

REGULAR MEETING CALIFORNIA VANPOOL AUTHORITY

Board of Directors

1340 North Drive * Hanford, California 93230
(559) 852-2711

Meeting Date: April 11, 2013

Time: 10:00 AM

Place: Kings County Association of Governments
CalVans office at 1340 North Drive, Hanford, CA 93230

This Meeting may also be attended at the following locations:

- Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Kern Council of Governments, Conference Rm. 336 Pacific Ave., Shafter, CA 93263, **and second location of** 1401 19th Street, Board Room, Bakersfield, CA 93301
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Merced County Association of Governments, Conference Room, 369 West 18th Street, Merced, CA 95340
- Napa County Transportation and Planning Agency, 707 Randolph Street, Suite 100, Napa, CA 94559
- Sacramento Area Council of Governments, Sutter Buttes Room, 1415 L Street, Suite 300, Sacramento, CA 95814
- Santa Barbara County Association of Governments, 4th Floor Board of Supervisors Conference Room, 105 East Anapamu Street, Santa Barbara, CA 93101
- Tulare County Association of Governments, Conference Room, 210 N Church St., Suite B, Visalia, CA 93291
- Ventura County Transportation Commission, Solvang City Hall, 1644 Oak Street Solvang, Ca. 93463

The call in number for this meeting is 1-866-244-8528, Password 574681

Please note that the Brown Act requires that Board members calling in do so from one of the above locations noted above. Please contact Ronald Hughes the Executive Director at least 72 hours before the meeting date and time if you plan on calling in from another location.

A person with a qualifying disability under the Americans with Disabilities Act of 1990 may request the Authority to provide a disability-related modification or accommodation in order to participate in any public meeting of the Authority. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the Authority. Requests for such assistance and for agendas and agenda packets shall be made in person, by telephone, facsimile, or written correspondence to Ron Hughes, at the office of the California Vanpool Authority, at least 48 hours before a public Authority meeting.

A G E N D A

<u>Item #</u>	<u>Description</u>	<u>Action</u>
1.	CALL TO ORDER	
	Roll Call – Clerk of the Board	
2.	PUBLIC COMMENT (Unscheduled Appearances)	
	<p>The public may address the Board of Directors on any item relevant to the Authority. To comment on an agenda item, speakers should notify the Board or Staff member at the meeting location, when the agenda item is announced. The Board or Staff member will indicate whether speakers are to make their comments before or after any staff comment or report. Public comment shall precede discussion of the item by the Board of Directors. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.</p>	
3.	Consent Items:	Approval
	<p>All items listed as consent items are considered routine and will be enacted by one motion. For any discussion of any consent item, it will be removed at the request of any Board member and made a part of the regular agenda.</p>	
	A. Minutes of February 14, 2013 meeting	
4.	System Update	Information
	<ul style="list-style-type: none"> a. JARC Grant implementation in four areas b. Filling of Staff vacancy in Ventura/Santa Barbara office c. Status of CalPERS Review d. Preparation of online public vanpool training course e. Working with Ag Innovative Network on a housing and transportation plan 	
5.	Review status of CalPERS and discuss options	Discussion
6.	Establish Full Time Transit Aide Position in SACOG area	Action
7.	Reclassify Transit Assistant position to Account Clerk I/II position	Action
8.	Review draft 13/14 budget	Action
9.	Miscellaneous Comments	Information
10.	Adjournment	

Attachments:

<u>Item</u>	<u>Page</u>	<u>Description</u>
A-	6	Board Minutes of February 14, 2013
B-	13	JARC poster
C-	14	Letter from Ag Innovative Network
D-	16	Transit Aide Job Description
E-	17	Transit Assistant Job Description
F-	18	Account Clerk Job Description
G-	19	Draft 13/14 budget
H-	27	Budget Monitoring Report

STAFF REPORT

3. Minutes of February 14, 2013

The attached minutes are from the last meeting and are ready for approval, pending any changes from the members.

4. System Update

a. JARC Grant implementation in four areas

The JARC application is now being offered in Madera, Santa Barbara, Ventura and Yuba counties. The funds will support approximately 80 new riders or 8 vanpool groups of 11 riders for a year. The funds will be dispersed 6 months at a time and renewed for a second 6 month period. The funding is for a two year period. The funding is available to both general and agricultural vanpool groups.

Staff is working on the new JARC applications that will be submitted later this month for those counties not receiving approval in the last round of applications.

b. Filling of Staff vacancy in Ventura/Santa Barbara office

We received 23 applications for the Transit Coordinator Position in the Ventura/Santa Barbara area, 5 of these meet the minimum qualifications and will have been interviewed by the time of the meeting. Staff will update the Board on the selection.

c. Preparation of online public vanpool training course

CTAA (Community Transportation of America) has asked for assistance in putting together an online course for public transit agencies that wish to start a vanpool project. The goal is to have something completed in the next 4 weeks. The course would consist of several modules that would explain the steps, costs and benefits related with starting and operating a program. The work will be in collaboration with other agencies that presently provide public vanpools. Our agricultural focus and the ability to provide vans to anyone with a valid driver's license is something CTAA wants to include in the training course.

d. Working with Ag Innovative Network on a housing and transportation plan

Staff was contacted by Dan Schurman asking for assistance on an Agricultural Workforce and Transportation Project focused on transportation and housing. The project will involve several meetings most of which will be over the phone. The information we collect from our agricultural vanpool drivers will be used to identify work patterns and crops being harvested.

In advance of the meeting, Staff will prepare information from those it works with on skill sets found in different communities. Over the past several years Staff has found that a number of communities have specific skill sets that are not found in other areas. This came to light last year when a grower offered vouchers to over 130 farmworkers in Madera providing them the ability to use our vans to travel to Kettleman City and Hollister to pick tomatoes. When asked why the grower did not get employees

nearer to where the crops were grown, he said the Madera farmworkers did a better job, insuring that he would make a profit, in spite of the added transportation cost.

5. Review status of CalPERS and discuss options

The review period continues, but feed back from CalPERS Staff appears positive, or at least they seem to be advocating for our membership. They have not asked for any additional information, but seem to be struggling internally in coming to a decision. Staff continues to get updates from CalPERS, attached is the most recent.

Although CalPERS correspondence appears positive, Staff believes it is prudent to prepare a plan B or options in the event CalPERS does not get around to making a decision or the decision is not in our favor. The options would include preliminary application to another public retirement program and/or exploring options with KCAPTA. If CalPERS Staff comes through we can drop our plan B. Staff hopes to have an update from CalPERS at our meeting on Thursday.

6. Establish Transit Aide Position in SACOG area

Staff has filled the Transit Aide position in the SACOG area as an extra help position. Given the increase in number of vans and area covered, Staff is recommending that a full time Transit Aide Position be established. The position will represent an increase in cost over the extra help position but will be offset by the increased vanpooling activity in the area. Over the past 6 months we have began placing general vanpools in the region and see the trend continuing. Agricultural vanpools are increasing as well, with some coming from outside the area to do work in the vineyards and row crops.

Attached is the Job description outlining what the position is responsible for as well as the salary range. It is recommended that the position be authorized and requirement opened in the area.

7. Reclassify Transit Assistant position to Account Clerk I/II position

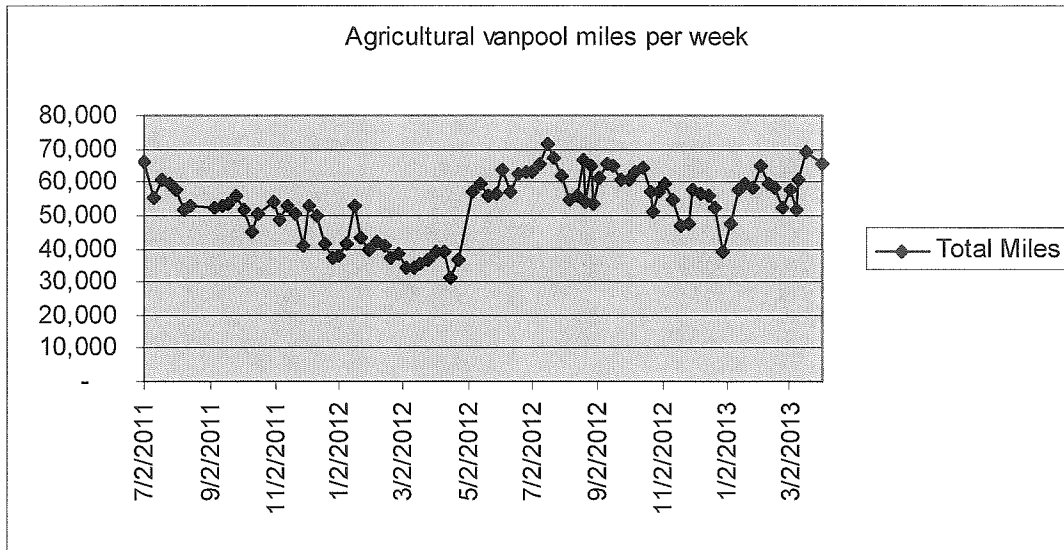
The Transit Assistant position being discussed is one that has been responsible for gathering and inputting the vehicle and passenger data into the NTD (National Transit Database) system. Two years ago the workload was such that the individual spent about 60% of their time collecting and reporting data, the rest of the time they helped the other Transit Assistants in their duties. This is no longer the case as the workload has grown. The work now has basically become an accounting function as the individual works with some of the same information the other Account Clerks use in preparing the NTD reports. The person who was in the position has left the area for other employment. Staff is therefore recommending the position be filled as an Account Clerk I/II as opposed to being refilled as a Transit Assistant Position. The pay range for both positions is identical; it is the primary duties that are different. Attached are both job descriptions.

Staff recommends the reclassification of the Transit Assistant position to Account Clerk I/II position and that the position be filled once the reclassification is complete.

8. Review draft 13/14 budget

Attached is the draft budget for the coming year. The biggest change in the budget is reflected in the rapid growth of the agricultural vanpools. The program has grown by 27 % over the past year with all available vans being assigned. We will be adding an additional 65 vans, bringing the total available from 185 to 250. This is an additional 26% growth over the 27% we have had in the past year. For that reason, we have increased the expenses to reflect added fuel and maintenance cost as well as associated revenue. The following graph tracks

the total billable miles traveled by all agricultural vanpools each week. Last year at this time the miles traveled averaged around 40,000 per week, we are presently averaging 60,000 per week. You can also see the increase in vanpool miles driven in May of last year. This is when those who traditionally use our vans for the summer growing season return to pickup a van. We are hoping to have the 65 new vans in and ready to go out when the summer growing season takes off.



