

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-7500    countyconnection.com

## ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, April 8, 2020**

**8:30 a.m.**

**NEW TIME**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Committee Directors, staff and the public may participate remotely by calling:

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Public comment may be submitted via email to: [hill@cccta.org](mailto:hill@cccta.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

The committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of March 4, 2020\*
4. UPDATE ON COVID-19 PANDEMIC: COVID-19 is an infectious respiratory disease caused by a novel coronavirus that was first detected in Fall 2019, which has developed into a world-wide pandemic. Federal, state and county agencies have issued guidelines, recommendations, and now mandates curtailing person-

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\*Enclosure

\*\*Enclosure for Committee Members

\*\*\*To be mailed under separate cover

\*\*\*\*To be available at the meeting.

FY2019/2020 A&F Committee

Don Tatzin – Lafayette, Al Dessayer-Moraga, Sue Noack-Pleasant Hill

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez  
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

to-person contact, including the implementation of social distancing and shelter-in place orders. Updated directives are being issued daily and both public and private entities are activating their emergency response plans. County Connection performs an essential function. The General Manager will provide a general overview of County Connection's preparations and actions to date to mitigate the potential impacts of COVID-19.\*

5. 2020 BART Bus Bridges\*  
(Staff request A&F forward the 2020 BART Bus Bridge request to Board for approval and authorize the General Manager to execute an agreement with BART.)
6. Fiscal Year 2021 Draft Budget and Ten Year Forecast\*  
(Staff requests that the Committee provide comments and forward the draft and Resolution No. 2020-018 to the Board of Directors with a recommendation for approval, so a timely TDA claim can be prepared.)
7. Review of Vendor Bills, March 2020\*\*
8. Approval of Legal Services Statement, January 2020 General and Labor \*\*
9. Next Scheduled Meeting – May 1, 2020
10. Adjournment

## General Information

**Public Comment:** If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

**Consent Items:** All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

**Availability of Public Records:** All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be made available for public inspection by posting them to County Connection's website at [www.countyconnection.com](http://www.countyconnection.com). The agenda and enclosures for this meeting are posted also on our website at [www.countyconnection.com](http://www.countyconnection.com).

**Accessible Public Meetings:** Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@cccta.org](mailto:hill@cccta.org). Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

### Currently Scheduled Board and Committee Meetings

Board of Directors:	April 16, 9:00 a.m., County Connection Board Room
Administration & Finance:	Friday, May 1, 3:00 p.m. City of Pleasant Hill Offices, 100 Gregory Lane, Large Community Room, Pleasant Hill, CA 94523
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, May 7, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Operations & Scheduling:	Friday, May 1, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location.**

**This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

## INTER OFFICE MEMO

Administration and Finance Committee  
Summary Minutes  
March 3, 2020

The meeting was called to order at 8:30 a.m. at 100 Gregory Lane Small Conference Room in Pleasant Hill. Those in attendance were:

Committee Members:	Director Al Dessayer Director Sue Noack Director Don Tatzin
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Operation Officer Scott Mitchell Chief Financial Officer Erick Cheung Director of Human Resources Lisa Rettig

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of February 4, 2020- Approved.
4. Re-Classification and Grade Change for Transportation Assistant Position – Director Rettig reported that a reclassification for the Transportation Administrative staff should be amended from Admin III to Transportation Assistant. This is consistent with the current Maintenance Assistant due to the responsibilities and job assignment for the Transportation Assistant. This has also been a difficult position to recruit and retain an appropriate candidate and this change will assist in finding a good candidate. This item is information only.
5. CCCTA Investment Policy – Quarterly Reporting Requirement – CFO Cheung reported that the portfolio as of December 31, 2019 complies with County Connection’s Investment Policy. Approved for the Board consent calendar.
6. Income Statements for the Six Months Ended December 31, 2019 – CFO Cheung reported that the actual expenses of \$19,572,034 are 7.4% (\$1,547,506) under budget for the first six months of the fiscal year. Expenses are under budget due to vacancies, lower promotions services and schedules since the service changes have mainly been implemented, and diesel fuel costs. Some expense line items are higher such as PG&E costs for electric trolleys and coach repair parts. Finally, the contingency is not needed for the first six months. Mr. Cheung also noted that fare revenues are 18.5% or \$486,073 over budget due to the fare increase last March, grant funds being applied for free fares, and BART agreements for Early Bird Service and Bus Bridges. Also, noted that State Transit Assistance allocation was lowered by MTC hence the decrease of \$264,006 or 8.1%. Commissioner Tatzin asked if we knew which routes saw increases in fare revenue not including the grant funds. AGM Churchill noted that that Planning is currently analyzing that information. The committee accepted the report.
7. Fiscal Year 2021 Draft Budget and Ten Year Forecast – CFO Cheung reported that the FY 2021 Budget proposes \$45.3 million in operational and capital expenses with revenues to offset these costs. County Connection’s main revenue source is TDA 4.0 funds from MTC; the budget proposes using \$22.3 million which is \$2.9 million more than MTC estimates we will receive next fiscal year of \$19.4 million. Therefore, TDA reserves will be needed and bringing our balance to \$15.2 million by the end of the FY 2021. Assuming no additional revenues, the reserves will continue to decline to \$3.6 million in FY 2024 and will go negative the following year as expenses are growing at a faster rate than TDA revenue. The main reasons are the County and the State revised revenues estimates in FY 2020 by 10% which sets a new baseline for the following year and amounts to \$2.6 million. Also, increased costs in Paratransit purchased transportation includes a 6% increase based on our contract with Transdev and expand our Choice in Aging program for approximately \$0.7 million. Commissioner Dessayer noted that the deficit spending should be addressed at the Board meeting in March. Commissioners Dessayer and Tatzin requested that staff update the Forecast for the amount required to be adjusted for in expense reductions/revenue increase and maintain a reasonable TDA reserve. Also, inform the Board that the current forecast does not include reduction of fare revenues based on recent fare proposals by State legislators, nor a recession due to a slowdown in the economy or the Coronavirus. Staff will prepare an updated forecast based on the comments by the Committee to present to the Board.

8. Review of Vendor Bills, February 2020- Reviewed.
9. Legal Services Statement, December 2019 General and Labor - Approved.
10. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for 8:30 am on Wednesday, April 8th and May 1<sup>st</sup> at 3:00 pm in the City of Pleasant Hill.

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Erick Cheung, Chief Financial Officer

**TO:** Administration & Finance Committee

**DATE:** April 1, 2020

**FROM:** Rick Ramacier  
General Manager

**SUBJECT:** County Connection Responses to  
COVID-19 Stay At Home Orders

### Background

In late February, we became aware that COVID-19 (Coronavirus or virus) had likely begun to community spread within Contra Costa County. We began making preliminary plans on how to address service, the employees, and safeguard the facility. By the week of March 9<sup>th</sup>, we increased the frequency of cleaning the buses and added fogging the buses at night. By the end of that week, we were setting up administrative employees that can work at home to do so. On Monday, March 16<sup>th</sup>, we stopped running the 600 series of routes, commonly referred to as school trippers. On that same day, Contra Costa County declared public transit an essential activity in support of essential business. They requested that keep running services in that vein as best we can.

Since that time, a number of things have been done in response to the virus. Some of those things may lie outside the stated authority of the General Manager to act under a non-crisis situation. This memo provides a summary listing of what has be done. It also lists items that the General Manger would like to ask the Board of Directors to ratify. They are organized by fixed route, paratransit, facilities, human resources, finances.

### Fixed Route

- 1) When the schools were closed, we immediately stopped running the 600 series. This is consistent with existing policy stating to run the 600 series only when school is in session.
- 2) When BART pulled back their trains to a 9:00 pm close, we considered doing the same with our routes that run past 9:00 pm. Upon examining ridership, we decided not to do this for the time being as it appears folks are using the bus after 9:00 to get home from grocery store shifts and medical facility shifts. This could be reevaluated later.
- 3) The Planning Department has developed a service hierarchy. This orders all of the runs that make up the schedule in rank order. This ranking is based on ridership and meeting essential needs. This includes serving grocery stores, pharmacies, health care facilities, and more transit dependent areas. A run equates to an operator's piece of bid work. So, to give you an example, in the Sam Ramon Valley, under this crisis, the Route 21 ranks higher than the express services going to Bishop Ranch. Route 21 is the local route serving essential services. As the driver sick list grows, we cut low ranking runs in reverse order of the hierarchy. Everyday the web site is updated to announce these cuts. Every other day or so, the hierarchy is re-evaluated based on what is actually happening on the street. So, the hierarchy is somewhat dynamic. As of now we are typically cutting 15-20% of our service on any given day. Most importantly, the Union (ATU) is fully cooperating with us as we re-assigned operators to different runs on the fly so to speak.
- 4) We are ready to move to the Summer Bid with the operators once we learn that schools will not re-open in school year 19-20.
- 5) Ridership is now down consistently 80%. We have no problems practicing social distancing on the buses.

### Paratransit

- 1.) Ridership dropped 80-85% from Friday, March 13<sup>th</sup> to Monday March 16<sup>th</sup> as many of the places these folks go to on paratransit closed.
- 2.) Over the past week and a half, we have ramped up providing transportation for the County's Meals on Wheels. On any given, between four and nine LINK operators are participating in this. In addition to meals, the packages have included toilet paper, water, and pet food.
- 3.) Our staff, working with Transdev staff continue to work on delivering grocery orders from stores to LINK passengers for whom, going to a grocery store may poses extra risks at this time. The various groceries stores have struggled with this so far. Should this progress, we will update the Board.
- 4.) We have been formally requested by the Contra Costa County Emergency Operations Center (EOC) to transport homeless and folks living in congregate living facilities to ordered COVID-19 tests or to locations here these folks are being quarantined or treated. The Centers for Disease Control (CDC) issued new guidelines to the County last week regarding the use of taxi's and social distancing. In short, the CDC ruled that taxi's do not provide adequate social distancing. So, the County has a need to use larger vehicles to provide these trips. Transdev has graciously accepted the assignment from us. They have found LINK drivers who have volunteered for this duty and they will section off these folks and three vehicles from the rest of the fleet and workforce. When the County needs to transport an individual from our area, they will contact Transdev dispatchers who will set up the trip. The County will be training folks on this special project on Thursday, April 1<sup>st</sup>, Friday April 2<sup>nd</sup>. The ATU (they represent the Transdev employees as well) is not at all happy about this, but they are fully cooperating.
- 5.) Transdev has been able to keep about half of their workforce assigned to out LINK contract busy. They are thinking about laying others off. I have asked them to wait on that. That is because I think it will be very hard to get them back quickly once things begin to open up again. Plus, their will likely a very bad back up at the DMV to re-license bus operators once the DMV opens up again. I will touch on the financial issues with this later on in this memo.

## **Facilities and Buses**

- 1.) All buses are fogged with disinfectant every night. Every bus that returns to the yard after going out in the morning is re-fogged should it go back out late that day. Every bus that is brought into a maintenance bay for any reason also has the driver's compartment sprayed down with an additional alcohol based disinfectant.
- 2.) Within all buildings at the bus yard, all high contact areas (doorknobs, desktops, counters, etc.) are disinfected daily. All buildings are completely fogged every Tuesday and Friday.
- 3.) We are ordering cleaning supplies, masks, etc. when they are available to build up a four to six month supply.

## **Employee Items**

This is copied from a memo from Human Resources to the General Manager:

## **Summary of Employment changes made due to COVID-19**

- All attendance policies have been suspended as of March 16, 2020. Employees will not be penalized for calling in sick. Employees have been told to stay home if they are sick.
- We communicated that based on the order of the Health Officer of the County of Contra Costa to shelter in place except for Essential Business we, public transit, County Connection, are an essential function, As such we have maintained "Minimum Basic Operations".
- Hand washing education and reminders are running on our electronic bulletin boards.

