

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, May 18, 2017
3:00 P.M.

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

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Jaime De La Cruz
Directors Tony Boch, and Anthony Botelho
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 April 20, 2017 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño March 2017 Monthly Service Report – Valentine
3. **RECEIVE** County Express/MV Transportation March 2017 Monthly Operations Report – Valentine
4. **RECEIVE** Local Transportation Authority FY 2016-17 Third Quarter Budget Report – Postigo

5. **Surplus Local Transportation 2002 Truck – Postigo**
 - a. **DECLARE** Vehicle Surplus Property to be Sold or Salvaged.
 - b. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Sell or Salvage Surplus Vehicle.

REGULAR AGENDA:

6. **RECEIVE** Presentation on FY 2017/18 Local Transportation Authority Draft Budget – Postigo

Adjourn to LTA Meeting on Thursday, June 15, 2017. Agenda deadline is May 30, 2017 at 12:00 p.m.

<p><i>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.</i></p>
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**San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING
April 20, 2017 3:00 P.M.**

DRAFT MINUTES

MEMBERS PRESENT:

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

STAFF PRESENT:

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

CALL TO ORDER:

Chair Velazquez called the meeting to order at 4:40 p.m.

A. CERTIFICATE OF POSTING

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

B. PUBLIC COMMENT: None

CONSENT AGENDA:

1. **Approve** Local Transportation Authority Draft Meeting Minutes Dated March 16, 2017 – Gomez
2. **Receive** Specialized Transportation/Jovenes de Antaño February 2017 Monthly Service Report – Valentine
3. **Receive** County Express/MV Transportation February 2017 Monthly Operations Report – Valentine
4. **Receive** Operations Performance Report for the 2nd Quarter of Fiscal Year 2016/2017 – Valentine

There was no public comment on the consent agenda.

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

REGULAR AGENDA:

5. **Authorize** Release of Request for Proposal (RFP) #2017-01 for Transit Services Operations Procurement Management – Valentine

Transportation Planner, Regina Valentine stated that staff was requesting authorization from the LTA Board to release an RFP for contractor assistance to manage the 2018 procurement process for County Express and Specialized Transportation service operators.

There was no discussion or public comment.

Upon a motion duly made by Director De La Cruz, and seconded by Director Botelho, the Directors unanimously approved Item 5. Vote: 4/0 motion passes.

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously adjourned the LTA meeting at 4:42 p.m. Vote: 4/0 motion passes.

ADJOURN TO LTA MEETING MAY 18, 2017.



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - March 2017

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	480	316.25	4,547	\$ 787.00	23
Senior Lunch	814	135.25	1,143	\$ -	23
Medical/Shopping Assistance	128	132.25	1,320	\$ 160.00	20
Total	1,422	583.75	7,010	\$ 947.00	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	50	33.75	326	\$ -	4
Total	50	33.75	326	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	530	350.00	4,873	\$ 787.00	27
Senior Lunch	814	135.25	1,143	\$ -	23
Medical/Shopping Assistance	128	132.25	1,320	\$ 160.00	20
Total	1,472	617.50	7,336	\$ 947.00	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	4,440	2,943	39,069	\$ 3,235.50	216
Senior Lunch	7,247	1,074.25	9,235	\$ -	188
Medical/Shopping Assistance	1,077	1,003.33	10,355	\$ 1,309.50	160
Total	12,764	5,020.33	58,659	\$ 4,545.00	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
733	0
734	174400
735	104418
736	92176
737	100046
738	71637

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	93	946
Unduplicated Passengers	112	948
Turn Downs	0	0
No Shows	1	1
Cancellations	0	0
Employee Hours	0	0.00
Vehicles - Midday	0	
Vehicles - Peak		

NOTES



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - March 2017

OUT OF COUNTY

Week of	ONE WAY PASSENGERS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	22	21	22	16	22	12	11	62
3/6-11/2017	25	20	23	17	21	12	11	115
3/13-18/2017	22	24	17	25	20	15	12	123
3/20-25/2017	21	22	27	26	16			112
3/27-31/2017	90	87	106	100	97	50	530	0
Total								530

SENIOR LUNCH

Week of	ONE WAY PASSENGERS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	44	27	40	36	36			107
3/6-11/2017	39	33	42	31	35			180
3/13-18/2017	39	31	38	35	32			175
3/20-25/2017	36	30	32	34	39			171
3/27-31/2017	156	120	193	167	178			814
Total								814

