

# County Connection

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

**BOARD OF DIRECTORS  
MEETING AGENDA  
Thursday, April 18, 2024  
9:00 a.m.**

**The Board Meeting will be held in-person at:**

**County Connection Board Room  
2477 Arnold Industrial Way, Concord, California and via teleconference location\*\*\*\***

Staff and members of the public may attend in-person or participate remotely via Zoom at:

<https://us02web.zoom.us/j/85399133311>

Or One tap mobile :

US: +16699006833,,85399133311# or +14086380968,,85399133311#

Or Telephone:

Dial(for higher quality, dial a number based on your current location): +1 408 638 0968

Webinar ID: 853 9913 3311

**Please Note the following COVID-19 Protocols for in-person attendance:**

Visitors experiencing the following symptoms of COVID-19 may not enter the building:

- Cough
- Chills
- Sore Throat
- Shortness of Breath
- Muscle Pain
- Loss of Taste or Smell
- Fever

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 the correspondence that will be provided to the full Board.

Oral public comments will also be accepted during the meeting in person and through Zoom\* or the teleconference number listed above.

Should Zoom not be operational, please check online at: [www.countyconnection.com](http://www.countyconnection.com) for any updates or further instruction.

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

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Consent Calendar
  - a) Approval of Minutes of Regular Meeting of March 21, 2024\*
  - b) 2024-26 BART Bus Bridges Agreement\*  
Resolution No. 2024-020\*  
(The A&F Committee and staff request that the Board approve Resolution No. 2024-020, authorizing the General Manager to execute an agreement with BART.)
5. Report of Chair
6. Report of General Manager

Under this item, the General Manager will report on matters of relevance to CCCTA including, but not necessarily limited to, the following:

- a) Report on APTA Legislative Conference
  - b) State Legislation Update
7. Report of Standing Committees
  - a) Administration & Finance Committee
    - 1) Adoption of Revised Policy #06.02 on Reserves\*  
Resolution No. 2024-021\*  
(The A&F Committee and staff recommend that the Board of Directors approves Resolution No. 2024-021 adopting the Reserve Policy No. 06.02.)
    - 2) Adoption of the Proposed Fiscal Year 2025 Draft Operating and Capital Budgets\*  
Resolution No. 2024-022\*  
(The A&F Committee and staff recommends the Board adopt Resolution No. 2024-022 authorizing filing applications and supporting documents with MTC, and approve the Draft Fiscal Year 2025 Proposed Draft Budget so a timely TDA claim can be submitted to MTC.)
  - b) Operations & Scheduling Committee
    - 1) Automated Driving Systems (ADS) Demonstration Project Update – Information Only\*  
(Staff will provide an update on the ADS Project in Martinez.)
8. Report from the Advisory Committee
  - a) Ian McLaughlin, Chair of the Advisory Committee, will give an update from the Advisory Committee\*
9. Board Communication – (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 to be made at another meeting.)

10. Next Meeting Date: May 16, 2024

11. Adjournment

\*Enclosure

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

\*\*\*For Board members only

\*\*\*\*Teleconference location 180 Sugarine Circle, Pinecrest, CA 95364

## General Information

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 16 at 9 a.m., County Connection Board Room
Administration & Finance:	Wednesday, May 1 at 2 p.m., County Connection Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBD
Marketing, Planning & Legislative:	Thursday, May 2 at 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA.
Operations & Scheduling:	Wednesday, May 1 at 8 a.m., Supervisor Andersen's Office, 309 Diablo Rd, Danville, CA 94526

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting. This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

# County Connection

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

March 21, 2024

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

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

Staff: Churchill, Louie, Brewer, Dixit, Glenn, Hill, Horta, Johnson, Jones, Martinez, Mitchell, Noya, Reeb and Sanderson

Director Wilk announced that he would like to attend the meeting via teleconference under AB 2449's emergency exception to the Brown Act. Board Clerk Lathina Hill explained that attendance under the emergency exception requires Board approval.

MOTION: Director Worth moved approval to allow Director Wilk to attend the board meeting via teleconference under AB 2449's emergency exception of the Brown Act. Director Noack seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hudson, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors Hoffmeister and Sos

#### PUBLIC COMMUNICATION:

Michelle Gray, ATU President, spoke to the Board about longer meal breaks for the drivers for health reasons as well as a better experience for the passengers. Judy Barrientos, ATU Vice President also spoke on longer meal breaks and their effort in trying to cut down on the number of arbitrations that are currently on the schedule.

#### CONSENT CALENDAR

MOTION: Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting February 15, 2024; (b) Investment Report as of December 31, 2023, (c) Cap and Trade Grant (LCTOP) – FY 2023-24 and Resolution No. 2024-016. Director Andersen seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hudson, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors Hoffmeister and Sos

## **REPORT OF CHAIR:**

Chair Tatzin asked that the A&F Committee look into what other agencies are paying their board members for attending committee meetings and board meetings. CCCTA is currently paying our board members \$100 per meeting, for a maximum compensation of \$200 a month.

## **REPORT OF GENERAL MANAGER:**

Director Hoffmeister arrived at 9:15 a.m.

### BART Presentation: Safe and Clean Plan -BART Board Vice President Mark Foley

Mark Foley, BART Board Vice President, gave a presentation on the new Safe and Clean Plan. Some of the highlights were: Commitment to Service Reliability, Commitment to a Clean Ride, Commitment to Safety and Security, Commitment to Progressive Policing, Commitment to New Fare Gates and Commitment to Equity: Clipper START. After some discussion, the Board thanked Mark Foley for his time and the information.

### State Legislation Update

General Manager Bill Churchill stated that SB 397, SB 926 (Wahab) and AB1837 (Papan) have no reportable updates. In regards to SB 925 (Wiener) last month he informed the Board that Senator Wiener will carry the enabling legislation to authorize MTC to seek a Bay Area Region wide tax measure to help fund, among other things, public transit. Wiener has also informed us that his legislation would include language that would formalize and strengthen the Regional Network Management efforts already initiated by the operators and MTC. The Board strongly suggested that we “Transit Operators” should develop a counter proposal that would be acceptable to the existing transit Boards. All of the Bay Area General Managers have met multiple times on this issue and staff have developed what we believe will be a strong and acceptable proposal. This proposal has been distributed to MTC with the goal of seeking their support and thereby giving the Senator a collaborative operator/MTC model to consider. Since the Senator is carrying the legislation for MTC we think this will be a strong approach.

### Appointment of CCTA Bus Transit Board Ex-Officio Alternate

General Manager Bill Churchill informed the Board that the four Contra Costa County bus operators (AC Transit, County Connection, Tri-Delta Transit, and WestCAT) share a non-voting seat on the Contra Costa Transportation Authority (CCTA) Board of Directors. The seat rotates among the four operators in alphabetical order. The term is for one year. Prior to an agency holding the seat for a given year, that same agency holds the alternate seat for the previous year.

County Connection is set to hold the Ex-Officio Alternate seat from February 1, 2024 through January 31, 2025. The Ex-Officio member does not vote but attends the meetings of the full CCTA Board. The Ex-Officio does not sit on any of the CCTA board standing committees.

**MOTION:** Director Hudson moved approval of Amy Worth becoming the Ex-Officio Member on CCTA’s board. Director Storer seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Director Sos

## **REPORT OF STANDING COMMITTEES**

## **Administration & Finance Committee**

### Proposed Updates to Board-Adopted Policies Regarding Expense Reimbursement and Credit Cards \* Resolution No. 2024-017\* and Resolution No. 2024-018\*

Director Storer left at 10:28a.m.

Amber Johnson, CFO, explained that the current expense reimbursement policy is primarily focused on expenses incurred by the Board of Directors, with a small paragraph at the end that includes staff travel reimbursements. With this update, the intent of the policy is to clearly outline what types of reimbursable expenses are permitted for both Board and staff members, in alignment with what is currently typically acceptable in government agencies.

The notable changes are:

1. Expected timeframes for turning in expense reports.
2. Explicit language about expenditures that will not be reimbursed.
3. Removal of reference to the “nine bay area region plus Sacramento” in favor of hotels being reimbursed “when reasonably required for an overnight stay”.
4. An increase to the per diem rate, with additional language about pro-rating the per diem when meals are provided by others, and a bi-annual escalator built in.
5. Provision for reimbursement of other business expenses incurred by employees

She further explained that staff are finding it increasingly difficult to conduct business by check payments, with many supply vendors requiring a credit card unless the purchase meets a significant dollar threshold (for example, \$100,000 or more). Understanding that there has been historical Board sensitivity to widespread credit card issuance, staff are recommending cards be issued to the members of the Executive team (GM, AGM, COO and CFO) in addition to the two positions that currently hold a card (Assistant to GM and Director of IT). Additional language has been added to the policy to ensure compliance with the procurement policy and to outline clear delegation of responsibilities.

MOTION: Director Hoffmeister moved adoption of Resolution 2024-017, approving the updated Expense Reimbursement Policy 02.14, and Resolution 2024-018, approving the updated Credit Card Policy 06.06. Director Hudson seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Schroder, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors Sos and Storer

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

### Draft 2024 County Connection Federal Legislative Advocacy Program – Information Only

Ryan Jones, Manager of Planning, explained that staff has revised the Federal Advocacy Program brochure for 2024, keeping with a format that has served well to provide an overview of the Authority’s current operation, strategic plans, and needs for future innovation and growth. Included in the brochure are statistics from a 2023 passenger survey, updated language for priorities #1 and #4, as well as new images with focus on our passengers and operating staff. On the back panel of the printed brochure there is a QR code, which will direct to a companion webpage that mirrors the priorities contained in the brochure. The webpage will also include links to various financial, planning, and research documents, including County Connection’s Operating and Capital Budget, Short-Range Transit Plan, Zero Emission Bus Rollout Plan, and Title VI Program Report, as well as an embedded video to our One Seat Regional Ride promotion video. (Note: The current QR code directs to the 2023 Federal

Advocacy Program companion web page. The 2024 Federal Advocacy Program companion webpage is not yet live and will be published once the priorities are finalized following the MP&L Committee meeting in April.)

The MP&L Committee reviewed the initial draft brochure and provided guidance and feedback on its content, which has been incorporated into the current draft. After staff receives additional input from the Board, a final brochure will be presented to the MP&L Committee for final review at the April meeting.

#### Title VI Program Update and Resolution No. 2024-019

Melody Reeb, Director of Planning, Marketing, & Innovation, explained that the most significant changes in this triennial report were updates to demographic information as well as service profiles and performance. As part of its Title VI Program, County Connection must evaluate its services to ensure that they are provided equitably across minority and low-income populations based on adopted standards and policies. These metrics assess various aspects of the system, including service quality, accessibility, and distribution of amenities. Staff used the most recent onboard passenger survey conducted in October and November 2023 as well as Census Block Group data from the 2022 American Community Survey (ACS) to analyze service area demographics, including race and income.

The analysis concluded that all service standards and policies were met except for on-time performance. In addition to changes in methodology and reporting that resulted in lower but more accurate on-time performance results, staff have been continually monitoring service and making runtime adjustments in response to changing traffic patterns post-pandemic.

Since the last Title VI Program submission in 2021, County Connection has conducted three equity analyses for major service or fare changes. None of the equity analyses found any disparate impact based on race or disproportionate burden on low-income riders due to the changes that were being proposed.

**MOTION:** Director Anderson moved adoption of Resolution 2024-019, approving the 2024 Title VI Program and authorizing the General Manager to submit the final Title VI Program Report to the FTA. Director Noack seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Schroder, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors Sos and Storer

#### FY2025 Marketing Plan

Ryan Jones, Manager of Marketing & Communication, gave a brief background stating that as of December 2023, County Connection has recovered approximately 80% of our ridership from our pre-pandemic numbers. Loss in ridership and other impacts, such as a loss of staff and operators due to COVID-19, are long-lasting and require the Authority to continue to develop strategic engagement strategies that can withstand operational and economic fluctuations in the years ahead. The Marketing Plan for FY 2025 is intended to build upon our current marketing efforts and outlines a strategy to connect with more customers within our service area, as well as those who travel to Central Contra Costa County, and build upon our relationship with regional transit partners.