- In Administration we have limited the number of employees in the office. Employees are encouraged to work from home when possible. The lobby is closed.
- Employees who have been diagnosed with Covid-19 or placed in quarantine by Public Health Officials will receive up to two weeks pay and will not be asked to utilize their paid leave during this time, To date, this has not been exercised by any of our employees.
- We have cancelled all Employee events until further notice (i.e. Bus Rodeo).
- Hand sanitizer has been distributed to all operators 2 times. Gloves and wipes are distributed to all operators at the dispatch window daily.
- The Employee Assistance Program (EAP) is available for all employees and their dependents at any time.
- We identified 19 employees aged 65 and over. On March 23, 2020 we gave all employees 65 and over the option to be off work with pay for two week. All have exercised this option.
- Effective April 2, 2020 we will institute the Families First Coronavirus Act. This expands current FMLA guidelines to include any Covid-19 related reason. A Doctor's certification is not required . The first 80 hours of leave are unpaid, however the employee has the option to utilize any accrued time they may have available. The second 80 hours (or two weeks) are paid for by the employer.

The new FMLA guidelines will apply to those who have unsupervised children at home due to school closures as well as those over the age of 65 who are considered at risk for COVID-19.

For the Transdev employees that have volunteered to provide the County requested trips of homeless congregate living folks, I informed Transdev that they may bill us a \$5 dollar an hour surcharge on the contract marginal rate. They are to use that provide extra compensation to these employees.

The combination of the federal CARES act (the act that contains the public transit relief funding) and SB89 (a state piece of legislation providing \$1 billion in various relief funds) in California appear to provide a level of unemployment equal to \$1,050 per week through July 31, 2020. This would effectively mean that anyone making less than \$25 per hour would be economically better off on unemployment through that timeframe. Our unions are very aware of that. We have no plans to lay anyone off at this time.

### **Financial Implication**

At this time, it is very hard to tabulate the financial implications to County Connection of the COVID-19 crisis and our subsequent response to it. Much of will be tied to the resulting economic slow down and how long that lasts. While staff has begun to look at how various sales tax loss scenarios will impact us, it's varies greatly depending of the level of loss (20% to 50%) and time frame (four to six months or more).

The federal CARES act will provide us with some revenue backfill. I should have a better idea on Friday the 3<sup>rd</sup> as to what our expected shared of that revenue could be. I will share specific piece of information with all board members via email when I have it.

We can estimate that we are losing roughly \$50,000 to \$60,000 in fixed route fares per week at this time. We are in the second week of a two week free fare trial. We went to free fares as a social distancing practice. This promotes rear door boarding reducing exposure to the bus operator and negates the need for fare revenue collection which creates its own challenges with respect to social distancing. Many transit operators are doing the same.

We also not collecting paratransit fares at this time for the same reasons noted above. The estimated fare revenue loss here is between \$10,000 and \$12,000 per week.



We have added expenses related to employees staying home sick, taking advantage of the new FMLA rules, and related to us allowing folks 65 and older to go home with two weeks pay. I will work to provide you with an estimate of those costs when by the time you meet (by phone) on April 8<sup>th</sup>.

Transdev – like all contractors have across the country – has formally requested that we pay monthly billings as if they were running “full” services. The legality of this is unknown. Rather, I have given them my commitment to work with them on resolving this at some future point in return for them not yet laying off any of their employees that work on our contract. To date, we have found a number of important tasks for them to keep roughly half of their LINK workforce busy. As for the rest, I continue to seek opinions from the Federal Transit Administration (FTA). The CARES Act funding for transit lists keeping employees on the payroll as a top example of an encouraged and allowable expense for these funds.

Our CFO has provided you with a COVID-19 influenced forecast scenario with his April budget submittal. I believe it strikes a reasonable although hardly certain approach given the lack of information we have to work with at this point.

### **Action Requested**

As you can see, we have taken a number of actions – decisions made in the moment – to respond to the challenges presented us by COVID-19. Some of these, ordinarily would have been subject to board action. Therefore, I would respectfully ask that the Board of Directors ratify these at it’s meeting on April 16, 2020. This would done via resolution draft by Legal Counsel. The items it might contain are listed below:

- Using the planning department run hierarchy to reduce service to match available employees.
- Offering free fares on both fixed route and paratransit for duration of the declared emergency in Contra Costa County.
- Implementing the new temporary rules for FMLA.
- Using paratransit to deliver Meals on Wheels and other similar type services as asked for by the County or one of member jurisdictions.
- Offering to pay Transdev, a surcharge for the provision County EOC directed service on our behalf that contains extra risks as noted above.
- Using paratransit or fixed route to respond to formal requests from the Contra Costa County EOC as best determined by the General Manager.
- Working with Transdev to find creative ways to keep them busy and to justify billings to County Connection. And, return for Board consideration at a later date, should that be necessary.
- Compensating employees with two weeks pay who go home sick or quarantine with COVID-19 symptoms.
- Granting the General Manager formal authority to continue to make decisions to respond to the changing demands and challenges presented by COVID-19. The General Manager would be required to keep the full board informed and updated regularly between monthly board meetings. The General Manager would be required to consult with the Board Chair before taking any action that could result in an expenditure beyond the General Manger’s authority.

I respectfully ask that send a Resolution covering the points above for ratification at the April 16, 2020 board meeting.

**To:** Administration and Finance Committee

**Date:** 03/25/2020

**From:** Ruby Horta, Director of Planning, Marketing & Innovation

**Reviewed by:** WC.

**SUBJECT: 2020 BART Bus Bridges**

### Background:

County Connection has been providing bus bridges to the Bay Area Rapid Transit (BART) agency for over 20 years under an existing mutual aid agreement. Given the planned BART service interruptions for 2020, BART has requested that partner agencies, including County Connection, approve a separate agreement that identifies specific weekend closures. County Connection staff has reviewed the proposed schedule and is confident in its ability to support the requested bus bridges.

### Scheduled 2020 Bus Bridges:

Weekend	Days	Bus Service Hours	Bus Bridge
1	May 17-18	All day Saturday and Sunday	Rockridge-Orinda-Lafayette
2	May 23-25	All day Saturday, Sunday and Monday	Rockridge-Orinda-Lafayette
3	June 6-7	All day Saturday and Sunday	Rockridge-Orinda-Lafayette
4	June 20-21	All day Saturday and Sunday	Rockridge-Orinda-Lafayette

### Recommendation:

Staff recommends that the A&F Committee forward the 2020 BART Bus Bridge request for Board approval.

### Financial Implications:

Per the agreement, BART will cover all costs associated with any bus bridge.

**Action Requested:**

Staff request A&F forward the 2020 BART Bus Bridge request to Board for approval and authorize the General Manager to execute an agreement with BART.

To: Administration and Finance Committee

Date: April 8, 2020

From: Erick Cheung, Chief Finance Officer

Reviewed by: Rick Ramacier, GM

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**SUBJECT: REVISED - Fiscal Year 2021 Draft Budget and Ten Year Forecast**

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**SUMMARY:**

There have been significant changes over the last month as the Bay Area and the Country adjust to the impacts of the Corona Virus (COVID-19). The Bay Area has taken several steps to minimize the spread of COVID-19: a) On March 13<sup>th</sup>, the school districts in the County began informing the public that schools would be closed for a minimum of three weeks. b) The Bay Area initiated a shelter-in-place order beginning on March 17<sup>th</sup> for three weeks. The Governor shortly thereafter issued a similar order statewide to try to slow the spread of COVID19. On March 31<sup>st</sup>, the 8 Bay Area counties has extended the shelter-in-place order until May 3<sup>rd</sup>.

The shelter-in-place order is necessary for the health and safety of the population but will obviously have a negative financial impact. As we are only in the initial weeks of adapting to this new reality, there is minimal financial information or data available. On March 27<sup>th</sup>, the Federal Government approved a \$2 trillion stimulus package to help individuals, families, business, state and local agencies. This includes \$25 billion for mass transit nationwide to be allocated based on current federal appropriation formulas to expedite funds reaching the local level.

Staff is submitting the County Connection's Fiscal Year (FY) 2021 Draft Budget and Forecast with minor changes since March. We understand that this will need to be updated over the course of the next several months as new information becomes available. The FY 2021 Draft Budget and Forecast is for the purpose to submit a Transportation Development Act (TDA) claim to Metropolitan Transportation Commission (MTC) so we can receive our TDA funds timely.

The updated version for FY 2021 Budget proposes \$44,483,433 in operational and capital expenses. County Connection's main revenue source is TDA 4.0 funds from MTC; the budget proposes using \$22,269,389, which is \$2,853,809 less than MTC estimates we will receive next fiscal year of \$19,415,580 (estimate from February 2020). *TDA reserves are estimated to end lower* in FY 2021 with a balance of \$15,284,000. The following items below are the changes from the March version and the net impact is a decrease in expenses in FY 2021 and FY 2020 of \$46,488 and \$36,924, respectively.

*FY 2020*

Expense:

1. Decrease in Other Post-Employment Benefits (OPEB) expense based on recently completed actuarial valuation for \$46,488

*FY2021*

Expense:

1. Decrease in OPEB expense based on recently completed actuarial valuation for \$36,924.
2. Increase in Clipper fees for Clipper Phase II which will begin to allow for a mobile application. This also includes preliminary estimates of providers fees for an increase of \$15,000.

## **FORECAST**

Staff has prepared a very preliminary forecasts for discussion with the Administration and Finance Committee. This revised forecast assumes no changes to the proposed budget and maintains a 16% TDA reserve through FY 2026. The 16% TDA reserve is the bare minimum to maintain enough cash flow for operations. If no additional continuing revenue is identified, we would need to plan for expense reductions to take effect in FY 2022 to maintain 16% in that fiscal year. The following are the assumptions in the revised forecast:

- a. County Connection will see total revenue in FY 2020 drop by 9%. This is a preliminary estimate based on reduction of TDA, State Transit Assistance (STA), Measure J sales tax revenue, fares revenues, and other income. This reduction is phased out over a 4 year period.
- b. Assumes CalPERS will have a negative return of 20% by the end of FY 2020, then increase 25% the following fiscal year, and maintains their assumption of 7% thereafter. This reduction in FY 2020 is estimated to cost additional Unfunded Actuarial Liability payments beginning in FY 2023.
- c. The Federal Government approved \$25 billion for transit assistance. Using a very simplistic approach by using just the Federal Transit Administration (FTA) 5307 allocation for FY 2020, this would be approximately \$3.7 million. The actual allocation amount will need work and cooperation by MTC and the regional transit partners.
- d. To maintain a 16% reserve:
  1. To maintain a 16% reserve through FY 2026 we would need additional revenues and/or expense reduction of \$4.7 million (See Attachment C).
  2. To maintain a 16% reserve through FY 2029 we would need additional revenues and/or expense reduction of \$6.1 million.

## **RECOMMENDATION:**

Staff requests that the Committee provide comments and forward the draft to the Board of Directors for approval of the resolution to file a claim with MTC. The FY 2021 Budget is to submit a claim to MTC for County Connections and so that we receive our TDA funds timely.

