

# The County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-7500    www.cccta.org

## MEETING NOTICE & AGENDA ADMINISTRATION & FINANCE COMMITTEE

100 Gregory Lane  
Pleasant Hill, CA 94523  
Large Committee Room  
Tuesday, July 5, 2011  
3:00 p.m.

The Committee may take action on any item on the agenda.

1. Adoption of Agenda (Action)
2. Public Communication
3. Summary Minutes of June 7, 2011 A&F Committee Meetings\* (Review/Action)
4. Resolution Authorizing Application for 2011 Prop 1B California Transit Security Grant Program (TSGP) Funds\* (Review/Action)
5. Closed Session:
6. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
7. Designated Negotiator: Pat Glenn, Esq.
8. Teamsters Union, Local 856, AFL-CIO
9. Legal Services Statement, March/April/May 2011 Labor \*\* (Review/Action)
10. Review of Vendor Bills, June 2011\*\* (Review)
11. Adjournment

\*Enclosure

A&F Committee Members

\*\*Enclosure for Committee Members

Al Dessayer, Gregg Manning, Laura Hoffmeister and Jack Weir

### General Information

Public Comment: Each person wishing to address the A&F Committee is requested to advise the Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Chair. A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Committee. Each individual will be allotted three minutes, which may be extended at the discretion of the Committee Chair.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at [www.CCCTA.org](http://www.CCCTA.org).

Accessible Public Meetings: Upon request, CCCTA will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by CCCTA at least 48 hours before the meeting convenes. Requests should be sent to Lathina Hill, Assistant to the General Manager, at 2477 Arnold Industrial Way, Concord, CA 94520 or [Hill@CCCTA.org](mailto:Hill@CCCTA.org).

The agenda is posted on CCCTA's Website ([www.CCCTA.org](http://www.CCCTA.org)) and at the following location:  
CCCTA Administrative Offices, 2477 Arnold Industrial Way, Concord

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez  
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

Administration and Finance Committee  
Summary Minutes  
June 7, 2011

The meeting was called to order at 3:00 p.m. at the City of Pleasant Hill offices.  
Those in attendance were:

Director Al Dessayer  
Director Jack Weir

Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Director of Maintenance Scott Mitchell  
Director of Planning & Marketing Anne Muzzini

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of May 4, 2011- Approved.
4. Advisory Committee-Roles, Function, and Transition Plan- Director Muzzini reported that the Advisory Committee reviewed the proposed transition plan and the draft roles and functions, and a consensus was reached. Staff requested that the Committee recommend to the Board the adoption of the transition plan and roles and functions of the new Advisory Committee. Approved for Board consent calendar.
5. GANN Initiative spending Limitation- Director Casenave reported that the California Department of Finance provided the price and population change for Contra Costa County as required by law and a calculation of the GANN spending limit has been prepared by staff. CCCTA is \$21 million *below* the spending limit. Staff recommends that the Committee forward this item to the Board with a recommendation for adoption. Approved for Board consent calendar.
6. Financial Statements for the Nine Months Ended March 31, 2011- Director Casenave reported that actual expenses were 6.6% under budget. Wages, services, materials and purchased transportation accounted for the largest under budget variances. The Committee reviewed the financial statements.
7. FY 2012 Proposed Final Budget- Director Casenave reported that the proposed operating budget for FY 2012 totals \$32.5 million and the proposed FY 2012 capital budget totals \$12.3 million. The estimated actual operating budget for FY 2011 is expected to be 2.4% under budget. The ten year forecast assumes no increase or decrease in service, and if there is no additional funding, the Authority will almost be out of cash by the end of FY 2015. There has been very little change to this proposed budget from the draft budget discussed at the May meeting. Staff

requested that the Committee recommend to the Board that the FY 2012 operating and capital budget be adopted. Approved.

