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 Large Committee Room Friday, March 4, 2011 3:00 p.m.

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

1. Adoption of Agenda

(Action)

2. Public Communication

3. Summary Minutes of February 11, 2011 A&F Committee Meetings*

(Review/Action)

4. Closed Session:

Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Designated Negotiator: Pat Glenn, Esq.

Teamsters Union, Local 856, AFL-CIO

5. Investment Policy-Quarterly Reporting Requirement*

(Review/Action)

6. Financial Statement for the Six Months Ended December 31, 2010*

(Review)

7. Review of Vendor Bills, February 2011**

(Review)

8. Adjournment

*Enclosure

**Enclosure for Committee Members

A&F Committee Members

Al Dessayer, Gregg Manning, Laura Hoffmeister and Jack Weir

General Information

<u>Public Comment:</u> 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

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez

Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek





Administration and Finance Committee Summary Minutes February 11, 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

Staff: General Manager Rick Ramacier

Director of Finance Kathy Casenave Director of Transportation Bill Churchill

Director of Planning and Marketing Anne Muzzini

Planner Laramie Bowren

- 1. Adoption of the Agenda- Approved.
- 2. Public Communication- None.
- 3. Summary Minutes of January 10, 2011- Approved.
- 4. PERS Actuarial Valuation-Director Casenave reported that the actuarial report for the period ending June 30, 2009 was received. The employer rate for FY 2012 will be 5.2%, up from the FY 2011 rate of 4.874%, but less than the previous projection of 6.3%. The funded status of the pension plan is 78.9%; the prior year was 113.3%. The unfunded liability will be gradually reduced. CalPERS estimates that the FY 2014 rate will be 8.3%, if the investment rate of return for FY 2011 is 7.75% and other demographic assumptions are realized. The two year wage freeze has not been factored in; it should have a positive impact on the rate but it is unknown to what extent. Information only.
- 5. <u>FY 2011 Financial Statement Ending September 30, 2010</u>- Director Casenave reported that the actual expenses for the first three months of the fiscal year were 7.8% under the year to date budget. Outside services, materials and supplies, and purchased transportation (LINK) accounted for \$358,000 of the \$585,000 difference. Information only.
- 6. Restructuring Advisory Committees Director Muzzini reported that the Accessible Services Committee and Citizen Advisory Committee members were of the opinion that keeping the two committees separate but meeting less frequently would be preferable to combining the two. Staff pointed out that it has been difficult to fill the seats on both committees and the CAC committee has had poor attendance. Staff recommends that the committees be combined and meet six times per year. The committee approved the staff recommendation and will forward to the Board.
- 7. Legal Services Statement, Oct & Nov 2010, Labor; Dec 2010 General- Approved.
- 8. Review of Vendor Bills, January 2011- The committee reviewed the vendor bills.
- 9. <u>Adjournment-</u> The meeting was adjourned. The next meeting will be Friday, March 4 at 3:00 p.m. at the City of Pleasant Hill offices.

Kathy Casenave, Director of Finance

The County Connection

Inter Office Memo

TO:

A & F Committee

DATE: February 24, 2011

FROM:

Rick Ramacier

General Manager

SUBJECT:

CCCTA Investment Policy - Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending December 31, 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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HIVESTITETICAS.	47.5	4			
FINANCIAL INST	TYPE	PURPOSE	PER BANK	PER BANK	PER BOOK
FIXED ROUTE			SEPT2010	DEC2010	DEC2010
First Republic Bank	CHECKING	A/P General Account-Fixed Route	\$ 307,397	\$ 253,116	\$ (147.181
First Republic Bank	CHECKING	PAYROLL	\$ 15,737	\$ 102,931	
First Republic Bank	CHECKING	CAPITAL PURCHASES	\$ 600,290	\$ 558,273	\$ 558,273
First Republic Bank	CHECKING	WORKER'S COMP-CORVEL	\$ 42,669	\$ 24,325	1
First Republic Bank	CHECKING	PASS SALES	\$ 66,044	\$ 140	S
First Republic Bank	Money Market	Prop-1B Safety & Security		\$ 81,306	\$ 81,334
First Republic Bank	Money Market	Prop-2B Safety & Security	\$ 116,937	\$ 117,011	\$ 117,011
FAYFAL	CHECKING	PAYPAL-PASS SALES		\$ 2,996	\$ 2,996
		TOTAL	\$ 1,277,887	1.140,099	\$ 707.365
PARATRANSIT		The state of the s			
First Republic Bank	CHECKING	CAPITAL PURCHASES	\$ 3,517	\$ 3,517	\$ 3.517
First Republic Bank	CHECKING	A/P General Account-Paratransit	\$ 302,844	\$ 597,075	\$ 195,826
			\$ 306,361	\$ 600,592	5 199,343
LAIT FOOL					
LAIF ACCOUNT	INT-INVEST	OPERATING FUNDS	\$ 4,230,296	\$ 4,872,742	\$ 4,872,742
LAIF ACCOUNT	INT-INVEST	Fixed Route Bus Purchase	\$ 39,772	\$ 39,823	\$ 39,823
LAIF ACCOUNT	INT-INVEST	Pacheco Transit Center	\$ 767,846	\$ 768,838	\$ 768,838
LAIF ACCOUNT	INT-INVEST	DVC TransCenter	\$ 1,177,281	\$ 1,178,801	\$ 1,178,801
LAIF ACCOUNT	INT-INVEST	RETIREE MEDICAL	\$ 448	\$ 448	
LAIF ACCOUNI	INT-INVEST	SAFE HARBOR LEASE RESERVE	\$ 1,420,982	1,422,817	\$ 1,422,817
COTTA EMBI OVER			\$ 7,636,625	\$ 8,283,469	8,283,469
First Republic Bank	INT CHECK	EMPLOYEE FITNESS FUND	€	\$ 13,013	\$ 13,013
		TOTAL	5 12,278	\$ 13,013	\$ 13,013
		GRAND TOTAL	\$ 9,233,152	\$ 10,037,173	\$ 9,203,190
				l	ı

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

General Manager

Inter Office Memo

To: From: A&F Committee

Kathy Casenave Control Director of Finance

Date: February 24, 2011

Reviewed by:

SUBJECT: CCCTA Income Statements for the Six Months Ended December 31, 2010

The attached unaudited CCCTA Income Statements for the six months of FY 2011 are presented for your review. The combined actual expenses, Fixed Route and Paratransit, (Schedule 1), are 6.7% under the year to date budget (\$1,038,596). The expense categories with the most significant variances are:

Wages	\$(141,405)	(2.3)%	Wages are mainly under due to unfilled positions in the Maintenance Dept, the layoff of one Admin employee and the resignation of a part time employee who will not be replaced.
Services	\$(312,986)	(32.3)%	Expenses under budget include schedules, promotion, outside service repairs, legal, management & planning consultants.
Materials & Supplies	\$(129,641)	(8.5)%	Diesel fuel accounts for most of the variance.
Special trip services	\$(212,465)	(7.8)%	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 6.6% under budget and Paratransit expenses are 7.2% under budget.

The revenue is under budget because TDA revenue is not considered earned until needed to match expenses and after other revenue is used. Two other revenue categories that exceed the year to date budget, STA and Other Operating assistance, are over due to the timing of receipts. They are expected to be close to the budget by the end of the year.

Schedule 4 provides selected statistical information for the current year compared to the last two years:

Fixed route:

- Passenger fares are 2.1% less than FY 2010 and 16% less compared to FY 2009.
- The farebox recovery ratio is down compared to FY 2010 and FY 2009. The ratio is 17% in FY 2011; 17.3% in FY 2010 and 17.4% in FY 2009.

- Operating expenses are .5% less than in FY 2010 and 14.1% less than in FY 2009.
- Fixed route revenue hours are 3.5% less than FY 2010 and 27.9% less than FY 2009.
- The cost per revenue hour has increased 3.1% compared to FY 2010 and 19.2% compared to FY 2009.
- Passengers have increased .2% compared to FY2010 but decreased 29.6% compared to FY 2009.
- The cost per passenger has decreased .8% compared to FY 2010 and increased 21.8% compared to FY 2009.
- Passengers per revenue hour have increased 3.8% since FY 2010 but decreased 2.3% since FY 2009.

