

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

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

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

AGENDA

1. Call to Order

2. Meeting Open to Public

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

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

Recommendation: Approval

4. Treasurer's reports for January 2015

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

5. Quarterly Budget and Grants Update

Recommendation: NA – information only.

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

Recommendation: Staff recommends the Finance and Administration Committee forward the attached Resolution 09-2015 to the Board of Directors for approval.

7. Management Action Plan

Recommendation: Review and provide direction to staff.

8. Preview of Upcoming F&A Committee Agenda Items

9. Matters Initiated by Committee Members

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

11. Adjourn

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

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

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

<u>/s/ Diane Stout</u>	<u>2/18/15</u>
<u>LAVTA Administrative Services Department</u>	<u>Date</u>

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

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

AGENDA

ITEM 3



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
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FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

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

DATE: Tuesday, January 27, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Laureen Turner called the meeting to order at 4:00pm.

Members Present

Don Biddle, Councilmember, City of Dublin
Laureen Turner – Vice Mayor, City of Livermore
Karla Brown, Vice Mayor, City of Pleasanton

Members Absent

Jerry Pentin, Councilmember, City of Pleasanton

2. Meeting Open to Public

None

3. Minutes of the November 25, 2014 Meeting of the F&A Committee

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

4. Treasurer's reports for November 2014 and December 2014

Karla Brown inquired about the agencies retirement liability. This information can be found in the FY2014 CAFR. The Finance and Administration Committee recommends submitting the attached November 2014 and December 2014 Treasurer's Reports to the Board for approval.

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

5. Resolution of the Board of Directors of the Livermore Amador Valley Transit Authority Appointing Director and Alternate to the California Transit Insurance Pool (CalTIP)

The Finance and Administration Committee recommends forwarding Resolution 03-2015 revising the positions appointed to CalTIP Director and Alternate for approval. (Forward to consent calendar).

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

6. Rules of Conduct for LAVTA Vehicles, Facilities and Properties

The Finance and Administration Committee recommends forwarding to the Board of Directors for approval Resolution 08-2015, with modifications updating the Rules of Conduct for LAVTA Vehicles, Facilities and Properties and if any additional modifications are needed they be implemented for approval. (Forward to consent calendar as is, regular agenda if changes are made).

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

7. Consolidation of Existing Fare Resolutions

The Finance and Administration Committee recommends the Board of Directors consolidate LAVTA's existing fare resolutions and transfer agreements by approving Resolution 02-2015. (Forward to consent calendar).

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

8. 2015 Legislative Program

The Finance & Administration Committee recommends forwarding Resolution 01-2015, adopting the 2015 Legislative Program to the Board for approval.

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

9. Atlantis O&M Facility

Michael Tree provided a brief overview and history of the Atlantis Facility project. In 2010 the Board voted to put this project in abeyance. Since then, Gannett Fleming has reviewed and made major adjustments to the space requirements of the project to satisfy current projected requirements, in turn lowering the projected estimated cost for build out. The Finance and Administration Committee requested staff to update the total cost estimate and then to forward to the Board direction to staff to take the Atlantis Facility project out of abeyance so that funding can be aggressively pursued for Phases III through VI. Additionally, recommend that the Board direct staff to search for leasing opportunities to offset the costs of the Atlantis site until such time as the facility is fully constructed and utilized.

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

10. Preview of Upcoming F&A Committee Agenda Items

11. Matters Initiated by Committee Members

None.

12. Next Meeting Date is Scheduled for: February 24, 2015

13. Adjourn

Meeting adjourned at 4:48pm.

AGENDA

ITEM 4



S T A F F R E P O R T

SUBJECT: Treasurer's Report for January 2015
 FROM: Tamara Edwards, Finance and Grants Manager
 DATE: February 24, 2015

Action Requested

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

Discussion

Cash accounts:

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

General checking account activity (105):

Beginning balance January 1, 2015	\$6,897,759.52
Payments made	\$1,110,071.52
Deposits made	\$2,194,833.22
Transfer from Farebox Account	\$250,000.00
Ending balance January 31, 2015	\$8,232,521.22

Farebox account activity (106):

Beginning balance January 1, 2015	\$225,289.28
Deposits made	\$76,353.42
Transfer to General Checking	\$250,000.00
Ending balance January 31, 2015	\$51,642.70

LAIF investment account activity (135):

Beginning balance January 1, 2015	\$2,136,067.50
Quarter 2 Fy 15 Interest	\$1,369.20
Ending balance January 31, 2015	\$2,137,436.70

Operating Expenditures Summary:

As this is the seventh 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 58%. The agency is at 52.17% overall.

Operating Revenues Summary:

While expenses are at 52.17%, revenues are at 79.4%, providing for a healthy cash flow for the agency.

Recommendation

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

Attachments:

1. January 2015 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
January 31, 2015**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	8,232,525
106 CASH - FIXED ROUTE ACCOUNT	51,643
120 ACCOUNTS RECEIVABLE	304,661
135 INVESTMENTS - LAIF	2,138,810
150 PREPAID EXPENSES	18,526
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS**59,272,421****LIABILITIES:**

205 ACCOUNTS PAYABLE	324,266
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	320
22010 STATE INCOME TAX	90
22020 FICA MEDICARE	163
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	284
22030 SDI TAXES PAYABLE	28
22070 AMERICAN FIDELITY INSURANCE PAYABLE	114
22090 WORKERS' COMPENSATION PAYABLE	16,126
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	118,283
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES**802,473****FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	89,590
FUND BALANCE	4,240,996

TOTAL FUND BALANCE**58,469,948****TOTAL LIABILITIES & FUND BALANCE****59,272,421**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
January 31, 2015**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	116,815	891,063	712,831	55.6%
4020000	Business Park Revenues	141,504	13,196	79,176	62,328	56.0%
4020500	Special Contract Fares	273,775	529	49,999	223,776	18.3%
4020500	Special Contract Fares - Paratransit	33,600	6,814	11,864	21,737	35.3%
4010200	Paratransit Passenger Fares	155,050	13,461	106,238	48,812	68.5%
4060100	Concessions	38,500	6,265	24,690	13,810	64.1%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	1,369	2,670	(670)	133.5%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	9,520	(9,520)	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	2,008,156	8,689,230	-	100.0%
4099500	TDA Article 4.0-BART	82,640	19,830	51,866	30,774	62.8%
4099200	TDA Article 4.5 - Paratransit	123,138	12,501	61,924	61,214	50.3%
4099600	Bridge Toll- RM2	580,836	0	145,209	435,627	25.0%
4110100	STA Funds-Paratransit	74,130	0	16,257	57,873	21.9%
4110500	STA Funds- Fixed Route BART	516,756	0	366,000	150,756	70.8%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	414,113	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	46,198	(36,198)	462.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	368,210	631,790	36.8%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	60,769	435,529	350,862	55.4%
4640100	Measure B Paratransit Funds-Paratransit	145,934	11,277	80,970	64,964	55.5%
TOTAL REVENUE		16,177,636	2,270,983	12,852,938	3,324,698	79.4%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
January 31, 2015**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$96,818	\$597,751	\$601,196	49.86%
502 00 Personnel Benefits	\$729,014	\$47,204	\$279,333	\$449,681	38.32%
503 00 Professional Services	\$528,933	\$7,657	\$119,488	\$409,445	22.59%
503 05 Non-Vehicle Maintenance	\$541,489	\$21,677	\$294,855	\$246,634	54.45%
503 99 Communications	\$5,000	\$186	\$1,772	\$3,228	35.44%
504 01 Fuel and Lubricants	\$1,669,380	\$81,832	\$670,096	\$999,284	40.14%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$11,542	(\$9,042)	461.69%
504 99 Office/Operating Supplies	\$17,000	\$4,039	\$19,502	(\$2,502)	114.72%
504 99 Printing	\$78,000	\$0	\$22,685	\$55,315	29.08%
505 00 Utilities	\$278,300	\$15,606	\$142,746	\$135,554	51.29%
506 00 Insurance	\$559,591	\$107	\$387,111	\$172,480	69.18%
507 99 Taxes and Fees	\$152,000	\$13,631	\$71,245	\$80,755	46.87%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$701,016	\$4,921,940	\$3,724,340	57.06%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$124,195	\$810,243	\$721,597	52.89%
509 00 Miscellaneous	\$60,362	\$856	\$35,597	\$24,765	58.97%
509 02 Professional Development	\$49,200	\$883	\$26,905	\$22,295	54.69%
509 08 Advertising	\$145,000	\$5,066	\$25,010	\$119,990	17.25%
TOTAL	\$16,172,836	\$1,120,772	\$8,437,823	\$7,755,013	52.17%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
January 31, 2015**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	0	146,902	(96,902)	293.80%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
4091794	Bus stop improvements	4,500	0	4,379	121	97.31%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	0	440,000	0.00%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0			
4131700	FTA NF Stops and Shelter	88,000	0	0	88,000	0.00%
4130200	FTA 5309 (Facility)	192,381	0	0	192,381	0.00%
	TOTAL REVENUE	5,235,853	-	151,281	5,011,100	2.89%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
 FOR THE PERIOD ENDING:
 January 31, 2015

