



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

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

Monday, May 14, 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

AC Transit

Greg Harper, Director

Alameda County

Supervisors

Vacant – District 2

Wilma Chan – District 3

Nate Miley – District 4

Keith Carson – District 5

BART

Thomas Blalock, Director

City of Alameda

Rob Bonta, Vice Mayor

City of Albany

Farid Javandel, Mayor

City of Berkeley

Laurie Capitelli, Councilmember

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

City of Livermore

John Marchand, Mayor

City of Newark

Luis Freitas, Vice Mayor

City of Oakland

Councilmembers

Larry Reid

Rebecca Kaplan

City of Piedmont

John Chiang, Mayor

City of Pleasanton

Jennifer Hosterman, Mayor

City of San Leandro

Joyce R. Starosciak, Councilmember

Executive Director

Arthur L. Dao

Chair:

John Chiang

Vice Chair:

Rebecca Kaplan

Members:

Mark Green

Scott Haggerty

Wilma Chan

Tom Blalock

Rob Bonta

Laurie Capitelli

Staff Liaisons:

Patricia Reavey

Executive Director:

Arthur L. Dao

Clerk of the Commission:

Vanessa Lee

AGENDA

Copies of Individual Agenda Items are Available on the:

Alameda CTC Website -- www.AlamedaCTC.org

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 handing 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.

2 CONSENT CALENDAR

2A. Minutes of April 09, 2012- **Page 1**

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3 REGULAR MATTERS

3A. Approval of a Revised Sales Tax Revenue Projection for
Fiscal Year 2011-2012 – **Page 5**

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3B. Approval of a Revision to Member Agency Fee Billing
Practices – **Page 7**

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3C. Alameda CTC Consolidated FY2011-12 3rd Quarter
Investment Report – **Page 9**

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3D. Approval of the Fiscal Year 2012-2013 Annually Renewed Professional Services Consultant Contracts and Authorization to Execute Contracts – **Page 21** **A**

3E. Approval of an Amendment to the FY2011-12 Wendel Rosen Black & Dean Contract for Legal Services – **Page 29** **A**

6 COMMITTEE MEMBER REPORTS (VERBAL)

7 STAFF REPORTS (VERBAL)

6 ADJOURNMENT/NEXT MEETING: JUNE 11, 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

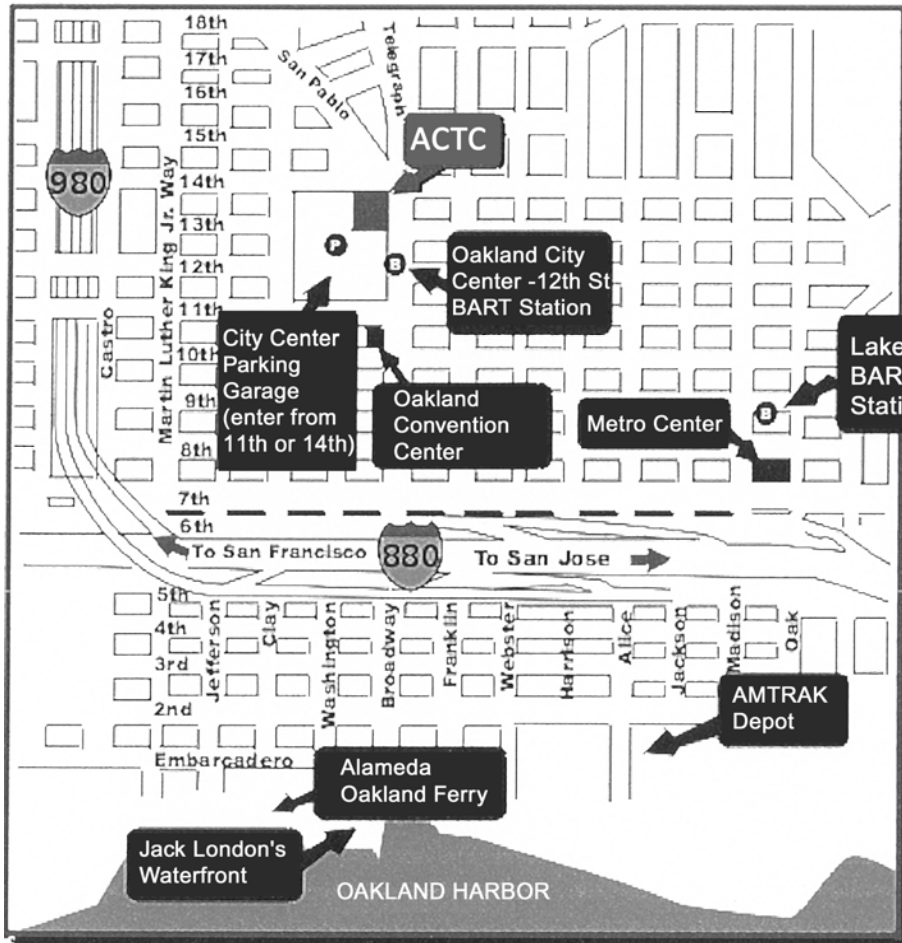


1333 Broadway, Suites 220 & 300

Oakland, CA 94612

PH: (510) 208-7400

www.AlamedaCTC.org



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

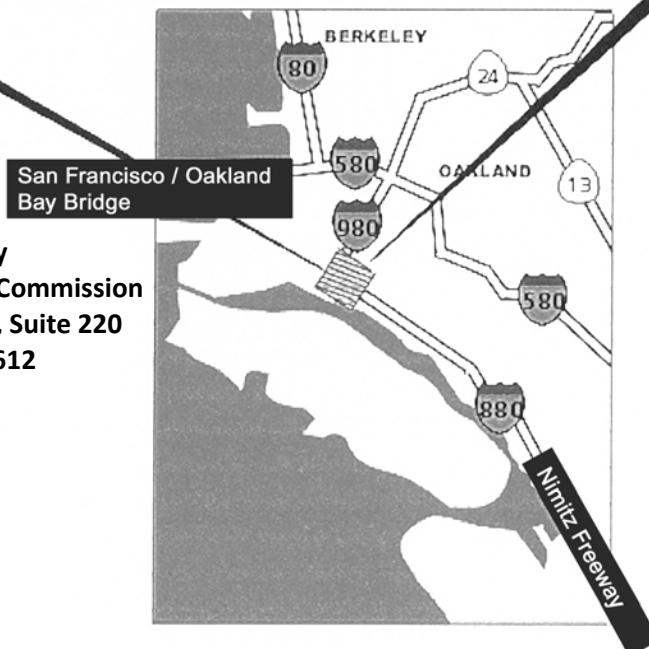
AC Transit:

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 APRIL 09, 2012
OAKLAND, CA**

Chair John Chiang convened the meeting at 1:30 PM.

1 Public Comment

There was no public comment.

2 Consent calendar

2A. Minutes of March 12, 2012

Mayor Green motioned to approve the Consent Calendar. Supervisor Haggerty seconded the motion. The Consent Calendar was passed 760.

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

Patricia Reavey 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. Ms. Reavey informed the Committee that analysis concluded that that ACTA could lend up to \$25 million from the current Measure B Sales Tax Program and still continue to deliver all the projects. She concluded by stating that the analysis was re-affirmed this year.

Councilmember Kaplan wanted to know if the Alameda CTC was going to pay back the loan to ACTA. Mr. Dao informed her that the loan was to deliver certain projects and the intention was to pay back ACTA after they were delivered.

Supervisor Haggerty stated that he was under the impression that the ACTA Measure stated that if there was any money left over, it would go to another source. Mr. Dao informed him that the analysis was done to see if any projects had money that could be lent out and repaid later. He stated that the loan essentially deals with short term cash flow issues.

Director Blalock motioned to approve this Item. Mayor Green seconded the motion. The motion passed 7-0.

