

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, July 6, 2016
9:00 a.m.

Hanson Bridgett
1676 North California Blvd., Suite 620
Walnut Creek, California

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

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of June 1, 2016*
4. CCCTA Investment Policy-Quarterly Reporting Requirement*
5. Disadvantaged Business Enterprise (DBE) Overall Goal for FY2017 through FY 2019*
6. Financial Statements for the Nine Months Ended March 31, 2016**
7. Review of Vendor Bills, June 2016**
8. Legal Services Statement, April 2016-General, April 2016 Labor**
9. Next Scheduled Meeting – August 3, 2016
10. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

FY2015/2016 A&F Committee

Don Tatzin – Lafayette, Al Dessayer - Moraga, Sue Noack – Pleasant Hill, Bob Simmons – Walnut Creek

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: Each person wishing to address the committee is requested to complete a Speakers Card for submittal to the Committee Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Committee Chair. 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 Committee.

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

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

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com.

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

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, July 21, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, August 3, 9:00 a.m., 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, July 7, 8:30 a.m., 2477 Arnold Industrial Way, Concord, CA
Operations & Scheduling:	Friday, July 1, 8:00 a.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) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.

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

Administration and Finance Committee
Summary Minutes
June 1, 2016

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Committee Members: Director Bob Simmons
Director Al Dessayer
Director Don Tatzin
Director Sue Noack

Staff: General Manager Rick Ramacier
Director of Finance Erick Cheung
Civil Rights Administrator, Kristina Martinez
Hanson Bridgett Attorney Patrick Glenn

Public: Ralph Hoffman

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffman spoke on the need to provide information to the public, since the normal bus stops were changed due to security at the Chevron annual meeting in San Ramon. He attended the meeting and spoke in favor of Contra Costa Transportation Authority sales tax measure.
3. Approval of Minutes of May 4, 2016- Approved.
4. Closed Session:
Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Employee Organizations:
Amalgamated Transit Union, Local 1605
No reportable action taken on closed session item.
5. Request to Advertise the Proposed DBE Goal for FY2017 through FY2019- Administrator Martinez provided a summary of County Connection's Disadvantage Business Enterprise (DBE) Program required by the Federal Transit Administration (FTA). FTA requires County Connection to establish a three year DBE overall goal for Fiscal Year (FY) 2017-2019. Staff is proposing a 5% overall goal based on federal contracting opportunities and DBE availability for these projects. Prior to submission, the overall goal must be published on County Connection's website and available for review at our office for a 30 day comment period. Following public review and comment, staff will update the A&F Committee and recommend a DBE goal for FY 2017-2019 for adoption by the Board in July. Approved that staff begin public review and comment period by advertising the proposed FY 2017-2019 DBE overall goal of 5% for FTA-assisted contracts.
6. Adoption of Gann Appropriations Spending Limitation for FY 2017- Director Cheung reported that the spending limit for CCCTA for FY 2017 is \$68,286,009. The budgeted amount for operating and capital that is paid for by nonfederal monies is \$39,190,671, or \$29,095,338 under the Gann limitation. Approved for the Board consent calendar.
7. FY 2017 Final Budget- Director Cheung discussed the final proposed budget for FY 2017 operating and capital budget. There were some changes from the May draft. STA revenue was reduced based on a new estimate from MTC, but reduced diesel fuel costs and Measure J grant revenue was increased. Staff requested that this budget be put on the Board agenda with a recommendation for approval following a public hearing. Approved.

8. Review of Vendor Bills, May 2016- Reviewed.
9. Legal Services Statement, March 2016, General & Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, July 6th at 9:00 a.m.

Erick Cheung, Director of Finance

County Connection

INTER OFFICE MEMO

TO: A & F Committee

DATE: June 27, 2016

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 March 31, 2016.

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 BANK	PER BANK	PER GL*
				SEPT 2015	DEC 2015	MAR 2016	MAR 2016	
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 196,345	\$ 1,250,852	\$ 783,890	\$ 596,282	
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 70,490	\$ 28,119	\$ 58,750	\$ 85,439	
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 262,405	\$ 330,874	\$ 248,093	\$ 248,093	
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 31,289	\$ 43,784	\$ 72,919	\$ 31,071	
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 99,873	\$ 814	\$ 152,155	\$ 152,155	
UNION BANK	274-00-26707	Money Market	INFO TRANSIT SYS MAINT-CLEVER DEVICES	\$ 1	\$ 32,535	\$ 32,535	\$ 32,535	
PAYPAL	27SAXUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 4,130	\$ 402	\$ 978	\$ 978	
			TOTAL	\$ 664,533	\$ 1,687,380	\$ 1,349,320	\$ 1,146,553	
PARATRANSIT			AP GENERAL					
UNION BANK	274-00-26669	CHECKING		\$ 207,583	\$ 1,950,565	\$ 321,454	\$ 318,419	
			TOTAL	\$ 207,583	\$ 1,950,565	\$ 321,454	\$ 318,419	
LAIF FUND			OPERATING FUNDS					
LAIF ACCOUNT	4007001	INT-INVEST	2014-15 Rolling Stock	\$ 6,266,504	\$ 7,628,198	\$ 9,528,411	\$ 9,528,411	
LAIF ACCOUNT		INT-INVEST	Mobility Matters	\$ 5,957,322	\$ 5,959,874	\$ 3,105,940	\$ 3,105,940	
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ -	\$ -	\$ 6,277	\$ 6,277	
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 255,195	\$ 244,407	\$ 143,227	\$ 143,227	
LAIF ACCOUNT		INT-INVEST	Martinez Shuttle	\$ 3,339,238	\$ 3,281,015	\$ 3,278,191	\$ 3,278,191	
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ -	\$ 114,696	\$ 68,199	\$ 68,199	
			TOTAL	\$ 1,444,809	\$ 1,445,972	\$ 1,447,312	\$ 1,447,312	
CCCTA EMPLOYEE			EMPLOYEE FITNESS FUND					
UNION BANK	274-00-26677	CHECKING		\$ 7,813	\$ 8,648	\$ 9,063	\$ 9,063	
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 505	\$ 692	\$ 3,396	\$ 3,396	
			TOTAL	\$ 8,318	\$ 9,340	\$ 12,459	\$ 12,459	
			GRAND TOTAL	\$ 18,143,502	\$ 22,321,447	\$ 19,260,790	\$ 19,054,988	

*GL balances reduced by outstanding checks and increased by deposits in transit, if any.

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: A&F Committee

Date: June 28, 2016

From: Kristina Martinez

Reviewed by:

SUBJECT: Disadvantaged Business Enterprise (DBE) Overall Goal for FY2017 through FY2019

Background:

As a recipient of federal financial assistance from the Federal Transit Administration (FTA), County Connection is required to establish a three-year overall Disadvantaged Business Enterprise (DBE) goal for FY2017 through FY2019 and submit it to the FTA by August 1, 2016. To that end, staff completed the FY2017 through FY2019 DBE Overall Goal and Goal Setting Methodology (DBE Report) and recommends a goal of five percent (5%) for FTA-assisted contracts.

Federal Regulations require that County Connection publish a notice on its official Web site announcing the proposed goal for FY2017 through FY2019. At their June 1, 2016 meeting, the A&F Committee authorized staff to post the proposed goal on the County Connection website and begin the public review and comment period. This action was taken with the understanding that the Board of Directors would consider final adoption of the DBE goal following the public review and comment period.

The public notice advised that information on the development of the proposed DBE goal and rationale was available for inspection for thirty days. Comments could also be submitted to County Connection within this time frame. Based on the notice date, the thirty-day public review and comment period will expire on July 1, 2016.

As of today, June 28, 2016, County Connection received no requests from the public for information regarding development of the proposed goal and no comments about the goal setting methodology. Staff will apprise the A&F committee at its upcoming meeting if any comments are received from now until July 1, 2016.

Action Requested:

Staff request that the A&F Committee forward a recommendation to the Board of Directors to approve Resolution No. 2017-**** that will adopt the DBE overall goal of 5% for FY2017 through FY2019 for federally assisted contracts and authorize staff to forward the DBE Report to the FTA.

