

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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

KARLA BROWN – CHAIR

DAVID HAUBERT - VICE CHAIR

SCOTT HAGGERTY

STEVEN SPEDOWFSKI

DATE: Monday, February 23, 2015

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

TIME: 4:00p.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 26, 2015 Meeting of the P&S Committee.

Recommendation: Approval

4. FY 2015 2nd Quarter Report – Operations

Recommendation: None – information only.

5. Second Quarter 2015 Marketing and Outreach Activities

Recommendation: None – information only.

6. Comprehensive Operational Analysis Award

Recommendation: Staff recommends that the Projects and Services Committee recommends that the LAVTA Board of Directors enter into an agreement with Nelson Nygaard for the completion of the COA; authorize the Executive Director to execute the agreement and issue a Notice to Proceed; and approve a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098. Resolution 10-2015.

7. Park and Ride Study – Scope

Recommendation: None – information only.

8. Management Action Plan

Recommendation: Review and provide direction to staff.

9. Preview of Upcoming P&S Committee Agenda Items

10. Next Meeting Date is Scheduled for: March 23, 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.

/s/ Diane Stout

2/18/15

LAVTA Administrative Services Department

Date

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

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

AGENDA

ITEM 3



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
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Livermore, CA 94551**

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE**

COMMITTEE MEMBERS

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

DATE: Monday, January 26, 2015

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

TIME: 4:00p.m.

MINUTES

1. Call to Order

Committee Chair Karla Brown called the meeting to order at 4:02pm.

Members Present

Karla Brown, Councilmember, City of Pleasanton
Dawn Argula, Chief of Staff, Alameda County
David Haubert, Mayor, City of Dublin (Arrived at 4:08pm)

Members Absent

Steven Spedowski, Councilmember, City of Livermore
Scott Haggerty, Supervisor, Alameda County

2. Meeting Open to Public

None.

3. Minutes of the November 24, 2014 Meeting of the P&S Committee.

Approved: Argula/Brown
Aye: Argula, Brown
No: None
Not present for vote: Haubert

4. Queue Jump Repair – Update

LAVTA's ITS Applications Analyst, Dave Massa provided an update on the repair

status of the two intersection queue jumps on the Rapid line. The one in Dublin has been repaired and is working properly. The one in Livermore, after being serviced by the original contractor, is still not working. LAVTA is working with the city of Livermore on a firmware update. It is expected to be functioning in one month. The LAVTA bus operators will receive retraining in February on proper procedures for using these Queue Jump lanes. After the retraining is complete, the Operators will begin to use the queue jump lanes. Director Brown asked that staff return with an update as to how the lanes have helped improve on-time performance. David Haubert joined the meeting during this item.

5. Clipper Implementation

Christy Wegener provided an update on the Clipper Implementation. LAVTA has been working with the East Bay Operators grouped in the third phase of the Clipper implementation scheduled to go live in October 2015. Details and decision points for business rules have been finalized. These include; the transfer time window, minimum eCash balance, passback time, age categories, number of free intra-agency transfers, and the ePass product. MTC is looking at implementing a day pass accumulator on Clipper, which may require a fare equity analysis per Title VI regulations. LAVTA Marketing staff will be working with the other East Bay Operators and MTC to begin the development of the public outreach plan.

6. Bus Stop Management

Christy Wegener provided an update on bus stop management and improvement efforts pointing out challenges and the next steps for consideration. One major challenge is keeping the bus stops and shelters in a state of good repair with a lack of resources. The ongoing maintenance costs is a major obstacle. Bus stops are a target of graffiti and vandalism. LAVTA's Bus Stop Janitorial contractor handles the cleanup of the graffiti but repairs are done by an MV staff member when time allows. Staff mentioned that implementing a bus shelter advertising program is also a way to improve the look of bus shelters in the Tri-Valley. Committee discussed the different materials available for panel replacement. David Haubert asked what can be done for the stops around schools where students congregate and that those locations are in need of bus shelters. Staff will be conducting a bus stop inventory in FY2016 to assess the amenities and ADA accessibility that will show what stops need to be updated and improved. One idea the committee had was to partner with cities to come up with a uniformed recommendation for adding new bus stops and the maintenance of stops. Karla Brown expressed her enthusiasm that this topic was being looked at.

7. 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. Karla Brown's concern is that operational concerns will not be a priority, i.e.; on-time performance, real-time tracking, increasing ridership, and Rapid funding. David Haubert feels that long range planning is

important at this time. The Committee forwards a recommendation to the Board to direct staff to take the Atlantis Facility project out of abeyance so funding can be aggressively pursued for Phases III through VI and to direct staff to search for leasing opportunities to offset the cost of the Atlantis site until such time as the facility is fully constructed and utilized.

Approved: Argula/Brown
Aye: Brown/Haubert/Argula
No: None

8. Preview of Upcoming P&S Committee Agenda Items

Karla Brown asked if staff could research ACE to Bus, Bus to BART and bring this to committee sometime soon.

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

11. Adjourn

Meeting adjourned at 5:21pm.

