

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, September 18, 2014  
3:00 P.M.

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

**DIRECTORS:** Chair Victor Gomez, Tony Boch, Anthony Botelho,  
Jerry Muenzer and Ignacio Velazquez  
Alternates: San Benito County: Jaime De La Cruz;  
San Juan Bautista: Andy Moore

*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 August 21, 2014 – Gomez
2. **RECEIVE** Operations Performance Report for the 3<sup>rd</sup> Quarter of Fiscal Year 2013/2014 – LiOwen
3. **ADOPT** LTA Resolution 2014-02 Certifying the San Benito County Local Transportation Authority's Revised Title VI Program – LiOwen
4. **RECEIVE** Local Transportation Authority FY 2013-14 Fourth Quarter Budget Report and **APPROVE** Budget Transfers for Year end June 30, 2014 – Postigo

**Adjourn to LTA Meeting on Thursday, October 16, 2014. Agenda deadline is October 7, 2014 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**

**August 21, 2014 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair Gomez, Director Boch, Director Botelho, Director Muenzer, and Director Valdivia

**STAFF PRESENT:**

Deputy County Counsel, Shirley Murphy; Interim Executive Director, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Secretary, Monica Gomez

**CALL TO ORDER:**

Chair Gomez called the meeting to order at 4:32 p.m.

**A. CERTIFICATE OF POSTING**

*Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting.*

**B. PUBLIC COMMENT:** None

**CONSENT AGENDA:**

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated July 17, 2014 – Gomez
- 2. Approve** LTA Transaction Report (Financial Claims) dated June 30<sup>th</sup> through July 31, 2014 – Postigo

There was no discussion or public comment on the Consent Agenda.

*Upon a motion duly made by Director Muenzer, and seconded by Director Boch, the Directors approved Items 1 and 2 from the Consent Agenda, with an abstention on Item 1 from Director Valdivia*

*Vote: 4/0/1 motion passes*

*Upon a motion duly made by Director Botelho, and seconded by Director Valdivia, the Directors unanimously adjourned the LTA meeting at 4:33 p.m. Vote: 5/0 motion passes.*

**ADJOURN TO LTA MEETING SEPTEMBER 18, 2014.**

## Staff Report

To: Local Transportation Authority  
From: Betty LiOwen, Transportation Planner Telephone: (831) 637-7665  
Date: September 18, 2014  
Subject: Quarterly Operations Performance Report

### Recommendation:

RECEIVE Operations Performance Report for the 3<sup>rd</sup> Quarter of Fiscal Year 2013/2014.

### Summary:

The Operations Performance Report analyzes all public transportation services that the Local Transportation Authority administers and operates for San Benito County. The Authority contracts with MV Transportation, Inc. for public transit operations (County Express) and Jovenes de Antaño for specialized transportation.

### Financial Considerations:

The Authority provides fuel and vehicle maintenance for County Express operations and vehicle maintenance for specialized transportation operations. The table below shows operations costs and the percentage of the approved budget.

	Expended for 3 <sup>rd</sup> Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$47,900.51	\$151,201.65	81.73%
Other Materials and Supplies	\$18,501.35	\$ 40,124.28	44.68%
Maintenance Labor	\$ 82,237.88	\$ 136,135.22	86.57%
Contracted Services	\$ 277,787.08	\$ 823,321.53	76.25%
Operators Salaries and Wages	\$ 69,716.41	\$ 129,675.46	74.63%

### Background:

The Operations Performance Report typically compares a single quarter in the current and previous fiscal year. The report contains system-wide, individual service, and fiscal year-to-date information for the current and previous fiscal year.

**Staff Analysis:**

During the 3<sup>rd</sup> Quarter of Fiscal Year 2013/2014, operational costs increased due the retirement of a long-time mechanic. This resulted in an unanticipated one-time payout of vacation and sick benefits reducing the farebox recovery to 12.25% for County Express and 2.06% for Specialized Transportation.

More details on operations and performance are included in the Report (Attachment).

Executive Director Review: \_\_\_\_\_

Counsel Review:   N/A  

Attachment: County Express and Specialized Transportation Operations Performance Report

# COUNTY EXPRESS AND SPECIALIZED TRANSPORTATION OPERATIONS PERFORMANCE REPORT

Fiscal Year 2013/2014

Third Quarter Report  
January 2014 – March 2014

San Benito County  
Local Transportation Authority  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023  
831.637.7665  
[www.SanBenitoCountyExpress.org](http://www.SanBenitoCountyExpress.org)

September 2014

# Transit and Specialized Transportation Operations Performance Report

Fiscal Year 2013/2014 – Third Quarter

## Table of Contents

<b>Executive Summary .....</b>	<b>1</b>
County Express .....	1
Specialized Transportation .....	1
Financial Impact.....	1
Advertising Revenue .....	1
 <b>Notable Events of Fiscal Year 2013-2014 .....</b>	 <b>2</b>
 <b>Performance Indicators .....</b>	 <b>4</b>
County Express .....	4
Specialized Transportation .....	8
 <b>Report Cards .....</b>	 <b>12</b>
County Express .....	12
Specialized Transportation .....	13
 <b>Glossary.....</b>	 <b>14</b>

## Executive Summary

### County Express

During the 3<sup>rd</sup> quarter of Fiscal Year 2013/2014, County Express experienced slight decreases in ridership and productivity. Operational costs totaled \$367,074.16, an increase of 13.16%. The increase was primarily the result of a one-time retirement payout of a long-time mechanic.

### Specialized Transportation

During the same time period, Specialized Transportation experienced increase in ridership and operational costs. Operational costs totaled \$91,504.64, an increase of 20.02%. The increase was primarily the result of a one-time retirement payout of a long-time mechanic.

### Financial Impact

Table 1 shows a breakdown of the operational expenses and percent expended of the approved budget.

	Expended for 3 <sup>rd</sup> Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$47,900.51	\$151,201.65	81.73%
Other Materials and Supplies	\$18,501.35	\$ 40,124.28	44.68%
Maintenance Labor	\$ 82,237.88	\$ 136,135.22	86.57%
Contracted Services	\$ 277,787.08	\$ 823,321.53	76.25%
Operators Salaries and Wages	\$ 69,716.41	\$ 129,675.46	74.63%

*Table 1: Operational Costs*

In February 2014, a long-time mechanic retired suddenly while on a medical leave of absence. Upon an employee's retirement, the agency is responsible paying the employee accrued sick and vacation time. As a result, the maintenance salaries were the primary reason for the 126.82% increase in operational expenses compared to the previous 3<sup>rd</sup> quarter.

### Advertising Revenue

The San Benito County Local Transportation Authority received advertising revenue for the use of its bus stop shelter ad space at the Hazel Hawkins Memorial Hospital, Mabie Northside Skilled Nursing Facility and at the 4<sup>th</sup> and San Benito Street. The advertising revenue was \$6,262.50.



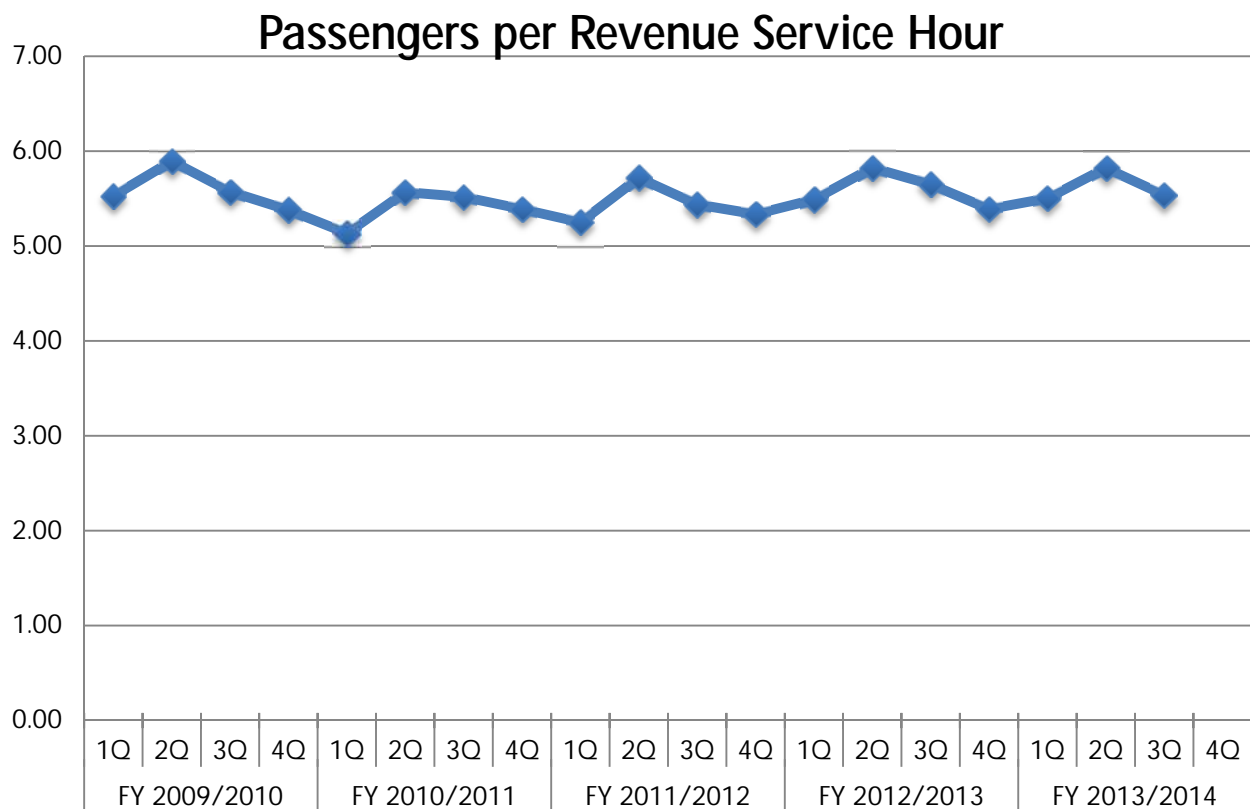
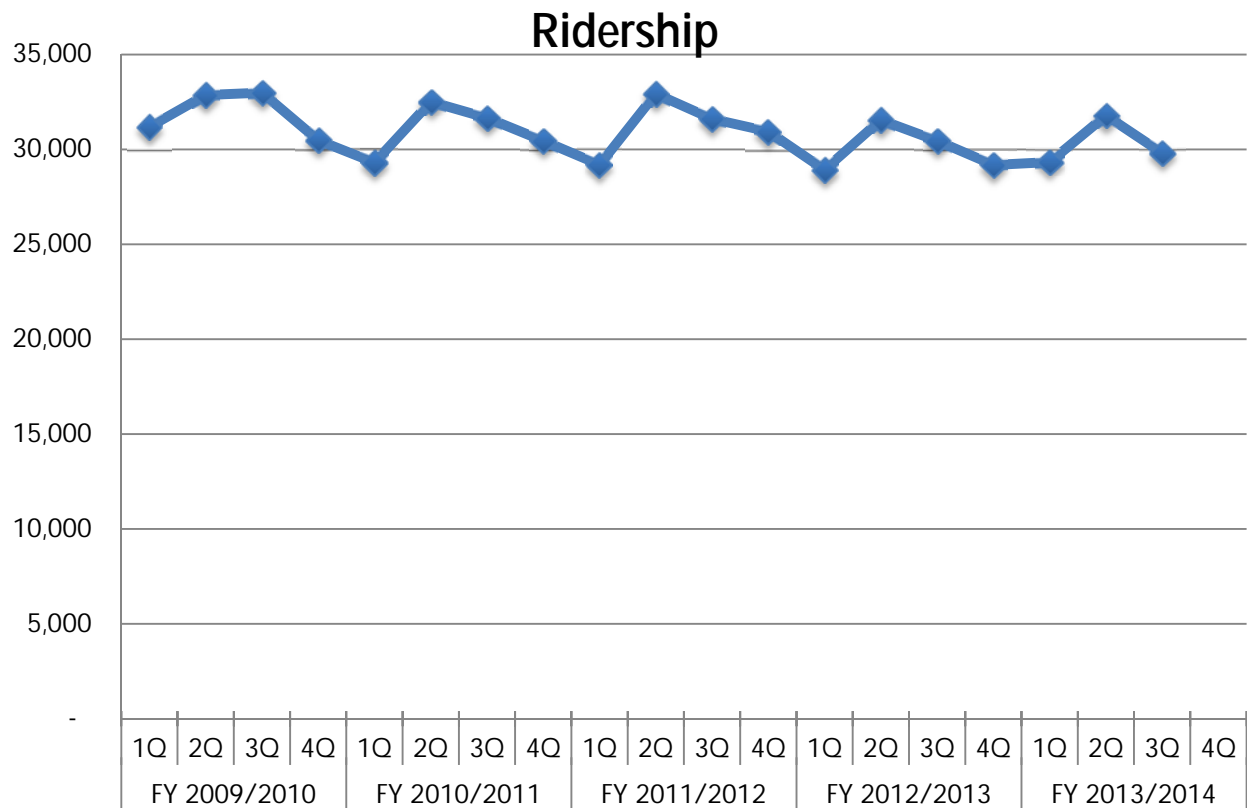
## Notable Events of Fiscal Year 2013-2014