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

Central Contra Costa Transit Authority

FY2017 through FY2019 Disadvantaged Business Enterprise Overall Goal and Goal Setting Methodology (DBE Report)

Adopted by the
CCCTA Board of Directors

Date:

Resolution No.

Submitted to the
U.S. Department of Transportation
Federal Transit Administration

Date:

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Attachment 2:	DBE Availability, Step 1 and Step 2
Attachment 3:	Public Participation
Attachment 4:	Publication of Proposed Overall Three-Year DBE Goal

EXECUTIVE SUMMARY

The U.S. Department of Transportation (U.S. DOT) revised its Disadvantaged Business Enterprise (DBE) Program by issuing a rule to help ensure fair competition for U.S. DOT-assisted contracts. Based on a provision in the Moving Ahead for Progress in the 21st Century Act (MAP-21) that reauthorized the U.S. DOT DBE Program, the rule ensures a level playing field on which minority, women and other disadvantaged small businesses can compete for federally assisted contracts. The rule, 49 CFR Part 26 (Regulations) titled, "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," was published in the *Federal Register* on February 2, 1999 and became effective March 4, 1999. The DBE Regulations were amended at various times and now require recipients to establish and submit overall goals for review every three years.

The DBE Regulations are intended by U.S. DOT to pass the strict scrutiny required in the 1995 U.S. Supreme Court ruling in *Adarand v. Peña*. Many of the changes respond to the Court's requirement that affirmative action programs must be narrowly tailored to remedy past discrimination that could not otherwise be remedied through race-neutral means. Key provisions of 49 CFR Part 26 applicable to the goal-setting methodology include:

- Establishment of DBE goals based on evidence of relative availability of DBEs as a percentage of firms in the relevant contracting markets.
- Use of race-neutral means to meet overall agency DBE goals to the maximum extent feasible. For contracts with subcontracting opportunities, contract-specific goals should only be used if race-neutral methods are insufficient to achieve the annual DBE goal.
- Increased reporting and monitoring during contract performance to ensure actual expenditure of contract funds with DBEs listed in the bid/proposal and contract.

The Central Contra Costa Transit Authority (CCCTA) has had a *DBE Program* in place since October 20, 1983. Pursuant to further changes in the Regulations, CCCTA revised its *DBE Program* on February 16, 2012 and the Federal Transit Administration (FTA) approved it on March 8, 2013.

CCCTA established a 7% overall DBE goal for FY2014-FY2016 and it was submitted to the FTA on July 31, 2013. The DBE goal was approved on August 28, 2015. CCCTA is now required to establish an overall DBE goal for FY2017-FY2019 and to submit it to FTA by August 1, 2016. To that end, CCCTA developed a three-year overall goal for the participation of small, disadvantaged business enterprises in FTA-assisted contracts.

The recommended overall goal for DBE participation is five percent (5%). Calculation of this goal was based on a percentage of all FTA-assisted contracting funds anticipated to be expended between July 1, 2016 and June 30, 2019. CCCTA anticipates receiving FTA Section 5307 grants for preventive maintenance which will be used for operating assistance in the paratransit division. CCCTA also anticipates receiving Section 5307 capital grants in FY2017 and FY2019 for revenue fleet replacement.

When establishing this three-year overall goal, CCCTA reviewed its operating budget for FY2017 for the paratransit division. The operating budgets have not been developed for the two outlying fiscal years, however, it is anticipated the contracting opportunities will be similar to those identified for FY2017. Thus, the goal is based on CCCTA's paratransit

operating budget for FY2017. The capital grants are not included in the calculations because they will be used for revenue fleet replacement.

The 5% overall goal identifies the relative availability of DBEs based on evidence of ready, willing and able DBEs in relationship to comparable businesses known to be available to compete for CCCTA's FTA-assisted contracts. The goal reflects staff's determination of the level of DBE participation expected to be achieved absent the effects of discrimination.

CCCTA intends to meet this three-year goal to the maximum extent feasible through race-neutral measures. To ensure public participation in the goal-setting process, CCCTA staff participated in outreach efforts with the DBE and contracting communities. The proposed overall goal was advertised on the CCCTA website and advised the public of a review and comment period.

METHODOLOGY FOR SETTING OVERALL DBE GOAL

The proposed three-year overall goal of 5% DBE participation is based on current and prior-year contracting opportunities in grants received or anticipated to be received from FTA that CCCTA will expend in FY2017 through FY2019. While the amounts of FTA assistance and budgeted items will differ each year, it is anticipated the types and percentages of contracting opportunities will be similar to those projected for FY2017. The total adjusted FTA-assisted funds for FY2017 are \$18,072,000 with \$1,265,433 in contracting opportunities and \$16,806,567 in non-contracting opportunities (see Attachment 1).

This methodology includes an assessment of (1) the number, type and total dollar value of FTA-assisted contracting opportunities; (2) a two-step process prescribed in the U.S. DOT Regulations consisting of an analysis of the availability of DBE contractors/subcontractors relative to all businesses that are ready, willing and able to participate (referred to as "relative availability of DBEs"); and (3) the use of race-neutral methods to achieve the three-year goal.

A. Contracting Opportunities in FTA-Assisted Contracts

Construction, professional and other services, and procurement of supplies and equipment (except transit revenue vehicles) constitute CCCTA contracting opportunities. The total dollar value of each contracting opportunity has the following major components--the bid or proposal items that are performed by prime contractors and the specific bid or proposal items that could be accomplished by available subcontractors.

To determine FTA-funded contracting opportunities, budgets and current grants expected to be expended for the three-year term of FY2017 through FY2019 were reviewed. For the Section 5307 preventive maintenance grants to be used for paratransit operations, only the dollar value was calculated of the contracting opportunities equal to FTA's share of the total budget in the paratransit division. In this case, the total FY2017 paratransit operating budget is \$5,636,374 and the FTA-funded grant is \$1,350,000. Thus, FTA's share of the total paratransit operating budget equates to 24%. The total projected paratransit operating budgets in FY2018 and FY2019 are \$5,778,000 and \$5,923,000 respectively. The corresponding projected

FTA Section 5307 preventive maintenance grants are \$1,411,000 (24.4%) in FY2018 and \$1,411,000 (23.8%) in FY2019.

Capital grants are projected for FY2017 and FY2019 that will be used to purchase replacement transit revenue vehicles. CCCTA does not anticipate receiving any capital grants in FY2018. The capital grants will be used for contracting opportunities covered by the DBE program for transit vehicle manufacturers, so they are not included in this calculation.

The specific contracting categories (construction, professional and other services, and supplies/equipment) were then determined for the total paratransit operating funds available during FY2017. These FTA-assisted contracting opportunities of \$1,265,433 are anticipated to be used for paratransit operating services.

B. Consideration of Data Sources for Establishing the Base Figure of DBE Availability

CCCTA developed its three-year overall DBE goal based on the two-step process outlined in the Regulations. In Step 1, a base figure was calculated to determine the relative availability of DBEs in specific areas of expertise applicable to CCCTA's contracting activities. This data was gathered from the California Unified Certification Program (CUCP) DBE Database and the U.S. Census Bureau, County Business Patterns. In Step 2, an assessment of relevant evidence available to CCCTA was analyzed to determine what adjustments, if any, were needed to narrowly tailor the base figure to CCCTA's contracting markets. The following is a review of data sources considered when establishing the base figure in Step 1.

1. U.S. Census Bureau Data

The Regulations suggest that one method of establishing the DBE base figure is to develop a percentage of DBE availability based upon the number of DBE's in the DBE directory firms relevant to CCCTA's contracting activities as the numerator. Data from the U.S. Census Bureau's County Business Patterns (CBP) is then used for all businesses relevant to CCCTA's market within the North American Industrial Classification System (NAICS) code as the denominator.

