

Recreation Department



Mission:

The Recreation Department is dedicated to improving the quality of life in Richmond by celebrating the diversity of its residents; and building understanding through interactions in its recreation programs, park facilities, and cultural events.

Strategic Goals:

Maintain and enhance the physical environment

- Replace dilapidated furniture, equipment, and apparatus in the community centers to create a more “customer friendly” atmosphere for people to recreate and socialize.
- Renovate the administrative office to make it Americans with Disabilities Act (ADA) compliant to ensure efficient service delivery and quality customer service to the disabled.

Promote a safe and secure community

- Improve safety and security in the City’s community centers to reduce criminal activities.
- Implement a client/participant attendance tracking system in order to determine if residents’ needs are being met.
- Maintain adequate staffing at the community facilities to monitor and provide quality programs.
- Promote and assist cultural understanding and celebrate our growing diversity through the implementation of our City-wide festivals.
- Expand safe, reliable transportation services to seniors and disabled individuals by extending Paratransit weekday service hours and providing weekend transportation.

Promote economic vitality

- Increase facility rental usage by upgrading facilities to attract and retain resident and business interest.
- Provide quality structured programs, activities, and fee-based classes.

Promote effective government

- Implement Youth Activities and Youth Sports Programs to expand City-wide programs, sports, activities, and excursions for youth 5 through 17 years old.
- Implement an Adult Sports Program to expand City-wide sports activities, tournaments, leagues, and classes for adults.
- Maintain and expand outside collaborative partnerships with human service organizations.
- Expand and upgrade Learning Resource Centers at all community centers to provide educational, academic, and life skills information.
- Operate Paratransit services as a self-sustaining program.

Recreation Department

Promote a sustainable City

- Encourage all recreation users to recycle at all recreation events, activities, and community and neighborhood centers.
- Convert/upgrade athletic fields, play areas, and outdoor athletic facilities with recycled products.

Recreation Department

Goal

To strengthen community image and sense of place by providing excellent recreation programs at the community centers and in the City parks. To enhance the quality of life and build a healthy environment for Richmond residents by offering recreation, parks and arts programs for our diverse community.

Description

The Recreation Department enhances the quality of life for all people living, working and playing in the City of Richmond by offering a variety of recreation services. The Department operates 14 community facilities, numerous parks, playgrounds and sports programs to promote community health and creative alternatives for public leisure time.

2008-09 Key Standards:

- Maintain attendance and demographic records of participants through computerized tracking system.
- Receive and maintain certifications from National Recreation and Park Association and California Park and Recreation Society.
- Increase collaborative partnerships with community-based groups and non-profit agencies.
- Maintain pools at "A" levels.
- Collaborate with public safety agencies to maximize safety at recreation facilities.
- Increase program participation for all age groups by 10%.
- Increase number of scheduled activities for the general public by 25%.
- Renovate community centers and maintain them at "A" level.
- Increase program revenue with the ultimate goal of meeting program expenditures.
- Maximize facility usage and maintain an 80% or more rental rate.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposal
# of scheduled facility rental activities	700*	900	1,000	2,000
# of registered participants	5,145	30,000	60,000	90,000
# of scheduled activities (eighteen-month calendar)	60	120	120	240
# of life enrichment excursions for all ages	250	95	95	190
# of collaborative partnerships formed	56	55	85	85
# of new programs established	25	30	50	80

Effectiveness

% of pools achieving public health rating 100% of the time	100%	75%	75%	100%
% of participants satisfied with programs offered (survey to be conducted in 2009)				100%

Efficiency

Cost per participant	\$80	\$80	\$80	\$80
% of cost recovery	25%	25%	25%	50%

*Rental rate reduction 2009 is due to the temporary closure (for renovation) of the main auditorium.

Recreation Department

Paratransit Division

Goal

To provide safe and reliable door-to-door transportation for community members who are seniors (over 65) and/or who have physical challenges in order to improve access to community services and activities, to decrease social isolation, and to increase the ability to live independently in the community. Also, to increase funding revenue streams such as becoming a Medi-CAL Non-Emergency Medical Transportation Provider and pursuing Section 5310 grant to replace aging fleet and upgrade technology.

