

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, July 16, 2015
9:00 a.m.**

**CCCTA Paratransit Facility
Gayle B. Uilkema Memorial Board Room
2477 Arnold Industrial Way
Concord, California**

The County Connection Board of Directors 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 Board of Directors.

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call/Confirm Quorum
- 3) Public Communication
- 4) Consent Calendar
 - a. Approval of Minutes of Regular Meeting of June 18, 2015*
 - b. CCCTA Investment Policy-Quarterly Reporting Requirement *
 - c. Authorize FY2016 Annual Adjustment to Administrative Staff Services and Establishment of a Management Merit Pool*
Resolution No. 2016-001*
 - d. Adoption of Gann Appropriations Spending Limitation for FY2016*
Resolution No. 2016-002*
- 5) Report of Chair
 - a. Appointment of Nominating Committee for Election of CCCTA Officers
- 6) Report of General Manager
 - a. Update the Board on County Connection staff interactions regarding Contra Costa Transit Authority's Transportation Expenditure Plan (TEP) Development
 - b. Report on the Extraordinary Session of the State Legislation for Transportation.
- 7) Report of Standing Committees
 - a. Operations & Scheduling Committee
(Committee Chair: Candace Andersen)
 - 1) American with Disabilities Act: Reasonable Modification Regulation and Requirements*

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Resolution No. 2016-003**

(The O & S Committee recommends the Board adopt the Reasonable Modification policy.)

- 8) Report from the Advisory Committee
 - a. Appointment of Hayden Padgett to the Advisory Committee as a Representative from the Town of Danville*
- 9) Board Communication

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.
- 10) Adjournment

*Enclosure

**It will be available at the Board meeting.

General Information

Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: Each person wishing to address the County Connection Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk. 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 Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board 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 Board Clerk, 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 North Concord BART station for individuals who want to attend the Board meetings. 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, August 20, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, August 5, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, August 6, 8:30 a.m., 100 Gregory Ln, Pleasant Hill, CA 94523
Operations & Scheduling:	Tuesday, August 4, 8:00a.m., Supervisor Andersen's Office 309 Diablo Road, Danville, CA

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

County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

countyconnection.com

Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

June 18, 2015

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Dessayer called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin. Director Hoffmeister arrived after the meeting convened. Director Worth was absent.

Staff: Ramacier, Chun, Glenn, Barnes, Barrientos, Bowron, Casenave, Churchill, Dean, Hill, Lawrence, Martinez, Mitchell, Moran, Muzzini, and Rettig.

MOTION: Chair Dessayer made a motion to add the following item to the agenda, which arose after the posting of the agenda and that requires immediate action:

Closed Session:

Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Employee Organizations: Teamsters Union, Local 856

Open Session:

Consideration of Action to Ratify Memorandum of Understanding with Teamsters Union, Local 856

Director Andersen seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin

No: None

Abstain: None

Absent: Directors Hoffmeister and Worth

Director Hoffmeister arrived.

PUBLIC COMMENT: None

PUBLIC HEARING: CCCTA FY 2016 OPERATING AND CAPITAL BUDGET

At 9:03 a.m. Chair Dessayer opened the public hearing regarding the CCCTA FY2016 Operating and Capital Budget. He stated that the public hearing is being held for the purpose of discussing and receiving public input on the budget. Kathy Casenave, Director of Finance, advised the public hearing was properly noticed in the Contra Costa Times. The proposed FY 2016 Operating and Capital Budget is \$38,045,165. The operating budget is \$36,741,165, which is funded 80% with local funds, 14% from

the farebox and special fare revenues, 4% federal funds, and 2% with other revenue. The operating budget will support approximately 224,324 revenue hours of fixed-route service and 79,394 revenue hours of County Connection LINK dial-a-ride services. Chair Dessayer asked if there were any comments from the public regarding the FY2016 Operating and Capital Budget. No comments were received and the public hearing closed at 9:05 a.m.

CONSENT CALENDAR

MOTION: Director Tatzin moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of May 21, 2015; (b) Approval of Resolution No. 2015-033 Declaring an Effective Date for Compensation Adjustment for the General Manager for FY 2015-2016; (c) Approval of Resolution No. 2015-034 Declaring Effective Date for Compensation Adjustment for Administrative Staff for FY 2015-2016. Director Andersen seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

REPORT OF CHAIR:

Chair Dessayer stated that the Board members will be receiving the forms for the annual performance evaluation of the General Manager in the mail shortly. He requested that Board members mail or email them back before July 10, 2015.

