



El Cerrito

MEETING NOTICE AND AGENDA

DATE & TIME: Friday October 28, 2016, 8:00 a.m. – 10:00 a.m.

Hercules

LOCATION: City of El Cerrito, Council Chambers
10890 San Pablo Avenue (at Manila Ave)
El Cerrito, California (Accessible by AC Transit #72, #72M and #72R)

Pinole

- 1) **Call to Order and Self-Introductions.** (Sherry McCoy - Chair)
- 2) **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*

Richmond

CONSENT CALENDAR

San Pablo

3) **Minutes of September 23, 2016 Board Meeting.** (Attachment; Recommended Action: Approve)

4) **Monthly Update on WCCTAC Activities.** (Attachment; Recommended Action: Information Only)

Contra Costa
County

5) **Financial Reports.** The reports show the Agency's revenues and expenses for September 2016. (Attachment; Recommended Action: Information Only)

6) **Payment of Invoices over \$10,000.** None.

AC Transit

7) **Draft 2017 Board and TAC Meeting Calendar.** WCCTAC Board meetings are regularly scheduled for the fourth Friday of the month from 8-10 am and the TAC meetings for the second Thursday of the month from 9-11 am. Typically November and December have a modified schedule due to holidays and no meetings are scheduled in August. Staff seeks the Boards approval of the draft 2017 meeting calendar. The Board meetings are proposed to continue to occur in the El Cerrito City Council Chambers. (Attachment; Recommended Action: Approve)

BART

8) **WCCTAC General Fund Reserve Policy Amendment.** Staff is proposing a minor change to this policy, based on the FY14 audit. (Attachment; Recommended Action: Approve)

WestCAT

9) **WCCTAC 2016 Personnel Manual Update.** The last update to the WCCTAC Personnel Policies Manual was in 2010. The WCCTAC Board appointed an Ad Hoc Subcommittee to work with the Executive Director to remove references to functions no longer being provided by the City of San Pablo and to employee titles that have changed. The update also include minor edits, clarifications, and narrow adjustments to some

benefits. The changes are not expected to have a significant financial impact.
(Attachment; Recommended Action: Approve)

- 10) **Release of Request for Proposal (RFP) for Subregional Transportation Mitigation Program (STMP) Update to Nexus Study and Strategic Plan.** WCCTAC's 2016-17 work program calls for developing a new nexus study and strategic plan for the STMP. The first step in this process is to issue an RFP seeking consultant services to assist in the effort. The WCCTAC TAC and General Counsel have both reviewed the draft RFP now before the Board. (Attachment; Recommended Action: Authorize Release of Request for Proposal.)
- 11) **West County Accessible Transportation Study.** WCCTAC staff issued an RFP in August 2016 for an Accessible Transportation Study to evaluate current transportation programs funded under Measure J that provides services to seniors and people with disabilities. After interviewing three consultant teams in late September, Nelson Nygaard Consulting Services was recommended to carry out the \$75,000 study. (Attachment; Recommended Action: Adopt Resolution #2016-05 authorizing the Executive Director to enter into contract with the Consultant for a not to exceed amount of \$75,000).
- 12) **Evaluation Criteria for Measure J Transportation for Livable Communities (TLC) and OBAG 2 Safe Routes to School (SR2S) grants.** In the spring of 2017, staff will ask the WCCTAC Board to make a recommendation to the CCTA Board for the award of Measure J TLC and OBAG 2 SRTS grants to West County projects. Prior to the Board's recommendation, the WCCTAC TAC will review applications and prepare a recommendation to the WCCTAC Board. In preparation, the WCCTAC TAC developed draft criteria for evaluating these grant applications. Staff seeks the Board's approval of the criteria. (Attachment; Recommended Action: Approve)

REGULAR AGENDA ITEMS

- 13) **WCCTAC Board of Directors Rules and Procedures.** The WCCTAC Board approved the Rules and Procedures at its September meeting, with clarifying amendments. These Rules and Procedures have been distributed to Board members. WCCTAC's General Counsel will review certain provisions in these Rules and Procedures and will answer any outstanding questions. (Kris Kokotaylo-WCCTAC General Counsel; No Attachment; Information Only)
- 14) **West County High Capacity Transit Study (HCT)-Ridership Modeling and Online Survey Development.** Staff seeks the Board's concurrence on a proposed modification to the study's approach to ridership modeling. Staff also seeks direction from the Board on survey topics for the upcoming online survey in conjunction with the next round of public outreach. Lastly, staff will provide a brief update on the study's schedule. (John Nemeth-WCCTAC Executive Director, Leah Greenblat-WCCTAC Project Manager and Rebecca Kohlstrand-WSP-PB Project Manager; Attachment; Recommended Action: Provide direction to staff)

- 15) **Regional Intermodal Transit Center (RITC) in Hercules.** Staff from the City of Hercules will provide a status report on the development of a Regional Intermodal Transit Center (RITC) in Hercules, adjacent to the waterfront, along the Union Pacific rail line. The status report will focus on a construction update for the “Path to Transit” phase of the project. *(Mike Roberts-Public Works Director/City Engineer, City of Hercules; No Attachment; Recommended Action: Receive presentation)*

STANDING ITEMS

- 16) **Board and Staff Comments.**
- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - b. Report from CCTA Representatives (*Directors Abelson & Butt*)
 - c. Executive Director’s Report
- 17) **Other Business.**
- 18) **General Information Items.**
- a. Letter to CCTA Executive Director with September 23, 2016 Summary of Board Actions
 - b. Acronym List

CLOSED SESSION

- 19) **Public Employee Performance Evaluation**
(Pursuant to Gov. Code § 54957)
Title: Executive Director
- 20) **Conference with Labor Negotiators**
(Pursuant to Gov. Code § 54957.6)
Agency designated representative(s): Chair McCoy and Vice-Chair Abelson
Unrepresented employee: Executive Director, John Nemeth

RETURN TO OPEN SESSION

- 21) **Report out from Closed Session**
- 22) **Adjourn.** Next meeting is: December 9, 2016 @ 8:00 a.m.
in the El Cerrito City Hall Council Chambers,
located at 10890 San Pablo Avenue, El Cerrito
NO BOARD MEETING IN NOVEMBER
-

- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
- If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
- Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes:
September 23, 2016**

MEMBERS PRESENT: Sherry McCoy, Chair (Hercules); Janet Abelson, Vice-Chair (El Cerrito); Tom Butt, (Richmond); Gayle McLaughlin (Richmond); Roy Swearingen (Pinole); Maureen Powers (WestCat); Cecilia Valdez (San Pablo); Zakhary Mallett (BART); Vinay Pimplé (Richmond), Joe Wallace (AC Transit)

STAFF PRESENT: John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Danelle Carey, Kris Kokotaylo (Legal Counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:02am

Meeting Adjourned: 10:32am

Public Comment: None

Consent Calendar:

Motion by **Director Wallace**, seconded by **Vice-Chair Abelson** to approve Items 3-8; motion passed unanimously. Item #9 pulled by **Director Powers** for further discussion.

3. Revised Minutes of the June 24, 2016 Board Meeting.

5. Monthly Update on WCCTAC Activities.

6. Financial Reports for July 2016.

7. Payment of Invoices over \$10,000.

8. Appointment of Ad-Hoc Subcommittee to facilitate Performance Evaluation of the Executive Director and serve as the Board’s Labor Negotiators.

9. WCCTAC Board of Directors Rules and Procedures

ITEM/DISCUSSION	ACTION
Item #9 WCCTAC Board of Directors Rules and Procedures	<i>Director Wallace</i> motioned to accept the WCCTAC Board of Directors Rules and Regulations; seconded by <i>Vice-Chair Abelson</i> ; Motion passed unanimously.

<p>Item #10 West County High Capacity Transit Study (HCT).</p>	<p><i>WCCTAC Staff-Leah Greenblat</i>, updated the Board on recent efforts and future outreach plans for the High Capacity Transit Study. She also provided information regarding ridership modeling. The Board approved staff's recommendation to conduct six model runs, including four model runs with different BART station combinations.</p> <p><i>Aleida Chavez-WestCat</i> - stated that she would like WCCTAC Staff to discuss ridership modeling with the TAC. She believes that there may be a better approach to the modeling effort.</p> <p><i>Charlie Anderson-General Manager WestCat</i> - shared his concerns regarding the four proposed model runs for the BART alternative. He suggested that staff come back to the Board with a better set of alternatives regarding the model runs.</p>
<p>Item #11 I-80 ICM Smart Corridor Update</p>	<p><i>Information Only</i> <i>David Man-Caltrans Corridor Manager</i> provided a status report on the I-80 Smart Corridor project. He provided some preliminary data showing the impact of the project and also answered the Boards questions and addressed concerns. Mr. Mann stated Caltrans will continue to monitor the corridor with the aim of resolving current issues.</p>
<p>Item #12 OBAG 2 and Measure J Call for Projects</p>	<p><i>Information Only</i> <i>WCCTAC Executive Director, John Nemeth</i> gave the Board information on the call for projects for the OBAG 2, and Measure J TLC and PBTF grants. He noted that staff would be working with the TAC to develop criteria for certain funding categories and would bring that information back to the Board.</p>
<p>Item #13 Fiscal Year 2015 and 2016 Audits</p>	<p><i>Information Only</i> <i>WCCTAC Executive Director, John Nemeth</i> updated the Board on the status of the FY15 & FY16 audits. He stated that staff's aim was to bring the FY15 audit to the Board in December 2016 and the FY16 audit in the spring of 2017.</p>

TO: WCCTAC Board

DATE: October 28, 2016

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities – October 2016

COMPLETED: Riverside Pedestrian Overcrossing

As part of the San Pablo Dam Road Interchange project, the new Riverside Pedestrian Overcrossing (POC) has been completed and is planned to open on October 24, 2016. The old pedestrian overcrossing is set for removal starting October 29th. To facilitate the demolition, a full freeway closure is planned from 11 pm on October 29th to 7 am on October 30th. A press release will be issued for these activities. Weather permitting, the new on-ramp at El Portal will open by the end of the year.

I-80 Smart Corridor Ribbon Cutting



On September 22nd, representatives Caltrans, CCTA, ACTC, WCCTAC and other organizations gathered in Emeryville for the official I-80 Smart Corridor ribbon cutting. WCCTAC Directors Tom Butt and Sherry McCoy both spoke and explained that, while we cannot build more freeways in the I-80 corridor, we can use technology to improve safety and traffic flow.

Complete Streets, Rodeo to Crockett



On September 29th, community members gathered in Crockett to review three potential roadway improvement scenarios for San Pablo Avenue between Rodeo to Crockett. The meeting was the second public workshop for a complete streets planning effort being led by the County. Two scenarios would reduce the road from four lanes to three, one with a striped bike lane on either side and another with a wider, protected path on one side. Another scenario would leave the roadway with 4 lanes, and add bike lanes through the acquisition of additional right-of-way.

Consultants Selected for Senior and Disabled Accessible Transportation Study

After approval of a scope of work by the WCCTAC Board in June, 2016, staff issued a Request for Proposals (RFP) for a Needs Assessment Study of Measure J- funded services for Seniors and People with Disabilities. WCCTAC received three proposals in August and invited all three teams to interview on the afternoon of September 23rd. The Nelson/Nygaard Team offered the most expertise and knowledge of the area. With Board approval, a contract not to exceed \$75,000 will be signed in October. Work should begin in November.

Adapting to Rising Tides Final Report

The Contra Costa County Adapting to Rising Tides (ART) Project, led by the San Francisco Bay Conservation and Development Commission (BCDC), provides support, guidance, tools, and information to help agencies and organizations understand, communicate, and begin to address complex climate change issues. The program recently released a final report that identified community assets and natural resources that are most at risk to climate impacts from sea level rise (SLR) and storm surges.



The report presents a broad assessment of Contra Costa County's shoreline exposure to flooding or inundation from sea level rise scenarios of 0 to 66 inches and extreme tide events from the 1-year to the 500-year. The analyses presented in this report show that, as sea levels rise, shoreline assets will become increasingly exposed to extreme tide levels and will no longer provide the same level of flood protection that they do today.

For more information, click here: [http://www.adaptingtorisingtides.org/wp-content/uploads/2015/04/Contra-Costa ART Final Report web 2016.03.08.pdf](http://www.adaptingtorisingtides.org/wp-content/uploads/2015/04/Contra-Costa_ART_Final_Report_web_2016.03.08.pdf)

Point Pinole Festival

On October 1st WCCTAC TDM staff provided an informational table at the North Richmond Shore Open Space Alliance’s Point Pinole Festival. The event attracted nearly 1,600 West County residents who enjoyed music, vendors, and entertainment.

WCCTAC partnered with the East Bay Regional Parks Foundation to offer residents who were on bicycles free bicycle bells, reflectors, and water bottles. Staff also promoted the “Share Our Trail” campaign which



educates park patrons about trail etiquette and how to use trails courteously and safely. Mayor Tom Butt and Supervisor John Gioia made appearances and spoke about the valuable impact local parks have on our community. Mayor Tom Butt also proclaimed that the first Saturday in October will be celebrated as “Bay Day” which promotes education surrounding the preservation and protection of shoreline throughout the San Francisco Bay Area.

TDM- 511 Contra Costa Strategic Plan Update



The Contra Costa Transportation Authority (CCTA) plans to release an RFP in the near future to develop a Strategic Plan for the 511 Contra Costa Program. The strategic plan will evaluate existing services, as well as the service delivery model, industry best practices, and emerging projects and programs. The selected consultant will consider ways in which 511

Contra Costa can better utilize emerging technologies. The plan will make recommendations regarding: the potential elimination of existing programs, addition of new programs, more efficient delivery of services, and improved outreach techniques and marketing. The WCCTAC Board will be updated on the progress of the strategic plan and the schedule for delivery.

Our Very Own WCCTAC Star

Congratulations to WCCTAC’s own Danelle Carey for being chosen as a recipient of the national TDM Leader’s 40 under 40 Award. The 2016 Inaugural Association of Commuter Transportation TDM Forum, held in Boston in October received nominations from all over the country. The top 40 emerging leaders in the TDM field are selected by a panel of their peers. Danelle was in good company with the other up and coming TDM Leaders from companies like Google, Apple, Nike, and agencies such as Arlington County Commuter Services, Downtown Fort Lauderdale TMA, and City of Austin Transportation Department. Congrats Danelle and thanks for putting WCCTAC on the map of great TDM agencies!



Fleet of the Future *Test Train Open House*

Sunday, Oct. 30 11am–4pm El Cerrito del Norte BART Station

**First 200 visitors each day will receive a commemorative toy train while supplies last.*

Future Features

Based on input from over 35,000 customers, new train cars will be:

Quieter: micro-plug doors will help seal out noise and a new tapered wheel shape will provide a quieter ride

Cooler: cooling systems will distribute air directly from the ceilings, making it more comfortable for standees on hot days

Comfortable: padded seats will have lumbar support and will be covered with wipeable fabric for ease of cleaning

Easy to use: routes will be color coded like the BART system map, and next stop information will be readily available via automated announcements and digital screens



General Ledger

Budget Status

User: KellyS

Printed: 10/18/2016 - 6:17 PM

Period: 1 to 3, 2017



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 770	WCCTAC Operations						
Dept 770-7700	WCCTAC Operations						
E01	Salary and Benefits						
770-7700-41000	Salary	375,643.00	58,807.94	316,835.06	0.00	316,835.06	84.34
770-7700-41002	Buy Back Compensation	0.00	46.33	-46.33	0.00	-46.33	0.00
770-7700-41200	PERS Retirement	0.00	22,520.86	-22,520.86	0.00	-22,520.86	0.00
770-7700-41310	Medical Insurance	0.00	9,403.36	-9,403.36	0.00	-9,403.36	0.00
770-7700-41311	Retiree Healthcare	0.00	466.89	-466.89	0.00	-466.89	0.00
770-7700-41400	Dental	0.00	690.36	-690.36	0.00	-690.36	0.00
770-7700-41800	LTD Insurance	0.00	430.79	-430.79	0.00	-430.79	0.00
770-7700-41900	Medicare	0.00	839.58	-839.58	0.00	-839.58	0.00
770-7700-41904	Life Insurance	0.00	133.15	-133.15	0.00	-133.15	0.00
770-7700-41911	Liability Insurance	3,944.00	11,604.48	-7,660.48	0.00	-7,660.48	0.00
770-7700-41912	Unemployment Insurance	0.00	350.00	-350.00	0.00	-350.00	0.00
	E01 Sub Totals:	379,587.00	105,293.74	274,293.26	0.00	274,293.26	72.26
E02	Service and Supplies						
770-7700-43500	Office Supplies	4,000.00	514.43	3,485.57	0.00	3,485.57	87.14
770-7700-43501	Postage	700.00	0.00	700.00	0.00	700.00	100.00
770-7700-43520	Copies/Printing/Shipping/Xerox	3,700.00	742.91	2,957.09	0.00	2,957.09	79.92
770-7700-43530	Office Furn & Equipmt <\$5000	2,500.00	0.00	2,500.00	0.00	2,500.00	100.00
770-7700-43600	Professional Services	56,630.00	12,862.72	43,767.28	0.00	43,767.28	77.29
770-7700-43900	Rent/Building	17,300.00	4,883.55	12,416.45	0.00	12,416.45	71.77
770-7700-44000	Special Department Expenses	10,000.00	2,938.95	7,061.05	0.00	7,061.05	70.61
770-7700-44320	Travel/Training Staff	6,000.00	580.15	5,419.85	0.00	5,419.85	90.33
	E02 Sub Totals:	100,830.00	22,522.71	78,307.29	0.00	78,307.29	77.66
	Expense Sub Totals:	480,417.00	127,816.45	352,600.55	0.00	352,600.55	73.39
	Dept 7700 Sub Totals:	480,417.00	127,816.45	352,600.55	0.00	352,600.55	73.39

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City of New Directions

Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Expense Sub Totals:	480,417.00	127,816.45	352,600.55	0.00	352,600.55	73.39
	Fund 770 Sub Totals:	480,417.00	127,816.45	352,600.55	0.00		