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

Patricia Reavey recommended that the Commission approve the member agency fee schedule for FY2012-13 to support the Alameda County Transportation Commission (Alameda CTC) core functions. Ms. Reavey stated that the member schedule 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 four years. She informed the Board that the allocation between the Cities and the County was updated to reflect the actual proposition 111 subvention allocations which is the most

current year of data available from the State Controller.

Mayor Chiang asked how staff came up with the formula for the schedule. Ms. Reavey informed him that historically, it was based on projections from the State Controller that had not been updated since 2006 the formula is now based on FY2011 actuals received from the State Controller.

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

4 Administrative Matters

There were no Administrative Items.

5 Committee Member Reports

Councilmember Kaplan informed the Committee that the East Bay Bicycle Coalition & Walk Oakland-Bike Oakland expressed support for the Transportation Expenditure Plan.

6 Staff Reports

Art Dao informed the Committee that ten cities approved the TEP as well as AC Transit and the Board of Supervisors.

7 Adjournment

The meeting ended at 1:45 PM. The next FAC meeting is on May 14, 2012 at 1:30 PM.

Attest by:



**Vanessa Lee
Clerk of the Commission**





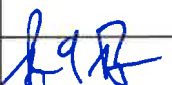


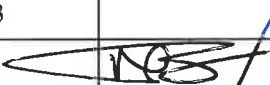


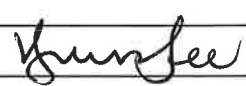
FINANCE AND ADMINISTRATION COMMITTEE MEETING




ROSTER OF MEETING ATTENDANCE

April 09, 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		Marvin Peixoto	
Wilma Chan – County of Alameda, District 3		Michael Gregory – City of San Leandro	
Tom Blalock - BART		John McPartland - 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			

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	
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	
		Stefan Garcia	

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	_____			
2.	_____			
3.	_____			
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5.	_____			
6.	_____			
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14.	_____			
15.	_____			



Memorandum

DATE: April 20, 2012

TO: Finance and Administration Committee

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

SUBJECT: Approval of a Revised Sales Tax Revenue Projection for Fiscal Year 2011-2012

Recommendation

It is recommended that the Commission approve an increase to the Alameda CTC's sales tax revenue projection in the amount of \$6 million for a total FY2011-12 sales tax projection of \$110 million, and an increase in the corresponding pass-through and other expenditures based on the formula established in the transportation expenditure plan.

Summary

The proposed increase is 5.77 percent higher than the currently adopted budget. Based on receipts to date, sales tax revenues have out-performed the original projection in the budget by 6.52 percent. Overall receipts in the 1st and 2nd quarters of the year were higher than budget by about 5.5 percent. The receipts received over the last couple of months are still an estimate until the 3rd quarter adjustment is received in June, so staff is recommending a conservative increase between these two percentages. The increase in sales tax revenues over the last several months reflects positive changes to the economy in Alameda County. However, we are still not yet back to peak levels of \$116.3 million as experienced in FY2007-08.

If this recommendation is approved, this revised sales tax projection will be included as a budget adjustment to the FY2011-12 budget, increasing projected revenues by \$6 million and the corresponding pass-through and other expenditures based on the formula established in the transportation expenditure plan.

Fiscal Impacts

The proposed revision to the Alameda CTC's FY2011-12 sales tax revenue projection would provide additional resources of \$6 million and authorize the corresponding pass-through and other expenditures based on the formula established in the transportation expenditure plan.

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Memorandum

DATE: April 20, 2012

TO: Finance and Administration Committee

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

SUBJECT: Approval of a Revision to Member Agency Fee Billing Practices

Recommendations:

It is recommended that the Commission approve a revision to the manner in which member agency fees have historically been billed from quarterly to annually, occurring in July of the related fiscal year, beginning in fiscal year 2012-2013.

Summary:

In April, the Commission approved the member agency fee schedule which outlines the fee for each member agency for FY2012-13. Staff is recommending that we streamline the administrative process required for both the Alameda CTC and the member agencies by billing the fee just once throughout the year in July, requiring only one payment due within 30 days from each member agency. This change is not expected to have a financial impact on the member agencies as many of the member agencies are holding excess measure B funds in reserves at the end of each fiscal year (see chart below).

Agency/Jurisdiction:	June 30, 2011 Reserve Balance
WETA	\$1,825,246
ACPWA	\$10,779,347
ACE	\$2,424,620
City of Alameda	\$3,538,906
City of Albany	\$19,506
City of Berkeley	\$2,918,127
City of Dublin	\$1,165,478
City of Emeryville	\$648,885
City of Fremont	\$5,591,881
City of Hayward	\$1,871,929
City of Livermore	\$1,783,621
City of Newark	\$986,693
City of Oakland	\$10,910,118
City of Piedmont	\$678,570
City of Pleasanton	\$2,128,315
City of San Leandro	\$3,028,500
City of Union City	\$3,847,656
Total Reserve Balance	\$54,147,399

Discussion:

By this recommendation, staff intends to streamline the administrative process for both the Alameda CTC and the member agencies. Since the dollar amount billed to each member agency for agency fees is really immaterial with respect to the dollar amount for invoices each city, the County and transit agencies pay on an annual basis, it seems a waste of effort to go through the billing, accounts payable, and approval processes several times throughout the year. An annual billing methodology would save time and effort for all parties involved.

Fiscal Impact:

While the approval of the new recommended billing process would have no direct effect on the budget, this new process will help the Alameda CTC to more effectively manage internal resources and finances.



Memorandum

DATE: May 01, 2012

TO: Finance and Administration Committee

FROM: Patricia M. Reavey, Director of Finance
Lily Balinton, Accounting Manager

SUBJECT: Alameda CTC Consolidated FY2011-12 Third Quarter Investment Report

Recommendation

It is recommended that the Committee accept the attached Alameda CTC Consolidated FY2011-12 Third Quarter Investment Report (Attachment A).

Summary

- As of March 31, 2012, total cash and investments held by the Alameda CTC were \$286.8 million. This total is a decrease of \$8.8 million or 3.0% from the prior year-end balance of \$295.6 million.
- The ACTA investment balance decreased \$27.6 million or 16.0% due to capital project expenditures. The ACTIA investment balance increased \$11.7 million or 11.2% primarily due to the reimbursement by ACTA of capital project expenditures processed through ACTIA. The ACCMA investment balance increased \$7.1 million or 37.4% due to a reimbursement of \$8 million in TCRP funds borrowed from federal and RM2 funding for the Westbound 580 HOV project which were used for the Eastbound 580 HOV project and the receipt of new Vehicle Registration Fee revenues.
- Investment yields have declined with the return on investments for the Alameda CTC at 1.05% compared to the prior year's return of 1.57%. Return on investments were projected for the FY2011-12 budget year at varying rates ranging from 0 - 2.00% depending on investment type.
- Based on the most current cash flow projections updated in April, 2012, ACTIA will require external financing by the 2nd quarter of FY2013-14 to satisfy capital project obligations. The cash flow projection scenario assumes a short term loan from ACTA capital funds, which would be paid back as soon as the financing commences. If approved by the Commission, the loan from ACTA would allow staff an additional nine months to arrange a financing mechanism for ACTIA.
- Alameda CTC investments are in compliance with the adopted investment policies.

- Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

Discussion

As of March 31, 2012, the Alameda CTC portfolio managed by investment advisors consisted of approximately 21.4% US Treasury Securities, 8.5% FDIC insured Corporate Bonds, 51.8% Federal Agency Securities, 2.0% Corporate Notes and 16.5% Commercial Paper (See Attachment B). The Alameda CTC portfolio is in compliance with both the adopted investment policy and the California Government Code.