REPORT OF GENERAL MANAGER:

Recognition of Retiring Employee: Albert Lawrence-Transit Operator

General Manager Rick Ramacier also reported that the Manager of Planning, Laramie Bowron, will be leaving County Connection and going to AC Transit.

Chair Dessayer thanked Albert Lawrence for his 17 years of great service and expressed appreciation for all the support that Laramie Bowron has given the Board.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Approval of FY 2016 Proposed Final Budget, FY2015 Estimated Actual and Resolution No. 2015-030

Director Tatzin introduced the item to the Board and stated that this is the latest update to the budget. The A & F Committee has reviewed and made adjustments to the Draft FY 2016 Budget. He turned it over to Kathy Casenave, Director of Finance. She explained that the draft budget assumes that current vacant positions will be filled and the Martinez shuttle will be implemented.

MOTION: Director Tatzin moved approval of Resolution No. 2015-030, Adoption of Final Fiscal Year 2016 Operating and Capital Budget in the Amount of \$38,045,165. Director Manning seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

On-Call Engineering Services Contract Award, Resolution No. 2015-031

Director Tatzin introduced the item to the Board. Staff recommends awarding a contract for On-Call Engineering Services to develop engineering studies, civil and site improvement designs, mechanical, electrical, architectural and space planning, structural design, environmental studies, constructability analysis, cost estimates, and construction management as needed for small public works projects undertaken by County Connection. Such projects may include bus stop improvements, parking lot redesign, underground tank replacements, and implementation of the WAVE inductive charging unit for the electric trolley project. Anne Muzzini explained the competitive solicitation process for selection of the consultant, Diablo Engineering Group. Following Board discussion, Director Tatzin made a motion.

MOTION: Director Tatzin moved approval of Resolution No. 2015-031, Authorizing Award of a Contract for On-Call Engineering Services in an Amount not to exceed \$1.8 Million over a Three Year Base Term and Two One Year Option Terms. Director Manning seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

Marketing, Planning & Legislative Committee

Approve Martinez Shuttle, Resolution No. 2015-032

Director Schroder introduced the item. The Board has previously reviewed the proposal to implement a Martinez Shuttle, to be funded from savings from eliminating other service in Martinez. As additional funds have been secured to allow its implementation, staff has done a Title VI analysis of the proposed route, which constitutes a major service change. He then turned the meeting over to Laramie Bowron. Laramie explained that the proposed shuttle will not have a disproportionate impact on low income populations, nor a disparate impact on minority populations, under the standards of the Title VI policy adopted by the Board. Staff recommends that the Board approve the Title VI Equity Analysis and implementation of the proposed Martinez Shuttle.

MOTION: Director Schroder moved that the Board approve Resolution No. 2015-032, Approving the Title VI Equity Analysis for the Proposed Martinez Shuttle, which authorizes the General Manager to implement the Martinez Shuttle in Fall 2015. Director Hudson seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

Operations & Scheduling Committee

Clipper Implementation Update

Director Andersen stated that she is excited that County Connection is in the process of implementing the Clipper electronic fare collection program, as the convenience for the riders and commuters will be a great asset. She then turned the meeting over to Anne Muzzini, Director of Planning and Scheduling. The installation of the equipment will be done in July and August with an implementation sometime in October of 2015. She went into detail as to how Clipper will work with our bus system and how the fares will be calculated. It is proposed that County Connection establish a Day Pass Accumulator, to allow cash value stored on the Clipper card to pay for local bus fares up to a maximum amount, for unlimited local rides in a day. A public hearing on the proposed Day Pass Accumulator will be scheduled for July, and a Title VI analysis conducted before the Board considers action to approve it. Following Board discussion, Director Andersen informed the Board that the official launch of Clipper is planned for January 2016.

WiFi Service on all Fixed Route Buses

Director Andersen stated that the MP&L Committee supports implementing WiFi on all fixed route buses. The cost difference for unlimited data and the 500Mb plan is \$18 a month per bus and about \$22,000 a year. An annual budget of \$30,000 to include contingencies is proposed. It will be a free service for riders and a great convenience factor for them too. County Connection is looking at a target date of the Fall of 2015 so it will be around the same time as the Clipper implementation.

