



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
MAY 18, 2018 – 9:00 AM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, May 18, 2018 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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SECTION I: OPEN SESSION

CALL TO ORDER at 9:08 AM by Chair McPherson.

ROLL CALL: The following Directors were **present**, representing a quorum:

Director Ed Bottorff	City of Capitola
Director Trina Coffman-Gomez	City of Watsonville
Director Jimmy Dutra	City of Watsonville AR 9:20AM
Director Norm Hagen	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Davon Thomas	UC Santa Cruz
Vacant Ex-Officio Director	Cabrillo College

Directors Chase and Leopold were absent.

STAFF PRESENT:

Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Heather Adamson, AMBAG	Joan Jeffries, SEIU
Angela Aitken, METRO	Zach McDaniel, Cabrillo College
Felipa de Leon, Commission on Disabilities	Daniel Zaragoza, METRO
Mitch Doukas, METRO	

ANNOUNCEMENTS

Chair McPherson introduced Carlos Landaverry and his Spanish Language interpretation services. He announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Lynn Dunton. Watsonville's City Technician is Mr. Suryel Vasquez

BOARD OF DIRECTORS COMMENTS

Director Rotkin, after experiencing the commute to Watsonville this morning, stressed the importance of bringing public awareness to traffic congestion during commute hours.

Chair McPherson is unaware of any current or pending state legislation; however, METRO may want to investigate the feasibility of a bus/HOV lane on Highway 1.

Hearing no further comments, Chair McPherson moved to the next agenda item.

COMMUNICATIONS TO THE BOARD OF DIRECTORS

Ms. Felipa de Leon advised the assembly that a letter would be forthcoming from two ParaCruz riders who were unable to get their PC tickets as the information booth was closing early on the day they stopped by. She asked that the booth have longer operating hours.

Chair McPherson and Director Rotkin asked staff to investigate and report findings at a future board meeting.

Hearing no further comments, Chair McPherson moved to the next item.

COMMUNICATIONS FROM MAC

Having none, Chair McPherson moved to the next item.

LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, representing Bus Operators and ParaTransit, spoke of the perceived lack of communication and process between HR and METRO employees in response to complaints. He stressed the continued need to work on communication and process.

Michael Rios, PSA-SEIU, and Joan Jeffries, SEA-SEIU, introduced themselves. Referring to agenda item 18, Ms. Jeffries provided a copy of a June 12, 2015 staff report as an example of how CEO performance evaluations had been previously handled. Using this example, she requested the board consider publishing the proposed employment agreement amendments in advance of the meeting to allow time for public input. Chair McPherson requested that Gina Pye scan and provide copies of Ms. Jeffries' handout to the Board. (See attached.)

Hearing no further comments, Chair McPherson moved to the next item.

ADDITIONAL DOCUMENTATION

Having none, Chair McPherson moved to the next item.

CONSENT AGENDA

- 9-01 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS
- 9-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF APRIL 2018
- 9-03 ACCEPT AND FILE: MINUTES OF THE APRIL 27, 2018 BOARD OF DIRECTORS MEETING

- 9-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO PERSONNEL/ HUMAN RESOURCES STANDING COMMITTEE MEETING OF MAY 1, 2018
- 9-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING OF MAY 10, 2018
- 9-06 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES JANUARY – MARCH 2018
- 9-07 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2018
- 9-08 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY18
- 9-09 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES NOT TO EXCEED \$124,149
- 9-10 APPROVE: CONSIDERATION OF A CONTRACT AMENDMENT WITH THE LAW FIRM OF HOWIE & SMITH LLP, IN AN AMOUNT NOT TO EXCEED \$50,000
- 9-11 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CAL ELITE BUILDERS FOR PURCHASE AND INSTALLATION OF A GENERATOR NOT TO EXCEED \$184,800
- 9-12 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT EXTENDING THE CONTRACT WITH FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES, INCREASING THE CONTRACT TOTALLY BY \$255,308

There was no public comment.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.

REGULAR AGENDA

10. PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR MITCHELL DOUKAS

Bruce McPherson, Board Chair, welcomed Mr. Doukas and thanked him for his service. Mr. Doukas thanked his fellow employees and spoke of his family's employment longevity with METRO and said he plans to stay with METRO.

11. PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTIONS FOR GILLIAN McGLAZE AND DOUGLAS VEST

Bruce McPherson, Board Chair, congratulated Ms. McGlaze on her 30 years of service.

Ms. McGlaze thanked Director Rotkin for presenting her with the plaque. She summarized her work experiences with METRO since 1985, acknowledging various members of METRO staff.

ACTION: MOTION TO APPROVE THE RETIREMENT RESOLUTIONS FOR GILLIAN McGLAZE AND DOUGLAS VEST AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.

12.CEO ORAL REPORT

- HR Manager, Jolene Church, introduced Dawn Crummie, METRO's new HR Assistant Manager, to the assembly. Ms. Crummie thanked the assembly.
- Alex Clifford, CEO/General Manager, provided an oral update of various subjects, including:
 - Thanking the board members who attended and participated in the recent UCSC articulated bus media event on May 16 He praised Barrow Emerson, Planning and Development Manager, and his team for their hard work, which contributed to the success of the event!
 - Invited the board to the May 31, SB1 and Measure D media event to celebrate the purchase of ParaCruz cutaway vans, new buses, etc.
 - Reminded the assembly of the June 23 – 26, 2018 APTA Universities Conference at the Scotts Valley Hilton, which includes a welcome reception on June 24.
 - Congratulated Director Dutra on his successful completion of the USC's master's program.
 - Updates on various federal and state funding programs. Nationwide increases are anticipated.
 - Internal Promotions:
 - 5/17/18– Lucas Iriguchi - Facilities Maintenance Worker I to Facilities Maintenance Worker II
 - 5/3/18 – Maritza Mendoza - Dispatch/Scheduler to Admin Assistant Supervisor
 - 5/3/18 – Rina Solorio - Admin Assistant Supervisor to Purchasing Assistant
 - 5/3/18 – Heather Forshner- Jensen - Customer Service Representative to Customer Service Coordinator
 - 4/16/18 – Adrian Jimenez – Paratransit Operator to Bus Operator
 - 4/5/18 – Stefan Woliczko - Facilities Maintenance Worker II to Sr. Facilities Maintenance Worker

Chair McPherson congratulated CEO Clifford on his various professional achievements, including the recognition by the California Transit Association (CTA) Small Operators Award.

There was no public comment.

13. ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MARCH 31, 2018

Angela Aitken, Finance Manager, provided commentary to the presentation. Slide 13A.13 is a new slide that provides additional insight into METRO's financial status.

Various opinions were expressed regarding ballot measures on the June and November ballots and the potential negative impact to transit agencies, cities and counties alike and how it would affect infrastructure.

Discussion between METRO staff and various Directors regarding overtime, work/life balance, CalPERS contributions, METRO's reserve policy and the reserve "buckets" ensued. Staff will provide Director Coffman-Gomez with a full report addressing these issues and aim for a presentation to the full board at the August board meeting.

Public comment:

Mr. Montesino cautioned the assembly regarding possible challenges METRO could face as senior Operators retire and the lack of Operators willing to take on the extra work.

MOTION TO ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MARCH 31, 2018 AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.

14. CONSIDERATION OF SANTA CRUZ METRO'S FY19 AND FY20 OPERATING BUDGETS, FY19 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 22, 2018

Angela Aitken, Finance Manager, provided commentary to the presentation and alerted the board of a potential debt to the IRS of approximately \$250K - \$500K, brought to the attention of METRO through an IRS audit and change in reporting procedure(s). METRO has been notified of an increase of 18-25% to our medical insurance costs after the first of the calendar year.

CEO Clifford noted the planned addition of two Bus Operator FTEs between FY19 and FY20, dependent upon the November ballot outcome.

Chair McPherson congratulated staff for filling the reserve buckets and expressed appreciation for the stability this represents to the service provided to the community, etc. CEO Clifford said a number of options to replenish reserve buckets and the capital operating budget will be presented to the board later in the year. He also asked the board to review the current reserve fund policy to ensure their continued agreement with the current approach.

Director Dutra added his support for reserve funding as presented and the job well done by staff.

Director Lind acknowledged the continuing need to meet matching funds and replace 62 buses.

Director Rotkin asked staff to add the total number(s) to the membership slide in future presentations.

MOTION TO APPROVE SANTA CRUZ METRO'S FY19 AND FY20 OPERATING BUDGETS, FY19 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 22, 2018 AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.

There was no public comment.

15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel, announced the closed session topic: Public Employee Performance Evaluation Pursuant to Government Code Section 54957(B)(1), Conference with Labor Negotiator Pursuant to Government Code Section 54957.6.

Agency Designated Representative: Bruce McPherson, Board Chair

Title/Unrepresented Employee: Alex Clifford, CEO/General Manager

General Counsel Sherman noted there would be a return to open session to discuss potential actions, provided the evaluation is completed by the board today.

Public comment:

Mr. Montesino thanked CEO Clifford for establishing a monthly meeting to work on communication, saying he would be available to discuss issues.

Recessed to Closed Session at 10:37AM

Reconvened to Open Session at 11:53AM

Chair McPherson and Director Rotkin acknowledged the previous public comments regarding input into the CEO evaluation process, stated that the proposed third amendment was available for the public's review, the board would be moving forward with discussion of the proposed amendments at today's meeting, but would be setting up a meeting with the unions in the near future to discuss the process.

Chair McPherson recessed at 11:55AM to allow the public time to review the third amendment to the CEO's employment agreement.

Reconvened to Open Session at 12:01PM.

Public comment:

Mr. Montesino reminded the assembly that the employees have not received COLA or wage increases for nearly four years.

Ms. Jeffries expressed disappointment with the board's decision to move forward with discussion of the proposed amendments at today's meeting; however, she did say she looked forward to future communication between management and the unions.

Numerous directors acknowledged and thanked the CEO for his excellent performance. Director Rotkin provided an oral summary of the proposed amendment, which amendment reflects a step increase in the CEO's compensation; other METRO employees have not been denied step increases.

Director Rotkin also noted the CEO Ad Hoc Committee would be meeting in the near future to establish future goals and objectives.

MOTION TO APPROVE THE THIRD AMENDMENT TO THE CEO'S EMPLOYMENT AGREEMENT AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR ROTHWELL

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.

CEO Clifford thanked the board for their part in the process, which has led to quality policy decisions and said he looks forward to another four years with METRO. He acknowledged all METRO staff for their assistance over the years.

Chair McPherson announced the next meeting: Friday, June 22, 2018 at 9:00AM at the Santa Cruz City Chambers, 809 Center Street, Santa Cruz and adjourned the meeting at 12:08PM.

Respectfully submitted,

Gina Pye
Executive Assistant

*Example of how amendments to CEO/GM Employment Agreements
have traditionally been handled going back over 14 years*

*Santa Cruz Metropolitan
Transit District*

DATE: June 12, 2015
TO: Board of Directors
FROM: Dene Bustichi, Chairman of the Board of Directors
SUBJECT: CONSIDERATION OF ADOPTION OF THE FIRST AMENDMENT TO
THE EMPLOYMENT AGREEMENT WITH THE CHIEF EXECUTIVE
OFFICER/GENERAL MANAGER



I. RECOMMENDED ACTION

That the Board of Directors authorize the Board Chairman to sign the First Amendment to the Employment Agreement with the Santa Cruz Metropolitan Transit District Chief Executive Officer/General Manager as follows: Effective May 7, 2015, (1) As required in the CEO's employment Agreement, adjust his salary to step three (3) of the wage scale, as noted in Attachment B of this report, AND (2) Increase his annual leave accruals from twenty (20) days/year to twenty-three (23) days/year, the maximum accrual as reflected in the Management Compensation Plan

II. SUMMARY

- On May 22, 2015 the Board of Directors conducted the annual performance review of the Chief Executive Officer/General Manager (CEO).
- Based on those discussions, the Board Chairman is recommending a salary increase and an increase in annual leave accruals for the CEO.
- Government Code section 3511.2 requires that any salary increases for Executives be authorized in open session.
- The CEO's Employment Agreement requires that upon satisfactory performance, he shall advance to the next step in the range on his Anniversary Date.
- Based on the Board's review of excellent performance, this action will authorize the Board Chairman to execute an amendment to the Employment Agreement with Alexander D. Clifford, CEO/General Manager, effective May 7, 2015, to increase his salary to Step 3 of the salary grade for this position (Attachment B) and to increase his annual leave accruals to 23 days/year, the maximum accrual as reflected in the Management Compensation Plan.

III. DISCUSSION/BACKGROUND

On March 13, 2015 and May 22, 2015, the Board of Directors discussed the performance of the CEO. The discussions occurred in closed session. Based on the discussions, it was determined the CEO's performance in his first year on the

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Board of Directors

June 12, 2015

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job to be exceptional, exceeding the minimum "satisfactory performance" requirement for advancing to the next step in the salary range, as reflected in the CEO Employment Agreement, Section 4 - Compensation. The CEO's Employment Agreement requires that upon satisfactory performance, he shall advance to the next step in the range on his Anniversary Date. Therefore, the Board Chairman is recommending that effective May 7, 2015, the CEO's Anniversary Date, a salary increase for the CEO to Step 3, as reflected in Attachment B (salary schedule effective 06/19/2014), and, that the CEO's annual leave accrual be increased from 20 days/year to 23 days/year, the maximum accrual as reflected in the Management Compensation Plan.

In order for the increase to be effective, the Board must approve the Contract Amendment in open session. Government Code section 3511.2 prohibits contracts between local agencies and their executives that include automatic salary increases, which exceed the cost-of-living adjustments. As a result, any salary increases related to the CEO's employment must be specifically approved by the Board of Directors as part of a regular meeting in open session.

This action will authorize the Board Chairman to enter into an Amendment to the Employment Agreement with the CEO, to authorize the compensation step increase and additional annual leave accruals to become effective May 7, 2015, the CEO's Anniversary Date.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The funding for this action in the amount of \$9,231/year will be partially offset by FY15 favorable Operating budget variance for the remainder of FY15 and will be budgeted in FY16, as well as the additional fringe costs, estimated to be \$3,100.

V. ALTERNATIVES CONSIDERED

- Do not approve the salary increase and the additional annual leave days. This action is not recommended as the Employment Agreement with the CEO requires an annual step adjustment upon satisfactory performance.

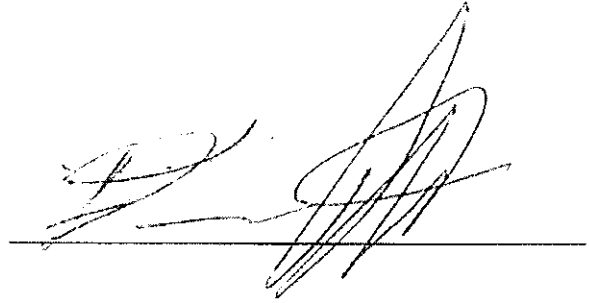
VI. ATTACHMENTS

Attachment A: First Amendment to CEO/General Manager's Employment Agreement

Attachment B: Management Compensation Plan effective 6/19/2014 and 6/18/2015

VII. APPROVALS:

Dene Bustichi,
Chairman of the Board of Directors



Attachment A

Attachment - DISTRIBUTED BY J JEFFRIES AT 5/18/18 BOARD MEETING

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This First Amendment to an employment agreement made and entered into on June 12, 2015, by and between the Santa Cruz Metropolitan Transit District (hereinafter referred to as "SC METRO") and Alexander D. Clifford (hereinafter referred to as "Employee").

I. RECITALS

- 1.1 SC METRO and Employee entered into an Employment Agreement (Agreement) on March 28, 2014 for a five year term.
- 1.2 The Agreement allows for amendment upon mutual written consent.
- 1.3 SC METRO and Employee desire to amend the Agreement to increase the Compensation of Employee.

Therefore, SC METRO and Employee amend the Agreement as follows:

II. COMPENSATION

- 2.1 SECTION 4 – COMPENSATION of the Agreement is amended as follows:

"Commencing May 7, 2015 (Anniversary Date), Employee shall be paid at Step 3 of the salary range established for the position of CEO/General Manager."

III. VACATION.

- 3.1 SECTION 5 – VACATION of the Agreement is amended as follows:

"Commencing May 7, 2015, Employee shall accrue an additional 3 days of vacation leave per year for a total of 23 vacation days per year."

IV. REMAINING TERMS AND CONDITIONS

- 4.01 All other provisions of the Agreement that are not affected by this Amendment shall remain unchanged and in full force and effect for the remainder of the term of the Agreement.

IN WITNESS WHEREOF, the undersigned have executed this First Amendment to the Agreement.
Dated this ___ day of June, 2015, at Santa Cruz, California.

Employee:

Santa Cruz Metropolitan Transit District

Alexander D. Clifford

Dene Bustichi
Chair, Board of Directors

Approved as to Form:



Leslyn K. Syren, District Counsel

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5/18/18
BOARD
MEETING

Attachment B

MANAGEMENT
HOURLY RATES SCHEDULE

REVISED

Effective 06/19/2014
Corrected - 06/17/13
Updated - 03/28/14
Updated - 08/22/14
Updated - 12/12/14
Updated - 2/13/15

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	84.54	88.76	93.20	97.86	102.75	107.90
District Counsel	65.08	68.33	71.75	75.34	79.10	83.07
Chief Operations Officer *****	56.33	59.15	62.11	65.22	68.48	71.91
Operations Manager	51.21	53.77	56.47	59.29	62.26	65.37
Maintenance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Finance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Planning and Development Manager +++++	51.21	53.77	56.47	59.29	62.26	65.37
Human Resources Manager	46.13	48.43	50.86	53.41	56.07	58.87
Information Technology Manager	46.13	48.43	50.86	53.41	56.07	58.87
Marketing, Communications and Customer Service Manager +	46.13	48.43	50.86	53.41	56.07	58.87
Purchasing Manager**	46.13	48.43	50.86	53.41	56.07	58.87
Senior Database Administrator	41.24	43.31	45.47	47.75	50.12	52.63
Asst. Manager of Information Technology *	41.24	43.31	45.47	47.75	50.12	52.63
Assistant Finance Manager	38.54	40.46	42.48	44.60	46.84	49.18
Assistant HR Manager	38.54	40.46	42.48	44.60	46.84	49.18
Fixed Route Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Paratransit Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Project Manager	38.54	40.46	42.48	44.60	46.84	49.18
Facilities Maintenance Manager	37.45	39.33	41.29	43.35	45.53	47.80
Database Administrator	35.62	37.41	39.28	41.24	43.31	45.47
Safety, Security and Risk Manager ***+++	35.62	37.41	39.28	41.24	43.31	45.47
Assistant Superintendent ++	32.20	33.81	35.50	37.28	39.14	41.10
Executive Assistant *****	30.17	31.68	33.26	34.92	36.68	38.52

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Assistant per BOD Action Aug 22, 2014

***** Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

+ Replaced Planning and Marketing Manager with **Marketing, Communications and Customer Service Manager** per BOD action Feb 13, 2015

++ Changed position title from Assistant Paratransit Superintendent to **Assistant Superintendent** per BOD action Feb 13, 2015

+++ Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

8-01B.1

Attachment B

Attachment -
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5/18/18
BOARD
MEETING

MANAGEMENT MONTHLY RATES SCHEDULE

REVISED

Effective 06/19/2014
Corrected - 06/17/13
Updated - 03/28/14
Updated - 08/22/14
Updated - 12/12/14
Updated - 2/13/15

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,654	15,385	16,155	16,962	17,810	18,703
District Counsel	11,281	11,844	12,437	13,059	13,711	14,399
Chief Operations Officer *****	9,764	10,253	10,766	11,305	11,870	12,464
Operations Manager	8,876	9,320	9,788	10,277	10,792	11,331
Maintenance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Finance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Planning and Development Manager +++++	8,876	9,320	9,788	10,277	10,792	11,331
Human Resources Manager	7,996	8,395	8,816	9,258	9,719	10,204
Information Technology Manager	7,996	8,395	8,816	9,258	9,719	10,204
Marketing, Communications and Customer Service Manager +	7,996	8,395	8,816	9,258	9,719	10,204
Purchasing Manager**	7,996	8,395	8,816	9,258	9,719	10,204
Senior Database Administrator	7,148	7,507	7,881	8,277	8,687	9,123
Asst. Manager of Information Technology *	7,148	7,507	7,881	8,277	8,687	9,123
Assistant Finance Manager	6,680	7,013	7,363	7,731	8,119	8,525
Assistant HR Manager	6,680	7,013	7,363	7,731	8,119	8,525
Fixed Route Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Paratransit Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Project Manager	6,680	7,013	7,363	7,731	8,119	8,525
Facilities Maintenance Manager	6,491	6,817	7,157	7,514	7,892	8,285
Database Administrator	6,174	6,484	6,809	7,148	7,507	7,881
Safety, Security and Risk Manager ***++++	6,174	6,484	6,809	7,148	7,507	7,881
Assistant Superintendent ++	5,581	5,860	6,153	6,462	6,784	7,124
Executive Assistant *****	5,229	5,491	5,765	6,053	6,358	6,677

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

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+++ Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

