

# County Connection

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

## BOARD OF DIRECTORS MEETING AGENDA

Thursday, April 16, 2020  
9:00 a.m.

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Committee Directors, staff and the public may participate remotely by calling:

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/207277893>

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United States: [+1 \(669\) 224-3412](tel:+16692243412)

**Access Code:** 207-277-893

Public comment may be submitted via email to: [hill@cccta.org](mailto:hill@cccta.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board of Directors before the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

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: Monument Free Program**
5. Consent Calendar
  - a) Approval of Minutes of Regular Meeting of February 20, 2020\*
  - b) CCCTA Investment Policy-Quarterly Reporting Requirement\*
  - c) Continuation of Monument Free Program and Approval of Title VI Fare Equity Analysis \*  
Resolution No. 2020-017\*

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

- d) 2020 BART Bus Bridges\*  
(The A&F Committee request the Board to approve and authorize the General Manager to execute an agreement with BART.)
- 6. Report of Chair
- 7. Report of General Manager
  - a) Adopt a resolution designating the GM as the authorized agent for receiving State and/or Federal assistance as required by the California Office of Emergency Services (CalOES).  
Resolution No. 2020-020\*
- 8. Report of Standing Committee
  - a) Administration and Finance Committee
    - 1) Update on COVID-19 Pandemic; Approve Action to Address the Impacts of the COVID-19 Pandemic on CCCTA Operations: COVID-19 is an infectious respiratory disease caused by a novel coronavirus that was first detected in Fall 2019, which has developed into a world-wide pandemic. Federal, state and county agencies have issued guidelines, recommendations, and now mandates curtailing person-to-person contact, including the implementation of social distancing and shelter-in place orders. Updated directives are being issued daily and both public and private entities are activating their emergency response plans. County Connection performs an essential function. The General Manager will provide a general overview of County Connection's preparations and will seek Board approval for actions addressing the impacts of COVID-19 on CCCTA's operations.\*  
Resolution No. 2020-019\*
    - 2) Fiscal Year 2021 Draft Budget and Ten Year Forecast\*  
Resolution No. 2020-018\*  
(The A&F committee recommends the Board approve the preliminary budget so a timely TDA claim can be submitted to MTC.)
  - b) Marketing, Planning & Legislative Committee
    - 1) FY2021 Marketing Plan\*  
(The MP&L Committee and staff recommend Board approval of the proposed FY 2020-2021 Marketing Plan.)
- 9. Report from the Advisory Committee
  - a) Appointment of Adrian Byram to Advisory Committee Representing the City of Walnut Creek\*
- 10. 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.
- 11. Adjournment

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\*Enclosure

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

General Information

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

Public Comment: If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@cccta.org](mailto:hill@cccta.org). Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**Currently Scheduled Board and Committee Meetings**

Board of Directors:	Thursday, May 21, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, May 6, 8:30 a.m., City of Pleasant Hill Offices, 100 Gregory Lane, Pleasant Hill, CA
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, May 7, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA
Operations & Scheduling:	Friday, May 1, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA

**The above meeting schedules are subject to change and may be conducted as teleconference meetings. 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

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

February 20, 2020

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

Chair Candace Andersen called the regular meeting of the Board of Directors to order at 9:00 a.m. Board Members present were Directors Dessayer, Haydon, Hudson, Noack, Schroder, Storer, Wilk and Worth. Director Hoffmeister arrived after the meeting was convened. Director Tatzin was absent.

Staff: Ramacier, Sherman, Glenn, Avelar, Cheung, Churchill, Glenn, Hayes, Hill, Horta, Martinez, McCarthy, Mitchell and Rettig

**Public Comment:** None

#### CONSENT CALENDAR

**MOTION:** Director Haydon moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of January 16, 2020; (b) CCCTA Equal Employment Opportunity (EEO) Program Update 2020, Resolution No. 2020-015; (c) Cap and Trade Grant (LCTOP)- FY2019-20, Resolution No. 2020-016. Director Noack seconded the motion and it received the following vote of approval:

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

**REPORT OF CHAIR:** None

#### REPORT OF GENERAL MANAGER:

##### Recognition of Employee with 20 Years of Service

Luisa Yanes-Transit Operator

##### Recognition of Employee with 30 Years of Service

Don Avelar-Planning & Scheduling Department  
Tone Hayes-Transit Operator

##### Status report on FASTER Bay Area Effort

General Manager Rick Ramacier informed the Board that there is a group led by the Bay Area Council, SPUR, the Silicon Valley Leadership Group, Facebook and Genentech, that is considering sponsoring a November 2020 ballot measure (known as FASTER Bay Area) to raise \$100B for major public transportation projects that will benefit transit. The measure will cross nine counties and benefit a number of different transit agencies, and some potential projects

include a second BART tube, a second Bay crossing and rail on the Dumbarton Bridge. In addition, another bill has been drafted authored by Assemblyman David Chiu, and sponsored by the non-profit organization Seamless Bay Area, which would create an integrated transportation network in the Bay Area.

Director Hoffmeister arrived at 9:11 a.m.

## **REPORT OF STANDING COMMITTEES**

### **Marketing, Planning and Legislative Committee**

#### Draft 2020 Federal Legislative Program

Director Worth informed the Board that the committee discussed the program in great lengths, and they are satisfied with the finished product. This year CCCTA will focus on three things: 1) Create new funding sources for innovations, 2) Modernization for defining what is transit and 3) Making sure that we are involved in the discussions about the difficulties between the interactions between the operators and the riders. After Board discussion and some slight language change suggestions, a motion was made to adopt the program.

**MOTION:** Director Hoffmeister moved adoption of the draft 2020 Federal Legislative Program with the noted changes. Director Worth seconded the motion and it received the following vote of approval:

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

**BOARD COMMUNICATION:** None

#### Closed Session:

The Board of Directors entered the Closed Session at 9:34 a.m.

Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9 (d)(1)) – Keith Polee v. Central Contra Costa Transit Authority; U.S. District Court, Northern District of California Civil Case No. 4:18-cv-05405-DMR

#### Open Session:

##### Report of Action(s) Taken During the Closed Session

The Board of Directors returned to open session at 9:47 a.m. Chair Andersen stated that the Board reviewed the status of existing litigation. No reportable action was taken.

**ADJOURNMENT:** Chair Andersen adjourned the regular Board meeting at 9:48 a.m.

Minutes prepared by

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Lathina Hill  
Assistant to the General Manager

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Date

# County Connection

## INTER OFFICE MEMO

**TO:** Board of Directors

**DATE:** March 11, 2020

**FROM:** Rick Ramacier  
General Manager

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

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending December 31, 2019.

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

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

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				JUN 2019	SEP 2019	DEC 2019	DEC 2019
<b>FIXED ROUTE</b>							
UNION BANK	274-00-26650	<b>CHECKING</b>	AP GENERAL	\$ 580,297	\$ 1,033,703	\$ 443,811	\$ 331,317
UNION BANK	274-00-26693	<b>CHECKING</b>	PAYROLL	\$ 105,746	\$ 67,264	\$ 76,727	\$ 46,421
UNION BANK	274-00-26723	<b>CHECKING</b>	CAPITAL PURCHASES	\$ 240,939	\$ 250,000	\$ 282,055	\$ 247,893
UNION BANK	274-00-26715	<b>CHECKING</b>	WORKERS' COMP - CORVEL	\$ 63,727	\$ 60,328	\$ 64,987	\$ 46,900
UNION BANK	274-00-26685	<b>CHECKING</b>	PASS SALES	\$ 12,829	\$ 27,512	\$ 5,645	\$ 5,645
UNION BANK	274-00-26707	<b>CHECKING</b>	CLIPPER CARDS	\$ -	\$ 15,000	\$ 7,395	\$ 7,170
PAYPAL	27SAXUUFL9732	<b>CHECKING</b>	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
			<b>TOTAL</b>	<b>\$ 1,003,563</b>	<b>\$ 1,453,832</b>	<b>\$ 880,645</b>	<b>\$ 685,371</b>
<b>PARATRANSIT</b>							
UNION BANK	274-00-26669	<b>CHECKING</b>	AP GENERAL	\$ 267,234	\$ 856,705	\$ 426,494	\$ 277,417
			<b>TOTAL</b>	<b>\$ 267,234</b>	<b>\$ 856,705</b>	<b>\$ 426,494</b>	<b>\$ 277,417</b>
<b>LAIF FUND</b>							
LAIF ACCOUNT	4007001	<b>INT-INVEST</b>	OPERATING FUNDS	\$ 6,594,154	\$ 9,870,661	\$ 9,126,921	\$ 9,126,921
LAIF ACCOUNT		<b>INT-INVEST</b>	Lifeline Bus Stop Access	\$ 71,556	\$ 64,872	\$ 60,934	\$ 60,934
LAIF ACCOUNT		<b>INT-INVEST</b>	Facility Rehab	\$ 2,958,557	\$ 2,880,702	\$ 2,857,902	\$ 2,857,902
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - Martinez Amtrak I	\$ 37,670	\$ -	\$ -	\$ -
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - Martinez Amtrak II	\$ -	\$ 313,021	\$ 221,971	\$ 221,971
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - Electric Trolley II	\$ 285,477	\$ 280,073	\$ 270,061	\$ 270,061
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - FREE Monument (Routes 11/14/16)	\$ -	\$ 567,630	\$ 381,643	\$ 381,643
LAIF ACCOUNT		<b>INT-INVEST</b>	Pass-Through CA	\$ 872,936	\$ 878,887	\$ 884,302	\$ 884,302
LAIF ACCOUNT		<b>INT-INVEST</b>	Safe Harbor Lease Reserve	\$ 1,509,138	\$ 1,518,782	\$ 1,528,141	\$ 1,528,141
LAIF ACCOUNT		<b>FMV ADJ.</b>	Fair Market Value Adjustment for Year-End	\$ 21,105	\$ -	\$ -	\$ -
			<b>TOTAL</b>	<b>\$ 12,350,593</b>	<b>\$ 16,374,628</b>	<b>\$ 15,331,875</b>	<b>\$ 15,331,875</b>
<b>CCCTA EMPLOYEE</b>							
UNION BANK	274-00-26677	<b>CHECKING</b>	EMPLOYEE FITNESS FUND	\$ 11,088	\$ 11,606	\$ 12,093	\$ 12,093
UNION BANK	274-00-26502	<b>CHECKING</b>	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 508	\$ 508
			<b>TOTAL</b>	<b>\$ 11,596</b>	<b>\$ 12,114</b>	<b>\$ 12,601</b>	<b>\$ 12,601</b>
<b>2/24/2020</b>			<b>GRAND TOTAL</b>	<b>\$ 13,632,986</b>	<b>\$ 18,697,279</b>	<b>\$ 16,651,615</b>	<b>\$ 16,307,264</b>

KLM

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

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



Rick Ramacier  
General Manager

**To:** Board of Directors

**Date:** 3/10/2020

**From:** Melody Reeb, Manager of Planning

**Reviewed by:**



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**SUBJECT: Continuation of Monument Free Program and Approval of Title VI Fare Equity Analysis**

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### **Background:**

At the February 2019 Board meeting, the Board approved a pilot program to subsidize fares on weekday Routes 11, 14, and 16. These routes serve low-income communities along the Monument Corridor and connect from Concord BART to various destinations in Martinez, Pleasant Hill, and Walnut Creek. Below is a description of the routes and areas served:

- **Route 11:** Concord BART – Oak Grove Rd – Treat Blvd – Pleasant Hill BART
- **Route 14:** Concord BART – Monument Blvd – Pleasant Hill BART – Walnut Creek BART
- **Route 16:** Concord BART – Monument Blvd – Gregory Ln – Alhambra Ave – Contra Costa Regional Medical Center – Martinez Amtrak

County Connection began offering free fares on these routes on July 1, 2019. The program is being funded by a grant through California's Low Carbon Transit Operations Program (LCTOP).

The goal of the pilot was to increase ridership and make transit more accessible and affordable, particularly to low-income communities along the Monument Corridor. Over the first six months of the pilot, average daily ridership on Routes 11, 14, and 16 increased 54.6% compared to the same period the prior year. Given the program's success, staff is proposing to continue the program, as long as funding remains available through LCTOP or another similar funding source. At the February 2020 Board meeting, the Board approved an additional allocation of LCTOP funding for the program during Fiscal Year 2019-2020. The program is subject to termination if funding becomes unavailable in the future.

### **Title VI Requirement:**

As a federal grant recipient, the County Connection is required to maintain and provide to the Federal Transit Administration (FTA) information on its compliance with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, and national origin by recipients of federal financial assistance. The FTA further requires that

recipients of FTA financial assistance conduct an analysis on all fare changes to assess the impacts of those changes on low-income and minority populations. As the free fare program will reduce the fares on the affected routes, implementation of the program is a fare change requiring an equity analysis under the FTA's Title VI regulations.

**Analysis:**

As a reduction in fare is a benefit, the relevant disparate impact analysis examines the allocation of benefits from the fare reduction among minority riders on the affected routes relative to their share of the ridership as a whole. Similarly, the relevant disproportionate burden analysis examines the allocation of benefits from the fare reduction among low-income riders on the affected routes relative to their share of the ridership as a whole.

Based on onboard survey data from October 2019, 56.1% of all County Connection riders identify as minority, and 44.4% are considered low-income. On the three routes that would be free under the Monument Free Program, 58.9% of riders identify as minority and 43.2% are low-income.

	<b>% Minority</b>	<b>% Low-Income</b>
Route 11	58.3%	41.7%
Route 14	65.8%	59.0%
Route 16	51.5%	25.0%
<b>Monument Free Program Total</b>	<b>58.9%</b>	<b>43.2%</b>
Systemwide	56.1%	44.4%
<b>Difference from Systemwide</b>	<b>2.8%</b>	<b>-1.2%</b>

There is no disparate impact on minority riders from the implementation of the Monument Free Program. The routes that benefit from the program have a slightly higher minority ridership (58.9%) than the system as a whole (56.1%) by a margin of 2.8%.

There is also no disproportionate burden on low-income riders from the implementation of the Monument Free Program. The usage of the affected routes by low-income riders is slightly lower (43.2%) than their share of the ridership on the system as a whole (44.4%). However, the differential of 1.2% is well within the 20% threshold set forth in the disproportionate burden policy.

**Public Outreach:**

As part of the initial pilot, staff launched a bilingual marketing campaign to inform riders of the new program. This included notices and “Take One” information cards on vehicles, posters distributed to community partners, information on County Connection’s website, and social media posts. Staff also conducted over 30 outreach events at community based organizations, including Monument Crisis Center, Monument Impact, senior centers throughout Concord and Martinez, and schools, as well as in-person outreach at major bus stops and BART stations.

In February 2020, staff began additional outreach to receive public comment on the proposed continuation of the pilot program. A public hearing has been scheduled for March 19, 2020 preceding the Board of Directors meeting at County Connection offices in Concord. The public was also able to submit written comments via mail, email, and online through County Connection’s website.

As of March 12, 2020, a total of 29 comments were received: 23 comments were in favor of continuing the program, and 4 comments were opposed or suggested modifications to the program, such as charging a nominal fare. Two (2) comments either took no position or were unrelated to the proposal. A summary of written comments is included as an attachment. These comments, as well as those received at the public hearing, will be included in the final Title VI report, which will be presented to the Federal Transit Administration.

**Financial Implications:**

LCTOP funds will be used to subsidize fares on Routes 11, 14, and 16 as part of this program.

**Recommendation:**

The MP&L Committee and staff recommend the Board approve the continuation of the program, as long as funds are available through LCTOP or another similar funding source, and that the Board review and approve the attached Title VI Fare Equity Analysis. The analysis has been reviewed by legal counsel, and the public outreach section will be updated upon completion of the scheduled public hearing.

**Action Requested:**

The MP&L Committee and staff request Board approval of Resolution 2020-017.

**Attachments:**

Attachment 1: Title VI Fare Equity Analysis  
Attachment 2: Summary of Public Comments

# *County Connection*

## Title VI Fare Equity Analysis Monument Free Program

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
March 2020

## TABLE OF CONTENTS

<b>1</b>	<b>Introduction .....</b>	<b>6</b>
<b>2</b>	<b>Title VI Policies.....</b>	<b>6</b>
	2.1 Disparate Impact Policy .....	6
	2.2 Disproportionate Burden Policy.....	7
	2.3 Public Outreach.....	7
<b>3</b>	<b>Proposal Description.....</b>	<b>8</b>
<b>4</b>	<b>Equity Analysis.....</b>	<b>10</b>
	4.1 Data and Methodology .....	10
	4.2 Impact Assessment .....	12
<b>5</b>	<b>Public Outreach .....</b>	<b>13</b>
	5.1 Public Comment.....	15

### Tables & Figures

Figure 1: Monument Free Route Map .....	9
Table 1: Monument Free Average Daily Ridership by Route.....	10
Table 1: Low-Income Thresholds by Household Size.....	12
Table 2: Impact Analysis Results .....	13
Table 3: Monument Free Outreach Events.....	14

## **1 INTRODUCTION**

As a federal grant recipient, the Central Contra Costa Transit Authority (County Connection) is required to maintain and provide to the Federal Transit Administration (FTA) information on its compliance with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination by recipients of federal financial assistance. The FTA further requires that recipients of FTA financial assistance conduct an analysis on all fare changes to assess the impacts of those changes on low-income and minority populations.

County Connection is proposing the continuation of a pilot program offering free fares on weekday Routes 11, 14, and 16, as long as funding remains available for the program through the Low Carbon Transit Operations Program (LCTOP) or another similar funding source. This analysis also analyzes the impacts of the potential discontinuation of the program in the event that funds are no longer available.

As the free fare program will reduce the fares on these routes, implementation of the program is a fare change requiring an equity analysis under the FTA's Title VI regulations. Conversely, discontinuation of the program is a fare increase requiring an equity analysis under the FTA's Title VI regulations. As the ridership of the affected routes are similar to the ridership of the system as a whole, the equity analysis indicates that there is no disparate impact based on race, and no disproportionate burden on low-income riders from either the implementation or discontinuation of the program.

