

# County Connection

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

## **BOARD OF DIRECTORS MEETING AGENDA**

**Thursday, April 16, 2015  
9:00 a.m.**

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

The County Connection 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 March 19, 2015\*
  - b. CCCTA Investment Policy-Quarterly Reporting\*
  - c. FY2014-15 MTC Transit Performance Initiative Grant\*  
Resolution No. 2015-026\*
  - d. Independent Accountant's Report on National Transit Database Report Form FFA-10\*
- 5) Report of Chair
- 6) Report of General Manager
- 7) Report of Standing Committees
  - a. Administration & Finance Committee  
(Committee Chair: Director Don Tatzin)
    - 1) FY2016 Draft Budget\*  
Resolution No. 2015-027\*  
(The A&F Committee recommends that the Board of Directors approve the draft budget for the purpose of filing a timely TDA claim. An updated draft budget will be presented in May and the final proposed budget will be submitted in June for Board approval.)

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: Rob Schroder)

1) Revision of Public Hearing Policy\*

Resolution No. 2015-028\*

(The MP & L Committee recommends that the Board adopt the amended public hearing policy.)

8) Report from the Advisory Committee

a) Appointment of David Loyd to the Advisory Committee as a Representative from the City of Pleasant Hill\*

9) 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.

10) Adjournment

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\*Enclosure

\*\*It will be available at the Board meeting.

## 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, May 21, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, May 6, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, May 7, 8:30 a.m., 100 Gregory Ln, Pleasant Hill, CA 94523
Operations & Scheduling:	Friday, May 8, 8:00a.m., Supervisor Andersen's Office 309 Diablo Road, Danville, CA

**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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countyconnection.com

Agenda Item No. 4.a.

## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

March 19, 2015

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

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

Staff: Ramacier, Chun, Glenn, Allen, Barnes, Barrientos, Bowron, Casenave, Churchill, Dean, Gaston, Hill, Martinez, Mitchell, Moran, Muzzini and Rettig

#### PUBLIC COMMENT:

Former Board Member, Erling Horn spoke on Board Member Jack Weir's departure from County Connection. He commented on how Director Weir has been a great asset and friend these past few years and brought such dedication to transit.

#### CONSENT CALENDAR

**MOTION:** Director Manning moved approval of the Consent Calendar, consisting of the following items:  
(a) Approval of Minutes of Regular Meeting of February 19, 2015: Director Tatzin seconded the motion and it received the following vote of approval:

**Aye:** Directors Andersen, Dessayer, Hudson, Manning, Simmons, Storer, Tatzin and Worth

**No:** None

**Abstain:** None

**Absent:** Director Hoffmeister, Noack and Schroder

#### REPORT OF CHAIR:

##### Recognition of Jack Weir for his Service on CCCTA Board of Directors

Chair Dessayer stated that he worked with Jack Weir 40 years ago and that it had been a pleasure to work with him again at County Connection. He has been dedicated to transit and interested in new and exciting things that transit has to offer. Each member of the board expressed gratitude and appreciation and sent their warm wishes to Jack as well.

(Director Hoffmeister arrived.)

## Nomination and Election of Board Secretary

Chair Dessayer reported that he had met with the Nominating Committee to review the vacancy for the Board officer position of Secretary. As Laura Hoffmeister would have been the next Secretary next year, the Nominating Committee proposes that she be elected as Secretary this year.

**MOTION:** Director Dessayer moved approval of Laura Hoffmeister, representing the City of Concord, becoming the new Board Secretary. Director Storer seconded the motion and it received the following vote of approval:

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

Chair Dessayer also stated that an Ad Hoc Committee, consisting of the chairs of all the committees, the Chair and the Vice Chair, will meet to discuss the total compensation of the General Manager, noting that researching data on the total compensation packages for transit general managers has taken a little longer than he had expected. The Ad Hoc Committee will report back to the Board in the near future.

## Report on APTA Legislative Conference in Washington, DC

Chair Dessayer stated that this past trip to Washington, DC for the APTA Legislative Conference and meetings with Congressional staff was more complex and difficult to navigate than in the past, given the number of organizations, bureaucracies, laws, directions and focuses of all of those people. Chair Dessayer goal and main message to the 9-10 Congressional offices that he visited was that there needs to be a public transportation budget in place to allow planning for the next 5-6 years.

Vice Chair Storer stated that both Mr. Dessayer and Mr. Ramacier did a great job in letting people in Washington, DC know, who we are and what we are about.

## **REPORT OF GENERAL MANAGER:**

### Recognition of Retiring Employee

Jim Allen-Transportation

Chair Dessayer thanked Jim Allen for his great service and expressed appreciation for all of his hard work.

## **REPORT OF STANDING COMMITTEES**

### **Administration & Finance Committee**

Authorization for the General Manager to Direct Gillig and BAE Systems to Proceed with Detailed Mechanical Design of Walnut Creek Trolley, Resolution No. 2015-024

Authorization for the General Manager to Direct Wave Inc. to Proceed with Inductive Charging Infrastructure Engineering for Walnut Creek and Concord Facilities for Support of the Walnut Creek Electric Trolley Project, Resolution No. 2015-025

Director Tatzin introduced both items to the Board and stated that the A & F Committee is fully committed to alternate fuel vehicles. General Manager Ramacier reported that he has had preliminary discussions with FTA and is optimistic that they will concur with the project approach. Scott Mitchell reported that he has received feedback from Gillig and they don't foresee any holdups to our project. If anything should change or come up, we will definitely go back to the A & F Committee for guidance. After some Board discussion

**MOTION:** Director Tatzin moved approval of Resolution No. 2015-024, Authorizing the General Manager to Direct Gillig and BAE Systems to Proceed with Detailed Mechanical Design of Walnut Creek Trolleys and Related Actions, and Resolution No. 2015-025, Authorizing the General Manager to Direct Wave Inc. to Proceed with Inductive Charging Infrastructure Engineering for Walnut Creek and Concord Facilities for Support of the Walnut Creek Electric Trolley Project and Related Actions. Both of these actions are subject to approval from the Federal Transit Administration. Director Storer seconded the motion and it received the following vote of approval:

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

**BOARD COMMUNICATION: None**

**CLOSED SESSION:**

Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Employee Organizations:

Amalgamated Transit Union, Local 1605

Machinist Automotive Trades District Lodge No. 1173

Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

At 9:50 a.m. Chair Dessayer announced that the Board will go into closed session regarding the Employee Organizations: ATU, Local 1605, Machinists Automotive Trades District Lodge No. 1173 and Teamsters Union, Local 856, to confer with the Board's labor negotiator, Pat Glenn.

**OPEN SESSION:**

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

The Board reconvened in open session at 10:26 a.m. Chair Dessayer announced the Board met in closed with Labor Negotiator, Pat Glenn, and the Board has given further direction. No action was taken.

**ADJOURNMENT:** Chair Dessayer adjourned the regular Board meeting at 10:27 a.m.

Minutes prepared by

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Lathina Hill  
Assistant to the General Manager

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Date

# County Connection

## INTER OFFICE MEMO

**TO:** Board of Directors

**DATE:** March 25, 2015

**FROM:** Rick Ramacier  
General Manager

**SUBJECT:** CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending December 31, 2014.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

# CCCTA

## BANK CASH AND INVESTMENT ACCOUNTS (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK			PER BANK	PER GL
				JUNE 2014	SEPT 2014	DECEMBER 2014		
FIXED ROUTE First Republic Bank	1106171	CHECKING	A/P General Account-Fixed Route	\$ 335,006	\$ 609,764	\$ 1,588,840	\$ 1,442,497	
	1106198	CHECKING	PAYROLL	\$ 108,327	\$ 53,386	\$ 29,078	\$ 429,763	
	1015001	CHECKING	CAPITAL PURCHASES	\$ 87,599	\$ 1,891,567	\$ 143,604	\$ 143,604	
	1402595	CHECKING	WORKER'S COMP-CORVEL	\$ 49,675	\$ 43,400	\$ 50,364	\$ 42,199	
	1106228	CHECKING	PASS SALES	\$ 781	\$ 75,617	\$ 947	\$ 947	
	800-0097-1896	Money Market	OnBoardCam-TSGP 2012	\$ 131	\$ 131	\$ 131	\$ 131	
	80001361790	Money Market	INFO TRANSIT SYS MAINTENANCE-CLEVER DEV	\$ 116,921	\$ -	\$ 116,931	\$ 116,931	
	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 7,543	\$ 8,789	\$ 3,789	\$ 3,789	
			<b>TOTAL</b>	<b>\$ 705,983</b>	<b>\$ 2,682,653</b>	<b>\$ 1,933,683</b>	<b>\$ 2,179,860</b>	
	PARATRANSIT First Republic Bank	1049584	CHECKING	CAPITAL PURCHASES	\$ 3,520	\$ 3,520	\$ 3,520	\$ 3,520
1106244		CHECKING	A/P General Account-Paratransit	\$ 957,274	\$ 1,432,989	\$ 246,951	\$ 248,994	
		<b>TOTAL</b>	<b>\$ 960,794</b>	<b>\$ 1,436,509</b>	<b>\$ 250,471</b>	<b>\$ 252,514</b>		
LAIF FUND LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 2,041,583	\$ 5,543,238	\$ 5,010,066	\$ 5,010,066	
		INT-INVEST	Pacheco Transit Center	\$ 625,529	\$ 285,105	\$ 285,355	\$ 285,355	
		INT-INVEST	Rolling stock-2012	\$ 1,470,537	\$ 1,471,347	\$ -	\$ -	
		INT-INVEST	Rolling Stock-1011 VANS	\$ 1,106,892	\$ 1,107,502	\$ -	\$ -	
		INT-INVEST	Rolling Stock-2013	\$ 485,434	\$ 485,701	\$ -	\$ -	
		INT-INVEST	2014-15 ROLLING STOCK	\$ -	\$ -	\$ 3,066,417	\$ 3,066,417	
		INT-INVEST	Martinez Stop Project	\$ 67,790	\$ 67,827	\$ 41	\$ 41	
		INT-INVEST	Facility Rehab	\$ 3,397,911	\$ 3,399,783	\$ 3,401,855	\$ 3,401,855	
		INT-INVEST	SAFE HARBOR LEASE RESERVE	\$ 1,440,268	\$ 1,441,061	\$ 1,441,939	\$ 1,441,939	
			<b>TOTAL</b>	<b>\$ 10,635,944</b>	<b>\$ 13,801,564</b>	<b>\$ 13,205,673</b>	<b>\$ 13,205,673</b>	
CCCTA EMPLOYEE First Republic Bank	1402153	INT CHECK	EMPLOYEE FITNESS FUND	\$ 11,675	\$ 10,779	\$ 12,705	\$ 12,495	
	800-0136-0834	INT CHECK	EMPLOYEE FUNCTION	\$ 1	\$ 647	\$ 325	\$ 325	
		<b>TOTAL</b>		<b>\$ 11,676</b>	<b>\$ 11,426</b>	<b>\$ 13,030</b>	<b>\$ 12,820</b>	
<b>GRAND TOTAL</b>				<b>\$ 12,314,396</b>	<b>\$ 17,932,152</b>	<b>\$ 15,402,858</b>	<b>\$ 15,650,868</b>	

3/4/2015 11:01  
jc

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expenditures (cash flow) for the next six months.

  
 Rick Ramacier  
 General Manager



To: Board of Directors

Date: April 7, 2015

From: Laramie Bowron, Manager of Planning

Reviewed by:

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**Subject: FY2014-15 MTC Transit Performance Initiative Grant**

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**Background:**

In October 2012, the Metropolitan Transportation Commission (MTC) committed \$60 million in regional Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ) funds to the Transit Performance Initiative (TPI) Incentive Program.

