

The County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 www.cccta.org

MEETING NOTICE & AGENDA ADMINISTRATION & FINANCE COMMITTEE

100 Gregory Lane
Pleasant Hill, CA 94523
Small Committee Room
Friday, February 11, 2011
9:30 a.m.

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

- | | |
|---|-----------------|
| 1. Adoption of Agenda | (Action) |
| 2. Public Communication | |
| 3. Summary Minutes of January 10, 2011 A&F Committee Meetings | (Review/Action) |
| 4. PERS Actuarial Valuation | (Review) |
| 5. FY 2011 Financial Statement Ending September 30, 2010 | (Review) |
| 6. Restructuring Advisory Committees | (Review/Action) |
| 7. Legal Services Statement, Oct. & Nov. 2010 Labor – December 2010 General | (Review/Action) |
| 8. Vendor Bills – January 2011 | (Review) |
| 9. Adjournment | |

*Enclosure

A&F Committee Members

**Enclosure for Committee Members

Al Dessayer, Gregg Manning & 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

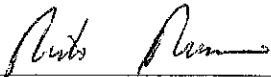
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Administration and Finance Committee
Summary Minutes
January 10, 2011

The meeting was called to order at 9:30 a.m. at the City of Pleasant Hill offices.
Those in attendance were:

Director Al Dessayer
Director Gregg Manning
Director Laura Hoffmeister
Staff: General Manager Rick Ramacier
Director of Transportation Bill Churchill

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of December 7, 2010- Approved.
4. Small Claims Representation-
General Manager Ramacier recommended that the Board continue to appoint York Insurance Service Group to represent CCCTA in small claims actions in the 2011 calendar year. Approved.
5. FY 2010 Audit- The auditors for Brown, Certified Public Accountants, presented by telephone conference call the results of the FY 2010 audit. The audit was a "clean" audit- the financial statements present fairly, in all material respects, the financial position of the Authority. The auditors also found no instances of noncompliance under the Government Auditing Standards and the Transportation Development Act. The auditors did have some findings that are intended to improve the internal control structure. The committee members requested some language changes and the auditors agreed. Approved.
6. Legal Services Statement, September 2010 Labor; November 2010, General - Approved.
7. Review of Vendor Bills, December 2010- The committee reviewed the vendor bills.
8. Adjournment- The meeting was adjourned. The next meeting will be Friday, February 11, 2011, at 9:30 a.m. at the City of Pleasant Hill offices.



Rick Ramacier, General Manager

The County Connection

To: A&F Committee

Date: January 28, 2011

From: Kathy Casenave 
Director of Finance

Reviewed By:

SUBJECT: PERS Actuarial Valuation for June 30, 2009; Rate for FY 2012

SUMMARY OF ISSUES:

The PERS Actuarial Valuation Report for the period ending June 30, 2009 was recently received. This valuation is used to set the rate for the next fiscal year. **The employer rate for FY 2012 will be 5.2%, up** slightly from the current year's rate of 4.874%, but less than the previous projection of 6.3%. This employer rate is low when compared to social security (6.2%) and the CCCTA rate before the dot com stock rally (7.289% in FY 1997). For six years (FY 1999-2004), the employer rate was zero.

CalPERS has estimated that our rate for FY2013 will be 5.9%.

These estimates are based on a variety of factors:

- Future investment returns of 7.75%
- Payroll growth of 3.25%
- Demographic assumptions including the percentage of employees that will terminate, die, or retire in each future year.

Staff has included several pages of the actuarial report.

Funded Status Page 5

The funded status is **78.9%** (the PERS long term goal is 100%), with **unfunded liability totaling \$11.5 million**. The prior year the funded status was 113.3%, with excess assets of \$5.9 million. The unfunded liability will be gradually reduced (see next paragraph).

Investment rate of return

It is CalPERS' policy to use a constant investment return rate (7.75%) for the actuarial report rather than the actual rate of return. This is called *asset smoothing*- the delayed recognition of part of the investment gains or losses dampens the effect of short-term market value fluctuations in setting employers' rates. The delayed recognition is usually smoothed over a period of 15 years, based on an actuarial value that is not less than 80% or more than 120% of market value. Because of the significant loss in FY 2009, CalPERS has increased the corridor limits to 60%-140% for the FY 2012 rate and 70%-130% for the FY 2013 rate. The asset loss below 80% of market value will be amortized over 30 years. For FY 2014, the corridor will return to the 80%-120% corridor.

The investment loss for FY 2009 was 24% and it will be recognized over three years, affecting the contribution rates for FYs 2012, 2013, 2014. The investment gain in FY 2010 reduces the negative impact of the FY 2009 loss. If there is a FY 2011 investment gain, it will also reduce the negative impact.

