



Alameda County Transportation Commission
meeting as a committee of the whole as the

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

Monday, April 09, 2012, 1:30 P.M.

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair
Mark Green, Mayor - Union City
Commission Vice Chair
Scott Haggerty, Supervisor - District 1

Chair: John Chiang
Vice Chair: Rebecca Kaplan

AC Transit
Greg Harper, Director
Alameda County
Supervisors
Nadia Lockyer - District 2
Wilma Chan - District 3
Nate Miley - District 4
Keith Carson - District 5

Members: Mark Green, Scott Haggerty, Nadia Lockyer, Tom Blalock, Wilma Chan, Laurie Capitelli, Rob Bonta

BART
Thomas Blalock, Director
City of Alameda
Rob Bonta, Vice Mayor

Staff Liaisons: Patricia Reavey
Executive Director: Arthur L. Dao
Clerk of the Commission: Vanessa Lee

City of Albany
Farid Javandel, Mayor
City of Berkeley
Laurie Capitelli, Councilmember

AGENDA
Copies of Individual Agenda Items are Available on the:
Alameda CTC Website -- www.AlamedaCTC.org

City of Dublin
Tim Sbranti, Mayor
City of Emeryville
Ruth Atkin, Councilmember
City of Fremont
Suzanne Chan, Vice Mayor
City of Hayward
Olden Henson, Councilmember

1 PUBLIC COMMENT

Members of the public may address the Committee during "Public Comment" on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Only matters within the Committee's jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handling it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

City of Livermore
John Marchand, Mayor
City of Newark
Luis Freitas, Vice Mayor

2 CONSENT CALENDAR

2A. Minutes of March 12, 2012- Page 1 A

City of Oakland
Councilmembers
Larry Reid
Rebecca Kaplan

3 FINANCIAL MATTERS

3A. Approval of a Loan in Compliance with Approved Loan Program between ACTA and the ACCMA Authorizing ACTA to Lend \$5 Million to ACCMA- Page 7 A

City of Piedmont
John Chiang, Vice Mayor

3B. Approval of Fiscal Year 2012-2013 Alameda County Transportation Commission Member Agency Fee Schedule - Page 9 A

City of Pleasanton
Jennifer Hosterman, Mayor

City of San Leandro
Joyce R. Starosciak, Councilmember

4 ADMINISTRATIVE MATTERS

Executive Director
Arthur L. Dao

5 COMMITTEE MEMBER REPORTS (VERBAL) I

6 STAFF REPORTS (VERBAL)

I

7 ADJOURNMENT/NEXT MEETING: MARCH 12, 2012

Key: A- Action Item; I – Information Item

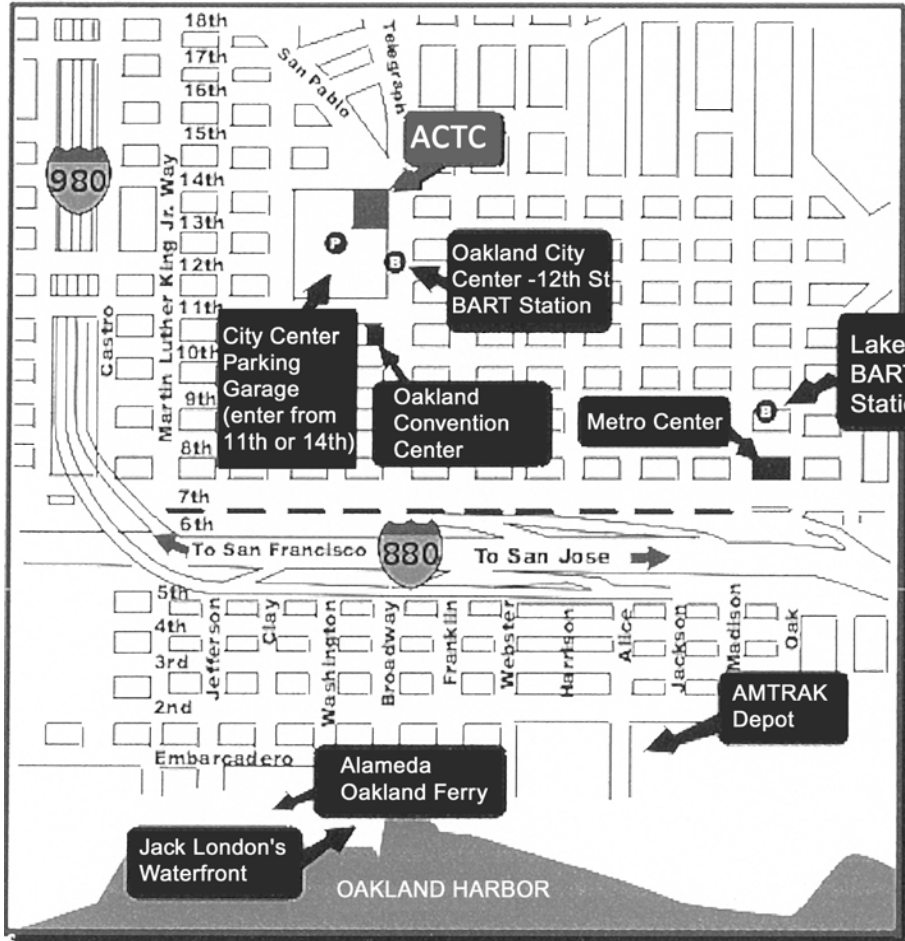
(#) All items on the agenda are subject to action and/or change by the Committee.

PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND

*Alameda County Transportation Commission
1333 Broadway, Suites 220 & 300, Oakland, CA 94612
(510) 208-7400 (New Phone Number)
(510) 836-2185 Fax (Suite 220)
(510) 893-6489 Fax (Suite 300)
www.alamedactc.org*

Glossary of Acronyms

ABAG	Association of Bay Area Governments	MTC	Metropolitan Transportation Commission
ACCMA	Alameda County Congestion Management Agency	MTS	Metropolitan Transportation System
ACE	Altamont Commuter Express	NEPA	National Environmental Policy Act
ACTA	Alameda County Transportation Authority (1986 Measure B authority)	NOP	Notice of Preparation
ACTAC	Alameda County Technical Advisory Committee	PCI	Pavement Condition Index
ACTC	Alameda County Transportation Commission	PSR	Project Study Report
ACTIA	Alameda County Transportation Improvement Authority (2000 Measure B authority)	RM 2	Regional Measure 2 (Bridge toll)
ADA	Americans with Disabilities Act	RTIP	Regional Transportation Improvement Program
BAAQMD	Bay Area Air Quality Management District	RTP	Regional Transportation Plan (MTC's Transportation 2035)
BART	Bay Area Rapid Transit District	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
BRT	Bus Rapid Transit	SCS	Sustainable Community Strategy
Caltrans	California Department of Transportation	SR	State Route
CEQA	California Environmental Quality Act	SRS	Safe Routes to Schools
CIP	Capital Investment Program	STA	State Transit Assistance
CMAQ	Federal Congestion Mitigation and Air Quality	STIP	State Transportation Improvement Program
CMP	Congestion Management Program	STP	Federal Surface Transportation Program
CTC	California Transportation Commission	TCM	Transportation Control Measures
CWTP	Countywide Transportation Plan	TCRP	Transportation Congestion Relief Program
EIR	Environmental Impact Report	TDA	Transportation Development Act
FHWA	Federal Highway Administration	TDM	Travel-Demand Management
FTA	Federal Transit Administration	TEP	Transportation Expenditure Plan
GHG	Greenhouse Gas	TFCA	Transportation Fund for Clean Air
HOT	High occupancy toll	TIP	Federal Transportation Improvement Program
HOV	High occupancy vehicle	TLC	Transportation for Livable Communities
ITIP	State Interregional Transportation Improvement Program	TMP	Traffic Management Plan
LATIP	Local Area Transportation Improvement Program	TMS	Transportation Management System
LAVTA	Livermore-Amador Valley Transportation Authority	TOD	Transit-Oriented Development
LOS	Level of service	TOS	Transportation Operations Systems
		TVTC	Tri Valley Transportation Committee
		VHD	Vehicle Hours of Delay
		VMT	Vehicle miles traveled



Directions to the Offices of the Alameda County Transportation Commission:

**1333 Broadway, Suite 220
Oakland, CA 94612**

Public Transportation Access:

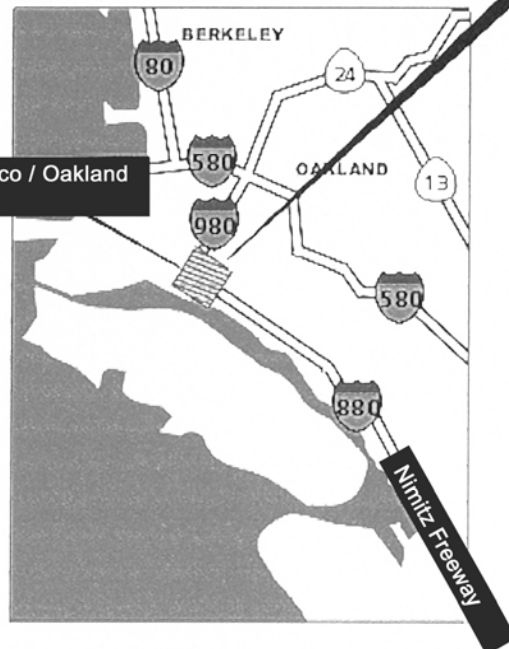
BART: City Center / 12th Street Station

AC Transit:

Lines 1,1R, 11, 12, 13, 14, 15, 18, 40, 51, 63, 72, 72M, 72R, 314, 800, 801, 802, 805, 840

Auto Access:

- Traveling South: Take 11th Street exit from I-980 to 11th Street
- Traveling North: Take 11th Street/Convention Center Exit from I-980 to 11th Street
- Parking: City Center Garage – Underground Parking, (Parking entrances located on 11th or 14th Street)



**Alameda County
Transportation Commission
1333 Broadway, Suite 220
Oakland, CA 94612**



**FINANCE AND ADMINISTRATION COMMITTEE
MINUTES OF MARCH 12, 2012
OAKLAND, CA**

Chair John Chiang convened the meeting at 1:35 PM.

1 Public Comment

There was no public comment.

2 Consent calendar

2A. Minutes of March 12, 2012

Supervisor Haggerty motioned to approve the Consent Calendar. Councilmember Kaplan seconded the motion. The Consent Calendar was passed 7-0.

3 Financial Matters

3A. Approval of a Proposed Update to the Fiscal Year 2011- 2012 Consolidated Budget for the Alameda CTC

Patricia Reavey recommended that the Commission approve the Proposed Update to the Consolidated Budget for FY2011-12. Ms. Reavey informed the Committee that this proposed budget is being brought to the commission to reflect changes in projects and programs needs since the original budget was developed and to reflect how actual revenues and expenditures are being realized as the year progresses.

The budget update includes revenues and expenditures necessary for vital programs and planning projects including the Countywide Transportation Plan, Congestion management Programs, Safe Routes to School Program, Vehicle Registration Fee Programs, the Transportation For Clean Air Program and Measure B pass through funding programs. The budget update also includes revenues and expenditures necessary to fund and deliver significant capital projects including the I-880 to Route 238 East-West Connector Project, Route 238 Mission-Foothill-Jackson Corridor Improvements Project in Hayward, BART Warm Springs Extension Project, BART Oakland Airport Connector Project, Route 84 Expressway Project in Livermore, I-880 North Safety & Operational Improvements Project at 23rd & 29th Avenues in Oakland, I-80 Integrated Corridor Mobility Project, and the Isabel-Route 84/I-580 Interchange.

Some of the efficiencies realized in the budget include the savings of \$1 million in salaries as well as almost \$2 million of savings from annual renewed contracts. She highlighted that the budget update, like the original budget, has been segregated by fund type and has revenues totaling \$179.4 million with 58% attributed to sales tax. She also mentioned that \$301.8 million of FY2011-12 actual year-end fund balances were rolled forward to include total available resources of \$481.2 million. Total expenditures in the budget update are \$325.8 million, for a net reduction in fund balance of \$146.4 million, projecting a consolidated ending fund balance of \$155.4 million. Ms. Reavey summarized by highlighting adjustments to revenues and expenditures in the budget update by fund type.

Ms. Reavey concluded by stating that the budget update provides additional resources of \$8.6 million and authorizes additional expenditures of \$44.2 million reflecting an overall decrease in fund balance of \$35.7 million for a projected ending fund balance of \$155.4 million.

Councilmember Kaplan motioned to approve this Item. Mayor Green seconded the motion. The motion passed 8-0.

4 Administrative Matters

4A. Approval of the Semi-Annual Contract Equity Utilization Report and Contract Award Report for July 1, 2011 through December 31, 2011

Tess Lengyel recommended that the Commission approve the attached Semi-Annual Local Business Contract Equity (LBCE) Program Utilization Report and Contract Award Report, for the period of July 1, 2011 to December 31, 2011. She informed the Committee that there were a total of 36 active contracts with LBCE Program goals and 62 active contracts without LBCE Program goals. For the period of July 1, 2011 through December 31, 2011, the Alameda CTC awarded fourteen contracts for engineering services and six construction contracts for a combined total of over \$86 million. As of February 16, 2012, there were a total of 272 LBEs certified with the Commission.

