

## General Manager's Report

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**Award for Outstanding Achievement in Popular Annual Financial Reporting from the Government Finance Officers Association (GFOA)** - The budget department is proud to announce that AC Transit received an Award for Outstanding Achievement in Popular Annual Financial Reporting from the Government Finance Officers Association (GFOA) for the FY 2017-18 budget. The "Popular Annual Financial Report" (PAFR) is a condensed and simplified presentation of the budget and District organization. The GFOA organizes a panel of industry professionals to review and score the submitted PAFR documents, and documents must meet a minimum score to get an award. The budget team assembled the report along with help from marketing and communications for the presentation and layout. The PAFR is available on the District's website at: <http://www.actransit.org/wp-content/uploads/PAFR-FY2017-2018-v6.pdf>

**Certification of Recognition for Budget Preparation from the Government Finance Officers Association (GFOA)** - The budget department is also proud to announce that AC Transit received a Certification of Recognition for Budget Preparation from the Government Finance Officers Association (GFOA) for the FY 2018-19 budget book. The submission to GFOA is an expanded version of the budget book, as the GFOA has specific requirements for the contents of the book that go beyond what is included in the adopted budget book posted on the website. The GFOA organizes a panel of industry professionals to review and score the submitted budget documents, and documents must meet a minimum score to get an award. The budget team assembles the budget book.

**New Bus Operator Certification** – On September 9, 2019 eight new trainees certified as Professional Bus Operators reporting out of the Hayward, Division 6. NBOs pictured below (back row, L to R) are Denisha Waters, Kenyon Jackson, Jose Ruiz, John Murgueitio-Tobon; (front row L to R) Training Instructor Brenda Clark, Norbu Gurung, Ebony Vincent, Luis Lopez, Princess Rhoades, Training Instructor Marvin DeLeon.

These new Professional Operators completed eleven training weeks demonstrating proficiency in all AC Transit procedures and policies, bus equipment, DMV licensing, ADA, customer service, and de-escalation techniques, as well as all of D4 routes. The final two weeks of training put it all to the test as each practiced their new skills serving the public, in live revenue service.



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**BRT Operations Training** - On September 12, 2019, TED staff hosted a BRT train-the-trainer day with ATU Line Instructors (LI). Led by Training Instructor Eyvonne Eagles, TTT prepared LIs for the official launch of BRT training of East Oakland Bus Operators beginning September 23. LIs learned key BRT operational procedures and were able to qualify on the NF 2300 bus, practice docking at the TEC rub-rail/median and tour on-street BRT operations along International Boulevard.



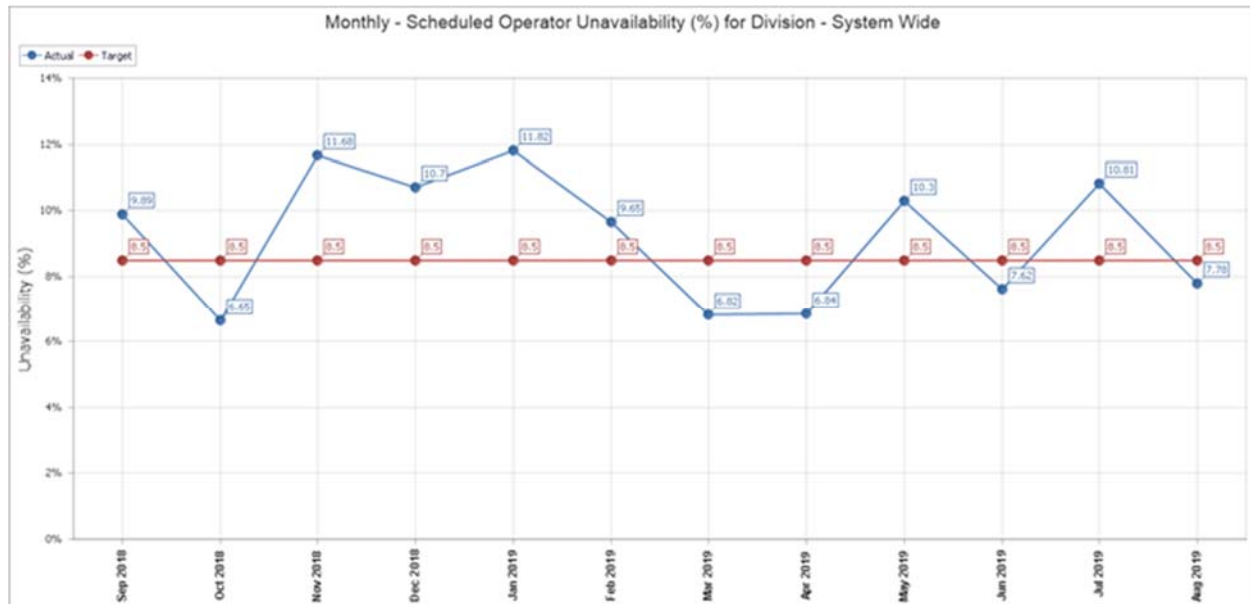
Training of East Oakland Bus Operators is expected to continue throughout Q2. Bus Operators will qualify on NF 2300 equipment, learn BRT procedures and practice docking along the corridor at specific locations such as 103<sup>rd</sup> and Durant. Docking practice will expand as more stations open up along the corridor.

