

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR **DON BIDDLE**
JERRY THORNE - VICE CHAIR

DATE: Tuesday, September 23, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

AGENDA

1. Call to Order

2. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

3. Minutes of the May 27, 2014 and August 26, 2014 Meeting of the F&A Committee

Recommendation: Approval

4. Treasurer's report for August 2014

Recommendation: Staff recommends submitting the attached August 2014 Treasurer's Report to the Board for approval.

5. Contract with Gillig

Recommendation: Staff and Legal Counsel recommend that the Finance & Administration Committee forward a recommendation to the Board to adopt the resolution and authorize staff to proceed with the purchase of the buses. Resolution 28-2014.

6. Human Resources Policy and Organization Chart Update

Recommendation: Staff recommends the Finance and Administration Committee recommend the Board approve Resolution 26-2014, the Proposed LAVTA Human Resources Policy and the Proposed Organization Chart.

7. Preview of Upcoming F&A Committee Agenda Items

8. Matters Initiated by Committee Members

9. Next Meeting Date is Scheduled for: October 28, 2014

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.

/s/ Diane Stout *9/17/14*

LAVTA Administrative Services Department *Date*

On request, the Livermore Amador Valley Transit Authority 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. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email : frontdesk@lavta.org*

AGENDA

ITEM 3



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551**

**FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE**

COMMITTEE MEMBERS

**DON BIDDLE - CHAIR
JERRY THORNE**

LAUREEN TURNER - VICE CHAIR

DATE: Tuesday, May 27, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Don Biddle called the meeting to order at 4:00pm.

Members Present

Don Biddle – Vice Mayor, City of Dublin
Bob Woerner – Vice Mayor, City of Livermore
Jerry Thorne – Mayor, City of Pleasanton

Members Absent

Laureen Turner – Councilmember, City of Livermore

2. Meeting Open to Public

None.

3. Minutes of the April 22, 2014 Meeting of the F&A Committee

Approved: Thorne/ Biddle
Aye: Thorne, Biddle
No: None
Abstain: Woerner

4. Treasurer's report for April 2014

The Finance & Administration Committee recommends submitting the attached April 2014 Treasurer's Reports to the Board for approval.

Approved: Thorne/Woerner
Aye: Thorne, Woerner, Biddle
No: None
Abstain: None

5. Resolution Authorizing Investment of Livermore Amador Valley Transit Authority (LAVTA) Monies in the State of California Local Agency Investment Fund (LAIF)

The Finance and Administration Committee forwards a recommendation to the Board of Directors to adopt the attached Resolution 13-2014 reauthorizing investment of LAVTA monies in LAIF.

Approved: Woerner/Thorne
Aye: Thorne, Woerner, Biddle
No: None
Abstain: None

6. LAVTA's Capital and Operating Budget for FY 2015

Bob Woerner asked that the budget message under the Strategic Plan Guidance on page 6 be changed. The wording that states the work will pause until a new staff person could be recruited, he suggested saying the bulk of the work will pause but selected routes could be looked at right away. The Projects and Services Committee forwards the final Operating and Capital Budget for FY 2015 to the Board for approval. Resolution 14-2014.

Approved: Woerner/Thorne
Aye: Thorne, Woerner, Biddle
No: None
Abstain: None

7. 10 Year Operating Revenue Review

Staff provided a 10 year history of LAVTA's available revenues for operating funds. The revenues are classified into 3 groups; Formula (tax based), Operating (fares, special contract revenues, advertising, interest, and bus leases), and Competitive (grant sources that require special conditions be met). Bob Woerner asked that the reserve revenues be included in the graph also and that this item be presented before the Budget item at the Board meeting. This item is for information only.

8. Ratify X-IO SAN Storage Solution Purchase

The Finance and Administration Committee forwards a recommendation to the LAVTA Board of Directors to ratify the purchase of the X-IO SAN solution for \$103,830.09. Resolution 15-2014.

Approved: Thorne/Biddle
Aye: Thorne, Woerner, Biddle
No: None
Abstain: None

9. TVTC SEP Update Request

The Finance and Administration Committee forwards a recommendation to approve the attached letter and project description to Board of Directors.

Approved: Woerner/Thorne
Aye: Thorne, Woerner, Biddle
No: None
Abstain: None

10. Matters Initiated by Committee Members

Bob Woerner brought up the idea to start the committee meetings at 4:30pm rather than 4:00pm. This matter will be brought to the full Board for discussion.

11. Next Meeting Date is Scheduled for: June 24, 2014

Meeting adjourned at 4:33pm.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR **DON BIDDLE**
JERRY THORNE - VICE CHAIR

DATE: Tuesday, August 26, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Lauren Turner called the meeting to order at 4:01pm.

Members Present

Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne, Mayor, City of Pleasanton
Lauren Turner – Councilmember, City of Livermore

2. Meeting Open to Public

None.

3. Minutes of the June 24, 2014 Meeting of the F&A Committee

The May 27, 2014 F&A minutes will be carried over to the September 23rd F&A meeting for approval.

The June 24, 2014 F&A minutes are approved.

Approved: Thorne/Biddle
Aye: Biddle, Turner, Thorne
No: None
Abstain: None

4. Treasurer's report for June 2014 and July 2014

The Finance & Administration Committee recommends submitting the attached preliminary June 2014 Treasurer's Report to the Board for approval. The preliminary July Treasurer's Report is waiting for one final invoice from a major vendor. If the final invoice is received in time before the September 8, 2014 Board meeting, the July 2014 Treasurer's Report will be updated and brought to the Board for approval. If the final invoice is not received, the Preliminary July 2014 Treasurer's Report will be brought to the Board for approval.

Preliminary June Treasurer's Report

Approved: Thorne/Biddle

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

Preliminary July Treasurer's Report

Approved: Thorne/Biddle

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

5. Resolutions Authorizing the Executive Director or his or her designee to Sign Sections 5304, 5310, 5316 and Section 5317 Agreements

The Finance & Administration Committee approved a motion to forward a recommendation to the Board of Directors to approve the attached resolutions 22-2014 and 24-2014.

Approved: Biddle/Thorne

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

6. Ten-Year Financial Projections FY 2015-2025

In response to Board member Woerner's request for financial projections for future years, staff has compiled a Ten-Year Projection showing a baseline of what the surplus and the deficit will look like in the future if there were no changes to the economy or current policies. Staff will present a Ten-Year Projection annually as part of the budget process. The Finance & Administration committee approved a motion to forward a recommendation to the Board to adopt LAVTA's Ten-Year Projections FY 2015-2025, Resolution 23-2014.

Approved: Biddle/Thorne

Aye: Biddle, Turner, Thorne

No: None

Abstain: None

7. Matters Initiated by Committee Members

None

8. Next Meeting Date is Scheduled for: September 23, 2014

9. Adjourned

Meeting adjourned at 4:21pm.

AGENDA

ITEM 4



STAFF REPORT

SUBJECT: Treasurer's Report for August 2014

FROM: Tamara Edwards, Finance and Grants Manager

DATE: September 23, 2014

Action Requested

Review and approve the LAVTA Treasurer's Report for August 2014

Discussion**Cash accounts:**

Our petty cash account (101) continues to carry a balance of \$500, and our ticket sales change account (102) continues with a balance of \$240 (these two accounts should not change).

General checking account activity (105):

Beginning balance August 1, 2014	\$4,602,045.70
Payments made	\$1,408,460.30
Deposits made	\$1,336,306.75
Ending balance August 31, 2014	\$4,529,892.15

Farebox account activity (106):

Beginning balance August 1, 2014	\$43,282.82
Deposits made	\$81,219.58
Ending balance August 31, 2014	\$124,502.40

LAIF investment account activity (135):

Beginning balance August 1, 2014	\$2,134,766.28
Ending balance August 31, 2014	\$2,134,766.28

Operating Expenditures Summary:

As this is the second month of the fiscal year, in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 16.66%. The agency is at 17.21% overall, caused by the prepayment of insurance and memberships.

Operating Revenues Summary:

While expenses are at 17.21%, revenues are at 22.9%, providing for a healthy cash flow for the agency.

Recommendation

Staff recommends submitting the attached August 2014 Treasurer's Report to the Board for approval.

Attachments:

1. August 2014 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
August 31, 2014**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	4,529,892
106 CASH - FIXED ROUTE ACCOUNT	124,502
120 ACCOUNTS RECEIVABLE	(1,487,822)
135 INVESTMENTS - LAIF	2,134,766
150 PREPAID EXPENSES	52,401
160 OPEB ASSET	132,620
170 INVESTMENTS HELD AT CALTIP	238,337
111 NET PROPERTY COSTS	46,939,880

TOTAL ASSETS **52,665,317**

LIABILITIES:

205 ACCOUNTS PAYABLE	81,630
211 PRE-PAID REVENUE	859,344
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(904)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(232)
22090 WORKERS' COMPENSATION PAYABLE	13,197
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	37,876
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES **1,010,901**

FUND BALANCE:

301 FUND RESERVE	3,229,101
304 GRANTS, DONATIONS, PAID-IN CAPITAL	47,039,483
30401 SALE OF BUSES & EQUIPMENT	33,375
FUND BALANCE	1,352,456

TOTAL FUND BALANCE **51,654,416**

TOTAL LIABILITIES & FUND BALANCE **52,665,317**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
August 31, 2014**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	126,563	226,894	1,377,000	14.1%
4020000	Business Park Revenues	141,504	13,196	13,196	128,308	9.3%
4020500	Special Contract Fares	273,775	0	0	273,775	0.0%
4020500	Special Contract Fares - Paratransit	33,600	0	0	33,600	0.0%
4010200	Paratransit Passenger Fares	155,050	14,679	35,711	119,340	23.0%
4060100	Concessions	38,500	4,901	6,899	31,601	17.9%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	0	2,000	0.0%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	0	-	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	0	3,210,000	5,479,230	36.9%
4099500	TDA Article 4.0-BART	82,640	0	5,281	77,359	6.4%
4099200	TDA Article 4.5 - Paratransit	123,138	0	8,148	114,990	6.6%
4099600	Bridge Toll- RM2	580,836	0	0	580,836	0.0%
4110100	STA Funds-Paratransit	74,130	0	0	74,130	0.0%
4110500	STA Funds- Fixed Route BART	516,756	0	0	516,756	0.0%
4110100	STA Funds-pop	887,213	0	0	887,213	0.0%
4110100	STA Funds- rev	414,113	0	0	414,113	0.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	0	10,000	0.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	0	1,000,000	0.0%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	75,332	75,332	711,059	9.6%
4640100	Measure B Paratransit Funds-Paratransit	145,934	14,127	14,127	131,807	9.7%
TOTAL REVENUE		16,177,636	248,797	3,710,588	12,467,048	22.9%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
August 31, 2014**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$67,338	\$144,649	\$1,054,298	12.06%
502 00 Personnel Benefits	\$729,014	\$36,532	\$76,593	\$652,421	10.51%
503 00 Professional Services	\$528,933	\$15,383	\$24,550	\$504,383	4.64%
503 05 Non-Vehicle Maintenance	\$541,489	\$30,983	\$176,733	\$364,756	32.64%
503 99 Communications	\$5,000	\$438	\$430	\$4,570	8.61%
504 01 Fuel and Lubricants	\$1,669,380	\$162,615	\$211,132	\$1,458,248	12.65%
504 03 Non contracted vehicle maintenance	\$2,500	\$10,552	\$10,552	(\$8,052)	422.07%
504 99 Office/Operating Supplies	\$17,000	\$3,040	\$4,223	\$12,777	24.84%
504 99 Printing	\$78,000	\$14,620	\$14,620	\$63,380	18.74%
505 00 Utilities	\$278,300	\$53,996	\$55,273	\$223,027	19.86%
506 00 Insurance	\$559,591	\$0	\$386,231	\$173,360	69.02%
507 99 Taxes and Fees	\$152,000	\$14,792	\$20,476	\$131,524	13.47%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$694,157	\$1,395,151	\$7,251,129	16.17%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$111,845	\$231,923	\$1,299,917	15.14%
509 00 Miscellaneous	\$60,362	\$66	\$25,928	\$34,434	42.95%
509 02 Professional Development	\$49,200	\$1,387	\$3,620	\$45,580	7.36%
509 08 Advertising	\$145,000	\$449	\$1,801	\$143,199	1.24%
TOTAL	\$16,172,836	\$1,218,193	\$2,783,886	\$13,408,951	17.21%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
August 31, 2014**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	0	0	50,000	0.00%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	0	440,000	0.00%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0			
4131700	FTA NF Stops and Shelter	88,000	0	0	88,000	0.00%
4130200	FTA 5309 (Facility)	192,381	0	0	192,381	0.00%
	TOTAL REVENUE	5,231,353	-	-	5,157,881	0.00%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
FOR THE PERIOD ENDING:
August 31, 2014

