



# Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• [www.AlamedaCTC.org](http://www.AlamedaCTC.org)

## **Commission Chair**

Councilmember At-Large,  
Rebecca Kaplan, City of Oakland

## **Commission Vice Chair**

TBD

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Director Elsa Ortiz

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Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
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Mayor Jerry Thorne

## **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 9, 2017, 10:30 a.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**

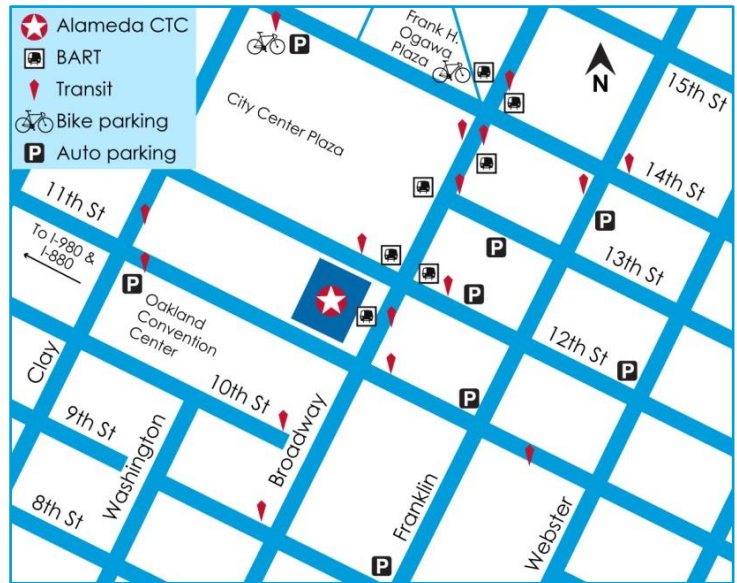
A glossary that includes frequently used acronyms is available on the Alameda CTC website at [www.AlamedaCTC.org/app\\_pages/view/8081](http://www.AlamedaCTC.org/app_pages/view/8081).

## 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](http://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](http://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](http://www.AlamedaCTC.org/events/month/now).

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# Finance and Administration Committee Meeting Agenda Monday, January 9, 2017, 10:30 a.m.

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1. Pledge of Allegiance

2. Roll Call

3. Public Comment

4. Consent Calendar

4.1. [Approve the November 14, 2016 FAC meeting minutes.](#)

5. Regular Matters

5.1. [Approve the Fiscal Year 2017-18 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 David Haubert, City of Dublin

**Commissioners:** Trish Spencer, Keith Carson, Jerry Thorne, Elsa Ortiz, Jeff Wieler

**Ex-Officio Members:** Rebecca Kaplan

**Staff Liaison:** Patricia Reavey

**Executive Director:** Arthur L. Dao

**Clerk:** Vanessa Lee

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**Next Meeting:** February 13, 2017

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

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# Finance and Administration Committee Meeting Minutes

Monday, November 14, 2016, 10:30 a.m.

4.1

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## 1. Pledge of Allegiance

## 2. Roll Call

A roll call was conducted. All members were present with the exception of Commissioner Wieler.

Commissioner Biddle was present as an alternate for Commissioner Haubert and Commissioner Worthington was present as an alternate for Commissioner Carson.

## 3. Public Comment

There were no public comments.

## 4. Consent Calendar

### 4.1. Approval of the October 10, 2016 FAC Meeting Minutes

4.2. Receive the FY2016-17 First Quarter Report of Claims Acted Upon Under the Government Claims Act

4.3. Approve Alameda CTC's Conflict of Interest Code

4.4. Approve Commissioner travel to the Self-Help Counties Coalition Focus on the Future Conference

*Commissioner Ortiz moved to approve the Consent calendar. Commissioner Kaplan seconded the motion. The motion passed with the following vote:*

Yes: Valle, Biddle, Spencer, Worthington, Thorne, Ortiz, Harrison, Kaplan

No: None

Abstain: Spencer (Item 4.1)

Absent: Wieler

## 5. Regular Matters

### 5.1. Approve the Alameda CTC draft audited Comprehensive Annual Financial Report for the year ended June 30, 2016

Patricia Reavey recommended that the Commission approve the Alameda CTC draft audited Comprehensive Annual Financial Report for the year ended June 30, 2016. She then introduced the agency's auditor, Ahmad Gharaibeh from Vavrinek, Trine, Day & Co., LLP who presented the audited financial report. Ahmad stated that he met with the audit committee on two occasions in September and October 2016. The audit committee reviewed the draft Comprehensive Annual Financial Report (CAFR) and have forwarded to the Finance and Administration Committee for approval. He stated that the auditors are required to issue an opinion on the financial statements, confirm that balances are correct in the financial statements, and consider and review new changes happening within the agency. Ahmad reported that the auditors had no difficulties with the audit and found no deficiencies

with the financial statements. He stated that the auditors issued a clean opinion on the audit, and he provided the following financial highlights: net position was \$283.1 million which is an increase of \$139.7 million from the prior year. The increase is due to a full fiscal year of Measure BB collections. Total assets and deferred outflows increased by \$98.1 million from \$436.6 million to \$534.7 million related to the capitalization of I-580 Express Lane assets due to the opening in February. Revenues totaled \$385.2 million, an increase of \$159.2 million related to Measure BB sales tax revenues, and total liabilities and deferred inflows decreased by \$41.6 million to \$251.6 million due to the Bay Area Rapid Transit (BART) to Warm Springs project nearing completion. Expenses totaled \$245.5 million, which is a decrease of \$16.6 million due to the wind down of Measure B capital projects, specifically the BART to Warm Springs project. Ahmad reviewed the agencies financial statements in detail and also provided information on the upcoming Government Accounting Standards Board (GASB) statement, GASB 75, which is related to other postemployment benefits and the requirement to report the related liabilities on the agency's balance sheet effective in the fiscal year ended June 30, 2018.