The TPI is a four-year funding program that provides a financial reward to agencies that improve ridership and productivity. In April 2013, MTC adopted a distribution formula that distributes the funds based on the following formula:

- 85% of the annual allocation to the largest seven transit operators and 15% to the remaining transit operators.
- Of the 15% for small operators:
  - 25% is based on annual passenger increase;
  - 25% is based on annual passenger per hour increase; and
  - 50% based on total annual passengers.

Based on the formula above, County Connection has been allocated \$262,207 for FY15 and has \$41,543 leftover from FY13 and FY14 for a total available programming amount of \$303,750. Projects funded from this program are intended to focus on improving ridership and productivity.

For this call for projects staff has identified two projects to seek funding for:

- TRANSITMIX Software Implementation - \$17,851
  - This mapping software package improves public/stakeholder communication by integrating geospatial, demographic, and employment data to convey the impacts of route/service changes while streamlining the route planning workflow by offering live cost calculations as well as scenario comparisons.
- Implementation of Access Improvement Projects - \$285,899
  - This project improves bicycle and pedestrian access to existing bus stops in the Cities of Concord and Pleasant Hill. The

improvements were recommended in the Access Improvement Study and include: installing concrete pads, bringing stops into compliance with ADA, installing/improving shelters, improving lighting and safety, installing wheelchair ramps, etc.

**Recommendation:**

The Committee recommends the Board approve the use of the FY2015 TPI funds in the amount of \$303,750 to complete the projects listed above by signing Resolution 2015-026.

**Financial Implications:**

A minimum 12% match is required amounting to \$41,430. The local match would be funded with TDA funds.

**To:** Board of Directors  
**From:** Kathy Casenave  
Director of Finance

**Date:** March 20, 2015  
**Reviewed By:**

**SUBJECT:** Independent Accountant's report on National Transit Database report Form FFA-10

**SUMMARY OF ISSUES:**

Annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to FTA on Form FFA-10, which is included in the National Transit Database report (NTD). The form reports hours, miles, passengers, passenger miles and total operating expenses.

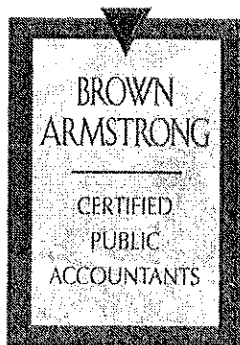
We file the report in October of each year and Brown Armstrong includes the attached review with the financial audit. This year, FTA rolled out new software for preparing the NTD report and it was delayed until February. Because of this, CCCTA staff was not able to input the data and Brown Armstrong was not able to review the data.

The NTD report is now filed and Brown Armstrong has been able to review the data and issue a report. No exceptions were noted in applying procedures developed by the Federal Transportation Administration.

**FINANCIAL IMPLICATIONS:** None.

**ACTION REQUESTED:** The Administration and Finance Committee has reviewed the report and recommends approval by the Board of Directors.

**ATTACHMENTS:** Independent Accountant's Report on Applying Agreed-Upon Procedures



# BROWN ARMSTRONG

*Certified Public Accountants*

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Audit and Finance Committee and  
Board of Directors  
Central Contra Costa Transit Authority  
Concord, California

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The Federal Transportation Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA - 10) of the Central Contra Costa Transit Authority's (the Authority) annual National Transit Database (NTD) report:

1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data is being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of 3 years following FTA's receipt of the NTD report. The data is fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by the FTA or meet the FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles data are accurate.
7. Data is to be consistent with prior reporting periods and other facts known about the Authority's operations.

We have performed the procedures to the FFA - 10 and are enumerated in attachment A, which were specified by the FTA in the Declarations section of the 2014 NTD Policy Manual and were agreed to by the Authority, solely to assist you with evaluating whether the Authority complied with the standards as described in the first paragraph of this report for the fiscal year ended June 30, 2014, and that the information is presented in conformity with the requirements of the Uniform System of Accounts and Records and Reporting System; Final Rule; as specified in 49 Code of Federal Regulations (CFR) Part 630, Federal Register, January 15, 1993, and as presented in the 2014 NTD Policy Manual.

The Authority's management is responsible for the compliance with those standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment A either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Authority and the FTA and is not intended to be and should not be used by anyone other than those specified parties.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong  
Accountancy Corporation*

Bakersfield, California  
March 13, 2015

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORTING  
ATTACHMENT A- AGREED UPON PROCEDURES  
FOR THE YEAR ENDED JUNE 30, 2014**

The procedures described below, which are referenced in order to correspond to the *2014 National Transit Database (NTD) Policy Manual* procedures were applied separately to each of the information system used to develop the reported actual vehicle revenue miles, passenger miles traveled, and operating expenses of the Authority for the year ended June 30, 2014, for the *Motor Bus Service – Directly Operated (MBDO)* and *Demand Response – Purchased Transportation (DRPT)*.

Our results and findings are as follows:

- A. Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2014 Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Findings: We discussed procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2014 NTD Policy Manual* (most recent available) with the personnel assigned responsibility of supervising the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- B. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
- The extent to which the transit agency followed the procedures on a continuous basis, and
  - Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2014 Policy Manual.

Findings: We discussed with various personnel the procedures noted in (a) to determine the Authority continuously follows the procedures on an ongoing basis and that the procedures result in the accumulation and reporting of data consistent with the NTD requirements and definitions as set forth in the *Uniform System of Accounts and Records and Reporting System; Final Rule*, and specified in the 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and the most recent *2014 NTD Policy Manual*. No exceptions were noted as a result of applying this procedure.

- C. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form (FFA – 10).

Findings: We noted that the retention policy that is followed by the Authority regarding source documents supporting the FFA-10 data reported are retained for a minimum of three years by the Authority. In addition, we noted that the Authority maintains the computer files more than three years depending on the need of historical data. No exceptions were noted as a result of applying this procedure.

- D. Based on a description of the transit agency's procedures from items (A) and (B) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Findings: We identified the source documents that are to be retained by the Authority for a minimum of three years. We randomly selected three months out of the fiscal year ended June 30, 2014, September 2013, December 2013, and February 2014 and verified that each type of source document existed for each of these periods. No exceptions were noted as a result of applying this procedure.

- E. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

Findings: We discussed the system of internal control with personnel responsible for supervising and maintaining the NTD data. We determined that individuals preparing source documents were independent of individuals posting data summaries, reviewing the source documents and summarizing data for completeness, accuracy, and reasonableness. No exceptions were noted as a result of applying this procedure.

- F. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Findings: Based on our inquiry with personnel and review of documentation, we noted that there are no physical signatures documenting the supervisors' review and approval of the source documents. However, the software they utilize automatically accumulates the data from the clever devices automatic passenger counter on each vehicle. Monthly reports are prepared for the board and are reviewed by management electronically, as allowed by the *2014 NTD Policy Manual*. Approval is given authorizing the posting of the monthly data to NTD. Therefore, no exceptions were noted as a result of applying this procedure.

- G. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the Federal Funding Allocation Statistics form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Findings: We obtained from the Authority's year-end cumulative reports that are used to prepare the FFA-10. We compared the prior year data to the current year data and investigated any changes over 10%. We also compared from the source documents to the year-end cumulative report (Form S-10). We also recalculated summarizations of supporting documentation which was tested in (D) above. No exceptions were noted as a result of applying this procedure.

- H. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the 2014 Policy Manual.

Findings: During fiscal year 2014, the Authority used the procedure of an estimate of passenger miles traveled (PMT) based on statistical sampling, meeting FTA's 95% confidence and  $\pm 10\%$  precision requirements based on a qualified statistician's determined procedure. No exceptions were noted as a result of applying this procedure.

- I. Discuss with transit agency staff (the auditor may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:

- According to the 2010 Census, the public transit agency serves an UZA with a population less than 500,000.
- The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).

- Service purchased from a seller is included in the transit agency's NTD report.
- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2014) and determine that statistical sampling was conducted and meets the 95% confidence and  $\pm 10\%$  precision requirements.
- Determine how the transit agency estimated annual PMT for the current report year.

Findings: We discussed with the Authority personnel their eligibility to conduct statistical sampling for PMT data every third year and noted that the Authority is eligible to use this method. The Authority qualified for sampling every three years because the Authority directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service. The most recent sampling procedures were performed for the fiscal year ended June 30, 2014 and were conducted meeting the 95% confidence and  $\pm 10\%$  precision requirements. No exceptions were noted as a result of applying this procedure.

- J. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Findings: We obtained a description of the sampling procedure for estimation of PMT data used by the Authority. We obtained a copy of the Authority's working papers and methodology used to select the actual sample of runs for recording PMT data. We determined that the Authority followed the stated sampling procedure. No exceptions were noted as a result of applying this procedure.

- K. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

Findings: In fiscal year 2014, the most recent sampling year, we randomly selected three months September 2013, December 2013, and February 2014. We obtained the source documents for accumulating PMT data, determined they were complete and recomputed the accumulation periods without exception. No exceptions were noted as a result of applying this procedure.

- L. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Findings: Discussed the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of vehicle revenue miles with the Authority staff and determined that stated procedures were not applicable as the Authority does not provide a charter or school bus service.

- M. For actual vehicle revenue mile (VRM) data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.



- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.
- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Findings: We discussed with personnel the procedures for the collection and recording of vehicle revenue mile data for MBDO and noted that vehicle revenue miles are calculated upon inception of the route based on the distance between the first stop and last stop, including deadhead miles. We noted that the scheduled deadhead miles are systematically excluded to calculate vehicle revenue miles. Furthermore, daily trip sheets are used to subtract missed trips and unscheduled deadhead miles. We also discussed the accumulation of vehicle revenue miles for DRPT. We noted that vehicle revenue miles for DRPT are accumulated and reported by the respective contractors through trip sheets and monthly ridership worksheets by route. These schedules are submitted by the contractors and are reviewed for clerical accuracy by Authority personnel. We recalculated the vehicle revenue miles and agreed the total vehicle revenue miles to the Authority's Month-End Ridership Summary report. No exceptions were noted as a result of applying this procedure.

- N. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Findings: We inquired of personnel the procedures in which the Authority accumulates actual revenue miles for rail modes. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- O. If fixed guideway or High Intensity Bus directional route miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet the FTA definition of fixed guideway (FG) or High Intensity Bus (HIB) in that the service is:

- Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or
- Bus (MB, CB, or RB) service operating over exclusive or controlled access rights-of-way (ROW); and
  - Access is restricted;
  - Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway;
  - Restricted access is enforced for freeways; priority lanes used by other high occupancy vehicles (HOV) (i.e., vanpools (VP), carpools) must demonstrate safe operation; and
  - High Occupancy/Toll (HO/T) lanes meet FHWA requirements for traffic flow and use of toll revenues. The transit agency has provided the NTD a copy of the State's certification to the U.S. Secretary of Transportation stating that it has established a program for monitoring, assessing, and reporting on the operation of the HOV facility with HO/T lanes.

Findings: We inquired of personnel the procedures in which the Authority reports vehicle revenue miles, passenger miles, and operating expenses for fixed guideways segments. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- P. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that the he or she computed mileage in accordance with the FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, re-compute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics form.

Findings: We inquired of personnel the procedures in which the Authority measures fixed guideway direction route miles. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- Q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:

- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
- If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. The FTA will make a determination on how to report the DRMs.

Findings: We inquired of personnel the procedures in which the Authority measures fixed guideway directional route miles through the use of maps or retracing routes. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- R. Measure FG/HIB DRM from maps or by retracing route.

Findings: We inquired of personnel whether other public transit agencies operate service over the same fixed guideway as the Authority. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- S. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation form. Each transit agency should report the actual VRM, PMT, and OE for the service operated over the same FG/HIB.