**APTA Tech Conference** - The General Manager attended this years APTA technical conference held in Columbus Ohio, September 15<sup>th</sup>-18<sup>th</sup>. He participated on the General Session Lunch panel attended by more than 400 industry representatives. In addition, he attended several sessions including those on cyber-security, data governance and real-time prediction best practices.



## General Manager's Report

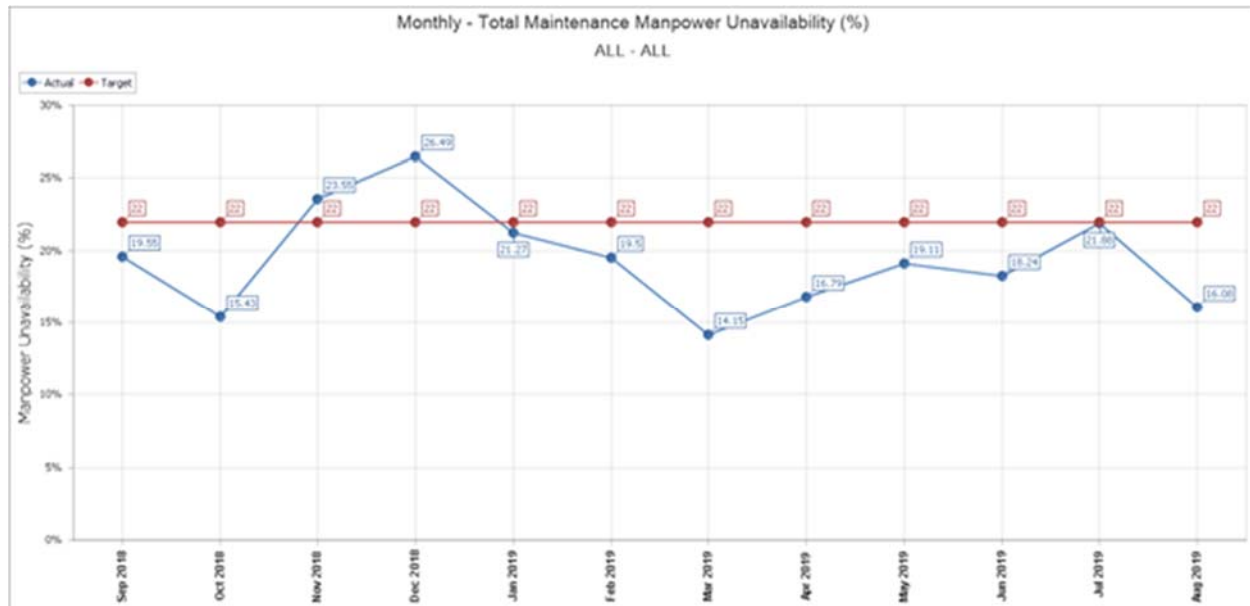
**Operator Unavailability** - Scheduled Operator Unavailability improved from 10.81 percent in July to 7.78 percent in August. The Percentage of Scheduled Operator Unavailability surpassed the goal of 22.5 percent during this time period. Transportation has focused on limiting cancellations or missed trips. Division dispatchers communicate with each other every day and share resources as a team when more operators are available for service.



