

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

**BOARD OF DIRECTORS MEETING**

**DATE:** June 4, 2018

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

**TIME:** 4:00pm

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**AGENDA**

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

**2. Roll Call of Members**

**3. Meeting Open to Public**

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

**4. May Wheels Accessible Advisory Committee Minutes Report**

**5. Consent Agenda**

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

- A. **Amended Minutes of the March 5, 2018 and Minutes of the May 7, 2018 Board of Directors meeting.**
- B. **Treasurer's Report for the month of April 2018**  
  
**Recommendation:** Staff recommends approval of the April 2018 Treasurer's Report.
- C. **Rescind Contract Previously Awarded and Reject Sole Bid Received for LAVTA Rutan Maintenance Area Resurfacing Project #2018-06**

**Recommendation:** Based on the recommendation of the Finance & Administration

Committee, staff recommends the Board of Directors approve Resolution 17-2018, rejecting the sole bid received in response to IFB #2018-06 for the LAVTA Rutan Maintenance Floor Resurfacing Project as non-responsive, rescinding the contract previously awarded to Raider Painting in November 2016 for an amount not to exceed \$194,950 that was not executed by Raider Painting, and directing staff to initiate an open-market procurement for the project in accordance with LAVTA's Procurement Policy (Resolution 19-2006).

**D. Approval of Resolution Authorizing an Application for Lifeline Transportation Program Cycle 5 Funding**

**Recommendation:** Based on the recommendation of the Finance & Administration Committee, staff recommends the Board of Directors approve Resolution 16-2018 in support of a funding request to MTC for the Cycle 5 Lifeline Transportation Program for continued operations of Wheels Route 14 serving North Livermore.

**E. WAAC Appointments for FY19**

**Recommendation:** Staff has compiled the Board's appointments into Resolution 18-2018 for adoption at the June 4, 2018 Board meeting.

**6. Manager of Customer Service & Contract Oversight and Director of Planning & Marketing Positions**

**Recommendation:** The Finance & Administration Committee recommends that the Board approve the new position of Manager of Customer Service and Contract Oversight and the position of Director of Planning and Marketing

**7. LAVTA's Operating & Capital Budget for FY 2019**

**Recommendation:** The Finance and Administration Committee recommends that the Board of Directors approve the final Operating and Capital Budget for FY 2019.

**8. Dublin Student Transit Service Study and Recommendations**

**Recommendation:** It is recommended that the Board of Directors approve the Phase I recommendations as outlined above, with a target implementation date of August 13, 2018.

**9. Election of LAVTA Chair and Vice Chair**

**Recommendation:** Nominate and elect a LAVTA Board Chair and Vice Chair for FY19 in accordance with the agency's bylaws.

**10. Management Action Plan**

**Recommendation:** None-information only.

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

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

**12. Next Meeting Date is Scheduled for: July 2, 2018**

**13. Adjournment**

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

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

/s/ Jennifer Suda

6/1/2018

LAVTA, Administrative Assistant

Date

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

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

## **AGENDA**

### **ITEM 4**



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

**WHEELS Accessible Advisory Committee**

**DATE:** Wednesday, May 2, 2018

**PLACE:** Dublin Library- Program Room  
200 Civic Plaza, Dublin, CA 94568

**TIME:** 3:35 p.m.

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**DRAFT MINUTES**

**1. Call to Order**

The WAAC Chair Herb Hastings called the meeting to order at 1:02 pm.

**Members Present:**

Russ Riley	City of Livermore
Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Helen Buckholz	City of Dublin - Alternate
Carmen Rivera-Hendrickson	City of Pleasanton
Herb Hastings	County of Alameda
Judy LaMarre	County of Alameda - Alternate
Amy Mauldin	Social Services Member
Melanie Henry	Social Services Member
Esther Waltz	PAPCO

**Staff Present:**

Kadri Kulm	LAVTA
Tamara Edwards	LAVTA
Lindsay Bookhammer	MTM
Christian Pereira	MV Transit

**Guests:**

Jeff Jacobsen	Dial-A-Ride rider
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2. **Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**

None

3. **Minutes of the January 3, 2018 meetings of the Committee**

Approved.

Waltz/Mack

Abstentions:

Rivera-Hendrickson

Helen Buckholz

4. **WAAC Recruitment for FY18/19**

Staff informed the committee of ten membership application being received for terms starting in July, 2018. A large proportion of the applications were received from Livermore residents.

5. **The election of the WAAC Chair and Vice-Chair for FY18/19**

The committee members elected Herb Hastings for the WAAC Chair and Amy Mauldin for the Vice-Chair positions.

Connie Mack recommended that the Robert's Rules of Order be reviewed. Staff to follow up to see whether it can be arranged to have someone give a training on the Robert's Rules of Order to the committee.

8. **PAPCO**

Esther Waltz reported on the latest PAPCO meeting as well as the meetings of the PAPCO subcommittee, which reviewed the Measure B and BB recipients' annual paratransit program plans, including LAVTA's, for FY 2018/19.

9. **Potential Renaming of the WAAC**

In light of the recent rollout of LAVTA's new logo that states "Tri-Valley Wheels" WAAC members recommended this item to be brought to the committee to see whether there was any interest amongst the committee members in changing the name. The committee members expressed interest in discussing this item further at their next meeting. Some of the potential names the committee members offered for consideration were:

- Tri-Valley Accessibility Advisory Committee (TVAAC)
- Tri-Valley Wheels Accessible Advisory Committee (TVWAAC)
- Keep the name and acronym – Wheels Accessible Advisory Committee (WAAC)

- Drop the acronym, but keep the name Wheels Accessible Advisory Committee

#### **10. East Bay Paratransit's Emergency Preparedness Guide**

The group reviewed the booklet that East Bay Paratransit has issued for their members and inquired whether such a booklet can be created by LAVTA as well. Staff replied that the idea is great, but this cannot happen in the near future because, first, a new Planning Director needs to be hired, the emergency preparedness manual updated, and funding secured for this special project.

#### **11. Dial-A-Ride Issues – Suggestions for Changes**

Melanie Henry said her clients like Para-Taxi.

Connie Mack asked about the GoDublin availability for FY2018/19.

#### **12. Fixed Route Issues – Suggestions for Changes**

Carmen Rivera-Hendrickson reported that on the day of the meeting the driver did not secure the front of her chair appropriately and did not use the tether straps. Staff to follow up.

Esther Waltz complimented the drivers for asking how she and her husband are doing. They know that her husband has been sick.

Judy LaMarre said that she has troubles with Route 14 as it does not connect well to other routes at the Transit Center. Staff took notes.

Shawn Costello reported that on 5/1/18 the driver did not hook his chair up well and also did not use tether straps. Staff to follow up.

Judy LaMarre said that the Route 14 does not have benches to sit on bus stops.

#### **10. Adjournment**

The meeting adjourned at 5pm. Due to the first Wednesday in July being a holiday (Fourth of July) the next meeting will be on July 11<sup>th</sup> at 3:30pm. Staff is looking for a meeting space in Livermore, preferably at the Livermore Community/Senior Center as this location is easily accessible by fixed route.

## **AGENDA**

### **ITEM 5 A**

## **MINUTES OF THE MARCH 5, 2018 LAVTA BOARD MEETING**

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

Meeting was called to order by Board Chair Karla Brown at 4:02pm

Councilmember Karla Brown requested a moment of silence for Vice Mayor Don Biddle.

### **2. Roll Call of Members**

#### **Members Present**

David Haubert – Mayor, City of Dublin

Jerry Pentin – Councilmember, City of Pleasanton

Karla Brown – Councilmember, City of Pleasanton

Steven Spedowski – Councilmember, City of Livermore

#### **Members Absent**

Bob Coomber – Councilmember, City of Livermore

Scott Haggerty – Supervisor, County of Alameda

### **3. Meeting Open to Public**

Robert S. Allen

Robert Allen stated that the BART Board is reviewing the BART to Livermore project on Thursday, March 8, 2018. Robert Allen noted that there are many defects in their 28 page document and he sent in comments. One request is regarding the first phase for BART to expand the Airway Park-and-Ride and to start iiBART. Robert Allen's iiBART is a shuttle bus from Airway Park-and-Ride, Livermore Airport, and to the BART Dublin/Pleasanton station. Robert Allen will be taking this request to BART on Thursday and he stated it would be less expensive. Robert Allen does not look at the bus as an alternative to BART, but rather a preliminary option.

### **4. Consent Agenda**

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

**A. Minutes of the February 5, 2018 Board of Directors meeting.**

**B. Treasurer's Report for the month of January 2018**

The Board of Directors approved the January 2018 Treasurer's Report.

**C. Summer 2018 Summer School Service Accommodation**

The Board of Directors approved Resolution 05-2018 Summer 2018 Summer School Service Accommodation to:

- Operate Wheels routes #501 and #502 during the DUSD 2018 summer school program, and
- Direct students to the regular Wheels route 10R for the PUSD 2018 summer

school program.

**D. Contract Award for Individualized Marketing Services**

The Board of Directors approved the award of a contract for purchase of individualized marketing services to Steer Davies Gleave in the amount of \$129,950 for the option year of the contract. Additionally staff requests a 10% contingency for the project and authorization for the Executive Director to execute the contract. Resolution 07-2018

**E. Resolution in Support of Application for FY 17-18 funding through the State Low Carbon Transit Operations Program (LCTOP)**

The Board of Directors approved Resolution 09-2018 in support of an allocation request to Caltrans for the Low Carbon Transit Operations Program (LCTOP) toward the future purchase of four zero-emission battery-electric replacement buses in FY 2022. This resolution is required to request allocations for this funding from Caltrans.

Approved: Spedowfski/Pentin

Aye: Haubert, Pentin, Brown, Spedowfski

No: None

Absent: Haggerty, Coomber

**5. Fixed-Route Operations and Maintenance Contract**

Staff provided a PowerPoint presentation regarding the recommendation to award the Fixed-Route Operations and Maintenance Contract to MV Transportation. The current Operations and Maintenance contract with MV Transportation expires on June 30, 2018. The Collective bargaining agreement (CBA) with Teamsters Local 70 is enforce through June 30, 2020 and was amended in November 2017 to raise wages for entry-level drivers. The new Operations and Maintenance Contract will be a three year based term with LAVTA holding four additional one-year options commencing on July 1, 2018. LAVTA issued an RFP on October 20, 2017. A pre-proposal meeting was held on November 6, 2017 and five firms participated. Proposals were due on January 5, 2018 and LAVTA received three proposals. An evaluation panel that had direct experience with all three proposers reviewed and ranked the written proposals and interviews were then conducted in late January 2018 and proposals were re-ranked based on the interview. LAVTA's obligation is for the initial 3 year term that totals \$31 million to MV transportation. Staff summarized the feedback provided by the Projects and Services and Finance and Administration Committees. Under the new contract, LAVTA staff will review its contract management to align better with the agency's strategic goals. Staff will return with an interim review of the contractor's performance after the first two years of the contract.

Councilmember Karla Brown asked if the proposers provided referrals from other transit organizations or customer service rankings from past contracts for staff to review. Staff responded that due to the scores being close the second ranked firm (Ride Right) did not have any fixed route contracts of LAVTA's size and complexity, so staff did reach out to the references (particularly one nearby agency) that were provided in the proposal. However, LAVTA did not receive a response back from the reference they provided. Staff informed that in regards to the customer service rankings the three proposer included information on employee retention/incentive programs to promote positive employee morale. Councilmember Karla Brown requested that Executive Director Michael Tree in the future include referrals of other

transit organizations and customer service rankings into the proposal process for making a decision on a contract. Councilmember Karla Brown also noted that these documents should be public record and they should not be difficult for proposers to share the information with LAVTA. Staff responded that LAVTA conducted due diligence in background research about the firms proposing and regarding what their customer service impressions are in other locations, including the management teams.

The Board of Directors approved to award the Operations and Maintenance (O&M) Contract for fixed-route bus service to MV Transportation for a period of three base years commencing on July 1, 2018, with LAVTA holding four additional one-year options. Resolution 06-2018.

Approved: Spedowski/Haubert

Aye: Haubert, Pentin, Brown, Spedowski

No: None

Absent: Haggerty, Coomber

## **6. Contract Award for LAVTA On-Call Bus Shelter Installation, Removal, and Related Services**

Staff provided the contract award for LAVTA On-Call Bus Shelter Installation, Removal, and Related Service to the Projects and Services Committee. Staff explained that post the Comprehensive Operations Analysis (COA) route realignment meant there were shelters remaining at stops that were no longer being served with fixed-route. The scope of work was determined beyond LAVTA's operations and maintenance routine maintenance contract. There is not a specific amount budgeted to this contract, as the work is task order-based. This contract would be good for one year with two one-year optional extensions. The approved FY 17-18 Agency Budget provides for up to \$163,658 for this type of work. LAVTA decided to release a Request for Proposal (RFP) for on-call bus shelter installation, removal, and related services. LAVTA received one proposal from Hammercraft Construction and Development Inc.

The Board of Directors authorized the Executive Director to execute a one-year contract with two one-year options with Hammercraft Construction and Development for on-call bus shelter installation, removal, and related services. Resolution 08-2018.

Approved: Haubert/Pentin

Aye: Haubert, Pentin, Brown, Spedowski

No: None

Absent: Haggerty, Coomber

## **7. Farebox Upgrade**

Staff provided the farebox upgrade report to the Board of Directors. Staff informed that 20 of LAVTA's buses currently have a Sealed Power Corporation (SPX) cash fare collection system (Cents-A-Bill) that are now obsolete and the manufacturer is no longer supporting them. When LAVTA procured the 40 new buses in 2016 and 2017 they came retrofitted with SPX FastFare units and now LAVTA would like to upgrade the 20 remaining buses with these units. Additional benefits of replacing the obsolete fareboxes with FastFare units include: Integration with the AVL system, bill validators, transfers issued directly from the farebox, the capability to read contactless cards and dispense day passes. In May 2017 the Project and Services Committee received an informational staff report regarding Fare Policy items for discussion.

The FastFare units have more capabilities that will enable the agency to fully implement any Fare Policies that were previously discussed. This project was included in the FY 2018 budget funded by 80% FTA funds and 20% local TDA funds. The total budget is \$399,051.35 and consists of the contract award amount of \$365,487.35 for all materials necessary, labor to install, shipping and tax and a 10% project contingency of \$ 33,564.00.

The Board of Directors authorized the Executive Director to execute an Agreement between LAVTA and Sealed Power Corporation to replace obsolete fareboxes on 20 LAVTA-owned buses.

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

## **8. Executive Director's Report**

Executive Director Michael Tree provided the Board of Directors the Executive Director's Report. Executive Director Michael Tree noted that fixed route ridership is up 6.2% from one year ago and 17.8% for the month of January. Paratransit ridership in January is down 4.8%, due to many factors, including applicant screening, ride negotiations, and driver shortages. On-time performance was 80.4% in January. Executive Director Michael Tree and Interim General Manager Jonathan Steketee are having ongoing management discussions regarding driver shortages. There is progress being made with adding additional drivers and increasing on-time performance back up into the 90% range.

Executive Director Michael Tree pointed out that there are several ongoing studies: Comprehensive Paratransit Assessment, Dublin Student Transit Service Study, and Go Dublin. The Board of Directors will receive a recommendation at the May meeting regarding the Dublin Student Transit Service Study and implementation in August 2018. The Go Dublin Study results will be provided to the Board in April, possibly May, to discuss whether or not the Board would like to continue Go Dublin into the new fiscal year. The Go Dublin Project has been carrying between 1,500-1,800 rides a month and the subsidy is about \$2.80 versus fixed-route subsidy around \$ 15.00 per ride. The Fare Study will be brought to the Board in April for discussion and action in May, so that it could be implemented in the new fiscal year.

Executive Director Michael Tree informed the Board of Directors that the rebranded buses are being introduced into service. LAVTA is working on a story with the East Bay Times and local newspapers to introduce the new Wheels look and innovation at the agency. LAVTA is also planning to have the new wheels bus at upcoming community events.

Executive Director Michael Tree is still recruiting for a successful Director of Planning and Operations.

Legal Counsel Michael Conneran added that he attended the APTA Legal Affairs Conference with other transit lawyers and FTA staff that discussed transit problems regarding driver shortages. Legal Counsel Michael Conneran informed that the Ventura transit system attorney explained that when they advertise for drivers they advertise for customer service representatives from the retail profession.



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

None.

**10. Next Meeting Date is Scheduled for: April 2, 2018**

**11. Adjournment**

Meeting adjourned at 4:38pm

## **MINUTES OF THE MAY 7, 2018 LAVTA BOARD MEETING**

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

Meeting was called to order by Board Chair Karla Brown at 4:00pm

### **2. Roll Call of Members**

#### **Members Present**

David Haubert – Mayor, City of Dublin

Janine Thalblum – Councilmember, City of Dublin

Jerry Pentin – Councilmember, City of Pleasanton

Karla Brown – Councilmember, City of Pleasanton

Steven Spedowski – Councilmember, City of Livermore

Bob Coomber – Councilmember, City of Livermore

Scott Haggerty – Supervisor, County of Alameda

### **3. Meeting Open to Public**

Carmen Rivera-Hendrickson

Ms. Rivera-Hendrickson is a Pleasanton representative for the Wheels Accessible Advisory Committee (WAAC). Ms. Rivera-Hendrickson is concerned that the new Fixed Route Q'Pod restraint system does not have a manual quick release button for when the restraint is stuck. Ms. Rivera-Hendrickson encountered the restraint system not releasing twice when the wheel chair was hooked in the wrong place; which, required LAVTA to cut the belt and this caused the bus to be down for an hour. When the strap is cut the bus goes out of service, since they are unable to have another wheel chair parked on the bus until the Q-Pod strap is repaired. Ms. Rivera-Hendrickson is requesting that all Q-Pod restraints have a manual button release, since currently they are computerized and do not always work properly. Ms. Rivera-Hendrickson observed that the Q-Pod restraint system takes longer to hook her wheel chair up and stated that she has seen it work better with the four point hook up. Ms. Rivera-Hendrickson mentioned that twice a driver did not place hooks on the front of her wheel chair and it should have been a four point hook up. Ms. Rivera-Hendrickson believes the drivers are scared to put restraints on the front of her chair.

Vice Chair Scott Haggerty asked if this issue was brought to staffs attention. Executive Director Michael Tree responded that nine months ago there was a restraint issue and it happened again three weeks ago. Executive Director Michael Tree stated that it appears the driver did everything correct and there was a problem with the computerized program locking up the restraint. Executive Director Michael Tree informed that there is a glitch in the Q'Pod restraint system and he spoke to GILLIG regarding this issue. LAVTA had the Q'Pod manufacture come out nine months ago and made adjustments and accommodations that were reasonable to have the restraint system work better. In the next week or so, LAVTA will find out why the restraint system locked up. In the meantime, all buses have been supplied with belt cutters. Executive Director Michael Tree informed that when a strap is cut the bus is taken out of service and another bus is then placed in service.

Robert S. Allen

Mr. Allen requested LAVTA to please arrange for southbound Wheels buses at BART's Dublin/Pleasanton station to pick up passengers at the stop sign by the fare gates. This would make a lot of difference in making the bus or not making it.

Board Chair Karla Brown informed Mr. Allen that there have been discussion with staff regarding his request and it is being worked on.

#### **4. Consent Agenda**

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

**A. Minutes of the April 2, 2018 Board of Directors meeting.**

**B. Treasurer's Report for the month of March 2018**

The Board of Directors approved the March 2018 Treasurer's Report.

**C. Approval of Resolutions Authorizing Staff to Apply for TDA, STA, and RM2 funds for Fiscal Year 2018-2019.**

The Board of Directors approved the attached resolutions authorizing the filing of a claim with MTC for Allocation of TDA Article 4.0, 4.5, STA, and RM2 Funds for Fiscal Year 2018-2019. Resolutions 12-2018 and 13-2018.

**D. 2018 Legislative Update**

The Board of Directors accepted this report and approved two legislative positions:

- AB 3201 (Daly) – California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program – **SUPPORT**
- SB 1434 (Leyva) Transportation Electrification: Electricity Rate Design – **SUPPORT**

**E. Las Positas College Memorandum of Understanding**

The Board of Directors approved a Memorandum of Understanding (MOU) between LAVTA and Chabot-Las Positas Community College District, Las Positas College, for the Las Positas College Student Mobility Initiative.

Approved: Haubert/Pentin

Aye: Haubert, Pentin, Brown, Coomber, Haggerty, Spedowfski

No: None

Abstain: Thalblum

Absent: None

#### **5. Appoint of a New Board Member and Adoption of Revised Committee Assignments**

The Board of Directors adopted Resolution 14-2018 appointing Janine Thalblum, Dublin City Council Member to Finance and Administration Committee.

Approved: Haubert/Pentin

Aye: Haubert, Pentin, Brown, Coomber, Haggerty, Spedowfski, Thalblum

No: None

Abstain: None

Absent: None

## **6. Dublin Student Transit Service Study**

Staff provided the Board of Directors the Dublin Student Transit Service Study. Staff informed that LAVTA provided school-focused supplemental routes for middle and high schools in Dublin and Pleasanton. Given the substantial growth that LAVTA has seen in Eastern Dublin we have also seen demand for the supplemental routes increase rapidly. LAVTA has continued to supply overflow capacity to meet this demand. LAVTA asked Nelson\Nygaard Consulting Associates to assist with data gathering and to contact the City and school district to get development plans and enrollment projections. An online survey was also conducted with students and parents. Nelson\Nygaard has helped LAVTA with a fiscally constrained near term service plan that address capacity and coverage needs. Staff introduced Project Manager Samantha Erickson of Nelson\Nygaard Consulting Associates and she provided the Board of Directors a PowerPoint presentation regarding the Dublin Transit Service Plan. The presentation provided information on how LAVTA can meet the changing transit needs of the Dublin student population. Community outreach was conducted for feedback and six hundred responses were received from an online survey, one stakeholder meeting, and one community meeting. LAVTA has operational challenges regarding driver and vehicle availability during peak hours, vehicle capacity constraints, and interlining school trippers with mainline routes, due to Wednesday bell scheduled. Board Member David Haubert proposed that LAVTA ask students on the bus if keeping the same schedule every day versus having a different Wednesday schedule would work for them. The proposed changes for Fall 2018 include: 1) no changes to the mainline routes 1 and 2; 2) new service for Routes serving Dublin High from Jordan Ranch/Cottonwood Creek areas (pilot express service); 3) eliminate second afternoon trip for routes serving Wells Middle School; and 4) no changes to routes serving Fallon Middle School. The proposed changes for Fall 2019 include: 1) Consider realignment and possible interlining on Routes 1 and 2; 2) Expand routes as needed serving Dublin High School; 3) Expand vehicle capacity as needed for routes serving Wells Middle School; and 4) New route to serve Fallon Middle School to accompany Route 2 realignment. Samantha Erickson informed that the neighborhood near Palisades will need an area for a bus turnaround, if they require school tripper service and that LAVTA can work with the city. Samantha Erickson also noted that articulating buses have a better turning radius than standard buses. LAVTA's peak vehicles will increase from 47 to 49 and the revenue hours are neutral in the morning, but will increase 0.25 hours in the afternoon. Board Member Steven Spedowski mentioned that the distribution of transit service through the Joint Powers Authority (JPA) was tight and wanted to know if the increased revenue hours will effect this. Samantha Erickson responded that this fall LAVTA is okay, but moving forward LAVTA will most likely require adding resources. This is why LAVTA may want to cost out if it makes sense to go to articulating buses.

This was informational only.

## **7. Review of Go Dublin Program**

Executive Director Michael Tree provided the Board of Directors a review of Go Dublin. Executive Director Michael Tree noted that the budget will be brought to the Board and would like to know how to move forward with Go Dublin in the next fiscal year. There is a Geofence around the city limits of Dublin that allows patrons to utilize the promo code GODUBLIN with either a phone application for Uber and Lyft or phone call to DeSoto Cab. When the discount code is used, Wheels will pay half the customer fare, up to five dollars, for ridesharing trips that

start and end in Dublin. LAVTA's goal with Go Dublin was to induce ridesharing, reduce parking demand at BART stations and measure the impact on the Rapid. A PowerPoint presentation gave an initial preview of the results thus far on the Go Dublin pilot discount program. Executive Director Michael Tree pointed out that while this program has been in place LAVTA ridership in Dublin increased by about 14,800 rides and he believes this excludes the school tripper routes. Executive Director Michael Tree highlighted the budget expenditures to date a total of \$60,117.00. Fehrs and Peers will provide a more comprehensive review at the June Board meeting.

The Board approved an extension of the Go Dublin demonstration project to provide the agency an opportunity to review the Fehr & Peers study and to compare the Go Dublin pilot program with other transportation options, including micro transit and fixed route service.

Approved: Pentin/Spedowski

Aye: Haubert, Pentin, Brown, Coomber, Haggerty, Spedowski, Thalblum

No: None

Abstain: None

Absent: None

## **8. Executive Director's Report**

Executive Director Michael Tree provided the Board of Directors the Executive Director's Report. Executive Director Michael Tree noted that interviews for the Director of Planning and Operations will be conducted the week of May 14<sup>th</sup>.

LAVTA is hopeful to take delivery of the SAV vehicle soon, since it has arrived in US customs. LAVTA has 10-15 vehicle designs for the SAV project. The SAV media kick-off is scheduled for June 22<sup>nd</sup> at 10am.

LAVTA is working with Pleasanton city staff regarding the Paratransit Study and hopeful to bring something to the Board in the near future.

Executive Director Michael Tree gave a brief overview of Individualized Marketing that is starting in May and will focus on Dublin Boulevard and Las Positas College neighborhood. There will be travel ambassadors going door to door meeting with residents to talk about transportation options.

Executive Director Michael Tree highlighted that Las Positas College approved the Memorandum of Understanding on April 17th and that LAVTA received \$435,000 grant to improve Livermore Transit Center. Board Member Steven Spedowski would like the transit center design to be integrated with the Historic Train Depot. Board Chair Karla Brown requested better signage at the Transit Center, since it is difficult to find the location and some plants have overgrown the signage. Board Member Steven Spedowski responded that eventually first street will be reconfigured, so that the Transit Center is more present. Board Member Steven Spedowski also stated that the city can look into the right of way to place better Transit Center and Historic Train Depot signage.

## **9. Matters Initiated by the Board of Directors**

None.

**10. Next Meeting Date is Scheduled for: June 4, 2018**

**11. Adjournment**

Meeting adjourned at 5:20pm

## **AGENDA**

### **ITEM 5 B**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for April 2018

FROM: Tamara Edwards, Finance and Grants Manager

DATE: June 4, 2018

**Action Requested**

Approve the LAVTA Treasurer's Report for April 2018.

**Discussion**

***Cash accounts:***

Our petty cash account (101) has a balance of \$200, 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 April 1, 2018	\$9,811,420.26
Payments made	\$1,252,976.62
Deposits made	\$835,431.82
Transfer to LAIF	\$5,000,000.00
Ending balance April 30, 2018	\$4,392,549.46

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

Beginning balance April 1, 2018	\$46,317.14
Deposits made	\$71,814.72
Ending balance April 30, 2018	\$118,131.86

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

Beginning balance April 1, 2018	\$664,104.04
Transfer from General Checking	\$5,000,000.00
Ending balance April 30, 2018	\$5,664,104.04

***Operating Expenditures Summary:***

As this is the tenth 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 83%. The agency is at 70.52% overall.



***Operating Revenues Summary:***

While expenses are at 70.52%, revenues are at 81.1%, providing for a healthy cash flow.

**Recommendation**

The Finance and Administration Committee recommends that the Board approve the April 2018 Treasurer's Report.

Attachments:

1. April 2018 Treasurer's Report

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

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
April 30, 2018**

**ASSETS:**

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	4,393,212	
106 CASH - FIXED ROUTE ACCOUNT	118,132	
107 Clipper Cash	565,486	
120 ACCOUNTS RECEIVABLE	856,684	
135 INVESTMENTS - LAIF	5,664,104	
150 PREPAID EXPENSES	(6,094)	
160 OPEB ASSET	536,342	
165 DEFFERED OUTFLOW-Pension Related	380,844	
170 INVESTMENTS HELD AT CALTIP	0	
111 NET PROPERTY COSTS	57,730,810	
<b>TOTAL ASSETS</b>		<b>70,239,961</b>

**LIABILITIES:**

205 ACCOUNTS PAYABLE	386,329	
211 PRE-PAID REVENUE	1,904,019	
21101 Clipper to be distributed	275,854	
22000 FEDERAL INCOME TAXES PAYABLE	34	
22010 STATE INCOME TAX	(10)	
22020 FICA MEDICARE	(57)	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	(330)	
22030 SDI TAXES PAYABLE	0	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(790)	
22090 WORKERS' COMPENSATION PAYABLE	4,798	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	886,251	
23104 Deferred Inflow- Pension Related	79,607	
23103 INSURANCE CLAIMS PAYABLE	73,283	
23102 UNEMPLOYMENT RESERVE	8,300	
<b>TOTAL LIABILITIES</b>		<b>3,617,289</b>

**FUND BALANCE:**

301 FUND RESERVE	(4,812,531)	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	70,519,984	
30401 SALE OF BUSES & EQUIPMENT	103,602	
FUND BALANCE	811,616	
<b>TOTAL FUND BALANCE</b>		<b>66,622,672</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>70,239,961</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
April 30, 2018**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,473,687	82,147	1,191,402	282,285	80.8%
4020000	Business Park Revenues	203,170	0	138,991	64,179	68.4%
4020500	Special Contract Fares	399,028	0	231,387	167,641	58.0%
4020500	Special Contract Fares - Paratransit	42,000	0	26,553	15,447	63.2%
4010200	Paratransit Passenger Fares	203,000	12,411	131,349	71,651	64.7%
4060100	Concessions	50,972	0	25,551	25,421	50.1%
4060300	Advertising Revenue	90,000	0	95,000	(5,000)	105.6%
4070400	Miscellaneous Revenue-Interest	6,000	0	7,819	(1,819)	130.3%
4070300	Non transportation revenue	56,400	4,000	47,170	9,230	100.0%
4090100	Local Transportation revenue (TFCA RTE B	479,000	0	0	479,000	100.0%
4099100	TDA Article 4.0 - Fixed Route	9,778,570	0	9,778,570	-	100.0%
4099500	TDA Article 4.0-BART	98,995	0	77,602	21,393	78.4%
4099200	TDA Article 4.5 - Paratransit	133,864	0	124,554	9,310	93.0%
4099600	Bridge Toll- RM2, RM1	913,836	0	290,418	623,418	31.8%
4110100	STA Funds-Paratransit	56,773	0	14,193	42,580	25.0%
4110500	STA Funds- Fixed Route BART	591,679	0	443,757	147,922	75.0%
4110100	STA Funds-pop	592,225	0	606,418	(14,193)	102.4%
4110100	STA Funds- rev	173,758	0	173,758	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	444,777	0	0	444,777	100.0%
4130000	FTA Section 5307 ADA Paratransit	342,169	0	0	342,169	0.0%
4130000	FTA TPI	104,000	0	0	104,000	100.0%
4130000	FTA JARC and NF	-	0	421	(421)	#DIV/0!
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap		0	12,656	(12,656)	100.0%
4640500	Measure B Express Bus	100,000	0	0	100,000	100.0%
4640100	Measure B Paratransit Funds-Fixed Route	905,892	58,616	661,777	244,115	73.1%
4640100	Measure B Paratransit Funds-Paratransit	170,441	11,028	280,683	(110,242)	164.7%
4640200	Measure BB Paratransit Funds-Fixed Route	670,032	43,251	329,032	341,000	49.1%
4640200	Measure BB Paratransit Funds-Paratransit	285,657	18,439	206,859	78,798	72.4%
<b>TOTAL REVENUE</b>		<b>18,365,925</b>	<b>229,893</b>	<b>14,895,920</b>	<b>3,470,005</b>	<b>81.1%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
OPERATING EXPENDITURES  
FOR THE PERIOD ENDING:  
April 30, 2018**

		<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
501 02	Salaries and Wages	\$1,362,014	\$95,413	\$1,162,083	\$199,931	85.32%
502 00	Personnel Benefits	\$942,989	\$47,983	\$604,036	\$338,953	64.06%
503 00	Professional Services	\$936,878	\$44,525	\$324,523	\$612,355	34.64%
503 05	Non-Vehicle Maintenance	\$636,214	\$15,451	\$379,723	\$255,058	59.68%
503 99	Communications	\$9,500	(\$1)	\$1,116	\$8,351	11.75%
504 01	Fuel and Lubricants	\$1,174,700	\$53,504	\$621,364	\$553,336	52.90%
504 03	Non contracted vehicle maintenance	\$19,550	\$2,645	\$2,895	\$16,655	14.81%
504 99	Office/Operating Supplies	\$28,700	\$991	\$51,676	(\$22,976)	180.06%
504 99	Printing	\$54,500	\$0	\$20,017	\$34,483	36.73%
505 00	Utilities	\$276,000	\$20,185	\$234,145	\$41,855	84.84%
506 00	Insurance	\$637,238	\$47	\$468,599	\$168,639	73.54%
507 99	Taxes and Fees	\$302,000	\$10,635	\$69,686	\$232,314	23.07%
508 01	Purchased Transportation Fixed Route	\$9,338,719	\$750,870	\$7,522,497	\$1,832,652	80.55%
2-508 02	Purchased Transportation Paratransit	\$1,994,500	\$129,390	\$1,356,106	\$638,394	67.99%
508 03	Purchased Transportation WOD	\$75,000	\$0	\$18,779	\$56,221	25.04%
509 00	Miscellaneous	\$434,323	(\$11,482)	\$45,468	\$388,855	10.47%
509 02	Professional Development	\$38,100	\$96	\$16,013	\$22,087	42.03%
509 08	Advertising	\$95,000	\$4,000	\$45,663	\$49,337	48.07%
<b>TOTAL</b>		<b>\$18,355,925</b>	<b>\$1,164,254</b>	<b>\$12,944,390</b>	<b>\$5,426,499</b>	<b>70.52%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)**  
**FOR THE PERIOD ENDING:**  
**April 30, 2018**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	100,000	0	0	100,000	0.00%
4090194	TDA Shop repairs and replacement	85,000	0	0	85,000	0.00%
4091794	Bus stop improvements	212,461	0	0	212,461	0.00%
4092394	TDA Bus replacement	2,738,770	0	2,180,508	558,262	79.62%
4090994	TDA IT Upgrades and Replacements	35,000	0	0	35,000	0.00%
4090794	TDA Transit Center Improvements	273,493	0	0	273,493	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092094	TDA (Major component rehab)	30,000	0	0	30,000	0.00%
4091294	TDA Doolan Tower Upgrade	10,000	0	0	10,000	0.00%
4090894	TDA TPI	66,000	0	0	66,000	0.00%
4092194	TDA Rebranding bus wrap	175,000	0	0	175,000	0.00%
4091594	TDA Farebox upgrade	101,758	0	0	101,758	0.00%
4090394	TDA Non revenue vehicle replacement	144,800	0	0	144,800	0.00%
4092396	Bridge Tolls Bus Replacement	535,578	0	535,578	0	100.00%
4091701	CTC CIP Shelters	1,600,000	0	0	1,600,000	0.00%
409xx01	TVTC TSP	1,140,000	0	0	1,140,000	0.00%
4111700	PTMISEA Shelters and Stops	117,539	0	0	117,539	0.00%
41124	Prob 1B Security upgrades	36,696	0	0	36,696	0.00%
41114	Prop 1B Wifi	36,696	0	0	36,696	0.00%
41107	PTMISEA Transit Center Improvements	126,507	0	0	126,507	0.00%
41105	PTMISEA Office improvements	177,390	0	0	177,390	0.00%
41308	TPI	504,564	50,440	370,756	133,808	73.48%
41315	FTA Farebox upgrade	398,242	0	0	398,242	0.00%
41304	FTA BRT	300,000	0	24,214	275,786	8.07%
41303	FTA non revenue vehicle upgrade	367,200	0	0	367,200	0.00%
41323	FTA Bus replacements	12,312,300	632,221	10,936,330	1,375,970	88.82%
<b>TOTAL REVENUE</b>		<b>21,724,994</b>	<b>682,661</b>	<b>14,047,386</b>	<b>7,677,608</b>	<b>64.66%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)**  
**FOR THE PERIOD ENDING:**  
**April 30, 2018**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550107	Shop Repairs and replacement	85,000	0	84,020	980	98.85%
5550207	New MOA Facility (Satelite Facility)	-	0	0	0	#DIV/0!
5550307	Non revenue vehicle replacement	512,000	0	0	512,000	0.00%
5550407	BRT	-	521	16,957	(16,957)	#DIV/0!
5550507	Office and Facility Equipment	277,390	35,341	87,184	190,206	31.43%
5550607	511 Integration	-	0	75,000	(75,000)	#DIV/0!
	TSP upgrade	1,140,000	0	0	1,140,000	0.00%
5550807	Dublin TPI project	570,564	0	376,998	193,566	66.07%
5550907	IT Upgrades and replacement	35,000	0	5,071	29,929	14.49%
5551007	Transit Center Upgrades and Improvements	400,000	0	0	400,000	0.00%
5551207	Doolan Tower upgrade	10,000	0	0	10,000	0.00%
5551407	Wifi	36,696	0	0	36,696	0.00%
5551507	Farebox upgrade	500,000	0	0	500,000	0.00%
5551707	Bus Shelters and Stops	2,230,000	0	0	2,230,000	0.00%
5552007	Major component rehab	30,000	41,987	48,188	(18,188)	160.63%
5552107	Rebranding bus wrap	175,000	0	0	175,000	0.00%
5552307	Bus replacement	15,586,648	0	14,535,688	1,050,960	93.26%
5552407	Security upgrades	36,696	0	0	36,696	0.00%
555??07	Transit Capital	100,000	0	14,384	85,616	14.38%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>21,724,994</b>	<b>77,850</b>	<b>15,243,491</b>	<b>6,481,503</b>	<b>70.17%</b>
<b>FUND BALANCE (CAPITAL)</b>		<b>0.00</b>	<b>604,811</b>	<b>(1,196,105)</b>		
<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>		<b>0.00</b>	<b>(329,550)</b>	<b>770,389</b>		

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

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

May 16, 2018

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](#)

April 2018 Statement

<b>Effective Date</b>	<b>Transaction Date</b>	<b>Tran Type</b>	<b>Confirm Number</b>	<b>Authorized Caller</b>	<b>Amount</b>
4/10/2018	4/10/2018	RD	1566049	MICHAEL S. TREE	5,000,000.00
4/10/2018	4/10/2018	RW	1566051	MICHAEL S. TREE	-5,000,000.00
4/13/2018	4/12/2018	QRD	1567506	SYSTEM	2,485.05
4/13/2018	4/13/2018	RD	1568621	TAMARA EDWARDS	5,000,000.00

**Account Summary**

Total Deposit:	10,002,485.05	Beginning Balance:	667,915.57
Total Withdrawal:	-5,000,000.00	Ending Balance:	5,670,400.62

REPORT.: May 15 18 Tuesday  
RUN....: May 15 18 Time: 13:39  
Run By.: Daniel Zepeda

LAVTA  
Month End Cash Disbursements Report  
Prior Period Report for 04-18 BANK ACCOUNT 105

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
04-18	H8274	04/01/18	PER01 (PERS )		3,094.78	.00	3,094.78	PER01, PERS CLASSIC CONTR
	H8275	04/01/18	PER04 (CALPERS RETIREMENT SYSTEM)		688.06	.00	688.06	PER04, PERS 457 CONTRIBUT
	H8276	04/01/18	PER01 (PERS )		3,151.85	.00	3,151.85	PER01, PERS NEW CONTRIBUT
	H8277	04/01/18	EMP01 (EMPLOYMENT DEVEL DEPT)		2,399.08	.00	2,399.08	EMP01, STATE TAX 3/10-3/2
	H8278	04/01/18	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		35,379.83	.00	35,379.83	DIR02, PR DIRECT DEPOSIT
	H8279	04/01/18	BRO03 (KARLA SUE BROWN)		100.00	.00	100.00	BRO03, MAR-18 BOD STIPEND
	H8280	04/01/18	HAU01 (DAVID HAUBERT)		100.00	.00	100.00	HAU01, MAR-18 BOD STIPEND
	H8281	04/01/18	PEN01 (JERRY PENTIN)		100.00	.00	100.00	PEN01, MAR-18 BOD STIPEND
	H8282	04/01/18	SPE04 (STEVEN G. SPEDOWFSKI)		200.00	.00	200.00	SPE04, MAR-18 BOD STIPEND
	H8283	04/06/18	MVT01 (MV TRANSPORTATION, INC.)		347,235.80	.00	347,235.80	MVT01, 82122, APR-18 1ST
	H8284	04/06/18	MVT01 (MV TRANSPORTATION, INC.)		22,562.74	.00	22,562.74	MVT01, FEB-18 FIXED ROUTE
	H8285	04/06/18	MTM01 (MEDICAL TRANSPORTATION MANAG		106,508.30	.00	106,508.30	MTM01, FEB-18 MONTHLY SER
	H8286	04/06/18	MTM01 (MEDICAL TRANSPORTATION MANAG		4,116.00	.00	4,116.00	MTM01, MTM-112104 3/21-4
	H8287	04/06/18	MOR02 (VANESSA MORENO)		39.46	.00	39.46	MOR02, JAN-MAR 18 TRAVEL
	H8288	04/06/18	MOR02 (VANESSA MORENO)		56.82	.00	56.82	MOR02, SEPT-DEC 17 TRAVEL
	H8289	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		544.61	.00	544.61	CAL04, 9098655555, MOA WA
	H8290	04/06/18	PAC01 (AT&T )		162.65	.00	162.65	PAC01,ACCT #925-243-9029,
	H8291	04/06/18	PAC01 (AT&T )		352.38	.00	352.38	PAC01,ACCT #436-951-0106,
	H8292	04/06/18	PAC01 (AT&T )		33.12	.00	33.12	PAC01,ACCT #232-351-6260,
	H8293	04/06/18	CAL15 (CALTRONICS BUSINESS SYS)		269.15	.00	269.15	CAL15, 2478298, BIZHUB TH
	H8294	04/06/18	NEL01 (NELSON\NYGAARD CONSULTING AS		13,030.41	.00	13,030.41	NEL01, 71674, FEB-18 DUBL
	H8295	03/26/18	CAL15 (CALTRONICS BUSINESS SYS)		324.64	.00	324.64	CAL15, 2482168, PO #6666
	H8296	04/06/18	STA01 (STATE COMPENSATION FUND)		2,141.67	.00	2,141.67	STA01, APR-18 WORKER'S CO
	H8297	04/06/18	CAP01 (CAPTURE TECHNOLOGIES INC)		600.00	.00	600.00	CAP01, 52038, PO #6595 TR
	H8298	04/06/18	TX161 (JYOTSNA MEHTA)		192.77	.00	192.77	TX161, PARATAXI REIMBURSE
	H8299	04/06/18	TX177 (MARILYN LANE)		81.60	.00	81.60	TX177, PARATAXI REIMBURSE
	H8300	04/06/18	TX152 (ALBERTA PILLIOD)		20.00	.00	20.00	TX152, PARATAXI REIMBURSE
	H8301	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		68.95	.00	68.95	CAL04, 4755555555, MOA FI
	H8302	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		68.95	.00	68.95	CAL04, 5755555555, CONTRA
	H8303	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		51.71	.00	51.71	CAL04, 2575555555, TC FIR
	H8304	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		300.89	.00	300.89	CAL04, 4616555555, TC IRR
	H8305	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		74.14	.00	74.14	CAL04, 0198655555, BUS WA
	H8306	04/06/18	CAL04 (CALIFORNIA WATER SERVICE)		105.99	.00	105.99	CAL04, 3616555555, TC WAT
	H8307	04/06/18	PAC02 (PACIFIC GAS AND ELECTRIC)		564.46	.00	564.46	PAC02, 7264840356-5, RAPI
	H8308	04/06/18	PAC02 (PACIFIC GAS AND ELECTRIC)		2,738.84	.00	2,738.84	PAC02, 9007202117-4, MOA
	H8309	04/06/18	PAC02 (PACIFIC GAS AND ELECTRIC)		107.77	.00	107.77	PAC02, 7649646868-7, DOOL
	H8310	04/06/18	PAC02 (PACIFIC GAS AND ELECTRIC)		2,066.61	.00	2,066.61	PAC02, 6062256368-6, ATLA
	H8311	04/06/18	PAC02 (PACIFIC GAS AND ELECTRIC)		5,680.44	.00	5,680.44	PAC02, 5809326332-3, MOA
	H8312	04/06/18	CIT07 (CITY OF LIVERMORE - WATER)		13.49	.00	13.49	CIT07, 138432-00, ATLANTI
	H8313	04/06/18	CIT07 (CITY OF LIVERMORE - WATER)		148.50	.00	148.50	CIT07, 138430-01, ATLANTI
	H8314	04/06/18	CIT07 (CITY OF LIVERMORE - WATER)		19.75	.00	19.75	CIT07, 139399-00, ATLANTI
	H8315	04/06/18	CIT07 (CITY OF LIVERMORE - WATER)		48.63	.00	48.63	CIT07, 139361-00, ATLANTI
	H8316	04/15/18	NEL01 (NELSON\NYGAARD CONSULTING AS		11,307.33	.00	11,307.33	NEL01, 71850, MAR-18 DUBL
	H8317	04/13/18	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		34,101.08	.00	34,101.08	DIR02, PR DIRECT DEPOSIT
	H8318	04/13/18	EMP01 (EMPLOYMENT DEVEL DEPT)		2,312.97	.00	2,312.97	EMP01, STATE TAX 3/24-4/6
	H8319	04/13/18	EFT01 (ELECTRONIC FUND TRANSFERS)		5,710.60	.00	5,710.60	EFT01, FEDERAL TAX 3/24-4
	H8320	04/13/18	PER01 (PERS )		3,094.78	.00	3,094.78	PER01, PERS CLASSIC CONTR
	H8321	04/13/18	PER01 (PERS )		3,151.84	.00	3,151.84	PER01, PERS NEW CONTRIBUT
	H8322	04/13/18	PER04 (CALPERS RETIREMENT SYSTEM)		788.06	.00	788.06	PER04, PERS 457 CONTRIBUT
	H8323	04/18/18	MTM01 (MEDICAL TRANSPORTATION MANAG		3,178.00	.00	3,178.00	MTM01, MTM-112105, 4/4-4/
	H8324	04/15/18	STA13 (STAPLES CREDIT PLAN)		561.96	.00	561.96	STA13, APR-18 CC STATEMEN
	H8325	04/15/18	SHE05 (SHELL )		122.81	.00	122.81	SHE05, APR-18 STATEMENT
	H8326	04/15/18	MVT01 (MV TRANSPORTATION, INC.)		347,235.80	.00	347,235.80	MVT01, 82123, APR-18 2ND
	H8327	04/15/18	CAL15 (CALTRONICS BUSINESS SYS)		35,341.28	.00	35,341.28	CAL15, 2480439, PO #6575
	H8328	04/15/18	VER01 (VERIZON WIRELESS)		1,338.09	.00	1,338.09	VER01, 9804046101, CELL &
	H8329	04/15/18	CIT07 (CITY OF LIVERMORE - WATER)		145.69	.00	145.69	CIT07, 139388-00, BUS WAS
	H8330	04/15/18	CIT07 (CITY OF LIVERMORE - WATER)		36.53	.00	36.53	CIT07, 138431-00, ATLANTI
	H8331	04/30/18	TAX72 (JUSTIN HART)		200.00	.00	200.00	TAX72, PARATAXI REIMBURSE
	H8332	04/30/18	TAX14 (KAREN ADAMS)		104.76	.00	104.76	TAX14, PARATAXI REIMBURSE
	H8333	04/30/18	TAX67 (CHRISTEL RAGER)		119.85	.00	119.85	TAX67, PARATAXI REIMBURSE
	H8334	04/30/18	TX113 (RODGER RAGER)		103.30	.00	103.30	TX113, PARATAXI REIMBURSE
	H8335	04/30/18	TAX07 (ASMA SYEDA)		72.46	.00	72.46	TAX07, PARATAXI REIMBURSE
	H8336	04/30/18	TX123 (OLGA PRINZ)		140.25	.00	140.25	TX123, PARATAXI REIMBURSE
	H8337	04/30/18	TAX32 (SUE TSANG)		348.30	.00	348.30	TAX32, PARATAXI REIMBURSE
	H8338	04/30/18	TAX91 (VIVIAN MARIE MILLER)		200.00	.00	200.00	TAX91, PARATAXI REIMBURSE
	H8339	04/30/18	MER01 (MERCHANT SERVICES)		123.38	.00	123.38	MER01, MAR-18 MOA CC FEES
	H8340	04/30/18	MER01 (MERCHANT SERVICES)		111.94	.00	111.94	MER01, MAR-18 TRANSIT CEN
	H8341	04/30/18	VSP01 (VSP )		512.04	.00	512.04	VSP01, APR-18 VISION INSU
	H8342	04/30/18	VSP01 (VSP )		512.04	.00	512.04	VSP01, MAY-18 VISION INSU
	H8343	04/30/18	MUT01 (MUTUAL OF OMAHA)		943.97	.00	943.97	MUT01, MAY-18 LIFE & LTD
	H8344	04/30/18	DEL05 (ALLIED ADMIN/DELTA DENTAL)		1,918.87	.00	1,918.87	DEL05, MAY-18 DENTAL INSU
	H8345	04/30/18	PER03 (CAL PUB EMP RETIRE SYSTM)		34,019.08	.00	34,019.08	PER03, MAY-18 HEALTH INSU
	H8346	04/30/18	AME06 (AMERICAN FIDELITY ASSURANCE		778.34	.00	778.34	AME06, MAY-18 FLEXIBLE SP
	H8347	04/30/18	AME06 (AMERICAN FIDELITY ASSURANCE		778.34	.00	778.34	AME06, APR-18 FLEXIBLE SP
	H8348	04/30/18	AME06 (AMERICAN FIDELITY ASSURANCE		446.04	.00	446.04	AME06, APR-18 SUPPLEMENTA
	H8349	04/30/18	STA04 (STATE BOARD OF )		1,826.88	.00	1,826.88	STA04, 2018 1ST QTR STORA
	H8350	04/30/18	STA05 (STATE BOARD OF EQUAL)		1,014.60	.00	1,014.60	STA05, 2018 1ST QTR EXEMP
	H8351	04/26/18	PER04 (CALPERS RETIREMENT SYSTEM)		788.20	.00	788.20	PER04, PERS 457 CONTRIBUT
	H8352	04/26/18	PER01 (PERS )		3,094.78	.00	3,094.78	PER01, PERS CLASSIC CONTR
	H8353	04/26/18	PER01 (PERS )		3,151.85	.00	3,151.85	PER01, PERS NEW CONTRIBUT
	H8354	04/26/18	EMP01 (EMPLOYMENT DEVEL DEPT)		2,676.61	.00	2,676.61	EMP01, STATE TAX 4/7-4/20
	H8355	04/26/18	EFT01 (ELECTRONIC FUND TRANSFERS)		6,850.70	.00	6,850.70	EFT01, FEDERAL TAX 4/7-4/
	H8356	04/27/18	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		37,146.87	.00	37,146.87	DIR02, PR DIRECT DEPOSIT
	H8357	04/30/18	EFT01 (ELECTRONIC FUND TRANSFERS)		.12	.00	.12	EFT01, 2018 1ST QTR FEDER
	020516	04/06/18	AIM01 (AIM TO PLEASE JANITORIAL SER		2,713.09	.00	2,713.09	Automatic Generated Check
	020517	04/06/18	ANT01 (ANTAI SOLUTIONS, LLC)		450.00	.00	450.00	Automatic Generated Check
	020518	04/06/18	ATT03 (AT&T )		963.79	.00	963.79	Automatic Generated Check
	020519	04/06/18	CAL13 (CALIFORNIA TRANSIT)		445.09	.00	445.09	Automatic Generated Check
	020520	04/06/18	CEW01 (CHARLES E. WALKER)		900.00	.00	900.00	Automatic Generated Check
	020521	04/06/18	CIT06 (CITY OF LIVERMORE SEWER)		209.69	.00	209.69	Automatic Generated Check
	020522	04/06/18	COR01 (CORBIN WILLITS SYSTEMS)		239.45	.00	239.45	Automatic Generated Check