Appendix D of the report (**Page D-1**) shows a table at the bottom of the page with projected contribution rates for FY 2014 based on five different scenarios. If the investment rate of return is 7.75%, then the Authority's contribution rate for FY 2014 will be 8.3%; if the return is 16%, then the rate will be 6.2%; if it is zero, the rate will be 10.3%.

These projections assume that the demographic assumptions will be realized, including payroll growth. The two year wage freeze will have a positive impact on the future contribution rate but it is unknown to what extent.

Actuarial Value of Assets, Page 19

The *actuarial* value, not the *market* value, of assets, is used to determine the funded status of the retirement plan as part of the asset smoothing process. If the actuarial value is greater than the market value it means that past deferred losses have not been completely recognized. If the actuarial value is lower than market, not all gains have been recognized.

Page 19 of the report shows that the market value of assets (\$42.8 million, line 13, 1st section) is less than the *actuarial* value of assets (\$58.9 million, line 19, 2nd section), so not all losses have been recognized.

Other Information- Page 23

- There are 115 retirees receiving benefits
- The average annual benefit is \$10,689
- The average age of retirees is 68.04
- There are 258 active members
- The average annual payroll of the active members is \$49,988
- The covered annual payroll is \$12,896,961
- The average age for active members is 50.17

FINANCIAL IMPLICATIONS:

These rates were incorporated into the revised forecast presented at the December special board meeting.

An August 2009 letter from PERS states that there will be a gradual increase in the rate to recover from the prior investment losses. This forecast incorporates an annual increase up to 10.16% in FY 2020.

ACTION REQUESTED: None; information only.

ATTACHMENTS: Selected pages of the PERS valuation report.

Purpose of the Report

This report presents the results of the June 30, 2009 actuarial valuation of the MISCELLANEOUS PLAN OF THE CENTRAL CONTRA COSTA TRANSIT AUTHORITY of the California Public Employees' Retirement System (CalPERS). The valuation was prepared by the Plan Actuary in order to:

- set forth the actuarial assets and accrued liabilities of this plan as of June 30, 2009;
- certify that the actuarially required employer contribution rate of this plan for the fiscal year July 1, 2011 through June 30, 2012 is 5.218%;
- provide actuarial information as of June 30, 2009 to the CalPERS Board of Administration and other interested parties; and
- provide pension information as of June 30, 2009 to be used in financial reports subject to Governmental Accounting Standards Board (GASB) Statement Number 27 for a Single Employer Defined Benefit Pension Plan.

Use of this report for other purposes may be inappropriate.

Required Contributions

	Fiscal Year 2010/2011	Fiscal Year 2011/2012
Required Employer Contributions		
Employer Contribution Required (in Projected Dollars)		
Payment for Normal Cost	\$ 1,142,496	\$ 1,002,786
Payment on the Amortization Bases	(371,359)	(262,098)
Total (not less than zero)	\$ 771,137	\$ 740,688
Annual Lump Sum Prepayment Option*	\$ 742,887	\$ 713,554
Employer Contribution Required (Percentage of Payroll)		
Payment for Normal Cost	7.221%	7.064%
Payment on the Amortization Bases	(2.347%)	(1.846%)
Total (not less than zero)	4.874%	5.218%

Funded Status

	June 30, 2008	June 30, 2009
Present Value of Projected Benefits	\$ 65,526,252	\$ 67,318,989
Entry Age Normal Accrued Liability	\$ 49,153,981	\$ 54,287,105
Actuarial Value of Assets (AVA)	55,087,230	58,609,008
Unfunded Liability	\$ (5,933,249)	\$ (4,321,903)
Market Value of Assets (MVA)	\$ 55,683,764	\$ 42,809,180
Funded Status (on an MVA basis)	113.3%	78.9%
Superfunded Status	No	No

* Payment **must be** received by CalPERS between July 1 and July 15.

