

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

BOARD OF DIRECTORS MEETING

DATE: November 2, 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. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the October 5, 2015 Board of Directors meeting.**
- B. **Treasurer's Reports for the month of September 2015**

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

5. Wheels Forward: Service Design Guidelines

Recommendation: The Projects and Services Committee recommends the Board approve the Service Design Guidelines.

6. Wheels Forward: Service Alternatives

Recommendation: None – information only

7. Executive Director’s Report

8. Next Meeting Date is Scheduled for: December 7, 2015

9. 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/ Jennifer Suda

10/28/15

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 A



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

BOARD OF DIRECTORS MEETING

DATE: October 5, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Don Biddle at 4:05 pm

2. Roll Call of Members

Members Present

Scott Haggerty – Supervisor, County of Alameda
Don Biddle – Councilmember, City of Dublin
Karla Brown – Vice Mayor, City of Pleasanton
Jerry Pentin – Councilmember, City of Pleasanton
Laureen Turner – Vice Mayor, City of Livermore
Steven Spedowfski – Councilmember, City of Livermore

Members Absent

David Haubert – Mayor, City of Dublin

3. Meeting Open to Public

No comments.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. Minutes of the September 14, 2015 Board of Directors meeting.**
- B. Treasurer’s Reports for the month of August 2015**
- C. FY 2014 Prop 1B California Transit Security Grant Program (TSGP) Resolution**

The Board of Directors approved Resolution 30-2015 for the FY14 Prop 1B California Transit Security Grant Program.

Approved: Haggerty/Pentin
Aye: Biddle, Haggerty, Pentin, Turner, Brown, Spedowfski

No: None
Absent: Haubert

5. Paratransit Comprehensive Assessment

The Projects and Services Committee recommended that the Board review and discuss the information provided in the staff report and provide direction regarding the next steps. The Board discussed and approved the plan for a Paratransit Comprehensive Assessment. It was recommended by the Board that LAVTA follow-up with the Go Group regarding their process of ambassadors assisting the developmentally disabled on public transit systems. Also discussed was to combine Pleasanton and LAVTA Dial-A-Ride service to have one system in the Tri-Valley. Board member Laureen Turner has concern for dialysis patient's transportation after medical appointments. Staff will consider dialysis difficulties as a part of the study.

Approved: Brown/Biddle
Aye: Biddle, Haggerty, Pentin, Turner, Brown, Spedowski
No: None
Absent: Haubert

6. Tri-Valley Regional Rail Advisory Group

The Projects & Services Committee recommends establishment of the Tri-Valley Regional Rail Advisory Group with membership consisting of a representative from the cities of Livermore, Pleasanton, Dublin, and Tracy, the counties of Alameda and San Joaquin, and transportation agencies LAVTA, ACE and BART. The goal of the group would be to ensure that regional rail planning in the Tri-Valley leads to project implementation that is fast, cost-effective and responsive to the community. Areas of focus would include the BART to ACE project. The next step is a letter from the LAVTA Chair going to each of the member agencies requesting a representative serve from their policy board or council on the Advisory Group.

Don Biddle mentioned that there was a working group like this before, and would like to ensure that the Advisory Group has a defined set of objectives. Scott Haggerty said that once the Advisory Group has meet and received an update on the interregional rail projects there will be an opportunity for the group to establish their goals and objectives.

Approved: Pentin/Spedowski
Aye: Biddle, Haggerty, Pentin, Turner, Brown, Spedowski
No: None
Absent: Haubert

7. Executive Director's Report

Executive Director Michael Tree noted that the Board has in their Board Packet the Management Action Plan, Legislative Report, and Wheels Statistics. He also made mention of the LAVTA website that is nearing completion with an interactive home page.

The Clipper launch is still on schedule for November 1st. LAVTA will report back with an update when it becomes available.

Three service scenarios developed from LAVTA's Comprehensive Operational Analysis consulting team will be brought to the board for review and discussion on November 2nd.

On-time performance was down in September due to school returning from summer break. Board members noted an uptick in traffic congestion in their communities. Results of the 2015 Tri Transit to Schools program will be brought to the Project and Services meeting in October.

Laureen Turner hopes the Bus Shelter Improvement Plan will not include bus stops that LAVTA will be retiring with the service changes.

8. Adjourn to CLOSED SESSION

Meeting adjourned to closed session at 4:22 pm.

9. CLOSED SESSION

REAL ESTATE NEGOTIATIONS – PURSUANT TO GOVERNMENT CODE 54956.8:

Agency Negotiators: Michael Tree and Michael Conneran

Under Negotiation: Price and Terms of Payment

Property and Negotiating Parties:

City of Livermore

Livermore Transit Center

Owner Address/Location:

2500 Railroad Ave, Livermore, CA

10. CLOSED SESSION

REAL ESTATE NEGOTIATIONS – PURSUANT TO GOVERNMENT CODE 54956.8:

Agency Negotiators: Michael Tree and Michael Conneran

Under Negotiation: Price and Terms of Payment

Property and Negotiating Parties:

Atlantis Facility

Google, Inc.

Owner Address/Location:

Oak Business Park

875 Atlantis Court, Livermore, CA

11. Reconvene to OPEN SESSION

Meeting reconvened at 4:54 pm. There were no reportable actions for the Closed Session.

12. Next Meeting Date is Scheduled for: November 2, 2015

13. Adjournment

Meeting adjourned at 4:57 pm.

AGENDA

ITEM 4 B



S T A F F R E P O R T

SUBJECT: Treasurer's Report for September 2015
 FROM: Tamara Edwards, Finance and Grants Manager
 DATE: November 2, 2015

Action Requested

Review and approve the LAVTA Treasurer's Report for September 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 September 1, 2015	\$6,059,543.75
Payments made	\$1,154,272.37
Deposits made	\$4,564,685.96
Transfer from General Checking	\$200,000.00
Ending balance September 30, 2015	\$9,669,957.34

Farebox account activity (106):

Beginning balance September 1, 2015	\$156,152.45
Deposits made	\$83,851.79
Transfer to General Checking	\$200,000.00
Ending balance September 30, 2015	\$40,004.24

LAIF investment account activity (135):

Beginning balance September 1, 2015	\$2,141,694.01
Ending balance September 30, 2015	\$2,141,694.01

Operating Expenditures Summary:

As this is the third 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 25%. The agency is at 23.81% overall.

Operating Revenues Summary:

While expenses are at 23.81%, revenues are at 35.3%, providing for a healthy cash flow.

Recommendation

Staff recommends approving the attached September 2015 Treasurer's Report.

Attachments:

1. September 2015 Treasurer's Report

Approved: _____

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

ASSETS:

101 PETTY CASH	500	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	9,669,957	
106 CASH - FIXED ROUTE ACCOUNT	40,004	
107 Clipper Cash	0	
120 ACCOUNTS RECEIVABLE	168,113	
135 INVESTMENTS - LAIF	2,141,861	
150 PREPAID EXPENSES	56,369	
160 OPEB ASSET	351,947	
165 DEFFERED OUTFLOW-Pension Related	174,004	
170 INVESTMENTS HELD AT CALTIP	222,425	
111 NET PROPERTY COSTS	44,738,630	
TOTAL ASSETS		57,564,051

LIABILITIES:

205 ACCOUNTS PAYABLE	454,593	
211 PRE-PAID REVENUE	1,253,158	
22000 FEDERAL INCOME TAXES PAYABLE	69	
22010 STATE INCOME TAX	(10)	
22020 FICA MEDICARE	(0)	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	(0)	
22030 SDI TAXES PAYABLE	0	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	132	
22090 WORKERS' COMPENSATION PAYABLE	17,208	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	617,185	
23104 Deferred Inflow- Pension Related	235,023	
23103 INSURANCE CLAIMS PAYABLE	97,554	
23102 UNEMPLOYMENT RESERVE	20,000	
TOTAL LIABILITIES		2,694,912

FUND BALANCE:

301 FUND RESERVE	8,234,284	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	44,738,630	
30401 SALE OF BUSES & EQUIPMENT	77,350	
FUND BALANCE	1,818,875	
TOTAL FUND BALANCE		54,869,139
TOTAL LIABILITIES & FUND BALANCE		57,564,051

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

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	158,108	371,125	1,232,769	23.1%
4020000	Business Park Revenues	141,504	14,448	28,897	112,607	20.4%
4020500	Special Contract Fares	195,001	0	0	195,001	0.0%
4020500	Special Contract Fares - Paratransit	33,600	2,612	2,612	30,988	7.8%
4010200	Paratransit Passenger Fares	155,050	17,728	57,084	97,967	36.8%
4060100	Concessions	38,500	1,651	3,227	35,273	8.4%
4060300	Advertising Revenue	115,000	0	95,000	20,000	82.6%
4070400	Miscellaneous Revenue-Interest	2,000	0	0	2,000	0.0%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	126,250	0	0	126,250	100.0%
4099100	TDA Article 4.0 - Fixed Route	9,476,889	808,997	5,008,997	4,467,892	52.9%
4099500	TDA Article 4.0-BART	85,033	7,262	12,708	72,325	14.9%
4099200	TDA Article 4.5 - Paratransit	129,379	10,705	18,734	110,645	14.5%
4099600	Bridge Toll- RM2	-	0	0	-	#DIV/0!
4110100	STA Funds-Paratransit	49,123	0	0	49,123	0.0%
4110500	STA Funds- Fixed Route BART	537,422	0	0	537,422	0.0%
4110100	STA Funds-pop	884,220	0	0	884,220	0.0%
4110100	STA Funds- rev	199,577	0	0	199,577	0.0%
4110100	STA Funds- Lifeline	194,324	0	0	194,324	0.0%
4130000	FTA Section 5307 Preventative Maint.	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 ADA Paratransit	340,965	0	0	340,965	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	74,517	0	236	74,281	0.3%
4130000	FTA 5311	43,683	0	0	43,683	0.0%
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	-	0	0	-	#DIV/0!
4640100	Measure B Paratransit Funds-Fixed Route	867,343	81,675	81,675	785,668	9.4%
4640100	Measure B Paratransit Funds-Paratransit	164,161	15,458	15,458	148,703	9.4%
4640200	Measure BB Paratransit Funds-Fixed Route	648,000	65,737	65,737	582,263	10.1%
4640200	Measure BB Paratransit Funds-Paratransit	277,910	28,193	28,193	249,717	10.1%
TOTAL REVENUE		16,383,345	1,212,574	5,789,683	10,593,662	35.3%

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

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,293,880	\$96,760	\$289,817	\$1,004,063	22.40%
502 00 Personnel Benefits	\$686,556	\$41,872	\$149,096	\$537,460	21.72%
503 00 Professional Services	\$580,806	\$25,492	\$105,760	\$475,046	18.21%
503 05 Non-Vehicle Maintenance	\$489,090	\$6,533	\$207,332	\$279,558	42.39%
503 99 Communications	\$10,500	\$0	\$428	\$4,572	4.08%
504 01 Fuel and Lubricants	\$1,541,300	\$54,870	\$193,675	\$1,347,625	12.57%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$113	\$2,388	4.50%
504 99 Office/Operating Supplies	\$53,000	\$1,524	\$5,345	\$47,655	10.08%
504 99 Printing	\$60,000	\$16,387	\$16,398	\$43,602	27.33%
505 00 Utilities	\$264,300	\$18,247	\$74,707	\$189,593	28.27%
506 00 Insurance	\$536,162	\$4,289	\$168,561	\$367,601	31.44%
507 99 Taxes and Fees	\$152,000	\$5,331	\$23,543	\$128,457	15.49%
508 01 Purchased Transportation Fixed Route	\$8,855,346	\$743,345	\$2,163,983	\$6,730,963	24.44%
2-508 01 Purchased Transportation Paratransit	\$1,608,930	\$162,672	\$451,028	\$1,157,902	28.03%
509 00 Miscellaneous	\$66,975	\$5,079	\$38,634	\$26,886	57.68%
509 02 Professional Development	\$49,000	\$2,439	\$3,360	\$45,640	6.86%
509 08 Advertising	\$133,000	\$950	\$9,837	\$123,163	7.40%
TOTAL	\$16,383,345	\$1,185,789	\$3,901,616	\$12,512,174	23.81%