Description

The Paratransit Division provides quality, low-cost transportation services to seniors and physically-challenged individuals that reside in Richmond, North Richmond, Point Richmond, Richmond Annex, Rollingwood, East Richmond Heights, Kensington, and El Sobrante. The Division offers the following programs: demand response and fixed route transportation services, individual trips, group trips, special purpose group tours, shuttle services, nutrition site transportation, and subsidized taxi transportation.

2008-09 Key Standards:

- Increase the number of passengers to 3 per service hour.
- Maintain the number of accidents per 25,000 miles at 0.
- Decrease the number of vehicles in the fleet that are over 5 years old.
- All Paratransit vehicles receive scheduled service inspections to ensure compliance with the California Department of Transportation and the California Highway Patrol criteria.
- Ensure Multi-Purpose Senior Services Program (MSSP) and Linkages passengers receive van and taxi books within 24 hours of faxed request.
- Process taxi reimbursement requests by the 15th day of the following month.
- Complete quarterly Contra Costa Transportation Authority (CCTA) & Section 5310 reports by the 1st day of the following month.
- Ensure passenger needs are being met through a regular survey process that measures participant satisfaction with Paratransit services.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of passengers registered	2,850	2,832	2,850	3,000
# of passenger trips provided	13,650	8,500	17,000	20,000
# of cancellations by requestor	150	450	900	150
# of no-shows of requestor	150	60	120	60
# of denials of service	6	90	180	50
# of accidents per 25,000 miles	0	0	0	0
# of passenger per hour per vehicle	2	2	2	3
# of vehicles older than 5 years	10	10	8	4

Recreation Department

Paratransit Division

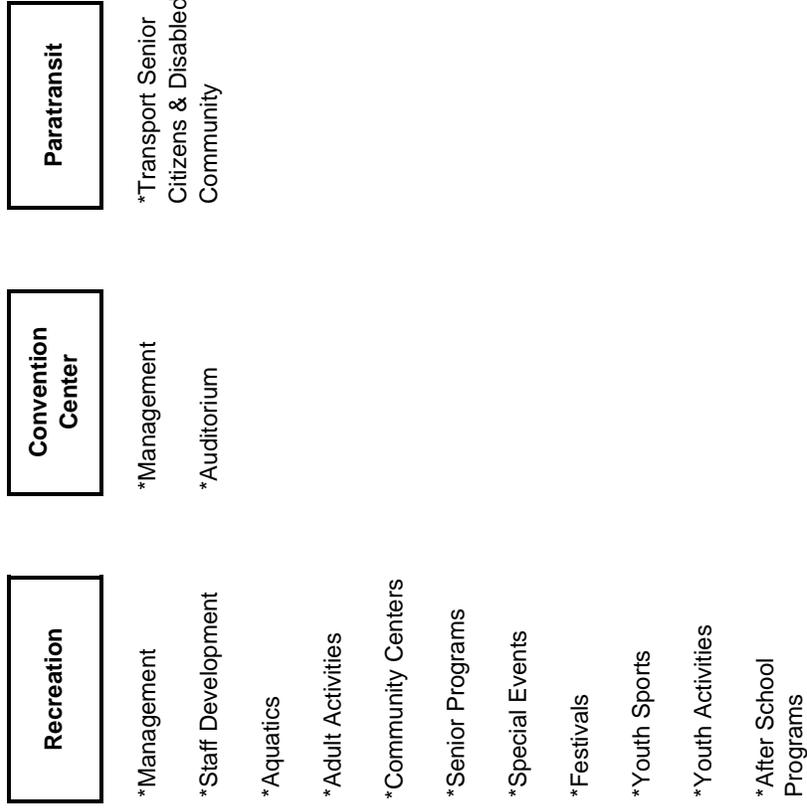
Effectiveness

% of passengers satisfied with Paratransit services	99%	99%	99%	100%
% of vehicles inspected to ensure compliance	100%	100%	100%	100%
% of passengers picked up on-time (within 15-minute window)	100%	100%	100%	100%
% of MSSP and Linkages passengers receiving books within 24 hours of request	100%	99%	100%	100%