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Fund 772	WCCTAC TDM						
Dept 772-7720	WCCTAC TDM						
E01	Salary and Benefits						
772-7720-41000	Salary	378,264.00	52,693.43	325,570.57	0.00	325,570.57	86.07
772-7720-41002	Buy Back Compensation	0.00	185.32	-185.32	0.00	-185.32	0.00
772-7720-41200	PERS Retirement	0.00	19,335.56	-19,335.56	0.00	-19,335.56	0.00
772-7720-41310	Medical Insurance	0.00	9,761.20	-9,761.20	0.00	-9,761.20	0.00
772-7720-41400	Dental Insurance	0.00	825.50	-825.50	0.00	-825.50	0.00
772-7720-41800	LTD Insurance	0.00	236.45	-236.45	0.00	-236.45	0.00
772-7720-41900	Medicare	0.00	749.65	-749.65	0.00	-749.65	0.00
772-7720-41902	FICA	0.00	403.62	-403.62	0.00	-403.62	0.00
772-7720-41904	Life Insurance	0.00	84.93	-84.93	0.00	-84.93	0.00
772-7720-41911	Liability Insurance	3,944.00	3,715.72	228.28	0.00	228.28	5.79
	E01 Sub Totals:	382,208.00	87,991.38	294,216.62	0.00	294,216.62	76.98
E03	Service and Supplies						
772-7720-43500	Office Supplies	500.00	2,129.26	-1,629.26	0.00	-1,629.26	0.00
772-7720-43501	TDM Postage	0.00	2,363.54	-2,363.54	0.00	-2,363.54	0.00
772-7720-43502	TDM Postage	2,000.00	61.38	1,938.62	0.00	1,938.62	96.93
772-7720-43520	Copies/Printing/Shipping/Xerox	4,900.00	593.72	4,306.28	0.00	4,306.28	87.88
772-7720-43600	Professional Services	31,630.00	11,083.19	20,546.81	0.00	20,546.81	64.96
772-7720-43900	Rent/Building	20,800.00	6,754.87	14,045.13	0.00	14,045.13	67.52
772-7720-44000	Special Department Expenses	179,371.00	40,901.70	138,469.30	0.00	138,469.30	77.20
772-7720-44320	Travel/Training Staff	3,500.00	874.81	2,625.19	0.00	2,625.19	75.01
	E03 Sub Totals:	242,701.00	64,762.47	177,938.53	0.00	177,938.53	73.32

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Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	624,909.00	152,753.85	472,155.15	0.00	472,155.15	75.56
	Dept 7720 Sub Totals:	624,909.00	152,753.85	472,155.15	0.00		
	Fund Expense Sub Totals:	624,909.00	152,753.85	472,155.15	0.00	472,155.15	75.56
	Fund 772 Sub Totals:	624,909.00	152,753.85	472,155.15	0.00		

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Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 773	STMP						
Dept 773-7730	STMP						
E01	Salary and Benefits						
773-7730-41000	Salary	40,000.00	0.00	40,000.00	0.00	40,000.00	100.00
	E01 Sub Totals:	40,000.00	0.00	40,000.00	0.00	40,000.00	100.00
E03	Service and Supplies						
773-7730-43600	Professional Services	250,000.00	0.00	250,000.00	0.00	250,000.00	100.00
773-7730-44000	Special Department Expense	2,827,000.00	0.00	2,827,000.00	0.00	2,827,000.00	100.00
	E03 Sub Totals:	3,077,000.00	0.00	3,077,000.00	0.00	3,077,000.00	100.00
	Expense Sub Totals:	3,117,000.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Dept 7730 Sub Totals:	3,117,000.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Fund Expense Sub Totals:	3,117,000.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Fund 773 Sub Totals:	3,117,000.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00

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CITY OF SAN PABLO
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Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 774	WCCTAC Special Projects						
Dept 774-7740	WCCTAC Special Projects						
E01	Salary and Benefits						
E03	Service and Supplies						
774-7740-44000	Special Department Expense	483,581.00	45,401.86	438,179.14	0.00	438,179.14	90.61
	E03 Sub Totals:	483,581.00	45,401.86	438,179.14	0.00	438,179.14	90.61
	Expense Sub Totals:	483,581.00	45,401.86	438,179.14	0.00	438,179.14	90.61
	Dept 7740 Sub Totals:	483,581.00	45,401.86	438,179.14	0.00	438,179.14	90.61
	Fund Expense Sub Totals:	483,581.00	45,401.86	438,179.14	0.00	438,179.14	90.61
	Fund 774 Sub Totals:	483,581.00	45,401.86	438,179.14	0.00	438,179.14	90.61
	Expense Totals:	4,705,907.00	325,972.16	4,379,934.84	0.00	4,379,934.84	93.07
	Report Totals:	4,705,907.00	325,972.16	4,379,934.84	0.00	4,379,934.84	93.07

GL-Budget Status (10/18/2016 - 6:17 PM)

DRAFT - 2017 WCCTAC Board and TAC Meetings



WCCTAC Board Meeting - 8 A.M.



WCCTAC TAC Meeting - 9 A.M.

Sun Mon Tue Wed Thu Fri Sat

Sun Mon Tue Wed Thu Fri Sat

January	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	
	February	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
19		20	21	22	23	24	25	
26		27	28	1	2	3	4	
March	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
April	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
May	30	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
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TO: WCCTAC Board

DATE: October 28, 2016

FR: John Nemeth, Executive Director

RE: General Fund Reserve Policy Amendment

REQUESTED ACTION

Approve an amendment to the General Fund Reserve Policy.

BACKGROUND AND DISCUSSION

In September of 2012, the WCCTAC Board passed a General Fund Reserve Policy which established an undesignated reserve, a vacation liability reserve, and an emergency reserve.

The policy also created a very small reserve for the purchase of computer equipment, with \$1,800 per year to be budgeted from WCCTAC Operations and \$900 to be budgeted from the TDM Program.

CCTA staff, however, subsequently clarified that TDM program funds could not be used for this type of expenditure. As a result, WCCTAC staff has not budgeted or used TDM funds for the purchase of computer equipment in recent years.

WCCTAC's FY2014 audit, approved by the Board in May 2016, noted in finding #2013-02 that WCCTAC should either obtain approval from CCTA to use TDM funds for computer equipment or modify the Reserve Policy to exclude funding from the TDM program for computer equipment.

Staff is recommending the latter. In fact, based on the recommendations of WCCTAC's accountant, staff believes that the occasional purchase of computer equipment does not require a formal "reserve" with a specified dollar amount and can be handled through the normal budgeting process.

Staff therefore recommends deletion of the computer equipment replacement reserve from the General Fund Reserve Policy. This will help to remove finding #2013-02 from future audits.

Attachment:

A: General Fund Reserve Policy with redline changes

Attachment A

DRAFT REVISED
GENERAL FUND RESERVE POLICY
October 28, 2016

Type/Purpose/Draw-Down Conditions/ Approval Authority	Amount	Funding/Replenishment
UNDESIGNATED		
Mitigate current & future risks, preserve service levels. Could be helpful for credit rating, useful for if/when STMP rebounds. Use only as directed by Board.	\$120,000 (Equivalent of two months of expenses)	Fund 100% from current GF balance. Replenish in next budget cycle if used, or over time for large draw-downs.
DESIGNATED		
Equipment Replacement – Upgrade computers every 5 to 7 years, as approved by ED.	\$3,600 (GF) \$1,800 (TDM transfer)	Amount is 2-yr accumulation, as budgeted. Fund annually at \$1,800 from GF, \$900 from TDM.
Unused Accumulated Vacation – Use only upon employee separation, as approved by ED.	\$20,000 (approx. amount now)	Fund 100% from current GF balance. Replenish in next budget cycle if used.
Emergency – Use only if needed, as approved by ED.	\$10,000	Fund 100% from current GF balance. Replenish in next budget cycle if used.
TOTAL	\$155,400 \$150,000	

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 2016-04**

**AMENDING AND REVISING THE WEST CONTRA COSTA
TRANSPORTATION ADVISORY COMMITTEE PERSONNEL POLICIES
MANUAL TO REMOVE OUTDATED REFERENCES, PROVIDE MINOR
EDITS AND MAKE NARROW ADJUSTMENTS TO SOME BENEFITS**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) establishes and maintains a personnel policies manual (“Personnel Policies”), which is subject to periodic review and amendment.; and

WHEREAS, the last update to the Personnel Policies was in 2010; and

WHEREAS, the WCCTAC Executive Director identified provisions of the Personnel Policies that he deems necessary to amend, including outdated references to services no longer being provided by the City of San Pablo, references to employee titles that have changed and minor edits, clarifications, and narrow adjustments to some benefits; and

WHEREAS, an advisory Ad Hoc Subcommittee was established by the Board to assist the Executive Director in reviewing and suggesting amendments to the Personnel Policies; and

WHEREAS, the WCCTAC Board of Directors have considered the proposed amendments to the Personnel Policies and determined that the amendments are appropriate.

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby amend the Personnel Policies as reflected in redline in Exhibit A, attached hereto and incorporated in this resolution; and

2. The effective date of the amendments to the Personnel Policy is October 28, 2016.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on October 28, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Sherry McCoy, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

2679645.1

Exhibit A

**WCCTAC
PERSONNEL
POLICIES
MANUAL**

JUNE 2016

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POLICIES MANUAL RECEIPT ACKNOWLEDGMENT FORM

Each WCCTAC staff member is given a copy of the WCCTAC Personnel Policies Manual and signs the receipt acknowledgment form shown below. The signed receipt is retained in the employee's personnel file.

This is to acknowledge that I have received a copy of the 2016 WCCTAC Personnel Policies Manual and understand that it contains important information on the Agency's general personnel policies and procedures, including the Electronic Mail Usage Administrative Policy and the Internet Usage Administrative Policy, and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to Agency policies and procedures and will familiarize myself with the manual material. I understand that I am governed by the contents of the policies and procedures and that the Agency may change, rescind or add to any policies, procedures, benefits, or practices described from time to time.

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Employee Signature

Date Signed

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100. INTRODUCTION & GENERAL PROVISIONS

INTRODUCTION

This Personnel Policies Manual has been developed to facilitate consistent and equitable employment and personnel practices for all employees of the West Contra Costa Transportation Advisory Committee (WCCTAC). This Manual applies to all employees, except where otherwise indicated in these rules. Each employee is responsible for reading and following all policies and procedures. This Manual supplants and supersedes earlier personnel policies. Questions or concerns about these policies may be addressed to the employee's supervisor or the Executive Director.

The WCCTAC Board shall have the authority to amend, revise, or repeal these Personnel Policies by resolution. The Executive Director, as the Personnel Officer, may, as deemed necessary, present to the Board for its consideration amendments or revisions to all or part of these Policies.

POWERS OF THE EXECUTIVE DIRECTOR

The Executive Director, or his or her designee, has general control and supervision over the affairs of the Agency; the authority to recommend new policies to the Board; the authority to establish, when not in conflict with these Policies, other procedures, rules and regulations as deemed necessary for the control and supervision of WCCTAC activities; the power to appoint and remove all employees, other than those directly appointed by the WCCTAC Board, subject to these Policies and those rules reserved to the WCCTAC Board or its officers by the WCCTAC Joint Exercise of Powers.

The Executive Director shall be the Personnel Officer. The Executive Director may delegate to an employee of the Agency, permanently or on a case-by-case basis, any or all of the powers and duties conferred upon the Personnel Officer, or may recommend that such powers and duties be performed under contract.

RESPONSIBILITIES OF THE PERSONNEL OFFICER

The Personnel Officer, or such person as has been delegated the responsibilities thereof, shall be responsible for the following:

- Administration of the Policies contained herein and any WCCTAC policy pertaining to the personnel function.
- Prepare and recommend to the WCCTAC Board amendments and revisions to these Policies.
- Maintain all required personnel forms, records, folders, documents, and operating procedures as may be necessary for the accomplishment of these Policies and any WCCTAC policy pertaining to the personnel function.
- Prepare a classification plan, including job descriptions and revisions of the plan.
- Prepare and submit an estimate for the annual budget for personnel operations.

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101. DEFINITIONS

PURPOSE

The following list of terms is provided so that WCCTAC policies and procedures may be interpreted correctly and consistently.

DEFINITIONS

Administrative Leave provides for limited compensated time-off in recognition of time spent in work related activities beyond the regular business week. Administrative Leave time is granted only to employees exempt from the Fair Labor Standards Act requiring payment of overtime.

Advancement or Step Advancement is a salary increase of one or more steps in accordance with the duties performed and the authority and responsibilities exercised.

Agency shall mean the West Contra Costa Transportation Advisory Committee (WCCTAC), a public and separate entity created by a joint powers agreement among the signatories.

Anniversary Date is the employment date of an employee which may be used to compute certain benefits. For salary advancement purposes, see Fiscal Anniversary Date.

At-Will Employment means service to WCCTAC at the pleasure of the Executive Director, subject to termination at any time without advance notice, with or without cause and without redress to administrative procedures.

Benefits mean fringe benefits, such as vacation, health plans, or retirement programs, which are provided by the Agency to WCCTAC staff.

Board is the WCCTAC Board of Directors.

Break-in-Service shall occur when an employee is separated from the Agency by resignation, discharge, or other type of separation.

Causes of Disciplinary Action are actions for which the Agency may take formal disciplinary action. The list of such actions shall include, but not be limited to, those specified in the WCCTAC Employee Conduct Policy.

City means the City of San Pablo, which administers certain WCCTAC personnel and financial functions. A service agreement defines in detail WCCTAC's relationship with the City.

Deleted: , where the WCCTAC offices are located and

Class or Classification refers to positions sufficiently similar in duties, authority, responsibility, and working conditions to permit grouping under a common title and subject to the same salary range.

Disability Separation is the non-disciplinary separation from further employment with the Agency because of a physical or mental condition which renders an employee inefficient or incapable in the performance of the essential functions of the position.

Dismissal is the forced separation of an employee from Agency service for disciplinable actions.

Electronic Mail Usage Policy establishes the proper methods and guidelines in the use of electronic mail (e-mail).

Employee Reporting Line establishes the chain of command to report workplace wrongdoing.

Exempt/Non-exempt refers to an employee's status under the federal Fair Labor Standards Act (FLSA) which defines eligibility for overtime pay. An *exempt* employee is exempt from the law, i.e., not covered by overtime pay requirements. Exempt status is defined by the type of work performed. Exempt employees must occupy full-time managerial, administrative or professional positions. Any position which does not meet the criteria for exemption is non-exempt and receives overtime pay for hours worked in excess of thirty seven and one-half (37.5) hours in a week. All WCCTAC employees except the Administrative Assistant are exempt employees.

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Fiscal Anniversary is the first day of the WCCTAC fiscal year (July 1). Salary advances, and benefit changes when applicable, are normally effective on this date, unless the Board authorizes a different effective date for a specific action.

Grievance is any dispute or misunderstanding, real or imagined, between the Agency and an employee concerning the effect, interpretation, application, claim, breach, or violation of any provisions of the WCCTAC Personnel Policies Manual, administrative policies or matters, supervisory actions, or other terms and conditions of employment.

Internet Usage Policy establishes clear guidelines for use of the Internet.

Lay-off is the non-disciplinary separation of an employee because of material change in duties or organization, shortage of work funds or cancellation of any segment of the program, or for other reasons which serve the public interest.

Leave of Absence is an authorized absence from work of one day or more for reasons other than paid vacation, administrative leave, or sick leave of short duration.

Medical Leave is an authorized absence from work for six or more consecutive work days due to a medical condition. Normally requires clearance from a physician prior to returning to work.

Part-time Employee is an employee continuously or primarily assigned to work less than thirty seven and one-half (37.5) hours designated for full-time WCCTAC staff.

Pay Plan is the Agency pay plan which assigns each position to a particular pay range with corresponding minimum and maximum pay rates and intervening steps.

Pay Range is the series of salary steps assigned to each position.

Position is the grouping of duties and responsibilities requiring the full or part-time employment of one person.

Promotion is the movement from one position to another with a higher pay range. Promotion normally results in a salary increase.

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Reclassification is a change in allocation of a position from an existing class to another with a higher or lower salary range. Reclassification does not usually involve a salary change unless the employee is below the minimum for the new range, in which case he/she is increased to that minimum.

Reprimand is a written or oral notification to an employee that there is cause for dissatisfaction with the employee's service or actions.

Service Agreement is a written agreement between the Agency and a provider, such as the City of San Pablo, specifying the terms and conditions under which the provider will perform services for the Agency.

Step is one of several salary levels assigned to each pay range.

Suspension is a temporary absence without pay levied as discipline.

TAC-Chair is the WCCTAC Executive Director.

Time Sheet is the time record maintained by all employees and submitted to the City's Finance Department for payroll purposes. Vacation, holidays, administrative leave, sick leave, jury duty, and other types of leave are recorded on the time sheet.

USAGE

For the purpose of these policies, the present tense includes the past and future; the future tense includes the present. *Shall* and *will* are mandatory and *may* is permissive. Words usually considered to be of masculine gender (such as actor and waiter) may include feminine. The singular number includes the plural; the plural includes singular.

102. CONDITIONS OF EMPLOYMENT AND WORK RULES

EMPLOYMENT STATUS

The status of all individuals appointed to employment with WCCTAC shall be “at-will,” subject to termination at any time with or without cause.

Non-Exempt Employees: Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA). Employees in this category are entitled to premium pay for work in excess of 37.5 hours in a workweek. These employees are paid on an hourly basis. The Administrative Assistant position is non-exempt.

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Exempt Employees: Exempt employees include all employees who are classified as exempt from overtime provisions according to the FLSA. These employees are paid on a salary basis. All WCCTAC employees, except the Administrative Assistant, are exempt employees.

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Regular Full-time Employees: An employee who regularly works 37.5 hours a week on a continuing basis.

Regular Part-Time Employees: An employee who regularly works less than 37.5 but more than 20 hours a week.

Temporary Employees: An employee who is hired for a limited duration (of less than 12 months) because of special projects, abnormal workloads or emergencies is considered a temporary employee. An employee will not change from temporary status to another status unless specifically informed of such a change, in writing, by the Executive Director. Benefits for temporary employees are limited to those required by law unless otherwise specified in an appropriate writing approved by the Executive Director. The duration of the temporary employment status may be extended by the Executive Director for up to six months, but no more than 975 hours within a fiscal year, when reasonably necessary in the discretion of the Executive Director.

WORKING HOURS DAY AND SCHEDULE

Work Days: Full-time WCCTAC staff normally work between six (6) and seven and one half (7.5) hours per day from Monday through Friday. The nature of the assignments is such that professional staff may be asked to perform duties outside the normal work day. Exempt employees are provided with paid administrative leave in recognition of this situation.

Work Start/End Times and Breaks: Work start/end times are flexible. Work must start by 10:00 a.m. and un-paid lunch breaks are provided (either thirty minutes or one hour). Employees are also entitled to two fifteen minute breaks, one in the morning and one in the

afternoon. The Executive Director will work with each employee to determine start/end times.

Upon discussion with and approval of the Executive Director, the employee's work days/times may be adjusted to allow for an alternative work schedule. Additionally, as work projects allow, as determined by the Executive Director, the employee may be allowed to telecommute. If telecommuting is allowed, all expenses for bringing the home office to appropriate standards in order to perform Agency work at home shall be borne by the employee.

Punctuality and Attendance: Regular attendance and promptness are considered part of each employee's essential job functions. Employees are expected to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals will not be tolerated. Employees must contact their supervisor as soon as possible in the event of absence or tardiness.

Employees must provide a reasonable explanation for absence or tardiness to their supervisor, including the expected duration of any absence. The Agency will comply with applicable laws relating to time off from work.

