

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 countyconnection.com

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, July 2, 2014
9:00 a.m.

Hanson Bridgett
1676 North California Blvd., Suite 620
Walnut Creek, California

The committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of May 29, 2014*
4. Pay Adjustment for Mechanic Positions*
5. Review of Vendor Bills, June 2014**
6. Legal Services Statement, April 2014-Labor, April 2014-General**
7. Adjournment

*Enclosure

**Enclosure for Committee Members

FY2013/2014 A&F Committee

Al Dessayer – Moraga, Don Tatzin – Lafayette, Robert Storer – Danville, Gregg Manning - Clayton

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: Each person wishing to address the committee is requested to complete a Speakers Card for submittal to the Committee 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 Committee Chair. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Committee.

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.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

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.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection 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 County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com.

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, July 17, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, August 6, 9:00 a.m. 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, July 3, 8:30 a.m., 3338 Mt. Diablo Blvd., Lafayette
Operations & Scheduling:	TBA., Walnut Creek City Offices

The above meeting schedules are subject to change. Please check the County Connection Website (www.countyconnection.com) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.

This agenda is posted on County Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

Administration and Finance Committee
Summary Minutes
May 29, 2014

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Committee Members: Director Al Dessayer
 Director Don Tatzin
 Director Robert Storer

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

Guests: Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann is of the opinion that we should have some service on holidays such as Memorial Day. He pointed out that other transit properties in the area do. He also thinks that we should sell seat cushions so that passengers will be more comfortable.
3. Approval of Minutes of April 29, 2014- Approved.
4. Verbal Report on the Eco Pass- Public Comments- Director Muzzini reported that only one person from the public, Mr. Hoffmann, attended the hearing and there was one online response stating that the pass should not be only for the elite. The committee will recommend that the Board adopt the ECO Pass on a trial basis. Approved.
5. CCCTA Investment Policy-Quarterly Reporting Requirement- Director Casenave reported that the investments for the quarter conformed to the CCCTA investment policy. Approved for Board consent calendar.
6. Investment Guidelines Document for the PARS Post-Retirement Health Care Plan- Director Casenave reported that the PARTS Post-Retirement Health Care Plan Investment Guidelines explained in more detail the investment strategies of the Moderately Conservative investment objective approved by the Administration and Finance Committee. The committee reviewed the document and directed General Manager Ramacier to sign it and directed staff to include it as an information item in the Board packet.
7. Adjustment to Non-Represented Employees Compensation- General Manager recommended that the non-represented employees be given a 2% increase in wages in the next fiscal year. This is in line with the wage increases for the 3 bargaining units. Approved.
8. Performance Based Compensation Pool- General Manager requested a Performance Based Compensation Pool of \$40,000 be created for select senior management employees. This pool would be distributed to high performing senior managers at the discretion of the General Manager. Approved.
9. Financial Statements for the Nine Months Ended March 2014- Director Casenave reported that the operating expenses were \$1,493, 810 (5.8%) under budget. Various elements of the service category and the materials and supplies category accounted for \$858K of this variance. The committee reviewed the financial statement and directed staff to include it as an information item in the Board packet.

11. FY 2015 Final Proposed Budget- Director Casenave presented the proposed FY 2015 budget. The operating budget is \$35,065,338, which includes an \$883,126 contingency line item. The capital budget is \$22,336,478. The estimated actual for FY 2014 is projected to be \$33,106,481, which is \$767,426 under budget. The 10 year forecast shows a reserve that equals 2.6-3.4 months of operating expenses each year. The committee directed staff to conduct a public hearing on June 19 at 9:00 am and will recommend to the Board that it adopt the FY 2015 operating and capital budget. Approved.
12. Adoption of Gann Appropriation s Spending Limitation for FY 2015- Director Casenave reported that the FY 2015 legal spending limit for CCCTA is \$60,949,339. The budgeted spending for operations and capital (less expenses paid by federal grants) is \$39,910,141, \$21,039,198 less than the legal spending limit. The committee approved for placing on Board's consent calendar.
13. Review of Vendor Bills, May 2014- Reviewed.
14. Legal Services Statement, March 2014, General and Labor- Approved.
15. Adjournment- The meeting was adjourned. The next meetings will be July 2 and August 6 2 at 9:00 am.

Kathy Casenave, Director of Finance

To: A & F Committee

Date: May 23, 2014

From: Scott Mitchell, Director of Maintenance
Lisa Rettig, Senior Manager of Human Resources

Subject: Pay Adjustment for
Mechanic Positions

Reviewed by: Rick Ramacier, General Manager

SUMMARY OF ISSUES:

CCCTA has experienced a shortage of qualified Mechanic applicants for the past couple of years. Additionally, we have also experienced turnover due to personnel leaving for higher paying jobs and retirements.

Staff has been unable to attract applicants to fill these vacant positions.

We have utilized the following recruitment sources to find qualified applicants for open Maintenance positions: Local Newspapers (Contra Costa Newspaper group, includes online postings), CCCTA website, Automotive Machinists Lodge No. 1173, Trade Schools-Wyotech and UTI, Job Fairs, Community Based Organizations, EDD-Employment Development Department, Hire a Vet, and Job Boards- Monster and others. These efforts have resulted in a small pool applicants of which only a few were deemed qualified.

Top Hourly Mechanic Wage Rates

CCCTA	\$32.15
Tri-Delta	\$32.47
AC Transit	\$36.48
Cummins West	\$38.15
Contra Costa Water District	\$39.17
Central Contra Costa Sanitary District	\$46.14

STAFF RECOMMENDATION:

Increase pay of current Mechanic positions I, II, III, IV and V by 5% and add Mechanic VI to allow more room for growth for current employees. See Attachment A.

FINANCIAL IMPLICATIONS:

The cost for a 5% increase for all 19 budgeted Mechanic position is \$56,000 this amount will be covered by the contingency in the FY15 Budget. CCCTA currently has 16 Mechanics.

ACTION REQUESTED:

Staff intends to add Mechanic VI to the organizational chart pending review and concurrence by the A&F Committee.

CCCTA Maximum Rates of Pay Per Hour

	<u>Current</u>	<u>Proposed</u>
Mechanic VI	-----	\$35.45
Mechanic V	\$32.15	\$33.76
Mechanic IV	\$30.21	\$31.72
Mechanic III	\$28.45	\$29.87
Mechanic II	\$27.15	\$28.51
Mechanic I	\$25.92	\$27.22