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

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	27,000	0	0	27,000	0.00%
4090194	TDA Shop repairs and replacement	21,800	0	0	21,800	0.00%
4091794	Bus stop improvements	-	0	0	0	#DIV/0!
	TDA Bus replacement	3,616,700	0	0	3,616,700	0.00%
	TDA IT Upgrades and Replacements	114,500	0	0	114,500	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	120,000	0	0	120,000	0.00%
4111700	PTMISEA Shelters and Stops	125,000	0	0	125,000	0.00%
	Prob 1B Security upgrades	36,696	0		36,696	0.00%
	PTMISEA Bus Replacement	609,778	0	0	609,778	0.00%
	PTMISEA Transit Center Improvements	125,625	0	0	125,625	0.00%
	PTMISEA Office improvements	179,069	0	0	179,069	0.00%
	PTMISEA Shop Repairs	178,000	0	0	178,000	0.00%
	FTA Bus replacements	12,431,200	0	0	12,431,200	0.00%
	TOTAL REVENUE	17,685,368	-	-	17,685,368	0.00%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
 FOR THE PERIOD ENDING:
 September 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	199,800	0	5,965	193,835	2.99%
5550207	New MOA Facility (Satelite Facility)	-	0	0	0	#DIV/0!
5550407	BRT	-	0	0	0	#DIV/0!
	Transit Center Upgrades and Improvements	125,625	0	0	125,625	0.00%
5550507	Office and Facility Equipment	206,069	2,692	2,692	203,377	1.31%
5550907	IT Upgrades and replacement	114,500	2,966	2,966	111,534	2.59%
555?707	Transit Capital	100,000	0	0	100,000	0.00%
5552407	Security upgrades	36,696	0	0	36,696	0.00%
5551707	Bus Shelters and Stops	125,000	0	0	125,000	0.00%
5552007	Major component rehab	120,000	0	0	120,000	0.00%
	Bus replacement	16,657,678	0	0	16,657,678	0.00%
	TOTAL CAPITAL EXPENDITURES	17,685,368	5,658	11,623	17,673,745	0.07%
	FUND BALANCE (CAPITAL)	0.00	(5,658)	(11,623)		
	FUND BALANCE (CAPTIAL & OPERATING)	0.00	22,841	1,878,703		

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

www.treasurer.ca.gov/pmia-laif/laif.asp
October 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

September 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,141,111.97
Total Withdrawal:	0.00	Ending Balance:	2,141,111.97

REPORT.: Sep 30 15 Wednesday
 RUN....: Sep 30 15 Time: 15:29
 Run By.: TAMARA EDWARDS

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 09-15 Bank Account.: 105

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H5625	09/05/15	MVT01	MV TRANSPORTATION, INC.	56393.07	.00	56393.07	62217H	62217 JULY 2015 FIXED ROU
H5626	09/03/15	VSP01	VSP	477.89	.00	477.89	SEP-15H	SEP-15 VISION BENEFIT
H5627	09/11/15	KUL01	KADRI KULM	22.28	.00	22.28	AUG2015H	AUG2015 MILEAGE/PARKING R
H5628	09/11/15	CAL04	CALIFORNIA WATER SERVICE	541.66	.00	541.66	909082015H	909082015, 9098655555 MOA
H5629	09/11/15	CAL04	CALIFORNIA WATER SERVICE	561.35	.00	561.35	019082015H	019082015, 0198655555, BU
H5630	09/08/15	PAC02	PACIFIC GAS AND ELECTRIC	544.48	.00	544.48	726082115H	726082115 7264840356-5 BU
H5631	09/11/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430081815H	430081815, 138430-01, ATL
H5632	09/11/15	CIT07	CITY OF LIVERMORE - WATER	30.11	.00	30.11	432081815H	432081815, 138432-00, ATL
H5633	09/11/15	CIT07	CITY OF LIVERMORE - WATER	106.91	.00	106.91	431081815H	431081815, 1384310-00 ATL
H5634	09/11/15	CIT07	CITY OF LIVERMORE - WATER	119.47	.00	119.47	388081815H	388081815, 139388-00, ATL
H5635	09/11/15	CIT07	CITY OF LIVERMORE - WATER	47.52	.00	47.52	361081815H	361081815, 139361-00, ATL
H5636	09/11/15	CIT07	CITY OF LIVERMORE - WATER	41.18	.00	41.18	399081815H	399081815, 139399-00, ATL
H5637	09/03/15	AME06	AMERICAN FIDELITY ASSURAN	453.61	.00	453.61	SUPPL09-2H	SUPPL09-2015 SUPPLEMENTAL
H5638	09/03/15	AME06	AMERICAN FIDELITY ASSURAN	953.33	.00	953.33	FSA09-201H	FSA09-2015 FLEX SPENDING
H5639	09/03/15	VER01	VERIZON WIRELESS	186.42	.00	186.42	975112346H	9751123463 DIRECTORS CELL
H5640	09/03/15	MER01	MERCHANT SERVICES	180.93	.00	180.93	MOA083115H	MOA083115 MERCHANT SVCS A
H5641	09/03/15	MER01	MERCHANT SERVICES	222.54	.00	222.54	TC083115H	TC083115 MERCHANT SVCS AU
H5642	09/11/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575090115H	575090115, 5755555555, CO
H5643	09/11/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257090115H	257090115, 2575555555 TC
H5644	09/11/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475090115H	476090115, 4755555555 MOA
H5645	09/11/15	PAC02	PACIFIC GAS AND ELECTRIC	1413.92	.00	1413.92	606083115H	606083115 6062256368-6 SA
H5646	09/11/15	PAC02	PACIFIC GAS AND ELECTRIC	8276.14	.00	8276.14	580090115H	580090115 5809326332-3 MO
H5647	09/04/15	PER01	PERS	4406.73	.00	4406.73	20150828CH	20150828C PERS Retirement
H5648	09/03/15	EMP01	EMPLOYMENT DEVEL DEPT	2.30	.00	2.30	20150904BH	20150904B, SIT - NANCY LO
H5649	09/03/15	EFT01	ELECTRONIC FUND TRNFERS	39.16	.00	39.16	20150904BH	20150904B, SSI, MEDICARE
H5650	09/04/15	PER01	PERS	2136.88	.00	2136.88	20150828NH	20150828 PERS Retirement
H5651	09/03/15	PER04	CALPERS RETIREMENT SYSTEM	507.69	.00	507.69	20150904H	20150904 PERS - 457 8/15-
H5652	09/03/15	EMP01	EMPLOYMENT DEVEL DEPT	2184.28	.00	2184.28	20150904H	20150904 SIT, SDI
H5653	09/04/15	DIR02	DIRECT DEPOSIT OF PAYROLL	35027.53	.00	35027.53	20150904H	20150904, DIRECT DEPOSIT
H5654	09/03/15	EFT01	ELECTRONIC FUND TRNFERS	7088.16	.00	7088.16	20150904H	20150904 FIT, MEDICARE, SSI
H5655	09/03/15	PER03	CAL PUB EMP RETIRE SYSTM	28914.82	.00	28914.82	SEPTEMBERH	SEPTEMBER-15 HEALTH BENEF
H5656	09/11/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1996.84	.00	1996.84	OCT-15H	OCT-15, OCT 2015 DENTAL B
H5657	09/11/15	MOC01	DENNIS MOCHON	146.05	.00	146.05	AUG2015H	AUG2015 MILEAGE REIMBURSE
H5658	09/10/15	MTM01	MEDICAL TRANSPORTATION MA	126022.33	.00	126022.33	JUL2015H	JUL2015 JULY 2015 PARA TR
H5659	09/11/15	CAL04	CALIFORNIA WATER SERVICE	343.47	.00	343.47	461090215H	461090215, #4616555555 TC
H5660	09/11/15	CAL04	CALIFORNIA WATER SERVICE	34.42	.00	34.42	361090215H	361090215, #3616555555 TC
H5661	09/09/15	USB01	U S BANK	4085.14	.00	4085.14	AUG2015H	AUGUST 2015 CREDIT CARD C
H5662	09/09/15	INT05	INTERSTATE OIL COMPANY	14684.00	.00	14684.00	D368716INH	D368716-IN, FUEL DELIVERY
H5663	09/11/15	TAX72	JUSTIN HART	155.55	.00	155.55	8/2-8/30H	8/2-8/30 PARATAXI REIMBUR
H5664	09/11/15	TAX87	DELORES M. POWLEY	38.70	.00	38.70	8/21/15H	8/21/15 PARATAXI REIMBURS
H5665	09/11/15	TX113	RODGER RAGER	199.75	.00	199.75	8/12-8/28H	8/12-8/28 PARATAXI REIMBU
H5666	09/11/15	TAX59	ANITA MARCH	204.90	.00	204.90	1/5-4/30H	1/5-4/30 PARATAXI REIMBUR
H5667	09/11/15	TX125	VIRGINIA RAUCH	49.51	.00	49.51	7/30-8/6H	7/30-8/6 PARATAXI REIMBUR
H5668	09/15/15	MVT01	MV TRANSPORTATION, INC.	329090.00	.00	329090.00	62969H	62969 INSTALLMENT #1 SEPT
H5669	09/25/15	SWA01	ANGELA SWANSON	55.79	.00	55.79	090915H	090915 MILEAGE REIMBURSEM
H5670	09/25/15	SHE05	SHELL	63.70	.00	63.70	641509H	641509, AGENCY VEHICLE FU