AGENDA

ITEM 4



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

S T A F F R E P O R T

SUBJECT: FY 2015 2nd Quarter Report – Operations

FROM: Christy Wegener, Director of Planning and Communications

DATE: February 23, 2015

Action Requested

Information only

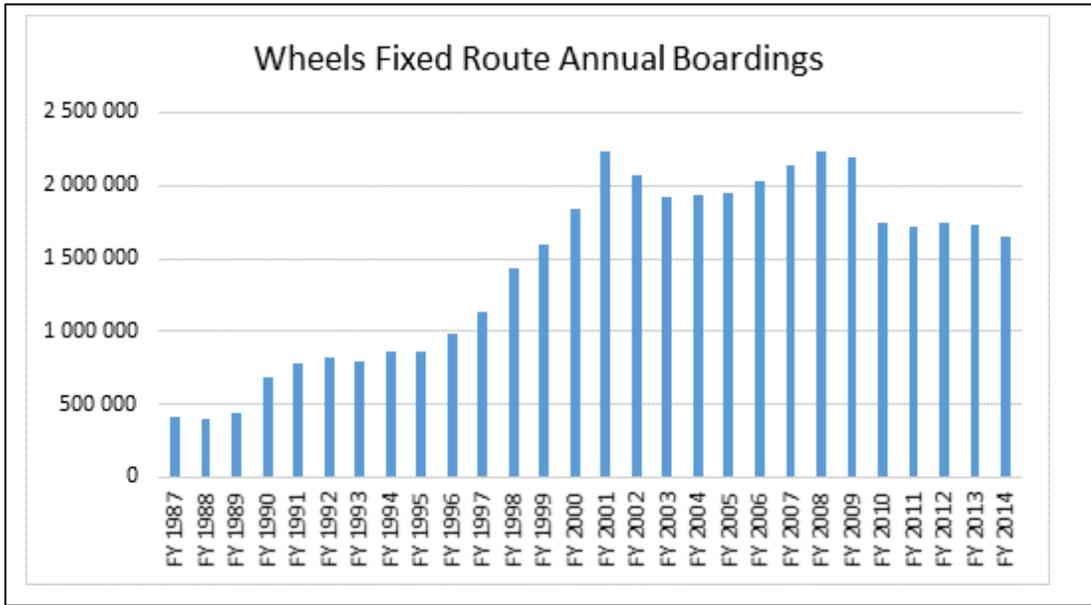
Background

This report is intended to provide the Committee with a summary and analysis of operations for the second quarter of FY2015 (October-December 2014), including fixed route and operational performance metrics.

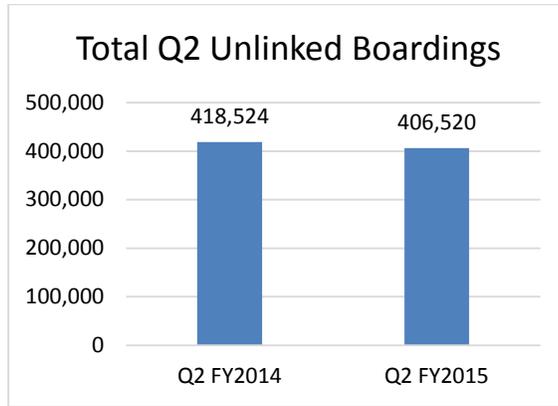
Discussion

Fixed Route

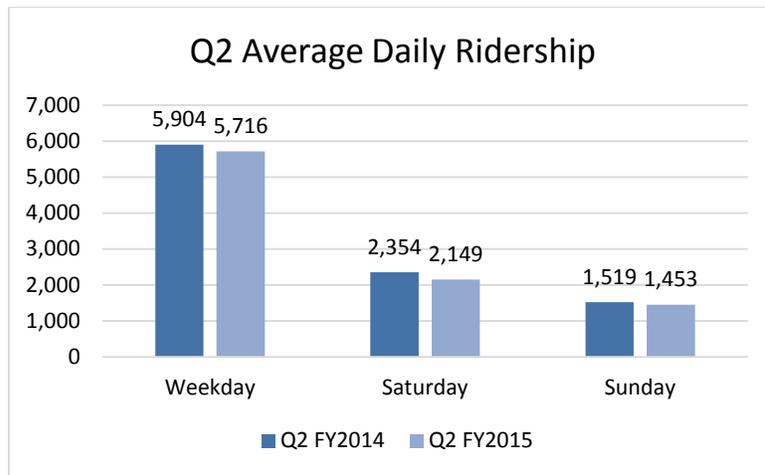
As the Board of Directors has seen in year-end statistics from the conclusion of fiscal year 2014, the Wheels fixed-route service saw a system wide decline in ridership in the order of approximately 4 percent between the fiscal year ending in June 2013 and the fiscal year ending in June 2014.



As reported in November 2014, the first quarter of the 2015 fiscal year showed a slight increase from the first quarter of FY2014 (+0.5%). Looking at the second quarter of FY 2015, a decrease can be seen compared to the same period of last year – at about 2.9%.



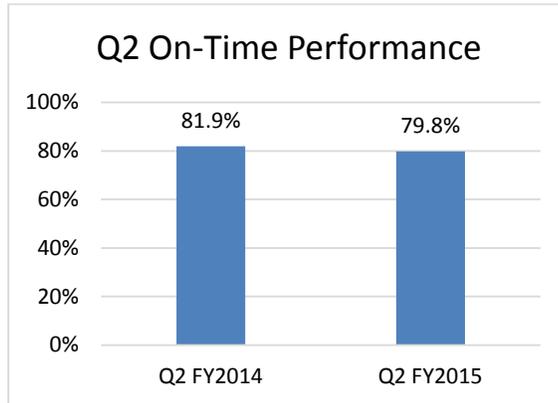
Consistent with the total ridership trend, the average daily boarding indicators also trended down, something that was seen for weekday as well as weekend service.



It is difficult to draw short-term conclusions from these trend variations in ridership, but it should be noted that this fiscal Q2 was rainier than that of last year, and December 2014 was the wettest start to December in Bay Area history. Typical of public transportation, the Wheels system typically sees significant impacts on ridership during days with inclement weather.

Trends at the individual route level were mixed; Routes 8 and 14 both saw sustained productivity increases, but important trunk lines such as the 10 and 12 both trended down in the quarter compared to the same time frame of the previous year. On weekends, individual routes generally followed the downward trend; one exception was the Route 3 Saturday service, which was substantially up - albeit from a very low number last year.

