

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, June 20, 2013
9:00 a.m.**

**CCCTA Paratransit Facility
Gayle B. Uilkema Memorial Board Room
2477 Arnold Industrial Way
Concord, California**

The CCCTA Board of Directors 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 Board of Directors.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Public Hearing: CCCTA FY2013 Operating and Capital Budget
5. Public Hearing: Proposed Title VI Policies
6. Consent Calendar
 - a. Approval of Minutes of Regular Meeting of April 19, 2013*
 - b. Approval of Minutes of Regular Meeting of May 16, 2013*
 - c. Authorize FY 2014 Annual Adjustment to Administrative Staff Salaries and Establishment of a Management Merit Pool**
Resolution No. 2013-023*
 - e. Adoption of GANN Appropriations Spending Limitation for FY 2014*
Resolution No. 2013-020*
 - f. Authorize Extension of Professional Services Agreement for ADA Paratransit Services, BART ADA Service and Gael Rail Shuttle with First Transit, Inc. For FY 2014*
Resolution No. 2013-021*
7. Report of Chair
8. Report of General Manager
 - a. Recognition of Employees of the 1st Quarter, 2013
 - b. Recognition of Departing Employee

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

9. Report of Standing Committees

a. Administrative & Finance Committee
(Committee Chair: Director Dessayer)

- 1) FY2014 Proposed Budget and FY2013 Estimated Actual*
Resolution No. 2013-022*
(The A & F Committee recommends that the Board adopts the final FY2014 Operating and Capital Budget.)
- 2) Establishment of Retiree Health Savings Plan Trust*
Resolution No. 2013 -024*
(The A & F Committee will recommend that the Board of Directors approve the Establishment of Limited Retirement Health Savings Plan for a handful of very long term employees who have been paying into a retirement health plan program for over 20 years.)
- 3) Approval of Res. No. 2013-025 Setting an Effective Date for any potential Compensation Adjustment for the General Manager for FY2013-14*

b. Marketing, Planning & Legislative Committee
(Committee Chair: Director Schroder)

- 1) Proposed Title VI Policies*
Resolution No. 2013-019*
(The MP&L Committee recommends that the Board adopt the Major Service Change, Disparate Impact, and Disproportionate Burden policies required for compliance with Title VI of the Civil Rights Act of 1964.)

10. Board Communication

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.

11. Closed Session

- a. Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Employee Organizations:
- Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators
 - Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

12. Open Session

- a. Report of Action(s) Taken During the Closed Session
- b. Consideration of Possible Action Pertaining to Memorandum of Understanding with Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators

13. Adjournment

*Enclosure

**This item has two memos.

General Information

Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: Each person wishing to address the County Connection Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board 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 available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Board Clerk, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@cccta.org.

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the North Concord BART station for individuals who want to attend the Board meetings. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, July 18, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, July 3, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek
Advisory Committee:	Friday, July 12, 9:30 a.m., County Connection Board Room
Marketing, Planning & Legislative:	Tuesday, July 9, 8:00 a.m., 3338 Mt. Diablo Blvd. in Lafayette
Operations & Scheduling:	Tuesday, July 2, 8:00 a.m., Walnut Creek City Offices

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

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

County Connection

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Concord, CA 94520-5326

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Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

April 18, 2013

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Horn called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Dessayer, Hoffmeister, Hudson, Manning, Simmons, Storer, Weir. Director Schroder arrived after the meeting convened. Director Worth was absent.

Staff: Ramacier, Chun, Glenn, Allison, Barnes, Brown, Burdick, Casenave, Churchill, Finn, Hill, Madrigal, Mitchell, Moran, Muzzini, Polk

Guest: Ron Leone (Alternate for City of Concord), Katy Carney, Germaine Miller, Julie Linford.

PUBLIC COMMUNICATION:

Julie Linford discussed community cats and CCCTA. She represents The Feral Cat Foundation, and they have a system where they will come out trap, neuter, and return cats in a humane way.

CCCTA Transit Operator Ron Allison discussed his feelings on the ATU negotiations, and how with the medical cost constantly increasing every year a 3 percent raise would counter the added expenses for the employees. He asks that the Board consider the 3 percent as soon as possible.
(Director Schroder arrived.)

CONSENT CALENDAR

MOTION: Director Hudson moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of March 21, 2013, (b) Approval of RM2 Project Funding for Pacheco Transit Center and Resolution 2013-017. Director Manning seconded the motion and it received the following vote of approval.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Manning, Schroder, Simmons, Storer, and Weir.

No: None

Abstain: None

Absent: Director Worth

REPORT OF CHAIR

Chair Horn discussed his tour of the Gillig Bus manufacturing plant. To see the building of buses in each phrase were both fascinating and interesting. He expressed his new found appreciation of CCCTA employee Mike Foley, since he is the one who inspects all of our buses before we put them in circulation for public use.

REPORT OF GENERAL MANAGER

Recognition of Departing Employee

General Manager Rick Ramacier recognized Rolando Aguilos, Service Worker, for his twenty two years of service. And he also recognized Glen Edlund, Mechanic, for his twenty six years of service.

Recognition of Employee with 30 Years of Service

General Manager Rick Ramacier recognized Janet Madrigal, Clerk to the Board, for her thirty years of service. The Board expressed their appreciation and gratitude for all her years of service. Janet Madrigal expressed how it has been her privilege and honor to serve them all.

REPORT OF STANDING COMMITTEES

Administration and Finance Committee:

FY2014 Draft Budget and Ten-Year Forecast

Director Dessayer presented the FY2014 Draft Budget and Ten Year Forecast. He stated that this draft has been developed to support a timely submittal of the County Connection TDA claim to MTC. The claim is due on May 1. Director Dessayer stated that the FY2014 Draft Budget and Ten Year Forecast has been thoroughly reviewed by the A & F Committee and that staff has responded to numerous questions. Director Dessayer noted that the Ten year Forecast suggests that County Connection will have a positive balance in each of the years in the forecast. A brief discussion was had on future fare increases. Staff noted that the projected fare increase scheduled for the next fiscal year has been deferred at least one year in this budget. Staff also noted that County Connection is working with LAVTA, Tri Delta Transit, and WestCat to develop a common fare structure and common fare rates. Thus any fare increase will take that work into an account.

The Board was asked to approve the FY2014 Draft Budget and Ten Year Forecast, for purposes for the TDA claim. The Board will have a chance to review and update the budget prior to their adoption in June.

MOTION: Director Dessayer moved acceptance of FY2014 Draft Budget and Ten Year Forecast and Resolution No. 2013-016. The motion was seconded by Director Hudson and it received the following vote of acceptance.

Aye: Directors Andersen, Dessayer, Horn, Hoffmeister, Hudson, Manning, Schroder, Simmons, Storer and Weir
No: None
Abstain: None
Absent: Director Worth

Operations & Scheduling Committee:

Paratransit Board Workshop

Director Simmons discussed the value of having a Board workshop on Paratransit. A workshop would help the Board provide direction to staff with respect to proposing service improvements and in developing a new Request for Proposals for service. The O & S Committee recommends that the Board agree to add a hour and a half section to a regular scheduled Board meeting. The board generally expressed that they have this discussion in July. The staff stated they will work on that time line and will advise the Board if it has to be pushed back to August or September.

BOARD COMMUNICATION: There was no further communication from the board.

CLOSED SESSION

Consultation with Labor Negotiator Pursuant to Government Code Section 54957.6
Employee Organizations: Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators,
and Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

Conference with Labor Negotiator Pursuant to Government Code Section 54957.6 Legal Counsel

At 9:37 a.m. Chair Horn announced the Board would take a two minute break and reconvene for a closed session to consult with its Labor Negotiator, Pat Glenn, Esq., pursuant to Government Code Section 54957.6, regarding negotiations with the Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators, and Teamsters Union, Local 856, AFL-CIO, Transit Supervisors. The Board will also consult in closed session pursuant to Government Code Section 54957.6 with its Labor Negotiator, the chair of the A&F Committee, regarding negotiations with Legal Counsel..

OPEN SESSION

A. REPORT OF ACTION(s) TAKEN DURING THE CLOSED SESSION

The Board reconvened in open session at 10:14 a.m. Chair Horn announced the Board met in closed session with its Labor Negotiator, pursuant to Government Code Section 54957.6, regarding negotiations with the two employee organizations.. Direction was given to the labor negotiating team. No action was taken.

B. CONSIDERATION OF PROPOSED LEGAL SERVICES RATE ADJUSTMENT. Chair Horn asked for a vote regarding an increase in rates for Legal Services.

MOTION: Director Dessayer moved approval of Resolution No. 2012-018, Authorizing Rate Adjustment to Agreement for Legal Services. The motion was seconded by Director Manning and it received the following vote of acceptance.

Aye: Directors Andersen, Dessayer, Horn, Hoffmeister, Hudson, Manning, Schroder, Simmons, Storer and Weir

No: None

Abstain: None

Absent: Director Worth

Director Hoffmeister expressed her appreciation for our legal representation, and acknowledged that although legal counsel has not had a rate adjustment since 2007-2008, they continue to do an outstanding job. Therefore she supports the rate adjustment. She commented that the General Counsel would bill County Connection at the Senior Counsel Rate for regular Board meetings, as an additional discount.

ADJOURNMENT: Chair Horn adjourned the regular Board meeting at 10:17 a.m., in memory of the Boston Marathoners, the participants and spectators that were killed or injured.
Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

County Connection

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Agenda Item No. 6.b.

COUNTY CONNECTION BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

May 16, 2013

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Horn called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Dessayer, Hudson, Leone, Manning, Schroder, Simmons, and Worth. Director Hoffmeister and Weir arrived after the meeting convened. Director Storer was absent.

Staff: Ramacier, Chun, Glenn, Aragon, Allison, Barnes, Barrientos, Beaulieu, Brown, Burdick, Casenave, Churchill, Domogma, Enis, Fajardo, Greenwood, Hill, Howard, Jefferson, G. Jimenez, J. Jimenez, Marshall, Mitchell, Moran, Owens, Perry, Powell, Rettig, Robinson, Rossini, Vassallo

Guest: None.

PUBLIC COMMUNICATION:

COUNTY CONNECTION Transit Operator Charles Marshall discussed his concern with personal vehicles being broken into on County Connection premises, and also the rise in medical costs that affect the bus drivers.

COUNTY CONNECTION Transit Operator Stacy Rossini discussed her feelings of not having a raise in pay since 2009 although the cost of living has increased every year. She would like to see a real offer during the ATU negotiations, regarding pay increases.
(Director Weir and Hoffmeister arrived.)

COUNTY CONNECTION Transit Operator Stacy Howard discussed her experiences as being an injured bus driver who loses vacation and owes medical expenses that she cannot afford, due to no pay increases.

COUNTY CONNECTION Transit Operator June Owens discussed her concerns for other operators that cannot go without medical benefits but they also cannot afford to pay the medical expenses. The operators have not received any pay raises although medical expenses have continuously increased every year.

COUNTY CONNECTION Transit Operator Judy Barrientos discussed her feelings that County Connection has saved so much money from previous layoffs and from no pay increases since 2009, that it is time to show the drivers that they are respected and valued by the company, with an [acceptable?] offer.

COUNTY CONNECTION Transit Operator Ron Allison discussed his feelings on the ATU negotiations, and how with the medical cost constantly increasing every year a 3 percent raise would counter the added expenses for the employees. The operators have to deal with a lot of stress on a daily basis from the passengers as well as financially. He asks that the Board consider the 3 percent as soon as possible.

CONSENT CALENDAR

MOTION: Director Simmons moved that the approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of April 18, 2013, be deferred until the next meeting. Director Worth seconded the motion and it received the following vote of approval.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Manning, Schroder, and Weir.
No: None
Abstain: None
Absent: Director Storer

REPORT OF CHAIR

Chair Horn discussed inviting Don Tatzin of Contra Costa County, a member of the newly formed San Joaquin Joint Powers Authority, to a future Board meeting to discuss different topics regarding upcoming opportunities between rail services and transit services.

REPORT OF GENERAL MANAGER

Annual APTA Bus Conference

General Manager Rick Ramacier discussed his attendance at the annual APTA Bus Conference. He attended various meetings in regards to Reauthorization of MAP 21 and route deviation for ADA Paratransit services.

Update on State Legislation AB160

General Manager Rick Ramacier discussed the status of the State Legislation AB160. The Bill is essentially on hold pending the outcome of the review of the Federal Section (13C) objections before the Department of Labor.

REPORT OF STANDING COMMITTEES

Administration and Finance Committee:

FY2014 Draft Budget and Ten-Year Forecast

Director Dessayer discussed that there were minor changes made to update the last version of the FY2014 Draft Budget and Ten-Year Forecast. The Board was given the opportunity to ask any questions or make any comments regarding the changes. Directors Weir and Worth commended the A&F Committee and staff for an excellent budget document.

Marketing, Planning, & Legislative Committee:

FY2014 Marketing and Communications Plan

Director Schroder discussed how the Committee meets annually to review the Marketing and Communications Plan for the year. This year they are focusing on strengthening the County Connection

Brand, expanding ridership, preparing for the use of the Clipper Card, the Bus Tracker, and the idea of having a County Connection App to help the passengers with bus information.

MOTION: Director Schroder moved approval of the Draft FY2014 Marketing and Communications Plan. The motion was seconded by Director Manning and it received the following vote of acceptance.

Aye: Directors Andersen, Dessayer, Horn, Hoffmeister, Hudson, Simmons, Weir, and Worth
No: None
Abstain: None
Absent: Director Storer

BOARD COMMUNICATION:

Director Simmons stated that he will not be attendance for the June Board Meeting. Director Dessayer mentioned that the evaluation of the General Manager will begin. Director Weir stated that the Board members listen respectfully to all public speakers and they are taking note of the issues that the bus drivers raise.

CLOSED SESSION

Consultation with Labor Negotiator Pursuant to Government Code Section 54957.6
Employee Organizations: Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators, and Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

At 9:52 a.m. Chair Horn announced the Board would take a five minute break and reconvene for a closed session to consult with its Labor Negotiator, Pat Glenn, Esq., pursuant to Government Code Section 54957.6, regarding negotiations with the Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators, and Teamsters Union, Local 856, AFL-CIO, Transit Supervisors.

OPEN SESSION

A. REPORT OF ACTION(S) TAKEN DURING THE CLOSED SESSION

The Board reconvened in open session at 10:18 a.m. Chair Horn announced the Board met in closed session with its Labor Negotiator, pursuant to Government Code Section 54957.6, regarding negotiations with the two employee organizations.. Direction was given to the labor negotiating team. No action was taken.

ADJOURNMENT: Chair Horn adjourned the regular Board meeting at 10:20 a.m.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

To: Board of Directors

Date: 6-11-13

From: Lisa Rettig

Reviewed by: Rick Ramacier

SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation

Summary of Issues:

The non-represented employees consist of CCCTA's administrative employees.

It looks reasonably certain that for FY14 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 2% increase for all administrative employees.

Recommendation:

The A&F Committee recommends approval of Resolution 2013-023.

Financial Implications:

The cost for a 2% increase is \$69,560. This amount is included in the FY14 Budget.

Action Requested:

The Board of Directors is respectfully requested to adopt Resolution 2013-023.

To: Board of Directors

Date: 6-11-13

From: Lisa Rettig

Reviewed by: Rick Ramacier

SUBJECT: Performance Based Compensation Pool

Summary of Issues:

The General Manager requests a Performance Based Compensation Pool of \$40,000 for select senior management employees. This pool would be distributed to high-performing senior managers at the discretion of the General Manager. The General Manager will report to the A&F Committee after distributing the pool.