Date	Event
June 19, 2014	Authorized shuttle service to the San Benito County Fair on October 3 – 5, 2014
June 16 – August 15, 2014	Began operating limited Fixed Route Summer Schedule
June 14 – 15, 2014	Provided shuttle service to Hollister Air Show and Father's Day Car Show
May 27 – August 22, 2014	Operated Intercounty Gavilan Summer Schedule
May 26, 2014	No services in observance of Memorial Day
March 31 – April 4, 2014	Operated limited Fixed Route service during Spring Break
February 2014	California Average: \$3.33 per regular unleaded gallon according to Gasbuddy.com at the end of February
February 17 – 25, 2014	Operated limited Fixed Route schedule
February 14 – 17, 2014	Operated limited Intercounty Gavilan Schedule in observance of President's Day
February 5 – 14, 2014	Conducted onboard and online passenger survey
February 3, 2014	Caltrans Transit Transportation Planning Grants Due
January 2014	California Average: \$3.61 per regular unleaded gallon according to Gasbuddy.com at the end of January
January 27, 2014	Began operating Spring Intercounty Gavilan Schedule
January 20, 2014	Operated limited Intercounty Gavilan Schedule in observance of Martin Luther King Jr. Day
January 6, 2014	Resumed regular Fixed Route Service
December 2013	California Average: \$3.58 per regular unleaded gallon according to Gasbuddy.com at the end of December
December 23 – January 3, 2014	Operated limited winter service schedule for Intercounty Gavilan and Fixed Route
November 2013	California Average: \$3.58 per regular unleaded gallon according to Gasbuddy.com at the end of November

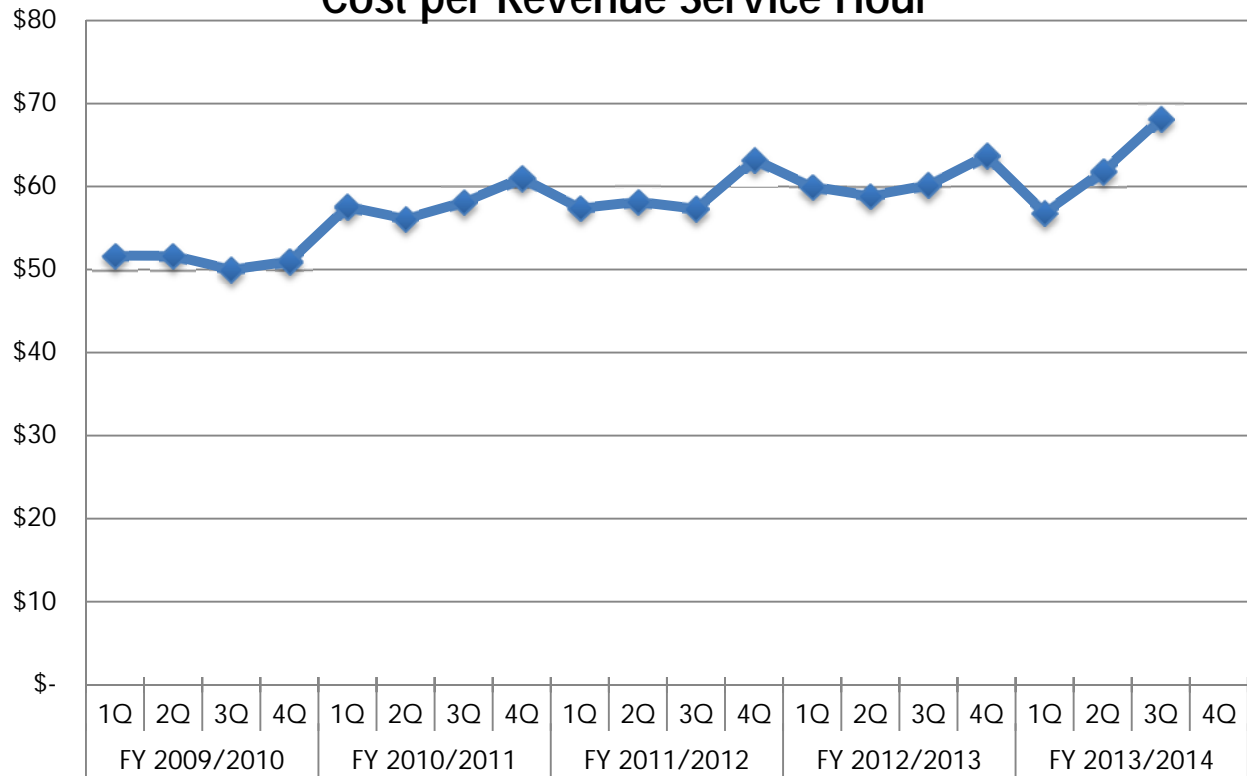
Date	Event
November 20 – 21, 2013	Short Range and Long Range Transit Plan Public and Board Meeting Workshops
November 12 – 29, 2013	Operated limited Thanksgiving service schedule for Fixed Route and Intercounty Gavilan
November 11, 2013	Operated limited Intercounty Gavilan Schedule in observance of Veteran's Day
October 2013	California Average: \$3.78 per regular unleaded gallon according to Gasbuddy.com at the end of October
October 7, 2013	New Fixed Route and Intercounty Schedules Kick-off Meeting for Short Range and Long Range Transit Plan Development
October 4 – 6, 2013	Provided free shuttle service to San Benito County Fair
September 2013	California Average: \$3.92 per regular unleaded gallon according to Gasbuddy.com at the end of September
August 2013	California Average: \$3.86 per regular unleaded gallon according to Gasbuddy.com at the end of August
August 26, 2013	Began operating Fall Intercounty Gavilan Schedule
August 19, 2013	Began operating regular Fixed Route Schedule
July 2013	California Average: \$3.99 per regular unleaded gallon according to Gasbuddy.com at the end of July

## Performance Indicators

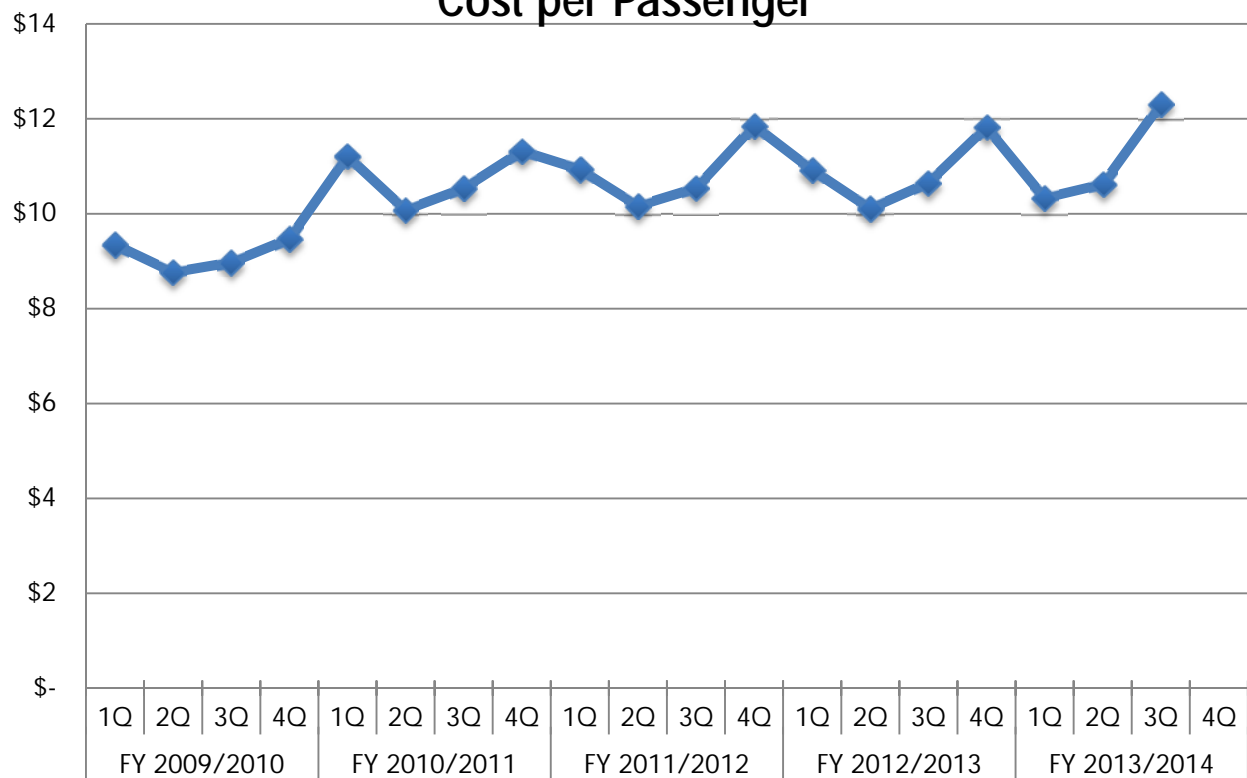
County Express		FY 12/13 3rd Quarter	FY 13/14 3rd Quarter	% Change
Ridership	Fixed Route	7,560	7,654	1.24%
	Dial-A-Ride	3,511	3,411	-2.85%
	Paratransit	8,454	7,388	-12.61%
	Intercounty	10,931	11,357	3.90%
	System-Wide	30,456	29,810	-2.12%
Revenue Service Hours	Fixed Route	1,371.85	1,423.85	3.79%
	Dial-A-Ride	1,017.00	966.24	-4.99%
	Paratransit	1,737.52	1,665.85	-4.12%
	Intercounty	1,264.89	1,326.61	4.88%
	System-Wide	5,391.26	5,382.55	-0.16%
Passengers Per Revenue Hour	Fixed Route	5.51	5.38	-2.45%
	Dial-A-Ride	3.45	3.53	2.26%
	Paratransit	4.87	4.43	-8.85%
	Intercounty	8.64	8.56	-0.94%
	System-Wide	5.65	5.54	-1.96%
Cost Per Revenue Hour	Fixed Route	\$60.17	\$68.18	13.31%
	Dial-A-Ride	\$60.17	\$68.18	13.31%
	Paratransit	\$60.17	\$68.19	13.33%
	Intercounty	\$60.17	\$68.23	13.40%
	System-Wide	\$60.17	\$68.20	13.35%
Cost Per Passenger	Fixed Route	\$10.92	\$12.68	16.12%
	Dial-A-Ride	\$17.43	\$19.31	10.79%
	Paratransit	\$12.37	\$15.38	24.33%
	Intercounty	\$6.96	\$7.97	14.51%
	System-Wide	\$10.65	\$12.31	15.59%
Operations Costs	Fuel	\$49,769.69	\$47,900.51	-3.76%
	Other Materials and Supplies	\$13,449.96	\$15,802.43	17.49%
	Maintenance	\$27,193.26	\$61,678.41	126.82%
	Purchased Transportation	\$210,440.97	\$217,578.82	3.39%
	Operators Salaries and Wages	\$23,536.08	\$24,113.99	2.46%
Farebox Recovery	Fixed Route	9.88%	8.51%	-13.87%
	Dial-A-Ride	8.67%	8.23%	-5.07%
	Paratransit	12.53%	10.67%	-14.84%
	Intercounty	22.49%	21.18%	-5.82%
	System-Wide	13.46%	12.25%	-8.99%