Findings: We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- T. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2014 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2014 report year, the Agency Revenue Service Date must occur within the transit agency's 2014 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Bus segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, the FTA will only consider segments continuously reported to the NTD.

Findings: We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- U. Compare operating expenses with audited financial data after reconciling items are removed.

Findings: We reconciled operating expenses presented to the audited financial statements. No exceptions were noted as a result of applying this procedure.

- V. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Findings: We compared the data reported on the Contractual Relationship (Form B-30) to the purchased transportation fare revenues. No exceptions were noted as a result of applying this procedure.

- W. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an Independent Auditor Statement for the PT data.

Findings: We determined that assurances of the accuracy of purchased transportation data is provided to the Authority by the sellers. Per inquiry of Authority management and review of purchased transportation (PT) contracts, we determined assurances are provided by contractor via signed contracts stating that they "...shall certify as accurate all information given to the Authority." In addition, we have included samples of purchased transportation as part of this agreed-upon procedures engagement, and therefore PT services are included in our report. No exceptions were noted as a result of applying this procedure.

- X. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

Findings: We obtained copies of the purchased transportation contracts and noted that all contracts specified the specific mass transportation services to be provided; specified the monetary consideration obligated by the Authority; specified the period covered by the contract and that this period is the same as, or a portion of, the period covered by the Authority's NTD report; and signed by representatives of both parties to the contract. We determined that executed contracts are maintained for a minimum of three years. No exceptions were noted as a result of applying this procedure.

- Y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

Findings: We inquired of personnel whether the Authority provides services in more than one urbanized area (UZA), or between a UZA and a non-urbanized area (non-UZA). This procedure is not applicable as the Authority does not provide services in more than one UZA.

- Z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT or OE data that have increased or decreased by more than 10%, or FG DRM data that have increased or decreased. Interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Findings: Compared the data reported on the FFA - 10 to comparable data for the prior report year and calculated the percentage change from the prior year to the current year. For vehicle revenue mile, passenger mile, or operating expense data that have increased or decreased by more than 10 percent, inquired with the Authority management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period. No exceptions were noted as a result of applying this procedure.

- AA. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by the FTA.

Findings: We have documented the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers are available for FTA review for a minimum of three years following the NTD report year. No exceptions were noted as a result of applying this procedure.

## Inter Office Memo

To: Board of Directors

Date: April 7, 2015

From: Kathy Casenave

Reviewed by:

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### **SUBJECT: FY 2016 Draft Budget, FY 2015 Estimated Actual and Ten Year Forecast**

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The A&F Committee has reviewed the draft budget and is forwarding it to the Board of Directors for review and approval for the purpose of filing a timely TDA claim with the Metropolitan Transportation Commission.

Staff will continue to update the budget. A draft will be presented in May and the final proposed budget will be submitted in June for approval.

#### **FY 2016 Draft Budget & FY 2015 Estimated Actual-**

The FY 2016 draft operating and capital budget totals \$37,849,731. Of this, the operating budget is \$36,545,731 and the capital budget is \$1,304,000. The operating budget includes a contingency line item of \$1,025,000.

- Fixed route operating expenses for FY 2016 are projected to be \$2,241,731 (8%) more than the estimated actual for FY 2015.
- Paratransit operating expenses are projected to be \$248,424 (4.8%) more than the estimated actual for FY 2015.

The FY 2015 operating budget is \$35,068,338, which included a contingency line item of \$883,126. The estimated actual expenses are projected to be under budget by \$2,034,763 (5%).

- Fixed route expenses for FY 2015 are estimated to be \$1,047,329 (3.6%) less than the budget.
- Paratransit expenses for FY 2015 are estimated to be \$104,307 (2%) less than the budget.
- The \$883,126 contingency will not be used.

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

Operating expenses for FY 2016 are projected to be \$3,515,156 (10.6%) more than the FY 2015 estimated actual.

Significant fixed route increases include:

- Wages- \$506K (4%). Operator wages are projected to increase \$264K due to the implementation of the Martinez shuttle (\$189K) and the continuation of the 2% wage increase received February 1, 2015. Other increases include the filling of vacant positions in safety and training and the Maintenance Dept.
- Fringe benefits- \$842K (9.8%) - The projected increase is mainly due to PERS, \$393K; cafeteria plans, \$223K; medical, \$104K, and paid time off, \$77K.
- Services- \$201K- The projected increase is mainly due to the Clipper implementation, \$100K, and outside service repairs, \$62K.
- Materials, \$590K- The projected increase is mainly due to diesel fuel, \$439K and repair parts, \$101K.

Paratransit operating expenses are expected to be \$248K more than the FY 2015 estimated actual. The contract for purchased transportation is projected to increase by \$247,653, due to a rate increase and a projected increase in service hours.

### **Key Assumptions Used for the Ten-Year Financial Forecast, Pages 8 & 9 -**

#### **Operating Revenues-**

- Passenger fares are increased 2% annually for Fixed route and for Paratransit. Fares increases are projected for FY 2017, FY 2020, and FY 2023.
- STA revenue for FY 2016 is estimated by MTC; a 2.5% growth rate is assumed in the out years.
- 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 2020 and beyond. Revenue for FY 2016 is projected to be less than FY 2015 because FY 2015 included a one-time disbursement of additional FY 2013 Measure J revenue.
- TDA revenue for FY 2016 is estimated by the County Auditor Controller, which is a 4.66% increase over the estimate for FY 2015. The forecast assumes a 3.5% increase in FY 2017 and 3% thereafter.

#### **Operating Expenses-**

- A 2.5% growth rate for most fixed route expenses has been used for the out years except for PERS retirement.
- The PERS employer rate for FY 2015 is 7.105%. The rate for FY 2016 will be 8.997%, a 26% increase. PERS has projected the following rates for FY 2017- FY 2021- 9.2%, 9%, 8.8%, 8.6%, and 8.4%. The 8.4% is carried over to FYs 2022-2024.

The growth rate for Paratransit expenses in the forecast is 3%.

#### **Capital Program-**

The largest capital expense is for replacement of revenue vehicles. In the current fiscal year, 31 fixed route buses and 3 Paratransit vans will be replaced. In FY 2017, 42 Paratransit vans are scheduled for replacement; the next large replacement of vehicles is in FY 2022- 40 fixed route buses and 45 Paratransit vans. Staff will be reviewing other components of the 10 year capital program.

#### **TDA Reserve- Page 10**

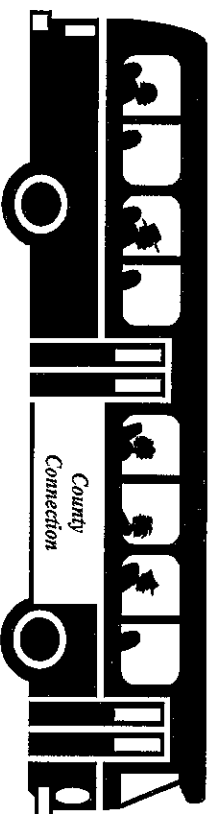
The FY 2015 ending reserve is projected to be \$10.267 million. This gradually decreases throughout the 10 year forecast. The reserve at the end of FY 2024 is projected to be \$2.8 million.

#### **Action Requested-**

The A&F Committee recommends that the Board of Directors approve the draft budget for the purpose of filing a timely TDA claim. An updated draft budget will be presented in May and the final proposed budget will be submitted in June for Board approval.

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

**Fiscal Year 2016**



**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

**Concord, California**

**April 1, 2015**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2016 Budget**  
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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY 2016 BUDGET SUMMARY**

	EST/ACTUAL FY 2015	APPROVED BUDGET FY 2015	% VARIANCE	DRAFT BUDGET FY 2016	FY 2016 BUD OVER/(UNDER) EST ACT
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Fixed Route	\$ 27,885,804	\$ 29,816,259	-6.5%	\$ 31,152,535	11.7%
Paratransit	\$ 5,144,772	\$ 5,249,079	-2.0%	\$ 5,393,196	4.8%
Subtotal	\$ 33,030,575	\$ 35,065,338	-5.8%	\$ 36,545,731	10.6%

Capital

Fixed Route	\$ 21,977,540	\$ 21,977,540	0.0%	\$ 1,154,000	-94.7%
Paratransit	\$ 358,938	\$ 358,938		\$ 150,000	100.0%
Subtotal	\$ 22,336,478	\$ 22,336,478	0.0%	\$ 1,304,000	-94.2%

Grand Total	\$ 55,367,053	\$ 57,401,816	-3.5%	\$ 37,849,731	-31.6%
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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY 2016 BUDGET- OPERATING EXPENDITURES**

Category	ACTUAL	EST/ACT	APPROVED	EST/ACT	Budget	PROPOSED	FY2016 vs 2015
	FY 2014	FY 2015	BUDGET FY 2015	Amount +/-	% +/-		BUDGET FY 2016
<b>Fixed Route</b>							
Wages	12,451,226	12,728,628	12,869,319	(140,691)	-1.1%	13,234,678	506,050
Fringe benefits	8,287,198	8,596,204	8,610,183	(13,979)	-0.2%	9,437,720	841,516
Total Wages and benefits	20,738,424	21,324,832	21,479,502	(154,670)	-0.7%	22,672,398	1,347,566
Services	2,051,599	2,062,560	2,014,994	47,566	2.4%	2,263,970	201,410
Materials and supplies	3,134,572	3,012,843	3,964,935	(952,092)	-24.0%	3,602,610	589,767
Utilities	264,835	340,297	322,000	18,297	5.7%	322,500	(17,997)
Casualty and liability	740,595	570,294	468,507	101,787	21.7%	567,861	(2,433)
Taxes	325,172	237,470	325,000	(87,530)	-26.9%	285,000	47,530
Leases and rentals	36,402	24,915	40,700	(15,785)	-38.8%	42,000	17,085
Miscellaneous	140,556	147,831	129,700	18,131	14.0%	183,400	35,569
Purchased transportation	170,743	164,762	187,795	(23,033)	-12.3%	187,795	23,033
Total Other Expenses	6,864,474	6,560,972	7,453,631	(892,659)	-12.0%	7,455,136	894,165
Subtotal	27,602,898	27,885,804	28,933,133	(1,047,329)	-3.6%	30,127,535	2,241,731
Contingency			883,126	(883,126)	-100.0%	1,025,000	1,025,000
Subtotal	27,602,898	27,885,804	29,816,259	(1,930,455)	-6.5%	31,152,535	3,266,731
<b>Paratransit</b>							
Wages	97,549	94,183	93,317	866	0.9%	92,432	(1,751)
Fringe benefits	47,834	56,426	53,155	3,271	6.2%	62,192	5,766
Total Wages and benefits	145,383	150,610	146,472	4,138	2.8%	154,624	4,015
Services	25,666	16,553	21,520	(4,967)	-23.1%	11,320	(5,233)
Materials and supplies	1,601	2,000	3,800	(1,800)	-47.4%	3,400	1,400
Utilities	19,953	20,300	20,800	(500)	-2.4%	20,800	500
Taxes	144	321	600	(279)	-46.5%	400	79
Miscellaneous	2,180	930	930	0	0.0%	941	11
Purchased transportation	5,035,998	4,954,058	5,054,957	(100,899)	-2.0%	5,201,711	247,653
Total Other Expenses	5,085,542	4,994,162	5,102,607	(108,445)	-2.1%	5,238,572	244,410
Subtotal	5,230,925	5,144,772	5,249,079	(104,307)	-2.0%	5,393,196	248,424
Total	\$ 32,833,823	\$ 33,030,575	\$ 35,065,338	\$ (2,034,763)	-5.8%	\$ 36,545,731	\$ 3,515,156
							10.6%