## **2 TITLE VI POLICIES**

In October 2012, the FTA released Circular 4702.1B (Circular), which provides guidelines for compliance with Title VI. Under the Circular, transit operators are required to study proposed fare changes and “major” service changes before the changes are adopted to ensure that they do not have a discriminatory effect based on race, color, national origin or low-income status of affected populations. As a first step, public transit providers must adopt their own “Major Service Change,” “Disparate Impact,” and “Disproportionate Burden,” policies. County Connection’s Board of Directors adopted these policies in June 2013. The adopted Disparate Impact and Disproportionate Burden policies, which apply to fare equity analyses, are described below.

### **2.1 Disparate Impact Policy**

The Disparate Impact Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on minority populations relative to non-minority populations on the basis of race, ethnicity or national origin.

The threshold is the difference between the burdens borne by, or benefits experienced by, minority populations compared to non-minority populations. Exceeding the threshold means either that a fare or major service change negatively impacts minority populations more than non-minority populations, or that the change benefits non-minority populations more than minority populations. A change with disparate impacts that exceed the threshold can only be adopted (a) if there is substantial legitimate justification for the change, and (b) if no other alternatives exist that would serve the same legitimate objectives but with less disproportionate effects on the basis of race, color or national origin

County Connection establishes that a fare change, major service change or other policy has a disparate impact if minority populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-minority populations, unless (a) there is substantial legitimate justification for the change, and (b) no other alternatives exist that would serve the same legitimate objectives but with less disproportionate effects on the basis of race, color or national origin.

## **2.2 Disproportionate Burden Policy**

The Disproportionate Burden Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on low-income populations relative to non-low-income populations.

The threshold is the difference between the burdens borne by, and benefits experienced by, low-income populations compared to non-low income populations. Exceeding the threshold means either that a fare or service change negatively impacts low-income populations more than non-low-income populations, or that the change benefits non-low-income populations more than low-income populations. If the threshold is exceeded, County Connection must avoid, minimize or mitigate impacts where practicable.

County Connection establishes that a fare change, major service change or other policy has a disproportionate burden if low-income populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-low-income populations unless the disproportionate effects are mitigated.

## **2.3 Public Outreach**

In developing these policies, County Connection staff conducted public outreach (detailed below), including three public meetings with language services available, to provide information and get feedback on the draft policies. Staff incorporated public input gathered through this outreach into the policies proposed for Board approval.

March 28, 2013 – Monument Corridor Transportation Action Team

*Comments: Include an annual review to ensure that major service change threshold has not been crossed*

April 15, 2013 – Public Meeting at the San Ramon Community Center

*Comments: Consistent with prior comment to include an annual review for major service changes*

May 14, 2013 - Public Meeting at the Walnut Creek Library

*Comments: None*

April 1<sup>st</sup> – June 1<sup>st</sup>, 2013 – Policies available for comments on County Connection Website

June 20, 2013 – Public Hearing and Proposed Adoption at the County Connection Board of Directors Meeting

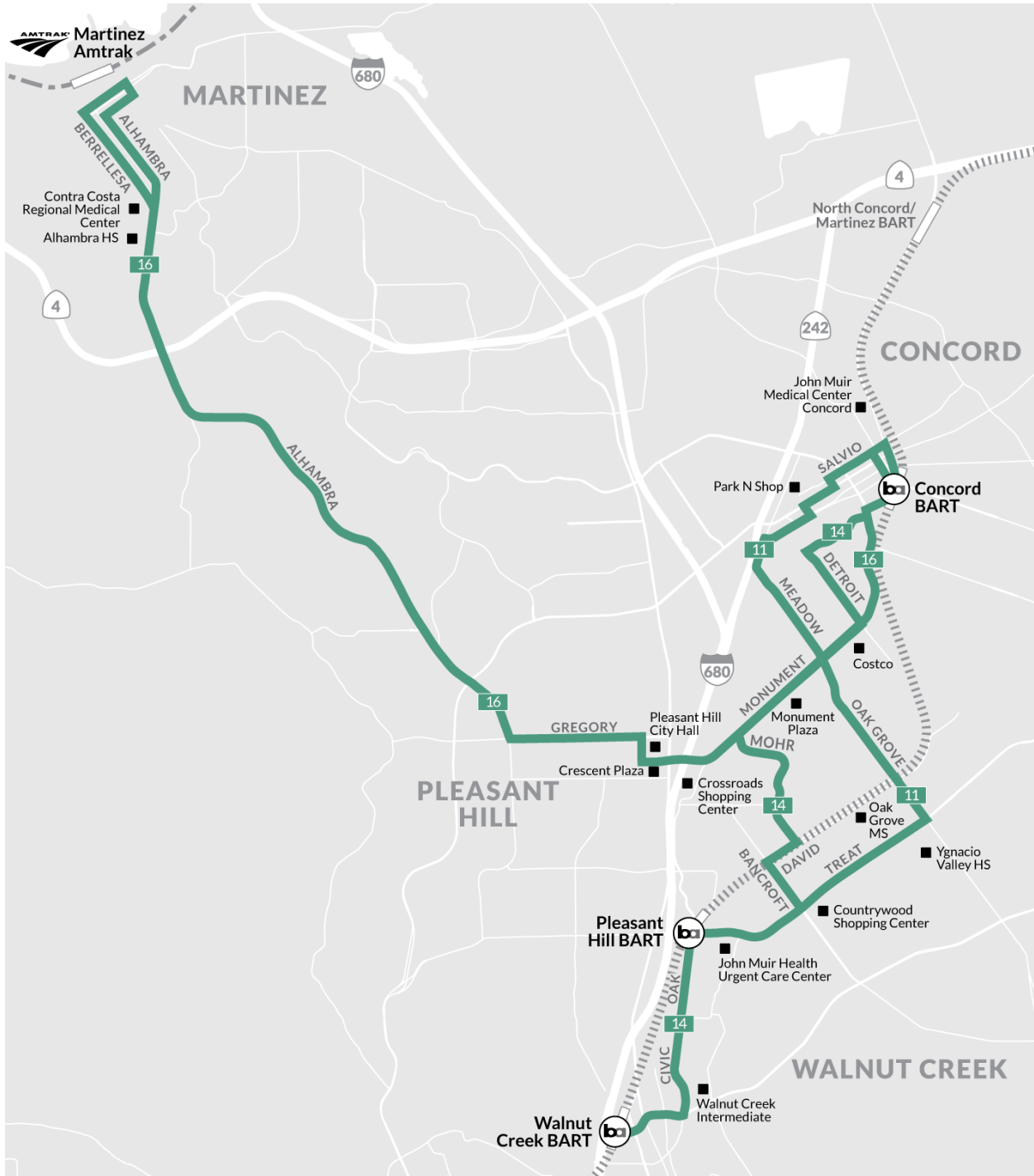
*Comments: None*

### **3 PROPOSAL DESCRIPTION**

On July 1, 2019, County Connection began offering free fares as a pilot program on weekday Routes 11, 14, and 16. These routes serve low-income communities along the Monument Corridor and connect from Concord BART to various destinations in Martinez, Pleasant Hill, and Walnut Creek, including BART stations, Martinez Amtrak and Contra Costa Regional Medical Center. Figure 1 shows a map of the three routes.

The pilot project is being funded by a grant through California’s Low Carbon Transit Operations Program (LCTOP), which distributes cap-and-trade proceeds to support a wide range of programs and projects that reduce greenhouse gas emissions and deliver other economic, environmental, and public health benefits for Californians, with a priority on benefitting low-income and disadvantaged communities. LCTOP is one of several programs that are a part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862.

Figure 1: Monument Free Route Map



The goal of the pilot was to increase ridership and make transit more accessible and affordable, particularly to low-income communities along the Monument Corridor. Over the first six months of the pilot, average daily ridership on Routes 11, 14, and 16 increased 54.6% compared to the same period the prior year (see Table 1). Given the program's success, County Connection is proposing to continue

the program, as long as funding remains available through LCTOP or another similar funding source. The program is subject to termination if funding becomes unavailable in the future.

**Table 1: Monument Free Average Daily Ridership by Route**

	Jul – Dec 2018	Jul – Dec 2019	% Change
Route 11	305	409	34.0%
Route 14	568	1,134	99.5%
Route 16	660	828	25.4%
<b>Total</b>	511	790	54.6%

## 4 EQUITY ANALYSIS

A reduction in fare is a fare change pursuant to the Circular. Accordingly, the equity analysis requirement applies. As a reduction in fare is a benefit, the relevant disparate impact analysis examines the allocation of benefits from the fare reduction among minority riders on the affected routes relative to their share of the ridership as a whole. Similarly, the relevant disproportionate burden analysis examines the allocation of benefits from the fare reduction among low-income riders on the affected routes relative to their share of the ridership as a whole.

Conversely, the elimination of a free fare program results in a fare increase, which is a fare change pursuant to the Circular. A fare increase is a burden, though the same analytical framework applies as in the fare reduction.

### 4.1 Data and Methodology

#### Methodology

The Circular requires County Connection to conduct a fare equity analysis for all fare changes, regardless of the amount of increase or decrease, to evaluate the effects of fare changes on low-income populations in addition to Title VI-protected populations, with a few enumerated exceptions. The exceptions are:

- (i) “Spare the air days” or other instances when a local municipality or transit agency has declared that all passengers ride free.
- (ii) Temporary fare reductions that are mitigating measures for other actions.

(iii) Promotional fare reductions. If a promotional or temporary fare reduction lasts longer than six months, then FTA considers the fare reduction permanent and the transit provider must conduct a fare equity analysis.

For proposed changes that would increase or decrease fares on the entire system, or on certain transit modes, or by fare payment type or fare media, the fare equity analysis must analyze available information generated from ridership surveys indicating whether minority and/or low-income riders are disproportionately more likely to use the mode of service, payment type, or payment media that would be subject to the fare change.

Both the disparate impact policy and the disproportionate burden policy examine the cumulative impacts of a fare change. As a result, this analysis determines potential impacts of the proposed program by comparing the percentages of low-income and minority riders who use Routes 11, 14, and 16 based on relative ridership against the percentages of low-income and minority riders who use the system as a whole. These metrics will identify whether low-income and/or minority riders would experience a disproportionately lower benefit due to the free fares program.

### Definitions

**Minority** – FTA defines a minority person as anyone who is American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or other Pacific Islander.

**Low-Income** – FTA defines a low-income person as a person whose household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines. However, FTA encourages the use of any locally developed threshold provided that the threshold is at least as inclusive as the HHS poverty guidelines. Due to the area’s higher cost of living, County Connection defines low-income as 150% of the federal poverty level.

### Data Source

An onboard passenger survey was conducted on County Connection buses in October 2019, four months into the pilot program, and a total of 1,188 responses were collected. The survey was conducted on both weekdays and weekends using handheld tablet personal computers on which the online survey was administered. A sampling plan was developed to ensure that the distribution of completed surveys mirrored the actual distribution of passengers using the system. The plan included completion goals that were set by route and time period based on ridership. Because the number of surveys collected on each route is based on relative ridership, the percentages of low-income and minority riders for the Monument Free Program overall were determined by summing up the numbers from the surveys across all three routes.

The survey data provides demographic information on County Connection’s riders, including race and income, by route. Respondents who declined to answer questions about income or ethnicity are excluded from the analysis. In order to protect privacy, survey respondents were asked to report their income bracket as opposed to their specific income. Because of this, the analysis uses the midpoint of the selected income bracket to compare against the federal poverty level. Table 1 below shows how low-income status—defined in this analysis as 150% of the 2019 federal poverty guidelines—is determined based on household size and income bracket. Using these thresholds, each individual survey response was categorized as either low-income or non-low-income based on responses to the questions about household size and income.

**Table 2: Low-Income Thresholds by Household Size**

Household Size	Low-Income Threshold
1-2	Under \$25,000
3-4	Under \$35,000
5-7	Under \$50,000
8-10	Under \$75,000

## 4.2 Impact Assessment

Based on the onboard survey data, 56.1% of all County Connection riders identify as minority, and 44.4% are considered low-income. On the three routes that would be free under the Monument Free Program, 58.9% of riders identify as minority and 43.2% are low-income. This is relatively consistent with a previous onboard survey that was conducted in 2015, in which 58.0% of riders identified as minority and 48.0% were low-income, although it should be noted that Route 14 was restructured in March 2019.

### Implementation

There is no disparate impact on minority riders from the implementation of the Monument Free Program. The routes that benefit from the program have a slightly higher minority ridership (58.9%) than the system as a whole (56.1%) by a margin of 2.8%.

There is also no disproportionate burden on low-income riders from the implementation of the Monument Free Program. The usage of the affected routes by low-income riders is slightly lower (43.2%) than their share of the ridership on the system as a whole (44.4%). However, the differential of 1.2% is well within the 20% threshold set forth in the disproportionate burden policy. Notably, this program is funded by a grant intended to deliver environmental benefits to low-income communities.

Transit fare subsidies is one of the eligible types of projects under the grant. In addition, the routes under the Monument Free Program serve AB 1550 low-income communities and a MTC community of concern (COC), further supporting one of the main goals of the grant, which is to improve mobility for disadvantaged and low-income communities.

**Table 3: Impact Analysis Results**

	<b>% Minority</b>	<b>% Low-Income</b>
Route 11	58.3%	41.7%
Route 14	65.8%	59.0%
Route 16	51.5%	25.0%
<b>Monument Free Program Total</b>	<b>58.9%</b>	<b>43.2%</b>
Systemwide	56.1%	44.4%
<b>Difference from Systemwide</b>	<b>2.8%</b>	<b>-1.2%</b>

Discontinuation

There would be no disparate impact on minority riders from the discontinuation of the Monument Free Program. The discontinuation would result in a fare increase that would burden routes that have a slightly higher minority ridership (58.9%) than the system as a whole (56.1%) by a margin of 2.8%, though this differential is well within the 20% threshold set forth in the County Connection disparate impact policy.

The discontinuation of the program would also have no disproportionate burden on low-income riders. The usage of the affected routes by low-income riders is slightly lower (43.2%) than their share of the ridership on the system as a whole (44.4%).

Notably, the discontinuation of the program would result in a fare increase, but the increase would place the affected riders in the same position as riders on the system as a whole.

## **5 PUBLIC OUTREACH**

Implementation

As part of the initial pilot, staff launched a bilingual marketing campaign to inform riders of the new free fare program on Routes 11, 14, and 16. This included notices and “Take One” information cards on vehicles, posters distributed to community partners, information on County Connection’s website, and

social media posts on Twitter, Facebook, Instagram, and NextDoor. Staff also conducted outreach at community based organizations, including Monument Crisis Center, Monument Impact, senior centers throughout Concord and Martinez, and schools, as well as in-person outreach at major bus stops and BART stations. Table 3 shows a summary of outreach efforts during the initial pilot.

**Table 4: Monument Free Outreach Events**

Date	Location
July 15, 2019	Monument Crisis Center
July 16, 2019	Monument Crisis Center
August 7, 2019	Concord BART
August 8, 2019	Concord BART
August 14, 2019	Pleasant Hill BART
August 15, 2019	Pleasant Hill BART
August 16, 2019	Ygnacio Valley High School
August 21, 2019	Concord Senior Center
September 3, 2019	Monument Crisis Center
September 5, 2019	Monument Crisis Center
September 5, 2019	Ygnacio Valley High School
September 6, 2019	Monument Crisis Center
September 10, 2019	Monument Crisis Center
September 11, 2019	Monument Crisis Center
December 11, 2019	Martinez Senior Center
December 17, 2019	Monument Crisis Center
December 19, 2019	Monument Crisis Center
January 21, 2020	Monument Crisis Center
January 22, 2020	Martinez Senior Center
January 30, 2020	Monument Crisis Center

Discontinuation

In the event funds are no longer available to support the program, staff will conduct public outreach prior to discontinuation of the program.

**5.1 Public Comment**

Implementation

In February 2020, staff began outreach to receive public comment on the proposed continuation of the pilot program. The public was able to comment on the proposed changes at a public hearing on March 19, 2020, as well as via mail, email, and online through County Connection’s website.

Notices for the public hearing were placed on all buses, as well as in the East Bay Times, and information about the proposed continuation of the program was available on County Connection’s website and announced through social media.

[Placeholder for summary of public comment]

Discontinuation

In the event funds are no longer available to support the program, staff will solicit public comment prior to discontinuation of the program.

**Attachment 2:**

# Summary of Public Comments

*As of March 12, 2020*

**All comments are presented as submitted, no revisions were made.**

1	<p>Please continue to fund this program. Our family of 6 is lower income and we have not had a car for 5 years. We live 1 mile from North Concord BART. We use Bus 11 from Pleasant Hill BART (and back) every Wednesday to go to Trader Joe's and Flying Colors Comics. We also use it to go to orthodontic appointments at Treat &amp; Oak Grove as well. We use both Bus 14 &amp; 16 to go to Costco from Concord BART. When the free rides first started, we were still using cash which was prohibitively expensive. We now have Clipper cards and while that does help with the expense, the additional savings by having these buses be free helps our family quite a bit.</p>
2	<p>Continue this much needed service.</p>
3	<p>Dear Planning Members,</p> <p>I support the extension of this free program. I am on the Board of Directors for Putnam Clubhouse and know that our program participants benefitted from this program in the past.</p> <p>We are a mental health social rehab/recovery program for adults who work at the Clubhouse, regain vocational and social skills to attend school, jobs and reintegrate into their community.</p> <p>Members have not been able to attend due to transportation costs &amp; the loss of this program. Living on limited incomes is already a difficult task and when trying to get help costly transportation doesn't help. We are trying to assist them with this through fundraising, however your extending this service will help us and many.</p>
4	<p>Please continue funding this program. Our low income neighbors need this</p>
5	<p>My only issue with this program is that it is free. I believe there should always be some charge, even 25 cents, so that the program won't be abused. This is a 'free' ride program, but it is not free. It is being subsidized by taxpayers and when this is not acknowledged it is misleading.</p>
6	<p>Having this program partially makes up for the service for handicapped and elderly that was effective between 10 and 2 on all routes previously. Please continue this program as long as possible to allow persons such as me to continue to ride the bus.</p>

7	I am in support of extending this program as a much needed benefit for our community. More and more people in CA are trying to survive on less. Every bit of help is important to prevent a slide into homelessness. Once the economy goes into a downturn again programs such as this will assume even greater importance.
8	Please continue funding this program. Assistance to low income persons is something that as a tax payer I am very happy to support. Transportation can be a very big burden for those with limited income, and this assistance can have a major impact on lives.
9	<p>A worthy use of public resources. It should definitely be continued, and funding secured.</p> <p>Given the economic situation of many CC riders, the program should be extended, as being done in Kansas City.  <a href="https://www.curbed.com/2019/12/6/20998617/kansas-city-missouri-free-public-transportation">https://www.curbed.com/2019/12/6/20998617/kansas-city-missouri-free-public-transportation</a></p>
10	<p>Free transit solutions are a great way to solve both the climate crisis and our homelessness problems. Homelessness is a multi-tiered issue, and programs like free transit can and should be implemented across far more of our Bay Area to help people keep their housing. And we all know that more people riding in transit is far better for the environment than people in individual cars.</p> <p>Congratulations to CCCTA for implementing this pilot program, and I encourage you to continue!</p> <p>-Susan Candell  Vice Mayor, City of Lafayette (responding as a resident of Lafayette)</p>
11	I believe that the program should be continued. The community really needs this service and it helps reduce carbon emissions,
12	I believe that there should be a nominal charge (\$0.25) to ride the bus regardless of destination. This will encourage more ridership throughout the bay area.
13	Can you explain how low-income folks who DO NOT live in the Monument Corridor can take advantage of this program. There are other low-income/senior and disabled residents in the older sections of Concord, who no longer drive or don't have a car; and I don't know how or where they can access the buses. I am all for continuing the program if ALL low-income residents in the community can take advantage of the program, not just one specific area or neighborhoods.
14	I agree that the program is essential to community and opportunity; there should be a nominal fee however...nothing is free. The fee should make the transport totally accessible!

