

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-7500    countyconnection.com

## ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Friday, November 8, 2019**

**9:00 a.m.**

**City of Pleasant Hill Offices**

**100 Gregory Lane**

**Small Community Room**

**Pleasant Hill, CA 94523**

## **NEW LOCATION**

The committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of October 1, 2019\*
4. Closed Session:
  - a) Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimants: Virgillo Sanchez
5. Review of Vendor Bills, October 2019\*\*
6. Approval of Legal Services Statement, August 2019 Labor and August and September 2019 General\*\*
7. Next Scheduled Meeting – December 3, 2019
8. Adjournment

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\*Enclosure

\*\*Enclosure for Committee Members

\*\*\*To be mailed under separate cover

\*\*\*\*To be available at the meeting.

FY2019/2020 A&F Committee

Don Tatzin – Lafayette, Al Dessayer-Moraga, Sue Noack-Pleasant Hill

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

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

## General Information

**Public Comment:** Each person wishing to address the committee is requested to complete a Speakers Card for submittal to the Committee 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 Committee Chair. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Committee.

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.

**Consent Items:** All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

**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.countyconnection.com](http://www.countyconnection.com).

**Accessible Public Meetings:** Upon request, County Connection 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 County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@countyconnection.com](mailto:hill@countyconnection.com).

**Shuttle Service:** With advance notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. To arrange for the shuttle service, please call (925) 938-7433 between 8:00 am and 5:00 pm at least one day before the meeting.

### Currently Scheduled Board and Committee Meetings

Board of Directors:	November 21, 9:00 a.m., County Connection Board Room
Administration & Finance:	Tuesday, December 3, City of Pleasant Hill Offices, 100 Gregory Lane, Large Community Room, Pleasant Hill, CA 94523
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, November 7, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Operations & Scheduling:	Wednesday, November 6, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.**

**This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

## INTER OFFICE MEMO

Administration and Finance Committee  
Summary Minutes  
October 1, 2019

The meeting was called to order at 9:00 a.m. at 1676 North California Blvd in Walnut Creek. Those in attendance were:

Committee Members:            Director Al Dessayer  
   Director Sue Noack

Staff:                                Chief Financial Officer Erick Cheung

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of September 11, 2019- Approved.
4. Income Statements for the Fiscal Year Ended June 30, 2018 – CFO Cheung reported that the actual expenses of \$37,974,668 are -3.8% (\$1,500,228) under budget for the fiscal year. Expenses are under budget due to vacancies and associated benefits; and lower promotions expense, legal services, liability costs, and diesel fuel costs. Finally, the contingency was not needed this fiscal year. Mr. Cheung also noted that fare revenues of \$5,049,538 are 9.8% above budget (\$451,286) with a fare box ratio of 14.3%. County Connection also received State Transit Assistance (STA) one-time revenues for \$956,000 that completed the old allocation method of STA Population based funds. The committee accepted the report and forwarded to the Board.
5. Review of Vendor Bills, September 2019- Reviewed.
6. Legal Services Statement, July Labor - Approved.
7. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for 9:00 am on Friday November 8<sup>th</sup> and Tuesday December 3<sup>rd</sup> in the City of Pleasant Hill.

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Erick Cheung, Chief Financial Officer