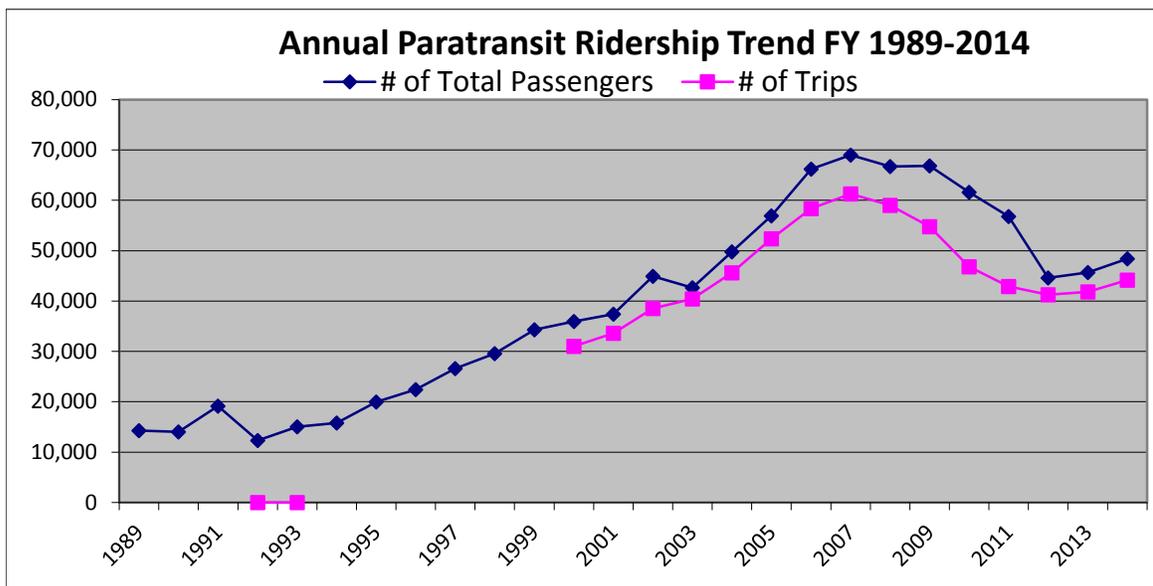
On-time performance decreased compared with same quarter of the previous year, from approximately 82% to 80%. It is likely that this year’s number may have been impacted both by the weather – which can affect traffic and the buses’ own running time – as well as multiple high-impact traffic incidents on I-580 that affected arterial operations in multiple parts of the LAVTA service area.



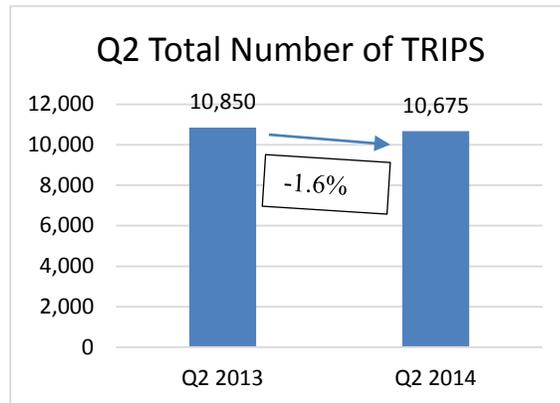
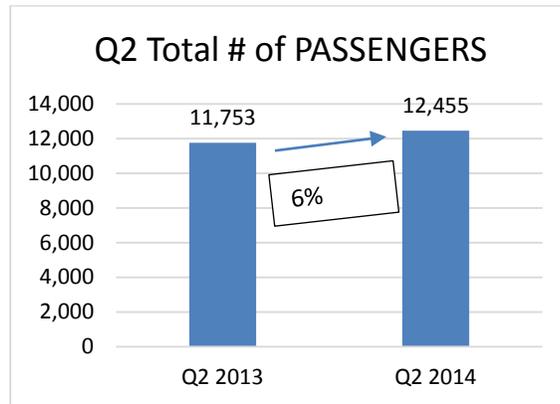
Routes experiencing the most variability in running times, in the 50s and 60s percent ranges, included the I-680 route 70X and the busiest of the school-oriented routes, while shorter routes operating mostly local streets, such as the 1 and 2, ran the most predictably with percentages at or above 90%. The large trunk lines such as Routes 10 and 30 (Rapid) performed in the mid-range at around 82%, slightly above the system average.

Paratransit

LAVTA’s ADA paratransit demand tends to fluctuate from year to year and have “waves” as it is illustrated on the chart below:

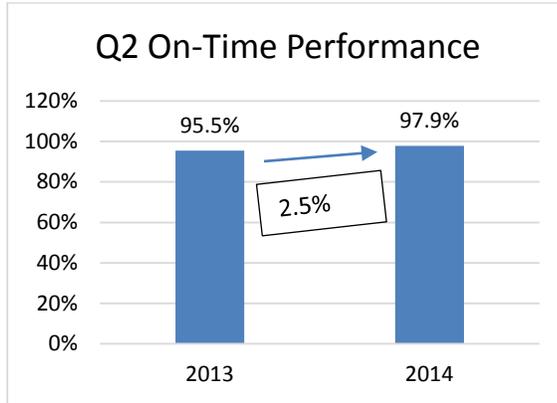


As the chart above notes, the demand for paratransit service peaked in FY 2007, while 2011 showed the lowest ridership in the last ten years. Since 2011, ridership has slowly been growing again. In FY2015 we are noticing an interesting trend – even though the FY2015 Q2 total number of passengers served on paratransit, which includes personal care attendants (PCAs) and companions, has increased by 6% when compared to the same three months the year prior, the number of trips during the same time period has decreased by 1.6% as the following two charts illustrate.