15	With low income people becoming homeless as speculators drive up rents, this subsidy can be a lifeline. It allows people to get out and buy food, toiletries, medication and visit doctors, maybe even family and friends—trips that most of us take for granted. For those who cannot drive due to disabilities and/or the cost of owning a car, just being able to get out of the house can be a major spirit-lifter. I remember how stir crazy I felt after both my hip replacements when I was unable to drive. The money saved can go toward rent/mortgage, utilities and home maintenance and reduce the stress to which low-income people are particularly subject. I urge that there also be a means for people to take pets on buses—cats in carriers and dogs on leash—so they can take their best friends to and from veterinary care.
16	Please keep this program going. As a low income Senior who has had to give up my car and driving due to medical issues and disabilities this free bus service is very important for people like me to be able to get to places that I need to go. Thank you.
17	Please continue
18	I don't use the service and don't live in the immediate area, but I support continuing the service. It is a great idea and addresses not only environmental concerns but also is of great help to those who rely on the service who are those who need it most.
19	Please continue with this great program. I am retired and had seldom used Bus 11 prior to the free weekday service. Now I go on Bus 11 two or three times a week to shop, see movies, and enjoy the various restaurants at Willow Pass and Todos Santos. While I am not in the low income category, the existence of a free shuttle program to the shopping areas gives me a push to go out of the house. Thank you for this program.
20	There seems to be a bit of abuse of the free rides by a few who ride back and forth for hours especially during extreme weather. Since funding for this type of program is so scarce and competitive, maybe impose some hours restrictions when the rides are free or alternatively, make all routes systemwide free just on official Spare the Air days, for example, as WestCat is doing this year.
21	Yes! I support this even though I don't live in the area. This will relieve congestion and provide services to more people. It'll also help the environment. Great job CCCTA!
22	Please continue the Monument Corridor Free bus service. I use both the 14 and 11 bus lines daily to get to work. I am low income and visually impaired. This is saving me about \$70 to \$80 a month, which I can use for food and other essentials. (My salary has not increased, but rent and other things have. Rent alone takes up 2/3 of my income.) The increase in service on the 14, as well as lengthening the route, has also been helpful as well.

23	If this Program continues to provide free rides for routes 11,14 and 16. Possibly you guys would have funding. Hopefully be able to support with Route 2 coming back. Without it. Is has been very difficult for me to get out of the house. If i take Lyft everywhere. My mom gets mad at me. I hope Route 2 can come back.
24	I think this is a great plan and should stay in effect. I just relocated from Oakland with my son. Having this service has really helped us get around and save a little money. I would definitely would love to help written letters or what ever is needed to keep this going
25	Please explain completely where the funds come from and how carbon offsets allow large polluters to keep polluting because they pay into this “FREE” program, so those that believe this is actually helping “Global Warming” will see Pollution is still happening by major polluters and those polluters do not actually stop polluting.
26	Living on Oak Grove (Renters) with my family of 5 and one vehicle. I use the 11,14 and 16 to go All over the place with my children 5,3. It’s like a field trip for them! Downtown Martinez, Todo Santos Park, Movies, Bart and more. With the bus being free we ride it all the time! I hope the funds are available to continue these routes to be Free! And if not, we will have Fun while it lasts.
27	I don’t own a car, and have always relied heavily on routes 11, 14, and 16 once I moved to Concord in 2015. Not having to pay for weekday travel has been a blessing, and makes traveling stress free. There have been days in the past where I’ve had to walk miles to places like John Muir or BART because I didn’t have exact change, or even enough money, to ride the bus. I have a chronic illness, and it’s been great not having to wonder if I have enough on my Clipper in case I’m out at FoodMaxx and I’m too unwell to walk home. I cried with happiness when I saw the announcement that the buses I use almost every day would be free, and keeping them free would continue to be a blessing.
28	I take the County Connection buses quite often and there is no abuse of patrons going on free buses. As a matter of fact, I’m surprised at how few people don’t take the free buses. You’d think the buses would be standing room only. Far from it. Sometimes there is just a few people. The abuse comes from many people who drive cars simply to rush out to pick up something they forgot, didn’t write on a list, or having to fulfill a shopping or drink/coffee or gossiping addiction thinking they can’t live without it, then wasting gasoline, adding to congested traffic and promoting waste and self-fulfillment and getting together with others to say and carry-out negativity instead of community solidarity, conservation, stability and peaceful environments. I’ve rode my bicycle sometimes and most stores don’t even have a bike rack which explains massive car and driver abuse.

29	Yes, please. Our disabled son lives on Clayton Rd and he uses these busses frequently. Not only does this program serve disabled and low-income populations, but it encourages general ridership which reduces the number of cars on the road. I wish there were more active weekend routes, too, especially Route 16 (it doesn't have to be free).
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**RESOLUTION NO. 2020-017**

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

\* \* \*

**IMPLEMENTING THE MONUMENT FREE FARE PROGRAM AND  
APPROVING TITLE VI ANALYSIS**

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 ("Service Area");

WHEREAS, on February 21, 2019, the Board of Directors ("Board") authorized a pilot program ("Program") to fully subsidize fares on weekday Routes 11, 14, and 16 ("Routes") using funding from the state's Low Carbon Transit Operations Program ("LCTOP");

WHEREAS, on July 1, 2019, CCCTA implemented the Program, resulting in a 54.6% increase in average daily ridership on the Routes over the first six months of the Program as compared to the previous period for the prior year;

WHEREAS, on February 20, 2020, the Board authorized an additional allocation of LCTOP funding for the continued operation of the Program;

WHEREAS, staff recommends continuation of the Program, so long as funds are available through LCTOP or another source;

WHEREAS, Federal Transit Administration ("FTA") Circular C 4702.1B, which implements Title VI of the Civil Rights Act of 1964 ("Title VI"), requires CCCTA to conduct an equity analysis ("Title VI Analysis") on fare changes to assess whether the changes have disproportionate burdens on low-income populations or disparate adverse impacts on minority populations;

WHEREAS, the Title VI Analysis of the Program found that none of the proposed fare changes have a disparate impact on minority populations or a disproportionate burden on low-income populations;

WHEREAS, the Marketing, Planning & Legislative Committee recommends that the Board approve the continuation of the Program, so long as funds are available through LCTOP or another source, and approve the Title VI Analysis; and

WHEREAS, the Board has reviewed the Title VI Analysis, and has considered the public input received and the financial implications of the proposed fare changes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority as follows:

1. The continuation of the Program, so long as funds are available through LCTOP or another source, and the associated Title VI analysis, attached hereto as Exhibit A and incorporated by reference, are hereby approved.

2. The General Manager, or his designee, is hereby authorized to take all actions necessary and proper to implement the Program.

3. The General Manager, or his designee, is hereby authorized to take all necessary steps to submit documentation relating to the Title VI Analysis to the FTA.

Regularly passed and adopted this 19th day of March, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Candace Andersen, Chair, Board of Directors

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

**To:** Board of Directors

**Date:** 04/09/2020

**From:** Ruby Horta, Director of Planning, Marketing & Innovation **Reviewed by:** WC.

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**SUBJECT: 2020 BART Bus Bridges**

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**Background:**

County Connection has been providing bus bridges to the Bay Area Rapid Transit (BART) agency for over 20 years under an existing mutual aid agreement. Given the planned BART service interruptions for 2020, BART has requested that partner agencies, including County Connection, approve a separate agreement that identifies specific weekend closures. County Connection staff has reviewed the proposed schedule and is confident in its ability to support the requested bus bridges.

**Scheduled 2020 Bus Bridges:**

Weekend	Days	Bus Service Hours	Bus Bridge
1	May 17-18	All day Saturday and Sunday	Rockridge-Orinda-Lafayette
2	May 23-25	All day Saturday, Sunday and Monday	Rockridge-Orinda-Lafayette
3	June 6-7	All day Saturday and Sunday	Rockridge-Orinda-Lafayette
4	June 20-21	All day Saturday and Sunday	Rockridge-Orinda-Lafayette

**Financial Implications:**

Per the agreement, BART will cover all costs associated with any bus bridge.

**Action Requested:**

The A&F Committee request that the Board approve the 2020 BART Bus Bridge and authorize the General Manager to execute an agreement with BART.

**RESOLUTION NO. 2020-021**

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

\* \* \*

**AUTHORIZING 2020 BART BUS BRIDGES AGREEMENT**

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;

WHEREAS, CCCTA has been providing bus bridges to the San Francisco Bay Area Rapid Transit District ("BART") for over 20 years under an existing mutual aid agreement;

WHEREAS, given the planned BART service interruptions for 2020, BART has requested that partner agencies, including CCCTA, approve a separate agreement that identifies specific closures ("2020 BART Bus Bridges Agreement");

WHEREAS, CCCTA staff has reviewed BART's proposed 2020 bus bridges schedule and is confident in CCCTA's ability to support the requested service;

WHEREAS, pursuant to the 2020 BART Bus Bridges Agreement, BART will cover all CCCTA costs associated with providing bus bridges; and

WHEREAS, the Administration & Finance Committee recommends the Board authorize the General Manager to execute the 2020 BART Bus Bridges Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby authorizes the General Manager to execute the 2020 BART Bus Bridges Agreement and to take all other actions necessary to give effect to this Resolution.

Regularly passed and adopted this 16th day of April, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Candace Andersen, Chair, Board of Directors

ATTEST:

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

**TO:** Board of Directors

**DATE:** April 9, 2020

**FROM:** Rick Ramacier  
General Manager

**SUBJECT:** County Connection Responses to  
COVID-19 Stay At Home Orders

### Background

In late February, we became aware that COVID-19 (Coronavirus or virus) had likely begun to community spread within Contra Costa County. On Monday, March 16<sup>th</sup>, we stopped running the 600 series of routes, commonly referred to as school trippers. On that same day, Contra Costa County declared public transit an essential activity in support of essential business. They requested that keep running services in that vein as best we can.

Since that time, a number of things have been done in response to the virus. Some of those things may lie outside the stated authority of the General Manager to act under a non-crisis situation. This memo provides a summary listing of what has be done. It also lists items that the General Manger would like to ask the Board of Directors to ratify. They are organized by fixed route, paratransit, facilities, human resources, finances.

### Fixed Route

- 1) When the schools were closed, we immediately stopped running the 600 series. This is consistent with existing policy stating to run the 600 series only when school is in session.
- 2) The Planning Department has developed a service hierarchy. This orders all of the runs that make up the schedule in rank order. This ranking is based on ridership and meeting essential needs. This includes serving grocery stores, pharmacies, health care facilities, and more transit dependent areas. A run equates to an operator's piece of bid work. So, to give you an example, in the Sam Ramon Valley, under this crisis, the Route 21 ranks higher than the express services going to Bishop Ranch. Route 21 is the local route serving essential services. As the driver sick list has reached about half of the force, we have cut low ranking runs in reverse order of the hierarchy. Everyday, the web site is updated to announce these cuts. Every other day or so, the hierarchy is re-evaluated based on what is actually happening on the street. So, the hierarchy is somewhat dynamic. As of now we are typically cutting 50-60% of our service on any given day. Most importantly, the Union (ATU) is fully cooperating with us as we re-assigned operators to different runs on the fly so to speak.
- 3) We are ready to move to the Summer Bid with the operators once we learn that schools will not re-open in school year 19-20. Given that this involves a fair amount of work and is made much more challenging if we practice social distancing while doing this, we are in process of evaluating just how best to proceed with this.
- 4) Ridership is now down consistently 80%. We have no problems practicing social distancing on the buses at this time. We are monitoring this very closely.

### Paratransit

- 1.) Ridership dropped 80-85% from Friday, March 13<sup>th</sup> to Monday March 16<sup>th</sup> as many of the places these folks go to on paratransit closed.

- 2.) We are providing transportation for the County's Meals on Wheels. At least 15 or more LINK operators are participating in this. We are doing this throughout central and east county. In addition to meals, the packages have included toilet paper, water, and pet food.
- 3.) We have been formally requested by the Contra Costa County Emergency Operations Center (EOC) to transport homeless and folks living in congregate living facilities to ordered COVID-19 tests or to locations here these folks are being quarantined or treated. The Centers for Disease Control (CDC) issued new guidelines to the County last week regarding the use of taxi's and social distancing. In short, the CDC ruled that taxi's do not provide adequate social distancing. So, the County has a need to use larger vehicles to provide these trips. Transdev has graciously accepted the assignment from us. They have found LINK drivers who have volunteered for this duty and they will section off these folks and three vehicles from the rest of the fleet and workforce. When the County needs to transport an individual from our area, they will contact Transdev dispatchers who will set up the trip. The County trained folks on this special project on Thursday, April 1<sup>st</sup>, Friday April 2<sup>nd</sup>. The ATU (they represent the Transdev employees as well) is not at all happy about this, but they are fully cooperating.
- 4.) Transdev has been able to keep most of their workforce assigned to out LINK contract busy. One of the goals to keep them from having to lay off operators that could be very hard to get back and properly licensed, quickly once things begin to open up again.

### **Facilities and Buses**

- 1.) All buses are fogged with disinfectant every night. Every bus that returns to the yard after going out in the morning is re-fogged should it go back out late that day. Every bus that is brought into a maintenance bay for any reason also has the driver's compartment sprayed down with an additional alcohol- based disinfectant.
- 2.) Within all buildings at the bus yard, all high contact areas (doorknobs, desktops, counters, etc.) are disinfected daily. All buildings are completely fogged every Tuesday and Friday.
- 3.) We are ordering cleaning supplies, masks, etc. when they are available to build up a four to six-month supply.
- 4.) The buses are being installed with plexiglass shields to protect the operator from the passenger.

### **Summary of Employment changes made due to COVID-19 From Human Resources**

- All attendance policies have been suspended as of March 16, 2020. Employees will not be penalized for calling in sick. Employees have been told to stay home if they are sick.
- We communicated that based on the order of the Health Officer of the County of Contra Costa to shelter in place except for Essential Business we, public transit, County Connection, are an essential function, As such we have maintained "Minimum Basic Operations".
- Hand washing education and reminders are running on our electronic bulletin boards.
- In Administration we have limited the number of employees in the office. Employees are encouraged to work from home when possible. The lobby is closed.
- Employees who have been diagnosed with Covid-19 or placed in quarantine by Public Health Officials will receive up to two weeks pay and will not be asked to utilize their paid leave during this time, To date, this has not been exercised by any of our employees.
- We have cancelled all Employee events until further notice (i.e. Bus Rodeo).
- Hand sanitizer has been distributed to all operators 2 times. Gloves and wipes are distributed to all operators at the dispatch window daily.
- The Employee Assistance Program (EAP) is available for all employees and their dependents at any time.
- We identified 19 employees aged 65 and over. On March 23, 2020 we gave all employees 65 and over the option to be off work with pay for two week. All have exercised this option.
- Effective April 2, 2020 we will institute the Families First Coronavirus Act. This expands current FMLA guidelines to include any Covid-19 related reason. A Doctor's certification is not required . The first 80

hours of leave are unpaid, however the employee has the option to utilize any accrued time they may have available. The second 80 hours (or two weeks) are paid for by the employer.

The new FMLA guidelines will apply to those who have unsupervised children at home due to school closures as well as those over the age of 65 who are considered at risk for COVID-19.

For the Transdev employees that have volunteered to provide the County requested trips of homeless congregate living folks, I informed Transdev that they may bill us a \$5 dollar an hour surcharge on the contract marginal rate. They are to use that provide extra compensation to these employees.

Since Monday, April 6<sup>th</sup>, we have sent our operators out with masks. This is in addition to the hand sanitizer and gloves they were being sent out with. We have overalls on order for any operator to wear that wants one.

The paratransit operators doing special County directed work have been provided PPE from the County.

### **Financial Implication**

At this time, it is very hard to tabulate the financial implications to County Connection of the COVID-19 crisis and our subsequent response to it. Much of will be tied to the resulting economic slow down and how long that lasts. While staff has begun to look at how various sales tax loss scenarios will impact us, it's varies greatly depending of the level of loss (20% to 50%) and time frame (four to six months or more).

The federal CARES act will provide us with some revenue backfill. After some meetings with MTC and the transit operators, we likely can expect to receive between \$8 million and \$10 million as our share. I will have more details by the time you meet on April 16, 2020.

We can estimate that we are losing roughly \$50,000 to \$60,000 in fixed route fares per week at this time. We have implemented temporary free fares as a social distancing practice. This allows for rear door boarding reducing exposure to the bus operator and negates the need for fare revenue collection which creates its own challenges with respect to social distancing. We installed plexiglass shields to further protect the operators from potential passenger contact. Most transit operators are doing the same.

We also not collecting paratransit fares at this time for the same reasons noted above. The estimated fare revenue loss here is between \$10,000 and \$12,000 per week.

