

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

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

DATE: Tuesday, March 24, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

AGENDA

1. Call to Order

2. Meeting Open to Public

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

3. Minutes of the February 24, 2015 Meeting of the F&A Committee

Recommendation: Approval

4. Treasurer's reports for February 2015

Recommendation: Staff recommends submitting the attached February 2015 Treasurer's Report to the Board for approval.

5. LAVTA Annual Organizational Review

Recommendation: Staff recommends the Finance and Administration Committee recommend the Board of Directors approve the attached organization chart and the resolution changing the rates of salary bands for LAVTA employees.

6. Preview of Upcoming F&A Committee Agenda Items

7. Matters Initiated by Committee Members

8. Next Meeting Date is Scheduled for: April 27, 2015

9. Adjourn

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

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

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

<i>/s/ Diane Stout</i>	<i>3/18/15</i>
<i>LAVTA Administrative Services Department</i>	<i>Date</i>

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 3



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
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FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

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

DATE: Tuesday, February 24, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Lauren Turner called the meeting to order at 4:03pm.

Members Present

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

2. Meeting Open to Public

None

3. Minutes of the January 27, 2015 Meeting of the F&A Committee

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

4. Treasurer's reports for January 2015

The Finance and Administration Committee recommends submitting the attached January 2015 Treasurer's Report to the Board for approval.

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

5. Quarterly Budget and Grants Update

The Finance and Administration Committee forwarded the Quarterly Budget and Grants Update to the Board for review.

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

6. FY 2015 Prop 1B California Transit Security Grant Program (TSGP) Resolution

The Finance and Administration Committee recommends forwarding the attached Resolution 09-2015 to the Board of Directors for approval. (To be placed on consent agenda)

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

7. Management Action Plan

Michael Tree introduced the Management Action Plan (MAP) to the Committee, which provides information on the current projects that support the strategic plan of the agency. Lauren Turner appreciates the guidance and support the MAP provides. The MAP will be updated and brought monthly to the Board as part of the Executive Director's Report.

8. Preview of Upcoming F&A Committee Agenda Items

The Finance and Administration Committee requested the Annual Organizational Review item be moved from the April committee meeting to the March committee meeting.

9. Matters Initiated by Committee Members

None

10. Next Meeting Date is Scheduled for: March 24, 2015

11. Adjourn

Meeting adjourned at 4:24pm.

AGENDA

ITEM 4



STAFF REPORT

SUBJECT: Treasurer's Report for February 2015

FROM: Tamara Edwards, Finance and Grants Manager

DATE: March 24, 2015

Action Requested

Review and approve the LAVTA Treasurer's Report for February 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 February 1, 2015	\$8,232,524.70
Payments made	\$1,307,783.76
Deposits made	\$1,560,413.85
Ending balance February 28, 2015	\$8,485,154.79

Farebox account activity (106):

Beginning balance February 1, 2015	\$51,642.70
Deposits made	\$71,609.06
Ending balance February 28, 2015	\$123,251.76

LAIF investment account activity (135):

Beginning balance February 1, 2015	\$2,137,436.70
Ending balance February 28, 2015	\$2,137,436.70

Operating Expenditures Summary:

As this is the eighth 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 66%. The agency is at 60.03% overall.

Operating Revenues Summary:

While expenses are at 60.03%, revenues are at 89%, providing for a healthy cash flow for the agency.

Recommendation

Staff recommends submitting the attached February 2015 Treasurer's Report to the Board for approval.

Attachments:

1. February 2015 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
February 28, 2015**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	8,485,155
106 CASH - FIXED ROUTE ACCOUNT	123,252
120 ACCOUNTS RECEIVABLE	304,661
135 INVESTMENTS - LAIF	2,138,810
150 PREPAID EXPENSES	19,269
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS**59,597,403****LIABILITIES:**

205 ACCOUNTS PAYABLE	194,341
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(1)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	234
22090 WORKERS' COMPENSATION PAYABLE	16,046
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	117,153
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES**670,561****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	4,697,890

