

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Monday, May 1, 2017
9:00 a.m.

**Candace Andersen's Office,
3338 Mt. Diablo Blvd.
Lafayette, CA 94549**

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 April 10, 2017*
4. Closed Session:
 - a. Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Stacy Howard
5. Open Session: Report of Action taken in Closed Session
6. Employment Practices Liability Insurance*
7. Updated Drug and Alcohol Free Workplace Policy*
8. Revised Fiscal Year 2018 Draft Budget and Ten Year Forecast*
9. Review of Vendor Bills, April 2017**
10. Legal Services Statement, February 2017-General, February 2017-Labor**
11. Next Scheduled Meeting – May 31, 2017
12. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2016/2017 A&F Committee

Don Tatzin – Lafayette, Al Dessayer - Moraga, Sue Noack – Pleasant Hill, Candace Andersen – Contra Costa County

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, May 16, 9:00 a.m., County Connection Board Room
Administration & Finance:	Monday, May 31, 9:00 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, May 4, 10:00 a.m., 1676 N. California Blvd., S620, Walnut Creek
Operations & Scheduling:	Friday, May 5, 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
April 10, 2017

The meeting was called to order at 9:00 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members: Director Al Dessayer
 Director Don Tatzin
 Director Sue Noack
 Director Candace Anderson

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of March 1, 2017- Approved.
4. Consideration of a One Year extension with First Transit – General Manager Ramacier reported that the current contract with First Transit to provide ADA Paratransit services and maintenance will expire June 30, 2017. The contract allows for two one year extensions. This would be the first of two potential extensions allowed under the existing contract. First Transit has performed reasonably well in providing quality cost effective Paratransit and shuttle services for our customers. Additionally, First Transit hired a high quality experienced General Manager to improve service quality and implementation. For this reason, staff recommends the committee forward this item to the Board of Directors authorizing the General Manager to sign a one year contract extension with First Transit for the operation and maintenance of the County Connection LINK service with a 3% rate increase to the hourly and fixed contract rates. The committee approved the one year extension with First Transit and will forward to the Board.
5. Credit Card Policy Update - Director of Finance Cheung reported that the credit card policy has not been updated since May 15, 2003. The updated policy clarifies what the credit card can be used for and the appropriate approvals that are required. The committee approved the credit card policy and forward to the Board as a Consent Item.
6. Income Statements for the Six Months Ended December 31, 2016 - Director Cheung reported that the actual expenses are 8.9% under the year to date budget (\$1,650,498). Expenses are currently under budget due to lower repair costs, lower diesel fuel costs and no contingency currently needed. Mr. Cheung also noted that fare revenues are 6.8% below budget (\$172,697). Fixed Route fare revenue is (\$20,000) less than this same point in the prior year, which is different than the first quarter, which had fare revenues \$11,000 higher than the previous year. General Manager Ramacier noted that ridership could be down due to several factors from the heavy rain that we received during the winter period, losses due to third party services, and changes in state law on driver's license. Information only.
7. Fiscal Year (FY) 2018 Draft Budget and Ten Year Forecast – Director Cheung reported the FY 2018 Budget proposes \$39.1 million in expenses for fixed route and paratransit with proposed revenues to offset these costs. County Connection's main revenue source is TDA 4.0 funds from MTC; the proposed budget uses \$20.5 million which is \$3.2 million more than MTC estimates we will receive next fiscal year. County Connection's TDA reserves will have a balance of \$7.0 million by the end of the fiscal year, and by FY 2020, the reserve balance would drop to \$0.5 million which is not sustainable. Mr. Cheung noted that the changes from the first draft related to changes to an increase of \$156 thousand after staff completes the amendments with City of Walnut Creek for Routes 4 and 5. Also, Measure J revenue decreased, Contra Costa Transit

Authority staff notified us they are proposing a 2% increase in sales tax revenue which is a decrease of \$64 thousand. Finally, the State did pass State Assembly Bill 1 (SB1), but still too soon to know how much County Connection will receive. Mr. Cheung understands that there are still financial issues to resolve in the forecast, but recommended that the Committee approve the FY 2018 Draft Budget to the Board to file a timely TDA claim with MTC. The committee approved the recommendation to the Board.

8. Potential areas of adjustment to address future negative balances in the forecast – General Manager Ramacier reported on some preliminary options to increase revenue and/or reduce expenses since TDA reserves drop to an unsustainable level in the FY 2018 Budget Forecast. These are still very preliminary and each concept would require additional time to fully understand the implications before any changes were made. The concepts included were increases to fares, reduce services, defer capital expense, reduce ADA Service area, and revenues from SB1. Information only.
9. Review of Vendor Bills, March 2018- Reviewed.
10. Legal Services Statement, January 2017, General & Labor- Approved.
11. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Monday, May 1st at 9:00 a.m., and Wednesday, May 31st at 8:30 a.m. at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

Erick Cheung, Director of Finance

To: Administration and Finance Committee

Date: May 1, 2017

From: Erick Cheung, Director of Finance

Reviewed by:

SUBJECT: EMPLOYMENT PRACTICES LIABILITY INSURANCE

Background:

At the February Administrative and Finance (A&F) Committee, staff provided an introduction on the status of Employment Practices Liability (EPL) Insurance through CalTIP. EPL is a wrongful act that includes but not limited to harassment, discrimination (i.e. age, gender, race, etc.), and wrongful termination. The CalTIP Board decided in December of 2015 to stop covering EPL effective June 30, 2017. At that time, the Board agreed to move forward with receiving quotes from Employment Risk Management Authority (ERMA) and a group purchase commercial policy for EPL coverage.

In December 2016, the CalTIP Board proceeded to move forward to join ERMA, since the commercial policy option was not acceptable. Based on the decision by the CalTIP Board, County Connection staff submitted an application with ERMA and requested that Integro (County Connection Insurance Broker) request for quotes to provide the coverage.

To ensure there is no gap in coverage on July 1st, staff is requesting the A&F Committee make a recommendation for the Board to adopt at its next meeting in May. There will be representatives from ERMA and Integro to provide a brief overview and answer any questions the A&F Committee may have.

Summary:

The results of the quotes received from ERMA and Integro:

Provider	Coverage	Premiums based on Retention Levels		
		\$75,000	\$100,000	\$250,000
ERMA	\$1 million with excess insurance of \$1 million			\$45,923
Integro - Capitol Specialty Insurance Corp.	\$2 million		\$37,994	\$30,330
Integro - Arch/Lloyd's (*)	\$2 million		\$48,762	
ERMA	\$1 million			\$41,025
Integro - Capitol Specialty Insurance Corp.	\$1 million		\$26,869	\$21,450
Integro - Arch/Lloyd's (*)	\$1 million		\$36,120	
Integro - Euclid/Lloyd's (*)	\$1 million			\$39,938
Integro - Capitol Specialty Insurance Corp.	\$5 million		\$47,963	
Integro - Arch/Lloyd's (*)	\$5 million		\$66,822	

(*) Both companies did not originally provide a quote but submitted an initial estimate. Staff would need to submit application for formal quote.

ERMA

ERMA is the first statewide risk sharing pool created exclusively to provide broad coverage for EPL with tailored loss prevention services (i.e. AB1825 and AB1234 training included). ERMA is comprised of nine JPA members and two individual members, totaling over 195 individual underlying members. One of the JPA members is the Municipal Pooling Authority (MPA) of Northern California, which represents most of County Connection's Board except for the City of Concord and the County.

ERMA would require that we must maintain membership for three years before we could withdraw from the JPA. The coverage provided by ERMA is based on the claims incident date, which means they would cover claims that occurred on or after July 1, 2017. All claims would be handled by ERMA and their panel of attorneys. Hanson Bridgett is not currently a panel attorney, even though they do have known firms such as Liebert Cassidy Whitmore, Best Best & Kreiger, and Jackson Lewis. Hanson Bridgett could be a panel attorney but would need to go through the process and be available to all members. Also, they would need to agree to the hourly rates since ERMA will not authorize individual members to pay higher hourly rates. Finally, unlike an insurance company that could not renew you, it would require two-thirds of the ERMA Board or Executive Committee to remove a member.

Integro - Capitol Specialty Insurance Corporation (CapSpecialty)

CapSpecialty is a specialty insurance provider for small and mid-sized businesses across the U.S. and provides Employment Practices Liability for employer groups with up to 1,500 employees. Their best pricing fit in California is on organizations with 50-350 employees with annual revenues between \$10 million and \$250 million. The Insurer is rated A "Excellent" Financial Category Class VIII by AM Best. The coverage is based on a claims made and reported basis, which means that a covered event would be covered in the claims made policy that is in effect at the time the claim (or incident) is first made and reported to the insurance company (not by the policy that is in force at the time of the original occurrence). For instance, if a wrongful termination occurred during the first policy period (2017-18), but was not claimed against the organization and reported to the insurance company until the later 2018-19 renewal policy year, then the claim would be handled by the 2018-19 year renewal policy (not the 2017-18 policy). The event which leads to a claim must also have occurred after the "retro-date" stated on the policy (which in our case would be the July 1, 2017 start date). CapSpecialty has panel attorneys that include Jackson Lewis, but we have the option of using Hanson Bridgett as the attorney of record. Similar to our current structure with CalTIP, the insurance company will only include the panel rate costs as part of the retention amount (see rate table below). For example, CapSpecialty's rate for a panel attorney is \$250 an hour, while Hanson Bridgett's hourly rate is \$365 an hour. The difference of \$115 would be paid by County Connection, but not included in the retention amount. Finally, we would need to renew our insurance annually through Integro.

	Partner	Associate	Paralegal
Panel Rate	\$250	\$170	\$100
Hanson Bridgett Rate	\$365-\$345	\$325	\$225-\$200

Other Insurance Companies

During the initial request for quotes, only CapSpecialty submitted a proposal to Integro, other insurance companies declined due to the nature of not being familiar with transit agencies and/or our claims loss history (see table below). After Integro followed up with various insurance companies and explained the claims history, two additional quotes were received by Arch/Loyld & Euclid/Loyld. Both of the preliminary estimates are higher than CapSpecialty and we would need to go through the paperwork to finalize quotes.

CaTIP EPL Claims History - Incident Occurred			
Loss Paid:	0-3 years ago	4-6 years ago	7-9 years ago
\$0-\$10,000	-	-	1
\$10,000-\$50,000	-	-	-
\$50,000-\$100,000	-	-	1
\$100,000-\$150,000	-	-	-
\$150,000-\$200,000	1	-	-
\$200,000-\$300,000	-	-	1

Next Steps:

ERMA – ERMA’s Underwriting Committee has recommended County Connection for membership at the \$250,000 retention level. ERMA’s Board of Directors will approve membership at the May 16, 2017 meeting. County Connection will need to approve the Resolution Authorizing Participation in ERMA (Attachment A) at the next Board meeting to be a member. We would also need to provide written confirmation of our intent to bind coverage in ERMA or withdraw from the application process no later than June 1, 2017.

Integro - CapSpecialty – County Connection would need to determine retention amount and whether to use CapSpecialty’s panel attorneys or Hanson Bridgett as attorney of record. Finally, the Board would need to authorize staff to proceed with CapSpecialty and sign any necessary documentation.

Recommendation:

Staff is requesting the A&F Committee make a recommendation to the Board for Employment Practices Liability Insurance.

Sample Resolution

Authorizing Participation in ERMA

(*Agency Name*)

RESOLUTION OF THE (*AGENCY NAME*) AUTHORIZING PARTICIPATION IN THE EMPLOYMENT RISK MANAGEMENT AUTHORITY

WHEREAS, the (*Agency Name*) wishes to obtain Employment Practices Liability coverage for the period (*date*); and

WHEREAS, the Employment Risk Management Authority (ERMA) is a self-insured joint powers authority created for the sole purpose of Employment Practices Liability Coverage. ERMA is comprised of various public entities who risk share up to \$1 million against potentially unlawful employment practices and discrimination claims; and

WHEREAS, ERMA formed primarily due to the fact that government entities have not historically been able to secure Employment Practices Liability (EPL) coverage at a competitive cost through the commercial insurance marketplace; and

WHEREAS, ERMA has met all of the high professional standards established by the California Association of Joint Powers Authorities (CAJPA) in the areas of governance, finance, claims control, safety and loss control and ERMA is fully accredited by CAJPA. CAJPA's accreditation process requires reviews by independent consultants in the areas of accounting, claims adjusting, and actuarial analysis; and

WHEREAS, ERMA provides services to both Joint Powers Insurance Authorities and individual public entities; and

WHEREAS, the (*Agency Name*) has determined that it is in the best interest to become a member of ERMA for the purpose of obtaining Employment Practices Liability coverage; and

WHEREAS, ERMA requires the (*Agency Name*) to pass a resolution expressing the desire and commitment of the (*Agency Name*)'s participation in ERMA, which requires a three year minimum participation period. (*Agency Name*) also understands our entity will be bound by the provisions in the ERMA Joint Powers

Agreement just as though it were fully set forth and incorporated herein whether our entity had signed it individually or through an underlying Joint Powers Insurance Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE (AGENCY NAME):

THAT, the (Agency Name) approves participation in ERMA (date); and

THAT, the (Executive Director/or City Manager) on behalf of the (Agency Name) is hereby authorized to take any and all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by (Agency Name) on (date).

Secretary/Executive Director

ADOPTED: (date)

RESOLUTION NO. (#)

To: A&F Committee

Date: April 26, 2017

From: Lisa Rettig
Senior Manager of Human Resources

Subject: Updated Drug and Alcohol Free
Workplace Policy

Approved By:

SUMMARY OF ISSUES:

CCCTA is required by the FTA to have a Drug and Alcohol Free Workplace Policy. This policy is contained in Section 209 of CCCTA's Employee handbook. Staff, with the assistance of a representative of the FTA, has updated the policy to ensure that it is compliant with the FTA rules and regulations. An updated Drug and Alcohol-Free Workplace Policy, Section 209 is attached.

