

# County Connection

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

## **BOARD OF DIRECTORS MEETING AGENDA**

**Thursday, June 15, 2017  
9:00 a.m.**

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

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

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Public Hearing: CCCTA FY2018 Operating and Capital Budget
5. Consent Calendar
  - a) Approval of Minutes of Regular Meeting of May 18, 2017\*
  - b) Adjustment to Non-Represented Administrative Employees Compensation\*  
Resolution No. 2017-019\*  
(The A & F Committee recommends that the Board adopt an increase of 3% to the Non-Represented Employees compensation, which coincides with what is called for in the various MOU's with the represented employees for the FY2017-2018.)
  - c) FTA-5311 Grant-FY2018\*  
Resolution No. 2017-020\*  
(The A & F Committee recommends that the Board authorize an application for 5311 Grant in the amount of \$50,412.)
  - d) Adoption of Gann Appropriations Spending Limitation for FY2018\*  
Resolution No. 2017-021\*
  - e) Approval of Resolution No. 2017-022 Declaring an Effective Date for Compensation Adjustment for the General Manager for FY 2017-2018\*
6. Report of Chair
  - a) Appointment of Nominating Committee for Election of CCCTA Officers
7. Report of General Manager

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

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

- a) Recognition of Employee with 20 Years of Service
  - b) Recognition of Retired Employee
8. Report of Standing Committee
- a) Administration and Finance Committee  
(Committee Chair: Director Al Dessayer)
    - 1. Revised Fiscal Year 2018 Draft Budget and Ten Year Forecast\*  
Resolution No. 2017 – 018\*\*  
(The A&F Committee recommended the Board of Directors adopt the FY 2018 Budget following a public hearing.)
    - 2. Ten Year Forecast Preliminary Options\*  
(Staff requests that the Board provide comments and direction.)
  - b) Marketing, Planning & Legislation Committee  
(Committee Chair: Director Jim Diaz)
    - 1. Bus Advertising Services-Contract Services\*  
(The MP &L Committee recommends the Board of Directors approve exercising the two (2) one-year extensions.)
  - c) Operating & Scheduling Committee  
(Committee Chair: Robert Storer)
    - 1) Low-No Grant Route Selection\*  
(The O&S Committee recommends that the Board endorse CTE's recommendation to deploy the next four electric buses on Route 5.)
    - 2. 600 Series Service-School Trippers\*  
(The O&S Committee recommends that 600 service meet the first start bell time and the last end bell time on regular and minimum days, for Fall 2017.)
9. Board Communication  
Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.
10. Adjournment

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\*Enclosure

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

## General Information

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

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

Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

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

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

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

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

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

### **Currently Scheduled Board and Committee Meetings**

Board of Directors:	Thursday, July 20 , 9:00 a.m., County Connection Board Room
Administration & Finance:	Monday, July 10, 8:30 a.m. Candace Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, July 6, 10:00 a.m., 1676 N. California Blvd., Suite 620, Walnut Creek, CA,
Operations & Scheduling:	Friday, July 7, 8:00a.m., Supervisor Andersen's Office 309 Diablo Road, Danville, CA

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

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

# County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

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Agenda Item No. 5.a.

## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

May 18, 2017

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

Chair Hoffmeister called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Noack, Schroder, Storer, Tatzin and Wilk. Directors Dessayer, Diaz, Hudson and Worth were absent.

Staff: Ramacier, Chun, Barnes, Cheung, Gaston, Heitz, Hill, Horta, Martinez, Mitchell, Moran, Muzzini, Rettig, Robinson, Rubillos and Volk

#### Public Comment:

Debbie Allen, a resident of Concord, CA, would like to see weekend service on routes 17 and 28. She would also like the Paratransit criteria to allow a resident beyond ¼ mile of a bus stop to be able to qualify for service, as some people may have physical limits that make it difficult to catch regular bus service. Staff will review these concerns.

#### CONSENT CALENDAR

**MOTION:** Director Tatzin moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of April 20, 2017; (b) Updated Drug and Alcohol Free Workplace Policy, Resolution No. 2017. Director Noack seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Hoffmeister, Noack, Schroder, Storer, Tatzin and Wilk

No: None

Abstain: None

Absent: Directors Dessayer, Diaz, Hudson and Worth

**REPORT OF CHAIR:** None

#### REPORT OF GENERAL MANAGER:

##### Recognition of Employees of the 1<sup>st</sup> Quarters, 2017

##### Administration:

Valerie Volk

##### Maintenance:

Tia Heitz

Transportation:  
Jorge Rubillos  
Manny Andrada

Recognition of Retired Employees

Ruthie Johnson-Transit Supervisor  
Jorge Martinez-Bus Operator

Pending Retirement of Director of Planning & Marketing

Rick Ramacier informed the Board that the Director of Planning, Anne Muzzini will retire on July 1, 2017. Ruby Horta will take the bulk of her duties with other duties assumed by other staff. County Connection has definitely benefited from her professionalism and expertise over the years and she will be missed.

**REPORT OF STANDING COMMITTEES**

Administration & Finance Committee

Employment Practices Liability Insurance First Transit

Director Noack stated that the A & F Committee met with Integro and ERMA Insurance companies. The Committee proposes to replace our current employment practices liability plan with a policy from Capitol Specialty Insurance Corporation..

**MOTION:** Director Noack moved approval of Resolution No. 2017-018, authorizing the procurement of employment practices liability insurance coverage from Capitol Specialty Insurance Corporation for FY 2017-2018 for one year with \$2 million of coverage and a self-insured retention of \$250,000. Director Schroder seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Hoffmeister, Noack, Schroder, Storer, Tatzin and Wilk  
No: None  
Abstain: None  
Absent: Directors Dessayer, Diaz, Hudson and Worth

Marketing, Planning & Legislation Committee

Administration Building Hours for the Public

Director of Planning, Anne Muzzini explained to the Board that County Connection's customer service department has taken over the responsibilities of the front desk. Since the addition of Clipper and Senior Clipper cards, we have noticed an increase in the public coming in for these services. We would like to propose that we stay open for the lunch hour.

**MOTION:** Director Noack moved approval of returning the public access hours for the administration building to 8:00 a.m. to 5:00 p.m. Director Storer seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Hoffmeister, Noack, Schroder, Storer, Tatzin and Wilk  
No: None  
Abstain: None  
Absent: Directors Dessayer, Diaz, Hudson and Worth

**Report from the Advisory Committee**

**Appointment of David Piper to serve as the alternate Representative from the City of Pleasant Hill**

**MOTION:** Director Noack moved approval to appoint David Piper as the alternate Representative from the City of Pleasant Hill. Director Tatzin seconded the motion and it received the following vote of approval:

**Aye:** Directors Andersen, Hoffmeister, Noack, Schroder, Storer, Tatzin and Wilk  
**No:** None  
**Abstain:** None  
**Absent:** Directors Dessayer, Diaz, Hudson and Worth

**BOARD COMMUNICATION: None**

**Closed Session:**

At 9:26 a.m., the Board went into a closed session regarding:

Liability Claims (Government Code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Stacy Howard

**Open Session:**

At 9:32 a.m., the Board came back to open session. Chair Hoffmeister reported that the Board provided instructions for the disposition and settlement of the claim, subject to the approval of the workers compensation judge.

**ADJOURNMENT:** Chair Hoffmeister adjourned the regular Board meeting at 9:33 a.m.

Minutes prepared by

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Lathina Hill  
Assistant to the General Manager

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Date

# County Connection

## INTER OFFICE MEMO

Agenda Item # 5.b.

To: Board of Directors

Date: May 31, 2017

From: Lisa Rettig  
Senior Manager of Human Resources

Subject: Adjustment to Non-  
Represented Administrative  
Employees Compensation

Approved By:

### **SUMMARY OF ISSUES:**

The non-represented employees consist of County Connection's administrative employees.

It looks reasonably certain that for FY17 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 3% increase for all administrative employees effective July 1, 2017. This is the same percentage increase included in the MOUs for the represented employees.

### **FINANCIAL IMPLICATIONS:**

The cost for a 3% increase is \$130,596 this amount is included in the FY18 Budget.

