

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, February 15, 2018
3:00 P.M.

LOCATION: **Board of Supervisors Chambers**
481 Fourth Street, Hollister, CA 95023

DIRECTORS: Chair Jaime De La Cruz, Vice Chair Tony Boch
Directors Anthony Botelho, Jim Gillio, and Ignacio Velazquez
Alternates: San Benito County: Mark Medina;
City of Hollister: Mickie Solorio Luna; San Juan Bautista: Jim West

*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section B. Public Comment.***

3:00 P.M. CALL TO ORDER:

- A. **ACKNOWLEDGE** Certificate of Posting
- B. **PUBLIC COMMENT:** (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

1. **APPROVE** Local Transportation Authority Draft Meeting Minutes Dated January 18, 2017 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño December 2017 Monthly Service Reports – Valentine
3. **RECEIVE** County Express/MV Transportation December 2017 Monthly Operations Reports – Valentine
4. **RECEIVE** Local Transportation Authority FY 2017-18 Second Quarter Budget Report – Postigo

REGULAR AGENDA:

5. **RECEIVE** Report on Potential Transportation Solutions for H.O.M.E. Resource Center Participants to Job Training – Valentine

Adjourn to LTA Meeting on Thursday, March 15, 2018. Agenda deadline is February 27, 2018 at 12:00 p.m.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Local Transportation Authority Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Board's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

**San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING**

January 18, 2018 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair De La Cruz, Director Velazquez, Director Boch, and Director Botelho

MEMBERS ABSENT:

Director Gillio

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner, Veronica Lezama; Transportation Planner, Regina Valentine; Secretary, Monica Gomez

CALL TO ORDER:

Chair De La Cruz called the meeting to order at 3:59 p.m.

A. CERTIFICATE OF POSTING

Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously acknowledged the Certificate of Posting. Vote: 4/0 motion passes.

B. ELECT LTA Chairperson for 2018

C. ELECT LTA Vice Chairperson for 2018

Upon a motion duly made by Director Boch, and seconded by Director Velazquez, the Directors elected Jaime De La Cruz as LTA's Chairperson for 2018 and Tony Boch as LTA's Vice Chairperson for 2018. Vote: 4/0 motion passes

D. PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated December 21, 2017 – Gomez
- 2. Receive** Specialized Transportation/Jovenes de Antaño September and November 2017 Monthly Service Report – Valentine
- 3. Receive** County Express/MV Transportation September and November 2017 Monthly Operations Report – Valentine
- 4. Senate Bill 1 State of Good Repair Program Funds for Transit** – Valentine
 - a. **ADOPT** Resolution 18-01 Authorizing the Execution of the Certifications and Assurance for the California State of Good Repair Program
 - b. **ASOPT** Resolution 18-02 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2017-18 California State of Good Repair Program Funds Totaling \$77,185

There was no public comment on the consent agenda.

Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously approved Items 1-4 from the Consent Agenda. Vote: 4/0 motion passes.

Upon a motion duly made by Director Velazquez, and seconded by Director Boch, the Directors unanimously adjourned the LTA meeting at 4:00 p.m. Vote: 4/0 motion passes.

ADJOURN TO LTA MEETING FEBRUARY 15, 2018.



Jovenes de Antaño
 Specialized Transportation Services
 Monthly Service Report - December 2017

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	399	273.50	3,613	\$ 191.25	20
Senior Lunch	588	111.00	955	\$ -	20
Medical/Shopping Assistance	92	110.00	1,059	\$ 113.75	19
Total	1,079	494.50	5,627	\$ 305.00	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	80	48.50	432	\$ -	5
Total	80	48.50	432	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	479	322.00	4,045	\$ 191.25	25
Senior Lunch	588	111.00	955	\$ -	20
Medical/Shopping Assistance	92	110.00	1,059	\$ 113.75	19
Total	1,159	543.00	6,059	\$ 305.00	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	2,686	1,853.00	25,704	\$ 1,947.50	149
Senior Lunch	4,189	714.25	6,003	\$ -	124
Medical/Shopping Assistance	577	639.50	6,001	\$ 701.75	99
Total	7,452	3,206.75	37,708	\$ 2,649.25	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
733	
62	5355
735	111397
736	98667
737	120217
738	85019
63	15805

