

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, January 3, 2024
2:00 p.m.

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

The committee may take action on each item on the agenda, even items that are listed as “information only”. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of December 6, 2023*
4. Investment Report as of September 30, 2023*
5. Income Statements for the Three Months Ended September 30, 2023*
6. Update on Procurement of Financial Management Software*
7. Review of Vendor Bills, December 2023**
8. Approval of Legal Services Statement, October 2023 Labor**
9. Next Scheduled Meeting – Wednesday, February 7, 2024
10. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2023/2024 A&F Committee

Laura Hoffmeister-Concord, Renata Sos-Moraga, Sue Noack-Pleasant Hill

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee 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 committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be made available for public inspection by posting them to County Connection's website at www.countyconnection.com. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings 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. 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:	January 18, 9:00 a.m., County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	Wednesday, February 7, 2:00 p.m. County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBA. Location TBD
Marketing, Planning & Legislative:	Thursday, January 11, 8:30 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA
Operations & Scheduling:	Wednesday, January 3, 8:00 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA

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

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

Summary Minutes Administration & Finance Committee

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

Wednesday, December 6, 2022, 2:00 p.m.

Directors: Renata Sos, Sue Noack, Laura Hoffmeister
Staff: Bill Churchill, Amber Johnson, Ashley Green, Paul Sahota
Public: None

Call to Order: Meeting called to order at 2:05 p.m. by Director Sos.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of November 1, 2023

The Committee approved the minutes.

4. Fiscal Year 2023 Financial Report and Audited Financial Statements

Ms. Johnson introduced Ashley Green, the Brown Armstrong partner in charge of the FY 2023 audit. Ms. Green reported that the auditor's opinion on the Authority's financial statements is unmodified, which is the highest opinion that an entity can obtain under government auditing standards, and that the statements were fairly presented in all material aspects. Ms. Green explained that there was one material weakness finding in relation to the preparation of the Schedule of Expenditures of Federal Awards (SEFA), but that this matter did not rise to the level of a significant deficiency or instance of noncompliance. Ms. Green also reported that there were no instances of noncompliance noted in the report on State Compliance. She further reported that the auditors are required to relay certain elements of communication to the Board of Directors, specifically any significant difficulties encountered during the audit, and/or any disagreements with management, of which there were none. She also reported the results of the additional agreed-upon procedures related to certain revenue allocations and certain expenditure types. Ms. Green thanked County Connection's financial staff for their work on the audit.

Each member of the Committee recommended to the Board that the FY 2023 audit report be recommended to the full Board of Directors for approval.

5. Review of Vendor Bills, November 2023

The Committee reviewed the vendor bills for November 2023.

6. Approval of Legal Services Statement, September and October 2023 General, August and September 2023 Labor

The Committee approved the legal services statement, September and October 2023 General, August and September 2023 Labor

7. Next Scheduled Meeting

The next meeting was scheduled for January 3rd at 2:00 p.m.

8. Adjournment

The meeting was adjourned at 2:35 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer

INTER OFFICE MEMO

To: Administration and Finance Committee

Date: 12/27/2023

From: Bill Churchill, General Manager *WC.*

SUBJECT: Investment Report as of September 30, 2023

Background:

This report is provided as required by the Authority's investment policy. Current investments are consistent with the investment policy and are allowable under current California law. Investments are selected to meet the priority principles of the policy: safety, liquidity, and yield.

Current Investment Policy:

The format of this report has been updated this quarter to better align with the reporting requirements of the current investment policy, which is included as Attachment 1. Upon recent review of this policy, it was noted by staff that the policy should be reviewed by the Board annually. Staff are in the process of drafting an updated policy and will bring this to the Committee for review in the coming months.

Investment Report:

The total cash and investments held by the Authority as of September 30, 2023 is \$36,929,741 as follows:

Type of Investment	Issuer	Date of Maturity	Par Amount	Market Value
Cash – Cash on hand	N/A	October 1, 2023	\$2,910,429	\$2,910,429
Cash – Held in LAIF	N/A	October 1, 2023	\$34,019,312	\$34,019,312
Total				

A detailed report of all cash and investments held in each individual bank account as of this date is included as Attachment 2.