Councilmember Kaplan motioned to approve this Item. Vice Mayor Bonta seconded the motion. The motion passed 8-0.

5. Contracts and Agreements

5A. Update on the Procurement of the Independent Financial Audit Services Contract and Related Activities

Seung Cho updated the Commission on the Procurement of the Independent Financial Audit Services Contract. He highlighted the RFP process, including results from the pre-proposal meeting, and the interview process. Vavrinek, Trine, Day & Company, LLP (VTD) was selected as the top-ranked firm. The cost of the VTD contract will be \$72,500 for the ACCMA, ACTIA and Alameda CTC fiscal year 2011-12 audits, \$65,500 for the Alameda CTC fiscal year 2012-13 audit, and \$68,500 for the Alameda CTC fiscal year 2013-14 audit. The cost for the Sunol Smart Carpool Lane JPA will be \$5,000 for fiscal year 2011-12, \$4,500 for fiscal year 2012-13, and \$4,500 for fiscal year 2013-14.

This Item was for information only.

5B. Approval of Amendment No. 1 to the Professional Services Agreement with Moffatt & Nichol (A11-0018) for Additional and Deferred Project Management and Delivery Services

Arun Goel recommended that the Commission approve Amendment No. 1 to the professional services agreement with Moffatt & Nichol (M&N) to increase the agreement budget in the not-to-exceed amount of \$775,000. He informed the Committee that the amendment is needed due to major changes to the agency project delivery management staff and the ramp up in State Infrastructure Bond funded projects. The amendment to the M&N agreement of \$775,000 will be funded with \$250,000 of unexpended contract budget from FY2010-11, and the balance of \$525,000 will be funded with capital funds through various project grants and Measure B capital project funds.

Councilmember Kaplan questioned if we considered doing the described work in-house. Art Dao informed the Committee that there was not enough in-house project delivery staff to complete the level of work needed for these projects.

Director McPartland motioned to approve this Item. Councilmember Kaplan seconded the motion. The motion passed 8-0.

5C. Approval of MIG Contract Amendment

Tess Lengyel recommended that the Commission approve an amendment to the existing Moore Iacofano Goltsman Inc. (MIG Communications) contract in the not-to-exceed amount of \$60,000. The amendment is to add to staffing capabilities for additional communications and outreach services required through the end of June, 2012. The current contract amount is \$350,140 and approval of the amendment would bring the contract to the new total amount of \$410,140.

Director McPartland motioned to approve this Item. Councilmember Kaplan seconded the request. The motion passed 8-0.

6. Committee Member Reports

Councilmember Kaplan informed the Committee that the City of Oakland unanimously voted in favor of the TEP.

7 Staff Reports

Art Dao informed the Committee that the upcoming March 28, 2012 CTC Meeting reception in Dublin would be sponsored and hosted by Alameda CTC.

8 Other Business

There was no other business.

9 Adjournment

The meeting ended at 2:30 PM. The next FAC meeting is on April 09, 2012 at 1:30 PM.

Attest by:



**Vanessa Lee
Clerk of the Commission**

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FINANCE AND ADMINISTRATION COMMITTEE MEETING

ROSTER OF MEETING ATTENDANCE





March 12, 2012

1:30 p.m.

1333 Broadway, Suite 300, Oakland, CA 94612

BOARD MEMBERS	Initials	ALTERNATES	Initials
Chair : John Chiang, – City of Piedmont		Garrett Keating – City of Piedmont	
Vice Chair: Rebecca Kaplan – City of Oakland		Jane Brunner – City of Oakland	
Members:			
Rob Bonta – City of Alameda		Beverly Johnson – City of Alameda	
Scott Haggerty – County of Alameda, District 1		Bill Harrison – City of Fremont	
Nadia Lockyer – County of Alameda, District 2			
Wilma Chan – County of Alameda, District 3		Michael Gregory – City of San Leandro	
Tom Blalock - BART		JOHN McPARTLAND Robert Franklin - BART	
Laurie Capitelli – City of Berkeley		Kriss Worthington – City of Berkeley	
Mark Green – City of Union City		Emily Duncan – City of Union City	
LEGAL COUNSEL			
Zack Wasserman – WRBD			
Neal Parish – WRBD			
Geoffrey Gibbs - GLG			
STAFF			
Arthur L. Dao – Executive Director			
Vanessa Lee – Clerk of the Commission			