The general vanpool program has also seen continued growth, with vans now being placed in the Sacramento and Ventura/Santa Barbara areas. There are now three vanpool groups in each area with several more going out next month. Staff expects this growth to continue as those now using the program will spread the word to others.

With the exception of the additional full time position in the Sacramento region, Staff does not propose any new positions in next year's budget. This may change if growth continues as it has in the past but we would bring any new positions back to the Board if and when there are additional revenues to support the positions. There are no salary increases proposed in the budget, other than normal step raises that employees receive over their first 5 years of employment.

Outside contributions or reimbursements from agencies such as the Air District, CMAQ and Caltrans have been estimated on the conservative side. This is due to the fact that their payments do not come on a timely basis and as a result negatively affects our cash flow. At the present time we need from \$400,000 to \$500,000 in cash flow to cover existing reimbursement programs.

The Technical Advisory Committee reviewed the draft budget and recommended including \$30,000 for marketing. This has been done. Staff will be working with the TAC group in developing a method for marketing the program.

Also attached is the Budget Monitoring Report through February. We are on track to meet or exceed our budget projections.

Staff recommends approval of the draft 2013-2014 budget and will bring the final budget back at the next meeting.

California Vanpool Authority (CalVans)

Minutes of Board Meeting

A regular meeting of the California Vanpool Authority was called to order by Joe Neves, Chairman of the Board at 10:00 a.m. on February 14, 2013, in the conference room of CalVans, 1340 North Drive, Hanford, CA. 93230

California Vanpool Authority Members

AMBAG – Association of Monterey Bay Area Governments
Fresno COG – Fresno Council of Governments
KCAG – Kings County Association of Governments
Kern COG – Kern Council of Governments
MCTC – Madera County Transportation Commission
NCTPA – Napa County Transportation & Planning Agency
SACOG – Sacramento Area Council of Governments
SBCAG – Santa Barbara County Association of Governments
TCAG – Tulare County Association of Governments
VCTC – Ventura County Transportation Commission

1. CALL TO ORDER

Roll Call – Clerk of the Board

Directors present:

AMBAG	Scott Funk, Council member	Primary
Fresno COG	Sylvia Chavez, Mayor of Huron	Primary
KCAG	Joe Neves, Supervisor District 1	Primary
Kern COG	Jon Johnston, Council member	Primary
MCTC	Robert Poythress, Mayor of Madera	Primary
NCTPA	Tom Roberts *joined 10:02	Alternate
SACOG	Sharon Sprowls *joined 10:02	Alternate
SBCAG	Jim Richardson, Mayor of Solvang	Primary
VCTC	John Zaragoza, Supervisor District 5	Alternate

Directors absent:

TCAG Rudy Mendoza

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Heather Corder, Gus Banda and Trish Barberick from CalVans.

Also in attendance were Carmen Quebedo, Marcus Evans, Suzanne Campbell and Angie Dow.

2. UNSCHEDULED APPEARANCES:

There were no unscheduled appearances.

3. CONSENT CALENDAR:

A. Minutes of January 10, 2013

Motion was made, seconded Poythress/Funk and unanimously carried to approve the consent calendar A: Approval of minutes of January 10, 2013. Jim Richardson abstained.

4. SYSTEM UPDATE.

a. Recognition of one year anniversary.

The California Vanpool Authority celebrated its first year anniversary. It has been a year since CalVans was formally established and assumed the vanpool program for the Kings County Area Public Transit Agency (KCAPTA).

Commissioner Roberts requested graphics for the CalVans anniversary notice, with bullet points and preferably only one page.

Ron responded that the media release will be only one page and CalVans will work on the format.

b. 2012 Transportation Excellence Award by TMAC.

Ron explained this is the second Transportation Excellence Award that CalVans and/or KCAPTA has received from the Transportation Agency for Monterey County (TAMC) due to the dedication of Staff in Greenfield.

The Transportation Excellence Award goes to programs that stand out in making an impact in regions that have transportation concerns.

Commissioner Roberts commented that receiving the award was excellent.

c. Submittal of Form 700

Ron commented that it is that time of year to submit your Form 700, Statement of Economic Interests. Ron requested that the Commissioners please forward or have Staff forward a completed form to CalVans, no later than the deadline of March 31, 2013.

5. ACCEPT APPLICATION FROM MERCED COUNTY ASSOC. OF GOVERNMENTS TO JOIN CALVANS.

Staff explained that Merced County of Association of Governments (MCAG) requested membership into CalVans. MCAG is comprised of the County and Cities of Atwater, Dos Palos, Gustine, Livingston, Los Banos and Merced.

Merced is similar in its make up to Madera and Fresno. Those using the program will be a mix of agricultural and non-agricultural employees. The proximity of Merced to the Hanford office will allow Staff to support the expansion without adding additional office space or personnel.

Growth of the vanpool program in the area will result in additional revenue to support service to the area. Staff will work with MCAG Staff to leverage any available funds that might be used to promote vanpools in the area.

Staff recommended the approval of MCAG's request to become a member of CalVans.

Attorney Zack Smith informed the Board that in order for this to pass there must be a 2/3 vote for approval from the CalVans' Board.

Motion was made, seconded Poythress/Zaragosa and carried unanimously to accept Merced County Association of Governments (MCAG) to join CalVans as a member.

6. AWARD OF BID FOR 30 FORD CNG 15-PASSENGER VANS

Staff prepared a bid package for purchasing 30 Ford CNG 15-passenger vans to add to its fleet. The bid packet was directly mailed to 14 Ford dealerships. A call in time was established to answer any questions or concerns regarding the bid packets. None of the Dealerships took advantage of this option.

Staff received four bids. After reviewing the bids, Valley Ford was the lowest bid and Staff checked with A-1 Electric, the firm doing the CNG conversion. The price covers the cost of the vehicle and its conversion. Valley Ford has made arrangements with A-1 to have all necessary items on hand for the conversion. It is estimated that 2-3 vans can be converted each week.

Commissioner Richardson inquired if Vreeland Ford and Rio Vista Chevrolet in Buellton were on the list.

Ron commented that all dealerships previously requested to receive the bid package did receive them and Staff will add additional dealerships to the list for next time.

Staff recommended that the bid be awarded to Valley Ford for the purchase of up to 30 new Ford 15-passenger vans and converted to CNG.

Motion was made, seconded Chavez/Poythress and unanimously carried to award the bid for 30 Ford CNG 15-passenger vans to Valley Ford.

7. AWARD OF BID FOR 15 GMC/CHEVROLET 15-PASSENGER VANS.

Staff prepared a bid package for purchasing 15 GMC/Chevrolet 15-passenger vans to add to its fleet. The bid package included the option to purchase up to 50 additional vans as needed in anticipation of receiving funding from Fresno County Rural Transit Agency (FCRTA). On the 31st of January the FCRTA Board approved one million dollars for the funding of 35 vanpools for agricultural workers in Fresno County. Last year they approved the same amount for 35 general vanpool users. The general vanpool vans have been placed and are in service.

The bid packet was directly mailed to 21 GMC/Chevrolet dealerships. A call in time was established to answer any questions or concerns regarding the bid packets. None of the Dealerships took advantage of this option.

Staff recommended that the bid be awarded to Keller Motors for the price of \$25,750.75 each with cloth interior and \$25,342.75 each for vinyl interior, as they were the lowest bidders.

Motion was made, seconded Zaragoza/Chavez and unanimously carried to award the bid for 15 CMG/Chevrolet 15-passenger vans to Keller Motors.

8. REVIEW MOU WITH KCAPTA PERTAINING TO CALPERS CONTRIBUTIONS.

Ron explained that CalVans started the process with CalPERS to set up an account for CalVans in September 2011, following the same process KCAPTA did when they separated from Kings County.

Staff was advised by CalPERS Staff to continue making employee contributions into KCAPTA until CalVans was set up as a separate entity. At that time, it was estimated to take 3-6 months. Due to new regulations in 2012 with State and IRS rules this did not happen as quickly as indicated.

An MOU with KCAPTA seeks to address how CalVans contributions are tracked so as to protect KCAPTA from any liabilities, as well as setting a date at which time employee contributions can no longer be placed in KCAPTA's CalPERS account.

With Board concurrence, Staff will submit a formal letter to KCAPTA seeking additional time to secure outside Council versed in retirement funds and employee benefits. This will include seeking additional time to prepare a different method to account for employee contributions while waiting for CalPERS action.

Motion was made, seconded Poythress/Chavez and unanimously carried to execute the MOU with KCAPTA pending Attorney review and Ron Hughes the authority to sign the MOU.

9. DISCUSSION ON CALPERS REVIEW.

Staff has spent the past month working closely with CalPERS Staff on providing documentation related to CalVans and its members. At one point, CalPERS indicated that a decision would be made last week; this has now been changed to the last week of this month.

Staff is recommending that advice be secured from an individual or firm versed in setting up or managing a retirement fund. The firm could advise CalVans in the interim and make recommendations if necessary. In the interim, we need to set up a temporary program for new employee's contributions that allows for movement into CalPERS if approved, and assistance if needed in arguing our case with CalPERS.

Staff has worked with our Attorney, Zack Smith, to identify several Attorneys that specialize in setting up and managing employee benefit plans. Staff recommend that the services of John D. Wahlin, a partner in the firm of Best Best & Krieger LLP. Be secured to assist in setting up an interim method of accounting for retirement contributions while waiting for a final decision by CalPERS. Their services may also be needed should we need to appeal CalPERS decision.

Commissioner Roberts questioned if CalVans would be setting precedence in regard to the new regulations with CalPERS. He also inquired into a budget limit/cap pursuing this.

Ron explained CalVans would have a better understanding after contact with John D. Wahlin of Best Best & Krieger and will bring back more information at the next meeting.

Commissioner Neves stated the meeting with the Attorney would give CalVans more clarification.

Staff recommended the authority to secure the services of John D. Wahlin of Best Best & Krieger LLP.

Motion was made, seconded Johnston/Funk and unanimously carried to approve securing the services of John D. Wahlin of Best Best & Krieger LLP for services related to employee's retirement benefit plans.

10. MISCELLANEOUS COMMENTS FROM THE BOARD AND STAFF

Commissioner Richardson requested Board information be sent to his home address. He also invited everyone to Solvang for its wine and chocolate celebration on the 17th of March.