Staff is expanding upon channels of communication for general engagements (i.e. planned and unplanned service interruptions, schedule changes, events). Additionally, staff will look at how messages trend online, which help to provide valuable data, further shaping ongoing strategic engagement.



Staff will continue to plan Mobile Lobby events and are looking to include community events that involve working with area schools, universities (DVC, Saint Mary's), transit communities, and community partners (511 Contra Costa, Food Bank of Solano & Contra Costa, Contra Costa Health Services) to promote new programs, recruit staff, and provide education on public transit technologies (i.e. Clipper, navigation apps). As well, we will be working more with senior care facilities and Independent Living to promote and schedule trainings for those who may need help to ride our fixed-route buses.

With much of the workforce continuing to work from home, staff will put more energy into attracting youth and families to ride transit. Youth & Family Programming is for everyone and will entail content geared for families with youth (ages 3-18) living in Central Contra Costa. The primary content will focus on transit passes and promotions for youth, particularly those utilizing (or able to utilize) our 600-series school buses. Additional content will spotlight areas of interest around the region that families might visit on a County Connection fixed-route bus, such as parks, hiking trails, shopping centers, and the theater. Additionally, staff is exploring a rider rewards program for youth, a social media campaign for schools to showcase their "green" clubs and students who ride transit (tagging County Connection Instagram account).

**MOTION:** Director Noack moved approval of the proposed FY 2025 Marketing Plan. Director Hoffmeister seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Schroder, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors Sos and Storer

## **Operations & Scheduling Committee**

### Approval of Revised Public Transportation Agency Safety Plan (PTASP or Plan)\* Resolution No. 2024-015\*

Scott Mitchell, Chief Operating Officer, explained that on February 17, 2022, FTA issued a Dear Colleague Letter regarding changes to PTASP requirements as a result of the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA). One of the new requirements is for transit agencies that receive Section 5307 funding to establish a Safety Committee compliant with 49 U.S.C. § 5329(d)(5) by July 31, 2022. The Safety Committee is then required to approve an update to the agency's PTASP to incorporate the new requirements by December 31, 2022.

The Safety Committee is responsible for identifying and recommending risk-based mitigations or strategies as well as deficiencies. The Safety Committee consists of an equal number of frontline employee and management representatives. County Connection staff established and convened its first Safety Committee meeting on March 29, 2022. The Safety Committee continues to meet quarterly and oversees any revisions to the Plan. Transportation and Training have implemented an Accident Reduction Program into the PTASP this year.

The purpose of the PTASP is to make working on and managing the bus transit system inseparable from delivering safe and "accident-free" service. This covers all the operations on property, onboard our buses, at our bus stops, and everywhere the County Connection operates. To fulfill this purpose, the Plan establishes safety programs and practices that prevent accidents, injuries and illnesses; provides guidance on how to prepare for an accident or emergency and provides guidance on how to respond to hazards and incidents.

**MOTION:** Director Hudson moved adoption of Resolution No. 2024-015 authorizing the General Manager to approve the revised Public Transportation Agency Safety Plan (PTASP). Director Andersen seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson Noack, Schroder, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors and Sos and Storer

**BOARD COMMUNICATION:** None

**CLOSED SESSION:**

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

Conference with Labor Negotiator (pursuant to Government code Section 54957.6) Negotiator: General Manager  
Employee Organizations:

Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators

Machinists Automotive Trades District Lodge No. 1173, Machinists

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

**OPEN SESSION:**

The Board of Directors came back into open session with no reportable action for either closed session item.

**ADJOURNMENT:** Chair Tatzin adjourned the regular Board meeting at 11:46 am.

Minutes prepared by:

Lathina Hill

Asst to the General Manager/Clerk to the Board of Directors

Date: April 1, 2024

**To:** Board of Directors

**Date:** 03/27/2024

**From:** Melody Reeb, Director of Planning, Marketing, & Innovation

**Reviewed by:** *Ref*

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**SUBJECT: 2024-26 BART Bus Bridges**

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**Background:**

County Connection has provided bus bridges to the Bay Area Rapid Transit (BART) agency for over 20 years under an existing mutual aid agreement. More recently, BART has been conducting infrastructure work that requires service to be suspended between various stations and has requested that partner agencies, including County Connection, approve a separate agreement that identifies specific weekend closures.

**Scheduled Bus Bridges:**

BART is currently planning two weekend closures between April 27, 2024, and December 31, 2026. County Connection staff has reviewed the proposed schedule and are confident in its ability to support the requested bus bridges. In addition, staff will be coordinating closely with BART in the event that schedule adjustments or additional days of service are needed.

Weekend	Days	Bus Service Hours	Bus Bridge
1	April 27-28, 2024	Sat. from Apr. 27, 5:30 AM to Sun. Apr. 28, 1:30 AM  Sun. from Apr. 28, 7:30 AM to Mon. Apr. 29, 1:30 AM	Rockridge-Orinda- Lafayette
2	Dec 7-8, 2024	Sat. from Dec. 7, 5:30 AM to Sun. Dec 8, 1:30 AM  Sun. from Dec. 8, 7:30 AM to Mon. Dec. 9, 1:30 AM	Walnut Creek-Pleasant Hill- Concord

**Financial Implications:**

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

**Recommendation:**

Staff recommends that County Connection enter into an agreement with BART to provide bus bridge service on select days between April 27, 2024, and December 31, 2026.

**Action Requested:**

The A&F Committee and staff request that the Board approve Resolution No. 2024-020 authorizing the General Manager to execute an agreement with BART.

**Attachments:**

Resolution No. 2024-020

**RESOLUTION NO. 2024-020**

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

\* \* \*

**AUTHORIZING 2024-2026 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 Bay Area Rapid Transit District ("BART") for over 20 years under an existing mutual aid agreement;

**WHEREAS**, given the planned BART infrastructure work and resulting service suspensions between various stations, BART has requested that partner agencies, including CCCTA, approve a separate agreement that identifies specific weekend closures between April 27, 2024, and December 31, 2026 ("2024-2026 BART Bus Bridges Agreement");

**WHEREAS**, CCCTA staff has reviewed BART's proposed 2024-2026 bus bridges schedule and is confident in CCCTA's ability to support the requested service;

**WHEREAS**, pursuant to the 2024-2026 BART Bus Bridges Agreement, BART will cover all CCCTA costs associated with providing bus bridges; and

**WHEREAS**, staff recommends and the Administration & Finance Committee concurs that the Board authorize the General Manager to execute the 2024-2026 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 2024-2026 BART Bus Bridges Agreement and to take all other actions necessary to give effect to this Resolution.

Regularly passed and adopted this 18th day of April, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Don Tatzin, Chair, Board of Directors

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

## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** 04/08/2024

**From:** Amber Johnson, Chief Financial Officer

**Reviewed by:** *W.C.*

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**SUBJECT: Proposed Update to Board-Adopted Policy Regarding Reserves**

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### **Background:**

Since its inception, County Connection has established dozens of policies that provide guidance for decision making and bring uniformity to operations. As a matter of best practice, these policies should be revisited and assessed periodically to ensure they align with current operational objectives and common industry standards.

County Connection's policy regarding Reserves was adopted on October 15, 1987, and has not been modified since this time. The Administration & Finance (A&F) Committee reviewed and provided feedback to staff on draft updates to this policy at its most recent meeting.

### **Current Policy:**

The current reserve policy is solely focused on Transportation Development Act ("TDA") funds that are held on behalf of the Authority by the Metropolitan Transportation Commission ("MTC"). At the time this policy was adopted, the Authority was uniquely reliant on federal operating assistance for its day-to-day operations. Since that time, the composition of operating revenue sources has changed substantially, and the current policy language is no longer relevant. Additionally, the current policy does not provide parameters for the appropriate level of reserves, nor does it address all the reserve types utilized by the Authority today.

### **Proposed Policy:**

#### Operating and Capital Reserve

The Authority has historically treated TDA funds as the "revenue of last resort", meaning that all other available revenue sources were applied against expenditures before claiming TDA funds from MTC. Because the Authority rarely claims the full allocation of TDA funds in the same year of the allocation, excess TDA funds have accumulated. Over time, particularly with the injection of federal funds during the pandemic, this has resulted in a healthy amount of excess TDA funds held by MTC.

After consulting with MTC and the Authority's financial auditors, staff are recommending a modification to this practice. Certain revenue sources collected by the Authority are considered discretionary, such as advertising revenue and unallocated interest income. This proposed policy permits the Authority to reserve excess discretionary revenue in accounts that are held by the Authority – thereby not applying these revenue sources to expenditures before claiming TDA funds from MTC. The proposed policy

further defines the Authority's "Operating and Capital Reserve" as being comprised of both types of funds, excess TDA revenue and excess discretionary revenue.

The Government Finance Officers Association (GFOA) best practice recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance of no less than two months of regular general fund operating revenues or operating expenditures. In surveying peer transit agencies, a range of three to six months' operating expenditures was the standard minimum reserve target amount. The proposed policy recommends a target balance of three months' operating expenditures (or 25% of the operating budget). This is the same target balance that has been informally utilized by staff in evaluating the TDA reserves during the budget cycle. A maximum amount of 12 months' operating expenditures (or 100% of the operating budget) is also proposed, with suggested actions to take should the reserve balance exceed the maximum amount for an extended period of time, such as expanding transit service or decreasing fares in order to provide optimal levels of service.

The proposed policy also provides guidance around appropriate use of the reserves. The reserve funds are to be used during periods of declining revenue or slower than anticipated revenue growth to sustain the Authority's operations until service reductions, program cuts, or fare increases are made to reestablish a balanced budget. In addition, the reserve may be used for one-time capital projects.

#### Safe Harbor Lease Reserve

The proposed policy language includes the Safe Harbor Lease Reserve that was established in 1983 upon the sale of federal income tax benefits permitted by law at that time. These funds held are designated by the Authority's Board as an emergency reserve to be used only as a last resort. Inclusion of this type of reserve in the proposed policy merely formalizes the existing practice of the Authority in relation to these funds.

#### Self-Insurance Reserve

The proposed policy language also includes the amounts reserved in liability accounts for workers' compensation claims and general liability claims. Inclusion of this type of reserve in the proposed policy merely formalizes the existing practice of the Authority in relation to these funds.

#### **Financial Implications:**

Updating this policy language will strengthen the Authority's financial position, by diversifying the custody of the Operating and Capital Reserve and broadening the definition of the reserve to include discretionary revenue sources. Additionally, comprehensive reserve policy language is important to prudent financial management.

#### **Recommendation:**

Staff and the A&F Committee recommend that the Board review and approve the updated policy on reserves. The policy has been reviewed by legal counsel.

**Action Requested:**

The A&F Committee and staff request that the Board adopt Resolution 2024-021, approving the updated Reserve Policy 06.02.