The changes included in the updated policy include the following:

- A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions (prior language stated employee shall only be tested while on duty)
- For an observed collection, failure to follow an observer's instructions to raise or lower clothing and turn around during a directly-observed test is a refusal
- Wearing a prosthetic or other device used to tamper with the testing process is a refusal
- Admitting to the collector or MRO that a specimen has been adulterated or substituted is a refusal
- Non-safety sensitive employees who violate the policy will be referred to the Employee Assistance Program
- Section 9.0 (page 6) lists up to date cutoff levels for DOT drug testing
- An SAP may be a state-licensed marriage and family counselor Section 5.0 (page 4)
- The term "mass transit" has been changed to "public transit" throughout the policy

FINANCIAL IMPLICATIONS:

There is no additional cost anticipated with these updates.

ACTION REQUESTED:

Forward to the Full Board with recommended approval of Resolution 2017-017

Section 209

CENTRAL CONTRA COSTA TRANSIT AUTHORITY DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

1.0 POLICY STATEMENT

The Central Contra Costa Transit Authority (or the Authority) is dedicated to providing safe, dependable and efficient transportation services to our passengers and the citizens of Central Contra Costa County. CCCTA employees are our most valuable resource, and it is our goal to provide a healthy, satisfying, working environment that promotes personal opportunities for growth. We also recognize that our employees' use of illegal drugs and misuse of alcohol poses a significant risk to public safety, reduces productivity in the workplace, and negatively affects the employee's health and well being. In view of this, the Authority has adopted this policy that is designed to:

1. Create a work environment free from the adverse effects of drug abuse and alcohol misuse;
2. Deter and detect employees' use of illegal drugs and misuse of alcohol;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
4. Encourage employees to seek professional assistance anytime personal problems, including drug or alcohol dependency, adversely affect their ability to safely perform their assigned duties; and
5. Discipline employees who violate the Policy, up to and including termination.

2.0 PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable State and Federal regulations governing workplace anti-drug use and alcohol misuse programs in the transportation industry. They include DOT 49 CFR Part 40, as amended ("Procedures for Transportation Workplace Drug and Alcohol Testing Programs"); FTA 49 CFR Part 655 ("Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations"); DOT 49 CFR Part 29 ("Drug-Free Workplace Act of 1988"); and CA Govt. Code Section 8350 et seq. ("Drug-Free Workplace Act of 1990"). This policy incorporates the requirements of above regulations for safety-sensitive employees and others when so noted.

NOTE: Additional requirements and/or disciplinary actions established under the Authority's authority are entered in **bold-faced type**.

3.0 APPLICABILITY

Unless otherwise noted in specific provisions, this policy applies to **all** employees (including contract employees) regardless of their functions. **The application of this policy to nonsafety-sensitive employees comes under the Authority's own authority. Visitors, invitees, and vendors also are prohibited from entering the premises and/or from conducting any work on behalf of the Authority when illegal**

substances are present in their system, or the odor of alcohol is present on their breath. This policy applies to off-site lunch periods or other authorized breaks when an employee is scheduled to return to work or is on-call.

Contractors that provide safety-sensitive work for the Authority (e.g. paratransit service) are not covered by this policy; but they are required to have a drug and alcohol testing program that complies with the minimum requirements of Part 40 and Part 655.

4.0 PRE-EMPTION OF STATE AND LOCAL LAWS

If any conflict occurs between State and local laws and any requirement of the above-mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

5.0 DEFINITIONS

Adulterated Specimen: A urine specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol. For purposes of this policy, alcohol is alcohol regardless of source.

Breath Alcohol Technician (BAT): An individual who instructs and assists employees or applicants in the alcohol testing process and operates an Evidential Breath Testing (EBT) device.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which Part 40 requires to be canceled. A canceled test is neither a positive nor a negative test.

Collection Site: A place designated by the Authority where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs, and/or measure for alcohol by an evidential breath testing device.

Collector: A person who instructs and assists individuals at a collection site, who receives and makes an initial inspection of the specimen provided by the individual, and who initiates and completes the Custody and Control Form (CCF).

Covered Employee: A person, including a volunteer, applicant/transferee, or contract employee, who performs or is required to perform a safety-sensitive function for the Authority.

Designated Employer Representative: An employee or employees authorized by the company to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, following a positive test, test refusal, or other policy violations.

DHHS: Department of Health and Human Services.

Disabling Damage: Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. "Disabling damage" does not include:

- Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
- Tire disablement without other damage even if no spare tire is available.
- Headlamp or taillight damage.
- Damage to turn signals, horn, or windshield wipers which makes them inoperative.

DOT: Department of Transportation.

Drugs: The drugs for which tests are required under DOT and FTA regulations. They are marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

Drug Abuse: Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual.

Evidential Breath Testing (EBT) Device: A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath under DOT Part 40 and placed on the NHTSA's Conforming Products List.

FTA: Federal Transit Administration.

Invalid Drug Test: The result of a urine drug test that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

Public Transit Vehicles: Vehicles used for public transportation or ancillary services. They include buses, vans, automobiles, and non-revenue commercial motor vehicles.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders, and has the appropriate medical training to interpret and evaluate an individual's confirmed drug and/or validity test results together with the individual's medical history and any other relevant biomedical information.

Positive Alcohol Test: The presence of alcohol in the body at a blood alcohol concentration (BAC) of **0.04** or greater as measured by an EBT device.

Positive Drug Test: Any urine that is chemically tested (screened and confirmed), shows the presence of controlled substances, and is verified by the MRO.

Refusal to Test: Includes circumstances or behaviors such as:

- Failure to appear for any test (except a pre-employment test for new hires) at the collection site in the time allotted.
- Failure to remain at the testing site until the testing process is completed, except in pre-employment testing for new hires where leaving the site before the testing process begins is not deemed to be a test refusal.
- Failure to provide a urine, breath, or saliva specimen as required by DOT Part 40.
- Failure to permit the observation or monitoring of specimen collection when it is required.
- For an observed collection, fail to follow the observers instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process
- Admitting to the collector or MRO that you adulterated or substituted the specimen
- Failure to provide a sufficient amount of urine or breath specimen without a valid medical explanation.
- Failure or refusal to take a second test when required.
- Failure to undergo a medical evaluation when required. In the case of a pre-employment test, the individual is deemed to have refused to test only if the pre-employment test is conducted following a contingent offer of employment.
- Failure to cooperate with the testing process. (Examples: refusal to empty pockets when requested, or behaving in a confrontational manner that disrupts the collection process)
- In alcohol testing, refusal to sign Step 2 of the Alcohol Test Form.
- Leaving the scene of the accident without just cause prior to submitting to a test.
- If the MRO reports a verified adulterated or substituted test result.

Note: A refusal to test is equivalent to a positive test result.

Split specimen: In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second DHHS-certified laboratory for testing upon employee request following a verified positive or a verified adulterated or substituted test result from the primary specimen.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. In order to be a qualified SAP, the individual must be a licensed physician (medical doctor or doctor of osteopathy); or a licensed or certified psychologist, social worker, employee assistance professional, a state-licensed marriage and family counselor or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse), and has knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

Substituted Specimen: A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

6.0 EDUCATION AND TRAINING

The education and ongoing awareness component of this policy will include display of posters, distribution to all covered employees and representatives of employee organizations of the drug and alcohol policy and other informational materials, and periodic information seminars. Each employee will be required to sign an acknowledgment form.

As required by FTA regulations, the Authority will provide to all safety-sensitive employees a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors or company officials who may make reasonable suspicion referrals shall receive an additional 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use, and at least 60 minutes on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

7.0 CONTACT PERSON

Any questions about this policy or any aspect of the Authority's drug- and alcohol-free program should be referred to the following Designated Employer Representative:

Title: Senior Manager of Human Resources
Address: 2477 Arnold Industrial Way, Concord, CA 94520
Telephone Number: (925) 676-1976

8.0 COVERED EMPLOYEES

As a condition of employment, **all** employees are required to submit to drug and alcohol tests administered in accordance with 49 CFR Parts 40 and 655. (**Nonsafety-sensitive employees are covered under the Authority's own authority.**) A refusal to submit to a test as directed will be considered to be a positive test result and the employee will be subject to all the attending consequences as stated in this policy. (Please refer to Section 5.0 - DEFINITIONS for specific circumstances or behaviors that are considered refusal to test.)

As defined by the FTA, safety-sensitive employees include those who perform, or may be called upon to perform, any of the following safety-sensitive functions.

1. Operating a revenue service vehicle, even when it is not in revenue service;
2. Operating a non-revenue service vehicle which is required to be operated by a Commercial Driver's License (CDL) holder;
3. Controlling dispatch or movement of a revenue service vehicle;
4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.

Supervisors are considered safety-sensitive only if they perform, or may be called upon to perform any of the above safety-sensitive functions.

The Authority has analyzed actual job duties performed, or may be called upon to perform, by all of its employees and has determined that the job classifications listed below are considered safety-sensitive for the purposes of this policy.

- Manager of Safety and Training
- Training Coordinator
- Transportation Supervisor
- Senior Manager of Maintenance
- Transit Operator
- Mechanic I, II, III, IV, V, VI
- Service Worker
- Contracted maintenance personnel who maintain revenue service vehicles or equipment used in revenue service
- Contracted transit services personnel

9.0 DRUGS (OR THEIR METABOLITES) TESTED FOR AND CONFIRMATORY CUT-OFF LEVELS

	<u>Confirmatory Cut-Off (ng/ml)</u>
• Marijuana	15
• Cocaine	100
• Opiates	
• Amphetamines/includes methamphetamines	
• Phencyclidine (PCP)	25
• Codeine/Morphine	2000
• 6-Acetylmorphine	10
• AMP/MAMP	250
• MDMA	250

10.0 PROHIBITED CONDUCT/BEHAVIORS

Any employee engaging in the manufacture, distribution, sale, dispensing, possession, or use of prohibited substances on Authority premises, in transit vehicles, in uniform on/off duty, or while on transit Authority business is a violation of this Policy and will subject the employee to disciplinary process, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

Employees also are required to notify the Authority within five (5) days of any criminal drug statute conviction which occurs as the result of an incident which happened in the workplace or while on duty. Failure to notify the Authority of such shall subject the employee to disciplinary action, up to and including termination.

10.1 Illegal Drugs

The prohibited drugs listed on Section 9.0 are always illegal and employees are prohibited from consuming any of them at all times, on or off duty. Employees may be tested for illegal drugs anytime they are on duty or subject to duty.

10.2 Prescription or Over-the-Counter Medications

Under the Authority policy, the appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, safety-sensitive employees must notify their manager and may not perform any safety-sensitive function if their medication carries a warning label that mental functioning, motor skills or judgment may be adversely affected, unless the medication is being used in accordance with the instructions of a physician who has provided a written determination that the substance will not adversely affect the employee's ability to safely perform safety-sensitive duties. It is the employee's responsibility to determine from his or her physician or practitioner whether or not the substance may impair job performance. Failure to immediately report the use of impairing drugs or failure to provide a valid evidence of medical authorization will result in disciplinary action, up to and including termination.

A prescription is considered valid only if it is in writing and indicates the employee's name, date, the name of the substance, quantity or amount to be taken, and the period of authorization. Controlled substances obtained illegally outside the United States are not considered valid medical prescriptions under this policy. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription.

10.3 Alcohol

Safety-sensitive employees are prohibited from consuming alcohol in any form under the following circumstances:

- While performing safety-sensitive functions;
- Within four (4) hours prior to performing safety-sensitive functions;
- While they are on call; or
- Within eight (8) hours following an accident requiring a post-accident alcohol test, unless the test was completed within 8 hours.

If an employee on call discloses alcohol consumption when called for duty, the Authority may require the employee to report to the collection site for alcohol testing to determine ability to perform a safety-sensitive function. If the employee tests below 0.02, he or she may be required to report to work.

An alcohol test is considered positive if the employee's alcohol concentration rate, as measured by an evidential breath testing device, is at 0.04 or greater. A covered employee having an alcohol concentration of 0.04 or greater is prohibited from performing or continuing to perform safety-sensitive functions. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed after 15 minutes, but no more than 30 minutes later to confirm the results of the initial test. The confirmation test will be at CCCTA's expense. An employee who has a confirmed alcohol concentration of greater than or equal to

0.02 but less than 0.04 will be removed from duty for eight hours unless subsequent retests result in a concentration of less than 0.02.

TYPES OF TESTING

11.1 PRE-EMPLOYMENT TESTING

All candidates for employment, or any employee transferring from a non-safety-sensitive to a safety-sensitive position will be required to undergo pre-employment drug tests at a time and place designated by the Authority. A verified negative drug test result must be received by the Authority before an employee or candidate can be allowed to perform any safety-sensitive function for the first time. If a pre-employment test is canceled, the individual will be required to undergo another test and successfully pass the test with a verified negative result.

Subject to the candidate's written consent, the Authority will check on the substance abuse testing background of candidates and employees being considered for final selection into any safety-sensitive position within the agency. If the individual refuses to provide the written consent, he or she will not be hired into the safety-sensitive position.

If the information obtained from the previous employer(s) indicates a violation of a DOT or FTA substance abuse testing rule, the employee may not be allowed to perform any safety-sensitive function unless he or she has successfully complied with the return-to-duty requirements. If the individual has had a positive pre-employment substance abuse test, or has refused such a test, he or she will not be hired until and unless the individual has provided a documentation of successful completion of the return-to-duty process, which includes a SAP referral, evaluation and treatment plan.

In addition, an employee who has not performed any safety-sensitive function for at least 90 consecutive calendar days (regardless of the reason), and has been out of the random pool during that period, must pass a pre-employment drug test before he or she is allowed to return to safety-sensitive work.

11.2 REASONABLE SUSPICION TESTING

It is the responsibility of any employee who observes or has knowledge of another employee in a condition which may impair his or her ability to safely and effectively perform his or her duties, or may pose a safety hazard to self or others, to promptly report the incident to his or her supervisor, or any supervisor if the immediate supervisor is not available.

