



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

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Commission Vice Chair
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City of Oakland

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Director Elsa Ortiz

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City of San Leandro
Councilmember Michael Gregory

City of Union City
Mayor Carol DuTra-Vernaci

Executive Director
Arthur L. Dao

Finance and Administration Committee

Monday, November 10, 2014, 1:30 p.m.

**1111 Broadway, Suite 800
Oakland, CA 94607**

Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

Glossary of Acronyms

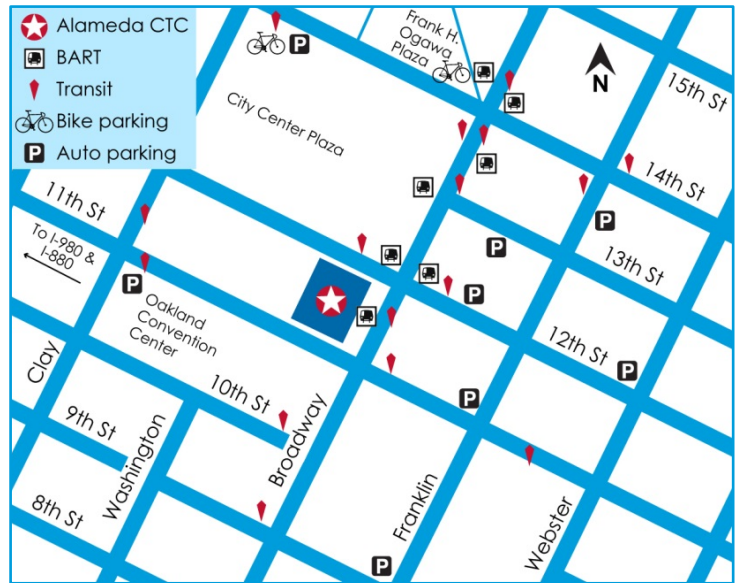
A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

Location Map

Alameda CTC

1111 Broadway, Suite 800
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit www.511.org.

Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now.

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Finance and Administration Committee Meeting Agenda

Monday, November 10, 2014, 1:30 p.m.*

*Or immediately following the Programs and Projects Committee meeting

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1. Pledge of Allegiance

2. Roll Call

3. Public Comment

Chair: Supervisor Richard Valle, Alameda County BOS
Vice Chair: Director Tom Blalock, BART
Commissioners: Marie Gilmore, Margaret Fujioka, Peter Maass
Ex-Officio Members: Scott Haggerty, Rebecca Kaplan
Staff Liaison: Patricia Reavey
Executive Director: Arthur L. Dao
Clerk: Vanessa Lee

4. Consent Calendar

Page A/I

4.1. [October 13, 2014 FAC Meeting Minutes](#)

1 A

Recommendation: Approve the October 13, 2014 meeting minutes.

5. Regular Matters

5.1. [Approval of the Alameda CTC FY2013-14 Draft Audited Comprehensive Annual Financial Report](#)

3 A

Recommendation: Approve the Alameda CTC FY2013-14 Draft Audited Comprehensive Annual Financial Report

5.2. [Approval of the FY2014-15 First Quarter Financial Report](#)

21 A

Recommendation: Approve the FY2014-15 First Quarter Financial Report

5.3. [Approval of the FY2014-15 First Quarter Investment Report](#)

37 A

Recommendation: Approve the Alameda CTC FY2014-15 First Quarter Investment Report

5.4. [FY2013-14 Annual Contract Equity Utilization Report](#)

55 A

Recommendation: Approve the FY2013-14 Annual Contract Equity Utilization Report

5.5. [Alameda CTC Staff and Retiree Benefits for Calendar Year 2015 and Salaries for Fiscal Year 2015-2016](#)

71 A

Recommendation: Approve the Alameda CTC Staff and Retiree Benefits for Calendar Year 2015 and Salaries for Fiscal Year 2015-2016 and adopt Resolution No. 14-017 Fiscal Year 2015-2016 Salaries and Calendar Year 2015 Benefits for Staff Members

6. Closed Session

6.1. Pursuant to Government Code Section 54957: Public Employee Performance Evaluation: Executive Director

6.2. Report on Closed Session

7. Committee Member Reports (Verbal)

8. Staff reports (Verbal)

9. Adjournment

Next Meeting: January 12, 2015

All items on the agenda are subject to action and/or change by the Commission.



1. Pledge of Allegiance

2. Roll Call

The clerk conducted a roll call. All members were present.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. September 8, 2014 FAC Meeting Minutes

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

5. Regular Matters

5.1. Alameda CTC's participation in the Special District Risk Management Authority (SDRMA) Risk Management Program

Seung Cho recommended that the Commission approve Resolution 14-015 approving the form of and authorizing the execution of a Sixth Amended Joint Powers Agreement and Authorizing participation in the Special District Risk Management Authority's Risk Management Program, and Resolution 14-016 authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities. Seung stated that participation with the California Special District Association (CSDA) would make the Agency eligible to participate in cost-saving insurance programs for workers' compensation, general liability, public officials errors and omissions, employment practices liability, auto, property, crime and fidelity coverages through the Special District Risk Management Authority (SDRMA). He stated that Alameda CTC's participation should result in a reduction of up to 48% or \$90,000 of the insurance budget line item in the FY 14-15 budget.

Commissioner Fujioka wanted to know if this is a new program or if we have been involved in prior years. Art Dao stated that during the merger of the Alameda CTC's predecessor agencies, staff was tasked with consolidating insurance efforts. This included ensuring that the consolidated Agency had the correct types of coverages and coverage limits, and aligning all policies to become effective on the same date each year. Participating in the SDRMA programs will complete the final task associated with the merger of the insurance programs and will save the Agency up to \$90,000 per year.

Commissioner Fujioka wanted to know why the Resolution states that there is a three year term limit. Seung stated that the limit may be a requirement of the SDRMA but staff would research this requirement and provide information to the full Commission.

Commissioner Fujioka motioned to approve this item. Commissioner Kaplan seconded the motion. The motion passed unanimously.

6. Committee Member Reports (Verbal)

There were no committee reports.

7. Staff Reports

Tess Lengyel provided a brief update on the Transportation Expenditure Plan. Tess stated that there was an editorial board meeting with the Chronical newspaper that resulted in their support of the Plan. She stated that outreach is still being done and each jurisdiction has received a folder with talking points and information regarding the plan.

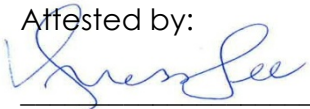
8. Adjournment/ Next Meeting

The meeting adjourned at 2:30 p.m. The next meeting is:

Date/Time: Monday, November 10, 2014 @1:30 p.m.

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

Attested by:



Vanessa Lee,
Clerk of the Commission



Memorandum

5.1

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

DATE: November 3, 2014

SUBJECT: Alameda CTC Draft Audited Comprehensive Annual Financial Report and the ACTIA Limitations Worksheet for the Year Ended June 30, 2014

RECOMMENDATION: Approve the Alameda CTC draft audited Comprehensive Annual Financial Report and the Limitations Worksheet for the year ended June 30, 2014.

Summary

Pursuant to the Joint Powers Agreement of the Alameda County Transportation Commission, California Public Utilities Code Section 180105, the Joint Powers Agreement of the Alameda County Congestion Management Program and the California Government Code Section 6505, an independent audit was conducted for the fiscal year ended June 30, 2014 by Vavrinek, Trine, Day & Co., LLP. Financial statements are the responsibility of management. The auditor's responsibility is to express an opinion on the financial statements based on their audit. As demonstrated in the Independent Auditor's Report on page three (3) of the Draft Audited Comprehensive Annual Financial Report (Draft Audited CAFR), the Alameda CTC's auditors have reported what is considered to be an unmodified or clean audit.

"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Alameda CTC, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America."

As demonstrated in the Independent Auditor's Report on page two (2) of the Draft Limitations Worksheet, the Alameda CTC's auditors also have reported what is considered to be an unmodified or clean audit.

"In our opinion, the worksheet referred to above, presents fairly, in all material respects, the administrative cost and related percentages of the Alameda CTC for the year ended June 30, 2014, in accordance with accounting principles generally accepted in the United States of America."

The Alameda CTC Draft Audited CAFR and the ACTIA Limitations Worksheet for the year

ended June 30, 2014 were reviewed in detail and approved by the Alameda CTC's audit committee on October 30, 2014.

Financial Highlights:

- Total net position was \$183.1 million at June 30, 2014, a decrease of \$36.2 million or 16.5 percent from the prior fiscal year end primarily related to capital project expenditures in the Measure B capital project funds.
- Total assets increased by \$146.3 million or 50.5 percent from \$289.8 million to \$436.1 million as of June 30, 2014 compared to June 30, 2013 related to the proceeds received from the issuance of Sales Tax Revenue Bonds (Limited Tax Bonds), Series 2014 in March 2014. Cash and investments comprised \$392.2 million or 89.9 percent of the total assets as of June 30, 2014.
- Revenues totaled \$177.9 million for the fiscal year ended June 30, 2014. This was an increase of \$18.9 million or 11.9 percent from the fiscal year ended June 30, 2013 mostly related to an increase in sales tax revenues and exchange fund revenues.
- Total liabilities increased by \$182.5 million or 258.7 percent from \$70.5 million to \$253.0 million as of June 30, 2014 compared to June 30, 2013. This increase is primarily related to noncurrent liabilities for debt service on the Sales Tax Revenue Bonds (Limited Tax Bonds), Series 2014 issued in March 2014. Many projects approved in the Measure B Transportation Expenditure Plan (TEP) have entered phases of the projects to which Measure B funds have been assigned. The anticipation of this impending draw on Measure B funds played a large part in the Alameda CTC's decision to issue debt in 2014.
- Expenses totaled \$214.1 million for the fiscal year ended June 30, 2014. This was an increase of \$33.1 million or 18.3 percent from the fiscal year ended June 30, 2013 mostly related to Measure B capital project expenditures.

Background

As part of the audit process, Vavrinek, Trine, Day & Co., LLP considered Alameda CTC's internal control over financial reporting to determine the audit procedures that are appropriate in order to express their opinions on the financial statements. They have not expressed an opinion on the effectiveness of the Alameda CTC's internal controls; however Vavrinek, Trine, Day & Co., LLP's Report on Internal Control over Financial Reporting and on Compliance and other Matters states that they did not identify any deficiencies in internal control that they consider to be a material weakness.

In addition, Vavrinek, Trine, Day & Co., LLP audited the calculation of the limitation ratios required by the Transportation Expenditure Plan which requires that the total cost for salaries and benefits for administrative employees not exceed 1.00 percent of sales tax revenues and expenditures for administration, in total, do not exceed 4.50 percent of sales tax revenues.

The ratios for the fiscal year ended June 30, 2014 are 0.67 percent for salaries and benefits as a percent of sales tax revenues and 2.69 percent for total administration costs as a percent of sales tax revenues which are in compliance with the requirements set forth in the TEP. In order to make this report more user friendly, references have been included to show where all of the amounts included in the limitation calculations can be cross referenced with the audited financial data in the Draft audited CAFR.

Vavrinek, Trine, Day & Co., LLP also performed a Single Audit for the fiscal year ended June 30, 2014. Per the Office of Management and Budget (OMB) Circular A-133, a single audit is required when a grantee spends \$500,000 or more in Federal funds in the fiscal year to provide assurance to the federal government as to the management and use of these funds. Alameda CTC's federal expenditures were well over the threshold at approximately \$5.3 million during the fiscal year ended June 30, 2014 therefore a Single Audit was required. As demonstrated in the Independent Auditor's Report on page 89 of the Draft audited CAFR, the Alameda CTC's auditors have reported the following:

"In our opinion, Alameda CTC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major Federal programs for the year ended June 30, 2014."

The Alameda CTC's Comprehensive Annual Financial Report (CAFR) has been drafted to meet all Government Finance Officers Association (GFOA) requirements for an award for excellence in financial reporting and will be submitted to the GFOA in December with the hope of receiving this award once the CAFR is approved by the Commission. The Alameda CTC won the GFOA Certificate of Achievement for its CAFR dated June 30, 2013, and a copy of the award has been included in the CAFR dated June 30, 2014 on page x as required by the GFOA.

Similar to Alameda CTC's first CAFR prepared last year; this CAFR was designed to provide detailed financial information by function so that interested parties can review agency financials as a whole or at a more detailed functional level. For example, for the benefit of the Citizen's Watchdog Committee whose purview consists of ACTIA activity only, ACTIA funds have been broken out in a separate column whenever possible in the fund financial statements beginning on page 20 of the Draft audited CAFR except the General Fund and the Debt Service Fund. There can only be one general fund; however the Alameda CTC's financial system was designed to distinguish costs related to the administration of ACCMA projects and programs from that of ACTIA or even Alameda County Transportation Authority projects. Therefore a breakout of financial information for the general fund has been provided as supplemental information beginning on page 53 of the Draft audited CAFR, and a breakout of financial information for the nonmajor governmental funds, which are generally those funds that contain less than ten (10) percent of the total governmental funds' assets, liabilities, revenues or expenditures and includes the Debt Service Fund, also has been provided as supplemental information beginning on page 55.

In addition, in the supplemental information section, we have provided a breakout of the ACTIA Special Revenue Fund financial information by sub-fund including Programming and Programs, Express Bus, Bike and Pedestrian, Direct Local Distribution, Transit Oriented Development and Paratransit beginning on page 64 of the Draft audited CAFR.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. [Alameda County Transportation Commission Draft Audited Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2014](#)- *Hyperlinked to website*
- B. ACTIA Limitations Worksheet for the Fiscal Year Ended June 30, 2014
- C. Citizens Watchdog Committee (CWC) Audit Subcommittee meeting minutes

Staff Contact

[Patricia Reavey](#), Director of Finance



INDEPENDENT AUDITOR'S REPORT

Governing Board
Alameda County Transportation Commission
Oakland, California

We have audited the accompanying Alameda County Transportation Commission (Alameda CTC) Limitation Worksheet (Worksheet) for the year ended June 30, 2014, and the related notes.

Management's Responsibility for the Schedules

Management is responsible for the preparation and fair presentation of the Worksheet in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Worksheet that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the Worksheet based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Worksheet is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Worksheet. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Worksheet, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of Worksheet in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of Worksheet.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the Worksheet referred to above presents fairly, in all material respects, the administrative cost and related percentages of the Alameda CTC for the year ended June 30, 2014, in accordance with accounting principles generally accepted in the United States of America.

Other Matter

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of Alameda CTC as of and for the year ended June 30, 2014, and our report thereon, dated December X, 2014, expressed an unmodified opinion on those financial statements.

Restriction on Use

Our report is intended solely for the information and use of Alameda CTC's management and Governing Board and is not intended to be and should not be used by anyone other than these specified parties.

Date of report

DRAFT

**Alameda County Transportation Improvement Authority
Limitations Worksheet**

Basis for Salary and Benefits Limitation and the Administrative Cost Limitation

	<u>Reference to the Financial Statements</u>	<u>For the year ended June 30, 2014</u>
<u>Revenues</u>		
Net Sales Tax Proceeds	Note 1	\$ 127,095,900
Investments & Other Income - Net of Related Costs	Note 2	13,332,146
Funds Generated		<u>\$ 140,428,046</u>
<u>Expenditures</u>		
Gross Salaries and Benefits		\$ 855,843
Other Administration Costs		2,563,987
Total Administration Costs	Note 3	<u>\$ 3,419,830</u>
<u>Transportation Expenditure Plan Requirements</u>		
<i>Compliance on Salary and Benefits Cost Limitation (Maximum Allowed is 1%)</i>		
Ratio of Gross Salaries and Benefits to Net Sales Tax Revenues		0.6734%
<i>Compliance on Administration Costs Limitation (Maximum Allowed is 4.5%)</i>		
Ratio of Total Administration Costs to Net Sales Tax Proceeds		2.6907%
<u>Public Utilities Commission 180109 Requirement</u>		
<i>Compliance on Salary and Benefits Cost Limitation (Maximum Allowed is 1%)</i>		
Ratio of Gross Salaries and Benefits to Funds Generated		0.6095%

1: Amount was derived from sales tax revenue reported on page 24.

2: Amount was derived from the following:

Project revenues on the ACTIA Special Revenue Fund on page 23.	\$ 1,359,459
Investment income on the ACTIA Special Revenue Fund on page 23.	15,455
Project revenues on the ACTIA Capital Projects Fund on page 23.	11,690,259
Investment income on the ACTIA Capital Projects Fund on page 23.	161,404
Investment income on the ACTIA subfund of General Fund on page 54.	48,794
Other income on the ACTIA subfund of General Fund on page 54.	56,775
	<u>\$ 13,332,146</u>

3: Amount was derived from the total expenditures reported on the ACTIA subfund of the General Fund on page 54.

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Citizens Watchdog Committee
Pre-Audit Subcommittee Meeting Minutes
Monday, June 16, 2014, 4:00 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

At the June 9, 2014 Citizens Watchdog Committee (CWC) meeting, committee members established an audit subcommittee to meet with Alameda CTC's independent auditor and discuss financial issues related to the Alameda County Transportation Commission and Measure B, and the Vavrinek, Trine, Day & Co., LLP (VTD) audit and testing methodology.

On June 16, 2014, the following CWC members and staff met with Alameda CTC's independent auditor, VTD, to discuss these issues.

Attendees:

- Alameda CTC staff: Patricia Reavey, Director of Finance (stayed for introductions only)
- CWC members: Cynthia Dorsey, Miriam Hawley, James Haussener, James Paxson, Harriette Saunders, and Hale Zukas
- VTD: Nathan Edelman, Ahmad Gharaibeh, and Waheed Sadat

Patricia Reavey began the meeting and informed the committee that the meeting would be between the CWC Audit Subcommittee and VTD only. Ahmad Gharaibeh stated that VTD began compliance testing on June 16, 2014. He noted that VTD will conduct the final phase of the audit in the September timeframe. Ahmad informed the committee that the purpose of the meeting is to receive feedback from the CWC, including if they want VTD to go beyond the standard procedures of the audit.

