

# The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

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## MEETING NOTICE & AGENDA Administration & Finance Committee

1676 N. California Blvd, Suite 620

Walnut Creek, CA 94596

**Tuesday, August 7, 2012**

**9:00 a.m.**

*The Committee may hear, discuss, deliberate, and/or take action on any item on the agenda*

1. Approval of Agenda - Action
2. Public Communication
3. Approval of Minutes of July 12, 2012 Meeting\* Review/Action
4. Closed Session:  
Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Employee Organizations:  
Amalgamated Transit Union, Local 1605  
Machinists Automotive Trades District Lodge No. 1173  
Teamsters Union, Local 856, AFL-CIO, Transit Supervisors
5. Prop 1B California Transit Security Funding\* Review/Action
6. Cycle 3 Lifeline Project Funding\* Review/Action
7. Legal Services Statement, May/June 2012 Labor, June 2012 General\*\* Review/Action
8. Review of Vendor Bills, July 2012\*\* Review
9. Adjournment

\*Enclosure

\*\*Enclosure for Committee Members

FY 2011/2012  
A&F Committee  
Al Dessayer, Moraga  
Candace Andersen, Danville  
Rob Schroder, Martinez

### General Information

**Public Comment:** Each person wishing to address the above named committee is requested to complete a Speaker Card for submittal to the Committee Chair before the applicable agenda item is discussed. **Accessible Public Meetings:** Upon request, CCCTA will provide written agenda materials in appropriate alternative formats, or disability-related accommodations. Please send a written request and description of the requested materials so that it is received by CCCTA at least 48 hours before the meeting convenes. **Requests should be sent to:** Janet Madrigal, Clerk to the Board – CCCTA – Administrative Department, 2477 Arnold Industrial Way, Concord, CA 94520 or madrigal@cccta.org. **Shuttle Service:** With a 24-hour notice, a CCCTA LINK shuttle will be provided from the closest BART station to the meeting location. To arrange for the shuttle, please call Robert Greenwood 925/680-2072.

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

**Administration and Finance Committee  
Summary Minutes  
July 12, 2012**

The meeting was called to order at 1:00 p.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Board of Director Al Dessayer  
Board of Director Candace Andersen  
Board of Director Rob Schroder  
Staff: General Manager Rick Ramacier  
Director of Transportation Bill Churchill  
Director of Planning and Marketing Anne Muzzini  
Legal Counsel Pat Glenn  
Guest: Ralph Hoffman

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of June 7, 2012- Approved.
4. Closed Session: Conference with Labor Negotiator (pursuant to Government Code Section 54957.6 regarding Amalgamated Transit Union, Local 1605; Machinists Automotive Trades District Lodge No. 1173; Teamsters Union, Local 856, AFL-CIO, Transit Supervisors- The committee met with the General Manager Ramacier and Legal Council Pat Glenn and gave direction to its Labor Negotiator.
5. Advisory Committee update- Director Muzzini reported that the Citizens Advisory Committee has been meeting every other month since the consolidation of that committee and the Accessible Services Committee. Attendance has been low and there have been no monthly reports to the Board of Directors for some time. The A&F Committee discussed requested that staff encourage the committee to prepare a written or oral report to the Board on a quarterly basis. The Committee will recommend to the Board that the item be placed on the agenda quarterly rather than monthly. Approved.
6. EEO/Affirmative Action Program Update for 2012- Civil Rights Administrator Janet Madrigal reported that a EEO/AA Program for the term January 1, 2012 through December 31, 2015 for CCCTA has been developed. Adoption of this plan will enable CCCTA to continue to be eligible for federal financial assistance. Staff recommends approval of the plan. The Committee approved the plan and recommended that it be placed on the Board's consent calendar for the July meeting.
7. Legal Services, April/May 2012 General- The committee approved the legal services invoice.
8. Review of Vendor Bills, June 2012- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, August 7 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

To: Administration and Finance Committee

Date: July 31, 2012

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

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**SUBJECT: Prop 1B California Transit Security Funding**

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**Summary of Issues:**

CCCTA has received \$116,919 a year from California Emergency Management Agency (CalEMA) in Prop 1B Transit Security (TSGP) funds since 2008.

- 2008 - approved and spent for on-board cameras
- 2009 - approved for perimeter security (gates)
- 2010 - approved and spent for ITS routers
- 2011 - approved for on-board cameras
- 2012 - in progress for on-board cameras

In 2012 staff has proposed to continue to upgrade the on-board cameras on the older buses with the funds. It is relatively easy to upgrade the on-board cameras and the upgrade to new equipment has greatly enhanced its usefulness.

**Recommendation:**

Staff recommends that the committee support the use of TSGP funds to upgrade on-board cameras and that they send to the Board resolution 2013-005 for their action.

**Financial Implications:**

Additional funds for security projects

**RESOLUTION NO. 2013-005**

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

\* \* \*

**AUTHORIZATION TO REQUEST AN ALLOCATION OF  
FISCAL YEAR 2012 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) 2012, 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 FY12 CTSGP funds for on board security cameras.