It is noted that the funds held in the Authority's 115 Trust for Pensions and OPEB are outside of this policy and thereby not included in this report. Greater flexibility of the investment of 115 funds is permitted by California law under the condition that these funds are irrevocably committed to provide pension or OPEB benefits.

It is hereby affirmed that the Authority has the ability to meet its pool's expenditure requirements (cash flow) for the next six months.

Financial Implications:

No direct financial implication results from this report. However, adherence to the Authority's investment policy helps to ensure the Authority remains in strong financial health.

Recommendation:

None, information only.

Action Requested:

None, information only.

Attachments:

Attachment 1: CCCTA Investment Policy, reaffirmed at September 12, 2012

Attachment 2: CCCTA Bank Cash and Investment Accounts as of September 30, 2023

SUBJECT: Statement of Investment Policy

PURPOSE: This Statement provides guidelines for the prudent investment and cash management of the Authority's funds.

OBJECTIVE: The Authority's cash management system is designed to monitor and forecast accurately expenditures and revenues, thus enabling the Authority to invest funds to the fullest extent possible. The Authority's primary objective is to safeguard the principal of the funds; the second objective is to meet the liquidity needs of the Authority; and the third objective is to achieve a return on the invested funds.

POLICY: This policy shall apply to all public funds held by the Authority. At all times, the Authority shall invest its funds in accordance with the rules and restrictions established by the laws of the State of California (Government Code Section 53600 *et. seq.*). The Authority shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing including, but not limited to, the general economic conclusions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (California Government Code Section 53600.3)

The General Manager of the Authority shall serve as the Authority's trustee for purposes of placing investments pursuant to this Policy. The Policy shall be reviewed annually by the Authority's Board of Directors at a public meeting. [California Government Code Section 53646(a)]

1. Criteria for Selecting Investments. Criteria for selecting investments and the order of priority are:
 - a. Safety. The safety risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The Authority shall operate only in those investments that are allowable under Section 6 below.
 - b. Liquidity. An adequate percentage of the portfolio should be maintained in liquid, short-term investments, which can be converted to cash if necessary to meet disbursement requirements. A short-term investment is defined as any investment, which matures within a one-year period.
 - c. Yield. Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
2. Delivery of Securities. Securities shall be delivered by book entry, physical delivery, or by third-party custodial agreement. (California Government Code Section 53601)
3. Diversification. The portfolio should consist of a mix of authorized types of investments described in this Policy. As a general rule, long-term maturities should not represent a significant percentage of the total portfolio, as the principal risk involved can outweigh the potential for higher earnings. With the exception of investments in the California State Local Agency Investment Fund, no more than fifty percent (50%) of the Authority's portfolio shall be deposited or invested in a single security type or with a single financial institution.

4. Terms of Investments. No investment shall be made in a security with a term remaining to maturity in excess of five years. (California Government Code Section 53601)
5. Deposit of Funds. All money belonging to or in the custody of the Authority, including money paid to the Authority to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by California Government Code Section 53630); unless otherwise invested pursuant to Sections 6 and 7 of this Policy.

Pursuant to California Government Code Sections 53635, 53637 and 53638, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

Pursuant to California Government Code Section 53638, the maximum deposit shall not exceed the shareholder's equity in any depository bank; to the total net worth of any depository savings association; or the total or unimpaired capital and surplus of any credit union or industrial loan company.

6. Allowable Investment Instruments. With prior Board approval, the Authority may invest in any of the investment instruments authorized by the California Government Code, subject to any conditions set forth in the California Government Code. Without prior Board approval, the General Manager shall limit the investment instruments utilized to the following:
 - a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Negotiable certificates of deposit issued by a nationally or state-chartered bank of a state or federal association (as defined by California Financial Code Section 5102) or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed thirty percent (30%) of the Authority's surplus funds to be invested. The maximum investment in a certificate of deposit shall not exceed the shareholder's equity in any depository bank; the total net worth of any depository savings association; or the total or unimpaired capital and surplus of any credit union or industrial loan company.
7. Local Agency Investment Fund. In addition to the investment instruments set forth in Section 6, the General Manager may invest Authority funds in the Local Agency Investment Fund pursuant to California Government Code Section 16429.1.
8. Prohibited Investments. The Authority shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. The Authority shall not invest any funds in any security that could result in zero interest accrual if held to maturity. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in California Government Code Section 53601.6.

