

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

**BOARD OF DIRECTORS MEETING**

**DATE:** December 5, 2016  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore CA  
**TIME:** 4:00pm

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**AGENDA**

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

**2. Roll Call of Members**

**3. Meeting Open to Public**

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

**4. Consent Agenda**

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

- A. **Minutes of the November 7, 2016 Board of Directors meeting.**
- B. **Treasurer's Report for the month of October 2016**

**Recommendation:** Staff recommends approval of the October 2016 Treasurer's Report.

- C. **Contract Award for Tri-Valley Comprehensive Paratransit Assessment**

**Recommendation:** The Projects and Services Committee recommends that the LAVTA Board of Directors authorize the Executive Director to enter into the MOU with the City of Pleasanton for the Comprehensive Tri-Valley Paratransit Assessment.

- D. **Resolution Authorizing the Livermore Amador Valley Transit Authority to Adopt**

**an Operational Area Agreement for Participation in the Alameda County  
Operational Area Emergency Management Organization**

**Recommendation:** Staff recommends the LAVTA Board of Directors approve the Resolution 42-2016 Authorizing the Livermore Amador Valley Transit Authority to Adopt and Operational Area Agreement for Participation in the Alameda County Operational Area Emergency Management Organization.

**5. LAVTA Purchase of Rutan Maintenance Bay Lift**

**Recommendation:** Staff, in conjunction with LAVTA Legal Counsel recommends that the Board approve Resolution 41-2016 to reject the low bid and authorize the Executive Director to negotiate on the open market and enter into a contract or contracts for the replacement and installation of a maintenance bay lift at the Rutan facility for \$147,000 with a contingency of \$3,000 for an aggregate of \$150,000.

**6. Executive Director's Report**

**7. Set Board of Director Meeting Dates for 2017**

**Recommendation:** Staff recommends the Board of Directors adopt the above meeting calendar for 2017.

**8. Adjourn to CLOSED SESSION**

**9. Closed Session pursuant to Cal. Government Code Section 54956.9(d):  
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
SIGNIFICANT EXPOSURE TO LITIGATION (2 MATTERS)**

**10. Reconvene to OPEN SESSION**

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

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

**12. Next Meeting Date is Scheduled for: January 9, 2017**

**13. 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*

*LAVTA, Administrative Assistant*

*11/30/2016*

*Date*

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

*Executive Director*

*Livermore Amador Valley Transit Authority*

*1362 Rutan Court, Suite 100*

*Livermore, CA 94551*

*Fax: 925.443.1375*

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

**AGENDA**

**ITEM 4 A**



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

**BOARD OF DIRECTORS MEETING**

**DATE:** November 7, 2016  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore CA  
**TIME:** 4:00pm

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**MINUTES**

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

Meeting was called to order by Board Chair Steven Spedowfski at 4:00 pm

**2. Roll Call of Members**

**Members Present**

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

**3. Meeting Open to Public**

None.

**4. Consent Agenda**

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

- A. Minutes of the October 3, 2016 Board of Directors meeting.**
- B. Treasurer’s Report for the month of August 2016 and September 2016**

The Board of Directors approved the August 2016 and September 2016 Treasurer’s Report.

- C. Rescind and Award a Contract for the LAVTA Rutan Maintenance Area Resurfacing Project**

The Board of Directors approved Resolution 35-2016 rescinding the contract award to DECS.

The Board of Directors further approved: (1) award a contract to Raider Painting, the lowest responsive and responsible bidder for the LAVTA Rutan Maintenance Area Resurfacing Project #2015-14, for a total contract award of \$194,950.00; (2) authorize the Executive Director to sign the contract and issue an NTP to Raider Painting; and (3) approve a 10% project contingency of \$19,495.00 to be used at the discretion of the Executive Director.

**D. Contract Award for LAVTA On-Call Engineering Consulting Services**

The Board of Directors approved Resolution 37-2016 authorizing the Executive Director to execute three-year contracts with two one-year options with Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated for on-call engineering services. Task orders will be awarded based on the most qualified firm for each scope or work.

**E. Resolution Supporting a BART and ACE Rail Connection in Tri-Valley**

The Board of Directors adopted Resolution 36-2016 in support of a rail connection between the Bay Area Rapid Transit (BART) and the Altamont Corridor Express (ACE) rail systems in the Tri-Valley.

Approved: Biddle/Haubert

Aye: Brown, Pentin, Biddle, Haubert, Haggerty, Turner, Spedowski

No: None

Absent: None

**5. Executive Director's Report**

The Executive Director's Report provided information on the Special Transportation Session in Sacramento, Altamont Regional Rail Working Group update, Shared Autonomous Vehicle Project, Rebranding Project, CalTIP Update, Stuff-A-Bus Event with Safeway, Livermore High School Bike-On-Bus Event, ACTC Grant Submitted for Rapid Shelters on Santa Rita Corridor in Pleasanton, Wheels on Phone App Transit, Wheels Website Receives Award, and Clipper Usage Up On Wheels. Executive Director Michael Tree noted that LAVTA's website received a functionality award and that we are making our website load time faster. Executive Director Michael Tree also explained that LAVTA will be changing Route 10 in January to assist with On-Time Performance (OTP). In the near future an agenda item regarding to autonomous vehicle project will be presented. Wheels on Demand is moving forward and LAVTA has met with the FTA and we have been given permission to work with the discount program. Currently LAVTA is working through contractual issues with the TNC. LAVTA's goal is to have Wheels on Demand in place by the end of the year. In January LAVTA has a bus purchase. LAVTA suspended efforts with PAVLOV Advertising and now will be looking at other options, due to a lack luster effort with rebranding. We had a failure with our steam bay lift, so we need to replace it. To fix the existing steam bay lift it will cost almost the same as a new lift. LAVTA would like to purchase a scissor lift that can be moved to the Atlantis maintenance facility. The steam bay lift will be on the Boards next agenda and it will cost just over \$100,000.00.

Councilmember Laureen Turner noted that our schedules are not easy to find on LAVTA's website. She especially has difficulty finding the 580X schedule online. It was also mentioned that the Transit Center does not have 580X schedules available.

## **6. Fiscal Year 2016 Comprehensive Annual Financial Report (CAFR)**

Vicki Rodriguez of Maze and Associates reported to the Board that there were no findings for the fiscal year 2016 Comprehensive Annual Financial Report. She noted that a new pronouncement GASB 72 was implemented related to fair value measurements. The only impact GASB 72 had on financial statements this year is related to cash and investments.

Laureen Turner requested that Ms. Rodriguez give the Board information regarding GASB 75. Ms. Rodriguez explained that GASB 75 is regarding postemployment benefits and will be applicable for fiscal years beginning after June 15, 2017. In two years for GASB 75 the net OPEB liability will be on the financial statements. Currently LAVTA has an OPEB asset, due to funding more than is required. In two years LAVTA must look at the entire liability plus assets LAVTA has funding it and at this time it's unknown whether it will be an asset or liability.

The Board of Directors approved the Comprehensive Annual Financial Report (CAFR) to be submitted to the Government Finance Officers Association (GFOA) for award.

Approved: Pentin/Brown

Aye: Brown, Pentin, Biddle, Haubert, Haggerty, Turner, Spedowski

No: None

Absent: None

## **7. Proposed Organizational Changes**

Executive Director Michael Tree addressed the Board regarding the proposed organizational changes. Michael Tree noted that redesigning our bus system and having innovated programs requires a more robust Marketing Department to capture the attention of potential riders and maintain them. To significantly improve the productivity of the Marketing Department LAVTA recommended a reorganization.

Michael Tree proposed that the Finance & Grants Manager and the Director of Administrative Services positions be eliminated. A new position titled Director of Finance (Salary Band 6) will be created and open for recruitment. Another new position titled Marketing Manager (Salary Band 5) will be created and open for recruitment as well as a part-time intern position. Further Michael Tree suggested job title and description changes for the following positions: The Executive Director will oversee the Marketing Department, the Director of Planning and Communications title be changed to Director of Planning and Operations with a job description change, and the Senior Grants and Project Management Specialist title be changed to Senior Grants, Project Management and Contract Specialist and this position will report to the Director of Planning and Operations with a job description change. Lastly, Michael Tree suggested a job title and salary band change for the Accounting Assistant position, due to taking a more substantial role in LAVTA. The Accounting Assistant position will be titled Accounting Analyst and will be Salary Band 3.

These organizational changes will give LAVTA a net savings of \$45,634 per year.

Councilmember Jerry Pentin requested that Dennis Mochon's title to be corrected on the job description and proposed organizational chart to reflect Senior Marketing and Communications Specialist. Michael Tree agreed to make this change to reflect the correct information.

Councilmember Karla Brown was concerned that the Fixed Route and Paratransit contractor's on the proposed organizational chart were no longer a dotted lined to the Executive Director. Councilmember Brown would like to have this placed back onto the organizational chart. Michael Tree responded and said that yes, the fixed route and paratransit contractor's still fall under him on the organizational chart via a dotted line.

Supervisor Scott Haggerty asked Michael Tree if in June when the salary ranges were established if a comparison was completed. Michael Tree stated that a comparison was completed at that time and that LAVTA took the median of those salary ranges based on bay area salaries.

Michael Tree noted that the Director of Finance will be added onto the Resolution into Salary Band 6, since it is currently missing on the document.

The Board of Directors approved Resolution 38-2016 the Proposed Organizational Chart and corresponding Proposed Job Descriptions.

Approved: Biddle/Brown

Aye: Brown, Pentin, Biddle, Haubert, Haggerty, Turner, Spedowski

No: None

Absent: None

## **8. Procurement of Executive Consultant for the Altamont Regional Rail Working Group**

Executive Director Michael reported that we Requested For Proposals (RFP) on August 19, 2016 for an Executive Consultant for the Altamont Regional Rail Working Group (ARRWG). Those proposals were due on September 30, 2016 and we received three qualified RFP's. On November 2, 2016 two representatives from the ARRWG, Supervisor Scott Haggerty and Councilmember Veronica Vargas, conducted interviews with the three prospective firms. Through scoring the qualified proposals one firm (One Vision Enterprises, LLC) who was represented by Frank Wilson is best qualified for the Executive Consulting work. Discussions have been entered into with MR. Wilson and currently is checking with his insurance company regarding indemnity clauses. Executive Director Michael Tree is hopeful that Frank Wilson will sign a professional services agreement with the agency by the end of this week.

Supervisor Scott Haggerty requested that ARRWG member Veronica Vargas' name be added into the staff report. Michael Tree noted that this will be corrected. Supervisor Haggerty also mentioned that if Mr. Wilson does not take the Executive Consultant position that there is no other option available.

The Board of Directors approved Resolution 39-2016 to award the contract for Executive Consulting Services.

Approved: Haggerty/Turner

Aye: Brown, Pentin, Biddle, Haubert, Haggerty, Turner, Spedowski

No: None



Absent: None

**10. Adjourn to CLOSED SESSION**

Meeting adjourned to closed session at 4:34pm.

**11. Closed Session pursuant to Government Code Section 54957(b):  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Executive Director**

**12. Closed Session pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Representative: Michael Conneran, Legal Counsel  
Unrepresented Employee: Executive Director**

**13. Reconvene to OPEN SESSION**

Meeting reconvened at 5:15pm.  
No reportable actions were taken.

**14. Consideration of Amendment to Employment Agreement with Executive Director Michael Tree**

The Board approved an amendment to Michael Tree's employment contract providing for an 8% wage increase and for the next two years tie the next two raises to our CPI. It also includes a six month severance and the contract is also being extended to December 1, 2019.

Approved: Haggerty/Turner

Aye: Brown, Pentin, Biddle, Haubert, Haggerty, Turner, Spedowski

No: None

Absent: None

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

Laureen Turner informed staff that the bus stop in front of Livermore Valley Charter School may no longer need service.

**16. Next Meeting Date is Scheduled for: December 5, 2016**

**17. Adjournment**

Meeting adjourned at 5:20pm

**AGENDA**

**ITEM 4 B**



**S T A F F   R E P O R T**

SUBJECT: Treasurer's Report for October2016  
 FROM: Tamara Edwards, Finance and Grants Manager  
 DATE: December 5, 2016

**Action Requested**

Review and approve the LAVTA Treasurer's Report for October2016.

**Discussion**

***Cash accounts:***

Our petty cash account (101) has a balance of \$200, (decreased from \$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 October 1, 2016	\$11,722,098.98
Payments made	\$1,265,198.83
Deposits made	\$288,123.62
Ending balance October31, 2016	\$10,745,023.77

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

Beginning balance September1, 2016	\$146,997.73
Deposits made	\$55,066.49
Ending balance October31, 2016	\$202,064.22

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

Beginning balance October 1, 2016	\$663,018.35
Ending balance October31, 2016	\$663,018.35

***Operating Expenditures Summary:***

As this is the fourth 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 33%. The agency is at 30.9% overall.

***Operating Revenues Summary:***

While expenses are at 30.9%, revenues are at 60.3%, providing for a healthy cash flow.

**Recommendation**

Staff recommends approval of the October2016 Treasurer's Report.

Attachments:

1. October2016 Treasurer's Report

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

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
October 31, 2016**

**ASSETS:**

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	10,745,024	
106 CASH - FIXED ROUTE ACCOUNT	202,064	
107 Clipper Cash	613,006	
120 ACCOUNTS RECEIVABLE	417,501	
135 INVESTMENTS - LAIF	663,018	
150 PREPAID EXPENSES	(24)	
160 OPEB ASSET	430,453	
165 DEFFERED OUTFLOW-Pension Related	132,890	
170 INVESTMENTS HELD AT CALTIP	0	
111 NET PROPERTY COSTS	42,245,608	
<b>TOTAL ASSETS</b>		<b>55,449,980</b>

**LIABILITIES:**

205 ACCOUNTS PAYABLE	359,133	
211 PRE-PAID REVENUE	1,599,529	
21101 Clipper to be distributed	559,791	
22000 FEDERAL INCOME TAXES PAYABLE	34	
22010 STATE INCOME TAX	(10)	
22020 FICA MEDICARE	(0)	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	(331)	
22030 SDI TAXES PAYABLE	0	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(1,002)	
22090 WORKERS' COMPENSATION PAYABLE	8,757	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	634,007	
23104 Deferred Inflow- Pension Related	103,992	
23103 INSURANCE CLAIMS PAYABLE	78,094	
23102 UNEMPLOYMENT RESERVE	20,000	
<b>TOTAL LIABILITIES</b>		<b>3,361,995</b>

**FUND BALANCE:**

301 FUND RESERVE	8,770,327	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	39,460,703	
30401 SALE OF BUSES & EQUIPMENT	84,132	
FUND BALANCE	3,772,823	
<b>TOTAL FUND BALANCE</b>		<b>52,087,985</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>55,449,980</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
October 31, 2016**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
4010100	Fixed Route Passenger Fares	1,548,670	120,752	428,356	1,120,314	27.7%
4020000	Business Park Revenues	191,030	14,949	44,846	146,184	23.5%
4020500	Special Contract Fares	171,286	0	0	171,286	0.0%
4020500	Special Contract Fares - Paratransit	37,000	3,773	6,940	30,060	18.8%
4010200	Paratransit Passenger Fares	205,968	4,225	62,973	142,995	30.6%
4060100	Concessions	44,135	2,549	13,880	30,255	31.4%
4060300	Advertising Revenue	95,000	28,482	51,772	43,228	54.5%
4070400	Miscellaneous Revenue-Interest	4,500	2,716	2,716	1,784	60.3%
4070300	Non transportation revenue	91,733	4,000	19,837	71,896	100.0%
4090100	Local Transportation revenue (TFCA RTE B	137,500	0	0	137,500	100.0%
4099100	TDA Article 4.0 - Fixed Route	9,435,973	0	9,433,761	2,212	100.0%
4099500	TDA Article 4.0-BART	84,324	8,441	21,654	62,670	25.7%
4099200	TDA Article 4.5 - Paratransit	123,457	12,720	32,054	91,403	26.0%
4099600	Bridge Toll- RM2	580,836	0	48,403	532,433	8.3%
4110100	STA Funds-Paratransit	49,787	0	0	49,787	0.0%
4110500	STA Funds- Fixed Route BART	654,479	0	0	654,479	0.0%
4110100	STA Funds-pop	700,785	0	0	700,785	0.0%
4110100	STA Funds- rev	198,153	0	0	198,153	0.0%
4110100	STA Funds- Lifeline	194,324	0	0	194,324	0.0%
4130000	FTA Section 5307 Preventative Maint.	424,167	0	0	424,167	100.0%
4130000	FTA Section 5307 ADA Paratransit	341,367	0	0	341,367	0.0%
4130000	FTA 5304	-	0	0	-	100.0%
4130000	FTA JARC and NF	84,517	2,297	2,297	82,220	2.7%
4130000	FTA 5311	38,951	0	0	38,951	0.0%
4640500	Measure B Gap	-	0	0	-	100.0%
4640500	Measure B Express Bus	-	0	0	-	100.0%
4640100	Measure B Paratransit Funds-Fixed Route	884,690	61,246	149,965	734,725	17.0%
4640100	Measure B Paratransit Funds-Paratransit	167,445	11,592	28,384	139,061	17.0%
4640200	Measure BB Paratransit Funds-Fixed Route	660,528	45,535	112,071	548,457	17.0%
4640200	Measure BB Paratransit Funds-Paratransit	283,285	19,529	48,065	235,220	17.0%
<b>TOTAL REVENUE</b>		<b>17,433,890</b>	<b>342,805</b>	<b>10,507,974</b>	<b>6,925,916</b>	<b>60.3%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
OPERATING EXPENDITURES  
FOR THE PERIOD ENDING:  
October 31, 2016**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,381,056	\$95,558	\$467,687	\$913,369	33.86%
502 00 Personnel Benefits	\$815,347	\$47,867	\$265,715	\$549,632	32.59%
503 00 Professional Services	\$699,156	\$43,190	\$133,215	\$565,941	19.05%
503 05 Non-Vehicle Maintenance	\$574,029	\$36,363	\$240,174	\$333,855	41.84%
503 99 Communications	\$10,500	(\$3)	\$673	\$9,827	6.41%
504 01 Fuel and Lubricants	\$1,231,310	\$59,189	\$208,479	\$1,022,831	16.93%
504 03 Non contracted vehicle maintenance	\$15,000	\$0	\$0	\$15,000	0.00%
504 99 Office/Operating Supplies	\$50,500	\$1,814	\$4,956	\$45,544	9.81%
504 99 Printing	\$60,000	\$3,969	\$30,428	\$29,572	50.71%
505 00 Utilities	\$266,900	\$20,708	\$59,104	\$207,796	22.14%
506 00 Insurance	\$590,936	\$0	\$389,774	\$201,162	65.96%
507 99 Taxes and Fees	\$152,000	\$9,243	\$23,689	\$128,311	15.59%
508 01 Purchased Transportation Fixed Route	\$9,018,334	\$747,942	\$2,939,618	\$6,085,689	32.60%
2-508 02 Purchased Transportation Paratransit	\$2,102,600	\$144,524	\$557,691	\$1,544,909	26.52%
508 03 Purchased Transportation Paratransit	\$100,000	\$0	\$0	\$100,000	0.00%
509 00 Miscellaneous	\$126,504	\$2,618	\$41,685	\$83,786	32.95%
509 02 Professional Development	\$39,718	\$422	\$2,164	\$37,554	5.45%
509 08 Advertising	\$190,000	\$4,301	\$19,052	\$170,948	10.03%
<b>TOTAL</b>	<b>\$17,423,890</b>	<b>\$1,217,704</b>	<b>\$5,384,105</b>	<b>\$12,045,726</b>	<b>30.90%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)**  
**FOR THE PERIOD ENDING:**  
**October 31, 2016**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	20,000	0	0	20,000	0.00%
4090194	TDA Shop repairs and replacement	67,000	0	0	67,000	0.00%
4091794	Bus stop improvements	767,005	0	0	767,005	0.00%
4092394	TDA Bus replacement	2,476,208	0	1,812,118	664,090	73.18%
4090994	TDA IT Upgrades and Replacements	15,500	0	0	15,500	0.00%
4090794	TDA Transit Center Improvements	56,200	0	0	56,200	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092094	TDA (Major component rehab)	120,000	0	0	120,000	0.00%
4091394	TDA Board Room upgrade	25,600	0	0	25,600	0.00%
4091294	TDA Doolan Tower Upgrade	10,000	0	0	10,000	0.00%
4090894	TDA TPI	66,000	0	0	66,000	0.00%
4092194	TDA Rebranding bus wrap	95,000	0	0	95,000	0.00%
4091494	TDA WIFI	13,304	0	0	13,304	0.00%
4091594	TDA Farebox upgrade	101,758	0	0	101,758	0.00%
4090394	TDA Non revenue vehicle replacement	144,800	0	0	144,800	0.00%
4092396	Bridge Tolls Bus Replacement	535,578	0	519,943	15,635	97.08%
4111700	PTMISEA Shelters and Stops	116,719	0	0	116,719	0.00%
41124	Prob 1B Security upgrades	73,392	0	0	73,392	0.00%
41114	Prop 1B Wifi	36,696	0	0	36,696	0.00%
41123	PTMISEA Bus Replacement	572,778	0	0	572,778	0.00%
41107	PTMISEA Transit Center Improvements	125,625	0	0	125,625	0.00%
41105	PTMISEA Office improvements	177,390	0	0	177,390	0.00%
41101	PTMISEA Shop Repairs	184,124	0	0	184,124	0.00%
41308	TPI	504,564	0	0	504,564	0.00%
41315	FTA Farebox upgrade	398,242	0	0	398,242	0.00%
41303	FTA non revenue vehicle upgrade	367,200	0	0	367,200	0.00%
41323	FTA Bus replacements	12,315,205	0	12,012,425	302,780	97.54%
<b>TOTAL REVENUE</b>		<b>19,485,888</b>	<b>-</b>	<b>14,344,486</b>	<b>5,141,402</b>	<b>73.61%</b>