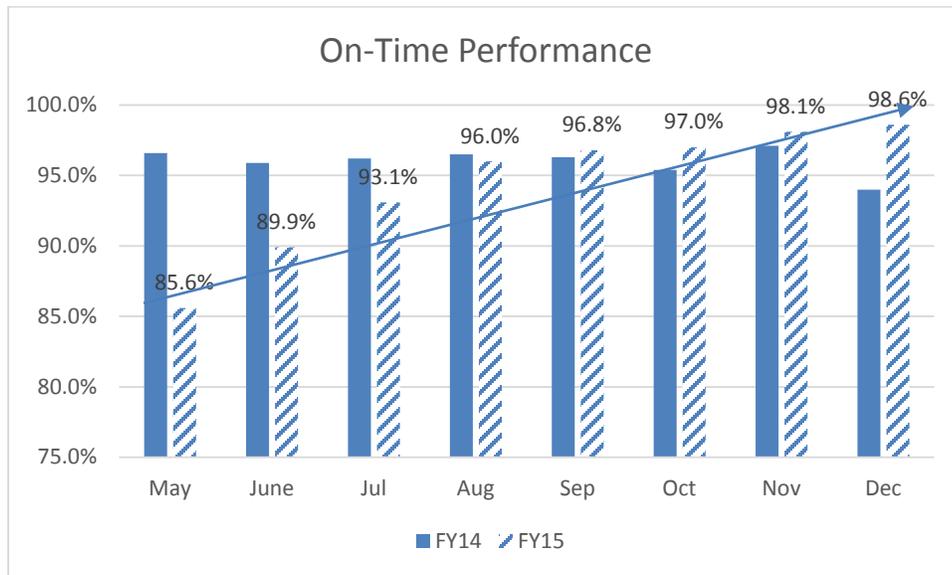


The increase in the total number of passengers is cost neutral to the agency as LAVTA pays the contractor per trip and not per passenger. The increase in the number of passengers and decrease in the number of trips may be due to Dial-A-Ride clientele becoming more fragile requiring PCAs.

The on-time performance (OTP) for the FY 2015 Q2 is 97.9% compared to 95.5% for the same quarter during the previous fiscal year (2.5% increase) as shown in the chart below.

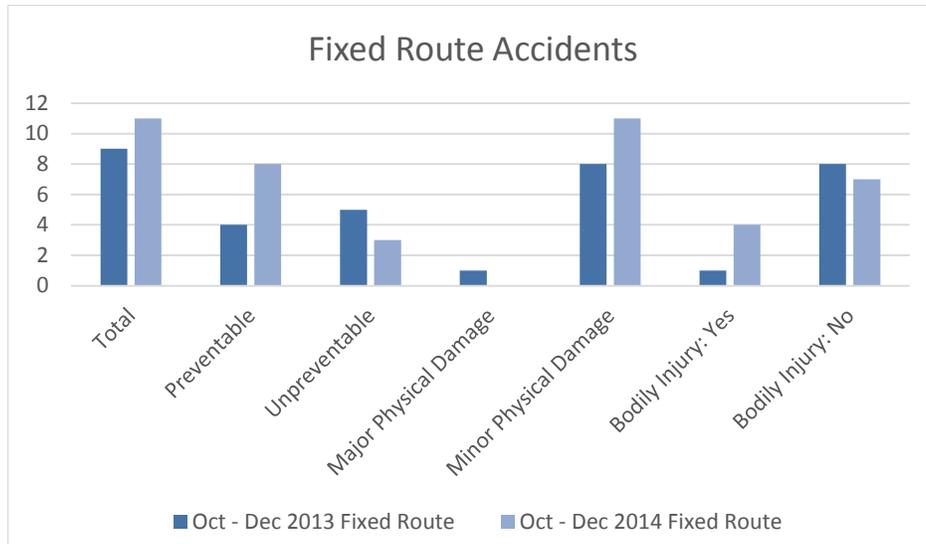


The paratransit operations contractor MTM has improved the OTP steadily every month since they started to provide service as the chart below illustrates.

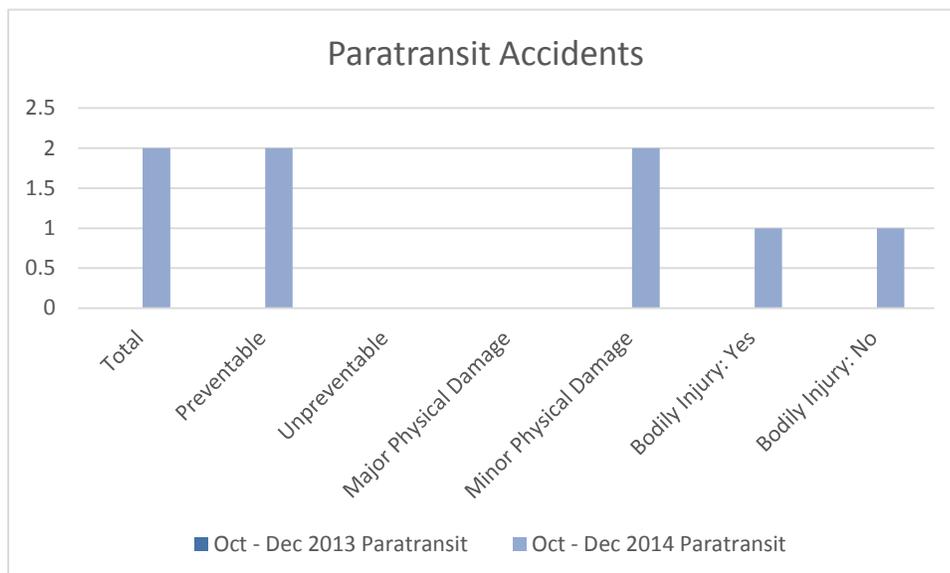


Accidents

In the second quarter, there have been eleven (11) accidents for fixed route, eight (8) of which were determined to be preventable, and three (3) deemed non-preventable. All of the accidents resulted in minor or no damage to the vehicles (only fixed route are LAVTA owned vehicles). Four (4) of the fixed route accidents resulted in bodily injury, but there were no medical transports from the scene. The total number of accidents have not significantly increased from last year (up by two); however, the number of preventable accidents are significantly higher. Staff is working with the operations contractor to identify trends in preventable accidents.