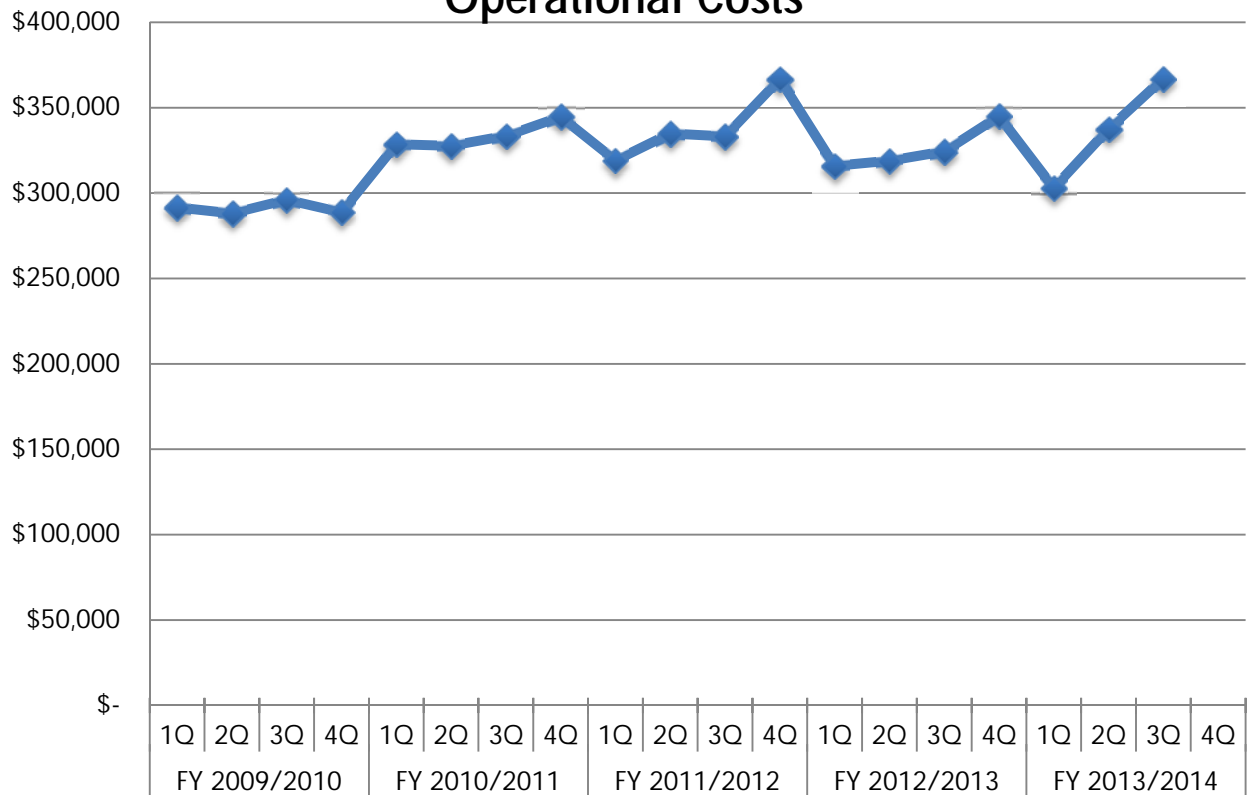
## Cost per Revenue Service Hour



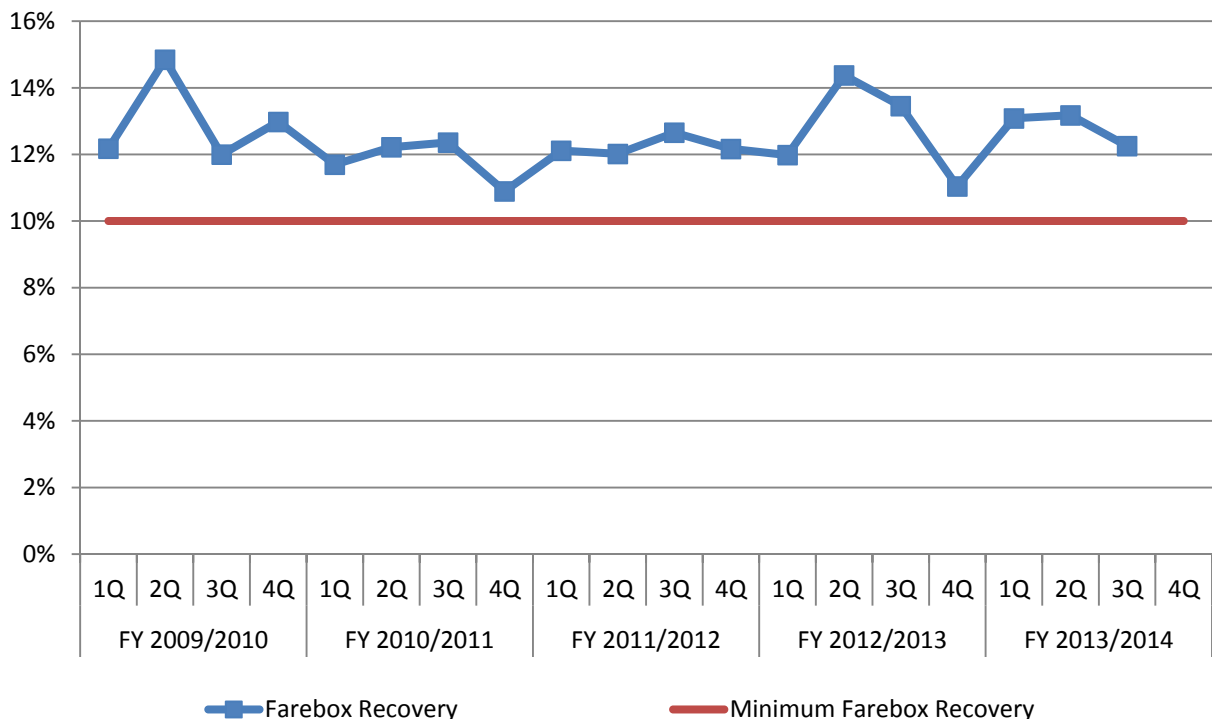
## Cost per Passenger



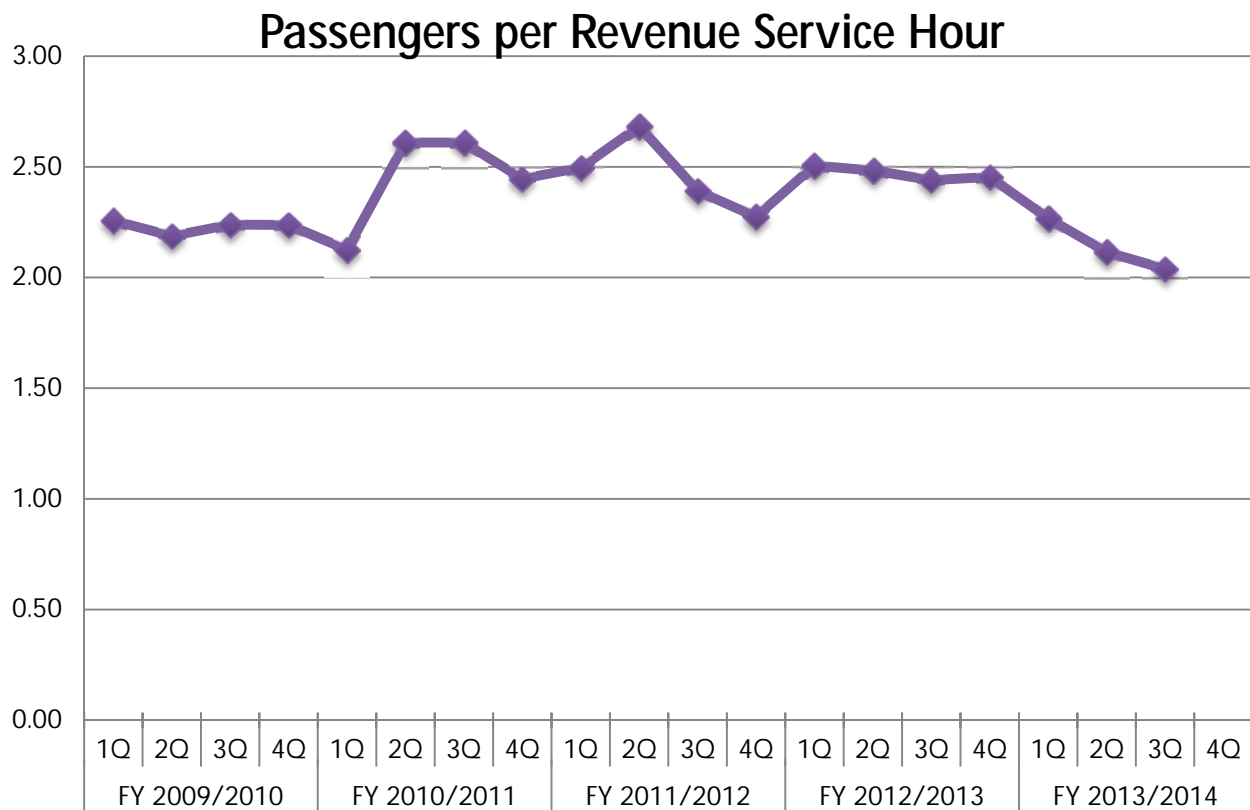
## Operational Costs



## Farebox Recovery

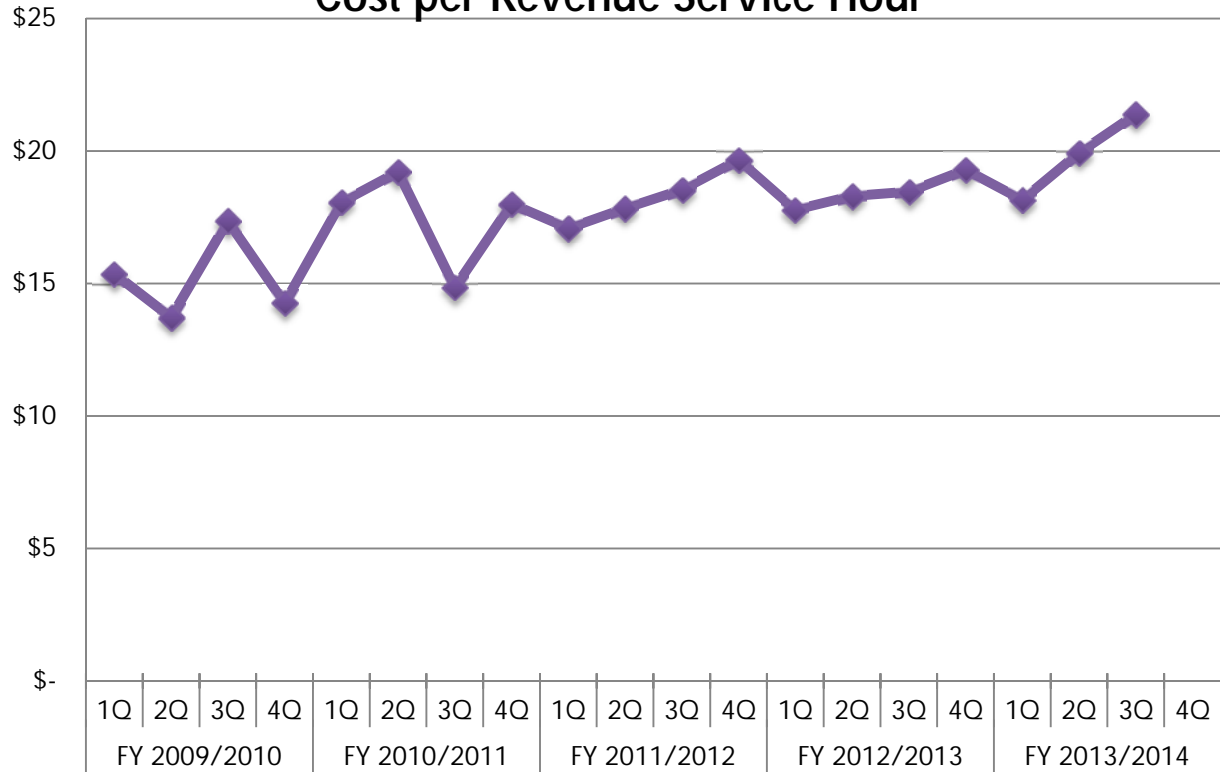


Specialized Transportation		FY 12/13 3rd Quarter	FY 13/14 3rd Quarter	% Change
Ridership	OOCMT	1,644	2,042	24.21%
	Senior Lunch	2,130	1,924	-9.67%
	MSAP	355	312	-12.11%
	System-Wide	4,129	4,278	3.61%
Revenue Service Hours	OOCMT	989.50	1,403.08	41.80%
	Senior Lunch	342.50	347.00	1.31%
	MSAP	360.50	348.50	-3.33%
	System-Wide	1,692.50	2,098.58	23.99%
Passengers Per Revenue Hour	OOCMT	1.66	1.46	-12.40%
	Senior Lunch	6.22	5.54	-10.84%
	MSAP	0.98	0.90	-9.09%
	System-Wide	2.44	2.04	-16.44%
Cost Per Revenue Hour	OOCMT	\$45.03	\$43.61	-3.15%
	Senior Lunch	\$45.03	\$43.59	-3.20%
	MSAP	\$45.80	\$48.70	6.33%
	System-Wide	\$45.05	\$43.60	-3.22%
Cost Per Passenger	OOCMT	\$27.11	\$29.96	10.51%
	Senior Lunch	\$7.24	\$7.86	8.56%
	MSAP	\$45.80	\$48.70	6.33%
	System-Wide	\$18.47	\$21.39	15.81%
Operations Costs	Other Materials and Supplies	\$3,870.86	\$2,698.91	-30.28%
	Maintenance Labor	\$9,064.42	\$20,559.47	126.82%
	Contracted Services	\$55,463.23	\$60,208.26	8.56%
	Operator Salaries and Wages	\$7,845.36	\$8,038.00	2.46%
Farebox Recovery	OOCMT	4.36%	2.66%	-38.99%
	MSAP	2.58%	1.70%	-34.11%
	System-Wide	3.10%	2.06%	-33.55%