Efficiency

Average number of trips per day per driver	10	10	10	15
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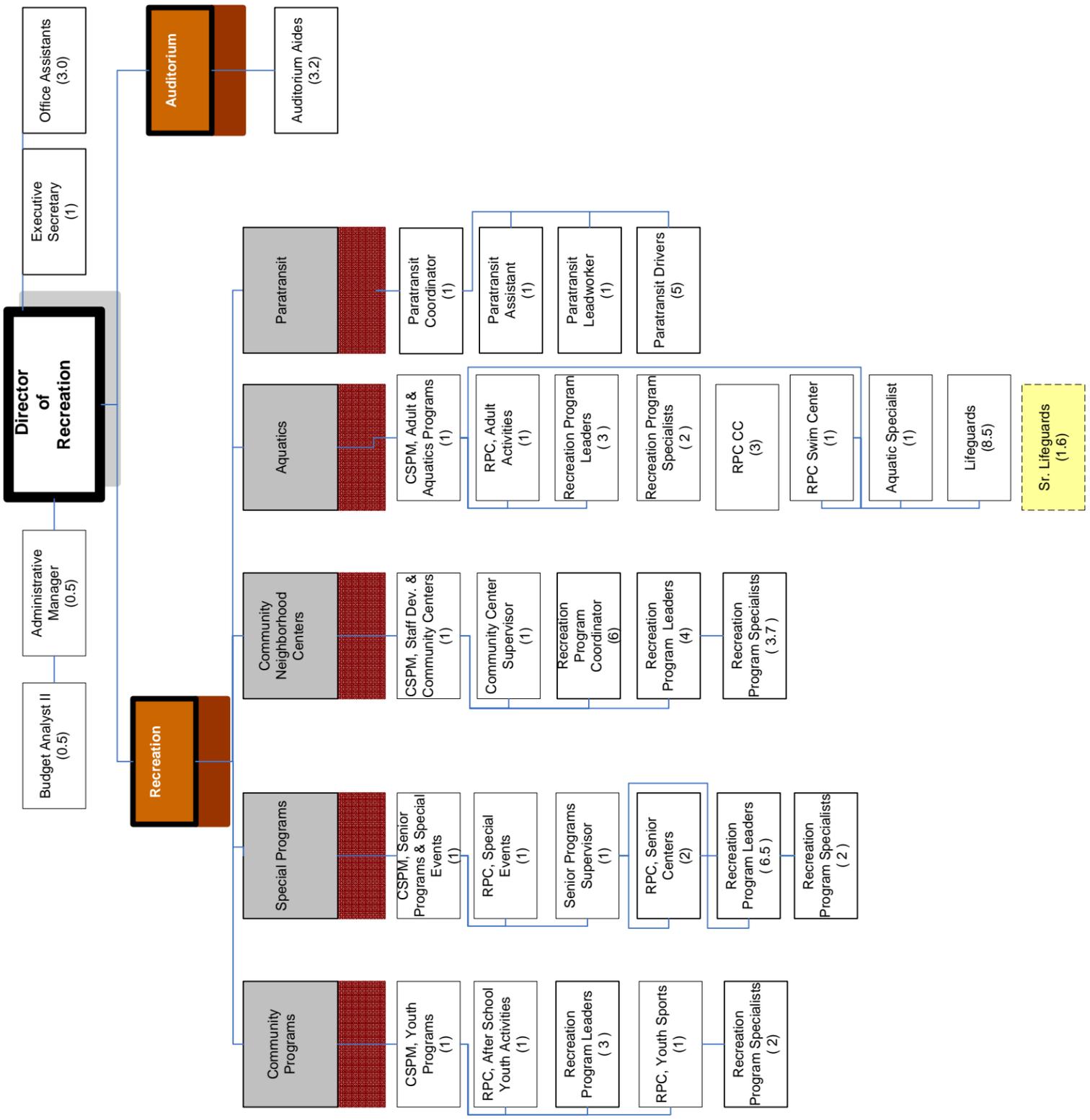
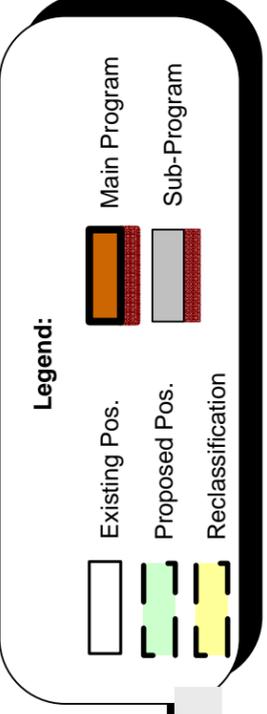
RECREATION DEPARTMENT PROGRAM ORGANIZATIONAL CHART