**Attachments:**

Attachment 1: Current TDA Reserve Use Policy

Attachment 2: Proposed Updated Reserve Policy No. 06.02

Attachment 3: Proposed Resolution No. 2024-021 Adopting Revised Policy on Reserves



**SUBJECT:** TDA Reserve Use

**BACKGROUND:** For the past several years, CCCTA has been accumulating excess Transportation Development Act (TDA) funds and has built up a reserve of such funds. The Board of Directors has determined that it is in the best interest of CCCTA and the public to adopt a policy concerning the use of such funds, and the Metropolitan Transportation Commission has asked CCCTA to develop a policy for the prospective use of its Local Transportation Fund reserves composed of said TDA funds. Therefore, the policy for disposition of CCCTA TDA reserves contains the following features:

- POLICY:**
1. Use of any prior-year TDA funds must be decided on a case-by-case basis.
  2. TDA reserve funds may be used to offset a reduction or elimination of federal operating assistance for a period not to exceed one fiscal year. Such use is on an emergency basis only and is not meant to be an ongoing replacement of reduced operating assistance.
  3. TDA reserve funds may be used to fund the purchase of capital equipment related to the implementation of the CCCTA Strategic Plan.
  4. TDA reserves may be used to fund the operation of services related to the implementation of the CCCTA Strategic Plan. Such use of funds shall be of a short-term (12-24 months) demonstration nature.
  5. TDA reserve funds may be used to finance the purchase of capital projects that have not been funded through all other available capital assistance programs. Use of TDA prior-year funds for this purpose shall occur only if all other sources of capital financing are exhausted.

**DATE OF ADOPTION:** October 15, 1987

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

**RESERVE POLICY**

Policy No. 06.02  
Created: October 15, 1987  
Revised: *April 18, 2024 (draft)*

**PURPOSE:**

The purpose of this Policy is to establish a comprehensive level of Central Contra Costa Transit Authority (“Authority”) reserves that are available to the Authority in the event of national, regional, and local major economic disruptions, unanticipated expenditure demands due to natural disasters, insurance loss or other emergent events, and unanticipated significant non-recurring expenses.

**POLICY:**

1. Operating and Capital Reserve.
  - a. Composition: The Authority maintains a reserve consisting of Transportation Development Act (TDA) funds that are allocated to the Authority but not claimed in the same year of allocation (excess TDA funds), and discretionary revenue sources (i.e. advertising revenue, unallocated interest income). Excess TDA funds are reserved and held by the Metropolitan Transportation Commission (MTC) as required under TDA statutes. Excess discretionary funds are calculated at fiscal year end and are held by the Authority. Together, these two types of funds comprise the Operating and Capital Reserve.
  - b. Target Balance: The Authority shall strive to maintain an Operating and Capital Reserve balance equivalent to at least three months’ operating expenditures based on the adopted budget.
  - c. If, for a prolonged period, the total Operating Reserve balance exceeds twelve months of operating expenditures, the Authority will consider options such as, but not limited to: expanding transit service, decreasing fares, or capital improvements.
  - d. Use of Reserves: The Operating and Capital Reserve may be used for limited periods to cover expenditures to maintain operations amid revenue downturns or slower growth, until a balanced budget is restored through service reductions, program cuts, or fare increases. The Operating and Capital Reserve may also be used to provide one-time resources for high priority capital projects or grant matching funds, to reduce the need for borrowing on large capital projects.

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

**RESERVE POLICY**

2. Safe Harbor Lease Reserve. The Authority maintains a reserve fund consisting of proceeds from the sale of federal income tax benefits under the safe harbor lease provisions of the Tax Equity and Fiscal Responsibility Act of 1982. The funds held are designated by the Authority's Board as an emergency reserve to be used only as a last resort.
3. Self-Insurance Reserve. Funded through annual budgeted appropriation, the amount is determined annually at fiscal year-end and established in a liability account to pay for expenses incurred for the following:
  - a. Workers' Compensation Reserve for reported claims incurred, plus potential claims incurred but not yet reported.
  - b. General Liability Reserve for reported claims incurred, plus potential claims incurred but not yet reported.

**RESOLUTION NO. 2024-021**

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

\* \* \*

**ADOPTING REVISED POLICY NO. 06.02 ON RESERVES**

**WHEREAS**, the County of Contra Costa, the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon and Walnut Creek, and the Towns of Danville and Moraga (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**, in 1987, CCCTA established a Transportation Development Act ("TDA") Reserve Use Policy to outline appropriate usage of accumulated TDA reserve funds;

**WHEREAS**, CCCTA's financial circumstances have evolved since the time this policy was written, and it is desired to update the policy to provide parameters for the appropriate level of reserves and include all reserve types maintained by CCCTA at this time;

**WHEREAS**, staff has consulted with CCCTA's financial auditors and Metropolitan Transportation Commission ("MTC") staff regarding discretionary revenue sources that are available to CCCTA to fund its financial reserves;

**WHEREAS**, it is desired to begin retaining discretionary revenue sources under CCCTA's own control;

**WHEREAS**, it is desired to define CCCTA's Operating and Capital reserve as being comprised of CCCTA's TDA reserve held by MTC in combination with CCCTA's discretionary reserve held by CCCTA, to set a range of appropriate reserves as three to twelve months' operating expenditures, and to provide guidance around the appropriate use of these reserves;

**WHEREAS**, it is desired to formalize the Safe Harbor Lease Reserve and Self Insurance Reserve practices that are existing but previously undocumented; and

**WHEREAS**, staff recommends and the Administration & Finance Committee concurs that the Board of Directors adopt a revised Reserve Policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central Contra Costa Transit Authority hereby adopts the Reserve Policy attached hereto.

Regularly passed and adopted this 18<sup>th</sup> day of April, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Don Tatzin, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

**To:** Board of Directors

**Date:** 04/10/2024

**From:** Amber Johnson, Chief Financial Officer

**Reviewed by:** WC.

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**SUBJECT:** Proposed Fiscal Year 2025 Draft Operating and Capital Budget

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### **Background:**

County Connection's Fiscal Year (FY) 2025 Draft Operating and Capital Budget has been reviewed by the Administration and Finance Committee ("A&F Committee") and is forwarded for review and approval by the Board of Directors so that a timely Transportation Development Act (TDA) claim can be filed with the Metropolitan Transportation Commission (MTC). An updated draft budget will be presented in May, unless there have been no substantial changes made to the current proposed version. The final proposed budget will be submitted in June for Board approval following a public hearing.

This draft version of the budget includes proposed operating and capital revenues and expenditures for a single year. In general, Staff have taken a conservative approach to forecasting while still presenting a budget that provides services to meet the needs of Central Contra Costa County transit riders.

### **Budget Summary:**

County Connection's draft budget for July 1, 2024, to June 30, 2025 (FY 2025) proposes \$54.7 million in operational expenses for fixed route and paratransit services with revenues to offset these costs. An additional \$9.9 million is proposed in capital expenditures and associated revenue in the budget year.

The operating expense budget of \$54.7 million is a 10.1 percent increase over the FY 2024 budget and allows for a slight increase to service levels, with an optimistic assumption that vacant operator positions will be filled during the fiscal year. The capital budget of \$9.9 million includes revenue and non-revenue vehicle replacements and significant multi-year facility upgrade plans, funded by Federal Section 5307 and TDA capital funds.

In anticipation of adoption of County Connection's new reserve policy, the proposed budget also incorporates the transfer of discretionary revenues to a reserve account. Revenue sources that are considered discretionary include advertising revenue and interest income. This fund transfer is proposed to become effective at the end of the year-ending June 30, 2024, and will be considered in combination with the TDA reserve held by MTC when calculating County Connection's total reserve balance.

Table 1: Budget Summary

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 BUDGET SUMMARY**

	FY 2023 Actuals	FY 2024 Budget	FY 2024 Estimated Actuals	FY 2025 Proposed Budget	% Over/Under Prior Year Budget
<b>Revenue:</b>					
Fixed Route Operations	\$34,065,665	\$40,208,222	\$38,745,834	\$43,879,203	9.1%
Paratransit Operations	8,453,921	9,469,667	10,207,916	11,245,384	18.8%
Capital	2,968,000	6,511,000	6,511,000	9,941,400	52.7%
<b>Total Revenue</b>	<b>42,519,586</b>	<b>49,677,889</b>	<b>48,953,750</b>	<b>55,124,587</b>	<b>11.0%</b>
<b>Expenditures:</b>					
Fixed Route	34,065,665	40,208,223	37,905,834	43,429,203	8.0%
Paratransit	8,453,921	9,469,667	10,207,916	11,245,384	18.8%
Capital	2,968,000	6,511,000	6,511,000	9,941,400	52.7%
<b>Total Expenditures</b>	<b>42,519,586</b>	<b>49,677,889</b>	<b>48,113,750</b>	<b>54,674,587</b>	<b>10.1%</b>
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>840,000</b>	<b>450,000</b>	
<b>Operating and Capital Reserve</b>					
TDA Reserve Balance	36,782,552	47,056,942	48,608,880	41,295,247	
Discretionary Reserve Balance	-	-	840,000	1,290,000	
<b>Total Operating &amp; Capital Reserve</b>	<b>\$36,782,552</b>	<b>\$47,056,942</b>	<b>\$49,448,880</b>	<b>\$42,585,247</b>	

**Operating Revenues:**

Operating revenues are projected to exceed expenditures by the amount of discretionary revenues being held in reserves. Table 2 provides descriptions of each revenue category and assumptions for the budgeted amounts.

Table 2: Operating Revenues

Category	Description	Assumptions
Fare Revenue	Fares collected from passengers and other organizations who provide funding to replace passenger fares.	Continued recovery post-pandemic.
Special Service Revenue	Agreements with various agencies such as BART (bus bridges), the City of Walnut Creek, and St. Mary's to provide transit services for agreed upon amounts.	Some agencies have not resumed their pre-pandemic agreements; however, this revenue remains steady.
Advertising Revenue	Revenue earned from advertising on the bus fleet.	Current trends indicate that advertising revenue is declining.

<b>Category</b>	<b>Description</b>	<b>Assumptions</b>
Non-Operating Revenue	Primarily interest income earned on idle cash.	Conservatively budgeted since investment income is somewhat volatile.
State Transit Assistance (STA)	Funds collected from the sales tax on diesel fuel and distributed following a statutory allocation. STA funding is split 50% based on (a) locally generated revenue expended on transit operations (“revenue based”) and 50% based on (b) the population of the County (“population based”).	Diesel tax revenue remains steady. Budget year estimate provided by the Metropolitan Transportation Commission (MTC). Modestly estimated since this source has seen some volatility over the past several years.
Measure J Sales Tax	One-half cent sales tax in Contra Costa County administered by Contra Costa Transportation Authority (CCTA).	CCTA projects Measure J revenue to stay flat as compared to FY 2024.
Transportation Development Act (TDA) Articles 4.0 and 4.5	One-quarter cent state sales tax to finance transportation programs and projects. Article 4.0 is utilized on both fixed-route and paratransit; Article 4.5 is limited to paratransit only.	Current MTC estimates indicate allocation of \$24 million in 4.0 funding in FY 2025. The budget proposes the use of \$27.8 million in operating and \$4.1 million in capital funds for a total of \$31.9 million. The difference of \$7.9 million will be drawn from past reserves.  MTC estimates \$1 million in TDA 4.5 revenue to be used on paratransit services.
Federal Operating Funds	Coronavirus Aid, Relief, and Economic Security (CARES) Act, American Rescue Plan Act of 2021 (ARP) funds, and Coronavirus Response and Relief Supplemental Appropriation Act of 2021 (CRRSAA) were fully utilized in FY 2020 through FY 2024.  In FY 2025, the Authority plans to expend other federal operating funds for a transit corridor study.	No further federal relief funds are available.  Federal Highway Administration (FHWA) funds will be utilized on the transit corridor study.