Reconciliation of the Market Value of Assets

1. Market Value of Assets as of 6/30/08 Including Receivables	\$	55,683,764
2. Receivables for Service Buybacks as of 6/30/08		20,653
3. Market Value of Assets as of 6/30/08		55,663,111
4. Employer Contributions		732,374
5. Employee Contributions		986,707
6. Benefit Payments to Retirees and Beneficiaries		(1,192,880)
7. Refunds		(135,863)
8. Lump Sum Payments		0
9. Transfers and Miscellaneous Adjustments		(19,141)
10. Investment Return		(13,243,145)
11. Market Value of Assets as of 6/30/09	\$	42,791,162
12. Receivables for Service Buybacks as of 6/30/09		18,018
13. Market Value of Assets as of 6/30/09 Including Receivables	\$	42,809,180

Development of the Actuarial Value of Assets

1. Actuarial Value of Assets as of 6/30/08 Used For Rate Setting Purposes	\$	55,087,230
2. Receivables for Service Buybacks as of 6/30/08		20,653
3. Actuarial Value of Assets as of 6/30/08		55,066,577
4. Employer Contributions		732,374
5. Employee Contributions		986,707
6. Benefit Payments to Retirees and Beneficiaries		(1,192,880)
7. Refunds		(135,863)
8. Lump Sum Payments		0
9. Transfers and Miscellaneous Adjustments		(19,141)
10. Expected Investment Income at 7.75%		4,281,775
11. Expected Actuarial Value of Assets	\$	59,719,549
12. Market Value of Assets as of 6/30/09	\$	42,791,162
13. Preliminary Actuarial Value of Assets $[(11) + ((12) - (11)) / 15]$		58,590,990
14. Maximum Actuarial Value of Assets (140% of (12))		59,907,627
15. Minimum Actuarial Value of Assets (60% of (12))		25,674,697
16. Actuarial Value of Assets {Lesser of [(14), Greater of ((13), (15))]}		58,590,990
17. Actuarial Value to Market Value Ratio		136.9%
18. Receivables for Service Buybacks as of 6/30/09		18,018
19. Actuarial Value of Assets as of 6/30/09 Used for Rate Setting Purposes	\$	58,609,008

Summary of Valuation Data

	June 30, 2008	June 30, 2009
1. Active Members		
a) Counts	311	258
b) Average Attained Age	48.03	50.17
c) Average Entry Age to Rate Plan	37.54	37.31
d) Average Years of Service	10.49	12.86
e) Average Annual Covered Pay	\$ 46,220	\$ 49,988
f) Annual Covered Payroll	14,374,317	12,896,961
g) Projected Annual Payroll for Contribution Year	15,821,855	14,195,725
h) Present Value of Future Payroll	120,248,704	98,253,238
2. Transferred Members		
a) Counts	35	35
b) Average Attained Age	49.52	50.06
c) Average Years of Service	2.79	2.78
d) Average Annual Covered Pay	\$ 64,200	\$ 65,822
3. Terminated Members		
a) Counts	93	119
b) Average Attained Age	48.00	47.75
c) Average Years of Service	2.79	2.94
d) Average Annual Covered Pay	\$ 35,515	\$ 37,399
4. Retired Members and Beneficiaries		
a) Counts	112	115
b) Average Attained Age	67.74	68.04
c) Average Annual Benefits	\$ 9,923	\$ 10,689
5. Active to Retired Ratio	2.78	2.24

Counts of members included in the valuation are counts of the records processed by the valuation. Multiple records may exist for those who have service in more than one valuation group. This does not result in double counting of liabilities.

Investment Return Sensitivity Analysis

The investment return realized during a fiscal year first affects the contribution rate for the fiscal year 2 years later. Specifically, the investment return for 2009-2010 will first be reflected in the June 30, 2010 actuarial valuation that will be used to set the 2012-2013 employer contribution rates and 2010-2011 investment return will first be reflected in the June 30, 2011 actuarial valuation that will be used to set the 2013-2014 employer contribution rates.

In July 2010, the investment return for fiscal year 2009-2010 was announced to be 11.4%. Note that this return is before administrative expenses and also does not reflect final investment return information for real estate and private equities. The final return information for these two asset classes is expected to be available later in October. The preliminary 11.4% return for the 2009-2010 fiscal year is good news as it would help reduce the impact of the -24% return in 2008-2009 and the impact of the three year phase in adopted by the Board in June 2009. For purposes of projecting future employer rates, we are assuming an 11% investment return for fiscal year 2009-2010.

Based on an 11% investment return for fiscal year 2009-2010 and assuming that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur between now and the beginning of the fiscal year 2012-2013, the effect on the 2012-2013 Employer Rate is as follows:

Estimated 2012-2013 Employer Rate	Estimated Increase in Employer Rate between 2011-2012 and 2012-2013
5.9%	0.7%

As part of this report, a sensitivity analysis was performed to determine the effects of various investment returns during fiscal year 2010-2011 on the 2013-2014 employer rates. Once again, the projected 2013-2014 rate increases assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur between now and the beginning of fiscal year 2013-2014.

Five different 2010-2011 investment return scenarios were selected.