**Bus Deployment** — The District is happy to report that the new Zero Emission New Flyer buses have move into the 40-hour testing. The 40-hour testing consist of 40 hours of in service operation without any failure occurring to the bus. One battery electric bus and six fuel cell buses have successfully completed the 40 hours of in revenue service testing. Currently four new fuel cell buses have been assigned to revenue service.

**Maintenance Manpower** — Manpower availability is important to ensure appropriate amount of employees are scheduled to service and maintain the District's fleet and facility assets. A Key Performance Indicator (KPI) for total maintenance manpower unavailability was established at 22%. During the past 12-months the District achieved the KPI goal in 10-months with an average of 19.33% for the 12-month period.

## General Manager's Report



**Bike Mobile at the Academy of Alameda (AOA) Middle School** -On Friday, August 16<sup>th</sup>, Legislative Affairs Representative, Chantal Reynolds, took AC Transit's mobile bike rack to AOA Middle School to show students how to practice putting their bikes on buses. AC Transit joined with Bay Area Bike Mobile who were at the school offering free bike repairs, while families were there receiving information for the first day of school.





## General Manager's Report

**20th Annual Laurel Street Fair World Music Festival** - On Saturday, August 10<sup>th</sup>, Legislative Affairs Representative, Chantal Reynolds along with Human Resources staff, Nate Kramer, Monique Chappel, Teri Vu, Yvonne Castro and Thuie Tran; and Brittany Dobbs and Cleo Goodwin of the Marketing Department represented the District at the 20<sup>th</sup> Annual Laurel Street Fair World Music Festival. Director Chris Peebles helped out at the booth connecting with Festival goers of all ages. This event was a celebration of art, cuisine, dance and rich rhythms from around the Globe. The Laurel StreetFair is dedicated to celebrating cultural roots, our communities, and the traditions that bring us together. It is a celebration of all that is wonderfully and beautifully, Oakland.



**Oakland Pride Parade and Festival**-On Sunday, September 8<sup>th</sup>, AC Transit Staff marched in the Oakland Pride Parade in Downtown Oakland. Thousands came out to celebrate as people lined the streets of Oakland to cheer on parade participants and show their "Pride". A number of Oakland organizations, companies, and businesses participated in the event and the streets were alive and vibrant as parade participants showed their spirit. AC Transit also had an informational booth at the festival where staff shared information about general service, BRT and the downtown Broadway detours.

## General Manager's Report

### Oakland Pride 2019 Photos



## General Manager's Report

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**Downtown Bus Detour Outreach a Success!**- Forty-plus AC Transit Staff volunteered on more than 75 shifts over seven days to help connect our riders with vital bus service information during the Broadway-to-Franklin detour associated with BRT construction. That equals well over 400 hours of direct community outreach! Together, AC Transit's committed Staff helped make life a little easier- in many cases, **A LOT** easier- for the people who count on us to get them where they need to go.

Volunteers distributed over 7,500 informational handouts to our riders and operators. The information shared, and the personal attention every volunteer gave to our riders, helped make sure people could still rely on AC Transit to connect them to their communities. Without their help, many people's lives would have been severely disrupted. The following Staff are recognized for their contributions:

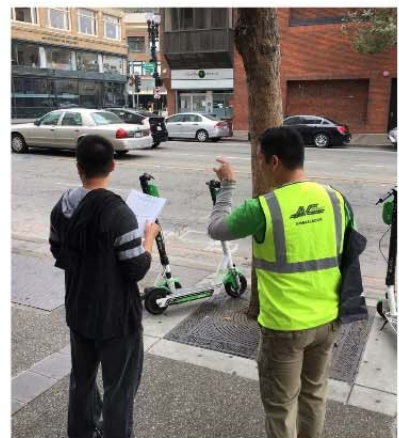
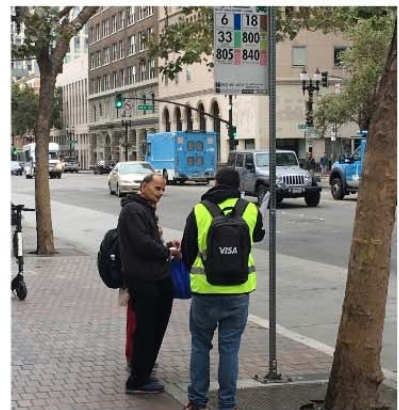
Ajay Martin, Andrew Broadbent, Angel Lau, Blossom Albuquerque, Brittany Dobbs, Carissa Lee, Chantal Reynolds, Christine Eduok, Christine Harris, Christine O'Connell, Claudia Burgos, Daniel Mao, David Berman, Diann Castleberry, Dir., Chris Peeples; Dir., Diane Shaw, Eric Harris, Flore

Mountsambote, Howard Der, JaDonna Williams, James Hundon, Jeremy McCants, Jessica Alvarez, Jorge C Velasco, Julia Kocs, Latoya Phillips, Linda Morris, Michael Eshleman, Michele Joseph, Nathan Landau, Nicole Steward-Crooks, Nicole Wilkinson, Owen

Goetze, Philip Lang, Quanta Barnes, Ryan Lau, Sally Goodman, Sandra Coleman-McGill, Scott Arjun, Sheranita Mayo, Steven Jones, Tiffany Bonaparte, Tony Gee and Zintle Mbek



## Downtown Bus Detour Outreach







Government Finance Officers Association

**Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting**

Presented to

**Alameda-Contra Costa Transit District  
California**

For its Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2018**

*Christopher P. Morill*

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Alameda-Contra Costa Transit District  
California**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director



## **Executive Reporting**

**As of July 31, 2019**

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### **Contents**

1. Budget Summary – Overview
  2. Budget Summary – Chart
  3. Positions Summary
  4. Farebox Revenue and Ridership
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## Budget Summary

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### Overview

- **Overall**
  - Results for first month of the FY 2019-20 fiscal year show the District coming in under budget mainly due to lower than expected Non-labor expenses.
  - It is common for the full year projections to vary widely in the beginning of the fiscal year. Any trends will become more apparent after a few months of experience.
- **Total Labor**
  - Operator labor costs are below budget despite a larger than average number of workdays. This is attributable to vacancies and absenteeism along with schedule reductions meant to make service more reliable given the active operator counts.
  - Salaried Overtime is over budget due to the Salesforce Transit Center re-start in early August, and training for go-live of Hastus Daily.
  - Health Plan costs are a bit over budget due to timing.
- **Total Non-Labor**
  - Total Non-Labor expenses are below budget by 21%. It is common for non-labor expenses to lag due to billing delays with the new fiscal year.
  - Vehicle Parts are over budget for the month, although staff expects this category to even out as the year progresses.