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 12 CTSGP funds for on board security cameras; 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 16th day of August 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Amy R. Worth, Chair, Board of Directors

ATTEST:

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Janet Madrigal, Clerk to the Board

To: Administration and Finance Committee

Date: July 31, 2012

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

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### **SUBJECT: Cycle 3 Lifeline Project Funding**

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#### **Summary of Issues:**

MTC has established a Lifeline Transportation Program to assist in funding projects that improve the mobility for low-income residents and address gaps or barriers identified through a community-based transportation (CBT) plan. CBT's have been developed for Downtown Martinez and the Monument Corridor in Concord. The Lifeline program is funded from three sources; Prop 1B (State bonds), STA (State Transit Assistance), and JARC (Job Access Reverse Commute - Federal) funds.

On behalf of MTC the Contra Costa Transportation Authority (CCTA) conducted a competitive call for projects and allocated the county STA and JARC funds. CCTA was successful obtaining \$720,000 in STA to be used to preserve frequency and coverage on routes #14, 11, 16, 18, 19, 314, and 316 as these routes serve the Monument corridor and downtown Martinez.

CCTA was unsuccessful obtaining JARC funds which had been obtained in Cycle 2. This cycle there were more applications and none of the funds were given to the transit operators. Projects funded include: City of Concord Monument Neighborhood shuttle, Contra Costa County EHS department for both a KEYs Auto Loan Program, and a taxi referral program. CCTA also allocated \$200,000 in STA funds to BART for their Owl Express service thus decreasing the STA available for CCTA and ECCTA.

Prop 1 B Lifeline funds were allocated directly by MTC to transit operators for capital projects and CCTA's share was equal to \$484, 534.

#### **Recommendation:**

Staff recommends that the committee support the use of Cycle 3 Lifeline funds to support service preservation on lifeline routes in the amount of \$720,000 in STA, and provide match for rolling stock replacement in the amount of \$484,534 in Prop 1B.

#### **Financial Implications:**

Additional funds for operating and capital

**RESOLUTION NO. 2013-006**

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

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**SUPPORT FOR CYCLE 3 LIFELINE PROJECT FUNDING**

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 Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has adopted principles, pursuant to MTC Resolution No. 4033, to guide implementation of the Lifeline Transportation Program for the three year period from Fiscal Year 2010-11 through Fiscal Year 2012-13, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

WHEREAS, the Contra Costa Transportation Authority has been designated by MTC to assist with the Lifeline Transportation Program in Contra Costa county on behalf of MTC; and

WHEREAS, the Contra Costa Transportation Authority conducted a competitive call for projects for the Lifeline Transportation Program in Contra Costa county; and

WHEREAS, Central Contra Costa Transit Authority submitted a project(s) in response to the competitive call for projects; and

WHEREAS, the Contra Costa Transportation Authority has confirmed that Central Contra Costa Transit Authority's proposed project(s), described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4033; and

WHEREAS, the Contra Costa Transportation Authority, after review, recommends Central Contra Costa Transit Authority's proposed project(s), described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

WHEREAS, Central Contra Costa Transit Authority agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4033; and

WHEREAS, Central Contra Costa Transit Authority certifies that the project(s) and purpose(s) for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

WHEREAS, there is no legal impediment to Central Contra Costa Transit Authority making the funding request; and

WHEREAS, there is no pending or threatened litigation which might in any way adversely affect the ability of Central Contra Costa Transit Authority to deliver the proposed project(s) for which funds are being requested, now therefore be it

RESOLVED, that Central Contra Costa Transit Authority requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which Central Contra Costa Transit Authority is eligible, for the projects described in Attachment A of this Resolution; and be it further

RESOLVED, that staff of Central Contra Costa Transit Authority shall forward a copy of this Resolution, and such other information as may be required, to MTC, the Contra Costa Transportation Authority, and such other agencies as may be appropriate.

Regularly passed and adopted at a regular meeting of the Board of Directors of the Central Contra Costa Transit Authority this 16<sup>th</sup> day of August 2012, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Amy /r, Worth, Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Janet Madrigal, Clerk to the Board



**ATTACHMENT A**  
**Lifeline Transportation Program Cycle 3 Projects**

Project Name	Project Description	Lifeline Transportation Program Funding Amounts					Local Match Amount	Total Project Cost
		1B	STA	JARC	STP	Total Lifeline Funding		
Service Preservation – Route 14/11/314/19/16/18/316	Preserve frequency and coverage on CCCTA routes #14, 11, 16, 18, 19, 314 and 31 6 which serving the Monument Corridor and downtown Martinez. These routes connect residents in two communities of concern to medical services, jobs, and employment. The Contra Costa Regional Medical Center, Kaiser Clinics, the VA Clinic, County Offices, Diablo Valley College, and four BART stations can be accessed using these routes.	\$	\$720,000	\$	\$	\$720,000	\$9,399,194	\$10,119,194
Rolling Stock Replacement	Match for federal funds (5307) to replace (10 fixed route buses and (8) paratransit buses that have reached the end of their useful life.	\$484,534	\$	\$	\$	\$484,534	\$7,151,466	\$7,636,000
Total		\$484,534	\$720,000	\$	\$	\$1,204,534	\$16,550,660	\$17,755,194