

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE WHOLE

COMMITTEE MEMBERS

JULIE TESTA – CHAIR
MELISSA HERNANDEZ

BRITTNI KILICK – VICE CHAIR

DATE: Tuesday, May 28, 2024
PLACE: LAVTA Offices, Diana Lauterbach Room
1362 Rutan Court, Suite 100, Livermore, CA
TIME: 4:00p.m.

TELECONFERENCE LOCATIONS

NONE

Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to frontdesk@lavta.org

Documents received after publication of the Agenda and considered by the Finance and Administration Committee in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Executive Director during normal business hours if you require access to any such documents.

MEETING PROCEDURE

This Finance and Administration Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, www.zoom.us.

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, May 27, 2024 at frontdesk@lavta.org. Please include “Public Comment – 5/28/2024” and the agenda item in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

There will be zero tolerance for any person addressing the Committee making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

How to listen and view meeting video:

- From a PC, Mac, iPad, iPhone or Android device click the link below:
<https://zoom.us/j/83887904704>
Passcode: FA1362Mtg
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:
Dial: 1 (669) 900-6833
Webinar ID: 838 8790 4704
Passcode: 732133

To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.

- Livestream online at: [Livermore Amador Valley Transit Authority YouTube Channel](#)

No option to make Public Comment on YouTube live stream.

How to listen only to the meeting:

- For audio access to the meeting by telephone, use the dial-in information below:
Dial: 1 (669) 900-6833
Webinar ID: 838 8790 4704
Passcode: 732133

*Please note to submit public comment via telephone dial *9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then dial *6 to unmute when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

To submit written comments:

- Provide public written comments prior to the meeting by email, to frontdesk@lavta.org

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, May 27, 2024 to frontdesk@lavta.org. Please include “Public Comment – 4/28/2024” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. 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.

4. Minutes of the April 23, 2024 Meeting of the F&A Committee

Recommendation: Approval

5. Treasurer's Report for April 2024

Recommendation: Staff recommends that the Finance and Administration Committee forward the April 2024 Treasurer's Report to the Board for approval.

6. 2024 Audit of LAVTA's Financial Statements

Recommendation: This is an information item for review and discussion.

7. Update to LAVTA's Human Resource Policies

Recommendation: Staff requests that the Finance and Administration Committee forward Resolution 16-2024 and the updated Human Resources Policy to the Board of Directors for approval.

8. LAVTA Annual Salary Band Review

Recommendation: Staff requests that the Finance and Administration Committee recommend that the Board of Directors approve the Resolution 15-2024 adjusting the salary bands for LAVTA positions.

9. Adoption of Updated Conflict of Interest Code

Recommendation: Staff requests that the Finance and Administration Committee recommend that the Board of Directors approve Resolution 17-2024 and the Conflict of Interest Code, including revised Appendix of Designated Officials and Employees.

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

Recommendation: Staff requests that the Finance and Administration Committee recommend that the Board of Directors adopt Resolution 18-2024 reauthorizing investment of LAVTA monies in LAIF.

11. Preview of Upcoming F&A Committee Agenda Items

12. Matters Initiated by Committee Members

13. Next Meeting Date is Scheduled for: June 25, 2024

14. Adjourn

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.

| | |
|---|------------------|
| <u>/s/ Jennifer Suda</u> | <u>5/24/2024</u> |
| <u>LAVTA Administrative Services Department</u> | <u>Date</u> |

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 4

MINUTES OF THE APRIL 23, 2024
LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Chair Julie Testa called the meeting to order at 4:02pm.

2. Roll Call of Members

Members Present

Julie Testa, City of Pleasanton

Brittini Kiick, City of Livermore

Members Absent

Melissa Hernandez, City of Dublin

3. Meeting Open to Public

No comments.

4. Minutes of the March 26, 2024 Meeting of the F&A Committee

Motion: Kiick/Testa

Aye: Testa, Kiick

No: None

Abstain: None

Absent: Hernandez

5. Treasurer's Report for March 2024

The Finance and Administration Committee recommended forwarding the March 2024 Treasurer's Report to the Board for approval.

Motion: Kiick/Testa

Aye: Testa, Kiick

No: None

Abstain: None

Absent: Hernandez

6. Regional Transportation Revenue Measure (SB1031) Board Position

Executive Director Christy Wegener reported on the background of the Regional Transportation Revenue Measure (SB1031) co-authored by Senators Wiener and Wahab, and discussed the legislation's current language relative to LAVTA's approved 2024 Legislative Program. Based on the bill language in print as of the Committee meeting date, staff is recommending an oppose unless amended position. There is no fiscal impact associated with adopting a position on SB1031. Eric Thronson from Townsend Public Affairs, Inc. assisted in answering Committee questions.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee recommended the Board adopt an “Oppose Unless Amended” position on SB1031.

Motion: Kiick/Testa
Aye: Testa, Kiick
No: None
Abstain: None
Absent: Hernandez

7. LAVTA’s Operating & Capital Budget for FY 2025

Staff provided a PowerPoint presentation of LAVTA’s Operating and Capital Budget for FY 2025 that provided an overview of the process, key projects, the FY25 operating budget, and FY25 capital budget. The FY 2025 operating budget is \$25,035,456, which is an increase of 1.69% over last year’s budget and the largest line items are purchased transportation, insurance, utilities, fuel, salaries, and benefits.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee recommended forwarding the Operating and Capital Budget for FY 2025 and Resolution 11-2024 to the Board for approval.

Motion: Kiick/Testa
Aye: Testa, Kiick
No: None
Abstain: None
Absent: Hernandez

8. Approval of Resolutions Authorizing Staff to Apply for RM3 funds for Fiscal Year 2023-2024

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve Resolution 12-2024, authorizing the filing of an amended claim with MTC for Allocation of RM3 Funds for Fiscal Year 2023-2024.

Motion: Kiick/Testa
Aye: Testa, Kiick
No: None
Abstain: None
Absent: Hernandez

9. Adoption of a Resolution Approving a New Workplace Violence Prevention Plan Under Senate Bill 553

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve the attached Workplace Violence Prevention Plan and Resolution 13-2024.

Motion: Kiick/Testa
Aye: Testa, Kiick

No: None
Abstain: None
Absent: Hernandez

10. Contract Award for RFP #2024-02 for On-Call Creative, Design, and Media Strategy Services

Staff provided a report on the contract award for Request for Proposal (RFP) #2024-02 for On-Call Creative, Design, and Media Strategy Services with a background and overview of the process. LAVTA had a virtual pre-proposal conference with 21 attendees, and 6 RFP submittals were received. The proposals received were evaluated based on RFP criteria by LAVTA staff and marketing heads from other public transit agencies. The evaluation committee concluded that Circa Now/Ben-Her, LLC would best serve LAVTA's interests. Staff noted that this is an on-call/task order contract.

The item was discussed by the Committee Members and staff. Chair Julie Testa requested staff provide examples of the work of the recommended firm.

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve Resolution 14-2024, authorizing the Executive Director to execute a two-year contract with a one-year option term exercisable at LAVTA's sole discretion with the joint venture between Circa Now, LLC and Ben-Her Marketing, LLC for On-Call Creative, Design, and Media Strategy Services for a maximum compensation amount of \$878,000.

Motion: Kiick/Testa
Aye: Testa, Kiick
No: None
Abstain: None
Absent: Hernandez

11. Preview of Upcoming F&A Committee Agenda Items

12. Matters Initiated by Committee Members

None.

13. Next Meeting Date is Scheduled for: May 28, 2024

14. Adjourn

Meeting adjourned at 4:54pm

AGENDA

ITEM 5

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for April 2024

FROM: Tamara Edwards, Director of Finance

DATE: May 28, 2024

Action Requested

Review and recommend the Board approve the LAVTA Treasurer's Report for April 2024.

Discussion

Cash accounts:

Our petty cash account (101) has a balance of \$200, 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 April 1, 2024 | \$6,224,416.54 |
| Payments made | \$1,573,598.59 |
| Deposits made | \$5,253,079.47 |
| Ending balance April 30, 2024 | \$9,903,897.42 |

Farebox account activity (106):

| | |
|---------------------------------|--------------|
| Beginning balance April 1, 2024 | \$198,470.45 |
| Deposits made | \$93,261.29 |
| Ending balance April 30, 2024 | \$198,470.45 |

LAIF investment account activity (135):

| | |
|---------------------------------|-----------------|
| Beginning balance April 1, 2024 | \$11,511,096.95 |
| Q3 FY 24 Interest | \$122,993.21 |
| Ending balance April 30, 2024 | \$11,634,090.26 |

Operating Expenditures Summary:

As this is the tenth 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 83%. The agency is at 71.75% overall.

Operating Revenues Summary:

While expenses are at 71.75%, revenues are at 79.8% providing for a healthy cash flow.

Recommendation

Staff recommends that the Finance and Administration Committee forward the April 2024 Treasurer's Report to the Board for approval.

Attachments:

1. April 2024 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
April 30, 2024**

ASSETS:

| | | |
|---|------------|-------------------|
| 101 PETTY CASH | 200 | |
| 102 TICKET SALES CHANGE | 240 | |
| 105 CASH - GENERAL CHECKING | 9,901,897 | |
| 106 CASH - FIXED ROUTE ACCOUNT | 291,732 | |
| 107 Clipper Cash | 897,498 | |
| 108 Rail | 0 | |
| 109 BOC | 46 | |
| 120 ACCOUNTS RECEIVABLE | 794,146 | |
| 135 INVESTMENTS - LAIF | 11,634,090 | |
| 13599 INVESTMENTS - LAIF Mark to Market | (171,358) | |
| 150 PREPAID EXPENSES | 2,940 | |
| 160 OPEB ASSET | (300,685) | |
| 165 DEFFERED OUTFLOW-Pension Related | 873,906 | |
| 166 DEFFERED OUTFLOW-OPEB | 711,036 | |
| 170 INVESTMENTS HELD AT CALTIP | 0 | |
| 175 CEPPT RESTRICTED INVESTMENTS | 92,358 | |
| 111 NET PROPERTY COSTS | 67,977,108 | |
| TOTAL ASSETS | | 92,705,153 |

LIABILITIES:

| | | |
|---|-----------|------------------|
| 205 ACCOUNTS PAYABLE | 271,191 | |
| 211 PRE-PAID REVENUE | 2,072,045 | |
| 21101 Clipper to be distributed | 765,835 | |
| 22000 FEDERAL INCOME TAXES PAYABLE | 53 | |
| 22010 STATE INCOME TAX | 20 | |
| 22020 FICA MEDICARE | 382 | |
| 22050 PERS HEALTH PAYABLE | 0 | |
| 22040 PERS RETIREMENT PAYABLE | (1) | |
| 22030 SDI TAXES PAYABLE | 30 | |
| 22070 AMERICAN FIDELITY INSURANCE PAYABLE | 1,380 | |
| 22090 WORKERS' COMPENSATION PAYABLE | 88,948 | |
| 22100 PERS-457 | 0 | |
| 22110 Direct Deposit Clearing | 761 | |
| 23101 Net Pension Liability | 1,658,554 | |
| 23105 Deferred Inflow- OPEB Related | 197,986 | |
| 23104 Deferred Inflow- Pension Related | 74,719 | |
| 23103 INSURANCE CLAIMS PAYABLE | 16,128 | |
| 23102 UNEMPLOYMENT RESERVE | 8,300 | |
| TOTAL LIABILITIES | | 5,156,331 |

FUND BALANCE:

| | | |
|---|------------|-------------------|
| 301 FUND RESERVE | 42,062,798 | |
| 304 GRANTS, DONATIONS, PAID-IN CAPITAL | 32,164,157 | |
| 30401 SALE OF BUSES & EQUIPMENT | 86,871 | |
| FUND BALANCE | 13,234,998 | |
| TOTAL FUND BALANCE | | 87,548,823 |
| TOTAL LIABILITIES & FUND BALANCE | | 92,705,153 |

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
April 30, 2024**

| ACCOUNT | DESCRIPTION | BUDGET | CURRENT MONTH | YEAR TO DATE | BALANCE AVAILABLE | PERCENT BUDGET EXPENDED |
|----------------------|--|-------------------|--------------------------|-------------------------|------------------------------|--|
| 4010100 | Fixed Route Passenger Fares | 1,083,270 | 99,888 | 1,010,258 | 73,012 | 93.3% |
| 4020000 | Business Park Revenues | 226,476 | 22,039 | 179,353 | 47,123 | 79.2% |
| 4020500 | Special Contract Fares | 369,618 | 0 | 144,412 | 225,206 | 39.1% |
| 4020500 | Special Contract Fares - Paratransit | 36,000 | 2,838 | 22,773 | 13,227 | 63.3% |
| 4010200 | Paratransit Passenger Fares | 172,500 | 11,300 | 96,958 | 75,542 | 56.2% |
| 4060100 | Concessions | 111,559 | 1,993 | 15,945 | 95,614 | 14.3% |
| 4060300 | Advertising Revenue | 185,000 | 0 | 185,000 | - | 100.0% |
| 4070400 | Miscellaneous Revenue-Interest | 150,000 | 122,993 | 339,337 | (189,337) | 226.2% |
| 4070300 | Non transportation revenue | 48,000 | 19,572 | 155,697 | (107,697) | 324.4% |
| 4099100 | TDA Article 4.0 - Fixed Route | 8,533,007 | 0 | 8,533,007 | - | 100.0% |
| 4099500 | TDA Article 4.0-BART | 212,390 | 10,611 | 110,339 | 102,051 | 52.0% |
| 4099200 | TDA Article 4.5 - Paratransit | 361,994 | 20,983 | 276,651 | 85,343 | 76.4% |
| 4099600 | Bridge Toll- RM2, RM3 | 409,489 | 0 | 233,874 | 175,615 | 57.1% |
| 4099900 | Other local funds | 200,000 | 1,090 | 10,054 | 189,946 | 5.0% |
| 4110100 | STA Funds-Paratransit | 148,949 | 0 | 0 | 148,949 | 0.0% |
| 4110500 | STA Funds- Fixed Route BART | 450,860 | 0 | 450,860 | - | 100.0% |
| 4110100 | STA Funds-pop | 3,946,123 | 0 | 1,329,704 | 2,616,419 | 33.7% |
| 4110100 | STA Funds- rev | 499,413 | 0 | 0 | 499,413 | 0.0% |
| 4110100 | STA Funds- Lifeline | 57,331 | 0 | 0 | 57,331 | 0.0% |
| 4130000 | FTA Section | 4,355,371 | 4,355,371 | 4,355,371 | - | 100.0% |
| 4130000 | FTA Section 5307 ADA Paratransit | 558,463 | 552,153 | 552,153 | 6,310 | 98.9% |
| 4640500 | Measure BB Paratransit Funds-GAP | 1 | 0 | 11,651 | (11,650) | 1165078.0% |
| 4640200 | Measure BB Paratransit Funds-Fixed Route | 1,603,800 | 130,386 | 1,209,759 | 394,041 | 75.4% |
| 4640200 | Measure BB Paratransit Funds-Paratransit | 1,099,572 | 62,525 | 580,123 | 519,449 | 52.8% |
| RAIL | | 0 | 0 | 0 | | |
| TOTAL REVENUE | | 24,819,186 | 5,413,741 | 19,803,279 | 5,015,907 | 79.8% |

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
April 30, 2024**

| | | BUDGET | CURRENT MONTH | YEAR TO DATE | BALANCE AVAILABLE | PERCENT BUDGET EXPENDED |
|--------------|--------------------------------------|---------------------|--------------------------|-------------------------|------------------------------|--|
| 501 02 | Salaries and Wages | \$2,091,060 | \$131,838 | \$1,440,436 | \$650,624 | 68.89% |
| 502 00 | Personnel Benefits | \$1,468,006 | \$97,920 | \$1,261,501 | \$206,505 | 85.93% |
| 503 00 | Professional Services | \$1,215,063 | \$33,470 | \$675,397 | \$539,666 | 55.59% |
| 503 05 | Non-Vehicle Maintenance | \$1,093,201 | \$34,821 | \$742,671 | \$350,530 | 67.94% |
| 503 99 | Communications | \$7,001 | \$519 | \$808 | \$6,193 | 11.54% |
| 504 01 | Fuel and Lubricants | \$2,048,500 | \$100,601 | \$1,040,775 | \$1,007,725 | 50.81% |
| 504 03 | Non contracted vehicle maintenance | \$14,501 | \$678 | \$5,181 | \$9,320 | 35.73% |
| 504 99 | Office/Operating Supplies | \$90,659 | \$1,197 | \$22,713 | \$67,946 | 25.05% |
| 504 99 | Printing | \$60,000 | \$1,873 | \$42,908 | \$17,092 | 71.51% |
| 505 00 | Utilities | \$349,469 | \$0 | \$306,945 | \$42,524 | 87.83% |
| 506 00 | Insurance | \$526,038 | \$28,932 | \$662,377 | (\$136,339) | 125.92% |
| 507 99 | Taxes and Fees | \$111,868 | \$16,241 | \$108,359 | \$3,509 | 96.86% |
| 508 01 | Purchased Transportation Fixed Route | \$12,466,373 | \$984,108 | \$9,696,307 | \$2,770,066 | 77.78% |
| 2-508 02 | Purchased Transportation Paratransit | \$2,518,594 | \$150,734 | \$1,250,099 | \$1,268,496 | 49.63% |
| 508 03 | Purchased Transportation WOD | \$115,300 | \$23,844 | \$188,404 | (\$73,104) | 163.40% |
| 508 03 | Purchased Transportation SAV | \$1 | \$0 | \$0 | \$1 | 0.00% |
| 509 00 | Miscellaneous | \$170,061 | (\$25,233) | \$100,341 | \$69,720 | 59.00% |
| 509 02 | Professional Development | \$143,500 | \$12,205 | \$56,660 | \$86,840 | 39.48% |
| 509 08 | Advertising | \$130,000 | \$31,891 | \$64,304 | \$65,696 | 49.46% |
| TOTAL | | \$24,619,195 | \$1,625,640 | \$17,666,185 | \$6,953,010 | 71.76% |