## Budget Summary (Budget vs Actuals as of July 31, 2019)

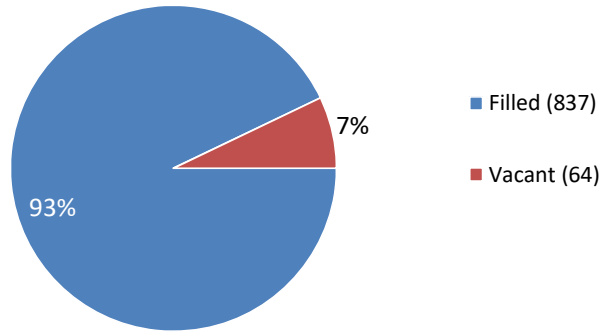
Parent Account & Name	Single Month - July FY2020			FYTD (% of year completed: 8%)					
	Single Month Budget	Single Month Actuals	Single Month Budget Used %	Annual Budget	Actuals FYTD	Annual Budget Remaining	Budget Used % FYTD	Historical Avg % Used FYTD	Projected Annual Budget Used %
<b>Wages</b>									
Operators Regular Time	5,826,727	5,613,524	96%	69,920,729	5,613,524	64,307,205	8%	8%	99%
Operators Premium Time	1,590,917	1,520,295	96%	19,091,000	1,520,295	17,570,705	8%	8%	104%
Maintenance Regular Time	2,122,082	2,098,883	99%	25,464,989	2,098,883	23,366,106	8%	8%	102%
Maintenance Overtime	128,183	160,290	125%	1,538,200	160,290	1,377,910	10%	8%	138%
Salaried Regular Time	2,953,498	3,012,737	102%	35,441,972	3,012,737	32,429,236	9%	8%	106%
Salaried Overtime	68,800	110,408	160%	825,600	110,408	715,192	13%	8%	159%
<b>Misc Wages &amp; Fringe</b>	5,935,017	3,462,191	58%	71,220,202	3,462,191	67,758,012	5%	8%	59%
<b>Health Plans</b>	4,708,637	5,071,833	108%	56,503,643	5,071,833	51,431,810	9%	9%	101%
<b>Pension</b>	4,855,346	4,705,656	97%	58,264,156	4,705,656	53,558,500	8%	7%	110%
<b>Labor Total</b>	<b>28,189,208</b>	<b>25,755,816</b>	<b>91%</b>	<b>338,270,492</b>	<b>25,755,816</b>	<b>312,514,676</b>	<b>8%</b>	<b>8%</b>	<b>94%</b>
<b>Key Services</b>									
Professional and Tech Svcs	529,946	119,845	23%	6,359,352	119,845	6,239,507	2%	3%	65%
Security Services	1,092,501	1,107,465	101%	13,110,014	1,107,465	12,002,549	8%	8%	111%
<b>Other Services</b>	1,502,216	414,109	28%	18,026,594	414,109	17,612,485	2%	5%	47%
<b>Vehicle Parts</b>	996,337	1,524,403	153%	11,956,040	1,524,403	10,431,637	13%	9%	135%
<b>Fuel &amp; Lubricants</b>	1,376,736	1,580,772	115%	16,520,837	1,580,772	14,940,065	10%	10%	95%
<b>Other Maintenance</b>	147,277	119,784	81%	1,767,325	119,784	1,647,541	7%	6%	110%
<b>Office Supplies</b>	94,347	106,880	113%	1,132,168	106,880	1,025,288	9%	12%	76%
<b>Misc Materials</b>	68,530	74,743	109%	822,363	74,743	747,620	9%	5%	189%
<b>Utilities</b>	328,308	204,072	62%	3,939,695	204,072	3,735,623	5%	6%	87%
<b>Liability</b>	1,374,429	608,898	44%	16,493,152	608,898	15,884,254	4%	14%	26%
<b>Taxes</b>	254,286	225,553	89%	3,051,430	225,553	2,825,877	7%	6%	118%
<b>Purchased Transportation</b>	2,903,786	2,395,671	83%	34,845,427	2,395,671	32,449,756	7%	8%	83%
<b>Miscellaneous</b>	378,137	274,001	72%	4,537,638	274,001	4,263,637	6%	4%	134%
<b>Non-Labor Total</b>	<b>11,046,836</b>	<b>8,756,195</b>	<b>79%</b>	<b>132,562,034</b>	<b>8,756,195</b>	<b>123,805,839</b>	<b>7%</b>	<b>8%</b>	<b>81%</b>
<b>Grand Total</b>	<b>39,236,044</b>	<b>34,512,012</b>	<b>88%</b>	<b>470,832,526</b>	<b>34,512,012</b>	<b>436,320,515</b>	<b>7%</b>	<b>8%</b>	<b>90%</b>