Ahmad described how VTD is performing the audit in three phases: 1) an interim phase, which allows VTD to understand Alameda CTC's internal controls and to perform a small amount of compliance testing; 2) a final phase, which will allow VTD to provide the final numbers within the trial balance and financial statements and will allow VTD to perform the bulk of the compliance testing; 3) an exit meeting to report the findings and conclusions as to whether the expenses are in compliance with the measure language.

Ahmad noted that even though the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) merged, the accounting function, accounting structure, and the display of the financial statements of the general ledger system continue to segregate the former two agencies. The general ledger continues to track the administration-related expenses in a separate general fund and continues to track the capital projects, pass-through monies, and special revenue in the different funds within the general ledger system.

Ahmad stated that VTD gets a detailed description of the invoices and expenses charged to the measure from the general ledger. The auditor selects a high number of items as representative samples of the entire general ledger population. Ahmad highlighted the following tests: Timesheets, vendor-related invoices (including consultant

invoices), rent, and capital project invoices. He noted that the CWC had questions and concerns from the prior audits regarding the tests performed for timesheets and vendor-related invoices. Ahmad stated that as a result of the CWC concerns, VTD is providing more detail.

Questions and comments from the members:

1. Your sample size is based on risk, and Alameda CTC is considered "low risk." How does VTD translate the risk to the sample size used for testing?

Ahmad said that VTD uses American Institute of CPAs (AICPA) guidelines on sampling. He said that the general fund administration-related charges have been evaluated as "high risk" to ensure the audit catches everything. VTD places an emphasis on these types of charges, because of the number of questions in the past. He stated that VTD tests approximately 60 percent of expenses charged to the general fund, based on the AICPA guidelines.

2. What will VTD do differently, since the agencies merged?

Ahmad stated that the detailed accounting of the different funds of ACCMA and ACTIA continues to be the same before the merger occurred. On the financial statement, all items are consolidated under the Alameda CTC; however, on the general ledger, the detail continues to be segregated.

3. Are you doing anything differently this year based on anything you encountered last year?

Ahmad said yes. When the audit was presented to the full CWC, a question was asked about the allocation of time to the payroll. VTD is addressing this now.

4. How long is each phase of the audit?

Ahmad answered as follows:

- The interim phase is for two weeks in June.
- The final phase is for three weeks in late August through mid-September, when the financial statement and trial balance are closed. The agency does due diligence.
- The exit meeting will occur in the December timeframe

5. Are any of the VTD staff performing the actual audit new?

Ahmad answered as follows:

- Nathan Edelman is in charge of the audit for the Golden Gate Bridge, Highway and Transportation District.
- The team has been with Alameda CTC since its inception.
- Waheed Sadat has been with VTD for three years and is familiar with agencies dealing with tax measures, such as Santa Clara Valley Transportation Authority (VTA) and Solano Transportation Authority.

6. Has VTD done internal control procedures or policies on risk assessment?

Ahmad stated that this is VTD's second year subsequent to the Alameda CTC merger. In meeting with management, Alameda CTC has not made significant changes on how things are processed. VTD will repeat what has been done and verify that proper segregation of functions and duties continue to be in effect.

7. When does VTD do risk assessment? Could you please clarify this?

Ahmad stated that if industry-related changes occur, VTD will assess these changes prior to coming onsite. VTD must speak with Alameda CTC management and perform the interim audit to assess the risk.

8. Is there any change to VTD criteria for materiality?

Ahmad said not necessarily. He stated that VTD will look at the materiality for the bonds, because they are Measure B. The bonds are an additional funding source, and he said Measure B will pay the annual principal. Therefore, VTD will place an emphasis on this item, because much more funding is available.

9. The bonds are of interest, because the revenue stream from the Board of Equalization (BOE) goes to a third party. The CWC wants to make sure that the funds from the third party flow accurately and timely. Will VTD audit the third-party controls?

Ahmad said that while the BOE funds go to a third party, they get deposited into a bank. Alameda CTC is tracking the revenue. VTD will confirm with the state the amount of the total sales tax revenue and will confirm the trustee account shows this revenue.

10. When the trustee receives the money, does the interest go into a different account?

VTD will confirm that the sales tax is recorded and accounted for. VTD will look at the agreements between Alameda CTC and the bank for the interest requirements and rate. VTD will test the interest revenue and ensure it is calculated properly.

11. Will VTD look at the internal controls with the accounting department to ensure Alameda CTC is tracking the trustee? What is Alameda CTC's internal control for the trustee?

Ahmad said yes, the audit will review the internal controls. Ahmad said that the VTA has the same arrangement as Alameda CTC in terms of the trustee.

12. Does the trustee have proper internal controls?

Ahmad said that testing what the state is providing the trustee and reviewing Alameda CTC's tracking method is the best way to determine if 100 percent of the funds are accounted for.

13. Is there any difference of the audit scope for this year versus for the last three years?

Ahmad said VTD places an emphasis on something new every year. In some years, VTD will emphasize investments or cash. This year, VTD has not considered where to place the emphasis. Ahmad stated that VTD will place significant emphasis on Measure B compliance.

14. Last year, the CWC Audit Subcommittee talked about personnel, including timesheets, etc.; this year the subcommittee is interested in contracts.

15. The categories on the budget changed substantially. This year, the categories are smaller. Is management appropriately charging the correct account? The CWC requests that VTD place an emphasis on this during the audit.

16. Is management's approach in dividing charges correct for rent, payroll, and legal services? The CWC subcommittee requests VTD place an emphasis on this during the audit.

17. Is VTD anticipating any problems?

Ahmad said no. Management has been very cooperative in providing information to VTD for the audit.

18. What testing does VTD do with the agencies regarding the Master Programs Funding Agreements with the timely and appropriate use of money?

Ahmad mentioned that the fund recipients are auditing their funds. The recipients are not required to submit invoices. Nathan Edelman said that VTD looks at the money in terms of the agreement and confirms that the calculation is correct.

19. Regarding the amount of interest that the agencies are collecting, are the agencies appropriately providing the correct amount of interest back? The subcommittee stated that they want VTD to test the compliance with the MPFAs.

Next steps:

Ahmad recapped the following requests that the CWC Audit Subcommittee wants VTD to address at the next meeting:

- MPFAs:
 - Ensure that the interest is properly calculated and allocated to the reserve funds that represent Measure B funds.
 - Ensure the MPFA agreements stipulate language in compliance with Measure B requirements.
 - Look at audit reports submitted by the agencies to ensure the audit reports do not note exceptions.
 - Ensure the agencies meet requirements for timely use of funds and include detail on the process for timely use of funds and the spend-down plan.
- Review/test the allocation of charges between the general fund and other funds.

- Ensure that charges on the budget go to the proper category. The categories on the budget are smaller than usual.
- Ensure that contracts and invoices are in compliance with Measure B.
- Ensure that interest is properly accounted for in the trustee statements.
- Confirm deposits of sales tax revenue from the BOE into the trustee account.

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Citizens Watchdog Committee Post-Audit Subcommittee Meeting Minutes Monday, September 22, 2014, 3:30 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

On June 16, 2014, the Citizens Watchdog Committee (CWC) Audit Subcommittee met with the Alameda County Transportation Commission (Alameda CTC) independent auditor, Vavrinek, Trine, Day & Co., LLP (VTD), to discuss financial issues related to the Alameda CTC and Measure B, and VTD's audit and testing methodology.

On September 22, 2014, the following CWC members and staff met with Alameda CTC's independent auditor, VTD, to follow up on concerns expressed in the June meeting.

Attendees:

- Alameda CTC staff: Arthur L. Dao, Alameda CTC Executive Director; Patricia Reavey, Director of Finance
- CWC members: James Paxson and Harriette Saunders
- VTD: Ahmad Gharaibeh

The meeting began with the VTD Auditor, Ahmad Gharaibeh, providing an update on the scope of the audit performed. He mentioned that testing occurred on invoice-related expenses, General Fund-related expenses, payroll-related expenses, and \$10s of millions of vouching was performed in order to answer CWC concerns. Ahmad noted that testing was in compliance, and the allocations were proper.

Ahmad clarified the definition of high risk and low risk in an audit. He stated that whether the risk is high or low, the risk determines the percentage of coverage of the charges for a particular area that the committee asked VTD to test. The term "high risk" emphasizes that the CWC audit subcommittee requested VTD to place an emphasis on a particular area of the audit.

The committee inquired who at Alameda CTC has the ability to make and post journal entries in the accounting software. Staff stated that the director of finance, accounting manager, and senior accountant have the ability to post entries. The director of finance approves the accounting manager's entries, and the accounting manager approves the senior accountant's entries. Ahmad stated that as part of the financial audit, VTD tested 60 journal entries and made sure every entry sampled was supported by proper documentation, and two signatures were on each.

Staff informed the subcommittee that the discussion would center on the items listed under next steps from the June 16, 2014 Pre-Audit Subcommittee meeting notes:

1. Master Programs Funding Agreements (MPFAs):
The items that follow are related to questions 18 and 19 from the members.
 - a. Ensure that the interest is properly calculated and allocated to the reserve funds that represent Measure B funds.

Ahmad stated that 20 agencies submitted audited financial statements to Alameda CTC. He noted that all agencies tracked their expenses using fund accounting, which is an accounting system emphasizing accountability rather than profitability and used by nonprofit organizations and governments. The agencies submitted financial statements to Alameda CTC that included the carry-over balances, which were calculated properly.

Going forward, Alameda CTC will tie the subsequent financial balance for beginning fund balances with the prior year. Ahmad informed the committee that some agencies aggregated the interest revenue into one line item on the financial statements; therefore, the information is difficult to audit. VTD followed up with staff regarding this problem and was informed that the agencies were notified at the September 10, 2014 Compliance Workshop to make sure that their interest revenue and the Governmental Accounting Standard Board (GASB) 31 adjustments appear in separate line items on the financial statements going forward.

Ahmad concluded that for the agencies that aggregated the interest revenue, VTD could not verify the proper calculation, and for the agencies that reported the interest revenues in a separate line item, the information looked to be reasonable and properly calculated. Staff stated that Alameda CTC is requiring the agencies to fix the issues going forward and to ensure interest revenue appears on a separate line item from GASB 31 adjustments, so the agencies' auditors will be able to audit the information.

The committee asked how Alameda CTC will tie the carry-over balances for this year if the interest amount is unknown. Staff stated that the agencies tell us the interest; however, we do not have the ability to verify this information.

- b. Ensure MPFA agreements stipulate language in compliance with Measure B requirements.

Ahmad said that one of the questions for compliance is to determine if the agencies' expenditures of Measure B funds are in compliance with their funding agreement. VTD reviewed 20 MPFAs, and Alameda CTC has a memorandum of understanding with the cities that specifies what the cities must spend the money on. The agreements must be in compliance with Measure B. VTD looked at the agreements and compared them to the Measure B 2000 Transportation Expenditure Plan language and noted that the language was in agreement with Measure B.

- c. Look at audit reports submitted by agencies to ensure the audit reports do not note exceptions.

Ahmad said the audit reports did not indicate any exceptions.

- d. Ensure the agencies meet requirements for timely use of funds and include detail on the process for timely use of funds and the spend-down plan.

Ahmad said the cities submitted an outline, and one item was a table that shows the carry-over balances. VTD said the auditors reviewed the final

reports on the Alameda CTC website and ensured staff followed up with the cities in regards to the carry-over fund balances. Ahmad will speak with staff regarding the spend-down requirements and percentages the agencies must spend over a three-year period. VTD will research further detail on the carry-over balances and bring back a response to the committee.

2. Review/test the allocation of charges between the general fund and other funds.

Ahmad stated that VTD performs this standard test every year. VTD tested 70 to 80 percent of general fund expenses and \$40 to \$50 million of Measure B capital expenses. VTD confirmed legal, rent, media consultant, and payroll expenditures; reviewed the allocations; and confirmed the allocations were proper between Alameda County Congestion Management Agency, Alameda County Transportation Authority, and Alameda County Transportation Improvement Authority. VTD looked at the reasonableness of signed timesheets and invoices charged to different funds to ensure allocations were proper. VTD reviewed the capital projects invoices and compared them to the Measure B ballot language to confirm compliance.

3. Ensure that charges on the budget go to the proper category. The categories on the budget are smaller than usual.

Ahmad said that the auditors tested actual cash payments and cash receipts, things that already occurred. Budgets inform expectations and management decisions. This item is outside of the scope of the audit.

4. Ensure that contracts and invoices are in compliance with Measure B. The response to this item is covered above in 2.

The below follow-up items are related to questions 9, 10, 11, and 12 from the members.

5. Ensure that interest is properly accounted for in the trustee statements.

Ahmad stated that the proceeds from the bonds is \$157 million. Alameda CTC opened new bond trustee accounts with Union Bank and deposited the money into this account. The accounts are accumulating interest and investment income. The auditors traced back the income to Measure B funds. All interest earned related to the proceeds and the cash generated from the proceeds is being properly deposited into the Measure B fund. The auditor confirmed with Union Bank and traced the amount to the Measure B fund financial statements to verify the amount was properly deposited and recorded.

The trustee, Union Bank, is responsible for maintaining custody of securities in the bond fund accounts. VTD requested that Union Bank provide a Statement on Standards for Attestation Engagements (SSAE) 16 Service Organization Control (SOC) 1 and 2 Report which they promptly did provide. These reports provide information relevant to internal control over financial reporting and enable VTD to perform risk-assessment procedures. VTD confirmed that the interest was properly accounted for in the trustee statements.

6. Confirm deposits of sales tax revenue from the California Board of Equalization (BOE) into the trustee account.

Ahmad explained that the Alameda CTC's share of sales tax revenue goes directly from the BOE to Union Bank, and the trustee deducts the funds required to pay debt-service (if any) from the total and passes the balance through to the Alameda CTC's regular Union Bank account on the same day. The funds withheld by the bank go into Alameda CTC's bond principal or interest fund accounts until it is time to make the debt service payments. VTD accessed the BOE website to confirm the sales tax revenue in aggregate was properly deposited into the escrow accounts and properly rolled forward/back into the Alameda CTC account. In aggregate, the sales tax revenue was correct, and the distribution between the trustee and the general funds or actual funds of Alameda CTC was correct.

Additional questions and comments:

- Did VTD go back to the issues raised by the CWC in prior years on allocation of time to the payroll? This inquiry is related to question 3 in the June 16, 2014 Pre-Audit Subcommittee meeting notes. Ahmad said yes VTD did tests regarding timesheets/payroll this year.
- Are there new discoveries on issues regarding internal controls? Were the recommendations related to internal controls made by the auditors last year implemented and resolved? Ahmad said that no new discoveries were found, and the issues found last year were resolved immediately.
- Were new management issues identified this year? No.
- Do you have any new management recommendations? Ahmad said there were no findings this year.
- On the risk assessment, are there any industry-related changes that Alameda CTC needs to address? Ahmad said that VTD will address GASB changes for pension reporting in 2015. Patricia Reavey stated that the Comprehensive Annual Financial Report for the year ended June 30, 2014 will include new GASB pronouncements.
- Regarding bonds, since they are a significant new source of income, will additional testing be performed? Ahmad said that from an audit perspective, the interest earned on the \$157 million has been deposited properly for Measure B.

Next Steps:

- Regarding MPFA's timely use of funds requirement, VTD will follow up with staff to gain a better understanding of the spend-down requirements and percentages the agencies must spend over a three-year period and bring back a response to the committee at a later date regarding more detail on the process and if the agencies met the requirements.



Memorandum

5.2

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

DATE: November 3, 2014

SUBJECT: Alameda CTC FY2014-15 First Quarter Financial Report

RECOMMENDATION: Approve the Alameda CTC FY2014-15 First Quarter Financial Report

Summary

The attached FY2014-15 First Quarter Financial Report has been prepared on a consolidated basis by governmental fund type including the General Fund, Special Revenue Funds, the Exchange Fund, the Debt Service Fund, and the Capital Projects Funds. This report provides a summary of FY2014-15 actual revenues and expenditures through September 30, 2014 with comparisons to the year-to-date currently adopted budget. Variances from the year-to-date budget are demonstrated as a percentage of the budget used by line item as well as stating either a favorable or unfavorable variance in dollars. Percentages over 100% indicate that the actual revenue or expense item is over 25% of the total annual budget, and percentages under 100% indicate that the actual revenue or expense item is under 25% of the total annual budget. At the end of the first quarter, the Alameda CTC is showing a net decrease in fund balance in the amount of \$11.4 million primarily due to disbursements for ACTIA-related capital project expenditures.

Activity

The following are highlights of actual revenues and expenditures compared to budget as of September 30, 2014 by fund type:

General Fund

In the General Fund, the Alameda CTC's revenues are less than budget by \$1.7 million or 35.9%, and expenditures are under budget by \$2.8 million or 68.5% (see attachment A). These variances are mainly due to the timing of costs for the Transportation Expenditure Plan and the Countywide Transportation Plan (CWTP). Expenditures for the CWTP planning activities in the General Fund correspond directly to the reimbursement revenue therefore as expenditures increase next quarter, the revenues also will increase. Measure BB ballot costs are expected to be incurred and paid in the second quarter which will bring year to date actual expenses more in line with the budget.