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)**  
**FOR THE PERIOD ENDING:**  
**October 31, 2016**

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550107	Shop Repairs and replacement	251,124	0	4,378	246,746	1.74%
5550207	New MOA Facility (Satelite Facility)	-	6,808	10,308	(10,308)	#DIV/0!
5550307	Non revenue vehicle replacement	512,000	0	0	512,000	0.00%
5550407	BRT	-	0	24,059	(24,059)	#DIV/0!
5550507	Office and Facility Equipment	20,000	1,598	7,058	12,942	35.29%
5550607	511 Integration	-	0	0	0	#DIV/0!
5550707	Driveway resurfacing project	177,390	0	850	176,540	0.48%
5550807	Dublin TPI project	570,564	0	0	570,564	0.00%
5550907	IT Upgrades and replacement	15,500	0	0	15,500	0.00%
5551007	Transit Center Upgrades and Improvements	181,825	0	0	181,825	0.00%
5551207	Doolan Tower upgrade	10,000	0	0	10,000	0.00%
5551307	Board Room upgrade	25,600	0	0	25,600	0.00%
5551407	Wifi	50,000	0	0	50,000	0.00%
5551507	Farebox upgrade	500,000	0	0	500,000	0.00%
5551707	Bus Shelters and Stops	883,724	76	26,208	857,516	2.97%
5552007	Major component rehab	120,000	0	0	120,000	0.00%
5552107	Rebranding bus wrap	95,000	0	0	95,000	0.00%
5552307	Bus replacement	15,899,769	0	15,566,634	333,135	97.90%
5552407	Security upgrades	73,392	0	0	73,392	0.00%
555?07	Transit Capital	100,000	0	0	100,000	0.00%
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>19,485,888</b>	<b>8,482</b>	<b>15,639,494</b>	<b>3,846,394</b>	<b>80.26%</b>
	<b>FUND BALANCE (CAPITAL)</b>	<b>0.00</b>	<b>(8,482)</b>	<b>(1,295,008)</b>		
	<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>	<b>0.00</b>	<b>(881,715)</b>	<b>3,833,124</b>		

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)  
November 02,  
2016

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

October 2016 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/14/2016	10/13/2016	QRD	1516757	SYSTEM	2,715.71

Account Summary

Total Deposit:	2,715.71	Beginning Balance:	657,465.73
Total Withdrawal:	0.00	Ending Balance:	660,181.44

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
10-16	H6792	10/07/16	VER01 (VERIZON WIRELESS)		1,876.04	.00	1,876.04	VER01, 9772477448, SEPT-16
	H6793	10/07/16	PAC02 (PACIFIC GAS AND ELECTRIC)		636.20	.00	636.20	PAC02, 9800031052-8, TRAN
	H6794	10/07/16	PAC02 (PACIFIC GAS AND ELECTRIC)		277.91	.00	277.91	PAC02, 90072C2117-4, MOA
	H6795	10/07/16	PAC02 (PACIFIC GAS AND ELECTRIC)		138.59	.00	138.59	PAC02, 7649646868-7, DCOL
	H6796	10/07/16	PAC02 (PACIFIC GAS AND ELECTRIC)		8,375.45	.00	8,375.45	PAC02, 5809326332-3, MOA
	H6797	10/07/16	PAC02 (PACIFIC GAS AND ELECTRIC)		1,613.39	.00	1,613.39	PAC02, 6062256368-6, AILA
	H6798	10/07/16	PAC02 (PACIFIC GAS AND ELECTRIC)		529.52	.00	529.52	PAC02, 7264840356-5, RAPE
	H6799	10/07/16	CAL04 (CALIFORNIA WATER SERVICE)		516.47	.00	516.47	CAL04, 9098655555, MOA WA
	H6800	10/07/16	CAL04 (CALIFORNIA WATER SERVICE)		85.48	.00	85.48	CAL04, 5755555555, CONTRA
	H6801	10/07/16	CAL04 (CALIFORNIA WATER SERVICE)		36.39	.00	36.39	CAL04, 3616555555, TC WAF
	H6802	10/07/16	CAL04 (CALIFORNIA WATER SERVICE)		64.11	.00	64.11	CAL04, 2575555555, TC FER
	H6803	10/07/16	CAL04 (CALIFORNIA WATER SERVICE)		481.94	.00	481.94	CAL04, 0198655555, BUS WA
	H6804	10/07/16	CAL04 (CALIFORNIA WATER SERVICE)		85.48	.00	85.48	CAL04, 4755555555, MOA FE
	H6805	10/07/16	WEG01 (CHRISTY WEGENER)		49.21	.00	49.21	WEG01, SEPT-16 TRAVEL REE
	H6806	10/07/16	MTM01 (MEDICAL TRANSPORTATION MANAG		8,228.50	.00	8,228.50	MTM01, MTM-112068, 8/30-9
	H6807	10/07/16	MTM01 (MEDICAL TRANSPORTATION MANAG		4,371.50	.00	4,371.50	MTM01, MTM-112069, 9/28-1
	H6808	10/07/16	MTM01 (MEDICAL TRANSPORTATION MANAG		126,447.46	.00	126,447.46	MTM01, AUG-16 MONTHLY SER
	H6809	10/07/16	MVT01 (MV TRANSPORTATION, INC.)		337,810.88	.00	337,810.88	MVT01, 71140, OCT-16 2ND
	H6810	10/07/16	MVT01 (MV TRANSPORTATION, INC.)		74,885.13	.00	74,885.13	MVT01, 70780, AUG-16 FEKS
	H6811	10/07/16	CIT07 (CITY OF LIVERMORE - WATER)		43.88	.00	43.88	CIT07, 139399-00, ATLANTO
	H6812	10/07/16	CIT07 (CITY OF LIVERMORE - WATER)		60.58	.00	60.58	CIT07, 139361-00, ATLANTO
	H6813	10/07/16	CIT07 (CITY OF LIVERMORE - WATER)		72.15	.00	72.15	CIT07, 138431-00, ATLANTO
	H6814	10/07/16	CIT07 (CITY OF LIVERMORE - WATER)		26.65	.00	26.65	CIT07, 138432-00, ATLANTO
	H6815	10/07/16	CIT07 (CITY OF LIVERMORE - WATER)		132.25	.00	132.25	CIT07, 139388-00, BUS WAS
	H6816	10/07/16	CIT07 (CITY OF LIVERMORE - WATER)		67.49	.00	67.49	CIT07, 138430-01, ATLANTO
	H6817	10/07/16	PAC01 (AT&T )		146.02	.00	146.02	PAC01,ACCT #925-243-9029,
	H6818	10/07/16	PAC01 (AT&T )		354.19	.00	354.19	PAC01,ACCT #436-951-0106,
	H6819	10/07/16	PAC01 (AT&T )		33.29	.00	33.29	PAC01,ACCT #232-351-6260,
	H6820	10/07/16	TX161 (JYOTSNA MEHTA)		60.99	.00	60.99	TX161, PARATAXI REIMBURSE
	H6821	10/07/16	TAX76 (MARY ANN HANDEUS)		246.20	.00	246.20	TAX76, PARATAXI REIMBURSE
	H6822	10/07/16	TAX14 (KAREN ADAMS)		27.63	.00	27.63	TAX14, PARATAXI REIMBURSE
	H6823	10/07/16	TX152 (ALBERTA PILLIOD)		57.40	.00	57.40	TX152, PARATAXI REIMBURSE
	H6824	10/07/16	TAX91 (VIVIAN MARIE MILLER)		93.93	.00	93.93	TAX91, PARATAXI REIMBURSE
	H6825	10/07/16	TX113 (RODGER RAGER)		166.60	.00	166.60	TX113, PARATAXI REIMBURSE
	H6826	10/07/16	TAX67 (CHRISTEL RAGER)		195.50	.00	195.50	TAX67, PARATAXI REIMBURSE
	H6827	10/21/16	MOC01 (DENNIS MOCHON)		132.30	.00	132.30	MOC01, SEPT-16 TRAVEL REE
	H6828	10/21/16	PER01 (PERS )		3,037.57	.00	3,037.57	PER01, PERS NEW CONTRIBUT
	H6829	10/21/16	PER04 (CALPERS RETIREMENT SYSTEM)		916.01	.00	916.01	PER04, PERS 457 CONTRIBU
	H6830	10/21/16	PER01 (PERS )		3,624.62	.00	3,624.62	PER01, PERS CLASSIC CONTR
	H6831	10/21/16	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		35,248.95	.00	35,248.95	DIR02, PR DIRECT DEPOSIT
	H6832	10/21/16	EFT01 (ELECTRONIC FUND TRANSFERS)		6,527.63	.00	6,527.63	EFT01, FEDERAL TAXES 9/23
	H6833	10/21/16	EMP01 (EMPLOYMENT DEVEL DEPT)		2,223.35	.00	2,223.35	EMP01, STATE TAX 9/23-10/
	H6834	10/21/16	STA05 (STATE BOARD OF EQUAL)		1,205.76	.00	1,205.76	STA05, QTR 3 2016 DIESEL
	H6835	10/21/16	STA04 (STATE BOARD OF )		2,340.12	.00	2,340.12	STA04, QTR 3 2016 STORAGE
	H6836	10/21/16	DEL05 (ALLIED ADMIN/DELTA DENTAL)		2,084.92	.00	2,084.92	DEL05, NOV-16 DENTAL INSD
	H6837	10/21/16	PER03 (CAL PUB EMP RETIRE SYSTM)		33,725.34	.00	33,725.34	PER03, NOV-16 HEALTH INSD
	H6838	10/31/16	MVT01 (MV TRANSPORTATION, INC.)		337,810.88	.00	337,810.88	MVT01, 71141, OCT-16 2ND
	H6839	10/21/16	MTM01 (MEDICAL TRANSPORTATION MANAG		2,810.50	.00	2,810.50	MTM01, MTM-112071, 10/12-
	H6840	10/21/16	MTM01 (MEDICAL TRANSPORTATION MANAG		2,852.50	.00	2,852.50	MTM01, MTM-112070, 10/5-1
	H6841	10/21/16	STA13 (STAPLES CREDIT PLAN)		267.58	.00	267.58	STA13, OCT-16 STATEMENT
	H6842	10/21/16	CAL15 (CALTRONICS BUSINESS SYS)		528.15	.00	528.15	CAL15, 2117130, BIZHUB CH
	H6843	10/21/16	TRE01 (MICHAEL TREE)		66.36	.00	66.36	TRE01, SEPT-16 EXPENSE RE
	H6844	10/21/16	TX161 (JYOTSNA MEHTA)		124.31	.00	124.31	TX161, PARATAXI REIMBURSE
	H6845	10/21/16	TAX91 (VIVIAN MARIE MILLER)		111.56	.00	111.56	TAX91, PARATAXI REIMBURSE
	H6846	10/21/16	TX137 (HIMATLAL R MEHTA)		94.35	.00	94.35	TX137, PARATAXI REIMBURSE
	H6847	10/21/16	TX143 (KIM BRETOL)		141.10	.00	141.10	TX143, PARATAXI REIMBURSE
	H6848	10/21/16	TX124 (LISA BALL)		59.50	.00	59.50	TX124, PARATAXI REIMBURSE
	H6849	10/21/16	TAX32 (SUE TSANG)		385.09	.00	385.09	TAX32, PARATAXI REIMBURSE
	H6850	10/21/16	TX123 (OLGA PRINZ)		144.93	.00	144.93	TX123, PARATAXI REIMBURSE
	H6851	10/21/16	TAX72 (JUSTIN HART)		129.84	.00	129.84	TAX72, PARATAXI REIMBURSE
	H6852	10/21/16	TAX87 (DELORES M. POWLEY)		20.00	.00	20.00	TAX87, PARATAXI REIMBURSE
	H6853	10/21/16	TX143 (KIM BRETOL)		193.85	.00	193.85	TX143, PARATAXI REIMBURSE
	H6854	10/31/16	BID01 (DON BIDDLE)		200.00	.00	200.00	BID01, NOV-16 BOD STEFEND
	H6855	10/31/16	BRO03 (KARLA SUE BROWN)		200.00	.00	200.00	BRO03, NOV-16 BOD STEFEND
	H6856	10/31/16	HAG01 (SCOTT HAGGERTY)		200.00	.00	200.00	HAG01, NOV-16 BOD STEFEND
	H6857	10/31/16	HAU01 (DAVID HAUBERT)		200.00	.00	200.00	HAU01, NOV-16 BOD STEFEND
	H6858	10/31/16	PEN01 (JERRY PENTIN)		200.00	.00	200.00	PEN01, NOV-16 BOD STEFEND
	H6859	10/31/16	SPE04 (STEVEN G. SPEDOWFSKI)		200.00	.00	200.00	SPE04, NOV-16 BOD STEFEND
	H6860	10/31/16	TUR01 (LAUREEN TURNER)		100.00	.00	100.00	TUR01, NOV-16 BOD STEFEND
	H6861	10/31/16	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		35,571.12	.00	35,571.12	DIR02, PR DIRECT DEPOSIT
	H6862	10/31/16	EFT01 (ELECTRONIC FUND TRANSFERS)		6,671.51	.00	6,671.51	EFT01, FEDERAL TAX 10/7-1
	H6863	10/31/16	PER01 (PERS )		3,624.62	.00	3,624.62	PER01, PERS CLASSIC CONTR
	H6864	10/31/16	PER01 (PERS )		3,037.57	.00	3,037.57	PER01, PERS NEW CONTRIBUT
	H6865	10/31/16	EMP01 (EMPLOYMENT DEVEL DEPT)		2,226.82	.00	2,226.82	EMP01, STATE TAX 10/7-10/
	H6866	10/31/16	PER04 (CALPERS RETIREMENT SYSTEM)		916.63	.00	916.63	PER04, PERS 457 CONTRIBU
	H6867	10/31/16	VSP01 (VSP )		515.91	.00	515.91	VSP01, NOV-16 VISTON INSD
	H6868	10/31/16	MUT01 (MUTUAL OF OMAHA)		1,022.89	.00	1,022.89	MUT01, NOV-16 LIFE INSDRA
	H6869	10/31/16	AME06 (AMERICAN FIDELITY ASSURANCE		939.14	.00	939.14	AME06, NOV-16 FLEXIBLE SP
	H6870	10/31/16	AME06 (AMERICAN FIDELITY ASSURANCE		152.64	.00	152.64	AME06, NOV-16 SUPPLEMENTA
	H6871	10/31/16	EFT01 (ELECTRONIC FUND TRANSFERS)		.10	.00	.10	EFT01, FEDERAL TAX 3RD QU
	H6872	10/31/16	MER01 (MERCHANT SERVICES)		128.57	.00	128.57	MER01, SEPT-16 TC CC FRS
	H6873	10/31/16	MER01 (MERCHANT SERVICES)		254.66	.00	254.66	MER01, SEPT-16 MOA CC FRS

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
10-16	H6874	10/31/16	CAL04 (CALIFORNIA WATER SERVICE)		756.36	.00	756.36	CAL04, 4616555555, TO ERR
	H6875	10/31/16	BAN03 (BANKCARD CENTER)		878.44	.00	878.44	BAN03, SEPT-16 CC STATEMS
	019448	10/07/16	AIM01 (AIM TO PLEASE JANITORIAL SER		2,240.00	.00	2,240.00	Automatic Generated Check
	019449	10/07/16	AME03 (AMERICAN PUB TRANSP ASSN)		85.00	.00	85.00	Automatic Generated Check
	019450	10/07/16	ATT02 (AT&T )		274.33	.00	274.33	Automatic Generated Check
	019451	10/07/16	ATT03 (AT&T )		899.18	.00	899.18	Automatic Generated Check
	019452	10/07/16	BAY08 (BAY CITY ELECTRIC WORKS)		1,453.00	.00	1,453.00	Automatic Generated Check
	019453	10/07/16	CAL07 (CALIFORNIA CUT & CORE INC.)		1,365.00	.00	1,365.00	Automatic Generated Check
	019454	10/07/16	CIT06 (CITY OF LIVERMORE SEWER)		191.66	.00	191.66	Automatic Generated Check
	019455	10/07/16	EDM01 (ELECTRONIC DATA MAGNETICS IN		2,610.48	.00	2,610.48	Automatic Generated Check
	019456	10/07/16	FAS02 (FASTENAL)		75.93	.00	75.93	Automatic Generated Check
	019457	10/07/16	GRA05 (GRAFFITI SHIELD INC.)		1,349.61	.00	1,349.61	Automatic Generated Check
	019458	10/07/16	HAN01 (HANSON BRIDGETT MARCUS)		8,542.00	.00	8,542.00	Automatic Generated Check
	019459	10/07/16	HOL02 (HOLT OF CALIFORNIA)		589.40	.00	589.40	Automatic Generated Check
	019460	10/07/16	HOT01 (HOTSYPACIFIC)		118.22	.00	118.22	Automatic Generated Check
	019461	10/07/16	JTH01 (J. THAYER COMPANY)		90.05	.00	90.05	Automatic Generated Check
	019462	10/07/16	KIM02 (KIMLEY-HORN AND ASSOC, INC)		999.00	.00	999.00	Automatic Generated Check
	019463	10/07/16	L&D01 (L&D PRINTING INC)		189.45	.00	189.45	Automatic Generated Check
	019464	10/07/16	LIV10 (LIVERMORE SANITATION INC)		2,317.45	.00	2,317.45	Automatic Generated Check
	019465	10/07/16	MVT01 (MV TRANSPORTATION, INC.)		9,000.00	.00	9,000.00	Automatic Generated Check
	019466	10/07/16	OFF01 (OFFICE DEPOT)		296.85	.00	296.85	Automatic Generated Check
	019467	10/07/16	PLA02 (PLANETERIA MEDIA LLC)		200.00	.00	200.00	Automatic Generated Check
	019468	10/07/16	QUI01 (QUILL CORPORATION)		86.93	.00	86.93	Automatic Generated Check
	019469	10/07/16	RCO01 (R COMPUTERS)		658.00	.00	658.00	Automatic Generated Check
	019470	10/07/16	RSE01 (R & S ERECTION)		6,218.00	.00	6,218.00	Automatic Generated Check
	019471	10/07/16	SCF01 (SC FUELS)		19,885.26	.00	19,885.26	Automatic Generated Check
	019472	10/07/16	STA16 (STANTEC CONSULTING SERVICES		10,000.00	.00	10,000.00	Automatic Generated Check
	019473	10/07/16	TAX60 (ANNA FONG)		37.40	.00	37.40	Automatic Generated Check
	019474	10/07/16	TCG01 (THE CREATIVE GROUP)		11,188.57	.00	11,188.57	Automatic Generated Check
	019475	10/07/16	TMA10 (T MARSHAL ASSOCIATES LTD)		883.54	.00	883.54	Automatic Generated Check
	019476	10/07/16	TX115 (LARRY MENDEZ)		38.68	.00	38.68	Automatic Generated Check
	019477	10/07/16	TX163 (LINDA CHIPMAN)		77.78	.00	77.78	Automatic Generated Check
	019478	10/07/16	TX164 (MARYAM FETIKHAR)		73.95	.00	73.95	Automatic Generated Check
	019479	10/07/16	TX165 (WILLIAM JESS)		541.98	.00	541.98	Automatic Generated Check
	019480	10/21/16	AEM01 (LEO LAM INC)		1,098.50	.00	1,098.50	Automatic Generated Check
	019481	10/21/16	AIM01 (AIM TO PLEASE JANITORIAL SER		25,228.83	.00	25,228.83	Automatic Generated Check
	019482	10/21/16	ALA02 (ALANCO EQUIPMENT)		598.77	.00	598.77	Automatic Generated Check
	019483	10/21/16	ATT02 (AT&T )		792.98	.00	792.98	Automatic Generated Check
	019484	10/21/16	AVI01 (AMADOR VALLEY INDUSTRIES)		341.71	.00	341.71	Automatic Generated Check
	019485	10/21/16	BAY03 (BAY AREA NEWS GROUP)		599.40	.00	599.40	Automatic Generated Check
	019486	10/21/16	CAL13 (CALIFORNIA TRANSIT)		24,219.34	.00	24,219.34	Automatic Generated Check
	019487	10/21/16	CIT06 (CITY OF LIVERMORE SEWER)		43.88	.00	43.88	Automatic Generated Check
	019488	10/21/16	DAY02 (DAY & NIGHT PEST CONTROL)		218.00	.00	218.00	Automatic Generated Check
	019489	10/21/16	DIR01 (DIRECT TV)		14.00	.00	14.00	Automatic Generated Check
	019490	10/21/16	EME01 (EMERALD LANDSCAPE CO INC)		1,485.00	.00	1,485.00	Automatic Generated Check
	019491	10/21/16	IMP04 (IMPRINTS LABEL & DECAL)		115.00	.00	115.00	Automatic Generated Check
	019492	10/21/16	JNI01 (JACK NADEL INTERNATIONAL)		3,345.57	.00	3,345.57	Automatic Generated Check
	019493	10/21/16	JTH01 (J. THAYER COMPANY)		90.05	.00	90.05	Automatic Generated Check
	019494	10/21/16	KKI01 (ALPHA MEDIA II LLC)		880.00	.00	880.00	Automatic Generated Check
	019495	10/21/16	OFF01 (OFFICE DEPOT)		62.29	.00	62.29	Automatic Generated Check
	019496	10/21/16	PAC11 (PACIFIC ENVIROMENTAL SERV)		240.00	.00	240.00	Automatic Generated Check
	019497	10/21/16	SCF01 (SC FUELS)		43,578.29	.00	43,578.29	Automatic Generated Check
	019498	10/21/16	SOLO1 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	Automatic Generated Check
	019499	10/21/16	TAX86 (DEBBIE LOPEZ)		20.00	.00	20.00	Automatic Generated Check
	019500	10/21/16	TCG01 (THE CREATIVE GROUP)		11,719.45	.00	11,719.45	Automatic Generated Check
	019501	10/21/16	TEL01 (TELEPACIFIC COMMUNICATIONS)		1,899.05	.00	1,899.05	Automatic Generated Check
	019502	10/21/16	TNT01 (TNT FIRE PROTECTION INC)		550.00	.00	550.00	Automatic Generated Check
	019503	10/21/16	TX112 (DARRELL DION)		80.00	.00	80.00	Automatic Generated Check
	019504	10/21/16	TX115 (LARRY MENDEZ)		56.99	.00	56.99	Automatic Generated Check
	019505	10/21/16	TX156 (YVONNE BRETOI)		110.50	.00	110.50	Automatic Generated Check
	019506	10/21/16	TX166 (HELEN SATIN)		32.75	.00	32.75	Automatic Generated Check
	019507	10/21/16	TX167 (SETH EMERY)		20.00	.00	20.00	Automatic Generated Check
Total for Bank Account 105 ----->					1,265,198.83	.00	1,265,198.83	
Grand Total of all Bank Accounts ----->					1,265,198.83	.00	1,265,198.83	