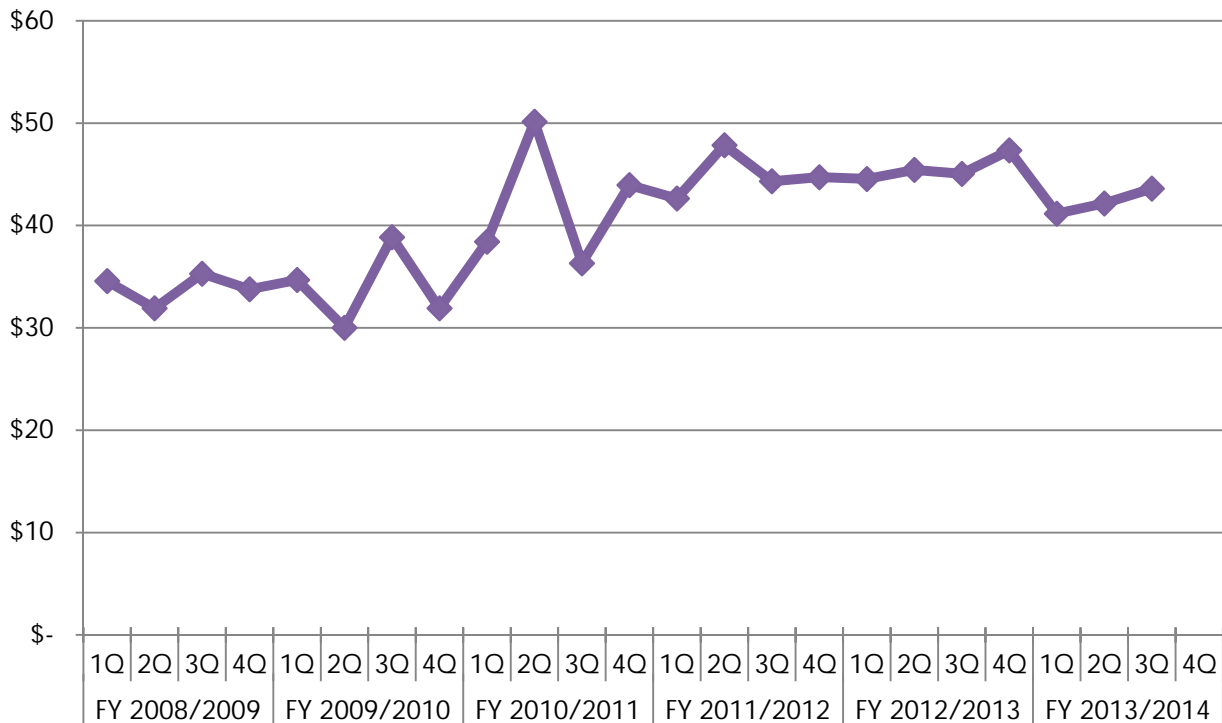




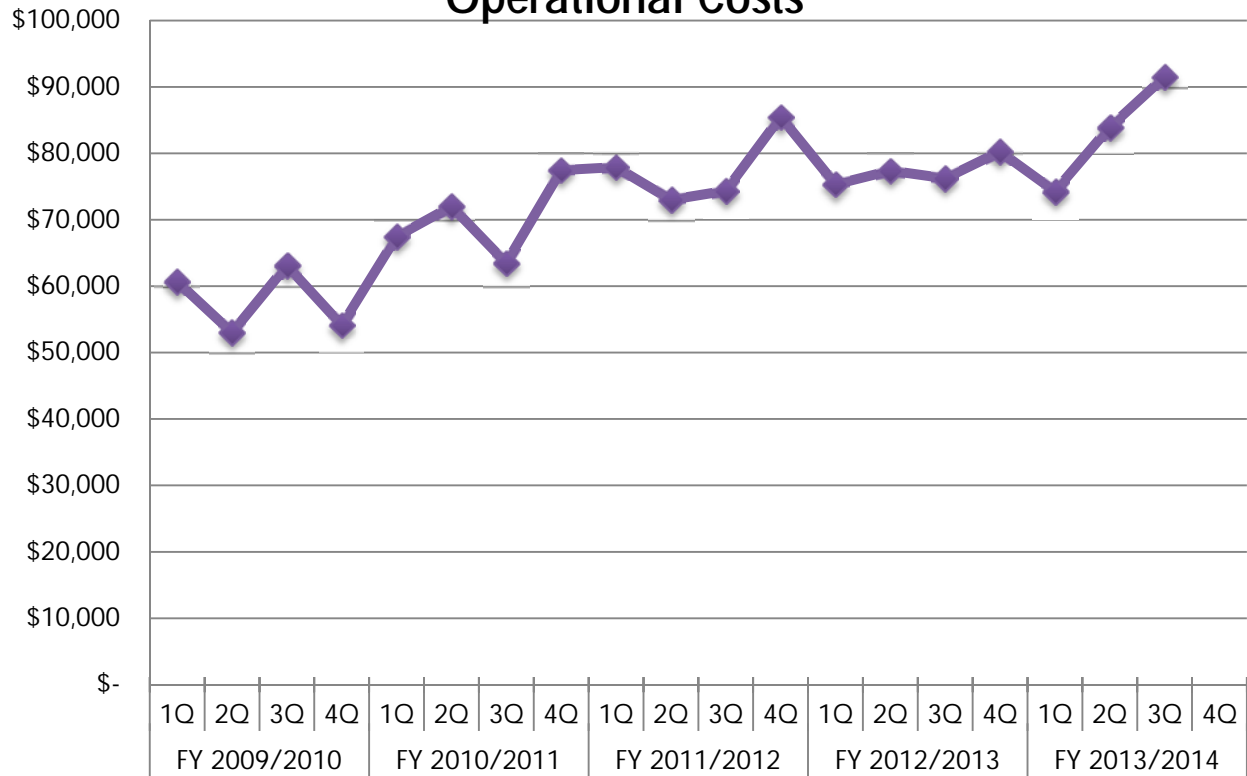
## Cost per Revenue Service Hour



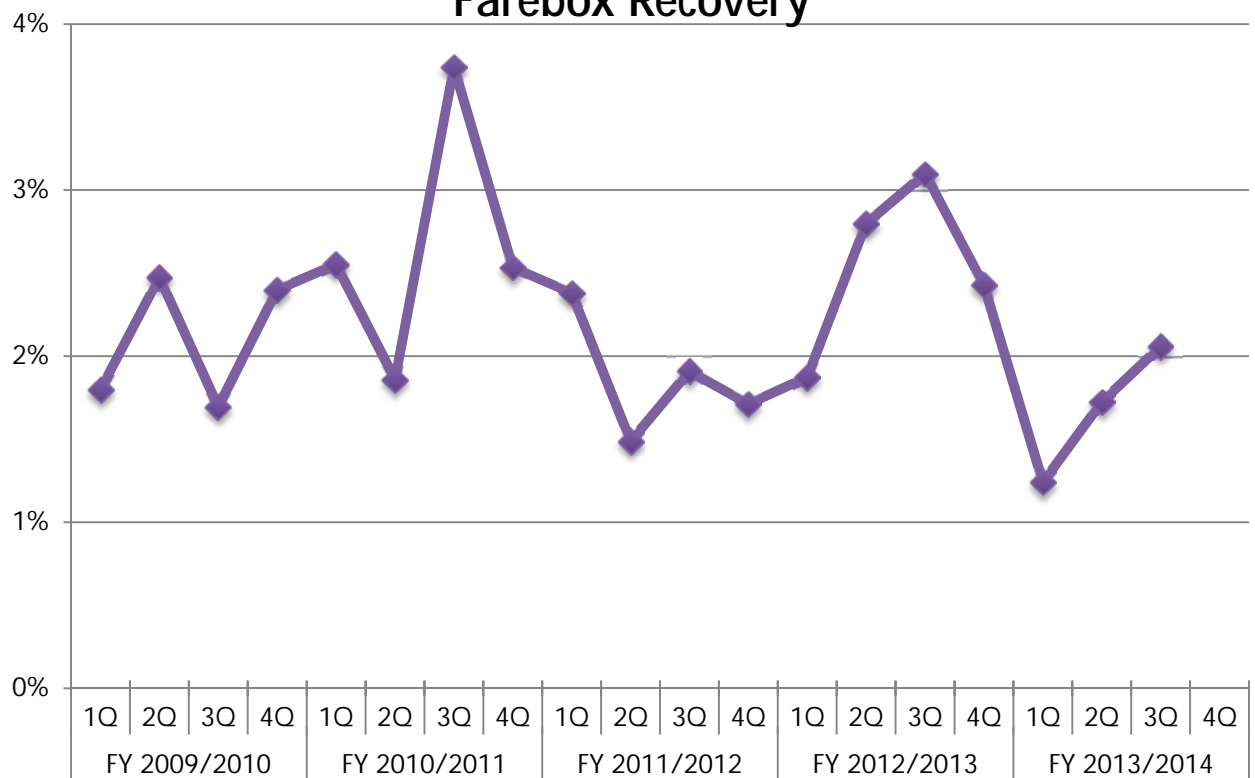
## Cost per Revenue Service Hour



## Operational Costs



## Farebox Recovery



## Report Cards

County Express	3 <sup>rd</sup> Quarter	Grade	A – Standard
Passengers per Hour			
Fixed Route	5.38	F	11.8 and above
Dial-A-Ride	3.53	C	4.6 and above
Paratransit	4.43	B	4.6 and above
Gavilan	10.92	A	10.0 and above
Caltrain	6.47	A	6.3 and above
Greyhound	4.50	B	4.6 and above
Dial-A-Ride / Paratransit			
No-Show	2.32%	D	0.0 % to 0.6 %
Service Refusal	0%	A	0.0 % to 0.2 %
Customer Service			
Fixed Route	0	A	Less than 2
Dial-A-Ride and Paratransit	0	A	Less than 2
Intercounty	0	A	Less than 2
Maintenance			
Daily Vehicle Inspections	100 %	A	99.1 % and above
Road Calls	0	A	40,000 miles between road calls
Vehicle Cleanliness	100 %	A	99.1 % and above
Facilities Cleanliness	100 %	A	99.1 % and above
Safety			
Preventable Vehicle Accidents	0	A	80,000 miles between accidents
Preventable Incidents with Injury	0	A	80,000 miles between accidents
Employees			
Retention	100 %	A	95 % and above
Grade Point Average			
	3.39	B	3.5 and above

Specialized Transportation	3 <sup>rd</sup> Quarter	Grade	A – Standard
Passengers per Hour			
OOcMT	5.38	F	1.35 and above
Senior Lunch	3.53	C	6.3 and above
MSAP	4.43	B	1.35 and above
Customer Service			
OOcMT	0	A	Less than 2
Senior Lunch	0	A	Less than 2
MSAP	0	A	Less than 2
No-Show	0	A	Less than 2
Service Refusal	0	A	Less than 2
Maintenance			
Daily Vehicle Inspections	98.5%	A	99.1 % and above
Road Calls	0	A	40,000 miles between road calls
Vehicle Cleanliness	100 %	A	99.1 % and above
Facilities Cleanliness	100 %	A	99.1 % and above
Safety			
Preventable Vehicle Accidents	0	A	80,000 miles between accidents
Preventable Incidents with Injury	0	A	80,000 miles between accidents
Employees			
Retention	100 %	A	95 % and above
Grade Point Average			
	3.39	B	3.5 and above

# Glossary

Term	Definition
Contracted Services	County Express and Specialized Transportation dispatch, drivers, and management are currently contracted out to MV Transportation, Inc. and Jovenes de Antaño. Contracts with both organizations are set to expire December 31, 2015.
Cost Per Revenue Service Hour	<p>Measures the cost effectiveness of the service or route by the corresponding operational costs. Operations costs include fuel, maintenance, and contract services.</p> $\frac{\text{Fuel + Other Materials \& Supplies + Maintenance + Contracted Services + Operator Salaries \& Wages}}{\text{Total Revenue Service Hours}} = \text{Cost Per Revenue Service Hour}$
Cost Per Passenger	<p>Measures the cost effectiveness of the service or route by the corresponding passengers. Operations costs include fuel, other materials and supplies, maintenance, contract services and operator salaries and wages.</p> $\frac{\text{Fuel + Other Materials \& Supplies + Maintenance + Contracted Services + Operator Salaries \& Wages}}{\text{Total Passengers}} = \text{Cost Per Passenger}$
Farebox Recovery	<p>Effectiveness measure capturing the percentage of system operating expenses recovered by fare revenue. The equation for calculating the farebox recovery ratio is:</p> $\frac{\text{Passenger Cash Fares + Token Sales + Monthly Pass Sales + Advertising Revenue}}{\text{Fuel + Other Materials \& Supplies + Maintenance + Contracted Services + Operator Salaries \& Wages}} = \text{Farebox Recovery}$
Maintenance Labor	Operational cost of in-house maintenance staff
MSAP	Medical Shopping Assistance Program is for San Benito County seniors and persons with disabilities that need escort and/or translation services at the grocery store, bank, and at doctor's appointments. The fare is \$1.25 one-way.
No-Show	A customer who did not call ahead to cancel a scheduled trip on Dial-A-Ride and Paratransit service. Vehicle arrives on site and customer is not there for pickup.
OOCMT	Out-of-County Non-Emergency Medical Transportation for San Benito County seniors and persons with disabilities who need medical treatment not available in the County. Service area ranges from Salinas to Palo Alto.
On-Time Performance	Evaluates timeliness of services. Takes into account early, late, and missed departures on all services. The fare is a zone-based fare that ranges from \$2.00 to \$5.00 one-way.
Operational Cost	<p>County Express total costs include fuel, maintenance, the payments made to MV Transportation, Inc., for operations management services, and the project administration cost by the Local Transportation Authority.</p> <p>Specialized Transportation total costs include maintenance, payments made to Jovenes de Antaño, for operations management services, and the project administration cost by the Local Transportation Authority</p>

Term	Definition
Operators Salaries and Wages	Operational cost that includes project administration. Cost of dispatchers, drivers, and management are not included in this category as they are currently contracted through MV Transportation, Inc. and Jovenes de Antaño (see Contracted Services).
Other Materials and Supplies	Operational cost that includes vehicle parts, outside labor, insurance, maintenance and office supplies, cell phone service, legal fees, and etc.
Passengers per Revenue Service Hour	Measures productivity of service or route by the number of passengers served per hour per vehicle. The passengers per revenue service hour is calculated as: $\frac{\text{Total Passengers}}{\text{Total Revenue Service Hours}} = \text{Passengers per Revenue Service Hour}$
Productivity	Measured by passengers per revenue service hour to gauge service efficiency. The passengers per revenue service hour is calculated as: $\frac{\text{Total Passengers}}{\text{Total Revenue Service Hours}} = \text{Passengers per Revenue Service Hour}$
Preventable Incidents with Injury	An avoidable incident (i.e. poor mobility device securement).
Preventable Vehicle Accidents	An avoidable accident (i.e. driver error).
Ridership	Number of one-way passenger trips
Revenue Service Hour	Fixed Route and Intercounty: Time between first printed stop to last printed stop on schedule. Dial-A-Ride and Paratransit: Time between pick-up and drop-off of clients. Does not include idle time or travel time with empty vehicle.
Senior Lunch	Transportation to and from the Senior Lunch Program at the community center in the City of Hollister. There is no fare for this service.
Service Refusal	Service availability cannot be negotiated because of service overload and customer request (i.e. Ride not available because client calls for a ride within 30 minutes).
Total Cost	See Operational Cost

## Staff Report

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To: Local Transportation Authority  
From: Betty LiOwen, Transportation Planner Telephone: (831) 637-7665  
Date: September 18, 2014  
Subject: Title VI Program

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### Recommendation:

**ADOPT** LTA Resolution 2014-02 certifying the San Benito County Local Transportation Authority's Revised Title VI Program.