REPORTING: At least quarterly, the General Manager shall submit an investment report to the Board of Directors within thirty (30) days of the end of the quarter. The report shall include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments, and money held by the Authority;
2. Description of any of the Authority's funds, investments, or programs that are under the management of contracted parties, including lending programs;
3. For all securities held by the Authority or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund, a current market value as of the date of the report and the source of this valuation;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
5. Statement that the Authority has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

If the Authority places all of its investments in the Local Agency Investment Fund, Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association or county investment pool (or any combination of these three), the General Manager can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing Items 4 and 5 above. [California Government Code Section 53646(b)-(e)]

DATE OF ADOPTION: August 21, 1997

DATE OF REVISION:: September 16, 1999M
September 17, 2009, pursuant to Resolution No. 2010-007

Date OF REAFFIRMATION: September 20, 2012, pursuant to Resolution No. 2013-009

RESOLUTION NO. 2013-009

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

* * *

**APPROVES THE STATEMENT OF INVESTMENT POLICY
AND REAUTHORIZES THE DELEGATION OF INVESTMENT AUTHORITY
TO THE GENERAL MANAGER**

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

WHEREAS, pursuant to California Government Code Section 53646, the Authority is required to adopt a Statement of Investment Policy; and

WHEREAS, pursuant to Resolution No. 2010-007, dated September 17, 2009, the Authority reviewed and approved the Statement of Investment Policy; and

WHEREAS, the Board of Directors has completed a review of the Statement of Investment Policy.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority approves the Statement of Investment Policy in accordance with California Government Code Section 53646 and reauthorizes the delegation of investment authority to the General Manager until September 30, 2015.


Regularly passed and adopted this 20th day of September 2012 by the following vote.

AYES: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Manning, Schroder, Simmons, Weir and Worth

NOES: None

ABSTAIN: None

ABSENT: Director Storer



Erling Horn, Chair, Board of Directors

ATTEST:



Janet Madrigal, Clerk to the Board

CCCTA

BANK CASH AND INVESTMENT ACCOUNTS AS OF SEPTEMBER 30, 2023 (*ROUNDED OFF TO NEAREST \$*)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				MAR 2023	JUN 2023	SEP 2023	SEP 2023
FIXED ROUTE							
U.S. BANK	274-00-26650	CHECKING	AP GENERAL	\$ 1,214,535	\$ 332,825	\$ 425,452	\$ 425,452
U.S. BANK	274-00-26693	CHECKING	PAYROLL	\$ 69,680	\$ 39,051	\$ -	\$ -
U.S. BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 167,403	\$ 403,535	\$ -	\$ -
U.S. BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 58,348	\$ 32,983	\$ -	\$ -
U.S. BANK	274-00-26685	CHECKING	PASS SALES	\$ 5,025	\$ -	\$ -	\$ -
U.S. BANK	274-00-26707	CHECKING	CLIPPER CARDS	\$ 5,135	\$ 5,135	\$ -	\$ -
BMO HARRIS	2087682	CHECKING	AP GENERAL	\$ -	\$ 1,722,372	\$ 663,638	\$ 510,308
BMO HARRIS	2088565	CHECKING	PAYROLL	\$ -	\$ 47,876	\$ 61,899	\$ 60,890
BMO HARRIS	2087807	CHECKING	CAPITAL PURCHASES	\$ -	\$ 125,197	\$ 100,000	\$ 100,000
BMO HARRIS	2088706	CHECKING	WORKERS' COMP - CORVEL	\$ -	\$ -	\$ 61,337	\$ 49,664
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
TOTAL				\$ 1,520,151	\$ 2,708,999	\$ 1,312,351	\$ 1,146,339
PARATRANSIT							
U.S. BANK	274-00-26669	CHECKING	AP GENERAL	\$ 119,090	\$ 180,777	\$ -	\$ -
BMO HARRIS	2088425	CHECKING	AP GENERAL	\$ -	\$ 283,760	\$ 1,598,078	\$ 145,105
TOTAL				\$ 119,090	\$ 464,537	\$ 1,598,078	\$ 145,105
LAIF FUND							
<i>Effective Yield:</i>				2.74%	3.17%	3.59%	
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 19,795,402	\$ 15,311,666	\$ 31,114,232	\$ 31,114,232
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 53,857	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ -	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Rolling Stock II	\$ 1,853,833	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley II	\$ -	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak V	\$ 203,328	\$ 54,739	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak VI			\$ 508,416	\$ 508,416
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument IV (Routes 11/14/16)	\$ 461,169	\$ 227,429	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument V (Routes 11/14/16)			\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 863,153	\$ 864,432	\$ 794,939	\$ 794,939
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,578,554	\$ 1,589,193	\$ 1,601,725	\$ 1,601,725
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End		\$ (273,809)		
TOTAL				\$ 24,809,296	\$ 17,773,650	\$ 34,019,312	\$ 34,019,312
CCCTA EMPLOYEE							
U.S. BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 14,219	\$ -	\$ -	\$ -
U.S. BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ -	\$ -	\$ -
TOTAL				\$ 14,727	\$ -	\$ -	\$ -
12/27/2023				\$ 26,463,264	\$ 20,947,186	\$ 36,929,741	\$ 35,310,756