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	8,500	0	0	8,500	0.00%
5550207	New MOA Facility (Satelite Facility)	192,381	0	0	192,381	0.00%
	511 Integration	30,000	0	0	30,000	0.00%
5550507	Office and Facility Equipment	50,000	127,771	139,014	(89,014)	278.03%
5550907	IT Upgrades and replacement	9,000	0	0	9,000	0.00%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	576	576	327,424	0.18%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TOTAL CAPITAL EXPENDITURES	5,231,353	128,347	139,590	5,091,763	2.67%
	FUND BALANCE (CAPITAL)	0.00	(128,347)	(139,590)		
	FUND BALANCE (CAPTIAL & OPERATING)	0.00	(1,096,551)	788,325		

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

[www.treasurer.ca.gov/pmia-
laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)
September 02,
2014

LIVERMORE/AMADOR VALLEY TRANSIT
AUTHORITY
GENERAL MANAGER
1362 RUTAN COURT, SUITE 100
LIVERMORE, CA 94550

PMIA Average Monthly Yields

Account Number:
80-01-002

⚡ Tran Type Definitions

August 2014 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,135,557.82
Total Withdrawal:	0.00	Ending Balance:	2,135,557.82

REPORT.: Sep 02 14 Tuesday
 RUN....: Sep 02 14 Time: 10:33
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 08-14 Bank Account.: 105

PAGE: 001
 ID #: PY-DP
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H4632	08/01/14	TAX99	SAEED TIRMIZI	74.00	.00	74.00	5/20-7/22H	5/20-7/22/2014 PARA-TAXI
H4633	08/01/14	TAX96	THOMAS R. LEONARD	157.75	.00	157.75	6/3-7/17H	6/3-7/17/2014 PARA-TAXI R
H4634	08/01/14	TAX53	ROBERTA ISHMAEL	71.03	.00	71.03	7/11-7/16H	7/11-7/16/2014 PARA-TAXI
H4635	08/01/14	TAX86	DEBBIE LOPES	10.20	.00	10.20	7/18/14H	7/18/14 PARA-TAXI REIMBUR
H4636	08/01/14	TAX87	DELORES M. POWLEY	40.80	.00	40.80	6/21/14H	6/21/2014 PARA-TAXI REIMB
H4637	08/01/14	TAX58	LARRY JENKINS	315.66	.00	315.66	4/3-7/27H	4/3-7/27/2014 PARA-TAXI R
H4638	08/01/14	TAX91	VIVIAN MARIE MILLER	68.43	.00	68.43	7/15-7/25H	7/15-7/25/2014 PARA-TAXI
H4639	08/01/14	KAT01	KATHLEEN KELLY DBA:	12251.25	.00	12251.25	INV#3H	INV#3 JULY 2014 SERVICE
H4640	07/01/14	BID01	DON BIDDLE	100.00	.00	100.00	JULY2014H	JULY 2014 BOD STIPEND
H4641	07/01/14	BRO03	KARLA SUE BROWN	100.00	.00	100.00	JULY 2014H	JULY 2014 BOD STIPEND
H4642	07/01/14	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	JULY 2014H	JULY 2014 BOD STIPEND
H4643	07/01/14	THO01	JERRY THORNE	100.00	.00	100.00	JULY 2014H	JULY 2014 BOD STIPEND
H4644	07/01/14	TUR01	LAUREEN TURNER	100.00	.00	100.00	JULY 2014H	JULY 2014 BOD STIPEND
H4645	07/01/14	WOE01	ROBERT L. WOERNER	100.00	.00	100.00	JULY 2014H	JULY 2014 BOD STIPEND
H4646	08/01/14	EDW01	TAMARA EDWARDS	51.52	.00	51.52	JUL2014H	JUL2014 TRAVEL EXPENSE RE
H4647	08/01/14	KUL01	KADRI KULM	16.99	.00	16.99	FNY15 PTYH	FY15 NY PARTY
H4648	08/15/14	CIT07	CITY OF LIVERMORE - WATER	134.65	.00	134.65	388072214H	388072214 #139388-00 ATL
H4649	08/01/14	VSP01	VSP	390.50	.00	390.50	AUG 2014H	AUG 2014 VISION BENEFITS
H4650	08/15/14	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430072214H	430072214 #138430-00 ATL
H4651	08/15/14	CIT07	CITY OF LIVERMORE - WATER	359.19	.00	359.19	431072214H	431072214 #139431-00 ATL
H4652	08/15/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432072214H	432072214 #139432-00 ATL
H4653	08/15/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399072214H	399072214 #139399-00 ATL
H4654	08/15/14	CIT07	CITY OF LIVERMORE - WATER	72.00	.00	72.00	361072214H	361072214 #139361-00 ATL
H4655	08/08/14	SHE01	CYRUS SHEIK	284.00	.00	284.00	PERD8/11-H	PER DIEM 8/11-8/13/14 CHI
H4656	08/08/14	PER04	CALPERS RETIREMENT SYSTEM	222.20	.00	222.20	20140808H	20140808 CALPERS 457 CONT
H4657	08/08/14	PER01	PERS	162.19	.00	162.19	20140724NH	20140724N-ADJ HASLAM ADJ
H4660	08/08/14	DIR02	DIRECT DEPOSIT OF PAYROLL	24673.26	.00	24673.26	20140808H	20140808 DIR DEP PAYPER 7
H4661	08/08/14	EFT01	ELECTRONIC FUND TRANSFERS	5272.30	.00	5272.30	20140808H	20140808 FIT, FICA-M, FICA
H4662	08/08/14	EMP01	EMPLOYMENT DEVEL DEPT	1603.32	.00	1603.32	20140808H	20140808 SIT, SDI PAYPER
H4663	08/15/14	SHE05	SHELL	226.15	.00	226.15	JULY 2014H	JULY 2014 FUEL FOR AGENCY
H4664	08/15/14	USB01	U S BANK	7568.81	.00	7568.81	JULY 2014H	JULY 2014 VISA CHARGES
H4666	08/12/14	DEL05	ALLIED ADMIN/DELTA DENTAL	1518.13	.00	1518.13	SEPT 2014H	SEPT 2014 DENTAL BENEFITS
H4669	08/15/14	INT05	INTERSTATE OIL COMPANY	24890.32	.00	24890.32	D01445H-IH	D01445H-IN P04601 DIESEL
H4670	08/01/14	PER01	PERS	96.63	.00	96.63	2014711CAH	2014711CA CALPERS CLASSIC
H4671	08/01/14	PER01	PERS	28.74	.00	28.74	2014711NAH	2014711NA CALPERS RETIRE
H4672	08/01/14	PER03	CAL PUB EMP RETIRE SYSTM	24672.56	.00	24672.56	AUG 2014H	AUG 2014 CALPERS HEALTH P
H4673	08/01/14	VER01	VERIZON WIRELESS	191.85	.00	191.85	972914080H	9729140808 AGENCY CELL PH
H4674	08/04/14	PAC02	PACIFIC GAS AND ELECTRIC	592.09	.00	592.09	980071614H	980071614 #9800031052-8 T
H4675	08/04/14	PAC02	PACIFIC GAS AND ELECTRIC	619.65	.00	619.65	900071614H	900071614 #9007202117-4 M
H4677	08/18/14	PAC02	PACIFIC GAS AND ELECTRIC	8017.13	.00	8017.13	580080114H	580080114 #5809326332-3 M

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							Invoice #	Description
H4678	08/18/14	PAC02	PACIFIC GAS AND ELECTRIC	1659.80	.00	1659.80	606071314H	606071314 #6062256368-6 A
H4679	08/11/14	PAC02	PACIFIC GAS AND ELECTRIC	491.29	.00	491.29	726072314H	726072314 #7264840356-5
H4680	08/20/14	CAL04	CALIFORNIA WATER SERVICE	34.60	.00	34.60	361080414H	361080414#3616555555 TC I
H4681	08/15/14	CAL04	CALIFORNIA WATER SERVICE	43.17	.00	43.17	257080114H	257080114 #257555555555 TC
H4682	08/06/14	CAL04	CALIFORNIA WATER SERVICE	266.60	.00	266.60	909072114H	909072114 #90986555555 MOA
H4683	08/15/14	CAL04	CALIFORNIA WATER SERVICE	711.81	.00	711.81	019072114H	019072412 #01986555555 RUT
H4684	08/15/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	575080114H	575080114 #57555555555 CON
H4685	08/15/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	475080114H	475080114 #47555555555 MOA
H4686	08/20/14	CAL04	CALIFORNIA WATER SERVICE	22.83	.00	22.83	461080414H	461080414 #46165555555 TC
H4687	08/02/14	MER01	MERCHANT SERVICES	196.40	.00	196.40	MOA0714H	MOA0714 BANKCARD S/C JULY
H4688	08/02/14	MER01	MERCHANT SERVICES	215.73	.00	215.73	TC0714H	TC0714 BANK CARD S/C JULY
H4689	08/08/14	AME06	AMERICAN FIDELITY ASSURAN	201.51	.00	201.51	SUPPL0814H	SUPPL0814 SUPPLEMENTAL IN
H4690	08/15/14	TAX72	JUSTIN HART	200.00	.00	200.00	JULY 2014H	JULY 2014 PARA-TAXI REIMB
H4691	08/15/14	TAX91	VIVIAN MARIE MILLER	50.15	.00	50.15	7/28-8/8H	7/28-8/8/2014 PARA-TAXI R
H4692	08/15/14	TX105	KARL HALOZAN	70.55	.00	70.55	7/3-7/31H	7/3-7/31/2014 PARA-TAXI R
H4693	08/15/14	TAX07	ASMA SYEDA	17.00	.00	17.00	7/28/14H	7/28/2014 PARA-TAX REIMBU
H4694	08/08/14	AME06	AMERICAN FIDELITY ASSURAN	833.35	.00	833.35	FSA082014H	FSA082014 FLEX SPENDING A
H4695	08/22/14	PER01	PERS	5436.23	.00	5436.23	20140822CH	20140822C CALPERS RETIRE
H4696	08/22/14	PER01	PERS	543.93	.00	543.93	20140822NH	20140822N CALPERS RETIRE
H4697	08/22/14	PER04	CALPERS RETIREMENT SYSTEM	222.73	.00	222.73	20140822H	20140822 CALPERS 457 CONT
H4698	08/22/14	EFT01	ELECTRONIC FUND TRANSFERS	5200.20	.00	5200.20	20140822H	20140822 FIT, MEDICARE PA
H4699	08/22/14	EMP01	EMPLOYMENT DEVEL DEPT	1616.62	.00	1616.62	20140822H	20140822 SIT, SDI PAYPER
H4700	08/22/14	DIR02	DIRECT DEPOSIT OF PAYROLL	24604.74	.00	24604.74	20140822H	20140822 P/R DIR DEP PAYP
H4701	08/27/14	STA13	STAPLES CREDIT PLAN	168.59	.00	168.59	JULY 2014H	JULY 2014 SUPPLIES DELIVE
H4702	08/21/14	WHI06	LINDA WHITE	27.67	.00	27.67	AUG2014SUH	AUG 2014 SUPPLIES
H4703	08/29/14	SHE01	CYRUS SHEIK	35.00	.00	35.00	AUG2014TRH	AUG 2014 TRAVEL EXPENSE R
H4704	08/29/14	BID01	DON BIDDLE	100.00	.00	100.00	AUG 2014H	AUG 2014 BOD STIPEND
H4705	08/29/14	BRO03	KARLA SUE BROWN	100.00	.00	100.00	AUG 2014H	AUG 214 BOD STIPEND
H4706	08/29/14	THO01	JERRY THORNE	100.00	.00	100.00	AUG 2014H	AUG 2014 BOD STIPEND
H4707	08/29/14	TUR01	LAUREEN TURNER	200.00	.00	200.00	AUG 2014H	AUG 2014 BOD STIPEND
H4708	08/29/14	TAX91	VIVIAN MARIE MILLER	69.70	.00	69.70	8/16-8/20H	8/16-8/20/2014 PARA-TAXI
H4709	08/29/14	TAX76	MARY ANN HANDZUS	253.35	.00	253.35	4/6-6/23H	4/6-6/23/2014 PARA-TAXI R
H4710	08/29/14	INT05	INTERSTATE OIL COMPANY	25158.24	.00	25158.24	D02865H-IH	D02865H-IN P04766 DIESEL
H4711	08/29/14	MTM01	MEDICAL TRANSPORTATION MA	7350.00	.00	7350.00	LAVTA0720H	LAVTA072014 DAR TICKET RE
H4712	08/29/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	55038H	55038 INSTALLMENT #2 AUGU
H4713	08/29/14	EDW01	TAMARA EDWARDS	29.15	.00	29.15	AUG 2014H	AUG 2014 TRAVEL EXP REIMB
H4758	08/08/14	PER01	PERS	543.93	.00	543.93	20140808NH	20140808N CALPERS RETIRE
H4759	08/08/14	PER01	PERS	5436.23	.00	5436.23	20140808CH	20140808C CALPERS RETIRE
017918	08/14/14	VOID	VOIDED CHECK					
017919	08/14/14	VOID	VOIDED CHECK					