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	92	526
Unduplicated Passengers	94	582
Turn Downs	0	0
No Shows	0	3
Cancellations		0
Employee Hours		0.00
Vehicles - Midday		
Vehicles - Peak		

NOTES



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - December 2017

OUT OF COUNTY

Week of	ONE WAY PASSENGERS							Total
	M	T	W	TH	F	S	S	
12/1/2017					17	16	33	
12/4-9/2017	23	15	24	19	18	16	115	
12/11-16/2017	21	21	19	23	24	18	126	
12/18-23/2017	25	19	18	19	16	16	113	
12/25-30/2017	4	16	20	21	21	14	92	
Total	69	71	81	82	96	80	479	

Week of	DONATIONS							Total
	M	T	W	TH	F	S	S	
12/1/2017							0	
12/4-9/2017					89.75		89.75	
12/11-16/2017					53.5		53.5	
12/18-23/2017				48			48	
12/25-30/2017							0	
Total	0	0	0	191	0	0	191.25	

Week of	REVENUE HOURS							Total
	M	T	W	TH	F	S	S	
12/1/2017					7	8	15	
12/4-9/2017	14.5	10.5	20.5	20	12.5	8	86	
12/11-16/2017	1.4	1.4	18.5	22.5	12	16	97	
12/18-23/2017	16	9.5	1.4	12	13	8.5	73	
12/25-30/2017		8	11.5	13	10.5	8	51	
Total	44.5	42	64.5	67.5	55	48.5	322	

Week of	REVENUE MILES							Total
	M	T	W	TH	F	S	S	
12/1/2017					64	60	124	
12/4-9/2017	197	65	335	336	191	67	1191	
12/11-16/2017	214	246	183	185	139	88	1055	
12/18-23/2017	212	108	193	144	213	100	970	
12/25-30/2017		81	130	252	125	117	705	
Total	623	500	841	917	732	432	4045	

SENIOR LUNCH

Week of	ONE WAY PASSENGERS							Total
	M	T	W	TH	F	S	S	
12/1/2017					32		32	
12/4-9/2017	32	38	31	31	34		166	
12/11-16/2017	30	28	26	26	28		138	
12/18-23/2017	36	33	32	32	33		166	
12/25-30/2017	14	27	23	22	22		86	
Total	98	113	116	112	149		588	

Week of	DONATIONS							Total
	M	T	W	TH	F	S	S	
12/1/2017							0	
12/4-9/2017							0	
12/11-16/2017							0	
12/18-23/2017							0	
12/25-30/2017							0	
Total	0	0	0	0	0	0	0	

Week of	REVENUE HOURS							Total
	M	T	W	TH	F	S	S	
12/1/2017					6		6	
12/4-9/2017	6	6	6	6	6		30	
12/11-16/2017	5.5	5	4.5	5	5		25	
12/18-23/2017	6	6	6	6	6		30	
12/25-30/2017		5.5	5	4.5	5		20	
Total	17.5	22.5	21.5	21.5	28		111	

Week of	REVENUE MILES							Total
	M	T	W	TH	F	S	S	
12/1/2017					41		41	
12/4-9/2017	42	51	44	45	40		222	
12/11-16/2017	63	61	54	54	55		287	
12/18-23/2017	50	45	46	45	43		229	
12/25-30/2017		12	60	57	47		176	
Total	155	169	204	201	226		955	

MEDICAL/SHOPPING ASSISTANCE

Week of	ONE WAY PASSENGERS							Total
	M	T	W	TH	F	S	S	
12/1/2017					8		8	
12/4-9/2017	6	4	6	8	4		28	
12/11-16/2017	6	4	6	6	4		26	
12/18-23/2017	2	6	2	8	4		22	
12/25-30/2017			4	2	2		8	
Total	14	14	18	24	22		92	

Week of	FARES							Total
	M	T	W	TH	F	S	S	
12/1/2017					10		10	
12/4-9/2017	6.25	5	7.5	10	5		33.75	
12/11-16/2017	7.5	5	7.5	7.5	5		32.5	
12/18-23/2017	2.5	7.5	2.5	10	5		27.5	
12/25-30/2017			5	2.5	2.5		10	
Total	16.3	17.5	22.5	30	27.5		113.75	

