		11,727.15	.00	11,727.15	EFT01, FEDERAL TAX 4/29/2
	H13140	05/18/23	EMP01 (EMPLOYMENT DEVEL DEPT)		3,750.03	.00	3,750.03	EMP01, STATE TAX 4/29/23-
	H13141	05/18/23	PER04 (CALPERS RETIREMENT SYSTEM)		1,396.75	.00	1,396.75	PER04, PERS 457 CONTRIBUT
	H13142	05/18/23	PER01 (PERS )		4,396.42	.00	4,396.42	PER01, PERS CLASSIC CONTR
	H13143	05/18/23	PER01 (PERS )		5,824.13	.00	5,824.13	PER01, PERS NEW CONTRIBUT
	H13144	05/17/23	PER03 (CAL PUB EMP RETIRE SYSTM)		42,319.92	.00	42,319.92	PER03, JUNE-23 HEALTH INS
	H13145	05/12/23	HAN01 (HANSON BRIDGETT MARCUS)		820.00	.00	820.00	HAN01, 1347771, APR-23 AD
	H13146	05/12/23	HAN01 (HANSON BRIDGETT MARCUS)		308.00	.00	308.00	HAN01, 1347770, APR-23 LA
	H13147	05/12/23	HAN01 (HANSON BRIDGETT MARCUS)		3,330.00	.00	3,330.00	HAN01, 1347769, APR-23 CO
	H13148	05/11/23	VER01 (VERIZON WIRELESS)		3,049.02	.00	3,049.02	VER01, 9933183953, 3/23-4
	H13149	05/17/23	STA13 (STAPLES CREDIT PLAN)		466.46	.00	466.46	STA13, APR-23 CC STATEMEN
	H13150	05/15/23	UBE01 (UBER )		6,441.03	.00	6,441.03	UBE01, APR-23 GO DUBLIN B
	H13151	05/18/23	CEN04 (CENTRAL CONTRA COSTA TRAN)		125,280.02	.00	125,280.02	CEN04, FEB-23 MONTHLY SER
	H13152	05/18/23	CEN04 (CENTRAL CONTRA COSTA TRAN)		121,200.59	.00	121,200.59	CEN04, JAN-23 MONTHLY SER
	H13153	05/18/23	CEN04 (CENTRAL CONTRA COSTA TRAN)		116,200.59	.00	116,200.59	CEN04, DEC-22 MONTHLY SER
	H13154	05/19/23	CAS02 (LISETH CASTRO)		40.24	.00	40.24	CAS02, 3/18/23-5/8/23 MIL
	H13155	05/15/23	EDW01 (TAMARA EDWARDS)		135.30	.00	135.30	EDW01, 4/13/23-5/4/23 EXP
	H13156	05/03/23	AIR02 (AIRESPRING)		1,447.48	.00	1,447.48	AIR02, 172102424, 5/1/23-
	H13157	05/03/23	AIR02 (AIRESPRING)		716.69	.00	716.69	AIR02, 171088822, 4/1/23-
	H13158	05/22/23	HDE01 (HOME DEPOT-CREDIT SERVICES)		155.41	.00	155.41	HDE01, APR-23 MISC MAINT
	H13159	05/16/23	CIT07 (CITY OF LIVERMORE - WATER)		12.12	.00	12.12	CIT07, 138432-00, ATLANTI
	H13160	05/16/23	CIT07 (CITY OF LIVERMORE - WATER)		224.50	.00	224.50	CIT07, 138430-01, ATLANTI
	H13161	05/16/23	CIT07 (CITY OF LIVERMORE - WATER)		39.22	.00	39.22	CIT07, 139399-00, ATLANTI
	H13162	05/16/23	CIT07 (CITY OF LIVERMORE - WATER)		29.40	.00	29.40	CIT07, 139361-00, ATLANTI

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Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-23	H13163	05/02/23	CIT06 (CITY OF LIVERMORE SEWER)		32.34	.00	32.34	CIT06, 138143-00, BUS WAS
	H13164	05/02/23	CIT06 (CITY OF LIVERMORE SEWER)		383.12	.00	383.12	CIT06, 133294-00, MOA SEW
	H13165	05/16/23	CIT07 (CITY OF LIVERMORE - WATER)		47.55	.00	47.55	CIT07, 138431-00, ATLANTI
	H13166	05/16/23	CIT07 (CITY OF LIVERMORE - WATER)		130.53	.00	130.53	CIT07, 139388-00, BUS WAS
	H13167	05/01/23	MER01 (MERCHANT SERVICES)		83.02	.00	83.02	MER01, APR-23 MOA CC STAT
	H13168	05/01/23	MER01 (MERCHANT SERVICES)		103.44	.00	103.44	MER01, APR-23 TRANSIT CEN
	H13169	05/22/23	PAC02 (PACIFIC GAS AND ELECTRIC)		10,762.44	.00	10,762.44	PAC02, 5809326332-3, MOA
	H13170	05/08/23	PAC02 (PACIFIC GAS AND ELECTRIC)		102.30	.00	102.30	PAC02, 7649646868-7, DOOL
	H13171	05/02/23	PAC02 (PACIFIC GAS AND ELECTRIC)		4,092.53	.00	4,092.53	PAC02, 9007202117-4, MOA
	H13172	05/22/23	CAL04 (CALIFORNIA WATER SERVICE)		169.48	.00	169.48	CAL04, 4616555555, TC IRR
	H13173	05/22/23	CAL04 (CALIFORNIA WATER SERVICE)		64.38	.00	64.38	CAL04, 3616555555, TC WAT
	H13174	05/22/23	CAL04 (CALIFORNIA WATER SERVICE)		73.79	.00	73.79	CAL04, 4755555555, MOA FI
	H13175	05/22/23	CAL04 (CALIFORNIA WATER SERVICE)		73.79	.00	73.79	CAL04, 5755555555, CONTRA
	H13176	05/22/23	CAL04 (CALIFORNIA WATER SERVICE)		55.34	.00	55.34	CAL04, 2575555555, TC FIR
	H13177	05/09/23	CAL04 (CALIFORNIA WATER SERVICE)		230.45	.00	230.45	CAL04, 0198655555, BUS WA
	H13178	05/09/23	CAL04 (CALIFORNIA WATER SERVICE)		892.56	.00	892.56	CAL04, 9098655555, MOA WA
	H13179	05/31/23	TX228 (DEBORAH BUTLER)		52.75	.00	52.75	TX228, PARATAXI REIMBURSE
	H13180	05/31/23	RMT01 (RMT LANDSCAPE CONTRACTORS IN		1,678.05	.00	1,678.05	RMT01, 20230561, MP1630 R
	H13181	05/31/23	RMT01 (RMT LANDSCAPE CONTRACTORS IN		3,493.90	.00	3,493.90	RMT01, 20230560, MP1630 R
	H13182	05/31/23	RMT01 (RMT LANDSCAPE CONTRACTORS IN		2,099.90	.00	2,099.90	RMT01, 20230562, MP1630 R
	H13183	05/31/23	RMT01 (RMT LANDSCAPE CONTRACTORS IN		8,950.00	.00	8,950.00	RMT01, 20230553, 5/10/23-
	H13184	05/31/23	STA01 (STATE COMPENSATION FUND)		1,292.83	.00	1,292.83	STA01, JUNE-23 WORKER'S C
	H13185	05/31/23	MVT01 (MV TRANSPORTATION, INC.)		350,000.00	.00	350,000.00	MVT01, 123706, MAY-23 2ND
	H13186	05/31/23	PAC02 (PACIFIC GAS AND ELECTRIC)		1,463.58	.00	1,463.58	PAC02, 6062256368-6, ATLA
	H13187	05/31/23	PAC02 (PACIFIC GAS AND ELECTRIC)		1,791.11	.00	1,791.11	PAC02, 7264840356-5, BUS
	H13188	05/31/23	CIT06 (CITY OF LIVERMORE SEWER)		335.32	.00	335.32	CIT06, 133294-00, MOA SEW
	H13189	05/31/23	CIT06 (CITY OF LIVERMORE SEWER)		72.42	.00	72.42	CIT06, 133389-00, TRANSIT
	H13190	05/31/23	CIT06 (CITY OF LIVERMORE SEWER)		32.34	.00	32.34	CIT06, 138143-00, BUS WAS
	H13191	05/31/23	CIT07 (CITY OF LIVERMORE - WATER)		224.50	.00	224.50	CIT07, 138430-01, ATLANTI
	H13192	05/31/23	CIT07 (CITY OF LIVERMORE - WATER)		12.12	.00	12.12	CIT07, 138432-00, ATLANTI
	H13193	05/31/23	TAX67 (CHRISTEL RAGER)		160.00	.00	160.00	TAX67, PARATAXI REIMBURSE
Total for Bank Account 105 ----->					3,163,552.06	.00	3,163,552.06	
Grand Total of all Bank Accounts ----->					3,163,552.06	.00	3,163,552.06	