Recommendation:

The A&F Committee recommends approval of Resolution 2013-023.

Financial Implications:

The budget amount for the Performance Based Compensation Pool is \$40,000. This amount is included in the FY14 Budget.

Action Requested:

The Board of Directors is respectfully requested to adopt Resolution 2013-023.

RESOLUTION NO. 2013-023

**BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

**AUTHORIZES FY2014 ANNUAL ADJUSTMENT
TO ADMINISTRATIVE STAFF SALARIES
AND ESTABLISHES A MANAGEMENT MERIT POOL**

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; and

WHEREAS, the General Manager has recommended an adjustment to the non-management administrative staff salary ranges to reflect a 2% increase to be effective July 1, 2013, as set forth in Exhibit A; and

WHEREAS, the General Manager has recommended an adjustment of the salary ranges of the management grades to increase by 2% from the FY2013 rates effective July 1, 2013, as set forth in Exhibit A; and

WHEREAS, the General Manager has requested the establishment of a performance bases compensation pool not to exceed \$40,000 with authority to award salary increases to individual management staff based upon performance; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the recommendations of the General Manager.

NOW, THEREFORE, BE IT RESOLVED that the CCCTA Board of Directors approves the adjustments to the salary ranges for administrative staff and management grades as set forth in the FY2014 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2013.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the establishment of a management staff merit pool not to exceed \$40,000 and authorizes the General Manager to exercise his discretion to award merit increases to individual management staff based upon performance.

Regularly passed and adopted this 20th day of June, 2013 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Erling Horn, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

	ASST. MGR. CUST SERVICE	58,474							79,534
GRADE 8									
	INSTRUCTOR/VIDEO COORD.	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	INFO SYS ADMINISTRATOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	LEAD SUPERVISOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	INSTRUCTOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	SENIOR PLANNER	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	COMMUNITY REL. SPEC.	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	C.S. SUPERVISOR	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	ASST. FACILITIES SUPER.	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	GRAPHICS SPECIALIST	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	CHIEF SCHEDULER	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
	BUYER	53,846	55,978	58,214	60,554	62,946	65,494	68,094	70,850
GRADE 7									
	PAYROLL SUPERVISOR	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	SERVICE SCHEDULER	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	HELP DESK & USER SUPPORT	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	HR SPECIALIST	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	SR. ACCOUNTING ASSIST.	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
	TRANSPORTATION COORDINATOR	48,854	50,830	52,858	54,964	57,174	59,462	61,854	64,298
GRADE 6									
	DATA ANALYST	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	ASST. SCHEDULER	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	PAYROLL SPECIALIST	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	ADMIN ASST. III	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
	SENIOR CUSTOMER SERVICE REF	44,434	46,254	48,074	50,024	52,026	54,080	56,264	58,474
GRADE 5									
	EXECUTIVE SECRETARY	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	SR FACILITY WORKER	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	C.S REP.	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	ADA SPECIALIST	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
	ADMIN ASST. II	40,404	42,068	43,706	45,448	47,294	49,192	51,142	53,170
GRADE 4									
	SCH. DISTR. CLERK	36,712	38,168	39,702	41,262	42,926	44,616	46,436	48,308

GRADE 3

SECRETARY/RECEPTIONIST	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836
DATA PROCESSING SPEC.	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836
FACILITY WORKER	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836
LEAD CUSTODIAN	33,306	34,632	36,036	37,466	38,974	40,560	42,146	43,836

GRADE 2

CUSTODIAN	30,316	31,512	32,786	34,112	35,464	36,894	38,350	39,884
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GRADE 1

OFFICE ASSISTANT/FILE CLERK	27,534	28,652	29,796	31,018	32,240	33,514	34,866	36,270
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To: Board of Directors

Date: June 10, 2013

From: Kathy Casenave

Reviewed by:

SUBJECT: Gann Limit for FY 2014

Summary of Issues:

By State law, the CCCTA Board of Directors must adopt an appropriations limitation prior to adoption of its annual fiscal budget. The calculated FY 2014 legal spending limit for CCCTA is \$60,495,622.

Pursuant to California Constitution Article XIII (B) (Proposition 4), public entities are required to conform to budgetary guidelines set forth in the Gann Initiative. The purpose of Article XIII (B) is to constrain fiscal growth in government by limiting the proceeds of taxes that may be appropriated each year. Each year's limit may be adjusted for increase in cost of living (*California per capita income*) and population. For special districts, if the district is located entirely within one county, the *county's population* change factor is to be used. That is the case with CCCTA. The limit may also be changed in the event of a transfer of fiscal responsibility.

The California Department of Finance is mandated to provide the requisite price and population change data for local jurisdictions to calculate their appropriations limit.

The appropriations spending limit is calculated using the following formula:

1. Population percentage change x price increase/decrease factor=ratio of change
2. Ratio of change x 2012-13 spending limit = 2013-14 spending limit.

Based on the above formula, the appropriations spending limit is calculated as follows:

1. Population percentage change x price increase/decrease factor=ratio of change
 $1.0077 \times 1.0512 = 1.0593$
2. Ratio of change x 2012-2013 spending limit =2013-2014 spending limit:
 $1.0593 \times \$57,109,055 = \$60,495,622$

Based on the above calculations, the Gann appropriations spending limit for FY 2013-2014 is \$60,495,622. The actual CCCTA non-federal appropriations budget for FY 2013-2014 is \$38,786,221 (Exhibit A), which is \$21,709,401 below the spending limitation.

Recommendation: The staff requests that the Administration and Finance Committee forward to the Board of Directors recommending adoption of the Gann appropriations spending limitation of \$60,495,622 for FY 2013-14.

COMPUTATION OF GANN APPROPRIATIONS SPENDING LIMIT for FY 2014

Contra Costa County change in population			0.77
Converted to a ratio	1.0077		
Percentage change in per capita personal income			5.12
Converted to a ratio	1.0512		
<i>Source: California Department of Finance</i>			
Ratio of change:			
	1.0077	x	1.0512 =
			1.0593
FY 2013 spending limit			\$57,109,055
FY 2014 spending limit			\$60,495,622
FY 2014 operating budget		\$33,442,029	
Less expenses paid by federal monies		-\$706,696	
		\$32,735,333	
FY 2013 capital budget		\$24,755,700	
Less expenses paid by federal monies		-\$18,704,812	
		\$6,050,888	
Operating and capital appropriation			\$38,786,221
Underlimit			<u>\$21,709,401</u>

RESOLUTION NO.

**BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

ADOPTS A CCCTA APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-14

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; and

WHEREAS, Government Code Section 7910 requires the CCCTA to adopt an appropriations limit for each fiscal year; and

WHEREAS, Government Code Section 7910 requires that, fifteen (15) days prior to adoption of the CCCTA appropriations limit, documentation used in determination of the limit shall be available to the public; and

WHEREAS, CCCTA staff has prepared the appropriations limit documentation (attached hereto and marked Exhibit A) which has been made available to the public for review more than fifteen (15) days prior to the date this resolution was scheduled for consideration by the Board;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CCCTA Board of Directors that pursuant to Article XIII B of the California State Constitution and SB 1352 (1980 Stats.), the appropriations limit for the Central Contra Costa Transit Authority shall be \$60,495,622, which shall be applicable to fiscal year 2013-14 as set forth in the attached appropriations limit documentation.

Regularly passed and adopted this 20st day of June, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Erling Horn, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: June 12, 2013

From: Bill Churchill, Director of Transportation

Reviewed by:

SUBJECT:

Summary

The current contract with First Transit to provide ADA Paratransit services and maintenance allows for one more extension. If exercised, this would be the third and final extension under the current five year contract requiring staff to go out to bid for services beyond June 2014. First Transit has performed well in providing high quality cost effective Paratransit and shuttle services for our customers. For this reason, staff recommends the Board of Directors authorize the General Manager to sign a one year contract extension with First Transit for the operation and maintenance of the County Connection LINK service. This extension would be the third and final extension of the existing five year contract and will be to form per County Connection Legal Counsel.

Since this request for an extension marks the end of the contract with First Transit, staff will be required to develop an RFP this fall with the goal of incorporating feedback from the full Board post the paratransit workshop this summer. It is anticipated the RFP would be released next winter providing sufficient time to complete a new multi-year contract for paratransit service implementation on July 1st 2014.

New Contract Rate Request

First Transit has performed well over the life of the current contract in providing ADA paratransit and shuttle services to County Connection customers. They have consistently maintained an excellent safety record while providing a high level of customer service. Additionally, First Transit has been a great partner on containing costs during the financial crisis by foregoing a rate increase and working to improve productivity.

Following a number of meetings with County Connection staff, First Transit has formally requested a rate increase of 2% to the hourly and fixed contract rates. First Transit requests this increase to keep up with their costs of meeting our contract. This includes projected cost increases to fuel, insurance, parts and supplies. It is also important to be aware the labor contract between First Transit and the ATU Local 1605 is currently being negotiated as the current contract expires this June 30th. Since First Transit's expenses are clearly increasing and their request is in keeping with a Bay Area CPI of 2.7%, their request is reasonable.

Financial Impact

If the rate increase is approved the new hourly rate would be \$31.75 per service hour compared to \$31.13 per service hour today and the new fixed rate will be \$92,118.06 as compared to \$90,311.18 today. Overall, the draft FY14 County Connection budget contains \$5,373,920 for purchased transportation (LINK contract) to cover County Connection ADA paratransit service, BART ADA paratransit service provided by LINK, St. Mary's Shuttle and the Cal State shuttle.

A&F Committee & Staff Recommendation

The A&F Committee and staff recommends the County Connection extend the current contract with First Transit for the provision of LINK service with a 2% increase to the fixed and hourly rates. Staff further recommends that all of the terms and conditions remain the same.

The staff justification for this recommendation is that we find the proposed extension to be economically reasonable and prudent, and that we find the performance of First Transit over the past four years to be excellent.

Options

1. Adopt Resolution No. 2013-021
2. Decline recommendation and go out to bid
3. Take other action as determined.

Action Requested

The A&F Committee and staff respectfully request that the Board of directors adopt Resolution No. 2013-021.

Attachments:

- 1) Resolution No. 2013-021
- 2) Contract with First Transit: Agreement for Professional Services ADA Paratransit Services, BART ADA Service, Route 250, and Route 8 Between CCCTA and First Transit, Inc.

RESOLUTION NO. 2013-021

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

* * *

**AUTHORIZING EXTENSION OF PROFESSIONAL SERVICES AGREEMENT
FOR ADA PARATRANSIT SERVICES, BART ADA SERVICE AND GAEL RAIL SHUTTLE
WITH FIRST TRANSIT, INC. FOR FY 2014**

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, by Resolution No. 2009-027 the Central Contra Costa Transit Authority Board of Directors awarded a contract to First Transit, Inc. for the operation and maintenance of County Connection LINK, BART ADA and Gael Rail Shuttle for fiscal years 2010 and 2011, commencing July 1, 2009 and expiring June 30, 2011, with three possible one-year extensions to be negotiated at CCCTA's election ("Agreement");

WHEREAS, by Resolution No. 2011-013, the Board authorized an amendment to extend the contract for one year, ending June 30, 2012;

WHEREAS, by Resolution 2012-028, the Board of Directors authorized extending the contract for the second option year, ending June 30, 2013;

WHEREAS, staff has found the performance of First Transit, Inc. to continue to be satisfactory, noting an improvement in productivity and consistent excellent customer service, safety and responsiveness;

WHEREAS, staff has negotiated for the third and final extension of the Agreement with a 2% increase in the fixed and hourly rates in the cost of service for FY 2014;

WHEREAS, staff recommends that it would be in the best interests of CCCTA to continue to engage First Transit, Inc. to provide ADA paratransit services and finds their cost proposal to be fair and reasonable; and

WHEREAS, the Administration and Finance Committee has recommended exercising the third extension to renew the Agreement with First Transit, Inc. for FY 2014.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors authorizes a one-year extension of the Agreement with First Transit, Inc. for the operation and maintenance of County Connection LINK, BART ADA and Gael Rail Shuttle, commencing July 1, 2013, with a 2% increase in the fixed and hourly rates; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute an amendment to the Agreement on behalf of CCCTA, subject to approval as to form by Legal Counsel.

Regularly passed and adopted this 20th day of June, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Erling Horn, Chair

ATTEST:

Lathina Hill, Clerk to the Board

**AGREEMENT FOR PROFESSIONAL SERVICES
ADA PARATRANSIT SERVICES, BART ADA SERVICE, ROUTE 250
AND ROUTE 8
BETWEEN CCCTA AND FIRST TRANSIT, INC.**

THIS AGREEMENT is made as of the 21st day of May, 2009, by and between CENTRAL CONTRA COSTA TRANSIT AUTHORITY ("AUTHORITY") and FIRST TRANSIT, INCORPORATED, a division of FirstGroup America, ("CONTRACTOR").

WHEREAS, the Board of Directors desires to obtain professional services in connection with the provision of ADA paratransit services ("County Connection LINK"), BART Complementary Paratransit Service, Route 250 ("Gael Rail Shuttle") and Route 8 ("Monument Community Shuttle") and has issued a Request for Proposals dated February 27, 2009, a copy of which is attached and incorporated as Exhibit A; and

WHEREAS, the CONTRACTOR desires to furnish such services and submitted a written proposal dated April 10, 2009 a copy of which is attached and incorporated as Exhibit B.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. RENDITION OF SERVICES

The CONTRACTOR agrees to provide professional services to the AUTHORITY in accordance with the terms and conditions of this Agreement. Consultant represents and warrants that (1) it is experienced and qualified to perform such services; (2) it holds all licenses and certifications in good standing that may be required under applicable law or regulations to perform the work; and (3) it will retain all such licenses and certifications in active status throughout the duration of this engagement.

2. TERM

The CONTRACTOR shall commence the services for an initial period of 2 years under this Agreement upon the effective date of a written Notice to Proceed from the AUTHORITY. The CCCTA may exercise its option to extend the contract for three (3) additional 1-year terms pursuant to the contract document.

3. OWNERSHIP OF WORK

All reports, designs, drawings, plans, specifications, schedules and other materials prepared, or in the process of being prepared, for the services to be performed by CONTRACTOR shall be and are the property of the AUTHORITY. The AUTHORITY shall be entitled to access to and copies of these materials during the progress of the work. Any such materials remaining in the hands of the CONTRACTOR or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the AUTHORITY. If any materials are lost, damaged or destroyed before final delivery to the AUTHORITY, the CONTRACTOR shall replace them at its own expense and the CONTRACTOR assumes all risks of loss, damage or destruction of or to such materials. The CONTRACTOR may retain a copy of all material produced under this Agreement for its use in its general business activities.

4. CONFIDENTIALITY

Any AUTHORITY materials to which the CONTRACTOR has access or materials prepared by the CONTRACTOR during the course of this Agreement ("confidential information") shall be held in confidence by the CONTRACTOR, who shall exercise all reasonable precautions to prevent disclosure of confidential information to anyone except the officers, employees and agents of the CONTRACTOR as necessary to accomplish the rendition of services set forth in Section 2 of this Agreement.

CONTRACTOR shall not release any reports, information or promotional materials prepared in connection with this Agreement, whether deemed confidential or not, without the approval of the AUTHORITY General Manager.

5. KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that Mary Walker shall serve as the primary staff person of the CONTRACTOR to undertake, render, and oversee all of the services under this Agreement.

6. USE OF SUBCONTRACTORS

CONTRACTOR shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the AUTHORITY, except for service firms engaged in drawing, reproduction, typing and printing. CONTRACTOR shall be solely responsible for reimbursing any subcontractors and the AUTHORITY shall have no obligation to them.