MEDICAL/SHOPPING ASSISTANCE

Week of	ONE WAY PASSENGERS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	6	2	8	4	6			26
3/6-11/2017	2	2	2	2	4			8
3/13-18/2017	6	8	6	8	4			32
3/20-25/2017	2	12	6	12				32
3/27-31/2017	14	22	32	36	24			128
Total								128

Week of	DONATIONS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	156.5							156.5
3/6-11/2017	109.5							109.5
3/13-18/2017	235							235
3/20-25/2017	201							201
3/27-31/2017	85							85
Total	0	0	0	0	0	0	0	787

Week of	DONATIONS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	6							6
3/6-11/2017	5.75							5.75
3/13-18/2017	5.75							5.75
3/20-25/2017	6							6
3/27-31/2017	23.25							23.25
Total	0	0	0	0	0	0	0	0

Week of	FARES							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	7.5	2.5	10	5	7.5			37.5
3/6-11/2017	2.5	10	7.5	10	5			37.5
3/13-18/2017	7.5	10	7.5	10	5			40
3/20-25/2017	2.5	15	7.5	15				40
3/27-31/2017	17.5	27.5	40	45	30			160
Total								160

Week of	REVENUE HOURS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	11.75	16.75	14	14	12.75	9	8.25	40.75
3/6-11/2017	12.75	12.5	12.5	15	16.75	8.25	7.75	78.25
3/13-18/2017	14	11.75	14	9.5	14.25	8.25	7.75	71.75
3/20-25/2017	16.75	14	23.25	16.75	10.75		81.5	81.5
3/27-31/2017	55.25	55	76.5	67	62.5	33.75	350	0
Total								350

Week of	REVENUE HOURS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	5.75	6	6	5.5	5.75			18
3/6-11/2017	5.75	5.75	6.25	5.75	5.75			29
3/13-18/2017	5.75	5.75	6	6.25	5.75			29.5
3/20-25/2017	6	5.75	5.75	5.75	6.25			29.5
3/27-31/2017	23.25	23.25	29.75	29.5	29.5			135.25
Total								135.25

Week of	REVENUE HOURS							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	6	3.5	7.25	5	6.5			21.25
3/6-11/2017	6	3.5	7.25	5	6.5			28.25
3/13-18/2017	8	7.5	4.5	7	8.25			17.5
3/20-25/2017	5	7.75	8.5	8.75				30
3/27-31/2017	19	18.75	32.75	30.75	31			132.25
Total								132.25

Week of	REVENUE MILES							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	201	152	69	78	500			500
3/6-11/2017	139	289	288	217	251	79		1263
3/13-18/2017	209	163	187	181	208	77		1025
3/20-25/2017	201	161	86	200	217	92		957
3/27-31/2017	232	177	279	314	126			1128
Total	781	790	1041	1064	871	326		4873

Week of	REVENUE MILES							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	50	55	43	50	45			142
3/6-11/2017	45	60	47	43	50			243
3/13-18/2017	47	53	50	48	45			243
3/20-25/2017	49	53	60	52	56			270
3/27-31/2017	191	221	244	238	249			1143
Total								1143

Week of	REVENUE MILES							Total
	M	T	W	TH	F	S	S	
3/1-4/2017	41	27	59	28	68			223
3/6-11/2017	78	74	58	104	96			410
3/13-18/2017	56	111	43	89				299
3/20-25/2017	175	212	321	304	308			1320
3/27-31/2017								0
Total								1320

March 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	4.02	3.90
Fixed Route Service	5.80	4.84
Gavilan Service	9.89	9.31
Caltrain Service	4.56	6.37
Greyhound Service	3.95	3.73
Total Passengers	11,921	10,804
Total Revenue Hours	2,203.85	2,090.81
Passengers per Hour	5.40	5.16
Lift Trips	190	206
No Shows	76	62
Cancellations	239	310

WEEKDAYS March 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	2,136	13	303.87	3,642	\$ 835.83	\$ 515.27	\$ 123.75	23	\$ 13,912.38
Paratransit	1,787	74	699.29	10,926	\$ 2,507.50	\$ 1,545.83	\$ 371.25	23	\$ 32,016.29
Fixed Route	3,114	64	547.05	6,099	\$ 1,833.39	\$ 369.50	\$ 27.00	23	\$ 25,046.14
Gavilan	3,279	4	331.83	7,488	\$ 3,304.15	\$ 1,142.40	\$ -	23	\$ 15,192.50
Caltrain	1,110	0	243.19	5,866	\$ 1,604.43	\$ 105.00	\$ -	23	\$ 11,134.21
Total	11,426	155	2,125.23	34,021	\$ 10,085.30	\$ 3,678.00	\$ 522.00	115	\$ 97,301.53