LAVTA  
 Month End Payable Activity Report  
 Report for 11-16

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
11-16	A&M01 (LEO LAM INC)	131362	10/27/16	11/26/16	A	371.78	A&M01, 131362, PO #5920 LETTERHEAD ENVELOPES
11-16	ATT02 (AT&T )	8722983	10/13/16	11/12/16	A	274.06	ATT02, PAYER #9391035693 9/13-1C/12/16
11-16	ATT03 (AT&T )	165693304	10/19/16	11/18/16	A	896.54	ATT03, 4165693304, OCT-16 INTERNET PRI
11-16	CAL04 (CALIFORNIA WATER SERVICE)	198101916H	10/19/16	11/18/16	A	487.67	CAL04, 0198655555, BUS WASH 9/20-10/18/16
		909101916H	10/19/16	11/18/16	A	464.83	CAL04, 9098655555, MOA WATER 9/20-10/18/16
		Vendor's Total ----->				952.50	
11-16	CAP01 (CAPTURE TECHNOLOGIES INC)	FY2017ALT	10/31/16	11/30/16	A	10411.00	CAP01, FY17 ALTIGEN SOFTWARE ASSURANCE PC #5
11-16	CIT06 (CITY OF LIVERMORE SEWER)	BW101816	10/18/16	11/17/16	A	48.27	CIT06, 138143-00, BUS WASH 9/20-10/18/16
		MOA101816	10/18/16	11/17/16	A	102.72	CIT06, 133294-00, MOA SEWER 9/20-10/18/16
		Vendor's Total ----->				150.99	
11-16	CIT07 (CITY OF LIVERMORE - WATER)	361101816H	10/18/16	11/17/16	A	51.26	CIT07, 139361-00, ATLANTIS SEWER 9/20-10/18/16
		388101816H	10/18/16	11/17/16	A	126.05	CIT07, 139388-00, BUS WASH 9/20-10/18/16
		399101816H	10/18/16	11/17/16	A	43.88	CIT07, 139399-00, ATLANTIS SEWER 9/20-10/18/16
		430101816H	10/18/16	11/17/16	A	59.05	CIT07, 138430-01, ATLANTIS INDOOR 9/20-10/18/16
		431101816H	10/18/16	11/17/16	A	434.85	CIT07, 138431-00, ATLANTIS IRRG. 9/20-10/18/16
		432101816H	10/18/16	11/17/16	A	26.65	CIT07, 138432-00, ATLANTIS FIRE 9/20-10/18/16
		Vendor's Total ----->				741.74	
11-16	COR01 (CORBIN WILLITS SYSTEMS)	B610151	10/15/16	11/14/16	A	239.45	COR01, B610151, OCT-16 SERVICE
11-16	CWI01 (CUMMINS WEST, INC- SAN LEAN)	021-25275	10/19/16	11/18/16	A	11438.51	CWI01, 021-25275, PO #5919 REPAIR DPIM BATHS
11-16	EME01 (EMERALD LANDSCAPE CO INC)	289753	11/01/16	12/01/16	A	1155.00	EME01, 289753, NOV-16 LANDSCAPING SERVICE
11-16	FED01 (FedEx )	558526120	10/21/16	11/20/16	A	100.33	FED01, 558526120, OCT-16 STATEMENT
11-16	HAN01 (HANSON BRIDGETT MARCUS)	1175328	09/30/16	10/30/16	A	6766.50	HAN01, 1175328, AUG-16 LEGAL FEES
11-16	IPC01 (IPC (USA) INC)	157830972	10/13/16	11/12/16	A	15213.07	IPC01, 157830972, 10/13/16 FUEL DELIVERY
		158817023	10/25/16	11/24/16	A	14874.53	IPC01, 158817023, 10/25/16 FUEL DELIVERY
		Vendor's Total ----->				30087.60	
11-16	KIM02 (KIMLEY-HORN AND ASSOC, INC)	7101-0916	09/30/16	10/30/16	A	780.00	KIM02, 097447101-0916, PO #5577 PARKING LOT
11-16	MAZ01 (MAZE & ASSOCIATES)	20855	10/18/16	11/17/16	A	18936.00	MAZ01, 20855, FY16 YEAR END AUDIT
11-16	MET01 (METROPOLITAN TRANSPORT-)	AR012812	10/29/16	11/28/16	A	6578.11	MET01, AR012812, AUG-16 CLIPPER FEES
11-16	MTM01 (MEDICAL TRANSPORTATION MANA)	MTM112072H	10/26/16	11/25/16	A	1928.50	MTM01, MTM-112072, 10/19-10/25/16
		MTM112073H	11/03/16	12/03/16	A	3769.50	MTM01, MTM-112073, 10/26-11/1/16
		SEPT-2016H	10/20/16	11/19/16	A	120180.24	MTM01, SEPT-16 MONTHLY SERVICE
		Vendor's Total ----->				125878.24	
11-16	MVT01 (MV TRANSPORTATION, INC.)	71179H	10/10/16	11/09/16	A	51577.57	MVT01, 71179, SEPT-16 FIXED ROUTE SERVICE
11-16	OFF01 (OFFICE DEPOT)	621952001	10/26/16	11/25/16	A	45.27	OFF01, 874621952001, 10/26/16 OFFICE SUPPLIES
		621952002	10/28/16	11/27/16	A	9.99	OFF01, 874621952002, 10/28/16 OFFICE SUPPLIES
		623042001	10/18/16	11/17/16	A	25.17	OFF01, 872623042001, 10/18/16 OFFICE SUPPLIES
		623160001	10/17/16	11/16/16	A	48.67	OFF01, 872623160001, 10/17/16 OFFICE SUPPLIES
		846264001	10/19/16	11/18/16	A	153.83	OFF01, 872846264001, 10/19/16 OFFICE SUPPLIES
		Vendor's Total ----->				282.93	

JAVTA  
 Month End Payable Activity Report  
 Report for 11-16

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
11-16	PAC01 (AT&T )	ATT100716H	10/07/16	11/06/16	A	33.29	PAC01,ACCT #232-351-6260,CONTRACTOR FIRE 10/
		ATT101116H	10/11/16	11/10/16	A	354.19	PAC01,ACCT #436-951-0106, ATLANTIS T1 10/11-
		ATT101316H	10/13/16	11/12/16	A	145.96	PAC01,ACCT #925-243-9029,ATLANTIS ALRM 10/13
		Vendor's Total ----->				533.44	
11-16	PAC02 (PACIFIC GAS AND ELECTRIC)	726102016H	10/20/16	11/19/16	A	542.65	PAC02, 7264840356-5, RAPID STOPS 9/21-10/19/
		764101216H	10/12/16	11/11/16	A	128.69	PAC02, 7649646868-7, COOLAN TWR 9/13-10/11/1
		900101316H	10/13/16	11/12/16	A	351.81	PAC02, 9007202117-4, MOA GAS 9/14-10/12/16
		980101316H	10/13/16	11/12/16	A	661.17	PAC02, 9800031052-8, TRANSIT CENTER 9/14-10/
		Vendor's Total ----->				1684.32	
11-16	PAV01 (PAVLOV ADVERTISING LLC)	1944	10/25/16	11/24/16	A	1158.75	PAV01, 1944, PO #5829 LPC EASY PASS PRGMC
		1976	10/31/16	11/30/16	A	2837.50	PAV01,1976,PO #5683 HOW TO RIDE BROCHURE COM
		1988	10/31/16	11/30/16	A	10637.50	PAV01, 1988, PO #5683 TIMETABLES COMPLETION
		1989	10/31/16	11/30/16	A	1575.00	PAV01, 1989, PO #5683 SYSTEM MAP COMPLETION
		Vendor's Total ----->				16208.75	
11-16	PRE03 (PREMIER SECURITY SOLNS CO)	1610-261	10/13/16	11/12/16	A	454.80	PRE03, 1610-261, PO #5925 REPLACE LOW BATTER
11-16	PSS01 (PLEASANTON STEEL & SUPPLY C	97862	10/18/16	11/17/16	A	273.75	PSS01,97862,PO #5918 STAINLESS STEEL TRIM AN
11-16	QUI01 (QUILL CORPORATION)	9989713	10/13/16	11/12/16	A	392.03	QUI01, 9989713, 10/13/16 OFFICE SUPPLIES
11-16	RHT01 (R.H. TINNEY, INC.)	4642S-IN	10/14/16	11/13/16	A	101.00	RHT01, 4642S-IN, TC HVAC QTRLY MAINT FY17
		4644S-IN	10/14/16	11/13/16	A	243.00	RHT01, 4644S-IN, ATLANTIS HVAC QTRLY MAINT F
		4693S-IN	10/21/16	11/20/16	A	1322.00	RHT01, 4693S-IN, PO #5936 COIL CLEANING ATLA
		4643S-IN	10/21/16	11/20/16	A	591.00	RHT01, 4643S-IN, RUTAN HVAC QTRLY MAINT FY17
		Vendor's Total ----->				2257.00	
11-16	SCF01 (SC FUELS)	3177758	10/19/16	11/18/16	A	14936.59	SCF01, 3177758, 10/19/16 FUEL DELIVERY
11-16	SHA02 (SHAMROCK OFFICE SOLUTIONS)	271195	10/05/16	11/04/16	A	76.32	SHA02, 271195, FRONT DESK PRINTER 9/12-10/11
11-16	SIN01 (SINGLEPOINT COMMUNICATIONS)	143	09/20/16	10/20/16	A	18491.93	SIN01, 143, PO #5773 15 WIFI BUS INSTALL EQD
		368	09/20/16	10/20/16	A	6205.95	SIN01, 368, PO #5759 28 SOFTWARE CONTENT DEL
		545	09/28/16	10/28/16	A	5925.00	SIN01, 545, PO #5831 15 BUS WIFI INSTALLED
		Vendor's Total ----->				30622.88	
11-16	STA01 (STATE COMPENSATION FUND)	NOV-2016H	10/21/16	11/20/16	A	1720.50	STA01, NOV-16 WORKER'S COMP PREMIUM
11-16	SWA01 (ANGELA SWANSON)	OCT-2016H	11/01/16	12/01/16	A	70.17	SWA01, OCT-16 TRAVEL & FOOD REIMBURSE
11-16	TAX67 (CHRISTEL RAGER)	1017-1026H	11/03/16	12/03/16	A	200.00	TAX67, PARATAXI REIMBURSE 10/17-10/26/16
11-16	TAX96 (THOMAS R. LEONARD)	0801-1017H	11/03/16	12/03/16	A	87.76	TAX96, PARATAXI REIMBURSE 8/1-10/17/16
11-16	TAX99 (SAEED TIRMIZI)	0807-0916H	11/03/16	12/03/16	A	60.14	TAX99, PARATAXI REIMBURSE 8/7-9/16/16
11-16	TCG01 (THE CREATIVE GROUP)	46897815	10/18/16	11/17/16	A	3792.00	TCG01, 46897815, PO #5750 TEMP MGR W/E 10/14
		46897923	10/18/16	11/17/16	A	2311.60	TCG01, 46897923, PO #5847 TEMP SPEC W/E 10/1
		46947929	10/25/16	11/24/16	A	311.18	TCG01, 46947929, PO #5754 TEMP DEV W/E 10/21
		46948040	10/25/16	11/24/16	A	2311.60	TCG01, 46948040, PO #5847 TEMP SPEC W/E 10/2
		46948041	10/25/16	11/24/16	A	3792.00	TCG01, 46948041, PO #5750 TEMP MGR W/E 10/21
		Vendor's Total ----->				12518.38	
11-16	TX113 (RODGER RAGER)	1005-1031H	11/03/16	12/03/16	A	200.00	TX113, PARATAXI REIMBURSE 10/5-10/31/16
11-16	TX130 (LIU PING C LI)	0805-1115	11/03/16	12/03/16	A	46.75	TX130, PARATAXI REIMBURSE 8/5-11/15/16

REPORT.: Nov 09 16 Wednesday  
 RUN...: Nov 09 16 Time: 14:25  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 11-16

PAGE: 003  
 ID #: PY-AD  
 CTL.: WRB

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
11-16	TX133 (SAROJA IYER)	0908-1010	11/03/16	12/03/16	A	116.48	TX133, PARATAXI REIMBURSE 9/8-10/10/16
11-16	TX137 (HIMATLAL R MEHTA)	1012-1023H	11/03/16	12/03/16	A	46.96	TX137, PARATAXI REIMBURSE 10/12-10/23/16
11-16	TX161 (JYOTSNA MEHTA)	1017-1024H	11/03/16	12/03/16	A	31.24	TX161, PARATAXI REIMBURSE 10/17-10/24/16
11-16	TX162 (SANDRA LANGLOTZ)	0811-1026	11/03/16	12/03/16	A	402.98	TX162, PARATAXI REIMBURSE 8/11-10/26/16
11-16	TX168 (EVELYN WRIGHT)	0908-1015	11/03/16	12/03/16	A	137.75	TX168, PARATAXI REIMBURSE 9/8-10/15/16
11-16	VER01 (VERIZON WIRELESS)	774143783H	10/22/16	11/21/16	A	1311.06	VER01, 9774143783, OCT-16 WIFI & CELL PHONE
11-16	WEG01 (CHRISTY WEGENER)	OCT-2016H	11/01/16	12/01/16	A	67.31	WEG01, OCT-16 TRAVEL & FOOD REIMBURSE

Total of Purchases --> -----  
 352076.21  
 =====

**AGENDA**

**ITEM 4 C**





**S T A F F   R E P O R T**

SUBJECT: Contract Award for Tri-Valley Comprehensive Paratransit Assessment

FROM: Christy Wegener, Director of Planning and Operations

DATE: December 5, 2016

**Action Requested**

Authorize staff to enter into a Memorandum of Understanding (MOU) with the City of Pleasanton to conduct the Comprehensive Tri-Valley Paratransit Assessment.

**Background**

In order to manage the demand for paratransit services in the Tri-Valley, to put in place measures to prepare for future growth, to better streamline services for all Tri-Valley consumers, and to identify gaps in services, LAVTA and the City of Pleasanton (the City) desire to conduct a comprehensive study of paratransit services throughout the Tri-Valley.

While collaborating on the project and developing the scope of work, staff from both LAVTA and the City agreed that the City would take the lead on the procurement and enter into the contract with the successful contractor. After the scope of work was finalized, a Request for Proposals (RFP) for professional services was issued by the City on August 24, 2016 (Attachment 1). Proposals were due on September 23, 2016. One addendum was issued on September 9, 2016. LAVTA and the City received four proposals for the project from the firms noted below:

- Nelson Nygaard, San Francisco, CA
- IBI Group, Irvine, CA
- Transportation Management & Design, Carlsbad, CA
- LSC, Colorado Springs, CO

**Discussion**

In order to select a qualified firm, proposals were rated in four (4) categories and assigned points (100% total) as noted below

<b>Evaluation Criteria - % Weight (100% Best)</b>	<b>Scoring</b>
Complete and thorough conformance with the terms and requirements of this RFP	Pass/Fail
Project Plan and Technical Approach including proposed timeline for accomplishing the project	30 points
Innovation. Consultant demonstrates an ability to conceive, develop and implement creative solutions to clients.	5 points
Project Team	25 points

Firm Qualification and Experience	30 points
Price	10 points
Total Points	100 points

A selection advisory committee was formed comprised of City and LAVTA staff, and members from the Wheels Accessible Advisory Committee (WAAC), and the Pleasanton Human Services Commission. The evaluation committee reviewed the technical proposals to determine the strengths and weaknesses of each firm, and ranked each firm in order of preference. After all the rankings were tallied, the top two firms (IBI and Nelson Nygaard) were invited in for an in-person interview in early October. After the interview, the reviewers determined that the project would be best managed and executed by Nelson Nygaard. Nelson Nygaard has significant experience with both LAVTA and the City and has conducted several similar paratransit studies throughout the country. Nelson Nygaard also has an in-depth understanding of local funding streams.

**Budget Considerations**

The contract with Nelson Nygaard is for \$170,125. Of this amount, LAVTA will be responsible for 65%, or \$110,581.25, as well as a 10% contingency of \$11,058.13.

\$100,000 has been included in the FY17 budget and the remaining funds will be programmed in the FY18 budget as the work is expected to span over two fiscal years. A MOU with the City of Pleasanton (Attachment 2) has been drafted, highlighting how the project will be jointly funded and managed.

The Pleasanton City Council is scheduled to take action on the contract award at their December 6, 2016 council meeting.

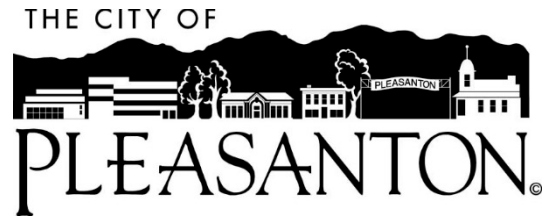
**Recommendation**

The Projects and Services Committee recommends that the LAVTA Board of Directors authorize the Executive Director to enter into the MOU with the City of Pleasanton for the Comprehensive Tri-Valley Paratransit Assessment.

Attachment:

1. RFP
2. Draft MOU
3. Resolution 40-2016

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



## **REQUEST FOR PROPOSAL**

### **CONSULTING SERVICES FOR PLEASANTON PARATRANSIT ASSESSMENT**

#### **1. INTRODUCTION**

##### **Request for Proposals (RFP)**

The City of Pleasanton, in partnership with the Livermore Amador Valley Transit Authority (LAVTA), is soliciting proposals from qualified consultants to conduct a comprehensive assessment evaluating overall organizational, management and delivery effectiveness of paratransit services in Pleasanton, Sunol and the Tri-Valley area as defined in this Scope of Work.

##### **Reporting & Contractual Relationships**

The City of Pleasanton will act as the contracting agent for all services provided through this solicitation and will function as the point of contact for all questions related to this solicitation, the selection process and award. The City will hold the Consultant contract. Administrative and billing functions for each agency will be determined and outlined in the final contract with the consultant. Consultant shall work with designated representatives of both agencies in the accomplishment of the scope of work.

##### **Background Information**

The City of Pleasanton is a full service municipality located in Eastern Alameda County, roughly 40 miles east of San Francisco; strategically located at the intersections of two (2) interstate highways (I580 and I680). Pleasanton has benefitted from substantial growth of the region over the last 30 years.

Historically an agricultural area, Pleasanton has developed to become a dynamic and involved community making it a highly desirable place to live for all ages. The City of Pleasanton is approximately 24 square miles in size and has become increasingly diverse in recent years. Presently, the population is approximately 74,000, with 10.8% of the population considered a senior (65 or older). The City of Pleasanton's residential boom is complimented with commercial growth and infrastructure improvements. Developments in the City along with the heritage of the surrounding region have also made it attractive to tourists.

With a staff of approximately 500 employees, the City provides a wide range of services to the public. Currently, the Community Services Department is comprised of 25 full-time employees and an abundance of temporary/seasonal staff, volunteers and numerous community partnerships.

The Community Services Department has long been associated with award-winning programming, quality events and pristine parks/trails. Pleasanton is the only city in the Tri-Valley that provides a transportation service for senior and ADA residents. In addition to providing a Paratransit service, Pleasanton also takes pride in providing services such as the RADD Program (Recreation for Adults with Developmental Disabilities).

Pleasanton Paratransit Services (PPS) provides transportation services for adults age 70 and above and disabled adults 18 years or older and operates Monday through Friday at the Pleasanton Senior Center located at 5353 Sunol Boulevard in Pleasanton. Services currently provided include:

- door-to-door transportation service for residents living in Pleasanton city limits, unincorporated Pleasanton and Sunol;
- fixed route shuttle providing access to the Pleasanton Senior Center, senior living facilities, shopping locations and designated medical facilities.