Commissioner Neves wished everyone a Happy Valentine's Day.

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,



Ronald H. Hughes
Executive Director

2/14/2013 tb

Public Vanpools
Leading the Way



Save 50% off vanpool fee - up to \$75 a month.



Would you like a low-cost option to driving your car to work?

CalVans now provides that option!

CalVans recently received JARC (Job Access and Reverse Commute) grant funds for new vanpool riders in your area. These funds may reduce monthly vanpool costs for new riders by 50 percent, up to \$75 per month.



AAA estimates traveling 35 miles to work each day costs 57 cents per mile or \$399 per month. The same trip in a vanpool with 11 other riders costs only \$74. A JARC voucher reduces the cost to \$37 per month for a monthly savings of \$362. Individual costs may vary depending on distance traveled and number of riders. JARC funding is targeted to those without reliable transportation or with unsustainable costs for commuting. Funds are available for six months with a possible extension of six additional months.

Consider vanpooling to realize these monthly savings.

Starting a vanpool is easy! Simply round up other workers traveling your direction, choose a main driver and sign the necessary paperwork. Drivers must have a California license and less than two points on their motor vehicle records. Vans are insured for \$10 million and include a fuel card and 24-hour support if needed.

To begin saving on your commute, call the CalVans office at 866-655-5444 or go to the CalVans website at www.CalVans.org.

February 22, 2013

Ronald Hughes, Director
CalVans
1340 North Drive
Hanford, CA 93230



RE: California Agricultural Workforce Housing and Transportation Project

Dear Ron:

The steering committee of the California Agricultural Workforce Housing and Transportation Project has put forward your name as a possible stakeholder participant. Ag Innovations Network is undertaking the project at the behest of the California State Board of Food and Agriculture with funding from a USDA Specialty Crop Block Grant.

The purpose of the project is to create a consensus-based set of concrete recommendations to local and state governments, the specialty crop industry, nonprofit and nongovernmental organizations, and communities on what can be done to increase housing and transportation resources for specialty crop workers. Please see the accompanying project overview for a more complete description of the project and additional information about Ag Innovations Network.

As a stakeholder, you are invited to participate in the process to create and disseminate these recommendations during the course of the next year. Specifically, we are asking you to make yourself available for the following activities:

1. A 45-minute telephone interview seeking your input and perspectives on the challenges and issues related to ag workforce housing and transportation, information on current efforts and initiatives seeking to address these issues, and your advice on how best to accomplish the project's objectives and who else should be included in the process. The information shared in the interview will remain confidential and not be directly attributed to you.
2. A daylong meeting in Sacramento on April 3, 2013. All the interviewed stakeholders will attend this meeting and the data collected from the survey will be shared. The group will discuss the findings and begin a consensus process of deciding what to address and how to do so.
3. A series of virtual meetings via teleconference and webinar during the following 4 to 6 months to further explore possible solutions and refine them into a set of recommendations that have the consensus support of the entire stakeholder group.
4. Development of an outreach strategy to disseminate the recommendations and direct participation in contacting and presenting to target audiences. We realize that you may be too busy to commit to this entire set of activities. If that is the case, but you are still interested in participating in some way, we ask that you

consider being interviewed so that we can include your important perspective in the framing of the discussion and informing the outcomes.

We hope that you will seriously consider this invitation to participate in this project. It is our hope and belief that if the right stakeholders representing the various interests in the issues engage in a rigorous and thoughtful dialogue, the resulting recommendations will carry the weight necessary to make real change, improve working conditions for the workers, and stabilize the labor force for the specialty crop industry in California.

If you have any questions about the project, the process or Ag Innovations Network, please do not hesitate to contact me. I will be happy to discuss the project with you and answer any questions you may have. Or, you can respond to the email cover to this invitation letting me know whether or not you will be able to participate.

Thank you for consideration of this request.

Best regards,

A handwritten signature in black ink, appearing to read 'Dan Schurman', with a long horizontal flourish extending to the right.

Dan Schurman
Project Manager



Human Resources Department

Job Descriptions

powered by
NEOGOV

Class Title: Transit Aide - CalVans

Class Code: Z117-CalVans

Salary: \$9.55 - \$11.66 Hourly
 \$764.00 - \$932.80 Biweekly
 \$1,655.33 - \$2,021.07 Monthly
 \$19,864.00 - \$24,252.80 Annually

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DEFINITION	Benefits
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Under supervision, to carry out or assist with a variety of duties and activities related to California Vanpool Authority (CalVans) public transportation programs; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Transit Aide classification is utilized to provide staff support for a variety of duties in the Transportation Agency. Primary duties include: cleaning, maintaining and performing minor repairs to vans, transporting van for service; and operating various transportation-related equipment and tools. Reporting to the Executive Director, incumbents also assist and receive day-to-day supervision from the Transit Coordinator. Incumbents may be assigned on a full-time basis to work at an off site location outside of Kings County.

EXAMPLE OF DUTIES:

(Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Agency to be appropriate under applicable law.)

Washes, cleans, maintains, and performs minor repairs to vans, transports vans to and from various locations for service or repair; transports replacement vans to locations throughout the area served by CALVANS programs following reports of breakdowns; may personally participate in the counting and proper deposit of daily fare receipts and filing of accounts receivable documentation; assists the Transit Coordinator as needed during training sessions or meetings with van drivers or during promotional or outreach presentations to transit users; operates computer for preparation of letters or for input of data or other statistical information; assists in the disseminating and gathering surveys regarding the transit system; conducts surveys; promotes van pool programs by attending health fairs and other promotional programs; performs general landscape maintenance and clean up; picks up trash and empties trash receptacles; operates hand tools, power tools, and vehicles used in maintenance work; performs related duties as required.

MINIMUM QUALIFICATIONS:

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Formal or informal education sufficient to ensure the ability to read and write English at the level required for successful job performance.

Experience: One year of experience performing general labor duties, preferably for a public agency or school district.

License: Possession of a valid, appropriate California driver's license. A current DMV printout is required upon application. Candidates receiving a conditional offer of employment are required to submit to pre-employment drug testing before employment can be confirmed. Incumbents may be required to submit to on-going random and other DOT-mandated drug and alcohol testing as a condition of employment.

Special Requirements: (1) Bilingual skills which demonstrate the ability to speak, read and translate English and Spanish at a level sufficient to effectively communicate with monolingual and bilingual audiences. (2) Ability to work a flexible workweek schedule, including evenings and/or weekends as required. (3) Requires frequent travel in-county and out-of-county. (4) May be assigned to work at an off site location outside of Kings County.

Knowledge of: Proper and safe passenger van operation; basic mechanical and vehicle repair, tools and equipment; cleaning and maintenance equipment and supplies.



Kings County

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Human Resources Department

Job Descriptions



Class Title: Transit Assistant -

Class Code: Z118-KART

Salary: \$14.24 - \$17.38 Hourly
 \$1,139.20 - \$1,390.40 Biweekly
 \$2,468.27 - \$3,012.53 Monthly
 \$29,619.20 - \$36,150.40 Annually

[Print Job Information](#)

DEFINITION	Benefits
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Under general supervision, performs a variety of journey-level clerical functions in support of transit program operations, functions and staff.

DISTINGUISHING CHARACTERISTICS

The Transit Assistant classification is used by the Kings County Area Public Transit Agency to provide staff for a variety of operations and programs of the Agency. Primary duties include: gathering data; maintaining and updating databases and other computer applications; and providing clerical and related program support to Agency staff. Incumbent reports, assists and receives day-to-day supervision from KCAPTA Transit Office Manager.

EXAMPLE OF DUTIES:

(Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Agency to be appropriate under applicable law.)

Performs a variety of journey-level transit specific clerical office and staff support duties related to the Agency; gathers data, maintains and updates data bases for transit program vans, drivers, riders, vehicle and driver insurance, vehicle maintenance schedules and service records, etc., authorizes and logs driver appointments for physical examinations and provides records to insurance carriers; coordinates vehicle maintenance with service providers; maintains vehicles/driver tracking board, monitors GPS system and communicates with drivers via radio; maintains hard-copy and electronic files of program-related documentation; assists with and/or participates in making program outreach presentations; provides information to the public on transit programs and operations; drafts general correspondence, memos, statistical or other charts, graphs or reports, forms, schedules, invoices, logs, requisitions; ensures accuracy, completeness, compliance with Agency policies and correct grammar, punctuation and spelling; operates office equipment as required, including computers, telephones, facsimile machines, photocopiers, calculators, two-way radios, and other office machines, equipment or appliances; may issue, receive and process various applications, permits and other forms; may receive, sort, distribute and process incoming/outgoing mail and other materials; may take and prepare minutes of meetings or conferences; provides assistance with maintenance and /or problem solving of computer hardware and/or software systems and databases.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Equivalent to completion of the twelfth grade. (Clerical work experience or completion of courses in clerical vocational training or work-in-lieu program may substitute for the required education on a year-for-year basis.)

Experience: Two years of experience performing increasingly responsible clerical/office support work or one year experience as a Transit Aide with KCAPTA. (Two years of college (60 semester units) coursework in business, office practices or related subjects may substitute for one year of the required clerical/office support experience.)

License: Possession of a valid, appropriate California driver's license. A current DMV printout is required upon application. (Candidates receiving a conditional offer of employment are required to submit to pre-employment drug testing before employment can be confirmed.)

Special Requirements: (1) Type at a speed of not less than 35 net words per minute; (2) Bilingual skills which demonstrates the ability to speak, read and translate English and Spanish at a level sufficient to effectively communicate with monolingual and bilingual audiences. (3) May work a flexible workweek schedule, including evenings and/or weekends as required.

Knowledge of: Office practices, procedures and terminology; modern office equipment, including computers and other automated office systems; computer word processing, correct business English, including spelling, grammar and punctuation; business arithmetic; basic record keeping practices; alphabetic and numeric filing methods; proper techniques for dealing effectively with



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Human Resources Department

Job Descriptions

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Class Title: Account Clerk II - CalVans

Class Code: Z126-CalVans

Salary: \$14.24 - \$17.38 Hourly
\$1,139.20 - \$1,390.40 Biweekly
\$2,468.27 - \$3,012.53 Monthly
\$29,619.20 - \$36,150.40 Annually

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DEFINITION

Benefits

Under supervision, performs clerical accounting work involving the maintenance of financial and/or statistical records related to California Vanpool Authority (CalVans) public transportation programs; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Account Clerk I is the entry level classification in the Account Clerk series for the California Vanpool Authority (CalVans) for persons with at least one year of general clerical experience but with little or no previous experience in maintaining financial or statistical records. Incumbents are in a training status and work under close supervision. Account Clerk I's are expected to advance to the II level upon satisfactory completion of the minimum requirements for the higher level and when, upon the recommendation of the Director, they have demonstrated the ability to perform at the experienced level. Account Clerk II's are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a higher class. A variety of general clerical duties may be assigned which require the exercise of some initiative and independence and a general understanding of the rules, policies and procedures of the department.