8. Contract Renewal with Corvel for Third Party Administration of Workers Comp Claims- Director Casenave reported that the 5 year contract with Corvel will end on June 30, 2011. Staff has been very satisfied with the administrative services of Corvel and a bi-annual audit of claims by LAWCX, CCCTA's excess carrier, was very favorable. A price comparison with two other TPA's found that Corvel's pricing was very competitive. Staff recommends entering into a three year contract with Corvel, and requests that the Committee forward this item to the Board for approval. Approved for Board consent calendar.
9. Investment Policy-Quarterly Reporting Requirement- Staff prepared a listing of the investments and reported that the investment portfolio complied with the CCCTA Investment Policy. Approved for Board consent calendar.
10. Status Report on the Pacheco Transit Hub- Director Mitchell reported that the current status of this project is 80% complete in the design and engineering phase. The City of Martinez and CCTA are interested in completion of the project and CCCTA staff has been in discussion with them regarding transferring the project. Information only.
11. Legal Services statement, February 2011, Labor; April, General- Approved.
12. Review of Vendor Bills, May 2011- The committee reviewed the vendor bills.
13. Adjournment- The meeting was adjourned. The next meetings will be Tuesday, July 5 at 3:00 p.m. and Wednesday, August 3 at 3:00 p.m. at the City of Pleasant Hill offices.

  
Kathy Casenave, Director of Finance

To: Administration and Finance Committee

Date: June 29, 2011

From: Anne Muzzini, Director of Planning and Marketing

Reviewed By: *AM*

**SUBJECT: Transit Security Grant Program Resolution**

**SUMMARY OF ISSUES:**

The California Emergency Management Agency administers Prop. 1B funds for the purpose of implementing transit security projects. The Transit Security Grant Program (TSGP) has allocated \$116,919 in funding each year to CCCTA for capital projects related to security. Last year the A&F Committee and the Board authorized a grant application for perimeter security improvements although there were some doubts raised. This year staff is asking for approval to submit a claim for the same project scope.

The perimeter security project was identified as it had a lot of flexibility within it. For instance facility lighting, fencing, gates, and cameras could all be captured within the scope.

Staff anticipates that the Committee will want to review the options and priorities for transit security funding before spending any more on perimeter security but asks that this resolution be approved to keep funds flowing. A revision of the scope can be made after grant approval.

The 2009 and 2010 funds, (\$116,919 each year) have not been spent and the scope for these year's funds can be modified if the Board chooses.

Staff will bring back a complete report on transit security funding and security projects so that the committee and board will have an opportunity to revise the program.

**RECOMMENDATIONS:**

Staff recommends that the A&F Committee support adoption of the attached resolution authorizing the submittal of an allocation request for 2011 TSGP funds for perimeter security enhancement.

**ATTACHMENT:**

Resolution of authorization for TSGP Funds

**RESOLUTION NO. \_\_\_\_\_**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
BOARD OF DIRECTORS**

\* \* \*

**AUTHORIZATION TO REQUEST AN ALLOCATION OF  
FISCAL YEAR 2011 PROPOSITION 1B CALIFORNIA TRANSIT  
SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the California Transit Security Grant Program (CTSGP) is a funding program that is part of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, which was approved by California voters on November 7, 2006; and

WHEREAS, funds from the CTSGP are to be made available to project sponsors in California for capital security and safety transit projects; and

WHEREAS, the State Controller develops an annual list with the amounts that each eligible project sponsor is programmed to receive; and

WHEREAS, in Fiscal Year (FY) 2011, the Central Contra Costa Transit Authority is programmed to receive \$116,919; and

WHEREAS, staff recommends that the Board authorize the General Manager, or his designee, to submit an allocation request to the California Emergency Management Agency (CalEMA) and any other documents required to receive a total of \$116,919 in FY11 CTSGP funds for perimeter security enhancement.

NOW THEREFORE, BE IT RESOLVED by the CCCTA Board of Directors that the General Manager, or his designee, is authorized to submit an allocation request to CalEMA and any other documents required to receive a total of \$116,919 in FY 11 CTSGP funds for perimeter security enhancement; and

BE IT FURTHER RESOLVED that the General Manager, or his designee, is authorized to execute and file any assurances, certification, or furnish any additional information as CalEMA may require in connection with the filing of this allocation request.

Regularly passed and adopted this \_\_\_\_\_<sup>th</sup> day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Chair  
CCCTA Board of Directors

ATTEST:

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Janet Madrigal, Clerk to the Board