

# County Connection

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

## **BOARD OF DIRECTORS MEETING AGENDA**

**Thursday, May 15, 2014  
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) Consent Calendar
  - a. Approval of Minutes of Regular Meeting of April 17, 2014\*
- 5) Report of Chair
- 6) Report of General Manager
  - a. Recognition of Employees of the 1<sup>st</sup> Quarters, 2014
  - b. Recognition of Employee with 30 Years of Service
  - c. 2014 Bus & Paratransit Conference
  - d. President's Proposal to Reauthorize MAP21
  - e. Update on the Advisory Committee
- 7) Report of Standing Committees
  - a. Administration & Finance Committee  
(Committee Chair: Director Al Dessayer)
    - 1) FY2015 Draft Budget, FY2014 Estimated Actual and Ten Year Forecast\*  
(The Board will review the FY2015 Draft Budget.)

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

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

- b. Marketing, Planning & Legislative Committee  
(Committee Chair: Director Rob Schroder)
    - 1) Marketing Plan and Promotions Budget 2014\*  
(The MP&L Committee recommends that the Board adopt the Marketing Plan and direct the A & F Committee to include \$180,000 in the budget for promotions.)
  - c. Operations & Scheduling Committee  
(Committee Chair: Director Jack Weir)
    - 1) Paratransit Van Replacement and Resolution No. 2014-018\*  
(The O & S Committee recommends that the Board adopt a Resolution No. 2014-018 authorizing the General Manager to enter into a contract with Creative Bus Sales for the purchase of eighteen (18) Paratransit vans. Total cost of the vehicles including tax and delivery not to exceed \$1,352,669.)
  - 8) 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.
  - 9) Adjournment
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\*Enclosure

## 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](http://www.countyconnection.com).

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. 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@countyconnection.com](mailto:hill@countyconnection.com)

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, June 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Thursday, May 29, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, June 5, 8:30 a.m., 3338 Mt. Diablo Blvd. in Lafayette
Operations & Scheduling:	Friday, June 6, 8:00 a.m., Pleasant Hill City Offices

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

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# County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

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Agenda Item No. 4.a.

## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

April 17, 2014

#### CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Ramacier, Chun, Barnes, Barrientos, Barrientos, Bowron, Casenave, Churchill, Dean, Finn, Herrera, Hill, Mitchell, Mixon, Moran, Muzzini, Polee, Robinson, Robinson, Romero, Thompson and Vassallo

#### 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 20, 2014; Director Manning seconded the motion and it received the following vote of approval.

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

#### REPORT OF CHAIR

(Director Tatzin arrived.)

Chair Simmons stated that he just received a thank you card from Congressman John Garamendi regarding the Regional Transportation meeting. He also stated that it has been a year since County Connection has merged the Advisory and the Citizens Committees, and he would like an update on how that is going.

#### REPORT OF GENERAL MANAGER:

General Manager Rick Ramacier updated the Board that Senator Steinberg has released his funding plan for the Cap and Trade Program. As he finds out more information on the impact for County Connection, he will report back to the appropriate committees.

General Manager Rick Ramacier also wanted to notify the Board that the General Manager of LAVTA has resigned.

## Recognition of Employees of the 3<sup>rd</sup> & 4<sup>th</sup> Quarters, 2013

The following employees were recognized:

Chan Saechao-Help Desk Support  
Roberto Santos-Service Worker  
Lynn Koldewey-Bus Operator  
Manolo Andrada-Bus Operator  
Roberto Quezon-Custodian  
Abel Herrera-Mechanic  
Jose Pio-Bus Operator  
Ossie Robinson-Bus Operator

Chair Bob Simmons thanked those employees of the quarters for their great service, dedication, and quality of service.

## Recognition of Employee with 30 Years of Service

Mark Romero has been a great asset to County Connection for the past 30 years. He is always willing to come in on his off days to work extra shifts just to make sure that service is not interrupted.

## APTA Annual Meeting & Expo, Houston, TX-October 12-15, 2014

Rick Ramacier notified the Board of the upcoming APTA Annual Meeting in Houston, TX. He invited those that want to attend to notify staff as soon as possible so we can start the planning process.

## **REPORT OF STANDING COMMITTEES**

### **Administration & Finance Committee**

#### Creation of an Eco Pass Demonstration Program

Director Dessayer stated that the A & F Committee has looked at the Eco Pass and one suggestion is to change the name to COCO Pass, for the County Connection Pass. Financially speaking, the marginal expense would be minimal but the loss of fare revenue could be high. The program will be conducted on a trial basis by marketing the program and selecting up to three organizations with at least 50 participants each. We would review the total usage on an annual basis. The annual price per pass is recommended at \$140.

**MOTION:** Director Dessayer moved approval of offering the COCO Pass program on a trial basis with no more than three contracts, at a proposed price of \$140 and a minimum of 50 participants each. Director Hudson seconded the motion and it received the following vote of approval.

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

**FY2015 Draft Budget, FY2014 Estimated Actual and Ten Year Forecast; Resolution No. 2014-016**

Director Dessayer explained that the draft Budget is presented in order to allow County Connection to file its TDA claim in a timely manner. The final budget will be acted upon in June. The draft budget reflects changes for the new Paratransit contract, an update on the annual contribution for the health liability, a reduction in the legal budget, and a 10% increase in the marketing budget. Another update will be presented to the Board in May.

**MOTION:** Director Dessayer moved approval of Resolution No. 2014-16, Authorizing Filing Applications and Supporting Documents with the Metropolitan Transportation Commission for Allocation of Transportation Development Act, State Transit Assistance, and RM-2 Funds for FY 2015. Director Hudson seconded the motion and it received the following vote of approval.

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

**Operations & Scheduling Committee**

**Service Changes to Routes #2, 5 & 7 and Resolution No. 2014-017**

Director Weir stated that staff has done a great job with getting ridership information and feedback from the community regarding these route changes. Anne Muzzini stated that she conducted on-board face to face interviews with passengers as well as public meetings within the cities that would be affected. The City of Walnut Creek was very supportive although some riders will lose service during the mid-day hours. The City of Martinez was not as supportive with a new shopper shuttle so we will hold off on that project until a later time. Chair Simmons opened up the meeting for public comment.

**Public Comment:**

Jeremy Weinstein a citizen of Walnut Creek, stated that he lives and works in the city of Walnut Creek, and the proposed cuts will affect him directly. He is an attorney who works from 7am-7pm, County Connection has already cut service to where now he has to take a cab home at night. If County Connection continues to cut service it would not be useful to him at all. He would like the Board to reconsider the route changes in Walnut Creek.

Ralph Hoffman, a citizen of Walnut Creek, stated that he is in favor of the route changes in Walnut Creek, and believes it will be a great change for those that go to the library, stores, hospital and the high school.

Judy Barrientos, ATU President, Local 1605, stated that her concern about what the route changes would be if they cut hours for the bus operators. Anne Muzzini stated that the route changes would cause five hours a day lost which is very low, but bus operator's hours would be rerouted.

**MOTION:** Director Weir moved approval of Resolution No. 2014-017, Authorizing Service Changes to Routes #2, #5 and #7. Director Hudson seconded the motion and it received the following vote of approval.

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

**Recommendation to Award Contract for Provision of Paratransit Operations & Maintenance Services; and Resolution No. 2014-015**  
**(Director Andersen leaves.)**

Director Weir stated that County Connection's Paratransit contract is expiring June 30, 2014, and the Board authorized issuing a Request for Proposals for Paratransit Services. Four proposals were received. County Connection conducted interviews with First Transit, Keolis, MVT, and Veolia, with the help of General Managers from LAVTA and Westcat. The evaluation committee found that the lowest cost proposal actually did not have the most reasonable prices considering their staffing plan, maintenance and operations program. After a methodical evaluation, the evaluation committee has recommended award of the contract to First Transit. Chair Simmons opened up for public comment.

**Public Comment**

Don Swain, Regional Vice President with First Transit, thanked the O & S Committee for recommending First Transit. He said that although we have had a few bumps in road, we have great history together and an excellent partnership, when it comes to the quality of service. First Transit looks forward to a lasting relationship with County Connection.

**MOTION:** Director Weir moved approval of Resolution No. 2014-015, Authorizing Award of a Contract to First Transit, Inc. to Provide Paratransit and Associated Services, for three years with two one year options, at an estimated cost of \$16,401,051. Director Hudson seconded the motion and it received the following vote of approval.

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

**BOARD COMMUNICATION:** None

**ADJOURNMENT:** Chair Simmons adjourned the regular Board meeting at 10:05 a.m.

Minutes prepared by

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Lathina Hill  
Assistant to the General Manager

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Date

# The County Connection

## Inter Office Memo

To: BOARD OF DIRECTORS

Date: May 5, 2014

From: Kathy Casenave, Director of Finance *KC*

Reviewed by:

### **SUBJECT: Second Draft, FY 2015 Budget**

#### **FY 2015 Proposed Budget & FY 2014 Estimated Actual**

The FY 2015 May draft operating budget totals \$34,693,212. Of this, fixed route is \$29,444,133 (including a \$500,000 contingency) and Paratransit is \$5,249,079.

- Fixed route expenses for FY 2015 are projected to be \$1,551,596 (5.56%) more than the estimated actual for FY 2014.
- Paratransit expenses are projected to be \$35,134 (.7%) more than the estimate actual for FY 2014.

The FY 2014 operating budget is \$33,873,906 which included a contingency line item of \$500,000. The actual operating expenses are projected to be under budget by \$767,425 (2.3%).

- Fixed route expenses for FY 2014 are estimated to be \$4,323 less than the budget.
- Paratransit expenses for FY 2014 are estimated to be \$263,102 (4.8%) less than the budget.
- The \$500,000 contingency expense will not be used.

#### **Operating Expenses Page 2-**

Fixed route operating expenses for FY 2015 are budgeted to be \$1.05 million more than FY 2014 estimated actual. Significant *increases* include:

- Wages, \$535K; 4.3%
- Fringe benefits, \$272K; 3.3%- chiefly cafeteria plan; also increases in PERS, paid absences, workers comp
- Materials, \$518K; 15.1%- \$375K diesel fuel; \$91K repair parts.
- Purchased transportation-Fixed route, \$50K; 36%- Full year of service for Alamo Creek. This service will be reimbursed.

Significant *decreases* in expenses include:

- Services, \$171K; 7.7%- Mainly due to special planning expense; also legal, and outside service repairs
- Casualty and Liability, \$180K; 27.8%- Reduction in claims losses.

Paratransit operating expenses for FY 2015 are budgeted to be \$35K more than FY 2014 based on the recent contract.



