



Finance and Administration Committee
Meeting Minutes
Monday, June 08, 2015, 1:30 p.m.

3.1 Revised

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

1. Pledge of Allegiance

2. Roll Call

A roll call was conducted. All members were present.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. June 8, 2015 FAC Meeting Minutes

Commissioner Kaplan moved to approve the Consent Calendar. Commissioner Spencer seconded the motion. The motion passed unanimously.

5. Regular Matters

5.1 Alameda CTC Proposed Consolidated Budget and Overall Work Program for FY2015-16

Patricia Reavey recommended that the Commission approve the Alameda CTC Proposed Consolidated Budget for FY2015-16 and receive the Overall Work Program (OWP) for FY2015-16. She stated that no changes were made to the budget since the FAC's approval of the draft in May but staff has added an OWP for FY2015-16. The OWP provides the Commission with information of all major transportation planning, programming and project activities that will be accomplished during FY2015-16. Patricia provided a brief overview of the OWP and stated that the document also serves as a communication tool to keep the Commission informed of all staff activities, major deliverables and significant milestones.

Commissioner Fujioka asked what percent of the budget goes to salaries and benefits. Patricia stated that total salaries and benefits are just under \$4 million so it is approximately 1.5% of the total budget and hasn't changed much since inception of the Alameda CTC.

Commissioner Fujioka wanted more information on the new position that was added under the salaries and benefit portion of the budget. Patricia stated that the one position that was filled was a senior accountant.

Commissioner Maass asked if the additional position listed in the budget is the same position that would most likely use the HRA amendment approved by the Commission last month. Patricia stated that the HRA amendment would most likely apply to the Deputy Director of Program and Projects position, which has not yet

been advertised.

Commissioner Valle asked what type of expenditures the funding for the Safe Routes to School program was used towards and wanted more information on how funding can be used for capital investments. Tess stated that one part of the SR2S program is a site assessment which allows city officials, parents and school officials the opportunity to address issues and possible capital investments options for a city in relation to the program.

Commissioner Kaplan moved to approve this item. Commissioner Spencer *seconded the motion. The motion passed unanimously.*

5.2. Alameda CTC FY2015-16 Community Advisory Committee Bylaws (ACTAC, BPAC, IWC, PAPCO)

Tess Lengyel recommended that the Commission approve the Alameda CTC FY2015-16 Community Advisory Committee Bylaws (ACTAC, BPAC, IWC, and PAPCO). She stated that approval of the bylaws formalizes the roles, structure, function and procedures for committee operations.

Commissioner Fujioka requested that language be added to the end of item 5.3 Quorum in each of the bylaws which states, “; however, no action can be taken until the Committee achieves a quorum.” Tess stated that the requested language would be added.

Commissioner Maass wanted information on the different amounts of members on each committee and also wanted information on approval roles for each committee. Tess provided information on each committee’s membership make-up and provided information on roles and responsibilities for each committee.

Commissioner Spencer wanted clarification on the qualifications regarding the ability to read financial documents as stated in the IWC membership application. Patricia stated that the application outlines the requirements which could be a combination of training or experience. The applicant is required to self-identify if they meet the requirement.

Commissioner Fujioka moved to approve this item. Commissioner Spencer seconded the motion. The motion passed unanimously.

6. Committee Member Reports (Verbal)

There were no committee reports.

7. Staff Reports

There were no staff reports.

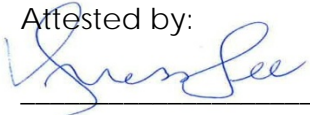
8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, July 13, 2015 @1:30 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



Vanessa Lee,
Clerk of the Commission

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