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Month End Cash Disbursements Report  
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Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
04-18	020523	04/06/18	CWI01 (CUMMINS WEST, INC- SAN LEAND		41,987.36	.00	41,987.36	Automatic Generated Check
	020524	04/06/18	EME01 (EMERALD LANDSCAPE CO INC)		1,676.00	.00	1,676.00	Automatic Generated Check
	020525	04/06/18	FSX01 (FSX EQUIPMENT, INC)		1,002.87	.00	1,002.87	Automatic Generated Check
	020526	04/06/18	HAN01 (HANSON BRIDGETT MARCUS)		17,355.50	.00	17,355.50	Automatic Generated Check
	020527	04/06/18	IPC01 (IPC (USA) INC)		18,691.60	.00	18,691.60	Automatic Generated Check
	020528	04/06/18	LIV10 (LIVERMORE SANITATION INC)		2,315.68	.00	2,315.68	Automatic Generated Check
	020529	04/06/18	NSC01 (N/S CORPORATION)		1,215.77	.00	1,215.77	Automatic Generated Check
	020530	04/06/18	PLA02 (PLANETERIA MEDIA LLC)		325.00	.00	325.00	Automatic Generated Check
	020531	04/06/18	PRE03 (PREMIER SECURITY SOLNS CO)		329.90	.00	329.90	Automatic Generated Check
	020532	04/06/18	PRO02 (PROFESSIONAL ELECTRIC)		497.00	.00	497.00	Automatic Generated Check
	020533	04/06/18	QUE01 (QUENCH)		507.91	.00	507.91	Automatic Generated Check
	020534	04/06/18	SCF01 (SC FUELS)		18,645.47	.00	18,645.47	Automatic Generated Check
	020535	04/06/18	SHA02 (SHAMROCK OFFICE SOLUTIONS)		26.95	.00	26.95	Automatic Generated Check
	020536	04/06/18	TRI06 (TRI-VALLEY HOSE INC)		17.31	.00	17.31	Automatic Generated Check
	020537	04/06/18	TX133 (SAROJA IYER)		170.00	.00	170.00	Automatic Generated Check
	020538	04/06/18	TX139 (ROBERT MONAGHAN)		546.00	.00	546.00	Automatic Generated Check
	020539	04/06/18	TX174 (MOLLIE BYRD)		40.00	.00	40.00	Automatic Generated Check
	020540	04/06/18	TX191 (ROSE RAHAILA)		8.50	.00	8.50	Automatic Generated Check
	020541	04/06/18	UST01 (UST COMPLIANCE TESTING IN)		120.00	.00	120.00	Automatic Generated Check
	020542	04/06/18	VAL02 (VALLEY PLUMBING HOME)		1,985.58	.00	1,985.58	Automatic Generated Check
	020543	04/20/18	ACT01 (AC TRANSIT DISTRICT)		2,350.92	.00	2,350.92	Automatic Generated Check
	020544	04/20/18	ATT02 (AT&T )		383.59	.00	383.59	Automatic Generated Check
	020545	04/20/18	AVI01 (AMADOR VALLEY INDUSTRIES)		367.77	.00	367.77	Automatic Generated Check
	020546	04/20/18	BAI01 (JIANHUA BAI)		98.33	.00	98.33	Automatic Generated Check
	020547	04/20/18	CIT06 (CITY OF LIVERMORE SEWER)		50.44	.00	50.44	Automatic Generated Check
	020548	04/20/18	DAY02 (DAY & NIGHT PEST CONTROL)		218.00	.00	218.00	Automatic Generated Check
	020549	04/20/18	DIR01 (DIRECT TV)		21.00	.00	21.00	Automatic Generated Check
	020550	04/20/18	FEH01 (FEHR & PEERS)		1,191.75	.00	1,191.75	Automatic Generated Check
	020551	04/20/18	JTH01 (J. THAYER COMPANY)		92.56	.00	92.56	Automatic Generated Check
	020552	04/20/18	KIM02 (KIMLEY-HORN AND ASSOC, INC)		521.35	.00	521.35	Automatic Generated Check
	020553	04/20/18	KKI01 (ALPHA MEDIA LLC)		4,000.00	.00	4,000.00	Automatic Generated Check
	020554	04/20/18	PAC11 (PACIFIC ENVIROMENTAL SERV)		240.00	.00	240.00	Automatic Generated Check
	020555	04/20/18	SCF01 (SC FUELS)		20,000.96	.00	20,000.96	Automatic Generated Check
	020556	04/20/18	SOL01 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	Automatic Generated Check
	020557	04/20/18	STA15 (STATE WATER RESOURCES CONTRO		2,800.00	.00	2,800.00	Automatic Generated Check
	020558	04/20/18	TAX71 (MARY RARIDON)		22.10	.00	22.10	Automatic Generated Check
	020559	04/20/18	TEL01 (TPx COMMUNICATIONS)		2,001.10	.00	2,001.10	Automatic Generated Check
	020560	04/20/18	TX115 (LARRY MENDEZ)		150.03	.00	150.03	Automatic Generated Check
	020561	04/20/18	TX129 (CATHERINE OGLE)		64.39	.00	64.39	Automatic Generated Check
	020562	04/20/18	TX173 (ADELE WRIGHT)		60.56	.00	60.56	Automatic Generated Check
	020563	04/20/18	VAL03 (VALLEY MACHINE SHOP INC)		917.70	.00	917.70	Automatic Generated Check
Total for Bank Account 105 ----->					1,252,976.62	.00	1,252,976.62	
Grand Total of all Bank Accounts ----->					1,252,976.62	.00	1,252,976.62	

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-18	ACT01 (AC TRANSIT DISTRICT)	LOC0681	03/30/18	04/29/18	A	1175.46	ACT01, LOC0000681, FY18 RTC PROGRAM 2ND QTR
		LOC0682	04/02/18	05/02/18	A	1175.46	ACT01, LOC0000682, FY18 RTC PROGRAM 3RD QTR
		Vendor's Total ----->				2350.92	
04-18	AIM01 (AIM TO PLEASE JANITORIAL SE31-MAR-18		04/04/18	05/04/18	A	2713.09	AIM01, 31-MAR-18, MAR-18 JANITORIAL MONTHLY
04-18	AME06 (AMERICAN FIDELITY ASSURANCE	FSA04-18H	03/30/18	04/29/18	A	778.34	AME06, APR-18 FLEXIBLE SPENDING ACCOUNT
		FSA05-18H	04/04/18	05/04/18	A	778.34	AME06, MAY-18 FLEXIBLE SPENDING ACCOUNT
		SUPP04-18H	04/16/18	05/16/18	A	446.04	AME06, APR-18 SUPPLEMENTAL INSURANCE
		Vendor's Total ----->				2002.72	
04-18	ANT01 (ANTAI SOLUTIONS, LLC)	1952	12/20/17	01/19/18	A	450.00	ANT01, 1952, PO #6669 SSL CERT ON EMAIL SERV
04-18	ATT02 (AT&T )	11213488	04/13/18	05/13/18	A	383.59	ATT02, 11213488, PAYER #9391035694 3/13-4/12
04-18	ATT03 (AT&T )	005680403	03/19/18	04/18/18	A	963.79	ATT03, 9005680403, MAR-18 INTERNET PRI
04-18	AVI01 (AMADOR VALLEY INDUSTRIES)	672760	03/31/18	04/30/18	A	367.77	AVI01, 672760, MAR-18 GARBAGE PICK UP SERVIC
04-18	BAI01 (JIANHUA BAI)	4-11-18RE	04/18/18	05/18/18	A	98.33	BAI01, REIMBURSE FOR JACKET DAMAGED ON WHEEL
04-18	BRO03 (KARLA SUE BROWN)	MAR-2018H	04/01/18	05/01/18	A	100.00	BRO03, MAR-18 BOD STIPEND
04-18	CAL04 (CALIFORNIA WATER SERVICE)	198031918H	03/19/18	04/18/18	A	74.14	CAL04, 0198655555, BUS WASH 2/16-3/16/18
		257033018H	03/30/18	04/29/18	A	51.71	CAL04, 2575555555, TC FIRE 4/1-4/30/18
		361040318H	04/03/18	05/03/18	A	105.99	CAL04, 3616555555, TC WATER 3/1-4/2/18
		461040318H	04/03/18	05/03/18	A	300.89	CAL04, 4616555555, TC IRRG. 3/1-4/2/18
		475033018H	03/30/18	04/29/18	A	68.95	CAL04, 4755555555, MOA FIRE 4/1-4/30/18
		575033018H	03/30/18	04/29/18	A	68.95	CAL04, 5755555555, CONTRACTOR FIRE 4/1-4/30/18
		909031918H	03/19/18	04/18/18	A	544.61	CAL04, 9098655555, MOA WATER 2/16-3/16/18
		Vendor's Total ----->				1215.24	
04-18	CAL13 (CALIFORNIA TRANSIT)	312018MAR	04/05/18	05/05/18	A	445.09	CAL13, 31-2018-MAR, MAR-18 INSURANCE CLAIMS
04-18	CAL15 (CALTRONICS BUSINESS SYS)	2478298H	03/20/18	04/19/18	A	269.15	CAL15, 2478298, BIZHUB THRU 3/16/18
		2480439H	03/22/18	04/21/18	A	35341.28	CAL15, 2480439, PO #6575 NEW BIZHUB-C2070
		2482168H	03/26/18	04/25/18	A	324.64	CAL15, 2482168, PO #6666 STAPLES FOR NEW BIZ
		Vendor's Total ----->				35935.07	
04-18	CAP01 (CAPTURE TECHNOLOGIES INC)	52038H	03/27/18	04/26/18	A	600.00	CAP01, 52038, PO #6595 TROUBLESHOOT CAMERAS-
04-18	CEW01 (CHARLES E. WALKER)	2018B	02/24/18	03/26/18	A	900.00	CEW01, 2018B, PO #6670 PROCUREMENT FILES REV
04-18	CIT06 (CITY OF LIVERMORE SEWER)	BW032018	03/20/18	04/19/18	A	29.67	CIT06, 138143-00, BUS WASH 2/20-3/20/18
		TCO41018	04/10/18	05/10/18	A	50.44	CIT06, 133389-00, TRANSIT CENTER 3/13-4/10/18
		MOA032018	03/20/18	04/19/18	A	180.02	CIT06, 133294-00, MOA SEWER 2/20-3/20/18
		Vendor's Total ----->				260.13	
04-18	CIT07 (CITY OF LIVERMORE - WATER)	361032018H	03/20/18	04/19/18	A	48.63	CIT07, 139361-00, ATLANTIS SEWER 2/20-3/20/18
		388040318H	04/03/18	05/03/18	A	145.69	CIT07, 139388-00, BUS WASH 3/6-4/3/18
		399032018H	03/20/18	04/19/18	A	19.75	CIT07, 139399-00, ATLANTIS SEWER 2/20-3/20/18
		430032018H	03/20/18	04/19/18	A	148.50	CIT07, 138430-01, ATLANTIS INDOOR 2/20-3/20/18
		431040318H	04/03/18	05/03/18	A	36.53	CIT07, 138431-00, ATLANTIS IRRG. 3/6-4/3/18
		432032018H	03/20/18	04/19/18	A	13.49	CIT07, 138432-00, ATLANTIS FIRE 2/20-3/20/18
		Vendor's Total ----->				412.59	
04-18	COR01 (CORBIN WILLITS SYSTEMS)	B803151	03/15/18	04/14/18	A	239.45	COR01, B803151, MAR-18 SERVICE
04-18	CWI01 (CUMMINS WEST, INC- SAN LEAN	021-31330	03/23/18	04/22/18	A	41987.36	CWI01, 021-31330, PO #6614 REPLACE ESS MODUL
04-18	DAY02 (DAY & NIGHT PEST CONTROL)	132904	03/30/18	04/29/18	A	218.00	DAY02, 132904, 3/30/18 RUTAN SERVICE
04-18	DEL05 (ALLIED ADMIN/DELTA DENTAL)	MAY-2018H	04/25/18	05/25/18	A	1918.87	DEL05, MAY-18 DENTAL INSURANCE

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-18	DIR01 (DIRECT TV)	959332908	04/11/18	05/11/18	A	21.00	DIR01, 33959332908, APR-18 SERVICE
04-18	DIR02 (DIRECT DEPOSIT OF PAYROLL C	20180323H	04/01/18	05/01/18	A	35379.83	DIR02, PR DIRECT DEPOSIT 3/10-3/23/18
		20180406H	04/13/18	05/13/18	A	34101.08	DIR02, PR DIRECT DEPOSIT 3/24-4/6/18
		20180420H	04/26/18	05/26/18	A	37146.87	DIR02, PR DIRECT DEPOSIT 4/7-4/20/18
	Vendor's Total					106627.78	
04-18	EFT01 (ELECTRONIC FUND TRASFERS)	20180331H	04/01/18	05/01/18	A	.12	EFT01, 2018 1ST QTR FEDERAL TAX RETURN
		20180406H	04/13/18	05/13/18	A	5710.60	EFT01, FEDERAL TAX 3/24-4/6/18
		20180420H	04/26/18	05/26/18	A	6850.70	EFT01, FEDERAL TAX 4/7-4/20/18
	Vendor's Total					12561.42	
04-18	EME01 (EMERALD LANDSCAPE CO INC)	310709	04/01/18	05/01/18	A	1226.00	EME01, 310709, APR-18 LANDSCAPING SERVICES
		311316	03/29/18	04/28/18	A	450.00	EME01, 311316, PO #6640 IRRIGATION REPAIR-AT
	Vendor's Total					1676.00	
04-18	EMP01 (EMPLOYMENT DEVEL DEPT)	20180323H	04/01/18	05/01/18	A	2399.08	EMP01, STATE TAX 3/10-3/23/18
		20180406H	04/13/18	05/13/18	A	2312.97	EMP01, STATE TAX 3/24-4/6/18
		20180420H	04/26/18	05/26/18	A	2676.61	EMP01, STATE TAX 4/7-4/20/18
	Vendor's Total					7388.66	
04-18	FEH01 (FEHR & PEERS)	121688	04/18/18	05/18/18	A	1191.75	FEH01, 121688, RFP 2017-15 GO DUBLIN 2/24-3/
04-18	FSX01 (FSX EQUIPMENT, INC)	44224	03/22/18	04/21/18	A	1002.87	FSX01, 44224, PO #6662 BUS TRAP PARTS-REPLAC
04-18	HAN01 (HANSON BRIDGETT MARCUS)	1208916	02/28/18	03/30/18	A	4313.00	HAN01, 1208916, JAN-18 CONTRACT LEGAL FEES
		1208917	02/28/18	03/30/18	A	13042.50	HAN01, 1208917, JAN-18 ADMIN LEGAL FEES
	Vendor's Total					17355.50	
04-18	HAU01 (DAVID HAUBERT)	MAR-2018H	04/01/18	05/01/18	A	100.00	HAU01, MAR-18 BOD STIPEND
04-18	IPC01 (IPC (USA)INC)	196252452	03/30/18	04/29/18	A	18691.60	IPC01, 196252452, 3/30/18 FUEL DELIVERY
04-18	JTH01 (J. THAYER COMPANY)	1239201-0	04/06/18	05/06/18	A	92.56	JTH01, 1239201-0, 4/6/18 PRINTING PAPER
04-18	KIM02 (KIMLEY-HORN AND ASSOC,INC)	10872699	02/28/18	03/30/18	A	521.35	KIM02, 10872699, PO #6172 LAVTA BUS STOP IMP
04-18	KKI01 (ALPHA MEDIA LLC)	180389295	03/31/18	04/30/18	A	4000.00	KKI01, CC-1180389295, 3/12-3/25/18 RADIO ADS
04-18	LIV10 (LIVERMORE SANITATION INC)	979936	04/01/18	05/01/18	A	2315.68	LIV10, 979936, MAR-18 GARBAGE SERVICE
04-18	MER01 (MERCHANT SERVICES)	TC033118H	04/01/18	05/01/18	A	111.94	MER01, MAR-18 TRANSIT CENTER CC FEES
		MOA033118H	04/01/18	05/01/18	A	123.38	MER01, MAR-18 MOA CC FEES
	Vendor's Total					235.32	
04-18	MOR02 (VANESSA MORENO)	0108-0318H	04/05/18	05/05/18	A	39.46	MOR02, JAN-MAR 18 TRAVEL REIMBURSE
		0905-1227H	04/05/18	05/05/18	A	56.82	MOR02, SEPT-DEC 17 TRAVEL REIMBURSE
	Vendor's Total					96.28	
04-18	MTM01 (MEDICAL TRANSPORTATION MANA	FEB-2018H	03/09/18	04/08/18	A	106508.30	MTM01, FEB-18 MONTHLY SERVICE
		MTM112104H	04/05/18	05/05/18	A	4116.00	MTM01, MTM-112104 3/21-4/3/18
		MTM112105H	04/18/18	05/18/18	A	3178.00	MTM01, MTM-112105, 4/4-4/17/18
	Vendor's Total					113802.30	
04-18	MUT01 (MUTUAL OF OMAHA)	MAY-2018H	04/18/18	05/18/18	A	943.97	MUT01, MAY-18 LIFE & LTD INSURANCE
04-18	MVT01 (MV TRANSPORTATION, INC.)	82122H	04/02/18	05/02/18	A	347235.80	MVT01, 82122, APR-18 1ST INSTALL PAYMENT
		82123H	04/02/18	05/02/18	A	347235.80	MVT01, 82123, APR-18 2ND INSTALL PAYMENT
		FEB-2018H	03/05/18	04/04/18	A	22562.74	MVT01, FEB-18 FIXED ROUTE SERVICE
	Vendor's Total					717034.34	
04-18	NEL01 (NELSON\NYGAARD CONSULTING A	71674H	03/15/18	04/14/18	A	13030.41	NEL01, 71674, FEB-18 DUBLIN TRANSIT SERVICE

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-18	NEL01 (NELSON\NYGAARD CONSULTING A	71850H	04/13/18	05/13/18	A	11307.33	NEL01, 71850, MAR-18 DUBLIN TRANSIT SERVICE
			Vendor's Total ----->			24337.74	
04-18	NSC01 (N/S CORPORATION)	0086961IN	03/22/18	04/21/18	A	1215.77	NSC01, 0086961-IN, PO #6656 REPLACE BUS WASH
04-18	PAC01 (AT&T )	ATT030718H	03/07/18	04/06/18	A	33.12	PAC01,ACCT #232-351-6260, CONTRACTOR FIRE 3/
		ATT031118H	03/11/18	04/10/18	A	352.38	PAC01,ACCT #436-951-0106, ATLANTIS T1 3/11-4
		ATT031318H	03/13/18	04/12/18	A	162.65	PAC01,ACCT #925-243-9029, ATLANTIS ALARM 3/1
			Vendor's Total ----->			548.15	
04-18	PAC02 (PACIFIC GAS AND ELECTRIC)	580033018H	03/30/18	04/29/18	A	5680.44	PAC02, 5809326332-3, MOA ELECTRIC 3/1-3/29/1
		606032918H	03/29/18	04/28/18	A	2066.61	PAC02, 6062256368-6, ATLANTIS 2/28-3/28/18
		726032118H	03/21/18	04/20/18	A	564.46	PAC02, 7264840356-5, RAPID BUS STOPS 2/20-3/
		764031318H	03/13/18	04/12/18	A	107.77	PAC02, 7649646868-7, DOOLAN TWR 2/9-3/12/18
		900031418H	03/14/18	04/13/18	A	2738.84	PAC02, 9007202117-4, MOA GAS 2/10-3/13/18
			Vendor's Total ----->			11158.12	
04-18	PAC11 (PACIFIC ENVIROMENTAL SERV)	1345	04/12/18	05/12/18	A	120.00	PAC11, 1345, MAR-18 RUTAN MONTHLY SERVICES
		1346	04/12/18	05/12/18	A	120.00	PAC11, 1346, MAR-18 ATLANTIS MONTHLY SERVICE
			Vendor's Total ----->			240.00	
04-18	PEN01 (JERRY PENTIN)	MAR-2018H	04/01/18	05/01/18	A	100.00	PEN01, MAR-18 BOD STIPEND
04-18	PER01 (PERS )	20180323CH	04/01/18	05/01/18	A	3094.78	PER01, PERS CLASSIC CONTRIBUTIONS 3/10-3/23/
		20180323NH	04/01/18	05/01/18	A	3151.85	PER01, PERS NEW CONTRIBUTIONS 3/10-3/23/18
		20180406CH	04/13/18	05/13/18	A	3094.78	PER01, PERS CLASSIC CONTRIBUTIONS 3/24-4/6/1
		20180406NH	04/13/18	05/13/18	A	3151.84	PER01, PERS NEW CONTRIBUTIONS 3/24-4/6/18
		20180420CH	04/26/18	05/26/18	A	3094.78	PER01, PERS CLASSIC CONTRIBUTIONS 4/7-4/20/1
		20180420NH	04/26/18	05/26/18	A	3151.85	PER01, PERS NEW CONTRIBUTIONS 4/7-4/20/18
			Vendor's Total ----->			18739.88	
04-18	PER03 (CAL PUB EMP RETIRE SYSTM)	MAY-2018H	04/14/18	05/14/18	A	34019.08	PER03, MAY-18 HEALTH INSURANCE
04-18	PER04 (CALPERS RETIREMENT SYSTEM)	20180323H	04/01/18	05/01/18	A	688.06	PER04, PERS 457 CONTRIBUTIONS 3/10-3/23/18
		20180406H	04/13/18	05/13/18	A	788.06	PER04, PERS 457 CONTRIBUTIONS 3/24-4/6/18
		20180420H	04/25/18	05/25/18	A	788.20	PER04, PERS 457 CONTRIBUTIONS 4/7-4/20/18
			Vendor's Total ----->			2264.32	
04-18	PLA02 (PLANETERIA MEDIA LLC)	15478	03/15/18	04/14/18	A	325.00	PLA02, 15478, PO #6567 WEB HOSTING MAR-18
04-18	PRE03 (PREMIER SECURITY SOLNS CO)	1803-140	03/19/18	04/18/18	A	329.90	PRE03, 1803-140, PO #6664 REPLACE LOW BATTER
04-18	PRO02 (PROFESSIONAL ELECTRIC)	1952	03/20/18	04/19/18	A	497.00	PRO02, 1952, PO #6660 REPAIR HIGHBAY LIGHTIN
04-18	QUE01 (QUENCH)	01142346	04/01/18	05/01/18	A	507.91	QUE01, 01142346, QUENCH 730 & QUENCH 810 YR
04-18	SCF01 (SC FUELS)	3542148	03/23/18	04/22/18	A	18645.47	SCF01, 3542148, 3/23/18 FUEL DELIVERY
		3555633	04/12/18	05/12/18	A	20000.96	SCF01, 3555633, 4/12/18 FUEL DELIVERY
			Vendor's Total ----->			38646.43	
04-18	SHA02 (SHAMROCK OFFICE SOLUTIONS)	332481	03/26/18	04/25/18	A	26.95	SHA02, 332481, FRONT DESK PRINTER 2/28-3/29/
04-18	SHE05 (SHELL )	APR-2018H	04/05/18	05/05/18	A	122.81	SHE05, APR-18 STATEMENT
04-18	SOL01 (SOLUTIONS FOR TRANSIT)	18-0405LA	04/05/18	05/05/18	A	2083.33	SOL01, 18-0405LAVTA, MAR-18 CLIPPER ANALYSIS
04-18	SPE04 (STEVEN G. SPEDOWFSKI)	MAR-2018H	04/01/18	05/01/18	A	200.00	SPE04, MAR-18 BOD STIPEND
04-18	STA01 (STATE COMPENSATION FUND)	APR-2018H	03/22/18	04/21/18	A	2141.67	STA01, APR-18 WORKER'S COMP PREMIUM
04-18	STA04 (STATE BOARD OF )	QTR1-2018H	04/01/18	05/01/18	A	1826.88	STA04, 2018 1ST QTR STORAGE TANK MAINT FEE
04-18	STA05 (STATE BOARD OF EQUAL)	QTR1-2018H	04/01/18	05/01/18	A	1014.60	STA05, 2018 1ST QTR EXEMPT BUS DIESEL FUEL T

REPORT.: May 15 18 Tuesday  
 RUN....: May 15 18 Time: 13:40  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Prior Period Report for 04-18

PAGE: 004  
 ID #: PY-AC  
 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-18	STA13 (STAPLES CREDIT PLAN)	APR-2018H	04/08/18	05/08/18	A	561.96	STA13, APR-18 CC STATEMENT
04-18	STA15 (STATE WATER RESOURCES CONTR	SW0148926	04/01/18	05/01/18	A	1400.00	STA15, SW-0148926, 2018 ANNUAL PERMIT #32992
		SW0148986	04/01/18	05/01/18	A	1400.00	STA15, SW-0148986, 2018 ANNUAL PERMIT #32998
	Vendor's Total ----->					2800.00	
04-18	TAX07 (ASMA SYEDA)	0403-0407H	04/30/18	05/30/18	A	72.46	TAX07, PARATAXI REIMBURSE 4/3-4/7/18
04-18	TAX14 (KAREN ADAMS)	0402-0409H	04/30/18	05/30/18	A	104.76	TAX14, PARATAXI REIMBURSE 4/2-4/9/18
04-18	TAX32 (SUE TSANG)	0205-0329H	04/30/18	05/30/18	A	348.30	TAX32, PARATAXI REIMBURSE 2/5-3/29/18
04-18	TAX67 (CHRISTEL RAGER)	0205-0215H	04/30/18	05/30/18	A	119.85	TAX67, PARATAXI REIMBURSE 2/5-2/15/18
04-18	TAX71 (MARY RARIDON)	0402-0403	04/18/18	05/18/18	A	22.10	TAX71, PARATAXI REIMBURSE 4/2-4/3/18
04-18	TAX72 (JUSTIN HART)	0301-0330H	04/30/18	05/30/18	A	200.00	TAX72, PARATAXI REIMBURSE 3/1-3/30/18
04-18	TAX91 (VIVIAN MARIE MILLER)	0301-0331H	04/30/18	05/30/18	A	200.00	TAX91, PARATAXI REIMBURSE 3/1-3/31/18
04-18	TEL01 (TPx COMMUNICATIONS)	101762479	03/31/18	04/30/18	A	2001.10	TEL01, 101762479-0, 4/1-4/30/18 SERVICE
04-18	TRIO6 (TRI-VALLEY HOSE INC)	86548	03/28/18	04/27/18	A	17.31	TRIO6, 86548, PO #6674 REPLACE BUS WASH PART
04-18	TX113 (RODGER RAGER)	0317-0327H	04/30/18	05/30/18	A	103.30	TX113, PARATAXI REIMBURSE 3/17-3/27/18
04-18	TX115 (LARRY MENDEZ)	0102-0418	04/18/18	05/18/18	A	150.03	TX115, PARATAXI REIMBURSE 1/2-4/18/18
04-18	TX123 (OLGA PRINZ)	0208-0331H	04/30/18	05/30/18	A	140.25	TX123, PARATAXI REIMBURSE 2/8-3/31/18
04-18	TX129 (CATHERINE OGLE)	0320-0331	04/18/18	05/18/18	A	64.39	TX129, PARATAXI REIMBURSE 3/20-3/31/18
04-18	TX133 (SAROJA IYER)	0204-0320	04/05/18	05/05/18	A	170.00	TX133, PARATAXI REIMBURSE 2/4-3/20/18
04-18	TX139 (ROBERT MONAGHAN)	1219-0315	04/05/18	05/05/18	A	546.00	TX139, PARATAXI REIMBURSE 12/19/17-3/15/18
04-18	TX152 (ALBERTA PILLIOD)	3-15-18H	04/05/18	05/05/18	A	20.00	TX152, PARATAXI REIMBURSE 3/15/18
04-18	TX161 (JYOTSNA MEHTA)	1208-0323H	04/05/18	05/05/18	A	192.77	TX161, PARATAXI REIMBURSE 12/8/17-3/23/18
04-18	TX173 (ADELE WRIGHT)	0303-0408	04/18/18	05/18/18	A	60.56	TX173, PARATAXI REIMBURSE 3/3-4/8/18
04-18	TX174 (MOLLIE BYRD)	3-25-18	04/05/18	05/05/18	A	40.00	TX174, PARATAXI REIMBURSE 3/25/18
04-18	TX177 (MARILYN LANE)	0306-0328H	04/05/18	05/05/18	A	81.60	TX177, PARATAXI REIMBURSE 3/6-3/28/18
04-18	TX191 (ROSE RAHAILA)	3-22-18	04/05/18	05/05/18	A	8.50	TX191, PARATAXI REIMBURSE 3/22/18
04-18	UST01 (UST COMPLIANCE TESTING IN)	4024	03/23/18	04/22/18	A	120.00	UST01, 4024, PO #6663 L-7 FUEL ALARM-ATLANTI
04-18	VAL02 (VALLEY PLUMBING HOME)	125308	03/20/18	04/19/18	A	162.09	VAL02, 125308, PO #6668 HALLWAY CEILING LEAK
		125317	03/23/18	04/22/18	A	987.24	VAL02, 125317, PO #6668 HALLWAY CEILING LEAK
		125346	03/21/18	04/20/18	A	836.25	VAL02, 125346, PO #6659 REPAIR BACKFLOW-RUTA
	Vendor's Total ----->					1985.58	
04-18	VAL03 (VALLEY MACHINE SHOP INC)	11623	04/13/18	05/13/18	A	917.70	VAL03, 11623, PO #6676 INSTRUMENT MOUNTS FOR
04-18	VER01 (VERIZON WIRELESS)	804046101H	03/22/18	04/21/18	A	1338.09	VER01, 9804046101, CELL & WIFI SERVICE 2/23-
04-18	VSP01 (VSP )	APR-2018H	04/15/18	05/15/18	A	512.04	VSP01, APR-18 VISION INSURANCE
		MAY-2018H	04/25/18	05/25/18	A	512.04	VSP01, MAY-18 VISION INSURANCE
	Vendor's Total ----->					1024.08	

Total of Purchases -> -----  
1252976.62  
=====

## **AGENDA**

### **ITEM 5 C**

## STAFF REPORT

**SUBJECT:** Rescind Contract Previously Awarded and Reject Sole Bid Received for LAVTA Rutan Maintenance Area Resurfacing Project #2018-06

**FROM:** Jennifer Yeamans, Senior Grants, Project Management & Contract Specialist

**DATE:** June 4, 2018

### Action Requested

Based on a recommendation of the Finance & Administration Committee, staff requests the Board of Directors adopt Resolution 17-2018, rejecting the sole bid received in response to IFB #2018-06 for the LAVTA Rutan Maintenance Floor Resurfacing Project as non-responsive, rescinding the contract previously awarded to Raider Painting in November 2016 for an amount not to exceed \$194,950 that was not executed by Raider Painting, and directing staff to initiate an open-market procurement for the project in accordance with LAVTA's Procurement Policy (Resolution 19-2006).

### Background

In 2013, LAVTA identified a necessary facility refurbishment needed in the maintenance area of the Rutan facility. At that time, an Invitation for Bids (IFB) was issued for the resurfacing of the maintenance area floor. The project was not accomplished at that time because of budget constraints. In the meantime, LAVTA was able to identify and apply for Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds to finance the project in addition to other needed improvements to the Rutan facility. The original engineer's estimate for the subject work was \$175,000. Since then, LAVTA has advertised numerous opportunities to solicit competitive bids to complete the project, which have been unsuccessful for various reasons summarized below:

Solicitation	Date Released	Result
IFB #2014-07	March 2014	Two bids received in excess of available budget
IFB #2015-12	September 2015	Three bids received; low bid non-responsive, others in excess of available budget
IFB #2015-14	November 2015	One bid received; contract awarded January 2016 and rescinded November 2016 for vendor non-performance. Contract awarded November 2016 to Raider Painting following open-market procurement but was never executed for lack of agreement on terms.
IFB #2017-08	February 2017	No bids received
IFB #2017-12	March 2017	No bids received
IFB #2018-06	April 2018	One bid received; non-responsive



In November 2016, the Board of Directors adopted Resolution 35-2016, awarding the contract for the work to Raider Painting via an open-market solicitation, but that contract was never executed due to the inability of Raider Painting to fulfill all of the contract requirements for the agreed upon price. LAVTA staff then attempted twice in 2017 to procure the work via two additional formal solicitations, IFB #2017-08 and IFB #2017-12, both of which received no bids.

## **Discussion**

LAVTA's most recent effort to solicit formal bids for this project was IFB #2018-06, which was released on April 12, 2018. A pre-bid meeting was held April 24, 2018, and written questions were due May 1, 2018. Bids were due May 9, 2018, on which date one bid was received from Genard, Inc., dba Lennova totaling \$112,548. However, the submitted bid included a Request for Approved Equal that was not submitted to LAVTA prior to the May 1, 2018, deadline for written questions, including Approved Equal Requests, as required by the solicitation documents. The bid was therefore deemed by LAVTA staff and Legal Counsel as non-responsive to the requirements of the Contract Documents.

LAVTA's Procurement Policy (Resolution 19-2006) states that the Board of Directors may waive the requirements for formal competitive bidding when permissible under applicable law and when a determination is made that the best interests of LAVTA will be served. The policy provides for cases when, if no bids are received in connection with a procurement requiring formal competitive bidding, LAVTA may proceed with an open market purchase in certain circumstances if it is determined that the best interests of LAVTA will be served by such an approach. The policy requires these circumstances be evaluated on a case-by-case basis and include such factors as the reasons why no bids were received, the availability of the supplies, equipment, or materials on the open market, and a price or cost analysis.

In the case of the Rutan Maintenance Area Resurfacing Project, staff's analysis finds as follows:

- The last three solicitations for this project have received no responsive bids, despite LAVTA's efforts to lower requirements for bidders in subsequent solicitation efforts based on feedback from prospective vendors. Having been out for formal bidding now 6 times, LAVTA has provided ample opportunity for "full and open competition" from prospective vendors for this work.
- Rehabilitation work of this nature requires specific expertise and knowledge of materials and practices needed to carry out the work successfully, and it is LAVTA's understanding that such vendors are available on the open market.
- The most recent Independent Cost Estimate for a modified scope that fits within LAVTA's available budget for this project was \$185,000 (May 2017).

For these reasons, staff believes that the project can be successfully contracted via open market negotiations consistent with LAVTA's Procurement Policy and other laws and regulations that may be applicable to LAVTA's procurement procedures. After six attempts to procure a vendor for the work through formal competitive bidding, staff has determined an open-market solicitation will be the most effective way for LAVTA to complete the resurfacing work needed to restore the Rutan Maintenance Area to a state of good repair.

In order to proceed with a future contract award, staff is also recommending the Board of Directors rescind the contract previously awarded for this work to Raider Painting by Resolution 35-2016, since LAVTA and the vendor were unable to agree upon terms for the work for the price originally agreed upon and approved by the Board of Directors. The issues that arose with the previous contract terms will be vetted by staff in the process of soliciting open-market bids for the work.

### **Fiscal Impact**

There is no fiscal impact to the recommended action. LAVTA staff will return to the Board of Directors with any contract recommendation based on open-market solicitation for future action.

### **Next Steps**

Staff will proceed with an open-market procurement consistent with LAVTA's procurement policies. Pending successful negotiations with a responsible vendor including advance review and mutual agreement of LAVTA's proposed contract terms with respect to price, staff will bring a contract recommendation to a future Finance & Administration Committee meeting for consideration.

### **Recommendation**

Based on the recommendation of the Finance & Administration Committee, staff recommends the Board of Directors approve Resolution 17-2018, rejecting the sole bid received in response to IFB #2018-06 for the LAVTA Rutan Maintenance Floor Resurfacing Project as non-responsive, rescinding the contract previously awarded to Raider Painting in November 2016 for an amount not to exceed \$194,950 that was not executed by Raider Painting, and directing staff to initiate an open-market procurement for the project in accordance with LAVTA's Procurement Policy (Resolution 19-2006).

### **Attachments**

1. Resolution 17-2018

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

**RESOLUTION NO. 17-2018**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
RESCINDING THE CONTRACT PREVIOUSLY AWARDED TO RAIDER  
PAINTING FOR THE RUTAN MAINTENANCE AREA RESURFACING  
PROJECT AND REJECTING ALL BIDS FOR LAVTA IFB #2018-06.**

**WHEREAS**, the Livermore Amador Valley Transit Authority (LAVTA) requires the services of a third-party contractor to perform the resurfacing of the Rutan Maintenance Area floor as described in LAVTA Invitation for Bids (IFB) #2018-06; and

**WHEREAS**, the Board of Directors previously adopted Resolution 35-2016, awarding a contract for the work to Raider Painting, which was never executed due to a lack of mutual agreement on price with respect to contract terms; and

**WHEREAS**, staff issued two subsequent formal solicitations for the work in 2017, as IFB #2017-08 and IFB #2017-12, both of which received no bids; and

**WHEREAS**, staff issued IFB #2018-06 in March 2018 to solicit bids for the project; and

**WHEREAS**, one bid was received, which was reviewed by LAVTA staff and Legal Counsel and determined to be non-responsive; and

**WHEREAS**, LAVTA's Procurement Policy adopted by the Board of Directors as Resolution #19-2006 and as further detailed in LAVTA's Procurement Manual updated July 2015 provides for the right of the Board of Directors to reject any or all bids in such instances where none of the bids was deemed responsive to the requirements of the Contract Documents; and

**WHEREAS**, staff has determined that through six attempts at formal competitive bidding for the project, including modifications to the Contract Documents to ensure the Contract Documents were not excessively burdensome or restrictive to prospective bidders, that LAVTA has allowed for full and open competition in soliciting the work; and

**WHEREAS**, staff recommends that the Board of Directors reject the sole bid received for IFB #2018-06 and direct staff to solicit a responsible vendor via the open market to complete the work in accordance with Resolution #19-2006;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby rejects all bids for the LAVTA Rutan Maintenance Area Resurfacing Project #2018-06; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Livermore Amador Valley Transit Authority hereby rescinds the contract for the resurfacing of the LAVTA Rutan facility maintenance area previously awarded to Raider Painting by Resolution 35-2016; and

**BE IT FURTHER RESOLVED** that staff is directed to undertake an open-market solicitation for the Rutan Maintenance Area Resurfacing Project in accordance with LAVTA's Procurement Policy, Resolution #19-2006.

**PASSED AND ADOPTED** this 4<sup>th</sup> day of June 2018.

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Karla Brown, Chair

**ATTEST:**

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Michael Tree, Executive Director

**APPROVED AS TO FORM:**

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Michael Conneran, Legal Counsel

## **AGENDA**

### **ITEM 5D**

## STAFF REPORT

SUBJECT: Approval of Resolution Authorizing an Application for Lifeline Transportation Program Cycle 5 Funding

FROM: Jennifer Yeamans, Senior Grants, Project Management & Contract Specialist

DATE: June 4, 2018

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### Action Requested

Based on the recommendation of the Finance & Administration Committee, approve Resolution 16-2018 to receive funding from the Metropolitan Transportation Commission (MTC) for the Cycle 5 Lifeline Transportation Program for continued operations of Wheels Route 14 serving North Livermore. This resolution is required to receive funding from MTC if the project receives final approval from MTC and the Alameda County Transportation Commission (CTC), which administers the regional program in Alameda County.

### Background

The Lifeline Transportation Program was established by MTC in 2005 to provide funding, on a competitive basis, for community-based transportation projects in the nine Bay Area counties that:

- Are developed through a collaborative and inclusive planning process including outreach to underrepresented communities
- Improve a range of transportation choices
- Address transportation gaps or barriers identified in Community Based Transportation Plans or other substantive local planning efforts involving focused outreach to low-income populations.

Funding for the program is provided on a formula basis to the nine Bay Area counties based on each county's share of the region's population below 200% of the federal poverty level (ratio of income to federal poverty levels depends on household size, but 200% is approximately \$35,000 per year for an average-sized household). The program is administered at the county level by the Congestion Management Agencies, including Alameda CTC. Funding sources for the program include population-based State Transit Assistance funds and FTA Section 5307 funds administered regionally by MTC. MTC's program guidelines require counties to program funds based on a competitive call for projects.

On February 23, 2018, Alameda CTC released a call for projects for the Cycle 5 Lifeline Transportation Program. Based on MTC's Cycle 5 fund estimate, a total of approximately \$4.8 million was available for Alameda County for use in fiscal years 2018-19 and/or 2019-20. Eligible projects must meet the goals of the Lifeline Transportation Program and meet the

eligibility requirements of at least one of the available funding sources. A local match is required for all projects, with a minimum of 20% for projects funded with STA funds and 50% for operating projects funded with FTA 5307 funds. A resolution of local support is also required.

In March 2018, staff applied to Alameda CTC for Lifeline program funds for continued operation of Route 14 service in North Livermore. Route 14 has received Lifeline Transportation Program funds since the program's inception to improve mobility in the most concentrated area of low-income residents in LAVTA's service area, the North Livermore community. A map showing the location of the North Livermore Community and Route 14 service is shown in Attachment 2.

Following implementation of the Comprehensive Operations Analysis in 2016, which included extensive public-outreach efforts including outreach directed to low-income riders and community members, the original Route 14 community circulator was redesigned to provide direct, one-seat rides from North Livermore to a wider range of essential destinations, including the Dublin/Pleasanton BART station, the Livermore Transit Center/ACE, and a greater number of employment, shopping, medical, recreational, and social-service destinations.

LAVTA's funding request for the project reflected the approximate share of Alameda County's population under 200% of the federal poverty level residing in LAVTA's service area (6.5%).

### **Discussion**

On May 14, 2018, the Alameda CTC Programs and Projects Committee referred a recommendation to the Alameda CTC approving full funding for LAVTA's Lifeline Cycle 5 request for \$320,000 in discretionary STA funds. Based on the recommendation of the Alameda CTC anticipated to be approved May 24, 2018, MTC is scheduled to consider the regional Cycle 5 Program of Projects for approval July 25, 2018.

### **Project Budget**

The proposed project budget and schedule is as follows, pending approval by Alameda CTC and MTC.

<b>Fund Source</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>Total</b>
Lifeline Cycle 5 request	\$160,000	\$160,000	\$320,000
TDA 4.0	\$270,000	\$270,000	\$540,000
Farebox Revenue	\$115,000	\$115,000	\$230,000
Total Budget	<b>\$545,000</b>	<b>\$545,000</b>	<b>\$1,090,000</b>

### **Next Steps**

If funding for the project is approved by Alameda CTC and MTC, LAVTA will request funds from MTC for FY 2018-19 and include these funds in the budget for FY2019-20.

### **Recommendation**

Based on the recommendation of the Finance & Administration Committee, staff recommends the Board of Directors approve Resolution 16-2018 in support of a funding request to MTC for

the Cycle 5 Lifeline Transportation Program for continued operations of Wheels Route 14 serving North Livermore.

Attachments:

1. Resolution 16-2018 for Lifeline Transportation Program Cycle 5 Application
2. Route 14 Map showing location of North Livermore Low Income Community
3. Alameda CTC–approved Lifeline Cycle 5 Program of Projects for Alameda County

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



**RESOLUTION NO. 16-2018**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AUTHORIZING THE APPLICATION FOR CYCLE 5  
LIFELINE TRANSPORTATION PROGRAM FUNDS TO THE  
METROPOLITAN TRANSPORTATION COMMISSION FOR CONTINUED  
OPERATING ASSISTANCE FOR ROUTE 14 IN NORTH LIVERMORE**

WHEREAS, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has adopted principles, pursuant to MTC Resolution No. 4309, to guide implementation of the Lifeline Transportation Program for the two year period from Fiscal Year 2016-17 and Fiscal Year 2017-18, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine Bay Area counties to help with recommending project selections and project administration; and

WHEREAS, the Alameda County Transportation Commission (Alameda CTC) has been designated by MTC to assist with the Lifeline Transportation Program in Alameda County on behalf of MTC; and

WHEREAS, Alameda CTC conducted a competitive call for projects for the Lifeline Transportation Program in Alameda County; and

WHEREAS, LAVTA submitted a project in response to the competitive call for projects; and

WHEREAS, Alameda CTC has confirmed that LAVTA's proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4309; and

WHEREAS, Alameda CTC, after review, recommends LAVTA's proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

WHEREAS, LAVTA agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4309; and

WHEREAS, LAVTA certifies that the project(s) and purpose(s) for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

WHEREAS, there is no legal impediment to LAVTA making the funding request; and

WHEREAS, there is no pending or threatened litigation which might in any way adversely affect the ability of LAVTA to deliver the proposed project for which funds are being requested, now therefore be it

RESOLVED, that LAVTA requests MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which LAVTA is eligible, for the project described in Attachment A of this Resolution; and be it further

RESOLVED, that LAVTA staff shall forward a copy of this Resolution, and such other information as may be required, to MTC, Alameda CTC, and such other agencies as may be appropriate.

PASSED AND ADOPTED by the Board of Directors of the Livermore Amador Valley Transit Authority of the State of California on the 4nd day of June 2018.

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Karla Brown, Board Chair

ATTEST:

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Michael S. Tree, Executive Director

**ATTACHMENT A**  
**Lifeline Transportation Program Cycle 5 Projects**

Project Name	Project Description	Lifeline Transportation Program Funding Amounts			Local Match Amount	Total Project Cost
		STA	5307	Total Lifeline Funding		
Route 14 Operating Assistance	Wheels Route 14 provides service between the North Livermore Low Income Community and a variety of essential destinations including shopping, employment, healthcare, and direct regional rail connections via the Livermore Transit Center/ACE station and Dublin/Pleasanton BART station.	\$320,000	\$ -	\$320,000	\$770,000	\$1,090,000
Total		\$320,000	\$ -	\$320,000	\$770,000	\$1,090,000



## Cycle 5 Lifeline Transportation Program - Proposed Program

Lifeline Cycle 5 - Fund Estimate			
STA	STA 5%	FTA Section 5307	Total Funding
\$ 3,273,938	\$ 83,749	\$ 1,514,825	\$ 4,872,512

Sponsor	Project	Description	Lifeline Funding Request	Total Project Cost	Funding Recommendation			Lifeline \$ Recommended	Rank	Notes
					STA	STA (5% Reserve)	FTA Section 5307			
AC Transit	Preservation of Existing Service in Communities of Concern	The project aims to continue and improve transit service to several key Communities of Concern in the southern, central and northern portions of Alameda County. The routes (Route 20, 40, 51A, 51B, 72, 800, and 801) serve low-income communities that have been identified because of spatial gaps in service in the Community Based Transportation Plan (CBTP).	\$ 3,650,000	\$ 35,541,400	\$ 2,051,426	\$ 83,749	\$ 1,514,825	\$ 3,650,000	1	1
LAVTA	Route 14 Operating Assistance	Wheels Route 14 provides service between the North Livermore Low Income Community and a variety of essential destinations including shopping, employment, healthcare, and direct regional rail connections via the Livermore Transit Center/ACE station and Dublin/Pleasanton BART station.	\$ 320,000	\$ 1,090,000	\$ 320,000	\$ -	\$ -	\$ 320,000	2	
BART	Coliseum BART Elevator Renovation Project	Renovation of two elevators at the Coliseum BART Station as part of Phase 1 for the Elevator Renovation Program. The project addresses the growing needs of aging equipment to provide safe, reliable, and operational elevators in an area servicing a community that is roughly 30% low-income.	\$ 1,440,000	\$ 1,800,000	\$ 720,000	\$ -	\$ -	\$ 720,000	3	2
Union City Transit	Operations Support for Route 2	The Route 2 is the main east-west route in the area that connects the Union City Intermodal Station with job centers along the Whipple Road corridor, which includes a lot of manufacturing and distribution facilities. The route provides vital lifeline public transportation access for the Decoto neighborhood, an established community of concern in Union City.	\$ 1,252,411	\$ 1,565,514	\$ 182,512	\$ -	\$ -	\$ 182,512	4	
BART	MacArthur BART Wayfinding Improvement Project	The project will update current wayfinding signage with new real-time displays with departure information for transit operations at the MacArthur BART station in Oakland. The updated signage would allow patrons to better plan commutes and train transfers. Approximately 30% of the weekday MacArthur station patrons are low-income.	\$ 1,900,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	4	
Total Requested:			\$ 8,562,411	Total Recommended:	\$ 3,273,938	\$ 83,749	\$ 1,514,825	\$ 4,872,512		

## Notes:

1. CMAs are to program up to 95% of the STA fund estimate and identify a single project to receive the remaining 5% which is to be held in reserve by MTC until the actual STA revenue is received. The 5% STA balance is estimated to be \$83,749. If available in the future, it is recommended for AC Transit's project, Preservation of Existing Service in Communities of Concern.
2. In light of a recommendation for partial funding, BART staff confirmed that other funding will be committed to the project to deliver the full project scope of two elevators.

## **AGENDA**

### **ITEM 5E**

## STAFF REPORT

SUBJECT: WAAC Appointments for FY19

FROM: Kadri Klm, Paratransit Planner

DATE: June 4, 2018

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### Action Requested

Adopt Resolution 18-2018 making appointments to the Wheels Accessible Advisory Committee (WAAC).

### Background

In June 2018, terms will expire for the following WAAC members and/or alternates:

1. Connie Mack – Dublin Alternate
2. Helen Buckholz – Dublin Alternate
3. Russ Riley – Livermore Representative
4. Regina Linse – Pleasanton Representative
5. Herb Hastings – Alameda County Representative
6. Judith LaMarre – Alameda County Alternate
7. Melany Henry – Social Services Representative
8. Raymond Figueroa – Social Services Representative
9. Amy Mauldin – Social Services Representative

The WAAC met in May and reviewed the applications.

### Discussion

LAVTA received ten applications for FY 2019 open positions. Applications were distributed to the LAVTA Board, so that each jurisdiction could make its appointments from among its residents who applied. Board members made the following appointments:

Dublin Seats (1 member and 1 alternate needed)

- Connie Mack – member
- Helen Buckholz – alternate

Livermore Seats (2 members and 1 alternate needed)

- Russ Riley – member
- Judith LaMarre – member
- Bob Chulata – alternate

Pleasanton Seat (1 member needed)

No applications received. The current Pleasanton alternate Sue Tuite will be moving to a regular member position and her term will expire in June, 2019.

County of Alameda Seats (1 member and 1 alternate needed)

- Herbert Hastings – member
- David Weir – alternate

Social Services Seats (3 members and 1 alternate needed)

- Melany Henry – member
- Raymond Figueroa – member
- Amy Mauldin – member

### **Recommendations**

Staff has compiled the Board's appointments into Resolution 18-2018 for adoption at the June 4, 2018 Board meeting.

Attachment:

1. Resolution 18-2018

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



**RESOLUTION 18-2018**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE  
AMADOR VALLEY TRANSIT AUTHORITY RATIFYING THE  
APPOINTMENTS TO THE WHEELS ACCESSIBLE ADVISORY COMMITTEE  
(WAAC)**

**WHEREAS**, pursuant to Section 3.3 of the WAAC By-Laws the term of appointment of each committee member and alternate shall generally be for a period of two (2) fiscal years. Each member shall serve for a maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years); and

**WHEREAS**, there are vacancies on the Committee due to several WAAC members terms expiring or members resigning; and

**WHEREAS**, pursuant to Section 3.3 of the WAAC By-Laws, appointments of members may be one year if necessary to ensure continuity of membership; and

**WHEREAS**, WAAC vacancies were advertized on LAVTA's website, via press release and social services agencies' contacts; and

**WHEREAS**, the Boardmembers from each city and the county reviewed WAAC applications and selected their representatives for acceptance by the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority that the following WAAC members and alternate members be appointed on July 1, 2018 for a two-year term ending June 30, 2020:

- Connie Mack – City of Dublin, Member,
- Helen Buckholz – City of Dublin, Alternate
- Russ Riley – City of Livermore, Member,
- Judith LaMarre – City of Livermore, Member
- Bob Chulata, City of Livermore, Alternate
- Herbert Hastings, County of Alameda, Member,
- David Weir, County of Alameda, Alternate
- Melany Henry, Social Services, Member
- Raymond Figueroa, Social Services, Member
- Amy Mauldin, Social Services, Member

Due to a vacant City of Pleasanton Member position and no applications received for the position, the current City of Pleasanton Alternate Sue Tuite will be appointed to a City of Pleasanton Member position for a one-year term ending on June 30, 2019.

**APPROVED AND PASSED** this 4<sup>th</sup> day of June, 2018.

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Karla Brown, Chair

ATTEST:

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Michael Tree, Executive Director

## **AGENDA**

### **ITEM 6**

## STAFF REPORT

SUBJECT: Manager of Customer Service & Contract Oversight and Director of Planning & Marketing Positions

FROM: Michael Tree, Executive Director

DATE: June 4, 2018

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### **Action Requested**

The Finance & Administration Committee recommends that the Board approve the new position of Manager of Customer Service & Contract Oversight and the position of Director of Planning & Marketing

### **Background**

The current organizational chart includes a Director of Planning & Operations, which oversees the planning department and the oversight of contracts that provide the operations of the agency's services. Due to the volume of projects at the agency the Director of Planning & Operations has not historically been able to provide oversight of operations contracts as outlined in the agency's Contractor and Subrecipient Oversight Procedures.

Additionally, the Director of Finance has historically overseen Customer Service, which has seen an increase in activity with the bus system redesign and accompanying increase in choice riders. Additionally, with the increase in projects at the agency has come additional tasks in the finance department. The end result is the finance department is not able to expend the time necessary for day-to-day activities in procurement oversight and audit preparation, which are critical tasks.

### **Discussion**

Staff proposes to create a new position at the agency titled Manager of Customer Service & Contract Oversight that will both oversee the customer service department, and provide the time and resources necessary to appropriately oversee the agency's contracts to ensure the agency that the contractors are providing the services with excellence that are outlined in the contracts. This would eliminate the Customer Service responsibilities in the Director of Finance, and the contract oversight responsibilities for the agency's operations in the Director of Planning & Operations position.

After recent interviews for the Director of Planning & Operations, staff notes that the most qualified applicant also has substantial experience in transit marketing and, after considerable discussion with the applicant, staff recommends that the job position of Director of Planning & Operations and the job position of Marketing Manager be merged and retitled Director of Planning and Marketing.

**Fiscal Impact**

The salary range for the Manager of Customer Service & Contract Oversight is \$7,447 to \$10,426.

The salary range for the Director of Planning & Marketing is \$8,937 to \$12,510.

The financial impact to the agency of the proposed changes is a savings of \$15,000.

**Recommendation**

The Finance & Administration Committee recommends that the Board approve the new position of Manager of Customer Service and Contract Oversight and the position of Director of Planning and Marketing

**Attachments:**

1. Job Description - Manager of Customer Service and Contract Oversight
2. Job Description – Director of Planning and Marketing
3. Modified Job Description – Director of Finance
4. Current Organizational Chart
5. Proposed Organizational Chart

*Submitted:* \_\_\_\_\_

# LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

## POSITION DESCRIPTION

**POSITION** Manager of Customer Service and Contract Oversight

**CLASSIFICATION** Exempt

### POSITION DESCRIPTION

The Manager of Customer Service and Contract Oversight reports to the Executive Director and under his/her direction oversees and manages customer service at the agency and the fixed route and paratransit contracts, in addition to innovative service contracts. The position also oversees paratransit and IT specialists and is a key member of the management team.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### **45% *Contract Management***

- Oversee contractor service performance monitoring to ensure the performance and quality assurance standards set forth in the contract/solicitation are met.
- Oversee contractor compliance monitoring in regard to maintenance of rolling stock and facilities operated and/or maintained by contractors to ensure compliance with agency and FTA requirements.
- Monitor contractor compliance with Title VI, EEO, ADA, drug testing regulations and contractor safety program.
- Ensure accuracy with contractor billing and reporting.
- Perform formal performance reviews at least quarterly, with documented corrective actions.

#### **20% *Innovation***

- Explore and provide recommendations to the management team on innovative services and products that can be implemented, and that will prepare the agency to lead discussions on the evolving public and private roles in transportation services, both short and long-term.

#### **20% *Customer Service Team***

- Oversee the customer service team to ensure courteous and responsive information is provided promptly to customers.
- Provide daily reports on customer service issues and their resolution to the management team, and monitor contractor response in taking corrective actions.
- Addresses and resolves complex or escalated customer complaints and concerns.