- The first scenario is what one would expect if the markets were to give us a 5th percentile return. The 5th percentile return corresponds to a -11% return for the 2010-2011 fiscal year.
- The second scenario is what one would expect if the markets were to give us a 25th percentile return. The 25th percentile return corresponds to a 0% return for the 2010-2011 fiscal year.
- The third scenario assumed the return for 2010-2011 would be our assumed 7.75% investment return which represents about a 47th percentile event.
- The fourth scenario is what one would expect if the markets were to give us a 75th percentile return. The 75th percentile return corresponds to a 16% return for the 2010-2011 fiscal year.
- Finally, the last scenario is what one would expect if the markets were to give us a 95th percentile return. The 95th percentile return corresponds to a 27% return for the 2010-2011 fiscal year.

The table below shows the estimated 2013-2014 contribution rate and the estimated increase over the 2012-2013 rate for your plan under the five different scenarios.

2010-2011 Investment Return Scenario	Estimated 2013-2014 Employer Rate	Estimated Increase in Employer Rate between 2012-2013 and 2013-2014
-11%	13.2%	7.3%
0%	10.3%	4.4%
7.75%	8.3%	2.4%
16%	6.2%	0.3%
27%	6.1%	0.2%

The County Connection

Inter Office Memo

To: A&F Committee
 From: Kathy Casenave *KC*
 Director of Finance

Date: February 3, 2011

Reviewed by:

SUBJECT: CCCTA Income Statements for the Three Months Ended September 30, 2010

The attached unaudited CCCTA Income Statements for the three months of FY 2011 are presented for your review. The combined actual expenses, Fixed Route and Paratransit, (Schedule 1), **are 7.8% under the year to date budget (\$585,409). The expense categories with the most significant variances are:**

Services	\$(91,566)	(18.9)%	Expenses under budget include promotion, outside service repairs, schedules, management & planning consultants.
Materials & Supplies	\$(110,601)	(14.5)%	Diesel fuel accounts for most of the variance.
Special trip services	\$(156,014)	(11.4)%	Purchased transportation is lower than budgeted mainly due to lower service hours.

Fixed route and Paratransit revenues and expenses are presented on **Schedules 2 and 3**. Actual expenses are compared to the year-to-date approved budget. Fixed route expenses are 7.3% under budget and Paratransit expenses are 10.2% under budget.

The combined revenues are under budget because TDA revenue is not considered earned unless needed for expenses and after other revenue is used. Another category with a significant variance:

Other Operating Assistance	\$208,535	49.4%	The variance is due to timing of receipts. It is anticipated that actual revenue will be close to budget by end of the year.
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Schedule 4 provides selected statistical information for the current year compared to the last two years:

Fixed route:

- Passenger fares are 6.5% more than FY 2010 and 20.9% less compared to FY 2009.
- The farebox recovery ratio is up compared to FY 2010 but down compared to FY 2009. The ratio is 16.9% in FY 2011; 14.8% in FY 2010 and 17.4% in FY 2009.
- Operating expenses are 7.1% less than in FY 2010 and 17.7% less than in FY 2009.
- Fixed route revenue hours are 2.7% less than FY 2010 and 36.6% less than FY 2009.

- The cost per revenue hour has decreased 4.5% compared to FY 2010 but increased 13.9% compared to FY 2009.
- Passengers have increased 4.7% compared to FY2010 but decreased 50.8% compared to FY 2009.
- The cost per passenger has decreased 11.4% compared to FY 2010 and increased 21.8% compared to FY 2009.
- Passengers per revenue hour have increased 7.6% since FY 2010 but decreased 10.4% since FY 2009.

Paratransit:

- Passenger fares have decreased 9% from FY 2010 but are 11.3% over FY 2009.
- The farebox ratio is less compared to FY 2010 but more compared to FY 2009. The ratio is 10.5% in FY 2011; 11.2% in FY 2010; and 9.1% in FY 2009.
- Expenses have decreased 3.5% from the prior year and 2.9% compared to FY 2009.
- Revenue hours are .6% less than FY 2010 and 5% less than FY 2009.
- Passengers have decreased 3.7% compared to FY 2010 and 2.7% compared to FY 2009.
- The cost per passenger has increased .1% since FY 2010 and decreased .1% compared to FY 2009.
- Paratransit passengers per revenue hour have decreased 3.1% compared to FY 2010 but increased 2.1% compared to FY 2009.

Fixed Route Operator Wages (Schedule 5)

Schedule 5 compares various components of operator wages with the budget.

- Actual work time wages (Platform, turn in and report time) are 3.2% less than projected.
- Guarantees are 9.1% under budget.
- Overtime is 16.4% under budget.
- Training is 124.5% more than budget.
- Overall wages for operators are 2.9% under budget.

