

MEETING NOTICE & AGENDA
ADMINISTRATION & FINANCE COMMITTEE
100 Gregory Lane
Pleasant Hill, CA 94523
Small Committee Room
Tuesday, December 7, 2010
9:30 a.m.

Please Note Time Change

The Committee may take action on any item on the agenda.

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| 1. Adoption of Agenda | (Action) |
| 2. Public Communication | |
| 3. Summary Minutes of November 5, 2010 A&F Committee Meetings* | (Review/Action) |
| 4. Closed Session:
Conference with Labor Negotiator (pursuant to Government Code Section 5495.6)
Designated Negotiator: Pat Glenn, Esq.
Amalgamated Transit Union, Local 1605 | |
| 5. Report on Public Hearing for change in Express Bus Fares* | (Review/Action) |
| 6. Investment Policy – Quarterly Reporting Requirement* | (Review) |
| 7. Legal Services Statement, September 2010** | (Review/Action) |
| 8. Review of Vendor Bills, November 2010** | (Review) |
| 9. Adjournment | |

*Enclosure

A&F Committee Members

**Enclosure for Committee Members

Al Dessayer, Gregg Manning, and Laura Hoffmeister

General Information

Public Comment: Each person wishing to address the A&F Committee is requested to advise the Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Chair. A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Committee. Each individual will be allotted three minutes, which may be extended at the discretion of the Committee Chair.

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.CCCTA.org.

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

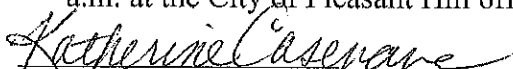
The agenda is posted on CCCTA's Website (www.CCCTA.org) and at the following location:
CCCTA Administrative Offices, 2477 Arnold Industrial Way, Concord

Administration and Finance Committee
Summary Minutes
November 5, 2010

The meeting was called to order at 8:00 a.m. at the City of Walnut Creek offices.
Those in attendance were:

Director Al Dessayer
Director Gregg Manning
Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Transportation Bill Churchill
Director of Planning and Marketing Anne Muzzini
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of October 7, 2010- Approved.
4. Closed Session- Conference with Labor Negotiator- (Pursuant to Government code Section 54957.6)-
The committee reported that direction was given to the labor negotiator Pat Glenn but no decisions were made.
5. Restructuring Advisory Committees- Director Muzzini reported that it has been difficult to fill all of the places on the two advisory committees- the Citizens Action Committee and the Accessible Service Committee- and that there is substantial amount of staff time involved in preparing for the monthly meetings. One proposal is to combine the two committees and have them meet every other month. The A&F Committee recommended this at the October Board meeting but the citizens committee members objected to this recommendation and suggested that each committee remain separate but meet every other month rather than once a month. The A&F Committee requested that Director Muzzini discuss options with the two committees before bringing back to the Board.
6. Express Bus Fares- Director Muzzini reported that even though the Express bus fare for a single ride is \$2.25 vs. the base fare of \$2.00 on other routes, most of the passengers riding the Express routes use either monthly passes or punch passes at a discounted fare. Because the funding source for the Express routes requires a higher fare box ratio, allowing a discounted fare has jeopardized continued funding of these routes. Muzzini requests that the committee approve conducting a public hearing allowing for an additional 25 cents to be collected from passengers using passes. Approved.
7. FY 2010 Financial Statement- Director Casenave reported that the audit field work had been completed and no additional adjustments will be made. The FY 2010 expenses were 6.3% under budget, with fringe benefits, services, materials, and special trip services being significantly under budget
8. Legal Services Statement, August 2010- Approved.
9. Review of Vendor Bills, October 2010- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, December 7, at 9:30 a.m. at the City of Pleasant Hill offices.


Katherine Casenave, Director of Finance

The County Connection

Inter Office Memo

To: Administration and Finance Committee
From: Anne Muzzini, Director of Planning and Marketing

Date: December 2, 2010
Reviewed By:

AM

SUBJECT: Express Bus Fares

SUMMARY OF ISSUES:

The current fare structure identifies a base fare of \$2.00 and an express bus fare of \$2.25 and was adopted in March of 2009. Currently the monthly pass, the 12 ride punch and the senior 20 ride punch are all accepted as payment methods on an express bus even though they are priced for base fare payment.

The result of this practice is that most of the fares paid on express buses are discounted base fares resulting in an average fare per passenger of \$1.21. Because of the need to meet a higher farebox ratio on the 98X, and because the Express Bus fare of \$2.25 is not being implemented to the full extent possible, staff recommended the following change in collection method to the Committee.

Require passengers paying with monthly passes and punch passes to add \$0.25 to the farebox when riding express bus routes

The Committee supported the recommendation and staff conducted a public hearing on December 1st at which no public showed up. Notice was also posted on the website and there were two comments; "sounds like a good idea" and "you should lower all fares to \$1.25".

RECOMMENDATIONS:

Approve staff recommendation to require passengers paying with monthly passes and punch passes to add \$0.25 to the farebox when riding express bus routes.