MOTION: Director Andersen moved approval to implement WiFi Service on all Fixed Route Buses, at an estimated annual cost of \$30,000. Director Hudson seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

BOARD COMMUNICATION: None

Closed Session:

Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Employee Organizations:

Machinist Automotive Trades District Lodge No. 1173

Teamsters Union, Local 856

Conference with Legal Counsel- Anticipated Litigation (pursuant to Government Code Section 54957.9 (b)-one potential case.

At 9:38 a.m. Chair Dessayer announced that the Board will go into closed session to confer with its labor negotiator, Pat Glenn, regarding Machinists Automotive Trades District Lodge No. 1173 and Teamsters Union, Local 856. In addition, the Board will confer in closed session with Legal Counsel regarding an anticipated litigation matter.

Director Andersen leaves.

OPEN SESSION:

The Board reconvened in open session at 10:15 a.m. Chair Dessayer announced the Board met in closed regarding Consideration of Action to Ratify Memorandum of Understanding with Machinists Automotive Trades District Lodge No. 1173 and Teamsters Union, Local 856.

MOTION: Director Tatzin moved approval to Ratify Memorandum of Understanding with Machinist Automotive Trades District Lodge No. 1173. Director Hudson seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

MOTION: Director Tatzin moved approval to Ratify Memorandum of Understanding with Teamsters Local 856. Director Hudson seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Worth

Director Dessayer also reported that the Board conferred with Legal Counsel regarding a matter of anticipated litigation. No action was taken.

ADJOURNMENT: Chair Dessayer adjourned the regular Board meeting at 10:17 a.m., in remembrance of Rick Ramacier's father, who passed away a few days ago.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

County Connection

INTER OFFICE MEMO

TO: Board of Directors

DATE: June 23, 2015

FROM: Rick Ramacier
General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending March 31, 2015.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

CCCTA
BANK CASH AND INVESTMENT ACCOUNTS
 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL
				SEPT 2014	DECEMBER 2014	MARCH 2015	MARCH 2015
FIXED ROUTE							
First Republic Bank	1106171	CHECKING	A/P General Account-Fixed Route	\$ 609,764	\$ 1,588,840	\$ 565,535	\$ 570,669
First Republic Bank	1106198	CHECKING	PAYROLL	\$ 53,386	\$ 29,078	\$ 48,693	\$ 48,391
First Republic Bank	1015001	CHECKING	CAPITAL PURCHASES	\$ 1,891,567	\$ 143,604	\$ -	\$ -
First Republic Bank	1402595	CHECKING	WORKERS COMP-CORVEL	\$ 43,400	\$ 50,364	\$ 60,089	\$ 65,310
First Republic Bank	1106228	CHECKING	PASS SALES	\$ 75,617	\$ 947	\$ -	\$ -
First Republic Bank	800-0097-1896	Money Market	OnBoardCam-TSGP 2012	\$ 131	\$ 131	\$ -	\$ -
First Republic Bank	80001361790	Money Market	INFO TRANSIT SYS MAINTENANCE-CLEVER DEV	\$ -	\$ 116,931	\$ -	\$ -
UNION BANK	274-00-26650	CHECKING	AP GENERAL			\$ 1,381,623	\$ 1,268,979
UNION BANK	274-00-26693	CHECKING	PAYROLL			\$ 113,210	\$ 115,558
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES			\$ 27,876	\$ 27,876
UNION BANK	274-00-26715	CHECKING	WORKERS COMP-CORVEL			\$ 31,847	\$ 19,260
UNION BANK	274-00-26685	CHECKING	PASS SALES			\$ 141,016	\$ 141,016
UNION BANK	274-00-26707	Money Market	INFO TRANSIT SYS MAINTENANCE-CLEVER DEV			\$ 116,932	\$ 116,932
PAYPAL	27SAXUJFL9732	CHECKING	PAYPAL-PASS SALES	\$ 8,789	\$ 3,789	\$ 14,015	\$ 14,015
PARATRANSIT			TOTAL	\$ 2,682,653	\$ 1,933,683	\$ 2,500,836	\$ 2,388,006
First Republic Bank	1049584	CHECKING	CAPITAL PURCHASES	\$ 3,520	\$ 3,520	\$ -	\$ -
First Republic Bank	1106244	CHECKING	A/P General Account-Paratransit	\$ 1,432,989	\$ 246,951	\$ 50,270	\$ 50,270
UNION BANK	274-00-26669	CHECKING	AP GENERAL			\$ 385,306	\$ 394,635
LAIF FUND			TOTAL	\$ 1,436,509	\$ 250,471	\$ 435,577	\$ 444,905
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 5,543,238	\$ 5,010,066	\$ 5,013,131	\$ 5,013,131
LAIF ACCOUNT		INT-INVEST	Pacheco Transit Center	\$ 285,105	\$ 285,355	\$ 285,538	\$ 285,538
LAIF ACCOUNT		INT-INVEST	Rolling Stock-2012	\$ 1,471,347	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Rolling Stock-1011 VANS	\$ 1,107,502	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Rolling Stock-2013	\$ 485,701	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	2014-15 ROLLING STOCK	\$ -	\$ 3,066,417	\$ 5,648,692	\$ 5,648,692
LAIF ACCOUNT		INT-INVEST	Martinez Stop Project	\$ 67,827	\$ 41	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 3,399,783	\$ 3,401,855	\$ 3,404,035	\$ 3,404,035
LAIF ACCOUNT		INT-INVEST	SAFE HARBOR LEASE RESERVE	\$ 1,441,061	\$ 1,441,939	\$ 1,442,863	\$ 1,442,863
CCCTA EMPLOYEE			TOTAL	\$ 13,801,564	\$ 13,205,673	\$ 15,794,259	\$ 15,794,259
First Republic Bank	1402153	CHECKING	EMPLOYEE FITNESS FUND	\$ 10,779	\$ 12,705	\$ -	\$ -
First Republic Bank	800-0136-0834	CHECKING	EMPLOYEE FUNCTION	\$ 647	\$ 325	\$ -	\$ -
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND			\$ 11,695	\$ 11,695
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION			\$ 355	\$ 355
GRAND TOTAL				\$ 17,932,152	\$ 15,402,858	\$ 18,742,722	\$ 18,639,220