Week of	REVENUE HOURS							Total
	M	T	W	TH	F	S	S	
12/1/2017					6		6	
12/4-9/2017	5	5.5	7	6	5		28.5	
12/11-16/2017	8	7.5	6	7	6.5		35	
12/18-23/2017	2.5	7.5	4	7.5	3.5		25	
12/25-30/2017			6.5	6	3		15.5	
Total	15.5	20.5	23.5	26.5	24		110	

Week of	REVENUE MILES							Total
	M	T	W	TH	F	S	S	
12/1/2017					83		83	
12/4-9/2017	48	55	40	73	24		240	
12/11-16/2017	58	83	40	93	81		355	
12/18-23/2017	17	79	23	76	29		224	
12/25-30/2017			51	61	45		157	
Total	123	217	154	303	262		1059	

December 2017
San Benito County Express Monthly Operations Report
 Operated by MV transportation

Year to Year comparison

	2017	2016
Passengers Per Hour		
Dial a Ride/Paratransit	3.43	3.37
Fixed Route Service	4.45	4.24
Gavilan Service	6.88	5.69
Caltrain Service	3.66	3.41
Greyhound Service	3.81	3.11
Total Passengers	7,197	7,395
Total Revenue Hours	1709.59	1,896.83
Passengers per Hour	4.20	3.89
Lift Trips	117	154
No Shows	71	73
Cancellations	177	237

WEEKDAYS December 2017

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,277	16	261.75	2,943	\$ 595.67	\$ 312.57	\$ 52.25	20	\$ 11,983.96
Paratransit	1,284	47	510.96	7,954	\$ 1,787.04	\$ 937.73	\$ 156.75	20	\$ 23,393.79
Fixed Route	1,833	6	412.42	4,386	\$ 1,067.48	\$ 203.70	\$ 10.00	20	\$ 18,882.24
Gavilan	1,655	1	240.64	5,499	\$ 2,139.86	\$ 578.60	\$ 18.00	20	\$ 11,017.46
Caltrain	674	0	183.68	4,431	\$ 1,008.45	\$ 45.60	\$ -	20	\$ 8,409.61
Total	6,723	70	1,609.45	25,213	\$ 6,598.50	\$ 2,078.20	\$ 237.00		\$ 73,687.06

SATURDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	57	0	12.56	235	\$ 85.40	\$ 6.60	\$ -	5	\$ 575.05
Greyhound	140	0	32.98	957	\$ 243.69	\$ 12.70	\$ -	5	\$ 1,509.96
Total	197	0	45.54	1,192	\$ 329.09	\$ 19.30	\$ -		\$ 2,085.00

SUNDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	78	4	18.16	255	\$ 77.33	\$ 14.30	\$ -	5	\$ 831.44
Greyhound	125	0	36.44	977	\$ 163.71	\$ 9.00	\$ -	5	\$ 1,668.37
Total	203	4	54.60	1,232	\$ 241.04	\$ 23.30	\$ -		\$ 2,499.81

MONTH

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,412	20	292.47	3,433	\$ 758.40	\$ 333.47	\$ 52.25	30	\$ 13,390.45
Paratransit	1,284	47	510.96	7,954	\$ 1,787.04	\$ 937.73	\$ 156.75	20	\$ 23,393.79
Fixed Route	1,833	6	412.42	4,386	\$ 1,067.48	\$ 203.70	\$ 10.00	20	\$ 18,882.24
Gavilan	1,655	1	240.64	5,499	\$ 2,139.86	\$ 578.60	\$ 18.00	20	\$ 11,017.46
Caltrain	674	0	183.68	4,431	\$ 1,008.45	\$ 45.60	\$ -	20	\$ 8,409.61
Greyhound	265	0	69.42	1,934	\$ 407.40	\$ 21.70	\$ -	10	\$ 3,178.33
Total	7,123	74	1,709.59	27,637	\$ 7,168.63	\$ 2,120.80	\$ 237.00		\$ 78,271.87

