

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, September 19, 2019  
3:00 P.M.

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

**DIRECTORS:** Chair César E. Flores, Vice Chair Jim Gillio,  
Anthony Botelho, Marty Richman, and Ignacio Velazquez  
Alternates: San Benito County: Mark Medina;  
City of Hollister: Rolan Resendiz; San Juan Bautista: Mary Vazquez Edge

*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 15, 2019 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño July 2019 Monthly Service Reports – Valentine
3. **RECEIVE** County Express/MV Transportation July 2019 Monthly Operations Reports – Valentine
4. **APPROVE** Budget Adjustment/Transfer 18-19-13 – Postigo

**Adjourn to LTA Meeting on Thursday, October 17, 2019. Agenda deadline is October 1, 2019 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 15, 2019 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair César E. Flores, Jim Gillio, Anthony Botelho, Marty Richman, and Ignacio Velazquez

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Leona Medearis-Peacher, MV Transportation

**CALL TO ORDER:**

Chair Flores called the meeting to order at 3:43 p.m.

**A. CERTIFICATE OF POSTING**

*Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting. Vote: 5/0 motion passes unanimously.*

**B. PUBLIC COMMENT:**

Stephen Rosati commented on allowing members of staff to speak beyond the 3 minutes that are allotted for public comment.

**CONSENT AGENDA:**

1. **Approve** Local Transportation Authority Draft Meeting Minutes Dated June 20, 2019 – Gomez
2. **Receive** Specialized Transportation/Jovenes de Antaño May and June 2019 Monthly Service Reports – Valentine
3. **Receive** County Express/MV Transportation May and June 2019 Monthly Operations Reports – Valentine
4. **Adopt** Resolution 19-03 Authorizing the Application for Federal Transit Administration Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Fund and Acceptance of Funds, if Awarded – Valentine
5. **Adopt** Resolution 19-04 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2019-20 California State of Good Repair Program Funds Totaling \$85,767 – Valentine
6. **Surplus Vehicle** – Valentine
  - a. **Declare** One Vehicle Surplus Property to be Auctioned or Salvaged
  - b. **Authorize** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicle

7. **Approve** the Memorandum of Understanding between the Hollister School District and Local Transportation Authority Regarding the Shared Use of Existing County Express Bus Stops – Valentine
8. **Adopt** Resolution 19-05, Amending the Local Transportation Authority’s Advertisement Policies for County Express Vehicles and Facilities, Regarding Public Service Announcements from Other Governmental Agencies, and Directing that Governmental Agencies are not Required to Sign the Standard Form Display Advertisement Contract – Valentine

Director Richman pulled Items 3 and 7 from consent.

*Upon a motion duly made by Director Gillio, and seconded by Director Richman, the Directors unanimously approved Items 2, 4, 5, 6, and 8 from the Consent Agenda. Vote: 5/0 motion passes.*

*Upon a motion duly made by Director Gillio, and seconded by Director Richman, the Directors approved Item 1 from the Consent Agenda, with an abstention from Director Botelho. Vote: 4/0/1 motion passes.*

Regarding Item 3, Director Richman wanted to point out how important the County Express transportation service is for members of the public. He mentioned that he spoke with someone who was waiting for the bus near the hospital. The person stated that they would not know what to do for transportation if the service did not exist. However, he also expressed concern over the number of “no-shows” presented in the monthly operations reports. He stated that riders need to be given a warning and/or reminded to call in to cancel their ride if they no longer need it because it’s a waste of time and valuable resources.

Ms. Gilbert mentioned that County Express does enforce a strict “No-show policy” for customers. Customers who violate the policy are given a first time warning, second time there’s a \$5 operation and service charge, the next no show will result in suspension of service for 30 days.

Director Gillio inquired about the huge jump in the number of no-shows.

Regina Valentine explained that a big factor in the jump in no-show numbers is due to data clean-up from the installation of the new Route Match program.

There was no public comment.

*Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors unanimously approved Item 3 as noted above. Vote: 5/0 motion passes unanimously.*

Regarding Item 7, Director Richman asked for clarification regarding the shared use of existing County Express bus stops.

Regina Valentine stated that in an effort to reduce traffic congestion and improve pedestrian safety at HDLA, the Hollister School District will provide limited transportation for all HDLA students. For this reason, the HSD approached LTA staff regarding formalizing a MOU between the two agencies for shared use of existing County Express bus stops.