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	55	0	13.05	189	\$ 79.80	\$ -	\$ -	4	\$ 597.48
Greyhound	102	0	27.01	771	\$ 184.90	\$ -	\$ -	4	\$ 1,236.63
Total	157	0	40.06	960	\$ 264.70	\$ -	\$ -	8	\$ 1,834.11

SUNDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	\$ -	Service Days	Invoiced
Dial-A-Ride	38	32	11.25	180	\$ 50.85	\$ 8.80	\$ -	4	\$ 515.07
Greyhound	113	0	27.31	788	\$ 183.95	\$ 6.60	\$ -	4	\$ 1,250.36
Total	151	32	38.56	968	\$ 234.80	\$ 15.40	\$ -	8	\$ 1,765.43

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	2,229	45	328.17	4,011	\$ 966.48	\$ 524.07	\$ 123.75	31	\$ 15,024.94
Paratransit	1,787	74	699.29	10,926	\$ 2,507.50	\$ 1,545.83	\$ 371.25	23	\$ 32,016.29
Fixed Route	3,114	64	547.05	6,099	\$ 1,833.39	\$ 369.50	\$ 27.00	23	\$ 25,046.14
Gavilan	3,279	4	331.83	7,488	\$ 3,304.15	\$ 1,142.40	\$ -	23	\$ 15,192.50
Caltrain	1,110	0	243.19	5,866	\$ 1,604.43	\$ 105.00	\$ -	23	\$ 11,134.21
Greyhound	215	0	54.32	1,559	\$ 368.85	\$ 6.60	\$ -	8	\$ 2,486.99
Total	11,734	187	2,203.85	35,949	\$ 10,584.80	\$ 3,693.40	\$ 522.00		\$ 100,901.07

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	17,036	456	2,736.55	19,278	\$ 7,753.12	\$ 4,289.86	\$ 927.50	269	\$ 122,283.57
Paratransit	13,780	840	5,521.38	96,520	\$ 19,266.64	\$ 12,341.94	\$ 2,782.50	193	\$ 246,860.61
Fixed Route	21,073	212	4,212.36	47,755	\$ 11,795.42	\$ 2,248.00	\$ 237.00	192	\$ 188,463.22
Gavilan	21,261	4	2,407.10	54,279	\$ 22,267.05	\$ 7,258.40	\$ 654.00	193	\$ 107,682.69
Caltrain	9,292	0	1,915.83	48,228	\$ 13,778.00	\$ 1,124.30	\$ -	193	\$ 85,726.24
Greyhound	1,632	0	510.71	14,043	\$ 2,709.05	\$ 79.20	\$ -	76	\$ 22,815.46
Total	84,075	1,512	17,303.93	280,103	\$ 77,569.28	\$ 27,341.70	\$ 4,601.00	0	\$ 773,831.80

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	190	1,509
Turn Downs		0
No Shows	76	612
Cancellations	239	1,933
Employee Hours	2,316	20,265
Vehicles - Middyay	7	14
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 0 Gavilan Bikes= 11 Caltrain Bikes = 0 Fixed Route = 1

FIXED ROUTE PASSENGER CT

	Business	Clockwise	Counter	Sunnyslope	Southside	Fixed Subtotal
1-Mar	30	38	68	1	11	148
2-Mar	28	25	56	2	13	124
3-Mar	22	53	62	1	10	148
4-Mar						
5-Mar						
6-Mar	33	40	64	3	9	149
7-Mar	28	33	71	2	13	147
8-Mar	19	36	70	2	14	141
9-Mar	22	28	54	4	14	122
10-Mar	25	37	61	1	10	134
11-Mar						
12-Mar						
13-Mar	21	49	63	2	10	145
14-Mar	27	62	55	4	13	161
15-Mar	23	52	58	0	13	146
16-Mar	19	40	63	4	12	138
17-Mar	26	67	55	0	7	155
18-Mar						
19-Mar						
20-Mar	20	41	56	4	6	127
21-Mar	23	35	51	2	12	123
22-Mar	19	32	46	1	10	108
23-Mar	16	45	66	4	15	146
24-Mar	13	20	60	1	13	107
25-Mar						
26-Mar						
27-Mar	21	41	68	0	13	143
28-Mar	25	43	76	7	5	156
29-Mar	20	47	71	5	7	150
30-Mar	17	35	68	0	12	132
31-Mar	26	47	48	0	7	128
TOTALS	523	946	1410	50	249	3178

DAILY

AVERAG

E 23 41 61 2 11 138

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 18, 2017
Subject: **Third Quarter Budget Report**

Recommendation:

RECEIVE Local Transportation Authority FY 2016-17 Third Quarter Budget Report

Summary:

The Local Transportation Authority's expenditures for the second quarter for 2016-17 were under budget. The Second Quarter Budget Report shows that expenditures were at 64.03 % and revenues were at 8.08%.