6/15/2015 9:10
 This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expenditures (cash flow) for the next six months.


 Rick Ramacier
 General Manager

To: Board of Directors

Date: July 9, 2015

From: Rick Ramacier
General Manager

Subject: Adjustment to Non-
Represented Administrative
Employees Compensation

SUMMARY OF ISSUES:

The non-represented employees consist of County Connection's administrative employees.

It looks reasonably certain that for FY16 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 4% increase for all administrative employees effective July 1, 2015.

FINANCIAL IMPLICATIONS:

The cost for a 4% increase is \$152,709 this amount is included in the FY16 Budget.

COMMITTEE RECOMMENDATION:

The A&F Committee recommends approval of a 4% increase for non-represented Administrative Employees and adoption of Resolution 2016-001.

ACTION REQUESTED:

Approve Resolution 2016-001

To: Board of Directors

Date: July 9, 2015

From: Rick Ramacier
General Manager

Subject: Performance Based
Compensation Pool

SUMMARY OF ISSUES:

The General Manager requests a Performance Based Compensation Pool of \$40,000 for select senior management employees.

This pool would be distributed to high performing senior managers at the discretion of the General Manager. The General Manager will report to the A & F Committee after distributing the pool.

FINANCIAL IMPLICATIONS:

The budgeted amount for the Performance Based compensation Pool is \$40,000. This amount is included in the FY16 Budget.

COMMITTEE RECOMMENDATIONS:

A&F Committee recommends approval and adoption of Resolution 2016-001.