EXAMPLE OF DUTIES:

(Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Agency to be appropriate under applicable law.)

- Prepares and checks payrolls and invoices;
- Gathers, tabulates and proofreads statistical financial data;
- Maintains ledgers; keeps various financial or statistical records requiring the use of independent judgment;
- Collects and accounts for money;
- Posts, checks, balances and adjusts accounts;
- Checks invoices and verifies extensions;
- Completes insurance forms; schedules, indexes and files bills, vouchers, documents and other material;
- Makes arithmetical calculations and checks various statistical and accounting tables and reports;
- Assists in preparation of budgets;
- Prepares accounting or statistical reports of average difficulty; reconciles bank statements.

MINIMUM QUALIFICATIONS:

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Account Clerk I

Education: Equivalent to completion of the twelfth grade. (Clerical, data entry or typing experience may be substituted for the required education on a year-for-year basis.)

Experience: One year of general clerical, data entry or typing experience.

Special Requirements: Ability to type at a speed of 30 net words per minute. Certain positions may require the ability to qualify for security clearance through a background investigation and/or a fingerprint check. Certain positions may be designated as bilingual requiring fluency in a foreign language.

Notes for Fiscal Year 2013/2014 Budget

Admin

Extra Help – An increase of \$20,000 from prior year budget. All of the extra help is now consolidated in CalVans Admin instead of being broken out between General and Agricultural vanpools.

Health insurance – An increase of \$77,000 from prior years budget. This increase is due to an increase in health insurance and five vacant positions which are budgeted at the highest health insurance rate.

Insurance – An increase of \$41,900 from prior year budget. This is due to the new insurance deductibles being coded to Admin.

Fuel and Oil – An increase of \$15,000 from prior year budget. Last fiscal year there was no fuel budgeted for the Admin vehicles, this corrects that oversight. The budget amount falls in line with the current trend for this fiscal year.

Postage and Freight – An increase of \$10,000 from prior year budget. This is due to more vans being out and the postage increase. This has been also adjusted up to make it more in line with current trend.

Professional and Special Services – An increase of \$78,000 from prior year budget. This increase is in part due to the human resources bill being coded incorrectly last fiscal year. This has been increased to make it more in line with current trend.

General Vanpools

Extra Help – A decrease of \$13,294 from prior year budget. All of the extra help is now consolidated in CalVans Admin instead of being broken out between General and Agricultural vanpools.

Insurance – A decrease of \$67,000 from prior year budget. This is due to having a higher deductible which leads to a lower insurance rate.

Fuel and Oil – An increase of \$51,929 from prior year budget. This is due to expecting the vans to run more miles than prior year.

Professional and Special Services – A decrease of \$38,288. This is due to reclassifying the human resources bill from last fiscal year.

Rents & Leases – Equipment – An increase of \$116,400 from prior year budget. This is due to having 57 vehicles leased at an average of \$500 each; this is up from the number of vans leased last year.

Agriculture Vanpools

Extra Help – A decrease of \$19,940 from prior year budget. All of the extra help is now consolidated in CalVans Admin instead of being broken out between General and Agricultural vanpools.

Notes for Fiscal Year 2013/2014 Budget

Insurance – A decrease of \$39,000 from prior year budget. This is due to having a higher deductible which leads to a lower insurance rate.

Maintenance – Equipment – An increase of \$85,000 from prior year's budget. This increase is because there are more miles budgeted this year.

Fuel and Oil – An increase of \$388,925 from prior year budget. This is due to expecting the vans to run more miles than prior year.

Rents & Leases – Equipment – An increase of \$180,000 from prior year budget. This is due to the expected lease of 30 vehicles at an average of \$500 each.

Revenue – An increase of \$1,024,904 from prior year's budget. This is due to budgeting 1,000,000 more miles this budget and charging 30 vans \$1.25 a mile.

BUDGET UNIT 9170 - Cal Van ADMIN
FUND # 7603

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Salaries & Employee Benefits					
Regular Employees	82110010	472,000	508,351	(36,351)	-7.15%
Extra Help	82110020	20,000	-	20,000	
Overtime	82110030	3,772	2,152	1,620	75.28%
Retirement	82120000	83,000	78,283	4,717	6.03%
Health Insurance	82130000	290,000	213,000	77,000	36.15%
MGMT Benefits/Life	82130010	15,000	6,856	8,144	118.79%
Insurance-Workercomp	82131000	100,000	100,000	-	0.00%
Unemployment Insurance	82140000	3,500	14,000	(10,500)	-75.00%
Social Security/Medicare	82151000	45,000	45,235	(235)	-0.52%
Total Salaries & Employee Benefi		1,032,272	967,877	64,395	6.65%
Services & Supplies					
Communications	82212000	80,000	90,000	(10,000)	-11.11%
Insurance	82215000	65,000	23,100	41,900	181.39%
Maintenance - Equipment	82217000	30,000	12,000	18,000	150.00%
Fuel and Oil	82217020	15,000		15,000	
Maintenance - SI&G	82218000	-		-	
Memberships	82220000	8,000	7,000	1,000	14.29%
Office Expense	82222000	35,000	35,000	-	0.00%
Bank Charges	82222005	8,000	8,000	-	0.00%
Postage & Freight	82222030	25,000	15,000	10,000	66.67%
Computer Software Expense	82222045	1,000		1,000	
Prof & Spec Services	82223000	90,000	12,000	78,000	650.00%
Legal Expenses	82223005	20,000	20,000	-	0.00%
Outreach Expense	82223035	-		-	
Auditing & Accounting	82223040	35,000	35,000	-	0.00%
Fitness Examinations	82223100	1,000	1,000	-	0.00%
Supplies & Materials	82223135	10,000	18,000	(8,000)	-44.44%
Pubs & Legal Notices	82224000	500		500	
Rents & Leases - Equipment	82225000	-		-	
Rents Office Space	82226010	60,000	60,000	-	0.00%
Small Tools	82227000	100		100	
Purchasing Charges	82228200	2,000	3,000	(1,000)	-33.33%
In Services Training	82228465			-	
Motor Pool Service	82229000			-	

BUDGET UNIT 9170 - Cal Van ADMIN
FUND # 7603

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Travel & Expense	82229010	10,000	7,000	3,000	42.86%
Utilities	82230000	45,000	40,000	5,000	12.50%
Administrative Allocation	82314000	(1,596,872)	(1,116,977)	(479,895)	42.96%
Information Tech Services	82314050	50,000	40,000	10,000	25.00%
Cap Charges	82314060	10,000	10,000	-	0.00%
Total Services & Supplies		(996,272)	(680,877)	(315,395)	46.32%
Fixed Assets					
Reserve for purchase of Fixed Assets			224,593		
Total Fixed Assets				-	-
Gross Expenditures		36,000	287,000	(251,000)	-87.46%

BUDGET UNIT 9170 - Cal Van ADMIN
FUND # 7603

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Interest on Current Deposits	81400000			-	
CMAQ	81538001	11,000	100,000	(89,000)	-89.00%
Other Revenue	81720005	25,000	187,000	(162,000)	-86.63%
Total Revenue		36,000	287,000	(251,000)	-87.46%

**BUDGET UNIT 9171 - Cal Van - Gen VP
FUND # 7603**

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Salaries & Employee Benefits					
Regular Employees	82110010	290,000	245,537	44,463	18.11%
Extra Help	82110020	-	13,294	(13,294)	-100.00%
Overtime	82110030	16,000	17,257	(1,257)	-7.28%
Retirement	82120000	50,000	41,044	8,956	21.82%
Unemployment Insurance	82140000	2,000		2,000	
Social Security/Medicare	82151000	23,000	21,706	1,294	5.96%
Total Salaries & Employee Benefits		381,000	338,838	42,162	12.44%
Services & Supplies					
Communications	82212000	150,000	130,000	20,000	15.38%
Insurance	82215000	400,000	467,000	(67,000)	-14.35%
Maintenance - Equipment	82217000	538,281	544,880	(6,599)	-1.21%
Maintenance - Accident Rep	82217012	-		-	
Fuel and Oil	82217020	2,008,339	1,956,410	51,929	2.65%
Cash Shortage	82221010	-		-	
Office Expense	82222000	-		-	
Bank Charges	82222005	-		-	
Postage & Freight	82222030	-		-	
Offset Printing/Stores	82222040	-		-	
Computer Software Expense	82222045	-		-	
Prof & Spec Services	82223000	14,512	52,800	(38,288)	-72.52%
Legal Expenses	82223005	-		-	
Outreach Expense	82223035	-		-	
Auditing & Accounting	82223040	-		-	
Fitness Examinations	82223100	23,352	16,219	7,133	43.98%
Supplies & Materials	82223135	1,000		1,000	
Pubs & Legal Notices	82224000	-		-	
Rents & Leases - Equipment	82225000	342,000	225,600	116,400	51.60%
Rents Office Space	82226010	16,000	16,000	-	0.00%
Travel & Expense	82229010	600	500	100	20.00%
Administrative Allocation	82314000	638,749	446,791	191,958	42.96%
Total Services & Supplies		4,132,832	3,856,200	276,632	7.17%
Fixed Assets					
Reserve for purchase of Fixed Assets					
Total Fixed Assets		-	-	-	-
Gross Expenditures		4,513,832	4,195,038	318,794	0.20

**BUDGET UNIT 9171 - Cal Van - Vanpool
FUND # 7603**

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
JARC Funds	81514025			-	
Other InterGovtl Rev	81550035	620,400		620,400	
Van Pool Revenue - Gen	81700070	4,577,955	5,197,289	(619,333)	-11.92%
Other Revenue	81720005			-	
Revenue Transfer In	81810000				
Remote Deposit Return	81720060				
Total Revenue		5,198,355	5,197,289	1,067	(0.12)
		684,523	1,002,251	(317,728)	(0.32)