Financial Considerations:

During the Third quarter, total expenditures for LTA were \$1,167,234 or 64.03% of the budget. Revenues received were at 8.08% 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 2016-17 Third Quarter Budget Report, ending March 31, 2016, summarizes the quarterly expenditures and revenues. This report has the actual revenues and expenditures for the third quarter of fiscal year 2016-17. 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 Third Quarter Report of Local Transportation Authority shows expenditures for Services and Supplies as a whole under the 75% projection for the quarter although Insurance, Marketing, Printing and Supplies are over due to yearly allocations and one time printing and marketing cost.

Revenues are low at 8.08% 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 2016/17 Third Quarter Budget Report.

Executive Director Review: _____

Counsel Review: N/A

Attachments: 1. Local Transportation Authority FY 2016/17 Third Quarter Budget Report

**Local Transportation Authority
Third Quarter Budget Report
FY 2016/17**

FISCAL SUMMARY	Budgeted FY 16/17	Expenses 3/31/2017	Balance FY 16/17	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	241,588	167,039	74,549	75%	69.14%
Services & Supplies	248,202	134,337	113,865	75%	54.12%
Contracts	1,325,041	863,286	461,755	75%	65.15%
Capital	-	-	-	75%	-
Other	8,078	2,571	5,507	75%	31.83%
TOTAL EXPENDITURES	\$1,822,909	1,167,234	\$655,675	75%	64.03%
REVENUES					
Revenues	1,822,759	147,257	1,675,315	75%	8.08%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$1,822,759	\$147,257	\$1,675,315	75%	8.08%
TOTAL FUND BALANCE	(\$150)	(\$1,019,976)			

**Local Transportation Authority
Third Quarter Budget Report
FY 2016/17**

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 16/17	3/31/2017	FY 16/17	75%	
570.001	Other Sales (Ad Space)	-	995	(995)	75%	
551.113	Mis (FTA 5311 Operating Assistance)	295,228	-	295,228	75%	0.00%
551.113	FTA 5310	-	-	-	75%	
551.113	FTA 5304 (SRTP & LRTP)	-	-	-	75%	
570.001	Sales of fixed assets	3,000	1,350	1,650	75%	45.00%
551.113	FTA 5304 (IT Tech for Safety & Eff)	45,000	21,396	23,604	75%	47.55%
551.113	FTA 5304 (Bus Stop Imp Plan)	-	-	-	75%	
576.012	Transfer from Trust STA<F	1,309,531	-	1,309,531	75%	0.00%
576.012	Transfer from PTMISEA	-	-	-	75%	
551.401	LCTOP-Inter county service exp	-	-	-	75%	
541.001	Interest	-	(187)	-	75%	
562.803	County Express Fares	170,000	123,703	46,297	75%	72.77%
TOTAL		1,822,759	147,257	1,675,315	75%	8.08%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 16/17	3/31/2017	FY 16/17	75%	
Personnel			0			
610.101	Salaries	241,588	160,790	74,549	75%	69.14%
610.101	BS IT	-	6,249	-		
610.101	Bus Stop Imp.	-	-	-		
Total		241,588	167,039	74,549	75%	69.14%
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	75%	
619.130	Clothing and Safety	1,400	1,046	354	75%	74.74%
619.132	Communications	1,150	846	304	75%	73.55%
619.138	Computer Maintenance	200	125	75	75%	62.50%
619.140	Computer Supplies	-	-	-		
619.141	Computer Software	500	-	500		0.00%
645.701	General Insurance	4,392	3,182	1,210	75%	72.46%
619.152	Maintenance of Equipment	60,000	31,872	28,128	75%	53.12%
619.154	Maintenance of Equip - Oil and Gas	158,700	94,516	64,184	75%	59.56%
619.158	Maint of Structures and Grounds	1,000	18	982	75%	1.84%
619.280	Marketing	1,200	713	488	75%	59.38%
619.166	Membership Dues	820	535	85	75%	86.29% Cal Act
619.176	Special Project Supplies	300	195	105	75%	64.93%
619.174	Supplies	500	375	125	75%	74.99%
619.172	Postage and Delivery	25	-	25	75%	0.00%
619.210	Professional Service - Legal	5,000	332	4,668	75%	6.64%
619.222	Professional Services - Other Consultants	-	-	-		
619.180	Public and Legal Notices	265	-	265	75%	0.00%
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.188	Rent Space	-	-	-		
619.190	Small Tools	450	394	56	75%	87.45%
619.268	Special Dept Expense -	-	-	-	75%	
619.196	Travel Lodging	-	-	-	75%	
619.198	Travel Meals	100	51	49	75%	50.70%
619.194	Training	250	-	250	75%	0.00%
619.200	Travel Transportation	150	138	12	75%	92.05%
619.306	Utilities	12,000	-	12,000		0.00%
Total		248,202	134,337	113,865	75%	54.12%
Contracts						
619.250	Special Dept Exp (SRTP & LRTP)	-	-	-	75%	
619.250	Special Dept Expense - Contracts	1,325,041	863,286	461,755	75%	65.15%
Total		1,325,041	863,286	461,755	75%	65.15%
Capital						
650.302	Equipment other than Computer	-	-	-	75%	
650.301	Automobiles, Trucks, Vans	-	-	-	75%	
650.312	Depreciation Exp	-	-	-	0%	
Total		-	-	-	75%	
Other						
640.320	OPEB	8,078	2,571	5,507	50%	31.83%
640.513	Operating Transfers	-	-	-		
Total		8,078	2,571	5,507		31.83%
TOTAL		1,822,909	1,167,234	655,675	75%	64.03%