Paratransit:

- Passenger fares have decreased 4.7% from FY 2010 but are 2.4% over FY 2009.
- The farebox ratio is less compared to FY 2010 but the same as FY 2009. The ratio is 10.5% in FY 2011; 11% in FY 2010; and 10.5% in FY 2009.
- Expenses have decreased .1% from the prior year but increased 2.4% compared to FY 2009.
- Revenue hours are 2.4% less than FY 2010 and 5.9% less than FY 2009.
- Passengers have decreased 4.7% compared to FY 2010 and 4% compared to FY 2009.
- The cost per passenger has increased 4.7% since FY 2010 and 6.7% compared to FY 2009.
- Paratransit passengers per revenue hour have decreased 2.3% compared to FY 2010 but increased 2% 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 2.2% less than projected.
- Guarantees are 7.2% under budget.
- Overtime is 27.5% over budget.
- Training is 32% more than budget.
- Overall wages for operators are 1.2% under budget.

FY 2011 Year to Date Comparison of Actual vs Budget For the Six Months Ended December 31, 2010 Combined Fixed Route and Paratransit Income Statement

		Actual	Budget	Variance	% Variance
Revenues					
Passenger fares	\$	1,887,706	\$ 1,984,954	\$ (97,248)	-4.9%
Special fares	\$	388,262	\$ 377,277	\$ 10,985	2.9%
	\$	2,275,968	\$ 2,362,231	\$ (86,263)	-3.7%
Advertising	\$	238,375	\$ 241,250	\$ (2,875)	-1.2%
Safe Harbor lease	\$	3,539	\$ 12,500	\$ (8,961)	-71.7%
Other revenue	\$	120,073	\$ 61,900	\$ 58,173	94.0%
Federal operating	\$	1,887,620	\$ 1,902,621	\$ (15,001)	-0.8%
TDA earned revenue	\$	2,731,054	\$ 5,890,952	\$ (3,159,898)	-53.6%
Measure J	\$	1,736,399	\$ 1,912,167	\$ (175,768)	-9.2%
Other operating assistance	\$	1,602,321	\$ 843,995	\$ 758,327	89.8%
	\$	12,262,167	\$ 13,214,500	\$ (952,333)	-7.2%
Total Revenue	\$	14,538,135	\$ 15,576,731	\$ (1,038,596)	-6.7%
Expenses					
Wages- Operators	\$	3,549,363	\$ 3,591,648	\$ (42,285)	-1.2%
Wages-Other	\$	2,361,666	\$ 2,460,786	\$ (99,120)	-4.0%
	\$	5,911,029	\$ 6,052,434	\$ (141,405)	-2.3%
Fringe Benefits	\$	3,580,675	\$ 3,565,600	\$ 15,076	0.4%
Services	\$	656,834	\$ 969,820	\$ (312,986)	-32.3%
Materials & Supplies	\$	1,387,030	\$ 1,516,671	\$ (129,641)	-8.5%
Utilities	\$	117,372	\$ 138,500	\$ (21,128)	-15.3%
Insurance	\$	184,408	\$ 211,762	\$ (27,354)	-12.9%
Taxes	\$	112,940	\$ 159,100	\$ (46,160)	-29.0%
Interest	\$	-	\$ -	\$ -	0.0%
Leases and Rentals	\$	15,689	\$ 19,000	\$ (3,311)	-17.4%
Miscellaneous	\$ \$	48,534	\$ 51,150	\$ (2,616)	-5.1%
Special Trip Services	\$	2,523,624	\$ 2,736,089	\$ (212,465)	7.8%
Operations	\$	14,538,135	\$ 15,420,125	\$ (881,991)	-5.7%
Contingency Reserve	\$	-	\$ 156,606	\$ (156,606)	-100.0%
Total Expenses	\$	14,538,135	\$ 15,576,731	\$ (1,038,596)	-6.7%
Net Income (Loss)	\$	u	\$	\$ -	

FY 2011 Year to Date Comparison of Actual vs Budget For the Six Months Ended December 31, 2010 Fixed Route Income Statement