The Alameda CTC's average investment return remains relatively unchanged from last quarter at just over 1.0% even as the economy slowly begins to recover due to the strategy developed by the investment advisors to match investments to ACTIA's and ACTA's cash flow needs. This strategy ensures the ability to fund capital project cash flow requirements without the need to sell an investment short of its maturity date which can increase risk in a portfolio.

The California Department of Finance reported that job growth in California during the first two month of 2012 was much weaker than during the last few months of 2011. The largest losses were in government with 10,300 lost jobs which was led by a sizable drop in local government employment which lost 6,700 jobs. Over the last year total employment in the governmental sector fell by 49,800 and only 7,100 in other sectors.

The Employment Development Department reported an unemployment rate in Alameda County for March, 2012 of 9.7%, up 0.1% from the previous quarter end statement, and between that of California, at 11.5%, and the United States, at 8.2% (per the US Department of Labor). Unemployment rates are still very high rates when compared to historical national rates which ranged from 4.0 – 5.0% in the years 2001 – 2007, hitting a peak in October, 2009 of 10.1%. Short-term interest rates remain near zero due to the Federal Reserve's commitment to keep the target rate between zero and .25%. Treasury yields also linger at record lows.

ACTIA's sales tax receipts received through April, 2012 have driven year-to-date sales tax revenues about 6.5% above projections for the fiscal year. Staff has submitted a budget adjustment request to account for this change.

Attachments

- Attachment A: Consolidated Investment Report as of March 31, 2012
Attachment B: Detail of Investment Holdings (managed by PFM and Chandler)

Alameda CTC Consolidated Investment Report As of March 31, 2012						
ACTA	Un-Audited		Interest Earned		FY 2011	
	Investment Balance		As of March 31, 2012		Investment Balance	Interest earned
			Interest earned	Approx. ROI	June 30, 2011	FY 2011
Checking Account	\$	93,057	\$ 33	0.05%	\$ 136,079	\$ 142
State Treas. Pool (LAIF)		24,791,594	99,858	0.54%	30,579,638	117,381
Investment Advisors (1)		114,956,409	1,734,332	2.01%	136,699,077	3,552,907
Loan to ACCMA		5,000,000			5,000,000	
ACTA Total		144,841,060	\$ 1,834,222	1.69%	\$ 1,537,500	\$ 3,670,429
					Approx. ROI	2.13%
ACTIA	Un-Audited		Interest Earned		FY 2011	
	Investment Balance		As of March 31, 2012		Investment Balance	Interest earned
			Interest earned	Approx. ROI	June 30, 2011	FY 2011
Community Bank (OPEB)(2)	\$	910,146	\$ 638	0.09%	\$ 909,508	\$ 146
Checking Account	\$	23,227,332	\$ 106	0.00%	\$ 6,662,455	\$ 1,435
State Treas. Pool (LAIF)		43,982,790	178,611	0.54%	42,027,371	270,521
Investment Advisors (1)		48,687,465	163,590	0.45%	55,548,875	534,984
Other						68,624
ACTIA Total		115,897,587	\$ 342,307	0.39%	\$ 267,338	\$ 875,563
					Approx. ROI	0.84%
ACCMA	Un-Audited		Interest Earned		FY 2011	
	Investment Balance		As of March 31, 2012		Investment Balance	Interest earned
			Interest earned	Approx. ROI	June 30, 2011	FY 2011
Checking Account	\$	3,459,184	28,483	0.00%	\$ 3,788,488	\$ -
State Treas. Pool (LAIF)		10,337,211	14,639	0.37%	9,177,767	34,264
TVTC Reserve (3)		5,432,803	12,129	0.36%	6,180,825	29,678
San Leandro Marina Reserve (3)		4,680,305	17,704	0.35%	4,832,592	23,421
TCRP Westbound 580 HOV		7,166,864		0.33%	(5,000,000)	
Loan from ACTA		(5,000,000)				
ACCMA Total		26,076,366	\$ 72,956	0.37%	\$ 18,979,672	\$ 87,363
					Approx. ROI	0.46%
ACTC TOTAL	\$	286,815,012	\$ 2,249,485	1.05%	\$ 1,804,838	\$ 444,648

Notes:

- (1) See attachments for detail of investment holdings managed by Investment Advisors.
- (2) The OPEB/Health Retirement account and related interest income is held in a irrevocable trust and does not appear on ACTIA's balance sheet.
- (3) Tri Valley Transportation Commission and San Leandro Marina project funds are invested in LAIF with interest accruing back to the respective project fund.
- (4) All investments are marked to market on the financial statements at the end of the fiscal year per GASB 31 requirements.
- (5) Alameda CTC investments are in compliance with the currently adopted investment policies.
- (6) Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

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Managed Account Detail of Securities Held

For the Month Ending March 31, 2012

ALAMEDA CNTY TRANSPORTATION IMPROV AUTH - 03068510

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note												
US TREASURY NOTES	DTD 05/15/2009 1.375% 05/15/2012	912828KP4	2,615,000.00	AA+	Aaa	05/03/11	05/04/11	2,645,235.94	0.25	13,631.77	2,618,549.55	2,618,880.66
US TREASURY NOTES	DTD 12/31/2010 0.625% 12/31/2012	912828PW4	1,985,000.00	AA+	Aaa	03/22/12	03/23/12	1,991,435.74	0.20	3,135.65	1,991,229.76	1,991,280.54
Security Type Sub-Total			4,600,000.00					4,636,671.68	0.23	16,767.42	4,609,779.31	4,610,161.20
Commercial Paper												
US BANK NA COMM PAPER	-- 0.000% 05/15/2012	9033E0EF9	2,400,000.00	A-1	P-1	11/17/11	11/17/11	2,395,680.00	0.36	0.00	2,398,944.00	2,399,162.40
DEUTSCHE BANK FINL LLC COMM PAPER	-- 0.000% 06/20/2012	25153JFL9	4,500,000.00	A-1	P-1	03/22/12	03/23/12	4,495,438.75	0.41	0.00	4,495,900.01	4,495,581.00
BANK OF TOKYO MITSUBISHI COMM PAPER	-- 0.000% 06/21/2012	06538BFM0	4,500,000.00	A-1	P-1	03/22/12	03/23/12	4,495,950.00	0.36	0.00	4,496,355.00	4,495,495.50
RABOBANK USA FIN CORP COMM PAPER	-- 0.000% 07/20/2012	74977KGL7	4,500,000.00	A-1+	P-1	03/22/12	03/23/12	4,494,347.50	0.38	0.00	4,494,775.01	4,494,208.50
TOYOTA MOTOR CREDIT CORP COMM PAPER	-- 0.000% 09/19/2012	89233GJK3	4,500,000.00	A-1+	P-1	03/22/12	03/23/12	4,491,225.00	0.39	0.00	4,491,663.75	4,492,696.50
JP MORGAN CHASE & CO COMM PAPER	-- 0.000% 10/01/2012	4662J0K19	2,700,000.00	A-1	P-1	03/22/12	03/23/12	2,695,680.00	0.30	0.00	2,695,882.50	2,695,609.80
Security Type Sub-Total			23,100,000.00					23,068,321.25	0.37	0.00	23,073,520.27	23,072,753.70
Managed Account Sub-Total			27,700,000.00					27,704,992.93	0.35	16,767.42	27,683,299.58	27,682,914.90
Securities Sub-Total			\$27,700,000.00					\$27,704,992.93	0.35%	\$16,767.42	\$27,683,299.58	\$27,682,914.90
Accrued Interest												\$16,767.42
Total Investments												\$27,699,682.32

