

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

BOARD OF DIRECTORS MEETING

DATE: June 1, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

AGENDA

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

4. May Wheels Accessible Advisory Committee Minutes Report

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the May 4, 2015 Board of Directors meeting.**
- B. **Treasurer's Reports for the month of April 2015**

Recommendation: The Finance and Administration Committee recommends approval of the April 2015 Treasurer's Report.

- C. **Resolution Authorizing Investment of Livermore Amador Valley Transit Authority (LAVTA) Monies in the State of California Local Agency Investment Fund (LAIF)**
Recommendation: The Finance and Administration Committee recommends the Board adopt Resolution 23-2015 reauthorizing investment of LAVTA monies in LAIF.

D. Fiscal Year 2016 Wheels Marketing Plan

Recommendation: Approve the FY2016 Wheels Marketing Plan.

E. WAAC Appointments for FY16

Recommendation: Staff has compiled the Board's appointments into Resolution 24-2015 for adoption at the June 1, 2015 Board meeting.

6. LAVTA's Operating & Capital Budget for FY 2016

Recommendation: The Finance & Administration Committee recommends the Board approve the final Operating and Capital Budget for FY 2016. Resolution 22-2015.

7. Election of LAVTA Chair and Vice Chair

Recommendation: Nominate and elect a LAVTA Board Chair and Vice Chair for FY16 in accordance with the agency's bylaws.

8. Executive Director's Report

9. Matters Initiated by the Board of Directors

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

10. Next Meeting Date is Scheduled for: July 6, 2015

11. Adjournment

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

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

/s/ Diane Stout

5/27/15

LAVTA, Administrative Assistant

Date

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

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email: frontdesk@lavta.org*

AGENDA

ITEM 4



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

WHEELS Accessible Advisory Committee

DATE: Wednesday, March 4, 2015

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

TIME: 3:30 p.m.

Draft MINUTES

1. Call to Order

The Chair Pro-Tem Shawn Costello called the meeting to order at 3:30 pm.

Members Present:

Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Esther Waltz	City of Livermore
Nancy Barr	City of Livermore – Alternate
Carmen Rivera-Hendrickson	City of Pleasanton – called in via telephone
Shirley Maltby	City of Pleasanton
Pam Deaton	Social Services Member
Amy Mauldin	Social Services Member

Staff Present:

Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Bertha (Ally) Macias	MTM
Gregg Eisenberg	MV Transit

Members of the Public:

Mary McNamara	SSPTV
Mary Anna Ramos	Wheels rider
Richard Waltz	Wheels rider

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

Richard Waltz asked for the restoration of the morning and afternoon commute of the Route 18. He said he realizes that the middle and high school students need transportation going to and from school in the afternoon; however, this without the morning and afternoon commute makes it very difficult for the rest of the passengers that need to go to the Granada Shopping Center, for example, almost impossible.

4. Minutes of the January 14, 2015 Meeting of the Committee

Approved.

Waltz/Mack

Costello and Rivera-Hendrickson abstained.

5. Fixed Route Operational Issues – Suggestions for Changes

Shawn Costello said that if there was a Rapid stop by the Jack London Square it would be easier to come to LAVTA meetings. Staff informed the committee of a big study of the entire Wheels bus system, which may recommend adding a bus stop.

7. Dial-A-Ride Operations 2nd Quarter Update

Staff gave a report on MTM's performance analysis for the FY 2015 second quarter that covers the months of October, November and December, 2014. The second quarter on-time performance in the current fiscal year was 97.9% compared to 95.5% for the same quarter during the previous fiscal year.

8. Dial-A-Ride Operational Issues – Suggestions for Changes

Shawn Costello reported that he called the Dial-A-Ride reservations line after 5pm the day prior and after being on hold for a long time he was told he cannot make a reservation after 5pm for the following day.

Nancy Barr complimented Dial-A-Ride reservationists Donna and Roxanne.

9. PAPCO Report

Esther Waltz reported on PAPCO/Para-TAC joint meeting on 2/23/15. The Committees approved the final version of the Implementation Guidelines and there was a discussion on Countywide Transit Plan.

10. Dial-A-Ride Policy Modification

Staff proposed adding more detail to the Dial A Ride Operational Policies on how the eligibility denials appeals process works. The proposed language states

that if the decision is not made by the 31st day after receiving an appeal, appellant may request use of paratransit services until a decision is made.

Approved.

Costello/Waltz

Rivera-Hendrickson abstained

11. Dial-A-Ride Policy Brochure Update

The committee members reviewed the updated brochure and offered their feedback and recommendations.

Approved with changes knowing that this is a fluid document.

Waltz/Mack

Rivera-Hendrickson abstained

12. Para-Taxi Program Update

Staff proposed two administrative changes to the Para-Taxi program: change the reimbursement period from ‘unlimited’ to receipts must be submitted within 60-days of the trip taken and modify the reimbursement program so that if LAVTA is not notified within 90-days that a reimbursement check is lost, the reimbursement check will not be re-issued. Lost checks will be reissued once. The committee recommended approval of the changes to the program, with a minor adjustment to item #1. Originally staff proposed a 60-day reimbursement window, and the WAAC recommended a 90-day window.

Approved with changes.

Deaton/Waltz

Rivera-Hendrickson abstained

13. WAAC Recruitment

Staff announced openings for the WAAC membership for FY16. The applications are due April 17, 2015.

14. Clipper Implementation Oral Update

The staff updated the committee that LAVTA is scheduled to become part of the Clipper system as of Fall, 2015.

15. Adjourn

The meeting was adjourned at 5:00 pm.

AGENDA

ITEM 5 A



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

BOARD OF DIRECTORS MEETING

DATE: May 4, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00 pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Vice Chair Don Biddle at 4:01 pm.

2. Roll Call of Members

Members Present

Scott Haggerty – Supervisor, County of Alameda (arrived at 4:15pm)
Karla Brown – Vice Mayor, City of Pleasanton
Don Biddle – Councilmember, City of Dublin
Jerry Pentin – Councilmember, City of Pleasanton
David Haubert – Mayor, City of Dublin
Steven Spedowfski – Councilmember, City of Livermore

Members Absent

Laureen Turner – Vice Mayor, City of Livermore

3. Meeting Open to Public

No comments.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the April 6, 2015 Board of Directors meeting.**
- B. **Treasurer’s Reports for the month of March 2015**
- C. **Declaration of Surplus Property in Compliance with LAVTA Policy for Disposition of Surplus Property**

The Board of Directors declared as surplus four (4), 2008 El Dorado cut-away buses, and authorize their disposal through a method consistent with LAVTA’s Policy for

Disposition of Surplus Property.

D. Approval of Resolutions Authorizing Staff to Apply for TDA, STA, and Measure B Funds for Fiscal Year 2015-2016.

The Board approved Resolution 19-2015, 20-2015, and 21-2015, authorizing the filing of a claim with MTC for Allocation of TDA Article 4.0, 4.5, and STA Funds for Fiscal Year 2015-2016; approve authorization for the Authority to file a claim with Alameda County Transportation Commission for Measure B Funds for the Fiscal Year 2015-2016.

Approved: Haubert/Spedowfski

Aye: Biddle, Pentin, Haubert, Brown, Spedowfski

No: None

Absent: Haggerty, Turner

5. LAVTA's Preliminary Budget for FY 2016

Staff presented the Board with a brief overview of the preliminary Operating and Capital Budget for FY 2016. The proposed Budget is being presented to the full Board of Directors in May, will be discussed again at F&A in late May, and again be presented for final approval by the Board in June.

6. Ten-Year Financial Projections FY 2015-2025

Staff presented the Board with an update of the Ten-Year Financial Projections FY 2015-2015 in conjunction with the FY 2016 budget by adding the actual revenue and expense from fiscal year 2014, the budgeted revenues and expenses for FY 2016, and adding in additional known revenue sources. This item is for information only.

7. Executive Director's Report

Robert Allen urged staff to talk to BART about widening Iron Horse Parkway from Dublin Blvd and to allow bus berthing along the Parkway. This would enable passengers a closer walk to the BART station. In reference to the Google proposal, Scott Haggerty asked staff to set the bar high when negotiating with Google regarding the lease of the Atlantis property. He also asked staff to set up a meeting with Jerome Hoban, CEO of the Alameda County Fairgrounds to discuss a package deal to offer Google in hopes of gaining better community support. Executive Director Michael Tree distributed handouts to the Board, a map showing the preferred location for the relocation for the Livermore Train Depot and a photo of Danville's Historic Train Depot, similar to what the Livermore Train Depot will look like when the project is complete. He commented on the performance of the route system for the last three consecutive months, stating it has been the highest it's been in the last 29 months. A written public comment was submitted by Mahendra Patel during this agenda item. Mr. Patel would appreciate the possibility of a bus route on Portola Ave to BART. His full written comments will be entered into the customer service request database for response.

8. Matters Initiated by the Board of Directors

None.

9. Next Meeting Date is Scheduled for: June 1, 2015

10. Adjournment

Meeting adjourned at 4:35 pm.

AGENDA

ITEM 5B



S T A F F R E P O R T

SUBJECT: Treasurer's Report for April 2015
 FROM: Tamara Edwards, Finance and Grants Manager
 DATE: June 1, 2015

Action Requested

Review and approve the LAVTA Treasurer's Report for April 2015

Discussion

Cash accounts:

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

General checking account activity (105):

Beginning balance April 1, 2015	\$8,138,043.43
Payments made	\$1,382,267.66
Deposits made	\$1,390,658.79
Transfer from General Checking	\$200,000.00
Ending balance April 30, 2015	\$8,346,434.56

Farebox account activity (106):

Beginning balance April 1, 2015	\$200,358.82
Deposits made	\$75,511.38
Transfer to General Checking	\$200,000.00
Ending balance April 30, 2015	\$7,5870.20

LAIF investment account activity (135):

Beginning balance April 1, 2015	\$2,137,436.70
Third Quarter Interest Earned	\$1,371.27
Ending balance April 30, 2015	\$2,138,807.97

Operating Expenditures Summary:

As this is the tenth 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 83.33%. The agency is at 73.55% overall.

Operating Revenues Summary:

While expenses are at 73.55%, revenues are at 94.9%, providing for a healthy cash flow for the agency.

Recommendation

The Finance and Administration Committee recommends the Board approve the April 2015 Treasurer's Report.

Attachments:

1. April 2015 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
April 30, 2015**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	8,346,435
106 CASH - FIXED ROUTE ACCOUNT	75,870
120 ACCOUNTS RECEIVABLE	206,721
135 INVESTMENTS - LAIF	2,140,182
150 PREPAID EXPENSES	20,950
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS**59,316,413****LIABILITIES:**

205 ACCOUNTS PAYABLE	367,090
211 PRE-PAID REVENUE	1,257,089
22000 FEDERAL INCOME TAXES PAYABLE	(30)
22010 STATE INCOME TAX	(18)
22020 FICA MEDICARE	(4)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(0)
22030 SDI TAXES PAYABLE	(1)
22070 AMERICAN FIDELITY INSURANCE PAYABLE	78
22090 WORKERS' COMPENSATION PAYABLE	15,791
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	114,611
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES**1,774,605****FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	89,590
FUND BALANCE	3,312,856

TOTAL FUND BALANCE**57,541,808****TOTAL LIABILITIES & FUND BALANCE****59,316,413**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
April 30, 2015**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	119,246	1,320,867	283,027	82.4%
4020000	Business Park Revenues	141,504	14,448	122,521	18,983	86.6%
4020500	Special Contract Fares	273,775	1,215	121,891	151,884	44.5%
4020500	Special Contract Fares - Paratransit	33,600	2,086	18,496	15,104	55.0%
4010200	Paratransit Passenger Fares	155,050	15,697	158,928	(3,878)	102.5%
4060100	Concessions	38,500	2,024	31,610	6,890	82.1%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	1,371	4,042	(2,042)	202.1%
4070300	Non transportation revenue	0	30,002	30,002	(30,002)	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	9,231	81,876	(81,876)	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	0	8,689,230	-	100.0%
4099500	TDA Article 4.0-BART	82,640	0	71,819	10,821	86.9%
4099200	TDA Article 4.5 - Paratransit	123,138	0	92,704	30,434	75.3%
4099600	Bridge Toll- RM2	580,836	0	290,418	290,418	50.0%
4110100	STA Funds-Paratransit	74,130	0	32,443	41,687	43.8%
4110500	STA Funds- Fixed Route BART	516,756	0	501,421	15,335	97.0%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	414,113	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	497,523	(300,539)	252.6%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	308,756	(1,808)	100.6%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	83,361	(73,361)	833.6%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	715,133	284,867	71.5%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	53,437	643,935	142,456	81.9%
4640100	Measure B Paratransit Funds-Paratransit	145,934	9,916	119,645	26,289	82.0%
TOTAL REVENUE		16,177,636	258,674	15,352,946	824,690	94.9%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
April 30, 2015**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$81,737	\$855,898	\$343,049	71.39%
502 00 Personnel Benefits	\$729,014	\$38,606	\$571,161	\$157,853	78.35%
503 00 Professional Services	\$528,933	\$13,934	\$154,555	\$374,378	29.22%
503 05 Non-Vehicle Maintenance	\$541,489	\$18,398	\$360,461	\$181,028	66.57%
503 99 Communications	\$5,000	\$421	\$2,938	\$2,062	58.75%
504 01 Fuel and Lubricants	\$1,669,380	\$84,922	\$836,277	\$833,103	50.10%
504 03 Non contracted vehicle maintenance	\$2,500	\$845	\$12,387	(\$9,887)	495.49%
504 99 Office/Operating Supplies	\$17,000	\$1,760	\$27,071	(\$10,071)	159.24%
504 99 Printing	\$78,000	\$3,044	\$52,478	\$25,522	67.28%
505 00 Utilities	\$278,300	\$14,454	\$188,424	\$89,876	67.71%
506 00 Insurance	\$559,591	\$926	\$388,523	\$171,068	69.43%
507 99 Taxes and Fees	\$152,000	\$15,334	\$96,016	\$55,984	63.17%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$713,138	\$7,021,664	\$1,624,616	81.40%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$141,665	\$1,215,485	\$316,355	79.35%
509 00 Miscellaneous	\$60,362	\$1,289	\$47,838	\$12,524	79.25%
509 02 Professional Development	\$49,200	\$1,328	\$25,941	\$23,259	52.73%
509 08 Advertising	\$145,000	\$6,187	\$37,814	\$107,186	26.08%
TOTAL	\$16,172,836	\$1,137,989	\$11,894,929	\$4,297,907	73.55%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
April 30, 2015**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	0	155,677	(105,677)	311.35%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
4091794	Bus stop improvements	4,500	0	4,379	121	97.31%
4090994	Radio upgrades	26,759	0	26,759	0	100.00%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	8,125	431,875	1.85%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0		73,472	0.00%
4131700	FTA NF Stops and Shelter	88,000	0	40,949	47,051	46.53%
4130400	FTA BRT	17,850	0	0	17,850	0.00%
4130200	FTA 5309 (Facility)	192,381	0	1,025	191,356	0.53%
	TOTAL REVENUE	5,280,462	-	236,914	5,043,548	4.49%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
 FOR THE PERIOD ENDING:
 April 30, 2015

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	8,500	0	0	8,500	0.00%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550407	BRT	20,000	2,000	39,900	(19,900)	199.50%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	0	160,317	(110,317)	320.63%
5550907	IT Upgrades and replacement	9,000	0	26,759	(17,759)	297.33%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
5552407	Security upgrades	73,472	0	38,135	35,337	51.90%
5551707	Bus Shelters and Stops	328,000	0	119,372	208,628	36.39%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TOTAL CAPITAL EXPENDITURES	5,251,353	2,000	393,633	4,857,720	7.50%
	FUND BALANCE (CAPITAL)	29109.00	(2,000)	(156,720)		
	FUND BALANCE (CAPTIAL & OPERATING)	29,109.00	(879,910)	3,312,856		

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

www.treasurer.ca.gov/pmia-laiif/laiif.asp
May 01, 2015

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

PMIA Average Monthly Yields

Account Number:
80-01-002

// Tran Type Definitions

April 2015 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/15/2015	4/14/2015	QRD	1464499	SYSTEM	1,371.27

Account Summary

Total Deposit:	1,371.27	Beginning Balance:	2,138,228.24
Total Withdrawal:	0.00	Ending Balance:	2,139,599.51

REPORT.: Apr 30 15 Thursday
 RUN....: Apr 30 15 Time: 13:03
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 04-15 Bank Account.: 105