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

County Connection

INTER OFFICE MEMO

To: Administration & Finance Committee

Date: 12/28/2023

From: Amber Johnson, Chief Financial Officer

Reviewed by: WC.

SUBJECT: Income Statements for the Three Months Ended September 30, 2023

Background:

The quarterly income statement report is an opportunity for the Committee to review the Authority's financial status and to provide fiscal and operational accountability.

Summary:

The unaudited County Connection Income Statements for the first quarter of Fiscal Year (FY) 2024 are presented for review. Actual revenues and expenses are presented as compared to the adopted budget. The combined expenses of Fixed Route and Paratransit for the period were \$10.5 million (*Schedule 1*), which represents 21% of the budget of \$49.7 million.

Fixed Route:

Overall Fixed Route revenues and expenses are presented on *Schedule 2*. Expenses for the period were \$8 million, representing 20% of the total budget. Since Transportation Development Act (TDA) revenue is utilized as needed, revenues are always equivalent to expenses.

The primary driver of the expense budget is salaries and wages. Actual expenditures on salaries and wages utilized 21.2% of the annual budget. *Schedule 4* provides additional details of various components specific to operator wages only. All other Fixed Route expenditures are tracking as expected at this point in the year.

Paratransit:

Paratransit revenues and expenses are presented on *Schedule 3*. Expenses for the period were \$2.4 million, representing 25.6% of the total budget. TDA revenue is also utilized as needed for Paratransit expenses, resulting in revenues that are equivalent to expenses.

Purchased transportation expenses are the primary driver of the paratransit budget. Actual expenditures on purchased transportation for the Authority's paratransit service has utilized 25.7% of the budget. Purchased transportation expenses related to paratransit services operated on behalf of our partners have been budgeted to a separate line, and these expenditures have utilized 28.1% of the budget. It is important to note that these expenditures will be completely reimbursed by our partners, so any budget overage on this line is not a cause for concern.

Statistics:

Schedule 5 provides select statistical information for FY 2024 as compared to this same period in FY 2023 and FY 2022.

In the first quarter of FY 2022, the fixed route farebox recovery ratio was 4.5%, and the cost of service per passenger was \$16.24. This improved to a farebox recovery ratio of 10.9% and cost per passenger of \$14.26 in FY 2023 as ridership improved post-pandemic. In the most recent Q1 of FY 2024, the farebox recovery ratio declined slightly over the prior year to 9.9%, primarily due to less BART bus bridge work (and related “special fare” revenue) in the current year as compared to last year. The cost per passenger, however, continued to improve to \$12.90 per passenger.

Paratransit has also experienced recovery at the farebox, and in the cost per passenger. The farebox recovery ratio of 1.3% in FY 2022 improved to 6.4% in FY 2023 and remained steady at 6.1% in FY 2024. The cost of service per passenger of \$92.91 in FY 2022 has incrementally decreased to \$89.10 in FY 2023 and \$83.38 in FY 2024.

Financial Implications:

There are no financial implications associated with this report.

Recommendation:

Staff recommends that the A&F Committee review the report for approval.

Action Requested:

Staff requests that the A&F Committee accept the report and provide the update to the Board.

