

Date: \_\_\_\_\_ March 24, 2008

Committee Meeting Date: \_\_\_\_\_ April 9, 2008

Board Meeting Date: \_\_\_\_\_ N/A

**BOARD MEMORANDUM**

**INFORMATION ITEM**

**TO:** Committee for Transit Accessibility  
Santa Clara Valley Transportation Authority  
Board of Directors

**THROUGH:** Michael T. Burns  
General Manager

**FROM:** Joseph T. Smith  
Chief Financial Officer

**SUBJECT:** Fiscal Year 2007 National Transit Database Report

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**FOR INFORMATION ONLY**

**BACKGROUND:**

Santa Clara Valley Transportation Authority (VTA), being a recipient of Urbanized Area Formula Program (Section 5307), is required by statute to submit data to the Federal Transit Administration (FTA) National Transit Database (NTD). VTA's Annual NTD report contains financial and operating data that describe transit characteristics relating to bus, rail, shuttles and paratransit.

Vavrinek, Trine, Day & Co. LLP, (VTD) an independent CPA, performed agreed-upon procedures on VTA's NTD Report. Presently, the report is undergoing the NTD review process. Attached you will find the following Fiscal Year 2007 (FY07) NTD schedules that pertain to paratransit services.

- Operating Expenses (F-30) DR-PT
- Revenue Vehicle Inventory (A-30) DR-PT
- Service Non-rail (S-10) DR-PT

**DISCUSSION:**

NTD Methodology

All costs of VTA departments that can be directly identified to each mode are reported appropriately in each mode. Costs associated with VTA departments that provide indirect support (such as Board Office, Administrative Services, Fiscal Resources, etc.) are first allocated to two activities, namely VTA Transit (or VTA Operations) and Capital Projects, based on Employee Full-Time Equivalent. The indirect costs (also known as G&A) for VTA Transit are subsequently allocated among the four modes (MB-DO, LR-DO, MB-PT, and DR-PT) and Other Contracted Services. This allocation is based on the total modal costs prior to G&A allocation.

NTD Report

The costs for DR-PT mode comprise of cost of VTA departments that can be directly identified to the mode, direct labor of staff who could directly identify the time spent on DR-PT mode, amount paid to Outreach plus the fare revenue collected by Outreach, eligibility expense and G&A costs that are allocated based on the methodology described above.

The numbers presented in these schedules have been certified by the independent audit firm of VTD and are reported according to federal guidelines contained in the NTD 2007 Reporting Manual.

The increase in expenditures from FY06 to FY07 of \$300 thousand is broken down as follows:

*(amounts expressed in millions)*

	<u>FY06</u>	<u>FY07</u>	<u>Increase/ (Decrease)</u>
Purchased Transportation	\$27.6	\$28.6 <sup>(a)</sup>	\$1.0 <sup>(a)</sup>
Labor	2.4	2.1	(0.3)
Services	1.0	1.0	-
Others	<u>1.0</u>	<u>0.6</u>	<u>(0.4)</u>
TOTAL	\$32.0	\$32.3	\$0.3

- <sup>(a)</sup> Purchased Transportation represents the sum of the total amount of invoices paid by VTA to Outreach, exclusive of the eligibility expense, plus the fare revenue collected by Outreach. For comparative presentation purposes, the eligibility expense which was reported in Purchased Transportation in the NTD report is shown as part of Services in this presentation. Purchased Transportation also includes capital expenditures incurred by Outreach for FYs 2006 and 2007 in the amount of approximately \$ 1.3 million and 150 thousand, respectively.

Prepared by: \_\_\_\_\_  
Grace Salandanan, Fiscal Resources Manager

Expense Object Class	Vehicle Operations 010 Total	Vehicle Maintenance 041 Total	Non-Vehicle Maintenance 042 Total	General Administration 160 Total	Total Modal Expenses
Line	a	b	c	d	e
<b>Expense Object Class</b>					
<b>Labor (501)</b>					
01 Operators' salaries and wages (01)	0	0	0	0	0
02 Other salaries and wages (02)	72,993	0	0	1,115,659	1,188,652
03 Fringe Benefits (502)	58,468	0	0	872,581	931,049
04 Services (503)	10,666	0	0	295,382	306,048
<b>Materials and Supplies (504)</b>					
05 Fuel and lubricants (01)	0	0	0	0	0
06 Tires and tubes (02)	0	0	0	0	0
07 Other materials and supplies (99)	806	0	0	130,003	130,809
08 Utilities (505)	0	0	0	63,577	63,577
09 Casualty and Liability Costs (506)	0	0	0	262,517	262,517
10 Taxes (507)	0	0	0	0	0
<b>Purchased Transportation (508)</b>					
11 In Report (01)	19,973,324	3,125,529	803,642	5,384,703	29,287,198
12 Filing Separate Report (02)	0	0	0	0	0
13 Miscellaneous Expenses (509)	9,341	0	0	68,972	78,313
14 Expense Transfers (510)	0	0	0	102,356	102,356
15 Total Modal Expenses	20,125,598	3,125,529	803,642	8,295,750	32,350,519
16 Americans with Disabilities Act of 1990 (ADA)- Related Expenses					32,350,519