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
05-23	AIM01 (AIM TO PLEASE JANITORIAL SE93-APR-23	171088822H	04/01/23	05/01/23	A	5471.94	AIM01, APR-23 MONTHLY JANITORIAL SERVICE
		172102424H	05/01/23	05/31/23	A	716.69	AIR02, 171088822, 4/1/23-4/30/23 SERVICE
						1447.48	AIR02, 172102424, 5/1/23-5/31/23 SERVICE
						2164.17	Vendor's Total ----->
05-23	ALA04 (TREASURER OF ALAMEDA COUNTY 23DTC09	03/13/23	04/12/23	A	1069048.25	ALA04, 23DTC09, ALAMEDA COUNTY PARK GARAGE 5	
05-23	AME02 (APTA )	408017	05/19/23	06/18/23	A	18000.00	AME02, 408017, FY24 MEMBERSHIP REF #1033
05-23	AME06 (AMERICAN FIDELITY ASSURANCE FSA06-23H	04/12/23	05/12/23	A	1654.96	AME06, JUNE-23 FLEXIBLE SPENDING ACCOUNT	
	SUPP04-23H	05/10/23	06/09/23	A	830.24	AME06, APR-23 SUPPLEMENTAL INSURANCE	
					2485.20	Vendor's Total ----->	
05-23	ARM02 (ARMER-NORMAN & ASSOCIATES) 23-473MV	05/11/23	06/10/23	A	1910.00	ARM02, 23-473MV, MP1618 ATLANTIS FUEL TANK R	
05-23	ATT02 (AT&T )	19954591	05/13/23	06/12/23	A	444.35	ATT02, 19954591, PAYER #9391035694, 4/13-5/1
05-23	AVI01 (AMADOR VALLEY INDUSTRIES)	1048984	04/30/23	05/30/23	A	598.00	AVI01, 1048984, APR-23 GARBAGE PICK UP SERVI
05-23	BRA02 (EVAN BRANNING)	APR-2023H	05/01/23	05/31/23	A	100.00	BRA02, APR-23 BOD STIPEND
05-23	BRO03 (KARLA SUE BROWN)	APR-2023H	05/01/23	05/31/23	A	100.00	BRO03, APR-23 BOD STIPEND
05-23	CAL04 (CALIFORNIA WATER SERVICE)	198042023H	04/20/23	05/20/23	A	230.45	CAL04, 0198655555, BUS WASH 3/18/23-4/19/23
		257050123H	05/01/23	05/31/23	A	55.34	CAL04, 2575555555, TC FIRE 5/1/23-5/31/23
		361050223H	05/02/23	06/01/23	A	64.38	CAL04, 3616555555, TC WATER 4/4/23-5/1/23
		461050223H	05/02/23	06/01/23	A	169.48	CAL04, 4616555555, TC IRRG 4/4/23-5/1/23
		475050123H	05/01/23	05/31/23	A	73.79	CAL04, 4755555555, MOA FIRE 5/1/23-5/31/23
		575050123H	05/01/23	05/31/23	A	73.79	CAL04, 5755555555, CONTRACTOR FIRE 5/1/23-5/
		909042023H	04/20/23	05/20/23	A	892.56	CAL04, 9098655555, MOA WATER 3/18/23-4/19/23
						1559.79	Vendor's Total ----->
05-23	CAL13 (CALIFORNIA TRANSIT)	312023APR	05/11/23	06/10/23	A	396.23	CAL13, 31-2023-APR, APR-23 INSURANCE CLAIMS

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05-23	CAS02 (LISETH CASTRO)	0318-0508H	05/15/23	06/14/23	A	40.24	CAS02, 3/18/23-5/8/23 MILEAGE REIMBURSEMENT
05-23	CBT01 (CREATIVE BUILDING TECHNOLOGY)	LAV763901H	05/01/23	05/31/23	A	43715.47	CBT01, LAVTA-7639-01, PO #7639 ACCESS CONTROL
05-23	CEL01 (CELTIS VENTURES INC)	LAVTAMS23	05/11/23	06/10/23	A	3289.50	CEL01, LAVTAMS023, APR-23 WEBSITE MAINT
		LAVTAMS24	05/11/23	06/10/23	A	53060.49	CEL01, LAVTAMS024, APR-23 MARKETING PROGRAM
		Vendor's Total ----->				56349.99	
05-23	CEN04 (CENTRAL CONTRA COSTA TRANSIT)	DEC-2022H	04/13/23	05/13/23	A	116200.59	CEN04, DEC-22 MONTHLY SERVICE PARATRANSIT
		FEB-2023H	04/28/23	05/28/23	A	125280.02	CEN04, FEB-23 MONTHLY SERVICE PARATRANSIT
		JAN-2023H	04/13/23	05/13/23	A	121200.59	CEN04, JAN-23 MONTHLY SERVICE PARATRANSIT
		JUL-NOV22H	05/02/23	06/01/23	A	2703.70	CEN04, JULY-NOV 2022 RATE ADJUSTMENT
		Vendor's Total ----->				365384.90	
05-23	CIT06 (CITY OF LIVERMORE SEWER)	BW041823H	04/18/23	05/18/23	A	32.34	CIT06, 138143-00, BUS WASH 3/20/23-4/18/23
		BW051623H	05/16/23	06/15/23	A	32.34	CIT06, 138143-00, BUS WASH 4/18/23-5/16/23
		TC050923H	05/09/23	06/08/23	A	72.42	CIT06, 133389-00, TRANSIT CENTER 4/11/23-5/9
		MOA041823H	04/18/23	05/18/23	A	383.12	CIT06, 133294-00, MOA SEWER 3/20/23-4/18/23
		MOA051623H	05/16/23	06/15/23	A	335.32	CIT06, 133294-00, MOA SEWER 4/18/23-5/16/23
		Vendor's Total ----->				855.54	
05-23	CIT07 (CITY OF LIVERMORE - WATER)	361041823H	04/18/23	05/18/23	A	29.40	CIT07, 139361-00, ATLANTIS CT SEWER 3/21-4/1
		388050223H	05/02/23	06/01/23	A	130.53	CIT07, 139388-00, BUS WASH 4/4/23-5/2/23
		399041823H	04/18/23	05/18/23	A	39.22	CIT07, 139399-00, ATLANTIS ST SEWER 3/21-4/1
		430041823H	04/18/23	05/18/23	A	224.50	CIT07, 138430-01, ATLANTIS INDOOR 3/21/23-4/1
		430051623H	05/16/23	06/15/23	A	224.50	CIT07, 138430-01, ATLANTIS INDOOR 4/18/23-5/16
		431050223H	05/02/23	06/01/23	A	47.55	CIT07, 138431-00, ATLANTIS IRRG 4/4/23-5/2/2
		432041823H	04/18/23	05/18/23	A	12.12	CIT07, 138432-00, ATLANTIS FIRE 3/21/23-4/18
		432051623H	05/16/23	06/15/23	A	12.12	CIT07, 138432-00, ATLANTIS FIRE 4/18/23-5/16
		Vendor's Total ----->				719.94	
05-23	COR01 (CORBIN WILLITS SYSTEMS)	C305151	05/15/23	06/14/23	A	296.34	COR01, C305151, JUNE-23 SERVICE
05-23	CRA02 (CRANETECH INC.)	33087	05/08/23	06/07/23	A	1120.00	CRA02, 33087, MP1613 MAY-23 QTRLY MAINT & CR
05-23	CTE01 (CENTER FOR TRANSPORTATION & INFRASTRUCTURE)	0308-0430	N05/05/23	06/04/23	A	15000.00	CTE01, 3/8/23-4/30/23 LOW-NO 2023 GRANT APP

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05-23	DAY02 (DAY & NIGHT PEST CONTROL)	183072	05/09/23	06/08/23	A	218.00	DAY02, 183072, 5/9/23 RUTAN SERVICE
05-23	DEL05 (ALLIED ADMIN/DELTA DENTAL)	JUN-2023H	05/08/23	06/07/23	A	2372.70	DEL05, JUNE-23 DELTA DENTAL INSURANCE
05-23	DIR01 (DIRECT TV)	96X230511	05/11/23	06/10/23	A	16.00	DIR01, 025118596X230511, 5/10/23-6/9/23 SERV
05-23	DIR02 (DIRECT DEPOSIT OF PAYROLL C	20230428H	05/03/23	06/02/23	A	47534.07	DIR02, PR DIRECT DEPOSIT 4/15/23-4/28/23
		20230512H	05/17/23	06/16/23	A	47848.67	DIR02, PR DIRECT DEPOSIT 4/29/23-5/12/23
		20230505FH	05/04/23	06/03/23	A	4699.83	DIR02, PR DIRECT DEPOSIT-C KENDALL 5/5/23 FI
		Vendor's Total ----->				100082.57	
05-23	EDW01 (TAMARA EDWARDS)	0413-0504H	05/12/23	06/11/23	A	135.30	EDW01, 4/13/23-5/4/23 EXPENSE REIMBURSEMENT
05-23	EFT01 (ELECTRONIC FUND TRASFERS)	20230428H	05/03/23	06/02/23	A	11360.96	EFT01, FEDERAL TAX 4/15/23-4/28/23
		20230512H	05/17/23	06/16/23	A	11727.15	EFT01, FEDERAL TAX 4/29/23-5/12/23
		20230505FH	05/04/23	06/03/23	A	1469.71	EFT01, FEDERAL TAX-CANDICE KENDALL 5/5/23 FI
		Vendor's Total ----->				24557.82	
05-23	EMP01 (EMPLOYMENT DEVEL DEPT)	20230428H	05/03/23	06/02/23	A	3640.90	EMP01, STATE TAX 4/15/23-4/28/23
		20230512H	05/17/23	06/16/23	A	3750.03	EMP01, STATE TAX 4/29/23-5/12/23
		20230505FH	05/05/23	06/04/23	A	412.78	EMP01, STATE TAX-CANDICE KENDALL 5/5/23 FINA
		Vendor's Total ----->				7803.71	
05-23	GBS01 (WILLIAM R. GRAY & COMPANY I	21858	05/09/23	06/08/23	A	3261.00	GBS01, 21858, APR-23 SAV ON-CALL ENGINEER SU
05-23	GLO01 (GLOBE TICKET AND LABEL)	401574	05/10/23	06/09/23	A	1105.92	GLO01, 401574, MP1554 DAR TICKETS-50,000 QTY
05-23	HAN01 (HANSON BRIDGETT MARCUS)	1347769H	05/10/23	06/09/23	A	3330.00	HAN01, 1347769, APR-23 CONTRACT LEGAL FEES
		1347770H	05/10/23	06/09/23	A	308.00	HAN01, 1347770, APR-23 LABOR & PERSONNEL LEG
		1347771H	05/10/23	06/09/23	A	820.00	HAN01, 1347771, APR-23 ADMIN LEGAL FEES
		Vendor's Total ----->				4458.00	
05-23	HAU01 (DAVID HAUBERT)	APR-2023H	05/01/23	05/31/23	A	100.00	HAU01, APR-23 BOD STIPEND
05-23	HDE01 (HOME DEPOT-CREDIT SERVICES)	APR-2023H	05/12/23	06/11/23	A	155.41	HDE01, APR-23 MISC MAINT SUPPLIES-CC STATEME

