

The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

www.cccta.org

MEETING NOTICE & AGENDA Administration & Finance Committee

1676 N. California Blvd, Suite 620
Walnut Creek, CA 94596

Friday, December 7, 2012
9:00 a.m.

The Committee may hear, discuss, deliberate, and/or take action on any item on the agenda

- | | |
|---|---------------|
| 1. Approval of Agenda - Action | |
| 2. Public Communication | |
| 3. Approval of Minutes of November 1, 2012 Meeting* | Review/Action |
| 4. Investment Policy-Quarterly Report* | Review/Action |
| 5. CCCTA Income Statement for the Three Months Ended September 30, 2012* | Review/Action |
| 6. FY13/FY14 Transit Capital Priorities Project Submittal* | Review/Action |
| 7. Review of Vendor Bills, November 2012** | Review |
| 8. Legal Services Statement, September/October 2012 General August/September 2012 Labor** | Review/Action |
| 9. Adjournment | |

*Enclosure

**Enclosure for Committee Members

FY 2012/2013
A&F Committee
Al Dessayer, Moraga
Laura Hoffmeister, Concord
Gregg Manning, Clayton

General Information

Public Comment: Each person wishing to address the above named committee is requested to complete a Speaker Card for submittal to the Committee Chair before the applicable agenda item is discussed. **Accessible Public Meetings:** Upon request, CCCTA will provide written agenda materials in appropriate alternative formats, or disability-related accommodations. Please send a written request and description of the requested materials so that it is received by CCCTA at least 48 hours before the meeting convenes. **Requests should be sent to:** Janet Madrigal, Clerk to the Board – CCCTA – Administrative Department, 2477 Arnold Industrial Way, Concord, CA 94520 or madrigal@cccta.org. **Shuttle Service:** With a 24-hour notice, a CCCTA LINK shuttle will be provided from the closest BART station to the meeting location. To arrange for the shuttle, please call Robert Greenwood 925/680-2072.

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

**Administration and Finance Committee
Summary Minutes
November 1, 2012**

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett.
Those in attendance were:

Board of Directors: Al Dessayer
Gregg Manning

Staff: General Manager Rick Ramacier
Director of Maintenance Scott Mitchell
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of October 9, 2012- Approved.
4. Closed Session: Conference with Labor Negotiator (pursuant to Government Code Section 54957.6 regarding Amalgamated Transit Union, Local 1605; Machinists Automotive Trades District Lodge No. 1173; Teamsters Union, Local 856, AFL-CIO, Transit Supervisors- The committee met with the General Manager Ramacier, Legal Counsel Pat Glenn and staff in closed session and reported back in open session that no decisions had been made.
5. Review of Vendor Bills, October 2012- The committee reviewed the vendor bills.
6. Legal Services Statement, August 2012 Labor & General- Approved.
7. Adjournment- The meeting was adjourned. The next meetings will be Friday, December 7, and Friday, January 11 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

Rick Ramacier, General Manager

The County Connection

Inter Office Memo

TO: A & F Committee

DATE: November 28, 2012

FROM: Rick Ramacier *RR*
General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement


Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending September 30, 2012.