TOTAL FUND BALANCE**58,926,842****TOTAL LIABILITIES & FUND BALANCE****59,597,403**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
February 28, 2015**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	136,465	1,027,527	576,367	64.1%
4020000	Business Park Revenues	141,504	14,448	93,624	47,880	66.2%
4020500	Special Contract Fares	273,775	70,341	120,339	153,436	44.0%
4020500	Special Contract Fares - Paratransit	33,600	2,207	14,070	19,530	41.9%
4010200	Paratransit Passenger Fares	155,050	1,834	108,072	46,978	69.7%
4060100	Concessions	38,500	2,042	26,733	11,767	69.4%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	2,670	(670)	133.5%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	9,520	(9,520)	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	5,732	57,598	25,042	69.7%
4099200	TDA Article 4.5 - Paratransit	123,138	8,842	70,766	52,372	57.5%
4099600	Bridge Toll- RM2	580,836	145,209	290,418	290,418	50.0%
4110100	STA Funds-Paratransit	74,130	0	16,257	57,873	21.9%
4110500	STA Funds- Fixed Route BART	516,756	0	366,000	150,756	70.8%
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	497,523	497,523	(300,539)	252.6%
4130000	FTA Section 5307 ADA Paratransit	306,948	308,756	308,756	(1,808)	100.6%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	37,164	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	209,093	577,302	422,698	57.7%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	81,025	516,554	269,837	65.7%
4640100	Measure B Paratransit Funds-Paratransit	145,934	15,036	96,006	49,928	65.8%
TOTAL REVENUE		16,177,636	1,535,716	14,388,655	1,788,981	88.9%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
February 28, 2015**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$87,970	\$685,721	\$513,226	57.19%
502 00 Personnel Benefits	\$729,014	\$212,756	\$492,089	\$236,925	67.50%
503 00 Professional Services	\$528,933	\$6,242	\$137,289	\$391,644	25.96%
503 05 Non-Vehicle Maintenance	\$541,489	\$36,248	\$331,103	\$210,386	61.15%
503 99 Communications	\$5,000	\$370	\$2,142	\$2,858	42.84%
504 01 Fuel and Lubricants	\$1,669,380	\$62,620	\$732,716	\$936,664	43.89%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$11,542	(\$9,042)	461.69%
504 99 Office/Operating Supplies	\$17,000	\$3,147	\$22,649	(\$5,649)	133.23%
504 99 Printing	\$78,000	\$25,205	\$47,890	\$30,110	61.40%
505 00 Utilities	\$278,300	\$15,831	\$158,577	\$119,723	56.98%
506 00 Insurance	\$559,591	\$485	\$387,597	\$171,994	69.26%
507 99 Taxes and Fees	\$152,000	\$6,864	\$78,109	\$73,891	51.39%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$668,930	\$5,590,870	\$3,055,410	64.81%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$1,118	\$811,361	\$720,479	52.97%
509 00 Miscellaneous	\$60,362	\$10,100	\$45,697	\$14,665	75.71%
509 02 Professional Development	\$49,200	\$7,661	\$23,008	\$26,192	46.76%
509 08 Advertising	\$145,000	\$1,180	\$26,190	\$118,810	18.06%
TOTAL	\$16,172,836	\$1,146,726	\$9,584,549	\$6,608,287	59.26%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
February 28, 2015**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	8,775	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	26,759	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	8,125	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	40,949	40,949	47,051	46.53%
4130400	FTA BRT	17,850	0	0	17,850	0.00%
4130200	FTA 5309 (Facility)	192,381	1,025	1,025	191,356	0.53%
	TOTAL REVENUE	5,280,462	85,633	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:
 February 28, 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	900	7,600	10.59%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550407	BRT	20,000	17,850	35,700	(15,700)	178.50%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	0	159,417	(109,417)	318.83%
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	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	740	119,242	208,758	36.35%
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	18,590	351,169	4,900,185	6.69%
	FUND BALANCE (CAPITAL)	29109.00	67,043	(114,255)		
	FUND BALANCE (CAPTIAL & OPERATING)	29,109.00	456,894	4,697,891		

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

[www.treasurer.ca.gov/pmia-
laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)
March 02, 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

February 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,138,228.24
Total Withdrawal:	0.00	Ending Balance:	2,138,228.24

REPORT.: Mar 02 15 Monday
 RUN...: Mar 02 15 Time: 08:34
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 Bank Account.: 105