Excessive absenteeism may lead to disciplinary action, up to and including dismissal. Continuing patterns of absences, early departures, or tardiness, regardless of the exact number of days, may warrant disciplinary action.

Employees who are absent for three consecutive days and have not contacted their supervisor or the Executive Director will be assumed to have voluntarily terminated their employment as of the end of the third day missed.

PAYROLL

Paydays: WCCTAC employees are paid through the City of San Pablo payroll system. They receive one-half of their monthly salary on the ~~twentieth~~ of every month and the remaining one-half on the ~~fifth~~ day of the ~~following~~ month. They are paid on the preceding Friday if the ~~fifth~~ or the ~~twentieth~~ falls on a Saturday, Sunday or holiday. In order to be paid, each WCCTAC employee must complete a City of San Pablo time sheet and submit it to the City Finance Department in accordance with the time schedule and procedures established by the Finance Department. WCCTAC time sheets ~~may~~ include a breakdown by project, ~~or funding source~~.

Pay Week: The WCCTAC pay week begins on 12:00 a.m. Sunday morning and ends seven consecutive days later at 11:59 p.m. Saturday night. Full-time salaries are based on a thirty seven and one-half (37.5) hour work week (1,950 hours for a 52 week year), or less if the employee is full time but working less than 37.5 hours per week.

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Automatic Deposit: Employees may request automatic deposit of their paycheck, in which case the employee will receive a pay stub on payday.

Overtime Pay: Employees who qualify as “exempt” according to federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled and required to work overtime. Before working any hours outside their regularly scheduled working hours or during unpaid meal periods, non-exempt employees shall obtain authorization from the Executive Director to work overtime. Working overtime without prior authorization may result in disciplinary action.

Non-exempt employees will be paid time and one-half compensation for all hours worked in excess of 37.5 in one workweek.

USE OF WCCTAC EQUIPMENT

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WCCTAC provides office furniture, equipment, and supplies for the use and convenience of its employees. While these items are made available to employees, they remain the sole property of WCCTAC.

Prohibited material, including weapons, explosives, alcohol, and non-prescribed drugs or medications may not be retained within the facility.

WCCTAC management retains the right to open and inspect desks and files, as well as any contents, effects, or articles contained therein.

WCCTAC is not responsible for employees’ personal items placed on or left in desks or files.

The telephone system permits employees to receive, send, or transfer voice mail. It is intended solely for business use. Employees are able to use passwords to restrict casual access to voice mail messages. WCCTAC management reserves the right to access messages, and maintains a record of passwords for each telephone station.

Computers are available for staff use. While terminals are generally allocated to specific employees, they are not the possession of an individual. As needs dictate, other employees may use a computer normally assigned to someone else. The Administrative Assistant works with staff and IT support personnel to ensure that files are properly backed-up at all times.

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ELECTRONIC MAIL USAGE ADMINISTRATIVE POLICY

Purpose

The purpose of this policy is to establish the proper methods and usage of electronic mail (e-mail). E-mail shall be used for business matters directly related to the business activities of WCCTAC and as a means to accomplish its mission and program goals by providing services that are efficient, complete, accurate and timely. This policy applies to all full-time and part-time regular and temporary employees and individuals who are provided access and have an e-mail address using WCCTAC's system. E-mail is maintained by WCCTAC in order to facilitate WCCTAC business. Therefore, all messages sent, composed and/or stored on the system (either internally at WCCTAC, or remotely) are the properties of WCCTAC. The e-mail system is subject to monitoring at WCCTAC's discretion. WCCTAC reserves the right to access an employee's e-mail messages.

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Guidelines

E-mail transmissions shall be courteous and professional at all times. WCCTAC strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, WCCTAC prohibits the use of e-mail in ways that are disruptive, offensive to others, or harmful to morale. E-mail is not intended to transmit sensitive materials which may be more appropriately communicated by written memorandum or personal conversation, such as personnel decisions. Display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to discriminate on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, sexual preference; to promote sexual harassment; or to promote personal, political or religious business or beliefs.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, chain letters or other non-business matters.

E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of WCCTAC, or any WCCTAC department, unless appropriately authorized (explicitly or implicitly) to do so.

Security/Retention

Employees should not use someone else's password, access a file, or retrieve any stored communication without authorization. Users authorized to use passwords should not share passwords except when WCCTAC business requires such dissemination. Password users should be aware that this does not suggest or imply that the system is for personal, confidential communication, nor does it suggest or imply that e-mail is the property of the employee.

WCCTAC, through its managers and supervisors, reserves the right to review electronic files and messages to ensure that these media are being used in compliance with the law and WCCTAC policy. The Executive Director may serve as the network system administrator. Employees may not, however, intentionally intercept, eavesdrop, record, read, alter, or receive other person's e-mail messages without proper authorization.

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Be aware that back-ups to e-mail messages are made automatically and frequently. Employees should be aware that when they have deleted a message from their mailbox it may not have been deleted from the e-mail system. The message may also be residing in the recipient's mailbox or forwarded to other recipients.

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Privacy

Employees waive the right to privacy in anything they create, store, send or receive on WCCTAC's computer. The Executive Director or designee, reserves the right, without limitation, to review e-mail sent and received by employees.

No employee shall read e-mail received by another employee when there is not a business purpose for doing so. No employee shall send e-mail under another employee's name without authorization. No employee shall change any portion of a previously sent e-mail message without authorization.

Employees should be aware that even when a message has been deleted, it still may be possible to retrieve it from a back-up system. Therefore, employees should not rely on the deletion of messages to assume a message has remained private.

Access

Access to WCCTAC e-mail services is a privilege that may be restricted or removed by WCCTAC prior to notice and without consent of the employee. Supervisors or management may access an employee's e-mail, when necessary for the WCCTAC's business purposes, or as otherwise authorized by the Executive Director or designee. The agency reserves the right to disclose any electronic mail messages to law enforcement officials without prior notice to any employee who may have sent or received such messages.

Separation From Employment

Employees separated from WCCTAC employment have no right to the contents of their e-mail messages and are not allowed access to the e-mail system.

Violation

Employees should notify their immediate supervisor, or any member of management upon learning of a violation of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal.

INTERNET USAGE ADMINISTRATIVE POLICY

Purpose

The purpose of this policy is to provide guidance on employee Internet access to global electronic information resources on the World Wide Web.

Administrative Access and Use of the Internet

All Internet data that are composed, transmitted, or received via WCCTAC's computer communications systems is considered to be part of the official records of WCCTAC, and as such, is subject to disclosure to law enforcement or other third parties to comply with legal requirements. Consequently, employees should always ensure that the business information contained in transmissions is accurate, appropriate, ethical and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain information that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of the Internet access provided by WCCTAC in violation of law or WCCTAC policies may result in disciplinary action, up to and including dismissal. Employees may also be held personally liable for any violations of this policy.

Prohibited Activities

Prohibited activities include, but are not limited to the following:

- A. Discriminatory, harassing, or threatening messages or images.
- B. Using WCCTAC's time for personal gain.
- C. Stealing, using, or disclosing a code or password without authorization.
- D. Copying, pirating, or downloading software and electronic files without permission.
- E. Sending or posting confidential items or proprietary information outside of the organization.
- F. Violation of copyright law.
- G. Failure to observe licensing agreements.
- H. Engagement in unauthorized transactions that incur a cost to the Agency.
- I. Initiation of unwanted Internet services and transmissions.
- J. Sending or posting material that could damage WCCTAC's image and/or reputation.
- K. Participating in the viewing or exchange of pornography or obscene materials.
- L. Sending or posting messages that defame or slander other individuals.
- M. Refusing to cooperate with a security investigation.

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- N. Attempting to break into the computer system of another organization or person.
- O. Sending or posting chain letters, solicitations, or advertisements not related to business.
- P. Using the Internet for political, religious or gambling activities.
- Q. Jeopardizing the security of WCCTAC's electronic communication systems.
- R. Disparage another organization's electronic communications systems.
- S. Passing off personal views as representing those of the organization.
- T. Sending anonymous e-mail messages.
- U. Engaging in any other illegal activities.

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Browsing

Authorized employees may use the Internet to stay current on career related topics, to improve their knowledge and skills, and to communicate with experts, peers or other resources. WCCTAC encourages authorized users to access the Internet during normal business hours, when direct work-related benefits can accrue. WCCTAC computer systems are for WCCTAC use and not for personal use. During non-working hours, however, the requirement that Internet access be work related is somewhat relaxed. Because Internet access service is paid for on a fixed cost basis and is therefore not usage sensitive, users are permitted to use this capability for non-work related activities in order to build their network search and retrieval skills.

WCCTAC promotes the utilization of services available through the Internet in order to acquire information which will enable employees to achieve WCCTAC goals. WCCTAC encourages employees to develop strong Internet user skills and knowledge. Employees are encouraged to use the Internet to improve their job knowledge, access information on topics which have relevance to WCCTAC, and to communicate with their peers in other governmental agencies, academia and industry.

In order to achieve these results, WCCTAC users are permitted to engage in the following activities:

- Access to job-related information during regular work hours to meet job requirements.
- Access non-job-related text and graphics information during personal time, in WCCTAC facilities, using WCCTAC equipment to develop or enhance Internet-related skills. It is expected that these skills will be used to improve work.

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Authorized Internet users are not permitted to engage in the following activities either during working or non-working hours, using WCCTAC equipment or facilities, or when using a WCCTAC address:

- Access, retrieve, or print text and graphic information which exceeds the bounds of generally accepted standard, good taste and ethics.

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- In any way bring discredit to WCCTAC.
- Compromise the security of any government host computer.
- Disclose or share Host login passwords with others.

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No person may use WCCTAC computer resources for any illegal or unauthorized act. In particular, individuals may not use WCCTAC computing resources to violate any state or federal laws or any regulation of WCCTAC including, but not limited, to any laws or regulations governing the creation, dissemination or possession of pornography or other illegal documents or images, the possession or use of programs, files or instructions for violating system security; and the violation of copyright law.

Separation from Employment

Employees separated from WCCTAC employment have no right to WCCTAC computer network or usage of the Internet via a WCCTAC-paid account.

Violations

Violations of this policy may result in restriction on access to such technology. In addition, employees found to have violated any provision of this policy shall be subject to appropriate disciplinary action, up to and including dismissal.

CONFLICT OF INTEREST AND USE OF FUNDS

Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Agency. A conflict of interest exists when the employee's loyalties or actions are divided between the WCCTAC's interests and those of another. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their supervisor or the Executive Director for clarification.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- A. Using proprietary or confidential WCCTAC information for personal gain or to WCCTAC's detriment;
- B. Having a direct or indirect financial interest in or relationship with a supplier;
- C. Using WCCTAC property or labor for personal use;
- D. Acquiring an interest in property or assets of any kind for the purpose of selling or leasing it to WCCTAC; or
- E. Committing WCCTAC to give its financial or other support to any outside activity or organization.

If an employee or someone with whom an employee has a close relationship (e.g. a family member or close companion) has a financial or employment relationship with any of the WCCTAC member agencies, contractor, supplier, or potential contractor or supplier, the employee must disclose this fact in writing to the Executive Director. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a WCCTAC member agency, contractor, or supplier, a conflict of interest may exist, which requires full disclosure to the Executive Director. Employees shall not:

1. Acquire any direct or indirect interest in any Agency project and/or program or in any property included or planned to be included in any project and/or program; or
2. Have any direct or indirect interest in any contract or proposed contract for materials or services to be furnished or used in connection with a WCCTAC project and/or program.

No officer, employee, or consultant employed by the Agency shall be involved in any manner in the making of decisions that shall result in:

1. Material benefits to his/her personal financial position; or
2. Preferential treatment of his/her friends or relatives, or be involved in the process leading to the placement or maintenance of family or friends on any WCCTAC program.

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[WCCTAC staff may be required to submit Form 700 disclosures each year, if applicable. More detailed information about agency-wide Form 700 requirements is included in the Rules and Procedures document.](#)

NEPOTISM

Given the small size of the staff, it is the Agency's policy not to employ persons related by blood, adoption, current marriage, or joint living arrangement, to each other or to any member of the Board or the TAC.

In the event that such a relationship develops after employment, one of the related individuals must be separated from the Agency within three months. The choice of which individual shall terminate may be made by the relatives involved, or in the event they are unable or unwilling to choose, by the Executive Director.

For the purposes of this policy, relative shall mean spouse, domestic partner, son, daughter, brother, sister, mother, father, aunt, uncle, niece, nephew, grandchild, grandparent. Also included within the scope of this policy are foster, step and half-relationships and roommates.

GIFTS AND GRATUITIES

No employee of the Agency shall solicit any gift or gratuity; nor shall any employee accept an unsolicited gift of more than a nominal value of \$50, or gifts that total \$150 in a given year, in his/her capacity as an Agency employee.

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VIOLENCE IN THE WORKPLACE

Acts of violence, whether threatened, gestured or carried out will not be tolerated at the WCCTAC workplace. Anyone witnessing or becoming the subject or victim of such behavior shall immediately report it to the proper authorities for investigation. Minimizing the threat of violence is a duty of all employees to ensure a safe workplace.

It is the responsibility of all employees to notify a supervisor or the Executive Director immediately of any violent act or a threat, or if a violent act or threat against themselves or any other WCCTAC employee occurs in the workplace or is directly associated with their employment with the Agency. Notification may be made to any of these persons as appropriate and shall be as soon as practicable. Employees may also call the Police directly if the situation warrants such action. Retaliation or the threat of retaliation against a person who reports such an incident will not be tolerated. The Agency will take appropriate action, up to and including dismissal, against employees who violate this policy.

DRUG-FREE WORKPLACE

The Agency has an ongoing commitment to a safe and healthy workplace and maintains a drug-free workplace policy. All employees and contractors of the Agency are required to understand and comply with WCCTAC’s drug-free workplace policy. Any failure to comply with this policy may result in disciplinary action up to and including dismissal. Employees either on WCCTAC premises or while conducting WCCTAC business, regardless of location, are prohibited from:

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- A. Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any controlled substance.
- B. Reporting to work while under the influence of alcohol or a controlled substance.
- C. Use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any legal prescription drug in an illegal manner.
- D. Reporting to work while impaired by the use of a legal drug whenever such impairment might substantially interfere with job performance or pose a threat to the employee’s safety or the safety of others, or risk significant damage to WCCTAC property.

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Employees must, as a condition of employment, report any arrest or conviction under a criminal drug statute for violations occurring on WCCTAC premises or while conducting WCCTAC business. A written report of a conviction must be made to the Executive Director within five days of the conviction.

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Employees who violate this policy may be subject to discipline up to and including dismissal. Any employee who is not terminated may be required to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program as a condition of employment.

The Agency may require an employee to take a drug and/or alcohol test upon reasonable suspicion that the employee is under the influence in violation of this policy. Test results are confidential for Agency use only on a “need to know” basis, unless the employee otherwise consents.

DRESS CODE

Employees are expected to report to work well-groomed, clean, and dressed appropriately for the job they are performing. Dress and appearance must be appropriate to the work setting, particularly if the employee deals with the public and during Board and TAC meetings.

103. BENEFITS

Following is a summary of benefits for the following job classifications:

- Executive Director (ED), unless otherwise determined directly by the Board;
- Project Manager (PM);
- Transportation Demand Management Program Manager (TDM PM); and
- Administrative Assistant

The benefits apply to all of the above employment classifications unless otherwise noted. Prorated benefits for part-time staff are indicated with a *.

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Deleted: <#>Administrative Analyst/Office Manager (AA/OM); and¶
<#>Administrative Clerk (AC).¶

Deleted: Administration of most of the benefits are handled by the City of San Pablo, and may be subject the City's rules and regulations.

HEALTH BENEFITS

Medical	WCCTAC participates in the PERS Health Benefits Program. For all employees hired before January 28, 2009, WCCTAC pays 100% of premiums of the PERS medical plan chosen by the employee at the appropriate level of coverage. For employees hired on or after January 28, 2009, WCCTAC pays up to a maximum amount equivalent to the Kaiser plan rate for the San Francisco Bay Area for the appropriate level of coverage.
Dental	WCCTAC participates in the Delta Dental Plan of California. WCCTAC pays 100% of premiums for the employee and eligible dependent family members, which include a 50/50 orthodontia plan for children only with \$3,000 maximum.
Vision/Co-Pay Rebate Program	WCCTAC contributes \$425 per year to the Flexible Benefits Plan for receipted physician, hospital, prescription co-payments, deductibles, vision and dental expenses.
Employee Assistance Program	WCCTAC participates in an Employee Assistance Program. The program is limited to a maximum of eight (8) counseling sessions per incident for employee and eligible family members.
Disability Insurance	WCCTAC pays 100% of the premium for a long-term disability insurance policy for employees who work at least thirty (30) hours per week. After an elimination period of

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Deleted: Employees receiving medical coverage from another source may elect to contribute the equivalent of 50% of the Kaiser premium for the appropriate level of coverage into an existing Deferred Compensation Plan or to receive it in cash.¶

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thirty (30) days, the benefit is 66 2/3% of the employee's pre-disability earnings. Employees may integrate vacation with the long-term disability benefit.

LEAVE BENEFITS & HOLIDAYS

Vacation* Ten (10) days per year for the first three (3) years of service, fifteen (15) days per year for the next seven (7) years of service, twenty (20) days per year for the next five (5) years of service, and one (1) additional day per year of service thereafter, up to a maximum of thirty (30) days per year. One day is equivalent to 7.5 hours.

Employee must complete six (6) month of service to be eligible.

Employee may carry a vacation balance of up to a maximum of two years worth of accruals. Thereafter, vacation shall no longer accrue until the balance is below the maximum.

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Administrative Leave* 67.5 hours per fiscal year for Exempt Employees

Credited on July 1 of each year. For new employees, the number of days will prorated based on the date of hire for the first year of employment. Any unused balance as of midnight on June 30 the following year is forfeited.

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Sick Leave* One (1) day per month. One day is equivalent to 7.5 hours.

Sick leave may be used for illnesses, medical or dental appointments, family care, and mental health purposes.

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PM and TDM PM only – Up to 37.5 hours of accrued leave may be cashed out if the City of San Pablo Finance Department is notified by June 1 of the fiscal year.¶

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Family Care Leave/
Pregnancy Leave

Provided in compliance and in accordance with the Federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA), the California Pregnancy Disability Leave Law (PDL) and any relevant successor legislation. Information is available at: <https://las-elc.org/sites/default/files/media/LPWF-Know-Your-Rights.pdf>

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Bereavement Leave Up to four (4) days, or five (5) days if travel out of state or in excess of four hundred (400) miles is required, upon death of an immediate family member, including spouse or domestic partner, children/stepchildren, parents, siblings,

grandparents, parents-in-law, siblings-in-law, and grandchildren.