There was brief discussion about safety and liability issues.

Ms. Valentine mentioned that this month was safety month for MV transportation, and they would make sure to put extra emphasis on pedestrian safety near these bus stops.

There was no public comment.

*Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors unanimously approved Item 7 as noted above. Vote: 5/0 motion passes unanimously.*

*Upon a motion duly made by Director Velazquez, and seconded by Director Gillio, the Directors adjourned the LTA meeting at 4:01 p.m. Vote: 5/0 motion passes unanimously.*

**ADJOURN TO LTA MEETING SEPTEMBER 19, 2019.**

# July 2019

## Specialized Transportation Monthly Operations Reports

Operated by Jovenes de Antaño

### Year-to-Year Comparison

	2019	2018
<b>Passengers Per Hour</b>		
Out-of-County Medical Transportation	1.74	1.69
Senior Lunch	4.6	4.42
Medical Shopping Assistance	1.12	1.16
 <b>Total Passengers</b>	 1396	 1087
 <b>Total Revenue Hours</b>	 629.75	 497.00
 <b>Passengers Per Hour</b>		
 <b>Lift Trips</b>	 206	 123
<b>No Shows</b>	4	2
<b>Cancellations</b>	20	0



# Jovenes de Antaño

## Specialized Transportation Services

### Monthly Service Report - July 2019

#### WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	621	363.75	5,968	\$ 1,196.25	22
Senior Lunch	590	128.25	956	\$ -	22
Medical/Shopping Assistance	122	109.25	1,203	\$ 158.75	18
<b>Total</b>	<b>1,333</b>	<b>601.25</b>	<b>8,127</b>	<b>\$ 1,355.00</b>	

#### WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	63	28.50	289	\$ -	4
<b>Total</b>	<b>63</b>	<b>28.50</b>	<b>289</b>	<b>\$ -</b>	

#### MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	684	392.25	6,257	\$ 1,196.25	26
Senior Lunch	590	128.25	956	\$ -	22
Medical/Shopping Assistance	122	109.25	1,203	\$ 158.75	18
<b>Total</b>	<b>1,396</b>	<b>629.75</b>	<b>8,416</b>	<b>\$ 1,355.00</b>	

#### FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	684	392.25	6,257	\$ 1,196.25	26
Senior Lunch	590	128.25	956	\$ -	22
Medical/Shopping Assistance	122	109.25	1,203	\$ 158.75	18
<b>Total</b>	<b>1,396</b>	<b>629.75</b>	<b>8,416</b>	<b>\$ 1,355.00</b>	

#### VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
63	35530
733	149692
735	127986
736	133644
738	115331
739	6804

#### ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	206	206
Unduplicated Passengers	115	115
Turn Downs	0	0
No Shows	4	4
Cancellations	20	20
Employee Hours	629.75	629.75
Vehicles - Midday		
Vehicles - Peak		

#### NOTES



# **Jovenes de Antaño** Specialized Transportation Services Monthly Service Report - July 2019

## OUT OF COUNTY

### ONE WAY PASSENGERS

Week of	M	T	W	TH	F	S	Total
7/1-6/19	25	26	29		31	15	126
7/7-13/19	25	20	35	18	27	16	141
7/14-20/19	31	24	35	24	36	14	164
7/21-27/19	37	21	37	24	36	18	173
7/28-31/19	27	26	27			80	80
Total	145	117	163	66	130	63	684

### SENIOR LUNCH

### ONE WAY PASSENGERS

Week of	M	T	W	TH	F	Total
7/1-6/19	26	28	30		22	106
7/7-13/19	30	28	30	24	24	136
7/14-20/19	25	28	27	22	25	127
7/21-27/19	25	29	27	29	30	140
7/28-31/19	26	25	30			81
Total	132	138	144	75	101	590

### MEDICAL/SHOPPING ASSISTANCE

### ONE WAY PASSENGERS

Week of	M	T	W	TH	F	Total
7/1-6/19	8	6	6			20
7/7-13/19	5	10	10	6	2	33
7/14-20/19		6	8	4		18
7/21-27/19	6	10	8	6	6	30
7/28-31/19	2	13	6			21
Total	21	39	36	14	12	122