As of now, it remains very difficult to estimate how the virus is having an impact on our operating expenses. Employees are either receiving pay for working or other compensation if they are out sick. We are saving on fuel. We have had to take on some minor expenses in setting up a few administrative employees to work at home. The equipment we have purchased to protect employees comes with a minor cost. And, we have experienced an uptick in cleaning supply costs. As we able to better identify and document our COVID-19 non-labor costs, and our labor costs related to the new temporary FMLA rules, etc., we will update you. My goal is to have a preliminary report on costs and expenses for the May A&F Committee meeting.

Transdev – like all contractors have across the country – has formally requested that we pay monthly billings as if they were running “full” services. At first this looked to be an emerging tough issue. However, with them taking a number of County requests for us, they are now able to keep people who are not calling sick busy. Thus, their billing are very likely to remain appropriate.

As of today, I have learned that County Connection may be eligible for some FEMA reimbursement for non-labor COVID-19 costs. This will be fully explored.

Our CFO has provided you with a COVID-19 influenced forecast scenario with his April budget submittal. I believe it strikes a reasonable although hardly certain approach given the lack of information we have to work with at this point.

### **Action Requested**

As you can see, we have taken a number of actions – decisions made in the moment – to respond to the challenges presented us by COVID-19. Some of these, ordinarily would have been subject to board action. Therefore, I would respectfully ask that the Board of Directors ratify these at it's meeting on April 16, 2020. This would be done via resolution draft by Legal Counsel. The items it might contain are listed below:

- Using the planning department run hierarchy to reduce service to match available employees.
- Offering free fares on both fixed route and paratransit for duration of the declared emergency in Contra Costa County.
- Implementing the new temporary rules for FMLA.
- Using paratransit to deliver Meals on Wheels and other similar type services as asked for by the County or one of member jurisdictions.
- Offering to pay Transdev, a surcharge for the provision County EOC directed service on our behalf that contains extra risks as noted above.
- Using paratransit or fixed route to respond to formal requests from the Contra Costa County EOC as best determined by the General Manager.
- Working with Transdev to find creative ways to keep them busy and to justify billings to County Connection. And, return for Board consideration at a later date, should that be necessary.
- Compensating employees with two weeks pay who go home sick or quarantine with COVID-19 symptoms.
- Granting the General Manager formal authority to continue to make decisions to respond to the changing demands and challenges presented by COVID-19. The General Manager would be required to keep the full board informed and updated regularly between monthly board meetings. The General Manager would be required to consult with the Board Chair before taking any action that could result in an expenditure beyond the General Manager's authority.

### **A&F Committee Recommendation**

The A&F Committee met on April 8, 2020 via teleconference. They reviewed this report and discussed it with the General Manager. They recommend the Board of Directors adopt Resolution No. 2020-019 ratifying the items listed above and to authorize the General Manager to act as needed as described in the last item just above.

**RESOLUTION NO. 2020-019**

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

**APPROVING ACTIONS TO ADDRESS THE IMPACTS OF THE COVID-19**  
**PANDEMIC ON COUNTY CONNECTION OPERATIONS**

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, on March 4, 2020, the Governor of the State of California ("Governor") proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19 outbreak;

WHEREAS, on March 11, 2020, the Director-General of the World Health Organization characterized and declared that the global outbreak of COVID-19 as a pandemic, in light of the 13-fold increase of cases outside China, and the tripling of affected countries within the prior two weeks and the anticipated acceleration of the disease throughout the world;

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 outbreak;

WHEREAS, despite sustained efforts at the national, state, and local levels, COVID-19 continues to spread and remains a serious and ongoing threat to public health;

WHEREAS, the Governor issued Executive Order N-25-20 (March 12, 2020) and Executive Order N-29-20 (March 17, 2020), effective immediately, to relieve legislative bodies from certain requirements of the Brown Act in an effort to mitigate the spread of COVID-19 and to facilitate essential government functions;

WHEREAS, on March 16, 2020, the public health officers of seven Bay Area jurisdictions, including the County of Contra Costa, issued legal orders directing residents to shelter at home for three weeks beginning on March 17, 2020 through April 7, 2020, and which orders limit activity, travel and business functions for only the most essential needs;

WHEREAS, on March 31, 2020, the public health officers of seven Bay Area jurisdictions, including the County of Contra Costa, issued legal orders extending the shelter at home order through May 3, 2020;

WHEREAS, the impacts of COVID-19, and the shelter at home orders, have resulted in a 80% decrease in County Connection ridership, with a corresponding decrease in fare revenue that constitutes a fiscal emergency;

WHEREAS, due to the immediate need to address the COVID-19 pandemic, emergency action was taken prior to a hearing contemplated under the California Environmental Quality Act (CEQA), Public Resources Code Section 21080.32(d);

WHEREAS, CEQA exempts specific actions necessary to prevent or mitigate an emergency, including a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to essential public services. (Pub. Res. Code §21080(b)(4); CEQA Guidelines §15269(c);

WHEREAS, it is necessary and appropriate to ratify certain temporary immediate actions taken by the General Manager in response to the rapidly changing operational needs of County Connection due to the COVID-19 pandemic;

WHEREAS, it is necessary and appropriate to temporarily suspend Board procedural policies, including the requirement that a public hearing be held prior to implementing a major reduction in service or change in fares; and

WHEREAS, it is necessary and appropriate to reaffirm the authority of the General Manager to take all necessary and appropriate action during the period of the COVID-19 pandemic to maintain County Connection's public transportation system in operation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority approves the following actions to address the impacts of COVID-19 on County Connection operations as follows:

1. Ratify the following necessary immediate actions taken by the General Manager in response to the impacts of COVID-19 on County Connection operations:
  - a. Temporary reduction in weekday bus trips until further notice.
  - b. Temporary implementation of free fares on fixed routes and paratransit service.
  - c. Changes to paratransit operations, including engaging such operations in Meals on Wheels and County emergency operations, as needed, along with corresponding increases in compensation for such activities.
  - d. Temporary modification of administrative procedures and personnel rules and policies, in order to expand paid administrative and sick leave until further notice.

2. Authorize the General Manager to suspend and/or modify administrative procedures, personnel rules and policies, and procurement policies, to expand paid administrative and sick leave, to expand the leave donation program bank, and to take all other actions necessary and appropriate to protect County Connection employees and the public during the declared national, state, and local emergencies resulting from the COVID-19 pandemic.
3. Approve the suspension of the rules pertaining to the requirement that a public hearing must be held prior to implementing a major reduction in service or change in fares, during the period of the COVID-19 pandemic.
4. Authorize the General Manager to modify transit service and fares, as necessary and appropriate, in response to the COVID-19 pandemic.
5. Authorize the General Manager, or his designee, to prepare and submit applications on County Connection's behalf to federal, state, and local government entities for funding and/or reimbursement related to the fiscal impacts of the COVID-19 pandemic on the County Connection's operations.
6. Require the General Manager to provide periodic reports to the Board of Directors, at every subsequent regular Board meeting, regarding the impacts of the COVID-19 pandemic on County Connection operations, and the actions taken by County Connection in response.

Regularly passed and adopted this 16th day of April 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Candace Andersen, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

To: Administration and Finance Committee

Date: April 16, 2020

From: Erick Cheung, Chief Finance Officer

Reviewed by: Rick Ramacier, GM

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**SUBJECT: REVISED - Fiscal Year 2021 Draft Budget and Ten Year Forecast**

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### SUMMARY:

There have been significant changes over the last month as the Bay Area and the Country adjust to the impacts of the Corona Virus (COVID-19). The Bay Area has taken several steps to minimize the spread of COVID-19: a) On March 13<sup>th</sup>, the school districts in the County began informing the public that schools would be closed for a minimum of three weeks. In April, the school districts extended the closure of the facilities for the balance of the school year as they work on distance learning procedures. b) The Bay Area initiated a shelter-in-place order beginning on March 17<sup>th</sup> for three weeks. The Governor shortly thereafter issued a similar order statewide to try to slow the spread of COVID19. On March 31<sup>st</sup>, the 8 Bay Area counties has extended the shelter-in-place order until May 3<sup>rd</sup>.

The shelter-in-place order is necessary for the health and safety of the population but will obviously have a negative financial impact. As we are only in the initial weeks of adapting to this new reality, there is minimal financial information or data available. On March 27<sup>th</sup>, the Federal Government approved a \$2 trillion stimulus package to help individuals, families, business, state and local agencies. This includes \$25 billion for mass transit nationwide to be allocated based on current federal appropriation formulas to expedite funds reaching the local level.

Staff is submitting the County Connection's Fiscal Year (FY) 2021 Draft Budget and Forecast with minor changes since March. We understand that this will need to be updated over the course of the next several months as new information becomes available. *The FY 2021 Draft Budget and Forecast is for the purpose to submit a Transportation Development Act (TDA) claim to Metropolitan Transportation Commission (MTC) so we can receive our TDA funds timely.*

The original FY 2021 Budget was presented to the A&F Committee in March and proposed \$45,267,357 in operations and capital expenses with revenues to offset these costs (link to March Staff Report and Budget: (<http://countyconnection.com/wp-content/uploads/2020/02/7.-FY2021-BUDGET.pdf>) The updated version of the budget proposes \$45,230,433 in operational and capital expenses. County Connection's main revenue source is TDA 4.0 funds from MTC; the budget proposes using \$22,269,389, which is \$2,853,809 less than MTC estimates we will receive next fiscal year of \$19,415,580 (estimate from February 2020). *TDA reserves are estimated to end lower* in FY 2021 with a balance of \$15,284,000. The following items below are the changes from the March version and the net impact is a decrease in expenses in FY 2021 and FY 2020 of \$46,488 and \$36,924, respectively.

#### *FY 2020*

##### Expense:

1. Decrease in Other Post-Employment Benefits (OPEB) expense based on recently completed actuarial valuation for \$46,488

#### *FY2021*

##### Expense:

1. Decrease in OPEB expense based on recently completed actuarial valuation for \$36,924.

2. Increase in Clipper fees for Clipper Phase II which will begin to allow for a mobile application. This also includes preliminary estimates of providers fees for an increase of \$15,000.

## **FORECAST**

Staff had prepared a very preliminary forecasts for discussion with the Administration and Finance Committee. This revised forecast assumes no changes to the proposed budget and maintains a 16% TDA reserve through FY 2026. The 16% TDA reserve is the bare minimum to maintain enough cash flow for operations. If no additional continuing revenue is identified, we would need to plan for expense reductions to take effect in FY 2022 to maintain 16% in that fiscal year. The following are the assumptions in the revised forecast:

- a. County Connection will see total revenue in FY 2020 drop by 9%. This is a preliminary estimate based on reduction of TDA, State Transit Assistance (STA), Measure J sales tax revenue, fares revenues, and other income. This reduction is phased out over a 4 year period.
- b. Assumes CalPERS will have a negative return of 20% by the end of FY 2020, then increase 25% the following fiscal year, and maintains their assumption of 7% thereafter. This reduction in FY 2020 is estimated to cost additional Unfunded Actuarial Liability payments beginning in FY 2023.
- c. The Federal Government approved \$25 billion for transit assistance. Using a very simplistic approach by using just the Federal Transit Administration (FTA) 5307 allocation for FY 2020, this would be approximately \$3.7 million. The actual allocation amount is in process as MTC works with all the regional transit partners to reach consensus. The General Manager will provide an update at the Board meeting.
- d. To maintain a 16% reserve:
  1. To maintain a 16% reserve through FY 2026 we would need additional revenues and/or expense reduction of \$4.7 million (See Attachment C).
  2. To maintain a 16% reserve through FY 2029 we would need additional revenues and/or expense reduction of \$6.1 million.

## **RECOMMENDATION:**

The A&F Committee and staff requests that the Board of Directors approve Resolution 2020-018 FY 2021 Budget and Ten Year Forecast to file a claim with MTC.

## **Attachments:**

- A. FY 2021 Budget and Ten Year Forecast
- B. Resolution No. 2020-018 – Authorized Filing Applications and Supporting Documents with the Metropolitan Transportation Commission for Allocation of Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds for Fiscal Year 2021
- C. FY 2021 Revised Forecast



*County Connection*

# Operating and Capital Budget

Fiscal Year 2021

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
Concord, California

APRIL 2020

# ***County Connection***

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Fiscal Year 2021

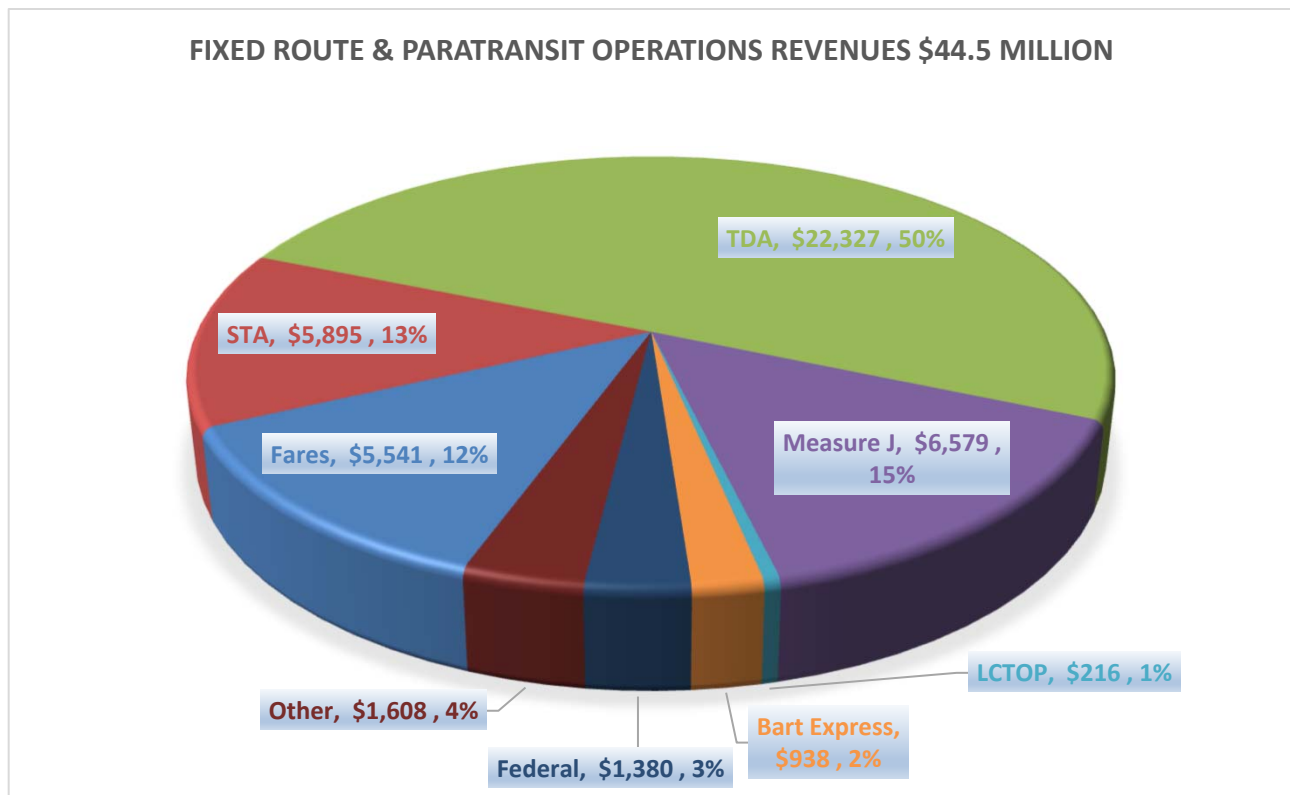
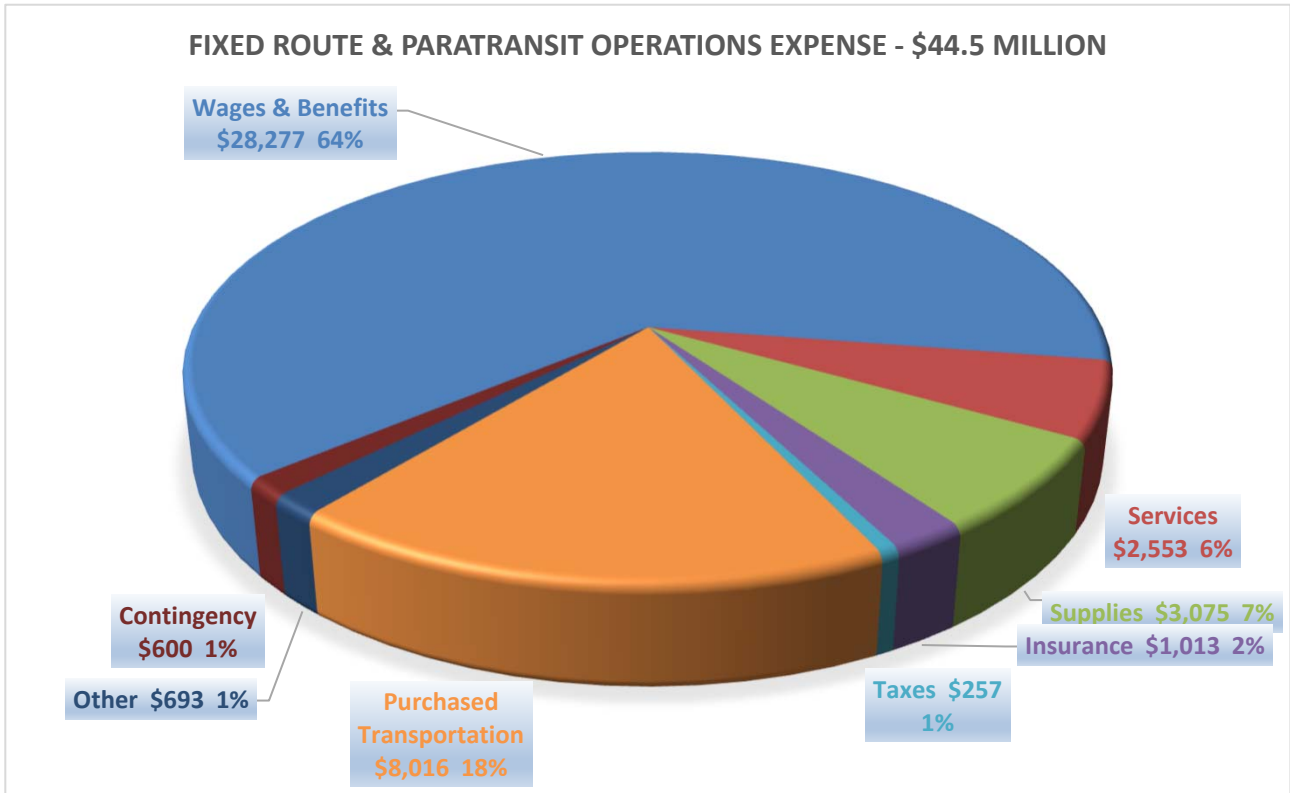
Table of Contents

