

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

**BOARD OF DIRECTORS MEETING**

**DATE:** June 3, 2024  
**PLACE:** LAVTA Offices, Diana Lauterbach Room,  
1362 Rutan Court, Suite 100, Livermore, CA  
**TIME:** 4:00pm

**TELECONFERENCE LOCATIONS**

Scott Haggerty Heritage House  
4501 Pleasanton Avenue  
Pleasanton CA. 94566

**BOARD MEMBERS**

**MELISSA HERNANDEZ – CHAIR  
KARLA BROWN  
DAVID HAUBERT  
JULIE TESTA**

**EVAN BRANNING – VICE CHAIR  
JEAN JOSEY  
BRITTNI KIICK**

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

*Documents received after publication of the Agenda and considered by the Board of Directors 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 Board of Directors 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](http://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, June 3, 2024 at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment BOD – 6/3/2024” 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 Board 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/86715841855>  
Passcode: BOD1362Mtg
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:  
Dial: 1 (669) 900-6833  
Webinar ID: 867 1584 1855  
Passcode: 761222  
*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: 867 1584 1855  
Passcode: 761222  
*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](mailto:frontdesk@lavta.org)  
If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, June 3, 2024 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment BOD – 6/3/2024” 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 Board of Directors on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Unless members of the audience submit speaker forms before the start of the meeting requesting to address the board on specific items on the agenda, all comments must be made during this item of business. Speaker cards are available at the entrance to the meeting room and should be submitted to the Board secretary.
- Public comments should not exceed three (3) minutes.
- Items are placed on the Agenda by the Chairman of the Board of Directors, the Executive Director, or by any three members of the Board of Directors. Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.
- For the sake of brevity, all questions from the public, Board and Staff will be directed through the Chair.

**4. May Tri-Valley Accessible Advisory Committee Minutes**

**5. Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows:**

**A. Minutes of the May 6, 2024 Board of Directors meeting.**

**B. Treasurer’s Report for April 2024**

**Recommendation:** The Finance and Administration committee recommends that the Board approve the LAVTA Treasurer’s Report for April 2024.

**C. Update to LAVTA’s Human Resource Policies**

**Recommendation:** The Finance and Administration Committee recommends that the Board of Directors approve Resolution 16-2024 and the updated Human Resources Policy.

**D. LAVTA Annual Salary Band Review**

**Recommendation:** The Finance and Administration Committee recommends that the Board of Directors approve Resolution 15-2024 adjusting the salary bands for LAVTA positions.

**E. Adoption of Updated Conflict of Interest Code**

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

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

**Recommendation:** The Finance and Administration Committee recommends that the Board of Directors adopt Resolution 18-2024 reauthorizing investment of LAVTA monies in LAIF.

**G TAAC Recruitment for Terms Starting FY 2024/2025**

**Recommendation:** Staff recommends the Board of Directors ratify the TAAC appointments for terms starting on July 1, 2024.

**6. Regional Transportation Revenue Measure (SB 1031) Update**

**Recommendation:** None – this is an informational item.

**7. Election of LAVTA Chair and Vice Chair**

**Recommendation:** Nominate and elect a LAVTA Board Chair and Vice Chair for FY25 in accordance with the agency’s bylaws.

**8. Executive Director’s Report**

**9. Matters Initiated by the Board of Directors**

- Items may be placed on the agenda at the request of three members of the Board.

**10. Next Meeting Date is Scheduled for: July 1, 2024**

**11. Adjournment**

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.

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

*/s/ Jennifer Suda*

*5/31/2024*

*LAVTA, Executive Assistant*

*Date*

*On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:*

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

# **AGENDA**

## **ITEM 4**



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

**Tri-Valley Accessible Advisory Committee**

**DATE:** Wednesday, May, 2024

**PLACE:** LAVTA Administrative Office

**TIME:** 3:30 p.m.

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**DRAFT MINUTES**

**1. Call to Order**

LAVTA Executive Director called the meeting to order at 3:34 pm.

**Members Present:**

Connie Mack	City of Dublin
Donna Singer	City of Dublin
David Weir	City of Livermore
Judy LaMarre	City of Livermore
Susan O’Neill	City of Livermore – Alternate
Sue Tuite	City of Pleasanton
Carmen Rivera-Hendrickson	City of Pleasanton – Alternate
Herb Hastings	County of Alameda
Kulwant Singh	County of Alameda – Alternate
Amy Mauldin	Social Services – arrived at 3:40pm
Esther Waltz	PAPCO Representative

**Staff Present:**

Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Laura Corona	Transdev
Christian Sanchez	Trandev
Victor Carranza	Big Star Transit
Princess Rhoades	Big Star Transit
Rosa Noya	CCCTA

Staff informed that Donna Singer was participating remotely and will use the just cause exception under AB 2449.

TAAC appointed Herb Hastings as temporary Chair.  
Waltz/Tuite

**2. Roll Call**

**3. Approval of Agenda and Modifications in necessary**  
Waltz/Mack

**4. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**  
None

**5. Minutes of the March 6, 2024 meeting of the Committee**  
Approved.  
Waltz/Mack  
Rivera-Hendrickson abstained

**6. TAAC Recruitment for Terms Starting in July, 2024**  
Staff received nine applications for 11 open positions. Per TAAC bylaws, LAVTA's Board of Directors will review the applications and select TAAC members. New appointees will be ratified at the Board's June meeting and start serving on the committee as of July 1, 2024.

**7. Establishing Meeting Dates and Times for FY25**  
The committee established the following meeting dates for FY25 for 3:30pm to 4:30pm:

- July 10, 2024,
- September 4, 2024,
- November 6, 2024,
- January 8, 2025 (January 1 is a holiday),
- March 5, 2025, and
- May 7, 2025.

Approved.  
Rivera-Hendrickson/Waltz  
Weir abstained

**8. RTC Clipper Access Update**

David Weir gave an update on RTC Clipper Access card. He noted that as of April 1<sup>st</sup> there is no limit on how many replacement cards can be issued to a cardholder.

## **9. PAPCO Report**

Esther Waltz talked about the last PAPCO meeting on March 25<sup>th</sup>. PAPCO approved the committee bylaws, approved the 2024 Paratransit Discretionary Grant Program recommendation, received a presentation on Regional Paratransit Eligibility draft report, and received an update on equity initiatives. Ms. Waltz provided IWC update to PAPCO.

## **10. Service Updates and Concerns**

Carmen Rivera-Hendrickson reported an issue she encountered on Route 3 when attempting to go from Pleasanton to Kaiser. Ms. Rivera-Hendrickson also noted that some of the new fixed route drivers do not listen to her on how to secure her mobility device.

Judy LaMarre reported a Route 15 bus stop with a shelter at South bound Livermore Avenue by Lucky's that needs a light.

Esther Waltz reported a shelter lighting issue on Santa Rita by Safeway where the bus stop is too dark. Also, some people park too close to some bus stops.

Sue Tuite asked if walkers need to be secured on Dial-A-Ride. Victor Carranza responded yes unless the vehicles are sedans.

Herb Hastings announced he is back at the BART Accessibility Advisory Committee. Susan O'Neill mentioned she used to be a BART rider prior to having to use a power scooter, but it is hard for her to use BART with her mobility device since there are no securements.

Mr. Hastings announced that MTC is looking for Bay Area accessibility advisory committee members for Regional Mapping and Way Finding working group. Mr. Hastings also said that at the BART station Wheels fixed route drivers sometimes speed up as they are trying to make the green light.

Some members reported that fixed route drivers are not familiar with the TAAC ID card and that it can be used for free rides on wheels fixed route service.

## **11. Adjournment**

Meeting adjourned at 4:25 pm.



DRAFT

**AGENDA**

**ITEM 5A**

## MINUTES OF THE MAY 6, 2024 LAVTA BOARD OF DIRECTORS MEETING

### 1. Call to Order and Pledge of Allegiance

Meeting was called to order by Vice Chair Evan Branning at 4:02pm.

### 2. Roll Call of Members

#### Members Present

Evan Branning – City of Livermore  
David Haubert – County of Alameda  
Melissa Hernandez – City of Dublin  
Jean Josey – City of Dublin  
Karla Brown – City of Pleasanton  
Julie Testa – City of Pleasanton

#### Members Absent

Brittini Kiick – City of Livermore

### 3. Meeting Open to Public

No comments.

### 4. Consent Agenda

#### **Recommend approval of all items on Consent Agenda as follows:**

Director Karla Brown requested to pull Consent Agenda Item 4. E. for further discussion regarding contract amount.

#### A. **Minutes of the April 1, 2024 Board of Directors meeting.**

#### B. **Treasurer’s Report for March 2024**

The Board of Directors approved the March 2024 Treasurer’s Report.

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

The Board of Directors approved Resolution 12-2024, authorizing the filing of an amended claim with MTC for Allocation of RM3 Funds for Fiscal Year 2023-2024.

#### D. **Adoption of a Resolution Approving a New Workplace Violence Prevention Plan Under Senate Bill 553**

The Board of Directors approved Resolution 13-2024, adopting the LAVTA Workplace Violence Prevention Plan.

#### F. **Gannet Flemming Task Order 3: Construction Management Services for Rutan Maintenance Bay Hydrogen Retrofit Project**

The Board of Directors approved Task Order 3 with Gannett Fleming for Construction Management services for the Rutan Maintenance Bay Hydrogen Retrofit project, for a not-to-exceed amount of \$242,358 which includes a contingency amount of \$22,033 to be used at the discretion of the Executive Director.

**G Las Positas College Memorandum of Understanding**

The Board of Directors approved to authorize the Executive Director to execute the fourth two-year Memorandum of Understanding with the Chabot-Las Positas Community College District for the continuation of the Las Positas College Student Transit Pass Program.