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
H5238	04/03/15	EFT01	ELECTRONIC FUND TRANSFERS	6013.31	.00	6013.31	20150403H	20150403 FIT, FICA-M, FIC
H5239	04/03/15	EMP01	EMPLOYMENT DEVEL DEPT	1895.67	.00	1895.67	20150403H	20150403 SIT, SDI PAYPER
H5240	04/03/15	DIR02	DIRECT DEPOSIT OF PAYROLL	31212.43	.00	31212.43	20150403H	20150403 DIR DEP PAY PER
H5241	04/03/15	PER04	CALPERS RETIREMENT SYSTEM	307.69	.00	307.69	20150403H	20150403 CALPERS 457 CONT
H5242	04/03/15	PER01	PERS	1447.11	.00	1447.11	20150403NH	20150403N CALPERS RETIRE
H5243	04/03/15	PER01	PERS	5436.23	.00	5436.23	20150403CH	20150403C CALPERS RETIRE
H5244	04/10/15	USB01	U S BANK	9332.95	.00	9332.95	MAR2015H	MARCH 2015 BANK CARD CHAR
H5245	04/10/15	BAN03	BANKCARD CENTER	357.41	.00	357.41	MAR2015H	MAR 2015 MASTER CARD CHAR
H5246	04/10/15	VSP01	VSP	424.44	.00	424.44	APR2015H	APR 2015 VISION INSURANCE
H5247	04/10/15	AME06	AMERICAN FIDELITY ASSURAN	1061.66	.00	1061.66	FSA042015H	FSA042015 FLEXIBLE SPENDI
H5248	04/10/15	AME06	AMERICAN FIDELITY ASSURAN	633.31	.00	633.31	SUPPL0420H	SUPPL04-2015 SUPPLEMENTAL
H5249	04/07/15	PER03	CAL PUB EMP RETIRE SYSTEM	25433.73	.00	25433.73	APRIL2015H	APRIL2015 CALPERS HEALTH
H5250	04/02/15	MER01	MERCHANT SERVICES	251.93	.00	251.93	MOA MAR15H	MOA MAR 2015 BANK CARD S/
H5251	04/02/15	MER01	MERCHANT SERVICES	169.89	.00	169.89	TC MAR15H	TC MAR2015 BANK CARD S/C
H5252	04/02/15	PAC02	PACIFIC GAS AND ELECTRIC	119.09	.00	119.09	764031615H	764031615 #7649646868-7 D
H5253	04/03/15	PAC02	PACIFIC GAS AND ELECTRIC	1696.05	.00	1696.05	900031715H	900031715 #9007202117-4 M
H5254	04/17/15	PAC02	PACIFIC GAS AND ELECTRIC	1257.90	.00	1257.90	606033115H	606033115 #6062256368-6 A
H5255	04/10/15	PAC02	PACIFIC GAS AND ELECTRIC	438.67	.00	438.67	726032515H	726032415 #7264840356-5 B
H5256	04/20/15	PAC02	PACIFIC GAS AND ELECTRIC	4937.26	.00	4937.26	580040215H	580040215 #5809326332-3 M
H5257	04/03/15	PAC02	PACIFIC GAS AND ELECTRIC	521.24	.00	521.24	980031715H	980031715 #9800031052-8 T
H5258	04/01/15	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	361031815H	361031815 #139361-00 ATLS
H5259	04/01/15	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399031815H	399031815 #139399-00 ATL
H5260	04/15/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475040115H	475040115 #4755555555 MOA
H5261	04/16/15	CAL04	CALIFORNIA WATER SERVICE	56.98	.00	56.98	461040215H	461040215 #4616555555 TC
H5262	04/16/15	CAL04	CALIFORNIA WATER SERVICE	34.77	.00	34.77	361040215H	361040215 #3616555555 TC I
H5263	04/15/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575040115H	575040115 #5755555555 CON
H5264	04/02/15	CAL04	CALIFORNIA WATER SERVICE	60.09	.00	60.09	019031915H	019031915 #0198655555 RUT
H5265	04/02/15	CAL04	CALIFORNIA WATER SERVICE	303.22	.00	303.22	909031915H	909031915 #9098655555 MOA
H5266	04/15/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257040115H	257040115 #257555555555 TC
H5267	04/10/15	VER01	VERIZON WIRELESS	187.20	.00	187.20	974275867H	9742758674 AGENCY CELL PH
H5268	04/02/15	WHI06	LINDA WHITE	33.96	.00	33.96	032015COSH	03-2015 COSTCO PURCHASES
H5269	04/10/15	KUL01	KADRI KULM	142.00	.00	142.00	PERD04201H	PER DIEM 04-2015 FISH CAM
H5270	04/10/15	MOC01	DENNIS MOCHON	77.63	.00	77.63	MAR2015H	MAR 2015 EXPENSE REIMBURS
H5271	04/10/15	MVT01	MV TRANSPORTATION, INC.	27426.99	.00	27426.99	59384H	59384 FEB. 2015 SERVICE
H5273	04/10/15	OAK01	OAKS BUSINESS PK OWNERS	3606.00	.00	3606.00	QTR2-2015H	QTR2-2015 BUSINESS PARK Q
H5274	04/10/15	TAX91	VIVIAN MARIE MILLER	56.09	.00	56.09	3/20-3/31H	3/20-3/31/2015 PARA-TAXI
H5275	04/10/15	TAX98	ROHAN NG	200.00	.00	200.00	3/2-3/20H	3/2-3/20/2015 PARA-TAXI R
H5276	04/10/15	TAX67	CHRISTEL RAGER	156.40	.00	156.40	3/5-3/31H	3/5-3/31/2015 PARA-TAXI R
H5278	04/10/15	TAX72	JUSTIN HART	145.99	.00	145.99	3/1-3/28H	3/1-3/28/2015 PARA-TAXI R
H5279	04/17/15	STA04	STATE BOARD OF	1687.66	.00	1687.66	QTR1 2015H	QTR1 2015 UNDERGRD STG TA

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
H5280	04/17/15	STA05	STATE BOARD OF EQUAL	867.54	.00	867.54	QTR1 2015H	QTR1 2015 EXEMPT BUS OPS
H5281	04/17/15	DIR02	DIRECT DEPOSIT OF PAYROLL	29259.26	.00	29259.26	20150417H	20150417 PAYROLL DIR DEP
H5282	04/17/15	PER04	CALPERS RETIREMENT SYSTEM	307.69	.00	307.69	20150417H	20150417 CALPERS 457 CONT
H5283	04/17/15	PER01	PERS	5436.23	.00	5436.23	20150417CH	20150417C CALPERS RETIRE
H5284	04/17/15	PER01	PERS	1174.68	.00	1174.68	20150417NH	20150417N CAL PERS RETIRE
H5285	04/17/15	EFT01	ELECTRONIC FUND TRASFERS	5765.53	.00	5765.53	20150417H	20150417 FIT, FICA-M, FIC
H5286	04/17/15	EMP01	EMPLOYMENT DEVEL DEPT	1810.75	.00	1810.75	20150417H	20150417 SIT, SDI PAYPER
H5287	04/24/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	MAY2015H	MAY 2015 W-C PREMIUM
H5288	04/24/15	STA13	STAPLES CREDIT PLAN	128.44	.00	128.44	MAR-APR15H	MAR-APR 2015 SUPPLIES
H5289	04/17/15	PER01	PERS	850.00	.00	850.00	GASB68-NEH	GASB68-RETIRE NEW FY15
H5290	04/17/15	PER01	PERS	850.00	.00	850.00	GASB68-CLH	GASB68-RETIRE CLASSIC FY1
H5291	04/15/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	59751H	59751 INSTALL #1 APRIL 20
H5293	04/22/15	EMP01	EMPLOYMENT DEVEL DEPT	9.20	.00	9.20	QTR1 2015H	QTR1 2015 ADD'L DEPOSIT
H5294	04/22/15	EFT01	ELECTRONIC FUND TRASFERS	34.35	.00	34.35	QTR1 2015H	QTR1 2015 ADD'L DEPOSIT
H5295	04/24/15	MVT01	MV TRANSPORTATION, INC.	24124.55	.00	24124.55	ATL FY15H	ATLANTIS FY15 SERVICES JU
H5296	04/24/15	TAX87	DELORES M. POWLEY	90.10	.00	90.10	12/10/14-H	12/10/14-4/16/2015 PARA-T
H5297	04/24/15	TAX91	VIVIAN MARIE MILLER	68.21	.00	68.21	3/31-4/16H	3/31-4/16/2015 PARA-TAXI
H5298	04/29/15	WHI06	LINDA WHITE	42.85	.00	42.85	APR15COSTH	APR2015 COSTCO SUPPLIES P
H5299	04/30/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	59752H	59752 INSTALL #2 APRIL 20
H5300	04/24/15	DOT02	DOTTO GLASS INC	2000.00	.00	2000.00	222906H	222906 PO5105 RAPID SHEL
H5301	04/30/15	BID01	DON BIDDLE	300.00	.00	300.00	APRIL2015H	APRIL 2015 BOD STIPEND
H5302	04/30/15	BRO03	KARLA SUE BROWN	300.00	.00	300.00	APRIL2015H	APRIL 2015 BOD STIPEND
H5303	04/30/15	HAG01	SCOTT HAGGERTY	200.00	.00	200.00	APRIL2015H	APRIL 2015 BOD STIPEND
H5304	04/30/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	APRIL2015H	APRIL 2015 BOD STIPEND
H5305	04/30/15	PEN01	JERRY PENTIN	100.00	.00	100.00	APRIL2015H	APRIL 2015 BOD STIPEND
H5306	04/30/15	SPE04	STEVEN G. SPEDOWFSKI	100.00	.00	100.00	APRIL2015H	APRIL 2015 BOD STIPEND
H5307	04/30/15	TUR01	LAUREEN TURNER	200.00	.00	200.00	APRIL2015H	APRIL 2015 BOD STIPEND
018415	04/10/15	ALA10	ALAMEDA COUNTY CLERK	50.00	.00	50.00	FY16ENVEX	FY16 ENVIRONMENTAL EXEMPT
018416	04/10/15	ART02	ARTS & SECURITY LOCKSMITH	192.27	.00	192.27	72942	72942 PO5080 REP LOCK DRI
018417	04/10/15	ATT03	AT&T	888.82	.00	888.82	785085720	7850857201 #171.795.7615
018418	04/10/15	CAL13	CALIFORNIA TRANSIT	3117.69	.00	3117.69	06-2015MA	06-2015 MARCH INS CLAIMS
018419	04/10/15	CIT06	CITY OF LIVERMORE SEWER	176.78 39.70 88.11	.00 .00 .00	176.78 39.70 88.11	BW031715 TC031715 MOA031715	BW031715 #138143-00 MOA B TC031715 #133389-00 TC SE MOA031715 ACCT. #133294-0
			Check Total.....:	304.59	.00	304.59		
018420	04/10/15	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	16799286	16799286 PO4647 ATLANTIS
018421	04/10/15	DIT01	DIABLO INDUSTRIAL TOOL CO	1439.66	.00	1439.66	28578	28578 PO4974 REP/REBLD HY
018422	04/10/15	EDW02	CHARLES S. EDWARDS	85.00	.00	85.00	20150330	20150330 TEMP STAFFING, D
018423	04/10/15	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	258204	258204 PO4718 LANDSCAPE M
018424	04/10/15	GLO01	GLOBE TICKET AND LABEL	2426.34	.00	2426.34	303939	303939 PO5014 25,000 FARE
018425	04/10/15	HAN01	HANSON BRIDGETT MARCUS	4304.30	.00	4304.30	1138165	1138165 LEGAL - ADMIN JAN

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
018426	04/10/15	HOT01	HOTSYPACIFIC	1016.61	.00	1016.61	43534	43534 PO5051R REP PRESSUR
				1290.04	.00	1290.04	43536	43536 PO5082 REP STORAGE
				823.95	.00	823.95	43656	43656 PO5090 CLEAN FLOAT
				1215.50	.00	1215.50	43668	43669 PO5095 REPL GFICI &
				Check Total.....:			4346.10	.00
018427	04/10/15	JTH01	J. THAYER COMPANY	85.72	.00	85.72	937107-0	937107-0 SUPPLIES DELIVER
018428	04/10/15	KKI01	ALPHA MEDIA II LLC	4605.00	.00	4605.00	IN-115037	IN-1150374707 PO4696 RADI
018429	04/10/15	L&D01	L&D PRINTING INC	240.59	.00	240.59	43622	43622 PO5054 FRAUD PROOF
018430	04/10/15	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	591185	591185 MOA DUMPSTERS MARC
018431	04/10/15	MRM06	MR ROOTER PLUMBING	268.73	.00	268.73	30600	30600 PO5097 REPL FAUCET
018432	04/10/15	OFF01	OFFICE DEPOT	43.49	.00	43.49	726101297	726101297001 SUPPLIES DEL
				10.34	.00	10.34	762101385	762101385001 SUPPLIES DEL
				52.04	.00	52.04	763490253	763490253001 SUPPLIES DEL
				103.40	.00	103.40	763767233	763767233001 SUPPLIES DEL
				18.06	.00	18.06	763767329	763767329001 SUPPLIES DEL
Check Total.....:			227.33	.00	227.33			
018433	04/10/15	SCF01	SC FUELS	14733.43	.00	14733.43	2717557	2717557 PO4925 DIESEL DEL
				15864.56	.00	15864.56	2724042	2724042 PO4925 DIESEL DEL
				16291.91	.00	16291.91	2726880	2726880 PO4925 DIESEL DEL
Check Total.....:			46889.90	.00	46889.90			
018434	04/10/15	TX112	DARRELL DION	40.00	.00	40.00	2/11-3/22	2/11-3/22/2015 PARA-TAXI
018435	04/10/15	TX115	LARRY MENDEZ	181.05	.00	181.05	3/2-3/30	3/2-3/30/2015 PARA-TAXI R
018436	04/24/15	ATT02	AT&T	800.58	.00	800.58	6473394	6473394 #C602223457777 SU
				265.89	.00	265.89	6473395	6473395 #925.294.8198 PRI
				Check Total.....:			1066.47	.00
018437	04/24/15	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	485692	485692 PO4731 DUBLIN CAN
018438	04/24/15	BAR02	SF BAY AREA RAPID TRA DIS	2227.50	.00	2227.50	20150424	20150424 BART (200) GREEN
018439	04/24/15	CAL15	CALTRONICS BUSINESS SYS	394.79	.00	394.79	1754598	1754598 PO4880 BIZHUB 650
018440	04/24/15	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC041415	TC041415 #133389-00 TC SE
018441	04/24/15	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16884419	16884419 PO4953 PEST CONT
018442	04/24/15	DIR01	DIRECT TV	13.00	.00	13.00	255637755	25563775558 PO5021 (2) AD
018443	04/24/15	EME01	EMERALD LANDSCAPE CO INC	125.00	.00	125.00	258708	258708 PO5109 IRRIG REPAI
018444	04/24/15	FED01	FedEx	37.91	.00	37.91	500402083	5 004 02083 SHIPPING 4/3/
018445	04/24/15	GSG01	GSGC INC	1328.92	.00	1328.92	6145-15	6145-15 PO4918 JANITORIAL
				740.96	.00	740.96	6146-15	6146-15 PO4919 JANITORIAL
				Check Total.....:			2069.88	.00
018446	04/24/15	L&D01	L&D PRINTING INC	566.00	.00	566.00	43684	43684 PO5071 DIAL-A-RIDE
018447	04/24/15	LIV10	LIVERMORE SANITATION INC	64.50	.00	64.50	591854	591854 PO5108 PLACEMENT O
018448	04/24/15	NEL01	NELSON\NYGAARD CONSULTING	5680.70	.00	5680.70	63712	63712 COA SERVICES THRU 3
018449	04/24/15	PAC01	AT&T	68.49	.00	68.49	ATA041315	ATA041315 #925.243.9029 2
				289.70	.90	289.70	ATT104111	ATT-1041115 #436.951.0106
				32.29	.00	32.29	CFA040715	CFA040715 #232.351.6260 6
Check Total.....:			390.48	.00	390.48			
018450	04/24/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005800	2005800 PO4779 TANK INSPE
				120.00	.00	120.00	2005801	2005801 PO4779 TANK INSPE
Check Total.....:			240.00	.00	240.00			
018451	04/24/15	PAC16	PACIFIC COAST TRANE	853.00	.00	853.00	S73539	S73539 PO5112 REP COOLING

REPORT.: Apr 30 15 Thursday
 RUN....: Apr 30 15 Time: 13:03
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 04-15 Bank Account.: 105

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
018452	04/24/15	PRO02	PROFESSIONAL ELECTRIC	518.00	.00	518.00	1418	1418 PO5115 LAMP REPLACEM
018453	04/24/15	SCF01	SC FUELS	15385.71	.00	15385.71	2732586	2732586 PO5101 DIESEL DEL
018454	04/24/15	SHA02	SHAMROCK OFFICE SOLUTIONS	43.77	.00	43.77	208638	208638 PO4735 MOA - RECEP
018455	04/24/15	SWR01	SWRCB/SW FEES	1632.00	.00	1632.00	SW0099612	SW-0099612 STORM WATER PE
018456	04/24/15	TAX60	ANNA FONG	5.95	.00	5.95	2/25/15	2/25/2015 PARA-TAXI REIMB
018457	04/24/15	TX106	SAROJA IYER	147.50	.00	147.50	3/17-4/15	3/17-4/15/2015 PARA-TAXI
018458	04/24/15	TX108	WILBUR & FLORENCE KRAUS	32.73	.00	32.73	4/14/15	4/14/2015 PARA-TAXI REIMB
H5187A	04/01/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1848.25	.00	1848.25	MAY2015H	MAY 2015 DENTAL INSURANCE
H5272A	04/10/15	MTM01	MEDICAL TRANSPORTATION MA	109400.30	.00	109400.30	FEB2015H	FEB2015 PARA-TRANSIT SERV
H5272B	04/10/15	MTM01	MEDICAL TRANSPORTATION MA	9275.00	.00	9275.00	MTM112016H	MTM-112016 DAR TICKET RED
H5277A	04/10/15	TX116	JACQUELINE POPE-JENKINS	81.60	.00	81.60	3/10-3/30H	3/10-3/30/2015 PARA-TAXI
H5277B	04/10/15	TAX58	LARRY JENKINS	199.75	.00	199.75	3/4-3/20H	2/4-3/20/2015 PARA-TAXI R
H5292A	04/24/15	INT05	INTERSTATE OIL COMPANY	16323.55	.00	16323.55	D18128A-IH	D18128H-IN PO4766 DIESEL
H5292B	04/24/15	INT05	INTERSTATE OIL COMPANY	17777.85	.00	17777.85	D28791A-IH	D28791A-IN PO4766 DIESEL
Cash Account Total.....:				1103267.66	.00	1103267.66		
Total Disbursements.....:				1103267.66	.00	1103267.66		

AGENDA

ITEM 5C



STAFF REPORT

SUBJECT: Resolution Authorizing Investment of Livermore Amador Valley Transit Authority (LAVTA) Monies in the State of California Local Agency Investment Fund (LAIF)

FROM: Beverly Adamo, Director of Administrative Services

DATE: June 1, 2015

Action Requested

Approve Resolution 23-2015 reauthorizing investment of LAVTA funds in LAIF.

Background

In 1996 the California legislature enacted a new law under the California Government Code to improve accountability for investments made by public agencies. (This was in response to the financial problems in Orange County at the time.) This law, in part, requires that public entities annually prepare and adopt an investment policy at a public meeting. Attached for your review and approval is a resolution adopting LAVTA's current investment policy, which was first adopted by the board of Directors in February 1986.

Discussion

In 1986 when LAVTA made the decision to utilize the LAIF for investment purposes, that decision was based on a number of considerations which included the fact that there are no qualified positions within the Authority's organization to make day-to-day investment decisions. Since that has not changed over the years, nor is it anticipated that the organization will likely have such expertise in the future, Staff recommends that LAVTA continue to utilize LAIF for ongoing investments.

There is no change in the recommendation for this year's resolution in the authorization to order the deposit or withdrawal of monies in LAIF, and includes LAVTA's Executive Director, Michael Tree, and Beverly Adamo, Director of Administrative Services.

Budget

No budget impact.

Next Steps

Upon Board approval, this Resolution will be provided to LAIF and kept on record as required.

Recommendation

The Finance and Administration Committee recommends the Board adopt Resolution 23-2015 reauthorizing investment of LAVTA monies in LAIF.

Attachments:

1. Resolution 23-2015 Authorizing Investment of Livermore Amador Valley Transit Authority Monies in the State of California Local Agency Investment Fund

Approved: _____

RESOLUTION NO. 23-2015

**RESOLUTION AUTHORIZING INVESTMENT OF
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
MONIES IN LOCAL AGENCY INVESTMENT FUND**

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Livermore Amador Valley Transit Authority does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein as in the best interests of the Livermore Amador Valley Transit Authority ;

THEREFORE, BE IT RESOLVED that the Board of Directors does hereby authorize the deposit and withdrawal of Livermore Amador Valley Transit Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein;

BE IT FURTHER RESOLVED that the following Livermore Amador Valley Transit Authority officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Michael S. Tree
Executive Director

Beverly Adamo
Director of Administrative Services

PASSED AND ADOPTED by the Board of Directors of the Livermore Amador Valley Transit Authority of the State of California on the 1st day of June 2015.