Changes from the April draft, Expenses, page 2

<p>FY 2014 Operating Expense-</p> <p>Fixed route <i>increased</i> \$209K</p> <p>Paratransit <i>decreased</i> \$41K</p>	<p>FY 2014 fixed route estimated actual expenses have been <i>increased</i> by \$209K.</p> <ul style="list-style-type: none"> <li>• Wages have been <i>decreased</i> by \$18K; Operator est wages have been decreased by \$59K; Maintenance dept. wages have been <i>increased</i> by \$41K.</li> <li>• Benefits have been <i>increased</i> by \$57K. There is an <i>increase</i> of \$32K in compensated absences, and an <i>increase</i> of \$25K in retiree/OPEB trust expense due to the change in amortization years from 30 to 26.</li> <li>• Casualty and Liability has been <i>increased</i> by \$195K for an increase in expected losses below the \$250K self-insured retention (SIR).</li> <li>• Fixed route purchased transportation has been <i>decreased</i> by \$25K due a revised estimate of service hours.</li> </ul> <p>FY 2014 Paratransit expenses have been <i>decreased</i> by \$41K, in the Paratransit purchased transportation category.</p>
<p>FY 2015 Operating Expense-</p> <p>Fixed route <i>decreased</i> \$135K</p> <p>Paratransit <i>decreased</i> \$155K</p>	<p>FY 2015 fixed budgeted expenses have been <i>decreased</i> by \$135K.</p> <ul style="list-style-type: none"> <li>• Operator wages have been <i>decreased</i> by \$60K</li> <li>• Fringe benefits have been <i>increased</i> by \$58K, \$33K for various compensated absences (mainly sick and holidays) and \$25K for an increase in retiree/OPEB trust expenses due to change in actuarial report reducing the amortization period for the unfunded liability from 30 years to 26 years.</li> <li>• Services have been <i>decreased</i> by \$55K for legal expense.</li> <li>• Casualty and insurance has been <i>decreased</i> by \$3K due to reduction in physical damage and liability premiums.</li> <li>• Fixed route purchased transportation has be <i>decreased</i> by \$75K due to new contract.</li> </ul> <p>FY 2015 Paratransit expenses have been <i>decreased</i> by \$155K due to new contract.</p>

Changes from the April draft, Revenues, page 3

<p>FY 2014 Revenue-</p> <p>Fixed route <i>increased</i> \$209K</p> <p>Paratransit <i>decreased</i> \$41K</p>	<p>Fixed route TDA revenue used has been <i>increased</i> by \$280K and passenger fares have been <i>decreased</i> by \$71K for a <i>total increase</i> in revenue of \$208K.</p> <p>Paratransit TDA revenue used has been <i>decreased</i> by \$41K- an estimated <i>increase</i> in fares of \$22K, and a <i>decrease</i> in FTA revenue of \$63K to match decrease in expenses projected above.</p> <p>There have been no other revenue changes.</p>
<p>FY 2015 Revenue-</p> <p>Fixed route <i>decreased</i> \$135K</p>	<p>Fixed route revenue has been <i>decreased</i> by \$135K due to the following: passenger fare revenue has been <i>decreased</i> by \$72K, TDA revenue used has been <i>decreased</i> by \$(355) K and Measure J has been <i>increased</i> by \$292K based on latest information from CCTA. This matches the reduction in expenses detailed above.</p>

Paratransit <i>decreased</i> \$155K	Paratransit revenue has been <i>decreased</i> by \$155K due to the following: passenger fares have been <i>increased</i> by \$16k, FTA revenue has been <i>decreased</i> by \$257K and Measure J revenue has been <i>increased</i> by \$85K based on latest information from CCTA.
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**Key Assumptions for the Ten Year Forecast-Page 8- (The \* denotes a change from the April draft)**

**Operations FY 2014-FY 2023:**

*	Passenger Fares- \$683K <i>decrease</i>	Passenger fares are increased 2% annually for Fixed route and 3% for Paratransit. Fares increases are projected for FY 2016, 2019, and 2022.  The fixed route fares in the out years have been <i>decreased</i> and Paratransit fares have been <i>increased</i> due to the changes in the fare projection for FY 2015. The <i>total decrease</i> in the forecast is \$683K.
	STA revenue	STA revenue for FY 2014 is estimated by MTC; a 2.5% growth rate is assumed in the out years.
*	Measure J- \$4 mill <i>increase</i>	Measure J is projected to grow at the rate used in the Contra Costa Transportation Authority's revised Measure J Strategic Plan published in July 2011- 4.03% for FY 2016-FY 2019, and 4.54% for FY 2012 and beyond.-  There is a significant <i>increase</i> in the out years because the revenue projection for FY 2015 has been increased. The total for the forecast is \$4 million.
*	Federal Paratransit Operating \$822K <i>decrease</i>	The revenue in the out years has been <i>decreased</i> \$822K for the forecast, but the revised amount is still significantly more than before the change in the formula allocation. The growth rate used for the out years is 2%.
*	TDA Revenue Used, Line 9 \$ 2.1 mill <i>decrease</i>	Total TDA used for fixed route operations has been <i>decreased</i> by \$2.1 million due the changes above and a slight decrease in operating expenses of \$382K.

**Capital Projects:**

*	Capital Expense \$2 mill <i>increase</i>	Capital projects totaling \$2 million have been added to the forecast.
*	Bridge toll revenue \$2.3 mill <i>decrease</i>	Bridge toll revenue in the out years has been <i>decreased</i> because the FY 2014 revenue is less than originally projected.
*	Bonds & c/o funding \$900K <i>increase</i>	Bond funding and the amount left on prior capital allocations have <i>increased</i> and will be available for future projects.

*	TDA revenue used- \$3.3 million <i>increase</i>	The above changes have <i>increased the amount of TDA revenue needed</i> for capital projects by \$3.3 million.

**TDA Reserve, Page 10**

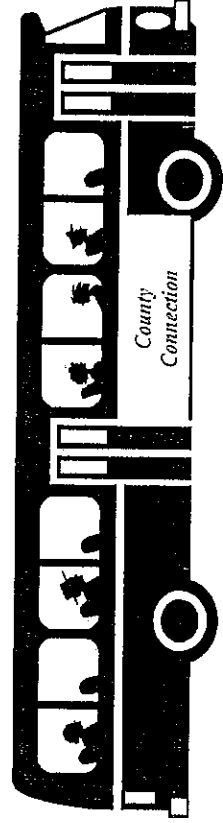
The TDA reserve is \$10.936 million at the end of FY 2023. This is a *decrease of \$1.2 million* from the April 2014 draft, and is due to the increase needed to fund capital projects (\$3.3 mill) less the decrease needed for operations (\$2 mill).

**ACTION REQUESTED:**

**The A&F Committee has forwarded the draft to the Board of Directors for further discussion so that a final budget can be approved in June.**

**DRAFT**  
**Operating and Capital Budget**

Fiscal Year 2015



**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

Concord, California

April 30, 2014

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY 2015 Budget  
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CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY 2015 BUDGET SUMMARY

	EST/ACTUAL FY 2014	APPROVED BUDGET FY 2014	% VARIANCE	PROPOSED BUDGET FY 2015	FY 2014 BUD OVER/(UNDER) EST ACT
Operations					
Fixed Route	\$ 27,892,537	\$ 28,396,860	-1.8%	\$ 29,444,133	5.6%
Paratransit	\$ 5,213,944	\$ 5,477,046	-4.8%	\$ 5,249,079	0.7%
Subtotal	\$ 33,106,481	\$ 33,873,906	-2.3%	\$ 34,693,212	4.8%
Capital					
Fixed Route	\$ 19,403,000	\$ 24,755,700	-21.6%	\$ 21,977,540	13.3%
Paratransit	\$ -	\$ -		\$ 358,938	100.0%
Subtotal	\$ 19,403,000	\$ 24,755,700	-21.6%	\$ 22,336,478	15.1%
Grand Total	\$ 52,509,481	\$ 58,629,606	-10.4%	\$ 57,029,690	8.6%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY 2015 BUDGET - OPERATING EXPENDITURES

Category	ACTUAL FY 2013	EST/ACT FY 2014	APPROVED BUDGET FY 2014	EST/ACT over(under) Amount +/-(-)	Budget % +/-(-)	PROPOSED BUDGET FY 2015	FY2014 vs 2013 Est/Actual Amount +/-(-)	% +/-(-)
<b>Fixed Route</b>								
Wages	12,093,546	12,334,413	12,480,718	(146,305)	-1.2%	12,869,319	534,906	4.3%
Fringe benefits	7,196,515	8,328,579	7,979,159	349,420	4.4%	8,601,183	272,604	3.3%
Total Wages and benefits	19,290,061	20,662,992	20,459,877	203,115	1.0%	21,470,502	807,510	3.9%
Services	2,040,601	2,205,923	2,253,610	(47,687)	-2.1%	2,034,994	(170,929)	-7.7%
Materials and supplies	3,134,276	3,446,192	3,853,240	(407,048)	-10.6%	3,964,935	518,743	15.1%
Utilities	285,811	297,429	318,000	(20,571)	-6.5%	322,000	24,571	8.3%
Casualty and liability	381,485	648,724	427,843	220,881	51.6%	468,507	(180,217)	-27.8%
Taxes	318,777	323,334	315,000	8,334	2.6%	325,000	1,666	0.5%
Leases and rentals	38,175	39,220	40,700	(1,480)	-3.6%	40,700	1,480	3.8%
Miscellaneous	129,039	130,688	129,300	1,388	1.1%	129,700	(988)	-0.8%
Purchased transportation	96,822	138,035	99,290	38,745	39.0%	187,795	49,760	36.0%
Total Other Expenses	6,424,986	7,229,545	7,436,983	(207,438)	-2.8%	7,473,631	244,086	3.4%
Subtotal	25,715,047	27,892,537	27,896,860	(4,323)	0.0%	28,944,133	1,051,596	3.8%
Contingency			500,000	(500,000)	-100.0%	500,000	500,000	
Subtotal	25,715,047	27,892,537	28,396,860	(504,323)	-1.8%	29,444,133	1,551,596	5.56%
<b>Paratransit</b>								
Wages	91,579	94,800	91,000	3,800	4.2%	93,317	(1,483)	-1.6%
Fringe benefits	45,555	47,775	48,664	(889)	-1.8%	53,155	5,381	11.3%
Total Wages and benefits	137,134	142,575	139,664	2,911	2.1%	146,472	3,898	2.7%
Services	18,813	27,700	36,932	(9,232)	-25.0%	21,520	(6,180)	-22.3%
Materials and supplies	3,500	3,700	3,000	700	23.3%	3,800	100	2.7%
Utilities	18,652	20,300	21,300	(1,000)	-4.7%	20,800	500	2.5%
Taxes	330	600	600	0	0.0%	600	0	0.0%
Miscellaneous	(155)	920	920	0	0.0%	930	10	1.1%
Purchased transportation	4,947,725	5,018,150	5,274,630	(256,480)	-4.9%	5,054,956	36,806	0.7%
Total Other Expenses	4,988,865	5,071,370	5,337,382	(266,012)	-5.0%	5,102,606	31,237	0.6%
Subtotal	5,125,999	5,213,944	5,477,046	(263,102)	-4.8%	5,249,079	35,134	0.7%
<b>Total</b>	<b>\$ 30,841,046</b>	<b>\$ 33,106,481</b>	<b>\$ 33,873,906</b>	<b>\$ (767,425)</b>	<b>-2.3%</b>	<b>\$ 34,693,212</b>	<b>\$ 1,586,731</b>	<b>4.8%</b>

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2015 BUDGET- OPERATING REVENUES**

Category	ACT FY 2013	EST/ACT FY 2014	APPROVED BUDGET FY 2014	EST/ACT over(under) Amount +/-	Budget % +/-	PROPOSED BUDGET FY 2015	FY2013 vs 2012 Est Amount +/-	EstActual % +/-
<b>Fixed Route</b>								
Fare revenue	3,579,640	3,363,400	3,629,698	(266,298)	-7.3%	3,491,500	128,100	3.8%
Special service revenue	1,061,608	1,134,450	979,654	154,796	15.8%	1,248,564	114,114	10.1%
Advertising revenue	574,912	587,212	572,096	15,116	2.6%	592,212	5,000	0.9%
Non-Operating rev	152,259	120,000	120,000	-	0.0%	120,000	-	0.0%
FTA Section 5303	30,000		30,000	(30,000)	-100.0%	30,000	30,000	100.0%
FTA Preventive Maintenance	2,002,433	520,106		520,106			(520,106)	-100.0%
Other State Grants		116,919	117,000	(81)		116,919	-	0.0%
STA Pop	2,651,904	2,149,883	2,149,883	-	0.0%	2,068,547	(81,336)	-3.8%
TDA 4.0	10,266,085	14,893,701	15,519,673	(625,972)	-4.0%	16,470,915	1,577,214	10.6%
Measure J	3,791,969	4,120,779	4,282,321	(161,543)	-3.8%	4,303,541	182,763	4.44%
BART Express Funds	603,978	651,196	651,196	-	0.0%	697,596	46,400	7.1%
Dougherty Valley revenue		-	200,000	(200,000)	-100.0%	0	-	
Other Local Grants	169,604	66,250	0	66,250	100.0%	159,000	92,750	140.0%
RM 2/Other- Express	145,339	145,339	145,339	-	0.0%	145,339	-	0.0%
Lifeline	684,000	23,302	0	23,302		0	(23,302)	-100.0%
<b>Subtotal</b>	<b>25,713,731</b>	<b>27,892,537</b>	<b>28,396,860</b>	<b>(504,323)</b>	<b>-1.8%</b>	<b>29,444,133</b>	<b>1,551,597</b>	<b>5.6%</b>
<b>Paratransit</b>								
Fare revenue	478,120	605,384	529,439	75,945	14.3%	551,192	(54,192)	-9.0%
Non-Operating revenue	45	100	300	(200)	-66.7%	100	-	0.0%
FTA Section 5307	667,479	1,351,426	676,696	674,730	99.7%	1,288,998	(62,428)	-4.6%
TDA 4.5	638,144	858,430	858,430	-	0.0%	766,150	(92,280)	-10.7%
TDA 4.0	808,838	-	993,848	(993,848)	-100.0%	0	0	100.0%
Measure J	1,170,229	1,308,488	1,303,317	5,171	0.4%	1,350,877	42,389	3.24%
STA Paratransit & Rev based	1,177,261	916,116	916,116	-	0.0%	1,114,282	198,166	21.6%
BART ADA Service/Other	185,879	174,000	198,900	(24,900)	-12.5%	177,480	3,480	2.0%
<b>Subtotal</b>	<b>5,125,995</b>	<b>5,213,944</b>	<b>5,477,046</b>	<b>(263,102)</b>	<b>-4.8%</b>	<b>5,249,079</b>	<b>35,135</b>	<b>0.7%</b>
<b>Total</b>	<b>\$ 30,839,726</b>	<b>\$ 33,106,481</b>	<b>\$ 33,873,906</b>	<b>(767,425)</b>	<b>-2.4%</b>	<b>\$ 34,693,212</b>	<b>\$ 1,586,731</b>	<b>4.8%</b>