Attachment B



Account 03068510 Page 4



Alameda CTC- Alameda Cnty Trans Improv Authority
Account #471

Holdings Report
As of 3/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Term (yrs) Duration
AGENCY									
3133MTZL5	FHLB Note 4.5% Due 11/15/2012	1,000,000.00	09/30/2011 0.26 %	1,047,586.00 1,026,334.00	102.61 0.29 %	1,026,125.00 17,000.00	4.97 % (209.00)	Aaa AA+	0.63 0.61
31331J2V4	FFCB Note 0.55% Due 11/19/2012	1,750,000.00	03/22/2012 0.20 %	1,754,019.75 1,753,869.63	100.22 0.20 %	1,753,892.00 3,529.17	8.37 % 22.37	Aaa AA+	0.64 0.63
31398AHZ8	FNMA Note 4.75% Due 11/19/2012	750,000.00	03/28/2012 0.18 %	771,854.25 771,575.26	102.87 0.22 %	771,507.00 13,062.50	3.74 % (68.26)	Aaa AA+	0.64 0.62
31331G2R9	FFCB Note 1.875% Due 12/7/2012	1,750,000.00	Various 0.26 %	1,777,161.50 1,769,178.80	101.14 0.21 %	1,769,890.50 10,390.63	8.48 % 711.70	Aaa AA+	0.69 0.68
3137EABE8	FHLMC Note 4.125% Due 12/21/2012	1,750,000.00	03/22/2012 0.22 %	1,800,853.25 1,799,176.77	102.79 0.25 %	1,798,870.50 20,052.08	8.66 % (306.27)	Aaa AA+	0.73 0.71
31398A6F4	FNMA Note 0.375% Due 12/28/2012	1,175,000.00	03/31/2011 0.70 %	1,168,408.25 1,172,195.66	100.17 0.14 %	1,177,040.97 1,138.28	5.61 % 4,845.31	Aaa AA+	0.75 0.74
3133XX7F8	FHLB Note 1.625% Due 3/20/2013	1,770,000.00	12/16/2011 0.21 %	1,801,169.70 1,794,182.21	101.34 0.24 %	1,793,712.69 878.85	8.55 % (469.52)	Aaa AA+	0.97 0.96
3137EABM0	FHLMC Note 3.75% Due 6/28/2013	1,750,000.00	12/27/2011 0.29 %	1,840,510.00 1,824,819.40	104.38 0.22 %	1,826,623.75 16,953.13	8.78 % 1,804.35	Aaa AA+	1.24 1.21
31398A2S0	FNMA Note 1% Due 9/23/2013	1,750,000.00	12/27/2011 0.35 %	1,769,600.00 1,766,667.72	100.95 0.36 %	1,766,544.50 388.89	8.41 % (123.22)	Aaa AA+	1.48 1.47
313371UC8	FHLB Note 0.875% Due 12/27/2013	1,780,000.00	12/16/2011 0.39 %	1,797,461.80 1,795,045.11	101.09 0.25 %	1,799,441.16 4,066.81	8.59 % 4,396.05	Aaa AA+	1.74 1.72
Total Agency		15,225,000.00	0.30 %	15,528,624.50 15,473,044.56	0.24 %	15,483,648.07 87,460.34	74.14 % 10,603.51	Aaa AA+	1.00 0.98

COMMERCIAL PAPER

36959HJC2	General Electric Capital Corp Discount CP 0.31% Due 9/12/2012	500,000.00	03/15/2012 0.31 %	499,220.70 499,220.70	99.84 0.31 %	499,220.70 73.19	2.38 % 0.00	P-1 A-1+	0.45 0.45
4662J0JC7	JP Morgan Discount CP 0.3% Due 9/12/2012	500,000.00	03/16/2012 0.30 %	499,250.00 499,250.00	99.85 0.30 %	499,250.00 66.67	2.38 % 0.00	P-1 A-1	0.45 0.45
06416JH7	Bank of Nova Scotia Discount CP 0.34% Due 9/17/2012	500,000.00	03/27/2012 0.35 %	499,178.34 499,178.34	99.84 0.35 %	499,178.34 23.61	2.38 % 0.00	P-1 A-1+	0.47 0.46
89233CKB1	Toyota Motor Credit Discount CP 0.48% Due 10/11/2012	500,000.00	03/15/2012 0.49 %	498,600.00 498,600.00	99.72 0.49 %	498,600.00 113.33	2.37 % 0.00	P-1 A-1+	0.53 0.53
Total Commercial Paper		2,000,000.00	0.36 %	1,996,249.04 1,996,249.04	0.36 %	1,996,249.04 276.80	9.51 % 0.00	P1 A-1	0.48 0.47
FDIC INSURED US CORPORATE									
38146FAA9	Goldman Sachs FDIC Guaranteed Note 3.25% Due 6/15/2012	800,000.00	12/08/2008 2.83 %	811,088.00 800,648.67	100.61 0.26 %	804,916.80 7,655.56	3.87 % 4,268.13	Aaa AA+	0.21 0.21



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Term (yrs) Duration
FDIC INSURED US CORPORATE									
06050BAA9	Bank of America Corp FDIC Guaranteed Note 3.125% Due 6/15/2012	800,000.00	12/19/2008 2.01 %	829,896.00 801,766.90	100.60 0.21 %	804,792.00 7,361.11	3.87 % 3,025.10	Aaa AA+	0.21 0.21
949744AC0	Wells Fargo & Company FDIC Guaranteed Note 2.125% Due 6/15/2012	740,000.00	03/25/2009 2.13 %	739,807.60 739,987.70	100.39 0.21 %	742,914.86 4,630.14	3.56 % 2,927.16	Aaa AA+	0.21 0.21
Total FDIC Insured US Corporate		2,340,000.00	2.33 %	2,380,791.60 2,342,403.27	0.22 %	2,352,623.66 19,646.81	11.30 % 10,220.39	Aaa AA+	0.21 0.21
MONEY MARKET FUND FI									
431114701	Highmark Govt Money Market Fund	23,587.63	Various 0.00 %	23,587.63 23,587.63	1.00 0.00 %	23,587.63 0.00	0.11 % 0.00	Aaa AAA	0.00 0.00
Total Money Market Fund FI		23,587.63	N/A	23,587.63 23,587.63	0.00 %	23,587.63 0.00	0.11 % 0.00	Aaa AAA	0.00 0.00
US TREASURY									
912828LR9	US Treasury Note 1.375% Due 10/15/2012	1,025,000.00	09/30/2011 0.18 %	1,037,775.90 1,031,605.91	100.65 0.18 %	1,031,646.10 6,507.77	4.94 % 40.19	Aaa AA+	0.54 0.54
Total US Treasury		1,025,000.00	0.18 %	1,037,775.90 1,031,605.91	0.18 %	1,031,646.10 6,507.77	4.94 % 40.19	Aaa AA+	0.54 0.54
TOTAL PORTFOLIO		20,613,587.63	0.53 %	20,967,028.67 20,866,890.41	0.25 %	20,887,754.50 113,891.72	100.00 % 20,864.09	Aaa AA+	0.83 0.82
TOTAL MARKET VALUE PLUS ACCRUED						21,001,646.22			



