



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Commission Chair
Supervisor Scott Haggerty, District 1

Commission Vice Chair
Vice Mayor Rebecca Kaplan,
City of Oakland

AC Transit
Director Elsa Ortiz

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Councilmember Dan Kalb

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Mayor Margaret Fujjoka

City of Pleasanton
Mayor Jerry Thome

City of San Leandro
Mayor Pauline Cutter

City of Union City
Mayor Carol DuTra-Vernaci

Executive Director
Arthur L. Dao

Finance and Administration Committee

Monday, January 11, 2016, 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

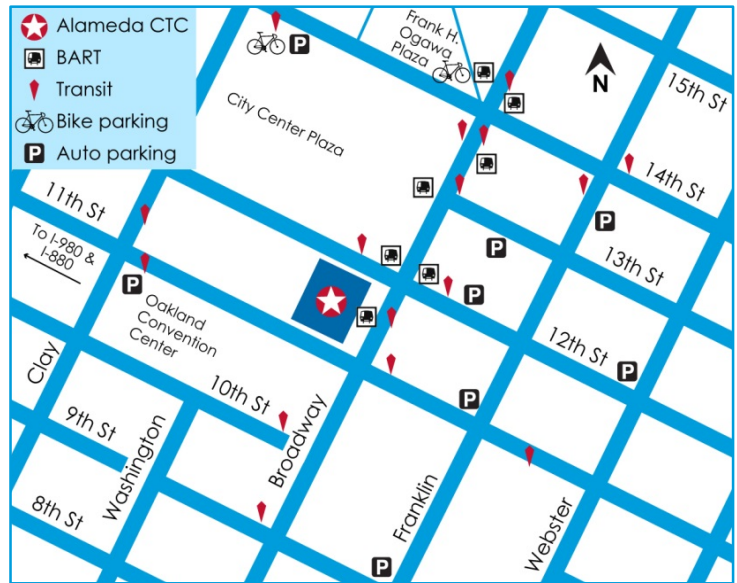
A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

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, January 11, 2016, 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

4. Consent Calendar

4.1. [Approve the November 9, 2015 FAC Meeting Minutes: Approval of the November 9, 2015 FAC meeting minutes.](#)

5. Regular Matters

5.1. [FY2016-17 Administration Support Services Contracts Plan: Approve the FY2016-17 Administration Support Professional Services Contracts Plan](#)

6. Committee Member Reports (Verbal)

7. Staff reports (Verbal)

8. Adjournment

Chair: Supervisor Richard Valle, Alameda County BOS

Vice Chair: Mayor Margaret Fujioka, City of Piedmont

Commissioners: Thomas Blalock, Peter Maass, Trish Spencer, Dan Kalb

Ex-Officio Members: Scott Haggerty, Rebecca Kaplan

Staff Liaison: Patricia Reavey

Executive Director: Arthur L. Dao

Clerk: Vanessa Lee

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Next Meeting: February 8, 2016

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

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Finance and Administration Committee Meeting Minutes Monday, November 9, 2015, 1:30 p.m.

3.1

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1. Pledge of Allegiance

2. Roll Call

A roll call was conducted. All members were present except Commissioner Kalb and Commissioner Valle.

Subsequent to the roll call:

Commissioner Kalb arrived during item 5.1

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. Approval of the October 12, 2015 FAC Meeting Minutes

Commissioner Kaplan moved to approve the Consent Calendar. Commissioner Blalock seconded the motion. The motion passed unanimously (Kalb and Valle absent).

5. Regular Matters

5.1 Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2015

Patricia Reavey recommended that the Commission approve the Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2015. She stated that the auditors reported that Alameda CTC has what is considered a clean, or unmodified, audit. Patricia then introduced Ahmad Gharaibeh from Vavrinek, Trine, Day & Co., LLP to present financial highlights of the audited CAFR and the Measure B and Measure BB Limitations Calculations.