Patricia Reavey - Director of Finance		
Victoria Winn – Administrative Assistant	YW	

STAFF	Initials	STAFF	Initials
Tess Lengyel – Deputy Director of Policy, Public Affairs and Legislation		Yvonne Chan – Accounting Manager	
Beth Walukas – Deputy Director of Planning		Gladys V. Parmelee – Office Supervisor	
Patricia Reavey – Director of Finance		Arun Goel – Project Controls Engineer	AKG
Matt Todd - Manager of Programming		Linda Adams – Executive Assistant	
Steve Haas – Senior Transportation Engineer		Sammy Ng – Senior Accountant	
John Hemiup – Senior Transportation Engineer		Patty Seu - Accountant	
Saravana Suthanthira - Senior Transportation Planner		Jacki Taylor – Programming Analyst	
Diane Stark - Senior Transportation Planner		Laurel Poeton – Assistant Transportation Planner	
Vivek Bhat - Senior Transportation Engineer		Frank R. Furger – Executive Director, I-680 JPA	
Liz Brazil – Contract Compliance & Outreach Analyst		James O'Brien	JPO
		Stefan Garcia	

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	Bruce Zaeni	Moffatt & Nichol	(510) 645-1238	
2.	SEUNG CHO	ALAMEDA CTC		
3.	STEWART NG	Alameda CTC		
4.				
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Memorandum

DATE: March 22, 2012

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Patricia Reavey, Finance Director

SUBJECT: Approval of a Loan in Compliance with Approved Loan Program between the Alameda County Transportation Authority (ACTA) and the Alameda County Congestion Management Agency (ACCMA) Authorizing ACTA to Lend \$5 Million to ACCMA

Recommendation

It is recommended that the Commission approve a loan in the amount of \$5 million from ACTA to the ACCMA in compliance with the loan program approved in March, 2011, increasing the total loan amount to \$10 million. This loan is necessary in order to support the ACCMA's cash flow needs in relation to the capital improvement program.

Summary

The ACCMA receives reimbursement from various funding sources including granting agencies to fund the capital improvement program. However, these funds are received on a reimbursement basis. Frequently there is a lag in the reimbursement of funds due to funding agency issues. Because the cash flow issue is due to timing on funding, the cash flow need does not compound from year to year, but is based on project activity throughout each fiscal year. The ACCMA must bridge the cash flow gap while waiting for reimbursement from granting agencies in order to remain solvent.

The ACCMA was originally established to administer and monitor the Congestion Management Program which included mainly planning and programming activities such as county-wide transportation planning as well as funding, programming and allocating funds for capital projects in Alameda County. Over the years, the ACCMA has incorporated the project delivery function into its business model, beyond the core functions of planning and programming. However, the ACCMA's original funding sources were not designed to cash flow large capital projects. This has left the ACCMA in a very tight cash flow position as various capital projects ramp up to construction phase incurring significant costs on an ongoing basis.

Discussion and Background

The Loan Program was designed to address the emergency cash flow situation the ACCMA was facing last year. Based on analysis of ACTA cash flows, it is expected that the ACTA can lend up to \$25 million from the 1986 Measure B Transportation Sales Tax Program to the ACCMA while continuing to deliver the projects designated in the original 1986 Measure B Transportation Expenditure Plan.

Staff implemented the Loan Program last year with an initial loan of \$5 million. The ACCMA is required to repay ACTA the principal balance when it is in a position to do so, which is expected to be in 2015 when their capital improvement program is expected to wind down. The ACCMA may repay the loan, in whole or in part, at any time without penalty. Per the approved Loan Program, additional funds may be loaned, as needed, by ACTA to the ACCMA with the approval of the Commission. Based on current cash flow projections, ACTA will have funds available to cash flow the ACCMA's cash flow need throughout the life of the current capital improvement program.

Fiscal Impacts:

There is no net impact to the Alameda CTC budget for the approval of this item, and the fiscal impact of the loan due to lost return on investment for ACTA would be negligible.

Memorandum

DATE: March 26, 2012

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Patricia M. Reavey, Finance Director

SUBJECT: **Approval of Fiscal Year 2012-2013 Alameda County Transportation Commission Member Agency Fee Schedule**

Recommendations:

It is recommended that the Commission approve the attached member agency fee schedule for FY2012-13 to support the Alameda County Transportation Commission (Alameda CTC) core functions.