Managed Account Detail of Securities Held

For the Month Ending March 31, 2012

ALAMEDA CNTY TRANSPORTATION AUTHORITY - 03068500

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note												
US TREASURY NOTES	DTD 03/31/2011 0.750% 03/31/2013	912828QL7	1,500,000.00	AA+	Aaa	03/31/11	04/01/11	1,499,121.09	0.78	30.74	1,499,559.47	1,507,734.00
US TREASURY NOTES	DTD 03/31/2011 0.750% 03/31/2013	912828QL7	3,000,000.00	AA+	Aaa	03/22/12	03/27/12	3,015,468.75	0.24	61.48	3,015,260.07	3,015,468.00
US TREASURY NOTES	DTD 06/30/2008 3.375% 06/30/2013	912828JD3	17,705,000.00	AA+	Aaa	03/22/12	03/27/12	18,394,526.76	0.28	151,027.54	18,387,028.29	18,389,685.55
US TREASURY NOTES	DTD 09/30/2008 3.125% 09/30/2013	912828JM3	3,900,000.00	AA+	Aaa	03/22/12	03/27/12	4,064,531.25	0.32	332.99	4,063,048.04	4,064,377.20
Security Type Sub-Total			26,105,000.00					26,973,647.85	0.31	151,452.75	26,964,895.87	26,977,264.75
Federal Agency Bond / Note												
FHLB GLOBAL BONDS	DTD 06/18/2010 0.875% 08/22/2012	3133XYWB7	4,000,000.00	AA+	Aaa	05/03/11	05/04/11	4,025,800.00	0.38	3,791.67	4,007,786.00	4,011,268.00
FFCB BONDS	DTD 10/15/2008 3.650% 10/15/2012	31331GDH9	4,690,000.00	AA+	Aaa	10/07/08	10/15/08	4,691,547.70	3.64	78,935.31	4,690,221.60	4,777,262.14
FANNIE MAE GLOBAL NOTES	DTD 10/08/2010 0.500% 10/30/2012	31398A4T6	4,575,000.00	AA+	Aaa	10/25/10	10/26/10	4,580,124.00	0.44	9,594.79	4,576,483.63	4,583,175.53
FHLB GLOBAL BONDS	DTD 10/15/2009 1.625% 11/21/2012	3133XVEM9	10,000,000.00	AA+	Aaa	05/03/11	05/06/11	10,178,600.00	0.46	58,680.56	10,074,157.90	10,090,690.00
FHLMC GLOBAL NOTES	DTD 12/02/2009 1.375% 01/09/2013	3137EACG2	2,380,000.00	AA+	Aaa	02/11/11	02/14/11	2,400,634.60	0.91	7,454.03	2,388,416.85	2,401,236.74
FHLMC GLOBAL REFERENCE NOTES	DTD 01/17/2003 4.500% 01/15/2013	31344A4SA3	5,625,000.00	AA+	Aaa	03/25/10	03/30/10	6,058,575.00	1.66	53,437.50	5,749,517.59	5,814,168.75
FHLB GLOBAL BONDS	DTD 08/01/2008 4.000% 09/06/2013	3133XR88	4,400,000.00	AA+	Aaa	03/22/12	03/27/12	4,629,680.00	0.37	12,222.22	4,627,913.22	4,630,630.40
Security Type Sub-Total			35,670,000.00					36,564,961.30	1.08	224,116.08	36,114,496.79	36,308,431.56
Corporate Note												



Managed Account Detail of Securities Held

For the Month Ending March 31, 2012

ALAMEDA CNTY TRANSPORTATION AUTHORITY - 03068500

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
GENERAL ELEC CAP CORP GLOBAL SR MTN DTD 10/19/2007 5.250% 10/19/2012	36962G3K8	650,000.00	AA+	Aa2	05/03/11	05/06/11	690,235.00	0.95	15,356.25	665,295.88	666,302.00
WELLS FARGO & COMPANY GLOBAL SR NOTES DTD 01/31/2008 4.375% 01/31/2013	949746NY3	1,000,000.00	A+	A2	08/26/08	08/29/08	959,600.00	5.41	7,413.19	991,685.22	1,030,783.00
WELLS FARGO & COMPANY GLOBAL SR NOTES DTD 01/31/2008 4.375% 01/31/2013	949746NY3	1,500,000.00	A+	A2	05/03/11	05/06/11	1,582,515.00	1.16	11,119.79	1,539,740.70	1,546,174.50
Security Type Sub-Total		3,150,000.00					3,232,350.00	2.47	33,889.23	3,196,721.80	3,243,259.50
Managed Account Sub-Total		64,925,000.00					66,770,959.15	0.83	409,458.06	66,276,114.46	66,528,955.81
Securities Sub-Total		\$64,925,000.00					\$66,770,959.15	0.83%	\$409,458.06	\$66,276,114.46	\$66,528,955.81
Accrued Interest										\$409,458.06	\$409,458.06
Total Investments											\$66,938,413.87



Alameda CTC- Alameda Cnty Trans Authority
Account #470

Holdings Report
As of 3/31/12

CUSIP AGENCY	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Term (yrs) Duration
880591DT6	Tennessee Valley Authority Note 6.79% Due 5/23/2012	2,125,000.00	06/17/2008 4.25 %	2,317,763.00 2,131,994.89	100.91 0.48 %	2,144,324.75 51,302.22	4.48 % 12,329.86	Aaa AA+	0.15 0.14
3137EAAZ2	FHLMC Note 4.625% Due 10/25/2012	2,500,000.00	07/09/2008 3.99 %	2,562,070.00 2,508,194.19	102.52 0.18 %	2,562,945.00 50,104.17	5.33 % 54,750.81	Aaa AA+	0.57 0.56
3137EABE8	FHLMC Note 4.125% Due 12/21/2012	2,100,000.00	05/05/2011 0.49 %	2,223,471.60 2,154,784.04	102.79 0.25 %	2,158,644.60 24,062.50	4.45 % 3,860.56	Aaa AA+	0.73 0.71
31398AF4	FNMA Note 0.375% Due 12/28/2012	4,200,000.00	03/31/2011 0.70 %	4,176,438.00 4,189,975.98	100.17 0.14 %	4,207,295.40 4,068.75	8.59 % 17,319.42	Aaa AA+	0.75 0.74
3133XP2W3	FHLB Note 3.375% Due 2/27/2013	2,500,000.00	07/09/2008 4.02 %	2,432,425.00 2,486,748.43	102.83 0.24 %	2,570,870.00 7,968.75	5.26 % 84,121.57	Aaa AA+	0.91 0.90
880591CW0	Tennessee Valley Authority Note 6% Due 3/15/2013	4,000,000.00	Various 3.45 %	4,407,900.00 4,089,547.75	105.45 0.28 %	4,218,012.00 10,666.67	8.63 % 128,464.25	Aaa AA+	0.96 0.94
31398ASD5	FNMA Note 3.875% Due 7/12/2013	1,700,000.00	04/09/2009 2.24 %	1,811,683.20 1,733,627.37	104.63 0.25 %	1,778,635.20 14,455.90	3.66 % 45,007.83	Aaa AA+	1.28 1.25
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	4,000,000.00	Various 2.35 %	4,411,330.00 4,120,676.41	105.90 0.31 %	4,235,836.00 31,666.67	8.71 % 115,159.59	Aaa AA+	1.34 1.30
31331KZJ2	FFCB Note 0.35% Due 9/23/2013	1,500,000.00	03/22/2012 0.38 %	1,499,430.00 1,499,439.34	99.92 0.40 %	1,498,798.50 116.67	3.06 % (640.84)	Aaa AA+	1.48 1.47
31331GCS6	FFCB Note 3.875% Due 10/7/2013	2,300,000.00	02/04/2009 2.89 %	2,397,934.00 2,331,821.37	105.21 0.42 %	2,419,848.40 43,077.08	5.02 % 88,027.03	Aaa AA+	1.52 1.46
3133XSAE8	FHLB Note 3.625% Due 10/18/2013	2,000,000.00	03/03/2009 2.69 %	2,080,600.00 2,026,962.11	105.01 0.37 %	2,100,246.00 32,826.39	4.35 % 73,283.89	Aaa AA+	1.55 1.49
3134AAUK8	FHLMC Note 4.875% Due 11/15/2013	2,500,000.00	01/08/2009 2.44 %	2,776,632.50 2,592,627.37	107.39 0.31 %	2,684,710.00 46,041.67	5.57 % 92,082.63	Aaa AA+	1.63 1.55
Total Agency		31,425,000.00	2.51 %	33,097,677.30 31,866,399.25	0.29 %	32,580,165.85 316,357.44	67.11 % 713,766.60	Aaa AA+	1.05 1.03
COMMERCIAL PAPER									
36959HJC2	General Electric Capital Corp Discount CP 0.31% Due 9/12/2012	1,000,000.00	03/15/2012 0.31 %	998,441.39 998,441.39	99.84 0.31 %	998,441.39 146.39	2.04 % 0.00	P-1 A-1+	0.45 0.45
89233GKB1	Toyota Motor Credit Discount CP 0.48% Due 10/11/2012	1,000,000.00	03/15/2012 0.49 %	997,200.00 997,200.00	99.72 0.49 %	997,200.00 226.67	2.03 % 0.00	P-1 A-1+	0.53 0.53
Total Commercial Paper		2,000,000.00	0.40 %	1,995,641.39 1,995,641.39	0.40 %	1,995,641.39 373.06	4.07 % 0.00	P1 A-1+	0.49 0.49
FDIC INSURED US CORPORATE									
38146FAA9	Goldman Sachs FDIC Guaranteed Note 3.25% Due 6/15/2012	2,000,000.00	12/08/2008 2.83 %	2,027,720.00 2,001,621.68	100.61 0.26 %	2,012,292.00 19,138.89	4.14 % 10,670.32	Aaa AA+	0.21 0.21