2. California UCP DBE Database

CCCTA analyzed the number of DBE firms using data from the CUCP DBE database per major NAICS categories. Currently, the California Unified Certification Program (UCP) database consists of 4,782 DBE firms. This database was used in Step 1 to establish ready, willing, and able DBE's relative to CCCTA's contracting opportunities. The CUCP only lists firms that are currently certified as DBE's. Any firm that does not continue to meet criteria established within the DBE program is decertified and removed from the database.

3. U. S. Small Business Administration Certified Firms

A business currently certified under the U.S. Small Business Administration (SBA) 8(a) Program or the Small Disadvantaged Business (SDB) Program is considered eligible for certification as a DBE in the California UCP, providing it meets the business size standard and other eligibility criteria established by U.S. DOT. Several SBA 8(a) and SDB certified firms are included in the California UCP DBE Database.

Information from the U.S. Small Business Administration was not used to determine the availability of DBE firms because (a) some firms may not meet the U.S. DOT business size standard and/or other eligibility criteria within the DBE Program and (2) the firms listed in the U.S. Small Business Administration Programs may also be listed the CUCP DBE Database which could result in double-counting.

4. Bidders List

CCCTA has compiled a bidders list, as required by the Regulations, for use as an analytical tool. At this time, however, CCCTA does not have a comprehensive bidders list to identify the relative availability of DBEs in its local market area available.

5. DBE Disparity Studies

DBE disparity studies that comply with the U.S. Supreme Court's ruling in *City of Richmond v. J. A. Croson Co.* are frequently the basis for establishing race conscious DBE programs. In *Croson*, the local goals program for contracts with minority-owned businesses was challenged. The Court found that race-based preference programs would be constitutionally valid only if there is evidence that discrimination in the marketplace caused the underutilization of minority-owned firms and that race-based preferences are necessary to remedy such discrimination. In addition, the Court ruled that any race-based remedies must be narrowly tailored.

CCCTA participated in a regional disparity study undertaken by National Economic Research Associates, Inc. (NERA) for the San Francisco Bay Area transit agencies that was completed in 1993 and updated in 1994, titled, *The Utilization of Minority and Women-Owned Business Enterprises by Member Agencies of the Regional Transit Association (DBE Disparity Study)*. At the time, the overall results of the *DBE Disparity Study* supported the continuation of CCCTA's goals-based *DBE Program* for federally assisted contracts by providing statistical and anecdotal evidence of discrimination and the underutilization of DBE firms in the geographical areas which constitute CCCTA's marketplace. Since then, other Bay Area transit agencies have commissioned individual disparity studies, but CCCTA has not been a participant.

Given the passage of time, information from the 1993-94 *DBE Disparity Study* was not used to adjust availability figures derived in Step 1 because the data is

not current and it is compiled in broad contracting categories that are not specific to the SIC Codes identified in the *Study*.

In May 2005, the U.S. Court of Appeals for the Ninth Circuit, in the case of *Western States Paving Co. Inc. v. Washington State Department of Transportation*, ruled that WSDOT applied its DBE program unconstitutionally because it did not have sufficient evidence of discrimination in its marketplace to justify its annual overall DBE goal. Subsequent to this Court decision and further guidance from U.S. DOT, Caltrans, SFMTA, BART, SamTrans, CalTrain, and VTA completed contracts for their own availability/utilization studies in the geographical areas directly relevant to their contracting markets. These studies were completed around 2008. Recently, several agencies have commissioned new studies that are currently underway.

Results of these studies were not used in this goal-setting analysis. The data used in the 2008 studies are not current, and the recent studies are not yet available. Moreover, these studies measure construction and engineering services for highway and rail contracting opportunities that are not relevant to CCCTA's projected contracting opportunities.

6. Another U.S. DOT Recipient's Goal

CCCTA will not use the DBE goal of another U.S. DOT recipient for the goal-setting process because CCCTA's contracting opportunities do not closely mirror those of another agency.

C. Step 1: Establishing a Base Figure

A base figure was developed for FY2017 contracting opportunities to express the relative availability of DBEs as a percentage of all firms in the relevant contracting markets, as delineated by NAICS Codes.

1. Analyzing Available Businesses in the Relevant Contracting Markets

CCCTA's vendor listing indicates several contracts are awarded to vendors/contractors located within Contra Costa County, and many of these firms are located within CCCTA's service area. A review of projected contracts revealed there are seven major NAICS Codes with contracting and subcontracting opportunities. While several of these contracts are expected to be awarded to local firms, the remainder may be awarded to regional, statewide and national firms.

Due to limited information for specific NAICS Codes solely in Contra Costa County, it was decided to broaden the geographical data and use information from the U.S. Census Bureau, County Business Patterns in nine surrounding Bay Area counties to represent firms that may be interested to participate as primes or subcontractors on CCCTA's projected contracts. This approach complies with a requirement in the Regulations to use as close as possible the same NAICS Codes and geographical base when determining the base figure for the overall

goal. When calculating the total number of firms, CCCTA used the number of firms from the CBP plus the total number of DBEs as delineated by NAICS codes (refer to Attachment 2, Step 1).

2. Analyzing Available DBEs in the Relevant Contracting Markets

A similar analysis was conducted to determine the number of ready, willing and able DBEs available to participate as prime contractors or subcontractors on CCCTA's projected contracts. The California Unified Certification Program (CUCP) provides data on firms owned Disadvantaged Business Enterprises (DBEs). The CUCP only lists firms that are currently certified as DBEs. Any firm that does not continue to meet criteria established within the DBE program is decertified and removed from the database. When calculating the total number of DBEs, CCCTA used the number of firms as delineated by NAICS codes (refer to Attachment 2, Step 1).

3. Calculating the Base Figure

CCCTA compared the available DBE firms and all businesses in the relevant contracting markets. The percentage of DBE availability was determined for each NAICS Code by dividing the total number of DBE firms by the number of all businesses in that major NAICS Code. The base figure for total availability was calculated to be 1.07%.

$$\text{Base Figure} = \frac{\text{Ready, willing, and able DBEs}}{\text{All firms ready, willing, and able (including DBEs and non-DBEs)}}$$

To determine the base figure of DBE availability, the calculation includes a weighting factor according to the FTA-assisted contracting expenditure patterns. The budgeted contract amounts were then determined and a percentage of the total contracts was calculated for each NAICS Code to give a higher weight to areas where more dollars will be expended. The percentage of the total contracts was then multiplied by the percentage of availability for each NAICS Code.

Attachment 2, Step 1, delineates the contracting opportunities for each NAICS Code. The total weighted base figure for total availability was calculated to be 2.33%.

D. Step 2: Adjusting the Base Figure

CCCTA adjusted the base figure based on evidence that indicates the availability of DBEs for FTA-assisted contracts will be higher than the calculated availability figure of 2.33%. To determine an adjusted base figure, staff reviewed information related to the proven capacity of DBEs to perform similar contracts. This included information from the U.S. Census Bureau, DBE disparity studies, DBE achievements on CCCTA's prior and current contracting opportunities, and public comments received from representatives of DBE firms, resource agencies and other organizations.

1. U.S. Census Bureau Data

It is noted that there are shortcomings in using data from the U.S. Census Bureau. These limitations include: (a) the data is not current; (b) the three or four digit major industry group NAICS Codes do not refine the classifications enough to apply closely to CCCTA's contracts; (c) the data includes firms that are not interested in or are unable to perform CCCTA's contracts.

2. Previous Experience in Meeting the DBE Goal with FTA-Assisted Contracts

The CCCTA Board of Directors adopted the FY2014 through FY2016 DBE overall goal of 7% on July 18, 2013 for FTA-assisted contracting opportunities. CCCTA achieved 3.4% DBE participation for the first six months of the federal fiscal year 2016 (October 1, 2015 through March 31, 2016). Previous DBE achievements were 3.1% for FFY2015, 9.3% for FFY2014 and 9.6% for FFY2013.

CCCTA will be using federal grants in its paratransit division for operating assistance. Procurement opportunities for operating funds are similar to FY2013 through FY2016 and prior years; however, the capital projects differ each year based on new and ongoing contracts. CCCTA did not adjust the final availability figure based on overall past participation because the capital contracting opportunities in FY2017 through FY2019 are not identical to prior years.