### **COMMITTEE RECOMMENDATION:**

The A&F Committee recommends approval of Resolution 2017-019

### **ACTION REQUESTED:**

Approval of Resolution 2017-019

PROPOSED FY 2018 PAYSCALE

GRADE	POSITION	STEPS								
		1 (MIN)	2	3	4	5	6	7	8	9 (MAX)
<b>GRADE 12</b>										
	DIRECTOR OF TRANSPORTATION	91,260								176,540
	DIRECTOR OF PLANNING & MARKETING	91,260								176,540
	DIRECTOR OF MAINTENANCE	91,260								176,540
	DIRECTOR OF FINANCE	91,260								176,540
	DIRECTOR OF ADMINISTRATION	91,260								176,540
<b>GRADE 11</b>										
	SR MGR. OF SAFETY AND TRAINING	83,070								154,466
	SR. MGR. OF SPECIALIZED SERVICES	83,070								154,466
	SR. MGR. OF HUMAN RESOURCES	83,070								154,466
	SR. MGR. OF ACCOUNTING	83,070								154,466
	SR. MGR. OF TECHNICAL SRVC	83,070								154,466
	SR. MGR. OF MAINTENANCE	83,070								154,466
	SR. MGR. OF ACCESSIBLE SERVICES & EMERGENCY MGMT.	83,070								154,466
	SR. MGR. TRANSPORTATION	83,070								154,466
<b>GRADE 10</b>										
	MGR. CUST SERVICE & COMMUNITY OUTREACH	71,526								100,100
	MGR. TRANSPORTATION	71,526								100,100
	MGR. OUTREACH SERVICES	71,526								100,100
	MGR. PLANNING	71,526								100,100
	MGR. PURCHASING AND GRANTS	71,526								100,100
<b>GRADE 9</b>										
	TRAINING COORDINATOR	65,832								89,492
	ASST. TO THE GENERAL MANAGER	65,832								89,492
	FACILITY SUPERINTENDENT	65,832								89,492
	ASST. MGR. CUST SERVICE	65,832								89,492
<b>GRADE 8</b>										
	ASST. FACILITIES SUPER.	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
	CHIEF SCHEDULER	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
	BUYER	60,580	63,024	65,494	68,146	70,824	73,710	76,622	79,742	
<b>GRADE 7</b>										
	PAYROLL SUPERVISOR	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	SERVICE SCHEDULER	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	HELP DESK & USER SUPPORT	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	HR SPECIALIST	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	SR. ACCOUNTING ASSIST.	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	
	FACILITY SPECIALIST	55,016	57,200	59,514	61,828	64,350	66,924	69,628	72,358	

<b>GRADE 6</b>									
	DATA ANALYST	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
	PAYROLL SPECIALIST	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
	ADMIN ASST. III	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
	SENIOR CUSTOMER SERVICE REP	49,998	52,078	54,106	56,264	58,578	60,866	63,310	65,832
<b>GRADE 5</b>									
	SR FACILITY WORKER	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
	C.S REP.	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
	ADA SPECIALIST	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
	ADMIN ASST. II	45,448	47,320	49,218	51,142	53,222	55,354	57,538	59,826
<b>GRADE 4</b>									
	SCH. DISTR. CLERK	41,314	42,952	44,694	46,462	48,308	50,206	52,286	54,366
<b>GRADE 3</b>									
	LEAD CUSTODIAN	37,492	38,974	40,560	42,172	43,862	45,656	47,424	49,348
<b>GRADE 2</b>									
	CUSTODIAN	34,112	35,464	36,868	38,402	39,910	41,522	43,160	44,902
<b>GRADE 1</b>									
	OFFICE ASSISTANT/FILE CLERK	30,992	32,240	33,540	34,918	36,296	37,726	39,260	40,820

**RESOLUTION NO. 2017-019**

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

\* \* \*

**AUTHORIZES FY2018 ANNUAL ADJUSTMENT  
TO ADMINISTRATIVE STAFF SALARIES**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the General Manager has recommended an adjustment to the non-management administrative staff salary ranges to reflect a 3% increase to be effective July 1, 2017, as set forth in Exhibit A; and

WHEREAS, the General Manager has recommended an adjustment of the salary ranges of the management grades to increase by 3% from the FY2016 rates effective July 1, 2017, as set forth in Exhibit A; and

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

NOW, THEREFORE, BE IT RESOLVED that the CCCTA Board of Directors approves the adjustments to the salary ranges for administrative staff and management grades as set forth in the FY2018 Annual Pay Scale attached hereto and incorporated herein as Exhibit A, to be effective July 1, 2017.

Regularly passed and adopted this 15th day of June, 2017 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Laura Hoffmeister, Chair, Board of Directors

ATTEST:

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

**To:** Board of Directors

**Date:** 06/05/2017

**From:** Ruby Horta, Manager of Planning

**Reviewed by:**

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**SUBJECT: FTA 5311 Grant – FY 2018**

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### **Background:**

The Metropolitan Transportation Commission (MTC) is the regional coordinating agency responsible for approving and adopting the Program of Projects for the FTA Section 5311 Rural and Intercity Bus Program and the Transportation Improvement Program (TIP) for the 9-County Bay Area. Consistent with the revised Section 5311 Objectives and Criteria that were adopted by the Commission on October 23, 2013, funds will be distributed to transit operators according to each operator's rural area population and rural area route miles.

Per MTC's 5311 funding formula, County Connection has been allocated \$50,412 with a local match requirement of \$40,700 (or 44.67%). These funds are eligible to cover operating expenses on the fixed route system.

Staff has submitted all required documents to Caltrans, pending the resolution to be approved by the Board in June.

### **Recommendation:**

The Administration and Finance Committee recommends Board approval of Resolution 2017-020.

### **Financial Implications:**

Using FTA 5311 FY 2018 (\$50,412) to fund fixed route operating costs.

**RESOLUTION NO. 2017-020**

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

**AUTHORIZING APPLICATION FOR FEDERAL FUNDING UNDER FTA SECTION 5311  
(49 U.S.C. SECTION 5311) WITH THE CALIFORNIA DEPARTMENT OF  
TRANSPORTATION, AND RELATED ACTIONS**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter “Member Jurisdictions”) have formed the Central Contra Costa Transit Authority (“County Connection”), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1);

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for rural transit and intercity bus service;

WHEREAS, County Connection desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Member Jurisdictions; and

WHEREAS, the County Connection has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority hereby authorizes the General Manager to file and execute applications on behalf of County Connection with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1), as amended;

BE IT FURTHER RESOLVED that the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department, in a form approved by Legal Counsel;

BE IT FURTHER RESOLVED that the Director of Finance is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects; and

BE IT FURTHER RESOLVED that the Director of Finance is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Regularly passed and adopted this 15<sup>th</sup> of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Laura Hoffmeister, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

## INTER OFFICE MEMO

To: Board of Directors

Date: June 7, 2017

From: Erick Cheung, Director of Finance

Reviewed by:

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**SUBJECT: Adoption of Gann Appropriations Spending Limitation for FY 2017-2018**

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### Summary of Issues:

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

The California Revenue and Taxation Code, section 2227, mandates that the Department of Finance transmit an estimate of the percentage change in population to local governments. The Department of Finance also transmits the change in the cost of living, or price factor.

The formula for calculating the appropriations spending limit is:

1. Population percentage change x price increase/decrease factor=ratio of change
2. Ratio of change x 2016-17 spending limit = 2017-18 spending limit.

Based on the above formula, the spending limit for County Connection is:

1. Population percentage change x price increase/decrease factor=ratio of change  
 $1.0113 \times 1.0369 = 1.0486$
2. Ratio of change x 2016-2017 spending limit =2017-2018 spending limit:  
 $1.0486 \times \$68,286,009 = \$71,604,709$

Based on the above calculations, **the Gann appropriations spending limit for FY 2017-2018 is \$71,604,709** (Exhibit A). The actual County Connection non-federal appropriations budget for FY 2017-2018 is \$37,668,255, which is \$33,936,454 below the spending limitation.

### Recommendation:

By State law, the County Connection Board of Directors must adopt an appropriations limitation. The staff requests that the Board of Directors approve the Gann appropriations spending limitation of \$71,604,709 for FY 2017-18.

**COMPUTATION OF GANN APPROPRIATIONS SPENDING LIMIT FOR FY 2017-2018**

Contra Costa County change in population			1.13
Converted to a ratio	1.0113		
Percentage change in per capita personal income			3.69
Converted to a ratio	1.0369		
 <i>Source: California Department of Finance</i>			
Ratio of change:			
	1.0113	x	1.0369 =
			1.0486 (1)
FY 2016-17 appropriations limit			<u>\$68,286,009</u> (2)
FY 2017-18 appropriations limit			\$71,604,709 (1)*(2)
FY 2018 operating budget		\$38,112,255	
Less expenses paid by federal monies		<u>-\$1,375,000</u>	
		\$36,737,255	
FY 2018 capital budget		\$931,000	
Less expenses paid by federal monies		<u>\$0</u>	
		\$931,000	
Operating and capital appropriation			<u>\$37,668,255</u>
Under FY 2017-2018 appropriations limit			<u><u>\$33,936,454</u></u>

**RESOLUTION NO. 2017-021**

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

\* \* \*

**ADOPT AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-18**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

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

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

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CCCTA Board of Directors that pursuant to Article XIII B of the California State Constitution and SB 1352 (1980 Stats.), the appropriations limit for the Central Contra Costa Transit Authority shall be \$71,604,709, which shall be applicable to fiscal year 2017-18 as set forth in the attached appropriations limit documentation.

Regularly passed and adopted this 15th day of June, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Laura Hoffmeister, Chair, Board of Directors

ATTEST:

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

RESOLUTION NO. 2017-022

BOARD OF DIRECTORS CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA

\* \* \*

DECLARES AN EFFECTIVE DATE FOR COMPENSATION ADJUSTMENT  
FOR THE GENERAL MANAGER FOR FY 2017-2018

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the Board of Directors is in the process of the annual review of the General Manager's performance and compensation, which may not be completed by July 1, 2017; and

WHEREAS, because the General Manager's annual performance review is currently underway, any modifications to the General Manager Employment Agreement, including adjustments to the General Manager's compensation package for Fiscal Year 2017-2018 are still uncertain and undetermined.