Recreation Department FY2008-09 Organizational Chart

Existing FTE = 66.4, Proposed FTE = 71.4



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
RECREATION DEPARTMENT					
Administrative Manager		1.0	0.5	0.5	
Administrative Secretary	1.0	1.0	1.0		
Aquatic Instructor	0.5				
Aquatic Lifeguard	3.0	10.5	10.5	10.5	
Aquatics Specialist		1.0	1.0	1.0	
Auditorium Aide		3.2	3.2	3.2	
Budget Analyst II		1.0	0.5	0.5	
Executive Secretary II				1.0	
Community Services Program Manager	2.0	4.0	4.0	4.0	
Convention Center Manager					
Office Aide	0.5				
Office Assistant II	1.0	3.0	3.0	3.0	
Paratransit Assistant	2.0	2.0	1.0	1.0	From Public Works
Paratransit Coordinator	1.0	1.0	1.0	1.0	From Public Works
Paratransit Driver	10.0	10.0	9.0	5.0	From Public Works
Paratransit Driver Leadworker	1.0	1.0	1.0	1.0	From Public Works
Recreation Director			1.0	1.0	
Recreation & Parks Director					
Recreation Program Aides			2.0	2.0	
Recreation Program Leader	9.0	16.5	12.8	12.8	
Recreation Program Specialist	5.1	9.7	7.9	7.9	
Recreation Supervisor		2.0	2.0	2.0	
Secretary					
Senior Life Guard					
Maintenance Aide II					
Total Full-Time Equivalents (FTEs)	34.1	69.9	78.4	71.40	

CITY OF RICHMOND
 Department: Recreation Department
 Cost Center: 10057-Recreation Administration
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
40908	Recreation Program Fees	340,280	375,500	173,345	708,000
41201	Facility Rentals				10,000
42006	State Grant				20,000
42005	Federal Grant (NRPA)				10,000
	Total Revenues	340,280	375,500	173,345	748,000
Expenditures					
50115	Salaries Gen	1,070,660	1,857,943	694,223	1,724,670
50125	PT Salaries	689,135	1,046,650	416,877	1,031,768
50200	Benefits	791,095	1,367,883	463,767	1,367,355
	Total Salaries & Benefits	2,550,890	4,272,476	1,574,867	4,123,793
51100	Materials & Supplies	23,288	50,922	16,822	65,000
	Postage				15,000
	General Office Supplies				50,000
51105	Special Dept. Expenses	277,519	182,000	94,721	154,950
	Other Events/Program Materials				-
	Aquatics Program Materials				13,000
	DPRC Program Materials				8,500
	Snowball Event Materials				10,000
	Spring Fling Event Materials				5,550
	July 3rd Event Materials				10,000
	Sr. Program Materials				12,000
	Youth Sports Leagues/Camps/Tournaments				11,900
	Adult Activities Course Supplies				15,000
	Adult Sports Program Materials				25,000
	Youth Activities Program Materials				40,000
	Tennis Program Materials				4,000
51201	Membership & Dues	3,253	7,650	3,882	13,275
	CPRS Membership				9,550
	National Parks & Rec Society				3,725
51202	Travel & Training	12,748	21,000	4,240	38,000
	CPRS Conference				13,000
	NRPA Conference				10,000
	CLASS/Grant/Marketing Training				15,000
51203	Mileage Reimbursements	1,955	7,000	941	8,660
51300	Contractual Services	71,539	99,015	38,460	132,900
	Referees/Camps/Tournaments				30,000
	Recreation Guide				30,000
	Entertainment for Community Events				3,800
	July 3rd Fireworks				20,000
	Program Instructors (All Programs)				30,000
	Security/Music/Event Services				15,000
	Sr. Program Services				4,100
51350	Maintenance Expenses		8,200		15,800
	Equipment Maintenance				10,000
	Software Expenses				5,800
51400	Other Operating Expenses	25,975	108,000	4,863	63,139
	Printing & Binding				21,689
	Books				4,000
	Subscriptions				2,450
	Rental Expenses				35,000
51500	Utilities		3,000	608	13,800
	Telephone/Cell Phone Expense				13,800
51507	Direct Equipment Service				
51425	Building Rental - Marina City Hall				
51601-51620	Internal Service Funds Allocations	1,903,427	2,957,484	1,457,303	3,046,209