### DONATIONS

	M	T	W	TH	F	S	Total
			545				545
				145.5			145.5
				8.5			8.5
			341.5				341.5
				155.75			155.75
	0	0	886.5	309.75	0	0	1196.25

### DONATIONS

	M	T	W	TH	F	Total
						0
						0
						0
						0
						0
	0	0	0	0	0	0

### REVENUE HOURS

	M	T	W	TH	F	S	Total
	14	13	18.75		19	7.75	72.5
	14.75	11	19.5	12.5	18.25	6.75	82.75
	22.25	14.5	18.75	16	18.5	6.5	96.5
	20.25	13.25	23	11.5	20.5	7.5	96
	15.5	11.75	17.25				44.5
	86.75	63.5	97.25	40	76.25	28.5	392.25

### REVENUE HOURS

	M	T	W	TH	F	Total
	5.75	5.75	6		5.75	23.25
	5.75	5.75	5.75	6	5.75	29
	5.75	5.75	5.75	6	5.5	28.75
	5.75	5.75	5.75	6.75	6	30
	5.75	5.75	5.75			17.25
	28.75	28.75	29	18.75	23	128.25

### REVENUE MILES

	M	T	W	TH	F	S	Total
	209	197	304		252	55	1017
	290	168	341	253	260	68	1380
	397	262	336	298	291	61	1645
	406	282	277	269	233	105	1572
	185	225	233				643
	1487	1134	1491	820	1036	289	6257

### REVENUE MILES

	M	T	W	TH	F	Total
	45	44	45		40	174
	43	41	43	43	54	224
	40	37	43	40	38	198
	37	41	48	62	50	238
	40	41	41			122
	205	204	220	145	182	956

### FARES

	M	T	W	TH	F	Total
	10	7.5	7.5			25
	7.5	12.5	12.5	7.5	2.5	42.5
			7.5	10	5	22.5
	7.5	17.5	10		7.5	42.5
	2.5	16.25	7.5			26.25
	27.5	53.75	45	17.5	1.5	158.75

Total Deposits 1355.00

### REVENUE MILES

	M	T	W	TH	F	Total
	79	37	75			191
	121	106	102	56	17	402
	31	109	56	87	29	162
	14	104	54		80	276
	245	356	374	102	126	1203

### REVENUE HOURS

	M	T	W	TH	F	Total
	5.75	5.75	5.5			17
	7.25	7.75	6.5	5.75	3	30.25
	6.25	7	6.25	5.75	4.75	17.25
	3.25	7.25	7		7.75	27.25
	22.5	27.75	32	11.5	15.5	109.25



**July 2019**  
**San Benito County Express Monthly Operations Reports**  
Operated by MV Transportation

**Year-to-Year Comparison**

	<b>2019</b>	<b>2018</b>
<b>Passengers Per Hour</b>		
Dial-A-Ride/Paratransit	2.83	2.96
Fixed Route	3.64	2.91
Intercounty Gavilan	2.75	3.5
Intercounty Caltrain	3.46	3.84
Intercounty Greyhound	2.43	3.14
 <b>Total Passengers</b>	 5931	 5852
 <b>Total Revenue Hours</b>	 1954.92	 1872.56
 <b>Passengers Per Hour</b>	 3.03	 3.13
 <b>Lift Trips</b>	 180	 170
<b>No Shows</b>	106	133
<b>Cancellations</b>	75	96

**WEEKDAYS JULY 2019**

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,666	54	377.00	2,691	\$ 852.90	\$ 310.05	\$ 7.25	22	\$ 14,408.94
Paratransit	1,118	61	651.15	12,330	\$ 2,558.69	\$ 930.15	\$ 21.75	22	\$ 24,886.95
Fixed Route	1,309	44	371.81	4,557	\$ 669.49	\$ 172.00	\$ -	22	\$ 14,210.58
Gavilan	687	1	249.74	5,150	\$ 1,142.77	\$ 91.60	\$ -	22	\$ 9,545.06
Caltrain	742	0	214.30	4,760	\$ 1,042.15	\$ 75.40	\$ -	22	\$ 8,190.55
Total	5,522	160	1,864.00	29,488	\$ 6,266.00	\$ 1,579.20	\$ 29.00		\$ 71,242.08