**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2015 Revenue Source Utilization**

	Anticipated Revenue	Anticipated Utilization	Difference
<b>Fixed Route</b>			
Fare revenue	\$ 3,491,500	3,491,500	0
Special service revenue	1,248,564	1,248,564	0
Advertising Revenue	592,212	592,212	0
Non-Operating revenue	120,000	120,000	0
FTA Section 5303	30,000	30,000	0
FTA Preventive Maintenance	0	0	0
Other State Grants	116,919	116,919	0
STA Pop	2,068,547	2,068,547	0
TDA 4.0	16,440,852	16,470,915	(30,063)
Measure J	4,303,541	4,303,541	0
BART Express Funds	697,596	697,596	0
Dougherty Valley grants	0	0	0
Other Local Grants	159,000	159,000	0
RM2- Express	145,339	145,339	0
Lifeline-CCTA	0	0	0
<b>Total Fixed Route Operating Revenue</b>	<b>\$ 29,414,070</b>	<b>\$ 29,444,133</b>	<b>\$ (30,063)</b>
<b>Paratransit</b>			
Fare revenue	\$ 551,192	551,192	0
Non-operating revenue	100	100	0
FTA Section 5307	1,288,998	1,288,998	0
TDA 4.5	766,150	766,150	0
TDA 4.0	0	0	(0)
Measure J	1,350,877	1,350,877	0
STA Paratransit	1,114,282	1,114,282	0
BART ADA Service/other	177,480	177,480	0
<b>Total Paratransit Operating Revenue</b>	<b>\$ 5,249,079</b>	<b>\$ 5,249,079</b>	<b>\$ (0)</b>
<b>Capital Program</b>			
TDA 4.0	-	378,000	(378,000)
<b>Increase (Decrease) to TDA reserve</b>		<b>\$ (408,063)</b>	

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STAFFING**

Position Type	FY 09	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014	FY 2015
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
Transportation								
Transportation administration								
Training	3.0	3.0	3.0	3.0	4.0	4.0	4.0	4.0
Transit Supervisor/Dispatcher	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	10.0	10.0	10.0	10.0	10.0	11.0	11.0	12.0
Full-time runs	15.0	15.0	15.0	15.0	16.0	17.0	17.0	18.0
Part-time runs	128.0	128.0	125.0	125.0	127.0	127.0	128.0	128.0
Full-time stand-by (Protection)	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
	38.0	38.0	35.0	35.0	36.0	36.0	36.0	36.0
	178.0	178.0	172.0	172.0	175.0	175.0	176.0	176.0
<b>Total Transportation</b>	<b>193.0</b>	<b>193.0</b>	<b>187.0</b>	<b>187.0</b>	<b>191.0</b>	<b>192.0</b>	<b>193.0</b>	<b>194.0</b>
Maintenance								
Maintenance administration								
Facilities	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	5.0	5.0	5.0	5.0	5.0	5.0	5.0	6.0
Mechanic, Level V	10.0	10.0	10.0	10.0	10.0	10.0	11.0	11.0
Mechanic, Level IV	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Mechanic, Level III	4.0	4.0	4.0	4.0	4.0	4.0	3.0	4.0
Mechanic, Level II	7.0	7.0	7.0	7.0	7.0	7.0	5.0	7.0
Mechanic, Level I	2.0	2.0	2.0	2.0	2.0	2.0	3.0	2.0
Street Maintenance	1.0	1.0	1.0	1.0	1.0	1.0	3.0	1.0
Bus service workers	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
	29.0	29.0	29.0	29.0	29.0	30.0	29.0	29.0
<b>Total Maintenance</b>	<b>39.0</b>	<b>39.0</b>	<b>39.0</b>	<b>39.0</b>	<b>39.0</b>	<b>40.0</b>	<b>40.0</b>	<b>40.0</b>
General Administration								
General Administration	5.5	5.5	4.5	4.0	3.0	3.0	3.0	3.0
Stores & Procurement	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Stores workers	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Finance	6.0	6.0	5.0	5.0	5.0	5.0	5.0	5.0
Human Resources	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Marketing	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0
Customer service	6.5	6.5	6.5	6.0	6.0	6.0	6.0	6.0
IT	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Planning/Scheduling	5.0	4.0	5.0	6.0	6.0	6.0	6.0	6.0
Subtotal in full time equivalents	34.0	32.0	31.0	30.0	29.0	29.0	29.0	29.0
<b>Fixed Route Operations</b>	<b>266.0</b>	<b>264.0</b>	<b>257.0</b>	<b>256.0</b>	<b>259.0</b>	<b>261.0</b>	<b>262.0</b>	<b>263.0</b>
Paratransit	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
<b>Total Operations</b>	<b>268.0</b>	<b>266.0</b>	<b>259.0</b>	<b>258.0</b>	<b>261.0</b>	<b>263.0</b>	<b>264.0</b>	<b>265.0</b>

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY2015 CAPITAL PROGRAM

	Fed	Funding Source				Prior yr Local	Total
		State Bridge Tolls	State Bonds	To Be Determined	Local		
Revenue Fleet (31 Fixed route buses; 3 Paratransit vans)	\$ 16,202,677	\$ 928,933	\$ 2,095,083		\$ 896,785	\$ 20,123,478	
Facility Maintenance and Modernization			1,115,000			1,115,000	
Signage and Street Amenities				500,000		500,000	
Non Revenue Fleet						-	
Tools & Maintenance Equipment					220,000	220,000	
IT Equipment/Software				328,000		328,000	
Furniture & Office Equipment				50,000		50,000	
<b>Total</b>	<b>16,202,677</b>	<b>928,933</b>	<b>3,210,083</b>	<b>500,000</b>	<b>1,116,785</b>	<b>22,336,478</b>	

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**CAPITAL PROGRAM**  
*In \$Thousands*

Programs	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Non Revenue Fleet	180	111	0	66	163	78	0	369	137	0	0	1,104
Revenue Fleet	4,468	17,952	20,123	0	3,728	782	761	0	0	30,024	600	78,437
Facility Maintenance & Modernization	503	855	1,115	2,465	550	550	0	100	100	100	500	6,838
Signage and Street Amenities	0	0	500	0	0	0	500	0	0	0	500	1,500
Information Technology	55	365	328	250	300	80	195	85	180	300	80	2,218
Maintenance Equipment & Tools	0	120	220	257	165	100	275	65	50	50	50	1,352
Office Furniture and Equipment	0	0	50	116	50	123	50	70	80	80	80	699
<b>Total Capital Program</b>	<b>5,206</b>	<b>19,403</b>	<b>22,336</b>	<b>3,154</b>	<b>4,956</b>	<b>1,713</b>	<b>1,781</b>	<b>689</b>	<b>547</b>	<b>30,554</b>	<b>1,810</b>	<b>92,148</b>
Total Fixed-Route	4,505	19,403	21,978	3,154	1,228	931	1,020	689	547	26,025	1,210	80,690
Total Paratransit	701	-	359	-	3,728	782	761	-	-	4,528	600	11,459
<b>\$ 5,206 \$</b>	<b>19,403 \$</b>	<b>22,336 \$</b>	<b>3,154 \$</b>	<b>4,956 \$</b>	<b>1,713 \$</b>	<b>1,781 \$</b>	<b>689 \$</b>	<b>547 \$</b>	<b>30,554 \$</b>	<b>1,810</b>	<b>92,148</b>	

Funding Source	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Fed 5307	3,622	14,480	16,203	-	3,094	649	632	-	-	24,323	488	63,490
Transportation Development Act	235	2,497	378	3,154	1,228	931	520	689	547	3,771	794	14,744
State Transportation bonds	883	1,091	3,210	-	457	96	93	-	-	1,047	-	6,879
Lifeline- 1B pop based bonds	-	485	-	-	-	-	-	-	-	-	-	485
State Transportation- 1B security	117	-	-	-	-	-	-	-	-	-	-	117
Bridge Toll Revenue	349	850	929	-	176	37	36	-	-	1,412	28	3,817
Carryover of Prior yrs funding	-	-	1,117	-	-	-	-	-	-	-	-	1,117
To be Determined	-	-	500	-	-	-	500	-	-	-	-	1,500
<b>Total Capital Revenue</b>	<b>5,206</b>	<b>19,403</b>	<b>22,336</b>	<b>3,154</b>	<b>4,956</b>	<b>1,713</b>	<b>1,781</b>	<b>689</b>	<b>547</b>	<b>30,554</b>	<b>1,810</b>	<b>92,148</b>

Revenue Fleet replacements	7	33	31		42	6	4			40	6	111
# Fixed Route vehicles	10		3							45		116
# Paratransit vehicles												

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

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
<i>Revenue Hours</i>	213,624	213,624	213,624	213,624	213,624	213,624	213,624	213,624	213,624	213,624	213,624
1 Passenger Fares	3,580	3,363	3,492	3,910	3,989	4,068	4,557	4,648	4,741	5,310	5,416
2 Special Fares	1,062	1,134	1,249	1,274	1,299	1,325	1,351	1,379	1,406	1,434	1,463
3 Advertising	575	587	592	607	622	638	654	670	687	704	722
4 Investment & Other	152	120	120	120	120	120	120	120	120	120	120
5 FTA Sec 8 Planning	30	-	30	30	30	30	30	30	30	30	30
6 FTA Preventive Maintenance	2,002	520	-	368	375	382	390	398	406	414	422
7 Other state grants	-	117	117	117	117	117	117	117	117	117	117
8 STA Population	2,652	2,150	2,069	2,120	2,173	2,228	2,283	2,340	2,399	2,459	2,520
9 TDA 4.0	10,266	14,894	16,471	15,903	16,221	16,872	17,106	17,511	18,039	17,995	18,363
10 Measure J	3,792	4,121	4,304	4,477	4,657	4,845	5,040	5,269	5,508	5,758	6,019
11 BART Express Funds	604	651	698	719	740	762	785	809	833	858	884
12 Dougherty Valley dev fees/other	-	-	-	100	150	150	150	164	-	-	-
13 Other Local Grants	170	66	159	145	145	145	145	145	145	145	145
14 RM2/Meas J- Express	145	145	145	145	145	145	145	145	145	145	145
15 Lifeline-CC County	684	23	-	-	-	-	-	-	-	-	-
16 Total Fixed Route Operating Revenue	25,715	27,893	29,444	29,859	30,639	31,653	32,729	33,569	34,430	35,314	36,221
17 Operating Expenses w/o contingency	25,715	27,893	28,944	29,859	30,639	31,653	32,729	33,569	34,430	35,314	36,221
% increase in expenses		8.5%	3.8%	3.2%	2.6%	3.3%	3.4%	2.6%	2.6%	2.6%	2.6%
18 Operating expense contingency		\$	500								
19 Total Fixed Route Operating Expenses	25,715	27,893	29,444	29,859	30,639	31,653	32,729	33,569	34,430	35,314	36,221
<i>Revenue Hours</i>	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	478	605	551	628	641	654	745	760	775	884	902
21 Non-Operating revenue											
22 FTA Section 5307	667	1,351	1,289	1,418	1,457	1,497	1,459	1,491	1,524	1,462	1,497
23 TDA 4.5	638	858	766	789	813	837	862	888	915	942	971
24 TDA 4.0	809	0	0	(0)	0	0	0	0	(0)	0	(5)
25 Measure J	1,170	1,308	1,351	1,405	1,462	1,521	1,582	1,654	1,729	1,807	1,889
26 STA Paratransit & Rev based	1,177	916	1,114	1,142	1,171	1,200	1,230	1,261	1,292	1,325	1,358
27 Bart ADA service	186	174	177	183	188	194	200	206	212	218	225
28 Total Paratransit Operating Revenue	5,125	5,214	5,249	5,566	5,732	5,903	6,079	6,260	6,447	6,639	6,837
29 Total Paratransit Operating Expenses	5,126	5,214	5,249	5,566	5,732	5,903	6,079	6,260	6,447	6,639	6,837
% increase in expenses		1.7%	0.7%	6.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
30 Total CCCTA Operating Budget	\$ 30,841	\$ 33,106	\$ 34,693	\$ 35,425	\$ 36,370	\$ 37,556	\$ 38,808	\$ 39,829	\$ 40,877	\$ 41,953	\$ 43,058