Ahmad stated that total net position was \$143.4 million at June 30, 2015, a decrease of \$36.0 million or 20.1 percent from the prior fiscal year end primarily related to capital project expenditures in the Measure B capital project funds. Total assets and deferred outflows increased slightly by \$0.1 million from \$436.5 million to \$436.6 million related to an increase in sales tax revenues receivable due to the passage of Measure BB, while cash and investments comprised \$359.1 million or 82.2 percent of the total assets. Ahmad stated that revenues totaled \$213.9 million for the fiscal year, and total liabilities and deferred inflow increased by \$36.1 million or 14.1 percent from \$257.0 million to \$293.2 million. This increase is primarily related to an increase in the accrual of Measure B capital project expenditures as Measure B bond funds are utilized to fund specific Measure B projects indicated in the official statement and an accrual for the distribution of new Measure BB Direct Local Distribution funds, which were received in the last week of the fiscal year for distribution to the member

agencies in July 2015. Ahmad reporting that expenses totaled \$249.9 million for the fiscal year, and this was an increase of \$35.8 million or 16.7 percent over the fiscal year ended June 30, 2014 mostly related to Measure B and congestion management capital project expenditures and the new Measure BB Direct Local Distribution expenditures. He concluded with a suggestion that the Alameda CTC consider adopting a travel and expenditure policy to govern Commissioner related expenditures to strengthen the internal control process.

Commissioner Fujioka asked for an example of the types of policies the auditor would suggest be put into place to strengthen the internal control process. Ahmad stated that an example would be creating a pre-approval and post-approval process for Commissioner's agency expenditures.

Commissioner Fujioka asked if litigation expenditures, and/or settlements were included in the audit. Ahmad stated that all expenditures incurred are included in the audit, and additional exposure would be derived from a confirmation sent to legal counsel and disclosed in the notes to the financial statements.

Commissioner Fujioka asked what the threshold amount was for legal expenses to be footnoted in the financial statements. Ahmad stated that the materiality level was set at \$400,000 for the Alameda CTC and \$100,000 for the Sunol JPA, but per the confirmation sent to legal counsel, there were no instances of exposure that were required to be disclosed on the financial statements.

Commissioner Kalb asked if there have been any deficiencies found in this audit or the audit of the prior two years. Ahmad stated no deficiencies have been reported in the last three years.

There was one public comment by:
Ken Bukowski

Commissioner Kaplan moved to approve this item. Commissioner Blalock seconded the motion. The motion passed unanimously (Valle absent).

5.2. Alameda CTC FY2015-16 First Quarter Investment Report

Patricia recommended that the commission approve the Alameda CTC FY2015-16 First Quarter Investment Report. She stated that as of September 30, 2015, total cash and investments held by the Alameda CTC was \$384.0 million with bond proceeds accounting for \$38.6 million or 10.0% of the total. The 1986 Measure B portfolio decreased slightly by \$40,000 from the prior year-end balance due to capital projects expenditures. The 2000 Measure B portfolio decreased \$7.9 million or 4.2% also due to capital project expenditures. The 2014 Measure BB portfolio increased \$16.5 million compared to one month of Measure BB collections received in June 2015. The CMA portfolio increased \$700,000 or 1.6% primarily due to Vehicle Registration Fees received during the first quarter of the fiscal year. Investment yields increased slightly with the average return on investments for the first quarter at

0.39% compared to the prior year's average return of 0.30%.

Commissioner Kaplan moved to approve this item. Commissioner Maass seconded the motion. The motion passed unanimously (Valle absent).

5.3. Alameda CTC FY2015-16 First Quarter Financial Report

Patricia Reavey recommended that the Commission approve the Alameda CTC FY2015-16 First Quarter Financial Report. She stated that in the General Fund, revenues are less than budget by \$2.4 million, and expenditures are under budget by \$3.0 million mainly due to the costs for Transportation Planning activities and SR2S program expenditures were less than anticipated in the first quarter. In the Special Revenue Funds, revenues are more than budget by \$1.3 million due to actual collections of both sales tax and VRF revenues which were higher than anticipated. Expenditures are \$4.8 million less than budget mostly attributed to the timing of TFCA, VRF and other discretionary programming. Exchange Fund revenues were less than budget by \$2.4 million. Recognition of revenue corresponds directly with the expenditures. Patricia provided information on the requirements of the debt service fund and stated that, in the Capital Projects Funds, the Alameda CTC's revenues are more than budget by \$1.6 million, and expenditures are less than budget by \$39.9 million. She went on to explain these variance in relation to the specific projects and issues in each Capital Projects Fund. She also stated that limitations calculations were completed for both 2000 Measure B and 2014 Measure BB, and that Alameda CTC was in compliance with all limitation requirements.