NOW, THEREFORE, BE IT RESOLVED that in consideration of the future services to be rendered by the General Manager, the Board of Directors hereby determines that any adjustments to the General Manager's compensation or other modifications to the General Manager Employment Agreement as may be subsequently approved by the Board shall be effective as of July 1, 2017; and

BE IT FURTHER RESOLVED that pending the completion of the annual review, all terms and conditions of the General Manager Employment Agreement dated August 20, 2015, as amended, shall remain in full force and effect.

Regularly passed and adopted this 15th day of June 2017, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Laura Hoffmeister, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

To: Board of Directors

Date: June 15, 2017

From: Erick Cheung, Director of Finance

Reviewed by:

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

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**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). The Committee recommended approving the FY 2018 Draft Budget and Ten Year Forecast 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. Staff has preliminarily begun looking at options to enhance revenues and/or reduce costs and has shown some of these in the previous months. There is a separate agenda item on the Forecast for the Board's consideration.

## 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%
	<b>Total</b>	<b>\$ 38,112</b>	<b>\$ 35,688</b>	<b>\$ 2,424</b>	<b>6.4%</b>	<b>\$ 37,093</b>	<b>\$ 1,019</b>	<b>2.7%</b>

## 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%
<b>Total</b>		<b>\$ 38,112</b>	<b>\$ 35,688</b>	<b>\$ 2,424</b>	<b>6.4%</b>	<b>\$ 37,093</b>	<b>\$ 1,019</b>	<b>2.7%</b>

## 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
<b>Total</b>	<b>\$1,445,076</b>	<b>\$1,535,367</b>	<b>\$1,744,048</b>	<b>\$1,712,153</b>	<b>\$1,751,848</b>	<b>\$2,103,803</b>	<b>\$2,416,022</b>	<b>\$2,867,366</b>	<b>\$3,176,297</b>	<b>\$3,439,265</b>
<b>\$ Increase</b>		\$90,290	\$208,681	(\$31,895)	\$39,695	\$351,955	\$312,219	\$451,344	\$308,931	\$262,969
<b>% Increase</b>		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 has prepared a separate agenda item for the Committee to consider.

### RECOMMENDATION:

The A&F Committee recommended the Board of Directors adopt the FY 2018 Budget following a public hearing.

# ***County Connection***

## **Operating and Capital Budget**

**Fiscal Year 2018**



**Concord, California**

**June 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	%		PROPOSED BUDGET FY 2018	PROPOSED OVER/(UNDER) ESTIMATED
				VARIANCE			
Operations							
Fixed Route	\$ 30,042,707	\$	31,456,297	-4.5%	\$	32,309,417	7.5%
Paratransit	\$ 5,645,088	\$	5,636,374	0.2%	\$	5,802,841	2.8%
Subtotal	\$ 35,687,795	\$	37,092,671	-3.8%	\$	38,112,258	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%
<b>Grand Total</b>	<b>\$ 55,697,795</b>	<b>\$</b>	<b>57,102,671</b>	<b>-2.5%</b>	<b>\$</b>	<b>39,043,258</b>	<b>-29.9%</b>

**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 +/-	% +/-
<b>Fixed Route</b>								
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	7,699,235	7,487,183	212,052	2.8%	7,992,872	293,637	3.8%
Total Wages and benefits	22,722,701	23,838,317	23,772,051	66,266	0.3%	24,850,891	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	30,042,707	30,656,297	(613,590)	-2.0%	31,809,417	1,766,710	5.9%
Contingency			800,000	(800,000)	-100.0%	500,000	500,000	N/A
Subtotal	28,397,042	30,042,707	31,456,297	(1,413,590)	-4.5%	32,309,417	2,266,710	7.5%
<b>Paratransit</b>								
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%
<b>Total Operating Expenses</b>	<b>\$ 33,805,879</b>	<b>35,687,795</b>	<b>37,092,671</b>	<b>\$ (1,404,876)</b>	<b>-3.8%</b>	<b>\$ 38,112,258</b>	<b>\$ 2,424,463</b>	<b>6.8%</b>

**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 Amount +/-) % +/-)		PROPOSED FY 2018	FY2018 vs 2017 Estimate Amount +/-) % +/-)	
<b>Fixed Route</b>								
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
Federal Stimululs	-	-	-	-	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	17,091,869	17,969,037	(877,168)	-4.9%	19,148,700	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	30,042,707	31,456,297	(1,413,590)	-4.5%	32,309,417	2,266,710	7.5%
<b>Paratransit</b>								
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%
<b>Total</b>	<b>\$ 33,760,836</b>	<b>\$ 35,687,795</b>	<b>\$ 37,092,671</b>	<b>\$ (1,404,876)</b>	<b>-3.9%</b>	<b>\$ 38,112,258</b>	<b>\$ 2,424,463</b>	<b>6.8%</b>

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

	Anticipated Revenue	Anticipated Utilization	Difference
<b>Fixed Route</b>			
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	19,148,700	(3,194,074)
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	-
<b>Total Fixed Route Operating Revenue</b>	<b>\$ 29,115,343</b>	<b>\$ 32,309,417</b>	<b>\$ (3,194,074)</b>
<b>Paratransit</b>			
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	-
<b>Total Paratransit Operating Revenue</b>	<b>\$ 5,802,841</b>	<b>\$ 5,802,841</b>	<b>\$ -</b>
<b>Capital Program</b>			
TDA 4.0	\$ 651,000	\$ 651,000	\$ -
<b>Increase (Decrease) to TDA reserve</b>			<b>\$ (3,194,074)</b>

**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
<b>Total Transportation</b>		<b>187.0</b>	<b>187.0</b>	<b>191.0</b>	<b>193.0</b>	<b>194.0</b>	<b>188.0</b>	<b>196.0</b>	<b>188.0</b>	<b>196.0</b>
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	
<b>Total Maintenance</b>		<b>39.0</b>	<b>39.0</b>	<b>39.0</b>	<b>40.0</b>	<b>37.0</b>	<b>38.0</b>	<b>40.0</b>	<b>38.0</b>	<b>40.0</b>
General Administration	General Administration	4.5	4.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0
	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	31.0	31.0	32.0	31.0
<b>Fixed Route Operations Total</b>		<b>257.0</b>	<b>256.0</b>	<b>259.0</b>	<b>262.0</b>	<b>262.0</b>	<b>257.0</b>	<b>268.0</b>	<b>257.0</b>	<b>268.0</b>
Paratransit		2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
<b>Total Operations</b>		<b>259.0</b>	<b>258.0</b>	<b>261.0</b>	<b>264.0</b>	<b>264.0</b>	<b>259.0</b>	<b>270.0</b>	<b>259.0</b>	<b>270.0</b>

**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
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280</b>	<b>\$ 651</b>	<b>\$ 931</b>

**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
<b>Total Capital Program</b>	<b>\$ 21,837</b>	<b>\$ 21,389</b>	<b>\$ 20,010</b>	<b>\$ 931</b>	<b>\$ 3,112</b>	<b>\$ 689</b>	<b>\$ 637</b>	<b>\$ 1,719</b>	<b>\$ 1,309</b>	<b>\$ 28,598</b>	<b>\$ 344</b>	<b>\$ 23,990</b>	<b>\$ 78,738</b>

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
<b>Total Capital Program by Service</b>	<b>\$ 21,837</b>	<b>\$ 21,389</b>	<b>\$ 20,010</b>	<b>\$ 931</b>	<b>\$ 3,112</b>	<b>\$ 689</b>	<b>\$ 637</b>	<b>\$ 1,719</b>	<b>\$ 1,309</b>	<b>\$ 28,598</b>	<b>\$ 344</b>	<b>\$ 23,990</b>	<b>\$ 78,738</b>

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
<b>Total Capital Funding by Source</b>	<b>\$ 20,720</b>	<b>\$ 21,389</b>	<b>\$ 20,010</b>	<b>\$ 931</b>	<b>\$ 3,112</b>	<b>\$ 689</b>	<b>\$ 637</b>	<b>\$ 1,719</b>	<b>\$ 1,309</b>	<b>\$ 28,598</b>	<b>\$ 344</b>	<b>\$ 23,990</b>	<b>\$ 78,738</b>

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
<b>Total Revenue Fleet Replacement</b>	<b>34</b>	<b>33</b>	<b>35</b>	<b>-</b>	<b>42</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>40</b>	<b>171</b>