FISCAL YEAR TO DATE

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	11,958	346	1,970.91	21,436	\$ 5,460.46	\$ 2,934.06	\$ 433.25	180	\$ 90,236.14
Paratransit	8,644	579	3,524.48	58,421	\$ 13,213.74	\$ 8,511.94	\$ 1,299.75	126	\$ 161,364.79
Fixed Route	13,900	121	2,683.67	30,059	\$ 7,953.88	\$ 1,534.60	\$ 125.00	125	\$ 122,869.15
Gavilan	14,310	1	1,578.48	35,698	\$ 16,618.09	\$ 4,899.20	\$ 238.00	126	\$ 72,269.13
Caltrain	5,256	3	1,157.36	28,199	\$ 7,846.34	\$ 510.70	\$ -	126	\$ 52,988.57
Greyhound	1,529	0	381.21	10,296	\$ 2,451.72	\$ 153.60	\$ -	54	\$ 17,453.32
Total	55,597	1,050	11,296.11	184,109	\$ 53,544.23	\$ 18,544.10	\$ 2,096.00		\$ 517,181.10

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	117	761
Turn Downs	0	0
No Shows	71	397
Cancellations	177	1,030
Employee Hours	2,350	15,047
Vehicles - Midday	7	
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 3 Gavilan Bikes = 31 Caltrain Bikes = 4 Fixed Route = 0

FIXED ROUTE PASSENGER CT

	Business	Clockwise	Counter	Sunnyslope	Southside	Fixed Subtotal
1-Dec	28	58	54	1	3	144
2-Dec						
3-Dec						
4-Dec	22	50	23	5	6	106
5-Dec	29	48	49	4	7	137
6-Dec	21	54	60	5	10	150
7-Dec	21	43	49	5	4	122
8-Dec	29	52	64	4	9	158
9-Dec						
10-Dec						
11-Dec	22	52	56	2	1	133
12-Dec	30	49	69	2	3	153
13-Dec	15	60	69	2	7	153
14-Dec	19	32	51	2	4	108
15-Dec	25	47	56	3	6	137
16-Dec						
17-Dec						
18-Dec	16	22	0	0	0	38
19-Dec	13	15	0	0	0	28
20-Dec	17	20	0	0	0	37
21-Dec	18	23	0	0	0	41
22-Dec	15	30	0	0	0	45
23-Dec						
24-Dec						
25-Dec						
26-Dec						
28-Dec	14	27	0	0	0	41
27-Dec	22	14	0	0	0	36
28-Dec	22	9	0	0	0	31
29-Dec	16	25	0	0	0	41
30-Dec						
31-Dec						
TOTALS	414	730	600	35	60	1839
DAILY AVERAG E	21	37	30	2	3	92

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: February 15, 2018
Subject: **Second Quarter Budget Report**

Recommendation:

RECEIVE Local Transportation Authority FY 2017-18 Second Quarter Budget Report

Summary:

The Local Transportation Authority's expenditures for the second quarter for 2017-18 were under budget. The Second Quarter Budget Report shows that expenditures were at 43.56% and revenues were at 5.05%.

Financial Considerations:

During the Second quarter, total expenditures for LTA were \$779,131 or 43.56% of the budget. Revenues received were at 5.05% of the budget. No Budget Adjustment/Transfers are required for the second quarter.

Background:

Staff has prepared the attached budget report for the Board to review. After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. Once the Trial Balances are reviewed, a budget report is prepared and analyzed by staff for budget adjustments/transfers if needed to reflect actual revenues and expenditures

The FY 2017-18 Second Quarter Budget Report, ending December 31, 2017, summarizes the quarterly expenditures and revenues. This report has the actual revenues and expenditures for the second quarter of fiscal year 2017-18. The Local Transportation Authority as a whole was under budget.

This Budget Report also includes the Public Transportation, Modernization, Improvement and Safety Enhancement Account (PTMISEA). The procurement of transit buses occurred during this quarter.

The Second Quarter Report of Local Transportation Authority shows expenditures for Services and Supplies as a whole is slightly over the 50% projection for the quarter. Some individual line items are over due to yearly allocations and one-time costs.

Revenues are low at 5.05% due to the fact that Transportation Development Act Funds are allocated at the end of the fiscal year.

Staff Analysis:

Staff made budget adjustments as authorized in the Purchasing/Budget policy. At this time Budget Adjustment/Transfers are not required for the Local Transportation Authority.

Staff recommends that the Board receive the FY 2017/18 Second Quarter Budget Report.

