

**CCCTA Board of Directors  
Master Calendar**

- January: Small Claims Representation (Consent Calendar)  
Resolution No. \_\_\_\_\_A, B & C
- February: Recognition of Employees of the 4<sup>th</sup> Quarter (prior calendar year)  
  
Quarterly Income Statements (Information Items)  
  
Draft Federal Legislative Program for 20\_\_
- March: Recognition of CCCTA’s Annual Anniversary (3/27/80)  
  
CCCTA Investment Policy Quarterly Reporting Requirement (Consent Calendar)  
  
FY\_\_ Marketing Plan  
  
Title VI Program Update  
(Every 3 years, next one due 04/01/2024)
- April: Draft FY\_\_ Operating and Capital Budget  
  
Submittal of FY\_\_ Claim for TDA, STA, Bridge Toll and RM2 Revenue Funds  
Resolution No.
- May: Recognition of Employees of the 1st Quarter (current calendar year)  
  
Quarterly Income Statements (Information Items)  
  
Draft FY\_\_ CCCTA Operating and Capital Budget  
  
Conference with Labor Negotiator (pursuant to Government Code Section 54957 and  
54957.6)  
Unrepresented Employees – Legal Counsel
- June: Appointment of Executive Committee for Annual Review of General Manager’s  
Performance (Chair’s Report)  
  
Annual Adjustment to Administrative Salary Structure and Management Merit Pool  
Authorization  
Resolution No.  
  
Appointment of Nominating Committee for Election of CCCTA Officers (Chair’s Report)  
  
Public Hearing - CCCTA FY\_\_ Operating and Capital Budget

Proposed Final FY\_\_\_ CCCTA Operating and Capital Budget  
Resolution No.

Gann Appropriations Spending Limitation for FY20\_\_ (Consent Calendar)  
Resolution No.

CCCTA Investment Policy Quarterly Reporting Requirement (Consent Calendar)

Contract for Paratransit Services  
Resolution No.

(Selection of firm or extension/renewal of current contract, expires 7/1/12)

Closed Session: Public Employee Performance Evaluation Pursuant to Government  
Code Section 54957 – General Manager

Consideration of Adjustment to General Manager’s Compensation Effective July 1,  
20\_\_ Upon Completion of the Performance Evaluation

July: Report from Nominating Committee for Election of CCCTA Officers (Chair’s Report)

DBE Overall Goal (Due at FTA by August 1<sup>st</sup> every 3 years)  
Resolution No.

EEO/AA Program Update (Due to FTA by August 1<sup>st</sup> every 3 years)  
Resolution No.

August: Recognition of Employees of the 2nd Quarter (current calendar year)

Election of CCCTA Officers (Chair’s Report)  
(File Roster of Public Agency with Calif. Secretary of State on or after September 1st  
each year)

Quarterly Income Statements (Information Items)

September: Review of Draft Short-Range Transit Plan (SRTP)

CCCTA Investment Policy Quarterly Reporting Requirement (Consent Calendar)

Seating of New CCCTA Officers (Chair’s Report)

Conflict of Interest Code Amendment  
Resolution No.

(Amended September 2010 and biennially thereafter, or as required)

FY\_\_\_ Fixed-Route Year-End Report

FY\_\_\_ Year-End Summary of LINK Performance

**ADA:** Approval of Permanent One Seat Program (Resolution required)

**ADA:** Travel Training Program (Contract/Resolution required)

October: Recognition of Disability Awareness Month

November: Recognition of Employees of the 3rd Quarter (current calendar year)

FY\_\_\_ Annual Audited Financial Statements and Management Letter

Quarterly Income Statements (Information Items)

December: Application for TDA, STA and Bridge Toll Revenues  
Resolution No.

Public Hearing – CCCTA 20\_\_\_ - 20\_\_\_ Short-Range Transit Plan

Adoption of Short-Range Transit Plan (SRTP)  
Resolution No.

CCCTA Investment Policy Quarterly Reporting Requirement (Consent Calendar)

**ADA:** Approval of Permanent Choice in Aging program (MOU/Resolution required)

Monthly: Approval of Minutes for prior regular meeting and any prior special meeting (Consent Calendar)

Review of vendor bills, marketing information, fixed-route report, LINK report, etc.  
(Information Items)

Quarterly: Productivity Report for \_\_\_ Quarter, FY\_\_\_

As Needed: Recognition of Departing Employees (GM Report)  
(HR orders gift, plaque or flowers to present at meeting. The Chair sends letter to employees inviting them to the meeting.)

Recognition of Employees with 30 Years of Service  
(Valerie orders a gift and provides certificates to present at meeting. She sends letters to the employees inviting them to the meeting.)

Revised TDA Claim, FY\_\_\_, Operating (or Capital) Funds  
Resolution No.

Application for funding grant from (name) for (project)  
Resolution No.

Appointment (or reappointment) of Advisory Committee Member Representing  
City/Town/County of \_\_\_\_\_

Changes to Bylaws or Board Policies  
Resolution No. (if required)  
(Update Board policies binder)

Designate or change staff/Board Members on various boards or committees  
Resolution No. (if required)

Report of Legal Counsel (place after Report of Chair)

Recommendation on Award of Contract to (name) for (purpose)  
Resolution No.  
(Selection of firm or extension/renewal of current contract)

Closed Session

- a. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code Section 54956.9(b) – one potential case
- b. Conference with Legal Counsel – Pending Litigation  
Pursuant to Government Code Section 54956.9(a)
  - (Name) v. Central Contra Costa Transit Authority
- c. Conference with Legal Counsel – Existing Litigation (or Review of Existing Litigation)  
Pursuant to Government Code Section 54956.9(a)
  - (Name) v. Central Contra Costa Transit Authority
- d. Conference with Labor Negotiator – Labor Negotiations  
Pursuant to Government Code Section 54957.6
  - Amalgamated Transit Union (ATU), Local 1605
  - (and/or other represented group or nonrepresented Administrative Employees)
- e. Conference with Labor Negotiator Regarding Future Negotiations  
Pursuant to Government Code Section 54957.6
  - Amalgamated Transit Union (ATU), Local 1605
  - (and/or other represented group or nonrepresented Administrative Employees)
- f. Closed Session  
Pursuant to Government Code Section 54957  
Public Employee Appointment  
Title: \_\_\_\_\_

Report of Action(s) Taken During the Closed Session