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

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
31 Capital Revenue											
32 Federal	\$ 3,622	\$ 14,480	\$ 16,203	\$ -	\$ 3,094	\$ 649	\$ 632	\$ -	\$ -	\$ 24,323	\$ 488
33 Transportation Development Act	235	2,497	378	3,154	1,228	931	520	689	547	3,771	794
34 Prop 1B bonds	883	1,091	3,210	0	457	96	93	0	0	1,047	0
35 Lifeline- 1B pop based bonds	0	485	0	0	0	0	0	0	0	0	0
36 State Transportation- 1B security	117	0	0	0	0	0	0	0	0	0	0
37 Bridge Toll revenues	349	850	929	0	176	37	36	0	0	1,412	28
38 Carryover of unused prior year funding	0	0	1,117	0	0	0	0	0	0	0	0
39 To be determined	0	0	500	0	0	0	500	0	0	0	0
40 Total Capital Revenue	\$ 5,206	\$ 19,403	\$ 22,336	\$ 3,154	\$ 4,956	\$ 1,713	\$ 1,781	\$ 689	\$ 547	\$ 30,554	\$ 1,810

41 Capital Projects	\$ 5,206	\$ 19,403	\$ 22,336	\$ 3,154	\$ 4,956	\$ 1,713	\$ 1,781	\$ 689	\$ 547	\$ 30,554	\$ 1,810
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CENTRAL CONTRA COSTA TRANSIT AUTHORITY

TDA RESERVE In \$ Thousands

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
42 Beginning Balance	\$ 8,695	\$ 12,421	\$ 10,398	\$ 9,990	\$ 7,868	\$ 7,861	\$ 8,023	\$ 8,901	\$ 9,760	\$ 10,807	\$ 9,261
43 Estimated TDA 4.0 Allocation	\$ 15,036	\$ 15,368	\$ 16,441	\$ 16,934	\$ 17,442	\$ 17,965	\$ 18,504	\$ 19,059	\$ 19,631	\$ 20,220	\$ 20,827
		2.21%	6.98%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
44 Used for Fixed route operations	(10,266)	(14,894)	(16,471)	(15,903)	(16,221)	(16,872)	(17,106)	(17,511)	(18,038)	(17,995)	(18,362)
45 Used for Paratransit operations	(809)	0	0	0	(0)	(0)	(0)	(0)	0	(0)	5
46 TDA used for Operations	(11,075)	(14,894)	(16,471)	(15,902)	(16,221)	(16,872)	(17,107)	(17,511)	(18,038)	(17,995)	(18,358)
47 Used for capital program	(235)	(2,497)	(378)	(3,154)	(1,228)	(931)	(520)	(689)	(547)	(3,771)	(794)
<b>Ending TDA Reserve</b>	<b>\$ 12,421</b>	<b>\$ 10,398</b>	<b>\$ 9,990</b>	<b>\$ 7,868</b>	<b>\$ 7,861</b>	<b>\$ 8,023</b>	<b>\$ 8,901</b>	<b>\$ 9,760</b>	<b>\$ 10,807</b>	<b>\$ 9,261</b>	<b>\$ 10,936</b>

Number Of Months of Operating Expenses in Reserve

4.8 3.8 3.5 2.7 2.6 2.6 2.8 2.9 3.2 2.6 3.0

Percentage of operating budget

40% 31% 29% 22% 22% 21% 23% 25% 26% 22% 25%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC*	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
<b>FIXED ROUTE</b>						
Wages, Operators	7,123,048	7,313,800	7,193,500	120,300	7,460,000	146,200
Wages, Operator/trainer	103,529	125,000	125,000	-	127,500	2,500
Wages, Trans Admin	876,106	1,022,522	994,900	27,622	1,068,917	46,395
Wages, Scheduling	112,471	113,417	110,200	3,217	117,301	3,884
Wages, Maint Admin	394,299	401,931	385,600	16,331	396,461	(5,470)
Wages, Building Maint.	250,584	261,014	262,500	(1,486)	282,977	21,963
Wages, Customer Service	325,398	334,640	342,700	(8,060)	352,374	17,734
Wages, Promotion	131,167	126,625	130,600	(3,975)	131,843	5,218
Wages, EE Services	146,251	148,040	142,900	5,140	146,644	(1,396)
Wages, Finance	368,915	336,107	339,600	(3,493)	351,008	14,901
Wages, Safety & Trng	143,293	138,378	137,100	1,278	138,378	-
Wages, General Admin	414,225	373,721	410,200	(36,479)	392,229	18,508
Salaried Pool	-	-	36,000	(36,000)	50,372	50,372
Performance based Comp Pool	-	-	40,000	(40,000)	40,000	40,000
Wages, Admin Bonus	1,650	-	-	-	-	-
Wages, Board	20,400	22,500	26,400	(3,900)	26,400	3,900
Wages, Planning	403,343	391,572	394,600	(3,028)	408,077	16,505
Wages, Service Workers	351,453	348,335	432,540	(84,205)	396,341	48,006
Wages, Serv Wrkr Bonus	-	-	4,000	(4,000)	-	-
Wages, Mechanics	922,414	871,811	967,728	(95,917)	977,847	106,036
Wages, Mechanic Bonus	5,000	5,000	4,650	350	4,650	(350)
<b>Total Wages</b>	<b>12,093,546</b>	<b>12,334,413</b>	<b>12,480,718</b>	<b>(146,305)</b>	<b>12,869,319</b>	<b>534,906</b>
Sick, Operators	293,973	324,100	292,500	31,600	330,600	6,500
Sick, Trans Admin	28,940	19,657	23,300	(3,643)	24,103	4,446
Sick, Scheduling	836	2,525	2,500	25	2,752	227
Sick, Maint Admin	6,684	3,631	9,600	(5,969)	9,433	5,802
Sick, Building Maint.	18,723	22,676	6,100	16,576	6,345	(16,331)
Sick, Customer Svc	7,740	14,397	5,600	8,797	6,577	(7,820)
Sick, Promotion	3,208	5,578	3,200	2,378	3,139	(2,439)
Sick, EE Services	1,429	884	3,600	(2,716)	3,491	2,607
Sick, Finance	7,155	13,411	8,400	5,011	8,344	(5,067)
Sick, Safety & Trng	576	3,999	3,400	599	3,999	-
Sick, General Admin	2,912	5,263	10,200	(4,937)	9,193	3,930
Sick, Planning	6,028	22,422	9,700	12,722	9,626	(12,796)
Sick, Service Workers	2,413	2,500	6,000	(3,500)	5,449	2,949



**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Sick, Mechanics	19,200	33,966	23,600	10,366	23,605	(10,361)
<b>Total Sick Pay</b>	<b>399,817</b>	<b>475,009</b>	<b>407,700</b>	<b>67,309</b>	<b>446,656</b>	<b>(28,353)</b> -6%
Holiday, Operators	358,284	372,000	358,700	13,300	379,500	7,500
Holiday, Trans Admin	41,313	42,139	50,600	(8,461)	54,533	12,394
Holiday, Scheduling	4,701	4,795	5,800	(1,005)	6,227	1,432
Holiday, Maint Admin	16,690	17,024	20,800	(3,776)	21,342	4,318
Holiday, Building Maint.	12,762	13,017	14,300	(1,283)	14,293	1,276
Holiday, Customer Svc	9,327	9,514	12,200	(2,686)	14,880	5,366
Holiday, Promotion	7,092	7,234	9,200	(1,966)	7,102	(132)
Holiday, EE Services	6,003	6,123	10,100	(3,977)	7,898	1,775
Holiday, Finance	17,869	18,226	19,400	(1,174)	18,879	653
Holiday, Safety & Trng	7,811	7,967	11,200	(3,233)	7,967	-
Holiday, General Admin	23,977	24,457	24,500	(43)	16,826	(7,631)
Holiday, Planning	20,016	20,416	21,100	(684)	21,778	1,362
Holiday, Service Workers	16,922	14,187	21,255	(7,068)	19,379	5,192
Holiday, Mechanics	47,059	34,167	55,080	(20,913)	51,966	17,799
<b>Total Holiday Pay</b>	<b>589,826</b>	<b>591,266</b>	<b>634,235</b>	<b>(42,969)</b>	<b>642,570</b>	<b>51,304</b> 9%
Vacation, Operators	578,071	504,700	515,800	(11,100)	514,800	10,100
Vacation, Trans Admin	77,116	78,658	74,300	4,358	81,156	2,498
Vacation, Scheduling	8,775	8,951	7,800	1,151	8,313	(638)
Vacation, Maint Admin	37,611	33,840	33,100	740	34,065	225
Vacation, Building Maint.	18,952	19,331	18,000	1,331	19,648	317
Vacation, Customer Svc	18,538	18,909	20,000	(1,091)	18,201	(708)
Vacation, Promotion	12,846	13,103	11,300	1,803	11,417	(1,686)
Vacation, EE Services	13,872	14,149	12,400	1,749	12,682	(1,467)
Vacation, Finance	31,832	32,469	28,900	3,569	29,826	(2,643)
Vacation, Safety & Trng	14,015	15,795	12,400	3,395	15,795	-
Vacation, General Admin	39,786	40,582	36,000	4,582	31,507	(9,075)
Vacation, Planning	32,621	33,273	30,200	3,073	31,236	(2,037)
Vacation, Service Wrks	29,239	19,934	27,000	(7,066)	23,972	4,038
Vacation, Mechanics	83,224	67,905	78,900	(10,995)	70,197	2,292
<b>Total Accrued Vacation</b>	<b>996,498</b>	<b>901,599</b>	<b>906,100</b>	<b>(4,501)</b>	<b>902,815</b>	<b>1,216</b> 0%
Abs Pay, Operators	50,209	60,500	52,400	8,100	61,700	1,200
Abs Pay, Trans Admin	2,450	309	2,200	(1,891)	2,834	2,525

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Abs Pay, Scheduling	672	-	300	(300)	324	324
Abs Pay, Maint Admin	989	-	900	(900)	1,110	1,110
Abs Pay, Building Maint.	-	-	600	(600)	746	746
Abs Pay, Customer Svc	221	1,918	500	1,418	530	(1,388)
Abs Pay, Promotion	-	-	300	(300)	369	369
Abs Pay, EE Services	1,183	-	300	(300)	411	411
Abs Pay, Finance	3,138	3,050	800	2,250	981	(2,069)
Abs Pay, Safety & Trng	-	-	300	(300)	-	-
Abs Pay, General Admin	1,204	1,090	1,000	90	875	(215)
Abs Pay, Planning	242	-	900	(900)	1,132	1,132
Abs Pay, Service Wrkrs	-	300	414	(114)	377	77
Abs Pay, Mechanics	-	400	449	(49)	450	50
<b>Total Absence Pay</b>	<b>60,308</b>	<b>67,567</b>	<b>61,363</b>	<b>6,204</b>	<b>71,839</b>	<b>4,272</b>
<b>Total Compensation</b>	<b>14,139,995</b>	<b>14,369,854</b>	<b>14,490,116</b>	<b>(120,262)</b>	<b>14,933,199</b>	<b>563,345</b>
FICA, Operators	105,831	122,700	109,800	12,900	125,200	2,500
FICA, Trans Admin	12,008	15,773	15,403	370	17,857	2,085
FICA, Scheduling	1,640	1,881	1,837	44	1,956	75
FICA, Maint Admin	1,976	1,999	1,983	16	2,004	5
FICA, Building Maint.	5,380	4,828	4,169	659	4,510	(318)
FICA, Customer Service	5,532	5,526	5,526	-	5,692	166
FICA, Promotion	2,203	2,212	2,212	-	2,231	19
FICA, EE Services	2,487	2,419	2,419	-	2,481	62
FICA, Finance	4,635	4,857	4,783	74	4,975	118
FICA, General Admin	6,017	6,461	6,461	-	7,953	1,492
FICA, Board Members	1,561	2,020	2,020	-	2,020	(0)
FICA, Planning	6,665	6,619	6,619	-	6,842	223
FICA, Service Workers	5,079	6,479	6,479	-	5,855	(624)
FICA, Mechanics	11,446	12,679	12,679	-	13,546	867
<b>Total FICA/Medicare</b>	<b>172,460</b>	<b>196,453</b>	<b>182,390</b>	<b>14,063</b>	<b>203,123</b>	<b>6,670</b>
PERS-RET, Operators	639,108	809,834	804,900	4,934	824,282	14,447
PERS-RET, Trans Admin	89,523	126,881	130,526	(3,645)	134,877	7,996
PERS-RET, Scheduling	10,077	14,165	13,707	458	14,489	324
PERS-RET, Maint Admin	51,772	65,106	62,390	2,716	66,593	1,487
PERS-RET, Bldg Maint.	24,706	36,067	33,844	2,223	36,891	824
PERS-RET, Cstmr Svc	34,238	41,539	41,242	297	42,487	949
PERS-RET, Promotion	16,830	20,674	19,984	690	21,146	472