Summary:

Pursuant to the provisions of the JPA dated March 25, 2010 which created the Alameda CTC, the Alameda CTC is required to adopt an annual budget by June 30 of each year for the succeeding year. However, the Alameda County Congestion Management Agency (ACCMA) has historically adopted the member agencies fee schedule prior to this date with the intent of providing the cities and County of Alameda with the member agency fee schedule for use in developing their respective budgets.

The member agency fee schedule attached for FY2012-13 reflects a 6 percent increase over the fee for FY2011-12 which is the same as the increase rate from last year and a decrease from the growth rate employed over the last few years.

Discussion:

The recommended member agency fee schedule for FY2012-13 reflects a 6 percent growth rate over the total FY2011-12 fee that was adopted by the Alameda CTC Board last year in March, 2011. The allocation between the Cities and the County have been updated to reflect fiscal year 2010-2011 actual proposition 111 subvention allocations which is the most current year of data available from the State Controller. Member agency fees are an essential funding source for the Alameda CTC in order fund vital services and to provide the local match required for available funding sources on many of the agency's planning projects.

Fiscal Impact:

Approval of the recommended fee schedule will set the Alameda CTC's FY2012-13 revenue budget for member agency fees at \$1,394,819 which will be incorporated into the Alameda CTC's consolidated budget scheduled for approval in June, 2012.

Attachments:

Attachment A: Alameda CTC FY2012-13 Member Agency Fee Schedule

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**ALAMEDA COUNTY TRANSPORTATION COMMISSION
FY2012-13 Member Agency Fee Schedule**

<i>CITIES/COUNTY</i>	Proposition 111 Subventions		FY 11/12 Fees		FY 12/13 Fees	
	FY 2010/11	Percent of Total				
City of Alameda	\$ 390,006	2.66%	\$ 36,288	\$ 37,102		
City of Albany	89,430	0.61%	8,129	8,508		
City of Berkeley	561,649	3.83%	50,652	53,422		
City of Dublin	251,117	1.71%	18,561	23,851		
City of Emeryville	94,204	0.64%	3,712	8,927		
City of Fremont	1,121,970	7.64%	101,243	106,564		
City of Hayward	787,511	5.37%	70,079	74,902		
City of Livermore	438,813	2.99%	38,047	41,705		
City of Newark	228,274	1.56%	21,286	21,759		
City of Oakland	2,215,187	15.09%	199,583	210,478		
City of Piedmont	57,928	0.39%	5,393	5,440		
City of Pleasanton	363,711	2.48%	32,518	34,592		
City of San Leandro	430,051	2.93%	39,460	40,868		
City of Union City	386,045	2.63%	34,060	36,684		
Alameda County	5,535,902	37.71%	502,048	525,986		
TRANSIT - AVERAGE OF CITIES/COUNTY						
AC Transit	863,453	5.88%	77,404	82,015		
BART	863,453	5.88%	77,404	82,015		
TOTALS:	\$ 14,678,705	100.00%	\$ 1,315,867	\$ 1,394,819		

History of City/County Fees		
Fiscal Year	Fees	% Change
1991-92	\$ 1,132,953	N/A
1992-93	831,241	-26.63%
1993-94	639,084	-23.12%
1994-95	581,195	-9.06%
1995-96	581,327	0.02%
1996-97	599,880	3.19%
1997-98	631,858	5.33%
1998-99	656,438	3.89%
1999-00	704,417	7.31%
2000-01	711,320	0.98%
2001-02	736,216	3.50%
2002-03	736,216	0.00%
2003-04	736,216	0.00%
2004-05	736,216	0.00%
2005-06	736,216	0.00%
2006-07	761,984	3.50%
2007-08	845,802	11.00%
2008-09	921,924	9.00%
2009-10	1,004,898	9.00%
2010-11	1,095,338	9.00%
2011-12	1,161,059	6.00%
2011-12	+154,808	
2012-13	1,394,819	6.00%

Notes: - The percentage distribution of the Proposition 111 subventions (section 2105 Hwy Users Tax) provides the basis for the distribution of member agency annual fees for the original 15 member agencies. The distribution of the Proposition 111 Subventions is based on the most recent year data provided by the State Controller, which was Fiscal Year 2010/11.

- The distribution for the two new member agencies is based on the average fee of the original 15 members as adopted by the Alameda CTC on July 22, 2010.

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