Scott Haggerty, Board Chair

ATTEST:

Michael Conneran, Legal Counsel

AGENDA

ITEM 5D



S T A F F R E P O R T

SUBJECT: Fiscal Year 2016 Wheels Marketing Plan
FROM: Dennis Mochon, Senior Marketing and Communications Specialist
DATE: June 1, 2015

Action Requested

Review and approve the proposed FY 2016 Wheels Marketing Plan.

Background

As part of the annual planning for the upcoming fiscal year, staff has drafted the FY2016 Marketing Plan and is presenting it to the Projects and Services Committee for informational purposes and feedback.

Discussion

The goals of the FY 16 Marketing Plan are the following:

1. Increase awareness and identity of Wheels services
2. Build a positive image for Wheels services
3. Continue providing public information to increase knowledge of Wheels services
4. Build ridership and continued community support for Wheels services

Marketing initiatives in this staff report will take place from July 1, 2015 through June 30, 2016. The full plan is included in Attachment 1; however, here are some highlights of new activities proposed for the upcoming fiscal year:

- New Website Rollout
- Clipper Card Introduction
- Rebranding
- WheelsForward Timetable Route Information
- Route Specific Marketing Partnerships

Budget

Budget is included in FY2016 Wheels Operating and Capital Budget

Next Steps

If approved by the Board, the FY2016 Marketing Plan will begin on July 1, 2015.

Recommendation

Approve the FY2016 Wheels Marketing Plan.

Attachments:

1. Wheels Marketing Plan – FY2016

Approved: _____

Wheels Marketing Plan – FY 2016



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Agency Mission

The mission of the Livermore Amador Valley Transit Authority is to provide equal access to a variety of safe, customer oriented, reliable, and affordable public transportation choices, increasing the mobility and improving the quality of life of those who live or work in and visit the Tri-Valley area.

Vision

An essential link in the regional transportation system. Wheels strives to be a well-recognized highly respected, integrated public agency utilizing appropriate tools and technologies to provide cost-effective, exceptional transit service in response to the needs and priorities of those who live or work in or visit the Tri-Valley area.

2015 Agency Goals

1. Provide routes and services to meet current and future demand for timely and reliable transit service subject to fiscal restraints.
2. Optimized existing routes and services to increase productivity and respond to MTC's Transit Sustainability Project.
3. Improve connectivity with regional transit systems and participate in the activities of projects like BART to Livermore and the Altamont Commuter Express to ensure future connectivity.
4. Continue to build the Wheels brand image, identity and value for customers.
5. Increase ridership, particularly the Rapid, to fully attain community benefits achieved through optimum utilization of our transit system.
6. Partner with employers in the use of transit to meet transportation demand management goals or requirements.
7. Advocate for local, regional, state and federal policies that support Wheels' goals.
8. Establish performance based metrics with action plans for improvement, monitor, improve and periodically report on on-time performance and productivity.

9. Develop budget in accordance with the Strategic Plan, integrating fiscal review process into all decisions.

Agency Services and Situation Analysis

The Livermore Amador Valley Transit authority provides local public transit services to the cities of Dublin, Livermore, and Pleasanton and to the adjacent unincorporated areas of Alameda County. The service area covers approximately 40 square miles and has 205,086 residents. The service area is divided into two sub-areas: Pleasanton/Dublin and Livermore. Three miles of lightly developed industrial and agricultural land separate these two sub-areas.

The Authority provides the following transportation services: Fixed Route (Wheels) Service, Bus Rapid Transit (Rapid) Service and Demand Responsive Paratransit Service (Dial-A-Ride) to senior and disabled persons.

Wheels Fixed Route system consists of the following services:

Wheels	Local and sub-regional fixed route system.
Rapid	Local and sub-regional bus rapid transit system
Shuttles	Local shuttles serving the ACE Rail and BART stations

Wheels fixed route service runs 365 days per year. On an average weekday, the Authority's fixed route fleet carries an average of 5,737 passengers. Fixed route ridership had been increasing over the years since a FY2001 drop; flattening out in FY2009, decreasing in FY 2010, and increasing in FY2011 and FY 2012. There was a decrease of almost 1.3% from FY 2012 to FY 2013. Ridership continued to decrease in FY 2014 at 1,652,151, it is more than a 4.3% decrease from FY 2013.

LAVTA's newest fixed-route service, the Rapid, launched in January 2011 and features 15-minute service. The primary goal of the service is to connect major Tri-Valley employment, retail, medical and civic locations with fast and efficient bus service. The Rapid features frequent service, limited bus stops, transit signal priority, improved bus stop amenities including real-time arrival signs, hybrid technology buses, and unique branding.

The Authority's fixed route service is supplemented by Dial-A-Ride paratransit service, which transported 48,388 mobility-impaired patrons in FY2014 on approved vehicles provided by the contracted paratransit provider. While the number of paratransit passengers decreased during the period from FY2009 to FY 2012, the number of passengers have increased over the last two years.

Economic Condition and Outlook

The Livermore Amador Valley, also called the Tri-Valley, is located on the eastern edge of Alameda County, the seventh largest county in California. The cities of Livermore, Dublin and Pleasanton surpassed 200,000 total residents according to the 2010 Census data. According to the Metropolitan Transportation Commission's (MTC) 2040 Plan Bay Area Transportation Plan released in 2013, the population of Alameda County is expected to grow by 32% between 2010 and 2040. Employment is projected to grow by 33%. The senior population is another area of fast growth as the Baby Boomer generation ages; between 2010 and 2040 the senior population is projected to grow 83%. The number of low-income households (defined as households with less than \$42,700 in annual income in 2007 dollars) will decrease by 3% during the forecast period.

The Tri-Valley cities have a lower unemployment rate than other cities in Alameda County, the state, and the nation. Statistics for 2013 show that unemployment rates in the Tri-Valley cities are: Dublin – 4.2%, Livermore – 4.8%, and Pleasanton – 4.5% compared to the county-wide figures of 6.1%. The percentage of unemployed residents has declined since 2010.

At the end of FY 2009, in the face of the economic recession and declining revenues, the Authority reduced service by 25% and immediately saw a decrease in ridership of approximately the same percentage. Since then the Authority has made efforts to gradually restore service hours. The challenge for the Authority moving forward will be to retain current riders and service levels and continue to plan services that appeal to a market beyond the transit-dependent population. The Authority launched the Rapid route in 2011 with the hopes of attracting a great share of the “choice” rider market.

WheelsForward

WheelsForward is a comprehensive study of the Wheels bus network that will examine existing usage (ridership) of the bus routes and bus stops, evaluate the running time of the schedules, and analyze how riders transfer within the Wheels system and connect to other modes (BART, ACE, etc.). The study will also look at the markets Wheels buses serve to identify areas for ridership growth. Finally, the study will incorporate substantial feedback from existing Tri-Valley residents and stakeholders to help identify ways to re-design the routes and increase ridership. The study will result in a set of recommendations to modify the Wheels bus route network both immediately, as well as make recommendations for future growth of the routes for the year 2040

Wheels Rebranding

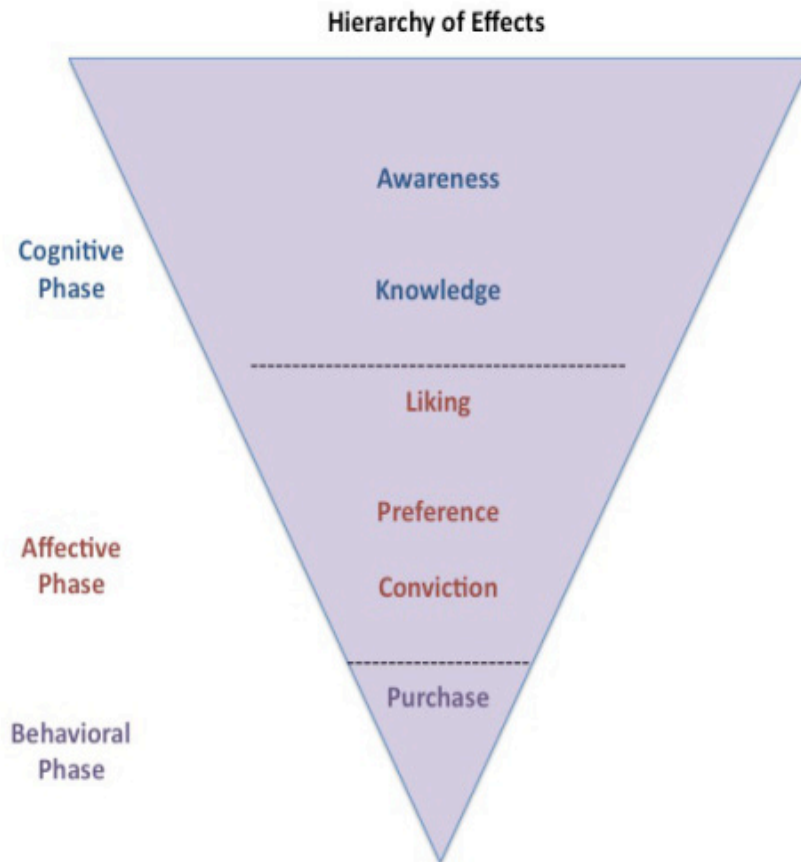
In FY 2016, Wheels will be hiring a consultant for rebranding Wheels service.

The consultant will work with LAVTA Management staff and the LAVTA Board to prepare a new name, logo, and basic graphic standards for the agency to follow. The proposed new name and brand will reflect the Tri-Valley region and the services that LAVTA provides.

The consultant will work in conjunction with Wheels and contractor Nelson/Nygaard to obtain information from the Comprehensive Operations Analysis (COA) to use in development of rebranding deliverables. Timing is planned for approval in 3rd quarter FY 2016 and will include a brand rollout plan to coincide with the COA introduction and the agency’s 30th anniversary.

Hierarchy of Effects

In defining goals and objectives for our marketing efforts, it is first helpful to review a theoretical model of how marketing works. The Hierarchy of Effects is a classic marketing model which illustrates how consumers come to be loyal users of a particular product. For a simple consumer product (such as shampoo or fast food), the Hierarchy of Effects shows the stages that a consumer goes through in coming to use a product or service.



Transit's marketing situation is a good bit more complex than that of a simple consumer service for several reasons:

- Transit is a high involvement product. Potential users require a high level of information before they may actually try using transit. There is also a relative high risk of a wrong decision is made, in terms of personal image, or if the service fails to meet the demands of the user's schedule.
- While only a small portion of the population uses transit services, every taxpayer supports public transit through taxes and is therefore a customer.
- Most of transit's income (funding) depends on the support of decision makers who are largely non-users of the service.

Therefore, the Hierarchy of Effects for a transit system looks more like the one of the following page. As you can see, there are three branches to the hierarchy. These represent the three target markets that we must address with our marketing efforts. The amount of resources we dedicate to each market will be determined by setting goals for our agency.

Users/Potential Users

These are individuals with a need or propensity to use public transit services. We must make them aware of the transit services available and the personal benefits these services offer.

Non-Users

These individuals, while unlikely to use public transit, make up the majority of the population. This group also includes many of the gatekeepers which can provide you with access to groups of potential users. We must build visibility within the community to make non-users aware that our services exist and help them understand the community benefits they offer.

Decision Makers

These individuals make decisions that affect transit's funding. This group includes city and county elected officials, city managers and state legislators. Our system's existence and growth depends on effectively marketing to this group.

Objectives of Marketing

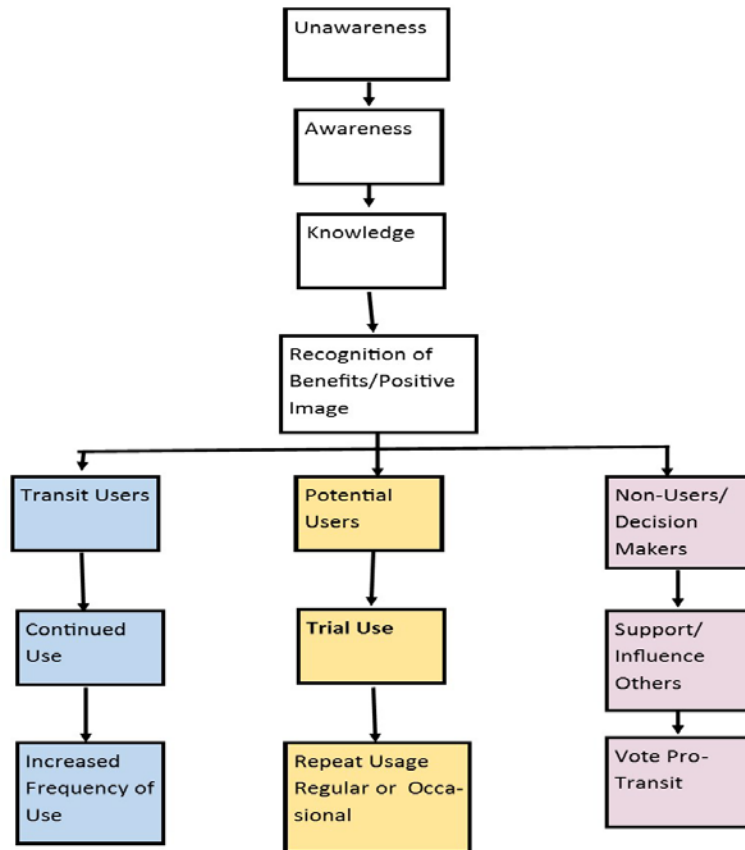
Marketing goals general fall within four categories, which relate to the Hierarchy of Effects. Each of our marketing activities will have one or more of the following as its objective, as shown on the Hierarchy of Effects chart on the following page.

Awareness/Identity

Goals in the category deal with making the public aware of our agency and the transportation services we provided. Awareness must be achieved before the other goals can be attempted.

Image/Attitude

Goals in this category deal with how the public perceives our transportation system and services. If increased ridership and community support are to be achieved, a positive image must be established and maintained for our system. Image is projected through a variety of means, the most visual being transit vehicles. Keeping vehicles in good repair, both mechanically and visually, is important to users and non-users. Facilities such as bus stops and other points of public contact, including operator appearance and attitude need to be attended to. Public information needs to be current and accurate, whether it is printed, available over the phone, on the internet, or delivered in person.



Knowledge or Information

Goals in this category deal with educating the public not only that our transportation services exist, but what they are and how to use them. While awareness and a positive image may be enough to build community support, a higher level of knowledge must be created if new ridership is to be generated.

Action: Ridership or Support

Many transit systems define their marketing goals in terms of increased ridership. If this is our goal, specific ridership objectives should be established for each service. Support can be shown in many ways, only one of which is ridership. Vocal support by community leaders when criticism is present, support for funding initiatives, and general support for Agency programs and services are others.

Travel Markets

Public Transportation cannot realistically serve all personal trips made in our service area. The flexibility and availability of the automobile combined with existing land use patterns and cost considerations make it impossible for transit to compete for all trips. However, transit can compete effectively for market share in many situations.

The local travel markets for public transit have been organized into two categories defined as follows:

Primary Markets

- a. All trips/all purposes by those individuals that do not have access to or cannot utilize private transportation and require public transportation for mobility.
- b. Existing customers from existing service areas.
- c. Accessible school tripper service to local middle and high schools
- d. New customers riding BART at the two BART stations in the service area
- e. New customers living within ¼ mile from a bus route

The primary markets delineated above are the markets where Wheels will strive to achieve an increasing share of the trips made each day.

Secondary Markets

- a. Tourists and visitors to communities in the service area
- b. New customers traveling to destinations from outside our service area
- c. Residents or employees living or working more than ¼ mile from any bus route

2016 MARKETING INITIATIVES

30th Year Anniversary

- a. Implement ongoing sweepstakes contests focusing on social media outreach and engagement

ADA/Paratransit Communications

- a. Develop Regional brochure

Bus Shelter Art Murals

- a. Pleasanton and Livermore High School mural development

Clipper Introduction

- a. Conduct Community Outreach with Clipper staff
- b. Develop and implement miscellaneous marketing materials

Community Events

- a. Alameda County Fair 4th of July
- b. Livermore 4th of July
- c. Dublin, Pleasanton and Livermore Farmers Markets
- d. Pleasanton Street Party
- e. Scottish Games/Pleasanton
- f. COA workshops
- g. COA outreach – seniors, rotaries, chambers
- h. Stuff a Bus
- i. Pleasanton Middle School – Pantherfest Information Fair
- j. Holiday Parades – Livermore & Pleasanton
- k. Dublin High Wellness Fair & Run
- l. Latino Parents Meeting – Wells Middle School – Dublin
- m. Dublin St. Patrick's Day Parade & Celebration
- n. Granada High Developmental Curriculum
- o. Livermore Wine Country Festival
- p. Bike to Work Day
- q. Livermore Rodeo Parade
- r. Alameda County Fair
- s. Senior Centers – Ongoing
- t. Hispanic Business Council – Ongoing
- u. Chambers – Ongoing

- v. Livermore Needs – Ongoing
- w. East Bay CATS Marketing meeting - Monthly
- x. ACTC Travel Training Networking meeting- Ongoing
- y. Air Resource Tri-Valley Team meeting – Ongoing
- z. Clipper Customer Service/Outreach – quarterly
- aa. Clipper Operations/Business Meeting - Monthly

Display

- a. Develop pop-up display for use at various events/meetings

Employer Outreach Program

- a. Develop employer outreach plan

Employer Pass

- a. Develop and implement based on COA

Graphic Design

- a. Develop and implement Graphic Designer on-call contract

Individualized Marketing

- a. Develop program focused on Dublin Blvd residents/businesses

Las Positas College Pass

- a. Implement Pass program

Media

- a. Develop Mass media advertising plan

On-Street Information

- a. Develop materials according to service change/deviations

Public Relations

- a. Develop and implement Press Release Yearly Calendar

Regional Marketing Committee

- a. Develop quarterly meetings with head marketing staff of all Bay Area regional transit agencies/districts

Route Specific Marketing Partnerships

- a. Develop Rapid/Premium Outlets promotion
- b. Promote Stoneridge Mall
- c. Promote Route 8 Alameda County Fair service

School Tripper Marketing

- a. Implement Try Transit Campaign
- b. Classroom Curriculum & Free Ride Campaign –
- c. Ambassador Program
- d. Summer School routes
- e. Post monthly route deviations

Senior Ambassador Program – ongoing

Service Changes

- a. August 22, 2015 – very minor
- b. February – including timetables and COA input

Social Media

- a. Facebook & Twitter posts

Timetables

- a. Switch schedules from Bus Book to timetables

Videos

- a. Produce three videos to instruct riders on various services

Website Rollout/Updates

WheelsForward Rollout

- a. Implement changes promote new/revised routes

Wheels Rebranding

- a. Research, develop, approve name; rollout new brand

Wheels Travel Training

- a. Ongoing
- b. Develop brochure

AGENDA

ITEM 5E



STAFF REPORT

SUBJECT: WAAC Appointments for FY16

FROM: Michael Tree, Executive Director

DATE: June 1, 2015

Action Requested

Adopt Resolution 24-2015 making appointments to the Wheels Accessible Advisory Committee (WAAC).