7. CHANGES

The AUTHORITY may, at any time, by written order, make changes within the scope of work and services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 10 or in the time of required performance as set forth in the contract documents, or both. In the event that CONTRACTOR encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, CONTRACTOR shall so advise the AUTHORITY immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. This notice shall be given the AUTHORITY prior to the time that

CONTRACTOR performs work or services related to the proposed adjustment in compensation. The pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

8. RESPONSIBILITY; INDEMNIFICATION

CONTRACTOR shall indemnify, keep and save harmless the AUTHORITY, and its directors, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONTRACTOR caused by an act or omission of the CONTRACTOR or its employees, subcontractors or agents. CONTRACTOR further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If any judgment is rendered against the AUTHORITY or any of the other individuals enumerated above in any such action, CONTRACTOR shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination of the Agreement.

9. INSURANCE

A. Workers' Compensation. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work under this Agreement by any such employee, CONTRACTOR shall deliver to AUTHORITY a Certificate of Insurance that shall stipulate that 30 days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to AUTHORITY.

B. General Liability Insurance covering any loss or liability, including the cost of defense of any action, for Bodily Injury, Death, Personal Injury and Property Damage which may arise

out of operations of the CONTRACTOR in connection with the performance of this contract. The policy will include coverage for bodily injury and property damage liability subject to the standard provisions and exclusions of the Commercial General Liability Policy Form and endorsed for premises, operations, products and completed operations. The policy or policies shall provide a minimum limit of \$15 million each occurrence.

C. Automobile Liability insurance covering any loss or liability, including the cost of defense of any action, arising from the operation, maintenance or use of any vehicle, whether or not owned by CONTRACTOR, on or off AUTHORITY premises. The policy or policies shall provide a minimum limit of \$15 million each accident. Additionally, all revenue vehicles will be insured against comprehensive and collision damage satisfactory to CCCTA.

With respect to the coverages under subsections B and C of this section, the policies will name as additional insured with respect to Contractor's services under this Agreement, the AUTHORITY and its directors, officers, employees and agents. The Insurer(s) will agree that its policies are Primary Insurance and that it will be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering AUTHORITY.

Inclusion of AUTHORITY as an additional insured shall not in any way affect its rights as respect to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policies will protect CONTRACTOR and AUTHORITY in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

Prior to commencement of work under this Agreement, CONTRACTOR shall deliver to AUTHORITY a Certificate of Insurance, which will indicate compliance with the insurance requirements

of this paragraph and shall stipulate that 30 days advance written notice of cancellation, non-renewal or reduction in limits shall be given to AUTHORITY.

D. Self-Insurance Self-insurance and self-insured retentions in insurance policies are subject to separate approval by CCCTA upon review or evidence of CONTRACTOR'S financial capacity. Such programs must provide at least the same coverage and protection required above.

E. Crime Insurance (Employee Theft)

Contractor will provide crime insurance, including coverage for Contractor;s employee dishonesty and theft of money and securities from any inside location or outside messenger with the following limits of liability:

Employee Dishonesty:	[\$250,000]
Depositors' Forgery	[\$250,000]
Off and On Premises	[\$ 50,000]
Computer Fraud	[\$250,000]

With the permission of CCCTA, a deductible of up to \$25,000 may be permitted on any of the above coverages. Contractor covenants that it shall reimburse CCCTA for any and all losses within said deductible plus the cost to prove the loss, accountants' fees, defense costs, and attorneys' fees associated therewith. Contractor shall be responsible for and shall indemnify CCCTA from and hold it harmless against any and all such costs and expenses.

CCCTA shall be named as a joint loss payee on the policy. Prior to the commencement of work, a certificate evidencing this coverage shall be furnished to CCCTA by the Contractor. The policy shall also

provide that the Contractor's policy will not be cancelled or coverage reduced without sixty days' prior written notice to CCCTA.

F. Failure to Procure Insurance Contractor's failure to procure and maintain required insurance will be a material breach of the contract and CCCTA may immediately terminate.

10. COMPENSATION

The CONTRACTOR agrees to perform all of the services included in Section 2 for fixed and hourly costs in its proposal for each service, which sum shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor costs and other costs and expenses incurred by the CONTRACTOR.

11. MANNER OF PAYMENT

CONTRACTOR shall submit monthly invoices, detailing the services performed during the billing period. CCCTA will endeavor to pay approved invoices within thirty (30) days of their receipt.

12. ENERGY CONSERVATION

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the federal Energy Policy and Conservation Act.

13. CLEAN WATER AND AIR REQUIREMENTS

(a) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251, et. seq., and the Clear Air Act, as amended, 42 U.S.C. §§ 7401, et. seq. The Contractor agrees to report each violation to the CCCTA and understands and agrees that the CCCTA will, in turn, report each violation as required to assure notification to the FTA and the appropriate EPA regional office.

(b) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in part or in whole with federal assistance provided by the FTA.

14. LOBBYING

Contractor shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Contractor shall certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Contractor shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. § 1352. Such disclosures shall be forwarded to the CCCTA. Contractor shall ensure that all of its Subcontractors under this Contract shall certify the same. Prior to execution of this Agreement, Contractor shall submit the "Certification for Federal Aid Contracts," included in the contract documents. The CCCTA is responsible for keeping the certification of the Contractor, who is in turn responsible for keeping the certification forms of subcontractors.

15. ACCESS TO RECORDS AND REPORTS

Contractor shall provide all authorized representatives of the CCCTA, the FTA, and the Comptroller General of the United States access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, copies, examinations, excerpts and transcriptions. Contractor also agrees to maintain all books, records, accounts and reports required under this Contract for a period of not less than three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain the same until the

CCCTA, the FTA, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

16. FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (15) dated October, 2008) between the CCCTA and the FTA , as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

17. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

(a) The CCCTA and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the CCCTA, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(b) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

18. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

(a) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801, et seq., and U.S. DOT regulations, "Program

Fraud Civil Remedies,” 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(c) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

19. PRIVACY ACT

The following requirements apply to Contractor and any of its employees that may administer any system of records on behalf of the Federal Government under any contract:

(a) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, U.S.C. §552a. Among other things, the Contractor agrees to obtain the express consent of the

Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(b) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

20. CIVIL RIGHTS REQUIREMENTS.

Nondiscrimination

In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

Equal Employment Opportunity

The following equal employment opportunity requirements apply:

(a) Race, Color, Creed, National Origin, Sex

In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts

60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age

In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities

In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

21. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The preceding provisions include, in part, certain Standard Terms and Conditions required by U.S. DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by the U.S. DOT, as set forth in FTA Circular 4220. 1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any CCCTA requests, which would cause the CCCTA to be in violation of the FTA terms and conditions.

22. CONTRACTOR'S STATUS

Neither the CONTRACTOR nor any party contracting with the CONTRACTOR shall be deemed to be an agent or employee of the AUTHORITY. The CONTRACTOR is and shall be an independent contractor, and the legal relationship of any person performing services for the CONTRACTOR shall be one solely between that person and the CONTRACTOR.

23. ASSIGNMENT

CONTRACTOR shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of AUTHORITY.

24. AUTHORITY WARRANTIES

The AUTHORITY makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

25. AUTHORITY REPRESENTATIVE

Except when approval or other action is required to be given or taken by the Board of Directors of the AUTHORITY, the General Manager of the AUTHORITY, or such person or persons as he shall designate in writing from time to time, shall represent and act for the AUTHORITY.

26. TERMINATION

The AUTHORITY shall have the right to terminate this Agreement for convenience or default at any time by giving written notice to the CONTRACTOR. Upon receipt of such notice, the CONTRACTOR shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than a default by CONTRACTOR, the AUTHORITY shall pay to CONTRACTOR in accordance with the provisions of Section 10 all sums actually due and owing from AUTHORITY for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONTRACTOR to effect such termination. If the Agreement is terminated for default, the AUTHORITY shall remit final payment to CONTRACTOR in an amount to cover only those services performed and expenses incurred in full accordance with the terms and conditions of this Agreement up to the effective date of termination.

27. MAINTENANCE, AUDIT AND INSPECTION OF RECORDS

All Contractor and subcontractors costs incurred in the performance of this Contract will be subject to audit. Contractor and its subcontractors shall permit the Authority, or its authorized representatives to inspect, examine, make excerpts from, transcribe, and copy Contractor's books, work,

documents, papers, materials, payrolls records, accounts, and any and all data relevant to the Agreement at any reasonable time, and to audit and verify statements, invoices or bills submitted by the Contractor pursuant to this Agreement. The Contractor shall also provide such assistance as may be required in the course of such audit. Contractor shall retain these records and make them available for inspection hereunder for a period of four (4) years after expiration or termination of the Agreement.

If, as a result of the audit, it is determined by the Authority's auditor or staff that reimbursement of any costs including profit or fee under this Contract was in excess of that represented and relied upon during price negotiations or represented as a basis for payment, the Contractor agrees to reimburse the Authority for those costs within sixty (60) days of written notification by the Authority.

28. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability or national origin. The Contractor shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

29. NON-DISCRIMINATION ASSURANCE

The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT-assisted contracts. Failure by the Contractor to carry out

these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the Authority deems appropriate. The Contractor shall obtain the same assurances from its joint venture partners, subcontractors, and subcontractors by including this assurance in all subcontracts entered into under this Agreement.

30. CONFLICT OF INTEREST

Contractor warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code §§ 1090 et seq. or §§ 87100 et seq. during the performance of services under this Agreement. The Contractor further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

Depending on the nature of the work performed, Contractor may be required to publicly disclose financial interests under the Authority's Conflict of Interest Code. Contractor agrees to promptly submit a Statement of Economic Interest on the form provided by Authority upon receipt.

No person previously in the position of Director, Officer, employee or agent of the Authority may act as an agent or attorney for, or otherwise represent, Contractor by making any formal or informal appearance, or any oral or written communication, before the Authority, or any Officer or employee of the Authority, for a period of 12 months after leaving office or employment with the Authority if the appearance or communication is made for the purpose of influencing any action involving the issuance, amendment, award or revocation of a permit, license, grant or contract.

31. NOTICES

All communications relating to the day-to-day activities of the project shall be exchanged between the AUTHORITY's General Manager and the CONTRACTOR's representative.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the AUTHORITY: Central Contra Costa Transit Authority
 Attn: General Manager
 2477 Arnold Industrial Way
 Concord, CA 94520-5327

If to the CONTRACTOR: First Transit, Inc.
 Attn: Don Swain, Regional Vice President
 1625 SE Hogan Road
 Gresham, Oregon 97080-8252

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

32. ATTORNEYS' FEES

If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable attorneys' fees.

33. APPLICABLE LAW

This Agreement, its interpretation and all work performed under it shall be governed by the laws of the State of California.

34. THIRD PARTY BENEFICIARIES

This Agreement is not for the benefit of any person or entity other than the parties

35. BINDING ON SUCCESSORS

All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns and legal representatives.

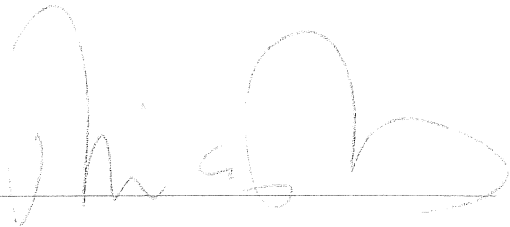
IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers as of the day and year first above written.

AUTHORITY:

CONTRACTOR:

CENTRAL CONTRA COSTA TRANSIT
AUTHORITY

By: 

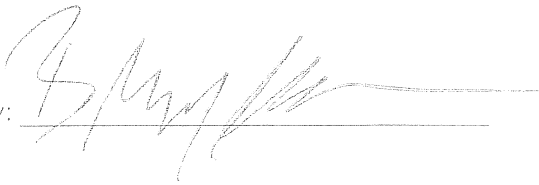
By: 

Title: General Manager

Title: SONOMA VIZE PRESIDENT

ATTEST:

By: 
Secretary for the AUTHORITY

*By: 

APPROVED AS TO FORM:

By: 
Attorney for the AUTHORITY

Title: President

Year-ONE 7/1/09 - 6/30/10

County Connection LINK Costs Based on 105,000 Vehicle Service Hours
 BART ADA Costs based on 1,000 Vehicle Service Hours
 Route 250 Costs based on 890 Vehicle Service Hours
 Route 8 Costs based on 3,906 Vehicle Service Hours

<u>Fixed Costs</u>		<u>County Connection LINK</u>	<u>BART ADA</u>	<u>Annual Total</u>
1.	Labor			
	A. Management	189,225.38	24,083.23	213,308.61
	B. Dispatch	347,983.44	44,288.80	392,272.24
	C. Clerical/Other	33,264.15	4,233.62	37,497.76
2.	Facilities			
	A. Maintenance/Modification	11,869.44	1,510.66	13,380.10
	B. Utilities	4,614.72	587.33	5,202.05
	C. Telephone	10,560.00	1,344.00	11,904.00
	D. Maintenance Tools and Equipment	6,231.29	793.07	7,024.36
3.	Other Costs (Describe)			
	A. Scheduling Software Maintenance	21,035.10	2,677.19	23,712.29
	B. Other - Employee Training Expenses	79,927.82	10,172.63	90,100.46
	C. Other - Employee Welfare	7,876.00	1,002.40	8,878.40
	D. Other - Office Supplies	17,629.92	2,243.81	19,873.73
	E. Other - Miscellaneous	3,326.55	423.38	3,749.93
	F. Regional and Area Support	94,209.58	11,990.31	106,199.89
4.	Insurance	219,202.31	27,898.48	247,100.79
Total Fixed Costs (items 1 - 4)		1,046,956	133,249	1,180,204.60
Fixed Monthly (Total Fixed Costs/12)		87,246	11,104	98,350.38

Hourly Costs (based on annual hours of service)		County Connection LINK	BART ADA	Route 8	Annual Total
1.	Labor (including fringes)				
	A. Operators	2,360,219.77	22,793.55	89,003.75	2,472,017.06
	B. Maintenance	181,812.60	1,755.83	6,856.14	190,424.57
2.	Materials and Supplies				
	A. Maintenance Parts	137,985.98	1,332.58	5,203.44	144,522.00
	B. Maintenance Supplies, etc.	74,849.08	722.85	2,822.55	78,394.48
3.	Overhead and Profit	329,388.27	3,181.03	12,421.21	344,990.51
4.	Fuel	856,946.04	8,275.86	32,315.38	897,537.28
Total Hourly Costs (Items 1 - 3)		3,084,255.69	29,785.84	116,307.10	3,230,348.63
Total Cost Per Hour of Service (Total Hourly Costs / Total Number of Vehicle Service Hours)		\$ 105,000 / 29.37	\$ 1,000 / 29.79	\$ 3,906 / 29.78	\$ 109,906 / 29.39
Total Net Costs (Total Hourly Costs + Total Fixed Costs)		4,131,211.39	163,034.75	116,307.10	4,410,553.23
Total Cost (Total Hourly Cost + Total Fixed Cost + Fuel Cost)		4,988,157.42	171,310.60	148,622.48	5,308,090.51

Route 250 Combined Hourly Rate: $\frac{890 \text{ service hours}}{\$ 50.17}$ Route 250 Annual Cost: \$ 44,647.65

Please list below components and amounts of the Route 250 combined hourly rate:

Labor	31.29
Facilities	0.34
Materials & Supplies	2.13
Other Costs	2.29
Insurance	2.24
Overhead & Profit	3.30
Fuel	8.58
	<u>\$ 50.17</u>

GRAND TOTAL: \$ 5,352,738.15

All proposer shall provide a cost quote for providing vehicle revenue hours beyond the stated hours provided for each fiscal year or other out of scope requests by CCCTA. These quotes should be in the form of the cost charged per hour of vehicle service provided.