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H5079	02/11/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	JAN 2015H	JAN 2015 BOD STIPEND
H5085	02/06/15	EMP01	EMPLOYMENT DEVEL DEPT	2227.76	.00	2227.76	20150206H	20150206 SIT, SDI 1/16-1/
H5086	02/06/15	PER01	PERS	2002.36	.00	2002.36	20150206NH	20150206N CALPERS RETIRE
H5087	02/06/15	PER01	PERS	5505.61	.00	5505.61	20150206CH	20150206C CALPERS RETIRE
H5088	02/06/15	PER04	CALPERS RETIREMENT SYSTEM	524.89	.00	524.89	20150206H	20150206 CALPERS 457 CONT
H5089	02/06/15	EFT01	ELECTRONIC FUND TRANSFERS	6942.60	.00	6942.60	20150206H	20150206 FIT, FICA-SS, FIC
H5090	02/06/15	DIR02	DIRECT DEPOSIT OF PAYROLL	32110.52	.00	32110.52	20150206H	20150206 DIRECT DEP PAY P
H5091	02/11/15	MVT01	MV TRANSPORTATION, INC.	60625.64	.00	60625.64	58147H	58147 DEC. 2014 SERVICE
H5093	02/13/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	58442H	58442 INSTALLMENT #1 FEB.
H5094	02/13/15	SHE05	SHELL	13.88	.00	13.88	JAN 2015H	JAN 2015 FUEL FOR AGENCY
H5096	02/13/15	USB01	U S BANK	5783.37	.00	5783.37	JAN 2015H	JAN 2015 VISA CHARGES
H5097	02/13/15	INT05	INTERSTATE OIL COMPANY	17415.11	.00	17415.11	D13459H-IH	D13459H-IN DIESEL DEL 2/4
H5098	02/13/15	MOC01	DENNIS MOCHON	92.40	.00	92.40	JAN2015H	JAN2015 EXPENSE REIMBURSE
H5099	02/13/15	WEG01	CHRISTY WEGENER	27.92	.00	27.92	DEC-JAN15H	DEC2014-JAN2015 EXPENSE R
H5100	02/06/15	VSP01	VSP	442.20	.00	442.20	FEB 2015H	FEB 2015 VISION BENEFIT
H5101	02/02/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1844.22	.00	1844.22	MAR2015H	MAR2015 DENTAL BENEFITS M
H5102	02/04/15	AME06	AMERICAN FIDELITY ASSURAN	1061.66	.00	1061.66	FSA022015H	FSA02-2015 FLEX SPENDING
H5103	02/04/15	AME06	AMERICAN FIDELITY ASSURAN	333.81	.00	333.81	SUPPL0220H	SUPPL02-2015 SUPPLEMENTAL
H5104	02/02/15	VER01	VERIZON WIRELESS	186.01	.00	186.01	973937379H	9739373796 AGENCY CELL PH
H5105	02/02/15	MER01	MERCHANT SERVICES	183.14	.00	183.14	TC-JAN201H	TC-JAN2015 BK CARD S/C
H5106	02/02/15	MER01	MERCHANT SERVICES	197.13	.00	197.13	MOAJAN15H	MOAJAN2015 MOA BK CARD S/
H5108	02/03/15	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432012015H	432012015 #138432-00 ATL
H5109	02/03/15	CIT07	CITY OF LIVERMORE - WATER	127.53	.00	127.53	388012015H	388012015 #139388-00 ATL
H5110	02/03/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430012015H	430012015 #138430-01 ATL
H5111	02/03/15	CIT07	CITY OF LIVERMORE - WATER	60.00	.00	60.00	361012015H	361012015 #139361-00 ATL
H5112	02/03/15	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399012015H	399012015 #139399-00 ATL
H5113	02/09/15	PAC02	PACIFIC GAS AND ELECTRIC	501.39	.00	501.39	726012215H	726012215 #7264840356-5 B
H5114	02/02/15	PAC02	PACIFIC GAS AND ELECTRIC	560.13	.00	560.13	980011415H	980011415 #9800031052-8 T
H5115	02/02/15	PAC02	PACIFIC GAS AND ELECTRIC	2626.05	.00	2626.05	900011415H	900011415 #9007202117-4 M
H5116	02/17/15	PAC02	PACIFIC GAS AND ELECTRIC	1406.75	.00	1406.75	606013015H	606013015 #6062256368-6 A
H5117	02/19/15	PAC02	PACIFIC GAS AND ELECTRIC	5205.46	.00	5205.46	580020215H	580020215 #5809326332-3 M
H5118	02/13/15	BAN03	BANKCARD CENTER	966.71	.00	966.71	JAN2015MCH	JAN2015 MASTERCARD CHGS
H5119	02/05/15	CAL04	CALIFORNIA WATER SERVICE	70.79	.00	70.79	019012115H	019012115 #0198655555 MOA
H5120	02/05/15	CAL04	CALIFORNIA WATER SERVICE	307.63	.00	307.63	909012115H	909012115 #9098655555MOA
H5121	02/13/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575013015H	575013015 #5755555555 CON
H5122	02/13/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257013015H	257013015 #2575555555 TC
H5123	02/13/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475013015H	475013015 #4755555555 MOA
H5124	02/18/15	CAL04	CALIFORNIA WATER SERVICE	59.65	.00	59.65	461020215H	461020215 #4616555555 TC I
H5125	02/18/15	CAL04	CALIFORNIA WATER SERVICE	45.61	.00	45.61	361020215H	361020215 #3616555555 TC
H5126	02/12/15	WHI06	LINDA WHITE	72.64	.00	72.64	FEB15COSTH	FEB2015COSTCO & TICKET DE