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017920	08/14/14	VOID	VOIDED CHECK					
017921	08/14/14	VOID	VOIDED CHECK					
017922	08/14/14	VOID	VOIDED CHECK					
017923	08/14/14	VOID	VOIDED CHECK					
017924	08/14/14	VOID	VOIDED CHECK					
017925	08/14/14	VOID	VOIDED CHECK					
017926	08/14/14	VOID	VOIDED CHECK					
017927	08/14/14	VOID	VOIDED CHECK					
017928	08/14/14	VOID	VOIDED CHECK					
017929	08/14/14	VOID	VOIDED CHECK					
017930	08/14/14	VOID	VOIDED CHECK					
017931	08/14/14	VOID	VOIDED CHECK					
017932	08/14/14	VOID	VOIDED CHECK					
017933	08/14/14	VOID	VOIDED CHECK					
017934	08/14/14	VOID	VOIDED CHECK					
017935	08/14/14	VOID	VOIDED CHECK					
017936	08/14/14	VOID	VOIDED CHECK					
017937	08/14/14	VOID	VOIDED CHECK					
017938	08/14/14	VOID	VOIDED CHECK					
017939	08/14/14	VOID	VOIDED CHECK					
017940	08/14/14	VOID	VOIDED CHECK					
017941	08/14/14	VOID	VOIDED CHECK					
017942	08/14/14	VOID	VOIDED CHECK					
017943	08/14/14	VOID	VOIDED CHECK					
017944	08/14/14	VOID	VOIDED CHECK					
017945	08/14/14	VOID	VOIDED CHECK					
017946	08/14/14	VOID	VOIDED CHECK					
017947	08/14/14	VOID	VOIDED CHECK					
017948	08/14/14	VOID	VOIDED CHECK					
017949	08/14/14	VOID	VOIDED CHECK					
017950	08/14/14	VOID	VOIDED CHECK					
017951	08/14/14	VOID	VOIDED CHECK					
017952	08/14/14	VOID	VOIDED CHECK					
017953	08/14/14	VOID	VOIDED CHECK					
017954	08/14/14	VOID	VOIDED CHECK					
017955	08/14/14	VOID	VOIDED CHECK					
017956	08/14/14	VOID	VOIDED CHECK					
017957	08/14/14	VOID	VOIDED CHECK					
017958	08/14/14	VOID	VOIDED CHECK					
017959	08/14/14	VOID	VOIDED CHECK					

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017960	08/14/14	VOID	VOIDED CHECK					
017961	08/14/14	VOID	VOIDED CHECK					
017962	08/14/14	VOID	VOIDED CHECK					
017963	08/14/14	VOID	VOIDED CHECK					
017964	08/14/14	VOID	VOIDED CHECK					
017965	08/14/14	VOID	VOIDED CHECK					
017966	08/14/14	VOID	VOIDED CHECK					
017967	08/14/14	VOID	VOIDED CHECK					
017968	08/14/14	VOID	VOIDED CHECK					
017969	08/14/14	VOID	VOIDED CHECK					
017970	08/14/14	VOID	VOIDED CHECK					
017971	08/14/14	VOID	VOIDED CHECK					
017972	08/14/14	VOID	VOIDED CHECK					
017973	08/14/14	VOID	VOIDED CHECK					
017974	08/14/14	VOID	VOIDED CHECK					
017975	08/14/14	VOID	VOIDED CHECK					
017976	08/14/14	VOID	VOIDED CHECK					
017977	08/14/14	VOID	VOIDED CHECK					
017978	08/14/14	VOID	VOIDED CHECK					
017979	08/14/14	VOID	VOIDED CHECK					
017980	08/14/14	VOID	VOIDED CHECK					
017981	08/14/14	VOID	VOIDED CHECK					
017982	08/14/14	VOID	VOIDED CHECK					
017983	08/14/14	VOID	VOIDED CHECK					
017984	08/14/14	VOID	VOIDED CHECK					
017985	08/14/14	VOID	VOIDED CHECK					
017986	08/14/14	VOID	VOIDED CHECK					
				28500.00	.00	28500.00	1259	1259 PO4626 VMWARE PROJEC
			Check Total.....:	28500.00	.00	28500.00		
017987	08/01/14	ATT02	AT&T	794.57	.00	794.57	5568916	5568916 #C602223457777 SU
				259.38	.00	259.38	5568917	5568917 #925.294.8198 PRI
			Check Total.....:	1053.95	.00	1053.95		
017988	08/01/14	ATT03	AT&T	888.45	.00	888.45	879718420	8797184202 #171-795-7615
017989	08/01/14	CEN05	CENTRAL PETROLEUM MAINTEN	601.25	.00	601.25	101246	101246 PO4749 REPAIR S2 P
017990	08/01/14	CIT06	CITY OF LIVERMORE SEWER	43.67	.00	43.67	BW072214	BW072214 #138143-00 RUTAN
				39.70	.00	39.70	TC071514	TC071514 #133389-00 TC SE
				128.16	.00	128.16	MOA072214	MOA072214 #133294-00 MOA
			Check Total.....:	211.53	.00	211.53		
017991	08/01/14	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	15983138	15983138 PO4647 PEST CONT
017992	08/01/14	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B407151	B407151 PO4675 MOM S/W MA
017993	08/01/14	COU06	TREASURER OF ALAMEDA CO	62.50	.00	62.50	E1405015W	E1405015W PO4734 RADIO RE
017994	08/01/14	ECA01	ECAM SECURE INC	463.64	.00	463.64	531881	531881 PO4701 REPL POWER

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017995	08/01/14	EME01	EMERALD LANDSCAPE CO INC	350.00	.00	350.00	251691	251691 PO4763 IRRIG REPS
017996	08/01/14	FED01	FedEx	25.90	.00	25.90	272111106	2-721-11106 SHIPPING 6/19
017997	08/01/14	FLO02	KEDING	15000.00	.00	15000.00	MATDEP726	MATERIAL DEPOSIT 7-26-14
017998	08/01/14	GSG01	GSGC INC	268.88	.00	268.88	5912-14	5912-14 PO4676 JANITORIAL
017999	08/01/14	HUN01	HUNTER PARTS & SERVICE IN	240.00	.00	240.00	T145628	T145628 PO4762 CALIBRATE
018000	08/01/14	IPC01	IPC (USA)INC	24317.26	.00	24317.26	140760	140760 PO4721 DIESEL DEL
018001	08/01/14	JAQ01	PETER JAQUEZ	300.00	.00	300.00	124	124 PO4745R WHEEL ALIGNME
018002	08/01/14	PAC01	AT&T	66.99 284.01	.00 .00	66.99 284.01	ATLA0713 ATLT-107	ATLA071314 #925.243.9029 ATLT-1071114 #436.951.010
			Check Total.....:	351.00	.00	351.00		
018003	08/01/14	RHT01	R.H. TINNEY, INC.	101.00 591.00 128.00 1055.00	.00 .00 .00 .00	101.00 591.00 128.00 1055.00	9591S-IN 9592S-IN 9635S-IN 9637S-IN	9591S-IN PO4738 QTLY HVAC 9592S-IN PO4739 QTLY HVAC 9635S-IN PO4686 COND&COIL 9637S-IN PO4686 CON&COIL
			Check Total.....:	1875.00	.00	1875.00		
018004	08/01/14	RSE01	R & S ERECTION	293.00	.00	293.00	89636COMR	89636 COMR PO4750 BAY 4 D
018005	08/01/14	SBR01	TIM SBRANTI	100.00	.00	100.00	JULY 2014	JULY 2014 BOD STIPEND
018006	08/01/14	SCF01	SC FUELS	25252.52	.00	25252.52	2539851	2539851 PO4711 DIESEL DEL
018007	08/01/14	STA12	THE STANDARD	1012.98	.00	1012.98	AUG 2014	AUG 2014 POLICY #00 12570
018008	08/15/14	ALL03	AA LABEL INC. DBA:	833.46	.00	833.46	61938	61938 PO4753 BUS STOP NUM
018009	08/15/14	ART02	ARTS & SECURITY LOCKSMITH	100.00	.00	100.00	72073	72073 PO4772 REKEY PARATR
018010	08/15/14	AVE01	WILLIAM AVERY & ASSOCIATE	1138.31	.00	1138.31	110366	110366 ED RECRUITMENT EXP
018011	08/15/14	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	453449	453449 JULY 2014 DUBLIN C
018012	08/15/14	BAR02	SF BAY AREA RAPID TRA DIS	2227.50	.00	2227.50	20140815	20140815 PO4703 (100) BAR
018013	08/15/14	CAL13	CALIFORNIA TRANSIT	16330.41	.00	16330.41	2014-JUL	06-2014-JUL INS. CLAIM EX
018014	08/15/14	CIT01	CITY OF LIVERMORE	1035.80	.00	1035.80	1294(14-1	1294(14-15) WASTEWATER DI
018015	08/15/14	EAS02	EASTERN CONTRA COSTA	35.62	.00	35.62	6151	6151 PO4778 EBVP PASS WEB
018016	08/15/14	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	251317	251317 PO4718 LANDSCAPE M
018017	08/15/14	GAN01	GANNETT FLEMING COMPANIES	8246.87	.00	8246.87	156.4*614	55156.4*61421 PO4554 DUBL
018018	08/15/14	GLO01	GLOBE TICKET AND LABEL	1205.26	.00	1205.26	302727	302727 PO4720 SENIOR MONT
018019	08/15/14	LIV10	LIVERMORE SANITATION INC	3124.63	.00	3124.63	506681	506681 PO4681 MOA DUMPSTE
018020	08/15/14	OFF01	OFFICE DEPOT	114.80 4.41	.00 .00	114.80 4.41	722615626 722615816	722615626001 SUPPLIES DEL 722615816001 SUPPLIES DEL
			Check Total.....:	119.21	.00	119.21		
018021	08/15/14	PAC01	AT&T	31.65	.00	31.65	CFA080714	CFA080714 #232.351.6260 C
018022	08/15/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005621 2005622	2005621 PO4779 TANK INSPE 2005622 PO4779 ATL TANK I
			Check Total.....:	240.00	.00	240.00		
018023	08/15/14	RHT01	R.H. TINNEY, INC.	766.75	.00	766.75	9742S-IN	9742S-IN PO4780 REPL FAIL
018024	08/15/14	SCF01	SC FUELS	25531.53	.00	25531.53	2551618	2551618 PO4711 DIESEL DEL
018025	08/15/14	SHA02	SHAMROCK OFFICE SOLUTIONS	34.04	.00	34.04	184788	184788 PO4735 RECEIPT COPI
018026	08/15/14	STE01	DITKOF ENTERPRISES INC	1152.51	.00	1152.51	32143	32143 PO4769 REPL AIR LIN
018027	08/15/14	TAX44	ARTURO HERRERA	121.55	.00	121.55	6/22-7/15	6/22-7/05/2014 PARA-TAXI