Attachments:

Attachment 1: CCCTA Income Statements for FY2024 Q1 (Schedules 1 through 5)

Schedule 1-Combined Fixed Route & Paratransit

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Combined Fixed Route and Paratransit Income Statement
FY 2024 Year to Date - Comparison of Actual vs. Budget
For the Three Months Ended September 30, 2023

	Actual	Total Budget	Variance	% Budget
Revenues				
Passenger fares	688,229	2,331,000	(1,642,771)	29.5%
Special fares	234,677	586,014	(351,337)	40.0%
Total Fare Revenue	922,906	2,917,014	(1,994,108)	31.6%
Advertising	56,250	340,000	(283,750)	16.5%
Other revenue	596,626	131,200	465,426	454.7%
Federal operating	479,759	5,888,000	(5,408,241)	8.1%
TDA earned revenue	7,603,423	21,757,021	(14,153,598)	34.9%
STA revenue	-	7,316,145	(7,316,145)	0.0%
Measure J	13,084	7,480,709	(7,467,625)	0.2%
Fees from LAVTA and One Seat partners	534,063	1,900,000	(1,365,937)	28.1%
Other operating assistance	285,253	1,947,800	(1,662,547)	14.6%
Total Other Revenue	9,568,459	46,760,875	(37,192,417)	20.5%
Total Revenue	10,491,365	49,677,889	(39,186,524)	21.1%
Expenses				
Wages	3,850,795	16,845,204	(12,994,409)	22.9%
Fringe Benefits	2,616,510	13,773,608	(11,157,098)	19.0%
Total Wages and benefits	6,467,306	30,618,812	(24,151,506)	21.1%
Services	354,695	3,482,880	(3,128,185)	10.2%
Materials & Supplies	846,729	3,656,900	(2,810,171)	23.2%
Utilities	84,395	439,000	(354,605)	19.2%
Insurance	293,829	1,343,231	(1,049,402)	21.9%
Taxes	70,054	368,015	(297,961)	19.0%
Leases and Rentals	18,125	68,500	(50,375)	26.5%
Miscellaneous	37,101	283,000	(245,899)	13.1%
Purchased Transportation	1,779,694	6,997,551	(5,217,857)	25.4%
Purchased Transportation - for partners	539,438	1,920,000	(1,380,562)	28.1%
Operations Expenses	4,024,061	18,559,077	(14,535,017)	21.7%
Contingency	-	500,000	(500,000)	0.0%
Total Expenses	10,491,365	49,677,889	(39,186,524)	21.1%
Net Income (Loss)	-	-		

Schedule 2-Fixed Route

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Fixed Route Income Statement
FY 2024 Year to Date - Comparison of Actual vs. Budget
For the Three Months Ended September 30, 2023

	Actual	Total Budget	Variance	% Budget
Revenues				
Fare revenue	565,486	1,961,000	(1,395,514)	28.8%
Special service revenue	234,677	586,014	(351,337)	40.0%
Total Fare Revenue	800,163	2,547,014	(1,746,851)	31.4%
Advertising revenue	56,250	340,000	(283,750)	16.5%
Non-Operating rev	596,626	131,200	465,426	454.7%
STA Population and Revenue	-	6,275,000	(6,275,000)	0.0%
Measure J	-	5,708,451	(5,708,451)	0.0%
TDA 4.0	6,367,823	19,420,757	(13,052,935)	32.8%
Federal Operating Funds	20,000	4,088,000	(4,068,000)	0.5%
Low Carbon Transit Ops Prog	158,715	600,000	(441,285)	26.5%
BART Express Funds	-	640,531	(640,531)	0.0%
Other State Grants	-	134,731	(134,731)	0.0%
Dougherty Valley Dev Fees	69,637	200,000	(130,363)	34.8%
Other Local Grants/Contributions	1,221	5,000	(3,779)	24.4%
RM 2/Other- Express	-	117,538	(117,538)	0.0%
Total Other Revenue	7,270,272	37,661,208	(30,390,937)	19.3%
Total Revenue	8,070,435	40,208,222	(32,137,788)	20.1%
Expenses				
Wages	3,780,833	16,525,369	(12,744,536)	22.9%
Fringe benefits	2,587,951	13,542,777	(10,954,825)	19.1%
Total Wages and benefits	6,368,784	30,068,145	(23,699,361)	21.2%
Services	328,752	3,373,880	(3,045,128)	9.7%
Materials and supplies	845,554	3,652,900	(2,807,346)	23.1%
Utilities	73,680	382,000	(308,320)	19.3%
Casualty and liability	293,829	1,325,231	(1,031,402)	22.2%
Taxes	70,054	368,015	(297,961)	19.0%
Leases and rentals	18,125	68,500	(50,375)	26.5%
Miscellaneous	37,101	263,000	(225,899)	14.1%
Purchased transportation	34,556	206,551	(171,996)	16.7%
Total Other Expenses (non-wages)	1,701,651	9,640,077	(7,938,426)	17.7%
Contingency	-	500,000	(500,000)	0.0%
Total Expenses	8,070,435	40,208,223	(32,137,787)	20.1%
Net Income (Loss)	-	-	-	