Special Revenue Funds

The Special Revenue Funds group is made up of Measure B Program funds including funds for express bus, paratransit service, bike and pedestrian, transit oriented development, and direct local distributions as well as Transportation for Clean Air (TFCA) funds and Vehicle Registration Fee (VRF) funds. In the Special Revenue Funds, revenues are more than budget by \$1.1 million or 5.0% mainly due to actual collections of both sales tax and VRF revenues which were higher than anticipated (see attachment B). Expenditures in the Special Revenue Funds are \$2.8 million or 11.9% less than budget mostly attributable to the timing of Measure B, TFCA and VRF discretionary programming which were lower than projected in the first quarter of the fiscal year.

Exchange Fund

As of September 30, 2014, Exchange Fund revenues were under budget by \$1.6 million and expenses were over budget by \$2.0 million (see attachment C). The Exchange Fund has commitments to various projects that are dependent on the collection of promised revenues based on historical exchange agreements. However, revenues related to some historical exchanges have not been collected causing the Exchange fund to be unable to honor its commitments. Payments of funds programmed to projects from the Exchange Fund have been put on hold until collections on historical exchanges are realized, however invoices for costs incurred but not yet paid have been accrued.

Debt Service Fund

The Debt Service Fund, held by Union Bank as the bond trustee, originally received \$20.3 million in bond proceeds from Alameda CTC's inaugural Sales Tax Revenue Bonds (Limited Tax Bonds), Series 2014 to pay interest costs. These funds were the premium amount, or the amount received over the par amount, of the bonds issued which is required to be used for debt service per our enabling legislation (see attachment D). Expenditures appear to be over budget by 98.3%, however, the year to date budget amount represents 25% of the annual total, whereas, the Government Accounting Standards Board requires bond interest to be recorded when paid. Per the bond documents, interest payments are required to be made to bondholders on a semi-annual basis on September 1 and March 1 of each year. Therefore actual interest expense should equal the budget total by March 1 and through the end of the fiscal year.

Capital Projects Funds

The Capital Projects Funds incorporate all Alameda CTC capital projects whether they were originally projects of the Alameda County Transportation Improvement Authority (ACTIA), the Alameda County Transportation Authority (ACTA) or the Alameda County Congestion Management Agency (ACCMA). In fiscal year 2011-2012, Alameda CTC implemented a rolling capital budget system in which any unused approved budget is available to pay for costs in subsequent fiscal years. Additional budget authority is requested by project only as needed in accordance with the budget process. The year to date budget amount used for comparisons is a straight line amortization of the total approved project budget including unspent funds rolled over from the prior year.

Expenditures planned through September 30, 2014 in the budget process generally will differ from the straight line budgeted amount used for the comparison. However, presenting the information with this comparison helps financial report users, project managers and the project control team to review year-to-date expenditures to give them an idea of how the project is progressing as compared to the approved budget.

In the Capital Projects Funds, the Alameda CTC's revenues are less than budget by \$16.0 million or 59.9%, and expenditures are less than budget by \$50.0 million or 71.3% (see attachment E). Grant revenue corresponds directly to expenditures for capital projects that receive outside funding.

ACTA

ACTA's East/West Connector project remains on hold due to a funding shortfall as a result of the outcome of Measure B1; however, right of way expenditures may restart later in the fiscal year if Measure BB passes. Expenses for ACTA's I-580/Redwood Road Interchange project are winding down as the project is nearing completion; an adjustment was made in this first quarter to reverse a prior year overstated accrual.

ACTIA

ACTIA related capital projects were below budget partially attributable to the timing of BART's invoicing for the BART Warm Springs Extension project. In addition, expenditures originally charged to Measure B for the I-680 Express Lane have been shifted or reclassified to another funding source to exhaust outside funding sources; expenditures are expected to increase throughout the year because all other funding sources have now been depleted. Expenses for the Route 84 Expressway project, however, are over budget this quarter as work on both the northbound portion is wrapping up and right of way on the southbound portion of the project is also ramping up. Expenses on this project should fall more in line with the budget as the fiscal year progresses.

ACCMA

Both the ACCMA I-580 Eastbound HOV/HOT/AUX Lane project and the I-580 Westbound HOV/HOT Lane project have been affected by a delay in billing due to project change orders. The change orders have recently been executed, and the billing relating to the work performed under the change orders are anticipated to be received in the second quarter of the fiscal year which should bring the expenses for this project more in line with the budget. A lag in billing by the construction contractors for the I-80 Integrated Corridor Mobility project also contributed to actual expenditures falling below budget for the first quarter.

ACTIA Limitations Calculations

Staff has made the calculations required per ACTIA's Transportation Expenditure Plan related to salary and benefits and administration costs. The Salary and Benefits Limitation ratio of 0.59% and Administrative Cost Limitation ratio of 1.79% were calculated based on actual expenditures and were found to be in compliance with the requirements of 1.0% and 4.5%, respectively (see attachment F).

Fiscal Impact

There is no fiscal impact.

Attachments

- A. Alameda CTC General Fund Revenues/Expenditures Actual vs. Budget as of September 30, 2014
- B. Alameda CTC Special Revenue Funds Revenues/Expenditures Actual vs. Budget as of September 30, 2014
- C. Alameda CTC Exchange Fund Revenues/Expenditures Actual vs. Budget as of September 30, 2014
- D. Alameda CTC Debt Service Fund Revenues/Expenditures Actual vs. Budget as of September 30, 2014
- E. Alameda CTC Capital Projects Funds Revenues/Expenditures Actual vs. Budget as of September 30, 2014
- F. ACTIA Fiscal Year 2013-2014 Budget Limitations Calculations as of September 30, 2014

Staff Contact

[Patricia Reavey](#), Director of Finance

[Lily Balinton](#), Accounting Manager

**Alameda CTC General Fund
Revenues/Expenditures
Actual vs Budget
as of September 30, 2014**

5.2A

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
Revenues:				
Sales Tax Revenues	\$ 1,492,815	\$ 1,434,375	104.07%	\$ 58,440
Investment Income	20,386	-	-	20,386
Member Agency Fees	348,705	348,705	100.00%	-
Other Revenues	3,338	3,200	104.29%	137
Grants	1,161,469	2,931,970	39.61%	(1,770,501)
Total Revenues	\$ 3,026,711	\$ 4,718,250		\$ (1,691,539)
Expenditures:				
<u>Administration</u>				
Salaries and Benefits	347,621	390,010	89.13%	42,389
General Office Expenses	270,844	371,013	73.00%	100,169
Other Administration	238,657	414,324	57.60%	175,667
Commission and Community Support	38,051	70,625	53.88%	32,574
Contingency	-	43,750	0.00%	43,750
<u>Planning</u>				
Salaries and Benefits	192,541	172,104	111.87%	(20,437)
Planning Management and Support	62,298	129,466	48.12%	67,168
Transportation Expenditure Plan / CWTP	22,889	1,916,501	1.19%	1,893,611
Congestion Management Program	104,594	143,750	72.76%	39,156
<u>Programs</u>				
Salaries and Benefits	56,573	82,140	68.87%	25,567
Safe Routes to School Programs	110,666	407,125	27.18%	296,459
Other Programming	24,577	136,593	17.99%	112,016
<u>Indirect Cost Recovery/Allocation</u>				
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(168,683)	(147,142)	114.64%	21,541
Total Expenditures	\$ 1,300,628	\$ 4,130,259		\$ 2,829,631
Net revenue over / (under) expenditures	\$ 1,726,084	\$ 587,992		

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Alameda CTC Special Revenue Funds
Revenues/Expenditures
Actual vs Budget
as of September 30, 2014

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
Revenues:				
Sales Tax Revenues	\$ 18,976,826	\$ 18,233,935	104.07%	\$ 742,892
Investment Income	11,806	-	-	11,806
VRF Funds	3,221,988	3,000,000	107.40%	221,988
Other Revenues	-	21,563	0.00%	(21,563)
Grants	874,527	739,007	118.34%	135,520
Total Revenues	\$ 23,085,147	\$ 21,994,504		\$ 1,090,643
Expenditures:				
<u>Administration</u>				
Salaries and Benefits	99,807	101,187	98.64%	1,379
General Office Expenses	426	11,313	3.77%	10,887
Other Administration	-	7,250	0.00%	7,250
Commission and Community Support	2,450	8,250	29.70%	5,800
<u>Programs</u>				
Salaries and Benefits	51,834	58,017	89.34%	6,182
Programs Management	48,138	232,111	20.74%	183,973
VRF Programming and Other Costs	2,196,758	3,041,027	72.24%	844,269
Measure B Direct Local Distribution	17,399,674	16,718,524	104.07%	(681,150)
Grant Awards	419,017	1,591,155	26.33%	1,172,138
Other Programming	196,470	1,405,937	13.97%	1,209,467
Total Expenditures	\$ 20,414,576	\$ 23,174,770		\$ 2,760,194
Net revenue over / (under) expenditures	\$ 2,670,572	\$ (1,180,266)		

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**Alameda CTC Exchange Fund
Revenues/Expenditures
Actual vs Budget
as of September 30, 2014**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
Revenues:				
Exchange Program Funds	\$ -	\$ 1,603,842	0.00%	\$ (1,603,842)
VRF Funds	-	16,419	0.00%	\$ (16,419)
Interest Revenue	190	-	-	190
Other Revenue	27,027	-	-	27,027
Total Revenues	\$ 27,217	\$ 1,620,261		\$ (1,593,044)
Expenditures:				
Salaries	13,938	17,479	79.74%	3,541
Programs Management and Support	-	750	0.00%	750
Programming Funds	3,610,527	1,585,613	227.71%	(2,024,914)
Total Expenditures	\$ 3,624,465	\$ 1,603,842		\$ (2,020,623)
Net revenue over / (under) expenditures	\$ (3,597,248)	\$ 16,419		

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**Alameda CTC Debt Service Fund
Revenues/Expenditures
Actual vs Budget
as of September 30, 2014**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
Revenues:				
Investment Income	\$ 25,911	\$ -	-	\$ 25,911
Total Revenues	\$ 25,911	\$ -		\$ 25,911
Expenditures:				
Bond Interest Expense	\$ 2,803,164	\$ 1,413,460	198.32%	(1,389,704)
Bank Fees	1,089	-	-	(1,089)
Total Expenditures	\$ 2,804,253	\$ 1,413,460		\$ (1,390,793)
Net revenue over / (under) expenditures	\$ (2,778,342)	\$ (1,413,460)		

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Alameda CTC Capital Projects Funds
Revenues/Expenditures
Actual vs Budget
as of September 30, 2014

5.2E

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
REVENUES				
Sales Tax Revenues	\$ 12,704,019	\$ 12,206,691	104.07%	\$ 497,328
Investment Income	168,437	216,250	77.89%	(47,813)
VRF Funds	(765)	106,250	-0.72%	(107,015)
Other Revenues	477	500,457	0.10%	(499,980)
Grants	(2,162,620)	13,643,139	-15.85%	(15,805,759)
Total Revenues	\$ 10,709,548	\$ 26,672,787		\$ (15,963,239)
EXPENDITURES				
Administration				
Salaries and Benefits	47,903	46,638	102.71%	(1,266)
General Office Expenses	38,920	54,202	71.80%	15,282
Other Administration	70,512	114,397	61.64%	43,884
Commission and Community Support	1,284	5,000	25.69%	3,716
Contingency	-	6,250	0.00%	6,250
Capital Projects				
ACTA				
Salaries and Benefits	20,945	25,367	82.57%	4,422
Capital Expenditures	900	61,399	1.47%	60,499
I-800 Mod. Rte. 262-Mission Blvd	851	120,354	0.71%	119,502
E/W Connector Project in N. Fremont	5,000	5,602,599	0.09%	5,597,599
Rte. 238 Corridor Improvement	-	1,783,068	0.00%	1,783,068
I-580/Redwood Road Interchange	(10,040,652)	935,759	-1073.00%	10,976,411
I-580, 238 and 880 Corridor Study	819	274,923	0.30%	274,104
Central Alameda County Freeway	-	520,056	0.00%	520,056
ACTIA				
Salaries and Benefits	58,064	64,190	90.46%	6,126
Project Management/Close Out	59,296	577,433	10.27%	518,138
ACE Capital Improvements	-	1,133,723	0.00%	1,133,723
BART Warm Springs Extension	9,701,335	12,519,922	77.49%	2,818,588
BART Oakland Airport Connector	7	1,224,740	0.00%	1,224,732
Downtown Oakland Streetscape	-	945,675	0.00%	945,675
Telegraph Avenue Bus Rapid Transit	291,038	265,748	109.52%	(25,290)
I-680 Express Lane	(1,958,449)	1,598,274	-122.54%	3,556,723
Iron Horse Trail	-	250,000	0.00%	250,000
I-880/Broadway-Jackson Interchange	7,009	563,752	1.24%	556,743
I-580/Castro Vally Interchange Improvement	133,313	862,282	15.46%	728,969
Lewelling/East Lewelling Blvd Widening	368	154,306	0.24%	153,938
I-580 Auxiliary Lanes	211,944	590,137	35.91%	378,193
Rte 92/Clawiter -Whitesell Interchange	-	1,766,374	0.00%	1,766,374
Hesperian Blvd/Lewelling Blvd Widening	-	149,906	0.00%	149,906
Westgate Parkway Extension	-	80,545	0.00%	80,545
E. 14th/Hesperian/150th Improvements	136,418	547,968	24.90%	411,550
I-238 Widening	-	73,541	0.00%	73,541
I-680/I-880 Cross Connector Study	-	87,943	0.00%	87,943
Isabel Avenue - 84/I-580 Interchange	733,729	2,633,894	27.86%	1,900,165
Route 84 Expressway	7,579,909	5,538,725	136.85%	(2,041,185)
Dumbarton Corridor Improvement	-	745,687	0.00%	745,687
I-580 Corridor/BART to Livermore Study	5,160,599	6,616,958	77.99%	1,456,359
I-80 Integrated Corridor Mobility	738	83,750	0.88%	83,012
I-880 Corridor Improvements	168,620	733,276	23.00%	564,655
CWTP/TEP Development	-	12,000	0.00%	12,000
Studies at Congested Seg/Loc on CMP	-	86,724	0.00%	86,724

**Alameda CTC Capital Projects Funds
Revenues/Expenditures
Actual vs Budget
as of September 30, 2014**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
ACCMA				
Salaries and Benefits	190,284	123,115	154.56%	(67,170)
Grand MacArthur	-	5,500	0.00%	5,500
I-680 Sunol Express Lanes-Southbound	(44,336)	77,771	-57.01%	122,107
Route 24 Caldecott Tunnel Settlement	379,359	320,133	118.50%	(59,226)
I-880 North Safety & Oper Impr @ 23rd/29th	1,270,221	1,476,673	86.02%	206,452
I-580 EB HOV/HOT/AUX Lane	2,807,452	5,093,630	55.12%	2,286,177
I-680 Sunol Express Lanes-Northbound	129,369	366,941	35.26%	237,572
I-580 Corridor ROW Preservation	248	-	-	(248)
I-580 Westbound HOV/HOT Lane	1,195,998	5,649,089	21.17%	4,453,091
Altamont Commuter Express-Operations	725	401,306	0.18%	400,581
I-880 Southbound HOV Lane	109,351	1,015,600	10.77%	906,249
Webster Street SMART Corridor	3,096	31,677	9.77%	28,581
Marina Boulevard/I-880 PSR	-	23,396	0.00%	23,396
I-80 Gilman Interchange Improvements	107	154,975	0.07%	154,868
I-680/I-880 Cross Connector PSR	-	85,608	0.00%	85,608
I-680 SB HOV Lane	-	846,438	0.00%	846,438
I-580 Soundwall Design	14,594	3,348	435.88%	(11,246)
Route 84 Widening-Pigeon Pass to I-680	2,800	408,955	0.68%	406,155
I-80 Integrated Corridor Mobility	1,646,041	4,224,391	38.97%	2,578,349
SMART Corridors Operations and Management	(17,610)	320,169	-5.50%	337,778
Total Expenditures	\$ 20,118,122	\$ 70,086,195		\$ 49,968,073
Net revenue over / (under) expenditures	\$ (9,408,574)	\$ (43,413,408)		

Alameda County Transportation Improvement Authority
Fiscal Year 2013-2014
Budget Limitations Calculations
As of September 30, 2014

Net Sales Tax	\$ 33,173,659.57	A
Investments & Other Income	<u>(9,391,803.95)</u>	B
Funds Generated	23,781,855.62	C
Salaries & Benefits	196,864.74	D
Other Admin Costs	<u>395,687.57</u>	E
Total Admin Costs	\$ 592,552.31	F

Gross Admin Salaries & Benefits to Net Sales Tax	0.5934% = D/A
Gross Admin Salaries & Benefits to Funds Generated	0.8278% = D/C
Total Admin Costs to Net Sales Tax	1.7862% = F/A

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Memorandum

5.3

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

DATE: November 3, 2014

SUBJECT: Alameda CTC FY2014-15 First Quarter Investment Report

RECOMMENDATION: Approve the Alameda CTC FY2014-15 First Quarter Investment Report

Summary

The Quarterly Investment Report (Attachment A) provides balance and average return on investment information for all cash and investments held by the Alameda CTC as of September 30, 2014. The report also shows balances as of June 30, 2014 for comparison purposes. The *Portfolio Review for Quarter Ending September 30, 2014* (Attachment B) prepared by GenSpring Family Offices (a partner of SunTrust Bank) provides a review and outlook of current market conditions, an investment strategy to maximize return without compromising safety and liquidity and an overview of the strategy used to develop the bond proceeds portfolio. Alameda CTC investments are in compliance with the adopted investment policy as of September 30, 2014. Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

Activity

The following are key highlights of cash and investment information as of September 30, 2014:

- As of September 30, 2014, total cash and investments held by the Alameda CTC was \$381.9 million with bond proceeds accounting for 23.8% of the total.
- The ACTA investment balance decreased \$0.2 million or 0.2% from the prior year-end balance due to capital projects expenditures. The ACTIA investment balance decreased \$7.3 million or 3.2% also due to capital project expenditures in addition to the semi-annual bond interest payment to bondholders. The ACCMA investment balance decreased \$2.6 million or 7.1% primarily due to an increase in capital expenditures which had not yet been reimbursed as of September 30, 2014.
- Investment yields have grown slightly with the return on investments for the first quarter at 0.25% compared to the prior year's return of 0.24%. Return on

investments were projected for the FY2014-15 budget year at varying rates ranging from 0.3% - 0.5% depending on investment type.