## **Attachments:**

- A. FY 2021 Budget and Ten Year Forecast
- B. Resolution No. 2020-018 – Authorized Filing Applications and Supporting Documents with the Metropolitan Transportation Commission for Allocation of Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds for Fiscal Year 2021
- C. FY 2021 Revised Forecast



*County Connection*

# Operating and Capital Budget

Fiscal Year 2021

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Concord, California

APRIL 2020

# ***County Connection***

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Fiscal Year 2021

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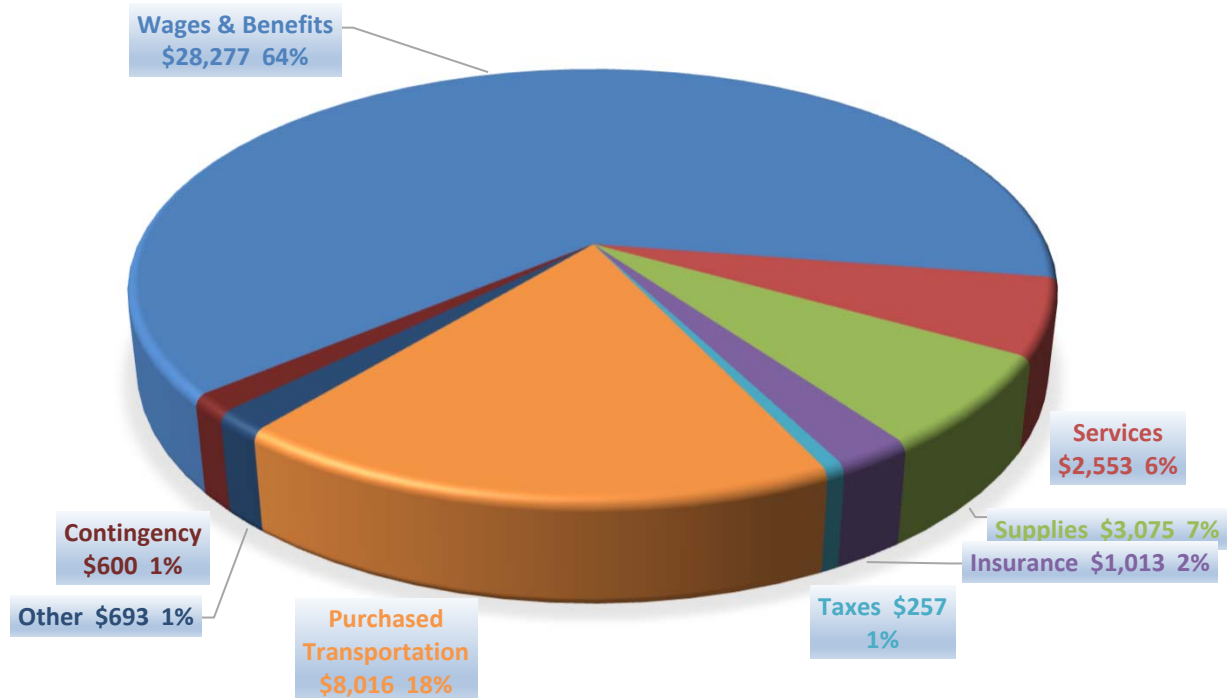
***County Connection***  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET SUMMARY**

	ESTIMATED FY 2020	ADOPTED BUDGET FY 2020	% VARIANCE	PROPOSED BUDGET FY 2021	PROPOSED OVER/(UNDER) ESTIMATED
Operations					
Fixed Route	\$ 33,207,907	\$ 35,055,581	-5.3%	\$ 36,368,410	9.5%
Paratransit	\$ 7,346,549	\$ 7,526,506	-2.4%	\$ 8,115,023	10.5%
Subtotal	\$ 40,554,456	\$ 42,582,087	-4.8%	\$ 44,483,433	9.7%
Capital					
Fixed Route	\$ 689,000	\$ 689,000	0.0%	\$ 747,000	8.4%
Paratransit	\$ -	\$ -	N/A	\$ -	N/A
Subtotal	\$ 689,000	\$ 689,000	0.0%	\$ 747,000	8.4%
Grand Total	\$ 41,243,456	\$ 43,271,087	-4.7%	\$ 45,230,433	9.7%

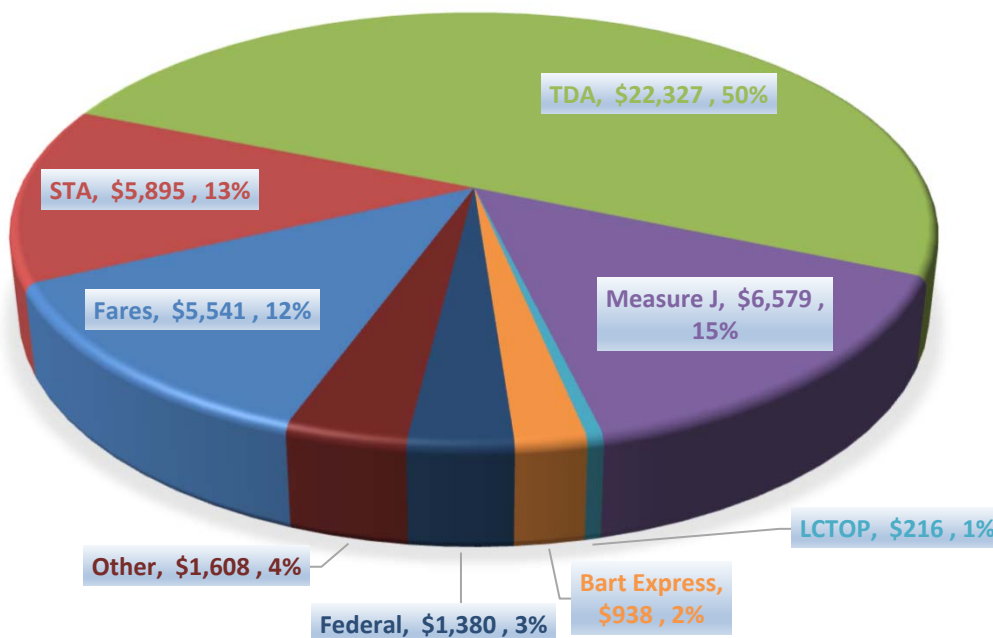


***County Connection***  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET SUMMARY OPERATING EXPENSE & REVENUE CHART**  
**(\$ IN THOUSANDS)**

**FIXED ROUTE & PARATRANSIT OPERATIONS EXPENSE - \$44.5 MILLION**



**FIXED ROUTE & PARATRANSIT OPERATIONS REVENUES \$44.5 MILLION**



**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET- OPERATING EXPENDITURES**

Category	ACTUAL FY 2019	ESTIMATED FY 2020	ADOPTED FY 2020	FY 2020 Estimate vs Budget Amount +/- % +/-		PROPOSED FY 2021	FY2021 vs 2020 Estimate Amount +/- % +/-	
<b>Fixed Route</b>								
Wages	\$ 14,764,957	\$ 15,242,851	\$ 15,313,717	\$ (70,866)	-0.5%	\$ 16,012,159	\$ 769,308	5.0%
Fringe benefits-paid time off	2,427,478	2,439,690	2,423,159	16,531	0.7%	2,502,316	62,626	2.6%
Fringe benefits-other	7,985,603	8,576,966	8,990,700	(413,733)	-4.6%	9,456,241	879,275	10.3%
Total Wages and benefits	25,178,038	26,259,507	26,727,576	(468,069)	-1.8%	27,970,716	1,711,209	6.5%
Services	1,876,421	2,070,753	2,339,640	(268,887)	-11.5%	2,524,730	453,977	21.9%
Materials and supplies	2,770,248	2,797,538	2,908,341	(110,803)	-3.8%	3,069,745	272,207	9.7%
Utilities	344,682	336,557	358,150	(21,593)	-6.0%	352,600	16,043	4.8%
Casualty and liability	763,534	935,000	980,849	(45,849)	-4.7%	997,940	62,940	6.7%
Taxes	217,950	242,694	251,515	(8,821)	-3.5%	257,015	14,321	5.9%
Leases and rentals	53,508	56,130	53,500	2,630	4.9%	57,000	870	1.5%
Miscellaneous	189,045	221,880	236,500	(14,620)	-6.2%	233,690	11,810	5.3%
Purchased transportation	265,834	287,848	299,510	(11,662)	-3.9%	304,974	17,126	5.9%
Total Other Expenses	6,481,222	6,948,400	7,428,005	(479,605)	-6.5%	7,797,694	849,294	12.2%
Subtotal	31,659,260	33,207,907	34,155,581	(947,674)	-2.8%	35,768,410	2,560,503	7.7%
Contingency			900,000	(900,000)	-100.0%	600,000	600,000	N/A
Subtotal	31,659,260	33,207,907	35,055,581	(1,847,674)	-5.3%	36,368,410	3,160,503	9.5%
<b>Paratransit</b>								
Wages	167,101	180,000	182,218	(2,218)	-1.2%	192,171	12,171	6.8%
Fringe benefits	96,616	104,485	91,827	12,658	13.8%	113,792	9,307	8.9%
Total Wages and benefits	263,717	284,485	274,045	10,440	3.8%	305,963	21,478	7.5%
Services	57,038	13,643	42,600	(28,957)	-68.0%	28,000	14,357	105.2%
Materials and supplies	7,641	5,930	2,000	3,930	196.5%	5,000	(930)	-15.7%
Utilities	21,960	31,687	47,500	(15,813)	-33.3%	41,000	9,313	29.4%
Liability	-	-	-	-	N/A	15,060	15,060	N/A
Taxes	-	-	300	(300)	-100.0%	0	-	N/A
Miscellaneous	-	1,000	3,500	(2,500)	-71.4%	9,000	8,000	800.0%
Purchased transportation	5,945,805	7,009,804	7,156,561	(146,757)	-2.1%	7,711,000	701,196	10.0%
Total Other Expenses	6,032,444	7,062,064	7,252,461	(190,397)	-2.6%	7,809,060	746,996	10.6%
Subtotal	6,296,161	7,346,549	7,526,506	(179,957)	-2.4%	8,115,023	768,473	10.5%
<b>Total Operating Expenses</b>	37,955,421	40,554,456	42,582,087	\$ (2,027,632)	-4.8%	44,483,433	\$ 3,928,977	9.7%
GASBs 68 Pension & 75 OPEB	266,456	-	-	-	N/A	-	-	N/A
<b>Total Expenses</b>	\$ 38,221,877	\$ 40,554,456	\$ 42,582,087	\$ (2,027,632)	-4.8%	\$ 44,483,433	\$ 3,928,977	9.7%

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET- OPERATING REVENUES**

Category	ACTUAL FY 2019	ESTIMATE FY 2020	ADOPTED FY 2020	FY 2020 Estimate vs Budget Amount +/- % +/-		PROPOSED FY 2021	FY2021 vs 2020 Estimate Amount +/- % +/-	
<b>Fixed Route</b>								
Fare revenue	\$ 2,851,108	\$ 3,189,106.00	\$ 3,065,628.00	\$ 123,478	4.0%	\$ 3,296,050	\$ 106,944	3.4%
Special service revenue	1,833,494	2,020,388	1,548,038	472,350	30.5%	1,719,628	(300,760)	-14.9%
	4,684,602	5,209,494	4,613,666	595,828	12.9%	5,015,678	(193,816)	-3.9%
Advertising revenue	592,496	560,002	592,500	(32,498)	-5.5%	550,000	(10,002)	-1.8%
Non-Operating rev	336,632	290,088	278,553	11,535	4.1%	293,710	3,622	1.2%
Low Carbon Transit Ops Prog	368,106	382,182	375,378	6,804	1.8%	215,710	(166,472)	-43.6%
Other State Grants	-	118,205	118,205	-	0.0%	125,000	6,795	5.7%
STA Population and Revenue	5,957,063	5,160,136	5,688,148	(528,012)	-9.3%	4,944,721	(215,415)	-4.2%
TDA 4.0	13,832,405	15,138,386	17,091,812	(1,953,426)	-11.4%	18,891,360	3,752,974	24.8%
Measure J	4,596,565	4,960,085	4,960,085	-	0.0%	4,826,198	(133,887)	-2.70%
BART Express Funds	826,124	861,895	861,895	-	0.0%	938,028	76,133	8.8%
Dougherty Valley Dev Fees	-	152,095	100,000	52,095	52.1%	200,000	47,905	31.5%
Other Local Grants	19,920	-	-	-	100.0%	-	-	N/A
RM 2/Other- Express	145,339	145,339	145,339	-	0.0%	145,339	-	0.0%
Lifeline	300,000	230,000	230,000	-	0.0%	222,666	(7,334)	-3.2%
Subtotal	31,659,252	33,207,907	35,055,581	(1,847,675)	-5.3%	36,368,410	3,160,503	9.5%
<b>Paratransit</b>								
Fare revenue	532,081	525,000	550,000	(25,000)	-4.5%	525,000	-	0.0%
Non-Operating revenue	(29,807)	-	-	-	N/A	-	-	N/A
FTA Section 5307	1,697,768	1,380,000	1,380,000	-	0.0%	1,380,000	-	0.0%
FTA Preventive Maintenance	5,635	-	-	-	N/A	-	-	N/A
TDA 4.5	869,577	1,009,387	1,056,604	(47,217)	-4.5%	804,507	(204,880)	-20.3%
TDA 4.0	313,764	1,572,655	1,697,252	(124,597)	N/A	2,631,029	1,058,374	67.3%
Measure J	1,939,024	1,814,243	1,814,243	-	0.0%	1,752,787	(61,456)	-3.39%
STA Paratransit & Rev based	799,740	848,487	848,487	-	0.0%	825,000	(23,487)	-2.8%
BART ADA Service/Other	168,382	196,777	179,920	16,857	9.4%	196,700	(77)	0.0%
Subtotal	6,296,164	7,346,549	7,526,506	(179,957)	-2.4%	8,115,023	768,474	10.5%
<b>Total</b>	<b>\$ 37,955,416</b>	<b>\$ 40,554,456</b>	<b>\$ 42,582,087</b>	<b>\$ (2,027,632)</b>	<b>-4.9%</b>	<b>\$ 44,483,433</b>	<b>\$ 3,928,977</b>	<b>9.7%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 Revenue Source Utilization**