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	8,500	(125)	900	7,600	10.59%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550407	BRT	20,000	17,850	17,850	2,150	89.25%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	4,566	159,417	(109,417)	318.83%
5550907	IT Upgrades and replacement	9,000	0	26,759	(17,759)	297.33%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	12,201	118,502	209,498	36.13%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TOTAL CAPITAL EXPENDITURES	5,251,353	34,492	332,579	4,918,774	6.33%
	FUND BALANCE (CAPITAL)	-15500.00	(34,492)	(181,298)		
	FUND BALANCE (CAPTIAL & OPERATING)	-15,500.00	1,117,597	4,240,997		

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

www.treasurer.ca.gov/pmia-laif/laif.asp
February 02, 2015

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

PMIA Average Monthly Yields

Account Number:
80-01-002

Tran Type Definitions

January 2015 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/15/2015	1/14/2015	QRD	1455580	SYSTEM	1,369.20

Account Summary

Total Deposit:	1,369.20	Beginning Balance:	2,136,859.04
Total Withdrawal:	0.00	Ending Balance:	2,138,228.24

REPORT.: Feb 02 15 Monday
 RUN....: Feb 02 15 Time: 13:52
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 01-15 Bank Account.: 105

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information	Description
H5015	01/02/15	VSP01	VSP	442.20	.00	442.20	JAN 2015H	JAN 2015	VISION BENEFITS
H5016	01/02/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1844.22	.00	1844.22	FEB 2015H	FEB 2015	DENTAL BENEFITS
H5017	01/02/15	PER03	CAL PUB EMP RETIRE SYSTM	28973.85	.00	28973.85	JAN 2015H	JAN 2015	HEALTH BENEFITS
H5018	01/02/15	VER01	VERIZON WIRELESS	184.77	.00	184.77	973766963H	9737669637	AGENCY CELL PH
H5019	01/06/15	OAK01	OAKS BUSINESS PK OWNERS	2978.00	.00	2978.00	QTR1 2015H	QTR1 2015	BUSINESS PARK D
H5020	01/06/15	ADA01	BEVERLY ADAMO	68.35	.00	68.35	DEC 2014H	DEC 2014	EXPE REIMBURSEME
H5021	01/06/15	MOC01	DENNIS MOCHON	136.90	.00	136.90	DEC 2014H	DEC. 2014	TRAVEL EXPS
H5022	01/15/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575123114H	575123114	#5755555555 CON
H5023	01/15/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475123114H	475123114	#4755555555 MOA
H5024	01/15/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257123114H	257123114	#2575555555 TC
H5025	01/01/15	CAL04	CALIFORNIA WATER SERVICE	318.94	.00	318.94	909121814H	909121814	#9098655555 MOA
H5026	01/01/15	CAL04	CALIFORNIA WATER SERVICE	113.63	.00	113.63	019121814H	019121814	#0198655555 RUT
H5027	01/06/15	TAX91	VIVIAN MARIE MILLER	102.00	.00	102.00	12/10-12/H	12/10-12/22/2014	PARA-TAX
H5029	01/06/15	TAX23	CHIAN LING SAW	200.00	.00	200.00	12/16-12/H	12/16-12/23/2014	PARA-TAX
H5030	01/06/15	MVT01	MV TRANSPORTATION, INC.	20544.24	.00	20544.24	57510REVVH	57510REVISED	12/19/14 NOV
H5031	01/20/15	PAC02	PACIFIC GAS AND ELECTRIC	5021.68	.00	5021.68	580010215H	580010215	#5809326332-3 M
H5032	01/20/15	PAC02	PACIFIC GAS AND ELECTRIC	1328.66	.00	1328.66	606123114H	606123114	#6062256368-6 A
H5033	01/08/15	PAC02	PACIFIC GAS AND ELECTRIC	514.14	.00	514.14	726122214H	726122214	#7264840356-5 B
H5034	01/02/15	PAC02	PACIFIC GAS AND ELECTRIC	568.21	.00	568.21	980121514H	980121514	#9800031052-8 T
H5035	01/16/15	CAL04	CALIFORNIA WATER SERVICE	63.46	.00	63.46	461010215H	461010215	#4616555555 TC I
H5036	01/16/15	CAL04	CALIFORNIA WATER SERVICE	43.98	.00	43.98	361010215H	361010215	#3616555555 TC
H5038	01/13/15	PER01	PERS	720.00	.00	720.00	FY15C1959H	FY15 1959	SURVIVOR'S BENE
H5039	01/13/15	PER01	PERS	120.00	.00	120.00	FY15N1959H	FY15 1959	SURVIVOR BENEFI
H5040	01/13/15	PER01	PERS	5441.15	.00	5441.15	20150109CH	20150109C	CALPERS RETIRE
H5041	01/13/15	PER01	PERS	2033.80	.00	2033.80	20150109NH	20150109N	CALPERS RETIRE
H5042	01/13/15	PER04	CALPERS RETIREMENT SYSTEM	524.89	.00	524.89	20150109H	20150109	CALPER 457 CONT.
H5044	01/12/15	EFT01	ELECTRONIC FUND TRNFERS	6905.52	.00	6905.52	20150109H	20150109	FIT, MEDICARE, F
H5045	01/09/15	DIR02	DIRECT DEPOSIT OF PAYROLL	33700.40	.00	33700.40	20150109H	20150109	DIRECT DEP P/R 1
H5046	01/16/15	STA05	STATE BOARD OF EQUAL	1165.45	.00	1165.45	QTR4 2014H	QTR4 2014	EXEMPT BUS OPER
H5047	01/16/15	STA04	STATE BOARD OF	1616.12	.00	1616.12	QTR4 2014H	QTR 4 2014	UNDERGROUND ST
H5048	01/06/15	USB01	U S BANK	5255.60	.00	5255.60	DEC 2014H	DEC 014	US BANK VISA CHAR
H5049	01/02/15	MER01	MERCHANT SERVICES	190.61	.00	190.61	TC123114H	TC123114	DEC 2014 BANK CA
H5050	01/02/15	MER01	MERCHANT SERVICES	123.66	.00	123.66	MOA123114H	MOA123114	MOA BANK CARD S
H5051	01/14/15	DOT02	DOTTO GLASS INC	17850.00	.00	17850.00	4933R-DEPH	4933-R DEP,	1/2 DOWN ON P
H5052	01/15/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	57948H	57948	INSTALLMENT #1 JANU
H5053	01/16/15	KUL01	KADRI KULM	22.00	.00	22.00	11/14-1/1H	11/14/14-1/13/15	EXPENSE
H5054	01/16/15	TAX91	VIVIAN MARIE MILLER	45.48	.00	45.48	12/26-12/H	12/26-12/30/2014	PARA-TAX
H5055	01/16/15	TAX72	JUSTIN HART	140.88	.00	140.88	12/5-12/3H	12/5-12/31/2014	PARA-TAXI
H5057	01/16/15	TAX98	ROHAN NG	200.00	.00	200.00	12/1-12/1H	12/1-12/19/2014	PARA-TAXI
H5058	01/16/15	TAX23	CHIAN LING SAW	150.00	.00	150.00	1/2-1/7H	1/2-1/7/2015	PARA-TAXI RE