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
H5671	09/25/15	INT05	INTERSTATE OIL COMPANY	14669.43	.00	14669.43	D35508A-IH	D35508A-IN DIESEL FUEL DE
H5672	09/25/15	CAL15	CALTRONICS BUSINESS SYS	416.63	.00	416.63	1850544H	1850544 BIZHUB MAINTENANC
H5673	09/25/15	OAK01	OAKS BUSINESS PK OWNERS	3606.00	.00	3606.00	4THQTR201H	4THQTR2015 QTRLY BUSINESS
H5674	09/16/15	DIR02	DIRECT DEPOSIT OF PAYROLL	34156.70	.00	34156.70	20150918H	20150918 DIRECT DEPOSIT 8
H5675	09/16/15	EMP01	EMPLOYMENT DEVEL DEPT	2239.99	.00	2239.99	20150918H	20150918 SIT, SDI
H5676	09/16/15	EFT01	ELECTRONIC FUND TRNFERS	6557.11	.00	6557.11	20150918H	20150918, FIT, FICA, MEDI
H5677	09/16/15	PER01	PERS	4406.73	.00	4406.73	20150911CH	20150911C, PERS Retirement
H5678	09/16/15	PER01	PERS	2404.54	.00	2404.54	20150911NH	20150911N PERS RETIREMENT
H5679	09/16/15	PER04	CALPERS RETIREMENT SYSTEM	734.14	.00	734.14	20150918H	20150918 PERS - 457 8/29-
H5680	09/25/15	PAC02	PACIFIC GAS AND ELECTRIC	108.81	.00	108.81	764091415H	764091415, #7649646868-7
H5681	09/25/15	CIT07	CITY OF LIVERMORE - WATER	307.07	.00	307.07	431091515H	431091515, 138431, ATLANT
H5682	09/25/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430091515H	430091515, 138430, ATLANT
H5683	09/25/15	CIT07	CITY OF LIVERMORE - WATER	121.97	.00	121.97	388091515H	388091515, 139388, ATLANT
H5684	09/25/15	CIT07	CITY OF LIVERMORE - WATER	33.57	.00	33.57	432091515H	432091515, 138432, ATLANT
H5685	09/25/15	STA13	STAPLES CREDIT PLAN	717.82	.00	717.82	AUG2015SUH	AUG2015SUPPLIES, OFFICE S
H5686	09/25/15	PAC02	PACIFIC GAS AND ELECTRIC	746.05	.00	746.05	980091515H	980091515, #9800031052 TR
H5687	09/25/15	PAC02	PACIFIC GAS AND ELECTRIC	509.37	.00	509.37	900091515H	900091515, #9007202117, M
H5688	09/25/15	STA01	STATE COMPENSATION FUND	1239.88	.00	1239.88	OCT2015H	OCT2015, Workers' Com INS
H5689	09/25/15	MTM01	MEDICAL TRANSPORTATION MA	10941.00	.00	10941.00	MTM112025H	MTM112025 DAR VOUCHER REI
H5690	09/25/15	NEL01	NELSON\NYGAARD CONSULTING	18440.12	.00	18440.12	64924H	64924, COA PROF SERVICES
H5691	09/25/15	CIT07	CITY OF LIVERMORE - WATER	51.84	.00	51.84	361091515H	361091515, #139361, ATLAN
H5692	09/25/15	CIT07	CITY OF LIVERMORE - WATER	41.18	.00	41.18	399091515H	399091515, #139399, ATLAN
H5693	09/25/15	INT05	INTERSTATE OIL COMPANY	14591.13	.00	14591.13	D2686FG-IH	D2686FG-IN, DIESEL DELIVE
H5694	09/30/15	MVT01	MV TRANSPORTATION, INC.	329090.00	.00	329090.00	62970H	62970 INSTALLMENT #2 9/16
H5695	09/25/15	BID01	DON BIDDLE	200.00	.00	200.00	SEPT2015H	SEPT2015 BOD STIPENDS SEP
H5696	09/25/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	SEPT2015H	SEPT2015 BOD STIPENDS
H5697	09/25/15	PEN01	JERRY PENTIN	100.00	.00	100.00	SEPT2015H	SEPT2015 BOD STIPENDS
H5698	09/25/15	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	SEPT2015H	SEPT2015 BOD STIPENDS
H5699	09/25/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	SEPT2015H	SEPT2015 BOD STIPENDS
H5700	09/25/15	SPE04	STEVEN G. SPEDOWFSKI	200.00	.00	200.00	SEPT2015H	SEPT2015 BOD STIPENDS
H5701	09/25/15	STO03	DIANE STOUT	97.10	.00	97.10	SEPT2015H	SEPT2015 EXPENSE REIMBURS
H5702	09/25/15	TAX58	LARRY JENKINS	408.00	.00	408.00	7/15-9/15H	7/15-9/15 PARA TAXI REIMB
H5703	09/25/15	TAX14	KAREN ADAMS	20.00	.00	20.00	9/4/15H	9/4/15 PARA TAXI REIMBURS
H5704	09/25/15	TAX67	CHRISTEL RAGER	93.50	.00	93.50	9/1-9/10H	9/1-9/10 PARA TAXI REIMBU
H5705	09/25/15	TAX91	VIVIAN MARIE MILLER	164.93	.00	164.93	8/21-9/18H	8/21-9/18 PARA TAXI REIMB
H5706	09/25/15	TAX98	ROHAN NG	60.00	.00	60.00	8/28-8/31H	8/28-8/31 PARA TAXI REIMB
H5708	09/25/15	TAX53	ROBERTA ISHMAEL	56.10	.00	56.10	7/1-7/2H	7/1-7/2 PARA TAXI REIMBUR
H5709	09/25/15	TX116	JACQUELINE POPE-JENKINS	5.10	.00	5.10	8/31/15H	8/31/15 PARA TAXI REIMBUR
H5710	09/30/15	EFT01	ELECTRONIC FUND TRNFERS	709.32	.00	709.32	20150918BH	20150918B FICA MEDICARE 8
H5711	09/30/15	BRO03	KARLA SUE BROWN	100.00	.00	100.00	SEPT2015BH	SEPT2015B BOD STIPENDS -
H5712	09/30/15	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	SEPT2015BH	SEPT2015B BOD STIPENDS P&
H5713	09/30/15	SPE04	STEVEN G. SPEDOWFSKI	100.00	.00	100.00	SEPT2015BH	SEPT2015B BOD STIPENDS P&
018718	09/11/15	AVI01	AMADOR VALLEY INDUSTRIES	325.84	.00	325.84	514259	514259 DUBLIN CA 13 CANS
018719	09/11/15	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20150908	20150908, TICKET ORDER SE
018720	09/11/15	BAY03	BAY AREA NEWS GROUP	320.40	.00	320.40	907172	907172, TITLE VI HEARING
018721	09/11/15	CDW01	CDW-G GOVERNMENT, INC	245.00	.00	245.00	XN49109	XN49109, ADOBE ILLUSTRATO

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018722	09/11/15	CIT08	CITY OF FOSTER CITY	250.00	.00	250.00	9464	9464, CALOPPS JOB POSTING
018723	09/11/15	DAY02	DAY & NIGHT PEST CONTROL	218.00	.00	218.00	104882	104882, PEST CONTROL AUGU
018724	09/11/15	EME01	EMERALD LANDSCAPE CO INC	1155.00 130.00 175.00	.00 .00 .00	1155.00 130.00 175.00	262873 263497 263573	262873, SEPTEMBER 2015 LA 263497, IRRIGATION REPAIR 263573 REBUILD BACKFLOW P
			Check Total.....	1460.00	.00	1460.00		
018725	09/11/15	GSG01	GSGC INC	1328.92 505.01	.00 .00	1328.92 505.01	06266-15 06267-15	06266-15 SEPT 2015 JANITO 06267-15 JANITORIAL SUPPL
			Check Total.....	1833.93	.00	1833.93		
018726	09/11/15	KKI01	ALPHA MEDIA II LLC	330.00	.00	330.00	IN-115087	IN-1150876841, TRY TRANSI
018727	09/11/15	LIV10	LIVERMORE SANITATION INC	2317.40	.00	2317.40	653032	653032, GARBAGE AUG 2015
018728	09/11/15	OFF01	OFFICE DEPOT	105.04	.00	105.04	789449998	789449998001 OFFICE SUPPL
018729	09/11/15	OFF02	OFFICETEAM	265.54 707.02 975.20	.00 .00 .00	265.54 707.02 975.20	43754629 43784703 43816671	43754629 TEMP STAFF WE 8/ 43784703 TEMP STAFF - WE 43816671 TEMP STAFF WE 8/
			Check Total.....	1947.76	.00	1947.76		
018730	09/11/15	RHT01	R.H. TINNEY, INC.	843.00 -843.00 407.50 -407.50	.00 .00 .00 .00	843.00 -843.00 407.50 -407.50	2595S-IN 2595S-INu 2740S-IN 2740S-INu	2595A-IN, 7/28,7/29 DUCT Ck# 018730 Reversed 2740S-IN, 8/18/15 COMPRES Ck# 018730 Reversed
			Check Total.....	.00	.00	.00		
018731	09/11/15	SCF01	SC FUELS	14906.33	.00	14906.33	2864322	2864322, 8/31/15 FUEL DEL
018732	09/11/15	SEL00	SELECT IMAGING	200.00	.00	200.00	75979	75979 TRY TRANSIT SLIDER
018733	09/11/15	TIC01	CHELSEA RAHARDJA	98.00	.00	98.00	083115	083115 REIMBURSE FOR \$100
018734	09/11/15	TOT02	TOTAL COMPENSATION SYSTEM	1400.00	.00	1400.00	4641	4641 GASB45 VALUATION SVC
018735	09/11/15	TRA10	TRANSIT INFORMATION PROD.	12649.90 3599.85 1573.68	.00 .00 .00	12649.90 3599.85 1573.68	12209 12229 12230	12209 AUG 2015 BUS BOOK P 12229,ON-STREET DISPLAYS 12230 PRODUCTION OF ARTWO
			Check Total.....	17823.43	.00	17823.43		
018736	09/11/15	TX128	KATHY HANDEL	97.16	.00	97.16	7/18-8/14	7/18-8/14 PARA TAXI REIMB
018737	09/25/15	ATT02	AT&T	836.13 271.95	.00 .00	836.13 271.95	7045981 7045982	7045981, C602223457777, S 7045982, #9252948198 PRI
			Check Total.....	1108.08	.00	1108.08		
018738	09/25/15	CAL13	CALIFORNIA TRANSIT	11170.74	.00	11170.74	062015AUG	06-2015-AUG INS DEDUCTIBL
018739	09/25/15	CIT06	CITY OF LIVERMORE SEWER	176.78 41.18 146.50	.00 .00 .00	176.78 41.18 146.50	BW091515 TC090815 MOA091515	BW091515 #138143, BUS WAS TC090815 TC SEWER MOA091515 #133294, MOA SE
			Check Total.....	364.46	.00	364.46		
018740	09/25/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B509151	B509151 SOFTWARE MAINTENA
018741	09/25/15	COS01	COSTCO WHOLESALE MBR.	550.00	.00	550.00	110115	110115 COSTCO MEMBERSHIP
018742	09/25/15	DIR01	DIRECT TV	13.00	.00	13.00	266828005	26682800508, SATELITE TV
018743	09/25/15	GAN01	GANNETT FLEMING COMPANIES	3375.37	.00	3375.37	551560731	55156.07*3157, RAPID BUS
018744	09/25/15	GET01	GETTLER-RYAN INC.	277.50	.00	277.50	55237	55237 TROUBLESHOOT PUMP R
018745	09/25/15	HUT01	HUTTON COMMUNICATIONS, IN	2691.82	.00	2691.82	2880864	2880864, REPLACEMENT AC D
018746	09/25/15	JTH01	J. THAYER COMPANY	129.18	.00	129.18	978242-0	978242-0 OFFICE SUPPLIES
018747	09/25/15	MVT01	MV TRANSPORTATION, INC.	16500.00	.00	16500.00	FY15SQSI	FY15SQSI FY15 SQSI PAYMEN
018748	09/25/15	OFF01	OFFICE DEPOT	286.21	.00	286.21	792788413	792788413001, OFFICE SUPP
018749	09/25/15	OFF02	OFFICETEAM	195.04	.00	195.04	43894414	43894414 TEMP STAFF - WE
018750	09/25/15	PAC01	AT&T	70.63 293.98 32.76	.00 .00 .00	70.63 293.98 32.76	ATA091315 ATT091115 CFA090715	ATA091315, #9252439029 AT ATT091115, 4369510106, AT CFA090715 #2323516260 CON
			Check Total.....	397.37	.00	397.37		
018751	09/25/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005913	2005913, UNDGRD TANK INS

REPORT.: Sep 30 15 Wednesday
 RUN....: Sep 30 15 Time: 15:29
 Run By.: TAMARA EDWARDS

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 09-15 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
018751	09/25/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005914	2005914, UNGRD TANK INSP
			Check Total.....:	240.00	.00	240.00		
018752	09/25/15	PLE06	PLEASANTON UNIFIED SCHOOL	519.88	.00	519.88	092215	092215, FACILITY USE FEE,
018753	09/25/15	RHT01	R.H. TINNEY, INC.	843.00	.00	843.00	2595SIN	2595S-IN RUTAN DUCT WORK
018754	09/25/15	SHA02	SHAMROCK OFFICE SOLUTIONS	43.60	.00	43.60	224929	224929 RICOH PRINTER MAIN
018755	09/25/15	TIC01	LISA KINDRED	49.00	.00	49.00	091115	091115 DAR TICKET REIMBUR
018756	09/25/15	TIC08	DAVID WHITFIELD	87.50	.00	87.50	091815	091815 REIMBURSEMENT FOR
018757	09/25/15	TX123	OLGA PRINZ	134.30	.00	134.30	6/27-9/8	6/27-9/8 PARA TAXI REIMBU
018758	09/25/15	TX129	CATHERINE OGLE	27.20	.00	27.20	9/11-9/13	9/11-9/13/15 PARA TAXI RE
			Cash Account Total.....:	1163143.57	.00	1163143.57		
			Total Disbursements.....:	1163143.57	.00	1163143.57		

AGENDA

ITEM 5



S T A F F R E P O R T

SUBJECT: Wheels Forward: Service Design Guidelines

FROM: Christy Wegener, Director of Planning and Communications

DATE: November 2, 2015

Action Requested

Approve the Service Design Guidelines.