	Anticipated Revenue	Anticipated Utilization	Difference
<b>Fixed Route</b>			
Fare revenue	\$ 3,296,050	\$ 3,296,050	\$ -
Special service revenue	1,719,628	1,719,628	-
Advertising revenue	550,000	550,000	-
Non-Operating revenue	293,710	293,710	-
Low Carbon Transit Operations Program (LCTOP)	215,710	215,710	-
Other State Grants	125,000	125,000	-
STA Population and Revenue Based	4,944,721	4,944,721	-
TDA 4.0	16,037,551	18,891,360	(2,853,809)
Measure J	4,826,198	4,826,198	-
BART Express Funds	938,028	938,028	-
Dougherty Valley Development Fees	200,000	200,000	-
RM2- Express	145,339	145,339	-
Lifeline	222,666	222,666	-
<b>Total Fixed Route Operating Revenue</b>	<b>\$ 33,514,601</b>	<b>\$ 36,368,410</b>	<b>\$ (2,853,809)</b>
<b>Paratransit</b>			
Fare revenue	\$ 525,000	\$ 525,000	\$ -
Non-operating revenue	-	-	-
FTA Section 5307	1,380,000	1,380,000	-
FTA Preventive Maintenance	-	-	-
TDA 4.5	804,507	804,507	-
TDA 4.0	2,631,029	2,631,029	-
Measure J	1,752,787	1,752,787	-
STA Paratransit	825,000	825,000	-
BART ADA Service/Other	196,700	196,700	-
<b>Total Paratransit Operating Revenue</b>	<b>\$ 8,115,023</b>	<b>\$ 8,115,023</b>	<b>\$ -</b>
<b>Capital Program</b>			
TDA 4.0	\$ 747,000	\$ 747,000	\$ -
<b>Increase (Decrease) to TDA reserve</b>			<b>\$ (2,853,809)</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**STAFFING**

Position Type		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ACTUAL	FY 2021 PROPOSED
Transportation	Transportation administration	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	3.0	4.0
	Training	2.0	2.0	2.0	2.0	2.0	1.0	1.0	2.0	2.0	2.0
	Transit Supervisor/Dispatcher	10.0	11.0	12.0	12.0	12.0	11.0	11.0	12.0	12.0	12.0
		16.0	17.0	18.0	18.0	18.0	16.0	16.0	18.0	17.0	18.0
	Full-time runs	127.0	128.0	128.0	122.0	122.0	119.0	116.0	124.0	116.0	124.0 (d)
	Part-time runs	12.0	12.0	12.0	12.0	12.0	6.0	4.0	12.0	4.0	12.0
	Full-time stand-by (Protection)	36.0	36.0	36.0	36.0	36.0	33.0	36.0	36.0	34.0	36.0
		175.0	176.0	176.0	170.0	170.0	158.0	156.0	172.0	154.0	172.0
	<b>Total Transportation</b>	<b>191.0</b>	<b>193.0</b>	<b>194.0</b>	<b>188.0</b>	<b>188.0</b>	<b>174.0</b>	<b>172.0</b>	<b>190.0</b>	<b>171.0</b>	<b>190.0</b>
Maintenance	Maintenance administration	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Facilities	5.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
		10.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0
	Mechanic, Level VI			4.0	4.0	4.0	4.0	3.0	4.0	2.0	4.0
	Mechanic, Level V	5.0	5.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
	Mechanic, Level IV	4.0	3.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Mechanic, Level III	7.0	5.0	5.0	6.0	6.0	6.0	6.0	5.0	5.0	5.0
	Mechanic, Level II	2.0	3.0	-	-	-	-	-	-	-	-
	Mechanic, Level I	1.0	3.0	-	-	-	-	2	2	2	2
	Bus service workers	10.0	10.0	9.0	9.0	9.0	8.0	9.0	10.0	9.0	10.0
		29.0	29.0	26.0	27.0	27.0	26.0	28.0	29.0	26.0	29.0
	<b>Total Maintenance</b>	<b>39.0</b>	<b>40.0</b>	<b>37.0</b>	<b>38.0</b>	<b>38.0</b>	<b>37.0</b>	<b>39.0</b>	<b>40.0</b>	<b>37.0</b>	<b>40.0</b>
General Administration	General Administration	3.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
	Stores & Procurement	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	Stores workers	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Finance	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Human Resources	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0
	Marketing	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0 (c)
	Customer service	6.0	6.0	8.0	8.0	8.0	8.0	6.0	8.0	6.0	8.0 (a)
	IT	2.0	2.0	2.0	2.0	2.0	3.0	4.0	4.0	4.0	4.0
	Planning/Scheduling	6.0	6.0	5.0	5.0	5.0	5.0	6.0	8.0	4.0	6.0 (b), (c)
	Subtotal in full time equivalents	29.0	29.0	31.0	31.0	31.0	31.0	32.0	36.0	30.0	34.0
Fixed Route Operations	<b>Total</b>	<b>259.0</b>	<b>262.0</b>	<b>262.0</b>	<b>257.0</b>	<b>257.0</b>	<b>242.0</b>	<b>243.0</b>	<b>266.0</b>	<b>238.0</b>	<b>264.0</b>
Total Operations	Paratransit	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0
<b>Total Operations</b>		<b>261.0</b>	<b>264.0</b>	<b>264.0</b>	<b>259.0</b>	<b>259.0</b>	<b>245.0</b>	<b>246.0</b>	<b>269.0</b>	<b>241.0</b>	<b>267.0</b>

(a) Customer Service has 2 vacant positions that are not budgeted nor currently needed.

(b) Combined Database NTD & Assistant Schedule position into a Planner position, removed vacant Admin Assistant that was not filled nor budgeted.

(c) Marketing reclassified the position from a Manager of Marketing & Customer Service to a Senior Planner/Community Liaison position.

(d) Service reduction adopted by Board in December 2018 results in 6 fewer full time operators.

***County Connection***  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY2021 CAPITAL PROGRAM-BUDGET YEAR**

(\$ in thousands)

	Funding Source									
	Federal	State	State	State	State	MTC				
Capital Category	5307	Prop 1B - PTMISEA Rolling Stock	Prop 1B - PTMISEA Facility Rehab	LCTOP	Bridge Tolls	TDA			Total	
Non Revenue Fleet	-	-	-	-	-	367			367	
Revenue Fleet	-	-	-	-	-	-			-	
Facility Maintenance and Modernization	-	-	-	-	-	100			100	
Street Amenities	-	-	-	-	-	-			-	
Information Technology	-	-	-	-	-	180			180	
Maintenance Equipment & Tools	-	-	-	-	-	50			50	
Office Furniture and Equipment	-	-	-	-	-	50			50	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 747	\$		\$ 747	

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**TEN YEAR CAPITAL PROGRAM**  
*\$ In Thousands*

Capital Program (a):	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Non Revenue Fleet	\$ 369	\$ 367	\$ -	\$ 99	\$ 126	\$ 109	\$ -	\$ 70	\$ 70	\$ 100	\$ 1,288
Revenue Fleet	-	-	1,189	24,688	-	-	-	16,857	15,673	-	64,323
Facility Maintenance & Modernization	100	100	100	100	2,400	-	-	225	100	250	3,225
Street Amenities	-	-	50	-	-	-	70	50	-	50	370
Information Technology	85	180	300	80	90	85	100	150	100	350	1,365
Maintenance Equipment & Tools	65	50	50	50	250	50	50	-	50	150	715
Office Furniture and Equipment	70	50	80	80	100	100	80	25	50	50	635
<b>Total Capital Program</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>	<b>\$ 71,921</b>

## Capital Program by Service:

Fixed-Route	\$ 689	\$ 747	\$ 580	\$ 25,097	\$ 2,966	\$ 344	\$ 300	\$ 17,377	\$ 16,043	\$ 950	\$ 65,192
Paratransit	-	-	1,189	-	-	-	-	-	-	-	6,729
<b>Total Capital Program by Service</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>	<b>\$ 71,921</b>

Capital Funding by Source	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Federal 5307	\$ -	\$ -	\$ 989	\$ 19,969	\$ -	\$ -	\$ -	\$ 13,636	\$ 12,677	\$ -	\$ 51,706
State Prop 1B PTMISEA - Rolling Stock	-	-	-	-	-	-	-	-	-	-	1,005
State - LCTOP	-	-	300	300	300	300	300	300	300	300	2,475
MTC TPI Funds - Stop Access & IT	-	-	-	-	-	-	-	-	-	-	200
Bridge Toll Revenue	-	-	80	1,000	29	-	-	850	-	-	2,059
Transportation Development Act	689	747	400	828	1,637	44	-	2,591	3,066	650	10,476
To Be Determined	-	-	-	3,000	1,000	-	-	-	-	-	4,000
<b>Total Capital Funding by Source</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>	<b>\$ 71,921</b>

Revenue Fleet Replacements	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2028	Total
# Fixed Route Vehicles	-	-	-	40	-	-	-	40	-	-	80
# Paratransit Vehicles	-	-	21	-	-	-	-	-	-	-	63
<b>Total Revenue Fleet Replacement</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>143</b>