	<b>Page</b>
<b>Budget Summary</b>	<b>1</b>
<b>Budget Summary Operating Expense &amp; Revenue Chart</b>	<b>2</b>
<b>Operating Expense</b>	<b>3</b>
<b>Operating Revenue</b>	<b>4</b>
<b>Revenue Source Utilization</b>	<b>5</b>
<b>Staffing</b>	<b>6</b>
<b>Capital Program-Budget Year</b>	<b>7</b>
<b>Ten Year Capital Program</b>	<b>8</b>
<b>Ten Year Financial Forecast</b>	<b>9-10</b>
<b>Ten Year Financial Forecast - TDA Reserve</b>	<b>11</b>
<b>Operating Expense Detail</b>	<b>12-23</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET SUMMARY**

	ESTIMATED FY 2020	ADOPTED BUDGET FY 2020	%	PROPOSED BUDGET FY 2021	PROPOSED OVER/(UNDER) ESTIMATED
			VARIANCE		
Operations					
Fixed Route	\$ 33,207,907	\$ 35,055,581	-5.3%	\$ 36,368,410	9.5%
Paratransit	\$ 7,346,549	\$ 7,526,506	-2.4%	\$ 8,115,023	10.5%
Subtotal	\$ 40,554,456	\$ 42,582,087	-4.8%	\$ 44,483,433	9.7%
Capital					
Fixed Route	\$ 689,000	\$ 689,000	0.0%	\$ 747,000	8.4%
Paratransit	\$ -	\$ -	N/A	\$ -	N/A
Subtotal	\$ 689,000	\$ 689,000	0.0%	\$ 747,000	8.4%
<b>Grand Total</b>	<b>\$ 41,243,456</b>	<b>\$ 43,271,087</b>	<b>-4.7%</b>	<b>\$ 45,230,433</b>	<b>9.7%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET SUMMARY OPERATING EXPENSE & REVENUE CHART**  
**(\$ IN THOUSANDS)**



**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET- OPERATING EXPENDITURES**

Category	ACTUAL FY 2019	ESTIMATED FY 2020	ADOPTED FY 2020	FY 2020 Estimate vs Budget		PROPOSED FY 2021	FY2021 vs 2020 Estimate	
				Amount +/-	% +/-		Amount +/-	% +/-
<b>Fixed Route</b>								
Wages	\$ 14,764,957	\$ 15,242,851	\$ 15,313,717	\$ (70,866)	-0.5%	\$ 16,012,159	\$ 769,308	5.0%
Fringe benefits-paid time off	2,427,478	2,439,690	2,423,159	16,531	0.7%	2,502,316	62,626	2.6%
Fringe benefits-other	7,985,603	8,576,966	8,990,700	(413,733)	-4.6%	9,456,241	879,275	10.3%
Total Wages and benefits	25,178,038	26,259,507	26,727,576	(468,069)	-1.8%	27,970,716	1,711,209	6.5%
Services	1,876,421	2,070,753	2,339,640	(268,887)	-11.5%	2,524,730	453,977	21.9%
Materials and supplies	2,770,248	2,797,538	2,908,341	(110,803)	-3.8%	3,069,745	272,207	9.7%
Utilities	344,682	336,557	358,150	(21,593)	-6.0%	352,600	16,043	4.8%
Casualty and liability	763,534	935,000	980,849	(45,849)	-4.7%	997,940	62,940	6.7%
Taxes	217,950	242,694	251,515	(8,821)	-3.5%	257,015	14,321	5.9%
Leases and rentals	53,508	56,130	53,500	2,630	4.9%	57,000	870	1.5%
Miscellaneous	189,045	221,880	236,500	(14,620)	-6.2%	233,690	11,810	5.3%
Purchased transportation	265,834	287,848	299,510	(11,662)	-3.9%	304,974	17,126	5.9%
Total Other Expenses	6,481,222	6,948,400	7,428,005	(479,605)	-6.5%	7,797,694	849,294	12.2%
Subtotal	31,659,260	33,207,907	34,155,581	(947,674)	-2.8%	35,768,410	2,560,503	7.7%
Contingency			900,000	(900,000)	-100.0%	600,000	600,000	N/A
Subtotal	31,659,260	33,207,907	35,055,581	(1,847,674)	-5.3%	36,368,410	3,160,503	9.5%
<b>Paratransit</b>								
Wages	167,101	180,000	182,218	(2,218)	-1.2%	192,171	12,171	6.8%
Fringe benefits	96,616	104,485	91,827	12,658	13.8%	113,792	9,307	8.9%
Total Wages and benefits	263,717	284,485	274,045	10,440	3.8%	305,963	21,478	7.5%
Services	57,038	13,643	42,600	(28,957)	-68.0%	28,000	14,357	105.2%
Materials and supplies	7,641	5,930	2,000	3,930	196.5%	5,000	(930)	-15.7%
Utilities	21,960	31,687	47,500	(15,813)	-33.3%	41,000	9,313	29.4%
Liability	-	-	-	-	N/A	15,060	15,060	N/A
Taxes	-	-	300	(300)	-100.0%	0	-	N/A
Miscellaneous	-	1,000	3,500	(2,500)	-71.4%	9,000	8,000	800.0%
Purchased transportation	5,945,805	7,009,804	7,156,561	(146,757)	-2.1%	7,711,000	701,196	10.0%
Total Other Expenses	6,032,444	7,062,064	7,252,461	(190,397)	-2.6%	7,809,060	746,996	10.6%
Subtotal	6,296,161	7,346,549	7,526,506	(179,957)	-2.4%	8,115,023	768,473	10.5%
<b>Total Operating Expenses</b>	<b>37,955,421</b>	<b>40,554,456</b>	<b>42,582,087</b>	<b>\$ (2,027,632)</b>	<b>-4.8%</b>	<b>44,483,433</b>	<b>\$ 3,928,977</b>	<b>9.7%</b>
GASBs 68 Pension & 75 OPEB	266,456	-	-	-	N/A	-	-	N/A
<b>Total Expenses</b>	<b>\$ 38,221,877</b>	<b>\$ 40,554,456</b>	<b>\$ 42,582,087</b>	<b>\$ (2,027,632)</b>	<b>-4.8%</b>	<b>\$ 44,483,433</b>	<b>\$ 3,928,977</b>	<b>9.7%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 BUDGET- OPERATING REVENUES**

Category	ACTUAL FY 2019	ESTIMATE FY 2020	ADOPTED FY 2020	FY 2020 Estimate vs Budget		PROPOSED FY 2021	FY2021 vs 2020 Estimate	
				Amount +/-	% +/-		Amount +/-	% +/-
<b>Fixed Route</b>								
Fare revenue	\$ 2,851,108	\$ 3,189,106.00	\$ 3,065,628.00	\$ 123,478	4.0%	\$ 3,296,050	\$ 106,944	3.4%
Special service revenue	1,833,494	2,020,388	1,548,038	472,350	30.5%	1,719,628	(300,760)	-14.9%
	4,684,602	5,209,494	4,613,666	595,828	12.9%	5,015,678	(193,816)	-3.9%
Advertising revenue	592,496	560,002	592,500	(32,498)	-5.5%	550,000	(10,002)	-1.8%
Non-Operating rev	336,632	290,088	278,553	11,535	4.1%	293,710	3,622	1.2%
Low Carbon Transit Ops Prog	368,106	382,182	375,378	6,804	1.8%	215,710	(166,472)	-43.6%
Other State Grants	-	118,205	118,205	-	0.0%	125,000	6,795	5.7%
STA Population and Revenue	5,957,063	5,160,136	5,688,148	(528,012)	-9.3%	4,944,721	(215,415)	-4.2%
TDA 4.0	13,832,405	15,138,386	17,091,812	(1,953,426)	-11.4%	18,891,360	3,752,974	24.8%
Measure J	4,596,565	4,960,085	4,960,085	-	0.0%	4,826,198	(133,887)	-2.70%
BART Express Funds	826,124	861,895	861,895	-	0.0%	938,028	76,133	8.8%
Dougherty Valley Dev Fees	-	152,095	100,000	52,095	52.1%	200,000	47,905	31.5%
Other Local Grants	19,920	-	-	-	100.0%	-	-	N/A
RM 2/Other- Express	145,339	145,339	145,339	-	0.0%	145,339	-	0.0%
Lifeline	300,000	230,000	230,000	-	0.0%	222,666	(7,334)	-3.2%
Subtotal	31,659,252	33,207,907	35,055,581	(1,847,675)	-5.3%	36,368,410	3,160,503	9.5%
<b>Paratransit</b>								
Fare revenue	532,081	525,000	550,000	(25,000)	-4.5%	525,000	-	0.0%
Non-Operating revenue	(29,807)	-	-	-	N/A	-	-	N/A
FTA Section 5307	1,697,768	1,380,000	1,380,000	-	0.0%	1,380,000	-	0.0%
FTA Preventive Maintenance	5,635	-	-	-	N/A	-	-	N/A
TDA 4.5	869,577	1,009,387	1,056,604	(47,217)	-4.5%	804,507	(204,880)	-20.3%
TDA 4.0	313,764	1,572,655	1,697,252	(124,597)	N/A	2,631,029	1,058,374	67.3%
Measure J	1,939,024	1,814,243	1,814,243	-	0.0%	1,752,787	(61,456)	-3.39%
STA Paratransit & Rev based	799,740	848,487	848,487	-	0.0%	825,000	(23,487)	-2.8%
BART ADA Service/Other	168,382	196,777	179,920	16,857	9.4%	196,700	(77)	0.0%
Subtotal	6,296,164	7,346,549	7,526,506	(179,957)	-2.4%	8,115,023	768,474	10.5%
<b>Total</b>	<b>\$ 37,955,416</b>	<b>\$ 40,554,456</b>	<b>\$ 42,582,087</b>	<b>\$ (2,027,632)</b>	<b>-4.9%</b>	<b>\$ 44,483,433</b>	<b>\$ 3,928,977</b>	<b>9.7%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2021 Revenue Source Utilization**

	Anticipated Revenue	Anticipated Utilization	Difference
<b>Fixed Route</b>			
Fare revenue	\$ 3,296,050	\$ 3,296,050	\$ -
Special service revenue	1,719,628	1,719,628	-
Advertising revenue	550,000	550,000	-
Non-Operating revenue	293,710	293,710	-
Low Carbon Transit Operations Program (LCTOP)	215,710	215,710	-
Other State Grants	125,000	125,000	-
STA Population and Revenue Based TDA 4.0	4,944,721	4,944,721	-
	<b>16,037,551</b>	<b>18,891,360</b>	<b>(2,853,809)</b>
Measure J	4,826,198	4,826,198	-
BART Express Funds	938,028	938,028	-
Dougherty Valley Development Fees	200,000	200,000	-
RM2- Express	145,339	145,339	-
Lifeline	222,666	222,666	-
<b>Total Fixed Route Operating Revenue</b>	<b>\$ 33,514,601</b>	<b>\$ 36,368,410</b>	<b>\$ (2,853,809)</b>
<b>Paratransit</b>			
Fare revenue	\$ 525,000	\$ 525,000	\$ -
Non-operating revenue	-	-	-
FTA Section 5307	1,380,000	1,380,000	-
FTA Preventive Maintenance	-	-	-
TDA 4.5	804,507	804,507	-
TDA 4.0	<b>2,631,029</b>	<b>2,631,029</b>	<b>-</b>
Measure J	1,752,787	1,752,787	-
STA Paratransit	825,000	825,000	-
BART ADA Service/Other	196,700	196,700	-
<b>Total Paratransit Operating Revenue</b>	<b>\$ 8,115,023</b>	<b>\$ 8,115,023</b>	<b>\$ -</b>
<b>Capital Program</b>			
TDA 4.0	<b>\$ 747,000</b>	<b>\$ 747,000</b>	<b>\$ -</b>
<b>Increase (Decrease) to TDA reserve</b>			<b>\$ (2,853,809)</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**STAFFING**

Position Type		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ACTUAL	FY 2021 PROPOSED
Transportation	Transportation administration	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	3.0	4.0
	Training	2.0	2.0	2.0	2.0	2.0	1.0	1.0	2.0	2.0	2.0
	Transit Supervisor/Dispatcher	10.0	11.0	12.0	12.0	12.0	11.0	11.0	12.0	12.0	12.0
		16.0	17.0	18.0	18.0	18.0	16.0	16.0	18.0	17.0	18.0
	Full-time runs	127.0	128.0	128.0	122.0	122.0	119.0	116.0	124.0	116.0	124.0 (d)
	Part-time runs	12.0	12.0	12.0	12.0	12.0	6.0	4.0	12.0	4.0	12.0
	Full-time stand-by (Protection)	36.0	36.0	36.0	36.0	36.0	33.0	36.0	36.0	34.0	36.0
		175.0	176.0	176.0	170.0	170.0	158.0	156.0	172.0	154.0	172.0
	<b>Total Transportation</b>	<b>191.0</b>	<b>193.0</b>	<b>194.0</b>	<b>188.0</b>	<b>188.0</b>	<b>174.0</b>	<b>172.0</b>	<b>190.0</b>	<b>171.0</b>	<b>190.0</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	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
		10.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Mechanic, Level VI				4.0	4.0	4.0	4.0	3.0	4.0	2.0	4.0
Mechanic, Level V		5.0	5.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Mechanic, Level IV		4.0	3.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Mechanic, Level III		7.0	5.0	5.0	6.0	6.0	6.0	6.0	5.0	5.0	5.0
Mechanic, Level II		2.0	3.0	-	-	-	-	-	-	-	-
Mechanic, Level I		1.0	3.0	-	-	-	-	2	2	2	2
Bus service workers		10.0	10.0	9.0	9.0	9.0	8.0	9.0	10.0	9.0	10.0
	29.0	29.0	26.0	27.0	27.0	26.0	28.0	29.0	26.0	29.0	
<b>Total Maintenance</b>	<b>39.0</b>	<b>40.0</b>	<b>37.0</b>	<b>38.0</b>	<b>38.0</b>	<b>37.0</b>	<b>39.0</b>	<b>40.0</b>	<b>37.0</b>	<b>40.0</b>	
General Administration	General Administration	3.0	3.0	4.0	4.0	4.0	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	1.0
	Stores workers	2.0	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	5.0
	Human Resources	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0
	Marketing	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0 (c)
	Customer service	6.0	6.0	8.0	8.0	8.0	8.0	6.0	8.0	6.0	8.0 (a)
	IT	2.0	2.0	2.0	2.0	2.0	3.0	4.0	4.0	4.0	4.0
	Planning/Scheduling	6.0	6.0	5.0	5.0	5.0	5.0	6.0	8.0	4.0	6.0 (b), (c)
	Subtotal in full time equivalents	29.0	29.0	31.0	31.0	31.0	31.0	32.0	36.0	30.0	34.0
<b>Fixed Route Operations</b>	<b>Total</b>	<b>259.0</b>	<b>262.0</b>	<b>262.0</b>	<b>257.0</b>	<b>257.0</b>	<b>242.0</b>	<b>243.0</b>	<b>266.0</b>	<b>238.0</b>	<b>264.0</b>
	Paratransit	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0
<b>Total Operations</b>		<b>261.0</b>	<b>264.0</b>	<b>264.0</b>	<b>259.0</b>	<b>259.0</b>	<b>245.0</b>	<b>246.0</b>	<b>269.0</b>	<b>241.0</b>	<b>267.0</b>

(a) Customer Service has 2 vacant positions that are not budgeted nor currently needed.

(b) Combined Database NTD & Assistant Schedule position into a Planner position, removed vacant Admin Assistant that was not filled nor budgeted.

(c) Marketing reclassified the position from a Manager of Marketing & Customer Service to a Senior Planner/Community Liaison position.

(d) Service reduction adopted by Board in December 2018 results in 6 fewer full time operators.