#### **15% *Paratransit and IT Specialist Oversight***

- Manage Paratransit Planner Specialist, to include the application, assessment, and introductory process for paratransit customers.
- Manage Fleet and Technology Management Specialist to ensure products and rolling stock are deployed timely and are responsive to customer and agency needs.

***Behavior***

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

**KNOWLEDGE/SKILLS REQUIRED BY POSITION**

**Skills & Abilities:**

Ability to think strategically and proactively;  
Ability to lead and coordinate projects;  
Ability to make effective public presentations;  
Ability to communicate effectively, both orally and in writing;  
Ability to obtain public acceptance of the Authority;  
Ability to motivate staff;  
Ability to recognize business problems, develop alternatives, and implement viable solutions;  
Ability to prepare and monitor departmental operating budget.

**Knowledge of:**

Knowledge of Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements;  
Transit planning principles;  
Information technology resources;  
Relative location of cities, basic geography and prominent landmarks of the Wheels service area.

**ORGANIZATIONAL RELATIONSHIPS**

**Position reports directly to:**

Executive Director

**Position supervises:**

Paratransit Planner Specialist  
Senior Fleet and Technology Management Specialist  
Customer Service Supervisor and two representatives

**Position coordinates with:**

All Authority staff, particularly department directors  
Maintenance and Operations Contractor staff  
Vendors and the public

**QUALIFICATIONS**

Bachelor's degree in Transportation Planning, Business Administration, Communication, Planning, or related field. The position requires 3-5 years of experience in passenger transportation. Project and/or Contract Management experience desirable.

## **LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY**

### **POSITION DESCRIPTION**

**POSITION** Director of Planning and Marketing

**CLASSIFICATION** Exempt

### **POSITION DESCRIPTION**

The Director of Planning and Marketing reports to the Executive Director and under his/her direction oversees and manages short and long range operations planning, marketing, and community outreach functions.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**55%    *Short and Long Range Operations Planning Management***

- Oversee the strategic development of short and long-range transit plans and other related planning efforts;
- Monitor performance of operations and manage development of service change recommendations as appropriate to provide quality transportation services;
- Work with departments from each member city and Alameda County to ensure Authority transit services meet the current and future needs of each city and the County;
- Respond to community input on service design;
- Represent the Authority on various planning committees and organizations.

**30%    *Marketing Management***

- Oversee the strategic planning, creation and implementation of the Authority's marketing and community outreach efforts;
- Direct the agency's contract for creative and design services;
- Manage the agency's on-vehicle advertising contract;
- Serve as the agency's Public Information Officer.

**10%    *Provide a Leadership Role within the Agency***

- Support the Executive Director;
- Assist in supporting the Authority's Board of Directors;
- Work collaboratively with other members of the agency's Management Team;
- Effectively manage the Planning and Marketing Department staff.

**5%    *Other duties as assigned***



***Behavior***

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

**KNOWLEDGE/SKILLS REQUIRED BY POSITION**

**Skills & Abilities:**

Ability to think strategically and proactively;  
Ability to lead and coordinate projects;  
Ability to develop and prepare comprehensive service plans, studies, and reports;  
Ability to make effective public presentations;  
Ability to communicate effectively, both orally and in writing;  
Ability to obtain public acceptance of the Authority;  
Ability to motivate staff;  
Ability to recognize business problems, develop alternatives, and implement viable solutions;  
Ability to prepare and monitor departmental operating budget.

**Knowledge of:**

Knowledge of Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements;  
Transit planning principles, survey design, implementation and analysis;  
Marketing and communications principles;  
Knowledge and understanding of design principles, marketing strategies, public relations, advertising, research and planning techniques and philosophy;  
Knowledge of general principles, methods, practices of public outreach;  
Knowledge of state, federal and regional laws and regulations relating to funding and operations of public transit;  
Ability to research and quickly synthesize information  
Relative location of cities, basic geography and prominent landmarks of the Wheels service area.

**ORGANIZATIONAL RELATIONSHIPS**

**Position reports directly to:**

Executive Director

**Position supervises:**

Senior Transit Planner  
Marketing & Communications Specialist  
Planning Interns  
Marketing Interns

**Position coordinates with:**

All Authority staff, particularly other department directors  
Maintenance and Operations Contractor staff

Representatives of federal, state, regional, county and city agencies  
Local civic groups and businesses  
Vendors  
The public

**QUALIFICATIONS**

Bachelor's/Master's degree(s) in Transportation Planning, Business Administration, Urban Planning, or related field. Five years of responsible management experience in public transit preferably at the local or regional level. The position requires 3-5 years of planning experience as well as 3-5 years of experience reporting directly to a governing body (i.e., Board of Directors) or substantial interaction with a governing body.

## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

### POSITION DESCRIPTION

**POSITION** Director of Finance

**CLASSIFICATION** Exempt

### POSITION DESCRIPTION

The Director of Finance reports directly to the Executive Director and under his/her direction plans, organizes, manages and provides oversight for all accounting and finance of the Authority, including strategic financial planning, preparing of financial reporting, and facilitating audits. Additionally, provides general administrative support, human resources management and customer service oversight.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### **55% *Accounting/Finance***

- Provide oversight and manage all financial activities of the Authority;
- Oversee fare collection including daily reports, farebox security, and revenue reconciliation;
- Maintain general ledger and prepare monthly Financial Reports;
- Oversee the preparation of the annual state and federal reports such as the State Controller's Report and the National Transit Database;
- Prepare appropriate information for the annual financial audit;
- Assure financial management systems conform to generally accepted accounting principles and standards, and to the requirements of the state and federal governments;
- Monitor Authority's financial condition and advise the Executive Director of financial management issues;
- Facilitate the strategic planning process and prepare Authority's annual operating and capital budget;
- Review established policies, systems and procedures governing all aspects of the Authority's accounting, bookkeeping, and financial reporting activities;
- Administer and process claims for federal, state and local agency grants;
- Assist staff in conducting financial analysis of fixed route transit, paratransit service alternatives, financial forecasting, SRTP preparation, and other projects.

#### **15% *Grants Management***

- Identify and develop new sources of agency funding;
- Comply with all federal, state, and regional project development requirements (TIP, CMP, STIP, etc.);

- Oversee preparation of formula grant applications to federal, state, and regional agencies for capital and operating subsidies;
- Oversee preparation of periodic reports required by funding agencies;
- Oversee request for payments from funding agencies in accord with each agencies' requirements;
- At times, represent the Authority at meetings of various funding agencies;
- Monitor all federal, state, and regional laws and Notices of Proposed Rulemaking (NPRM's) relating to public transit;
- Ensure agency complies with all state and federal regulatory programs, specifically DBE, EEO, Title VI, CARB and ADA.

**15% Capital Projects, Asset Management, and Contract Management**

- Prepare budget for capital improvements and monitor expenditures;
- Oversee fixed assets management and control;
- Administer purchasing and inventory programs and policies;
- Oversee Operations and Maintenance contract with respect to billing. Specifically, develop programs and methods to monitor contractor operations to ensure that they conform to contract requirements for billing;
- Assist in preparation of contract documents;

**10% General Administrative Support and Human Resource Management**

- Provide centralized administrative support services, including purchasing and records management for all Authority departments;
- Administer procurement and inventory programs and policies and act as Authority's Procurement Officer;
- Create and oversee Authority's Human Resources policies, procedures and processes;
- Develop and oversee training programs;
- Oversee the recruitment process;
- Counsel employees and managers on human resources matters;
- Oversee the Authority's employee pay, benefit plan, insurance programs;
- Maintain personnel records, including health benefits, retirement benefits, etc., and acts as liaison with Public Employees Retirement System;

**5% Other duties as assigned**

***Behavior***

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

## **ORGANIZATIONAL RELATIONSHIPS**

### **Position reports directly to:**

Executive Director

### **Position supervises:**

Accounting Analyst

Administrative Assistant

Customer Service Supervisor

Customer Service Representative (2)

### **Position coordinates with:**

All Authority staff

Contractor staff

Representatives of federal, state, regional, county and city agencies

Local civic groups and businesses

Vendors

The public

## **QUALIFICATIONS**

### ***Credentials:***

Bachelor's degree in public finance, accounting, economics, business administration, public administration, or related field pertinent to position. Master's Degree in Business Administration or related field is desired.

### ***Professional Experience:***

Five to seven years' experience in performing accounting, grants management and financial management functions, preferably with a public transit or public agency. Knowledge of human resource management and experience with supervision, or any combination of training and experience that provides the required skills, knowledge and abilities.

## **KNOWLEDGE/SKILLS REQUIRED BY POSITION**

### **Skills & Abilities:**

Ability to lead and coordinate projects;

Ability to make effective public presentations;

Ability to communicate effectively, both orally and in writing;

Ability to motivate staff;

Ability to recognize business problems, develop alternatives, and implement viable solutions;

Strategic and tactical thinking skills.

Ability to handle multiple and changing priorities and deadlines.

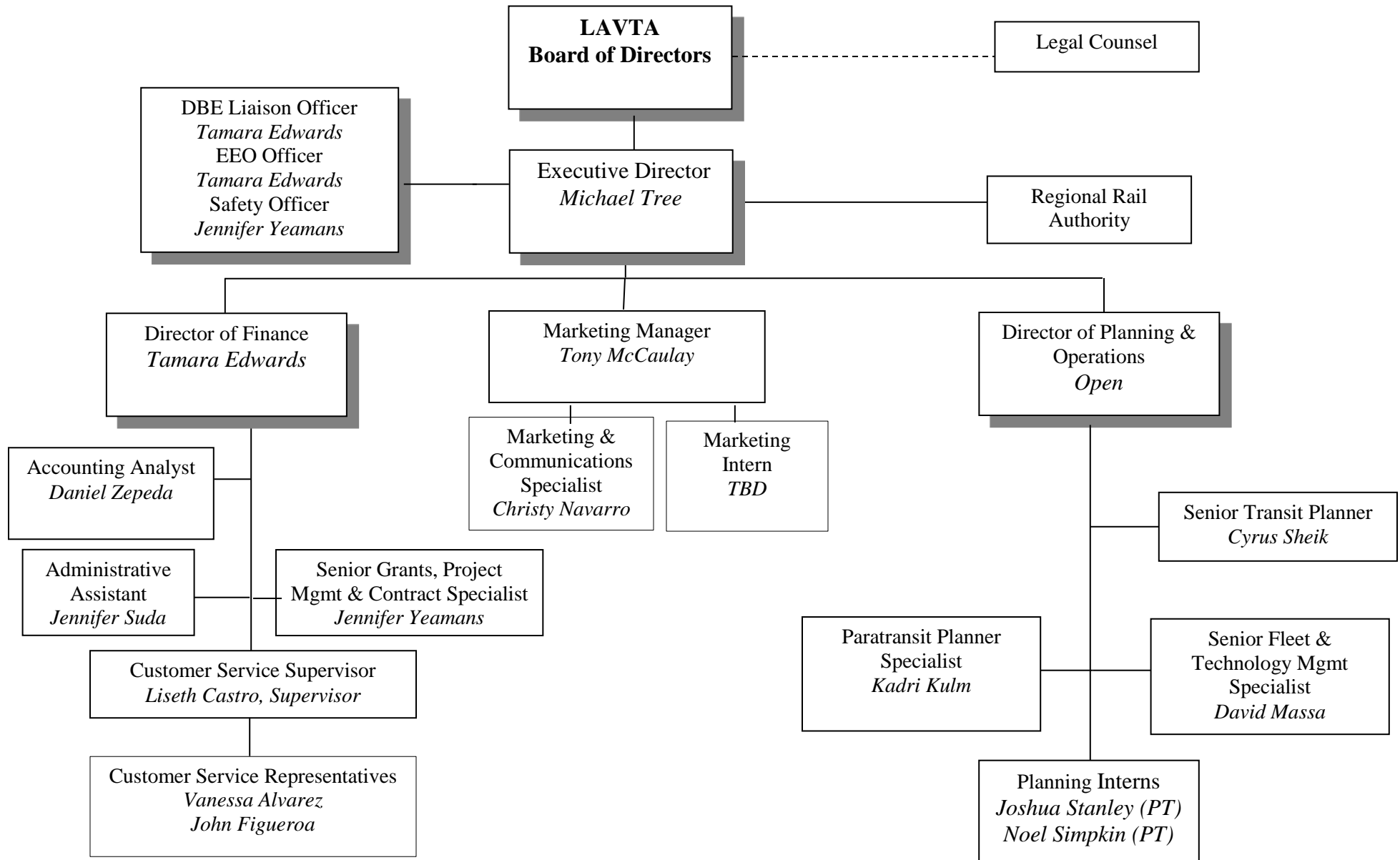
Ability to work effectively with representatives of federal, state and local government agencies, local elected and appointed officials and with the general public.

### **Knowledge of:**

Accounts Payable  
Accounts Receivable  
Payroll  
General Accounting  
Public Procurement Policies  
Federal and State Reporting  
Grant application and proposal preparation, and grant funds disbursement.  
Federal and private funding sources.  
Principles, operations and methods of public finance, fiscal management, transportation planning, and public administration, including accounting, budget preparation, program analysis, and revenue forecasting.  
Federal and State laws, regulations, and requirements pertaining to transportation grants programs and audits.  
Principles and techniques of management analysis, organizational and human resource management and employee benefit administration.

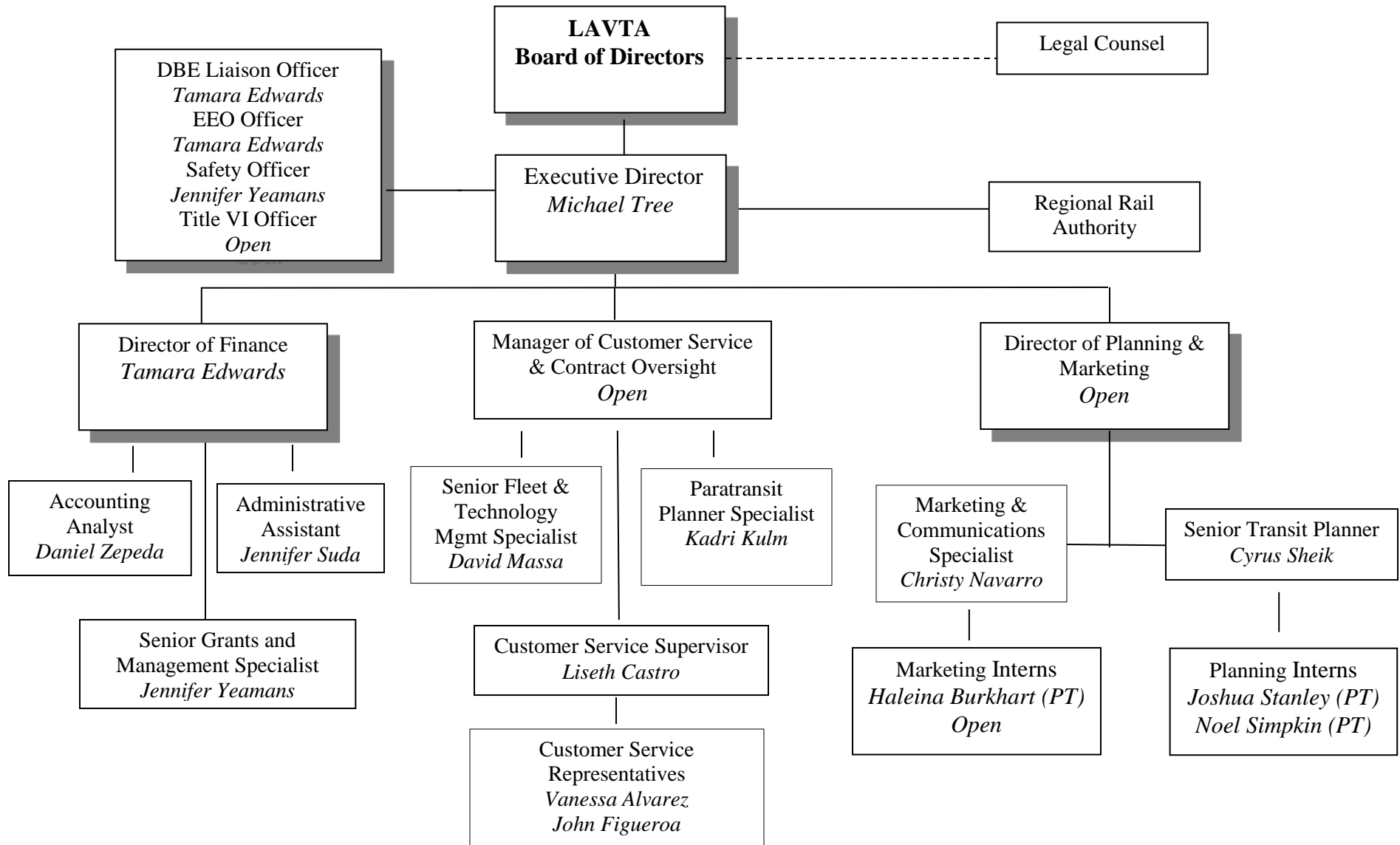
# LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## Organizational Chart



# LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## Organizational Chart





## **AGENDA**

### **ITEM 7**

**STAFF REPORT**

SUBJECT: LAVTA's Operating & Capital Budget for FY 2019

FROM: Tamara Edwards, Director of Finance

DATE: June 4, 2018

**Discussion**

Attached for your approval is the draft LAVTA Operating Budget for FY 2019 (July 1, 2018 through June 30, 2019). The operating budget includes revenues and expenses required to operate fixed route, Dial-a-Ride, and other projects such as Go Dublin, the shared autonomous vehicles and the Rail Authority. The total operating budget of \$20,573,995 reflects an overall increase of 12.02% from the FY 2018 budget, a breakdown of this increase is below. A large portion of these projects are covered by dedicated grants and allocations. The operating budget was balanced without the need to drawdown from the LAVTA reserve funds. Additionally the FY2019 Capital Budget has been enclosed for your review.

Fund	\$ Increase over prior year	% Increase over prior year	% Share of the overall budget increase
Fixed Route	1,407,342	8.6%	64%
Paratransit	106,191	4.4%	4.8%
WHEELS on Demand/SAV	-12,181	-2.5%	-.55%
Rail	\$706,720	39%	32%

Planning for the FY 2019 budget again utilized a system wide approach to clearly align the budget with the mission, vision and goals established in the Strategic Plan.

**Operating Budget Provisions**

The largest budget line items for LAVTA are purchased transportation and fuel. This year's budget reflects the contracted increase in Paratransit. Additionally, in FY 18 LAVTA entered into a three year contract for Fixed Route that begins in FY 19. Being a new contract with additional provisions the contract amount increased more than it would have had it been a continuing contract. For FY18 LAVTA budgeted \$2.35 per gallon for fuel, however the average price per gallon that LAVTA paid in FY 18 (to date) is \$2.17. However, with anticipated fuel price increases the amount per gallon for FY 19 was budgeted at \$2.70 per gallon. Additionally, the amount budgeted for fuel taxes increased to reflect new legislation.

The budget does not reflect any grant awards not currently in hand. The reason behind this involves the timing of grant applications and awards. Many awards will be announced after the beginning of the fiscal year, rather than budget based on an assumption of receiving the awards and then backfilling if awards are not received, LAVTA budgets based on what is in

hand and then adds additional funds to our reserve account at the end of the year from the grants received. Once grants have been applied for and received staff will update the Board in regard to the additional revenues.

At the meeting, staff will review with the committee the line item budgets for revenues and expenses, highlighting changes from the prior year budget and areas of particular importance.

**Recommendation**

The Finance and Administration Committee recommends that the Board of Directors approve the final Operating and Capital Budget for FY 2019.

**Attachments:**

1. Operating and Capital Budget FY 2019
2. Resolution 15-2018 Operating and Capital Budget FY2019

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

Fiscal Year 2019

Livermore Amador Valley  
**TRANSIT AUTHORITY**



FY 2019

# Operating and Capital Budget



Livermore Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551

(925) 455-7555 Phone  
(925) 453-1375 Fax

[WHEELSBUS.COM](http://WHEELSBUS.COM)

**WHEELS**  
**Livermore Amador Valley Transit Authority**  
**Fiscal Year 2019**  
**Budget Message**

**Summary Outlook for FY2019**

LAVTA's FY2019 Budget is \$20,573,995 which is 12.02% higher than FY2018. The draft budget assumes LAVTA will provide 137,616 fixed route service hours and 58,000 paratransit trips. The Budget for FY2019 continues to comply with the Board's policy to maintain reserves equivalent to 3-6 months of operating costs.

FY2019's major highlight will be a continuing focus on increasing ridership through improved customer service and skilled marketing. All operators in FY2019 will complete the new MV Platinum Customer Connection course and will participate in monthly safety meetings where the concepts will be reinforced. In FY2019 the LAVTA Marketing Department will continue individualized marketing on Rapid routes, will finish the rebranding of Wheels buses and replace bus signs with the new Wheels logo. Finally, the LAVTA website will be refreshed for ease of use. With planning the agency will finish the Comprehensive Paratransit Study and the agency's Fare Study with recommendations to be considered by the Board of Directors. Additionally, the agency has plans to conduct a review of the bus system redesign and perform strategic planning. Also under consideration will be the second year of the Go Dublin pilot. Finally, LAVTA staff will continue to provide administrative support for the Tri-Valley – San Joaquin Valley Regional Rail Authority and manage partners participating in the shared autonomous vehicle project.

Medical Transportation Management continues to improve the agency's brokerage paratransit services and continues to deliver a high level of on-time performance and overall service.

After multiple years of bus procurement and farebox upgrades, LAVTA's capital program in FY2019 will focus on several high priority projects, including the relocation and renovation of the Historic Depot in Livermore at the LAVTA Transit Center, to include additional renovations to the LAVTA Transit Center thanks to a FTA 5339 grant award. Other capital projects include a Rapid bus stop upgrade on the 30R on North Canyons Blvd in Livermore, the Rapid bus stop upgrade on the 10R in Pleasanton on Santa Rita, the completion of a transit signal priority project on the Rapid system and the general upgrade of several Wheels bus shelters within the LAVTA system.

As the transit agency enters into FY2019, its activities will occur against the backdrop of an economy continuing to gain momentum. FAST ACT, the approved federal transportation bill, provides relatively flat, but stable funding for the next several years. State funding has been improved through recently approved SB1 funding. At the local level the region's Metropolitan Planning Organization is continuing to fund Regional Measure 2 funding for Route 30R, derived from bridge toll fees. Staff will continue to watch the performance of

the route for future compliance with performance requirements. This is a sign of the times in which public transit must focus on improved performance or anticipate a reduction in funding.

### **FY18 Perspective**

Before discussing FY2019, it is useful to briefly recap this last year. LAVTA's FY2018 Budget was \$18,365,924 million, which was 6.02% higher than FY17. For the seventh consecutive year, no fare increases were implemented. LAVTA was also able to comply with the Board's policy to maintain reserves equivalent to 3-6 months of operating costs.

FY2018's major service highlight continued to be the development of ridership from the August 2016 bus system redesign, with the ridership goal being a 5% - 10% increase by February 2018. Notably in February of 2018 the ridership was 5% higher than in February of 2016, with average weekday ridership up 7.37%. Additionally, the Go Dublin pilot carried approximately 1,000 rides per month. During FY2018 a significant labor shortage emerged that had minor effects on the fixed route system and some fairly major effects on the paratransit system, which experienced significant degradation of on-time performance. However, by the close of FY2018 contractors for both the fixed route system and the paratransit system had hired sufficient numbers of operators to return to normal.

The capital program had several areas of focus in regard to major capital projects, including the move and beginning of the restoration process of the Historic Depot to the LAVTA Transit Center in Livermore, the beginning of the Rapid bus stop project on North Canyons Blvd in Livermore, the beginning of the Rapid bus stop project on Santa Rita Rd in Pleasanton, the installation of three queue jumps on Dublin Blvd in Dublin and the planning work for the near future transit signal priority project on the Rapid system.

### **Accomplishments in FY18**

In addition to the on-going workload of the agency, staff was busy this year on the following issues and projects.

#### **Policy Related Matters**

- Adopted 2018 Legislative Program and sponsored key legislation, including AB1444 (Baker), which authorized the testing of the agency's shared autonomous vehicle on public streets in Dublin.

- AB758 (Eggman/Baker), which created the Tri-Valley – San Joaquin Valley Regional Rail Authority.

- Provided administrative support for the Altamont Regional Rail Working Group and the first six meetings of the Tri-Valley – San Joaquin Valley Regional Rail Authority.

#### **Fixed Route Service**

- Monitored the continuing ridership increases on fixed route system

- Completed the annual survey to assess customer satisfaction of fixed route services

- Rebid the Operations and Maintenance Contract, a major effort that resulted in a new contract with MV Transportation, Inc.

- Continued service to the Livermore July 4 fireworks event

Continued service to Pleasanton and Dublin summer school  
Extended service during the Alameda County Fair

#### Paratransit Service

Completed the annual survey to assess customer satisfaction of paratransit services  
Completed third full year with new contractor, MTM  
Continued efforts to negotiate trips, optimize trips, and conduct eligibility interviews.

#### Capital Projects

Initiated Rapid bus stop project on North Canyons Blvd in Livermore  
Coordinated with Livermore staff to relocate the historic train depot  
Initiated the Rapid bus stop project on Santa Rita Rd in Pleasanton  
Initiated the transit signal priority project on Rapid routes

#### Marketing

Conducted individualized marketing on Santa Rita in Pleasanton resulting in a 16% ridership increase in the project area.

Rebranded the Wheels bus graphic design and installed the design on majority of

#### Wheels buses

Installed art shelter in Livermore  
Participated in the approval process of the Transit Pass at Las Positas College  
Provided marketing assistance to ACTC with the Measure BB Student Pass Pilot  
Completed the Try Transit campaign for middle and high school riders  
Provided marketing for Go Dublin pilot  
Continued marketing efforts, including social media marketing for the Rapid and Wheels bus system  
Created brochure for consideration of AB 1444 by Governor Brown  
Created logo, brochure, and website for Tri-Valley – San Joaquin Valley Regional Rail Authority

#### Audits/Reviews

Completed the annual Financial Audit (CAFR)

#### Financial Management

Continued grants status reports to the Board  
Received GFOA's Award of Excellence for Financial Reporting for FY17 CAFR  
Leased portion of Atlantis to Google for bus storage

#### Procurement

Bid bus stop improvement project  
Bid on-call creative, design and media strategy services  
Bid transit signal priority equipment and installation

#### Personnel

Recruited for Director of Planning and Operations position

Recruited for Manager Customer Service and Contract Oversight  
Hired multiple interns in marketing and planning  
Continued to improve agency management practices

### **Major Features of FY2019's Operating Revenues**

Looking forward to next year's budget, this section outlines what staff sees forthcoming on the revenue side. LAVTA's primary revenue source is TDA, which is projected by Alameda County's forecasters to increase slightly.

Another critical revenue source is STA funding. The volatile nature of diesel fuel sales and prices underscore that LAVTA has been wise in how we budget our STA revenues. In the past few years, our strategy was to place all STA expected upcoming year's revenues into reserves and base the budget on the previous year's actuals. This strategy has proven to be successful, removing significant risk from our Budget. In FY2019, staff recommends that we continue this strategy by placing expected FY2019 STA revenues in reserves and spending the FY2018 revenues which were distributed to us. LAVTA is expecting an increase in FY2019 STA revenues thanks in part to the passage of SB1.

### **Major Features of FY19's Operating Expenditures**

The expenditure budget for FY2019 is \$20,573,995, which is \$1,645,510 more (12.02) than the budget for FY18. The rebid in the MV Transportation contract for operations and maintenance of the fixed route system resulted in an increase of 8.44% over FY 2018. The increase in paratransit trip costs from \$32.35 to \$33.00 also account for increases to the FY2019 budget. Similar to the revenue side, LAVTA's expenditure side is also driven by a handful of sources. For example, the O&M contracts, diesel fuel, taxes, utilities, and insurance make up about 80% of LAVTA's expenditures. Major issues regarding expenditures are described below.

O&M Services: FY2019 marks the first year of the multi-year contract for fixed route O&M services to MV Transportation, and the second optional year for paratransit services to MTM. Per the contract bids submitted, the MV costs will escalate 8.44% next year over FY2018 and MTM per trip costs will escalate 2%.

Fuel Prices: For FY2019, fuel is assumed to be \$2.70 per gallon, which is 13% more than what was assumed last year. Total fuel costs and taxes on fuel are approximately \$1.64 million, or about 8% of total spending.

Personnel Costs: The FY2019 budget assumes one additional FTE to the 14 FTEs currently at the agency, with staff currently evaluating job descriptions and positions to make a recommendation to the LAVTA Board. As in prior years, LAVTA's directors will continue to implement merit-based increases based on staff's performance evaluations.

Administrative Costs: Staff is proposing a FY2019 Budget that keeps most budgeted line items, which staff has some control over, similar to the amounts in the FY2018 Budget.



### **Major Features of the Capital Budget**

The Capital Budget is expected to decrease by \$14.6 million over last year. Last year, themes that dominated the Capital Budget will continue through FY2019. They are (1) a continued emphasis on a State of Good Repair (SGR), and (2) continued improvements that decrease trip time and increase reliability on the Rapid corridors, as well as upgraded and attractive Rapid stops.

### **Strategic Plan Guidance and Projects for FY2019**

The Wheels Strategic Plan establishes an overall vision and mission for Wheels and contains a series of goals and strategies to guide the future development of services and projects. Here's the goals and strategies and projects for FY2019:

#### ***Goal: Service Development***

##### **Strategies:**

- (1) Provide routes and services to meet current and future demand for timely/reliable transit service.
- (2) Increase accessibility to community, services, senior centers, medical facilities and jobs.
- (3) Optimize existing routes/services to increase productivity and response to MTC projects and studies.
- (4) Improve connectivity with regional transit systems and participate in BART to Livermore project.
- (5) Explore innovative fare policies and pricing options
- (6) Provide routes and services to promote mode shift from personal car to public transit.

##### **Projects:**

- (1) Conduct analysis of bus system and engage in strategic planning
- (2) Finish Comprehensive Paratransit Study
- (3) Finish and implement recommendations of Fare Study
- (4) Continued participation with Tri-Valley – San Joaquin Valley Regional Rail Authority
- (5) Explore continued partnership with transit network companies
- (6) Conduct testing through partners with shared autonomous vehicle

#### ***Goal: Marketing and Public Awareness***

##### **Strategies:**

- (1) Continue to build the Wheels brand image identity and value for customers
- (2) Improve the public image and awareness of Wheels
- (3) Increase 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

Projects:

- (1) Continue individualized marketing on Rapid corridors
- (2) Finish rebranding of Wheels buses
- (3) Install new bus stop signs with rebranded Wheels logo/design
- (4) Continue ridership development at Las Positas College
- (5) Continue ridership development at schools participating in the ACTC Measure BB Student Pass Pilot
- (6) Redesign Wheels website
- (7) Continued development of Transit app as it relates to Wheels functionality
- (8) Continue targeted social media and mass promotion tools

***Goal: Community and Economic Development***

Strategies:

- (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 and requirements

Projects:

- (1) Continue support with the Livermore Transit Center Historic Train Depot and future TOD Development
- (2) Assist City of Dublin in developing transit management association with new TOD develop on Dublin Blvd

***Goal: Regional Leadership***

Strategies:

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

Projects:

- (1) Advocate for positions taken by LAVTA on FY2019 Legislative Plan
- (2) Continue to support with the Tri-Valley – San Joaquin Valley Regional Rail Authority
- (3) Manage partners and regional interests in Go Dublin pilot and the shared autonomous vehicle project

***Goal: Organizational Effectiveness***

Strategies:

- (1) Promote system wide continuous quality improvement

- (2) Continue to expand the partnership with contract staff
- (3) HR development with focus on employee quality of life and strengthening of technical resources
- (4) Enhance and improve organizational structures, processes and procedures
- (5) Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions.

**Projects:**

- (1) Create improved contract management process for fixed route operator, paratransit operator and other agency contractors.
- (2) Continue to emphasize and support training of employees to improve their technical expertise.
- (3) Continue to perform annual salary study to ensure competitive wages and benefits.
- (4) Continue to look at staff job descriptions and staffing levels compared to agency projects and requirements to ensure success.

***Goal: Financial Management***

**Strategies:**

- (1) Develop budget in accordance with strategic plan
- (2) Explore and develop revenue generating opportunities
- (3) Maintain fiscally responsible long range capital and operating plans

**Projects:**

- (1) Approve FY19 budget with emphasis on growing ridership and providing support for innovative projects
- (2) Achieve continuing recognition for financial management excellence
- (3) Continue to explore potential revenue sources for supporting agency activities, such as cell tower rents, and facilities leasing opportunities.

**Summary**

To summarize, this FY2019 Budget supports 137,616 hours of fixed route service and 58,000 paratransit trips for next year. The Budget assumes that fares are not raised.

At the end of FY19, the forecast is to have \$14.6 million in reserves. In January 2009, the Board adopted a policy to gradually build up reserves, targeting a range of 3 to 6 months of operating expenses, and attaining this goal by the end of FY2012. The FY2012 Budget achieved that goal and the Budgets since then continue to maintain it.

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## **OPERATING REVENUES**

LAVTA services are supported by two primary types of operating revenues:

- Revenues generated by the agency either through the provision of transit service (farebox and contract fares) or through supplementary activities such as advertising and ticket concessions.
- Federal, State and Local transportation funding assistance programs including Transportation Development Act (TDA), State Transit Assistance (STA), Federal Transit Administration grants, Bridge Toll Revenues (RM2), Motor Vehicle Registration Surcharge (TFCA), and Measure B/BB sales tax revenue.

A brief description of each budget line item follows:

### **Passenger Fares**

Revenues derived from the farebox are forecast to be slightly lower for fixed route based on the running rate for FY18. Paratransit fares are budgeted to be the same as FY 18 based on a flat ridership.

Revenue is also generated from an agreement with Hacienda Business Park This revenue is expected to increase based on the agreement.

### **Contract Services**

LAVTA receives revenues from the San Joaquin Regional Rail Commission (SJRRRC) to subsidize the ACE shuttle service (ACE passengers then ride free). Revenue from an agreement with BART to supply paratransit services to the BART station for connections with East Bay Paratransit are also included. Additionally, this year there are contracted Fare Revenues from Las Positas college student body based on the student pass, and fares from the Alameda County Transportation Commission (ACTC) for their student pass pilot program. Special contract fares are expected to increase this year.

### **Concessions, Advertising, Interest and T-Mobile and Google Agreements**

LAVTA currently contracts with Lamar Outdoor Advertising for use of exterior bus advertising space. LAVTA also receives revenues from an agreement with ACE to sell train tickets at the transit center. Interest is generated on unspent revenue in our LAIF account. The agreement with T-Mobile for the lease of space for a cell tower is for an annual fee of \$34,346, while the agreement with Google to park at the Atlantis Facility is expected to generate \$48,000.

### **Transportation Development Act Funds (TDA)**

These funds are derived from a ¼ cent sales tax and distributed by the Metropolitan Transportation Commission (MTC) to Alameda County and all of its incorporated cities.

LAVTA is eligible for two different programs within this funding source:

TDA 4.0 which provides general transit assistance and can be used for capital and operating

expenses for both fixed route and paratransit and TDA 4.5 which is exclusively for paratransit services.

The total amount requested in TDA 4.0 funds for FY2019 is \$10,475,963 additionally the amount requested in TDA 4.5 funds is \$141,539.

LAVTA also receives a portion of BART's TDA 4.0 apportionment to help support feeder service to the Dublin/Pleasanton station. These funds help subsidize routes that run between Livermore and the BART stations. This year LAVTA will receive \$101,489 from this source.

### **State Transit Assistance Funds (STA)**

STA is distributed to jurisdictions for fixed route service in two ways – as a revenue-based and a population-based subsidy for transit capital and operating needs. While this is changing in FY 2019 LAVTA budgets their STA revenues on a “year lag” so the STA funding for LAVTA will remain the same for one more year.

The amount of population based STA requested by LAVTA for 2019 is \$1,077,176, and LAVTA has requested revenue based STA funding of \$250,118.

Additional STA comes to LAVTA in the form of a paratransit allocation and as part of the feeder bus agreement with BART. LAVTA's apportionment of STA paratransit for FY 19 is \$88,104, and through BART LAVTA will receive \$593,690.

LAVTA will also receive some STA increases this year from SB1, these include additional “lifeline funds” for the route 14, and additional funds for the Student Pass program (budgeted under special contract fares).

### **Regional Measure 1 and 2 (RM1) (RM2)**

Both Regional Measure 1 and Regional Measure 2 increased the toll on Bay Area bridges by \$1. Funds from these increases were designated to fund projects to improve transit in the Bay Area. LAVTA has received \$580,836 in RM2 funding for the Rapid service, and is receiving reimbursement for consultant expenses for the Rail group from RM1.

### **Federal Transit Administration (FTA) Section 5307**

FTA Section 5307 funds are distributed by MTC to transit operators in the region. These funds are available to LAVTA to fund bus replacement projects, and ADA paratransit. A provision of FTA legislation allows regional capital funds to be used for ADA paratransit operating purposes. This year's allocation for LAVTA is estimated at \$348,687.

Additionally, the Transit Capital Priorities (TCP) policy of MTC allows bus operators who defer bus purchases to use a portion of the funds from the deferral for other FTA eligible projects. As LAVTA is decreasing the size of the fleet, FTA funds have been made available for preventative maintenance, and LAVTA will receive \$444,777 in FY19.

### **Measure B**

Voters in Alameda County re-authorized a one-half cent sales tax dedicated to funding transportation projects. This measure was originally passed in 1992. A portion of the revenues from this measure are dedicated to supporting paratransit services throughout the

County. Funds are distributed to eligible recipients based on a population formula that includes the number of elderly and disabled persons in the jurisdiction, as well as the number of low income persons. This year LAVTA's Measure B allocation for paratransit is \$172,373. Another portion of these revenues helps support fixed route service; LAVTA is expected to receive \$928,539 in fixed route revenues for FY 2019.

**Measure BB**

Additionally, voters in Alameda County voted for an addition sales tax increase for transit projects. This measure BB is anticipated to provide an additional \$686,783 in funds for Fixed Route service and \$312,572 for Paratransit service.

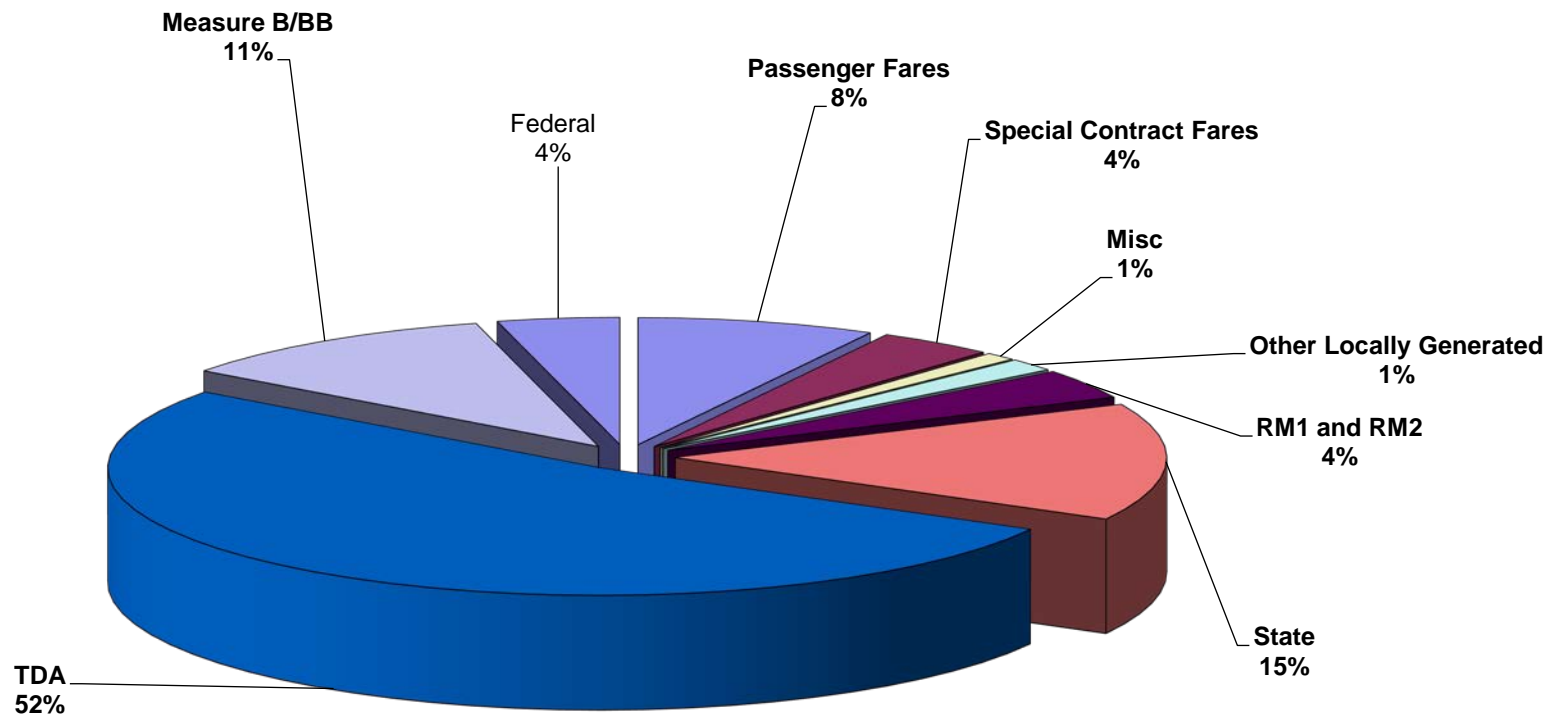
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**LAVTA  
FY2019 BUDGET  
OPERATING REVENUES**

		<b>FIXED ROUTE FUND</b>	<b>PARATRANS. FUND</b>	<b>WOD</b>	<b>Rail</b>	<b>TOTAL FY2019</b>	<b>BUDGET FY2018</b>	<b>% CHANGE</b>
401	Passenger Fares:	\$1,411,344	\$203,000			\$1,614,344	\$1,676,687	-4%
402	Business Park Revenue	\$208,249				\$208,249	\$203,170	2%
402	05 Special Contract Fares:	\$529,223	\$54,000			\$583,223	\$441,028	32%
406	01 Concessions	\$10,283		\$0	\$43,827	\$54,110	\$50,972	6%
406	03 Advertising	\$14,199		\$ 20,107	\$ 60,694	\$95,000	\$90,000	6%
407	04 Interest	\$0			\$7,000	\$7,000	\$6,000	17%
407	03 Google Lease	\$0		\$48,000		\$48,000	\$48,000	0%
407	99 Clipper Fees and cards	\$8,400				\$8,400	\$8,400	0%
409	Transit Development Act (TDA)							
91	Article 4.0	\$9,361,694	\$1,034,609	\$85,283	\$0	\$10,481,587	\$9,778,571	7%
92	Article 4.5		\$141,539			\$141,539	\$133,864	6%
95	BART 4.0	\$101,489				\$101,489	\$98,995	3%
96	RM1				\$197,600	\$197,600	\$333,000	-41%
96	RM2	\$580,836				\$580,836	\$580,836	0%
01	TFCA BRT	\$0				\$0	\$159,000	-100%
01	BAAQMD SAV			\$333,000		\$333,000	\$320,000	4%
411	State Transit Assistance (STA)							
01	Operating-Population Based	\$1,077,176				\$1,077,176	\$592,225	82%
01	Operating-Revenue Based	\$250,382				\$250,382	\$173,758	44%
01	Regional Paratransit	\$0	\$88,104			\$88,104	\$56,773	55%
01	STA Route 14	\$205,118				\$205,118	\$0	100%
05	Regional BART	\$593,690				\$593,690	\$591,679	0%
01	STA San Joaquin				\$100,000	\$100,000	\$0	100%
99	Caltrans				\$750,000	\$750,000	\$0	100%
413	Federal Transit Administration							
	Section 5303	\$0				\$0	\$0	0%
	Section 5307	\$444,777	\$348,687			\$793,464	\$786,946	1%
	TPI	\$0				\$0	\$104,000	-100%
	JARC Grant (Route 14)	\$0				\$0	\$0	0%
	FTA 5310		\$33,000			\$33,000	\$0	100%
						\$0	\$0	0%
464	01 Measure B and BB	\$1,698,868	\$529,818	\$0		\$2,228,686	\$2,132,022	5%
<b>TOTAL REVENUE</b>		<b>\$16,495,728</b>	<b>\$2,432,757</b>	<b>\$486,390</b>	<b>\$1,159,121</b>	<b>\$20,573,996</b>	<b>\$18,365,925</b>	<b>12.02%</b>

## OPERATING REVENUE FY2019



## **OPERATING EXPENDITURES**

### **Salaries and Wages**

This category includes salaries for all staff members, including 7.5% towards PERS 457 Retirement Plan (for Executive Director only). In addition employee salary increases are included in this line item however increases for employees are based on performance/merit only.

### **Personnel Benefits**

This category includes contributions to California Public Employees Retirement System (CalPERS), premiums for Medical, Dental, Vision, Disability and Life Insurance programs, Workers Compensation Insurance, Unemployment expense and Automobile Allowance (for the Executive Director only). Also included is the health annuity for retirees, and the amount necessary to prefund LAVTA's annual OPEB obligation.

### **Professional Services**

Compensation for Board Members per Bylaws of LAVTA for attendance at meetings of the Board of Directors, Committees of the Board of Directors and other LAVTA business is included here. Additionally, on an on-going basis LAVTA contracts out for a variety of professional services including: legal counsel, financial services (for the annual audit), Alameda San Joaquin Rail consultant and graphic design.

### **Non-Vehicle Maintenance**

This line item includes the expenses to cover the cost of hiring professional maintenance vendors to assist in the cleaning of the Maintenance, Operations and Administration building (MOA), Transit Center facility and grounds, and cleaning of bus stops. In addition this line item includes the cost of preventative maintenance for the facilities, office equipment such as the accounting system, copy machines, and phones. Costs also include computer support, including the annual contracts for the AVL system and a map platform update, and the cost of the bus shelter maintenance program.

### **Communications**

Postage, Federal Express, and courier charges are in this category of expenses.

### **Fuel and Lubricants**

Costs for all diesel and unleaded gas for buses and vans are budgeted here. This line item is budgeted for FY 2019 at \$2.70 per gallon; fuel for non-revenue vehicles is budgeted at \$3.70 per gallon. This line item also contains a \$100,000 contingency to account for unstable and volatile gas prices.

### **Office/Operating Supplies**

This category includes copy machine paper, consumable office supplies, letterhead, envelopes and any other miscellaneous office supplies needed.

### **Printing**

The line item for printing covers the cost for printing public information materials, i.e. Wheels map and schedules, fare media, brochures and the production of exterior route and schedule displays are in this line item.

### **Utilities**

Utilities include expenses to cover electricity, gas, water, sewer, garbage, and telephone bills. .

### **Insurance**

This line item includes insurance on facility contents, employee dishonesty bonds, and property insurance on the MOA, Transit Center and Atlantis facilities. It also includes premiums for casualty, general liability and physical damage insurance. LAVTA has a \$25,000 self-insured retention which has been assumed by our fixed route contractor.

### **Taxes and Fees**

Fees for fuel taxes and underground storage tank fees are budgeted here.

### **Purchased Transportation Service**

Purchased transportation service is the largest of the budgeted line items. This line item includes the total operating costs and fixed monthly management fee based on the agreements between LAVTA and MV, and LAVTA and MTM, which includes all materials, supplies, lubricants, vehicle parts and labor for provision of operation and maintenance services. This line item is increased from last year's budget due to the increase in contract costs for the new fixed route contract with MV Transportation and an increase in contract costs for Paratransit services with MTM.

Additionally, expenses have been budgeted for the "WHEELS on Demand" service.

### **Miscellaneous**

This line item includes membership dues for the American Public Transit Association, California Transit Association, CalAct, and the Dublin, Pleasanton, and Livermore Chambers of Commerce. Also included are promotional items related to special events, and any miscellaneous items not included elsewhere are budgeted here.

### **Professional Development**

Professional development covers the expenses for transportation, meals, conference registration fees and lodging for attendance at transit conferences, training seminars, workshops and other required business meetings are included here. This category also includes expenses associated with job specific development classes.

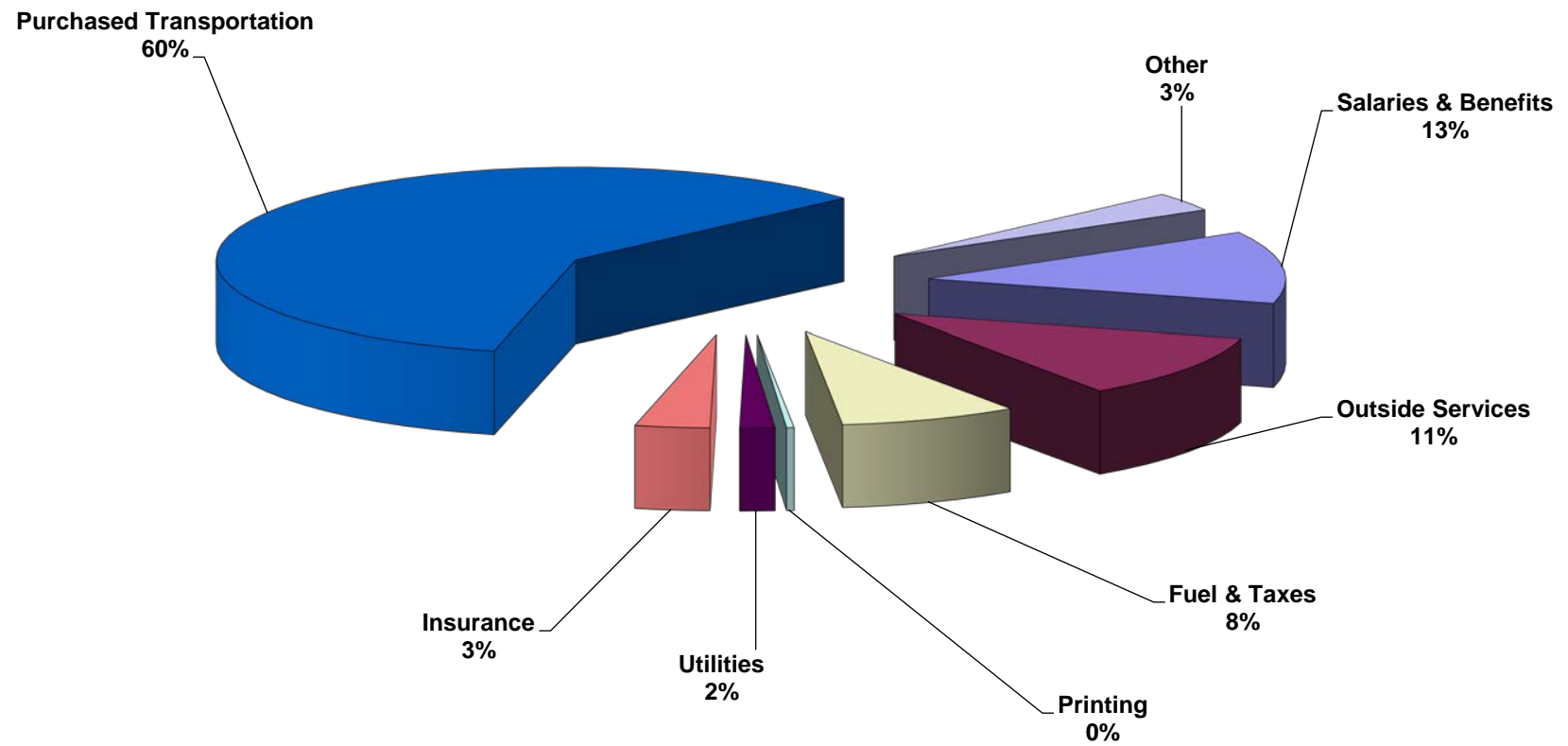
### **Advertising**

The advertising budget includes any advertising done for LAVTA including radio, newspaper, flyers etc.

**LAVTA  
FY2019 BUDGET  
OPERATING EXPENDITURES**

			GENERAL FUND	PARATRANSIT FUND	Wheels On Demand	Alameda San Joaquin Rail	TOTAL FY 19	BUDGET FY18
501	02	Salaries and Wages	\$1,243,329	\$209,503	\$43,498	\$147,183	\$1,643,512	\$1,362,846
502	00	Personnel Benefits	\$861,613	\$50,679	\$6,059	\$29,338	\$947,689	\$942,989
503	00	Professional Services	\$522,996	\$97,450	\$25,000	\$968,100	\$1,613,546	\$986,046
503	05	Non-Vehicle Maintenance	\$660,573	\$6,610	\$0	\$0	\$667,183	\$586,214
503	99	Communications	\$5,500	\$4,000	\$0	\$0	\$9,500	\$9,500
504	01	Parts, Fuel and Lubricants	\$1,338,900	\$0	\$0	\$0	\$1,338,900	\$1,174,700
504	03	Non Contracted Vehicle Maintenance	\$7,300	\$0	\$0	\$0	\$7,300	\$10,550
504	99	Office/Operating Supplies	\$37,329	\$10,806	\$500	\$6,500	\$55,135	\$28,700
504	99	Printing	\$68,500	\$0	\$0	\$0	\$68,500	\$63,500
505	00	Utilities	\$320,201	\$3,713	\$0	\$0	\$323,914	\$276,000
506	00	Insurance	\$677,966	\$11,725	\$0	\$0	\$689,690	\$637,238
507	99	Taxes and Fees	\$302,000	\$0	\$0	\$0	\$302,000	\$302,000
508	01	Purchased Transportation	\$10,199,209	\$2,024,000	\$75,000	\$0	\$12,298,209	\$11,408,219
509	00	Miscellaneous	\$111,662	\$9,272	\$335,333	\$5,000	\$461,268	\$442,323
509	02	Professional Development	\$64,650	\$5,000	\$0	\$3,000	\$72,650	\$40,100
509	08	Advertising	\$74,000	\$0	\$1,000	\$0	\$75,000	\$95,000
TOTAL TRANSIT OPERATIONS AND MAINTENANCE			\$16,495,728	\$2,432,757	\$486,390	\$1,159,121	\$20,573,995	\$18,365,924

## OPERATING EXPENDITURES FY 2019



## **CAPITAL IMPROVEMENT PROGRAM – FY 2019**

### **Facilities Rehab and Repair**

#### **Office and Facility Equipment**

This budget item will be used to upgrade and replace existing office and/or facility equipment as needed.