FY 2016 Payscale

STEPS

GRADE	POSITION	1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
GRADE 12										
	DIRECTOR OF TRANSPORTATION	86,034								166,400
	DIRECTOR OF PLANNING & MARKETING	86,034								166,400
	DIRECTOR OF MAINTENANCE	86,034								166,400
	DIRECTOR OF FINANCE	86,034								166,400
	DIRECTOR OF ADMINISTRATION	86,034								166,400
GRADE 11										
	SR MGR. OF SAFETY AND TRAINING	78,312								145,600
	SR. MGR. OF SPECIALIZED SERVICES	78,312								145,600
	SR. MGR. OF HUMAN RESOURCES	78,312								145,600
	SR. MGR. OF ACCOUNTING	78,312								145,600
	SR. MGR. OF TECHNICAL SRVC	78,312								145,600
	SR. MGR. OF MAINTENANCE	78,312								145,600
	SR. MGR. OF ACCESSIBLE SERVICES & EMERGENCY MGMT.	78,312								145,600
	SR. MGR. TRANSPORTATION	78,312								145,600
GRADE 10										
	MGR. CUST SERVICE & COMMUNITY OUTREACH	67,418								94,354
	MGR. TRANSPORTATION	67,418								94,354
	MGR. OUTREACH SERVICES	67,418								94,354
	MGR. PLANNING	67,418								94,354
	MGR. PURCHASING AND GRANTS	67,418								94,354
GRADE 9										
	TRAINING COORDINATOR	62,036								84,370
	ASST. TO THE GENERAL MANAGER	62,036								84,370
	FACILITY SUPERINTENDENT	62,036								84,370
	ASST. MGR. CUST SERVICE	62,036								84,370
GRADE 8										
	ASST. FACILITIES SUPER.	57,096	59,384	61,750	64,246	66,768	69,472	72,228	75,166	
	CHIEF SCHEDULER	57,096	59,384	61,750	64,246	66,768	69,472	72,228	75,166	
	BUYER	57,096	59,384	61,750	64,246	66,768	69,472	72,228	75,166	
GRADE 7										
	PAYROLL SUPERVISOR	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	SERVICE SCHEDULER	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	HELP DESK & USER SUPPORT	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	HR SPECIALIST	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	SR. ACCOUNTING ASSIST.	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	
	FACILITY SPECIALIST	51,844	53,924	56,082	58,292	60,658	63,076	65,624	68,198	

GRADE 6								
DATA ANALYST	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
PAYROLL SPECIALIST	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
ADMIN ASST. III	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
SENIOR CUSTOMER SERVICE REP	47,138	49,088	50,986	53,040	55,198	57,382	59,670	62,036
GRADE 5								
SR FACILITY WORKER	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
C.S REP.	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
ADA SPECIALIST	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
ADMIN ASST. II	42,848	44,616	46,384	48,204	50,154	52,182	54,236	56,394
GRADE 4								
SCH. DISTR. CLERK	38,948	40,482	42,120	43,784	45,526	47,320	49,270	51,246
GRADE 3								
LEAD CUSTODIAN	35,334	36,738	38,246	39,754	41,340	43,030	44,694	46,514
GRADE 2								
CUSTODIAN	32,162	33,410	34,762	36,192	37,622	39,130	40,690	42,328
GRADE 1								
OFFICE ASSISTANT/FILE CLERK	29,198	30,394	31,616	32,916	34,216	35,568	36,998	38,480

RESOLUTION NO. 2016-001

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

* * *

**AUTHORIZES FY2016 ANNUAL ADJUSTMENT
TO ADMINISTRATIVE STAFF SALARIES
AND ESTABLISHES A MANAGEMENT MERIT POOL**

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 General Manager has recommended an adjustment to the non-management administrative staff salary ranges to reflect a 4% increase to be effective July 1, 2015, as set forth in Exhibit A; and

WHEREAS, the General Manager has recommended an adjustment of the salary ranges of the management grades to increase by 4% from the FY2015 rates effective July 1, 2015, as set forth in Exhibit A; and

WHEREAS, the General Manager has requested the establishment of a performance based compensation pool not to exceed \$40,000 with authority to award salary increases to individual management staff based upon performance; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the recommendations of the General Manager.

NOW, THEREFORE, BE IT RESOLVED that the CCCTA Board of Directors approves the adjustments to the salary ranges for administrative staff and management grades as set forth in the FY2016 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2015.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the establishment of a management staff merit pool not to exceed \$40,000 and authorizes the General Manager to exercise his discretion to award merit increases to individual management staff based upon performance.