<u>Hourly Costs</u>	<u>County Connection Link</u>	<u>BART ADA</u>	<u>Out of Scope Requests</u>
Hourly Cost per additional hours of service provided	\$ 29.37	\$ 29.79	\$ 29.37

Year-TWO 7/1/10 - 6/30/11
 County Connection LINK Costs Based on 107,000 Vehicle Service Hours
 BART ADA Costs based on 1,000 Vehicle Service Hours
 Route 250 Costs based on 890 Vehicle Service Hours

<u>Fixed Costs</u>	<u>County Connection LINK</u>	<u>BART ADA</u>	<u>Annual Total</u>
1. Labor			
A. Management	191,818.71	24,413.29	216,232.00
B. Dispatch	353,708.71	45,017.47	398,726.19
C. Clerical/Other	33,294.39	4,237.47	37,531.86
2. Facilities			
A. Maintenance/Modification	12,225.52	1,555.98	13,781.50
B. Utilities	4,753.16	604.95	5,358.11
C. Telephone	10,876.80	1,384.32	12,261.12
D. Maintenance Tools and Equipment	6,231.29	793.07	7,024.36
3. Other Costs (Describe)			
A. Scheduling Software Maintenance	21,666.15	2,757.51	24,423.66
B. Other - Employee Training Expenses	82,325.66	10,477.81	92,803.47
C. Other - Employee Welfare	8,112.28	1,032.47	9,144.75
D. Other - Office Supplies	18,158.82	2,311.12	20,469.94
E. Other - Miscellaneous	3,383.97	430.69	3,814.65
F. Regional and Area Support	95,430.77	12,145.73	107,576.51
4. Insurance	220,509.41	28,064.83	248,574.25
<hr/>			
Total Fixed Costs (items 1 - 4)	1,062,496	135,227	1,197,722.37
Fixed Monthly (Total Fixed Costs/12)	88,541	11,269	99,810.20

Hourly Costs (based on annual hours of service)		County Connection LINK	BART ADA	Annual Total
1.	Labor (including fringes)			
	A. Operators	2,462,725.11	23,325.54	2,486,050.64
	B. Maintenance	190,545.49	1,804.74	192,350.23
2.	Materials and Supplies			
	A. Maintenance Parts	158,117.28	1,497.60	159,614.88
	B. Maintenance Supplies, etc.	81,235.01	769.41	82,004.42
3.	Overhead and Profit	372,684.28	3,529.85	376,214.14
4.	Fuel	873,226.18	8,270.70	881,496.88
Total Hourly Costs (Items 1 - 3)		3,265,307.17	30,927.14	3,296,234.31
Total Cost Per Hour of Service (Total Hourly Costs / Total Number of Vehicle Service Hours)		107,000.00	1000	108,000
		\$ 30.52	\$ 30.93	\$ 30.52
Total Net Costs (Total Hourly Costs + Total Fixed Costs)		4,327,802.83	166,153.86	4,493,956.68
Total Cost (Total Hourly Cost + Total Fixed Cost + Fuel Cost)		5,201,029.01	174,424.56	5,375,453.57

Route 250 Combined Hourly Rate: $\frac{890 \text{ service hours}}{\$ 52.53}$ Route 250 Annual Cost: $\$ 46,749.48$

Please list below components and amounts of the Route 250 combined hourly rate:

Labor	32.63
Facilities	0.35
Materials & Supplies	2.41
Other Costs	2.34
Insurance	2.25
Overhead & Profit	3.75
Fuel	8.79
	<u>\$ 52.53</u>

GRAND TOTAL: $\underline{\underline{\$ 5,422,203.05}}$

All proposer shall provide a cost quote for providing vehicle revenue hours beyond the stated hours provided for each fiscal year or other out of scope requests by CCCTA. These quotes should be in the form of the cost charged per hour of vehicle service provided.

<u>Hourly Costs</u>	<u>County Connection Link</u>	<u>BART ADA</u>	<u>Out of Scope Requests</u>
Hourly Cost per additional hours of service provided	\$ 30.52	\$ 30.93	\$ 30.52

To: The Board of Directors

Date: June 10, 2013

From: Kathy Casenave

Reviewed by:

SUBJECT: Proposed FY 2014 Operating and Capital Budget

FY 2014 Proposed Operating Budget & FY 2013 Estimated Actual

The FY 2014 proposed operating budget totals \$33,873,906. Of this, fixed route is \$27,896,860 and Paratransit is \$5,477,046. The budget also includes a contingency line item of \$500,000.

- Fixed route expenses for FY 2014 are projected to be \$1,801,063 (6.9%) more than the estimated actual for FY 2013.
- Paratransit expenses are projected to be \$164,691 (3.1%) more than the estimate actual for FY 2013.

The FY 2013 operating budget is \$32,679,423 which included a contingency line item of \$500,000. The actual operating expenses are projected to be under budget by \$1,271,242 (4%).

- Fixed route expenses for FY 2013 are estimated to be \$685,476 (2.6%) less than the budget.
- Paratransit expenses for FY 2013 are estimated to be \$85,796 (1.6%) less than the budget.
- The \$500,000 contingency expense will not be used.

Operating Expenses Page 2-

Fixed route operating expenses for FY 2014 are budgeted to be \$1.8 million more than FY 2013 estimated actual. Significant increases include:

- Wages, \$408K (3.4%)
- Fringe benefits \$615K (8.3%) - chiefly cafeteria plan and in PERS.
- Services, \$161K (7.7%) - maintenance for security equipment (*will be reimbursed*), \$117K; o/s service repairs, \$43K.
- Materials, \$510K (15.3%) - \$421K diesel fuel; \$60K repair parts.
- Casualty and liability, \$72K (20.3%) - \$65K liability premiums.

Paratransit operating expenses for FY 2014 are budgeted to be \$165K more than FY 2013 mainly due to estimated increase in contract for purchased transportation and legal expense.

Significant Variances- (The * denotes a change from the May draft)

*	FY 2013 Operating Expense Changes	FY 2013 fixed route operating expenses have been increased by \$40K for retiree health care benefits.
*	FY 2014 Operating Expense Changes	<p>FY 2014 operating expenses have been increased by \$254K because of an increase in the PERS rate due to the pension reform legislation.</p> <p>Much of the legislation dealt with new members but one part of the legislation could affect the rate for current members.</p> <p>The new legislation requires that employers pay at a minimum the employer normal cost. The normal cost is the amount of the present value of benefits that accrue in a year; ours is 7.321% for next year. Many assumptions go into the calculation of the normal cost- salary increases, mortality, terminations, age of retirements. <i>CalPERS uses assumptions based on the collective historical experience of all public agencies.</i> When the actual experience of each individual pension plan differs from the actuarial assumptions used to project the funding requirements, adjustments to the employer rate could occur. <i>Historically County Connection has received this credit each year.</i></p> <p>The actuarial report received in November 2012 reduced the normal cost by 1.905%, so that the net employer rate for next year would have been 5.416%.</p> <p>The new legislation does not allow for reductions in the normal cost rate, even though that rate is calculated using standard assumptions that may not be reflective of the experience of individual plans. Therefore, our rate next year will be 7.321%.</p>
*	FY 2014 total operating budget	The total FY 2014 operating budget has been increased by \$254K because of the increase in the PERS rate. No other changes have been made.

Operating Revenues Pg 3-

*	FY 2013 Revenue Changes	Fixed route TDA revenue used has been increased by \$40K due to the increase in projected expenses.
*	FY 2014 Lifeline revenue	Lifeline revenue for FY 2014 of \$744K has been removed. In FY 2014 MTC will begin the process of issuing guidelines for the next cycle of Lifeline grants. It is not expected that funds will be made available for these projects until the Spring or Summer of 2015.
*	FY 2014 TDA Revenue	The Fixed route TDA revenue has been increased by \$996K and Paratransit TDA revenue has been increased by \$2K due to the increase in projected expenses of \$254K and a decrease in Lifeline revenue of \$744K.

FY 2014 Capital Budget, Page 6-

The capital budget for FY 2014 is \$24,755,700 of which \$23,189,700 is for the purchased of 33 Fixed route replacement buses. The capital budget will be paid for by \$18,704,812 in federal funds, \$1,792,564 in bridge toll funds, \$1,538,796 in state bonds and \$2,719,528 in local (TDA) funds. The federal, bridge toll and bond funds are restricted to the capital projects that are in the capital budget.

Key Assumptions for the Ten Year Forecast-Page 8- (The * denotes a change from the May draft)

	<p>Passenger Fares, Lines 1 & 20</p>	<p>Passenger fares are increased 2% annually for Fixed route and 3% for Paratransit. Fares increases are projected for FY 2015 and 2018. The June forecast assumed a fare increase in FY2014, but staff is requesting a delay since it is not needed at this time and MTC is working with regional operators in trying to establish a uniform fare system.</p>
	<p>Other State Grants, Line 7</p>	<p>The state has approved using the security grant for ongoing maintenance of the real time bus software and other assets purchased in part with security grants. This increased operating revenue by \$1.053 million, but it also increased expenses by a like amount.</p>
	<p>STA revenue, Lines 8 & 26</p>	<p>STA revenue for FY 2014 is estimated by MTC; a 2.5% growth rate is assumed in the out years.</p>
<p>*</p>	<p>Lifeline, Line 15</p>	<p>Lifeline revenue for FY 2014 & FY 2015 has been removed because it is estimated that funds will not be allocated again until the Spring or Summer of 2015. In the subsequent years the estimate has been substantially reduced. The total decrease in revenue in the forecast is \$3.715 million.</p>
	<p>Measure J, Lines 10 & 25</p>	<p>Measure J in FY 2014 has increased 12.63% for fixed route and 11.63% for Paratransit compared to FY 2013. Of this, \$193K is the one time occurrence of additional FY 2012 revenue because Measure J sales tax receipts for that year were higher than originally estimated. The balance is due to the \$270K additional revenue projected for FY 2014, which increases the base on which to project future growth.</p> <p><i>There has been no change in the growth rates- the rates used are from the Contra Costa Transportation Authority's revised Measure J Strategic Plan published in July 2011- 3.02% for FY 2103-FY 2015, 4.03% for FY 2016-FY 2019, and 4.54% for FY 2012 and beyond.</i></p>
<p>*</p>	<p>TDA Revenue Used, Lines 45</p>	<p>TDA used for operations has been increased by \$4.264 million for the reduction in Lifeline funding and the increase in the PERS retirement rate.</p>
<p>*</p>	<p>Fixed Route Operating Expenses, Line 16</p>	<p>Total operating expenses have been increased by \$549K due to an increase in the PERS retirement rate.</p> <p>The increase is mainly in the first 3 years- FY 2014-FY 2016. The projected rates thereafter remain the same as in the May draft- 9.7% in FY 2017 & 11.3% thereafter.</p>

Ten Year Capital Program, Page 7 (The * denotes a change from the May draft)

*	Capital Program	<p>The FY 2013 capital program has been reduced by a total of \$1.2 million to reflect the grant application. The number of vehicles to be purchased remains the same but the cost per vehicle will be less than originally programmed. Of this \$995k is a reduction in the federal grant, \$97K is a reduction in the TDA match and the balance is split between bridge toll and Prop 1 B bonds.</p> <p>It is expected that \$15 million in TDA revenue will be needed for the capital program because there are some large bus purchases in FY 2014, 2015, and 2022 and the Bridge toll and 1b bond revenue will not be enough to match the federal portion.</p> <p>There also may be significant facility maintenance and modernization expenses that will need to be addressed in the next ten years.</p>
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TDA Reserve, Page 10

The TDA reserve is projected to be \$1.2 million at the end of FY 2022. This is a decrease of \$4.167 million from the May 2013 draft. The amount of TDA projected to be used for operations increased by \$4.264 million but decreased by \$97K for capital projects.

The estimated TDA revenue allocations remain the same. The FY 2013 and FY 2014 estimates were provided by the Contra Costa Auditor Controller. For the out years a 3% growth rate has been assumed.

ACTION REQUESTED:

Staff requests that the A&F Committee forward the FY 2014 budget to the Board of Directors with a recommendation for approval. A public hearing will be conducted before the Board meeting on June 20 to receive comments from the public.

Operating and Capital Budget

Fiscal Year 2014



CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Concord, California

June 10, 2013

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2014 Budget
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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2014 BUDGET SUMMARY**

	EST/ACTUAL FY 2013	APPROVED BUDGET FY 2013	% VARIANCE	PROPOSED BUDGET FY 2014	FY 2014 BUD OVER/(UNDER) EST ACT
Operations					
Fixed Route	\$ 26,095,797	\$ 27,281,272	-4.3%	\$ 28,396,860	8.8%
Paratransit	\$ 5,312,355	\$ 5,398,151	-1.6%	\$ 5,477,046	3.1%
Subtotal	\$ 31,408,152	\$ 32,679,423	-3.9%	\$ 33,873,906	7.9%
Capital					
Fixed Route	\$ 4,504,851	\$ 5,489,353	-17.9%	\$ 24,755,700	449.5%
Paratransit	\$ 700,998	\$ 976,400	-28.2%	-	100.0%
Subtotal	\$ 5,205,849	\$ 6,465,753	-19.5%	\$ 24,755,700	375.5%
Grand Total	\$ 36,614,001	\$ 39,145,176	-6.5%	\$ 58,629,606	60.1%

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2014 BUDGET- OPERATING EXPENDITURES**

Category	ACTUAL FY 2012	EST/ACT FY 2013	APPROVED BUDGET FY 2013	EST/ACT over(under) Budget Amount +/-	% +/-	PROPOSED BUDGET FY 2014	FY2014 vs 2013 EstActual Amount +/-	% +/-
Fixed Route								
Wages	11,693,345	12,072,800	11,880,381	192,419	1.6%	12,480,718	407,918	3.4%
Fringe benefits	7,002,817	7,364,327	7,544,482	(180,155)	-2.4%	7,979,159	614,832	8.3%
Total Wages and benefits	18,696,162	19,437,127	19,424,863	12,264	0.1%	20,459,877	1,022,750	5.3%
Services	1,685,170	2,092,285	2,035,540	56,745	2.8%	2,253,610	161,325	7.7%
Materials and supplies	3,203,466	3,342,581	4,050,370	(707,789)	-17.5%	3,853,240	510,659	15.3%
Utilities	214,657	311,661	327,500	(15,839)	-4.8%	318,000	6,339	2.0%
Casualty and liability	415,417	355,732	360,300	(4,568)	-1.3%	427,843	72,111	20.3%
Taxes	293,586	313,500	376,000	(62,500)	-16.6%	315,000	1,500	0.5%
Leases and rentals	35,977	40,700	40,500	200	0.5%	40,700	0	0.0%
Miscellaneous	112,954	116,469	119,850	(3,381)	-2.8%	129,300	12,831	11.0%
Purchased transportation	69,314	85,742	46,350	39,392	85.0%	99,290	13,548	15.8%
Total Other Expenses	6,030,541	6,658,670	7,356,410	(697,740)	-9.5%	7,436,983	778,313	11.7%
Subtotal	24,726,703	26,095,797	26,781,272	(685,476)	-2.6%	27,896,860	1,801,063	6.9%
Contingency			500,000	(500,000)	-100.0%	500,000	500,000	
Subtotal	24,726,703	26,095,797	27,281,272	(1,185,476)	-4.3%	28,396,860	2,301,063	8.82%
Paratransit								
Wages	88,411	90,000	160,552	(70,552)	-43.9%	91,000	1,000	1.1%
Fringe benefits	48,258	46,543	66,687	(20,144)	-30.2%	48,664	2,121	4.6%
Total Wages and benefits	136,669	136,543	227,239	(90,696)	-39.9%	139,664	3,121	2.3%
Services	19,503	29,602	24,702	4,900	19.8%	36,931	7,329	24.8%
Materials and supplies	3,066	2,900	2,900	0	0.0%	3,000	100	3.4%
Utilities	19,232	20,800	20,800	0	0.0%	21,300	500	2.4%
Taxes	268	600	600	0	0.0%	600	0	0.0%
Miscellaneous	245	910	910	0	0.0%	920	10	1.1%
Purchased transportation	4,991,166	5,121,000	5,121,000	0	0.0%	5,274,630	153,630	3.0%
Total Other Expenses	5,033,480	5,175,812	5,170,912	4,900	0.1%	5,337,382	161,570	3.1%
Subtotal	5,170,149	5,312,355	5,398,151	(85,796)	-1.6%	5,477,046	164,691	3.1%
Total	\$ 29,896,852	\$ 31,408,152	\$ 32,679,423	\$ (1,271,272)	-4.0%	\$ 33,873,906	\$ 2,465,754	7.9%