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2016 BUDGET- OPERATING REVENUES**

Category	ACT	EST/ACT	APPROVED	EST/ACT over/(under)	Budget	PROPOSED	FY2016 vs 2015		
	FY 2014	FY 2015	BUDGET FY 2015	Amount +/-	% +/-			BUDGET FY 2016	Amount +/-
Fixed Route									
Fare revenue	3,314,663	3,255,828	3,535,500	(279,672)	-7.9%	3,320,944	65,117	2.0%	
Special service revenue	1,169,472	1,340,981	1,248,564	92,417	7.4%	1,367,801	26,820	2.0%	
Advertising revenue	4,484,135	4,596,809	4,784,064	(187,255)	-3.9%	4,688,745	91,936	2.0%	
Non-Operating rev	579,738	599,600	592,212	7,388	1.2%	617,100	17,500	2.9%	
FTA Section 5303	107,836	110,000	120,000	(10,000)	-8.3%	110,000	-	0.0%	
FTA Preventive Maintenance		30,000	30,000	-	0.0%		(30,000)	100.0%	
FTA New Freedom	488,159		46,800	46,800		53,200	6,400	13.7%	
Other State Grants		116,919	116,919	-	0.0%	116,919	-	0.0%	
STA Pop	2,149,883	2,068,547	2,068,547	-	0.0%	2,204,998	136,451	6.6%	
TDA 4.0	14,665,449	15,172,618	16,826,006	(1,653,388)	-9.8%	17,978,531	2,805,913	18.5%	
Measure J	4,081,743	4,276,576	4,276,576	-	0.0%	4,212,120	(64,456)	-1.51%	
BART Express Funds	658,814	697,596	697,596	-	0.0%	739,702	42,106	6.0%	
Dougherty Valley revenue		-	-	-		100,000	100,000		
Other Local Grants	175,631	25,000	159,000	(134,000)	100.0%	185,881	160,881	643.5%	
RM 2/Other- Express	145,339	145,339	145,339	-	0.0%	145,339	-	0.0%	
Lifeline	23,302			-			-		
Subtotal	27,560,029	27,885,804	29,816,259	(1,930,455)	-6.5%	31,152,535	3,266,731	11.7%	
Paratransit									
Fare revenue	620,968	627,178	551,192	75,986	13.8%	639,721	12,544	2.0%	
Non-Operating revenue	79	100	100	-	0.0%	100	-	0.0%	
FTA Section 5307	1,392,859	1,082,185	1,288,998	(206,813)	-16.0%	1,340,633	258,448	23.9%	
TDA 4.5	812,956	766,150	766,150	-	0.0%	829,680	63,530	8.3%	
TDA 4.0		-	-	-		-	-		
Measure J	1,308,400	1,380,877	1,350,877	30,000	2.2%	1,428,000	47,123	3.41%	
STA Paratransit & Rev based	916,116	1,114,282	1,114,282	-	0.0%	977,582	(136,700)	-12.3%	
BART ADA Service/Other	179,547	174,000	177,480	(3,480)	-2.0%	177,480	3,480	2.0%	
Subtotal	5,230,925	5,144,772	5,249,079	(104,307)	-2.0%	5,393,196	248,425	4.8%	
<b>Total</b>	<b>\$ 32,790,954</b>	<b>\$ 33,030,576</b>	<b>35,065,338</b>	<b>\$ (2,034,763)</b>	<b>-5.9%</b>	<b>\$ 36,545,731</b>	<b>\$ 3,515,156</b>	<b>10.6%</b>	

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2016 Revenue Source Utilization**

	Anticipated Revenue	Anticipated Utilization	Difference
<b>Fixed Route</b>			
Fare revenue	\$ 3,320,944	\$ 3,320,944	0
Special service revenue	1,367,801	1,367,801	0
Advertising Revenue	617,100	617,100	0
Non-Operating revenue	110,000	110,000	0
FTA Section 5303	0	0	0
FTA Preventive Maintenance	0	0	0
Other State Grants	116,919	116,919	0
STA Pop	2,204,998	2,204,998	0
TDA 4.0			
Measure J	17,054,847	17,978,531	(923,684)
BART Express Funds	4,212,120	4,212,120	0
Dougherty Valley grants	739,702	739,702	0
Other Local Grants	100,000	100,000	0
RM2- Express	185,881	185,881	0
Lifeline-CCTA	145,339	145,339	0
	0	0	0
<b>Total Fixed Route Operating Revenue</b>	<b>\$ 30,175,651</b>	<b>\$ 31,099,335</b>	<b>(923,684)</b>
<b>Paratransit</b>			
Fare revenue	\$ 639,721	\$ 639,721	0
Non-operating revenue	100	100	0
FTA Section 5307	1,340,633	1,340,633	0
TDA 4.5	829,680	829,680	0
TDA 4.0	-	-	0
Measure J	1,428,000	1,428,000	0
STA Paratransit	977,582	977,582	0
BART ADA Service/other	177,480	177,480	0
<b>Total Paratransit Operating Revenue</b>	<b>\$ 5,393,197</b>	<b>\$ 5,393,197</b>	<b>-</b>
<b>Capital Program</b>			
TDA 4.0	-	1,304,000	(1,304,000)
<b>Increase (Decrease) to TDA reserve</b>		<u>\$ (2,227,684)</u>	

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STAFFING**

Position Type	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
Transportation							
Transportation administration	3.0	3.0	4.0	4.0	4.0	4.0	4.0
Training	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Transit Supervisor/Dispatcher	10.0	10.0	10.0	11.0	12.0	12.0	12.0
Full-time runs	15.0	15.0	16.0	17.0	18.0	18.0	18.0
Part-time runs	125.0	125.0	127.0	128.0	128.0	128.0	128.0
Full-time stand-by (Protection)	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Total Transportation	172.0	172.0	175.0	176.0	176.0	176.0	176.0
Maintenance							
Maintenance administration	187.0	187.0	191.0	193.0	194.0	194.0	194.0
Facilities	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Mechanic, Level VI	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Mechanic, Level V	4.0	4.0	4.0	3.0	4.0	5.0	5.0
Mechanic, Level IV	7.0	7.0	7.0	5.0	7.0	5.0	5.0
Mechanic, Level III	2.0	2.0	2.0	3.0	2.0	2.0	2.0
Mechanic, Level II	1.0	1.0	1.0	3.0	1.0	1.0	1.0
Bus service workers	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Total Maintenance	29.0	29.0	29.0	29.0	29.0	30.0	30.0
General Administration	39.0	39.0	39.0	40.0	40.0	41.0	41.0
General Administration	4.5	4.0	3.0	3.0	3.0	3.0	3.0
Stores & Procurement	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Stores workers	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Finance	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Human Resources	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Marketing	3.0	2.0	2.0	2.0	2.0	2.0	2.0
Customer service	6.5	6.0	6.0	6.0	6.0	8.0	8.0
IT	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Planning/Scheduling	5.0	6.0	6.0	6.0	6.0	5.0	5.0
Subtotal in full time equivalents	31.0	30.0	29.0	29.0	29.0	30.0	30.0
Fixed Route Operations	257.0	256.0	259.0	262.0	263.0	265.0	265.0
Paratransit	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Operations	259.0	258.0	261.0	264.0	265.0	267.0	267.0

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
FY2016 CAPITAL PROGRAM**

	Funding Source				Total
	Fed	State Bridge Tolls	State Bonds	TDA	
Non Revenue Fleet				\$ 66,000	\$ 66,000
Facility Maintenance and Modernization				465,000	465,000
Tools & Maintenance Equipment				257,000	257,000
IT Equipment/Software				\$400,000	\$ 400,000
Furniture & Office Equipment				\$116,000	\$ 116,000
<b>Total</b>	-	-	-	1,304,000	\$ 1,304,000

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

Programs	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Non Revenue Fleet	111	0	66	163	78	0	369	137	0	0	0	924
Revenue Fleet	17,952	20,123	0	3,728	782	761	0	0	30,024	600	0	73,970
Facility Maintenance & Modernization	855	1,115	465	550	550	0	100	100	100	500	2,100	6,435
Signage and Street Amenities	0	500	0	0	0	500	0	0	0	500	0	1,500
Information Technology	365	328	400	300	80	195	85	180	300	80	90	2,403
Maintenance Equipment & Tools	120	220	257	165	100	275	65	50	50	50	1,000	2,352
Office Furniture and Equipment	0	50	116	50	123	50	70	80	80	80	100	799
<b>Total Capital Program</b>	<b>19,403</b>	<b>22,336</b>	<b>1,304</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>3,290</b>	<b>88,383</b>
Total Fixed-Route	19,403	21,978	1,154	1,228	931	1,020	689	547	26,025	1,210	3,290	77,475
Total Paratransit	-	359	150	3,728	782	761	-	-	4,528	600	-	10,908
	<b>\$ 19,403</b>	<b>\$ 22,336</b>	<b>\$ 1,304</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>\$ 3,290</b>	<b>\$ 88,383</b>

Funding Source	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Fed 5307	14,480	16,203	-	3,094	649	632	-	-	24,323	488	-	59,868
Transportation Development Act	2,478	378	1,304	1,228	931	520	689	547	3,781	793	1,290	13,939
State Transportation bonds	1,091	3,210	-	453	95	93	-	-	1,032	-	-	5,974
Lifeline- 1B pop based bonds	485	-	-	-	-	-	-	-	-	-	-	485
State Transportation- 1B security	-	-	-	-	-	-	-	-	-	-	-	-
Bridge Toll Revenue	869	929	-	180	38	37	-	-	1,417	29	-	3,499
Carryover of Prior yrs funding	-	1,117	-	-	-	-	-	-	-	-	-	1,117
To be Determined	-	500	-	-	-	500	-	-	-	500	2,000	3,500
<b>Total Capital Revenue</b>	<b>19,403</b>	<b>22,337</b>	<b>1,304</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>3,290</b>	<b>88,383</b>

Revenue Fleet replacements												
# Fixed Route vehicles		31		42	6	4			40			71
# Paratransit vehicles		3							45	6		106