Commissioner Kaplan asked what total revenue for VRF was in comparison to what was budgeted. Patricia stated that revenue is currently consistent with the projected.

Commissioner Fujjoka asked if the delays in the CMA capital projects have any fiscal ramifications. Patricia stated that CMA projects receive their funding on a reimbursement basis. Alameda CTC bills costs on these projects once they are incurred, so if we haven't incurred the costs due to delays it will not have a material effect on the program.

Commissioner Maass motioned to approve this item. Commissioner Blalock seconded the motion. The motion passed unanimously (Valle absent).

5.4. Alameda CTC Staff and Retiree Benefits for Calendar Year 2016 and Salaries for Fiscal Year 2016-2017

Seung recommended that the Commission approve the Alameda CTC Staff and Retiree Benefits for Calendar Year 2016 and Salaries for Fiscal Year 2016-2017 and adopt Resolution No. 15-009 Fiscal Year 2016-2017 Salaries and Calendar Year 2016 Benefits for Staff Members. He stated that the approval includes an increase in the Cafeteria Plan benefit allowance of 4.06% from \$2,045 to \$2,128 for active

employees; and an increase in the Public Employees' Medical and Hospital Care Act (PEMHCA) monthly minimum required contribution of 2.46% from \$122 to \$125. The staff report also includes reclassification of the Project Controls Engineer classification to Senior Transportation Engineer; separation of one classification into two classifications: Assistant Transportation Planner/Programming Analyst to (1) Assistant Transportation Planner, and (2) Associate Program Analyst; and the addition of 11 new classifications: (1) Principal Program Analyst, (2) Senior Program Analyst, (3) Assistant Program Analyst, (4) Principal Administrative Analyst, (5) Senior Administrative Analyst, (6) Associate Administrative Analyst, (7) Assistant Administrative Analyst, (8) Senior Administrative Assistant, (9) Associate Transportation Planner, (10) Associate Transportation Engineer, and (11) Assistant Transportation Engineer, with associated salary ranges which were approved by the Commission at its September meeting.

Commissioner Fujioka asked why there was a need to increase the head county at this time and if the increase in staff head count will be done incrementally. Art stated that the increase in headcount is needed at this time due to Measure BB and the increase in staff would be done incrementally with the first five additional staff being hired immediately and the rest over time with the full intention to get to the full approved 30 headcount.

Commissioner Kaplan moved to approve this item. Commissioner Kalb seconded the motion. The motion passed unanimously (Valle absent).

6. Committee Member Reports (Verbal)

There were no committee reports.

7. Staff Reports

There were no staff reports.

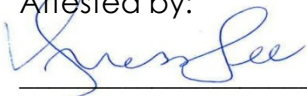
8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, January 11, 2016 @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: January 4, 2016

SUBJECT: FY2016-17 Administration Support Professional Services Contracts Plan

RECOMMENDATION: Approve the FY2016-17 Administration Support Professional Services Contracts Plan

Summary

The Alameda CTC contracts on a periodic basis with a number of professional services consultant firms to assist staff in providing a range of general administration services, including, but not limited to, general counsel, planning development, media and public relations, outreach, technical assistance, project and program management, and administrative support services. Involvement of the private sector continues to be critical to the success of Alameda CTC and its work in delivering high quality transportation programs and projects in Alameda County.