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
April 30, 2024

| ACCOUNT | DESCRIPTON | BUDGET | CURRENT MONTH | YEAR TO DATE | BALANCE AVAILABLE | PERCENT BUDGET EXPENDED |
|------------------------|----------------------------------|-------------------|------------------|------------------|----------------------|-------------------------------|
| REVENUE DETAILS | | | | | | |
| 4090594 | TDA (office and facility equip) | 237,000 | 0 | 0 | 237,000 | 0.00% |
| 4090194 | TDA Shop repairs and replacement | 294,900 | 0 | 0 | 294,900 | 0.00% |
| 4091094 | TDA Transit Center Improvements | 200,000 | 0 | 0 | 200,000 | 0.00% |
| 409??94 | TDA (Transit Capital) | 100,000 | 0 | 0 | 100,000 | 0.00% |
| 409xx | TDA Rutan upgrades | 250,000 | 0 | 0 | | |
| 409xx | TDA vehicle repairs | 964,752 | 0 | 0 | | |
| 4092094 | TDA (Major component rehab) | | 0 | 0 | 0 | #DIV/0! |
| 4090394 | TDA Doolan Tower Upgrade | | 0 | 0 | 0 | #DIV/0! |
| 4091794 | TDA bus stops | 908,909 | 0 | 0 | 908,909 | 0.00% |
| 4090994 | TDA buses 2022 | | 0 | 0 | 0 | #DIV/0! |
| 4090994 | TDA Buses 2025 | | 0 | 0 | 0 | #DIV/0! |
| 4090294 | TDA Atlantis | 1,600,000 | 0 | 0 | 1,600,000 | 0.00% |
| 40901 | TFCA Atlantis | | 0 | 0 | 0 | #DIV/0! |
| 409xx94 | Non-Revenue Vehicle | 100,000 | 0 | 0 | 100,000 | 0.00% |
| 4091796 | RM2 bus stops | | 0 | 0 | 0 | #DIV/0! |
| 409xx94 | TDA SAV | | 0 | 0 | 0 | #DIV/0! |
| 409xx96 | BT SAV | | 0 | 0 | 0 | #DIV/0! |
| 4111700 | SGR shelters and stops | | 0 | 0 | 0 | #DIV/0! |
| 4110900 | State Buses 2025 | | 0 | 0 | 0 | #DIV/0! |
| 4110500 | Prop 1B office and facility | | 0 | 0 | 0 | #DIV/0! |
| 41120 | SGR battery packs | 61,126 | 0 | 0 | 61,126 | 0.00% |
| 41110 | SGR Transit Center | | 0 | 0 | 0 | #DIV/0! |
| 41118 | Dublin Parking garage | 15,500,000 | 0 | 8,097,750 | 7,402,250 | 52.24% |
| 411xx | State Rutan retrofit | 900,000 | 0 | 0 | 900,000 | 0.00% |
| 41102 | State Atlantis | 625,776 | 0 | 0 | 625,776 | 0.00% |
| 41323 | FTA buses 2022 | | 0 | 0 | 0 | #DIV/0! |
| 41309 | FTA Buses 2025 | | 0 | 0 | 0 | #DIV/0! |
| 413xx | FTA engines | 212,180 | 0 | 0 | 212,180 | 0.00% |
| 41311 | FTA bus stops | | 0 | 0 | 0 | #DIV/0! |
| 413xx | SAV infrastructure | | 0 | 38,461 | (38,461) | #DIV/0! |
| 41302 | FTA Atlantis fueling | 6,671,250 | 0 | 0 | 6,671,250 | 0.00% |
| 413xx | FTA Rutan Retrofit | 500,000 | 0 | 0 | 500,000 | 0.00% |
| 41320 | FTA Hybrid battery packs | | 0 | 0 | 0 | #DIV/0! |
| 41310 | FTA Transit Center | 420,000 | 0 | 0 | 420,000 | 0.00% |
| TOTAL REVENUE | | 29,545,893 | - | 8,136,211 | 20,194,930 | 27.54% |

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
FOR THE PERIOD ENDING:
April 30, 2024

| ACCOUNT | DESCRIPTON | BUDGET | CURRENT MONTH | YEAR TO DATE | BALANCE AVAILABLE | PERCENT BUDGET EXPENDED |
|---|--|-------------------|------------------|------------------|----------------------|-------------------------------|
| EXPENDITURE DETAILS | | | | | | |
| CAPITAL PROGRAM - COST CENTER 07 | | | | | | |
| 5550207 | Atlantis Facility | 8,997,026 | 0 | 19,650 | 8,977,376 | 0.22% |
| 5550107 | Shop Repairs and replacement | 294,900 | 0 | 0 | 294,900 | 0.00% |
| 5551607 | SAV | | 0 | 0 | 0 | #DIV/0! |
| 5552307 | Buses 2022 | | 0 | 0 | 0 | #DIV/0! |
| 555xx07 | Buses 2025 | | 0 | 0 | 0 | #DIV/0! |
| 5550507 | Office and Facility Equipment | 237,000 | 0 | 188,835 | 48,165 | 79.68% |
| 5551007 | Transit Center Upgrades and Improvements | 620,000 | 0 | 7,000 | 613,000 | 1.13% |
| 555xx07 | Rutan Retrofit | 1,650,000 | 0 | | | |
| 5551207 | Doolan Tower upgrade | 1 | 0 | 98,484 | (98,483) | 9848352.00% |
| 5551807 | Dublin Parking Garage | 15,500,000 | 0 | 8,312,223 | 7,187,777 | 53.63% |
| 5551707 | Bus Shelters and Stops | 908,909 | 0 | 0 | 908,909 | 0.00% |
| 5552007 | Major component rehab | 1,238,058 | 49,901 | 273,937 | 964,121 | 22.13% |
| 555??07 | Transit Capital | 100,000 | 0 | 125 | 99,875 | 0.13% |
| TOTAL CAPITAL EXPENDITURES | | 29,545,894 | 49,901 | 8,900,253 | 18,995,641 | 30.12% |
| FUND BALANCE (CAPITAL) | | -1.00 | (49,901) | (764,042) | | |
| FUND BALANCE (CAPTIAL & OPERATING) | | 199,688.00 | 3,745,066 | 1,365,386 | | |

California State Treasurer
Fiona Ma, CPA



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

May 16, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

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

[Tran Type Definitions](#)

Account Number: 80-01-002

April 2024 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|--------------------|-------------------|------------|
| 4/15/2024 | 4/12/2024 | QRD | 1751174 | N/A | SYSTEM | 122,993.21 |

Account Summary

| | | | |
|-------------------|------------|--------------------|---------------|
| Total Deposit: | 122,993.21 | Beginning Balance: | 11,511,096.95 |
| Total Withdrawal: | 0.00 | Ending Balance: | 11,634,090.16 |

REPORT.: May 02 24 Thursday
RUN...: May 02 24 Time: 14:44
Run By.: Daniel Zepeda

LAVTA
Month End Cash Disbursements Report
Report for 04-24 BANK ACCOUNT 105

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

| Period | Check Number | Check Date | Vendor # (Name) | Disc. Terms | Gross Amount | Disc Amount | Net Amount | Check Description |
|--------|--------------|------------|--------------------------------------|-------------|--------------|-------------|------------|-----------------------------|
| 04-24 | 024288 | 04/16/24 | ALA10 (ALAMEDA COUNTY CLERK) | | 50.00 | .00 | 50.00 | Automatic Generated Check |
| | 024289 | 04/16/24 | AVI01 (AMADOR VALLEY INDUSTRIES) | | 626.99 | .00 | 626.99 | Automatic Generated Check |
| | 024290 | 04/16/24 | BAY03 (BAY AREA NEWS GROUP) | | 9,923.00 | .00 | 9,923.00 | Automatic Generated Check |
| | 024291 | 04/16/24 | CAL05 (CALTEST LABS) | | 977.55 | .00 | 977.55 | Automatic Generated Check |
| | 024292 | 04/16/24 | CAL13 (CALIFORNIA TRANSIT) | | 7,163.41 | .00 | 7,163.41 | Automatic Generated Check |
| | 024293 | 04/16/24 | GET01 (GETTLER-RYAN INC.) | | 1,400.57 | .00 | 1,400.57 | Automatic Generated Check |
| | 024294 | 04/16/24 | HOT01 (PACIFIC BAY EQUIPMENT-HOTSYS) | | 560.34 | .00 | 560.34 | Automatic Generated Check |
| | 024295 | 04/16/24 | OFF01 (ODP BUSINESS SOLUTIONS LLC) | | 214.73 | .00 | 214.73 | Automatic Generated Check |
| | 024296 | 04/16/24 | PAC16 (PACIFIC COAST TRANE) | | 4,158.20 | .00 | 4,158.20 | Automatic Generated Check |
| | 024297 | 04/16/24 | TAC01 (TAC ENERGY) | | 26,634.99 | .00 | 26,634.99 | Automatic Generated Check |
| | 024298 | 04/16/24 | TNT01 (TNT FIRE PROTECTION INC) | | 1,400.00 | .00 | 1,400.00 | Automatic Generated Check |
| | 024299 | 04/16/24 | TOL06 (TOLAR MFR CO INC) | | 2,519.13 | .00 | 2,519.13 | Automatic Generated Check |
| | 024300 | 04/16/24 | TUR02 (RON TURLEY ASSOCIATES, INC) | | 2,450.00 | .00 | 2,450.00 | Automatic Generated Check |
| | 024301 | 04/16/24 | TX250 (NATHAN UCHIYAMA) | | 68.46 | .00 | 68.46 | Automatic Generated Check |
| | 024302 | 04/29/24 | ATT02 (AT&T) | | 387.02 | .00 | 387.02 | Automatic Generated Check |
| | 024303 | 04/29/24 | DIR01 (DIRECT TV) | | 30.25 | .00 | 30.25 | Automatic Generated Check |
| | 024304 | 04/29/24 | IND01 (THE INDEPENDENT) | | 6,075.00 | .00 | 6,075.00 | Automatic Generated Check |
| | 024305 | 04/29/24 | LIV02 (LIVERMORE RODEO PARADE) | | 45.00 | .00 | 45.00 | Automatic Generated Check |
| | 024306 | 04/29/24 | MET01 (METROPOLITAN TRANSPORT-) | | 20,091.23 | .00 | 20,091.23 | Automatic Generated Check |
| | 024307 | 04/29/24 | QU001 (QUENCH USA, INC.) | | 315.01 | .00 | 315.01 | Automatic Generated Check |
| | 024308 | 04/29/24 | TAC01 (TAC ENERGY) | | 26,377.87 | .00 | 26,377.87 | Automatic Generated Check |
| | H14146 | 04/15/24 | AIM01 (AIM TO PLEASE JANITORIAL SER | | 6,684.14 | .00 | 6,684.14 | AIM01,104-MAR-24, MARCH-24 |
| | H14147 | 04/15/24 | AIM01 (AIM TO PLEASE JANITORIAL SER | | 6,800.00 | .00 | 6,800.00 | AIM01,1120,MAR-24 BUS STO |
| | H14148 | 04/15/24 | AIR02 (AIRESPRING) | | 3,547.49 | .00 | 3,547.49 | AIR02,182091091,3/1/24-3/ |
| | H14149 | 04/15/24 | AIR02 (AIRESPRING) | | 3,574.49 | .00 | 3,574.49 | AIR02,183092561,4/1/24-4/ |
| | H14150 | 04/15/24 | AME06 (AMERICAN FIDELITY ASSURANCE | | 1,369.98 | .00 | 1,369.98 | AME06, FSA03-24, MAR-24 FLE |
| | H14151 | 04/15/24 | AME06 (AMERICAN FIDELITY ASSURANCE | | 1,127.64 | .00 | 1,127.64 | AME06, SUPP03-24, MAR-24 SU |
| | H14152 | 04/15/24 | CAL10 (CALIFORNIA STATE DISBURSEMEN | | 455.53 | .00 | 455.53 | CAL10, 20240329, 3/16-3/29/ |
| | H14153 | 04/15/24 | CEN04 (CENTRAL CONTRA COSTA TRAN | | 3,759.12 | .00 | 3,759.12 | CEN04, OSLV-0124, JAN-24 MO |
| | H14154 | 04/15/24 | DAY02 (DAY & NITE PEST CONTROL) | | 218.00 | .00 | 218.00 | DAY02,191605,3/22/24 PEST |
| | H14155 | 04/15/24 | DEL05 (ALLIED ADMIN/DELTA DENTAL) | | 1,917.00 | .00 | 1,917.00 | DEL05, APR-2024, APRIL-24 D |
| | H14156 | 04/15/24 | DEL05 (ALLIED ADMIN/DELTA DENTAL) | | 1,917.00 | .00 | 1,917.00 | DEL05, MAY-2024, MAY-24 DEL |
| | H14157 | 04/15/24 | DIR02 (DIRECT DEPOSIT OF PAYROLL CH | | 43,942.52 | .00 | 43,942.52 | DIR02, 20240329, 3/16-3/29/ |
| | H14158 | 04/15/24 | DIR02 (DIRECT DEPOSIT OF PAYROLL CH | | 898.12 | .00 | 898.12 | DIR02, 20240331B, 3/1-3/31/ |
| | H14159 | 04/15/24 | EFT01 (ELECTRONIC FUND TRANSFERS) | | 10,898.05 | .00 | 10,898.05 | EFT01, 20240329, 3/16-3/29/ |
| | H14160 | 04/15/24 | EFT01 (ELECTRONIC FUND TRANSFERS) | | 292.46 | .00 | 292.46 | EFT01, 20240331B, 3/1/24-3/ |
| | H14161 | 04/15/24 | EMP01 (EMPLOYMENT DEVEL DEPT) | | 3,749.91 | .00 | 3,749.91 | EMP01, 20240329, 3/16/24-3/ |
| | H14162 | 04/15/24 | EMP01 (EMPLOYMENT DEVEL DEPT) | | 38.15 | .00 | 38.15 | EMP01, 20240331B, 3/1/24-3/ |
| | H14163 | 04/08/24 | EPI01 (EPIQ EDISCOVERY SOLUTIONS IN | | 350.00 | .00 | 350.00 | EPI01, 90842178, MAR-24 MON |
| | H14164 | 04/15/24 | INS01 (INSIGHT STRATEGIES INC) | | 3,000.00 | .00 | 3,000.00 | INS01, 34351, P07640 3/29/2 |
| | H14165 | 04/15/24 | INT04 (INTERSTATE TRUCK CENTER) | | 49,900.96 | .00 | 49,900.96 | INT04, 40S122040, P07863 11 |
| | H14166 | 04/15/24 | KKI01 (ALPHA MEDIA LLC) | | 7,000.00 | .00 | 7,000.00 | KKI01, 736351-1, MP1930 3/4 |
| | H14167 | 04/15/24 | KKI01 (ALPHA MEDIA LLC) | | 1,750.00 | .00 | 1,750.00 | KKI01, 736351-2, 3/4-4/1/24 |
| | H14168 | 04/15/24 | LYF01 (LYFT, INC) | | 12,628.25 | .00 | 12,628.25 | LYF01, 1131722, 3/1/24-3/31 |
| | H14169 | 04/15/24 | LYF01 (LYFT, INC) | | 204.60 | .00 | 204.60 | LYF01, 1131723, 3/1/24-3/31 |
| | H14170 | 04/15/24 | MUC01 (MULLEN COUGHLIN LLC) | | 4,159.00 | .00 | 4,159.00 | MUC01, 74504, FEB-24 PROFES |
| | H14171 | 04/15/24 | MUT01 (MUTUAL OF OMAHA) | | 1,140.28 | .00 | 1,140.28 | MUT01, APR-2024, APR-24 MUT |
| | H14172 | 04/15/24 | MVT01 (MV TRANSPORTATION, INC.) | | 108,623.23 | .00 | 108,623.23 | MVT01, FEB-24 FIXED ROUTE |
| | H14173 | 04/15/24 | NEL01 (NELSON\NYGAARD CONSULTING AS | | 3,987.24 | .00 | 3,987.24 | NEL01, 87312, 2/24/24-3/29/ |
| | H14174 | 04/15/24 | PAC11 (PACIFIC ENVIRONMENTAL SERVIC | | 130.00 | .00 | 130.00 | PAC11, 2742, 3/14/24 RUTAN |
| | H14175 | 04/15/24 | PAC11 (PACIFIC ENVIRONMENTAL SERVIC | | 130.00 | .00 | 130.00 | PAC11, 2743, 3/14/24 ATLANT |
| | H14176 | 04/15/24 | PER01 (PERS) | | 5,137.24 | .00 | 5,137.24 | PER01, 20240329C, 3/16-3/29 |
| | H14177 | 04/15/24 | PER01 (PERS) | | 5,859.80 | .00 | 5,859.80 | PER01, 20240329N, 3/16-3/29 |
| | H14178 | 04/15/24 | PER03 (CAL PUB EMP RETIRE SYSTM) | | 37,147.47 | .00 | 37,147.47 | PER03, APR-24 PERS HEALTH |
| | H14179 | 04/15/24 | PER04 (CALPERS RETIREMENT SYSTEM) | | 2,846.93 | .00 | 2,846.93 | PER04, 20240329, 3/16/24-3/ |
| | H14180 | 04/15/24 | POL01 (POLITICO GROUP INC) | | 2,500.00 | .00 | 2,500.00 | POL01, MAR-2024, MAR-24 STA |
| | H14181 | 04/15/24 | RSE01 (R & S ERECTION) | | 225.00 | .00 | 225.00 | RSE01, 134031GR, MP1992 3/2 |
| | H14182 | 04/15/24 | SHA02 (SHAMROCK OFFICE SOLUTIONS) | | 12.91 | .00 | 12.91 | SHA02, 4037846, 3/30/24-4/2 |
| | H14183 | 04/15/24 | SOL01 (SOLUTIONS FOR TRANSIT) | | 2,083.33 | .00 | 2,083.33 | SOL01, 24-0405LA, MAR-24 CL |
| | H14184 | 04/15/24 | STA01 (STATE COMPENSATION FUND) | | 1,091.33 | .00 | 1,091.33 | STA01, MAR-2024, MAR-24 WOR |
| | H14185 | 04/15/24 | SUD01 (JENNIFER SUDA) | | 96.59 | .00 | 96.59 | SUD01, 04-01-24, 4/1/24 EXP |
| | H14186 | 04/15/24 | TAX01 (HERB HASTINGS) | | 40.78 | .00 | 40.78 | TAX01, 0224-0329, 2/24-3/29 |
| | H14187 | 04/15/24 | TEL01 (TPx COMMUNICATIONS) | | 2,498.37 | .00 | 2,498.37 | TEL01, 178317320, 4/1/24- |
| | H14188 | 04/15/24 | TX135 (JEFFREY JACOBSON) | | 292.94 | .00 | 292.94 | TX135, 1219-0218, 12/19/23- |
| | H14189 | 04/15/24 | TX242 (BONNIE WOLF) | | 60.00 | .00 | 60.00 | TX242, 0305-0327, 3/5/24-3/ |
| | H14190 | 04/15/24 | WEG01 (CHRISTY WEGENER) | | 237.00 | .00 | 237.00 | WEG01, 0407-0410, 4/7-4/10/ |
| | H14190 | 04/30/24 | WEG01 (CHRISTY WEGENER) | | (237.00) | .00 | (237.00) | Ck# H14190 Reversed |
| | H14191 | 04/15/24 | VER01 (VERIZON WIRELESS) | | 1,684.64 | .00 | 1,684.64 | VER01, 959857074, 2/23-3/22 |
| | H14192 | 04/15/24 | VSP01 (VSP) | | 538.40 | .00 | 538.40 | VSP01, APR-2024, APR-24 VSP |
| | H14194 | 04/18/24 | AIM01 (AIM TO PLEASE JANITORIAL SER | | 475.00 | .00 | 475.00 | AIM01, 105, MAR-24 STENCIL |
| | H14195 | 04/18/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 113.15 | .00 | 113.15 | CAL04, 198032124, 2/21-3/20 |
| | H14196 | 04/18/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 55.28 | .00 | 55.28 | CAL04, 257040224, 4/1-4/30/ |
| | H14197 | 04/18/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 53.12 | .00 | 53.12 | CAL04, 361040324, 3/5-4/2/2 |
| | H14198 | 04/18/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 73.71 | .00 | 73.71 | CAL04, 475040224, 4/1-4/30/ |
| | H14199 | 04/18/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 73.71 | .00 | 73.71 | CAL04, 575040224, 4/1-4/30/ |
| | H14200 | 04/18/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 1,644.06 | .00 | 1,644.06 | CAL04, 909032124, 2/21-3/20 |
| | H14201 | 04/18/24 | CAL10 (CALIFORNIA STATE DISBURSEMEN | | 455.53 | .00 | 455.53 | CAL10, 20240412, 3/20-4/12/ |
| | H14202 | 04/18/24 | CIT06 (CITY OF LIVERMORE SEWER) | | 107.75 | .00 | 107.75 | CIT06, BW031924, 2/21/24-3/ |
| | H14203 | 04/18/24 | CIT06 (CITY OF LIVERMORE SEWER) | | 844.11 | .00 | 844.11 | CIT06, MOA031924, 2/21-3/19 |
| | H14205 | 04/18/24 | CIT07 (CITY OF LIVERMORE - WATER) | | 30.87 | .00 | 30.87 | CIT07, 361031924, 2/21-3/19 |
| | H14206 | 04/18/24 | CIT07 (CITY OF LIVERMORE - WATER) | | 133.80 | .00 | 133.80 | CIT07, 388040224, 3/5-4/2/2 |
| | H14207 | 04/18/24 | CIT07 (CITY OF LIVERMORE - WATER) | | 231.42 | .00 | 231.42 | CIT07, 430031924, 2/21-3/19 |
| | H14208 | 04/18/24 | CIT07 (CITY OF LIVERMORE - WATER) | | 45.87 | .00 | 45.87 | CIT07, 431040224, 3/5-4/2/2 |
| | H14209 | 04/18/24 | CIT07 (CITY OF LIVERMORE - WATER) | | 12.25 | .00 | 12.25 | CIT07, 432031924, 2/21/24-3 |
| | H14210 | 04/18/24 | DIR02 (DIRECT DEPOSIT OF PAYROLL CH | | 44,959.40 | .00 | 44,959.40 | DIR02, 20240412, 3/30-4/12/ |
| | H14211 | 04/18/24 | EDW01 (TAMARA EDWARDS) | | 96.03 | .00 | 96.03 | EDW01, 0411-0412, 4/11-4/12 |
| | H14212 | 04/18/24 | EFT01 (ELECTRONIC FUND TRANSFERS) | | .07 | .00 | .07 | EFT01, 20240331, 1ST QTR 24 |
| | H14213 | 04/18/24 | EFT01 (ELECTRONIC FUND TRANSFERS) | | 11,630.80 | .00 | 11,630.80 | EFT01, 20240412, 3/30-4/12/ |
| | H14214 | 04/18/24 | EMP01 (EMPLOYMENT DEVEL DEPT) | | 3,956.76 | .00 | 3,956.76 | EMP01, 20240412, 3/30-4/12/ |
| | H14215 | 04/18/24 | ESE01 (EDWARDS & SONS EQUIPMENT SER | | 831.15 | .00 | 831.15 | ESE01, 56387, MP1912 2/28/2 |
| | H14216 | 04/18/24 | MOR02 (VANESSA MORENO) | | 58.16 | .00 | 58.16 | MOR02, 0221-0410, 2/21-4/10 |
| | H14217 | 04/18/24 | MVT01 (MV TRANSPORTATION, INC.) | | 425,000.00 | .00 | 425,000.00 | MVT01, 128892, APRIL-24 1ST |
| | H14218 | 04/18/24 | MVT01 (MV TRANSPORTATION, INC.) | | 425,000.00 | .00 | 425,000.00 | MVT01, 128893, APRIL-24 2ND |
| | H14219 | 04/18/24 | PAC02 (PACIFIC GAS AND ELECTRIC) | | 3,319.49 | .00 | 3,319.49 | PAC02, 900031424, 2/13-3/13 |
| | H14220 | 04/18/24 | PER01 (PERS) | | 5,137.24 | .00 | 5,137.24 | PER01, 20240412C, 3/30-4/12 |
| | H14221 | 04/18/24 | PER01 (PERS) | | 5,859.80 | .00 | 5,859.80 | PER01, 20240412N, 3/30-4/12 |