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

	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Revenue Hours</b>	<b>222,504</b>	<b>222,504</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>	<b>224,324</b>
1 Passenger Fares	3,315	3,256	3,321	3,719	3,794	3,870	4,334	4,421	4,509	5,050	5,151
2 Special Fares	1,169	1,341	1,368	1,395	1,423	1,452	1,481	1,510	1,540	1,571	1,603
3 Advertising	580	600	617	623	629	635	650	667	683	700	718
4 Investment & Other	108	110	110	110	110	110	110	110	110	110	110
5 FTA Sec 8 Planning	-	30	-	30	30	30	30	30	30	30	30
6 FTA Preventive Maintenance	488	-	-	375	382	390	398	406	414	422	431
7 FTA New Freedom	-	47	53	-	-	-	-	-	-	-	-
8 Other state grants	-	117	117	117	117	117	117	117	117	117	117
9 STA Population	2,150	2,069	2,205	2,173	2,228	2,283	2,340	2,399	2,459	2,520	2,583
10 TDA 4.0	14,665	15,173	17,979	17,871	18,318	18,689	18,716	19,246	19,712	19,675	20,149
11 Measure J	4,082	4,277	4,212	4,382	4,559	4,765	4,981	5,207	5,443	5,690	5,948
12 BART Express Funds	659	698	740	762	785	808	833	858	883	910	937
13 Dougherty Valley dev fees/other	-	-	100	150	150	150	164	-	-	-	-
14 Other Local Grants	176	25	186	190	193	197	201	205	209	214	218
15 RM2/Meas J- Express	145	145	145	145	145	145	145	145	145	145	145
16 Lifeline-CC County	23	-	0	-	-	-	-	-	-	-	-
<b>17 Total Fixed Route Operating Revenue</b>	<b>27,560</b>	<b>27,886</b>	<b>31,153</b>	<b>32,043</b>	<b>32,832</b>	<b>33,641</b>	<b>34,470</b>	<b>35,320</b>	<b>36,226</b>	<b>37,155</b>	<b>38,111</b>
18 Operating Expenses w/o contingency	27,603	27,886	30,128	32,043	32,832	33,641	34,470	35,320	36,226	37,155	38,111
19 % increase in expenses	-	1.0%	8.0%	6.4%	2.5%	2.5%	2.5%	2.5%	2.6%	2.6%	2.6%
<b>20 Total Fixed Route Operating Expenses</b>	<b>27,603</b>	<b>27,886</b>	<b>31,153</b>	<b>32,043</b>	<b>32,832</b>	<b>33,641</b>	<b>34,470</b>	<b>35,320</b>	<b>36,226</b>	<b>37,155</b>	<b>38,111</b>
<b>Revenue Hours</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>
21 Passenger Fares	621	627	640	729	744	759	865	882	900	1,026	1,046
22 Non-Operating revenue	-	-	-	-	-	-	-	-	-	-	-
23 FTA Section 5307	1,393	1,082	1,341	1,295	1,331	1,358	1,295	1,321	1,346	1,347	1,374
24 TDA 4.5	813	766	830	859	884	911	938	966	995	1,025	1,056
25 TDA 4.0	-	-	-	-	-	-	-	-	-	-	-
26 Measure J	1,308	1,381	1,428	1,486	1,545	1,616	1,689	1,765	1,845	1,845	1,929
27 STA Paratransit & Rev based	916	1,114	978	1,002	1,027	1,053	1,079	1,106	1,134	1,162	1,191
28 Bart ADA service	180	174	177	183	188	194	200	206	212	218	225
<b>29 Total Paratransit Operating Revenue</b>	<b>5,231</b>	<b>5,145</b>	<b>5,393</b>	<b>5,554</b>	<b>5,720</b>	<b>5,890</b>	<b>6,066</b>	<b>6,247</b>	<b>6,433</b>	<b>6,625</b>	<b>6,823</b>
<b>30 Total Paratransit Operating Expenses</b>	<b>5,231</b>	<b>5,145</b>	<b>5,393</b>	<b>5,554</b>	<b>5,720</b>	<b>5,890</b>	<b>6,066</b>	<b>6,247</b>	<b>6,433</b>	<b>6,625</b>	<b>6,823</b>
% increase in expenses	-	-1.6%	4.8%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<b>31 Total CCCTA Operating Budget</b>	<b>\$ 32,834</b>	<b>\$ 33,031</b>	<b>\$ 36,546</b>	<b>\$ 37,597</b>	<b>\$ 38,552</b>	<b>\$ 39,531</b>	<b>\$ 40,536</b>	<b>\$ 41,567</b>	<b>\$ 42,659</b>	<b>\$ 43,780</b>	<b>\$ 44,933</b>



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

	FY2014	FY2015	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>32 Capital Revenue</b>											
33 Federal	14,480	16,203	-	3,094	649	632	-	-	24,323	488	-
34 Transportation Development Act	2,479	378	1,304	1,228	931	520	689	547	3,781	793	1,290
35 Prop 1B bonds	1,091	3,210	-	453	95	93	-	-	1,032	-	-
36 Lifeline- 1B pop based bonds	485	-	-	-	-	-	-	-	-	-	-
37 State Transportation- 1B security	-	-	-	-	-	-	-	-	-	-	-
38 Bridge Toll revenues	868	929	-	180	38	37	-	-	1,417	29	-
39 Carryover of unused prior year funding	-	1,117	-	-	-	-	-	-	-	-	-
40 To be determined	-	500	-	-	-	500	-	-	-	500	2,000
<b>41 Total Capital Revenue</b>	<b>\$ 19,403</b>	<b>\$ 22,337</b>	<b>\$ 1,304</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>\$ 3,290</b>
<b>42 Capital Projects</b>	<b>\$ 19,403</b>	<b>\$ 22,337</b>	<b>\$ 1,304</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>\$ 3,290</b>

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

**TDA RESERVE In \$ Thousands**

	FY2014	FY2015	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
43 Beginning Balance	\$ 11,085	\$ 9,522	\$ 10,267	\$ 8,039	\$ 6,591	\$ 5,524	\$ 5,042	\$ 4,926	\$ 5,001	\$ 1,971	\$ 2,581
44 Estimated TDA 4.0 Allocation	\$ 15,581 3.63%	\$ 16,296 4.58%	\$ 17,055 4.66%	\$ 17,652 3.50%	\$ 18,181 3.00%	\$ 18,727 3.00%	\$ 19,289 3.00%	\$ 19,867 3.00%	\$ 20,463 3.00%	\$ 21,077 3.00%	\$ 21,709 3.00%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
45 Used for Fixed route operations	(14,665)	(15,173)	(17,979)	(17,871)	(18,318)	(18,689)	(18,716)	(19,245)	(19,712)	(19,674)	(20,149)
46 Used for Paratransit operations	-	-	-	-	-	-	-	-	-	-	-
47 TDA used for Operations	(14,665)	(15,173)	(17,979)	(17,871)	(18,318)	(18,689)	(18,716)	(19,245)	(19,712)	(19,674)	(20,149)
48 Used for capital program	(2,479)	(378)	(1,304)	(1,228)	(931)	(520)	(689)	(547)	(3,781)	(793)	(1,290)
<b>49 Ending TDA Reserve</b>	<b>\$ 9,522</b>	<b>\$ 10,267</b>	<b>\$ 8,039</b>	<b>\$ 6,591</b>	<b>\$ 5,524</b>	<b>\$ 5,042</b>	<b>\$ 4,926</b>	<b>\$ 5,001</b>	<b>\$ 1,971</b>	<b>\$ 2,581</b>	<b>\$ 2,851</b>

Number Of Months of Operating Expenses in Reserve      3.5      3.7      2.6      2.1      1.7      1.5      1.5      1.4      0.6      0.7      0.8

Percentage of operating budget      29%      31%      22%      18%      14%      13%      12%      12%      5%      6%      6%

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
<b>FIXED ROUTE</b>						
Wages, Operators	7,336,396	7,386,200	7,460,000	(73,800)	7,650,200	264,000
Wages, Operator/trainer	95,624	150,000	127,500	22,500	159,000	9,000
Wages, Trans Admin	1,030,701	1,067,470	1,068,917	(1,447)	1,049,509	(17,961)
Wages, Scheduling	117,318	120,234	117,301	2,933	120,152	(82)
Wages, Maint Admin	401,754	414,616	396,461	18,155	410,622	(3,994)
Wages, Building Maint.	290,912	291,648	282,977	8,671	303,828	12,180
Wages, Customer Service	339,783	360,094	352,374	7,720	394,235	34,141
Wages, Promotion	132,521	134,055	131,843	2,212	133,529	(526)
Wages, EE Services	156,266	157,673	146,644	11,029	153,776	(3,897)
Wages, Finance	342,001	360,770	351,008	9,762	361,390	620
Wages, Safety & Trng	145,506	97,812	138,378	(40,566)	155,653	57,841
Wages, General Admin	421,569	444,627	392,229	52,398	449,757	5,130
Salaried Pool	-	-	50,372	(50,372)	-	-
Performance based Comp Pool	-	-	40,000	(40,000)	40,000	40,000
Wages, Admin Bonus	-	600	600	600	-	(600)
Wages, Board	21,800	22,500	26,400	(3,900)	26,400	3,900
Wages, Planning	404,973	390,566	408,077	(17,511)	368,732	(21,834)
Wages, Service Workers	343,537	359,148	396,341	(37,193)	402,060	42,912
Wages, Serv W/kr Bonus	2,200	-	-	-	2,200	2,200
Wages, Mechanics	865,215	964,215	977,847	(13,632)	1,048,985	84,770
Wages, Mechanic Bonus	3,150	6,400	4,650	1,750	4,650	(1,750)
<b>Total Wages</b>	<b>12,451,226</b>	<b>12,728,628</b>	<b>12,869,319</b>	<b>(140,691)</b>	<b>13,234,678</b>	<b>506,050</b>
						<b>4%</b>
Sick, Operators	300,699	351,800	330,600	21,200	355,800	4,000
Sick, Trans Admin	22,894	23,776	24,103	(327)	29,615	5,839
Sick, Scheduling	6,655	3,312	2,752	560	3,402	90
Sick, Maint Admin	3,762	8,063	9,433	(1,370)	11,811	3,748
Sick, Building Maint.	18,342	20,853	6,345	14,508	8,537	(12,316)
Sick, Customer Svc	12,550	12,185	6,577	5,608	10,930	(1,255)
Sick, Promotion	4,096	3,462	3,139	323	3,834	372
Sick, EE Services	970	437	3,491	(3,054)	4,415	3,978
Sick, Finance	15,895	8,022	8,344	(322)	10,362	2,340
Sick, Safety & Trng	2,447	2,000	3,999	(1,999)	4,395	2,395
Sick, General Admin	3,312	9,147	9,193	(46)	12,630	3,483
Sick, Planning	16,552	25,654	9,626	16,028	10,507	(15,147)
Sick, Service Workers	4,212	6,751	5,449	1,302	5,570	(1,181)

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
Sick, Mechanics	14,570	20,485	23,605	(3,120)	20,523	38
<b>Total Sick Pay</b>	<b>426,956</b>	<b>495,947</b>	<b>446,656</b>	<b>49,291</b>	<b>492,331</b>	<b>(3,616) -1%</b>
Holiday, Operators	364,307	368,100	379,500	(11,400)	373,500	5,400
Holiday, Trans Admin	51,042	46,633	54,533	(7,900)	55,801	9,168
Holiday, Scheduling	5,931	6,227	6,227	-	6,410	183
Holiday, Maint Admin	20,661	21,074	21,342	(268)	22,255	1,181
Holiday, Building Maint.	14,407	14,695	14,293	402	16,085	1,390
Holiday, Customer Svc	10,133	16,060	14,880	1,180	20,595	4,535
Holiday, Promotion	7,627	7,130	7,102	28	7,225	95
Holiday, EE Services	8,012	7,780	7,898	(118)	8,319	539
Holiday, Finance	17,576	17,928	18,879	(951)	19,525	1,597
Holiday, Safety & Trng	7,771	4,828	7,967	(3,139)	8,282	3,454
Holiday, General Admin	19,765	20,160	16,826	3,334	19,484	(676)
Holiday, Planning	22,515	18,965	21,778	(2,813)	19,798	833
Holiday, Service Workers	15,059	19,000	19,379	(379)	19,775	775
Holiday, Mechanics	45,795	51,000	51,966	(966)	55,717	4,717
<b>Total Holiday Pay</b>	<b>610,601</b>	<b>619,580</b>	<b>642,570</b>	<b>(22,990)</b>	<b>652,771</b>	<b>33,191 5%</b>
Vacation, Operators	527,860	479,700	514,800	(35,100)	498,200	18,500
Vacation, Trans Admin	77,815	82,754	81,156	1,598	85,092	2,338
Vacation, Scheduling	8,515	8,882	8,313	569	8,625	(257)
Vacation, Maint Admin	37,110	36,408	34,065	2,343	36,461	53
Vacation, Building Maint.	22,679	22,103	19,648	2,455	23,319	1,216
Vacation, Customer Svc	20,647	23,147	18,201	4,946	26,364	3,217
Vacation, Promotion	11,704	11,610	11,417	193	11,617	7
Vacation, EE Services	13,107	13,488	12,682	806	13,358	(130)
Vacation, Finance	30,687	30,523	29,826	697	30,857	334
Vacation, Safety & Trng	13,342	8,943	15,795	(6,852)	10,726	1,783
Vacation, General Admin	35,511	32,901	31,507	1,394	32,823	(78)
Vacation, Planning	30,956	28,263	31,236	(2,973)	28,998	735
Vacation, Service Wrkrs	21,915	22,861	23,972	(1,111)	25,951	3,090
Vacation, Mechanics	67,032	66,782	70,197	(3,415)	81,503	14,721
<b>Total Accrued Vacation</b>	<b>918,880</b>	<b>868,365</b>	<b>902,815</b>	<b>(34,450)</b>	<b>913,894</b>	<b>45,529 5%</b>
Abs Pay, Operators	60,201	56,300	61,700	(5,400)	56,900	600
Abs Pay, Trans Admin	1,468	800	2,834	(2,034)	2,593	1,793