# County Connection

## CENTRAL CONTRA COSTA TRANSIT AUTHORITY TEN YEAR FINANCIAL FORECAST \$ In Thousands

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
<b>Revenue Hours</b>	<b>228,293</b>	<b>228,907</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>
1 Passenger Fares	2,718	2,851	3,189	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296
2 Special Fares	1,636	1,833	2,020	1,720	1,754	1,718	1,681	1,715	1,749	1,784	1,820	1,856
3 Advertising	590	592	560	550	600	650	688	707	721	736	750	765
4 Non-Operating Revenue	387	338	290	294	297	300	303	306	309	312	315	318
5 Low Carbon Transit Operations Program	287	368	382	216	218	220	222	224	227	229	231	234
6 Other State Grants - SB1 State of Good Repair	-	-	118	125	125	125	125	125	125	125	125	125
7 STA Population & Revenue Based Guarantee	1,613	4,916	3,690	3,627	3,699	3,773	3,848	3,925	4,004	4,084	4,166	4,249
8 STA Population & Revenue Based - Non Guarantee	-	1,041	1,470	1,318	1,345	1,372	1,399	1,427	1,456	1,485	1,514	1,545
9 TDA 4.0	16,756	13,832	15,140	18,890	19,408	20,629	21,538	22,461	23,410	24,350	25,322	26,326
10 Measure J	4,408	4,597	4,960	4,826	4,983	5,165	5,398	5,643	5,900	6,169	6,452	6,749
11 BART Express Funds	807	826	862	938	900	918	936	955	974	994	1,014	1,034
12 Dougherty Valley Dev Fees	-	-	152	200	200	-	-	-	-	-	-	-
13 Other Local Grants	24	20	-	-	-	-	-	-	-	-	-	-
14 RM2/Other - Express	145	145	145	145	145	145	145	145	145	145	145	145
15 Lifeline	504	300	230	223	-	-	-	-	-	-	-	-
16 <b>Total Fixed Route Operating Revenue</b>	<b>29,969</b>	<b>31,659</b>	<b>33,208</b>	<b>36,368</b>	<b>36,970</b>	<b>38,311</b>	<b>39,579</b>	<b>40,929</b>	<b>42,316</b>	<b>43,709</b>	<b>45,150</b>	<b>46,642</b>
<b>Operating Expenses w/o contingency and GASB 68 &amp; 75</b>	<b>29,922</b>	<b>31,448</b>	<b>32,858</b>	<b>35,230</b>	<b>36,208</b>	<b>37,383</b>	<b>38,599</b>	<b>39,857</b>	<b>41,158</b>	<b>42,505</b>	<b>43,898</b>	<b>45,340</b>
<b>CalPERS Unfunded Accrued Liability Expense</b>	<b>47</b>	<b>211</b>	<b>350</b>	<b>538</b>	<b>762</b>	<b>928</b>	<b>980</b>	<b>1,072</b>	<b>1,158</b>	<b>1,204</b>	<b>1,252</b>	<b>1,302</b>
% increase in expenses	2.7%	5.6%	4.9%	7.7%	3.4%	3.6%	3.3%	3.4%	3.4%	3.3%	3.3%	3.3%
19 GASB 68 Pension & GASB 75 OPEB adjus	1,583	266	-	-	-	-	-	-	-	-	-	-
20 Operating expense contingency	-	-	-	600	-	-	-	-	-	-	-	-
21 <b>Total Fixed Route Operating Expenses</b>	<b>31,552</b>	<b>31,925</b>	<b>33,208</b>	<b>36,368</b>	<b>36,970</b>	<b>38,311</b>	<b>39,579</b>	<b>40,929</b>	<b>42,316</b>	<b>43,709</b>	<b>45,150</b>	<b>46,642</b>
<b>Revenue Hours</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>
22 Passenger Fares	504	532	525	525	525	525	525	525	525	525	525	525
23 Non-Operating revenue	-	(30)	-	-	-	-	-	-	-	-	-	-
24 FTA Section 5307	1,261	1,698	1,380	1,380	1,385	1,385	1,390	1,390	1,395	1,400	1,400	1,405
25 FTA Preventative Maintenance	19	6	-	-	-	-	-	-	-	-	-	-
26 TDA 4.5	800	869	1,008	804	890	914	940	965	992	1,019	1,047	1,076
27 TDA 4.0	199	314	1,573	2,631	2,716	2,851	2,984	3,125	3,262	3,402	3,549	3,696
28 Measure J	1,831	1,939	1,814	1,753	1,810	1,891	1,976	2,066	2,160	2,259	2,363	2,472
29 STA Paratransit & Revenue Based	767	800	848	825	833	842	850	858	867	876	885	893
30 Bart ADA service	136	168	197	197	199	201	203	205	207	209	211	213
31 <b>Total Paratransit Operating Revenue</b>	<b>5,517</b>	<b>6,296</b>	<b>7,345</b>	<b>8,115</b>	<b>8,358</b>	<b>8,609</b>	<b>8,868</b>	<b>9,134</b>	<b>9,408</b>	<b>9,690</b>	<b>9,980</b>	<b>10,280</b>
32 <b>Total Paratransit Operating Expenses</b>	<b>5,517</b>	<b>6,296</b>	<b>7,347</b>	<b>8,115</b>	<b>8,358</b>	<b>8,609</b>	<b>8,868</b>	<b>9,134</b>	<b>9,408</b>	<b>9,690</b>	<b>9,980</b>	<b>10,280</b>
% increase in expenses	5.7%	14.1%	16.7%	10.5%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
33 <b>Total CCCTA Operating Budget</b>	<b>\$ 37,069</b>	<b>\$ 38,221</b>	<b>\$ 40,555</b>	<b>\$ 44,483</b>	<b>\$ 45,328</b>	<b>\$ 46,920</b>	<b>\$ 48,447</b>	<b>\$ 50,063</b>	<b>\$ 51,724</b>	<b>\$ 53,399</b>	<b>\$ 55,130</b>	<b>\$ 56,922</b>



**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**TEN YEAR FORECAST    *In \$ Thousands***

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
34 <b>Capital Revenue</b>												
35    Federal 5307	-	4,435	-	-	989	19,969	-	-	-	13,636	12,677	-
36    State Prop 1B PTMISEA - Rolling Stock	-	1,005	-	-	-	-	-	-	-	-	-	-
37    State Prop 1B PTMISEA - Facility Rehab	-	-	-	-	-	-	-	-	-	-	-	-
38    State - LCTOP	-	375	-	-	300	300	300	300	300	300	300	300
39    Lifeline - 1B Population based Bonds	-	-	-	-	-	-	-	-	-	-	-	-
40    MTC TPI Funds - Stop Access & IT	280	200	-	-	-	-	-	-	-	-	-	-
41    Bridge Toll Revenue	-	100	-	-	80	1,000	29	-	-	850	-	-
42    Transportation Development Act	651	474	689	747	400	828	1,637	44	-	2,591	3,066	650
43 <b>To Be Determined</b>	-	-	-	-	-	3,000	1,000	-	-	-	-	-
44 <b>Total Capital Revenue</b>	<b>\$ 931</b>	<b>\$ 6,589</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>
45 <b>Capital Projects</b>	<b>\$ 931</b>	<b>\$ 6,589</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**TDA RESERVE \$ In Thousands**

		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
46	Beginning Balance	\$ 11,783	\$ 12,305	\$ 16,728	\$ 18,136	\$ 15,284	\$ 12,710	\$ 8,900	\$ 3,803	\$ (186)	\$ (4,622)	\$ (12,117)	\$ (20,578)
47	Estimated TDA 4.0 Allocation	\$ 17,899	\$ 19,043	\$ 18,810	\$ 19,416	\$ 19,950	\$ 20,498	\$ 21,062	\$ 21,641	\$ 22,236	\$ 22,848	\$ 23,476	\$ 24,122
		3.88%	6.39%	-1.22%	3.22%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
<b>TDA 4.0 Needed for Operations and Capital:</b>													
48	Used for Fixed route operations	(16,756)	(13,832)	(15,140)	(18,890)	(19,408)	(20,629)	(21,538)	(22,461)	(23,410)	(24,350)	(25,322)	(26,326)
49	Used for Paratransit operations	(199)	(314)	(1,573)	(2,631)	(2,716)	(2,851)	(2,984)	(3,125)	(3,262)	(3,402)	(3,549)	(3,696)
50	TDA Used for Operations	(16,955)	(14,146)	(16,713)	(21,521)	(22,124)	(23,480)	(24,522)	(25,586)	(26,672)	(27,752)	(28,871)	(30,022)
51	Used for Capital Program	(651)	(474)	(689)	(747)	(400)	(828)	(1,637)	(44)	-	(2,591)	(3,066)	(650)
52	<b>Ending TDA Reserve</b>	<b>\$ 12,076</b>	<b>\$ 16,728</b>	<b>\$ 18,136</b>	<b>\$ 15,284</b>	<b>\$ 12,710</b>	<b>\$ 8,900</b>	<b>\$ 3,803</b>	<b>\$ (186)</b>	<b>\$ (4,622)</b>	<b>\$ (12,117)</b>	<b>\$ (20,578)</b>	<b>\$ (27,128)</b>
53	Number Of Months of Operating Expenses in Reserve	3.9	5.3	5.4	4.1	3.4	2.3	0.9	(0.0)	(1.1)	(2.7)	(4.5)	(5.7)
54	Percentage of operating budget	32.6%	43.8%	44.7%	34.4%	28.0%	19.0%	7.8%	-0.4%	-8.9%	-22.7%	-37.3%	-47.7%