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
PERS-RET, EE Services	17,532	22,723	21,711	1,012	23,242	519
PERS-RET, Finance	43,418	52,258	50,222	2,036	53,452	1,194
PERS-RET, Sfty & Trng	19,066	23,823	23,005	818	24,367	544
PERS-RET, Gen Admin	51,586	62,959	67,892	(4,933)	64,397	1,438
PERS-RET, Planning	47,222	58,389	59,588	(1,199)	59,723	1,334
GM-457 Retirement	7,788	14,500	7,500	7,000	14,500	0
PERS-RET, Service Wrkr	31,520	38,416	51,393	(12,977)	44,522	6,105
PERS-RET, Mechanics	88,827	102,676	121,476	(18,800)	119,700	17,024
<b>Total Retirement</b>	<b>1,173,213</b>	<b>1,490,010</b>	<b>1,509,380</b>	<b>(19,370)</b>	<b>1,544,667</b>	<b>54,656</b>
Medical, Operators	699,429	689,997	682,900	7,097	689,997	-
Medical, Trans Admin	83,503	83,155	84,800	(1,645)	83,155	-
Medical, Scheduling	16,757	16,754	16,800	(46)	16,754	-
Medical, Maint Admin	15,466	15,182	15,500	(318)	15,182	-
Medical, Building Maint.	41,694	51,511	37,900	13,611	51,511	-
Medical, Customer Svc	9,039	8,198	7,300	898	8,198	-
Medical, Promotion	9,477	7,897	9,500	(1,603)	7,897	-
Medical, EE Services	0	0	0	0	0	-
Medical, Finance	34,221	34,621	34,600	21	34,621	-
Medical, Safety & Trng	7,900	7,594	7,900	(306)	7,594	-
Medical, General Admin	54,821	60,625	54,400	6,225	60,625	-
Medical, Planning	28,353	28,762	28,800	(38)	28,762	-
Medical, Service Workers	131,142	150,000	142,300	7,700	158,877	8,877
Medical, Mechanics	260,519	250,246	284,600	(34,354)	301,866	51,620
Medical Admin Charge	6,694	10,360	7,400	2,960	11,000	640
Medical, Retirees	115,706	143,697	136,200	7,497	168,514	24,817
OPEB benefits	382,000	343,000	207,900	135,100	334,000	(9,000)
<b>Total Medical</b>	<b>1,896,721</b>	<b>1,901,599</b>	<b>1,758,800</b>	<b>142,799</b>	<b>1,978,553</b>	<b>76,954</b>
Dental, Operators	219,343	235,533	219,200	16,333	241,421	5,888
Dental, Trans Admin	21,499	24,648	21,800	2,848	25,387	739
Dental, Scheduling	3,174	3,258	3,300	(42)	3,356	98
Dental, Maint Admin	5,069	5,268	5,300	(32)	5,426	158
Dental, Building Maint.	7,313	8,250	6,700	1,550	8,498	248
Dental, Customer Svc	8,518	7,077	8,800	(1,723)	7,289	212
Dental, Promotion	1,857	1,511	2,100	(589)	1,556	45
Dental, EE Services	2,640	2,729	2,700	29	2,811	82
Dental, Finance	5,540	5,769	5,700	69	5,942	173

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Dental, Safety & Trng	1,361	1,382	1,400	(18)	1,423	41
Dental, General Admin	4,637	5,288	4,600	688	5,447	159
Dental, Planning	7,309	7,469	7,900	(431)	7,693	224
<b>Total Dental</b>	<b>288,260</b>	<b>308,182</b>	<b>289,500</b>	<b>18,682</b>	<b>316,250</b>	<b>8,068</b>
WC, Operators	280,034	498,882	451,100	47,782	513,848	14,966
WC, Trans Admin	30,377	53,969	48,800	5,169	55,588	1,619
WC, Scheduling	2,337	5,087	4,600	487	5,240	153
WC, Maint Admin	12,613	23,999	21,700	2,299	24,718	720
WC, Building Maint.	8,304	11,944	10,800	1,144	12,302	358
WC, Customer Svc	16,046	27,980	25,300	2,680	28,819	839
WC, Promotion	8,026	14,045	12,700	1,345	14,467	421
WC, EE Services	8,026	14,045	12,700	1,345	14,467	421
WC, Finance	12,613	23,999	21,700	2,299	24,718	720
WC, Safety & Trng	8,026	14,045	12,700	1,345	14,467	421
WC, General Admin	14,330	25,989	23,500	2,489	26,769	780
WC, Planning	14,074	21,013	19,000	2,013	21,643	630
WC, Service Workers	21,256	41,030	37,100	3,930	42,261	1,231
WC, Mechanics	70,493	123,974	112,100	11,874	127,693	3,719
<b>Total Workers Comp</b>	<b>506,555</b>	<b>900,000</b>	<b>813,800</b>	<b>86,200</b>	<b>927,000</b>	<b>27,000</b>
Life, Operators	60,765	67,212	63,000	4,212	68,892	1,680
Life, Trans Admin	6,895	7,436	7,000	436	7,622	186
Life, Scheduling	921	863	1,000	(137)	885	22
Life, Maint Admin	3,655	6,637	3,700	2,937	6,803	166
Life, Building Maint.	2,357	2,506	2,400	106	2,569	63
Life, Customer Svc	2,527	3,021	2,600	421	3,097	76
Life, Promotion	1,261	1,274	1,200	74	1,306	32
Life, EE Services	1,351	1,374	1,300	74	1,408	34
Life, Finance	3,000	2,858	3,000	(142)	2,929	71
Life, Safety & Trng	1,082	1,008	1,100	(92)	1,033	25
Life, General Admin	2,201	2,951	2,300	651	3,025	74
Life, Planning	3,793	3,627	4,200	(573)	3,718	91
<b>Total Life Insurance</b>	<b>89,808</b>	<b>100,767</b>	<b>92,800</b>	<b>7,967</b>	<b>103,286</b>	<b>2,519</b>
SUI, Operators	81,099	81,810	76,000	5,810	82,600	790
SUI, Trans Admin	5,777	6,200	6,510	(310)	6,944	744
SUI, Scheduling	868	868	868	-	868	-