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Es/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
Abs Pay, Scheduling	-	100	324	(224)	297	197
Abs Pay, Maint Admin	602	500	1,110	(610)	1,033	533
Abs Pay, Building Maint.	-	500	746	(246)	747	247
Abs Pay, Customer Svc	1,180	500	530	(30)	736	236
Abs Pay, Promotion	-	300	369	(69)	335	35
Abs Pay, EE Services	-	400	411	(11)	386	(14)
Abs Pay, Finance	4,973	800	981	(181)	907	107
Abs Pay, Safety & Trng	-	-	-	-	384	384
Abs Pay, General Admin	1,180	800	875	(75)	906	106
Abs Pay, Planning	-	500	1,132	(632)	920	420
Abs Pay, Service Wrkrs	-	300	377	(77)	386	86
Abs Pay, Mechanics	-	3,000	450	2,550	483	(2,517)
<b>Total Absence Pay</b>	<b>69,604</b>	<b>64,800</b>	<b>71,839</b>	<b>(7,039)</b>	<b>67,013</b>	<b>2,213</b>
						<b>3%</b>
<b>Total Compensation</b>	<b>14,477,267</b>	<b>14,777,320</b>	<b>14,933,199</b>	<b>(155,879)</b>	<b>15,360,687</b>	<b>583,367</b>
						<b>4%</b>
FICA, Operators	114,713	117,900	125,200	(7,300)	119,300	1,400
FICA, Trans Admin	15,555	18,286	17,857	429	17,724	(562)
FICA, Scheduling	1,687	2,003	1,956	47	2,014	11
FICA, Maint Admin	2,075	2,020	2,004	16	2,052	32
FICA, Building Maint.	4,937	5,223	4,510	713	4,565	(657)
FICA, Customer Service	5,601	5,692	5,692	-	6,566	874
FICA, Promotion	2,217	2,231	2,231	-	2,270	39
FICA, EE Services	2,596	2,481	2,481	-	2,614	133
FICA, Finance	4,845	5,085	4,975	110	5,155	70
FICA, General Admin	6,949	7,953	7,953	-	8,165	212
FICA, Board Members	1,742	2,020	2,020	-	2,020	(0)
FICA, Planning	6,776	6,842	6,842	-	6,220	(622)
FICA, Service Workers	4,898	5,855	5,855	-	5,955	100
FICA, Mechanics	10,185	13,546	13,546	-	13,574	28
<b>Total FICA/Medicare</b>	<b>184,776</b>	<b>197,136</b>	<b>203,122</b>	<b>(5,986)</b>	<b>199,643</b>	<b>2,507</b>
						<b>1%</b>
PERS-RET, Operators	789,709	779,038	824,282	(45,244)	928,600	149,562
PERS-RET, Trans Admin	124,791	65,047	134,877	(69,830)	163,987	98,940
PERS-RET, Scheduling	13,819	9,775	14,489	(4,714)	17,357	7,582
PERS-RET, Maint Admin	63,795	66,409	66,593	(184)	75,047	8,638
PERS-RET, Bldg Maint.	35,051	36,722	36,891	(169)	46,374	9,652
PERS-RET, Cstmr Svc	40,219	44,207	42,487	1,720	59,250	15,043
PERS-RET, Promotion	20,230	20,822	21,146	(324)	23,110	2,288

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
PERS-RET, EE Services	22,238	23,147	23,242	(95)	26,525	3,378
PERS-RET, Finance	51,477	54,253	53,452	801	60,840	6,587
PERS-RET, Sfty & Trng	23,355	22,461	24,367	(1,906)	28,705	6,244
PERS-RET, Gen Admin	62,672	64,031	64,397	(366)	79,116	15,085
PERS-RET, Planning	58,777	51,475	59,723	(8,248)	64,635	13,160
GM-457 Retirement	13,943	14,500	14,500	(0)	14,500	0
PERS-RET, Service Wrkr	37,428	39,560	44,522	(4,962)	53,544	13,984
PERS-RET, Mechanics	101,515	108,224	119,700	(11,476)	150,865	42,641
<b>Total Retirement</b>	<b>1,459,019</b>	<b>1,399,671</b>	<b>1,544,668</b>	<b>(144,997)</b>	<b>1,792,454</b>	<b>392,783</b>
Medical, Operators	696,665	673,189	689,997	(16,808)	673,189	-
Medical, Trans Admin	85,149	101,387	83,155	18,232	101,387	-
Medical, Scheduling	16,757	16,757	16,754	3	16,757	-
Medical, Maint Admin	15,183	30,444	15,182	15,262	30,444	-
Medical, Building Maint.	47,746	45,895	51,511	(5,616)	45,895	-
Medical, Customer Svc	13,398	25,526	8,198	17,328	25,526	-
Medical, Promotion	7,898	10,219	7,897	2,322	10,219	-
Medical, Finance	34,015	30,356	34,621	(4,265)	30,356	-
Medical, Safety & Trng	7,592	6,627	7,594	(967)	6,627	-
Medical, General Admin	68,213	73,197	60,625	12,572	73,197	-
Medical, Planning	31,118	32,965	28,762	4,203	32,965	-
Medical, Service Workers	164,693	170,368	158,877	11,491	204,470	34,102
Medical, Mechanics	269,729	336,501	301,866	34,635	388,493	51,992
Medical Admin Charge	9,391	10,360	11,000	(640)	11,000	640
Medical, Retirees	118,538	156,000	168,514	(12,514)	170,000	14,000
OPEB benefits	368,159	391,304	334,000	57,304	395,000	3,696
<b>Total Medical</b>	<b>1,954,244</b>	<b>2,111,095</b>	<b>1,978,553</b>	<b>132,542</b>	<b>2,215,525</b>	<b>104,430</b>
Dental, Operators	239,219	242,383	241,421	962	249,654	7,271
Dental, Trans Admin	24,477	26,197	25,387	810	26,983	786
Dental, Scheduling	3,290	3,402	3,356	46	3,504	102
Dental, Maint Admin	5,254	5,339	5,426	(87)	5,499	160
Dental, Building Maint.	8,150	7,368	8,498	(1,130)	7,589	221
Dental, Customer Svc	9,138	10,962	7,289	3,673	11,291	329
Dental, Promotion	1,964	2,037	1,556	481	2,098	61
Dental, EE Services	2,736	2,766	2,811	(45)	2,849	83
Dental, Finance	5,649	5,310	5,942	(632)	5,469	159
Dental, Safety & Trng	1,411	1,001	1,423	(422)	1,031	30