The sum of the total on line 11 should equal the sum of lines 06 and 07 of the B-30s for service included in this report for this mode (\$29,287,198)

The sum of the total of lines 01 - 10 and 13 - 14, should equal the total of B-30s, line 08 for all service reported as purchased transportation for this mode (\$3,063,321)

The total of line 15 should equal the total of the B-30s, line 09, total operating expenses for all service reported as purchased transportation for this mode in both this report and filing a separate report (\$32,350,519)

Line	a	b	c	d	
Maximum Service Vehicles					
01 Vehicles operated in annual maximum service (VOMS)	210				
02 Vehicles available for annual maximum service	241				
	Average Weekday	Average Saturday	Average Sunday	Annual Total	Auto Calculate Annual Total
Periods of Service					
03 Time service begins	0500	0500	0500		
04 Time service ends	0200	0200	0200		
Service Supplied					
06 Vehicles in operation	210	67	61		
11 Total actual vehicle miles	25,629	8,418	7,564	7,394,708	7,394,632
12 Total actual vehicle revenue miles	21,917	6,898	6,180	6,296,061	6,296,032
14 Total actual vehicle hours	1,808	575	514	519,462	519,519
15 Total actual vehicle revenue hours	1,543	508	455	445,179	445,236
16 Charter service hours				0	
17 School bus hours				0	
Service Consumed					
18 Unlinked passenger trips (UPT)	3,558	1,166	1,043	1,025,937	1,026,024
19 Americans with Disabilities Act of 1990 (ADA) Unlinked Passenger Trips				1,025,937	
20 Passenger miles (PM)	27,211	8,861	7,826	7,835,246	7,835,135
Service Operated (Days)					
	Weekdays	Saturdays	Sundays	Annual Total	
21 Days schedule	254	53	58	365	
22 Days not operated due to strikes	0	0	0	0	
23 Days not operated due to officially declared emergencies	0	0	0	0	

9013 Agency Name: Santa Clara Valley Transportation Authority Report RY 2007 Original Submission  
 9/19/2007 11:28/2007

NTDID:

No.	a Number of Vehicles In Total Fleet	b Dedicated Fleet	c Vehicle Type Code	d Ownership Code	e Funding Source	9 Year of Manufacture	h Rebuild Code	Model Number	Number of Active Vehicles	k Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles	Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles	m Number of Emergency Contingency Vehicles	n Fuel Type Code	o Vehicle Length (inches)	p Seating Capacity	q Standing Capacity	S Total Miles on Active Vehicles During the Period	Average Lifetime Miles per Active Vehicle	Supports Another Mod.		
26634	5	2	Yes	AO	6.00PE	5	2000	0	FRO	GrandMarquis	5	0	0	0	GA	11	4	0	171,627	40,099	
26635	6	2	Yes	AO	6.00PE	NS-E	2001	0	FRO	GrandMarquis	6	0	0	0	GA	11	4	0	197,195	32,866	
15052	9	2	Yes	VN	2.LPPE	N5-E	2002	0	FRD	Minivan	9	0	9	0	GA	11	5	0	783,729	36,285	
18649	10	2	Yes	VN	6.DOPE	NijPE	2004	0	FRO	Braun	10	10	0	0	GA	15	5	0	370,137	37,013	
26643	13	2	Yes	VN	6.OOPE	NS-A	2006	0	FRO	AEROTECH22	13	13	0	0	GA	22	8	0	260,975	20,305	
26645	19	2	Yes	AO	6.00PE	NS-E	2006	0	ZZZ	Prius	19	0	0	0	GA	10	4	0	670,344	35,281	
26646	60	2	Yes	AO	6.OOPE	NS-E	2007	0	ZZZ	Prius	60	0	0	0	GA	10	4	0	1,315,420	21,924	
26644	114	2	Yes	VN	6.OOPE	NS-E	2007	0	CMD	UPLANDER	114	0	114	0	GA	17	5	0	2,292,490	20,110	
					<u>hIEPE</u>																
	236										236	23	123	0					6,061,917		

EDT9013 NOTE: 90% or the fleet was replaced on January 1st 2007. Vehicles removed from service during the fiscal year and Miles Accumulated for those vehicles are not reflected in this report.