**BUDGET UNIT 9172 - Cal Van - Ag VP
FUND # 7603**

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Salaries & Employee Benefits					
Regular Employees	82110010	355,000	360,649	(5,649)	-1.57%
Extra Help	82110020	-	19,940	(19,940)	-100.00%
Overtime	82110030	19,000	25,885	(6,885)	-26.60%
Retirement	82120000	62,000	60,286	1,714	2.84%
Unemployment Insurance	82140000	2,500		2,500	
Social Security/Medicare	82151000	27,000	32,030	(5,030)	-15.70%
Total Salaries & Employee Benefits		465,500	498,790	(33,290)	-6.67%
Services & Supplies					
Communications	82212000	150,000	148,000	2,000	1.35%
Insurance	82215000	325,000	364,000	(39,000)	-10.71%
Maintenance - Equipment	82217000	297,600	212,375	85,225	40.13%
Maintenance - Accident Rep	82217012	-	-	-	-
Fuel and Oil	82217020	1,450,800	1,061,875	388,925	36.63%
Maintenance - SI&G	82218000	-	-	-	-
Memberships	82220000	-	-	-	-
Cash Shortage	82221010	-	-	-	-
Office Expense	82222000	1,200		1,200	
Bank Charges	82222005	-	-	-	-
Postage & Freight	82222030	-	-	-	-
Offset Printing/Stores	82222040	-	-	-	-
Computer Software Expense	82222045	-	-	-	-
Prof & Spec Services	82223000	20,000	12,000	8,000	66.67%
Legal Expenses	82223005	-	-	-	-
Outreach Expense	82223035	-	-	-	-
Auditing & Accounting	82223040	-	-	-	-
Fitness Examinations	82223100	4,000	8,228	(4,228)	-51.39%
Supplies & Materials	82223135	-	-	-	-
Pubs & Legal Notices	82224000	-	-	-	-
Rents & Leases - Equipment	82225000	180,000		180,000	
Rents Office Space	82226010	-	-	-	-
Small Tools	82227000	-	-	-	-
Purchasing Charges	82228200	-	-	-	-
In Services Training	82228465	-	-	-	-
Motor Pool Service	82229000	-	-	-	-
Travel & Expense	82229010	7,500	2,500	5,000	200.00%
Utilities	82230000	-	-	-	-
Loan Principal Repayments	82302100	-	-	-	-
Interest Expense	82305100	-	-	-	-
Administrative Allocation	82314000	958,123	670,186	287,937	42.96%
Information Tech Services	82314050	-	-	-	-
Cap Charges	82314060	-	-	-	-
Loss of Sale of Fixed Asset	89226360	-	-	-	-
Total Services & Supplies		3,394,223	2,479,164	915,059	36.91%
Reserve for purchase of Fixed Assets					
Total Fixed Assets		-	-	-	-
Gross Expenditures		3,859,723	2,977,954	881,769	29.610%

**BUDGET UNIT 9172 - Cal Van - Farm Labor
FUND # 7603**

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
JARC Funds	81514025			-	
Other InterGovtl Rev	81550035			-	
Van Pool Revenue - Ag	81700105	3,175,200	2,150,296	1,024,904	47.66%
Other Revenue	81720005		50,000	(50,000)	-100.00%
Revenue Transfer In	81810000				
Remote Deposit Return	81720060				
Total Revenue		3,175,200	2,200,296	974,904	44.31%
		(684,523)	(777,658)	93,134	

BUDGET UNIT ALL- Cal Van
FUND # 7603

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Salaries & Employee Benefits					
Regular Employees	82110010	1,117,000	1,114,537	2,463	0.22%
Extra Help	82110020	20,000	33,234	(13,234)	-39.82%
Overtime	82110030	38,772	45,294	(6,522)	-14.40%
Retirement	82120000	195,000	179,613	15,387	8.57%
Health Insurance	82130000	290,000	213,000	77,000	36.15%
MGMT Benefits/Life	82130010	15,000	6,856	8,144	118.79%
Insurance-Workercomp	82131000	100,000	100,000	-	0.00%
Unemployment Insurance	82140000	8,000	14,000	(6,000)	-42.86%
Social Security/Medicare	82151000	95,000	98,971	(3,971)	-4.01%
Total Salaries & Employee Benefits		1,878,772	1,805,505	73,267	4.06%
Services & Supplies					
Communications	82212000	380,000	368,000	12,000	3.26%
Insurance	82215000	790,000	854,100	(64,100)	-7.50%
Maintenance - Equipment	82217000	865,881	769,255	96,626	12.56%
Maintenance - Accident Rep	82217012	-	-	-	
Fuel and Oil	82217020	3,474,139	3,018,285	455,854	15.10%
Maintenance - SI&G	82218000	-	-	-	
Memberships	82220000	8,000	7,000	1,000	14.29%
Cash Shortage	82221010	-	-	-	
Office Expense	82222000	36,200	35,000	1,200	3.43%
Bank Charges	82222005	8,000	8,000	-	0.00%
Postage & Freight	82222030	25,000	15,000	10,000	66.67%
Computer Software Expense	82222045	1,000	-	1,000	
Prof & Spec Services	82223000	124,512	76,800	47,712	62.12%
Legal Expenses	82223005	20,000	20,000	-	0.00%
Outreach Expense	82223035	-	-	-	

BUDGET UNIT ALL- Cal Van
FUND # 7603

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
Auditing & Accounting	82223040	35,000	35,000	-	0.00%
Fitness Examinations	82223100	28,352	25,447	2,905	11.42%
Supplies & Materials	82223135	11,000	18,000	(7,000)	-38.89%
Rents & Leases - Equipment	82225000	522,000	225,600	296,400	131.38%
Rents Office Space	82226010	76,000	76,000	-	0.00%
Purchasing Charges	82228200	2,000	3,000	(1,000)	-33.33%
Travel & Expense	82229010	18,100	10,000	8,100	81.00%
Utilities	82230000	45,000	40,000	5,000	12.50%
Information Tech Services	82314050	50,000	40,000	10,000	25.00%
Cap Charges	82314060	10,000	10,000	-	0.00%
Total Services & Supplies		6,530,783	5,654,487	876,296	15.50%
Fixed Assets					
Mobile Data Terminals	82440092	-	224,593	224,593	-
Total Fixed Assets		-	224,593	224,593	-
Gross Expenditures		8,409,555	7,684,585	1,174,156	15.28%

BUDGET UNIT ALL- Cal Van
FUND # 7603

Title	Account	FY 13/14 Budget	FY 12/13 Budget	Increase or decrease from prior year	% Increase or decrease from prior year
JARC Funds	81514025	-	-	-	-
CMAQ	81538001	11,000	100,000	(89,000)	-89.00%
Other InterGovtl Rev	81550035	620,400	-	620,400	-
Van Pool Revenue - Gen	81700070	4,577,955	5,197,289	(619,333)	-11.92%
Van Pool Revenue - Ag	81700105	3,175,200	2,150,296	1,024,904	47.66%
Other Revenue	81720005	25,000	237,000	(212,000)	-89.45%
Revenue Transfer In	81810000	-	-	-	-
Remote Deposit Return	81720060	-	-	-	-
Total Revenue		8,409,555	7,684,585	724,970	9.43%
		0	0	(449,186.03)	

BUDGET UNIT 9170 - Cal Van Admin
FUND # 7603

Title	Account	Budget	8%	17%	25%	33%	42%	50%	58%	67%	March	Reclass	Total YTD	% of Budget	Budget	Over/(Under)
			Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Accrual	ADJ		Spent	Remaining	Budget YTD
Salaries & Employee Benefits																
Regular Employees	82110010	508,351	38,482.45	47,835.11	48,218.72	43,458.84	46,047.12	75,149.07	58,128.38	52,620.57	52,620.57		407,940.26	80%	100,410.74	69,039.59
Extra Help	82110020	-	1,811.45	2,882.16	3,019.11	3,369.58	4,740.12	8,906.18	4,887.36	5,019.00	5,019.00		34,614.96	not budgeted	(34,614.96)	34,614.96
Overtime	82110030	2,152	19,185.97	3,686.91	2,741.88	2,482.00	2,909.27	5,027.02	2,673.70	3,140.46	3,140.46		41,827.01	1944%	(39,675.01)	40,392.34
Retirement	82120000	78,283	4,543.56	11,280.59	7,800.29	7,336.45	7,553.47	8,480.97	9,336.19	9,082.51	9,082.51		65,474.03	84%	12,808.97	13,285.36
Health Insurance	82130000	213,000	13,587.76	12,833.10	12,758.06	12,758.06	12,758.06	18,177.85	12,436.30	12,436.30	12,436.30		107,945.49	51%	105,154.51	(34,154.51)
MGMT - Benefits/Le	82130010	6,836	1,046.14	1,056.58	1,109.55	1,075.52	1,114.65	704.25	1,515.13	1,382.34	1,382.34		9,004.16	131%	(2,148.16)	4,433.49
Insurance-Workcomp	82131000	100,000	3,446.00	3,446.00	3,446.00	3,446.00	3,446.00	422.35	-	1,404.44	1,404.44		13,784.00	14%	86,216.00	(52,882.67)
Unemployment Insurance	82140000	14,000	63.40	100.88	105.67	108.91	166.94	1,214.40	2,139.01	830.00	830.00		4,511.60	32%	9,488.40	(4,821.73)
Social Security/Medicare	82151000	45,235	784.49	726.30	691.41	688.82	730.74	1,214.40	900.39	830.00	830.00		6,536.55	14%	38,698.45	(23,620.12)
Total Salaries & Employee Benefit		967,877	82,921.22	83,957.63	77,880.49	74,684.18	76,020.37	116,082.09	92,056.46	85,915.62	-	-	691,538.06	71%	276,338.94	46,286.73
Services & Supplies																
Communications	82212000	90,000	1,005.94	6,022.58	2,001.29	6,700.94	4,892.51	987.71	3,892.49	8,126.20	8,126.20		33,829.66	37%	56,370.34	(26,370.34)
Insurance	82215000	23,100	4,088.81	2,858.09	1,408.26	287.00	-	1,331.20	22,761.00	218,690.40	218,690.40		247,336.95	1071%	(224,235.95)	231,935.95
Maintenance - Equipment	82217000	12,000	937.37	967.66	1,681.35	1,342.66	1,509.60	1,192.95	955.84	922.18	922.18		9,409.51	not budgeted	(9,409.51)	9,409.51
Fuel and Oil	82217020			48.93									48.93	not budgeted	(48.93)	48.93
Maintenance - SIGC	82218000	7,000	1,020.40	2,531.30	3,182.06	2,836.24	4,424.91	985.28	2,860.09	3,750.70	2,000.00		7,825.98	112%	11,429.02	(3,159.31)
Memberships	82220000	35,000		441.81	2,482.44	1,408.90	763.25	1,465.19	1,201.08	3,123.82			3,109.08	8%	4,891.92	(2,225.29)
Bank Charges	82222005	8,000	736.11	1,630.66	58.01	56.33	56.39	56.39	56.39	2,922.55			2,853.51	not budgeted	(283.51)	283.51
Postage & Freight	82222030	15,000			6,752.79	3,067.72	(13,166.73)	38.52	787.19	2,922.55			3,992.71	33%	8,007.29	(4,007.29)
Computer Software Expense	82222045	12,000	1,320.71	2,269.86	323.81	3,067.72	1,479.50	1,280.25	2,866.95	3,106.65			13,319.94	67%	6,680.66	(13,999)
Prof & Spec Services	82223005	20,000	3,498.88	13,826.41	6,777.29	509.36	757.50	1,280.25	2,866.95	2,116.84			18,100.36	not budgeted	(18,100.36)	18,100.36
Legal Expenses	82223035		7,990.15										20,000.00	57%	15,000.00	(3,333.33)
Outreach Expense	82223040	35,000											665.50	67%	5,977.45	(22.55)
Auditing & Accounting	82223100	1,000											7,019.69	not budgeted	(7,019.69)	7,019.69
Fitness Examinations	82223135	18,000	363.07	301.56	1,830.30		1,541.99	438.05	199.55	328.34			12,022.55	67%	5,977.45	22.55
Supplies & Materials	82223135	18,000					155.25	203.72	123.87	217.30			700.14	not budgeted	(700.14)	700.14
Pubs & Legal Notices	82224000													not budgeted		
Rents & Leases - Equipment	82225000													not budgeted		
Rents Office Space	82226010	60,000	4,328.00	5,739.00	3,439.00	3,439.00	6,255.36	3,439.00	5,539.00	4,289.42			36,477.78	61%	23,522.22	(3,522.22)
Small Tools	82227000	1,000												not budgeted		
Purchasing Charges	82228200	3,000	172.83	115.22		115.22	115.22	115.22	345.66	115.22			1,094.99	36%	1,905.41	(905.41)
In Services Training	82228465												300.00	not budgeted	(300.00)	300.00
Motor Pool Service	82229000													not budgeted		