<b>Category</b>	<b>Description</b>	<b>Assumptions</b>
FTA Section 5307 (Paratransit)	Federal funds made available to transit operators for ADA Paratransit operations under the Section 5307 Urbanized Area Program.	The FY 2025 projected allocation from MTC is 20% less than the prior year.
Low Carbon Transit Operations Program (LCTOP)	Cap-and-trade funding for transit to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.	Funding is projected to decline slightly over the prior year.
BART Feeder Funds	Funding from BART to support feeder bus operators using BART's STA and TDA funds. Discussions are ongoing between BART, MTC and feeder bus operators regarding possible changes to the funding formula from the original 1997 agreement.	In response to BART's fiscal cliff concerns, the feeder bus operators agreed to a reduction in the amount of feeder bus funds for FY 2024 and FY 2025. However, growth in BART's share of STA revenues results in an increase of this revenue as compared to the prior year.
Paratransit Partner Revenues	Fees collected to offset the cost of managing shared ADA paratransit and One Seat program expenses.	Revenues are equivalent to projected purchased transportation expenses.

### **Operating Expenses:**

The budget assumes that ridership will continue to improve, and that recruitment efforts to fill vacant operator positions will be successful, resulting in an overall increase in operating expenses as compared to the current year. Table 3 provides descriptions of each major category and assumptions for the budgeted amounts. Pages 6 - 16 of the draft budget document (Attachment 1) also provide operating expense detail by general ledger account.

*Table 3: Operating Expenses*

<b>Category</b>	<b>Description</b>	<b>Assumptions</b>
Wages and Benefits	Wages and benefits are the Authority's largest expense. MOUs were successfully negotiated with all three of the represented bargaining groups in FY 2023 for three-year terms.	The budget assumes vacancies will be filled during the fiscal year and include agreed upon cost-of-living agreements for represented employees, plus allowances for step increases for employees who have not yet reached the top of the pay scale.

<b>Category</b>	<b>Description</b>	<b>Assumptions</b>
Pensions (included in Benefits)	A major component of employee benefits is the pension benefit. The Authority contracts with CalPERS for pension benefits and is required to pay a percentage of employee salaries to CalPERS (“normal cost”) plus an unfunded accrued liability payment (“UAL”). In FY 2023, the Authority opened a 115 trust for pensions to begin setting aside additional pension funds.	CalPERS experienced -6.1% net return on investments for the period that ended June 30, 2022, causing the Authority’s UAL to return after a \$0 UAL in the prior year.  The FY 2025 required UAL payment to CalPERS is \$522k. The budget also includes a contribution of \$478k to the 115 Trust for pensions, for a total of \$1 million in funds set aside for unfunded pension liabilities.
Services	Includes legal fees, service repair, promotions, software subscriptions, and on-call planning contracts.	The bulk of the increase in this category is due to inflationary increases in outsourced service repair, increased software costs for Swiftly and other software subscriptions, travel training costs, lobbyist costs, and other service development consultant costs.
Materials and Supplies	The largest expense in this category is fuel.	Fuel is expected to increase by 9% over the prior year’s budget due to the volatile nature of the market.
Taxes	Sales taxes collected on the purchase of goods are recorded in this category.	Inflationary increases to cost of goods has resulted in increased taxes paid.
Miscellaneous	Includes travel, conference, association memberships, employee training and event expenses.	The primary driver of the growth in this category is due to increased training needs in the maintenance department as new bus technologies are developed. Additionally, the Authority hosts a holiday event every other year, which will take place during FY 2025.

Category	Description	Assumptions
Purchased Transportation	<p>The Authority’s ADA paratransit service is provided under contract with Transdev, and the expense is recorded to this category. Transdev was awarded a new contract after a competitive recruitment in 2022.</p> <p>Other purchased transportation expenses are also categorized as fixed route, including the Alamo Creek shuttle, and a new Automated Driving Systems (ADS) demonstration project.</p>	<p>Paratransit demand has returned at a rapid pace in recent months, resulting in sharp growth in contract costs. The FY 2025 purchased transportation expense is based on 4% contract escalation costs, plus a 5% increase in ridership over the current year demand.</p> <p>In the fixed route budget, the Authority has pledged to support the new ADS demonstration project by funding three full-time Transdev staff persons to man the vehicles.</p>
Purchased Transportation for Partner Agencies	The Authority has partnered with neighboring transit agencies to provide shared paratransit services.	These costs are budgeted based on current service projections but have no impact to the Authority’s bottom line since they are reimbursed in full by the partner agencies.

**Capital Expenditures:**

The FY 2025 capital budget includes scheduled replacements of ten big bus and three paratransit vehicles that have reached the end of their useful life, plus replacement of six non-revenue vehicles and the addition of one non-revenue vehicle dedicated to the mobile lobby. It is anticipated that the Authority will utilize 80% federal funding for the bus procurements, matched with TDA capital funds. TDA capital funds will also be utilized on the non-revenue vehicle purchases.

In addition, several necessary facility maintenance and modernization projects are included in the budget. Major project additions include a fuel tank replacement, replacement of the five hydraulic lifts in the maintenance facility, concrete pad repairs, expansion of the upper parking lot, and necessary elevator improvements in both buildings. These projects are expected to take place during the next few years and will be funded with TDA capital funds.

**Financial Implications:**

Adoption of the draft FY 2025 budget will result in expenditure authority of \$54.7 million in operational expenses and \$9.9 million in capital expenditures for the budget year. The draft budget will serve as the basis for the Authority’s claim of TDA revenues for the year-ended June 30, 2025.

**Recommendation:**

The A&F Committee and staff recommend approval of the proposed FY 2025 Draft Operating and Capital Budget as the basis for the Authority's TDA claim with the MTC and authorization to file applications and supporting documents with MTC for allocation of TDA, STA, Regional Measure 2 and Regional Measure 3 funds for FY 2025.

**Action Requested:**

The A&F Committee and staff request the Board of Directors to approve the proposed FY 2025 Draft Operating and Capital Budget and adopt Resolution No. 2024-022 authorizing filing applications and supporting documents for allocations of funds by the MTC.

**Attachments:**

Attachment 1: Proposed FY 2025 Draft Operating and Capital Budget

Attachment 2: Resolution No. 2024-022

***County Connection***  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 DRAFT BUDGET AND FORECAST**

**As of April 18, 2024**

Contents:	Page:
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Capital Program - Budget Year	5
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**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 BUDGET SUMMARY**

	FY 2023 Actuals	FY 2024 Budget	FY 2024 Estimated Actuals	FY 2025 Proposed Budget	% Over/Under Prior Year Budget
<b>Revenue:</b>					
Fixed Route Operations	\$ 34,065,665	\$ 40,208,222	\$ 38,745,834	\$ 43,879,203	9.1%
Paratransit Operations	8,453,921	9,469,667	10,207,916	11,245,384	18.8%
Capital	2,968,000	6,511,000	6,511,000	9,941,400	52.7%
<b>Total Revenue</b>	<b>42,519,586</b>	<b>49,677,889</b>	<b>48,953,750</b>	<b>55,124,587</b>	<b>11.0%</b>
<b>Expenditures:</b>					
Fixed Route	34,065,665	40,208,223	37,905,834	43,429,203	8.0%
Paratransit	8,453,921	9,469,667	10,207,916	11,245,384	18.8%
Capital	2,968,000	6,511,000	6,511,000	9,941,400	52.7%
<b>Total Expenditures</b>	<b>42,519,586</b>	<b>49,677,889</b>	<b>48,113,750</b>	<b>54,674,587</b>	<b>10.1%</b>
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>840,000</b>	<b>450,000</b>	

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 PROPOSED BUDGET- OPERATING REVENUES**

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated Actual	FY 2025 Proposed Budget	% change from FY 2024 Budget
<b>Fixed Route</b>					
Fare revenue	\$ 2,440,019	\$ 1,961,000	\$ 2,014,830	\$ 2,241,000	14.3%
Special service revenue	884,030	586,014	774,606	748,906	27.8%
<b>Total Fare Revenue</b>	<b>3,324,049</b>	<b>2,547,014</b>	<b>2,789,436</b>	<b>2,989,906</b>	<b>17.4%</b>
Advertising revenue	270,452	340,000	340,000	200,000	-41.2%
Non-Operating revenue	507,175	131,200	1,094,456	346,200	163.9%
State Transit Assistance (STA)	4,933,870	6,275,000	6,275,000	6,615,946	5.4%
Measure J Sales Tax	5,972,374	5,708,451	6,500,000	6,500,000	13.9%
TDA Article 4.0	10,411,289	19,420,757	16,343,875	25,136,076	29.4%
Federal Operating Funds	6,517,900	4,088,000	3,808,000	450,000	-89.0%
Low Carbon Transit Ops Prog	570,501	600,000	600,000	506,072	-15.7%
BART Feeder Funds	734,428	640,531	640,531	820,003	28.0%
Other State Grants	134,020	134,731	134,731	130,000	-3.5%
Dougherty Valley Dev Fees	393,794	200,000	69,637	-	-100.0%
Other Local Grants/Contributions	5,000	5,000	10,000	15,000	200.0%
RM 2/Other- Express	290,813	117,538	140,168	170,000	44.6%
<b>Total Other Revenue</b>	<b>30,741,616</b>	<b>37,661,208</b>	<b>35,956,398</b>	<b>40,889,297</b>	<b>8.6%</b>
<b>Total Fixed Route Revenue</b>	<b>34,065,665</b>	<b>40,208,222</b>	<b>38,745,834</b>	<b>43,879,203</b>	<b>9.1%</b>
<b>Paratransit</b>					
Fare revenue	359,247	350,000	418,966	445,300	27.2%
<b>Total Fare Revenue</b>	<b>359,247</b>	<b>350,000</b>	<b>418,966</b>	<b>445,300</b>	<b>27.2%</b>
FTA Section 5307	1,824,750	1,800,000	1,839,003	1,436,984	-20.2%
TDA Article 4.5	1,311,312	1,161,778	1,161,778	1,079,293	-7.1%
TDA Article 4.0	-	1,174,486	1,341,871	2,630,524	124.0%
Measure J Sales Tax	2,486,068	1,772,258	2,000,000	2,000,000	12.9%
State Transit Assistance (STA)	368,043	1,041,145	1,041,145	1,036,880	-0.4%
BART ADA Service/Other	206,569	250,000	226,518	235,503	-5.8%
<b>Total Other Revenue</b>	<b>6,196,743</b>	<b>7,199,667</b>	<b>7,610,315</b>	<b>8,419,184</b>	<b>16.9%</b>
<b>Subtotal Paratransit Revenue</b>	<b>6,555,990</b>	<b>7,549,667</b>	<b>8,029,280</b>	<b>8,864,484</b>	<b>17.4%</b>
<b>Paratransit Partners</b>					
Fare revenue - LAVTA	25,922	20,000	32,547	34,175	70.9%
Special service - One Seat Ride	353,885	600,000	342,450	375,785	-37.4%
LAVTA Fees	1,518,124	1,300,000	1,803,639	1,970,940	51.6%
<b>Subtotal Partner Revenue</b>	<b>1,897,932</b>	<b>1,920,000</b>	<b>2,178,636</b>	<b>2,380,900</b>	<b>24.0%</b>
<b>Total Paratransit Revenue</b>	<b>8,453,921</b>	<b>9,469,667</b>	<b>10,207,916</b>	<b>11,245,384</b>	<b>18.8%</b>
<b>Total Revenue</b>	<b>\$ 42,519,586</b>	<b>\$ 49,677,889</b>	<b>\$ 48,953,750</b>	<b>\$ 55,124,587</b>	<b>11.0%</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 PROPOSED BUDGET- OPERATING EXPENDITURES**