Regularly passed and adopted this _____ day of July, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

A.G. Dessayer, Chair, Board of
Directors

ATTEST:

Lathina Hill, Clerk to the Board

INTER OFFICE MEMO

To: Board of Directors

Date: July 7, 2015

From: Kathy Casenave, Director of Finance

Reviewed by:

SUBJECT: Adoption of Gann Appropriations Spending Limitation for FY 2016

Summary of Issues:

Pursuant to California Constitution Article XIII (B) (Proposition 4), public entities are required to conform to budgetary guidelines set forth in the Gann Initiative. The purpose of Article XIII (B) is to constrain fiscal growth in government by limiting the proceeds of taxes that may be appropriated each year. Each year's limit may be adjusted for increase in cost of living (*California per capita income*) and population. For special districts, if the district is located entirely within one county, the *county's population* change factor is to be used. That is the case with CCCTA. The limit may also be changed in the event of a transfer of fiscal responsibility.

The California Revenue and Taxation code, section 2227, mandates that the Department of Finance transmit an estimate of the percentage change in population to local governments and also the change in the cost of living, or price factor.

The formula for calculating the appropriations spending limit is:

1. Population percentage change x price increase/decrease factor=ratio of change
2. Ratio of change x 2014-15 spending limit = 2015-16 spending limit.

Based on the above formula, the spending limit for CCCTA is:

1. Population percentage change x price increase/decrease factor=ratio of change
 $1.0128 \times 1.0382 = 1.0515$
2. Ratio of change x 2014-2015 spending limit =2015-2016 spending limit:
 $1.0515 \times \$60,949,339 = \$64,088,230$

Based on the above calculations, **the Gann appropriations spending limit for FY 2015-2016 is \$64,088,230** (Exhibit A). The actual CCCTA non-federal appropriations budget for FY 2015-2016 is \$36,552,638, which is \$27,535,592 below the spending limitation.

Recommendation:

By State law, the CCCTA Board of Directors must adopt an appropriations limitation.

The staff requests that the Board of Directors approve the Gann appropriations spending limitation of \$64,088,230 for FY 2015-16.

COMPUTATION OF GANN APPROPRIATIONS SPENDING LIMIT for FY 2016

Contra Costa County change in population			1.28
Converted to a			
ratio	1.0128		
Percentage change in per capita personal income			3.82
Converted to a			
ratio	1.0382		

Source: California Department of Finance

Ratio of change:

1.0128	x	1.0382	=	1.0515
--------	---	--------	---	--------

FY 2015 spending limit	<u>\$60,949,339</u>
------------------------	---------------------

FY 2016 spending limit	\$64,088,230
------------------------	--------------

FY 2016 operating budget	\$36,741,165
Less expenses paid by federal monies	<u>-\$1,492,527</u>
	\$35,248,638

FY 2016 capital budget	\$ 1,304,000
Less expenses paid by federal monies	<u>-0</u>
	\$ 1,304,000

Operating and capital appropriation	<u>\$36,552,638</u>
-------------------------------------	---------------------

Underlimit	<u><u>\$27,535,592</u></u>
------------	----------------------------

RESOLUTION NO. 2016-002

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

* * *

ADOPTS A CCCTA APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-16

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, Government Code Section 7910 requires the CCCTA to adopt an appropriations limit for each fiscal year; and

WHEREAS, Government Code Section 7910 requires that, fifteen (15) days prior to adoption of the CCCTA appropriations limit, documentation used in determination of the limit shall be available to the public; and

WHEREAS, CCCTA staff has prepared the appropriations limit documentation (attached hereto and marked Exhibit A) which has been made available to the public for review more than fifteen (15) days prior to the date this resolution was scheduled for consideration by the Board;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CCCTA Board of Directors that pursuant to Article XIII B of the California State Constitution and SB 1352 (1980 Stats.), the appropriations limit for the Central Contra Costa Transit Authority shall be \$64,088,230, which shall be applicable to fiscal year 2015-16 as set forth in the attached appropriations limit documentation.

Regularly passed and adopted this 16th day of July, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

A.G. Dessayer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

Agenda Item # 7.a.1.

To: Board of Directors

Date: July 9, 2015

From: Bill Churchill, Director of Transportation

Reviewed by:

SUBJECT: American with Disabilities Act: Reasonable Modification Regulation and requirements

Summary of Issues:

After nine years of consideration, on March 13, 2015, the U.S. Department of Transportation (DOT) issued revised regulations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The revised regulations require public transportation entities to make reasonable modifications to their transit service policies, practices and procedures where necessary to make transit services more accessible to persons with disabilities. This rule requires County Connection to develop procedures by July 13th 2015 in order to be compliant with the new regulation.