Schedule 3- Paratransit

CENTRAL CONTRA COSTA TRANSIT AUTHORITY**Paratransit Income Statement****FY 2024 Year to Date - Comparison of Actual vs. Budget*****For the Three Months Ended September 30, 2023***

	Actual	Total Budget	Variance	% Budget
Revenues				
Fare revenue	115,254	350,000	(234,746)	32.9%
Fare revenue - LAVTA	7,489	20,000	(12,511)	37.4%
Total Fare Revenue	122,743	370,000	(247,257)	33.2%
Special service - One Seat Ride	87,674	600,000	(512,326)	14.6%
LAVTA Fees	446,389	1,300,000	(853,611)	34.3%
FTA Section 5307	459,759	1,800,000	(1,340,241)	25.5%
TDA 4.5	194,586	1,161,778	(967,192)	16.7%
TDA 4.0	1,041,014	1,174,486	(133,472)	88.6%
Measure J	13,084	1,772,258	(1,759,174)	0.7%
STA Paratransit & Rev based	-	1,041,145	(1,041,145)	0.0%
BART ADA Service/Other	55,681	250,000	(194,319)	22.3%
Total Other Revenue	2,298,187	9,099,667	(6,801,480)	25.3%
Total Revenue	2,420,930	9,469,667	(7,048,736)	25.6%
Expenses				
Wages	69,962	319,835	(249,873)	21.9%
Fringe benefits	28,559	230,831	(202,272)	12.4%
Total Wages and benefits	98,521	550,667	(452,145)	17.9%
Services	25,943	109,000	(83,057)	23.8%
Materials and supplies	1,175	4,000	(2,825)	29.4%
Utilities	10,715	57,000	(46,285)	18.8%
Liability	-	18,000	(18,000)	0.0%
Miscellaneous	-	20,000	(20,000)	0.0%
Purchased transportation	1,745,138	6,791,000	(5,045,862)	25.7%
Purchased transp - for partners	539,438	1,920,000	(1,380,562)	28.1%
Total Other Expenses (non-wages)	2,322,409	8,919,000	(6,596,591)	26.0%
Total Expenses	2,420,931	9,469,667	(7,048,736)	25.6%
Net Income (Loss)	-	-	-	

Schedule 4- Operator Wages

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Breakdown of Operator Wages
For the Three Months Ended September 30, 2023

	Amount	% of Total Operator Wages
Platform/report/turn in	1,795,840	85.6%
Guarantees	67,539	3.2%
Overtime	83,739	4.0%
Spread	32,980	1.6%
Protection	73,694	3.5%
Travel	2,659	0.1%
Training	34,975	1.7%
Other Misc	6,930	0.3%
	<hr/> 2,098,356	

Schedule 5 - Statistics

CENTRAL CONTRA COSTA TRANSIT AUTHORITY**FY 2024 Year to Date - Statistical Comparisons*****FY 2024 Year to Date - Comparison of Actual vs. Budget***