Holidays

Thirteen (13) days per year as follows:

- New Year’s Day – Jan. 1
- Martin Luther King, Jr. Birthday – 3rd Mon. in Jan.
- President’s Day – 3rd Mon. in Feb.
- Memorial Day – Last Mon. in May
- Independence Day – July 4
- Labor Day – 1st Mon. in Sept.
- Columbus Day – 2nd Mon. in Oct.
- Veterans’ Day – Nov. 11
- Thanksgiving Day – 4th Thu. in Nov.
- Day after Thanksgiving Day
- Day before Christmas Day – Dec. 24
- Christmas Day – Dec. 25
- New Year’s Eve Day – Dec. 31

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Floating Holiday*

One (1) floating holiday of 7.5 hours shall be credited to accumulated vacation time on each July 1.

RETIREMENT AND SURVIVOR BENEFITS

Pension

WCCTAC provides retirement and survivor benefits through their contract with the California Public Employees’ Retirement System (PERS). The City is a member of PERS Risk Pool 3 for the Local Miscellaneous group with the 2.5% at 55 benefit formula.

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Classic PERS member employees are required to pay 3.3% of employee cost; the rest is paid for by WCCTAC on behalf of the employee. Employees who are not defined as classic members under the California Public Employees’ Pension Reform Act (PEPRA), are required to contribute at least 50 percent of the total normal cost rate for their defined benefit plan.

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Several additional benefits accrue as a result of WCCTAC’s participation in the CalPERS retirement system. These include:

- Cancellation of payments for service credit purchase

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- upon industrial disability retirement
- Credit for unused sick leave
- Local system service credit included in basic death benefit
- Military service credit as public service
- Military service credit for retired persons
- Pre-retirement optional settlement 2 death benefit
- Public service credit for Peace Corps or America Corps: VISTA Service
- Public service credit for periods of layoff
- Public service credit for service rendered to a nonprofit corporation

Monthly Supplemental Allowance for Retirees

Full-time Project Manager and TDM Project Manager only – WCCTAC agrees to provide \$135 monthly supplemental allowance to employees who retire under service retirement as regulated by PERS, and who have served WCCTAC for at least 15 consecutive years immediately prior to retirement. WCCTAC agrees to pay the allowance to the retiree until any of the following conditions occur:

- Retiree receives medical coverage from another source; or
- Retiree is eligible for participation in the Medicare Program; or
- Retiree reaches the age of sixty-five; or
- Retiree dies.

Deferred Compensation Program

WCCTAC participates in the 457 Deferred Compensation Program, through their contract with PERS. The program allows employees to save for retirement by electing to make pre-tax payroll contributions.

ADDITIONAL BENEFITS

Flexible Benefits Plan

WCCTAC participates in a Flexible Benefits Plan. Employees may elect pre-tax payroll deductions for the reimbursement of eligible healthcare, transportation, and dependent care costs.

Life and other Insurance

WCCTAC pays 100% of the premiums for a sixty thousand dollar (\$60,000) life insurance policy for the employee.

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 ¶ Several additional benefits accrue as a result of the City's risk pool-membership including, but not limited to: Credit for Unused Sick Leave, Public Service Credit for Peace Corps, Military Service Credit as Public Service, Public Service Credit for Service Rendered to a Nonprofit Corporation, and Pre-Retirement Optional Settlement 2 Death Benefit. ¶
 ¶ The City has also contracted for the One-Year Final Compensation optional benefit. ¶

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WCCTAC also pays premiums for short term disability, long-term disability, and accidental death and dismemberment coverage. At the employee's expense, additional life, dependent life, and supplemental life insurance coverage for the employee and eligible dependents is also available through the same carrier.

Education Incentive*

WCCTAC will pay up to \$3,000 per year as an incentive for employees to further their education in order to improve their job performance. Subject to the Executive Director's approval, eligible educational expenses include tuition, special fees, books, and supplies.

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Employee must complete six (6) months of service to be eligible.

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AA/OM and AC - \$1,000 per year*

This benefit does not accrue on a cumulative basis and has no cash value upon separation from employment.

Alternative Work Hour Program

Upon discussion with and approval of the Executive Director, the employee's work days/times may be adjusted to allow for an alternative work schedule. Additionally, as work projects allow, as determined by the Executive Director, the employee may be allowed to telecommute.

Severance Pay

Any employee subject to lay-off pursuant to Section 109 of this Personnel Manual will receive severance pay in one lump sum in an amount equal to three (3) months gross salary. Other circumstances in which employment is terminated may, at the Executive Director's discretion, warrant the payment of severance pay in an amount not to exceed three (3) months gross salary.

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104. EEO, ACCOMMODATION, HARASSMENT, & WHISTLEBLOWER POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

WCCTAC is committed to providing equal employment opportunity. This policy applies to all applicants for employment and to employees without regard to race, religion, color, creed, national origin, ancestry, gender, sexual orientation, age, disability, medical condition including AIDS/HIV, marital status, domestic partnership, height, weight, veteran status or any other classification protected by applicable local, state or federal employment discrimination laws. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training and termination.

DISABILITY ACCOMMODATION

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, WCCTAC will attempt to accommodate applicants or employees with disabilities.

HARASSMENT AND NONDISCRIMINATION

WCCTAC is committed to providing a work environment free of unlawful discrimination and harassment of every type. In keeping with this commitment, the Agency maintains a policy prohibiting unlawful discrimination and harassment, including harassment and discrimination based on sex, gender, gender identity, pregnancy, childbirth or related medical condition, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, domestic partnership, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation, whether verbal, non-verbal, visual or physical. This anti-harassment non-discrimination policy applies to all agents and employees of the Agency and extends to vendors, independent contractors, and others doing business with the Agency. This policy also prohibits retaliation of any kind against individuals who file valid complaints or who assist in an Agency investigation.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Prohibited Acts: Prohibited unlawful discrimination and harassment may take many forms including:

- A. VERBAL CONDUCT such as sexual, racial or ethnic innuendos, suggestive comments, invitations, comments, insults, humor, slurs, derogatory "jokes," and threats.

Deleted: unless doing so would create an undue hardship on the Agency. Any qualified applicant or employee with a disability who requires accommodation in order to perform the essential functions of his/her position or desired position should contact the Executive Director and request such accommodation.

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- B. NON-VERBAL HARASSMENT such as suggestive or insulting sounds, leering, whistling, or similar conduct.
- C. VISUAL CONDUCT such as derogatory posters, photography, cartoons, drawings, graffiti, slogans, obscene gestures or other visually observable material.
- D. PHYSICAL CONDUCT such as assault, unwanted touching, pinching, blocking normal movement, brushing the body, or destroying the property of any person because of sex, race or other protected basis.
- E. UNWELCOME SEXUAL ADVANCES, requests for sexual favors, and the threatening, either explicitly or implicitly, of any adverse action because of an employee's refusal to submit to sexual advances.
- F. RETALIATION for having reported or threatened to report harassment.

The Agency specifically prohibits any of the behaviors outlined in this policy and any similar conduct. The fact that the person who engaged in the improper behavior did not intend the behavior to be sexual, racial or some other form of prohibited harassment or discrimination may not be considered a defense.

Discrimination and Harassment Complaint Procedures: Any employee who believes he or she has been unlawfully harassed or discriminated against or who has witnessed such conduct directed toward another employee should promptly report it orally or in writing to his/her supervisor or the Executive Director. Complaints involving the immediate supervisor may be reported directly to the Executive Director. Complaints involving the Executive Director may be reported to the WCCTAC Board. The complaining employee should provide details of the incident or incidents, names of individuals involved and names of any witnesses. Supervisors should immediately report any complaints of harassment or discrimination to the Executive Director.

The Agency will promptly undertake an effective, thorough and objective investigation of the alleged discrimination or harassment. If the Agency determines that unlawful harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Agency to be responsible for unlawful harassment or discrimination will be subject to appropriate action, up to and including dismissal. The investigation will be completed and a determination regarding the reported conduct will be made. The outcome will be communicated to the employee who complained and to the accused harasser(s).

The Agency will not retaliate against employees for filing a complaint and/or participating in an investigation and will not tolerate or permit retaliation by management, employees or co-workers. The Agency encourages all employees to report any incidents of possible harassment or discrimination immediately so that complaints can be quickly and fairly resolved.

Employees should also be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment and discrimination in employment. Employees who think they have been harassed, discriminated against or

retaliated against for resisting or complaining, may file a complaint with the Agency as set forth above and/or with the appropriate agency.

Liability for Harassment: Any employee of WCCTAC, whether a coworker or supervisor, who is found to have engaged in prohibited harassment or discrimination is subject to appropriate action, up to and including dismissal. Any WCCTAC employee who engages in prohibited harassment may be held personally liable for monetary damages.

NO RETALIATION AGAINST WHISTLEBLOWERS

No employee of WCCTAC shall be subject to retaliation for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation of noncompliance with a state or federal rule or regulation, except as otherwise permitted by law.

105. PAY PLAN

The Agency maintains a pay plan which includes the pay plan policies, job descriptions, and pay ranges with salary steps covering all non-management employees. Each authorized position is assigned to a salary range consisting of a number of salary steps and specifying the minimum and maximum rates applicable. The salary schedule is approved by resolution on an annual basis prior to July 1.

PAY PLAN ADMINISTRATION

Job Descriptions: To develop and maintain the pay plan, the Agency will maintain current job descriptions.

Job descriptions follow a standardized format to include reporting relationships, the substantive duties and accountabilities of the position, general educational and experience level required for satisfactory performance, personal qualifications and knowledge which would be beneficial to an incumbent, and other pertinent data about the position.

In the event a new staff position is requested, the Executive Director will prepare a written job description, research and attach a proposed salary range, and submit the material to the Board for review. The Board must formally approve any new position before recruiting may commence.

Pay Range Review: The Board shall review the existing pay plan rate ranges, periodically, and continue or amend them by resolution.

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In reviewing pay rates, the Board may have staff undertake pay studies or contract with outside consultants to perform such services. In arriving at salary ranges, consideration shall be given to prevailing rates of pay for comparable work in similar agencies in the Bay Area.

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The Board follows the same procedure to establish a pay rate when a new position is created or a significant change occurs in an existing position.

Pay Range Limits: No position shall be assigned, nor granted an advancement, to a salary higher than the maximum of the range. Nor shall anyone be employed at a rate lower than the minimum salary provided for that class or position.

Time Frame: For ease of budgeting and administration, the Agency pay plan is administered on a Fiscal Anniversary Year. The Fiscal Anniversary Year is the Agency's fiscal year, how does

Full-Time Schedule: Full-time salaries are based on a thirty seven and one-half (37.5) hour work week (1,950 hours for a fifty-two week work year). No authorization for a shorter work week may be made without a directly proportionate decrease in compensation.

Deleted: Part-time employees are paid on an hourly basis.

Records: The Executive Director shall maintain ongoing permanent records of the job descriptions, performance evaluations, and salary actions affecting each Agency employee.

STEP ADVANCEMENT

A Step Advancement is a salary increase of one or more steps.

Advancement is not automatic, but shall depend on increased service value of an employee to the Agency as exemplified by performance evaluations, length of service, employment record, special training undertaken, and other pertinent evidence.

Advancement shall not be denied arbitrarily or capriciously. Denial of advancement, presuming the employee is not at the top of the salary range, shall be subject to the Grievance Policy.

Step Advancements are normally effective on the first day of the Fiscal Anniversary Year (July 1). However, step increases may be delayed if:

- The employee has been absent on unpaid leave of absence for thirty (30) calendar days or
- The employee received a performance appraisal that was not consistent with immediate advancement.

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New employees hired between July 1 and January 31, who perform satisfactorily, are eligible to advance to a higher salary step on the next Fiscal Anniversary Date. New employees hired after February 1 will normally be expected to remain at the same rate until the next following Fiscal Anniversary Date (thirteen to seventeen months). The hiring rate may accommodate for the delayed step advance.

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The normal step advancement is one step. However, to correct gross inequities or reward outstanding achievement or performance, the Board may authorize a step advancement of more than one step.

PERFORMANCE EVALUATION

It is Agency policy that regular reports be made on all employees regarding efficiency, competency, conduct, and merit. A documented performance evaluation shall be rendered at least annually for all regular employees and may be conducted more frequently at the request of the supervisor or the Executive Director. A documented evaluation is required prior to any step advancement.

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The documented performance evaluation includes an employee self-assessment, the supervisor's evaluation, an agreed-upon work plan, and a performance improvement work plan, if necessary. The employee is asked to sign the evaluation to acknowledge having reviewed it; the signature does not imply agreement with the evaluation.

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PAY RATES

Hiring Rate: The first step of the range is the minimum rate and shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel or a person of unusual qualification is engaged, the Board may choose to employ at a higher step.

Promotion ~~is the movement from one job to another with a higher salary range;~~ The employee being promoted shall start at the step which has a pay rate at least five percent (5%) above the pay received prior to promotion. Promotions can occur at any time in the year.

For the purpose of determining the next step advancement date, the Agency will follow the timing procedure established for new hires (see above).

Reclassification is a change in an existing position resulting in its being allocated to a higher or lower salary range.

Reclassification does not usually involve a salary change unless the employee is below the minimum for the new range, in which case he/she is increased to that minimum.

If, after the reclassification, an employee's salary is at or above the new range maximum, his/her salary is frozen until such time as there is room in the range for normal step advancement. (See Pay Range Change below.)

Temporary Promotion: If an employee is asked to temporarily perform the duties of a higher level position for one month or longer, the employee will receive a salary adjustment of at least five percent (5%) or the minimum of the higher class for the total time of the higher level service. No salary change will apply for service of less than one month.

Pay Range Change: In the normal course of maintaining the Pay Plan, the Agency periodically studies existing pay ranges and adopts changes necessary to meet current conditions.

If the pay range for a position is revised downward the employee may retain his/her present rate with time credit for normal step advancement. However, if the employee's salary on the revised salary schedule is at or above the new range maximum, the employee's salary is frozen until such time as there is room in the range for normal step advancement.

If pay ranges are revised upward, an affected employee will have his/her pay adjusted to the pay rate of the same relative step in the revised salary range.

Range changes do not affect employees' accumulated time credit for step advancement.

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106. EMPLOYMENT

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EMPLOYMENT ELIGIBILITY POLICY

Employment shall be open to all persons who meet the minimum qualifications for a particular position and who are legally entitled to work permanently in the United States.

POSITION AUTHORIZATION

All newly created or substantially altered positions must be authorized by the WCCTAC Board.

VACANCIES

In the event of an actual or anticipated vacancy in an authorized position, the Executive Director determines whether the vacancy is to be filled and if any substantial changes in the position or the assigned salary range are required. (If such changes are needed the position must be re-authorized by the Board.)

RECRUITMENT AND SELECTION

In general, the following process is followed:

1. Notice of the vacancy with the job description, salary range, application procedure and deadline, are distributed to Board and TAC members for circulation in their respective agencies. Advertisements of the vacancy may also be placed online or in local publications.
2. Resumes received by the deadline are reviewed by the Executive Director and at least the top two candidates are invited to appear for a personal interview.
3. The Executive Director or designee assembles an oral interview panel of three to five members. The panel must include the Executive Director and the supervisor for the position to be filled, if different from the Executive Director, at least one TAC member, and other interviewers as appropriate.
4. The supervisor for the position to be filled develops a standardized questionnaire for all interviewees. The questions are designed to allow the interviewers an opportunity to explore in detail the candidate's qualifications for the position. And the questions are standardized so as to allow a fair evaluation across all candidates.
5. Following the interview process, the Executive Director works with the interview panel to reach a consensus on the relative ranking of the candidates. Based on this review, the Executive Director selects the candidate who seems most qualified; and requests and

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The position's supervisor prepares an updated position description including the nature and duties of the position, minimum qualifications, and preparation desirable for satisfactory performance. The supervisor attaches a memo which summarizes the need for filling the vacancy, highlights any changes needed in the position, specifies the anticipated time line to fill the opening, and includes any other information which may be pertinent to the process.¶

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checks the candidate's references; and requests the candidate provide all data necessary for WCCTAC to conduct a background check, and submit to a physical exam.

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6. The Executive Director makes to the top candidate a job offer that is contingent on verification that the candidate selected is eligible for employment and has a satisfactory work history for the position. The Executive Director will negotiate with the top candidate as necessary and appropriate.

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7. Upon the candidate's acceptance and verification of satisfactory background check and physical exam, the Executive Director informs all other the candidates who were eliminated that another applicant has been selected.

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8. If the process fails to yield a suitable candidate, additional applicants may be interviewed or the Executive Director may elect to reopen the recruitment process to develop a new pool of candidates.

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If required, the Executive Director is free to use a temporary agency to fill a vacancy until a regular appointment can be made.

A temporary employee providing outstanding service in the position for two months or longer may be considered the single candidate for the position, if references are positive, and if the temporary employee desires regular employment.

Clerical positions may be filled by interviewing with WCCTAC staff, and not by an oral interview panel.

EMPLOYMENT

New employees of WCCTAC provide information to the the City of San Pablo for payroll and certain other purposes; While the City of San Pablo may advise WCCTAC on personnel issues, WCCTAC personnel policies prevail in all other areas outside of the administration of specific City procedures.

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Federal immigration laws require an employer to verify the identity of all new employees and their eligibility to work in the United States. At the time of employment, the candidate must provide satisfactory documentation of identity, and attest to his/her eligibility to work, on a federal I-9 Form. The federal form must be completed (along with other required employment forms) within three days of employment.

Written notice of the job appointment will be given to the appointee, and copies will be filed with the employee's personnel file and the City of San Pablo's Finance Department. The term and conditions of the appointment will be listed in the appointment letter.

New WCCTAC employees are provided with a copy of the WCCTAC Personnel Policies Manual and asked to sign the Acknowledgment Form. In the event a personnel policy is revised, all employees will be provided a copy of the revised policy for inclusion in their manual.

107. LEAVE OF ABSENCE

POLICY

An employee shall be entitled to a *paid* leave of absence presuming he/she meets the criteria for such leave. With the exception of maternity, military, and workers' compensation leave, an employee is not *entitled* to an unpaid leave of absence as a matter of right, but, upon written request, may be granted such leave without pay for good and sufficient reason where such absence will not be contrary to the best interest of the Agency.

Definition: A leave of absence is a temporary absence from work of one day or more for reasons other than paid vacation, paid short-term illness, or paid administrative time off. An individual on authorized leave of absence does not forfeit employee status or benefits.

Leaves of absence are to be coordinated with sick leave, short- and long-term disability, vacation and other benefits in an effort to minimize the impact of the leave for both the employee and the Agency. Depending on the type of leave requested, the Agency may require that accrued vacation, administrative leave, or sick time be used prior to the authorization of unpaid leave.

Leaves of absence may be either paid or unpaid depending on the specific type of leave involved and the amount of paid leave time accumulated.