BUDGET UNIT 9170 - Cai Van ADMIN
FUND # 7603

Title	Account	Budget	8%	17%	25%	33%	42%	50%	58%	67%	March	Reclass	Total YTD	% of Budget	Budget	Over/(Under)	
			Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Accrual	ADJ		Spent	Remaining	Budget YTD	
Travel & Expense	82229010	7,000	153.57	582.18	1,596.38	527.40	909.91	2,621.03	3,529.36	1,315.12	2,500.00		13,734.95	196%	(9,734.95)	9,069.28	
Utilities	82230000	40,000	242.66	3,748.93	4,826.24	2,651.48	3,623.40	2,694.84	2,754.40	3,923.15			24,485.10	61%	15,534.90	(2,201.57)	
Administrative Allocation	82314000	(1,115,977)								(344,267.78)			(344,267.78)	31%	(772,709.22)	400,383.55	
Information Tech Services	82314050	40,000		2,242.49	1,979.65	1,979.65	1,979.65	1,979.65	1,979.65	1,979.65			15,763.33	39%	24,236.67	(10,903.34)	
Cap Charges	82314080	10,000					2,320.25	2,978.50					8,298.75	83%	1,701.25	1,932.08	
Total Services & Supplies		(580,877)	28,100.79	45,884.82	37,086.89	28,989.25	18,882.74	35,325.48	65,337.67	(84,795.62)	7,500.00		182,102.09	-27%	(882,979.09)	636,020.09	
Fixed Assets																	
Reserve for purchase of Fixed Assets		224,593															
Total Fixed Assets																	
Gross Expenditures		287,000	111,022.01	129,842.45	114,987.47	105,663.43	94,703.11	153,407.55	157,394.13	1,120.00	7,500.00		873,640.15	304%	(586,640.15)	882,308.82	

BUDGET UNIT 9170 - Cai Van ADMIN
FUND # 7603

Title	Account	Adopted	8%	17%	25%	33%	42%	50%	58%	67%	FY 11/12	Reclass	Total YTD	% of Budget	Budget	Over/(Under)	
		Budget	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Accrual	ADJ		Spent	Remaining	Budget YTD	
Interest on Current Deposits	81400001																
CMAQ	81538001	100,000	19,096.00			836.76	10,124.00		668.84		2,459.00		1,120.00	not budgeted	(1,503.60)	1,503.60	
Other Revenue	81720005	187,000				72.90	13,527.00						13,599.90	7%	173,400.10	(33,867.67)	
Total Revenue		287,000	19,096	-	-	910	23,651	-	3,126	1,120	-	-	47,903	17%	239,098	(111,066.77)	
			(97,926.01)	(129,842.45)	(114,987.47)	(102,753.77)	(71,052.11)	(153,407.55)	(154,268.29)	0.00			(825,737.65)		825,737.65	(143,430.83)	

BUDGET UNIT 9171 - Cal Van - Gen VP
FUND # 7603

Title	Account	Budget	FY 11/12 Actual	8%	17%	25%	33%	42%	50%	58%	67%	March Actual	Reclass ADJ	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Salaries & Employee Benefits																	
Regular Employees	82110010	245,537	13,340.06	17,030.01	16,033.64	15,389.29	15,370.08	17,668.64	11,322.63	10,017.98	76.40	91,000.00		118,169.53	47%	129,367.47	(47,520.17)
Extra Help	82110020	13,294	56.96	315.15	86.96	114.60	1,329.57	1,798.36	1,084.99	1,325.37	76.40	91,000.00		1,165.56	9%	12,138.05	(7,703.76)
Overtime	82110030	17,257	2,464.50	1,963.34	1,251.50	1,636.68	1,329.57	1,992.86	1,855.64	7,321.17	301.28	96,000.00		12,794.31	74%	4,462.69	(11,169.90)
Retirement	82120000	41,044	1,230.30	4,062.72	2,680.18	2,572.47	2,569.25	1,992.86	415.65	301.28	155.77	91,000.00		24,284.49	59%	16,759.51	(3,077.90)
Unemployment Insurance	82140000		3.01	11.03	3.01	2.33								738.31	not budgeted	(736.31)	736.31
Social Security/Medicare	82151000	21,706	220.11	273.86	248.11	241.00	225.60	265.17	172.20	155.77				1,801.82	8%	19,904.18	(12,666.70)
Total Salaries & Employee Benefits		338,838	17,343.93	23,656.11	20,302.39	20,118.72	19,609.10	21,662.23	15,051.56	19,197.97				156,942.01	46%	181,895.93	(88,947.46)
Services & Supplies																	
Communications	82212000	130,000	247.50	11,855.18	12,166.21	11,805.45	21,968.52	30,213.71	13,660.42	27,560.25	18,000.00	91,000.00		98,063.53	76%	30,936.47	12,997.73
Insurance	82215000	467,000	34,712.57	41,360.94	51,072.76	44,997.74	44,418.59	30,213.71	35,441.76	51,795.73	18,000.00	91,000.00		117,190.92	25%	349,809.08	(194,139.30)
Maintenance - Equipment	82217000	544,880	128,895.25	233.00	2,673.43	1,168.96	4,655.18	2,171.21	(42.08)	(389.32)	72,000.00	91,000.00		352,079.80	65%	192,800.20	(11,169.90)
Maintenance - Accident Rep	82217012		77.22	149,826.82	153,914.57	158,933.61	166,898.38	140,993.34	129,101.21	147,609.37	(200.00)			10,710.38	not budgeted	(10,710.38)	(10,710.38)
Fuel and Oil	82221010	1,956,410		(0.50)	338.20									1,259,572.55	64%	702,837.45	(60,687.74)
Cash Shortage	82222000			9.09				9.00	38.00					(123.28)	not budgeted	(394.29)	(123.28)
Office Expense	82222005													394.29	not budgeted		394.29
Bank Charges	82222020													5.95	not budgeted	(5.95)	5.95
Postage & Freight	82222030													5.95	not budgeted		
Outlet Printing/Stores	82222040													5.95	not budgeted		
Computer Software Expense	82222045													5.95	not budgeted		
Prof & Spec Services	82222050	52,800	924.55	2,266.58	1,226.50	1,022.55	1,020.25	1,092.95	1,091.75	38,476.52	1,000.00	91,000.00		48,111.56	91%	4,898.35	12,912.00
Legal Expenses	82222055													793.08	not budgeted	(793.08)	793.06
Outreach Expense	82222060													793.08	not budgeted		
Auditing & Accounting	82222065													14,266.00	not budgeted	1,953.20	3,453.31
Fitness Examinations	82222100	16,219	1,679.00	1,049.00	2,318.00	1,195.50	2,511.00	2,629.00	440.50	2,435.00	2,000.00	91,000.00		651.53	not budgeted	(651.53)	651.53
Supplies & Materials	82222135			87.53	98.52	281.90			205.58					14,266.00	88%	1,953.20	1,953.20
Pubs & Legal Notices	82222400													793.08	not budgeted		
Rents & Leases - Equipment	82225000	225,600	22,916.20	20,612.91	19,144.89	19,144.89	23,530.53	66.23	111.49	137,707	15,992.00	91,000.00		189,194.00	not budgeted	36,446.00	38,755.50
Rents Office Space	82228010	16,000		44.03	(4.40)	132.78								15,992.00	100%	8.00	5,325.44
Tireval & Expense	82229010	500												365.55	73%	134.45	32.22
Administrative Allocation	82314000	446,791												137,707.11	31%	309,083.69	(160,150.44)
Total Services & Supplies		3,856,200	187,512.29	304,964.56	282,163.49	246,483.38	265,821.56	177,210.70	206,229.54	478,549.52	91,000.00			2,239,995.04	59%	1,616,264.96	(330,839.25)
Fixed Assets																	
Reserve for purchase of Fixed Assets															not budgeted		
Total Fixed Assets															not budgeted		
Gross Expenditures		4,195,038	204,856.22	329,620.67	302,465.88	266,802.10	285,430.66	198,872.93	221,281.10	497,747.49	91,000.00			2,399,877.05	57%	1,796,160.55	(399,786.71)