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2014 BUDGET- OPERATING REVENUES**

Category	ACT FY 2012	EST/ACT FY 2013	APPROVED BUDGET FY 2013	EST/ACT over(under) Budget Amount +/-) % +/-)		PROPOSED BUDGET FY 2014	FY2013 vs 2012 EstActual Amount +/-) % +/-)	
Fixed Route								
Fare revenue	3,425,346	3,558,527	3,549,566	8,961	0.3%	3,629,698	71,171	2.0%
Special service revenue	945,970	960,445	886,414	74,031	8.4%	979,654	19,209	2.0%
Advertising revenue	537,546	552,096	552,096	-	0.0%	572,096	20,000	3.6%
Non-Operating rev	133,842	120,000	120,000	-	0.0%	120,000	-	0.0%
FTA Section 5303	-	30,000	30,000	-	-	30,000	-	-
FTA Preventive Maintenance	3,266,451	2,002,433	2,453,884	(451,451)	-18.4%		(2,002,433)	-100.0%
Other State Grants				-	-	117,000	117,000	100.0%
STA Pop	1,852,940	2,674,424	3,570,068	(895,644)	-25.1%	2,149,883	(524,541)	-19.6%
TDA 4.0	9,534,883	10,924,995	10,547,734	377,261	3.6%	15,519,673	4,594,678	42.1%
Measure J	3,401,429	3,802,224	3,808,297	(6,100)	-0.2%	4,282,321	480,097	12.63%
BART Express Funds	556,311	603,978	603,978	-	0.0%	651,196	47,218	7.8%
Dougherty Valley revenue	291,998	-	225,000	(225,000)	-100.0%	200,000	200,000	100.0%
Other Local Grants	253,713	37,336	20,000	17,336	86.7%	0	(37,336)	-100.0%
RM 2/Other- Express	145,342	145,339	145,339	-	0.0%	145,339	-	0.0%
Lifeline	380,932	684,000	768,896	(84,896)	-11.0%	0	(684,000)	-100.0%
Subtotal	24,726,703	26,095,797	27,281,272	(1,185,502)	-4.3%	28,396,860	2,301,063	8.8%
Paratransit								
Fare revenue	619,164	519,058	613,106	(94,048)	-15.3%	529,439	10,381	2.0%
Non-Operating revenue	15,698	300	300	-	0.0%	300	-	0.0%
FTA Section 5307	672,718	667,479	686,172	(18,693)	-2.7%	676,696	9,217	1.4%
TDA 4.5	655,865	638,144	638,144	-	0.0%	858,430	220,286	34.5%
TDA 4.0	1,314,613	944,884	1,008,296	(63,412)	-6.3%	993,848	48,964	5.2%
Measure J	994,559	1,170,229	1,170,022	207	0.0%	1,303,317	133,088	11.37%
STA Paratransit & Rev based	703,189	1,177,261	1,089,261	88,000	8.1%	916,116	(261,145)	-22.2%
BART ADA Service/Other	194,343	195,000	192,850	2,150	1.1%	198,900	3,900	2.0%
Subtotal	5,170,149	5,312,355	5,398,151	(85,796)	-1.7%	5,477,046	164,691	3.1%
Total	\$ 29,896,852	\$ 31,408,152	32,679,423	\$ (1,271,271)	-4.0%	\$ 33,873,906	\$ 2,465,754	7.9%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2014 Revenue Source Utilization

	Anticipated Revenue		Anticipated Utilization		Difference
Fixed Route					
Fare revenue	\$ 3,629,698	\$	3,629,698		0
Special service revenue	979,654		979,654		0
Advertising Revenue	572,096		572,096		0
Non-Operating revenue	120,000		120,000		0
FTA Section 5303	30,000		30,000		0
FTA Preventive Maintenance	0		0		0
STA Pop	2,149,883	\$	2,149,883		0
TDA 4.0	16,160,875		15,519,673		641,202
Measure J	4,282,321		4,282,321		0
BART Express Funds	651,196		651,196		0
Dougherty Valley grants	200,000		200,000		0
Other Local Grants	0		0		0
RM2- Express	145,339		145,339		0
Lifeline-CCTA	0		0		0
Total Fixed Route Operating Revenue	\$ 28,921,062	\$	28,279,860	\$	641,202
Paratransit					
Fare revenue	\$ 529,439	\$	529,439		0
Advertising Revenue	-	\$	-		0
Non-operating revenue	300	\$	300		0
FTA Section 5307	676,696	\$	676,696		0
TDA 4.5	858,430	\$	858,430		0
TDA 4.0	-	\$	993,848		(993,848)
Measure J	1,303,317	\$	1,303,317		0
STA Paratransit	916,116	\$	916,116		0
Other Grants	-	\$	-		0
BART ADA Service/other	198,900	\$	198,900		0
Total Paratransit Operating Revenue	\$ 4,483,198	\$	5,477,046	\$	(993,848)
Capital Program					
TDA 4.0	-		2,719,528		(2,719,528)
Increase (Decrease) to TDA reserve				\$	(3,072,175)

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STAFFING**

Position Type		FY 08 ACTUAL	FY 09 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET
Transportation	Transportation administration	3.0	3.0	3.0	3.0	3.0	4.0	4.0
	Training	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Transit Supervisor/Dispatcher	12.0	10.0	10.0	10.0	10.0	10.0	11.0
		17.0	15.0	15.0	15.0	15.0	16.0	17.0
	Full-time runs	152.0	128.0	128.0	125.0	125.0	127.0	127.0
	Part-time runs	16.0	12.0	12.0	12.0	12.0	12.0	12.0
	Full-time stand-by (Protection)	42.0	38.0	38.0	35.0	35.0	36.0	36.0
		210.0	178.0	178.0	172.0	172.0	175.0	175.0
	Total Transportation	227.0	193.0	193.0	187.0	187.0	191.0	192.0
Maintenance	Maintenance administration	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Facilities	5.0	5.0	5.0	5.0	5.0	5.0	5.0
		10.0	10.0	10.0	10.0	10.0	10.0	10.0
	Mechanic, Level V	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Mechanic, Level IV	4.0	4.0	4.0	4.0	4.0	4.0	4.0
	Mechanic, Level III	7.0	7.0	7.0	7.0	7.0	7.0	7.0
	Mechanic, Level II	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Mechanic, Level I	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	Street Maintenance							1.0
	Bus service workers	10.0	10.0	10.0	10.0	10.0	10.0	10.0
	29.0	29.0	29.0	29.0	29.0	29.0	30.0	
	Total Maintenance	39.0	39.0	39.0	39.0	39.0	39.0	40.0
General Administration	General Administration	5.5	5.5	5.5	4.5	4.0	3.0	3.0
	Stores & Procurement	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
	Finance	5.0	6.0	6.0	5.0	5.0	5.0	5.0
	Human Resources	3.0	3.0	2.0	2.0	2.0	2.0	2.0
	Marketing	3.0	3.0	3.0	3.0	2.0	2.0	2.0
	Customer service	8.5	6.5	6.5	6.5	6.0	6.0	6.0
	IT	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Planning/Scheduling	6.0	5.0	4.0	5.0	6.0	6.0	6.0
		Subtotal in full time equivalents	36.0	34.0	32.0	31.0	30.0	29.0
Fixed Route Operations	Total	302.0	266.0	264.0	257.0	256.0	259.0	261.0
	Paratransit	3.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Operations		305.0	268.0	266.0	259.0	258.0	261.0	263.0

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY2014 CAPITAL PROGRAM**

	Funding Source				Total
	Fed	State Bridge Tolls	State Bonds	Local	
Revenue Fleet (33 Fixed route buses)	\$ 18,704,812	\$ 1,792,564	\$ 1,538,796	\$ 1,153,528	\$ 23,189,700
Facility Maintenance and Modernization				855,000	\$ 855,000
Non Revenue Fleet				226,000	\$ 226,000
Tools & Maintenance Equipment				120,000	\$ 120,000
IT Equipment/Software				365,000	\$ 365,000
				-	\$ -
Total	18,704,812	1,792,564	1,538,796	2,719,528	\$ 24,755,700

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM**

In \$Thousands

Programs	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY 2022	Total
Non Revenue Fleet		180	226	0	104	182	70	0	294	0	0	1,056
Revenue Fleet	7,692	4,468	23,190	23,547	0	5,288	238	761	793	0	34,093	100,070
Facility Maintenance & Modernization	3,752	503	855	1,115	2,465	0	0	0	0	8	0	8,698
Information Technology	898	55	365	328	250	80	80	85	85	55	85	2,366
Maintenance Equipment & Tools		0	120	220	257	165	100	275	65	50	50	1,302
Office Furniture and Equipment		0	0	50	116	50	123	50	70	80	80	619
Total Capital Program	12,342	5,206	24,756	25,260	3,192	5,766	612	1,171	1,307	193	34,308	114,112
Total Fixed-Route	11,630	4,505	24,756	24,901	3,192	477	373	410	514	193	33,912	104,863
Total Paratransit	712	701	-	359	-	5,288	238	761	793	-	396	9,248
	\$ 12,342	\$ 5,206	\$ 24,756	\$ 25,260	\$ 3,192	\$ 5,766	\$ 612	\$ 1,171	\$ 1,307	\$ 193	\$ 34,308	114,112

Funding Source	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY 2022	Total
Fed 5307	6,673	3,622	18,705	19,002	-	4,340	198	632	658	-	27,509	81,339
Transportation Development Act	1,183	235	2,720	1,814	3,191	477	373	410	514	193	4,127	15,237
State Transportation bonds	4,369	883	1,054	2,652	-	540	22	71	73	-	37	9,701
Lifeline- 1B pop based bonds	-	-	485	-	-	-	-	-	-	-	-	485
State Transportation- 1B security	117	117	-	-	-	-	-	-	-	-	-	234
Bridge Toll Revenue	-	349	1,792	1,793	-	409	18	59	60	-	2,635	7,115
To be Determined	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	12,342	5,206	24,756	25,260	3,192	5,765	612	1,171	1,307	193	34,308	114,111

Revenue Fleet replacements												
# Fixed Route vehicles	10	7	33	31							40	111
# Paratransit vehicles	8	10		3		42	4	8	6		3	76

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

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Revenue Hours	209,000	209,000	209,000	209,000	209,000	209,000	209,000	209,000	209,000	209,000	209,000
1 Passenger Fares	3,425	3,559	3,630	4,060	4,141	4,224	4,614	4,706	4,800	4,896	4,994
2 Special Fares	946	960	980	999	1,019	1,040	1,060	1,082	1,103	1,125	1,148
3 Advertising	538	552	572	584	595	607	619	632	644	657	670
4 Investment & Other	134	120	120	120	120	120	120	120	120	120	120
5 FTA Sec 8 Planning	0	30	30	30	30	30	30	30	30	30	30
6 FTA Preventive Maintenance	3,266	2,002	-	-	-	-	-	-	-	-	-
7 Other state grants			117	117	117	117	117	117	117	117	117
8 STA Population	1,853	2,674	2,150	2,204	2,259	2,315	2,373	2,432	2,493	2,556	2,619
9 TDA 4.0	9,535	10,925	15,520	15,308	15,431	16,011	16,561	16,961	17,345	17,735	18,131
10 Measure J	3,401	3,802	4,282	4,209	4,378	4,555	4,738	4,929	5,152	5,386	5,631
11 BART Express Funds	556	604	651	671	691	711	733	755	777	801	825
12 Dougherty Valley dev fees/other	292	-	200	200	240	225					
13 Other Local Grants	254	37	-							-	-
14 RM2/Meas J- Express	145	145	145	145	145	145	145	145	145	145	145
15 Lifeline-CC County	381	684	-	-	368	375	382	390	398	406	414
16 Total Fixed Route Operating Revenue	24,727	26,096	28,397	28,646	29,534	30,475	31,492	32,299	33,126	33,974	34,845
17 Operating Expenses w/o contingency	24,727	26,096	27,897	28,646	29,534	30,475	31,492	32,299	33,126	33,974	34,845
% increase in expenses		5.5%	6.9%	2.7%	3.1%	3.2%	3.3%	2.6%	2.6%	2.6%	2.6%
18 Operating expense contingency			\$ 500								
19 Total Fixed Route Operating Expenses	24,727	26,096	28,397	28,646	29,534	30,475	31,492	32,299	33,126	33,974	34,845
Revenue Hours	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000
20 Passenger Fares	619	519	529	577	594	612	667	687	708	729	751
21 Non-Operating revenue	16	-	-								
22 FTA Section 5307	673	667	677	694	711	729	747	766	785	804	824
23 TDA 4.5	656	638	858	884	911	938	966	995	1,025	1,056	1,087
24 TDA 4.0	1,315	945	994	1,298	1,329	1,362	1,358	1,391	1,416	1,442	1,467
25 Measure J	995	1,170	1,303	1,267	1,318	1,371	1,426	1,484	1,551	1,622	1,695
26 STA Paratransit & Rev based	703	1,177	916	716	734	752	771	790	810	830	851
27 Bart ADA service	194	195	199	205	211	217	224	231	237	245	252
28 Total Paratransit Operating Revenue	5,170	5,312	5,477	5,640	5,809	5,982	6,160	6,344	6,533	6,728	6,928
29 Total Paratransit Operating Expenses	5,170	5,312	5,477	5,640	5,809	5,982	6,160	6,344	6,533	6,728	6,928
% increase in expenses		2.8%	3.1%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
30 Total CCCTA Operating Budget	\$ 29,897	\$ 31,408	\$ 33,874	\$ 34,286	\$ 35,342	\$ 36,457	\$ 37,653	\$ 38,642	\$ 39,659	\$ 40,702	\$ 41,773

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

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
31 Capital Revenue											
32 Federal	\$ 6,673	\$ 3,622	\$ 18,705	\$ 19,002	\$ -	\$ 4,340	\$ 198	\$ 632	\$ 658	\$ -	\$ 27,509
33 Prop 1B bonds	4,369	883	1,054	2,652	-	540	22	71	73	-	37
34 Lifeline- 1B pop based bonds		-	485	-	-	-	-	-	-	-	-
35 State Transportation- 1B security	117	117	-	-	-	-	-	-	-	-	-
36 Bridge Toll revenues		349	1,792	1,793	-	409	18	59	60	-	2,635
37 TDA 4.0	1,183	235	2,720	1,814	3,191	477	373	410	514	193	4,127
38 Carryover of unused prior year funding		39	-	-	-	-	-	-	-	-	-
39 Total Capital Revenue	12,342	5,245	24,756	25,260	3,192	5,766	612	1,171	1,307	193	34,308
40 Capital	\$ 12,342	\$ 5,206	\$ 24,756	\$ 25,260	\$ 3,192	5,766	\$ 612	\$ 1,171	\$ 1,307	\$ 193	\$ 34,308