### Summary:

The Federal Transit Administration (FTA) has updated the Title VI Circular to 4702.1B. FTA's revised circular provides guidance to grantees, such as the San Benito County Local Transportation Authority, on how to comply with Title VI regulations, as well as to ensure grantees provide meaningful language access to persons who are limited English proficient.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal funds.

### Financial Impact:

In order to be eligible for Federal Transit Administration funds, such as the 5311, the Local Transportation Authority must adopt the Title VI Program certifying that it complies with Title VI Circular to 4702.1B. San Benito County receives \$363,178 annually in FTA Section 5311 funds.

### Background:

The objective of the Title VI Program is to provide guidance and procedures to help FTA recipients:

- a. Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- b. Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- c. Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

The Federal Transit Administration (FTA) Office of Civil Rights recently updated its Circulars for Title VI of the Civil Rights Act of 1964. These circulars provide project evaluation guidance for transit agencies when they are considering changes in services and building new infrastructure.

Some of those proposed changes in the draft Circulars will not apply to San Benito County. However, all recipients are required to submit the following to the FTA Office of Civil Rights:

- Title VI Notice to Public, Complaint Procedure, and Complaint Form
- Limited English Proficiency (LEP) Plan and a Public Involvement Plan
- A list of investigations, lawsuits, and complaints
- Information regarding the location of fixed route facilities
- Table depicting racial composition of membership of non-elected bodies
- Adoption of service standards and policies

**Staff Analysis:**

At its June 2014 meeting, the Board had adopted Resolution 14-01 certifying the Local Transportation Authority's Title VI report. After submittal to Caltrans, it was returned with comments requesting revisions before it would be accepted. Staff worked with Caltrans staff to revise the report. In order to be accepted, Caltrans requires the Board of certify the revised Title VI report.

Executive Director Review:\_\_\_\_\_

Counsel Review: Yes

Supporting Attachment: Resolution 2014-02



**BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY**

**A RESOLUTION OF THE SAN BENITO COUNTY )  
LOCAL TRANSPORTATION AUTHORITY BOARD )  
OF DIRECTORS ADOPTING AND CERTIFYING THE )  
REVISED TITLE VI COMPLIANCE PLAN FOR THE )  
LOCAL TRANSPORTATION AUTHORITY )**

**Resolution No. 2014-02**

WHEREAS, the San Benito County Local Transportation Authority ("LTA") desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's Federal Transit Administration Circular 4702.1B, "Title VI Requirement and Guidelines for the Federal Transit Administration Recipients;" and

WHEREAS, at its regularly scheduled meeting of June 19, 2014, the LTA Board of Directors adopted Resolution No. 2014-01, adopting the Title VI Compliance Plan ("Plan") developed by staff; and

WHEREAS, following the LTA's adoption of the Plan, staff received comments from Caltrans, regarding certain revisions to the Plan; and

WHEREAS, the LTA Board of Directors wishes to adopt the revised Title VI Compliance Plan ("revised Plan") developed by staff, in response to Caltrans' comments, which revised Plan is attached hereto and incorporated herein by reference as Exhibit A, in order to comply with the necessary provisions of the Civil Rights Act.

NOW, THEREFORE BE IT RESOLVED, by the San Benito County Local Transportation Authority Board of Directors as follows:

1. The Board of Directors hereby adopts and certifies the San Benito County Local Transportation Authority's revised Title VI Compliance Program (Exhibit A);
2. The LTA Executive Director or his/her designee is hereby authorized to implement components of the revised Plan in order to meet the federal requirements.
3. The LTA Executive Director or his/her designee is hereby authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations of the Civil Right Act.

PASSED AND ADOPTED by the San Benito County Local Transportation Authority, on this 18<sup>th</sup> day of September, 2014

AYES:  
NOES:  
ABSTAINING:  
ABSENT:

\_\_\_\_\_  
Victor Gomez, Chair

APPROVED AS TO LEGAL FORM:  
SAN BENITO COUNTY COUNSEL'S OFFICE

Dated: Sept. 11, 2014

By: Shirley L. Murphy  
Shirley L. Murphy, Deputy County Counsel

ATTEST:  
Mary Gilbert, Interim Executive Director

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Exhibit A

**San Benito County Local Transportation  
Authority's  
Title VI Program**

**Approved and Adopted by Board of Directors June 19, 2014**

**Revised Program Approved and Adopted by Board of Directors  
September 2014**

## Contents

Policy .....	3
Location of Title VI Notice Posting .....	3
English Notice to Public.....	3
Spanish Notice to Public .....	4
Title VI Complaints and Procedures.....	4
List of Transit-Related Title VI Investigations, Complaints, and Lawsuits.....	4
Complaint Procedures in English .....	4
Complaint Procedures in Spanish.....	5
English Title VI Complaint Form.....	7
Spanish Title VI Complaint Form .....	9
Public Participation Plan .....	11
Purpose.....	11
Population of San Benito County .....	11
Demographic.....	11
County Express Service Area.....	11
Specialized Transportation Service Area.....	12
Data Deficiency .....	12
Public Participation Process .....	12
Approach to Public Participation .....	12
Outreach Requirements and Activities.....	12
Summary of Outreach Efforts Made Since Last Title VI Submission .....	13
Outreach Methods to Engage Minority and Limited English Proficient Populations .....	13
Non-Elected Committees and Councils .....	13
Language Assistance Plan (LAP).....	15
Plan Summary.....	15
Four – Factor Analysis.....	16
1. Potential Number of LEP Persons Served.....	16
2. Service Contact Frequency of LEP Persons .....	16
3. Significance of Programs to LEP Persons .....	17
4. Available Resources for LEP Assistance.....	17

Implementation.....	17
Identifying LEP Individuals Who Need Language Assistance.....	17
Language Assistance Measures.....	18
Translation of Vital Documents and Safe Harbor Provision.....	18
Staff Training.....	19
Public Involvement.....	20
Monitoring and Updating the LAP Plan.....	20
Notice to LEP Persons.....	20
Title VI Facilities Equity Analysis.....	21
System-Wide Standards and Policies.....	21
Vehicle Load Standards.....	22
Vehicle Headway Standards.....	22
On-Time Performance Standards.....	22
Service Availability Standards.....	22
Vehicle Assignment Policy.....	22
Transit Amenities Policy.....	23
Board of Directors Approval of San Benito County Local Transportation Authority's Title VI Program.....	24

This document was prepared by Local Transportation Authority and approved by its Board of Directors to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

## Policy

The San Benito County Local Transportation Authority operates its programs and services ensuring that no person shall be excluded from the equal distribution of its services and amenities based on their race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminator practice under Title VI may file a complaint with the San Benito County Local Transportation Authority.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

## Location of Title VI Notice Posting

The San Benito County Local Transportation Authority's Title VI Notice to the Public is at the following locations:

Location Name	Address	City
Administration Office	330 Tres Pinos Road, Suite C7	Hollister
Operations Facility	3240 Southside Road	Hollister
Jovenes de Antaño Office	300 West Street	Hollister

The Title VI notice and program information is also provided on San Benito County Local Transportation Authority's website at: [www.SanBenitoCountyExpress.org/TitleVI.html](http://www.SanBenitoCountyExpress.org/TitleVI.html)

## English Notice to Public

### Notifying the Public of Rights Under Title VI

#### San Benito County Local Transportation Authority

The San Benito County Local Transportation Authority (LTA) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the LTA.

For more information on the LTA's civil rights program, and the procedures to file a complaint, call 831.637.7665, visit our administrative office at 330 Tres Pinos Road, Suite C7 in Hollister, CA, or visit [www.SanBenitoCountyExpress.org/TitleVI.html](http://www.SanBenitoCountyExpress.org/TitleVI.html).

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Avenue, SE, Washington DC 20590.

If information is needed in another language, call 831.637.7665.

## Spanish Notice to Public

Notificar al público de los derechos bajo el título VI

### La Autoridad Local de Transporte del Condado de San Benito

La Autoridad Local de Transporte del Condado de San Benito (LTA) opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con la LTA

Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimientos para presentar una queja, llame al 831.637.7665 o visite nuestra oficina administrativa en 330 Tres Pinos Road, Suite C7 en Hollister, CA o visite [www.SanBenitoCountyExpress.org/TitleVI\\_es.html](http://www.SanBenitoCountyExpress.org/TitleVI_es.html).

Un demandante puede presentar una queja directamente con el Federal Transit Administration por archivar una queja con la Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Si se necesita información en otro idioma, contacte al 831.637.7665

## Title VI Complaints and Procedures

### List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

The San Benito County Local Transportation Authority has not been involved in any transit-related Title VI investigations, complaints, or lawsuits.

### Complaint Procedures in English

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

Any person who believes that they have been excluded from, denied the benefits of, or been subjected to discrimination may file a written complaint with the San Benito County Local Transportation Authority (LTA). Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident.

To request additional information on LTA's nondiscrimination obligations or to file a Title VI Complaint, please submit your request to:

San Benito County Local Transportation Authority  
Attn: Title VI Complaint  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023  
Tel: 831.637.7665 Fax: 831.636.4160

Complaint Forms can also be obtained at the LTA Office at 330 Tres Pinos Road, Suite C7 in Hollister, CA or online at [www.SanBenitoCountyExpress.org/TitleVI](http://www.SanBenitoCountyExpress.org/TitleVI).

#### Complaint Process

The LTA will begin an investigation within fifteen (15) working days of receipt of a complaint and will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, the LTA may administratively close the complaint.

LTA will complete the investigation within ninety (90) days of receipt of the complaint. If additional time is needed for investigation, complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.

A closing letter will be provided to the complainant and the respondent or respondent department. Parties will have five (5) working days from receipt of the closing letter to appeal. If neither party appeals, the complaint will be closed. If required, the investigation report will be forwarded to the appropriate federal agency.

#### **Complaint Procedures in Spanish**

El Título VI de la Ley de Derechos Civiles de 1964 establece que ninguna persona de los Estados Unidos será excluida de participar en cualquier programa o actividad que reciba asistencia financiera federal, ni se le negará los beneficios de dichos programas o actividades, ni será discriminado en ellos, por causa de su raza, color o nacionalidad. El decreto presidencial 12898 aborda la justicia del medio ambiente en las poblaciones de minorías y de bajos ingresos. El decreto presidencial 13166 aborda el tema de los servicios para aquellas personas que tienen conocimientos limitados del idioma inglés.

Toda persona que crea haber sido excluida, que se le negaron los beneficios, o que fue discriminada puede presentar una queja por escrito a la Autoridad Local de Transporte del Condado de San Benito (LTA). La legislación federal y estatal exige que las quejas sean presentadas dentro de los ciento ochenta (180) días calendario del último supuesto incidente.

Para obtener información adicional sobre las obligaciones de no discriminación de LTA o para presentar una queja de Título IV, por favor comuníquese con



San Benito County Local Transportation Authority  
Attn: Title VI Complaint  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023  
Tel: 831.637.7665 Fax: 831.636.4160

Los formularios de queja también están disponibles en la oficina de LTA en 330 Tres Pinos Road, Suite C7 en Hollister, CA o página web de County Express:  
[www.SanBenitoCountyExpress.org/TitleVI](http://www.SanBenitoCountyExpress.org/TitleVI).

Procedimiento para quejas del Título VI

La LTA comenzará una investigación dentro de los quince (15) días hábiles a partir de la recepción de la queja. En caso de que sea necesario solicitar información adicional, la LTA se comunicará con el demandante por escrito en un plazo de no más de treinta (30) días hábiles luego de recibir la queja. Si el demandante no proporcionara la información solicitada de forma oportuna, la LTA podrá cerrar el caso de forma administrativa.

La LTA completará la investigación dentro de los noventa (90) días a partir de la recepción de la queja. En caso de necesitar más tiempo para la investigación, se contactará al demandante. El investigador preparará un informe escrito de la investigación. Este informe deberá incluir un resumen de la descripción del incidente, las conclusiones y las medidas correctivas recomendadas.

Se le enviará una carta que informe que el caso se ha cerrado al demandante y al demandado o departamento demandado. Las partes tendrán cinco (5) días hábiles desde la recepción de la carta de cierre del caso para apelar. En caso de que ninguna de las partes apele, se cerrará el caso. De ser necesario, se enviará el informe de investigación a la agencia federal correspondiente.

## English Title VI Complaint Form

<b>Section I:</b>		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone:	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III. If you answered "no" to #6, go to #7.		
7. What is the name of the person for whom you are filing this complaint? Name		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
<b>Section III:</b>		
11. I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: (mm/dd/yyyy)      *		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

<b>Section IV:</b>		
14. Have you previously filed a Title VI complaint with the San Benito County Local Transportation Authority?	YES	NO
<b>Section V:</b>		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
[ ] YES*      [ ] NO		
If yes, check all that apply:		
[ ] Federal Agency _____	[ ] State Agency _____	
[ ] Federal Court _____	[ ] Local Agency _____	
[ ] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		Email:
<b>Section VI:</b>		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form in person or mail this form to the address below:

San Benito County Local Transportation Authority  
 Attn: Title VI Complaint  
 330 Tres Pinos Road, Suite C7  
 Hollister, CA 95023

## Spanish Title VI Complaint Form

<b>Parte I:</b>		
1. Nombre:		
2. Dirección Residencial:		
3. Teléfono:	3.a. Otro teléfono:	
4. Dirección de correo electrónico:		
5. ¿Requisitos de formato accesible?	<input type="checkbox"/> Letra Grande	<input type="checkbox"/> Cinta de audio
	<input type="checkbox"/> Dispositivos electrónicos para sordos (TDD)	<input type="checkbox"/> Otro
<b>Parte II:</b>		
6. ¿Está presentando esta queja en su propio nombre?	Sí*	No
*Si usted contesto "sí" a #6, vaya a la Sección III. Si su respuesta es "no" a #6, vaya a #7.		
7. ¿Cuál es el nombre de la persona para la cual usted está presentando esta queja? Nombre:		
8. ¿Cuál es su relación con esta persona?:		
9. Por favor explique por qué ha presentado por un tercero :		
10. Por favor confirme que ha obtenido permiso de la parte agraviada para presentar en su nombre.	Sí	No
<b>Parte III:</b>		
11. Creo que la discriminación que viví fue basada en (marque todas las que apliquen):  <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Nacionalidad		
12. Fecha del presunto acto de discriminación: (mm/dd/yyyy)		
13. Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y datos de contacto de testigos. Si se necesita más espacio, por favor utilice el reverso de este formulario.		