Alameda CTC- Alameda Cnty Trans Authority
Account #470

Holdings Report
As of 3/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Term (yrs) Duration
FDIC INSURED US CORPORATE									
060508AA9	Bank of America Corp FDIC Guaranteed Note 3.125% Due 6/15/2012	2,100,000.00	12/19/2008 2.01 %	2,178,477.00 2,104,638.12	100.60 0.21 %	2,112,579.00 19,322.92	4.35 % 7,940.88	Aaa AA+	0.21 0.21
949744AC0	Wells Fargo & Company FDIC Guaranteed Note 2.125% Due 6/15/2012	1,900,000.00	03/25/2009 2.13 %	1,899,506.00 1,899,968.41	100.39 0.21 %	1,907,484.10 11,888.19	3.92 % 7,515.69	Aaa AA+	0.21 0.21
36967HAY9	GE Capital Corp FDIC Guaranteed Note 2.125% Due 12/21/2012	2,180,000.00	06/03/2009 2.10 %	2,182,071.00 2,180,423.18	101.37 0.23 %	2,209,828.94 12,868.06	4.53 % 29,405.76	Aaa AA+	0.73 0.72
481247AM6	JP Morgan Chase FDIC Guaranteed Note 2.125% Due 12/26/2012	3,250,000.00	04/22/2009 2.04 %	3,260,075.00 3,252,024.03	101.42 0.20 %	3,296,016.75 18,224.83	6.76 % 43,992.72	Aaa AA+	0.74 0.73
Total FDIC Insured US Corporate		11,430,000.00	2.20 %	11,547,849.00 11,438,675.42	0.22 %	11,538,200.79 81,442.89	23.70 % 99,525.37	Aaa AA+	0.46 0.45
MONEY MARKET FUND FI									
431114701	Highmark Govt Money Market Fund	8,416.70	Various 0.00 %	8,416.70 8,416.70	1.00 0.00 %	8,416.70 0.00	0.02 % 0.00	Aaa AAA	0.00 0.00
Total Money Market Fund FI		8,416.70	N/A	8,416.70 8,416.70	0.00 %	8,416.70 0.00	0.02 % 0.00	Aaa AAA	0.00 0.00
US TREASURY									
912828GQ7	US Treasury Note 4.5% Due 4/30/2012	1,200,000.00	10/04/2007 4.18 %	1,215,703.13 1,200,273.67	100.34 0.42 %	1,204,030.80 22,697.80	2.50 % 3,757.13	Aaa AA+	0.08 0.08
912828HG8	US Treasury Note 3.875% Due 10/31/2012	1,225,000.00	08/27/2008 2.88 %	1,272,616.41 1,231,650.69	102.13 0.21 %	1,251,126.80 19,952.52	2.59 % 19,476.11	Aaa AA+	0.59 0.57
Total US Treasury		2,425,000.00	3.52 %	2,488,319.54 2,431,924.36	0.31 %	2,455,157.60 42,650.32	5.10 % 23,233.24	Aaa AA+	0.34 0.33
TOTAL PORTFOLIO									
TOTAL MARKET VALUE PLUS ACCRUED		47,288,416.70	2.40 %	49,137,903.93 47,741,057.12	0.28 %	48,577,582.33 440,823.71	100.00 % 836,525.21	Aaa AA+	0.85 0.83
TOTAL MARKET VALUE PLUS ACCRUED		49,018,406.04							

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Memorandum

DATE: May 4, 2012

TO: Finance and Administration Committee

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

SUBJECT: Approval of the Fiscal Year 2012-2013 Annually Renewed Professional Services Consultant Contracts and Authorization to Execute Contracts

Recommendation:

It is recommended that the Commission approve thirteen annually renewed professional services contracts for fiscal year 2012-2013 and authorize the Executive Director to execute these contracts.

Summary:

The Alameda County Transportation Commission (Alameda CTC) contracts on an annual basis with various professional services consultant firms to assist staff in administering the countywide congestion management and Measure B sales tax programs and projects, and provide a range of general administrative services. The total amount of the contracts proposed at this time is \$6,358,646, which is a decrease from the fiscal year 2011-2012 contract total by \$1,126,114, or approximately 15 percent.

In terms of the Local Business Contract Equity (LBCE) Program goals set by the Commission, the proposed contracts will exceed the Local Business Enterprise (LBE) and Small Local Business Enterprise (SLBE) goals with roughly 89 percent of contracts estimated to go to LBE certified firms and 39 percent to SLBE certified firms. For federal-aid projects, the proposed contracts meet or exceed the project specific Underutilized Disadvantaged Business Enterprise (UDBE) goal. Please refer to individual consultants' excerpts below and Table 2 summary (Annually Renewed Professional Services Consultant Contracts) at the end of this report.

Levine Act: There were no Levine Act disclosures reported to staff related to the contracts proposed for fiscal year 2012-2013.

Table 1 – Summary of Annually Renewed Professional Services Consultant Contracts

Name of Services	Current Consultant	Recommended Action	LBCE Goals? (Yes/No)
Independent Financial Auditing Services ¹	Vavrinek, Trine, Day & Co., LLP	No Action	Yes
Legal Counsel Services	Wendel, Rosen, Black & Dean LLP	Approve	No
Federal Legislative Advocacy Services	CJ Lake, LLC	Approve	No
State Legislative Advocacy Services	Platinum Advisors	Approve	No
Investment Advisors	PFM Asset Management, LLC	Approve	Yes
Investment Advisors	Chandler Asset Management, Inc.	Approve	Yes
Human Resources and Personnel Management Services	Koff & Associates, Inc.	Approve	No
Information Technology Services	Novani, LLC	Approve	No
Programs Management Services	Acumen Building Enterprises, Inc.	Approve	No
Media and Public Relations Services	Moore Iacofano Goltsman, Inc.	Approve	No
Bicycle and Pedestrian Coordination Services	Rochelle Wheeler	Approve	Yes
Paratransit Coordination Services	Nelson\Nygaard Consulting Associates, Inc.	Approve	Yes
Local Business Contract Equity Program Supportive Services	L. Luster & Associates	Approve	No
Project Controls and Project Delivery Management Services ²	Moffatt & Nichol	Approve	No

Discussion:

Under the Annually Renewed Contracts Plan, which was approved by the Commission at its meeting on May 26, 2011, Alameda CTC consolidated all administrative professional services contracts of both predecessor agencies under a single group of annually renewed contracts. This action eliminated duplicative services and redundancies, reduced contract services to reflect completion of projects and programs, adjusted contracted levels of effort and resources to align with Commission priorities, and maximized internal resources and expertise.