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY2021 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 LCTOP	State Bridge Tolls	MTC TDA	
Non Revenue Fleet	-	-	-	-	-	367	367
Revenue Fleet	-	-	-	-	-	-	-
Facility Maintenance and Modernization	-	-	-	-	-	100	100
Street Amenities	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	180	180
Maintenance Equipment & Tools	-	-	-	-	-	50	50
Office Furniture and Equipment	-	-	-	-	-	50	50
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 747</b>	<b>\$ 747</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**TEN YEAR CAPITAL PROGRAM**

\$ In Thousands

Capital Program (a):	FY2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Non Revenue Fleet	\$ 369	\$ 367	\$ -	\$ 99	\$ 126	\$ 109	\$ -	\$ 70	\$ 70	\$ 100	\$ 1,288
Revenue Fleet	-	-	1,189	24,688	-	-	-	16,857	15,673	-	64,323
Facility Maintenance & Modernization	100	100	100	100	2,400	-	-	225	100	250	3,225
Street Amenities	-	-	50	-	-	-	70	50	-	50	370
Information Technology	85	180	300	80	90	85	100	150	100	350	1,365
Maintenance Equipment & Tools	65	50	50	50	250	50	50	-	50	150	715
Office Furniture and Equipment	70	50	80	80	100	100	80	25	50	50	635
<b>Total Capital Program</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>	<b>\$ 71,921</b>
Capital Program by Service:											
Fixed-Route	\$ 689	\$ 747	\$ 580	\$ 25,097	\$ 2,966	\$ 344	\$ 300	\$ 17,377	\$ 16,043	\$ 950	\$ 65,192
Paratransit	-	-	1,189	-	-	-	-	-	-	-	6,729
<b>Total Capital Program by Service</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>	<b>\$ 71,921</b>
Capital Funding by Source											
Federal 5307	\$ -	\$ -	\$ 989	\$ 19,969	\$ -	\$ -	\$ -	\$ 13,636	\$ 12,677	\$ -	\$ 51,706
State Prop 1B PTMISEA - Rolling Stock	-	-	-	-	-	-	-	-	-	-	1,005
State - LCTOP	-	-	300	300	300	300	300	300	300	300	2,475
MTC TPI Funds - Stop Access & IT	-	-	-	-	-	-	-	-	-	-	200
Bridge Toll Revenue	-	-	80	1,000	29	-	-	850	-	-	2,059
Transportation Development Act	689	747	400	828	1,637	44	-	2,591	3,066	650	10,476
To Be Determined	-	-	-	3,000	1,000	-	-	-	-	-	4,000
<b>Total Capital Funding by Source</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>	<b>\$ 71,921</b>
Revenue Fleet Replacements											
# Fixed Route Vehicles	-	-	-	40	-	-	-	40	-	-	80
# Paratransit Vehicles	-	-	21	-	-	-	-	-	-	-	63
<b>Total Revenue Fleet Replacement</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>143</b>

## County Connection

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
<b>Revenue Hours</b>	<b>228,293</b>	<b>228,907</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>	<b>226,840</b>
1 Passenger Fares	2,718	2,851	3,189	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296
2 Special Fares	1,636	1,833	2,020	1,720	1,754	1,718	1,681	1,715	1,749	1,784	1,820	1,856
3 Advertising	590	592	560	550	600	650	688	707	721	736	750	765
4 Non-Operating Revenue	387	338	290	294	297	300	303	306	309	312	315	318
5 Low Carbon Transit Operations Program	287	368	382	216	218	220	222	224	227	229	231	234
6 Other State Grants - SB1 State of Good Repair	-	-	118	125	125	125	125	125	125	125	125	125
7 STA Population & Revenue Based Guarantee	1,613	4,916	3,690	3,627	3,699	3,773	3,848	3,925	4,004	4,084	4,166	4,249
8 STA Population & Revenue Based - Non Gu	-	1,041	1,470	1,318	1,345	1,372	1,399	1,427	1,456	1,485	1,514	1,545
9 TDA 4.0	16,756	13,832	15,140	18,890	19,408	20,629	21,538	22,461	23,410	24,350	25,322	26,326
10 Measure J	4,408	4,597	4,960	4,826	4,983	5,165	5,398	5,643	5,900	6,169	6,452	6,749
11 BART Express Funds	807	826	862	938	900	918	936	955	974	994	1,014	1,034
12 Dougherty Valley Dev Fees	-	-	152	200	200	-	-	-	-	-	-	-
13 Other Local Grants	24	20	-	-	-	-	-	-	-	-	-	-
14 RM2/Other - Express	145	145	145	145	145	145	145	145	145	145	145	145
15 Lifeline	504	300	230	223	-	-	-	-	-	-	-	-
<b>16 Total Fixed Route Operating Revenue</b>	<b>29,969</b>	<b>31,659</b>	<b>33,208</b>	<b>36,368</b>	<b>36,970</b>	<b>38,311</b>	<b>39,579</b>	<b>40,929</b>	<b>42,316</b>	<b>43,709</b>	<b>45,150</b>	<b>46,642</b>
<b>Operating Expenses w/o contingency and GASB 68 &amp; 75</b>	<b>29,922</b>	<b>31,448</b>	<b>32,858</b>	<b>35,230</b>	<b>36,208</b>	<b>37,383</b>	<b>38,599</b>	<b>39,857</b>	<b>41,158</b>	<b>42,505</b>	<b>43,898</b>	<b>45,340</b>
<b>CalPERS Unfunded Accrued Liability Expense</b>	<b>47</b>	<b>211</b>	<b>350</b>	<b>538</b>	<b>762</b>	<b>928</b>	<b>980</b>	<b>1,072</b>	<b>1,158</b>	<b>1,204</b>	<b>1,252</b>	<b>1,302</b>
<b>% increase in expenses</b>	<b>2.7%</b>	<b>5.6%</b>	<b>4.9%</b>	<b>7.7%</b>	<b>3.4%</b>	<b>3.6%</b>	<b>3.3%</b>	<b>3.4%</b>	<b>3.4%</b>	<b>3.3%</b>	<b>3.3%</b>	<b>3.3%</b>
19 GASB 68 Pension & GASB 75 OPEB adjus	1,583	266	-	-	-	-	-	-	-	-	-	-
20 Operating expense contingency	-	-	-	600	-	-	-	-	-	-	-	-
<b>21 Total Fixed Route Operating Expenses</b>	<b>31,552</b>	<b>31,925</b>	<b>33,208</b>	<b>36,368</b>	<b>36,970</b>	<b>38,311</b>	<b>39,579</b>	<b>40,929</b>	<b>42,316</b>	<b>43,709</b>	<b>45,150</b>	<b>46,642</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>	<b>74,394</b>
22 Passenger Fares	504	532	525	525	525	525	525	525	525	525	525	525
23 Non-Operating revenue	-	(30)	-	-	-	-	-	-	-	-	-	-
24 FTA Section 5307	1,261	1,698	1,380	1,380	1,385	1,385	1,390	1,390	1,395	1,400	1,400	1,405
25 FTA Preventative Maintenance	19	6	-	-	-	-	-	-	-	-	-	-
26 TDA 4.5	800	869	1,008	804	890	914	940	965	992	1,019	1,047	1,076
27 TDA 4.0	199	314	1,573	2,631	2,716	2,851	2,984	3,125	3,262	3,402	3,549	3,696
28 Measure J	1,831	1,939	1,814	1,753	1,810	1,891	1,976	2,066	2,160	2,259	2,363	2,472
29 STA Paratransit & Revenue Based	767	800	848	825	833	842	850	858	867	876	885	893
30 Bart ADA service	136	168	197	197	199	201	203	205	207	209	211	213
<b>31 Total Paratransit Operating Revenue</b>	<b>5,517</b>	<b>6,296</b>	<b>7,345</b>	<b>8,115</b>	<b>8,358</b>	<b>8,609</b>	<b>8,868</b>	<b>9,134</b>	<b>9,408</b>	<b>9,690</b>	<b>9,980</b>	<b>10,280</b>
<b>32 Total Paratransit Operating Expenses</b>	<b>5,517</b>	<b>6,296</b>	<b>7,347</b>	<b>8,115</b>	<b>8,358</b>	<b>8,609</b>	<b>8,868</b>	<b>9,134</b>	<b>9,408</b>	<b>9,690</b>	<b>9,980</b>	<b>10,280</b>
<b>% increase in expenses</b>	<b>5.7%</b>	<b>14.1%</b>	<b>16.7%</b>	<b>10.5%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>33 Total CCCTA Operating Budget</b>	<b>\$ 37,069</b>	<b>\$ 38,221</b>	<b>\$ 40,555</b>	<b>\$ 44,483</b>	<b>\$ 45,328</b>	<b>\$ 46,920</b>	<b>\$ 48,447</b>	<b>\$ 50,063</b>	<b>\$ 51,724</b>	<b>\$ 53,399</b>	<b>\$ 55,130</b>	<b>\$ 56,922</b>

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
34 <b>Capital Revenue</b>												
35 Federal 5307	-	4,435	-	-	989	19,969	-	-	-	13,636	12,677	-
36 State Prop 1B PTMISEA - Rolling Stock	-	1,005	-	-	-	-	-	-	-	-	-	-
37 State Prop 1B PTMISEA - Facility Rehab	-	-	-	-	-	-	-	-	-	-	-	-
38 State - LCTOP	-	375	-	-	300	300	300	300	300	300	300	300
39 Lifeline - 1B Population based Bonds	-	-	-	-	-	-	-	-	-	-	-	-
40 MTC TPI Funds - Stop Access & IT	280	200	-	-	-	-	-	-	-	-	-	-
41 Bridge Toll Revenue	-	100	-	-	80	1,000	29	-	-	850	-	-
42 Transportation Development Act	651	474	689	747	400	828	1,637	44	-	2,591	3,066	650
43 <b>To Be Determined</b>	-	-	-	-	-	3,000	1,000	-	-	-	-	-
44 <b>Total Capital Revenue</b>	<b>\$ 931</b>	<b>\$ 6,589</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>
45 <b>Capital Projects</b>	<b>\$ 931</b>	<b>\$ 6,589</b>	<b>\$ 689</b>	<b>\$ 747</b>	<b>\$ 1,769</b>	<b>\$ 25,097</b>	<b>\$ 2,966</b>	<b>\$ 344</b>	<b>\$ 300</b>	<b>\$ 17,377</b>	<b>\$ 16,043</b>	<b>\$ 950</b>

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
46 Beginning Balance	\$ 11,783	\$ 12,305	\$ 16,728	\$ 18,136	\$ 15,284	\$ 12,710	\$ 8,900	\$ 3,803	\$ (186)	\$ (4,622)	\$ (12,117)	\$ (20,578)
47 Estimated TDA 4.0 Allocation	\$ 17,899 3.88%	\$ 19,043 6.39%	\$ 18,810 -1.22%	\$ 19,416 3.22%	\$ 19,950 2.75%	\$ 20,498 2.75%	\$ 21,062 2.75%	\$ 21,641 2.75%	\$ 22,236 2.75%	\$ 22,848 2.75%	\$ 23,476 2.75%	\$ 24,122 2.75%
<b>TDA 4.0 Needed for Operations and Capital:</b>												
48 Used for Fixed route operations	(16,756)	(13,832)	(15,140)	(18,890)	(19,408)	(20,629)	(21,538)	(22,461)	(23,410)	(24,350)	(25,322)	(26,326)
49 Used for Paratransit operations	(199)	(314)	(1,573)	(2,631)	(2,716)	(2,851)	(2,984)	(3,125)	(3,262)	(3,402)	(3,549)	(3,696)
50 TDA Used for Operations	<b>(16,955)</b>	<b>(14,146)</b>	<b>(16,713)</b>	<b>(21,521)</b>	<b>(22,124)</b>	<b>(23,480)</b>	<b>(24,522)</b>	<b>(25,586)</b>	<b>(26,672)</b>	<b>(27,752)</b>	<b>(28,871)</b>	<b>(30,022)</b>
51 Used for Capital Program	<b>(651)</b>	<b>(474)</b>	<b>(689)</b>	<b>(747)</b>	<b>(400)</b>	<b>(828)</b>	<b>(1,637)</b>	<b>(44)</b>	-	<b>(2,591)</b>	<b>(3,066)</b>	<b>(650)</b>
52 <b>Ending TDA Reserve</b>	<b>\$ 12,076</b>	<b>\$ 16,728</b>	<b>\$ 18,136</b>	<b>\$ 15,284</b>	<b>\$ 12,710</b>	<b>\$ 8,900</b>	<b>\$ 3,803</b>	<b>\$ (186)</b>	<b>\$ (4,622)</b>	<b>\$ (12,117)</b>	<b>\$ (20,578)</b>	<b>\$ (27,128)</b>
53 Number Of Months of Operating Expenses in Reserve	3.9	5.3	5.4	4.1	3.4	2.3	0.9	(0.0)	(1.1)	(2.7)	(4.5)	(5.7)
54 Percentage of operating budget	32.6%	43.8%	44.7%	34.4%	28.0%	19.0%	7.8%	-0.4%	-8.9%	-22.7%	-37.3%	-47.7%