Background

Wheels Forward is a comprehensive operational analysis (COA) of the Wheels bus system, a project that was initiated in March 2015. The goal of Wheels Forward is to improve the Wheels bus system in the Tri-Valley so that it better serves current and future travel patterns, more closely links transit planning with land use planning; and improves the efficiency, effectiveness, and overall operation of the bus system. This goal may be achieved through a combination of changes to route alignments, schedules, and the overall design of the transit network, as indicated by planning analysis, public feedback, stakeholder and Board guidance.

The purpose of the service design guidelines is to provide an overall policy framework for the future planning decisions on Wheels bus service. Service design guidelines aim to resolve the tension between competing transit goals and will help inform future Wheels Forward service planning recommendations.

Discussion

Since the COA has kicked off, several activities have taken place to gather input service design guidelines for the Wheels system.

Board Retreat: A Board retreat was held on July 15th where the vision for Wheels was discussed along with a dialog about the service tradeoffs. During the retreat, the Board discussed service tradeoffs and provided the following input:

- Coverage vs Productivity: Lean more heavily towards productivity (more service, fewer areas that would result in higher ridership).
- Frequency vs Span of Service: Focus on higher frequencies during core/commute hours, with longer headways in off-peak as appropriate.
- Weekday vs Weekend: Prefer seven day service, given existing conditions data.
- One-Seat vs Transfers: General understanding of desire to simplify trips, but strong feeling that an improvement in reliability and the wait experience (real-time info, security, etc) can help mitigate concerns with transfers.

- Route Directness vs Access: Less specialization. Prefer passengers walking to the main road rather than having buses meet them at the front door. This results in faster service.
- More Stops vs Fewer Stops: Feeling that less stops on the Rapid is important to speed up the bus. However, reducing stops on other routes needs to be well thought out when paired with the emphasis on more direct routes. Don't want a net loss of passengers due to length of walk to stop-- stops should be situational based on land use and ridership.
- Local Market vs Regional Service: Strong desire to focus on the local market, with several members noting that regional connections should be served, though perhaps through funding or operating agreements with partner agencies as appropriate rather than assuming LAVTA must serve them directly.
- Existing Service Area vs Expansion Projects: Focus on improving existing service area, with some acknowledgement that the service area may change slightly to take advantage of new opportunities, e.g. land use developments.

Public Meetings: Three public workshops were held at the end of July where those in attendance at the meeting provided feedback on service tradeoffs. Over 100 people attended the three workshops. At the meetings, the following service comments were noted:

- Service improvements: Improve connections (frequency) to BART
- Route structure: Make routes less meandering and more efficient
- Other improvements: Operate the Rapid on weekends, improve weekend evening services, offer better service to the Outlets, add service to Stoneridge Creek retirement community (in Pleasanton), and service to Mountain House.

During the community meetings, the public was asked to place stickers on a large board indicating their preferences for service tradeoffs. The following tradeoffs were noted:

- Frequency vs. Coverage: Meeting attendees overwhelmingly marked frequency over coverage (70% frequency, 13% neutral, 17% coverage)
- Frequency vs. Span: Meeting attendees marked more service during rush hour over longer service hours (42% rush hour service, 29% neutral, 29% longer hours)
- Days of Service: Meeting attendees preferred service seven days a week over weekday-only service (45% seven days/week, 28% neutral, 24% weekdays only)
- Local or Regional: Meeting attendees preferred concentrating resources on local services (58% local, 12% neutral, 30% regional)
- Directness: Meeting attendees favored more direct routes with shorter rides and longer walks to get to the bus stop (62% direct, 12% neutral, 16% longer bus rides with less walking)
- Transfers: Meeting attendees were split on the number of transfers (43% favored more routes with fewer transfers, 43% favored fewer routes with more transfers, and 14% were neutral)
- Stop Spacing: The public was split on stop spacing (46% favored more stops with a shorter walk to the stop, 50% favored fewer stops with a longer walk to the stop, 4% were neutral)
- Service Expansion: Meeting attendees favored expanding service into new areas (62% favored expansion, 35% favored improving existing service, 3% were neutral)

Rider Survey: A survey was administered on Wheels buses during the months of June and July. A total of 821 surveys were collected on weekdays and 291 were collected on weekends. The survey included questions about what improvements current riders valued the most. Current riders expressed the following preferences:

- More frequent service (29%)
- Buses run earlier/later in the day (14%)
- Lower fares (9%)
- Improve on-time performance (7%)
- Faster service

Online Tradeoffs Survey: An online survey was posted on WheelsForward.com and 226 people responded to the survey. Results indicated that:

- Respondents strongly support providing more frequent service for a shorter span over less frequent service for a longer span
- Respondents strongly support providing more weekday service at the expense of weekend service
- Respondents strongly support providing faster service with longer walks to stops as opposed to slower service with shorter walks to stops
- Respondents support improving existing service over expanding to new areas

Stakeholder Meeting: A Stakeholder Advisory Group was formed and had their first meeting in July. At their first meeting, the stakeholders discussed their understanding of the Wheels bus system and its functionality. The group discussed their preferences for more direct, frequent Tri-Valley bus service that is easier to navigate than the existing Wheels system.

General Public Outreach: In addition to all of the above, general outreach has been completed to gather information on service preferences and requests. An online comment form was available on WheelsForward.com and over 50 comments were submitted. Many commenters requested better (more direct, more frequent) service to existing destinations, including BART, the Outlets and Las Positas College. Improving connectivity with BART received several comments, as did requests to run the Rapid 7-days a week. There were also several emails received about adding service to Mountain House.

Analysis

During the public outreach and open comment period, the planning team noted there were conflicting comments received for some of the service trade-offs (weekday versus weekend service, expanding service to new areas versus improving existing service). The scenarios that have been developed aim to provide options to address even conflicting service preferences.

The planning team has developed a series of proposed service design guidelines that include elements that address a fundamental decision point in transit planning: how much service to allocate to areas based on ridership demand and productivity goals (i.e., maximizing the number of passengers per hour of service), and how much service to allocate to areas based on coverage goals (i.e., providing widespread access through a geographically-dispersed system). As stated above, service design guidelines attempt to resolve the tension between competing goals in transit: coverage vs. productivity; equity vs. cost-effectiveness; distance to stops vs. travel time; direct access vs. direct routes.

Wheels currently has a highly coverage-oriented system that in general does not respond to higher levels of transit demand with the type of service that will support higher productivity. The proposed Service Design Guidelines include elements that more explicitly link transit service levels to the level of transit demand in a specific corridor or area and open the door to productivity-oriented services.

Service Design Guidelines

Several principles of transit service design are proposed for use in scenario development and service planning. These principles reflect well established best practices in transit service planning as well as feedback from existing Wheels riders and potential riders, as well as the Board and community stakeholders. The proposed principles are:

- **Headways/Frequency:** There is a clear role for a frequent BART feeder network within the Wheels Bus system. An effort should be made to maximize frequency on major arterials that act as extensions to the BART system (Dublin Blvd., Santa Rita Road, Stanley Blvd.) For frequent primary routes, provision of service that operates every 15 minutes is an important psychological breakpoint. Fifteen minute or better service meets every BART train. Also, at headways of 15 minutes or better, many riders will not need to refer to the schedule, because wait time is minimal.
- **Direct Alignments:** Routes should be designed to operate as directly as possible to maximize average speed for the bus and minimize travel time for passengers while maintaining access to service. Even if a trip requires transferring between two routes, it is likely to be faster than a trip using a circuitous route. Less direct alignments may be appropriate for coverage-based services; however, route alignments should still be easily understood, and an effort should be made to provide the most direct alignments possible while meeting coverage goals. To the extent possible, remove the loops in the service area and convert those areas to bi-directional lines. Loops require longer travel time to get from point A to point B and are often a source of confusion for riders.
- **Route Alignment:** Routes should ideally operate along the same alignment in both directions to make it easy for riders to know how to return to their trip origin location. Exceptions can be made in cases where such operation is not possible due to one-way streets, turn restrictions, or near the end of a route where the bus must turn around. In those cases, routes should be designed so that the opposite directions parallel each other as closely as possible.
- **Spacing Between Routes.** To maximize use of operating resources and avoid duplication of services, routes should in most cases be spaced to duplication of service in the same corridor.
- **Route Deviations:** Routes should not deviate from the most direct alignment unless there is a compelling reason.
- **Transfers.** If routes are to be made relatively direct and frequent, it may not always be necessary to provide “one-seat” rides between riders’ origins and destinations.

Connections should be designed to be as seamless as possible, with relatively frequent service and timed connections at key hubs (BART, Transit Center)

- **Route Consistency:** Routes should follow the same pattern when in operation. Route variants that only operate during parts of the day or on weekends should be avoided if possible to improve ease of understanding.

- **Stop Spacing:** The distance between stops is a key element in balancing transit access and service efficiency. More closely spaced stops provide customers with more convenient access as they are likely to experience a shorter walk to the nearest bus stop. However, transit stops are also the major reason that transit service is slower than automobile trips, since each additional stop with activity requires the bus to decelerate, come to a complete stop, load and unload riders, and then accelerate and re-merge into traffic. Where possible, stops should be located one quarter to one third of a mile apart.

Next Steps

Three service scenarios have been developed and will be presented at a series of community meetings on October 27, 28 and 29. Each of the scenarios incorporates a degree of the service design guidelines presented above, but all include high-frequency service to BART. The final service scenario presented for approval in 2016 will incorporate both Board and public comment, as well as the approved service design guidelines.

Recommendation

The Projects and Services Committee recommends the Board approve the Service Design Guidelines.

Approved: _____

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Wheels Forward: Service Alternatives

FROM: Christy Wegener, Director of Planning and Communications

DATE: November 2, 2015

Action Requested

This is an information item for review and discussion.

Background

As a part of the Wheels Comprehensive Operational Analysis (COA), the Planning Team has developed three service alternative scenarios.

Discussion

The primary goal of the LAVTA Comprehensive Operational Analysis (COA) is to improve transit service in the Tri-Valley area. Convenient and cost-effective transit service requires an appropriate balance of coverage, frequency, and service span.

Prior to developing any recommendations, existing ridership, on-time performance, travel patterns, and demographic data were analyzed. Public meetings, stakeholder meetings, an on-line survey, and a non-user household telephone survey all indicated that later service, more frequent service, and better connections to BART are some of the improvements desired most by riders and non-riders.

The outreach and market assessment indicate that there is more demand for service than there are existing resources. These initial recommendations are intended to offer options for improving service within the existing budget.

Each of the three initial scenarios that have been developed are designed to address existing mobility challenges, find the most productive markets, and address operational issues. Four common themes are introduced that guided the development of the scenarios.