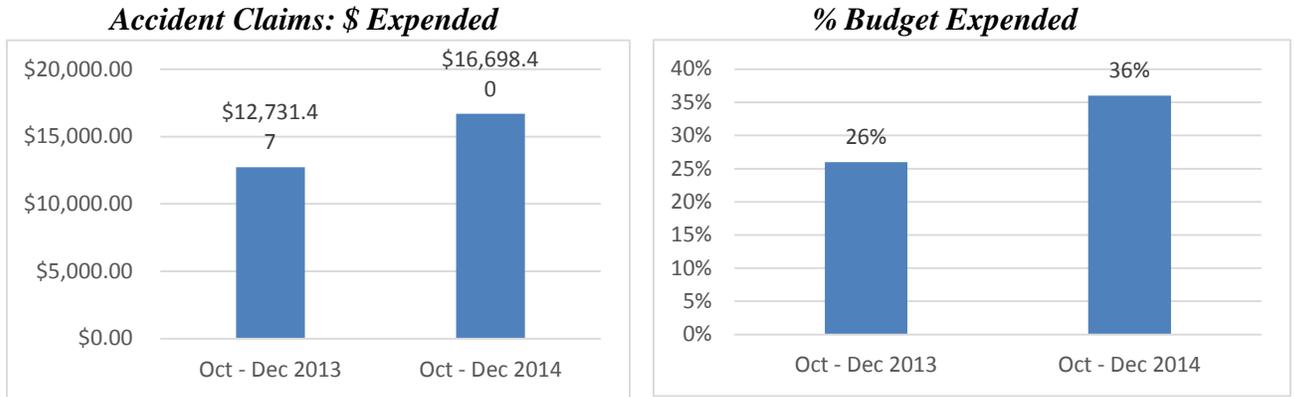


In the second quarter there were two (2) paratransit accidents and they were both determined to be preventable. There was only minor damage to the vehicles (not LAVTA owned) and one personal injury with no medical transport. Last year, there were no accidents during Q3; however, it was a different contractor performing the service.



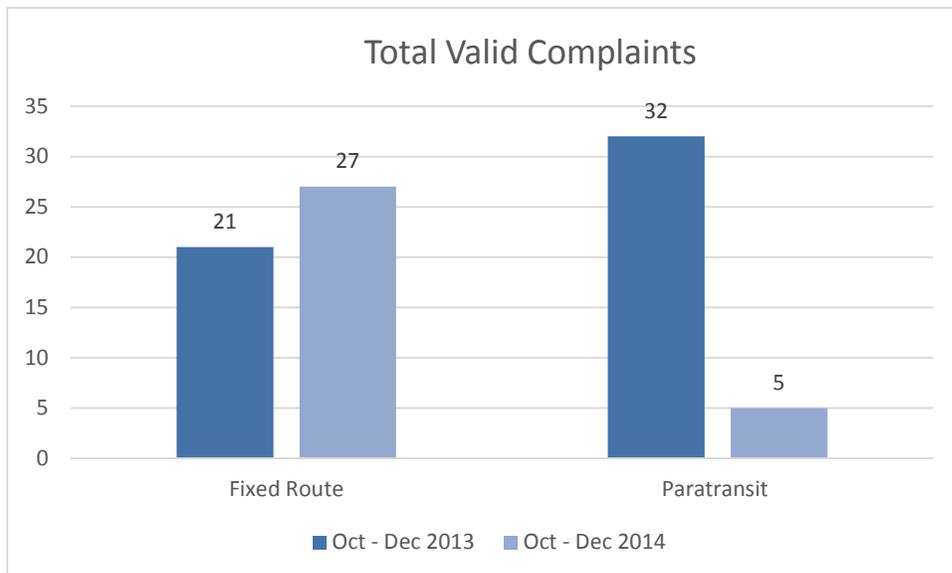
Claims Activity

With respect to the monthly accident claim activity, the below charts highlight claims for fixed route only. Both the dollar amount expended and percent of budget expended are higher than last year; albeit below the allowable 50%. It should be noted that some of the FY15 expenditures are for the prior fiscal year, as adjudication of claims can take some time after the actual accident/incident. Even so, there is an increased focus on Safety with LAVTA's fixed route contractor in light of the increased preventable accidents and increased claims.