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated Actual	FY 2025 Proposed Budget	% change from FY 2024 Budget
<b>Fixed Route</b>					
Wages	\$ 14,910,623	\$ 16,525,369	\$ 16,334,897	\$ 18,283,470	10.6%
Fringe benefits	10,722,711	13,542,777	12,265,733	13,748,233	1.5%
<b>Total Wages and benefits</b>	<b>25,633,334</b>	<b>30,068,145</b>	<b>28,600,630</b>	<b>32,031,703</b>	<b>6.5%</b>
Services	2,289,120	3,373,880	2,960,182	3,808,150	12.9%
Materials and supplies	3,580,187	3,652,900	3,884,360	3,913,700	7.1%
Utilities	363,997	382,000	392,340	395,000	3.4%
Casualty and liability	894,268	1,325,231	1,175,604	1,340,000	1.1%
Taxes	340,748	368,015	411,438	434,400	18.0%
Leases and rentals	52,866	68,500	67,600	70,000	2.2%
Miscellaneous	729,791	263,000	258,679	366,250	39.3%
Purchased transportation	181,353	206,551	155,000	570,000	176.0%
<b>Total Other Exp (non-wages)</b>	<b>8,432,331</b>	<b>9,640,077</b>	<b>9,305,204</b>	<b>10,897,500</b>	<b>13.0%</b>
Contingency	-	500,000	-	500,000	0.0%
<b>Total Fixed Route Expenses</b>	<b>34,065,665</b>	<b>40,208,223</b>	<b>37,905,834</b>	<b>43,429,203</b>	<b>8.0%</b>
<b>Paratransit</b>					
Wages	321,303	319,835	319,332	339,883	6.3%
Fringe benefits	190,040	230,831	215,959	239,253	3.6%
<b>Total Wages and benefits</b>	<b>511,343</b>	<b>550,667</b>	<b>535,291</b>	<b>579,136</b>	<b>5.2%</b>
Services	147,672	109,000	156,311	225,000	106.4%
Materials and supplies	434	4,000	4,000	4,000	0.0%
Utilities	42,344	57,000	57,932	60,000	5.3%
Casualty and liability	15,008	18,000	16,521	18,173	1.0%
Miscellaneous	5,971	20,000	3,000	10,000	-50.0%
Purchased transportation	5,833,217	6,791,000	7,256,225	7,968,175	17.3%
<b>Total Other Exp (non-wages)</b>	<b>6,044,646</b>	<b>6,999,000</b>	<b>7,493,989</b>	<b>8,285,348</b>	<b>18.4%</b>
<b>Subtotal Paratransit Expenses</b>	<b>6,555,989</b>	<b>7,549,667</b>	<b>8,029,280</b>	<b>8,864,484</b>	<b>17.4%</b>
Purchased transp - for partners	1,897,932	1,920,000	2,178,636	2,380,900	24.0%
<b>Total Partner Expenses</b>	<b>1,897,932</b>	<b>1,920,000</b>	<b>2,178,636</b>	<b>2,380,900</b>	<b>24.0%</b>
<b>Total Paratransit Expenses</b>	<b>8,453,921</b>	<b>9,469,667</b>	<b>10,207,916</b>	<b>11,245,384</b>	<b>18.8%</b>
<b>Total Expenses</b>	<b>\$ 42,519,586</b>	<b>\$ 49,677,889</b>	<b>\$ 48,113,750</b>	<b>\$ 54,674,587</b>	<b>10.1%</b>



**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 CAPITAL PROGRAM-BUDGET YEAR**  
 (\$ in thousands)

<b>Capital Category</b>	<b>Funding Source</b>		
	<b>Federal 5307</b>	<b>MTC TDA</b>	<b>Total</b>
Non Revenue Fleet	\$ -	\$ 400	\$ 400
Revenue Fleet	5,813	1,453	\$ 7,266
Facility Maintenance and Modernization	-	1,505	\$ 1,505
Street Amenities	-	370	\$ 370
Information Technology	-	100	\$ 100
Maintenance Equipment & Tools	-	250	\$ 250
Office Furniture and Equipment	-	50	\$ 50
<b>Total</b>	<b>\$ 5,813</b>	<b>\$ 4,128</b>	<b>\$ 9,941</b>

**County Connection**  
**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**FY 2025 PROPOSED BUDGET- OPERATING EXPENSE DETAIL**

Account Description	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated Actual	Over (Under) \$ FY 2024 Budget	FY 2025 Proposed Budget	Over (Under) % FY 2024 Budget
<b>Fixed Route</b>						
<b>Wages</b>						
Wages, Operators	8,197,371	9,432,984	8,776,887	(656,097)	9,865,927	
Wages, Operator Trainer	37		0	0	0	
Wages, Trans Admin	1,266,055	1,264,750	1,451,450	186,700	1,579,178	
Wages, Scheduling	91,464	83,266	99,372	16,106	101,359	
Wages, Maint Admin	575,774	343,775	420,940	77,165	429,359	
Wages, Serv Wrks	481,877	547,240	622,739	75,499	635,194	
Wages, Mechanics	1,058,243	1,264,068	1,089,108	(174,960)	1,436,544	
Wages, Bldg Maint	465,759	428,919	451,594	22,675	460,626	
Wages, Cust Serv	384,799	368,519	418,743	50,224	427,118	
Wages, Promotion	69,066		1,276	1,276	0	
Wages, EE Services	219,472	327,685	394,836	67,151	402,733	
Wages, Finance	494,032	491,857	561,769	69,912	611,770	
Wages, Safety & Training	77,607	83,828	98,605	14,777	100,577	
Wages, Information Technology		291,993	359,762	67,769	366,957	
Wages, Gnl Admin	506,041	715,616	824,122	108,506	840,604	
Wages, Planning	994,753	516,801	568,854	52,053	580,231	
Wages, Procurement & Inventory		269,870	154,440	(115,430)	354,893	
Wages, Admin Bonus		50,000		(50,000)	50,000	
Wages, Board Members	18,300	26,400	26,400	0	26,400	
Wages, Serv Work Bonus	689	2,000	2,000	0	2,000	
Wages, Mech Bonus	4,782	12,000	12,000	0	12,000	
COVID Vaccine, Operators	3,300	2,700		(2,700)	0	
COVID Vaccine, Maint Admin	400	400		(400)	0	
COVID Vaccine, Service Workers	200	100		(100)	0	
COVID Vaccine, Bldg Maint	100	100		(100)	0	
COVID Vaccine, Customer Srvc	100	100		(100)	0	
COVID Vaccine, General Admin	200	200		(200)	0	
COVID Vaccine, Planning	200	200		(200)	0	
<b>Wages Total</b>	<b>14,910,623</b>	<b>16,525,369</b>	<b>16,334,897</b>	<b>(190,472)</b>	<b>18,283,470</b>	<b>10.6%</b>