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018028	08/15/14	TAX45	CONSUELO HERRERA	107.95	.00	107.95	7/8-8/1	7/8-8/1/2014 PARA-TAXI RE
018029	08/15/14	TRA10	TRANSIT INFORMATION PROD.	12497.56	.00	12497.56	10627	10627 PO4702 BUS BOOK PRI
018030	08/15/14	TX101	ROSEANN COTTER	29.33	.00	29.33	4/21-6/21	4/21-6/21/2014 PARA-TAXI
018031	08/15/14	WES01	WEST-LITE SUPPLY	213.97	.00	213.97	49041H	49041H PO4771 FLUORESCENT
018032	08/29/14	ATT02	AT&T	805.35 262.48	.00 .00	805.35 262.48	5657797 5657798	5657797 #C602223457777 SU 5657798 #925.294.8198 PRI
			Check Total.....:	1067.83	.00	1067.83		
018033	08/29/14	ATT03	AT&T	886.48	.00	886.48	388585520	3885855202 #171-795-7615-
018034	08/29/14	BAY03	BAY AREA NEWS GROUP	575.94	.00	575.94	5237832	5237832 PO4728 PUBLIC NOT
018035	08/29/14	CAL15	CALTRONICS BUSINESS SYS	461.10	.00	461.10	1599385	1599385 PO4736 BIZHUB650
018036	08/29/14	CHR02	RONDAL MEUSER	241.05	.00	241.05	9198	9198 PO4781R RTE 8A&B MAP
018037	08/29/14	CIT06	CITY OF LIVERMORE SEWER	39.70 176.78 141.51	.00 .00 .00	39.70 176.78 141.51	TC081214 B-W081914 MOA081914	TC081214 #133389-00 TC SE B-W081914 #138143-00 RUTA MOA081914 #133294-00 MOA
			Check Total.....:	357.99	.00	357.99		
018038	08/29/14	CLA01	T & J LEWIS INC	8770.80	.00	8770.80	32301	32301 PO4755 ADD REINFORC
018039	08/29/14	CLA02	CLARK PEST CONTROL	92.00 90.00	.00 .00	92.00 90.00	15905433 15983139	15905433 PO4482 PEST CONT 15983139 PO4647 PEST CONT
			Check Total.....:	182.00	.00	182.00		
018040	08/29/14	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B408151	B408151 PO4675 MOM S/W MA
018041	08/29/14	DIR01	DIRECT TV	12.00	.00	12.00	237867741	23786774128 PO4534 (2) AD
018042	08/29/14	EBR01	EBRCSA	34800.00	.00	34800.00	201400025	201400025 PO4797 FY15 RAD
018043	08/29/14	EME01	EMERALD LANDSCAPE CO INC	450.00 12897.00 450.00 500.00	.00 .00 .00 .00	450.00 12897.00 450.00 500.00	252545 252598 252638 252640	252545 PO4798 MOA PARKING 252598 PO4764 REM(9) EUCA 252638 PO4795 IRRIGATION 252640 PO4796 INSTALL (9)
			Check Total.....:	14297.00	.00	14297.00		
018044	08/29/14	FED01	FedEx	56.76	.00	56.76	274994086	2-749-94086 SHIPPING 7/30
018045	08/29/14	FER02	FERRIS HOIST & REPAIR INC	825.00	.00	825.00	9507	9507 PO4730 &4791 ANN SAF
018046	08/29/14	FLO02	KEDING	63911.53	.00	63911.53	FLR082014	FLO082014 RUTAN FACILITY
018047	08/29/14	GSG01	GSGC INC	1242.00 432.10 789.00	.00 .00 .00	1242.00 432.10 789.00	5934-14 5935-14 5942-14	5934-14 JANITORIAL SERV A 5935-14 PO4676 JANITORIAL 5942-14 PO4788 SPEC FLOOR
			Check Total.....:	2463.10	.00	2463.10		
018048	08/29/14	JTH01	J. THAYER COMPANY	128.59	.00	128.59	887252-0	887252-0 SUPPLIES DEL 8/2
018049	08/29/14	MUS01	SUNDAY HONEYCUTT	14.34	.00	14.34	JUL-AUG14	JUL-AUG 2014 EXPENSE REIM
018050	08/29/14	OFF01	OFFICE DEPOT	22.05 54.39 151.99	.00 .00 .00	22.05 54.39 151.99	725226805 725226915 725795030	725226805 SUPPLIES DELIVE 725226915-001 SUPPLIES DE 725795030-001 SUPPLIES DE
			Check Total.....:	228.43	.00	228.43		
018051	08/29/14	ONE01	ONE WORKPLACE L FERRARI	5021.95	.00	5021.95	589231	589231 PO4706 PLANNING DE
018052	08/29/14	PAC01	AT&T	284.01 68.00	.00 .00	284.01 68.00	ALTT-1811 ATLA81314	ATL T-1 8081114 #436.951. ATLA81314 #925.243.9029/9
			Check Total.....:	352.01	.00	352.01		
018053	08/29/14	PLU01	THE PLUS GROUP INC	131.84 131.84	.00 .00	131.84 131.84	968 1032	968 PO4774 BUS BOOK DELIV 1032 PO4774 TEMP FOR BUS

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 08-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
Check Total.....:				263.68	.00	263.68		
018054	08/29/14	PRO01	V.F. MANAGEMENT LTD	1500.00	.00	1500.00	25759	25759 PO4773 ULTRA BADGE
018055	08/29/14	RHT01	R.H. TINNEY, INC.	1531.25	.00	1531.25	9755S-IN	9755S-IN PO4790 SERVER RM
018056	08/29/14	SBR01	TIM SBRANTI	100.00	.00	100.00	AUG 2014	AUG 2014 BOD STIPEND
018057	08/29/14	SCF01	SC FUELS	25492.10	.00	25492.10	2556756	2556756 PO4711/4787 DIESE
				24786.08	.00	24786.08	2558306	2558306 PO4787 DIESEL DEL
Check Total.....:				50278.18	.00	50278.18		
018058	08/29/14	STA12	THE STANDARD	937.76	.00	937.76	SEP 2014	SEPT 2014 POL # 125705000
018059	08/29/14	TIC07	IQBAL GANGJEE	9.00	.00	9.00	BARTGREEN	BARTGREEN TICKET REFUND
018060	08/29/14	TRA12	TRAPEZE SOFTWARE GROUP	40535.16	.00	40535.16	AMSER504	AMSER504 PO4446 TRANSIT M
018061	08/29/14	UST01	UST COMPLIANCE TESTING IN	2150.00	.00	2150.00	3179	3179 PO4777 ANNUAL/TRIANN
018062	08/29/14	WAL01	WALKER HYDRAULICS INC	515.30	.00	515.30	8-50179	8-50179 PO4789 REPL SEAL
H4667A	08/15/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	55037H	55037 INSTALL #1 AUGUST 2
H4667B	08/15/14	MVT01	MV TRANSPORTATION, INC.	53424.19	.00	53424.19	54763H	54763 FR SERVICE JUNE 201
H4668A	08/15/14	MTM01	MEDICAL TRANSPORTATION MA	97539.99	.00	97539.99	JUN2014H	JUN2014 PARA-TRANSIT SERV
H4668B	08/15/14	MTM01	MEDICAL TRANSPORTATION MA	8316.00	.00	8316.00	LAVTA0614H	LAVTA0614 DAR TICKET REDE
H46765	08/01/14	PAC02	PACIFIC GAS AND ELECTRIC	233.59	.00	233.59	764071514H	764071514 #7649646868-7 D
Cash Account Total.....:				1408460.30	.00	1408460.30		
Total Disbursements.....:				1408460.30	.00	1408460.30		

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Contract with Gillig

FROM: Kathleen Kelly, Interim Executive Director
Michael N. Conneran, Legal Counsel

DATE: September 23, 2014

Action Requested

Forward a recommendation to the Board of Directors to authorize purchase of Twenty (20) 40-foot Hybrid BRT-style Low Floor Buses from Gillig Corporation in conformance with the terms and conditions of the previously-awarded Contract for the Purchase and Delivery of Heavy Duty Buses.

Background

In 2013, the Central Contra Costa County Transit Authority ("County Connection" or "CCCTA") hosted a bus purchase procurement process and invited transit properties to be included in a consortium of agencies as "co-sponsors." This type of procurement (called "piggybacking") is typical in the transit industry and, by having multiple agencies involved, allows for a large quantity of buses to be procured, which attracts more interest and competition from bus manufacturers than if agencies did these procurements on their own. LAVTA joined the CCCTA consortium to enable it to acquire buses for its anticipated needs.

Discussion

CCCTA's procurement process resulted in the award of a contract to the Gillig Corporation of Hayward. CCCTA took the lead to develop a master piggyback contract with Gillig, with the understanding that each agency would enter into a separate contract with Gillig. LAVTA, pursuant to authority granted by the Board under Resolution 28-2013, entered into a contract with Gillig under the terms of the piggybacking arrangement. The terms of Resolution 28-1013 specifically require action by the Board before any vehicles can be ordered under the contract.

Budget

LAVTA has sufficient monetary resources to acquire an adequate local match for this bus purchase.

Next Steps

Once the Board approves the attached resolution, staff will initiate the bus purchase from Gillig.

Recommendation

Staff and Legal Counsel recommend that the Finance & Administration Committee forward a recommendation to the Board to adopt the resolution and authorize staff to proceed with the purchase of the buses.

Attachments:

1. Resolution 28-2014
2. Signed Resolution 28-2013

RESOLUTION NO. 28-2014

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
APPROVING BUS ORDER WITH WITH GILLIG CORPORATION**

WHEREAS, the Central Contra Costa County Transit Authority (“County Connection”) hosted a bus procurement and invited other transit agencies to join a consortium engaged in this procurement; and

WHEREAS, on December 26, 2012, County Connection, as the lead agency for 22 transit agencies, issued a Request for Proposals (“RFP”) for the procurement of heavy duty buses in three configurations over a five-year contract term; and

WHEREAS, in response to the RFP, County Connection selected the proposal of the Gillig Corporation following a comprehensive price/cost analysis of Gillig's proposal which determined that the proposed pricing was fair and reasonable; and

WHEREAS, the Federal Transit Administration requires that each member of the consortium execute its own contract with the bus supplier; and

WHEREAS, pursuant to Resolution 28-2013, adopted on December 16, 2013, LAVTA entered into a contract to Gillig Corporation of Hayward, California for the Purchase and Delivery of Heavy Duty Buses for the procurement of a minimum of 5 and a maximum of 20 heavy duty buses in three possible configurations over a five-year contract term (the “Gillig Contract”); and

WHEREAS, Resolution 28-2013 requires that the Board of Directors specifically authorize each purchase order to be placed under the Gillig Contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Livermore Amador Valley Transit Authority hereby authorizes the Interim Executive Director to order Twenty (20) 40-foot Hybrid BRT–style Low Floor Buses for delivery prior to March 1, 2016, from the Gillig Corporation in conformance with the contract documents.

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 6th day of October, 2014.

BY _____
Scott Haggerty, Chair

ATTEST _____
Kathleen Kelly, Interim Executive Director

RESOLUTION NO. 28-2013

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING MASTER CONTRACT WITH GILLIG CORPORATION**

WHEREAS, the Central Contra Costa County Transit Authority (“County Connection”) recently hosted a bus procurement and invited other transit agencies to join a consortium engaged in this procurement; and

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) needs to buy replacement buses in the near future and joined the County Connection consortium; and

WHEREAS, on December 26, 2012, County Connection, as the lead agency for 22 transit agencies, issued a Request for Proposals (“RFP”) for the procurement of heavy duty buses in three configurations over a five-year contract term; and

WHEREAS, in response to the RFP, County Connection received two proposals; and

WHEREAS, the County Connection process has concluded and the Gillig Corporation proposal was selected following a comprehensive price/cost analysis of Gillig's proposal which determined that the proposed pricing is fair and reasonable; and

WHEREAS, FTA requires that each member of the consortium execute its own contract with the successful bus manufacturer.

WHEREAS, staff recommends that Contract , Purchase and Delivery of Heavy Duty Buses, for the procurement of a minimum of 5 and a maximum of 20 heavy duty buses in three configurations over a five-year contract term, be awarded to Gillig Corporation of Hayward, California.

NOW, THEREFORE, BE IT RESOLVED:

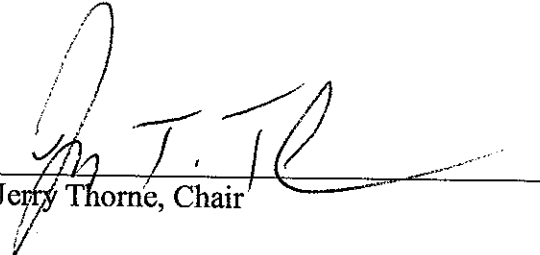
That the Board of the Livermore Amador Valley Transit Authority hereby awards Contract , Purchase and Delivery of Heavy Duty Buses, for the procurement of a minimum of 5 and a maximum of 20 heavy duty buses in three configurations over a five-year contract term, to Gillig Corporation; and

BE IT FURTHER RESOLVED:

That the Board of Directors hereby authorizes the Executive Director to execute Contract, in full conformance with the contract documents, with the understanding that Board action will be obtained separately through the term of the contract to authorize the purchase of buses in quantities and configurations to be specified, in conformance with the contract documents.


PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 16th day of December, 2013.

BY



Jerry Thorne, Chair

ATTEST



Paul Matsuoka, Executive Director

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Human Resources Policy and Organization Chart Update

FROM: Beverly Adamo, Director of Administrative Services

DATE: September 23, 2014

Action Requested

Forward a recommendation to the Board of Directors to adopt the proposed LAVTA Human Resources Policy and the proposed Organization Chart.

Background

LAVTA adopted Resolution 17-86 on August 4, 1986 that implemented a Personnel Policy for the Authority. This policy was subsequently amended almost annually to update such items as the salary bands, etc. After extensively reviewing the Policy, staff worked with Legal Counsel to update the Policy to provide clarity and meet regulatory requirements, and on July 6, 2009, the LAVTA Board of Directors adopted the consolidated Human Resources Policy. Additional changes as a result of an FTA audit resulted in the HR Policy that was adopted September 14, 2009. The most current update of the HR Policy was on May 6, 2013, at which time changes mandated by law and the correction of clerical errors were effected.

Discussion

In July 2014, the Board approved the realignment of salary bands. At that time, management level staff received an adjustment in salary to align their compensation with similar positions in comparable agencies, based on the comprehensive third-party compensation study. The Director of Administrative Services and the Director of Planning & Communication have been receiving a monthly allowance for auto usage and staff recommends that this be eliminated because agency vehicles are usually available for business travel, or they can be reimbursed for mileage, similar to other employees. This update to the HR Policy removes the auto allowance from management level positions.