Authorized leaves of absence shall not be construed as breaks-in-service. Rights accrued at the time a leave is granted shall be retained by the employee. However, vacation credits, sick leave credits, holidays, health and retirement benefits, normal salary advancement and similar benefits do not accrue during the period of unpaid absence.

No unpaid leave of absence, or combination of unpaid leaves, may be approved which will result in a cumulative absence in excess of six (6) consecutive months, unless allowed by law.

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UNAUTHORIZED LEAVE

Unauthorized leaves are absences on regular work days, or portions thereof, which are not approved and which may cause the deduction from the employee's pay of an amount equivalent to the time absent.

Any employee absent from his/her position for more than five (5) work days without supervisory permission is considered to have automatically terminated his/her employment with the Agency.

Such termination shall be final unless, within seven (7) days, the employee furnishes satisfactory proof of an emergency which precluded obtaining prior permission for the absence. Extraordinary circumstances will be considered on a case by case basis.

TYPES OF LEAVES

For purpose of this policy, leaves of absence are divided into two categories:

General Leave: Leaves unrelated to a health condition of the employee or the employee's family. Includes Bereavement, Military, Educational, Jury Duty, and Personal. Paid sick time or medical leave and disability benefits are not applicable to absences in the General Leave category.

Medical Leave: A leave directly related to health and family care needs. Includes all medical and family care leave without pay; an employee's paid sick time off work where the health condition requires a continuous absence of six (6) or more work days; absences qualifying for workers' compensation benefits.

GENERAL LEAVES OF ABSENCE

An authorized temporary absence from work for non-health related reasons. Employees are entitled to leaves designated as Paid under this policy:

Bereavement Leave (Paid): Up to four (4) (or five (5) depending upon certain circumstances) continuous days off with pay will be granted to a regular employee to attend the funeral or to settle affairs related to the death of an immediate family member.

For purposes of this policy, immediate family shall mean spouse, son, daughter, sister, brother, grandchild, parent, grandparent, foster or adopted relative, in-law, step or half-relatives, or other person living in the employee's household.

Additional time off, without pay, if needed may be requested under the Personal Leave section of this policy.

Temporary employees are not eligible for paid bereavement benefits; however, in the event of a death of a close family member, such employees may be granted appropriate unpaid time off whenever possible.

Jury Duty (Paid): Regular employees required to report for jury duty shall be granted leave for such purpose upon presentation of official jury notice to his/her supervisor. Regular employees shall receive full pay for the time served on a jury. Compensation for mileage or subsistence allowances shall not be considered as fees and shall be retained by the employee.

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Deleted: , up to a maximum of thirty (30) calendar days per fiscal year.

Deleted: Any time served on a jury beyond the thirty-day limit shall be without pay and subject to approval of the Agency as a Personal Leave.

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The employee is required to report for work on those days, or parts of days, when excused from jury duty or when the hours of jury duty do not conflict with his/her scheduled work assignments.

A regular employee required by law to appear in court as a witness in a non-work related matter may treat the time as jury duty under this policy. Appearance in court as a witness in a work-related matter is regular work time.

Temporary employees are not eligible for paid jury duty benefits. However, upon request, every effort will be made to rearrange work schedules so that a temporary employee can be excused from work to serve on a jury. Appearance in court as a witness in a work-related matter is regular work time.

Military Duty: Authorized leaves of absence for military duty shall be granted in accordance with the provisions of State law. An employee entitled to military leave shall give his/her supervisor an opportunity within the limits of the military regulations to determine when such leave shall be taken. Extensions beyond State law are to be determined by the Board. Notwithstanding other provisions of these policies, State law shall apply in determining benefits for those employees returning from an authorized leave of absence for military duty.

Personal Leave of Absence: An employee who has exhausted vacation and administrative leave benefits may request time off without pay.

Deleted: for serious and sufficient reason, such as resolving the estate of a deceased relative or an overseas trip.

The Executive Director may authorize unpaid leaves of absence of up to three (3) months during any twelve (12) month period. Any leave of absence in excess of three (3) months must be approved by the Board.

MEDICAL LEAVES OF ABSENCE

Leaves of absence under this section address leaves related to an employee's personal health and leaves required by needs of the employee's family.

Medical Leave-Employee: A Medical Leave is a leave for the employee's personal health reasons in excess of ten (10) work days. The determining factor on whether an absence is treated as short-term sick time or Medical Leave is not whether the absence is paid or not. Any absence due to an employee's ill health is paid if the employee has sick time benefits accrued, and unpaid if he/she does not.

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An exception to this relates to absences covered by workers' compensation. An employee need not exhaust sick leave before workers' compensation payments apply.

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The primary issue is the length of the leave. Health-related absences in excess of ten (10) consecutive days for one condition are considered by the Agency to be more serious conditions. If possible, such absences should be approved in advance. Under special

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circumstances, the employee may be asked to provide a fitness for work certificate from his/her personal physician before being permitted to return to work.

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Maternity Leave: A maternity leave is essentially a Medical Leave with a few special provisions. It is the Agency's policy to approve maternity leaves in conformance with Federal and State law. WCCTAC requires that accrued sick leave be exhausted before maternity leave without pay is approved.

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Workers' Compensation: Whenever an employee of the Agency is disabled, temporarily or permanently, by injury or illness arising out of and in the course of employment, he/she shall be entitled to a Medical Leave while so disabled, up to the maximum leave authorized. An employee need not exhaust other types of leave to be eligible for Workers' Compensation leave and related Workers' Compensation payments. (Part-time employees receive Long-Term Disability and Workers' Compensation).

Family Care Leave: The Agency recognizes that an employee may need time off from work to meet pressing family care needs and will make every effort to accommodate such needs. However, the Agency staff is small, and no guarantees can be made as to the availability of specific amounts of leave time.

LEAVE ADMINISTRATION

An employee using *paid* leave time records it on his/her time sheet. *Unpaid leave* is authorized and approved on appropriate forms used by the Agency and retained as part of the employee's permanent personnel record.

SICK LEAVE SHARING FOR CATASTROPHIC ILLNESS OR INJURY

An employee may receive a catastrophic leave of absence of up to a total of 30 working days of donated sick leave in increments of 7 ½ or 8 hours (whichever is applicable) and to use donated sick leave days in the event of his/her own catastrophic illness or injury or that of a member of his/her immediate family. The purpose of catastrophic leave for an employee's own illness or injury is to bridge the gap between exhaustion of paid leave and the waiting period for short-term disability/long-term disability benefits. In the event catastrophic leave is used for a family member, it can be implemented only when an employee has exhausted all his/her own paid leave.

Donor/Recipient Qualifications: A catastrophic illness or injury is the inability of the employee or the employee's immediate family member, as established by WCCTAC policy (i.e. spouse, children, parents), to work, attend school, or perform other regular daily activities due to a life threatening illness or a severely incapacitating injury or illness, which will require the employee's absence for more than a one month period, either in a single increment of time, or in an aggregate one month over the course of several months.

Medical certification from a physician is required. If leave is for a family member, the medical certification must indicate that the employee's attendance is required to care or provide care to the ill or injured family member.

Only full-time employees who have completed at least six (6) months of service shall be eligible to participate in the program.

Requests for donations shall be made in writing, using the Application for Catastrophic Leave Form. The completed form must be submitted to the Office Manager who, upon verification of the illness or injury, shall submit the request to the Executive Director for approval.

The recipient must exhaust all available paid leave balances, prior to using catastrophic leave. When the physician's statement and leave balances indicate the probable exhaustion of balances within two (2) pay periods, the Executive Director may approve the solicitation and acceptance of leave donations prior to all balances being exhausted, so that time donated may be utilized immediately upon exhaustion of the employee's leave balance, but not before.

Catastrophic leave use shall not count toward completed pay periods for the annual step increase eligibility.

Donations: All donations of sick leave shall be in increments of 7 ½ or 8 hours (whichever is applicable) and shall be considered a gift.

Donations shall be limited to 5 days per donor.

Employees wishing to donate sick leave account accruals to the recipient employee must maintain at least ten (10) days of sick leave account accruals. Employees with less than ten (10) days of sick leave balance shall not be allowed to donate sick leave accruals.

Nothing in this policy shall be construed to modify the employment relationship between WCCTAC and the receiving employee, or to restrict WCCTAC's management rights. This section shall not modify existing WCCTAC rules, policies or agreements regarding unpaid leave of absence or family leave.

Donation of sick leave to a recipient employee shall not be viewed as sick leave usage in any evaluation or disciplinary action.

Procedure: Employee participation in this program as a donor or recipient is voluntary. Under no circumstances shall any employee be pressured into participating by donating time from their sick leave bank. Employees may not solicit donations on their own behalf.

The employee shall submit an Application for Catastrophic Leave Form to WCCTAC Office Manager, for verification, who then forwards it to the Executive Director for review and

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approval. The Application shall include sufficient reasons why said leave qualifies as catastrophic. It should also include medical certification from a physician that: confirms need for employee's own use; or medical certification that employee's attendance with the family member is required; and estimated date of return to work.

Upon approval of a request for donations, WCCTAC's Administrative Assistant will, at the employee's request, post a notice of the eligible employee's need for donations via email.

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Donors shall submit a signed and approved Catastrophic Leave Donation Form.

Donated days when used by the recipient will be paid at the recipient's current rate of pay and therefore will be considered taxable income.

WCCTAC may require periodic medical certification updates regarding the catastrophic illness and may require a fitness for duty certification prior to the employee returning to work.

This procedure will in no way limit WCCTAC's management rights to require modified duty.

Cancellation of Catastrophic Leave: Catastrophic leave, if granted, shall be terminated under the following conditions:

Employee has exhausted 30 working days of Catastrophic Leave of Absence.

Employee returns to full-time employment before exhausting the 30 working days of catastrophic leave and in this case any remaining balance will be returned on a prorated basis to employees who donated.

Employee takes leave to care for a family member, but the family member dies before exhausting the 30 working days of Catastrophic Leave. In such a circumstance, any remaining balance will be returned on a prorated basis to employees who donated and the employee may thereafter use bereavement leave.

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108. GRIEVANCE

GRIEVANCE POLICY AND PURPOSE

The grievance policy is established to provide WCCTAC employees with an orderly process for airing views related to an alleged unfair or improper aspect of employment, and for assuring prompt and fair discussion of the issues.

It shall be the Agency's policy to give careful consideration to any grievance submitted, regardless of apparent merit.

Use of the grievance procedure shall not reflect unfavorably upon the employee, the supervisor, or the Agency. Retaliatory or disciplinary action against a complainant shall be a violation of Agency policy.

GRIEVANCE DEFINITION

A grievance is any dispute or misunderstanding between the Agency and an employee concerning the effect, interpretation, application, claim, breach, or violation of any provisions of the WCCTAC Personnel Policies, administrative policies or matters, supervisory actions, and other terms and conditions of employment. Disciplinary actions and performance evaluation ratings are not subject to grievance.

GRIEVANCE PROCEDURE

The grievance must be initiated within three months of the act(s) giving rise to the grievance, and must be submitted to the Executive Director.

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Grievances must be in writing, signed by the affected employee(s) and contain the specific facts upon which they are based. Grievances that fail to include these elements may be rejected on that basis.

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The Executive Director, or the Executive Director's designee, will review the grievance and shall serve a written response to the grievant. The Executive Director's decision shall be final.

No other grievance procedure may be used for matters within the scope of this grievance procedure.

Exhaustion of this grievance procedure is intended to provide an avenue for redress of complaints relating to these rules and personnel issues, and to give the Agency an opportunity to investigate the complaint and correct any problems before they become more serious.

GRIEVANCE ADMINISTRATION

Notice: The Executive Director shall insure that the complainant receives copies of all notices relevant to the grievance, including written notice of the Executive Director's final decision.

Records: The Executive Director shall maintain files in the WCCTAC office of all grievance correspondence and records.

EMPLOYEE REPORTING

Each employee of WCCTAC is considered a valuable member of the team. As such, it is the desire of WCCTAC to provide a safe and productive work environment. Certain acts of wrongdoing in the workplace should be reported as they may have an effect on all employees. These acts include harassment, discrimination, drug/alcohol abuse, theft, violence, misrepresentation of injury or workers' compensation claims, and other unsafe or unlawful acts.

All employees have an obligation to report workplace wrongdoing. Primarily, it is the employee's responsibility to report wrongdoing to the immediate supervisor. If this is not possible, or is undesirable, it is appropriate to follow the chain of command to the next level, and ultimately contact the Board Chair or Vice Chair, if necessary.

All complaints and reports of workplace wrongdoing should be brought to the attention of the individual who is responsible for taking corrective action. Complaints and reports or workplace wrongdoing involving the Executive Director can be reported to the Chair, Vice-Chair, or General Counsel.

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Deleted: To facilitate that, and with the understanding that in certain cases it would be inappropriate or undesirable to follow the chain of command, an alternative reporting mechanism has been established by the City of San Pablo that is available to WCCTAC employees—the Employee Reporting Line.¶

¶ Instructions on how to use the Employee Reporting Line have been distributed to all employees and are available in the WCCTAC files. The instruction can also be accessed via the WCCTAC computer system at¶
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109. TERMINATION/SEPARATION

TERMINATION

Termination of employment can occur for various reasons. Eligibility for rehire depends on the availability of an open position and reason for original separation.

Full-time employees leaving the Agency shall be provided the opportunity for continuing benefits under COBRA.

The Executive Director shall ensure that proper termination procedures are followed, including:

- Notification of eligibility and sign-up procedures for COBRA.
- Processing of any required termination or roll-over documents for retirement or other benefit plans.
- Payment of accrued, but unused, vacation.
- Return of all Agency property and keys at the time, or before, the final paycheck is distributed.
- Conduct and record an exit interview to confirm the reason for the separation and gain knowledge useful to the Agency.

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LAY-OFF

Lay-off is the non-disciplinary separation of an employee because of material change in duties or organization, shortage of work funds, or cancellation of any segment of the program, or for other reasons which serve the public interest. Lay-offs are not made for disciplinary reasons. The Executive Director may implement a pay reduction for an employee in lieu of lay-off with the consent of the employee.

The WCCTAC Board shall approve any intended lay-off at least thirty (30) days prior to the effective date of the action.

The Executive Director shall notify affected employee(s) in writing of the intended action, the reason, and the effective date.

The Agency will help any employee being laid-off in locating other employment by permitting time off for interviews and by offering other administrative or clerical assistance where appropriate.

The Agency will give first consideration to a former employee who meets the requirements for any other opening which occurs within one year of the lay-off date.

Severance pay shall be paid in the event of lay-off.

RESIGNATION

An employee wishing to leave the Agency in good standing shall file a written resignation with their supervisor at least thirty (30) days in advance of the effective date of the employee’s resignation, and shall include the reason(s) for leaving. A resignation becomes effective upon the supervisor’s receipt of the written notice of resignation. Once a resignation becomes effective, it is irrevocable except that the Executive Director may permit a resignation to be rescinded. Severance payments do not apply to resignations.

RETIREMENT - NORMAL

Any employee in Agency service who is planning to retire shall notify the supervising official and the Executive Director in writing of such intent and include his/her prospective retirement date. Such notice shall be filed no less than thirty (30) days prior to the intended effective date of retirement.

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Normal retirement of employees of the Agency shall be in accordance with the provisions of the contract between WCCTAC and the Public Employee’s Retirement System (PERS) in effect on the effective date of the resignation.

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DISABILITY RETIREMENT AND SEPARATION

Definition and Determination: Following a report from a competent Medical Practitioner, indicating a permanent disability of an employee, the Executive Director may make a determination of permanent disability of such employee. The Executive Director shall inform the Executive Director of any determination of permanent disability.

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Permanent disability is here defined as the inability of an employee to perform the essential functions and duties of his/her job, with or without reasonable accommodation, because of an illness or injury which is expected to be permanent or last for an indefinite period of time.

Application for Disability Retirement: If an employee is permanently disabled and eligible for disability retirement, such employee shall make application for disability retirement - or the Executive Director, in place of such employee, shall make application for disability retirement.

Contract for Disability Retirement: Disability retirement of employees in the Agency service shall be in accordance with the contract provisions between WCCTAC and the Public Employees’ Retirement System (PERS).

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Disability Separation: If an employee in the Agency service is permanently disabled or suffers from a chronic or frequently recurring mental or physical condition which renders him/her inefficient or incapable of performing the essential duties of his/her position, with or without reasonable accommodation, and such employee is not eligible for disability retirement or waives the right to retire for disability, the Executive Director may separate such employee for disability, provided that the Agency provisions on sick leave are followed. An employee who has been separated for a disability because of injury or illness, shall be eligible for reinstatement if the medical problem is corrected.

REFERENCES

Letters of reference for former employees may be provided, at WCCTAC's sole discretion, following receipt of a signed disclosure authorization and release from the former employee. References can be prepared only by the employee's direct supervisor. A copy of any letter provided must be kept in the former employee's personnel file.

110. OUTSIDE ACTIVITIES

INCOMPATIBLE ACTIVITY OF EMPLOYEES

An employee shall not engage in any activity or enterprise which is inconsistent or incompatible with his/her duties as an Agency employee. The determination shall be made by the Executive Director and shall take into consideration the following:

- Whether the activity involves the use for private gain or advantage of Agency time, facilities, equipment and supplies, or the prestige or influence of the Agency's office or employment.
- Whether the enterprise involves the soliciting or the acceptance of money, gift, gratuity, or other consideration from anyone other than the Agency for the performance of an act which the employee would be required to render in the normal course of his/her employment.
- Whether the activity might reflect negatively on the Agency, its mission, or its constituent public agencies.

The employee must abide by the determination of the Executive Director or risk disciplinary action.

POLITICAL ACTIVITY

The political activities of WCCTAC employees shall conform to pertinent provisions of State law. Employees may engage in the following activities:

- Fund non-argumentative, factually balanced information regarding a given measure; and
- Participate in campaign activities related to a candidate or ballot measure including: attending events, fundraising, drafting op-eds, meeting with elected officials regarding the measure.

However, employees must exercise caution to ensure that WCCTAC funds and resources are not used when engaging in any of these activities.

TIME OFF FOR LOCAL AGENCY COMMUNITY SERVICE/ VOLUNTEER WORK

The purpose of this policy is to allow employees and the Agency to give back to the community in a small, but potentially significant way.

Any regular employee in good standing (without an "unsatisfactory" performance evaluation) is eligible for one hour per week of paid time off for community service/volunteer work.

Requests must be submitted in writing to the Executive Director for approval. Requests should include the name of the volunteer agency, contact name, address, and telephone number, type of work, and days/hours to be worked.