The new regulation requires County Connection to make “Reasonable Modifications” to its policies, practices and procedures of both fixed route and LINK services upon request to ensure those services are usable by a qualified person with disabilities, unless it can be demonstrated that granting the request would: (i) fundamentally alter the nature of County Connection services, programs or activities or result in undue financial and administrative burden, or (ii) result in a direct threat to the health or safety of others, or (iii) without the requested modification, the individual with a disability is able to fully use the entities’ services, or (iv) granting the request would create an undue financial or administrative burden.

County Connection is required to develop procedures to consider requests for modifications as well as to establish a complaint process. These procedures must inform the public how to submit requests for reasonable modification, in manner that is readily available to persons with disabilities, and provide appropriate due process standards for prompt and equitable resolution of complaints. When a requested modification is denied, to the maximum extent possible (without resulting in a direct threat or fundamental alteration in service), other actions to ensure that the individual with disabilities receives the benefit of transit services should be undertaken. Additionally, this rule requires County Connection to designate a staff person for the coordination of Reasonable Modification compliance, training, and oversight.

To this end, staff has developed the attached Board Policy to acknowledge County Connection’s responsibilities under the reasonable modification regulations. Since the current position, Manager of Accessible Services, has been vacant since the retirement of the prior staff incumbent, the General Manager will serve as the designated responsible person to oversee and coordinate the implementation of the regulation. Written procedures for handling

reasonable modification requests, a written complaint process, personnel training, and dissemination of public information about the program will be in place by the effective date of July 13, 2015.

Financial Implications:

At this time it is difficult to assess if there will be any significant financial impact. Financial impact will depend on the volume of requests for Reasonable Modification and their complexity which could have a negative impact on administrative staff resources and potential operational impacts. Staff does not anticipate a large volume of requests for either the fixed route or LINK services but will monitor demand and report to the committee any negative operational or financial impacts observed.

Recommendation:

The O&S Committee recommends the full Board adopt the attached Reasonable Modification policy.

Options:

- 1) Adopt the Policy
- 2) Request staff to modify the attached policy

Action Requested:

Approve Resolution No. 2016-003

Attachments:

Policy for compliance with DOT Reasonable Modification regulation

SUBJECT: Department of transportation (DOT) Reasonable Modification Regulation

POLICY: County Connection is committed to provide safe, reliable and accessible transportation services. To ensure equity and fairness, County Connection is committed to making reasonable modifications to its policies, practices and procedures to avoid discrimination and ensure programs and services are accessible to individuals with disabilities, provided that doing so: (i) is within the power of County Connection; (ii) will not fundamentally alter the nature of its services; (iii) will not constitute a direct threat to the health and safety of others; (iv) will not impose an unreasonable financial or administrative burden; and (v) will not require the commission of an illegal act.

Any person seeking a reasonable modification of County Connection policies, practices or procedures, desiring to appeal a reasonable modification determination, or who believes they have been discriminated against by County Connection on the basis of a disability, may submit a modification request, appeal, or complaint for handling in accordance with related County Connection procedures that are described in County Connection's website, or available from the County Connection's Customer Relations office.

To: Board of Directors

Date: July 7, 2015

From: Mary Burdick

Reviewed by:

SUBJECT: Appointment of Hayden Padgett to Advisory Committee

Summary of Issues:

On June 16, 2015 the Danville Town Council approved the appointment of Hayden Padgett to serve as the representative for the Town of Danville on County Connection's Advisory Committee for a two year term ending June 2017.

Recommendation:

Approve the appointment of Hayden Padgett to serve as the representative of Danville on County Connection's Advisory Committee.

Financial Implication

None

Options:

- 1) Approve the recommendation of the Danville Town Council
- 2) Decline to approve the recommendation
- 3) Other action as directed

Attachment:

Appointment notice and application



Mary Burdick <burdick@cccta.org>

Fwd: Danville - County Connection Citizens Advisory Committee appointment

Lathina Hill <hill@countyconnection.com>
To: Mary Burdick <mburdick@cccta.org>

Thu, Jun 18, 2015 at 3:02 PM

----- Forwarded message -----

From: **Marie Sunseri** <MSunseri@danville.ca.gov>
Date: Wed, Jun 17, 2015 at 11:36 AM
Subject: Danville - County Connection Citizens Advisory Committee appointment
To: Lathina Hill <hill@countyconnection.com>
Cc: "Hayden Padgett (hayden.padgett@gmail.com)" <hayden.padgett@gmail.com>

Good morning Lathina,

On June 16, 2015 the Danville Town Council appointed Hayden Padgett to the Citizens Advisory Committee for a two-year term. Attached is his application and contact information. Please contact Hayden and provide him with the information regarding the Committee. I am copying him on this email.