BUDGET UNIT 9171 - Cal Van - Vanpool
FUND # 7603

Title	Account	Adopted Budget	FY 10/11 Actual	8%	17%	25%	33%	42%	50%	58%	67%	March Actual	Reclass ADJ	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
JARC Funds	81514025													31,951.00	not budgeted	(31,951.00)	31,951.00
Other InterGovt Rev	81550035		1,000.00		19,860.00	(548.00)								96,452.00	not budgeted	(96,452.00)	96,452.00
Van Pool Revenue - Gen	81700070	5,197,289	328,592.12	336,164.90	317,240.63	345,320.23	332,043.22	330,134.97	352,554.51	317,808.05				2,659,846.63	51%	2,537,441.97	(804,977.79)

BUDGET UNIT 9171 - Cal Van - Gen VP
 FUND # 7603

Title	Account	Budget	FY 11/12 Actual	8% JUL-12	17% AUG-12	25% SEP-12	33% OCT-12	42% NOV-12	50% DEC-12	58% JAN-13	67% FEB-13	March Actual	Reclass ADJ	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Other Revenue	81720005			27,850.00	32,052.00	32,694.16	89,635.00	19,181.77	30,090.00	6,260.40	81,720.00			319,492.33	not budgeted	(319,492.33)	319,492.33
Revenue Transfer In	81810000			(122.00)	(404.25)	844.25					122.00			844.25	not budgeted	(844.25)	844.25
Remote Deposit Return	81720060						434,955.23	(275.00)	275.00	359,814.91	399,657.05	98,000.00		3,107,992.96	not budgeted	2,089,702.39	(359,861.46)
Total Revenue		1,002,281	-	152,453.90	58,493.98	48,094.18	168,353.13	65,519.33	173,726.04	137,533.91	(98,080.44)	5,000.00		711,085.91		290,541.84	(42,925.26)

BUDGET UNIT 9172 - Cal Van - Ag VP
 FUND # 7603

Title	Account	Budget	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	March	Reclass	Total YTD	% of Budget	Budget	
			8%	17%	25%	33%	42%	50%	58%	67%	Accrual	ADJ		Spent	Remaining	
Salaries & Employee Benefits																
Regular Employees	82110010	360,649	16,631.90	14,805.75	11,458.12	15,246.67	17,565.96	23,402.74	9,648.89	12,676.09			121,236.11	34%	239,412.89	(119,172.51)
Extra Help	82110020	19,940	802.20	709.65	1,665.10	830.65	441.69	3,103.75	1,671.25	974.10			9,791.59	49%	10,158.81	(3,510.69)
Overtime	82110030	25,885	624.54	1,150.69	1,603.41	1,266.72	1,716.62	5,333.87	2,749.26	3,921.52			17,946.45	69%	7,938.55	690.51
Retirement	82140000	60,286	1,224.25	3,852.59	1,915.34	2,548.99	2,651.43	2,849.10	1,801.39	3,170.56			20,013.35	33%	40,272.65	(20,173.30)
Unemployment Insurance	82140000		28.08	27.75	40.78	40.78	32.42	113.64	492.43	488.28			1,223.38	not budgeted	(1,223.38)	1,223.38
Social Security/Medicare	82151000	32,030	260.61	235.78	204.83	251.35	285.99	461.54	204.00	248.59			2,152.69	7%	29,877.31	(19,198.51)
Total Salaries & Employee Benefits		498,790	19,571.38	20,665.21	16,287.58	20,134.28	22,693.11	35,254.64	10,567.24	21,179.13	-	-	172,382.57	35%	326,437.83	(130,141.11)
Services & Supplies																
Communications	82212000	148,000		10,843.66	10,910.59	10,795.35	23,525.61		10,832.88	26,534.44			93,442.53	63%	54,557.47	(5,214.27)
Insurance	82215000	364,000		57,728.89	28,166.08	19,178.20	24,794.72	8,982.41	22,936.71	29,818.62			85,893.97	24%	278,106.03	(156,748.43)
Maintenance - Equipment	82217000	212,375	10,068.06	17,266.23	1,337.20	618.40	3,623.63	9,982.41	2,936.71	9.09			174,909.78	82%	37,668.18	33,340.63
Maintenance - Accident Rep	82217012		1,129.40		1,237.20								7,117.72	not budgeted	(7,117.72)	7,117.72
Fuel and Oil	82217020	1,061,875	67,536.46	101,833.10	105,646.35	106,461.57	105,072.53	88,483.31	73,429.83	92,776.04			816,446.99	77%	246,725.81	108,603.35
Maintenance - S&G	82218000						70.14						70.14	not budgeted	(70.14)	70.14
Memberships	82220000				0.60	(0.90)		(0.60)		10.00			9.10	not budgeted	(9.10)	9.10
Cash Storage	82221010						106.74		8.18	71.64			822.54	not budgeted	(822.54)	822.54
Office Expense	82222000				427.19			100.00					24.95	not budgeted	(24.95)	24.95
Postage & Freight	82222030			19.80									24.95	not budgeted	(24.95)	
Computer Software/Stores	82222040													not budgeted		
Computer Software Expense	82222045													not budgeted		
Print & Spec Services	82223000	12,000	1,102.42	2,122.87	1,283.92	1,559.12	1,301.42	1,697.52	1,761.22	1,468.89			16,297.38	not budgeted	(4,297.38)	8,298.18
Legal Expenses	82223005		13.00			697.12			15.83				725.95	not budgeted	(725.95)	725.95
Outreach Expense	82223040													not budgeted		
Auditing & Accounting	82223100	8,228	2,430.00	590.00	2,203.00	700.00	2,122.00	1,770.00	300.00	2,495.00			12,610.00	not budgeted	(4,392.00)	7,125.22
Fitness Examinations	82223105					52.47				49.98			102.45	not budgeted	(102.45)	102.45
Supplies & Materials	82223195													not budgeted		
Prints & Legal Notices	82224000													not budgeted		
Rents & Leases - Equipment	82225000													not budgeted		
Rents Office Space	82225010													not budgeted		
Small Tools	82227000													not budgeted		
Purchasing Charges	82228200													not budgeted		
In Services Training	82228465													not budgeted		
Motor Fuel Expense	82229000	2,500	330.66			14.64		1,011.43	916.38	1,194.34			3,467.75	not budgeted	(967.76)	1,801.95
Utilities	82230000													not budgeted		
Loan Principal Repayments	82305100													not budgeted		
Interest Expense	82305100													not budgeted		
Administrative Allocation	82314000	670,186								206,561			206,560.67	31%	463,625.53	(240,185.45)
Information Tech Services	82314005													not budgeted		
Cap Charges	82314030													not budgeted		
Loss of Sale of Fixed Asset	89226300													not budgeted		
Total Services & Supplies		2,479,164	112,682.81	190,420.53	177,490.76	139,378.95	161,319.31	102,024.67	110,201.03	360,991.88	64,000.00	-	1,418,503.92	57%	1,060,660.04	(234,106.78)

BUDGET UNIT 9172 - Cal Van - Ag VP
 FUND # 7603

Title	Account	Budget	8%	17%	25%	33%	42%	50%	58%	67%	March	Reclass	Total YTD	% of Budget	Budget	Over/(Under) Budget YTD
Reserve for purchase of Fixed Assets			Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	March <td>Reclass <td>Total YTD</td> <td>% of Budget</td> <td>Budget</td> <td>Over/(Under) Budget YTD</td> </td>	Reclass <td>Total YTD</td> <td>% of Budget</td> <td>Budget</td> <td>Over/(Under) Budget YTD</td>	Total YTD	% of Budget	Budget	Over/(Under) Budget YTD
Total Fixed Assets											Actual	ADJ		not budgeted	1,387,097.87	(394,247.89)
Gross Expenditures		2,977,954	132,284.19	211,085.74	193,778.34	139,513.23	194,006.42	137,279.31	128,789.27	382,170.99	64,000.00		1,590,956.49	53%	1,387,097.87	(394,247.89)

BUDGET UNIT 9172 - Cal Van - Farm Labor
 FUND # 7603

Title	Account	Adopted Budget	8%	17%	25%	33%	42%	50%	58%	67%	March	Reclass	Total YTD	% of Budget	Budget	Over/(Under) Budget YTD
JARC Funds	81514025		Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	March <td>Reclass <td>Total YTD <th>% of Budget</th> <th>Budget</th> <th>Over/(Under) Budget YTD</th> </td></td>	Reclass <td>Total YTD <th>% of Budget</th> <th>Budget</th> <th>Over/(Under) Budget YTD</th> </td>	Total YTD <th>% of Budget</th> <th>Budget</th> <th>Over/(Under) Budget YTD</th>	% of Budget	Budget	Over/(Under) Budget YTD
Other InterCont Rev	81550005										Actual	ADJ		not budgeted	(25,505.00)	9,426.00
Van Pool Revenue - Ag	81700105	2,150,295	9,426.00	177,283.96	206,289.88	204,989.40	201,502.51	150,744.70	162,502.28	143,991.80	173,741.00		1,604,034.21	75%	546,262.26	170,646.98
Other Revenue	81720005	50,000	6,462.04	4,627.00	33,541.21	13,697.00	5,915.00	96.00	96.00	4,947.00			69,285.25	139%	35,955.25	35,955.25
Revenue Transfer In	81810000				1,008.40								1,008.40	not budgeted	(1,008.40)	1,008.40
Remote Deposit Return	81720060													not budgeted		
Total Revenue		2,250,295	196,876.72	207,415.96	239,831.09	218,686.40	207,417.51	150,744.70	162,598.28	148,938.80	173,741.00		1,708,250.46	76%	492,046.01	242,541.23
		(777,658)	66,622.53	(3,669.78)	46,652.75	69,173.17	23,411.09	13,485.99	35,830.01	(23,232.19)	109,741.00		117,393.97		(895,051.88)	(696,769.12)