Whenever a supervisor (or other company official) has reason to believe that an employee has used a prohibited drug and/or engaged in alcohol misuse, reasonable testing will be conducted. The individual who makes the referral need not be the employee's own supervisor, as long as he or she has received training in detecting the signs and symptoms of drug use and alcohol misuse. The supervisor's or company official's observations will be documented and such documentation shall be kept in the employee's confidential drug and alcohol testing file. Such documentation shall describe and document the following:

- a) the date and time observations were made;

- b) specific, contemporaneous and articulable observations concerning the employee's appearance, behavior, speech, body odors and/or performance

FTA rule requires that a reasonable suspicion alcohol test be conducted only if the reasonable suspicion observation is made just before, during, or just after the employee's performance of safety-sensitive function. If the alcohol test is not conducted within two hours, the reason for the delay must be documented and kept in the employee's reasonable suspicion test file. All attempts to complete the alcohol test must cease after eight hours.

11.3 POST-ACCIDENT TESTING

Safety-sensitive employees operating a public transit vehicle at the time of an accident shall be required to submit to drug and alcohol tests as soon as practicable after the accident. For purposes of this policy, "accident" is defined as an accident involving a public transit vehicle where the result is:

- An individual dies;
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene;
- The bus or any other vehicle(s) involved in the accident suffers a disabling damage as a result of the accident and is transported away from the scene by a tow truck or other vehicle.

11.3.1 Fatal Accidents

Whenever there is a loss of human life, any surviving employee operating the Authority vehicle at the time of the accident shall be tested for drugs and alcohol. Any safety-sensitive employee not in the vehicle but whose performance could have contributed to the accident also shall be tested.

11.3.2 Non-fatal Accidents

Following non-fatal accidents, the employee operating the vehicle at the time of the accident shall be tested unless his or her performance can be completely discounted as a contributing factor to the accident. Any other safety-sensitive employee whose performance could have contributed to the accident also shall be tested.

11.3.3 Other Post-Accident Testing Requirements

An employee who is involved in an accident must immediately report the accident to his or her supervisor. Failure to immediately report the accident is ground for discipline, up to and including termination. Employees involved in an accident that requires testing must remain readily available for testing, including notifying the Authority of their location if they leave the scene of the accident before testing to

obtain emergency medical care, or to obtain assistance in responding to the accident. They will be considered to have refused to submit to testing if they fail to do so and will be terminated from employment.

Employees are prohibited from using alcohol for eight hours following an accident or until the post-accident testing is completed, whichever occurs first. Every effort will be made to conduct alcohol testing within two hours after the accident. In the event the alcohol test is delayed beyond two hours, the Authority will prepare and maintain a record stating the reason(s) for the delay. If an alcohol test is not administered within eight hours following the accident, the Authority will cease all efforts to administer the test and document the reason for the inability. In the event a drug test is not administered within 32 hours from the time of the accident, the Authority will cease all attempts to administer the drug test. This requirement should not be construed to delay the necessary medical attention for injured people following the accident.

If the Authority is unable to perform post-accident tests within the required period of compliance, the Authority will use the post-accident test results administered by State or local law enforcement personnel under their own authority, provided the test results are obtained by the Authority.

After the accident, the employee will be removed from service, but remain on paid status during the testing period and while awaiting test results, unless the employee is suspended for any additional purposes concurrent with the waiting of the test results. If all test results are negative, the employee will be immediately returned to work. If the alcohol test result is positive or the drug test result is non-negative (positive, adulterated, or substituted), the employee will be terminated.

11.4 RANDOM TESTING

Safety-sensitive employees are required to undergo random drug and alcohol tests to deter use of prohibited drugs and misuse of alcohol. The random selection will be conducted using a scientifically valid method, such as a random number table or a computer-based random number generator, which gives each covered employee an equal chance of being selected every time a selection is made. As is the nature of the random method, it is possible that some employees will be selected several times in one year, and other employees not for several years. Management does not have any discretion on who will be selected.

Every effort will be made by the Authority to spread random testing reasonably throughout the calendar year, the testing period, all days of the week, and all hours when safety-sensitive functions are performed. The testing dates and times are unannounced and employees are required to immediately and directly proceed to the designated collection site following notification.

The Authority will conduct random drug and alcohol tests at a minimum annual percentage of covered employees as required by the FTA. (For CY 2005, the FTA random rates are 50% for drugs and 10% for alcohol). The rates are subject to change

on an annual basis, depending on the industry-wide positive rate determined by the FTA from the annual MIS reports submitted by covered employers.

A covered employee shall only be tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.

11.5 RETURN-TO-DUTY TESTING

An employee who has refused a required test, has a verified positive, adulterated or substituted drug test result, or tests positive for alcohol at **0.04** or greater, shall not be allowed to return to safety-sensitive duties until after he or she has completed the return-to-duty process. This includes evaluation by a SAP, successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under 0.02.

11.6 FOLLOW-UP TESTING

In addition to the Return-to Duty test described in Section 11.5, an employee who previously tested positive, or refused to take a required test, shall be subject to follow-up testing for drugs and/or alcohol, as prescribed by the SAP, for a minimum period of 12 months to a maximum of five years. As mandated by the FTA, the employee shall undergo at least six follow-up tests during the first 12 months of his or her return to work. Although they are both unannounced, follow-up testing is apart and separate from random testing. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the employee's manager or supervisor.

12.0 DRUG & ALCOHOL TESTING PROCEDURES

All DOT drug and alcohol tests required under this policy will be administered in accordance with the "Procedures for Transportation Workplace Drug and Alcohol testing Programs (49 CFR Part 40), as amended.

Throughout the testing process, the privacy of the employee will be protected and the integrity and validity of the process will be maintained. The drug testing procedure will include a split specimen collection method and a federal Custody and Control Form with a unique identification number to ensure that the correct test result is attributed to the correct employee. An initial screening test using an immunoassay technique will be performed. If the specimen is positive for one or more of the drugs tested, then a confirmation test will be performed using the state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis. If the test is confirmed positive, the MRO will conduct a verification process, which includes giving the employee an opportunity to provide a valid medical explanation for the positive test result.

Additionally, the laboratory may conduct analyses to determine if a urine specimen has been adulterated, tampered with, or diluted. A "negative-dilute" result, as reported by the MRO shall be considered a negative test result.

If the laboratory reports to the MRO an “Invalid Result” or “Rejected for Testing” (because of a fatal or uncorrectable flaw), a recollection may be required by the MRO, and depending on the circumstances, the recollection may be directly observed.

Tests for alcohol concentration will be conducted using an alcohol screening device and an evidential breath testing (EBT) device if the screen test is at 0.02 BAC or greater. A DOT Alcohol Testing Form will be used and a unique sequential number will be assigned to each test.

Detailed drug and alcohol specimen collection procedures are available upon request from the Contact Person identified in Section 7.0 of this policy.

13.0 DIRECTLY- OBSERVED URINE SPECIMEN COLLECTION

Under the following circumstances, the employee will be directed to undergo an immediate urine specimen collection under direct observation with no advance notice:

- If the laboratory reported to the MRO that a specimen is invalid and there was no adequate medical explanation for the result;
- If the MRO reported that the original positive, adulterated, or substituted test result had to be canceled because the split specimen testing could not be performed;
- If the drug test is a return-to-duty or a follow-up test;
- If the collector observes employee conduct that clearly indicates an attempt to tamper with a specimen;
- If the temperature on the original specimen was out of range; or
- If the original specimen appeared to have been tampered with.

The observer shall be the same gender as the employee, but need not be the collector. The observer is responsible for ensuring that the specimen goes from the employee’s body into the collection container. If the employee declines to allow a directly observed collection when required or permitted under this policy, it is considered a refusal to test.

14.0 MONITORED URINE SPECIMEN COLLECTION

Under those circumstances when a multi-stall restroom has to be used for urine specimen collection and the facility cannot be adequately secured, the collector will conduct a monitored collection. The monitor shall be the same gender as the employee, unless the monitor is a medical professional. The monitor will not watch the employee void into the collection container. However, if the monitor hears sounds or observes attempts to tamper with a specimen, an additional collection under direct observation will be ordered. If the employee declines to permit a collection authorized to be monitored, it is considered a refusal to test.

15.0 SPLIT SPECIMEN TESTING

After notification by the MRO of a positive drug test or refusal to test because of adulteration or substitution, the employee has 72 hours to request from the MRO (verbally or in writing) a test of the split specimen. After 72 hours have passed, the request can be considered only if the employee can present to the satisfaction of the

MRO information that unavoidably prevented the employee from making a timely request.

Following the employee's timely request, the MRO shall send a written request to the primary laboratory to forward the split specimen to a second DHHS-certified laboratory for testing without regard to the cut-off concentration. If the second laboratory fails to reconfirm the substance detected in the primary specimen or the adulterant identified, or if the split specimen is unavailable for testing, the test shall be canceled. The MRO shall report the cancellation and the reasons for it to the DOT, the company, and the employee. In the case of the split specimen being unavailable, the employee shall be directed, with no advance notice, to submit another specimen under direct observation.

16.0 CONSEQUENCES / DISCIPLINE

Any safety-sensitive employee who has a verified positive drug test result, an alcohol concentration of **0.04** or above, or refuses to submit to a drug or alcohol test (including adulteration or substitution) shall be:

1. Immediately taken out of safety-sensitive duty;
2. Referred to a SAP for evaluation, education or treatment and provided educational materials.

Under the Authority's own authority, non-safety-sensitive employees also may be removed from duty, referred to a EAP, and be subject to discipline.

FTA regulations allow individual employers to determine the discipline to be imposed on employees who violate the DOT/FTA regulations or company policy. **The Authority's discipline policy is as follows:**

Positive test results on Random tests will result in a "Second Chance". The employee will be removed from service and referred to an SAP for evaluation. Upon completion of the SAP program the employee will be subject to Return to Duty and Follow-up testing per the SAP.

Positive test results on Post-Accident, Return to Duty, Follow-Up or Reasonable Suspicion testing will result in immediate termination.

17.0 REFERRAL, EVALUATION AND TREATMENT

If an employee (including an applicant) tests positive for drug(s) or alcohol or refuses to submit to a test when required, the Authority shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such referral. He or she shall be given an EAP referral.

18.0 VOLUNTARY REHABILITATION

CCCTA employees are encouraged to voluntarily seek professional help before any substance use or dependence affects job performance. An employee who has a drug and/or alcohol abuse problem and has not been selected for testing or

is not involved in a disciplinary proceeding may voluntarily refer himself or herself to the EAP for evaluation and treatment recommendations. Confidentiality, job security and promotional opportunities will be protected and no disciplinary action will be taken. The employee may be eligible for sick leave, disability benefits, or vacation while undergoing rehabilitation or treatment. The Employee Assistance Program (EAP) is available to assist employees who seek help voluntarily for drug and/or alcohol problems. The EAP will serve as a screening and referral source for employees who have substance abuse problems. The cost of up to three EAP counseling sessions per calendar year will be borne by CCCTA. The cost of additional counseling sessions and/or any rehabilitation program will be borne by the employee. Many medical benefit plans do cover and/or offer some rehabilitation programs.

19.0 CONFIDENTIALITY AND ACCESS TO FACILITIES AND RECORDS

Employees have a right to examine their own drug and alcohol testing records, provide information to dispute the results, and have access to any pertinent data such as EBT calibration or drug testing laboratory certification. They also have a right to obtain a copy of their own drug and/or alcohol testing results by submitting a written request to the Designated Employer Representative identified in Section 7.0 of this policy.

The Authority will do everything possible to safeguard the confidentiality of drug and alcohol testing records and protect the privacy of the individuals tested. Individual test results or medical information will be released to third parties (e.g. previous employers, unions) only with the employee's specific written consent, or to those parties authorized by the DOT or FTA to receive such information without the employee's consent. Specific written consent applies only to a particular piece of information released to a particular person or organization at a particular time. Blanket releases are specifically prohibited by DOT.

The employee's written consent is not required in administrative or legal proceedings such as:

- A lawsuit, grievance, or administrative proceeding brought by, or on behalf of the employee, resulting from a positive drug or alcohol test or a refusal to test; or
- A criminal or civil action resulting from an employee's performance of safety-sensitive duties where the alcohol or drug test information is deemed relevant.

Access to Authority facilities and drug and alcohol program records also must be provided, without the employee's consent, to DOT or FTA agency representatives; the National Transportation Safety Board as part of an accident investigation; a Federal, state or local safety agency with regulatory authority over the company or the employee; or State or grantee required to certify to FTA compliance with 49 CFR Parts 40 and 655.

To: Administration & Finance Committee

Date: May 1, 2017

From: Erick Cheung, Director of Finance

Reviewed by:

SUBJECT: Revised Fiscal Year 2018 Draft Budget and Ten Year Forecast

SUMMARY:

County Connection's Fiscal Year (FY) 2018 Draft Budget and Financial Forecast has been revised based on current information and input from the Administration and Finance Committee's (Committee). Staff requests that the Committee provide any additional comments and recommend forwarding the revised FY 2017 Draft Budget and Financial Forecast to the Board. The Board of Directors will be requested to review and comment, so that a final draft will be prepared for adoption in June following a public hearing.

The FY 2018 Draft Budget proposes \$39.0 million in expenses with proposed revenues to offset these costs. County Connection's main revenue source is TDA 4.0 funds from MTC. The proposed budget uses \$20.5 million of TDA 4.0 funds, which is \$3.2 million more than MTC estimates we will receive next fiscal year. Therefore, we would be reducing our TDA reserves and have a balance of \$7.0 million by the end of the fiscal year. *By FY 2020, the reserve balance will drop to \$472 thousand assuming there are no improvements in revenue or reduction in costs.* As discussed in the previous meetings, this is not sustainable and will need to be corrected for financial stability in the short and long term.

The FY 2018 Draft Budget and Ten Year Forecast reflect the operations as it currently exists. This does not include any potential revenues from the passage of State Assembly Bill 1 (SB1), since MTC staff is working on reviewing the bill and determining allocations on what will be provided. SB1 will be helpful to cover some of the shortfall but not sufficient to cover the structural deficit. Staff has preliminarily begun looking at options to enhance revenues and/or reduce costs and has shown some of these in the previous month and in this report. Staff will continue to update the A&F Committee and the Board with current information and options for final approval.