#### **Shop Repairs and Replacements**

The current MOA facility was built in 1991 and on-going repairs have been required in the past. Some of the equipment is now in need of total replacement, this line item reflects minor replacements, and larger repairs for FY19.

#### **IT Upgrades and replacement**

Some of LAVTA's computers and other IT equipment need to be replaced.

#### **Transit Center Upgrades and Improvements**

Now that the Historic Railroad Depot has been moved and is being refurbished LAVTA needs to do some upgrades and repairs to the rest of the facility.

#### **Security Upgrades**

The Livermore Police Department has suggested that the lighting at the Transit Center be increased. LAVTA is able to do this in FY19 thanks to a security grant from the California Office of Emergency Services. An additional security grant will be used to place lighting in some bus shelters.

#### **Bus Shelter and Stops**

Funds for this project will be used to rehabilitate or improve selected bus stop locations, and move bus stops to new locations. Additionally, bus stop branding will need to be updated as the rebranding project commences. This year LAVTA is receiving 1.4 Million from the Alameda CTC to improve the shelters on the Santa Rita corridor.

#### **Doolan Tower Upgrade**

The Doolan Tower houses LAVTA's radio equipment and is a key component of LAVTA's AVL system. The majority of the equipment has been in place for over a decade and some of it needs an upgrade to prevent future failure.

### **Vehicle Rehab and Repair and Replacement**

#### **Vehicle Repairs**

Funds associated with this project will be used for the replacement of engines and transmissions, battery packs on the Hybrid buses and other major components that have reached the end of their useful lives.

#### **Bus Wrap Refresh**

Over the last two years LAVTA has purchased 40 new buses, with nice new bus wraps.

Unfortunately, the 20 older buses have fading, peeling paint and thus the agency will be wrapping those buses with fresh wraps on an as needed basis.

#### **Farebox Upgrade**

With the new bus purchase LAVTA was forced to purchase a different, upgraded, farebox that is different than what is on the rest of the LAVTA fleet (the one on the current fleet is no longer available). Therefore, LAVTA will need to purchase matching farebox for the buses that are not being replaced with in the next two fiscal years. LAVTA staff was able to obtain an FTA grant to cover the majority of these costs.

#### **Non-Revenue Vehicles**

The non-revenue vehicles in the LAVTA fleet include road supervisor vehicles, shift change vehicles, shop and shelter trucks, and a few vehicles used by LAVTA staff. All of the vehicles within LAVTA's non-revenue fleet are past their useful lives. However, some are in good working order and do not need to be replaced in FY19. For FY 19 LAVTA will replace, three road supervisor vehicles, four shift trade vehicles, and two shop trucks. LAVTA will also purchase a trailer to be used with one of the trucks for transporting larger shelter parts. LAVTA was able to receive some federal (FTA) funding. The Transit Capital Priorities (TCP) policy of MTC allows bus operators who defer bus purchases to use a portion of the funds from the deferral for other FTA eligible projects. As LAVTA is has decreased the size of the fleet, FTA funds have been made available for these replacements.

#### **Miscellaneous**

##### **Transit Capital**

The funds associated with this line item will be used to cover miscellaneous projects that come up throughout the year.

##### **TSP Upgrade**

LAVTA is working to upgrade the TSP (transit signal priority) system so that it will be GPS based. This will provide for better accuracy and efficiency which will decrease LAVTA's running time and increase on-time performance. This is being made possible primarily through a grant from the TVTC.



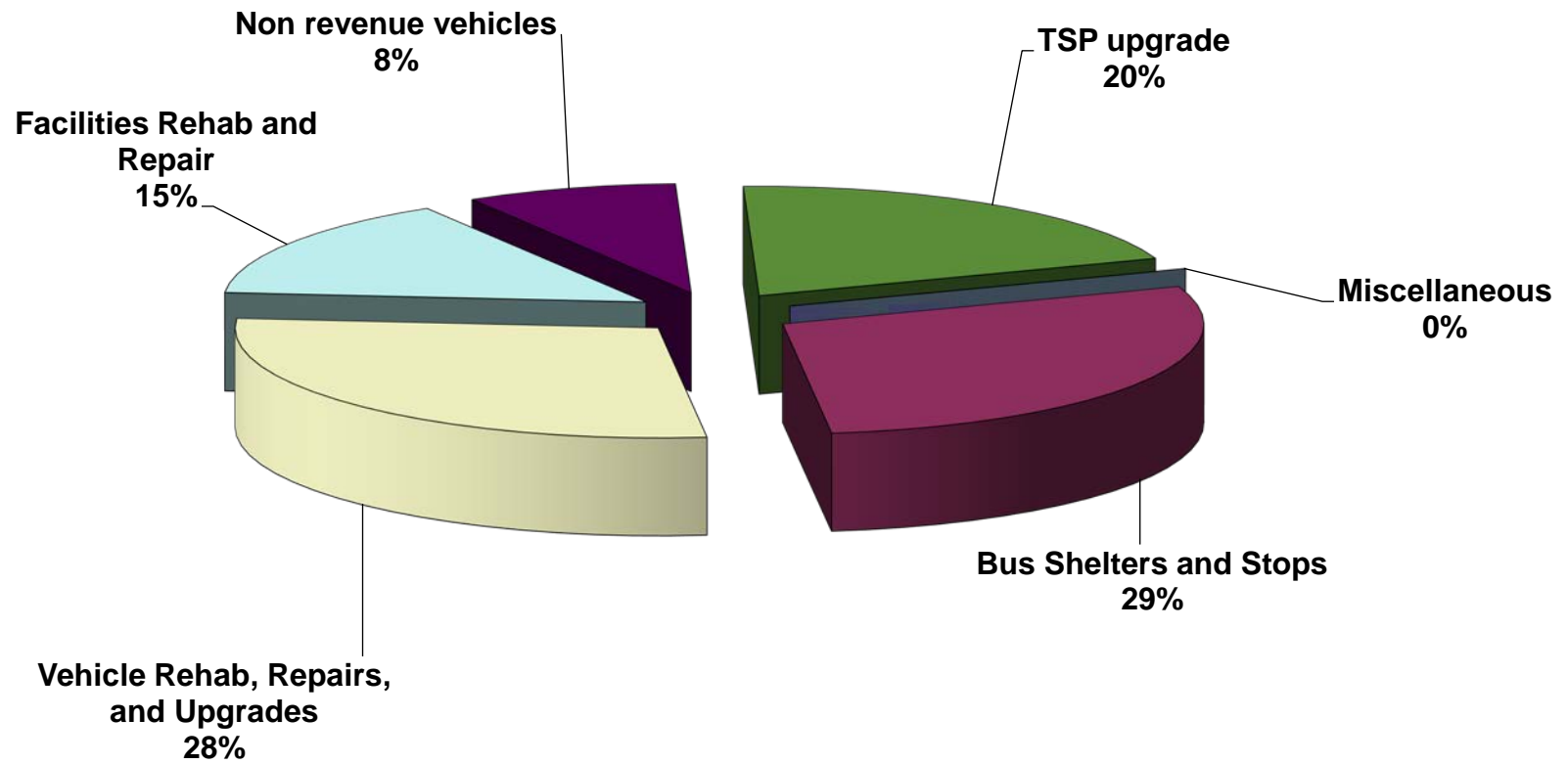
**LAVTA  
FY2019 BUDGET  
PROJECT DETAIL**

**Capital Improvement Program**

	Project	FTA FUNDS	SGR	CTC CIP	TVTC	TDA 4.0	Prop 1B	BUDGET FY18
	Bus camera replacements (FR) Para cameras					\$230,000		\$230,000
06	Transit Center Upgrades and Improvements	\$440,000					\$127,520	\$567,520
11	Bus Shelters, signs, and Stops		55,640	\$1,414,000		\$464,415	\$80,585	\$2,014,640
09	IT upgrades and replacement					\$35,000		\$35,000
05	Office and Facility Equipment					\$100,000	\$195,000	\$295,000
	Transit Capital					\$100,000		\$100,000
01	Shop Repairs and Replacements					\$85,000		\$85,000
	TSP upgrade	\$200,000			\$1,140,000	\$66,000		\$1,406,000
	Doolan tower upgrade					\$10,000		\$10,000
	Bus wrap refresh					\$100,000		\$100,000
20	Vehicle Repairs	\$800,000				\$350,000		\$1,150,000
	WiFi						\$36,696	\$36,696
	Farebox Upgrade	\$398,242				\$101,758		\$500,000
	Non Revenue Vehicle replacement	\$367,200				\$200,000		\$567,200
	Security upgrades						\$44,259	\$44,259
	<b>TOTAL</b>	<b>\$2,205,442</b>	<b>\$55,640</b>	<b>\$1,414,000</b>	<b>\$1,140,000</b>	<b>\$1,842,173</b>	<b>\$484,060</b>	<b>\$7,141,315</b>

15,492,648

## CAPITAL PROGRAM FY 2019



## LAVTA RESERVES ANALYSIS

### OVERVIEW OF THE ALLOCATION PROCESS

#### *TDA*

Under the State Transportation Development Act (TDA), the Metropolitan Transportation Commission (MTC) is designated as the body that distributes funds from the County Local Transportation Fund (LTF) to each transit operator in the county. Each year this distribution process begins in February when MTC passes a resolution approving each transit operator's apportionment of TDA funds for the upcoming fiscal year. This resolution defines LAVTA's share of the funds available in Alameda County. The funds are apportioned based on population. LAVTA's service area contains approximately 11% of the total population in the county.

Through its planning process LAVTA determines how much of this apportionment to request for the year, and submits a claim for these funds. MTC then passes a resolution allocating the requested funds.

The difference between the apportioned amount and the allocated amount is reserved for LAVTA's future use. This amount, called "prior year funds", "carryover" or "reserves", is also shown in the apportionment resolution. These funds are retained in accordance with the California Administrative Code, in the LTF at the County of Alameda based on terms and conditions determined by MTC.

### TDA RESERVES

The following analysis calculates LAVTA's expected reserves at the end of FY2019 based on currently available information about FY 2018

<b>Projected Reserves at June 30, 2018</b>	<b>\$7,226,477</b> (Projected Carryover 2/28/18)
FY2019 Apportionment (estimated)	10,544,788 (FY19 revenue estimate 2/28/18)
<b>FY2019 TDA Funds Available for Allocation</b>	<b>\$17,771,265</b>

FY2019 Operating Request	10,481,586
FY2019 Capital Request	850,000
<b>FY2019 TDA Request for Allocation</b>	<b>\$11,331,586</b>

<b>Projected Reserves at June 30, 2019</b>	
Reserves at June 30, 2018	\$6,439,679
Expiring Capital Allocations @June 30, 2018	0
FY 2018 Unexpended Funds (Due to LTF)	918,296 (estimate)
Prior year Due to LTF	\$7,909,098

<b><u>TOTAL TDA RESERVES</u></b>	<b><u>\$13,163,354</u></b>
----------------------------------	----------------------------

## STA

A second revenue source administered by MTC is State Transportation Assistance Funds, or STA. LAVTA receives apportionments of STA funds each year: Revenue based (calculated on LAVTA's locally generated revenue as a portion of the region's locally generated revenue) and Population based (based on LAVTA's share of population compared to other small and north county operators). As with TDA, LAVTA receives an estimated apportionment in February, requests an allocation, and the difference is maintained in the County Treasury, but administered by MTC, as reserves. Population based funds will be administered by ACTC beginning in FY19.

## STA RESERVES

The following analysis calculates LAVTA's expected STA reserves at the end of FY2019 based on currently available information about FY 2018.

### *Population Based*

<b>Reserves at June 30, 2018</b>	<b>\$1,077,176</b> (Projected Carryover 2/28/18)
FY2019 Apportionment	\$1,182,046 (FY19 revenue estimate 4/02/18)
<b>FY2019 Available STA Funds</b>	<b>\$2,259,222</b>

<b>FY2019 STA Request for Allocation</b>	<b>\$1,077,176</b>
------------------------------------------	--------------------

<b>Reserves at June 30, 2018</b>	<b>\$1,182,046</b>
----------------------------------	--------------------

### *Revenue Based*

<b>Reserves at June 30, 2018</b>	<b>\$250,382</b> (Projected Carryover 2/28/2018)
FY2019 Apportionment	293,580 (FY18 revenue estimate 2/28/2018)
<b>FY2019 Available STA Funds</b>	<b>\$543,962</b>

<b>FY2019 STA Request for Allocation</b>	<b>\$250,382</b>
------------------------------------------	------------------

<b>Reserves at June 30, 2019</b>	<b>\$293,580</b>
----------------------------------	------------------

<b><u>TOTAL STA RESERVES</u></b>	<b><u>\$1,475,626</u></b>
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<b><u>TOTAL TDA and STA RESERVES</u></b>	<b><u>\$14,638,980</u></b>
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**RESOLUTION NO. 15-2018**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE  
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING THE OPERATING  
AND CAPITAL BUDGET FOR FISCAL YEAR 2019**

**WHEREAS** the Board of Directors of the Livermore Amador Valley Transit Authority at their meeting of June 4, 2018 reviewed the Operating and Capital Budget for Fiscal Year 2019 for this Authority.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors that the Operating and Capital Budget for the Livermore Amador Valley Transit Authority for Fiscal Year 2019, attached hereto and incorporated herein as Attachment 1, is hereby adopted.

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to transfer funds within and between costs centers.

**APPROVED AND PASSED** this 4th day of June, 2018.

---

Karla Brown, Chair

**ATTEST:**

---

Michael Tree, Executive Director

## **AGENDA**

### **ITEM 8**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Dublin Student Transit Service Study and Recommendations

FROM: Michael Tree, Executive Director  
Cyrus Sheik, Senior Transit Planner

DATE: June 4, 2018

**Action Requested**

Approval of recommended Phase I modifications and extensions to the Wheels supplemental fixed-route service in Dublin.

**Background**

As a supplement to its Wheels mainline service, LAVTA provides school-focused routes to middle- and high schools in Dublin and Pleasanton. With residential developments in eastern Dublin continuing to be completed at a fast pace, demand and ridership on the Wheels supplemental (school-focused) routes to and from Dublin High School in particular have continued to increase.

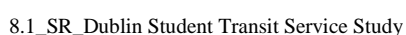
Staff asked Nelson\Nygaard Consulting Associates to conduct outreach and to gather information on the distribution and projected growth in school enrollment in Dublin, and to develop a small service- and capacity plan that could be implemented in a first phase this coming fall 2018, and in a second phase beyond that time.

The following table summarizes the existing Wheels routes in Dublin that serve students at area middle- and high schools.

WHEELS SUPPLEMENTAL ROUTES IN DUBLIN		
Route	Neighborhood(s) served	School(s) served
2	Positano Hill, Signal Hill, Silvera Ranch, Wallis Ranch, Emerald Glen	Fallon Middle School
501	Positano Hill, Signal Hill, Silvera Ranch, Wallis Ranch, Emerald Glen	Dublin High School
502	Bray Park, Emerald Glen, Wildwood Road	Dublin High School
503	Shannon Park	Dublin High School, Wells Middle School
504	Dublin Ranch	Dublin High School
Sweeper	Dynamic AM route covering Positano Hill, Dublin Ranch, Emerald Glen	Dublin High School

At its May 7 meeting, the Board of Directors received a presentation by the Consultant, outlining the draft recommendations of the study, which were also published on the Wheels website. Following input on those, the full draft study document has been completed and is attached to this staff report. Staff recommends that the Phase I elements of the report – which are operationally cost-neutral in total – be implemented with the fall 2018 schedule signup, as follows:

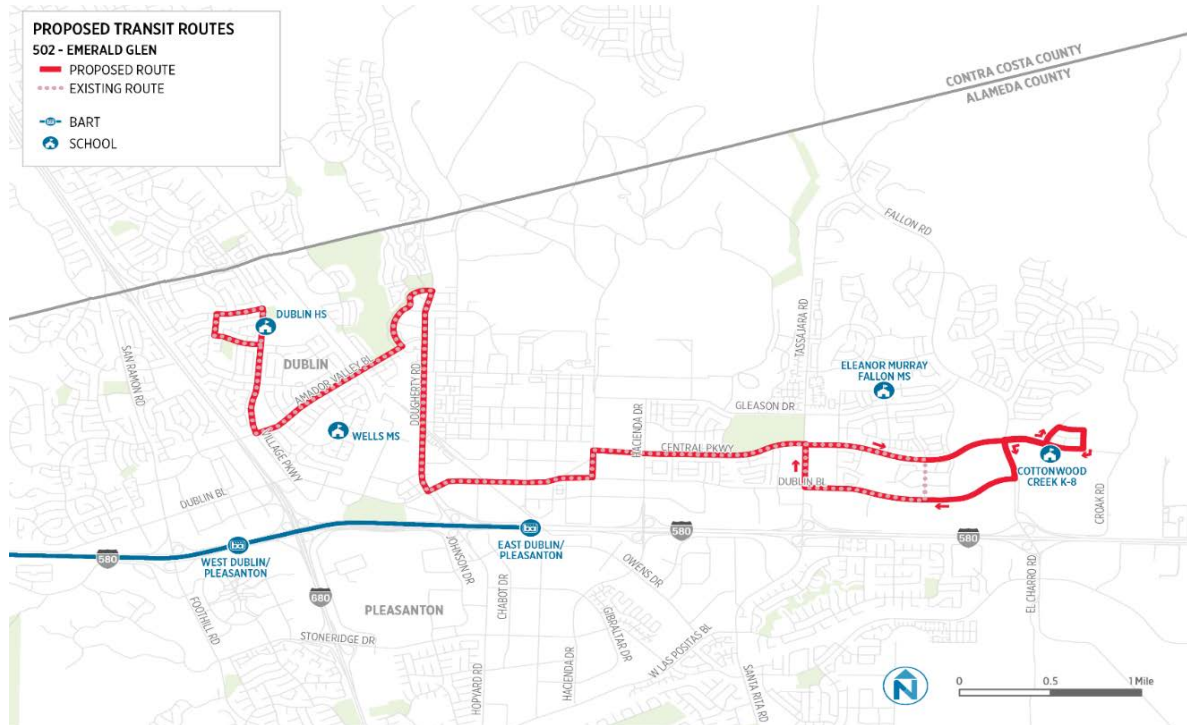
One of the feedback elements received as part of the study is that travel times on the existing #501 can be quite long – especially to/from subdivisions furthest to the east of the city. It is recommended that a new, expedited variant of route 501 be provided, traveling to/from DHS on a routing of Positano Parkway – Fallon Road – Gleason Drive – Tassajara Road – Central Parkway – Hacienda Drive – Dublin Boulevard – Village Parkway v.v. In conjunction with this, the separate sweeper bus that is operated in the AM would be discontinued. A map illustration of this alignment, which would be serviced in addition to the regular #501 routing, is shown below.





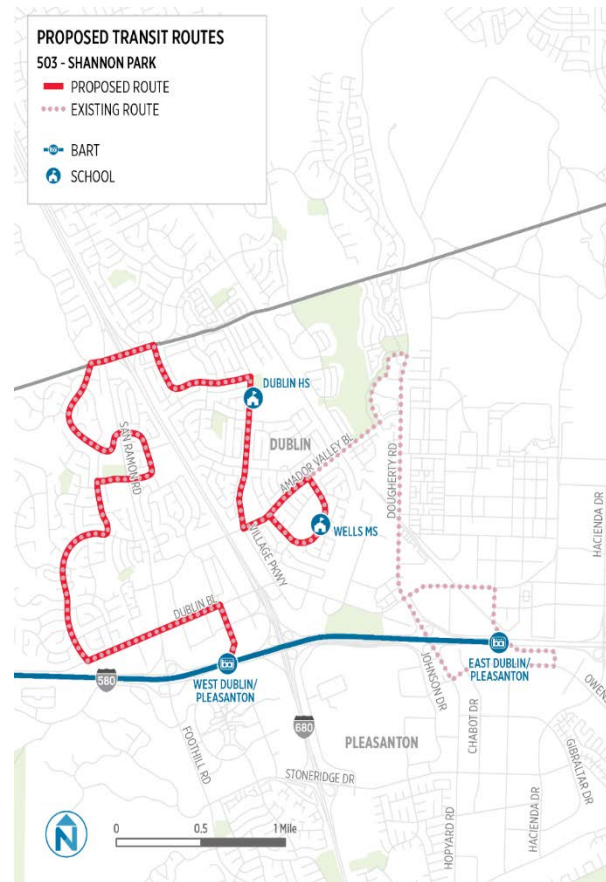
Route 502. The new subdivisions in the south Jordan Ranch area, surrounding the easternmost portions of Central Parkway, are transitioning to occupancy. Based on anticipated demand, it is recommended that the #502 be extended east from of its existing terminus, near Lockhart Street, to Jordan Ranch, as per the following map illustration. The extended service would pick up and drop off at a new bus stop that has been provided on Central Parkway in front of Cottonwood Creek School.

As Central Parkway does not currently connect thru to Croak Road, the staffs from LAVTA and the City of Dublin have preliminarily determined that the most viable operation will be to turn the bus around counterclockwise using Panorama Drive, Carbondale Way, and Sunset View Drive (no bus stops would be established on those streets). Upon approval, Staff will work with the City and Operations to finalize the exact turnaround alignment.



Route 503. This service, anchored at the West Dublin/Pleasanton BART station, is geared toward bringing students from the Silvergate and Shannon Park areas to/from Dublin High School and Wells Middle School. Although technically a supplemental route that only operates on school days, the #503 is currently set up to also serve as a limited BART feeder option, by way of the route continuing east to/from Dougherty Road and the East Dublin/ Pleasanton station, as well as by providing an extra afternoon trip during the 5PM hour.

The commute elements of the route, however, carry negligible ridership as there is currently only one user in the morning and zero users in the afternoon. It is recommended that the #503 service east of WMS, including Wildwood Road and Dougherty Road, be discontinued per the adjacent map, along with the trip that currently departs East Dublin/Pleasanton BART at 5:03p. Service to/from the Wildwood Road and Dougherty Road areas to DHS would continue to be provided by the existing #502.



Overflow capacity. One of the tasks of the study was to extensively analyze current service capacity and passenger loads against the projected growth in student enrollment, in order to be able to proactively plan for capacity additions in accordance with the LAVTA overflow bus policy. The study recommends deployment of two additional buses in the PM to supplement capacity on routes #501 and #504, as well as some reassignment of capacity; the attached report contains details on current and anticipated capacity needs by route and service window (AM/PM).

The following table summarizes the preceding-page Phase I recommendations.

FALL 2018 RECOMMENDED SUPPLEMENTAL SERVICE MODIFICATIONS	
Route	Description of change
501	Partially re-assign overflow capacity to new (additional) expedited trips Discontinue "early-bird" morning trip Move "late-bird" afternoon trip from 4p to 5p
502	Extend route to Jordan Ranch
503	Discontinue segments east of WMS Discontinue late afternoon trip
504	Add overflow capacity
Sweeper	Discontinue and replace with additional, expedited trips as part of #501

### Discussion: Phase II

The plan is also providing recommendations for service improvements that could be made in the medium-term. These items – for which Staff is *not* asking approval at this time - include:

- Further streamlining modifications to routes #501 and #504
- Potential modifications to mainline service such as routes #1 and #2 to better serve student - as well as commuter - transportation needs
- A new, dedicated supplemental route serving Fallon Middle School
- Extension of service to new subdivision off Palisades Drive

The medium-term plan also calls for LAVTA to procure and deploy articulated (60-foot) buses on routes 501, 502, and 504, in order to increase efficiency and reduce peak pull requirements. It also recommends the agency to advise and support member jurisdictions to approve development patterns that better enable public transit service, including school tripper service.

Staff will return to ask for approval of the Phase II elements separately at a future point.

### Budget

The main resources needed to implement the plan relate to peak vehicle and manpower requirements, but in total, Phase I of the plan is designed to be *cost neutral* in terms of vehicle hours. For the medium-term plan, however, other types of offsets or service trade-offs would be required. For both, additional fare revenues are expected to help underwrite incremental service.

### Recommendation

It is recommended that the Board of Directors approve the *Phase I* recommendations as outlined above, with a target implementation date of August 13, 2018.

Attachments:

1. Dublin Student Transit Service Study (DRAFT) by Nelson\Nygaard & Assoc.

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



Photo source: LAVTA

# LAVTA Dublin Transit Plan

## DRAFT

May 2018

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# 1 INTRODUCTION

Since the publication of LAVTA's Short Range Transit Plan in 2016, the number of students riding school trippers in Dublin has increased by more than 50%, causing LAVTA to deploy additional resources to meet the needs of the community.

The goals of the Dublin Transit Service Plan are as follows:

- Determine what resources are needed to meet demand for the 2018-2019 school year
- Prepare LAVTA's services to meet future demand in Dublin

This plan is the culmination of technical analysis and work with the community, Wheels staff and Board of Directors, and Dublin Unified School District representatives.

This report will provide the basis for the schedules and routes that will be operated in the fall 2018. It will also serve as the starting point for a discussion about the types of vehicles used in service and funding needs to serve a fast-growing service area.

## 2 EXISTING CONDITIONS

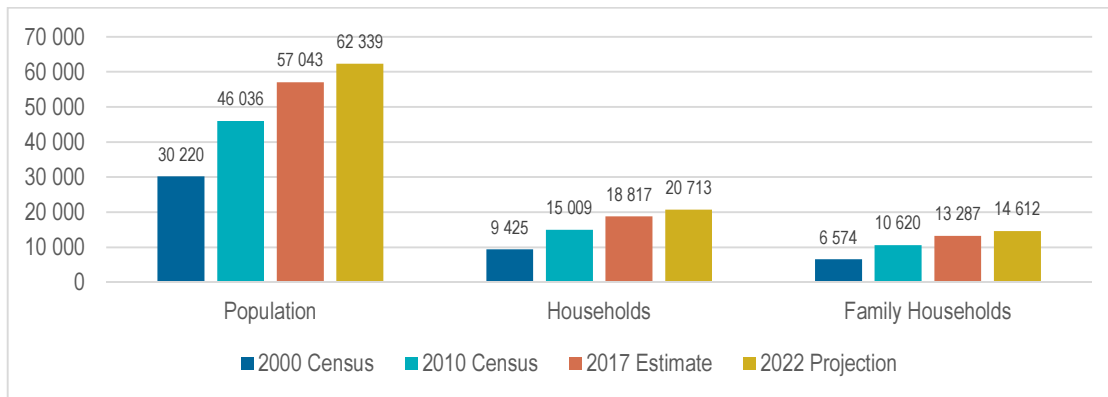
This chapter outlines general service characteristics of LAVTA’s bus routes that provide transportation to Dublin schools, as well as trends in ridership, operating, and performance metrics. The routes analyzed in this report include:

- Route 1 – East Dublin
- Route 2 – Dublin Ranch
- Route 30R – Intermunicipal
- Route 501 – Positano Hill
- Route 502 – Emerald Glen
- Route 503 – Shannon Park
- Route 504 – Dublin Ranch
- Route 505 – Positano Hill

### POPULATION GROWTH

According to the City of Dublin, the city’s population is expected to grow by 9% between 2017 and 2022, as shown in Figure 1 and Figure 2. Likewise, the growth of family households with children, a key demographic of concern for school transportation, is expected to exceed the city’s rate and grow by about 10% by 2022. These growth rates indicate a likely increase in both overall transit demand and school transportation, in particular.

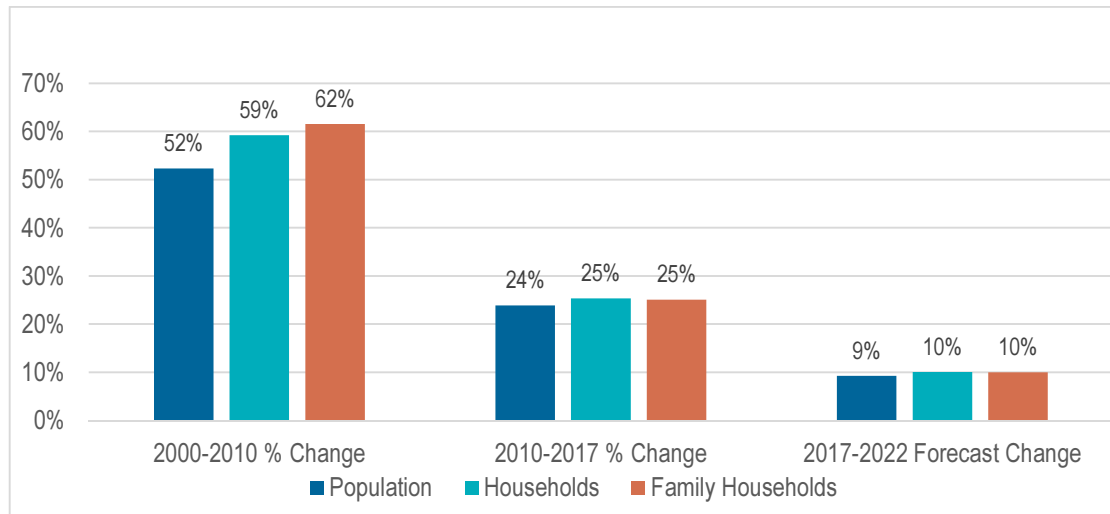
**Figure 1** Dublin Population Growth Projections, 2000 – 2022



Source: City of Dublin<sup>1</sup>

<sup>1</sup> <http://www.dublin.ca.gov/DocumentCenter/View/1763>

**Figure 2** Dublin Percent Population Growth Projections, 2000-2022



Source: City of Dublin<sup>2</sup>

Enrollment forecasts from the Dublin Unified School District, prepared in late 2016, provide an even clearer picture of the projected increase in demand for school transportation in Dublin. According to these forecasts, an overall increase of 50% in the student population is expected between 2017 and 2024. The forecast enrollment growth is not expected to occur evenly across the city of Dublin; specific communities within Dublin are expected to see enrollment grow by significantly more than 50% between 2017 and 2024, while others will see more modest growth or even declines in student enrollment (see Figure 5 and Figure 6). The highest-growth clusters of student enrollment, as measured by percent growth, include:

- Transit-oriented developments anchored at West Dublin/Pleasanton BART, between I-580 and Dublin Boulevard
- Camp Parks military base
- Transit-oriented developments anchored at East Dublin/Pleasanton BART, between I-580, Dougherty Road, Arnold Road, and Dublin Boulevard
- Wallis Ranch planned community, near Tassajara Road & Fallon Road
- Jordan Ranch/Kingswood planned communities, near Central Parkway & Panorama Drive
- Lennar planned communities – Tramore at Irongate and Wexford at Irongate – near Central Parkway & Fallon Road

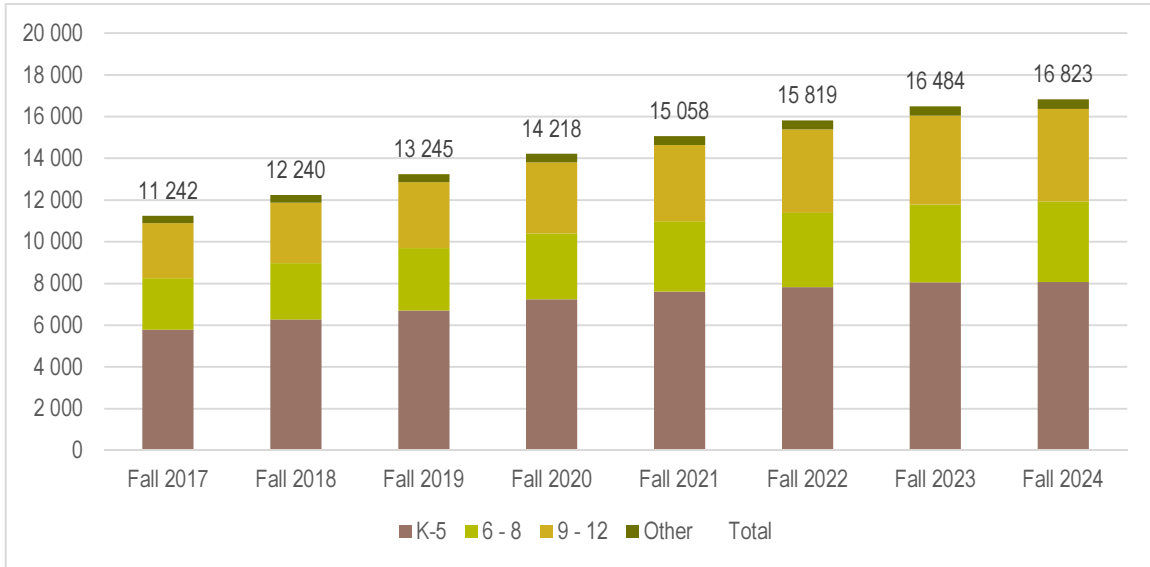
Based on these demographic forecasts, additional school service may be particularly warranted along the Fallon Road corridor in eastern Dublin, Central Parkway corridor in central Dublin, and Dublin Boulevard corridor in West Dublin.

<sup>2</sup> <http://www.dublin.ca.gov/DocumentCenter/View/1763>

**DUBLIN TRANSIT PLAN | DRAFT**  
LAVTA

**Figure 3**      **Dublin Student Enrollment Projections, 2017 – 2024**

Grades	Actual Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Percent Growth, 2017
K-5	5,790	6,272	6,702	7,237	7,603	7,819	8,053	8,078	40%
6 - 8	2,468	2,697	2,996	3,157	3,385	3,561	3,734	3,860	56%
9 - 12	2,629	2,899	3,158	3,418	3,650	4,006	4,252	4,434	69%
Other <sup>3</sup>	355	372	389	406	420	433	445	451	27%
<b>Total</b>	<b>11,242</b>	<b>12,241</b>	<b>13,245</b>	<b>14,218</b>	<b>15,057</b>	<b>15,819</b>	<b>16,484</b>	<b>16,822</b>	<b>50%</b>

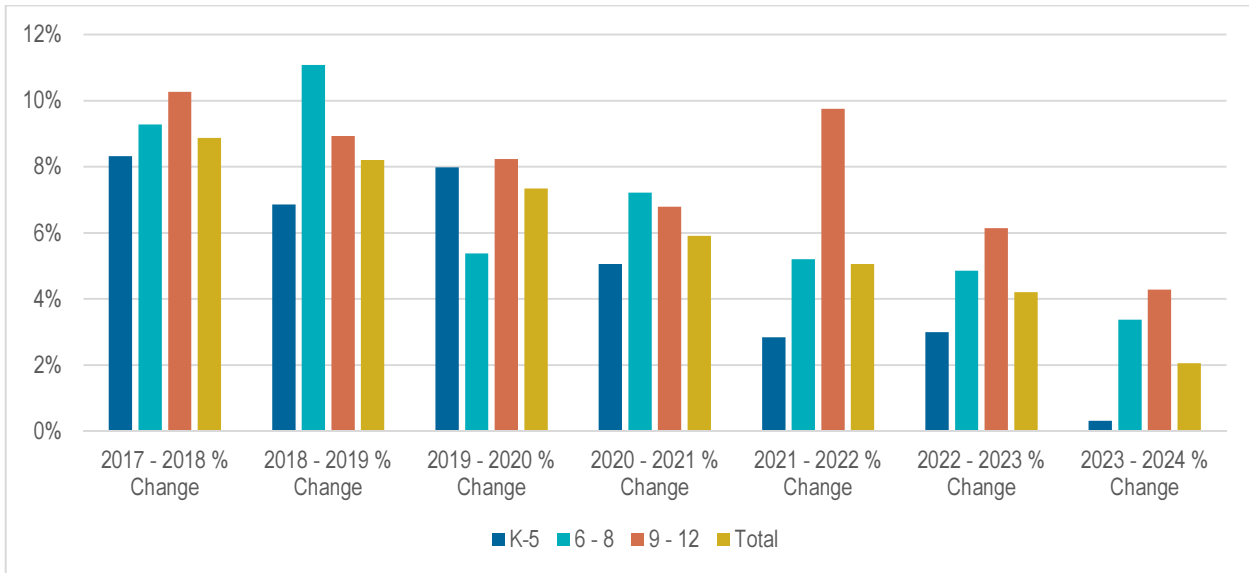


Source: Dublin Unified School District<sup>4</sup>

<sup>3</sup> Includes Special Education, out-of-district transfers, and unmatched students

<sup>4</sup> Dublin Unified School District. 2017. 7-Year Student Population Projections by Residence, 2017-2023, p. 22. Retrieved from <https://www.dublin.k12.ca.us/cms/lib/CA01001424/Centricity/Domain/5/DublinFinalReportFall1617.pdf>

**Figure 4** Dublin Student Enrollment Percent Growth Projections, 2017 – 2024

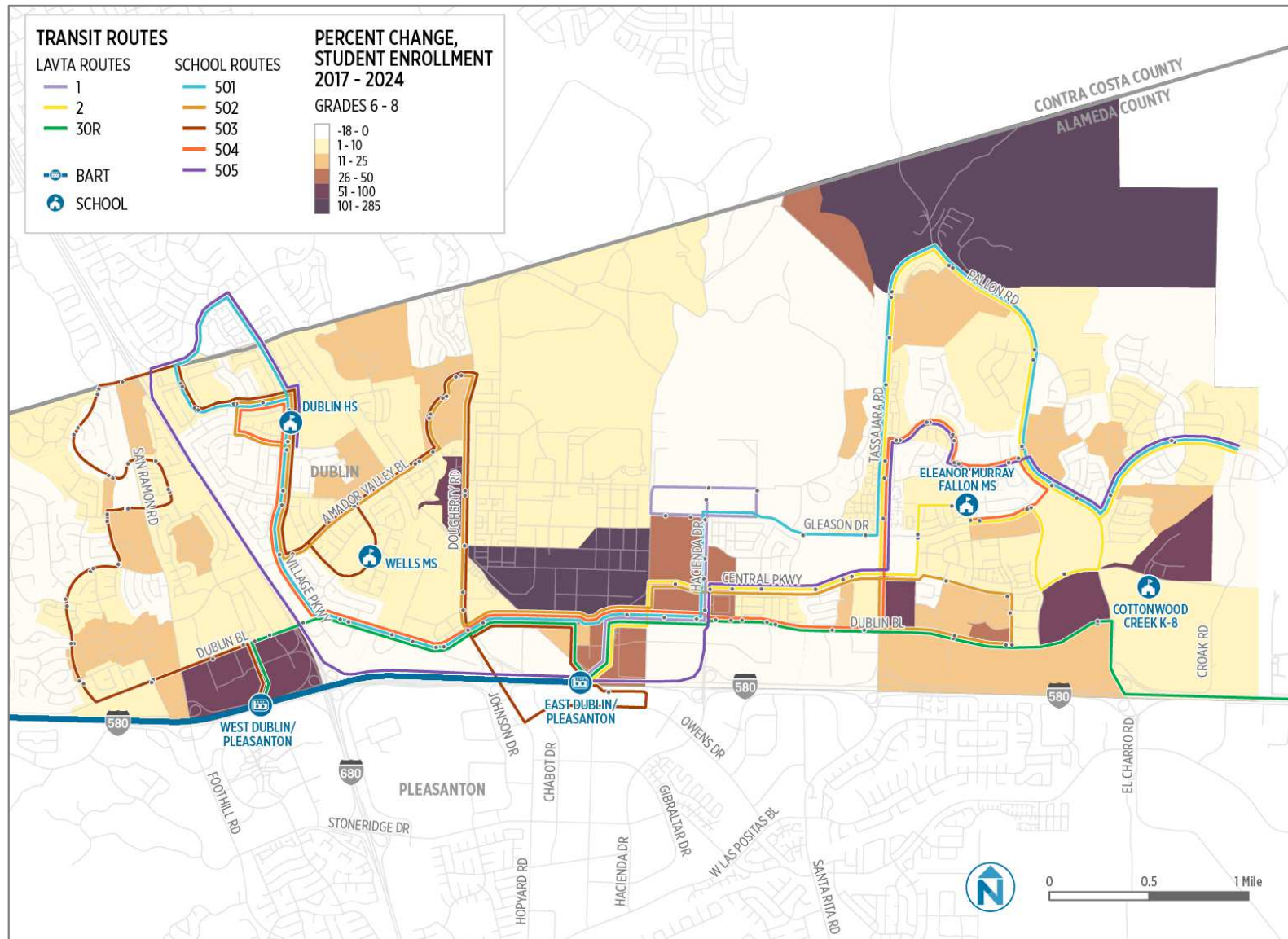


Source: Dublin Unified School District<sup>5</sup>

<sup>5</sup> Dublin Unified School District. 2017. 7-Year Student Population Projections by Residence, 2017-2023, p. 22. Retrieved from <https://www.dublin.k12.ca.us/cms/lib/CA01001424/Centricity/Domain/5/DublinFinalReportFall1617.pdf>

# DUBLIN TRANSIT PLAN | DRAFT LAVTA

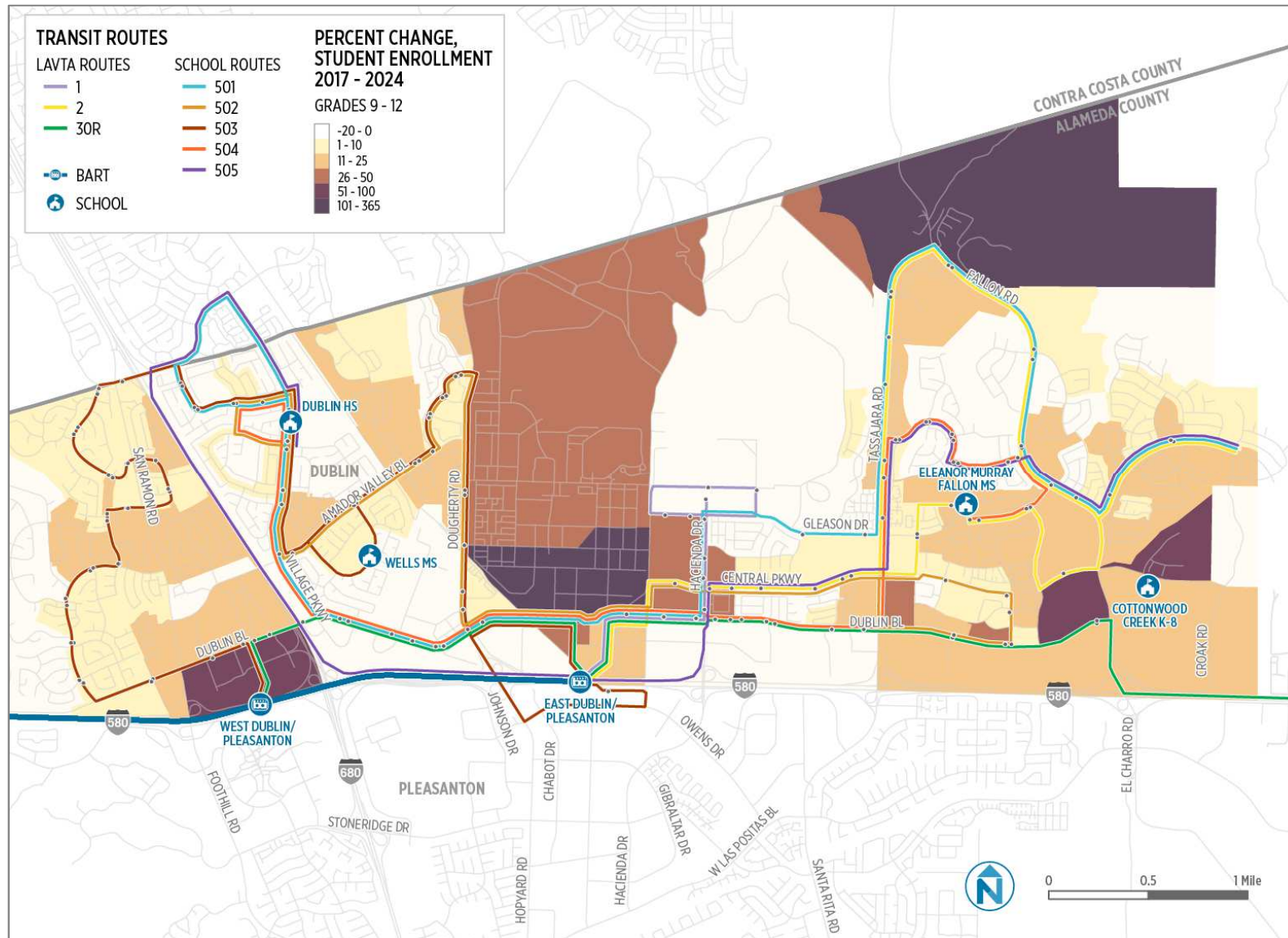
Figure 5 Dublin USD Enrollment Change (2017 – 2024), Grades 6-8



Sources: LAVTA, Dublin Unified School District

# DUBLIN TRANSIT PLAN | DRAFT LAVTA

Figure 6 Dublin USD Enrollment Change (2017 – 2024), Grades 9 - 12



Sources: LAVTA, Dublin Unified School District



## TRANSIT SERVICE CONSIDERATIONS

LAVTA currently operates 47 vehicles during its peak service hours throughout Dublin, Livermore, and Pleasanton. Changes to service in Dublin impacts the entire network. Without additional revenue or funding, increases in the number of vehicles needed to provide school transportation comes at a cost to service on other main-line routes that serve the general public throughout the day. Providing public transportation to schools is a nationwide challenge because it requires significant resources (vehicles and operators) during peak travel times, but usually only for a short period of time. Federal regulations also have specific rules to follow to ensure the routes are open to the general public and that riders are charged normal fares. Ultimately, serving schools is also a different service model than regular fixed-route service, in that there is one main destination with many home origins, which is trying to be provided in as few trips as possible, whereas main line service aims to connect people to multiple origins and locations as often as possible for as much of the day as makes sense. Both cohorts of riders are valuable to the transit agency. It takes considerable outreach, education, and analysis to ensure the right balance of service to meet the population's needs and serve the transit agency can operate sustainably.

## TRANSIT SERVICE IN DUBLIN

The eight LAVTA routes analyzed in this report, shown in

Figure 7, provide extensive geographic coverage of most populated areas of Dublin with varying levels of ridership and service productivity. Routes 1 is a local bus route with limited frequencies and spans of service. Route 30R, on the other hand, is LAVTA's most frequent and highest-ridership service, complete with "Rapid" branding and on-board amenities such as free Wi-Fi and newer, high-end vehicles. While neither Route 1 nor 30R are designed to specifically accommodate student bell times, these routes may have the potential to provide student transportation if their schedules are effectively synchronized with school bell pickup and drop-off times. Route 2 is a hybrid route serving both a mainline fixed route transit purpose and also as a school tripper with bell time coordination at Fallon Middle School.

**There are four dedicated LAVTA school routes, the 500-series, operate a limited number of daily trips and typically offer service only in a single direction at any given time: inbound from residential neighborhoods to the school, and outbound from the school to residential neighborhoods. They operate only during the school year, instead of all year like Routes 1, 2 and 30R. Despite limited operating schedules, they are some of the most productive routes in the LAVTA system, measured in terms of riders per revenue service hour (Figure 8 and Figure 9**

Figure 8).

At the same time, the school routes suffer from significant on-time performance issues compared to the local/rapid routes, achieving average on-time performances of well under LAVTA's goal of 85% (Figure 10).

Bike and pedestrian access to school transit stops in Dublin is mixed, as shown in Figure 11. Both Fallon Middle School and Cottonwood Creek School are located adjacent to on-street bikeways or off-street trails. Wells Middle School and Dublin High School are accessible by the Iron Horse Regional Trail and Alamo Canal Trail, respectively. Additionally, recently completed on-street bikeways along Village Parkway may improve access to Dublin High School.

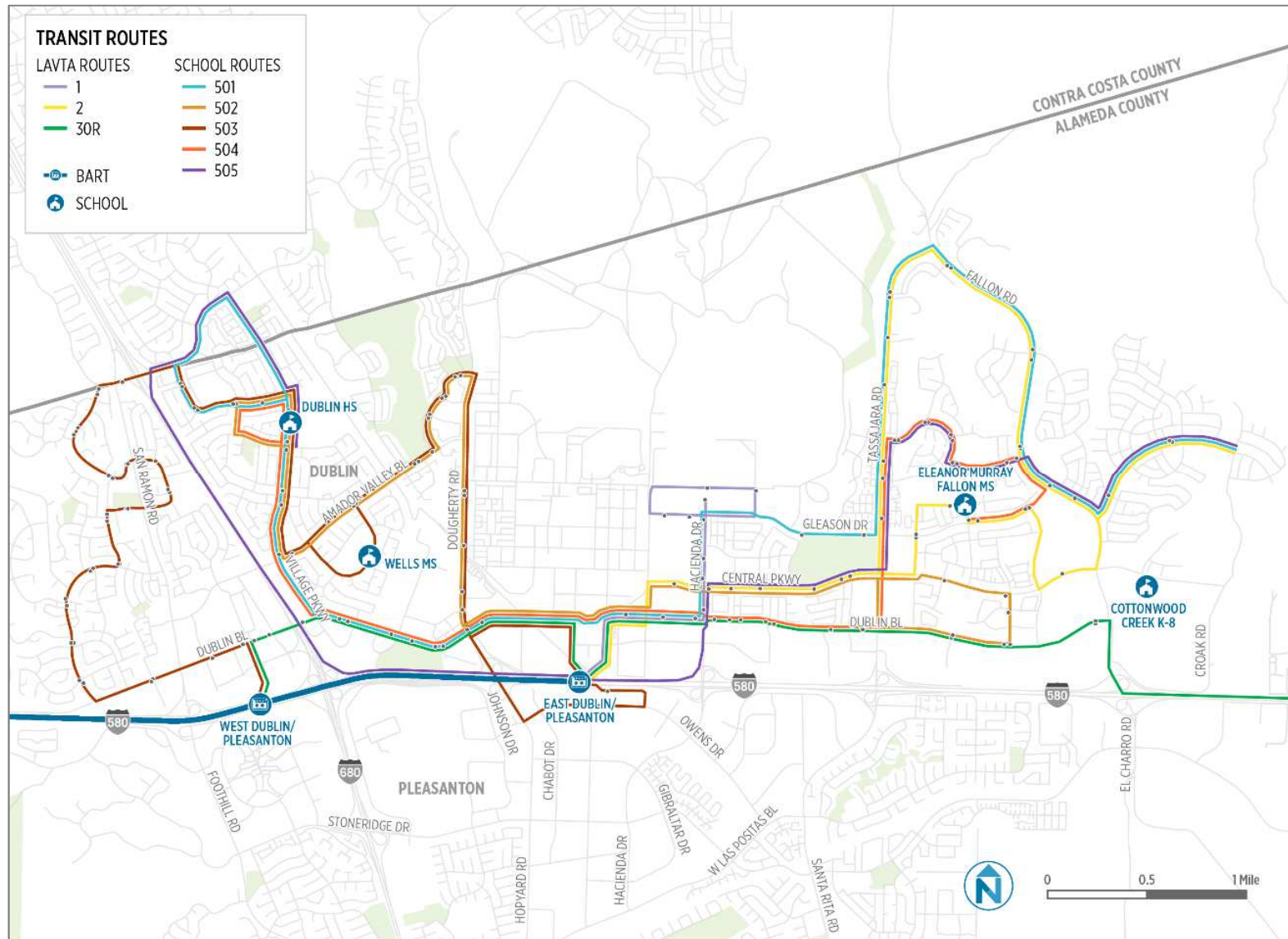
Analysis of Dublin's pedestrian access with respect to LAVTA bus stops reveals that most of the city can easily access nearby bus stops within walking distance (Figure 12). Numerous studies have established that most people are willing to walk  $\frac{1}{4}$  mile to access local bus service and up to  $\frac{1}{2}$  mile for high-frequency bus service.<sup>6</sup> By this standard, significant portions of West Dublin/Shannon Park and Dublin Ranch/Positano Hill are between  $\frac{1}{4}$  and  $\frac{1}{2}$  mile walking distance from their nearest bus stop. This degree of proximity is likely within most people's tolerance for high-frequency transit, but just outside the tolerance threshold for local or infrequent transit service. In addition, significant residential developments under construction at Wallis Ranch and Lennar/Tramore at Irongate remain outside of the  $\frac{1}{2}$  mile walking distance threshold under current transit network conditions.

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<sup>6</sup> Iacono, Michael, Kevin Krizek, and Ahmed M. El-Geneidy. 2008. "Access to Destinations: How Close Is Close Enough? Estimating Accurate Distance Decay Functions for Multiple Modes and Different Purposes." Report. Minnesota Department of Transportation. <http://conservancy.umn.edu/handle/11299/151329>.