Other changes include:

- Updates to the FMLA military leave provisions;
- Deletion of reference to PEPRA (there is a temporary exclusion for transit workers; a court decision next year will permanently decide whether they are subject to PEPRA or not);
- Minor typo corrections.

Since this is a Board-adopted policy, these changes are being brought before the Board for approval.

In addition, during the annual organizational review, staff informed the Board that the work for all positions in the Authority was being examined and that any proposed changes in the Organization Chart would be brought to the Board for approval. At this time, staff is recommending that the position responsible for marketing and communications, reporting to the Director of Planning and Communications, be upgraded to a senior level and more accurately reflect the expanded duties, including the day-to-day supervision of the Outreach Coordinator position. The job description for the Senior Marketing and Communications Coordinator is attached.

There is one final change to the organization chart, that of adding the “senior” to the Transit Planner position, denoting not necessarily a change in core duties, but an expansion of that scope and level of responsibility. The job description for this position has not changed except for the addition to the title, hence Senior Transit Planner.

Budget

With the elimination of the auto allowance for the two Director positions, there is a potential for up to \$2,400 savings; although this amount is not guaranteed, as Directors would now be using Authority service vehicles or be eligible for reimbursement of mileage.

The change in the marketing position could result in a higher annual salary for this position.

Next Steps

Once the Board has approved the changes to the Human Resources Policy, staff will move forward with the revision and distribution of the LAVTA Employee Handbook that includes the HR Policy.

Recommendation

Staff recommends that the Finance and Administration Committee recommend the Board approve Resolution 26-2014, the Proposed LAVTA Human Resources Policy and the Proposed Organization Chart.

Attachments:

1. Resolution 26-2014, adopting the LAVTA Human Resources Policy
2. Proposed Human Resources Policy (with tracked changes)
3. Proposed Organization Chart
4. Job Description for the Senior Marketing & Communications Coordinator

RESOLUTION 26-2014

**A RESOLUTION OF THE LIVERMORE AMADOR VALLEY TRANSIT
AUTHORITY UPDATING LAVTA'S HUMAN RESOURCES POLICY**

WHEREAS, Resolution 07-2013 was adopted by the LAVTA Board on May 6, 2013 establishing and adopting the LAVTA Human Resources Policy, and

WHEREAS, it is desirable and necessary to change certain provisions to eliminate the Auto Allowance for certain positions.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY:**

1. That the policy attached as Exhibit A is hereby updated and adopted as LAVTA's Human Resources Policy.

PASSED AND ADOPTED this 6st day of October, 2014.

Scott Haggerty, Chair

ATTEST:

Kathleen Kelly, Interim Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
HUMAN RESOURCES POLICY

1. GENERAL PROVISIONS

1.1 PURPOSE

The objective of these policies is to facilitate efficient service to the public and to provide a human resources management system within the Livermore Amador Valley Transit Authority (LAVTA) that deals with all employees in an equitable and uniform manner.

1.2 SCOPE

In cases where these policies conflict with agreements duly agreed upon between any employee and the Authority, the provisions of the agreement shall govern. In all other cases, these rules shall apply.

2. POLICIES AND PROCEDURES

2.1 APPLICATIONS FOR EMPLOYMENT

Application for employment shall be made in a manner prescribed by the Executive Director. Applications shall require information on specific job experience, education, and training, shall contain job-related information, and shall be signed and dated by the applicant.

2.1.1 No questions on any application or asked at an interview shall attempt to elicit information concerning race, age, color, creed, sex, sexual orientation, gender identity, genetic information, marital status, national origin, mental, physical or sensory disability, or religious affiliation for the purpose of discrimination.

2.1.2 All statements submitted on the application or attached resume may be subject to investigation and verification prior to appointment.

2.1.3 All job openings will be subject to a competitive process. The Executive Director or designee shall determine whether competition shall be limited to internal candidates or shall be opened to all qualified candidates. If competition includes outside candidates, the job opening will be advertised as appropriate to the position and in accordance with the LAVTA Human Resources Procedures Manual.

2.1.4 The Authority shall conform to all requirements under the Americans with Disability Act relating to application for employment and continued service with the Authority.

2.2 APPOINTMENT

2.2.1 All appointments to vacancies shall be made by the Executive Director or designee after considering the qualifications of the applicants.

2.2.2 Qualified Authority employees will be given due consideration for any available position upon application for the position.

2.3 ATTENDANCE

Employees shall be in attendance at their job in accordance with the rules regarding hours of work, holidays and leave of absence.

2.3.1 An employee shall not be absent from work for any reason other than those specified in this Human Resources Policy without making prior arrangements with the Executive Director or designee. Unless prior arrangements are made, an employee who, for any reason, fails to report to work, shall make a sincere effort to immediately notify the Executive Director or designee of the reason for being absent. If the absence continues beyond the first day, the employee shall notify the Executive Director or designee on a daily basis unless other arrangements have been made. *The Executive Director or designee may require a medical certificate from the employee's treating physician if the absence continues over three consecutive days.*

2.3.2 Any unauthorized absence of an employee shall be deemed to be an absence without pay and may be cause for disciplinary action.

2.4 OVERTIME COMPENSATION

The payment of overtime compensation shall be in accordance with Federal Law. The Executive Director shall conduct a review of the responsibilities of each position and designate whether the position is exempt from overtime compensation provisions pursuant to the Code of Federal Regulations: Title 29: Part 541. Nonexempt employees who are required to work more than 40 hours in one week shall be entitled to overtime compensation for all hours so worked. . Overtime is paid only for time worked, not time compensated. Therefore, overtime is not paid when time worked is less than 40 hours in the week but the employee

receives PTO, holiday pay (as defined in paragraph 5.1.1), jury duty pay or similar pay for unworked hours and the paid time exceeds 40 hours. The overtime rate shall be computed at one and one-half times the employee's regular rate of pay as calculated to the nearest one-tenth (1/10) of an hour. Employees shall be compensated for overtime worked by monetary payment, paid not later than the next payroll following the pay period in which the overtime was worked. All overtime shall be approved in writing by the Executive Director or designee.

2.5 HOURS OF WORK

The Administrative Office shall be open for the public between 8:30 a.m. and 5:00 p.m. each weekday, except on Authority holidays as per paragraph 5.1.1. The Transit Center shall be open for the public as determined by the Executive Director or designee in accordance with all agreements or other public considerations.

Employees will work per established full time (40 hours per week) or part-time schedule.

2.6 LAYOFF

The Executive Director may layoff employees for lack of work, budgetary restrictions, or due to other changes that take place. Layoffs will be made based on performance without regard for seniority. The employee will be given two (2) weeks notice, except in cases of emergency, before layoff takes place.

2.7 LEAVES OF ABSENCE

2.7.1 Personal Leaves:

2.7.2 The Executive Director or designee may grant a regular employee leave of absence without pay, not to exceed three (3) months, for personal leave.. No such leave shall be granted except in written form and upon written request of the employee setting forth the reason therefore. Upon expiration of a regularly approved leave of absence without pay, the employee shall be reinstated in the position held at the time leave was granted if such position is available; however, reinstatement is not guaranteed. Failure on the part of an employee on leave to report promptly at its expiration or within a reasonable time after notice to return to duty shall be cause for discipline. The Executive Director or designee may grant an employee in the introductory period,= leave of absence without pay for one (1) calendar week only.

a. Medical and Other Benefits

During an approved personal leave of absence without pay per paragraph ~~2.7.28-1~~, employee must pay the employee's portion of the premium as directed by the Authority. Employee's health care coverage will cease if the employee's premium payment is more than 30 days late. If employee's payment is more than 30 days late, the Authority will send the employee a letter to this effect. If the Authority does not receive the Authority's co-payment within 15 days of that letter, the employee's coverage may cease. If employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee may be required to reimburse the Authority for the cost of the health benefit premiums paid by the Authority for maintaining coverage during the employee's unpaid leave.

During the unpaid leave, PTO accrual will cease.

2.7.3 Temporary Disability Leaves:

2.7.4

a. An unpaid medical leave of absence may be granted for temporary medical disabilities with a doctor's written certificate of disability if a leave is necessary to reasonably accommodate a workplace injury or a qualified disability under the Americans With Disabilities Act or the Fair Employment and Housing Act. Temporary disability leave runs concurrently with Family Medical Leave.

b. The duration of a disability leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation.

c. If the disability leave is needed due to a work-related injury, all matters relating to an employee's leave rights, including compensation, benefits, substitution of paid leave, notice and certification requirements, and reinstatement shall be governed by the state workers' compensation laws.

d. Requests for leave should be made as far in advance as possible. Employees are required to use any unused accrued sick leave and vacation. Employees may also be eligible for State Disability Insurance (SDI) benefits. Use of sick leave, vacation leave or State Disability Insurance benefits does not extend the time period of the leave of absence.

2.7.5 Family Medical Leave Act

a. Leave Policy

Under the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), employees may take time off as provided in this policy, so long as (1) the employee has worked for the Authority for at least 12 months, and for at least 1,250 hours in the last 12 months; (an employee returning from fulfilling his or her National Guard or Reserve military obligation will be credited with the hours of service that would have been performed but for the period of military service in determining the 1,250 hours of service).

b. Reasons for Leave

Eligible employees may take up to 12 weeks of unpaid Family and Medical Leave within any rolling 12-month period (measured backward from the date of the commencement of any Family and Medical Leave) and be restored to the same or a comparable position upon the employee's return from leave for any of the following reasons:

- (1) the birth of a child and to bond with or to care for such child;
- (2) the placement of a child with the employee for adoption or foster care and to bond with or to care for the newly-placed child;
- (3) to care for a spouse, domestic partner, child, or parent ("covered relation") with a serious health condition;
- (4) the employee's own serious health condition that renders him/her unable to perform an essential function of his/her position;
- (5) "military" qualifying exigency leave, "where the employee's spouse, child, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation, and leave is needed for certain qualifying exigencies, such as attending certain military events, addressing certain legal or financial arrangements, arranging for alternative childcare, attending post deployment reintegration briefings or attending certain counseling sessions (qualifying exigency leave is not covered under the CFRA); when there is a qualifying military exigency arising out of the fact that an employee's spouse, domestic partner, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the National Guard, Reserves or regular Armed Forces. "Qualifying exigency" under the FMLA includes any activities listed in the applicable Department of Labor governing regulations. Qualifying exigencies include: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6)

rest and recuperation; (7) post deployment activities; (8) parental leave; and (9) additional activities.

In addition, under the FMLA, "Military Caregiver Leave" may be requested to care for a spouse, domestic partner, son or daughter (of any age), parent, or next of kin who is a covered service member, and who has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces, including leave to care for covered veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred or aggravated in the line of duty on active duty and that manifested before or after the veteran left active duty.

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A "covered service member" under the FMLA Military Caregiver Leave is: a) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or b) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. "Covered veteran" means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.
In addition, an eligible employee who is the spouse, parent, child, or next of kin of a covered servicemember may take up to 26 weeks of unpaid, job-protected FMLA leave during a single 12-month period to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties. This leave is called "military caregiver leave" and is not covered under the CFRA.

Provided all the conditions of this policy are met, an employee may take a maximum of 26 weeks of military caregiver leave in a single 12-month period, inclusive of the any leave the employee takes for family care, medical, or military exigency leave during that period. This 12-month period will be measured forward from the first day leave is taken, regardless of how the Company calculates the single 12-month period for other FMLA purposes.

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Military Caregiver Leave may run concurrently with CFRA leave if the covered servicemember is a CFRA "covered relation" (i.e. your spouse, registered domestic partner, child (under age 18, unless incapable of self-care because of a mental or physical disability), or parent) and the covered

servicemember suffers from a serious health condition under CFRA. If such conditions are not met, CFRA leave is not exhausted during military caregiver leave. In any event, CFRA leave lasts for a maximum of 12 weeks, and any military caregiver leave beyond that would be FMLA only.