<b>Parte IV:</b>		
14. ¿Ha presentado anteriormente una queja del Título VI con la Autoridad Local de Transporte del Condado de San Benito?	Sí	No
<b>Parte V:</b>		
15. ¿Presentó esta demanda ante otra agencia federal, estatal, local o ante un tribunal estatal o federal?		
[ ] Sí*      [ ] No		
Si la respuesta es sí, marque todas las que apliquen:		
[ ] Agencia Federal _____	[ ] Agencia Estatal _____	
[ ] Tribunal Federal _____	[ ] Agencia Local _____	
[ ] Tribunal Estatal _____		
16. Si usted contestó "sí" a # 15, proporcionar información acerca de una persona de contacto en la agencia / tribunal donde se presentó la queja.		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		Dirección de correo electrónico:
<b>Parte VI:</b>		
Nombre de la Agencia de Transito de cual la queja está en contra:		
Persona de contacto:		
Teléfono:		

Puede adjuntar cualquier material escrito o cualquier otra información que usted considere relevante para su queja.

Su firma y fecha son requeridas abajo para completar el formulario:

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

Después de completar la solicitud, por favor, envíe por correo o entréguela en persona a la siguiente dirección:

San Benito County Local Transportation Authority  
 Attn: Title VI Complaint  
 330 Tres Pinos Road, Suite C7  
 Hollister, CA 95023

## Public Participation Plan

The San Benito County Local Transportation Authority is committed to informing and involving the public in the planning a delivery of its public transit services in its service area. In collaboration with the Association of Monterey Bay Area Governments (AMBAG), the *Monterey Bay Area Public Participation Plan* was created for member agencies to use in the Monterey Bay Area Region.

### Purpose

The San Benito County Local Transportation Authority uses the methodologies described in the *Monterey Bay Area Public Participation Plan* to guide all public involvement activities to ensure that the community is informed and given a chance to be involved.

### Population of San Benito County

#### Demographic

According to the 2010 United States Census<sup>1</sup>, San Benito County's population increased 3.8% from the previous census to 55,269. Approximately, 36% of the population is under the age of 18 and 10% of the population is 65 years old or older.

There are 16,785 households in San Benito County. The median household income was \$65,570 while the Per Capita Income was \$26,300. Additionally, 11.3% of the County's population is considered to be below or at the Federal Poverty Level. Of the total number of households, 646 households do not own a personal vehicle.

#### Race and Ethnicity in San Benito County

Hispanic or Latin	
White Alone	25.4%
Black or African American Alone	0.2%
American Indian and Alaska Native Alone	1.2%
Asian Alone	0.3%
Native Hawaiian and Other Pacific Islander Alone	0.1%
Some Other Race Alone	26.1%
Two or More Races	3.2%
Not Hispanic or Latino	
White Alone	38.3%
Black or African American Alone	0.6%
American Indian and Alaska Native Alone	0.4%
Asian Alone	2.3%
Native Hawaiian and Other Pacific Islander Alone	0.1%
Some Other Race Alone	0.1%
Two or More Races	1.7%

San Benito County Demography  
Source: 2010 U.S. Census

#### County Express Service Area

County Express service area comprises the Cities of Hollister and San Juan Bautista, some areas of northern San Benito County and two bus stops in the City of Gilroy in Santa Clara County. The bus stops are located at Gavilan College and also the Gilroy Transit Station.

All County Express services are open to the public except for its Paratransit service. A person must have a disability that prevents him/her to from accessing Fixed Route services within  $\frac{3}{4}$  of a mile. The LTA is responsible for determining the eligibility for residents in San Benito County and authorizing visitor usage from other counties.

<sup>1</sup> U.S. Census Bureau. "DP-1 Profile of General Population and Housing Characteristics: 2010 Demographic Profile Data ." *American FactFinder*. U.S. Census Bureau, 2010. Web. 14 Dec 2012.

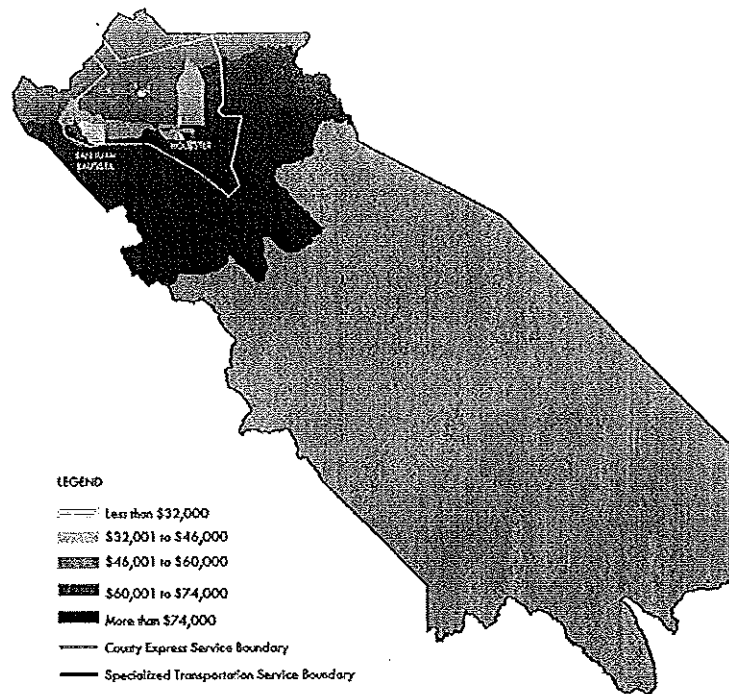
<[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC\\_10\\_DP\\_DPDP1](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_10_DP_DPDP1)>.

### Specialized Transportation Service Area

The LTA provides door-through-door specialized transportation for persons over the age of 60 and/or have a disability. The service is open to all eligible residents of San Benito County, making the service area approximately 1,390 square miles. Eligibility of this service is determined by its operator.

### Data Deficiency

The LTA does not track the racial and ethnicity makeup of its riders, which resulted in the limited analysis. As result, the LTA is unable to fully analyze the impacts of the fare increase. The LTA plans to include additional questions regarding racial and ethnic makeup of its riders on new surveys it will conduct. The information would be used to in future analyses of fares and services.



### Public Participation Process

#### Approach to Public Participation

The public participation process should be considered at the earliest stages of any LTA project that may impact the surrounding community, its riders, and potential riders. As projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation. The following outlines tools and strategies to ensure that public input is invited and all foreseeable impacts to the community are considered.

#### Outreach Requirements and Activities

The following activities are intended to serve as guidelines for minimum levels of outreach to ensure that all riders and potential riders in San Benito County have equal access and opportunity to participate in transportation planning and decision-making. These also provide current strategies for soliciting input and engaging various communities. Below is a list of outreach methods that the LTA currently uses to inform the public:

- Notice for public events include flyers posted on social media, at bus stops and onboard buses.
- Notices are posted prior to the public event.
- Notices are posted at the LTA Office at key community centers with whom LTA has a partnership.
- Information about public participation opportunities are posted on LTA's website, Facebook, and Twitter accounts prior to the event.

- Comments are accepted via public outreach events, email, mail, fax, social media (i.e. Facebook and Twitter), and by phone to ensure that all populations have the opportunity to participate.

#### Summary of Outreach Efforts Made Since Last Title VI Submission

Outreach LTA efforts include:

- Conducted several public meeting on the development of the Short Range and Long Range Transit Plan
- Conducted public hearings and meeting on the development of the 2014 Regional Transportation Plan which includes a component on public transit
- Conducted several year round Ad hoc outreach efforts with the Social Services Transportation Advisory Council
- Conduct annual Unmet needs processes as required by state statute to conduct a formal hearing process that solicits information about transit needs. This allows the county San Benito Council of Governments in partnership with the LTA to make a determination as to whether these are unmet transit needs and whether these are transit needs that can be reasonably met.
- Outreach for Coordinated Plan Updates, as needed.

#### Outreach Methods to Engage Minority and Limited English Proficient Populations

Currently, Spanish is the only quantifiable population within LTA's service area that is limited English proficient. The LTA will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. At such time, as another group with limited English proficiency reaches significant mass, the LTA will review this plan and its strategies to engaging with non-English speaking populations. Below are the methods that the LTA are currently using:

- Notices are translated to Spanish and posted along side English notices at the administration offices, onboard buses, and online.
- Event information on LTA's website is posted in English and Spanish.
- LTA distributes event information to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, the LTA has full time staff to provide language assistance for customers and callers that are Spanish speaking.
- Spanish interpretation or translation is provided at any public meetings or workshop.

#### Non-Elected Committees and Councils

The San Benito County Local Transportation Authority strives to appoint diverse group of community representatives to its advisory committees.

The Board of Directors is comprised of locally elected officials that were appointed to the San Benito County Local Transportation Authority's Board of Directors from their respective



jurisdictions. The Board is comprised of two representatives from the Board of Supervisors, two representatives from the City of Hollister and one representative from the City of San Juan Bautista.

The Social Service Transportation Advisory Council (SSTAC) advises the Council of Governments and the Local Transportation Authority on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. Transit issues that may require the Advisory Council to look into are specialized transportation services, planning, and studies. Members are appointed by the Council of San Benito County Governments.

The San Benito County Bicycle and Pedestrian Advisory Committee (BPAC) was established to advise the Council of Governments on bicycle and pedestrian needs and concerns in the San Benito County area. The San Benito County Local Transportation Authority also seeks the Committees' comments on transit projects that could potentially affect bicyclists and pedestrians. Members are appointed by the Council of San Benito County Governments.

The Technical Advisory Committee (TAC) was established to provide technical assistance, advice, and recommendations to the Council of Governments on transportation planning studies and related transportation projects. Members consists of staff from local government agencies and are appointed to by the Council of San Benito County Governments.

	<b>Board of Directors</b>	<b>Social Services Transportation Advisory Council</b>	<b>Bicycle &amp; Pedestrian Advisory Committee</b>	<b>Technical Advisory Committee</b>
African American	0%	0%	0%	0%
Asian American	0%	0%	0%	0%
Caucasian	60%	16.67%	62.50%	55.56%
Latino	20%	33.33%	0%	11.11%
Native American	0%	0%	0%	0%
Other	20%	0%	0%	0%
Decline to State	0%	50%	37.50%	33.33%
Hispanic, Latino Descent	20%	33.33%	12.50%	22.22%

*Membership of Non-Elected Committees and Councils*

## **Language Assistance Plan (LAP)**

The San Benito County Local Transportation Authority prepared a Language Assistance Plan (LAP) to address its responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. LAP has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated 10/01/12 October 1, 2012, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency", indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

### **Plan Summary**

The LTA operates and administers County Express and Specialized Transportation and has developed the LAP to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by LTA. County Express operates traditional public transit services: Fixed Route, Paratransit, Dial-A-Ride, and Intercounty. Specialized Transportation provides personalized services: Out-of-County Non-Emergency Medical Services, Senior Lunch Transportation Program, and Medical Shopping Assistance Program.

The LAP outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify Limited English Proficiency (LEP) persons that assistance is available.