# DUBLIN TRANSIT PLAN | DRAFT LAVTA

Figure 7      Wheels Transit Routes Serving Dublin



Source: LAVTA

**DUBLIN TRANSIT PLAN | DRAFT**  
LAVTA

**Figure 8**      **LAVTA Weekday Annual Weekday Ridership Characteristics, Dublin, FY 2017**

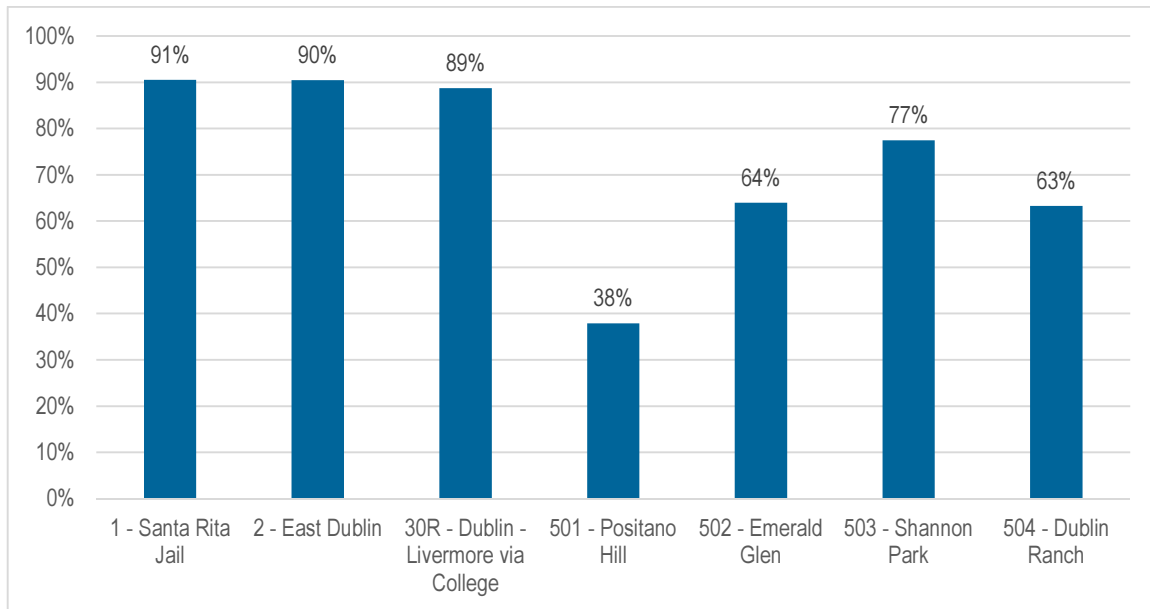
Route	Route	Annual Ridership	Average Weekday Ridership	Average Trips per Day
1	Santa Rita Jail	16,856	51	22 (loops)
2	East Dublin	8,252	33	8
30R	Dublin-Livermore via Positas College	461,036	1,676	120
501	Positano Hill	32,047	150	6
502	Emerald Glen	12,368	63	3
503	Shannon Park	7,021	37	4
504	Dublin Ranch	19,413	108	3
505	Positano Hill	4,017	21	1

Source: LAVTA

**Figure 9**      **LAVTA Service Characteristics**

Route	Route	Annual Ridership	Annual Weekday Revenue Hours	Annual Weekday Revenue Miles	Weekday Riders per Hour
1	Santa Rita Jail	16,856	1,849	25,990	7
2	East Dublin	8,252	1,347	16,085	6
30R	Dublin-Livermore via Positas College	461,036	33,405	447,520	13
501	Positano Hill	32,047	333	5,401	96
502	Emerald Glen	12,368	197	2,840	63
503	Shannon Park	7,021	488	5,834	14
504	Dublin Ranch	19,413	183	2,433	106
505	Positano Hill	4,017	223	3,642	18

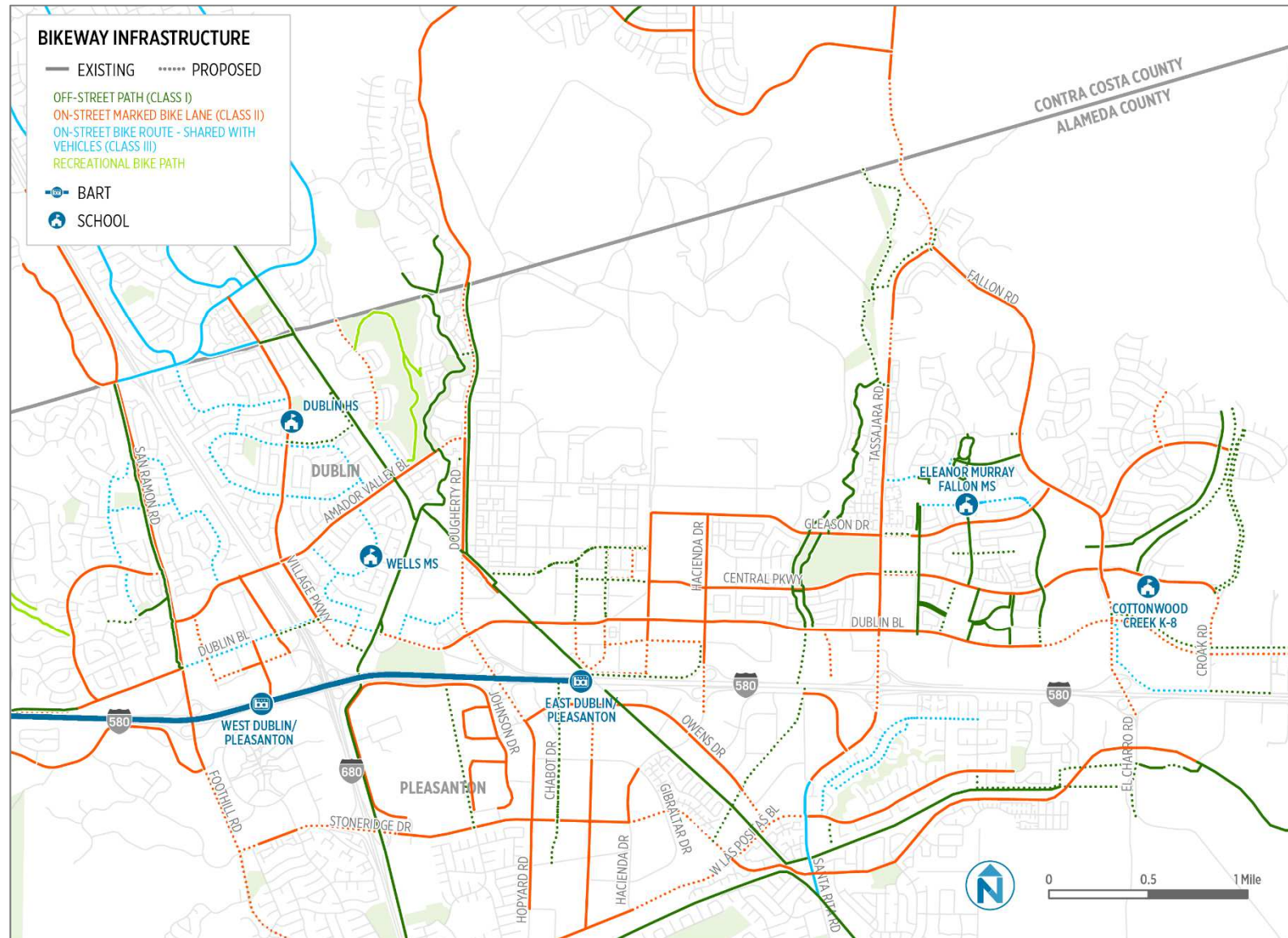
**Figure 10**      **LAVTA Dublin School Routes On-time Performance**



Source: LAVTA

# DUBLIN TRANSIT PLAN | DRAFT LAVTA

Figure 11 Dublin Bikeway Infrastructure

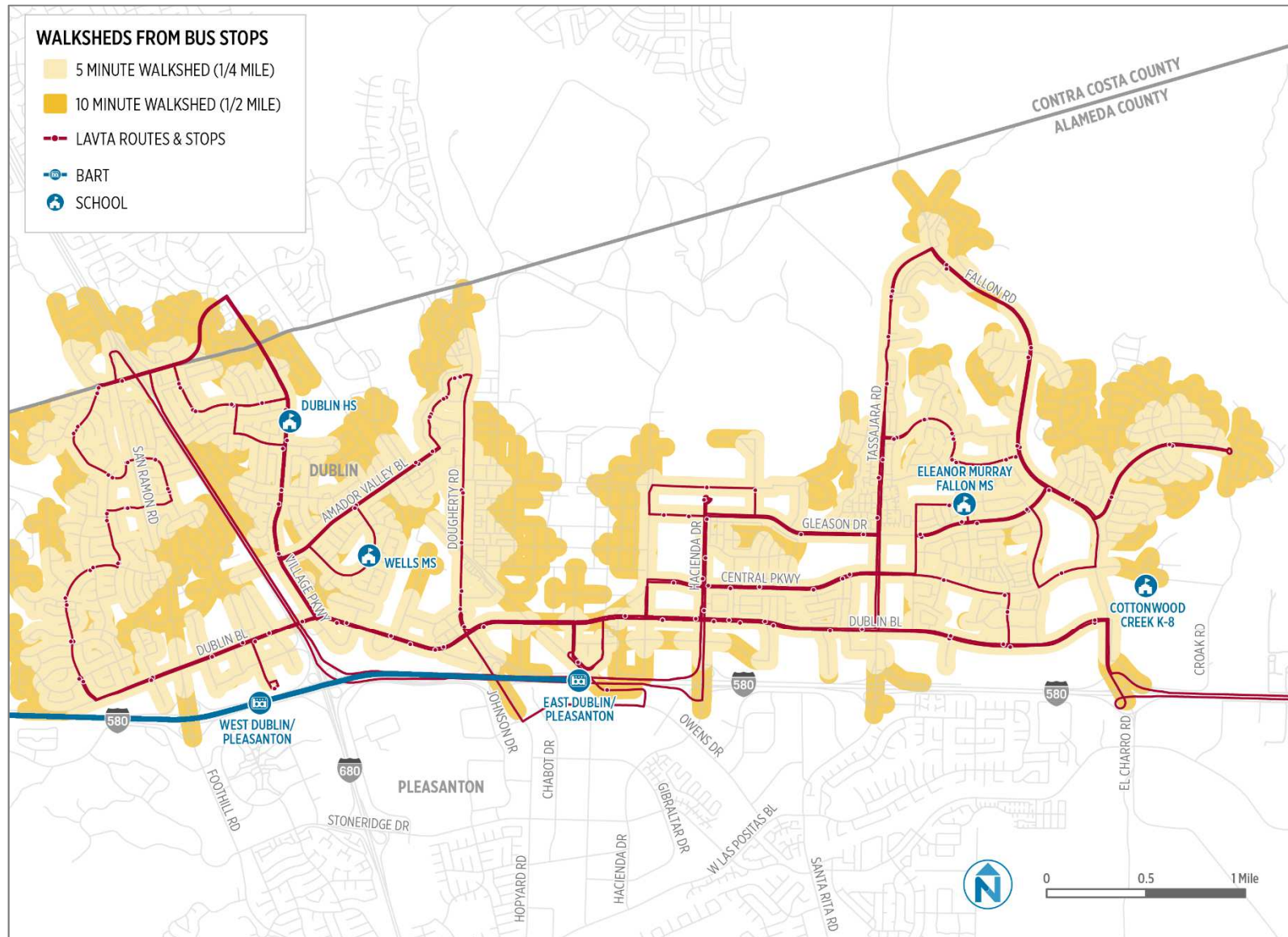


Sources: Alameda County GIS, Google Maps



# DUBLIN TRANSIT PLAN | DRAFT LAVTA

Figure 12 Pedestrian Access from Bus Stops



Source: LAVTA, Nelson\Nygaard



## ROUTE OVERVIEWS

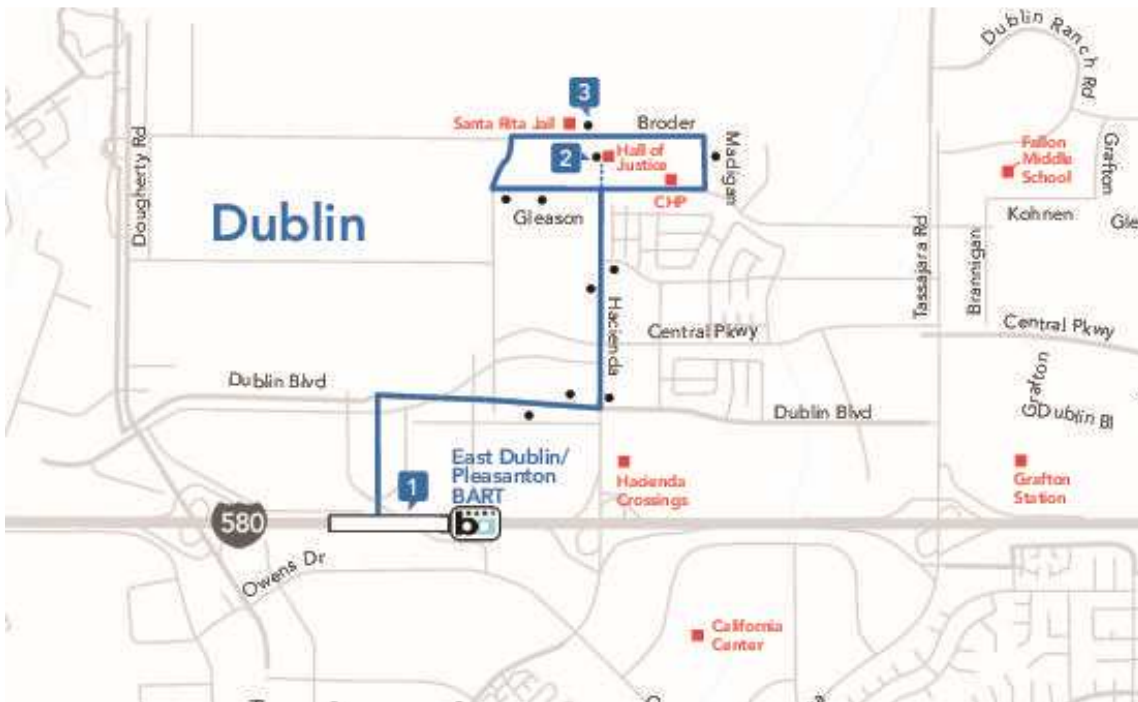
This section provides an overview of ridership, operating parameters, and productivity metrics for each of the eight routes serving Dublin.

### Route 1 – Santa Rita Jail

#### Overview

Route 1 is a local connector bus route that operates in a loop pattern between three primary nodes: East Dublin/Pleasanton BART station, East County Hall of Justice, and the Santa Rita Jail (Figure 13). Route 1 operates at a 30-minute frequency on weekdays and every 60 minutes on weekends. Route 1's span of service is roughly 6 AM to 9 PM, Monday thru Friday, and 7:30 AM to 9 PM Saturdays and Sundays. Route 1 operates in a loop that begins and ends at East Dublin/Pleasanton BART station. The route's scheduled running time is 19 minutes to complete this loop during PM peaks, 17 minutes during all other times on Monday – Friday, and about 14 minutes on Saturdays and Sundays.

Figure 13 Route 1 Map



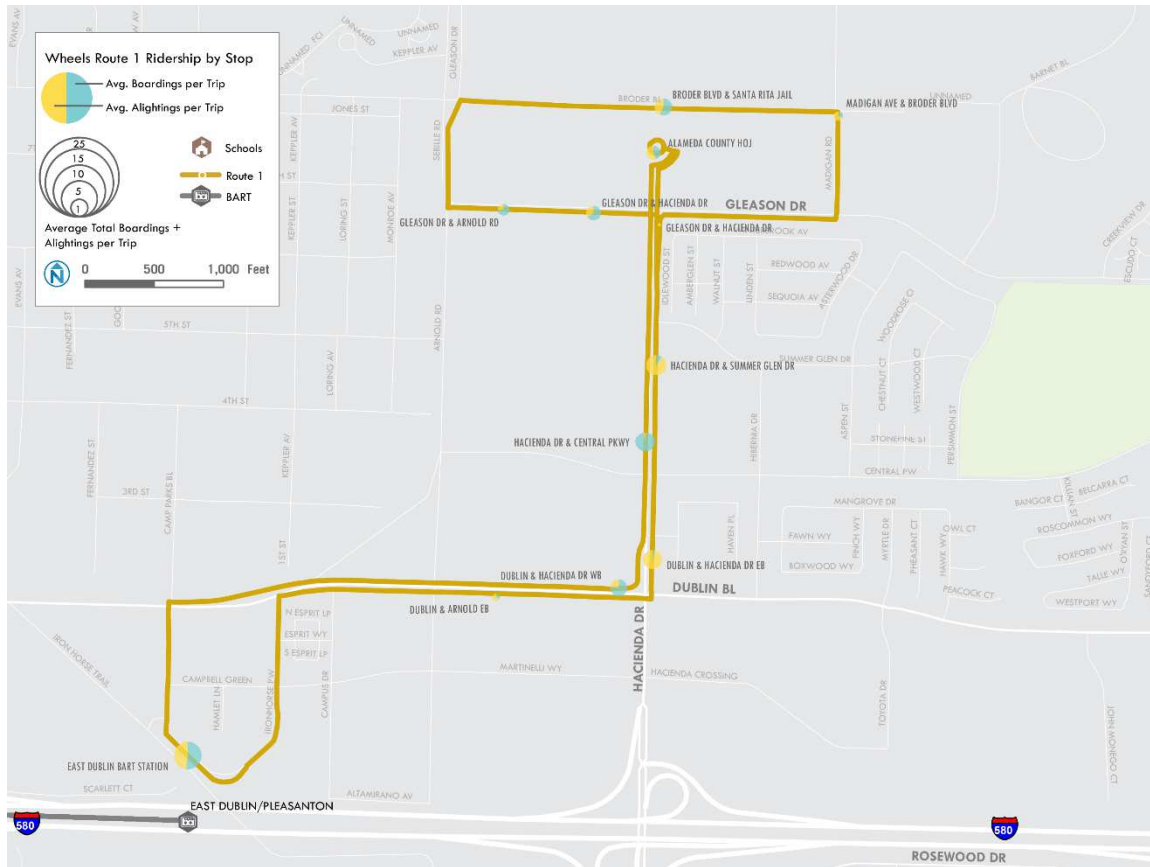
Source: LAVTA

#### Ridership

Route 1 does not provide proximate service to any of Dublin's middle or high schools, and its service operates at roughly even frequencies throughout the day without orientation to school bell times. As a result, Route 1 serves fewer riders per trip compared to several of LAVTA's dedicated school routes. Overall, Route 1 serves fewer than five total boardings and alightings per trip at each of its stops, as shown in Figure 14. However, trips during peak commute hours carry the bulk of the daily ridership, with very little activity in the midday. Route 1 serves about 17,000 riders annually (Figure 15), ranking 13<sup>th</sup> out of LAVTA's 35 routes. On a typical weekday, Route 1 serves 51 total riders and about 7 riders per service hour.

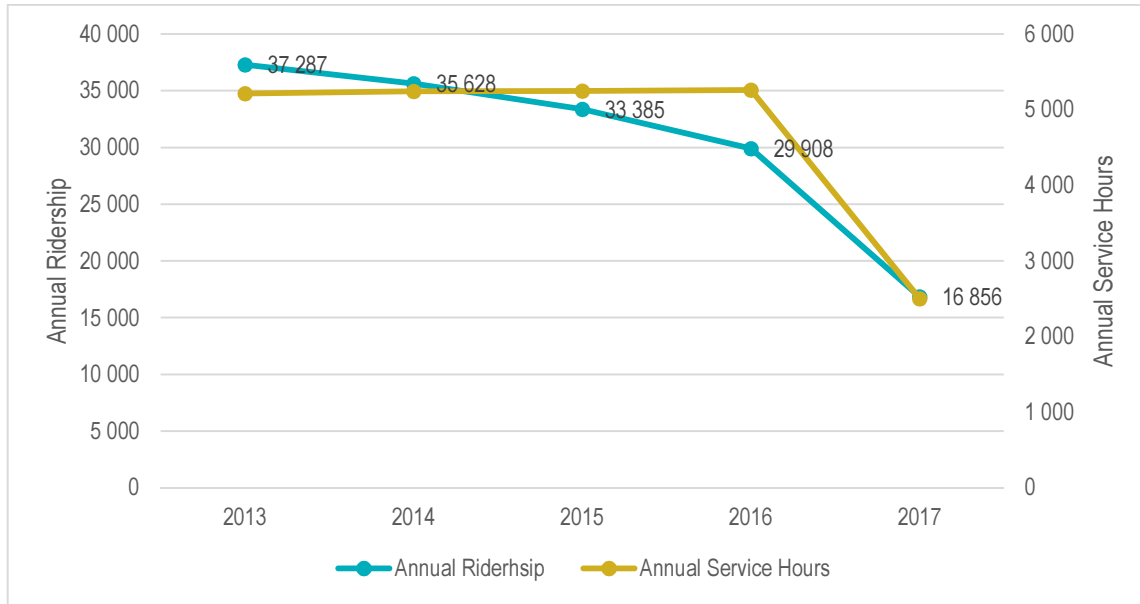
Ridership activity is distributed fairly evenly along the route, with the East Dublin/Pleasanton BART station attracting the highest demand with about four total boardings and alightings per trip. Route 1's annual ridership has declined by more than 50% since 2013, roughly proportional to the decline in the route's service hours (Figure 15). Annual service hours on Route 1 declined from about 5,200 in the years 2013-2016 to about 2,500 in 2017. Service productivity, as measured by the number of weekday riders per hour, has remained stable throughout the 2013-2017 period, at about seven weekday riders per hour.

Figure 14 Route 1 Ridership by Stop



Source: LAVTA, Alameda County GIS

**Figure 15** Route 1 Ridership vs. Service Hours, 2013 - 2017

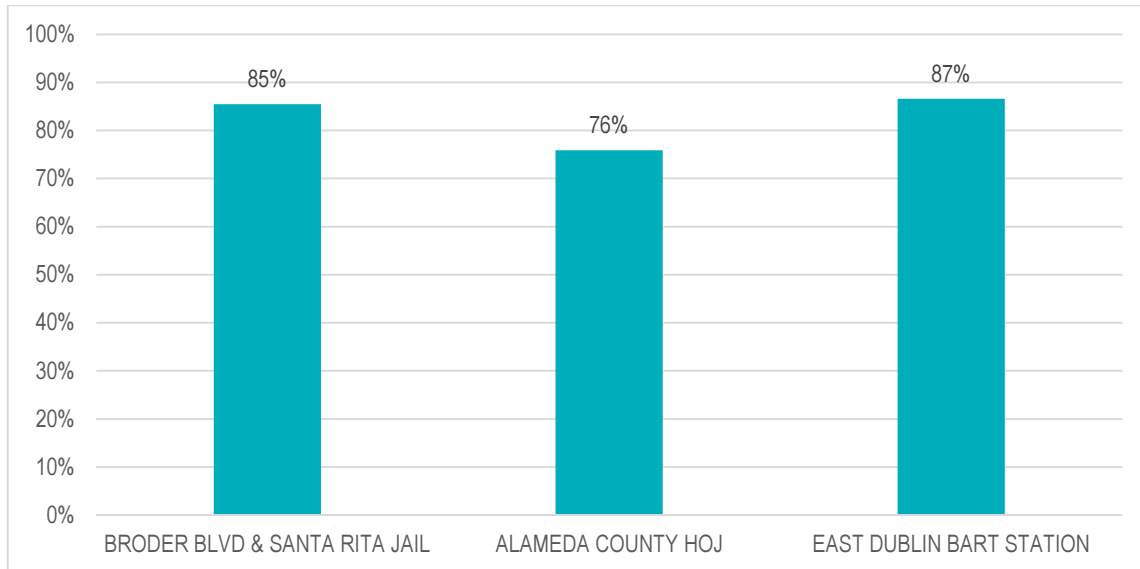


Source: LAVTA

### On-Time Performance

Route 1 has an overall on-time performance of 91%. However, on-time performance at Route 1's three primary stops – East Dublin/Pleasanton BART, Alameda County Hall of Justice, and Santa Rita Jail – was slightly lower, between 76% and 87% (Figure 16).

**Figure 16** Route 1 On-Time Performance



Source: LAVTA

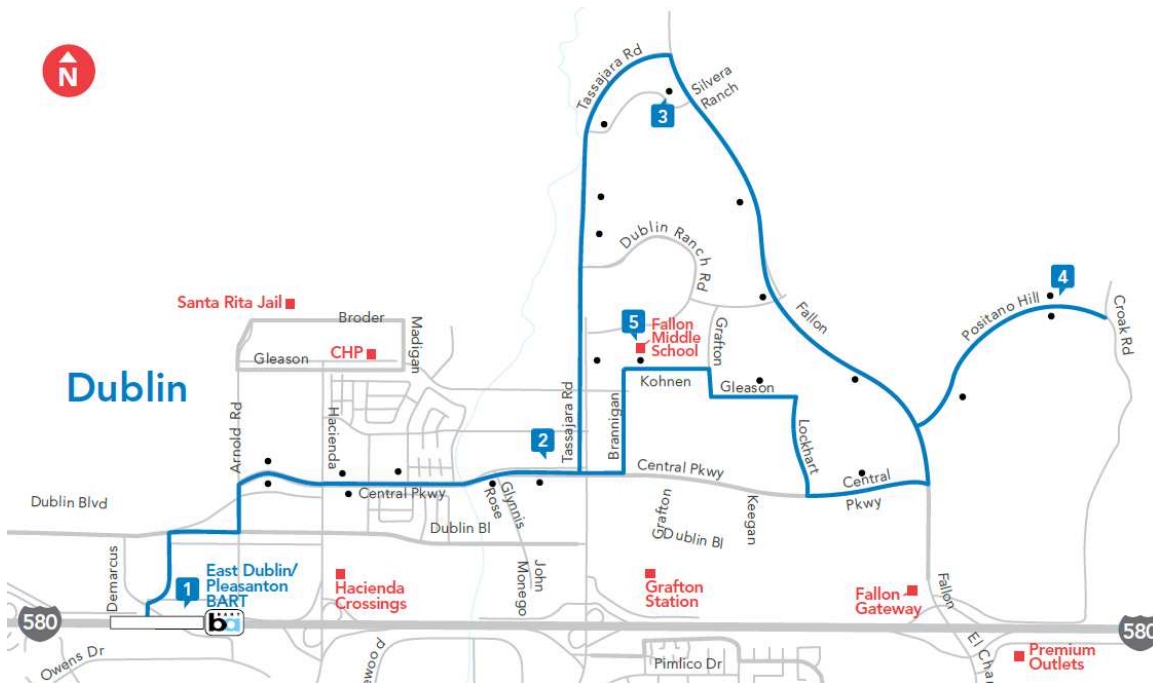
## Route 2 – East Dublin

### Overview

Route 2 operates in a loop between East Dublin/Pleasanton BART and Dublin's easternmost residential development (Positano Parkway & Valentano Drive). Route 2 operates with an asymmetric pattern for part of its alignment, and as a result serves Fallon Middle School in the westbound direction only; in the eastbound, Route 2 does not serve Fallon Middle School and instead travels along Tassajara Road, Fallon Road, and Positano Parkway before resuming its primary service branch along Central Parkway and its ultimate destination of East Dublin/Pleasanton BART (Figure 17). Fallon Middle students who use Route 2 typically either have a longer trip on the way to school or on the way home from school, depending upon where they reside on the loop route.

Route 2 operates at hourly service frequencies during peak periods with seven daily trips, three in the AM peak and four in the PM peak. No weekend service is available on Route 2. Route 2's span of service is roughly 6:30 AM to 8:30 AM during the AM peak and 3:30 PM to 6:30 PM during the PM peak. The route's scheduled running time to complete its loop, starting and ending at East Dublin/Pleasanton BART, is 46 minutes.

Figure 17 Route 2 Map



Source: LAVTA

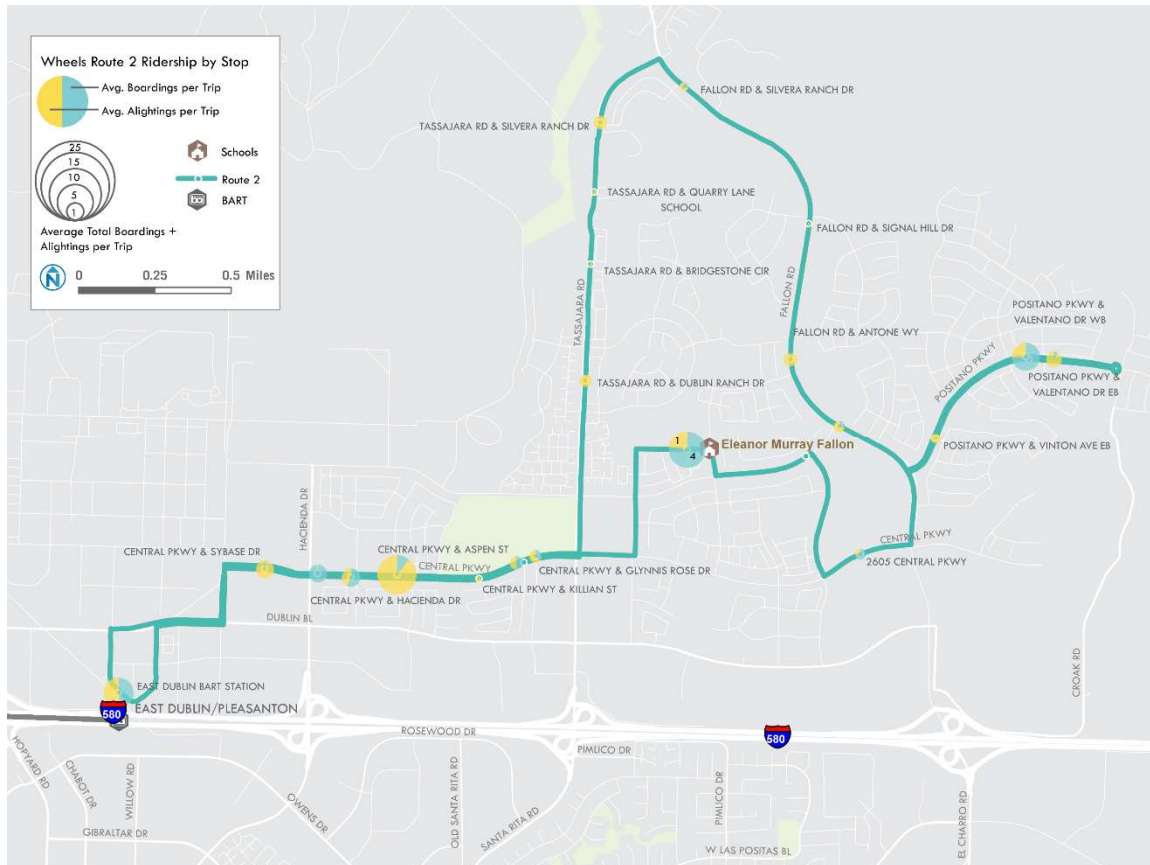
### Ridership

Route 2 serves about 8,000 riders annually (Figure 19), ranking 24<sup>th</sup> out of LAVTA's 35 routes. On a typical weekday, Route 1 serves 33 total riders and about 6 riders per service hour. Ridership activity is very low across most of Route 2's alignment, with the exception of three key nodes, each of which average about five total boardings and alightings per trip. These key nodes include the East Dublin/Pleasanton BART station, Fallon Middle School, and Central Parkway & Aspen Street. Despite little change in service hours, Route 2's annual ridership has fluctuated significantly since 2013, with a near-doubling of the route's ridership between 2015 and 2016, though 2017 ridership has declined to levels comparable to those of the period 2013-2015 (Figure 19). Service productivity, as measured by the number of weekday riders per hour, has averaged about 5-6 weekday riders per hour, with the exception of the high-ridership year of 2016, when Route 2 averaged 10 riders per hour.

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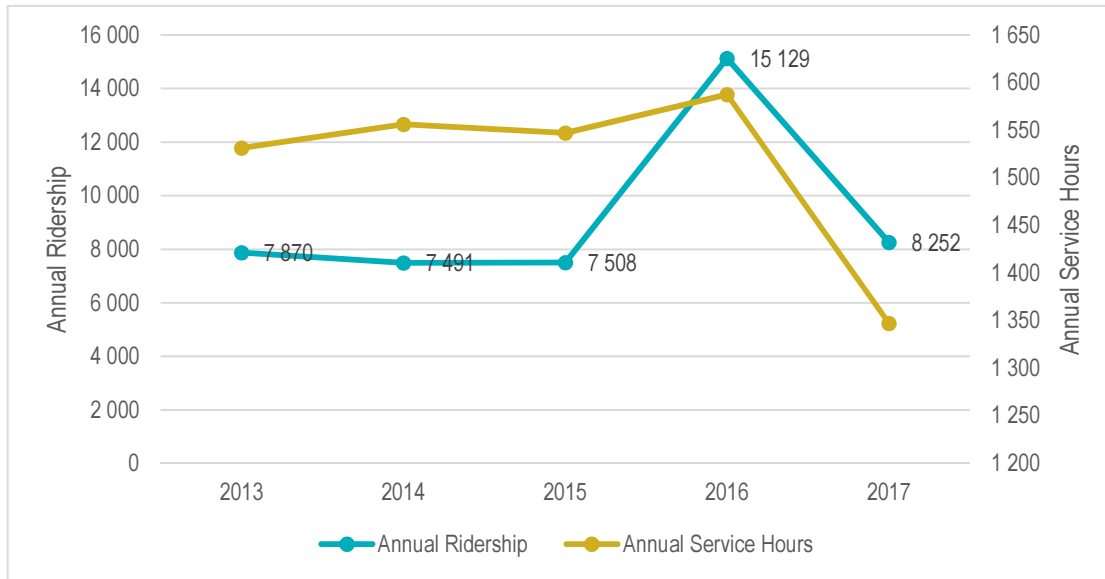
Route 2 ridership is bolstered by students who ride to and from Fallon Middle School on one morning and one afternoon trip. Because Route 2 is a one way loop between Tassajara Road and Fallon Road, students who live along Central Parkway must travel up Tassajara Road, through Positano Parkway, and loop around before arriving at school in the morning. However in the evening, they are the first to get dropped off, and students who live near Positano Parkway must travel westbound to the East Dublin/Pleasanton BART Station, before heading back east, then north through Tassajara and Fallon roads.

**Figure 18**      **Route 2 Ridership by Stop**



Source: LAVTA, Alameda County GIS

**Figure 19** Route 2 Ridership vs. Service Hours, 2013-2017

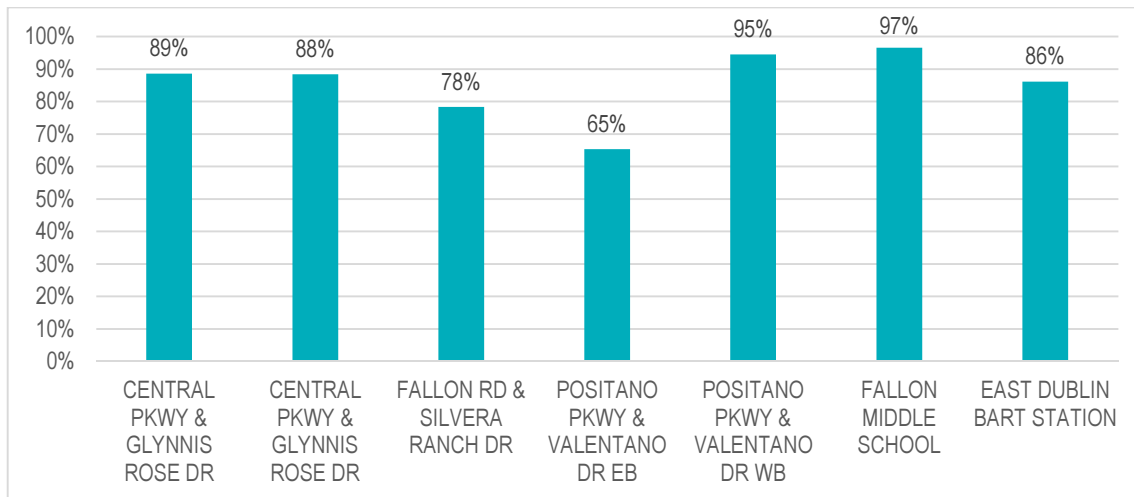


Source: LAVTA

## On-Time Performance

Route 2 has an overall on-time performance of 90%. Most of Route 2's alignment operates at an on-time performance of greater than 85%. However, on-time performance on the route segment between Central Parkway & Glynnis Rose Drive and its loop's endpoint at Positano Parkway & Valentano Drive suffers from relatively poor on-time performance, which declines to 65% by the latter location (Figure 20). This is likely due to inefficient turning patterns in the approach to Fallon Middle School, in the inbound direction, and along Fallon and Tassajara Roads in the outbound direction.

**Figure 20** Route 2 On-Time Performance



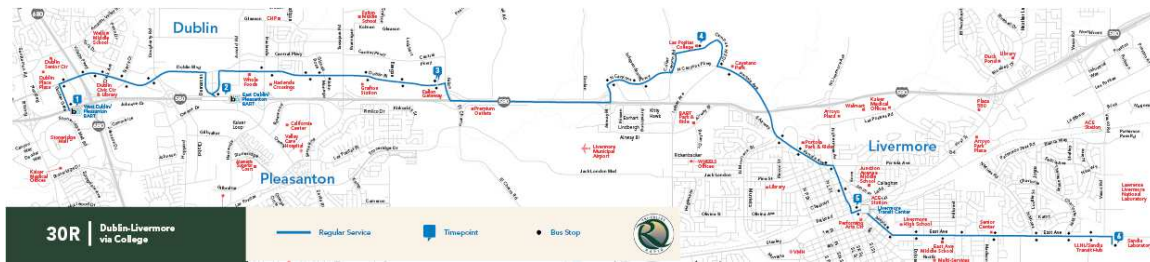
Source: LAVTA

## Route 30R – Dublin/Livermore via Positas College

### Overview

Route 30R (“Rapid”) is an all-day, rapid bus service that operates between West Dublin/Pleasanton BART and eastern Livermore, at East Avenue & Vasco Road. Route 30R does not directly serve any of Dublin’s schools, but instead operates as a high-frequency connection between Livermore Transit Center, Las Positas College, and both of Dublin’s BART stations (Figure 21). Route 30R operates at 15-minute service frequencies all day long on weekdays, at 30-minute frequencies during evenings between 7 PM and 10 PM, and hourly frequencies on weekends and on weekdays after 10 PM. Route 30R’s span of service is roughly 5 AM to 12 AM on weekdays and weekends. The route’s scheduled running time is between 57 and 62 minutes.

Figure 21 Route 30R Map



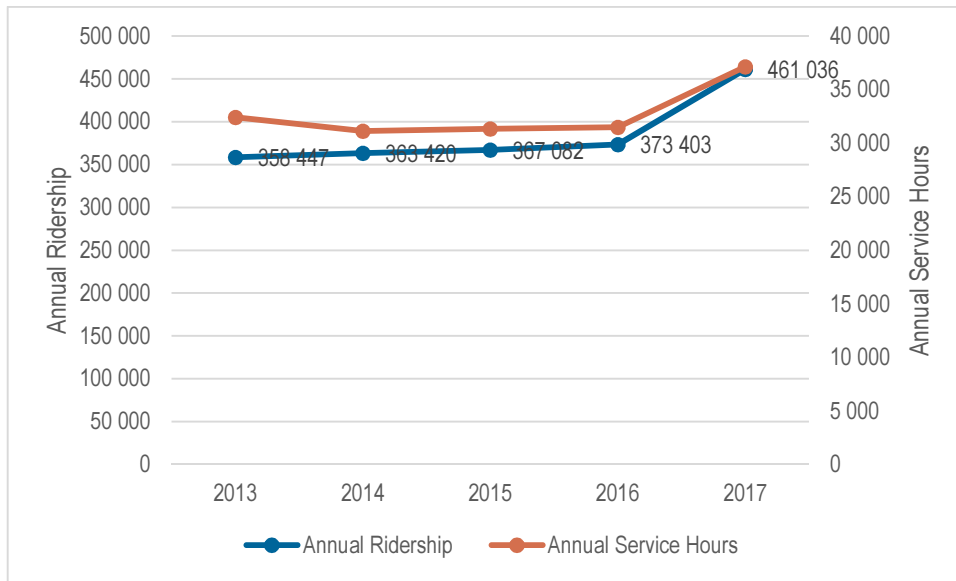
Source: LAVTA

### Ridership

Route 30R serves about 461,000 riders annually (Figure 22), making it LAVTA’s most popular route. On a typical weekday, Route 30R serves 1,676 total riders and about 13 riders per service hour. Despite having the highest annual ridership of any LAVTA route, Route 30R has relatively low ridership on a per-trip basis, with most of its Dublin stops serving 1-3 riders per trip. This ridership is fairly evenly distributed, and the West and East Dublin/Pleasanton BART stations do not generate above-average ridership activity. In 2016, the 30 underwent a rebranding to a high frequency “rapid” route and was designated Route 30R. Ridership increased nearly 25 percent between 2016 and 2017 (Figure 22). In addition to higher-frequency service, the 30R has since operated with better passenger amenities than other LAVTA routes, including newer, hybrid buses with premium seating and free onboard Wi-Fi. Service productivity, as measured by the number of weekday riders per hour, has improved from about 11 weekday riders per hour in 2013 to 13 weekday riders per hour in 2017.

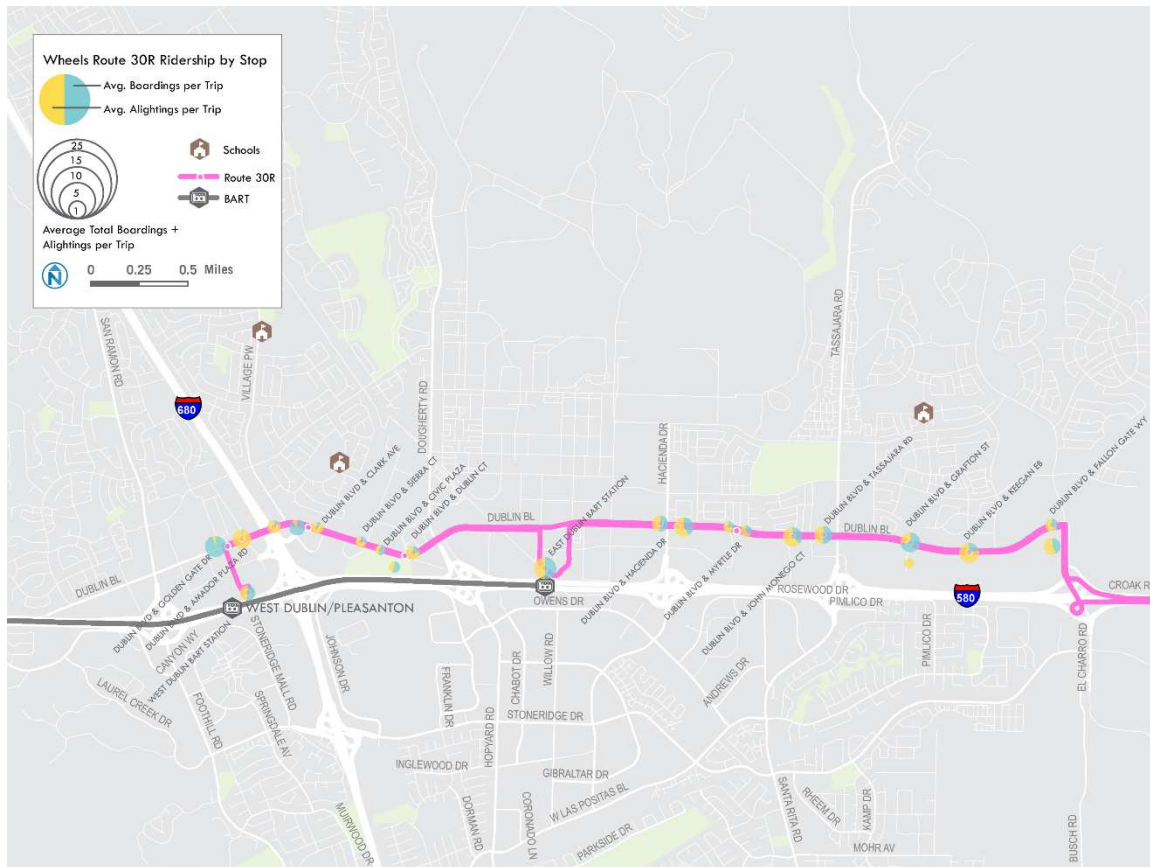


**Figure 22** Route 30R Annual Ridership vs. Service Hours, 2013 – 2017



Source: LAVTA

**Figure 23** Route 30R Ridership by Stop



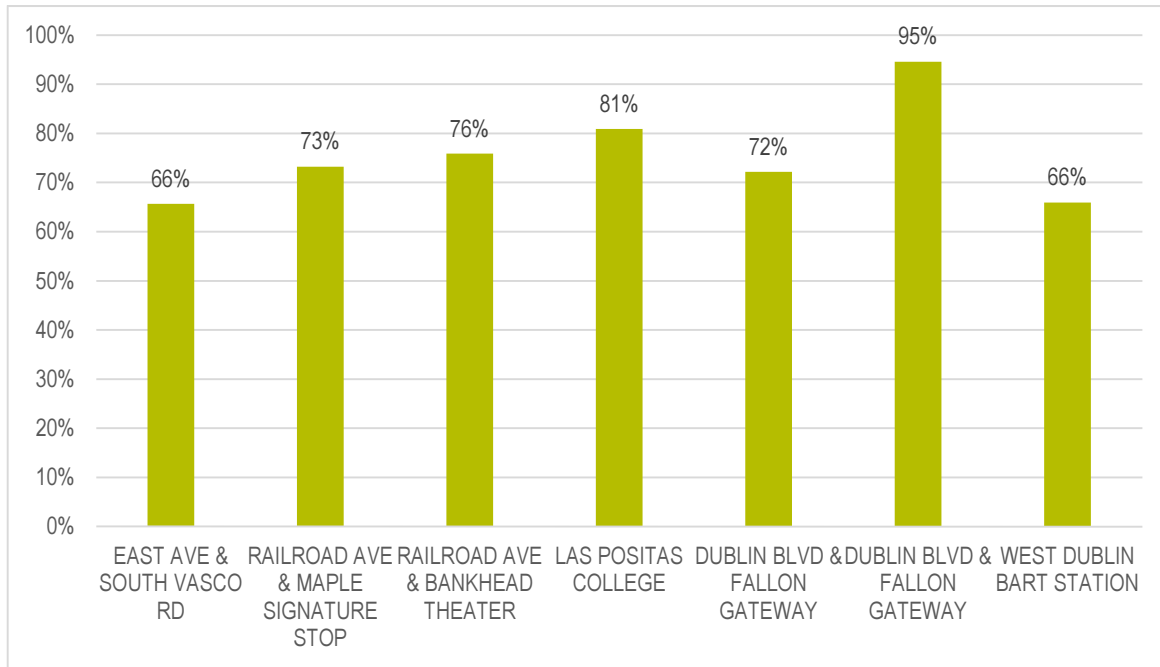
Source: LAVTA, Alameda County GIS



## On-Time Performance

Route 30R has an overall on-time performance of 89%. However, on-time performance on several portions of Route 30R's alignment falls below 85%. In particular, on-time performance declines significantly from 95% at Dublin Boulevard & Fallon Gateway to 66% at the West Dublin/Pleasanton BART station and East Avenue and South Vasco Road (see Figure 24). On-time percentages also fall below 85% for the portion of Route 30R operating in Livermore, between East Avenue & South Vasco Road and Dublin Boulevard & Fallon Gateway.

**Figure 24** Route 30R On-time Performance



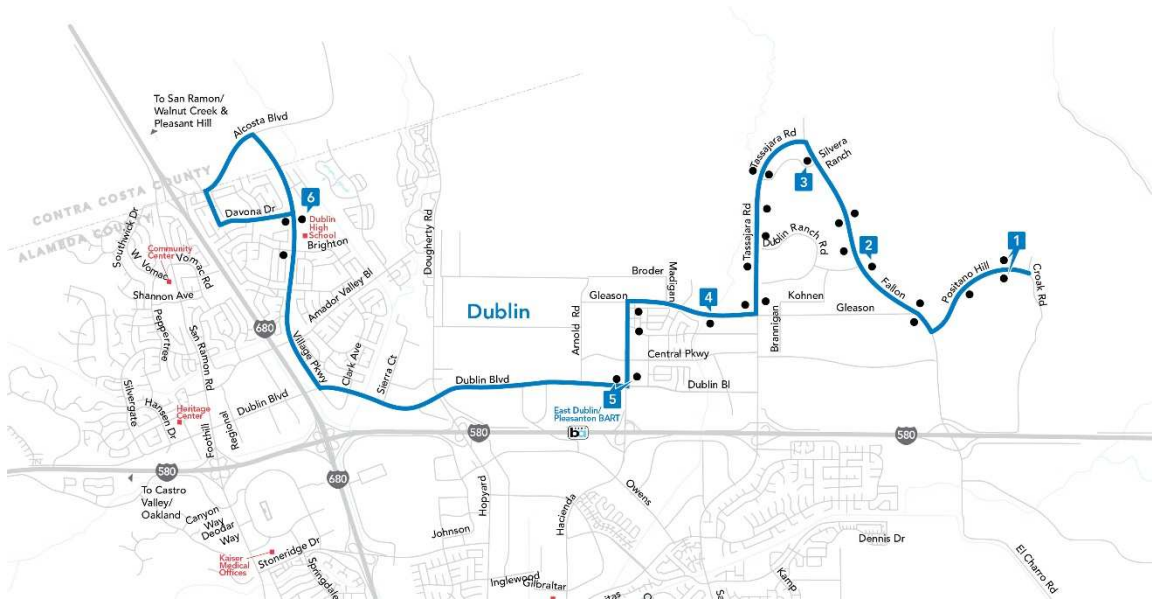
Source: LAVTA

## Route 501 – Positano Hill

### Overview

Route 501 is a school route that operates between Positano Hill, in eastern Dublin, and Dublin High School, in western Dublin. Route 501 operates three inbound trips (to Dublin High School) during the AM peak and two outbound trips (to Positano Hill) in the afternoon, between 3 PM and 4:30 PM. Designed to provide school transportation alone, Route 501 does not provide bidirectional service; service is available only in the inbound direction to Dublin High School during the AM peak and only in the outbound direction during the afternoon period. Route 501 only provides direct service to Dublin High School, but not to any of Dublin's three middle schools (Figure 25). With services coordinated around Dublin High School's morning and afternoon bell schedule, Route 501's inbound arrivals at the high school are scheduled at 7:00 AM, 7:27 AM, and 7:32 AM. Departures from Dublin High School are scheduled at 3:40 PM and 4:02 PM. Three buses are deployed for the 3:40 PM outbound trip, due to high passenger loads at this time. On Wednesdays, when Dublin High School uses a modified bell schedule, the second and third inbound trips leaving Positano Hill at 6:58 AM and 7:03 AM each leave 57 minutes later. The first inbound trip, leaving Positano Hill at 6:32 AM, does not operate on Wednesdays. Route 501's AM peak span of service is roughly 6:30 AM to 7:30 AM on all weekdays except Wednesdays, when its span of service is about 8 AM to 8:45 AM. In the afternoons, Route 501's span of service is roughly 3:30 PM to 4:30 PM. The route's scheduled one-way running time is between 28 and 32 minutes.

Figure 25 Route 501 Map



Source: LAVTA

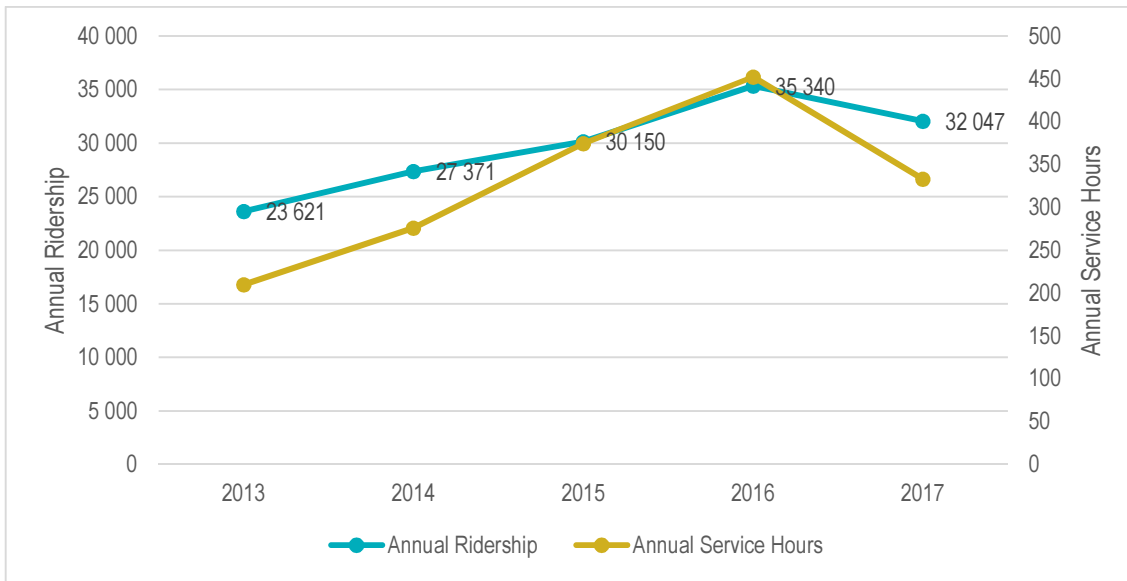
## Ridership

Route 501 serves about 32,000 riders annually (Figure 26), making it the most popular of LAVTA's Dublin school routes. On a typical weekday, Route 501 serves 150 total riders and about 96 riders per service hour. Owing to its function as a school route, Route 501's ridership is highly clustered around Dublin High School. On average, it serves about 39 riders on a typical trip, however low ridership on an early morning trip and a 4:02 PM trip skew those numbers downward. At peak times it is not uncommon to see multiple buses at capacity of between 50 and 60 student on the three buses that depart at 3:40 PM.

The remaining ridership is fairly evenly distributed along the residential corridors of Tassajara Road, Fallon Road, and Positano Parkway (Figure 27). As Route 501's only major destination is Dublin High School, the route does not make connections at other potential generators of travel demand such as East Dublin/Pleasanton BART or Fallon Middle School. Due in partly to rising enrollment at Dublin High School and partly to Route 501's significant increase in service hours in the last five years, ridership has increased more than 35% since 2013 (Figure 26).