The Livermore Amador Valley Transit Authority (LAVTA), also known as Wheels, was formed in 1985 under the provisions of the California Joint Exercise of Powers Act, Government Code Sections 6500 et.seq. and represents the Cities of Livermore, Pleasanton and Dublin as well as the unincorporated portions of eastern Alameda County. LAVTA is responsible for the provision of the public transit fixed route and paratransit service within an approximate 40 square mile service area with a population of approximately 200,000.

The LAVTA Board of Directors is the governing body which establishes transit policy. The Board is composed of seven (7) members, two representatives appointed from the city council of each member city of Dublin, Livermore and Pleasanton and one member representing the County of Alameda. The Board is organized into two standing committees, namely, (1) Finance and Administration, and (2) Projects and Services. Other committees are appointed for the duration of specific projects only.

The Executive Director oversees the operation of the transit system in accordance with the policy direction prescribed by the Board of Directors and is responsible for the overall administration of the fixed route and paratransit system. At present, the Executive Director is supported by a staff of fourteen (14) employees. Consultants are retained as needed to provide specialized planning, marketing and technical assistance.

LAVTA contracts with a private company, MV Transportation, for the operation and maintenance of the fixed route services and with Medical Transportation Management (MTM) for paratransit services. The services of the private companies were solicited through a Request for Proposals process. MTM operates the paratransit services through a brokerage model.

### ***Pleasanton Paratransit Services – History***

Senior transportation services in Pleasanton began in 1972 by a local Women's Club. This organization donated a van and provided volunteer drivers and introduced a service called Dial-A-Ride. This was a free service for Pleasanton residents.

The City of Pleasanton eventually assumed management of the Dial-A-Ride transportation service. This included hiring drivers, purchasing and maintaining buses, in addition to developing and implementing policies and procedures. This service was completely subsidized by the City of Pleasanton.

In 1990, the Americans with Disabilities Act (ADA) federal legislation was adopted. Livermore Amador Valley Transit Authority (LAVTA) was created and became the primary ADA service provider in the Tri-Valley. The City of Pleasanton applied for and received Transportation Development Act (TDA) 4.5 funding from the Metropolitan Transportation Commission (MTC) and Measure B - Alameda County Transportation Commission (ACTC) funding to provide transportation services for Pleasanton and Sunol seniors 60 years and older and ADA certified 18 years and older. The City subcontracted with LAVTA to continue ADA service for Pleasanton and Sunol during the hours that Pleasanton Dial-A-Ride did not operate.

### ***Re-engineering of Pleasanton Paratransit Services***

1998-1999, a consultant team was hired to review Pleasanton Dial-A-Ride services and provide service alternatives. The Pleasanton City Council voted to continue the paratransit program and increase the general fund allocation. Enhancements were also added, including a name change to Pleasanton Paratransit Services (PPS), extended hours, development of a group trip program, and automated dispatching. Eligibility for paratransit services included all Pleasanton and Sunol residents age 60 and above and ADA certified residents between the ages of 18 and 59. New policies and procedures and a Rider's Handbook were developed and a PPS Task Force (a consortium of Senior and ADA Paratransit users, Tri-Valley transportation providers, Human Services Commissioner and Community Resources for Independent Living - CRIL) created to help review and recommend current and proposed policies and procedures. The PPS Rider's Handbook is included as Attachment A. Geographic boundaries were established to provide more efficient trips and limited service locations outside of Pleasanton were identified and approved for necessary medical appointments. An updated Memorandum of Understanding with LAVTA and PPS was developed.

In 2007, a fixed route shuttle service was introduced. This transportation service offers seniors rides from senior living facilities to various destinations such as grocery stores, medical facilities and department stores.

In 2009, Alameda County Transportation Commission, a funding source for PPS, established new criteria for minimum service standards, which increased rider eligibility from age 60 to 70.

### ***Funding***

Currently a fee structure is in place for users of the service. In addition to fare revenue, PPS receives capital and operating funding assistance from a variety of sources: City of Pleasanton General Fund, Alameda County Transportation Commission (ACTC), Measure B (county sales tax through 2022) and Measure BB (30 year transportation county sales tax), and the Metropolitan

Transportation Commission (MTC). Funding for the Downtown Route comes from a Measure B Gap Grant, scheduled to expire on June 30, 2017.

Transit policy is established by City of Pleasanton City Council. The Recreation Supervisor at the Pleasanton Senior Center oversees the administration and implementation of approved policies and procedures of Pleasanton Paratransit Services.

### ***LAVTA Paratransit History***

LAVTA operated paratransit services as a contract operation similar to its fixed routes services, (where the agency owned the vehicles and directly contracted for the operations and maintenance) until 2011 when the agency switched to a brokerage model. The first contractor, American Logistics Company (ALC), provided the service for nearly three years. MTM was awarded the most recent contract in 2014, and began providing service on May 1, 2014. MTM's base contract expires on June 30, 2017 and there are four, optional one-year extensions. MTM began the contract utilizing Medi-Routes to schedule, dispatch and monitor the service. MTM switched to Trapeze Novus/TripSpark on April 18, 2016.

LAVTA provides ADA services throughout the Tri-Valley regardless of location of fixed routes. LAVTA provides paratransit services during the hours that Route 10 operates 7-days a week. LAVTA currently charges below the maximum fare allowed by ADA (\$3.50 per passenger, 1.5x the cost of a fixed route fare). LAVTA's current Paratransit Policies are included as attachment B.

LAVTA receives capital and operating assistance from a variety of sources, including the Federal Transit Administration (FTA) of the United States Department of Transportation, the State of California Transportation Development Act (TDA), State Transit Assistance (STA), Regional Measure 2 (RM2) funds, Measure B and BB funds, and a number of other funding sources. LAVTA does not receive Measure B or BB funds for paratransit services in Pleasanton; however, approximately 15% of LAVTA's paratransit trips are provided to Pleasanton residents. LAVTA provides Paratransit services for Pleasanton residents during non-operating hours or when PPS is at capacity.

## **2. Scope of Services**

The City of Pleasanton and LAVTA seek a qualified consultant to conduct a comprehensive assessment of the paratransit system and non-fixed route services provided within Pleasanton, Sunol, and the greater Tri-Valley area. The two agencies have been faced with unique challenges over the past year – PPS has seen ridership stagnate or decrease, and LAVTA has seen paratransit ridership gains of nearly 30% over fiscal year 2015. Both agencies are facing increasing costs that are unsustainable in the long term. The primary goal of this assessment is to determine if greater efficiencies and effectiveness of specialized transportation services currently delivered can be better achieved by alternative means, including partnership, collaboration, or consolidation opportunities. Additionally, the selected consultant will analyze the current paratransit services operations and recommend short and long term service modifications for both agencies. These

alternatives should not be limited to changes in service provisions, but also include options to improve the passenger experience, and to bring innovation in transportation opportunities and technology to both systems.

The project will require core tasks, including, but not limited to:

- Project Management
- Study/Data Review
- Data Collection and Analysis
- Peer Review
- Market Analysis
- Community, Stakeholder and Policy-maker Outreach
- Development of Alternatives
- Recommendations and Implementation Plan

#### Task 1: Project Management and Coordination/Establish Timelines and Schedules

- Establish project timelines, milestones and schedule;
- Develop schedule for meetings between consultant and project management team (PPS and LAVTA)

<i>Task</i>	<i>Deliverable</i>
<i>1</i>	<i>Final Scope of Work, Project Work Plan and Timeline</i>

#### Task 2: Study/Data Review

- Conduct a full assessment and review of all senior and ADA transportation services throughout the Tri-Valley.
- Review transportation plans and services currently offered through PPS, the local cities, Alameda County, LAVTA, private entities (hospitals, dialysis centers, Regional Center, etc.) and local social service agencies.
- Review available information and data applicable to Alameda County and Tri Valley planning studies, data and documents completed by LAVTA, Alameda County Transportation Commission (Alameda CTC) or the Metropolitan Transportation Commission (MTC). This would also include the results from the LAVTA Comprehensive Operational Analysis study, and the Eastern Alameda 2011 Human Services Needs Assessment Findings Report.
- Review and evaluate all available transportation options for the Paratransit and ADA population in Pleasanton/Sunol.

<i>Task</i>	<i>Deliverable</i>
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2	<i>Itemize and describe existing transit services currently being offered in the Tri-Valley area. Identify service issues and options to address key issues. Summarize potential problems, gaps, areas of overlap, strengths and weaknesses in a preliminary analysis.</i>
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### Task 3: Data Collection and Analysis

- Consultant shall review and analyze existing paratransit ridership and operational statistics for both PPS and LAVTA for the past two fiscal years (FY15 and FY16)
- Consultant shall develop NTD reportable statistics for LAVTA for FY16, including but not limited to revenue hours and miles, and passenger miles.
- Review socioeconomic and existing senior and ADA population statistics. Review other population forecast reports.
- Consultant shall prepare ridership forecasts and key trends for the senior and ADA population in the Tri-Valley for 5, 10 and 25 year time frames (through 2040)

<i>Task</i>	<i>Deliverable</i>
3	<i>Conduct review of existing ridership data from PPS system - TripSpark (Novus Transportation Software) and from LAVTA's contractor's system (MTM – Medi-Routes, and TripSpark). Provide estimated short term (5, 10 year) and longer (25 year) term ridership forecasts for Tri Valley based on population and other demographic data.</i>

### Task 4: Peer Review

- Consultant shall evaluate paratransit service delivery models and policies for sister agencies in the Bay Area.

<i>Task</i>	<i>Deliverable</i>
4	<i>Peer review report</i>

### Task 5: Market Analysis

- Develop and execute a survey instrument to households within Pleasanton, Sunol, and the greater Tri-Valley service area, including users and non-users of Pleasanton Paratransit Services and LAVTA's paratransit services. Instrument required to incorporate multi-lingual component
- Information collected shall include attitude and awareness of Paratransit services in addition to identifying current and potential customer segments. It will be important to gauge attitudes towards potential use of various transportation modes including demographic and socio-economic data.
- The survey should be administered to a statistically significant sample within Pleasanton, Sunol, and the greater Tri-Valley service area.

<i>Task</i>	<i>Deliverable</i>
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5	<i>Report summarizing the attitudes and awareness of Paratransit Services and the potential for use of other modes of transportation.</i>
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## Task 6 – Stakeholder Outreach

### Task 6A: Stakeholder Advisory Committee Outreach

- Develop and coordinate a Stakeholder Advisory Committee (SAC).
- Stakeholder Committee shall consist of riders of paratransit, advocates, social service agencies, medical company representatives, residential care facilities, and shall also include members of the LAVTA Wheels Accessible Advisory Committee (WAAC) and Pleasanton Paratransit Task Force.
- Coordinate and facilitate at least two meetings of the SAC during the study, including all materials and public information.

<i>Task</i>	<i>Deliverable</i>
6A	<i>SAC outreach plan: Report details of attendees and comments received at each scheduled meeting. A complete summary and analysis of findings.</i>

### Task 6B – Pleasanton Paratransit Task Force and LAVTA Wheels Accessible Advisory Committee (WAAC) outreach

- Develop outreach plan to gather input from agency steering committees.
- Make presentations to at least two meetings of the Pleasanton Paratransit Task Force
- Make presentations to at least two meetings of the LAVTA WAAC
- One presentation shall take place prior to the development of alternatives to gather feedback; the second presentation shall take place after the development of alternatives to gather input.

<i>Task</i>	<i>Deliverable</i>
6B	<i>Outreach plan. Report details of attendees and comments received at each presentation. A complete summary and analysis of findings.</i>

## Task 7: Community Outreach

- Develop and execute a community outreach plan to obtain information from existing riders and non-riders in Pleasanton, Sunol, and the greater Tri-Valley service area.
- Coordinate and facilitate community workshops before, during and upon development of alternatives. Consultant will supply all public information materials and translation services (as needed) for the meetings.

<i>Task</i>	<i>Deliverable</i>
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7	<i>Community Outreach plan: Report details of attendees and comments received at each scheduled meeting. A complete summary and analysis of findings.</i>
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### Task 8: Development of Alternatives

- Consultant shall develop alternatives for changes to both PPS and LAVTA's paratransit services.
- Alternatives shall be developed for each agency, as well as alternatives that universally apply to both systems.
- In one alternative, the Consultant shall consider the viability of Pleasanton Paratransit Services continuing to provide transportation services to Pleasanton/Sunol aging and ADA residents.
- Consultant shall develop alternatives for modifications to LAVTA's paratransit policies and service delivery model.
- Consultant shall develop alternatives for innovative changes to either or both agencies, taking advantage of the latest advances in technology.
- Each alternative shall be clearly outlined with a cost-benefit analysis.
- Any alternative requiring a change to LAVTA's paratransit policies must be properly vetted with significant public input, and in line with FTA and ADA requirements.

<i>Task</i>	<i>Deliverable</i>
8	Task 8 Deliverables: Report detailing all the alternatives. The cost, benefit, and feedback (public, stakeholder, and Board/Council input) for each alternative should also be summarized in the report.

### Task 9: Recommendations and Implementation Plan

- In consideration of feedback collected after the presentation of alternatives, Consultant shall make a set of final recommendations to LAVTA/PPS that respond to comments and feedback received during the public input process.
- Consultant shall develop an implementation plan for the LAVTA/PPS recommended changes, including identifying costs and potential funding opportunities for each recommendation. Plan should include recommended changes based on feedback from both agencies.

<i>Task</i>	<i>Deliverable</i>
9	Final report with recommendations and implementation plan for each agency.

## 3. Required Information

## Proposal Preparation

The City of Pleasanton and LAVTA will consider only written proposals submitted in hard copy, and all responses to the RFP must be made in accordance with the specifications as set forth herein.

### ***Proposal Contents***

To participate in the selection process, the following is required to demonstrate satisfactory evidence indicating the ability to meet the scope of services detailed in this RFP. The proposal must include the following information:

- Cover Letter shall contain:
  - The name, address, email address and telephone number of the firm and identify the person(s) with the authority to enter into contractual agreement with the City of Pleasanton.
  - The proposal shall be signed by an individual authorized to bind the offer of said proposal. The proposal should contain a statement that all work will be performed at a not-to-exceed price.
    - If a proposal is signed by an individual, it must be signed with the full name of the agency and include their address.
    - If a proposal is being made by partnership, it must be signed with a partnership name and by the authorized general partner.
    - If a proposal is being made by a joint venture, it must include the full name, address and signature of each member of the joint venture.
    - If a proposal is being made by a corporation, it shall be signed by the president and the secretary and the corporate seal shall be affixed.
- *Firm Experience*. A listing of your agency's experience related to conducting similarly scoped assessments in the past 5-10 years. Include details of the product delivered, the process used to conduct the project. Where possible include information on the types of implementation plans resulting from the assessment work, the types of public engagement employed and innovative solutions. Include the name, title, email and phone number of the client if using as a reference.

If any sub consultants are included as part of the team, the Consultant shall include sub-consultant firm profiles and representative experience information.

- *Project Approach*. Prepare a detailed work plan for meeting the Scope of Services outlined in Section 2. The work plan should include as much detail as you determine appropriate to allow evaluation of your overall approach and expertise to deliver these services.
- *Project Schedule*. Work plan should include a schedule reflecting durations for activities in this RFP, Section 2 "Scope of Services". Schedule should also include the milestones set in RFP's "Section 5. Project Timeline". If the Consultant believes the

project will require a different end date, Consultant should provide a rationale for the proposed project duration.

- **Project Team.** Include the team that will be assigned to this project, identifying their roles, and providing resumes showing pertinent experience. If Consultant is using sub consultants, both the firm and the resumes of their team representative should be included.
- **Price Proposal.** Estimated costs and resources required to complete the scope of services. The cost proposal is on a Cost plus Fixed Fee basis with a total not-to-exceed dollars cost for the total work effort. The budget for this project is \$150,000. The proposal shall be fully inclusive of all services required to complete the project including the implementation plan scope of services, and shall include the consultant's overhead rate, profit percent, and an itemized list for direct costs.

***Proposal Submission***

One original and six (6) copies of the proposal including a project schedule must be submitted in hard copy and two (2) digital copies of the proposal on CD or memory stick.

Proposal should be delivered in a sealed envelope, plainly marked with the consultant's name, address and telephone number, with ***"Technical Proposal for the Tri-Valley Comprehensive Paratransit Assessment"*** clearly visible on the front of the mailing envelope. The proposer should submit their fees in a separate sealed envelope, plainly marked with the agency's name, address, and telephone number, with ***"Cost Proposal for the Tri-Valley Comprehensive Paratransit Assessment"*** clearly visible on the front of the mailing envelope. It is the consultant's sole responsibility to ensure that their proposal is received on or before the submission deadline. The consultant bears all risks and delays associated with delivery of the RFP.

Proposals must be received by the City of Pleasanton City Clerk's Office, no later than 2:00 p.m. on September 14, 2016.

If mailing the proposal, the address is:

City of Pleasanton  
City Clerk's Office  
Attn: Technical Proposal or Cost Proposal  
P.O. Box 520  
Pleasanton, CA 94566

If delivering the proposal in person, the address is:

City of Pleasanton  
City Clerk's Office  
Attn: Technical Proposal or Cost Proposal  
123 Main Street  
Pleasanton, CA 94566

For additional information and/or inquiries contact about the RFP:

Becky Hopkins, Community Services Manager  
925-931-5346 or [bhopkins@cityofpleasantonca.gov](mailto:bhopkins@cityofpleasantonca.gov)

## **4. Selection Process and Evaluation Criteria**

### **Selection/Evaluation Process**

All proposals will be evaluated based on the criteria below. After evaluating proposals based on described criteria, a list of top-ranked proposals will be developed by a review panel comprised of members from both agencies. At their discretion, the agencies may invite representatives from the community and/or other transit-related agencies to participate in the evaluation process. As part of the process, top-ranked proposers may be required to participate in a presentation before a panel comprised of City of Pleasanton, LAVTA and invited representatives. Short-listed proposers may be required to appear at City Council meetings. The consultant selected through this process will be presented to the City of Pleasanton's City Council and the LAVTA Board of Directors for approval.

The City of Pleasanton reserves the right to negotiate terms with selected Consultant prior to award. Negotiations may or may not be conducted with Consultant, therefore, the proposal submitted should contain the most favorable terms and conditions.

Consultants who submit a proposal in response to this RFP shall be notified by mail regarding the City of Pleasanton's intent to award the contract.

Upon approval by the City Council, the City of Pleasanton will enter into contract with the Consultant on behalf of both agencies. Consultant shall work with designated representatives of both agencies in the accomplishment of the scope of work.

### **Evaluation Criteria**

The proposals will be reviewed by a committee comprised of the City's Community Services Department staff and LAVTA staff. Representatives from the paratransit community or social service agencies may be invited to also participate in the review committee. Selection will be based on identification of the most qualified Consultant. The City of Pleasanton and LAVTA are seeking a consulting team that meets the following considerations:

- Thorough and thoughtful approach to completing the project objectives

- Demonstrated knowledge and experience in providing the services as outlined in the Scope of Services and consistent with the needs of the Tri-Valley community
- Experienced and innovative project team
- Demonstrates ability to understand the unique needs of the senior and ADA population in a suburban setting
- Firm track record, history, and viability/financial stability
- Capacity to complete the project in a set timeframe
- Firm’s demonstrated ability with introducing innovative mobility concepts in a community
- Cost

These criteria have been condensed into the scoring criteria shown in the table below:

<b>Criteria</b>	<b>Scoring</b>
Complete and thorough conformance with the terms and requirements of this RFP (In your submittal, state if you have any exceptions to the requirements.)	Pass/Fail
Project Plan and Technical Approach including proposed timeline for accomplishing the project	30
Innovation. Consultant demonstrates an ability to conceive, develop and implement creative solutions to clients.	5
Project Team	25
Firm Qualification and Experience	30
Price	10
<b>Total Points</b>	<b>100</b>

To be considered for evaluation, all proposals must be responsive to this Request for Proposals with respect to required submissions and must be compliant with all provisions as documented. The City and LAVTA reserve the right to reject as nonresponsive any proposal not meeting the requirements of this RFP.

## 5. Proposed Project Schedule

Request for Proposals available on-line on the City of Pleasanton website, [www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov)

Proposer questions submittal deadline

August 24, 2016

Responses to questions released

September 2, 2016

Proposal Submittal Deadline

September 9, 2016

Invitations to Selected Consultants for Interview

September 23, 2016

Consultant Interviews

September 30, 2016

Notification of Selection\*

October 6 & 7, 2016

City Council Awards Contract

October 14, 2016

Commencement of Project

November 15, 2016

Final Report

November 30, 2016

January 10, 2018

\* Pending Pleasanton City Council approval

**For additional information and/or inquiries contact:**

**Becky Hopkins, Community Services Manager  
925-931-5346 or [bhopkins@cityofpleasantonca.gov](mailto:bhopkins@cityofpleasantonca.gov)**

**Memorandum of Understanding between  
the City of Pleasanton  
And  
The Livermore Amador Valley Transit Authority  
For Joint Tri-Valley Paratransit Services Assessment**

This Memorandum of Understanding (MOU) is entered into as of December 7, 2016, between the City of Pleasanton, a municipal corporation (City) and the Livermore Amador Valley Transit Authority, a joint powers authority (LAVTA).