REPORT.: May 02 24 Thursday
RUN...: May 02 24 Time: 14:44
Run By.: Daniel Zepeda

LAVTA
Month End Cash Disbursements Report
Report for 04-24 BANK ACCOUNT 105

PAGE: 002
ID #: PY-CD
CTL.: WHE

| Period | Check Number | Check Date | Vendor # (Name) | Disc. Terms | Gross Amount | Disc Amount | Net Amount | Check Description |
|---|-----------------|---------------|-------------------------------------|----------------|-----------------|-------------|--------------|---------------------------|
| 04-24 | H14222 | 04/18/24 | PER03 (CAL PUB EMP RETIRE SYSTM) | | 37,147.47 | .00 | 37,147.47 | PER03,MAY-2024,MAY-2024 P |
| | H14223 | 04/18/24 | PER04 (CALPERS RETIREMENT SYSTEM) | | 2,854.15 | .00 | 2,854.15 | PER04,20240412,3/30-4/12/ |
| | H14224 | 04/18/24 | SCF01 (SC FUELS) | | 26,361.75 | .00 | 26,361.75 | SCF01,470453,4/2/24 FUEL |
| | H14225 | 04/18/24 | SCF01 (SC FUELS) | | 28,148.06 | .00 | 28,148.06 | SCF01,476008,4/11/24 FUEL |
| | H14226 | 04/18/24 | STA04 (STATE BOARD OF) | | 1,673.00 | .00 | 1,673.00 | STA04,QTR1-2024,1ST QTR 2 |
| | H14227 | 04/18/24 | STA05 (STATE BOARD OF EQUAL) | | 1,195.00 | .00 | 1,195.00 | STA05,QTR1-2024,1STQTR24 |
| | H14228 | 04/18/24 | STA15 (STATE WATER RESOURCES CONTRO | | 1,673.00 | .00 | 1,673.00 | STA15,SW0288139,2024 RUTA |
| | H14229 | 04/18/24 | STA15 (STATE WATER RESOURCES CONTRO | | 1,673.00 | .00 | 1,673.00 | STA15,SW0288180,2024 PERM |
| | H14230 | 04/18/24 | UBE01 (UBER) | | 11,011.38 | .00 | 11,011.38 | UBE01,MAR-2024,MAR-24 GO |
| | H14231 | 04/22/24 | BAN03 (BANKCARD CENTER) | | 17,728.71 | .00 | 17,728.71 | BAN03,MAR-24 BMO CC STATE |
| | H14232 | 04/25/24 | CAL04 (CALIFORNIA WATER SERVICE) | | 113.15 | .00 | 113.15 | CAL04,461040324,3/5/24-4/ |
| | H14233 | 04/25/24 | CAL15 (CALTRONICS BUSINESS SYS) | | 575.32 | .00 | 575.32 | CAL15,4054019,3/16-4/15/2 |
| | H14234 | 04/25/24 | CEL01 (CELTIS VENTURES INC) | | 13,706.25 | .00 | 13,706.25 | CEL01,LAVTAMS45,MAR-24 WH |
| | H14235 | 04/25/24 | CEL01 (CELTIS VENTURES INC) | | 1,354.50 | .00 | 1,354.50 | CEL01,LAVTAMS46,MAR-24 WE |
| | H14236 | 04/25/24 | CIT06 (CITY OF LIVERMORE SEWER) | | 55.97 | .00 | 55.97 | CIT06,TC040924,3/12/24-4/ |
| | H14237 | 04/26/24 | BAN03 (BANKCARD CENTER) | | 13,880.05 | .00 | 13,880.05 | BAN03,FEB-2024 BMO CC STA |
| | H14238 | 04/25/24 | GAR05 (JENNIFER GARCIA) | | 21.24 | .00 | 21.24 | GAR05,0226-0422,2/26/24-4 |
| | H14239 | 04/25/24 | KUL01 (KADRI KULM) | | 296.00 | .00 | 296.00 | KUL01,0415-0418,CALACT EX |
| | H14240 | 04/25/24 | LIV10 (LIVERMORE SANITATION INC) | | 2,728.05 | .00 | 2,728.05 | LIV10,2227079,3/1/24-3/31 |
| | H14241 | 04/25/24 | MAR07 (DAVID MARK) | | 138.00 | .00 | 138.00 | MAR07, 4/29-4/30/24 TRAVE |
| | H14242 | 04/25/24 | MER01 (MERCHANT SERVICES) | | 80.90 | .00 | 80.90 | MER01,MOA033124,MAR-24 MO |
| | H14243 | 04/25/24 | MER01 (MERCHANT SERVICES) | | 138.07 | .00 | 138.07 | MER01,TC033124,MAR-24 TC |
| | H14244 | 04/25/24 | PAC02 (PACIFIC GAS AND ELECTRIC) | | 14,055.88 | .00 | 14,055.88 | PAC02,580040524,3/1/24-3/ |
| | H14245 | 04/25/24 | PAC02 (PACIFIC GAS AND ELECTRIC) | | 1,643.47 | .00 | 1,643.47 | PAC02,606040324,2/28/24-3 |
| | H14246 | 04/25/24 | PAC02 (PACIFIC GAS AND ELECTRIC) | | 1,159.65 | .00 | 1,159.65 | PAC02,726040124,2/21/24-3 |
| | H14247 | 04/25/24 | PAC02 (PACIFIC GAS AND ELECTRIC) | | 82.78 | .00 | 82.78 | PAC02,764031924,2/12/24-3 |
| | H14248 | 04/25/24 | PRE03 (PREMIER SECURITY SOLNS CO) | | 272.12 | .00 | 272.12 | PRE03,PSI-3035,2/28/24 FI |
| | H14249 | 04/25/24 | RSE01 (R & S ERECTION) | | 1,906.00 | .00 | 1,906.00 | RSE01,134469GR,4/24/24 MP |
| | H14250 | 04/25/24 | SUD01 (JENNIFER SUDA) | | 5.17 | .00 | 5.17 | SUD01,04-23-24,4/23/24 EX |
| | H14251 | 04/25/24 | TOB01 (MICHAEL TOBIN) | | 222.00 | .00 | 222.00 | TOB01,0428-0430,4/28-4/30 |
| | H14252 | 04/25/24 | TX242 (BONNIE WOLF) | | 40.00 | .00 | 40.00 | TX242,0402-0412,4/2/24-4/ |
| | H14253 | 04/25/24 | WEG01 (CHRISTY WEGENER) | | 296.00 | .00 | 296.00 | WEG01,0427-0430,4/27-4/30 |
| | H14254 | 04/25/24 | COR01 (CORBIN WILLITS SYSTEMS) | | 296.34 | .00 | 296.34 | COR01,C404151,MAY-24 SERV |
| | H14255 | 04/30/24 | KUL01 (KADRI KULM) | | 876.96 | .00 | 876.96 | KUL01, 4/15/24-4/18/24 Ca |
| | H14256 | 04/30/24 | CIT07 (CITY OF LIVERMORE - WATER) | | 30.87 | .00 | 30.87 | CIT07, 399031924, ATLANTI |
| | H14257 | 04/30/24 | WEG01 (CHRISTY WEGENER) | | 316.00 | .00 | 316.00 | WEG01, 4/7/24-4/10/24 TRA |
| Total for Bank Account 105 -----> | | | | | 1,571,732.43 | .00 | 1,571,732.43 | |
| Grand Total of all Bank Accounts -----> | | | | | 1,571,732.43 | .00 | 1,571,732.43 | |
| | | | | | ===== | ===== | ===== | |