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC*	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
SUI, Maint Admin	2,170	2,170	2,170	-	2,170	-
SUI, Building Maint.	2,604	2,170	2,170	-	1,736	(434)
SUI, Customer Svc	3,423	3,472	3,472	-	3,472	-
SUI, Promotion	868	868	868	-	868	-
SUI, Safety & Trng	868	868	868	-	868	-
SUI, General Admin	2,219	2,604	2,170	434	2,604	-
SUI, EE Services	868	868	868	-	868	-
SUI, Finance	3,038	2,190	2,604	(414)	2,170	(20)
SUI, Planning	2,466	2,604	2,604	-	2,604	-
SUI, Service Workers	4,174	4,774	4,774	-	4,340	(434)
SUI, Mechanics	7,812	8,246	8,246	-	8,246	-
<b>Total SUI</b>	<b>118,254</b>	<b>119,712</b>	<b>114,192</b>	<b>5,520</b>	<b>120,358</b>	<b>646</b>
Operator Uniforms	40,984	48,000	48,000	-	48,000	-
Uniforms - Maint. Pers.	11,259	14,500	14,500	-	14,000	(500)
<b>Total Uniforms</b>	<b>52,243</b>	<b>62,500</b>	<b>62,500</b>	<b>-</b>	<b>62,000</b>	<b>(500)</b>
Operator Medical Exams	10,322	8,820	12,000	(3,180)	10,000	1,180
Emp Assistance Prog.	15,165	7,886	15,000	(7,114)	14,000	6,114
Cafeteria Plan- Admin	234,628	225,176	290,300	(65,124)	266,234	41,058
Other Fringe		15,793	-	15,793	-	(15,793)
Cafeteria Plan-ATU	551,131	922,527	783,500	139,027	950,832	28,305
Mechanic Tool Allowance	13,752	12,323	14,000	(1,677)	14,500	2,177
Wellness Program	20,465	13,699	23,100	(9,401)	18,000	4,301
Substance Abuse Prog.	7,089	7,691	8,500	(809)	8,500	809
<b>Total Other Benefits</b>	<b>852,552</b>	<b>1,213,915</b>	<b>1,146,401</b>	<b>67,514</b>	<b>1,282,066</b>	<b>68,151</b>
<b>Total Benefits</b>	<b>7,196,515</b>	<b>8,328,579</b>	<b>7,979,161</b>	<b>349,418</b>	<b>8,601,183</b>	<b>272,604</b>
<b>Total Wages and Benefits</b>	<b>19,290,061</b>	<b>20,662,992</b>	<b>20,459,879</b>	<b>203,113</b>	<b>21,470,502</b>	<b>807,510</b>
Management Services	40	35,000	35,000	-	35,000	-
Agency Fees	100	300	300	-	300	-
In-Service Monitoring	-	6,000	6,000	-	6,000	-
Mobility Services	19,027	30,400	30,400	-	31,300	900
Schedules/Graphics	45,643	65,730	70,000	(4,270)	70,000	4,270
Promotions	173,073	179,981	180,000	(19)	200,000	20,019
Recruitment	16,002	9,998	10,000	(2)	10,000	2
Legal Fees	347,295	310,000	330,000	(20,000)	275,000	(35,000)
Financial services	-	12,000	14,000	(2,000)	-	(12,000)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Auditor Fees	39,500	40,500	43,000	(2,500)	43,000	2,500
Freight In and Out	6,757	7,500	7,500	-	7,000	(500)
Bid and Hearing Notices	615	1,000	1,000	-	1,000	-
Service Development	11,682	40,000	40,000	-	40,000	-
Trans. Printing/Reproduc.	3,745	5,000	5,000	-	5,000	-
Payroll Services	47,925	55,000	48,000	7,000	55,000	-
Bank service charge	84	70	100	(30)	100	30
Commuter check process fee	232	160	160	-	160	-
Pay PERS file upload	591	-	-	-	-	-
Special Planning- reimb expenses	183,151	126,233	-	114,233	-	(126,233)
Temporary Help-All depts	3,993	20,542	12,000	20,542	20,000	(542)
Temp Help-Shop	12,547	701	-	701	-	(701)
Temporary Help-Transportation	-	-	2,000	(2,000)	-	-
Temp Help-Tran Admin	-	2,000	-	2,000	2,000	-
SVR-Differential/Radiator	56,230	41,767	42,000	(233)	47,500	5,733
SVR-Transmisson	101,403	121,582	120,000	1,582	85,000	(36,582)
SVR-Upholstery/Glass	6,003	27,450	32,000	(4,550)	30,000	2,550
SVR-Towing	15,040	13,000	13,000	-	18,400	5,400
SVR-Engine Repair	139,504	134,000	170,000	(36,000)	84,000	(50,000)
SVR-Body Repair	96,751	104,655	105,000	(345)	105,000	345
Emission controls	53,976	80,050	88,800	(8,750)	92,000	11,950
Phone Maint. Services	8,313	8,313	10,000	(1,687)	10,000	1,687
Support Vehicle maint	16,722	20,156	21,500	(1,344)	21,500	1,344
IT Supplies/replacements	9,549	13,906	18,000	(4,094)	18,000	4,094
Clever Devices/rideck maint	159,428	163,107	159,500	3,607	172,234	9,127
Office Equipment Maint.	14,353	19,477	20,000	(523)	20,000	523
Building Maint. Service	36,905	75,952	78,800	(2,848)	78,000	2,048
Landscape Service	48,361	86,414	61,200	25,214	80,000	(6,414)
IT Contracts	112,555	115,125	125,000	(9,875)	125,000	9,875
Radio Maint. Service	16,323	7,336	7,500	(164)	11,500	4,164
IT Consulting	-	6,500	10,000	(3,500)	10,000	3,500
RED Support Expense	-	14,105	15,000	(895)	15,000	895
Real Time Bus maintenance service	26,895	-	117,000	(117,000)	-	-
Contract Cleaning Service	2,260	2,260	-	2,260	2,300	40
Waste Removal	11,265	12,236	12,600	(364)	13,200	964
Hazardous Waste	96,317	82,476	78,750	3,726	82,500	24
Armored Transport	18,156	15,972	21,000	(5,028)	21,000	5,028
Fire Monitoring	3,405	4,004	5,000	(996)	4,000	(4)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Security Services	75,940	83,965	84,000	(35)	84,000	35
Other Services	2,945	4,000	3,500	500	4,000	-
<b>Total Services</b>	<b>2,040,601</b>	<b>2,205,923</b>	<b>2,253,610</b>	<b>(47,687)</b>	<b>2,034,994</b>	<b>(170,929)</b> -8%
Diesel Fuel	2,030,390	2,200,000	2,573,748	(373,748)	2,575,000	375,000
Oils and Lubricants	66,966	67,663	66,900	763	70,000	2,337
Gasoline	35,085	32,005	33,000	(995)	35,350	3,345
Tires and Tubes	214,068	218,486	218,524	(38)	231,362	12,876
Safety Supply	7,923	9,560	4,400	5,160	5,500	(4,060)
Transportation Supplies	17,206	12,500	12,500	-	12,500	-
BART Relief Tickets	38,763	48,000	55,000	(7,000)	55,000	7,000
CSS-Soaps	11,677	13,551	14,000	(449)	14,000	449
CSS-Solvents	-	5,000	5,000	-	5,000	-
CSS-Cleaning	4,633	6,111	6,695	(584)	6,200	89
CSS-Safety	5,933	7,045	7,000	45	7,000	(45)
CSS-Antifreeze	3,641	5,261	5,000	261	5,600	339
CSS-Gases	4,187	6,192	8,000	(1,808)	7,000	808
CSS-Misc	-	-	-	-	-	-
Oil Analysis	9,000	18,000	18,000	-	18,000	-
Equipment/Garage Exp.	18,077	22,997	25,000	(2,003)	25,000	2,003
Coach Repair Parts	528,792	607,373	614,911	(7,538)	698,423	91,050
Shelter/Bus Stop Supply	5,292	11,000	25,000	(14,000)	15,000	4,000
Radio Maint Supply	-	1,337	15,000	(13,663)	-	(1,337)
Janitorial Supplies	21,475	17,460	17,500	(40)	17,500	40
Lighting Supply	2,282	6,005	10,000	(3,995)	7,000	995
Building Repair Supply	34,397	37,831	37,560	271	40,000	2,169
Landscape Supply	6,126	5,000	5,000	-	10,000	5,000
Tickets, Passes, Xfrs	24,098	17,088	18,000	(912)	29,000	11,912
Supplies - Offsites	1,519	1,675	2,000	(325)	2,000	325
Personnel Office Supply	200	500	1,000	(500)	1,000	500
Computer Supplies	4,485	750	-	750	-	(750)
Office Supplies-Administration	14,861	15,000	15,000	-	15,000	-
Office Supplies-Maint.	1,736	3,080	3,500	(420)	3,500	420
Postage	9,057	11,000	12,000	(1,000)	12,000	1,000
Obsolete Parts Write-Off	517	701	-	701	-	(701)
Safety Contingency Plans	2,064	1,156	5,000	(3,844)	4,000	2,844
Training Supply	3,723	57	6,000	(5,943)	-	(57)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Contracts & Grants Supply	1,453	5,593	6,000	(407)	6,000	407
Supplies- IC	3,335	6,215	7,000	(785)	7,000	785
Repair parts-grant exp	1,315	25,000	-	25,000	25,000	-
<b>Total Materials &amp; Supplies</b>	<b>3,134,276</b>	<b>3,446,192</b>	<b>3,853,238</b>	<b>(407,046)</b>	<b>3,964,935</b>	<b>518,743</b>
						<b>15%</b>
Pacific Gas and Electric	179,648	185,000	188,000	(3,000)	188,000	3,000
Telephone Svc - Concord	20,116	21,204	25,000	(3,796)	25,000	3,796
Contra Costa Water District	21,652	22,000	20,000	2,000	24,000	2,000
Telephone-Cellular	64,395	69,225	85,000	(15,775)	85,000	15,775
<b>Total Utilities</b>	<b>285,811</b>	<b>297,429</b>	<b>318,000</b>	<b>(20,571)</b>	<b>322,000</b>	<b>24,571</b>
						<b>8%</b>
Physical Damage	89,112	99,509	89,001	10,508	87,709	(11,800)
Property Premiums	37,561	41,678	48,200	(6,522)	43,345	1,667
Other Premiums	10,325	9,463	8,700	763	9,842	379
UST Insurance	9,148	9,444	10,000	(556)	9,822	378
Liability Premiums	124,391	181,630	189,242	(7,612)	182,790	1,160
Insurance/Liability losses	110,948	307,000	82,700	224,300	135,000	(172,000)
<b>Total Insurance</b>	<b>381,485</b>	<b>648,724</b>	<b>427,843</b>	<b>220,881</b>	<b>468,507</b>	<b>(180,217)</b>
						<b>-28%</b>
Property Tax	10,860	10,674	10,000	674	10,000	(674)
Licenses / Registrations	1,641	2,000	2,000	-	2,000	-
Fuel Storage Tank Fees	10,472	13,757	15,000	(1,243)	15,000	1,243
Use and Other Taxes	5,245	6,903	8,000	(1,097)	8,000	1,097
Sales Tax	290,559	290,000	280,000	10,000	290,000	-
<b>Total Taxes</b>	<b>318,777</b>	<b>323,334</b>	<b>315,000</b>	<b>8,334</b>	<b>325,000</b>	<b>1,666</b>
						<b>1%</b>
Radio Site Lease-Diablo	35,061	32,663	33,700	(1,037)	33,700	1,037
Equipment Leases	3,114	6,557	7,000	(443)	7,000	443
<b>Total Leases</b>	<b>38,175</b>	<b>39,220</b>	<b>40,700</b>	<b>(1,480)</b>	<b>40,700</b>	<b>1,480</b>
						<b>4%</b>
Business Expense- Tran	117	100	100	-	100	-
Business Expense- Maint	-	-	-	-	-	-
Business Expense-admin	44	400	400	-	400	-
Business Expense-Fin	1,667	500	500	-	500	-
Board Travel	7,006	16,500	16,500	-	16,500	-



CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Staff Travel	37,476	20,000	20,000	-	20,000	-
CTA Dues	12,325	13,000	13,000	-	13,000	-
APTA Dues	26,494	28,000	28,000	-	29,000	1,000
Other Memberships	-	-	-	-	-	-
Business Expense	7,630	8,000	4,000	4,000	4,000	(4,000)
Training / Subs-Gm	2,031	5,000	7,500	(2,500)	7,500	2,500
Misc exp	1,016	1,000	1,200	(200)	1,200	200
Employee Functions	25,440	30,000	30,000	-	30,000	-
Employee Awards	4,221	4,500	4,000	500	4,500	-
Departing Emp gifts	86	-	700	(700)	-	-
Paypal fees	3,486	3,688	3,000	688	3,000	(688)
Newsletter Expense	-	-	400	(400)	-	-
<b>Total Miscellaneous</b>	<b>129,039</b>	<b>130,688</b>	<b>129,300</b>	<b>1,388</b>	<b>129,700</b>	<b>(988)</b>
<b>Total Miscellaneous</b>						<b>-1%</b>
Alamo Creek Shuttle	742	53,035	-	53,035	106,070	53,035
San Ramon-Noon shuttle						
St Marys shuttle	49,144	40,000	44,290	(4,290)	36,415	(3,585)
Cal State rte 260 shuttle	46,936	45,000	55,000	(10,000)	45,310	310
<b>Total Purchased Transportation</b>	<b>96,822</b>	<b>138,035</b>	<b>99,290</b>	<b>38,745</b>	<b>187,795</b>	<b>49,760</b>
<b>Total Purchased Transportation</b>						<b>36%</b>
<b>Total Other Operating Expense</b>	<b>6,424,986</b>	<b>7,229,545</b>	<b>7,436,981</b>	<b>(207,436)</b>	<b>7,473,631</b>	<b>244,086</b>
<b>Total Other Operating Expense</b>						<b>3%</b>
Contingency			500,000	(500,000)	500,000	500,000
<b>TOTAL FIXED ROUTE EXPENSES</b>	<b>25,715,047</b>	<b>27,892,537</b>	<b>28,396,860</b>	<b>(504,323)</b>	<b>29,444,133</b>	<b>1,551,596</b>
<b>TOTAL FIXED ROUTE EXPENSES</b>						<b>5.6%</b>
Paratransit						
Wages	91,579	94,800	91,000	3,800	93,317	(1,483)
Sick Wages	401	-	2,300	(2,300)	2,224	2,224
Holiday Pay	4,370	4,499	5,100	(601)	5,231	732
Vacation Pay	6,813	7,000	7,800	(800)	7,965	965
Absence pay	-	-	200	(200)	262	262
Cafeteria Plan	7,740	8,226	4,800	3,426	8,945	719
FICA	1,546	1,441	1,442	(1)	1,580	140
PERS	9,500	11,395	11,406	(11)	11,655	260

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET

	FY 2013 AC	Est/Act FY 2014	FY 2014 Budget	Over (Under)	FY 2015 Budget	Over (Under) FY 2014 Est/Actual
Medical	11,847	11,568	11,844	(276)	11,568	-
Dental	1,497	1,911	1,440	471	1,968	57
Life Insurance	835	867	1,030	(163)	889	22
SUI	1,006	868	1,302	(434)	868	-
Agency Fees/Public Info	-	-	520	(520)	100	100
Promotions	-	-	530	(530)	400	400
Legal Fees	2,496	10,000	10,000	-	3,000	(7,000)
Building Maint Services	1,499	1,700	2,082	(382)	1,720	20
Radio Maint Services	5,510	6,000	13,600	(7,600)	6,100	100
Community Van Maint	9,308	10,000	10,200	(200)	10,200	200
Office Supply, PTF	3,500	3,700	3,000	700	3,800	100
Gas and Electric	17,541	19,000	19,800	(800)	19,400	400
Cell Phone	1,111	1,300	1,500	(200)	1,400	100
Sales Tax	330	600	600	-	600	-
Purchased Trans-LINK	4,759,151	4,840,057	5,071,720	(231,663)	4,902,337	62,281
Purchased Trans-BART	188,574	177,000	202,910	(25,910)	151,619	(25,381)
Other Purch Trans	-	1,093	-	1,093	1,000	(93)
Training / Subscriptions	-	520	520	-	530	10
Other Misc Expenses	(155)	400	400	-	400	-
<b>Total Paratransit</b>	<b>5,125,999</b>	<b>5,213,944</b>	<b>5,477,046</b>	<b>(263,102)</b>	<b>5,249,079</b>	<b>35,134</b>
<b>TOTAL CCCTA</b>	<b>30,841,046</b>	<b>33,106,481</b>	<b>33,873,906</b>	<b>(767,425)</b>	<b>34,693,212</b>	<b>1,586,731</b>
						<b>4.8%</b>

To: Board of Directors

Date: May 5, 2014

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

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**Subject: Marketing Plan and Promotions Budget 2014**

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**Summary:**

The 2014 Marketing Plan focuses on promoting new service, Growing our Community through social media, and highlighting the Faces of County Connection. The plan includes ongoing efforts to keep the website updated and fresh and enhance interface for mobile devices. Other tasks that have become routine include implementation of the Class Pass Program and the Summer Youth Program, partnering with 511 Contra Costa and 511 SWAT, participating in outreach opportunities at schools, senior centers and employment sites and community events. Marketing staff is also engaged in managing the call center and on-line and offsite ticket sales.