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H5127	02/13/15	TAX72	JUSTIN HART	105.00	.00	105.00	1/10-1/31H	1/10-1/31/2015 PARA-TAXI
H5128	02/13/15	TAX98	ROHAN NG	200.00	.00	200.00	1/5-1/23H	1/5-1/23/2015 PARA-TAXI R
H5129	02/13/15	TAX23	CHIAN LING SAW	60.00	.00	60.00	2/3/15H	2/3/2015 PARA-TAXI REIMBU
H5131	02/13/15	TAX91	VIVIAN MARIE MILLER	79.04	.00	79.04	1/5-1/31H	1/5-1/31/2015 PARA-TAXI R
H5133	02/20/15	EFT01	ELECTRONIC FUND TRASFERS	8069.27	.00	8069.27	20150220H	20150220 FIT, MEDICARE, F
H5134	02/20/15	DIR02	DIRECT DEPOSIT OF PAYROLL	32082.44	.00	32082.44	20150220H	20150220 DIR DEP PAYPER 1
H5135	02/20/15	PER04	CALPERS RETIREMENT SYSTEM	525.42	.00	525.42	20150220H	20150220 CALPERS 457 CONT
H5136	02/20/15	PER01	PERS	1718.61	.00	1718.61	20150220NH	20150220N CALPERS RET NEW
H5137	02/20/15	PER01	PERS	5436.23	.00	5436.23	20150220CH	20150220C CALPERS RET CLA
H5138	02/20/15	EMP01	EMPLOYMENT DEVEL DEPT	2530.99	.00	2530.99	20150220H	20150220 SIT, SDI PAYPER
H5139	02/24/15	WHI06	LINDA WHITE	43.43	.00	43.43	FEB2015-1H	FEB2015-1 COSTCO & MILAGE
H5140	02/27/15	INT05	INTERSTATE OIL COMPANY	19475.80	.00	19475.80	D25552A-IH	D25552A-IN DIESEL DEL 2/1
H5141	02/27/15	STA13	STAPLES CREDIT PLAN	317.42	.00	317.42	JAN 2015H	JAN 2015 SUPPLIES DELIVER
H5142	02/27/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	58443H	58443 INSTALLMENT #2 FEB.
H5143	02/20/15	COR03	JAN CORNISH BARCUS	284.00	.00	284.00	PERDFEB15H	PERDFEB2015 PERDIEM 2/22-
H5144	02/20/15	MOC01	DENNIS MOCHON	284.00	.00	284.00	PERD02-15H	PERD02-2015 PERDIEM FEB.
H5145	02/23/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	MARCH2015H	MARCH2015 WORKERS COMP PR
H5146	02/27/15	BID01	DON BIDDLE	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5147	02/27/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5148	02/27/15	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	FEB 2015H	FEB 2015 BOD STIPEND
H5149	02/27/15	HAU01	DAVID HAUBERT	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5150	02/27/15	PEN01	JERRY PENTIN	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5151	02/27/15	TUR01	LAUREEN TURNER	100.00	.00	100.00	FEB 2015H	FEB 2015 BOD STIPEND
H5152	02/27/15	WOE01	ROBERT L. WOERNER	100.00	.00	100.00	FEB 2015H	FEB 2015 BOD STIPEND
H5153	02/27/15	TAX96	THOMAS R. LEONARD	174.75	.00	174.75	12/18/14-H	12/18/14-2/5/15 PARA-TAXI
H5154	02/27/15	TAX91	VIVIAN MARIE MILLER	91.79	.00	91.79	2/3-2/19/H	2/3-2/19/2015 PARA-TAXI R
H5155	02/27/15	TAX23	CHIAN LING SAW	20.00	.00	20.00	2/13/15H	2/13/2015 PARA-TAXI REIMB
H5156	02/27/15	DOT02	DOTTO GLASS INC	17850.00	.00	17850.00	222364H	222364 P04933R RAPID SHEL
H5707	02/03/15	CIT07	CITY OF LIVERMORE - WATER	34.22	.00	34.22	431012015H	431012015 #138431-00 ATLA
H5905	02/04/15	TRE01	MICHAEL TREE	4446.31	.00	4446.31	MOVE EXPH	MOVING EXPENSE NOV. 2014
018317	02/13/15	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	481604	481604 P04731 DUBLIN CAN
018318	02/13/15	CAL13	CALIFORNIA TRANSIT	1615.48	.00	1615.48	06-2015-J	06*2015-JAN CLAIMS EXPENS
018319	02/13/15	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	16573928	16573928 P04647 PEST CONT
018320	02/13/15	EMS01	EMERALD LANDSCAPE CO INC	1155.00 650.00	.00 .00	1155.00 650.00	256758 256976	256758 P04718 FEB. 2015 L 256976 P04967 CAPPED (13)
Check Total.....:				1805.00	.00	1805.00		
018321	02/13/15	FER02	FERRIS HOIST & REPAIR INC	778.46	.00	778.46	10653	10653 P04989 REPAIRS TO L
018322	02/13/15	JTH01	J. THAYER COMPANY	85.72	.00	85.72	924469-0	924469-0 SUPPLIES DELIVER
018323	02/13/15	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	569733	569733 MOA DUMPSTERS JAN.
018324	02/13/15	OFF01	OFFICE DEPOT	55.83	.00	55.83	753021420	753021420001 SUPPLIES DEL