			Actual Bu			Variance	% Variance
Revenues							
Passenger fares	\$	1,614,347	\$	1,689,553	\$	(75,206)	-4.5%
Special fares	\$	388,262	\$	377,277	\$	10,985	2.9%
	\$	2,002,609	\$	2,066,830	\$	(64,221)	-3.1%
Advertising	\$	237,661	\$	241,250	ው	(0 F00)	4 200
Safe Harbor lease	\$	3,469	φ \$	12,500	\$	(3,589)	-1.5%
Other revenue	\$	120,073	\$	61,750	\$ \$	(9,031)	-72.2%
Federal operating	\$	1,521,357	\$	1,536,358	\$	58,323	94.5%
TDA earned revenue	\$	1,827,838	\$	4,697,573	\$	(15,001) (2,869,735)	-1.0%
STA revenue	\$ \$	2,987,971	\$	1,908,253	\$	1,079,719	-61.1%
Measure J	\$	1,736,399	\$	1,497,055	\$	239,345	56.6%
Other operating assistance	\$ \$	1,505,462	\$	758,995	\$	746,468	16.0%
, 5	\$	9,940,230	\$	10,713,732	\$	(773,502)	98.3% -7.2%
Total Revenue	\$	11,942,839	\$	12,780,561	\$	(837,722)	-6.6%
Expenses							
Wages- Operators	Ф	2 540 262	ው	0.504.640	ው	(40.005)	
Wages-Other	\$ ¢	3,549,363 2,308,916	\$	3,591,648	\$	(42,285)	-1.2%
Wagos Offici	\$	5,858,279	<u>\$</u> \$	2,418,354 6,010,002	\$	(109,438)	-4.5%
Fringe Benefits	\$	3,558,719	φ \$	3,544,251	\$	(151,723)	-2.5%
Services	\$	652,073	\$	956,570	\$	14,469	0.4%
Materials & Supplies	\$	1,384,236	\$	1,515,421	\$ \$	(304,497)	-31.8%
Utilities	\$	107,885	\$	127,500	φ \$	(131,185)	-8.7%
Insurance	\$	184,408	\$	211,762	φ \$	(19,615)	-15.4%
Taxes	\$ \$ \$	112,682	\$	158,850	\$	(27,354)	-12.9%
Leases and Rentals	\$	15,689	\$	19,000	Ψ \$	(46,168) (3,311)	-29.1%
Miscellaneous	Š	48,424	\$	50,600	\$	(2,176)	-17.4%
Special Trip Services	\$	20,444	\$	30,000	\$	(9,556)	-4.3%
Operations	\$ \$	11,942,839	\$	12,623,955	\$	(681,116)	-31.9% - 5.4%
Contingency Reserve		. ,	\$	156,606	\$	(156,606)	-100.0%
Total Expenses	\$	11,942,839	\$	12,780,561	\$	(837,722)	
	·	11,012,000	Ψ	12,100,001	Ψ	(037,722)	-6.6%
Net Income (Loss)	\$	-	\$	-	\$	-	
Revenue Hours		103,735		107,509		(3,774)	-3.5%
Cost per Rev Hr	\$	114.98	\$	118.70	\$	(3.72)	-3.1%
Passengers	•	1,613,588	~		Ψ		
Cost per Passenger	\$	7.40	æ	1,636,599	φ.	(23,011)	-1.4%
Passengers per Rev Hr	φ	7.40 15.55	\$	7.81	\$	(0.41)	-5.2%
Farebox recovery ratio		15.55 16.8%		15.22 16.29/		0.33	2.2%
(faxes once faves/Once and out		10.0%		16.2%		0.6%	3.7%

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

FY 2011 Year to Date Comparison of Actual vs Budget For the Six Months Ended December 31, 2010 Paratransit Income Statement