- **Improve Ridership and Farebox Recovery Ratio of the Rapid** – The Metropolitan Transportation Commission (MTC) has a mandated 20% farebox recovery ratio (the percentage of costs covered by fares). The Rapid currently only has a farebox recovery ratio of 14-15%. Reducing duplication of service with other routes, changing the alignment to focus on the most productive areas, and adding new ridership destinations are all strategies recommended in the scenarios.
- **Improve Access to BART** – The market research and household telephone survey clearly indicated that BART was a primary destination for Tri-Valley residents. Parking at the BART stations is at capacity, and residents are looking for other options. Improving access was a primary goal of the scenarios.
- **Reduce Duplication of Service** – An examination of the existing system map shows significant overlaps of service. One route in a given corridor is easier for potential

riders to understand and reduces the chances that multiple routes are chasing the same market. The scenarios reduce duplication of service between the Rapid, local routes, and County Connection service.

- **Simplify the Service** – The existing service consists of many routes that are one-way loops and include deviations. In addition, several routes have one alignment on weekdays and another on weekends, which is confusing to potential customers. The scenarios focus on reducing one-way loops, making service more direct, and operating consistently seven days a week.

The overall goal of the scenarios is to improve ridership and utilization of the service. The three scenarios developed are as follows:

- Scenario 1 – Coverage: The goal of this scenario is to maintain as much of the existing route coverage while also improving ridership potential. (Attachment 1)
- Scenario 2 – Core: The goal of this scenario is focus more on core routes through the Tri-Valley area. (Attachment 2)
- Scenario 3 – Hybrid: The goal of this scenario is create a hybrid between the two previous scenarios. (Attachment 3)

Next Steps

The three scenarios will be presented at a series of community meetings on October 27, 28 and 29.

Recommendation

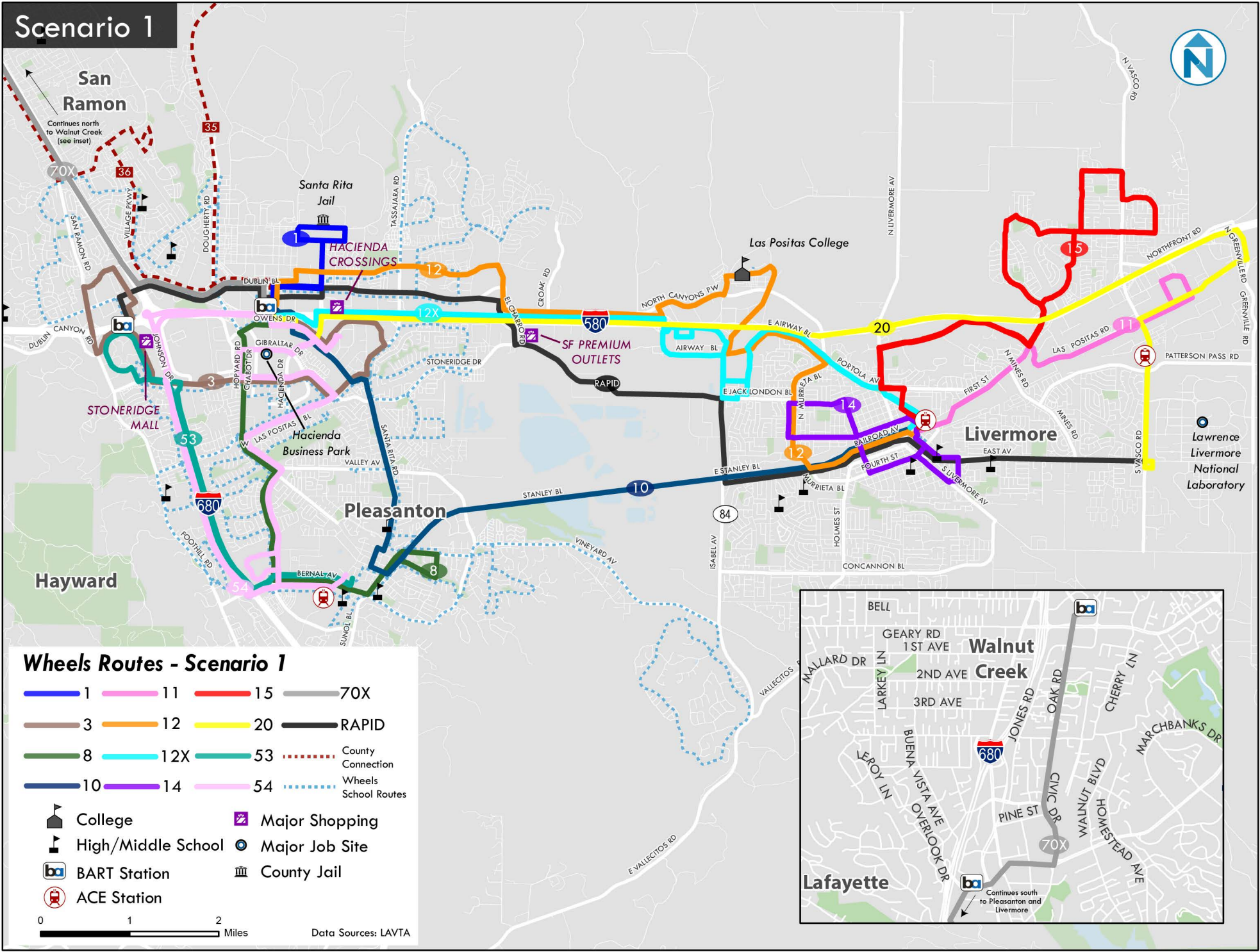
None – information only

Attachments

1. Map - Scenario 1
2. Map - Scenario 2
3. Map – Scenario 3
4. Scenario service level summaries

Approved: _____

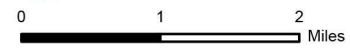
Scenario 1



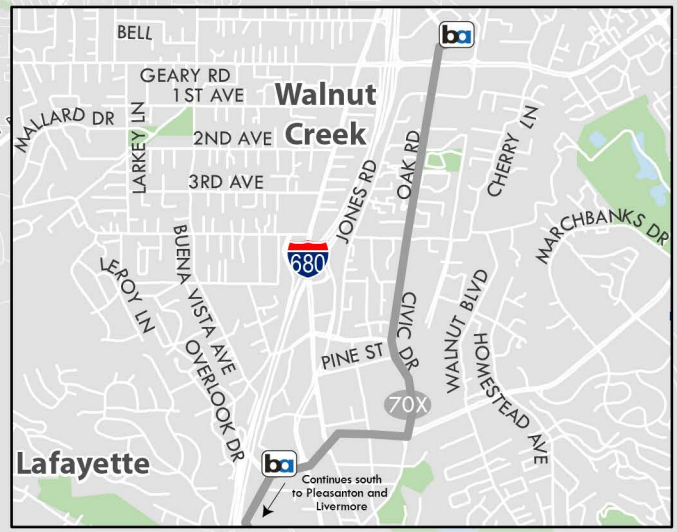
Wheels Routes - Scenario 1

- 1 11 15 70X
- 3 12 20 RAPID
- 8 12X 53 County Connection
- 10 14 54 Wheels School Routes

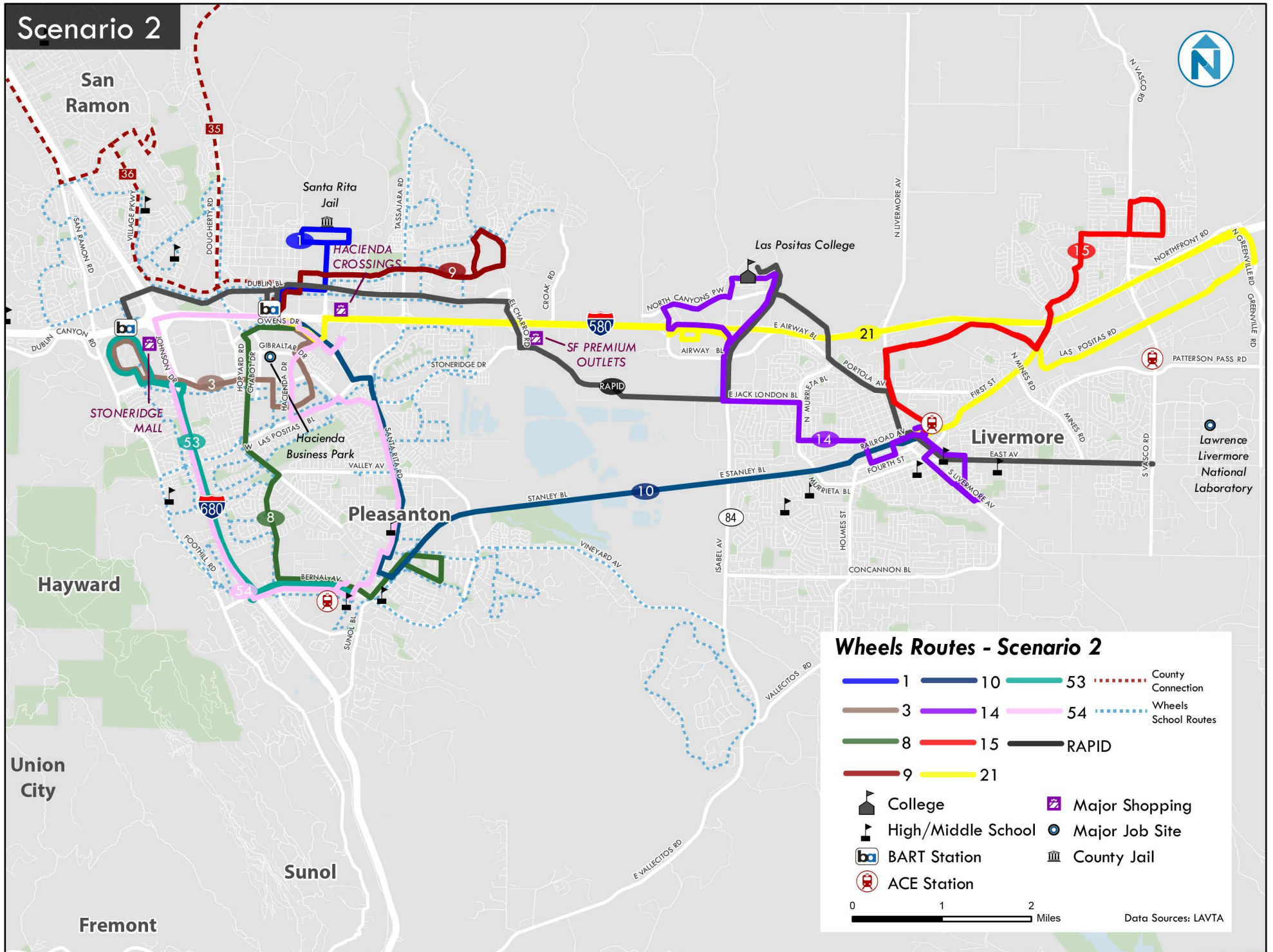
- College
- High/Middle School
- BART Station
- ACE Station
- Major Shopping
- Major Job Site
- County Jail



