

County Connection

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
October 10, 2018

The meeting was called to order at 9:00 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members:	Director Al Dessayer Director Don Tatzin Director Kevin Wilk
Staff:	General Manager Rick Ramacier Chief Financial Officer Erick Cheung
Guests:	None

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of September 12, 2018- Approved.
4. Income Statements for the Fiscal Year Ended June 30, 2018 – CFO Cheung reported that the actual expenses of \$35,486,143 are -6.9% (\$2,626,115) under budget for the fiscal year. Expenses are under budget due to vacancies and associated benefits, service contracts, legal services, repair costs, and diesel fuel costs. Finally, the contingency is not needed this fiscal year. Mr. Cheung also noted that fare revenues of \$4,857,447 are -1.0% below budget (\$47,182) with a fare box ratio of 13.7%. Director Tatzin commented on the rising costs of Paratransit services and asked if there are more efficient methods of providing the service. General Manager Ramacier responded by noting the technology improvements for dispatching and scheduling that are coming and there will be a request for proposal in the coming year for these services. County Connection can review what vendors can provide and offer during this process. The committee accepted the report and forwarded to the Board.
5. Review of Vendor Bills, September 2018 - Reviewed.
6. Legal Services Statement, August 2018 General and July 2018 Labor- Approved.
7. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, October 31st at 3338 Mt. Diablo Blvd, Lafayette, CA at 9:30 am, and December 4th at 1676 North California Blvd, Suite 620, Walnut Creek, CA at 9:00 am.

Erick Cheung, Chief Financial Officer