The following are the changes from the FY 2018 Draft Budget that was presented in April:

- a) TDA 4.5 Paratransit revenue decreased – MTC staff has reduced TDA 4.5 Paratransit funds for \$56 thousand from \$828 thousand to \$772 thousand.
- b) General Liability, Property and Employment Practices Liability insurance expense decreased – County Connection is a part of CalTIP for general liability and property insurance. CalTIP informed members last December that premiums will increase substantially due to claims losses. Also, CalTIP would no longer provide EPL insurance effective July 1, 2015. Staff had preliminarily increased insurance costs \$304 thousand for these items based on the preliminary information. Staff revised the amount to \$604 thousand which is an increase of \$143 thousand. This is still a significant increase but less than the original budget amount by \$161 thousand, due to information received at the CalTIP Board meeting in April and EPL proposals

- c) Diesel and Gas expense increase – The passage of SB1 will increase diesel and gas expense by \$0.20 per gallon and \$0.12 per gallon, respectively, beginning on November 1st. This is an increase of approximately \$101 thousand for diesel and gas combined.
- d) TDA Revenue needed – The net impact is \$4 thousand noted above, increases the TDA funds needed. The TDA funds are then included and carried over in the reserves.

Overview of FY 2018 Proposed Budget

Expenses

The FY 2018 Draft Operating Budget is \$38.1 million which is \$2.4 million or 6.4% more than the FY 2017 estimated amount (increase of \$1.0 million or 2.7% of FY 2017 Budget). The budget includes an operating contingency of \$500,000. The following highlights the proposed expenses and comparing them to the FY 2017 estimated and budget amount:

Category for Fixed Route and Paratransit	Description	(\$ In Thousands)						
		Proposed FY 2018 Budget Amount	Estimated FY 2017 Amount	Amount Over (Under) Estimate	% Over (Under) Estimate	Budget FY 2017 Amount	Amount Over (Under) Budget	% Over (Under) Budget
Wages/Fringe Benefits Paid Time Off	Includes increases of 3% based on labor negotiations. Budget amount is higher than estimated due to vacant Senior Planning position and Maintenance positions.	\$ 16,958	\$ 16,237	\$ 721	4.3%	\$ 16,383	\$ 575	3.4%
Fringe Benefits Other	Assumes fully staffed. 3% rate increase in Life & Dental. Cafeteria increase of 6% due to higher medical premiums.	\$ 8,050	\$ 7,749	\$ 301	3.7%	\$ 7,543	\$ 507	6.3%
Services	Services includes legal fees, service repair, IT agreements and promotions.	\$ 2,101	\$ 2,080	\$ 21	1.0%	\$ 2,169	\$ (68)	-3.2%
Materials and supplies	Diesel fuel prices are rising since FY 2016 and passage of SB1, but still below the average of \$2.1M in FY2012 to FY 2014. Budgeted to increase \$447K over FY 2017 estimate increase.	\$ 2,877	\$ 2,417	\$ 460	16.0%	\$ 2,769	\$ 108	3.8%
Utilities	Budget for PG&E costs for Walnut Creek Trolley is \$70K. Only estimated to spend \$30K in FY 2017 since it started in November of 2016 and originally budgeted for \$100K.	\$ 417	\$ 365	\$ 52	12.5%	\$ 446	\$ (29)	-7.0%
Casualty and liability	Insurance premiums will increase \$143K due to CalTIP claims losses and needing to find employment practices liability insurance.	\$ 851	\$ 703	\$ 148	17.4%	\$ 711	\$ 140	16.5%
Other	Taxes, Leases & Rental & Miscellaneous expense categories.	\$ 492	\$ 434	\$ 58	11.8%	\$ 535	\$ (43)	-8.7%
Purchased transportation	Estimated increase in paratransit services costs, contract extension was finalized in April.	\$ 5,866	\$ 5,703	\$ 163	2.8%	\$ 5,737	\$ 129	2.2%
Contingency	Estimated contingency.	\$ 500	\$ -	\$ 500	100.0%	\$ 800	\$ (300)	-60.0%
Total		\$ 38,112	\$ 35,688	\$ 2,424	6.4%	\$ 37,093	\$ 1,019	2.7%

Revenues

The FY2018 Draft Budget for revenues are equal with expenses, since the majority of County Connection's revenue is on a reimbursement basis. The following is a summary of revenue:

Category for Fixed Route and Paratransit	Description	(\$ In Thousands)						
		Proposed FY 2018 Budget Amount	Estimated FY 2017 Amount	Amount Over (Under) Estimate	% Over (Under) Estimate	Budget FY 2017 Amount	Amount Over (Under) Budget	% Over (Under) Budget
Fare/Special Fare Revenue	Increase in FY18 due to updated agreement with Walnut Creek on Rte. 4 & 5.	\$ 4,905	\$ 4,844	\$ 61	1.2%	\$ 5,152	\$ (247)	-5.0%
Federal Grants	Federal Grants are mainly for Paratransit Services.	\$ 1,375	\$ 1,362	\$ 13	0.9%	\$ 1,350	\$ 25	1.8%
State Grants	Increase due to MTC estimating STA funds will be higher as diesel prices have climbed. Low Carbon Transit Operations Program funds are half of preliminary estimates from MTC.	\$ 2,885	\$ 2,703	\$ 182	6.3%	\$ 2,949	\$ (64)	-2.2%
TDA	Funds of last resort and was revised in FY 17 to grow only 1%. County auditor's office estimates growth of 3% in FY 18.	\$ 20,649	\$ 18,574	\$ 2,075	10.0%	\$ 19,375	\$ 1,274	6.2%
Measure J	Increase for FY18 is expected to increase only 1.9%. Also, cleanup payments from CCTA for previous year not expected to exceed estimates.	\$ 6,070	\$ 6,013	\$ 57	0.9%	\$ 5,979	\$ 91	1.5%
Bart Express	Funds bus service to BART stations.	\$ 807	\$ 778	\$ 29	3.6%	\$ 778	\$ 29	3.6%
Regional Measure 2	Funds express service between Walnut Creek BART and Bishop Ranch Business Park.	\$ 145	\$ 145	\$ -	0.0%	\$ 145	\$ -	0.0%
Lifeline	Funded by STA and Federal sources.	\$ 500	\$ 500	\$ -	0.0%	\$ 500	\$ -	0.0%
Advertising & Other Revenue	Includes Advertising revenue, interest income, and miscellaneous income.	\$ 776	\$ 769	\$ 7	0.9%	\$ 865	\$ (89)	-11.5%
Total		\$ 38,112	\$ 35,688	\$ 2,424	6.4%	\$ 37,093	\$ 1,019	2.7%

Capital Program

The FY 2018 Draft Budget includes \$931 thousand in capital purchases (see PP.6). The majority of the expenses are for facility maintenance and modernization for \$550 thousand.

Ten Year Financial Forecast and TDA Reserve

Operating Revenues

- Passenger fares in FY 2013 peaked at \$3.5 million for fixed route and have steadily declined over the last several years. The proposed budget for FY 2018 is \$2.8 million and assumes no increases currently. In the past, we would forecast 2% growth and 12% rate increases every 3 years.

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
	actual	actual	actual	actual	estimate	budget	projection
Fare Revenue	3,579,640	3,314,663	3,205,910	3,000,325	2,851,867	2,852,100	2,852,100
\$ Change		(264,977)	(108,753)	(205,585)	(148,458)	233	-
% Change		-7.4%	-3.3%	-6.4%	-4.9%	0.0%	0.0%

- STA revenue for FY 2018 is estimated by MTC and assumes a 3% growth rate in the out years.
- Measure J is projected to grow at the rate used in the Authority's revised Measure J Strategic Plan published in December 2013 which averages 3.69% from FY 2018 to FY 2025. Contra Costa Transportation Authority is currently in the process of updating their Strategic Plan.
- LCTOP Funds for FY 2018 for \$285 thousand and assumes a 3% annual increase which would bring in half of the original estimated amount of \$20 million over 25 years.

- Lifeline Funds for FY 2018 is \$500 thousand, but this is the final year of a 3 year grant. MTC has stated that Lifeline funds will be available, but no estimates of funding or timeline. Currently assumes \$500 thousand will continue in the future.

Operating Expenses

The forecast assumes that the service levels will remain the same and 3% wage increases per the MOUs agreed upon last year continue into future years. A 2.5% growth rate in the out years has been used for fixed route nonwage expenses except as noted in the following bullets:

- Cafeteria plan expenses are assumed to increase at 4% per year.
- PERS costs in the forecast reflect estimates based on the PERS Board reducing the discount rate to 7.0% last December. There is currently an 8 year phase in of the new discount rate. The decrease in the discount rate to 7.0% means that the employer contribution rate will increase from 7.5% to 9.5% by FY 2021 which is a 26% increase. Also, the UAL payments that are phased in will grow from \$47 thousand in FY 2018 to over \$1.0 million by FY 2023 which is due to PERS rate of returns of 2.4% for FY 2015 and 0.6% for FY 2016. The following table is a summary of the changes:

PERS 2018 FORECAST (based on preliminary estimates by CalPERS)										
Employer Contribution Rate	7.321%	7.105%	8.997%	7.553%	7.500%	8.000%	8.500%	9.500%	9.500%	9.500%
	Actual			Estimate	Budget	Forecast				
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Annual PERS Costs	\$1,445,076	\$1,535,367	\$1,744,048	\$1,712,153	\$1,704,828	\$1,900,803	\$2,038,022	\$2,264,366	\$2,332,297	\$2,402,265
UAL Payment	\$0	\$0	\$0	\$0	\$47,020	\$203,000	\$378,000	\$603,000	\$844,000	\$1,037,000
Total	\$1,445,076	\$1,535,367	\$1,744,048	\$1,712,153	\$1,751,848	\$2,103,803	\$2,416,022	\$2,867,366	\$3,176,297	\$3,439,265
\$ Increase		\$90,290	\$208,681	(\$31,895)	\$39,695	\$351,955	\$312,219	\$451,344	\$308,931	\$262,969
% Increase		6%	14%	-2%	2%	20%	15%	19%	11%	8%

TDA Reserve

The current forecast has TDA 4.0 expenses exceeding revenues over \$3 million a year, and the reserve balance dropping to \$472 thousand or 1.2% of operating expenses by FY2020. Expenses average growth rate is 3.5% while revenues are only growing 2.6% from FY 2019 to FY 2026. This is not sustainable and staff is still in the process of preparing options for revenue enhancements or expense reductions. Staff has added "Supplies and Services Reduction" option but all of these are still preliminary concepts; each one would require additional time to fully understand the implications before any changes are made:

Revenues:

a. State Assembly Bill 1 (SB1)

The transportation funding package which passed the state legislature on April 6th will provide much needed operating funds and in many cases, prevent service cuts facing many transit providers. County Connection anticipates receiving funds from SB1 next fiscal year but the amounts are not yet known. MTC staff is currently reviewing the bill and will need time to determine how to allocate the funds.

b. Increase Fares

- If we eliminated punch passes and mid-day free for seniors and require people to pay the full fare it would generate \$360,000 a year assuming everyone kept riding.
- If we increased the base fare from \$2.00 to \$2.25, we would gain an additional \$200,000 a year, again assuming everyone kept riding. Most likely the actual revenue would be less due to fare elasticity.

Expenses:

c. Service Reduction

Assuming a marginal cost savings of \$54 per hour; we would need to cut 37,037 hours of service to get a \$2 Million savings. This amounts to 14% of our service. The number of hours of service deployed on routes that cost more than \$10 a passenger is only 13,205. The cuts would have to go much deeper to routes that cost less per passenger.

d. Capital Reduction

Because some of our TDA is spent on local match for federal funds, capital expenses affect the TDA reserve and annual draw down. Some capital expenses can be deferred and funding can be shifted to other sources such as bridge toll and Prop 1B to get the local match. This would save \$651,000 in FY 2018 and \$568,000 in FY19.

e. ADA Service Area Reduction

Currently the LINK provides service to an area 1.5 miles from any fixed route including the school tripper routes. This exceeds the requirement for ADA service which is only 0.75 mile from a regularly scheduled fixed route. We haven't estimated the savings, but it would significantly shrink the demand.

f. Services and Supplies Reduction (added in May)

Staff is reviewing supplies and services for areas of reduction, but many of the larger dollar expenses are difficult to reduce such as utilities, insurance, diesel, annual software license renewals, and repair parts. The following is a summary of potential areas, the sum of all of these is \$545,000, and it isn't reasonable to eliminate these costs entirely:

FIXED ROUTE SERVICES & SUPPLIES	FY 2017 Estimated	FY 2017 Budget	Proposed FY 2018 Budget
Management Services	25,000	25,000	25,000
Schedules/Graphics	63,015	70,000	70,000
Promotions	143,770	180,000	150,000
Recruitment	18,000	25,000	20,000
Hiring Costs	12,000	18,000	15,000
Temporary Help-All depts	68,850	27,000	27,000
Security Services	86,359	86,400	89,000
Board Travel	16,500	16,500	20,000
Staff Travel	50,000	50,000	55,000
Training Program	25,000	25,000	25,000
Training / Subs-Gm	7,000	7,500	7,000
Misc exp	1,000	1,000	1,000
Employee Functions	35,000	35,000	35,000
Employee Awards	5,000	5,000	5,000
Departing Emp gifts	1,000	1,000	1,000
Total Services & Supplies	557,494	572,400	545,000

RECOMMENDATION:

Staff requests that the Committee provide comments and forward the draft to the Board of Directors for review and comment. A final FY 2018 Budget will be submitted for June for approval.