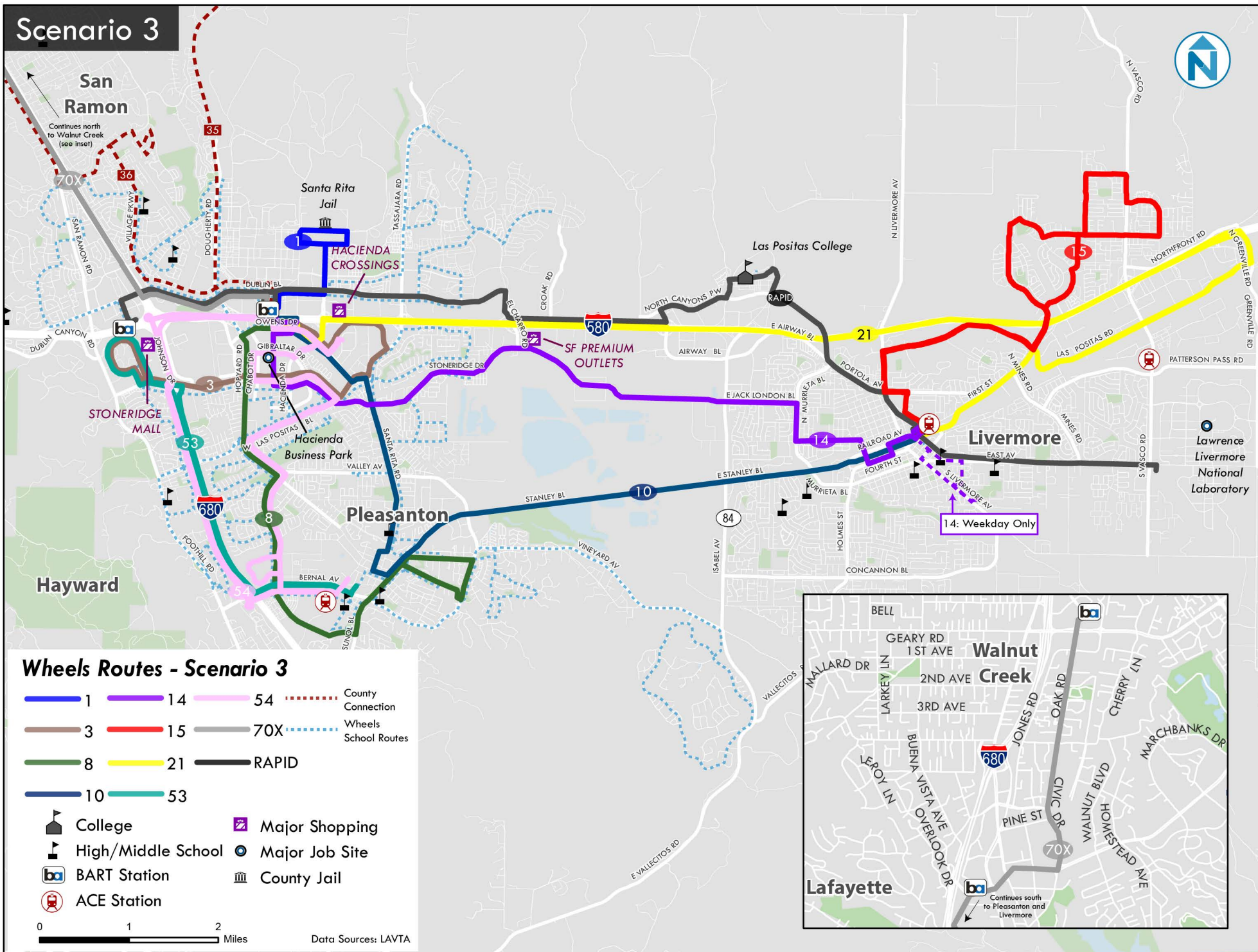
Data Sources: LAVTA



Scenario 2



Scenario 3

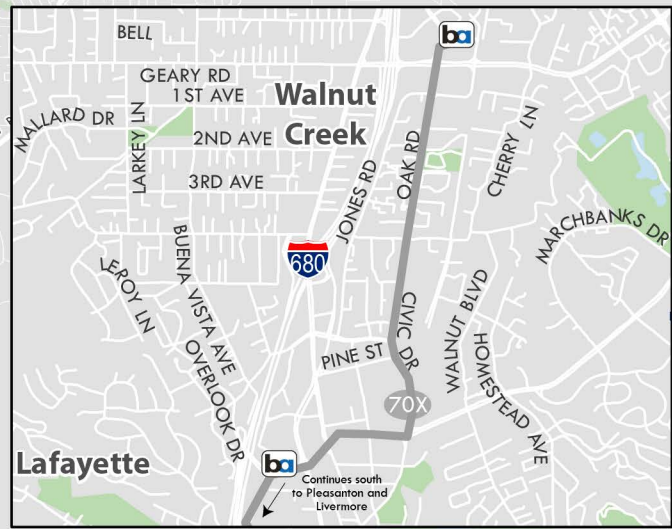


Wheels Routes - Scenario 3

— 1	— 14	— 54	— County Connection
— 3	— 15	— 70X	— Wheels School Routes
— 8	— 21	— RAPID	
— 10	— 53		

College	Major Shopping
High/Middle School	Major Job Site
BART Station	County Jail
ACE Station	

0 1 2 Miles Data Sources: LAVTA



SCENARIO 2

Route	Frequency (Minutes between Arrivals)					Span		
	Weekday AM and PM Peak	Weekday Midday	Weekday Evening	Saturday	Sunday	Weekday	Saturday	Sunday
Rapid	15	15	30	60	60	5 AM – 11 PM	5 AM – 10 PM	5 AM – 10 PM
Route 1	30	30	30	30	30	6 AM – 9 PM	8 AM – 9 PM	8 AM – 9 PM
Route 2	–	–	–	–	–	–	–	–
Route 3	30	60	30	30	30	6 AM – 9 PM	8 AM – 9 PM	8 AM – 9 PM
Route 8	30	30	30	60	60	7 AM – 9 PM	8 AM – 9 PM	9 AM – 2 PM
Route 9	30	30	30	–	–	8 AM – 8 PM	–	–
Route 10	15	15	30	15	30	5 AM – 1 AM	6 AM – 1 AM	6 AM – 1 AM
Route 11	–	–	–	–	–	–	–	–
Route 12	–	–	–	–	–	–	–	–
Route 12X	–	–	–	–	–	–	–	–
Route 14	30	30	30	60	60	7 AM – 8 PM	7 AM – 8 PM	7 AM – 8 PM
Route 15	30	60	60	60	60	6 AM – 12 AM	6 AM – 10 PM	7 AM – 9 PM
Route 20	–	–	–	–	–	–	–	–
Route 21	30	–	–	–	–	6 AM – 9 AM 4 PM – 6 PM	–	–
Route 51	–	–	–	–	–	–	–	–
Route 53	75	–	–	–	–	6 AM – 9 AM 4 PM – 7 PM	–	–
Route 54	60	–	–	–	–	7 AM – 8 AM 4 PM – 6 PM	–	–
Route 70X	–	–	–	–	–	–	–	–
Route 70XV	–	–	–	–	–	–	–	–

SCENARIO 3

Route	Frequency (Minutes between Arrivals)					Span		
	Weekday AM and PM Peak	Weekday Midday	Weekday Evening	Saturday	Sunday	Weekday	Saturday	Sunday
Rapid	15	15	30	60	60	5 AM – 11 PM	5 AM – 10 PM	5 AM – 10 PM
Route 1	30	30	30	60	60	6 AM – 9 PM	8 AM – 9 PM	8 AM – 9 PM
Route 2	–	–	–	–	–	–	–	–
Route 3	30	60	60	60	60	6 AM – 9 PM	8 AM – 9 PM	8 AM – 9 PM
Route 8	30	30	30	60	60	6 AM – 9 PM	8 AM – 9 PM	8 AM – 9 PM
Route 9	–	–	–	–	–	–	–	–
Route 10	15	15	30	30	30	5 AM – 1 AM	6 AM – 1 AM	6 AM – 1 AM
Route 11	–	–	–	–	–	–	–	–
Route 12	–	–	–	–	–	–	–	–
Route 12X	–	–	–	–	–	–	–	–
Route 14	30	60	60	60	60	7 AM – 8 PM	8 AM – 9 PM	8 AM – 9 PM
Route 15	30	60	60	60	60	6 AM – 12 AM	6 AM – 10 PM	7 AM – 9 PM
Route 20	–	–	–	–	–	–	–	–
Route 21	30	–	–	–	–	6 AM – 9 AM 4 PM – 6 PM	–	–
Route 51	–	–	–	–	–	–	–	–
Route 53	75	–	–	–	–	6 AM – 9 AM 4 PM – 7 PM	–	–
Route 54	60	–	–	–	–	7 AM – 8 AM 4 PM – 6 PM	–	–
Route 70X	30	–	–	–	–	6 AM – 8 AM 4 PM – 6 PM	–	–
Route 70XV	–	–	–	–	–	–	–	–

AGENDA

ITEM 7



EXECUTIVE DIRECTOR'S REPORT

November 2015

1. **Clipper® Project**

The Clipper® Project is currently on schedule with a go-live date of November 1. Staff will an update at the Board meeting on the implementation of this important project.

2. **Comprehensive Operational Analysis Update**

The following public meetings are scheduled to review the three system scenarios in an effort to seek comments from the public.

Tuesday, October 27: Amador High School, Pleasanton, 6:30pm-9pm.

Wednesday, October 28, Las Positas College, Livermore, 5:30-8pm

Thursday, October 29, Dublin Civic Center Regional Room, Dublin, 5:30-8pm

Additionally, the three system scenarios are available online at WheelsForward.com for viewing as part of a survey that facilitates public input.

3. **New Website Nearing Completion**

It's anticipated that the new Wheels website will be completed and go live in November. The website will feature a new, easy to use Google Trip Planner, as well as the agency's latest news, a social media section with latest social media posts, and a rider alert section for up-to-date info on bus routes.

4. **Bus Shelter Improvement Plan**

An action plan for bus shelter improvements will be completed in October. The plan will identify shelters that are in need of replacement, as well as those with state of good repair issues. With the project, staff is also looking at consistency with amenities (passenger information, lighting, branding, etc.). Funding for the first phase of improvements with the Bus Shelter Improvement Plan is budgeted and improvements will take place during the winter months. Staff will provide a report to the Projects & Services Committee on this project in November.

5. **Try Transit Week**

Try Transit is a two-week promotional initiative for middle and high schools in the Tri-Valley. It was held this year from September 7th through the 18th. This year the school trippers carried 3,348 trips more than last year. Staff is working with ACTC on these statistics to better understand price elasticity with students and how this information can be helpful with the new Measure BB Student Transit Pass program.

Attachments

1. Management Action Plan w/updates
2. Board Statistics August FY16
3. FY16 Upcoming Committee Items

FY2016 Goals, Strategies and Projects

Last Updated– October 28, 2015

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development						
Strategies (those highlighted in bold indicate highest Board priority)						
<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 						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> • Development of RFP/Selection of Contractor 	DP/ Exec Dir	Projects/ Services	Mar 2015	→ Project awarded to Nelson/Nygaard.	X
	<ul style="list-style-type: none"> • Completion of scope of work 			Feb 2016	→ Draft household survey/non-user report received 9/22. Service alternatives scheduled to be received on 9/27. Promotion on winning an iPad® mini by filling out a COA survey ends 9/30. Outreach for public meetings will begin in October.	X
	<ul style="list-style-type: none"> • Implementation of improvements 			Aug 2016	→ <u>Service alternatives received and posted online for review 10/21. Service design guidelines and alternatives going to Committee/Board in Oct/Nov. Public meetings to be held Oct 27, 28, 29.</u> Project on schedule.	
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> • COA will provide info for the SRTP • COA planning firm scheduled to conduct the SRTP 	DA/DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project is now part of the COA. Agreement with MTC in place for funding. Will begin as service alternative are identified in COA. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning. Kickoff meeting held with consultant team on 8/7. Consultant will rewrite COA to meet MTC SRTP specs. Project on schedule.	