## 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
<b>Revenue Hours</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>	<b>227,916</b>
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
<b>17 Total Fixed Route Operating Revenue</b>	<b>28,352</b>	<b>30,041</b>	<b>32,309</b>	<b>33,000</b>	<b>34,244</b>	<b>35,655</b>	<b>36,972</b>	<b>38,275</b>	<b>39,418</b>	<b>40,597</b>	<b>41,813</b>
<b>Operating Expenses w/o contingency and GASB 68</b>	<b>28,397</b>	<b>30,043</b>	<b>31,809</b>	<b>33,000</b>	<b>34,244</b>	<b>35,655</b>	<b>36,972</b>	<b>38,275</b>	<b>39,418</b>	<b>40,597</b>	<b>41,813</b>
% 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	-	-	-	-	-	-	-	-
<b>21 Total Fixed Route Operating Expenses</b>	<b>27,227</b>	<b>30,043</b>	<b>32,309</b>	<b>33,000</b>	<b>34,244</b>	<b>35,655</b>	<b>36,972</b>	<b>38,275</b>	<b>39,418</b>	<b>40,597</b>	<b>41,813</b>
<b>Revenue Hours</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>	<b>74,394</b>
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
<b>31 Total Paratransit Operating Revenue</b>	<b>5,409</b>	<b>5,644</b>	<b>5,803</b>	<b>5,932</b>	<b>6,096</b>	<b>6,264</b>	<b>6,452</b>	<b>6,645</b>	<b>6,845</b>	<b>7,050</b>	<b>7,262</b>
<b>32 Total Paratransit Operating Expenses</b>	<b>5,409</b>	<b>5,645</b>	<b>5,803</b>	<b>5,932</b>	<b>6,096</b>	<b>6,264</b>	<b>6,452</b>	<b>6,645</b>	<b>6,845</b>	<b>7,050</b>	<b>7,262</b>
% 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%
<b>33 Total CCCTA Operating Budget</b>	<b>\$ 32,636</b>	<b>\$ 35,688</b>	<b>\$ 38,112</b>	<b>\$ 38,932</b>	<b>\$ 40,340</b>	<b>\$ 41,919</b>	<b>\$ 43,424</b>	<b>\$ 44,920</b>	<b>\$ 46,263</b>	<b>\$ 47,647</b>	<b>\$ 49,075</b>

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

	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
<b>34 Capital Revenue</b>											
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	-	-
<b>43 Total Capital Revenue</b>	<b>\$ 21,389</b>	<b>\$ 20,010</b>	<b>\$ 931</b>	<b>\$ 3,112</b>	<b>\$ 689</b>	<b>\$ 637</b>	<b>\$ 1,719</b>	<b>\$ 1,309</b>	<b>\$ 28,598</b>	<b>\$ 344</b>	<b>\$ 23,990</b>
<b>44 Capital Projects</b>	<b>\$ 21,389</b>	<b>\$ 20,010</b>	<b>\$ 931</b>	<b>\$ 3,112</b>	<b>\$ 689</b>	<b>\$ 637</b>	<b>\$ 1,719</b>	<b>\$ 1,309</b>	<b>\$ 28,598</b>	<b>\$ 344</b>	<b>\$ 23,990</b>

**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%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
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	<b>(14,884)</b>	<b>(17,790)</b>	<b>(19,877)</b>	<b>(20,410)</b>	<b>(21,428)</b>	<b>(22,582)</b>	<b>(23,634)</b>	<b>(24,678)</b>	<b>(25,556)</b>	<b>(26,558)</b>	<b>(27,465)</b>
50 Used for Capital Program	<b>(2,589)</b>	<b>(148)</b>	<b>(651)</b>	<b>(568)</b>	<b>(409)</b>	<b>(57)</b>	<b>(370)</b>	<b>(700)</b>	<b>(3,100)</b>	<b>(64)</b>	<b>(3,892)</b>
51 <b>Ending TDA Reserve</b>	<b>\$ 11,282</b>	<b>\$ 10,234</b>	<b>\$ 7,041</b>	<b>\$ 3,918</b>	<b>\$ 472</b>	<b>\$ (3,225)</b>	<b>\$ (7,719)</b>	<b>\$ (13,001)</b>	<b>\$ (20,958)</b>	<b>\$ (26,260)</b>	<b>\$ (35,658)</b>
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%
<b>54 Reserve Percentage of:</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
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)
<b>56 16%</b>	<b>\$ 5,222</b>	<b>\$ 5,710</b>	<b>\$ 6,098</b>	<b>\$ 6,229</b>	<b>\$ 6,454</b>	<b>\$ 6,707</b>	<b>\$ 6,948</b>	<b>\$ 7,187</b>	<b>\$ 7,402</b>	<b>\$ 7,624</b>	<b>\$ 7,852</b>
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)
<b>58 20%</b>	<b>\$ 6,527</b>	<b>\$ 7,138</b>	<b>\$ 7,622</b>	<b>\$ 7,786</b>	<b>\$ 8,068</b>	<b>\$ 8,384</b>	<b>\$ 8,685</b>	<b>\$ 8,984</b>	<b>\$ 9,253</b>	<b>\$ 9,529</b>	<b>\$ 9,815</b>
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)	
	<b>13,634,627</b>	<b>13,839,583</b>	<b>14,032,523</b>	<b>(192,940)</b>	<b>14,502,281</b>	<b>662,698</b>	<b>5%</b>
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	
	<b>509,184</b>	<b>496,029</b>	<b>480,511</b>	<b>15,518</b>	<b>545,197</b>	<b>49,168</b>	<b>10%</b>

**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	
	<b>676,382</b>	<b>696,500</b>	<b>715,356</b>	<b>(18,856)</b>	<b>725,505</b>	<b>29,005</b>	<b>4%</b>
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)	
	<b>983,053</b>	<b>1,041,420</b>	<b>972,116</b>	<b>69,304</b>	<b>998,517</b>	<b>(42,903)</b>	<b>-4%</b>

**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)	
	<b>82,309</b>	<b>65,550</b>	<b>84,362</b>	<b>(18,812)</b>	<b>86,519</b>	<b>20,969</b>	<b>32%</b>
	<b>2,250,928</b>	<b>2,299,499</b>	<b>2,252,345</b>	<b>47,154</b>	<b>2,355,738</b>	<b>56,239</b>	<b>2%</b>
	<b>15,885,555</b>	<b>16,139,082</b>	<b>16,284,868</b>	<b>(145,786)</b>	<b>16,858,019</b>	<b>718,937</b>	<b>4%</b>
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	
	<b>213,072</b>	<b>223,479</b>	<b>224,150</b>	<b>(671)</b>	<b>237,552</b>	<b>14,073</b>	<b>6%</b>

**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	
	<b>1,760,850</b>	<b>1,730,153</b>	<b>1,744,113</b>	<b>(13,960)</b>	<b>1,769,848</b>	<b>39,695</b>	<b>2%</b>
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	
	<b>2,237,601</b>	<b>2,275,861</b>	<b>2,354,650</b>	<b>(78,789)</b>	<b>2,444,364</b>	<b>168,503</b>	<b>7%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**OPERATING EXPENSE DETAIL**

<b>Account Desc</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Estimated</b>	<b>FY 2017 Budget</b>	<b>Over (Under) FY 2017 Budget</b>	<b>Proposed FY 2018 Budget</b>	<b>Over (Under) FY 2017 Est/Actual</b>	<b>Over (Under) % FY 2017 Est/Actual</b>
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	
	<b>318,487</b>	<b>321,112</b>	<b>330,630</b>	<b>(9,518)</b>	<b>342,777</b>	<b>21,665</b>	<b>7%</b>
WC, Operators	312,207	777,942	545,141	232,801	663,055	(114,887)	
WC, Trans Admin	33,662	72,366	58,974	13,392	61,679	(10,687)	
WC, Scheduling	3,038	9,046	5,559	3,487	7,710	(1,336)	
WC, Maint Admin	14,843	22,615	26,224	(3,609)	19,275	(3,340)	
WC, Building Maint.	7,559	27,137	13,051	14,086	23,130	(4,007)	
WC, Customer Svc	17,494	36,183	30,575	5,608	30,840	(5,343)	
WC, Promotion	8,609	9,046	15,348	(6,302)	7,710	(1,336)	
WC, EE Services	8,609	9,046	15,348	(6,302)	7,710	(1,336)	
WC, Finance	14,843	22,615	26,224	(3,609)	19,275	(3,340)	
WC, Safety & Trng	8,609	9,046	15,348	(6,302)	7,710	(1,336)	
WC, General Admin	16,168	31,660	28,399	3,261	26,985	(4,675)	
WC, Planning	13,248	27,137	22,961	4,176	23,130	(4,007)	
WC, Service Workers	25,441	45,229	44,835	394	38,550	(6,679)	
WC, Mechanics	77,259	85,935	135,470	(49,535)	73,244	(12,691)	
	<b>561,589</b>	<b>1,185,003</b>	<b>983,457</b>	<b>201,546</b>	<b>1,010,003</b>	<b>(175,000)</b>	<b>-15%</b>

**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	
	<b>96,595</b>	<b>105,496</b>	<b>97,830</b>	<b>7,666</b>	<b>116,741</b>	<b>11,245</b>	<b>11%</b>
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	
	<b>101,014</b>	<b>107,800</b>	<b>126,199</b>	<b>(18,399)</b>	<b>117,756</b>	<b>9,956</b>	<b>9%</b>
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	
	<b>60,615</b>	<b>64,161</b>	<b>66,640</b>	<b>(2,479)</b>	<b>66,500</b>	<b>2,339</b>	<b>4%</b>

**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	
	<b>1,487,323</b>	<b>1,686,170</b>	<b>1,559,514</b>	<b>126,656</b>	<b>1,887,331</b>	<b>201,161</b>	<b>12%</b>
	<b>9,088,074</b>	<b>9,998,734</b>	<b>9,739,528</b>	<b>259,206</b>	<b>10,348,610</b>	<b>349,876</b>	<b>3%</b>
	<b>22,722,701</b>	<b>23,838,317</b>	<b>23,772,051</b>	<b>66,266</b>	<b>24,850,891</b>	<b>1,012,574</b>	<b>4%</b>
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 main	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	-	
	<b>1,826,413</b>	<b>2,050,488</b>	<b>2,153,251</b>	<b>(102,763)</b>	<b>2,084,732</b>	<b>34,244</b>	<b>2%</b>