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05-23	INT03 (INTERNATL EFFECTIVENESS)	42829	05/03/23	06/02/23	A	54.40	INT03, 42829, 5/5/23 TRANSLATION TO SPANISH
05-23	JFG01 (JARVIS FAY LLP)	17555u 17555CORR	05/11/23 05/11/23	/ / 06/10/23	A	578.00 578.00	Ck# 023822 Reversed JFG01, 17555, CK #023822 REPLACE 3/1-3/31/23
		Vendor's Total ----->				.00	
05-23	JOS02 (JEAN INGALLS JOSEY)	OCT-2022u OCT-2022C	05/10/23 05/10/23	/ / 06/09/23	A	300.00 300.00	Ck# 023555 Reversed JOS02, CK #023555 REPLACEMENT OCT-22 BOD STI
		Vendor's Total ----->				.00	
05-23	KIM02 (KIMLEY-HORN AND ASSOC, INC)	24541477 24745584	03/31/23 04/30/23	04/30/23 05/30/23	A A	17818.80 334.50	KIM02, 24541477, MAR-23 LAVTA SAV MOBILITY H KIM02, 24745584, APR-23 DOOLAN TWR GENERATOR
		Vendor's Total ----->				18153.30	
05-23	KNO01 (KNOWBE4, INC.)	INV256045	05/18/23	06/17/23	A	2196.00	KNO01, INV-256045, MP1624 SECURITY AWARE TRA
05-23	KOF01 (KOFF & ASSOCIATES)	015757	05/01/23	05/31/23	A	12600.00	KOF01, 015757, PO #7633 TOTAL COMP STUDY 202
05-23	KUL01 (KADRI KULM)	4/17-4/20H	05/05/23	06/04/23	A	82.00	KUL01, 4/17/23-4/20/23 EXPENSE REIMBURSEMENT
05-23	LIV10 (LIVERMORE SANITATION INC)	1786436H 1845609H	04/03/23 05/01/23	05/03/23 05/31/23	A A	2576.56 2576.56	LIV10, 1786436, MAR-23 GARBAGE SERVICE LIV10, 1845609, APR-23 GARBAGE SERVICE
		Vendor's Total ----->				5153.12	
05-23	LYF01 (LYFT, INC)	1086491 1086492	04/30/23 04/30/23	05/30/23 05/30/23	A A	7889.81 139.67	LYF01, 1001086491, APR-23 CODE: GO TRIVALLEY LYF01, 1001086492, APR-23 CODE: GO SAN RAMON
		Vendor's Total ----->				8029.48	
05-23	MER01 (MERCHANT SERVICES)	TC043023H MOA043023H	04/30/23 04/30/23	05/30/23 05/30/23	A A	103.44 83.02	MER01, APR-23 TRANSIT CENTER CC STATEMENT MER01, APR-23 MOA CC STATEMENT
		Vendor's Total ----->				186.46	
05-23	MET01 (METROPOLITAN TRANSPORT-)	AR031683 AR031718	04/18/23 04/28/23	05/18/23 05/28/23	A A	17883.41 2896.23	MET01, AR031683, FEB-23 CLIPPER FEES MET01, AR031718, MAR-23 CLIPPER 2.0 FEES

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05-23	MET01 (METROPOLITAN TRANSPORT-)	AR031737	04/28/23	05/28/23	A	18642.23	MET01, AR031737, MAR-23 CLIPPER FEES
			Vendor's Total	----->		39421.87	
05-23	MVT01 (MV TRANSPORTATION, INC.)	123704H	05/03/23	06/02/23	A	350000.00	MVT01, 123704, MAY-23 1ST INSTALL PAYMENT
		123706H	05/03/23	06/02/23	A	350000.00	MVT01, 123706, MAY-23 2ND INSTALL PAYMENT
		MAR-2023H	04/04/23	05/04/23	A	213605.73	MVT01, MAR-23 FIXED ROUTE MONTHLY SERVICE
			Vendor's Total	----->		913605.73	
05-23	NEL01 (NELSON\NYGAARD CONSULTING A	84823H	05/03/23	06/02/23	A	333.88	NEL01, 84823, 4/1/23-4/28/23 LAVTA SRTP/LRTP
05-23	OFF01 (ODP BUSINESS SOLUTIONS LLC)	548512001	04/26/23	05/26/23	A	41.40	OFF01, 310548512001, 4/25/23 OFFICE SUPPLIES
05-23	PAC01 (AT&T )	ATT 04/23H	04/13/23	05/13/23	A	259.73	PAC01, ACCT #925-245-0576, 4/13/23-5/12/23
		ATT040723H	04/07/23	05/07/23	A	31.43	PAC01,ACCT #232-351-6260,CONTRACTOR FIRE 4/7
		ATT041123H	04/11/23	05/11/23	A	334.37	PAC01,ACCT #436-951-0106,ATLANTIS T1 4/11-5/
		ATT041323H	04/13/23	05/13/23	A	496.03	PAC01,ACCT #925-243-9029,ATLANTIS ALARM 4/13
			Vendor's Total	----->		1121.56	
05-23	PAC02 (PACIFIC GAS AND ELECTRIC)	580050823H	05/08/23	06/07/23	A	10762.44	PAC02, 5809326332-3, MOA ELECTRIC 3/31/23-5/
		606050423H	05/04/23	06/03/23	A	1463.58	PAC02, 6062256368-6, ATLANTIS 3/29/23-4/27/2
		726050223H	05/02/23	06/01/23	A	1791.11	PAC02, 7264840356-5, BUS STOPS 3/22/23-4/20/
		764041923H	04/19/23	05/19/23	A	102.30	PAC02, 7649646868-7, DOOLAN TWR 3/14/23-4/12
		900041423H	04/14/23	05/14/23	A	4092.53	PAC02, 9007202117-4, MOA GAS 3/14/23-4/12/23
			Vendor's Total	----->		18211.96	
05-23	PAC11 (PACIFIC ENVIROMENTAL SERV)	2543	04/28/23	05/28/23	A	130.00	PAC11, 2543, APR-23 RUTAN MONTHLY SERVICE
		2544	04/28/23	05/28/23	A	130.00	PAC11, 2544, APR-23 ATLANTIS MONTHLY SERVICE
			Vendor's Total	----->		260.00	
05-23	PER01 (PERS )	20230428CH	05/03/23	06/02/23	A	4396.42	PER01, PERS CLASSIC CONTRIBUTION 4/15/23-4/2
		20230428NH	05/03/23	06/02/23	A	6070.24	PER01, PERS NEW CONTRIBUTION 4/15/23-4/28/23
		20230512CH	05/17/23	06/16/23	A	4396.42	PER01, PERS CLASSIC CONTRIBUTION 4/29/23-5/1
		20230512NH	05/17/23	06/16/23	A	5824.13	PER01, PERS NEW CONTRIBUTION 4/29/23-5/12/23
			Vendor's Total	----->		20687.21	
05-23	PER03 (CAL PUB EMP RETIRE SYSTM)	JUNE-2023H	05/15/23	06/14/23	A	42319.92	PER03, JUNE-23 HEALTH INSURANCE