BUDGET ADJUSTMENTS

JE #		
16-17-02	Marketing	\$ 200.00
	Supplies	\$200.00
	Insurance	(\$400.00)
16-17	Marketing	\$1,000.00
	Membership	100.00
	Small Tooles	200.00
	Communications	150.00
	Maint of Equip-Fuel	\$1,450.00

**PTMISEA ARRA Third Quarter Budget Report
FY 2016/17**

FISCAL SUMMARY	Budgeted FY 16/17	Expenses 3/31/2017	Balance FY 16/17	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	-	-	-		
Services & Supplies	2,253,172	664,301	1,588,871	100%	0.00%
Contracts	-	-	-		
Capital				75%	0.00%
Other	-	-	-	75%	
TOTAL EXPENDITURES	\$2,253,172	\$664,301	\$1,588,871	75%	29.48%
REVENUES					
Revenues	2,253,172	1,193,292	1,059,880	75%	53%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$2,253,172	\$1,193,292	\$1,059,880	75%	53%
TOTAL FUND BALANCE	\$0	\$528,991			

**PTMISEA ARRA Third Quarter Budget Report
FY 2016/17**

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 16/17	3/31/2017	FY 16/17	75%	
541.001	Interest Revenue	-	1,146	(1,146)	75%	0.00%
551.401	PTMISEA	1,445,315	380,199	1,065,116	75%	26%
551.401	Misc (LCTOP	-	(56,513)	56,513	75%	#DIV/0!
	Fund Balance Carry over	807,857	868,460	(80,603)	75%	0%
551.401	CTSGP - CTAF (State)	-	-	-	75%	0%
551.401	RSTP (Bus Shelters)	-	-	-	75%	0%
TOTAL		2,253,172	1,193,292	1,059,880	75%	53%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 16/17	3/31/2017	FY 16/17	75%	
Personnel						
610.101	Salaries	-	-	-	-	-
610.101	ARRA (Bus Shelters)	-	0	-	75%	-
610.101	PTMISEA Brochures	-	-	-	-	0.00%
610.101	Cal-EMA (Farebox)	-	-	-	-	0.00%
Total					75%	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 -	2,253,172	664,301	1,588,871	75%	0.00%
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	75%	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
Total		2,253,172	664,301	1,588,871	75%	
Contracts						
623601	Special Dept Expense - Contracts	-	-	-	-	-
Total						
Capital						
650304	Furniture & Fixtures(Bus Stop Shelters)	-	-	-	75%	-
650302	Equipment other than Computer	-	-	-	75%	-
650303	Computer Hardware	-	-	-	75%	-
650301	Automobiles, Trucks, Vans	-	-	-	-	-
Total						
Other						
640513	Operating Transfers	-	-	-	-	-
690000	Interfund Trf	-	-	-	75%	-
Total					75%	
TOTAL		2,253,172	664,301	1,588,871	75%	29.48%

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist Telephone: (831) 637-7665 x 208
Date: May 18, 2017
Subject: Surplus Local Transportation 2002 Truck

Recommendation:

- a. **DECLARE** Vehicle Surplus Property to be Sold or Salvaged.
- b. **AUTHORIZE** Executive Director to execute all necessary Documents to sell or salvage surplus vehicle.