51700	Property, Furniture and Equipment Ex	60,541	126,908	2,531	68,650
	Youth/Adult Sports Equipment				8,900
	Community Center Furniture/Equipment				40,000
	Aquatics Center Equipment				9,750
	Sr. Centers Furniture/Equipment				10,000
51800	Grant Expenditure				
52000	Debt Service Expenditures				
53000	Capital Outlay		208,528		
54500	Transfer out				
	Total Operating Expenditures	2,380,245	3,779,707	1,624,371	3,620,382
	Total All Expenses	4,931,135	8,052,183	3,199,238	7,744,175

CITY OF RICHMOND
 Department: Recreation Department
 Cost Center: 10079-City Festivals
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
Total Revenues		-	-	-	-
<u>Expenditures</u>					
50115	Salaries				
50200	Benefits				
Total Salaries & Benefits		-	-	-	-
51100	Materials & Supplies				
51105	Special Dept. Expenses		2,000	12,000	60,000
	July 3rd Festival		500		-
	Homefront/Multi-Cultural Festival		500		20,000
	Junteenth Festival		500		20,000
	Cinco de Mayo Festival		500		20,000
51201	Membership & Dues			500	
51202	Travel & Training				
51203	Mileage Reimbursements				
51300	Contractual Services		58,000		
	July 3rd Festival		22,000		
	Homefront/Multi-Cultural Festival		12,000		
	Junteenth Festival		12,000		
	Cinco de Mayo Festival		12,000		
51350	Maintenance Expenses				
51400	Other Operating Expenses		30,000	7,500	
	July 3rd Festival		7,500		
	Homefront/Multi-Cultural Festival		7,500		
	Junteenth Festival		7,500		
	Cinco de Mayo Festival		7,500		
51500	Utilities				
51507	Direct Equipment Service				
51601-51620	Internal Service Fund Allocations				
51700	Property, Furniture and Equipment Exp				
51800	Grant Expenditure				
52000	Debt Service Expenditures				
53000	Capital Outlay			-	
54500	Transfer out				
Total Operating Expenditures		-	-	-	-
Total All Expenses		-	90,000	20,000	60,000

CITY OF RICHMOND
 Department: Recreation Department
 Cost Center: 11147-Vendorized DPRC
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)		Detail FY2008-09 Dept Proposed
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual		
Revenues						
40900	Fees					
41400	Charges for Services	92		172		
Total Revenues		92		172		
Expenditures						
50115	Salaries	61,388	59,729	37,325		62,112
50125	PT Salaries	38,338	58,443	23,027		73,148
50200	Benefits	50,559	67,340	26,950		80,938
Total Salaries & Benefits		150,285	185,512	87,302		216,198
51100	Materials & Supplies		532			2,081
51105	Special Dept. Expenses		4,286	500		8,500
51201	Membership & Dues		160			320
51202	Travel & Training		1,400			4,000
51203	Mileage Reimbursements		225			758
51300	Contractual Services					
51350	Maintenance Expenses		150			1,550
51400	Other Operating Expenses		675	29		500
51429	Building Rental-DiCon					
51500	Utilities					
51507	Direct Equipment Service					
51601-51620	Internal Service Fund Allocations					
51700	Property, Furniture and Equipment Exp					5,000
51800	Grant Expenditure					
52000	Debt Service Expenditures					
53000	Capital Outlay					
54500	Transfer out					
Total Operating Expenditures		-	7,428	529		22,709
Total All Expenses		150,285	192,940	87,831		238,907

CITY OF RICHMOND
 Department : Recreation Department
 Cost Center: 11297-Community Access Subsidy Program
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
Total Revenues		-	-	-	-
<u>Expenditures</u>					
50115	Salaries				
50200	Benefits				
Total Salaries & Benefits		-	-	-	-
51100	Materials & Supplies				
51105	Special Dept. Expenses				29,332
	Non-Profit Contributions				29,332
51201	Membership & Dues				
51202	Travel & Training				
51203	Mileage Reimbursements				
51300	Contractual Services				
51350	Maintenance Expenses				
51400	Other Operating Expenses		50,000		25,000
	Facility Rental Expense Waivers				25,000
51500	Utilities				
51507	Direct Equipment Service				
51601-51620	Internal Service Fund Allocations				
51700	Property, Furniture and Equipment Exp				
51800	Grant Expenditure				
52000	Debt Service Expenditures				
53000	Capital Outlay			-	
54500	Transfer out				
Total Operating Expenditures		-	50,000	-	54,332
Total All Expenses		-	50,000	-	54,332