Fiscal Impact

There is no fiscal impact.

Attachments

- A. Consolidated Investment Report as of September 30, 2014
- B. Portfolio Review for Quarter Ending September 30, 2014 (provided by GenSpring Family Offices)
- C. Fixed Income Portfolio and CDARS Investment Statements (Fremont Bank) as of September 30, 2014

Staff Contact

[Patricia Reavey](#), Director of Finance

[Lily Balinton](#), Accounting Manager

Alameda CTC Consolidated Investment Report As of September 30, 2014							
ACTA	Un-Audited	Interest Earned		FY 2013-2014			
	Investment Balance	Interest earned	As of September 30, 2014 Approx. ROI	Budget	Difference	Investment Balance June 30, 2014	Interest earned FY 2013-2014
Checking Account	\$ 185,532	\$ -	0.00%			\$ 454,248	6
State Treasurer Pool (LAIF)	41,375,447	23,049	0.22%			38,053,968	105,048
Investment Advisor ⁽¹⁾	72,807,184	73,950	0.41%			76,075,126	329,264
Loan to ACCMA	10,000,000	-	-			10,000,000	-
ACTA Total	\$ 124,368,164	\$ 96,999	0.31%	\$ 108,750	\$ (11,751)	\$ 124,583,342	434,317
						<i>Approx. ROI</i>	<i>0.35%</i>
ACTIA	Un-Audited	Interest Earned		FY 2013-2014			
	Investment Balance	Interest earned	As of September 30, 2014 Approx. ROI	Budget	Difference	Investment Balance June 30, 2014	Interest earned FY 2013-2014
Checking Account	\$ 14,422,226	\$ -	0.00%			\$ 6,352,690	175
State Treasurer Pool (LAIF)	44,860,095	23,712	0.21%			49,937,806	97,936
Investment Advisor ⁽¹⁾	67,909,198	31,214	0.18%			57,357,303	84,785
2014 Series A Bond Project Fund	73,315,855	30,277	0.17%			96,414,733	45,733
2014 Series A Bond Interest Fund	17,562,238	25,911	0.59%			20,283,310	32,586
Project Deferred Revenue ⁽²⁾	5,001,031	3,046	0.24%			-	-
ACTIA Total	\$ 223,070,643	\$ 114,160	0.20%	\$ 107,500	\$ 6,660	\$ 230,345,842	261,215
						<i>Approx. ROI</i>	<i>0.18%</i>
ACCMA	Un-Audited	Interest Earned		FY 2013-2014			
	Investment Balance	Interest earned	As of September 30, 2014 Approx. ROI	Budget	Difference	Investment Balance June 30, 2014	Interest earned FY 2013-2014
Checking Account	\$ 4,942,635	\$ -	0.00%			\$ 2,582,126	-
State Treasurer Pool (LAIF)	22,127,670	15,569	0.28%			29,059,283	45,312
Project Deferred Revenue ⁽³⁾	17,390,792	10,759	0.25%			15,439,924	35,606
Loan from ACTA	(10,000,000)	-	-			(10,000,000)	-
ACCMA Total	\$ 34,461,098	\$ 26,328	0.31%	\$ -	\$ 26,328	\$ 37,081,333	80,918
						<i>Approx. ROI</i>	<i>0.22%</i>
Alameda CTC TOTAL	\$ 381,899,904	\$ 237,487	0.25%	\$ 216,250	\$ 21,237	\$ 392,010,517	776,450

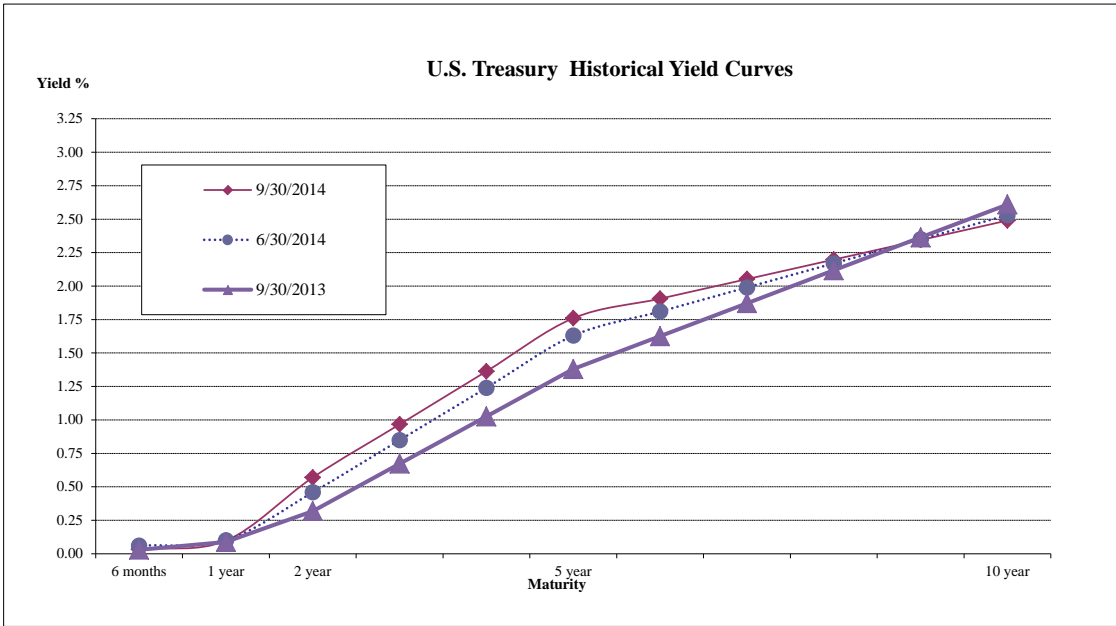
Notes:
 (1) See attachments for detail of investment holdings managed by Investment Advisor.
 (2) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective fund which includes TVTC funds.
 (3) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective fund which include VRF, TVTC, San Leandro Marina, TCRP, PTMISEA and Cal EMA.
 (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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Alameda County Transportation Commission
Portfolio Review for the Quarter Ending
September 30, 2014

Fixed Income Market Review and Outlook

Interest rates were mixed during the third quarter of the year as short-term rates rose and long-term rates fell. As we enter the last quarter of the year, the bond market continues to be driven by the cross currents of continued inflows from investors fleeing less favorable environments, the fundamentals of continuing improvements in the economy and labor markets and the anticipated actions of the Federal Reserve Board (FED). As we move closer to the time when the Fed ultimately begins to increase short-term rates, speculation surrounding the timing and pace of monetary policy will undoubtedly increase. This will give added significance to economic releases and comments by the various members of the Federal Reserve. It is also likely to increase the volatility of the short-term bond market.



Interest rates remain below the level that would be considered normal given the current outlook for economic growth and inflation. Indeed, as we approached the end of the quarter, interest rates on some very short-term Treasury Bills actually fell into negative territory and interest rates on Treasury Notes out to 2020 remain below the anticipated pace of inflation. For a time, interest rates were held down by the actions of the FED

through a program of buying longer-term Treasuries and Mortgage Backed Securities. These actions are winding down and by the end of October are anticipated to be reduced to the ongoing reinvestment of maturing securities and interest. More recent declines in interest rates were likely driven by continued inflows into the U.S. bond market as a result of geopolitical turmoil, weakness in the Euro (strength in the U.S. Dollar) and a lack of attractive options among the other substantial bond markets of developed nations. We view these latter influences as more transitory in nature and expect their influence to wane as they are resolved.

Sometime around the middle of next year it is widely anticipated that the Fed will begin to raise the Federal Funds rate which serves as the benchmark for all short-term rates in this country. Even the anticipation of an increase in the Fed Funds rate can have an immediate impact on short-term interest rates going out several years. For example, two-year Treasury Notes today will reflect the average of the anticipated Federal Funds rate over the next two years. As we draw closer to the time when the Fed begins to raise rates, the average rate over the next two years should rise and so too will two-year Treasury Note rates.

Key to the degree to which interest rates rise are both the timing and the pace of any rate hikes by the Fed. We know from their own statements that these decisions will be heavily influenced by the pace of economic growth, improvements in the labor markets and the anticipated level of inflation. While the pace of inflation remains well contained at present, both the pace of economic growth and the improvements in the labor market appear to be solid.

Recently, the members of the Federal Reserve published their forecasts of where they individually felt the Federal Funds rate would be at the end of 2015, 2016 and 2017. While the range of expectations is quite wide, the chart below shows the mean levels for each year as well as the corresponding expectations currently priced into the bond market at year's end. As can be clearly seen, the bond market has priced in levels significantly lower than those anticipated by the members of the Federal Reserve.

Year End	Federal Reserve Member's Mean Estimate	Market Implied (from Federal Funds and Euro Dollar Futures Markets)
2015	1.375	0.75 - 0.85
2016	2.75	1.85 - 1.95
2017	3.75	2.60 - 2.75

While it is not uncommon for the Market to ignore the Fed's forecasts, (they are particularly bad at forecasting), it may also be the case that the market is ignoring the Fed's willingness to raise rates at a faster pace than what is currently in the markets. If nothing else, this points to a significant risk of rates rising faster than what is currently anticipated by the market. At today's exceptionally low levels of rates this could result in poor rates of return (over the short run), much like what we saw from May to July of 2013.

We remain quite positive on the outlook for the economy, particularly here in the United States. We believe strong economic growth will soon lead to a lower unemployment rate, higher interest rates and possibly rising inflation. We anticipate being able to invest at higher interest rates within a year.

Strategy

Over the foreseeable future GenSpring expects interest rates should move gradually higher. Currently the portfolio's sensitivity to a change in interest rates is in line with that of the benchmark. The current low rate environment leaves the bond market without much of a yield cushion to avoid negative rates of returns should interest rates begin to rise more than already anticipated by the market.

Given our outlook and the current level of uncertainty in the markets, we are comfortable keeping the portfolio's exposure to a change in interest rates near that of the benchmark.

For the time being, we are recommending any surplus cash flows from maturing issues be rolled over into LAIF. As opportunities present themselves we will be strategically placing investments where we believe they can provide a higher return than LAIF.

As of the end of the quarter, the consolidated Alameda CTC portfolio consisted of 49.7% US Government Agency securities, 20.4% US Treasury securities, 20.8% High Grade Corporate Bonds, 0% Certificates of Deposit, 8.8% Commercial Paper and 0.3% of cash and cash equivalents.

Compliance with Investment Policy Statement

For the quarter ending September 30, 2014, the Alameda CTC portfolio was in compliance with the adopted investment policy statement.

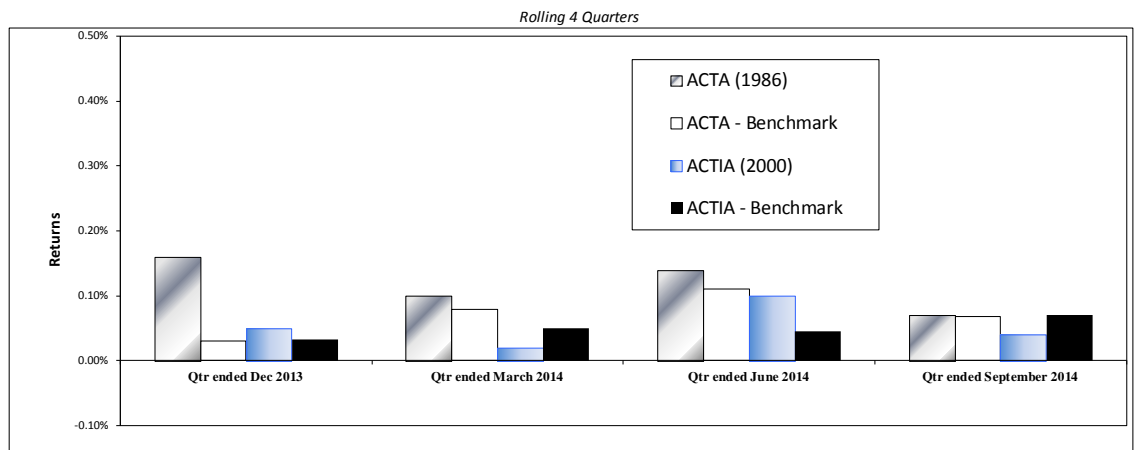
Budget Impact

The portfolio's performance is reported on a total economic return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses) but does not include the deduction of management fees. For the quarter ending September 30, the ACTA (1986 Measure B) portfolio returned **0.07%**. This compares to the benchmark return of **0.06%**. For the quarter ending September 30, the ACTIA (2000 Measure B) portfolio returned **0.04%**. This compares to the benchmark return of **0.07%**. The exhibit below shows the performance of the Alameda CTC's portfolios relative to their respective benchmarks.

The portfolio's yield to maturity, the return the portfolio will earn in the future if all securities are held to maturity is also reported. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending September 30, the ACTA (1986 Measure B) portfolio's yield to maturity or call was **0.28%**. The benchmark's yield to maturity was **0.17%**. For the quarter ending September 30, the ACTIA (2000 Measure B) portfolio's yield to maturity or call was **0.20%**. The benchmark's yield to maturity was **0.06%**.

Alameda CTC

Quarterly Review - Account vs. Benchmark



Trailing 12 Months	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Trailing 12 Months
MONTHLY PERFORMANCE DATA													
Alameda ACTA (1986)	0.08%	0.09%	0.06%	0.01%	0.07%	0.05%	-0.02%	0.08%	0.06%	0.00%	0.06%	0.01%	0.55%
Alameda ACTIA (2000)	0.02%	0.03%	0.01%	0.01%	0.01%	-0.01%	0.02%	0.04%	0.05%	0.00%	0.04%	0.00%	0.22%
Benchmark - ACTA ¹	0.09%	0.03%	0.02%	-0.02%	0.06%	0.03%	-0.01%	0.06%	0.06%	-0.01%	0.07%	0.00%	0.38%
Benchmark - ACTIA ²	0.02%	-0.01%	0.01%	0.03%	0.02%	0.01%	0.02%	0.03%	0.01%	0.01%	0.04%	0.02%	0.21%

Note: This data contains performance prior to July 1, 2014 which was generated by SunTrust Bank. From July 1, 2014 performance was generated by GenSpring Family Offices. Past performance is not an indication of future results. Performance is presented prior to the deduction of investment management fees.

¹ ACTA Benchmark is a customized benchmark comprised of 25% ML 1 -3 year Tsy index, 25% ML 6mo. Tsy index and 50% ML 1 year Tsy index

² ACTIA Benchmark is currently a customized benchmark comprised of 50% ML 6mo. Tsy index and 50% ML 1 year Tsy index. Prior to March 1, 2014 the Benchmark was comprised of 100% ML 6mo. Tsy index

Bond Proceeds Portfolios

On March 4, 2014, in conjunction with the issuance of the Alameda County Transportation Commission Sales Tax Revenue Bonds, Series 2014, (the Series 2014 Bonds), Alameda CTC established both an **Interest Fund** and **Project Fund** at Union Bank of California, the Series 2014 Bond trustee. These portfolios were initially funded with \$108,944,688 in the Project Fund and \$20,335,886 in the Interest Fund, which was an amount net of the initial drawdown for bond related project costs incurred prior to closing.

As of September 30, 2014, \$35,526,414.99 had been distributed from the Project Fund and \$2,803,163.75 had been distributed from the Interest Fund. The quarter end values of the Interest and Project Funds, including unrealized gains and losses, were \$17,577,819.30 and \$73,512,858.40, respectively.

The portfolios were invested by buying allowable high grade fixed income securities whose maturities matched the anticipated cash outlays. As of September 30, 2014 the average life of the cash flows for the Interest Fund was roughly 1.7 years while the average life of the cash flows of the Project Fund was anticipated to be approximately 4.0 months.

One way to measure the anticipated return of the portfolios is their *yield to maturity*. This is the return the portfolio will earn in the future if all securities are held to maturity. This calculation is based on the current market value of the portfolio. For the quarter ending September 30, the Interest Fund portfolio's yield to maturity was **0.61%** and the Project Fund portfolio's yield to maturity was **0.11%**. By comparison, an investment in a U.S. Treasury note of comparable average maturity at the end of the quarter would yield **0.40%** and **0.02%** respectively.

Another method of measuring the portfolio's yield to maturity is the yield of the portfolio at cost. This calculation is based on the value of the portfolio at cost and does not include any unrealized gains or losses as part of its computation. As of the end of the quarter the Interest Fund portfolio's rate of return on investments, at cost, was **0.58%** and the Project Fund portfolio's rate of return on investments, at cost, was **0.15%**. Over time, as the shorter-term securities roll off and the higher yielding longer-term securities remain, the yield of the portfolio at original cost should rise.

For the quarter ending September 30, 2014, the Alameda CTC Series 2014 Bonds Interest Fund and Project Fund portfolios were invested in compliance with the Bond Indenture dated February 1, 2014.