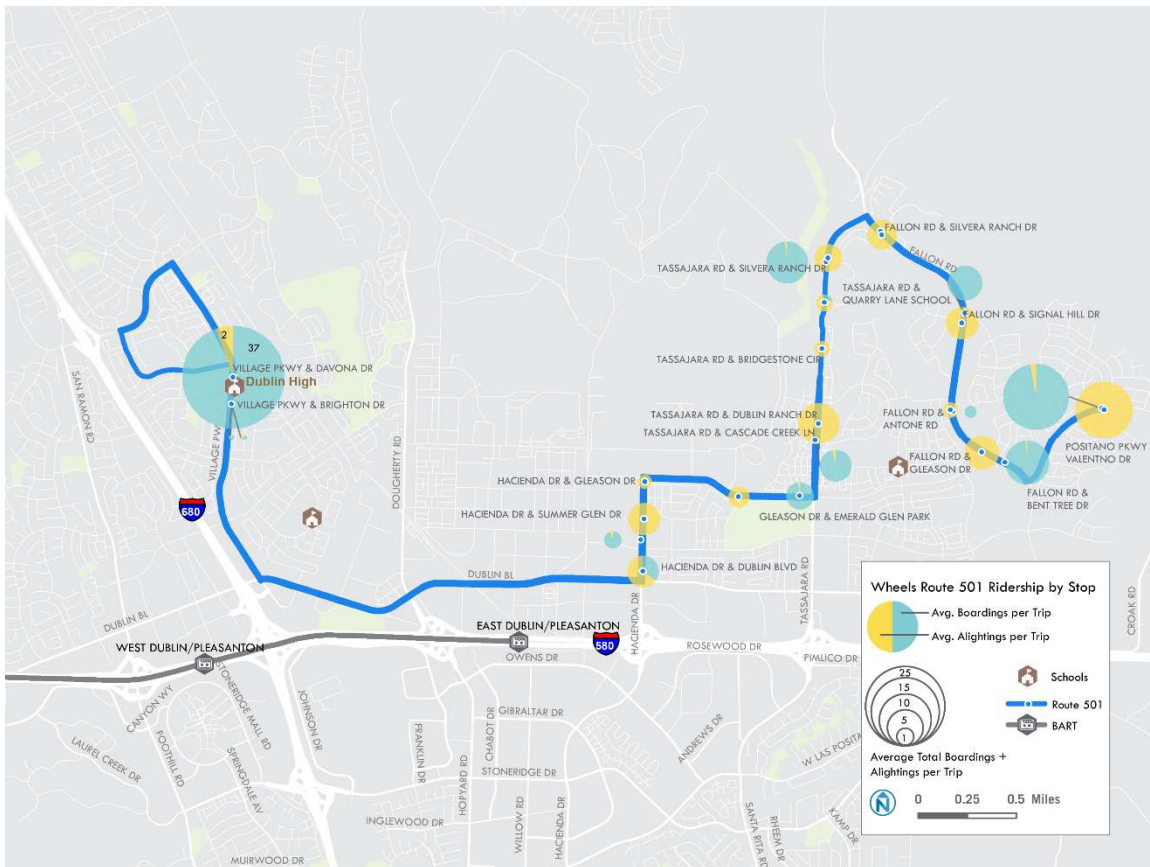
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**Figure 26** Route 501 Annual Ridership vs. Service Hours



Source: LAVTA

**Figure 27** Route 501 Ridership by Stop



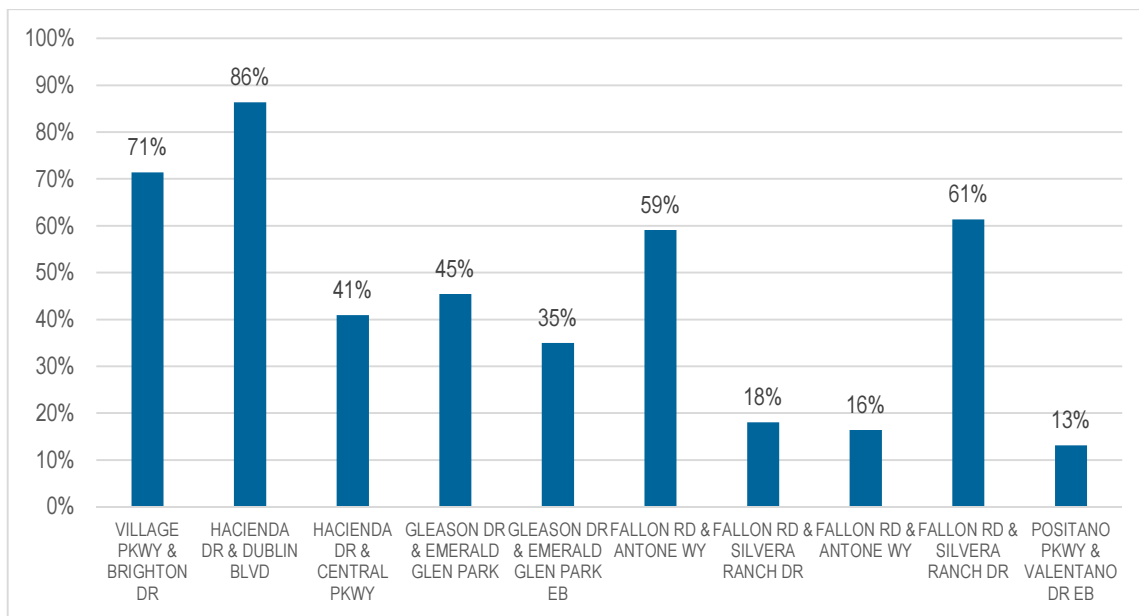
Sources: LAVTA, Alameda County GIS

## On-time Performance

Route 501 has an overall on-time performance of 38%, the poorest of LAVTA's Dublin school routes. Only one of Route 501's time points, Hacienda Drive & Dublin Boulevard, achieves an On-time Performance of greater than 85%.

At Dublin High School (Village Parkway & Brighton Drive), 71% of trips leave Village Parkway & Brighton Drive (eastbound stop) on-time, which suggests getting people onto the bus for on-time departure is a challenge. At Route 501's eastern terminus, Positano Parkway & Valentano Drive, on-time performance is just 16% (Figure 28). This could be due to the way data is collected, with the Automatic Vehicle Locator (AVL) believing the bus to be in revenue service before it turns around to position itself for its first stop because it is in the specified geofenced area. This means the bus may not actually be early or late. However, it may also be compounded by insufficient dwell time at the beginning of the route where ridership is high.

**Figure 28** Route 501 On-time Performance



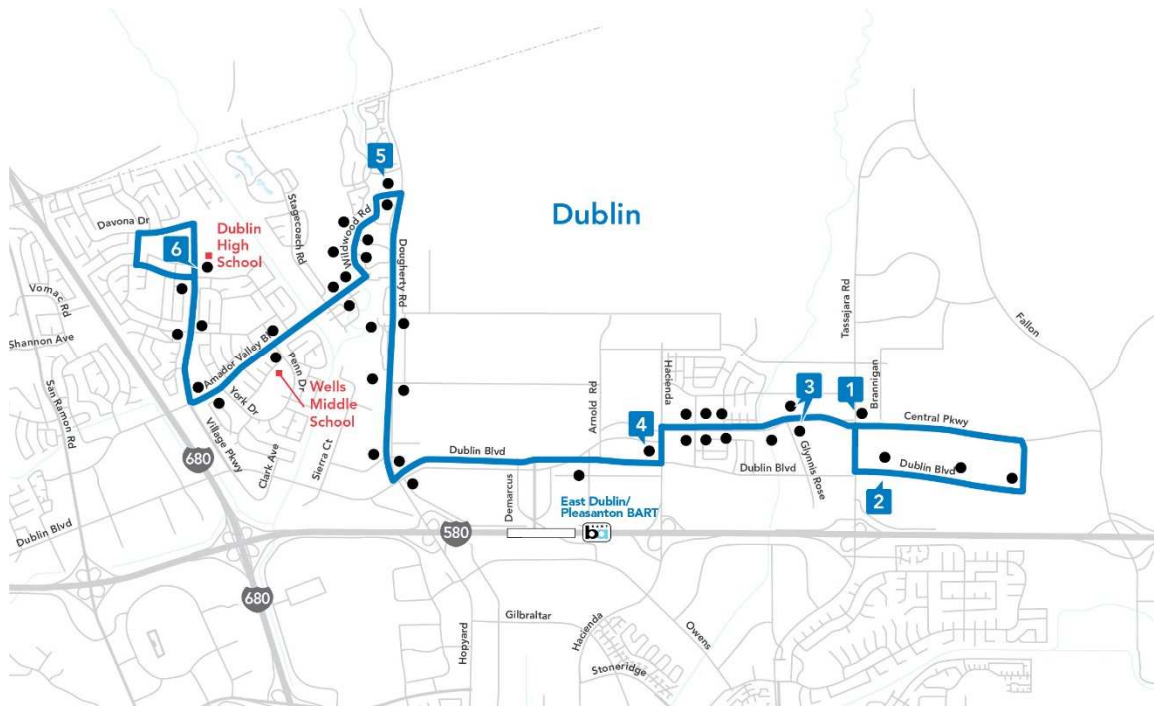
Source: LAVTA

## Route 502 – Emerald Glen

### Overview

Route 502 is a school route that connects Dublin High School and Wells Middle School, in western Dublin, with the Central Parkway and Dublin Boulevard corridors in eastern Dublin. Route 502 operates two daily trips on weekdays only: one daily inbound trip to Dublin High School during the AM peak, leaving Central Parkway & Chancery Lane at 7:09 AM, and one daily outbound trip that leaves Dublin High School at 3:40 PM. Due to Dublin High School's adjusted bell schedule on Wednesdays, Route 502's AM peak trip leaves 57 minutes later on Wednesdays. To accommodate higher passenger loads, two buses are scheduled for the outbound 3:40 PM trip from Dublin High School. Designed to provide school transportation alone, Route 502 does not provide bidirectional service; service is available only in the inbound direction to Dublin High School during the AM peak and only in the outbound direction during the afternoon period. Route 502 provides direct service to Wells Middle School and Dublin High School, though it is timed for service to Dublin High (Figure 29). Route 502's scheduled one-way running time is between 23 and 26 minutes.

Figure 29 Route 502 – Emerald Glen



Source: LAVTA

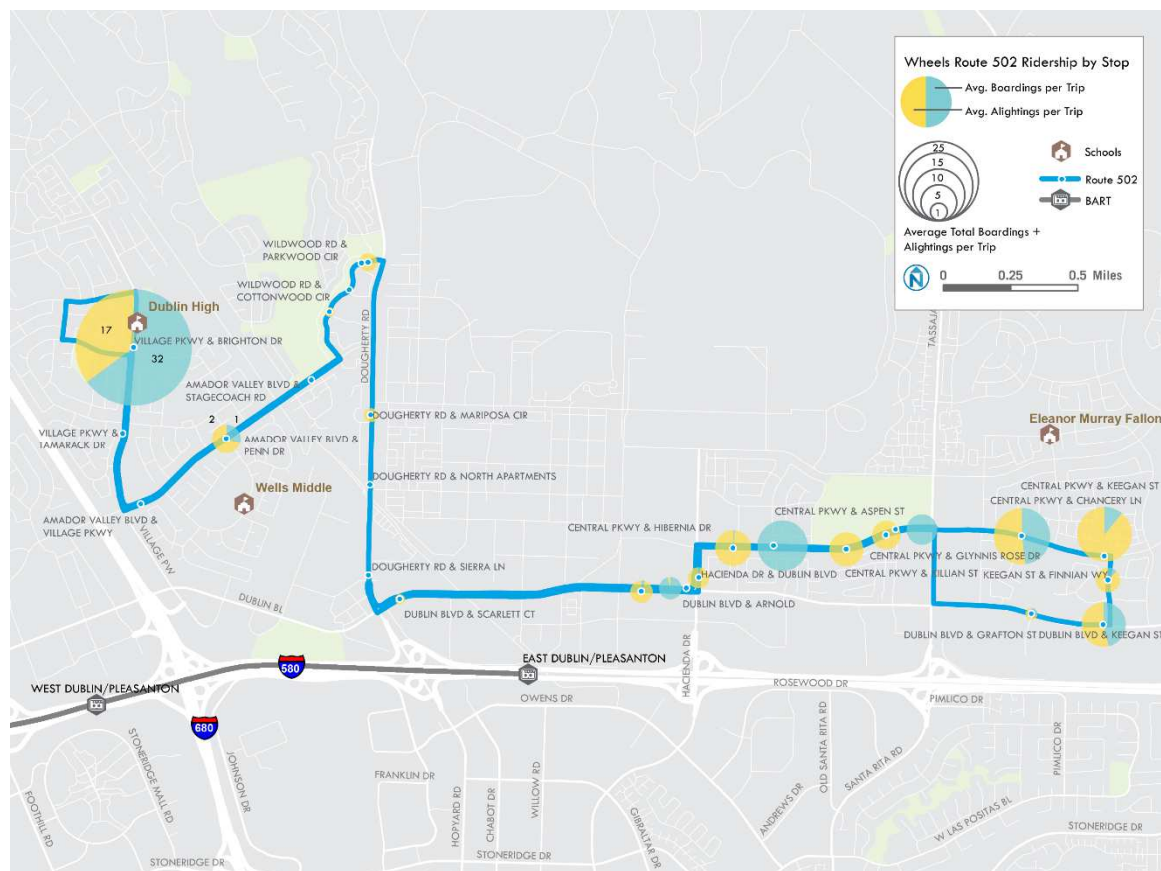
## Ridership

Route 502 serves about 12,000 riders annually (Figure 31), making it the third-most popular of school route in Dublin. On a typical weekday, Route 502 serves 63 total riders within its single daily hour of weekday revenue service. As a school route, Route 502's ridership is highly clustered around Dublin High School, where it serves about 49 riders on a typical trip. An additional three riders typically board and alight at Wells Middle School. The remaining ridership is fairly evenly distributed along the residential corridors of Dublin Boulevard and Central Parkway (Figure 30).

Ridership on the 502 declined significantly between 2016 and 2017, from about 22,000 annual riders to about 12,000 in 2017. Over this time period, Route 502 received a reduced number of service hours and Route 504 was created; some previous 502 riders may have moved to this the new route 504. Ridership is expected to grow as residential development expands along Central Avenue.

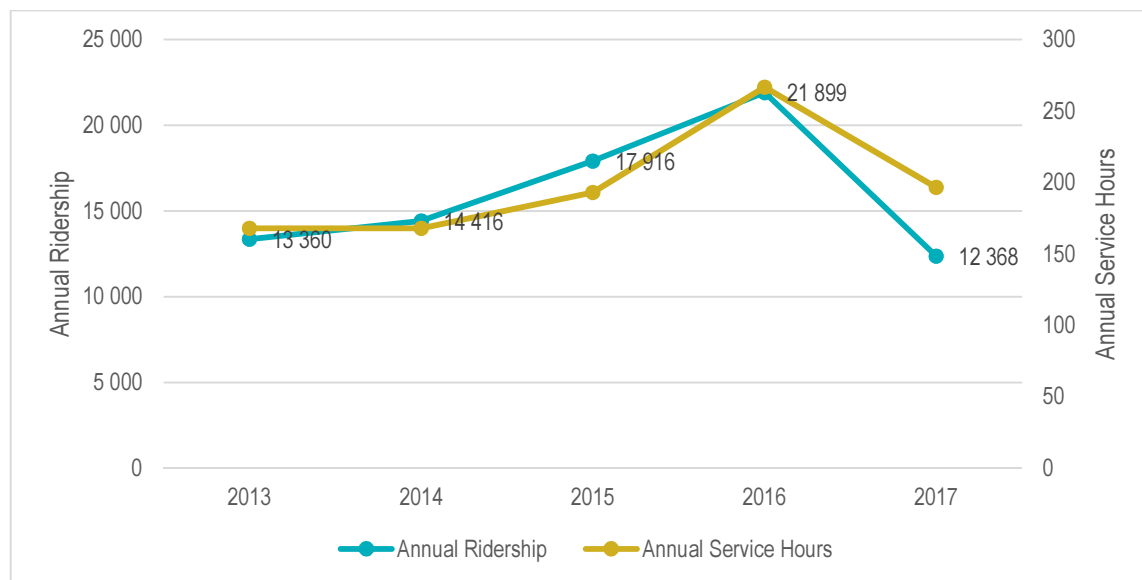
## LAVTA

**Figure 30**



Source: LAVTA, Alameda County GIS

**Figure 31**



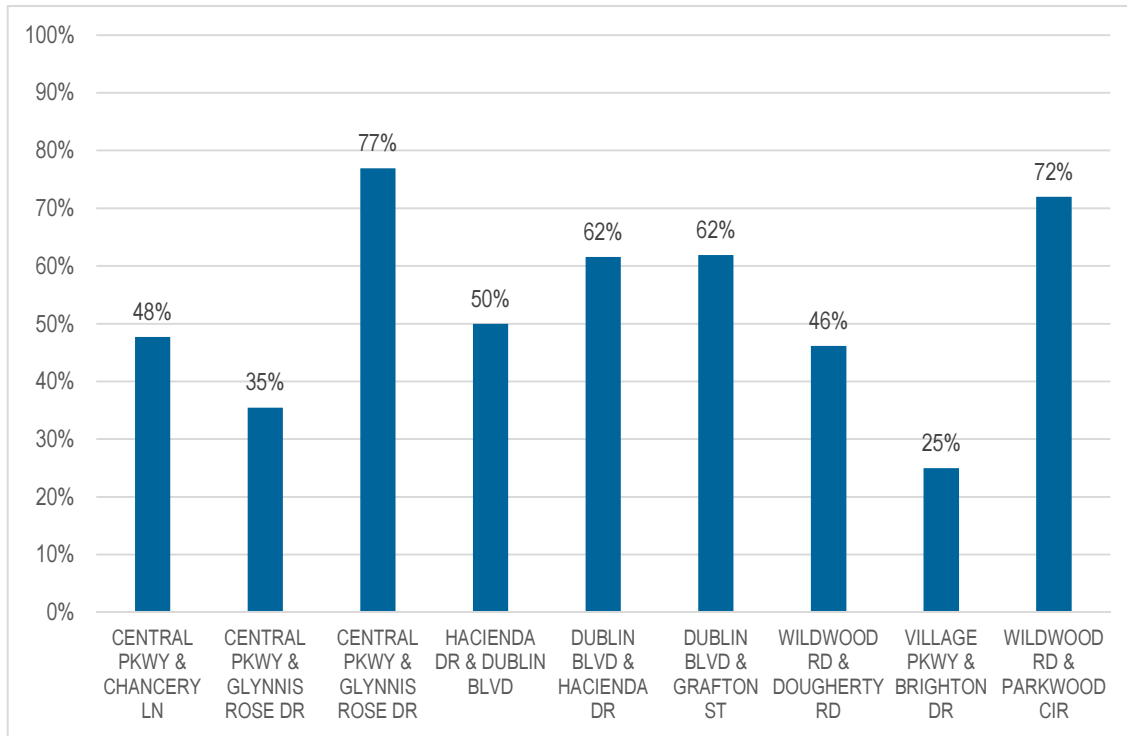
Source: LAVTA



## On-time Performance

Route 502 has an overall on-time performance of 64%, ranking third of LAVTA's four published school routes in Dublin. None of Route 502's time points achieves an on-time performance greater than 85%. At Dublin High School (Village Parkway & Brighton Drive), just 25% of trips arrive at Village Parkway & Brighton Drive (westbound stop) on-time, with most of these trips leaving early. At Route 502's eastern terminus, Central Parkway & Chancery Lane, on-time performance is just 48%, with most trips arriving early (Figure 32).

**Figure 32**      **Route 502 On-time Performance**



Source: LAVTA

## Route 503 – Shannon Park

### Overview

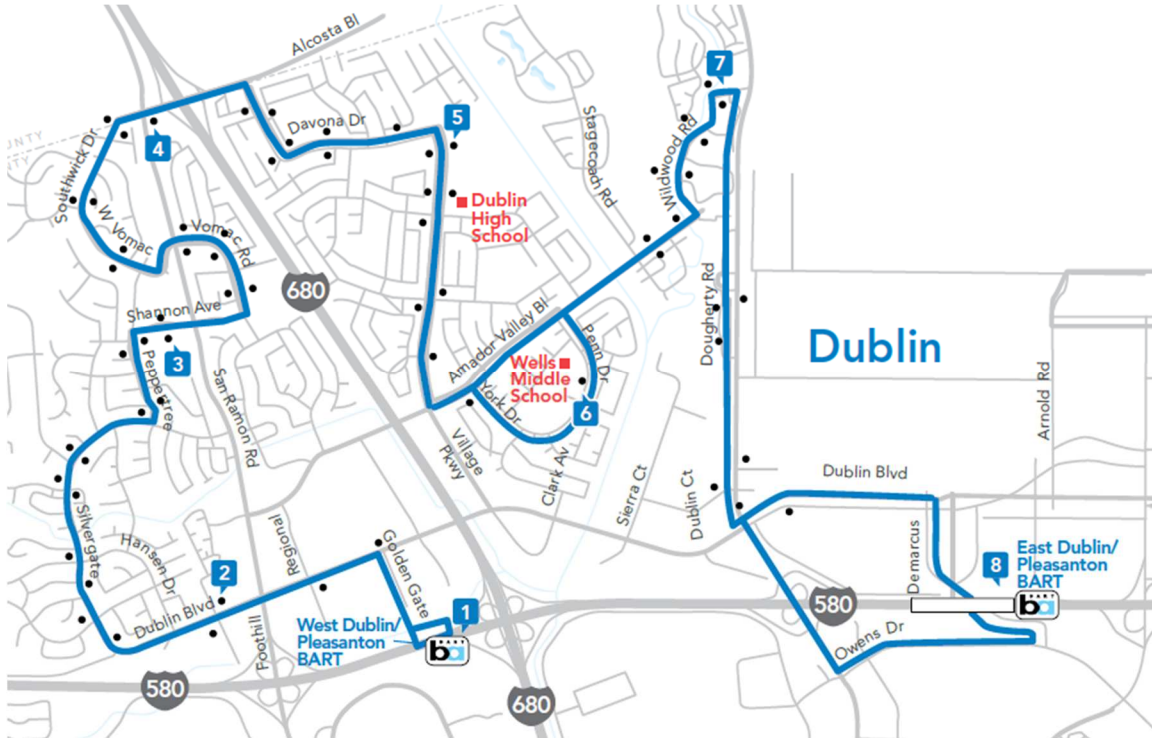
Route 503 is a school route that connects Dublin High School and Wells Middle School, in western Dublin, with the West Dublin residential neighborhood west of I-680. The route's western terminus is anchored by the West Dublin/Pleasanton BART station, and its eastern terminus is the East Dublin/Pleasanton BART station. Route 503 operates four daily trips on weekdays only. Two daily eastbound trips to Dublin High School and Wells Middle School depart from the West Dublin neighborhood during the AM peak, leaving West Dublin/Pleasanton BART at 7:15 AM (for Dublin High School students<sup>7</sup>) and 7:52 AM (for Wells Middle School students). Two daily westbound trips leave Wells Middle School, at 3:31 PM and 5:17 PM.<sup>8</sup> Due to the adjusted bell schedule on Wednesdays, Route 503 operates an additional westbound trip that leaves from Wells Middle School at 2:12 PM. Route 503 does not provide bidirectional service; service is available only in the eastbound direction toward

<sup>7</sup> This trip does not provide service to Wells Middle School.

<sup>8</sup> The 5:17 PM trip originates at West Dublin/Pleasanton BART.

Dublin High School during the AM peak and only in the westbound direction during the afternoon period. Route 503 provides direct service to Wells Middle School and Dublin High School; no other Dublin schools receive direct service from this route (Figure 33). Route 503's scheduled one-way running time is between 42 and 47 minutes between West Dublin/Pleasanton BART and East Dublin/Pleasanton BART.

Figure 33 Route 503 – Shannon Park



Source: LAVTA

## Ridership

Route 503 serves about 7,000 riders annually, making it the least popular of LAVTA's published Dublin school routes. Based on sample data pulled in the spring of 2018, Route 503 carries far more riders in the afternoon than in the morning. This makes sense because there are two morning trips that each cover the bell time of one school. In the evening, the route picks up students from both schools. This trip generally carries between 30 and 44 students, based on sample data. The trip that runs at 5:17 PM trip carried no people in the days that were sampled.

In addition to low ridership on the later evening trip, ridership on the portion of the route east of Wells Middle School carried between zero and four riders most days. The distribution of stop activity is shown in Figure 34.

Annual ridership on Route 503 has increased 40%, from about 5,000 in 2013 to about 7,000 in 2017. The increase in service hours shown in Figure 35 is artificial, as they reflect a temporary change in recordkeeping of hours that have since been reclassified as deadhead.

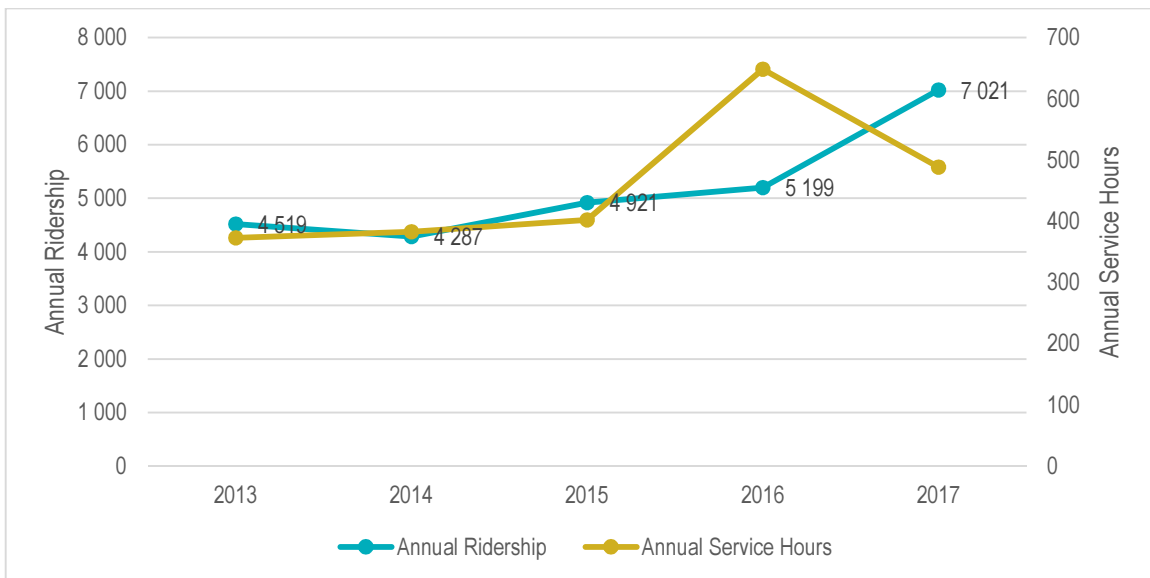


Figure 34 Route 503 Ridership by Stop



Source: LAVTA

Figure 35 Route 503 Annual Ridership vs. Service Hours

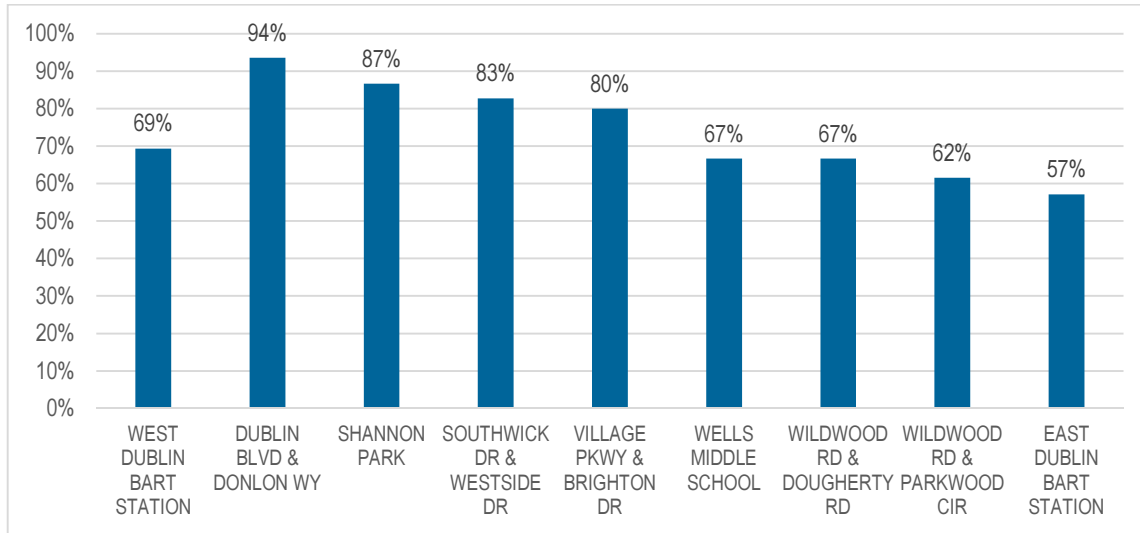


Source: LAVTA

## On-time Performance

Route 503 has an overall on-time performance of 77%, the best of LAVTA's five school routes. The segment of Route 503 between West Dublin/Pleasanton BART and Dublin High School regularly achieves an on-time performance of greater than 85%. At Dublin High School (Village Parkway & Brighton Drive), about 80% of trips arrive at Village Parkway & Brighton Drive (eastbound stop) on-time, with most of these trips leaving early. On-time performance worsens east of Dublin High School, however, with all Route 503 time points between Dublin High School and East Dublin/Pleasant BART scoring on-time performances of less than 70% (Figure 36).

Figure 36 Route 503 On-time Performance



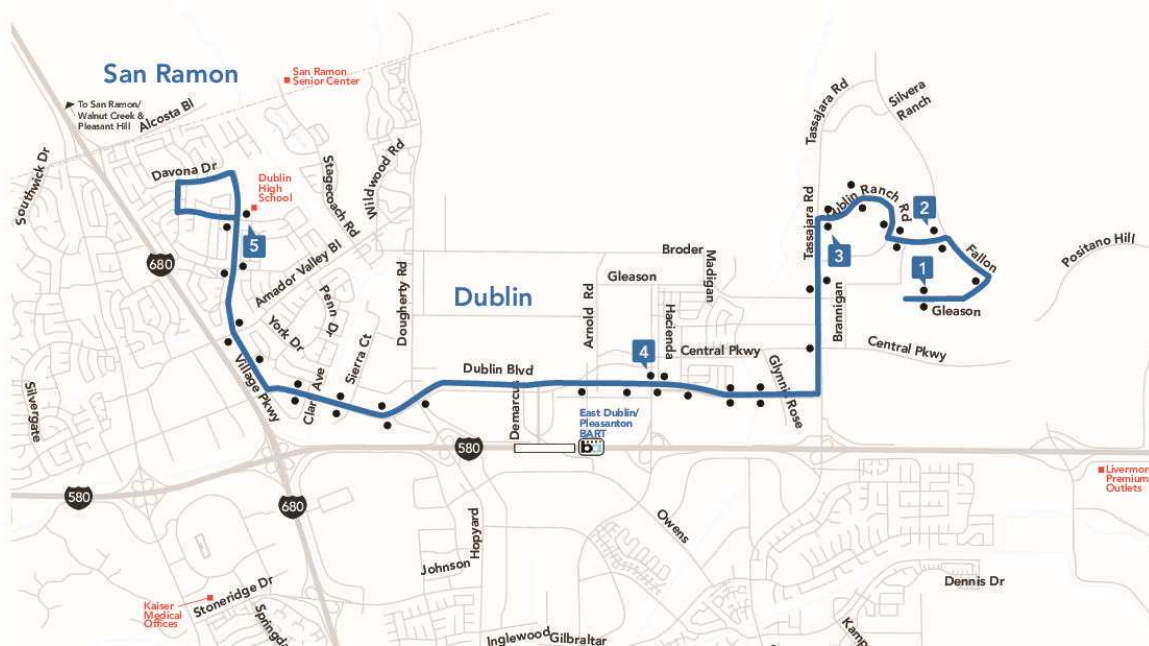
Source: LAVTA

## Route 504 – Dublin Ranch

### Overview

Route 504 is a school route that connects Dublin High School and eastern Dublin residential neighborhood of Dublin Ranch. The route's western terminus is Dublin High School, and its eastern terminus is the intersection of Gleason Drive & Brannigan Street. Route 504 operates two daily trips on weekdays only. One daily westbound trip to Dublin High School departs during the AM peak, leaving Gleason Drive & Brannigan Street at 7:08 AM. One daily eastbound trip departs from Dublin High School at 3:40 PM. Due to higher passenger loads, two bus vehicles are deployed on the afternoon trip. On Wednesdays, the 7:08 AM departure leaves 57 minutes later due to adjusted bell schedules. Designed to provide school transportation alone, Route 504 does not provide bidirectional service; service is available only in the westbound direction to Dublin High School during the AM peak and only in the eastbound direction during the afternoon period. Route 504 only provides direct service to Dublin High School; no other Dublin schools receive direct service from this route (Figure 37). Route 504's scheduled one-way running time is between 27 and 31 minutes.

Figure 37 Route 504 – Dublin Ranch

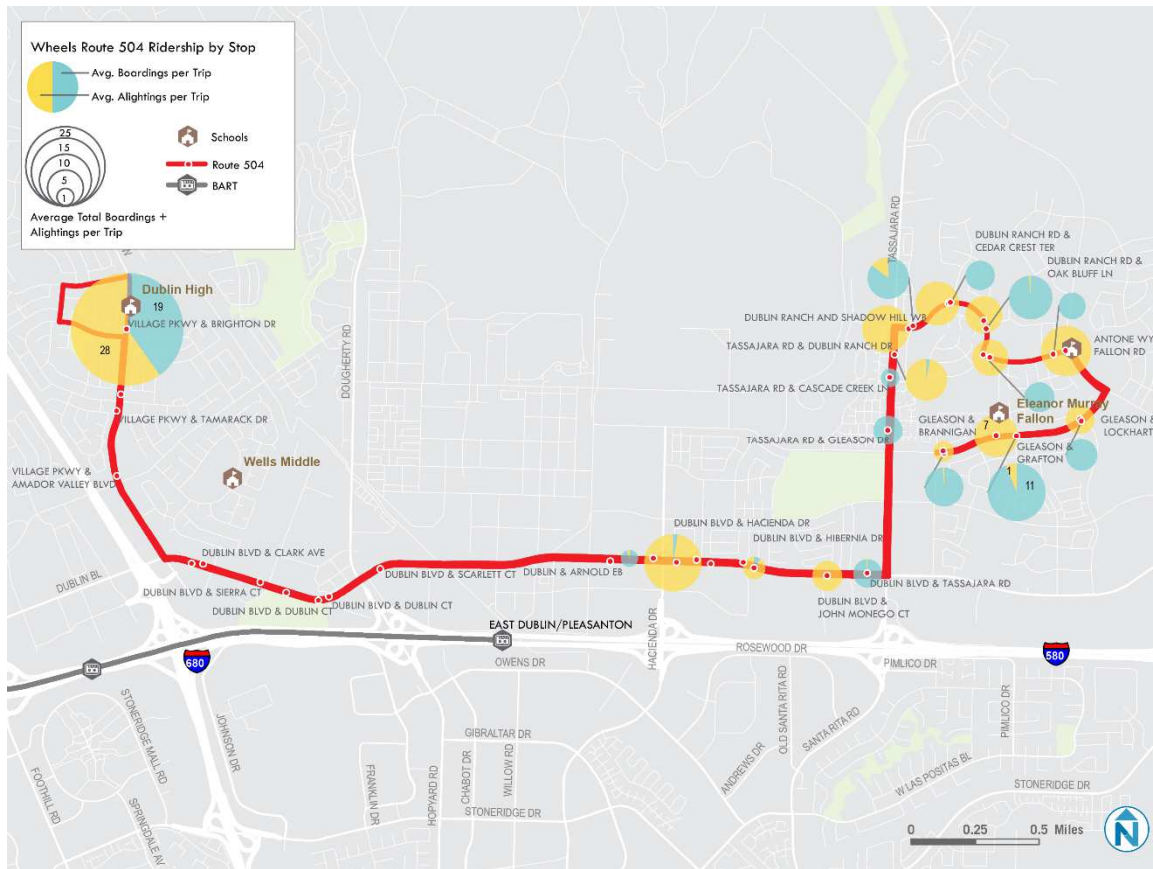


Source: LAVTA

## Ridership

Route 504 serves about 19,000 riders annually, making it the second-most popular of LAVTA’s five school routes. On a typical weekday, Route 504 serves 108 total riders, or 106 riders per revenue service hour. As a school route, Route 504’s ridership is highly clustered around Dublin High School, where it serves about 47 riders on a typical trip (Figure 38). The remaining ridership is fairly evenly distributed along the Dublin’s residential corridors, such as Dublin Boulevard, Dublin Ranch Drive, and Gleason Drive (Figure 38). Because of Route 504’s service design as a school route, it does not serve East Dublin/Pleasanton BART station. Route 504 is one of LAVTA’s newest routes, and it did not operate before the 2017 fiscal year.

Figure 38 Route 504 Ridership by Stop

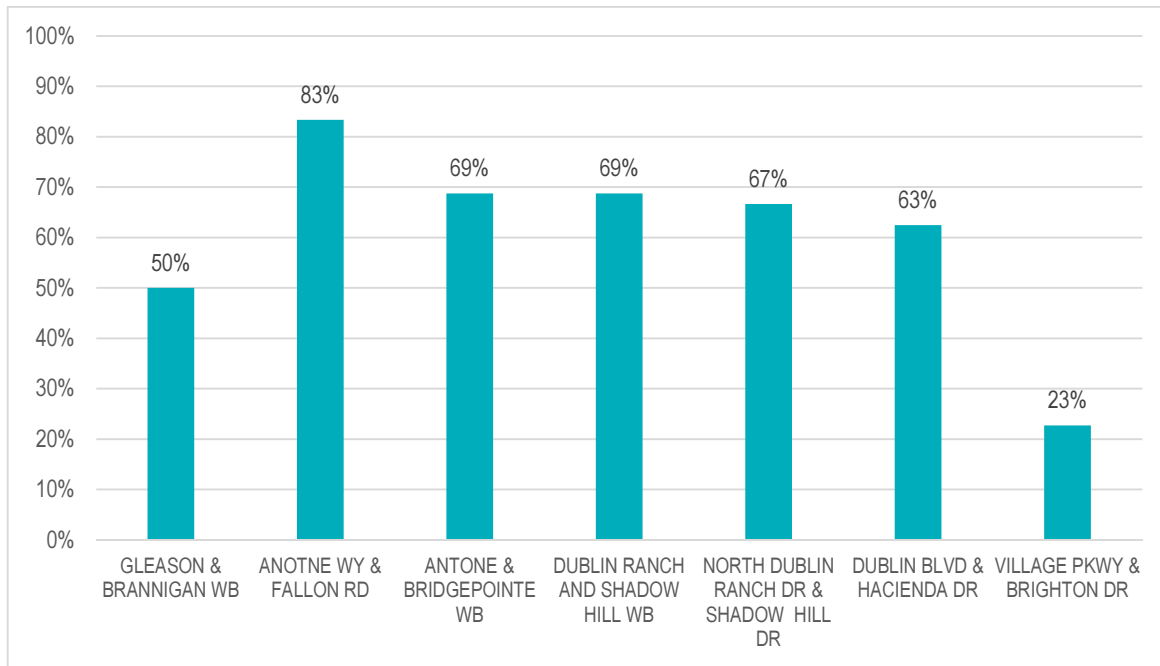


Sources: LAVTA, Alameda County GIS

## On-time Performance

Route 504 has an overall on-time performance of 63%, the third-best of LAVTA's five school routes. No segments of Route 504 achieve an on-time performance of greater than 85%. On-time performance is poorest at Dublin High School (Village Parkway & Brighton Drive), where just 23% of trips arrive at Village Parkway & Brighton Drive (eastbound stop) on-time, with most of these trips leaving early. On-time performance averages between 60% and 70% on Dublin Boulevard, Antone Way, and Dublin Ranch Drive (Figure 39).

Figure 39 Route 504 On-Time Performance



Source: LAVTA

## Route 505 – Positano Hill

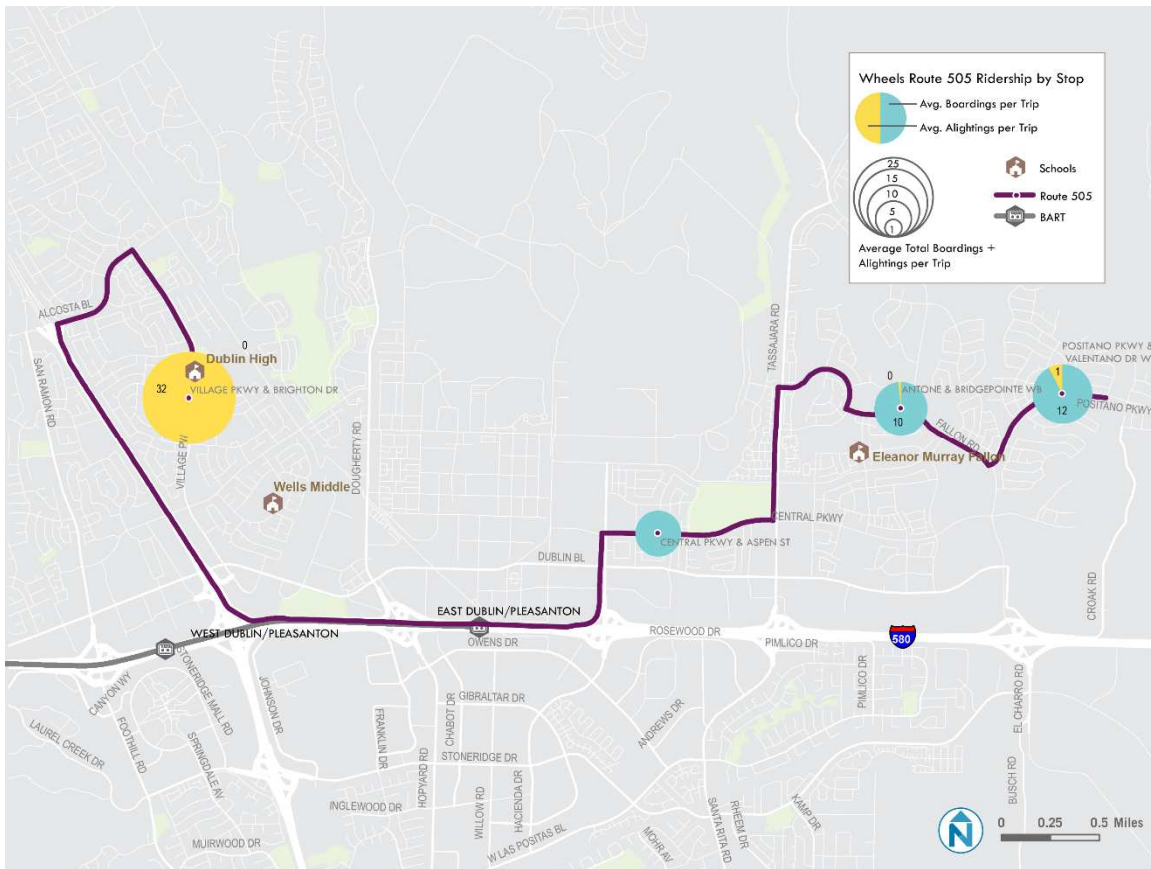
### Overview

Route 505 is an unpublished bus route that provides extra capacity for the other school routes in the morning when there is overcrowding. This “sweeper” service does not have a scheduled running time. The route’s western terminus is Dublin High School and connects to the eastern Dublin residential neighborhoods with the eastern terminus wherever it is needed. The bus only runs if an operator let’s dispatch know they are overcrowded and about to leave students behind at the curb.

### Ridership

In 2107, Route 505 served about 4,000 riders. On a typical weekday, Route 505 serves 21 total riders, or 18 riders per revenue service hour. It serves about 32 riders on a typical trip (Figure 40). The remaining ridership is fairly evenly distributed along the Dublin’s residential corridors, such as Central Parkway, Fallon Road, and Positano Parkway. Because of Route 505’s service design as a school route, it does not serve East Dublin/Pleasanton BART station; no bus stop accommodations exist in the I-580 right-of-way on which BART’s Dublin/Pleasanton branch operates. Route 505 is one of LAVTA’s newest routes, and it did not operate before the 2017 fiscal year.

Figure 40 Route 505 Ridership by Stop



Sources: LAVTA, Alameda County GIS

## On-time Performance

There is no on-time performance scheduled for this route since it is not a public-facing route.



## 3 PUBLIC ENGAGEMENT

### COMMUNITY SURVEY

#### Survey Methodology and Outcomes

In March 2018, Nelson\Nygaard surveyed Dublin Unified School District (USD) parents, students, and faculty/staff about school transportation needs, values and preferences and their priorities for improving Wheels Bus service. The survey was hosted on [www.SurveyMonkey.com](http://www.SurveyMonkey.com) and publicized through Dublin USD and LAVTA social media and other online communication channels.

The survey asked parents, students, and faculty/staff different types of questions based on their affiliation with Dublin USD. Parents were asked about the travel behavior and transportation needs of their school-age children (with responses excluded for children who will be in the 5<sup>th</sup> grade or younger during the 2018-2019 school year). Students were asked to describe their own travel behavior and values/preferences for improving Wheels Bus service, and faculty/staff answered similar questions on behalf of their students. Results of the survey are categorized according to respondents' affiliations as parents, students, or faculty/staff. Full results and accompanying charts are provided in the Appendix A.

Among the valid responses used for this analysis, the breakdown of participants included:

- 46 Students
- 289 Unique parents, answered for 441 students
- 17 Staff or administration

#### Key Findings: Parents

##### Parent respondent characteristics:

358 parents provided responses for 441 children; of these, there were 305 responses for children who will be entering middle or high school in the 2018-2019 school year. More than half of these responses (57%) were for children who will be enrolled at Dublin High School.

##### Importance of Wheels Bus service

Wheels Bus service is especially important for students at Dublin High School; **nearly three-quarters of Dublin High School parents (74%) reported that their students wouldn't get to school without Wheels Bus service**, compared to 56% of all Dublin USD parents. The importance of Wheels Bus service for school transportation is evidenced by student travel patterns themselves (as reported by their parents). Just 4% of Dublin High School parents and 13% of all Dublin USD parents stated that Wheels Bus service is not important or useful for their children.

##### School transportation patterns

**Student propensity to take Wheels Bus service is higher during the afternoon than during the morning.** In the mornings, a plurality of both middle school students (54%) and Dublin High School students (46%) are driven to school, while the plurality of middle school students (40%) and a majority of high school students (56%) use Wheels Bus service to return from school during the afternoon. **Wheels Bus was the most popular reported mode choice of students leaving school, regardless of the type of after-school activity they pursued**, if any. Districtwide, pluralities of students take the Wheels Bus after school, while clear majorities of Dublin High School students do so. **Route 501 is the most popular of Dublin's school routes**, followed by 502, 504, and 503 in descending order of popularity, according to surveyed parents. Non-school routes like Routes 1, 2, and 30R were much less popular, selected by less than 10 percent of parents.

**Dublin High School students are much more likely to be frequent Wheels Bus riders than middle school students**, according to the parents' survey. A clear majority of Dublin High School students (59%), ride the bus at least four days per week, while less than one-quarter (24%) do not ride the bus at all. The corresponding figures for the Dublin USD parent cohort as a whole were 43% and 45%, respectively.

#### Priorities for Wheels Bus service

**Parents reported that timeliness is their highest priority for Wheels Bus service**, ranking of 2.18, on a 1 to 5 scale where "1" is the highest priority and "5" is the lowest priority. Timeliness was followed closely by safety and comfort (ranked 2.39) and convenience (ranked 2.52). The remaining considerations of travel time and cost were much lower priorities for parents, ranking 3.60 and 4.07, respectively. There was little difference in the preferences expressed by Dublin High School parents in comparison to other parents.

#### Parents' values: trade-offs

**Large majorities of parents prefer having bus stops closer to home and longer bus rides**, regardless of which school their child attended, rather than having longer walks to the bus stop with shorter bus rides. This preference was nearly universal among parents regardless of their students' school travel mode, the school they attended, or the Wheels Bus route they took, if applicable. **Parents also reported broad preferences for fewer, more direct Wheels Bus routes providing direct access to school** instead of a broader range of bus routes that may require a transfer. Again, these preferences held regardless of the child's school travel mode or Wheels Bus route, if applicable. However, parents with children attending Wells Middle School or Cottonwood Creek School were about equally likely to favor a broader range of bus routes that may require a transfer. The broad preference for having bus stops closer to home and longer bus rides, expressed in the trade-off question above, may conflict with the stated preference for fewer, more direct bus routes because ensuring greater bus stop distribution requires a greater number of bus routes.

## **Key Findings: Students**

Students value the Wheels Bus service to an even greater degree than their parents; nearly three-quarters of students (72%) say it is very important, and that they wouldn't be able to get to school without it, while just four percent said that it was not important.

Access to bus stops does not pose a problem for most students: just 13% agreed with the statement "I have trouble getting to the bus stops."

The cost of bus fares is not a problem for most students; 61% of students disagreed with the statement "Riding the bus is too expensive."

Travel time and bus stop amenities are the two main problems most students have with Wheels Bus service. A majority (55%) of students agreed that "waiting for the bus is uncomfortable or unpleasant," while 58% agreed that "travelling to school by bus takes too long."

Students were more likely to prefer having a bus stop closer to their homes, and longer bus rides, than travel farther to bus stops but have a shorter bus ride, by a margin of 28 percent (64 percent to 36 percent).

Students were split fairly evenly on the other value trade-offs question of whether they would prefer fewer bus options with direct access to school (48 percent) or more bus options with some routes requiring a transfer, 52 percent.

## **Key Findings: Faculty/Staff**

The response rate among faculty/staff was very low. Out of the 17 responses, seven were affiliated with elementary schools, which were not the main focus of this analysis. Another six were with the high school, and only three were affiliated with one of the two middle schools. One representative represented the Unified School District. Staff



agreed that timeliness was the most important priority for getting kids to school, with travel time, safety and comfort, cost, and then convenience following.

Among faculty and staff, 53% of respondents say this transit service is critical to those who use it, and another 29% think it is nice to have, but it is not needed. Only 16% think the service is not needed.

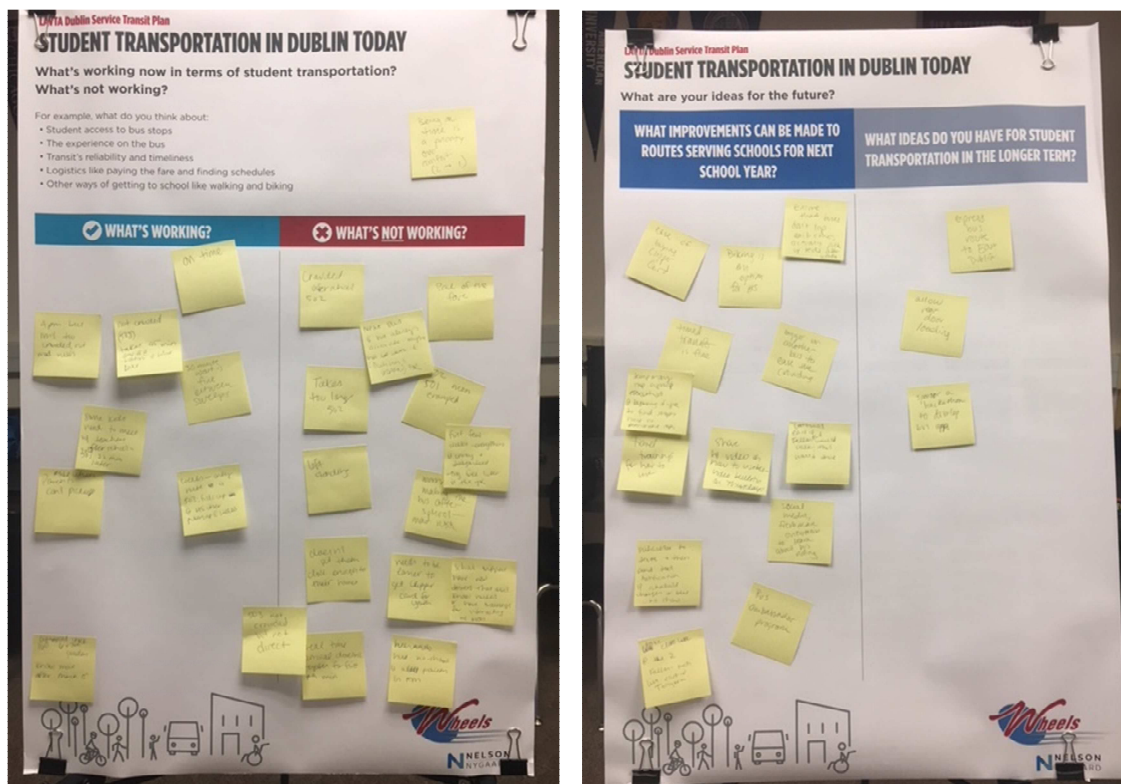
## COMMUNITY OPEN HOUSE

LAVTA and Dublin USD hosted an open house associated with this transit plan at Dublin High School on Thursday, March 8, 2018. Though the event was sparsely attended, staff were able to interact in a focus group-type setting with a handful of students, as well as a few parents and school administrators.

Participants were asked to provide insight on the following two questions via poster boards:

- What's working now in terms of student transportation? What's not working?
- What improvements could be made to routes serving schools for next school year? What ideas do you have for student transportation in the longer term?

Figure 41 Open House Posters



## Working and Not Working Today

In terms of what is working well today, participants noted that buses are mostly on-time and provide reliable on-time transportation to school. Participants said some buses are not overly-crowded (like the 503 and 504) and that the sweeper bus 30 minutes after the initial buses in the morning is well-timed.

On the other end of the spectrum, participants noted problems with overcrowding on buses like the 501 and 502 after school. Students in particular noted a "mad rush" for the bus after school creates a chaotic environment because students are worried they won't be able to get on the bus. The group debated whether it would be better to have all buses leave at the same time, though some also said it's helpful to have an additional trip about 20

minutes after school gets out in case a student needs to speak with a teacher after school. A parent noted that the real-time arrival information doesn't register for the first few stops of a trip and that school tripper routes frequency get new drivers without much experience. The group discussed special training for the drivers of the school trippers.