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
<b>Fringe benefits-other</b>						
FICA, Trans Admin	20,077	22,526	21,048	(1,478)	22,898	
FICA, Scheduling	1,567	1,495	1,460	(35)	1,470	
FICA, Operators	136,156	149,929	142,151	(7,778)	143,056	
FICA, Maint Admin	6,152	6,172	6,005	(167)	6,226	
FICA, Serv Wrks	7,803	9,713	9,692	(20)	9,210	
FICA, Mechanics	16,138	22,435	18,004	(4,431)	20,830	
FICA, Bldg Maint	7,228	7,701	7,603	(98)	6,679	
FICA, Cust Serv	6,388	6,616	6,432	(185)	6,193	
FICA, Promotion	1,095		0	0		
FICA, EE Services	4,396	5,883	5,751	(132)	5,840	
FICA, Finance	8,402	8,831	7,554	(1,277)	8,871	
FICA, Safety & Training	1,489	1,505	1,446	(59)	1,458	
FICA, Information Technology		5,242	5,264	21	5,321	
FICA, Gnl Admin	8,406	12,848	9,891	(2,957)	12,189	
FICA, Planning	16,693	9,278	9,049	(229)	8,413	
FICA, Procurement & Inventory		4,824	2,389	(2,435)	5,146	
FICA, BoardMembers	1,400	1,967	1,492	(475)	383	
PERS-RET, Trans Admin	329,730	310,703	294,200	(16,504)	323,620	
PERS-RET, Scheduling	29,179	20,620	21,428	808	23,571	
PERS-RET, Operators	1,232,351	1,366,465	1,460,254	93,789	1,606,279	
PERS-RET, Maint Admin	161,183	85,130	132,485	47,355	145,734	
PERS-RET, Serv Wrks	68,976	133,967	92,743	(41,224)	102,018	
PERS-RET, Mechanics	202,131	309,450	207,639	(101,811)	228,403	
PERS-RET, Bldg Maint	71,348	106,215	104,265	(1,950)	114,691	
PERS-RET, Cust Service	79,384	91,258	81,651	(9,607)	89,816	
PERS-RET, Promotions	30,106		7,522	7,522	8,275	
PERS-RET, EE Services	49,684	81,146	34,211	(46,935)	37,632	
PERS-RET, Finance	91,486	121,800	80,129	(41,671)	88,142	
PERS-RET, Safety/Training	37,693	20,759	18,179	(2,580)	19,997	
PERS-RET, Information Technolo		72,307	15,552	(56,756)	17,107	
PERS-RET, Gnl Admin	120,435	177,211	145,563	(31,648)	160,119	
PERS-RET, Planning	110,132	127,978	200,528	72,550	220,580	
PERS-RET, Procurement & Invent		66,535	2,518	(64,016)	2,770	
GM- 457 Retirement	18,000	19,000	16,615	(2,385)	19,000	
Medical, Trans Admin	88,214	240,795	85,999	(154,796)	94,599	
Medical, Scheduling	6,599	15,980	7,285	(8,695)	8,014	
Medical, Operators	556,148	655,999	637,558	(18,441)	776,455	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
Medical, Maint Admin	41,066	65,976	61,598	(4,378)	67,758	
Medical, Service Workers	308,022	103,824	317,036	213,211	348,739	
Medical, Mechanics	286,448	239,824	317,833	78,010	449,507	
Medical, Building Maint	44,949	82,316	50,268	(32,048)	55,295	
Medical, Customer Service	36,965	70,725	40,799	(29,926)	44,878	
Medical, Promotions	4,903		4,709	4,709	5,180	
Medical, EE Services	3,300	62,888	15,900	(46,989)	17,489	
Medical, Finance	24,026	94,395	43,416	(50,980)	47,757	
Medical, Safety & Trainin	8,579	16,088	9,471	(6,617)	10,418	
Medical, Information Technolog		56,038	0	(56,038)	0	
Medical, General Admin	22,425	137,338	24,042	(113,296)	26,446	
Medical, Retirees	284,453	312,643	297,043	(15,600)	326,748	
Medical, Planning	22,684	99,183	81,264	(17,919)	89,390	
Medical, Procurement & Invent.		51,564	0	(51,564)	0	
Medical Claim-Admin Charges	11,375	12,813	12,876	63	14,163	
OtherPostEmployBenefits(OPEB)	247,736	201,492	201,492	0	300,000	
Dental, Transport Admin	30,992	29,038	31,903	2,865	35,093	
Dental, Scheduling	1,412	1,912	1,412	(500)	1,553	
Dental, Operators	199,480	245,338	193,241	(52,097)	235,340	
Dental, Maintenance Admin	8,916	7,893	9,750	1,858	10,725	
Dental, Building Maint	10,865	9,848	11,311	1,463	12,442	
Dental, Customer Service	10,201	8,461	10,201	1,740	11,221	
Dental, Promotions	1,412		1,412	1,412	1,553	
Dental, EE Services	3,068	7,523	791	(6,732)	870	
Dental, Finance	8,789	11,293	8,789	(2,503)	9,668	
Dental, Safety & Training	2,277	1,925	2,277	352	2,505	
Dental, Information Technology		6,704	0	(6,704)	0	
Dental, General Admin	9,419	16,430	9,655	(6,775)	10,620	
Dental, Planning	9,591	11,865	15,361	3,496	16,897	
Dental, Procurement & Inventor		6,196	0	(6,196)	0	
Life, Trans Admin	9,507	13,205	9,786	(3,419)	10,764	
Life, Scheduling	808	876	835	(42)	918	
Life, Operators	64,002	60,444	66,897	6,453	81,471	
Life, Maint Admin	5,730	3,618	6,272	2,654	6,899	
Life, Bldg Maint	3,749	4,514	4,157	(357)	4,572	
Life, Cust Serv	3,594	3,878	3,700	(179)	4,070	
Life, Promotions	633		649	649	713	
Life, EE Services	1,679	3,449	2,485	(963)	2,734	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
Life, Finance	4,727	5,177	4,704	(473)	5,174	
Life, Safety & Training	782	882	840	(42)	924	
Life, Information Technology		3,073	0	(3,073)	0	
Life, Gnl Admin	3,880	7,531	4,151	(3,380)	4,566	
Life, Planning	8,401	5,439	13,164	7,725	14,480	
Life, Procurement & Inventory		2,828	0	(2,828)	0	
SUI, Trans Admin	1,680	7,768	3,528	(4,240)	3,634	
SUI, Scheduling	112	515	235	(280)	242	
SUI, Operators	18,947	37,729	35,986	(1,743)	37,065	
SUI, Maint Admin	846	2,128	941	(1,187)	969	
SUI, Serv Wrks	1,594	3,349	2,903	(446)	2,990	
SUI, Mechanics	1,861	7,736	3,911	(3,826)	4,028	
SUI, Bldg Maint	897	2,655	1,833	(822)	1,888	
SUI, Cust Serv	672	2,281	1,411	(870)	1,454	
SUI, Promotion	112		0	0	0	
SUI, EE Services	224	2,029	817	(1,212)	841	
SUI, Finance	560	3,045	1,411	(1,634)	1,454	
SUI, Safety & Training	112	519	235	(284)	242	
SUI, Information Technology		1,808	706	(1,102)	727	
SUI, Gnl Admin	944	4,430	1,220	(3,211)	1,256	
SUI, Planning	903	3,199	1,646	(1,553)	1,696	
SUI, Procurement & Inventory		1,663	706	(958)	727	
WC, Trans Admin	59,264	100,979	100,980	1	111,078	
WC, Scheduling	3,662	6,701	6,696	(5)	7,366	
WC, Operators	570,280	899,461	899,460	(1)	989,406	
WC, Maint Admin	19,223	27,667	27,672	5	30,439	
WC, Serv Wrks	42,110	43,539	43,536	(3)	47,890	
WC, Mechanics	72,315	100,571	100,572	1	110,629	
WC, Bldg Maint	22,885	34,520	34,524	4	37,976	
WC, Cust Serv	22,885	29,659	29,664	5	32,630	
WC, Promotion	3,662		0	0	0	
WC, EE Services	7,323	26,372	26,376	4	29,014	
WC, Finance	19,223	39,585	39,588	3	43,547	
WC, Safety & Training	3,662	6,747	6,744	(3)	7,418	
WC, Information Technology		23,500	23,496	(4)	25,846	
WC, Gnl Admin	26,546	57,594	57,600	6	63,360	
WC, Planning	37,531	41,593	41,592	(1)	45,751	
WC, Procurement & Inventory		21,624	21,624	0	23,786	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
Uniforms, Operators	31,516	50,000	55,000	5,000	55,000	
Uniforms, Mechanics	30,164	28,000	28,000	0	32,000	
Operator Med Exams	8,459	15,000	15,000	0	15,000	
Emp Assistance Prog	12,539	15,000	15,000	0	15,000	
CafeteriaPlan-GenAdmin.	593,597	701,936	666,904	(35,031)	733,595	
Cafeteria Plan-ATU	1,354,945	1,823,276	1,452,981	(370,295)	1,598,279	
Mechanics Tool Allowance	8,947	1,500	15,000	13,500	15,000	
Employee Wellness Program	28,569	32,000	30,000	(2,000)	32,000	
Substance Abuse Program	15,865	19,000	19,000	0	19,000	
<b>Fringe benefits-other Total</b>	<b>8,301,654</b>	<b>10,613,408</b>	<b>9,607,540</b>	<b>(1,005,868)</b>	<b>10,820,772</b>	<b>2.0%</b>
<b>Fringe benefits-paid time off</b>						
Sick, Trans Admin	52,696	78,996	65,315	(13,681)	67,275	
Sick, Scheduling	378	5,243	4,472	(771)	4,606	
Sick, Operators	330,906	332,059	269,809	(62,250)	303,287	
Sick, Maint Admin	9,098	21,644	18,942	(2,702)	19,511	
Sick, Serv Wrks	7,637	34,061	28,023	(6,038)	28,864	
Sick, Mechanics	29,374	78,678	32,332	(46,346)	42,647	
Sick, Bldg Maint	7,388	27,005	20,322	(6,683)	20,931	
Sick, Cust Serv	14,912	23,202	18,843	(4,359)	19,409	
Sick, Promotion	2,159		57	57	59	
Sick, EE Services	22,697	20,631	17,768	(2,864)	18,301	
Sick, Finance	9,566	30,968	25,280	(5,688)	26,038	
Sick, Safety & Training	10,265	5,278	4,437	(841)	4,570	
Sick, Information Technology		18,384	16,189	(2,195)	16,675	
Sick, Gnl Admin	16,560	45,056	37,085	(7,970)	38,198	
Sick, Planning	19,864	32,538	25,598	(6,940)	26,366	
Sick, Procurement & Inventory		16,916	6,950	(9,967)	7,158	
COVID ER Sick, Trans Admin	20,059			0	0	
COVID ER Sick, Operators	43,979			0	0	
COVID ER Sick, Maint Admin	1,995			0	0	
COVID ER Sick, Serv Wrks	5,597			0	0	
COVID ER Sick, Mechanics	11,764			0	0	
COVID ER Sick, Bldg Maint	122			0	0	
COVID ER Sick, Promotion	1,761			0	0	
COVID ER Sick, EE Services	968			0	0	
COVID ER Sick, Finance	6,566			0	0	
COVID ER Sick, Safety/Training	1,901			0	0	
COVID ER Sick, Gnl Admin	1,762			0	0	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
COVID ER Sick, Planning	13,073			0	0	
Holiday, Trans Admin	62,755	77,676	72,573	(5,103)	74,750	
Holiday, Scheduling	4,532	5,155	4,969	(186)	5,118	
Holiday, Operators	392,642	507,161	454,718	(52,443)	511,139	
Holiday, Maint Admin	29,635	21,283	21,047	(236)	21,678	
Holiday, Serv Wrks	26,763	33,492	31,137	(2,355)	32,071	
Holiday, Mechanics	55,592	77,363	55,855	(21,508)	73,674	
Holiday, Bldg Maint	22,018	26,554	22,580	(3,974)	23,257	
Holiday, Cust Serv	18,707	22,814	20,937	(1,877)	21,565	
Holiday, Promotion	1,174		957	957	986	
Holiday, EE Services	14,743	20,286	19,742	(545)	20,334	
Holiday, Finance	29,828	30,450	28,088	(2,362)	28,931	
Holiday, Safety & Trainin	4,942	5,190	4,930	(259)	5,078	
Holiday, Information Technolog		18,077	17,988	(89)	18,528	
Holiday, Gnl Admin	22,141	44,303	41,206	(3,097)	42,442	
Holiday, Planning	50,865	31,994	28,443	(3,552)	29,296	
Holiday, Procurement & Invento		16,634	7,722	(8,912)	7,954	
Vacatn, Trans Admin	42,995	93,988	101,602	7,614	104,650	
Vacatn, Scheduling	7,580	6,237	6,956	719	7,165	
Vacatn, Operators	562,066	612,096	569,805	(42,291)	640,506	
Vacatn, Maint Admin	46,483	25,752	29,466	3,714	30,350	
Vacatn, Serv Wrks	26,208	40,525	43,592	3,067	44,899	
Vacatn, Mechanics	82,304	93,609	88,390	(5,219)	116,588	
Vacatn, Bldg Maint	31,821	32,130	31,612	(518)	32,560	
vacatn, Cust Serv	29,943	27,605	29,312	1,707	30,191	
Vacatn, Promotion	5,893		89	89	92	
Vacation, EE Services	19,274	24,547	27,639	3,092	28,468	
Vacatn, Finance	28,979	36,845	39,324	2,479	40,504	
Vacation, Safety & Traini	7,629	6,279	6,902	623	7,109	
Vacation, Information Technolo		21,873	25,183	3,310	25,939	
Vacatn, Gnl Admin	34,741	53,606	57,689	4,082	59,419	
Vacatn, Planning	78,049	38,713	39,820	1,107	41,014	
Vacatn, Procurement & Inventor		20,127	10,811	(9,316)	11,135	
Abs Pay, Trans Admin	1,032	7,768	4,354	(3,413)	4,485	
Abs Pay, Scheduling		515	298	(217)	307	
Abs Pay, Operators	34,362	38,218	97,645	59,427	109,761	
Abs Pay, Maint Admin		2,128	1,263	(865)	1,301	
Abs Pay, Serv Wrks	675	3,349	1,868	(1,481)	1,924	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
Abs Pay, Mechanics	4,368	7,736	8,757	1,021	11,550	
Abs Pay, Bldg Maint		2,655	1,355	(1,301)	1,395	
Abs Pay, Cust Serv		2,281	1,256	(1,025)	1,294	
Abs Pay, Promotion			4	4	4	
Abs Pay, EE Services		2,029	1,185	(844)	1,220	
Abs Pay, Finance	565	3,045	1,685	(1,360)	1,736	
Abs Pay, Information Technolog		1,808	1,079	(728)	1,112	
Abs Pay, Safety & Trainin		519	296	(223)	305	
Abs Pay, Gnl Admin	323	4,430	2,472	(1,958)	2,547	
Abs Pay, Planning	(3,618)	3,199	1,707	(1,493)	1,758	
Abs Pay, Procurement & Invento		1,663	463	(1,200)	477	
Separation Pay		5,000	0	(5,000)	5,000	
<b>Fringe benefits-paid time off Total</b>	<b>2,421,057</b>	<b>2,929,368</b>	<b>2,658,193</b>	<b>(271,176)</b>	<b>2,927,461</b>	<b>-0.1%</b>
<b>Services</b>						
Management Services	38,998	100,000	100,000	0	100,000	
Lobbyist Services	0	0	9,000	9,000	36,000	
Agency Fees/Public Info	50		50	50	50	
In-Service Monitoring		5,000	5,000	0	5,000	
Mobility Services	10,761	25,000	25,000	0	25,000	
Schedules/Graphics	51,327	75,000	75,000	0	60,000	
Promotions	102,080	170,000	155,000	(15,000)	155,000	
Recruitment - Other	3,299	20,000	10,000	(10,000)	20,000	
Legal Fees	564,754	450,000	400,000	(50,000)	450,000	
Financial Services	7,575	12,500	5,000	(7,500)	12,500	
Auditor Fees	56,214	50,000	57,876	7,876	61,000	
Freight In/Out	6,022	7,500	10,000	2,500	11,000	
Commuter Ck Processing Fee	238	3,000	500	(2,500)	500	
PAY+ PERS File Upload Expense	7,649	8,000	8,000	0	8,000	
SpecialPlnng ReimbursableExp	98,875	451,824	100,000	(351,824)	450,000	
HR Applicant Background Checks	13,205	15,000	15,000	0	10,000	
Temporary Help-All-Dept		25,000		(25,000)	25,000	
Temporary Help-Finance			2,000	2,000	0	
SRV-Electric Bus Repair	7,776	75,000	75,000	0	75,000	
SVR, Diffs/Radiators	6,135	30,000	25,000	(5,000)	25,500	
SVR, Trans	3,571	44,000	44,000	0	50,600	
SVR, Upholstry/Glass	5,416	14,000	14,000	0	14,000	
SVR, Mach/Hydril/Tow	10,974	10,000	10,000	0	15,000	
SVR, Engine	7,560	125,000	150,000	25,000	217,500	