In order to prepare this plan, the LTA undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

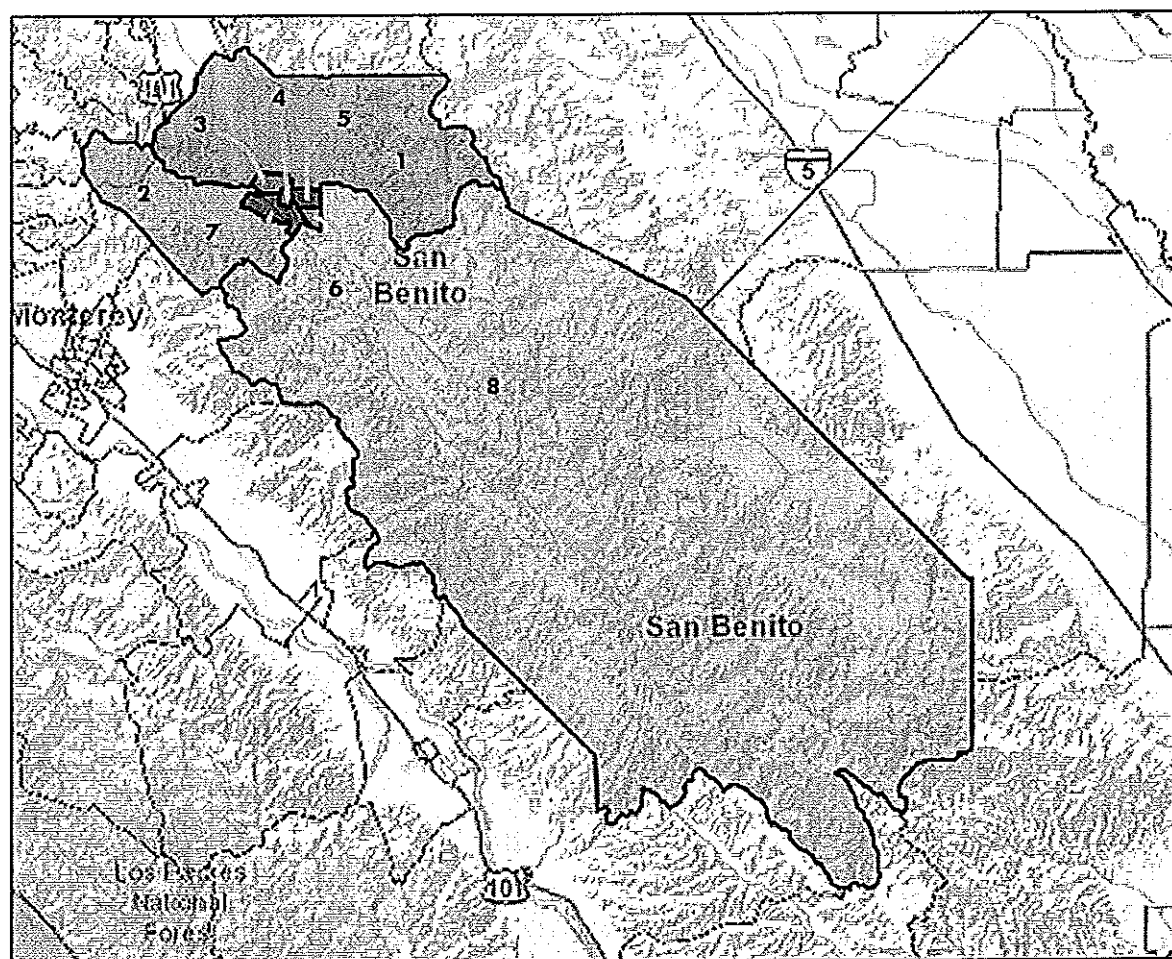
1. *Potential Number of LEP Persons Served* – The number or proportion of LEP persons in the service area who may be served or are likely to encounter a LTA program, activity or service.
2. *Service Contact Frequency of LEP Persons* – The frequency with which LEP persons come in contact with LTA programs, activities or services.
3. *Significance of Programs to LEP Persons* – The nature and importance of programs, activities or services provided by LTA to the LEP population.
4. *Available Resources for LEP Assistance* – Available resources to the LTA and overall costs to provide LEP assistance.

A summary of the results of the LTA four-factor analysis is in the following section.

#### Four – Factor Analysis

##### 1. Potential Number of LEP Persons Served

The LTA used past experiences and consulted to the 2000 U.S. Census to determine the likelihood that the LEP population would use an LTA program or service. Due to the rural population of San Benito County, the smallest geographical area for identification is the use of Census Tracts. Eight Census Tracts were fully, or partially, located in the service area for County Express. All eight Census Tracts were fully located in the service area for its Specialized Transportation Services.



2010 San Benito County Census Tracts  
Source: 2010 U.S. Census

	San Benito County Census Tract								
	1	2	3	4	5	6	7	8	% of Total Population
Spanish	943	432	1,401	1,840	1,756	993	2,060	369	19.04%
Other Indo-European	21	45	0	0	0	68	28	8	0.33%
Asian and Pacific Island	36	0	13	20	241	51	91	42	0.96%
All Other	0	0	0	0	0	0	0	0	0%

Number of Individuals That Speak English "Less Than Well" By Census Tract in San Benito County  
Source: 2008-2012 American Community Survey 5 Year Estimates

## 2. Service Contact Frequency of LEP Persons

The LTA has assessed the frequency in which staff, drivers, and dispatchers have, or could have, contact with LEP persons. This assessment included speaking with the staff, drivers, and dispatchers regarding their interactions with LEP persons. To date, drivers and staff have the most frequent in-person contact with LEP persons. The LTA requires its operations contractor to have at least 50% of its drivers and dispatchers to be bilingual in Spanish and English and to be available during service hours. Currently, LTA staff has two people that are bilingual in Spanish and English and are available throughout the day during business hours to LEP persons.

Information regarding fares and holiday service are posted in the vehicles, LTA Administration Office, and online ([http://www.sanbenitocountyexpress.org/home\\_es.html](http://www.sanbenitocountyexpress.org/home_es.html)) in Spanish. If LTA staff is not available to provide translation, an interpreter is used at various public meetings in which a large group of LEP persons are anticipated.

## 3. Significance of Programs to LEP Persons

San Benito County has two incorporated cities: Hollister and San Juan Bautista. However, three unincorporated towns and a large gated community are within the service area: Aromas, Tres Pinos, Paicines, and Ridgemark.

All County Express services are more likely to encounter LEP individuals in Hollister, San Juan Bautista, Tres Pinos and Ridgemark due to its limited service area. The service area for Specialized Transportation encompasses the entire County and is likely to encounter LEP individuals in its service area. The LTA Administration office would also be a likely place to encounter LEP individuals because the office handles Paratransit eligibility and pre-purchased fare sales. According to the census, the largest concentration of LEP individuals in the entire service area speaks Spanish.

## 4. Available Resources for LEP Assistance

The LTA currently translates its printed materials regarding fares and service changes into Spanish for its LEP population. Basic translation and interpretation is provided to the LTA by staff. However, more complex professional interpretation or translation services are provided.

The LTA will continue to include a clause that requires its operations contractor to employ bilingual staff to ensure that LEP riders have the opportunity to receive assistance in Spanish.

## Implementation

The LTA developed its LEP Implementation Plan based upon the issues that were raised during the four-factor Analysis. The LEP Implementation Plan will provide details on how various items will be addressed by the LTA.

### Identifying LEP Individuals Who Need Language Assistance

The LTA will continually monitor the language needs of the LEP individuals within its service area. The LTA will do the following:

- Continue to monitor the languages and English proficiency encountered by front-line staff (dispatchers, drivers, and front-office staff).

- Continue to have a section regarding preferred language for Paratransit applicants. Current application materials have English, Spanish and Other. The applicant, or a person assisting the applicant, may write in an unlisted language.
- Continue to contractually require operations contractors maintain at least 50% of staff to be bilingual in Spanish and to be available throughout the service hours
- For languages other than Spanish, staff will attempt to identify the LEP person's preferred language using the 2010 U.S. Census "I Speak" Identification cards (Appendix A)
- Continue to use data available from the U.S. Census, state, and local demographic data.

#### Language Assistance Measures

The LTA has oral and written language assistance available to LEP persons on its vehicles, operations and administration offices. LTA staff can respond to LEP Persons inquiries in person, by telephone or in writing. To enhance the available language assistance, the LTA currently will provide the following:

- Work with local social services agencies and organizations to provide services to LEP persons to disseminate information about LTA's services
- Continually identify new agencies or organizations that can assist in disseminating information about LTA's services
- Include a statement in notices regarding the availability of interpreting services at community events, public hearings and Board of Directors meetings with seven day advance notice
- Communicate with drivers, dispatchers, and other front-line staff regarding their experience concerning contacts with LEP persons
- Post LTA's Title VI Policy and Complaint form on the agency's website at English: [www.SanBenitoCountyExpress.org/TitleVI.html](http://www.SanBenitoCountyExpress.org/TitleVI.html)
- Spanish Title VI Policy and Complaint Form: [http://www.sanbenitocountyexpress.org/TitleVI\\_es.html](http://www.sanbenitocountyexpress.org/TitleVI_es.html)
- Provide trip planning services to LEP persons with assistance of bilingual staff
- Operations contractors maintain at least 50% of staff to be bilingual in Spanish and to be available throughout the service hours
- All notices regarding fares, service changes, and policies are translated in Spanish
- When an interpreter is needed for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.

#### Translation of Vital Documents and Safe Harbor Provision

According to the 2008-2012 American Community Survey 5 Year Estimates, there are 51,392 people in San Benito County. There were 10,458 individuals that spoke English 'less than very

well.' The table below shows the breakdown of the major language groups spoken in San Benito County by Census Tract. As demonstrated in the table on page 19, Spanish is the only language that falls outside of the Safe Harbor Provision of over 5% or 1,000 individuals (whichever is less). The Authority currently provides the following documents in English and Spanish:

- Title VI Notice to the Public, Complaint Procedures, and Complaint Form
- Transit maps and schedules in print and on website
- ADA Paratransit eligibility application
- Courtesy Card application
- Public notices related to service changes and projects

	San Benito County Census Tract								% of Total Population
	1	2	3	4	5	6	7	8	
Spanish	943	432	1,401	1,840	1,756	993	2,060	369	19.04%
Other Indo-European	21	45	0	0	0	68	28	8	0.33%
Asian and Pacific Island	36	0	13	20	241	51	91	42	0.96%
All Other	0	0	0	0	0	0	0	0	0%

*Number of Individuals That Speak English "Less Than Well" By Census Tract in San Benito County*  
*Source: 2008-2012 American Community Survey 5 Year Estimates*

The LTA will continue to monitor the proportions of LEP individuals languages and will translate vital documents in additional languages should additional languages fall outside of the Safe Harbor Provision.

#### Staff Training

The LTA does not have a formal training program. However, it requires operations contractors to maintain its staffing so that at least 50% speak Spanish. LTA administration office currently has two full time Spanish speaking staff that is able to address Spanish speaking client concerns. The LTA strives to schedule its staff so that there is someone who can speak Spanish during normal business hours. The LTA staff is trained to communicate with Spanish speaking clients in a respectful and professional manner.

The LTA are developing a standard training session for its staff and operations contractors on the following topics:

- How to respond to LEP callers
- How to respond to correspondence from LEPs
- How to respond to LEPs in person
- How to document LEP needs
- How to respond to civil rights complaints

#### Public Involvement

Should the LTA produce a document that LEP individuals may read or schedule an event that may have LEP individuals in attendance, or may have interest in, the LTA shall have the documents, meeting notices or flyers, printed in an alternate language based on the known LEP population. Interpreters will be available on an as needed basis.

#### Monitoring and Updating the LAP Plan

The LTA review and update its LAP plan every three years. At a minimum, the Plan will be reviewed and updated when new data from the most current U.S. Census is available, or when the concentrations of LEP individuals presence in the LTA service area is observed. Updates may include, but will not be limited to, the following:

- Description of any new concentrations of LEP individuals based on ongoing monitoring of front-line staff interactions with clients
- Updated analysis of the current LEP population within the service area
- Assessment of the need for translation services
- Assessment of the effectiveness and success of current language assistance programs
- Determine whether financial resources are sufficient to fund language assistance resources
- Determine whether the LTA has fully complied with the goals of this LEP Plan
- Determine whether complaints received are an effect of the LTA's inability to meet the needs of the LEP individuals
- Update procedures or contact information

#### Notice to LEP Persons

A link to the LTA's Title VI Procedures and LEP Plan is available on the County Express website at [www.SanBenitoCountyExpress.org](http://www.SanBenitoCountyExpress.org). Any person or agency with internet access will be able to access and download the Plan from the abovementioned website. Alternatively, any person or agency may request a copy of the Plan via telephone, fax, mail, or in person and shall be provided a copy of the Plan at no cost. LEP individuals may request copies of the Plan in translation which LTA will provide, if feasible. ***La Autoridad de Transporte Local se traducirá el Plan de Dominio Limitado de Inglés en español, si se le pide.***

Questions or comments regarding the LEP Plan may be submitted to the San Benito County Local Transportation Authority's Title VI Administrator:

San Benito County Local Transportation Authority  
Attn: Title VI Administrator  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023

Phone: 831.637.7665  
Fax: 831.636.4160

## **Title VI Facilities Equity Analysis**

Per 49 CFR 21.9(b)(3), the San Benito County Local Transportation Authority may not select the site or location of facilities with the purpose or effect of excluding persons from, denying the benefits of, or subjecting them to discrimination on the basis of race, color, or national origin. Per 49 CFR 21, (The Public Participation Plan), the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.

Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, and operations centers. Bus shelters are not included in this provision as they are considered transit amenities. Transit stations, power substations and similar facilities are not included in this provision as they are evaluated during project development and the NEPA process.

For facilities covered by this provision, the San Benito County Local Transportation Authority is required to:

- Complete a Title VI equity analysis during the planning state with regard to where a project is located to ensure the location is selected without regard to race, color, or national origin, and engage in outreach to persons potentially impacted by site of the facilities. The Title VI equity analysis must compare the equity impacts of various site alternatives, and the analysis must occur before the selection of the preferred site.
- Give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure proper analysis of localized impacts.
- Provide substantial legitimate justification for locating a project in a location that will result in a disparate impact on the basis of race, color, or national origin, and show that there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. In order to show that both tests have been met, the recipient must consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The San Benito County Local Transportation Authority has no current or anticipated plans to develop new transit facilities covered by these requirements.

## **System-Wide Standards and Policies**

The San Benito County Local Transportation Authority strives to meet the following system-wide standards so no person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation service on the basis of race, color, or national origin (49 CFR 21, Appendix C). Specifically, frequency of service, age and quality of transit vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.



### **Vehicle Load Standards**

Vehicles during the peak period should exceed 1.5 passengers per seat. During off peak periods, vehicles should not exceed 1.0 passengers per seat.

### **Vehicle Headway Standards**

Vehicle headways are determined based on ridership demand, service type, time of day, and day of the week.