2% - 9% over expected

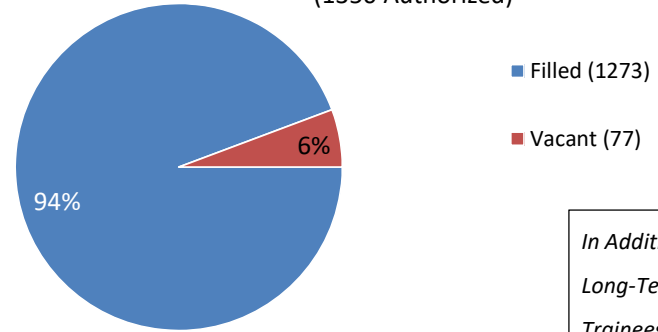
10% or more over expected

## Positions Summary

**Non-Operators\***  
(901 Authorized)

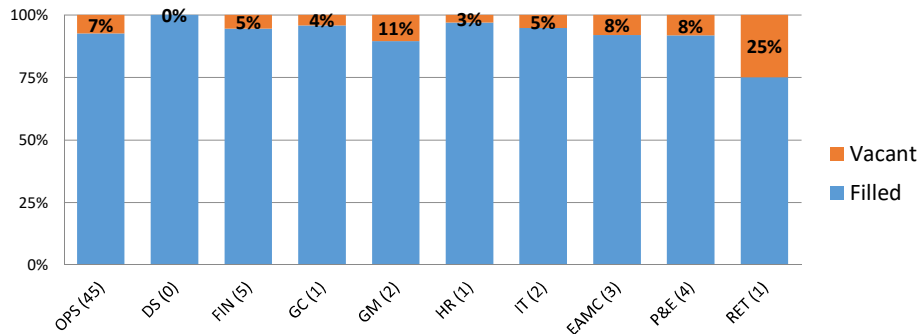


**Operators**  
(1350 Authorized)

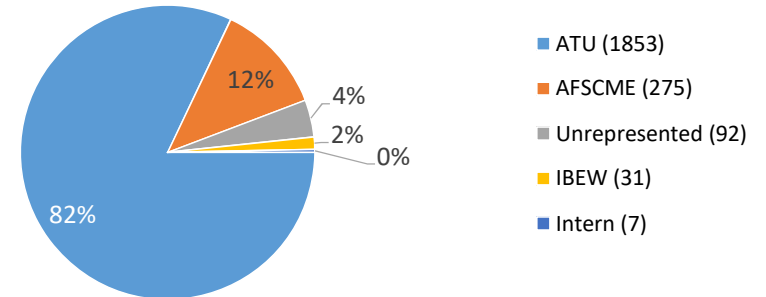


*In Addition:*  
Long-Term Leave (71)  
Trainees/NBO (39)