REPORT.: May 02 24 Thursday
RUN...: May 02 24 Time: 14:44
Run By.: Daniel Zepeda

LAVTA
Month End Payable Activity Report
Report for 04-24

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

| Period | Vendor # (Name) | Invoice Number | Invoice Date | Due Date | Disc. Terms | Gross Amount | Description |
|--------|------------------------------------|----------------|--------------|----------|-------------|--------------|--|
| 04-24 | AIM01 (AIM TO PLEASE JANITORIAL SE | 105H | 04/09/24 | 05/09/24 | A | 475.00 | AIM01,105,MAR-24 STENCIL REMOVAL - ADDITIONA |
| | | 1120H | 04/01/24 | 05/01/24 | A | 6800.00 | AIM01,1120,MAR-24 BUS STOP CLEANING SERVICE |
| | | 104-MAR24H | 04/01/24 | 05/01/24 | A | 6684.14 | AIM01,104-MAR24,MARCH-24 MONTHLY JANITORIAL |
| | | Vendor's Total | -----> | | | 13959.14 | |
| 04-24 | AIR02 (AIRESPRING) | 182091091H | 03/01/24 | 03/31/24 | A | 3547.49 | AIR02,182091091,3/1/24-3/31/24 SERVICE |
| | | 183092561H | 04/01/24 | 05/01/24 | A | 3574.49 | AIR02,183092561,4/1/24-4/30/24 SERVICE |
| | | Vendor's Total | -----> | | | 7121.98 | |
| 04-24 | ALA10 (ALAMEDA COUNTY CLERK) | FY25ENVEX | 04/01/24 | 05/01/24 | A | 50.00 | ALA10,FY25ENVEX,FY25 ENVIRONMENTAL DECLARATI |
| 04-24 | AME06 (AMERICAN FIDELITY ASSURANCE | FSA03-24H | 03/01/24 | 03/31/24 | A | 1369.98 | AME06,FSA03-24,MAR-24 FLEXIBLE SPENDING ACCO |
| | | SUPP03-24H | 03/01/24 | 03/31/24 | A | 1127.64 | AME06,SUPP03-24,MAR-24 SUPPLEMENTAL INSURANC |
| | | Vendor's Total | -----> | | | 2497.62 | |
| 04-24 | ATT02 (AT&T) | 21561874 | 04/13/24 | 05/13/24 | A | 387.02 | ATT02,21561874,3/13-4/12/24 PAYER#9391035694 |
| 04-24 | AVI01 (AMADOR VALLEY INDUSTRIES) | 1108234 | 03/31/24 | 04/30/24 | A | 626.99 | AVI01,1108234,MAR-24 GARBAGE PICK UP SERVICE |
| 04-24 | BAN03 (BANKCARD CENTER) | FEB-2024H | 02/28/24 | 03/29/24 | A | 13880.05 | BAN03,FEB-2024 BMO CC STATEMENT |
| | | MAR-2024H | 03/28/24 | 04/27/24 | A | 17728.71 | BAN03,MAR-24 BMO CC STATEMENT |
| | | Vendor's Total | -----> | | | 31608.76 | |
| 04-24 | BAY03 (BAY AREA NEWS GROUP) | 1407584 | 03/31/24 | 04/30/24 | A | 9923.00 | BAY03,1407584,3/10-3/31/24 MP1936 WHEELS IN |
| 04-24 | CAL04 (CALIFORNIA WATER SERVICE) | 198032124H | 03/21/24 | 04/20/24 | A | 113.15 | CAL04,198032124,2/21-3/20/24 BUS WASH |
| | | 257040224H | 04/02/24 | 05/02/24 | A | 55.28 | CAL04,257040224,4/1-4/30/24 TC FIRE |
| | | 361040324H | 04/03/24 | 05/03/24 | A | 53.12 | CAL04,361040324,3/5-4/2/24 TC WATER |
| | | 461040324H | 04/03/24 | 05/03/24 | A | 113.15 | CAL04,461040324,3/5/24-4/2/24 TC IRRG |
| | | 475040224H | 04/02/24 | 05/02/24 | A | 73.71 | CAL04,475040224,4/1-4/30/24 MOA FIRE |
| | | 575040224H | 04/02/24 | 05/02/24 | A | 73.71 | CAL04,575040224,4/1-4/30/24 CONTRACTOR FIRE |
| | | 909032124H | 03/21/24 | 04/20/24 | A | 1644.06 | CAL04,909032124,2/21-3/20/24 MOA WATER |
| | | Vendor's Total | -----> | | | 2126.18 | |
| 04-24 | CAL05 (CALTEST LABS) | 718389 | 04/01/24 | 05/01/24 | A | 977.55 | CAL05,718389,MP2000 2024 ATLANTIS ANNUAL COM |
| 04-24 | CAL10 (CALIFORNIA STATE DISBURSEME | 20240329H) | 04/03/24 | 05/03/24 | A | 455.53 | CAL10,20240329,3/16-3/29/24 CA STATE GARNISH |
| | | 20240412H | 04/17/24 | 05/17/24 | A | 455.53 | CAL10,20240412,3/20-4/12/24 CA STATE GARNISH |
| | | Vendor's Total | -----> | | | 911.06 | |
| 04-24 | CAL13 (CALIFORNIA TRANSIT) | 312024MAR | 03/31/24 | 04/30/24 | A | 7163.41 | CAL13,312024MAR,MAR-24 INSURANCE CLAIMS |
| 04-24 | CAL15 (CALTRONICS BUSINESS SYS) | 4054019H | 04/16/24 | 05/16/24 | A | 575.32 | CAL15,4054019,3/16-4/15/24 BIZHUB |
| 04-24 | CEL01 (CELTIS VENTURES INC) | LAVTAMS45H | 03/18/24 | 04/17/24 | A | 13706.25 | CEL01,LAVTAMS45,MAR-24 WHEELS IN MOTION MARK |
| | | LAVTAMS46H | 03/18/24 | 04/17/24 | A | 1354.50 | CEL01,LAVTAMS46,MAR-24 WEBSITE MAINT |
| | | Vendor's Total | -----> | | | 15060.75 | |
| 04-24 | CEN04 (CENTRAL CONTRA COSTA TRAN) | OSLV-0124H | 03/28/24 | 04/27/24 | A | 3759.12 | CEN04,OSLV-0124,JAN-24 MONTHLY ONE SEAT SERV |
| 04-24 | CIT06 (CITY OF LIVERMORE SEWER) | BW031924H | 03/19/24 | 04/18/24 | A | 107.75 | CIT06,BW031924,2/21/24-3/19/24 BUS WASH |
| | | TC040924H | 04/09/24 | 05/09/24 | A | 55.97 | CIT06,TC040924,3/12/24-4/9/24 TRANSIT CENTER |
| | | MOA031924H | 03/19/24 | 04/18/24 | A | 844.11 | CIT06,MOA031924,2/21-3/19/24 MOA WATER |
| | | Vendor's Total | -----> | | | 1007.83 | |
| 04-24 | CIT07 (CITY OF LIVERMORE - WATER) | 361031924H | 03/19/24 | 04/18/24 | A | 30.87 | CIT07,361031924,2/21-3/19/24 ATLANTIS CT SEW |
| | | 388040224H | 04/02/24 | 05/02/24 | A | 133.80 | CIT07,388040224,3/5-4/2/24 BUS WASH |
| | | 399031924H | 03/19/24 | 04/18/24 | A | 30.87 | CIT07, 399031924, ATLANTIS ST SEWER 2/21-3/1 |
| | | 430031924H | 03/19/24 | 04/18/24 | A | 231.42 | CIT07,430031924,2/21-3/19/24 ATLANTIS INDOOR |
| | | 431040224H | 04/02/24 | 05/02/24 | A | 45.87 | CIT07,431040224,3/5-4/2/24 ATLANTIS IRRG |
| | | 432031924H | 03/19/24 | 04/18/24 | A | 12.25 | CIT07,432031924,2/21/24-3/19/24 ATLANTIS FIR |
| | | Vendor's Total | -----> | | | 485.08 | |
| 04-24 | COR01 (CORBIN WILLITS SYSTEMS) | C404151H | 04/15/24 | 05/15/24 | A | 296.34 | COR01,C404151,MAY-24 SERVICE |
| 04-24 | DAY02 (DAY & NITE PEST CONTROL) | 191605H | 03/28/24 | 04/27/24 | A | 218.00 | DAY02,191605,3/22/24 PEST SERVICE |

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| 04-24 | DEL05 (ALLIED ADMIN/DELTA DENTAL) | APR-2024H MAY-2024H | 04/09/24 04/09/24 | 05/09/24 05/09/24 | A A | 1917.00 1917.00 | DEL05,APR-2024,APRIL-24 DELTA DENTAL INSURAN DEL05,MAY-2024,MAY-24 DELTA DENTAL INSURANCE |
| Vendor's Total -----> | | | | | | 3834.00 | |
| 04-24 | DIR01 (DIRECT TV) | 96X240411 | 04/11/24 | 05/11/24 | A | 30.25 | DIR01,96X240411,4/10/24-5/9/24 SERVICE |
| 04-24 | DIR02 (DIRECT DEPOSIT OF PAYROLL C | 20240329H 20240412H 20240331BH | 04/05/24 04/17/24 04/05/24 | 05/05/24 05/17/24 05/05/24 | A A A | 43942.52 44959.40 898.12 | DIR02,20240329,3/16-3/29/24 PR DIRECT DEPOSI DIR02,20240412,3/30-4/12/24 PR DIRECT DEPOSI DIR02,20240331B,3/1-3/31/24 BOD PR DIRECT DE |
| Vendor's Total -----> | | | | | | 89800.04 | |
| 04-24 | EDW01 (TAMARA EDWARDS) | 0411-0412H | 04/16/24 | 05/16/24 | A | 96.03 | EDW01,0411-0412,4/11-4/12/24 EXPENSE REIMBUR |
| 04-24 | EFT01 (ELECTRONIC FUND TRANFERS) | 20240329H 20240331H 20240412H 20240331BH | 04/05/24 04/16/24 04/17/24 04/02/24 | 05/05/24 05/16/24 05/17/24 05/02/24 | A A A A | 10898.05 .07 11630.80 292.46 | EFT01,20240329,3/16-3/29/24 FEDERAL TAX EFT01,20240331,1ST QTR 24 FEDERAL TAX BALANC EFT01,20240412,3/30-4/12/24 FEDERAL TAX EFT01,20240331B,3/1/24-3/31/24 FEDERAL TAX (|
| Vendor's Total -----> | | | | | | 22821.38 | |
| 04-24 | EMP01 (EMPLOYMENT DEVEL DEPT) | 20240329H 20240412H 20240331BH | 04/03/24 04/17/24 04/02/24 | 05/03/24 05/17/24 05/02/24 | A A A | 3749.91 3956.76 38.15 | EMP01,20240329,3/16/24-3/29/24 STATE TAX EMP01,20240412,3/30-4/12/24 STATE TAX EMP01,20240331B,3/1/24-3/31/24 STATE TAX (BO |
| Vendor's Total -----> | | | | | | 7744.82 | |
| 04-24 | EPI01 (EPIQ EDISCOVERY SOLUTIONS I | 90842178H | 04/08/24 | 05/08/24 | A | 350.00 | EPI01,90842178,MAR-24 MONTHLY SERVICES VRU M |
| 04-24 | ESE01 (EDWARDS & SONS EQUIPMENT SE | 56387H | 02/28/24 | 03/29/24 | A | 831.15 | ESE01,56387,MP1912 2/28/24 ANNUAL LIFT INSPE |
| 04-24 | GAR05 (JENNIFER GARCIA) | 0226-0422H | 04/24/24 | 05/24/24 | A | 21.24 | GAR05,0226-0422,2/26/24-4/22/24 MILEAGE REIM |
| 04-24 | GET01 (GETTLER-RYAN INC.) | 4744 | 02/16/24 | 03/17/24 | A | 1400.57 | GET01,4744,MP2004 FUEL ISLAND PUMP REPAIR 2/ |
| 04-24 | HOT01 (PACIFIC BAY EQUIPMENT-HOTSY | 92824 | 02/26/24 | 03/27/24 | A | 560.34 | HOT01,92824,MP1989 2/26/24 PRESSURE WASH MAI |
| 04-24 | IND01 (THE INDEPENDENT) | 49382 | 03/31/24 | 04/30/24 | A | 6075.00 | IND01,49382,3/7-3/28/24 WHEELS IN MOTION IND |
| 04-24 | INS01 (INSIGHT STRATEGIES INC) | 34351H | 03/29/24 | 04/28/24 | A | 3000.00 | INS01,34351,PO7640 3/29/24 EXECUTIVE COACHIN |
| 04-24 | INT04 (INTERSTATE TRUCK CENTER) | 40S122040H | 02/14/24 | 03/15/24 | A | 49900.96 | INT04,40S122040,PO7863 1102 ENGINE REPLACEME |
| 04-24 | KKI01 (ALPHA MEDIA LLC) | 736351-1H 736351-2H | 03/31/24 04/07/24 | 04/30/24 05/07/24 | A A | 7000.00 1750.00 | KKI01,736351-1,MP1930 3/4-4/1/24 WHEELS IN M KKI01,736351-2,3/4-4/1/24 MP1930 WHEELS IN M |
| Vendor's Total -----> | | | | | | 8750.00 | |
| 04-24 | KUL01 (KADRI KULM) | 0415-0418H 04150418TH | 02/26/24 04/22/24 | 03/27/24 05/22/24 | A A | 296.00 876.96 | KUL01,0415-0418,CALACT EXPENSE REIMBURSE-PER KUL01, 4/15/24-4/18/24 CalACT TRAVEL REIMBUR |
| Vendor's Total -----> | | | | | | 1172.96 | |
| 04-24 | LIV02 (LIVERMORE RODEO PARADE) | 2024RODEO | 04/23/24 | 05/23/24 | A | 45.00 | LIV02,2024RODEO,LIVERMORE RODEO PARADE REGIS |
| 04-24 | LIV10 (LIVERMORE SANITATION INC) | 2227079H | 04/01/24 | 05/01/24 | A | 2728.05 | LIV10,2227079,3/1/24-3/31/24 GARBAGE SERVICE |
| 04-24 | LYF01 (LYFT, INC) | 1131722H 1131723H | 03/31/24 03/31/24 | 04/30/24 04/30/24 | A A | 12628.25 204.60 | LYF01,1131722,3/1/24-3/31/24 GO TRI-VALLEY LYF01,1131723,3/1/24-3/31/24 GO SAN RAMON |
| Vendor's Total -----> | | | | | | 12832.85 | |
| 04-24 | MAR07 (DAVID MARK) | 0429-0430H | 03/28/24 | 04/27/24 | A | 138.00 | MAR07, 4/29-4/30/24 TRAVEL REIMBURSE-PER DIE |
| 04-24 | MER01 (MERCHANT SERVICES) | TC033124H MOA033124H | 03/31/24 03/31/24 | 04/30/24 04/30/24 | A A | 138.07 80.90 | MER01,TC033124,MAR-24 TC CC STATEMENT MER01,MOA033124,MAR-24 MOA CC STATEMENT |
| Vendor's Total -----> | | | | | | 218.97 | |
| 04-24 | MET01 (METROPOLITAN TRANSPORT-) | AR035084 | 04/08/24 | 05/08/24 | A | 20091.23 | MET01,AR035084,FEB-24 CLIPPER FEES |
| 04-24 | MOR02 (VANESSA MORENO) | 0221-0410H | 04/15/24 | 05/15/24 | A | 58.16 | MOR02,0221-0410,2/21-4/10/24 TRAVEL REIMBURS |

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| 04-24 | MUC01 (MULLEN COUGHLIN LLC) | 74504H | 03/31/24 | 04/30/24 | A | 4159.00 | MUC01,74504,FEB-24 PROFESSIONAL LEGAL SERVIC |
| 04-24 | MUT01 (MUTUAL OF OMAHA) | APR-2024H | 04/01/24 | 05/01/24 | A | 1140.28 | MUT01,APR-2024,APR-24 MUTUAL LTD AND LIFE IN |
| 04-24 | MVT01 (MV TRANSPORTATION, INC.) | 128892H | 04/03/24 | 05/03/24 | A | 425000.00 | MVT01,128892,APRIL-24 1ST INSTALL PAYMENT |
| | | 128893H | 04/03/24 | 05/03/24 | A | 425000.00 | MVT01,128893,APRIL-24 2ND INSTALL PAYMENT |
| | | FEB-2024H | 03/05/24 | 04/04/24 | A | 108623.23 | MVT01, FEB-24 FIXED ROUTE MONTHLY SERVICE |
| | | Vendor's Total -----> | | | | 958623.23 | |
| 04-24 | NEL01 (NELSON\NYGAARD CONSULTING A | 87312H | 04/03/24 | 05/03/24 | A | 3987.24 | NEL01,87312,2/24/24-3/29/24 LAVTA SRTP/LRTP |
| 04-24 | OFF01 (ODP BUSINESS SOLUTIONS LLC) | 359445968 | 03/28/24 | 04/27/24 | A | 79.59 | OFF01,359445968,3/28/24 OFFICE SUPPLIES |
| | | 360903131 | 03/29/24 | 04/28/24 | A | 135.14 | OFF01,360903131,3/29/24 OFFICE SUPPLIES |
| | | Vendor's Total -----> | | | | 214.73 | |
| 04-24 | PAC02 (PACIFIC GAS AND ELECTRIC) | 580040524H | 04/05/24 | 05/05/24 | A | 14055.88 | PAC02,580040524,3/1/24-3/31/24 MOA ELECTRIC |
| | | 606040324H | 04/03/24 | 05/03/24 | A | 1643.47 | PAC02,606040324,2/28/24-3/27/24 ATLANTIS |
| | | 726040124H | 04/01/24 | 05/01/24 | A | 1159.65 | PAC02,726040124,2/21/24-3/20/24 BUS STOP |
| | | 764031924H | 03/19/24 | 04/18/24 | A | 82.78 | PAC02,764031924,2/12/24-3/12/24 DOOLAN TWR |
| | | 900031424H | 03/14/24 | 04/13/24 | A | 3319.49 | PAC02,900031424,2/13-3/13/24 MOA GAS |
| | | Vendor's Total -----> | | | | 20261.27 | |
| 04-24 | PAC11 (PACIFIC ENVIRONMENTAL SERVI | 2742H | 04/02/24 | 05/02/24 | A | 130.00 | PAC11,2742,3/14/24 RUTAN MONTHLY SERVICE |
| | | 2743H | 04/02/24 | 05/02/24 | A | 130.00 | PAC11,2743,3/14/24 ATLANTIS MONTHLY SERVICE |
| | | Vendor's Total -----> | | | | 260.00 | |
| 04-24 | PAC16 (PACIFIC COAST TRANE) | MAINT1713 | 03/22/24 | 04/21/24 | A | 3335.00 | PAC16,MAINT1713,PO7674 JAN-2024 HVAC MAINTEN |
| | | SRVC23001 | 03/04/24 | 04/03/24 | A | 823.20 | PAC16,SRVC23001,MP1993 2/5/24 REST TRACER RE |
| | | Vendor's Total -----> | | | | 4158.20 | |
| 04-24 | PER01 (PERS) | 20240329CH | 04/03/24 | 05/03/24 | A | 5137.24 | PER01,20240329C,3/16-3/29/24 PERS CLASSIC CO |
| | | 20240329NH | 04/03/24 | 05/03/24 | A | 5859.80 | PER01,20240329N,3/16-3/29/24 PERS NEW CONTRI |
| | | 20240412CH | 04/17/24 | 05/17/24 | A | 5137.24 | PER01,20240412C,3/30-4/12 PERS CLASSIC CONTR |
| | | 20240412NH | 04/17/24 | 05/17/24 | A | 5859.80 | PER01,20240412N,3/30-4/12/24 PERS NEW CONTRI |
| | | Vendor's Total -----> | | | | 21994.08 | |
| 04-24 | PER03 (CAL PUB EMP RETIRE SYSTM) | APR-2024H | 04/09/24 | 05/09/24 | A | 37147.47 | PER03, APR-24 PERS HEALTH INSURANCE |
| | | MAY-2024H | 04/14/24 | 05/14/24 | A | 37147.47 | PER03,MAY-2024,MAY-2024 PERS HEALTH INSURANC |
| | | Vendor's Total -----> | | | | 74294.94 | |
| 04-24 | PER04 (CALPERS RETIREMENT SYSTEM) | 20240329H | 04/03/24 | 05/03/24 | A | 2846.93 | PER04,20240329,3/16/24-3/29/24 457 CONTRIBUT |
| | | 20240412H | 04/17/24 | 05/17/24 | A | 2854.15 | PER04,20240412,3/30-4/12/24 457 CONTRIBUTION |
| | | Vendor's Total -----> | | | | 5701.08 | |
| 04-24 | POL01 (POLITICO GROUP INC) | MAR-2024H | 04/08/24 | 05/08/24 | A | 2500.00 | POL01,MAR-2024,MAR-24 STATE ADVOCACY/CONSULT |
| 04-24 | PRE03 (PREMIER SECURITY SOLNS CO) | PSI-3035H | 03/04/24 | 04/03/24 | A | 272.12 | PRE03,PSI-3035,2/28/24 FIRE TEST INSPECTION |
| 04-24 | QUE01 (QUENCH USA,INC.) | 07252682 | 04/01/24 | 05/01/24 | A | 315.01 | QUE01,07252682,QUENCH 730 & 810 4/1/24-6/30/ |
| 04-24 | RSE01 (R & S ERECTION) | 134031GRH | 03/22/24 | 04/21/24 | A | 225.00 | RSE01,134031GR,MP1992 3/22/24 REPAIR PHOTO E |
| | | 134469GRH | 04/24/24 | 05/24/24 | A | 1906.00 | RSE01,134469GR,4/24/24 MP2012 RUTAN GATE REP |
| | | Vendor's Total -----> | | | | 2131.00 | |
| 04-24 | SCF01 (SC FUELS) | 470453H | 04/02/24 | 05/02/24 | A | 26361.75 | SCF01,470453,4/2/24 FUEL DELIVER |
| | | 476008H | 04/11/24 | 05/11/24 | A | 28148.06 | SCF01,476008,4/11/24 FUEL DELIVER |
| | | Vendor's Total -----> | | | | 54509.81 | |
| 04-24 | SHA02 (SHAMROCK OFFICE SOLUTIONS) | 4037846H | 03/28/24 | 04/27/24 | A | 12.91 | SHA02,4037846,3/30/24-4/29/24 FRONT DESK PRI |
| 04-24 | SOL01 (SOLUTIONS FOR TRANSIT) | 24-0405LAH | 04/05/24 | 05/05/24 | A | 2083.33 | SOL01,24-0405LA,MAR-24 CLIPPER ANALYSIS |
| 04-24 | STA01 (STATE COMPENSATION FUND) | MAR-2024H | 03/21/24 | 04/20/24 | A | 1091.33 | STA01,MAR-2024,MAR-24 WORKERS COMP PREMIUM |
| 04-24 | STA04 (STATE BOARD OF) | QTR1-2024H | 04/15/24 | 05/15/24 | A | 1673.00 | STA04,QTR1-2024,1ST QTR 24 UNDERGROUND TANK |