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
TDA RESERVE**

TDA RESERVE	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
41 Beginning Balance	\$ 7,151	\$ 8,929	\$ 11,937	\$ 8,865	\$ 7,091	\$ 4,284	\$ 4,093	\$ 3,991	\$ 3,964	\$ 3,986	\$ 4,493
42 Estimated TDA 4.0 Allocation	\$ 13,811 5.71%	\$ 15,113 9.42%	\$ 16,161 6.94%	\$ 16,646 3.00%	\$ 17,145 3.00%	\$ 17,659 3.00%	\$ 18,189 3.00%	\$ 18,735 3.00%	\$ 19,297 3.00%	\$ 19,876 3.00%	\$ 20,472 3.00%
TDA 4.0 Needed for Operations and Capital:											
43 Used for Fixed route operations	(9,535)	(10,925)	(15,520)	(15,308)	(15,431)	(16,011)	(16,561)	(16,960)	(17,345)	(17,735)	(18,131)
44 Used for Paratransit operations	(1,315)	(945)	(994)	(1,298)	(1,329)	(1,362)	(1,358)	(1,391)	(1,416)	(1,442)	(1,467)
45 TDA used for Operations	(10,850)	(11,870)	(16,514)	(16,605)	(16,761)	(17,373)	(17,919)	(18,351)	(18,761)	(19,176)	(19,598)
46 Used for capital program	(1,183)	(235)	(2,720)	(1,814)	(3,191)	(477)	(373)	(410)	(514)	(193)	(4,127)
47 Ending TDA Reserve	\$ 8,929	\$ 11,937	\$ 8,865	\$ 7,091	\$ 4,284	\$ 4,093	\$ 3,991	\$ 3,964	\$ 3,986	\$ 4,493	\$ 1,240
Number Of Months of Operating Expenses in Reserve	3.6	4.6	3.1	2.5	1.5	1.3	1.3	1.2	1.2	1.3	0.4
Percentage of operating budget	30%	38%	26%	21%	12%	11%	11%	10%	10%	11%	3%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)		FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
FIXED ROUTE								
Wages, Operators	7,030,090	7,115,300	7,021,300	94,000		7,193,500	78,200	
Wages, Operator/trainer	21,575	125,000	40,000	85,000		125,000	-	
Wages, Trans Admin	844,606	870,000	837,507	32,493		994,900	124,900	
Wages, Scheduling	91,058	107,000	108,855	(1,855)		110,200	3,200	
Wages, Maint Admin	382,725	381,000	376,781	4,219		385,600	4,600	
Wages, Building Maint.	243,724	260,000	257,212	2,788		262,500	2,500	
Wages, Customer Service	322,239	326,000	327,204	(1,204)		342,700	16,700	
Wages, Promotion	133,775	125,000	126,883	(1,883)		130,600	5,600	
Wages, EE Services	133,729	136,000	136,882	(882)		142,900	6,900	
Wages, Finance	319,482	362,000	323,274	38,726		339,600	(22,400)	
Wages, Safety & Trng	119,935	136,000	131,229	4,771		137,100	1,100	
Wages, General Admin	411,833	410,000	394,569	15,431		410,200	200	
Salaried Pool	-	-	47,000	(47,000)		36,000	36,000	
Performance based Comp Pool						40,000	40,000	
Wages, Admin Bonus	1,400	-	-	-		-	-	
Wages, Board	20,200	22,500	26,400	(3,900)		26,400	3,900	
Wages, Planning	396,920	398,000	380,424	17,576		394,600	(3,400)	
Wages, Service Workers	328,987	355,000	387,501	(32,501)		432,540	77,540	
Wages, Serv Wrkr Bonus	-	2,000	4,000	(2,000)		4,000	2,000	
Wages, Mechanics	884,767	936,000	948,710	(12,710)		967,728	31,728	
Wages, Mechanic Bonus	6,300	6,000	4,650	1,350		4,650	(1,350)	
Total Wages	11,693,345	12,072,800	11,880,381	192,419	2%	12,480,718	407,918	3%
Sick, Operators	374,911	316,200	370,100	(53,900)		292,500	(23,700)	
Sick, Trans Admin	22,045	29,000	31,200	(2,200)		23,300	(5,700)	
Sick, Scheduling	5,275	3,000	2,500	500		2,500	(500)	
Sick, Maint Admin	4,995	6,500	4,300	2,200		9,600	3,100	
Sick, Building Maint.	18,157	8,000	3,100	4,900		6,100	(1,900)	
Sick, Customer Svc	12,528	9,800	9,000	800		5,600	(4,200)	
Sick, Promotion	2,260	3,900	4,100	(200)		3,200	(700)	
Sick, EE Services	7,244	3,900	3,200	700		3,600	(300)	
Sick, Finance	14,880	8,500	9,500	(1,000)		8,400	(100)	
Sick, Safety & Trng	17,010	500	3,900	(3,400)		3,400	2,900	
Sick, General Admin	24,507	6,000	13,700	(7,700)		10,200	4,200	
Sick, Planning	6,465	4,700	14,300	(9,600)		9,700	5,000	
Sick, Service Workers	11,716	3,500	5,300	(1,800)		6,000	2,500	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)	FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Sick, Mechanics	23,573	21,000	23,100	(2,100)	23,600	2,600	
Total Sick Pay	545,566	424,500	497,300	(72,800)	407,700	(16,800)	-4%
Holiday, Operators	341,886	319,900	346,300	(26,400)	358,700	38,800	
Holiday, Trans Admin	37,983	47,000	40,255	6,745	50,600	3,600	
Holiday, Scheduling	5,494	5,700	5,538	162	5,800	100	
Holiday, Maint Admin	23,220	19,960	19,960	-	20,800	840	
Holiday, Building Maint.	11,478	14,000	12,681	1,319	14,300	300	
Holiday, Customer Svc	10,921	12,000	11,986	14	12,200	200	
Holiday, Promotion	3,750	9,000	5,587	3,413	9,200	200	
Holiday, EE Services	6,404	9,900	7,277	2,623	10,100	200	
Holiday, Finance	17,383	19,000	17,133	1,867	19,400	400	
Holiday, Safety & Trng	5,374	11,000	7,126	3,874	11,200	200	
Holiday, General Admin	25,187	24,000	21,203	2,797	24,500	500	
Holiday, Planning	18,654	20,000	20,371	(371)	21,100	1,100	
Holiday, Service Workers	16,395	19,500	18,982	518	21,255	1,755	
Holiday, Mechanics	44,082	54,000	50,811	3,189	55,080	1,080	
Total Holiday Pay	568,211	584,960	585,210	(250)	634,235	49,275	8%
Vacation, Operators	432,928	505,700	512,998	(7,298)	515,800	10,100	
Vacation, Trans Admin	54,393	66,600	65,700	900	74,300	7,700	
Vacation, Scheduling	6,348	7,500	7,700	(200)	7,800	300	
Vacation, Maint Admin	27,603	32,400	31,900	500	33,100	700	
Vacation, Building Maint.	15,178	17,000	19,200	(2,200)	18,000	1,000	
Vacation, Customer Svc	13,492	18,000	21,000	(3,000)	20,000	2,000	
Vacation, Promotion	9,354	11,100	11,000	100	11,300	200	
Vacation, EE Services	9,231	11,900	11,800	100	12,400	500	
Vacation, Finance	21,694	26,900	27,600	(700)	28,900	2,000	
Vacation, Safety & Trng	9,246	12,100	11,900	200	12,400	300	
Vacation, General Admin	29,372	33,600	34,900	(1,300)	36,000	2,400	
Vacation, Planning	22,843	28,000	29,400	(1,400)	30,200	2,200	
Vacation, Service Wrkrs	21,196	26,800	24,300	2,500	27,000	200	
Vacation, Mechanics	60,155	76,200	75,600	600	78,900	2,700	
Total Accrued Vacation	733,033	873,800	884,998	(11,198)	906,100	32,300	4%
Abs Pay, Operators	54,083	57,000	55,900	1,100	52,400	(4,600)	
Abs Pay, Trans Admin	1,892	1,500	1,781	(281)	2,200	700	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
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	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)	FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Abs Pay, Scheduling	-	1,000	249	751	300	(700)	
Abs Pay, Maint Admin	969	1,000	867	133	900	(100)	
Abs Pay, Building Maint.	262	-	560	(560)	600	600	
Abs Pay, Customer Svc	786	200	516	(316)	500	300	
Abs Pay, Promotion	-	200	296	(96)	300	100	
Abs Pay, EE Services	1,546	1,200	319	881	300	(900)	
Abs Pay, Finance	147	1,900	757	1,143	800	(1,100)	
Abs Pay, Safety & Trng	-	200	309	(109)	300	100	
Abs Pay, General Admin	-	1,100	930	170	1,000	(100)	
Abs Pay, Planning	909	485	890	(405)	900	415	
Separation Pay/Benefits	24,981	-	-	-	-	-	
Abs Pay, Service Wrkrs	-	300	369	(69)	414	114	
Abs Pay, Mechanics	-	400	439	(39)	449	49	
Total Absence Pay	85,575	66,485	64,182	2,303	61,363	(5,122)	-8%
Total Compensation	13,625,730	14,022,545	13,912,071	110,474	14,490,116	467,571	3%
FICA, Operators	101,020	107,700	101,801	5,899	109,800	2,100	
FICA, Trans Admin	11,403	13,001	13,001	-	15,403	2,402	
FICA, Scheduling	1,615	1,810	1,810	-	1,837	27	
FICA, Maint Admin	1,939	1,927	1,927	-	1,983	56	
FICA, Building Maint.	3,977	4,056	4,056	-	4,169	113	
FICA, Customer Service	5,342	5,360	5,360	-	5,526	166	
FICA, Promotion	2,066	2,144	2,144	-	2,212	68	
FICA, EE Services	2,387	2,312	2,312	-	2,419	107	
FICA, Finance	4,479	4,610	4,610	-	4,783	173	
FICA, General Admin	6,112	6,458	6,458	-	6,461	3	
FICA, Board Members	1,545	2,020	2,020	-	2,020	(0)	
FICA, Planning	6,221	6,458	6,458	-	6,619	161	
FICA, Service Workers	4,847	5,768	5,768	-	6,479	711	
FICA, Mechanics	10,569	12,396	12,396	-	12,679	283	
Total FICA/Medicare	163,522	176,020	170,121	5,899	182,390	6,370	4%
PERS-RET, Operators	628,092	642,200	636,600	5,600	804,900	162,700	
PERS-RET, Trans Admin	82,441	88,900	85,066	3,834	130,524	41,624	
PERS-RET, Scheduling	6,825	10,300	10,884	(584)	13,707	3,407	
PERS-RET, Maint Admin	51,853	51,900	50,998	902	62,390	10,490	
PERS-RET, Bldg Maint.	24,242	24,200	27,015	(2,815)	33,844	9,644	
PERS-RET, Cstmr Svc	43,591	34,600	32,233	2,367	41,242	6,642	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
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	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)	FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
PERS-RET, Promotion	19,058	16,900	16,236	664	19,984	3,084	
PERS-RET, EE Services	16,697	17,200	17,423	(223)	21,711	4,511	
PERS-RET, Finance	37,809	40,800	40,055	745	50,222	9,422	
PERS-RET, Sfty & Trng	18,438	19,100	18,866	234	23,005	3,905	
PERS-RET, Gen Admin	50,861	51,200	56,742	(5,542)	67,892	16,692	
PERS-RET, Planning	35,708	47,500	48,675	(1,175)	59,588	12,088	
GM-457 Retirement	7,212	7,500	7,500	-	7,500	-	
PERS-RET, Service Wrkr	28,133	33,100	37,109	(4,009)	51,393	18,293	
PERS-RET, Mechanics	88,809	91,700	95,791	(4,091)	121,476	29,776	
Total Retirement	1,139,769	1,177,100	1,181,193	(4,093)	1,509,380	332,280	28%
Medical, Operators	667,921	676,500	683,600	(7,100)	682,900	6,400	
Medical, Trans Admin	80,093	81,700	81,108	592	84,800	3,100	
Medical, Scheduling	11,596	16,800	16,800	-	16,800	-	
Medical, Maint Admin	15,030	15,500	15,180	320	15,500	-	
Medical, Building Maint.	37,250	37,400	37,600	(200)	37,900	500	
Medical, Customer Svc	9,714	6,900	10,900	(4,000)	7,300	400	
Medical, Promotion	14,216	9,500	14,200	(4,700)	9,500	-	
Medical, Finance	32,140	34,200	34,620	(420)	34,600	400	
Medical, Safety & Trng	7,592	7,900	7,600	300	7,900	-	
Medical, General Admin	63,592	54,200	68,588	(14,388)	54,400	200	
Medical, Retirees	95,347	131,300	110,000	21,300	136,200	4,900	
Medical, Planning	26,390	28,500	28,800	(300)	28,800	300	
Medical, Service Workers	125,598	133,600	148,403	(14,803)	142,300	8,700	
Medical, Mechanics	242,692	265,900	281,966	(16,066)	284,600	18,700	
Medical Admin Charge	8,111	7,200	9,100	(1,900)	7,400	200	
OPEB benefits	248,246	362,800	235,000	127,800	207,900	(154,900)	
Total Medical	1,685,528	1,869,900	1,783,465	86,435	1,758,800	(111,100)	-6%
Dental, Operators	204,932	212,800	200,640	12,160	219,200	6,400	
Dental, Trans Admin	20,718	21,200	21,960	(760)	21,800	600	
Dental, Scheduling	2,648	3,200	3,960	(760)	3,300	100	
Dental, Maint Admin	4,922	5,100	5,040	60	5,300	200	
Dental, Building Maint.	6,305	6,500	6,480	20	6,700	200	
Dental, Customer Svc	7,937	8,500	8,520	(20)	8,800	300	
Dental, Promotion	2,563	2,000	2,640	(640)	2,100	100	
Dental, EE Services	2,563	2,600	2,640	(40)	2,700	100	
Dental, Finance	5,378	5,500	5,520	(20)	5,700	200	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)	FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Dental, Safety & Trng	1,321	1,400	1,320	80	1,400	-	
Dental, General Admin	5,531	4,500	6,480	(1,980)	4,600	100	
Dental, Planning	6,966	7,700	8,520	(820)	7,900	200	
Total Dental	271,784	281,000	273,720	7,280	289,500	8,500	3%
WC, Operators	412,120	429,645	524,000	(94,355)	451,100	21,455	
WC, Trans Admin	44,664	46,490	56,700	(10,210)	48,800	2,310	
WC, Scheduling	6,000	4,346	5,300	(954)	4,600	254	
WC, Maint Admin	17,832	20,662	25,200	(4,538)	21,700	1,038	
WC, Building Maint.	15,000	10,331	12,600	(2,269)	10,800	469	
WC, Customer Svc	23,832	24,106	29,400	(5,294)	25,300	1,194	
WC, Promotion	10,288	12,053	14,700	(2,647)	12,700	647	
WC, EE Services	9,888	12,053	14,700	(2,647)	12,700	647	
WC, Finance	17,832	20,662	25,200	(4,538)	21,700	1,038	
WC, Safety & Trng	9,888	12,053	14,700	(2,647)	12,700	647	
WC, General Admin	20,832	22,384	27,300	(4,916)	23,500	1,116	
WC, Planning	18,988	18,121	22,100	(3,979)	19,000	879	
WC, Service Workers	32,320	35,339	43,100	(7,761)	37,100	1,761	
WC, Mechanics	101,216	106,755	130,200	(23,445)	112,100	5,345	
Total Workers Comp	740,700	775,000	945,200	(170,200)	813,800	38,800	5%
Life, Operators	58,559	61,200	59,700	1,500	63,000	1,800	
Life, Trans Admin	6,431	6,800	6,300	500	7,000	200	
Life, Scheduling	807	1,000	1,000	-	1,000	-	
Life, Maint Admin	3,617	3,600	3,800	(200)	3,700	100	
Life, Building Maint.	1,902	2,300	1,800	500	2,400	100	
Life, Customer Svc	2,492	2,500	2,600	(100)	2,600	100	
Life, Promotion	1,246	1,200	1,300	(100)	1,200	-	
Life, EE Services	1,308	1,300	1,400	(100)	1,300	-	
Life, Finance	3,142	2,900	3,300	(400)	3,000	100	
Life, Safety & Trng	1,073	1,100	1,200	(100)	1,100	-	
Life, General Admin	2,600	2,200	2,800	(600)	2,300	100	
Life, Planning	3,257	4,100	4,300	(200)	4,200	100	
Total Life Insurance	86,434	90,200	89,500	700	92,800	2,600	3%
SUI, Operators	75,594	76,000	72,900	3,100	76,000	-	
SUI, Trans Admin	6,076	6,200	5,642	558	6,510	310	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)		FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
SUI, Scheduling	868	868	868	-		868	-	
SUI, Maint Admin	2,170	2,170	2,170	-		2,170	-	
SUI, Building Maint.	2,170	2,170	2,170	-		2,170	-	
SUI, Customer Svc	3,613	3,472	3,472	-		3,472	-	
SUI, Promotion	868	868	868	-		868	-	
SUI, Safety & Trng	868	868	868	-		868	-	
SUI, General Admin	2,190	2,604	2,604	-		2,604	-	
SUI, EE Services	868	868	868	-		868	-	
SUI, Finance	3,038	2,190	2,170	20		2,170	(20)	
SUI, Planning	2,430	2,604	2,604	-		2,604	-	
SUI, Service Workers	3,949	4,340	4,340	-		4,774	434	
SUI, Mechanics	8,204	8,246	8,246	-		8,246	-	
Total SUI	112,906	113,468	109,790	3,678		114,192	724	1%
Operator Uniforms	45,431	45,000	45,000	-		48,000	3,000	
Uniforms - Maint. Pers.	13,381	13,941	14,000	(59)		14,500	559	
Total Uniforms	58,812	58,941	59,000	(59)		62,500	3,559	6%
Operator Medical Exams	10,637	10,310	12,000	(1,690)		12,000	1,690	
Emp Assistance Prog.	10,440	15,355	15,000	355		15,000	(355)	
Cafeteria Plan- Admin	186,420	251,900	225,041	26,859		290,300	38,400	
Cafeteria Plan-ATU	566,722	553,700	603,162	(49,462)		783,500	229,800	
Mechanic Tool Allowance	12,856	19,000	14,000	5,000		14,000	(5,000)	
Wellness Program	15,827	14,786	23,100	(8,314)		23,100	8,314	
Substance Abuse Prog.	8,075	7,902	8,500	(598)		8,500	598	
Total Other Benefits	810,977	872,953	900,803	(27,850)		1,146,400	273,447	31%
Total Benefits	7,002,817	7,364,327	7,544,482	(180,155)	-2%	7,979,159	614,832	8%
Total Wages and Benefits	18,696,162	19,437,127	19,424,863	12,264	0%	20,459,877	1,022,750	5%
Management Services	-	25,000	25,000	-		35,000	10,000	
Agency Fees	349	300	300	-		300	-	
In-Service Monitoring	-	6,000	6,000	-		6,000	-	
Mobility Services	28,547	29,500	29,500	-		30,400	900	
Schedules/Graphics	62,914	67,666	65,000	2,666		70,000	2,334	
Promotions	100,034	168,454	180,000	(11,546)		180,000	11,546	
Recruitment	4,274	9,360	7,500	1,860		10,000	640	
Legal Fees	150,937	310,000	280,000	30,000		330,000	20,000	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)	FY 2014 Budget	Over (Under) FY 2013 Est/Actual
Financial services	12,696	1,000	1,000	-	14,000	13,000
Auditor Fees	42,800	43,000	43,000	-	43,000	-
Freight In and Out	6,717	7,300	7,500	(200)	7,500	200
Bid and Hearing Notices	810	1,000	1,000	-	1,000	-
Service Development	37,254	33,000	40,000	(7,000)	40,000	7,000
Trans. Printing/Reproduc.	1,745	5,000	5,000	-	5,000	-
Payroll Services	45,170	47,000	45,000	2,000	48,000	1,000
Retail service charge	21	-	-	-	-	-
Bank service charge	63	70	-	70	100	30
Commuter check process fee	160	160	-	160	160	-
Pay PERS file upload	2,864	-	-	-	-	-
Special Planning- reimb expenses		100,000	-	100,000	-	(100,000)
Temporary Help-All depts	-	5,000	12,000	(7,000)	12,000	7,000
Temp Help-Tran Admin	12,957	-	-	-	2,000	2,000
SVR-Differential/Radiator	52,449	44,690	39,600	5,090	42,000	(2,690)
SVR-Transmission	57,176	83,000	72,000	11,000	120,000	37,000
SVR-Upholstery/Glass	32,402	29,447	35,180	(5,733)	32,000	2,553
SVR-Towing	10,669	10,698	10,000	698	13,000	2,302
SVR-Engine Repair	123,661	171,578	190,000	(18,422)	170,000	(1,578)
SVR-Body Repair	70,710	99,681	100,000	(319)	105,000	5,319
Emission controls	55,347	81,950	96,800	(14,850)	88,800	6,850
Phone Maint. Services	7,925	8,313	10,000	(1,687)	10,000	1,687
Support Vehicle maint	24,109	20,514	21,500	(986)	21,500	986
IT Supplies/replacements	23,927	13,541	25,000	(11,459)	18,000	4,459
Clever Devices/rideck maint	149,505	159,428	154,000	5,428	159,500	72
Office Equipment Maint.	19,094	20,000	20,000	-	20,000	-
Building Maint. Service	54,454	74,418	76,000	(1,582)	78,800	4,382
Landscape Service	43,787	51,940	48,000	3,940	61,200	9,260
IT Contracts	113,271	108,607	115,000	(6,393)	125,000	16,393
Radio Maint. Service	42,138	20,803	45,600	(24,797)	7,500	(13,303)
IT Consulting	422	3,500	10,000	(6,500)	10,000	6,500
RED Support Expense	131,151	34,594	18,000	16,594	15,000	(19,594)
Real Time Bus maintenance service					117,000	117,000
Contract Cleaning Service	2,960	-	3,460	(3,460)	-	-
Waste Removal	12,758	12,147	12,000	147	12,600	453
Hazardous Waste	49,646	75,957	75,000	957	78,750	2,793
Armored Transport	15,770	20,000	21,000	(1,000)	21,000	1,000