**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	-	
	<b>2,272,005</b>	<b>2,413,832</b>	<b>2,766,150</b>	<b>(352,318)</b>	<b>2,874,464</b>	<b>460,632</b>	<b>19%</b>

**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	
	<b>262,421</b>	<b>339,668</b>	<b>421,000</b>	<b>(81,332)</b>	<b>391,000</b>	<b>51,332</b>	<b>15%</b>
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	-	
	<b>685,551</b>	<b>702,700</b>	<b>711,345</b>	<b>(8,645)</b>	<b>850,865</b>	<b>148,165</b>	<b>21%</b>
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	
	<b>193,899</b>	<b>180,396</b>	<b>285,500</b>	<b>(105,104)</b>	<b>228,015</b>	<b>47,619</b>	<b>26%</b>
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	
	<b>44,983</b>	<b>49,860</b>	<b>46,000</b>	<b>3,860</b>	<b>51,500</b>	<b>1,640</b>	<b>3%</b>

**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	-
	<b>161,854</b>	<b>200,346</b>	<b>199,560</b>	<b>786</b>	<b>210,850</b>	<b>10,504</b>	<b>5%</b>
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	-	-
	<b>227,215</b>	<b>267,100</b>	<b>301,440</b>	<b>(34,340)</b>	<b>267,100</b>	<b>-</b>	<b>0%</b>
	<b>5,674,341</b>	<b>6,204,390</b>	<b>6,884,246</b>	<b>(679,856)</b>	<b>6,958,526</b>	<b>754,136</b>	<b>12%</b>
			<b>800,000</b>	<b>(800,000)</b>	<b>500,000</b>	<b>500,000</b>	
	<b>28,397,042</b>	<b>30,042,707</b>	<b>31,456,297</b>	<b>(1,413,590)</b>	<b>32,309,417</b>	<b>2,266,710</b>	<b>8%</b>

**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	-	
	<b>5,408,837</b>	<b>5,645,088</b>	<b>5,636,374</b>	<b>8,714</b>	<b>5,802,841</b>	<b>157,752</b>	<b>3%</b>
<b>Total Operating Expense</b>	<b>33,805,879</b>	<b>35,687,795</b>	<b>37,092,671</b>	<b>(1,404,876)</b>	<b>38,112,258</b>	<b>2,424,463</b>	<b>7%</b>
<i>GASB 68 Pension</i>	(1,169,716)	-	-	-	-	-	
<b>Total Expense</b>	<b>32,636,163</b>	<b>35,687,795</b>	<b>37,092,671</b>	<b>(1,404,876)</b>	<b>38,112,258</b>	<b>2,424,463</b>	<b>7%</b>

**RESOLUTION NO. 2017-\_\_\_\_**  
**BOARD OF DIRECTORS**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**STATE OF CALIFORNIA**

**ADOPTION OF FINAL FISCAL YEAR 2018 OPERATING AND CAPITAL BUDGET**  
**IN THE AMOUNT OF \$39,043,258**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

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

WHEREAS, the General Manager and the Director of Finance have prepared and presented to the Board of Directors a proposed final Operating Budget for Fiscal Year 2018 in the amount of \$38,112,258, which sets forth projected revenues and expenses associated with CCCTA's operating and maintenance program; and

WHEREAS, the General Manager and Director of Finance have prepared and presented a proposed final Capital Budget for Fiscal Year 2018 in the amount of \$931,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority adopts the Operating and Capital Budget for Fiscal Year 2018, a copy of which is attached and incorporated by this reference; and

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

Regularly passed and adopted this 15th day of June 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Laura Hoffmeister, Chair, Board of Directors

ATTEST:

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

To: Board of Directors

Date: June 15, 2017

From: Erick Cheung, Director of Finance

Reviewed by:

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**SUBJECT: Ten Year Forecast Preliminary Options**

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**SUMMARY:**

In March, staff notified the Committee and the Board that there were issues in the forecast due to lower than expected sales tax growth in the coming year and changes by CalPERS assumptions that would raise expenses in the long term. The Fiscal Year (FY) 2018 Draft Budget uses \$3.2 million more than Metropolitan Transportation Commission (MTC) estimates we will receive next fiscal year in Transportation Development Act (TDA) 4.0 funds. This will reduce our TDA reserves to \$7.0 million by the end of the fiscal year. If our current trend were to continue, expenses are estimated to grow at 3.5% a year, while revenues are only growing 2.6% from FY 2019 to FY 2026. *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 needs to be corrected for financial stability in the short and long term.

In April & May, staff prepared some strategies to balance the budget from increasing fares to reducing the service. Using some of those strategies, staff has prepared a preliminary framework for discussion and direction from the Committee and the Board. The following are the assumptions:

1. Maintain a 12% Reserve in FY 2023 which is approximately \$5 million. The purpose of the reserve is to account for any unexpected expenses or dips in revenue, and for cash flow purposes.
2. Assumes no additional revenue from California Senate Bill 1 (SB1). SB1 was signed by the Governor on April 28<sup>th</sup> and will collect additional tax revenues from fuel, vehicle licensing fee, and zero emission vehicle fee. MTC staff is currently reviewing the impacts of SB1 revenue and how it will allocate those revenues. The preliminary estimate of this information is sometime in the Fall. At the same time, there is currently an initiative to repeal SB1 by placing the matter on the ballot in 2018. Based on these facts, the General Manager wants to be conservative and reflect no revenue in the forecast at this time. This assumption can be reevaluated as new information becomes available.
3. Assumes forecasted revenues and expenses are reasonable, except for changes noted in items 4 - 6 below.

4. Fare Increases:

- a. Assumes fare increases from \$2.00 to \$2.25 in FY 2019 and \$2.50 in FY 2021. Assumes similar percentage increase in pass revenue of 12.5% in and 11.1% in the respective fiscal years. This will provide an additional \$203 thousand in FY 2019 and \$194 thousand in FY 2021.
- b. Assumes Midday Free for Seniors goes to \$1 in FY 2019. This will provide an additional \$96 thousand in FY 2019.

	Budget	Estimate				
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Fare Revenue Increase</b>	\$2.00	\$2.25	\$2.25	\$2.50	\$2.50	\$2.50
Net Fare Revenue Increase (a)	-	\$203,212	\$0	\$193,503	\$0	\$0
Cumulative Fare Revenue Increase (1)	-	\$203,212	\$203,212	\$396,715	\$396,715	\$396,715
<b>Senior Midday Fare</b>	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Net Fare Revenue Increase (b)	-	\$96,927	\$0	\$0	\$0	\$0
Cumulative Fare Revenue Increase (2)	-	\$96,927	\$96,927	\$96,927	\$96,927	\$96,927
<b>Total Fare Revenue (FY 2018) + (1) + (2)</b>	\$2,852,100	\$3,152,239	\$3,152,239	\$3,345,742	\$3,345,742	\$3,345,742
	(a) Based on Pham & Linsalata Fare Elasticity 1991 PP.7, for every 1% increase in fares, -0.43% in ridership					
	(b) Based on FY2014 DC Circulator TCD Update PP.4, from fares to free is 60%.					

- 5. Defers all capital for FY 2019 to FY 2023. Staff is still reviewing if this is reasonable based on fixed assets that will need to be replaced.

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Capital Deferral	\$568,444	\$408,675	\$56,666	\$369,743	\$699,984	\$2,103,512

- 6. Reduce supplies and services \$50 thousand beginning in FY 2019. Staff is still reviewing what expenses would be reduced.

**Service Reduction:**

Based on the assumptions noted above, the following is the estimated service reduction assuming marginal costs of \$54 per hour and pending on how many years to spread the loss and required to maintain a 12% reserve in FY 2023 (see attachments for Forecasts based on assumptions below). In February, the Director of Planning and Marketing provided a productivity report and County Connection’s total hours were approximately 258,000:

- a. In One Year – Reduce \$2.8 million and 52,000 hours
- b. Over Two years – Reduce \$3.1 million and 58,000 hours (\$1.55 million and 29,000 hours each year)
- c. Over Three years – Reduce \$3.5 million and 63,000 hours (\$1.16 million and 21,000 hours each year)
- d. Over Four years – Reduce \$4.0 million and 72,000 hours (\$1.00 million and 18,000 hours each year)

**RECOMMENDATION:**

Staff requests that the Board provide comments and direction.