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018324	02/13/15	OFF01	OFFICE DEPOT	12.99	.00	12.99	753021591	753021591001 SUPPLIES DEL
			Check Total.....:	68.82	.00	68.82		
018325	02/13/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005744	2005744 PO4779 TANK INSPE
				120.00	.00	120.00	2005745	2005745 PO4779 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
018326	02/13/15	PER02	CALPERS RETIREMENT SYSTEM	170295.00	.00	170295.00	FY150PEB	FY150PEB PREFUND CONTRIBU
018327	02/13/15	RHT01	R.H. TINNEY, INC.	574.00	.00	574.00	1553S-IN	1553S-IN PO4739 HVAC QTLY
018328	02/13/15	SAF01	SAFETY-KLEEN SYSTEMS INC	257.38	.00	257.38	65436893	65436893 PO4542 PARTS WAS
018329	02/13/15	SCF01	SC FUELS	14211.52	.00	14211.52	2678852	2648852 PO4925 DIESEL DEL
018330	02/13/15	SHA02	SHAMROCK OFFICE SOLUTIONS	48.33	.00	48.33	202613	202613 PO4735 RECEIPT COPI
018331	02/13/15	TAX60	ANNA FONG	68.00	.00	68.00	12/8/14-1	12/8/14-1/5/15 PARA-TAXI
018332	02/13/15	TMA10	T MARSHAL ASSOCIATES LTD	250.25	.00	250.25	W034947	W034947 PO4992 LIGHTING R
018333	02/27/15	AIM01	AIM TO PLEASE JANITORIAL	10889.14	.00	10889.14	73063	73063 NOV. 2014 BUS STOP
				10889.14	.00	10889.14	73064	73064 DEC. 2014 BUS STOP
				10889.14	.00	10889.14	73065	73065 JAN. 2015 BUS STOP
			Check Total.....:	32667.42	.00	32667.42		
018334	02/27/15	ATT02	AT&T	811.99	.00	811.99	6250172	6250172 #C602223457777 SU
				265.45	.00	265.45	6250173	6250173 #925.294.8198 PRI
			Check Total.....:	1077.44	.00	1077.44		
018335	02/27/15	BAR02	SF BAY AREA RAPID TRA DIS	2227.50	.00	2227.50	20150227	20150227 (150)BART GREEN,
018336	02/27/15	CAL15	CALTRONICS BUSINESS SYS	536.38	.00	536.38	1715446	1715446 PO4880 BIZHUB MAI
018337	02/27/15	CIT01	CITY OF LIVERMORE	711.37	.00	711.37	1386(15-1	1386(15-16) PO5030 ATL WA
018338	02/27/15	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC021015	TC021015 #133389-00 TC SE
				93.45	.00	93.45	MOA021715	MOA021715 #133294-00 MOA
				176.78	.00	176.78	RB-W02171	RB-W 021715 #138143-00 RU
			Check Total.....:	309.93	.00	309.93		
018339	02/27/15	CIT12	CITY WIDE PROPERTY SERVIC	125.00	.00	125.00	61021	61021 PO4938 TC PKG LOT S
				225.00	.00	225.00	61022	61022 PO4938 RUTAN PKG LO
				150.00	.00	150.00	61023	61023 PO4939 ATLANTS PKG
			Check Total.....:	500.00	.00	500.00		
018340	02/27/15	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16666064	16666064 PO4953 PEST CONT
018341	02/27/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B502151	B502151 PO4675 MOM S/W MA
018342	02/27/15	DIA07	DIABLO PUBLICATIONS	1180.00	.00	1180.00	34298	34298 PO4845 AD 2015 TRIV
018343	02/27/15	DIL01	DILLINGHAM TICKET CO.	8609.40	.00	8609.40	47689	47689 PO4963 TRANSFERS
018344	02/27/15	DIR01	DIRECT TV	900.88	.00	900.88	251205001	25120500148 PO5021 BUS EN
018345	02/27/15	ECA01	ECAM SECURE INC	250.00	.00	250.00	533735	533735 PO4999 RECON CAMER
018346	02/27/15	EME01	EMERALD LANDSCAPE CO INC	90.00	.00	90.00	257003R	257003R PO4985 FLOWER POT
018347	02/27/15	FED01	FedEx	40.11	.00	40.11	294526797	2-945-26797 SHIPPING 1/14
018348	02/27/15	GAN01	GANNETT FLEMING COMPANIES	739.69	.00	739.69	156.5*D14	55156.5*D1412 PO4770 DUB/
018349	02/27/15	GEN02	GENERAL WHOLESALE ELECTRI	1168.04	.00	1168.04	S3848807-	S3848807-001 PO5008 SPEC
018350	02/27/15	GSG01	GSGC INC	1328.92	.00	1328.92	06093-15	06093-15 PO4918 JANITORIA
018351	02/27/15	HAN01	HANSON BRIDGETT MARCUS	3846.00	.00	3846.00	1136723	1136723 LEGAL - ADMIN DEC
018352	02/27/15	JTH01	J. THAYER COMPANY	100.76	.00	100.76	927715-0	927715-0 SUPPLIES DELIVER
018353	02/27/15	MAC01	MACKE WATER SYSTEMS INC	179.40	.00	179.40	999023	999023 PO5032 RUTAN WATER