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| 04-24 | STA05 (STATE BOARD OF EQUAL) | QTR1-2024H | 04/15/24 | 05/15/24 | A | 1195.00 | STA05,QTR1-2024,1STQTR24 EXEMPT BUS OPERATOR |
| 04-24 | STA15 (STATE WATER RESOURCES CONTRS) | SW0288139H | 04/03/24 | 05/03/24 | A | 1673.00 | STA15,SW0288139,2024 RUTAN PERMIT #598391 |
| | | SW0288180H | 04/03/24 | 05/03/24 | A | 1673.00 | STA15,SW0288180,2024 PERMIT ATLANTIS #598422 |
| | | Vendor's Total -----> | | | | 3346.00 | |
| 04-24 | SUD01 (JENNIFER SUDA) | 04-01-24H | 04/01/24 | 05/01/24 | A | 96.59 | SUD01,04-01-24,4/1/24 EXPENSE REIMBURSEMENT |
| | | 04-23-24H | 04/23/24 | 05/23/24 | A | 5.17 | SUD01,04-23-24,4/23/24 EXPENSE REIMBURSEMENT |
| | | Vendor's Total -----> | | | | 101.76 | |
| 04-24 | TAC01 (TAC ENERGY) | 2698519 | 03/26/24 | 04/25/24 | A | 26634.99 | TAC01,2698519,3/26/24 FUEL DELIVERY |
| | | 2728527 | 04/22/24 | 05/22/24 | A | 26377.87 | TAC01,2728527,4/22/24 FUEL DELIVERY |
| | | Vendor's Total -----> | | | | 53012.86 | |
| 04-24 | TAX01 (HERB HASTINGS) | 0224-0329H | 04/05/24 | 05/05/24 | A | 40.78 | TAX01,0224-0329,2/24-3/29/24 PARATAXI REIMBU |
| 04-24 | TEL01 (TPx COMMUNICATIONS) | 178317320H | 03/31/24 | 04/30/24 | A | 2498.37 | TEL01, 178317320, 4/1/24-4/30/24 SERVICE |
| 04-24 | TNT01 (TNT FIRE PROTECTION INC) | 2024-9336 | 03/19/24 | 04/18/24 | A | 700.00 | TNT01,2024-9336,3/4/24 MP1987 RUTAN SPRINKLE |
| | | 2024-9337 | 03/19/24 | 04/18/24 | A | 700.00 | TNT01,2024-9337,3/4/24 MP1987 ATLANTIS SPRIN |
| | | Vendor's Total -----> | | | | 1400.00 | |
| 04-24 | TOB01 (MICHAEL TOBIN) | 0428-0430H | 02/13/24 | 03/14/24 | A | 222.00 | TOB01,0428-0430,4/28-4/30/24 APTA ROADEO PER |
| 04-24 | TOL06 (TOLAR MFR CO INC) | 15115 | 03/19/24 | 04/18/24 | A | 2519.13 | TOL06,15115,3/19/24 MP1924 BUS SHELTER LIGHT |
| 04-24 | TUR02 (RON TURLEY ASSOCIATES,INC) | 66968 | 04/01/24 | 05/01/24 | A | 2450.00 | TUR02,66968,FY25 ANNUAL SOFTWARE MAINTENANCE |
| 04-24 | TX135 (JEFFREY JACOBSON) | 1219-0218H | 04/05/24 | 05/05/24 | A | 292.94 | TX135,1219-0218,12/19/23-2/18/24 PARATAXI RE |
| 04-24 | TX242 (BONNIE WOLF) | 0305-0327H | 04/05/24 | 05/05/24 | A | 60.00 | TX242,0305-0327,3/5/24-3/27/24 PARATAXI REIM |
| | | 0402-0412H | 04/24/24 | 05/24/24 | A | 40.00 | TX242,0402-0412,4/2/24-4/12/24 PARATAXI REIM |
| | | Vendor's Total -----> | | | | 100.00 | |
| 04-24 | TX250 (NATHAN UCHIYAMA) | 0206-0213 | 04/05/24 | 05/05/24 | A | 68.46 | TX250,0206-0213,2/6-2/13/24 PARATAXI REIMBUR |
| 04-24 | UBE01 (UBER) | MAR-2024H | 04/01/24 | 05/01/24 | A | 11011.38 | UBE01,MAR-2024,MAR-24 GO DUBLIN BILLING |
| 04-24 | VER01 (VERIZON WIRELESS) | 959857074H | 03/22/24 | 04/21/24 | A | 1684.64 | VER01,959857074,2/23-3/22/24 CELL AND WIFI S |
| 04-24 | VSP01 (VSP) | APR-2024H | 03/19/24 | 04/18/24 | A | 538.40 | VSP01,APR-2024,APR-24 VSP VISION INSURANCE |
| 04-24 | WEG01 (CHRISTY WEGENER) | 0407-0410H | 12/21/23 | 01/20/24 | A | 237.00 | WEG01,0407-0410,4/7-4/10/24 TRAVEL PER-DIEM |
| | | 0407-0410u | 04/30/24 | / / | | 237.00 | -Ck# H14190 Reversed |
| | | 04070410TH | 04/15/24 | 05/15/24 | A | 316.00 | WEG01, 4/7/24-4/10/24 TRAVEL-PER DIEM |
| | | 0427-0430H | 02/09/24 | 03/10/24 | A | 296.00 | WEG01,0427-0430,4/27-4/30/24 APTA ROADEO PER |
| | | Vendor's Total -----> | | | | 612.00 | |
| Total of Purchases --> | | | | | | 1571732.43 | ===== |

AGENDA

ITEM 6

STAFF REPORT

SUBJECT: 2024 Audit of LAVTA's Financial Statements

FROM: Tamara Edwards, Director of Finance

DATE: May 28, 2024

Action Requested

This is an information item for review and discussion.

Background

LAVTA has engaged an accountancy firm to audit the financial statements for each previous fiscal year. Part of that process is based on the Statement on Auditing Standards (SAS) No. 99 and 114 which requires the auditor to communicate with those charged with governance, including:

- An overview of the planned scope and timing of the audit.
- Representations the auditor is requesting from management.
- Additional guidance on the forms and timing of communication.
- An evaluation of the adequacy of the two-way communication.

Discussion

Maze and Associates is conducting the financial audit for fiscal year ending June 30, 2024. The attached agenda is provided for the Committee's review and David Alvey of Maze and Associates will be available to discuss these items with the Committee.

Budget

No budget impact.

Next Steps

Maze and Associates will work with Staff to complete the financial audit and are available to the LAVTA Board of Directors if any questions or concerns arise.

Recommendation

This is an information item for review and discussion.

Attachments:

1. LAVTA Required Communication



April 22, 2024

We are engaged to audit LAVTA's and Tri-Valley - San Joaquin Valley Regional Rail Authority's (collectively referred to as Authorities) basic financial statements for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit. Topics include audit scope, management representations, fraud risk considerations and audit timing. We have presented an overview of these topics below:

Our Responsibility under U.S. Generally Accepted Auditing Standards, Government Auditing Standards" and the Uniform Guidance

As stated in our engagement letters provided to the Director of Finance dated March 4, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Authorities' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Authorities' financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the Authorities' compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Authorities' compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Authorities' compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, pension and OPEB schedules, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because of the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on LAVTA's the Schedule of Operating Revenues and Expenses by Function, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Accountancy Corporation
3478 Buskirk Avenue, Suite 217
Pleasant Hill, CA 94523

T 925.228.2800
E maze@mazeassociates.com
W mazeassociates.com

We have not been engaged to report on LAVTA's introductory section and statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope and Other

The audit scope is included in the engagement letter provided to the Director of Finance. It defines what an audit of the Authorities' financial statements is and discusses internal control, fraud considerations and management responsibilities for data contained in financial statements. It is the standard used when a financial statement audit is to be conducted. This letter is a clarification of the audit process contemplated in the contract we have entered into with the Authorities pursuant to the Board's approval.

Management Representations

We will request representations from management that data and assertions provided are complete and accurate. We rely primarily on our audit verification tests and procedures, however, management assertions and judgments unavoidably affect financial data.

Fraud Risk Considerations

Audit standards require us to have discussions with our clients to discuss both the potential for and any occurrences of fraud and the impact on financial statements. "Fraud" is defined as an intentional act that results in a *material misstatement in financial statements* that are subject to audit. In this case, fraud includes two concepts. The first is fraudulent financial reporting, including misapplication of accounting principles, the omission of data or disclosures, fictitious transactions or sham transactions and concealment of relevant data. The second concept is that of misappropriations of assets, including theft, its concealment and conversion to cash.

In accordance with audit standards, we met with management and asked:

- a. Is management aware of known instances of fraud or allegations of suspected fraud?
- b. Are there areas management believes are "Susceptible to Fraud"?
 - i. Areas presumed susceptible to fraud under audit standards:
 - i. Improper revenue recognition
 - ii. Management override of Internal Control

Audit Timing

We have met with the Authorities' staff and agreed to the following schedule:

- The interim phase of the audit (internal control review and tests) was conducted in April 2024.
- The final phase of the audit (substantive tests and financial report preparation) is scheduled for the week of August 2024.
- Our plan is to finalize the reports by the end of December 2024

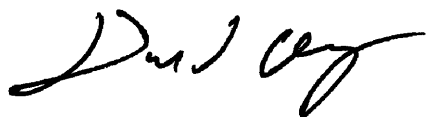
Communicating the Audit Process

We discussed the above topics with staff and wish to provide the Finance and Administration Committee an opportunity to participate in the audit process prior to its completion. If you could please respond to the following questions related to the Authorities and if the answer to any question is “yes,” please provide an explanation:

- a. Are you aware of any instances of fraud or allegations of suspected fraud?
- b. Are there any areas you believe are “Susceptible to Fraud”?
- c. Are you aware of any possible or actual noncompliance or waste or abuse of programs and controls?
- d. Are you aware of any related-party transactions? (Transactions between the Authorities or its component units and elected or appointed officials)

Please return your responses to the above questions via email to davida@mazeassociates.com or respond verbally during our meeting. If you have any questions or concerns, please do not hesitate to contact me directly at (925) 228-2800.

Sincerely,



David Alvey
Maze & Associates

David Alvey | CPA | Audit Partner



3478 Buskirk Avenue, Suite 217
Pleasant Hill, CA 94523

☎ (925)-228-2800, Ext. 227

✉ davida@mazeassociates.com

AGENDA

ITEM 7

STAFF REPORT

SUBJECT: Update to LAVTA's Human Resource Policies

FROM: Tamara Edwards, Director of Finance

DATE: May 28, 2024

Action Requested

Staff requests the Finance and Administration Committee forward Resolution 16-2024 to the Board of Directors for Approval.

Discussion

LAVTA adopted Resolution 17-86 on August 4, 1986 that implemented a Personnel Policy for the Authority. This policy was subsequently amended 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. This was revised again in May of 2013, in October of 2014 and again in January 2020.

Discussion

Since the last adoption of this policy a number of regulations have changed and the policy needed to be updated to ensure that LAVTA is up to date on all of its policies involving employees. Additionally, Staff identified some areas that needed updating to coincide with LAVTA's current needs.

The updates to the Human Resources Policy makes changes and clarifications to the following areas: acting pay, administrative office hours of operation, use of personal or agency vehicles, sick leave for temporary employees, and leaves for the following reasons: reproductive loss, voting, jury duty, school activity, bereavement, organ and bone marrow donation.

"Red Line" versions of this policy are attached for reference.

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 requests that the Finance and Administration Committee forward Resolution 16-2024 and the updated Human Resources Policy to the Board of Directors for approval.

Attachments:

1. Resolution 16-2024 adopting the LAVTA Human Resources Policy
2. Proposed Human Resources Policy (with tracked changes)
3. Proposed Human Resources Policy (without tracked changes)

RESOLUTION 16-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS 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, Resolution 26-2014 was adopted by the LAVTA Board on October 6th, 2014 updating the Human Resources Policy, and

WHEREAS, Resolution 30-2020 was adopted by the LAVTA Board on January 6th, 2020 updating the Human Resources Policy, and

WHEREAS, it is desirable and necessary to update certain provisions to bring the policy in line with current guidelines.

**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 3rd day of June 2024.

Melissa Hernandez, Chair

ATTEST:

Christy Wegener, 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, natural hairstyle, color, creed (including religious dress and religious grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender, gender identity, gender expression (including transgender or because an individual has transitioned or is transitioning), sex stereotyping, genetic information, marital status, domestic partner status, national origin, ancestry, citizenship, mental, physical or sensory disability, legally protected medical condition or information, military or veteran status, protected medical leaves, religion, or any other basis protected by federal, state, or local law 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 leaves 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 in accordance with applicable law.

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 ACTING PAY

Occasionally, a vacancy in the Agency would necessitate a staff member be appointed to an acting role, temporarily assuming duties for that position as well as continuing to be responsible for their existing duties. To be eligible for acting pay, the employee must agree to temporarily work in a position that has a higher pay level assignment than the employee's regular position. The employee acting in position retains his/her regular job title, with an "acting" designation for the temporary role.

In all cases, the employee must return to his or her regular position and regular rate of pay when the temporary assignment is over, which is at the discretion of the Executive Director. Regular rate of pay means the rate that would have been paid at that point in time had the temporary assignment not happened.

Acting pay is based on a percentage increase over the employee's regular pay rate to be determined by the Executive Director.

2.5.2.6 HOURS OF WORK

The Administrative Office shall be open for the public between 8:30 9:00 a.m., and 12 p.m., and 1:30 pm 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.

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~~2.62.7~~ 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.

~~2.72.8~~ LEAVES OF ABSENCE

~~2.7.12.8.1~~ Personal Leaves:

~~2.7.22.8.2~~ 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 ~~= a~~ 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 2.7.2, 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.

~~2.7.32.8.3~~ Temporary Disability Leaves:

- 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.

2.7.42.8.4 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"), parent in law, sibling, grandchild, grandparent, or the employee's designated person 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 exigency leave," 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, employees are entitled to five days of unpaid leave in the event of a reproductive loss (CFRA). A "reproductive loss" means a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction.

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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.

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.

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.

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.

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, foster care placement of a child, or adoption is counted as time used for FMLA/CFRA leave. Employees who are unable to work due to pregnancy will be granted the greater of 12 weeks leave or the amount of leave to which the employee may be entitled under California state law for pregnancy-related disability or in connection with childbirth. Family care leaves for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement. 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. For foreseeable leaves the medical certification should be provided before leave begins. Failure to provide requested medical certification in a timely manner may be grounds for denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued 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.

When permitted by law, 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.

Where the need for leave lasts beyond a single leave year, LAVTA may require the employee to provide new medical certification in each subsequent leave year. Any request for an extension of the leave must be supported by an updated medical certification. Failure to provide requested recertification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to LAVTA to support the employee's leave request.

f. Certification for a Qualifying Exigency

If the employee is requesting military 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.