Executive Director Review: _____

Counsel Review: N/A

Attachments: 1. Local Transportation Authority FY 2017/18 Second Quarter Budget Report

**Local Transportation Authority
Second Quarter Budget Report
FY 2017/18**

FISCAL SUMMARY	Budgeted FY 17/18	Expenses 12/31/2017	Balance FY 17/18	Projected % 50%	Actual %
EXPENDITURES					
Salaries & Benefits	249,512	113,195	136,317	50%	45.37%
Services & Supplies	227,695	121,443	106,252	50%	53.34%
Contracts	1,308,192	542,805	765,387	50%	41.49%
Capital	-	-	-	50%	
Other	3,378	1,689	1,689	50%	50.00%
TOTAL EXPENDITURES	\$1,788,777	779,131	\$1,009,646	50%	43.56%
REVENUES					
Revenues	1,788,777	90,415	1,698,362	50%	5.05%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$1,788,777	\$90,415	\$1,698,362	50%	5.05%
TOTAL FUND BALANCE	\$0	(\$688,717)			
	Equip. Trf		\$0		
			(\$688,717)		

**Local Transportation Authority
Second Quarter Budget Report
FY 2017/18**

REVENUE & EXPENDITURES

REVENUES Category	Budgeted FY 17/18	Revenues 12/31/2017	Balance FY 17/18	Projected % 50%	Actual %
570.001 Other Sales (Ad Space)	-	-	-	50%	
551.113 Mis (FTA 5311 Operating Assistance)	298,186	-	298,186	50%	0.00%
551.113 FTA 5310	-	-	-	50%	
551.113 FTA 5304 (SRTP & LRTP)	-	-	-	50%	
570.001 Sales of fixed assets	3,000	-	3,000	50%	0.00%
551.113 FTA 5304 (IT Tech for Safety & Eff)	-	-	-	50%	
551.113 FTA 5304 (Bus Stop Imp Plan)	-	-	-	50%	
576.012 Transfer from Trust STA<F	1,292,608	-	1,292,608	50%	0.00%
590.001 Transfer from PTMISEA	-	-	-	50%	
551.401 LCTOP-Inter curty service exp	24,983	12,276	12,707	50%	49.14%
541.001 Interest	-	-	-	50%	
562.803 County Express Fares	170,000	78,139	91,861	50%	45.96%
TOTAL	1,788,777	90,415	1,698,362	50%	5.05%

EXPENDITURES Category	Budgeted FY 17/18	Expenses 12/31/2017	Balance FY 17/18	Projected % 50%	Actual %
Personnel		0			
610.101 Salaries	249,512	113,195	136,317	50%	45.37%
610.101 BS IT	-	-	-		
610.101 Bus Stop Imp.	-	-	-		
Total	249,512	113,195	136,317	50%	45.37%
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	50%	
619.130 Clothing and Safety	1,400	678	722	50%	48.42%
619.132 Communications	1,020	510	510	50%	50.03%
619.138 Computer Maintenance	3,700	3,225	475	50%	87.16%
619.140 Computer Supplies	-	-	-		
619.141 Computer Software	200	-	200		0.00%
645.701 General Insurance	4,045	4,045	(0)	50%	100.00%
619.152 Maintenance of Equipment	60,000	39,441	20,559	50%	65.73%
619.154 Maintenance of Equip - Oil and Gas	140,000	70,430	69,570	50%	50.31%
619.158 Maint of Structures and Grounds	500	79	421	50%	15.80%
619.280 Marketing	520	243	277	50%	46.73%
619.166 Membership Dues	560	560	-	50%	100.00% Cal Act
619.176 Special Project Supplies	600	434	166	50%	72.36%
619.174 Supplies	450	46	404	50%	10.30%
619.172 Postage and Delivery	25	-	25	50%	0.00%
619.210 Professional Service - Legal	5,000	564	4,436	50%	11.28%
619.222 Professional Services - Other Consultant	-	-	-		
619.180 Public and Legal Notices	265	17	248	50%	6.32%
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.188 Rent Space	-	-	-		
619.190 Small Tools	250	-	250	50%	0.00%
619.268 Special Dept Expense -	-	-	-	50%	
619.196 Travel Lodging	300	-	300	50%	0.00%
619.198 Travel Meals	150	12	138	50%	7.73%
619.194 Training	1,400	1,095	305	50%	78.21%
619.200 Travel Transportation	150	65	85	50%	43.01%
619.306 Utilities	7,160	-	7,160		0.00%
Total	227,695	121,443	106,252	50%	53.34%
Contracts					
619.250 Special Dept Exp (SRTP & LRTP)	-	-	-	50%	
619.250 Special Dept Expense - Contracts	1,308,192	542,805	765,387	50%	41.49%
Total	1,308,192	542,805	765,387	50%	41.49%
Capital					
650.302 Equipment other than Computer	-	-	-	50%	
650.301 Automobiles, Trucks, Vans	-	-	-	50%	
650.312 Depreciation Exp	-	-	-	0%	
Total	-	-	-	50%	
Other					
640.320 OPEB	3,378	1,689	1,689	25%	50.00%
640.513 Operating Transfers	-	-	-		
Total	3,378	1,689	1,689		50.00%
TOTAL	1,788,777	779,131	1,009,646	50%	43.56%