CITY OF RICHMOND
 Department: Recreation Department
 Cost Center: 11117-Convention Center
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
<u>Revenues</u>					
40900	Fees		-	-	21,002
41201	Rental & Concession	257,120	-	-	240,000
Total Revenues		257,120	-	-	261,002
<u>Expenditures</u>					
50115	Salaries	60,175		13,451	
50125	PT Salaries	89,481		49,479	116,470
50200	Benefits	129,946		39,453	117,632
Total Salaries & Benefits		279,602	-	102,383	234,102
51100	Materials & Supplies	1,787			
51105	Special Dept. Expenses	82,372			27,500
	Janitorial Supplies				23,000
	Equipment/Tools				4,500
	Details				
51201	Membership & Dues	495			
51202	Travel & Training	1,974			
51203	Mileage Reimbursements				
51300	Contractual Services	6,275			
	Co-sponsorships (talent shows etc)				
	LaborReady				
	Details				
51350	Maintenance Expenses				
51400	Other Operating Expenses				
51500	Utilities				
51507	Direct Equipment Service				
51601-51620	Internal Service Fund Allocations	-	4,551	2,276	-
51700	Property, Furniture and Equipment Exp				
51800	Grant Expenditure				
52000	Debt Service Expenditures				
53000	Capital Outlay				
54500	Transfer out				
Total Operating Expenditures		92,903	4,551	2,276	27,500
Total All Expenses		372,505	4,551	104,659	261,602

CITY OF RICHMOND
 Department: Recreation Department
 Cost Center: 11065-USTA Tennis Center
 Fund: 2103-USTA Tennis Center

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
Total Revenues		-	-	-	
<u>Expenditures</u>					
50115	Salaries				
50200	Benefits				
Total Salaries & Benefits		-	-	-	-
51100	Materials & Supplies	49	200	97	1,300
51105	Special Dept. Expenses	2,563	1,816	1,789	2,000
51201	Membership & Dues	254	700	513	700
51202	Travel & Training		1,460	1,369	1,500
51203	Mileage Reimbursements				
51300	Contractual Services		804	500	500
51350	Maintenance Expenses				
51400	Other Operating Expenses				
51500	Utilities				
51507	Direct Equipment Service				
51601-51620	Internal Service Fund Allocations				
51700	Property, Furniture and Equipment Exp				
51800	Grant Expenditure				
52000	Debt Service Expenditures				
53000	Capital Outlay			-	
54500	Transfer out				
Total Salaries & Benefits		2,866	4,980	4,268	6,000
Total All Expenses		2,866	4,980	4,268	6,000