3. DBE Participation in Contracts Currently Underway

a. Paratransit Services

CCCTA will use a preventive maintenance grant under FTA Section 5307 to augment its operating revenue used to provide services in the paratransit division. Contracting opportunities during FY2017-FY2019 are expected to be similar to the last three fiscal years.

On April 17, 2014, the CCCTA Board of Directors awarded a contract to its previous contractor, First Transit, Inc., for maintenance and operation of paratransit services for a three-year term effective July 1, 2014. CCCTA's General Manager is authorized to extend the contract for up to two additional one-year terms. No DBE goal was set on this project; however, the contractor indicated it would work closely with CCCTA to make efforts in meeting CCCTA's overall DBE goal since federal funds are used for paratransit services.

In the past, the contractor has utilized two DBE subcontractors where DBE achievement has ranged from 0.1% to 11%. CCCTA determined that NAICS Code 485, as related to the paratransit contract, required an adjustment due to the level of funds committed to this project and historical evidence of DBE achievements in this contracting marketplace.

As provided in the U.S. DOT's *Tips for Goal-Setting in the Disadvantaged Business Enterprise (DBE) Program*, CCCTA adjusted its base figure using past participation. CCCTA averaged the median past participation (8.6%) of this project using the last three fiscal years and the step one base figure (2.33%) to arrive at the overall goal.

$$\text{Adjustment} = \frac{\text{Step One Base Figure} + \text{Median Past Participation}}{2}$$

Based on these factors, CCCTA changed its DBE availability from 2.33% to 5% to reflect more accurately the DBE subcontracting opportunities available for this project. (Please refer to Attachment 2, Step 2.)

b. Legal Services

On May 20, 1996, the CCCTA Board of Directors approved a resolution awarding a contract for legal services to Hanson Bridgett LLP. When the RFP was issued, no DBE goal was established and there has been no known DBE participation on this contract.

CCCTA determined that NAICS Code 5411: Legal Services, as it relates to this contract, required no additional adjustment due to the total DBE availability, the level of funds committed to this project, and lack of DBE subcontracting opportunities. (Please refer to Attachment 2, Step 2.)

4. DBE Participation in New Contracts

No adjustments were made on new contracts because the amounts in each NAICS code are small, or a total of \$1,269 (.10%) of the total contracting opportunities for the paratransit division. It is anticipated some of these contracts may be awarded to DBE firms.

5. Consultation with DBE Firms, Resource Agencies and Other Organizations

In an effort to provide public participation in the goal-setting process, CCCTA worked in concert with members of the Business Outreach Committee to solicit and receive public comments. (Refer to Attachment 3 for information regarding the public participation sessions.)

Notices of the public participation sessions were mailed and emailed in March 2016 to DBE firms in the UCP Database as well as minority, women and general contractor groups and community organizations seeking input and/or consultation in establishing CCCTA's three-year overall goals. They are knowledgeable about the availability of disadvantaged and non-disadvantaged businesses and the effects of discrimination in contracting opportunities for DBEs in CCCTA's marketplace.

Agency staff members held two public participation sessions on April 12, 2016. The purpose of these sessions was to provide the public with a forum for commenting on the three-year goal-setting process for participating agencies.

Agency staff members briefly described their contracting opportunities for FY2017 through FY2019 and requested specific information on the availability of ready, willing and able DBEs for their projects. In response to the Notice inviting their participation, 26 representatives from DBE and non-DBE companies as well as representatives from resource agencies attended the meeting. Representatives provided comments and/or requested information on agency contracting opportunities. No comments or questions were received regarding CCCTA's specific contracts or DBE goal-setting process.

CCCTA staff also consulted with other U.S. DOT recipients in California regarding methodologies used by them to establish their three-year overall goals. These agencies included members of the Business Outreach Committee and the California UCP. Inasmuch as comments received from these sources did not address CCCTA's specific contracting opportunities projected for FY2017 through FY2019, no additional adjustments were made to the base figure derived in Step 1 or the adjustments made in Step 2.

The identified adjustments made in Step 2 of the goal-setting process increased the total availability from 2.33% to 5%, as shown in Attachment 2, Step 2. CCCTA recommends a 5% overall DBE goal applicable to FTA-assisted contracts.

PROJECTION OF PERCENTAGE OF THREE-YEAR OVERALL DBE GOAL TO BE ACHIEVED THROUGH RACE-NEUTRAL MEASURES

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall goal be met by using race-neutral methods. Race-neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBEs and other small businesses, such as unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a subcontract, even if there is a DBE goal, from a prime contractor that did not consider its DBE status in making the award.

Because of the emphasis placed on race-neutral methods and the small dollar amounts of projected new formal contracts with subcontracting opportunities, CCCTA anticipates setting no contract-specific DBE goals on new contracts to be awarded in FY2017 through FY2019. CCCTA will focus on developing, refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting and of the availability of ready, willing and able subcontractors, including DBE firms, to perform such work. CCCTA will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, encourage DBE certified firms to maintain their certifications, assist with access and distribution of the California UCP DBE Database, work with the California UCP Executive Committee to refine the DBE certification and annual review processes, and provide requested technical assistance and related services when feasible.

As a member of the Business Outreach Committee (BOC), CCCTA is assisting with annual projects that include a quarterly newsletter and outreach/networking events. The newsletter highlights agency contracting opportunities and provides information on resource agencies, contracting issues and upcoming outreach events. The BOC plans to host outreach/networking events and certification workshops each year in addition to the public participation meetings focused on contracting and DBE availability for our goal-setting process. The outreach/networking events bring together agency buyers and project managers as well as prime contractors and subcontractors that may be interested in submitting bids or proposals for agency contracts. These events and the certification workshops have provided certification information to interested firms and encouraged them to apply and/or to maintain their current certification status.

Race-neutral measures will comprise 100% of the total contracting opportunities through various types of contracts, including construction, professional services, procurement of materials, supplies and equipment, and other services. CCCTA will monitor carefully its progress during the course of each year and will consider whether it will establish appropriate contract-specific SBE goals if other race-neutral methods do not appear sufficient to achieve the three-year overall DBE participation goal. All contracts that have DBE commitments will be monitored for compliance.

PUBLICATION OF PROPOSED THREE-YEAR OVERALL DBE GOAL

Federal Regulations require that CCCTA publish a notice on its official Web site announcing the proposed goal for FY2017 through FY2019 contracts assisted by U.S. DOT. On June 1, 2016, the proposed goal was posted on the CCCTA website. The legal notice is included in Attachment 4.

The notice also informed the public that information on the proposed goal and methodology was available for inspection during normal business hours at CCCTA's office for thirty (30) days from the date of publication. At the conclusion of the public review and comment period on July 1, 2016, CCCTA received xxx requests from the public for information regarding development of the proposed goal and no comments about the goal-setting methodology.

CALIFORNIA UNIFIED CERTIFICATION PROGRAM

The Regulations require all U.S. DOT recipients in their state to participate in a Unified Certification Program (UCP). The major requirements for a UCP are: (a) U.S. DOT recipients must participate in a UCP within three years of March 4, 1999; (b) U.S. DOT recipients must ensure that the UCP has sufficient resources and expertise to carry out the Regulations; (c) the UCP shall make all certification decisions on behalf of all U.S. DOT recipients in the state with respect to participation in the U.S. DOT DBE Program; (d) UCP certifications shall be pre-certifications; (e) a UCP is not required to process a certification application from a firm having its principal place of business outside the state if it is not currently certificated in its home state; and (f) each UCP shall maintain and distribute a unified DBE directory.

U.S. DOT designated the California Department of Transportation (Caltrans) as the lead agency for development and implementation of the California UCP. To accomplish that task, statewide meetings were held and a Memorandum of Agreement (MOA) was developed outlining California's plan for implementation of the UCP. Caltrans submitted the California UCP MOA on May 1, 2001 to U.S. DOT, and the U.S. DOT Secretary approved the MOA on March 13, 2002. Initial implementation of the California UCP began on January 1, 2002, and full implementation was accomplished within 18 months of the U.S. DOT approval date.