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 01-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H5059	01/16/15	TAX07	ASMA SYEDA	20.00	.00	20.00	1/5/15H	1/5/2015 PARA-TAXI REIMBU
H5060	01/16/15	AME06	AMERICAN FIDELITY ASSURAN	1173.66	.00	1173.66	FSA012015H	FSA01-2015 FLEXIBLE SPEND
H5061	01/09/15	EMP01	EMPLOYMENT DEVEL DEPT	2221.52	.00	2221.52	20150109H	20150109 SIT, SDI 12/19/1
H5062	01/23/15	DIR02	DIRECT DEPOSIT OF PAYROLL	33880.06	.00	33880.06	20150123H	20150123 P/R DIR DEP 1/2-
H5063	01/23/15	EFT01	ELECTRONIC FUND TRANSFERS	6989.86	.00	6989.86	20150123H	20150123 FIT, FICA-M, FICA
H5064	01/23/15	EMP01	EMPLOYMENT DEVEL DEPT	2253.07	.00	2253.07	20150123H	20150123 SIT, SDI PAY PER
H5065	01/23/15	PER01	PERS	5436.20	.00	5436.20	20150123CH	20150123C CALPERS RETIRE
H5066	01/23/15	PER01	PERS	2033.80	.00	2033.80	20150123NH	20150123N CALPERS RETIRE
H5067	01/23/15	PER04	CALPERS RETIREMENT SYSTEM	525.42	.00	525.42	20150123H	20150123 CALPERS 457 CONT
H5068	01/28/15	STA13	STAPLES CREDIT PLAN	307.78	.00	307.78	DEC 2014H	DEC 2014 SUPPLIES
H5069	01/28/15	SHE05	SHELL	63.90	.00	63.90	DEC 2014H	DEC 2014 FUEL FOR AGENCY
H5070	01/20/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	FEB 2015H	FEB 2015 WKRS COMP PREM
H5071	01/20/15	AME06	AMERICAN FIDELITY ASSURAN	417.47	.00	417.47	SUPPL0115H	SUPPL012015 SUPPLEMENTAL
H5072	01/30/15	OAK01	OAKS BUSINESS PK OWNERS	628.00	.00	628.00	QTR1A2015H	QTR1A2015 ADD'L DUES QTR
H5073	01/30/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	57949H	57949 INSTALLMENT #2 JAN
H5074	01/23/15	WHI06	LINDA WHITE	97.93	.00	97.93	JAN15COSTH	JAN 2015 COSTCO SUPPLIES
H5075	01/30/15	TRE01	MICHAEL TREE	7.00	.00	7.00	11/14/14EH	11/14/2014 EXPENSE REIMBU
H5076	01/30/15	PAC02	PACIFIC GAS AND ELECTRIC	127.00	.00	127.00	764011315H	764011315 #7649646868-7 D
H5077	01/30/15	BID01	DON BIDDLE	100.00	.00	100.00	JAN 2015H	JAN 2015 BOD STIPEND
H5078	01/30/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	JAN 2015H	JAN 2015 BOD STIPEND
H5080	01/30/15	TUR01	LAUREEN TURNER	100.00	.00	100.00	JAN 2015H	JAN 2015 BOD STIPEND
H5081	01/30/15	TAX53	ROBERTA ISHMAEL	144.15	.00	144.15	8/28-1/14H	8/28/2014-1/14/2015 PARA-
H5082	01/30/15	TAX07	ASMA SYEDA	25.08	.00	25.08	1/9-1/14H	1/9-1/14/2015 PARA-TAXI R
018250	01/06/15	ART02	ARTS & SECURITY LOCKSMITH	3.27 6.54	.00 .00	3.27 6.54	72525 72526	72525 PO4929 NEW KEY BACK 72526 PO4930 (2) DAR OFFI
			Check Total.....:	9.81	.00	9.81		
018251	01/06/15	ATT02	AT&T	801.50 261.84	.00 .00	801.50 261.84	6043240 6043241	6043240 #C60222345777777 6043241 #925.294.8198 PRI
			Check Total.....:	1063.34	.00	1063.34		
018252	01/06/15	ATT03	AT&T	886.24	.00	886.24	369907620	3699076200 #171.795.7615.
018253	01/06/15	CAL02	CALACT	580.00	.00	580.00	2015-0224	2015-0224 ANNUAL MEMBERSH
018254	01/06/15	CIT03	CITY OF DUBLIN	25.00	.00	25.00	2015ST.PA	2015 ST. PATRICK'S DAY FE
018255	01/06/15	CIT06	CITY OF LIVERMORE SEWER	176.78 39.70 125.49	.00 .00 .00	176.78 39.70 125.49	BW121614 TC120914 MOA121614	BW121614 #138143-00 RUTAN TC120914 #133389-00 TC 10 MOA121614 #133294-00 MOA
			Check Total.....:	341.97	.00	341.97		
018256	01/06/15	CLA02	CLARK PEST CONTROL	92.00 90.00	.00 .00	92.00 90.00	16426579 16453628	16426579 PEST CONTROL MOA 16453628 PO4647 PEST CONT
			Check Total.....:	182.00	.00	182.00		
018257	01/06/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B412151	B412151 PO4675 MOM S/W MA
018258	01/06/15	FED01	FedEx	82.70	.00	82.70	288154812	2-881-54812 SHIPPING 11/2
018259	01/06/15	GAN01	GANNETT FLEMING COMPANIES	112.84	.00	112.84	56.4*N147	55156.4*N147 PO4554 DUB-P

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018259	01/06/15	GAN01	GANNETT FLEMING COMPANIES	2069.57	.00	2069.57	56.5*N148	55156.5*N148 PO4770 DUB/P
			Check Total.....:	2182.41	.00	2182.41		
018260	01/06/15	HAN01	HANSON BRIDGETT MARCUS	2914.50	.00	2914.50	1132799	1132799 LEGAL - ADMIN OCT
018261	01/06/15	ING01	INGERSOLL RAND COMPANY	405.00	.00	405.00	30425440	30425440 PO4932R SERV AIR
				889.75	.00	889.75	30425663	30425663 PO4932R SERV TO
				889.75	.00	889.75	30425664	30425664 PO4932R SERV TO
			Check Total.....:	2184.50	.00	2184.50		
018262	01/06/15	KKI01	COAST RADIO COMPANY INC	4300.00	.00	4300.00	IN1141273	IN-1141273385 PO4696 RADI
018263	01/06/15	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	559853	559853 MOA DUMPSTERS DEC.
018264	01/06/15	MRM06	MR ROOTER PLUMBING	380.03	.00	380.03	30116	30116 PO4951 REPAIR BUS W
018265	01/06/15	PAC01	AT&T	67.36	.00	67.36	ATA121314	ATA121314 #925.243.9029 A
				284.95	.00	284.95	ATT-11211	ATT-1121114 #436.951.0106
			Check Total.....:	352.31	.00	352.31		
018266	01/06/15	PRO01	V.F. MANAGEMENT LTD	1120.00	.00	1120.00	25840	25840 PO4814 VIDEO CAMERA
018267	01/06/15	RCO01	R COMPUTERS	2175.52	.00	2175.52	502498	502498 PO4930 ETHERNET SW
018268	01/06/15	RHT01	R.H. TINNEY, INC.	1938.00	.00	1938.00	1455S-IN	1455S-IN PO4940 REP ROOF
018269	01/06/15	SCF01	SC FUELS	16921.00	.00	16921.00	2649140	2649140 PO4838/4925 DIESE
				14266.94	.00	14266.94	2653343	2653343 PO4925 DIESEL DEL
				15560.86	.00	15560.86	2660583	2660583 PO4925 DIESEL DEL
			Check Total.....:	46748.80	.00	46748.80		
018270	01/06/15	SPO02	SPOSETO ENGINEERING INC	5524.25	.00	5524.25	617-2REV	617-2REV DUBLIN-PLEASANTO
018271	01/06/15	STA12	THE STANDARD	1354.86	.00	1354.86	JAN 2015	JAN 2015 POL #00 125705 0
018272	01/06/15	STE01	DITKOF ENTERPRISES INC	1875.95	.00	1875.95	33404	33404 PO4922 REPL PELTS O
018273	01/06/15	TX110	YONG LI	73.58	.00	73.58	6/30-12/1	6/30-12/12/2014 PARA-TAXI
018274	01/06/15	VER03	VERIZON WIRELESS	775.44	.00	775.44	7849408	INV7849408 PO4903 (3) I P
				507.98	.00	507.98	INV784940	INV7849409 PO4903 (2) SAM
			Check Total.....:	1283.42	.00	1283.42		
018275	01/16/15	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	470631	470631 PO4731 CAN SERVICE
018276	01/16/15	BAY03	BAY AREA NEWS GROUP	51.33	.00	51.33	838005	838005 PO4909 DBE LEGAL A
018277	01/16/15	BAY07	BAY AREA NEWS GROUP/DIGIT	125.00	.00	125.00	826446	826446 PO4904 STUFF THE B
				125.00	.00	125.00	835183	835183 PO4904 STUFF THE B
			Check Total.....:	250.00	.00	250.00		
018278	01/16/15	CAL13	CALIFORNIA TRANSIT	570.63	.00	570.63	062014DEC	06-2014-DEC CLAIMS EXPENS
				15003.54	.00	15003.54	062014NOV	06-2014-NOV CLAIMS EXPENS
			Check Total.....:	15574.17	.00	15574.17		
018279	01/16/15	CAL15	CALTRONICS BUSINESS SYS	394.32	.00	394.32	1694819	1694819 PO4880 BIZHUB650
018280	01/16/15	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	255904	255904 PO4718 LANDSCAPE M
018281	01/16/15	GSG01	GSGC INC	1328.92	.00	1328.92	6065-15	6065-15 PO4918 JANITORIAL
				624.88	.00	624.88	6066-15	6066-15 PO4919 JANITORIAL
			Check Total.....:	1953.80	.00	1953.80		
018282	01/16/15	LIV09	LIVERMORE UNIFIED SCHOOL	300.00	.00	300.00	FY15MURAL	FY15MURAL, SUPPLIES FOR A
018283	01/16/15	OFF01	OFFICE DEPOT	73.12	.00	73.12	748680469	748680469001 SUPPLIES DEL
				100.05	.00	100.05	748682812	468682812001 SUPPLIES DEL
			Check Total.....:	173.17	.00	173.17		
018284	01/16/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005720	2005720 PO4779 TANK INSPE