FINANCIAL IMPLICATIONS:

The impact of the first option would be to increase the average fare to \$1.28/passenger which is calculated to increase the express bus fare revenues by approximately \$24,000 a year.

ATTACHMENT:

Analysis of the 98X ridership by fare type for September and analysis of the impact on total express bus fare revenues annually.

September 98X Fare Payment

	12 Ride Punch	Commuter Cash	Senior Cash	Bus Transfer	Free	Bart Transfer	Monthly Pass	Commuter Card	Senior 20 Ride Punch	Bart Plus	Senior Bart Transfer	Bishop Ranch Pass	Total	Average Fare/Pass
Passengers	749	2,493	456	2,132	225	684	636	55	324	131	17	111	8,013	
Fare Value	\$1.67	\$2.25	\$1.00	0	0	\$1.00	\$1.50	\$2.00	\$0.75	\$1.47	\$0.50	\$1.75		
Total Fares	\$1,248	\$5,609	\$456	\$0	\$0	\$684	\$955	\$110	\$243	\$193	\$9	\$194	\$9,700	\$1.21
If: \$0.25 More	\$1.92	\$2.25	\$1.25	\$0.00	\$0.00	\$1.00	\$1.75	\$2.25	\$1.00	\$1.72	\$0.50	\$1.75		
Total Fares	\$1,436	\$5,609	\$570	\$0	\$0	\$684	\$1,114	\$124	\$324	\$226	\$9	\$194	\$10,288	\$1.28

Express Bus Ridership

September

91X	848
92X	3,111
93X	3,889
95X	2,524
96X	8,267
97X	1,571
98X	8,078
	28,288

Annual 339,456

If \$1.21 \$ 410,742

If \$1.28 \$ 434,504

The County Connection

Inter Office Memo

TO: A&F Committee

DATE: December 1, 2010

FROM: Rick Ramacier
General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending September 31, 2010.

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

CCCTA

BANK CASH AND INVESTMENT ACCOUNTS


ROUNDED OFF TO NEAREST \$)

investment.xls.

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FINANCIAL INST	C	TYPE	PURPOSE	PER BANK JUNE 2010	PER BANK SEPT2010	PER BOOK SEPT2010
FIXED ROUTE						
First Republic Bank		CHECKING	A/P General Account-Fixed Route	\$ 645,752	\$ 307,397	\$ 108,728
First Republic Bank		CHECKING	PAYROLL	\$ 50,699	\$ 15,737	\$ 16,813
First Republic Bank		CHECKING	CAPITAL PURCHASES	\$ 1,159,112	\$ 600,290	\$ 579,309
First Republic Bank		CHECKING	WORKER'S COMP-CORVEL	\$ 83,071	\$ 42,669	\$ 16,625
First Republic Bank		CHECKING	PASS SALES	\$ 12,707	\$ 66,044	\$ 66,044
First Republic Bank		Money Market	Prop-1B Safety & Security	\$ 119,620	\$ 119,724	\$ 119,752
First Republic Bank		CHECKING	PAYPAL-PASS SALES	\$ 1,388	\$ 9,090	\$ 9,090
TOTAL				\$ 2,072,350	\$ 1,160,950	\$ 916,360
PARATRANSIT						
First Republic Bank		CHECKING	CAPITAL PURCHASES	\$ 3,516	\$ 3,517	\$ 3,517
First Republic Bank		CHECKING	A/P General Account-Paratransit	\$ 209,773	\$ 302,844	\$ 301,139
TOTAL				\$ 213,289	\$ 306,361	\$ 304,656
LAIF POOL						
LAIF ACCOUNT		INT-INVEST	OPERATING FUNDS	\$ 1,667,929	\$ 4,230,296	\$ 4,230,296
LAIF ACCOUNT		INT-INVEST	Fixed Route Bus Purchase	\$ 39,750	\$ 39,772	\$ 39,772
LAIF ACCOUNT		INT-INVEST	Pacheco Transit Center	\$ 766,734	\$ 767,846	\$ 767,846
LAIF ACCOUNT		INT-INVEST	DVC TransCenter	\$ 1,175,651	\$ 1,177,281	\$ 1,177,281
LAIF ACCOUNT		INT-INVEST	RETIREE MEDICAL	\$ -	\$ 448	\$ 448
LAIF ACCOUNT		INT-INVEST	SAFE HARBOR LEASE RESERVE	\$ 1,419,015	\$ 1,420,982	\$ 1,420,982
TOTAL				\$ 5,069,079	\$ 7,636,625	\$ 7,636,625
CCCTA EMPLOYEE						
First Republic Bank	7	INT CHECK	EMPLOYEE FITNESS FUND	\$ 13,457	\$ 12,278	\$ 12,526
TOTAL				\$ 13,457	\$ 12,278	\$ 12,526
GRAND TOTAL				\$ 7,368,175	\$ 9,116,215	\$ 8,870,167

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its pool's expenditure requirements (cash flow) for the nex


 General Manager