Only Agenda items A-D and F-G were part of the motion.

Motion/Second: Josey/Testa

Aye: Brown, Josey, Testa, Branning, Haubert, Hernandez

No: None

Abstain: None

Absent: Kiick

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

Director Karla Brown requested further details regarding the contract amount, noting that the contract capacity amount was enough to fund 3-4 FTEs. Staff noted that the expected cost for providing these services has increased since the last contract and provided additional details including the future example projects, as well the process for awarding task orders. Staff noted the contract capacity amount is a ceiling and that the annual dollars spent on these services would be included in each year's operating budget, subject to Board approval.

The Board of Directors approved 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/Second: Josey/Hernandez

Aye: Josey, Testa, Branning, Haubert, Hernandez

No: Brown

Abstain: None

Absent: Kiick

**5. LAVTA's Operating & Capital Budget for FY 2025**

Staff provided a PowerPoint presentation of LAVTA's Operating and Capital Budget for FY 2025 that gave 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, and salaries and benefits.

The item was discussed by the Board of Directors and staff.

The Board of Directors approved the Operating and Capital Budget for FY 2025 and Resolution 11-2024.

Motion/Second: Brown/Testa

Aye: Josey, Testa, Branning, Haubert, Hernandez, Brown

No: None

Abstain: None

Absent: Kiick

## **6. Regional Transportation Revenue Measure (SB1031) Board Position**

Executive Director Christy Wegener reported on the background of the Regional Transportation Revenue Measure (SB1031) sponsored by Senators Wiener and Wahab, and discussed the legislation's current language relative to LAVTA's approved 2024 Legislative Program. LAVTA's state advocates Eric Thronson and Andres Ramirez from Townsend Public Affairs, Inc. assisted in further information and answering Board of Director questions.

The item was discussed by the Board of Directors, staff, and guest speakers. Discussion included the pros/cons of taking a position, as well as potential suggested amendments.

Director Jean Josey motioned that the Board adopt an oppose unless amended position on SB1031 with the following direction to staff to work with MTC and the bill authors to seek amendments that would address LAVTA's concerns; specifically, consolidation, TDA funding, and an expenditure plan.

Motion/Second: Josey/Brown

Vice Chair Evan Branning reiterated the motion stated: the Board of Directors directed the Executive Director, LAVTAs Chair, and Townsend Public Affairs, Inc. meet to discuss the amendments with the bill's authors and MTC. Vice Chair Branning requested regular updates at subsequent Board meetings.

Chair Melissa Hernandez offered a friendly amendment on the motion to bring this agenda item back to the Board of Directors at the meeting in June 2024 and not transmit the oppose unless amended position until staff has worked with MTC and the bill's authors on potential amendments.

Motion/Second: Hernandez/none

There was no second to the substitute motion, so that motion ended.

Director Jean Josey restated her motion that the Board adopt an oppose unless amended position on SB1031 with the amendments discussed.

Motion/Second: Josey/Brown

Aye: Josey, Testa, Branning, Haubert, Brown

No: Hernandez

Abstain: None

Absent: Kiick

## **7. 2024 Youth Ride Free Summer**

Executive Director Christy Wegener provided background on the pilot program and informed that the summer campaign would roll out in June 2024 that would allow riders 18 and younger to ride free all summer. Currently LAVTA is having preliminary discussions with Alameda CTC and are open to maintaining summer funding levels from last year. The fiscal impact to LAVTA is approximately \$15,000 for marketing and advertng, which can be accommodated within the approved FY24 budget.

Public Comment was opened by Vice Chair Evan Branning.

Julie Hopkins, from Livermore Area Recreation and Parks District (LARPD) is representing the Smith Elementary students and is in support of the pilot program.

The item was discussed by the Board of Directors and staff. The Board of Directors supported the promotion pilot and requested the free rides start on June 1, 2024.

The Board of Directors approved Youth Ride Free Summer 2024 Promotion Pilot starting on June 1, 2024 until school starts.

Motion/Second: Brown/Haubert

Aye: Josey, Testa, Branning, Haubert, Brown, Hernandez

No: None

Abstain: None

Absent: Kiick

## **8. Executive Director's Report**

Executive Director Christy Wegener provided a brief overview of the Executive Director's Report that was included in the packet. Wegener reported that LAVTA is seeing ridership increasing and that LAVTA will accommodate summer school bus service in Dublin and Livermore. Wegener announced upcoming events and reported back on the APTA International Bus Roadeo that took place on April 28, 2024 in Portland, Oregon. Wegener noted LAVTA submitted a Federal Transit Administration Low/No-Emissions and Bus/Bus Facilities grant application with a ~\$80M request for the Atlantis Facility, as well as for workforce development with various partners identified. Wegener also gave updates on projects and upcoming conferences.

The item was discussed by the Board of Directors and staff.

## **9. Matters Initiated by the Board of Directors**

None.

## **10. Next Meeting Date is Scheduled for: June 3, 2024**

## **11. Adjournment**

Meeting adjourned at 5:43pm

**AGENDA**

**ITEM 5B**



**STAFF REPORT**

SUBJECT: Treasurer’s Report for April 2024

FROM: Tamara Edwards, Director of Finance

DATE: June 3, 2024

**Action Requested**

Review and 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**

The Finance and Administration committee recommends that the Board approve the LAVTA Treasurer's Report for April 2024.

## 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	
<b>TOTAL ASSETS</b>		<b>92,705,153</b>

**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	
<b>TOTAL LIABILITIES</b>		<b>5,156,331</b>

**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	
<b>TOTAL FUND BALANCE</b>		<b>87,548,823</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>92,705,153</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
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%
<b>RAIL</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL REVENUE</b>		<b>24,819,186</b>	<b>5,413,741</b>	<b>19,803,279</b>	<b>5,015,907</b>	<b>79.8%</b>

**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%
<b>TOTAL</b>	<b>\$24,619,195</b>	<b>\$1,625,640</b>	<b>\$17,666,185</b>	<b>\$6,953,010</b>	<b>71.76%</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>REVENUE DETAILS</b>						
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%
<b>TOTAL REVENUE</b>		<b>29,545,893</b>	<b>-</b>	<b>8,136,211</b>	<b>20,194,930</b>	<b>27.54%</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
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%
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>29,545,894</b>	<b>49,901</b>	<b>8,900,253</b>	<b>18,995,641</b>	<b>30.12%</b>
	<b>FUND BALANCE (CAPITAL)</b>	<b>-1.00</b>	<b>(49,901)</b>	<b>(764,042)</b>		
	<b>FUND BALANCE (CAPITAL &amp; OPERATING)</b>	<b>199,688.00</b>	<b>3,745,066</b>	<b>1,365,386</b>		

# 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](#)

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**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





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 SYSTEM)		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	

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 (AIRESRING)	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

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-24	DEL05 (ALLIED ADMIN/DELTA DENTAL)	APR-2024H	04/09/24	05/09/24	A	1917.00	DEL05,APR-2024,APRIL-24 DELTA DENTAL INSURAN
		MAY-2024H	04/09/24	05/09/24	A	1917.00	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	04/05/24	05/05/24	A	43942.52	DIR02,20240329,3/16-3/29/24 PR DIRECT DEPOSI
		20240412H	04/17/24	05/17/24	A	44959.40	DIR02,20240412,3/30-4/12/24 PR DIRECT DEPOSI
		20240331BH	04/05/24	05/05/24	A	898.12	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 TRASFERS)	20240329H	04/05/24	05/05/24	A	10898.05	EFT01,20240329,3/16-3/29/24 FEDERAL TAX
		20240331H	04/16/24	05/16/24	A	.07	EFT01,20240331,1ST QTR 24 FEDERAL TAX BALANC
		20240412H	04/17/24	05/17/24	A	11630.80	EFT01,20240412,3/30-4/12/24 FEDERAL TAX
		20240331BH	04/02/24	05/02/24	A	292.46	EFT01,20240331B,3/1/24-3/31/24 FEDERAL TAX (
		Vendor's Total ----->				22821.38	
04-24	EMP01 (EMPLOYMENT DEVEL DEPT)	20240329H	04/03/24	05/03/24	A	3749.91	EMP01,20240329,3/16/24-3/29/24 STATE TAX
		20240412H	04/17/24	05/17/24	A	3956.76	EMP01,20240412,3/30-4/12/24 STATE TAX
		20240331BH	04/02/24	05/02/24	A	38.15	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	03/31/24	04/30/24	A	7000.00	KKI01,736351-1,MP1930 3/4-4/1/24 WHEELS IN M
		736351-2H	04/07/24	05/07/24	A	1750.00	KKI01,736351-2,3/4-4/1/24 MP1930 WHEELS IN M
		Vendor's Total ----->				8750.00	
04-24	KUL01 (KADRI KULM)	0415-0418H	02/26/24	03/27/24	A	296.00	KUL01,0415-0418,CALACT EXPENSE REIMBURSE-PER
		04150418TH	04/22/24	05/22/24	A	876.96	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	03/31/24	04/30/24	A	12628.25	LYF01,1131722,3/1/24-3/31/24 GO TRI-VALLEY
		1131723H	03/31/24	04/30/24	A	204.60	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	03/31/24	04/30/24	A	138.07	MER01,TC033124,MAR-24 TC CC STATEMENT
		MOA033124H	03/31/24	04/30/24	A	80.90	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