As required by the California UCP MOA, CCCTA submitted a Declaration Letter to Caltrans advising it is a U.S. DOT recipient with an approved DBE Program in place, acknowledging it is in agreement with the MOA, including funding requirements, and declaring it will be a certifying agency.

CCCTA is impacted by the California UCP as follows: (a) the MOA proposes an annual membership fee between \$1,000 and \$2,000 per agency, to be reviewed annually; (b) CCCTA and other certifying agencies certify firms as DBEs or ACDBEs; (c) all certified firms are included in the UCP DBE Database; (d) CCCTA is responsible for inputting and updating its own certification activities in the UCP DBE Database; and (e) CCCTA staff participates as a member of the UCP Executive Committee. The MOA is currently under review and is in progress of being updated by the UCP Executive Committee.

Attachment 1 (b)

Budgeted Capital Grants and Paratransit Operating Funds
With FTA-Assisted Contracting Opportunities, FY2017-2018

Type of Grant/ Budgeted Line Item		Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting Total	
	Operating Grants							
	Section 5307, Preventive Maintenance, Paratransit						1,411,000	
	Total FTA Operating Grants						1,411,000	
	Total Operating Budget							
	Paratransit Division						5,778,000	
	FTA % of Total Operating Budgets						24.4%	
NAICS	Contracting Opportunities, Operating Budgets	Professional	Equipment	Services	Construction	NonContract	Contracting	24.4%
3231	Printing & Related Support Activities						-	-
4532	Office Supplies, Stationery, & Gift Stores						-	-
485	Transit & Ground Passenger Transportation (Contract)						-	-
5411	Legal Services (Contract)						-	-
5617	Services to Building & Dwellings						-	-
	Total Paratransit Operating Budget	0	0	0	0		0	0
	@24.4%	0	0	0	0	0	0	0
	Total FTA Assisted Contracting & Noncontracting Opportunities, Operating Budget							0
	Planning Grants	Professional	Equipment	Services	Construction	NonContract	Contracting	Total
								0
	Total Planning Grants							0
	Capital Grants	Professional	Equipment	Services	Construction	NonContract	Contracting	Total
								0
								0
	Total Capital Grants					-		0
	Total Contracting & Noncontracting Opportunitie					0	0	0
	Proof							0

Attachment 2 (a)

DBE AVAILABILITY, OVERALL DBE GOAL FOR FY2017 THROUGH FY2019

Step 1: Base Figure for DBE Availability by NAICS Codes

NAICS Code	Major Industry Group	DBE Availability	Number of Firms	All Firms (Including DBE's)	Percent DBE Availability
3231	Printing & Related Support Activities	34	636	670	5.07%
4532	Office Supplies, Stationery, & Gift Stores	14	732	746	1.88%
4471	Gasoline Stations	1	1,276	1,277	0.08%
485	Transit & Ground Passenger Transportation	12	583	595	2.02%
5411	Legal Services	24	4,770	4,794	0.50%
5617	Services to Buildings & Dwellings	76	3,914	3,990	1.90%
8111	Automotive Repair and Maintenance	9	3,799	3,808	0.24%
Total NAICS Codes Listed		170	15,710	15,880	1.07%

Source: U.S. Census Bureau, 2014 Economic Census, County Business Patterns

Bay Area Counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma

Source: California Unified Certification Program (DBE Database)

Weighted Base Figure

NAICS Code	Major Industry Group	Contracts in Process			New Contracts			Weighted Percent Total DBE Availability
		Percent DBE Availability	Budgeted Contract Amount	Percent Total Contracts	Percent DBE Availability	Budgeted Contract Amount	Percent Total Contracts	
3231	Printing & Related Support Activities				5.07%	96	0.01%	0.00%
4532	Office Supplies, Stationery, & Gift Stores				1.88%	814	0.06%	0.00%
485	Transit & Ground Passenger Transportation (Contract)	2.02%	1,263,445	99.84%				2.33%
8111	Automotive Repair and Maintenance (Sub)	0.24%						
4471	Gasoline Stations (Sub)	0.08%						
5411	Legal Services (Contract)	0.50%	719	0.06%				0.00%
5617	Services to Buildings & Dwellings				1.90%	359	0.03%	0.00%
Subtotals			\$1,264,164	99.90%		\$1,269	0.10%	
Total Base Figure for DBE Availability						\$1,265,433	100.00%	2.33%

Attachment 2 (b)

DBE AVAILABILITY, OVERALL DBE GOAL FOR FY2017 THROUGH FY2019

Step 2: Adjusted Base Figure

Past Project Participation

Fiscal Year	Past Participation Rate
2015	3.4%
2014	11.9%
2013	8.6%
Median	8.6%

Adjusted Goal:	Step One Base Figure + Median Past Participation
	2
=	2.33% + 8.6%
	2

Total Adjusted Goal: 5%

Attachment 3

Public Participation



Business Outreach Committee (BOC)
A Consortium of Bay Area Transportation Agencies
*******PUBLIC NOTICE*******

The BOC invites you to a meeting to advise the public of upcoming projects and to receive comments on our goal setting processes:

Tuesday, April 12, 2016
From 4:00 p.m. to 6:00 p.m.

at the Alameda County Transportation Commission*
1111 Broadway, Suite 800
Oakland, CA 94607


**directions are attached; public transportation is encouraged as parking is limited.*

[Please click here to register!](#)

Your attendance is strongly encouraged.
Please inform businesses that may not have received this notice.

This meeting will provide the opportunity for members of the public to learn about upcoming transportation projects and provide input on the goal-setting process, specifically on the relative availability of Disadvantaged Business Enterprises (DBEs) that are ready, willing and able to compete for U.S. Department of Transportation (DOT) assisted contracts to be let by transportation agencies throughout the San Francisco Bay Area.

Representatives from the agencies listed to the left will be presenting their agency's upcoming contract opportunities


San Francisco Bay Ferry
A SERVICE OF WETA

The Water Emergency Transportation Authority (WETA)
will provide a special presentation on the
Downtown San Francisco Ferry Terminal Expansion Project

The BOC hereby notifies all interested parties that the agencies listed to the left are beginning the process of establishing annual overall goals for participation by DBEs in contracts and procurements which may be financed in whole or in part by the DOT for Federal Fiscal Year (FFY) 2017-2019.



March 24, 2016

Dear Business Partner:

On behalf of the Business Outreach Committee (BOC), you are invited to participate in a roundtable discussion with Bay Area transit and transportation agencies to share information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, agencies efforts to establish a level playing field, and the goal methodology used for federally-assisted contracts for Federal Fiscal Year (FFY) 2017 - 2019.

Members of trade associations, chambers of commerce, builders exchanges, and technical resource groups have all been invited to join in this discussion. A list of proposed discussion topics is attached as well as contact information for the BOC agency representatives that will be participating in this meeting.

The BOC works hard to promote small business inclusion in agency contracting and procurement activities. Therefore, immediately following the consultation session, BOC member agencies will hold a meeting to inform the public of their contracting opportunities and to hear comments and/or suggestions on how agencies can improve their DBE program.

Here are the details of the meeting:

Consultation Session

Tuesday, April 12, 2016, 2:30 PM – 3:30 PM
Alameda County Transportation Commission
1111 Broadway, 8th Floor, Oakland, CA
Commission Meeting Rooms

RSVP: Artemise Davenport at adavenport@goldengate.org or 415-257-4581.

Please RSVP by April 5, 2016

The goal of the BOC is to assist small disadvantaged and local firms in doing business with Bay Area transportation agencies. The BOC seeks to provide meaningful opportunities for small, disadvantaged, and/or local companies to expand their capacity by developing relationships with transit agency staff and the contracting community of the San Francisco Bay Area.

Please join us and provide your input on our efforts.