**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	26	0	11.63	161	\$ 42.28	\$ 2.20	\$ -	4	\$ 444.50
Greyhound	55	0	30.09	742	\$ 82.76	\$ -	\$ -	4	\$ 1,150.04
Total	81	0	41.72	903	\$ 125.04	\$ 2.20	\$ -		\$ 1,594.54

**SUNDAY**

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	59	19	19.73	268	\$ 82.18	\$ -	\$ -	4	\$ 754.08
Greyhound	86	4	29.47	760	\$ 135.78	\$ 6.60	\$ -	4	\$ 1,126.34
Total	145	23	49.20	1,028	\$ 217.96	\$ 6.60	\$ -		\$ 1,880.42

**MONTH**

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Monthly Fixed Fee									\$ 29,125.00
Dial-A-Ride	1,751	73	408.36	3,120	\$ 977.36	\$ 312.25	\$ 7.25	30	\$ 15,607.52
Paratransit	1,118	61	651.15	12,330	\$ 2,558.69	\$ 930.15	\$ 21.75	22	\$ 24,886.95
Fixed Route	1,309	44	371.81	4,557	\$ 669.49	\$ 172.00	\$ -	22	\$ 14,210.58
Gavilan	687	1	249.74	5,150	\$ 1,142.77	\$ 91.60	\$ -	22	\$ 9,545.06
Caltrain	742	0	214.30	4,760	\$ 1,042.15	\$ 75.40	\$ -	22	\$ 8,190.55
Greyhound	141	4	59.56	1,502	\$ 218.54	\$ 6.60	\$ -	8	\$ 2,276.38
Total	5,748	183	1,954.92	31,419	\$ 6,609.00	\$ 1,588.00	\$ 29.00		\$ 103,842.04

**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
Monthly Fixed Fee									\$ 29,125.00
Dial-A-Ride	1,751	73	408.36	3,120	\$ 977.36	\$ 312.25	\$ 7.25	30	\$ 15,607.52
Paratransit	1,118	61	651.15	12,330	\$ 2,558.69	\$ 930.15	\$ 21.75	22	\$ 24,886.95
Fixed Route	1,309	44	371.81	4,557	\$ 669.49	\$ 172.00	\$ -	22	\$ 14,210.58
Gavilan	687	1	249.74	5,150	\$ 1,142.77	\$ 91.60	\$ -	22	\$ 9,545.06
Caltrain	742	0	214.30	4,760	\$ 1,042.15	\$ 75.40	\$ -	22	\$ 8,190.55
Greyhound	141	4	59.56	1,502	\$ 218.54	\$ 6.60	\$ -	8	\$ 2,276.38
Total	5,748	183	1,954.92	31,419	\$ 6,609.00	\$ 1,588.00	\$ 29.00		\$ 103,842.04

**ADDITIONAL INFORMATION**

	Current Month	Year To Date
Lift Assisted Trips	180	180
Turn Downs	0	0
No Shows	106	106
Cancellations	75	75
Missed Trips	0	0
Employee Hours	2,595	2,595
Road Calls	2	2
Vehicles - Midday	7	
Vehicles - Peak	8	

**NOTES**

Greyhound Bikes = 4 Gavilan Bikes=20 Caltrain Bikes = 10 Fixed Route = 1

# **FIXED ROUTE PASSENGER CT**

	<b>Business</b>	<b>Clockwise</b>	<b>Counter</b>	<b>Sunnyslope</b>	<b>Southside</b>	<b>Fixed Subtotal</b>
1-Jul	45	18	0	0	18	81
2-Jul	32	27	0	0	15	74
3-Jul	38	20	0	0	0	58
4-Jul						
5-Jul	25	15	0	0	0	40
6-Jul						
7-Jul						
8-Jul	47	30	0	0	15	92
9-Jul	39	21	0	0	15	75
10-Jul	33	26	0	0	17	76
11-Jul	33	24			15	72
12-Jul	38	39	0	0	12	89
13-Jul						
14-Jul						
15-Jul	34	19	0	0	0	53
16-Jul	39	36	0	0	0	75
17-Jul	34	45	0	0	0	79
18-Jul	37	20	0	0	0	57
19-Jul	30	22	0	0	0	52
20-Jul						
21-Jul						
22-Jul	32	24	0	0	0	56
23-Jul	37	20	0	0	0	57
24-Jul	22	15	0	0	0	37
25-Jul	28	26	0	0	0	54
26-Jul	16	18	0	0	0	34
27-Jul						
28-Jul						
29-Jul	39	10	0	0	0	49
30-Jul	20	24	0	0	0	44
31-Jul	29	20	0	0	0	49
<b>TOTALS</b>	<b>727</b>	<b>519</b>	<b>0</b>	<b>0</b>	<b>107</b>	<b>1353</b>
<b>DAILY AVERAGE</b>						
<b>E</b>	<b>33</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>62</b>