JE #	BUDGET ADJUSTMENTS	
17-18-02	Computer Maint	\$3,500
	Marketing	\$320
	Membership dues	\$40
	Special Proj. supplies	\$300
	Training	\$1,000
	Insurance	(\$320)
	Utilities	(\$4,840)

**PTMISEA ARRA Second Quarter Budget Report
FY 2017/18**

FISCAL SUMMARY	Budgeted FY 17/18	Expenses 12/31/2017	Balance FY 17/18	Projected % 50%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-		
Services & Supplies	1,445,315	211	1,445,104	100%	0.00%
Contracts	-	-	-		
Capital				50%	0.00%
Other				50%	
TOTAL EXPENDITURES	\$1,445,315	\$211	\$1,445,104	50%	0.01%
<u>REVENUES</u>					
Revenues	1,727,169	622,180	1,104,989	50%	36%
Operating Transfers	-		-		
TOTAL REVENUE	\$1,727,169	\$622,180	\$1,104,989	50%	36%
TOTAL FUND BALANCE	\$281,854	\$621,969			

**PTMISEA ARRA Second Quarter Budget Report
FY 2017/18**

REVENUE & EXPENDITURES

REVENUES Category	Budgeted FY 17/18	Revenues 12/31/2017	Balance FY 17/18	Projected % 50%	Actual %
541.001 Interest Revenue	-	-	-	50%	0.00%
551.401 PTMISEA	1,055,315	-	1,055,315	50%	
551.401 Misc (LCTOP	-	-	-	50%	
Fund Balance Carry over	587,773	622,180	(34,407)	50%	0%
551.401 CTSGP - CTAF (State)	84,081	-	84,081	50%	0%
551.401 RSTP (Bus Shelters)	-	-	-	50%	0%
TOTAL	1,727,169	622,180	1,104,989	50%	36%

EXPENDITURES Category	Budgeted FY 17/18	Expenses 12/31/2017	Balance FY 17/18	Projected % 50%	Actual %
Personnel					
610.101 Salaries	-	-	-		
610.101 ARRA (Bus Shelters)	-	0	-	50%	
610.101 PTMISEA Brochures	-	-	-		0.00%
610.101 Cal-EMA (Farebox)	-	-	-		0.00%
Total				50%	0.00%
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-		
619.132 Communications	-	-	-		
619.138 Computer Maintenance	-	-	-		
619.140 Computer Supplies	-	-	-		
645.701 General Insurance	-	-	-		
619.152 Maintenance of Equipment	-	-	-		
619.154 Maintenance of Equip- Oil and Gas	-	-	-		
619.158 Maintenance of Structures & Grounds	-	-	-		
619.280 Marketing	-	-	-		
619.166 Membership Dues	-	-	-		
619.168 Office Furniture under \$700	-	-	-		
619.170 Office Equipment under \$300	-	-	-		
619.176 Special Project Supplies - Printing	-	-	-		
619.174 Supplies	-	-	-		0.00%
619.172 Postage and Delivery	-	-	-		
619.210 Legal	-	-	-		
619.222 Other Consultants	-	-	-		
619.180 Public and Legal Notices	-	-	-		
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.188 Rent Space	-	-	-		
619.190 Small Tools	-	-	-		
619.268 Special Dept Expense -	1,445,315	211	1,445,104	50%	0.00%
619.196 Travel Lodging	-	-	-		
619.198 Travel Meals	-	-	-	50%	
619.194 Training	-	-	-		
619.200 Travel Transportation	-	-	-		
619.306 Utilities	-	-	-		
Total	1,445,315	211	1,445,104	50%	
Contracts					
623601 Special Dept Expense - Contracts	-	-	-		
Total					
Capital					
650304 Furniture & Fixtures(Bus Stop Shelters)	-	-	-	50%	
650302 Equipment other than Computer	-	-	-	50%	
650303 Computer Hardware	-	-	-	50%	
650301 Automobiles, Trucks, Vans	-	-	-		
Total					
Other					
640513 Operating Transfers	-	-	-		
690000 Interfund Trf	-	-	-	50%	
TOTAL	1,445,315	211	1,445,104	50%	0.01%