Respectfully,

Artemise Davenport

Artemise Davenport
Chair, Business Outreach Committee

Alameda-Contra Costa
Transit District (AC Transit)

Alameda County
Transportation Commission
(Alameda CTC)

Bay Area Rapid Transit
(BART)

California Department of
Transportation (Caltrans)

Central Contra Costa Transit
Authority (County
Connection)

City of Rio Vista (Delta
Breeze)

Golden Gate Bridge, Highway
and Transportation District
(GGBHTD)

Marin Transit

Metropolitan
Transportation
Commission (MTC)

Napa Valley
Transportation Authority

Peninsula Corridor Joint
Powers Board (Caltrain)

San Francisco Bay Area
Water Emergency
Transportation Authority
(WETA)

San Francisco Municipal
Transportation Agency
(SFMTA)

San Mateo County Transit
District (SamTrans)

Santa Clara Valley
Transportation Authority (VTA)

Solano County Transit
(SolTrans)

Sonoma County Department of
Transportation & Public Works

Transbay Joint Powers
Authority (TJPA)

Western Contra Costa
Transit Authority (WestCAT)

Proposed Roundtable Discussion Topics

1. What has been your experience with the DBE certification program (or other certification programs)?
2. Are any of your constituents DBEs?
3. Does the program meet the needs of your constituents?
4. Do you have any race-neutral contracting practices to suggest?
5. What areas would you like to see the BOC focus on?

The Business Outreach Committee includes Civil Rights Officers and Contract Administrators from:



BOC Member Agencies and Contacts

Alameda-Contra Costa Transit District

AC Transit: Phillip McCants, Contracts Compliance Administrator
(510) 891-5443 or pmccants@actransit.org

Alameda County Transportation Commission

ACTC: Joan Fisher, Business Outreach Coordinator
(510) 208-7466 or jfisher@alamedactc.org

Bay Area Rapid Transit District

BART: Ron Granada, Senior Civil Rights Officer
(510) 464-6103 or rgranad@bart.gov

Central Contra Costa Transit Authority

CCCTA/ County Connection: Kristina Martinez, Mgr. of Outreach Svcs/Civil Rights Admin.
(925) 680-2031 or kmartinez@countyconnection.com

Golden Gate Bridge, Highway and Transportation District

GGBHTD: Artemise Davenport, DBE Program Analyst
(415) 257-4581 or adavenport@goldengate.org

Marin Transit

Marin Transit: Amy Van Doren, Director of Policy and Legislative Programs
(415) 226-0859 or avandoren@marintransit.org

Metropolitan Transportation Commission

MTC: Denise Rodrigues, Contract Compliance Manager
(510) 817-5897 or drodrigues@mtc.ca.gov

Napa Valley Transportation Authority

NVTA: Renee Kulick, Administrative Technician
(707) 259-8780 or rkulick@nctpa.net

San Mateo County Transit District /

Peninsula Joint Powers Authority

SamTrans / Caltrain: Elke Campbell, DBE Officer
(650) 508-7939 or campbelle@samtrans.com

San Francisco Municipal Transportation Agency

SFMTA: Sheila Evans-Peguese, Senior Contract Compliance Officer
(415) 701-4436 or sheila.evans-pequese@sfmta.com

Santa Clara Valley Transportation Authority

VTA: Liz Brazil, OSDB Manager
(408) 321-5874 or liz.brazil@vta.org

San Francisco Bay Area Bay Water Emergency Transportation Authority

WETA: Lauren Gularte, Administrative Policy Analyst
(415) 364-3188 or gularte@watertransit.org

Solano County Transit

SolTrans: Gary Albright, Civil Rights Officer
(707) 736-6996 or Garv@soltransride.com

Transbay Joint Powers Authority

TJPA: Eddie Phillips, Contracts Compliance Manager
(415) 597-4041 or ephillips@transbaycenter.org

WestCAT

WestCAT: Robert Thompson, Assistant General Manager
(510) 724-3331 or rob@westcat.org



Business Outreach Committee (BOC)
A Consortium of Bay Area Transit and Transportation Agencies

CONSULTATION MEETING 2016

Tuesday, April 12, 2016
2:30 p.m. – 3:30 p.m.

Alameda County Transportation Commission
1111 Broadway, Suite 800 (Commission Rooms)
Oakland, CA 94607

AGENDA

1. Introduction/Background
2. Agency Goal Setting Practices
3. DBE Participation Challenges
4. Input/Dialogue
5. Open Forum



PUBLIC PARTICIPATION MEETING 2016
Establishing Overall Triennial DBE Goal for Federal Fiscal Year (FFY) 2016-2019
sponsored by the
Business Outreach Committee (BOC)
A Consortium of Bay Area Transit and Transportation Agencies

Tuesday, April 12, 2016
4:00 p.m. to 6:00 p.m.

Alameda County Transportation Commission
1111 Broadway, Suite 800 (Commission Rooms)
Oakland, CA 94607

AGENDA

- 4:00 p.m. Welcome and BOC Background
- 4:05 p.m. Agency Introductions and Overview of Contracting Opportunities:
- Alameda County Transportation Commission (Alameda CTC)
 - Golden Gate Bridge Highway & Transportation District (GGBHTD)
 - Transbay Joint Powers Authority (TJPA)
 - Metropolitan Transportation Commission (MTC)
 - Bay Area Rapid Transit District (BART)
 - Alameda Contra Costa Transit District (AC Transit)
 - Central Contra Costa Transit Authority (County Connection)
 - Solano County Transit (SolTrans)
 - San Francisco Municipal Transportation Agency (SFMTA)
 - San Mateo County Transit District (SamTrans)
 - Marin Transit
 - Santa Clara Valley Transportation Authority (VTA)
 - Western Contra Costa Transit Authority (WestCAT)
 - Water Emergency Transportation Authority / San Francisco Bay Ferry (WETA)
- 4:25 p.m. Presentation: Downtown San Francisco Ferry Terminal Expansion (WETA)
- 4:40 p.m. Goal Setting Process
- 5:00 p.m. Public Comments, Questions/Answers
- NETWORKING AND ADJOURNMENT

Attachment 4

Publication of Proposed Overall Three-Year DBE Goal

County Connection

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

NOTICE OF PROPOSED THREE-YEAR OVERALL GOAL

The Central Contra Costa Transit Authority (CCCTA) announces a 5% proposed overall goal for participation by Disadvantaged Business Enterprises (DBEs) in CCCTA contracting opportunities for the period July 1, 2017 through June 30, 2019 that are budgeted to receive financial assistance from the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA).

Information on the development of the proposed goal and rationale is available for inspection from 8:00 a.m. to 5:00 p.m., Monday through Friday, at the CCCTA office, 2477 Arnold Industrial Way, Concord, CA 94520 for 30 days following the date of this notice. Any person may also submit comments regarding the proposed goal to the Civil Rights Administrator at the above address for 30 days from the date of this notice.

Rick Ramacier, General Manager, CCCTA
June 1, 2016

County Connection

INTER OFFICE MEMO

To: Administration & Finance Committee
From: Erick Cheung, Director of Finance

Date: July 7, 2016

SUBJECT: Income Statements for the Nine Months Ended March 31, 2016

The attached unaudited Income Statements for the nine months of FY 2016 are presented for your review. The combined actual expenses, Fixed Route and Paratransit, (Schedule 1), **are 8.6% under the year-to-date budget (\$2,327,603). The expense categories with the most significant variances are:**

Wages	\$ 332,277	3.4%	Wages are higher than budget due to agreed upon salaries increases for FY 2016. Appears sufficient operating savings in services and supplies to cover overage.
Services	\$(457,096)	(26.8)%	Services are under mainly due to outside service repairs (\$207K), legal (\$80K), promotions (\$53K), and IT contracts (\$63K).
Materials & Supplies	\$(1,072,742)	(39.7)%	Materials and supplies are lower mainly due to diesel fuel (\$815K) and repair parts (\$75K) expenses.
Contingency	\$(994,797)	(100.0)%	Not needed based on expenses being under budget.

Fixed route and Paratransit revenues and expenses are presented on **Schedules 2 and 3**. Actual expenses are compared to the year-to-date approved budget. Fixed route expenses are 10.0% under budget and Paratransit expenses are at budget.