Background

In June 2015, terms will expire for the following WAAC members and/or alternates:

- Esther Waltz – Livermore Representative
- Nancy Barr – Livermore Alternate
- Shawn Costello – Dublin Representative
- Carmen Rivera Hendrickson – Pleasanton Representative
- Shirley Maltby – Pleasanton Representative
- Sue Tuite – Alameda County Alternate

Special note: As you are aware, beloved Pleasanton WAAC member Claire Iglesias passed away during the year and her seat is currently vacant.

The WAAC met in May and reviewed the applications. In addition to the belowmentioned appointments, the WAAC is recommending their Bylaws be amended to add an additional position to the committee—LAVTA’s representative to ACTC’s Paratransit Advisory Committee (PAPCO). With this addition, the WAAC would have 11 regular member positions and continue to have 5 alternate positions. LAVTA’s representative for PAPCO is Esther Waltz who has submitted an application to continue serving on the WAAC.

Staff anticipates bringing back to the Board in July amended WAAC Bylaws for consideration that will include the additional position. Additionally, staff will bring back an agenda items to appoint Esther Waltz to the new created position for FY 2016 open position.

Discussion

LAVTA received eight applications for FY 2015/16 open positions. Applications were distributed to the Boardmembers so that each jurisdiction could make its appointments from among its residents who applied. Boardmembers made the following appointments:

Dublin Seats (1 member and 1 alternate needed)

- Shawn Costello – member

Livermore Seat (1 member and 1 alternate needed)

- Nancy Barr – member
- Mary Anna Ramos – alternate

Pleasanton Seat (2 members and 1 alternate needed)

- Carmen Rivera Hendrickson – member
- Shirley Maltby – member
- Glen Hage - alternate

Alameda County Seats (1 alternate needed)

- Sue Tuite - alternate

Recommendations

Staff has compiled the Board’s appointments into Resolution 24-2015 for adoption at the June 1, 2015 Board meeting.

Attachment:

1. Resolution 24-2015

Approved: _____

RESOLUTION 24-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY RATIFYING THE
APPOINTMENTS TO THE WHEELS ACCESSIBLE ADVISORY COMMITTEE
(WAAC)**

WHEREAS, pursuant to Section 3.3 of the WAAC By-Laws the term of appointment of each committee member and alternate shall generally be for a period of two (2) fiscal years. Each member shall serve for a maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years); and

WHEREAS, there are vacancies on the Committee due to several WAAC members terms expiring or members resigning; and

WHEREAS, pursuant to Section 3.3 of the WAAC By-Laws, appointments of members may be one year if necessary to ensure continuity of membership; and

WHEREAS, WAAC vacancies were advertized on LAVTA's website, via fliers and email to social services agencies' contacts; and

WHEREAS, the Boardmembers from each city and the county reviewed WAAC applications and selected their representatives for acceptance by the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the following WAAC members and alternate members be appointed on July 1, 2014 for a two-year term ending June 30, 2016:

- Shawn Costello – City of Dublin, Member
- Nancy Barr – City of Livermore, Member
- Mary Anna Ramos – City of Livermore, Alternate
- Carmen Rivera Hendrickson – City of Pleasanton, Member
- Shirley Maltby – City of Pleasanton, Member
- Glen Hage – City of Pleasanton, Alternate
- Sue Tuite – Alameda County, Alternate

APPROVED AND PASSED this 1st day of June, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

AGENDA

ITEM 6



S T A F F R E P O R T

SUBJECT: LAVTA's Operating & Capital Budget for FY 2016

FROM: Tamara Edwards, Finance and Grants Manager

DATE: June 1, 2015

Discussion

Attached for your review is the final LAVTA Operating Budget for FY 2016 (July 1, 2015 through June 30, 2016). The operating budget includes revenues and expenses required to operate fixed route and Dial-a-Ride bus services. The total operating budget of \$16,383,345 reflects an overall increase of 1.27% from the FY 2015 budget. Additionally the FY2016 Capital Budget has been enclosed for your review.

Planning for the FY 2016 budget again utilized a system wide approach to clearly align the budget with the mission, vision and goals established in the Strategic Plan.

Operating Budget Provisions

The largest budget line items for LAVTA are purchased transportation and fuel. This year's budget reflects the contracted increase for both Fixed Route and Paratransit. The amount budgeted for fuel for FY16 is the less than the amount budgeted in FY15 and is budgeted at \$3.00 per gallon.

The largest change between the revenues for FY 2015 and FY 2016 is a decrease in Measure B Express Bus funds (the grant expired) and the loss of RM2 funds for the Rapid. The budget does not reflect any grant awards not currently in hand. The reason behind this involves the timing of grant applications and awards. Many awards will be announced after the beginning of the fiscal year, rather than budget based on an assumption of receiving the awards and then backfilling if awards are not received, LAVTA budgets based on what is in hand and then adds additional funds to our reserve account at the end of the year from the grants received. Once grants have been applied for and received staff will update the Board in regard to the additional revenues.

At the meeting, staff will review with the committee the line item budgets for revenues and expenses, highlighting changes from the prior year budget and areas of particular importance.

Recommendation

The Finance & Administration Committee recommends the Board approve the final Operating and Capital Budget for FY 2016.

Attachments:

1. Operating and Capital Budget FY 2016
2. Resolution 22-2015 Operating and Capital Budget FY2016

Approved: _____

Operating & Capital Budget

Fiscal Year 2016



Livermore Amador Valley Transit Authority

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WHEELS
Livermore Amador Valley Transit Authority
Fiscal Year 2016
Budget Message

Summary Outlook for FY16

LAVTA's FY16 Budget is \$16,383,345, which is 1.27% higher than FY15. The draft budget assumes LAVTA will provide 141,200 fixed route service hours and 45,996 paratransit trips. For the sixth consecutive year, no fare increases are proposed. The Budget for FY16 continues to comply with the Board's policy to maintain reserves equivalent to 3-6 months of operating costs.

FY16's major highlight will be the conclusion of the Comprehensive Operational Analysis, which will result in performance base changes to the fixed route system, including a crucial need to improve the Rapid. Additionally, the agency will be conducting its first Long Range Transit Plan that will provide a multi-phase performance based blueprint of improvements for the next 30 years of fixed route service. The implementation of both these plans through a high level of public involvement will allow the agency to provide greater quality service and compete more effectively for discretionary funding in future years.

Medical Transportation Management continues to improve the agency's brokerage paratransit services and continues to deliver a high level of on-time performance and overall service.

LAVTA's capital program will have three areas of focus. First, the much-awaited Clipper Card will be implemented to bring ease of use and consistency across the region. The project will see the continued installation of hardware for the project in early FY16, with complete implementation in mid-FY16. Second, LAVTA has made a 20-bus replacement order that it will take delivery of at the conclusion of the fiscal year. Third, the agency will be advertising an invitation for bids for the purchase and replacement of 20 additional buses for FY17.

As the transit agency enters into FY16, its activities will occur against the backdrop of an economy gaining momentum after the Great Recession. Federal debate over a long-term-year transportation authorization bill will be crucial, as the current bill will expire prior to the close of FY15. State funding for transportation remains relatively flat. However, at the local level the region's Metropolitan Planning Organization will hold Regional Measure 2 funding for the Rapid, derived from bridge toll fees, in reserve until the Rapid performance is corrected. This is a sign of the times in which public transit must focus on improved performance or anticipate a reduction in funding. This hurdle, and the expiration of a non-reoccurring grant, is tempered by the approval of Measure BB, which will provide critical transportation funds well into the future.

FY15 Perspective

Before discussing FY16, it is useful to briefly recap this last year. LAVTA's FY15 Budget was \$16.2 million, which was 3.7% higher than FY14. For the fifth consecutive year, no fare increases were implemented. LAVTA was also able to comply with the Board's policy to maintain reserves equivalent to 3-6 months of operating costs.

FY15's major service highlight was the beginning of a new paratransit contractor, Medical Transportation Management (MTM), who continued LAVTA's brokerage paratransit services. LAVTA also procured the services of a consultant to conduct the fixed route Comprehensive Operational Analysis, with the aim to take a comprehensive look at our bus network and possibly make major structural changes in 2016. Consistent with Board direction, LAVTA made minor changes to its routes and schedules and continued to simplify its service network to make it easier for customers to understand.

The capital program had two areas of focus. First, LAVTA has been working with MTC and other small operators in this area, to implement Clipper in the Wheels system. Equipment has been and will continue to be installed at our maintenance bases and on our buses. Second, LAVTA is continuing to work on the order of twenty electric-hybrid buses scheduled to be received in 2016.

FY15 saw a continuation of the slow economic recovery. Federal discussion over a multi-year transportation authorization bill continues to pose uncertainty. The State revenue outlook remains relatively flat with one source slightly increasing and another slightly decreasing. On the regional level, Measure BB passed and resulted in major new revenues.

Accomplishments in FY15

While the previous section summarizes the financial situation last year, this section describes the work accomplished in FY15. In addition to the on-going workload of the agency, staff was busy this year on the following issues and projects.

Policy Related Matters

- Created and implemented Management Action Plan (MAP)
- Adopted 2015 Legislative Program
- Provided the Board on the On Time Performance Action Plan
- Revised DBE policies

Fixed Route Service

- Completed the service change process and implemented changes in August 2014
- Completed the annual survey to assess customer satisfaction of fixed route services
- Negotiated revised rates for FY15 with MV Transportation
- Continued service to the Livermore July 4 fireworks event
- Provided expanded service to Livermore's ESS program
- Continued service to Pleasanton summer school
- Extended Route 8 service during the Alameda County Fair

Paratransit Service

- Completed the annual survey to assess customer satisfaction of paratransit services
- Completed first full year with new contractor, MTM
- Modified Para-Taxi program
- Updated the Dial-A-Ride Operations Policy

Capital Projects

- Constructed Dublin/Pleasanton ADA bus stop improvements at 11 locations
- Continued work with Livermore staff to relocate the historic train depot

Marketing

- Developed and implemented marketing plan for FY15
- Installed art shelter at Westgate, Lawrence Livermore Lab
- Published Wheels bus books in August 2013
- Completed the Try Transit campaign for middle and high school riders
- Completed the most successful yet Stuff the Bus holiday food drive
- Continued marketing efforts to promote the Rapid and Wheels fixed route service

Audits/Reviews

- Completed the FY14 Financial Audit (CAFR)
- Completed the FTA Triennial Review with two enhanced review modules, and with CalTrans observing

Financial Management

- Implemented 10-year projections in the annual Budget process
- Continued quarterly budget and grants status reports to the Board
- Continued pre-payments to reduce future retiree health obligations
- Received GFOA's Award of Excellence for Financial Reporting for FY14 CAFR

Procurement

- Procured contracts for flooring, painting, ADA bus stop improvements, janitorial services, printing services, website redesign, rebranding study, etc.
- Procured contract for consultant to provide Comprehensive Operational Analysis (COA)
- Continued procurement process with Gillig for future bus purchases

Regional Projects

- Continued participation with MTC and East Bay operators for Clipper implementation
- Participation and partnership with ACTC for Park and Ride Study
- Continued participation in APTA, CTA, and CalACT to promote and protect transit
- Responded to FTA's proposed regulatory proposals regarding ADA Reasonable Modification

Personnel

- Hired new Executive Director, Senior Marketing & Communications Specialist, and Grants & Finance Analyst

Continued to improve agency management practices

Major Features of FY16's Operating Revenues

Looking forward to next year's budget, this section outlines what staff sees forthcoming on the revenue side. LAVTA's primary revenue source is TDA, which is projected by Alameda County's forecasters to increase by slightly.

Another critical revenue source is STA funding. Based on State estimates that STA funds will decline this year, MTC is carrying this projection forward to agencies like LAVTA. The volatile nature of diesel fuel sales and prices underscore that LAVTA has been wise in how we budget our STA revenues. In the past two years, our strategy was to place all STA expected upcoming year's revenues into reserves and base the budget on the previous year's actuals. This strategy has proven to be successful, removing significant risk from our Budget. In FY16, staff recommends that we continue this strategy by placing expected FY16 STA revenues in reserves and spending the FY15 revenues which were distributed to us.

Major Features of FY16's Operating Expenditures

The expenditure budget for FY16 is \$16,383,345, which is \$205,709 more (+1.27%) than the budget for FY15. The escalators in the fixed route contract with MV Transportation (2.75%), the increase in paratransit trip costs from \$31.87 to \$32.51, account for the larger chunks of the budget increase. Similar to the revenue side, LAVTA's expenditure side is also driven by a handful of sources. For example, the O&M contracts, diesel fuel, taxes, utilities, and insurance make up about 80% of LAVTA's expenditures. Major issues regarding expenditures are described below.

O&M Services: FY16 marks the first year of potential extensions that are found in the multi-year contract for fixed route O&M services to MV Transportation, and the second year for paratransit services to MTM. Per the contract bids submitted, the MV costs will escalate 2.75% next year and MTM costs will escalate 2%

Fuel Prices: For FY16, fuel is assumed to be \$3.00 per gallon, which is less than what was assumed last year. Total fuel costs and taxes on fuel are approximately \$1.5 million, or about 6% of total spending.

Personnel Costs: The FY16 budget assumes no changes to the 15 FTEs currently on the staff. As in prior years, LAVTA's directors will continue to implement merit-based increases based on staff's performance evaluations.

Administrative Costs: Staff is proposing a FY16 Budget that keeps most budgeted line items, which staff has some control over, similar to the amounts in the FY15 Budget. Of note are the Comprehensive Operational Analysis and Short and Long Range Plans that will conclude in FY16 and not reoccur in FY17.

Major Features of the Capital Budget

The Capital Budget is not expected to change significantly from last year. Last year, two themes dominated the Capital Budget and these will continue through FY16. They are (1) a continued emphasis on a State of Good Repair (SGR), and (2) the preparation to replace buses in the fleet. In addition, a third theme that is emerging for the coming year is LAVTA's preparation for the implementation of Clipper fare payment system.

LAVTA has accumulated funds so that in 2016-17 we have sufficient local match to replace the 2003-vintage Gillig buses. In 2003, LAVTA received 34 new buses, which will all be approaching the end of their useful lives in the next few years. Accordingly, LAVTA needs to amass significant reserves to finance the replacement of these buses. LAVTA has placed ourselves in the MTC queue to receive federal funds for the bus purchases, and began to scope out optional equipment to specify for our new coaches.

Strategic Plan Guidance and Projects for FY16

The Wheels Strategic Plan establishes an overall vision and mission for Wheels and contains a series of goals and strategies to guide the future development of services and projects. Here's the goals and strategies and projects for FY16 as reviewed by the Board of Directors:

Goal: Service Development

Strategies:

- (1) Provide routes and services to meet current and future demand for timely/reliable transit service.
- (2) Increase accessibility to community, services, senior centers, medical facilities and jobs.
- (3) Optimize existing routes/services to increase productivity and response to MTC projects and studies.
- (4) Improve connectivity with regional transit systems and participate in BART to Livermore project.
- (5) Explore innovative fare policies and pricing options
- (6) Provide routes and services to promote mode shift from personal car to public transit.

Projects:

- (1) Comprehensive Operational Analysis
- (2) Short Range Transit Plan
- (3) Long Range Transit Plan
- (4) Schedule Development
- (5) Fare Analysis
- (6) Bart to Livermore Study (coordination)
- (7) ACTC County Transit Study (coordination)
- (8) ACTC Park & Ride Study (coordination)
- (9) ACTC Goods Movement and Arterial Studies (coordination)
- (10) CCTA I-680 Express Bus Study (coordination)
- (11) Clipper Card Project

Goal: Marketing and Public Awareness

Strategies:

- (1) Continue to build the Wheels brand image, identity, and value
- (2) Improve the public image and awareness of Wheels
- (3) Increase two-way communication between Wheels and its customers
- (4) Increase ridership, particularly the Rapid, to fully attain benefits achieved through optimum utilization of our transit system.
- (5) Promote Wheels to new businesses and residents

Projects:

- (1) Website Redesign
- (2) Social Media Engagement Strategy
- (3) New phone app
- (4) Real time on 511.org
- (5) Install Google Transit Trip Planner
- (6) Upgrade of Onboard Info Stations
- (7) High School Ambassador Program
- (8) Rebranding of Wheels
- (9) Dial-A-Ride Publication
- (10) Dial-A-Ride Customer Service Survey

Goal: Community and Economic Development

Strategies:

- (1) Integrate transit into local economic development plans
- (2) Advocate for increased TOD from member agencies and MTC
- (3) Partner with employers in the use of transit to meet TDM goals and requirements

Projects:

- (1) Employer ECO Pass
- (2) Las Positas College Easy Pass Program
- (3) Measure BB Student Transit Pass Program
- (4) MTC Active Transportation Program Bike Station Project
- (5) LAVTA Economic Value Study
- (6) Livermore Transit Center Historic Train Depot and TOD Development
- (7) City of Livermore Ridership Development Study (coordination)

Goal: Regional Leadership

Strategies:

- (1) Advocate for local regional, state, and federal policies that support mission of Wheels

- (2) Support staff involvement in leadership roles representing regional, state and federal forums
- (3) Promote transit priority initiatives with member agencies
- (4) Support regional initiatives that support mobility convenience

Projects:

- (1) New federal transportation bill with enhanced bus/bus facility program
- (2) State bills (axle weights, Cap N' Trade, enforcement of violations)
- (3) Stand Up 4 Transportation Event
- (4) Queue Jump Repair
- (5) Active Signalization on Dublin Blvd

Goal: Organizational Effectiveness

Strategies:

- (1) Promote system wide continuous quality improvement
- (2) Continue to expand the partnership with contract staff
- (3) Establish performance based metrics with action plans for improvement; monitor, improve and report on-time performance and productivity
- (4) HR development with focus on employee quality of life and strengthening of technical resources
- (5) Enhance and improve organizational structures, processes and procedures
- (6) Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions.

Projects:

- (1) On-time Performance Action Plan
- (2) Purchase of Trapeze Viewpoint Software
- (3) Strategic planning with Board of Directors via COA process

Goal: Financial Management

Strategies:

- (1) Develop budget in accordance with strategic plan
- (2) Explore and develop revenue generating opportunities
- (3) Maintain fiscally responsible long range capital and operating plans

Projects:

- (1) Evaluate the potential for school district funding
- (2) Hire Grant/Project Management Specialist
- (3) Explore leasing opportunities at Atlantis
- (4) Update the 10-year Operating and Capital Plans

Other Noteworthy Projects:

- (1) Bus Shelter Rehabilitation Project

- (2) Bus Purchases
- (3) Atlantis Phases III/IV

Summary

To summarize, this FY16 Budget supports 141,200 hours of fixed route service and 45,996 paratransit trips for next year. The Budget assumes that fares are not raised.