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
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 128893H FEB-2024H	04/03/24 04/03/24 03/05/24	05/03/24 05/03/24 04/04/24	A A A	425000.00 425000.00 108623.23	MVT01,128892,APRIL-24 1ST INSTALL PAYMENT MVT01,128893,APRIL-24 2ND INSTALL PAYMENT 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 360903131	03/28/24 03/29/24	04/27/24 04/28/24	A A	79.59 135.14	OFF01,359445968,3/28/24 OFFICE SUPPLIES OFF01,360903131,3/29/24 OFFICE SUPPLIES
		Vendor's Total ----->				214.73	
04-24	PAC02 (PACIFIC GAS AND ELECTRIC)	580040524H 606040324H 726040124H 764031924H 900031424H	04/05/24 04/03/24 04/01/24 03/19/24 03/14/24	05/05/24 05/03/24 05/01/24 04/18/24 04/13/24	A A A A A	14055.88 1643.47 1159.65 82.78 3319.49	PAC02,580040524,3/1/24-3/31/24 MOA ELECTRIC PAC02,606040324,2/28/24-3/27/24 ATLANTIS PAC02,726040124,2/21/24-3/20/24 BUS STOP PAC02,764031924,2/12/24-3/12/24 DOOLAN TWR PAC02,900031424,2/13-3/13/24 MOA GAS
		Vendor's Total ----->				20261.27	
04-24	PAC11 (PACIFIC ENVIRONMENTAL SERVI	2742H 2743H	04/02/24 04/02/24	05/02/24 05/02/24	A A	130.00 130.00	PAC11,2742,3/14/24 RUTAN MONTHLY SERVICE PAC11,2743,3/14/24 ATLANTIS MONTHLY SERVICE
		Vendor's Total ----->				260.00	
04-24	PAC16 (PACIFIC COAST TRANE)	MAINT1713 SRVC23001	03/22/24 03/04/24	04/21/24 04/03/24	A A	3335.00 823.20	PAC16,MAINT1713,PO7674 JAN-2024 HVAC MAINTEN PAC16,SRVC23001,MP1993 2/5/24 REST TRACER RE
		Vendor's Total ----->				4158.20	
04-24	PER01 (PERS )	20240329CH 20240329NH 20240412CH 20240412NH	04/03/24 04/03/24 04/17/24 04/17/24	05/03/24 05/03/24 05/17/24 05/17/24	A A A A	5137.24 5859.80 5137.24 5859.80	PER01,20240329C,3/16-3/29/24 PERS CLASSIC CO PER01,20240329N,3/16-3/29/24 PERS NEW CONTRI PER01,20240412C,3/30-4/12 PERS CLASSIC CONTR 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 MAY-2024H	04/09/24 04/14/24	05/09/24 05/14/24	A A	37147.47 37147.47	PER03, APR-24 PERS HEALTH INSURANCE PER03,MAY-2024,MAY-2024 PERS HEALTH INSURANC
		Vendor's Total ----->				74294.94	
04-24	PER04 (CALPERS RETIREMENT SYSTEM)	20240329H 20240412H	04/03/24 04/17/24	05/03/24 05/17/24	A A	2846.93 2854.15	PER04,20240329,3/16/24-3/29/24 457 CONTRIBUT 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 134469GRH	03/22/24 04/24/24	04/21/24 05/24/24	A A	225.00 1906.00	RSE01,134031GR,MP1992 3/22/24 REPAIR PHOTO E RSE01,134469GR,4/24/24 MP2012 RUTAN GATE REP
		Vendor's Total ----->				2131.00	
04-24	SCF01 (SC FUELS)	470453H 476008H	04/02/24 04/11/24	05/02/24 05/11/24	A A	26361.75 28148.06	SCF01,470453,4/2/24 FUEL DELIVER 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

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
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	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 5C**

STAFF REPORT

SUBJECT: Update to LAVTA's Human Resource Policies

FROM: Tamara Edwards, Director of Finance

DATE: June 3, 2024

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**Action Requested**

Review and approve Resolution 16-2024.

**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**

The Finance and Administration Committee recommends that the Board of Directors approve Resolution 16-2024 and the updated Human Resources Policy.

**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 6<sup>th</sup>, 2014 updating the Human Resources Policy, and

**WHEREAS**, Resolution 30-2020 was adopted by the LAVTA Board on January 6<sup>th</sup>, 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.

2.52.6      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 ~~54~~: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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~~2.6.2.7~~ 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.

~~2.7.2.8~~ LEAVES OF ABSENCE

~~2.7.1.2.8.1~~ Personal Leaves:

~~2.7.2.2.8.2~~ 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.*

~~2.7.3.2.8.3~~ 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.

2.7.42.8.4 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.

2.7.52.8.5 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~~ 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.

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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 <sup>rd</sup> Mon. in January   |
| c) | Washington's Birthday             | 3 <sup>rd</sup> Mon. in February  |
| d) | Memorial Day                      | Last Mon. in May                  |
| e) | Independence Day                  | July 4                            |
| f) | Labor Day                         | 1 <sup>st</sup> Mon. in September |
| g) | Veteran's Day                     | November 11                       |
| h) | Thanksgiving Day                  | 4 <sup>th</sup> 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 ~~five~~three 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 1<sup>st</sup>, 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 1<sup>st</sup>, 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](#) ~~the agency n doing so, 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 <sup>rd</sup> Mon. in January   |
| c) | Washington's Birthday             | 3 <sup>rd</sup> Mon. in February  |
| d) | Memorial Day                      | Last Mon. in May                  |
| e) | Independence Day                  | July 4                            |
| f) | Labor Day                         | 1 <sup>st</sup> Mon. in September |
| g) | Veteran's Day                     | November 11                       |
| h) | Thanksgiving Day                  | 4 <sup>th</sup> 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 1<sup>st</sup>, 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 1<sup>st</sup>, 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 5D**

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: June 3, 2024

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**Action Requested**

The Finance and Administration Committee recommends that the Board adopt 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 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 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*

<b>Band</b>	<b>Current FY2024 Monthly Salary Range</b>		<b>Proposed FY2025 Monthly Salary Range</b>	
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

<b>Band 1</b>	<b>\$4,673 - \$6,174</b>
Customer Service Representative	
<b>Band 2</b>	<b>\$5,453 - \$7,718</b>
Executive Assistant	
<b>Band 3</b>	<b>\$6,616 - \$9,263</b>
Accounting Analyst Paratransit Specialist Customer Service Supervisor	
<b>Band 4</b>	<b>\$7,939 - \$11,114</b>
Senior Transit Planner Senior Operations Analyst: Fleet & ITS Senior Grants, and Management Specialist Senior Operations Analyst: Quality Assurance Senior Marketing and Outreach Coordinator	
<b>Band 5</b>	<b>\$9,525 - \$13,336</b>
Manager of Capital Projects Manager of Capital Planning and Grants	
<b>Band 6</b>	<b>\$11,944 - \$16,802</b>
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**

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

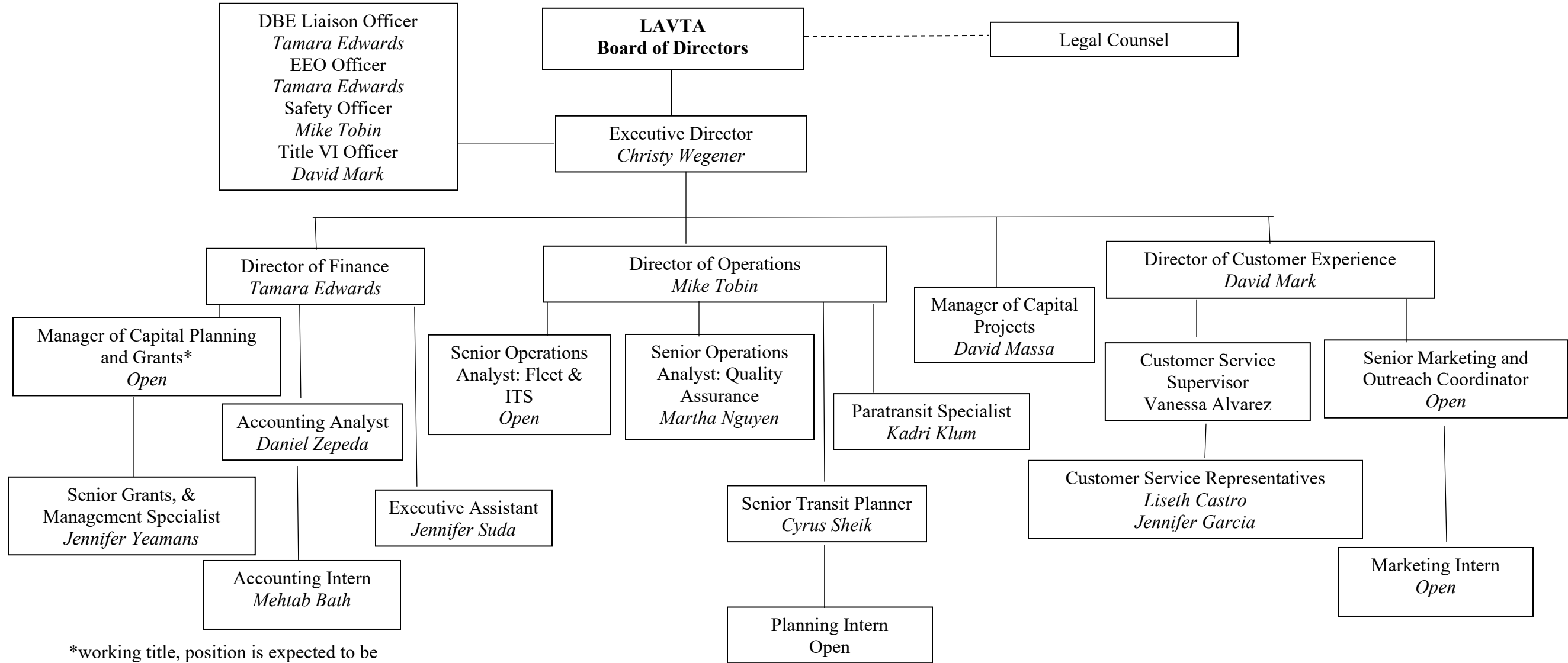
### Attachments:

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

# 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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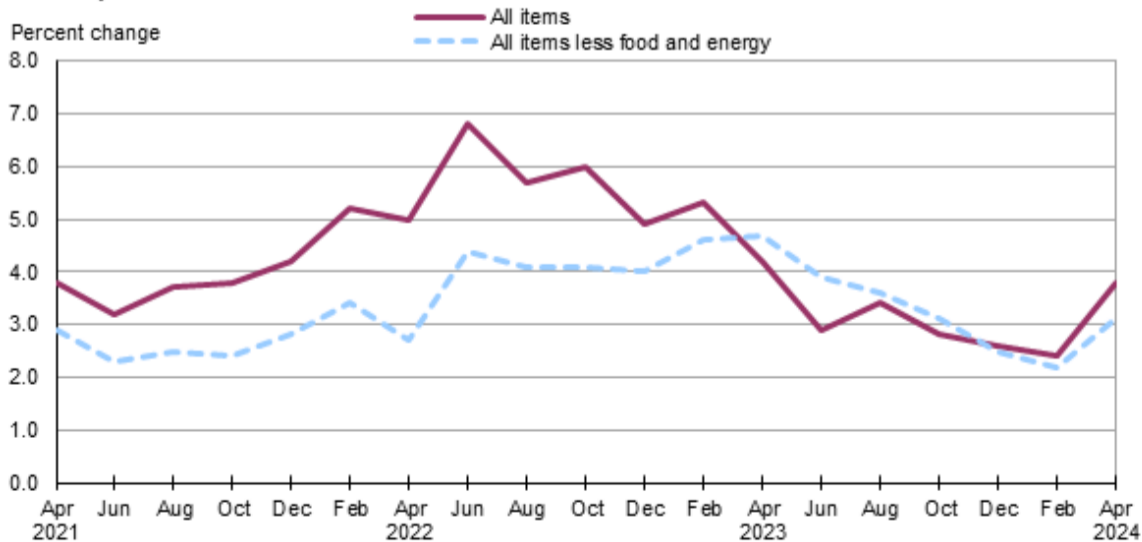
## Consumer Price Index, San Francisco Area — April 2024

**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 measure 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](http://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/](http://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
<b>Expenditure category</b>							
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
<b>Food at home</b>		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
<b>Food away from home</b>		413.574	-	418.167	4.4	1.1	-
Alcoholic beverages		336.159	-	335.512	7.6	-0.2	-
<b>Housing</b>		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	-
<b>Apparel</b>		112.180	-	127.051	13.2	13.3	-
<b>Transportation</b>		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	-
<b>Commodity and service group</b>							
<b>All items</b>		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	-
<b>Special aggregate indexes</b>							
<b>All items less medical care</b>		335.127	-	341.467	4.0	1.9	-
<b>All items less shelter</b>		306.843	-	312.421	4.4	1.8	-
<b>Footnotes</b>							
(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.							
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(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 <sup>(3)</sup>		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	-
<b>Footnotes</b>							
(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.							
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- 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**

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 Fleet & Technology Management Specialist  
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

**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 5E**

STAFF REPORT

SUBJECT: Adoption of Updated Conflict of Interest Code

FROM: Tamara Edwards Director of Finance

DATE: June 3, 2024

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**Action Required**

Review and 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**

The Finance and Administration Committee recommends 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 5<sup>th</sup> of October, 2020  
By Resolution 30-2020

Amended on the 6<sup>th</sup> of March 2023  
By Resolution 08-2023

Amended on the 3<sup>rd</sup> 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

<b>Designated Positions</b>	<b>Disclosure Categories</b>
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 5F**

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: June 3, 2024

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**Action Requested**

Review and approve 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**

The Finance and Administration Committee recommends 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 5G**



STAFF REPORT

SUBJECT: TAAC Recruitment for Terms Starting FY 2024/2025

FROM: Kadri Klm, Paratransit Planner

DATE: June 3, 2024

**Action Requested**

Ratify the Tri-Valley Accessible Advisory Committee (TAAC) appointments for terms starting on July 1, 2024.

**Background**

The Tri-Valley Accessible Advisory Committee consists of community members who are appointed to represent their respective cities and Alameda County on accessibility issues facing senior and disabled residents on Wheels fixed route and Dial-A-Ride services. The TAAC also includes individuals representing public social service agencies. The TAAC is comprised of ten (10) representatives, five (5) alternates, and one (1) Alameda CTC Paratransit Advisory and Planning Committee (PAPCO) representative.

According to Section 3.3 of the TAAC bylaws “The term of appointment of each committee member and alternate shall generally be for a period of two (2) fiscal years, unless a one (1) year term is necessary to ensure continuity of membership and avoid all appointments expiring at the same time. Each member shall serve for a maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years). A member may continue to serve for additional consecutive terms beyond the maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years) if no other qualified applicants apply for the open position and the member is willing to serve. The member will be appointed as an Alternate unless there is an opening for a full voting member in their jurisdiction on the committee. The term shall be for one year.”

On June 30th 2024, terms will expire for nine (9) current TAAC members and alternates:

- Connie Mack - Dublin Representative
- Shawn Costello – Dublin Alternate
- David Weir – Livermore Representative
- Judith LaMarre – Livermore Representative
- Sue Tuite – Pleasanton Representative
- Carmen Rivera-Hendrickson – Pleasanton Alternate
- Herb Hastings – Alameda County Representative
- Zack Silva – Social Services Representative
- Amy Mauldin – Social Services Representative

## **Discussion**

LAVTA received nine applications for 11 open positions starting in FY 2024/2025:

Dublin (1 member and 1 alternate needed):

- Shawn Costello – incumbent Dublin alternate
- Connie Mack – incumbent Dublin member
- Sue Tuite – incumbent Pleasanton member who moved to Dublin

Since Connie Mack has served over 4 consecutive terms (over 8 years) as a Dublin representative, per the TAAC bylaws staff is recommending appointing the current Dublin alternate Shawn Costello for the Dublin representative position with term expiring on June 2026 and current Pleasanton representative Sue Tuite for the alternate position with term expiring on June 2025.

Livermore (2 members):

- Judith LaMarre – incumbent Livermore member
- Kyra Aasen – new applicant

Staff is recommending appointing the current Livermore member Judith LaMarre for the Livermore representative position for term expiring in June 2026 and the new applicant Kyra Aasen for the other Livermore representative position for term expiring in June 2025.

Pleasanton (1 member and 1 alternate needed)

- Carmen Rivera-Hendrickson – incumbent Pleasanton Alternate

Staff is recommending appointing Carmen Rivera-Hendrickson for the Pleasanton representative position with term expiring on June 2026. Since there were no other applications for Pleasanton membership the alternate position will currently remain open.

Alameda County (1 member needed)

- Herb Hastings – incumbent Alameda County member (second choice Social Services)

Since no other applications were received for the County of Alameda membership staff is recommending re-appointing Herb for County representative position with term expiring on June 2026.

Social Services Agencies (3 members and 1 alternate needed)

- Amy Mauldin – incumbent Social Services member
- Jamie Renton – new applicant

Staff is recommending appointing the current Social Services member Amy Mauldin and the new applicant Jamie Renton for the Social Services representative positions for terms expiring in June 2026. The third Social Services member and one alternate position will remain open.

Six of the 15 seats (excluding PAPCO representative) will be up for reappointments in 2026, and six seats will be up for reappointments in 2025 (see Attachment 1).

**Action Requested**

Staff recommends the Board of Directors ratify the TAAC appointments for terms starting on July 1, 2024.

**Attachments:**

1. TAAC Membership Directory
2. TAAC Applications Received

Tri-Valley Accessible Advisory Committee (TAAC)  
Membership Directory for FY 2025

Dublin Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Donna Singer	2 years	July 2023	June 2025
Shawn Costello	2 years	July 2024	June 2026
Sue Tuite (Alternate)	1 year	July 2024	June 2025

Livermore Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Judith LaMarre	2 years	July 2024	June 2026
Kyra Aasen	1 year	July 2024	June 2025
Susan O'Neill (Alternate)	2 years	July 2023	June 2025

Pleasanton Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Jennifer White	2 years	July 2023	June 2025
Carmen Rivera-Hendrickson	2 years	July 2024	June 2026
VACANT (Alternate)			

Alameda County Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Herb Hastings	2 years	July 2024	June 2026
Kulwant Singh (Alternate)	2 years	July 2023	June 2025

Social Services Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Jamie Renton	2 years	July 2024	June 2026
Amy Mauldin	2 years	July 2024	June 2026
VACANT			
VACANT (Alternate)			

PAPCO Representative

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Esther Waltz	N/A	2014	Same as PAPCO Term

## APPLICATION FOR TAAC MEMBERSHIP

### GENERAL INFORMATION

Name Shawn Costello

Agency (if applicable) \_\_\_\_\_

Address [REDACTED]

City Dublin Zip 94568

Home # [REDACTED] Work # \_\_\_\_\_ Mobile # \_\_\_\_\_

Email address: [REDACTED]

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

City of Dublin x

City of Pleasanton \_\_\_\_\_

City of Livermore \_\_\_\_\_

Alameda County \_\_\_\_\_

Social Services Agency \_\_\_\_\_

**You are eligible for your position because you are**

**A resident of the City or County and are**

Elderly \_\_\_\_\_

Disabled x

A Caretaker for a Disabled person \_\_\_\_\_

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often?

I ride Dial-A-Ride once or twice a month.