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Wages, Operators	8,630,602	8,775,326	8,580,000	195,326	9,118,500	343,174	
Wages, Operator/trainer	141,372	175,000	175,000	-	181,500	6,500	
Wages, Trans Admin	1,016,871	1,103,000	1,122,426	(19,426)	1,159,934	56,934	
Wages, Scheduling	72,973	76,100	71,672	4,428	75,556	(544)	
Wages, Maint Admin	484,913	504,540	535,061	(30,521)	535,727	31,187	
Wages, Building Maint.	308,511	330,860	361,091	(30,231)	372,381	41,521	
Wages, Customer Service	322,328	351,500	351,502	(2)	365,856	14,356	
Wages, Promotion	59,698	61,308	59,170	2,138	60,928	(380)	
Wages, EE Services	253,000	260,000	249,022	10,978	257,321	(2,679)	
Wages, Finance	423,773	447,900	437,212	10,688	451,086	3,186	
Wages, Safety & Trng	80,209	101,238	82,704	18,534	149,539	48,301	
Wages, General Admin	596,190	586,120	579,135	6,985	589,438	3,318	
Performance based Comp Pool	-	-	40,000	(40,000)	40,000	40,000	
Wages, Board	18,400	22,000	26,400	(4,400)	26,400	4,400	
Wages, Planning	821,641	850,000	910,149	(60,149)	903,963	53,963	
Wages, Service Workers	404,835	416,184	489,234	(73,050)	477,961	61,777	
Wages, Serv Wrkr Bonus	350	2,525	1,250	1,275	1,750	(775)	
Wages, Mechanics	1,117,091	1,168,000	1,231,439	(63,439)	1,233,069	65,069	
Wages, Mechanic Bonus	12,200	11,250	11,250	-	11,250	-	
<b>Total Wages</b>	<b>14,764,957</b>	<b>15,242,851</b>	<b>15,313,717</b>	<b>(70,866)</b>	<b>16,012,159</b>	<b>769,308</b>	<b>5%</b>
Sick, Operators	401,995	337,500	340,000	(2,500)	350,000	12,500	
Sick, Trans Admin	67,427	45,989	32,769	13,220	33,893	(12,096)	
Sick, Scheduling	4,107	2,350	2,138	212	2,254	(96)	
Sick, Maintenance Admin	14,806	10,000	15,938	(5,938)	15,957	5,957	
Sick, Building Maintenance.	13,030	10,036	10,448	(412)	10,716	680	
Sick, Customer Svc	5,292	9,814	9,839	(25)	10,228	414	
Sick, Promotion	2,013	4,465	1,765	2,700	1,818	(2,647)	
Sick, EE Services	2,506	5,474	7,389	(1,915)	7,636	2,162	
Sick, Finance	12,496	13,947	12,894	1,053	13,306	(641)	
Sick, Safety & Training	2,188	16,942	2,467	14,475	4,460	(12,482)	
Sick, General Admin	17,021	25,205	17,069	8,136	17,373	(7,832)	
Sick, Planning	17,272	16,051	26,833	(10,782)	26,680	10,629	
Sick, Service Workers	34,341	17,569	6,766	10,803	37,511	19,942	
Sick, Mechanics	28,160	40,575	23,606	16,969	35,190	(5,385)	
<b>Total Sick Pay</b>	<b>622,654</b>	<b>555,917</b>	<b>509,921</b>	<b>45,996</b>	<b>567,022</b>	<b>11,105</b>	<b>2%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Holiday, Operators	340,076	419,000	426,000	(7,000)	437,000	18,000	
Holiday, Trans Admin	60,791	56,455	59,858	(3,403)	61,916	5,461	
Holiday, Scheduling	4,423	3,688	3,906	(218)	4,117	429	
Holiday, Maintenance Admin	30,380	31,795	29,115	2,680	29,152	(2,643)	
Holiday, Building Maintenance.	16,605	20,000	19,086	914	19,578	(422)	
Holiday, Customer Svc	18,284	17,975	17,976	(1)	18,685	710	
Holiday, Promotion	4,173	3,224	3,224	-	3,320	96	
Holiday, EE Services	12,789	13,498	13,498	-	13,948	450	
Holiday, Finance	26,062	23,098	23,553	(455)	24,308	1,210	
Holiday, Safety & Training	4,375	6,000	4,507	1,493	8,149	2,149	
Holiday, General Admin	24,387	30,050	31,182	(1,132)	31,736	1,686	
Holiday, Planning	52,177	41,000	49,020	(8,020)	48,738	7,738	
Holiday, Service Workers	20,209	23,085	24,047	(962)	24,761	1,676	
Holiday, Mechanics	55,420	64,160	64,164	(4)	65,048	888	
<b>Total Holiday Pay</b>	<b>670,151</b>	<b>753,028</b>	<b>769,136</b>	<b>(16,108)</b>	<b>790,456</b>	<b>37,428</b>	<b>5%</b>
Vacation, Operators	518,228	545,000	545,900	(900)	561,500	16,500	
Vacation, Trans Admin	106,545	110,000	90,492	19,508	94,201	(15,799)	
Vacation, Scheduling	6,314	6,510	6,510	-	6,862	352	
Vacation, Maintenance Admin	50,142	54,510	47,767	6,743	47,804	(6,706)	
Vacation, Building Maintenance.	23,385	23,760	25,112	(1,352)	24,348	588	
Vacation, Customer Svc	25,743	25,640	23,000	2,640	23,876	(1,764)	
Vacation, Promotion	6,517	5,375	5,374	1	5,534	159	
Vacation, EE Services	20,547	21,930	21,175	755	21,886	(44)	
Vacation, Finance	27,190	31,000	34,260	(3,260)	35,460	4,460	
Vacation, Safety & Training	7,287	10,745	7,512	3,233	13,582	2,837	
Vacation, General Admin	65,971	42,160	45,036	(2,876)	45,826	3,666	
Vacation, Planning	61,356	71,100	71,104	(4)	71,639	539	
Vacation, Service Wrkrs	24,638	25,000	30,272	(5,272)	25,124	124	
Vacation, Mechanics	164,161	115,265	94,544	20,721	99,750	(15,515)	
<b>Total Accrued Vacation</b>	<b>1,108,024</b>	<b>1,087,995</b>	<b>1,048,058</b>	<b>39,937</b>	<b>1,077,392</b>	<b>(10,603)</b>	<b>-1%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Abs Pay, Operators	25,160	31,200	64,000	(32,800)	34,500	3,300	
Abs Pay, Trans Admin	-	2,730	6,110	(3,380)	6,317	3,587	
Abs Pay, Scheduling	-	100	399	(299)	420	320	
Abs Pay, Maintenance Admin	-	1,350	2,970	(1,620)	2,974	1,624	
Abs Pay, Building Maintenance.	-	500	1,947	(1,447)	1,996	1,496	
Abs Pay, Customer Svc	-	500	1,834	(1,334)	1,907	1,407	
Abs Pay, Promotion	-	300	329	(29)	339	39	
Abs Pay, EE Services	-	400	1,378	(978)	1,423	1,023	
Abs Pay, Finance	-	500	2,404	(1,904)	2,480	1,980	
Abs Pay, Safety & Training	-	400	460	(60)	831	431	
Abs Pay, General Admin	-	500	3,183	(2,683)	3,238	2,738	
Abs Pay, Planning	-	500	5,002	(4,502)	4,973	4,473	
Separation Pay/Benefits	1,489	2,500	5,000	(2,500)	5,000	2,500	
Abs Pay, Service Wrkrs	-	-	470	(470)	481	481	
Abs Pay, Mechanics	-	1,270	558	712	567	(703)	
<b>Total Absence Pay</b>	<b>26,649</b>	<b>42,750</b>	<b>96,044</b>	<b>(53,294)</b>	<b>67,446</b>	<b>24,696</b>	<b>58%</b>
<b>Total Paid Time Off</b>	<b>2,427,478</b>	<b>2,439,690</b>	<b>2,423,159</b>	<b>16,531</b>	<b>2,502,316</b>	<b>62,626</b>	<b>3%</b>
<b>Total Compensation</b>	<b>17,192,435</b>	<b>17,682,541</b>	<b>17,736,876</b>	<b>(54,335)</b>	<b>18,514,475</b>	<b>831,934</b>	<b>5%</b>
FICA, Operators	139,729	144,000	146,860	(2,860)	148,500	4,500	
FICA, Trans Admin	17,772	18,802	19,012	(210)	19,658	856	
FICA, Scheduling	1,256	1,227	1,227	-	1,294	67	
FICA, Maintenance Admin	1,957	3,758	4,363	(605)	4,186	428	
FICA, Building Maintenance.	5,424	5,500	6,055	(555)	6,220	720	
FICA, Customer Service	5,161	5,860	5,860	-	6,098	238	
FICA, Promotion	1,039	1,062	1,013	49	1,043	(19)	
FICA, EE Services	4,161	4,347	4,240	107	4,382	35	
FICA, Finance	7,185	7,479	7,399	80	7,637	158	
FICA, Safety & Training	-	1,171	-	1,171	-	(1,171)	
FICA, General Admin	10,192	10,385	10,486	(101)	10,659	274	
FICA, Board Members	1,511	1,700	2,020	(320)	2,020	320	
FICA, Planning	13,436	14,822	15,401	(579)	15,311	489	
FICA, Service Workers	6,588	6,800	7,258	(458)	8,228	1,428	
FICA, Mechanics	14,749	17,000	18,383	(1,383)	18,663	1,663	
<b>Total FICA/Medicare</b>	<b>230,160</b>	<b>243,913</b>	<b>249,577</b>	<b>(5,664)</b>	<b>253,899</b>	<b>9,986</b>	<b>4%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
PERS-RET, Operators	976,434	1,075,218	1,051,072	24,146	1,189,128	113,910	
PERS-RET, Trans Admin	162,396	188,530	189,416	(886)	253,439	64,909	
PERS-RET, Scheduling	17,203	19,787	13,391	6,396	17,342	(2,445)	
PERS-RET, Maintenance Admin	89,602	100,739	112,348	(11,609)	139,266	38,527	
PERS-RET, Bldg Maintenance.	45,477	51,789	55,611	(3,822)	61,147	9,358	
PERS-RET, Customer Svc	50,052	53,966	49,337	4,629	55,246	1,280	
PERS-RET, Promotion	19,886	22,923	12,662	10,261	14,622	(8,301)	
PERS-RET, EE Services	33,940	37,866	46,409	(8,543)	52,484	14,618	
PERS-RET, Finance	67,359	76,243	77,351	(1,108)	87,785	11,542	
PERS-RET, Sfty & Training	25,066	30,941	19,922	11,019	35,273	4,332	
PERS-RET, Gen Admin	84,770	93,392	113,420	(20,028)	124,877	31,485	
PERS-RET, Planning	67,725	89,997	125,063	(35,066)	133,648	43,651	
GM-457 Retirement	18,000	18,000	18,540	(540)	19,000	1,000	
PERS-RET, Service Wrkr	51,115	55,908	59,137	(3,229)	67,167	11,259	
PERS-RET, Mechanics	146,021	161,825	170,966	(9,141)	204,892	43,067	
<b>Total Retirement</b>	<b>1,855,046</b>	<b>2,077,124</b>	<b>2,114,645</b>	<b>(37,521)</b>	<b>2,455,316</b>	<b>378,192</b>	<b>18%</b>
Medical, Operators	651,397	764,492	782,191	(17,699)	811,508	47,016	
Medical, Trans Admin	95,604	107,245	140,721	(33,476)	135,684	28,439	
Medical, Scheduling	8,129	9,476	9,496	(20)	9,496	20	
Medical, Maintenance Admin	22,893	34,613	27,755	6,858	39,661	5,048	
Medical, Building Maintenance.	38,825	58,627	61,239	(2,612)	58,000	(627)	
Medical, Customer Svc	28,744	34,971	35,057	(86)	35,057	86	
Medical, Promotion	4,116	5,938	5,954	(16)	5,954	16	
Medical, EE Services	3,309	7,752	9,048	(1,296)	9,472	1,720	
Medical, Finance	16,033	26,780	18,989	7,791	33,488	6,708	
Medical, Safety & Training	4,907	9,256	5,424	3,832	12,784	3,528	
Medical, General Admin	65,080	56,402	72,276	(15,874)	74,680	18,278	
Medical, Planning	39,048	57,046	73,750	(16,704)	64,646	7,600	
Medical, Service Workers	230,583	226,548	264,933	(38,385)	241,920	15,372	
Medical, Mechanics	403,376	436,226	453,847	(17,621)	459,648	23,422	
Medical Admin Charge	7,923	10,000	11,300	(1,300)	11,300	1,300	
Medical, Retirees	181,754	220,000	202,650	17,350	231,000	11,000	
OPEB benefits	422,551	242,812	306,650	(63,838)	226,376	(16,436)	
<b>Total Medical</b>	<b>2,224,272</b>	<b>2,308,184</b>	<b>2,481,280</b>	<b>(173,096)</b>	<b>2,460,674</b>	<b>152,490</b>	<b>7%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Dental, Operators	234,592	242,303	247,457	(5,154)	249,572	7,269	
Dental, Trans Admin	32,992	32,734	33,919	(1,185)	33,716	982	
Dental, Scheduling	2,277	2,312	2,357	(46)	2,381	70	
Dental, Maintenance Admin	5,892	6,017	6,124	(107)	7,498	1,481	
Dental, Building Maintenance.	8,476	9,436	10,377	(941)	8,570	(866)	
Dental, Customer Svc	16,562	13,779	17,155	(3,376)	14,192	413	
Dental, Promotion	1,412	1,435	1,464	(29)	1,478	43	
Dental, EE Services	3,068	4,288	3,176	1,112	4,417	129	
Dental, Finance	10,520	9,885	10,892	(1,007)	10,182	297	
Dental, Safety & Training	791	1,943	819	1,124	2,416	473	
Dental, General Admin	7,378	8,689	7,610	1,079	8,949	260	
Dental, Planning	11,401	16,749	13,950	2,799	17,252	503	
<b>Total Dental</b>	<b>335,361</b>	<b>349,570</b>	<b>355,300</b>	<b>(5,730)</b>	<b>360,623</b>	<b>11,053</b>	<b>3%</b>
WC, Operators	858,861	769,112	763,218	5,894	775,522	6,410	
WC, Trans Admin	79,909	74,131	73,563	568	74,749	618	
WC, Scheduling	9,998	9,266	9,195	71	9,344	78	
WC, Maintenance Admin	24,970	23,166	22,989	177	23,359	193	
WC, Building Maintenance.	29,970	27,799	27,586	213	28,031	232	
WC, Customer Svc	39,942	37,066	36,782	284	37,375	309	
WC, Promotion	9,998	4,633	4,598	35	4,672	39	
WC, EE Services	14,972	13,900	13,793	107	14,015	115	
WC, Finance	24,970	23,166	22,989	177	23,359	193	
WC, Safety & Training	9,998	9,266	9,195	71	9,344	78	
WC, General Admin	33,287	26,432	26,184	248	26,653	221	
WC, Planning	39,942	56,965	56,575	390	57,440	475	
WC, Service Workers	49,940	46,332	45,977	355	46,718	386	
WC, Mechanics	94,882	88,031	87,356	675	88,764	733	
<b>Total Workers Comp</b>	<b>1,321,639</b>	<b>1,209,265</b>	<b>1,200,000</b>	<b>9,265</b>	<b>1,219,345</b>	<b>10,080</b>	<b>1%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Life, Operators	70,560	74,566	74,776	(210)	80,000	5,434	
Life, Trans Admin	5,022	6,694	6,695	(1)	7,925	1,231	
Life, Scheduling	660	740	742	(2)	844	104	
Life, Maintenance Admin	4,230	4,301	4,360	(59)	6,000	1,699	
Life, Building Maintenance.	2,896	3,200	3,250	(50)	3,510	310	
Life, Customer Svc	5,051	4,292	6,450	(2,158)	3,780	(512)	
Life, Promotion	541	547	560	(13)	580	33	
Life, EE Services	1,537	1,785	1,800	(15)	2,030	245	
Life, Finance	3,316	3,813	3,460	353	4,200	387	
Life, Safety & Training	728	988	750	238	1,260	272	
Life, General Admin	2,910	3,675	3,090	585	6,930	3,255	
Life, Planning	5,452	7,392	7,212	180	7,584	192	
<b>Total Life Insurance</b>	<b>102,903</b>	<b>111,993</b>	<b>113,145</b>	<b>(1,152)</b>	<b>124,643</b>	<b>12,650</b>	<b>11%</b>
SUI, Operators	45,798	65,000	67,000	(2,000)	65,000	-	
SUI, Trans Admin	3,907	5,000	7,974	(2,974)	8,417	3,417	
SUI, Scheduling	238	300	443	(143)	443	143	
SUI, Maintenance Admin	1,045	1,500	2,215	(715)	2,215	715	
SUI, Building Maintenance.	2,209	2,340	3,101	(761)	2,658	318	
SUI, Customer Svc	1,701	1,835	3,101	(1,266)	3,101	1,266	
SUI, Promotion	238	364	443	(79)	443	79	
SUI, Safety & Training	238	550	443	107	886	336	
SUI, General Admin	1,779	1,800	3,544	(1,744)	3,544	1,744	
SUI, EE Services	714	800	1,329	(529)	1,329	529	
SUI, Finance	1,190	1,500	2,215	(715)	2,215	715	
SUI, Planning	2,370	2,800	4,430	(1,630)	3,987	1,187	
SUI, Service Workers	2,594	2,563	4,430	(1,867)	4,430	1,867	
SUI, Mechanics	4,730	5,522	8,417	(2,895)	8,417	2,895	
<b>Total SUI</b>	<b>68,751</b>	<b>91,874</b>	<b>109,085</b>	<b>(17,211)</b>	<b>107,085</b>	<b>15,211</b>	<b>17%</b>
Operator Uniforms	47,775	52,301	50,000	2,301	53,870	1,569	
Uniforms - Maintenance. Pers.	19,178	16,380	17,500	(1,120)	18,500	2,120	
<b>Total Uniforms</b>	<b>66,953</b>	<b>68,681</b>	<b>67,500</b>	<b>1,181</b>	<b>72,370</b>	<b>3,689</b>	<b>5%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Operator Medical Exams	13,425	14,920	17,000	(2,080)	16,000	1,080	
Emp Assistance Prog.	13,603	12,112	14,500	(2,388)	15,000	2,888	
Cafeteria Plan- Admin	438,719	571,351	598,689	(27,338)	674,386	103,035	
Cafeteria Plan-ATU	1,274,904	1,455,288	1,603,479	(148,191)	1,631,400	176,112	
Mechanic Tool Allowance	11,661	16,403	16,500	(97)	16,500	97	
Wellness Program	18,411	29,854	30,000	(146)	32,000	2,146	
Substance Abuse Prog.	9,795	16,435	20,000	(3,565)	17,000	565	
<b>Total Other Benefits</b>	<b>1,780,518</b>	<b>2,116,363</b>	<b>2,300,168</b>	<b>(183,805)</b>	<b>2,402,286</b>	<b>285,923</b>	<b>14%</b>
<b>Total Benefits</b>	<b>10,413,081</b>	<b>11,016,656</b>	<b>11,413,859</b>	<b>(397,202)</b>	<b>11,958,557</b>	<b>941,901</b>	<b>9%</b>
<b>Total Wages and Benefits</b>	<b>25,178,038</b>	<b>26,259,507</b>	<b>26,727,576</b>	<b>(468,069)</b>	<b>27,970,716</b>	<b>1,711,209</b>	<b>7%</b>
Management Services	3,760	35,000	35,000	-	35,000	-	
Agency Fees	50	150	150	-	150	-	
In-Service Monitoring	-	5,500	5,500	-	5,500	-	
Mobility Services	14,858	24,584	25,000	(416)	25,000	416	
Schedules/Graphics	52,795	27,891	115,000	(87,109)	100,000	72,109	
Promotions	54,621	67,385	150,000	(82,615)	150,000	82,615	
Recruitment	6,808	9,496	10,000	(504)	10,000	504	
Hiring Costs	12,575	15,000	15,000	-	15,000	-	
Legal Fees	266,879	335,000	335,000	-	380,000	45,000	
Financial services	3,450	15,000	15,000	-	3,500	(11,500)	
Auditor Fees	54,314	47,500	49,955	(2,455)	50,000	2,500	
Freight In and Out	4,807	5,845	6,000	(155)	6,000	155	
Bid and Hearing Notices	320	1,000	1,000	-	1,000	-	
Service Development	47,587	77,590	80,000	(2,410)	80,000	2,410	
Trans. Printing/Reproduc.	5,194	5,666	7,000	(1,334)	7,000	1,334	
Payroll Services	80,757	85,000	88,055	(3,055)	87,500	2,500	
Bank service charge	24,023	23,000	25,500	(2,500)	25,500	2,500	
Commuter check process fee	322	300	300	-	300	-	
Pay PERS file upload	2,604	2,700	2,730	(30)	2,780	80	
Special Planning- reimb expenses	24,900	-	-	-	-	-	
Temporary Help-All depts	18,672	25,000	25,000	-	25,000	-	
Clipper Fees	78,065	132,000	150,000	(18,000)	155,000	23,000	
SVR-Differential/Radiator	6,269	15,454	15,800	(346)	15,500	46	