Customer Service

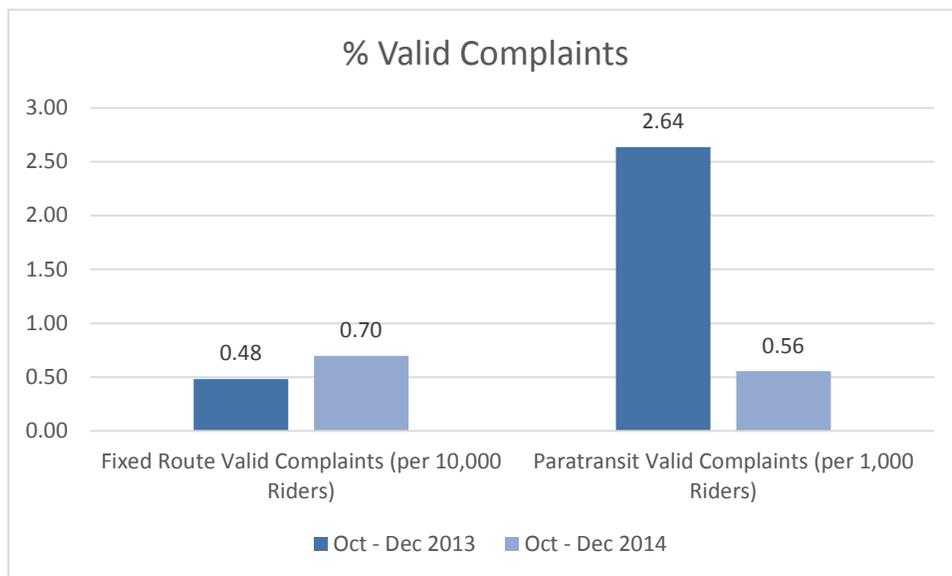
Customer Service staff processed a total of 172 customer requests for Q2 FY14 and a total of 109 for Q2 FY15. LAVTA's Service Quality Standards Index, a measurement of performance for contractors, tracks the number of valid complaints for both fixed route and paratransit service.



Comparing the total valid complaints from FY14 and FY15, 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.

Paratransit contractor was different in FY14, and staff is continuing to monitor the issues for the new contractor and very pleased to note the significant decrease in the number of complaints. During November 2014 there was only one (1) complaint total and in December, there were no complaints made regarding the paratransit service.

The following chart looks at the percentage of valid complaints, per 10,000 riders for fixed route and 1,000 riders for paratransit.



Next Steps

None

Recommendation

None – information only.

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Second Quarter 2015 Marketing and Outreach Activities
FROM: Christy Wegener, Director of Planning and Communications
DATE: February 23, 2015

Action Requested

Informational item only. No action required.

Background

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

Discussion

Activities completed in the second quarter:

Stuff a Bus

On December 6th from 10 a.m. to 2 p.m., the agency partnered with Safeway to hold Stuff-a-Bus events at three Safeway stores in the Tri-Valley. The locations were: 1) 4400 Tassajara Road in Dublin; 2) 4995 First Street in Livermore; and 3) 6790 Bernal Avenue in Pleasanton. The event benefited two local food banks, Open Heart and Tri-Valley Haven and resulted in a record donation of 4,260 lbs of food.

To promote the events, the agency ran advertising on KKIQ and hosted a live radio remote broadcast at the Livermore Safeway from 10 a.m. to Noon. The station also had a prize wheel for the public to spin and win prizes for providing a food donation. As part of the partnership with LAVTA, Safeway provided twenty \$25 gift cards as prizes as well as a food donation of 100 turkeys.

Livermore and Pleasanton Holiday Parades

On December 6th, Wheels participated in two Holiday parades in Livermore and Pleasanton. The Livermore parade showcased the restored Rideo Bus. The Pleasanton parade showcased a Rapid Bus, decorated with a wreath.

Wheels in the News

Wheels produced three press releases during the 2nd quarter. These included the announcement of Michael Tree as Executive Director, the Stuff a Bus Event announcement & promotion, and the Stuff a Bus food donation results. Wheels received major local and national industry articles

in the Tri-Valley Times, Pleasanton Weekly, The Independent, The Patch, Mass Transit, Bus Ride and a photo/caption for the Stuff a Bus event in Passenger Transport.

Facebook

Likes on Wheels Bus Facebook page have dramatically risen over the quarter to a total of 148. Posts were for the events highlighted in the News section above which helped to increase the number of likes. There were approximately 100 likes prior to the 2nd quarter.

Outreach

Wheels participated in 18 outreach activities targeting schools, seniors, employers and other community organizations as highlighted in the Attachment 1.

Upcoming Marketing and Outreach Activities

The following activities are currently planned for remainder of the fiscal year:

February 21, 2015 Service Change

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

St. Patrick's Day Parade

The agency will be showcasing both Rapid and Rideo buses for Dublin St. Patrick's Day parade on Saturday, March 14th donned in St. Patrick's decorations to celebrate the festivities. Wheels will also participate in the community festival to promote our services and inform the public about alternative transportation options on both Saturday and Sunday, March 14th and 15th.

Livermore Wine Festival May 2 and 3rd

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

Alameda County Fair

For the 2015 Alameda County Fair, Wheels staff is currently negotiating with the Fair for a collaboration on a 2-for-1 ticket similar to last year's campaign. Route 8 will be modified again to serve the fair on both the A & B as well as the weekend 8. Any additional service requested by the Fair will be brought back to the Board for approval. There will be staffing during Senior Days to inform the public about all of the senior and disabled services for the Tri-Valley. Staff are also looking at having the Rideo bus on display for the duration of the Fair.

Website Redesign

Wheels will be releasing an RFP to obtain professional services to perform a website redesign and handle hosting and ongoing maintenance, training and future development of the www.wheelsbus.com website. The scope of work is focused on an agency to develop a user-centric, redesigned and re-architected public website with an eye towards responsive and

adaptive design and features to ensure compatibility with all desktops, mobile, and tablet devices. Bids will be due in March with a new website going live in early FY 2016.