County Connection

Operating and Capital Budget

Fiscal Year 2018



Concord, California

May 2017

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

**Fiscal Year 2018
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County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2018 BUDGET SUMMARY

	ESTIMATED FY 2017	ADOPTED BUDGET FY 2017	% VARIANCE	PROPOSED BUDGET FY 2018	PROPOSED OVER/(UNDER) ESTIMATED
Operations					
Fixed Route	\$ 30,042,704	\$ 31,456,297	-4.5%	\$ 32,309,414	7.5%
Paratransit	\$ 5,645,088	\$ 5,636,374	0.2%	\$ 5,802,841	2.8%
Subtotal	\$ 35,687,792	\$ 37,092,671	-3.8%	\$ 38,112,255	6.8%
Capital					
Fixed Route	\$ 20,010,000	\$ 20,010,000	0.0%	\$ 931,000	-95.3%
Paratransit	\$ -	\$ -	N/A	\$ -	N/A
Subtotal	\$ 20,010,000	\$ 20,010,000	0.0%	\$ 931,000	-95.3%
Grand Total	\$ 55,697,792	\$ 57,102,671	-2.5%	\$ 39,043,255	-29.9%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2018 BUDGET- OPERATING EXPENDITURES

Category	ACTUAL FY 2016	ESTIMATED FY 2017	ADOPTED FY 2017	FY 2017 Estimate vs Budget		PROPOSED FY 2018	FY2018 vs 2017 Estimate	
				Amount +/-	% +/-		Amount +/-	% +/-
Fixed Route								
Wages	\$ 13,634,627	\$ 13,839,583	\$ 14,032,523	\$ (192,940)	-1.4%	\$ 14,502,281	\$ 662,698	4.8%
Fringe benefits-paid time off	2,250,928	2,299,499	2,252,345	47,154	2.1%	2,355,738	56,239	2.4%
Fringe benefits-other	6,837,146	7,699,232	7,487,183	212,049	2.8%	7,992,869	293,637	3.8%
Total Wages and benefits	22,722,701	23,838,314	23,772,051	66,263	0.3%	24,850,888	1,012,574	4.2%
Services	1,826,413	2,050,488	2,153,251	(102,763)	-4.8%	2,084,732	34,244	1.7%
Materials and supplies	2,272,005	2,413,832	2,766,150	(352,318)	-12.7%	2,874,464	460,632	19.1%
Utilities	262,421	339,668	421,000	(81,332)	-19.3%	391,000	51,332	15.1%
Casualty and liability	685,551	702,700	711,345	(8,645)	-1.2%	850,865	148,165	21.1%
Taxes	193,899	180,396	285,500	(105,104)	-36.8%	228,015	47,619	26.4%
Leases and rentals	44,983	49,860	46,000	3,860	8.4%	51,500	1,640	3.3%
Miscellaneous	161,854	200,346	199,560	786	0.4%	210,850	10,504	5.2%
Purchased transportation	227,215	267,100	301,440	(34,340)	-11.4%	267,100	-	0.0%
Total Other Expenses	5,674,341	6,204,390	6,884,246	(679,856)	-9.9%	6,958,526	754,136	12.2%
Subtotal	28,397,042	30,042,704	30,656,297	(613,593)	-2.0%	31,809,414	1,766,710	5.9%
Contingency			800,000	(800,000)	-100.0%	500,000	500,000	N/A
Subtotal	28,397,042	30,042,704	31,456,297	(1,413,593)	-4.5%	32,309,414	2,266,710	7.5%
Paratransit								
Wages	90,846	98,400	98,489	(89)	-0.1%	100,286	1,886	1.9%
Fringe benefits	49,811	50,388	55,685	(5,297)	-9.5%	57,055	6,667	13.2%
Total Wages and benefits	140,657	148,788	154,174	(5,386)	-3.5%	157,341	8,553	5.7%
Services	12,418	30,500	16,100	14,400	89.4%	15,600	(14,900)	-48.9%
Materials and supplies	1,859	3,400	3,400	-	0.0%	3,400	-	0.0%
Utilities	22,224	25,400	25,400	-	0.0%	26,450	1,050	4.1%
Taxes	14	300	400	(100)	-25.0%	300	-	0.0%
Miscellaneous	39	700	900	(200)	-22.2%	700	-	0.0%
Purchased transportation	5,231,626	5,436,000	5,436,000	-	0.0%	5,599,050	163,050	3.0%
Total Other Expenses	5,268,180	5,496,300	5,482,200	14,100	0.3%	5,645,500	149,200	2.7%
Subtotal	5,408,837	5,645,088	5,636,374	8,714	0.2%	5,802,841	157,752	2.8%
Total Operating Expenses	\$ 33,805,879	35,687,792	37,092,671	\$ (1,404,879)	-3.8%	\$ 38,112,255	\$ 2,424,463	6.8%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2018 BUDGET- OPERATING REVENUES

Category	ACTUAL FY 2016	ESTIMATE FY 2017	ADOPTED FY 2017	FY 2017 Estimate vs Budget		PROPOSED FY 2018	FY2018 vs 2017 Estimate	
				Amount +/-	% +/-		Amount +/-	% +/-
Fixed Route								
Fare revenue	\$ 3,000,325	\$2,851,867	\$ 3,162,000	\$ (310,133)	-9.8%	\$ 2,852,100	\$ 233	0.0%
Special service revenue	1,440,678	1,485,021	1,418,500	66,521	4.7%	1,545,029	60,008	4.0%
	4,441,003	4,336,888	4,580,500	(243,612)	-5.3%	4,397,129	60,241	1.4%
Advertising revenue	529,583	608,420	609,122	(702)	-0.1%	615,938	7,518	1.2%
Non-Operating rev	289,788	135,685	104,600	31,085	29.7%	110,000	(25,685)	-18.9%
FTA Section 5303 /Mobility	34,863	-	-	-	N/A	-	-	N/A
FTA Preventive Maintenance	-	-	-	-	N/A	-	-	N/A
FTA New Freedom	15,039	-	-	-	N/A	-	-	N/A
Low Carbon Transit Ops Prog	164,747	308,009	573,087	(265,078)	-46.3%	285,190	(22,819)	-7.4%
Other State Grants	201,304	149,677	116,919	32,758	28.0%	93,535	(56,142)	-37.5%
STA Population and Revenue	2,109,919	1,456,880	1,456,880	-	0.0%	1,612,760	155,880	10.7%
TDA 4.0	14,884,241	17,091,866	17,969,037	(877,171)	-4.9%	19,148,697	2,056,831	12.0%
Measure J	4,231,477	4,507,181	4,473,054	34,127	0.8%	4,543,512	36,331	0.81%
BART Express Funds	739,702	777,759	777,759	-	0.0%	807,314	29,555	3.8%
Dougherty Valley Dev Fees	-	25,000	75,000	(50,000)	-66.7%	50,000	25,000	100.0%
Other Local Grants	29,995	-	75,000	(75,000)	100.0%	-	-	N/A
RM 2/Other- Express	145,339	145,339	145,339	-	0.0%	145,339	-	0.0%
Lifeline	535,000	500,000	500,000	-	0.0%	500,000	-	0.0%
Subtotal	28,352,000	30,042,704	31,456,297	(1,413,593)	-4.5%	32,309,414	2,266,710	7.5%
Paratransit								
Fare revenue	549,619	507,402	571,200	(63,798)	-11.2%	507,500	98	0.0%
Non-Operating revenue	92	100	100	-	0.0%	100	-	0.0%
FTA Section 5307	2,176,096	1,350,000	1,350,000	-	0.0%	1,375,000	25,000	1.9%
FTA Preventive Maintenance	11,711	11,488	-	11,488	N/A	-	(11,488)	-100.0%
TDA 4.5	829,680	784,093	791,132	(7,039)	-0.9%	771,677	(12,416)	-1.6%
TDA 4.0	1	697,616	615,414	82,202	N/A	729,197	31,581	N/A
Measure J	1,419,166	1,506,381	1,506,382	(1)	0.0%	1,526,303	19,922	1.32%
STA Paratransit & Rev based	280,490	648,008	662,146	(14,138)	-2.1%	753,064	105,056	16.2%
BART ADA Service/Other	141,981	140,000	140,000	(0)	0.0%	140,000	0	0.0%
Subtotal	5,408,836	5,645,088	5,636,374	8,714	0.2%	5,802,841	157,753	2.8%
Total	\$ 33,760,836	\$ 35,687,792	\$ 37,092,671	\$ (1,404,879)	-3.9%	\$ 38,112,255	\$ 2,424,463	6.8%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2018 Revenue Source Utilization

	Anticipated Revenue	Anticipated Utilization	Difference
Fixed Route			
Fare revenue	\$ 2,852,100	\$ 2,852,100	\$ -
Special service revenue	1,545,029	1,545,029	-
Advertising revenue	615,938	615,938	-
Non-Operating revenue	110,000	110,000	-
Low Carbon Transit Operations Program (LCTOP)	285,190	285,190	-
Other State Grants	93,535	93,535	-
STA Population and Revenue Based	1,612,760	1,612,760	-
TDA 4.0	15,954,626	19,148,697	(3,194,071)
Measure J	4,543,512	4,543,512	-
BART Express Funds	807,314	807,314	-
Dougherty Valley Development Fees	50,000	50,000	-
Other Local Grants	-	-	-
RM2- Express	145,339	145,339	-
Lifeline	500,000	500,000	-
Total Fixed Route Operating Revenue	\$ 29,115,343	\$ 32,309,414	\$ (3,194,071)
Paratransit			
Fare revenue	\$ 507,500	\$ 507,500	\$ -
Non-operating revenue	100	100	-
FTA Section 5307	1,375,000	1,375,000	-
TDA 4.5	771,677	771,677	-
TDA 4.0	729,197	729,197	-
Measure J	1,526,303	1,526,303	-
STA Paratransit	753,064	753,064	-
BART ADA Service/Other	140,000	140,000	-
Total Paratransit Operating Revenue	\$ 5,802,841	\$ 5,802,841	\$ -
Capital Program			
TDA 4.0	\$ 651,000	\$ 651,000	\$ -
Increase (Decrease) to TDA reserve			\$ (3,194,071)

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STAFFING

Position Type		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ACTUAL	FY 2018 PROPOSED
Transportation	Transportation administration	3.0	3.0	4.0	4.0	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	2.0	2.0
	Transit Supervisor/Dispatcher	10.0	10.0	10.0	11.0	12.0	12.0	12.0	12.0	12.0
		15.0	15.0	16.0	17.0	18.0	18.0	18.0	18.0	18.0
	Full-time runs	125.0	125.0	127.0	128.0	128.0	122.0	130.0	122.0	130.0
	Part-time runs	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
	Full-time stand-by (Protection)	35.0	35.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0
		172.0	172.0	175.0	176.0	176.0	170.0	178.0	170.0	178.0
	Total Transportation	187.0	187.0	191.0	193.0	194.0	188.0	196.0	188.0	196.0
Maintenance	Maintenance administration	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Facilities	5.0	5.0	5.0	6.0	6.0	6.0	6.0	6.0	6.0
		10.0	10.0	10.0	11.0	11.0	11.0	11.0	11.0	11.0
	Mechanic, Level VI					4.0	4.0	4.0	4.0	4.0
	Mechanic, Level V	5.0	5.0	5.0	5.0	3.0	3.0	3.0	3.0	3.0
	Mechanic, Level IV	4.0	4.0	4.0	3.0	5.0	5.0	5.0	5.0	5.0
	Mechanic, Level III	7.0	7.0	7.0	5.0	5.0	6.0	5.0	6.0	7.0
	Mechanic, Level II	2.0	2.0	2.0	3.0	-	-	1.0	-	-
	Mechanic, Level I	1.0	1.0	1.0	3.0	-	-	1.0	-	-
	Bus service workers	10.0	10.0	10.0	10.0	9.0	9.0	10.0	9.0	10.0
	29.0	29.0	29.0	29.0	26.0	27.0	29.0	27.0	29.0	
	Total Maintenance	39.0	39.0	39.0	40.0	37.0	38.0	40.0	38.0	40.0
General Administration	General Administration	4.5	4.0	3.0	3.0	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	1.0	1.0
	Stores workers	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Finance	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
	Human Resources	2.0	2.0	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	2.0	2.0
	Customer service	6.5	6.0	6.0	6.0	8.0	8.0	8.0	8.0	8.0
	IT	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Planning/Scheduling	5.0	6.0	6.0	6.0	5.0	5.0	6.0	5.0	6.0
		Subtotal in full time equivalents	31.0	30.0	29.0	29.0	30.0	30.0	31.0	30.0
Fixed Route Operations	Total	257.0	256.0	259.0	262.0	261.0	256.0	267.0	256.0	267.0
	Paratransit	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Operations		259.0	258.0	261.0	264.0	263.0	258.0	269.0	258.0	269.0

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY2018 CAPITAL PROGRAM-BUDGET YEAR
(\$ in thousands)

Capital Category	Funding Source							Total
	Federal 5307	State Prop 1B - PTMISEA Rolling Stock	State Prop 1B - PTMISEA Facility Rehab	State Lifeline - 1B Population Based Bonds	State Bridge Tolls	MTC TPI Funds - Stop Access & IT	MTC TDA	
Non Revenue Fleet	-	-	-	-	-	-	\$ 78	\$ 78
Revenue Fleet	-	-	-	-	-	-	-	-
Facility Maintenance and Modernization	-	-	-	-	-	200	350	550
Information Technology	-	-	-	-	-	80	-	80
Maintenance Equipment & Tools	-	-	-	-	-	-	100	100
Office Furniture and Equipment	-	-	-	-	-	-	123	123
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280	\$ 651	\$ 931

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

Capital Program:	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Non Revenue Fleet	\$ -	\$ 70	\$ 163	\$ 78	\$ -	\$ 369	\$ 227	\$ -	\$ 99	\$ 126	\$ 109	\$ -	\$ 1,241
Revenue Fleet	20,123	19,826	18,782	-	2,092	-	-	1,189	-	25,182	-	23,710	67,071
Facility Maintenance & Modernization	1,116	465	550	550	-	100	100	100	500	2,100	-	-	4,465
Street Amenities	-	319	-	-	500	-	-	-	500	-	-	50	1,319
Information Technology	328	400	300	80	195	85	180	300	80	90	85	100	1,795
Maintenance Equipment & Tools	220	193	165	100	275	65	50	50	50	1,000	50	50	1,998
Office Furniture and Equipment	50	116	50	123	50	70	80	80	80	100	100	80	849
Total Capital Program	\$ 21,837	\$ 21,389	\$ 20,010	\$ 931	\$ 3,112	\$ 689	\$ 637	\$ 1,719	\$ 1,309	\$ 28,598	\$ 344	\$ 23,990	\$ 78,738