Please let me know if you have any questions.

Marie Sunseri, MMC

City Clerk, Town of Danville

510 La Gonda Way

Danville, CA 94526

925-314-3401



Padgett, Hayden County Connection app.pdf
185K

3. How often do you use public transit?

- | | |
|-----------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Daily (5-7 days/week) | <input type="checkbox"/> Emergencies |
| <input type="checkbox"/> Frequently (2-4 days/week) | <input type="checkbox"/> Never |
| <input type="checkbox"/> Infrequently (1 day/week) | <input type="checkbox"/> Recreational use |

Please indicate your availability on the following dates for a 15-minute interview with the Danville Town Council:

Date: Yes No

Date: Yes No

Date: Yes No

You will be contacted to confirm the date, time and location of the interview.

Date/time submitted: _____

Submit completed application to the City Clerk:

E-mail: msunseri@ci.danville.ca.us

Fax: (925) 838-0548

Mail: City Clerk, Town of Danville, 510 La Gonda Way, Danville, CA 94526

**Central Contra Costa Transit Authority
Advisory Committee
Role and Function
Proposed May, 13, 2011**

Purpose

The primary purpose of the Central Contra Costa Transit Authority Advisory Committee will be to review, analyze and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit service. The Advisory Committee will be asked to consider and make recommendations on finance and planning documents that include but are not limited to the following:

- CCCTA Ten Year Short Range Transit Plan
- Annual operating and capital budget
- Annual marketing plan
- Other issues such as operations, scheduling, administration, finance, and legislation.

Composition

The Advisory Committee shall be comprised of eleven (11) members from Central Contra Costa County. Each member jurisdiction will be requested to recommend one member from that jurisdiction for appointment by the CCCTA Board of Directors. Each member jurisdiction may also recommend an alternate member from that jurisdiction for appointment by the CCCTA Board of Directors. The following criteria should be considered:

- Representative should be active in community participation and involvement
- Representative should reside in the appointed community
- Representative should be a current or former user of fixed-route and/or paratransit service, or an advocate for transit users in their communities.

Term

- Members will be appointed for a two-year term, with no limit on the number of terms served.
- If during his/her term, a representative resigns, is removed, or unable to continue to serve, the recommending jurisdiction will be requested to appoint a successor, to be approved by the CCCTA Board of Directors to serve the balance of the term.
- If a member misses three or more consecutive meetings without cause, the Advisory Committee may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction.

Officers

- The Advisory Committee will elect officers who will serve one-year terms. Officers will include a chair and a vice chair.

Meetings

- The Advisory Committee will meet every other month. However, if the Committee wishes to have a special meeting, any member may request that the Chair ask the staff liaison to schedule such a meeting.
- A majority of those present shall be required to adopt an action.

Charge

The Advisory Committee is charged with the responsibility of acting as ADVISORS to the CCCTA Board of Directors, and of collecting and reporting service issues and concerns received from the jurisdictions. Members may volunteer, or be appointed by the Chair to attend scheduled CCCTA Committee meetings, participate in Advisory Committee subcommittees, or undertake other duties for the Advisory Committee.

Furthermore, the Committee is charged with the responsibility of acting as DISSEMINATORS of information in their community, and of assisting in the education of their jurisdictions regarding the fixed-route and accessible services that are available.

In fulfilling these responsibilities the Committee will:

- Make formal recommendations in the form of written communications and reports to the CCCTA Board of Directors, and where appropriate, supplement with oral comments
- Appoint a member to serve as the Committee liaison to the Contra Costa County Paratransit Coordinating Council
- Act as a forum for fixed-route, accessible services, and LINK paratransit users to express concerns or ideas about the services to the Authority.

In fulfilling this charge, individual members may be expected to:

- Network with other interested citizens and groups in the community.
- Maintain a working relationship with the Board representative from his/her jurisdiction
- Assist CCCTA staff at community or business events