Summary:

This vehicle has been identified by staff to be declared as surplus vehicle to be sold or salvaged as it has been replaced and is no longer needed.

Financial Considerations:

Staff anticipates \$2,000 to \$3,000 in revenue if the vehicle is sold or salvaged.

Background:

The 2002 Chevy Silverado, which is the old shop maintenance truck, is no longer needed due to the purchase of the 2015 truck in October 2014.

Vehicle Year/Make	Vehicle I.D. Number	Mileage
2005 Chevy Silverado	1GBHC24U82Z267084	157,466

Staff Analysis:

Staff will pursue sale of the vehicle and any revenue received from this sale will be returned to the program that it was purchased from.

Staff recommends that the Board **DECLARE** this vehicle surplus property to be sold or salvaged, **AUTHORIZE** Executive Director to execute all necessary documents to sell or salvage surplus vehicle.

Executive Director Review: _____

Counsel Review: N/A

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 18, 2017
Subject: Local Transportation Authority Draft Budget FY 2017/18

Staff Recommendation:

RECEIVE presentation on FY 2017/18 Local Transportation Authority Draft Budget.

Summary:

The Local Transportation Authority Draft Budget – FY 2017/18 has been prepared using funding assumptions that are consistent with information provided through State and Federal programs. Expenditures match anticipated funding. A second fiscal year is included to the draft Budget for financial planning purposes.

Financial Considerations:

The Local Transportation Authority's total Draft Budget – FY 2017/18 is \$3.23 million. This Draft Budget includes contracts for transit operations including County Express and Jovenes de Antano. The Draft Budget includes personnel and services to support transit operations.

Overall, the Draft Budget is \$841,949 (or 20.6%) below the FY 2016/17 Budget. This decrease is mainly attributed to the Special Projects line item. This is due to the purchase of buses with the Public Transportation Modernization, Improvement and Service Enhancement (PTMISE) funding in 2016/17.

Background:

The San Benito County Local Transportation Authority (LTA) administers and operates public transportation services in the County. County Express provides local Fixed Route service, General Public Dial-a-Ride, ADA Paratransit, and commuter services to the residents of San Benito County. Jovenes de Antano provides transportation for the Senior Lunch Program, Medical & Shopping Assistance Program and Out of County Medical Transportation.

The most important component of the Draft Budget focuses on aligning spending with anticipated funding and financing transit operations. The Local Transportation Authority is funded through the Transportation Development Act, Federal Transit Act and various local grants.

Pending grant applications will be amended into the Budget at a future date if the funds become available.

Staff Analysis:

The Local Transportation Authority limits personnel costs to 14 percent and directs agency funds to Services and Supplies, Operations, and Capital.

Services and Supplies represents 12.7 percent of the budget. This category includes large expenditures in maintenance and fuel. The fuel estimate is the largest unknown in the Authority's Draft Budget. Fluctuations at the gas pump are difficult to predict. The Authority also pays a 10 percent administrative fee to the County Public Works Road Department to purchase fuel.

Contracts represent 73.1 percent of expenditures. This category includes contracts with MV Transportation for County Express and Jovenes de Antaño for Specialized Transportation. Contract line item also includes a contract for the Preparation of Operations Request for Proposal.

Other represents .2 percent of the budget. This category includes the OPEB cost for LTA salaries.

The Local Transportation Authority set up a separate account for the Public Transportation Moderation, Improvements and Service Enhancements Account (PTMISEA), the American Recovery and Reinvestment Act (ARRA) funding and the California Transit Assistance Fund (CTAF). The Draft Budget for this account is \$1,445,315. This funding is available for various transit capital needs, purchase of buses and customer services enhancements, transit maintenance and operational enhancements.

The Draft Budget is balanced with revenues matching expenditures.

In summary, the Local Transportation Authority meets the goals and objectives of the agency and matches anticipated funding with expenses.