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05-23	PER04 (CALPERS RETIREMENT SYSTEM)	20230428H 20230512H	05/03/23 05/17/23	06/02/23 06/16/23	A A	1391.13 1396.75	PER04, PERS 457 CONTRIBUTION 4/15/23-4/28/23 PER04, PERS 457 CONTRIBUTION 4/29/23-5/12/23
		Vendor's Total ----->				2787.88	
05-23	PEX01 (PEX CARD)	5/3DEPOSIH	05/03/23	06/02/23	A	4500.00	PEX01, 5/3/23 PEX CARDS ACCOUNT DEPOSIT
05-23	PRO02 (PROFESSIONAL ELECTRIC)	2980 3000	04/05/23 05/06/23	05/05/23 06/05/23	A A	14051.00 298.00	PRO02, 2980, PO #7644 ATLANTIS LED RETROFIT PRO02, 3000, MP1609 FLOOR ACCESS PANEL SERVI
		Vendor's Total ----->				14349.00	
05-23	RIC03 (RICHARD MILLER)	2228H	05/08/23	06/07/23	A	4000.00	RIC03, 2228, PO #7628 ISP & NETWORK UPGRADE-
05-23	RMT01 (RMT LANDSCAPE CONTRACTORS I	20230456H 20230553H 20230560H 20230561H 20230562H	04/20/23 05/25/23 05/22/23 05/22/23 05/22/23	05/20/23 06/24/23 06/21/23 06/21/23 06/21/23	A A A A A	2655.00 8950.00 3493.90 1678.05 2099.90	RMT01, 20230456, MP1557 BACKFLOW TESTING 4/2 RMT01, 20230553, 5/10/23-6/9/23 LANDSCAPING RMT01, 20230560, MP1630 REPAIRS TO IRRG-ATLA RMT01, 20230561, MP1630 REPAIRS TO IRRG-RUTA RMT01, 20230562, MP1630 REPAIRS TO IRRG-TC
		Vendor's Total ----->				18876.85	
05-23	SCF01 (SC FUELS)	IN-268592 IN-274861 IN-277569	05/03/23 05/11/23 05/16/23	06/02/23 06/10/23 06/15/23	A A A	23415.04 24402.34 23532.72	SCF01, IN-0000268592, 5/3/23 FUEL DELIVERY SCF01, IN-0000274861, 5/11/23 FUEL DELIVERY SCF01, IN-0000277569, 5/16/23 FUEL DELIVERY
		Vendor's Total ----->				71350.10	
05-23	SHA02 (SHAMROCK OFFICE SOLUTIONS)	3761866	04/28/23	05/28/23	A	22.89	SHA02, 3761866, 4/30/23-5/29/23 FRONT DESK P
05-23	SOL01 (SOLUTIONS FOR TRANSIT)	23-0505LAH	05/05/23	06/04/23	A	2083.33	SOL01, 23-0505LAVTA, APR-23 CLIPPER ANALYSIS
05-23	STA01 (STATE COMPENSATION FUND)	JUNE-2023H	05/21/23	06/20/23	A	1292.83	STA01, JUNE-23 WORKER'S COMP PREMIUM
05-23	STA13 (STAPLES CREDIT PLAN)	APR-2023H	05/09/23	06/08/23	A	466.46	STA13, APR-23 CC STATEMENT
05-23	TAC01 (TAC ENERGY)	2352905	04/28/23	05/28/23	A	24912.05	TAC01, 2352905, 4/28/23 FUEL DELIVERY
05-23	TAX01 (HERB HASTINGS)	5-3-2023H	05/11/23	06/10/23	A	13.91	TAX01, PARATAXI REIMBURSE 5/3/23

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05-23	TAX01 (HERB HASTINGS)	0327-0411H	05/11/23	06/10/23	A	23.37	TAX01, PARATAXI REIMBURSE 3/27/23-4/11/23
			Vendor's Total ----->			37.28	
05-23	TAX67 (CHRISTEL RAGER)	0226-0423H	05/31/23	06/30/23	A	160.00	TAX67, PARATAXI REIMBURSE 2/26/23-4/23/23
05-23	TEL01 (TPx COMMUNICATIONS)	169883372H	04/30/23	05/30/23	A	2288.67	TEL01, 169883372-0, 5/1/23-5/31/23 SERVICE
05-23	TPG01 (THE PARKS GROUP)	72742	05/11/23	06/10/23	A	1424.52	TPG01, 72742, MP1589 BUS INTERIOR SIGNS-200
05-23	TRA12 (TRAPEZE SOFTWARE GROUP INC)	TPMA14154	04/28/23	05/28/23	A	21618.00	TRA12, TPMAG14154, PO 7539 VIEWPOINT SOFTWARE
05-23	TX135 (JEFFREY JACOBSON)	0113-0224H	05/11/23	06/10/23	A	195.24	TX135, PARATAXI REIMBURSE 1/13/23-2/24/23
05-23	TX212 (LINDA WAHLE)	0301-0331	05/11/23	06/10/23	A	170.79	TX212, PARATAXI REIMBURSE 3/1/23-3/31/23
05-23	TX228 (DEBORAH BUTLER)	0420-0425H	05/11/23	06/10/23	A	92.75	TX228, PARATAXI REIMBURSE 4/20/23-4/25/23
		0502-0512H	05/31/23	06/30/23	A	52.75	TX228, PARATAXI REIMBURSE 5/2/23-5/12/23
			Vendor's Total ----->			145.50	
05-23	TX238 (MEGAN LEVITT)	0413-0428	05/11/23	06/10/23	A	80.00	TX238, PARATAXI REIMBURSE 4/13/23-4/28/23
05-23	TX242 (BONNIE WOLF)	0406-0418H	05/11/23	06/10/23	A	40.00	TX242, PARATAXI REIMBURSE 4/6/23-4/18/23
05-23	UBE01 (UBER )	APR-2023H	05/01/23	05/31/23	A	6441.03	UBE01, APR-23 GO DUBLIN BILLING
05-23	VER01 (VERIZON WIRELESS)	933183953H	04/22/23	05/22/23	A	3049.02	VER01, 9933183953, 3/23-4/22/23 CELL, WIFI,
05-23	VON01 (TRAPEZE SOFTWARE GROUP INC)	MA0001016	04/27/23	05/27/23	A	147059.00	VON01, MA0000001016, PO 7537 TRANSIT MASTER
		MA0001017	04/27/23	05/27/23	A	10029.00	VON01, MA0000001017, PO 7544 GTFS-RT TRANSIT
			Vendor's Total ----->			157088.00	
05-23	WCC01 (WEST COAST COMPRESSOR)	6218-1	05/03/23	06/02/23	A	180.00	WCC01, 6218-1, MP1595 SERVICE LABOR HOUR 5/3

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05-23	WEG01 (CHRISTY WEGENER)	0515-0516H	05/10/23	06/09/23	A	138.00	WEG01, 5/15/23-5/16/23 PER DIEM-CTA LEGISLAT
05-23	WSP01 (WSP USA INC)	1299695	05/09/23	06/08/23	A	13369.55	WSP01, 1299695, APR-23 SAV SYSTEM ENGINEER S

Total of Purchases -> 3163552.06  
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# **AGENDA**

## **ITEM 6**

## STAFF REPORT

SUBJECT: Disadvantaged Business Enterprise (DBE) 3-Year Goal Establishment (2024-2026)

FROM: Tamara Edwards, Disadvantaged Business Enterprise Liaison Officer

DATE: June 27, 2023

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### Action Requested

Approve LAVTA's updated 3-year Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Years 2024-2026 Funding.

### Background

Pursuant to 49 CFR Part 26, LAVTA is required to submit an overall DBE goal when it anticipates awarding at least \$250,000 in FTA funded prime contracts in a Federal fiscal year, excluding transit vehicle purchases.

### Discussion

The overall goal spanning the next three federal fiscal years of funding is 1%, and may be adjusted annually based upon differing circumstances. Establishing an overall DBE goal is a multi-step process and the methodology used is consistent with 49 CFR Part 26.

### Determining a Base Figure

According to LAVTA's DBE policy, the agency may determine a base figure for the relative availability of DBEs on any project by using one of the following methods (method may vary by project):

1. *DBE Directories and Census Bureau Data.* Determine the number of ready willing and able DBEs in our market from the regional directory. Using the Census Bureau's County Business Pattern data base, determine the number of all ready, willing and able businesses in our market that perform work in the same NAICS codes. Divide the number of DBEs by the number of all businesses to derive a base figure for the relative availability of DBEs in our market.
2. *A bidders list.* Determine the number of DBEs that have bid or quoted on our DOT-assisted prime contracts or subcontracts in the previous year. Determine the number of all businesses that have bid or quoted on prime or subcontracts in the same time period. Divide the number of DBE bidders and quoters by the number for all businesses to derive a base figure for the relative availability of DBEs in the market.
3. *Use of a goal of another DOT recipient.* If another DOT recipient in the same or substantially similar market has set an overall goal in compliance with this rule, we may use that goal as a base figure for our goal.

4. *Alternative methods.* A methodology not stated in the rule that provides a goal that is rationally related to the relative availability of DBEs in our market.

The recommended three year goal for FYs 2024-2026 was determined using method number 1 above. The goal has been published for public comment for the required 30 days, and staff held three public in person meetings to share the goal setting methodology. After the goal was released for public comment staff received one (1) comment, questioning the low goal. However, after staff shared the various projects anticipated for the next three years, and the availability of DBE's for each project, as well as how each project was weighted based on funding. It should be noted that 60% of LAVTA's anticipated Federal Funding (not including funding for buses) over the next three years is expected to be spent on one item that currently does not have any DBE manufacturer's or distributors. Additional federal dollars may become available during this three year period and as new information becomes available, the overall DBE goal may have to be revised accordingly on an annual basis.

### **Recommendation**

The Finance and Administration Committee recommends that the Board adopt the three-year DBE goal of 1% for Federal Fiscal Years 2024-2026.

### **Attachments:**

1. DBE Goals FFY24, 25, & 26



**Livermore Amador Valley Transportation Authority**

**FFY 2024 through FFY2026  
Disadvantaged Business Enterprise  
Overall Goal and Goal Setting Methodology  
(DBE Goal Report)**

**Adopted by the LAVTA Board of Directors on July 10, 2023**

**Submitted to the  
U.S. Department of Transportation  
Federal Transit Administration  
Region IX  
July 11, 2023**

## **Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2024 through 2026**

### **Summary**

The Livermore Amador Valley Transit Authority (LAVTA) has developed a 1% overall Disadvantaged Business Enterprise (DBE) goal applicable to Federal Fiscal Year (FFY) 2023/24, 2024/25, and 2025/26 for contracting opportunities assisted by the Federal Transit Administration (FTA) in accordance with revisions to 49 Code of Federal Regulations (CFR) Part 26 published in the Federal Register on October 2, 2014.

The goal is applicable to a total of \$10,832,673 of FTA dollars that are budgeted for 17 contracts anticipated to be awarded from October 1, 2023, through September 30, 2026. It is understood that in the event of changed circumstances, LAVTA will evaluate such changes to determine whether the present goal continues to be realistic or whether mid-course adjustments will be necessary.