Spouses who are both employed by the Company may take a maximum combined total of 26 weeks in the 12-month period for military caregiver leave and any other FMLA leave, including military exigency leave. However, no more than 12 weeks of this combined 26-week period may be taken for reasons other than to care for the service member. Military caregiver leave is a one time benefit allowing 26 weeks of leave during a single 12 month period (although an employee may be entitled to more than one period of military caregiver leave if the leave is to care for a different covered servicemember or to care for the same servicemember with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12 month period). The Authority will begin counting the 12 month period on the first day of leave taken to care for the injured or ill servicemember. During the 12-month period when military caregiver leave is used, an employee is limited to a combined total of 26 weeks of FMLA leave for any reason. If both spouses work for the Authority and are both eligible for FMLA leave, they are limited to a combined total of 26 workweeks of FMLA leave during a single 12 month period for military caregiver leave or a combination of qualifying exigency leave and military caregiver leave.

c. Time Off from Work Due to Employee's Disability Due to Pregnancy/ Childbirth/Adoption

Time off from work because of disability due to pregnancy, childbirth, or adoption is counted as time used for FMLA leave, but is not counted as time used for CFRA leave. Pregnant employees may have the right to take up to four (4) months of Pregnancy Disability Leave (PDL) in addition to CFRA leave. Pregnant employees may be entitled to additional leave beyond four (4) months to accommodate a pregnancy-related disability if reasonable under the circumstances and not an undue hardship. Pregnant employees should consult with Human Resources regarding their individual situation.

d. Notice of Leave

If the need for Family and Medical Leave is foreseeable, employee must give the Authority at least 30 days prior notice of the need for leave, preferably in writing. If this is not possible, employee must at least give notice as soon as practicable (generally within one (1) to two (2) business days of learning of the need for leave), and employee must comply with the Authority's usual and customary notice and procedural requirements

for requesting leave absent unusual circumstances. Failure to provide such notice may be grounds for delay of leave. Additionally, if the employee is planning a medical treatment, the employee must consult with the Authority first regarding the dates of such treatment. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable. Where the need for leave is not foreseeable, employee should notify the Authority as soon as possible and practical.

The employee's notice must include sufficient information for the Authority to determine if the leave qualifies for FMLA/CFRA protection and for the Authority to determine the expected timing and duration of the leave.

e. Certification of a Serious Health Condition

If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, employee must provide appropriate medical certification from the relevant health care provider within 15 calendar days after employee requests leave, if practicable. If employee provides at least 30 days notice the medical certification should be provided before leave begins. Failure to provide requested medical certification in a timely manner may be grounds for delay of leave. The certification must include the name, address, phone and fax numbers of the health care provider and the type of medical practice, the approximate date on which the serious health condition began and its probable duration, a statement documenting the need for leave, and confirmation that, if the employee is the patient, employee is unable to perform one or more of the essential functions of the employee's job due to the serious health condition or, if a family member is the patient, confirmation that the family member is in need of care.

The Authority, at its expense, may require an examination by a second health care provider designated by the Authority, if it reasonably doubts the medical certification initially provided by the employee for the employee's own serious health condition. If the second health care provider's opinion conflicts with the original medical certification, the Authority, at its expense, may retain a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

The Authority may require subsequent medical recertification at the expiration of the employee's previous certification. Failure to provide requested recertification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

f. Certification for a Qualifying Exigency

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f.

If the employee is requesting military qualifying exigency leave, employee must provide appropriate certification within 15 calendar days after employee requests leave, if practicable. Failure to provide requested certification in a timely manner may be grounds for delay of leave. Employee must provide a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the member's active duty service.

Employee must also provide a signed statement of the facts regarding the qualifying exigency for which FMLA is requested, and provide the approximate date on which the qualifying exigency began or will begin, the beginning and end dates for the absence that is a single continuous period of leave (or, for intermittent or reduced schedule basis leave, an estimate of the frequency and duration of the qualifying exigency), and if the qualifying exigency involves meeting with a third party, provide appropriate contact information for any third party with whom you are meeting and a brief description of the purpose of the meeting.

g. Certification for Military Caregiver Leave

If employee is requesting leave to care for a covered service member with a serious injury or illness, employee must provide medical certification that the serious injury or illness was incurred in the line of duty on active duty in the Armed Forces.

h. Reporting While on Leave

If employee takes leave because of the employee's own serious health condition or to care for a covered family relation, employee must contact the Authority as directed regarding the status of the condition and the employee's intention to return to work. In addition, employee must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change, are extended, or initially were unknown.

i. Leave is Unpaid

Family and Medical Leave is unpaid leave, although employee may be eligible for short-term or disability payments, paid family leave and/or workers' compensation benefits under those insurance plans. Employee may elect to substitute any accrued paid time off (e.g., PTO, administrative, etc.) for unpaid Family and Medical Leave. The use of

paid leave is subject to the terms of the Authority's usual policies, procedures and restrictions applicable to that type of paid leave.

j. Medical and Other Benefits

For the first 12 weeks of an approved Family and Medical Leave, the Authority will maintain the employee's health benefits as if the employee continues to be actively employed. If paid leave is substituted for unpaid Family and Medical Leave, the Authority will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, employee must pay the employee's portion of the premium as directed by the Authority. Employee's health care coverage will cease if the employee's premium payment is more than 30 days late. If employee's payment is more than 30 days late, the Authority will send the employee a letter to this effect. If the Authority does not receive the Authority's co-payment within 15 days of that letter, the employee's coverage may cease. If employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee may be required to reimburse the Authority for the cost of the health benefit premiums paid by the Authority for maintaining coverage during the employee's unpaid leave.

During the unpaid portion of a family medical leave, PTO accrual will cease.

k. Intermittent and Reduced Schedule Leave

Leave because of a serious health condition, including pregnancy-related disabilities, or military caregiver leave, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-leave schedule (reducing the usual number of hours you work per workweek) if medically necessary. Qualifying exigency leave may also be taken intermittently or on a reduced-leave schedule. Any leave taken for birth or placement of a child must be taken in blocks of at least two weeks (but employee is allowed two exceptions), and must be taken within one year of the birth or placement of the child with the employee.

If leave is unpaid, the Authority will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced leave schedule, the Authority may temporarily transfer the employee to an available alternative position that better accommodates employee's recurring leave and has equivalent pay and benefits.

l. Returning from Leave

If employee takes leave because of the employee's own serious health condition, (except if the employee is taking intermittent leave) employee is required to provide medical certification from employee's health care provider that states that employee is able to resume work and that addresses the employee's ability to perform the essential functions of the employee's job. Employees failing to provide the return-to-work medical certification form will not be permitted to resume work until it is provided.

Under most circumstances, an employee who returns from a Family and Medical Leave will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if she or he had been continuously employed rather than on leave. In addition, employees who do not return to work are not entitled to an accrual of seniority or employment benefits that may have occurred during a leave period.

m. Employer Requirements

The Authority must inform employees requesting leave whether they are eligible for Family and Medical leave. If they are, the notice must outline any additional information that is required and outline the employees' rights and responsibilities. If they are not eligible, the notice must give a reason for the ineligibility. It is unlawful for any employer to interfere with, restrain, or deny the existence of any right provided under the FMLA/CFRA, to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA/CFRA or for involvement in any proceeding under or relating to the FMLA/CFRA. Employees may file a complaint with the U.S. Department of Labor or the California Department of Fair Employment and Housing, or employees may bring a private lawsuit to enforce the FMLA and the CFRA.

- 2.7.6 Leave of absence with pay shall be granted to an employee who is called or required to serve as a juror. The employee must return to work on any day that they are excused from service. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay.
- 2.7.7 Leave of absence with pay shall be granted to an employee while going to and from court and answering a subpoena as a witness. The employee shall be paid the difference between his/her full salary and any payment received for such duty except travel pay.
- 2.7.8 Military leave shall be granted in accordance with provisions of law. Employees entitled to military leave shall give the Executive

Director an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

- 2.7.9 When an employee participates in a funeral ceremony he/she may use Paid Time Off (PTO) to perform such duty. Time not worked because of such absence shall not affect general leave accrued.
- 2.7.10 Where leaves without pay are granted, other than for disciplinary purposes, and do not exceed two (2) weeks, general leave shall accrue.
- 2.7.11 *Administrative Leave* - In recognition that management employees in positions classified as exempt are required to work hours beyond their regular hours of work to fulfill their management responsibilities, each exempt management employee shall be credited with seven (7) days of administrative leave per year.

The seven (7) days of administrative leave will be credited to each exempt management employee during the first pay period in July of each succeeding year.

All managers with unused administrative leave as of June 30 will be paid for said leave in the final pay period of the fiscal year.

Exempt management employees hired during the year preceding July 1 shall receive a prorated administrative leave. Management employees leaving LAVTA prior to June 30 and who have unused Administrative Leave, will be credited on a prorated basis from July 1 to the termination date. If employee has used more than the prorated share, the final paycheck will be adjusted.

Exempt management employees are limited to the Executive Director and all employees in the Director Classification band.

2.8 OUTSIDE EMPLOYMENT

- 2.9.0 Employees who plan to participate in any gainful occupation other than Authority service during off-duty time must have written permission to do so from the Executive Director or designee. The Authority retains the right to refuse permission to any employee for such outside employment whenever it appears to the Authority that such outside employment would interfere with the proper performance of the Authority's service for which the employee has been hired, or that such outside employment may place the

employee in a position of conflict of interest, or would result in a poor public image for the Authority as determined by the Executive Director or designee.

- 2.9.1 In the event of illness or injury incurred in outside employment by members so employed or arising out of such employment, the Authority will in no way be responsible for compensation or any other benefits.
- 2.9.2 Use of Authority equipment is permitted only in the performance of Authority duties.
- 2.9.3 No employee shall solicit outside employment while on duty for the Authority, or use his/her Authority position as an aid for leverage to gain outside employment.

2.10 INTRODUCTORY PERIOD

Original appointment shall be subject to an introductory period of six (6) months actual service.

- 2.10.1 New employees will be provided with an orientation to the Authority and their positions. Every month during the introductory period, new employees will meet with their supervisor to discuss the employee's performance to date. At the time of the discussion serious performance deficiencies shall be documented in writing and an action plan agreed to.
- 2.10.2 Upon completion of the introductory period, the employee shall be given a written evaluation. If this evaluation shows that the employee has satisfactorily demonstrated the qualifications for the position, the employee shall gain regular status, and shall be informed in writing.
- 2.10.3 Employees not meeting performance requirements during the introductory period shall be notified of such action in writing by the Executive Director or designee at any time during the introductory period.
- 2.10.4 The introductory period may be extended once by the Executive Director for a period not to exceed ninety days, in order to further evaluate the performance of the employee.

2.11 TEMPORARY APPOINTMENTS

Appointments to Authority employment on other than an acting or regular basis shall be considered temporary. Such temporary appointments shall be allowed only as follows:

Temporary appointees shall serve at the discretion of the Executive Director or designee.

2.12 PROFESSIONAL DEVELOPMENT

2.12.1 Budgeted Authority funds may be used for attendance at professional development conferences, as approved by the Executive Director or designee.

2.12.2 Budgeted Authority funds may be used to meet the cost of registration and books for training requested by employee, provided that the program has been approved by the Executive Director or designee as being a benefit to the Authority. The Executive Director or designee, in considering a proposed training program, will require the employee to submit a Request for Authorization to Attend Training form and documentation which may as a minimum include:

- (1) An outline of program scope and purpose
- (2) An outline of specifics of the program to be undertaken
- (3) Proof of qualification for acceptance to the program
- (4) An outline of any leave from work required
- (5) A program expense budget
- (6) A demonstration that the Authority will accrue benefits from the training program equal to the Authority direct and indirect expense incurred; and
- (7) Any other information deemed to be necessary.

The Executive Director or designee shall make the final decision as to the approval of a requested training program based on the above-required prospectus.

2.12.3 Expenditure of Authority funds for academic courses shall be made after prior approval of the course by the Executive Director or designee. Employees shall furnish proof of a passing grade in

the course to receive tuition reimbursement by the Authority.
Degree programs are excluded from this policy.

Leave from work may be granted for attendance at these programs if:

- (1) This is the only time the training is available
- (2) It can be scheduled so as not to unduly jeopardize operations of the Authority.

3. GENERAL CONDUCT, DISCIPLINE, TERMINATION, AND APPEAL

3.1 CONDUCT

It shall be the responsibility of all employees to represent the Authority in a courteous, efficient, and helpful manner. The purpose of the Authority's disciplinary procedure is to advise the employee of less than satisfactory behavior or conduct, and to act as a corrective measure for improvement.

3.2 CAUSES FOR DISCIPLINARY ACTION

Employees may be subjected to disciplinary action. The following, among others, are causes which, if shown to the satisfaction of the Executive Director or designee to be related to work performance, are sufficient for disciplinary action:

- 3.2.1 Being under the influence of alcohol or illegal drugs during working hours. Bringing or consuming alcoholic beverages on LAVTA premises. Selling, using or possessing an illegal drug or controlled substance while on duty without a prescription. (See "LAVTA Substance and Alcohol Abuse Policy" for further restrictions.)
- 3.2.2 Failure to perform work as required.
- 3.2.3 Insubordination. Insubordination shall mean that the employee, having the ability to do a reasonable act, which he/she is directed to do by the Executive Director or designee, willfully fails or neglects to perform the directed act.
- 3.2.4 Breach of written disciplinary action.
- 3.2.5 Absence without leave or failure to report to work after a leave of absence has expired or after such leave of absence has been disapproved or revoked.