RECITALS

- a. The City of Pleasanton offers door-to-door Paratransit services to persons who are either age 70 and older or persons qualified for such service under the Americans with Disabilities Act (ADA) between the ages of 18 and 69. Additionally, in order to qualify for this service, these persons must reside in the City of Pleasanton, unincorporated portions of Alameda County within the City's sphere of influence, or Sunol.
- b. Livermore Amador Valley Transit Authority provides door-to-door complementary Paratransit services for ADA-qualified individuals residing in Dublin, Livermore, and Pleasanton and within the unincorporated areas of Alameda County within LAVTA's service area.
- c. LAVTA and the City desire to enter into this MOU to clarify the responsibilities of both parties in regards to conducting a Paratransit Services Assessment.
- d. The term on this agreement is from December 7, 2016 through June 30, 2018 or when the Paratransit Assessment is fully completed, whichever occurs later.

NOW, THEREFORE, in consideration of the promises herein, the parties agree as follows:

1. The City and LAVTA agree to retain Nelson/Nygaard (Consultant) as the consulting firm to conduct a Paratransit Assessment for the areas currently served by the City and LAVTA. The City will engage the Consultant and LAVTA will pay its share of the contract costs. At the conclusion of the study, recommendations will be provided for consideration by the City and LAVTA. Each body will have the latitude to adopt their own set of recommendations. After adoption of recommendations, Nelson/Nygaard will provide an Implementation Plan for each entity.



2. The City and LAVTA have made financial commitments for execution and completion of the project through allocations in each agency's budget for Fiscal Year 16-17 and will do so for FY 17-18.
3. The financial responsibilities to conduct the assessment for each agency is based on the population of each of the areas they serve (based upon US Census data 2015 estimates for population). Accordingly, the parties will be responsible for paying costs by percentage with LAVTA paying 65% and the City of Pleasanton paying 35%. Based on the actual cost of the study, LAVTA is responsible for paying \$110,581.25 and Pleasanton is responsible for paying \$59,543.75. . LAVTA will pay its share to Pleasanton within 30 days of receiving an invoice from the City.
4. Additionally, each agency agrees to budget for a 10% contingency of program costs which will be paid by the established cost allocation, with LAVTA paying 65% and Pleasanton paying 35%. Should the costs of the program exceed the expected cost, these budgets will be used to pay any overrun. Neither party will authorize the Consultant to exceed the contracted costs without the consent of the other party.
5. Should either agency ask the Consultant to initiate a specific task unique to their organization, the financial obligation and project management for that specific task will be the sole responsibility of that agency.
6. Contractual arrangements, financial reporting and invoicing for the project will be administered by the City of Pleasanton.
7. Project management for City of Pleasanton will be provided by Becky Hopkins, Interim Assistant to the City Manager and for LAVTA by Christy Wegner, Director of Planning and Operations.
8. The decision-making process for each phase of the assessment will involve both the City and LAVTA. The Consultant will serve as the arbiter in the event of an impasse on critical decisions.

The City and LAVTA agree to communicate and meet continuously throughout the project to keep the project on track and to prepare for implementation of adopted recommendations in a timely manner.

9. The City and LAVTA will openly communicate the partnership between both agencies as it relates to the study and implementation efforts (e.g., at public meetings, community engagement efforts, and publicity related to the Assessment).

10. The City and LAVTA will follow their agencies' protocols when communicating and making decisions throughout the process.

11. At the conclusion of the Assessment and the adoption of recommendations by both entities, staff will work collaboratively to implement recommendations. At that time, the parties may consider entering into a new MOU to further this collaborative process.

THIS AGREEMENT executed the date and year first above written.

LIVERMORE AMADOR VALLEY  
TRANSPORTATION AUTHORITY

CITY OF PLEASANTON

\_\_\_\_\_  
Michael Tree, Executive Director

\_\_\_\_\_  
Nelson Fialho, City Manager

ATTEST:

\_\_\_\_\_  
Karen Diaz, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Conneran  
Legal Counsel to LAVTA

\_\_\_\_\_  
Daniel Sodergren, City Attorney

**RESOLUTION 40-2016**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
FOR THE PURPOSE OF ENTERING INTO A MEMORANDUM OF  
UNDERSTANDING WITH THE CITY OF PLEASANTON TO CONDUCT A  
COMPREHENSIVE TRI-VALLEY PARATRANSIT ASSESSMENT STUDY**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) and the City of Pleasanton (the City) desire to hire a firm to conduct a Comprehensive Tri-Valley Paratransit Assessment of paratransit and specialized transportation services; and

WHEREAS, the City has taken the lead on the procurement of consultant services; and

WHEREAS, the City, in cooperation with the Authority, have conducted a competitive procurement soliciting proposals from qualified firms to conduct the study; and

WHEREAS, Nelson Nygaard submitted a reasonable and responsible proposal in response to the Request for Proposals; and

WHEREAS, the proposal submitted by Nelson Nygaard was determined through a formal scoring process to be the best value for the Authority and the City, and that Nelson Nygaard has experience developing and implementing this type of study within the Transit Industry; and

WHEREAS, the City will be entering into a contract with Nelson Nygaard at their December 15, 2016 meeting; and

WHEREAS, the Authority and the City seek to enter into a Memorandum of Understanding for administration of the study.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board authorizes the Executive Director to execute an MOU with the City of Pleasanton for the completion of the Comprehensive Tri-Valley Paratransit Assessment Study; authorizes the Executive Director to spend \$110,581.25 for the completion of this study; and approves a 10% project contingency of \$11,058.13 to be used at the discretion of the Executive Director for a total project cost not to exceed \$121,639.38.

PASSED AND ADOPTED this 5th day of December 2016.

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Steven Spedowfski, Chair

Attest:

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Michael Tree, Executive Director

**AGENDA**

**ITEM 4D**



STAFF REPORT

SUBJECT: Resolution Authorizing the Livermore Amador Valley Transit Authority to Adopt an Operational Area Agreement for Participation in the Alameda County Operational Area Emergency Management Organization

FROM: Beverly Adamo, Director of Administrative Services

DATE: December 5, 2016

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**Action Requested**

It is requested that the LAVTA Board of Directors approve the “Resolution Authorizing the Livermore Amador Valley Transit Authority to Adopt an Operational Area Agreement for Participation in the Alameda County Operational Area Emergency Management Organization.”

**Background**

LAVTA received correspondence on from Alameda County Sheriff’s Office requesting an update of an agreement for participation in the Alameda County Operational Area Emergency Management Organization. This is an update to an agreement that was originally established in 1995, and then updated in July 2005.

**Discussion**

The May 3, 2016 letter from the Alameda County Sheriff’s Office to the Alameda Board of County Supervisors and the approved Agreement for Participation in Alameda County Operational Area Emergency Management Organization is included as Attachment 1 to this staff report. The current resolution has been presented as an update to the existing partnership among emergency service providers.

LAVTA Counsel, Michael Conneran has reviewed the agreement and resolution and found no concerns with the form.

**Recommendation**

Staff recommends the LAVTA Board of Directors approve the Resolution 42-2016 Authorizing the Livermore Amador Valley Transit Authority to Adopt and Operational Area Agreement for Participation in the Alameda County Operational Area Emergency Management Organization.

Attachments:

1. Correspondence from Alameda County Sheriff's Office and the Agreement for Participation in Alameda County Operational Area Emergency Management Organization
2. LAVTA Resolution 42-2016 - Resolution Authorizing the Livermore Amador Valley Transit Authority to Adopt an Operational Area Agreement for Participation in the Alameda County Operational Area Emergency Management Organization

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

# Alameda County Sheriff's Office

Lakeside Plaza, 1401 Lakeside Drive, 12<sup>th</sup> Floor, Oakland, CA 94612-4305



## Gregory J. Ahern, Sheriff

Director of Emergency Services  
Coroner - Marshal

AGENDA ITEM NO. \_\_\_\_\_ May 10, 2016

May 3, 2016

Honorable Board of Supervisors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

**SUBJECT: APPROVE AN AGREEMENT FOR PARTICIPATION IN THE ALAMEDA COUNTY OPERATIONAL AREA EMERGENCY MANAGEMENT ORGANIZATION**

Dear Board Members:

**RECOMMENDATION:**

Approve an agreement for participation in the Alameda County Operational Area Emergency Management Organization with cities, special districts and other public benefit non-profit corporations to provide foundational policies and procedures that define how Alameda County will effectively prepare for, respond to, recover from and mitigate natural or human-caused disasters.

**DISCUSSION/SUMMARY:**

The preservation of life, property and the environment is the responsibility of local, state and federal government. Alameda County, in cooperation with the cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Union City, special districts and other public benefit non-profit corporations has decided to enter into an agreement for the purpose of ensuring a unified and coordinated effort between state and local government agencies to facilitate mutual aid and to ensure the effective and efficient use of regional and local resources in the event of a catastrophe.

The Alameda County Operational Area is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the County area.

The agreement incorporates and coordinates available facilities and personnel of the County into an efficient and effective organization by establishing tasks, specific policies and general procedures using the Standardized Emergency Management System. This will provide for the most effective and economical allocation of resources.



Honorable Board of Supervisors

Page 2 of 2

May 3, 2016

This agreement provides a foundation for that relationship and addresses key issues such as communications, equipment use, medical services, budgetary transactions and resources related to environmental, ecological, recreational and economic issues.

This agreement has been approved as to form by County Counsel and Risk Management.

**FINANCING:**

No additional appropriation is required. This request will not impact the net County cost in FY 2015-16 or subsequent years.

Respectfully submitted,

  
Gregory J. Ahern  
Sheriff-Coroner

GJA:MMM:mmm

**AGREEMENT FOR PARTICIPATION  
IN ALAMEDA COUNTY  
OPERATIONAL AREA  
EMERGENCY MANAGEMENT ORGANIZATION**

This Agreement is made this 10<sup>th</sup> day of May, 2016 by and between the County of Alameda and the cities, special districts, and other public benefit non-profit corporations that are parties to this Agreement.

**WHEREAS**, the potential for a major catastrophe due to natural or manmade disaster requires all government entities within Alameda County to be prepared to share resources and information among themselves as well as with the State of California in order to protect public welfare; and

**WHEREAS**, greater efficiency and disaster preparedness response, recovery, and mitigation can be achieved by joining the efforts of the County of Alameda, the Cities, Special Districts, and other public benefit non-profit corporations together in pre-disaster agreements; and

**WHEREAS**, the California Emergency Services Act makes reference to the "operational area" and defines it as "an intermediate level of the state emergency services organization" created to perform extraordinary functions for local governments within a county area such as strengthening mutual coordination, providing a focal point and conduit for disaster information, and assisting in the efficient management of resources;

**THE COUNTY, CITIES, SPECIAL DISTRICTS, AND OTHER PUBLIC BENEFIT  
NON-PROFIT CORPORATIONS AGREE AS FOLLOWS:**

**1. RECOGNITION OF AND PARTICIPATION IN AN OPERATIONAL AREA  
EMERGENCY MANAGEMENT ORGANIZATION**

The parties to this Agreement recognize an Operational Area, as the term is defined in the California Emergency Services Act (*California Government Code §8550 et seq.*) which designates an intermediate level of organization, cooperation, and planning between public entities within Alameda County boundaries.

The County of Alameda, cities, special districts, and other public benefit non-profit corporations that are parties to this Agreement shall participate in this organizational structure, which is a partnership for a systematic approach for exchanging disaster intelligence, mutual aid requests, and resource requests in emergencies and also to provide emergency preparedness on a day-to-day basis through cooperative training and exercise activities.

The Operational Area Emergency Management Organization will be the primary contact point during an emergency in Alameda County for sharing disaster intelligence among local agencies and between the Operational Area Emergency Management Organization and state and federal agencies requesting information.

C-2016-45

The Operational Area Emergency Management Organization will assist parties to this agreement to share resources before, during, and after an emergency, as well as to prepare, respond, and recover from disasters that strike Alameda County. The Operational Area Emergency Management Organization will prioritize competing needs according to the policies and procedures approved by the Operational Area Council.

Each of the parties to this Agreement will designate individuals to be trained to represent their agency in the Operational Area Emergency Management Organization. The training will be an orientation on the policies and procedures of the Operational Area Emergency Management Organization. Each party to this Agreement will also designate, in writing, a line of succession of officials who are empowered to represent the party to the Operational Area Emergency Management Organization.

## **2. CONSIDERATION**

The consideration under this Agreement is the mutual advantage of protection afforded to each of the parties to this Agreement. There shall not be any monetary compensation required from any to another party as a condition of assistance provided under the agreement, except for reimbursement of direct costs as designated in mutual aid agreements. Nothing in this agreement shall be construed as altering any preexisting disaster response agreements between the parties.

## **3. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM**

The Operational Area Emergency Management Organization and its policies and procedures will be regulated by the Standardized Emergency Management System as stated in *California Government Code §8607*, and its implementing regulations, *California Code of Regulations, Title 19, Division 2, Office of Emergency Services, Standardized Emergency Management System*, and guidelines. The incident command system and a multi-agency coordination system, as described in those regulations and guidelines, will be used for coordination and direction of the parties to this agreement participating in emergency efforts. The *Alameda County Emergency Operations Plan* shall be the primary method and criteria used to conduct Operational Area Emergency Operations Center activities.

## **4. OPERATIONAL AREA COORDINATOR**

The Sheriff/Director of Emergency Services is the Operational Area Coordinator. It is the responsibility of the Operational Area Coordinator to oversee the operation of the Operational Area Emergency Management Organization and to reasonably interpret the terms of this agreement.

It is the responsibility of the Operational Area Coordinator to encourage equal representation by parties to the agreement on a day-to-day basis and to include representatives of affected parties to this agreement and mutual aid coordinators in the operational decision making before, during, and after a disaster strikes Alameda County.

## 5. COUNCIL

An Operational Area Council is hereby established consisting of a representational membership of the party jurisdictions to this Agreement. The Council shall include one voting representative from each of the following:

- a. The President of the **Board of Supervisors**, or his/her designee;
- b. The **Sheriff/Director of Emergency Services**, or his/her designated alternate;
- c. The **Alameda County Administrator**, or his/her designated alternate;
- d. The **County Agency Heads** having primary functional responsibilities in a disaster, or their designated alternates;

Including, but not limited to:

1. Auditor-Controller
  2. Fire Department
  3. General Services Agency
  4. Health Care Services
  5. Human Resource Services
  6. Public Works Agency
  7. Sheriff's Office
  8. Social Services Agency
- e. The President of the **Alameda County Emergency Managers' Association**, or his/her designated alternate;
  - f. The President of the **Alameda County Fire Chiefs' Association**, or his/her designated alternate;
  - g. The President of the **Alameda County Chiefs of Police and Sheriff's Association**, or his/her designated alternate;
  - h. A City Manager of a **North County City**, or his/her designated alternate, chosen annually by the cities of Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont to represent them in the Council;
  - i. A City Manager of a **South County City**, or his/her designated alternate, chosen annually by the cities of Fremont, Hayward, Newark, San Leandro, and Union City to represent them in the Council;
  - j. A City Manager of an **East County City**, or his/her designated alternate, chosen annually by the cities of Dublin, Livermore, and Pleasanton to represent them in the Council;

- k. A General Manager of a **Regional District** based in Alameda County, or his/her designated alternate, chosen annually by participating regional districts, defined as a special district having service areas in more than one county, to represent them in the Council;
- l. A General Manager of a **Special District**, or his/her designated alternate, chosen annually by participating special districts having their entire service area within the boundaries of Alameda County to represent them in the Council;
- m. The **Alameda County Superintendent of Schools**, or his/her designated alternate, to represent the school districts of Alameda County;
- n. A Director of a **Public Benefit Non-profit Corporation**, or his/her designated alternate, chosen annually by the Alameda County Voluntary Organizations Active in Disaster executive committee to represent them in the Council;
- o. A Chief Executive Officer or President, or his/her designated alternate, of a **private sector company** doing business in this county that is an active member of the Emergency Managers' Association of Alameda County and is selected annually by the Operational Area Coordinator; and
- p. Such representatives of **other organizations**, either civic, business, labor, veterans, professional or other organizations having an official group or organization having disaster responsibility and may be appointed by the Operational Area Coordinator.

It is the responsibility of the Operational Area Council to set the policies and procedures for the governing of the Operational Area Emergency Management Organization and to review and approve recommendations for changes to these policies and procedures on an annual basis. The Operational Area Council will also serve as the Alameda County Civil Defense and Disaster Council, as described in the *Alameda County Administrative Code, Chapter VI*. The County of Alameda will supply staff support for the Operational Area Council.

## 6. PROVISION OF FACILITIES AND SUPPORT

The County of Alameda shall provide its emergency operations center as the site for the Operational Area Emergency Management Organization. The County of Alameda will provide support staff for the emergency operations center and all reasonable supplies for the Operational Area Emergency Management Organization during actual activations, drills, and exercises. All parties to this Agreement may provide representatives for decision making and liaison to operational elements of the Operational Area Emergency Management Organization when activated.

The Operational Area Emergency Management Organization will facilitate the mutual aid systems used by local agencies to assist each other in a disaster with the resources necessary to save lives, mitigate property loss, and meet the basic needs of the people.

## **7. TERM OF AGREEMENT**

This Agreement shall be effective from the date executed by all parties until December 31, 2025. This Agreement may be terminated prior to the conclusion of the term by mutual agreement of a majority of the member parties.

## **8. WITHDRAWAL OF PARTY**

Any party to this Agreement may withdraw as a party to this Agreement prior to the termination of the term of this Agreement upon giving thirty (30) days prior written notice to all other parties.

## **9. ADDITIONAL PARTIES**

Additional parties, who are public entities within the geographical boundaries of Alameda County, may join in this Agreement and become a member party upon execution of an Exhibit to this Agreement in which the entity agrees to be subject to the conditions and terms of this Agreement. The executed Exhibit shall become a part of this Agreement automatically after the expiration of thirty (30) days following notification by the new party to all other parties to the execution of the exhibit. Thereafter, the entity shall be considered to be a party of this Agreement unless the entity withdraws as provided herein. Provided however, in the event any existing party to the Agreement gives all other parties notice of its objection to the addition of the particular entity becoming a member to this Agreement within the thirty (30) day notice period, the addition of such party to this Agreement shall require the consent of a two-thirds majority to the then member parties.

## **10. INDEMNIFICATION AND HOLD HARMLESS**

Each of the parties agree to indemnify and hold the other parties harmless and waives all claims for compensation for any loss, damage, personal injury, or death incurred in consequences of the acts or omissions of the indemnifying parties' own employees and agents in the performance of this Agreement.

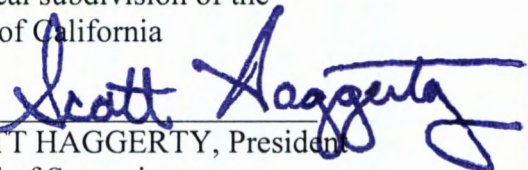
It is the intent of the parties that, where negligence is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate costs of any loss, damage, expense, and liability attributable to the party's negligence.

## **11. SALARIES, EMPLOYMENT AND WORKERS COMPENSATION BENEFITS**

The salaries, employment and workers compensation benefits of each employee participating in the Operational Area Emergency Management Organization shall be the responsibility of the party employing the individual. It is understood that each party's employees have no rights, benefits, or special employment status conferred by reason of this Agreement.

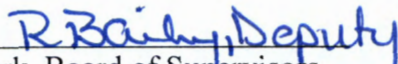
**IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:**

COUNTY OF ALAMEDA, a  
political subdivision of the  
State of California

By   
SCOTT HAGGERTY, President  
Board of Supervisors

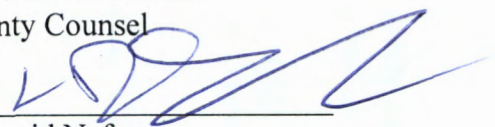
I hereby certify under penalty of perjury that the President of the Board of Supervisors was duly authorized to execute this document on behalf of the County of Alameda by a majority vote of the Board on May 10, 2016; and that a copy has been delivered to the President as provided by Government Code section 25163.

ATTEST: ANIKA CAMPBELL-BELTON  
Clerk, Board of Supervisors  
Alameda County, California

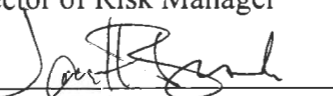
By   
R. Bailey, Deputy  
Clerk, Board of Supervisors

APPROVED AS TO FORM AND CONTENT:

DONNA ZEIGLER  
County Counsel

By   
L. David Nefouse  
Deputy County Counsel

BARBARA LUBBEN  
Director of Risk Manager

By   
Janette Brook

**RESOLUTION NO. 42-2016**

**RESOLUTION AUTHORIZING THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY TO ADOPT AN OPERATIONAL AREA AGREEMENT FOR PARTICIPATION IN THE ALAMEDA COUNTY OPERATIONAL AREA EMERGENCY MANAGEMENT ORGANIZATION**

**WHEREAS**, the potential for a major catastrophe due to natural or manmade disaster requires all government entities within Alameda County to be prepared to share resources and information among themselves as well as with the State of California in order to protect public welfare; and

**WHEREAS**, greater efficiency and disaster preparedness, response, recovery, and mitigation can be achieved by joining the efforts of the Livermore/Amador Valley Transit Authority, the County of Alameda, its cities, special districts, and other public benefit non-profit corporations together in pre-disaster agreements; and

**WHEREAS**, the California Emergency Services Act makes reference to the “operational area” and defines it as “an intermediate level of the state emergency services organization” created to perform extraordinary functions for local governments within a county area such as strengthening mutual coordination, providing a focal point and conduit for disaster information, and assisting in the efficient management of resources.