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2011 Year to Date Comparison of Actual vs Budget

For the Three Months Ended September 30, 2010

Combined Fixed Route and Paratransit Income Statement

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 914,271	\$ 943,185	\$ (28,914)	-3.1%
Special fares	168,370	191,305	(22,935)	-12.0%
	1,082,641	1,134,490	(51,849)	-4.6%
Advertising	113,214	120,626	(7,412)	-6.1%
Safe Harbor lease	4,239	6,250	(2,011)	-32.2%
Other revenue	113,624	30,950	82,674	267.1%
Federal operating	943,810	951,311	(7,501)	-0.8%
TDA earned revenue	1,836,424	2,668,529	(832,105)	-31.2%
STA revenue	1,174,558	1,174,558	(1)	100.0%
Measure J	980,343	956,084	24,259	2.5%
Other operating assistance	630,531	421,996	208,535	49.4%
	5,796,743	6,330,303	(533,561)	-8.4%
Total Revenue	\$ 6,879,384	\$ 7,464,793	\$ (585,409)	-7.8%
Expenses				
Wages- Operators	\$ 1,578,004	\$ 1,625,376	\$ (47,372)	-2.9%
Wages-Other	1,111,218	1,137,379	(26,161)	-2.3%
	2,689,222	2,762,755	(73,533)	-2.7%
Fringe Benefits	1,686,534	1,720,123	(33,589)	-2.0%
Services	393,344	484,910	(91,566)	-18.9%
Materials & Supplies	650,299	760,900	(110,601)	-14.5%
Utilities	50,010	69,250	(19,240)	-27.8%
Insurance	95,953	105,881	(9,928)	-9.4%
Taxes	44,759	79,550	(34,791)	-43.7%
Interest	-	-	-	0.0%
Leases and Rentals	6,524	9,500	(2,976)	-31.3%
Miscellaneous	50,708	25,575	25,133	98.3%
Special Trip Services	1,212,031	1,368,045	(156,014)	-11.4%
Operations	6,879,384	7,386,490	(507,106)	-6.9%
Contingency Reserve	0	78,303	(78,303)	-100.0%
Total Expenses	\$ 6,879,384	\$ 7,464,793	\$ (585,409)	-7.8%
Net Income (Loss)	\$ -	\$ -	\$ -	
<i>Revenue Hours</i>	<i>73,053</i>	<i>74,010</i>	<i>(957)</i>	<i>-1.3%</i>
<i>Cost per Rev Hr</i>	<i>\$ 94.08</i>	<i>\$ 100.73</i>	<i>\$ (6.65)</i>	<i>-6.6%</i>
<i>Passengers</i>	<i>833,035</i>	<i>809,115</i>	<i>23,920</i>	<i>3.0%</i>
<i>Cost per Passenger</i>	<i>\$ 8.26</i>	<i>\$ 9.23</i>	<i>\$ (0.97)</i>	<i>-10.5%</i>
<i>Farebox ratio</i>	<i>15.8%</i>	<i>15.2%</i>	<i>0.5%</i>	<i>3.5%</i>

(fares, spec fares/Oper exp-w/o contingency-leases)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2011 Year to Date Comparison of Actual vs Budget For the Three Months Ended September 30, 2010 *Fixed Route Income Statement*