Specifically, this recommendation will:

- A. Authorize the Executive Director to enter into negotiations and execute professional services contracts with existing consultant firms for services commencing July 1, 2016, for the following three services:
 1. General counsel services with Wendel, Rosen, Black & Dean, LLP;
 2. Project management and project controls services with Hatch Mott MacDonald, LLC;
 3. Policy, legislation, communications, and administrative support services with Acumen Building Enterprise, Inc.; and
- B. Authorize the Executive Director to issue Request for Proposals (RFP) or solicit quotations, enter into negotiations and execute professional services contracts with the top-ranked firms for the following four contracts:
 1. Information technology services;
 2. Contract equity support services;
 3. Media and public relations services; and
 4. Paratransit coordination services.

Background

The Commission contracts with a number of consultant firms to support and supplement staff resources to administer and deliver its program. In January of each year, staff

outlines the proposed action plan for the following fiscal year and seeks authorization from the Finance and Administration Committee and the Commission regarding continuation and/or modification of existing contracts, or initiating a competitive bid process to consider new firms to provide specific services. The initial term of these administration support professional services contracts are typically one to three years in length, with the option to renew for additional years of services for a term totaling five years. This practice of seeking the Commission's approval of its fiscal year administration support professional services contracts plan is meant to ensure the highest quality and performance from its consultants and accountability of Alameda CTC staff.

The background and recommendations for each of the administration support professional services contracts are discussed below and summarized in Table 1 (Attachment 5.1A).

1. General Counsel Services – General counsel services for Alameda CTC include representation at Committee and Commission meetings, review of contracts and agreements, counseling on personnel related matters, guidance on ongoing eminent domain and right-of-way activities, as well as other general counsel services. Wendel, Rosen, Black & Dean, LLP, an Alameda CTC certified Local Business Enterprise (LBE) firm with offices in Oakland, California, was awarded a contract in 2012 through a competitive bid process to provide these services. The value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$1,254,000, and approximately 50% of the current contract value is budgeted specifically for special legal services to support specific activities related to the delivery of capital projects. These activities include special and independent right of way appraisal and acquisition to support eminent domain proceedings, as well as preparation for mediations and expert witness testimonies. It is expected as the capital projects are delivered and completed, the need for legal services to support right of way acquisition should also decrease.

Staff recommends authorization to enter into negotiations and execute a professional services contract with Wendel, Rosen, Black & Dean, LLP for general counsel services for one additional year through June 30, 2017.

2. Project Management and Project Controls Services – The Project Management and Project Controls team's function is to provide project management, monitoring, and controls to ensure the efficient, effective, and successful delivery of Alameda CTC's programs and capital projects. These services also include, but are not limited to, direct project management on specific capital projects, performing project management oversight for projects that are delivered by others, performing project controls and monitoring of all projects, project risk assessment and reporting, strategic planning and implementation of the sales tax programs, utility and right-of-

way coordination, programming and grant management, and other related project management activities. Hatch Mott MacDonald, LLC, an Alameda CTC certified LBE firm with offices in Pleasanton, California, was awarded a contract in 2012 through a competitive bid process to provide these services and the value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$6,250,000.

Staff recommends authorization to enter into negotiations and execute a professional services contract with Hatch Mott MacDonald, LLC for project management and project controls services for up to one additional year through June 30, 2017. This would allow staff to continue to monitor the performance and value of the team over the next three to six months. The team has been working on and is expected to successfully complete and deliver some major and critical deliverables for the agency, such as the updated project control system database, project controls policies and procedures and the Measure BB Capital Program Delivery Plan, which will be brought to the Commission in March 2016.

3. Policy, Legislation, Communications, and Administrative Support – Acumen Building Enterprises, Inc. (ABE), an Alameda CTC certified SLBE firm with offices in Oakland, California, has been providing policy, legislation, communications, and administrative support services since undergoing a formal competitive bid process in September 2013. These services include, but are not limited to, providing technical and administrative support for policy, legislative, communications, and outreach, general meetings support to Alameda CTC's Community Advisory Committees, coordination of Alameda CTC's special project and program event activities, assistance with planning activities such as the Countywide Transportation Plan, Congestion Management Program, and modal-specific studies, and other clerical services. The original term of the professional services contract was for one and a half years, with the option to continue for additional years of services through FY2017-18. The value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$1,700,000.