**Promoting New Service & CoCo Pass:**

There are three new programs to promote in 2014; the new Route #5, new Route #7, and the CoCo Pass. The new Route #5 will be sponsored by the City of Walnut Creek sponsoring so it will be free to all riders. The new Shadelands BART shuttle (revised Route #7) will also start in the Fall and the fares may eventually be paid for by a new business association. Then we have the new annual CoCo pass which will be implemented on a demonstration basis at three different sites.

Promotion expenses related to launching new service will include graphic design, mailer and flyer layouts, printing, direct mail, and interior bus card printing. The launch of the CoCo pass will include logo development and a webpage design to explain and market the program as well as print materials to be used as information and outreach.

Total Expense: \$50,000

**Website and Social Media:**

County Connection riders are increasingly using the internet to access transit information for trip planning, bus schedules and real time arrival predictions. According to MTC's 2012 onboard survey 80% of our riders have access to the internet through a computer, smart phone or tablet. Last year website use increased by 5% with mobile device use increasing from 57% to 68%. The table below compares web statistics for March 2013 to March 2014.

<b>Website Use</b>			
<b>March 2013</b>	Mobile	Other	Total
Returning Visits	22,250	11,236	33,486
New Visitors	6,103	10,502	16,605
Total	28,353	21,738	50,091
Percent Mobile Users	57%		
<b>March 2014</b>	Mobile	Other	Total
Returning Visits	23,262	5,899	29,161
New Visitors	12,490	10,847	23,337
Total	35,752	16,746	52,498
Percent Mobile Users	68%		

Because so many riders and non-riders are viewing County Connection on the web using their mobile devices we intend to spend a good share of the promotions budget on website maintenance, mobile interfaces, and building community through use of social media.

### **Web and Social Media Campaigns**

#### FACES of County Connection

We have embarked a FACES of County Connection campaign that will celebrate employees and riders. The campaign will include illustrations and photos as well as “selfies” contributed by riders. The campaign will be promoted using exterior and interior ad space, its own webpage, and will provide content for facebook, instagram, and twitter. Riders who contribute photos will be eligible to win monthly prizes. Promotion expenses related to the FACES campaign in 2014 include additional illustrations, professional photography, interior and exterior bus ad printing.

Total Expense: \$25,000

#### Growing Our Community

We have retained a professional firm, Shelby Designs, to boost social media presence and overall reach. They have designed a program to engage, tell stories, inform, and encourage participation. Four fleshed out campaigns with a graphics toolbox and a social media planning, activity and style guidebook are included. The preliminary cost for the program is covered in 2013 however ongoing refresh and content development is included in the 2014 promotions budget.

Phase 2: Building on the program next year we propose to create a video marketing campaign that tells a deeper story about the community using County Connection. An engaging video will serve as a call to action that will get riders telling their story.

Promotion expenses related to Growing our Community include design services, photographer and videographer services, printing for interior and exterior advertising, related web design services.

Total Expense: \$40,000

### **Routine Promotion Expenses**

Ongoing promotion expenses include the cost for chamber dues and event fees, yellow pages ads, printing brochures for accessible service, bikes on buses, and promoting the summer youth pass.

Total Expense: \$25,000

### **Miscellaneous Promotion**

The miscellaneous promotions budget is intended to cover general website maintenance, some radio and print advertising, as well as fund campaigns or new services that haven't been identified. New services may include changes recommended as a result of the Lamorinda Transit Area Study. Another project for 2014 might be to conduct a non-rider survey to better inform future marketing decisions.

Total Expense: \$40,000

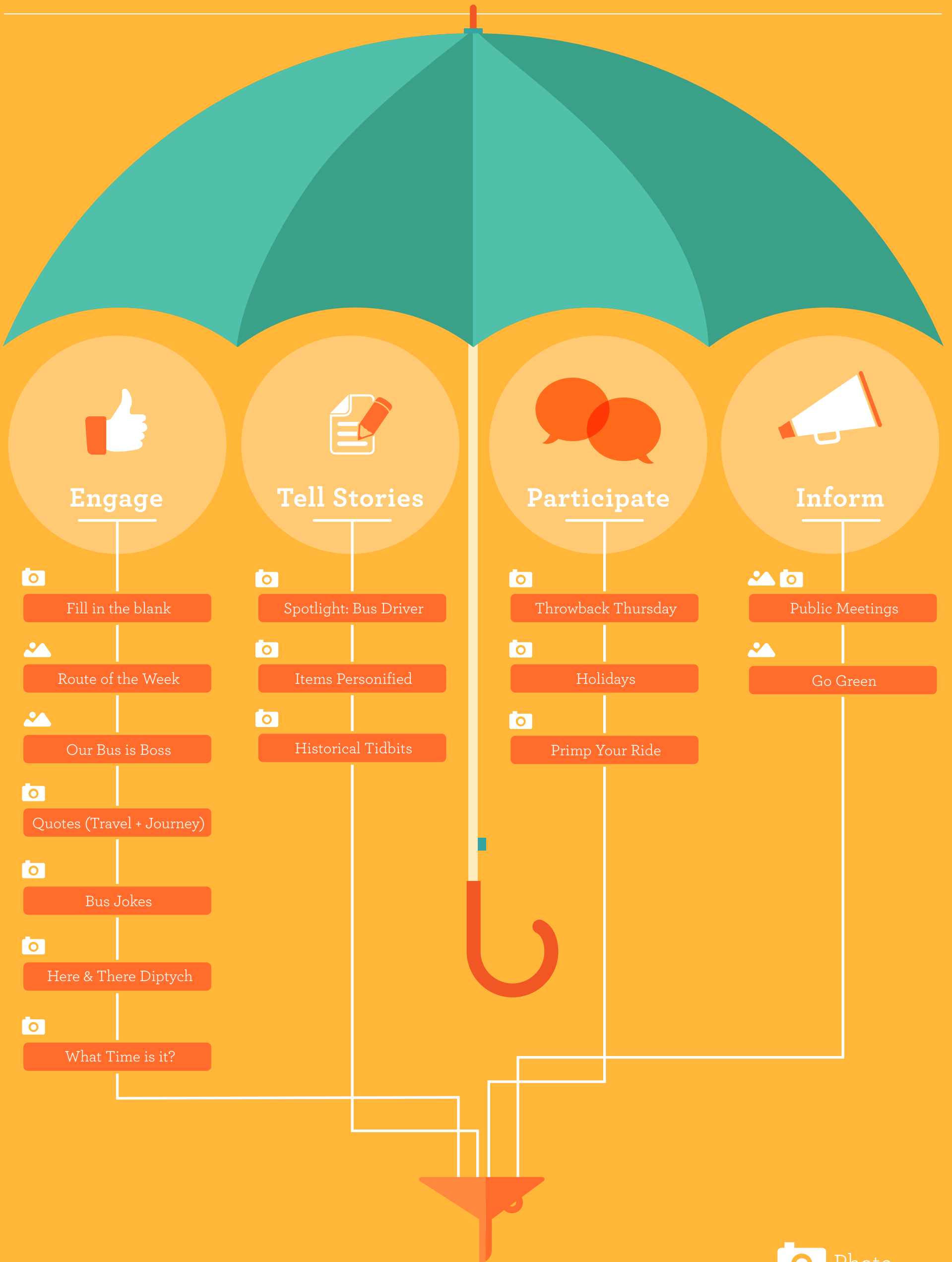
### **Summary Promotions Budget**

New Service and CoCo Pass	\$50,000
FACES Campaign	\$25,000
Grownning our Community	\$40,000
Routine Expenses	\$25,000
Miscellaneous	\$40,000
	\$180,000



### **Recommendation:**

The Marketing, Planning, and Legislative Committee recommends that the Board adopt the Marketing Plan and direct the Finance Committee to include \$180,000 in the budget for promotions.

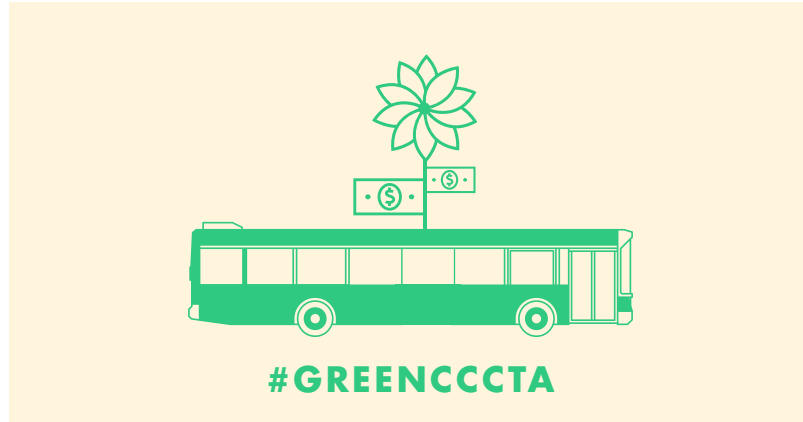
# GROW YOUR COMMUNITY.



M T W Th F

 Photo  
 Graphic

# GO GREEN CAMPAIGN



**Visuals:** Icon style illustrations.

**Message:** Information about the ways CCCTA is going green.

**Applications:** Facebook, Instagram, Twitter and bus posters.

**Call to Action:** Engage users to share what they do to be green.

# GO GREEN CAMPAIGN





# SAMPLE FACEBOOK PAGE

f Central Contra Costa Transit Authority
Home Find Friends Keely

Central Contra Costa Tran... Timeline Recent

Like

Create Page

**Central Contra Costa Transit Authority**  
March 20

This week's top routes are in. Submit a video of your ride to enter to win a free week's pass. Tag #ccctaprotoutes



34 16 22

Like · Comment · Share

**Central Contra Costa Transit Authority**  
March 20

Last year 3,528 Metric Tons of Greenhouse gases were saved by people who chose County Connection instead of driving #greenccta



#GREENCCCTA

**Central Contra Costa Transit Authority**  
March 20

Tell us. While I wait for the bus, I \_\_\_\_\_.



Recent Posts by Others See All

**Brian Willis**  
Do you guys have anything against showing up on time?  
1 · March 15 at 11:47am

**Crystal Trinh**  
Is this really the hours the buses are in operation on ...  
10 · March 13 at 11:14pm

**Ashley Allen**  
You guys have the worst bus system. How is anyone s...  
December 17, 2013 at 4:25pm


**Laurence Carew**  
While at the same time screwing its daily commuters...  
October 18, 2013 at 1:01pm

**Laurence Carew**  
Your drivers on the 6 line don't hold for the oncomin...  
October 18, 2013 at 1:01pm

More Posts

**Central Contra Costa Transit Authority**  
March 20

Meet Sam, CCCTA's bus driver of the month. Click to read his story. <http://ow.ly/uIuyE> #wearecccta



Like · Comment · Share

**Central Contra Costa Transit Authority** shared a link.  
March 18

2nd public meeting to discuss proposed service changes Thurs. in WC 4-6. <http://ow.ly/uIuyE>



**Proposed Service Changes in Martinez and Walnut Creek | The County...**  
countyconnection.com

Public workshops are scheduled to gather comments on proposed...

Like · Comment · Share

Recent

- 2014
- 2013
- 2012
- 2011
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Sponsored

**Rent your neighbor's car**  
getaround.com  
Rent great cars by the hour from people nearby. Get \$10 off your first trip.  
29,218 people like this.

**Fast Meals for Busy Folks**  
munchery.com  
Too busy to cook? Order wholesome prepared meals from top SF chefs for same-day delivery.  
Casey Duggins Miller likes this.

**Industrial-Rustic Designs**  
gotanoboo.com  
Up to 60% Off Sleek and Rustic Designs for an Industrial Kitchen. Shop Now!  
107,321 people like this.

**Chic Finds**  
jossandmain.com  
Effortlessly refresh your decor with chic furniture finds up to 70% off. Shop Joss & Main!  
122,329 people like this.