**BE IT RESOLVED**, by the Board of Directors of the Livermore/Amador Valley Transit Authority that the agency adopt the *Agreement for Participation in Alameda County Operational Area Emergency Management Organization*, as it was approved by the Alameda County Board of Supervisors effective May 10, 2016; and

**BE IT FURTHER RESOLVED**, that the Livermore /Amador Valley Transit Authority Executive Director designate, in writing, the following:

- 1) Individuals to be trained to represent their agency in the Operational Area Emergency Management Organization, including training and orientation on the policies and procedures of the Operational Area Emergency Management Organization.

Adopted on this 5th day of December 2016 by the LAVTA Board of Directors.

APPROVED:

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Steven Spedowfski, Chair

ATTEST:

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Michael Tree, Executive Director



**AGENDA**

**ITEM 5**



## STAFF REPORT

SUBJECT: LAVTA Purchase of Rutan Maintenance Bay Lift

FROM: Beverly Adamo, Director of Administrative Services

DATE: December 5, 2016

**Action Requested**

Reject the sole bid submitted in response to IFB #2016-19 and authorizes the Executive Director to negotiate on the open market and enter into a contract or contracts for the replacement and installation of a maintenance bay lift at the Rutan facility for \$147,000 with a contingency of \$3,000 for an aggregate of \$150,000.

**Background**

LAVTA's Maintenance facility located at 1362 Rutan Court was constructed in 1992 and included a maintenance bay with a three-post in-ground vehicle lift. This past year the lift became unsafe to use, and LAVTA determined that a new lift was needed. The cost estimate for the provision and installation of the lift was \$150,000.

**Discussion**

The Invitation for Bids (IFB) 2016-19 for the LAVTA Rutan Maintenance Bay Life Project was issued on October 31, 2016, and LAVTA advertised the IFB in the local newspapers twice on November 3 and November 8, 2018. The Notice of IFB was also sent via email and/or fax to firms on LAVTA's vendor list. Written questions or requests for approved equals were due on November 7, 2016 and there were no questions or requests received. Bids were due on November 18, 2016 at 2:00 p.m.

On the due date of LAVTA received one bid on the proposed scope of work. The bidder's company name, company location, and grand total price is listed below.

Company Name	Location	Grand Total Amount
SLEC, Incorporated	Baltimore, MD	\$146,999.00

SLEC, Incorporated responded to the IFB; however, this company is the manufacturer of the specified lift and is not a licensed contractor or registered with the Department of Industrial Relations (DIR), as is required by the solicitation documents. As a result, SLEC's bid contains irregularities that cannot be waived. Staff has determined that engaging in another competitive process would be unavailing and not produce any advantage for LAVTA because the reissuance of the same solicitation specifications is unlikely to produce additional lower bids and the maintenance bay lift needs to be replaced as soon as possible in

order to complete essential bus maintenance. Additionally, the flexibility to negotiate contract terms at fair and reasonable prices in the open market with qualified contractors may produce favorable results. In consultation with Legal Counsel, Staff is now requesting the Board reject the sole bid and authorize the Executive Director to negotiate on the open market and enter into contract(s) for the replacement and installation of a maintenance bay lift at the Rutan facility for \$147,000 with a contingency of \$3,000 for an aggregate of \$150,000.

**Budget**

Although this project was not anticipated and captured in the 2017 Capital Budget, because another project associated with the new bus purchase was significantly less than the amount budgeted, LAVTA does have the funds in the Capital Budget to cover the replacement of this lift.

**Next Steps**

Upon the Board’s rejection of the sole bid and approval of the purchase of the bay lift and associated installation, the Executive Director, or his designee, will negotiate on the open market for the replacement and installation of a maintenance bay lift at the Rutan facility. Once negotiations are complete, the Executive Director will execute said contract(s) in a form approved by LAVTA's Legal Counsel.

**Recommendation**

Staff, in conjunction with LAVTA Legal Counsel recommends that the Board approve Resolution 41-2016 to reject the low bid and authorize the Executive Director to negotiate on the open market and enter into a contract or contracts for the replacement and installation of a maintenance bay lift at the Rutan facility for \$147,000 with a contingency of \$3,000 for an aggregate of \$150,000.

Attachments:

1. Resolution 41-2016

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

**RESOLUTION NO. 41-2016**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REJECTING THE SOLE BID FOR THE RUTAN MAINTENANCE BAY LIFT  
PROJECT AND AUTHORIZING THE EXECUTIVE DIRECTOR TO  
NEGOTIATE ON THE OPEN MARKET AND EXECUTE CONTRACT(S)**

**WHEREAS**, the LAVTA requires the replacement and installation of a maintenance bay lift at the Rutan facility in order to perform necessary bus maintenance (Project) as described in LAVTA Invitation for Bids (IFB) #2016-19; and

**WHEREAS**, LAVTA issued IFB #2016-19 to solicit bids for the Project; and

**WHEREAS**, one bid was received from SLEC, Inc. in response to the IFB, and the bid contained irregularities that cannot be waived; and

**WHEREAS**, staff has determined that engaging in another competitive process would be unavailing and not produce any advantage for LAVTA because the reissuance of the same solicitation specifications is unlikely to produce additional lower bids, and the maintenance bay lift needs to be replaced as soon as possible in order to perform essential bus maintenance; and

**WHEREAS**, the flexibility to negotiate contract terms at fair and reasonable prices in the open market with qualified contractors may produce favorable results; and

**WHEREAS**, staff and the Executive Director recommend that the LAVTA Board of Directors reject the sole bid and authorize the Executive Director to negotiate on the open market and enter into a contract or contracts for the replacement and installation of a maintenance bay lift at the Rutan facility for \$147,000 with a contingency of \$3,000 for an aggregate of \$150,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority rejects the sole bid submitted in response to IFB #2016-19 and authorizes the Executive Director to negotiate on the open market and enter into a contract or contracts for the replacement and installation of a maintenance bay lift at the Rutan facility for \$147,000 with a contingency of \$3,000 for an aggregate of \$150,000; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute said contract(s) in a form approved by LAVTA's Legal Counsel.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of December 2016.

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Steven Spedowfski, Chair

**ATTEST:**

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Michael Tree, Executive Director

**APPROVED AS TO FORM:**

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Michael Conneran, Legal Counsel

**AGENDA**

**ITEM 6**



## EXECUTIVE DIRECTOR'S REPORT

November 2016

### 1. Focus on Safety

The Wheels contractor for fixed route services has been focusing on safety over the last several months by taking each operator through a robust skills test and the results have been impressive, with the agency going 42 days without an incident as of the date of this report.

### 2. LAVTA Recruitments

The agency is receiving several quality applications for the job recruitments of the Director of Finance, the Marketing Manager and the Grants/Projects/Contracts Specialist positions. It is expected that interviews for the Marketing Manager and Grants/Projects/Contracts Specialist position will take place in December, and the Director of Finance in early January.

### 3. Altamont Regional Rail Working Group

The Professional Services Agreement with Mr. Frank Wilson of One Vision Enterprises was completed and signatures are being collected. Mr. Wilson will be the Executive for the Working Group and staff anticipates that much will be accomplished in 2017. The next Working Group meeting is January 11, 2017.

### 4. Shared Autonomous Vehicle Project

Staff has active with a variety of meetings regarding the shared autonomous vehicle, or driverless shuttle project. A detailed presentation will be provided to the Projects and Services Committee in January.



### 5. Winter Service Changes for Fixed Route System

In an effort to improve on-time performance of the fixed route system staff is implementing several minor schedule changes in January. The Project and Services Committee has reviewed the changes and they are included for your convenience in Attachment #4. It is expected that these schedule changes will allow the fixed route on-time performance to be 85% or better. Staff is continuing to refine the schedules and routes and will be recommending the next round of improvements in the Spring to move the agency toward 90% on-time performance.

### Attachments

1. Management Action Plan w/Updates
2. Board Statistics October FY17
3. Quarterly Operations Report
4. Winter 2017 Service Changes
5. LAVTA Committee Calendar

# FY2017 Goals, Strategies and Projects

Last Updated – November 29, 2016

## MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development						
Strategies (those highlighted in bold indicate highest Board priority)						
<ol style="list-style-type: none"> <li>1. <b>Provide routes and services to meet current and future demand for timely/reliable transit service</b></li> <li>2. Increase accessibility to community, services, senior centers, medical facilities and jobs</li> <li>3. <b>Optimize existing routes/services to increase productivity and response to MTC projects and studies</b></li> <li>4. <b>Improve connectivity with regional transit systems and participate in BART to Livermore project</b></li> <li>5. Explore innovative fare policies and pricing options</li> <li>6. Provide routes and services to promote mode shift from personal car to public transit</li> </ol>						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> <li>• Receive draft Long Range Plan from Nelson/Nygaard</li> <li>• Present final draft to Board</li> <li>• Approval</li> </ul>	DP	Projects/ Services	Jan 2017 Mar 2017 May 2017	→ Awaiting the ACTC Park & Ride study to complete in December to move forward with Long Range Plan.	
<u>Shared Autonomous Vehicle Study to Determine Where and How to Utilize SAVs in Wheels system.</u>	<ul style="list-style-type: none"> <li>• <u>Develop Scope of Work for study</u></li> <li>• <u>Advertise RFP</u></li> <li>• <u>Award contract for study</u></li> </ul>	DP	Projects/ Services	<u>Jan 2017</u> <u>Feb 2017</u> <u>Apr 2017</u>	→Doing initial research on elements of scope of work. Looks like we are first in nation to do this type of study.	



Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Follow-up Changes to COA Implementation	<ul style="list-style-type: none"> <li>Review ridership, passenger comments and on-time performance on a daily/weekly basis to determine issues that need to be resolved.</li> </ul>	DP	Projects/ Services	Jun 2017	→ Straightened out Route 14 in downtown Livermore, rescheduled 502 for improved OTP, added a run into the Livermore Labs on 30R to get workers into lab before 7am. <u>Changing 10R schedule in Jan, and 1 and 14 schedules in May to significantly improve OTP.</u>	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> <li>Award of Contract</li> <li>Public Outreach #1</li> <li>Public Outreach #2</li> <li>Approval of Recommendations</li> </ul>	DP	Projects/ Services	Nov 2016 Apr 2017 Sept 2017 Jan 2018	→ RFP advertised. Interviews held in October. <u>MOU on partnership to be considered by the Board in December. Expect City to award contract in December.</u>	
Fare Study	<ul style="list-style-type: none"> <li>Draft Fare Study</li> <li>Public Hearing</li> <li>Board Approval</li> <li>Implementation of Fare Changes</li> </ul>	DP	Projects/ Services	Feb 2017 Apr 2017 May 2017 July 2017	→ <u>Draft Fare Study complete. Expect F&amp;A to review in December or January.</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>
Signalization Improvements And Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> <li>Award contract for signal control</li> <li>Award contract for queue jump</li> <li>Finish project</li> </ul>	DP	Projects/ Services	Jul 2016 Jan 2017 Jun 2017	→ MTC providing planning on project. LAVTA Board awarded contract for signal control to WPS in July.	
Wheels On Demand Discount Program	<ul style="list-style-type: none"> <li>Get clearance from FTA</li> <li>Sign Agreements with providers</li> <li>Implement</li> </ul>	ED	Projects/ Services	Nov 2016 Dec 2016 Dec 2016	→ <u>Participation Agreements being finalized. Project areas reduced to one project area for implementation phase of project, with one fare equation. Goal is set to implement the project on December 15<sup>th</sup>.</u>	
<p><b>Goal:</b> Marketing and Public Awareness</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li><b>1. Continue to build the Wheels brand image, identity and value for customers</b></li> <li>2. Improve the public image and awareness of Wheels</li> <li>3. Increase two-way communication between Wheels and its customers</li> <li><b>4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system</b></li> <li>5. Promote Wheels to New Businesses and residents</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website V2.0 Upgrades	<ul style="list-style-type: none"> <li>• Speed up website</li> <li>• Develop video library</li> <li>• Revise homepage for quicker access to commuter info</li> </ul>	MKT MGR	Projects/ Services	Nov 2016 Feb 2016 Feb 2016	→ Planetaria working on website to get page loading down to 2 seconds. Currently at 4 seconds. <u>Planning for video library and commuter pages.</u>	
V2.0 of Timetables and Schedules With Route Changes	<ul style="list-style-type: none"> <li>• Create second version of timetables and route changes to implement new rebranding and fix route issues from COA implementation</li> </ul>	MKT MGR	Projects/ Services	Jan 2017	→ <u>This project broken into two phases. Phase I changes to timetables with January service changes and Phase II upon rebranding completion.</u>	
Phone App w/Real Time Info	<ul style="list-style-type: none"> <li>• Advertise RFP/Contract Award</li> <li>• Introduce Phone App to public</li> </ul>	DP	Projects/ Services	<u>Feb 2017</u> <u>Sept 2017</u>	→ <u>RFP being reviewed by legal.</u>	
Wi-Fi Project	<ul style="list-style-type: none"> <li>• Install Wi-Fi on Rapid and Express buses</li> <li>• Introduce Wi-Fi to the public through media</li> </ul>	DP	Projects/ Services	Oct 2016 Dec 2016	→ <u>Wi-Fi installed on all Rapid and Express buses. Working through some software issues. Awaiting a sponsor.</u>	X

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Wayfinding at BART Stations	<ul style="list-style-type: none"> <li>Plan new wayfinding signage</li> <li>Install signage</li> </ul>	MKT MGR	Projects/ Services	Nov 2016 Jan 2017	→Signage included in FY 2017 budget. Signage agreed to by BART. <u>Awaiting rebranding project.</u>	
LAVTA Rebranding Project	<ul style="list-style-type: none"> <li>Surveying and Focus Groups</li> <li>Draft naming of services to Board</li> <li>Approval final naming and rebranding</li> </ul>	MKT MGR	Projects/ Services	Jun 2016 Aug 2016 Mar 2017	→ Community survey done. Focus groups done. Additional community survey on narrow list of names done. P&S Committee and Board discussed. Revised names/logos before P&S in Nov. <u>Regrouping on his project to find greater creativity.</u>	X X
Individualized Marketing	<ul style="list-style-type: none"> <li>Award Contract</li> <li>Development of collateral</li> <li>Public Outreach Campaign</li> <li>Review of results</li> </ul>	MKT MGR	Projects/ Services	Oct 2016 Mar 2017 Aug 2017 Oct 2017	→ <u>SDG awarded contract. Kick-off meeting held to discuss project and partners. Meetings held with partners in Pleasanton. Awaiting final revisions to outline of project.</u>	X
580X	<ul style="list-style-type: none"> <li>Direct Mailing #1</li> <li>Door Hangers</li> <li>Banner</li> </ul>	MKT MGR	Projects/ Services	Sept 2016 Dec 2016 Jan 2017	→ Website slider and page created. Commuter coaches delivered. The first direct mailing was delivered. Ridership doubled to 5.9 rides per hour. However, not from mailing. Goal is 15 rides per hour. <u>Banner info placed at Downtown TC. Nextdoor a focus of 580X. Tabling at BART to continue. Revised wave of marketing to be deployed in December.</u>	X

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>
Wheels On Demand Discount Program	<ul style="list-style-type: none"> <li>• Develop webpage slider and page</li> <li>• Social media campaign</li> <li>• Direct mailing</li> </ul>	MKT MGR	Projects/ Services	Nov 2016 Dec 2017 Feb 2017	→ Webpage under development. Direct mailing under development. Working with partners on marketing campaign.	
Relocated Rapid Shelters No Longer Served By Rapid	<ul style="list-style-type: none"> <li>• Engineering work</li> <li>• Award contract</li> <li>• Improvements to site</li> <li>• Relocation of shelters</li> </ul>	AS	Projects/ Services	Jan 2016 Apr 2017 May 2017 Jun 2017	→ Final relocation plan being developed.	
Dispose of Shelters Past Useful Life No Longer Served By Route	<ul style="list-style-type: none"> <li>• Identify shelters</li> <li>• Award Contract</li> <li>• Dispose of shelters</li> </ul>	AS	Projects/ Services	Dec 2016 Apr 2016 Jun 2016	→ Staff has identified shelters past useful life that need to be disposed. IFB being developed to remove shelters.	X
Remove Bus Stop Signage No Longer Served By Routes	<ul style="list-style-type: none"> <li>• Removal of bus stop signs by MV</li> </ul>	AS	Projects/ Services	Oct 2016	→ Currently 72 stops have temporary no service signs affixed too bus signs/pole. All signage has been removed.	X

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>
Relocate Shelters Not Past Useful Life That Are On Routes No Longer Served	<ul style="list-style-type: none"> <li>Identify shelters</li> <li>Identify new locations for shelters</li> <li>Make site improvements</li> <li>Relocate shelters</li> </ul>	AS	Projects/ Services	Sept 2016 Oct 2016 Jan 2017 Feb 2017	→ Shelters identified. Staff awaiting ridership #s from route improvements to determine new locations for shelters. Currently, shelters have signage on them indicating that they are no longer served.	X
Replace Shelters Past Useful Life That Are On Current Routes	<ul style="list-style-type: none"> <li>Identify shelters</li> <li>Award contract</li> <li>Install</li> </ul>	AS	Projects/ Services	Nov 2016 Apr 2017 Jun 2017	→ Shelters being identified. Current plan in Livermore, where most shelters past useful life are located, is to replace them with metro style shelters to accommodate artwork.	
Rehabilitate Rapid Benches (wood)	<ul style="list-style-type: none"> <li>Award contract</li> <li>Finish project</li> </ul>	AS	Projects/ Services	Apr 2017 Jun 2017	→There are more than 50 wood benches that need to be stained and clear coat applied. Working on bid specifications.	
Rehabilitate Rapid Shelters And Signage With Rust	<ul style="list-style-type: none"> <li>Award contract</li> <li>Finish Contract</li> </ul>	AS	Projects/ Services	Nov 2016 Apr 2017	→Correct rust issues on Rapid shelters and monument signage.	

<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>
Purchase and Install Light Kits	<ul style="list-style-type: none"> <li>Identify shelters in need of light kits</li> <li>Delivery of light kits</li> <li>Complete Installation of light kits</li> </ul>	AS	Projects/ Services	Nov 2016 Jan 2017 Feb 2017	→ Currently awaiting ridership numbers from route improvements to determine shelters to receive light kits.	

**Goal:** Community and Economic Development

**Strategies (those highlighted in bold indicate highest Board priority)**

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> <li>Assist ACTC in promoting the student passes</li> <li>Monitor effectiveness of the program and capacity issues</li> </ul>	DP	Projects/ Services	Ongoing Ongoing	→ Approx 100 passes sold. Staff monitoring opportunities to assist promotion.	
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> <li>Relocate Rapid shelters</li> <li>Implement Pass</li> <li>Marketing campaign on campus</li> <li>Review analytics and create long-term purchase plan from college</li> </ul>	MKT MGR	Projects/ Services	Aug 2016 Aug 2016 Ongoing Jan 2017	→ Installed shelters and implemented Easy Pass. Goal is to increase ridership 100% or get to 500 rides a day and seek long-term funding for the pass. Currently at 85% achievement of goal. Marketing to date includes e-blasts, web slider/page, LPC web link, yard signs, ambassadors on campus weekly.	X X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Charter School Easy Pass Program	<ul style="list-style-type: none"> <li>High School Relocation</li> <li>Implementation of Pass</li> <li>Promotion by HS</li> <li>Review analytics and create long term funding plan</li> </ul>	MKT MGR	Projects/ Services	Sept 2016 Oct 2016 Ongoing Mar 2016	→ High School recently moved to new location on 30R. Easy Pass implemented. Monitoring usage and the potential of school to continue the pass on a long term basis.	X X
Plan For TOD Project At Livermore Transit Center	<ul style="list-style-type: none"> <li>Tour of TC area by Projects and Services Committee</li> <li>Apply for planning grant jointly with City</li> </ul>	PM	Projects/ Services	Nov 2016 Dec 2016	→Staff to discuss with Council Members from Livermore	
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> <li>City Award of Project</li> <li>Demo of TC Customers Service Buildings</li> <li>Finish Relocation/Renovation</li> </ul>	PM	Projects/ Services	<u>Jan 2017</u> <u>Feb 2016</u> <u>Feb 2018</u>	→ City to release bid documents in <u>Nov</u> for project. FTA clearance given to demo current customer service buildings. Amendment #1 to be considered by the Board in January.	
<u>Rehab of Shade Structure and Replacement of Furniture at Livermore Transit Center. Rehab of Custom Shelter adjacent to Livermore TC next to Parking Garage.</u>	<ul style="list-style-type: none"> <li><u>Obtain a cost estimate for painting the shade structure and customer shelter</u></li> <li><u>Obtain cost estimate for replacement of furniture</u></li> <li><u>Bid Project</u></li> <li><u>Project Completion</u></li> </ul>	PM	Projects/ Services	<u>Jan 2017</u> <u>Jan 2017</u> <u>Sept 2017</u> <u>Jan 2018</u>	→In project planning stages.	

Underlined text indicates changes since last report.