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FIXED INCOME HOLDINGS
Alameda County Transportation Commission Cust
ACTA 1986 Measure B
Account # N001
 September 30, 2014

Quantity	Security Symbol	Security	Moody S & P	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Total Market Value	Pct Assets	Yield To Mat	Dur-ation
	CASH											
	61747c70s	MORGAN STANLEY GOVERNMENT INST			65,450.20		65,450.20		65,450.20	0.09		0.0
	CORPORATE BONDS											
3,000,000.0000	589331ap2	MERCK & CO INC 4.000% Due 06-30-15	A1 AA	104.21	3,126,180.00	102.70	3,081,060.00	30,333.33	3,111,393.33	4.35	0.39	0.7
3,500,000.0000	94974bfe5	WELLS FARGO CO MTN BE 1.500% Due 07-01-15	A2 A+	101.28	3,544,660.00	100.81	3,528,493.50	13,125.00	3,541,618.50	4.98	0.42	0.7
3,500,000.0000	46623ejr1	J P MORGAN CHASE & CO MTN BE 1.100% Due 10-15-15	A3 A	100.03	3,500,875.00	100.42	3,514,556.50	17,752.78	3,532,309.28	4.96	0.70	1.0
3,500,000.0000	36962g4f8	GENERAL ELEC CAP CORP MTN BE 2.250% Due 11-09-15	A1 AA+	102.62	3,591,700.00	101.76	3,561,603.50	31,062.50	3,592,666.00	5.02	0.65	1.1
1,600,000.0000	06406hcg2	BANK NEW YORK MTN BK ENT 0.700% Due 03-04-16	A1 A+	99.83	1,597,200.00	100.04	1,600,628.80	840.00	1,601,468.80	2.26	0.67	1.4
900,000.0000	064159bv7	BANK OF NOVA SCOTIA 0.950% Due 03-15-16	AA2 A+	100.21	901,854.00	100.38	903,436.20	380.00	903,816.20	1.27	0.69	1.4
					16,262,469.00		16,189,778.50	93,493.61	16,283,272.11	22.84	0.56	1.0
	COMMERCIAL PAPER											
3,500,000.0000	89233hkq6	TOYOTA MOTOR CREDIT CORP COML PAPER 0.000% Due 10-24-14	P-1 A-1+	99.96	3,498,727.33	99.99	3,499,650.00	0.00	3,499,650.00	4.94	0.15	0.1
3,500,000.0000	36959ljq4	GENERAL ELEC CAP CORP COML PAPER 0.000% Due 11-24-14	P-1 A-1+	99.93	3,497,713.33	99.98	3,499,300.00	0.00	3,499,300.00	4.94	0.13	0.2
					6,996,440.66		6,998,950.00	0.00	6,998,950.00	9.87	0.14	0.1
	GOVERNMENT BONDS											
1,500,000.0000	313385f79	FEDL HOME LOAN BK CONS DISC NT 0.000% Due 10-24-14	AAA AA+	99.97	1,499,603.33	100.00	1,499,988.00	0.00	1,499,988.00	2.12	0.01	0.1
2,500,000.0000	3133g0dhw0	FEDERAL NATL MTG ASSN 0.625% Due 10-30-14	AAA AA+	100.59	2,514,650.00	100.04	2,501,107.50	6,553.82	2,507,661.32	3.53	0.09	0.1
5,000,000.0000	313385r24	FEDL HOME LOAN BK CONS DISC NT 0.000% Due 11-28-14	AAA AA+	99.98	4,998,879.50	100.00	4,999,895.00	0.00	4,999,895.00	7.05	0.01	0.2
1,775,000.0000	3134g3h78	FEDERAL HOME LN MTG CORP 0.350% Due 12-05-14	AAA AA+	100.15	1,777,593.28	100.05	1,775,891.05	2,001.81	1,777,892.86	2.51	0.07	0.2
3,500,000.0000	313385f30	FEDL HOME LOAN BK CONS DISC NT 0.000% Due 12-15-14	AAA AA+	99.99	3,499,475.00	100.00	3,499,891.50	0.00	3,499,891.50	4.94	0.01	0.2
5,000,000.0000	313397u25	FEDL HOME LN MTG CORP DISC NT 0.000% Due 12-22-14	AAA AA+	99.96	4,997,775.00	100.00	4,999,830.00	0.00	4,999,830.00	7.05	0.01	0.2
5,000,000.0000	912828ud0	UNITED STATES TREAS NTS 0.125% Due 12-31-14	AAA AA+	100.00	500,000.00	100.02	500,078.00	157.95	500,235.95	0.71	0.06	0.2
2,000,000.0000	313588bv5	FEDERAL NATL MTG ASSN DISC NT 0.000% Due 02-09-15	AAA AA+	99.99	1,999,728.46	99.99	1,999,854.00	0.00	1,999,854.00	2.82	0.02	0.4
2,500,000.0000	313384ca5	FEDL HOME LOAN BK CONS DISC NT 0.000% Due 02-18-15	AAA AA+	99.97	2,499,187.50	99.99	2,499,804.69	0.00	2,499,804.69	3.53	0.02	0.4
700,000.0000	3133g0mv1	FEDERAL NATL MTG ASSN 0.500% Due 09-28-15	AAA AA+	100.40	702,814.00	100.30	702,086.70	29.17	702,115.87	0.99	0.20	1.0
3,000,000.0000	912828bv41	UNITED STATES TREAS NTS 0.375% Due 01-31-16	AAA AAA	100.15	3,004,570.32	100.14	3,004,335.00	1,895.38	3,006,230.38	4.24	0.27	1.3

FIXED INCOME HOLDINGS
Alameda County Transportation Commission Cust
ACTA 1986 Measure B
Account # N001
September 30, 2014

Quantity	Security Symbol	Security	Moody	S & P	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Total Market Value	Pct Assets	Yield To Mat	Dur-ation
11,000,000.0000	912828uw8	UNITED STATES TREAS NTS 0.250% Due 04-15-16	AAA	AA+	99.56	10,951,875.00	99.80	10,978,088.00	12,698.09	10,990,786.09	15.49	0.38	1.5
3,000,000.0000	912828vc1	UNITED STATES TREAS NTS 0.250% Due 05-15-16	AAA	AA+	99.70	2,990,859.36	99.73	2,991,798.00	2,832.88	2,994,630.88	4.22	0.42	1.6
5,000,000.0000	3135g0xh1	FEDERAL NATL MTG ASSN 0.500% Due 05-20-16	AAA	AA+	99.54	4,977,000.00	100.03	5,001,535.00	9,097.22	5,010,632.22	7.06	0.48	1.6
675,000.0000	3133834r9	FEDERAL HOME LOAN BANKS 0.375% Due 06-24-16	AAA	AA+	99.69	672,934.50	99.80	673,617.60	682.03	674,299.63	0.95	0.49	1.7
						47,586,945.25		47,627,800.04	35,948.34	47,663,748.38	67.19	0.21	0.9
	TOTAL PORTFOLIO					70,911,305.11		70,881,978.74	129,441.95	71,011,420.69	100.00	0.28	0.8

FIXED INCOME HOLDINGS
Alameda County Transportation Commission Cust
ACTIA 2000 Measure B
Account # N001UNBI
 September 30, 2014

Quantity	Security Symbol	Security	Moody S & P	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Total Market Value	Pct Assets	Yield To Mat	Dur-ation
	CASH											
	61747c70s	MORGAN STANLEY GOVERNMENT INST		321,903.01	321,903.01		321,903.01		321,903.01	0.49		0.0
	CORPORATE BONDS											
2,000,000.0000	911159hgu8	U S BANCORP MTNS BK ENT 3.150% Due 03-04-15	A1 A+	102.70	2,053,980.00	101.19	2,023,826.00	4,725.00	2,028,551.00	3.07	0.36	0.4
2,500,000.0000	589331ap2	MERCK & CO INC 4.000% Due 06-30-15	A1 AA	102.87	2,571,775.00	102.70	2,567,550.00	25,277.78	2,592,827.78	3.90	0.39	0.7
2,500,000.0000	94974bfe5	WELLS FARGO CO MTN BE 1.500% Due 07-01-15	A2 A+	101.27	2,531,750.00	100.81	2,520,352.50	9,375.00	2,529,727.50	3.82	0.42	0.7
2,400,000.0000	36962g5z3	GENERAL ELEC CAP CORP MTN BE 1.625% Due 07-02-15	A1 AA+	101.44	2,434,488.00	100.95	2,422,824.00	9,641.67	2,432,465.67	3.68	0.36	0.8
2,500,000.0000	46625hnx1	JPMORGAN CHASE & CO 3.450% Due 03-01-16	AA3	103.73	2,593,300.00	103.56	2,589,077.50	7,187.50	2,596,265.00	3.93	0.92	1.4
				12,185,293.00	12,123,630.00		12,179,836.94	56,206.94	12,179,836.94	18.39	0.50	0.8
	COMMERCIAL PAPER											
2,500,000.0000	36959ljq4	GENERAL ELEC CAP CORP COML PAPER 0.000% Due 11-24-14	P-1 A-1+	99.93	2,498,366.67	99.98	2,499,500.00	0.00	2,499,500.00	3.79	0.13	0.2
2,500,000.0000	89253hms9	TOYOTA MOTOR CREDIT CORP COML PAPER 0.000% Due 01-26-15	P-1 A-1+	99.89	2,497,337.50	99.95	2,498,625.00	0.00	2,498,625.00	3.79	0.17	0.3
				4,995,704.17	4,998,125.00		4,998,125.00	0.00	4,998,125.00	7.58	0.15	0.2
	GOVERNMENT BONDS											
5,000,000.0000	313397l41	FEDL HOME LN MTG CORP DISC NT 0.000% Due 10-21-14	AAA AA+	99.94	4,997,150.00	100.00	4,999,965.00	0.00	4,999,965.00	7.59	0.01	0.1
2,500,000.0000	313385qj33	FEDL HOME LOAN BK CONS DISC NT 0.000% Due 11-21-14	AAA AA+	99.97	2,499,332.99	100.00	2,499,955.00	0.00	2,499,955.00	3.79	0.01	0.1
2,500,000.0000	313397u25	FEDL HOME LN MTG CORP DISC NT 0.000% Due 12-22-14	AAA AA+	99.96	2,498,887.50	100.00	2,499,915.00	0.00	2,499,915.00	3.79	0.01	0.2
8,500,000.0000	313384ch0	FEDL HOME LOAN BK CONS DISC NT 0.000% Due 02-25-15	AAA AA+	99.95	8,495,940.07	99.99	8,499,303.00	0.00	8,499,303.00	12.89	0.02	0.4
5,000,000.0000	3135g0hg1	FEDERAL NATL MTG ASSN 0.375% Due 03-16-15	AAA AA+	100.22	5,010,850.00	100.11	5,005,310.00	781.25	5,006,091.25	7.59	0.14	0.5
1,500,000.0000	3134g36g0	FEDERAL HOME LN MTG CORP 0.350% Due 03-18-15	AAA AA+	100.19	1,502,806.50	100.14	1,502,038.50	189.58	1,502,228.08	2.28	0.06	0.5
1,000,000.0000	313588ej0	FEDERAL NATL MTG ASSN DISC NT 0.000% Due 04-15-15	AAA AA+	99.92	999,211.67	99.98	999,782.00	0.00	999,782.00	1.52	0.04	0.5
1,000,000.0000	3137eadd8	FEDERAL HOME LN MTG CORP 0.500% Due 04-17-15	AAA AA+	100.36	1,003,600.00	100.22	1,002,169.00	2,277.78	1,004,446.78	1.52	0.10	0.5
5,500,000.0000	313588jy2	FEDERAL NATL MTG ASSN DISC NT 0.000% Due 08-03-15	AAA AA+	99.93	5,496,186.69	99.91	5,494,857.50	0.00	5,494,857.50	8.34	0.11	0.8
5,500,000.0000	313396ip6	FEDL HOME LN MTG CORP DISC NT 0.000% Due 09-11-15	AAA AA+	99.87	5,492,760.63	99.86	5,492,091.00	0.00	5,492,091.00	8.33	0.15	0.9
10,000,000.0000	912828uw8	UNITED STATES TREAS NTS 0.250% Due 04-15-16	AAA AA+	99.57	9,957,048.00	99.80	9,980,080.00	11,543.72	9,991,623.72	15.14	0.38	1.5
				47,953,774.05	47,975,466.00		47,975,466.00	14,792.33	47,990,258.33	72.78	0.14	0.7

FIXED INCOME HOLDINGS
Alameda County Transportation Commission Cust
ACTIA 2000 Measure B
Account # N001UNBI
 September 30, 2014

Quantity	Security Symbol	Security	Moody	S & P	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Total Market Value	Pct Assets	Yield To Mat	Dur-ation
TREASURY BILLS													
500.000	912796ew.5	UNITED STATES TREAS BILLS 0.0000% Due 02-26-15	AAA	AA+	99.98	499,884.99	99.99	499,959.00	0.00	499,959.00	0.76	0.02	0.4
TOTAL PORTFOLIO						65,956,559.22		65,919,083.01	70,999.27	65,990,082.28	100.00	0.20	0.7

FIXED INCOME HOLDINGS
Alameda County Transportation Commission Cust
Project Fund
Account # N00IUNB3
 September 30, 2014

Quantity	Security Symbol	Security	Moody S & P	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Total Market Value	Pct Assets	Yield To Mat	Dur-ation
	CASH				15,177,815.19		15,177,815.19		15,177,815.19	20.70		0.0
	CORPORATE BONDS											
4,000,000.0000	61747c70s	MORGAN STANLEY GOVERNMENT INST			15,177,815.19		15,177,815.19		15,177,815.19	20.70		0.0
4,000,000.0000	459200gz8	INTERNATIONAL BUSINESS MACHS 0.875% Due 10-31-14	AA3 AA-	100.45	4,017,840.00	100.05	4,002,144.00	14,680.56	4,016,824.56	5.46	0.23	0.1
4,000,000.0000	46625hhp8	JPMORGAN CHASE & CO 3.700% Due 01-20-15	A3 A	102.83	4,113,080.00	100.99	4,039,480.00	29,188.89	4,068,668.89	5.51	0.46	0.3
4,000,000.0000	94974beu0	WELLS FARGO CO MTN BE 3.625% Due 04-15-15	A2 A+	103.58	4,143,280.00	101.77	4,070,800.00	66,861.11	4,137,661.11	5.55	0.35	0.5
3,900,000.0000	58933lap2	MERCK & CO INC 4.000% Due 06-30-15	A1 AA	104.59	4,079,127.00	102.70	4,005,378.00	39,433.33	4,044,811.33	5.46	0.39	0.7
					16,353,327.00		16,117,802.00	150,163.89	16,267,965.89	21.98	0.36	0.4
	GOVERNMENT BONDS											
12,000,000.0000	313397141	FEDL HOME LN MTG CORP DISC NT 0.000% Due 10-21-14	AAA AA+	99.94	11,993,160.00	100.00	11,999,916.00	0.00	11,999,916.00	16.36	0.01	0.1
10,000,000.0000	912828rz5	UNITED STATES TREAS NTS 0.250% Due 01-15-15	AAA AA+	100.11	10,010,742.19	100.06	10,005,900.00	5,298.91	10,011,198.91	13.64	0.05	0.3
12,000,000.0000	912828sp6	UNITED STATES TREAS NTS 0.375% Due 04-15-15	AAA AA+	100.24	12,028,593.75	100.17	12,020,160.00	20,778.69	12,040,938.69	16.39	0.06	0.5
8,000,000.0000	912828vn7	UNITED STATES TREAS NTS 0.250% Due 07-31-15	AAA AA+	100.08	8,006,562.50	100.14	8,011,248.00	3,369.57	8,014,617.57	10.92	0.08	0.8
					42,039,058.44		42,037,224.00	29,447.17	42,066,671.17	57.32	0.05	0.4
	TOTAL PORTFOLIO				73,570,200.63		73,332,841.19	179,611.06	73,512,452.25	100.00	0.11	0.3

FIXED INCOME HOLDINGS
Alameda County Transportation Commission Cust
Interest Fund
Account # N001UNB2
 September 30, 2014

Quantity	Security Symbol	Security	Moody S & P	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Total Market Value	Pct Assets	Yield To Mat	Dur-ation
	CASH				199,924.26		199,924.26		199,924.26	1.14		0.0
	CORPORATE BONDS											
1,000,000.0000	46625hhp8	MORGAN STANLEY GOVERNMENT INST			102.83	100.99	1,009,870.00	7,297.22	1,017,167.22	5.75	0.46	0.3
1,000,000.0000	713448ca4	JPMORGAN CHASE & CO 3.700% Due 01-20-15	A3	100.48	1,004,800.00	100.34	1,003,366.00	933.33	1,004,299.33	5.72	0.31	0.9
950,000.0000	17275rac6	PEPSICO INC 0.700% Due 08-13-15	A1	109.62	1,041,409.00	106.49	1,011,652.15	5,660.42	1,017,312.57	5.76	0.81	1.4
1,000,000.0000	084664bx8	CISCO SYS INC 5.500% Due 02-22-16	AA2	100.76	1,007,570.00	100.36	1,003,648.00	1,213.89	1,004,861.89	5.72	0.75	1.9
1,000,000.0000	69353reg1	BERKSHIRE HATHAWAY FIN CORP 0.950% Due 08-15-16	A2	100.06	1,000,550.00	99.71	997,064.00	2,000.00	999,064.00	5.68	1.25	2.3
950,000.0000	478160aq7	PNC BK N A PITTSBURGH PA 1.125% Due 01-27-17	AAA	115.02	1,092,709.00	112.42	1,067,990.95	6,737.08	1,074,728.03	6.09	1.15	2.7
		JOHNSON & JOHNSON 5.550% Due 08-15-17			6,175,308.00		6,093,591.10	23,841.94	6,117,433.04	34.72	0.79	1.6
	GOVERNMENT BONDS											
1,800,000.0000	912828se1	UNITED STATES TREAS NTS 0.250% Due 02-15-15	AAA	100.10	1,801,804.69	100.08	1,801,404.00	574.73	1,801,978.73	10.27	0.04	0.4
1,800,000.0000	912828vu1	UNITED STATES TREAS NTS 0.375% Due 08-31-15	AAA	100.21	1,803,796.88	100.25	1,804,570.20	578.04	1,805,148.24	10.28	0.10	0.9
1,800,000.0000	912828882	UNITED STATES TREAS NTS 0.250% Due 02-29-16	AAA	99.82	1,796,695.31	99.92	1,798,524.00	385.36	1,798,909.36	10.25	0.31	1.4
1,800,000.0000	912828vr8	UNITED STATES TREAS NTS 0.625% Due 08-15-16	AAA	100.15	1,802,671.88	100.14	1,802,601.00	1,436.82	1,804,037.82	10.27	0.55	1.9
1,800,000.0000	912828874	UNITED STATES TREAS NTS 0.625% Due 02-15-17	AAA	99.75	1,795,429.67	99.57	1,792,265.40	1,436.82	1,793,702.22	10.21	0.81	2.3
1,540,000.0000	912828tm2	UNITED STATES TREAS NTS 0.625% Due 08-31-17	AAA	98.58	1,518,163.28	98.68	1,519,667.19	824.24	1,520,491.43	8.66	1.09	2.9
750,000.0000	912828ur9	UNITED STATES TREAS NTS 0.750% Due 02-28-18	AAA	98.00	734,970.70	98.09	735,703.50	481.70	736,185.20	4.19	1.32	3.4
	TOTAL PORTFOLIO				11,253,532.41		11,254,735.29	5,717.71	11,260,452.99	64.14	0.52	1.7
					17,628,764.67		17,548,250.65	29,559.65	17,577,810.30	100.00	0.61	1.6

ALAMEDA COUNTY TRANSPORTATION COMMISSION
1986 MEASURE B
ATTN: LILY BALINTON
1111 BROADWAY, SUITE 800
OAKLAND, CA 94607

Subject: CDARS® Customer Statement

Legal Account Title: ALAMEDA COUNTY TRANSPORTATION COMMISSION
1986 MEASURE B

Below is a summary of your certificate(s) of deposit, which we are holding for you as your custodian. These certificate(s) of deposit have been issued through CDARS by one or more FDIC-insured depository institutions. Should you have any questions, please contact us at **510-723-5855**, send an email to privatebanking@fremontbank.com, or visit our website at <http://www.fremontbank.com/>.