<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
SVR, Body	71,015	100,000	100,000	0	125,000	
Emission Control Expense	5,262	85,000	85,000	0	85,000	
Support Veh Maintenance Exp	10,633	12,500	12,500	0	18,000	
IT Supplies/Replacement	5,292	105,000	105,000	0	40,000	
CleverDevice-MaintenanceService	299,326	299,000	299,000	0	299,000	
Office Equip Maint Service	17,693	28,000	25,000	(3,000)	25,000	
Bldg Maint Services	109,749	120,000	120,000	0	120,000	
Landscape Services	86,350	90,500	90,500	0	95,000	
IT Contracts	194,119	200,000	200,000	0	340,000	
Radio Maintenance Service	4,325	12,000	12,000	0	12,000	
Clipper Fees	93,014	110,000	110,000	0	115,000	
Contract Service Cleaning		3,600	3,600	0	3,600	
Waste Removal	21,210	21,000	21,000	0	26,000	
Hazardous Waste Handling	95,213	115,000	115,000	0	115,000	
Fire Monitoring		3,000	5,000	2,000	8,000	
Security Services	120,516	119,000	120,000	1,000	125,000	
Other Services	43,175	30,000	30,000	0	30,000	
<b>Services Total</b>	<b>2,289,120</b>	<b>3,373,880</b>	<b>2,960,182</b>	<b>(413,698)</b>	<b>3,663,150</b>	<b>8.6%</b>
<b>Materials and supplies</b>						
Diesel Fuel	2,180,688	2,200,000	2,400,000	200,000	2,400,000	
Oil & Lubricants	98,208	94,000	95,000	1,000	96,000	
Gasoline	23,877	30,000	30,000	0	30,000	
Electric Trolley PG&E Utility	60,271	90,000	90,000	0	90,000	
Tires & Tubes	198,530	209,000	210,000	1,000	220,000	
Safety Supply		5,000	5,000	0	5,000	
Transport Supplies	10,550	14,000	14,000	0	14,000	
CLIPPER Relief Cards for EE's	675	500	300	(200)	0	
CSS, Soaps	6,058	5,700	6,000	300	6,000	
CSS, Cleaning	12,335	15,000	15,500	500	16,000	
CSS, Safety	22,418	55,000	50,000	(5,000)	48,000	
CSS, Antifreeze	10,986	8,000	8,500	500	8,500	
CSS, Gasses	6,762	8,000	8,500	500	8,500	
Oil Analysis	8,250	8,500	8,500	0	8,500	
Equipment/Garage Supply	47,606	30,000	45,000	15,000	35,000	
Coach Repair Parts	648,575	625,000	625,000	0	625,000	
Shelter/Stop Supply	2,266	8,000	8,000	0	8,000	
Janitorial Supplies	34,698	30,000	35,000	5,000	35,000	
Lighting Supply		4,500	4,500	0	3,500	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
Bldg Repair Supply	78,591	78,000	85,000	7,000	95,000	
Landscape Supply		2,500	2,500	0	3,000	
Tix, Pass, Transfers	723	3,000	1,500	(1,500)	1,500	
Office Supply, Outlets	916	500	0	(500)	0	
Office Supply, PERS	4,231	3,000	4,560	1,560	0	
Office Supply Administration	31,185	24,000	24,000	0	24,000	
Office Supply, Maint	2,283	2,700	4,000	1,300	3,200	
Postage	8,125	9,000	9,000	0	9,000	
Obsolete Parts Write-Off	74,073		50,000	50,000	50,000	
Safety Contingency Plans		3,000	3,000	0	3,000	
Training Supplies	2,477	5,000	5,000	0	5,000	
Contract//Grants Supplies	330	2,000	2,000	0	3,000	
Office Supply-IC	4,502	5,000	5,000	0	5,000	
Shop Inventory Grant Expense		25,000	0	(25,000)	25,000	
Office Equipment		50,000	30,000	(20,000)	30,000	
<b>Materials and supplies Total</b>	<b>3,580,187</b>	<b>3,652,900</b>	<b>3,884,360</b>	<b>231,460</b>	<b>3,913,700</b>	<b>7.1%</b>
<b>Utilities</b>						
Gas and Electric	218,670	215,000	235,000	20,000	235,000	
Phone, Concord Bldg	42,774	48,000	48,288	288	43,000	
Water	34,039	34,000	37,000	3,000	37,000	
Cellular Phone	68,514	85,000	72,052	(12,948)	80,000	
<b>Utilities Total</b>	<b>363,997</b>	<b>382,000</b>	<b>392,340</b>	<b>10,340</b>	<b>395,000</b>	<b>3.4%</b>
<b>Casualty and liability</b>						
Physical Damage	98,379	150,938	100,140	(50,798)	150,000	
Property Premiums	38,490	51,319	48,048	(3,271)	60,000	
Other Premiums	36,220	48,300	39,954	(8,346)	50,000	
Liability Premiums	721,573	863,363	776,148	(87,215)	870,000	
Liability Losses	(395)	211,313	211,314	2	210,000	
<b>Casualty and liability Total</b>	<b>894,268</b>	<b>1,325,231</b>	<b>1,175,604</b>	<b>(149,627)</b>	<b>1,340,000</b>	<b>1.1%</b>
<b>Purchased transportation</b>						
Alamo Creek Shuttle	136,715	150,091	150,000	(91)	160,000	
St. Mary's Shuttle Exp	44,639	47,460	0	(47,460)	0	
Contracted-EOC Special Transports		9,000	5,000	(4,000)	10,000	
<b>Purchased transportation Total</b>	<b>181,353</b>	<b>206,551</b>	<b>155,000</b>	<b>(51,551)</b>	<b>170,000</b>	<b>-17.7%</b>
<b>Miscellaneous</b>						
Business Expense, Trans		500	79	(421)	2,000	
Business Expense, Maint	250		0	0	2,000	
Business Expense,AGM-Admi	80	2,000	100	(1,900)	500	

<b>Account Description</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Estimated Actual</b>	<b>Over (Under) \$ FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>Over (Under) % FY 2024 Budget</b>
Business Expense, Finance	6,120	2,000	2,000	0	500	
Board Travel Expenses	8,112	25,000	25,000	0	25,000	
Staff Travel Expenses	99,465	100,000	100,000	0	110,000	
CTA Annual Dues	16,000	16,500	16,500	0	16,500	
APTA Annual Dues	35,500	35,500	35,000	(500)	36,750	
Other Dues/Memberships	3,750	5,000	7,500	2,500	7,500	
Business Expense ,GM	2,090	3,000	3,000	0	5,000	
Training/Subs, Trans Admi	6,014	20,000	25,000	5,000	25,000	
Training/Subs, Maint Admi			2,000	2,000	50,000	
Training/Subs, AGM Admin	550		0	0	10,000	
Training/Subs, Human Res			7,000	7,000	5,000	
Training/Subs, Finance	85		2,000	2,000	5,000	
Training/Subs, GM	2,233	4,000	1,000	(3,000)	1,000	
Miscellaneous Expenses	1,394	1,500	1,500	0	1,500	
COVID Misc Exp Trans Admin	30,000			0	0	
COVID Misc Exp, Operators	350,000			0	0	
COVID Misc Exp Maint Admin	7,500			0	0	
COVID Misc Exp, Mechanics	67,500			0	0	
COVID Misc Exp Building Maint	10,000			0	0	
COVID Misc Exp Customer Servic	12,500			0	0	
COVID Misc Exp Promotion	2,500			0	0	
COVID Misc Exp EE Services	2,500			0	0	
COVID Misc Exp Finance	7,500			0	0	
COVID Misc Exp General Admin	2,500			0	0	
COVID Misc Exp Planning	7,500			0	0	
Employee Functions-ALL	46,803	45,000	30,000	(15,000)	60,000	
Employee Awards/Pins	1,079	2,000	0	(2,000)	2,000	
EmployeeRetireGifts	265	1,000	1,000	0	1,000	
<b>Miscellaneous Total</b>	<b>729,791</b>	<b>263,000</b>	<b>258,679</b>	<b>(4,321)</b>	<b>366,250</b>	<b>39.3%</b>
<b>Taxes</b>						
Property Tax	8,825	10,000	10,538	538	11,000	
License/Registration	1,618	2,015	3,400	1,385	3,400	
Fuel Storage Tank Fee	11,185	14,000	11,500	(2,500)	13,000	
Use and Other Taxes	5,829	7,000	6,000	(1,000)	7,000	
Sales Tax	313,291	335,000	380,000	45,000	400,000	
<b>Taxes Total</b>	<b>340,748</b>	<b>368,015</b>	<b>411,438</b>	<b>43,423</b>	<b>434,400</b>	<b>18.0%</b>

Account Description	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated Actual	Over (Under) \$ FY 2024 Budget	FY 2025 Proposed Budget	Over (Under) % FY 2024 Budget
<b>Leases and rentals</b>						
Radio Site Lease	38,272	53,500	52,600	(900)	55,000	
Eqpmnt Leases	14,594	15,000	15,000	0	15,000	
<b>Leases and rentals Total</b>	<b>52,866</b>	<b>68,500</b>	<b>67,600</b>	<b>(900)</b>	<b>70,000</b>	<b>2.2%</b>
<b>Contingency</b>						
Contingency Expense		500,000	0	(500,000)	500,000	
<b>Contingency Total</b>		<b>500,000</b>	<b>0</b>	<b>(500,000)</b>	<b>500,000</b>	<b>0.0%</b>
<b>Fixed Route Total</b>	<b>34,065,665</b>	<b>40,208,223</b>	<b>37,905,834</b>	<b>(2,302,389)</b>	<b>42,884,203</b>	<b>6.7%</b>
<b>Paratransit</b>						
<b>Wages</b>						
Wages, Gnl Admin	321,303		0	0		
Wages, Paratransit		319,835	319,332	(503)	339,883	
<b>Wages Total</b>	<b>321,303</b>	<b>319,835</b>	<b>319,332</b>	<b>(503)</b>	<b>339,883</b>	<b>6.3%</b>
<b>Fringe benefits</b>						
FICA, Paratransit	5,333	5,742	5,684	(58)	5,855	
PERS-RET, Paratransit	42,736	59,402	46,014	(13,388)	50,615	
Medical, Paratransit	43,994	61,382	61,382	0	67,520	
Dental, Paratransit	5,271	7,343	7,343	0	8,077	
Life, Paratransit	3,054	3,366	3,366	0	3,703	
SUI, Paratransit	588	1,980	1,282	(699)	1,410	
WC, Paratransit		25,741	25,741	0	28,315	
Sick, Paratransit	10,380	20,137	27,169	7,032	25,743	
Holiday, Paratransit	19,027	19,801	15,527	(4,274)	14,712	
Vacation, Paratransit	14,927	23,959	22,452	(1,507)	21,273	
Abs Pay, Paratransit	5,137	1,980		(1,980)	0	
CafeteriaPlan-Gen Admin	39,593			0	12,030	
<b>Fringe benefits Total</b>	<b>190,040</b>	<b>230,831</b>	<b>215,959</b>	<b>(14,872)</b>	<b>239,253</b>	<b>3.6%</b>
<b>Services</b>						
Promotions			15,000	15,000	15,000	
Legal Fees	29,420	25,000	25,000	0	25,000	
Bank Service Charges		500	0	(500)	0	
Bldg. Maintenance Services	660	1,500	1,500	0	5,000	
Software Maint Services	100,477	70,000	72,275	2,275	100,000	
Radio Maintenance Service	6,669	12,000	12,536	536	10,000	
Travel Training Services	10,448		20,000	20,000	60,000	
Other Services			10,000	10,000	10,000	
<b>Services Total</b>	<b>147,672</b>	<b>109,000</b>	<b>156,311</b>	<b>47,311</b>	<b>225,000</b>	<b>106.4%</b>