## Staff Report

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To: Local Transportation Authority  
From: Kathy Postigo, Administrative Services Specialist      **Telephone:** (831) 637-7665  
Date: September 19, 2019  
Subject: **Budget Adjustment/Transfer 18-19-13**

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### Recommendation:

**APPROVE** Budget Adjustment /Transfer 18-19-13.

### Summary:

The Local Transportation Authority's expenditures for Fuel line item is \$34,890 over the original budgeted and funds are available in the Contract line item.

### Financial Considerations:

During the first review of the Fourth quarter expenditures, the Fuel line item is \$34,890 over the original budgeted amount. The Contract line item has funds available for allocation to the Fuel line item.

### Background:

After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. During the preliminary review the Fuel line item was over the original budgeted amounts. This was due to the new contract with Jovenes De Antano which includes paying their fuel cost.

### Staff Analysis:

Staff made budget adjustments, approved by the Executive Director as authorized in the Purchasing/Budget policy to cover small overages. A Budget Adjustment/Transfer is required to the Fuel and Contract line items from Contract line item.

Staff recommends that the Board approve the Budget Adjustment/Transfer 18-19-13.

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

Counsel Review: N/A

Attachments: Budget Adjustment/Transfer 18-19-13  
4<sup>th</sup> Quarter Budget Report

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

18-19-13

**Please Indicate Type:**

Fiscal Year: 2018/2019

**Department:** Local Transportation Authority

**Org Key:** 627.95.7320

103

**Appropriation/Est. Revenue Increase**  
(Requires Board Approval)

☒

**Interdepartmental Transfer or  
Interobject Transfer>\$10,000**

11

**Interobject Transfer<\$10,000**

☐

(Requires Executive Director and Admin Ser Spe )

### Intraobject Transfer

(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
627.95.7320	619.152	Maintenance of Equipment - Oil and Gas	\$ -	\$ 34,890.00
627.95.7320	619.250	Contract	\$ -	\$ -
			\$ 34,890.00	
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total			\$ 34,890.00	\$ 34,890.00

Comments: With the new contract LTA is paying JDA's fuel cost more than anticipated.

Submitted: Kathy Postigo

Verification of Sufficient Funds: Kathy Pinter

Administrative Services Specialist

Approval: 

Executive Director

**Approval by COG Board**

**Attested:**

**Clerk of the Board:**

9/9/2019

Date \_\_\_\_\_

9/9/19

Date \_\_\_\_\_

9/10/19

Date \_\_\_\_\_

Date \_\_\_\_\_

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

**Local Transportation Authority  
Fourth Quarter Budget Report  
FY 2018/19**

**REVENUE & EXPENDITURES**

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 18/19	6/30/2019	FY 18/19	100%	
570.001	Other Sales (Ad Space)	-	6,096	(6,096)	100%	
551.113	Mis (FTA 5311 Operating Assistance)	316,616	316,616	-	100%	100.00%
551.113	FTA 5310	-	-	-	100%	
551.113	FTA 5304 (SRTP & LRTP)	-	-	-	100%	
570.001	Sales of fixed assets	3,000	-	3,000	100%	0.00%
551.113	FTA 5304 (IT Tech for Safety & Eff)	-	-	-	100%	
551.113	FTA 5304 (Bus Stop Imp Plan)	-	-	-	100%	
576.012	Transfer from Trust STA&LTF	1,552,942	-	1,552,942	100%	0.00%
590.001	Transfer from PTMISEA	-	-	-	100%	
551.401	LCTOP-Inter cunty service exp	71,288	53,140	18,148	100%	74.54%
541.001	Interest	-	-	-	100%	
562.803	County Express Fares	170,000	151,384	18,616	100%	89.05%
<b>TOTAL</b>		<b>2,113,846</b>	<b>527,237</b>	<b>1,586,609</b>	<b>100%</b>	<b>24.94%</b>