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 \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BOOK
FIXED ROUTE				JUNE 2012	SEPTEMBER 2012	SEPTEMBER 2012
First Republic Bank	1106171	CHECKING	A/P General Account-Fixed Route	1,217,983	\$ 1,754,137	\$ 1,416,269
First Republic Bank	1106198	CHECKING	PAYROLL	\$ 384,218	\$ 94,367	\$ 108,185
First Republic Bank	1015001	CHECKING	CAPITAL PURCHASES	\$ 50,466	\$ 338,439	\$ 338,440
First Republic Bank	32431003958	CHECKING	WORKERS COMP-CORVEL	\$ 5,380	\$ 39,237	\$ 19,886
First Republic Bank	1106228	CHECKING	PASS SALES	\$ 144,380	\$ 1,079	\$ 128,367
First Republic Bank	800-0035-2386	Money Market	Prop-2B Safety & Security#2(2386)	\$ 117,313	\$ 117,320	\$ 117,320
First Republic Bank	800-0066-1158	Money Market	Prop-2B Safety & Security#3(1158)	\$ 117,132	\$ 6,940	\$ 6,965
PAYPAL	27SAXUUF19732	CHECKING	PAYPAL-PASS SALES	\$ 4,765	\$ 2,832	\$ 2,831
PARATRANSIT			TOTAL	\$ 2,041,636	\$ 2,354,351	\$ 2,138,263
First Republic Bank	1049584	CHECKING	CAPITAL PURCHASES	\$ 3,519	\$ 3,519	\$ 3,519
First Republic Bank	1106244	CHECKING	A/P General Account-Paratransit	\$ 243,896	\$ 111,351	\$ 108,824
			TOTAL	\$ 247,415	\$ 114,870	\$ 112,343
LAIF FUND						
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 2,423,168	\$ 46,979	\$ 46,979
LAIF ACCOUNT		INT-INVEST	Fixed Route Bus Purchase	\$ 342,858	\$ 343,162	\$ 343,162
LAIF ACCOUNT		INT-INVEST	Pacheco Transit Center	\$ 723,740	\$ 703,318	\$ 703,318
LAIF ACCOUNT		INT-INVEST	Rolling stock-2012	\$ 1,463,184	\$ 1,463,327	\$ 1,463,323
LAIF ACCOUNT		INT-INVEST	Rolling Stock-1011 PTMISEA	\$ 1,100,547	\$ 1,101,522	\$ 1,101,522
LAIF ACCOUNT		INT-INVEST	Martinez Stop Project	\$ 67,401	\$ 67,461	\$ 67,461
LAIF ACCOUNT		INT-INVEST	SAFE HARBOR LEASE RESERVE	\$ 1,432,009	\$ 1,433,278	\$ 1,433,278
			TOTAL	\$ 7,552,907	\$ 5,159,047	\$ 5,159,043
CCCTA EMPLOYEE						
First Republic Bank	1402153	INT CHECK	EMPLOYEE FITNESS FUND	\$ 8,839	\$ 8,539	\$ 8,539
			TOTAL	\$ 8,839	\$ 8,539	\$ 8,539
			GRAND TOTAL	\$ 9,850,797	\$ 7,636,807	\$ 7,418,188

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expenditures (cash flow) for the next six months.


Rick Ramacier
General Manager

The County Connection

Inter Office Memo

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

Date: November 28, 2012
Reviewed by:

SUBJECT: CCCTA Income Statements for the Three Months Ended September 30, 2012

The attached unaudited CCCTA Income Statements for the first three months of FY 2013 are presented for your review. The combined actual expenses, Fixed Route and Paratransit, (Schedule 1), **are 6.7% under the year to date budget (\$563,413). The expense categories with the most significant variances are:**

Fringe benefits	\$(139,464)	(7.2)%	Fringe benefits are lower due to several categories of expense- sick leave, other paid absences, medical & cafeteria expense.
Services	\$(50,023)	(9.7)%	Services are lower due to management services expenses, promotions, & legal expense.
Materials & Supplies	\$(223,512)	(22.3)%	Diesel fuel accounts for \$168k of actuals being under budget; other categories include oil analysis, bus tickets, and cleaning and office supplies.

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 7.8% under budget and Paratransit expenses are .9% under budget.

The combined revenues are also under budget. The most significant variances:

STA	\$(223,911)	(19.2)%	STA is lower due to a downward revision by MTC of available funds.
Measure J	\$(101,523)	(8.2)%	CCCTA withholds a portion of each quarterly report until after year end when actual sales tax receipts are known. Last year, 100% of the retention was paid out; it is anticipated that it will be paid out again this year.

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

Fixed route:

- Passenger fares are 6.1% more than FY 2012 and 5.7% more compared to FY 2011.
- The farebox recovery ratio is up compared to FY 2012 but down compared to FY 2011. The ratio is 16.3% in FY 2013; 15.7% in FY 2012 and 16.9% in FY 2011.
- Operating expenses are 1% more than in FY 2012 and 13% more than in FY 2011. Most of this is attributable to recording 7 pay periods in FY 2012 and FY 2013 and 6 pay periods in FY 2011.
- Fixed route revenue hours are .8% more than FY 2012 and .8% less than FY 2011.
- The cost per revenue hour has increased .1% compared to FY 2012 and 13.7% compared to FY 2011.
- Passengers have decreased 2.6% compared to FY2012 and 2.8% compared to FY 2011.
- The cost per passenger has increased 3.69% compared to FY 2012 and 15.2% compared to FY 2011.
- Passengers per revenue hour have decreased 3.4% compared to FY 2012 and 1.9% compared to FY 2011.

Paratransit:

- Passenger fares have decreased 14.3% compared to FY 2012 but increased 8.2% over FY 2011.
- The farebox ratio is less than FY 2012 but more than FY 2011. The ratio is 10.8% in FY 2013; 12.7% in FY 2011; and 10.5% in FY 2011.
- Expenses have increased 1.4% from the prior year and 6.1% compared to FY 2011.
- Revenue hours are 6.3% more than FY 2012 and 1.8% more than FY 2011.
- Passengers have decreased 7% compared to FY 2012 and decreased 6.7% compared to FY 2011.
- The cost per passenger has increased 9.1% since FY 2012 and 12% compared to FY 2011.
- Paratransit passengers per revenue hour have decreased 12.5% compared to FY 2012 and 8.7% compared to FY 2011.

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 1% more than projected.
- Guarantees are 14.9% over budget.
- Overtime is 10.7% under budget.
- Training is 185% more than budget.
- Overall wages for operators are 2% more than budget.

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2013 Year to Date Comparison of Actual vs Budget

For the Three Months Ended September 30, 2012

Combined Fixed Route and Paratransit Income Statement

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 973,411	\$ 1,033,569	\$ (60,158)	-5.8%
Special fares	223,550	221,604	1,947	0.9%
	1,196,961	1,255,173	(58,212)	-4.6%
Advertising	137,491	138,024	(533)	-0.4%
Safe Harbor lease	1,277	6,250	(4,973)	-79.6%
Other revenue	6,200	23,825	(17,625)	-74.0%
Federal operating	785,014	792,514	(7,500)	-0.9%
TDA earned revenue	3,320,994	3,250,744	70,250	2.2%
STA revenue	940,921	1,164,832	(223,911)	-19.2%
Measure J	1,143,058	1,244,581	(101,523)	-8.2%
Other operating assistance	440,629	489,015	(48,386)	-9.9%
	6,775,584	7,109,785	(334,202)	-4.7%
Total Revenue	\$ 7,972,545	\$ 8,364,958	\$ (392,413)	-4.7%
Expenses				
Wages- Operators	\$ 1,870,771	\$ 1,834,248	\$ 36,523	2.0%
Wages-Other	1,329,271	1,337,583	(8,312)	-0.6%
	3,200,042	3,171,831	28,211	0.9%
Fringe Benefits	1,809,939	1,949,403	(139,464)	-7.2%
Services	465,038	515,061	(50,023)	-9.7%
Materials & Supplies	776,697	1,000,209	(223,512)	-22.3%
Utilities	77,429	87,075	(9,646)	-11.1%
Insurance	84,977	90,075	(5,098)	-5.7%
Taxes	58,728	94,150	(35,422)	-37.6%
Leases and Rentals	6,465	10,125	(3,660)	-36.1%
Miscellaneous	23,791	30,191	(6,400)	-21.2%
Special Trip Services	1,298,439	1,291,838	6,601	0.5%
Operations	7,801,545	8,239,958	(438,413)	-5.3%
Contingency Reserve	0	125,000	(125,000)	-100.0%
Total Expenses	\$ 7,801,545	\$ 8,364,958	\$ (563,413)	-6.7%
Net Income (Loss)	\$ 171,000.00	\$ -	\$ 171,000	
Revenue Hours	73,012	70,429	2,583	3.7%
Cost per Rev Hr	\$ 106.76	\$ 118.63	\$ (11.86)	-10.0%
Passengers	809,319	880,471	(71,152)	-8.1%
Cost per Passenger	\$ 9.64	\$ 9.50	\$ 0.14	1.5%
Farebox ratio	15.4%	15.0%	0.3%	2.2%

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2013 Year to Date Comparison of Actual vs Budget

For the Three Months Ended September 30, 2012

Fixed Route Income Statement

	Actual		Budget		Variance		% Variance
Revenues							
Passenger fares	\$ 829,638	\$	880,292	\$	(50,654)		-5.8%
Special fares	223,550		221,604		1,947		0.9%
	1,053,188		1,101,896		(48,708)		-4.4%
Advertising	\$ 137,491		138,024		(533)		-0.4%
Safe Harbor lease	1,277		6,250		(4,973)		-79.6%
Other revenue	6,200		23,750		(17,550)		-73.9%
Federal operating	613,471		620,971		(7,500)		-1.2%
TDA earned revenue	2,881,165		2,839,133		42,032		1.5%
STA revenue	668,606		892,517		(223,911)		-25.1%
Measure J	879,758		952,075		(72,317)		-7.6%
Other operating assistance	394,558		440,803		(46,245)		-10.5%
	5,582,526		5,913,523		(330,997)		-5.6%
Total Revenue	\$ 6,635,714	\$	7,015,419	\$	(379,705)		-5.4%
Expenses							
Wages- Operators	\$ 1,870,771	\$	1,834,248	\$	36,523		2.0%
Wages-Other	1,307,643		1,297,445		10,198		0.8%
	3,178,414		3,131,693		46,721		1.5%
Fringe Benefits	1,798,903		1,932,731		(133,828)		-6.9%
Services	464,045		508,885		(44,840)		-8.8%
Materials & Supplies	776,549		999,484		(222,935)		-22.3%
Utilities	71,378		81,875		(10,497)		-12.8%
Insurance	84,977		90,075		(5,098)		-5.7%
Taxes	58,715		94,000		(35,285)		-37.5%
Leases and Rentals	6,465		10,125		(3,660)		-36.1%
Miscellaneous	23,714		29,963		(6,249)		-20.9%
Purchased Transportation	1,554		11,588		(10,034)		-86.6%
Operations	6,464,714		6,890,419		(425,705)		-6.2%
Contingency Reserve			125,000		(125,000)		
Total Expenses	\$ 6,464,714	\$	7,015,419	\$	(550,705)		-7.8%
Net Income (Loss)	\$ 171,000.0	\$	-	\$	171,000.0		
Revenue Hours	51,633		50,475		1,158		2.3%
Cost per Rev Hr	\$ 125.08	\$	138.79	\$	(13.71)		-9.9%
Passengers	773,469		843,951		(70,482)		-8.4%
Cost per Passenger	\$ 8.36	\$	8.31	\$	0.05		0.5%
Passengers per Rev Hr	14.98		16.72		(1.74)		-10.4%
Farebox recovery ratio	16.3%		16.0%		0.3%		1.8%

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2013 Year to Date Comparison of Actual vs Budget For the Three Months Ended September 30, 2012

Paratransit Income Statement

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	\$ 143,773	\$ 153,277	\$ (9,504)	-6.2%
	143,773	153,277	(9,504)	-6.2%
Other revenue		75	(75)	-100.0%
Federal operating	171,543	171,543	-	0.0%
TDA earned revenue	439,829	411,611	28,218	6.9%
STA revenue	272,315	272,315	-	0.0%
Measure J	263,300	292,506	(29,206)	-10.0%
Other operating assistance	46,071	48,212	(2,141)	-4.4%
	1,193,058	1,196,262	(3,204)	-0.3%
Total Revenue	\$ 1,336,831	\$ 1,349,539	\$ (12,708)	-0.9%
Expenses				
Wages-Other	\$ 21,628	\$ 40,138	\$ (18,510)	-46.1%
	21,628	40,138	(18,510)	-46.1%
Fringe Benefits	11,036	16,672	(5,636)	-33.8%
Services	993	6,176	(5,183)	-83.9%
Materials & Supplies	148	725	(577)	-79.6%
Utilities	6,051	5,200	851	16.4%
Taxes	13	150	(137)	-91.3%
Miscellaneous	77	228	(151)	-66.2%
Special Trip Services	1,296,885	1,280,250	16,635	1.3%
Total Expenses	\$ 1,336,831	\$ 1,349,539	\$ (12,708)	-0.9%
Net Income (Loss)	\$ -	\$ -	\$ -	
Revenue Hours	21,379	19,954	1,425	7.1%
Cost per Rev Hr	\$ 62.53	\$ 67.63	\$ (5.10)	-7.5%
Passengers	35,850	36,520	(670)	-1.8%
Cost per Passenger	\$ 37.29	\$ 36.95	\$ 0.34	0.9%
Passengers per Rev Hr	1.68	1.83	(0.15)	-8.4%
Farebox ratio	10.8%	11.4%	-0.6%	-5.3%
<i>(fares, spec fares/Oper exp-leases)</i>				

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Statistics

**FY 2013 Year to Date Comparison of FY 2012 Actual & FY 2011 Actual
For the Three Months Ended September 30, 2012**

	Actual		Variance		Variance
			Actual 2013 to Actual 2012		Actual 2013 to Actual 2011
	FY2013	FY2012		FY2011	