Summary of Accounts Reflecting Placements Through CDARS

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
1016779551	06/26/14	06/23/16	0.55%	\$2,000,000.00	\$2,000,000.00
TOTAL				\$2,000,000.00	\$2,000,000.00

ALAMEDA COUNTY TRANSPORTATION COMMISSION
2000 MEASURE B
ATTN: LILY BALINTON
1111 BROADWAY, SUITE 800
OAKLAND, CA 94607

Subject: CDARS® Customer Statement

Legal Account Title: ALAMEDA COUNTY TRANSPORTATION COMMISSION
2000 MEASURE B

Below is a summary of your certificate(s) of deposit, which we are holding for you as your custodian. These certificate(s) of deposit have been issued through CDARS by one or more FDIC-insured depository institutions. Should you have any questions, please contact us at **510-723-5855**, send an email to privatebanking@fremontbank.com, or visit our website at <http://www.fremontbank.com/>.

Summary of Accounts Reflecting Placements Through CDARS

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
1016779683	06/26/14	06/25/15	0.55%	\$2,000,000.00	\$2,000,000.00
TOTAL				\$2,000,000.00	\$2,000,000.00



DATE: November 3, 2014

SUBJECT: FY2013-14 Annual Contract Equity Utilization Report

RECOMMENDATION: Approve the FY2013-14 Annual Contract Equity Utilization Report

Summary

This annual report provides an update on the utilization of Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), and Disadvantaged Business Enterprise (DBE) participation on active contracts awarded and administered by the Commission and Sponsoring agencies. This report also includes utilization of LBE, SLBE, or DBE certified firms on contracts awarded and administered by the Commission exempted from either contract equity programs.

Local Business Contract Equity (LBCE) Program Summary

In the current reporting period there were a total of 26 active contracts with LBCE Program goals. Of these contracts, approximately 79% of payments (\$3.0 million) went to administrative and engineering firms certified as LBE and 45% of payments (\$1.7 million) went to administrative and engineering firms certified as SLBE. The LBCE Program goals of 70% for LBE and 30% for SLBE were exceeded. For the construction category, there was one active construction contract funded with local funds; however, the contract was awarded in 2011 with Good Faith Efforts (GFE) and no payments were anticipated to be made on this contract to LBE and/or SLBE certified firms. This information is shown in Tables 1 and 2.

Additional information collected for contracts with LBCE Program goals include:

- Very Small Local Business Enterprise (VSLBE) – 24% of payments (\$0.9 million)
- Disadvantaged Business Enterprise (DBE) – 14% of payments (\$0.5 million)
- Minority-Owned Business Enterprise (MBE) – 4% of payments (\$0.1 million)
- Woman-Owned Business Enterprise (WBE) – 10% of payments (\$0.4 million)

TABLE 1 – Contracts with LBCE Program Goals Goals = 70% for LBE; 30% for SLBE								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Administrative	16	\$1,133,978	79%	57%	42%	34%	12%	28%
Engineering	9	\$2,646,263	79%	39%	16%	5%	0%	2%
Professional Services	25	\$3,780,242	79%	45%	24%	14%	4%	10%

TABLE 2 – Contracts with LBCE Program Goals Goals = 60% for LBE; Contract Specific for SLBE								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Construction ^{1,2}	1	\$90,526	0%	0%	0%	0%	0%	0%
Construction	1	\$90,526	0%	0%	0%	0%	0%	0%

There were 19 active contracts exempt from LBCE Program goals in this reporting period, of which 14 were in the administrative and engineering services categories and 5 were in the construction category. Approximately, 86% of payments (\$11.6 million) were made to Caltrans for project engineering and construction phase activities. For contracts exempt from LBCE Program goals, in aggregate, approximately 4% of payments (\$0.5 million) went to LBE certified firms and 1% of payments (\$0.2 million) went to administrative and engineering firms certified as Minority-Owned Business Enterprise (MBE) firms.

TABLE 3 – Contracts Exempt from LBCE Program Goals								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Administrative	4	\$145,868	0%	0%	0%	0%	0%	0%
Engineering	10	\$1,781,166	31%	0%	0%	0%	10%	0%
Construction	5	\$11,590,393	0%	0%	0%	0%	0%	0%
All Industries	19	\$13,517,428	4%	0%	0%	0%	1%	0%

Disadvantaged Business Enterprise (DBE) Program Goals Summary

There were 33 active federally funded contracts with DBE Program contract specific goals in this reporting period. Of these contracts, 30 contracts were in the administrative and engineering categories and 3 were in the construction category. Approximately 24% of payments (\$3.4 million) went to DBE certified firms.

Additional information collected for federally funded contracts with DBE Program goals include:

- Local Business Enterprise (LBE) – 58% of payments (\$8.1 million)
- Small Local Business Enterprise (SLBE) – 16% of payments (\$2.2 million)
- Very Small Local Business Enterprise (VSLBE) – 4% of payments (\$0.6 million)
- Minority-Owned Business Enterprise (MBE) – 9% of payments (\$1.3 million)
- Woman-Owned Business Enterprise (WBE) – 1% of payments (\$0.1 million)

TABLE 4 – Contracts with DBE Program Goals								
Goals = Contract Specific								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Administrative	9	\$5,529,984	72%	24%	4%	45%	24%	1%
Engineering	21	\$7,580,747	54%	12%	5%	8%	0%	1%
Construction	3	\$910,256	3%	0%	0%	36%	0%	2%
All Industries	33	\$14,020,988	58%	16%	4%	24%	9%	1%

Background

In 1989, a contract equity program for the procurement of professional services was established which set goals of 70% for LBE, 25% for MBE, and 5% for WBE.

In 1995, a program for construction contracts that set overall participation goals of 60% for LBE, 33% for MBE, and 9% for WBE was approved. Those goals were based on a disparity study in addition to extensive public input from both the prime and minority contracting communities. Specific goals were set for each construction contract, based on biddable items and the availability of LBE/MBE/WBE firms.

As a result of the passage of Proposition 209 in 1996, and the United States Department of Transportation's issuance of the final ruling on the Disadvantaged Business Enterprise program in 2000, the MBE/WBE program and goal requirements were suspended. In lieu of the suspended MBE/WBE program, two new programs were adopted: the LBE/SLBE Program for contracts funded with local dollars and the DBE program for contracts funded with

federal dollars. In January 2008, a Revised LBE/SLBE Program was adopted and renamed as the Local Business Contract Equity Program.

Revisions to the LBCE Program were aimed at increasing SLBE participation in all areas of the Agency contracting opportunities, particularly in construction contracting. The revised program became effective for eligible Agency-led contracts as of February 2008 and for all eligible Sponsor-led projects awarded after July 2008.

Utilization of local dollars is determined annually by collecting and analyzing financial data relative to the amounts awarded and paid to LBE, SLBE, VSLBE, DBE, MBE, and WBE prime and subcontractors in three contract categories:

- Administrative Services – many of the contracts in this group are annually renewed, administrative professional services contracts to assist in the administration of the Alameda CTC's projects, programs and programming, financial, and planning efforts. These services include, but are not limited to, contract equity program support, general counsel, federal and state legislative advocacy, auditors, financial advisors, information technology and computer services, and project management and program support teams.
- Engineering Services – contracts in this group are primarily engineering services contracts to assist the Alameda CTC in the development and delivery of its capital program.
- Construction – contracts in this group are specific to construction contracts awarded to builders of transportation facilities such as roadway and transit improvements.

Key information monitored and reported includes LBE, SLBE, VSLBE, DBE, MBE, and WBE utilization on all active contracts as of June 30, 2014.

Reporting Process

Data collection on all active and open contracts began on July 1, 2013, by surveying prime contractors and subcontractors for verification of payment amounts and other invoice details. For the current reporting period, 120 payment verification survey forms were sent to prime and subcontractors. Approximately 83% of the prime and subcontractors responded during the allotted time.

Staff utilized the same method of reporting from prior years, which included an automated summary report of payments processed between July 1, 2013 and June 30, 2014 by vendor and an automated utilization report generated from an in-house database (see Attachment A – Contract Equity Utilization Report).

Regarding billing and timely receipt of payments, approximately 89% of the respondents indicated that they had not experienced any billing-related issues and 88% of the respondents indicated they had received timely payments from the project sponsors and/or prime contractors. All of the billing and payment-related issues reported to the Alameda

CTC have been investigated and resolved by the Contract Equity consultant, L. Luster & Associates, Inc., prior to the development of this report.

The participation, data, and statistics, which serve as a basis for this report, have been independently reviewed and verified by L. Luster & Associates, Inc. As stated in the attached letter from L. Luster and Associates, Inc. (see Attachment C – Letter of Independent Review of Alameda CTC's Contract Equity Annual Utilization Report for the Period of July 1, 2013 through June 30, 2014), this report was found to be materially accurate and complete.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Contract Equity Utilization Report
- B. Local Business Contract Equity Program Goals Attainment Summary – FY2009-10 to FY2013-14
- C. Letter of Independent Review of Alameda CTC's Contract Equity Annual Utilization Report for the Period of July 1, 2013 through June 30, 2014

Staff Contact

[Patricia Reavey](#), Director of Finance

[Seung Cho](#), Contracting, Administration, and Fiscal Resource Manager

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Contract Equity Utilization Report

Fiscal Year: FY13-14

ATTACHMENT A

Current Reporting Period Start Date: 7/1/2013 End Date: 6/30/2014

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	Goal Attainment (Current Period)				Goal Attainment (Cumulative)							
				LBE	SLBE	VSLBE	DBE	MBE	WBE	LBE	SLBE	VSLBE	DBE	MBE	WBE
Contract Type: Administrative															
Goal Requirements for DBE (Contract Specific)															
A12-0002 - Wendel, Rosen, Black & Dean, LLP	\$805,000.00	\$791,306.63	\$97,153.37	94.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0015 - Novani, LLC	\$242,900.00	\$146,276.70	\$7,575.00	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A12-0017 - Moore Iacofano Goltsman, Inc.	\$561,180.00	\$411,556.16	\$43,741.03	100.00%	6.08%	0.00%	0.00%	100.00%	19.85%	19.85%	12.94%	0.00%	0.00%	0.00%	0.00%
A12-0031 - Hatch Mott MacDonald	\$10,602,180.00	\$6,485,062.88	\$3,821,277.63	68.65%	18.31%	13.80%	26.67%	69.67%	19.33%	14.66%	27.63%	27.92%	4.09%	0.58%	0.58%
A13-0007 - Acumen Building Enterprise, Inc.	\$719,530.00	\$548,442.03	\$548,442.03	100.00%	89.06%	0.58%	88.48%	100.00%	89.06%	0.58%	89.06%	88.48%	0.58%	0.58%	0.58%
A13-0010 - Moore Iacofano Goltsman, Inc.	\$336,409.00	\$131,040.28	\$121,009.74	100.00%	16.22%	2.87%	0.00%	100.00%	18.66%	18.66%	2.65%	0.00%	0.00%	0.00%	0.00%
A13-0012 - Novani, LLC	\$139,100.00	\$139,097.82	\$114,993.06	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A13-0013 - Wendel, Rosen, Black & Dean, LLP	\$780,058.00	\$621,077.95	\$390,792.09	92.97%	0.00%	0.00%	0.00%	90.64%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0088 - Acumen Building Enterprise, Inc.	\$2,120,948.00	\$707,358.05	\$385,000.00	88.70%	87.61%	1.09%	87.61%	88.90%	85.26%	0.69%	85.26%	0.00%	0.77%	0.77%	0.77%
Summary for Administrative with Goal Requirements for DBE (Contract Specific)				71.69%	24.14%	4.20%	45.13%	23.91%	0.53%	71.57%	25.80%	6.05%	46.39%	24.04%	0.60%
Goal Requirements of 70% for LBE and 30% for SLBE															
A11-0001 - Nelson/Nygaard Consulting Associates	\$773,639.00	\$705,501.03	\$36,851.70	100.00%	25.04%	1.68%	23.35%	100.00%	31.98%	0.71%	31.28%	0.00%	68.02%	68.02%	68.02%
A11-0058 - Vavrinek, Trine, Day & Co., LLP	\$220,500.00	\$177,500.00	\$70,000.00	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0001 - St. Mini Cab Corporation	\$316,526.00	\$304,090.00	\$154,472.00	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0003 - Rochelle Wheeler	\$355,640.00	\$327,352.67	\$143,710.92	64.69%	64.69%	0.00%	0.00%	70.96%	70.96%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0004 - St. Mini Cab Corporation	\$125,000.00	\$109,268.00	\$44,816.00	100.00%	100.00%	100.00%	100.00%	93.81%	93.81%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0006 - Koff & Associates Inc	\$66,210.00	\$66,210.00	\$2,982.10	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.00%
A12-0007 - PFM ASSET MANAGEMENT, LLC	\$105,000.00	\$85,164.14	\$6,965.82	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0008 - CHANDLER ASSET MANAGEMENT	\$85,000.00	\$54,534.00	\$3,077.00	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0009 - L. Luster & Associates	\$93,622.00	\$93,621.99	\$13,810.52	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.00%
A12-0010 - MV Transportation, Inc.	\$70,000.00	\$61,778.80	\$14,503.80	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0011 - Acumen Building Enterprise, Inc.	\$1,561,845.00	\$1,143,659.12	\$175,819.99	100.00%	91.87%	3.59%	90.97%	100.00%	91.17%	0.59%	90.99%	90.57%	0.41%	0.41%	0.41%
A12-0013 - Platinum Advisors, LLC	\$60,000.00	\$60,000.00	\$5,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0004 - SunTrust Bank	\$170,000.00	\$38,123.34	\$23,398.62	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0008 - Koff & Associates Inc	\$38,050.00	\$28,013.95	\$24,915.35	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
A13-0009 - L. Luster & Associates	\$93,622.00	\$93,621.98	\$89,098.00	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0011 - Nelson/Nygaard Consulting Associates	\$363,771.00	\$363,771.00	\$324,556.65	99.15%	29.39%	0.00%	29.39%	99.05%	29.89%	0.00%	29.89%	0.00%	69.16%	69.16%	69.16%
Summary for Administrative with Goal Requirements of 70% for LBE and 30% for SLBE				78.99%	56.94%	41.87%	33.98%	11.77%	27.96%	78.99%	57.36%	41.63%	34.51%	11.91%	27.35%
Exempt from Goal Requirements															
A12-0005 - CJ Lake, LLC	\$63,000.00	\$60,016.94	\$5,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0020 - Alliant Insurance Services	\$466,897.16	\$295,149.40	\$30,868.16	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0016 - Platinum Advisors, LLC	\$120,000.00	\$75,000.00	\$55,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0017 - CJ Lake, LLC	\$126,000.00	\$75,000.00	\$55,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Administrative with Exempt from Goal Requirements															
Summary for Administrative with and without Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Administrative with and without Goal Requirements				65.83%	38.91%	24.40%	32.76%	13.91%	15.59%	65.79%	39.65%	24.85%	33.44%	14.03%	15.28%
Contract Type: PSA (Professional Services Agreement)															
Goal Requirements for DBE (Contract Specific)															
A04-007 - Wilbur Smith Associates	\$2,257,821.00	\$2,178,768.05	\$149,005.62	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A07-007.PH3 - Kimley-Horn and Associates, Inc.	\$10,807,923.00	\$10,507,541.85	\$342,745.11	100.00%	0.16%	0.00%	0.16%	99.42%	1.24%	0.00%	1.79%	0.69%	0.00%	0.00%	0.00%