## Improvement Ideas

Open house participants generated the following improvement ideas:

- Make biking easier for high school students
- Improve ease of getting a youth Clipper card
- Use larger buses or add another trip on crowded routes like 502 and 501
- Add temporary stop signage during the first few weeks of school so kids can find stops that may have moved
- Incorporate travel trainings on how to use the bus and show the video made by the DHS students
- Consider an express route from DHS to East Dublin
- Allow rear-door boarding
- Sponsor a hackathon for students to develop a LAVTA bus app
- Develop a bus ambassador program

## 4 RECOMMENDATIONS

Based on review of existing conditions and input received through the community survey and open house, Nelson\Nygaard generated a set of recommended improvements for near-term implementation (school year 2018-19) and another set for further consideration and review for the following school years, as Dublin population and school enrollment grows. The following recommendations have been developed in coordination with scheduling staff and operations staff to ensure feasibility. Improvement concepts that were considered included:

- Coverage/route alignment
- Vehicle crowding and capacity
- Scheduling efficiencies
- Information/communication

### Phase 1 Recommendations: School Year 2018-19

The recommendations are proposed for implementation for the start of the 2018-2019 school year, as shown in Figure 42. LAVTA staff will create schedules based on the recommendations and monitor ridership levels to make tweaks or changes, as needed.

The number of vehicles needed during the morning peak will stay the same. In the afternoon, when there are more riders, two additional buses are recommended for the beginning of the 2018-19 school year, with an increase in revenue hours of just over one hour per day.

**Figure 42 Summary of Recommendations for 2018-2019 School Year**

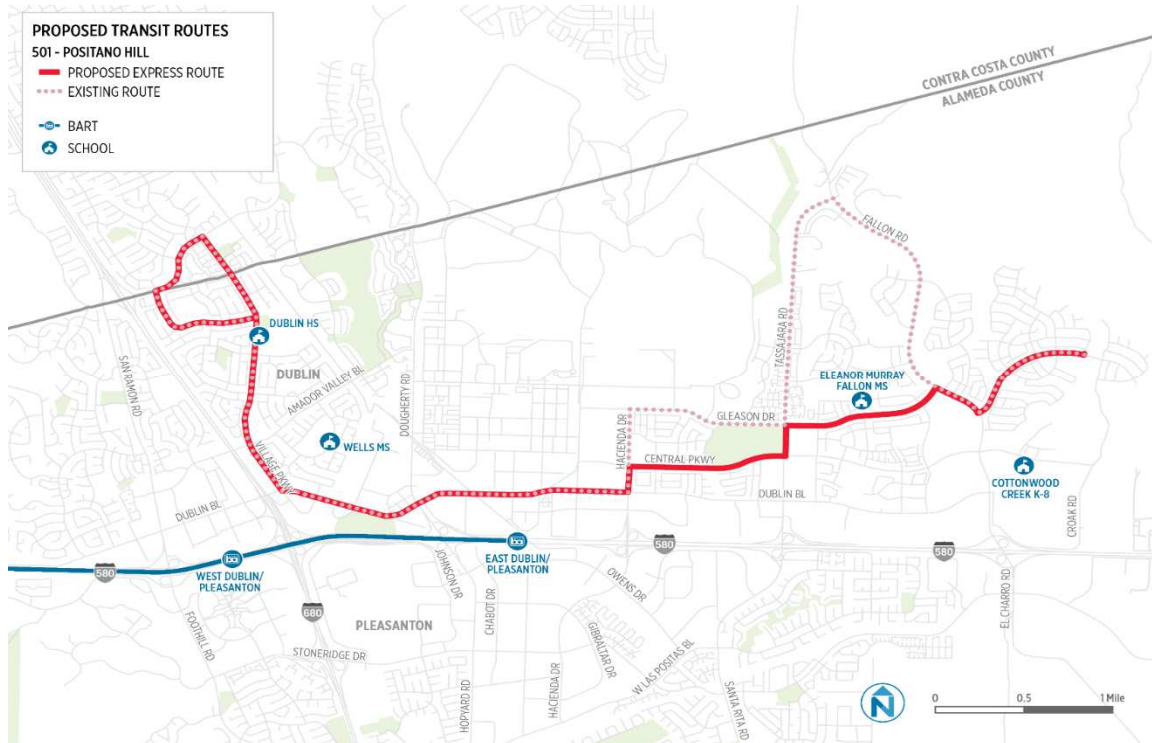
Recommendation	Route	Description	Vehicle Change	Revenue Hour Change – AM	Revenue Hour Change – PM
Eliminate 6:30 AM trip	501	Current trip is underutilized	0	- 0:45	
Add 7:00 AM trip	501	Will address overcrowding	+1	+ 1:00	
Add 3:40 PM trip	501	Will address overcrowding	+1		+ 1:00
Add 5:00 PM trip	501	Will address public comments for later service	0		+ 1:00
Incorporate express bus service	501	Address public comments for more direct route	0	- 0:05	- 0:05
Add bus stops at Tassajara Rd and Fallon Rd	501	Better access for new housing developments east of Silvera Ranch Dr	0	0:00	
Extend to Cottonwood Creek/Jordan Ranch	502	New housing developments need service to DHS	0	+ 0:15	+ 0:15
Eliminate 5:00 PM trip	503	Very low ridership and not serving students	0		- 1:45
Eliminate segment of route east of Wells Middle School	503	Low ridership on non-student segment of the route	0	- 0:15	
Use 40' coach in West Dublin	503	Will address overcrowding	0	-	
Add 3:40 PM trip	504	Will address overcrowding	+ 1		+ 0:45
Eliminate non-published sweeper route	505	Will become part of official 501 service, more clear for the public	-1	- 1:00	
<b>Total</b>			<b>2 in PM</b>	<b>- 0:50</b>	<b>+ 1:10</b>

## Route 501

There are many changes proposed to this route.

- By eliminating one unproductive trip on Route 501 that runs too early in the morning to be useful, that revenue hour can be shifted to another time when it can be better utilized.
- The sweeper bus known behind the scenes as Route 505 will be made public by converting to Route 501
- For this phase, an additional bus is recommended on Routes 501 in the afternoon at 3:40. This will require an additional trip. However, with this extra vehicle, new configurations can be tested by the schedules to see if any time savings can be realized by doing limited stop service.
- An additional trip will be provided at 5:00 PM to address comments from the community. This trip will not require an extra vehicle, but will add an hour of revenue service.

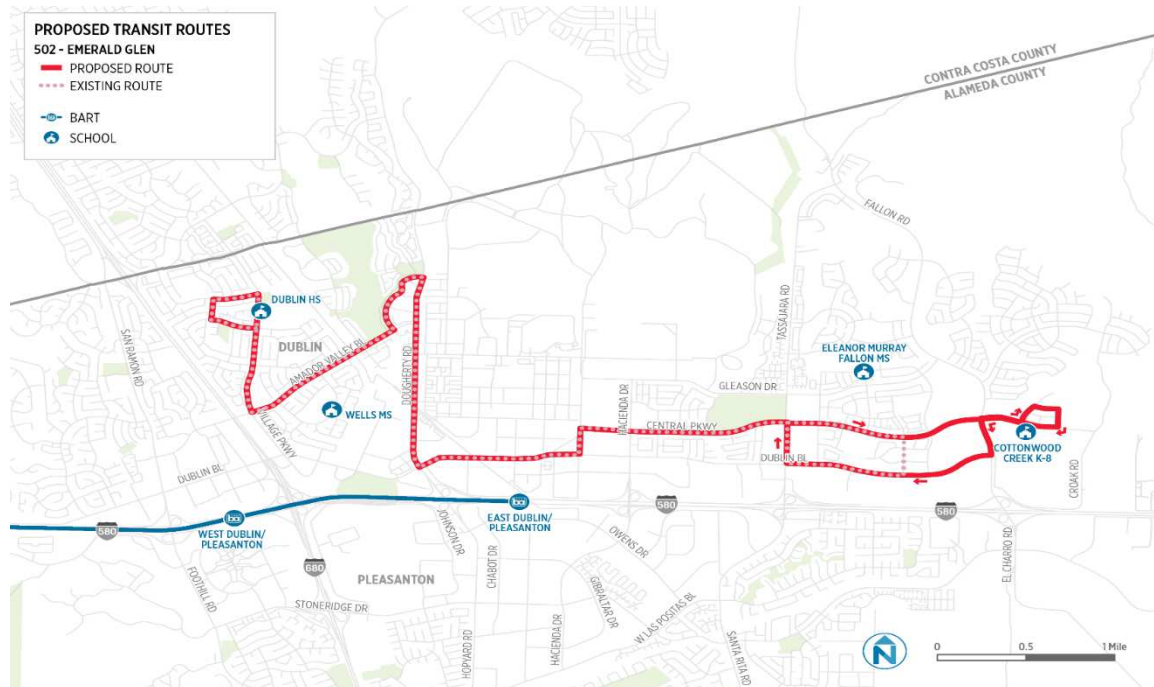
Figure 43 Proposed Express Bus Route 501



## Route 502

- This route will be extended to the east to pick up students who live in the new housing developments at Jordan Ranch and Cottonwood Creek. Growth is expected to increase in this area, so staff will watch for overcrowding as the school year goes on. In future years, as Croak gets developed, there may be more opportunity to tie in with housing developments to the north.

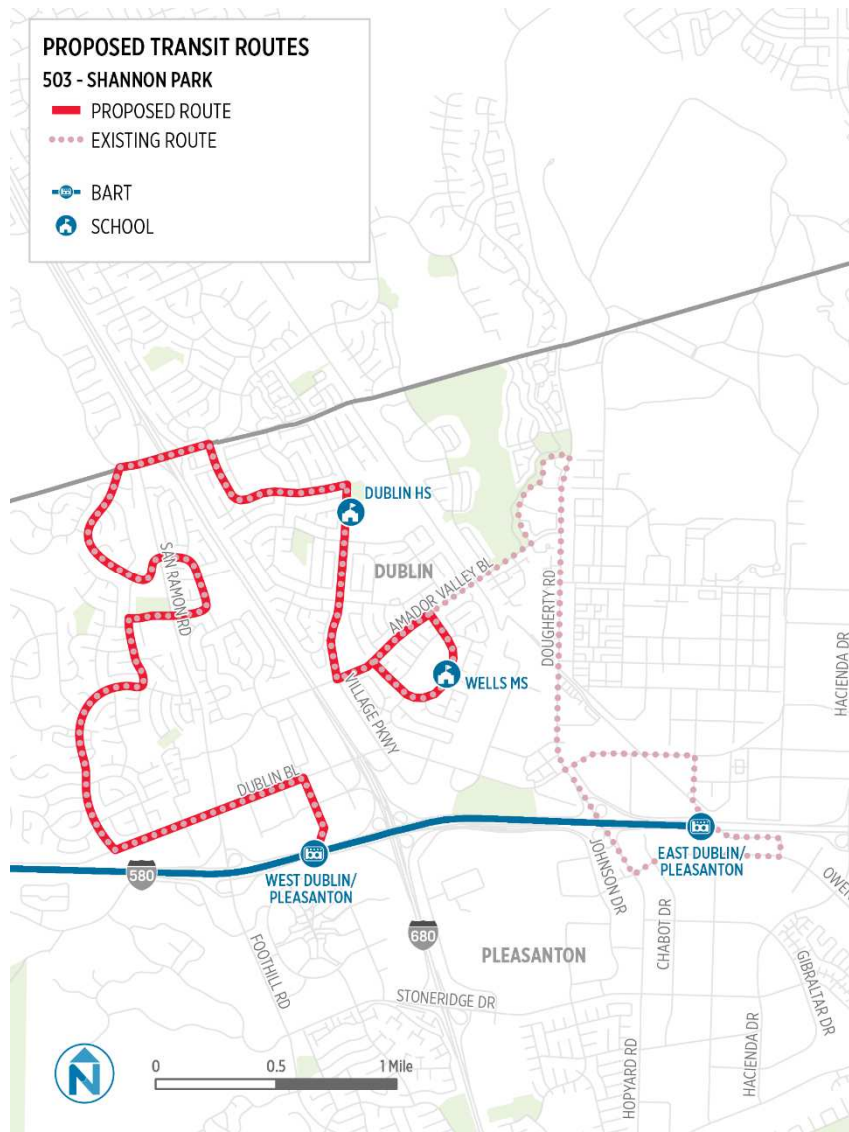
Figure 44 Proposed Route 502 Alignment



## Route 503

- The two morning trips will be changed by ending revenue service after dropping students off at Wells Middle School. Serving the area to the east of Wells Middle School was an attempt at giving service to a specific residential pocket on Wildwood, but its ridership is too low to continue serving it. Any adults who will miss this service are eligible for the Go Dublin pilot project to have up to \$5 of their Uber/Lyft/DeSoto Cab company fare.
- The PM trip should be served exclusively with a 40-foot bus.
- With the 503 no longer being tied to the same vehicle that was used to interline with the 501 in the mornings, a smaller vehicle could be used for either or both of the morning trips.

Figure 45 Proposed Route 503 Alignment



## Route 504

- Route 504 is ready for an additional bus in the afternoon to address overcrowding.

## Route 505

- Route 505 will cease to exist in its current state, and it will become part of Route 501 regular morning service.

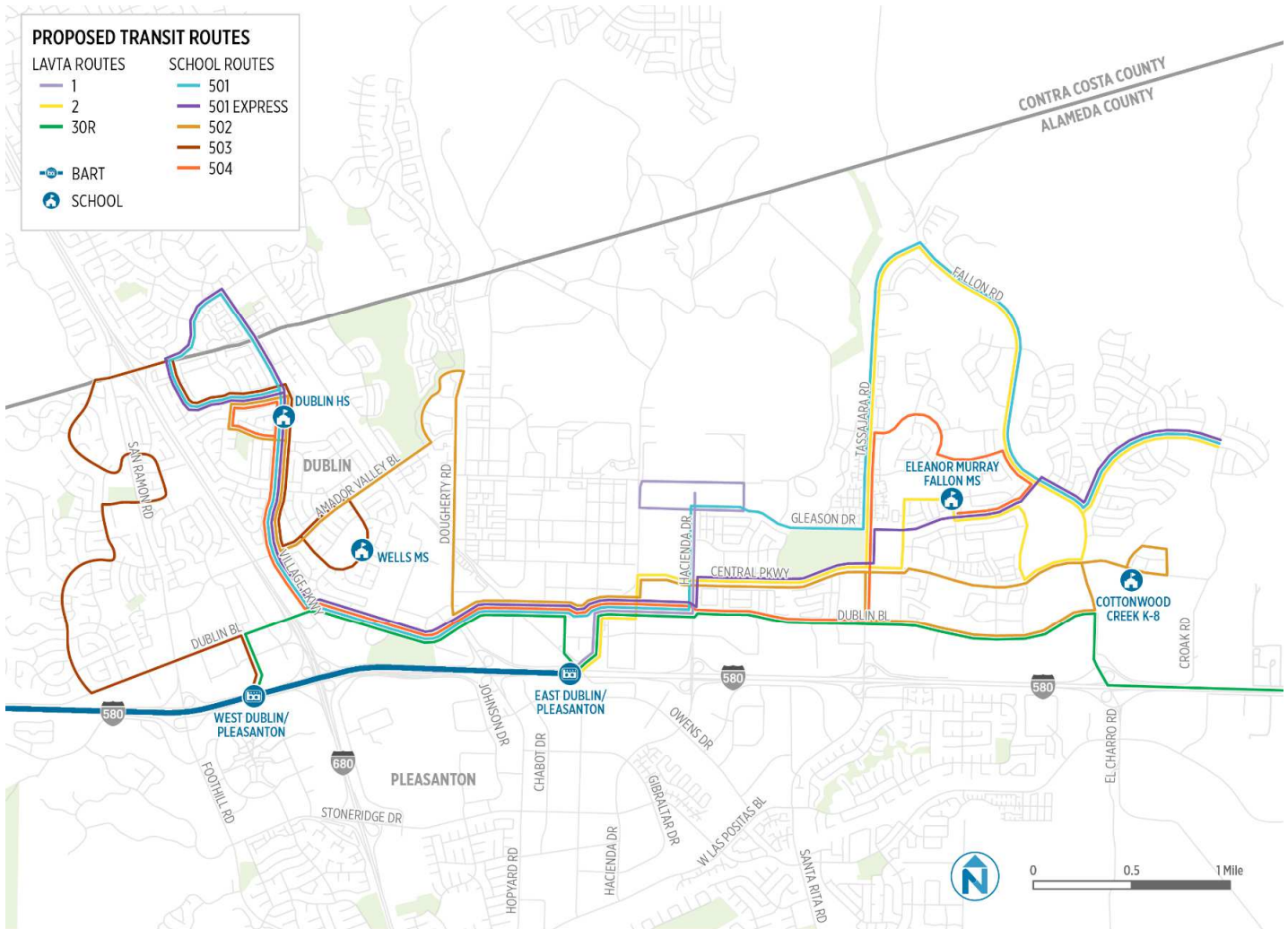
## Mainline Routes

For the upcoming school year, no changes are recommended at this time. The project team tried to improve Route 2 and even Route 1, but mixing a main line route with a school route is hard to do because there are different bell times on Wednesdays, but the route has a fixed and published schedule that is not officially affiliated with school bell times.



# DUBLIN TRANSIT PLAN | DRAFT LAVTA

Figure 46 Proposed Network at Start of 2018-19 School Year



## Phase 2 Recommendations: School Year 2019-20 and Beyond

The following recommendations should be considered for implementation as development in Dublin continues and student enrollment climbs. These could also be considered if additional resources become available to LAVTA.

Based on the student population growth in the new Jordan Creek/Cottonwood Creek area, a third vehicle may be needed before the start of the 2019-2020 school year. LAVTA staff will monitor ridership throughout the year. Recommendations for future years are shown in Figure 47.

**Figure 47 Phase 2 Recommendations**

Recommendation	Route	Problem Addressed	Vehicle Change
Realign Route 501 to eliminate Tassajara and Fallon and instead serve Dublin Ranch and Gleason	501	Streamline service to populated areas	0
Reconfigure Route 504 to serve Tassajara and Fallon instead of Dublin Ranch.	504	Better serve areas in the northeast service area	0
Reconfigure for more direct service to BART	2	Inefficient loop in the middle of the route	0 or 1
Convert Route 1 to hourly after rush hour	1	Low ridership in midday	0
Add school tripper to Fallon Middle School	505	If Route 2 is reconfigured, add school tripper to Fallon from Palisades development	Possibly 1
Consider articulated buses	501, 502, 504	Reduce the need for additional buses	Up to 1
Work with the City to reinforce development patterns that enable fixed-route service	None	Current development patterns make serving students expensive and inefficient	

In Phase 2, it could be advantageous to reorient two routes to accommodate student population growth. Route 501 has enough ridership today to warrant direct service between the Positano Parkway development and the High School. By sending Route 501 straight down Gleason Drive, Route 504 could then eliminate that segment from its route, and instead capture the growing population to the north.



## Appendix A Survey Graphs

Figure 48 Parents: What school will your child attend this fall?

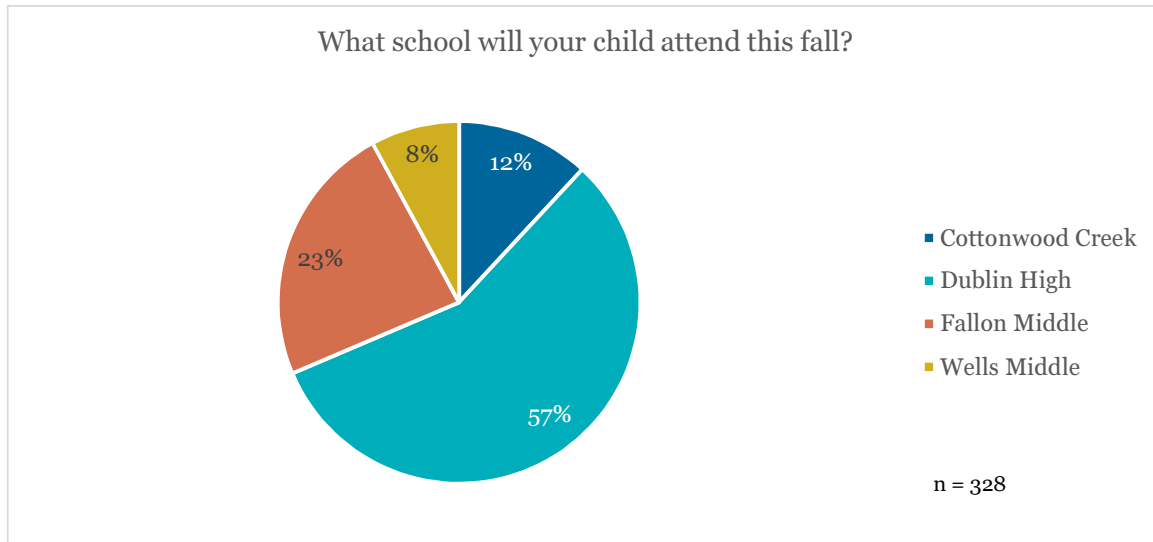
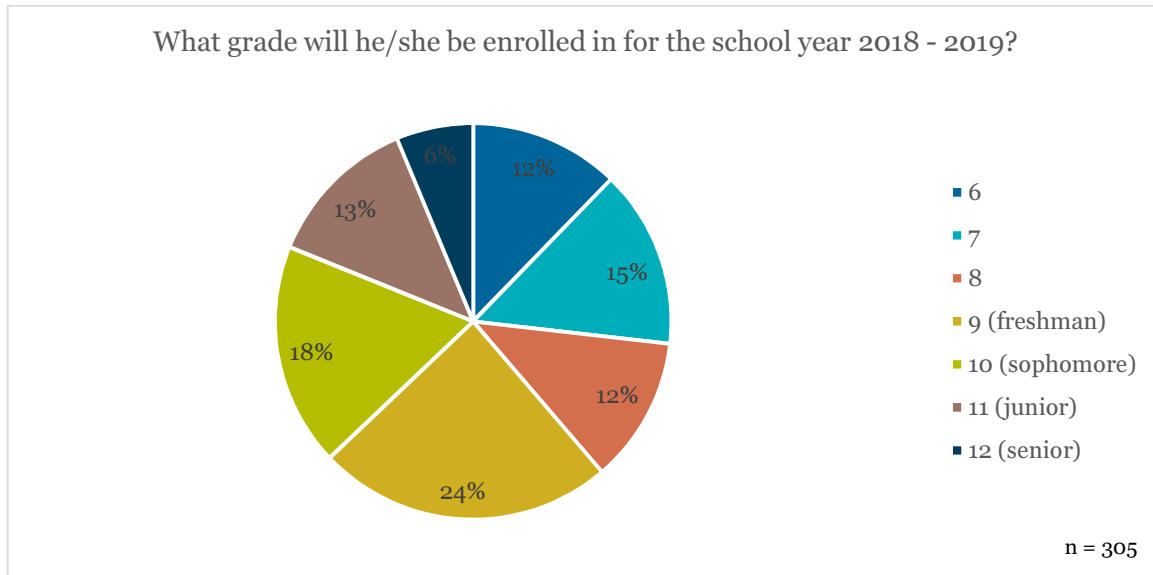
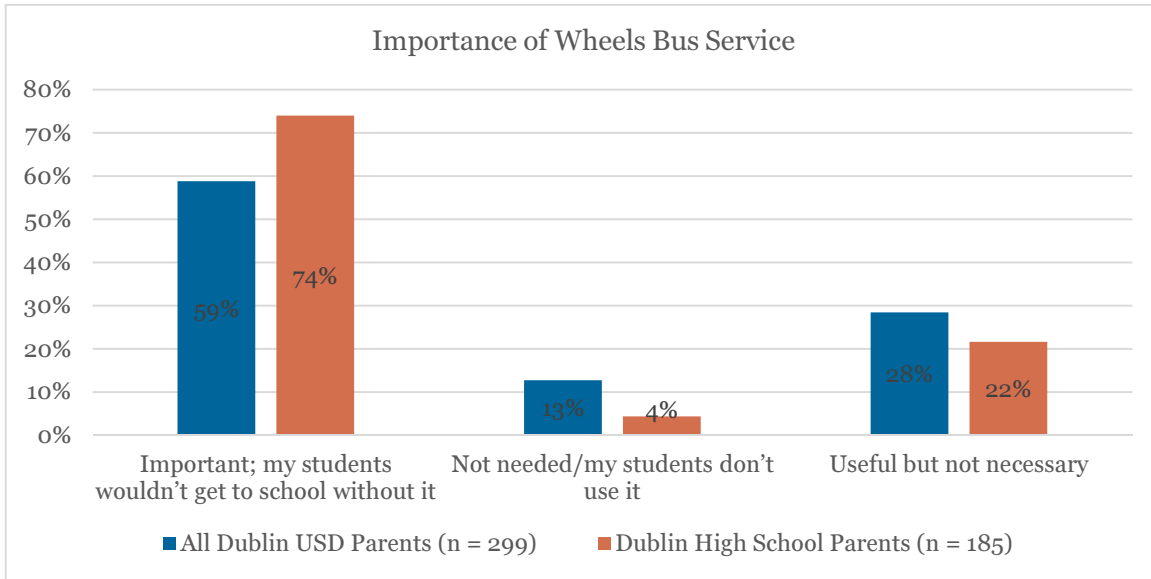


Figure 49 What grade will he/she be enrolled in for the 2018-2019 school year?



**Figure 50** Importance of Wheels Bus Service to Parents



**Figure 51** School Access Mode Share, Mornings

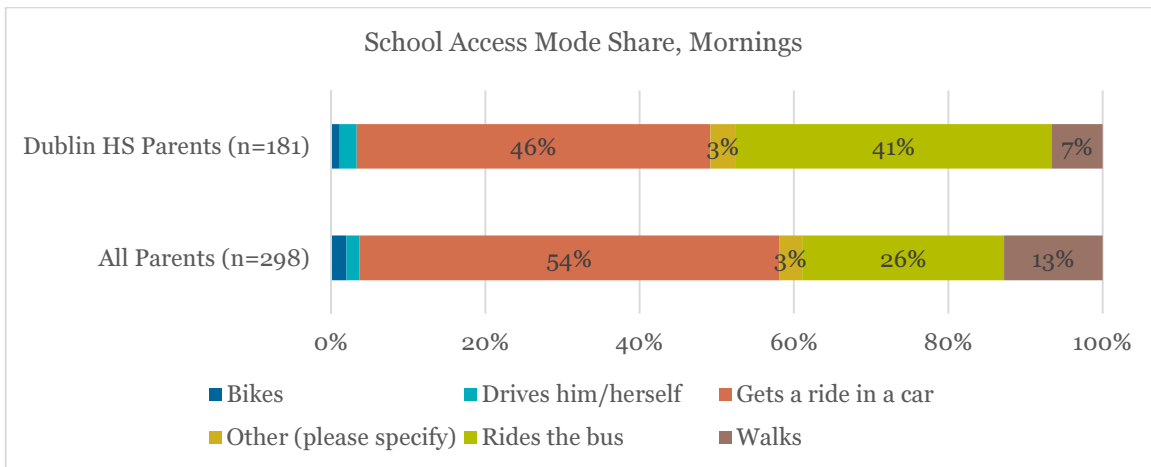


Figure 52 School Access Mode Share, Afternoons

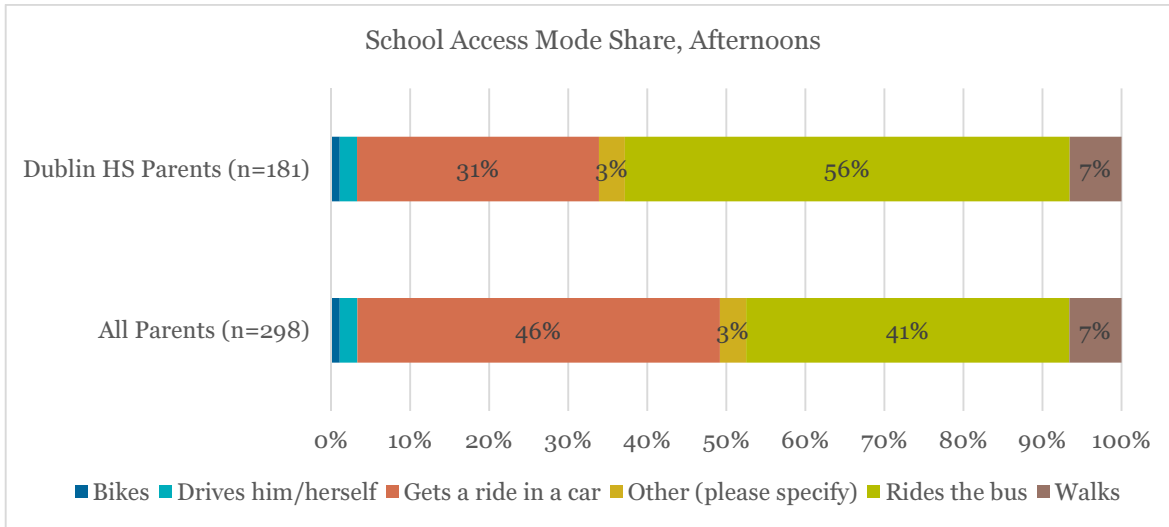
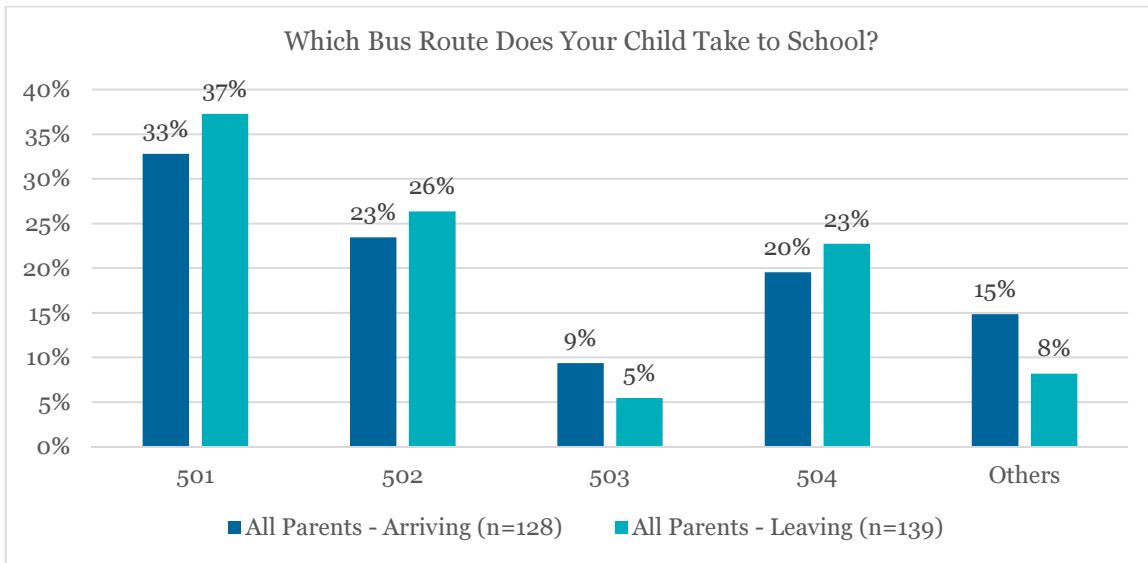
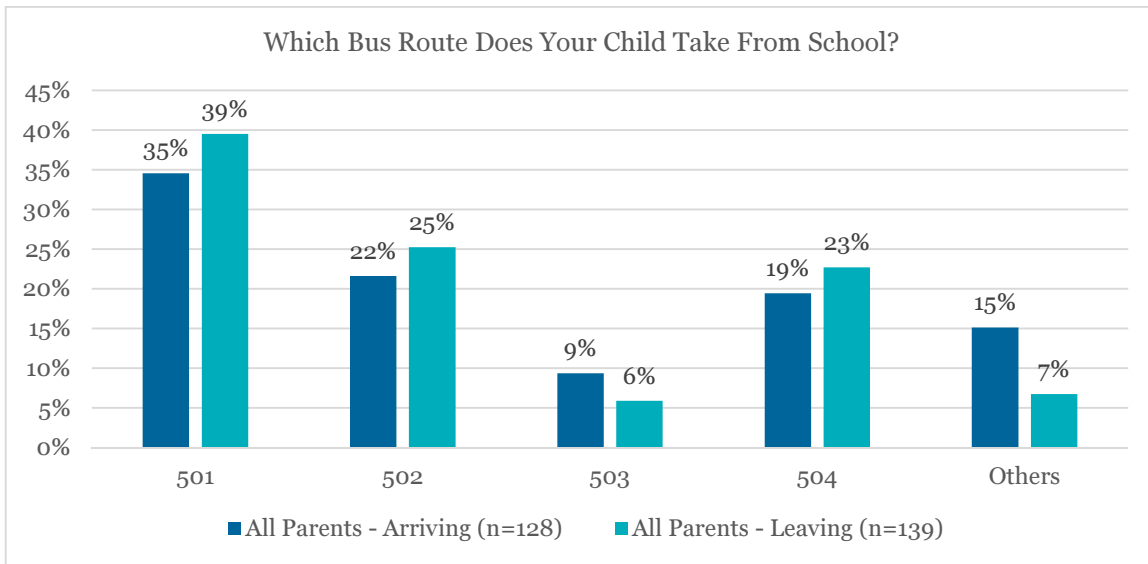


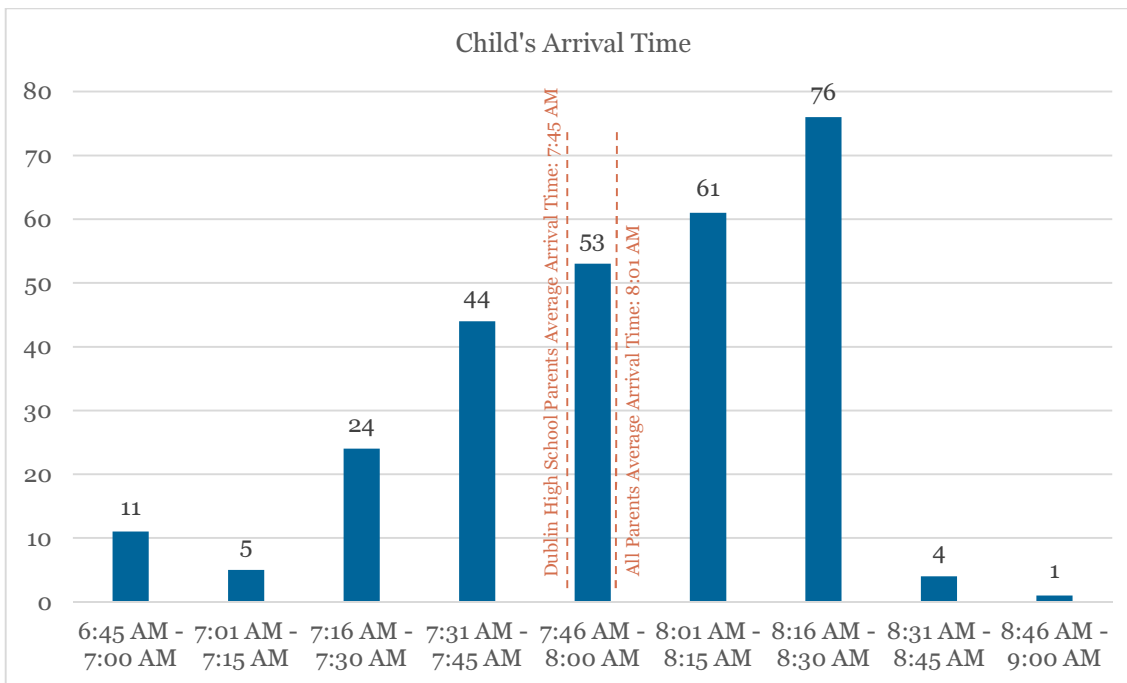
Figure 53 Which Bus Route Does Your Child Take to School?



**Figure 54 Which Bus route Does Your Child Take from School?**



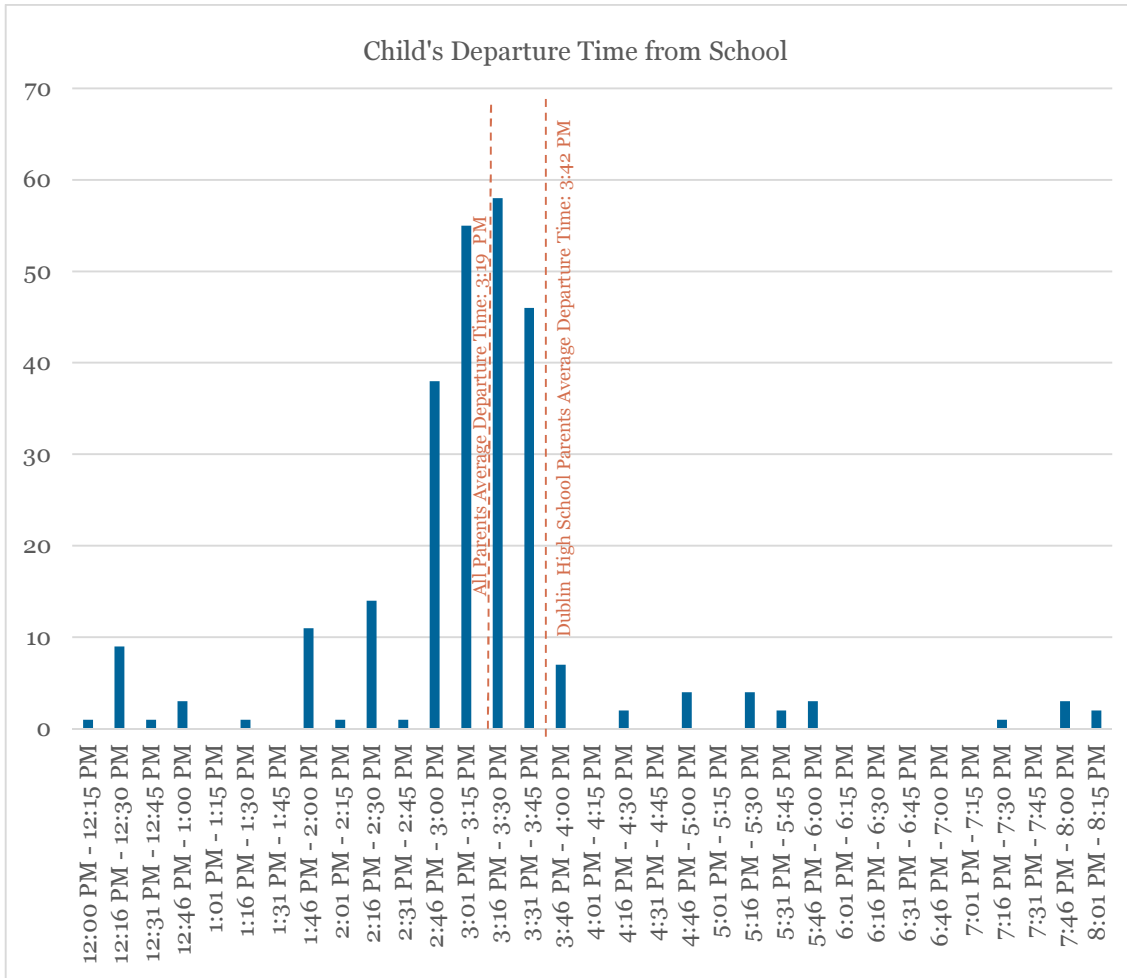
**Figure 55 What Time Does Your Child Arrive to School?**



All parent respondents: 286

Dublin High School parent respondents: 132

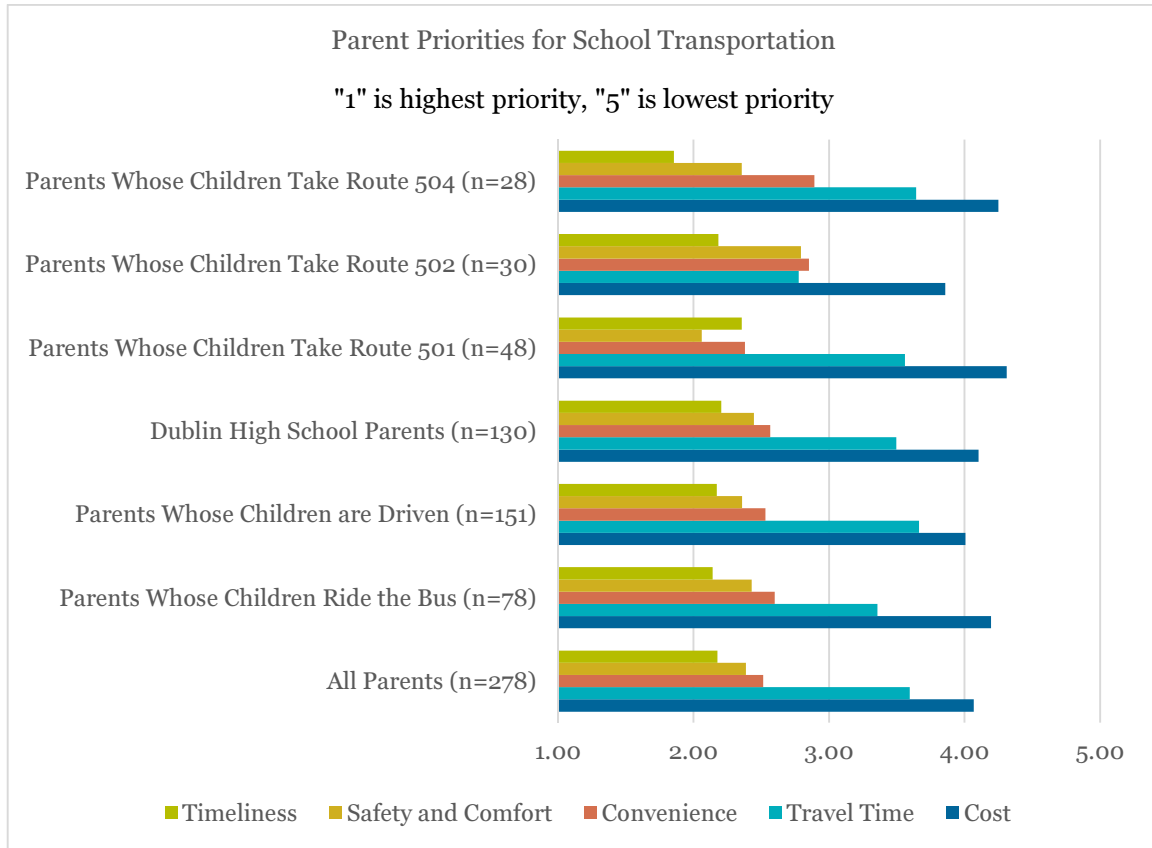
Figure 56 What Time Does Your Child Leave from School?



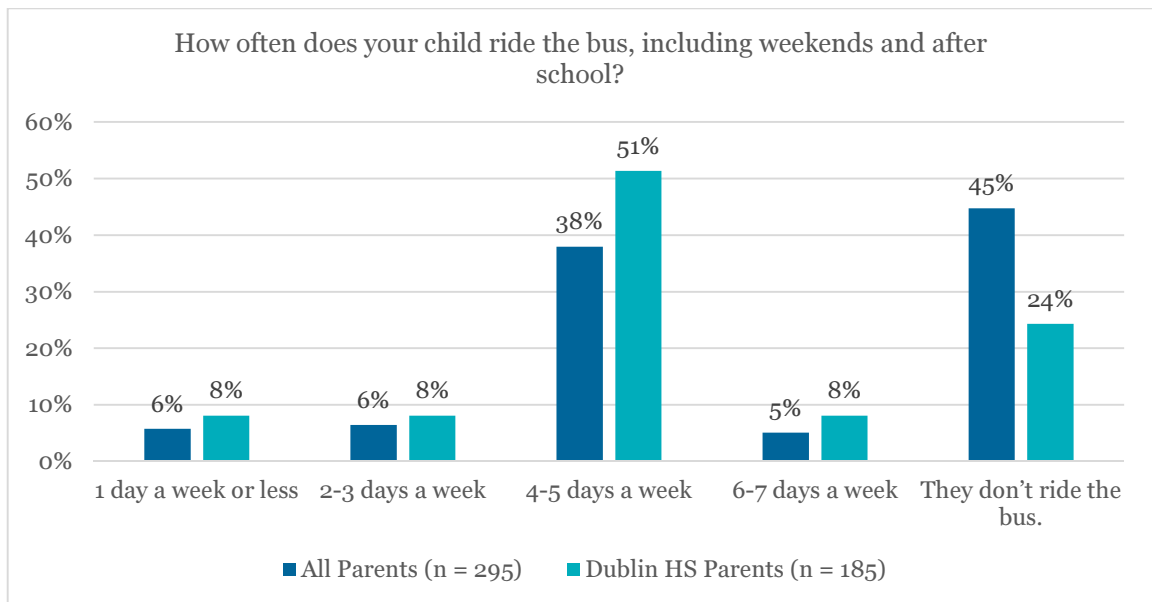
All parent respondents: 267

Dublin High School parent respondents: 128

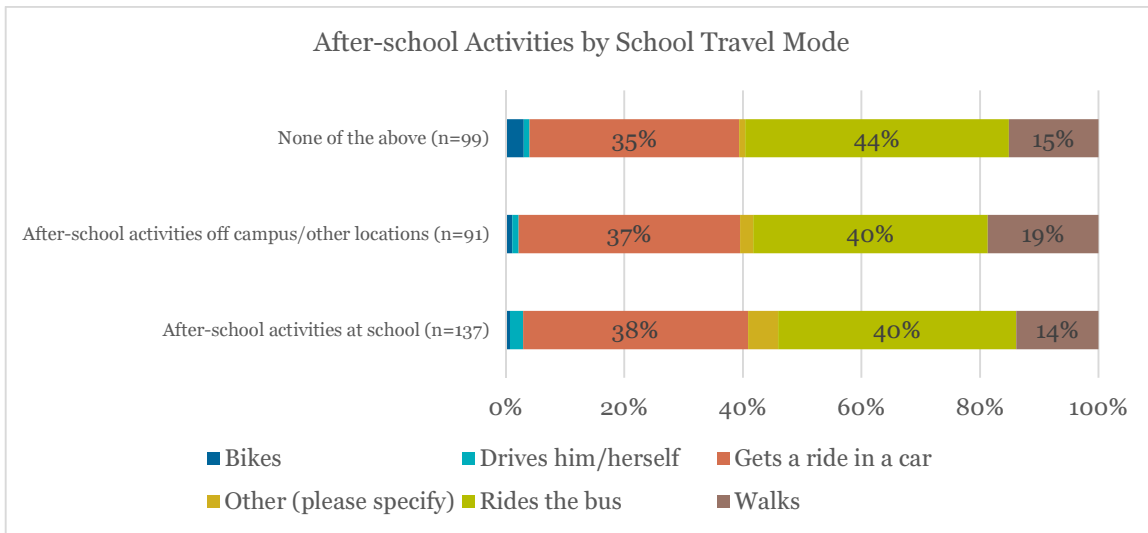
**Figure 57** Parent Priorities for School Transportation



**Figure 58** How often does your child ride the bus, including weekends and after school?

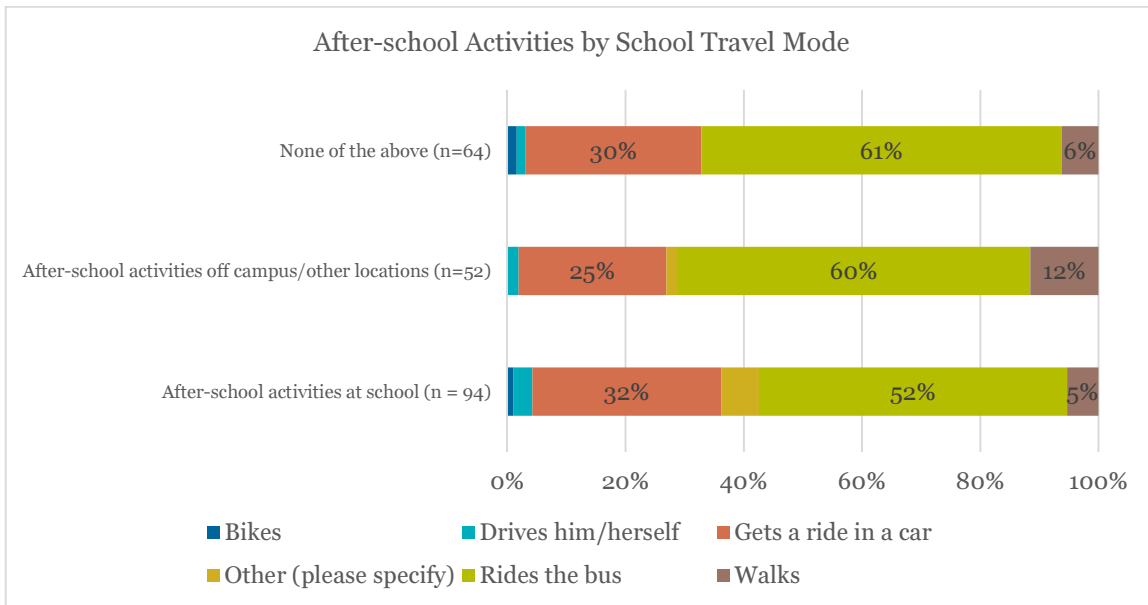


**Figure 59 After-school Activities by School Travel Mode**



Note: just 7 Dublin High School parents responded that their children had after-school jobs. This answer category was removed due to the small sample size.

**Figure 60 Dublin High School Students: After-school Activities by School Travel Mode**



Note: just 7 Dublin High School parents responded that their children had after-school jobs. This answer category was removed due to the small sample size.

Figure 61 How does your child typically pay the bus fare?