~~2.7.5~~ 2.8.5 Other Types of Leave

- a. Voting Leave shall be granted to employees who do not have sufficient time outside of working hours to vote in a statewide election.
- b. 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 during regular working hours or released from jury duty earlier than expected. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay.
- c. -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.
- d. -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.

e. School Activity Leave shall be granted to eligible employees may be entitled to take time off to participate in activities of their child's school. In order to be eligible for time off under this policy, an employee must be the parent, guardian, or grandparent of a child who is in kindergarten, a grade between one and 12, or a licensed child day care facility. In addition, the employee must provide reasonable notice of the planned absence to their supervisor before taking the time off. The employee may not take more than 40 hours (unpaid) off for this purpose in any year or more than eight hours off in any calendar month of the year. This policy covers non-exempt employees for any time missed and exempt employees for full days missed.

f. Bereavement Leave shall be granted to employees who have been employed for at least 30 days before the start of leave are eligible for five days of ~~paid~~unpaid bereavement leave for the death of a family member. Bereavement leave must be completed within three months of the family member's date of death, although the days do not need to be consecutive.

g. Organ and Bone Marrow Donation Leave grants an employee a (unpaid) leave of absence, not exceeding 30 business days in a one-year period, to an employee who is an organ donor, for the purpose of donating the employee's organ to another person; and a leave of absence (unpaid), not exceeding five business days in a one-year period, to an employee who is a bone marrow donor, for the purpose of donating the employee's bone marrow to another person.

e.h. 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.

f.i. Where leaves without pay are granted, other than for disciplinary purposes, and do not exceed two (2) weeks, general leave shall accrue.

2.7.62.8.6 ADMINISTRATIVE LEAVE

-In recognition that management employees in positions classified as exempt are required to work hours beyond their regular hours of

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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.

2.82.9

OUTSIDE EMPLOYMENT

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.

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.

Use of Authority equipment is permitted only in the performance of Authority duties.

2.92.10

INTRODUCTORY PERIOD

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

~~2.9.12.10.1~~ 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.

2.9.2 Upon completion of the introductory period, Livermore Amador Valley Transit Authority will review the employee's performance. If the Authority finds the employee's performance satisfactory and decides to continue his or her employment, it will advise the employee of any expected improvements.

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.

The introductory period may be extended ~~no more than twice~~ [per extension](#) by the Executive Director for a period not to exceed ninety days in order to further evaluate the performance of the employee.

2.10 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.

[Temporary assignments shall be compensated per Section 2.5.](#)

2.11 PROFESSIONAL DEVELOPMENT

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

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.

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.

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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 Unsatisfactory work quality or quantity.
- 3.2.3 Failure to refusal to perform a work-related task, or Insubordination. Insubordination shall mean that the employee, having the ability to do a lawful 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 Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the Authority, its employees, customers or property.
- 3.2.8 Repeated garnishment of wages.
- 3.2.9 Falsifying or altering Authority records, including an application for employment or timekeeping records.

- 3.2.10 Disrespectful or discourteous conduct toward a customer or member of the public.
- 3.2.11 Misuse of Authority position, time, or property, including conducting personal business on Authority time and improper use of Authority equipment or credit card, or harming or destroying Authority property.
- 3.2.12 Disclosing or using confidential and/or proprietary information, such as the Authority's trade secrets, without authorization.
- 3.2.13 Theft, dishonesty.
- ~~3.2.14~~ Violating the Authority's rules against unlawful discrimination, harassment, or retaliation.
- ~~3.2.14~~
- ~~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, 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. 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 Authority requests that the employee submit the written resignation 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 2.9.1 and 2.9.2. New employees who qualify for a six month evaluation prior to July 1st will be eligible for a prorated merit salary increase based on evaluation results and time served.

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.

- (a) 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.

- (b) 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.

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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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

4.2.3 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.

- 4.2.4 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."

- 4.2.5 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.

- 4.2.6 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.

4.2.7 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 – Senior Professional

Band 5 – Manager

Band 6 - Director

- 4.2.8 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 |

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 of service through the fifth year anniversary (without a break in service) | 6.77 Hours |
| 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.

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- 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 PAID SICK LEAVE (TEMPORARY EMPLOYEES ONLY)

Temporary employees qualify to accrue paid sick leave upon the start of the temporary employee's employment. Temporary employees may take paid sick leave accrued under this policy if they have worked for the Livermore Amador Valley Transit Authority for at least 90 days.

Temporary employees accrue one hour of paid sick leave for every 30 hours of work performed. Employees may not accrue more than 48 hours or six regularly-scheduled workdays of paid sick leave, whichever is greater, at any given time. Employees who reach the applicable cap will cease to accrue further paid sick leave hours until paid sick leave is used, at which point the employee will continue to accrue additional paid sick leave up to

the cap. Paid sick leave not used in a year otherwise carries over from year to year.

Temporary employees may take the greater of ~~40~~24 hours or ~~fivethree~~ regularly-scheduled workdays' worth of paid sick leave per year for any qualifying reason. Employees using paid sick leave must do so in minimum increments of two hours.

Paid sick leave may be used for the diagnosis, care (including preventative care), or treatment of an existing health condition of a temporary employee and certain family members of the employee, including the employee's designated person. Employees who are the victim of domestic violence, sexual assault, or stalking also may use paid sick leave for treatment, assistance, and other purposes authorized by law.

If the need for sick leave is foreseeable, the employee must provide reasonable advance notice. If the leave is not foreseeable, the employee must provide notice of the leave as soon as practicable.

Accrued unused paid sick leave is not paid out upon termination. However, temporary employees separating from employment who are rehired within one year from the date of separation will have their previously accrued and unused paid sick days reinstated.

5.4 WORKERS' COMPENSATION

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

5.5 RETIREMENT PLAN

Effective January 1, 2013, LAVTA established two tiers of retirement plan benefits.

- (a) 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.
- (b) 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.

5.6 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:

- 5.6.1 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.
- 5.6.2 The Authority's contribution for each employee or annuitant (hired prior to July 1st, 2010) 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).
- 5.6.3 Annuitants hired on or after July 1st, 2010 require a minimum of ten years of CalPERS service credit in order to qualify to receive a 50% employer contribution. Five of those ten years must be performed at LAVTA. Each additional service credit year after ten years increases the employer contribution percentage by 5% until 20 years of service is reached, at which time the retiring employee is eligible for 100% of the employer contribution.
- 5.6.4 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.
- 5.6.6 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.
- 5.6.7 It is the employee's responsibility to notify the Authority regarding any changes in dependent status.

5.7 DISABILITY INSURANCE

5.7.1 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.

5.7.2 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 USE OF PERSONAL OR AGENCY VEHICLES~~

Employees who use their personal automobile for authorized office business shall receive reimbursement at the applicable rate as established by the Internal Revenue Service. Alternatively, employees may use a LAVTA staff vehicle. ~~Whether using a personal vehicle or an agency owned vehicle while doing work for the agency or not, the~~ employees must comply with the requirements outlined in the Use of LAVTA Service Vehicle Policy.

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5.10 PART-TIME EMPLOYEES

Attachment 2

~~Attachment 5~~

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
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, natural hairstyle, color, creed (including religious dress and religious grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender, gender identity, gender expression (including transgender or because an individual has transitioned or is transitioning), sex stereotyping, genetic information, marital status, domestic partner status, national origin, ancestry, citizenship, mental, physical or sensory disability, legally protected medical condition or information, military or veteran status, protected medical leaves, religion, or any other basis protected by federal, state, or local law 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 leaves 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 in accordance with applicable law.

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 ACTING PAY

Occasionally, a vacancy in the Agency would necessitate a staff member be appointed to an acting role, temporarily assuming duties for that position as well as continuing to be responsible for their existing duties. To be eligible for acting pay, the employee must agree to temporarily work in a position that has a higher pay level assignment than the employee's regular position. The employee acting in position retains his/her regular job title, with an "acting" designation for the temporary role.

In all cases, the employee must return to his or her regular position and regular rate of pay when the temporary assignment is over, which is at the discretion of the Executive Director. *Regular rate of pay* means the rate that would have been paid at that point in time had the temporary assignment not happened.

Acting pay is a *percentage* increase over the employee's regular pay rate to be determined by the Executive Director.

2.6 HOURS OF WORK

The Administrative Office shall be open for the public between 9:00 a.m., and 12 p.m. and 1:30 pm and 4:00 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.

2.7 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.

2.8 LEAVES OF ABSENCE

2.8.1 Personal Leaves:

2.8.2 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 a 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 2.7.2, 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.

2.8.3 Temporary Disability Leaves:

- 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.

2.8.4 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, parent ("covered relation"), parent in law, sibling, grandchild, grandparent, or the employee's designated person 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 exigency leave," 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, employees are entitled to five days of unpaid leave in the event of a reproductive loss (CFRA). A "reproductive loss" means a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction.

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.

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.

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.

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.

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, foster care placement of a child, or adoption is counted as time used for FMLA/CFRA leave. Employees who are unable to work due to pregnancy will be granted the greater of 12 weeks leave or the amount of leave to which the employee may be entitled under California state law for pregnancy-related disability or in connection with childbirth. Family care leaves for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement. 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. For foreseeable leaves the medical certification should be provided before leave begins. Failure to provide requested medical certification in a timely manner may be grounds for denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued 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.

When permitted by law, 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.

Where the need for leave lasts beyond a single leave year, LAVTA may require the employee to provide new medical certification in each subsequent leave year. Any request for an extension of the leave must be supported by an updated medical certification. Failure to provide requested recertification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to LAVTA to support the employee's leave request.

f. Certification for a Qualifying Exigency

If the employee is requesting military 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.

2.8.5 Other Types of Leave

- a. Voting Leave shall be granted to employees who do not have sufficient time outside of working hours to vote in a statewide election.
- b. 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 during regular working hours or released from jury duty earlier than expected. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay.
- c. 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.
- d. 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.

- e. School Activity Leave shall be granted to eligible employees may be entitled to take time off to participate in activities of their child's school. In order to be eligible for time off under this policy, an employee must be the parent, guardian, or grandparent of a child who is in kindergarten, a grade between one and 12, or a licensed child day care facility. In addition, the employee must provide reasonable notice of the planned absence to their supervisor before taking the time off. The employee may not take more than 40 hours (unpaid) off for this purpose in any year or more than eight hours off in any calendar month of the year. This policy covers non-exempt employees for any time missed and exempt employees for full days missed.
- f. Bereavement Leave shall be granted to employees who have been employed for at least 30 days before the start of leave are eligible for five days of **[unpaid]** bereavement leave for the death of a family member. Bereavement leave must be completed within three months of the family member's date of death, although the days do not need to be consecutive.
- g. Organ and Bone Marrow Donation Leave grants an employee a (unpaid) leave of absence, not exceeding 30 business days in a one-year period, to an employee who is an organ donor, for the purpose of donating the employee's organ to another person; and a leave of absence (unpaid), not exceeding five business days in a one-year period, to an employee who is a bone marrow donor, for the purpose of donating the employee's bone marrow to another person.
- h. 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.
- i. Where leaves without pay are granted, other than for disciplinary purposes, and do not exceed two (2) weeks, general leave shall accrue.

2.8.6 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.

2.9 OUTSIDE EMPLOYMENT

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.

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.

Use of Authority equipment is permitted only in the performance of Authority duties.

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.

2.9.2 Upon completion of the introductory period, Livermore Amador Valley Transit Authority will review the employee's performance. If the Authority finds the employee's performance satisfactory and decides to continue his or her employment, it will advise the employee of any expected improvements.

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.

The introductory period may be extended no more than twice by the Executive Director for a period not to exceed ninety days per extension, in order to further evaluate the performance of the employee.

2.10 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.

Temporary assignments shall be compensated per Section 2.5.

2.11 PROFESSIONAL DEVELOPMENT

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

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.

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 Unsatisfactory work quality or quantity.
- 3.2.3 Failure to refusal to perform a work-related task, or Insubordination. Insubordination shall mean that the employee, having the ability to do a lawful 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 Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the Authority, its employees, customers or property.
- 3.2.8 Repeated garnishment of wages.
- 3.2.9 Falsifying or altering Authority records, including an application for employment or timekeeping records.
- 3.2.10 Disrespectful or discourteous conduct toward a customer or member of the public.

- 3.2.11 Misuse of Authority position, time, or property, including conducting personal business on Authority time and improper use of Authority equipment or credit card, or harming or destroying Authority property.
- 3.2.12 Disclosing or using confidential and/or proprietary information, such as the Authority's trade secrets, without authorization.
- 3.2.13 Theft, dishonesty.
- 3.2.14 Violating the Authority's rules against unlawful discrimination, harassment, or retaliation.
- 3.2.15 Failure to submit to a medical examination or failure to appear at the designated time and place for such examination.

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, 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. 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 Authority requests that the employee submit the written resignation 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 2.9.1 and 2.9.2. New employees who qualify for a six month evaluation prior to July 1st will be eligible for a prorated merit salary increase based on evaluation results and time served.

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.

- (a) 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.

- (b) 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.

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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

4.2.3 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.

4.2.4 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."

4.2.5 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.

4.2.6 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.

4.2.7 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 – Senior Professional

Band 5 – Manager

Band 6 - Director

- 4.2.8 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 |

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 of service through the fifth year anniversary (without a break in service) | 6.77 Hours |
|---|------------|

| | |
|--------------------------|------------|
| 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 PAID SICK LEAVE (TEMPORARY EMPLOYEES ONLY)

Temporary employees qualify to accrue paid sick leave upon the start of the temporary employee's employment. Temporary employees may take paid sick leave accrued under this policy if they have worked for the Livermore Amador Valley Transit Authority for at least 90 days.

Temporary employees accrue one hour of paid sick leave for every 30 hours of work performed. Employees may not accrue more than 48 hours or six regularly-scheduled workdays of paid sick leave, whichever is greater, at any given time. Employees who reach the applicable cap will cease to accrue further paid sick leave hours until paid sick leave is used, at which point the employee will continue to accrue additional paid sick leave up to

the cap. Paid sick leave not used in a year otherwise carries over from year to year.

Temporary employees may take the greater of 40 hours or five regularly-scheduled workdays' worth of paid sick leave per year for any qualifying reason. Employees using paid sick leave must do so in minimum increments of two hours.

Paid sick leave may be used for the diagnosis, care (including preventative care), or treatment of an existing health condition of a temporary employee and certain family members of the employee, including the employee's designated person. Employees who are the victim of domestic violence, sexual assault, or stalking also may use paid sick leave for treatment, assistance, and other purposes authorized by law.

If the need for sick leave is foreseeable, the employee must provide reasonable advance notice. If the leave is not foreseeable, the employee must provide notice of the leave as soon as practicable.

Accrued unused paid sick leave is not paid out upon termination. However, temporary employees separating from employment who are rehired within one year from the date of separation will have their previously accrued and unused paid sick days reinstated.

5.4 WORKERS' COMPENSATION

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

5.5 RETIREMENT PLAN

Effective January 1, 2013, LAVTA established two tiers of retirement plan benefits.

- (a) 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.
- (b) 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.

5.6 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:

- 5.6.1 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.
- 5.6.2 The Authority's contribution for each employee or annuitant (hired prior to July 1st, 2010) 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).
- 5.6.3 Annuitants hired on or after July 1st, 2010 require a minimum of ten years of CalPERS service credit in order to qualify to receive a 50% employer contribution. Five of those ten years must be performed at LAVTA. Each additional service credit year after ten years increases the employer contribution percentage by 5% until 20 years of service is reached, at which time the retiring employee is eligible for 100% of the employer contribution.
- 5.6.4 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.
- 5.6.6 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.
- 5.6.7 It is the employee's responsibility to notify the Authority regarding any changes in dependent status.

5.7 DISABILITY INSURANCE

- 5.7.1 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.
- 5.7.2 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 USE OF PERSONAL OR AGENCY VEHICLES

Employees who use their personal automobile for authorized office business shall receive reimbursement at the applicable rate as established by the Internal Revenue Service. Alternatively, employees may use a LAVTA staff vehicle. Whether using a personal vehicle or an agency owned vehicle while doing work for the agency the 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.

AGENDA

ITEM 8

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: May 28, 2023

Action Requested

Staff requests the Finance and Administration Committee recommend Board adoption of Resolution 15-2024, codifying the results from the 2024 review of the LAVTA organization and salary bands as required by the LAVTA Human Resources Policy.

Background

LAVTA's Human Resources Policy states that "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." LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. The FY 2025 org chart is included as Attachment 1.

LAVTA transitioned to a new contractor for the salary band study in FY24. The new contractor, GovInvest, has developed a software to collect salary information from their clients, allowing for easy comparison between LAVTA and our comparator agencies. As GovInvest builds their database, the salary comparisons will become more comprehensive.

Working with GovInvest, for this year's study the number of comparator agencies increased from ten to fourteen. Prior comparator agencies were similar in make up to LAVTA, such as stand-alone agencies not part of a City or County, most were similar in size, as well as in organizational structure. For this year's study, additional agencies were added that were not necessarily similar in organizational make-up, but are close enough geographically that they could compete with LAVTA for recruiting. Therefore, AC Transit, Santa Clara VTA, and Sacramento Regional Transit were added. The other comparator agencies are Santa Cruz Metro, San Joaquin Regional Transit District, Tri-Delta Transit, Monterey-Salinas Transit, Napa Valley Transportation Authority, Marin Transit, County Connection, WestCat, Yolo County Transportation District and San Luis Obispo Regional Transit Authority.

Discussion

The annual Salary Band Review conducted in FY 2023 showed three positions whose salary bands were not in alignment with those of LAVTA's comparator agencies. At that time, it was decided that these imbalances and any subsequent organizational changes would be addressed

with update of the strategic plan. Given that the LAVTA strategic plan will not be complete until 2025, in late 2023 staff engaged with a new contractor GovInvest to review the recommendations for the realignment of three positions identified in the the FY 2023 salary study, and also to conduct the Agency's the FY 2024 salary band review.

Related to the FY 2023 recommendations, the first of the three positions out of alignment is the position of Customer Service Supervisor. Based on data from comparator agencies, GovInvest recommended that this could be corrected by moving this position from band two to band three. The second position identified was Director of Finance, and GovInvest recommended that this could be corrected by increasing the salary band by 5%. Neither of these salary band changes would result in an increase for the staff members in these positions as increases are based on merit. The third position is that of the Executive Director and adjustments to the Executive Director salary will be left to the discretion of the Board of Directors. The results of the FY 2023 Salary Band Review are included as Attachment 2.

For the FY 2024 salary band review, the survey showed that in addition to the above changes, all salary bands should be increased by the CPI, and that band one should increase the low end by 6%. The results are included in Attachment 3.

In FY 2025 LAVTA will be embarking on a new Strategic Plan which will likely include an analysis of the organization as a whole. With the new Strategic Plan there may be recommendations of position titles and job description changes, changes in the salary bands in terms of where each position fits in, changes in department responsibilities and where each position fits into the organization as a whole. The salary band study just completed is based on the current organizational structure and does not indicate that any changes need to be made before the origination assessment and Strategic Plan are completed.

The Bureau of Labor Statistics Consumer Price index for the San Francisco Area April 2024 is included as Attachment 4. Based on the update this year, and the outstanding recommendations from the FY 2023 Salary Study, staff is recommending an increase in band six of 5% plus the CPI of 3.8%, an increase in the low end for band one of 6% plus CPI of 3.8%, and a shift for all other bands up by CPI of 3.8%. There are no other indications that salaries in the transit agency labor market have fluctuated enough to warrant more than these increases. Staff recommendations for increases in the salary bands to ensure that the bands stay competitive in the labor market are summarized below.

Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.

Table of Proposed Monthly Salary Range Changes

| Band | Current FY2024 Monthly Salary Range | | Proposed FY2025 Monthly Salary Range | |
|-------------|--|---------|---|---------|
| 1 | \$4,247 | \$5,948 | \$4,673 | \$6,174 |
| 2 | \$5,253 | \$7,435 | \$5,453 | \$7,718 |
| 3 | \$6,374 | \$8,924 | \$6,616 | \$9,263 |

| | | | | |
|---|----------|----------|----------|----------|
| 4 | \$7,648 | \$10,707 | \$7,939 | \$11,114 |
| 5 | \$9,176 | \$12,848 | \$9,525 | \$13,336 |
| 6 | \$10,959 | \$15,416 | \$11,944 | \$16,802 |

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 **\$4,673 - \$6,174**

Customer Service Representative

Band 2 **\$5,453 - \$7,718**

Executive Assistant

Band 3 **\$6,616 - \$9,263**

Accounting Analyst
Paratransit Specialist
Customer Service Supervisor

Band 4 **\$7,939 - \$11,114**

Senior Transit Planner
Senior Operations Analyst: Fleet & ITS
Senior Grants, and Management Specialist
Senior Operations Analyst: Quality Assurance
Senior Marketing and Outreach Coordinator

Band 5 **\$9,525 - \$13,336**

Manager of Capital Projects
Manager of Capital Planning and Grants

Band 6 **\$11,944 - \$16,802**

Director of Finance
Director of Customer Experience
Director of Operations

Budget Impact

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2025 operating budget.

Recommendation

Staff requests that the Finance and Administration Committee recommend that the Board of Directors approve the Resolution 15-2024 adjusting the salary bands for LAVTA positions.

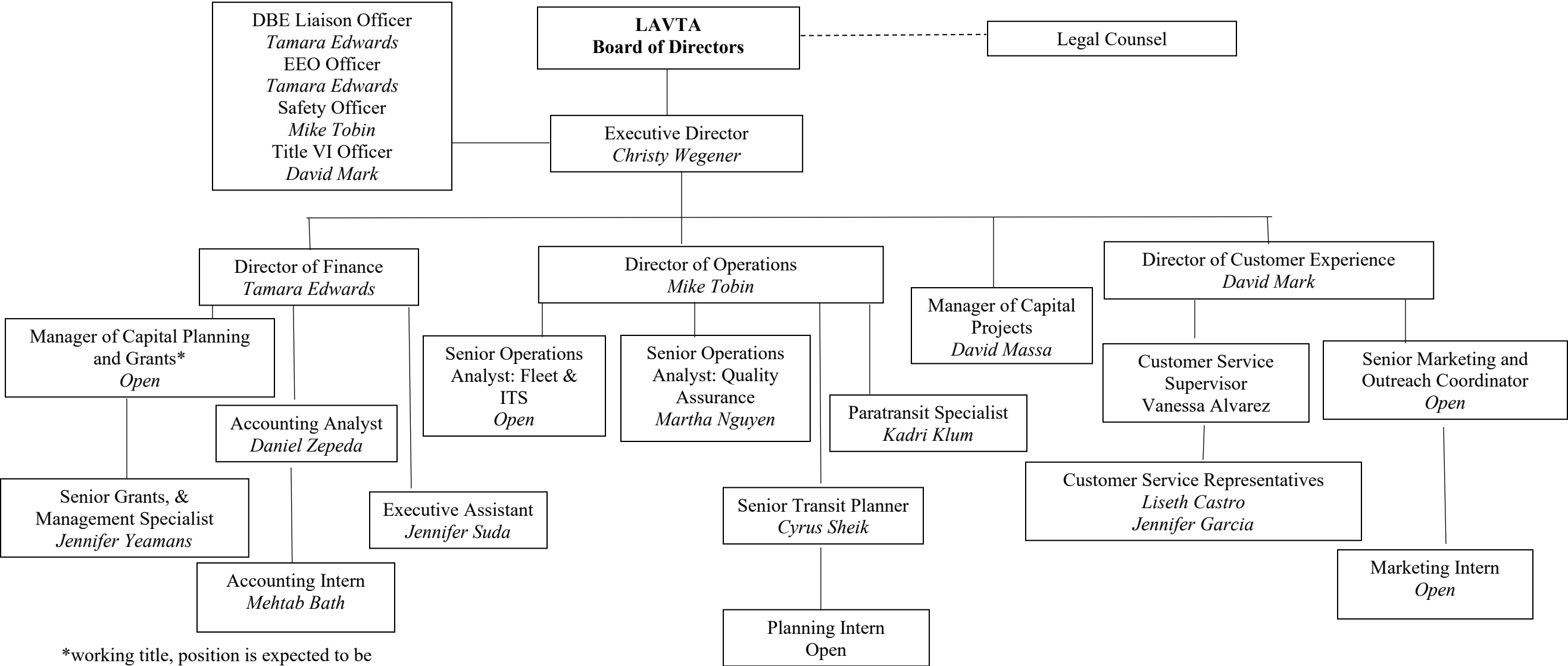
Attachments:

1. LAVTA Organization Chart

2. FY 2023 Salary Band Recommendations
3. FY 2024 Annual Organizational Review Results Summary
4. Bureau of Labor Statistics
5. Resolution 15-2024 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2024 Salary Bands

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



*working title, position is expected to be added after the completion of the Strategic Plan



Market Summary: Current Salary Comparison & Recommendation

Currently, salaries for 6 of 15 classifications at LAVTA are below a competitive range in at least one part of the salary range (min/mid/max). Proposed recommendations on the right assume changes to salaries only.

| Position | Sample Size | Base Salary | | | | | | | | | Recommendation |
|---|-------------|-------------|----------|----------|---------------|----------|----------|---------------|--------|--------|------------------------------|
| | | LAVTA | | | Market Median | | | % from Median | | | |
| | | Min | Mid | Max | Min | Mid | Max | Min | Mid | Max ▼ | |
| Sr Grants and Mgmt Specialist | n=6 | \$7,340 | \$8,808 | \$10,275 | \$6,376 | \$7,506 | \$8,683 | 15.1% | 17.3% | 18.3% | No change |
| Capital Projects Manager | n=3 | \$8,806 | \$10,568 | \$12,330 | \$7,917 | \$9,375 | \$10,833 | 11.2% | 12.7% | 13.8% | No change |
| Sr Fleet & Tech Mgmt Spec | n=6 | \$7,340 | \$8,808 | \$10,275 | \$6,231 | \$7,706 | \$9,180 | 17.8% | 14.3% | 11.9% | No change |
| Accounting Analyst | n=8 | \$6,117 | \$7,341 | \$8,564 | \$5,369 | \$6,536 | \$7,741 | 13.9% | 12.3% | 10.6% | No change |
| Customer Service Representative | n=4 | \$4,076 | \$4,892 | \$5,708 | \$4,053 | \$4,656 | \$5,260 | 0.6% | 5.1% | 8.5% | No change |
| Paratransit Planner | n=6 | \$6,117 | \$7,341 | \$8,564 | \$5,724 | \$7,079 | \$8,115 | 6.9% | 3.7% | 5.5% | No change |
| Administrative Assistant | n=8 | \$5,041 | \$6,088 | \$7,135 | \$4,848 | \$5,964 | \$6,822 | 4.0% | 2.1% | 4.6% | No change |
| Operations Specialist | n=4 | \$7,340 | \$8,808 | \$10,275 | \$7,321 | \$8,585 | \$9,849 | 0.3% | 2.6% | 4.3% | No change |
| Director of Planning and Marketing | n=8 | \$10,570 | \$12,683 | \$14,795 | \$10,820 | \$12,851 | \$14,566 | -2.3% | -1.3% | 1.6% | Increase salary range by +5% |
| Marketing and Communications Specialist | n=4 | \$6,117 | \$7,341 | \$8,564 | \$6,650 | \$7,552 | \$8,455 | -8.0% | -2.8% | 1.3% | No change |
| Senior Transit Planner | n=7 | \$7,340 | \$8,808 | \$10,275 | \$7,533 | \$9,574 | \$10,790 | -2.6% | -8.0% | -4.8% | No change |
| Director of Operations | n=7 | \$10,570 | \$12,683 | \$14,795 | \$11,178 | \$13,006 | \$15,649 | -5.4% | -2.5% | -5.5% | Increase salary range by +5% |
| Director of Finance | n=10 | \$10,570 | \$12,683 | \$14,795 | \$11,758 | \$13,471 | \$15,896 | -10.1% | -5.9% | -6.9% | Increase salary range by +5% |
| Customer Service Supervisor | n=4 | \$5,041 | \$6,088 | \$7,135 | \$5,699 | \$6,889 | \$8,080 | -11.5% | -11.6% | -11.7% | Increase salary band |
| Executive Director | n=10 | \$17,917 | \$17,917 | \$17,917 | \$21,105 | \$21,105 | \$21,105 | -15.1% | -15.1% | -15.1% | +10% correctional increase |

| Position | Sample Size | Monthly Salary | | | | | | | | |
|---|-------------|----------------|---------|-------|---------------|----------|----------|---------------|--------|-------|
| | | LAVTA | | | Market Median | | | % from Median | | |
| | | MIN | MID | MAX | MIN | MID | MAX | MIN | MID | MAX |
| Accounting Analyst | n=10 | 6374 | 7649 | 8924 | 5599 | 6718 | 7838 | 13.8% | 13.9% | 13.9% |
| Executive Assistant | n=8 | 5253 | 6344 | 7435 | 5041 | 6197 | 7135 | 4.2% | 2.4% | 4.2% |
| Capital Projects Manager | n=4 | 9176 | 11012 | 12330 | 8806 | 10568 | 10833.33 | 4.2% | 4.2% | 13.8% |
| Customer Service Representative | n=5 | 5253 | 5097.5 | 5948 | 5599 | 4892 | 5708 | -6.2% | 4.2% | 4.2% |
| Customer Service Supervisor | n=4 | 5041 | 6344 | 7435 | 5698.58 | 6718 | 7838 | -11.5% | -5.6% | -5.1% |
| Director of Finance | n=11 | 10959 | 13187.5 | 15416 | 12027 | 14119 | 16236 | -8.9% | -6.6% | -5.1% |
| Director of Operations | n=8 | 10959 | 13187.5 | 15416 | 11775 | 13414 | 15649 | -6.9% | -1.7% | -1.5% |
| Director of Customer Experience | n=5 | 6374 | 13187.5 | 15416 | 6506 | 12916 | 14895 | -2.0% | 2.1% | 3.5% |
| Marketing and Communications Specialist | n=4 | 6117 | 7649 | 8924 | 6649.58 | 7436 | 8605 | -8.0% | 2.9% | 3.7% |
| Senior Operations Specialist | n=4 | 7648 | 9178 | 10707 | 7340 | 8808 | 10275 | 4.2% | 4.2% | 4.2% |
| Paratransit Planner | n=7 | 6374 | 7649 | 8924 | 5996 | 7079.303 | 8827 | 6.3% | 8.0% | 1.1% |
| Senior Operations Analyst: Fleet & ITS | n=8 | 7648 | 7649 | 10707 | 7340 | 8808 | 10257 | 4.2% | -13.2% | 4.4% |
| Senior Grants and Management Specialist | n=8 | 7648 | 9177.5 | 10707 | 6935 | 8054 | 9173 | 10.3% | 13.9% | 16.7% |
| Senior Transit Planner | n=9 | 7648 | 9177.5 | 10707 | 7770 | 9365 | 10736 | -1.6% | -2.0% | -0.3% |



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Related Links

[CPI historical databases](#)

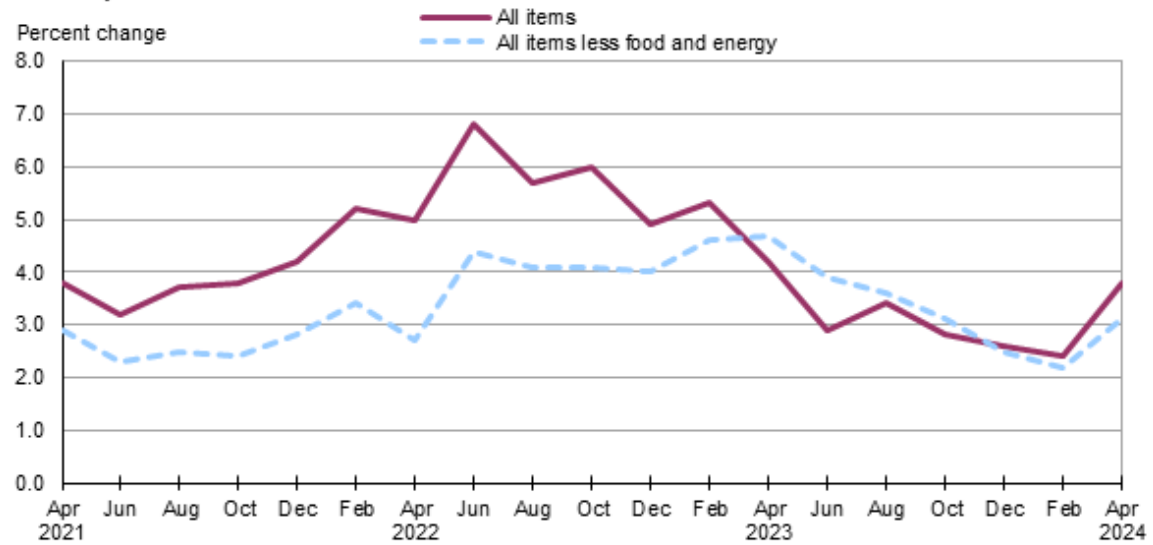
Consumer Price Index, San Francisco Area — April 2024

Area prices were up 1.8 percent over the past two months, up 3.8 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.8 percent for the two months ending in April 2024, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) Regional Commissioner Chris Rosenlund noted that the April increase was influenced by higher prices for shelter and gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 3.8 percent. (See [chart 1](#) and [table A.](#)) Food prices advanced 3.1 percent. Energy prices advanced 18.0 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy increased 3.1 percent over the year. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2021–April 2024



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

Food prices were unchanged for the two months ending in April. (See [table 1.](#)) Prices for food at home decreased 0.9 percent, with lower prices in four of the six grocery categories. Prices for food away from home advanced 1.1 percent for the same period.

Over the year, food prices advanced 3.1 percent. Prices for food at home increased 2.5 percent since a year ago, led by higher prices for nonalcoholic beverages and beverage materials (12.1 percent). Prices for food away from home increased 4.4 percent.

Energy

The energy index rose 8.5 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (20.1 percent). Prices for electricity rose 0.3 percent, while prices for natural gas service decreased 15.8 percent for the same period.

Energy prices advanced 18.0 percent over the year, largely due to higher prices for electricity (24.4 percent). Prices paid for natural gas service advanced 14.7 percent, and prices for gasoline advanced 12.2 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 1.7 percent in the latest two-month period. Higher prices for apparel (13.3 percent) and shelter (1.7 percent) were partially offset by lower prices for recreation (-0.8 percent).

Over the year, the index for all items less food and energy increased 3.1 percent. Components contributing to the increase included apparel (13.2 percent) and shelter (2.9 percent). Partly offsetting the increases was a price decrease in new and used motor vehicles (-1.5 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

| Month | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | |
|----------|---------|----------|---------|----------|---------|----------|---------|----------|---------|----------|
| | 2-month | 12-month | 2-month | 12-month | 2-month | 12-month | 2-month | 12-month | 2-month | 12-month |
| February | 0.9 | 2.9 | 0.5 | 1.6 | 1.4 | 5.2 | 1.8 | 5.3 | 1.5 | 2.4 |
| April | -0.5 | 1.1 | 1.7 | 3.8 | 1.5 | 5.0 | 0.4 | 4.2 | 1.8 | 3.8 |
| June | 0.7 | 1.6 | 0.0 | 3.2 | 1.7 | 6.8 | 0.5 | 2.9 | | |
| August | 0.0 | 1.6 | 0.5 | 3.7 | -0.5 | 5.7 | 0.0 | 3.4 | | |
| October | 0.5 | 1.1 | 0.7 | 3.8 | 1.0 | 6.0 | 0.3 | 2.8 | | |
| December | 0.4 | 2.0 | 0.8 | 4.2 | -0.3 | 4.9 | -0.4 | 2.6 | | |

The June 2024 Consumer Price Index for the San Francisco area is scheduled to be released on July 11, 2024.

Technical Note

The Consumer Price Index (CPI) is a measures of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.





In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**













































The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.









Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: 202-691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

| Item and Group | Indexes | | | | Percent change from- | | |
|--|---|-----------|-----------|-----------|----------------------|-----------|-----------|
| | Historical data | Feb. 2024 | Mar. 2024 | Apr. 2024 | Apr. 2023 | Feb. 2024 | Mar. 2024 |
| Expenditure category | | | | | | | |
| All items |  | 345.151 | - | 351.247 | 3.8 | 1.8 | - |
| All items (1967=100) |  | 1,061.089 | - | 1,079.830 | - | - | - |
| Food and beverages |  | 369.175 | - | 369.070 | 3.5 | 0.0 | - |
| Food |  | 372.025 | - | 371.953 | 3.1 | 0.0 | - |
| Footnotes (1) Indexes on a December 1977=100 base. (2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator. (3) Indexes on a December 1982=100 base. (4) Special index based on a substantially smaller sample. (5) Indexes on a December 1993=100 base. (6) Indexes on a December 1997=100 base. - Data not available NOTE: Index applies to a month as a whole, not to any specific date. | | | | | | | |

| Item and Group | Indexes | | | | Percent change from- | | |
|--|---|-----------|-----------|-----------|----------------------|-----------|-----------|
| | Historical data | Feb. 2024 | Mar. 2024 | Apr. 2024 | Apr. 2023 | Feb. 2024 | Mar. 2024 |
| Food at home |  | 337.705 | 335.599 | 334.687 | 2.5 | -0.9 | -0.3 |
| Cereals and bakery products |  | 341.261 | 335.455 | 338.361 | 4.1 | -0.8 | 0.9 |
| Meats, poultry, fish, and eggs |  | 352.233 | 355.660 | 352.382 | 1.3 | 0.0 | -0.9 |
| Dairy and related products |  | 332.577 | 336.841 | 342.013 | 3.0 | 2.8 | 1.5 |
| Fruits and vegetables |  | 436.079 | 439.412 | 428.608 | -0.3 | -1.7 | -2.5 |
| Nonalcoholic beverages and beverage materials(1) |  | 261.332 | 247.089 | 253.426 | 12.1 | -3.0 | 2.6 |
| Other food at home |  | 295.399 | 293.820 | 292.229 | 1.4 | -1.1 | -0.5 |
| Food away from home |  | 413.574 | - | 418.167 | 4.4 | 1.1 | - |
| Alcoholic beverages |  | 336.159 | - | 335.512 | 7.6 | -0.2 | - |
| Housing |  | 400.750 | - | 406.337 | 3.6 | 1.4 | - |
| Shelter |  | 443.865 | 447.747 | 451.395 | 2.9 | 1.7 | 0.8 |
| Rent of primary residence(2) |  | 503.938 | 506.000 | 504.927 | 2.1 | 0.2 | -0.2 |
| Owners' equiv. rent of residences(2)(3) |  | 475.570 | 476.261 | 477.504 | 1.5 | 0.4 | 0.3 |
| Owners' equiv. rent of primary residence(1)(2) |  | 475.570 | 476.261 | 477.504 | 1.5 | 0.4 | 0.3 |
| Fuels and utilities |  | 646.485 | - | 632.424 | 16.1 | -2.2 | - |
| Household energy |  | 634.527 | 621.674 | 612.395 | 22.9 | -3.5 | -1.5 |
| Energy services(2) |  | 639.406 | 626.248 | 616.600 | 23.4 | -3.6 | -1.5 |
| Electricity(2) |  | 728.997 | 730.759 | 731.389 | 24.4 | 0.3 | 0.1 |
| Utility (piped) gas service(2) |  | 476.774 | 432.650 | 401.648 | 14.7 | -15.8 | -7.2 |
| Household furnishings and operations |  | 172.101 | - | 174.413 | 0.8 | 1.3 | - |
| Apparel |  | 112.180 | - | 127.051 | 13.2 | 13.3 | - |
| Transportation |  | 256.537 | - | 270.807 | 6.4 | 5.6 | - |
| Private transportation |  | 254.169 | - | 268.135 | 5.7 | 5.5 | - |
| New and used motor vehicles(4) |  | 118.298 | - | 120.198 | -1.5 | 1.6 | - |
| New vehicles(1) |  | 193.419 | - | 192.662 | -1.8 | -0.4 | - |
| Used cars and trucks(1) |  | 325.453 | - | 327.027 | -6.4 | 0.5 | - |
| Motor fuel |  | 331.815 | 359.973 | 397.919 | 12.1 | 19.9 | 10.5 |
| Gasoline (all types) |  | 329.546 | 357.710 | 395.754 | 12.2 | 20.1 | 10.6 |
| Gasoline, unleaded regular(4) |  | 328.983 | 357.618 | 396.228 | 12.3 | 20.4 | 10.8 |
| Gasoline, unleaded midgrade(4)(5) |  | 308.411 | 333.917 | 368.506 | 12.0 | 19.5 | 10.4 |
| Gasoline, unleaded premium(4) |  | 314.537 | 339.665 | 373.861 | 12.0 | 18.9 | 10.1 |
| Medical care |  | 586.760 | - | 587.011 | 0.6 | 0.0 | - |
| Recreation(6) |  | 149.805 | - | 148.629 | 2.8 | -0.8 | - |
| Education and communication(6) |  | 161.437 | - | 163.130 | 1.9 | 1.0 | - |
| Tuition, other school fees, and child care(1) |  | 1,951.663 | - | 1,966.792 | - | 0.8 | - |
| Other goods and services |  | 617.911 | - | 626.628 | 4.2 | 1.4 | - |
| | | | | | | | |
| Commodity and service group | | | | | | | |
| | | | | | | | |
| All items |  | 345.151 | - | 351.247 | 3.8 | 1.8 | - |
| Commodities |  | 231.401 | - | 238.131 | 2.0 | 2.9 | - |
| Commodities less food & beverages |  | 161.576 | - | 170.688 | 1.6 | 5.6 | - |
| Nondurables less food & beverages |  | 213.382 | - | 233.034 | 5.3 | 9.2 | - |
| Durables |  | 112.659 | - | 114.414 | -2.5 | 1.6 | - |
| Services |  | 441.194 | - | 446.721 | 4.6 | 1.3 | - |
| | | | | | | | |
| Special aggregate indexes | | | | | | | |
| | | | | | | | |
| All items less medical care |  | 335.127 | - | 341.467 | 4.0 | 1.9 | - |
| All items less shelter |  | 306.843 | - | 312.421 | 4.4 | 1.8 | - |
| Footnotes | | | | | | | |
| (1) Indexes on a December 1977=100 base. | | | | | | | |
| (2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator. | | | | | | | |
| (3) Indexes on a December 1982=100 base. | | | | | | | |
| (4) Special index based on a substantially smaller sample. | | | | | | | |
| (5) Indexes on a December 1993=100 base. | | | | | | | |
| (6) Indexes on a December 1997=100 base. | | | | | | | |
| - Data not available | | | | | | | |
| NOTE: Index applies to a month as a whole, not to any specific date. | | | | | | | |

| Item and Group | Indexes | | | | Percent change from- | | |
|--|---|-----------|-----------|-----------|----------------------|-----------|-----------|
| | Historical data | Feb. 2024 | Mar. 2024 | Apr. 2024 | Apr. 2023 | Feb. 2024 | Mar. 2024 |
| Commodities less food |  | 169.056 | - | 178.134 | 1.9 | 5.4 | - |
| Nondurables |  | 292.666 | - | 302.437 | 4.0 | 3.3 | - |
| Nondurables less food |  | 222.891 | - | 241.671 | 5.7 | 8.4 | - |
| Services less rent of shelter ⁽³⁾ |  | 464.780 | - | 467.275 | 7.6 | 0.5 | - |
| Services less medical care services |  | 430.366 | - | 436.347 | 4.8 | 1.4 | - |
| Energy |  | 449.829 | 464.887 | 487.966 | 18.0 | 8.5 | 5.0 |
| All items less energy |  | 344.555 | - | 349.467 | 3.1 | 1.4 | - |
| All items less food and energy |  | 341.209 | - | 346.935 | 3.1 | 1.7 | - |
| Footnotes (1) Indexes on a December 1977=100 base. (2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator. (3) Indexes on a December 1982=100 base. (4) Special index based on a substantially smaller sample. (5) Indexes on a December 1993=100 base. (6) Indexes on a December 1997=100 base. - Data not available NOTE: Index applies to a month as a whole, not to any specific date. | | | | | | | |

Last Modified Date: Wednesday, May 15, 2024

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RESOLUTION NO. 15-2024

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2025 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 25-2022 which established the current Human Resources Policy; and

WHEREAS, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

WHEREAS, it is desirable and necessary to revise the Salary Bands.

NOW, THEREFORE, BE IT RESOLVED that the Salary Bands for FY2025 are revised as follows:

Salary Bands

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one-time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2025.

Monthly Salary Ranges

| | |
|---------------------------------|--------------------------|
| <u>Band 1</u> | <u>\$4,673 - \$6,174</u> |
| Customer Service Representative | |

| | |
|---------------------|--------------------------|
| <u>Band 2</u> | <u>\$5,453 - \$7,718</u> |
| Executive Assistant | |

| | |
|-----------------------------|--------------------------|
| <u>Band 3</u> | <u>\$6,616 - \$9,263</u> |
| Accounting Analyst | |
| Paratransit Specialist | |
| Customer Service Supervisor | |

| | |
|---|---------------------------|
| <u>Band 4</u> | <u>\$7,939 - \$11,114</u> |
| Senior Transit Planner | |
| Senior Fleet & Technology Management Specialist | |
| Senior Grants, and Management Specialist | |

Senior Operations Analyst: Quality Assurance
Senior Marketing and Outreach Coordinator

| | |
|---------------|---------------------------|
| <u>Band 5</u> | <u>\$9,525 - \$13,336</u> |
|---------------|---------------------------|

Manager of Capital Projects
Manager of Capital Planning and Grants

| | |
|---------------|----------------------------|
| <u>Band 6</u> | <u>\$11,944 - \$16,802</u> |
|---------------|----------------------------|

Director of Finance
Director of Customer Experience
Director of Operations

PASSED AND ADOPTED this 3rd day of June 2024.

Melissa Hernandez, Chair

ATTEST:

Christy Wegener, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

AGENDA

ITEM 9

STAFF REPORT

SUBJECT: Adoption of Updated Conflict of Interest Code

FROM: Tamara Edwards Director of Finance

DATE: May 28, 2024

Action Required

Staff requests that the Finance and Administration Committee recommend that the Board of Directors approve the attached Conflict of Interest Code, including revised Appendix of Designated Officials and Employees, which has been updated to reflect LAVTA's current staffing and organization.

Background

California Government Code Section 87306.5 requires every local agency to review its Conflict of Interest Code in each even-numbered year and to amend the Code if necessitated by changed circumstances. Staff and counsel have reviewed LAVTA's current Code and have determined that it should be updated to add the Director of Operations and remove the Director of Operations and Innovation.

Consultants other than those serving in positions identified in the Code may also be required to file economic disclosures. LAVTA's Executive Director (Interim or permanent) will set forth disclosure requirements for consultants on a form provided by the Fair Political Practices Commission (Form 805), retained by the District. In addition, any new designated staff positions will be recorded, and disclosure categories set forth, on FPPC Form 804 until the Code is amended to include such positions. The updated Conflict of Interest Code is included as Attachment 1.

After the Board adopts the amended Code, it will be sent to the Alameda County Board of Supervisors for approval.

Recommendation

Staff requests that the Finance and Administration Committee recommend that the Board of Directors approve Resolution 17-2024 and the Conflict of Interest Code, including revised Appendix of Designated Officials and Employees.

Attachments:

1. Revised Conflict of Interest Code
2. Resolution 17-2024

CONFLICT OF INTEREST CODE

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Adopted on the 25th of February, 1986
by Resolution 2-86

Amended on the 1st of November, 2004
by Resolution 22-2004

Amended on the 4th of August, 2008
by Resolution 21-2008

Amended on the 13th of September, 2010
by Resolution 25-2010

Amended on the 10th of September, 2012
by Resolution 25-2012

Amended on the 6th of October, 2014
by Resolution 27-2014

Amended on the 5th of November, 2018
by Resolution 29-2018

Amended on the 5th of October, 2020
By Resolution 30-2020

Amended on the 6th of March 2023
By Resolution 08-2023

Amended on the 3rd of June 2024
By Resolution 17-2024

**CONFLICT-OF-INTEREST CODE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)**

The Political Reform Act, (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Livermore Amador Valley Transit Authority (LAVTA).

Individuals holding designated positions shall file their statements of economic interests with LAVTA, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) LAVTA will retain a copy of each statement and forward the originals to the Alameda County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

| Designated Positions | Disclosure Categories |
|---------------------------------|------------------------------|
| Attorney | 1, 2 |
| Director of Customer Experience | 1, 2 |
| Director of Operations | 1, 2 |
| Consultants/New Positions* | |

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

The following positions are NOT covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Board of Directors
Executive Director
Director of Finance

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

Category 1.

All investments, business positions, and sources of income (including loans, gifts, and travel payments) from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by LAVTA.

Category 2.

All interests in real property located in whole or in part within the LAVTA service area or within two miles of the LAVTA service area.

RESOLUTION NO. 17-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING AN AMENDED
CONFLICT OF INTEREST CODE**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) is required by the Political Reform Act of 1974 to maintain a Conflict of Interest Code (Code); and

WHEREAS, California Government Code Section 87306.5 requires that the Authority review its Code every even-numbered year and revise if necessary; and

WHEREAS, Legal Counsel and staff have reviewed the current Code and have determined that the Code should be updated to add the Director of Customer Experience to the list of designated positions that must disclose their economic interests on an annual basis, and remove the Director of Planning and Marketing; and

WHEREAS, Legal Counsel and staff recommend adopting the attached amended Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Livermore Amador Valley Transit Authority hereby approves and adopts the revised Conflict of Interest Code in the form attached hereto and presented to the Board of Directors; and

BE IT FURTHER RESOLVED that the Executive Director is directed to transmit a copy of the amended Conflict of Interest Code to the Board of Supervisors of the County of Alameda for its review and approval.

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 3rd day of June 2024.

BY _____
Melissa Hernandez, Chair

ATTEST _____
Michael N. Conneran, Legal Counsel

AGENDA

ITEM 10

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

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

FROM: Tamara Edwards, Director of Finance

DATE: May 28, 2024

Action Requested

Staff requests that the Finance and Administration Committee forward to the Board of Directors a recommendation for approval of Resolution 18-2024 reauthorizing investment of LAVTA funds in LAIF.

Background

In 1996 the California legislature enacted a new law under the California Government Code to improve accountability for investments made by public agencies. (This was in response to the financial problems in Orange County at the time.) This law, in part, requires that public entities annually prepare and adopt an investment policy at a public meeting. Attached for your review and approval is a resolution adopting LAVTA's current investment policy, which was first adopted by the board of Directors in February 1986.

Discussion

In 1986 when LAVTA made the decision to utilize the LAIF for investment purposes, that decision was based on a number of considerations which included the fact that there are no qualified positions within the Authority's organization to make day-to-day investment decisions. Since that has not changed over the years, nor is it anticipated that the organization will likely have such expertise in the future, Staff recommends that LAVTA continue to utilize LAIF for ongoing investments.

There are no changes in the recommendation for this year's resolution in the authorization to order the deposit or withdrawal of monies in LAIF.

Budget

No budget impact.

Next Steps

Upon Board approval, this Resolution will be provided to LAIF and kept on record as required.

Recommendation

Staff requests that the Finance and Administration Committee recommend that the Board of Directors adopt Resolution 18-2024 reauthorizing investment of LAVTA monies in LAIF.

Attachments:

1. Resolution 18-2024

RESOLUTION NO. 18-2024

**RESOLUTION AUTHORIZING INVESTMENT OF
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
MONIES IN LOCAL AGENCY INVESTMENT FUND**

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Livermore Amador Valley Transit Authority does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein as in the best interests of the Livermore Amador Valley Transit Authority ;

THEREFORE, BE IT RESOLVED that the Board of Directors does hereby authorize the deposit and withdrawal of Livermore Amador Valley Transit Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein;

BE IT FURTHER RESOLVED that the following Livermore Amador Valley Transit Authority officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Christin Wegener
Executive Director

Tamara Edwards
Director of Finance

PASSED AND ADOPTED by the Board of Directors of the Livermore Amador Valley Transit Authority of the State of California on the 3rd day of June 2024.

Melissa Hernandez, Board Chair

ATTEST:

Michael Conneran, Legal Counsel

AGENDA

ITEM 11

LAVTA COMMITTEE ITEMS - June 2024 - October 2024

Finance & Administration Committee

| | | |
|--|--------|------|
| June | Action | Info |
| Minutes | X | |
| Treasurers Report | X | |
| I-680 Express Bus Program MOU | X | |
| Draft Fare Structure Changes | | X |
| July - Cancelled | Action | Info |
| August | Action | Info |
| Minutes | X | |
| Treasurers Report | X | |
| FINAL Fare Structure Changes | X | |
| September | Action | Info |
| Minutes | X | |
| FTA Triennial Review | X | |
| Cloud Based TSP Design - Task Order | X | |
| October | Action | Info |
| Minutes | X | |
| Treasurers Report | X | |
| Annual Comprehensive Financial Report (ACFR) | X | |