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 01-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018284	01/16/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005721	2005721 PO4779 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
018285	01/16/15	PRE03	PREMIER SECURITY SOLNS CO	190.00	.00	190.00	1412-219	1412-219 PO4964 FIRE ALAR
018286	01/16/15	SCF01	SC FUELS	16273.37	.00	16273.37	2664393	2664393 PO4925 DIESEL DEL
018287	01/16/15	SPO02	SPOSETO ENGINEERING INC	4494.37	.00	4494.37	617-RET	617-RET DUBLIN-PLEASANTON
018288	01/16/15	TAX67	CHRISTEL RAGER	200.00	.00	200.00	12/1-29/	12/1-12/29/2014 PARA-TAXI
018289	01/16/15	TMA10	T MARSHAL ASSOCIATES LTD	835.48	.00	835.48	WO34777	WO34777 PO4961 LIGHTING R
018290	01/16/15	TX111	KAREN MCWOOD	22.97	.00	22.97	11/24/14	11/24/2014 PARA-TAXI REIM
018291	01/16/15	TX112	DARRELL DION	35.70	.00	35.70	11/19-25	11/19-11/25/2014 PARA-TAX
018292	01/16/15	TX113	RODGER RAGER	13.16	.00	13.16	12/29-30	12/29-12/30/2014 PARA-TAX
018293	01/30/15	ACT01	AC TRANSIT DISTRICT	1172.17	.00	1172.17	LOC345	LOC345 RTC PROG JAN - MAR
018294	01/30/15	ANT01	ANTAI SOLUTIONS, LLC	600.00	.00	600.00	1362	1362 PO4969 REPL FAILED S
018295	01/30/15	ATT02	AT&T	810.18 264.90	.00 .00	810.18 264.90	6141486 6141487	6141486 #C602223457777 S 6141487 #925.294.8198 PR
			Check Total.....:	1075.08	.00	1075.08		
018296	01/30/15	ATT03	AT&T	888.55	.00	888.55	363152720	3631527203 #171.795.7615
018297	01/30/15	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20150130	20150130 (150) EA BART RE
018298	01/30/15	CAL05	CALTEST LABS	739.10	.00	739.10	536997	536997 PO4980 ATL ANNUAL
018299	01/30/15	CIT06	CITY OF LIVERMORE SEWER	39.70 101.46 176.78	.00 .00 .00	39.70 101.46 176.78	TC11315 MOA012015 RBW012015	TC11315 TC SEWER 10/26-12 MOA012015 #133294-00 MOA RBW012015 #138143-00 RUTA
			Check Total.....:	317.94	.00	317.94		
018300	01/30/15	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16546397	16546397 PO4953 RUTAN PES
018301	01/30/15	COL02	COLLICUTT ENERGY SERVICES	150.00	.00	150.00	37222	37222 PO4886 REPLACE BATT
018302	01/30/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B501151	B501151 PO4675 MOM S/W MA
018303	01/30/15	DIR01	DIRECT TV	12.00	.00	12.00	248984490	24898449098 PO4534 (2) AD
018304	01/30/15	FED01	FedEx	141.93	.00	141.93	290893718	290893718 SHIPPING 12/17/
018305	01/30/15	GEN05	GENFARE	3157.18	.00	3157.18	90084940	90084940 PO4959 DATA PROB
018306	01/30/15	HAN01	HANSON BRIDGETT MARCUS	3363.50	.00	3363.50	1135016	1135016 LEGAL - ADMIN NOV
018307	01/30/15	JTH01	J. THAYER COMPANY	74.82	.00	74.82	920153-0	920153-0 SUPPLIES DEL 1/2
018308	01/30/15	OFF01	OFFICE DEPOT	173.87 12.99 13.99 12.99	.00 .00 .00 .00	173.87 12.99 13.99 12.99	748803430 748804131 748804132 748804133	74880343001 SUPPLIES DEL 748804131001 SUPPLIES DEL 748804132001 SUPPLIES DEL 748804133001 SUPPLIES DEL
			Check Total.....:	213.84	.00	213.84		
018309	01/30/15	PAC01	AT&T	68.23 288.87 32.20	.00 .00 .00	68.23 288.87 32.20	ATAL01131 ATT101111 CFA010715	ATAL011315 #925.243.9029/ ATT-101112015 #436.951.01 CFA010715 #232.351.6260 C
			Check Total.....:	389.30	.00	389.30		
018310	01/30/15	RHT01	R.H. TINNEY, INC.	98.00 243.00	.00 .00	98.00 243.00	1552S-IN 1554S-IN	1552S-IN PO4738 HVAC MAIN 1554S-IN PO4740 HVAC MAIN
			Check Total.....:	341.00	.00	341.00		
018311	01/30/15	ROB05	ROBERT H. WAGER CO, INC	411.18	.00	411.18	66404	66404 PO4977 SMOKE TEST S
018312	01/30/15	RSE01	R & S ERECTION	230.00	.00	230.00	91924COMR	91924COMR PO4976 REPAIRS

REPORT.: Feb 02 15 Monday
 RUN....: Feb 02 15 Time: 13:52
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
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 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018313	01/30/15	SCF01	SC FUELS	14660.55	.00	14660.55	2668725	2668725 PO4925 DIESEL DEL
				13737.52	.00	13737.52	2673970	2673970 PO4925 DIESEL DEL.
			Check Total.....:	28398.07	.00	28398.07		
018314	01/30/15	SHA02	SHAMROCK OFFICE SOLUTIONS	23.90	.00	23.90	199865	199865 MOS RECEIPT FAX/COP
018315	01/30/15	STA12	THE STANDARD	1354.86	.00	1354.86	FEB 2015	FEB 2015 LIFE, AD&D, LTD
018316	01/30/15	TX106	SAROJA IYER	71.40	.00	71.40	12/5-12/3	12/5-12/31/2014 PARA-TAXI
H5028A	01/06/15	TAX58	LARRY JENKINS	321.30	.00	321.30	9/14-12/1H	9/14-12/14/2014 PARA-TAXI
H5028B	01/06/15	TAX58	LARRY JENKINS	62.43	.00	62.43	12/14-12/H	12/14-12/16/2014 PARA-TAX
H5037A	01/06/15	MTM01	MEDICAL TRANSPORTATION MA	89591.75	.00	89591.75	NOV2014H	NOV2014 PARA-TRANSIT SERV
H5037B	01/06/15	MTM01	MEDICAL TRANSPORTATION MA	9590.00	.00	9590.00	MTM112014H	MTM112014 DAR TICKET REDE
H5083A	01/30/15	TAX23	CHIAN LING SAW	38.10	.00	38.10	1/12-1/14H	1/12-1/14/2015 PARA-TAXI
H5083B	01/30/15	TAX23	CHIAN LING SAW	11.90	.00	11.90	1/18/15H	1/18/2015 PARA-TAXI REIMB
			Cash Account Total.....:	1106600.87	.00	1106600.87		
			Total Disbursements.....:	1106600.87	.00	1106600.87		

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Quarterly Budget and Grants Update

FROM: Tamara Edwards, Finance & Grants Manager

DATE: February 24, 2015

Action Requested

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

Discussion

The Board of Directors requested a quarterly update of the budget and grants, based on any significant changes for both revenues and expenses. This report will encompass any changes between the time the budget was approved and December 2014 with an analysis of the net effects to the projected reserve balance. Details regarding grants status are included in a separate section of this report.