Staff recommends authorization to enter into negotiations and execute a professional services contract with Acumen Building Enterprise, Inc. for policy, legislation, communications, and administrative support services for one additional year through June 30, 2017.

4. Information Technology (IT) Services – Information technology services include remote network hosting and management of the local area network, upgrade and maintenance of the central servers and workstations, implementation of the agency's virtual desktops and remote disaster recovery plan, and on-call IT support services. Novani, LLC was awarded a contract in 2011 through a competitive bid

process and the value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$136,700.

Staff recommends issuance of an RFP for IT services and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for services commencing July 1, 2016.

5. Contract Equity Support Services – Contract equity support services include coordination and administration of Alameda CTC's Local Business Contract Equity Program, including processing of Local Business Enterprise, Small Local Business Enterprise, and Very Small Local Business Enterprise certifications, assistance with determining contract-specific contract equity goals, providing independent review of contract payment data for compliance with the LBCE Program, contract outreach and monitoring services, and as-needed technical assistance. L. Luster & Associates, Inc. was awarded a contract in 2008 through a competitive bid process to provide these services and the value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$225,000.

Staff recommends issuance of an RFP for contract equity support services and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for services commencing July 1, 2016.

6. Media and Public Relations Services – Media and public relations services include communications and public relations, hosting and maintenance of the Alameda CTC website, preparation of press and other public materials, assistance at public meetings and events, and staff training. Moore Iacofano Goltzman, Inc., an Alameda CTC certified LBE firm with offices in Berkeley, California, was awarded a contract in 2011 through a competitive bid process and the value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$150,000.

Staff recommends issuance of an RFP for media and public relations services and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for services commencing July 1, 2016.

7. Paratransit Coordination Services – Paratransit coordination services include meeting facilitation and coordination, administration and coordination of local, regional, state and federal grant funding, outreach services, coordination of Alameda CTC's Mobility Management Planning Program, and technical assistance. Nelson/Nygaard Consulting Associates, an Alameda CTC certified LBE firm with an office in Oakland, California, has provided these services since 2009 and the value of the current contract, which covers the period from July 1, 2015 to June 30, 2016, is \$400,000. Staff is working to transition the paratransit coordination services in-house over the course of the coming fiscal year.

Staff recommends issuance of an RFP for paratransit coordination services and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for services commencing July 1, 2016.

Fiscal Impact

Contracts recommended for continuation and/or an RFP process under this Administrative Support Professional Services Contracts Plan will be negotiated and the final budget will be included in the Alameda CTC's consolidated fiscal year 2016-2017 proposed budget for Commission approval.

Attachment

A. Table 1 – Summary of Administration Support Professional Services Contracts Plan

Staff Contact

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

[Patricia Reavey](#), Director of Finance and Administration

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TABLE 1 – SUMMARY OF ADMINISTRATION SUPPORT PROFESSIONAL SERVICES CONTRACTS PLAN

Services	Current Firm	Contract Budget for FY2015-16	Year of Last RFP Issuance	Recommended Action
General Counsel Services	Wendel, Rosen, Black & Dean, LLP	\$1,254,000	2012	1-Year Renewal
Project Management and Project Controls Services	Hatch Mott MacDonald, LLC	\$6,250,000	2012	1-Year Renewal
Policy, Legislation, Communications, and Administrative Support Services	Acumen Building Enterprise, Inc.	\$1,700,000	2013	1-Year Renewal
Information Technology Services	Novani, LLC	\$136,700	2011	Issue RFP
Contract Equity Support Services	L. Luster & Associates, Inc.	\$225,000	2008	Issue RFP
Media and Public Relations Services	Moore Iacofano Goltsman, Inc.	\$150,000	2011	Issue RFP
Paratransit Coordination Services	Nelson\Nygaard Consulting Associates	\$400,000	2009	Issue RFP

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