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)		FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Fire Monitoring	2,236	4,004	5,000	(996)		5,000	996	
Security Services	76,076	81,665	81,600	65		84,000	2,335	
Other Services	3,215	3,000	3,000	-		3,500	500	
Total Services	1,685,170	2,092,285	2,035,540	56,745	3%	2,253,610	161,325	8%
Diesel Fuel	2,119,921	2,151,913	2,807,500	(655,587)		2,573,750	421,837	
Oils and Lubricants	69,159	64,993	65,212	(219)		66,900	1,907	
Gasoline	26,638	32,481	35,000	(2,519)		33,000	519	
Tires and Tubes	187,240	209,205	209,847	(642)		218,524	9,319	
Safety Supply	7,612	4,632	4,400	232		4,400	(232)	
Transportation Supplies	12,988	12,500	12,500	-		12,500	-	
BART Relief Tickets	35,000	48,000	45,000	3,000		55,000	7,000	
CSS-Soaps	12,972	13,410	14,000	(590)		14,000	590	
CSS-Solvents	217	5,000	5,500	(500)		5,000	-	
CSS-Cleaning	7,533	6,483	6,500	(17)		6,695	212	
CSS-Safety	7,552	7,540	7,000	540		7,000	(540)	
CSS-Antifreeze	6,631	4,865	5,000	(135)		5,000	135	
CSS-Gases	6,713	7,766	8,000	(234)		8,000	234	
Oil Analysis	9,000	17,500	17,500	-		18,000	500	
Equipment/Garage Exp.	26,343	24,880	25,000	(120)		25,000	120	
Coach Repair Parts	540,798	554,798	614,911	(60,113)		614,911	60,113	
Repair parts-grant exp	7,020	25,000	-	25,000		25,000	-	
Shelter/Bus Stop Supply	-	11,000	15,000	(4,000)		15,000	4,000	
Janitorial Supplies	16,853	17,469	17,500	(31)		17,500	31	
Lighting Supply	5,413	8,281	10,000	(1,719)		10,000	1,719	
Building Repair Supply	25,963	34,458	34,500	(42)		37,560	3,102	
Landscape Supply	1,053	3,227	3,500	(273)		5,000	1,773	
Tickets, Passes, Xfrs	14,607	27,767	28,000	(233)		18,000	(9,767)	
Supplies - Offsites	1,114	1,551	2,500	(949)		2,000	449	
Personnel Office Supply	117	288	1,000	(712)		1,000	712	
Computer Supplies	2,138	1,725	-	1,725		-	(1,725)	
Office Supplies-Administration	12,749	12,824	15,000	(2,176)		15,000	2,176	
Office Supplies-Maint.	2,188	3,500	4,500	(1,000)		3,500	-	
Obsolete Parts Write-Off	10,650	483	-	483		-	(483)	
Postage	14,896	12,000	12,000	-		12,000	-	
Safety Contingency Plans	2,951	2,663	5,000	(2,337)		5,000	2,337	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)		FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Training Supply	1,600	2,807	6,000	(3,193)		6,000	3,193	
Contracts & Grants Supply	4,659	6,000	6,000	-		6,000	-	
Supplies- IC	3,178	5,572	7,000	(1,428)		7,000	1,428	
Total Materials & Supplies	3,203,466	3,342,581	4,050,370	(707,789)	-17%	3,853,240	510,659	15%
Pacific Gas and Electric	179,739	185,000	198,000	(13,000)		188,000	3,000	
Telephone Svc - Concord	(1,433)	29,779	25,000	4,779		25,000	(4,779)	
Contra Costa Water District	19,824	19,500	19,500	-		20,000	500	
Telephone-Cellular	16,527	77,382	85,000	(7,618)		85,000	7,618	
Total Utilities	214,657	311,661	327,500	(15,839)	-5%	318,000	6,339	2%
Physical Damage	88,951	89,112	90,500	(1,388)		89,001	(111)	
Property Premiums	33,050	45,886	34,700	11,186		48,200	2,314	
Other Premiums	10,325	8,325	10,800	(2,475)		8,700	375	
UST Insurance	9,090	9,500	9,500	-		10,000	500	
Liability Premiums	144,645	124,109	136,000	(11,891)		189,242	65,133	
Insurance/Liability losses	129,280	78,800	78,800	-		82,700	3,900	
Other Losses	-	-	-	-		-	-	
Pass sales write offs	76	-	-	-		-	-	
Total Insurance	415,417	355,732	360,300	(4,568)	-1%	427,843	72,111	20%
Property Tax	9,051	10,000	10,000	-		10,000	-	
Licenses / Registrations	761	2,000	2,000	-		2,000	-	
Fuel Storage Tank Fees	13,645	14,000	15,000	(1,000)		15,000	1,000	
Use and Other Taxes	7,091	7,500	9,000	(1,500)		8,000	500	
Sales Tax	263,038	280,000	340,000	(60,000)		280,000	-	
Total Taxes	293,586	313,500	376,000	(62,500)	-17%	315,000	1,500	0%
Equipment Leases	2,264	7,000	7,000	-		7,000	-	
Radio Site Lease-Diablo	33,713	33,700	33,500	200		33,700	-	
Total Leases	35,977	40,700	40,500	200	0%	40,700	-	0%
Business Expense- Tran	177	250	250	-		100	(150)	
Business Expense-admin	34	400	400	-		400	-	
Business Expense-Fin	412	500	500	-		500	-	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)		FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Board Travel	9,853	11,000	11,000	-		16,500	5,500	
Staff Travel	21,712	20,000	18,000	2,000		20,000	-	
CTA Dues	11,338	12,325	13,000	(675)		13,000	675	
APTA Dues	26,000	26,494	33,000	(6,506)		28,000	1,506	
Business Expense	8,109	8,000	1,000	7,000		4,000	(4,000)	
Training / Subs-Gm	1,678	4,000	4,000	-		7,500	3,500	
Misc exp	922	1,000	5,600	(4,600)		1,200	200	
Employee Functions	25,240	25,000	25,000	-		30,000	5,000	
Employee Awards	3,891	4,000	4,000	-		4,000	-	
Departing Emp gifts	250	500	1,200	(700)		700	200	
Paypal fees	2,989	3,000	2,500	500		3,000	-	
Newsletter Expense	349	-	400	(400)		400	400	
Total Miscellaneous	112,954	116,469	119,850	(3,381)	-3%	129,300	12,831	11%
San Ramon-Noon shuttle		742	-	742		-	(742)	
St Marys shuttle	41,499	43,000	46,350	(3,350)		44,290	1,290	
Cal State rte 260 shuttle	27,815	42,000	-	42,000		55,000	13,000	
Total Purchased Transportation	69,314	85,742	46,350	39,392	85%	99,290	13,548	16%
Total Other Operating Expense	6,030,541	6,658,670	7,356,410	(697,740)		7,436,983	778,313	12%
Contingency			500,000	(500,000)		500,000	500,000	
TOTAL FIXED ROUTE EXPENSES	24,726,703	26,095,797	27,281,273	(1,185,475)	-4%	28,396,860	2,301,063	8.8%
Paratransit								
Wages	88,411	90,000	160,552	(70,552)		91,000	1,000	
Sick Wages	2,546	2,000	5,951	(3,951)		2,300	300	
Holiday Pay	4,599	5,500	8,470	(2,970)		5,100	(400)	
Vacation Pay	6,224	6,500	10,628	(4,128)		7,800	1,300	
Absence pay	-	200	372	(172)		200	-	
Cafeteria Plan	6,270	4,800	4,800	-		4,800	-	
FICA	1,216	2,697	2,697	-		1,442	(1,255)	
PERS	12,695	9,300	19,195	(9,895)		11,406	2,106	
Medical	11,348	11,844	10,932	912		11,844	-	

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
DETAILED BUDGET**

	FY 2012 ACT	Est/Act FY 2013	FY 2013 Budget	Over (Under)		FY 2014 Budget	Over (Under) FY 2013 Est/Actual	
Dental	1,483	1,400	1,440	(40)		1,440	40	
Life Insurance	835	1,000	900	100		1,030	30	
SUI	1,042	1,302	1,302	-		1,302	-	
Agency Fees/Public Info	-	510	510	-		520	10	
Promotions	-	520	520	-		530	10	
Legal Fees	1,169	3,232	3,232	-		10,000	6,768	
Building Maint Services	1,565	2,040	2,040	-		2,081	41	
Radio Maint Services	10,196	13,300	13,300	-		13,600	300	
Community Van Maint	6,573	10,000	5,100	4,900		10,200	200	
Office Supply, PTF	3,066	2,900	2,900	-		3,000	100	
Gas and Electric	18,132	19,400	19,400	-		19,800	400	
Cell Phone	1,100	1,400	1,400	-		1,500	100	
Sales Tax	268	600	600	-		600	-	
Purchased Trans-LINK	4,794,660	4,924,000	4,924,000	-		5,071,720	147,720	
Purchased Trans-BART	196,506	197,000	197,000	-		202,910	5,910	
Training / Subscriptions	-	510	510	-		520	10	
Other Misc Expenses	245	400	400	-		400	-	
Total Paratransit	5,170,149	5,312,355	5,398,151	(85,797)	-2%	5,477,046	164,691	3%
TOTAL CCCTA	29,896,852	31,408,152	32,679,423	(1,271,272)	-4%	33,873,906	2,465,755	7.9%

RESOLUTION NO. 2013-022

**BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

**ADOPTION OF FINAL FISCAL YEAR 2014 OPERATING AND CAPITAL BUDGET
IN THE AMOUNT OF \$ 58,629,606**

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; and

WHEREAS, the adoption of an operating and capital budget is required by the Joint Exercise of Powers Agreement and Bylaws of CCCTA, and is necessary for obtaining both Federal and State funds to support the CCCTA's transit program; and

WHEREAS, the General Manager and the Director of Finance have prepared and presented to the Board of Directors a proposed final Operating Budget for Fiscal Year 2014 in the amount of \$33,873,906, which sets forth projected revenues and expenses associated with CCCTA's operating and maintenance program; and

WHEREAS, the General Manager and Director of Finance have prepared and presented a proposed final Capital Budget for Fiscal Year 2014 in the amount of \$24,755,700.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority adopts the Operating and Capital Budget for Fiscal Year 2014, a copy of which is attached and incorporated by this reference; and

BE IT FURTHER RESOLVED that the General Manager is directed to submit this budget to the Metropolitan Transportation Commission, together with a copy of this resolution at the earliest practicable date.