At the end of FY16, the forecast is to have \$8.9 million in reserves. Two components make up the reserve – an operating reserve and a bus replacement reserve. The operating reserve is \$4.9 million, representing 3 months of operating expenses. In January 2009, the Board adopted a policy to gradually build up reserves, targeting a range of 3 to 6 months of operating expenses, and attaining this goal by the end of FY12. The FY12 Budget achieved that goal and the Budgets since then continue to maintain it.

The bus replacement reserve is \$4 million. As stated earlier, this represents funds set aside for the eventual replacement of buses that will occur in 2016-17.

As in prior years' budgets, LAVTA has placed all of its future estimated STA funds (\$1.1 million) into reserves, in order to reduce volatility and uncertainty and to ensure that the level of services and fares can be confidently maintained.

OPERATING REVENUES

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

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

A brief description of each budget line item follows:

Passenger Fares

Revenues derived from the farebox are forecast to remain the same as what was budgeted in FY 2015 for fixed route, and paratransit. These forecasts are based on the current running rate for FY 2015.

Revenue is also generated from an agreement with Hacienda Business Park This revenue is expected to remain the same as no changes to the services provided to Hacienda Business Park are expected.

Contract Services

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

Concessions, Advertising, Interest and T-Mobile Agreement

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

Transportation Development Act Funds (TDA)

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

paratransit services.

The total amount requested in TDA 4.0 funds for FY2016 is \$9,476,888 additionally the amount requested in TDA 4.5 funds is \$129,379.

LAVTA also receives a portion of BART's TDA 4.0 apportionment to help support feeder service to the Dublin/Pleasanton station. These funds help subsidize Wheels' route 20 to the LLNL, and Wheels' route 12 which serves Las Positas College and the Livermore Transit Center, this year LAVTA will receive \$85,033 from this source.

State Transit Assistance Funds (STA)

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

The amount of population based STA requested by LAVTA for 2016 is \$884,220, and LAVTA has requested revenue based STA funding of \$199,577.

Additional STA comes to LAVTA in the form of a paratransit allocation and as part of the feeder bus agreement with BART. LAVTA's apportionment of STA paratransit for FY 16 is \$49,123, and through BART LAVTA will receive \$537,422.

Federal Transit Administration (FTA) Section 5307

FTA Section 5307 funds are distributed by MTC to transit operators in the region. These funds are available to LAVTA to fund bus replacement projects, and ADA paratransit. A provision of FTA legislation allows regional capital funds to be used for ADA paratransit operating purposes. This year's allocation for LAVTA is estimated at \$340,965. These funds are budgeted on a fiscal year lag to account for the difference between the state and federal fiscal year's and the grant processing cycle time.

FTA 5317

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

Measure B

Voters in Alameda County re-authorized a one-half cent sales tax dedicated to funding transportation projects. This measure was originally passed in 1992. A portion of the revenues from this measure are dedicated to supporting paratransit services throughout the County. Funds are distributed to eligible recipients based on a population formula that includes the number of elderly and disabled persons in the jurisdiction, as well as the number of low income persons. This year LAVTA's Measure B allocation for paratransit is \$164,161. Another portion of these revenues helps support fixed route service; LAVTA is expected to receive \$867,343 in fixed route revenues for FY 2016.

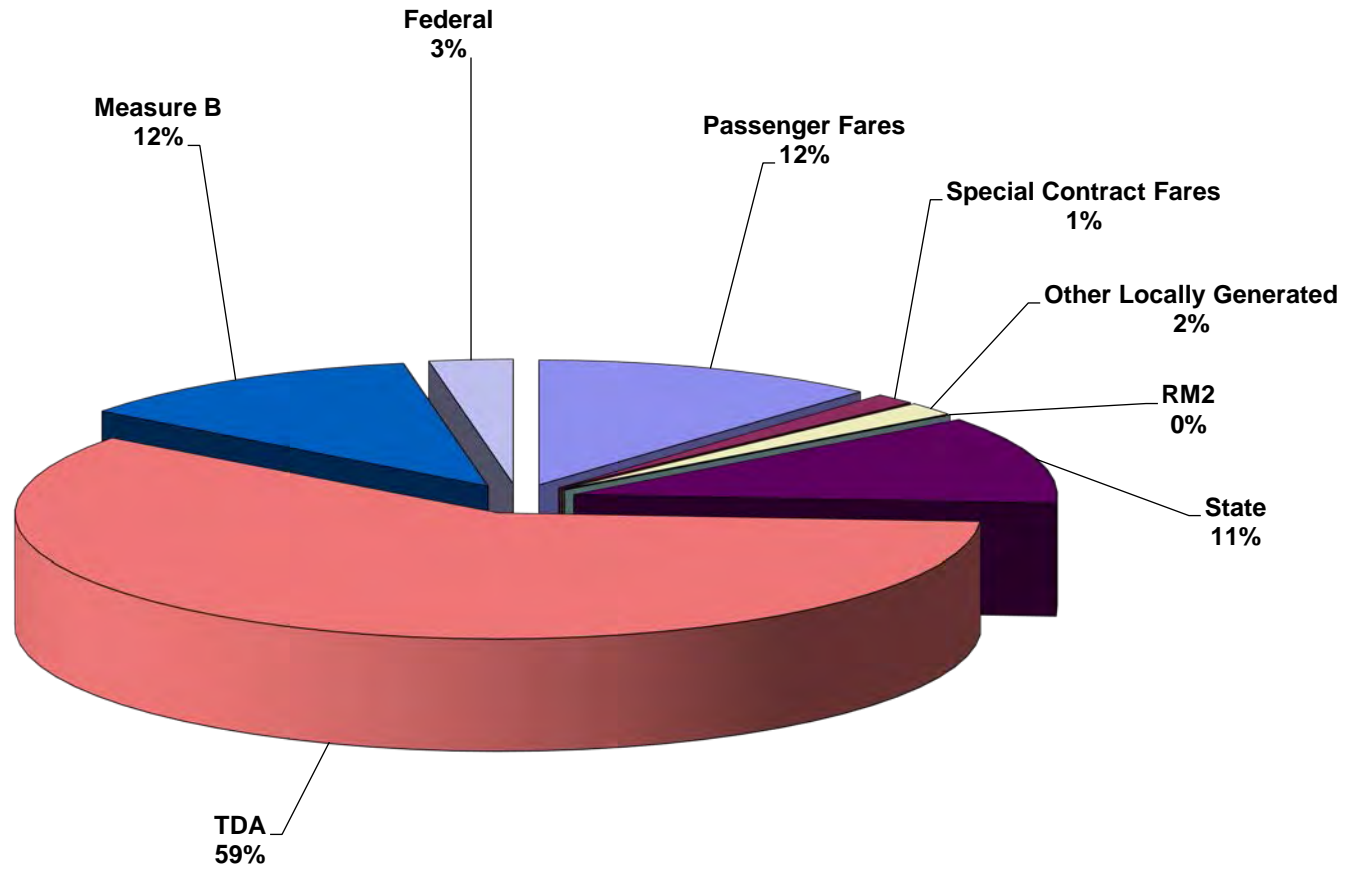
Measure BB

Recently voters in Alameda County voted for an addition sales tax increase for transit projects. This measure BB is anticipated to provide an additional \$648,000 in funds for Fixed Route service and \$277,912 for Paratransit service.

**LAVTA
FY2016 BUDGET
OPERATING REVENUES**

		FIXED ROUTE FUND	PARATRANS. FUND	TOTAL FY2016	BUDGET FY2015	% CHANGE
401	Passenger Fares:	\$1,603,894	\$155,050	\$1,758,944	\$1,758,944	0%
402	Business Park Revenue	\$141,504		\$141,504	\$141,504	0%
402	05 Special Contract Fares:					
	ACE Shuttles	\$195,001		\$195,001	\$273,775	-29%
	BART	\$0	\$33,600	\$33,600	\$33,600	0%
406	01 Concessions	\$38,500		\$38,500	\$38,500	0%
406	03 Advertising	\$115,000		\$115,000	\$115,000	0%
407	04 Interest	\$2,000		\$2,000	\$2,000	0%
407	03 Bus Lease	\$0		\$0	\$0	0%
409	Transit Development Act (TDA)					
	91 Article 4.0	\$8,821,072	\$655,816	\$9,476,889	\$8,689,231	9%
	92 Article 4.5		\$129,379	\$129,379	\$123,138	5%
	95 BART 4.0	\$85,033		\$85,033	\$82,640	3%
	96 RM2	\$0		\$0	\$580,836	-100%
	01 TFCA 8,15,12	\$126,250		\$126,250	\$0	0%
411	State Transit Assistance (STA)					
	01 Operating-Population Based	\$884,220		\$884,220	\$887,213	0%
	01 Operating-Revenue Based	\$199,577		\$199,577	\$414,113	-52%
	01 Regional Paratransit	\$0	\$49,123	\$49,123	\$74,130	-34%
	01 STA Route 14	\$194,324		\$194,324	\$0	100%
	05 Regional BART	\$537,422		\$537,422	\$516,756	4%
413	Federal Transit Administration					
	Section 5303	\$0		\$0	\$0	0%
	Section 5307	\$0	\$340,965	\$340,965	\$503,932	-32%
	Sectin 5311	\$43,683		\$43,683	\$0	-100%
	Planning intern grant	\$0		\$0	\$0	-100%
	JARC Grant (Route 14)	\$64,517		\$64,517	\$0	100%
	FTA 5316		\$0	\$0	\$0	0%
	FTA 5317		\$10,000	\$10,000	\$10,000	0%
464	01 Measure B and BB	\$1,515,343	\$442,073	\$1,957,416	\$1,932,325	1%
TOTAL REVENUE		\$14,567,339	\$1,816,006	\$16,383,345	\$16,177,637	1.27%

OPERATING REVENUE FY2016



OPERATING EXPENDITURES

Salaries and Wages

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

Personnel Benefits

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

Professional Services

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

Non-Vehicle Maintenance

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

Communications

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

Fuel and Lubricants

Costs for all diesel and unleaded gas for buses and vans are budgeted here. This line item is budgeted for FY 2016 at \$3.00 per gallon; fuel for non-revenue vehicles is budgeted at \$4 per gallon. This line item also contains a \$100,000 contingency to account for unstable and volatile gas prices.

Office/Operating Supplies

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

Printing

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

Utilities

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

Insurance

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

Taxes and Fees

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

Purchased Transportation Service

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

Miscellaneous

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

Professional Development

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

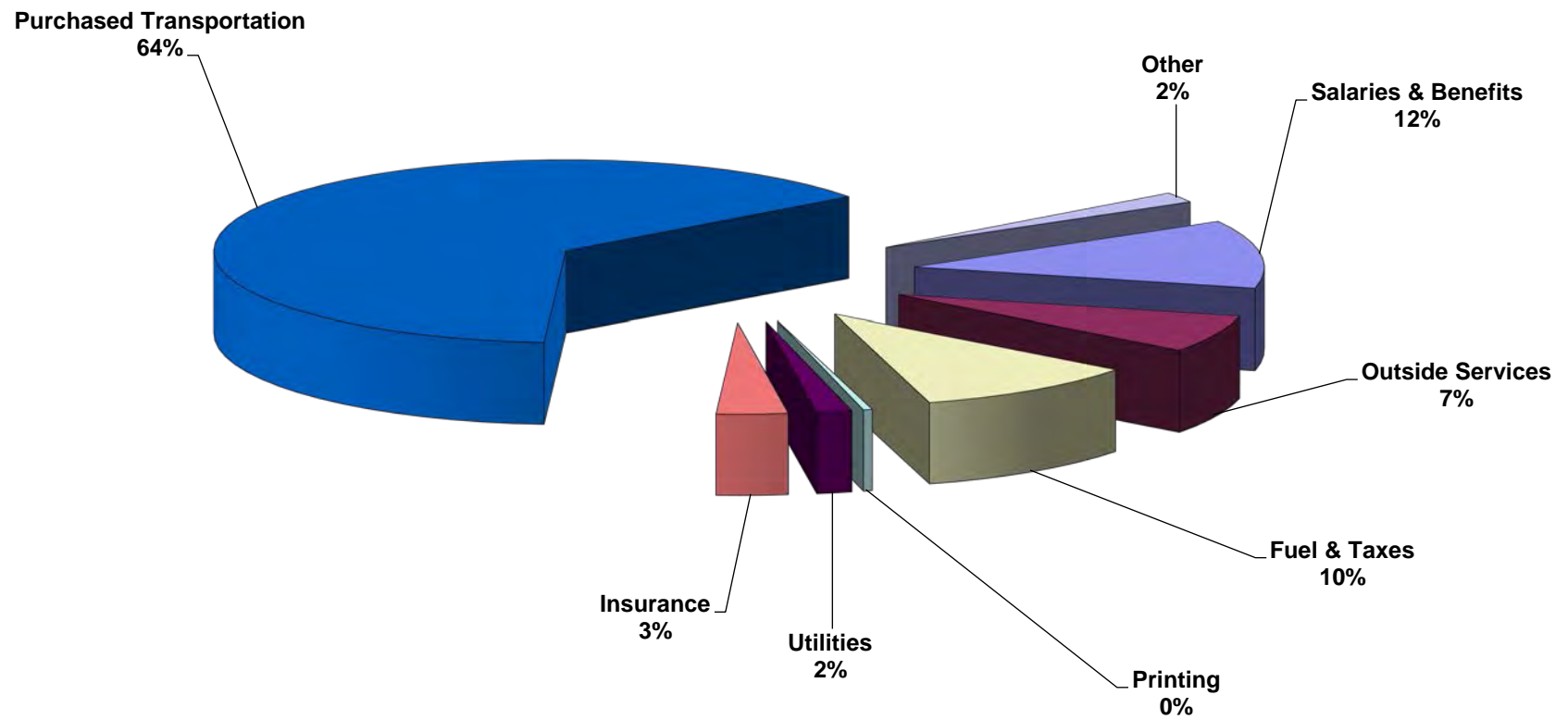
Advertising

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

**LAVTA
FY2016 BUDGET
OPERATING EXPENDITURES**

		GENERAL FUND	PARATRANSIT FUND	TOTAL FY 16	BUDGET FY15	% CHANGE
501 02	Salaries and Wages	\$1,208,506	\$85,374	\$1,293,880	\$1,198,946	8%
502 00	Personnel Benefits	\$648,575	\$37,981	\$686,556	\$729,014	-6%
503 00	Professional Services	\$538,656	\$42,150	\$580,806	\$528,933	10%
503 05	Non-Vehicle Maintenance	\$486,279	\$2,811	\$489,090	\$543,689	-10%
503 99	Communications	\$8,400	\$2,100	\$10,500	\$6,500	62%
504 01	Parts, Fuel and Lubricants	\$1,541,300	\$0	\$1,541,300	\$1,669,380	-8%
504 03	Non Contracted Vehicle Maintenance	\$2,500	\$0	\$2,500	\$2,500	0%
504 99	Office/Operating Supplies	\$34,875	\$11,125	\$46,000	\$17,000	171%
504 99	Printing	\$67,000	\$0	\$67,000	\$78,000	-14%
505 00	Utilities	\$260,880	\$3,420	\$264,300	\$278,300	-5%
506 00	Insurance	\$527,048	\$9,115	\$536,162	\$559,591	-4%
507 99	Taxes and Fees	\$152,000	\$0	\$152,000	\$152,000	0%
508 01	Purchased Transportation	\$8,855,346	\$1,608,930	\$10,464,276	\$10,158,121	3%
509 00	Miscellaneous	\$58,975	\$8,000	\$66,975	\$61,462	9%
509 02	Professional Development	\$44,000	\$5,000	\$49,000	\$49,200	0%
509 08	Advertising	\$133,000	\$0	\$133,000	\$145,000	-8%
TOTAL TRANSIT OPERATIONS AND MAINTENANCE		\$14,567,339	\$1,816,006	\$16,383,345	\$16,177,636	1.3%

OPERATING EXPENDITURES FY 2016



CAPITAL IMPROVEMENT PROGRAM – FY 2016

Facilities Rehab and Repair

Office and Facility Equipment

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

Shop Repairs and Replacements

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

IT Upgrades and replacement

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

Transit Center Upgrades and Improvements

Repairs at the Transit Center including kiosks and asphalt will be made.

Security Upgrades

The Livermore Police Department has suggested that the lighting at the Transit Center be increased. LAVTA is able to do this in FY16 thanks to a security grant from the California Office of Emergency Services.

Bus Shelter and Stops

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

Vehicle Rehab and Repair

Vehicle Repairs

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

Bus Replacement

Bus Replacement

LAVTA's largest fleet of busses is due for replacement. The replacement of these vehicles will begin in FY16 and continue into FY17. The majority of the funds for the replacements will come from FTA funding.

Miscellaneous

Transit Capital

The funds associated with this line item will be used to cover miscellaneous projects that come up throughout the year.