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

	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
45 Beginning Balance	\$ 11,899	\$ 11,282	\$ 10,234	\$ 7,041	\$ 7,626	\$ 7,730	\$ 7,427	\$ 6,641	\$ 5,399	\$ 783	\$ (1,176)
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%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
47 Used for Fixed route operations	(14,884)	(17,092)	(19,148)	(19,299)	(20,256)	(21,156)	(22,136)	(23,105)	(23,905)	(24,829)	(25,675)
48 Used for Paratransit operations	-	(698)	(729)	(761)	(821)	(879)	(950)	(1,023)	(1,100)	(1,176)	(1,235)
<b>SERVICE REDUCTION</b>											
49 TDA Used for Operations	<b>(14,884)</b>	<b>(17,790)</b>	<b>(19,877)</b>	<b>(17,270)</b>	<b>(18,287)</b>	<b>(19,245)</b>	<b>(20,296)</b>	<b>(21,338)</b>	<b>(22,215)</b>	<b>(23,215)</b>	<b>(24,120)</b>
50 Used for Capital Program	<b>(2,589)</b>	<b>(148)</b>	<b>(651)</b>	-	-	-	-	-	<b>(3,100)</b>	<b>(64)</b>	<b>(3,892)</b>
<b>51 Ending TDA Reserve</b>	<b>\$ 11,282</b>	<b>\$ 10,234</b>	<b>\$ 7,041</b>	<b>\$ 7,626</b>	<b>\$ 7,730</b>	<b>\$ 7,427</b>	<b>\$ 6,641</b>	<b>\$ 5,399</b>	<b>\$ 783</b>	<b>\$ (1,176)</b>	<b>\$ (7,229)</b>
52 Number Of Months of Operating Expenses in Reserve	4.1	3.4	2.2	2.4	2.3	2.1	1.8	1.4	0.2	(0.3)	(1.8)
53 Percentage of operating budget	34.6%	28.7%	18.5%	19.6%	19.2%	17.7%	15.3%	12.0%	1.7%	-2.5%	-14.7%
<b>54 Reserve Percentage of:</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
12%	\$ 3,916	\$ 4,283	\$ 4,573	\$ 4,666	\$ 4,835	\$ 5,024	\$ 5,204	\$ 5,384	\$ 5,545	\$ 5,711	\$ 5,882
<b>55 Amount Above/(Below) Reserve Level</b>	<b>\$ 7,366</b>	<b>\$ 5,951</b>	<b>\$ 2,468</b>	<b>\$ 2,960</b>	<b>\$ 2,895</b>	<b>\$ 2,403</b>	<b>\$ 1,437</b>	<b>\$ 15</b>	<b>\$ (4,762)</b>	<b>\$ (6,887)</b>	<b>\$ (13,111)</b>

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

	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
45 Beginning Balance	\$ 11,899	\$ 11,282	\$ 10,234	\$ 7,041	\$ 6,386	\$ 6,800	\$ 6,807	\$ 6,331	\$ 5,399	\$ 1,093	\$ (556)
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%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
47 Used for Fixed route operations	(14,884)	(17,092)	(19,148)	(19,299)	(20,256)	(21,156)	(22,136)	(23,105)	(23,905)	(24,829)	(25,675)
48 Used for Paratransit operations	-	(698)	(729)	(761)	(821)	(879)	(950)	(1,023)	(1,100)	(1,176)	(1,235)
<b>SERVICE REDUCTION</b>											
49 TDA Used for Operations	<b>(14,884)</b>	<b>(17,790)</b>	<b>(19,877)</b>	<b>(18,510)</b>	<b>(17,977)</b>	<b>(18,935)</b>	<b>(19,986)</b>	<b>(21,028)</b>	<b>(21,905)</b>	<b>(22,905)</b>	<b>(23,810)</b>
50 Used for Capital Program	<b>(2,589)</b>	<b>(148)</b>	<b>(651)</b>	-	-	-	-	-	<b>(3,100)</b>	<b>(64)</b>	<b>(3,892)</b>
<b>51 Ending TDA Reserve</b>	<b>\$ 11,282</b>	<b>\$ 10,234</b>	<b>\$ 7,041</b>	<b>\$ 6,386</b>	<b>\$ 6,800</b>	<b>\$ 6,807</b>	<b>\$ 6,331</b>	<b>\$ 5,399</b>	<b>\$ 1,093</b>	<b>\$ (556)</b>	<b>\$ (6,299)</b>
52 Number Of Months of Operating Expenses in Reserve	4.1	3.4	2.2	2.0	2.0	2.0	1.8	1.4	0.3	(0.1)	(1.5)
53 Percentage of operating budget	34.6%	28.7%	18.5%	16.4%	16.9%	16.3%	14.6%	12.0%	2.4%	-1.2%	-12.9%
<b>54 Reserve Percentage of:</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
12%	\$ 3,916	\$ 4,283	\$ 4,573	\$ 4,666	\$ 4,835	\$ 5,024	\$ 5,204	\$ 5,384	\$ 5,545	\$ 5,711	\$ 5,882
<b>55 Amount Above/(Below) Reserve Level</b>	<b>\$ 7,366</b>	<b>\$ 5,951</b>	<b>\$ 2,468</b>	<b>\$ 1,720</b>	<b>\$ 1,965</b>	<b>\$ 1,783</b>	<b>\$ 1,127</b>	<b>\$ 15</b>	<b>\$ (4,452)</b>	<b>\$ (6,267)</b>	<b>\$ (12,181)</b>

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

	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
45 Beginning Balance	\$ 11,899	\$ 11,282	\$ 10,234	\$ 7,041	\$ 5,996	\$ 5,630	\$ 6,017	\$ 5,921	\$ 5,369	\$ 1,443	\$ 174
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%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
47 Used for Fixed route operations	(14,884)	(17,092)	(19,148)	(19,299)	(20,256)	(21,156)	(22,136)	(23,105)	(23,905)	(24,829)	(25,675)
48 Used for Paratransit operations	-	(698)	(729)	(761)	(821)	(879)	(950)	(1,023)	(1,100)	(1,176)	(1,235)
<b>SERVICE REDUCTION</b>											
49 TDA Used for Operations	<b>(14,884)</b>	<b>(17,790)</b>	<b>(19,877)</b>	<b>(18,900)</b>	<b>(18,757)</b>	<b>(18,555)</b>	<b>(19,606)</b>	<b>(20,648)</b>	<b>(21,525)</b>	<b>(22,525)</b>	<b>(23,430)</b>
50 Used for Capital Program	<b>(2,589)</b>	<b>(148)</b>	<b>(651)</b>	-	-	-	-	-	<b>(3,100)</b>	<b>(64)</b>	<b>(3,892)</b>
<b>51 Ending TDA Reserve</b>	<b>\$ 11,282</b>	<b>\$ 10,234</b>	<b>\$ 7,041</b>	<b>\$ 5,996</b>	<b>\$ 5,630</b>	<b>\$ 6,017</b>	<b>\$ 5,921</b>	<b>\$ 5,369</b>	<b>\$ 1,443</b>	<b>\$ 174</b>	<b>\$ (5,189)</b>
52 Number Of Months of Operating Expenses in Reserve	4.1	3.4	2.2	1.9	1.7	1.7	1.6	1.4	0.4	0.0	(1.3)
53 Percentage of operating budget	34.6%	28.7%	18.5%	15.4%	14.0%	14.4%	13.7%	12.0%	3.1%	0.4%	-10.6%
<b>54 Reserve Percentage of:</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
12%	\$ 3,916	\$ 4,283	\$ 4,573	\$ 4,666	\$ 4,835	\$ 5,024	\$ 5,204	\$ 5,384	\$ 5,545	\$ 5,711	\$ 5,882
<b>55 Amount Above/(Below) Reserve Level</b>	<b>\$ 7,366</b>	<b>\$ 5,951</b>	<b>\$ 2,468</b>	<b>\$ 1,330</b>	<b>\$ 795</b>	<b>\$ 993</b>	<b>\$ 717</b>	<b>\$ (15)</b>	<b>\$ (4,102)</b>	<b>\$ (5,537)</b>	<b>\$ (11,071)</b>

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

	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
45 Beginning Balance	\$ 11,899	\$ 11,282	\$ 10,234	\$ 7,041	\$ 5,831	\$ 5,135	\$ 5,027	\$ 5,431	\$ 5,379	\$ 1,953	\$ 1,184
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%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
47 Used for Fixed route operations	(14,884)	(17,092)	(19,148)	(19,299)	(20,256)	(21,156)	(22,136)	(23,105)	(23,905)	(24,829)	(25,675)
48 Used for Paratransit operations	-	(698)	(729)	(761)	(821)	(879)	(950)	(1,023)	(1,100)	(1,176)	(1,235)
<b>SERVICE REDUCTION</b>											
49 TDA Used for Operations	<b>(14,884)</b>	<b>(17,790)</b>	<b>(19,877)</b>	<b>(19,065)</b>	<b>(19,087)</b>	<b>(19,050)</b>	<b>(19,106)</b>	<b>(20,148)</b>	<b>(21,025)</b>	<b>(22,025)</b>	<b>(22,930)</b>
50 Used for Capital Program	<b>(2,589)</b>	<b>(148)</b>	<b>(651)</b>	-	-	-	-	-	<b>(3,100)</b>	<b>(64)</b>	<b>(3,892)</b>
<b>51 Ending TDA Reserve</b>	<b>\$ 11,282</b>	<b>\$ 10,234</b>	<b>\$ 7,041</b>	<b>\$ 5,831</b>	<b>\$ 5,135</b>	<b>\$ 5,027</b>	<b>\$ 5,431</b>	<b>\$ 5,379</b>	<b>\$ 1,953</b>	<b>\$ 1,184</b>	<b>\$ (3,679)</b>
52 Number Of Months of Operating Expenses in Reserve	4.1	3.4	2.2	1.8	1.5	1.4	1.5	1.4	0.5	0.3	<b>(0.9)</b>
53 Percentage of operating budget	34.6%	28.7%	18.5%	15.0%	12.7%	12.0%	12.5%	12.0%	4.2%	2.5%	-7.5%
<b>54 Reserve Percentage of:</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
12%	\$ 3,916	\$ 4,283	\$ 4,573	\$ 4,666	\$ 4,835	\$ 5,024	\$ 5,204	\$ 5,384	\$ 5,545	\$ 5,711	\$ 5,882
<b>55 Amount Above/(Below) Reserve Level</b>	<b>\$ 7,366</b>	<b>\$ 5,951</b>	<b>\$ 2,468</b>	<b>\$ 1,165</b>	<b>\$ 300</b>	<b>\$ 3</b>	<b>\$ 227</b>	<b>\$ (5)</b>	<b>\$ (3,592)</b>	<b>\$ (4,527)</b>	<b>\$ (9,561)</b>

**Agenda Item # 8.b.1.**

**To:** Board of Directors

**Date:** 06/07/2017

**From:** Anne Muzzini, Director of Planning & Marketing

**Reviewed by:**

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**SUBJECT: Bus Advertising Services – Contract Extension**

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### **Summary of Issues:**

The contract with Lamar Transit to provide bus advertising services allows for two (2) one-year extensions. The current contract expires on December 31, 2017 if the option years are not authorized. Currently we are receiving more revenue under the minimum annual guarantee than under the 62% revenue share arrangement. This is due to the fact that they are not selling as much advertising as anticipated when the contract was signed. It is likely that we would receive a lower guarantee and or a lower percentage of the revenue, if we sought competitive bids at this time.