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: February 15, 2018
Subject: Transportation Solutions for H.O.M.E. Resource Center Job Training

Recommendation:

RECEIVE Report on Potential Transportation Solutions for H.O.M.E. Resource Center Participants to Job Training.

Summary:

In response to a request from the Board, staff has conducted preliminary research on potential transportation solutions for H.O.M.E. Resource Center participants to job training at Goodwill Industries in San Jose.

Financial Considerations:

The financial impact at this time is unknown.

Background:

On December 1, 2017, the San Benito County Health and Human Services Agency, in partnership with the City of Hollister, opened the H.O.M.E. (Housing Opportunity Meals Empowerment) Resource Center in Hollister. Services available at the H.O.M.E. Resource Center include overnight stays, assistance to find employment, and making connections with other social service agencies as needed.

In an effort to assist participants to transition from homelessness to employment and permanent housing, H.O.M.E. Resource Center is looking to possibly partner with Goodwill Industries in San Jose. Through the partnership, clients will be able to gain work experience and job training at Goodwill Industries. Because of the distance between the H.O.M.E. Resource Center and Goodwill Industries in San Jose, staff was directed by the Board to look into possible transportation solutions for the potential program.

Staff Analysis:

To most effectively determine transportation solutions for participants of the partnership between H.O.M.E. Resource Center and Goodwill Industries, details such as job training locations and schedules would need to be established. Even though at this time such logistics have yet to be determined, staff completed preliminary research which includes three potential transportation solutions: the use of existing public transit service, establishing a vanpool, or creating a new social

service transportation program. Below is a quick overview of these three transportation solutions, as well as, initial items for consideration:

- *Use of Existing Public Transit Service* – For this transportation solution, participants could use County Express Intercounty service to make connections at the Caltrain Station in Gilroy with VTA. The practicality of this solution would depend upon work schedules and the proximity of a VTA stop to the job training locations. County Express' earliest Intercounty trip arrives at the Caltrain Station at 5:50 a.m. while the latest leaves the Caltrain Station at 8:00 p.m. Participants would need to provide fares when riding both the County Express and VTA services.
- *Establishing a Vanpool* – Assuming a clear medical and driving record of a participant, this potential transportation solution is to establish a vanpool. A vanpool can accommodate up to 13 passengers and allows for flexibility in case of multiple job training locations and varying work schedules. Under the established vanpool program, San Benito Rideshare provides the maintenance and insurance for the vehicle, while riders pay a \$450 per month leasing fee. At this time, a van would need to be purchased to provide this transportation solution as all of the San Benito Rideshare vans are currently leased.
- *Create a New Social Service Transportation Program* – Because a transportation service traveling between the H.O.M.E. Resource Center and Goodwill Industries in San Jose would be specifically for program participants and not open to the general public, LTA would be required to establish of a new social service transportation program as directed by the Board. LTA is permitted to establish of a new social service transportation program as the designated Consolidated Transportation Services Agency for San Benito County. In order to provide the service, LTA would need to review the current transportation service levels for County Express and Specialized Transportation with fleet availability to determine if a dedicated vehicle would be required. Additionally, an amendment to the contracts with either MV Transportation or Jovenes de Antaño would be needed as this new social service transportation program is outside the current Scopes of Work.

Next Steps

The H.O.M.E. Resource Center is in the process of establishing the partnership with Goodwill Industries to provide work experience and job training for its clients. As details are determined, staff will continue to evaluate the three potential transportation solutions, as well as any others that may arise, and will report back to the Board to seek further direction.

Executive Director Review: _____

Counsel Review: N/A