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

**Strategies (those highlighted in bold indicate highest Board priority)**

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Altamont Regional Rail Working Group	<ul style="list-style-type: none"> <li>Hire Executive Consultant</li> <li>Strategic planning and implementation by Working Group</li> </ul>	ED	Projects/ Services	Dec 2016 Jan 2017	→ Executive on board. Working on short term planning.	
2017 Legislative Plan	<ul style="list-style-type: none"> <li>Research on common issues within regional planning agencies and transit agencies</li> <li>Creation of 2017 Legislative Plan and review/approval by the Board and provide support for key legislation.</li> </ul>	Exec Dir	Finance/ Admin	Dec 2016 Feb 2017	→ Research being done on emerging priorities at local, state and federal level. 2017 Legislative Plan to be approved by Board in February.	
<u>State Legislation to Approve SAV Project in Dublin</u>	<ul style="list-style-type: none"> <li><u>Staff working with CCTA lobbyist to determine timing of legislation to allow SAV demonstration project in Dublin. Also, who will introduce legislation being discussed.</u></li> </ul>	<u>Exec Dir</u>	<u>Finance/ Admin</u>	<u>Jan 2017</u>	→ Entering into discussions with CCTA lobbyist. <u>Legislation to allow testing of SAVs supported by MTC.</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>
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<u>State Legislation to Approve Bus On Shoulder</u>	<ul style="list-style-type: none"> <li>• <u>Staff working CTA on this important legislation.</u></li> </ul>	<u>Exec Dir</u>	<u>Finance/ Admin</u>	<u>Jan 2017</u>	<u>→Discussions with MTC, CTA and others ongoing.</u>	
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**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

<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>
Performance Metrics Improvement	<ul style="list-style-type: none"> <li>• Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service.</li> </ul>	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level.	
MTM Contract Oversight	<ul style="list-style-type: none"> <li>• Staff reviewing monthly statistics to ensure accuracy</li> <li>• Staff working with contractor on seven focus areas to ensure only those using service are those eligible</li> </ul>	PD	Projects/ Services	Ongoing Ongoing	→Contractor has recently purchased Trapeze software. Statistics appear to be accurate. Staff monitoring. Eligibility interviews being conducted. Paratransit assessment being procured.	
MV Contract Oversight	<ul style="list-style-type: none"> <li>• Create and Implement Monitoring Plan of Contract</li> <li>• Provide updates to Board on key trends</li> </ul>	AS	Projects/ Services	Oct 2016 Ongoing	→ Staff has begun meeting with MV weekly to monitor multiple elements of the contract.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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**Goal:** Financial Management

**Strategies (those highlighted in bold indicate highest Board priority)**

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
FY16 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> <li>• Complete financial audit and all required reporting to Board, local, regional and state agencies.</li> </ul>	DA	Finance/ Admin	Dec 2016	→ Audit completed in Sept 2016. Final presentations to Board in Nov 2016.	X

**Other:**

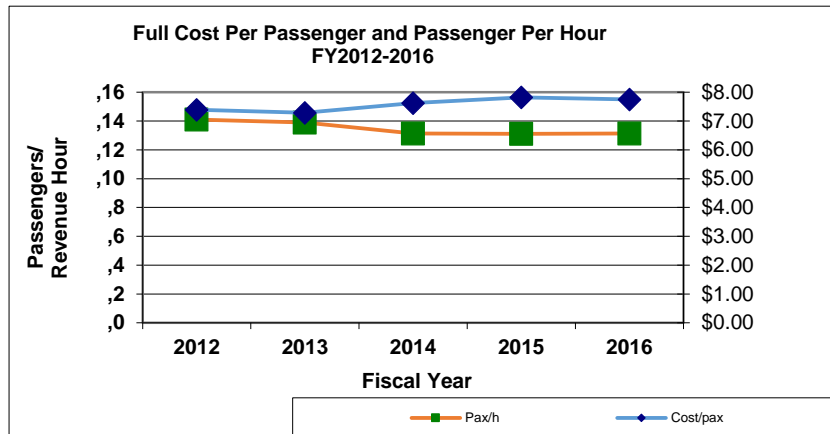
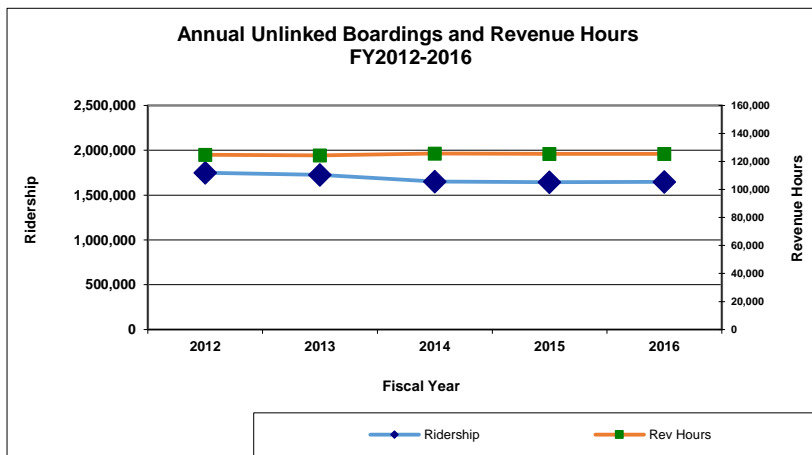
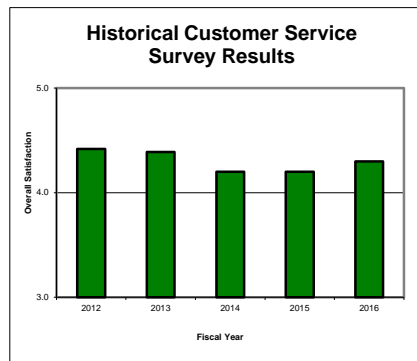
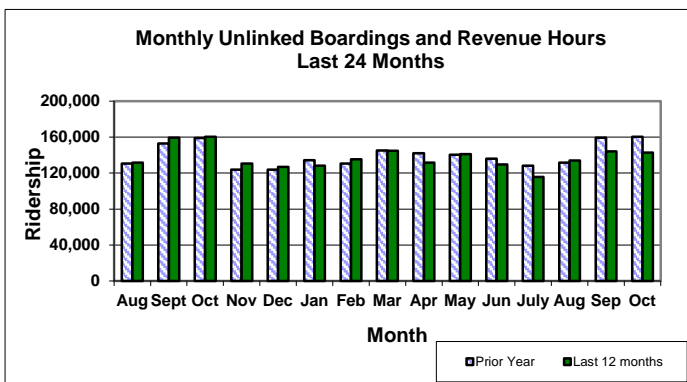
Transit Center Concrete Project In Bus Driving Isle	<ul style="list-style-type: none"> <li>• Perform demo of asphalt and construction of concrete in driving isle.</li> </ul>	PM	Projects/ Services	Apr 2017	→ Utilizing City concrete contract. Asphalt to be removed and construction completed in April of 2017.	
Administrative Offices Asphalt and ADA Project	<ul style="list-style-type: none"> <li>• Award Contract</li> <li>• Finish Improvements</li> </ul>	PM	Projects/ Services	Oct 2016 Nov 2016	→ <u>New contractor selected by LAVTA Board in November. Spring completion of improvements.</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>
SAV Project	<ul style="list-style-type: none"> <li>Acquire funding to begin project</li> <li>Acquire legislation to test SAVs.</li> <li>Purchase SAVs for testing.</li> </ul>	PD	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA \$1 million over 3 years in funding in exchange for advertising. Governor signed legislation that will allow Bishop Ranch testing of SAVs. Staff is meeting with Dublin City Staff and attending weekly consortium meetings, and is working on next steps. P&S Committee to receive a detailed update in January on project.	
Replace Steam Bay Lift	<ul style="list-style-type: none"> <li>Quotes/Award of Project</li> <li>Complete install</li> </ul>	DA	Projects/ Services	Nov 2016 Dec 2017	→ The bus lift in the steam room used to clean engines and undercarriage of buses recently failed. It is past its useful life and staff is evaluating budget to replace. <u>Board to consider approval of new lift in December</u>	
2017 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> <li>Award contract for bus purchase</li> <li>Board approval on bus purchases</li> <li>Delivery of buses</li> </ul>	DA	Projects/ Services	Sept 2016 Nov 2016 May 2017	→ Board approved contract with Gillig for future bus purchases. Board approve contract with Gillig in December for a delivery date in May/August from new Gillig factory. <u>Board to consider in December or January for purchase of 3 electric buses.</u>	X

## Monthly Summary Statistics for Wheels October 2016

### FIXED ROUTE

	October 2016			% change from one year ago		
Total Ridership FY 2017 To Date	536,528			-7.6%		
Total Ridership For Month	142,748			-11.0%		
Fully Allocated Cost per Passenger	\$7.44			6.3%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,088	1,740	1,241	-6.2%	-24.4%	-18.6%
Passengers Per Hour	14.3	11.4	8.1	-4.4%	-6.8%	-39.2%
	October 2016			% change from last month		
On Time Performance	80.1%			2.0%		



# Monthly Summary Statistics for Wheels

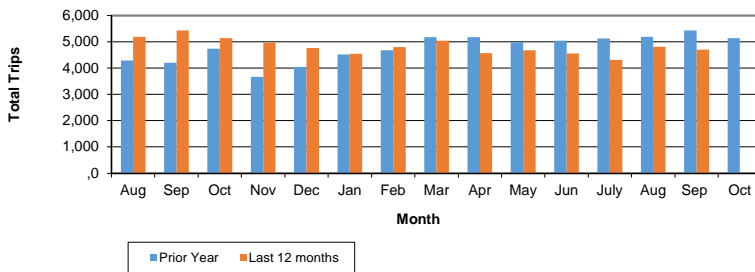
**October 2016**

## PARATRANSIT

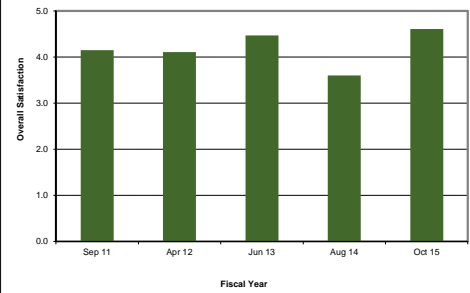
General Statistics	October 2016	% Change from last year	Year to Date
Total Monthly Passengers	4,726	-7.8%	18,549
Average Passengers Per Hour	1.90	-44.1%	
On Time Performance	97.7%	0.7%	
Cost per Trip	\$31.72	-2.4%	128
Number of Paratransit Applications	52	48.6%	182
Calls Answered in <1 Minute	81.30%	-5.4%	

Missed Services Summary	October 2016	Year to Date
1st Sanction - Phone Call	12	34
2nd Sanction - Written Letter	0	2
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

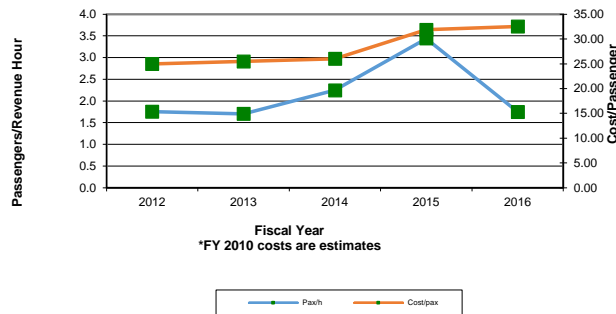
**Paratransit Monthly Unlinked Boardings, Last 24 Months**



**Historical Customer Service Survey Results**



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



## Monthly Summary Statistics for Wheels

**October 2016**

<b>SAFETY</b>							
ACCIDENT DATA	October 2016				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
<b>Total</b>	4		0		16		0
Preventable	2		0		9		0
Non-Preventable	2		0		7		0
<b>Physical Damage</b>							
Major	0		0		0		0
Minor	4		0		16		0
<b>Bodily Injury</b>							
Yes	1		0		2		0
No	3		0		14		0
<b>MONTHLY CLAIMS ACTIVITY</b>							
		<b>Totals</b>					
<b>Amount Paid</b>							
This Month	\$3,223.06						
To Date This Fiscal Year	\$67,965.55						
<b>Budget</b>							
							\$100,000.00
<b>% Expended</b>							
							68%

### CUSTOMER SERVICE - ADMINISTRATION

CATEGORY	Number of Requests	
	October 2016	Year To Date
Praise	2	3
Bus Stop	4	15
Incident	0	0
Trip Planning	0	6
Fares/Tickets/Passes	0	2
Route/Schedule Planning	14	102
Marketing/Website	1	15
ADA	0	2
<b>TOTAL</b>	21	145

### 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	2	0	0	8	0	0	0	1
Safety	1	4	1	2	0	0	0	0
Driver/Dispatch Courtesy	0	8	0	2	0	2	1	0
Early	3	2	0	11	0	0	0	0
Late	3	5	1	48	0	0	0	2
No Show	3	2	0	15	0	0	0	0
Incident	1	0	0	1	0	0	0	0
Driver/Dispatch Training	0	0	1	5	0	0	0	1
Maintenance	0	0	0	3	0	0	0	0
Bypass	1	6	0	5	0	0	0	0
<b>TOTAL</b>	12	27	3	92	0	2	1	3
<b>Valid Complaints</b>								
Per 10,000 riders	0.84							
Per 1,000 riders					0.00			

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**S T A F F   R E P O R T**

**SUBJECT:** FY 2017 1st Quarter Report – Operations

**FROM:** Christy Wegener, Director of Planning & Communications

**DATE:** November 28, 2016

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**Action Requested**

This is an informational item.

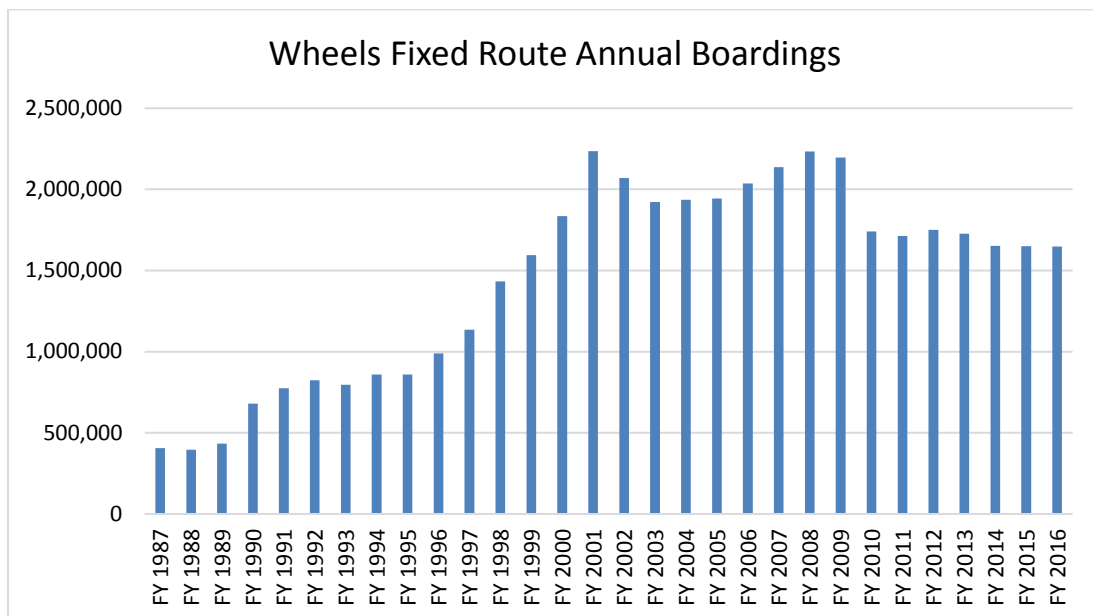
**Background**

This report is intended to provide the Committee with a summary and analysis of operations for the first quarter of FY2017 (July – September 2016), including fixed route, paratransit, and operational performance metrics.

**Discussion**

Fixed Route

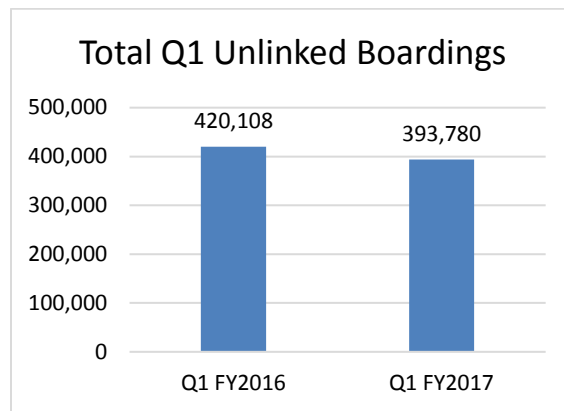
The graph below – which was featured and discussed in the previous quarterly ops report – is displayed again for reference, and shows the long-term ridership trend for the Wheels service from the agency’s inception thru the fiscal year that ended this past July 30, 2016.



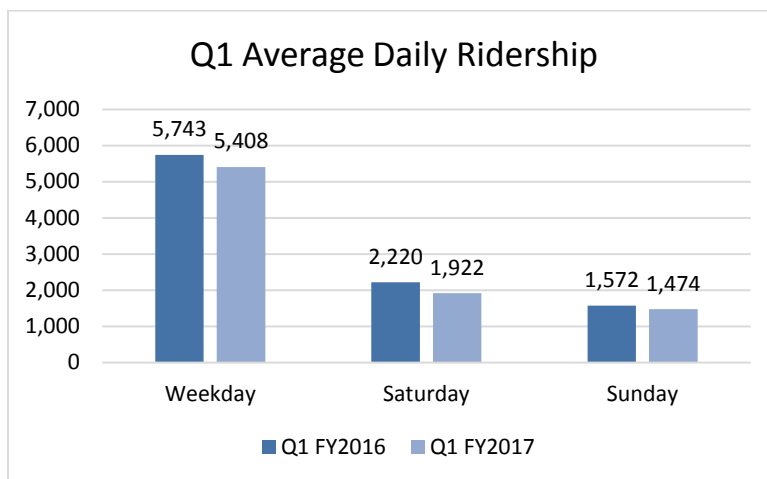


For the first quarter (Q1, July thru September, 2016) of the new fiscal year FY2017, several factors were at play that would be expected to have affected ridership compared to the same time period of last year: Halfway into the quarter, the school year started one week earlier than last fall, the student pass program at Las Positas College was launched, and the COA-related changes were implemented. It was anticipated that the COA-related changes would result in an initial 5% to 10% ridership decrease.

The chart below shows the total amount of boardings for Q1 of this year, and compares it with the same quarter of last year. A total of 393,780 Q1 boardings were seen this year, representing a decrease of 6.3% compared with the 420,108 boardings from Q1 of last year.

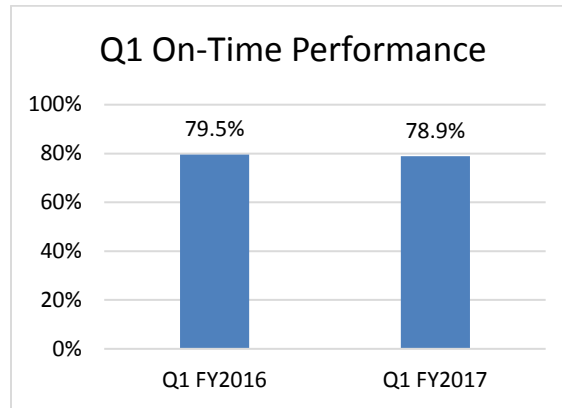


The next chart shows the ridership breakdown by average boardings per service day during the quarter, mirroring the trend of the quarter overall. During this time, average weekday ridership decreased from 5,743 to 5,408, and average Saturday ridership decreased from 2,220 to 1,922, compared to a year earlier. The Sunday average was also down.



Ridership trends at the individual route level were somewhat mixed but also mostly followed the overall downward trend of the quarter: Post-COA implementation, the main exception was the realigned Route 30/R, which during the month of September (the first full month after the COA implementation) saw a ridership increase in the order of 30 percent, and a weekday productivity (boardings per vehicle revenue hour) increase of approximately 10 percent.

On-time performance (OTP) slipped slightly compared with same quarter of the previous year, ending at 78.9%. Within the quarter, the highest OTP monthly percentage was observed in July, with a reading of 80.4%.



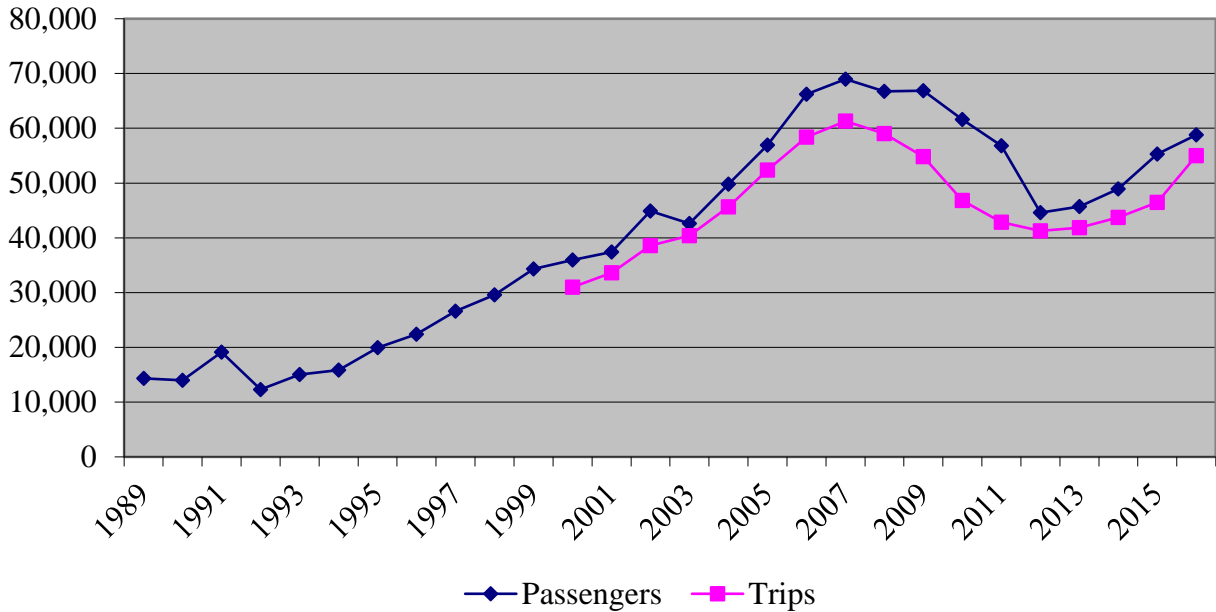
At the route-level, perhaps the most important trend was the divergence in OTP between the two important trunk lines 10 and 30. Prior to the COA changes, both had been trending around 80% -- following the change (which implemented new schedule timings), #30 improved to approximately 82%, while #10 slipped to approximately 72% OTP thru quarter-end.