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
SVR-Transmission	1,223	13,688	24,000	(10,312)	42,000	28,312	
SVR-Upholstery/Glass	3,000	8,500	15,000	(6,500)	12,000	3,500	
SVR-Towing	4,465	11,308	16,000	(4,692)	16,000	4,692	
SVR-Engine Repair	84,018	41,000	41,000	-	108,000	67,000	
SVR-Body Repair	121,928	107,227	108,000	(773)	108,000	773	
SVR-Electric Bus Repair	-	10,000	50,000	(40,000)	50,000	40,000	
Emission controls	65,630	42,244	42,000	244	48,000	5,756	
Support Vehicle maint	17,066	14,235	13,500	735	14,500	265	
IT Supplies/replacements	10,981	11,666	12,000	(334)	20,000	8,334	
Clever Devices/rideck maint	239,350	246,530	251,350	(4,820)	272,500	25,970	
Office Equipment Maint.	16,604	19,854	20,000	(146)	20,000	146	
Building Maint. Service	77,555	86,639	87,000	(361)	97,000	10,361	
Landscape Service	66,532	96,400	89,400	7,000	95,400	(1,000)	
IT Contracts	172,011	138,673	150,000	(11,327)	170,000	31,327	
Radio Maint. Service	12,876	14,980	15,000	(20)	15,000	20	
Contract Cleaning Service	2,545	3,600	3,600	-	3,600	-	
Waste Removal	14,256	18,462	19,800	(1,338)	19,000	538	
Hazardous Waste	99,888	124,256	125,000	(744)	125,000	744	
Fire Monitoring	3,057	3,811	4,000	(189)	4,000	189	
Security Services	94,531	88,265	89,000	(735)	98,000	9,735	
Other Services	5,275	5,500	7,000	(1,500)	7,000	1,500	
<b>Total Services</b>	<b>1,876,421</b>	<b>2,070,753</b>	<b>2,339,640</b>	<b>(268,887)</b>	<b>2,524,730</b>	<b>453,977</b>	<b>22%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Diesel Fuel	1,444,865	1,446,206	1,625,000	(178,794)	1,625,000	178,794	
Oils and Lubricants	83,995	81,702	85,000	(3,298)	83,000	1,298	
Gasoline	23,470	24,543	25,000	(457)	25,000	457	
PG&E - WC Trolley	38,489	115,237	85,000	30,237	120,000	4,763	
Tires and Tubes	245,733	259,272	247,216	12,056	263,520	4,248	
Safety Supply	244	10,000	10,000	-	15,000	5,000	
Transportation Supplies	13,266	15,875	14,000	1,875	14,000	(1,875)	
BART Relief Tickets	54,760	15,100	58,425	(43,325)	-	(15,100)	
CLIPPER Relief Cards for EE's	-	31,825	-	31,825	58,425	26,600	
CSS-Soaps	3,500	5,624	6,000	(376)	6,000	376	
CSS-Cleaning	7,137	8,000	9,000	(1,000)	9,000	1,000	
CSS-Safety	8,027	8,518	8,500	18	8,750	232	
CSS-Antifreeze	8,406	6,029	6,400	(371)	6,500	471	
CSS-Gases	8,003	4,241	4,500	(259)	4,500	259	
Oil Analysis	98	8,250	8,000	250	8,250	-	
Equipment/Garage Exp.	29,042	25,033	25,000	33	25,000	(33)	
Coach Repair Parts	643,967	565,699	515,000	50,699	625,000	59,301	
Shelter/Bus Stop Supply	10,397	14,190	15,000	(810)	12,000	(2,190)	
Janitorial Supplies	27,723	20,958	21,000	(42)	22,500	1,542	
Lighting Supply	7,100	5,025	5,000	25	5,500	475	
Building Repair Supply	38,943	44,229	45,000	(771)	48,000	3,771	
Landscape Supply	-	4,500	5,000	(500)	5,000	500	
Tickets, Passes, Xfrs	3,735	4,887	10,000	(5,113)	5,000	113	
Supplies - Offsites	1,222	1,000	2,300	(1,300)	2,300	1,300	
Personnel Office Supply	4,124	2,912	3,000	(88)	3,000	88	
Computer Supplies	2,077	-	-	-	-	-	
Office Supplies-Administration	14,397	16,329	17,500	(1,171)	17,000	671	
Office Supplies-Maint.	1,508	3,317	3,500	(183)	3,500	183	
Postage	9,936	9,000	9,000	-	9,000	-	
Safety Contingency Plans	1,456	3,120	3,000	120	3,000	(120)	
Training Supply	2,826	5,000	5,000	-	5,000	-	
Contracts & Grants Supply	2,112	1,000	1,000	-	1,000	-	
Supplies- IC	3,425	5,917	6,000	(83)	6,000	83	
Repair parts-grant exp	-	25,000	25,000	-	25,000	-	
<b>Total Materials &amp; Supplies</b>	<b>2,770,248</b>	<b>2,797,538</b>	<b>2,908,341</b>	<b>(110,803)</b>	<b>3,069,745</b>	<b>272,207</b>	<b>10%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Telephone Svc - TC				-		-	
Pacific Gas and Electric	164,458	193,352	190,550	2,802	195,000	1,648	
Telephone Svc - Concord	44,472	45,518	40,000	5,518	50,000	4,482	
Contra Costa Water District	25,840	25,634	27,600	(1,966)	27,600	1,966	
Telephone-Cellular	109,912	72,053	100,000	(27,947)	80,000	7,947	
<b>Total Utilities</b>	<b>344,682</b>	<b>336,557</b>	<b>358,150</b>	<b>(21,593)</b>	<b>352,600</b>	<b>16,043</b>	<b>5%</b>
Physical Damage	119,543	110,000	125,000	(15,000)	125,000	15,000	
Property Premiums	44,593	45,000	49,719	(4,719)	42,500	(2,500)	
Other Premiums	28,294	30,000	31,130	(1,130)	33,000	3,000	
Liability Premiums	542,954	575,000	600,000	(25,000)	622,440	47,440	
Insurance/Liability losses	28,150	175,000	175,000	-	175,000	-	
<b>Total Insurance</b>	<b>763,534</b>	<b>935,000</b>	<b>980,849</b>	<b>(45,849)</b>	<b>997,940</b>	<b>62,940</b>	<b>7%</b>
Property Tax	8,072	8,372	16,000	(7,628)	12,000	3,628	
Licenses / Registrations	988	1,972	2,015	(43)	2,015	43	
Fuel Storage Tank Fees	12,898	13,350	14,000	(650)	14,000	650	
Use and Other Taxes	6,449	7,000	7,500	(500)	7,000	-	
Sales Tax	189,543	212,000	212,000	-	222,000	10,000	
<b>Total Taxes</b>	<b>217,950</b>	<b>242,694</b>	<b>251,515</b>	<b>(8,821)</b>	<b>257,015</b>	<b>14,321</b>	<b>6%</b>
Radio Site Lease-Diablo	43,673	45,400	44,500	900	48,000	2,600	
Equipment Leases	9,835	10,730	9,000	1,730	9,000	(1,730)	
<b>Total Leases</b>	<b>53,508</b>	<b>56,130</b>	<b>53,500</b>	<b>2,630</b>	<b>57,000</b>	<b>870</b>	<b>2%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
Business Expense- Tran	29	250	500	(250)	500	250	
Business Expense-admin	-	-	400	(400)	-	-	
Business Expense-Fin	1,440	2,000	2,000	-	2,000	-	
Board Travel	5,139	15,500	25,000	(9,500)	25,000	9,500	
Staff Travel	73,471	75,000	61,500	13,500	75,000	-	
CTA Dues	15,396	15,000	15,860	(860)	15,500	500	
APTA Dues	35,500	35,500	36,650	(1,150)	36,600	1,100	
Other Memberships	3,000	3,000	3,090	(90)	3,090	90	
Business Expense	1,681	4,000	4,000	-	4,000	-	
Training Program	12,799	15,899	25,000	(9,101)	25,000	9,101	
Training / Subs-Gm	1,666	6,000	7,000	(1,000)	5,000	(1,000)	
Misc exp	140	1,000	1,000	-	1,000	-	
Employee Functions	32,316	42,164	44,500	(2,336)	35,000	(7,164)	
Employee Awards	4,058	6,069	5,000	1,069	5,000	(1,069)	
Departing Emp gifts	30	419	1,000	(581)	1,000	581	
Paypal fees	2,380	79	4,000	(3,921)	-	(79)	
<b>Total Miscellaneous</b>	<b>189,045</b>	<b>221,880</b>	<b>236,500</b>	<b>(14,620)</b>	<b>233,690</b>	<b>11,810</b>	<b>5%</b>
Alamo Creek Shuttle	118,089	119,894	133,500	(13,606)	126,974	7,080	
St Mary's Shuttle	44,258	49,446	52,410	(2,964)	53,000	3,554	
Cal State rte. 260 Shuttle	103,487	118,508	113,600	4,908	125,000	6,492	
<b>Total Purchased Transportation</b>	<b>265,834</b>	<b>287,848</b>	<b>299,510</b>	<b>(11,662)</b>	<b>304,974</b>	<b>17,126</b>	<b>6%</b>
<b>Total Other Operating Expense</b>	<b>6,481,222</b>	<b>6,948,400</b>	<b>7,428,005</b>	<b>(479,605)</b>	<b>7,797,694</b>	<b>849,294</b>	<b>12%</b>
Contingency			<b>900,000</b>	<b>(900,000)</b>	<b>600,000</b>	<b>600,000</b>	
<b>TOTAL FIXED ROUTE EXPENSE</b>	<b>31,659,260</b>	<b>33,207,907</b>	<b>35,055,581</b>	<b>(1,847,674)</b>	<b>36,368,410</b>	<b>3,160,503</b>	<b>10%</b>

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

ATTACHMENT A

Account Desc	FY 2019 Actual	FY 2020 Estimated	FY 2020 Budget	Over (Under) FY 2020 Budget	Proposed FY 2021 Budget	Over (Under) FY 2020 Est/Actual	Over (Under) % FY 2020 Est/Actual
<b>Paratransit</b>							
Wages	167,101	180,000	182,218	(2,218)	192,171	12,171	
Sick Wages	4,762	5,990	5,298	692	5,587	(403)	
Holiday Pay	7,751	10,080	10,080	-	10,606	526	
Vacation Pay	11,992	8,360	11,145	(2,785)	11,715	3,355	
Absence pay	-	500	988	(488)	1,041	541	
Cafeteria Plan	20,030	22,151	23,874	(1,723)	23,163	1,012	
FICA	2,576	3,000	3,041	(41)	3,206	206	
PERS	21,175	24,200	21,706	2,494	25,482	1,282	
Medical	22,886	24,238	9,606	14,632	25,083	845	
Dental	2,994	3,837	3,540	297	4,820	983	
Life Insurance	1,638	1,229	1,220	9	1,760	531	
SUI	812	900	1,329	(429)	1,329	429	
Promotions	-	-	3,500	(3,500)	-	-	
Legal Fees	29,326	6,769	15,000	(8,231)	20,000	13,231	
Bank Service Charge	606	400	500	(100)	500	100	
Temporary Help	4,299	-	-	-	-	-	
Building Maint Services	940	1,417	1,500	(83)	1,500	83	
Radio Maint Services	6,574	4,929	6,100	(1,171)	6,000	1,071	
Community Van Maint	-	-	16,000	(16,000)	-	-	
Other services	15,293	128	-	128	-	(128)	
Office Supply, PTF	7,641	5,930	2,000	3,930	5,000	(930)	
Gas and Electric	21,668	25,000	25,000	-	26,000	1,000	
Cell Phone	292	6,687	22,500	(15,813)	15,000	8,313	
Property Premiums	-	-	-	-	7,500	7,500	
Liability Premiums	-	-	-	-	7,560	7,560	
Sales Tax	-	-	300	(300)	-	-	
Purchased Trans-LINK	5,764,537	6,809,831	6,977,200	(167,369)	7,400,000	590,169	
Purchased Trans-BART	169,640	7,659	178,080	(170,421)	10,000	2,341	
Other Purch Trans	11,628	-	1,281	(1,281)	1,000	1,000	
ADA-Choice in Aging	-	192,314	-	192,314	300,000	107,686	
Training / Subscriptions	-	-	2,500	(2,500)	8,000	8,000	
Other Misc Expenses	-	1,000	1,000	-	1,000	-	
<b>Total Paratransit</b>	<b>6,296,161</b>	<b>7,346,549</b>	<b>7,526,506</b>	<b>(179,957)</b>	<b>8,115,023</b>	<b>768,473</b>	<b>10%</b>
<b>TOTAL CCCTA</b>	<b>37,955,421</b>	<b>40,554,456</b>	<b>42,582,087</b>	<b>(2,027,631)</b>	<b>44,483,433</b>	<b>3,928,977</b>	<b>10%</b>
OPEB - GASB 75 Adjustments	(376,320)						
PERS GASB 68 Adjustment	642,776	-	-	-	-	-	
<b>TOTAL CCCTA GASBs</b>	<b>266,456</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CCCTA</b>	<b>38,221,877</b>	<b>40,554,456</b>	<b>42,582,087</b>	<b>(2,027,631)</b>	<b>44,483,433</b>	<b>3,928,977</b>	<b>10%</b>

**RESOLUTION NO. 2020-018****CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
BOARD OF DIRECTORS**

\* \* \*

**AUTHORIZING FILING APPLICATIONS AND SUPPORTING DOCUMENTS  
WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION  
OF TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE,  
AND REGIONAL MEASURE 2 FUNDS FOR FISCAL YEAR 2021**

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;

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

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

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

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

WHEREAS, TDA funds from the LTF of Contra Costa County and STA funds will be required by CCCTA in Fiscal Year 2021 for public transit capital and operating assistance;

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

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred to as Regional Measure 2 (RM2), identified projects eligible to receive funding under the Regional Traffic Relief Plan;

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

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 funding;

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in RM2 Policy and Procedures;

WHEREAS, CCCTA is an eligible sponsor of transportation project(s) in RM2, Regional Traffic Relief Plan funds;

WHEREAS, the Express Bus Routes are eligible for consideration in the Regional Traffic Relief Plan of RM2, pursuant to Streets and Highways Code Section 30914(c) or (d);

WHEREAS, the RM2 allocation request demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which CCCTA is requesting that MTC allocate RM2 funds,

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

WHEREAS, CCCTA requires an allocation of these funds for capital and operating assistance to support CCCTA's provision of public transit services in the Central Contra Costa County area for Fiscal Year 2021.

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

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

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

RESOLVED, that CCCTA approves the certification of assurances; and be it further

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

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

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

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

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

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

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

RESOLVED that the General Manager, or his designee, is authorized to execute and file appropriate applications, together with all necessary supporting documents, with the Metropolitan Transportation Commission for allocation of TDA, STA and RM2 funds for Fiscal Year 2021; and be it further

RESOLVED that the General Manager, or his designee, is delegated the authority to make non-substantive changes and minor amendments to the Initial Project Report as he deems appropriate; and be it further

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

Regularly passed and adopted this 16th day of April 2020 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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Candace Andersen, Chair, CCCTA Board of Directors

ATTEST:

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Lathina Hill, Clerk of the Board

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**TDA RESERVE \$ In Thousands**  
**FY 2021 REVISED FORECAST**

	<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>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>
46 Beginning Balance	\$ 12,305	\$ 16,728	\$ 13,989	\$ 11,367	\$ 11,354	\$ 10,749	\$ 9,489	\$ 9,173	\$ 8,259	\$ 4,143	\$ (451)
47 Estimated TDA 4.0 Allocation	\$ 19,043 6.39%	\$ 18,810 -1.22%	\$ 19,416 3.22%	\$ 19,950 2.75%	\$ 20,498 2.75%	\$ 21,062 2.75%	\$ 21,641 2.75%	\$ 22,236 2.75%	\$ 22,848 2.75%	\$ 23,476 2.75%	\$ 24,122 2.75%
<b>TDA 4.0 Needed for Operations and Capital:</b>											
48 Used for Fixed route operations	(13,832)	(15,475)	(18,927)	(19,612)	(20,837)	(21,748)	(22,674)	(23,627)	(24,570)	(25,547)	(26,555)
49 Used for Paratransit operations	(314)	(1,573)	(2,631)	(2,716)	(2,851)	(2,984)	(3,125)	(3,262)	(3,402)	(3,549)	(3,696)
50 TDA Used for Operations	<b>(14,146)</b>	<b>(17,048)</b>	<b>(21,558)</b>	<b>(22,328)</b>	<b>(23,688)</b>	<b>(24,732)</b>	<b>(25,799)</b>	<b>(26,889)</b>	<b>(27,972)</b>	<b>(29,096)</b>	<b>(30,251)</b>
51 Used for Capital Program	<b>(474)</b>	<b>(689)</b>	<b>(747)</b>	<b>(400)</b>	<b>(828)</b>	<b>(1,637)</b>	<b>(44)</b>	<b>-</b>	<b>(2,591)</b>	<b>(3,066)</b>	<b>(650)</b>
<b>Revenue Reduction - 9% in Year 1 and phasing out over 3 years</b>											
a. Additional Pension Payment	-	(3,812)	(3,433)	(1,935)	(788)	-	-	-	-	-	-
b. Federal/State Recovery Act Funds	-	-	3,700	-	-	-	-	-	-	-	-
c. Expense Reduction and/or Other	-	-	-	-	-	-	-	-	-	-	-
d. Revenue Addition	-	-	-	4,700	4,841	4,986	5,136	5,290	5,449	5,612	5,780
52 <b>Ending TDA Reserve</b>	<b>\$ 16,728</b>	<b>\$ 13,989</b>	<b>\$ 11,367</b>	<b>\$ 11,354</b>	<b>\$ 10,749</b>	<b>\$ 9,489</b>	<b>\$ 9,173</b>	<b>\$ 8,259</b>	<b>\$ 4,143</b>	<b>\$ (451)</b>	<b>\$ (2,970)</b>
53 Number Of Months of Operating Expenses in Reserve	5.3	4.1	3.1	3.0	2.7	2.3	2.2	1.9	0.9	(0.1)	(0.6)
54 Percentage of operating budget	43.8%	34.5%	25.5%	25.0%	22.9%	19.6%	18.3%	16.0%	7.8%	-0.8%	-5.2%

To: Board of Directors

Date: 03/11/2020

From: Ruby Horta, Director of Planning, Marketing & Innovation

Reviewed by:



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**SUBJECT: FY 2021 Marketing Plan**

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### **Background:**

County Connection's upcoming Marketing Plan will focus on Clipper education to youth and low-income communities, highlighting route level information, particularly in areas that have experienced increased ridership since the service changes of 2019. Staff will also pursue passenger input on potential additional changes, particularly in areas that continue to experience ridership decline. The plan also includes ongoing efforts to increase engagement through social media. Other tasks that have become routine include the Class Pass Program, Summer Youth Program, partnering with 511 Contra Costa on promotions, and participating in outreach opportunities at schools, colleges/universities, senior centers, employment sites, and community events.

### **Special Promotions:**

The following special promotional campaigns are currently planned for FY 2021:

#### San Ramon Service Changes:

Staff implemented service changes on Bishop Ranch routes in November 2019, and it is expected that additional adjustments may be needed over the next year as passengers adjust and provide feedback. Obtaining feedback and implementation of any changes will require outreach and marketing resources to communicate information to riders and promote the service to potential new riders. Promotion expenses related to the new service will include production of printed materials, such as flyers, brochures, signage, and interior bus cards, and community events.

#### Route Level Outreach/Surveys:

Staff anticipates minor changes to local routes, based on passenger input. Surveys will be required in the upcoming fiscal year to enhance service changes that have resulted in ridership growth and rethink service changes that have either had no impact or a negative impact on ridership. In order to make the most impact, we will need to conduct extensive outreach, particularly to those in the surrounding

communities who do not currently use transit. Promotion expenses related to this program will include production of printed materials, direct mail, advertising, community events, and development of a social media campaign.

FACES Campaign:

In 2014, County Connection launched the “FACES of County Connection” campaign, which aimed to recognize and celebrate employees. Staff planned to implement a similar campaign in FY 2020 that focuses on riders to highlight the importance of County Connection within the community. Due to staff limitations, this campaign was postponed from FY2020 to FY2021. Over \$70,000 unused allocation from the FY2020 promotions budget will be carried over to FY2021. The campaign will be promoted using interior and exterior ad space on vehicles, on the County Connection website, and through social media channels. Promotion expenses related to this campaign will include professional photography and interior and exterior ad printing and installation.

Total Expense: \$100,000

**Website and Social Media:**

Riders are increasingly using the internet and social media to access transit information, stay informed, and interact with County Connection. A portion of the promotions budget will go towards general website maintenance and enhancements, as well as increasing the agency’s involvement with social media.

Total Expense: \$30,000

**Routine Promotion:**

Ongoing promotion expenses include the cost for chamber dues and event fees, materials for outreach events, printing brochures for accessible services and bikes on buses, and promoting the summer youth pass.

Total expense: \$10,000

**Miscellaneous Promotion:**

The miscellaneous promotions budget is intended to cover campaigns or new services that haven’t yet been identified.

Total expense: \$10,000

**Promotions Budget Summary:**

Special Promotions	\$100,000
Website and Social Media	\$30,000
Routine Promotion	\$10,000
Miscellaneous Promotion	\$10,000
<b>TOTAL</b>	<b>\$150,000</b>

**Financial Implications:**

Staff has budgeted \$150,000 to cover the expenses associated with the Marketing Plan.

**Action Requested:**

The MP&L Committee and staff recommend Board approval of the proposed FY 2020-2021 Marketing Plan.

**To:** Board of Directors

**Date:** 03/02/2020

**From:** Rashida Kamara, Manager of Accessible Services

**Reviewed by:**

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**SUBJECT:** Appointment to Advisory Committee Representing City of Walnut Creek

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**Background:**

On February 18, 2020, the City of Walnut Creek appointed Adrian Byram to serve on the County Connection's Advisory Committee as the primary member representing the City of Walnut Creek. The appointment will expire in February 2022.

**Financial Implications:**

None

**Recommendation:**

Approve the appointment of Adrian Byram as the representative for the City of Walnut Creek on County Connection's Advisory Committee.

**Attachment:**

Appointment notice – Adrian Byram