	Actual FY 2024 through Q1	Actual FY 2023 through Q1	Variance FY 2024 to FY 2023	Actual FY 2022 through Q1	Variance FY 2024 to FY 2022
Fixed Route					
Fares	\$ 565,486	\$ 584,395	-3.2%	\$ 195,793	188.8%
Special Fares	234,677	267,405	-12.2%	121,223	93.6%
Total Fares	\$ 800,163	\$ 851,800	-6.1%	\$ 317,016	152.4%
Farebox recovery ratio	9.9%	10.9%	-9.0%	4.5%	121.6%
Operating Exp (Less leases)	\$ 8,070,435	\$ 7,821,766	3.2%	\$ 7,084,108	13.9%
Revenue Hours	46,513	46,557	-0.1%	46,811	-0.6%
Cost per Rev Hour	\$ 173.51	\$ 168.00	3.3%	\$ 151.33	14.7%
Passengers	625,766	548,437	14.1%	436,229	43.4%
Cost per Passenger	\$ 12.90	\$ 14.26	-9.6%	\$ 16.24	-20.6%
Passengers per Rev Hr	13.45	11.78	14.2%	9.32	44.4%
Paratransit					
Fares	\$ 115,254	\$ 102,323	12.6%	\$ 18,185	533.8%
Farebox recovery ratio	6.1%	6.4%	-4.4%	1.3%	377.5%
Operating Exp (Less Partners)	\$ 1,881,493	\$ 1,596,239	17.9%	\$ 1,417,672	32.7%
Revenue Hours	16,237	11,462	41.7%	8,285	96.0%
Cost per Rev Hour	\$ 115.88	\$ 139.26	-16.8%	\$ 171.11	-32.3%
Passengers	22,564	17,916	25.9%	15,259	47.9%
Cost per Passenger	\$ 83.38	\$ 89.10	-6.4%	\$ 92.91	-10.2%
Passengers per Rev Hr	1.39	1.56	-12.5%	1.84	-24.5%

INTER OFFICE MEMO

To: Administration & Finance Committee

Date: 12/27/2023

From: Amber Johnson, Chief Financial Officer

Reviewed by: WC.

SUBJECT: Update on Procurement of Financial Management Software

Background:

The Authority currently uses an accounting software system called PowerUp. This software was originally developed by an individual in the 1970's and has been updated and maintained by this same individual over the decades of its use at the Authority. PowerUp has limited functionality, resulting in finance processes that involve a significant amount of manual review and data entry. Since about 2017, Staff have been discussing replacement of this software, but due to various circumstances, the project was never fully launched.

Procurement Update:

As previously reported to the Committee by verbal update, staff again began searching in earnest for replacement accounting software in October 2023. Staff began the search by reviewing the software packages previously prioritized by the former Chief Financial Officer, Erick Cheung. In addition, staff reached out to colleagues and peer agencies to learn what software others are using and conducted internet research.

During the months of October to December 2023, staff spoke with seven (7) software companies, attended product demonstrations, and received informal price quotations. The price quotations received were for a three-year software commitment, including implementation costs. The quotes received ranged from \$18,143 to \$362,203, and the functionality of the various software packages varied greatly.

The Authority's procurement manual dictates that any procurement greater than \$100,000 must be conducted by a formal Request for Proposals (RFP) process. Although staff did receive some quotes that were under this threshold, after consultation with the Authority's legal counsel, it was determined that the best course of action for this procurement was to conduct a formal RFP. The primary advantage to following a formal RFP process is the ability of staff to view each software package side-by-side in a standardized review format, allowing for careful analysis of the software functionality, so that a selection that best meets the needs of the Authority at a competitive price point can be determined.

Staff published an RFP for Financial Management Software on December 22, 2023. The estimated timeline of the procurement is as follows:

Date	Project Milestone
December 22, 2023	RFP released
January 3, 2023	Vendor questions due by 5:00 PM local time (PST)
January 8, 2024	Authority response to vendor questions posted by 5:00 PM local time (PST)
January 15, 2024	VENDOR PROPOSALS DUE BY 5:00 PM LOCAL TIME (PST)
January 22 – 26, 2024	Vendor demonstrations (if any)
February 7, 2024	Staff recommendation to Administration and Finance Committee
February 15, 2024	Contract awarded by Board of Directors
February 19, 2024	Implementation begins
July 1, 2024	Software to go live

As outlined above, vendor proposals are due on January 15, 2024, and staff anticipates bringing a recommendation to the Committee at its February meeting. The final authority to procure the software will be requested at the February Board of Directors meeting.

Financial Implications:

No direct financial implication results from this report.

Recommendation:

None, information only.

Action Requested:

None, information only.

Attachments:

None.