2. Do you or your clients use Fixed Route service? If yes, how often?

Yes, 3-4 round trips a week.

3. In a single statement, why do you want to be on this committee?

To continue serving on the committee would be a great honor.

4. What skills and knowledge do you feel you bring to this committee?

I have over 40 years of experience with Wheels buses and knowledge of wheelchair tie-downs. I can teach drivers how to tie down wheelchairs.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

Yes.

6. Please include any additional information that may assist the decision making process.

It's important that we have a great leadership on TAAC and I hope to be continually in this leadership role.

## APPLICATION FOR TAAC MEMBERSHIP

### GENERAL INFORMATION

Name Connie Mack

Agency (if applicable) Dublin

Address [REDACTED]

City Dublin Zip 94568

Home # [REDACTED] Work # \_\_\_\_\_ Mobile # [REDACTED]

Email address: [REDACTED]

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

City of Dublin	<u>X</u>
City of Pleasanton	_____
City of Livermore	_____
Alameda County	_____
Social Services Agency	_____

**You are eligible for your position because you are**

**A resident of the City or County and are**

Elderly	<u>X</u>
Disabled	_____
A Caretaker for a Disabled person	_____

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often?

Yes - once or twice a month.

2. Do you or your clients use Fixed Route service? If yes, how often?

Yes - once or twice a month.

3. In a single statement, why do you want to be on this committee?

I can be a good source of information.

4. What skills and knowledge do you feel you bring to this committee?

I can pass on concerns.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

Yes, my schedule is flexible.

6. Please include any additional information that may assist the decision making process.

END OF APPLICATION

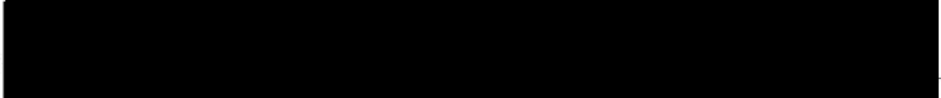


### APPLICATION FOR TAAC MEMBERSHIP

#### GENERAL INFORMATION

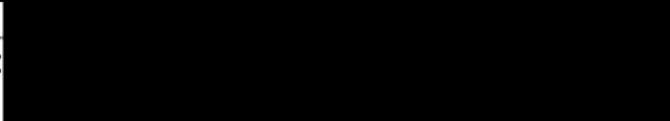
Name Sue Tuite

Agency (if applicable) Wheels

Address 

City Dublin Zip 94568

Home #  Work #  Mobile # Same

Email address: 

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin
- City of Pleasanton
- City of Livermore
- Alameda County
- Social Services Agency

**You are eligible for your position because you are**

**A resident of the City or County and are**

- Elderly
- Disabled
- A Caretaker for a Disabled person

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often?

yes  
I use it all the time

2. Do you or your clients use Fixed Route service? If yes, how often?

yes  
I use it all the time

3. In a single statement, why do you want to be on this committee?

Because I can get things done

4. What skills and knowledge do you feel you bring to this committee?

I can bring things up about stops  
and things.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

yes

6. Please include any additional information that may assist the decision making process.

I love the Taac group

END OF APPLICATION

## APPLICATION FOR TAAC MEMBERSHIP

### GENERAL INFORMATION

Name Judy LaMarre

Agency (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City Livermore Zip 94550

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Mobile # \_\_\_\_\_

Email address: \_\_\_\_\_

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin \_\_\_\_\_
- City of Pleasanton \_\_\_\_\_
- City of Livermore  \_\_\_\_\_
- Alameda County \_\_\_\_\_
- Social Services Agency \_\_\_\_\_

**You are eligible for your position because you are**

**A resident of the City or County and are**

- Elderly  \_\_\_\_\_
- Disabled  \_\_\_\_\_
- A Caretaker for a Disabled person \_\_\_\_\_

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often?

yes. At least, once a week

2. Do you or your clients use Fixed Route service? If yes, how often?

yes. At least, seven or eight times a week.

3. In a single statement, why do you want to be on this committee?

I enjoy helping the general public and informing them about Wheels services and ~~the~~ policies

4. What skills and knowledge do you feel you bring to this committee?

I have been on the committee for eight years, and have ~~not~~ learned much. I do not drive anymore, so I ride the bus very often. As a result, I know most of the routes. I also see what goes on on the buses, and if there is a problem I try to help the driver or passengers.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

yes. I am retired, and very flexible

6. Please include any additional information that may assist the decision making process.

In the mid-eighties, when WHEELS first started, I lived on the county-line between San Ramon and Dublin at Alcosta Blvd. When my car broke down, I would ride the WHEELS Bus.

END OF APPLICATION

## APPLICATION FOR TAAC MEMBERSHIP

### GENERAL INFORMATION

Name Kyra Aasen

Agency (if applicable) \_\_\_\_\_

Address ████████████████████

City Livermore Zip 94551

Home # N/A Work # N/A Mobile # ████████████████

Email address: ████████████████████

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin \_\_\_\_\_
- City of Pleasanton \_\_\_\_\_
- City of Livermore X
- Alameda County \_\_\_\_\_
- Social Services Agency \_\_\_\_\_

**You are eligible for your position because you are**

- A resident of the City or County and are**
- Elderly \_\_\_\_\_
  - Disabled X
  - A Caretaker for a Disabled person \_\_\_\_\_

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often?

I used it recently, but now I use the bus or the ParaTaxi program.

2. Do you or your clients use Fixed Route service? If yes, how often?

Yes, I use the Fixed Route service a lot. I have used the Fixed Route system since I was 16 to get to school.

3. In a single statement, why do you want to be on this committee?

I want to be on this committee because I would like to advocate for people with disabilities.

4. What skills and knowledge do you feel you bring to this committee?

I'm pretty familiar with the Livermore and Pleasanton routes since I have been using the services consistently for so long. I was born in Pleasanton and have lived in Livermore my whole life.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

Yes, I will be able to. My schedule is flexible.

6. Please include any additional information that may assist the decision making process.

In the Adults with Disabilities Paid Internship Program I attend, I have taught other interns and staff how to use public transportation and the PEX cards.

END OF APPLICATION

**APPLICATION FOR TAAC MEMBERSHIP**

**GENERAL INFORMATION**

Name. Carmen Rivera Hendrickson

Agency (if applicable)\_\_\_Pleasanton

Address [Redacted]

- City\_\_\_Pleasanton,CA

Zip 94688\_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Mobile # [Redacted]

Email address: [Redacted] \_\_\_\_\_

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin \_\_\_\_\_
- City of Pleasanton \_\_\_\_\_ X \_\_\_\_\_
- City of Livermore \_\_\_\_\_
- Alameda County \_\_\_\_\_
- Social Services Agency \_\_\_\_\_

**You are eligible for your position because you are I live in pleasanton**

**A resident of the City or County and are**

- Elderly \_\_\_\_\_
- Disabled X \_\_\_\_\_
- A Caretaker for a Disabled person \_\_\_\_\_

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often? Yes I do use the system.
  
2. Do you or your clients use Fixed Route service? If yes, how often? Yes, when not able get a ride tru Dial-a-Ride I do use it.
  
3. In a single statement, why do you want to be on this committee? I have work with several politician in coloration to achieve better transportation for are community.
  
4. What skills and knowledge do you feel you bring to this committee? I have work on budgets, planing as well developers to make it better.
  
5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

Yes , I can be at the meeting. Very.

6. Please include any additional information that may assist the decision making process.

Well I have dedicated my time on is committee for more 18 years.



### APPLICATION FOR TAAC MEMBERSHIP

#### GENERAL INFORMATION

Name HERB HOSTINGS

Agency (if applicable) [REDACTED]

Address [REDACTED]

City DUBLIN Zip [REDACTED]

Home # [REDACTED] Work # [REDACTED] Mobile # [REDACTED]

Email address: \_\_\_\_\_

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin
- City of Pleasanton
- City of Livermore
- Alameda County
- Social Services Agency

**You are eligible for your position because you are**

**A resident of the City or County and are**

- Elderly
- Disabled
- A Caretaker for a Disabled person

**Or**

Employed in Social Services in the Tri Valley \_\_\_\_\_

1. Do you or your clients use Dial-A-Ride? If yes, how often?

2. Do you or your clients use Fixed Route service? If yes, how often?

YES, REGULARLY

3. In a single statement, why do you want to be on this committee?

TO ASSIST WITH IMPROVING  
SERVICES WITH BOTH DIAL  
FIXED ROUTE

4. What skills and knowledge do you feel you bring to this committee?

SEVERAL TRANSIT COMMITTEES  
20+ YEAR MEMBER

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

YES

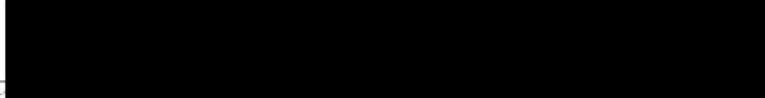
6. Please include any additional information that may assist the decision making process.

### APPLICATION FOR TAAC MEMBERSHIP

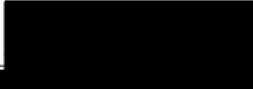

#### GENERAL INFORMATION

Name Amy Mauldin

Agency (if applicable) RCEB

Address 

City San Leandro Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work #  Mobile # 

Email address: 

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin \_\_\_\_\_
- City of Pleasanton \_\_\_\_\_
- City of Livermore X 2nd choice
- Alameda County \_\_\_\_\_
- Social Services Agency X 1st choice

**You are eligible for your position because you are**

**A resident of the City or County and are**

- Elderly \_\_\_\_\_
- Disabled \_\_\_\_\_
- A Caretaker for a Disabled person \_\_\_\_\_

**Or**

Employed in Social Services in the Tri Valley X

1. Do you or your clients use Dial-A-Ride? If yes, how often?

~~Yes~~ Yes, for their community based Adult programs

2. Do you or your clients use Fixed Route service? If yes, how often?

Yes, to School and back

3. In a single statement, why do you want to be on this committee?

To be an advocate for my clients with transportation need.