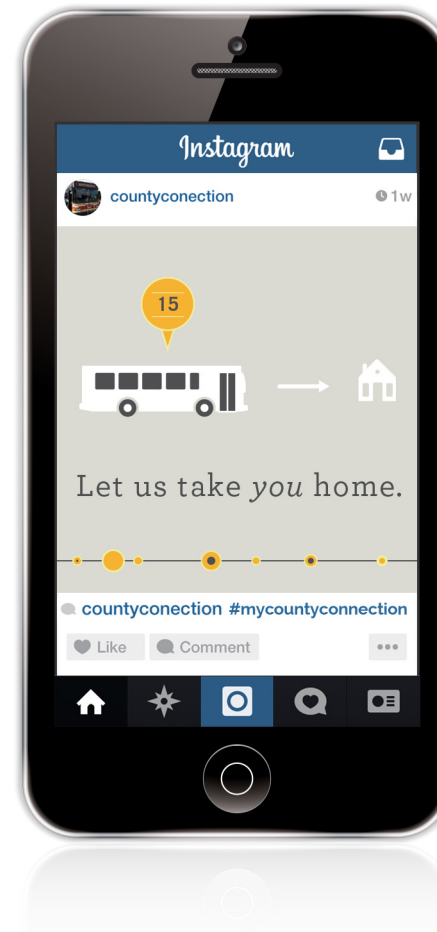
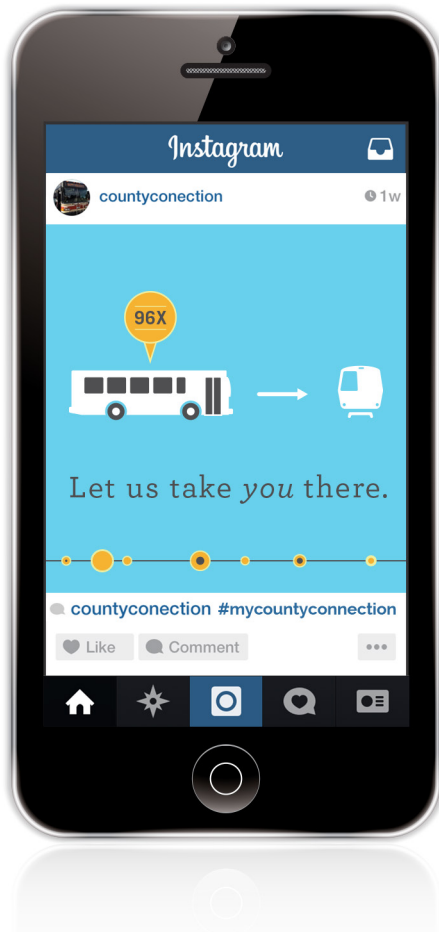
**Sports Bras, Yoga & Swim**  
titlenine.com  
Women's sportswear, athletic apparel, expert customer service and hassle-free returns.  
34,655 people like this.

SPOTLIGHT:  
BUS DRIVER STORY

PUBLIC  
MEETINGS  
POST

FILL IN THE BLANK

LET US TAKE YOU...



**Visuals:** Icon style illustrations.

**Message:** CCTA will take you where you need to go.

**Applications:** Facebook, Instagram, Twitter and bus posters.

**Call to Action:** Users can repost + use hashtag.

#MYCOUNTYCONNECTION



Let us take *you* there.

The illustration shows a white bus with a callout bubble above it containing the text '96X'. An arrow points from the bus to a white van. The background is a solid light blue color. At the bottom, there is a decorative horizontal line with several orange circles of varying sizes.

#MYCOUNTYCONNECTION



Let us take *you* home.

The illustration shows a white bus with a callout bubble above it containing the text '15'. An arrow points from the bus to a white house icon. The background is a solid light grey color. At the bottom, there is a decorative horizontal line with several orange circles of varying sizes.

**Central Contra Costa Transit Authority**

301 likes · 8 talking about this · 4 were here

Bus Line  
2477 Arnold Industrial Way, Concord, California 94520  
(925) 676-7500  
Today 8:00 am - 5:00 pm

Post something on this Page...

Central Contra Costa Transit Authority  
March 20

#mycountyconnection

96X

Let us take you there.

2 people like this.

Write a comment...

Invite Your Friends to Like This Page

Maggie Wilson  
Jacob Hennessey-Rubin  
Hether Fortune

Reviews

Recent Posts by Others

Ashley Allen  
You guys have the worst bus system. How is anyone s...  
December 17, 2013 at 4:25pm

Laurence Carey

Sponsored

\$25 Widetone Seamless Ba  
bphphotovideo.com

Buy Savage Widetone Seamless Background Paper (53" x 12yd, #60 Focus Gray) @B&H Now

Adobe® Creative Cloud™  
adobe.com

Save 40% on all-new tools. Only in Creative Cloud. Limited time offer. Join now.

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Always Infinity  
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The only pad with FlexFoam. The rest is just fluff.

Adobe Creative Cloud  
creative.adobe.com

Save 40% on all-new tools. Only in Creative Cloud. Limited time offer. Join now.

Chat (18)

## OUR BUS IS BOSS



**Visuals:** Icon style illustrations.

**Message:** CCTA is the best, most reliable way to get where you're going.

**Applications:** Facebook, Instagram, Twitter and bus posters.

**Call to Action:** Users can repost, respond + use hashtag.



oh!

*Your Ferrari's in the shop too?*



REASON N° 148:

our bus is boss

#WHYTHEBUS



oh!

*Your wife took the chopper today?*

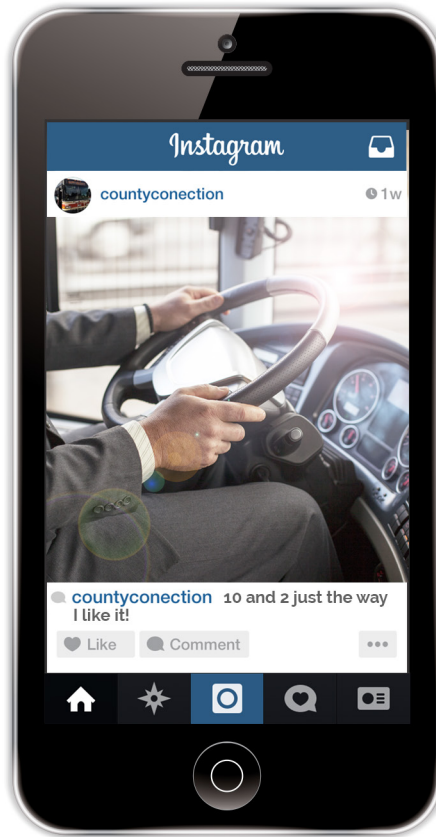
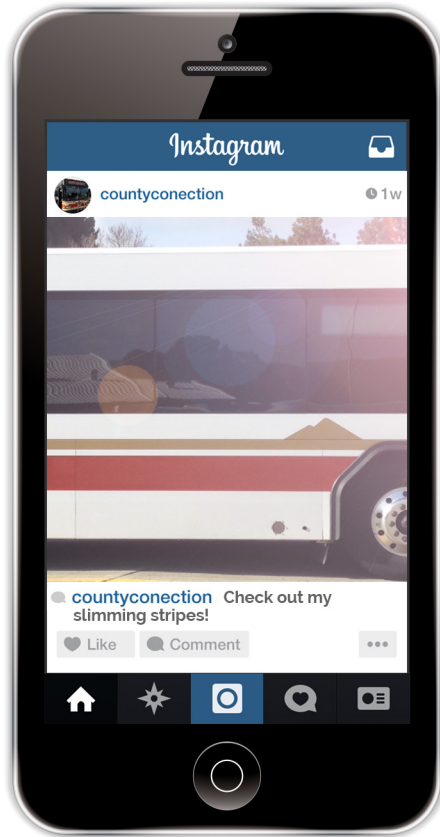


REASON N° 86:

our bus is boss

#WHYTHEBUS

## OUR BUS, PERSONIFIED



**Visuals:** Crisp, stylized (and humorous) photography. Think “selfies” the bus takes.

**Message:** We are personifying the bus and bringing it's voice to life.

**Applications:** Facebook, Instagram, Twitter and bus posters.

**Call to Action:** Users can repost, respond + use hashtag.

To: Board of Directors

Date: May 6, 2014

From: J. Scott Mitchell  
Director of Maintenance

Reviewed by:

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### SUBJECT: Paratransit Van Replacement

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**SUMMARY OF ISSUES:** County Connection needs to replace eighteen (18) Paratransit vans for the Link service. To be replaced with ten 22-foot cutaways and up to eight minivans.

In March of 2012 the Moronogo Basin Transit Authority, in partnership with CalACT, put together a consortium Request for Proposal for Paratransit vans. As a member of CalACT, County Connection is eligible to purchase Paratransit vans off of this Contract.

**FINANCIAL IMPLICATION:** County Connection has two Federal Grants to replace these vehicles.

Grant #CA-90-Y985:	\$545,396
Local match will come from Bridge Toll #13-4080-06:	<u>\$109,080</u>
Subtotal:	\$654,476

Grant #CA-90-Z065:	\$581,828
Local match will come from Bridge Toll #13-4080-06:	<u>\$116,365</u>
Subtotal:	\$698,193

**TOTAL FUNDS AVAILABLE FOR THIS PROJECT:** \$1,352,669

**OPTION 1:** Purchase up to eighteen (18) vans off of the MBTA-CalACT Consortium Contract #11-03. Cost not to exceed \$1,352,669.

**FINANCIAL IMPLICATION:** Vehicle cost not to exceed \$1,352,669 total.

**OPTION 2:** Release new Specification and Request for Proposal for ten 22-foot cutaways and up to eight minivans.

**FINANCIAL IMPLICATION:** Unknown. Price per vehicle may be higher because we would be accepting bids on a smaller number of vehicles at a later date.

**RECOMMENDATIONS:** The O&S Committee recommends that the Board of Directors authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase of ten 22-foot cutaways and up to eight minivans from Creative Bus Sales using pricing from the MBTA-CalACT Consortium Contract #11-03.

**ACTION REQUESTED:** The O&S Committee recommends that the Board of Directors at its May 15, 2014 meeting, adopt a resolution authorizing the General Manager to enter into a contract with Creative Bus Sales for the purchase of eighteen (18) Paratransit vans. Total cost of the vehicles including tax and delivery not to exceed \$1,352,669.



**RESOLUTION NO. 2014-018\_**

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

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**AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT FOR THE  
PURCHASE OF UP TO 18 REPLACEMENT PARATRANSIT VANS IN  
A NOT-TO-EXCEED AMOUNT OF \$1,352,669**

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; and

WHEREAS, staff recommends the replacement of up to eighteen (18) vehicles used for County Connection's LINK paratransit service;

WHEREAS, in March of 2012, the Moronogo Basin Transit Authority ("MBTA"), in partnership with the California Association for Coordinated Transportation ("CalACT") published a consortium Request for Proposals for Paratransit Vans ("MBTA-CalACT Purchasing Cooperative Contract #11-03");

WHEREAS, as a member of CalACT, County Connection is eligible to purchase paratransit vans from Creative Bus Sales, Inc. through the MBTA-CalACT Purchasing Cooperative Contract #11-03; and

WHEREAS, County Connection desires to procure up to eighteen (18) paratransit vehicles, consisting of ten (10) cutaway vehicles and up to eight (8) minivans for use in the LINK service utilizing the MBTA-CalACT Purchasing Cooperative Contract #11-03;

WHEREAS, the Operations and Scheduling Committee recommends that the Board of Directors establish a project budget of \$1,352,669 for the Paratransit Van Replacement Project, with the understanding that sufficient funds are available in the capital budget consisting of federal grants and local matching funds derived from Bay Bridge tolls;

WHEREAS, the Operations and Scheduling Committee recommends that the Board of Directors authorize the General Manager to negotiate and execute agreements for the purchase of eighteen (18) replacement paratransit vans.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority, that (1) a project budget of \$1,352,669 be established for the Paratransit Van Replacement Project; (2) the General Manager, or his designee, is hereby authorized to negotiate and execute an agreement with Creative Bus Sales, Inc., in a form approved by County Connection Legal Counsel for the purchase of ten (10) 22-foot cutaway vehicles and up to eight (8) minivans based upon the MBTA-CalACT Purchasing Cooperative Contract #11-03; and (3) the General Manager or his designee is authorized to take such further actions as necessary to effectuate the completion of the Paratransit Van Replacement Project within the project budget.

Regularly passed and adopted this \_\_th day of May, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Bob Simmons, Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Lathina Hill, Clerk to the Board