<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>
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.	
Schedule Development	<ul style="list-style-type: none"> Develop timetables for each route, with time points, running times and schedules. 	DP	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 Fare analysis conducted at same time as COA/SRTP/LRTP Implement fare changes 	DP	Projects/ Services	Feb 2015 Feb 2016 Jul 2016	<p>→ Fare analysis awarded to Nelson/Nygaard.</p> <p>→ <u>This project is underway. LAVTA submitted fare data including utilization and fare policies to Nelson Nygaard. ECO Pass to be a part of the fare analysis.</u></p>	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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	<p>→ Staff and Nelson/Nygaard providing ongoing feedback on bus routes within four alternatives. Feedback provided on street design in specific plan for development adjacent to BART station on Isabel. Study to finish in mid-2016. <u>Next TAC meeting scheduled for early November.</u></p> <p>→ <u>LAVTA Board approved a Tri-Valley Regional Rail Advisory Group. Letters sent to member agencies requesting representative.</u></p>	
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. 	DA/ Exec Dir	Projects/ Services	<p>May 2015</p> <p>Sept 2015</p> <p>Apr 2016</p>	<p>→ MTC convened meeting with staff</p> <p>→ COA/Short & Long Range Plan underway.</p> <p>→ Project/budget spreadsheets submitted for business as usual model to 2040. Capital asset inventory and maintenance plan submitted. ACTC has included the plans in their planning documents that are approved and being forwarded to MTC.</p>	X
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	<p>Feb 2015</p> <p>Dec 2015</p>	<p>→ Staff attended and co-sponsored the opening public workshop in Dublin. Staff has attended all TAC meetings and has provided input to consultant.</p> <p>→ Nelson/Nygaard is coordinating LAVTA COA with ACTC. Draft network presented on Oct 8th.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
ACTC Tri-Valley Integrated 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	Projects/ Services	May 2015 Dec 2015	<p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p> <p>→ Kickoff meeting with DKS and project TAC held in August.</p> <p>→ <u>Data collection occurring in October/November. Staff sent copy of COA Household survey.</u></p>	
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. Staff provided comment on methodology to rank arterials and priority for improvements and performance measures. Next TAC meeting in November.</p>	
CCTA: I-680 Express Bus Study/I-680 Transit Investment & Transit Relief 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>→ Projects are ongoing. Geographic focus on Walnut Creek to Dublin. Existing conditions report completed. Main options being explored include enhanced bus transit, ultra-light people mover, light rail, DMU, and connected/automated vehicles. <u>Bus on shoulder option being explored in combination with the abovementioned.</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>
Clipper Project	<ul style="list-style-type: none"> • Policy development • Site work • Installation • Implementation 	DP/ Exec Dir	Projects/ Services	Jul 2015	→ Day Pass Accumulator Approved. Amended MOU approved.	
				Jul 2015	→ Site work has been finished. Equipment install completed on buses. Testing in progress. Employers in Tri-Valley being notified of Clipper progress.	X
				Sept 2015	Training of on-board and ticket-office terminal equipment done. <u>Customer service and operator training done.</u>	X
				Oct 2015	→ <u>Customer service training occurred in early October. Operator training done. Go-live date scheduled for Nov 1.</u>	X

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 	DP/ Exec Dir	Projects/ Services	Mar 2015	→RFP advertised. Planeteria awarded contract	X
				May 2015	→ Planeteria has completed the wire frames for the project and is working on content.	X
				Oct 2015	→ <u>Draft final version of website reviewed by staff. Final graphics and design work being performed. Go live date set for November.</u>	

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 	DP/Exec Dir	Projects/Services	Apr 2015 Jun 2016	→Regular sweepstakes initiated to engage Facebook/Twitter followers. Goal is 2,500 “likes” from customers and residents in service area. Currently at over 564 from 150. Bicycle Sweepstakes in July. iPad sweepstake in Aug/Sept. <u>Commuter bag for Nov.</u>	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 	DP/Exec Dir	Projects/Services	Dec 2015 Dec 2015 Aug 2016	→ Funding has been allocated and staff is awaiting MTC clearance in December to begin project. Scope of work being created. Presentations made to staff from RideRight, Transloc, and Double Map.	
Google Transit Trip Planner	<ul style="list-style-type: none"> Submit data for review/approval to Google Go live with planner on new website 	DP/Exec Dir	Projects/Services	Sept 2015 Oct 2015	→ Most trip planning in US is done through Google Trip Planner. Google Trip Planner available online. Will be on homepage of website, which is scheduled to go live in November.	X
Wayfinding at BART Stations	<ul style="list-style-type: none"> Plan new wayfinding signage Seek funding and install signage 	DP/Exec Dir	Projects/Services	Feb 2015 Jun 2016	→Staff has taken pictures and provided conceptual of wayfinding signage to BART. Currently in RFP that is being advertised. → \$900,000 allocated to various improvements at Dublin/Pleasanton station. Working with BART to use portion of funds for improvements. <u>BART contact out for surgery until January. Project in a holding pattern.</u>	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
High School Ambassador Project	<ul style="list-style-type: none"> Finalize program Appoint ambassadors and train Implementation of program 	DP/Exec Dir	Projects/Services	April 2015 Aug/Sept 2015 Oct 2015	<p>→ Applications for Ambassadors being developed for all high schools. No students signed up for program. Regrouping for sign-ups in September.</p> <p><u>Revised Ambassador program launched on website with deadline for applications 10/30. Five applications already received. Training of ambassadors in Nov w/ go live in December.</u></p>	X
LAVTA Rebranding Project	<ul style="list-style-type: none"> Create RFP Award consultant Finish project 	DP/Exec Dir	Projects/Services	Oct 2015 Nov 2015 Jun 2016	<p>→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design. <u>Rework of scope being finalized. RFP to be advertised in November for December award.</u></p>	X
Comprehensive Dial-A-Ride Rider Publication	<ul style="list-style-type: none"> Review dial-a-ride policies Publisher to design and create publication. 	DP/Exec Dir	Projects/Services	Mar 2016 Apr 2016	<p>→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.</p>	
Dial-A-Ride Customer Service Survey	<ul style="list-style-type: none"> Hire consultant/Develop Survey/Conduct Survey Report to Board survey results 	DP/Exec Dir	Projects/Services	Oct 2015 Nov 2015	<p>→ Scope of work finalized. RFQ will be issued the week of 9/21. <u>Awarded to Invictus. Surveying underway.</u></p>	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
----------	-----------------	-------	-----------------	-------------	--------	-----------

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**

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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 2016 TBD	→ <u>Staff assisted ACTC in interviewing/scoring the potential consultants. Contract in award process. Last meeting with TAC included discussion on current programs with transit operators that could hint as to how program might move forward. Expect Tri-Valley to be a demonstration area.</u>	
Explore TOD Partnerships	<ul style="list-style-type: none"> • Explore TOD partnership near Livermore TC 	DP/ Exec Dir	Finance/ Admin	Jul 2016	→ Discussed Livermore TC TOD project with city staff. Mtgs held with TOD experts at BART. <u>Exploring opportunity for a grant to move potential project forward.</u>	
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. Provided input on SWAT analysis from a transit perspective. <u>Also provided input on street design/streetscape in specific plan. Next meeting in November.</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>
Las Positas College Student, Faculty, Staff Pass Program	<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	Nov 2015 Dec 2015 Mar 2016	→ Researching appropriate cost of pass for pilot program with 8,000/year purchased. Chabot college vote failed. Made presentation to Student Senate in Sept and received positive feedback on developing college ridership/student pass. <u>Exploring a Try Transit week at college to market Wheels. Meet with administration in October to discuss near future system improvements and funding for pilot program that could coincide with implementation of improvements.</u>	

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

<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>
Tri-Valley Regional Rail Advocacy Group	<ul style="list-style-type: none"> • Creation of Advocacy Group • Establish goals and regular meeting schedule 	Exec Dir	Projects & Services	Oct 2015 Nov 2015	→ <u>Board approved the Advisory Group in October. Letters sent to members to choose a representative. Presentation in Nov with ACE Board set.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
----------	-----------------	-------	-----------------	-------------	--------	-----------

Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Trapeze Viewpoint Software	<ul style="list-style-type: none"> • Work through custom software issues • Provide presentation to the Project & Services Committee 	DP/Exec Dir	Projects/Services	Dec 2015	→ Software installed at LAVTA. Custom reports being created with assistance of Trapeze. Bugs identified and fixed. <u>Additional training on Trapeze Viewpoint scheduled for November.</u>	
Performance Metrics Improvement	<ul style="list-style-type: none"> • Staff setting up aggressive monitoring of key performance metrics. <i>Focus on actions to improve on time performance (OTP).</i> 	DP	Projects/Services	July 2016	→ Changes made to routes <u>70X</u> , 15, 53, 54, 3. Incentive program established with drivers. Tracking of OTP and operators leaving yard on-time happening on a daily basis.	

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
----------	-----------------	-------	-----------------	-------------	--------	-----------

Underlined text indicates changes since last report.

<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>
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	Oct 2015	→ LAVTA and Google staff working on final version of lease agreement. Anticipate signing agreement in early November.	
FY15 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DA	Finance/ Admin	Dec 2015	→ <u>Audit nearing completion. Final presentations in December.</u>	
<i>Other:</i>						
Bus Shelter Rehab/Replacement Project	<ul style="list-style-type: none"> Refinish Rapid bus shelter benches Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation or replacement. 	DA	Projects/ Services	Jun 2016 Mar 2016	<p>→ Glass/stripping repair of Rapid shelters completed. <u>43 benches to be rehabbed this fiscal year.</u></p> <p>→ <u>Bus stop inventory of current conditions completed in October. Presentation to LAVTA Board in November. First phase of improvements in January.</u></p>	
Bus Shelters for Routes 501, 502, and 503 in City of Dublin	<ul style="list-style-type: none"> Plan financing mechanism for purchase and installation of bus shelters in residential areas, to include ADA upgrades. Construct improvement and install shelters. 	Exec Dir	Projects/ Services	Jun 2016 TBD	→ Meeting held with Dublin School District to look at how many bus shelters might be needed and to discuss potential funding sources. Exploring with City and School District funding opportunities.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
<u>Security Lighting at Transit Facilities (Bus Shelters)</u>	<ul style="list-style-type: none"> • <u>Purchase security lighting in/at bus shelters in high priority areas</u> • <u>Install security lighting with any other shelter improvements</u> 	DA	Projects/ Services	Jan 2016 Summer 2016	<p>→ <u>Waiting on state to issue funds to begin project. \$73,392 available for equipment purchase.</u></p> <p>→ <u>Funded through FY14 & FY15 CalOES Security Program. Awarded but not funded.</u></p>	
Replace Info Stations on Kiosks at Livermore Transit Center	<ul style="list-style-type: none"> • Get quotes for repairs and complete project • Replace Info Stations at Kiosks 	DA	Projects/ Services	Dec 2015	→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff replacing 12 custom info stations on kiosks. <u>Info stations arrived and were installed in October.</u>	X
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • Negotiate acceptable terms for rehab of Depot to be used for customer service. • Modify MOU and create a lease agreement 	Exec Dir	Projects/ Services	Sept 2015 Nov 2015	→LAVTA has been meeting regularly with City staff. Environmental work nearing completion. Final location set for passenger island. <u>Final Agreement being polished. Expect the Agreement to be signed in early November.</u>	X
Audio/Video Project in LAVTA Board room	<ul style="list-style-type: none"> • Plan out project • Contractor Award 	DA	Projects/ Services	Dec Feb	→ <u>Staff working with experts to identify the scope of the project.</u>	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> • Board approval of purchase. • Purchase order and notice to proceed to Gillig • Buses scheduled for delivery 	DA	Projects/ Services	Aug 2014 Nov 2014 Jun 2016	<p>→ Approval granted in mid-2014.</p> <p>→ Purchase order and notice to proceed provided to Gillig.</p> <p>→LAVTA will meet with Gillig in Dec to finalize details on buses. Buses scheduled for delivery in July 2016.</p>	X X