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¶
Approval: The Executive Director shall have the power to approve requests of a regular WCCTAC employee to engage concurrently in outside employment or private business of a part-time or occasional nature, provided that:¶

¶
<#>Such activity does not affect the quality, efficient performance or punctuality of the employee; or¶
<#>Such activity does not discredit or create embarrassment for the Agency or the members of its Board or constitute a conflict of interest for the employee; and,¶

<#>The employee makes the request in writing and includes the name, address and telephone number where the outside activity is to be conducted, the name of the employer, if any, and the total number of hours weekly the employee intends to devote to the outside enterprise. This request, along with the approval, will be retained as part of the employee's personnel file.¶

¶
Limitations: The Executive Director shall have the power to revoke permission to engage in such outside activity at any time if it appears that the activity is negatively affecting the employee's performance or creating difficulties for the Agency. In addition, every case of outside employment shall be reviewed, updated, and the approval renewed annually at the time of the employee's yearly performance appraisal.¶

¶
Violation: Failure to abide by this policy shall be just cause for disciplinary action up to and including dismissal.¶

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111. EMPLOYEE CONDUCT

CONDUCT

Each employee is charged with the responsibility of performing the duties set forth in his or her job description in good faith and in a manner that will serve the best interests of WCCTAC. To ensure orderly operations and provide the best possible work environment, WCCTAC expects employees to follow general rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules and conduct that may result in termination of employment, or at the discretion of the Executive Director, some lesser form of disciplinary action.

- Fraud of any kind, or misstatements, untruths or omissions of any material fact in the application process or in securing appointment or promotion; or falsification or untruths concerning records, fellow employees or work performed.
- Incompetence, neglect, or inefficiency in the performance of duties.
- Insubordination, misconduct, willful disobedience, or failure to obey a proper direction given by an Agency superior, authorized supervisor of the facility, or public safety officer.
- Conduct unbecoming an Agency employee. Acts or omissions, on or off duty, which are incompatible with or unfavorable to public service or which tend to bring reproach or discredit to the Agency.
- Discourteous or non-cooperative treatment of the public, Board or TAC members, or other Agency employees.
- Offensive or obscene language or gestures in public or toward the public, Agency officials, or staff.
- Dishonesty or immorality on the job.
- Endangering self or others; failure to follow established safety practices or to properly use protective gear and equipment. Failure to operate a vehicle safely and in conformance with traffic laws when driving on duty.
- Reporting or being on duty under the influence of any intoxicant or controlled substance; absenting oneself from duty or rendering oneself unfit to perform fully for reasons attributable to or produced by indulgence in intoxicants or controlled substances.
- Violation of any administrative policy concerning controlled substances in the workplace, or failure to notify a supervisor, in writing, when the employee is taking prescription medication that can impair judgment or performance.
- Conviction of a crime which has a direct bearing on continued employment.
- Unauthorized absence without leave. Excessive absenteeism or tardiness. For the purpose of this policy, absenteeism in excess of ten percent (10%) of the work time is considered excessive, particularly when such absenteeism occurs on a sporadic, day here and day there, basis.
- Misuse, misappropriation, carelessness, or negligence with Agency property or funds, or property; appropriating to one's own use, loaning, selling, or giving away such property without legal authorization.

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- Use, actual or attempted, of political influence, to secure employment, promotion, leave, or to effect other change in the character of work or pay. Improper political activity as defined in the pertinent sections of State and Federal law.
- Inducing or attempting to induce a member of the Agency to commit an unlawful act.
- Taking for personal use a fee, gift, or other item of value in connection with official work when such fee, gift, or other item is given in the expectation of receiving, either directly or indirectly, favored treatment.
- Abuse of leave or sick time; unauthorized work while on leave.
- Retaliating against a subordinate for using the grievance policy or otherwise communicating legitimate concerns to higher authority.
- Unwanted sexual advances; verbal, visual, or physical conduct of a sexual nature; offering employment or other benefits in return for sexual favors; threatening reprisals for rejecting sexual advances and related activity as defined by the State Fair Housing and Employment Department guidelines.
- Violation of, or failure to abide by, any condition of employment as stipulated in the WCCTAC Personnel Policies, administrative memorandum or lawful official regulation, or order of the Agency.
- Two consecutive ratings of less than satisfactory on employee performance evaluations.
- Unsatisfactory performance as noted in employee performance evaluations, annual or otherwise.
- Failure or refusal to cooperate in an official inquiry or investigation into an alleged violation of WCCTAC rules when ordered to do so.

Deleted: <#>Engaging in outside employment without authorization.¶

Deleted: or City of San Pablo employee

Deleted: , use of sick time for non-health or family care related purposes

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DISCIPLINARY PROCESS

Although employment with WCCTAC is on an at-will basis, and WCCTAC retains the right to terminate employees at any time with or without cause, the Executive Director may, at his or her discretion, use less severe action to address unacceptable conduct or behavior. Such actions may include, but are not limited to oral and written reprimands, demotions, and suspension. The use of such disciplinary tools will not alter or modify an employee's status as an at-will employee.

112. PERSONNEL RECORDS

PERSONNEL RECORDS POLICY

All necessary forms, records, documents, and procedures, unless otherwise indicated, shall be maintained by the Executive Director in order to:

- Meet legal, regulatory, and procedural requirements.
- Ensure adherence to policies and to provide a basis for decision-making in personnel actions.
- Provide data for reporting.
- Promote individual employee understanding, training, and development.

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PERSONNEL RECORDS

Personnel records are legal documents and are retained permanently.

Personnel File: Shall contain the employee's application, I-9 form, all performance appraisals, grievance actions, warning notices and related reports, special commendations, change of status forms, vacation and sick leave requests, and other information which may be considered pertinent.

No entries shall be made in an employee's personnel file without the employee's knowledge.

An employee may examine his/her personnel file upon request.

Roster Information: Shall be maintained on each employee, either by hand or electronically, and shall be a running record of an employee's current name, address, phone number, job and pay status.

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Payroll Records: Shall include time sheets and records of usage of vacation, sick leave, and are retained by the City of San Pablo Finance Department.

Privacy: No one in Agency or City of San Pablo service shall be allowed to make known the address or phone number shown in the personnel records of any employee without the prior written approval of the employee.

PERSONNEL RECORDS RESPONSIBILITY

Employee: Each employee is responsible for informing the Executive Director, in writing, of any change in name, address, phone number, marital status, fringe benefit status, number of dependents, or other pertinent information.

Supervisor: The Executive Director is responsible for informing the City of San Pablo Human Resources Department regarding such changes.

113. SAFETY

SAFETY

Every employee is responsible for safety. To achieve the Agency's goal of providing a completely safe work environment, staff must be safety conscious and personally fit for duty.

Every employee is expected to arrive for work fit to perform applicable duties and responsibilities. Employees who report for work unfit, or subsequently become unfit to perform their jobs fully and satisfactorily may create a safety hazard for themselves or others.

It is each employee's responsibility to report any unsafe or hazardous condition to his/her supervisor immediately.

Any work-related accident or injury, regardless of severity, must be reported to the employee's supervisor immediately.

WCCTAC employees may use their personal automobiles for business. The Agency requires that the employee maintain a good driving record and automobile liability insurance coverage of at least \$300,000 per incident during employment. Any situation which results in suspension of driving privileges or limitation or cancellation of vehicle insurance must be reported to his/her supervisor in writing within twenty-four (24) hours.

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The Agency and its staff shall conform to and comply with all health, safety, and sanitation requirements of State and Federal law as well as safety policies.

Deleted: The Agency is a tenant in the City of San Pablo Civic Center. The City and the Agency share responsibility for safety conditions.

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WORKERS' COMPENSATION COVERAGE

Agency employees are covered for workers' compensation insurance. Workers' compensation coverage is required by law to protect employees who are injured on the job.

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Workers' compensation insurance provides for medical treatment and rehabilitation services as well as payment for loss of earnings that result from work-related injuries.

Compensation for work injury related absences begins on the first day of hospitalization or on the third day following an injury if the employee is not hospitalized.

An Agency employee, disabled temporarily or permanently by injury or illness arising out of and in the course of work, shall be entitled to leave while so disabled up to the maximum time provided in the Leave of Absence Policy.



TO: WCCTAC Board

DATE: October 28, 2016

FR: Leah Greenblat, Project Manager

RE: Release of RFP for STMP Update to Nexus Study and Strategic Plan

REQUESTED ACTION

Authorize release of a Request for Proposals (RFP) for a new nexus study and strategic plan for the Subregional Transportation Mitigation Program (STMP).

BACKGROUND AND DISCUSSION

WCCTAC's 2016-17 work program includes a task to develop a new nexus study and strategic plan for the STMP. The first step in this process is to issue an RFP seeking consultant services to assist in this effort. WCCTAC staff developed the attached draft RFP based on recent, similar work done in other Contra Costa subregions. At its October 13, 2016 meeting, the TAC reviewed the RFP and made a few small suggestions; additionally WCCTAC's legal counsel reviewed the document. Staff has incorporated these changes.

Subject to Board approval, the proposed release date for the RFP is November 1, 2016 with proposals due by December 15, 2016. A review panel composed of several WCCTAC TAC members and WCCTAC staff will review the proposals and, if warranted, interview consultants in January 2017. The full TAC will forward a consultant recommendation to the Board, likely at its February 2017 meeting. After finalizing a contract, the consultant will work on refining the scope of work and developing a schedule for completing the work. WCCTAC staff anticipates multiple presentations to and discussions with the Board and TAC throughout the course of this work.

In anticipation of this work, the Board set aside \$250,000 of existing STMP funds during the last STMP call for projects in March 2016 for the express purposes of accomplishing this work. (WCCTAC staff anticipates that the balance of these existing STMP funds will be awarded prior to the completion of the nexus update.)

Attachment:

- A. Draft Request for Proposal for STMP Nexus Study and Strategic Plan

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El Cerrito



Hercules

**West Contra Costa
Transportation Advisory Committee
(WCCTAC)
A Public Joint Powers Agency**

Pinole

Richmond

DRAFT REQUEST FOR PROPOSALS
DATE ISSUED: November 1, 2016 **Tentative**

San Pablo

**PREPARATION OF AN
UPDATE TO A SUBREGIONAL
TRANSPORTATION MITIGATION
PROGRAM (STMP) INCLUDING A NEXUS
STUDY, STRATEGIC EXPENDITURE PLAN
AND MODEL DOCUMENTS
In WEST CONTRA COSTA COUNTY**

Contra Costa
County

AC Transit

PROPOSAL PACKAGES DUE: Thursday, DECEMBER 15, 2016 at NOON

West Contra Costa Transportation Advisory Committee
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

BART

WestCAT

6333 Potrero Avenue, Suite 100, El Cerrito CA 94530
Phone: 510.210.5930 ~ www.wcctac.org

SECTION 1: PURPOSE

This RFP seeks to identify a Consultant to update the current nexus study for the fee program last updated in 2006.

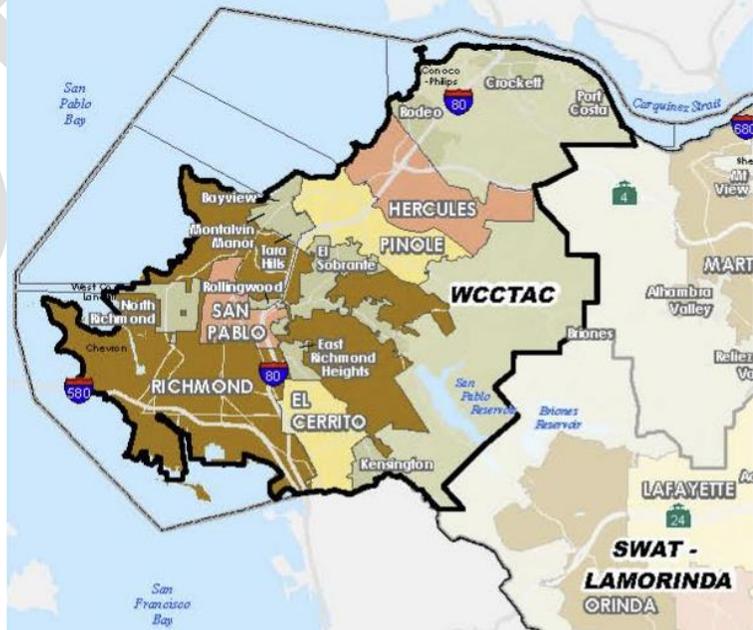
The purpose of the West County Subregional Transportation Mitigation Fee Program (STMP) is to help fund regionally beneficial, transportation improvement projects in West Contra Costa County such as roadway, transit, bicycle and pedestrian facilities in order to accommodate travel demand generated by new land development. The intent of the fee program is to provide an equitable means of ensuring that future development contributes its fair share of transportation improvements.

The purpose of the STMP 2017 Update is to provide the legally required nexus for collecting the transportation mitigation fee in compliance with State Law including the Mitigation Fee Act (Government Code Sections 66000, *et seq.*) and to develop a strategic expenditure plan for disbursing the collected fees. Additional work products include development of a model ordinance for jurisdictions to adopt and a methodology, with appropriate supporting materials, for transitioning from the existing STMP program to an updated program.

SECTION 2: SETTING

West County is located in the far western side of Contra Costa County. While technically a part of Contra Costa County, this portion of the county is physically separated from the rest of the county by hills, open space and parkland. To the south, WCCTAC abuts northern Alameda County and the cities of Albany and Berkeley. To the north, West County connects to Solano County via a bridge across the Carquinez Strait. Through the subregion, Interstate 80 runs north-south and Interstate 580 runs east-west linking to the Richmond-San Rafael Bridge. Highway 4, in the northern portion of the subregion, runs east-west and links West County with the rest of Contra Costa County.

Contra Costa County WCCTAC Sub-Region



West County traffic is heavily impacted by through traffic from other regions in Contra Costa County as well as other counties.

SECTION 3: BACKGROUND

In 1988, Contra Costa County residents adopted Measure C, a half-cent sales tax measure for transportation projects and programs, which voters renewed in 2004 with the passage of Measure J. One of the objectives of the Contra Costa Growth Management Plan, established by those measures, is to link new development directly to the provision of community facilities necessary to serve that new development.

The Contra Costa Transportation Authority (CCTA) is the public agency formed as a result of these ballot measures, along with the West Contra Costa Transportation Advisory Committee (WCCTAC). WCCTAC is one of four Regional Transportation Planning Committees (RTPC) within Contra Costa County, and represents the West County sub-region. It is composed of elected representatives and technical staff from the Cities of El Cerrito, Richmond, San Pablo, Pinole and Hercules, and the unincorporated area of Western Contra Costa County. Unlike other RTPCs, WCCTAC includes representatives from San Francisco Bay Area Rapid Transit District, the Alameda-Contra Costa Transit District and the Western Contra Costa County Transit Authority.

Measures C and J require that all Contra Costa County jurisdictions develop and participate in a regional transportation mitigation program. Jurisdictions not participating in such a program are at risk of losing their annual Measure C (and subsequently Measure J) local street maintenance and improvement funds. Measure C and J require local jurisdictions to consider such issues as jobs/housing balance, carpool and vanpool programs, and proximity to transit service when establishing a regional traffic mitigation program.

WCCTAC developed the STMP with the participation and concurrence of local jurisdictions in determining the most feasible methods of mitigating regional traffic impacts. Requiring that all new development pay a transportation improvement fee helps ensure that it participates fairly in the cost of improving the transportation system.

WCCTAC established its original transportation mitigation fee program in 1997 and updated it last in 2006. The STMP is a fee mechanism providing funds to construct transportation improvements to serve new residential, commercial and industrial development. The local fees collected in West County provide congestion relief to mitigate traffic on regional routes and through improved transit service. (WCCTAC's transit agency members are not participants in the fee mitigation program, but are eligible to receive funding under the existing program.)

WCCTAC is empowered to coordinate and administer revenue for the regional transportation improvements funded with these fees.

The STMP's participating agencies have each adopted an ordinance implementing the current fee program and will need to adopt new ordinances reflecting changes that may result from this current update effort. These jurisdictions share a desire to assure that new development in West County pays its fair-share toward regional circulation and transit improvements that are proportional to the traffic impact the new development will generate.

SECTION 4: DRAFT SCOPE OF WORK and DELIVERABLES:

The Consultant will provide transportation planning services and professional opinions to support the development of a Nexus Study Update and a Strategic Expenditure Plan for WCCTAC. The Consultant's role will be to facilitate the compilation of project and land use data and forecasts from the member jurisdictions and establish a nexus between future transportation impacts by new development. Additionally, the Consultant will work with the WCCTAC Technical Advisory Committee (TAC) and WCCTAC Board (Board) to develop funding priorities for a 10-year time-period. The effort will require working cooperatively with WCCTAC staff, TAC and Board.

Task 1 - Review and Refine the Scope of Services: Meet with WCCTAC staff to review and refine the scope of services including development of a working schedule and a budget by task. As part of the work plan, the Consultant will identify the role of the Prime Contractor and any sub-consultant, WCCTAC staff, WCCTAC TAC and other stakeholders. The Consultant will provide a list of data needs from key agencies for completing the study to WCCTAC staff. The Consultant Project Manager will meet with the WCCTAC Project Manager to confirm the efforts needed to complete the project deliverables and ensure a common understanding of the project tasks.

Deliverable:

- Final scope of services including refined work scope, budget by task, schedule and work plan.
- List of data needs
- Kick off meeting

Task 2 – Review Existing (2005 Update, completed May 2006) Nexus Study: Review and analyze the most recent nexus study. Identify issues with existing program and determine if the existing nexus study adequately complies with the Mitigation Fee Act (Government Code Section 66000, *et seq.*) and other applicable laws.

Deliverable:

- Memorandum summarizing task findings

Task 3 – Review of the Current Fee Program’s List of Projects and Cost Estimates

Identify projects from the existing program that have been completed. Coordination with the staff from local jurisdictions may be needed.

Deliverables:

- Draft status report on projects included in the existing program’s project list.
- Provide a final status report.

Task 4 – Review Current Best Practices and Recommend Methodology

The existing nexus study is based on the number of peak hour trips assuming that the PM peak hour trips resulted in the highest impact.

Deliverable:

- A summary analysis of the current legal requirements and best practices for the nexus study
- Identification of recommended methodology.

Task 5 – Transportation Impact Analysis

Review documents related to future transportation needs in West County including Transportation Impact Studies for proposed developments, subarea transportation studies by individual jurisdictions and agencies and the Draft 2015 West County Action Plan.

Collect traffic count (intersections and roadway segments) data as needed. The Consultant should solicit existing jurisdictions and the CCTA to determine if recent traffic count data is available in lieu of collecting all new data. The Consultant will only conduct traffic counts on a typical weekday, when school is in session. Identify existing deficiencies, including level of service (LOS) and roadway standard deficiencies. The Consultant may need to conduct warrants for various traffic control or roadway devices. Prepare travel demand forecasts for 2040 conditions. Conduct a transportation system analysis to identify improvement needs. Identify roadway improvements and improvements for non-auto and active transportation modes. Coordination with the staff from local jurisdictions may be needed.