	Actual		Budget		Variance	% Variance
Revenues						
Passenger fares	\$ 782,301	\$	795,484	\$	(13,183)	-1.7%
Special fares	\$ 168,370		191,305		(22,935)	-12.0%
	950,671		986,789		(36,118)	-3.7%
Advertising	\$ 112,500		120,626		(8,126)	-6.7%
Safe Harbor lease	\$ 4,204		6,250		(2,046)	-32.7%
Other revenue	\$ 113,624		30,875		82,749	268.0%
Federal operating	\$ 760,679		768,179		(7,500)	-1.0%
TDA earned revenue	\$ 1,341,836		2,071,837		(730,001)	-35.2%
STA revenue	\$ 954,126		954,126		-	100.0%
Measure J	\$ 772,787		748,528		24,259	3.2%
Other operating assistance	\$ 613,873		379,497		234,376	61.8%
	4,673,629		5,079,918		(406,289)	-8.0%
Total Revenue	\$ 5,624,300	\$	6,066,707	\$	(442,407)	-7.3%
Expenses						
Wages- Operators	\$ 1,578,004	\$	1,625,376	\$	(47,372)	-2.9%
Wages-Other	1,082,945		1,116,163		(33,218)	-3.0%
	2,660,949		2,741,539		(80,590)	-2.9%
Fringe Benefits	1,675,772		1,709,448		(33,676)	-2.0%
Services	390,943		478,285		(87,342)	-18.3%
Materials & Supplies	647,505		760,275		(112,770)	-14.8%
Utilities	45,775		63,750		(17,975)	-28.2%
Insurance	95,953		105,881		(9,928)	-9.4%
Taxes	44,501		79,425		(34,924)	-44.0%
Leases and Rentals	6,524		9,500		(2,976)	-31.3%
Miscellaneous	50,652		25,300		25,352	100.2%
Purchased Transportation	5,726		15,000		(9,274)	-61.8%
Operations	5,624,300		5,988,404		(364,104)	-6.1%
Contingency Reserve			78,303		(78,303)	
Total Expenses	\$ 5,624,300	\$	6,066,707	\$	(442,407)	-7.3%
Net Income (Loss)	\$ -	\$	-	\$	-	
<i>Revenue Hours</i>	<i>52,054</i>		<i>52,976</i>		<i>(922)</i>	<i>-1.7%</i>
<i>Cost per Rev Hr</i>	<i>\$ 107.92</i>	<i>\$</i>	<i>114.34</i>	<i>\$</i>	<i>(6.42)</i>	<i>-5.6%</i>
<i>Passengers</i>	<i>794,771</i>		<i>771,566</i>		<i>23,205</i>	<i>3.0%</i>
<i>Cost per Passenger</i>	<i>\$ 7.08</i>	<i>\$</i>	<i>7.86</i>	<i>\$</i>	<i>(0.79)</i>	<i>-10.0%</i>
<i>Passengers per Rev Hr</i>	<i>15.27</i>		<i>14.56</i>		<i>0.70</i>	<i>4.8%</i>
<i>Farebox recovery ratio</i>	<i>16.9%</i>		<i>16.5%</i>		<i>0.4%</i>	<i>2.5%</i>

(fares, spec fares/Oper exp-w/o contingency-leases)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2011 Year to Date Comparison of Actual vs Budget For the Three Months Ended September 30, 2010

Paratransit Income Statement

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 131,970	\$ 147,701	\$ (15,731)	-10.7%
Special fares	-	-	-	0.0%
	131,970	147,701	(15,731)	-10.7%
Advertising	714	-	714	
Interest	35	75	(40)	100.0%
Federal operating	183,131	183,132	(1)	0.0%
TDA earned revenue	494,588	596,691	(102,103)	-17.1%
STA revenue	220,432	220,432	-	
Measure J	207,556	207,556	-	0.0%
Other operating assistance	16,658	42,499	(25,841)	-60.8%
	1,123,114	1,250,385	(127,271)	-10.2%
Total Revenue	\$ 1,255,084	\$ 1,398,086	\$ (143,002)	-10.2%
Expenses				
Wages-Other	\$ 28,273	\$ 21,216	\$ 7,057	33.3%
	28,273	21,216	7,057	33.3%
Fringe Benefits	10,762	10,675	87	0.8%
Services	2,401	6,625	(4,224)	-63.8%
Materials & Supplies	2,794	625	2,169	347.0%
Utilities	4,235	5,500	(1,265)	-23.0%
Insurance	-	-	-	0.0%
Taxes	258	125	133	106.4%
Interest	-	-	-	0.0%
Leases and Rentals	-	-	-	0.0%
Miscellaneous	56	275	(219)	-79.6%
Special Trip Services	1,206,305	1,353,045	(146,740)	-10.8%
	1,206,305	1,353,045	(146,740)	-10.8%
Total Expenses	\$ 1,255,084	\$ 1,398,086	\$ (143,002)	-10.2%
Net Income (Loss)	\$ -	\$ -	\$ -	
<i>Revenue Hours</i>	20,999	21,034	(35)	-0.2%
<i>Cost per Rev Hr</i>	\$ 59.77	\$ 66.47	\$ (6.70)	-10.1%
<i>Passengers</i>	38,264	37,549	715	1.9%
<i>Cost per Passenger</i>	\$ 32.80	\$ 37.23	\$ (4.43)	-11.9%
<i>Passengers per Rev Hr</i>	1.82	1.79	0.04	2.1%
<i>Farebox ratio</i>	10.5%	10.6%	0.0%	-0.5%

(fares, spec fares/Oper exp-leases)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Statistics

FY 2011 Year to Date Comparison of FY2010 Actual & FY 09 Actual
For the Three Months Ended September 30, 2010

	Actual FY2011	Actual FY2010	Variance Act 2011 to Act 10	Actual FY 09	Variance Act 2011 to Act 09
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Fixed Route