Regularly passed and adopted this 20th day of June 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Erling Horn, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: June 11, 2013

From: Kathy Casenave, Director of Finance

Reviewed by:

SUBJECT: Establishment of Retirement Health Savings Accounts

Summary of Issues: In March 2010 the Board approved establishing an OPEB trust for retiree medical benefits. The funds in this trust will help offset the cost of providing the Authority's PERS medical premiums for retired Administration, Teamsters and ATU employees.

In addition to prefunding retiree benefits, County Connection also took steps to minimize the cost of retiree medical benefits by freezing the portion that is paid by County Connection and establishing a cafeteria plan for active employees.

There was also discussion at the time of setting up a separate trust or retirement medical account for the benefit of employees who have been in the PERS medical program since the inception in September 1989. There are 10 active employees who meet that criterion. (The ATU joined the program in 2001).

Staff has been in contact with ICMA regarding its retirement health savings plan and what is being proposed for the 10 active employees would meet the rules and regulations of the plan.

Some highlights of this plan:

- A third party administrator hired by ICMA will be responsible for reimbursing the participants for medical expenses- there will be no employer involvement.
- The employer can make tax-free contributions to employee accounts.
- All earnings grow tax-deferred.
- Employees are familiar with ICMA's investment options and can meet with ICMA representative at work to review those options.
- Withdrawals for medical premiums for participants, spouses, and dependents are tax-free.
- Plan assets remaining at the time of employee's death can continue to be used by employee's surviving spouse or dependents.
- There is no prohibition on use prior to age 65, providing the employee has separated from County Connection.
- The administrative charges are borne by the participants. There is an annual account fee of \$25 and an asset fee of 30-40 basis points. The estimated cost fee for a \$10,000 account is \$65 annually.

How much is County Connection saving by freezing retiree health benefits for Administration staff?

There have been numerous actuarial reports and different assumptions have been made in preparing the reports. Below are the annual required contributions (ARC) from the April 2008 report, the last report that assumed annual premium increases, compared with the October 2009 report, the first report in which the retiree premiums are frozen.

April 2008	\$262,196 *
October 2009	\$115,245
Savings	\$146,951

**The April 2008 report combined Admin and the Teamsters. The October 2009 separated the two groups- the April 2008 figure above was based on the ratio of the October 2009 report- 88%/11%.*

Recommendation: The Administration and Finance Committee recommends that County Connection establish individual retiree health savings accounts in the amount of \$15,000 for each of the 10 employees, a total of \$150,000. A Hanson Bridgett staff attorney has reviewed the ICMA plan documents and is of the opinion that it would meet our objectives.

Options:

- 1) Approve setting up retiree health savings plans for the 10 employees at an amount to be determine by the committee.
- 2) Decline recommendation
- 3) Other

RESOLUTION NO. 2013-024

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

ADOPTING A RETIREE HEALTH SAVINGS PLAN TRUST

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 ("County Connection"), 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 County Connection has current employees rendering valuable services who have been in the PERS medical program since March 1, 1990.

WHEREAS, the establishment of a retiree health savings plan for such employees serves the interests of County Connection by enabling it to provide reasonable security regarding such employees' health needs during retirement, and by providing increased flexibility in its personnel management system;

WHEREAS, County Connection has determined that the establishment of the Central Contra Costa Transit Authority Retiree Welfare Benefits Plan (the "Plan") serves the above objectives;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the Plan, effective June 20, 2013, substantially in the form of the ICMA Retirement Corporation's VantageCare Retirement Health Savings Program attached hereto and as approved by Legal Counsel, to provide post-retirement health care benefits for eligible participants and their eligible dependents and survivors.

BE IT FURTHER RESOLVED that County Connection hereby adopts the Central Contra Costa Transit Authority Integral Part Trust (the "Trust"), effective June 20, 2013, substantially in the form of the ICMA-RC Integral Part Trust attached hereto and as approved by Legal Counsel;

BE IT FURTHER RESOLVED that the General Manager is hereby authorized to serve as the trustee of the Trust, for the exclusive benefit of eligible participants and their eligible dependents and survivors under the Plan. Assets of the Plan shall be held in the Trust and may not be diverted for any other purpose prior to satisfaction of all liabilities of the Plan. The Trust will be tax-exempt to the maximum extent allowed under section 115 of the Internal Revenue Code.

BE IT FURTHER RESOLVED that the Authority hereby approves the retention of ICMA-RC to operate and administer the Plan and Trust, pursuant to the terms and conditions of the Administrative Services Agreement between the Authority and ICMA-RC attached hereto (with any modifications deemed appropriate by the General Manager of the Authority).

BE IT FURTHER RESOLVED that the General Manager of the Authority is authorized and directed, for and on the Authority's behalf, to take such further action as the General Manager deems necessary or appropriate to carry out the foregoing resolutions.

Regularly passed and adopted this ____ day of _____, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Erling Horn, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

RESOLUTION NO. 2013-025

**BOARD OF DIRECTORS CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

**DECLARES AN EFFECTIVE DATE FOR COMPENSATION ADJUSTMENT
FOR THE GENERAL MANAGER FOR FY 2013-2014**

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 Board of Directors is in the process of the annual review of the General Manager's performance and compensation, which may not be completed by July 1, 2013; and

WHEREAS, because the General Manager's annual performance review is currently underway, any modifications to the General Manager Employment Agreement, including adjustments to the General Manager's compensation package for Fiscal Year 2013-2014 are still uncertain and undetermined.

NOW, THEREFORE, BE IT RESOLVED that in consideration of the future services to be rendered by the General Manager, the Board of Directors hereby determines that any adjustments to the General Manager's compensation or other modifications to the General Manager Employment Agreement as may be subsequently approved by the Board shall be effective as of July 1, 2013; and

BE IT FURTHER RESOLVED that pending the completion of the annual review, all terms and conditions of the General Manager Employment Agreement dated July 1, 2007, as amended, shall remain in full force and effect.

Regularly passed and adopted this _____ day of _____ 2013, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Erling Horn, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: June 3, 2013

From: Laramie Bowron, Manager of Planning

Reviewed by:

Subject: Title VI of the Civil Rights Act - Proposed Disproportionate Burden Policy / Disparate Impact Policy / Major Service Change Policy

Summary of Issues:

In October 2012, the Federal Transit Administration (“FTA”) released new guidelines for compliance with Title VI of the Civil Rights Act of 1964 (FTA Circular 4702.1B). The new Circular includes numerous new requirements, and clarifies or builds on requirements set forth in the prior Circular.

Circular FTA C 4702.1B requires that the governing body of each large transit operator (defined to include County Connection) must adopt several new policies before undertaking any fare or service changes.

Three of the new policies – the Major Service Change Policy, Disparate Impact Policy and Disproportionate Burden Policy – must be subject to extensive public outreach before Board adoption. The Major Service Change policy governs when an agency is required to analyze effects of potential service changes to guard against unintentional discrimination, and the Disproportionate Burden and Disparate Impact policies set thresholds for finding that an agency’s proposed fare changes or major service changes could have potentially discriminatory effects on low-income or minority populations, respectively.

Public Participation:

Over the past few months, County Connection staff has developed draft Major Service Change, Disparate Impact and Disproportionate Burden Policies and conducted public outreach (detailed below), including three public meetings with language services available, to provide information and get feedback on the draft policies. Staff has incorporated public input gathered through this outreach into the policies proposed for Board approval.

- 1) Meetings:
 - a. March 28, 2013 – Monument Corridor Transportation Action Team

Comments: Include an annual review to ensure that major service change threshold has not been crossed

- b. April 15, 2013 – Public Meeting at the San Ramon Community Center

Comments: Consistent with prior comment to include an annual review for major service changes

- c. May 14, 2013 - Public Meeting at the Walnut Creek Library

Comments: None

- 2) April 1st – June 1st, 2013 – Policies available for comments on County Connection Website
- 3) June 20, 2013 – Public Hearing and Proposed Adoption at the County Connection Board of Directors Meeting

Comments will be accepted during a public hearing at the June 20 board meeting. All comments received may be considered by the Board at that time, prior to taking action on the proposed policies.

Comments:

Staff has added language to the proposed Major Service Change Policy in response to public comments to include service changes to ensure that the quarterly changes do not cumulatively cross the “major service change” threshold over any one-year period.

Recommendation:

Staff recommends the Board adopt the proposed Major Service Change, Disparate Impact, and Disproportionate Burden policies set forth in the attachment.

Options:

- 1) Adopt the proposed Title VI policies and resolution as presented
- 2) Modify and adopt the policies in light of comments received during the public hearing at the June 20 meeting
- 3) Defer action until a later date

Title VI of the Civil Rights Act - Proposed Major Service Change Policy / Disparate Impact Policy / Disproportionate Burden Policy

Summary of Issues:

In October 2012, the Federal Transit Administration released new guidelines for compliance with Title VI of the Civil Rights Act of 1964 (Title VI Circular 4702.1B). Under the Circular, transit operators are required to study proposed fare changes and “major” service changes before the changes are adopted to ensure that they do not have a discriminatory effect based on race, ethnicity, national origin or socio-economic status of affected populations. As a first step, public transit providers must adopt their own “Major Service Change,” “Disparate Impact,” and “Disproportionate Burden,” policies. The three policies, and County Connection’s proposals, are described below.

Major Service Change Policy

Description:

This policy establishes a threshold for when a proposed service increase or decrease is “major,” and thus must be subject to a Title VI Equity Analysis.

County Connection previously defined major service decreases in its adopted “Public Hearing Policy.” The new Policy will apply this threshold to both increases and decreases, and provide for changes to be measured not just individually, but on a cumulative basis over a 12-month period.

Proposed Policy:

County Connection defines a major service change as:

1. An increase or decrease of 25 percent or more to the number of transit route miles of a bus route; or
2. An increase or decrease of 25 percent or more to the number of daily transit revenue miles of a bus route for the day of the week for which the change is made; or
3. A change of service that affects 25 percent or more of daily passenger trips of a bus route for the day of the week for which the change is made.

Changes shall be counted cumulatively, with service changes being “major” if the 25 percent change occurs at one time or in stages, with changes totaling 25 percent over a 12-month period.

The following service changes are exempted from this policy:

1. Changes to service on a route with fewer than 10 total trips in a typical service day are not considered “major” unless service on that route is eliminated completely on any such day.

2. The introduction or discontinuation of short- or limited-term service (e.g., promotional, demonstration, seasonal or emergency service, or service provided as mitigation or diversions for construction or other similar activities), as long as the service will be/has been operated for no more than twelve months.
3. County Connection-operated transit service that is replaced by a different mode or operator providing a service with similar or better headways, fare, transfer options, span of service, and stops.

Disparate Impact Policy

Description:

The Disparate Impact Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on minority populations relative to non-minority populations on the basis of race, ethnicity or national origin.

The threshold is the difference between the burdens borne by, or benefits experienced by, minority populations compared to non-minority populations. Exceeding the threshold means either that a fare or major service change negatively impacts minority populations more than non-minority populations, or that the change benefits non-minority populations more than minority populations. A change with disparate impacts that exceed the threshold can only be adopted (a) if there is substantial legitimate justification for the change, and (b) if no other alternatives exist that would serve the same legitimate objectives but with less disproportionate effects on the basis of race, color or national origin.

Proposed Policy:

County Connection establishes that a fare change, major service change or other policy has a disparate impact if minority populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-minority populations, unless (a) there is substantial legitimate justification for the change, and (b) no other alternatives exist that would serve the same legitimate objectives but with less disproportionate effects on the basis of race, color or national origin.

Disproportionate Burden Policy

Description:

The Disproportionate Burden Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on low-income populations relative to non-low-income populations.

The threshold is the difference between the burdens borne by, and benefits experienced by, low-income populations compared to non-low income populations. Exceeding the threshold means either that a fare or service change negatively impacts low-income populations more than non-low-income populations, or that the change benefits non-low-income populations more than low-income populations.

If the threshold is exceeded, County Connection must avoid, minimize or mitigate impacts where practicable.

Proposed Policy:

County Connection establishes that a fare change, major service change or other policy has a disproportionate burden if low-income populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-low-income populations unless the disproportionate effects are mitigated.

RESOLUTION NO. 2013-019

Central Contra Costa Transit Authority

Board of Directors

Adoption of Major Service Change, Disparate Impact, and Disproportionate Burden policies required for compliance with Title VI of the Civil Rights Act of 1964

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; and

WHEREAS, Title VI of the Civil Rights Act of 1964 requires recipients of Federal grants and other federal financial assistance to operate their programs and services in a nondiscriminatory manner without regard to, race, color or national origin; and

WHEREAS, the Federal Transit Administration (FTA) issued Circular FTA C 4702.1B, effective October 1, 2012, setting forth requirements and guidelines for Title VI compliance; and

WHEREAS, as set forth in the above-referenced Circular, the Board of Directors is required to adopt policies to guide the equitable distribution of County Connection services; and

WHEREAS, the County Connection is also required to adopt policies to define when a service change is sufficiently broad or large to necessitate a review of its potential impacts on minority and low-income populations, and to define when a fare change or major service change will have a disparate impact on minority populations or impose a disproportionate burden on low-income populations, all of which policies and definitions are required to be subject to public input; and

WHEREAS, over the past three months, staff has presented draft policies to the Marketing, Planning, and Legislative Committee and the public through public meetings, and accepted public comment on the policies; and

WHEREAS, the General Manager recommends the Board approve the attached definition of "Major Service Change," and Disparate Impact and Disproportionate Burden policies, which comply with FTA requirements and which will guide future decisions regarding and monitoring of County Connection programs and services to ensure they are provided equitably, without discrimination based on race, color or national origin.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Central Contra Costa Transit Authority hereby approves the attached definition of "Major Service Change," and Disparate Impact and Disproportionate Burden policies.

Regularly passed and adopted this 20th day of June, 2013 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Erling Horn, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board