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Wages, Operators	8,630,602	8,775,326	8,580,000	195,326	9,118,500	343,174	
Wages, Operator/trainer	141,372	175,000	175,000	-	181,500	6,500	
Wages, Trans Admin	1,016,871	1,103,000	1,122,426	(19,426)	1,159,934	56,934	
Wages, Scheduling	72,973	76,100	71,672	4,428	75,556	(544)	
Wages, Maint Admin	484,913	504,540	535,061	(30,521)	535,727	31,187	
Wages, Building Maint.	308,511	330,860	361,091	(30,231)	372,381	41,521	
Wages, Customer Service	322,328	351,500	351,502	(2)	365,856	14,356	
Wages, Promotion	59,698	61,308	59,170	2,138	60,928	(380)	
Wages, EE Services	253,000	260,000	249,022	10,978	257,321	(2,679)	
Wages, Finance	423,773	447,900	437,212	10,688	451,086	3,186	
Wages, Safety & Trng	80,209	101,238	82,704	18,534	149,539	48,301	
Wages, General Admin	596,190	586,120	579,135	6,985	589,438	3,318	
Performance based Comp Pool	-	-	40,000	(40,000)	40,000	40,000	
Wages, Board	18,400	22,000	26,400	(4,400)	26,400	4,400	
Wages, Planning	821,641	850,000	910,149	(60,149)	903,963	53,963	
Wages, Service Workers	404,835	416,184	489,234	(73,050)	477,961	61,777	
Wages, Serv Wrkr Bonus	350	2,525	1,250	1,275	1,750	(775)	
Wages, Mechanics	1,117,091	1,168,000	1,231,439	(63,439)	1,233,069	65,069	
Wages, Mechanic Bonus	12,200	11,250	11,250	-	11,250	-	
<b>Total Wages</b>	<b>14,764,957</b>	<b>15,242,851</b>	<b>15,313,717</b>	<b>(70,866)</b>	<b>16,012,159</b>	<b>769,308</b>	<b>5%</b>
Sick, Operators	401,995	337,500	340,000	(2,500)	350,000	12,500	
Sick, Trans Admin	67,427	45,989	32,769	13,220	33,893	(12,096)	
Sick, Scheduling	4,107	2,350	2,138	212	2,254	(96)	
Sick, Maintenance Admin	14,806	10,000	15,938	(5,938)	15,957	5,957	
Sick, Building Maintenance.	13,030	10,036	10,448	(412)	10,716	680	
Sick, Customer Svc	5,292	9,814	9,839	(25)	10,228	414	
Sick, Promotion	2,013	4,465	1,765	2,700	1,818	(2,647)	
Sick, EE Services	2,506	5,474	7,389	(1,915)	7,636	2,162	
Sick, Finance	12,496	13,947	12,894	1,053	13,306	(641)	
Sick, Safety & Training	2,188	16,942	2,467	14,475	4,460	(12,482)	
Sick, General Admin	17,021	25,205	17,069	8,136	17,373	(7,832)	
Sick, Planning	17,272	16,051	26,833	(10,782)	26,680	10,629	
Sick, Service Workers	34,341	17,569	6,766	10,803	37,511	19,942	
Sick, Mechanics	28,160	40,575	23,606	16,969	35,190	(5,385)	
<b>Total Sick Pay</b>	<b>622,654</b>	<b>555,917</b>	<b>509,921</b>	<b>45,996</b>	<b>567,022</b>	<b>11,105</b>	<b>2%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Holiday, Operators	340,076	419,000	426,000	(7,000)	437,000	18,000	
Holiday, Trans Admin	60,791	56,455	59,858	(3,403)	61,916	5,461	
Holiday, Scheduling	4,423	3,688	3,906	(218)	4,117	429	
Holiday, Maintenance Admin	30,380	31,795	29,115	2,680	29,152	(2,643)	
Holiday, Building Maintenance.	16,605	20,000	19,086	914	19,578	(422)	
Holiday, Customer Svc	18,284	17,975	17,976	(1)	18,685	710	
Holiday, Promotion	4,173	3,224	3,224	-	3,320	96	
Holiday, EE Services	12,789	13,498	13,498	-	13,948	450	
Holiday, Finance	26,062	23,098	23,553	(455)	24,308	1,210	
Holiday, Safety & Training	4,375	6,000	4,507	1,493	8,149	2,149	
Holiday, General Admin	24,387	30,050	31,182	(1,132)	31,736	1,686	
Holiday, Planning	52,177	41,000	49,020	(8,020)	48,738	7,738	
Holiday, Service Workers	20,209	23,085	24,047	(962)	24,761	1,676	
Holiday, Mechanics	55,420	64,160	64,164	(4)	65,048	888	
<b>Total Holiday Pay</b>	<b>670,151</b>	<b>753,028</b>	<b>769,136</b>	<b>(16,108)</b>	<b>790,456</b>	<b>37,428</b>	<b>5%</b>
Vacation, Operators	518,228	545,000	545,900	(900)	561,500	16,500	
Vacation, Trans Admin	106,545	110,000	90,492	19,508	94,201	(15,799)	
Vacation, Scheduling	6,314	6,510	6,510	-	6,862	352	
Vacation, Maintenance Admin	50,142	54,510	47,767	6,743	47,804	(6,706)	
Vacation, Building Maintenance.	23,385	23,760	25,112	(1,352)	24,348	588	
Vacation, Customer Svc	25,743	25,640	23,000	2,640	23,876	(1,764)	
Vacation, Promotion	6,517	5,375	5,374	1	5,534	159	
Vacation, EE Services	20,547	21,930	21,175	755	21,886	(44)	
Vacation, Finance	27,190	31,000	34,260	(3,260)	35,460	4,460	
Vacation, Safety & Training	7,287	10,745	7,512	3,233	13,582	2,837	
Vacation, General Admin	65,971	42,160	45,036	(2,876)	45,826	3,666	
Vacation, Planning	61,356	71,100	71,104	(4)	71,639	539	
Vacation, Service Wrks	24,638	25,000	30,272	(5,272)	25,124	124	
Vacation, Mechanics	164,161	115,265	94,544	20,721	99,750	(15,515)	
<b>Total Accrued Vacation</b>	<b>1,108,024</b>	<b>1,087,995</b>	<b>1,048,058</b>	<b>39,937</b>	<b>1,077,392</b>	<b>(10,603)</b>	<b>-1%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Abs Pay, Operators	25,160	31,200	64,000	(32,800)	34,500	3,300	
Abs Pay, Trans Admin	-	2,730	6,110	(3,380)	6,317	3,587	
Abs Pay, Scheduling	-	100	399	(299)	420	320	
Abs Pay, Maintenance Admin	-	1,350	2,970	(1,620)	2,974	1,624	
Abs Pay, Building Maintenance.	-	500	1,947	(1,447)	1,996	1,496	
Abs Pay, Customer Svc	-	500	1,834	(1,334)	1,907	1,407	
Abs Pay, Promotion	-	300	329	(29)	339	39	
Abs Pay, EE Services	-	400	1,378	(978)	1,423	1,023	
Abs Pay, Finance	-	500	2,404	(1,904)	2,480	1,980	
Abs Pay, Safety & Training	-	400	460	(60)	831	431	
Abs Pay, General Admin	-	500	3,183	(2,683)	3,238	2,738	
Abs Pay, Planning	-	500	5,002	(4,502)	4,973	4,473	
Separation Pay/Benefits	1,489	2,500	5,000	(2,500)	5,000	2,500	
Abs Pay, Service Wrks	-	-	470	(470)	481	481	
Abs Pay, Mechanics	-	1,270	558	712	567	(703)	
<b>Total Absence Pay</b>	<b>26,649</b>	<b>42,750</b>	<b>96,044</b>	<b>(53,294)</b>	<b>67,446</b>	<b>24,696</b>	<b>58%</b>
<b>Total Paid Time Off</b>	<b>2,427,478</b>	<b>2,439,690</b>	<b>2,423,159</b>	<b>16,531</b>	<b>2,502,316</b>	<b>62,626</b>	<b>3%</b>
<b>Total Compensation</b>	<b>17,192,435</b>	<b>17,682,541</b>	<b>17,736,876</b>	<b>(54,335)</b>	<b>18,514,475</b>	<b>831,934</b>	<b>5%</b>
FICA, Operators	139,729	144,000	146,860	(2,860)	148,500	4,500	
FICA, Trans Admin	17,772	18,802	19,012	(210)	19,658	856	
FICA, Scheduling	1,256	1,227	1,227	-	1,294	67	
FICA, Maintenance Admin	1,957	3,758	4,363	(605)	4,186	428	
FICA, Building Maintenance.	5,424	5,500	6,055	(555)	6,220	720	
FICA, Customer Service	5,161	5,860	5,860	-	6,098	238	
FICA, Promotion	1,039	1,062	1,013	49	1,043	(19)	
FICA, EE Services	4,161	4,347	4,240	107	4,382	35	
FICA, Finance	7,185	7,479	7,399	80	7,637	158	
FICA, Safety & Training	-	1,171	-	1,171	-	(1,171)	
FICA, General Admin	10,192	10,385	10,486	(101)	10,659	274	
FICA, Board Members	1,511	1,700	2,020	(320)	2,020	320	
FICA, Planning	13,436	14,822	15,401	(579)	15,311	489	
FICA, Service Workers	6,588	8,800	7,258	(458)	8,228	1,428	
FICA, Mechanics	14,749	17,000	18,383	(1,383)	18,663	1,663	
<b>Total FICA/Medicare</b>	<b>230,160</b>	<b>243,913</b>	<b>249,577</b>	<b>(5,664)</b>	<b>253,899</b>	<b>9,986</b>	<b>4%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
PERS-RET, Operators	976,434	1,075,218	1,051,072	24,146	1,189,128	113,910	
PERS-RET, Trans Admin	162,396	188,530	189,416	(886)	253,439	64,909	
PERS-RET, Scheduling	17,203	19,787	13,391	6,396	17,342	(2,445)	
PERS-RET, Maintenance Admin	89,602	100,739	112,348	(11,609)	139,266	38,527	
PERS-RET, Bldg Maintenance.	45,477	51,789	55,611	(3,822)	61,147	9,358	
PERS-RET, Customer Svc	50,052	53,966	49,337	4,629	55,246	1,280	
PERS-RET, Promotion	19,886	22,923	12,662	10,261	14,622	(8,301)	
PERS-RET, EE Services	33,940	37,866	46,409	(8,543)	52,484	14,618	
PERS-RET, Finance	67,359	76,243	77,351	(1,108)	87,785	11,542	
PERS-RET, Sfty & Training	25,066	30,941	19,922	11,019	35,273	4,332	
PERS-RET, Gen Admin	84,770	93,392	113,420	(20,028)	124,877	31,485	
PERS-RET, Planning	67,725	89,997	125,063	(35,066)	133,648	43,651	
GM-457 Retirement	18,000	18,000	18,540	(540)	19,000	1,000	
PERS-RET, Service Wrkr	51,115	55,908	59,137	(3,229)	67,167	11,259	
PERS-RET, Mechanics	146,021	161,825	170,966	(9,141)	204,892	43,067	
<b>Total Retirement</b>	<b>1,855,046</b>	<b>2,077,124</b>	<b>2,114,645</b>	<b>(37,521)</b>	<b>2,455,316</b>	<b>378,192</b>	<b>18%</b>
Medical, Operators	651,397	764,492	782,191	(17,699)	811,508	47,016	
Medical, Trans Admin	95,604	107,245	140,721	(33,476)	135,684	28,439	
Medical, Scheduling	8,129	9,476	9,496	(20)	9,496	20	
Medical, Maintenance Admin	22,893	34,613	27,755	6,858	39,661	5,048	
Medical, Building Maintenance.	38,825	58,627	61,239	(2,612)	58,000	(627)	
Medical, Customer Svc	28,744	34,971	35,057	(86)	35,057	86	
Medical, Promotion	4,116	5,938	5,954	(16)	5,954	16	
Medical, EE Services	3,309	7,752	9,048	(1,296)	9,472	1,720	
Medical, Finance	16,033	26,780	18,989	7,791	33,488	6,708	
Medical, Safety & Training	4,907	9,256	5,424	3,832	12,784	3,528	
Medical, General Admin	65,080	56,402	72,276	(15,874)	74,680	18,278	
Medical, Planning	39,048	57,046	73,750	(16,704)	64,646	7,600	
Medical, Service Workers	230,583	226,548	264,933	(38,385)	241,920	15,372	
Medical, Mechanics	403,376	436,226	453,847	(17,621)	459,648	23,422	
Medical Admin Charge	7,923	10,000	11,300	(1,300)	11,300	1,300	
Medical, Retirees	181,754	220,000	202,650	17,350	231,000	11,000	
OPEB benefits	422,551	242,812	306,650	(63,838)	226,376	(16,436)	
<b>Total Medical</b>	<b>2,224,272</b>	<b>2,308,184</b>	<b>2,481,280</b>	<b>(173,096)</b>	<b>2,460,674</b>	<b>152,490</b>	<b>7%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Dental, Operators	234,592	242,303	247,457	(5,154)	249,572	7,269	
Dental, Trans Admin	32,992	32,734	33,919	(1,185)	33,716	982	
Dental, Scheduling	2,277	2,312	2,357	(46)	2,381	70	
Dental, Maintenance Admin	5,892	6,017	6,124	(107)	7,498	1,481	
Dental, Building Maintenance.	8,476	9,436	10,377	(941)	8,570	(866)	
Dental, Customer Svc	16,562	13,779	17,155	(3,376)	14,192	413	
Dental, Promotion	1,412	1,435	1,464	(29)	1,478	43	
Dental, EE Services	3,068	4,288	3,176	1,112	4,417	129	
Dental, Finance	10,520	9,885	10,892	(1,007)	10,182	297	
Dental, Safety & Training	791	1,943	819	1,124	2,416	473	
Dental, General Admin	7,378	8,689	7,610	1,079	8,949	260	
Dental, Planning	11,401	16,749	13,950	2,799	17,252	503	
<b>Total Dental</b>	<b>335,361</b>	<b>349,570</b>	<b>355,300</b>	<b>(5,730)</b>	<b>360,623</b>	<b>11,053</b>	<b>3%</b>
WC, Operators	858,861	769,112	763,218	5,894	775,522	6,410	
WC, Trans Admin	79,909	74,131	73,563	568	74,749	618	
WC, Scheduling	9,998	9,266	9,195	71	9,344	78	
WC, Maintenance Admin	24,970	23,166	22,989	177	23,359	193	
WC, Building Maintenance.	29,970	27,799	27,586	213	28,031	232	
WC, Customer Svc	39,942	37,066	36,782	284	37,375	309	
WC, Promotion	9,998	4,633	4,598	35	4,672	39	
WC, EE Services	14,972	13,900	13,793	107	14,015	115	
WC, Finance	24,970	23,166	22,989	177	23,359	193	
WC, Safety & Training	9,998	9,266	9,195	71	9,344	78	
WC, General Admin	33,287	26,432	26,184	248	26,653	221	
WC, Planning	39,942	56,965	56,575	390	57,440	475	
WC, Service Workers	49,940	46,332	45,977	355	46,718	386	
WC, Mechanics	94,882	88,031	87,356	675	88,764	733	
<b>Total Workers Comp</b>	<b>1,321,639</b>	<b>1,209,265</b>	<b>1,200,000</b>	<b>9,265</b>	<b>1,219,345</b>	<b>10,080</b>	<b>1%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Life, Operators	70,560	74,566	74,776	(210)	80,000	5,434	
Life, Trans Admin	5,022	6,694	6,695	(1)	7,925	1,231	
Life, Scheduling	660	740	742	(2)	844	104	
Life, Maintenance Admin	4,230	4,301	4,360	(59)	6,000	1,699	
Life, Building Maintenance.	2,896	3,200	3,250	(50)	3,510	310	
Life, Customer Svc	5,051	4,292	6,450	(2,158)	3,780	(512)	
Life, Promotion	541	547	560	(13)	580	33	
Life, EE Services	1,537	1,785	1,800	(15)	2,030	245	
Life, Finance	3,316	3,813	3,460	353	4,200	387	
Life, Safety & Training	728	988	750	238	1,260	272	
Life, General Admin	2,910	3,675	3,090	585	6,930	3,255	
Life, Planning	5,452	7,392	7,212	180	7,584	192	
<b>Total Life Insurance</b>	<b>102,903</b>	<b>111,993</b>	<b>113,145</b>	<b>(1,152)</b>	<b>124,643</b>	<b>12,650</b>	<b>11%</b>
SUI, Operators	45,798	65,000	67,000	(2,000)	65,000	-	
SUI, Trans Admin	3,907	5,000	7,974	(2,974)	8,417	3,417	
SUI, Scheduling	238	300	443	(143)	443	143	
SUI, Maintenance Admin	1,045	1,500	2,215	(715)	2,215	715	
SUI, Building Maintenance.	2,209	2,340	3,101	(761)	2,658	318	
SUI, Customer Svc	1,701	1,835	3,101	(1,266)	3,101	1,266	
SUI, Promotion	238	364	443	(79)	443	79	
SUI, Safety & Training	238	550	443	107	886	336	
SUI, General Admin	1,779	1,800	3,544	(1,744)	3,544	1,744	
SUI, EE Services	714	800	1,329	(529)	1,329	529	
SUI, Finance	1,190	1,500	2,215	(715)	2,215	715	
SUI, Planning	2,370	2,800	4,430	(1,630)	3,987	1,187	
SUI, Service Workers	2,594	2,563	4,430	(1,867)	4,430	1,867	
SUI, Mechanics	4,730	5,522	8,417	(2,895)	8,417	2,895	
<b>Total SUI</b>	<b>68,751</b>	<b>91,874</b>	<b>109,085</b>	<b>(17,211)</b>	<b>107,085</b>	<b>15,211</b>	<b>17%</b>
Operator Uniforms	47,775	52,301	50,000	2,301	53,870	1,569	
Uniforms - Maintenance. Pers.	19,178	16,380	17,500	(1,120)	18,500	2,120	
<b>Total Uniforms</b>	<b>66,953</b>	<b>68,681</b>	<b>67,500</b>	<b>1,181</b>	<b>72,370</b>	<b>3,689</b>	<b>5%</b>