		Actual		Budget		Variance	% Variance
Revenues							
Passenger fares	\$	273,359	\$	295,401	\$	(22,042)	-7.5%
	\$	273,359	\$	295,401		(22,042)	-7.5%
Advertising	\$	714	\$		\$	714	170,0
Interest	\$	70	\$	_	\$	70	100.0%
Other revenue	\$	-	\$	150	\$	(150)	100.076
Federal operating	\$	366,263	\$	366,263	\$	(1)	0.0%
TDA earned revenue	\$	903,216	\$	1,193,380	\$	(290,164)	-24.3%
STA revenue	\$	954,815	\$	440,864	\$	513,951	27.070
Measure J	\$	· -	\$	415,112	\$	(415,112)	-100.0%
Other operating assistance	\$ _\$	96,859	\$	85,000	\$	11,859	14.0%
	\$	2,321,937	\$	2,500,769	\$	(178,832)	-7.2%
Total Revenue	\$	2,595,296	\$	2,796,170	\$	(200,874)	-7.2%
Expenses							
Wages- Operators					\$		0.0%
Wages-Other	\$	52,750	\$	42,432	\$	10,319	24.3%
	\$	52,750	\$	42,432	\$	10,319	24.3%
Fringe Benefits	\$	21,956	\$	21,349	\$	607	2.8%
Services	\$	4,761	\$	13,250	\$	(8,489)	-64.1%
Materials & Supplies	\$	2,794	\$	1,250	\$	1,544	123.5%
Utilities	\$	9,487	\$	11,000	\$	(1,513)	-13.8%
Insurance	\$	_	\$	_	\$, . ,	0.0%
Taxes	\$	258	\$	250	\$	8	3.2%
Interest	\$ \$		\$	-	\$	-	0.0%
Leases and Rentals	\$	-	\$	-	\$	-	100.0%
Miscellaneous	\$	110	\$	550	\$	(440)	-80.0%
Special Trip Services	\$	2,503,180	\$	2,706,089	\$	(202,909)	-7.5%
Total Expenses	\$	2,595,296	\$	2,796,170	\$	(200,874)	-7.2%
Net Income (Loss)	\$	-	\$	-	\$	-	
Revenue Hours		41,223		42,198		(075)	2.20/
Cost per Rev Hr	\$	62.96	\$	66.26	¢	(975)	-2.3%
Passengers	Ψ		φ		\$	(3.30)	-5.0%
_	ø	75,274		77,086		(1,812)	-2.4%
Cost per Passenger	\$	34.48	\$	36.27	\$	(1.80)	-4.9%
Passengers per Rev Hr		1.83		1.83		(0.00)	0.0%
Farebox ratio		10.5%		10.6%		0.0%	-0.3%
(fares, spec fares/Oper exp-leases))						

Schedule 3- Paratransit

Statistics

FY 2011 Year to Date Comparison of FY2010 Actual & FY 09 Actual For the Six Months Ended December 31, 2010

		Actual FY2011		Actual FY2010	Variance Act 2011 to Act 10		Actual FY 09	Variance Act 2011 to Act 09
Fixed Route								production rate.
Fares	1.\$	1,614,347	\$	1,685,902	-4.2%	\$	1,929,257	-16.3%
Special Fares	\$	388,262	\$	359,977	7.9%	\$	454,354	-14.5%
Total Fares	\$	2,002,609	\$	2,045,879	-2.1%	\$	2,383,611	-16.0%
Fares box recovery ratio		16.8%	ľ	17.3%	-2.7%	Ψ	17.4%	-3.3%
Operating Exp (Less leases)	\$	11,927,150	\$	11,855,754	0.6%	\$	13,732,155	-13.1%
Revenue Hours		103,735		107,458	-3.5%		143,865	-27.9%
Cost per Rev Hour	\$	114.98	\$	110.33	4.2%	\$	95.45	20.5%
Passengers	ĺ	1,613,588		1,610,194	0.2%		2,290,526	-29.6%
Cost per Passenger	\$	7.39	\$	7.37	0.3%	\$	6.01	23.1%
Passengers per Rev Hr		15.55	L	14.98	3.8%		15.92	-2.3%
Paratransit								
Fares	\$	273,359	\$	286,797	-4.7%	\$	266,941	2.4%
Fares box recovery ratio	1	10.5%		11.0%	-4.5%	Ψ	10.5%	0.0%
Operating Exp (Less leases)	\$	2,595,296	\$	2,599,014	-0.1%	\$	2,533,435	2.4%
Revenue Hours		41,223		42,253	-2.4%		43,822	-5.9%
Cost per Rev Hour	\$	62.96	\$	61.51	2.4%	\$	57.81	8.9%
Passengers		75,274		78,950	-4.7%		78,423	-4.0%
Cost per Passenger	\$	34.48	\$	32.92	4.7%	\$	32.30	6.7%
Passengers per Rev Hr		1.83	-	1.87	-2.3%	*	1.79	2.0%

Operator Wages For the Six Months Ended December 31, 2010

		Υ				
	Actual	l Budget			Variance	% Variance
Platform/report/turn in	\$ 2,819,828	\$	2,884,093	\$	(64,265)	-2.2%
Guarantees	166,690	\$	179,582	·	(12,892)	-7.2%
Overtime	155,637	\$	122,116		33,521	27.5%
Spread	90,371	\$	79,016		11,355	14,4%
Protection	162,363	\$	179,582		(17,219)	-9.6%
Travel	104,750	\$	96,974		7,776	8.0%
Training	33,179	\$	25,142		8,037	32.0%
Other Misc	 16,545	\$	25,142		(8,597)	-34.2%
	\$ 3,549,363	\$	3,591,648	\$	(42,285)	-1.2%