Fixed Route

Fares	\$	829,638	\$	782,068	6.1%	\$	782,301	5.7%
Special Fares		223,550		223,690	-0.1%		168,370	24.7%
Total Fares	\$	1,053,188	\$	1,005,758	4.7%	\$	950,671	9.7%
<i>Fares box recovery ratio</i>		16.3%		15.7%	3.7%		16.9%	-3.8%
Operating Exp (Less leases)	\$	6,458,249	\$	6,397,389	1.0%	\$	5,617,776	13.0%
<i>Revenue Hours</i>		51,633		51,205	0.8%		52,054	-0.8%
<i>Cost per Rev Hour</i>	\$	125.08	\$	124.94	0.1%	\$	107.92	13.7%
<i>Passengers</i>		773,469		793,838	-2.6%		794,777	-2.8%
<i>Cost per Passenger</i>	\$	8.35	\$	8.06	3.6%	\$	7.08	15.2%
<i>Passengers per Rev Hr</i>		14.98		15.50	-3.4%		15.27	-1.9%

Paratransit

Fares	\$	143,773	\$	167,714	-14.3%	\$	131,970	8.2%
<i>Fares box recovery ratio</i>		10.8%		12.7%	-15.5%		10.5%	2.2%
Operating Exp (Less leases)	\$	1,336,831	\$	1,317,807	1.4%	\$	1,255,084	6.1%
<i>Revenue Hours</i>		21,379		20,117	6.3%		20,999	1.8%
<i>Cost per Rev Hour</i>	\$	62.53	\$	65.51	-4.5%	\$	59.77	4.4%
<i>Passengers</i>		35,850		38,543	-7.0%		38,264	-6.7%
<i>Cost per Passenger</i>	\$	37.29	\$	34.19	9.1%	\$	32.80	12.0%
<i>Passengers per Rev Hr</i>		1.68		1.92	-12.5%		1.82	-8.7%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Operator Wages

For the Three Months Ended September 30, 2012

	Year to Date				
	Actual	Budget	Variance	% Variance	
Platform/report/turn in	\$ 1,499,792	\$ 1,484,236	\$ 15,556	1.0%	
Guarantees	82,075	71,411	10,664	14.9%	
Overtime	57,990	64,914	(6,924)	-10.7%	
Spread	41,677	45,293	(3,616)	-8.0%	
Protection	86,477	84,325	2,152	2.6%	
Travel	53,481	55,854	(2,373)	-4.2%	
Training	42,801	15,016	27,785	185.0%	
Other Misc	6,478	13,200	(6,722)	-50.9%	
	\$ 1,870,771	\$ 1,834,248	\$ 36,523	2.0%	

To: Administration and Finance Committee

Date: November 28, 2012

From: Laramie Bowron, Manager of Planning

Reviewed by:

SUBJECT: FY13 & FY14 TRANSIT CAPITAL PRIORITIES PROJECT SUBMITTAL

Summary of Issues:

In October the Metropolitan Transportation Commission (MTC) issued a call for projects as part of the Transit Capital Priorities (TCP) development process for FY 2012-13 and FY 2013-14. These projects are eligible for FTA 5307 funds and are typically used annually for rolling-stock replacement. CCCTA submitted the following project to be included in the TCP.

CCCTA submitted the following projects to be included in the TCP:

FY13			
Project Title	Federal	Local	Total
Replace 7 30' Buses	\$2,839,879	\$681,121	\$3,521,000
Replace 6 22' Paratransit Vans	\$572,700	\$117,300	\$690,000
Replace 4 Paratransit Minivans	\$180,236	\$35,764	\$216,000
Replace 1 Non-Revenue Auto	\$100,132	\$19,868	\$120,000
Purchase and Install 40 Electric Cooling Fans	\$200,000	\$200,000	\$400,000
FY14			
Project Title	Federal	Local	Total
Replace 18 40' Buses	\$9,187,740	\$2,224,260	\$11,412,000
Replace 15 40' Buses	\$6,578,760	\$1,581,240	\$8,160,000
Replace 2 Non-Revenue Van	\$91,786	\$18,214	\$110,000

MTC requires that operators seek board approval prior to programming projects.

Recommendation:

Staff recommends that the Committee forward these projects along with a supporting resolution to the full Board.

Options:

- 1) Forward to full Board with Resolution
- 2) Differ supporting projects
- 3) Other action