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
Dental, General Admin	6,041	6,556	5,447	1,109	6,753	197
Dental, Planning	7,437	7,669	7,693	(24)	7,899	230
<b>Total Dental</b>	<b>314,766</b>	<b>320,990</b>	<b>316,249</b>	<b>4,741</b>	<b>330,620</b>	<b>9,630</b>
WC, Operators	442,975	513,848	513,848	-	529,263	15,415
WC, Trans Admin	48,800	55,588	55,588	-	57,256	1,668
WC, Scheduling	4,600	5,240	5,240	-	5,397	157
WC, Maint Admin	21,700	24,718	24,718	-	25,460	742
WC, Building Maint.	10,800	12,302	12,302	-	12,671	369
WC, Customer Svc	25,300	28,819	28,819	-	29,684	865
WC, Promotion	12,700	14,467	14,467	-	14,901	434
WC, EE Services	12,700	14,467	14,467	-	14,901	434
WC, Finance	21,700	24,718	24,718	-	25,460	742
WC, Safety & Trng	12,700	14,467	14,467	-	14,901	434
WC, General Admin	23,500	26,769	26,769	-	27,572	803
WC, Planning	19,000	21,643	21,643	-	22,292	649
WC, Service Workers	37,100	42,261	42,261	-	43,529	1,268
WC, Mechanics	112,100	127,693	127,693	-	131,524	3,831
<b>Total Workers Comp</b>	<b>805,675</b>	<b>927,000</b>	<b>927,000</b>	<b>-</b>	<b>954,810</b>	<b>27,810</b>
Life, Operators	63,226	64,955	68,892	(3,937)	66,904	1,949
Life, Trans Admin	7,374	7,707	7,622	85	7,938	231
Life, Scheduling	872	873	885	(12)	899	26
Life, Maint Admin	3,820	3,689	6,803	(3,114)	3,800	111
Life, Building Maint.	2,394	9,146	2,569	6,577	9,420	274
Life, Customer Svc	2,984	3,127	3,097	30	3,221	94
Life, Promotion	1,275	1,275	1,306	(31)	1,313	38
Life, EE Services	1,380	1,382	1,408	(26)	1,423	41
Life, Finance	2,804	2,489	2,929	(440)	2,564	75
Life, Safety & Trng	963	769	1,033	(264)	792	23
Life, General Admin	2,880	3,014	3,025	(11)	3,104	90
Life, Planning	3,658	3,235	3,718	(483)	3,382	97
<b>Total Life Insurance</b>	<b>93,630</b>	<b>101,661</b>	<b>103,287</b>	<b>(1,626)</b>	<b>104,711</b>	<b>3,050</b>
SUI, Operators	82,704	83,000	82,600	400	82,600	(400)
SUI, Trans Admin	7,714	7,700	6,944	756	7,083	(617)
SUI, Scheduling	868	868	868	-	885	17
SUI, Maint Admin	2,170	2,170	2,170	-	2,213	43
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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
SUI, Building Maint.	3,833	3,850	1,736	2,114	2,656	(1,194)
SUI, Customer Svc	3,487	3,500	3,472	28	3,984	484
SUI, Promotion	868	868	868	-	885	17
SUI, Safety & Trng	868	868	868	-	885	17
SUI, General Admin	3,054	3,038	2,170	868	3,099	61
SUI, EE Services	868	868	868	-	885	17
SUI, Finance	2,170	2,170	2,604	(434)	2,213	43
SUI, Planning	2,480	2,480	2,604	(124)	2,213	(267)
SUI, Service Workers	4,782	4,782	4,340	442	4,427	(355)
SUI, Mechanics	7,728	7,728	8,246	(518)	8,411	683
<b>Total SUI</b>	<b>123,594</b>	<b>123,890</b>	<b>120,358</b>	<b>3,532</b>	<b>122,441</b>	<b>(1,449)</b>
Operator Uniforms	47,641	48,000	48,000	-	48,000	-
Uniforms - Maint. Pers.	14,361	13,965	14,000	(35)	14,880	915
<b>Total Uniforms</b>	<b>62,002</b>	<b>61,965</b>	<b>62,000</b>	<b>(35)</b>	<b>62,880</b>	<b>915</b>
Operator Medical Exams	10,890	11,000	10,000	1,000	11,000	-
Emp Assistance Prog.	13,519	14,506	14,000	506	14,000	(506)
Cafeteria Plan- Admin	280,831	286,624	266,234	20,390	333,560	46,936
Other Fringe	15,793	-	-	-	-	-
Cafeteria Plan-ATU	901,098	941,591	950,832	(9,241)	1,119,067	177,476
Mechanic Tool Allowance	10,883	14,470	14,500	(30)	14,500	30
Wellness Program	19,834	27,000	27,000	-	28,000	1,000
Substance Abuse Prog.	9,903	8,913	8,500	413	8,500	(413)
Ergonomics/W/C Prog	700	-	-	-	-	-
<b>Total Other Benefits</b>	<b>1,263,451</b>	<b>1,304,104</b>	<b>1,291,066</b>	<b>13,038</b>	<b>1,528,627</b>	<b>224,523</b>
<b>Total Benefits</b>	<b>8,287,198</b>	<b>8,596,204</b>	<b>8,610,183</b>	<b>(13,979)</b>	<b>9,437,720</b>	<b>841,516</b>
<b>Total Wages and Benefits</b>	<b>20,738,424</b>	<b>21,324,832</b>	<b>21,479,502</b>	<b>(154,670)</b>	<b>22,672,398</b>	<b>1,347,566</b>
Management Services	57,967	6,575	35,000	(28,425)	25,000	18,425
Agency Fees	100	300	300	-	300	-
In-Service Monitoring	-	6,000	6,000	-	6,000	-
Mobility Services	30,365	31,300	31,300	-	32,200	900
Schedules/Graphics	47,976	62,667	70,000	(7,333)	70,000	7,333
Promotions	136,796	180,000	180,000	-	180,000	-
Recruitment	22,179	31,538	10,000	21,538	25,000	(6,538)
Hiring Costs	-	-	-	-	18,000	18,000
Legal Fees	196,621	362,698	275,000	87,698	385,000	22,302
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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
Financial services	-	-	-	-	10,000	10,000
Auditor Fees	50,700	42,500	43,000	(500)	43,500	1,000
Freight In and Out	6,981	6,813	7,000	(187)	7,000	187
Bid and Hearing Notices	1,094	1,000	1,000	-	1,000	-
Service Development	2,703	40,000	40,000	-	40,000	-
Trans. Printing/Reproduc.	2,609	5,000	5,000	-	5,000	-
Payroll Services	61,226	62,424	55,000	7,424	64,000	1,576
Bank service charge	84	70	100	(30)	100	30
Commuter check process fee	298	294	160	134	300	6
Pay PERS file upload	-	-	-	-	-	-
Special Planning- reimb expenses	143,434	81,852	-	61,852	66,500	(15,352)
Temporary Help-All depts	24,577	20,000	20,000	20,000	25,000	5,000
Temp Help-Shop	5,604	-	-	-	-	-
Temporary Help-Transportation	-	2,000	2,000	-	2,000	-
Clipper Fees	-	-	-	-	100,000	100,000
SVR-Differential/Radiator	50,287	28,453	47,500	(19,047)	34,700	6,247
SVR-Transmission	121,602	84,100	85,000	(900)	65,000	(19,100)
SVR-Upholstery/Glass	20,500	28,328	30,000	(1,672)	54,000	25,672
SVR-Towing	12,495	12,943	18,400	(5,457)	18,400	5,457
SVR-Engine Repair	161,917	44,838	84,000	(39,162)	84,000	39,162
SVR-Body Repair	105,923	100,508	105,000	(4,492)	105,000	4,492
Emission controls	67,237	35,900	92,000	(56,100)	35,000	(900)
Phone Maint. Services	8,313	16,626	10,000	6,626	10,000	(6,626)
Support Vehicle maint	15,592	11,304	21,500	(10,196)	20,500	9,196
IT Supplies/replacements	10,264	19,357	18,000	1,357	18,000	(1,357)
Clever Devices/frideck maint	163,107	172,001	172,234	(233)	180,845	8,844
Office Equipment Maint.	13,822	19,943	20,000	(57)	20,000	57
Building Maint. Service	70,563	77,214	78,000	(786)	82,000	4,786
Landscape Service	83,358	92,885	80,000	12,885	86,400	(6,485)
IT Contracts	135,062	159,668	125,000	34,668	125,000	(34,668)
Radio Maint. Service	8,957	2,744	11,500	(8,756)	-	(2,744)
IT Consulting	-	8,000	10,000	(2,000)	10,000	2,000
RED Support Expense	9,323	13,966	15,000	(1,034)	15,000	1,034
Contract Cleaning Service	1,520	2,240	2,300	(60)	2,400	160
Waste Removal	13,850	12,636	13,200	(564)	13,200	564
Hazardous Waste	82,866	82,595	82,500	95	86,625	4,030
Armored Transport	20,841	12,310	21,000	(8,690)	-	(12,310)
Fire Monitoring	2,156	2,500	4,000	(1,500)	4,000	1,500
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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual	
Security Services	75,073	74,470	84,000	(9,530)	84,000	9,530	
Other Services	5,657	4,000	4,000	-	4,000	-	
<b>Total Services</b>	<b>2,051,599</b>	<b>2,062,560</b>	<b>2,014,994</b>	<b>47,566</b>	<b>2,263,970</b>	<b>201,410</b>	<b>10%</b>
Diesel Fuel	2,051,082	1,760,844	2,574,998	(814,154)	2,200,000	439,156	25%
Oils and Lubricants	66,916	66,830	70,000	(3,170)	75,000	8,170	
Gasoline	36,298	27,625	35,350	(7,725)	31,500	3,875	
Tires and Tubes	214,071	228,210	231,362	(3,152)	242,930	14,720	
Safety Supply	4,464	6,910	5,500	1,410	5,500	(1,410)	
Transportation Supplies	17,038	12,500	12,500	-	12,500	-	
BART Relief Tickets	38,504	48,000	55,000	(7,000)	55,000	7,000	
CSS-Soaps	7,157	9,163	14,000	(4,837)	14,000	4,837	
CSS-Solvents	-	4,500	5,000	(500)	5,000	500	
CSS-Cleaning	7,317	6,776	6,200	576	7,000	224	
CSS-Safety	8,102	6,918	7,000	(82)	8,000	1,082	
CSS-Antifreeze	4,763	5,675	5,600	75	5,880	205	
CSS-Gases	4,829	6,513	7,000	(487)	7,000	487	
Oil Analysis	10,250	18,000	18,000	-	18,000	-	
Equipment/Garage Exp.	20,315	24,376	25,000	(624)	25,000	624	
Coach Repair Parts	455,296	596,975	698,423	(101,448)	698,500	101,525	
Shelter/Bus Stop Supply	9,746	12,000	25,000	(13,000)	15,000	3,000	
Radio Maint Supply	-	467	15,000	(14,533)	-	(467)	
Janitorial Supplies	21,529	19,541	17,500	2,041	20,000	459	
Lighting Supply	4,161	4,500	7,000	(2,500)	7,000	2,500	
Building Repair Supply	36,721	36,306	40,000	(3,694)	42,000	5,694	
Landscape Supply	178	8,759	10,000	(1,241)	10,000	1,241	
Tickets, Passes, Xfrs	17,480	26,011	29,000	(2,989)	15,000	(11,011)	
Supplies - Offsites	1,228	2,300	2,000	300	2,500	200	
Personnel Office Supply	4,160	5,550	1,000	4,550	1,000	(4,550)	
Computer Supplies	6,300	76	-	76	-	(76)	
Office Supplies-Administration	13,264	15,000	15,000	-	15,500	500	
Office Supplies-Maint.	2,938	2,082	3,500	(1,418)	3,500	1,418	
Postage	10,133	11,000	12,000	(1,000)	12,000	1,000	
Obsolete Parts Write-Off	4,880	148	-	148	-	(148)	
Safety Contingency Plans	5,868	1,665	4,000	(2,335)	4,000	2,335	
Training Supply	1,209	144	-	144	1,300	1,156	
Contracts & Grants Supply	1,960	5,000	6,000	(1,000)	6,000	1,000	

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
Supplies- IC	3,547	7,479	7,000	479	7,000	(479)
Repair parts-grant exp	42,868	25,000	-	25,000	30,000	5,000
<b>Total Materials &amp; Supplies</b>	<b>3,134,572</b>	<b>3,012,843</b>	<b>3,964,935</b>	<b>(952,090)</b>	<b>3,602,610</b>	<b>589,767</b>
						<b>20%</b>
Telephone Svc - TC	170,994	183,000	188,000	(5,000)	188,000	5,000
Pacific Gas and Electric	8,344	25,648	25,000	648	25,000	(648)
Telephone Svc - Concord	21,807	23,000	24,000	(1,000)	24,500	1,500
Contra Costa Water District	63,690	108,649	85,000	23,649	85,000	(23,649)
<b>Total Utilities</b>	<b>264,835</b>	<b>340,297</b>	<b>322,000</b>	<b>18,297</b>	<b>322,500</b>	<b>(17,797)</b>
						<b>-5%</b>
Physical Damage	99,509	87,190	87,709	(519)	25,888	(61,302)
Property Premiums	41,678	42,596	43,345	(749)	44,300	1,704
Other Premiums	18,907	9,069	9,842	(773)	9,432	363
UST Insurance	(4,458)	9,444	9,822	(378)	9,822	378
Liability Premiums	178,214	281,995	182,790	99,205	328,420	46,425
Insurance/Liability losses	406,745	140,000	135,000	5,000	150,000	10,000
<b>Total Insurance</b>	<b>740,595</b>	<b>570,294</b>	<b>468,507</b>	<b>101,786</b>	<b>567,861</b>	<b>(2,433)</b>
						<b>0%</b>
Property Tax	10,660	9,748	10,000	(252)	10,000	252
Licenses / Registrations	1,478	2,000	2,000	-	2,000	-
Fuel Storage Tank Fees	11,724	11,438	15,000	(3,562)	15,000	3,562
Use and Other Taxes	6,897	6,991	8,000	(1,009)	8,000	1,009
Sales Tax	294,413	207,293	290,000	(82,707)	250,000	42,707
<b>Total Taxes</b>	<b>325,172</b>	<b>237,470</b>	<b>325,000</b>	<b>(87,530)</b>	<b>285,000</b>	<b>47,530</b>
						<b>20%</b>
Radio Site Lease-Diablo	33,376	17,602	33,700	(16,098)	35,000	17,398
Equipment Leases	3,026	7,313	7,000	313	7,000	(313)
<b>Total Leases</b>	<b>36,402</b>	<b>24,915</b>	<b>40,700</b>	<b>(15,785)</b>	<b>42,000</b>	<b>17,085</b>
						<b>69%</b>
Business Expense- Tran	-	100	100	-	100	-
Business Expense-admin	-	400	400	-	400	-
Business Expense-Fin	-	500	500	-	500	-
Board Travel	8,812	16,500	16,500	-	16,500	-
Staff Travel	49,506	40,000	20,000	20,000	40,000	-