CITY OF RICHMOND

Department: Public Works

Cost Center: 10055-Paratransit

Fund: 2051- Paratransit

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)		Detail FY2008-09 Dept Proposed
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual		
Revenues						
	Interest & Investment Income	(6,477)	-	(9,203)	-	
41105	Interest Income	(6,477)	-	(9,203)	-	
	Rental & Concession	39,697	45,000	20,709	100,000	
41204	Rent From Utilities	(60)	-	-	-	
41214	Paratransit Scrip	39,757	45,000	20,709	100,000	
	Charge for Services	232	-	433	500	
41405	Service Charge	-	-	250	250	
41454	WC Revenue - Professional	131	-	(15)	-	
41455	WC Rev - Service/Mtce	102	-	198	250	
	Grant Revenue	484,171	484,434	123,731	511,284	
	Revenue - Other Agency	-	-	-	-	
42006	State Grants	-	-	-	19,850	
	Private Grants	-	-	-	-	
	Federal Grants	-	-	-	-	
42009	County Grants	9,737	474,434	3,280	17,000	
42008	Local Grants	474,434	10,000	120,451	474,434	
	Other Revenue	(116)	-	7	-	
	Refund	-	-	7	-	
47035	Misc Other Revenues	(50)	-	-	-	
47036	Returned/Redeposited	(66)	-	-	-	
47025	Refunds/Reimbursements	-	-	-	188,115	
47500	Operating Transfers	494,281	200,000	200,000	250,000	
	Total Revenues	1,011,789	729,434	335,677	1,049,899	
Expenditures						
50001	Salaries	526,786	518,462	239,297	430,589	
50200	Benefits	361,733	389,014	178,945	348,014	
	Total Salaries & Benefits	888,520	907,476	418,241	778,603	
51100	Materials & Supplies	5,985	6,000	854	6,000	
51105	Special Department Expense	34,617	14,500	3,859	14,500	
51201	Membership Dues	65	300	-	300	
51202	Travel & Training	1,905	2,000	-	2,000	
51203	Mileage Reimbursement	-	200	-	200	
51300	Contractual Services	30,367	40,000	9,443	30,000	
51350	Maintenance Expense	1,682	5,200	-	1,000	
51400	Other Operating Expenses	776	10,000	(5)	550	
51500	Utilities Expense	-	5,500	-	3,500	
51507	Direct Equipment Srvc	82,692	-	-	120,000	
51601-51620	Internal Service Fund Allocations	199,162	367,670	185,718	188,115	
51700	Property, Furniture and Equipment Exp	-	2,000	-	2,000	
51800	Grant Expenditure	-	-	-	-	
52000	Debt Service Expenditure	(383)	-	(661)	-	
53000	Capital Outlay - >\$4,999	-	30,000	-	-	
	Total Operating Expenditures	356,869	483,370	199,208	368,165	
	Total All Expenses	1,245,388	1,390,846	617,449	1,146,768	

City of Richmond
Statement of Revenues, Expenditures and Changes in Cash Balance

Fund: 2051 Paratransit

	FY 2006-07 Actual	FY 2007-08 Adopted	FY 2008-09 Forecast	FY 2009-10 Forecast	FY 2010-11 Forecast	FY 2011-12 Forecast
Cash Balance, July 1	\$ -	\$ (233,598)	\$ (584,535)	\$ 17,783	\$ 280,977	\$ 568,778
[1] Negative Cash Balance Transfer from General Fund			\$ 584,535			
Revenue:						
Interest & Investment Income	\$ (6,477)	\$ (11,000)	\$ -	\$ -	\$ -	\$ -
Rental & Concession	\$ 39,697	\$ 40,000	\$ 80,000 [2]	\$ 100,000 [3]	\$ 100,000	\$ 100,000
Medi-CAL Provider	\$ -	\$ -	\$ 20,000 [5]	\$ 79,400	\$ 95,280	\$ 114,336
Charges for Services	\$ 232	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Grant Revenue	\$ 484,171	\$ 484,434	\$ 511,284 [2]	\$ 702,615 [4]	\$ 737,422	\$ 792,752
Proceeds: Land & Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ (116)	\$ 7	\$ -	\$ -	\$ -	\$ -
Operating Transfers-In	\$ 494,281	\$ 400,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Total Revenue	\$ 1,011,790	\$ 913,941	\$ 861,784	\$ 1,132,515	\$ 1,183,202	\$ 1,257,588
Expenditures:						
Salaries & Benefits	\$ 888,520	\$ 894,242	\$ 663,951	\$ 683,870	\$ 704,386	\$ 725,517
Contractual Services	\$ 30,367	\$ 30,000	\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,782
Other Operating	\$ 127,722	\$ 158,000	\$ 150,050	\$ 154,552	\$ 159,188	\$ 163,964
Internal Services	\$ 199,162	\$ 182,636	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ (383)	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,245,388	\$ 1,264,878	\$ 844,001	\$ 869,321	\$ 895,401	\$ 922,263
Cash Balance, June 30	\$ (233,598)	\$ (584,535)	\$ 17,783	\$ 280,977	\$ 568,778	\$ 904,104

This fund is projected and monitored on a "cash" basis, as opposed to a working capital basis.

[1] Write-off negative cash balance

[2] Assumes the following fare increases:

- a. Farebox revenue increase to \$5 from \$3
- b. Sr Nutrition increase to \$5 from \$1
- c. Van books increase to \$50 from \$30
- d. Taxi scrip increase to \$20 from \$15

} avg 62% increase in fare revenue
approximately \$37,000

[3] Projected ridership increase due to implementation of scheduling software. Current operations is one passenger @ trip; scheduling software will allow ride-sharing. This revenue projection presumes a 25% increase in trips per hour in FY 09-10. No projected increase for subsequent fiscal years -conservative approach.