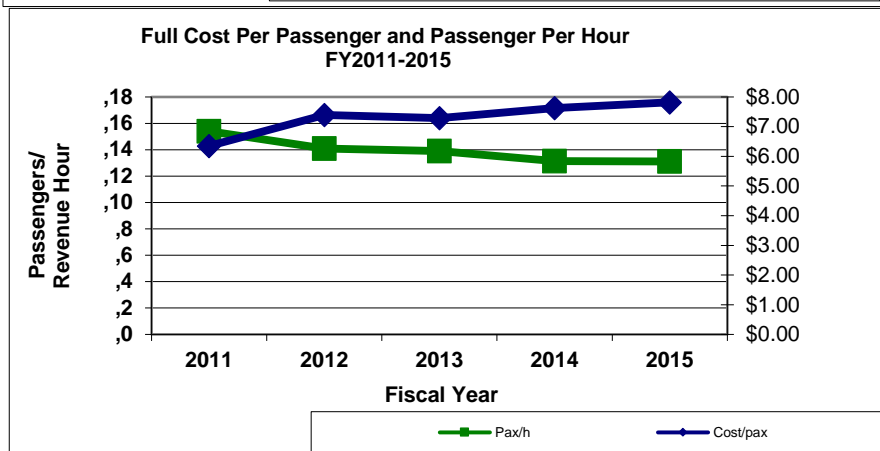
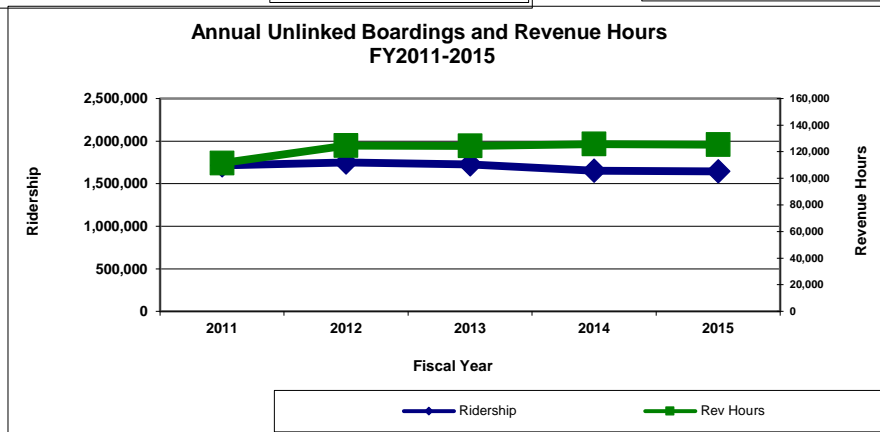
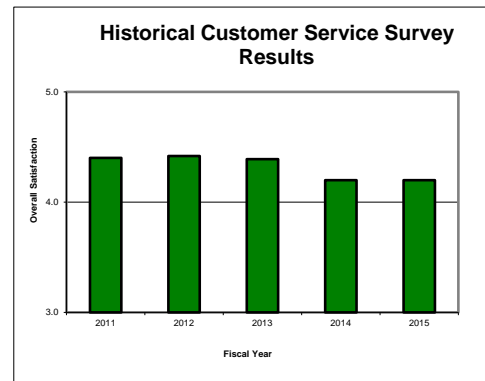
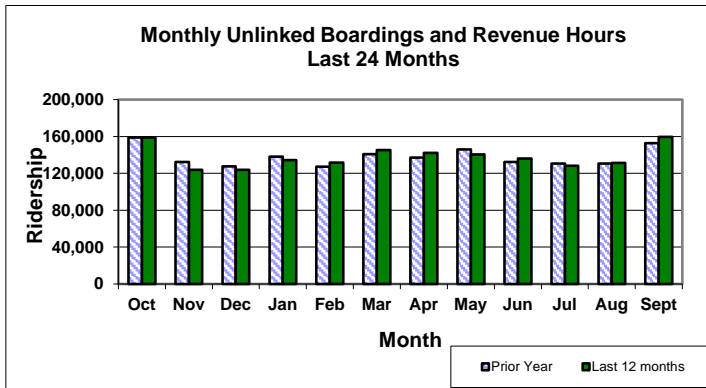
Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
2017 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> <u>LAVTA releases RFP for 20 hybrid replacement buses in consortium</u> <u>Purchase order and notice to proceed to manufacturer</u> <u>Buses scheduled for delivery</u> 	DA	Projects/ Services	<u>July 2015</u> <u>Jan 2016</u> <u>Nov 2017</u>	→ RFP still in development. Exploring an RFP for 15 hybrid buses, with a separate partnership with an electric bus company for remaining 5 buses. → →	
Atlantis Phases I, II	<ul style="list-style-type: none"> Phases I and II completed with exception of \$134,000 in miscellaneous projects (funded). <u>Select vendor for Vault.</u> <u>Select engineer for design</u> <u>Bid and perform construction. Close grant</u> 	Exec Dir	Projects/ Services	<u>Feb 2015</u> <u>Oct 2015</u> <u>Feb 2016</u>	→\$134,000 left for future improvements. <u>Fare vault is selected as project.</u> → <u>Genfare GFI selected vendor. Working on contract.</u> → <u>OLMM selected engineer. Working on a contract.</u> → <u>Installation in early 2016.</u>	X
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	<u>Jun 2016</u> Ongoing	→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process. → ACTC and MTC have both had briefings on Atlantis and the need for a larger facility. Additional RM2 funding not an option at this point. Atlantis in ACTC and MTC planning documents.	

<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>Rutan Rehabilitation Projects</u>	<ul style="list-style-type: none"> • <u>\$537,000 grant awarded for shop floor replacement and for parking lot improvements.</u> • <u>Initiate and execute procurement for Shop Floor Replacement.</u> • <u>Initiate and execute procurement for parking lot slurry sealing and ADA upgrades</u> 	AD	<u>Projects/ Services</u>	<u>April 2015</u> <u>Oct 2015</u> <u>Jan 2016</u>	→ <u>Grant funds available</u> → <u>RFP issued. Currently evaluating the bids.</u> → <u>Waiting for bid/construction in the spring for more favorable conditions..</u>	X
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. Approximately \$300,000 in federal funding remaining. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity. <u>Conference calls with FTA in September and October included draft Rapid improvement plans and discussion on handling movement of bus stops.</u>	

Monthly Summary Statistics for Wheels September 2015

FIXED ROUTE						
	September 2015			% change from one year ago		
Total Ridership FY 2015 To Date	419,234			1.3%		
Total Ridership For Month	159,527			4.3%		
Fully Allocated Cost per Passenger	\$6.76			-0.8%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,863	2,066	1,432	5.7%	-7.3%	-5.6%
Passengers Per Hour	15.8	11.0	12.6	6.3%	-7.3%	-5.6%
	September 2015			% change from last month		
On Time Performance	78.3%			-2.5%		



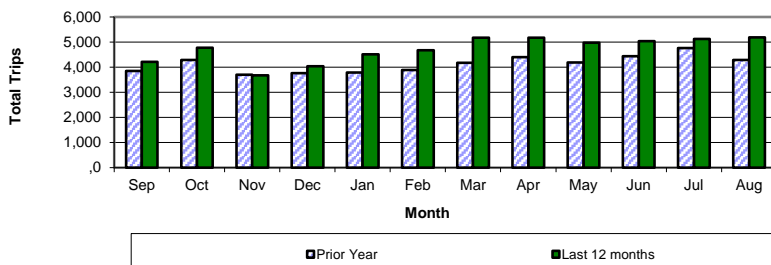
Monthly Summary Statistics for Wheels September 2015

PARATRANSIT

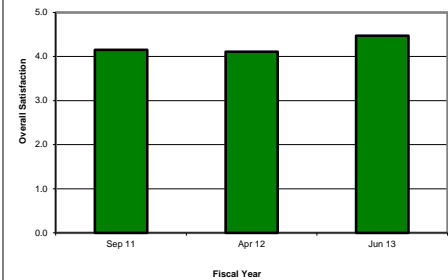
General Statistics	September 2015	% Change from last year	Year to Date
Total Monthly Passengers	5,433	29.1%	10,560
Average Passengers Per Hour	1.70	-50.0%	
On Time Performance	97.6%	0.8%	
Cost per Trip	\$32.51	2.0%	
Number of Paratransit Applications	45	45.2%	80
Calls Answered in <1 Minute	80.60%	7.6%	

Missed Services Summary	September 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

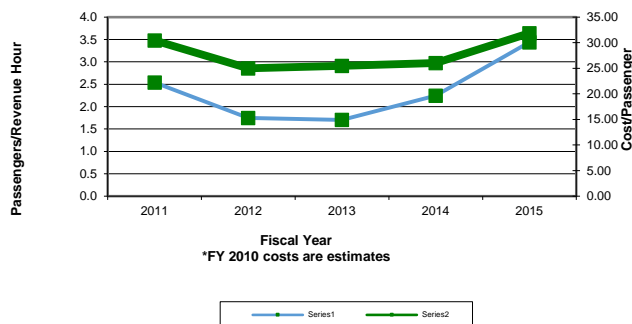
Paratransit Monthly Unlinked Boardings, Last 24 Months



Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2011-2015



Monthly Summary Statistics for Wheels
September 2015

SAFETY							
ACCIDENT DATA	September 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route	Paratransit	
Total	6		0		8		0
Preventable	3		0		3		0
Non-Preventable	3		0		5		0
Physical Damage							
Major	0		0		1		0
Minor	6		0		7		0
Bodily Injury							
Yes	2		0		2		0
No	4		0		6		0

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$588.16
To Date This Fiscal Year	\$25,319.76
Budget	\$100,000.00
% Expended	25%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	September 2015	Year To Date
Praise	0	0
Bus Stop	7	13
Incident	0	0
Trip Planning	1	1
Fares/Tickets/Passes	0	0
Route/Schedule Planning	5	17
Marketing/Website	6	7
ADA	2	5
TOTAL	21	43

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	1	0	0	2	0	0	0	1
Safety	2	3	3	5	0	0	0	0
Driver/Dispatch Courtesy	1	4	1	2	1	0	0	1
Early	1	0	0	1	0	0	1	0
Late	8	2	3	12	1	0	1	1
No Show	10	0	0	11	0	0	0	0
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	1	5	3	4	0	0	0	0
Maintenance	0	0	0	1	0	0	0	0
Bypass	2	5	3	4	0	0	0	0
TOTAL	25	19	13	42	2	0	2	3
Valid Complaints								
Per 10,000 riders	1.57							
Per 1,000 riders					0.37			

LAVTA COMMITTEE ITEMS - NOVEMBER 2015 - APRIL 2016

Finance & Administration Committee

November	Action	Info
Minutes	X	
Treasurers Report - October	X	
Quarterly Budget & Grants Report		X
Legislative Program	X	
Comprehensive Annual Financial Report (CAFR)	X	
January	Action	Info
Minutes (November)	X	
Treasurers Report (November & December)	X	
CaTIP Resolution	X	
February	Action	Info
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report		X
Funding Resolutions - Prop 1B, TSGP	X	
March	Action	Info
Minutes	X	
Treasurers Report	X	
Annual Org Review	X	
April	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
Preliminary Budget	X	
10 Year Projections		X

Projects & Services Committee

October

	Action	Info
Minutes	X	
Try Transit To School Results		X
Service Design Guidelines	X	
Comprehensive Operational Analysis Alternatives		X

November

	Action	Info
Minutes	X	
Dial A Ride Passenger Survey Results		X
Quarterly Operations Report		X
Quarterly Marketing Report		X

January

	Action	Info
Minutes (November)	X	
Draft SRTP		X
Draft COA Recommendations		X

February

	Action	Info
Minutes	X	
Quarterly Operations Report		X
Quarterly Marketing Report		X

March

	Action	Info
Minutes	X	
Alameda County Fair and Fourth of July Service	X	
Pleasanton Summer School Service	X	