Fares	\$ 782,301	\$ 711,455	10.0%	\$ 927,335	-18.5%
Special Fares	\$ 168,370	\$ 181,071	-7.0%	\$ 222,223	-32.0%
Total Fares	\$ 950,671	\$ 892,526	6.5%	\$ 1,149,558	-20.9%
<i>Fares box recovery ratio</i>	<i>16.9%</i>	<i>14.8%</i>	<i>14.6%</i>	<i>17.4%</i>	<i>-2.8%</i>
Operating Exp (Less leases)	\$ 5,617,776	\$ 6,046,271	-7.1%	\$ 6,610,304	-17.7%
<i>Revenue Hours</i>	<i>52,054</i>	<i>53,519</i>	<i>-2.7%</i>	<i>71,128</i>	<i>-36.6%</i>
<i>Cost per Rev Hour</i>	<i>\$ 107.92</i>	<i>\$ 112.97</i>	<i>-4.5%</i>	<i>\$ 92.94</i>	<i>13.9%</i>
<i>Passengers</i>	<i>794,771</i>	<i>759,117</i>	<i>4.7%</i>	<i>1,198,483</i>	<i>-50.8%</i>
<i>Cost per Passenger</i>	<i>\$ 7.07</i>	<i>\$ 7.97</i>	<i>-11.4%</i>	<i>\$ 5.53</i>	<i>21.8%</i>
<i>Passengers per Rev Hr</i>	<i>15.27</i>	<i>14.18</i>	<i>7.6%</i>	<i>16.85</i>	<i>-10.4%</i>

Paratransit

Fares	\$ 131,970	\$ 145,087	-9.0%	\$ 116,994	11.3%
<i>Fares box recovery ratio</i>	<i>10.5%</i>	<i>11.2%</i>	<i>-5.7%</i>	<i>9.1%</i>	<i>13.8%</i>
Operating Exp (Less leases)	\$ 1,255,084	\$ 1,301,168	-3.5%	\$ 1,291,151	-2.9%
<i>Revenue Hours</i>	<i>20,999</i>	<i>21,127</i>	<i>-0.6%</i>	<i>22,044</i>	<i>-5.0%</i>
<i>Cost per Rev Hour</i>	<i>\$ 59.77</i>	<i>\$ 61.59</i>	<i>-3.0%</i>	<i>\$ 58.57</i>	<i>2.0%</i>
<i>Passengers</i>	<i>38,264</i>	<i>39,725</i>	<i>-3.7%</i>	<i>39,310</i>	<i>-2.7%</i>
<i>Cost per Passenger</i>	<i>\$ 32.80</i>	<i>\$ 32.75</i>	<i>0.1%</i>	<i>\$ 32.85</i>	<i>-0.1%</i>
<i>Passengers per Rev Hr</i>	<i>1.82</i>	<i>1.88</i>	<i>-3.1%</i>	<i>1.78</i>	<i>2.1%</i>

Operator Wages
For the Three Months Ended September 30, 2010

	Actual	Year to Date Budget	Variance	% Variance
Platform/report/turn in	\$ 1,262,778	\$ 1,305,177	\$ (42,399)	-3.2%
Guarantees	73,836	81,269	(7,433)	-9.1%
Overtime	46,212	\$ 55,263	(9,051)	-16.4%
Spread	35,179	\$ 35,758	(579)	-1.6%
Protection	82,062	\$ 81,269	793	1.0%
Travel	45,131	\$ 43,885	1,246	2.8%
Training	25,540	\$ 11,378	14,162	124.5%
Other Misc	7,266	\$ 11,378	(4,112)	-36.1%
	\$ 1,578,004	\$ 1,625,376	\$ (47,372)	-2.9%

Inter Office Memo

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

Date: February 4, 2011

Reviewed By: *Rob*

SUBJECT: Restructuring Advisory Committees

SUMMARY OF ISSUES:

County Connection has two advisory committees, the Citizens Advisory Committee and the Accessible Services Committee. The both have met once a month and have members that are appointed from each jurisdiction. Recently in response to concerns about staff time, the CAC has voluntarily agreed to meet every other month.

Staff recommended a change to the advisory committee structure whereby the Committees would be combined and then meet 6 times per year. The A&F made this recommendation to the Board, where the decision was made to give each advisory committee more time to formulate their response. Since that Board meeting, both Committees have submitted their comments. These are summarized below:

ASC Response

- They have well attended meetings and focus on specific issues related to paratransit.
- They serve a unique purpose, the review of LINK service
- They understand the need to save staff time, and would prefer to reduce meeting frequency as opposed to losing their autonomy.
- Current meeting time is important.
-

CAC Response

- Trying to mix the 2 groups is "like mixing asphalt into scrambled eggs" says C. Hogel.
- The CAC focuses on fixed route issues, "combining them is in effect, ... diminishing the representation of two different sets of bus patrons." C. Evans.
- Savings can be attained if they meet less frequently.