Deliverables:

- List of needed traffic counts specifying the type, location and if a local jurisdiction has an available recent count.
- Traffic data in electronic format.
- Draft and Final memorandum summarizing future transportation needs

Task 6 – Determination of Development Potential

Using the CCTA’s countywide travel demand model, conduct a needs analysis and allocation of improvement costs in West County. Work with local staff to review existing and forecasted land use estimates. Use the CCTA’s travel demand model with a 2040 horizon year and the development assumptions to forecast future transportation needs. Compare the output of the CCTA travel demand model for existing conditions with existing traffic

count data to determine if adjustments to the model are needed to improve its accuracy and detail.

Deliverable:

- Draft and Final memorandum documenting development potential and any travel demand model adjustments

Task 7 – Development of New Program’s List of Projects

Identify roadway improvements and improvements for non-auto and active transportation modes. Provide guidance to local staff on the types of projects that could be considered for inclusion. Prepare a draft and final West County Transportation Development Mitigation project list. Project lists shall be in an easily searchable and editable, electronic format. At least for projects contained in the New Program’s List of Projects, the project listings should include a description, phasing, committed funding by source, schedule and status.

Deliverable:

- Draft Project List containing all identified eligible projects.
- Final Project List containing all included projects with supplemental detail as noted above.

Task 8 – Develop Cost Estimates for the Program’s New List of Projects

As appropriate, update cost estimates for existing program projects and develop cost estimates for new program projects. Local jurisdictions may in some cases, but not all, be able to assist. The Consultant will need to make cost estimates consistent in terms of establishing a dollar year. Coordination with the staff from local jurisdictions may be needed. Cost estimates should include key elements to implement each project such as project contingencies; survey, design and construction management; environmental mitigation; and right-of-way. Total costs by mode should be calculated.

Deliverable:

- Cost Estimates for New List of Projects.

Task 9 – Method for Calculating Fees and Allocating Costs by Development Type

Provide a detailed explanation of the methodology used for calculating the transportation development mitigation fee. Identify any fee exceptions or reduced fees, e.g. transit-oriented development, low-income housing, senior housing, government facilities, etc. Provide guidance on when a fee exception or reduction is warranted. Develop an approval process for fee exceptions and reductions.

Define a process for adjusting the fee annually and an explanation for providing an adjustment process to address inflation. Identify a methodology for WCCTAC to re-coup the costs of administering the program and eases the agency’s budget development process.

Confirm the development/land use categories for which the fee will be applied and the units of measurement.

Provide a comparison of WCCTAC's existing and proposed fees to other RTPCs' fees.

Deliverable

- Memorandum explaining methodology for calculating fees and allocating costs
- Guidelines for applying fees

Task 10 – Summation of Nexus Analysis

The Consultant will clearly document the procedural requirements (nexus) for legally establishing and collecting the transportation development impact fee in compliance with the Mitigation Fee Act (Government Code Section 66000, *et seq.*). This will include, but not be limited to, a summary of:

- how the fees will be used;
- the relationship between the use of the fees and the type of development;
- the relationship between the need for the facility and the type of development; and
- the relationship between the amount of fees and the cost of the facility attributed to the development upon which the fee is imposed.

Deliverable

- Memorandum explaining the procedural requirements and documenting how they are proposed to be met for the update to the existing transportation development impact fee program.

Task 11: Guidelines for the Application of Fees

Provide easy to follow guidelines for when and how to apply fees for WCCTAC staff, TAC and implementing local staff. In addition to explaining the program requirements, the guidelines should address such items as:

- What is considered new development?
- Would a store that relocates from Richmond to San Pablo pay the fee?
- Is development of a long-term vacant building an eligible project; should there be a credit for prior trips (how long ago)?
- How are trip-credits applied for existing uses if the development fee is based on square feet and trips from the existing use are known?
- Providing clear guidance on the use of an "Other" category.

Identify and develop a transparent fee submittal process that makes it easy to verify that the appropriate amount of funds are collected for all eligible development projects by jurisdictions and submitted to WCCTAC.

Deliverable:

- Guidelines for use directed to WCCTAC staff, TAC and implementing jurisdictional staff.

Task 12 – Development of a Strategic Expenditure Plan

The Consultant will develop a prioritization approach and rationale based on Project Readiness, Project Funding and Project Effectiveness for the projects eligible for funding by the updated program.

Deliverable:

- Memorandum on Funding and Prioritization Approach

Task 13 – Create a Project Funding Timeline

After meeting with the WCCTAC TAC and Board to develop a prioritization formula, the Consultant will apply the criteria to develop a Project Funding Timeline for review and approval by the TAC. This work will include developing a forecast of fees that the jurisdictions will collect in order to strategize and project the timing of when projects could be funded.

Deliverable:

- Project Funding Timeline

Task 14 – Transitioning from Existing STMP to Updated Program

Work with the WCCTAC TAC and Board and local jurisdictions' counsel to identify the steps for transitioning from the existing program to the updated program as well as developing the required documents to transition to the updated program. This will likely include developing a process for disbursing revenue from the existing program and beginning to collect the new fee. This may include developing a model resolution for each jurisdiction to adopt, a presentation(s) to jurisdictions, and a multi-party agreement.

Deliverable:

- Memorandum articulating a transition process
- Other supporting documents as needed
- Draft and Final model resolution
- Presentation(s) to jurisdictions

Task 15 – Produce Draft and Final Report and Strategic Expenditure Plan

The Consultant will develop a final report summarizing the key findings from the previous tasks and memorandum. The report should concisely and graphically synthesize the process and technical analysis used to arrive at the findings and recommendations. The report's appendices will include supporting documentation such as a model ordinance, fee transmittal form, cost estimates, detailed project lists, and other reference documents as appropriate. The draft and final report will be provided in Microsoft Word and Adobe Portable Document Format (PDF) formats ready to be printed, uploaded or emailed.

Deliverables

- Two drafts and one Final Report

Task 16 – Presentations and Working Sessions

WCCTAC anticipates that the Consultant will work closely with local jurisdictions' staff and WCCTAC staff, TAC and Board. Local jurisdictions have varying levels of staffing available so the Consultant will need to vary their service offerings to accommodate these differences. Meetings with the TAC may be a combination of a presentation and/or facilitated working session. The Consultant will need to build consensus among TAC members when seeking guidance on the development of draft policies and program parameters. Anticipate multiple meetings with the TAC as work on various tasks progresses.

Meetings with the Board will include a presentation and facilitated discussion. Meetings with the Board will occur at major milestones and decisions points. Anticipate 4-6 meetings with the Board.

The result of this study process is the adoption of an updated transportation development mitigation fee program by the local jurisdictions. To facilitate this, the Consultant will periodically need to provide a summary update that can be provided to local City Councils to keep them apprised of the process along the way. It is anticipated that WCCTAC Board and TAC members would periodically update their governing bodies with these materials. Near the conclusion of the process, a formal presentation will be made to the governing bodies. At this point, it is undecided whether these could be a joint presentation among multiple jurisdictions or whether individual presentations to each Council will be required.

Deliverables:

- Meet with local jurisdictional staff, as needed
- Meet with WCCTAC TAC, as needed
- Meet with WCCTAC Board at key milestones
- Periodic summary updates available for distribution via email
- Two Drafts and Final versions of all presentation materials for the Board, TAC and Councils including handouts and PowerPoint presentations

Task 17 – Project Management

The management of the project and the meeting schedule will be milestone-based. Meetings with the WCCTAC and Board will be scheduled around major project milestones and linked to the delivery of major work products.

The Consultant will initiate a project kick-off meeting with WCCTAC staff and the Consultant and WCCTAC staff will confirm the work scope, schedule, expectations and protocols for communication and coordination.

The Consultant will maintain at least monthly check-in calls with the WCCTAC Project Manager to ensure progress on work products and responsiveness. Monthly invoices and associated progress reports will be submitted regularly to the WCCTAC Project Manager

Deliverables:

- A schedule of deliverables timed to monthly TAC and Board meetings will be provided to WCCTAC staff
- Agendas, presentation materials
- At least monthly check-ins with WCCTAC Project Manager

SECTION 5: BUDGET AND SCHEDULE

The Board set aside \$250,000 for this work. A “not to exceed” budget will be established for this study. No additional funds are or will be available to supplement the established budget. The Consultant must complete all work within 18 months of contract award.

SECTION 6: PROPOSAL CONTENTS

To demonstrate its qualifications and its ability to perform the services described in the Draft Scope of Work, Consultant shall submit a proposal containing the following information:

1. *Proposal Package:* Submit six (6) copies of your proposal package along with one electronic copy in Microsoft Word or Adobe Acrobat. The electronic copy should be submitted on a CD-ROM or DVD disc. The proposal package should have no more than 25 pages. Resumes and other supplemental information are not counted in the page count and should be included in an appendix. Quality rather than quantity should be stressed.
2. *Transmittal Letter:* The proposal package shall be transmitted with a cover letter describing the Consultant’s/team’s interest and commitment to the proposed projects. The letter shall state that the cost proposal shall be valid for a 90-day period and should include the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the Consultant/team to negotiate a contract with WCCTAC shall sign the cover letter.
3. *Project Understanding:* Describe your understanding of the scope of work and your general approach to meeting the task objectives outlined in this RFP. Discuss how the services will be performed and what deliverables will be submitted.
4. *Approach, Management and Staffing Plans and Schedule:* This section shall provide the Consultant’s/team’s proposed approach for performing the services including a detailed narrative explaining how the services would be performed and what deliverables would be submitted while ensuring quality performance and completion within budget and schedule.

Explain any supplemental tasks deemed necessary, any proposed modifications to draft Scope of Work and suggestions or proposed alternatives that might enhance the services, reduce costs or speed delivery.

Include a *management plan* for providing the services, including the staff proposed for project and an organization chart (including sub-consultants).

A *staffing plan* consisting of a matrix showing number of person hours allotted to each individual on the Consultant team. The left-hand column of the matrix should list key tasks for the project. The top row of the matrix should contain the names of the key personnel who would be assigned to the work (including sub-consultants). The bottom row of the matrix should show total person hours allotted to each person on the Consultant team. The right-hand column of the matrix should show total person hours for each task, including subtotals and a Grand Total for all phases of work.

Provide a proposed *schedule*, identifying major project milestones and the anticipated duration for each major activity or deliverable. Specific hours or other cost information is not to be included.

5. Qualifications and Experience: Each proposal shall provide the qualifications and experience of the consultants demonstrating its experience on work similar to that contemplated in this RFP. Information presented should be brief and should not include unnecessary promotional material. Please emphasize the specific service role provided as they relate to each task. Key team members are expected to be committed for the duration of each project. Replacement of key team members will not be permitted without prior consultation with and approval of WCCTAC.

Information provided should be presented in the sequence listed herein.

- 1.1. Legal name of Consultant
- 1.2. Location(s) and telephone number(s)
- 1.3. Name of parent company, if any
- 1.4. Date Consultant established
- 1.5. Type of organization (partnership, corporation, etc.), and where incorporated, if applicable
- 1.6. Current size of Consultant and size variation during the past five years
- 1.7. Types of services normally performed by sub-consultants
- 1.8. A brief description of similar projects for which Consultant has provided services during the past five years, including the following information:
 - 1.8.1. Client
 - 1.8.2. Project description and location
 - 1.8.3. Description of services provided by Consultant
 - 1.8.4. Total value of services provided by Consultant

6. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of two single-sided pages).

7. *References:* Please provide three references (including contact names and current phone numbers) that indicate the ability of your Consultant (team) to manage successfully these projects.

8. *Project Budget:* Compensation shall be administered based on an agreed **Not to Exceed Contract Amount**. Under separate cover and submitted in a sealed envelope, please provide one copy of itemized cost information for project with estimated hours for all proposed staff and sub-consultant. The budget is to include all direct and indirect costs expected and any sub-consultant mark-ups.

9. *Professional Services Contract:* Indicate your willingness to accept the terms and conditions in attached sample standard consulting services agreement (Attachment B), including your ability to comply with WCCTAC's insurance requirements. It is not WCCTAC's intent to make substantial changes to the attached standard consulting services agreement.

SECTION 7: PROPOSAL SUBMITTAL PROCEDURE

The proposal packages shall be submitted in accordance with the following requirements:

Section 6 above notes the quantity and format of the responses to this RFP. Electronic versions may be submitted in Acrobat format (*.pdf) to Leah Greenblat, WCCTAC Project Manager, via email (LGREENBLAT@wcctac.org) with the subject "PROPOSAL FOR WCCTAC STMP UPDATE." Please note WCCTAC's email server does not accept file sizes greater than 20 MG. WCCTAC does not guarantee receipt of electronic submittals and it is the Consultant's responsibility to ensure that WCCTAC receives digital versions of your proposal.

1. The proposal packages shall be addressed to:

Leah Greenblat, Project Manager
West Contra Costa Transportation Advisory Committee (WCCTAC)
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

2. The proposal package shall be dispatched in order to be received at the above address no later than **12:00 p.m., Noon, on Thursday, December 15, 2016**. Late proposal packages will not be accepted and will be returned unopened.
3. Questions regarding the RFP should be submitted no later than November 14, 2016 by e-mail to Leah Greenblat, WCCTAC Project Manager, (LGREENBLAT@wcctac.org). Include "RFP STMP Update Question" in the subject line of the e-mail.

4. WCCTAC will make every effort to provide responses to all written questions submitted and will not respond to questions posed by any means other than e-mail. Responses to technical questions may take up to two working days. The WCCTAC Project Manager will post all answers to any questions and copies of any requested document, she deems relevant and appropriate on the WCCTAC website (www.wcctac.org) and available to all interested Consultants.

SECTION 8: CONSULTANT SELECTION PROCESS

WCCTAC staff will administer the Consultant selection process.

The following criteria will be used to evaluate proposals and to select a consultant team:

1. Approach to the project and work scope with demonstrated clear understanding and creative approaches to project's tasks;
2. Demonstrated ability on past projects to managing project scope, schedule and budget to deliver projects expeditiously;
3. Qualifications and experience of the Consultant(s), the designated project manager and key staff in similar undertakings;
4. Demonstrated experience of key staff with nexus studies, transportation mitigation fee programs including their strategic plans and legal requirements, and local and/or West County jurisdictions;
5. Proposed management plan, including allocation of resources among tasks and project team members;
6. Quality of the response to this RFP;
7. Satisfaction of previous clients and references from comparable past work within the last 24 months;
8. Cost for services once WCCTAC staff has determined that the Consultant has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required by this RFP.

A panel will evaluate qualification statements and develop a ranking of the most qualified consultants. The panel will include representatives from the WCCTAC TAC, WCCTAC staff and possibly other agencies still to be determined. Members of the panel will not be revealed prior to interviews. WCCTAC staff, after receiving input from the review panel, will bring its recommendation to the WCCTAC TAC and Board.

The review panel will rank the proposals to reflect its assessment of each Consultant's proposal against the evaluation criteria. If, in the panel's assessment, one of the proposals is clearly superior to the others, and if reference checks confirm this assessment, WCCTAC may elect not to interview Consultants. If two or more Consultants are ranked highly, the top two or three most highly ranked teams will be asked to an interview.

Each interviewed Consultant will be ranked to reflect the panel’s assessment of each Consultant’s ability to perform the required scope of services, as evidenced in its response to this RFP, its references and its performance at the interview. The review panel will make a recommendation on the selection of a consultant and will report those findings to WCCTAC TAC at which time the TAC will be asked to recommend to the WCCTAC Board that a contract be entered into with the selected Consultant. The award of the agreement shall be subject to negotiation of all business terms by the WCCTAC Executive Director and legal review and approval by WCCTAC legal counsel. The decision of the WCCTAC Board shall be final.

WCCTAC staff anticipates that it will negotiate with the top ranked Consultant to provide services in accordance with the scope of work herein. At the conclusion of successful negotiations, WCCTAC will enter into a contract with that Consultant. If negotiations with the top ranked Consultant are not successful, WCCTAC may elect to negotiate with the next qualified Consultant in order of numerical ranking.

At its sole discretion, WCCTAC reserves the right to amend this RFP, to withdraw all or a portion of this RFP, to award a contract for only a portion of the scope of work described herein, or to decline to award a contract.

The cost of preparing, submitting, and presenting a proposal is at the sole cost and expense of the Consultant.

Consultants that submit a proposal for, or are selected for, this project shall not be barred from proposing on, or being selected for, the performance of subsequent work for WCCTAC.

SECTION 9: SELECTION PROCESS DATES

KEY DATES	
RFP release:	Tuesday, November 1, 2016
Final day for Submittal of Questions:	Monday, November 14, 2016
Proposal Packages due:	Noon on Thursday, December 15, 2016
Proposal Package Evaluation:	December –January 11
Notification of Interview(s)	Thursday, January 12, 2017
Interviews(tentative):	Wednesday, January 18, 2017 and Thursday, January 19, 2017
WCCTAC TAC Review and Board Action	February 9, 2017 (TAC) February 24,2017 (Board)
Finalize Contract and Notice to Proceed:	February – March 2017

SECTION 10: LIST OF AVAILABLE DOCUMENTS (Posted on WCCTAC's Website)

1. 2015 Draft West County Action Plan
2. 2005 WCCTAC Nexus Study (Update of the STMP)
3. 2006 Model Ordinance
4. 2006 Multiparty Agreement
5. WCCTAC's Standard consulting agreement

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TO: WCCTAC Board

DATE: October 28, 2016

FR: Joanna Pallock, Project Manager

RE: **West County Accesible Transportation Study**

REQUESTED ACTION

Authorize staff to contract with Nelson Nygaard Consulting Services to conduct the West County Accessible Transportation Study with \$75,000 of funds from Measure J Programs 20b and 28b.

DISCUSSION

Background

In June 2016, the WCCTAC Board approved the issuance of an RFP for a study to evaluate transportation programs funded under Measure J that provides service to seniors and people with disabilities. Two Measure J programs will fund the study. Program 20b (*Additional Transportation Services for Seniors and People with Disabilities*) will provide \$25,000 from unexpended FY14-15 funds, and Program 28b (*Subregional Transportation Needs*) will provide \$50,000.

The RFP was circulated in late August and consultant interviews were held in late September. Three consulting firms submitted proposals and all were interviewed by a panel comprised of staff representatives from WCCTAC, CCTA, and MTC. Nelson Nygaard Consulting Services received the highest ranking by the review panel.

Next Steps

Subject to Board approval of the attached resolution, a contract will be signed between the Executive Director and the consultant. Following execution of the contract, WCCTAC staff and the consultant will schedule a kick-off meeting to further define roles, activities, schedules, and products, as well as a reporting process to the WCCTAC Board.