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 18/19	6/30/2019	FY 18/19	100%	
<b>Personnel</b>						
610.101	Salaries	275,231	268,050	7,181	100%	97.39%
610.101	BS IT	-	-	-		
610.101	Bus Stop Imp.	-	-	-		
<b>Total</b>		<b>275,231</b>	<b>268,050</b>	<b>7,181</b>	<b>100%</b>	<b>97.39%</b>
<b>Services and Supplies</b>						
619.130	Clothing and Safety	1,500	1,369	131	100%	91.28%
619.132	Communications	1,025	1,021	4	100%	99.60%
619.138	Computer Maintenance	1,460	1,460	0	100%	100.00%
619.141	Computer Software	200	-	200		0.00%
645.701	General Insurance	4,427	4,427	(0)	100%	100.00%
619.152	Maintenance of Equipment	72,902	72,902	0	100%	100.00%
619.154	Maintenance of Equip - Oil and Gas	168,930	203,317	(34,387)	100%	120.36%
619.158	Maint of Structures and Grounds	1,693	1,693	0	100%	99.98%
619.280	Marketing	1,257	1,257	0	100%	99.98%
619.166	Membership Dues	590	590	-	100%	100.00% Cal Act
619.176	Special Project Supplies	1,100	1,056	44	100%	95.99%
619.174	Supplies	250	92	158	100%	36.68%
619.172	Postage and Delivery	25	25	0	100%	0.00%
619.210	Professional Service - Legal	2,856	2,856	-	100%	100.00%
619.180	Public and Legal Notices	100	-	100		0.00%
619.184	Rent Equipment	-	-	-		
619.190	Small Tools	146	-	146	100%	0.00%
619.268	Special Dept Expense -	2,000	1,606	395	100%	80.28%
619.196	Travel Lodging	-	8	192	100%	4.09%
619.198	Travel Meals	200	25	-	100%	100.00%
619.194	Training	-	47	103	100%	31.39%
619.200	Travel Transportation	150	-	-		
619.306	Utilities	103	-	103	100%	0.00%
<b>Total</b>		<b>260,939</b>	<b>293,724</b>	<b>(32,785)</b>	<b>100%</b>	<b>112.56%</b>
<b>Contracts</b>						
619.250	Special Dept Exp (SRTP & LRTP)	-	-	-	100%	
619.250	Special Dept Expense - Contracts	-	1,535,310	42,366	100%	97.31%
<b>Total</b>		<b>1,577,676</b>	<b>1,535,310</b>	<b>42,366</b>	<b>100%</b>	<b>97.31%</b>
<b>Capital</b>						
650.302	Equipment other than Computer	-	-	-	100%	
650.301	Automobiles, Trucks, Vans	-	-	-	100%	
650.312	Depreciation Exp	-	-	-	0%	
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>	
<b>Other</b>						
640.320	OPEB	-	-	-		
640.513	Operating Transfers	-	-	-		
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>	
<b>TOTAL</b>		<b>2,113,846</b>	<b>2,097,085</b>	<b>16,761</b>	<b>100%</b>	<b>99.21%</b>

JE #	BUDGET ADJUSTMENTS			
18-19-01	645.701 Insurance	227.00	18-19-10	619.154 Maint. Oil & Gas 9500.00
	619.166 Memberships	30.00		619.306 utilities (4,000.00)
	619.268 Special Dept. Other	2,000.00		610.101 Salaries (5,500.00)
	619.280 Marketing	200.00		
	619.176 Special Proj. supp	600.00	18-19-10	619.280 Marketing 104.00
	619.306 Utilities	(3,057.00)		619.190 Small Tools (104.00)
18-19-07	619.154 Maint. Oil & Gas	18,430.00	18-19-12	619.138 Comp. Maint 460.00
	551.113 Grant Revenue	18,430.00		619.152 Maint. Equip. 3,902.00
				619.158 Maint. Struct 1,193.00
				619.280 Marketing 253.00
				619.194 Training (1,975.00)
				619.210 Prof Serv-Legal (1,144.00)
				619.196 Travel-Lodging (500.00)
				619.250 Special Dept Exp (5,160.00)