Capital Program by Service:	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Fixed-Route	\$ 21,478	\$ 21,389	\$ 20,010	\$ 931	\$ 872	\$ 689	\$ 637	\$ 530	\$ 1,309	\$ 28,598	\$ 344	\$ 20,561	\$ 75,309
Paratransit	359	-	-	-	2,240	-	-	1,189	-	-	-	3,429	3,429
Total Capital Program by Service	\$ 21,837	\$ 21,389	\$ 20,010	\$ 931	\$ 3,112	\$ 689	\$ 637	\$ 1,719	\$ 1,309	\$ 28,598	\$ 344	\$ 23,990	\$ 78,738

Capital Funding by Source	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Federal 5307	\$ 16,203	\$ 14,342	\$ 16,722	\$ -	\$ 1,864	\$ -	\$ -	\$ 989	\$ -	\$ 20,368	\$ -	\$ 18,968	\$ 54,285
State Prop 1B PTMISEA - Rolling Stock	3,210	3,055	1,580	-	-	-	-	-	-	-	-	-	4,635
State Prop 1B PTMISEA - Facility Rehab	-	-	800	-	-	-	-	-	-	-	-	-	800
Lifeline - 1B Population based Bonds	-	255	-	-	300	-	300	-	300	-	-	-	1,155
MTC TPI Funds - Stop Access & IT	-	280	280	280	280	280	280	280	280	280	280	280	2,800
Bridge Toll Revenue	929	868	480	-	100	-	-	80	29	850	-	850	2,407
Transportation Development Act	378	2,589	148	651	568	409	57	370	700	3,100	64	3,892	8,656
To Be Determined	-	-	-	-	-	-	-	-	-	4,000	-	-	4,000
Total Capital Funding by Source	\$ 20,720	\$ 21,389	\$ 20,010	\$ 931	\$ 3,112	\$ 689	\$ 637	\$ 1,719	\$ 1,309	\$ 28,598	\$ 344	\$ 23,990	\$ 78,738

Revenue Fleet Replacements	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
# Fixed Route Vehicles	31	33	35	-	-	-	-	-	-	40	-	40	108
# Paratransit Vehicles	3	-	-	-	42	-	-	21	-	-	-	-	63
Total Revenue Fleet Replacement	34	33	35	-	42	-	-	21	-	40	-	40	171

County Connection

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

	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenue Hours	227,916	227,916	227,916	227,916	227,916	227,916	227,916	227,916	227,916	227,916	227,916
1 Passenger Fares	3,000	2,852	2,852	2,852	2,852	2,852	2,852	2,852	2,852	2,852	2,852
2 Special Fares	1,441	1,485	1,545	1,576	1,608	1,640	1,673	1,706	1,740	1,775	1,811
3 Advertising	530	607	616	622	631	643	656	669	683	696	710
4 Non-Operating Revenue	290	135	110	111	112	113	114	115	116	117	118
5 FTA Mobility	35	-	-	-	-	-	-	-	-	-	-
6 FTA New Freedom	15	-	-	-	-	-	-	-	-	-	-
7 Low Carbon Transit Operations Program	165	308	285	290	296	301	306	312	317	323	329
8 Other State Grants	201	150	94	-	-	-	-	-	-	-	-
9 STA Population & Revenue Based	2,110	1,457	1,613	1,661	1,711	1,762	1,815	1,870	1,926	1,983	2,043
10 TDA 4.0	14,884	17,092	19,148	19,649	20,607	21,703	22,684	23,655	24,456	25,382	26,230
11 Measure J	4,231	4,507	4,544	4,680	4,834	5,003	5,183	5,369	5,562	5,762	5,971
12 BART Express Funds	740	778	807	839	873	908	944	982	1,021	1,062	1,104
13 Dougherty Valley Dev Fees	-	25	50	75	75	85	100	100	100	-	-
14 Other Local Grants	30	-	-	-	-	-	-	-	-	-	-
15 RM2/Other - Express	145	145	145	145	145	145	145	145	145	145	145
16 Lifeline	535	500	500	500	500	500	500	500	500	500	500
17 Total Fixed Route Operating Revenue	28,352	30,041	32,309	33,000	34,244	35,655	36,972	38,275	39,418	40,597	41,813
Operating Expenses w/o contingency and GASB 68	28,397	30,043	31,809	33,000	34,244	35,655	36,972	38,275	39,418	40,597	41,813
% increase in expenses	3.4%	5.8%	5.9%	3.7%	3.8%	4.1%	3.7%	3.5%	3.0%	3.0%	3.0%
19 CalPERS GASB 68 adjustment	(1,170)	-	-	-	-	-	-	-	-	-	-
20 Operating expense contingency	-	-	500	-	-	-	-	-	-	-	-
21 Total Fixed Route Operating Expenses	27,227	30,043	32,309	33,000	34,244	35,655	36,972	38,275	39,418	40,597	41,813
Revenue Hours	74,394	74,394	74,394	74,394	74,394	74,394	74,394	74,394	74,394	74,394	74,394
22 Passenger Fares	550	507	508	508	508	508	508	508	508	508	508
23 Non-Operating revenue	-	-	-	-	-	-	-	-	-	-	-
24 FTA Section 5307	2,176	1,350	1,375	1,380	1,385	1,390	1,395	1,400	1,405	1,411	1,436
25 FTA Preventative Maintenance	12	11	-	-	-	-	-	-	-	-	-
26 TDA 4.5	830	784	772	795	819	843	869	895	921	949	978
27 TDA 4.0	-	698	729	761	821	879	950	1,023	1,100	1,176	1,235
28 Measure J	1,419	1,506	1,526	1,572	1,624	1,681	1,741	1,804	1,869	1,936	2,006
29 STA Paratransit & Revenue Based	280	648	753	776	799	823	848	873	899	926	954
30 Bart ADA service	142	140	140	140	140	140	141	142	143	144	145
31 Total Paratransit Operating Revenue	5,409	5,644	5,803	5,932	6,096	6,264	6,452	6,645	6,845	7,050	7,262
32 Total Paratransit Operating Expenses	5,409	5,645	5,803	5,932	6,096	6,264	6,452	6,645	6,845	7,050	7,262
% increase in expenses	5.7%	4.4%	2.8%	2.2%	2.8%	2.8%	3.0%	3.0%	3.0%	3.0%	3.0%
33 Total CCCTA Operating Budget	\$ 32,636	\$ 35,688	\$ 38,112	\$ 38,932	\$ 40,340	\$ 41,919	\$ 43,424	\$ 44,920	\$ 46,263	\$ 47,647	\$ 49,075

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

	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
34 Capital Revenue											
35 Federal 5307	14,342	16,722	-	1,864	-	-	989	-	20,368	-	18,968
36 State Prop 1B PTMISEA - Rolling Stock	3,055	1,580	-	-	-	-	-	-	-	-	-
37 State Prop 1B PTMISEA - Facility Rehab	-	800	-	-	-	-	-	-	-	-	-
38 Lifeline - 1B Population based Bonds	255	-	-	300	-	300	-	300	-	-	-
39 MTC TPI Funds - Stop Access & IT	280	280	280	280	280	280	280	280	280	280	280
40 Bridge Toll Revenue	868	480	-	100	-	-	80	29	850	-	850
41 Transportation Development Act	2,589	148	651	568	409	57	370	700	3,100	64	3,892
42 To Be Determined	-	-	-	-	-	-	-	-	4,000	-	-
43 Total Capital Revenue	\$ 21,389	\$ 20,010	\$ 931	\$ 3,112	\$ 689	\$ 637	\$ 1,719	\$ 1,309	\$ 28,598	\$ 344	\$ 23,990
44 Capital Projects	\$ 21,389	\$ 20,010	\$ 931	\$ 3,112	\$ 689	\$ 637	\$ 1,719	\$ 1,309	\$ 28,598	\$ 344	\$ 23,990

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

	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
45 Beginning Balance	\$ 11,899	\$ 11,282	\$ 10,234	\$ 7,041	\$ 3,918	\$ 472	\$ (3,225)	\$ (7,719)	\$ (13,001)	\$ (20,958)	\$ (26,260)
46 Estimated TDA 4.0 Allocation	\$ 16,856 4.41%	\$ 16,890 0.20%	\$ 17,335 2.63%	\$ 17,855 3.00%	\$ 18,391 3.00%	\$ 18,942 3.00%	\$ 19,510 3.00%	\$ 20,096 3.00%	\$ 20,699 3.00%	\$ 21,320 3.00%	\$ 21,959 3.00%
TDA 4.0 Needed for Operations and Capital:											
47 Used for Fixed route operations	(14,884)	(17,092)	(19,148)	(19,649)	(20,607)	(21,703)	(22,684)	(23,655)	(24,456)	(25,382)	(26,230)
48 Used for Paratransit operations	-	(698)	(729)	(761)	(821)	(879)	(950)	(1,023)	(1,100)	(1,176)	(1,235)
49 TDA Used for Operations	(14,884)	(17,790)	(19,877)	(20,410)	(21,428)	(22,582)	(23,634)	(24,678)	(25,556)	(26,558)	(27,465)
50 Used for Capital Program	(2,589)	(148)	(651)	(568)	(409)	(57)	(370)	(700)	(3,100)	(64)	(3,892)
51 Ending TDA Reserve	\$ 11,282	\$ 10,234	\$ 7,041	\$ 3,918	\$ 472	\$ (3,225)	\$ (7,719)	\$ (13,001)	\$ (20,958)	\$ (26,260)	\$ (35,658)
52 Number Of Months of Operating Expenses in Reserve	4.1	3.4	2.2	1.2	0.1	(0.9)	(2.1)	(3.5)	(5.4)	(6.6)	(8.7)
53 Percentage of operating budget	34.6%	28.7%	18.5%	10.1%	1.2%	-7.7%	-17.8%	-28.9%	-45.3%	-55.1%	-72.7%
Reserve Percentage of:	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
54 12%	\$ 3,916	\$ 4,283	\$ 4,573	\$ 4,672	\$ 4,841	\$ 5,030	\$ 5,211	\$ 5,390	\$ 5,552	\$ 5,718	\$ 5,889
55 Amount Above/(Below) Reserve Level	\$ 7,366	\$ 5,951	\$ 2,468	\$ (754)	\$ (4,369)	\$ (8,255)	\$ (12,930)	\$ (18,391)	\$ (26,510)	\$ (31,978)	\$ (41,547)
56 16%	\$ 5,222	\$ 5,710	\$ 6,098	\$ 6,229	\$ 6,454	\$ 6,707	\$ 6,948	\$ 7,187	\$ 7,402	\$ 7,624	\$ 7,852
57 Amount Above/(Below) Reserve Level	\$ 6,060	\$ 4,524	\$ 943	\$ (2,311)	\$ (5,982)	\$ (9,932)	\$ (14,667)	\$ (20,188)	\$ (28,360)	\$ (33,884)	\$ (43,510)
58 20%	\$ 6,527	\$ 7,138	\$ 7,622	\$ 7,786	\$ 8,068	\$ 8,384	\$ 8,685	\$ 8,984	\$ 9,253	\$ 9,529	\$ 9,815
59 Amount Above/(Below) Reserve Level	\$ 4,755	\$ 3,096	\$ (581)	\$ (3,868)	\$ (7,596)	\$ (11,609)	\$ (16,404)	\$ (21,985)	\$ (30,211)	\$ (35,789)	\$ (45,473)