Attachments:

A: Resolution #2016-05

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 2016-05**

**AWARDING A CONSULTING SERVICES CONTRACT TO NELSON NYGAARD
CONSULTING ASSOCIATES AND AUTHORIZING THE WCCTAC EXECUTIVE
DIRECTOR TO EXECUTE THE CONTRACT IN A FORM APPROVED BY
GENERAL COUNSEL, IN THE AMOUNT NOT TO EXCEED \$75,000**

WHEREAS, the West Contra Costa Transportation Advisory Committee (WCCTAC) requires professional services of a qualified consultant to provide management and oversight of an analysis of a study to assess current and future programmatic elements of Measure J 20b funding for the **West County Accessible Transportation Study** (“Project”); and

WHEREAS, WCCTAC staff solicited qualifications for consulting services and evaluated and reviewed responses and proposals from several consulting firms or consultants; and

WHEREAS, in accordance with the California Government Code and other applicable laws, WCCTAC staff carefully reviewed the qualifications and proposals of **NELSON NYGAARD CONSULTING ASSOCIATES** and determined that **NELSON NYGAARD CONSULTING ASSOCIATES** possesses the necessary quality, fitness, capacity, experience and expertise to provide the services sought by WCCTAC; and

WHEREAS, WCCTAC staff negotiated an acceptable and fair price for the consultant’s services; and

WHEREAS, the award of a consulting services agreement is exempt from the California Environmental Quality Act (“CEQA”) in that it is not a discretionary project pursuant to Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15301; and

WHEREAS, WCCTAC staff has verified that **NELSON NYGAARD CONSULTING ASSOCIATES** possesses a valid professional license that qualifies it to perform the services sought by WCCTAC.

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby award a consulting services contract in an amount not to exceed \$75,000, conditioned upon **NELSON NYGAARD CONSULTING ASSOCIATES** timely executing a consulting services agreement, in a form approved by WCCTAC General Counsel, and submitting all required documents, including but not limited to, all required exhibits, executed bonds (if applicable), certificates of insurance, and endorsements, in accordance with the consulting services agreement; and

2. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby direct the Executive Director or his designee to issue a notice of award to **NELSON NYGAARD CONSULTING ASSOCIATES**; and

3. The Executive Director (or his designee) is hereby authorized and directed, on behalf of the Board of Directors of the West Contra Costa Transportation Advisory Committee, to execute a consulting services agreement on behalf of the West Contra Costa Transportation Advisory Committee, in a form approved by the General Counsel, upon timely submission by **NELSON NYGAARD CONSULTING ASSOCIATES** of the signed agreement; and

4. The Executive Director (or his designee) is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of the consulting services agreement and to administer the West Contra Costa Transportation Advisory Committee's obligations, responsibilities and duties to be performed under the agreement.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on October 28, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Sherry McCoy, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kris Kokotaylo, General Counsel

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TO: WCCTAC Board

DATE: October 28, 2016

FR: John Nemeth, Executive Director

RE: Evaluation Criteria for Measure J TLC and OBAG 2 Safe Routes to School grants

REQUESTED ACTION

Approve the evaluation criteria proposed by the WCCTAC-TAC for the Measure J TLC and OBAG 2 Safe Routes to Schools Programs. Approve a guideline for the TLC program that would limit the size of any single award to \$4.5M.

BACKGROUND AND DISCUSSION

On September 25, 2016, CCTA released a joint call for projects for the One Bay Area Grant program (OBAG 2), the Measure J Transportation for Livable Communities (TLC) program, and the Measure J Pedestrian, Bike and Trail Facilities (PBTF) program. Grant applications are due to the Authority by December 9, 2016.

Applications for OBAG 2 competitive funds will be scored by the Authority’s Technical Coordinating Committee, which will make a recommendation to the CCTA Board. A similar process will occur with PBTF funds, where the Countywide Bicycle and Pedestrian Advisory Committee will score applications and make a recommendation to the CCTA Board.

Measure J TLC Criteria

For the Measure J TLC grant program, RTPCs are being asked to evaluate applications and to make funding recommendations to the Authority for projects in their subregion. RTPCs were also provided with suggested scoring criteria by CCTA. In anticipation of the need to review and score applications, and to ensure that the scoring method was transparent prior to the application due date, WCCTAC staff worked with the WCCTAC TAC to assign weights to these criteria. The proposed scoring sheet is included as Attachment A, and staff is seeking the Board’s concurrence.

Each member of the WCCTAC TAC will evaluate TLC applications in West County, except for the applications submitted by one’s own member agency. The scores will be compiled and discussed at a future TAC meeting (currently planned for February 2017), with a funding recommendation coming before the WCCTAC Board (currently planned for March 2017). The WCCTAC Board will then make a final funding recommendation to CCTA.

Staff seeks the WCCTAC Board’s approval of the proposed evaluation criteria and weighting for Measure J TLC funds.

Measure J TLC Guidelines

The guidelines for the Measure J TLC program are included in the call for projects. However, since RTPC's are tasked with making funding recommendations to the Authority they may modify or add guidelines.

While the CCTA has established a maximum funding request of \$4.5M for OBAG 2 competitive grants, it has not placed an upper limit on the size of Measure J TLC grant requests. The WCCTAC TAC, however, has recommended a maximum funding request of \$4.5M for the TLC program as well. With \$11.2M available in TLC funds available to West County, this would ensure that a minimum of three projects would be funded by the TLC program. Staff seeks the WCCTAC Board's approval of the proposed Measure J TLC limit on funding requests.

OBAG 2, Safe Routes to Schools Criteria

The OBAG 2 Program includes some funds for Safe Routes to Schools projects or programs. There is approximately \$880,000 available to WCCTAC to allocate in West County. Like the Measure J TLC Program, RTPCs are being asked to evaluate applications and to make a recommendation to the Authority. Consequently, the development of a funding recommendation for the Safe Routes to Schools funding will follow a similar process as the Measure J TLC program. The TAC will evaluate applications and make a recommendation to the WCCTAC Board, which will make a final recommendation to the Authority.

The TAC recommended scoring criteria for Safe Routes to School funding, drawing on some criteria in the OBAG 2 grant program, and some criteria in the PBTF grant category. Safe Routes to Schools grant program. Staff seeks the WCCTAC Board's approval of the proposed evaluation criteria and weighting for OBAG 2 SRTS funds.

Attachments:

- A: Evaluation Criteria for Measure J TLC Applications
- B: Evaluation Criteria for OBAG 2 Safe Routes to Schools Applications

**DRAFT Measure J Transportation for Livable Communities
WCCTAC Project Scoring Matrix**

Criteria	Scoring	
	Projects	Studies/Plans
1) Achievement CC-TLC Goals		
a) The project helps create walkable and bike-friendly neighborhoods and business districts, with linkages between housing and job centers.	20	20
b) The project promotes innovative solutions, including compact building design and context-sensitive site planning that is integrated within the transportation system	10	10
c) The project helps support affordable housing	10	10
d) The project encourages a mixture of land uses and support a community's development or redevelopment activities	10	10
e) The project provides for a variety of transportation choices to enhance a community's mobility, identity and quality of life	10	10
<hr/>		
2) Readiness The status of the project in the development process: design environmental clearance, right-of-way purchase, and PS&E and any outstanding issues.	20	N/A
3) Local and Policy Support The project is supported by local plans, is integrated with other local efforts, and has support from the general public, WCCTAC, and other relevant agencies	15	35
4) Matching Funds The project includes funding from other sources	5	5
Total	100	100

DRAFT OBAG 2 – Safe Routes to School WCCTAC Project Scoring Matrix

Criteria	Scoring	
	Projects	Program
1) Community of Concern The project or program is located in a community of concern, as defined by MTC/ABAG.	5	15
2) Local and Policy Support The project is supported by local plans, is integrated with other local efforts, and has support from the general public, WCCTAC, and other relevant agencies.	10	20
3) Readiness The status of the project in the development process: design environmental clearance, right-of-way purchase, and PS&E and any outstanding issues.	10	N/A
4) Safety The project addresses a documented or commonly recognized safety deficiency, especially conflicts with motor vehicles	25	25
5) Connectivity The project would eliminate gaps in existing pedestrian or bicycle infrastructure or remove barriers to access, especially as it relates to facilitating trips to school.	20	10
6) Number and Range of Users The project will generate large numbers of walking and biking trips relative to its cost, and will benefit a range of users	20	20
7) Mode Shift to Ped/Bike The project will shift auto trips to walk and/or bicycle trips	10	10
Total	100	100



TO: WCCTAC Board

DATE: October 28, 2016

FR: Leah Greenblat, Project Manager

RE: West County High Capacity Transit Study: Ridership Modeling and Online Survey Development

REQUESTED ACTION

Provide direction to staff regarding ridership modeling and development of an online survey. Review upcoming schedule.

BACKGROUND AND DISCUSSION

The West County High Capacity Transit Study is now approaching two milestones. The scenarios for modeling ridership are being finalized and the consultants are beginning to prepare for the next round of public outreach. These two areas are the focus of this staff report.

Ridership Modeling

The study's work scope calls for six model runs to estimate ridership for the alternatives being considered. At the Board's last meeting, staff sought direction on ridership modeling. Staff recommended two model runs in the medium-range time horizon that include the express bus and bus rapid transit (BRT) improvements. Staff also recommended four model runs for the long-range time horizon that included four different pairings of potential BART stations.

The Board concurred with the staff recommendation and additionally directed staff to meet with the Study Management Group and the WCCTAC TAC to discuss ridership modeling further. Furthermore, the Board identified several questions regarding modeling for staff to follow up on. (The responses to those questions are included following the ridership modeling discussion of this staff report.)

As follow-up to the September Board meeting, on October 6, 2016, the Study Management Group and WCCTAC TAC met with the study's consultant and the ridership-modeling sub-consultant to discuss the proposed modeling approach in more detail.

The modeling consultant explained that it was unlikely that the ridership model would be able to differentiate meaningfully between the proposed station pairings given their relatively close spacing and the gross scale of the model.

It also became clear to meeting participants that it is much too early to select BART stations at this stage of what would be a long project development process. The purpose of this study is to evaluate alternatives as broad investments, so that the Board can determine which projects it may wish to develop further. In the case of BART, the stations included in model runs allow for a realistic assessment but do not represent a decision about where future

stations would be located. In short, the stakes for choosing which potential BART stations to include in the models run are much lower than some may have assumed.

As part of its discussion, the SMG and TAC also expressed an interest in having a model run that looked at a long-range future scenario without a BART extension, but with fully developed Express Bus and BRT alternatives. This suggested model run would then provide a comparison between a future with and without a BART extension.

Given all of this information, the SMG and TAC recommend that the Board make an adjustment to the previously proposed long-range modelling runs. The SMG and TAC recommend that Runs 1-4 remain the same. As the Board previously directed, Model Runs 1 and 2 would analyze medium term improvements (i.e., 5 to 15 years), which includes any short-term service improvements along with medium term Express Bus and BRT project improvements. Also, as before, the next two model runs would focus on the long term (i.e., 15+ years) and include both medium term improvements and a BART extension. Model Run 3 would look at potential BART stations at Contra Costa College, Richmond Parkway Transit Center and the Hercules Transit Center, while Model Run 4 would include potential BART stations at Hilltop Mall, Appian Way and the Hercules Transit Center.

The previous approach focused Model Runs 5 and 6 on long-range scenarios with other combinations of these same potential BART Stations. The new proposal would use Model Run 5 for a long-range scenario with Express Bus and BRT, but without BART. It would leave the last model run unassigned at this time.

The SMG and TAC agreed it would be a better use of available resources not to have four model runs involving various BART station combinations, since the results might be too similar to draw any distinct conclusions. Each model run costs approximately \$10,000. If a sixth run ended up not being needed, then the funds could be redirected elsewhere within the study - likely to supplement outreach efforts.

The table below summarizes the Board's prior action and the new recommendation by the SMG, TAC and staff.

Model Run	Board Direction and Staff Recommendation 9/23/16	SMG, WCCTAC TAC and Staff Revised Recommendation	Recommended to Change?
Run 1	Short term, medium term with Express Bus and BRT	Short term, medium term with Express Bus and BRT	No
Run 2	Short term, medium term with Express Bus and BRT	Short term, medium term with Express Bus and BRT	No
Run 3	Short term, medium term, and long term with Express Bus, BRT and BART stations at CC College, Richmond Prkwy Transit Center and Hercules Transit Center	Short term, medium term, and long term with Express Bus, BRT and BART stations at CC College, Richmond Prkwy Transit Center and Hercules Transit Center	No
Run 4	Short term, medium term, and long term with Express Bus, BRT and BART stations at Hilltop Mall, Appian Way and Hercules Transit Center	Short term, medium term, and long term with Express Bus, BRT and BART stations at Hilltop Mall, Appian Way and Hercules Transit Center	No
Run 5	Short term, medium term, and long term with Express Bus, BRT and BART stations at CC College, Hilltop Mall and Hercules Transit Center	Short term, medium term, and long term with Express Bus, and BRTs (no BART)	Yes
Run 6	Short term, medium term, and long term with Express Bus, BRT and BART stations at CC College, Appian Way and Hercules Transit Center	TBD	Yes

Responses to Board's Ridership Modeling Questions

1. *Articulate the purpose of model runs*

Specifically, the model output will feed into the evaluation stage of the five alternatives. More broadly, the model runs should provide one source of useful information for the Board to consider whether or not it wishes to advance alternatives to the next stage of analysis.

2. *Explain ridership methodology to SMG and TAC*

This occurred at their joint meeting on October 6.

3. *Can parking be reduced at Destination Stations like Contra Costa College or Hilltop Mall?*

Demand for parking is unconstrained in the model. The model looks at land use and the transportation network when evaluating ridership and determining mode of arrival to a station. If these factors lend themselves to modal shifts that will reduce parking demand and the model output will reflect this.

4. *Are the number of parking spaces adjusted based on the station location, e.g. if people need to drive to the station or if the station is walkable?*

See response to question #3.

5. *How does parking impact ridership modeling?*

See response to question #3

6. *Ridership modeling should provide the length of a trip (e.g. short, medium or long). Provide some analysis of these different trip lengths.*

The model output will be able to determine trip length. The longer the trip, the more suitable for rail investment provided there is adequate demand.

7. *Determine if there is a net ridership increase (i.e. not just people who already ride BART getting on at another station)*

Total transit ridership as well as net new trips will be determined.

Preparations for Next Online Survey

This study's scope of work calls for soliciting public input throughout, but also focusing that effort at two key stages. Throughout the course of the study, a website has been available to provide access to technical memos and presentations, as well as to receive public comment. During the first round of public outreach, in addition to the public workshops, there was a concurrent online survey. That survey asked questions focusing on respondents' travel patterns and behaviors and the responses provided information that was considered as the Board reduced the number of initial alternatives from eight to five.

As we reported previously, the second round of public input will include presentations at local council meetings and informational poster boards located at key locations throughout West County. Additionally, the last online survey is scheduled for this second round.

To develop this next online survey, staff identified some subject areas and possible questions, which the TAC reviewed at its October 13 meeting. Staff is now seeking the Board's input and suggestions. These are summarized below (in no particular order). Please note these concepts for questions will be further refined with the survey consultant.

- a. How do you typically travel to work or school? (Asked in Round 1 survey)
- b. When traveling outside West County, what areas do you most frequently visit? (Asked in Round 1 survey)
- c. Would you ride commuter rail if your ticket price were reduced from \$X to \$Y between Richmond and Martinez, Richmond and Emeryville, etc.?
- d. If funding were available right now, what would be your top transit priorities (select your top 4 priorities):
 - a. Faster local bus service
 - b. More frequent express service
 - c. Faster express bus trips
 - d. Subsidizing rides on Capitol Corridor to Martinez, Oakland, Emeryville and Berkeley
 - e. Continue to advance a BART extension from Richmond via property acquisition and environmental studies
- e. By the year 2040/In 25 years, does your image of our transportation future include a BART extension from Richmond to Hercules?
- f. Big changes in transportation take time and money. If you were in charge of the budget, what percentage of funds would you set aside to improve transit today (e.g., more frequent bus service, longer hours of bus service) vs. funds for long-term improvements like a BART extension to Hercules?
- g. Twenty five years from now, in the morning, if you had the choice of riding an Express Bus from your West County residence that took you closer to your destination or

riding a BART train from a nearby town to destination from which you'd need to walk to your final destination, which would you choose and why?

- h. If X new service became available, would you ride it?
- i. Zip code, age, income, ethnicity (Asked in Round 1 survey)

Upcoming Schedule Highlights

The schedule below presents the upcoming study tasks. Please note that prior to the Board meetings, the WCCTAC TAC and SMG will review draft versions of these materials.

Timeframe	Topics
October 28 Board Meeting	Review Revised Modeling Request and provide input on on-line Survey
December 9 Board Meeting	Review Refined Alternatives (Tech Memo #11), On-Line Survey, and Display Board
January 27 Board Meeting	Review Ridership (Tech Memo #12), Refined Cost Estimates (Tech Memo #13), and Tier 2 Screening (Tech Memo #15)
Mid/Late Feb thru March	Council Presentations, Information Display Boards Posted, Online Survey Available
March 24 Board Meeting	Review of Tech Memo #14 Funding, Strategic Plan, and summary of early city council presentations
April 28 Board Meeting	Review survey results, final city council presentations, and Draft Final Plan (Task #16)
May 26 Board Meeting	Adopt Final Plan

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WCCTAC

West Contra Costa Transportation Advisory Committee

El Cerrito

October 12, 2016

Hercules

Mr. Randell Iwasaki, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek CA 94597

Pinole

RE: WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on September 23, 2016, took the following actions that may be of interest to CCTA:

1. Update on the West County High Capacity Transit Study.

San Pablo

The WCCTAC Board heard a presentation from staff on how the Study will approach ridership modeling and obtained Board concurrence.

2. Update on the I-80 Smart Corridor Project

Contra Costa
County

David Man, from Caltrans District 4, reviewed the status of the I-80 Smart Corridor project and provided some early data on the project's impact.

3. OBAG 2 and Measure J Call for Projects

AC Transit

Staff gave presentation on the various components of the upcoming Call for Projects under OBAG 2 and Measure J TLC and PBTF.

4. Fiscal Year 2015 and 2016 Audits

BART

The Board heard an update on the FY2015 and FY2016 WCCTAC audits. The goal is to have the FY2015 audit completed by December 2016, and the FY2016 audit completed in the spring of 2017.

Sincerely,

WestCAT



John Nemeth
Executive Director

cc: Tarienne Grover, CCTA; John Cunningham, TRANSPAC; Jamar Stamps, TRANSPLAN; Lisa Bobadilla, SWAT

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ACRONYM LIST. Below are acronyms frequently utilized in WCCTAC communications.

ABAG: Association of Bay Area Governments
ACCMA: Alameda County Congestion Management Agency (now the ACTC)
ACTC: Alameda County Transportation Commission (formerly ACCMA)
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CMAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTPL: Comprehensive Transportation Project List
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITC or HITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective
NEPA: National Environmental Policy Act

O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PBTF- Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Office
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STARS: Sustainable Transportation Analysis & Rating System
STIP: State Transportation Improvement Program
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee