



VICTOR VALLEY TRANSIT AUTHORITY

*representing the communities of Adelanto, Apple Valley, Hesperia,
Victorville, Barstow and San Bernardino County*

PERSONNEL COMMITTEE MEETING AGENDA

May 20th, 2019, 9:00 am

Barstow City Council Chambers

220 East Mountain View Street, Barstow, CA 92311

1. Review of the US Bureau of Labor Statistics March 2019 Consumer Price Index (CPI).
Recommendation: Committee to provide recommendation to the VVTA Board for discussion and action.
2. Replacement for Vacant Customer Service Position Due to Resignation.
Recommendation: Recommend to the Board for consideration of a step and level for the Customer Service Position.

The Personnel Committee meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 x112, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTA phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA.

Further Personnel Committee meetings will be scheduled as needed or recommended. Agenda posted: Friday May 10, 2019.

VICTOR VALLEY TRANSIT AUTHORITY – PERSONNEL COMMITTEE

AGENDA MATTER

Review of the US Bureau of Labor Statistics March 2019 Consumer Price Index (CPI).

SUMMARY STATEMENT

At its November 19, 2018 meeting, the VVTA Board approved the updated Personnel Policies to include an annual Cost of Living Adjustment (COLA) for VVTA staff. The following is the excerpt from that approved policy:

“6. COST OF LIVING ADJUSTMENT

A Cost of Living adjustment based on the Consumer Price Index (CPI) shall be included in the VVTA annual budget. To that end, each year, no later than April, staff will present the CPI report to the Board for review and a determination for an amount to be included in the following year VVTA budget along with an adjustment to the salary range table. Adjustments will become effective July 1 of each year commencing in 2019.”

According to the US Bureau of Labor Statistics, the Consumer Price Index for March was 2.7%. This translates to \$42,230.07 and represents less than 1/10th of 1% to the overall VVTA FY 19-20 proposed budget.

This item is not scheduled for review by any other policy committee or technical advisory committee. VVTA Counsel has reviewed this item.

Continued

RECOMMENDED ACTION

Committee to provide recommendation to the VVTA Board for discussion and action.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	TBD	May 20, 2019	1

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Review of the US Bureau of Labor Statistics March 2019 Consumer Price Index (CPI).

SUMMARY STATEMENT

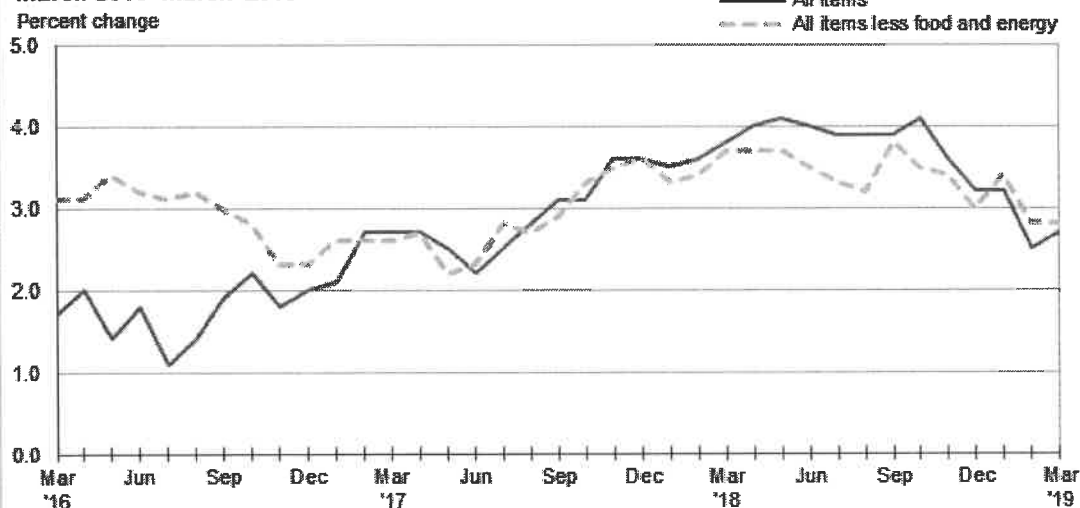
Consumer Price Index, Los Angeles area – March 2019

Area prices were up 0.6 percent over the past month, up 2.7 percent from a year ago

Prices in the Los Angeles area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.6 percent in March, the U.S. Bureau of Labor Statistics reported today. (See table A.) Assistant Commissioner for Regional Operations Richard Holden noted that the March increase was influenced by higher prices for shelter and gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 2.7 percent. (See [chart 1](#) and [table A](#).) Energy prices advanced 2.3 percent, largely the result of an increase in the price of natural gas service. The index for all items less food and energy increased 2.8 percent over the year. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, Los Angeles-Long Beach-Anaheim, CA, March 2016–March 2019



Source: U.S. Bureau of Labor Statistics.

VICTOR VALLEY TRANSIT AUTHORITY – PERSONNEL COMMITTEE

AGENDA MATTER

Replacement For Vacant Customer Service Position Due to Resignation.

SUMMARY STATEMENT

The open position is for a Customer Service Representative. The position has been open since Monday, May 6, 2019. This employee began employment with VVTA on July 25, 2016 as a LEVEL 11 / STEP 2 employee at a starting wage of \$12.60/hr. Two years, nine months later the employee voluntarily left VVTA employment at an hourly wage of \$14.47 at LEVEL 13 / STEP 2.

The current Job Class / Position Range tables list this Customer Service Position at LEVEL 13. One course of action would be to hire the replacement depending on qualifications and experience at LEVEL 13 / STEP 1 (\$13.88/hr) to STEP 1.5 (\$14.09/hr)

RECOMMENDED ACTION

Recommend to the Board for consideration of a step and level for the replacement Customer Service position.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	TBD	May 20, 2019	2

Salary Range	STEP					Calculated						
	1	2	3	4	5	Midpoint	6	7	8	9	10	11
11	\$26,189	\$26,974	\$27,783	\$28,617	\$29,475	\$30,360	\$31,270	\$32,209	\$33,175	\$34,170	\$35,195	
12	\$27,498	\$28,323	\$29,173	\$30,048	\$30,949	\$31,878	\$32,834	\$33,819	\$34,833	\$35,879	\$36,955	
13	\$28,873	\$29,739	\$30,631	\$31,550	\$32,497	\$33,471	\$34,476	\$35,510	\$36,575	\$37,672	\$38,803	
14	\$30,317	\$31,226	\$32,163	\$33,128	\$34,121	\$35,145	\$36,199	\$37,285	\$38,404	\$39,556	\$40,743	
15	\$31,833	\$32,787	\$33,771	\$34,784	\$35,827	\$36,902	\$38,009	\$39,150	\$40,324	\$41,534	\$42,780	
16	\$33,424	\$34,427	\$35,459	\$36,523	\$37,619	\$38,747	\$39,910	\$41,107	\$42,340	\$43,611	\$44,919	
17	\$35,096	\$36,148	\$37,232	\$38,349	\$39,500	\$40,685	\$41,905	\$43,162	\$44,457	\$45,791	\$47,165	
18	\$36,850	\$37,955	\$39,094	\$40,267	\$41,475	\$42,719	\$44,001	\$45,321	\$46,680	\$48,081	\$49,523	
19	\$38,693	\$39,853	\$41,049	\$42,280	\$43,549	\$44,855	\$46,201	\$47,587	\$49,014	\$50,485	\$51,999	
20	\$40,628	\$41,846	\$43,101	\$44,394	\$45,726	\$47,098	\$48,511	\$49,966	\$51,465	\$53,009	\$54,599	
21	\$42,659	\$43,938	\$45,256	\$46,614	\$48,012	\$49,453	\$50,936	\$52,464	\$54,038	\$55,659	\$57,329	
22	\$44,792	\$46,135	\$47,519	\$48,945	\$50,413	\$51,925	\$53,483	\$55,087	\$56,740	\$58,442	\$60,196	
23	\$47,032	\$48,442	\$49,895	\$51,392	\$52,933	\$54,521	\$56,157	\$57,842	\$59,577	\$61,364	\$63,205	
24	\$49,383	\$50,864	\$52,390	\$53,961	\$55,580	\$57,248	\$58,965	\$60,734	\$62,556	\$64,433	\$66,366	
25	\$51,852	\$53,407	\$55,009	\$56,659	\$58,359	\$60,110	\$61,913	\$63,771	\$65,684	\$67,654	\$69,684	
26	\$54,445	\$56,077	\$57,760	\$59,492	\$61,277	\$63,115	\$65,009	\$66,959	\$68,968	\$71,037	\$73,168	
27	\$57,167	\$58,881	\$60,648	\$62,467	\$64,341	\$66,271	\$68,259	\$70,307	\$72,416	\$74,589	\$76,826	
28	\$60,026	\$61,825	\$63,680	\$65,590	\$67,558	\$69,585	\$71,672	\$73,822	\$76,037	\$78,318	\$80,668	
29	\$63,027	\$64,916	\$66,864	\$68,870	\$70,936	\$73,064	\$75,256	\$77,514	\$79,839	\$82,234	\$84,701	
30	\$66,178	\$68,162	\$70,207	\$72,313	\$74,483	\$76,717	\$79,019	\$81,389	\$83,831	\$86,346	\$88,936	
31	\$69,487	\$71,570	\$73,717	\$75,929	\$78,207	\$80,553	\$82,970	\$85,459	\$88,023	\$90,663	\$93,383	
32	\$72,961	\$75,149	\$77,403	\$79,725	\$82,117	\$84,581	\$87,118	\$89,732	\$92,424	\$95,196	\$98,052	
33	\$76,610	\$78,906	\$81,274	\$83,712	\$86,223	\$88,810	\$91,474	\$94,218	\$97,045	\$99,956	\$102,955	
34	\$80,440	\$82,852	\$85,337	\$87,897	\$90,534	\$93,250	\$96,048	\$98,929	\$101,897	\$104,954	\$108,103	
35	\$84,462	\$86,994	\$89,604	\$92,292	\$95,061	\$97,913	\$100,850	\$103,876	\$106,992	\$110,202	\$113,508	
36	\$88,685	\$91,344	\$94,084	\$96,907	\$99,814	\$102,808	\$105,893	\$109,069	\$112,342	\$115,712	\$119,183	
37	\$93,119	\$95,911	\$98,788	\$101,752	\$104,805	\$107,949	\$111,187	\$114,523	\$117,959	\$121,497	\$125,142	
38	\$97,775	\$100,707	\$103,728	\$106,840	\$110,045	\$113,346	\$116,747	\$120,249	\$123,857	\$127,572	\$131,399	
39	\$102,664	\$105,742	\$108,914	\$112,182	\$115,547	\$119,014	\$122,584	\$126,261	\$130,049	\$133,951	\$137,969	
40	\$107,797	\$111,029	\$114,360	\$117,791	\$121,325	\$124,964	\$128,713	\$132,575	\$136,552	\$140,648	\$144,868	
41	\$113,187	\$116,581	\$120,078	\$123,680	\$127,391	\$131,212	\$135,149	\$139,203	\$143,379	\$147,681	\$152,111	
42	\$118,847	\$122,410	\$126,082	\$129,864	\$133,760	\$137,773	\$141,906	\$146,163	\$150,548	\$155,065	\$159,717	
43	\$124,789	\$128,530	\$132,386	\$136,358	\$140,448	\$144,662	\$149,002	\$153,472	\$158,076	\$162,818	\$167,703	
44	\$131,028	\$134,957	\$139,005	\$143,175	\$147,471	\$151,895	\$156,452	\$161,145	\$165,980	\$170,959	\$176,088	
45	\$137,580	\$141,704	\$145,956	\$150,334	\$154,844	\$159,490	\$164,274	\$169,202	\$174,279	\$179,507	\$184,892	

Job Class / Titles	Salary Range	Step 1	Step 6 Midpoint	Step 11
Deputy Executive Director	41	\$ 113,187	\$ 131,212	\$ 152,111
Fleet/Facilities Director	40	\$ 107,797	\$ 124,964	\$ 144,868
Finance Director	40	\$ 107,797	\$ 124,964	\$ 144,868
Operations Director	38	\$ 97,775	\$ 113,346	\$ 131,399
CTSA Director	37	\$ 93,119	\$ 107,949	\$ 125,142
I.T. Manager	36	\$ 88,685	\$ 102,808	\$ 119,183
Procurement Manager	31	\$ 69,487	\$ 80,553	\$ 93,383
Contract Compliance Manager	27	\$ 57,167	\$ 66,271	\$ 76,826
Accounting Supervisor	27	\$ 57,167	\$ 66,271	\$ 76,826
Senior Fleet Analyst	26	\$ 54,445	\$ 63,115	\$ 73,168
Route Planner	26	\$ 54,445	\$ 63,115	\$ 73,168
Financial Analyst-Grants	26	\$ 54,445	\$ 63,115	\$ 73,168
Grants Analyst	26	\$ 54,445	\$ 63,115	\$ 73,168
I.T. Systems Administrator	26	\$ 54,445	\$ 63,115	\$ 73,168
Clerk of the Board	26	\$ 54,445	\$ 63,115	\$ 73,168
Marketing - Civil Rights Coordinator	24	\$ 49,383	\$ 57,248	\$ 66,366
Administrative Assistant	20	\$ 40,628	\$ 47,098	\$ 54,599
Inventory Specialist	20	\$ 40,628	\$ 47,098	\$ 54,599
Accounting Technician	20	\$ 40,628	\$ 47,098	\$ 54,599
CTSA Administrative Assistant	20	\$ 40,628	\$ 47,098	\$ 54,599
Vanpool Administrator	16	\$ 33,424	\$ 38,747	\$ 44,919
Lead Customer Service Representative	15	\$ 31,833	\$ 36,902	\$ 42,780
Travel Trainer (Lead)	15	\$ 31,833	\$ 36,902	\$ 42,780
Travel Trainer (PT)	13	\$ 28,873	\$ 33,471	\$ 38,803
Customer Service Representative	13	\$ 28,873	\$ 33,471	\$ 38,803

Notice of Public Hearing for Program of Projects for Fiscal Year 2019/20

FTA Sections 5304, 5307, 5310, 5311, 5339, 5339 (b), 5339(c) and CMAQ, other federal, state and local grants and the Regular Meeting of the Board of Directors.

Date: Monday, Jun 17, 2019 Place: VVTA Board Room, 17150 Smoke Tree St., Hesperia

Time: 9:30 a.m.

The Victor Valley Transit Authority is, or may be applying for, operational and capital grants under Sections 5304, 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b) Bus and Bus Facilities, and 5339(c) Low or No Emission Vehicle Deployment Program (LowNo) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

FY 2019- 2020 Project Descriptions	SECTION 5307	SECTION 5311	SECTION 5339	CMAQ	TOTAL PROJECT COST
FY 2019-20 5307 Estimated Apportionment	\$ 7,568,961				
FTA Operating Assistance and Rural Operating Assistance Unincorporated Areas of SB	\$ 4,150,000	\$ 671,949			\$ 13,225,257
Paratransit vehicle rplc (2)	\$ 227,967				\$ 268,196
On Board Security Cameras (Phase 3)	\$ 64,960				\$ 81,200
Security Cameras - 2 locations	\$ 92,000		\$ 922,540		\$ 115,000
Regional buses rplc Class H CNG (2)				\$ 1,442,000	\$ 1,085,341
Regional buses rplc Class H CNG (3)					\$ 1,628,733
Service vehicles (2)	\$ 56,160				\$ 70,200
ITS - GFI Software/hardware upgrade	\$ 239,280				\$ 299,280
Garage and Shop Equipment (BEB)			\$ 56,000		\$ 70,000
Regional buses rplc BEB (5)	\$ 2,485,090		\$ 996,930		\$ 4,911,302
BEB Project Mgt & Tech Assistance			\$ 221,000		\$ 260,000
Bus facility capital lease (Hsp)	\$ 1,202,887				\$ 1,527,609
Computer and server updates	\$ 42,960				\$ 53,700
Funding	\$ 8,561,304	\$ 671,949	\$ 2,196,470	\$ 1,442,000	\$ 23,595,819

Those interested in commenting on the program of projects are encouraged to attend this public hearing and are invited to provide input or to seek further information. Questions prior to the hearing may be directed in writing or by phone to the Clerk of the Board at 760.995.3588 (TDD 760.948.3990), at 17150 Smoke Tree St., Hesperia, CA 92345. The program of projects will become final with no further posting, unless amended.