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Wages, Operators	7,787,179	7,882,000	7,885,000	(3,000)	8,190,000	308,000	
Wages, Operator Trainer	209,237	173,075	165,000	8,075	160,000	(13,075)	
Wages, Trans Admin	1,096,050	1,125,000	1,132,410	(7,410)	1,158,981	33,981	
Wages, Scheduling	121,255	129,238	129,841	(603)	131,107	1,869	
Wages, Maint Admin	451,668	452,000	447,043	4,957	461,479	9,479	
Wages, Building Maint.	289,186	316,000	324,795	(8,795)	339,668	23,668	
Wages, Customer Service	397,734	415,000	423,509	(8,509)	446,285	31,285	
Wages, Promotion	141,661	141,000	143,791	(2,791)	148,498	7,498	
Wages, EE Services	174,319	171,600	164,628	6,972	176,231	4,631	
Wages, Finance	406,314	400,000	402,818	(2,818)	411,886	11,886	
Wages, Safety & Training	133,780	144,620	146,871	(2,251)	149,520	4,900	
Wages, General Admin	497,670	496,000	489,698	6,302	509,319	13,319	
Wages, Salaried Pool	-	-	-	-	-	-	
Wages, Performance basec	-	-	-	-	-	-	
Wages, Admin Bonus	-	-	41,400	(41,400)	-	-	
Wages, Board Members	19,900	20,300	26,400	(6,100)	26,400	6,100	
Wages, Planning	388,469	440,000	506,592	(66,592)	520,564	80,564	
Wages, Service Workers	366,599	420,000	446,958	(26,958)	457,755	37,755	
Wages, Serv Wrkr Bonus	-	2,250	2,250	-	2,250	-	
Wages, Mechanics	1,141,996	1,100,000	1,149,019	(49,019)	1,207,838	107,838	
Wages, Mechanic Bonus	11,610	11,500	4,500	7,000	4,500	(7,000)	
	13,634,627	13,839,583	14,032,523	(192,940)	14,502,281	662,698	5%
Sick, Operators	290,519	315,000	309,000	6,000	324,500	9,500	
Sick, Trans Admin	67,469	37,000	37,348	(348)	49,556	12,556	
Sick, Scheduling	10,021	3,500	4,314	(814)	5,654	2,154	
Sick, Maint Admin	13,945	15,000	14,990	10	20,089	5,089	
Sick, Building Maint.	15,055	14,900	10,635	4,265	14,339	(561)	
Sick, Customer Svc	19,198	19,000	13,783	5,217	18,800	(200)	
Sick, Promotion	3,725	2,500	4,828	(2,328)	6,474	3,974	
Sick, EE Services	3,607	5,529	5,529	-	7,683	2,154	
Sick, Finance	8,949	18,000	13,322	4,678	17,588	(412)	
Sick, Safety & Trng	12,382	5,000	4,932	68	6,519	1,519	
Sick, General Admin	10,559	16,000	16,232	(232)	21,911	5,911	
Sick, Planning	10,773	10,000	16,993	(6,993)	22,670	12,670	
Sick, Service Workers	21,668	14,600	6,162	8,438	6,317	(8,283)	
Sick, Mechanics	21,314	20,000	22,443	(2,443)	23,097	3,097	
	509,184	496,029	480,511	15,518	545,197	49,168	10%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Holiday, Operators	393,405	386,000	400,000	(14,000)	398,000	12,000	
Holiday, Trans Admin	62,988	60,600	60,699	(99)	62,769	2,169	
Holiday, Scheduling	6,087	7,000	7,011	(11)	7,161	161	
Holiday, Maint Admin	21,516	24,300	24,362	(62)	25,444	1,144	
Holiday, Building Maint.	11,514	18,000	17,283	717	18,163	163	
Holiday, Customer Svc	17,431	20,000	22,397	(2,397)	23,812	3,812	
Holiday, Promotion	8,841	7,800	7,848	(48)	8,201	401	
Holiday, EE Services	6,103	8,900	8,985	(85)	9,731	831	
Holiday, Finance	21,540	20,000	21,651	(1,651)	22,278	2,278	
Holiday, Safety & Trng	6,182	9,000	8,016	984	8,256	(744)	
Holiday, General Admin	27,759	28,000	26,381	1,619	27,752	(248)	
Holiday, Planning	20,040	26,000	27,619	(1,619)	28,715	2,715	
Holiday, Service Workers	19,109	21,900	21,922	(22)	22,446	546	
Holiday, Mechanics	53,867	59,000	61,182	(2,182)	62,777	3,777	
	676,382	696,500	715,356	(18,856)	725,505	29,005	4%
Vacatn, Operators	496,859	502,000	502,000	-	517,100	15,100	
Vacatn, Trans Admin	94,894	95,000	95,171	(171)	96,232	1,232	
Vacatn, Scheduling	9,464	10,300	10,308	(8)	10,516	216	
Vacatn, Maint Admin	39,122	42,000	39,928	2,072	41,692	(308)	
Vacation, Building Maint.	19,930	24,600	24,688	(88)	24,020	(580)	
Vacation, Customer Svc	27,223	32,000	31,041	959	31,810	(190)	
Vacation, Promotion	11,852	14,195	13,080	1,115	13,667	(528)	
Vacation, EE Services	14,608	17,025	14,974	2,051	16,219	(806)	
Vacation, Finance	29,919	25,500	29,962	(4,462)	28,664	3,164	
Vacation, Safety & Trng	9,924	11,300	13,360	(2,060)	13,760	2,460	
Vacation, General Admin	33,240	50,500	37,647	12,853	39,486	(11,014)	
Vacation, Planning	24,781	35,000	45,491	(10,491)	47,300	12,300	
Vacation, Service Wrkrs	24,885	27,000	27,354	(354)	28,210	1,210	
Vacatn, Mechanics	146,352	155,000	87,112	67,888	89,841	(65,159)	
	983,053	1,041,420	972,116	69,304	998,517	(42,903)	-4%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Abs Pay, Operators	59,798	59,350	69,000	(9,650)	61,025	1,675	
Abs Pay, Trans Admin	-	100	3,765	(3,665)	6,351	6,251	
Abs Pay, Scheduling	-	100	435	(335)	725	625	
Abs Pay, Maint Admin	-	700	1,511	(811)	2,574	1,874	
Abs Pay, Building Maint.	-	500	1,072	(572)	1,837	1,337	
Abs Pay, Customer Svc	-	500	1,389	(889)	2,409	1,909	
Abs Pay, Promotion	-	300	487	(187)	829	529	
Abs Pay, EE Services	-	400	557	(157)	985	585	
Abs Pay, Finance	-	500	1,342	(842)	2,254	1,754	
Abs Pay, Safety & Trng	-	400	498	(98)	835	435	
Abs Pay, General Admin	-	500	1,635	(1,135)	2,807	2,307	
Abs Pay, Planning	(434)	500	1,713	(1,213)	2,904	2,404	
Separation Pay/Benefits	22,945	-	-	-	-	-	
Abs Pay, Service Wrkrs	-	100	430	(330)	438	338	
Abs Pay, Mechanics	-	1,600	528	1,072	546	(1,054)	
	82,309	65,550	84,362	(18,812)	86,519	20,969	32%
	2,250,928	2,299,499	2,252,345	47,154	2,355,738	56,239	2%
	15,885,555	16,139,082	16,284,868	(145,786)	16,858,019	718,937	4%
FICA, Operators	128,210	135,000	131,300	3,700	139,050	4,050	
FICA, Trans Admin	17,573	19,000	19,270	(270)	19,914	914	
FICA, Scheduling	1,957	2,100	2,203	(103)	2,250	150	
FICA, Maint Admin	2,212	2,300	3,642	(1,342)	3,805	1,505	
FICA, Building Maint.	7,021	5,360	5,489	(129)	5,770	410	
FICA, Customer Service	6,689	7,136	7,136	-	7,586	450	
FICA, Promotion	2,426	2,500	2,465	35	2,577	77	
FICA, EE Services	2,817	3,200	2,823	377	3,057	(143)	
FICA, Finance	6,425	6,790	6,803	(13)	6,999	209	
FICA, Safety & Trng	1,081	1,300	1,284	16	1,323	23	
FICA, General Admin	8,125	8,853	8,398	455	9,406	553	
FICA, Board Members	1,641	1,500	2,020	(520)	2,020	520	
FICA, Planning	6,365	8,180	8,679	(499)	9,021	841	
FICA, Service Workers	5,458	5,760	6,640	(880)	6,795	1,035	
FICA, Mechanics	15,072	14,500	15,998	(1,498)	17,979	3,479	
	213,072	223,479	224,150	(671)	237,552	14,073	6%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
PERS-RET, Operators	921,554	875,000	900,000	(25,000)	904,031	29,031	
PERS-RET, Trans Admin	161,076	162,775	159,569	3,206	165,601	2,826	
PERS-RET, Scheduling	17,645	18,078	16,790	1,288	17,511	(567)	
PERS-RET, Maint Admin	79,365	84,684	74,580	10,104	79,752	(4,932)	
PERS-RET, Bldg Maint.	42,386	42,861	43,268	(407)	43,198	337	
PERS-RET, Cstmr Svc	53,491	54,453	56,483	(2,030)	56,753	2,300	
PERS-RET, Promotion	24,891	26,280	22,594	3,686	24,116	(2,164)	
PERS-RET, EE Services	27,656	29,826	25,872	3,954	28,783	(1,043)	
PERS-RET, Finance	63,200	66,894	61,115	5,779	61,610	(5,284)	
PERS-RET, Sfty & Trng	22,041	22,503	25,275	(2,772)	26,494	3,991	
PERS-RET, Gen Admin	73,474	76,204	72,253	3,951	79,049	2,845	
PERS-RET, Planning	68,860	72,228	82,392	(10,164)	78,995	6,767	
GM- 457 Retirement	16,800	18,000	17,000	1,000	18,000	-	
PERS-RET, Service Wrkr	48,567	46,473	50,717	(4,244)	48,553	2,080	
PERS-RET, Mechanics	139,844	133,894	136,205	(2,311)	137,402	3,508	
	1,760,850	1,730,153	1,744,113	(13,960)	1,769,848	39,695	2%
Medical, Operators	611,241	713,937	682,730	31,207	751,277	37,340	
Medical, Trans Admin	100,040	112,322	112,624	(302)	112,883	561	
Medical, Scheduling	14,921	16,756	16,924	(168)	16,840	84	
Medical, Maint Admin	27,771	32,306	30,619	1,687	32,468	162	
Medical, Building Maint.	43,344	58,113	51,544	6,569	68,993	10,880	
Medical, Customer Svc	33,503	43,004	35,257	7,747	43,054	50	
Medical, Promotion	10,576	11,877	11,996	(119)	11,936	59	
Medical, Finance	31,359	24,991	35,029	(10,038)	25,115	124	
Medical, Safety & Trng	16,462	21,377	21,592	(215)	21,485	108	
Medical, General Admin	60,026	63,862	66,496	(2,634)	66,376	2,514	
Medical, Planning	29,442	33,653	41,776	(8,123)	40,824	7,171	
Medical, Service Workers	173,786	175,948	209,300	(33,352)	210,970	35,022	
Medical, Mechanics	347,572	351,896	417,763	(65,867)	400,843	48,947	
Medical Admin Charge	10,836	11,000	11,000	-	11,300	300	
Medical, Retirees	153,755	180,000	186,560	(6,560)	185,400	5,400	
OPEB Benefits	572,776	424,819	423,440	1,379	444,600	19,781	
	2,237,601	2,275,861	2,354,650	(78,789)	2,444,364	168,503	7%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Dental, Operators	233,307	223,407	249,660	(26,253)	241,615	18,208	
Dental, Transport Admin	26,363	27,487	26,990	497	28,311	824	
Dental, Scheduling	3,468	2,642	3,500	(858)	2,721	79	
Dental, Maint Admin	5,540	5,746	5,500	246	5,654	(92)	
Dental, Building Maint.	8,452	10,964	7,590	3,374	11,293	329	
Dental, Customer Svc	13,520	18,243	11,290	6,953	18,790	547	
Dental, Promotion	2,071	2,164	2,100	64	2,229	65	
Dental, EE Services	2,885	2,982	2,850	132	3,071	89	
Dental, Finance	6,841	9,185	5,470	3,715	9,461	276	
Dental, Safety & Trng	2,353	2,982	1,030	1,952	3,071	89	
Dental, General Admin	7,681	7,946	6,750	1,196	8,184	238	
Dental, Planning	6,006	7,365	7,900	(535)	8,377	1,012	
	318,487	321,112	330,630	(9,518)	342,777	21,665	7%
WC, Operators	312,207	780,923	545,141	235,782	665,596	(115,327)	
WC, Trans Admin	33,662	72,644	58,974	13,670	61,916	(10,728)	
WC, Scheduling	3,038	9,080	5,559	3,521	7,739	(1,341)	
WC, Maint Admin	14,843	22,701	26,224	(3,523)	19,349	(3,352)	
WC, Building Maint.	7,559	27,241	13,051	14,190	23,218	(4,023)	
WC, Customer Svc	17,494	36,322	30,575	5,747	30,958	(5,364)	
WC, Promotion	8,609	9,080	15,348	(6,268)	7,739	(1,341)	
WC, EE Services	8,609	9,080	15,348	(6,268)	7,739	(1,341)	
WC, Finance	14,843	22,701	26,224	(3,523)	19,349	(3,352)	
WC, Safety & Trng	8,609	9,080	15,348	(6,268)	7,739	(1,341)	
WC, General Admin	16,168	27,241	28,399	(1,158)	23,218	(4,023)	
WC, Planning	13,248	27,241	22,961	4,280	23,218	(4,023)	
WC, Service Workers	25,441	45,402	44,835	567	38,697	(6,705)	
WC, Mechanics	77,259	86,264	135,470	(49,206)	73,525	(12,739)	
	561,589	1,185,000	983,457	201,543	1,010,000	(175,000)	-15%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Life, Operators	65,721	68,038	65,880	2,158	74,150	6,112	
Life, Trans Admin	6,916	8,908	7,510	1,398	9,660	752	
Life, Scheduling	884	913	900	13	950	37	
Life, Maint Admin	3,715	4,095	3,800	295	7,161	3,066	
Life, Building Maint.	2,709	3,103	2,910	193	3,260	157	
Life, Customer Svc	4,594	5,603	4,680	923	6,220	617	
Life, Promotion	1,285	1,406	1,310	96	1,490	84	
Life, EE Services	1,393	1,687	1,420	267	1,800	113	
Life, Finance	2,504	3,702	2,390	1,312	3,720	18	
Life, Safety & Trng	665	785	660	125	750	(35)	
Life, General Admin	3,071	3,232	3,140	92	3,390	158	
Life, Planning	3,138	4,026	3,230	796	4,190	164	
	96,595	105,496	97,830	7,666	116,741	11,245	11%
SUI, Operators	68,081	75,000	85,000	(10,000)	77,000	2,000	
SUI, Trans Admin	5,376	6,000	7,088	(1,088)	7,088	1,088	
SUI, Scheduling	672	600	886	(286)	886	286	
SUI, Maint Admin	1,680	1,700	2,215	(515)	2,215	515	
SUI, Building Maint.	2,415	2,500	2,658	(158)	2,658	158	
SUI, Customer Svc	3,024	3,000	4,430	(1,430)	4,430	1,430	
SUI, Promotion	672	700	886	(186)	886	186	
SUI, Safety & Trng	1,071	800	886	(86)	886	86	
SUI, General Admin	2,352	3,000	3,101	(101)	3,101	101	
SUI, EE Services	672	800	886	(86)	886	86	
SUI, Finance	3,233	1,800	2,215	(415)	2,215	415	
SUI, Planning	2,567	2,300	2,658	(358)	2,658	358	
SUI, Service Workers	3,024	3,500	4,430	(930)	4,430	930	
SUI, Mechanics	6,175	6,100	8,860	(2,760)	8,417	2,317	
	101,014	107,800	126,199	(18,399)	117,756	9,956	9%
Operator Uniforms	45,034	48,160	50,000	(1,840)	50,000	1,840	
Uniforms - Maint. Pers.	15,581	16,001	16,640	(639)	16,500	499	
	60,615	64,161	66,640	(2,479)	66,500	2,339	4%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Operator Med Exams	17,195	15,500	15,000	500	16,000	500	
Emp Assistance Prog	13,519	14,000	14,000	-	14,000	-	
Cafeteria Plan- Admin	401,328	444,453	344,277	100,176	482,706	38,253	
Cafeteria Plan-ATU	1,008,554	1,157,997	1,126,917	31,080	1,315,425	157,428	
Mechanic Tool Allowance	14,300	15,820	15,820	-	16,200	380	
Wellness Program	21,369	28,200	30,000	(1,800)	30,000	1,800	
Substance Abuse Prog.	10,358	9,000	10,500	(1,500)	10,500	1,500	
Ergonomics/W/C Prog	700	1,200	3,000	(1,800)	2,500	1,300	
	1,487,323	1,686,170	1,559,514	126,656	1,887,331	201,161	12%
	9,088,074	9,998,731	9,739,528	259,203	10,348,607	349,876	3%
	22,722,701	23,838,314	23,772,051	66,263	24,850,888	1,012,574	4%
Management Services	10,191	25,000	25,000	-	25,000	-	
Agency Fees	50	150	200	(50)	150	-	
In-Service Monitoring	719	2,000	6,000	(4,000)	2,000	-	
Mobility Services	30,154	30,000	33,000	(3,000)	32,000	2,000	
Schedules/Graphics	43,179	63,015	70,000	(6,985)	70,000	6,985	
Promotions	138,883	143,770	180,000	(36,230)	150,000	6,230	
Recruitment	6,573	18,000	25,000	(7,000)	20,000	2,000	
Hiring Costs	7,390	12,000	18,000	(6,000)	15,000	3,000	
Legal Fees	268,149	350,000	350,000	-	330,000	(20,000)	
Financial Services	12,269	5,000	5,000	-	15,000	10,000	
Auditor Fees	45,140	47,000	45,000	2,000	48,500	1,500	
Freight In and Out	6,564	6,489	7,000	(511)	7,000	511	
Bid and Hearing Notices	611	1,000	1,000	-	1,000	-	
Service Development	4,552	25,508	40,000	(14,492)	40,000	14,492	
Section 8 Planning	-	-	-	-	-	-	
Trans. Printing/Reproduc.	8,218	7,000	5,000	2,000	7,000	-	
Payroll Services	68,937	74,000	73,976	24	76,220	2,220	
Retail service charge	-	-	-	-	-	-	
Bank service charge	24,429	23,300	27,500	(4,200)	24,000	700	
Commuter check process fe	225	250	300	(50)	300	50	
Pay PERS file upload	591	2,610	-	2,610	2,650	40	
SPECIAL Planning- reimb ex	140,781	24,540	50,000	(25,460)	-	(24,540)	
Temporary Help-All depts	59,571	68,850	27,000	41,850	27,000	(41,850)	
Temp Help-Shop	1,076	-	-	-	-	-	
Temporary Help-Transporta	-	-	-	-	-	-	
Clipper Fees	13,643	31,200	14,400	16,800	31,500	300	
SVR-Differential/Radiator	13,192	20,960	21,600	(640)	15,000	(5,960)	