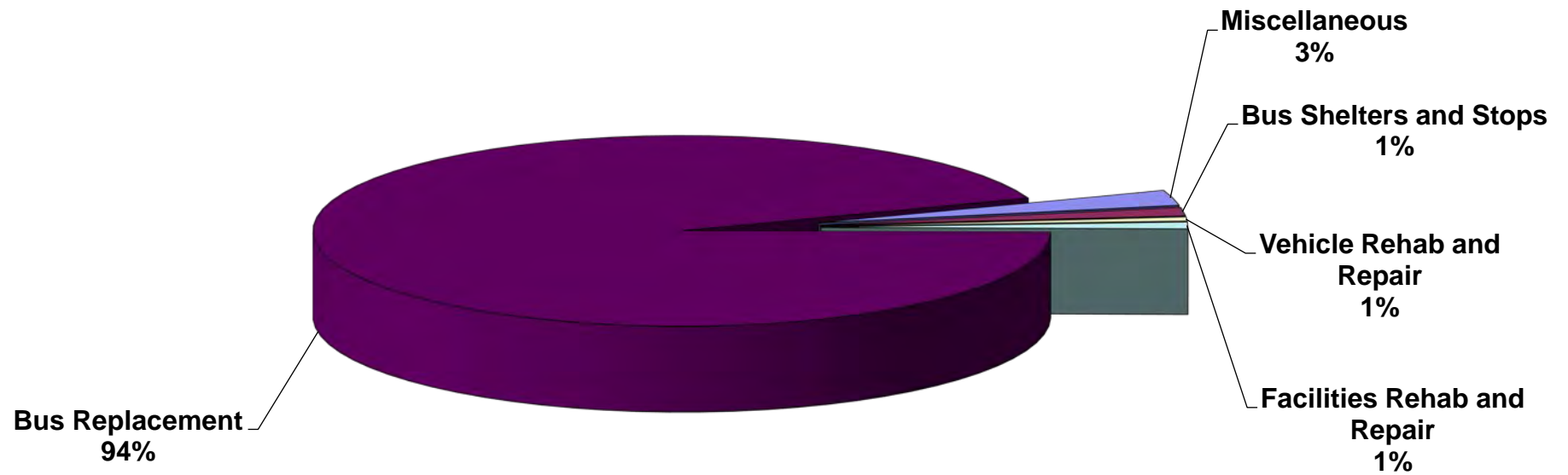
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**LAVTA
FY2016 BUDGET
PROJECT DETAIL**

Capital Improvement Program

Project	FTA 5307 FUNDS	BRIDGE TOLLS	TDA Prior Years	TDA 4.0	Prop 1B	BUDGET FY16
Bus Replacement	\$12,431,200		\$3,616,700		\$609,778	\$16,657,678
Transit Center Upgrades and Improvements					\$125,625	\$125,625
Bus Shelters and Stops				\$0	\$125,000	\$125,000
IT upgrades and replacement			\$114,500			\$114,500
Office and Facility Equipment			\$27,000		\$179,069	\$206,069
Transit Capital			\$100,000			\$100,000
Shop Repairs and Replacements			\$21,800		\$178,000	\$199,800
Vehicle Repairs			\$120,000			\$120,000
Security upgrades					\$36,696	\$36,696
TOTAL	\$12,431,200	\$0	\$4,000,000	\$0	\$1,254,168	\$17,685,368

**CAPITAL PROGRAM
FY 2016**



LAVTA
RESERVES ANALYSIS

OVERVIEW OF THE ALLOCATION PROCESS

TDA

Under the State Transportation Development Act (TDA), the Metropolitan Transportation Commission (MTC) is designated as the body that distributes funds from the County Local Transportation Fund (LTF) to each transit operator in the county. Each year this distribution process begins in February when MTC passes a resolution approving each transit operator's apportionment of TDA funds for the upcoming fiscal year. This resolution defines LAVTA's share of the funds available in Alameda County. The funds are apportioned based on population. LAVTA's service area contains approximately 11% of the total population in the county.

Through its planning process LAVTA determines how much of this apportionment to request for the year, and submits a claim for these funds. MTC then passes a resolution allocating the requested funds.

The difference between the apportioned amount and the allocated amount is reserved for LAVTA's future use. This amount, called "prior year funds", "carryover" or "reserves", is also shown in the apportionment resolution. These funds are retained in accordance with the California Administrative Code, in the LTF at the County of Alameda based on terms and conditions determined by MTC.

TDA RESERVES

The following analysis calculates LAVTA's expected reserves at the end of FY2016 based on currently available information about FY 2015

Projected Reserves at June 30, 2015	\$4,213,482 (Projected Carryover 2/25/15)
FY2016 Apportionment (estimated)	8,899,101 (FY16 revenue estimate 2/25/15)
FY2015 TDA Funds Available for Allocation	\$13,112,583
FY2016 Operating Request	9,476,888
FY2016 Capital Request	0
FY2016 TDA Request for Allocation	\$9,476,888
Projected Reserves at June 30, 2015	
Reserves at June 30, 2015	\$3,635,695
Expiring Capital Allocations @June 30, 2015	980,000 (estimate)
FY2015 Unexpended Funds (Due to LTF)	500,000 (estimate)
FY 2014 Due to LTF	\$2,737,445
<u>TOTAL TDA RESERVES</u>	<u>\$7,853,140</u>

STA

A second revenue source administered by MTC is State Transportation Assistance Funds, or STA. LAVTA receives apportionments of STA funds each year: Revenue based (calculated on LAVTA's locally generated revenue as a portion of the region's locally generated revenue) and Population based (based on LAVTA's share of population compared to other small and north county operators). As with TDA, LAVTA receives an estimated apportionment in February, requests an allocation, and the difference is maintained in the County Treasury, but administered by MTC, as reserves.

STA RESERVES

The following analysis calculates LAVTA's expected STA reserves at the end of FY2016 based on currently available information about FY 2014.

Population Based

Reserves at June 30, 2015	\$884,220 (Projected Carryover 2/25/15)
FY2016 Apportionment	\$876,211 (FY14 revenue estimate 2/25/15)
FY2016 Available STA Funds	\$1,760,431

FY2015 STA Request for Allocation **\$884,220**

Reserves at June 30, 2015 **\$876,211**

Revenue Based

Reserves at June 30, 2015	\$199,577 (Projected Carryover 2/25/2015)
FY2016 Apportionment	267,047 (FY16 revenue estimate 2/25/2015)
FY2016 Available STA Funds	\$466,264

FY2016 STA Request for Allocation **\$199,577**

Reserves at June 30, 2016 **\$267,047**

TOTAL STA RESERVES **\$1,143,258**

TOTAL TDA and STA RESERVES **\$8,996,398**

RESOLUTION NO. 22-2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING THE OPERATING
AND CAPITAL BUDGET FOR FISCAL YEAR 2016**

WHEREAS the Board of Directors of the Livermore Amador Valley Transit Authority at their meeting of June 1, 2015 reviewed the Operating and Capital Budget for Fiscal Year 2016 for this Authority.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors that the Operating and Capital Budget for the Livermore Amador Valley Transit Authority for Fiscal Year 2016, attached hereto and incorporated herein as Attachment 1, is hereby adopted.

BE IT FURTHER RESOLVED that the Executive Director is authorized to transfer funds within and between costs centers.

APPROVED AND PASSED this 1st day of June, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Election of LAVTA Chair and Vice Chair

FROM: Michael Tree, Executive Director

DATE: June 1, 2015

Action Required

Elect a new Chair and Vice Chair of the LAVTA Board of Directors for FY16. Per the Bylaws, the Chair should represent Dublin and the Vice Chair should represent Livermore.

Background

Sections 4.03 and 4.04 of LAVTA Bylaws read as follows:

- 4.03** Term of Office. The Chair and Vice Chair shall serve one (1) year terms of office commencing on July 1 of each year. There shall be no limit on the number of terms that a Director may serve as Chair or Vice Chair. The Chair shall rotate among the four Members on an annual basis with a Pleasanton, County, Dublin, and Livermore sequence.
- 4.04** Qualifications. In casting votes for Chair and Vice Chair, members of the Board may consider the candidate's leadership qualities, ability to conduct meetings of the Board expeditiously and fairly, and willingness to represent and implement positions adopted by the Board when such positions are at variance with his/her political views, as well as any other factors deemed pertinent.
- 4.05** Nomination and Election of Officers Nomination and election of officers shall be carried out in such a manner and schedule as determined by the Board of Directors.

Next Steps

Per the Board's policy, the chairs of LAVTA's two standing committees are represented by the two jurisdictions not represented in the Board Chair and Vice Chair positions. Therefore, Pleasanton and the County should be the FY16 chairs of the two committees. The Finance and Administration Committee's Chair is currently a Livermore member, and with Livermore rotating into the Vice Chair position, this Committee Chair position will be vacant. The Projects and Services Committee is currently chaired by a Pleasanton member, and the County could move into this Committee Chair position.

If you wish to switch committees, please let the new Chair or me know, otherwise we will assume you wish to retain your current committee assignment.

Based on all of your input, staff will work with the new Chair to prepare a Resolution for the July Board meeting reflecting the new Committee assignments for FY16.

Recommendation

Nominate and elect a LAVTA Board Chair and Vice Chair for FY16 in accordance with the agency's bylaws.

Submitted: _____

AGENDA

ITEM 8



EXECUTIVE DIRECTOR'S REPORT

June 2015

1. Ridership Increasing on Both Fixed Route and Paratransit

Ridership reports that are attached to this staff report show two consecutive months of fixed route ridership increases over last year. April will be no exception and will be the third month of this continuing trend. Paratransit ridership is also increasing, with ridership in March 2015 exceeding the previous year's ridership by 24%. Staff is monitoring closely this surging trend.

2. Comprehensive Operational Analysis (COA) and Short/Long Range Planning

The COA and Short/Long Range Planning efforts are on schedule for completion by February of 2016. The studies and data analysis phase for the consultant is finished, with the consultant currently working on the existing conditions and market analysis tasks. The market analysis task will include a telephone survey to the community. The microsite web page for the planning project is in the final stages and staff expects to have it live on the internet the first week of June. The release of the webpage will coincide with a news release to the public.

July will see the first round of meetings on the planning efforts. July 15th from 3pm to 7pm will be the Board workshop. At this workshop the Board will review its strategic planning, receive a "state of the system" report, and discuss trade offs and other important material that will provide guidance to the consultant.

Stakeholder Group	July 28 th
Technical Advisory Committee	July 29 th
Wheels/MV Employees	July 30 th

City of Livermore Public Workshop	July 28 th from 6pm to 8pm (Community Ctr)
City of Dublin Public Workshop	July 29 th from 6pm to 8pm (Library)
City of Pleasanton Public Workshop	July 30 th from 6pm to 8pm (Senior Ctr)

After the meetings in July the consulting team will utilize the months of August and September to formulate service alternatives that can then be discussed in the second round of meetings in the fall.

3. Clipper Project

The Clipper Project is currently on schedule for implementation in October. In April the site work was completed in the Tri-Valley area. At a recent meeting in May, the four transit agencies in the east bay area discussed the business rules for the Clipper Card. Staff is currently analyzing the preferred business rules of the group and will provide the Board a report for consideration in July. Finally, the bulk of the hardware installation upon LAVTA buses for Clipper will occur in July.

4. Livermore Transit Center TOD Project and Relocation of Historic Train Depot

Based on direction from the Board, staff has been working with the City of Livermore on the relocation of the community's Historic Train Depot to the Livermore Transit Center.

Specifically, staff has been working on the pros and cons of moving the Depot to the passenger island. Current issues being discussed include the cost to transfer FTA interest from the current buildings on the passenger island that would be demolished to make room for the Depot, and title issues on the transfer center property. Staff will provide the latest information at the Board meeting.

Attachments

1. Management Action Plan w/Latest Updates
2. Quarterly Grants Update
3. Quarterly Marketing Update
4. Board Statistics
5. FY15 Upcoming Committee Items

FY2015 Goals, Strategies and Projects

Last Updated– May 27, 2015

MANAGEMENT ACTION PLAN (MAP)

<i>Goal: Service Development</i>						
<i>Strategies (those highlighted in bold indicate highest Board priority)</i>						
<ol style="list-style-type: none"> 1. Provide routes and services to meet current and future demand for timely/reliable transit service 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies 4. Improve connectivity with regional transit systems and participate in BART to Livermore project 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> • Development of RFP • Selection of contractor • Completion of scope of work • Implementation of improvements 	DP/ Exec Dir	Projects/ Services	Nov 2014 Mar 2015 Feb 2016 Jul 2016	→ Project awarded to Nelson/Nygaard. Currently in review of studies and data phase. <u>Project webpage to be introduced in May. 1,200 surveys being digitized and summarized. Dates for first round of meetings identified. State of system and market research tasks being performed. Project on schedule.</u>	X X
Short Range Transit Plan (SRTTP is a 10-year plan)	<ul style="list-style-type: none"> • COA will provide info for the SRTTP • COA planning firm scheduled to conduct the SRTTP 	DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project will begin after service alternative is identified in COA. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	
Long Range Transit Plan (LRTP is a 30 year plan)	<ul style="list-style-type: none"> • COA planning firm will conduct the LRTP 	DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project will begin after service alternative is identified in COA. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Schedule Development	<ul style="list-style-type: none"> Develop timetables for each route, with time points, running times and schedules. 	DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project will begin after service alternative is identified in COA.	
Fare Analysis	<ul style="list-style-type: none"> Evaluate fare analysis proposal of firm with best COA submittal Board consideration of fare analysis with COA award Fare analysis conducted at same time as COA/SRTP/LRTP Implement fare changes 	DP	Projects/ Services	Feb 2015 Mar 2015 Feb 2016 Jul 2016	→ This project will begin after service alternative is identified in COA.	X X
BART to Livermore	<ul style="list-style-type: none"> Provide guidance on bus routes in four alternatives being considered as part of the environmental study. Coordinate with LAVTA COA/Short & Long Range Planning. 	DP/ Exec Dir	Projects/ Services	Jun 2016	→ Staff and Nelson/Nygaard providing ongoing feedback on bus routes within four alternatives. Study to finish in mid-2016.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
MTC Plan Bay Area Update	<ul style="list-style-type: none"> • Provide technical expertise • Ensure that LAVTA Short/Long Range Plans are incorporated into County Long Range Transportation Plan and then the MTC Plan Bay Area Update. • Participate in public workshops to ensure Priority Development Areas and public transit in Tri-Valley area is adequately planned. 	DP/ Exec Dir	Projects/ Services	May 2015 Sept 2015 Apr 2016	<p>→ MTC to convene meeting with staff in near future after first round of public workshops.</p> <p>→ COA/Short & Long Range Plan underway.</p> <p>→ <u>Staff attended and provided comment at first public workshop on April 29th. Working on project/budget spreadsheets through 2040 for project.</u></p>	
ACTC County Transit Study	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into Study 	DP/ Exec Dir	Projects/ Services	Feb 2015 Dec 2015	<p>→ Staff attended and co-sponsored the opening public workshop in Dublin. Staff has attended all TAC meetings and has provided input to consultant. Currently working on performance measures.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and has contacted ACTC Transit Study consultant to coordinate work.</p>	
ACTC Park & Ride Study	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/ Exec Dir	Projects/ Services	May 2015 Dec 2015	<p>→ Staff on TAC. Assisting with scoring of three proposals. <u>Scope of work and meeting schedule finalized with DKS.</u></p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
ACTC Goods Movement Study and Arterials Study	<ul style="list-style-type: none"> Serve on TAC and participate in public workshops. Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/ Exec Dir	Projects/ Services	Dec 2015 Dec 2015	<p>→ Staff working on TAC. <u>Staff provided comment on methodology to rank arterials and priority for improvements and performance measures.</u></p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	
CCTA: I-680 Express Bus Study	<ul style="list-style-type: none"> Serve on TAC and participate in public workshops. Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/ Exec Dir	Projects/ Services	Dec 2015 Dec 2015	<p>→ Project is ongoing. CCTA has noted staff interest in being involved in study and will seek staff input as study moves forward.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	
<u>CCTA: I-680 Transit Investment & Transit Relief Study</u>	<ul style="list-style-type: none"> Serve on TAC and participate in public workshops Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/ Exec Dir	Projects/ Services	Dec 2015 Dec 2015	<p>→ Geographic focus on Walnut Creek to Dublin. Study will review traffic patterns, technological advancements since last study in 2003 and transit service levels. <u>Several meetings have been held. Working on existing conditions report and public outreach strategy.</u></p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
<u>Clipper Project</u>	<ul style="list-style-type: none"> • Policy development • Site work • Installation • Implementation 	DP/ Exec Dir	Projects/ Services	<p>Jun 2015</p> <p>Jul 2015</p> <p>Sept 2015</p> <p>Oct 2015</p>	<p>→ Draft business rules identified, including day pass accumulator. Impact being analyzed. <u>Staff report to Board in July to consider approval of business rules.</u></p> <p>→ Site work has been finished. Project on schedule.</p> <p>→ To begin in May and end in September.</p> <p>→ Working on planning of implementation at two locations and on bus fleet.</p>	

Goal: Marketing and Public Awareness

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Continue to build the Wheels brand image, identity and value for customers**
2. Improve the public image and awareness of Wheels
3. Increase two-way communication between Wheels and its customers
- 4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system**
5. Promote Wheels to New Businesses and residents

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Redesign	<ul style="list-style-type: none"> • Develop/Advertise RFP • Evaluate proposals/execute contract • New website goes live 	Exec Dir	Projects/ Services	<p>Mar 2015</p> <p>May 2015</p> <p>Sept 2015</p>	<p>→ Scope of work completed. RFP to be reviewed by legal. 10 proposals received. Project awarded to Planateria. <u>Review of conceptual website reviewed and comments submitted.</u></p>	<p>X</p> <p>X</p>

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Social Media Engagement	<ul style="list-style-type: none"> • Development of strategic communications plan • Development of LAVTA goals with Facebook/Twitter 	Exec Dir	Projects/ Services	Apr 2015	<u>→30th Anniversary Sweepstakes initiated to engage Facebook/Twitter followers. Goal is 2,500 likes from customers and Wheels primary market. Looking to highlight destinations along Rapid on Facebook. Create modern, unique culture on system.</u>	X
				Mar 2015		X
Phone App w/Real Time Info	<ul style="list-style-type: none"> • MTC reviewing funding availability on secured grant. • Create scope of work/RFP • Phone app live 	Exec Dir	Projects/ Services	Jun 2015 Sept 2015 TBD	<u>→ Funding has been awarded and staff is awaiting MTC clearance to begin project. Scope of work being created. Presentations made to staff from RideRight, Transloc, and Double Map.</u>	
Real Time w/511.org	<ul style="list-style-type: none"> • Project near completion 	Exec Dir	Projects/ Services	Aug 2015	<u>→ This project will add real time info into the 511.org trip planning on LAVTA website. Required data submitted to MTC. 3 resubmissions have occurred. At issue is street name formats. Awaiting clearance of recently submitted data and date of activation.</u>	
Google Transit Trip Planner	<ul style="list-style-type: none"> • Project near completion 	Exec Dir	Projects/ Services	Aug 2015	<u>→ Most trip planning in US is done through Google Trip Planner. Staff is working with Google on this data intense project to get LAVTA on Google Trip Planner, which will be a strong feature on redesigned LAVTA website homepage. Expect to submit required data to Google in June. Required GTFS feed purchased. Google Trip Planner to be introduced with new LAVTA website. Project on Schedule.</u>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Wayfinding at BART Stations	<ul style="list-style-type: none"> • Contact BART about improved wayfinding signage for LAVTA services at West Dublin Station. • Plan new wayfinding signage • Seek funding and install signage 	Exec Dir	Projects/ Services	Feb 2015 Jun 2015 TBD	→ BART staff has reviewed the request and is receptive. LAVTA staff identifying locations/types of wayfinding signage for BART consideration. Last communication with BART shows difficulty. BART staff saying lack of space at station will make request more difficult. Still room for discussion that is ongoing. Project delayed and new target date established.	
Onboard Info Stations Project	<ul style="list-style-type: none"> • Get quotes for info stations • Purchase and install 	DA	Projects/ Services	Apr 2015 May 2015	→ Each bus has an onboard info station to communicate with passengers. 20 buses need a modification to their info station. 3 quotes received on materials for project. Project award to happen in April for April/May implementation. Project completed.	X X
High School Ambassador Project	<ul style="list-style-type: none"> • Finalize program • Appoint ambassadors and train • Implementation of program 	Exec Dir	Projects/ Services	April 2015 May 2015 Sept 2015	→ Applications for Ambassadors being developed for all high schools. Goal for initial program is 2 at each school before end of school year, with implementation of program in fall. Project on Schedule.	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
LAVTA Rebranding Project	<ul style="list-style-type: none"> • Create RFP • Award consultant • Finish project 	Exec Dir	Projects/ Services	<p>April 2015</p> <p>Jun 2015</p> <p>Sept 2015</p>	→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design. RFP advertised. 5 Proposals received. <u>Interviews held.</u> <u>Timing of this project being discussed.</u>	X
Policy for FTA Reasonable Modification Rule	<ul style="list-style-type: none"> • Craft policy with attorney assistance 	Exec Dir	Finance/ Admin	Jul 2015	→ FTA has recently published final rules for reasonable modifications to fixed route and paratransit services. Staff coordinating with attorney for guidance on LAVTA policy development. First set of meetings held. Project on Schedule.	
Comprehensive Dial-A-Ride Rider Publication	<ul style="list-style-type: none"> • Review dial-a-ride policies • Publisher to design and create publication. 	Exec Dir	Projects/ Services	<p>Jun 2015</p> <p>Oct 2015</p>	→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.	
Dial-A-Ride Customer Service Survey	<ul style="list-style-type: none"> • Hire consultant/Develop Survey • Conduct Survey • Report to Board survey results 	Exec Dir	Projects/ Services	<p>Aug 2015</p> <p>Sept 2015</p> <p>Oct 2015</p>	→ Staff currently developing scope of work for statistically valid survey of paratransit customers.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Goal: Community and Economic Development