[4] Beginning FY09/10 Measure C will be replaced with Measure J which will include the base of \$4744.34 and above base allocations to be determined by WCCTAC

[5] Figures are based on current Richmond Paratransit clients(6) who are on Medi-CAL and are receiving weekly non-emergency medical appointments.

Based on Tri-Delta's trend; FY 09/10 is projected assuming a 100% increase in Medi-Cal clients. Each FY after assumes a 20% increase.

FY 08/09 revenue projected at 50% of annual projection of \$40,000; allowance for program implementation.

Budget Recommendations: Paratransit Operations For FY 2008-09 Budget

Based on the Departmental Budget hearing held on March 24, 2008, the Department was directed to reduce staff; project the impact of fare increases; and compare the City's projected subsidy of \$250,000 relative to other cities. The goal is to provide Paratransit services and promote an efficient, effective, self-supporting program.

Budget recommends that the following items be considered, in an effort to meet that goal:

1. Purchase of scheduling software

- Will establish pick-up windows; increase trips per hour thru ride-share
- Will improve driver and scheduling staff efficiencies
- Will provide verifiable statistical and demographical data for reporting and revenue outreach opportunities
- Scheduling software RFP posted March 27, 2008. *11 vendors have downloaded the RFP.*

2. Projected increase in Measure C/Measure J allocation

- Current Measure C is \$474,434
- Beginning FY 2009-10 Measure J will increase 48% to \$702,162

3. Projected impact of fare increase

- Current fare of \$3 is comparable to other community-based transportation services. Range is from \$1 to \$3.
- Fare increase will not materially increase overall programs revenues (see 5 year projection analysis)

4. Projected revenue impact of implementing Medi-Cal Transport Service

- Base rate = \$17.35 @ one-way trip; or \$34.70 @ round-trip
- Maximum rate = \$29.00 @ one-way trip; or \$58.00 @ round-trip (incl Attendant & night call premium)
- Currently 6 clients (have been identified) that qualify for this program; projected FY 08-09 revenue = \$40,000. For FY 2008-09 revenue was projected at 50%, or \$20,000 to allow for program implementation.
- There may be other current clients that will qualify for program participation.

5. Reduce Paratransit service area

- Current service areas extends from Pinole to Albany (Solano Ave), inclusive
- Exclude service to Pinole
- Exclude service to Albany

6. Reduce Paratransit Driver Staff

- The FY 08-09 budget was developed based on reducing staff by four (4) full-time drivers, and one (1) part-time Office Aide.
- Recommend that final staffing reductions be reviewed to determine if the mix of remaining staff positions are sufficient to maintain sufficient service levels.

7. Reduce FY 08-09 budgeted expenditures by eliminating ISF allocations

- Recommend temporary suspension of ISF allocations, until Paratransit operations are self-sustaining.

Budget Recommendations: Paratransit Operations For FY 2008-09 Budget

8. **Maintain General Fund Subsidy**

The City of Richmond's projected subsidy for FY 2008-09 is \$250,000 or 34% of non-fare revenue. The averages for other community-based transportation services are, by county:

Contra Costa County	19%	\$24,250
Alameda County	21%	\$96,185

Future year's projections include an annual fixed General Fund subsidy of \$250,000.

9. **Increase Ridership**

Determine feasibility of expanding services to citizens **60 years or older**. This will also allow the vehicle fleet to include less expensive vans – ambulatory vs. non-ambulatory (disabled).

RECOMMENDATION:

It is clear that the solution to address Paratransit's operational deficiencies will involve a multi-faceted approach of increasing revenues, increasing service demands, streamlining operations, and maintaining a (temporary) General Fund subsidy. The impacts of the operational and fiscal recommendations presented above will not result in a cost-effective program in FY 08-09. However in approximately 2 fiscal years positive results of operations might be realized through the increases in Measure J allocations, Medi-Cal Transport revenue, and increased ridership. Based on our analysis, the purchase of scheduling software is critical to the continuance of Paratransit operations. The software will streamline operations, implement driver efficiencies, enable the City to pursue revenue-sharing opportunities, and ensure fiscal reporting compliance; as well as provide a way to measure operations effectiveness.

These recommendations and accompanying financial projections are based on analytical assumptions; when considering staff reductions it is important to consider the impact staff reductions will have on operations and how they will effect the subsequent year's fiscal and operational projections.