4. What skills and knowledge do you feel you bring to this committee?

Background with disabled client & their needs.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

Yes, Supervisor agreed

6. Please include any additional information that may assist the decision making process.

I have been a committee member for 10 years. I have a passion to improve the lives of disabled clients

END OF APPLICATION

### APPLICATION FOR TAAC MEMBERSHIP

#### GENERAL INFORMATION

Name Jamie Renton

Agency (if applicable) Pleasanton Adult & Career Education  
(Pleasanton Unified School District)

Address [Redacted]

City Pleasanton Zip 94566

Home # N/A Work # [Redacted] Mobile # [Redacted]

Email address: [Redacted]

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)

- City of Dublin
- City of Pleasanton
- City of Livermore
- Alameda County
- Social Services Agency

**You are eligible for your position because you are**

**A resident of the City or County and are**

- Elderly
- Disabled
- A Caretaker for a Disabled person

**Or**

Employed in Social Services in the Tri Valley

1. Do you or your clients use Dial-A-Ride? If yes, how often?

Each year, many of my interns use Dial-A-Ride and the Para-Taxi program daily to get to and from our program. We want to incorporate the Para-Taxi program to get our interns to and from our job sites so that our job coaches don't have to drive them. Some of them also use the Paratransit One-Seat Regional Ride program for recreational use.

2. Do you or your clients use Fixed Route service? If yes, how often?

Yes, some of our interns also use the Fixed Route service. It depends on their individual capabilities. Some interns have used the Fixed Route service before starting our program, some start using it after going through travel training, and some still can't get used to it even after travel training. The ones who use it, use it daily.

3. In a single statement, why do you want to be on this committee?

I want to be on this committee to advocate for the disability community. Transportation is a huge barrier to independence for them.

4. What skills and knowledge do you feel you bring to this committee?

The skills I will bring to the TAAC committee are that I'm a strategic and analytical decision-maker, I'm adaptable and open-minded, and I have a strong business acumen. My knowledge of the needs of the local disability community is well-informed through my daily interaction with interns through my work, the two local disability non-profits I'm on, and my involvement with many Bay Area disability providers.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

Yes. My schedule is flexible.

6. Please include any additional information that may assist the decision making process.

I would be honored to contribute to this important committee. My goal is to help each disabled person become as independent as possible. Having reliable transportation is an important part of a person's independence. Thank you for considering my application.

END OF APPLICATION

**AGENDA**

**ITEM 6**

STAFF REPORT

SUBJECT: Regional Transportation Revenue Measure (SB 1031) Update

FROM: Christy Wegener, Executive Director

DATE: June 3, 2024

**Action Requested**

None – this is an informational update.

**Background**

On May 6, the LAVTA Board adopted an *oppose unless amended* position on SB 1031 and directed staff to work with the bill’s authors as well as the Metropolitan Transportation Commission (MTC) on potential amendments. The Board also directed staff to return to the Board with updates on the bill’s progress and amendments at subsequent Board meetings. Following the Board meeting, on May 15 staff finalized the LAVTA position letter (Attachment 1).

**Discussion**

Since the May Board meeting, the bill has been amended several times. Following the May Board meeting, on May 13, the bill was amended to include the terms from the Senate Transportation Committee, including:

- 1) Consolidation study – now refers to “consolidation or enhanced coordination, or both” throughout.
- 2) Limits conditioning of transit funds to STA (excluding LTF) and future Regional Measure Funds.
- 3) Establishes 30-year term limit for taxes.
- 4) Includes intent language for \$1.5 billion revenue goal.
- 5) Sunsets MTC tax authority on January 1, 2041.
- 6) Limits authority to increase sales tax up to ½ cent.
- 7) Limits bonding authority to capital improvements financed by the revenues retained by the Commission.

On May 16, the bill was passed out of the Senate Appropriations Committee with the following amendments:

- 1) Requires MTC to develop an expenditure plan.
- 2) Delays placement of the regional measure on the ballot for northern counties until 2028.
- 3) Makes other specified changes.



On Friday, May 24, SB 1031 passed the Senate 26-10 after significant floor debate. The bill is now in the Assembly awaiting referral to policy committees.

Looking ahead, staff are anticipating SB1031 will be referred to the Transportation and Revenue and Taxation Committees in the Assembly as it was in the Senate. Assuming it passes those committees, it will go to the Assembly Appropriations Committee where it will be placed in the Suspense File. If it passes out of the Suspense File, it will head to the Assembly Floor. If it is amended at all in the Assembly, which is likely as the authors have indicated a willingness to continue to work on the measure, then it will have to go back to the Senate for that house to concur in the amendments. It is likely that, should it go back to the Senate, it will get re-referred to one or both of the Senate policy committees for review of its final version before a Senate Floor vote would send it to the Governor for his signature.

**Fiscal Impact**

There is no fiscal impact associated with this update.

**Recommendation**

None – this is an informational item.

Attachments

1. May 15, 2024 - LAVTA *Oppose Unless Amended* Letter



May 15, 2024

The Honorable Anna M. Caballero  
Chair, Senate Appropriations Committee  
State Capitol, Room 412  
Sacramento, CA 95814

**Re: SB 1031 (Wiener and Wahab) San Francisco Bay Area: Local Revenue Measure (As Amended 5.13.2024)  
Oppose Unless Amended – Livermore Amador Valley Transit Authority (LAVTA)**

Dear Senator Caballero,

On behalf of the Livermore Amador Valley Transit Authority (LAVTA), I write to express our organization's respectful opposition to SB 1031 (Wiener and Wahab), unless the bill is amended to address concerns we have with the current text.

LAVTA was established in 1985 as a Joint Powers Authority to provide fixed-route bus and later complementary ADA paratransit in Eastern Alameda County, including the cities of Dublin, Pleasanton, and Livermore. Situated in the eastern gateway to the San Francisco Bay Area known as the Tri-Valley, LAVTA serves a critical role in connecting people to regional rail agencies BART and ACE, as well as serving the local transportation needs of those who travel within our service area. Our mission is to provide equal access to a variety of safe, affordable, and reliable public transportation choices, increasing the mobility and improving the quality of life of those who live or work in and visit the Tri-Valley area. LAVTA accomplishes this by balancing resources to provide effective timed connections to regional transit with quality service that is both attractive to local users and cost-effective for taxpayers. LAVTA is keenly aware of the needs of the communities we serve and on a daily basis we ensure that routes, schedules, and fares meet the needs of those communities, especially for older adults and youth. Our responsiveness to our communities' needs has enabled LAVTA to retain 87% of our pre-pandemic ridership as of March 2024, while operating at 90% of pre-pandemic service levels.

First, LAVTA commends the authors and sponsors of the bill for their collaborative spirit and sincere desire to improve transit operations and infrastructure in the Bay Area. LAVTA supports efforts to increase transit funding for all Bay Area transit agencies, especially those facing a near-term fiscal cliff. Additionally, we feel it is important to acknowledge the improvements in the bill since its inception, through several past and anticipated amendments such as the return to source provisions and softening of the language around transit operator consolidation.

We have reviewed the bill's amendments that were released on May 13; while progress on has been made on the bill's language, this is still not a bill we can support at this time.

Specifically, we have two primary concerns that need to be addressed in order for us to consider supporting this effort. First, LAVTA's adopted legislative platform unequivocally opposes any legislation which forces consolidation. LAVTA's service portfolio and policies demonstrate a level of coordination that is unmatched by others in the Bay Area. LAVTA, in partnership with three small East Bay bus operators, implemented integrated fares and passes in the early 2000's; most recently, our systems combined our paratransit service areas to demonstrate the benefits of a one-seat-ride paratransit service pilot. Our board is open to learning more about additional areas where coordinated services or programs may lead to improved efficiencies and services without risking the loss of pursuing local priorities. If the challenges to consolidation are resolvable, and funding parity was assured, LAVTA could be supportive of some sort of mutually agreed upon, long-term strategy to realize improved mobility solutions. Being forced to consolidate by an outside entity without any understanding of the coordination LAVTA already employs is unsupportable at this time.

Second, LAVTA has some broad concerns related to the expenditure of revenues from any potential funding measure. While the existing measure includes a plan for "returning to source" a large portion of collected revenues, a broad, countywide return does not ensure that all individual operators within the county will benefit from the additional resources. The current framework includes an allocation of funding to transit operators based on ridership or miles provided, but it is unclear whether that allocation is for *each* small operator or is meant to be one allocation to be sub-allocated to all small operators in the county.

To address these concerns and enable the LAVTA Board of Directors to consider revising their position to support, we seek these specific amendments:

- 1) Revision of all consolidation and/or enhanced coordination language to authorize the study only after the successful passage of a revenue measure, documentation of existing coordinated services and programs, consideration of potential consolidation and/or enhanced coordination study without the requirement for submission of a report of recommendations, and with the clear declaration of legislative intent to identify potential steps toward implementation of recommendations only with agencies that mutually agree upon the action.
- 2) Development of a specific expenditure plan that ensures all transit operators in the region receive an equitable share of any "return to source" revenues, and that none of the new revenues are used to supplant existing commitments. The expenditure plan as currently written would credit significant funds to BART as "return to source" for Alameda County, potentially leaving very little for LAVTA and other transit operators in Alameda County.
- 3) Clarifying language that *each* small operator would receive a specific allocation of funds equal to not less than five million dollars (\$5,000,000) annually (or a comparably equitable prorated share) if they provide less than 3,000,000 unlinked passenger trips per year.