The DBE goals developed for FTA-assisted contracts identify the relative availability of DBEs, based on evidence of ready, willing and able DBEs in relationship to all comparable businesses that are likely to be available to compete for the Authority's FTA-assisted contracts. The three-year overall goal reflects the Authority's determination of the level of DBE participation that would be expected absent the effects of discrimination.

The steps taken in the development of the Authority's goal are in accordance with 49 CFR Part 26, issued by the U.S. Department of Transportation (U.S. DOT). A narrative description accompanied by tables and calculations is contained in this report to provide a clear explanation of how the Authority developed its DBE goal for FFY 2023/2024 through 2025/2026.

### **Development of DBE Goal**

As an eligible recipient of federal funding, LAVTA is required to comply with 49 CFR Part 26, which states that grantees must establish and implement a DBE program and set triennial DBE participation goals.

The methodology to calculate the DBE participation goal is a two-step process described in 49 CFR part 26. Step-One of the methodology establishes a base figure for the anticipated contracts to be awarded in the period. The base figure is derived from the relative availability of DBE's that are ready, willing, and able to participate on these anticipated contracts. Step-Two relies on LAVTA's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. The calculation using the two-step methodology results in a DBE Goal of 1 percent for FFY24-26. This methodology is outlined below.



## **Outreach/public comment period**

In accordance with the public participation requirements of 49 CFR Part 26.45, LAVTA published the Disadvantaged Business Enterprise (DBE) Goal of 1 percent for a 30-day review/45-day public comment period. LAVTA posted the notice on its website (attachment 1).

The legal notice informed the public that information on the proposed goal and methodology is available for inspection during normal business hours at LAVTA's office for thirty days from the date of publication. The notice also advised that LAVTA and U.S. DOT would accept public comments on the proposed goal and methodology for a period of forty-five days from the date of publication. At the conclusion of the public review and comment period LAVTA received one comment requesting additional information regarding development of the proposed goal and no comments about the goal-setting methodology. The commenter also asked for information regarding LAVTA's outreach efforts on non-Federally funded projects.

## **Outreach results**

LAVTA held three in person outreach events on April 20, 2023, April 21, 2023 and May 2, 2023 in order to consult with minority, women's, contractors groups and DBE's regarding this goal and to help create a level playing field on which DBEs can compete fairly; to enhance outreach and communication efforts with these firms; to provide appropriate assistance and information for participation in U.S. DOT- assisted contracts and other contracts; and to develop joint resources among recipients. LAVTA sent invitation to a number of groups that represent various race/gender specific businesses as well as all DBE's within the area (attachment 2). LAVTA had 1 attendee, and zero questions about the goal or the goal setting methodology. The questions centered around how to register with LAVTA as a vendor.

LAVTA sent invitations to all DBE's listed on the Caltrans website that do business within LAVTA's market area. LAVTA received responses from 1 DBE requesting additional information on the proposed goal and the calculation. Staff sent a copy of the calculation including all projects, the number of DBE's available in each NAICS code, and the number of total firms available for each project. Staff also shared that while the overall goal was low, some of the projects contained within the overall goal had much higher individual goals that LAVTA will strive to meet.

LAVTA's public participation and outreach activities are designed to broaden awareness of LAVTA's DBE program beyond federal dollars. Furthermore, the measures described in 49 CFR Part 26.51, focusing on race-neutral means will be actively pursued, and LAVTA will encourage its contractors to also make similar outreach efforts to include DBE participation in subcontracting opportunities. In addition, LAVTA will continue to organize and offer information programs for meeting DBE eligibility requirements, familiarize potential contractors with LAVTA procurement procedures and requirements, and to otherwise develop effective programs to further the inclusion of DBEs in all LAVTA contracting activities.

Although LAVTA has had difficulty reaching its DBE goal in the past LAVTA will still set the goal to be reached by race/gender neutral means. The reason for this is the small number of available DBE firms who provide the type of services that LAVTA is receiving Federal Funds for, using race/gender conscious means would provide the same results.

The Authority has also focused on expanding race/gender-neutral outreach through participation in the “Business Outreach Committee” (BOC), a consortium of 26 Bay Area transit and transportation agencies formed in an effort to maximize outreach efforts. The BOC agencies include the following: Alameda-Contra Costa Transit District, Alameda County Transportation Commission, Bay Area Rapid Transit, California Department of Transportation, California High Speed Rail Authority, Central Contra Costa Transit Authority, City of Rio Vista, City of Santa Rosa, Golden Gate Bridge, Highway and Transportation District, Livermore Amador Valley Transit Authority, Marin Transit, Metropolitan Transportation Commission, Napa Valley Transportation Authority, Peninsula Corridor Joint Powers Board, San Francisco Bay Area Water Emergency Transit Authority, San Francisco County Transportation Authority, San Francisco Municipal Transportation Agency, San Mateo County Transit District, Santa Clara Valley Transportation Authority, Santa Cruz Metropolitan Transit District, Solano County Transit, Sonoma County Department of Transportation and Public Works, Sonoma-Marin Area Rail Transit District, Transbay Joint Powers Authority, Tri Delta Transit, and Western Contra Costa Transit Authority. The BOC publishes a quarterly “Contracting Opportunities” newsletter that features contracts, contacts, resources, and guidance for small businesses and DBEs.

Although LAVTA initially received a question regarding the goal and how it was calculated, the information regarding 60% of the Federal Funds for the period will be spent a product that does not have a DBE manufacturer or supplier yet, and after staff shared the calculations for the overall goal the commenter was satisfied with the information provided. Therefore, based on the outreach results LAVTA did not change the goal as presented.

### **Projection of percentage of three-year overall DBE goal to be achieved through race-neutral measures**

The U.S. DOT regulations require that the maximum feasible portion of the DBE overall goal be met by using race-neutral methods. Race-neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBEs and other small businesses, such as unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing, technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a contract, even if there is a DBE, goals, from a prime contractor that did not consider its DBE status in making the award.

Due to the emphasis placed on race-neutral methods and the small dollar amounts of projected new formal contracts with subcontracting opportunities, LAVTA anticipates setting no contract-specific DBE goals on new contracts to be awarded in FFY2024 through FFY2026.

In addition, LAVTA will focus on developing, refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting and the availability of ready, willing and able subcontractors, including DBE firms, to perform such work. LAVTA will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, encourage DBE certified firms to maintain their certifications, assist with access and distribution of the California UCP DBE database, work with the California UCP Executive Committee to refine the DBE certification and annual review processes, and provide requested technical assistance and related services when feasible.

Race-neutral measures will comprise 100% of the total contracting opportunities through various types of contracts, including construction, professional services, procurement of materials, supplies and equipment, and other services. LAVTA will monitor carefully its progress during the course of each year and will consider whether it will establish appropriate contract-specific goals if other race-neutral methods do not appear sufficient to achieve the three-year overall DBE participation goal. All contracts that have DBE commitments will be monitored for compliance.

### **Compliance with California Proposition 209**

The three-year overall DBE goal complies with the California Civil Right Initiative, Proposition 2009, in that any continuing race-conscious measures for new contracts, or contracts in progress, apply only to U.S. DOT-assisted contracts.

The race-neutral elements of LAVTA's DBE program are applicable to all third-party contracts, regardless of funding source, in a manner that is consistent with Proposition 209. By this means, the administration of LAVTA's contracts to include the participation of DBEs on a nondiscriminatory basis is preserved.

## **FFY 2024-2026**

### **Disadvantaged Business Enterprise (DBE) Goal Methodology**

The methodology to calculate an agency's DBE goal is a two-step process described in 49CFR Part 26. Step-one of the methodology establishes a base figure for new federally funded contracts anticipated to be awarded in the upcoming three Federal Fiscal Years (October 1- September 30). This calculation has been done for contracts anticipated to be awarded between October 1, 2024 and September 30, 2026.

A number of options in calculating the base figure are available. LAVTA does not have a comprehensive bidders list that includes all DBEs and non-DBEs that submitted bids/proposals on prior contracts or subcontracts. LAVTA does however, have a vendors list comprised of vendors who have contacted LAVTA in the past regarding potential future opportunities. This list specifies whether or not the potential bidder is or is not a DBE. Staff reviewed this list and

determined that data was not comprehensive enough to solely determine the relative availability of DBE's in its local market area.

Another option is to use the goal of another U.S. DOT recipient for the goal-setting process; however, while LAVTA has considered doing this the decision was made to use a different method as LAVTA's contracting opportunities do not closely mirror those of another agency.

Therefore, LAVTA chose to calculate the DBE goal in the following manor:

The base figure is derived from the relative availability of DBEs that are presumed ready, willing, and able to participate on these anticipated contracts. Step-Two relies on the agency's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. The calculation using the two-step methodology results in a DBE goal of 1 percent for FFY2024-26 for LAVTA. This methodology is outlined below.

## **RELEVANT AVAILABLE EVIDENCE**

The Authority examined all evidence in its jurisdiction to determine which sources might be considered for its DBE goal-setting methodology in the Step One and Step Two process:

### **DATA CONSULTED**

#### *Census Bureau's County Business Pattern (CBP) Database*

The Authority used the Census Bureau's CBP database, updated as of April 2022, to obtain the number of all firms (DBEs and non-DBEs) ready, willing and able to bid for the Authority's FTA-assisted contracts. This data is used in Step One of the goal-setting process.

#### *California Unified Certification Program (CUCP) Database*

The Authority used the CUCP database to determine the number of certified DBEs ready, willing and able to bid for the Authority's FTA-assisted contracts. This data is used in Step One of the goal-setting process.

#### *Actual DBE Participation in Past Race/Gender-Neutral Contracts*

Actual DBE participation in race/gender-neutral contracts in past years as well as other applicable analysis was used to determine whether adjustment to the Step One Base Figure is necessary. This data was used in Step Two of the goal-setting process.