Contract Equity Utilization Report

Fiscal Year: FY13-14

ATTACHMENT A

Current Reporting Period Start Date: 7/1/2013 End Date: 6/30/2014

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	Goal Attainment (Current Period)			Goal Attainment (Cumulative)			
				LBE	SLBE	VSLBE	DBE	MBE	WBE	
Contract Type: CC (Construction Contract)										
Goal Requirements for DBE (Contract Specific)										
A11-0030 - Bortolussi & Watkin, Inc.	\$222,917.00	\$219,593.27	\$6,195.71	0.00%	0.00%	0.00%	0.00%	0.00%	1.48%	0.83%
A11-0062 - Amland Corp.	\$652,226.00	\$609,048.64	\$462,609.00	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%
A12-0023 - GradeTech, Inc.	\$1,879,093.91	\$1,152,195.59	\$441,451.54	8.05%	0.91%	7.29%	34.77%	23.76%	2.79%	2.79%
Summary for CC (Construction Contract) with Goal Requirements for DBE (Contract Specific)				2.68%	0.30%	35.76%	11.59%	7.92%	34.76%	1.21%
Goal Requirements of 60% for LBE and Contract Specific for SLBE										
A11-0036 - Forster and Kroeger, Inc.	\$231,820.00	\$191,919.00	\$90,525.90	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for CC (Construction Contract) with Goal Requirements of 60% for LBE and Contract Specific for SLBE				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for CC (Construction Contract) with and without Goal Requirements				2.01%	0.23%	26.82%	8.69%	5.94%	26.07%	0.91%
Contract Type: Coop (Cooperative Agreement)										
Exempt from Goal Requirements										
04-2355 - Caltrans	\$16,412,000.00	\$12,702,417.58	\$5,624,996.53	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2440 - Caltrans	\$14,740,000.00	\$7,341,661.41	\$4,682,530.75	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2445 - Caltrans	\$920,000.00	\$517,594.79	\$381,043.88	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4-1925 - Caltrans	\$74,266,583.31	\$74,266,583.31	\$941,274.96	0.00%	0.00%	0.00%	11.44%	0.00%	0.00%	0.00%
4-2071 - Caltrans	\$600,000.00	\$93,418.94	(\$39,452.85)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Coop (Cooperative Agreement) with Exempt from Goal Requirements				0.00%	0.00%	0.00%	2.29%	0.00%	0.00%	0.00%
Summary for Coop (Cooperative Agreement) with and without Goal Requirements				0.00%	0.00%	0.00%	2.29%	0.00%	0.00%	0.00%
Contract Type: FA (Funding Agreement)										
Exempt from Goal Requirements										
A13-0005 - Santa Clara Valley Transportation Authority	\$168,982.00	\$53,713.26	\$6,137.36	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for FA (Funding Agreement) with Exempt from Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for FA (Funding Agreement) with and without Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Contract Type: GFA (Grant Funding Agreement)										
Exempt from Goal Requirements										
09ALA07 - A C Transit District	\$350,000.00	\$335,702.54	\$99,167.37	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11ALA02 - Alameda County	\$40,000.00	\$11,500.00	\$11,500.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11ALA03 - City of Albany	\$100,000.00	\$100,000.00	\$34,446.35	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11ALA06 - City of Fremont	\$256,000.00	\$171,829.67	\$171,829.67	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11ALA09 - City of Oakland	\$125,000.00	\$93,509.18	\$93,509.18	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
12ALA01 - City of Oakland	\$35,300.00	\$35,300.00	\$17,650.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
12ALA02 - City of Pleasanton	\$57,507.00	\$57,507.00	\$57,507.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%



Contract Equity Utilization Report

Fiscal Year: FY13-14

ATTACHMENT A

Current Reporting Period Start Date: 7/1/2013 End Date: 6/30/2014

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	Goal Attainment (Current Period)			Goal Attainment (Cumulative)							
				LBE	SLBE	VSLBE	LBE	SLBE	VSLBE	MBE	WBE			
12ALA03 - California State University, East Bay	\$56,350.00	\$56,350.00	\$56,350.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
12ALA04 - Livermore Amador Valley Transportation A	\$144,346.00	\$144,346.00	\$35,305.53	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
12ALA05 - Livermore Amador Valley Transportation A	\$34,180.00	\$34,180.00	\$10,478.96	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
12ALA06 - Livermore Amador Valley Transportation A	\$30,700.00	\$30,700.00	\$5,354.46	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0045 - City of Oakland	\$25,000.00	\$25,000.00	\$25,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0041 - Alzheimer's Svc. Of the East Bay	\$200,000.00	\$108,333.37	\$83,333.30	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0042 - Bay Area Outreach and Recreation Program	\$272,000.00	\$126,918.73	\$92,265.67	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0043 - Center for Independent Living	\$350,000.00	\$175,000.00	\$117,321.88	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0044 - City of Emeryville	\$106,000.00	\$62,895.60	\$28,330.88	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0049 - City of Oakland	\$185,000.00	\$91,282.51	\$70,022.94	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0050 - City of Pleasanton	\$85,544.00	\$40,007.54	\$19,650.28	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0051 - Senior Helpline Services	\$150,000.00	\$90,649.10	\$63,760.60	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0066 - City of Piedmont	\$102,000.00	\$58,321.68	\$23,377.12	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
A13-0068 - City of Alameda	\$200,000.00	\$82,652.65	\$45,177.06	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0069 - City of Oakland	\$352,000.00	\$461,386.27	\$127,600.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0070 - Livermore Amador Valley Transportation A	\$1,000,000.00	\$500,000.00	\$475,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0071 - Livermore Amador Valley Transportation A	\$1,000,000.00	\$474,999.99	\$392,641.45	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0082 - California State University, East Bay	\$130,000.00	\$81,200.55	\$81,200.55	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0083 - Livermore Amador Valley Transportation A	\$120,000.00	\$63,800.51	\$47,467.55	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0084 - Livermore Amador Valley Transportation A	\$47,000.00	\$27,437.16	\$20,413.23	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for GFA (Grant Funding Agreement) with Exempt from Goal Requirements	\$5,553,927.00	\$3,540,810.05	\$2,305,661.03	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%
Summary for GFA (Grant Funding Agreement) with and without Goal Requirements	\$5,553,927.00	\$3,540,810.05	\$2,305,661.03	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%	3.70%

Contract Type: LA (Letter Agreement)

Exempt from Goal Requirements

A13-0018 - East Bay Bicycle Coalition	\$24,900.00	\$24,900.00	\$24,900.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A13-0035 - EMC Research, Inc.	\$50,000.00	\$49,999.33	\$49,999.33	25.57%	25.57%	25.57%	25.57%	25.57%	25.57%	25.57%	25.57%	25.57%	25.57%	25.57%
L12-0006 - Metropolitan Transportation Commission	\$15,500.00	\$14,114.00	(\$66.00)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L13-0003 - Nicolay Consulting Group	\$4,900.00	\$4,900.00	\$4,900.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L13-0004 - Value Mgmt. Strategies, Inc.	\$34,891.18	\$24,773.20	\$24,773.20	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L13-0006 - Packet Fusion	\$1,500.00	\$1,000.00	\$1,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L13-0008 - Clifford Moss LLC	\$50,000.00	\$50,000.00	\$49,110.00	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
L13-0009 - Accounting Principals	\$44,918.00	\$40,107.12	\$32,398.68	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L13-0009-1 - SwitchPoint Planning	\$4,400.00	\$3,795.00	\$2,200.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

Summary for LA (Letter Agreement) with Exempt from Goal Requirements

\$231,009.18	\$213,588.65	\$189,215.21	\$189,215.21	13.95%	13.95%	11.11%	11.11%	11.11%	11.11%	11.11%	11.11%	0.00%	0.00%	11.11%
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Summary for LA (Letter Agreement) with and without Goal Requirements

\$231,009.18	\$213,588.65	\$189,215.21	\$189,215.21	13.95%	13.95%	11.11%	11.11%	11.11%	11.11%	11.11%	11.11%	0.00%	0.00%	11.11%
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Contract Type: PSFA (Project Specific Funding Agreement)

Goal Requirements of 70% for LBE and 30% for SLBE

A12-0050 - City of Hayward	\$11,500,000.00	\$6,324,347.48	\$6,324,347.48	20.86%	3.13%	0.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for PSFA (Project Specific Funding Agreement) with Goal Requirements of 70% for LBE and 30% for SLBE	\$11,500,000.00	\$6,324,347.48	\$6,324,347.48	20.86%	3.13%	0.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Exempt from Goal Requirements



Contract Equity Utilization Report

Fiscal Year: FY13-14

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Current Reporting Period Start Date: 7/1/2013 End Date: 6/30/2014

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	Goal Attainment (Current Period)			Goal Attainment (Cumulative)					
				LBE	SLBE	VSLBE	LBE	SLBE	VSLBE	DBE	MBE	WBE
A05-0005 - A C Transit District	\$11,509,964.00	\$9,715,834.01	\$2,813,819.81	63.37%	0.00%	0.00%	75.75%	5.27%	2.80%	6.05%	0.00%	2.62%
A06-0041 - Bay Area Rapid Transit	\$78,140,000.00	\$77,895,888.97	\$23,640,000.27	0.00%	0.00%	0.00%	0.89%	0.08%	0.00%	0.03%	0.00%	0.00%
A07-0058 - City of Livermore	\$8,413,000.00	\$5,631,425.35	\$152,445.11	45.18%	0.00%	0.33%	30.79%	1.42%	0.00%	1.47%	0.00%	0.05%
A09-0013 - Bay Area Rapid Transit	\$62,009,000.00	\$55,955,233.99	\$4,150,936.64	9.33%	1.05%	0.00%	5.83%	1.86%	0.02%	0.00%	0.00%	0.00%
A10-0027 - Bay Area Rapid Transit	\$123,226,000.00	\$38,876,942.53	\$10,481,944.51	12.11%	0.00%	2.06%	19.55%	1.32%	0.66%	9.49%	0.00%	4.36%
AA07-0002 - Alameda County	\$350,000.00	\$179,871.54	\$93,241.06	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for PSFA (Project Specific Funding Agreement) with Exempt from Goal Requirements				21.67%	0.18%	0.00%	22.14%	1.66%	0.58%	2.84%	0.00%	1.17%
Summary for PSFA (Project Specific Funding Agreement) with and without Goal Requirements				21.55%	0.60%	0.14%	21.95%	1.87%	0.63%	2.43%	0.00%	1.00%
Contract Type: PO (Purchase Order)												
Exempt from Goal Requirements												
PO 2013-3 - Western Pacific Signal, LLC												
	\$35,349.35	\$32,474.35	\$32,474.35	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for PO (Purchase Order) with Exempt from Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for PO (Purchase Order) with and without Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Contract Type: Others												
Exempt from Goal Requirements												
0131-618467-END (MC) - First American Title Company												
	\$384,030.04	\$384,030.04	\$150.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
10R390000 - California Highway Patrol												
	\$1,225,000.00	\$766,114.30	\$187,523.66	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
I-680 BATA/JPA - Bay Area Toll Authority (BATA)												
	\$1,647,091.68	\$1,392,880.50	\$244,956.97	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
R13-0009 - North American Title Company												
	\$6,400.00	\$6,400.00	\$6,400.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Others with Exempt from Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Others with and without Goal Requirements				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for All Contracts with and without Goal Requirements				35.06%	15.43%	9.13%	35.41%	16.70%	9.91%	11.33%	4.79%	5.53%



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Local Business Contract Equity (LBCE) Program Goals Attainment Summary for
Contracts with LBCE Program Goals
FY2009-10 to FY2013-14

Contract Type	Reporting Period	Number of Contracts	Total \$	LBE \$	LBE %	SLBE \$	SLBE %
Administrative	FY 2009-10	48	4,159,357	3,723,508	90%	2,981,064	72%
	FY 2010-11	49	4,279,167	3,626,122	85%	2,840,179	66%
	FY 2011-12	29	1,492,997	1,167,795	78%	743,826	50%
	FY 2012-13	23	2,346,513	1,687,847	72%	1,310,762	56%
	FY 2013-14	16	1,133,978	895,730	79%	645,687	57%
Subtotal for Administrative Contracts			\$ 13,412,012	\$ 11,101,000	83%	\$ 8,521,518	64%
Engineering	FY 2009-10	26	10,401,749	9,670,210	93%	4,794,776	46%
	FY 2010-11	31	9,086,170	8,222,340	90%	2,770,903	30%
	FY 2011-12	26	4,045,451	2,978,356	74%	1,396,032	35%
	FY 2012-13	10	4,647,838	3,364,570	72%	1,564,462	34%
	FY 2013-14	9	2,646,263	2,100,074	79%	1,041,569	39%
Subtotal for Engineering Contracts			\$ 30,827,471	\$ 26,335,550	85%	\$ 11,567,742	38%
Construction	FY 2009-10	0	-	-	0%	-	0%
	FY 2010-11	0	-	-	0%	-	0%
	FY 2011-12	2	43,173	-	0%	-	0%
	FY 2012-13	1	58,220	-	0%	-	0%
	FY 2013-14	1	90,526	-	0%	-	0%
Subtotal for Construction Contracts			\$ 191,919	\$ -	0%	\$ -	0%
Total (All Contracts)			\$ 44,431,403	\$ 37,436,551	84%	\$ 20,089,260	45%

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To: Seung Cho, Contracting, Administration, and Fiscal Resource Manager, Alameda CTC

From: Joan Fisher, L. Luster & Associates 
Brooklyn Moore-Green, L. Luster & Associates 

CC: Patricia Reavey, Director of Finance, Alameda CTC
Dr. Laura Luster, L. Luster & Associates

Date: October 27, 2014

RE: Independent Review of Alameda County Transportation Commission's Contract Equity Annual Utilization Report for the period July 1, 2013 through June 30, 2014

L. Luster & Associates (LLA) has reviewed Alameda CTC payment and vendor data provided by Alameda CTC staff for the period July 1, 2013 through June 30, 2014.

LLA staff was given full access to the Invoice Cost Tracking System (ICTS) database, as well as contract/agreement files, payment invoices, and responses to vendor questionnaires. LLA utilized these resources in conducting a thorough review to provide quality control and data integrity for all payments made to vendors on contracts with Local Business Contract Equity goals within the above referenced period.

LLA met with staff and presented its findings. Staff satisfactorily responded to all issues identified and presented.

Having completed the review process, L. Luster & Associates finds no material defects in the Alameda CTC Contract Equity Annual Utilization Report for the period July 1, 2013 through June 30, 2014.

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Memorandum

5.5

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

DATE: November 3, 2014

SUBJECT: Alameda CTC Staff and Retiree Benefits for Calendar Year 2015 and Salaries for Fiscal Year 2015-2016

RECOMMENDATION: Approve the Alameda CTC Staff and Retiree Benefits for Calendar Year 2015 and Salaries for Fiscal Year 2015-2016 and adopt Resolution No. 14-017 Fiscal Year 2015-2016 Salaries and Calendar Year 2015 Benefits for Staff Members

Summary

The Administrative Code calls for the Executive Director to annually submit for the Commission's approval a resolution establishing the Agency staffing positions, salary ranges, and benefits for the calendar year. The Agency currently has 26 approved positions in 19 different job classifications filled by 21 employees, including the Executive Director. For 2015, it is anticipated that the number of Agency staffing positions will remain unchanged.

This memorandum seeks the Commission's approval of the Alameda CTC Staff and Retiree Benefits for Calendar Year 2015 and Salaries for FY 2015-16. The calendar year 2015 benefits outlined in Resolution 14-017 include holiday, vacation and sick leave policies, and health insurance and other benefits for staff members. The calendar year 2015 benefits remain generally unchanged from Resolution 13-013, which was approved by the Commission in December 2013. Changes in this calendar year's benefits include:

1. A reduction in the Cafeteria Plan benefit rate of 5.15% to \$2,045 for active employees; and,
2. An increase in The Public Employees' Medical and Hospital Care Act (PEMHCA) monthly minimum required contribution of 2.5% to \$122.

The FY 2015-16 salary structure also remains generally unchanged from December 2013, with the exception of the following:

1. A change in position classification of Director of Finance to Director of Finance and Administration, and a corresponding adjustment to the salary range;
2. An adjustment to the salary range for the Accounting Technician classification to be more in line with market conditions;

3. Elimination of the Receptionist classification due to a duplication in functional assignments; and,
4. Inclusion of the Executive Director classification and salary range per the requirements of the California Code of Regulations (CCR) 570.5 as contained in the California Public Employees' Retirement Law.

Background

The Alameda CTC has elected to show the pay rate for each position as a range and the Commission has delegated to the Executive Director the administrative authority to adjust salaries for agency employees within the ranges authorized by the resolution. Factors taken into account include job performance, job expansion, added responsibilities and economic context. There are no automatic pay increases or pay grade step increases.

The attached Salaries and Benefits Resolution is also consistent with the Public Employees' Pension Reform Act of 2013 (AB 340), as it pertains to the agency. The details of the agency's retirement system are contained in the agency's pension plan. The most significant changes from AB 340 apply to new employees hired on or after January 1, 2013.

For employees hired prior to January 1, 2013 (Classic Employees), the major features of the agency's pension plan includes a "2.5%@55" benefit and employer paid member contribution (EPMC) cost sharing of 5% by the agency and 3% by the employee. The CalPERS-required employer contribution rate for Classic Employees is projected to be 17.9% for FY2015-16. For employees hired on or after January 1, 2013 (New Employees), the major features of the agency's pension plan includes a "2%@62" benefit, but does not include cost sharing of the required employee contribution as it is not allowed per AB 340 which is effective for New Employees. The CalPERS-required employer contribution rate for New Employees is projected to be 6.25% for FY2015-16. The plan does not include any optional features, payout conversions or optional benefits that have been characterized as "spiking" of the pension benefit.