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018353	02/27/15	MAC01	MACKE WATER SYSTEMS INC	179.40	.00	179.40	999028	999028 PO5032 TC WATER CO
			Check Total.....:	358.80	.00	358.80		
018354	02/27/15	MRM06	MR ROOTER PLUMBING	351.04	.00	351.04	30491	30491 PO5004 DRAIN CLEANI
018355	02/27/15	OFF01	OFFICE DEPOT	63.53 14.80 11.13 11.35	.00 .00 .00 .00	63.53 14.80 11.13 11.35	754591848 754592126 754592127 754592128	754591848001 SUPPLIES DEL 754592126001 SUPPLIES DEL 754592127001 SUPPLIES DEL 754592128001 SUPPLIES DEL
			Check Total.....:	100.81	.00	100.81		
018356	02/27/15	PAC01	AT&T	68.35 289.70 32.29	.00 .00 .00	68.35 289.70 32.29	ATA021315 ATT021115 CFA020715	ATA021315 #925.243.9029 A ATT021115 #436.951.0106 A CFA020715 #232.351.6260 C
			Check Total.....:	390.34	.00	390.34		
018357	02/27/15	PRO02	PROFESSIONAL ELECTRIC	361.50	.00	361.50	1386	1386 PO4995 RUTAN PKG LOT
018358	02/27/15	SEF01	SEFAC INC	1415.05	.00	1415.05	91622	91622 PO4988 ANNUAL INSPE
018359	02/27/15	SPA01	SPARTAN TANK LINES INC	17466.85	.00	17466.85	117696	117696 PO5031 DIESEL DEL
018360	02/27/15	STA12	THE STANDARD	1187.92	.00	1187.92	MAR 2015	MAR 2015 LIFE, AD&D LTD I
018361	02/27/15	TMA10	T MARSHAL ASSOCIATES LTD	850.76 550.00	.00 .00	850.76 550.00	WO34806 WO35016	WO34806 PO5024 RUTAN LIGH WO35016 PO5007 RUTAN EXTE
			Check Total.....:	1400.76	.00	1400.76		
018362	02/27/15	TRA10	TRANSIT INFORMATION PROD.	11424.60 2055.83 3932.36	.00 .00 .00	11424.60 2055.83 3932.36	10883 10886 10921	10883 PO5025 BUS BOOK PRO 10886 PO5025 PRODUCTION O 10921 PO5025 ARTWORK, ON-
			Check Total.....:	17412.79	.00	17412.79		
018363	02/27/15	TX106	SAROJA IYER	88.00	.00	88.00	1/13-2/6	1/13-2/6/2015 PARA-TAXI R
018364	02/27/15	TX114	DAVID OLIVA	8.71	.00	8.71	2/12/15	2/12/2015 PARA-TAXI REIMB
018365	02/27/15	WES01	WEST-LITE SUPPLY	214.95	.00	214.95	52080H	52080H PO4986 REPLENISH F
H5084A	02/04/15	PER03	CAL PUB EMP RETIRE SYSTM	21831.06	.00	21831.06	FEB2015-AH	FEB2015-A MED BENEFITS FE
H5084B	02/06/15	PER03	CAL PUB EMP RETIRE SYSTM	.90	.00	.90	FEB2015-BH	FEB2015-B HEALTH BENEFIT
H5092A	02/11/15	MTM01	MEDICAL TRANSPORTATION MA	96772.32	.00	96772.32	DEC2014H	DEC2014 PARA-TRANSIT SERV
H5092B	02/11/15	MTM01	MEDICAL TRANSPORTATION MA	8368.50	.00	8368.50	MTM-11201H	MTM-112015 DAR TICKET RED
H5130A	02/13/15	TAX67	CHRISTEL RAGER	182.35	.00	182.35	JAN2015H	JAN2015 PARA-TAXI REIMBUR
H5130B	02/13/15	TX113	RODGER RAGER	40.00	.00	40.00	1/31/2015H	1/31/2015 PARA-TAXI REIMB
			Cash Account Total.....:	1304115.54	.00	1304115.54		
			Total Disbursements.....:	1304115.54	.00	1304115.54		

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: LAVTA Annual Organizational Review
FROM: Beverly Adamo, Director of Administrative Services
DATE: March 24, 2015

Action Requested

Review and forward to the Board of Directors, the proposed organization chart and Resolution 16-2015 resulting from the annual review of the LAVTA organization and of salary bands as required by LAVTA Human Resources Policy.