#### *Data from Disparity Studies Performed by Other Agencies*

Several Bay Area transit agencies [San Mateo County Transit District (SamTrans)/ Peninsula Corridor Joint Powers Board (Caltrain), Bay Area Rapid Transit District (BART), Santa Clara Valley Transportation Authority (VTA) and the California Department of Transportation (Caltrans)]; have completed disparity studies in the past. The local market areas of some of these agencies do overlap with that of the Authority. However, the types of contracts and the size of contracts led by the aforementioned agencies are not similar to LAVTA's and therefore limit the Authority's use in order to make a Step One Base Figure or Step Two adjustment.

### *Goals of Other U.S. DOT Recipients*

The Authority did not consider the goals of other U.S. DOT recipients due to the fact other recipients do not have substantially similar contracting opportunities and/or marketplace as the Authority.

### *Metropolitan Statistical Areas*

The Consolidated Metropolitan Statistical Area (CMSA) which closely matches the Authority's marketplace is San Francisco-Oakland-San Jose. However, this area does not cover all the counties that are in the Authority's marketplace, and therefore, would be an incomplete source for LAVTA's goal-setting process. The Census Bureau's CBP database is a more appropriate source to obtain data on the specific counties in the marketplace as discussed above.

### *Sources from Organizations and Institutions*

LAVTA did not receive information about past discrimination in public contracting; discrimination in private contracting; discrimination in credit, bonding or insurance; data on employment, self-employment, training or union apprenticeship programs; and/or data on firm information that could be used to make an adjustment to the base figure in Step Two of the goalsetting process.

### **Step-One Process: Development of Base Figure**

The initial step in developing a DBE Goal of 1 percent was to determine the market area for consultants who have demonstrated an interest or are anticipated to participate in LAVTA contracts.

The Authority determined the local market area based on the area in which the contractors and subcontractors on the Authority's Bidders List are located. These firms are located in the counties of Alameda, Santa Clara, San Mateo, Contra Costa, San Joaquin, Stanislaus, and Amador.

The Authority will use these counties to determine the number of DBEs and all firms in its local market area.

The next stage of the methodology is to determine the amount of each contract as part of the whole FTA program for these fiscal years, which are then weighted according to their percentage of the total amount of the contracting opportunities outlined in 1A.

The projects are analyzed to determine what type of contracting work is anticipated and these activities are matched with the respective North American Industry Classification System (NAICS) codes, which are used to identify firms in the California Unified Certification Program (CUCP) SBE and U.S. Census Bureau's County Business Patterns Database. The NAICS code for each project is listed below:

NAICS Code	Project
485991	ADA Paratransit FY24
485991	ADA Paratransit FY25
485991	ADA Paratransit FY26
238390	Rehab passenger shade structure
237310	repave/restripe parking lot
238210	replace security lighting
561621	replace security cameras
337127	replace passenger amenities
236210	Shop Bay Makeover
541330	Design of bus hubs
238110	Bus hub construction
337127	Bus Hub Furnishings
236210	Hydrogen Fueling station construction
23170	Hydrogen Fueling station h2 sensors
23170	Hydrogen Fueling station gas detection
238210	Hydrogen Fueling station electrical
23170	Hydrogen mobile fueler

Both databases are searched for the number of firms in the relevant NAICS codes in the appropriate market areas. The ratio for DBE firms to non-DBE firms is then calculated by dividing the number of certified DBE firms ready, willing, and able to work in the appropriate market area, according to the CUCP database, by the total number of firms found in the same market area according to the U.S. Census Database. This is performed for each county and each type of activity shown in figure 1B.

Finally, the Step-One Base Figure results from multiplying the DBE ratios for each project by the corresponding weights, and summing the results for each activity. The calculation of the Step-One Base Figure is shown in figure 1C.

**The Step-One Base Figure, weighted by type of work to be performed, is 1.33 percent.**

### **Step-Two Process: Adjustment to the Base Figure**

The purpose of the analysis in Step-Two is to make a determination based on relevant evidence available to LAVTA if any adjustments to the Step-One Base Figure are justified. LAVTA's DBE participation history can assist in determining whether an adjustment to the Step-One Base Figure is warranted.

LAVTA decided not to adjust this figure based on the LAVTA percent DBE participation that LAVTA has received over the past three years.

## Calculations:

FFY 2023/2024- 2025/2026 Base Figure: 1.33% Historical Median Past Participation (Median over the last three years: 53.85% Adjustment: (base figure 1.33%) + (historical median past participation 53.85%) =  $55.18 \div 2 = 27.59\%$ , Rounded to 28%. However, based on the types of contracts awarded over the last three years, and the types of contracts to be awarded over the next three years the step-two adjustment is not applicable as the types of past contracts were primarily operating and the ones for FFY's 2024-2026 are primarily capital.

## Conclusion

**The Disadvantage Business Enterprise (DBE) Goal for FFY 2024-2026 is 1 percent and is a 100% race neutral goal.**

## FFY 2024-2026

## 1A. FTA Assisted Contract List:

NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
485991	ADA Paratransit FY24	\$434,985	0.0402
485991	ADA Paratransit FY25	\$448,035	0.0414
485991	ADA Paratransit FY26	\$461,476	0.0426
238390	Rehab passenger shade structure	\$100,000	0.0092
237310	repave/restripe parking lot	\$72,675	0.0067
238210	replace security lighting	\$35,643	0.0033
561621	replace security cameras	\$32,000	0.0030
337127	replace passenger amenities	\$32,000	0.0030
236210	Shop Bay Makeover	\$530,159	0.0489
541330	Design of bus hubs	\$182,000	0.0168
238110	Bus hub construction	\$1,366,000	0.1261
337127	Bus Hub Furnishings	\$452,000	0.0417
236210	Hydrogen Fueling station construction	\$47,600	0.0044
23170	Hydrogen Fueling station h2 sensors	\$50,400	0.0047
23170	Hydrogen Fueling station gas detection	\$23,100	0.0021
238210	Hydrogen Fueling station electrical	\$12,600	0.0012
23170	Hydrogen mobile fueler	\$6,552,000	0.6048
<b>Total FTA-Assisted Contract Funds</b>		<b>\$10,832,673.62</b>	<b>1</b>

## 1B. Determine the relative availability of DBEs b NAICS Code:

<b>NAICS Code</b>	<b>Project</b>	<b>Number of DBEs available to perform this work</b>	<b>Number of all firms available (including DBEs)</b>	<b>Relative Availability</b>	
485991	ADA Paratransit FY24	1	62	0.0161	
485991	ADA Paratransit FY25	1	62	0.0161	
485991	ADA Paratransit FY26	1	62	0.0161	
238390	Rehab passenger shade structure	1	155	0.0065	
237310	repave/restripe parking lot	27	56	0.4821	
238210	replace security lighting	19	1491	0.0127	
561621	replace security cameras	2	144	0.0139	
337127	replace passenger amenities	0	4	0.0000	
236210	Shop Bay Makeover	6	52	0.1154	
541330	Design of bus hubs	48	1839	0.0261	
238110	Bus hub construction	15	1442	0.0104	
337127	Bus Hub Furnishings	0	4	0.0000	
236210	Hydrogen Fueling station construction	6	52	0.1154	
23170	Hydrogen Fueling station h2 sensors	0	195	0.0000	
23170	Hydrogen Fueling station gas detection	0	195	0.0000	
238210	Hydrogen Fueling station electrical	19	1491	0.0127	
23170	Hydrogen mobile fueler	0	195	0.0000	
<b>Combined Totals</b>		<b>146</b>	<b>7501</b>	<b>0.0195</b>	<b><i>Overall availability of DBEs</i></b>

1C. (Weight) x (Availability) = Weighted Base Figure

<b>NAICS Code</b>	<b>Project</b>	<b>Weight</b>	<b>x</b>	<b>Availability</b>	<b>Weighted Base Figure</b>
485991	ADA Paratransit FY24	0.04015	x	0.01613	0.0006
485991	ADA Paratransit FY25	0.04136	x	0.01613	0.0007
485991	ADA Paratransit FY26	0.04260	x	0.01613	0.0007
238390	Rehab passenger shade structure	0.00923	x	0.00645	0.0001
237310	repave/restripe parking lot	0.00671	x	0.48214	0.0032
238210	replace security lighting	0.00329	x	0.01274	0.0000
561621	replace security cameras	0.00295	x	0.01389	0.0000



## Attachment 1

337127	replace passenger amenities	0.00295	x	0.00000	0.0000
238110	Shop Bay Makeover	0.04894	x	0.11538	0.0056
941330	Design of bus hubs	0.01680	x	0.02610	0.0004
238110	Bus hub construction	0.12610	x	0.01040	0.0013
337127	Bus Hub Furnishings	0.04173	x	0.00000	0.0000
238110	Hydrogen Fueling station construction	0.00439	x	0.11538	0.0005
23170	Hydrogen Fueling station h2 sensors	0.00465	x	0.00000	0.0000
23170	Hydrogen Fueling station gas detection	0.00213	x	0.00000	0.0000
238210	Hydrogen Fueling station electrical	0.00116	x	0.01274	0.0000
23170	Hydrogen mobile fueler	0.60484	x	0.00000	0.0000
				<b>Total</b>	0.0133
				<b>Expressed as a % (*100)</b>	1.33%
				<b>Rounded, Weighted Base Figure:</b>	<b>1%</b>
				Adjusted base figure based on past participation	1.33%

# **AGENDA**

## **ITEM 7**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Consider Amendment to LAVTA's Bylaws, Article III, Section 3.03(a)  
Regarding Board Compensation

FROM: Christy Wegener, Executive Director

DATE: June 27, 2023

**Action Requested**

For the first reading, consider proposed amendment to LAVTA's Bylaws, specifically Article III, Section 3.03(a) "Compensation."