**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Operator Medical Exams	13,425	14,920	17,000	(2,080)	16,000	1,080	
Emp Assistance Prog.	13,603	12,112	14,500	(2,388)	15,000	2,888	
Cafeteria Plan- Admin	438,719	571,351	598,689	(27,338)	674,386	103,035	
Cafeteria Plan-ATU	1,274,904	1,455,288	1,603,479	(148,191)	1,631,400	176,112	
Mechanic Tool Allowance	11,661	16,403	16,500	(97)	16,500	97	
Wellness Program	18,411	29,854	30,000	(146)	32,000	2,146	
Substance Abuse Prog.	9,795	16,435	20,000	(3,565)	17,000	565	
<b>Total Other Benefits</b>	<b>1,780,518</b>	<b>2,116,363</b>	<b>2,300,168</b>	<b>(183,805)</b>	<b>2,402,286</b>	<b>285,923</b>	<b>14%</b>
<b>Total Benefits</b>	<b>10,413,081</b>	<b>11,016,656</b>	<b>11,413,859</b>	<b>(397,202)</b>	<b>11,958,557</b>	<b>941,901</b>	<b>9%</b>
<b>Total Wages and Benefits</b>	<b>25,178,038</b>	<b>26,259,507</b>	<b>26,727,576</b>	<b>(468,069)</b>	<b>27,970,716</b>	<b>1,711,209</b>	<b>7%</b>
Management Services	3,760	35,000	35,000	-	35,000	-	
Agency Fees	50	150	150	-	150	-	
In-Service Monitoring	-	5,500	5,500	-	5,500	-	
Mobility Services	14,858	24,584	25,000	(416)	25,000	416	
Schedules/Graphics	52,795	27,891	115,000	(87,109)	100,000	72,109	
Promotions	54,621	67,385	150,000	(82,615)	150,000	82,615	
Recruitment	6,808	9,496	10,000	(504)	10,000	504	
Hiring Costs	12,575	15,000	15,000	-	15,000	-	
Legal Fees	266,879	335,000	335,000	-	380,000	45,000	
Financial services	3,450	15,000	15,000	-	3,500	(11,500)	
Auditor Fees	54,314	47,500	49,955	(2,455)	50,000	2,500	
Freight In and Out	4,807	5,845	6,000	(155)	6,000	155	
Bid and Hearing Notices	320	1,000	1,000	-	1,000	-	
Service Development	47,587	77,590	80,000	(2,410)	80,000	2,410	
Trans. Printing/Reproduc.	5,194	5,666	7,000	(1,334)	7,000	1,334	
Payroll Services	80,757	85,000	88,055	(3,055)	87,500	2,500	
Bank service charge	24,023	23,000	25,500	(2,500)	25,500	2,500	
Commuter check process fee	322	300	300	-	300	-	
Pay PERS file upload	2,604	2,700	2,730	(30)	2,780	80	
Special Planning- reimb expenses	24,900	-	-	-	-	-	
Temporary Help-All depts	18,672	25,000	25,000	-	25,000	-	
Clipper Fees	78,065	132,000	150,000	(18,000)	155,000	23,000	
SVR-Differential/Radiator	6,269	15,454	15,800	(346)	15,500	46	

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
SVR-Transmission	1,223	13,688	24,000	(10,312)	42,000	28,312	
SVR-Upholstery/Glass	3,000	8,500	15,000	(6,500)	12,000	3,500	
SVR-Towing	4,465	11,308	16,000	(4,692)	16,000	4,692	
SVR-Engine Repair	84,018	41,000	41,000	-	108,000	67,000	
SVR-Body Repair	121,928	107,227	108,000	(773)	108,000	773	
SVR-Electric Bus Repair	-	10,000	50,000	(40,000)	50,000	40,000	
Emission controls	65,630	42,244	42,000	244	48,000	5,756	
Support Vehicle maint	17,066	14,235	13,500	735	14,500	265	
IT Supplies/replacements	10,981	11,666	12,000	(334)	20,000	8,334	
Clever Devices/rideck maint	239,350	246,530	251,350	(4,820)	272,500	25,970	
Office Equipment Maint.	16,604	19,854	20,000	(146)	20,000	146	
Building Maint. Service	77,555	86,639	87,000	(361)	97,000	10,361	
Landscape Service	66,532	96,400	89,400	7,000	95,400	(1,000)	
IT Contracts	172,011	138,673	150,000	(11,327)	170,000	31,327	
Radio Maint. Service	12,876	14,980	15,000	(20)	15,000	20	
Contract Cleaning Service	2,545	3,600	3,600	-	3,600	-	
Waste Removal	14,256	18,462	19,800	(1,338)	19,000	538	
Hazardous Waste	99,888	124,256	125,000	(744)	125,000	744	
Fire Monitoring	3,057	3,811	4,000	(189)	4,000	189	
Security Services	94,531	88,265	89,000	(735)	98,000	9,735	
Other Services	5,275	5,500	7,000	(1,500)	7,000	1,500	
<b>Total Services</b>	<b>1,876,421</b>	<b>2,070,753</b>	<b>2,339,640</b>	<b>(268,887)</b>	<b>2,524,730</b>	<b>453,977</b>	<b>22%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Diesel Fuel	1,444,865	1,446,206	1,625,000	(178,794)	1,625,000	178,794	
Oils and Lubricants	83,995	81,702	85,000	(3,298)	83,000	1,298	
Gasoline	23,470	24,543	25,000	(457)	25,000	457	
PG&E - WC Trolley	38,489	115,237	85,000	30,237	120,000	4,763	
Tires and Tubes	245,733	259,272	247,216	12,056	263,520	4,248	
Safety Supply	244	10,000	10,000	-	15,000	5,000	
Transportation Supplies	13,266	15,875	14,000	1,875	14,000	(1,875)	
BART Relief Tickets	54,760	15,100	58,425	(43,325)	-	(15,100)	
CLIPPER Relief Cards for EE's	-	31,825	-	31,825	58,425	26,600	
CSS-Soaps	3,500	5,624	6,000	(376)	6,000	376	
CSS-Cleaning	7,137	8,000	9,000	(1,000)	9,000	1,000	
CSS-Safety	8,027	8,518	8,500	18	8,750	232	
CSS-Antifreeze	8,406	6,029	6,400	(371)	6,500	471	
CSS-Gases	8,003	4,241	4,500	(259)	4,500	259	
Oil Analysis	98	8,250	8,000	250	8,250	-	
Equipment/Garage Exp.	29,042	25,033	25,000	33	25,000	(33)	
Coach Repair Parts	643,967	565,699	515,000	50,699	625,000	59,301	
Shelter/Bus Stop Supply	10,397	14,190	15,000	(810)	12,000	(2,190)	
Janitorial Supplies	27,723	20,958	21,000	(42)	22,500	1,542	
Lighting Supply	7,100	5,025	5,000	25	5,500	475	
Building Repair Supply	38,943	44,229	45,000	(771)	48,000	3,771	
Landscape Supply	-	4,500	5,000	(500)	5,000	500	
Tickets, Passes, Xfrs	3,735	4,887	10,000	(5,113)	5,000	113	
Supplies - Offsites	1,222	1,000	2,300	(1,300)	2,300	1,300	
Personnel Office Supply	4,124	2,912	3,000	(88)	3,000	88	
Computer Supplies	2,077	-	-	-	-	-	
Office Supplies-Administration	14,397	16,329	17,500	(1,171)	17,000	671	
Office Supplies-Maint.	1,508	3,317	3,500	(183)	3,500	183	
Postage	9,936	9,000	9,000	-	9,000	-	
Safety Contingency Plans	1,456	3,120	3,000	120	3,000	(120)	
Training Supply	2,826	5,000	5,000	-	5,000	-	
Contracts & Grants Supply	2,112	1,000	1,000	-	1,000	-	
Supplies- IC	3,425	5,917	6,000	(83)	6,000	83	
Repair parts-grant exp	-	25,000	25,000	-	25,000	-	
<b>Total Materials &amp; Supplies</b>	<b>2,770,248</b>	<b>2,797,538</b>	<b>2,908,341</b>	<b>(110,803)</b>	<b>3,069,745</b>	<b>272,207</b>	<b>10%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Telephone Svc - TC				-		-	
Pacific Gas and Electric	164,458	193,352	190,550	2,802	195,000	1,648	
Telephone Svc - Concord	44,472	45,518	40,000	5,518	50,000	4,482	
Contra Costa Water District	25,840	25,634	27,600	(1,966)	27,600	1,966	
Telephone-Cellular	109,912	72,053	100,000	(27,947)	80,000	7,947	
<b>Total Utilities</b>	<b>344,682</b>	<b>336,557</b>	<b>358,150</b>	<b>(21,593)</b>	<b>352,600</b>	<b>16,043</b>	<b>5%</b>
Physical Damage	119,543	110,000	125,000	(15,000)	125,000	15,000	
Property Premiums	44,593	45,000	49,719	(4,719)	42,500	(2,500)	
Other Premiums	28,294	30,000	31,130	(1,130)	33,000	3,000	
Liability Premiums	542,954	575,000	600,000	(25,000)	622,440	47,440	
Insurance/Liability losses	28,150	175,000	175,000	-	175,000	-	
<b>Total Insurance</b>	<b>763,534</b>	<b>935,000</b>	<b>980,849</b>	<b>(45,849)</b>	<b>997,940</b>	<b>62,940</b>	<b>7%</b>
Property Tax	8,072	8,372	16,000	(7,628)	12,000	3,628	
Licenses / Registrations	988	1,972	2,015	(43)	2,015	43	
Fuel Storage Tank Fees	12,898	13,350	14,000	(650)	14,000	650	
Use and Other Taxes	6,449	7,000	7,500	(500)	7,000	-	
Sales Tax	189,543	212,000	212,000	-	222,000	10,000	
<b>Total Taxes</b>	<b>217,950</b>	<b>242,694</b>	<b>251,515</b>	<b>(8,821)</b>	<b>257,015</b>	<b>14,321</b>	<b>6%</b>
Radio Site Lease-Diablo	43,673	45,400	44,500	900	48,000	2,600	
Equipment Leases	9,835	10,730	9,000	1,730	9,000	(1,730)	
<b>Total Leases</b>	<b>53,508</b>	<b>56,130</b>	<b>53,500</b>	<b>2,630</b>	<b>57,000</b>	<b>870</b>	<b>2%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Business Expense- Tran	29	250	500	(250)	500	250	
Business Expense-admin	-	-	400	(400)	-	-	
Business Expense-Fin	1,440	2,000	2,000	-	2,000	-	
Board Travel	5,139	15,500	25,000	(9,500)	25,000	9,500	
Staff Travel	73,471	75,000	61,500	13,500	75,000	-	
CTA Dues	15,396	15,000	15,860	(860)	15,500	500	
APTA Dues	35,500	35,500	36,650	(1,150)	36,600	1,100	
Other Memberships	3,000	3,000	3,090	(90)	3,090	90	
Business Expense	1,681	4,000	4,000	-	4,000	-	
Training Program	12,799	15,899	25,000	(9,101)	25,000	9,101	
Training / Subs-Gm	1,666	6,000	7,000	(1,000)	5,000	(1,000)	
Misc exp	140	1,000	1,000	-	1,000	-	
Employee Functions	32,316	42,164	44,500	(2,336)	35,000	(7,164)	
Employee Awards	4,058	6,069	5,000	1,069	5,000	(1,069)	
Departing Emp gifts	30	419	1,000	(581)	1,000	581	
Paypal fees	2,380	79	4,000	(3,921)	-	(79)	
<b>Total Miscellaneous</b>	<b>189,045</b>	<b>221,880</b>	<b>236,500</b>	<b>(14,620)</b>	<b>233,690</b>	<b>11,810</b>	<b>5%</b>
Alamo Creek Shuttle	118,089	119,894	133,500	(13,606)	126,974	7,080	
St Mary's Shuttle	44,258	49,446	52,410	(2,964)	53,000	3,554	
Cal State rte. 260 Shuttle	103,487	118,508	113,600	4,908	125,000	6,492	
<b>Total Purchased Transportation</b>	<b>265,834</b>	<b>287,848</b>	<b>299,510</b>	<b>(11,662)</b>	<b>304,974</b>	<b>17,126</b>	<b>6%</b>
<b>Total Other Operating Expense</b>	<b>6,481,222</b>	<b>6,948,400</b>	<b>7,428,005</b>	<b>(479,605)</b>	<b>7,797,694</b>	<b>849,294</b>	<b>12%</b>
Contingency			<b>900,000</b>	<b>(900,000)</b>	<b>600,000</b>	<b>600,000</b>	
<b>TOTAL FIXED ROUTE EXPENSE</b>	<b>31,659,260</b>	<b>33,207,907</b>	<b>35,055,581</b>	<b>(1,847,674)</b>	<b>36,368,410</b>	<b>3,160,503</b>	<b>10%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
<b>Paratransit</b>							
Wages	167,101	180,000	182,218	(2,218)	192,171	12,171	
Sick Wages	4,762	5,990	5,298	692	5,587	(403)	
Holiday Pay	7,751	10,080	10,080	-	10,606	526	
Vacation Pay	11,992	8,360	11,145	(2,785)	11,715	3,355	
Absence pay	-	500	988	(488)	1,041	541	
Cafeteria Plan	20,030	22,151	23,874	(1,723)	23,163	1,012	
FICA	2,576	3,000	3,041	(41)	3,206	206	
PERS	21,175	24,200	21,706	2,494	25,482	1,282	
Medical	22,886	24,238	9,606	14,632	25,083	845	
Dental	2,994	3,837	3,540	297	4,820	983	
Life Insurance	1,638	1,229	1,220	9	1,760	531	
SUI	812	900	1,329	(429)	1,329	429	
Promotions	-	-	3,500	(3,500)	-	-	
Legal Fees	29,326	6,769	15,000	(8,231)	20,000	13,231	
Bank Service Charge	606	400	500	(100)	500	100	
Temporary Help	4,299	-	-	-	-	-	
Building Maint Services	940	1,417	1,500	(83)	1,500	83	
Radio Maint Services	6,574	4,929	6,100	(1,171)	6,000	1,071	
Community Van Maint	-	-	16,000	(16,000)	-	-	
Other services	15,293	128	-	128	-	(128)	
Office Supply, PTF	7,641	5,930	2,000	3,930	5,000	(930)	
Gas and Electric	21,668	25,000	25,000	-	26,000	1,000	
Cell Phone	292	6,687	22,500	(15,813)	15,000	8,313	
Property Premiums	-	-	-	-	7,500	7,500	
Liability Premiums	-	-	-	-	7,560	7,560	
Sales Tax	-	-	300	(300)	-	-	
Purchased Trans-LINK	5,764,537	6,809,831	6,977,200	(167,369)	7,400,000	590,169	
Purchased Trans-BART	169,640	7,659	178,080	(170,421)	10,000	2,341	
Other Purch Trans	11,628	-	1,281	(1,281)	1,000	1,000	
ADA-Choice in Aging	-	192,314	-	192,314	300,000	107,686	
Training / Subscriptions	-	-	2,500	(2,500)	8,000	8,000	
Other Misc Expenses	-	1,000	1,000	-	1,000	-	
<b>Total Paratransit</b>	<b>6,296,161</b>	<b>7,346,549</b>	<b>7,526,506</b>	<b>(179,957)</b>	<b>8,115,023</b>	<b>768,473</b>	<b>10%</b>
<b>TOTAL CCCTA</b>	<b>37,955,421</b>	<b>40,554,456</b>	<b>42,582,087</b>	<b>(2,027,631)</b>	<b>44,483,433</b>	<b>3,928,977</b>	<b>10%</b>
OPEB - GASB 75 Adjustments	(376,320)						
PERS GASB 68 Adjustment	642,776	-	-	-	-	-	
<b>TOTAL CCCTA GASBs</b>	<b>266,456</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CCCTA</b>	<b>38,221,877</b>	<b>40,554,456</b>	<b>42,582,087</b>	<b>(2,027,631)</b>	<b>44,483,433</b>	<b>3,928,977</b>	<b>10%</b>