Background

LAVTA's Human Resources Policy states that "As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority." LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA's Board approved an adjustment to the salary bands for FY2014 based on the recommendations of a study conducted by a third party contractor.

Discussion

Organization Chart

The proposed FY2016 budget that will be presented to the Committee in April, includes the positions as reflected in the attached organization chart, with the staff recommended changes as follows:

- Senior Grants & Project Management Specialist – change in title from Grants & Finance Analyst, to reflect increased and expanded scope of duties; change in position from “professional” to “senior professional” salary band based on increased and expanded duties; change in reporting structure from Director of Administrative Services to Executive Director.
- Senior Marketing & Communications Specialist – change in title from Senior Marketing & Communications Coordinator.
- Senior Fleet & Technology Management Specialist – change in title from AVL, Scheduling, and & Transit ITS Applications Analyst.

Salary Bands

Based on the compensation study conducted by the third part contractor completed in 2014, the comparator agencies from that study were contacted and asked for information on any adjustments in salary since the study in April 2014. Here is a summary of the adjustments at the comparator agencies:

- Eight (8) agencies implemented adjustments on or around 7/1/14.
 - Six (6) agencies implemented adjustments ranging from 1.39% to 2.4%
 - One (1) agency implemented a set \$ amount rather than a % adjustment for all classifications
 - One (1) agency implemented varying adjustments based on classification
- Two (2) agencies did not implement any adjustments since the last study
- One (1) agency was non-responsive however in the last study had reported that only the Executive Director was going to receive an adjustment in 2014
- Four (4) agencies have increases scheduled on or around 7/1/15 with two (2) agencies giving a 2% adjustment, one (1) agency giving a 3-4% adjustment, and one (1) agency to be determined.
 - All of the other agencies have not yet determined the adjustments for the upcoming fiscal year.
- One agency was not responsive to the request to verify the information collected last year.

There is no indication that salaries in the labor market have fluctuated enough to warrant more than a CPI based increase in the salary bands (Table 10. Consumer Price Index for All Urban Consumers; Selected areas all items index for the San Francisco-Oakland-San Jose, CA). Therefore, staff recommends 2.7% increase in the salary bands in order to ensure that the bands stay competitive in the labor market. The changes are summarized below.

Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.

Table of Proposed Monthly Salary Range Changes

Band	Current FY2015 Monthly Salary Range		Proposed FY2015 Monthly Salary Range	
1	\$3,152	\$4,413	\$3,327	\$4,532
2	\$3,940	\$5,516	\$4,046	\$5,665
3	\$4,728	\$6,620	\$4,856	\$6,799
4	\$5,674	\$7,943	\$5,827	\$8,157
5	\$6,808	\$9,532	\$6,992	\$9,789
6	\$8,170	\$11,438	\$8,391	\$11,747

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 **\$3,327 - \$4,532**
Customer Service Representative

Band 2 **\$4,046 - \$5,665**
Accounting Assistant
Community Outreach Coordinator
Administrative Assistant
Customer Service Supervisor

Band 3 **\$4,856 - \$6,799**
Paratransit Planning Specialist

Band 4 **\$5,827 - \$8,157**
Senior Transit Planner
AVL, Scheduling, & Transit ITS Applications Analyst
Senior Marketing and Communications Specialist
Senior Grants and Programs Specialist

Band 5 **\$6,992 - \$9,789**
Finance and Grants Manager

Band 6 **\$8,391 - \$11,747**
Director of Administrative Services
Director of Planning and Communications

Budget Impact

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2016 operating budget.