**Background**

At the April 25, 2023 Finance and Administration Committee meeting it was requested that staff research current Board/Committee member stipends for other Tri-Valley entities and neighboring jurisdictions. The current reimbursement policy of \$100 per Board member, per meeting per month, was adopted in 2006, pursuant to the Authority's Bylaws, Resolution 24-2006 and the Expense Reimbursement Policy.

**Discussion**

In accordance with the Authority's Bylaws, each member of the Board is entitled to receive compensation in the amount of \$100 per event for each day the Board member attends a regular or special meeting of the Board, or of a standing or advisory committee meeting of the Board, and for each day of other service rendered as a Board member as authorized by the Board.

A survey was conducted among the agencies listed in the following table regarding their respective policies of compensating the members of their governing bodies for meetings attended.

Agency	Board Member Stipend per Meeting
Zone 7 Water	\$197.21 (10 meetings per month max)
LAFCO	\$125.00
Livermore Area Recreation & Park District	\$100 (6 meetings per month max)
Alameda CTC	\$250.00 (\$25.00 of that amount is for travel)
County Connection	\$100
WestCAT	\$0
Tri Delta Transit	\$100

During the May 23, 2023 Finance and Administration meeting, staff presented the stipend information. Given the impact of inflation since 2006, the Committee found it appropriate to recommend the revision of the compensation paid to Board members to \$150 per meeting. It is also recommended that the Authority's policy for the reimbursement of employee expenses be brought back to the Committee at the next meeting for consideration.

**Recommendation**

Staff recommends the Finance and Administration Committee forward the first reading of the proposed amended Bylaws to the Board of Directors.

**Attachments:**

1. Draft Amended Bylaws 3.03

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**AMENDMENT TO THE BYLAWS OF THE TRANSIT AUTHORITY**

This Amendment to the Bylaws of Livermore Amador Valley Transit Authority ("Authority") was adopted on XXX, 2023 in accordance with the procedures established at subsections 5(d)(1) and 5(e) of the Bylaws and is effective as of that date.

Section 3.03 Compensation is deleted and replaced in its entirety to read:

3.03 Compensation. Directors of Authority shall receive compensation for Agency meetings attended and incidental expenses relating to transit matters in an amount approved by the Board of directors as follows:

- (a) Each member and alternate member of the Board of Directors of Authority shall be compensated One Hundred Fifty Dollars (\$150.00) for each event in which they attend meetings of the Board of Directors or engage in other Authority business within or without the boundaries of the Authority, including an Authority Board of Directors committee meeting. Directors shall comply with any travel or reimbursement policies passed by the Board of Directors to govern such expenses.
- (b) Authority shall conform to the limits established by Section 99157 and 99158 of the Public Utilities Code pertaining to insurance, pensions, retirement plans and other benefits which may be paid to members of the Board of Directors.
- (c) Notwithstanding the above language, members and alternates who incur travel and personal expenses for attendance at meetings, legislative hearings, conventions, and other business of Authority are authorized to receive reimbursement of travel and personal expenses; provided, however, that Directors shall submit monthly expense reports to the Board of Directors during the sixty (60) days following the month in which the expense was incurred.
- (d) An alternate Board member shall be paid for attendance at meetings and transit conferences only if his or her regular member does not attend said Board meetings and conferences. Any Authority policies concerning reimbursements for members of the Board of Directors shall apply to alternate Board members unless otherwise stated in such policies.

## **AGENDA**

### **ITEM 8**

## STAFF REPORT

SUBJECT: Updated Passenger Code of Conduct Policy

FROM: Mike Tobin, Director of Operations

DATE: June 27, 2023

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### **Actions Requested**

This is an informational item; no action is requested at this time.

### **Background**

The Passenger Code of Conduct Policy is a formalized document that includes rules & behaviors that are prohibited while riding on any of LAVTA's services or while on any LAVTA owned property and/or facilities. Proper passenger behavior on LAVTA property is essential for providing quality service to the members of our community and for ensuring safety for all transit patrons and LAVTA employees alike. Establishing a passenger code of conduct and an associated disciplinary process is a necessary component to maintain the existing high levels of service for all transit patrons.

LAVTA last updated its Passenger Code of Conduct Policy on February 2, 2015, over eight years ago. It is LAVTA's goal to regularly review and update the policy to ensure that the policy reflects ongoing trends and behaviors that are being encountered on LAVTA's transit system, and well as industry best practices. The current Code of Conduct Policy is included as Attachment 1.

### **Discussion**

LAVTA has completed its review of the Code of Conduct Policy and are considering making the following updates/changes:

- Remove penal code section in beginning of the document and create a separate attachment that lists all penal codes related; add two more penal codes (both 241.3 and 243.3 are related to assault and battery, respectively, which has been a critical topic in the transit industry in recent years)
- Update the language and formatting to match the latest iteration of Penal Code 640 as the one in the old Rules of Conduct was from 2009
- Any acts described in Penal Code 640 that are standalone and straightforward (did not need to be expanded upon) are included in the Rules of Conduct document as-is (such as expectorating upon a facility or vehicle or skate boarding in a facility or vehicle)
- Add rules for boarding with folding bikes or electric scooters previously not mentioned

- Add vermin and biohazardous material to the list of things prohibited from being carried onto a bus or into a facility
- Add more extensive description for use of fares (due to longstanding issues with fare evasion: Students/ACE transfers/Others)
- All rules from Section III of the old policy were included in the new document with either the exact same language, clarified for ease of understanding, or moved to a new subsection for better grouping of topics
- Add footnotes in the primary document that references each of the applicable penal code(s) in the attachment
- Add/update language throughout the document based on review of Santa Monica and Santa Rosa's Code of Conduct policies
- Add select language from Wheels.com website regarding how to use the service (boarding, alighting, etc.) <https://wheelsbus.com/how-to-ride/>
- Cart/Stroller policy added from <https://www.wheelsbus.com/wp-content/uploads/2015/08/StrollerBrochure1.pdf>
- Create different subsections, i.e., "Animals" and "Fares" rather than lumping everything into one section
- Expand the subsection on "Wheelchairs and Other Mobility Devices" based on recent safety issues that have been encountered with securing mobility aids
- Expand the subsection on "Carts & Strollers" to include clarifying language
- Add Section V that addresses enforcement of the policy for student riders
- Expand on Section III "Enforcement" and add Section IV "Administrative Action & Suspension" that provides a detailed overview of the progressive disciplinary process and suspension of riders from LAVTA services

Staff will solicit the Committee's feedback during the meeting and will present the revised policy to the Board for action at the July Board meeting.

### **Recommendation**

This is an informational item; no action is requested at this time.

### **Attachments:**

1. Resolution No. 08-2015 Rules of Conduct Policy approved February 2, 2015



## **LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY**

### **ATTACHMENT A: RULES OF CONDUCT FOR LAVTA VEHICLES, FACILITIES AND PROPERTIES**

#### **I. PURPOSE OF POLICY**

The Livermore Amador Valley Transit Authority's (LAVTA) vehicles, facilities, and properties are intended to provide public transportation services for the benefit of the general public. To maintain public transportation services that are orderly, safe, secure, comfortable and convenient, the following Rules of Conduct for LAVTA Vehicles, Facilities and Properties (the "Rules of Conduct") have been adopted by the LAVTA Board of Directors. The Rules of Conduct are intended to regulate conduct occurring on LAVTA vehicles, within or upon LAVTA facilities and properties, and in connection with LAVTA's provision of public transportation services. LAVTA vehicles, facilities and properties include administration and operations buildings, transit centers, bus shelters, bus stops, and bus storage areas.

#### **II. CALIFORNIA PENAL CODE SECTION 640**

California Penal Code Section 640, including any amendments thereto, applies to LAVTA vehicles and property. As of April 1, 2009, the applicable provisions of this law read as follows:

(a) Any of the acts described in subdivision (b) is an infraction punishable by a fine not to exceed two hundred fifty dollars (\$250) and by community service for a total time not to exceed 48 hours over a period not to exceed 30 days, during a time other than during his or her hours of school attendance or employment, when committed on or in any of the following:

- (1) A facility or vehicle of a public transportation system as defined by Section 99211 of the Public Utilities Code;
  - (2) Any facility of, or vehicle operated by any entity subsidized by, the Department of Transportation;
  - (3) Any leased or rented facility or vehicle for which any of the entities described in paragraph (1) or (2) incur costs of cleanup, repair, or replacement as a result of any of those acts.
- (b) (1) Evasion of the payment of any fare of the system.
- (2) Misuse of a transfer, pass, ticket, or token with the intent to evade the payment of a fare.