Budget

	Amount from analysis in FY 15 budget	Updated numbers (sources for updates are from the FY 14 CAFR and MTC revenue forecast updates, and additional grant revenues approved)	Difference	
a	Projected Reserves at June 30, 2014	\$6,888,984	\$7,204,185	\$315,201
b	FY 15 apportionment	\$7,989,391	\$8,542,974	\$553,583
c	TDA funds available for allocation (a+b)	\$14,878,375	\$15,747,159	\$868,784
d	FY 15 operating request	\$8,689,230	\$8,689,230	\$0
e	FY 15 capital request	\$4,000,000	\$4,000,000	\$0
f	TDA Request for allocation (d+e)	\$12,689,230	\$12,689,230	\$0

Projection for Reserve at June 30, 2015			
TDA Reserves			
Reserves at June 30, 2014			
g	(c-f)	\$2,189,145	\$3,057,929 \$868,784
h	Expiring Capital Allocations	\$980,000	\$1,137,702 \$157,702
i	FY 15 Due to LTF*	\$0	\$126,250 \$126,250
j	FY 14 Due to LTF	\$1,233,657	2,737,445 \$1,503,788
k	FY 13 Due to LTF	\$3,323,571	\$3,323,571 \$0
Total TDA Reserves			
l	(g+h+i+j+k)	\$7,726,373	\$10,382,897 \$2,656,524
STA Reserves			
Population based STA			
m	reserves at June 30,2014	\$887,213	\$920,897 \$33,684
n	FY 15 apportionment	\$1,735,374	\$850,536 -\$884,838
o	Request for allocation	\$887,213	\$887,213 \$0
Reserves at June 30, 2014			
p	(m+n-o)	\$1,735,374	\$884,220 -\$851,154
Revenue based STA			
q	reserves at June 30, 2014	\$414,113	\$355,458 -\$58,655
r	FY 15 apportionment	\$287,296	\$258,232 -\$29,064
s	Request for allocation	\$414,113	\$414,113 \$0
Reserves at June 30, 2015			
t	(q+r-s)	\$287,296	\$199,577 -\$87,719
u			
v	Total STA reserves (p+t)	\$2,022,670	\$1,083,797 -\$938,873
Total Reserves at June			
w	30,2015 (k+t)	\$9,749,043	\$11,466,694 \$1,717,651

i*	* FY 15 Due to LTF		
	Additional funding (revenue) approved after the FY 15 budget cycle		
	TFCA Rte 8	0	\$27,500 \$27,500
	TFCA Rte 12	0	\$50,750 \$50,750
	TFCA Rte 15	0	\$48,000 \$48,000
	Total Revenue Increase (i)		\$126,250 \$126,250

The change in the anticipated reserve balance from the original number reported with the budget can be primarily attributed to three areas; the increase in the amount due to the Local Transportation Fund (LTF) (over the original projections), a larger than projected return of TDA from capital projects (that were paid for through other grant funds instead) and an increase in anticipated revenues from operating grants that have been approved after the FY 15 budget cycle- this amount has been included in the TDA reserve analysis as an anticipated due to LTF for FY 15. The increase in the amount due to LTF is made up of the difference between budgeted expenses and actual expenses (actuals were lower than budget for FY14),

and the difference between expected revenues and actual revenues (which were higher in FY14 due to additional grants received during the year).

Grants

**Grants Update
December 2014**

In keeping with our previously introduced system of grant classification for Board Reports, the following report details activity through December 31, 2014.

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

Inactive/At Risk

Project Name	Funding Type	Funding Source	Grant Award	Summary of Issue
Atlantis Security	Prop 1B Security Funds	CalEMA	\$36,696	An extension is being requested and the funds are being moved to another project.

Active/Not at Risk

Project Name	Funding Type	Funding Source	Grant Award
Trapeze upgrade (viewpoint)	RM2	MTC	\$74,535
Bus Stop Repair/Replacement	Proposition 1B PTMISEA (Public Transportation Modernization, Improvement, and Service Enhancement Account)	MTC (Metropolitan Transportation Commission), and CalOES	\$240,910
Parataxi and Bus Stops	New Freedom	FTA (Federal Transit Administration)	\$104,400, \$88,000 for Pleasanton & Dublin bus shelters and stops
LAVTA Facility Upgrade and Improvements	PTMISEA	Caltrans	\$357,966
LAVTA Facility F.Y.		FTA	\$326,878.73

2008			Remaining- \$134,000
Rapid Operation	RM2 (Regional Measure 2)	MTC	\$580,836 current F.Y. 20% Farebox Recovery threshold
BRT/Rapid Operation (July 1, 2013-June 30, 2015)	Regional TFCA (Transportation Fund for Clean Air)	BAAQMD (Bay Area Air Quality Management District)	\$109,970
BRT	Small Starts	FTA	\$559,355 in construction funds remaining.
LAVTA Route 10 & Rapid Measure B Express Bus Project	Measure B Express Bus	ACTC (Alameda County Transportation Commission)	\$1,000,000
LAVTA Measure B Countywide Express Bus Service (12v, 20x, 70x; Alameda County portions only)	Measure B Express Bus	ACTC	\$1,000,000
Route 14 Operations	Lifeline/ JARC	CalTrans, MTC	\$150,000
Route 53 ACE Shuttle Service	Local TFCA	ACTC	\$120,000
Route 54 ACE Shuttle Service	Local TFCA	ACTC	\$47,000
Parataxi, Dublin/Pleasanton	New Freedom	MTC/CalTrans	\$10,000
Surveillance Equipment	1B Security	CalOES	\$36,696
Fleet DVR's	1B Security	CalOES	\$36,600
The Tri-Valley Multi-Modal Access and PDA Connectivity Study	Sustainable Communities Technical Assistance Program/SC-TAP	ACTC (Alameda County Transportation Commission)	\$1,385,000
Parataxi	New Freedom (Concord UA)	FTA	\$33,000

Pending/Not yet Awarded

Project Name	Funding Type	Funding Source	Amount Requested	Expected Notification
Local TFCA; Routes 8, 12, 15 (2 Year Cycle)	Local TFCA	ACTC	\$278,000	Waiting on funding agreements
TPI Dublin Boulevard Proejct (LAVTA Sponsor, City of Dublin and MTC Co-Sponsors)	TPI via FHWA	MTC	\$1,570,000	Expected in FY 17.
Facility Lighting/ Security Upgrades	Prop 1B Security	CalOES	\$36,696	Waiting on funds
Transit Center upgrades and improvements	PTMISEA/Lifeline	MTC	\$125,625	Pending approval

Future Outlook:

- Future Regional and Local TFCA (Transportation Fund for Clean Air) eligibility may be at risk, due to changing requirements at BAAQMD (Air District) level; especially to the Shuttles Program.
- Small Urbanized Area funding will not have any new calls for projects until CalTrans finishes its re-organization.
- Regional and County funding opportunities are increasingly being released with cooperative requirements, between multiple modes of travel and local jurisdictions. We can expect to see more PDA (Priority Development Area) focused, OBAG (One Bay Area Grant Program) type of funding in the future.
- Future funding eligibility, in general, may be negatively impacted, due to Performance Measures requirements that are becoming more common, such as farebox recovery rate and passengers per hour.

Recommendation

NA – information only.

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: FY 2015 Prop 1B California Transit Security Grant Program (TSGP)
Resolution

FROM: Tamara Edwards, Finance and Grants Manager

DATE: February 24, 2015

Action Requested

It is requested by Staff that Resolution 09-2015 be forwarded to the Board for adoption.