**Non-Operator Vacancies by Department**



**Employee Affiliation**



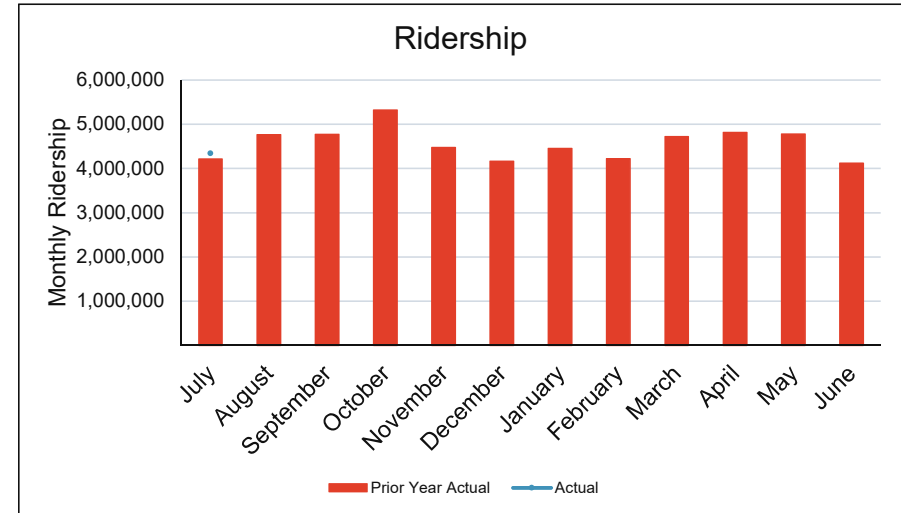
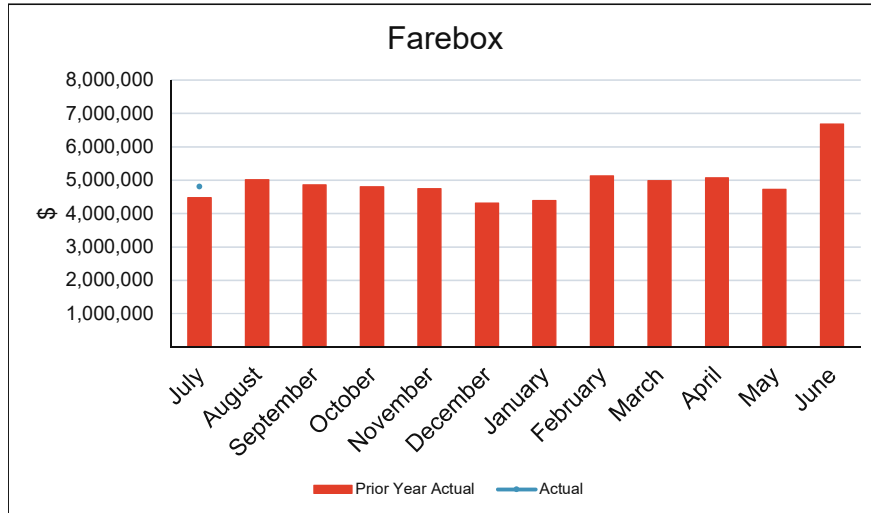
Authorized Positions			
Department	Filled	Vacant	Total
Operations - Bus Operators	1273	77	1350
Operations - Non-Operators	558	45	603
District Secretary	3	0	3
Finance	86	5	91
General Counsel	23	1	24
General Manager	17	2	19
Human Resources	32	1	33
Innovation and Technology	36	2	38
EAMC	34	3	37
Planning & Engineering	45	4	49
Retirement	3	1	4
<b>Total</b>	<b>2110</b>	<b>141</b>	<b>2251</b>

Authorized Positions			
Position Type	Filled	Vacant	Total
Bus Operator	1273	77	1350
Maintenance	417	22	439
Salaried	367	34	401
Clerical	53	8	61
<b>Total</b>	<b>2110</b>	<b>141</b>	<b>2251</b>

\* Non-Bus Operators include all permanent employees except for operators  
Positions data as of June 30, 2019



### Farebox Revenue and Ridership FY 2019-20 vs. FY 2018-19



Farebox Revenue	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD	FY Projection
<b>FY 2019-20</b>	4,803,789												<b>4,803,789</b>	<b>57,645,469</b>
<b>FY 2018-19</b>	4,473,800	5,008,431	4,850,857	4,796,155	4,742,955	4,306,796	4,387,029	5,124,161	4,977,423	5,070,409	4,717,293	6,680,388	<b>4,473,800</b>	<b>59,135,698</b>
<b>Y-Y %</b>	7.4%												7.4%	-2.5%

NTD Ridership	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD	FY Projection
<b>FY 2019-20</b>	4,340,908												<b>4,340,908</b>	<b>52,090,896</b>
<b>FY 2018-19</b>	4,216,443	4,765,441	4,768,915	5,319,872	4,473,598	4,165,412	4,454,143	4,221,241	4,715,823	4,812,576	4,778,518	4,118,615	<b>4,216,443</b>	<b>54,810,597</b>
<b>Y-Y %</b>	3.0%												3.0%	-5.0%

**Notes:**

1. Farebox revenue is for per-boarding payments only; does not include EasyPass agreements or contract services (BART, City of Oakland, etc.)
2. Current FY total ridership and farebox revenue projections are based on the average monthly ridership and farebox revenue applied to the rest of the fiscal year.
3. ACTC Student Pass program farebox revenues are received irregularly and can have a significant effect on monthly Y-Y% comparisons.