Among other mainlines, local routes #1 (BART – Santa Rita Jail) and #53 (ACE - Stoneridge) had among the best OTP with on-time percentages in the upper 80s, while routes #70 (Dublin – Pleasant Hill) and #14 (Livermore – Pleasanton via SF Outlets) were in the lowest range at 50 and 60 percent on-time, respectively.

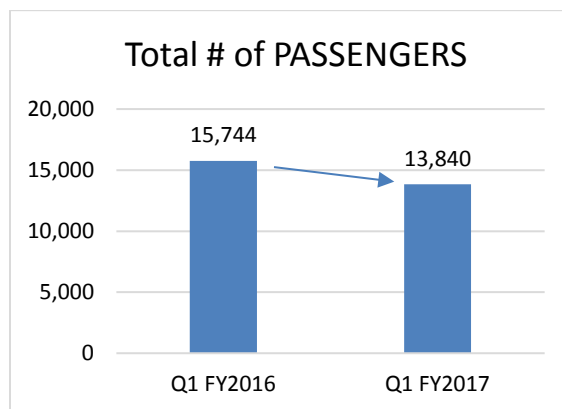
Paratransit

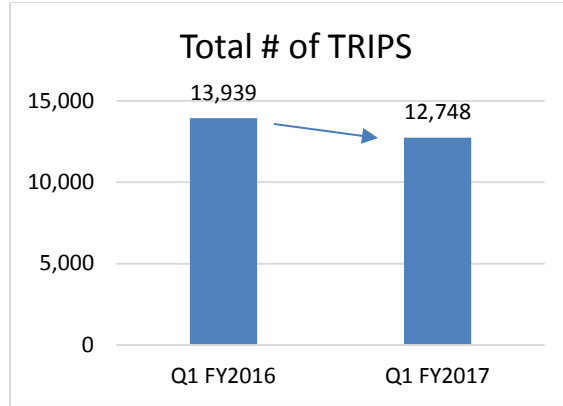
The graph below provides an overview of the historic paratransit ridership trend from the agency's inception thru the fiscal year FY2016:

Annual Paratransit Ridership FY 1989-2016

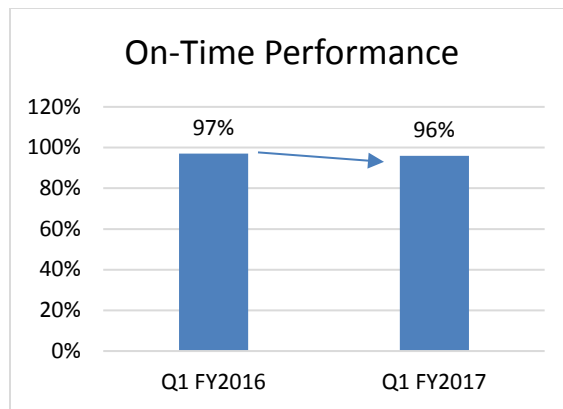


The previous quarter's trend of decreasing ridership continues in the first quarter of the current fiscal year. The FY2017 Q1 the total number of passengers served on paratransit, which includes personal care attendants (PCAs) and companions, decreased by 12% from 15,744 to down to 13,840 when compared to the same three months the year prior. The number of trips during the same time period decreased by 9% from 13,939 to 12,748, as the two charts below illustrate.





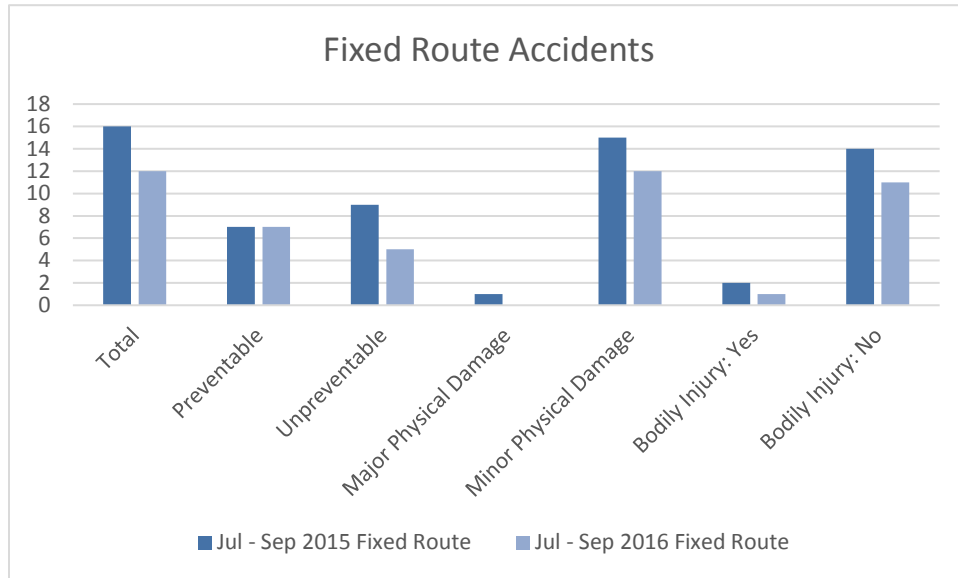
On-time performance (OTP) was 96% during the Q1, 2017, which is a 1% increase from the previous quarter, but 1% decrease from the same quarter the year prior. The OTP performance standard is 95%.



Accidents/Incidents

*Fixed Route*

Noted in the figure below for Fixed Route Accidents, in the first quarter, there have been twelve (12) reportable accidents/incidents on the fixed route system, seven (7) of which were determined to be preventable, and five (5) deemed non-preventable. None of the accidents resulted in major damage, and twelve (12) resulted in minor or no damage to the vehicles (only fixed route are LAVTA owned vehicles). One of the fixed route accidents resulted in bodily injury. Staff continues to work with the operations contractor to identify trends in preventable accidents, and continues to work with CalTIP to ensure appropriate oversight and resources are available in this area. Notably, over the past several safety meetings the fixed route contractor has been conducting behind-the-wheel skills testing to drivers on an obstacle course at Atlantis. As of the date of this report, fixed route operators have completed 35 days without a preventable accident.

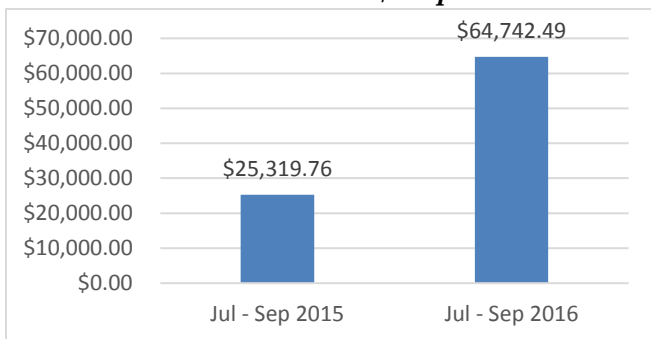


Many contractor-operated transportation companies use 1 preventable accident per 100,000 total miles in fixed route service as a goal. Looking at preventable accidents per 100,000 total miles, MV comes in at 1.14 for a 12-month rolling period from September 1, 2015 – September 30, 2016. (This is a metric that was not included in this report prior to Q2 FY16)

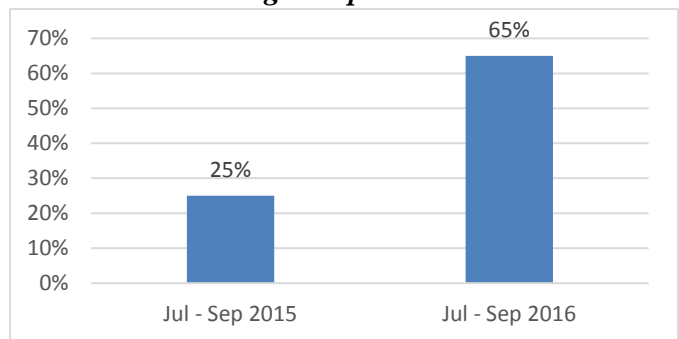
Claims Activity

With respect to the monthly accident claim activity, the charts below highlight claims **for fixed route only**. It should be noted that some of the FY17 expenditures are for the prior fiscal year, as adjudication of claims can take some time after the actual accident/incident.

**Accident Claims: \$ Expended**



**% Budget Expended**



Accidents/Incidents

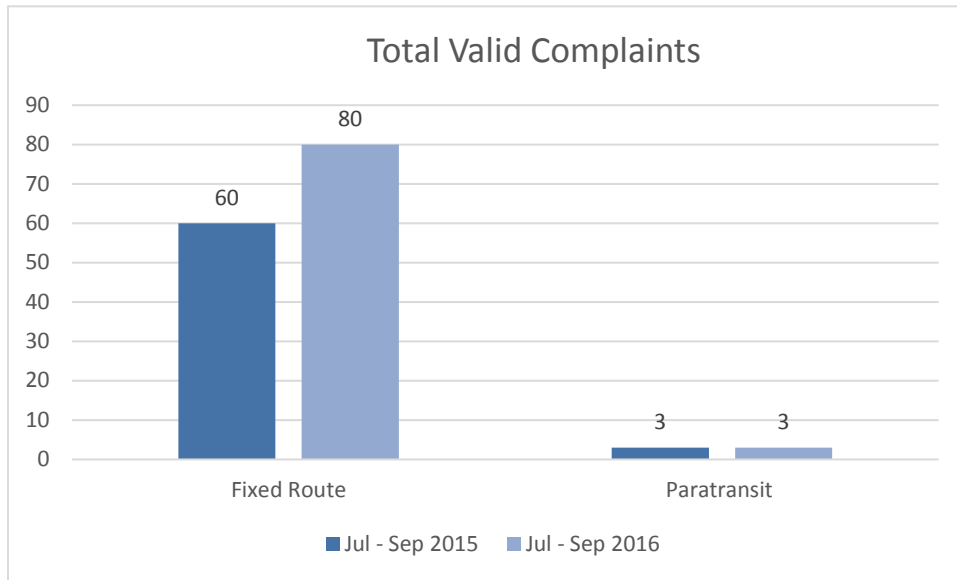
*Paratransit*

In the first quarter there were no paratransit accident/incidents compared to one (1) paratransit accidents/incidents last year.

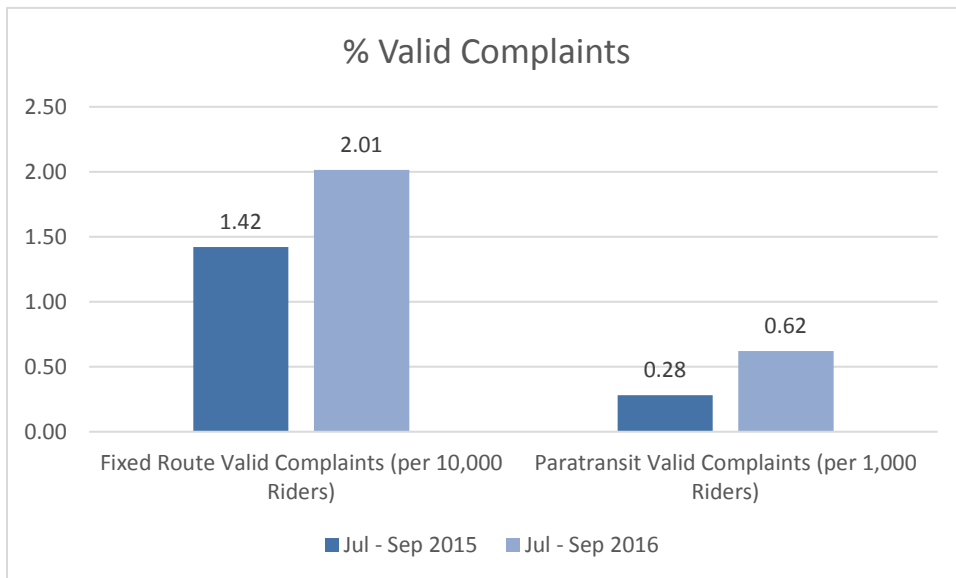
Customer Service

Customer Service staff processed a total of 88 customer requests for Q1 FY16 and a total of 214 for Q1 FY17; the increase is related to the COA service changes and operational issues.

LAVTA’s Service Quality Standards Index, a measurement of performance for fixed route and paratransit service providers, tracks the number of **valid** complaints for both fixed route and paratransit service, as noted for the quarter in the chart below.



The SQSI’s established a standard of excellence for complaints of less than 1 per 10,000 rides for fixed route and 1 per 1,000 rides for paratransit.



Comparing the total valid complaints from FY16 and FY17, the number for fixed route has increased and staff continues to work with the fixed route contractor in the Fixed Route Task Force meetings held every other week, which allow for timely recognition of trends, and increased attention to the Customer Oversight Program which provides for assigning points to operators for valid complaints. The top valid complaints for fixed route for this quarter are in the areas of “late” (45 complaints), “no shows” (12 complaints), and “early” (8 complaints).

The paratransit valid complaints remained the same number of complaints as compared to the quarter last year. Staff and the contractor continue to work together in the Paratransit Task Force meetings to ensure that the complaints are dealt with timely, with three (3) valid complaints total (two in the area of “late,” and one in the area of “driver/dispatcher courtesy/training”).

**Next Steps**

None

**Recommendation**

None – information only.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: Winter 2017 Service Changes  
FROM: Christy Wegener, Director of Planning and Communications  
DATE: November 28, 2016

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### **Action Requested**

This is an informational item only.

### **Background**

Since the implementation of the Comprehensive Operational Analysis (COA) service changes on August 13, 2016, staff has been closely monitoring On-Time Performance (OTP). To address OTP issues, staff has developed a list of schedule adjustments to be implemented on January 14, 2017.

### **Discussion**

The winter 2017 service changes are focused primarily on schedule adjustments to four local routes (3, 8, 11, 53) to address early departures, and a full overhaul of the weekday Route 10R schedule to address late trips. Outside of Route 10R, the routes identified for schedule adjustments were determined by several factors: 1) whether the schedule changes were cost-neutral; 2) whether the schedule changes required significant analysis and data; and, 3) whether the schedule changes would result in positive changes to the customer experience. Lastly, ACE rail staff has received approval from the Bay Area Air Quality Management District to streamline the routing of Route 54 in Hacienda, which they would like to implement in January 2017.

Since the COA changes were implemented, staff has received a handful of complaints about operators holding the bus at timepoints in order to avoid an early departure. This can be a frustrating experience for the customer onboard the bus. Accordingly, for the winter 2017 service change, staff identified the routes with too much running time and developed updated schedules based on operations feedback and run time data analysis.

Route 10R was identified for a schedule overhaul because it has been operating at under 80% OTP since the COA changes were implemented. Because Route 10R operates so frequently, it carries nearly 25% of all the daily timepoint crossings for the agency's OTP report. In order to achieve system-wide OTP of 85% or above, Route 10R's schedule must be addressed. Additionally, a major individualized marketing initiative will be rolling out along



the Santa Rita corridor in spring 2017, and it will be essential that Route 10R operate on-time to ensure that new riders have a positive experience on Wheels.

Route and/or schedule changes that require more significant analysis and public input will be considered in May/June 2017.

The following is a summary of the schedule adjustments to be implemented on January 14, 2017:

Route 3 (BART-Stoneridge Mall): The schedule for Route 3 will be adjusted to remove one minute of running time from each of two segments along the route in order to reduce the likelihood of early timepoint departures en route.

Route 8 (Hopyard): The schedule for Route 8 will be adjusted to remove four minutes of running time in the early AM, and to remove one minute across all trips for the route's first timepoint segment after departing BART. The departure time of the four last trips will be pushed out by one minute in order to bring schedule consistency and better accommodate outbound train connections.

Route 11 (Vasco Road): Route 11 has too much running time allocated in both directions; a total of five minutes of running time will be drained and placed at the route's layover points at the Transit Center and Vasco ACE. Layovers at the ACE stop are being adjusted accordingly in order to preserve the train transfer coordination of the original schedule.

Route 53 (Pleasanton ACE to BART): Morning trips from Pleasanton ACE to W. Dublin/Pleasanton BART have too much running time and two minutes will be removed from the schedule.

Route 54 (Pleasanton ACE to Hacienda): The COA produced a recommendation to streamline Route 54 through Hacienda; however, because Route 54 is primarily funded by ACE Rail through grants from the Bay Area Air Quality Management District (BAAQMD), BAAQMD needed to approve any and all routing changes, so the change to Route 54 was postponed. In November, ACE Rail Staff received BAAQMD approval on the route realignment and would like to move forward with the change. A map of the proposed routing change through Hacienda is included as Attachment 1.

Route 10R (Livermore to Pleasanton via Santa Rita): Route 10R has been operating at under 80% OTP since the COA changes were implemented. The most serious OTP issues occur in the peak periods when commuters are traveling to/from work, and during high school bell times (Granada and Amador Valley) in the morning and afternoon. Route 10R also has insufficient recovery time in the peak periods, resulting in one very late trip having a snowball effect on an entire block of trips. After analyzing three weeks of run time data post-COA, staff have developed an updated schedule that adds one peak bus into the daily 10R service to allow for additional running and recovery time. The entire weekday schedule is being revised.

**Budget**

Based on the route adjustments identified above, below is a table showing the change in service hours and associated costs.

Route	Proposed Change	Annual Hours Difference	Annual Cost
3	Remove running time	0	\$0
8	Remove running time	0	\$0
11	Remove running time	0	\$0
53	Remove running time	0	\$0
54	Streamline in Hacienda	0	\$0
10R	Full weekday schedule overhaul	837.5 (3.35/day)	\$34,340

The additional resources required to correct the Route 10R schedule are included in the FY2017 budget of revenue hours.

**Next Steps**

Staff will be finalizing the schedules by December 1 and transmitting the full package to Operations and Marketing. The run cut will be held after the Christmas holiday. New timetables will be printed in the New Year, and outreach will be conducted the week before the service change.

**Recommendation**

This is an informational item only.

Attachment:

1. Route 54 Map



## LAVTA COMMITTEE ITEMS - DECEMBER 2016 - APRIL 2017

### Finance & Administration Committee

#### December

Minutes

Action

X

\*Typically December committee meetings are cancelled

#### January

Minutes (November)

Action

X

Info

Treasurers Report

X

Legislative Program

X

Treasurers Reports - October

X

Meeting Dates

X

Funding Resolutions - Prop 1B, TSGP

X

#### February

Minutes

Action

X

Info

Treasurers Report

X

Quarterly Budget & Grants Report

X

#### March

Minutes

Action

X

Info

Treasurers Report

X

#### April

Minutes

Action

X

Info

Treasurers Report

X

Funding Resolutions - TDA, STA, RM2, Measure B, BB

X

# LAVTA COMMITTEE ITEMS - DECEMBER 2016 - APRIL 2017

## Projects & Services Committee

### December

	Action	Info
Minutes	X	
*Typically December committee meetings are cancelled		

### January

	Action	Info
Minutes (November)	X	
Draft long Range Transit Plan		X
Alameda County Fair Service	X	
Draft Fare Study Recommendations		X
Paratransit Customer Satisfaction		X
Relocation of Livermore Historic Train Depot		X
Shared Autonomous Vehicle Update		X
Wheels on Demand Update		X

### February

	Action	Info
Minutes	X	
Quarterly Operations		X
Quarterly Marketing		X
Final Long Range Transit plan	X	
Award of Phone App.	X	

### March

	Action	Info
Minutes	X	
Final Fare Study Recommendations	X	
Summer 2017 Service Changes	X	

### April

	Action	Info
Minutes	X	

**AGENDA**

**ITEM 7**



STAFF REPORT

SUBJECT: Set Board of Director Meeting Dates for 2017  
FROM: Beverly Adamo, Director of Administrative Services  
DATE: December 5, 2016

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**Action Requested**

Set dates for all regularly scheduled meetings of the Board of Directors for the upcoming calendar year 2017.

**Background**

The Authority Bylaws state that meetings of the Board of Directors will occur on the first Monday of each month. However, each year, one or two meetings are rescheduled to accommodate meetings that fall on a holiday or on the day before or after a holiday. Rather than rescheduling these meetings on a month by month basis, we are asking the Board of Directors to adopt the following calendar of meetings for the entire year.

January 9, 2017 (New Year's Day Holiday observed on Monday January 2, 2017)  
February 6, 2017  
March 6, 2017  
April 3, 2017  
May 1, 2017  
June 5, 2017  
July 3, 2017  
August 7, 2017  
September 11, 2017 (Labor Day Holiday falls on Monday September 4, 2017)  
October 2, 2017  
November 6, 2017  
December 4, 2017

**Recommendation**

Staff recommends the Board of Directors adopt the above meeting calendar for 2017.

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