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
CTA Dues	12,325	13,000	13,000	-	14,000	1,000
APTA Dues	27,276	29,000	29,000	-	30,000	1,000
Other Memberships	-	-	-	-	-	-
Business Expense	1,355	4,000	4,000	-	4,000	-
Training Program	-	-	-	-	25,000	-
Training / Subs-Gm	1,651	5,000	7,500	(2,500)	7,500	2,500
Misc exp	38	1,000	1,200	(200)	1,200	200
Employee Functions	32,410	30,000	30,000	-	35,000	5,000
Employee Awards	2,448	4,500	4,500	-	5,000	500
Departing Emp gifts	1,250	178	-	178	1,000	822
Paypal fees	3,485	3,653	3,000	653	3,200	(453)
<b>Total Miscellaneous</b>	<b>140,556</b>	<b>147,831</b>	<b>129,700</b>	<b>18,131</b>	<b>183,400</b>	<b>10,569</b>
Alamo Creek Shuttle	60,115	79,762	106,070	(26,308)	106,070	26,308
San Ramon-Noon shuttle	-	-	-	-	-	-
St Marys shuttle	47,655	40,000	36,415	3,585	36,415	(3,585)
Cal State rte 260 shuttle	62,973	45,000	45,310	(310)	45,310	310
<b>Total Purchased Transportation</b>	<b>170,743</b>	<b>164,762</b>	<b>187,795</b>	<b>(23,033)</b>	<b>187,795</b>	<b>23,033</b>
<b>Total Other Operating Expense</b>	<b>6,864,474</b>	<b>6,560,972</b>	<b>7,453,631</b>	<b>(892,658)</b>	<b>7,455,136</b>	<b>869,165</b>
Contingency			883,126	(883,126)	1,025,000	1,025,000
<b>TOTAL FIXED ROUTE EXPENSES</b>	<b>27,602,898</b>	<b>27,885,804</b>	<b>29,816,259</b>	<b>(1,930,455)</b>	<b>31,152,535</b>	<b>3,266,731</b>
Paratransit						
Wages	97,549	94,183	93,317	866	92,432	(1,751)
Sick Wages	-	1,500	2,224	(724)	2,656	1,156
Holiday Pay	4,704	4,798	5,231	(433)	5,205	407
Vacation Pay	6,783	7,770	7,965	(195)	7,925	156
Absence pay	-	200	262	(62)	232	32
Cafeteria Plan	8,062	10,461	8,945	1,516	12,563	2,102
FICA	1,403	1,572	1,580	(8)	1,573	0
PERS	11,502	11,759	11,655	104	13,553	1,794
Medical	11,566	14,151	11,568	2,583	14,151	-

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
DETAILED BUDGET**

	FY 2014 ACT	Est/Act FY 2015	FY 2015 Budget	Over (Under)	FY 2016 Budget	Over (Under) FY 2015 Est/Actual
Dental	1,965	2,037	1,968	69	2,098	61
Life Insurance	886	1,311	889	422	1,350	39
SUI	963	868	868	-	885	17
Agency Fees/Public Info	-	-	100	(100)	100	100
Promotions	-	-	400	(400)	400	400
Legal Fees	18,803	3,000	3,000	-	3,000	-
Building Maint Services	978	1,700	1,720	(20)	1,720	20
Software Maint Services	-	-	-	-	0	-
Radio Maint Services	4,909	6,000	6,100	(100)	6,100	100
Community Van Maint	976	4,508	10,200	(5,692)	0	(4,508)
Other services	-	1,345	-	1,345	-	(1,345)
Office Supply, PTF	1,601	2,000	3,800	(1,800)	3,400	1,400
Telephone, Paratransit	-	-	-	-	0	-
Gas and Electric	18,978	19,000	19,400	(400)	19,400	400
Cell Phone	975	1,300	1,400	(100)	1,400	100
Sales Tax	144	321	600	(279)	400	79
Purchased Trans-LINK	4,852,497	4,790,062	4,902,338	(112,276)	5,029,565	239,503
Purchased Trans-BART	182,281	162,996	151,619	11,377	171,146	8,150
Other Purch Trans	1,220	1,000	1,000	-	1,000	-
Training / Subscriptions	-	530	530	-	541	11
Other Misc Expenses	2,180	400	400	-	400	-
<b>Total Paratransit</b>	<b>5,230,925</b>	<b>5,144,772</b>	<b>5,249,079</b>	<b>(104,307)</b>	<b>5,393,196</b>	<b>248,424</b>
<b>TOTAL CCCTA</b>	<b>32,833,823</b>	<b>33,030,575</b>	<b>35,065,338</b>	<b>(2,034,763)</b>	<b>36,545,731</b>	<b>3,515,156</b>
						<b>10.6%</b>

**RESOLUTION NO. 2015-027**

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

\* \* \*

**AUTHORIZES FILING APPLICATIONS AND SUPPORTING DOCUMENTS  
WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION  
OF TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE,  
AND RM2 FUNDS FOR FY 2016**

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

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

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

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

WHEREAS, TDA funds from the LTF of Contra Costa County and STA funds will be required by applicants in Fiscal Year 2016 for public transit capital and operating assistance; and

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

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

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 (RM2) funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

WHEREAS, CCCTA is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

WHEREAS, the Express Bus Routes are eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

WHEREAS, the Regional Measure 2 allocation request demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which CCCTA is requesting that MTC allocate Regional Measure 2 funds, and

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

WHEREAS, CCCTA requires an allocation of these funds for capital and operating assistance to support CCCTA's provision of public transit services in the Central Contra Costa County area for Fiscal Year 2016.

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

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

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

RESOLVED, that CCCTA approves the certification of assurances, attached to this resolution; and be it further

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

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

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

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

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

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

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

RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority that the General Manager, or his designee, is authorized to execute and file appropriate applications, together with all necessary supporting documents, with the Metropolitan Transportation Commission for allocation of TDA, STA and RM2 funds for Fiscal Year 2016; and be it further

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

Regularly passed and adopted this 16st day of April 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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Al Dessayer, Chair, CCCTA Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board



To: Board of Directors

Date: April 7, 2015

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

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**Subject: Revision of Public Hearing Policy**

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Background:

One finding from the FTA Triennial Review was that the public hearing policy needed to be more specific in terms of how public comments are collected and how they are considered. The revised policy attached includes new language that calls out methods for collecting comments other than the required public hearing such as email, customer service phone calls, blog posts, workshops, and mobile apps such as Textizen. In addition language has been added that explains that comments will be summarized and presented to the Board as part of the decision making process.

Recommendation:

Support Board adoption of amended public hearing policy.

SUBJECT: Public Hearing Policy

POLICY: Call for Public Hearing

All public hearings are to be called by the Board of Directors. However, when authorized by the Chair, the General Manager may call a public hearing that is required by law or by Authority policy when doing so would move the process forward in a timely manner.

#### Necessity of a Public Hearing

The Board may call a public hearing for a variety of reasons. However, prior to implementing a new fare, raising an existing fare, or implementing a major reduction in service, the Authority shall hold a public hearing at which oral and written presentation can be made as part of a duly noticed meeting.

Major reduction in service is defined as:

1. Elimination of 25 percent or more of the number of transit route miles of a bus route; or
2. Elimination of 25 percent or more of 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. Elimination 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.

#### Notice

Notice of the time and place of the meeting shall be published twice in a newspaper that is regularly published at least once a week. As a general rule, the first notice should be published at least 21 days prior to the hearing and the second notice at least 5 days prior to the last hearing date. Shorter notice may be given when financial, operational or scheduling considerations make it infeasible to provide 21 days' advance notice. At a minimum, the notice must be published at least 10 days prior to the hearing and the second notice at least 5 days prior to the last hearing date.

The notice shall include a general, brief explanation of the matter to be considered. The notice shall also state where and when the staff report or other information about the subject of the hearing will be available for public review.

If specific groups or neighborhoods would be affected by the change, the Authority shall use best efforts to publish the notice in newspapers, if any, oriented to such groups or neighborhoods and to otherwise publicize the hearing to reach such groups or neighborhoods, including publicizing the hearing on the Authority's web site.

### Conduct of the Public Hearing

At the public hearing, the Authority shall afford any interested person or duly authorized representative, or both, the opportunity to present statements or arguments. Limitations may be established on the length of oral presentations in order to afford all members of the public a reasonable opportunity to speak. The hearing need not be conducted according to the technical rules of evidence. Such hearing may be conducted by staff. Generally, court reporters will not be used. At the close of the public hearing, the General Manager or his/her designee will announce where the item will next be heard, either before a committee or the Board.

### Other Public Comments

Staff may solicit public comments on the proposed major service change or fare change using other methods in addition to the required public hearing such as email, phone calls to customer service, mobile apps that collect passenger comments or conduct surveys, blog posts, and workshops.

### Consideration of Comments

All comment received will be summarized and presented to the Board for their consideration as part of the decision making process.

DATE OF ADOPTION: October 16, 2008

NOTE: This policy supersedes prior versions of the policy on Public Hearing Notices.

**RESOLUTION NO. 2015-028**

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

\* \* \*

**ADOPTING AMENDED PUBLIC HEARING AND PUBLIC COMMENT POLICY**

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, in 2008 the Board of Directors adopted a Public Hearing Policy to describe the public hearing process for receiving public input, and to specify that a public hearing shall be held for new fares, fare increases and major service reductions;

WHEREAS, in response to a finding in the recently completed FTA Triennial Review of County Connection, staff has proposed amending the Public Hearing Policy to describe additional ways to solicit and consider public comments, prior to a fare increase or major service reduction; and

WHEREAS, the Marketing, Planning & Legislative Committee recommends that the Board adopt the revised Public Hearing Policy as proposed by staff.

NOW, THEREFORE, BE IT RESOLVED by the Central Contra Costa Transit Authority Board of Directors that the Public Hearing Policy is hereby amended to add the following two paragraphs:

Other Public Comments

Staff may solicit public comments on the proposed major service change or fare change using other methods in addition to the required public hearing, such as email, phone calls to customer service, mobile apps that collect passenger comments or conduct surveys, blog posts, and workshops.

Consideration of comments

All comments received will be summarized and presented to the Board for their consideration as part of the decision making process.

BE IT FURTHER RESOLVED, that the amended policy shall be titled ""Public Hearing and Public Comment Policy", and shall be as set forth in Attachment A to this Resolution.

Regularly passed and adopted this 16th day of April, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Robert Storer, Vice Chair, CCCTA Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

To: Board of Directors

Date: April 7, 2015

From: Mary Burdick

Reviewed by:

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**SUBJECT: Reappointment of David Loyd to Advisory Committee**

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**Summary of Issues:**

On March 23, 2015 the Pleasant Hill City Council approved the reappointment of David Loyd to serve as a representative on County Connection's Advisory Committee for a term ending April, 30 2017.

**Recommendation:**

Approve the appointment of David Loyd to serve as a representative of Pleasant Hill on County Connection's Advisory Committee.

**Financial Implication**

None

**Options:**

- 1) Approve the recommendation of the Pleasant Hill City Council
- 2) Decline to approve the recommendation
- 3) Other action as directed

**Attachment:**

Appointment letter



## City of Pleasant Hill

April 6, 2015

Ms. Mary Burdick  
Manager of Customer Service/Community Outreach  
County Connection  
2477 Arnold Industrial Way  
Concord, CA 94520

Re: Pleasant Hill Appointment of David Loyd to CCCTA Advisory Committee

Dear Ms. Burdick:

The Pleasant Hill City Council, at its meeting of March 23, 2015, approved forwarding a recommendation to the Central Contra Costa Transit Authority Board of Directors to nominate David Loyd for reappointment to the Central Contra Costa Transit Authority (CCCTA) Advisory Committee. The reappointment term, if approved by the Board, will expire at the end of April 2017.


Please provide confirmation of the Board's final appointment to:

City of Pleasant Hill  
Attn: Juanita Davalos, Executive Assistant  
100 Gregory Lane  
Pleasant Hill, CA 94523

If you have any questions, feel free to contact Juanita Davalos at 925-671-5283 or [jdavalos@pleasanthillca.org](mailto:jdavalos@pleasanthillca.org).

Thank you for your attention to this matter.

Sincerely,



Kenneth Carlson  
Mayor

KC: jmd

cc: Councilmember Sue Noack, Pleasant Hill Representative, CCCTA Board of Directors  
David Loyd