Employer Pass Research and Development

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

Spring Foothill High School Free Ride Campaign

This is a campaign the agency is working in collaboration with Safe Routes to School, Environmental Teachers and the City of Pleasanton to help with Foothill High School's traffic mitigation. Phase one is a curriculum designed project to interest students in alternative transportation while at the same time, seeking transportation ambassadors to help promote Wheels services and to assist with surveys to seek student feedback. Recognition and awards will be given to students who log in alternative travel during and after the free ride campaign. Ambassadors will continue to work with our agency throughout the year and will be rewarded with a yearly pass. Each middle school and high school will have an Ambassador that will be selected through an essay contest. Staff is meeting with the three school districts on February 18th and will discuss expanding this program to other schools next year.

Wheels Timetables/School Route Information

The agency has begun to research steps to transition from the current bus book to producing individual route schedules. The target date of the switch is the August 2015 service change. In addition to individual route timetables, the agency is looking to create school-district specific literature, as well as booklets/pamphlets including a fare/policies brochure, and summary-level of detail about the routes available in each of the jurisdictions.

Budget

No budgetary impact.

Recommendation

None – information only.

Attachment 1: Summary of Outreach Activities

SECOND QUARTER FY 2015 OUTREACH

EVENT	DATE	AUDIENCE	PURPOSE
Pleasanton Middle School – Pantherfest Information Fair	10/3/2014	Students	Service Info
Dublin Senior Center	10/4/2014	Seniors	Service Info
Hispanic Business Council Meeting - Livermore	10/9/2014	Public	Service Info
Livermore Needs Committee Meeting	10/14/2014	Public	Service Info
Dublin School District	10/19/2014	Public	Service Info
Poverty Awareness Summit – Hacienda, Pleasanton	10/30/2014	Public	Service Info
Livermore Needs Committee Meeting	11/4/2014	Public	Service Info
ACTC – Travel Training Networking Meeting	11/7/2014	Seniors	Service Info
Livermore Senior Center Consultation	11/13/2014	Seniors	Service Info
Hispanic Business Council Meeting	11/13/2014	Public	Service Info
Dublin Senior Center Consultation	11/18/2014	Seniors	Service Info
Holiday Stuff A Bus Events – Dublin, Pleasanton and Livermore	12/6/2014	Public	Service Info
Hispanic Business Council Meeting	12/11/2014	Public	Service Info
Art Commission	12/16/2014	Public	Art Mural Approval
East Bay CATS Marketing Meeting	12/17/2014	Transit Agencies	Clipper Introduction
Tri-Valley Air Resource Team Meeting	12/18/2014	Public	TDM-Alt. Transp.

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Comprehensive Operational Analysis Award
FROM: Christy Wegener, Director of Planning and Communications
DATE: February 23, 2015

Action Requested

Approve the award of an Agreement between the Livermore Amador Valley Transit Authority (LAVTA) and Nelson Nygaard for completion of the Comprehensive Operational Analysis (COA) and authorize the LAVTA Executive Director to finalize all details and execute said Agreement between LAVTA and Nelson Nygaard.

Background

LAVTA's Procurement Policy mandates the Authority follow a competitive procurement process for award of major contracts. On October 10, 2014, LAVTA released a Request for Proposals (RFP) for a Comprehensive Operational Analysis #2014-17, for a qualified firm to conduct a comprehensive operational analysis of the Wheels bus system. An optional pre-proposal conference was held at the Authority's Administrative Offices on October 24, 2014 at 2:00 p.m. Written Questions or Requests were received in three parts: the first set of questions were due on October 31, 2014 at 4:00 p.m. and the responses to those questions were issued with the First Addendum on November 7, 2014; the second set of written questions or requests were due on November 14, 2014 at 4:00 p.m. and the responses to those questions were issued with the Second Addendum on November 26, 2014, which revised the scope of work and modified the due date for written questions; the third and final set of written questions or requests were due on December 12, 2014 at 4:00 p.m. and the responses to those questions were issued with the Third Addendum on December 16, 2014; and finally, a Fourth Addendum was issued on December 23, 2014.

The responses to the RFP were originally due on December 5, 2014 at 2:00 p.m., however, Addendum Two extended the deadline for responses to the RFP to January 9, 2015 at 2:00 p.m.

Discussion

Six proposals were received in accordance with the requirements established in the RFP. The responding firms were:

Firm	Location	Rating in Competitive Range
Nelson Nygaard	San Francisco, California	1
Jarrett Walker and Associates	Portland, Oregon	2
Transit Management & Design (TMD)	Carlsbad, California	3
Steer Davies Gleave	Los Angeles, California	N/A
ARUP	San Francisco, California	N/A
Dan Boyle & Associates	San Diego, California	N/A

All of the proposals were thoroughly reviewed and evaluated using a formal scoring process based on the established and published criteria listed in the RFP, by three members of the COA Selection Committee, which included one LAVTA staff member, one AC Transit staff member, and one City of Livermore staff member. Additionally, proposals were reviewed by two additional LAVTA staff members who served as technical advisors in the evaluation process.

LAVTA interviewed the top three firms on February 2 and 3, 2015 that were scored the highest by the Committee. After the interviews, and after internal discussion of each of the firms' strengths and weaknesses, staff identified the top two firms as Nelson Nygaard and Jarrett Walker and Associates. Best and Final offers were requested of the top two firms and were received on February 13, 2015. The apparent best value for LAVTA is Nelson Nygaard, located in San Francisco, CA. The intent to award was issued on February 18, 2015.

Budget

Before releasing the RFP, LAVTA staff prepared an independent cost estimate for completion of the COA. The cost of the proposals is consistent and within the range of the cost estimate. In addition, this procurement was conducted as a "best-value" in accordance with published criteria for evaluation, of which price was 20% of the total scoring. Estimated costs of the project is consistent with the FY2015 budget presented to the Board.