The background and recommendations for each of the annually renewed professional services contracts are discussed in detail below and summarized in the following Table 2.

1. Independent Financial Auditing Services – An RFP to retain a consultant to provide independent financial audit services was issued on December 9, 2011, and a contract was awarded to Vavrinek, Trine, Day & Co., LLP, an Alameda CTC certified LBE firm. These

services include providing the required independent audits of Alameda CTC, ACTIA, ACCMA, and Sunol SMART Carpool Lane Joint Powers Authority, issuance of separate audited financial reports, completion of the Federal Single Audit report, if applicable, and a report on ACTIA's Limitations Worksheet, which attests that ACTIA has complied with the administrative cost limitation required by the Transportation Expenditure Plan. The term of this contract covers the separate audits through fiscal year ending June 30, 2014.

No further action is recommended at this time.

2. Legal Counsel – On March 12, 2012, staff issued an RFP to retain a consultant to provide legal counsel services for the Alameda CTC. The scope of services outlined in the RFP included, but was not limited to, representation at Committee and Commission meetings, counseling on contracts and personnel related matters, ongoing eminent domain activities, litigation, and public financing should the Alameda CTC pursue external financing.

Wendel, Rosen, Black & Dean LLP (WRBD), an Alameda CTC certified LBE firm, was the sole proposer to respond to the RFP by the proposal due date. Nevertheless, the consultant selection panel, which was made up of members of the governing body of the Alameda CTC, held interviews with WRBD on April 20, 2012. Zack Wasserman, who has been the lead counsel for ACTA and ACCMA since July, 1987 and January, 1996, respectively, was proposed to continue in that role for the Alameda CTC.

WRBD is very familiar with Alameda CTC's outstanding legal issues and its current on-going litigation. In addition, WRBD is keenly familiar with the creation of Alameda CTC and the current policy decisions that the governing body is making to implement the new joint powers authority.

Staff recommends approval of a contract with WRBD for a total not-to-exceed amount of \$805,000 for a term of one year starting July 1, 2012.

3. Federal Legislative Advocacy Services – The federal legislative advocate, CJ Lake, LLC, provides regular updates to staff on policy and legislative actions at the federal level. They also provide access to federal legislators and their staff when necessary to support project and program implementation efforts at Alameda CTC. CJ Lake, LLC has provided these services since 2004.

Staff recommends approval of a contract with CJ Lake, LLC for a total not-to-exceed amount of \$60,000 for a term of one year starting July 1, 2012.

4. State Legislative Advocacy Services – The state legislative advocate, Platinum Advisors, formerly Suter, Wallauch, Corbett & Associates, provides monthly updates to the Commission and staff on policy and legislative actions. They also provide access to state legislators and their staff when necessary to support project and program implementation efforts. They have provided these services since 1989, and have successfully lobbied for passage of legislation supporting Alameda CTC's needs.

Staff recommends approval of a contract with Platinum Advisors for a total not-to-exceed amount of \$60,000 for a term of one year starting July 1, 2012.

5. Financial Investment Advisors – The investment advisors independently manage a \$165 million portfolio in line with the ACTIA Board approved Investment Policy. These services involve assistance with investment functions and financing alternatives, and are performed at a cost of about seven to ten basis points (one-hundredth of one percent) times the invested amount. PFM Asset Management, LLC and Chandler Asset Management, Inc., an Alameda CTC certified SLBE firm, have been contracted for investment services on behalf of ACTIA since January, 2008.

Staff recommends approval of a contract with PFM Asset Management, LLC for a total not-to-exceed amount of \$105,000 and a separate contract with Chandler Asset Management, Inc. for a total not-to-exceed amount of \$85,000. Both contracts are recommended for a term of one year starting July 1, 2012.

6. Human Resources and Personnel Management Services – The human resources and personnel management services include finalizing employee benefit consolidation, personnel counseling services, staff development, human resources administration, job classification and compensation administration, review of internal processes such as performance reviews, recruiting and on-boarding support, and other services to improve human resources functions. ACTIA and ACCMA staff jointly issued an RFP for these services in August 2009 that resulted in the hiring of Koff & Associates, Inc., an Alameda CTC certified Very Small Local Business Enterprise (VSLBE) firm, as the common Human Resources Consultant. Staff is pleased with the services the consultant is providing and recommends that the Alameda CTC continues to contract with this consultant through fiscal year 2012-2013.

Staff recommends approval of a contract with Koff & Associates, Inc. for a total not-to-exceed amount of \$61,600 for a term of one year starting July 1, 2012.

7. Information Technology (IT) Services – The information technology services include upgrade and maintenance of the central servers, server and storage architecture equipment refresh, hosting and management of the remote data center, local area network support and maintenance, backup and security system monitoring and management, and general IT support for up to 60 individual workstations, including those required for the operations of the Sunol SMART Carpool Lane. The current computer systems services contract was awarded to Novani, LLC after undergoing an RFP process in March, 2011.

Staff recommends approval of a contract with Novani, LLC for a total not-to-exceed amount of \$242,900 for a term of one year starting July 1, 2012.

8. Programs Management Services – Acumen Building Enterprises, Inc., an Alameda CTC certified SLBE firm, has been providing program management services since undergoing an RFP process in January 2008. These services include policy, legislation, communications, and planning support, administrative support for local pass-through programs and related

compliance process, program grants support, community advisory committee meetings coordination, website maintenance, and various other services.

Staff recommends approval of a contract with Acumen Building Enterprises, Inc. for a total not-to-exceed amount of \$1,291,845 for a term of one year starting July 1, 2012.

9. Media and Public Relations Services – After undergoing a formal RFP process in March, 2011, a contract was awarded to Moore Iacofano Goltsman, Inc. (MIG), an Alameda CTC certified LBE firm, to provide media and public relations services. The services include public and media relations services, hosting and maintenance of the Alameda CTC website, preparation of press materials, assistance at public meetings and events, staff training, updates to the communications plan and design guidelines, and implementation of the new media strategy for the Alameda CTC.

Staff recommends approval of this contract with MIG for a total not-to-exceed amount of \$561,180 for a term of one year starting July 1, 2012.

10. Bicycle and Pedestrian Coordination Services – The bicycle and pedestrian coordination services include administrative and professional support for the Bicycle and Pedestrian Safety Program. After a formal RFP process in January, 2008, Rochelle Wheeler, an Alameda CTC certified VSLBE firm, was contracted to provide these services.

Staff recommends approval of this contract with Rochelle Wheeler for a total not-to-exceed amount of \$280,640 for a term of one year starting July 1, 2012.

11. Paratransit Coordination Services – Nelson\Nygaard Consulting Associates (N\N), an Alameda CTC certified LBE firm, has provided paratransit coordination services for ACTIA since September, 2002. These services include management of day-to-day operations of the Paratransit program, facilitation of PAPCO, TAC, and various subcommittee meetings, planning and implementation of the regional senior transportation workshop, management of the Alameda CTC's mobility programs (the Hospital Discharge Transportation Service, the Wheelchair and Scooter Breakdown Transportation Service, and the South and Central County Taxi Program), management of the Paratransit Gap Grant program, and general technical assistance. Nelson\Nygaard provides local, state, and national expertise in the field of paratransit services to Alameda CTC staff, PAPCO and the Commission. PAPCO evaluated the N\N team in March and recommended that the Commission continue this contract.

Staff recommends approval of this contract with N\N for a total not-to-exceed amount of \$384,359 for a term of one year starting July 1, 2012.

12. Project Controls and Project Delivery Management Services – The project control team's function is to provide project management, project monitoring, project controls, utility coordination, and other related management activities to ensure the efficient, effective, and successful delivery of the ACCMA and Measure B capital projects.