Executive Director Review: _____

Counsel Review: N/A

Attachment: LTA Draft Budget – FY 2017/18

**LOCAL TRANSPORTATION AUTHORITY
DRAFT BUDGET - FY 2017/18
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
Personnel					
610101 Salaries	241,588	225,000	249,512	250,000	7,924
610101 Salaries	-	-	-	-	-
610101 Salaries (5304 Bus Stop IT)	-	3,671	-	-	-
Total	241,588	228,671	249,512	250,000	7,924
Services and Supplies					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	1,400	1,400	1,400	1,500	-
620501 Communications	1,150	1,000	1,020	1,000	(130)
620701 Computer Maintenance	200	200	200	100	-
620702 Computer Supplies	-	-	-	-	-
620703 Computer Software	500	-	200	200	(300)
640701 General Insurance	4,392	3,182	4,365	3,600	(27)
621501 Maintenance of Equipment	60,000	52,000	60,000	60,000	-
621502 Maintenance of Equipment - Oil and Gas	158,700	130,000	140,000	140,000	(18,700)
621701 Maintenance of Structures and Grounds	1,000	300	500	500	(500)
623619 Marketing	1,200	200	200	-	(1,000)
622101 Membership Dues	620	-	520	550	(100)
622505 Special Project Supplies - Printing	300	250	300	200	-
622504 Supplies	500	450	450	350	(50)
622503 Postage and Delivery	25	25	25	25	-
623501 Professional Service - Legal	5,000	5,000	5,000	4,500	-
622701 Public and Legal Notices	265	265	265	300	-
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
623101 Small Tools	450	250	250	250	(200)
623613 Special Dept. Expense - Other	-	65,000	-	-	-
623304 Travel Lodging	-	100	300	100	300
623303 Travel Meals	100	100	150	100	50
623301 Training	250	-	400	200	150
623304 Travel Transportation	150	150	150	150	-
623701 Utilities	12,000	-	12,000	12,000	-
Total	248,202	259,872	227,695	225,625	(20,507)
Contracts					
623601 Special Dept. Expense - Contracts	1,325,041	1,270,000	1,308,192	1,295,000	(16,849)
Total	1,325,041	1,270,000	1,308,192	1,295,000	(16,849)
Capital					
650302 Equipment other than Computer	-	-	-	-	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	0	0	-	-	0
Other					
640320 OPEB	8,078	3,428	3,378	4,000.00	-
Total	8,078	3,428	3,378	4,000	-
TOTAL PROPOSED BUDGET	1,822,909	1,761,971	1,788,777	1,774,625	(29,432)

**LOCAL TRANSPORTATION AUTHORITY
DRAFT BUDGET - FY 2017/18
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
570003 Sale of Fixed Assets	3,000	2,568	3,000	3,000	-
551113 Misc. (FTA 5311 Operating Assistance)	295,228	295,228	298,186	304,997	2,958
551113 FTA 5304 (IT Tech for Safety & Efficiency)	45,000	44,081	-	-	(45,000)
570015 AB2766 (Continuation of Intercounty)	-	-	-	-	-
551113 Low Carbon Transit Operations Program	-	56,513	24,983	-	24,983
576012 STA/LTF transfer	1,309,531	1,003,463	1,292,608	1,233,447	(16,923)
562803 County Express Fares	170,000	165,650	170,000	175,000	-
TOTAL REVENUE	1,822,760	1,567,503	1,788,777	1,716,444	(33,982)

EXPENDITURES VS REVENUES	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
EXPENDITURES					
Personnel	241,588	228,671	249,512	250,000	7,924
Services & Supplies	2,501,374	924,173	1,673,010	225,625	(828,364)
Contracts	1,325,041	1,270,000	1,308,192	1,295,000	(16,849)
Capital	0	0	-	-	-
Other	8,078	3,378	3,378	4,000	(4,700)
TOTAL EXPENDITURES	4,076,081	2,426,222	3,234,092	1,774,625	(841,989)
REVENUES					
Revenues	2,766,401	1,816,115	2,223,338	482,997	(543,063)
Operating Transfers (in)	1,309,531	1,003,463	1,292,608	1,233,447	(16,923)
TOTAL REVENUE	4,075,932	2,819,578	3,515,946	1,716,444	(559,986)
TOTAL PROPOSED BUDGET	4,076,081	2,426,222	3,234,092	1,774,625	(841,989)
FUND BALANCE			281,854		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			281,854		

The Local Transportation Authority's budget accounts include:

PTMISEA: Public Transportation Modernization, Improvement and Service enhancement Program
ARRA: American Recovery and Reinvestment Act
CTAF: California Transit Assistance Fund