Recommendation

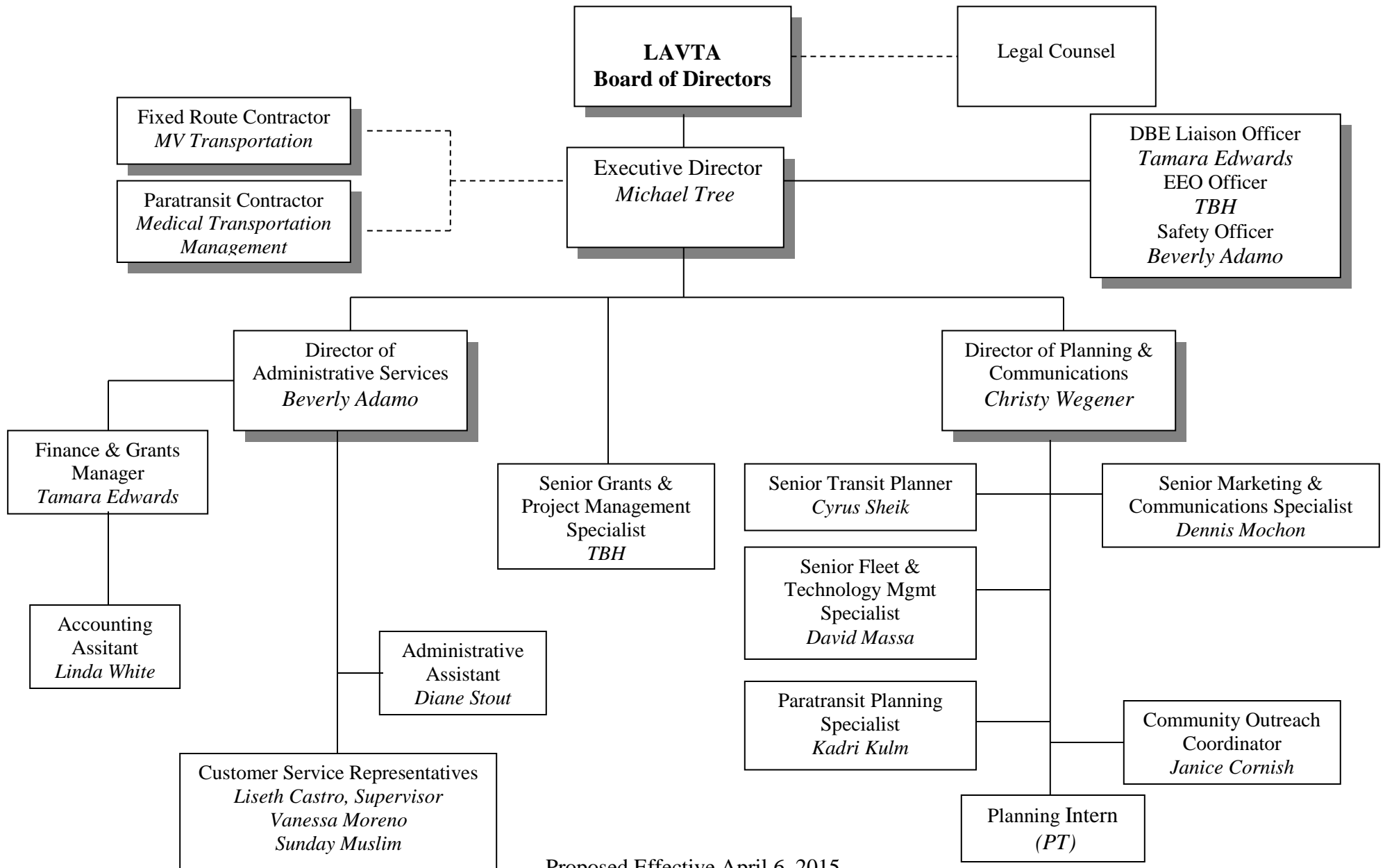
Staff recommends the Finance and Administration Committee recommend the Board of Directors approve the attached organization chart and the resolution changing the rates of salary bands for LAVTA employees.

Attachments:

1. LAVTA Proposed Organization Chart
2. Resolution 16-2015 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2016 Salary Bands

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



Proposed Effective April 6, 2015

RESOLUTION NO. 16-2015**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2016 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 26-2014, which established the current Human Resources Policy; and

WHEREAS, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

WHEREAS, it is desirable and necessary to revise the Salary Bands.

NOW, THEREFORE, BE IT RESOLVED that the Salary Bands for FY2015 are revised as follows:

Salary Bands

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2015.

Monthly Salary Ranges

<u>Band 1</u>	<u>\$3,237 - \$4,532</u>
Customer Service Representative	
<u>Band 2</u>	<u>\$4,046 - \$5,665</u>
Accounting Assistant	
Community Outreach Coordinator	
Administrative Assistant	
Customer Service Supervisor	
<u>Band 3</u>	<u>\$4,856 - \$6,799</u>
Paratransit Planning Specialist	
<u>Band 4</u>	<u>\$5,827 - \$8,157</u>
Senior Transit Planner	
Senior Fleet & Technology Management Specialist	

Senior Marketing & Communications Specialist
Senior Grants & Project Management Specialist

Band 5 \$6,992 - \$9,789
Finance and Grants Manager

Band 6 \$8,391 - \$11,747
Director of Administrative Services
Director of Planning and Communications

PASSED AND ADOPTED this 6th day of July, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

AGENDA

ITEM 6



LAVTA COMMITTEE ITEMS - MARCH - JUNE 2015

Finance & Administration Committee

March	Action	Info
Minutes	X	
Treasurers Report	X	
Annual Org Review	X	
April	Action	Info
Minutes	X	
Treasurers Report	X	
Preliminary Budget	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
May	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Quarterly Budget & Grants Report		X
June	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	