The Alameda CTC Retiree Health Benefit Amount for the 2015 calendar year is reimbursed to retirees through the Health Reimbursement Arrangement (HRA) Plan. The HRA Plan is a premium reimbursement plan for retiree health care premiums. The Alameda CTC will contribute only the required minimum contribution amount directly to CalPERS for retirees (\$122 per month in 2015). CalPERS requires that the remaining premium costs be deducted directly from the retiree's monthly retirement check under the CalPERS pension plan. Once CalPERS takes this deduction, the Alameda CTC's HRA will reimburse each retiree for the deduction, up to the annually determined amount. The HRA contribution amount recommended for 2015 is \$1,307 per retiree per month (\$1,428.90 Kaiser Bay Area Employee [Retiree] Plus One Rate, less \$122 PEMHCA-required minimum contribution). Similar to active employees, if a retiree's elected health coverage costs exceed the amount approved by

the Commission, the retiree will be required to pay for the additional amount from his or her own funds.

The California Code of Regulations (CCR) 570.5 as contained in the California Public Employees' Retirement Law requires a publicly available pay schedule for purposes of determining the amount of "compensation earnable" pursuant to Government Code (GC) sections 20630, 20636, and 20631.1. Pay rate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the pay rate."

Whenever an agency does not provide a publicly available pay schedule as defined in CCR 570.5, CalPERS will determine that the pay amount reported fails to meet the definition of pay rate as provided in GC sections 20636 (b)(1), 20636.1(b)(1) and 7522.34(a), and will therefore be excluded when calculating a member's retirement benefit.

Fiscal Impact

There is no fiscal impact.

Attachments

- A. Recommended FY 2015-16 Staff Classifications and Annual Salary Ranges for Alameda CTC Effective July 1, 2015
- B. Resolution No. 14-017 Fiscal Year 2015-2016 Salaries and Calendar Year 2015 Benefits for Staff Members

Staff Contact

Arthur L Dao, Executive Director

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**Recommended FY 2015-16 Staff Classifications
and Annual Salary Ranges for Alameda CTC
Effective July 1, 2015**

Position/Classification	Min	Med	Max
Executive Director	\$207,505	\$238,631	\$269,756
Deputy Director of Projects and Programming	\$153,876	\$176,957	\$200,039
Deputy Director of Planning and Policy	\$153,876	\$176,957	\$200,039
Director of Finance and Administration	\$153,876	\$176,957	\$200,039
Principal Transportation Engineer	\$120,207	\$138,238	\$156,270
Principal Transportation Planner	\$108,902	\$125,228	\$141,573
Senior Transportation Engineer	\$103,655	\$119,203	\$134,751
Project Controls Engineer	\$98,660	\$113,459	\$128,258
Senior Transportation Planner	\$93,906	\$107,992	\$122,077
Accounting Manager	\$93,906	\$107,992	\$122,077
Contracting, Administration and Fiscal Resource Manager	\$93,906	\$107,992	\$122,077
Senior Accountant	\$80,975	\$93,121	\$105,267
Assistant Transportation Planner/Programming Analyst I	\$73,360	\$84,363	\$95,367
Office Supervisor	\$73,360	\$84,363	\$95,367
Accountant	\$69,824	\$80,298	\$90,772
Clerk of the Board/Commission	\$69,824	\$80,298	\$90,772
Accounting Technician	\$60,750	\$69,863	\$78,976
Executive Assistant	\$58,740	\$67,552	\$76,363
Administrative Assistant	\$53,216	\$61,199	\$69,181

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ALAMEDA COUNTY TRANSPORTATION COMMISSION

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Supervisor Scott Haggerty, District 1

Commission Vice Chair
Councilmember Rebecca Kaplan,
City of Oakland

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
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City of Union City
Mayor Carol Dutra-Vernaci

Executive Director
Arthur L. Dao

RESOLUTION 14-017

Fiscal Year 2015-2016 Salaries and
Calendar Year 2015 Benefits for Staff Members

WHEREAS, the Alameda County Transportation Commission, hereinafter referred to as Alameda CTC, was created pursuant to a joint powers agreement ("Joint Powers Agreement") entered into among the 14 cities in Alameda County, the County of Alameda, the Bay Area Rapid Transportation District, the Alameda Contra Costa Transit District, the Alameda County Transportation Improvement Authority ("ACTIA"), and the Alameda County Congestion Management Agency ("ACCMA");

WHEREAS, Alameda CTC is empowered by the Joint Powers Agreement to carry out numerous transportation planning, programming and construction functions and responsibilities, including all functions and powers of ACTIA and ACCMA;

WHEREAS, Alameda CTC is authorized under Section 11 and 13 of the Joint Powers Agreement to appoint and retain staff as necessary to fulfill its powers, duties and responsibilities;

WHEREAS, Alameda CTC previously adopted Resolution 13-013, thereby establishing a consistent set of benefits and leave policies, and this Resolution is intended to supersede and replace such Resolution 13-013; and

NOW, THEREFORE, BE IT RESOLVED that the salaries for fiscal year 2015-2016 and employment benefits for staff of the Alameda CTC for January 1, 2015 through December 31, 2015 are hereby adopted, and are herein set forth.

1. Salaries

1.1 The fiscal year 2014-2015 salary ranges approved by the Commission on December 5, 2013 are revised to include the following: (a) Director of Finance position/classification title change to Director of Finance and Administration with a corresponding adjustment to the salary range; (b) adjustment to the salary range for Accounting Technician; (c) elimination of the receptionist classification and (d) inclusion of the Executive Director

- position/classification and its approved salary. The revised salary ranges shall apply during the period from July 1, 2015 through June 30, 2016.
- 1.2 An employee shall be compensated at a rate set between or equal to the minimum (min) and maximum (max) of the range specified in Attachment A for their respective position classification.
 - 1.3 The duties and responsibilities of the position classification identified in Paragraph 1.2 shall be described by an Alameda CTC job specification approved by the Executive Director.
 - 1.4 The salary ranges for the employees described in Paragraph 1.2 shall not include steps and/or provision for any automatic or tenure-based increases.
 - 1.5 Starting compensation, including salary, for each employee shall be set by the Executive Director consistent with the prescribed ranges for the position classification identified in Paragraph 1.2.
- 2. Appointment and Performance Management**
- 2.1 Original appointments of new employees shall be tentative and subject to a probationary period of one (1) year of actual service.
 - 2.1.1 Every six (6) months during the probationary period new employees may meet with their supervisor to discuss performance to date. At the time of the discussion the supervisor may complete a written evaluation for the employee's personnel records.
 - 2.1.2 Upon completion of the probationary period, the employee shall be given a written evaluation. If this evaluation shows that the employee has satisfactorily demonstrated the qualifications for the position, the employee shall gain regular status, and shall be so informed.
 - 2.1.3 At any time during the probationary period, a probationary employee may be terminated with or without cause and with or without notice. Employee shall be notified in writing by the Executive Director of such termination.
 - 2.1.4 The probationary period may be extended once by the Executive Director at his/her sole discretion in order to further evaluate the performance of the probationary employee.
 - 2.1.5 The probationary period is automatically extended by a period of time equal to the time the employee is absent due to any type of leave, including time absent while receiving workers' compensation.
 - 2.2 Following successful completion of the probationary period, written performance reviews for employees shall be conducted at least once a year by the employee's supervisor and reviewed and approved by the Executive Director or his/her designee. In addition, a review of an employee's progress in meeting annual goals and objectives may be conducted at the end of six months by the employee and his or her supervisor.
 - 2.3 On the basis of the performance reviews, increases or decreases in compensation may be granted at that time by the Executive Director at his/her sole discretion consistent with the Board approved annual budget.

3. Holidays

3.1 The following eleven (11) paid holidays shall be observed by the Agency:

- New Year's Day - January 1, 2015, Thursday
- Martin Luther King Day - January 19, 2015, Monday
- Presidents' Day - February 16, 2015, Monday
- Memorial Day - May 25, 2015, Monday
- Independence Day - July 3, 2015, Friday
- Labor Day - September 7, 2015, Monday
- Veterans Day - November 11, 2015, Wednesday
- Thanksgiving Day - November 26, 2015, Thursday
- Day after Thanksgiving - November 27, 2015, Friday
- Christmas Eve - December 24, 2015, Thursday
- Christmas Day - December 25, 2015, Friday

3.2 **Holiday Policy.** When a holiday falls on a Sunday, the following Monday shall be observed as the holiday date. When a holiday falls on a Saturday, the preceding Friday shall be observed.

3.3 **Floating Holidays.** Regular full-time employees are entitled to two (2) floating holidays per fiscal year. Employees shall be granted such holidays at the beginning of each fiscal year (i.e., effective on July 1 of each year). Floating Holidays are not accruable and those unused at the end of the fiscal year will be eliminated from the employee's available leave bank.

3.4 **Holiday Time.** Regular full-time employees shall receive eight (8) hours of holiday pay for each of the above holidays at their regular base rate. Regular part-time employees shall receive paid holiday time prorated based on actual hours worked should their regular work schedule fall on one of the above listed holidays.

3.5 **Administrative Procedure.** The Executive Director shall establish holiday procedures governing employees of the Agency.

4. Leaves of Absence

4.1 Vacation

4.1.1 **Accrual Rates.** The Agency shall provide vacation leave with pay for regular employees (including probationary employees) based on accrual guidelines shown in the table below. Vacation leave earned shall accrue upon completion of each pay period beginning upon completion of the pay period following that in which the employee commences service.

Accrual Rates Based on Years of Service:

Years of Service	Vacation Days Accrued Per Year	Maximum Hours Accrued Per Year
0-3 Years	10 Days	120 Hours
3.1-10 Years	15 Days	240 Hours
10.1-15 Years	20 Days	320 Hours
15.1+ Years	25 Days	400 Hours

Part-time employees shall earn vacation leave on a pro rata basis based on actual hours worked. The maximum accrual will also be prorated.

- 4.1.2 **Maximum Vacation Benefits.** Once an employee reaches the maximum accrual, the employee will cease accruing any additional vacation leave until such time as vacation leave hours fall below the maximum.
- 4.1.3 **Payment of Vacation upon Separation.** Accrued vacation pay that has not been used will be paid at time of resignation or termination. An employee terminating employment with the Agency for reasons other than paid retirement from the Agency employment shall be paid at such employee's current rate of pay for all unused accrued vacation up to the maximum amount of permissible accumulated vacation time as set forth above, in one (1) lump sum less applicable taxes. An employee separating from service with the Agency for paid retirement will be paid at the employee's current rate of pay for vacation up to the ceiling amount as set forth above, in one lump sum. At the Executive Director's discretion, the Alameda CTC may allow an employee separating from service with the Agency for paid retirement to elect to take time off for vacation prior to the employee's date of retirement.
- 4.2 **Management Leave.** Regular full-time exempt employees may receive paid management leave of up to 80 hours per year at the sole discretion of the Executive Director. The leave is intended to compensate exempt employees who are required to attend work-related meetings outside of normal working hours. The amount of leave will be determined by the Executive Director based on each employee's function and the number of off hour meetings he/she is required to attend. No employee shall be eligible to accrue more than the amount of their annual Management Leave. Use of Management Leave shall be at the discretion of the Executive Director.
- 4.3 **Sick Leave.** Regular employees (including probationary employees) shall receive sick leave, accumulating at the rate of one day per calendar month up to four hundred eighty (480) hours (prorated for part-time employees based on actual hours worked). Up to sixty (60) days of accrued but unused sick leave may be used toward service credit for CalPERS retirement benefits. Sick leave is available only for the actual illness or injury of an employee or the employee's spouse, registered domestic partner, children, parents, or other dependents.
- 4.4 **Family and Medical Leave.** The Agency may grant regular employees (including probationary employees) up to twelve (12) workweeks of time off in a 12-month period (whether paid or unpaid) for the employee's own serious health condition or that of the employee's immediate family member, i.e., child, parent, spouse, or registered domestic partner, or for baby/child bonding after the birth, adoption, or foster care placement of an employee's child.

Employees may exhaust any accrued vacation time and/or sick leave (if the leave is due to the employee's own serious health condition or to care for the serious health condition of an immediate family member as described above) while on unpaid leave. Employees taking family/medical leave due to the birth

- of a child to that employee's spouse or registered domestic partner, or the adoption or foster placement of a child, or to care for such child, may utilize accrued sick leave and/or vacation time during such leave. Such use of accrued vacation time and/or sick leave is the only pay such employee will receive from the Agency while on family/medical leave.
- 4.5 **Leave Due to Pregnancy, Child Birth or Related Conditions.** The Agency shall comply with California's Pregnancy Disability Leave Law. Employees may, but are not required to, utilize accrued vacation and sick leave during any pregnancy leave so as to receive pay during some or all such leave.
- 4.6 **Military Leave.** Military leave shall be granted in accordance with federal and state law.
- 4.7 **Bereavement Leave.** In the event of a death in the immediate family of a regular full-time employee, paid leave not chargeable to sick or vacation leave will be granted for a period up to three (3) consecutive scheduled work days for the purpose of making arrangements for, or to attend, the funeral. Employees shall receive one (1) day to attend a funeral for a friend or relative outside their immediate family. Immediate family is defined as spouse, registered domestic partner, child, sister, brother, mother, father, legal guardian, any other person sharing the relationship of in loco parentis, legal dependent, current mother- or father-in-law, grandparents, or grandchildren.
- 4.8 **Jury and Witness Duty Leave.** All regular full-time employees will be granted a leave of absence with pay for all or any part of the time required for jury duty in the manner prescribed by law. The employee must return to work on the same day he or she is excused from service. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay. All regular full-time employees will be granted a leave of absence with pay for their appearance as a witness in a civil or criminal proceeding (other than as an accused) for any appearance that is solely attributable to the employee's work for the Agency.
- 4.9 **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all of the leave policies.
5. **Health Insurance and Other Benefits**
- 5.1 **Cafeteria Plan.** Alameda CTC provides a Cafeteria Plan for its eligible employees, into which Alameda CTC will pay \$2,045 per month per employee. This amount is in addition to the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum required contribution of \$122. With these funds, each participating employee is able to choose the following coverage:
- Health Insurance (through the State of California's Public Employees' Retirement System (CalPERS));
 - Dental Insurance;
 - Vision Care Insurance;
 - Life Insurance;
 - Dependent Life Insurance;
 - Accidental Death and Dismemberment Insurance;

- Long-term Disability Insurance; and
- Short-term Disability Insurance.

When an employee is required to work on a less than full-time basis due to medical or other valid reasons, the accrual for the cafeteria plan contribution amount will be prorated by dividing the actual hours worked plus any accrued sick/vacation hours used during the pay period, by the fulltime equivalent hours in the same pay period.

Regular full-time employees who elect not to use the CalPERS health care benefit shall receive \$400 per month which will be paid with each paycheck (\$200 per pay-period) and is subject to all applicable payroll taxes.

Regular part-time employees will receive a prorated amount of the monthly contribution based on actual hours worked.

6. **Additional Benefits Programs**

6.1 **Transit Subsidy.** All regular full-time employees of the Agency are eligible for \$230 per month in commuter checks (elected to be received by the employee) as a transit subsidy benefit.

6.2 **Tuition Assistance.** Following completion of their probationary period, regular full-time employees are eligible for reimbursement of 90% of tuition fees for job-related courses, subject to budget availability up to \$500 per academic year at an accredited institution each fiscal year, at the sole discretion of the Executive Director.

7. **Other benefits.** The Agency will also provide: (1) A Flexible Spending Account (FSA) program which will be administered through the cafeteria plan for both dependent care expense up to \$5,000 per calendar year and medical expenses up to \$2,500 per calendar year. To participate in and receive benefits in the form of reimbursements for dependent and/or medical care expenses from the FSA, an employee can elect to pay his or her contribution for FSA benefits on a pre-tax salary reduction basis; and, (2) An optional deferred compensation program, CalPERS 457 Supplemental Income Plan

8. **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all benefit policies.

9. **Retirement.** All employees of the Agency shall be entitled to membership with the California Public Employees' Retirement System (CalPERS) according to the guidelines established in the CalPERS Retirement Benefits Policy and the applicable contract with CalPERS. The Agency shall contribute to CalPERS each pay period 5% of the 8% employee contribution on behalf of all "Classic" employees (Classic employees are those hired before January 1, 2013). Such contribution shall be reported to CalPERS as "employee contribution being made by the contracting agency" and shall not be deemed to be

“compensation” reportable to CalPERS. This same benefit is not provided for new employees hired on or after January 1, 2013 per the requirements of the Public Employees’ Pension Reform Act of 2013 (AB340).

10. **Reimbursement of Expenses.** Alameda CTC will reimburse employees of the Agency for reasonable and normal expenses associated with Alameda CTC business approved by the Executive Director or his designee. An employee may be offered a fixed taxable monthly allowance in lieu of actual expenses, which may be adjusted annually by the Executive Director.
11. **Office Hours.** The offices of the Alameda CTC shall be open for the public between 8:30 a.m. and 5:00 p.m. each weekday, except on Alameda CTC holidays as defined in Paragraph 3.1. Employees are required to be at the Alameda CTC’s offices during business hours from Monday through Friday.
12. All provisions of this Resolution shall be effective and pertain to all employees of the Agency as of the date of hire of the employee, or January 1, 2015, whichever is later, unless otherwise provided.
13. The Executive Director is authorized to execute the necessary contracts for the benefits and insurance coverage described herein.
14. This resolution is intended to and shall replace and supersede in its entirety that certain Resolution 13-013 adopted by the Commission on December 5, 2013.

Duly passed and adopted by the Alameda County Transportation Commission at the regular meeting of the Commission held on Thursday, December 4, 2014 in Oakland, California by the following votes:

AYES: **NOES:** **ABSTAIN:** **ABSENT:**

SIGNED:

Scott Haggerty, Chairperson

ATTEST:

Vanessa Lee, Clerk of the Commission

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