Next Steps

Once this contract is awarded, LAVTA Executive Director will finalize all details and execute the contract.

Recommendation

Staff recommends that the Projects and Services Committee recommends that the LAVTA Board of Directors enter into an agreement with Nelson Nygaard for the completion of the COA; authorize the Executive Director to execute the agreement and issue a Notice to Proceed; and approve a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098.

Attachments:

1. Resolution 10-2015

RESOLUTION 10-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING LAVTA COMPREHENSIVE OPERATIONAL ANALYSIS #2014-17
CONTRACT**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) desires to hire a firm to conduct a Comprehensive Operational Analysis of its bus network; and

WHEREAS, the Authority has 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 that Nelson Nygaard has experience developing and implementing this type of study within the Transit Industry.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves entering into a contract with Nelson Nygaard for the completion of the Comprehensive Operational Analysis for the amount of \$370,998; authorizes the Executive Director to execute the agreement; and approves a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098.

PASSED AND ADOPTED this 2nd day of March 2015.

Scott Haggerty, Chair

Attest:

Michael Tree, Executive Director

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Park and Ride Study - Scope
FROM: Christy Wegener, Director of Planning and Communications
DATE: February 23, 2015

Action Requested

Informational item only. No action required.

Background

At January's Projects and Services Committee meeting, Committee members expressed an interest in studying existing and potential service between park-and-ride lots, and BART and ACE stations. There is an existing Tri-Valley Integrated Park-and-Ride Study that is being undertaken by the Alameda County Transportation Commission that may address Committee members' interests.

Discussion

The following is an excerpt from the Tri-Valley Integrated Park-and-Ride Study scope, which was released as an RFP on February 11, 2014:

The Alameda County Transportation Commission (Alameda CTC) is undertaking a park-and-ride study that will identify potential changes and improvements in park-and-ride and BART parking facilities (including multi-modal access to the facilities, and real-time parking information in those facilities) and LAVTA service so as to reduce single-occupancy vehicle trips and vehicle miles traveled and create a coordinated, efficient, and sustainable transportation system in Alameda County's Tri-Valley area.

The study will include the following key elements:

- **Existing Conditions Assessment** detailing all existing and planned park-and-ride facilities in the cities of Pleasanton, Dublin and Livermore.
- **Travel Behavior and Market Analysis** that will analyze current travel behavior as well as potential markets for current and future park-and-ride facilities and BART parking with connecting transit options.

- **Recommendations for Park-and-Ride and BART parking facilities and Bus Service** that will detail proposed improvements to existing facilities, new facilities, and bus service.
- **Implementation Strategy** that outlines a set of clear strategies and measures to implement the proposed recommendations.

Project Partners and Stakeholders

The project will be jointly managed by Alameda CTC, LAVTA, and the cities of Livermore, Dublin and Pleasanton with Alameda CTC providing project administration and LAVTA, Livermore, Dublin, and Pleasanton staff overseeing all aspects of the technical analysis for each staff's respective jurisdiction. In addition, BART, Caltrans and ACE are owners/operators of existing parking and park-and-ride facilities and are thus key project stakeholders. Additional stakeholders include the Bike Eastbay, the East Bay Regional Park District, Livermore Downtown, Inc., County Connection, and the Tri Valley Transportation Council.

The study is being funded by a grant from the Sustainable Communities Technical Assistance Program (SCTAP) through Alameda CTC. The study will take approximately 18 months to complete.

Next Steps

Staff is participating in the procurement and will be a technical advisor on the project once it begins. Data and recommendations, as available, will be incorporated into LAVTA's Comprehensive Operational Analysis as appropriate. Staff will return to the Committee with the final study recommendations and results.

Recommendation

None – information only.

AGENDA

ITEM 8



STAFF REPORT

SUBJECT: Management Action Plan
FROM: Michael Tree, Executive Director
DATE: February 23, 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> <p>1. Integrate transit into local economic development plans</p> <p>2. Advocate for increased TOD from member agencies and MTC</p> <p>3. Partner with employers in the use of transit to meet TDM goals & requirements</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>
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>
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.	

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>
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.	
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	

<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	<p>Jun 2015</p> <p>Ongoing</p> <p>Ongoing</p>	<p>→ 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.</p>	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> Board to approve “piggy back” of 20 Gillig replacement buses. Purchase order and notice to proceed to Gillig Buses scheduled for delivery 	DA	Projects/ Services	<p>Aug 2014</p> <p>Nov 2014</p> <p>Jun 2016</p>	<p>→ Approval granted.</p> <p>→ Purchase order and notice to proceed provided to Gillig. LAVTA awaiting conference to finalize components of purchase.</p>	
Atlantis Phases I, II	<ul style="list-style-type: none"> Phases I and II completed with exception of \$125,000 in miscellaneous projects (funded). Evaluate project list. Select vendors and perform construction. Close grant 	Exec Dir	Projects/ Services	<p>Feb 2015</p> <p>Jun 2015</p>	<p>→ There is approximately \$125,000 in funding left from Phases I & II for future projects within the scope of Phases I & II. Staff is evaluating what projects might remain for Phase II for implementation.</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>
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 9



LAVTA COMMITTEE ITEMS - FEBRUARY - JUNE 2015

Projects & Services Committee

February

	Action	Info
Minutes	X	
Award of COA Contract	X	
Quarterly Performance Report on Operations and Marketing		X
Park & Ride Study Management Action Plan	X	X

March

	Action	Info
Minutes	X	

April

	Action	Info
Minutes	X	
Fall Services Changes	X	

May

	Action	Info
Minutes	X	
WAAC Appointments	X	
Marketing Work Plan	X	
Quarterly Performance Report on Operations and Marketing		

June

	Action	Info
Minutes	X	