#### *Weekday (Monday-Friday)*

For Fixed Route services, vehicle headways are 35-50 minutes. Each Fixed Route consists of one bus make a circuitous run and the headway is determined by how fast each bus completes the run. This results in larger headways for the longer routes and shorter headways for the shorter routes. The LTA is the process of updating its Short Range Transit Plan that will offer recommendations on any Fixed Route changes.

For Intercounty Gavilan, morning peak period headways are 20 minutes and evening Peak period is 60 minutes. This service primarily serves the students at Gavilan College, a community college. The trend has required the need to provide intense service in the morning for the students to go to the early classes. The evening peak schedule is less frequent than the morning service because there is no set dismissal time for each student. Students determine their own schedules and class load, resulting in a staggered peak demand.

Intercounty Caltrain is dependent on the Caltrain train schedule. This service is a direct connector to Caltrain service that runs from San Francisco to Gilroy, crossing three other counties. The frequency of this service is determined by that particular service.

#### *Weekend (Saturday-Sunday)*

There is no Fixed Route, Intercounty Gavilan, or Intercounty Caltrain service during the weekend. Intercounty Greyhound has a total of four roundtrips. There are two in the morning and two in the afternoon.

### **On-Time Performance Standards**

At least 85% of scheduled arrivals will be on-time (within 5 minutes).

### **Service Availability Standards**

90% of dwelling units in areas having six or more units per acre shall be located within ¼ mile of Fixed Route Bus Stop.

### **Vehicle Assignment Policy**

Vehicles are assigned to routes based on ridership demands. Specific vehicles are assigned to routes only when required by operating conditions. For example, in cases where a smaller bus is required to provide service on narrower street.

**Transit Amenities Policy**

The LTA developed and adopted guidelines for its staff, local planning jurisdictions and developers to use in developing transit friendly designs. The guidelines are readily available online for all to view at: [www.SanBenitoCountyExpress.org/news.html](http://www.SanBenitoCountyExpress.org/news.html).

All new bus stops and improvements to existing bus stops are subject to constraints related to safety, ADA compliance, availability of funding, and other factors. Below is a table that summarizes the amenities for different types of bus stops.

<b>Types of Stops</b>	<b>Minimum Amenities</b>
High number of boarding	Bus stop sign Bus stop shelter with seating, space for wheelchair, lighting, transit information, and trash receptacle
New bus stop at new development	Bus stop sign Bus stop shelter with seating, space for wheelchair, lighting, transit information, and trash receptacle
Low boarding or stops with only alighting activity	Bus stop sign Transit information

The LTA is in the process of developing a Bus Stop Improvement Plan that would inventory all existing and potential new bus stops. Plan would identify the need of each bus stop and provide cost estimates to make each improvement.

**Board of Directors Approval of San Benito County Local Transportation  
Authority's Title VI Program**

To be inserted after Board Approval on September 18, 2014.



## Staff Report

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To: Local Transportation Authority  
From: Kathy Postigo, Administrative Services Specialist     **Telephone:** (831) 637-7665  
Date: September 18, 2013  
Subject: **Fourth Quarter Budget Report**

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### Recommendation:

**RECEIVE** Local Transportation Authority FY 2013-14 Fourth Quarter Budget Report. and  
**APPROVE** budget transfers for year end June 30, 2014.

### Summary:

The Local Transportation Authority's expenditures for fiscal year 2013-14 were under budget. During the closing of the fiscal year, staff reviewed the final trial balances and checked for any over/under expended line items. The attached budget adjustment/transfers balance the budget.

### Financial Considerations:

During the Fourth quarter, total expenditures for LTA were \$1,789,090 or 78.71% of the budget. Revenues received were at 78.71% of the budget. Budget adjustment/transfers are required to balance out the year end. Local Transportation Authority budget unit is requesting adjustments of \$28,021 for Maintenance of Equipment and Maintenance of Equip – Fuel and small amounts in Clothing and Safety, Salaries and Supplies.

### 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 2013-14 Fourth Quarter Budget Report, ending June 30, 2014, summarizes the quarterly expenditures and revenues. This report has the actual revenues and expenditures for fiscal year 2013-14. The Local Transportation Authority as a whole was under budget.

The Fourth Quarter Report shows expenditures for Services and Supplies as a whole over the 100% projection for the quarter although maintenance of equipment is at 102.02% and maintenance of equipment – fuel is at 111.91%. Clothing & Safety along with Supplies were slightly over budget by \$33.00 and \$36.00. Revenues were low due to expenditures being low as revenues from the Local Transportation Fund balances out the expenditures.

Salaries for the fourth quarter were over by \$4,664 due mainly to the retirement and payout of the Supervising Mechanic.

**Staff Analysis:**

The individual line items of Maintenance of Equipment and Maintenance of Equipment – Fuel were over budget by \$1,251 and \$22,037 respectively, this is due to higher than anticipated maintenance costs and an increase in fuel prices. Due to the retirement of the Supervising Mechanic Salaries is also over budget by \$4,664.

Staff made budget adjustments as authorized in the Purchasing/Budget policy. Those adjustments/transfers are highlighted in the Fourth Quarter Budget Report. Budget Adjustment/Transfer 13-14-05 is not shown in the Fourth Quarter Budget Report until the Board approves the action.

Staff recommends that the Board receive the FY 2013/14 Fourth Quarter Budget Report and approve budget transfers for year end closing June 30, 2014.

Executive Director Review: \_\_\_\_\_

Counsel Review:   N/A  

- Attachments: 1. Local Transportation Authority FY 2013/14 Fourth Quarter Budget Report  
2. Budget Adjustment/Transfer 13-14-05

Local Transportation Authority  
Fourth Quarter Budget Report  
FY 2013/14

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 13/14</b>	<b>Expenses 6/30/2014</b>	<b>Balance FY 13/14</b>	<b>Projected % 100%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	342,399	347,063	(4,664)	100%	101.36%
Services & Supplies	274,803	285,284	(10,481)	100%	103.81%
Contracts	1,167,246	1,147,504	19,742	100%	98.31%
Capital	488,565	9,239	479,326	100%	1.89%
Other	-	-	-	100.00%	
<b>TOTAL EXPENDITURES</b>	<b>\$2,273,013</b>	<b>1,789,090</b>	<b>\$483,923</b>	<b>100%</b>	<b>78.71%</b>
<b>REVENUES</b>					
Revenues	2,273,013	1,789,090	483,923	100%	78.71%
Operating Transfers	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$2,273,013</b>	<b>\$1,789,090</b>	<b>\$483,923</b>	<b>100%</b>	<b>78.71%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>(\$0)</b>			

**Local Transportation Authority  
Fourth Quarter Budget Report  
FY 2013/14**

**REVENUE & EXPENDITURES**

REVENUES Category	Budgeted FY 13/14	Revenues 6/30/2014	Balance FY 13/14	Projected % 100%	Actual %
57001 Other Sales (Ad Space)	-	7,668	(7,668)	100%	
551113 Mis (FTA 5311 Operating Assistance)	363,178	371,388	(8,210)	100%	102.26%
551113 FTA 5310	163,000	11,528	151,472	100%	7.07%
551113 FTA 5304 (SRTP & LRTP)	87,500	39,874	47,626	100%	45.57%
570015 AB2766 (Continuation of Inter county)	25,000	29,094	(4,094)	100%	116.38%
551113 STIP Transit Projects	250,000	-	250,000	100%	0.00%
551113 FTA 5304 (Google)	-	16,100	(16,100)	100%	
576012 Transfer from Trust STA&LTF	1,137,935	1,124,636	13,299	100%	98.83%
Transfer from PTMISEA	55,000	-	55,000	100%	0.00%
551113 Transportation Planning Grant(Interns)	11,400	16,296	(4,896)	100%	142.95%
570020 Other Contributions	-	-	-	100%	
590000 Interfund Transfer	-	-	-	100%	
562803 County Express Fares	180,000	172,507	7,493	100%	95.84%
<b>TOTAL</b>	<b>2,273,013</b>	<b>1,789,090</b>	<b>483,923</b>	<b>100%</b>	<b>78.71%</b>

EXPENDITURES Category	Budgeted FY 13/14	Expenses 6/30/2014	Balance FY 13/14	Projected % 100%	Actual %
<b>Personnel</b>					
610101 Salaries	330,999	321,249	(4,664)	100%	100.52%
610101 Transit SRTP & LRTP	-	11,481	-		
610101 Transit Intern	11,400	14,333	-		126.73%
<b>Total</b>	<b>342,399</b>	<b>347,063</b>	<b>(4,664)</b>	<b>100%</b>	<b>101.36%</b>
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-	100%	
620301 Clothing and Safety	1,911	1,944	(33)	100%	101.71%
620501 Communications	-	-	-	100%	
620701 Computer Maintenance	100	-	100	100%	0.00%
620702 Computer Supplies	142	141	1		99.29%
620703 Computer Software	-	-	-		
640701 General Insurance	3,827	3,767	60	100%	98.42%
621501 Maintenance of Equipment	62,000	63,251	(1,251)	100%	102.02%
621502 Maintenance of Equip - Oil and Gas	185,000	207,037	(22,037)	100%	111.91%
621503 Maint of Equipment - Auto	-	-	-		
621701 Maint of Structures and Grounds	113	113	-	100%	100.00%
623619 Marketing	-	-	-	100%	
622101 Membership Dues	375	-	375	100%	0.00% Cal Act
622505 Special Project Supplies - Printing	7,000	4,944	2,056	100%	70.64%
622504 Supplies	350	386	(36)	100%	110.33%
622503 Postage and Delivery	25	-	25	100%	0.00%
623501 Professional Service - Legal	9,000	3,660	5,340	100%	40.67%
623507 Professional Services - Other Consultants	-	-	-		
622701 Public and Legal Notices	265	40	225	100%	14.92%
622901 Rent Equipment	-	-	-		
622902 Rent Structures	-	-	-		
622903 Rent Space	-	-	-		
623101 Small Tools	-	-	-	100%	
623613 Special Dept Expense -	-	-	-	100%	
623302 Travel Lodging	-	-	-	100%	
623303 Travel Meals	100	-	100	100%	0.00%
623301 Training	-	-	-	100%	
623304 Travel Transportation	100	3	97	100%	2.54%
623701 Utilities	4,496	-	4,496		0.00%
<b>Total</b>	<b>274,803</b>	<b>285,284</b>	<b>(10,481)</b>	<b>100%</b>	<b>103.81%</b>
<b>Contracts</b>					
623601 Special Dept Exp (SRTP & LRTP)	87,500	50,994	36,506	100%	58.28%
623601 Special Dept Expense - Contracts	1,079,746	1,096,510	(16,764)	100%	101.55%
<b>Total</b>	<b>1,167,246</b>	<b>1,147,504</b>	<b>19,742</b>	<b>100%</b>	<b>98.31%</b>
<b>Capital</b>					
650302 Equipment other than Computer	-	-	-	100%	
650303 Computer Hardware	20,565	6,239	14,326	100%	30.34%
650301 Automobiles, Trucks, Vans	466,000	3,000	465,000	100%	0.64%
650312 Depreciation Exp	-	-	-	0%	
<b>Total</b>	<b>486,565</b>	<b>9,239</b>	<b>479,326</b>	<b>100%</b>	<b>1.89%</b>
<b>Other</b>					
640513 Operating Transfers	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b></b>	<b></b>
<b>TOTAL</b>	<b>2,273,013</b>	<b>1,789,090</b>	<b>483,923</b>	<b>100%</b>	<b>78.71%</b>

See Budget adjustment #13-14-03  
See Budget adjustment #13-14-02  
Depreciation Expense not included in Budget



**Council of San Benito County Governments  
BUDGET ADJUSTMENT/TRANSFER**

**13-14-05**

Please Indicate Type:

Fiscal Year: 2013/2014  
Department: Local Transportation Authority  
Org Key: 6540101

- ☐ Appropriation/Est. Revenue Increase  
(Requires Board Approval)
- ☒ Interdepartmental Transfer or  
Interobject Transfer >\$10,000  
(Requires Board Approval)
- ☐ Interobject Transfer <\$10,000  
(Requires Executive Director and Admin Ser Spe)
- ☐ Intraobject Transfer  
(Requires Executive Director)

Org Key:	Object No:	Description	Decrease/ Rev. Increase	Increase
6540101	623501	Legal	\$ 5,340.00	\$ -
6540101	620301	Special Projects - Printing	\$ 2,056.00	\$ -
6540101	621501	Computer Maintenance	\$ 100.00	\$ -
6540101	621502	General Insurance	\$ 60.00	\$ -
6540101	622504	Membership Dues	\$ 375.00	\$ -
6540101	622503	Postage & Delivery	\$ 25.00	\$ -
6540101	622701	Public & Legal Notices	\$ 225.00	\$ -
6540101	623303	Travel-Meals	\$ 100.00	\$ -
	623304	Travel- Transportation	\$ 97.00	
	623701	Utilities	\$ 4,496.00	
	623601	Contracts	\$ 15,147.00	
6540101	610101	Salaries	\$ -	\$ 4,664.00
6540101	620301	Clothing & Safety		\$ 33.00
6540101	621501	Maintenance of Equip		\$ 1,251.00
6540101	621502	Maintenance of Equip - Fuel		\$ 22,037.00
6540101	622504	Supplies		\$ 36.00
<b>Total</b>			<b>\$ 28,021.00</b>	<b>\$ 28,021.00</b>

Comments:

Transfer between Operating accounts to cover end of the year shortages.

Submitted:

Verification of  
Sufficient Funds

Kelly Ortega  
Administrative Services Specialist

Date

Date

Approval:

Executive Director

Date

Approval by COG Board

Date

Attested:

Clerk of the Board:

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No