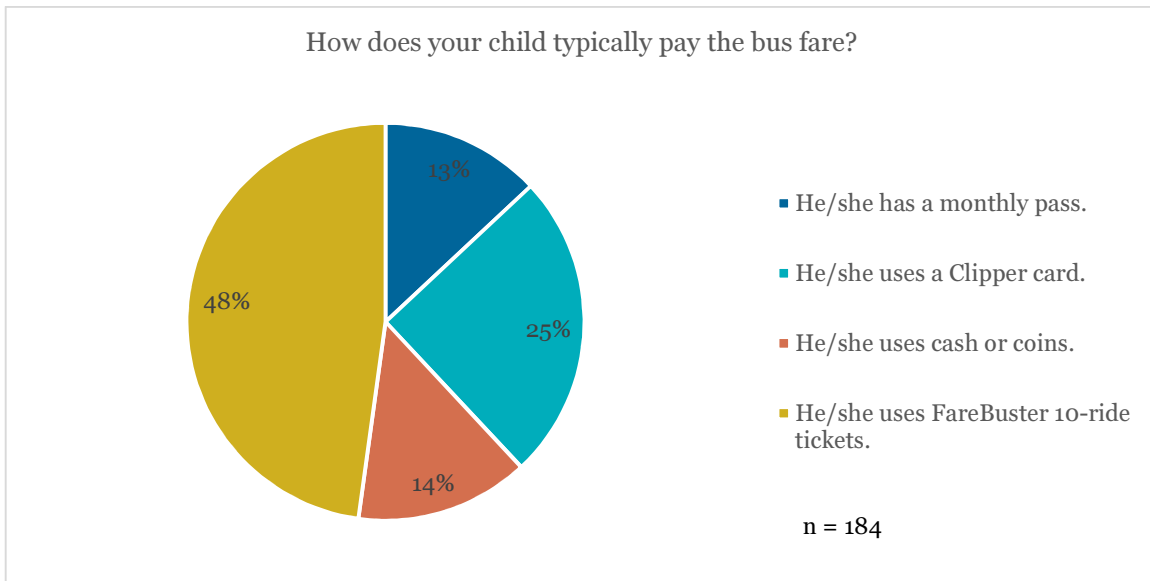
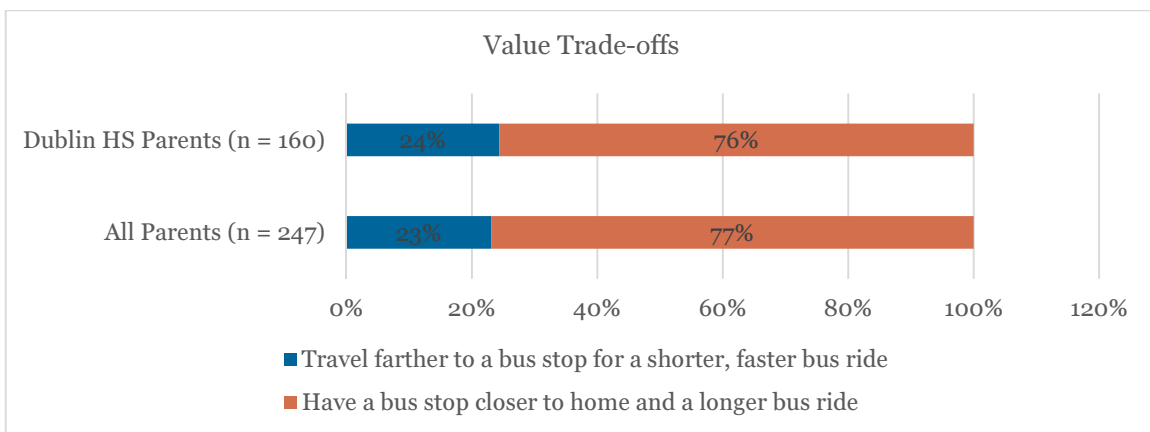
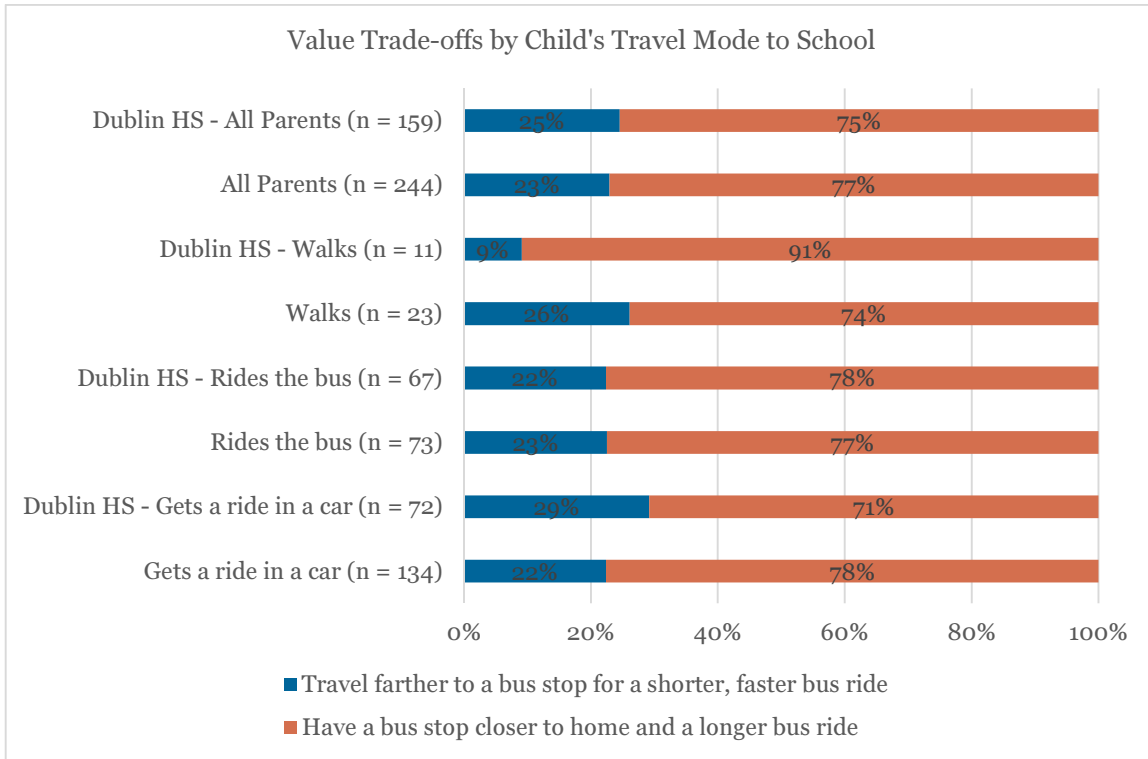


Figure 62 Value Trade-offs: Bus Stop Access



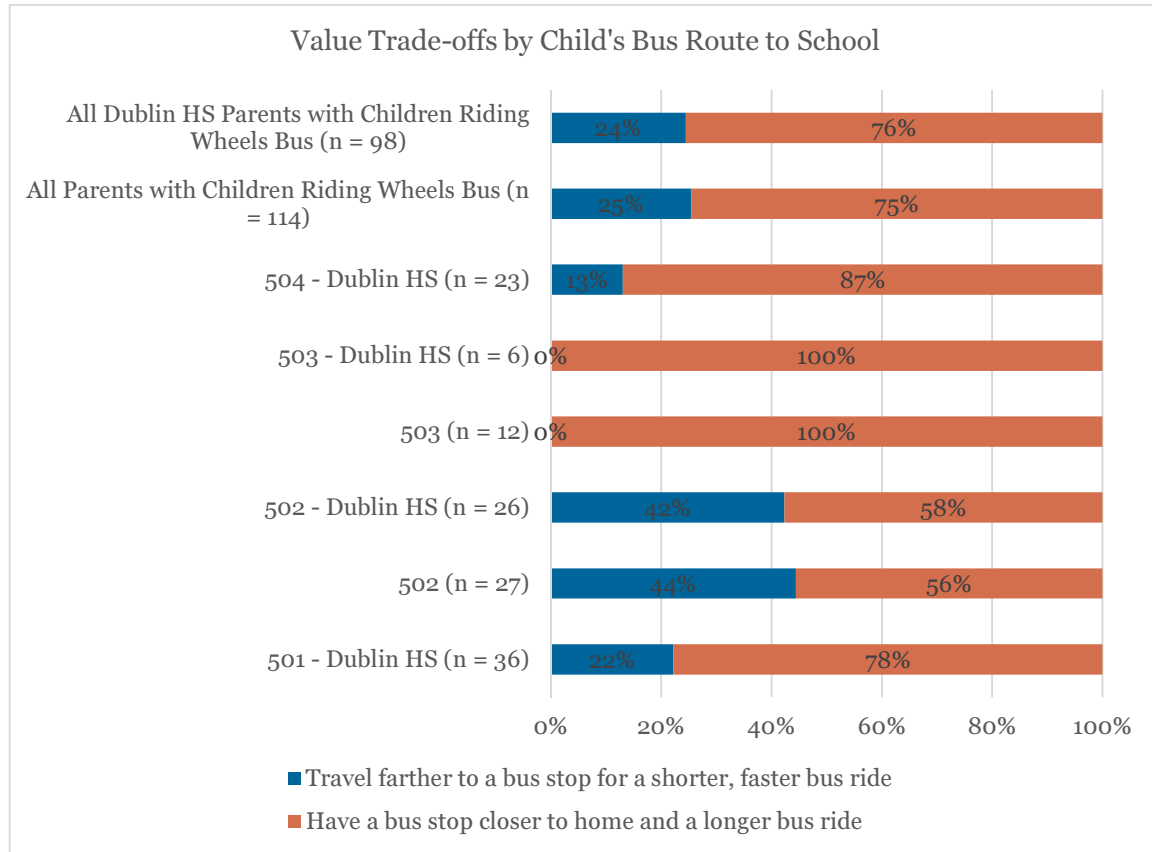


**Figure 63** Value Trade-offs, Bus Stop Access, by Child's School Travel Mode



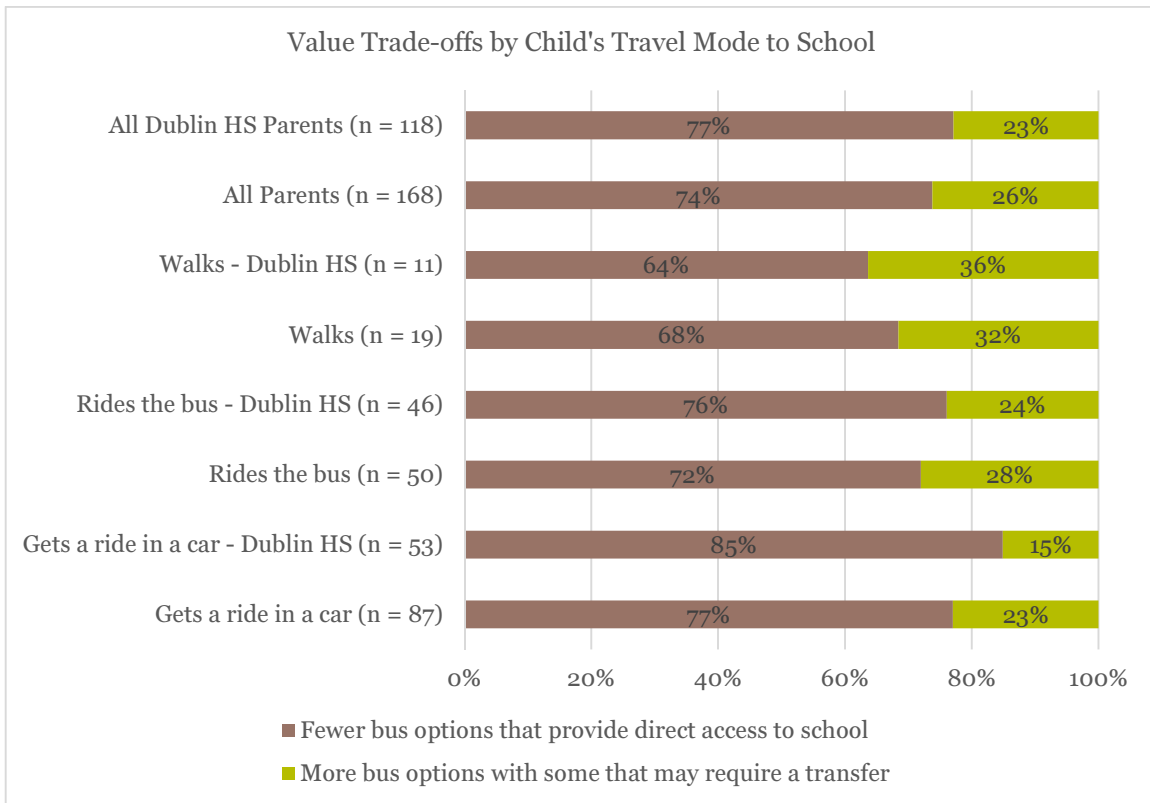
Due to small sample sizes, the following modes have been excluded from the chart above: Bikes (4 responses), Drives him/herself to school (3 responses), and Other (9 responses).

**Figure 64 Value Trade-offs, Bus Stop Access, by Child's Bus Route to School**



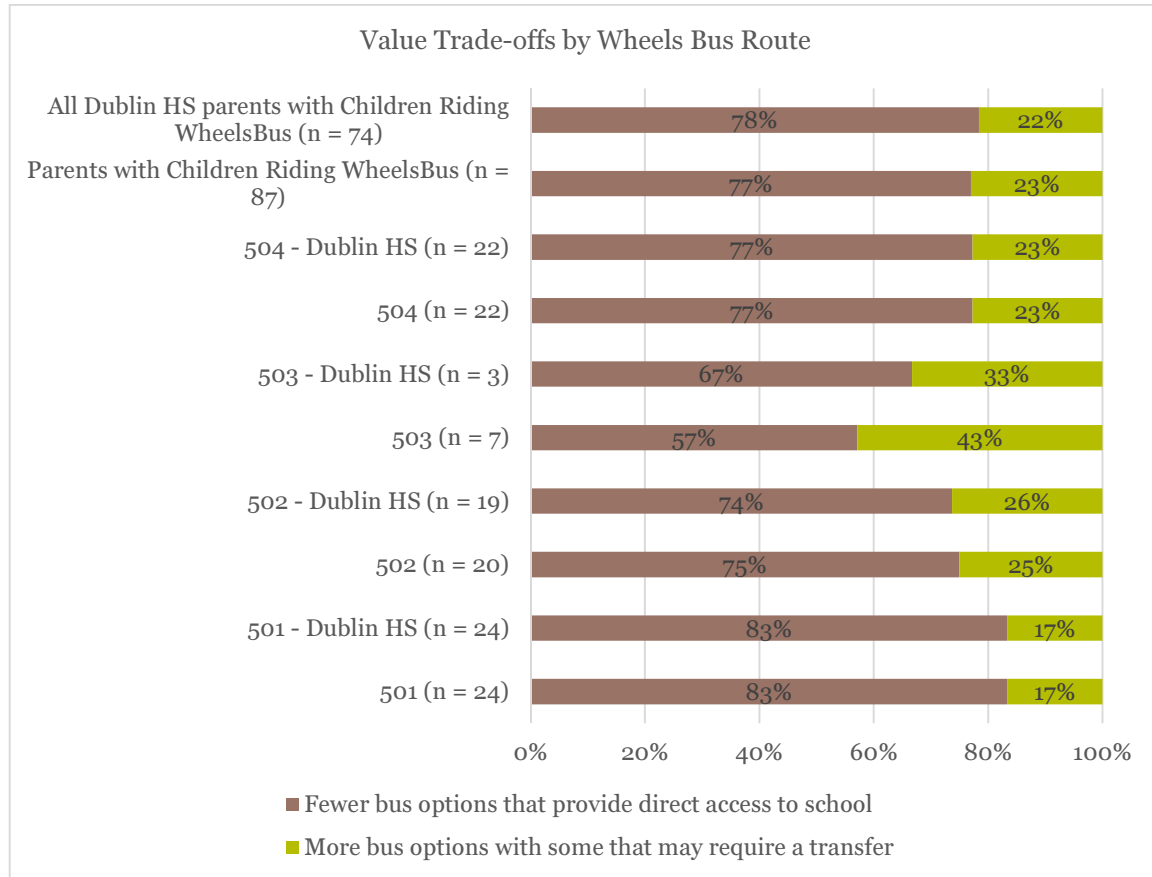
Due to small sample sizes, the following Routes were omitted from the chart above: Route 2 (8 responses), and Route 30R (4 responses). All respondents whose arrive to school via Route 501 and Route 504 are parents of Dublin High School students.

Figure 65 Value Trade-offs, Access to School, by Child's School Travel Mode



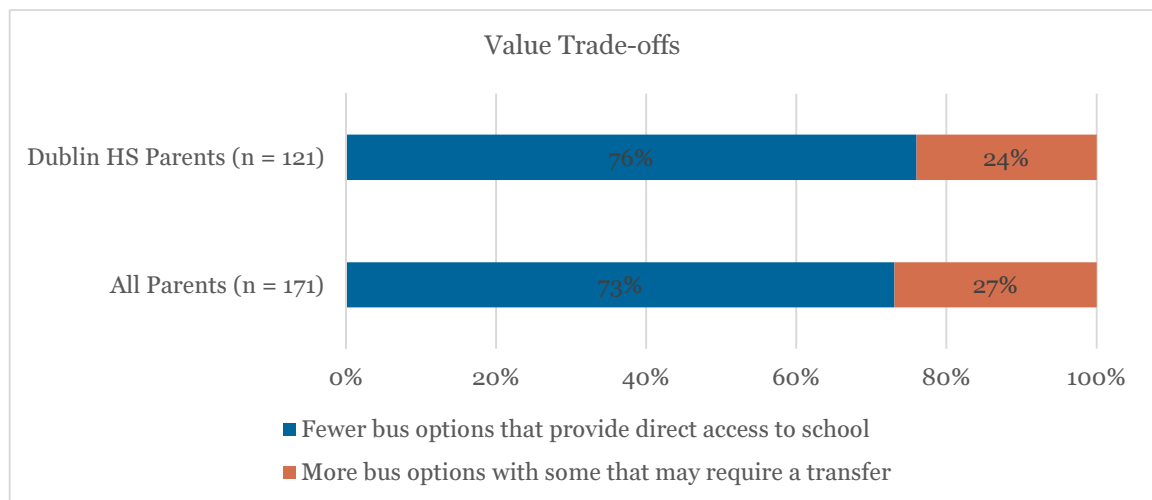
Due to small sample sizes, the following response categories were removed from the chart above: Bikes (3 responses), Drives him/herself (2 responses), and Other (7 responses).

**Figure 66 Value Trade-offs, Access to School, by Child's Bus Route to School**

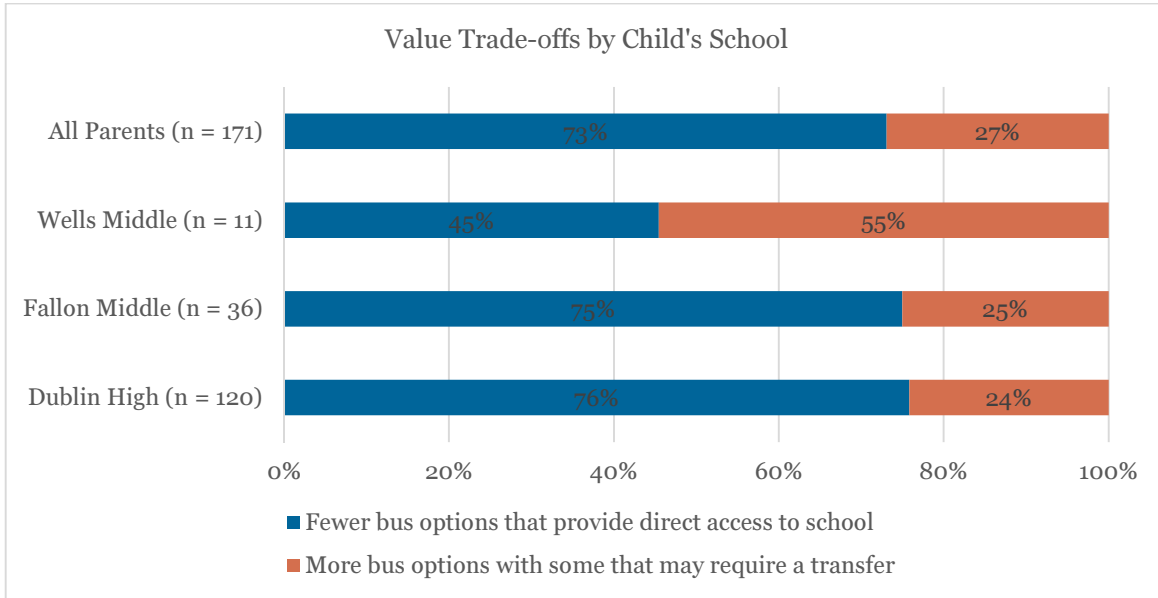


Due to small sample sizes, the following routes were removed from the chart above: Route 1 (1 response), Route 2 (7 responses), Route 30R (4 responses), and Other (2 responses).

**Figure 67 Parent Value Trade-offs: Access to School**



**Figure 68** Value Trade-offs, Access to School, by Child's School of Attendance



Just 4 responses were received from parents whose children attend Cottonwood Creek School. These results have been hidden from the chart above due to the small sample size.

Figure 69 Student Perceptions of Wheels Bus Service

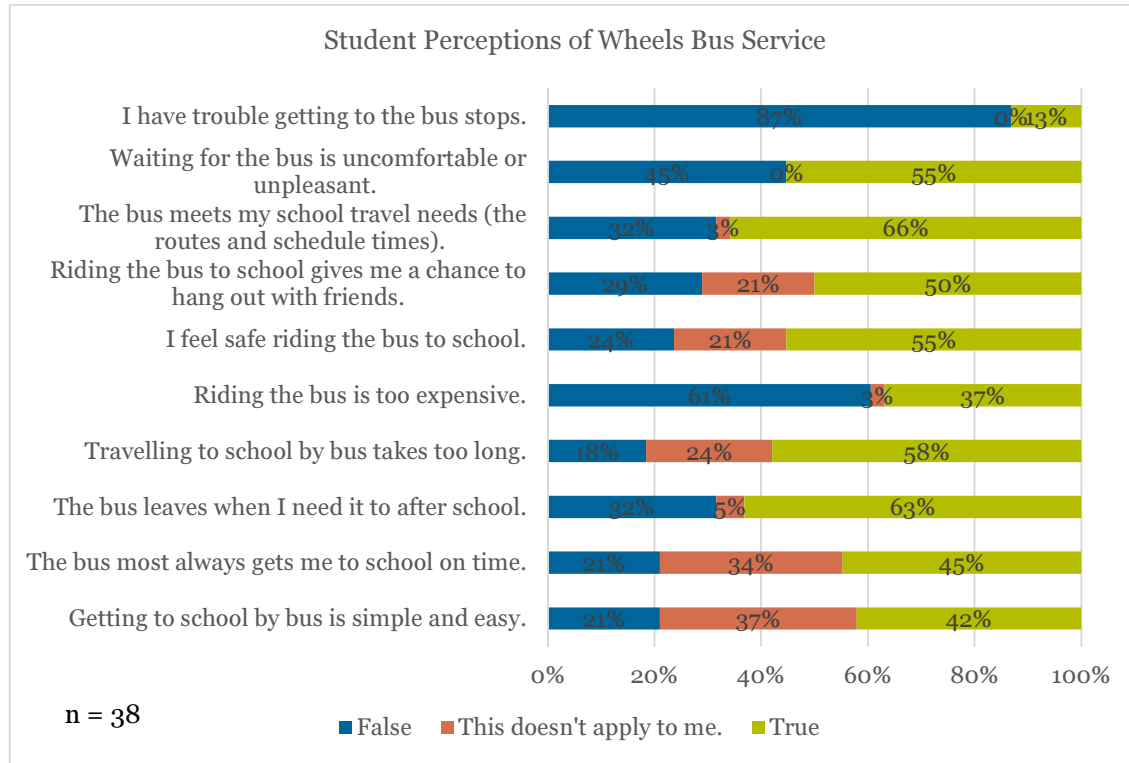


Figure 70 Student Value Trade-offs: Bus Stop Access

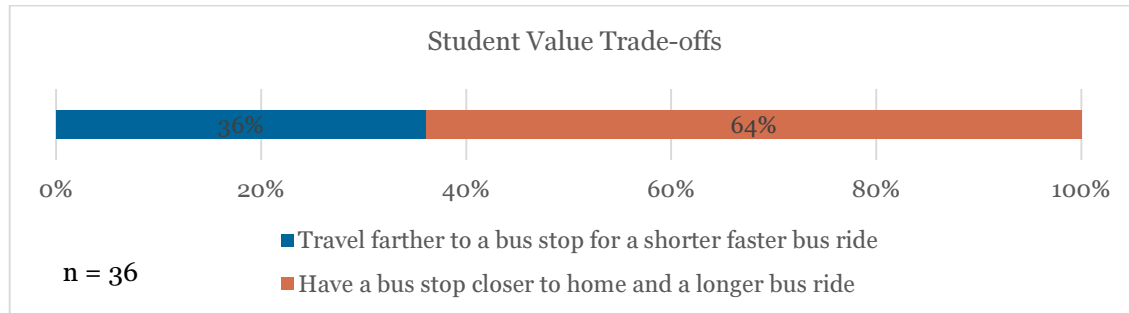


Figure 71 Student Value Trade-offs: Access to School

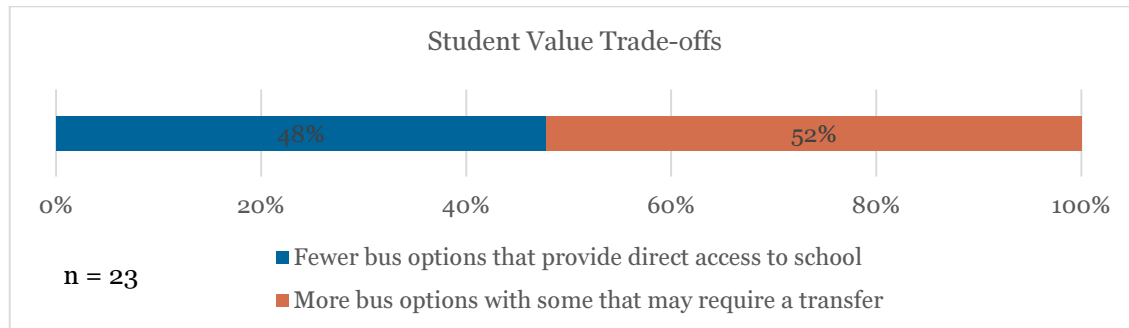


Figure 72 Importance of Wheels Bus Service to Students

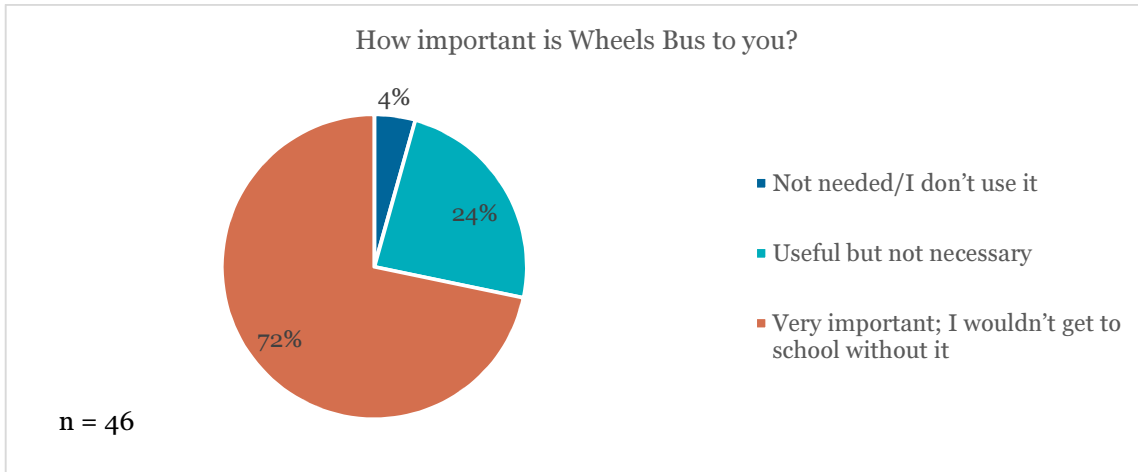


Figure 73 Student Self-reported School Mode Share

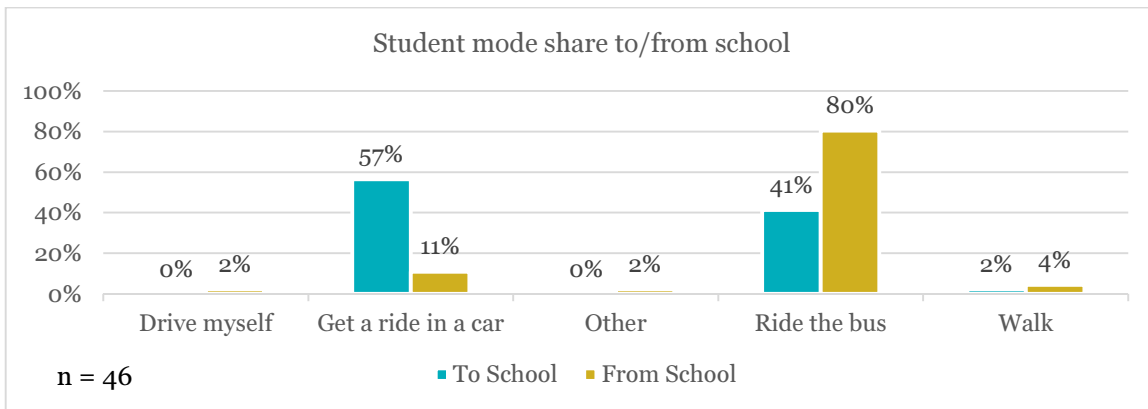


Figure 74 Faculty/Staff Priorities for School Transportation

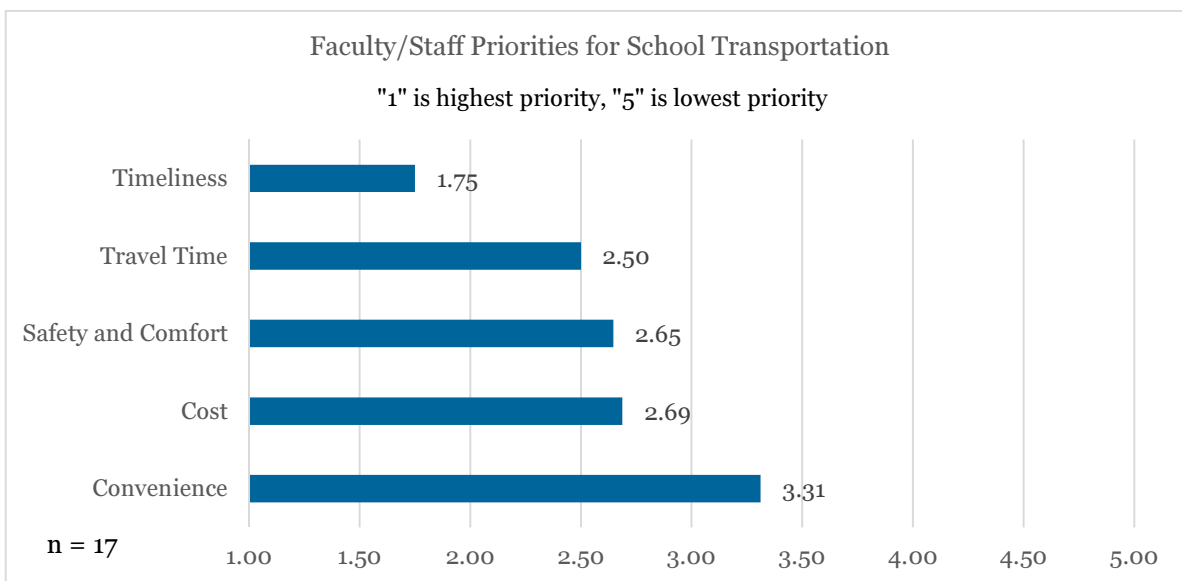


Figure 75 Faculty/Staff: Importance of Wheels Bus Service to Students

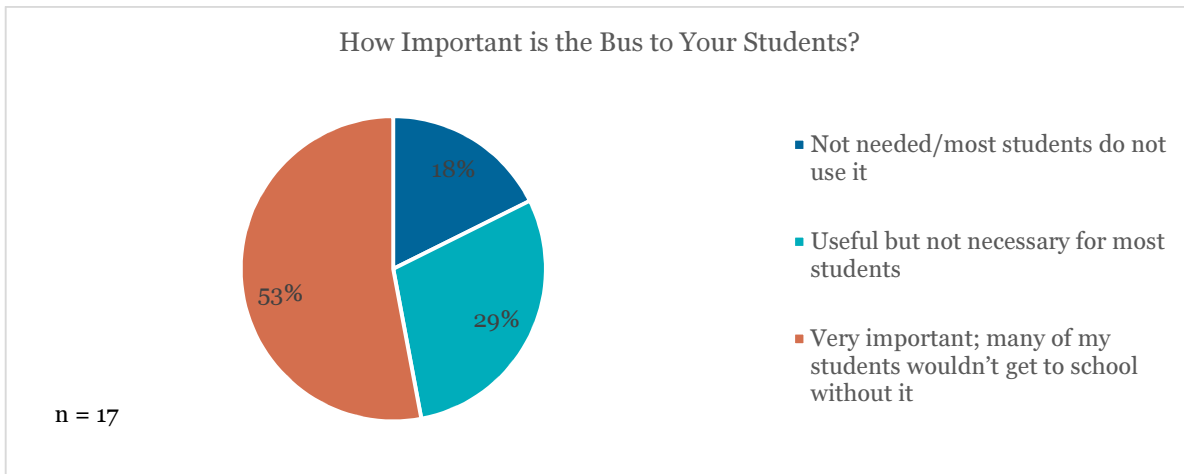
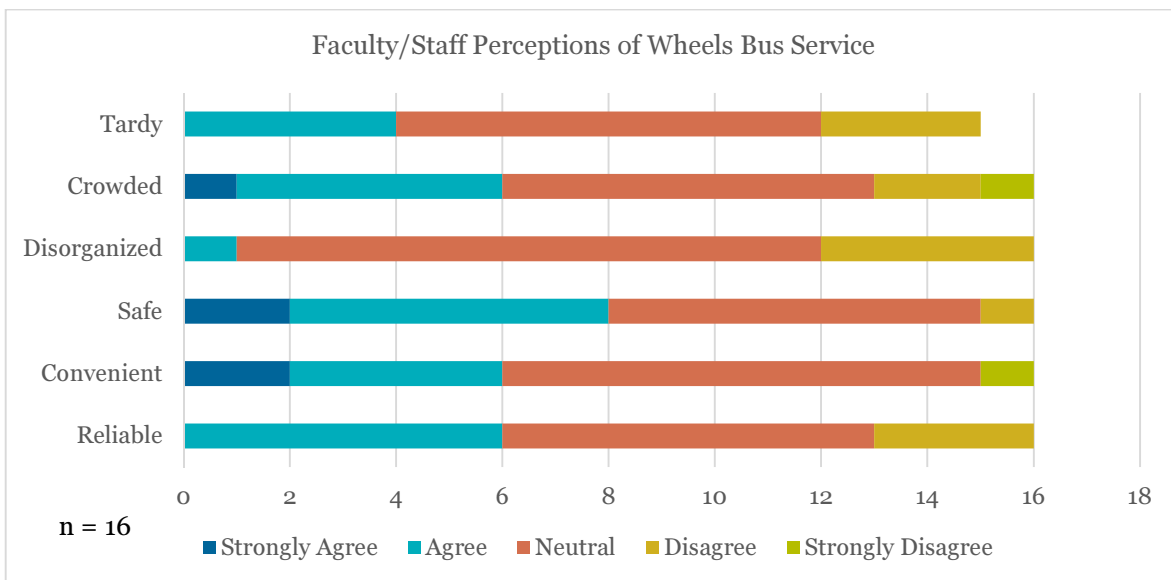


Figure 76 Faculty/Staff Perceptions of Wheels Bus Service



## OPEN-ENDED TEXT COMMENTS



## **AGENDA**

### **ITEM 9**

## STAFF REPORT

SUBJECT: Election of LAVTA Chair and Vice Chair

FROM: Michael Tree, Executive Director

DATE: June 4, 2018

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### Action Required

Elect a new Chair and Vice Chair of the LAVTA Board of Directors for FY19. Per the Bylaws, the Chair should represent the County and the Vice Chair should represent Dublin.

### Background

Sections 4.03 and 4.04 of LAVTA Bylaws read as follows:

- 4.03** Term of Office. The Chair and Vice Chair shall serve one (1) year terms of office commencing on July 1 of each year. There shall be no limit on the number of terms that a Director may serve as Chair or Vice Chair. The Chair shall rotate among the four Members on an annual basis with a Pleasanton, County, Dublin, and Livermore sequence.
- 4.04** Qualifications. In casting votes for Chair and Vice Chair, members of the Board may consider the candidate's leadership qualities, ability to conduct meetings of the Board expeditiously and fairly, and willingness to represent and implement positions adopted by the Board when such positions are at variance with his/her political views, as well as any other factors deemed pertinent.
- 4.05** Nomination and Election of Officers Nomination and election of officers shall be carried out in such a manner and schedule as determined by the Board of Directors.

### Next Steps

Per the Board's policy, the chairs of LAVTA's two standing committees are represented by the two jurisdictions not represented in the Board Chair and Vice Chair positions. Therefore, Livermore and Pleasanton should be the FY19 chairs of the two committees. The Chair of the Finance and Administration Committee's is currently a Livermore member. The Chair of the Projects and Services Committee is currently the Dublin member.

If you wish to switch committees, please let the new Chair or I know, otherwise we will assume you wish to retain your current committee assignment.

Based on all of your input, staff will work with the new Chair to prepare a Resolution for the July Board meeting reflecting the new Committee assignments for FY19.

**Recommendation**

Nominate and elect a LAVTA Board Chair and Vice Chair for FY19 in accordance with the agency's bylaws.

*Submitted:* \_\_\_\_\_

## **AGENDA**

### **ITEM 10**

# FY2018 Goals, Strategies and Projects

Last Updated – January May 20, 2018

# MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development  Strategies (those highlighted in bold indicate highest Board priority) 1. <b>Provide routes and services to meet current and future demand for timely/reliable transit service</b> 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. <b>Optimize existing routes/services to increase productivity and response to MTC projects and studies</b> 4. <b>Improve connectivity with regional transit systems and participate in BART to Livermore project</b> 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> <li>Receive draft Long Range Plan from Nelson/Nygaard</li> <li>Present final draft to Board</li> <li>Approval</li> </ul>	DP	Projects/ Services	Apr 2018  May 2018  Jun 2018	→ Staff studying park and ride report, shared mobility and shared autonomous vehicle strategy. Strategic Planning Workshop for Board being planned for later 2018 after new Director of Planning is hired.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> <li>Award of Contract</li> <li>Public Outreach</li> <li>Approval of Recommendations</li> </ul>	DP	Projects/ Services	Nov 2016  Jun 2017  Jun 2018	→ Nelson/Nygaard awarded contract. Public meetings held in June. LAVTA Board presentation made in September. Currently developing alternatives. Second round of workshops completed in November. City of Pleasanton analyzing data with near future meeting set on May 11th. <u>City cancelled meeting. Awaiting new date to meet.</u>	X  X
Fare Study	<ul style="list-style-type: none"> <li>Draft Fare Study</li> <li>Public Hearing (proposed changes on fixed route)</li> <li>Board Approval</li> </ul>	DP	Projects/ Services	May 2017  Jun 2018  Jul 2018	→ Draft Fare Study for fixed route complete. F&A reviewed in May. Decision made to hold study results to see ridership trends on fixed route and paratransit study fare recommendations. <u>Nelson/Nygaard updated Fare Study w/more conservative model. Staff analyzing.</u>	X

<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>
Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> <li>Award contract for queue jump</li> <li>Finish project</li> </ul>	DP	Projects/ Services	Jul 2016 Oct 2017	→ Board awarded contract queue jump project in March. Some delays in project. Currently 75% completed. Queue jumps are operational.	X X
Transit Signal Priority Project in Rapid 10R Corridor	<ul style="list-style-type: none"> <li>Engineering Work</li> <li>Finish Project</li> </ul>	DP	Projects/ Services	Oct 2017 Dec 2018	→ Grant by TVTAC approved. Board approved MOU with Pleasanton. Board approved engineering contract with Kimley Horn. Project currently in design phase. Equipment to be ordered in summer for fall/winter install.	
Go Dublin Discount Program	<ul style="list-style-type: none"> <li>Get clearance from FTA</li> <li>Implement</li> <li>Results of Program</li> </ul>	DP	Projects/ Services	Nov 2016 Dec 2016 May 2018	→ Program providing approximately 1,000 rides/month. Two mailings to residents accomplished. Study of program behind schedule due to data sharing delays. Fehr & Peers to present final findings in June. <u>Board provided direction to staff to include Go Dublin in FY 2019 budget.</u>	X X
O&M Contract Request for Proposals	<ul style="list-style-type: none"> <li>Develop RFP</li> <li>Award Contract</li> </ul>	DP	Project/ Services	Oct 2017 Mar 2018	→ Three proposals received. Interviews conducted on 25 <sup>th</sup> . Best and final proposals submitted. Board awarded in March. Legal reviewed contract. Contract signed.	X X

<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>
Dublin Service Plan	<ul style="list-style-type: none"> <li>RFP advertised</li> <li>Contractor Award</li> <li>Recommendations</li> </ul>	DP	Projects/ Services	Nov 2017  Jan 2018  June 2018	→ Several proposals received. Nelson/Nygaard awarded contract. Data collection being performed. Project workshop held in March. Over 600 surveys completed. <u>Plan reviewed in committee in April. Board to consider in June.</u>	X  X
<p><b>Goal:</b> Marketing and Public Awareness</p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> <li><b>1. Continue to build the Wheels brand image, identity and value for customers</b></li> <li>2. Improve the public image and awareness of Wheels</li> <li>3. Increase two-way communication between Wheels and its customers</li> <li><b>4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system</b></li> <li>5. Promote Wheels to New Businesses and residents</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Upgrades	<ul style="list-style-type: none"> <li>Place easy to access Commuter Info on homepage</li> </ul>	MKT MGR	Projects/ Services	Nov 2017	→ Better way to BART info landing page and button to be installed on website in November. Working on informative maps and info for this section.	X
LAVTA Rebranding Project	<ul style="list-style-type: none"> <li>Selection by LAVTA Board of name/rebranding</li> <li>Event to unveil rebranding.</li> </ul>	MKT MGR	Projects/ Services	Jun 2016  Feb 2018	→ New design for buses approved. New logo approved. Buses being wrapped and logos applied. Several stories from media printed.	X  X

<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>
Individualized Marketing	<ul style="list-style-type: none"> <li>Award Contract</li> <li>Review of results</li> </ul>	MKT MGR	Projects/ Services	Mar 2018  Jun 2018	→ SDG awarded contract. Collateral developed and distributed. Program completed. Post program surveys completed. Project report to LAVTA Board made in December. SmartTrips In Dublin and parts of Livermore approved by Board in March. <u>Project underway. Ends in June.</u>	X  X
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> <li>Engineering work</li> <li>Improvements to site</li> <li>Relocation of shelters</li> </ul>	DP	Projects/ Services	May 2017  Aug 2017  Jun 2018	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. Bids came in high. Board rejected all bids. Bid re-advertised. Board awarded project in November. <u>Permits obtained. Working on final details before releasing Notice to Proceed.</u>	X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> <li>Engineering work</li> <li>Award of construction contract</li> <li>Finish project</li> </ul>	DP	Projects/ Services	Nov 2017  Apr 2018  Jun 2018	→ ACTC grant received to upgrade stops in this corridor to Rapid style. Board awarded engineering to Kimley Horn in November. Bus shelter type is next step. Project award in April. <u>City reviewing Rapid bus shelters. Engineer has completed 35% design of bus stops.</u>	
Dublin School Tripper Bus Shelter Project	<ul style="list-style-type: none"> <li>Identify new locations for shelters</li> <li>Install new shelters</li> </ul>	ED	Projects/ Services	Sept 2016  Dec 2017	→ Five locations with high ridership identified. Kimley Horn performing engineering. First shelter installed in December. Other four shelters will require significant site work. Budgeting for next FY.	X

Underlined text indicates changes since last report.



<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> <li>Identify shelters</li> <li>Install</li> </ul>	ED	Projects/ Services	Nov 2016 Apr 2018	→ Shelters identified. 10 shelters delivered. No bids for install received. Rebid. Board approved contract with Hammercraft Construction in March. Contract signed. <u>Negotiating task order.</u>	X
<p><b>Goal:</b> Community and Economic Development</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <p>1. Integrate transit into local economic development plans</p> <p>2. Advocate for increased TOD from member agencies and MTC</p> <p><b>3. Partner with employers in the use of transit to meet TDM goals &amp; requirements</b></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>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> <li>Assist ACTC in promoting the student passes</li> <li>Monitor effectiveness of the program and capacity issues</li> </ul>	DP	Projects/ Services	Ongoing  Ongoing	→ Four schools in Livermore to have free pass via Clipper for Wheels access. Planning/Marketing Departments working with ACTC and school district to market Clipper Cards/bus system. Approximately 200 trips per day. ACTC allocated STA for the project, which will impact funding for Route 14.	X
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> <li>Marketing campaign on campus</li> <li>Student Vote to retain Transit Pass on campus</li> </ul>	MKT MGR	Projects/ Services	Ongoing  Nov 2017	→ Transit pass/marketing efforts ongoing. Students have voted. 90% "yes". <u>Board of Trustees approved student fee.</u>	X  X

<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>
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> <li>City Award of Project</li> <li>Demo of TC Customers Service Buildings</li> <li>Finish Relocation/Renovation</li> </ul>	DP	Projects/ Services	Jan 2017 Jul 2017 <u>Jun 2018</u>	→ FTA clearance given to demo current building. City Council awarded contract. Temporary facility installed. Demo of LAVTA buildings done. Depot moved onto cement foundation. Project extend into April 2018. Board received update in February. <u>Project likely to be completed in August.</u>	X X
Rehab of Shade Structure and Replacement of Furniture at Livermore Transit Center. Rehab of Custom Shelter adjacent to Livermore TC next to Parking Garage.	<ul style="list-style-type: none"> <li>Bid Project</li> <li>Project Completion</li> </ul>	DP	Projects/ Services	Nov 2017 Jun 2018	→ Bid spec being developed for painting and purchase of furniture. Exterior furniture on order. Current plan is to install furniture for Historic Depot ribbon cutting and paint during transit center remodel with FTA funds.	
<b>Goal: Regional Leadership</b>  <b>Strategies (those highlighted in bold indicate highest Board priority)</b> <ol style="list-style-type: none"> <li><b>Advocate for local, regional, state, and federal policies that support mission of Wheels</b></li> <li>Support staff involvement in leadership roles representing regional, state, and federal forums</li> <li>Promote transit priority initiatives with member agencies</li> <li>Support regional initiatives that support mobility convenience</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Alameda – San Joaquin Regional Rail Working Group	<ul style="list-style-type: none"> <li>AB 758</li> </ul>	ED	Projects/ Services	Oct 2017	→ Approved. Legislation became effective January 2018.	X

<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>
2018 Legislative Plan	<ul style="list-style-type: none"> <li>Creation of 2018 Legislative Plan and review/approval by the Board and provide support for key legislation.</li> </ul>	ED	Finance/ Admin	Feb 2018	→ F&A committee looked at draft legislative plan in January 2018. Board approved 2018 Legislative Plan in February.	X
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> <li>Introduce SAV legislation</li> </ul>	ED	Finance/ Admin	Feb 2017	→ Approved. Legislation became effective January 2018.	X
<p><b>Goal:</b> Organizational Effectiveness</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li>Promote system wide continuous quality improvement initiatives</li> <li>Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service</li> <li><b>Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity</b></li> <li>HR development with focus on employee quality of life and strengthening of technical resources</li> <li>Enhance and improve organizational structures, processes and procedures to increase system effectiveness</li> <li>Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Performance Metrics Improvement	<ul style="list-style-type: none"> <li>Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service.</li> </ul>	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level. Presentation on performance of routes provided to the P&S Committee in October.	X
<p><b>Goal:</b> Financial Management</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li><b>Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions</b></li> <li>Explore and develop revenue generating opportunities</li> <li>Maintain fiscally responsible long range capital and operating plans</li> </ol>						

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
<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>
FY17 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> <li>Complete financial audit and all required reporting to Board, local, regional and state agencies.</li> </ul>	DF	Finance/ Admin	Nov 2017	→ Audit ongoing in September. Review of audit at F&A in October. Presentation to LAVTA Board in November. No findings.	X
<i>Other:</i>						
Transit Center Bus Driving Isle Improvement Project	<ul style="list-style-type: none"> <li>Perform demo of asphalt and construction new base and asphalt in driving isle.</li> </ul>	PD	Projects/ Services	Jun 2018	→ Utilizing City pavement contract. Asphalt to be removed and construction completed after the Transit Center cement work is completed. This project to tie in closely with Historic Depot Relocation project. Project will be final phase of Depot project in June.	
SAV Project	<ul style="list-style-type: none"> <li>Acquire funding to begin project</li> <li>Approve legislation to test SAVs.</li> <li>Enter into MOUs for testing.</li> </ul>	ED	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA approx. \$1 million over 3 years in funding in exchange for advertising. LAVTA Board received a presentation on this project and next steps at Feb meeting. AB 1444 approved and effective January 2018. MOU with County Connection approved in November. MOU with GoMentum approved by Board in February. Site preparation in process. <u>Kick-off w/media being scheduled for June 22nd.</u>	X X X
Triennial Audit	<ul style="list-style-type: none"> <li>Preparation for audit</li> <li>Audit and report to board</li> </ul>	DF	Finance/ Adm	Ongoing Jul 2018	→ Comprehensive audit on LAVTA from FTA to be conducted in July 2018.	

<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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Attachments:

1. Board Statistics
2. FY18 Upcoming Items

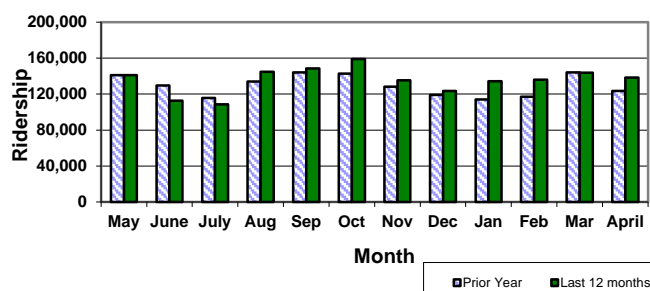
# Monthly Summary Statistics for Wheels

April 2018

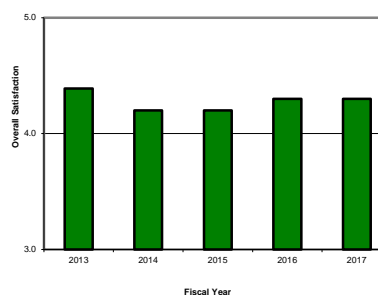
## FIXED ROUTE

	April 2018			% change from one year ago		
Total Ridership FY 2018 To Date	1,371,919			7.0%		
Total Ridership For Month	138,402			12.2%		
Fully Allocated Cost per Passenger	\$8.36			-3.9%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,929	1,647	1,463	9.4%	-4.1%	14.3%
Passengers Per Hour	13.8	10.6	9.4	7.3%	-6.3%	11.7%
	April 2018			% change from last month		
On Time Performance	86.1%			-0.5%		

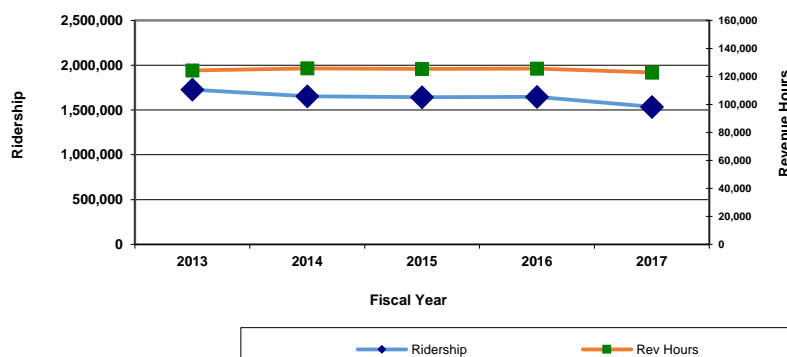
Monthly Unlinked Boardings and Revenue Hours  
Last 24 Months



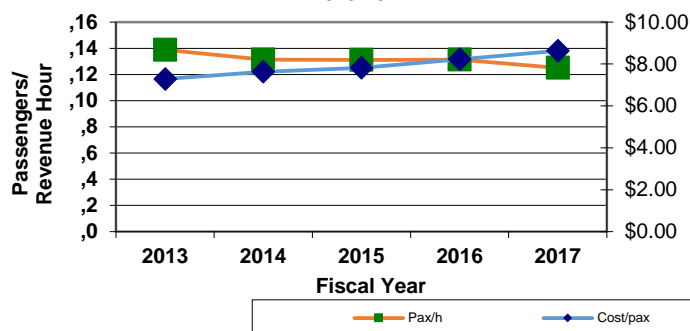
Historical Customer Service  
Survey Results



Annual Unlinked Boardings and Revenue Hours  
FY2013-2017



Full Cost Per Passenger and Passenger Per Hour  
FY2013-2017



# Monthly Summary Statistics for Wheels

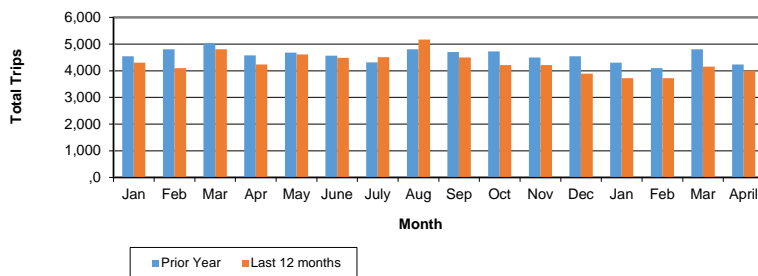
April 2018

## PARATRANSIT

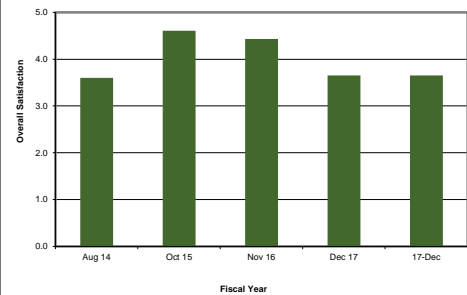
General Statistics	April 2018	% Change from last year	Year to Date
Total Monthly Passengers	4,003	-5.5%	42,758
Average Passengers Per Hour	1.30	-31.6%	6
On Time Performance	89.3%	-6.2%	3
Cost per Trip	\$33.16	2.0%	328
Number of Paratransit Applications	27	28.6%	284
Calls Answered in <1 Minute	76.31%	-10.3%	7

Missed Services Summary	April 2018	Year to Date
1st Sanction - Phone Call	6	49
2nd Sanction - Written Letter	0	1
3rd Sanction - 15 Day Suspension	1	2
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

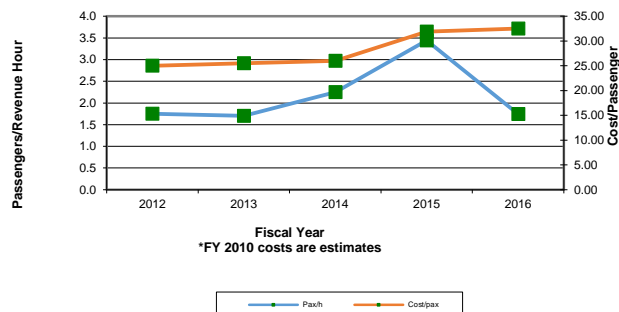
Paratransit Monthly Unlinked Boardings, Last 24 Months



Historical Customer Service Survey Results



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



## Monthly Summary Statistics for Wheels

**April 2018**

SAFETY								
ACCIDENT DATA	April 2018				Fiscal Year to Date			
	Fixed Route		Paratransit		Fixed Route		Paratransit	
Total	0		0		2		1	
Preventable	0		0		12		2	
Non-Preventable	0		0		8		1	
Physical Damage								
Major	0		0		0		0	
Minor	0		0		20		3	
Bodily Injury								
Yes	0		0		0		0	
No	0		0		20		3	
MONTHLY CLAIMS ACTIVITY	Totals							
Amount Paid								
This Month	\$474.07							
To Date This Fiscal Year	\$14,960.64							
Budget	\$100,000.00							
% Expended	15%							
CUSTOMER SERVICE - ADMINISTRATION								
CATEGORY	Number of Requests							
	April 2018	Year To Date						
Praise			5					
Bus Stop	2		30					
Incident			3					
Trip Planning			10					
Fares/Tickets/Passes			6					
Route/Schedule Planning	5		87					
Marketing/Website	1		12					
ADA			0					
TOTAL	8		153					
CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	1			12				2
Safety	3	6		24			1	0
Driver/Dispatch Courtesy	1	4		16		2		1
Early				13				1
Late	6	1		45		1		14
No Show	1			12				3
Incident				4				2
Driver/Dispatch Training	1	1		5	2	3		24
Maintenance		1		0				0
Bypass		6		49				0
TOTAL	12	19	0	168	2	6	1	45
Valid Complaints								
Per 10,000 riders	0.87							
Per 1,000 riders					0.50			



## LAVTA COMMITTEE ITEMS - June 2018 - October 2018

### Finance & Administration Committee

<b>June</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Draft Fare Policy Recommendation	X	
Annual Org Review	X	
Legal Contract	X	
<b>July</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Fare Policy Final Recommendation	X	
*Typically July committee meetings are cancelled		
<b>August</b>	Action	Info
Minutes	X	
Treasurers Report	X	
<b>September</b>	Action	Info
Minutes	X	
Treasurers Report	X	
FTA Triennial Review (last in '15)		
<b>October</b>	Action	Info
Minutes	X	
Treasurers Report	X	
CAFR	X	
TDA Triennial Audit (last in '13)	X	

## LAVTA COMMITTEE ITEMS - June 2018 - October 2018

### Projects & Services Committee

#### June

	Action	Info
Minutes	X	
Quarterly Operations		X
Go Dublin Evaluation (DRAFT)		X
WAAC Appointments	X	
Fare Policy Draft Recommendation	X	
Mobility Forward Draft Recommendation	X	
Marketing Work Plan	X	

#### July

	Action	Info
Minutes	X	
Mobility Forward Final Recommendation	X	
Fare Policy Final Recommendation	X	
Go Dublin Evaluation (FINAL)	X	

\*Typically July committee meetings are cancelled

#### August

	Action	Info
Minutes	X	
Quarterly Operations Report		X
DAR Customer Satisfaction Survey		X

#### September

	Action	Info
Minutes	X	
Passenger Surveys	X	

#### October

	Action	Info
Minutes	X	
Winter Service Changes (effective February)	X	