Strategies (those highlighted in bold indicate highest Board priority)

1. Integrate transit into local economic development plans
2. Advocate for increased TOD from member agencies and MTC
- 3. Partner with employers in the use of transit to meet TDM goals & requirements**

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Employer ECO Pass	<ul style="list-style-type: none"> • Conduct research and planning for pass • Draft ECO pass program review by committee • ECO pass to Board for consideration 	DP	Projects/ Services	Apr 2015 Sept 2015 <u>Dec 2015</u>	→ Initial market research provided to P&S Committee. Addition market research and impact analysis to be conducted. Project is behind schedule and new target date identified to coincide with fare analysis that is being done with COA planning efforts.	
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> • Attend ACTC meetings on student pass program development. • Assist in the development of a timeline for policy and project implementation 	DP	Projects/ Services	Jun 2015 TBD	→ Scope of work for consultant being finalized by ACTC for this project. 4 project areas to be pilot program. <u>Presentation provided to ACTC TAC on school tripper service and student/youth ridership.</u>	
MTC: Active Transportation Program	<ul style="list-style-type: none"> • Contact bicycle leaders in communities of Tri-Valley Area, including city staff • Develop plan for bike stations at key transfer site and bus stop locations. 	Exec Dir	Projects/ Services	Feb 2015 Jan 2016	→ Looking at potential project sites and partners. BART amenable to joint bike station at Dublin stations. Awaiting Grant/Project Manager to be hired to work further on grant funding for this project. Project is delayed.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Economic Value of LAVTA to Tri-Valley and Region	<ul style="list-style-type: none"> • Conduct a study to determine the economic value of LAVTA infrastructure and services to the area. • Present findings to the Tri-Valley Chambers of Commerce, Cities, County, and ACTC/MTC. • Put information on LAVTA services and value into the Economic Development plans of these agencies. 	Exec Dir	Finance/ Admin	<p>Aug 2015</p> <p>Oct 2015</p> <p>Dec 2015</p>	<p>→ Looking for funding to procure and engage a consultant/economist into the valuation. Economist contacted staff to discuss project. Independent cost estimated being calculated.</p>	
Explore TOD Partnerships	<ul style="list-style-type: none"> • Continuing education with Chambers, Planning Commissions, and City Councils on benefits and opportunities of TOD development • Explore TOD partnerships near BART to Livermore Isabel station • Explore TOD partnership near Livermore TC 	Exec Dir	Finance/ Admin	<p>Jul 2015</p> <p>Nov 2015</p> <p>Nov 2016</p>	<p>→ Stakeholder, board, planning commission and city council presentations being planned during COA project.</p> <p>→ Beginning communication with major property owners around Isabel interchange. Sutter Healthcare has 40 acre parcel adjacent to planned BART station. They are currently working on potential for housing project with city.</p> <p>→ Discussed TC TOD project with city staff. Mtgs held with TOD experts at BART. Exploring interest with 3 developers.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
TDM Goals	<ul style="list-style-type: none"> Work with regional partners and Tri-Valley cities to establish clear TDM goals and implementation plans. 	DP	Projects/ Services	Nov 2015	→ Researching goals in each community/region.	
City of Livermore Ridership Development Study	<ul style="list-style-type: none"> Provide technical assistance and attend public meetings 	Exec Dir	Projects/ Services	Dec 2015	→ Specific Plan being drafted for 1,000+ acres adjacent to BART/Isabel station. First TAC meeting held. Provided input on SWAT analysis from a transit perspective. \$45,000 in grant for bus rider/public survey.	
<u>Las Positas College Student, Faculty, Staff Pass Program</u>	<ul style="list-style-type: none"> Develop guidelines for pass Discuss financing of pass program, including student fee and potential ACTC demonstration project Implementation of pass program 	Exec Dir	Projects/ Services	<p>Aug 2015</p> <p>Aug 2015</p> <p>TBD</p>	<p>→ Pass to be loaded on Clipper Card w/ picture of customer on front. Electronically tracked w/ability to deactivate.</p> <p>→ Researching appropriate cost of pass with 8,000/year purchased. <u>Chabot college vote failed. Strategizing with College Administration and Student Body on how to proceed. Met with Clipper to discuss using card to load Easy Pass.</u></p> <p>→ To coincide with new semester if pilot program or student fee successful.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Goal: Regional Leadership

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Advocate for local, regional, state, and federal policies that support mission of Wheels**
2. Support staff involvement in leadership roles representing regional, state, and federal forums
3. Promote transit priority initiatives with member agencies
4. Support regional initiatives that support mobility convenience

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
New Federal Transportation Bill w/ Bus & Bus Facility Program Improvements.	<ul style="list-style-type: none"> Working with APTA and CTA, contact Senators and key FTA persons to educate for better bus & bus facility program improvements. 	Exec Dir	Finance/ Admin	Ongoing	→ Working with APTA to educate and provide commitment from law makers. President has released Grow America bill. House set release their version. <u>Congress extended the current transportation bill through July 2015.</u>	
Axle Weights Legislation	<ul style="list-style-type: none"> Working with CTA, contact state legislature and Caltrans officials to educate about axle weight on transit buses. 	Exec Dir	Finance/ Admin	May 2015	→ <u>CTA staff and agency GMs visited with key members of state legislature, Governor's staff and Caltrans administration in May.</u>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Cap n' Trade	<ul style="list-style-type: none"> Working with CTA, contact legislature and Caltrans officials to educate about Cap n' Trade and the importance of funding transit through this evolving program. Participate via CTA in helping to shape implementing legislation for the discretionary portion of program. 	Exec Dir	Finance/ Admin		<p>Ongoing</p> <p>→ <u>CTA staff and agency GMs visited with key members of state legislature and Governor's staff in May.</u></p> <p>Ongoing</p> <p>→ Request made to CTA to be a part of committee involved with Cap n' Trade policy creation.</p>	
<i>Stand Up 4 Transportation Event on April 9th</i>	<ul style="list-style-type: none"> Work with MPO, regional transit agencies and member agencies to identify a media event for Stand 4 Transportation Day. 	DP	Finance/ Admin	Apr 2015	→ <u>Event held. Was a success with media attention.</u>	X
Transit Signal Priority (TSP) Expansion	<ul style="list-style-type: none"> Monitor TSP closely for performance. Approach member agencies for expansion of TSP 	DP	Projects/ Services	Jun 2015	→Setting up procedure to monitor TSP. Will approach member agencies with data and a request to plan for expansion of TSP.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Queue Jump Repair and Expansion	<ul style="list-style-type: none"> • Repair Dublin and Livermore queue jumps • Monitor effectiveness and plan with member agencies for expansion of queue jumps. 	DP	Projects/ Services	<p>Mar 2015</p> <p>Jun 2015</p>	<p>→ Both queue jumps repaired</p> <p>→ Staff monitoring queue jumps. Will approach member agencies with data and a request to plan for expansion of queue jumps. Dublin Blvd and active signalization project good opportunity.</p>	X
Adaptive Signalization Project on Dublin Blvd	<ul style="list-style-type: none"> • Seek RM2 resources to fully fund project • Work closely with Dublin staff to design project that benefits both auto and LAVTA customers. 	PD	Projects/ Services	<p>Jun 2015</p> <p>Dec 2015</p>	<p>→ Project has funding, but is currently \$2 million short for full stretch of 27 intersections. LAVTA is searching for additional funding.</p>	
<p>Goal: Organizational Effectiveness</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> 1. Promote system wide continuous quality improvement initiatives 2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity 4. HR development with focus on employee quality of life and strengthening of technical resources 5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness 6. Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
FTA Triennial Review	<p><u>Summary of Findings:</u></p> <ul style="list-style-type: none"> • Submit plan for closing out inactive grants. • Submit revised facility/equipment maintenance program. • Submit procedures for monitoring ADA equipment. • Submit procedures for eligibility appeals process • Updated procurement process to include independent cost estimates. • Submit procedures to ensure search of System of award Management. • Submit DBE action plan for 2013. • Work with MTC to submit a revised public participation plan. • Submit procedures for completing required reports regarding charter reporting issues. 	DA	Finance/ Admin	Jul 2015	<p>→ Triennial review performed. Staff working to fix minor findings. <u>Required documents that demonstrate correction of findings submitted to FTA and awaiting review and direction. Slight delay in project while waiting for FTA. Expect board to review and discuss in July.</u></p>	<p>X X X X X X X</p>
Trapeze Viewpoint Software	<ul style="list-style-type: none"> • Negotiate price of software with Trapeze. • Install software and train personnel 	DP	Projects/ Services	May 2015	<p>→ Software allows staff to monitor on-time performance and a host of other performance metrics so that staff can measure improvements. Negotiations completed and software installed.</p>	<p>X X</p>

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Performance Metrics Improvement	<ul style="list-style-type: none"> Staff setting up aggressive monitoring of key performance metrics. Focus on actions to improve on time performance. Work with MTC and ACTC to set up appropriate performance metrics for evaluation of public transit in region. 	DA	Projects/ Services	<p>Jun 2016</p> <p>Dec 2015</p>	<p>→ Staff created on-time performance action plan during COA planning efforts. Committee reviewed plan in April. <u>Working with Trapeze on Viewpoint Software to create reports that allow more specificity with key bus routes/stops.</u></p> <p>→ Staff participating in studies with ACTC/ MTC to ensure appropriate metrics are used to evaluate public transit. Last two TAC meetings for County Transit Study and Arterial Study have focused on performance measures.</p>	
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Goal: Financial Management

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions**
2. Explore and develop revenue generating opportunities
3. Maintain fiscally responsible long range capital and operating plans

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Grant/Project Management Specialist	<ul style="list-style-type: none"> Discuss with the Board the need to have a strong grant manager/project manager who can be aggressive with grants and see projects through to completion. 	Exec Dir	Finance/ Admin	Apr 2015	<p>→ Committee/Board recommended title change for position, salary band adjustment, and that position report directly to Executive Director. <u>Position being advertised again. Preferred applicant didn't accept position due to travel requirements.</u></p>	
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Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> Conduct outreach to private and non-profit organizations. Work with agency attorney to bring good offers to the Board for consideration. 	Exec Dir	Finance/ Admin	Jun 2015	→ Google provided proposal. Comparing their proposal with market research. Discussing risk management issues with proposal. <u>Met with Google staff to discuss adding value onto the proposal to enhance the project. Google marketing department is working on ideas/request.</u>	
Update the 10-year Operating & Capital Plans	<ul style="list-style-type: none"> Update for FY2016 budget and for COA/STRP/LRTP process. 	DA	Finance/ Admin	May 2015	→ Provided to committees and board in April/May. 10-year plan to next be updated with Business as Usual scenario in Short Range Plan in 2016.	X
<i>Other:</i>						
Security Camera Project at Rutan Facility and Livermore Transit Center	<ul style="list-style-type: none"> Received grant to install security cameras. Evaluate locations and systems for priority of installation. 	DA	Projects/ Services	May 2015	→ Camera installation completed. Cameras installed at new locations at Rutan/TC. Also, older cameras replaced with hi-def cameras.	X
Bus Shelter Rehab Project	<ul style="list-style-type: none"> Dozens of Rapid bus shelters are in need of glass replacement due to years of use and vandalism. Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation, including power coat paint jobs. 	DA	Projects/ Services	Apr 2015 Mar 2016	→ More than 50 panels of glass on order for repairs. Project completed. <u>New project with bench rehab and several additional glass panels and decals identified and due to be completed the first week of June.</u> → Analysis taking place as to procedures for rehabilitation of shelters. Grant money located to rehab shelters. Priority list being created. Project on schedule.	X

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Bus Stop Master Plan	<ul style="list-style-type: none"> • Develop scope of work, to include optimal spacing of bus stops, appropriate tier of amenities, and needed infrastructure (curb, gutter, sidewalk, curb ramp, etc.) • Secure funding, bid project(s) and monitor through permitting and completion 	DA	Projects/ Services	Feb 2016 Ongoing	→ Future project. To be planned and implemented when COA/Short/Long Range Planning efforts are completed.	
Kiosk Rehab Project at Livermore Transit Center	<ul style="list-style-type: none"> • Design repairs • Get quotes for repairs and complete project 	DA	Projects/ Services	TBD	→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff has determined the scope of work on repairs and is in process of gathering quotes. <u>Project being suspended briefly pending location for Historic Train Depot.</u>	
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • Meet with City staff to review the project • Coordinate and ensure that needed utilities for future electric buses, etc. are part of project if possible. 	DA	Projects/ Services	Dec 2015	→Staff has been meeting regularly with City staff. Environmental work nearing completion. Final location for facility being discussed. <u>Evaluating pros and cons of placing building on passenger island. Key issues are transfer of federal interest in current buildings that would be demolished and title of property.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> Board to approve "piggy back" of 20 Gillig replacement buses. Purchase order and notice to proceed to Gillig Buses scheduled for delivery 	DA	Projects/ Services	<p>Aug 2014</p> <p>Nov 2014</p> <p>Jun 2016</p>	<p>→ Approval granted in mid-2014.</p> <p>→ Purchase order and notice to proceed provided to Gillig. LAVTA awaiting conference scheduled for June 2015 to finalize options and build specifications. Buses scheduled for delivery in June 2016.</p>	
Atlantis Phases I, II	<ul style="list-style-type: none"> Phases I and II completed with exception of \$125,000 in miscellaneous projects (funded). Evaluate project list. Select vendors and perform construction. Close grant 	Exec Dir	Projects/ Services	<p>Feb 2015</p> <p>Jun 2015</p>	<p>→ There is approximately \$125,000 in funding left from Phases I & II for future projects within the scope of Phases I & II. Staff is evaluating what projects might remain for Phase II for implementation. Vault for offloading and storage of fares identified and quotes being secured.</p>	
Atlantis Phases III, IV, V, VI	<ul style="list-style-type: none"> Conduct review of current Atlantis project and cost estimates. Confirm space requirements and location with COA/SRTP/LRTP planning efforts Work with local, regional, state and federal entities to procure funding for Atlantis. 	Exec Dir	Projects/ Services	<p>Jun 2016</p> <p>Ongoing</p>	<p>→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process.</p> <p>→ ACTC and MTC have both had briefings on Atlantis and the need for a larger facility if future includes growth of agency. <u>Phase III submitted as RM2 call for projects. Project is high priority for ACTC. Staff awaiting response from MTC.</u></p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Rapid Projects	<ul style="list-style-type: none"> Identify remaining projects to fix productivity issues on Rapid. 	Exec Dir	Projects/ Services	Feb 2016	→ Rapid near completion with approximately \$300,000 in federal funding remaining. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity.	

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Quarterly Grants Update

FROM: Tamara Edwards, Finance & Grants Manager

DATE: May 26, 2015

Action Requested

Review and forward to the Board of Directors, the FY15 Third Quarter Grants Update.

Discussion

The Board of Directors requested a quarterly update of the budget and grants, based on any significant changes for both revenues and expenses. The budget update was included as part of the reserve analysis for the budget. Therefore, this report will focus on grant updates.

Grants

Grants Update

March 2015

In keeping with our previously introduced system of grant classification for Board Reports, the following report details activity through March 31, 2015.

The charts below reflect active (green), inactive/at risk (yellow) grants, and pending grants (blue). Grants that have been closed, or were not awarded/denied are not shown here.

Inactive/At Risk

None				

Active/Not at Risk

Project Name	Funding Type	Funding Source	Grant Award
Trapeze upgrade (viewpoint)	RM2	MTC	\$74,535
Bus Stop Repair/Replacement	Proposition 1B PTMISEA (Public Transportation)	MTC (Metropolitan Transportation Commission),	\$240,910

	Modernization, Improvement, and Service Enhancement Account)	and CalTrans	
Parataxi and Bus Stops	New Freedom	FTA (Federal Transit Administration)	\$104,400, \$88,000 for Pleasanton & Dublin bus shelters and stops One quarters worth of funding in this grant remaining for parataxis (will be replaced by another grant when spent) nothing remaining in the bus stop upgrade line item.
LAVTA Facility Upgrade and Improvements	PTMISEA	Caltrans	\$357,966 Funding received in April 2015
LAVTA Facility F.Y. 2008		FTA	\$326,878.73 Remaining-\$134,000
Rapid Operation	RM2 (Regional Measure 2)	MTC	\$580,836 current F.Y. 20% Farebox Recovery threshold
BRT/Rapid Operation (July 1, 2013-June 30, 2015)	Regional TFCA (Transportation Fund for Clean Air)	BAAQMD (Bay Area Air Quality Management District)	\$109,970
BRT	Small Starts	FTA	\$559,355 in construction funds remaining.
LAVTA Route 10 & Rapid Measure B Express Bus Project	Measure B Express Bus	ACTC (Alameda County Transportation Commission)	\$1,000,000
LAVTA Measure B Countywide Express Bus Service (12v, 20x, 70x; Alameda County portions only)	Measure B Express Bus	ACTC	\$1,000,000
Route 14 Operations	Lifeline/ JARC	CalTrans, MTC	\$150,000

Route 53 ACE Shuttle Service	Local TFCA	ACTC	\$120,000
Route 54 ACE Shuttle Service	Local TFCA	ACTC	\$47,000
Parataxi, Dublin/Pleasanton	New Freedom	MTC/CalTrans	\$10,000
Fleet DVR's	1B Security	CalOES	\$36,696
The Tri-Valley Multi-Modal Access and PDA Connectivity Study	Sustainable Communities Technical Assistance Program/SC-TAP	ACTC (Alameda County Transportation Commission)	\$1,385,000 Project is the hands of ACTC
Local TFCA; Routes 8, 12, 15 (2 Year Cycle)	Local TFCA	ACTC	\$278,000

Pending/Not yet Awarded

Project Name	Funding Type	Funding Source	Amount Requested	Expected Notification
TPI Dublin Boulevard Project (LAVTA Sponsor, City of Dublin and MTC Co-Sponsors)	TPI via FHWA	MTC	\$1,570,000	Working on transitioning the funds from FHWA to FTA
Facility Lighting/ Security Upgrades	Prop 1B Security	CalOES	\$36,696	Waiting on funds
Transit Center upgrades and improvements	PTMISEA/Lifeline	MTC	\$125,625	Pending approval
Rural Route Operating Assistance	FTA 5311	FTA via Caltrans via MTC	\$43,683	June 2015

Future Outlook:

- Both Measure B and BB are expected to have a call for project for GAP and Express Bus funds in the near future.
- ACTC just released the call for projects for TFCA funds for FY 16.