- (3) Playing sound equipment on or in any system facility or vehicle.
- (4) Smoking, eating or drinking in or on any system facility or vehicle in those areas where those activities are prohibited by that system.
- (5) Expecting upon any system facility or vehicle.
- (6) Willfully disturbing others on or in any system facility or vehicle by engaging in boisterous or unruly behavior.
- (7) Carrying an explosive or acid, flammable liquid, or toxic or hazardous material in public transit facility or vehicle.
- (8) Urinating or defecating in a system facility or vehicle, except in a lavatory. However, this paragraph shall not apply to a person who cannot comply with this paragraph as a result of a disability, age, or a medical condition.
- (9) (A) Willfully blocking the free movement of another person in a system facility or vehicle. (B) This paragraph (9) shall not be interpreted to affect any lawful activities permitted or first amendment rights protected under the laws of this state or applicable federal law, including, but not limited to, laws related to collective bargaining, labor relations, or labor disputes.
- (10) Skateboarding, roller skating, bicycle riding, or roller blading in a system facility, vehicle, or parking structure. This paragraph does not apply to any activity that is necessary for utilization of the transit facility by a bicyclist, including, but not limited to, an activity that is necessary for parking a bicycle or transporting a bicycle aboard a transit vehicle, if that activity is conducted with the permission of the transit agency in a manner that does not interfere with the safety of the bicyclist or other patrons of the transit facility.
- (11) (A) Unauthorized use of a discount ticket or failure to present, upon request from a transit system representative, acceptable proof of eligibility to use a discount ticket, in accordance with Section 99155 of the Public Utilities Code and posted system identification policies when entering or exiting a transit station or vehicle. Acceptable proof of eligibility must be clearly defined in the posting. (B) In the event that an eligible discount ticket user is not in possession of acceptable proof at the time of request, any citation issued shall be held for a period of 72 hours to allow the user to produce acceptable proof. If the proof is provided, the citation shall be voided. If the proof is not produced within that time period, the citation shall be processed.

### **III. LAVTA POLICY/REGULATIONS OF CONDUCT**

The following conduct is prohibited on LAVTA vehicles, within or upon LAVTA facilities and properties, and in connection with LAVTA's provision of public transportation services:

1. Destroying, defacing, or otherwise damaging LAVTA property.
2. Discarding litter other than in designated receptacles.
3. Entering a LAVTA vehicle with animals, with the exception of service animals and small pets as defined below.
  - a) According to ADA law and the U.S. Department of Justice, service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.
  - b) A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the animal is out of control and the animal's owner does not take effective action to control it or (2) the animal poses a direct threat to the health or safety of others.
  - c) The passenger may travel with a small pet as long as the animal is fully enclosed in a secure container that the passenger can manage and which the passenger can hold on his/her lap or place at his/her feet. The animal must not be a danger to or annoyance to other passengers.
  - d) The passenger is responsible for any damage or injuries caused by their animal while on the bus. If any animal misbehaves, the passenger will be instructed to remove the animal from the bus at the sole discretion of the Operator.
4. Use of a Segway or other non-wheelchair mobility device, when not being used as a mobility aid by a person with a disability.
5. Bringing onto transit property personal items (i.e., packages, shopping bags, suitcases) which cannot be reasonably secured and handled by the owner and stored out of the aisle.
6. Operating, stopping, standing or parking a vehicle in any roadway or location restricted for use only by transit vehicles.

7. Extending an object or a portion of one's body through the door or window of a transit vehicle while it is in motion.
8. Bringing onto transit property odors which endanger the health and safety of others or interfere with their use of the transit system, whether such odors arise from one's person, clothes, articles, accompanying animal or any other source.
9. Carrying any alcoholic beverages or controlled substances, unless otherwise authorized by law.
10. Carrying onboard corrosives, exhibiting, displaying, or drawing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons, unless otherwise authorized by law (see Resolution 14-07 attached).
11. Hanging or swinging on bars or stanchions, with feet off the floor, inside a transit vehicle or other transit property; hanging onto or otherwise attaching oneself at any time to the exterior of a transit vehicle or other transit property.
12. Engaging in any sport or recreational activities on transit property.
13. Parking a vehicle in an approved parking area on transit property for more than seventy-two (72) consecutive hours.
14. Using a transit facility for residential or commercial parking purposes.
15. Performing non-emergency repairs or cleaning of a vehicle on transit property.
16. Engaging in gambling or any game of chance for the winning of money or anything of value.
17. Manufacturing, selling, delivering, or possessing with the intent to manufacture, sell, or deliver a controlled substance or selling for profit any controlled substance or counterfeit substance on a LAVTA vehicle or within one thousand feet of LAVTA properties or facilities, including but not limited to, a transfer center, bus shelter, bus stop, or park and ride lots.
18. Entering a LAVTA vehicle while not wearing any type of footgear or shirt.
19. Using a public address system, loudspeaker or other sound amplifying device.
20. Sleeping, camping or storing personal property on benches and floors on or in LAVTA vehicles or LAVTA facilities and properties, unless otherwise authorized by law.

21. Entering or remaining upon any non-public areas of LAVTA facilities and properties, including but not limited to staging areas, work areas, and equipment rooms, except when authorized by LAVTA or its designee.
22. Engaging in commercial activities, except as such activities are authorized by LAVTA or its designee in a written permit, license, concession contract, lease or other written authorization.
23. Committing any act which tends to create or incite, or creates or incites, an immediate breach of peace, including, but not limited to (a) fighting, (b) racing, (c) obscene language tending to cause a breach of the peace, and (d) personally abusive epithets, or words or language of an offensive, disgusting or insulting nature, which epithets, words or language when addressed to the ordinary citizen are, as a matter of common knowledge, inherently likely to provoke a violent reaction of fear, anger or apprehension.
24. Entering LAVTA vehicles, facilities, and properties when intoxicated.
25. Refusing to allow proper securing of a wheelchair or mobility device on LAVTA vehicles.
26. Refusing to use appropriate personal restraints on a LAVTA vehicle providing paratransit services.
27. Dumping any materials whatsoever on transit property, including but not limited to chemicals and automotive fluids.
28. Throwing an object at transit property or at any person in or on transit property.
29. Falsely claiming to be a transit operator or other LAVTA employee; or through words, actions, and/or the use of clothes, insignia, or equipment resembling transit operator or LAVTA issued uniforms and equipment, creating a false impression of being a transit operator or other transit employee.

#### **IV. ENFORCEMENT**

##### **1. Removal from LAVTA Vehicles, Facilities, and Properties**

Any person engaging in prohibited conduct under the provisions of Article II may be refused entrance upon or ordered to leave LAVTA vehicles, facilities and properties by a commissioned law enforcement official.

Any person engaging in prohibited conduct under the provisions of Article III may be refused entrance upon or ordered to leave LAVTA vehicles, facilities and properties by LAVTA personnel or a contracted service provider in accordance with terms of the applicable service contract.

Failure to immediately comply with such a removal order may be grounds for prosecution for criminal trespass and/or unlawful bus conduct.

## 2. Exclusion from Service

- a) Length of Exclusion. The following guidelines shall be used determining the duration of a particular exclusion for engaging in prohibited conduct under the provisions of this policy. The actual exclusion period imposed may be shorter or longer depending on the circumstances of each case.
- b) Basis for Exclusion. Engaging in prohibited conduct may result in excluding or restricting a person from entering and using all or any part of LAVTA vehicles, facilities, and properties for a period of time.
- c) Immediate Refusal or Removal. A person may be immediately reseated, refused transportation, or removed from LAVTA vehicles, facilities and properties without prior written notice if the person has engaged in prohibited conduct under Article II and/or Article III which, in LAVTA's or LAVTA's designee's discretion poses a safety or security risk, interferes with or impinges on the rights of others, impedes the free flow of the general public, or impedes the orderly and efficient use of LAVTA vehicles, facilities and properties.
- d) Appeal Procedure. Not later than fifteen (15) calendar days after commencement of the exclusion, an excluded person may appeal in writing to the Contract Resident Manager, and then to LAVTA's Executive Director or his/her designee, for de novo review of the exclusion. The appellant may request a hearing or may request review without a hearing based on a written statement setting forth the reasons why the appellant believes exclusion is invalid or improper. If the appellant is unable to respond in written format, LAVTA will make reasonable accommodations.
  - a) Hearing. If the appellant does not request a hearing, the Executive Director or his/her designee shall render a written decision within five (5) business days after receipt of the appeal. If a hearing is requested, the hearing shall be held within thirty (30) calendar days of receipt of the appeal, and a written decision shall be rendered within ten (10) calendar days of the hearing. The exclusion shall remain in effect during the appeal process.
  - b) Refusal to Comply. The refusal to immediately comply with written or verbal notice excluding or restricting a person from LAVTA vehicles, facilities, and properties shall be grounds for prosecution for criminal trespass.

## 3. Other Laws not Limited

The enforcement of this policy herein is not intended to limit, in any manner, the enforcement of any applicable federal, state or municipal laws.

## **V. APPLICATION TO INDIVIDUALS WITH DISABILITIES**

Nothing in this policy shall be applied in a manner that discriminates against individuals with disabilities. It is not discrimination to refuse to provide service to an individual with disabilities because that person engages in violent, seriously disruptive or illegal conduct. This policy shall not otherwise alter LAVTA paratransit eligibility procedures.

## **VI. LIABILITY**

Nothing in this policy herein shall create a duty to any person on the part of LAVTA or form any basis for liability on the part of LAVTA, its officers, agents or employees. The obligation to comply with this policy is solely that of any person entering and using LAVTA vehicles, facilities, and properties and LAVTA's enforcement of this policy is discretionary not mandatory.

## **VII. DISSEMINATION OF POLICY**

All employees, officers and officials should be given copies of this policy, and this policy shall be posted in appropriate places.

## **AGENDA**

### **ITEM 9**



## LAVTA COMMITTEE ITEMS - July 2023 - November 2023

### Finance & Administration Committee

#### July

Minutes

Action

X

Info

Treasurers Report

X

\*Typically July committee meetings are cancelled

#### August

Action

Info

Minutes

X

Treasures Report

X

#### September

Action

Info

Minutes

X

Treasurers Report

X

#### October

Action

Info

Minutes

X

Treasurers Report

X

Annual Comprehensive Financial Report (ACFR)

X

TDA Triennial Audit (last in '19)

X

#### November

Action

Info

Minutes

X

Treasurers Report

X

\*Typically November committee meetings are cancelled