Background

The Transit Security Grant Program (TSGP) is one of five grant programs that constitute the Department of Homeland Security (DHS) Fiscal Year (FY) 2015 focus on transportation infrastructure security activities. The TSGP is an important component of the Department's effort to enhance the security of the Nation's critical infrastructure. The program provides funds to owners and operators of transit systems to protect critical surface transportation infrastructure and the traveling public from acts of terrorism, major disasters, and other emergencies.

Discussion

As a condition of the receipt of TSGP funds, the Board of Directors must authorize the Executive Director to execute for and on behalf of LAVTA, any actions necessary for the purpose of obtaining TSGP funds provided by the California Office of Emergency Services (CalOES). Staff is requesting for Board approval in order to comply with Prop 1B TSGP requirements.

Recommendation

Staff recommends the Finance and Administration Committee forward the attached Resolution 09-2015 to the Board of Directors for approval.

Budget Considerations:

The estimated amount allocated for LAVTA in FY 2015 is a total of \$36,696 in TSGP funds. LAVTA plans to use the funds for transit security related enhancements.

Attachments:

1. FY 2015 Prop 1B California Transit Security Grant Program (CTSGP) Resolution 09-2015.

RESOLUTION 09-2015

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR AND/OR HIS/HER
DESIGNEE TO EXECUTE FOR AND ON BEHALF OF THE LIVERMORE AMADOR
VALLEY TRANSIT AUTHORITY (LAVTA), ANY ACTIONS NECESSARY FOR THE
PURPOSE OF OBTAINING FINANCIAL ASSISTANCE PROVIDED BY THE CALIFORNIA
TRANSIT SECURITY GRANT PROGRAM FOR FISCAL YEAR 2014-2015**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGBP); and

WHEREAS, the Livermore Amador Valley Transit Authority is eligible to receive CTSGBP funds; and

WHEREAS, the Livermore Amador Valley Transit Authority will apply for 2014-2015 CTSGBP funds in an amount up to \$36,696 for Security Lighting Upgrades; and

WHEREAS, Livermore Amador Valley Transit Authority recognizes that it is responsible for compliance with all Cal EMA CTSGBP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Livermore Amador Valley Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Livermore Amador Valley Transit Authority to execute actions necessary to obtain CTSGBP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGBP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the Executive Director, and/or his/her designee, is hereby authorized to execute for and on behalf of Livermore Amador Valley Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Office of Emergency Services under the CTSGBP.

PASSED AND ADOPTED by the Livermore Amador Valley Transit Authority Board of Directors this 2nd day of March, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

Certification

I, Scott Haggerty, duly appointed and Chair of the Board of Directors of the Livermore Amador Valley Transit Authority do hereby certify that the above is true and correct copy of a resolution passed and approved by the Board of Directors of the Livermore Amador Valley Transit Authority on the 2nd day of March 2015.

Chair

(Official Position)

(Signature)

3/2/2015

(Date)

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Management Action Plan
FROM: Michael Tree, Executive Director
DATE: February 24, 2015

Action Requested

Review and provide direction to staff.

Background

The following is the current strategic planning framework for the agency (last modified in December of 2012):

MISSION

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

VISION

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

VALUES

We Value...

- **Integrity** *We act ethically and with integrity in all we do.*
- **Accountability** *We are accountable and responsible for our actions.*

- **Service Quality** *We do high quality work and maintain high standards in order to exceed customer expectations by providing friendly, personable and equal opportunity service.*
- **Community** *We are a viable part of the community we serve and seek community involvement in developing and fostering transit service as an essential aspect of community quality of life.*
- **Cooperation** *We partner with other regional and local agencies to ensure full access to a comprehensive range of community mobility options.*
- **Environment** *We view public transit as a means of improving air quality and conserving our natural resources.*
- **Respect** *We treat all persons with dignity, respecting life, property, and the environment; capitalizing on the wealth of viewpoints that reside in our multi-faceted community; all contributions are valued.*
- **Stewardship** *We are prudent and resourceful stewards of the public dollars with which we have been entrusted.*

GOALS	STRATEGIES	
A. Service Development	A1	Provide routes and services to meet current and future demand for timely and reliable transit service subject to fiscal restraints
	A2	Increase accessibility to community, services, senior centers, medical facilities, and jobs
	A3	Optimize existing routes and services to increase productivity and respond to MTC's Transit Sustainability Project and MTC's Tri-City/Tri Valley Transit Study
	A4	Improve connectivity with regional transit systems and participate in the activities of projects like BART to Livermore and Altamont Commuter Express to ensure future connectivity
	A5	Explore innovative fare policies and pricing options
	A6	Provide routes and services to promote mode shift from personal car to public transit
B. Marketing and Public Awareness	B1	Continue to build the Wheels brand image, identity and value for customers
	B2	Improve the public image and awareness of Wheels

	B3	Increase two-way communication between Wheels and its customers
	B4	Increase ridership, particularly on the Rapid, to fully attain community benefits achieved through optimum utilization of our transit system
	B5	Promote Wheels to new businesses and residents
C. Community and Economic Development	C1	Integrate transit into local economic development plans
	C2	Advocate for increased transit friendly and transit oriented developments in the Cities' planning departments and in the site development processes, MTC's Regional Transportation Plan and Sustainable Communities Strategy, and ACTC's Countywide Transportation Plan, all of which respond to the climate change issue of SB375
	C3	Partner with employers in the use of transit to meet transportation demand management goals or requirements
D. Regional Leadership	D1	Advocate for local, regional, state, and federal policies that support Wheels' goals
	D2	Support Staff involvement in leadership roles representing the agency at regional, state, and federal forums
	D3	Promote transit priority and improvements initiatives with city and county governments
	D4	Develop regional initiatives, for example the Clipper Card, that support riders mobility through more seamless passenger use, in coordination with MTC and nearby CATS operators, in response to what has emerged as regional policy in the Transit Sustainability Project
E. Organizational Effectiveness	E1	Promote system wide continuous quality improvement initiatives
	E2	Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
	E3	Establish performance based metrics with action plans for improvement; monitor, improve, and periodically report on on-time performance and productivity
	E4	Strengthen human resources through staff development and a focus on employee quality of life and strengthen technical resources throughout

		the organization
	E5	Enhance and improve organizational structures, processes and procedures to increase system effectiveness
	E6	Develop policies that hold Board and Staff accountable, providing clear direction through sound policy making decisions
F. Financial Management	F1	Develop budget in accordance with the Strategic Plan, integrating fiscal review processes into all decisions
	F2	Explore and develop revenue generating opportunities
	F3	Maintain fiscally responsible long range capital and operating plans

NOTE: Strategies highlighted in **bold** indicate the LAVTA Board of Directors' highest priorities.

Discussion

Attached is the FY2015 Management Action Plan (MAP) that lists the current goals, prioritized strategies, and supportive projects of the agency. The goal of the MAP is assist the Board of Directors and Management in tracking the projects that realize the strategic vision of the agency.

The MAP does not include tasks that would be considered routine or ongoing, such as budget creation and financial audits that all occur on an annual, regular cycle. The MAP is updated on a monthly basis for easy tracking, with changes being underlined for easy navigation.

Recommendation

Review and provide direction to staff.