BUDGET UNIT ALL-Cal Van
FUND # 7603

Title	Account	Budget	Budget Adjustments	Amended Budget	FY 10/11 Acctual	8% Jul-12	17% Aug-12	25% Sep-12	33% Oct-12	42% Nov-12	50% Dec-12	58% Jan-13	67% Feb-13	March Acctual	Reclass ADJ	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Salaries & Employee Benefits	82110010	1,114,537	-	1,114,537.00	-	68,454.41	79,470.87	73,270.48	74,094.80	78,983.16	116,217.65	79,099.90	75,314.63	-	-	645,346.90	58%	469,191.10	(97,678.69)
Regular Employees	82110020	33,234	-	33,234.00	-	2,699.60	3,989.96	4,270.16	4,477.38	5,296.41	12,009.93	6,239.16	6,069.50	-	-	45,562.10	137%	(12,318.10)	23,386.10
Extra Help	82110030	45,294	-	45,294.00	-	22,244.81	6,810.94	5,466.59	5,375.40	5,954.66	12,088.25	6,507.97	8,087.35	-	-	72,568.77	160%	(27,272.77)	42,370.77
Overtime	82120000	179,613	-	179,613.00	-	6,998.11	19,195.90	12,395.81	12,457.61	12,774.15	13,322.93	13,053.12	19,574.24	-	-	109,771.87	61%	69,941.13	(9,970.12)
Retirement	82130000	213,000	-	213,000.00	-	13,597.76	12,993.10	12,580.06	12,758.06	18,177.83	12,498.30	12,498.30	12,498.30	-	-	107,546.49	51%	105,047.19	(34,154.50)
Health Insurance	82130010	6,856	-	6,856.00	-	1,046.14	1,056.58	1,109.55	1,075.52	1,114.65	704.25	1,515.13	1,382.34	-	-	9,004.16	131%	(2,148.16)	4,433.49
MGMT Benefits/Life	82130020	100,000	-	100,000.00	-	3,446.00	3,446.00	3,446.00	3,446.00	3,446.00	3,446.00	3,446.00	3,446.00	-	-	13,784.00	14%	88,216.00	(52,882.68)
Insurance-Workcomp	82130030	14,000	-	14,000.00	-	94.49	139.66	149.46	111.24	199.36	535.99	3,047.09	2,194.00	-	-	6,471.29	46%	7,528.71	(2,862.04)
Unemployment Insurance	82140000	98,971	-	98,971.00	-	1,255.21	1,295.94	1,144.35	1,151.17	1,242.33	1,944.11	1,276.59	1,234.36	-	-	10,491.06	11%	88,479.94	(65,489.80)
Social Security/Medicare	82150000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Salaries & Employee Benefits		1,805,505	-	1,805,505.00	-	119,836.53	128,278.95	114,480.46	114,947.16	118,322.88	174,898.86	123,675.26	126,582.72	-	-	1,020,832.64	57%	784,672.96	(162,897.24)
Services & Supplies	82210000	368,000	-	368,000.00	-	1,253.44	28,772.42	25,077.09	29,101.74	50,386.64	98,771.11	28,385.79	62,270.89	-	-	226,135.72	61%	141,864.28	(19,187.59)
Communications	82210010	854,100	-	854,100.00	-	48,919.44	138,205.96	69,445.28	287.00	66,743.89	71,297.09	40,346.30	218,690.40	-	-	450,420.64	53%	403,679.16	(118,979.10)
Insurance - Equipment	82210020	769,255	-	769,255.00	-	1,129.40	51,774.26	82,911.70	4,610.63	1,807.36	4,610.63	59,672.50	82,195.99	33,000.00	-	17,828.10	71%	222,298.23	34,120.08
Maintenance - Accident Rep	82210030	3,018,285	-	3,018,285.00	-	229,369.08	252,627.58	260,422.27	274,737.54	273,480.51	230,679.80	209,486.88	241,507.95	-	-	2,079,491.05	69%	938,883.75	17,888.10
Maintenance - Oil	82210040	7,000	-	7,000.00	-	77.22	(0.50)	0.60	(0.90)	(0.60)	1,094.28	2,906.27	3,802.34	-	-	7,825.98	112%	(825.98)	67,241.38
Maintenance - S/G	82220000	35,000	-	35,000.00	-	1,103.21	2,566.37	3,947.45	2,835.24	4,531.65	1,094.28	2,906.27	3,802.34	2,000.00	-	24,787.61	71%	10,212.19	1,464.48
Memberships	82220010	8,000	-	8,000.00	-	736.11	1,650.46	2,462.44	1,008.90	769.20	762.78	1,671.12	3,128.97	-	-	12,285.89	82%	2,714.62	2,285.89
Bank Charges	82220020	15,000	-	15,000.00	-	3,347.88	6,659.41	9,639.21	5,648.39	5,648.39	3,640.16	4,267.96	-	-	-	283.51	not budgeted	(283.51)	2,833.51
Postage & Freight	82220030	76,800	-	76,800.00	-	3,498.68	3,298.81	3,298.81	1,479.50	767.50	2,866.95	3,106.65	-	5,000.00	-	68,401.74	89%	8,388.26	17,201.75
Prof & Spec Services	82220045	20,000	-	20,000.00	-	8,003.15	13,826.41	723.22	509.36	1,444.25	11,500.00	15.83	2,116.84	-	-	13,319.34	67%	6,690.66	(13.99)
Computer Software Expense	82220050	35,000	-	35,000.00	-	25,447.20	1,639.00	4,571.00	1,895.50	5,093.50	4,474.00	749.50	5,010.00	-	-	27,541.60	78%	(2,058.40)	10,576.20
Outreach Expenses	82220060	18,000	-	18,000.00	-	363.07	389.09	1,926.82	314.37	1,541.99	438.05	405.13	378.32	-	-	12,776.53	71%	5,223.47	776.53
Fitness Examinations	82220070	18,000	-	18,000.00	-	2,516.20	20,612.91	19,444.89	19,144.89	23,530.33	26,561.92	57,542.80	-	-	-	169,164.00	84%	36,446.00	38,746.02
Supplies & Materials	82220080	76,000	-	76,000.00	-	4,328.00	5,739.00	3,439.00	3,439.00	3,439.00	3,439.00	3,465.66	1,151.22	-	-	62,466.78	69%	23,530.22	1,803.12
Rents & Leases - Equipment	82220090	3,000	-	3,000.00	-	115.22	115.22	115.22	115.22	115.22	115.22	115.22	115.22	-	-	1,094.59	36%	1,905.41	(905.41)
Travel & Entertainment	82220100	10,000	-	10,000.00	-	484.23	626.61	1,591.92	675.12	976.14	3,749.95	4,461.22	2,209.46	-	-	17,568.25	176%	(7,568.25)	10,991.58
Utilities	82230000	40,000	-	40,000.00	-	242.66	3,748.93	4,826.24	2,651.48	3,623.40	2,959.84	2,754.40	3,923.15	-	-	24,665.10	61%	15,334.90	(2,201.60)
Loan Principal Repayments	82230010	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	82230020	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Allocation	82210030	40,000	-	40,000.00	-	2,242.49	1,642.94	1,979.65	1,979.65	1,979.65	1,979.65	1,979.65	1,979.65	-	-	15,763.33	39%	24,236.67	(10,903.53)
Information Tech Services	82210040	10,000	-	10,000.00	-	-	-	-	-	-	-	-	-	-	-	8,268.75	83%	1,731.25	1,632.08
Cap Charges	89226360	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loss of Sale of Fixed Asset	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Services & Supplies		5,654,487	-	5,654,486.96	-	328,295.99	541,289.91	496,761.23	414,831.98	446,817.61	314,560.83	381,788.24	754,745.76	162,500.00	-	3,940,541.05	88%	1,813,945.97	70,883.45
Fixed Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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BUDGET UNIT ALL- Cal Van
FUND # 7603

Title	Account	Budget	Budget Adjustments	Amended Budget	FY 10/11 Actual	8%	12%	25%	33%	42%	50%	58%	67%	March	Reclass ADJ	March	Reclass ADJ	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Mobile Data Terminals	82440092	224,593	-	224,593.00	224,593.00	-	-	-	-	-	-	-	-	-	-	-	-	224,593.00	0	224,593.00	
Total Fixed Assets		224,593	-	224,593.00	224,593.00	-	-	-	-	-	-	-	-	-	-	-	-	224,593.00	0	224,593.00	
Gross Expenditures		7,684,585	-	7,684,584.98	448,132.42	669,548.86	611,231.69	529,778.76	584,140.19	489,559.79	505,443.50	681,038.48	162,500.00	4,861,373.69	-	2,823,211.27	-	1,111,953.79	63%	2,823,211.27	(111,953.79)

BUDGET UNIT ALL- Cal Van
FUND # 7603

Title	Account	Adopted Budget	Budget Adjustments	Amended Budget	FY 10/11 Actual	8%	17%	25%	33%	42%	50%	58%	67%	March	Reclass ADJ	March	Reclass ADJ	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
JARC Funds	81514025	100,000	-	100,000	19,096.00	19,096.00	45,355.00	-	-	10,124.00	12,101.00	2,459.00	1,120.00	96,000.00	-	32,796.00	-	57,456.00	33%	67,201.00	(9,745.00)
CMAQ	81559001	-	-	-	328,582.12	328,582.12	356,164.90	317,240.63	345,320.23	332,043.22	330,134.97	352,554.51	317,806.05	1,659,878.00	-	1,659,878.00	-	1,659,878.00	not budgeted	(109,878.00)	(39,887.69)
Other InterGovt Rev	81700070	5,197,289	-	5,197,289	182,988.68	177,283.96	206,289.88	204,989.40	201,502.51	150,744.70	162,502.28	143,991.80	173,741.00	2,537,441.97	-	2,537,441.97	-	2,537,441.97	51%	(806,012.09)	(806,012.09)
Van Pool Revenue - Gen	81700105	2,150,296	-	2,150,296	34,312.04	36,679.00	66,235.37	103,404.90	38,623.77	30,090.00	6,356.40	86,676.00	402,377.48	1,852.65	-	1,852.65	-	1,852.65	170%	(165,377.48)	170,503.37
Other Revenue	81720005	237,000	-	237,000	1,852.65	1,852.65	-	-	-	-	-	-	-	-	-	-	-	1,852.65	not budgeted	(1,852.65)	244,377.49
Revenue Transfer In	81810000	-	-	-	575,282.84	594,530.61	591,399.53	654,551.29	582,018.50	523,346.67	524,539.03	549,715.85	122.00	298,741.00	-	4,865,124.32	-	4,865,124.32	not budgeted	2,819,460.75	(257,931.89)
Revenue Deposit Return	81720060	7,684,585	-	7,684,585	-	-	-	-	-	-	-	-	-	-	-	-	-	-	63%	2,819,460.75	(693,329)
Total Revenue		0	-	0.11	127,150.42	(75,018.25)	(19,822.16)	124,772.53	17,878.31	33,786.88	19,095.53	(33,122.53)	107,241.00	3,750.63	-	4,865,124.32	-	4,865,124.32	63%	2,819,460.75	(693,329)