Recommendation

NA – information only.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Third Quarter 2015 Marketing and Outreach Activities
FROM: Dennis Mochon, Senior Marketing and Communications Specialist
DATE: May 26, 2015

Action Requested

Informational item only. No action required.

Background

This report is intended to provide the Board with a summary of the marketing and outreach activities for the third quarter of FY2015.

Discussion

Activities completed in the second quarter:

February 21, 2015 Service Change

The agency promoted the February 21, 2015 service change through radio spots on KKIQ-FM, updated web page, car cards, new bus book, outreach at key locations, press release, Facebook/Twitter, on-hold messages and bus stop schedule inserts.

St. Patrick's Day Parade

The agency showcased both Rapid and Rideo buses for the parade on Saturday, March 14th donned in St. Patrick's decorations to celebrate the festivities. Wheels also participated in the community festival having a booth to promote our services and inform the public about alternative transportation options on both Saturday and Sunday, March 14th and 15th.

Wheels in the News

Wheels produced seven press releases during the 3rd quarter. These included: Wheels passes CHP inspection; New Board members; February 21 service change; St. Patrick's Day Celebration; WAAC recruitment; Livermore Community Center Transit Forum and Measure B Funding. Wheels received major local and national industry articles in the Pleasanton Weekly, The Independent, The Patch, Mass Transit, Bus Ride and a photos of the new Board members in Passenger Transport.

Social Media

Likes on Wheels Bus Facebook page have dramatically risen over the quarter to a current total of 200. Posts were for the events highlighted in the News section above which helped to increase the likes. An average of two tweets were posted weekdays on Twitter.

Outreach

Wheels participated in 14 outreach activities targeting schools, seniors, employers and other community organizations as highlighted in the attached list.

The following activities have occurred or are planned for remainder of the fiscal year:

Livermore Wine Festival May 2 and 3rd

Wheels had an information booth for both Saturday and Sunday, May 2nd and May 3rd at the Wine Festival, and had a full realm of resource information to distribute to the public.

Alameda County Fair

For the 2015 fair, Wheels will be offering a buy one get on free ticket similar to last year's campaign. Route 8 will be modified again to serve the fair on both the A & B as well as the weekend 8. There will be staffing to share a table with ACTC and the Pleasanton Senior Center to inform the public on Senior Days about all of the senior and disabled services for the Tri-Valley. Wheels will be doing a joint promotion with the Fair and BART to promote taking BART and Wheels to the Fair. Media includes: KKIQ radio, interior cards, posters, fair signage, BART signage, social media and a press release.

Website Redesign

Wheels has contracted with the firm, Planeteria, to obtain professional services to perform a website redesign and handle hosting and ongoing maintenance, training and future development of the www.wheelsbus.com website. The scope of work is focused on developing a user-centric, redesigned and re-architected public website with an eye towards responsive and adaptive design and features to ensure compatibility with all desktops, mobile, and tablet devices. The new website is planned to go live in the first quarter of FY 2016.

Social Media Promotion

Wheels is boosting Facebook likes through a contest offering a free Trek bike. People can go to Wheels Facebook page or website and enter an email address to register for the contest. They are asked to like Wheels on Facebook. The contest is also being promoted at various outreach events such as Bike to Work Day and the Alameda County Fair and ends after the Fair on July 8th.

Eco Pass Research and Development

Wheels is researching options to develop and launch a new annual Eco Pass that would be available to Tri-Valley businesses and their respective employees. The pass would be provided for all employees for an annual term at a discounted rate such as the current Hacienda Business Eco Pass.

Budget

No budgetary impact.

Next Steps

The report will be included in the Executive Director's report for future Board meetings.

Recommendation

None – information only.

Attachments:

1. Summary of Outreach Activities

THIRD QUARTER FY 2015 OUTREACH

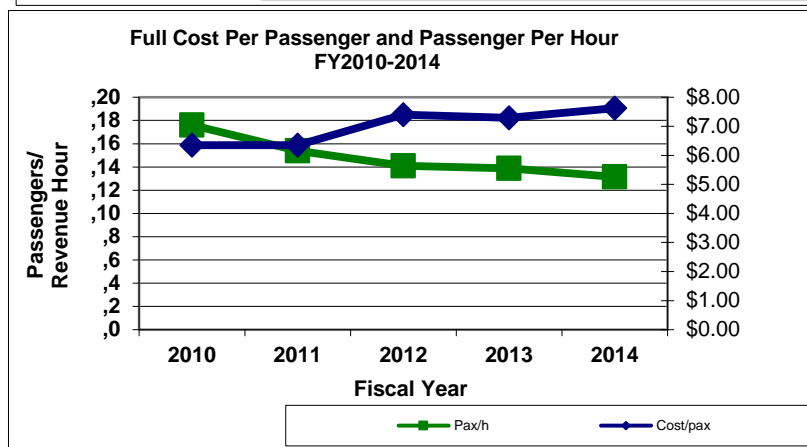
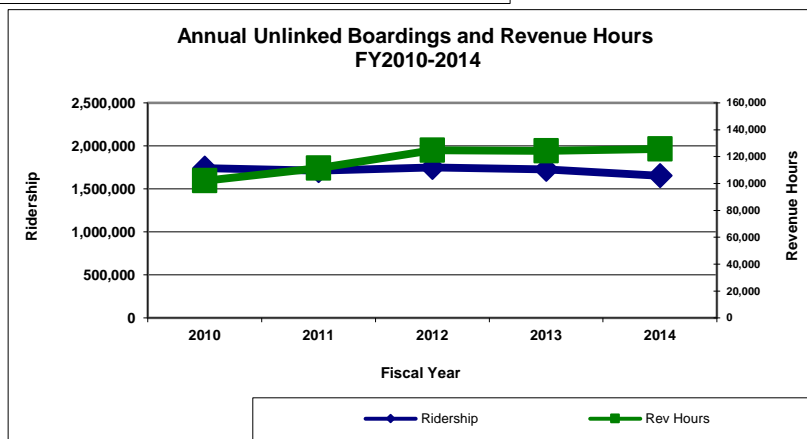
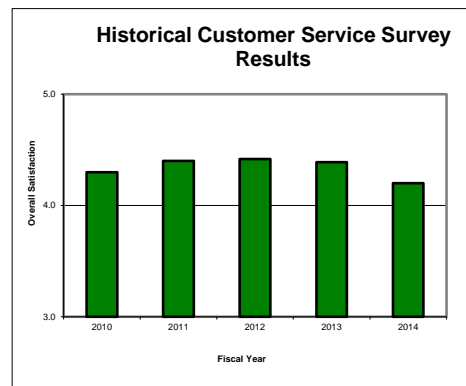
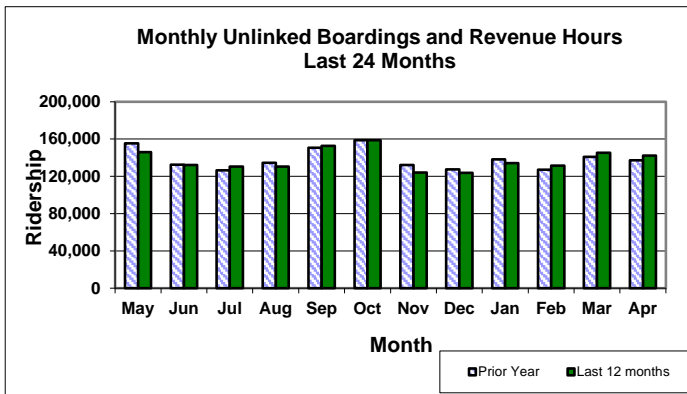
EVENT	DATE	AUDIENCE	PURPOSE
Livermore Senior Center Consultation	1/6	Seniors	Service Info
Hispanic Business Council Meeting	1/8	Public	Service Info
Livermore Needs Committee Meeting	1/13	Public	Service Info
Drivers Safety Meetings	1/20-1/22	MV Drivers	Service Change
Pleasanton Senior Center Consultation	1/26	Seniors	Service Info
Tri-Valley Air Resource Meeting	1/29	Public	Service Info
Travel Training	2/4	Seniors	Service Info
Transit Center Staff Meeting	2/11	LAVTA Staff	Service Change
Dublin BART Stations Meeting	2/17	BART	Wayfinding Signage
Foothill High School Meeting	2/19	School Staff	Develop Curriculum
Foothill High School Meeting	3/2	Students	Ambassador Training
Dublin Senior Ranch Meeting	3/4	Seniors	Service Info
Clipper Customer Service Meeting	3/11	Bay Agencies	Clipper Card
St. Patrick's Day Festival	3/14-3/15	Public	Service Info

Monthly Summary Statistics for Wheels

April 2015

FIXED ROUTE

	April 2015			% change from one year ago		
Total Ridership FY 2015 To Date	1,373,864			0.0%		
Total Ridership For Month	142,265			3.7%		
Fully Allocated Cost per Passenger	\$7.46			-4.0%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,808	2,302	1,320	4.2%	3.8%	-7.5%
Passengers Per Hour	13.3	12.3	11.6	3.3%	3.7%	-6.4%
	April 2015			% change from last month		
On Time Performance	81.6%			0.9%		



Monthly Summary Statistics for Wheels

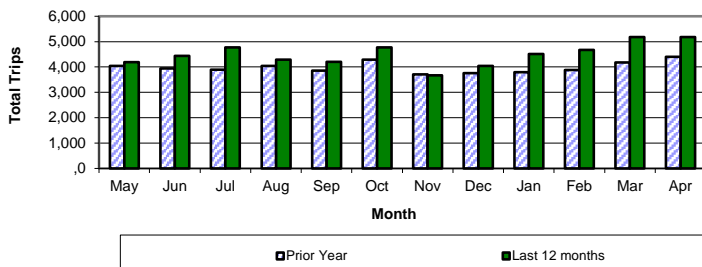
April 2015

PARATRANSIT

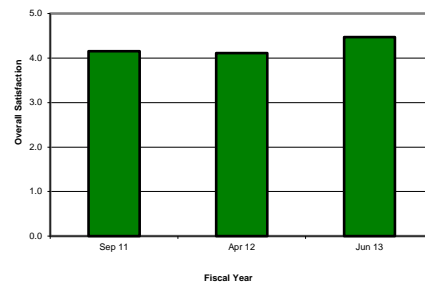
General Statistics	April 2015	% Change from last year	Year to Date
Total Monthly Passengers	5,179	17.7%	44,934
Average Passengers Per Hour	3.50	59.1%	
On Time Performance	98.2%	3.3%	
Fully Allocated Cost per Trip	\$31.87	-1.9%	
Number of Paratransit Applications	25	-28.6%	260
Calls Answered in <1 Minute	87.30%	-11.0%	

Missed Services Summary	April 2015	Year to Date
1st Sanction - Phone Call	0	0
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

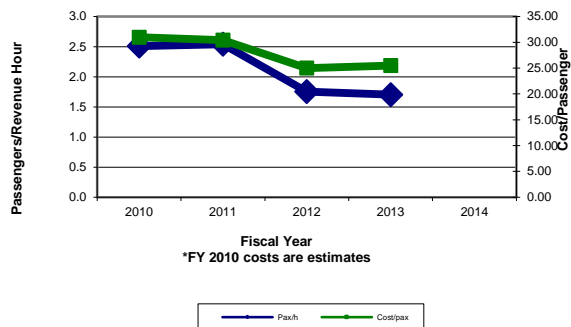
Paratransit Monthly Unlinked Boardings, Last 24 Months



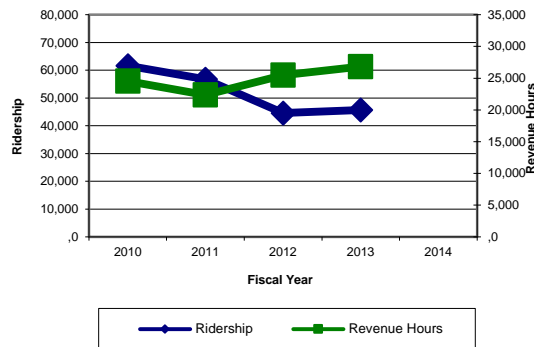
Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2010-2014



Paratransit Annual Unlinked Boardings and Revenue Hours FY2010-2014



Monthly Summary Statistics for Wheels
April 2015

SAFETY							
ACCIDENT DATA	April 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
Total	3		0		25		4
Preventable	2		0		18		3
Non-Preventable	1		0		7		1
Physical Damage							
Major	0		0		0		0
Minor	3		0		25		4
Bodily Injury							
Yes	1		0		6		1
No	2		0		19		3

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$12,173.48
To Date This Fiscal Year	\$53,022.52
Budget	\$100,000.00
% Expended	53%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	April 2015	Year To Date
Praise	0	4
Bus Stop	2	54
Incident	0	7
Trip Planning	3	11
Fares/Tickets/Passes	0	11
Route/Schedule Planning	28	75
Marketing/Website	1	16
ADA	0	4
TOTAL	34	182

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	0	0	0	22	1	0	0	4
Safety	1	1	1	14	0	0	0	0
Driver/Dispatch Courtesy	1	3	1	14	0	1	0	0
Early	2	0	0	5	0	0	0	0
Late	3	0	1	39	0	0	1	9
No Show	0	1	0	7	0	0	0	1
Incident	0	0	1	0	0	0	0	0
Driver/Dispatch Training	1	0	0	4	0	0	2	6
Maintenance	0	0	0	0	0	0	0	0
Bypass	2	4	0	9	0	0	0	0
TOTAL	10	9	4	92	0	1	3	16
Valid Complaints								
Per 10,000 riders	0.70							
Per 1,000 riders					0.00			

LAVTA COMMITTEE ITEMS - MAY - JULY 2015

Finance & Administration Committee

May	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
Final Budget	X	
Quarterly Grants Report		X

June	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - 5307 and 5309	X	
Clipper Fare Approval	X	
FTA Triennial Review	X	

July	Action	Info
Minutes	X	
Treasurers Report	X	

*Typically July committee meetings are cancelled

LAVTA COMMITTEE ITEMS - MAY - JULY 2015

Projects & Services Committee

May	Action	Info
Minutes	X	
Marketing Work Plan	X	
Quarterly Performance Report on Operations and Marketing		X
Update on COA		X

June	Action	Info
Minutes	X	

July	Action	Info
Minutes	X	

*Typically July committee meetings are cancelled

**COMMITTEE
MINUTES**

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR
JERRY PENTIN - VICE CHAIR

DON BIDDLE

DATE: Tuesday, May 26, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Vice Chair Jerry Pentin called the meeting to order at 4:06pm.

Members Present

Don Biddle, Councilmember, City of Dublin
Steven Spedowfski – Councilmember, City of Livermore
Jerry Pentin, Councilmember, City of Pleasanton

Members Absent

Laureen Turner – Vice Mayor, City of Livermore

2. Meeting Open to Public

No comments.

3. Minutes of the April 28, 2015 Meeting of the F&A Committee

Approved: Biddle/Pentin
Aye: Biddle, Pentin
No: None
Abstain: Spedowfski

4. Treasurer's reports for April 2015

The Finance & Administration Committee recommend submitting the attached April 2015 Treasurer's Report to the Board for approval.

Approved: Biddle/Spedowfski
Aye: Biddle, Pentin, Spedowfski
No: None

5. Quarterly Grants Update

Staff presented to the Committee an informational report on Grants status.

6. LAVTA's Capital and Operating Budget for FY 2016

The Finance & Administration Committee forwards the final Operating and Capital Budget for FY 2016 to the Board for approval. Resolution 22-2015.

Approved: Biddle/Spedowfski
Aye: Biddle, Pentin, Spedowfski
No: None

7. Resolution Authorizing Investment of Livermore Amador Valley Transit Authority (LAVTA) Monies in the State of California Local Agency Investment Fund (LAIF)

The Finance & Administration Committee forwards a recommendation to the Board of Directors to adopt the attached Resolution 23-2015 reauthorizing investment of LAVTA monies in LAIF.

Approved: Biddle/Spedowfski
Aye: Biddle, Pentin, Spedowfski
No: None

8. Preview of Upcoming F&A Committee Agenda Items

9. Matters Initiated by Committee Members

None.

10. Next Meeting Date is Scheduled for: June 23, 2015

11. Adjourn

Meeting adjourned at 4:25pm.

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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

KARLA BROWN – CHAIR	SCOTT HAGGERTY
DAVID HAUBERT - VICE CHAIR	STEVEN SPEDOWFSKI

DATE: Tuesday, May 26, 2015 – **Please Note Special Day and Time**

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

TIME: 3:00p.m.

MINUTES

1. Call to Order

Committee Chair Karla Brown called the meeting to order at 3:00pm.

Members Present

Karla Brown, Vice Mayor, City of Pleasanton
Don Biddle, Councilmember, City of Dublin
Scott Haggerty, Supervisor, Alameda County
Steven Spedowski, Councilmember, City of Livermore

Members Absent

David Haubert, Mayor, City of Dublin

2. Meeting Open to Public

No comments.

3. Minutes of the April 27, 2015 Meeting of the P&S Committee.

Approved: Biddle/Spedowski
Aye: Biddle, Brown, Haggerty, Spedowski
No: None
Abstain: None

4. FY 2015 3rd Quarter Report – Operations

Staff provided information on the 3rd Quarter Operation statistics. Discussed was the on-time performance of the 70X and 70XV, bus stop improvements, drug testing, and complaints.

5. Third Quarter 2015 Marketing and Outreach Activities

Staff provided an update on the 3rd Quarter Marketing and Outreach activities and a preview of upcoming events.

6. Fiscal Year 2016 Wheels Marketing Plan

Staff provided the Projects & Services Committee with the fiscal year 2016 Wheels Marketing Plan.

7. Update on Comprehensive Operational Analysis and Short/Long Range Planning Efforts

Staff highlighted key dates in July for important meetings and workshops scheduled. Consultants are in the process of analyzing the on-board survey results.

8. Preview of Upcoming P&S Committee Agenda Items

9. Matters Initiated by Committee Members

10. Next Meeting Date is Scheduled for: June 22, 2015

11. Adjourn

Meeting adjourned 4:02pm.