Attachments:

1. FY2015 Management Action Plan

FY2015 Goals, Strategies and Projects

Last Updated– February 15, 2015

MANAGEMENT ACTION PLAN (MAP)

<i>Goal: Service Development</i>						
<i>Strategies (those highlighted in bold indicate highest Board priority)</i>						
<ol style="list-style-type: none"> 1. Provide routes and services to meet current and future demand for timely/reliable transit service 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies 4. Improve connectivity with regional transit systems and participate in BART to Livermore project 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> • Development of RFP • Selection of contractor • Completion of scope of work • Implementation of improvements 	DP	Projects/ Services	Nov 2014 Mar 2015 Mar 2016 Aug 2016	→ RFP advertised. Several proposals received. Interviews performed. Best and final requested. P&S Committee to review recommendation in Feb for Board consideration in March.	X
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> • COA will provide info for the SRTP • COA planning firm scheduled to conduct the SRTP 	DP	Projects/ Services	Jun 2016	→ See COA status. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	
Long Range Transit Plan (LRTP is a 30 year plan)	<ul style="list-style-type: none"> • COA planning firm will conduct the LRTP 	DP	Projects/ Services	Jun 2016	→ See COA status. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
BART to Livermore	<ul style="list-style-type: none"> • COA/SRTP/LRTP to have bus service that provides quality transit to BART stations, including the proposed Isabel station. • Participate in BART to Livermore Alternative Study 	DP	Projects/ Services	Feb 2016 Jun 2016	<p>→ See COA status.</p> <p>→ Staff actively involved. Making sure Atlantis and additional buses factored into the BART to Livermore alternatives being studied. Study to finish in mid-2016.</p>	
Fare Analysis (an optional item to the COA/SRTP/LRTP project)	<ul style="list-style-type: none"> • Evaluate fare analysis proposal of firm with best COA submittal • Board consideration of fare analysis with COA award • Fare analysis conducted at same time as COA/SRTP/LRTP • Implement fare changes 	DP	Projects/ Services	Feb 2015 Mar 2015 Feb 2016 Jun 2016	<p>→ See COA status.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Goal: Marketing and Public Awareness

Strategies (those highlighted in bold indicate highest Board priority)

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Redesign	<ul style="list-style-type: none"> • Develop/Advertise RFP • Evaluate proposals/execute contract • New website goes live 	DP	Projects/ Services	Mar 2015 May 2015 Aug 2015	→ Scope of work completed. RFP to be reviewed by legal.	
Social Media Engagement	<ul style="list-style-type: none"> • Development of strategic communications plan • Development of LAVTA goals with Facebook/Twitter 	DP	Projects/ Services	Mar 2015 Mar 2015	→Scheduling date for strategic communications plan discussion and development. Looking for a forum to share and engage residents.	
Attitude and Awareness Surveys	<ul style="list-style-type: none"> • Conduct study during COA 	DP	Projects/ Services	May 2015	→ Excellent opportunity to engage with both customers and non-customers to receive comments on service.	

<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>
Phone App w/Real Time Info	<ul style="list-style-type: none"> • MTC reviewing funding availability on secured grant. • Create scope of work • Request for proposals advertised/project awarded. • Phone app live 	DP	Projects/ Services	<p>Jun 2015</p> <p>Sept 2015</p> <p>TBD</p> <p>TBD</p>	→ Funding has been awarded and staff is awaiting MTC clearance to begin project. No mention from MTC on when clearance will be given. Scope of work being created.	
Real Time w/511.org	<ul style="list-style-type: none"> • Project near completion 	DP	Projects/ Services	Mar 2015	→Currently, customers' use 511.org on our website to plan trips. This project will add real time info into the 511.org trip planning. Staff about 3 weeks from implementation.	
Google Transit Trip Planner	<ul style="list-style-type: none"> • Project near completion 	DP	Projects/ Services	Mar 2015	→ Most trip planning in US is done through Google Transit, which is a very robust system and easy to use. Staff is working with Google on this data intense project to get LAVTA on Google Transit, which will be a strong feature on redesigned LAVTA website homepage.	
Wayfinding at BART Stations	<ul style="list-style-type: none"> • Contact BART about improved wayfinding signage for LAVTA services. • Plan new wayfinding signage with BART • Seek funding and install signage 	DP	Projects/ Services	<p>Feb 2015</p> <p>Apr 2015</p> <p>TBD</p>	→ BART staff has reviewed the request and is receptive. LAVTA staff identifying locations/types of wayfinding signage for BART consideration.	

<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>
Onboard Info Stations Project	<ul style="list-style-type: none"> • Get quotes for info stations • Purchase and install 	DA	Projects/ Services	Apr 2015 May 2015	→ New project for Apr of 2015.	
<p><i>Goal: Community and Economic Development</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 1. Integrate transit into local economic development plans 2. Advocate for increased TOD from member agencies and MTC 3. Partner with employers in the use of transit to meet TDM goals & requirements 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Employer ECO Pass	<ul style="list-style-type: none"> • Conduct research and planning for pass • Draft ECO pass program review by committee • ECO pass to Board for consideration 	DP	Projects/ Services	Apr 2015 May 2015 Jun 2015	→ Staff has done research and is currently working on the ECO pass plan.	
Student Pass Program	<ul style="list-style-type: none"> • Attend ACTC meetings on student pass program development. • Assist in the development of a timeline for policy and project implementation 	DP	Projects/ Services	Feb 2015 TBD	→ Staff attended the first meeting on student pass. Timeline development under consideration.	

<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>
MTC Active Transportation Program	<ul style="list-style-type: none"> • Contact bicycle leaders in communities of Tri-Valley Area, including city staff • Develop plan for bike stations at key transfer site and bus stop locations throughout system. • Submit grant proposal for bike station plan 	DP	Projects/ Services	Feb 2015 Mar 2015 Jun 2015	→ Setting appointments with key contacts. Loss of LAVTA grant/finance specialist a problem to meet current deadlines of MTC grant process.	
Economic Value of LAVTA to Tri-Valley and Region	<ul style="list-style-type: none"> • Conduct a study to determine the economic value of LAVTA infrastructure and services to the area. • Present findings to the Tri-Valley Chambers of Commerce, Cities, County, and ACTC/MTC. • Put information on LAVTA services and value into the Economic Development plans of these agencies. 	Exec Dir	Finance/ Admin	Aug 2015 Oct 2015 Dec 2015	→ Looking for funding to procure and engage a consultant/economist into the valuation.	

<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>
Explore TOD Partnerships	<ul style="list-style-type: none"> Continuing education with Chambers, Planning Commissions, and City Councils on benefits and opportunities of TOD development Explore TOD partnerships near BART to Livermore Isabel station Conduct study on development potential in key transit corridors of cities in Tri-Valley. Partner on this study and use study as tool with developers and other stakeholder groups. 	Exec Dir	Finance/ Admin	<p>Jul 2015</p> <p>Nov 2015</p> <p>Nov 2016</p>	<p>→ Make stakeholder, board, planning commission and city council presentations during COA project.</p> <p>→ Beginning communication with major property owners around Isabel interchange, in addition to FTA, Dept of Housing, and Economic Development</p> <p>→ Looking for funding for this study.</p>	
TDM Goals	<ul style="list-style-type: none"> Work with regional partners and Tri-Valley cities to establish clear TDM goals and implementation plans. 	DP	Projects/ Services	Nov 2015	→ Researching goals in each community/region.	

<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: Regional Leadership

Strategies (those highlighted in bold indicate highest Board priority)

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
New Federal Transportation Bill w/ Bus & Bus Facility Program Improvements.	<ul style="list-style-type: none"> • Working with APTA and CTA, contact Senators and key FTA persons to educate for better bus & bus facility program improvements. 	Exec Dir	Finance/ Admin	Ongoing	→ Visiting key members of congress, Hill staff, Administration Officials and other opinion leaders with APTA on March 8-10.	
Axle Weights Legislation	<ul style="list-style-type: none"> • Working with CTA, contact state legislature and Caltrans officials to educate about axle weight on transit buses. 	Exec Dir	Finance/ Admin	May 2015	→ Visiting with CTA officials the key members of state legislature, Governor's staff and Caltrans administration on May 20 th .	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Cap n' Trade	<ul style="list-style-type: none"> Working with CTA, contact legislature and Caltrans officials to educate about Cap n' Trade and the importance of funding transit through this evolving program. Participate via CTA in helping to shape implementing legislation for the discretionary portion of program. 	Exec Dir	Finance/ Admin	Ongoing	→ Visiting with CTA officials the key members of state legislature, Governor's staff on May 20 th .	
				Ongoing	→ Request made to CTA to be a part of committee involved with Cap n' Trade policy creation.	
<i>Stand Up 4 Transportation Event on April 9th</i>	<ul style="list-style-type: none"> Work with MPO, regional transit agencies and member agencies to identify a media event for Stand 4 Transportation Day. 	DP	Finance/ Admin	Apr 2015	→ Event is April 9, 2015. Event will be at MTC in Oakland and involve transit and policy makers.	
Transit Signal Priority (TSP) Expansion	<ul style="list-style-type: none"> Monitor TSP closely for performance. Approach member agencies for expansion of TSP 	DP	Projects/ Services	Jun 2015	→ Setting up procedure to monitor TSP. Will approach member agencies with data and a request to plan for expansion of TSP.	
Queue Jump Repair and Expansion	<ul style="list-style-type: none"> Repair Dublin and Livermore queue jumps Monitor effectiveness and plan with member agencies for expansion of queue jumps. 	DP	Projects/ Services	Mar 2015	→ Both queue jumps repaired	X
				Jun 2015	→ Setting up procedure for monitoring queue jumps. Will approach member agencies with data and a request to plan for expansion of queue jumps. Dublin Blvd and active signalization project good opportunity.	