Account Description	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated Actual	Over (Under) \$ FY 2024 Budget	FY 2025 Proposed Budget	Over (Under) % FY 2024 Budget
<b>Materials and supplies</b>						
Office Supply, P/T	434	4,000	4,000	0	4,000	
<b>Materials and supplies Total</b>	<b>434</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0.0%</b>
<b>Utilities</b>						
Gas & Electric	21,372	27,000	30,000	3,000	30,000	
Cell Phone-Paratransit	20,972	30,000	27,932	(2,068)	30,000	
<b>Utilities Total</b>	<b>42,344</b>	<b>57,000</b>	<b>57,932</b>	<b>932</b>	<b>60,000</b>	<b>5.3%</b>
<b>Casualty and liability</b>						
Property Premiums	6,792	9,000	7,207	(1,793)	7,928	
Liability Premiums	8,216	9,000	9,314	314	10,245	
<b>Casualty and liability Total</b>	<b>15,008</b>	<b>18,000</b>	<b>16,521</b>	<b>(1,479)</b>	<b>18,173</b>	<b>1.0%</b>
<b>Purchased transp - for partners</b>						
ADA PT - LAVTA Paratransit	1,526,518	1,320,000	1,836,186	516,186	2,005,115	
ADA PT - LAVTA One Seat	46,028	500,000	37,628	(462,372)	41,089	
ADA PT - TriDelta One Seat	248,757		249,017	249,017	271,926	
ADA PT - WestCat One Seat	28,288		38,846	38,846	42,420	
ADA PT - LAVTA One Seat Fuel	5,888	100,000	2,033	(97,967)	2,439	
ADA PT - TriDelta One Seat Fuel	23,511		12,894	12,894	15,473	
ADA PT - WestCat One Seat Fuel	2,997		2,032	2,032	2,438	
<b>Purchased transp - for partners Total</b>	<b>1,881,986</b>	<b>1,920,000</b>	<b>2,178,636</b>	<b>258,636</b>	<b>2,380,900</b>	<b>24.0%</b>
<b>Purchased transportation</b>						
COVID PPE for ParaTransit	1,272		0	0	0	
ADA PT - CCCTA LINK	4,836,708	6,490,000	6,107,973	(382,027)	6,669,907	
ADA PT - BART	6,609		8,264	8,264	9,024	
Other Purchased Trans Expense		1,000	1,000	0	1,000	
Choice in Aging	148,444	300,000	300,000	0	315,000	
Purch Transp - ADS Project				0	400,000	#DIV/0!
ADA PT - CCCTA One Seat	317,301		310,561	310,561	339,133	
ADA PT - CCCTA LINK Fuel	484,630		507,556	507,556	609,068	
ADA PT - BART Fuel	1,353		1,779	1,779	2,135	
ADA PT - CCCTA One Seat Fuel	52,845		19,091	19,091	22,909	
<b>Purchased transportation Total</b>	<b>5,849,163</b>	<b>6,791,000</b>	<b>7,256,225</b>	<b>465,225</b>	<b>8,368,175</b>	<b>23.2%</b>
<b>Miscellaneous</b>						
Training/Subs, Paratransi		10,000	3,000	(7,000)	10,000	
Miscellaneous Exp	5,971	10,000	0	(10,000)	0	
<b>Miscellaneous Total</b>	<b>5,971</b>	<b>20,000</b>	<b>3,000</b>	<b>(17,000)</b>	<b>10,000</b>	<b>-50.0%</b>
<b>Paratransit Total</b>	<b>8,453,921</b>	<b>9,469,667</b>	<b>10,207,916</b>	<b>738,249</b>	<b>11,645,384</b>	<b>23.0%</b>
<b>Grand Total</b>	<b>42,519,586</b>	<b>49,677,889</b>	<b>48,113,750</b>	<b>(1,564,139)</b>	<b>54,529,587</b>	<b>9.8%</b>

**RESOLUTION NO. 2024-022**

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

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**AUTHORIZING FILING APPLICATIONS AND SUPPORTING DOCUMENTS  
WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION  
OF TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE,  
REGIONAL MEASURE 2, AND REGIONAL MEASURE 3 FUNDS FOR FISCAL YEAR 2025**

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 2025 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, SB 595 (Chapter 650, Statutes 2017), commonly referred to as Regional Measure 3 (RM3), identified projects eligible to receive funding under the Regional Measure 3 Expenditure Plan;

WHEREAS, MTC is responsible for funding projects eligible for RM 3 funds, pursuant to Streets and Highways Code Section 30914.7(a) and (c);

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 and RM3 funding;

WHEREAS, allocation requests to MTC must be submitted consistent with procedures and conditions as outlined in RM2 Policy and Procedures and RM3 Policies and Procedures (MTC Resolution No. 4404);

WHEREAS, CCCTA is an eligible sponsor of transportation project(s) in RM2, Regional Traffic Relief Plan funds, and in the RM3 Regional Measure 3 Expenditure Plan;

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 County Connection Bus Replacements Project is eligible for consideration in the Regional Measure 3 Expenditure Plan, as identified in California Streets and Highways Code Section 30914.7(a);

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 Regional Measure 3 allocation request, attached hereto in the Operating Agreement and incorporated herein as though set forth at length, enumerates the project details for which CCCTA is requesting that MTC allocate Regional Measure 3 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 2025.

NOW, THEREFORE, BE IT RESOLVED, by 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 Regional Measure 3 Policies and Procedures; and be it further

RESOLVED, that CCCTA certifies that the projects are 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 updated RM3 Operating Agreement, attached to this resolution; and be it further

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

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

RESOLVED, that CCCTA is an eligible sponsor of projects in the Regional Measure 3 Expenditure Plan, in accordance with California Streets and Highways Code 30914.7(c); 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 Regional Measure 3 funds for the County Connection Bus Replacements Project in accordance with California Streets and Highways Code 30914.7(c); and be it further

RESOLVED, that CCCTA certifies that the projects and purposes for which RM2 and RM3 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 and Regional Measure 3 funds; and be it further

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

RESOLVED, that CCCTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and be it further

RESOLVED, that CCCTA indemnifies and holds harmless MTC, BATA, and their Commissioners, representatives, agents, and employees from 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 and RM3 funds. CCCTA agrees at its own cost, expense, and risk, to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, BATA, and their Commissioners, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 and RM3 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 submit appropriate applications and allocation requests, together with all necessary supporting documents, with the Metropolitan Transportation Commission for allocation of TDA, STA, RM2, and RM3 funds for Fiscal



Year 2025 for the projects, purposes and amounts included in the project application(s) attached to this resolution; 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 and/or Operating Agreement as he deems appropriate; and be it further

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

Regularly passed and adopted this 17th day of April 2024 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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Don Tatzin, Chair, CCCTA Board of Directors

ATTEST:

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Lathina Hill, Clerk of the Board

**To:** Board of Directors

**Date:** 04/10/2024

**From:** John Sanderson, Director of ADA and Specialized Services

**Reviewed by:** *W.C.*

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**SUBJECT: Automated Driving Systems (ADS) Demonstration Project Update**

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**Background:**

In 2019, the Contra Costa Transportation Authority (CCTA) was awarded a \$7.5 Million grant from the Federal Transit Administration (FTA) to be used for the development and demonstration of Automated Driving System (ADS) technology in Contra Costa County. The CCTA program includes three projects: a small autonomous shuttle demonstration in Rossmoor, similar to the recently concluded Bishop Ranch Autonomous Vehicle (AV) project, installation and testing of smart road technology on the I-680 corridor, and a demand-responsive ADS service demonstration in Martinez in cooperation with the Contra Costa Regional Medical Center and County Connection.

**Project Update:**

For the past several months, County Connection staff have been working closely with CCTA and their AV contractor to develop a demonstration program that provides a clear benefit to the public, doesn't compete directly with County Connection's fixed route bus service, and satisfies the FTA's grant requirements. County Connection's contribution to the project will be in-kind services, in the form of Autonomous Vehicle Operator (AVO) labor, which we will supply in partnership with our existing LINK paratransit contractor. Importantly, all LINK paratransit operators are members of the same Amalgamated Transit Union (ATU) local as County Connection's fixed-route bus operators, meaning that the ADS pilot project will be operated with organized labor, represented by a strong local and national organization.

At the present time, the Martinez ADS pilot project will consist of two main operational parts. The first part will help meet an unmet need by transporting Medicare/MediCal patients round-trip from the hospital in Martinez to any one of several different drug stores to fill prescriptions or grocery stores and the food bank to obtain food. Separate funding supports these patients' travel between their homes and the hospital, however there is currently no mechanism to provide dedicated transportation for these patients to fill prescriptions or meet their basic nutritional needs. The second part of the Martinez pilot is expected to provide point to point service, booked in real time through a smartphone app, for the general public between 6:00pm and 10:00pm, Monday through Friday, after most County Connection buses in the area have stopped running.

**Financial Implications:**

County Connection has committed to funding an in-kind contribution to the project in the form of three full-time contracted AVO positions for one year projected to be in the amount of \$400,000 which is included in the proposed FY25 budget. Additional operations personnel, if needed, will be provided by County Connection (through the LINK paratransit contractor), however CCTA will reimburse County Connection for the cost of any extra positions.

**Recommendation:**

None. Information Only.

**Action Requested:**

None. Information Only.

**Attachments:**

None

## **Central Contra Costa Transit Authority Citizens Advisory Committee Report to Board of Directors, April 2024**

The stated purpose of the Central Contra Costa Transit Authority Citizens Advisory Committee (“Advisory Committee”) is to bring feedback to the County Connection Board of Directors reflecting the voices and needs of the communities, riders, and other stakeholders represented by our Advisory Committee members, but as the Board members are aware, we are currently in the process of reexamining how the Advisory Committee can best gather relevant information and effectively transmit it to the Board, which will be the subject of a planned joint meeting/workshop between the Board and the Advisory Committee in May, 2024.

### **March 2024 Advisory Committee Meeting**

The Advisory Committee held its regularly scheduled meeting on March 12, 2024. We achieved a quorum as two of the three current Advisory Committee members attended.

As has been the case in most meetings of the Advisory Committee to date, at the March meeting the Advisory Committee received several informational reports from staff, including an updated ridership report for the fixed route system, a paratransit performance report, and a report on the FY 2025 marketing plan; all reports were for informational purposes and required no committee action. Advisory Committee member Birdwell provided an update regarding her attendance at the last meeting of the Paratransit Coordinating Council, as the Advisory Committee’s representative on that body.

### **Ongoing Advisory Committee Vacancies**

As noted above, the Advisory Committee currently consists of three members, with eight seats vacant. Filling these vacancies would bring our Advisory Committee to a full roster of eleven members, and we respectfully renew our request that the Board help facilitate appointments of members from those jurisdictions with vacancies.

In addition to recruiting new committee members through the traditional channels, at the January meeting the Advisory Committee resolved to send a letter directly from the Advisory Committee to each jurisdiction with a vacant seat, urging an appointment as soon as is feasible. Staff is still gathering input from Advisory Committee members so that we can finalize and send the recruitment letter.

When recruiting new members, we seek specifically to identify candidates who are potential or actual local riders, closely connected with their communities, and who can bring diverse perspectives and experience to the Advisory Committee.

### **Improving Collaboration Between Board and Advisory Committee**

Also as noted above, there is a joint meeting scheduled in May to examine how the Advisory Committee can assume a more impactful role within County Connection governance, and we appreciate the Board's ongoing support and commitment to working collaboratively on this issue. Although it is unknown how many Advisory Committee members will be able to attend the joint meeting, I look forward to a productive session that can establish a sound framework for future collaboration as the Advisory Committee eventually fills out its roster of vacancies.

Our next Advisory Committee meeting is scheduled for May 14, 2024

Respectfully submitted,

Ian McLaughlin, Chair