Lamar representatives have been good partners; carefully reviewing advertising content, diligently removing expired ads, and addressing maintenance concerns regarding to paint damage.

Staff recommended that the Marketing Planning & Legislative Committee support exercising the option years as it is better financially than going out to bid at this time.

### **Financial Implication:**

County Connection will receive a minimum annual guarantee of \$590,000 in calendar year 2018, and \$595,000 in calendar year 2019. The current minimum annual guarantee is \$585,000.

### **Recommendation:**

The MP&L Committee recommends the Board of Directors approve exercising the two (2) one-year extensions.

**To:** Board of Directors

**Date:** 06/05/2017

**From:** Ruby Horta, Manager of Planning

**Reviewed by:**



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**SUBJECT: Low-No Grant Route Selection**

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### **Background:**

In 2016, County Connection was awarded a FTA Low-No grant for four additional electric buses and associated charging infrastructure including four additional depot plug-in chargers and one on route wireless charger. The work scope for this project calls for choosing an appropriate route and charger location that is driven by objective, data-driven information. The goal of this task was to reduce operational risk and ensure the lowest operational costs for the electric bus deployment during the early stages of the project. County Connection recently completed this process with support from the Center for Transportation and the Environment (CTE), who was included in the grant to provide technical assistance for deployment planning and technology assessment.

The Operations and Scheduling Committee reviewed the recommendation to deploy the next four electric buses on Route 5. This memo provides a brief summary of the work CTE conducted. A more complete presentation will be provided at the June Board of Directors meeting.

### **Summary:**

Staff and CTE identified routes throughout the service area to begin the analysis process. However, most routes were eliminated due to operational constraints presented by the electric bus. Hilly and long distance routes were not feasible options. Of the three final routes, 5, 7, and 91X, Route 5 was selected as the ideal candidate for the next deployment of electric buses. Route 5 has a roundtrip distance similar to Route 4. The two routes will be able to share the inductive chargers at BART Walnut Creek and like Route 4; three buses are required to operate Route 5.

### **Recommendation:**

The O&S Committee recommends that the Board endorse CTE's recommendation to deploy the next four electric buses on Route 5.

# County Connection Low-No BEB Deployment Project



## Route Selection Analysis Results

*June 15, 2017*



# Background

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- FTA Low-No Award to procure and deploy 4 all-electric Gillig 29' Low Floor Buses, 4 plug-in depot chargers, and 1 on-route wireless charger
- Center for Transportation and the Environment (CTE), was included in the grant to provide technical assistance for deployment planning and technology assessment

# Goals

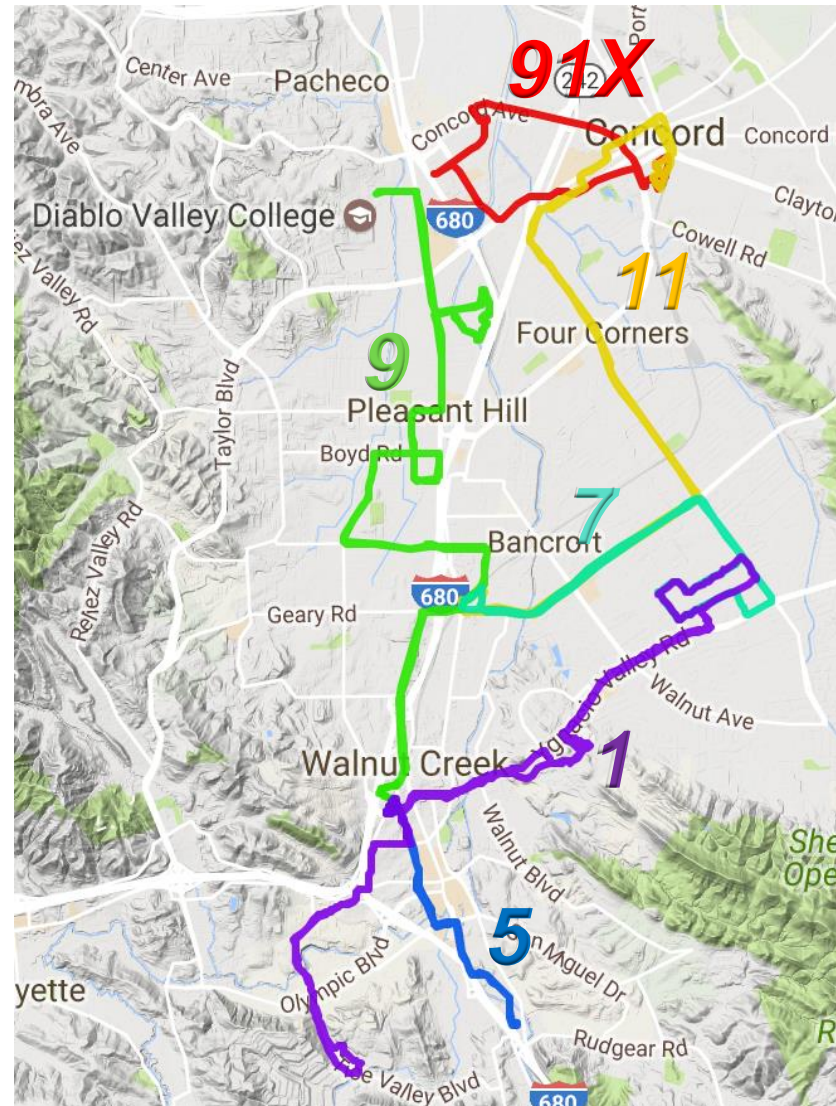
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- Choose an appropriate route and charger location that is driven by objective, data-driven information
- Reduce operational risk and ensure the lowest operational costs for the electric bus deployment
- Educate and provide expectations to County Connection staff regarding how the electric buses will operate in service

# Route Evaluation

Initial review of service characteristics narrowed down to six potential routes for evaluation:

-  Route 1
-  Route 5
-  Route 7
-  Route 9
-  Route 11
-  Route 91X



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# *Route Characterization*

# Selection Process

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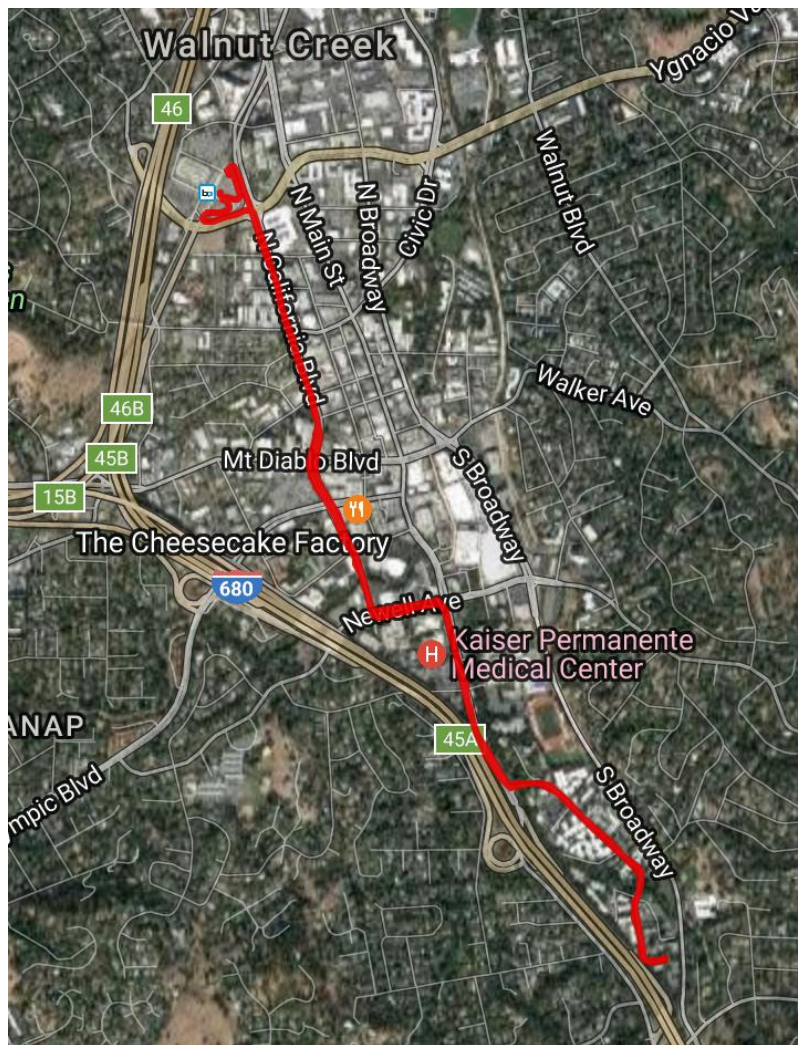
- Assessed routes based on current system status
- Determined which routes could be supported by a 29' electric bus and wireless charging system
- Used modeling and simulation to determine which routes the buses are capable of meeting existing service requirements
- Evaluated and compared additional route characteristics and electric bus impacts to down select optimal route