In addition to providing services for the delivery of capital projects, the project control team also provides resources to support staff in producing the Monthly Project Status Reports, the critically important Annual Strategic Plan Update, which also serves as the Measure B funding allocation plan for capital projects, and various other documents and reports that provide information on the progress of ACCMA and Measure B capital project activities. The project control team also assists staff in the preparation for various committee meetings.

For the coming 2012-2013 fiscal year, it is expected that the remaining I-Bond-funded capital projects will all proceed into critical phases of project development. On these projects, the Commission will continue in the leadership role in project delivery, which will require adequate resources for proper project management and project monitoring to ensure that projects will progress within schedule and budget.

Similarly, in the coming fiscal year, staff will need the assistance of the project control team in project monitoring to ensure that project expenditures are consistent with the funding allocation plan. Staff recommends that the Commission renew the contract with Moffatt & Nichol (M&N), an Alameda CTC certified LBE firm, to continue the delivery and implementation of the remaining ACCMA and Measure B capital projects. The M&N team was selected through an RFP process in March, 2011.

Staff recommends approval of this contract with M&N for a total not-to-exceed amount of \$2,250,000 for a term of six months starting July 1, 2012.

13. Local Business Contract Equity Program Supportive Services – These services support the Commission’s LBCE Program. The main tasks included in the services are certifying LBE, SLBE, and VSLBE firms, providing outreach to local and small-local and minority owned businesses, and review of the semi-annual LBCE Program Utilization Reports. The Alameda CTC also utilizes regional certification programs and performs these compliance services through staff. Luster & Associates, Inc., an Alameda CTC certified VSLBE firm, was chosen after a formal RFP process in August, 2008.

Staff recommends approval of this contract with L. Luster & Associates for a total not-to-exceed amount of \$93,622 for a term of one year starting July 1, 2012.

Fiscal Impact:

The budget for services provided in annually renewed contracts will be included in the Alameda CTC’s consolidated fiscal year 2012-2013 proposed budget scheduled to go before the Commission in June, 2012.

Table 2 – Annually Renewed Professional Services Consultant Contracts

Name of Services	Current Consultant	Budget for FY 2011/12	Proposed Budget for FY 2012/13	Net Change		Year of Last RFP Issuance	Recommended Action
				\$	%		
Independent Financial Auditing Services ¹	Vavrinek, Trine, Day & Co., LLP	\$97,770	\$77,500	(\$20,270)	-21%	2012	No Action
Legal Counsel Services	Wendel, Rosen, Black & Dean LLP	800,000	805,000	5,000	1%	2012	Approve
Federal Legislative Advocacy Services	CJ Lake, LLC	63,000	60,000	(3,000)	-5%	2004	Approve
State Legislative Advocacy Services	Platinum Advisors	60,000	60,000	0	0%	2007	Approve
Investment Advisors	PFM Asset Management, LLC	120,000	105,000	(15,000)	-13%	2008	Approve
Investment Advisors	Chandler Asset Management, Inc.	120,000	85,000	(35,000)	-29%	2008	Approve
Human Resources and Personnel Management	Koff & Associates, Inc.	65,000	61,600	(3,400)	-5%	2009	Approve
Information Technology Services	Novani, LLC	110,000	242,900	132,900	121%	2011	Approve
Programs Management Services	Acumen Building Enterprises, Inc.	830,690	1,291,845	461,155	56%	2008	Approve
Media and Public Relations Services	Moore Iacofano Goltsman, Inc.	410,140	561,180	151,040	37%	2011	Approve
Bicycle and Pedestrian Coordination Services	Rochelle Wheeler	280,640	280,640	0	0%	2008	Approve
Paratransit Coordination Services	Nelson\Nygaard Consulting Associates	389,280	384,359	(4,921)	-1%	2009	Approve
Local Business Contract Equity Program Supportive Services	L. Luster & Associates	63,240	93,622	30,382	48%	2008	Approve
Project Controls and Project Delivery Management Services	Moffatt & Nichols	4,075,000	2,250,000 ²	(1,825,000)	-45%	2011	Approve
TOTAL CONTRACTS		\$7,484,760	\$6,358,646	\$1,126,114	-15%	--	--

¹ FY2011/12 consultant contracts held by Maze and Associates and Kevin W. Harper CPA & Associates. FY2012/13 consultant contract awarded to VTD on April 1, 2012.

² Proposed FY2012/13 contract with M&N is for a term of six months.

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Memorandum

DATE: May 4, 2012

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Gladys V. Parmelee, Office Supervisor

SUBJECT: **Approval of an Amendment to the FY2011-12 Wendel Rosen Black & Dean Contract for Legal Services**

Recommendation

It is recommended that the Committee approve an amendment to the existing Wendel Rosen Black & Dean (WRBD) legal services contract in the not-to-exceed amount of \$225,500 for legal needs in the categories of General Services, Merger, Personnel, and Eminent Domain matters required through June 30, 2012.

Summary

The legal needs in the categories of General Services, Merger, Personnel, and Eminent Domain matters have been greater than what was mutually projected at the end of the last fiscal year. Due to the increased needs for legal services in these four categories, an augmentation of \$225,500 to the WRBD legal services contract is recommended. Approval of this action will allow WRBD to provide the required legal services for the remainder of fiscal year 2011/2012.

Discussion

In the General Services category, there was a greater need in the amount of time required for matters related to the new Transportation Expenditure Plan (TEP) and proposed tax increase, questions that have risen about Title VI related to the TEP and the Countywide Transportation Plan, and revisions to Master Funding Agreements with sponsors at the midpoint of the current TEP. The average cost for General Services has been about \$30,000 per month which is expected to continue for the remainder of the year. The request for additional contract authority in this category is \$90,000.

In the Merger related activities category, there were complications with CalPERS in setting up the Alameda CTC contract and transferring employee health plans and even more complications regarding policies. The average cost for Merger related legal services has been about \$5,800 per month but have been declining over the more recent months, so the request for additional contract authority in this category is \$10,000.

In the Personnel activities category, merger and related retirements, including Dennis Fay, Christine Monsen, Bijan Yarjani, and Frank Furger required more time regarding certain rights as well as calculations of salaries and benefits and related issues than was expected. The average cost for Personnel legal services has been about \$3,500 per month. There are still some CalPERS issues

pending therefore the same rate for the rest of the fiscal year is expected. The request for additional contract authority for this category is \$10,500.

In the Eminent Domain activities category, staff has been working with legal to keep a number of projects on schedule in order to maintain eligibility for Regional bond funding. More involvement with project management has been required than what was originally anticipated. The request for additional contract authority for this category is \$117,000 broken down as follows:

- \$50,000 - Safety Improvements – 29th Ave. (includes filing of all necessary eminent domain actions and motions related to orders for possession)
- \$20,000 - 580 WB HOV Lane (includes 4 eminent domain actions)
- \$20,000 - 880 SB HOV Lane (includes 4 eminent domain actions)
- \$12,000 - SR 84
- \$10,000 - East-West Connector
- \$ 5,000 - 680 Sunol HOV Lane

Savings are expected to be realized on this contract related to a litigation matter for which WRBD has persuaded the insurance company for the contractor to take over the full defense as well as reimburse legal costs incurred to date.

The approved budget in this fiscal year for legal services was \$800,000. The actual billings through March 31, 2012, less the expected credit for the insurance company payments for the Fantozzi case, equal \$791,041. The additional request of \$225,500 for the remainder of the current fiscal year includes the additional requests listed above, a credit in the litigation category and a small allowance for unknown contingencies.

Fiscal Impact

The approval of the recommended amendment to the WRBD legal services contract of \$225,500 to the current \$800,000 contract would bring the new total contract amount to \$1,025,500.00. Funding for this amendment will come from the respective approved project budgets and the general fund contingency line item in the approved budget..