The consensus opinion of the advisory committees is to retain their autonomy and reduce the meeting frequency if necessary to save staff time.

In response staff has these points to make:

- It has been difficult to keep seats filled on both committees. Each has one member from each jurisdiction; a total of 22 individuals.
- The CAC has had poor attendance and unfilled seats this past year.

- To address the desire for autonomy, the agenda for the new “combined” committee could begin by separating paratransit and fixed route issues. Members could attend one or both topics.
- New flex route service type service, which may be on the horizon, blurs the lines between fixed route and paratransit.
- Members of the CAC would find interesting the implementation of the “Vans to Nonprofit” program where retired vans are donated to nonprofit organizations, and likewise the ASC may find interesting the implementation of the “real time bus” passenger information project being considered for the fixed route service.

FINANCIAL IMPACT:

The number of meeting times and the number of committee members that are supported directly impacts the cost of staff support.

OPTIONS:

1. Combine committees and meet six times a year seeking to retain autonomy through separation of the topics. All existing members would be grandfathered into the new advisory committee. One seat from each jurisdiction would be filled as vacancies occur. Meet six times per year.
2. Retain the existing CAC and ASC committees and reduce their meeting frequency with each meeting six times a year.
3. Other action as determined by the Committee

RECOMMENDATION:

Staff recommends combining the committees and reducing the number of meetings to six per year. This will better reflect the amount of material for review and to enable input from the perspective of both fixed route and paratransit riders on shared topics.

Member Name	Appmt. Expires	01/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10
Sandra Smith 183 Riverside Drive Lafayette, CA 94504 283-5194 sandrasmith@valpo.com Rep. Lafayette	06/00	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Sarah Vital 183 Village Place Merinez, CA 94553 226-9051 vital.sarah1@gmail.com Rep. C. S. County	04/01	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	E	
Elison Vark 1821 Leona Drive Concord, CA 94518-1241 349-0223 elisonvark@aol.com Rep. Concord	09/02	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Dan Dumas 187 Brier Place Danville, CA 94526 510-872-0278 dumad@scnfl.org Rep. Danville	07/10	IA	IA	IA	IA	IA	IA	IA	E	IA	E	IA	
Maureen Murphy 2408 Tee Creek Dr #2 Walnut Creek, CA 94595 934-7465 Rep. Walnut Creek	06/03	E	E	IA	IA	IA	IA	IA	IA	E	E	IA	
David Loyd Alive Program 2151 Salvo St, Suite V Concord, CA 94529 Rep. Pleasant Hill	01/00	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Philo Reed 488 Chaucer Circle San Ramon, CA 94583 828-0928 philreed@msa.com Rep. San Ramon	02/08	E	IA	IA	IA	IA	E	E	IA	IA	IA	IA	
Connie Whiting 285 Willow Lake Drive Martinez, CA 94523 925-7893 conniewhiting@sbccsb.com Rep. Martinez	07/00	E	IA	IA	IA	IA	E	E	IA	IA	IA	IA	IA
Sue Littlehale 4 Canyon Court Orinda, CA 94563 254-8287 Sue.Littlehale@gmail.com Rep. Orinda	04/10	IA	IA	IA	IA	IA	IA	IA	E	IA	E	IA	

Meeting was not held
IA - In Attendance
E - Excused Absence
UE - Unexcused Absence

FY2011 CAC MEMBER ATTENDANCE LOG

JURISDICTION - NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CLAYTON - Charles . Eval	X	P	P	P	P	X	X					
CONCORD-	X					X	X					
CC COUNTY - PJ Dhoot	X	P	E			X	X					
DANVILLE - Mike Meringe	X	P	E			X	X					
LAFAYETTE-	X					X	X					
MARTINEZ- Beverli Marsh	X	P	P		P	X	X					
MORAGA -	X					X	X					
ORINDA - Charles Hogle	X	P	P	P		X	X					
PLEASANT HILL - Gwen S	X	P	P	P	P	X	X					
SAN RAMON - Harvey Rig	X	P	P	P	E	X	X					
WALNUT CREEK -	X					X	X					

If a member misses three or more consecutive meetings without cause, the CAC may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction.

Attendance Key

- P-Present
- E-Excused Absence
- A-Unexcused Absence
- X-Meeting Canceled