The combined revenues are also under budget. The most significant variances:

Passenger fares/special fares	\$(84,564)	(2.2)%	Fixed route passenger fares/special fares are (\$12K) lower than projected and Paratransit fares are (\$73K) lower than budgeted. Compared to the same period in the prior year, Fixed route is (\$27K) lower and Paratransit is (\$6K) lower. Fare revenues will probably come under the budget amount for FY 2016.
Federal operating	\$ 601,092	55.7%	Federal operating is more than budgeted due to using unspent grant allocations.
TDA revenue earned	\$(2.6 million)	(18.5)%	TDA revenue is lower due to lower than expected expenses.
STA revenue earned	\$(329,999)	(15.3)%	STA revenue is lower than originally budgeted due to lower diesel fuel revenue.

Fixed Route Operator Wages (Schedule 4)

Schedule 4 compares various components of operator wages with the budget.

- Platform (work time) is 3.5% over budget.
- Overtime is 3.9% over budget.
- Training is 14.4% over budget.
- Overall wages for operators are 3.1% over budget, as noted above, expenses will be higher by year end with agreed upon salary increases.

Statistics (Schedule 6)

Schedule 6 provides selected statistical information for the current year compared to the last two years:

Fixed route:

- Passenger fares/special fares are -0.9% less than FY 2015 and 0.3% more than FY 2014.
- The farebox recovery ratio is less compared to FY 2015 and FY 2014. The ratio is 16.2% in FY 2016; 16.6% in FY 2015 and FY 2014.
- Operating expenses are 1.6% more than in FY 2015 and 2.6% more than in FY 2014.
- Fixed route revenue hours are 3.2% more than FY 2015 and 3.0% more than FY 2014.
- The cost per revenue hour has decreased -1.5% compared to FY 2015 and -0.4% compared to FY 2014.
- Passengers have increase 2.9% compared to FY 2015 and 11.3% compared to FY 2014. The increase in ridership and lower revenue is due to a change in the factor applied to raw data produced from the Ridecheck software and additional free ride routes described by Director Muzzini in her April report to the A&F Committee.
- The cost per passenger has decreased -1.2% compared to FY 2015 and -7.8% compared to FY 2014.
- Passengers per revenue hour have decreased -0.3% compared to FY 2015 and increased 8.1% compared to FY 2014.

Paratransit:

- Passenger fares have decreased -1.5% compared to FY 2015 and -13.4% compared to FY 2014.
- The farebox ratio is less than FY 2015 and FY 2014. The ratio is 10.1% in FY 2016; 11.1% in FY 2015; and 12.1% in FY 2014.
- Expenses have increased 9.2% compared to the prior year and 3.9% compared to FY 2014.
- Revenue hours are 4.0% more than FY 2015 and 3.7% more than FY 2014.
- Passengers have decreased -1.5% compared to FY 2015 and -3.0% compared to FY 2014.
- The cost per passenger has increased 10.8% since FY 2015 and 7.0% compared to FY 2014.
- Paratransit passengers per revenue hour have decreased -5.3% compared to FY 2015 and decreased -6.4% compared to FY 2014.

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2016 Year to Date Comparison of Actual vs Budget

For the Nine Months Ended March 31, 2016

Combined Fixed Route and Paratransit Income Statement

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 2,672,442	\$ 2,812,449	\$ (140,007)	-5.0%
Special fares	\$ 1,110,837	\$ 1,055,393	\$ 55,444	5.3%
	<u>\$ 3,783,279</u>	<u>\$ 3,867,843</u>	<u>\$ (84,564)</u>	<u>-2.2%</u>
Advertising	\$ 454,100	\$ 462,825	\$ (8,725)	-1.9%
Safe Harbor lease	\$ 4,174	\$ 3,750	\$ 424	11.3%
Other revenue	\$ 101,664	\$ 78,825	\$ 22,839	29.0%
Federal operating	\$ 1,680,587	\$ 1,079,495	\$ 601,092	55.7%
TDA earned revenue	\$ 11,224,740	\$ 13,922,183	\$ (2,697,443)	-19.4%
STA revenue	\$ 1,832,737	\$ 2,162,736	\$ (329,999)	-15.3%
Measure J	\$ 4,253,707	\$ 4,230,090	\$ 23,617	0.6%
Other operating assistance	\$ 1,557,709	\$ 1,412,553	\$ 145,156	10.3%
	<u>\$ 21,109,418</u>	<u>\$ 23,352,458</u>	<u>\$ (2,243,040)</u>	<u>-9.6%</u>
Total Revenue	\$ 24,892,697	\$ 27,220,300	\$ (2,327,603)	-8.6%
Expenses				
Wages- Operators	\$ 5,852,735	\$ 5,638,593	\$ 214,142	3.8%
Wages-Other	\$ 4,144,564	\$ 4,026,429	\$ 118,135	2.9%
	<u>\$ 9,997,299</u>	<u>\$ 9,665,022</u>	<u>\$ 332,277</u>	<u>3.4%</u>
Fringe Benefits	\$ 7,106,574	\$ 7,044,890	\$ 61,684	0.9%
Services	\$ 1,249,372	\$ 1,706,468	\$ (457,096)	-26.8%
Materials & Supplies	\$ 1,627,074	\$ 2,699,816	\$ (1,072,742)	-39.7%
Utilities	\$ 227,295	\$ 257,475	\$ (30,180)	-11.7%
Insurance	\$ 330,420	\$ 425,896	\$ (95,476)	-22.4%
Taxes	\$ 131,822	\$ 214,050	\$ (82,228)	-38.4%
Interest	\$ -	\$ -	\$ -	0.0%
Leases and Rentals	\$ 33,898	\$ 31,500	\$ 2,398	7.6%
Miscellaneous	\$ 126,698	\$ 138,256	\$ (11,558)	-8.4%
Special Trip Services	\$ 4,062,245	\$ 4,042,130	\$ 20,115	0.5%
Operations	\$ 24,892,697	\$ 26,225,503	\$ (1,332,807)	-5.1%
Contingency Reserve	\$ -	\$ 994,797	\$ (994,797)	-100.0%
Total Expenses	\$ 24,892,697	\$ 27,220,300	\$ (2,327,603)	-8.6%
Net Income (Loss)	\$ -	\$ -	\$ -	

Schedule 1-Combined

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2016 Year to Date Comparison of Actual vs Budget For the Nine Months Ended March 31, 2016 *Fixed Route Income Statement*

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 2,265,704	\$ 2,332,658	\$ (66,954)	-2.9%
Special fares	\$ 1,110,837	\$ 1,055,393	\$ 55,444	5.3%
	\$ 3,376,541	\$ 3,388,052	\$ (11,511)	-0.3%
Advertising	\$ 454,100	\$ 462,825	\$ (8,725)	-1.9%
Safe Harbor lease	\$ 4,174	\$ 3,750	\$ 424	11.3%
Other revenue	\$ 101,664	\$ 78,750	\$ 22,914	29.1%
Federal operating	\$ 48,480	\$	\$ 48,480	
TDA earned revenue	\$ 10,602,480	\$ 13,299,924	\$ (2,697,444)	-20.3%
STA revenue	\$ 1,620,854	\$ 1,503,570	\$ 117,284	7.8%
Measure J	\$ 3,189,330	\$ 3,159,090	\$ 30,240	1.0%
Other operating assistance	\$ 1,450,758	\$ 1,279,442	\$ 171,317	13.4%
	\$ 17,471,840	\$ 19,787,351	\$ (2,315,511)	-11.7%
Total Revenue	\$ 20,848,381	\$ 23,175,402	\$ (2,327,021)	-10.0%
Expenses				
Wages- Operators	\$ 5,852,735	\$ 5,638,593	\$ 214,142	3.8%
Wages-Other	\$ 4,065,658	\$ 3,957,105	\$ 108,553	2.7%
	\$ 9,918,393	\$ 9,595,698	\$ 322,695	3.4%
Fringe Benefits	\$ 7,067,856	\$ 6,998,246	\$ 69,610	1.0%
Services	\$ 1,241,494	\$ 1,697,978	\$ (456,484)	-26.9%
Materials & Supplies	\$ 1,625,729	\$ 2,697,266	\$ (1,071,537)	-39.7%
Utilities	\$ 211,182	\$ 241,875	\$ (30,693)	-12.7%
Insurance	\$ 330,420	\$ 425,896	\$ (95,476)	-22.4%
Taxes	\$ 131,821	\$ 213,750	\$ (81,929)	-38.3%
Leases and Rentals	\$ 33,898	\$ 31,500	\$ 2,398	7.6%
Miscellaneous	\$ 126,698	\$ 137,550	\$ (10,852)	-7.9%
Special Trip Services	\$ 160,890	\$ 140,846	\$ 20,044	14.2%
Operations	\$ 20,848,381	\$ 22,180,605	\$ (1,332,224)	-6.0%
Contingency Reserve		\$ 994,797	\$ (994,797)	-100.0%
Total Expenses	\$ 20,848,381	\$ 23,175,402	\$ (2,327,021)	-10.0%
Net Income (Loss)	\$ -	\$ -	\$ -	
Revenue Hours	170,801	167,812	2,989	1.8%
Cost per Rev Hr	\$ 121.86	\$ 137.92	\$ (16.05)	-11.6%
Passengers	2,772,011	2,594,191	177,820	6.9%
Cost per Passenger	\$ 7.51	\$ 8.92	\$ (1.41)	-15.8%
Passengers per Rev Hr	16.23	15.46	0.77	5.0%
Farebox recovery ratio	16.2%	14.6%	1.6%	10.8%