**LOCAL TRANSPORTATION AUTHORITY
DRAFT BUDGET - FY 2017/18
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 17/18
Personnel Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.	
Total	249,512
Services and Supplies Services and Supplies include normal budget items to support transit operations. The largest expenses include general insurance, maintenance, and fuel.	
Total	1,673,010
Contracts Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express \$1,053,032) out of county medical and senior lunch program (Jovenes de Antano \$240,160). Also \$15,000 for the Preperation of Operations RFP.	
Total	1,308,192
Capital No Capital expenditures are proposed in this FINAL Budget.	
Total	-
Other LTA share of OPEB costs.	
Total	3,378
TOTAL PROPOSED BUDGET	3,234,092

SRTP: Short Range Transit Plan
LRTP: Longe Range Transit Plan

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND CTAF
DRAFT BUDGET - FY 2017/18
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
Personnel					
610101 Salaries(Brochures)	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	-	-	-	-	-
620501 Communications	-	-	-	-	-
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	-	-	-	-	-
621501 Maintenance of Equipment	-	-	-	-	-
621502 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
621503 Maintenance of Equipment - Auto	-	-	-	-	-
621701 Maintenance of Structures and Grounds	-	-	-	-	-
623619 Marketing	-	-	-	-	-
621901 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
622101 Membership Dues	-	-	-	-	-
622501 Office Furniture under \$700	-	-	-	-	-
622502 Office Equipment under \$300	-	-	-	-	-
622505 Special Project Supplies - Printing	-	-	-	-	-
622504 Supplies	-	-	-	-	-
622503 Postage and Delivery	-	-	-	-	-
623501 Professional Service - Legal	-	-	-	-	-
623502 Professional Services - Accounting	-	-	-	-	-
623507 Professional Services - Other Consultants	-	-	-	-	-
622701 Public and Legal Notices	-	-	-	-	-
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
622903 Rent Space	-	-	-	-	-
623101 Small Tools	-	-	-	-	-
623613 Special Dept. Expense - Other	2,253,172	664,301	1,445,315	-	(807,857)
623302 Travel Lodging	-	-	-	-	-
623303 Travel Meals	-	-	-	-	-
623301 Training	-	-	-	-	-
623304 Travel Transportation	-	-	-	-	-
623701 Utilities	-	-	-	-	-
Total	2,253,172	664,301	1,445,315	-	(807,857)
Contracts					
623601 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equip other than Computer(CTSGP/CTAF)	-	-	-	-	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640513 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	2,253,172	664,301	1,445,315	-	(807,857)

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND CTAF
DRAFT BUDGET - FY 2017/18
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
551401	OES (State)	-	46,712	84,081	-	84,081
551401	PTMISEA (Proposition B)	1,445,315	390,000	1,055,315	-	(390,000)
556301	ARRA (Bus Stop Shelters)	-	-	-	-	-
	Fund Balance (carryover previous years)	807,857	812,362	587,773	-	(220,084)
541001	Interest	-	3,000	-	-	-
		-	-	-	-	-
	TOTAL REVENUE	2,253,172	1,252,074	1,727,169	-	(526,003)

EXPENDITURES VS REVENUES		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
EXPENDITURES						
	Personnel	-	-	-	-	-
	Services & Supplies	2,253,172	664,301	1,445,315	-	(807,857)
	Contracts	-	-	-	-	-
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	TOTAL EXPENDITURES	2,253,172	664,301	1,445,315	-	(807,857)
REVENUES						
	Revenues	2,253,172	1,252,074	1,727,169	-	1,727,169
	TOTAL REVENUES	2,253,172	1,252,074	1,727,169	-	1,727,169
	TOTAL PROPOSED BUDGET	2,253,172	664,301	1,445,315	-	(807,857)
	FUND BALANCE			281,854		
	DESIGNATED FUND BALANCE			-		
	UNDESIGNATED FUND BALANCE			281,854		

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND CTAF
DRAFT BUDGET - FY 2017/18
BUDGET NOTES**

BUDGET NOTES

BUDGET NOTES	Proposed Budget FY 17/18
Personnel No Personnel expenditures are proposed in this FINAL Budget.	
Total	-
Services and Supplies Special projects includes purchase of buses to increase service. Customer services enhancements, transit maintenance and operational enhancements. Purchase of tablets for County Express Purchased of buses will be piloted capitalize in LTA.	
Total	1,445,315
Contracts No Contract expenditures are proposed in this FINAL Budget.	
Total	-
Capital No Capital expenditures are proposed in this FINAL Budget.	
Total	-
Other No Other expenditures are proposed in this FINAL Budget.	
Total	-
TOTAL PROPOSED BUDGET	1,445,315

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program
ARRA: American Recovery and Reinvestment Act
CTAF: California Transit Assistance Fund