8-01B.2

Attachment B

Attachment -
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BOARD
MEETING

MANAGEMENT HOURLY RATES SCHEDULE

REVISED

Effective 06/18/15
Updated - 06/17/14
Updated - 08/22/14
Updated - 12/12/14
Updated - 02/13/15
Updated - 2/13/15

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	86.23	90.54	95.06	99.82	104.81	110.06
District Counsel	66.38	69.70	73.19	76.85	80.68	84.73
Chief Operations Officer *****	57.46	60.33	63.35	66.52	69.85	73.35
Operations Manager	52.23	54.85	57.60	60.48	63.51	66.68
Maintenance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Finance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Planning and Development Manager ++++	52.23	54.85	57.60	60.48	63.51	66.68
Human Resources Manager	47.05	49.40	51.88	54.48	57.19	60.05
Information Technology Manager	47.05	49.40	51.88	54.48	57.19	60.05
Marketing, Communications and Customer Service Manager +	47.05	49.40	51.88	54.48	57.19	60.05
Purchasing Manager**	47.05	49.40	51.88	54.48	57.19	60.05
Senior Database Administrator	42.06	44.18	46.38	48.71	51.12	53.68
Asst. Manager of Information Technology *	42.06	44.18	46.38	48.71	51.12	53.68
Assistant Finance Manager	39.31	41.27	43.33	45.49	47.78	50.16
Assistant HR Manager	39.31	41.27	43.33	45.49	47.78	50.16
Fixed Route Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Paratransit Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Project Manager	39.31	41.27	43.33	45.49	47.78	50.16
Facilities Maintenance Manager	38.20	40.12	42.12	44.22	46.44	48.76
Database Administrator	36.33	38.16	40.07	42.06	44.18	46.38
Safety, Security and Risk Manager ***+++	36.33	38.16	40.07	42.06	44.18	46.38
Assistant Superintendent ++	32.84	34.49	36.21	38.03	39.92	41.92
Executive Assistant *****	30.77	32.31	33.93	35.62	37.41	39.29

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Assistant per BOD Action Aug 22, 2014

***** Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

+ Replaced Planning and Marketing Manager with **Marketing, Communications and Customer Service Manager** per BOD action Feb 13, 2015

++ Changed position title from Assistant Paratransit Superintendent to **Assistant Superintendent** per BOD action Feb 13, 2015

+++ Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

8-01B.3

Attachment -
DISTRIBUTED
BY
J JEFFRIES AT
5/18/18
BOARD
MEETING

Attachment B

MANAGEMENT MONTHLY SALARY SCHEDULE

REVISED

Effective 06/18/15
Updated - 06/17/14
Updated - 08/22/14
Updated - 12/12/14
Updated - 02/13/15
Updated - 2/13/15

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,947	15,694	16,477	17,302	18,167	19,077
District Counsel	11,506	12,081	12,686	13,321	13,985	14,687
Chief Operations Officer *****	9,960	10,457	10,981	11,530	12,107	12,714
Operations Manager	9,053	9,507	9,984	10,483	11,008	11,558
Maintenance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Finance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Planning and Development Manager ++++	9,053	9,507	9,984	10,483	11,008	11,558
Human Resources Manager	8,155	8,563	8,993	9,443	9,913	10,409
Information Technology Manager	8,155	8,563	8,993	9,443	9,913	10,409
Marketing, Communications and Customer Service Manager +	8,155	8,563	8,993	9,443	9,913	10,409
Purchasing Manager**	8,155	8,563	8,993	9,443	9,913	10,409
Senior Database Administrator	7,290	7,658	8,039	8,443	8,861	9,305
Asst. Manager of Information Technology *	7,290	7,658	8,039	8,443	8,861	9,305
Assistant Finance Manager	6,814	7,153	7,511	7,885	8,282	8,694
Assistant HR Manager	6,814	7,153	7,511	7,885	8,282	8,694
Fixed Route Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Paratransit Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Project Manager	6,814	7,153	7,511	7,885	8,282	8,694
Facilities Maintenance Manager	6,621	6,954	7,301	7,665	8,050	8,452
Database Administrator	6,297	6,614	6,945	7,290	7,658	8,039
Safety, Security and Risk Manager ***+++	6,297	6,614	6,945	7,290	7,658	8,039
Assistant Superintendent ++	5,692	5,978	6,276	6,592	6,919	7,266
Executive Assistant *****	5,333	5,600	5,881	6,174	6,484	6,810

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++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

8-01B.4