LAVTA is facing a significant funding gap of up to \$100M for the infrastructure associated with the implementation of the zero-emissions bus transition mandate, including the funds for a new operations and maintenance facility to support the conversion to hydrogen fuel-cell electric buses.

Thank you for your consideration of our concerns. LAVTA looks forward to working with the authors' offices and relevant stakeholders to make this a regional measure that we can all get behind.

Sincerely,



Christy Wegener  
Executive Director

Cc: Senator Scott Wiener  
Senator Aisha Wahab  
Senator Steve Glazer  
Assembly Member Rebecca Bauer-Kahan  
Assembly Member Liz Ortega  
Members, Senate Appropriations Committee

**AGENDA**

**ITEM 7**

STAFF REPORT

SUBJECT: Election of LAVTA Chair and Vice Chair

FROM: Christy Wegener, Executive Director

DATE: June 3, 2024

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**Action Required**

Elect a new Chair and Vice Chair of the LAVTA Board of Directors for FY25.

**Background**

Per the Bylaws, the FY25 LAVTA Chair should represent the City of Livermore and the Vice Chair should represent the City of Pleasanton.

Sections 4.03, 4.04 and 4.05 of LAVTA Bylaws read as follows:

- 4.03** Term of Office. The Chair and Vice Chair shall serve one (1) year terms of office commencing on July 1 of each year. There shall be no limit on the number of terms that a Director may serve as Chair or Vice Chair. The Chair shall rotate among the four Members on an annual basis with a Pleasanton, County, Dublin, and Livermore sequence.
- 4.04** Qualifications. In casting votes for Chair and Vice Chair, members of the Board may consider the candidate's leadership qualities, ability to conduct meetings of the Board expeditiously and fairly, and willingness to represent and implement positions adopted by the Board when such positions are at variance with his/her political views, as well as any other factors deemed pertinent.
- 4.05** Nomination and Election of Officers Nomination and election of officers shall be carried out in such a manner and schedule as determined by the Board of Directors.

**Next Steps**

Per the Bylaws of the Authority, the Chair shall appoint the members of the Committees and the Chair of each committee subject to Board approval. If there are fewer than three standing committees, the Chairs of committees will be from jurisdictions other than that of the Chair and Vice-Chair.

The following is the current membership of the two LAVTA committees:

*Project & Services Committee*

David Haubert (County of Alameda), Chair  
Karla Brown (Pleasanton), Vice Chair  
Evan Branning (Livermore)  
Jean Josey (Dublin)

*Finance & Administration Committee*

Julie Testa (Pleasanton), Chair  
Brittini Kiick (Livermore), Vice Chair  
Melissa Hernandez (Dublin)

Board members should advise the Board Chair if they would like to be considered for a different committee assignment within the next two weeks. At the July Board meeting the Chair will bring back recommendations for both committee membership and committee Chair positions for Board consideration.

**Recommendation**

Nominate and elect a LAVTA Board Chair and Vice Chair for FY25 in accordance with the agency's bylaws.

**AGENDA**

**ITEM 8**



**EXECUTIVE DIRECTOR'S REPORT**

**Projects and Services**

Ridership

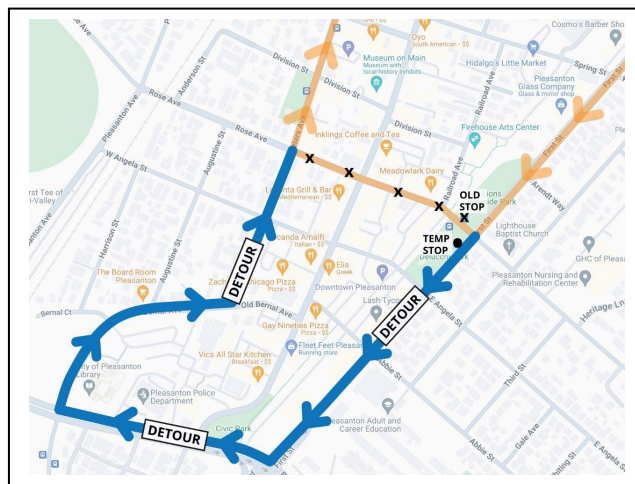
April represented the first full calendar month following the Wheels-in-Motion (WiM) implementation earlier in the spring. During April, the Wheels system carried approximately 121,000 unlinked boardings, compared with ~97,000 in April of last year. This indicates that the post-pandemic recovery trend seen over the past year is being sustained through the WiM changes.

Average weekday boardings totaled approximately 5,000, representing a 19% year-on-year (YoY) increase. The weekend boarding trend, although not quite as pronounced, was also up - at ~9% and ~6% for Saturdays and Sundays, respectively. The Rapid lines 10R and 30R are seeing YoY boardings up by ~30% and 23%, respectively.

Pleasanton Meadowlark Dairy Detour on Route 10R

In anticipation of increased traffic congestion in downtown Pleasanton this summer, LAVTA's Operations and Planning staff have collaborated closely with the City of Pleasanton's Traffic Engineering team to develop a traffic congestion mitigation plan aimed at enhancing safety in the area.

Starting June 3<sup>rd</sup>, the westbound 10R route will undergo a temporary detour to avoid congestion from the Dairy queue. The WB bus stop at First and Neal will be closed for the duration of the summer. Riders will be redirected to the existing Route 8 stop on First Street. From there, the bus will travel to Bernal and Old Bernal before resuming its regular route.



This detour is a part of a larger initiative by the City to help manage the anticipated summer traffic and improve safety in the downtown corridor. At the end of the summer, LAVTA staff will evaluate the effectiveness of this detour.

**EXECUTIVE DIRECTOR'S REPORT**

Dublin Transit Center Ribbon Cutting June 13

The Dublin Transit Center Garage ribbon cutting is scheduled for 10AM on June 13. The event is being organized and hosted by Alameda County.

Youth Ride Free Summer Promotion

The Summer Youth Ride Free promotion successfully launched with radio, website, and social media advertising on May 22. A press release was issued, school districts and schools were sent promotional material for parent emails (i.e. Peach Jar), and school trippers had a “seat drop” over several days.



Transit App Usage:



With a renewed emphasis on the Transit App program, including a QR code for app download on all schedules, the app continues to see growth in adoption and usage. LAVTA participates in the Royale program, subsidizing user subscriptions so riders in the Tri-Valley receive enhanced planning services and Wheels branding in the app.

Month of April 2024 / 2023:

- # of riders that opened Transit: 2,496 / 1,637
- # of times riders opened Transit: 78,627 / 44,146
- # of downloads: 244 / 192

## **EXECUTIVE DIRECTOR'S REPORT**

### **Finance and Administration**

#### Transit and Intercity Rail Capital Improvement Program (TIRCP) Cycle 7:

On April 30, 2024, California State Transportation Agency (CalSTA) released the final guidelines for Cycle 7 of the State's TIRCP program. Applications are due July 23. LAVTA will be apply to this year's program; staff are working with a consultant on the grant application.

Alameda CTC Funds Wheels Access: The Alameda CTC approved LAVTA's \$600k Paratransit Discretionary Grant Program application for "Wheels Access – Expanding Mobility Options in the Tri Valley" program for full funding at their May 23 meeting. The funds will be programmed over a five-year period from FY25 through FY29. The Wheels Access Program includes three principal project components: (1) establishing a new Mobility Management program to provide individualized consultation and travel training targeting seniors and persons with disabilities (2) continuing the popular Para-Taxi Reimbursement/PEX Debit Card program, which provides a same-day accessible travel option, and (3) providing operating support within Alameda County for the multi-jurisdictional One Seat Ride program.

#### 2024 American Public Transportation Association (APTA) Board Member Seminar

The 2024 APTA Annual Board Member Seminar is taking place July 13-16<sup>th</sup> in San Jose, California. Seminar topics include national and regional transit advocacy, workforce development and labor relations, safety and security, mobility innovation, procurement practices and the CEO-Board relationship. Interested LAVTA Board Members are encouraged to attend and should contact staff by June 30 to confirm registration.

#### Upcoming Procurements

Strategic Plan RFP will be released in June.

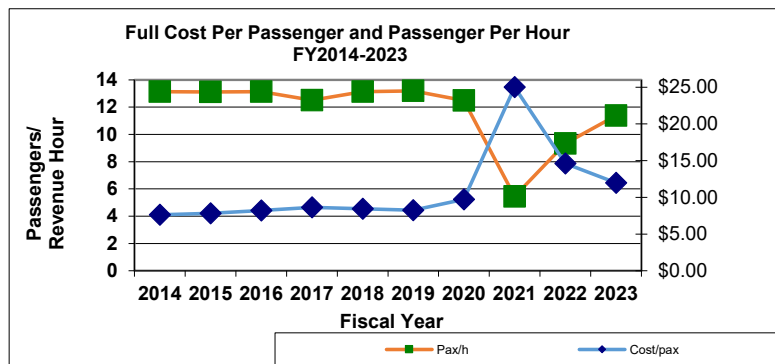
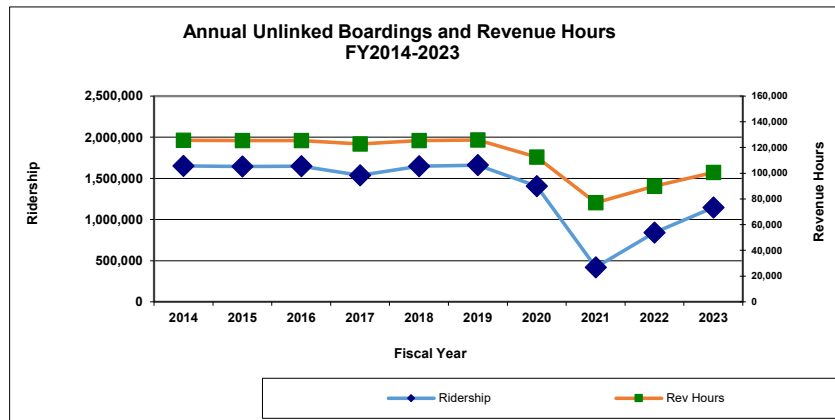
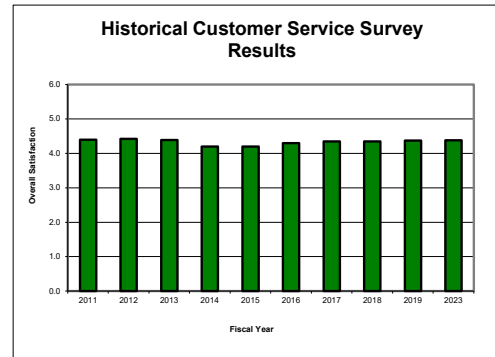
#### Attachments:

1. Board Statistics March 2024
2. FY24 Upcoming Items

## Monthly Summary Statistics for Wheels April 2024

### FIXED ROUTE

	April 2024			% change from one year ago		
<b>Total Ridership FY To Date</b>	<b>1,135,232</b>			<b>19.9%</b>		
<b>Total Ridership For Month</b>	<b>120,933</b>			<b>24.8%</b>		
<b>Fully Allocated Cost per Passenger</b>	<b>\$10.60</b>			<b>-12.7%</b>		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
<b>Average Daily Ridership</b>	<b>4,981</b>	<b>1,585</b>	<b>1,270</b>	<b>19.1%</b>	<b>9.2%</b>	<b>5.6%</b>
<b>Passengers Per Hour</b>	<b>13.7</b>	<b>7.7</b>	<b>9.2</b>	<b>16.6%</b>	<b>-21.2%</b>	<b>14.3%</b>
	April 2024			% change from last month		
<b>On Time Performance</b>	<b>83.1%</b>			<b>-1.7%</b>		



# Monthly Summary Statistics for Wheels

**April 2024**

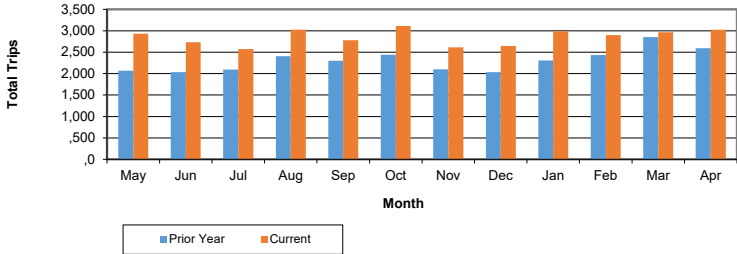
## PARATRANSIT

General Statistics	April 2024	% Change from last year	Year to Date
Total Monthly Passengers	3,024	16.6%	28,607
Average Passengers Per Revenue Hour	1.93	9.0%	1.68
On Time Performance	97.6%	-19.7%	97%
Cost per Trip	\$50.20	-12.6%	\$57.47
Number of Paratransit Assessments	0	n/a	0
% of Calls Answered Within 1 Minute	72.5%	n/a	82%

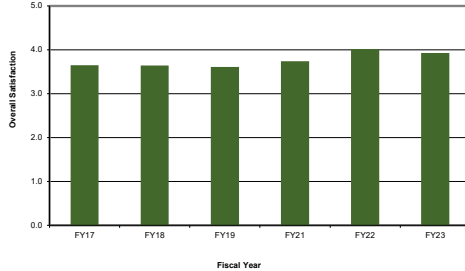
*\*There were no in-person assessments due to Covid-19, but the applicants received temporary presumptive eligibility based on their application and doctor's verification until the in-person assessments can be resumed.*

Missed Services Summary	April 2024	Year to Date
1st Sanction - Phone Call	0	0
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

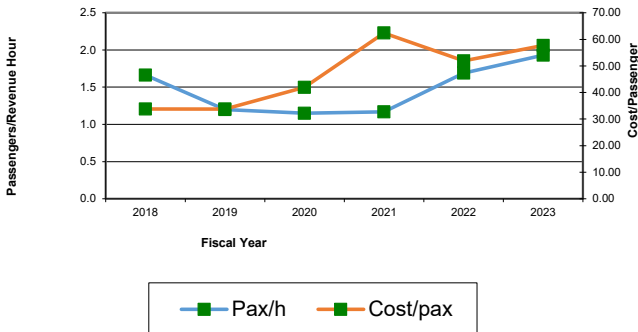
**Paratransit Monthly Unlinked Boardings**



**Historical Customer Service Survey Results**



**Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2017-2023**

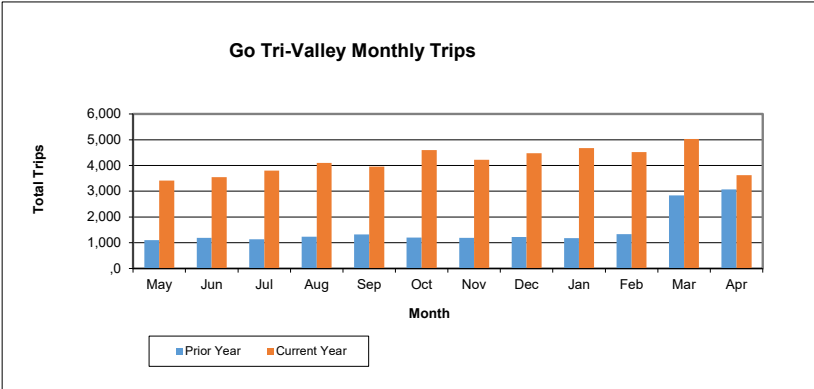


# Monthly Summary Statistics for Wheels

*April 2024*

## GO TRI-VALLEY

General Statistics	April 2024	% Change from last year	Year to Date
Total Monthly Passengers	3,625	18.2%	42,979
Subsidy Cost/Trip	\$ 4.58	n/a	4.67



**Monthly Summary Statistics for Wheels**  
**April 2024**

SAFETY								
ACCIDENT DATA	April 2024				Fiscal Year to Date			
	Fixed Route		Paratransit		Fixed Route		Paratransit	
<b>Total</b>					<b>0</b>		<b>0</b>	
Preventable	5		0		35		0	
Non-Preventable	0		0		19		2	
<b>Physical Damage</b>								
Major	0		0		3		0	
Minor	4		0		44		2	
<b>Bodily Injury</b>								
Yes	0		0		2		0	
No	5		0		52		1	
<b>MONTHLY CLAIMS ACTIVITY</b>								
				<b>Totals</b>				
<b>Amount Paid</b>								
This Month					\$466.38			
To Date This Fiscal Year					\$34,762.00			
<b>Budget</b>					\$100,000.00			
<b>% Expended</b>					35%			
<b>CUSTOMER SERVICE - ADMINISTRATION</b>								
CATEGORY	Number of Requests							
	April 2024	Year To Date						
Praise	0	0						
Bus Stop	1	29						
Incident	4	37						
Trip Planning	0	6						
Fares/Tickets/Passes	4	11						
Route/Schedule Planning	7	89						
Marketing/Website	3	7						
ADA	1	9						
COVID Inquiries	0	0						
Lost/Found	4	9						
<b>TOTAL</b>	<b>24</b>	<b>197</b>						
<b>CUSTOMER SERVICE - OPERATIONS</b>								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	1	0	0	13	0	0	0	3
Safety	0	1	0	40	0	0	0	2
Driver/Dispatch Discourtesy	2	4	1	11	0	0	0	0
Early	1	0	0	6	1	0	0	1
Late	1	0	0	10	1	1	0	2
No Show	0	0	0	3	0	0	0	2
Incident	0	0	0	1	0	0	0	0
Driver/Dispatch Training	4	0	2	30	1	0	0	4
Maintenance	0	0	0	4	0	0	0	0
Bypass	10	3	0	46	0	0	0	0
<b>TOTAL COMPLAINTS</b>	<b>18</b>	<b>8</b>	<b>3</b>	<b>151</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>11</b>
<b>Valid Complaints</b>								
Per 10,000 riders		1.49						
Per 1,000 riders					0.99			

## LAVTA COMMITTEE ITEMS - June 2024 - October 2024

### Finance & Administration Committee

<b>June - Cancelled</b>	Action	Info
<b>July - Cancelled</b>	Action	Info
<b>August</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Draft Fare Structure Changes		X
I-680 Express Bus Program MOU	X	
<b>September</b>	Action	Info
Minutes	X	
FTA Triennial Review	X	
FINAL Fare Structure Changes	X	
<b>October</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Annual Comprehensive Financial Report (ACFR)	X	



# LAVTA COMMITTEE ITEMS - June 2024 - October 2024

## Projects & Services Committee

<b>June</b>	Action	Info
Minutes	X	
On Call Task Order Contract Award CTE: Hydrogen Fueling Station and FCEB Implementation Support	X	
On Call Task Order Contract Award Kimley Horn: Passenger Facilities Enhancement Project PS&E	X	
Purchase of Cradlepoint R1900 5G Cellular based Routers	X	
No Cost and Reduced Cost Interagency Transfer Pilot MOU	X	
<b>July - Cancelled</b>	Action	Info
<b>August</b>	Action	Info
Minutes	X	
On Call Task Order Contract Award Kimley Horn: Cloud Based TSP Design Services	X	
<b>September</b>	Action	Info
Minutes	X	
<b>October</b>	Action	Info
Minutes	X	
Service to DHS and EHS - Final Recommendation		X
Marketing Plan Presentation		X