- 3.2.6 Being habitually absent or tardy for any reason.
- 3.2.7 Conviction of a criminal offense excluding certain infractions such as minor traffic violations.
- 3.2.8 Repeated garnishment of wages.
- 3.2.9 Using religious, political, or fraternal influence during working time.
- 3.2.10 Fraud in securing employment.
- 3.2.11 Disrespectful or discourteous conduct.
- 3.2.12 Misuse of Authority position, time, or property, including conducting personal business on Authority time and improper use of Authority equipment or credit card.
- 3.2.13 Unauthorized soliciting during work time or in work areas.
- 3.2.14 Falsification of Authority records.
- ~~3.2.15~~ ——— Theft, dishonesty, sexual harassment, discrimination or any other action which reduces the ability of the employee or the Authority to provide proper services.

3.2.15

Failure to submit to a medical examination or failure to appear at the designated time and place for such examination.

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3.3 TYPES OF DISCIPLINARY ACTIONS

In most cases, the Authority employs progressive steps in its disciplinary program. However, in all cases disciplinary measures shall be commensurate with the offense. Disciplinary measures may include verbal warnings, written warnings, suspensions, demotions, disciplinary probation, and terminations. Each disciplinary action, regardless of severity or position of employee, must be documented and state the grounds and reasons for the action.

3.3.1 Verbal Warnings

Verbal warnings are a discussion with the employee regarding infractions of Authority rules or policies, including the nature of

the violation, the expected behavior, and the discipline that will result if the infraction is repeated.

3.3.2 Written Warnings

Written warnings are a formal notice to the employee of a violation of Authority rules or policies. The written warning should describe the violation, cite any previous verbal or written warnings, ~~describe~~ and describe the expected behavior and the discipline that will result if the infraction is repeated.

3.3.3 Suspensions

Suspensions are unpaid, involuntary absences from work. Suspensions of five (5) days or more must be approved by the Executive Director or his/her designee. Employees suspended from Authority service shall forfeit all rights, privileges, and salary or other fringe benefits while on such suspension.

3.3.4 Demotions

Demotions are a change from one position to another having lesser duties, responsibilities and salary. Demotions must be approved by the Executive Director or his/her designee.

3.3.5 Disciplinary Probations

Employees may be placed into a probationary status because of unsatisfactory work performance and/or because of work rule violations. Employees have a specific timeframe within which to correct the problem behavior or performance. Immediate termination may occur during the disciplinary probation period if problems continue, new problems arise or if declines in performance occur.

3.3.6 Termination

Termination is the involuntary separation of the employee for cause. Any termination must be approved by the Executive Director or his/her designee.

3.4 NOTICE OF DISCIPLINARY ACTION

Any disciplinary action that may result in suspension of five (5) or more days, demotion, or termination must be set forth in writing and provided to the employee at least five (5) days before the proposed effective date.

Notice of the proposed disciplinary action must include the following information:

- (i) A description of the proposed action, its effective date, and the rule or policy violated;
- (ii) A description of the acts or omissions forming the basis for the proposed action;
- (iii) A statement that a copy of any available materials upon which the action is based is attached to the notice.
- (iv) A statement that the employee has a right to respond orally, by requesting a conference with the supervisor imposing the discipline, or in writing prior to the effective date of the disciplinary action

3.5 GRIEVANCE PROCEDURE

Authority employees, except employees in their probationary period, who have been demoted, suspended for five (5) or more days, or terminated are entitled to appeal the decision and receive a hearing from a neutral decision-maker.

3.5.1 A formal grievance shall be filed by the employee within five (5) working days of the effective date of any demotion, suspension for five (5) or more days, or termination. The formal grievance shall be filed with the Executive Director on a form prescribed by the Authority.

3.5.2 The Executive Director shall schedule a fair and impartial hearing within thirty (30) calendar days of the filing of the grievance. At the hearing, the employee may answer the charges against him or her, present any mitigating evidence, or otherwise respond to the disciplinary action. The Executive Director will issue his/her decision within ten (10) working days of the hearing. The Executive Director may overturn, affirm or modify the disciplinary action.

3.5.3 If the employee is not satisfied with the Executive Director's decision, he/she may appeal the decision within five days to the Board of Directors. The appeal must be filed within five (5) working days of the date of the Executive Director's decision. The appeal shall include a copy of the original grievance, the decision rendered by the Executive Director, and a statement of reasons for the appeal.

3.5.4 The Board shall employ a neutral third party to hear the appeal and to recommend action to the Board.

3.5.5 The Board may adopt, reject, or modify the recommendation of the Board-appointed neutral third party. The decision of the Board is the final action of the Authority and shall be final and binding on the parties.

3.6 RESIGNATION

An employee wishing to leave the service of the Authority in good standing will file with the Executive Director or his/her designee a written resignation stating the effective date and reason for leaving. The written resignation must be submitted at least two (2) weeks in advance for the employee to be considered to have resigned in good standing.

Upon the submittal of a written or verbal notice of resignation, the action of the employee may not be rescinded without the approval of the Executive Director. The decision of the Executive Director on the request of an employee to withdraw a notice of resignation shall be final.

Failure of an employee to resign in good standing or give notice of resignation shall be entered in the employee's service record and may be cause for denying future employment with the Authority.

4. PERFORMANCE EVALUATIONS AND RATES OF PAY

4.1.1 Each regular employee shall receive an annual written performance evaluation during the month of June. As part of the performance evaluation, an overall rating of clearly outstanding, exceeds expectations, meets expectations, needs improvement, or unsatisfactory will be given.

4.1.2 Regular employees receiving "needs improvement" or "unsatisfactory" performance evaluations will be provided with a written action plan to improve performance and be scheduled for a follow up evaluation in six months.

4.1.3 New employees will be evaluated as described in paragraph 2.10.1 and 2.10.2.

4.2 RATES OF PAY

4.2.1 Pay for Performance Compensation Plan The following is a description of the basic tenets of the Authority's performance pay plan for

its employees. This plan underscores the Authority's commitment to achieving results and providing the best service with the finest employees.

Market Surveys – As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority. The Survey will establish a market range and midpoint for positions within the Authority.

Control Points – For each classification band in the pay plan a “control point” is established. The control point is considered the midpoint of the salary range. The midpoint represents the value of each position within the internal organizational structure. The plan provides an opportunity for individuals to earn up to 15% above their control point for continued exceptional performance. Conversely, salaries of employees not meeting the Authority's performance standards may drop to 15% less than the control point.

Performance Zones – Each salary range shall be divided into four performance zones as follows:

Zone One (85% through 95% of control point): This portion of the range is typically considered to be that into which a new employee is hired. However, where circumstances warrant, employees may be hired up to the control point.

Zone Two (96% through 104% of the control point): This is the portion of the salary range to which an employee may normally expect to progress. Most employees will achieve and maintain a salary within this portion of the range.

Zone Three (105% through 111% of the control point): Only those employees whose performance, over time, exceeds expectations will achieve and maintain a salary that falls within this portion of the range.

Zone Four (111% through 115% of the control point): Only those employees whose performance, over time, far exceeds expectations will achieve and maintain a salary that falls within this portion of the range.

Comp-Ratio – As part of the administration of the pay plan, a comp-ratio shall be computed for each employee. The comp-ratio represents the relationship of each employee's current salary to the control point of

his/her salary range. The comp-ratio is calculated by dividing the employee's current salary by the control point of his/her salary grade.

Merit Salary Increase – Merit salary increases may be considered on an annual basis and distributed by the Executive Director based upon the recommendation of the supervisor and the following general guidelines

- Increase amounts should differ significantly as performance levels increase.
- All other considerations being equal, employees in the lower performance zones of the salary range (below the control point) may receive larger percentage increases than those in higher performance zones (above the control point).
- No salary increase shall be awarded in instances where a performance rating is “Needs Improvement” or “Unsatisfactory.”

In the month of June each year, employees will be eligible for individual salary adjustments effective July 1. Said increases shall be made based solely upon performance and in accordance with the guidelines above. No salary increase shall be made unless a performance appraisal has been made of the employee.

Performance Bonus – The Executive Director may recognize an employee's specific accomplishments by authorizing a performance bonus. In the case of employees who do not report directly to the Executive Director the supervisor may recommend to the Executive Director that a bonus be given. The performance bonus may be authorized for significant project accomplishments or significant cost savings beyond the normal high expectations of the staff. All bonuses granted shall be in the form of a one-time payment. The total of all bonuses granted shall not exceed 2% of the annual gross payroll.

4.2.2 Salary Bands

The positions, with the exception of Executive Director, shall all be properly classified with respect to Fair Labor Standards Act (FLSA), and all positions appropriately assigned to the following Salary Bands.

Band 1 – Hourly

Band 2 - Support

Band 3 - Professional

Band 4 - Manager

Band 5 – Director

4.2.3 Employees shall be paid salaries on the Friday following the end of the bi-weekly pay period.

5. BENEFITS

5.1 HOLIDAYS

5.1.1 Each full-time employee shall be entitled to the following paid holidays which are hereby declared to be official holidays of the Authority:

- | | | |
|----|-----------------------------------|-----------------------------------|
| a) | New Year’s Day | January 1 |
| b) | Martin Luther King, Jr. Day | 3 rd Mon. in January |
| c) | Washington’s Birthday | 3 rd Mon. in February |
| d) | Memorial Day | Last Mon. in May |
| e) | Independence Day | July 4 |
| f) | Labor Day | 1 st Mon. in September |
| g) | Veteran’s Day | November 11 |
| h) | Thanksgiving Day | 4 th Thursday in Nov. |
| i) | Friday following Thanksgiving Day | |
| j) | Christmas Eve | December 24 |
| k) | Christmas Day | December 25 |
| l) | New Year’s Eve | December 31 |

5.1.2 Any holiday falling on a Saturday shall be observed the preceding Friday. Holidays falling on a Sunday shall be observed the following Monday, unless that is already a designated holiday, in which case the holiday falling on a Sunday shall be observed on Friday.

5.2 PAID TIME OFF (PTO)

A plan for paid time off (PTO) shall be established for all employees regularly scheduled to work more than 1,040 hours on an annual basis, in lieu of traditional vacation leave, sick leave, bereavement leave, etc. PTO may be used for any leave purpose; however, its use shall be governed by the following sections.

Employees off work due to a disability, or on approved leave of absence as defined in Section 2.8, shall be required to use all PTO accrued prior to taking a leave of absence without pay. If an employee is eligible to receive disability benefits, PTO benefits will be coordinated with disability benefits to make up the difference between the disability benefit and the employee's monthly salary, until PTO benefits are exhausted.

- 5.2.1 There shall be two categories of PTO as outlined below:
- a) Scheduled PTO: Any PTO which can be reasonably forecast or anticipated, i.e. vacation, scheduled medical/dental appointments, extended weekends, personal leave, etc.
 - b) Unscheduled PTO: Any leave that is genuinely of an unanticipated nature, i.e. sick leave, bereavement leave, etc.
- 5.2.2 Scheduled PTO requires the approval of the Executive Director or his/her designee prior to the absence. Scheduled leave exceeding three weeks requires the special approval of the Executive Director. The employee shall be given due regard in selecting a convenient time to take scheduled PTO, provided it is not in direct conflict with the best interest of the Authority. A request for scheduled PTO should be submitted in accordance with established procedures. Every effort should be made to submit requests two weeks prior to the PTO.
- The use of unscheduled PTO shall be reported on the employee's time card. Inappropriate or excessive use of unscheduled PTO may be grounds for disciplinary action.
- 5.2.3 "PTO Accrual": Depending on the status of the employee, the amount of PTO accrued shall be as follows:
- a) Full-Time Employees: Each full-time employee shall accrue PTO for each pay period of service, based on the years of service with the Authority. The accrual of PTO shall begin upon entry on duty at the Authority. The accrual shall be in accordance with the following schedule:

Length of Service PTO Accrued Each Pay Period

Beginning with the first day 6.77 Hours
of service through the fifth year
anniversary (without a break in
service)

Following the fifth year 8.31 Hours

b) Employees scheduled to work 20-40 Hours Per Week: For employees scheduled to work between 20 and 40 hours per week, the pro-rata share to be accrued will be the percentage of a regular 40 hour work week which they are scheduled to work, multiplied by the PTO accrued per month, as shown in Subsection a. above.

5.2.4 No employee shall accrue more than 346 hours of PTO. When an employee's unused PTO balance reaches this limit, all accrual of additional PTO shall cease until the balance falls below the maximum accrual limit.

5.2.5 Any employee separating from the Authority service who has accrued PTO shall be entitled to termination pay in lieu of such PTO. When separation is caused by death, payment shall be made to the employee's spouse or estate or, in applicable cases, as provided by the Probate Code of the State. Termination pay will be paid at the employee's current hourly rate at the time of termination, for any unused PTO.

5.3 WORKERS' COMPENSATION

The employer shall observe the State law with regard to Workers' Compensation.