(fares, spec fares/Oper exp-w/o contingency-leases)

Schedule 2-Fixed Route

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2016 Year to Date Comparison of Actual vs Budget

For the Nine Months Ended March 31, 2016

Paratransit Income Statement

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 406,738	\$ 479,791	\$ (73,053)	-15.2%
Special fares				0.0%
	\$ 406,738	479,791	(73,053)	-15.2%
Other revenue		75	(75)	-100.0%
Federal operating	\$ 1,632,107	1,079,495	552,612	51.2%
TDA earned revenue	\$ 622,260	622,259	1	0.0%
STA revenue	\$ 211,883	659,166	(447,283)	-67.9%
Measure J	\$ 1,064,377	1,071,000	(6,623)	-0.6%
Other operating assistance	\$ 106,951	133,112	(26,161)	-19.7%
	\$ 3,637,578	3,565,107	72,471	2.0%
Total Revenue	\$ 4,044,316	4,044,898	(582)	0.0%
Expenses				
Wages- Operators			-	0.0%
Wages-Other	\$ 78,906	69,324	9,582	13.8%
	\$ 78,906	69,324	9,582	13.8%
Fringe Benefits	\$ 38,718	46,644	(7,926)	-17.0%
Services	\$ 7,878	8,490	(612)	-7.2%
Materials & Supplies	\$ 1,345	2,550	(1,205)	-47.3%
Utilities	\$ 16,113	15,600	513	3.3%
Taxes	\$ 1	300	(299)	-99.7%
Miscellaneous	\$ -	706	(706)	-100.0%
Special Trip Services	\$ 3,901,355	3,901,284	71	0.0%
Total Expenses	\$ 4,044,316	4,044,898	(582)	0.0%
Net Income (Loss)	\$ -	\$ -	\$ -	
Revenue Hours	57,274	57,164	110	0.2%
Cost per Rev Hr	\$ 70.61	\$ 70.76	\$ (0.15)	-0.2%
Passengers	108,012	113,730	(5,718)	-5.0%
Cost per Passenger	\$ 37.44	\$ 35.57	\$ 1.88	5.3%
Passengers per Rev Hr	1.89	1.99	(0.10)	-5.2%
Farebox ratio	10.1%	11.9%	-1.8%	-15.2%

(fares,spec fares/Oper exp-leases)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Operator Wages
For the Nine Months Ended March 31, 2016

	Year to Date			
	Actual	Budget	Variance	% Variance
Platform/report/turn in	\$ 4,627,727	\$ 4,470,533	\$ 157,194	3.5%
Guarantees	257,736	\$ 272,814	(15,078)	-5.5%
Overtime	226,443	\$ 218,019	8,424	3.9%
Spread	124,581	\$ 117,299	7,282	6.2%
Protection	225,524	\$ 220,225	5,299	2.4%
Travel	159,870	\$ 160,771	(901)	-0.6%
Training	165,552	\$ 144,723	20,829	14.4%
Other Misc	26,479	\$ 34,211	(7,732)	-22.6%
	\$ 5,813,912	\$ 5,638,593	\$ 175,319	3.1%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Other Revenue; Other Operating Assistance; Miscellaneous Expenses
For the Nine Months Ended March 31, 2016

Other Revenue

Investment income (interest)	\$ 18,779
ADA Database Management revenue	\$ 75,000
Paypal Shipping revenue	\$ 1,378
RTC Card revenue	\$ 1,616
Warranty repairs reimbursement	\$ 171
Various	\$ 4,720
	<u>\$ 101,664</u>

Other Operating Assistance

RM2	\$ 145,339
Caltrans planning grant	\$ 29,995
BART feeder revenue	\$ 554,777
Lifeline	\$ 401,250
Homeland security	\$ 201,304
	<u>\$ 1,332,665</u>

Miscellaneous Expenses

Board Travel Expense	\$ 7,203
Staff Travel Expense	\$ 38,671
CTA Dues	\$ 13,558
APTA Dues	\$ 26,179
Employee functions	\$ 33,370
Employee Awards/pins	\$ 3,105
Paypal fees	\$ 2,561
Training	\$ 1,469
Various other	\$ 582
	<u>\$ 126,698</u>

Schedule 5- Other Revenues/Other Expenses

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2016 Year to Date Comparison of FY 2015 Actual & FY 2014 Actual
Statistics
For the Nine Months Ended March 31, 2016

Actual	Actual	Variance	Actual	Variance
FY2016	FY2015	Actual 2016 to Actual 2015	FY2014	Actual 2016 to Actual 2014

Fixed Route

Fares	\$ 2,265,704	\$ 2,377,363	-4.7%	\$ 2,503,257	-9.5%
Special Fares	1,110,837	\$ 1,028,768	8.0%	\$ 863,250	28.7%
Total Fares	\$ 3,376,541	\$ 3,406,131	-0.9%	\$ 3,366,507	0.3%
<i>Fares box recovery ratio</i>	<i>16.2%</i>	<i>16.6%</i>	-2.4%	<i>16.6%</i>	-2.3%
Operating Exp (Less leases)	\$ 20,814,483	\$ 20,488,519	1.6%	\$ 20,279,321	2.6%
Revenue Hours	170,801	165,565	3.2%	165,767	3.0%
Cost per Rev Hour	\$ 121.86	\$ 123.75	-1.5%	\$ 122.34	-0.4%
Passengers	2,772,011	2,694,588	2.9%	2,489,706	11.3%
Cost per Passenger	\$ 7.51	\$ 7.60	-1.2%	\$ 8.15	-7.8%
Passengers per Rev Hr	16.23	16.28	-0.3%	15.02	8.1%

Paratransit

Fares	\$ 406,738	\$ 412,832	-1.5%	\$ 469,527	-13.4%
<i>Fares box recovery ratio</i>	<i>10.1%</i>	<i>11.1%</i>	-9.8%	<i>12.1%</i>	-16.6%
Operating Exp (Less leases)	\$ 4,044,316	\$ 3,704,294	9.2%	\$ 3,892,959	3.9%
Revenue Hours	57,274	55,084	4.0%	55,254	3.7%
Cost per Rev Hour	\$ 70.61	\$ 67.25	5.0%	\$ 70.46	0.2%
Passengers	108,012	109,638	-1.5%	111,297	-3.0%
Cost per Passenger	\$ 37.44	\$ 33.79	10.8%	\$ 34.98	7.0%
Passengers per Rev Hr	1.89	1.99	-5.3%	2.01	-6.4%