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
SVR-Transmission	30,191	26,000	52,000	(26,000)	40,000	14,000	
SVR-Upholstery/Glass	4,919	27,974	40,000	(12,026)	35,000	7,026	
SVR-Towing	10,540	12,195	18,400	(6,205)	18,400	6,205	
SVR-Engine Repair	57,989	41,121	44,000	(2,879)	44,000	2,879	
SVR-Body Repair	82,410	106,740	110,250	(3,510)	110,000	3,260	
Emission controls	25,418	35,175	35,000	175	32,000	(3,175)	
Phone Maint. Services	8,490	8,490	9,000	(510)	9,000	510	
Support Vehicle maint	9,574	12,674	20,000	(7,326)	13,500	826	
IT Supplies/replacements	10,153	5,939	18,000	(12,061)	10,000	4,061	
Clever Devices/rideck maint	198,560	245,000	231,000	14,000	245,000	-	
Office Equipment Maint.	16,368	20,000	20,000	-	20,000	-	
Building Maint. Service	69,001	88,318	82,000	6,318	87,000	(1,318)	
Trapeze Maintenance	120	-	-	-	-	-	
Landscape Service	69,874	86,419	86,400	19	89,400	2,981	
IT Contracts	108,841	130,453	135,000	(4,547)	159,000	28,547	
Radio Maint. Service	6,174	14,116	10,500	3,616	18,500	4,384	
IT Consulting	-	-	10,000	(10,000)	-	-	
RED Support Expense	6,458	9,000	10,000	(1,000)	4,000	(5,000)	
Real Time Bus maintenance	-	-	-	-	-	-	
Contract Cleaning Service	2,626	2,590	2,500	90	2,500	(90)	
Waste Removal	12,518	15,527	13,200	2,327	18,000	2,473	
Hazardous Waste	99,790	87,000	86,625	375	93,112	6,112	
Armored Transport	-	-	-	-	-	-	
Fire Monitoring	1,637	3,756	4,000	(244)	4,000	244	
Security Services	79,974	86,359	86,400	(41)	89,000	2,641	
Other Services	3,030	4,000	4,000	-	4,000	-	
	1,826,413	2,050,488	2,153,251	(102,763)	2,084,732	34,244	2%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Diesel Fuel	1,087,733	1,192,182	1,440,000	(247,818)	1,639,240	447,058	
Oil & Lubricants	64,901	87,908	90,000	(2,092)	90,000	2,092	
Gasoline	22,015	19,278	32,000	(12,722)	29,120	9,842	
CNG Alternative Fuel	-	-	-	-	-	-	
Tires & Tubes	231,864	223,131	225,950	(2,819)	226,904	3,773	
Safety Supply	2,283	2,369	5,000	(2,631)	5,500	3,131	
Transport Supplies	14,998	14,000	13,000	1,000	14,000	-	
BART Relief Tickets	49,545	57,000	57,000	-	57,000	-	
CSS, Soaps	1,877	7,797	14,000	(6,203)	8,500	703	
CSS-Solvents	-	-	-	-	-	-	
CSS, Cleaning	9,114	8,766	7,000	1,766	8,500	(266)	
CSS, Safety	9,130	8,334	8,000	334	8,000	(334)	
CSS, Antifreeze	6,220	6,333	6,400	(67)	6,400	67	
CSS, Gasses	4,938	5,351	7,000	(1,649)	3,500	(1,851)	
Oil Analysis	17,441	18,000	18,000	-	18,000	-	
Equipment/Garage Exp.	18,788	24,463	25,000	(537)	25,000	537	
Coach Repair Parts	543,504	550,147	625,000	(74,853)	545,000	(5,147)	
Shelter/Bus Stop Supply	17,912	15,000	15,000	-	15,000	-	
Radio Maint Supply	-	-	-	-	-	-	
Janitorial Supplies	18,803	19,943	20,000	(57)	21,000	1,057	
Lighting Supply	457	4,583	6,000	(1,417)	5,000	417	
Building Repair Supply	36,592	43,426	45,000	(1,574)	45,000	1,574	
Landscape Supply	1,591	9,302	10,000	(698)	10,000	698	
Tickets, Passes, Xfrs	22,054	25,860	23,000	2,860	20,000	(5,860)	
Supplies - Offsites	1,344	2,095	2,500	(405)	2,300	205	
Personnel Office Supply	2,644	3,000	1,000	2,000	3,000	-	
Computer Supplies	573	-	-	-	-	-	
Office Supplies-Administrati	16,728	17,500	16,500	1,000	17,500	-	
Office Supplies-2nd Floor	5	-	-	-	-	-	
Office Supplies-Maint.	2,450	3,766	3,500	266	3,500	(266)	
Postage	4,309	11,000	11,000	-	11,000	-	
Obsolete Parts Write-Off	57,022	-	-	-	-	-	
Safety Contingency Plans	-	1,000	4,000	(3,000)	3,000	2,000	
Training Supply	1,475	1,500	1,300	200	1,500	-	
Contracts & Grants Supply	-	1,000	3,000	(2,000)	1,000	-	
Supplies- IC	3,422	4,798	6,000	(1,202)	6,000	1,202	
Repair parts-grant exp	-	25,000	25,000	-	25,000	-	
	2,272,005	2,413,832	2,766,150	(352,318)	2,874,464	460,632	19%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Pacific Gas and Electric	158,232	180,000	185,000	(5,000)	185,000	5,000	
PG&E - WC Trolley	-	30,000	100,000	(70,000)	70,000	40,000	
Telephone Svc - Concord	15,139	20,876	25,000	(4,124)	25,000	4,124	
Contra Costa Water District	23,820	26,000	26,000	-	26,000	-	
Telephone-Cellular	65,230	82,792	85,000	(2,208)	85,000	2,208	
	262,421	339,668	421,000	(81,332)	391,000	51,332	15%
Physical Damage	26,462	86,000	85,745	255	118,000	32,000	
Property Premiums	41,230	45,500	44,300	1,200	46,865	1,365	
Other Premiums	22,104	21,200	25,000	(3,800)	25,000	3,800	
UST Insurance	-	-	9,000	(9,000)	-	-	
Liability Premiums	313,703	375,000	372,300	2,700	486,000	111,000	
Insurance/Liability losses	282,052	175,000	175,000	-	175,000	-	
	685,551	702,700	711,345	(8,645)	850,865	148,165	21%
Property Tax	11,340	16,796	11,500	5,296	13,500	(3,296)	
Licenses / Registrations	1,625	1,500	1,500	-	2,015	515	
Fuel Storage Tank Fees	13,816	14,000	15,000	(1,000)	15,000	1,000	
Use and Other Taxes	6,908	7,000	7,500	(500)	7,500	500	
Sales Tax	160,210	141,100	250,000	(108,900)	190,000	48,900	
	193,899	180,396	285,500	(105,104)	228,015	47,619	26%
Radio Site Lease-Diablo	38,370	41,000	39,000	2,000	42,500	1,500	
Equipment Leases	6,613	8,860	7,000	1,860	9,000	140	
	44,983	49,860	46,000	3,860	51,500	1,640	3%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Business Expense- Tran	80	-	-	-	-	-	-
Business Expense-admin	-	250	400	(150)	250	-	-
Business Expense-Fin	856	2,000	500	1,500	2,000	-	-
Board Travel	7,709	16,500	16,500	-	20,000	3,500	-
Staff Travel	59,231	50,000	50,000	-	55,000	5,000	-
CTA Dues	13,558	14,236	14,000	236	14,950	714	-
APTA Dues	32,153	35,560	35,560	-	36,650	1,090	-
Other Memberships	499	-	-	-	-	-	-
Business Expense	1,916	4,000	4,000	-	4,000	-	-
Training Program	65	25,000	25,000	-	25,000	-	-
Training / Subs-Gm	1,469	7,000	7,500	(500)	7,000	-	-
Misc exp	167	1,000	1,000	-	1,000	-	-
Employee Functions	35,842	35,000	35,000	-	35,000	-	-
Employee Awards	5,406	5,000	5,000	-	5,000	-	-
Departing Emp gifts	-	1,000	1,000	-	1,000	-	-
Paypal fees	2,903	3,800	4,100	(300)	4,000	200	-
	161,854	200,346	199,560	786	210,850	10,504	5%
Alamo Creek Shuttle	100,129	125,000	166,000	(41,000)	125,000	-	-
St. Mary's Shuttle	44,416	48,000	48,000	-	48,000	-	-
CalStateEB Rte260 Shuttle	82,670	94,100	87,440	6,660	94,100	-	-
	227,215	267,100	301,440	(34,340)	267,100	-	0%
	5,674,341	6,204,390	6,884,246	(679,856)	6,958,526	754,136	12%
			800,000	(800,000)	500,000	500,000	
	28,397,042	30,042,704	31,456,297	(1,413,593)	32,309,414	2,266,710	8%

County Connection
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OPERATING EXPENSE DETAIL

Account Desc	FY 2016 Actual	FY 2017 Estimated	FY 2017 Budget	Over (Under) FY 2017 Budget	Proposed FY 2018 Budget	Over (Under) FY 2017 Est/Actual	Over (Under) % FY 2017 Est/Actual
Wages	90,846	98,400	98,489	(89)	100,286	1,886	
Sick Wages	-	3,000	3,300	(300)	4,360	1,360	
Holiday Pay	3,237	3,500	5,562	(2,062)	5,724	2,224	
Vacation Pay	9,378	9,200	8,489	711	8,746	(454)	
Absence pay	434	430	332	98	558	128	
Cafeteria Plan	8,618	6,711	9,894	(3,183)	9,406	2,695	
FICA	1,427	1,500	1,684	(184)	1,736	236	
PERS	14,215	13,529	12,840	689	13,497	(32)	
Medical	10,076	9,581	9,678	(97)	9,630	49	
Dental	1,535	1,546	2,100	(554)	1,592	46	
Life Insurance	891	892	920	(28)	920	28	
SUI	-	500	886	(386)	886	386	
Agency Fees/Public Info	-	-	100	(100)	-	-	
Promotions	-	-	400	(400)	-	-	
Legal Fees	-	3,000	3,000	-	3,000	-	
Building Maint Services	1,109	1,500	1,500	-	1,500	-	
Radio Maint Services	4,371	6,000	6,100	(100)	6,100	100	
Community Van Maint	6,938	20,000	5,000	15,000	5,000	(15,000)	
Office Supply, PTF	1,859	3,400	3,400	-	3,400	-	
Gas and Electric	20,881	24,000	24,000	-	25,000	1,000	
Cell Phone	1,343	1,400	1,400	-	1,450	50	
Sales Tax	14	300	400	(100)	300	-	
Purchased Trans-LINK	5,087,383	5,275,000	5,275,000	-	5,433,250	158,250	
Purchased Trans-BART	144,243	160,000	160,000	-	164,800	4,800	
Other Purch Trans	-	1,000	1,000	-	1,000	-	
Training/Subs Paratransit	-	200	500	(300)	200	-	
Other Misc Expenses	39	500	400	100	500	-	
	5,408,837	5,645,088	5,636,374	8,714	5,802,841	157,752	3%
Total Operating Expense	33,805,879	35,687,792	37,092,671	(1,404,879)	38,112,255	2,424,463	7%
<i>GASB 68 Pension</i>	(1,169,716)	-	-	-	-	-	
Total Expense	32,636,163	35,687,792	37,092,671	(1,404,879)	38,112,255	2,424,463	7%