# Route Data Collection

Collected real-world bus GPS data to accurately capture:

- time on route
- route distance
- roadway grade
- baseline bus speed
- baseline bus acceleration

Baseline GPS data was collected on actual routes from County Connection buses in regular service from Feb 1-7



# On Route Charging Considerations

Considered charging locations at BART Concord, BART Pleasant Hill, Diablo Valley College (DVC), or second charger at BART Walnut Creek.



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# *Bus Modeling*

# Route 91X

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## **Description:**

- Total distance is 33 miles per block
- Two bus blocks, one in the morning and one in the afternoon
- The wireless charger would need to be installed at BART Concord station

## **Pros:**

- Service can easily be met under moderate and strenuous conditions

## **Cons:**

- Only one bus needed for service; getting four buses
- No charger redundancy in case station goes down
- Lower ridership at 12 boardings per hour

# Route 7

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## Description:

- Six bus blocks, 3 buses in the morning pull out and 3 in the afternoon pullout
- Total distance ranges from 45 to 61 miles
- The wireless charger would need to be installed at BART Pleasant Hill station
- A charging station at BART Pleasant Hill could potentially also help serve Routes 9 and 11, if electrified

## Pros:

- Service can be met under most all conditions
- Good ridership at 20 boardings per hour

## Cons:

- No charger redundancy in case station goes down
- Rare worst case conditions should be monitored for bus energy and prepared for – additional charge time or bus change out
- Two buses (assuming the spare bus is available) would need to be charged immediately upon returning to the bus yard in order to be ready 3-4 hours later

# Route 5 - Recommended

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## **Description:**

- Four blocks with one bus running all day, two buses in the morning and two in the afternoon
- Total distance ranges from 37 to 88 miles
- The wireless charger would need to be installed at BART Walnut Creek station with existing charger

## **Pros:**

- Service can be met under most all conditions
- Great ridership at 30 boardings per hour
- Redevelopment activities at BART Walnut Creek also allow for site design and construction activities to be considered, included and potentially absorbed into existing efforts

## **Cons:**

- Rare worst case conditions should be monitored for bus energy and prepared for – additional charge time or bus change out

# Route Comparison Summary

	<b>Route 5</b>	<b>Route 7</b>	<b>Route 91X</b>
<b><i>Charger Location</i></b>	<i>Bart Walnut Creek</i>	<i>Bart Pleasant Hill</i>	<i>Bart Concord</i>
<b><i>Projected ability to meet max route operating requirements under nominal conditions</i></b>	Green	Green	Green
<b><i>Ability to mitigate risk with smaller blocks</i></b>	Green	Green	Red
<b><i>Ability to mitigate risk with extra layover time</i></b>	Green	Green	Red
<b><i>Number of buses serving route</i></b>	Green	Green	Red
<b><i>Charger redundancy</i></b>	Green	Red	Red
<b><i>Future Route Plans - potential to change or go away?</i></b>	Green	Green	Red
<b><i>BEB scale up consideration - ability to serve other routes</i></b>	Green	Yellow	Yellow
<b><i>Ridership - Promotion</i></b>	Green	Green	Yellow
<b><i>Other Considerations</i></b>	Green	White	White

# Conclusions

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- The Gillig all-electric buses and wireless charger could serve routes 5, 7, 91X.
- Route 5 provides best opportunity to reduce operational risk, potentially reduce upfront cost, and promote clean zero emission service.

# Questions?

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***Jason Hanlin***  
[jason@cte.tv](mailto:jason@cte.tv)



## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** 06/05/2017

**From:** Ruby Horta, Manager of Planning

**Reviewed by:** *RH*

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**SUBJECT: 600 Series Service – School Trippers**

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### **Background:**

County Connection has been providing public transportation to various schools in its service area for over 30 years. In 1986, County Connection established a policy to accommodate requests for early dismissals. The policy was adopted to ensure compliance with federal regulatory requirements, which require public transit services be “open to the public”. This was defined as service that operates (1) on a regular schedule, (2) along a predesignated route with predesignated, publicly accessible stops, and (3) with “door open” to all members of the public.

Over time, the service requested by the schools has increased in complexity and goes beyond early dismissals. Now, it includes varying start/end times, minimum days, and conference and finals week, to name a few. Accommodating school service can conflict with County Connection’s role as the public transportation agency providing efficient and effective service to commuters at peak hours and connecting riders to BART and other transit providers.

Every spring, County Connection staff undertakes a rather exhaustive effort to develop the 600 series service, also known as “school trippers”. County Connection typically obtains the school bell times in May and must finalize fall schedules in early June. This is usually the first time County Connection staff is made aware of any new scheduling structure. The operations, scheduling, planning and marketing departments work together to collect school start/end times from 6 different school districts and more than 30 schools. In some cases, schools are not able to meet the deadline, which creates additional challenges, due to federal regulations requiring service to appear on published timetables.

### **Current Service:**

Although the 600 series service does not provide individualized service to all 30 schools, County Connection has traditionally been able to accommodate schedule requests from about 16 schools. Additionally, while our fixed routes do not provide school service directly, we often tailor our schedules to conveniently serve school bell times.

During FY Ending 2016, County Connection provided about 10,000 revenue hours on the 600 series. This accounts for almost 5% of total weekday revenue hours. Currently, County Connection accommodates the following types of bell times for 16 schools on the 600 routes:

*Monday-Friday  
Tuesday, Wednesday, Thursday, Friday  
Monday, Tuesday, Thursday, Friday  
Monday Only  
Wednesday Only  
Minimum Days  
Conference Week  
Finals Week  
State Testing Week  
Last Day of School*

For the upcoming 2017-2018 school year we have identified school bell structures that will be problematic to meet without neglecting other services. Schools with block schedules or different start/end times each day of the week would negatively impact our ability to provide public transportation service to the general public.

Given the short notice of new school schedule needs, staff had to make a decision for Fall 2017. In order to meet federal regulations, particularly the requirement to publish the schedules in a timely fashion, schedules were designed to meet the earliest start bell time. This will ensure that students arrive to school on time every day. Going forward, staff will discuss potential solutions to address school needs while meeting federal regulatory requirements.

The affected schools in the 600 series will be: Acalanes and Miramonte High Schools. Both schools have a start bell at 8:35am on Monday, Wednesday, Friday and 8:00am on Tuesday and Thursday. Due to this change, County Connection will only be able to provide service to meet the first bell time, 8:00am Monday – Friday. Schools along our fixed routes, which have transitioned to a block schedule, will also be impacted. For example, Windemere Ranch Middle School has two start times (7:53am and 8:40am) and two end times (2:28pm and 3:15pm) on Monday, Tuesday, Thursday and Friday. Their Wednesday start/end bell times differ from the rest of the week. The two start times on Wednesday are 8:48am and 9:29am; end times are 2:02pm and 2:45pm. This school is served by Route 35, which will continue to operate on its current schedule.

**Recommendation:**

The O&S Committee recommends that 600 service meet the first start bell time and the last end bell time on regular and minimum days, for Fall 2017. Additionally, staff will begin drafting an update to the 1986 policy to address the new complexities in school service.

**SUBJECT:** Provide Bus Service to Public Schools for Early Dismissals

**POLICY:** This policy has been established to accommodate requests for special services from the schools operating in CCCTA's service area.

If a school desires CCCTA to provide special services to serve students on "early-out days," CCCTA must receive a written request notifying us of the school's location and dates and times for early dismissal(s) eight weeks prior to the beginning of the period covered by the applicable timetable.

This policy has been adopted to ensure compliance with federal regulatory requirements imposed on CCCTA as a recipient of Urban Mass Transportation Act (ACT) funding. All public transit services funded under the Act must be "open to the public." Federal regulations define "open to the public" as a service which operates (1) on a regular schedule, (2) along a predesignated route with predesignated, publicly accessible stops, and (3) with "doors open" to all members of the public wishing to board at a predesignated fare.

To meet the first Act requirement, all service provided by CCCTA, including service to accommodate "early bell times," must appear on its regularly published timetables. Therefore, our ability to meet a school's needs is tied to our publication deadlines.

It is the intent and desire of CCCTA that by offering each school the opportunity to notify CCCTA of the school's special needs, an equitable balance can be struck between federal regulatory requirements and the needs of those schools.

**DATE OF ADOPTION:** September 18, 1986