**RESOLUTION NO. 2020-018****CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
BOARD OF DIRECTORS**

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**AUTHORIZING FILING APPLICATIONS AND SUPPORTING DOCUMENTS  
WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION  
OF TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE,  
AND REGIONAL MEASURE 2 FUNDS FOR FISCAL YEAR 2021**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the Transportation Development Act (TDA) (Public Utilities Code Section 99200, *et seq.*), provides for the disbursement of funds from the Local Transportation Fund (LTF) of the County of Contra Costa for use by eligible applicants for the purpose of public transit;

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Code of Regs. Section 6600, *et seq.*), a prospective applicant wishing to receive an allocation from the LTF shall file its claim with the Metropolitan Transportation Commission;

WHEREAS, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code Sections 99310 *et seq.*;

WHEREAS, the STA fund makes funds available pursuant to Public Utilities Code Section 99313.6 for allocation to eligible applicants to support approved transit projects;

WHEREAS, TDA funds from the LTF of Contra Costa County and STA funds will be required by CCCTA in Fiscal Year 2021 for public transit capital and operating assistance;

WHEREAS, CCCTA is an eligible applicant for TDA and STA funds pursuant to Public Utilities Code Sections 99260(a), 99262, 99275, 99313 and 99314 as attested by the opinion of CCCTA's Counsel;

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred to as Regional Measure 2 (RM2), identified projects eligible to receive funding under the Regional Traffic Relief Plan;

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for RM2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d);

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 funding;

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in RM2 Policy and Procedures;

WHEREAS, CCCTA is an eligible sponsor of transportation project(s) in RM2, Regional Traffic Relief Plan funds;

WHEREAS, the Express Bus Routes are eligible for consideration in the Regional Traffic Relief Plan of RM2, pursuant to Streets and Highways Code Section 30914(c) or (d);

WHEREAS, the RM2 allocation request demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which CCCTA is requesting that MTC allocate RM2 funds,

WHEREAS, the certification by CCCTA of assurances is required for the allocation of funds by MTC; and

WHEREAS, CCCTA requires an allocation of these funds for capital and operating assistance to support CCCTA's provision of public transit services in the Central Contra Costa County area for Fiscal Year 2021.

NOW, THEREFORE, BE IT RESOLVED, by the of the Central Contra Costa Transit Authority Board of Directors that CCCTA, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

RESOLVED, that CCCTA certifies that the project is consistent with the Regional Transportation Plan (RTP), and be it further

RESOLVED, that CCCTA approves the Express Bus routes operating proposals; and be it further

RESOLVED, that CCCTA approves the certification of assurances; and be it further

RESOLVED, that CCCTA is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(d); and be it further

RESOLVED, that CCCTA is authorized to submit an application for Regional Measure 2 funds for Express Bus Operations in accordance with California Streets and Highways Code 30914(d); and be it further

RESOLVED, that CCCTA certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 *et seq.*) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 *et seq.* and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to CCCTA making allocation requests for Regional Measure 2 funds; and be it further

RESOLVED, that there is no pending or threatened litigation that might in any way adversely affect the proposed project, or the ability of CCCTA to deliver such project; and be it further



RESOLVED, that CCCTA indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from any and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of CCCTA, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages; and be it further

RESOLVED, that CCCTA shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED that the General Manager, or his designee, is authorized to execute and file appropriate applications, together with all necessary supporting documents, with the Metropolitan Transportation Commission for allocation of TDA, STA and RM2 funds for Fiscal Year 2021; and be it further

RESOLVED that the General Manager, or his designee, is delegated the authority to make non-substantive changes and minor amendments to the Initial Project Report as he deems appropriate; and be it further

RESOLVED that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claims, and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

Regularly passed and adopted this 16th day of April 2020 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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Candace Andersen, Chair, CCCTA Board of Directors

ATTEST:

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Lathina Hill, Clerk of the Board

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**TDA RESERVE \$ In Thousands**  
**FY 2021 REVISED FORECAST**

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
46 Beginning Balance	\$ 12,305	\$ 16,728	\$ 13,989	\$ 11,367	\$ 11,354	\$ 10,749	\$ 9,489	\$ 9,173	\$ 8,259	\$ 4,143	\$ (451)
47 Estimated TDA 4.0 Allocation	\$ 19,043 6.39%	\$ 18,810 -1.22%	\$ 19,416 3.22%	\$ 19,950 2.75%	\$ 20,498 2.75%	\$ 21,062 2.75%	\$ 21,641 2.75%	\$ 22,236 2.75%	\$ 22,848 2.75%	\$ 23,476 2.75%	\$ 24,122 2.75%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
48 Used for Fixed route operations	(13,832)	(15,475)	(18,927)	(19,612)	(20,837)	(21,748)	(22,674)	(23,627)	(24,570)	(25,547)	(26,555)
49 Used for Paratransit operations	(314)	(1,573)	(2,631)	(2,716)	(2,851)	(2,984)	(3,125)	(3,262)	(3,402)	(3,549)	(3,696)
50 TDA Used for Operations	<b>(14,146)</b>	<b>(17,048)</b>	<b>(21,558)</b>	<b>(22,328)</b>	<b>(23,688)</b>	<b>(24,732)</b>	<b>(25,799)</b>	<b>(26,889)</b>	<b>(27,972)</b>	<b>(29,096)</b>	<b>(30,251)</b>
51 Used for Capital Program	<b>(474)</b>	<b>(689)</b>	<b>(747)</b>	<b>(400)</b>	<b>(828)</b>	<b>(1,637)</b>	<b>(44)</b>	<b>-</b>	<b>(2,591)</b>	<b>(3,066)</b>	<b>(650)</b>
a. Revenue Reduction - 9% in Year 1 and phasing out over 3 years	-	(3,812)	(3,433)	(1,935)	(788)	-	-	-	-	-	-
b. Additional Pension Payment	-	-	-	-	(640)	(940)	(1,250)	(1,550)	(1,850)	(1,520)	(1,520)
c. Federal/State Recovery Act Funds Expense Reduction and/or Other	-	-	3,700	-	-	-	-	-	-	-	-
d. Revenue Addition	-	-	-	4,700	4,841	4,986	5,136	5,290	5,449	5,612	5,780
52 Ending TDA Reserve	\$ 16,728	\$ 13,989	\$ 11,367	\$ 11,354	\$ 10,749	\$ 9,489	\$ 9,173	\$ 8,259	\$ 4,143	\$ (451)	\$ (2,970)
53 Number Of Months of Operating Expenses in Reserve	5.3	4.1	3.1	3.0	2.7	2.3	2.2	1.9	0.9	(0.1)	(0.6)
54 Percentage of operating budget	43.8%	34.5%	25.5%	25.0%	22.9%	19.6%	18.3%	16.0%	7.8%	-0.8%	-5.2%