<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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Active Signalization Project on Dublin Blvd	<ul style="list-style-type: none"> Seek RM2 resources to fully fund project Work closely with Dublin staff to design project that benefits both auto and LAVTA customers. 	PD	Projects/ Services	Jun 2015 Dec 2015	→ LAVTA has submitted a project for RM2 discretionary program to fully fund project.	
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Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

- Promote system wide continuous quality improvement initiatives
- Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
- Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity**
- HR development with focus on employee quality of life and strengthening of technical resources
- Enhance and improve organizational structures, processes and procedures to increase system effectiveness
- 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>
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FTA Triennial Review	<ul style="list-style-type: none"> Submit requested documents to triennial review team 	DA	Finance/ Admin	Feb 2015	→ Triennial review performed. Staff working to fix findings, which were minor. Final document in May for Board review.	
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Schedule Optimization Study	<ul style="list-style-type: none"> This is part of work of consultant doing COA/SRTP/LRTP project 	DP	Projects/ Services	Feb 2016	→ See COA status	
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<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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Trapeze Viewpoint Software	<ul style="list-style-type: none"> Negotiate price of software with Trapeze. Install software and train personnel 	DP	Projects/ Services	May 2015	→ Software allows staff to monitor on-time performance and a host of other performance metrics so that staff can measure improvements. Staff negotiated that Trapeze will provide software at no cost, not including annual maintenance/licensing fee. Final negotiations over annual fee taking place. Software on schedule to be install in March 2015.	
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Performance Metrics Improvement	<ul style="list-style-type: none"> Staff setting up aggressive monitoring of key performance metrics. Focus on actions to improve on time performance. Work with MTC and ACTC to set up appropriate performance metrics for evaluation of public transit in region. 	DA	Projects/ Services	Ongoing	<p>→ Staff will present plans to improve on-time performance in March to improve current OTP from 78% to industry standard 85% before implementation of COA suggestions.</p> <p>→Staff participating in ACTC Transportation study and with MTC efforts to ensure appropriate metrics are used to evaluate public transit.</p>	
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Goal: Financial Management

Strategies (those highlighted in bold indicate highest Board priority)

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Evaluate Potential for School District Funding	<ul style="list-style-type: none"> Meet with School District Superintendents to discuss school routes and the need to find additional funding for improvements 	Exec Dir	Finance/ Admin	May 2015	→ Meeting with School Districts set for Feb 18 th . Will discuss performance of routes, expansion requests, and potential for partnership to increase transit funding.	

<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>
Grant Management/Project Management Specialist	<ul style="list-style-type: none"> Discuss with the Board the need to have a strong grant manager/project manager who can be aggressive with grants and see projects through to completion. 	Exec Dir	Finance & Admin	Apr 2015	→ Currently reviewing carefully the agency organizational chart for opportunities to align personnel for a more dynamic performance.	
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> Conduct outreach to private and non-profit organizations. Work with agency attorney to bring good offers to the Board for consideration. 	Exec Dir	Finance/ Admin	Jun 2015	→ Met with Google transit manager. Google operates over 200 buses in Bay Area. Google expressed interest in storing buses at Atlantis and will provide a proposal in February. Exploring other opportunities.	
Update the 10-year Operating & Capital Plans	<ul style="list-style-type: none"> Update for FY2016 budget and for COA/STRP/LRTP process. Will create both a worst case scenario and a business as usual scenario. 	DA	Finance/ Admin	May 2015	→ Project will begin in March.	
<i>Other:</i>						
Security Camera Project at Atlantis, Livermore TC, & Rutan Ct.	<ul style="list-style-type: none"> Received \$35,000 grant to install security cameras. Evaluate locations and systems for priority of installation. 	DA	Projects/ Services	Jun 2015	→ Currently evaluating the three locations for security needs and project budgets.	

<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>
Bus Shelter Rehab Project	<ul style="list-style-type: none"> • Dozens of Rapid bus shelters are in need of glass replacement due to years of use and vandalism. • Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation, including power coat paint jobs. 	DA	Projects/ Services	Apr 2015 Dec 2015	<p>→ More than 50 panels of glass on order for repairs, which are scheduled to be installed by end of Apr 2015.</p> <p>→ Analysis taking place as to procedures for rehabilitation of shelters. Looking for a community partners to assist with funding project.</p>	
Bus Stop Master Plan	<ul style="list-style-type: none"> • Develop scope of work, to include optimal spacing of bus stops, appropriate tier of amenities, and needed infrastructure (curb, gutter, sidewalk, curb ramp, etc.) • Secure funding, bid project(s) and monitor through permitting and completion 	DA	Projects/ Services	Feb 2016 Ongoing	<p>→ Future project.</p>	
Kiosk Rehab Project at Livermore Transit Center	<ul style="list-style-type: none"> • Design repairs • Get quotes for repairs and complete project 	DA	Projects/ Services	May 2015	<p>→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff has determined the scope of work on repairs and is in process of gathering quotes.</p>	
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • Meet with City staff to review the project • Coordinate and ensure that needed utilities for future electric buses, etc. are part of project if possible. 	DA	Projects/ Services	Dec 2015	<p>→ Staff asking for a date to review project, budget, and timeline with City.</p>	

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>
Planning for Electric Buses	<ul style="list-style-type: none"> Review technologies and business plans for procuring and operating electric buses Monitor federal funding for electric buses and bus/bus facility funds to construct infrastructure for electric bus operations. Work with local bus manufacturer to implement electric bus program 	Exec Dir	Projects/ Services	Jun 2015 Ongoing Ongoing	→ Staff evaluating business model for procuring and operating electric buses. 6 out of 10 recent grant winners (5312 program) were for electric buses/infrastructure. Initial discussion with local bus manufacturer Gillig indicated their interest in electric buses was in distant future.	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> Board to approve “piggy back” of 20 Gillig replacement buses. Purchase order and notice to proceed to Gillig Buses scheduled for delivery 	DA	Projects/ Services	Aug 2014 Nov 2014 Jun 2016	→ Approval granted. → Purchase order and notice to proceed provided to Gillig. LAVTA awaiting conference to finalize components of purchase.	
Atlantis Phases I, II	<ul style="list-style-type: none"> Phases I and II completed with exception of \$125,000 in miscellaneous projects (funded). Evaluate project list. Select vendors and perform construction. Close grant 	Exec Dir	Projects/ Services	Feb 2015 Jun 2015	→ There is approximately \$125,000 in funding left from Phases I & II for future projects within the scope of Phases I & II. Staff is evaluating what projects might remain for Phase II for implementation.	

<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>
Atlantis Phases III, IV, V, VI	<ul style="list-style-type: none"> • Conduct review of current Atlantis project and cost estimates. Confirm space requirements and location with COA/SRTP/LRTP planning efforts • Work with local, regional, state and federal entities to procure funding for Atlantis. 	Exec Dir	Projects/ Services	<p>Jun 2016</p> <p>Ongoing</p>	<p>→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process.</p> <p>→ ACTC and MTC have both had briefings on Atlantis and the need for a larger facility if future includes growth of agency.</p>	
Rapid Projects	<ul style="list-style-type: none"> • Identify remaining projects to fix productivity issues on Rapid. 	Exec Dir	Projects/ Services	Feb 2016	→ Rapid near completion with approximately \$300,000 in federal funding remaining. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity.	

AGENDA

ITEM 8



LAVTA COMMITTEE ITEMS - FEBRUARY - JUNE 2015

Finance & Administration Committee

	Action	Info
February		
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report		X
Funding Resolutions - Prop 1B, TSGP	X	
Management Action Plan	X	
March	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
April	Action	Info
Minutes	X	
Treasurers Report	X	
Preliminary Budget	X	
Annual Org Review	X	
May	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Quarterly Budget & Grants Report		X
June	Action	Info
Minutes	X	
Treasurers Reporet	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	
June	Action	Info
Minutes	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	