5.4 RETIREMENT PLAN

~~Pursuant to Public Employees' Pension Reform Act of 2013 (PEPRA) and related Public Employee's Retirement Law (PERL) amendments in Assembly Bill (AB) 340~~ Effective January 1, 2013, LAVTA established two tiers of retirement plan benefits.

Tier 1 – Defined as members of the State of California Public Employees' Retirement System (PERS) or reciprocal system, on or before December 31, 2012. The employee shall be covered under the 2% at age 55 plan of the State of California Public Employee's Retirement System, including the third level of benefits under the 1959 Survivor Benefit and final year

compensation. Employee shall pay the employee's PERS contribution as a before tax deduction.

Tier 2 – Defined as members of the State of California Public Employees' Retirement System (PERS) on or after January , 2013. The employee shall be covered under the 2% at age 62 PERS plan, including the third level of benefits under the 1959 Survivor Benefit, and three year final compensation. Employee shall pay 50% of the total normal cost rate or the current contribution rate of similarly situated employees, whichever is greater.

5.5 HEALTH, DENTAL AND VISION CARE INSURANCE

Full-time employees shall, at the option of the employer, be provided family medical, dental, and vision insurance as described herein. Annuitants shall be provided medical insurance as described herein:

- 5.5.1 Full-time employees and annuitants will be provided the option to select eligible plans administered under the California Public Employees' Retirement System, Public Employees' Medical and Hospital Care Act.
- 5.5.2 The Authority's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan up to a maximum of the full premium contribution for the highest premium HMO (PERSCare is not an HMO).
- 5.5.3 Employees and their eligible dependents shall be provided with a dental care plan. The Authority shall pay the premium for this dental care plan for both the employee and eligible dependents. The premium paid by the Authority for regular part-time employees shall be prorated as defined in section 5.10 of this policy.
- 5.5.4 Employees and their eligible dependents shall be enrolled in a vision care plan. The premium for the vision care plan for both the employee and eligible dependents shall be paid by the Authority. The premium paid by the Authority for regular part-time employees shall be prorated.
- 5.5.5 It is the employee's responsibility to notify the Authority regarding any changes in dependent status.

5.6 DISABILITY INSURANCE

5.6.1 The Authority will contribute on behalf of each full-time employee the cost of premiums associated with the provision of long-term disability insurance with an elimination period of not more than sixty days. The insurance plan shall be selected and approved by the Board of Directors of the Authority. Specific benefits shall be defined in the plan documents.

5.6.2 Full time employees off work due to a disability will continue to receive health care benefits, as defined in Section 5.5, for up to six months following complete exhaustion of their leave accrual. At the end of six months employees on disability leave may continue coverage by paying the premium payments themselves through LAVTA.

5.7 LIFE ACCIDENTAL DEATH & DISMEMBERMENT

The Authority shall contribute an amount necessary to provide life insurance in an amount equal to one and one-half times the employee's current annual salary. This insurance shall include accidental death and dismemberment coverage.

5.8 TRANSIT PASS

In accordance with the LAVTA Employee Free Ride Policy, all employees and eligible family members/dependents, as defined in the Policy, are eligible to ride Wheels Fixed Route transit service at no cost. In addition, employees riding Dial-A-Ride Paratransit must be certified eligible for participation in the ADA paratransit program, in which case free rides on Dial-A-Ride will be available only for work related trips.

5.9 AUTOMOBILE ALLOWANCE

~~5.9.1 Employees classified under "Director Positions" in Section 4 shall receive an allowance of two hundred dollars (\$200) per month for use of their personal automobile for office business within the Authority service area. Director employees who use their personal vehicle for Authority business outside the service area shall receive reimbursement at the applicable rate as established by the Internal Revenue Service. Director employees who receive \$200 per month shall refrain from using the agency fleet so it is available for other employees. To be eligible for this allowance the employee must have a valid driver's license.~~

~~Director employees who sometimes drive their personal auto and who sometimes commute by riding transit to work may elect to~~

~~receive \$100 per month for use of their personal automobile for office business within the Authority service area. On those days when the work commute trip is taken by transit, the employee may use the agency fleet for business activities during the day. If the agency fleet would be tied up for most or all of a business day, the employee shall use his/her personal auto to commute, thereby allowing for the agency fleet to be used by other staff.~~

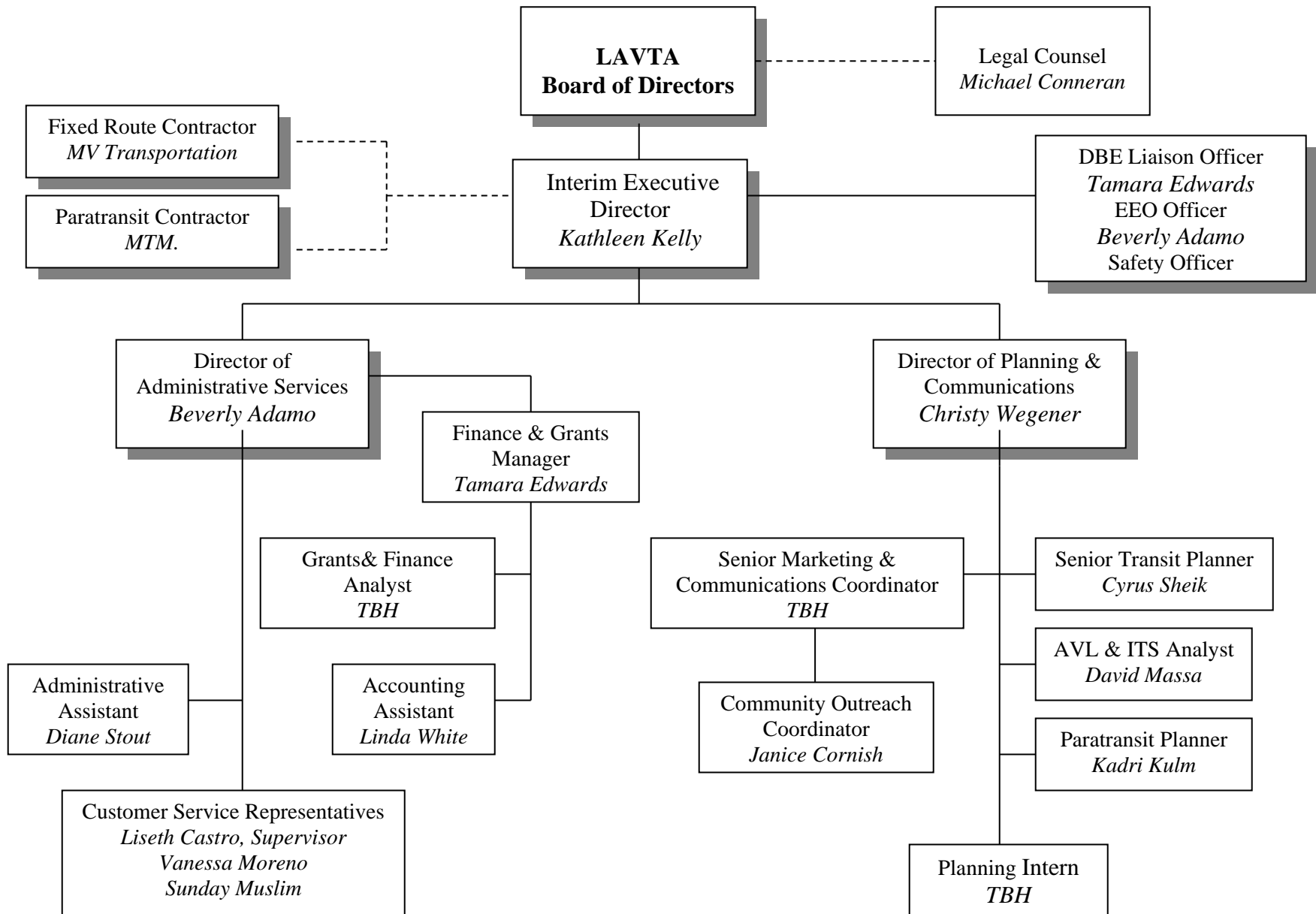
Employees ~~classified under positions other than “Director” in Section 4,~~ who use their personal automobile for authorized office business shall receive reimbursement at the applicable rate as established by the Internal Revenue Service. Alternatively, ~~these~~ employees may use a LAVTA staff vehicle. When doing so, employees must comply with the requirements outlined in the Use of LAVTA Service Vehicle Policy.

5.10 PART-TIME EMPLOYEES

Employees employed on a regular schedule of more than 1,040 hours and less than 2,080 hours on an annual basis, shall receive prorated benefits as determined by the Executive Director.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION **Senior Marketing and Communications Coordinator**

CLASSIFICATION **Non-Exempt, Full Time Position**

BRIEF POSITION DESCRIPTION

The Senior Marketing and Communications Coordinator works under the direction of the Director of Planning and Communications and is responsible for developing and implementing information services, marketing, media relations, community education/outreach programs, and communications for the Livermore Amador Valley Transit Authority (LAVTA), provider of the Wheels bus service. Acts as the agency's Public Information Officer (PIO). Supervise the Public Outreach Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops communications plans, special projects, online packages, creative campaigns, printed/electronic materials, and programmatic materials to promote increased internal and external understanding of LAVTA/Wheels goals and services;
- Supervises the work of the Public Outreach Coordinator and manages outreach activities and on-street information campaigns and materials;
- Represents the Authority as the Public Informational Officer for public requests, on the emergency task force, and with the media;
- Manages all requests under the Freedom of Information Act;
- Develops and implements annual Marketing plan for LAVTA services;
- Develops and manages the Public Outreach components of LAVTA's Title VI program;
- Writes and/or coordinate information and promotional materials for print or otherwise, including press releases, podcasts, photo galleries, maps and website postings;
- Assists with customer service, including complaint resolution;
- Develops specific programs/toolkits for employer outreach, including materials on an employer sponsored transit options for employees;
- Researches and evaluate market characteristics;
- Manages the bus advertising, printing, and on-call marketing services contracts;
- Coordinates and promotes special events;
- Maintains Wheels websites (wheelsbus.com and trivalleyrapid.com) and ensure quality control;
- Acts as social-media administrator for Wheels Facebook and Twitter accounts.
- Other duties as assigned

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, subordinates, contract service provider, external grant funding agencies, and the public.

The work of this position is primarily performed in an office setting, working at a computer, phone, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION

- Ability to communicate effectively in writing, with clear and concise style;
- Strong grammar, editorial and proofreading abilities;
- Skills, knowledge and understanding of audiences, design principles, marketing strategies, public relations, advertising, research and planning techniques and philosophy;
- Knowledge of general principles, methods, practices of public outreach;
- Ability to research and quickly synthesize information;
- Ability to lead and coordinate projects;
- Ability to make effective public presentations;
- Ability to attend to detail and ensure accuracy of information;
- Knowledge of visual design software, such as Photoshop and InDesign;
- Knowledge of webpage design and programming, as well as with web content management systems.

LICENSE REQUIREMENTS:

Must possess and maintain a current, valid California Driver’s License and satisfactory driving record (periodically drives LAVTA vehicles).

ORGANIZATIONAL RELATIONSHIPS

- Position reports directly to:
Director of Planning and Communications

- Position coordinates with:
All LAVTA Personnel
Public Outreach Coordinator
LAVTA’s Operations Contractor
Representatives of Local, County, Regional, State and Federal Agencies
Local civic groups and businesses
Vendors/contractors
The public

QUALIFICATIONS

Education: Bachelor's degree in Mass Communications, Marketing, Business Administration, Journalism, Public Relations, Public Administration, or related field.

Experience: Three (3) years experience in marketing, communications, transit planning at a transit agency, or any combination of training and experience that provides required skills, knowledge, and abilities noted above and including but not limited to the ability to manage projects effectively and exceptional oral and written communication skills. Graphic design experience is desired.

Additional desired qualifications:

HTML

Supervisory skills

GIS skills

Bi-lingual skills

AGENDA

ITEM 7



Finance & Administration Committee

	Action	Info
September		
Minutes	X	
Treasurers Report	X	
HR Policy and Organization Chart Update	X	
Gillig Bus Purchase	X	
October		
Minutes	X	
Treasurers Report	X	
Comprehensive Annual Financial Report (CAFR)	X	
Quarterly Budget & Grants Report		X
November		
Minutes	X	
Meeting Dates	X	
Legislative Program	X	
December		
Minutes	X	
January		
Minutes	X	
Quarterly Budget & Grants Report		X
February		
Minutes	X	
Funding Resolutions - Prop 1B, TSGP		
March		
Minutes	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
April		
Minutes	X	
Preliminary Budget	X	
Annual Org Review	X	
Quarterly Budget & Grants Report		X
May		
Minutes	X	
LAIF	X	
FTA Triennial Review	X	

Final Budget	X
Legal Contract	X

June

	Action	Info
Minutes	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	