Commissioner Valle stated that the audit committee met with the auditors on September 12, 2016 and October 27, 2016 and reviewed the audit plan and draft audited CAFR.

Commissioner Thorne moved to approve this item. Commissioner Worthington seconded the motion. The motion passed with the following vote:

Yes: Valle, Biddle, Spencer, Worthington, Thorne, Ortiz, Harrison, Kaplan  
No: None  
Abstain: None  
Absent: Wieler

## **5.2. Approve the Alameda CTC FY2016-17 First Quarter Investment Report**

Patricia Reavey recommended that the Commission approve the Alameda CTC FY2016-17 First Quarter Investment Report. She stated that Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months. Patricia provided key highlights of cash and investment information and stated that total cash and investments held by the Alameda CTC was \$437.6 million, an increase of \$19.0 million over June 30, 2016. She also informed the committee that the 1986 Measure B investment balance decreased by \$0.7 million from the prior year-end balance due to capital projects expenditures while the 2000 Measure B investment balance increased \$3.0 million due to an accumulation of sales tax revenues primarily in the debt service fund. The 2014 Measure BB investment balance increased \$14.5 million mostly due to a collaborative initiation process with member agencies to put required agreements in place to allow for invoicing. The ACCMA investment balance increased \$2.2 million primarily due to the reimbursement of grant funds which slightly outpaced expenditures in the first quarter. Patricia concluded by stating that investment yields have increased slightly with the approximate average return on investments for the first quarter at

0.61% as compared to the prior year's average return of 0.38%. Commissioner Spencer moved to approve this item. Commissioner Thorne seconded the motion. The motion passed with the following vote:

Yes: *Valle, Biddle, Spencer, Worthington, Thorne, Ortiz, Harrison, Kaplan*  
No: *None*  
Abstain: *None*  
Absent: *Wieler*

### **5.3. Approve the Alameda CTC FY2016-17 First Quarter Financial Report**

Patricia Reavey recommended that the Commission approve the Alameda CTC FY2016-17 First Quarter Financial Report. She stated that the First Quarter Financial Report has been prepared on a consolidated basis by governmental fund type through September 30, 2016 with comparisons to the year-to-date currently adopted budget. Patricia stated that the Alameda CTC is showing a net increase in fund balance in the amount of \$26.0 million mostly due to sales tax revenues received that have not yet been spent on capital projects. Patricia stated that the only area showing a significant budget variance was the capital projects funds where revenues are less than budget by \$44.6 million and expenditures are less than budget by \$37.4 million. She stated that the variances are mainly due to timing and there are no projects that are experiencing budget concerns. Patricia concluded by stating that staff has completed the limitations calculations required for both 2000 Measure B and 2014 Measure BB related to salary and benefits and administration costs and Alameda CTC is in compliance with all limitation requirements.

Commissioner Ortiz asked why there were no AC Transit projects on capital projects fund listing. Art Dao stated that if a project is not on the list, it is because the agency has fully allocated or expended all funds to the project.

Commissioner Spencer moved to approve this item. Commissioner Worthington seconded the motion. The motion passed with the following vote:

Yes: *Valle, Biddle, Spencer, Worthington, Thorne, Ortiz, Harrison, Kaplan*  
No: *None*  
Abstain: *None*  
Absent: *Wieler*

### **5.4. Approve the Alameda CTC Staff and Retiree Benefits for Calendar Year 2017 and adopt Resolution No. 16-009 Calendar Year 2017 Benefits for Staff Members**

Patricia Reavey recommended that the Commission approve Alameda CTC Staff and Retiree Benefits for Calendar Year 2017 and adopt Resolution No. 16-009 for Calendar Year 2017 Benefits for Staff Members. She stated that the benefits are very similar to the previous year however key changes in this calendar year's benefits

include a decrease in the Cafeteria Plan benefit allowance of 1.5% from \$2,128 to \$2,097 for active employees; and an increase in the Public Employees' Medical and Hospital Care Act (PEMHCA) monthly minimum required contribution of 2.4% from \$125 to \$128.

Commissioner Ortiz moved to approve this item. Commissioner Spencer seconded the motion. The motion passed with the following vote:

Yes: Valle, Biddle, Spencer, Worthington, Thorne, Ortiz, Harrison, Kaplan

No: None

Abstain: None

Absent: Wieler

#### **5.5. Approve the Annual Local Business Contract Equity Program Utilization Report for payments processed between July 1, 2015 and June 30, 2016**

Joan Fisher Quillio recommended that Commission approve the Annual Local Business Contract Equity (LBCE) Program Utilization Report for payments processed between July 1, 2015 and June 30, 2016. She stated that business utilization is reported for Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), and Very Small Local Business Enterprise (VSLBE) firm participation on locally-funded contracts subject to the Local Business Contract Equity Program that were awarded and administered by the Commission. Utilization data is also included for locally-funded contracts that are exempt from the LBCE Program due to having additional state, regional, or non-local funds, or being less than \$50,000 in contract value. Joan stated that for the current reporting period, 161 payment verification survey forms were sent to prime and subcontractors and approximately 82% of the prime and subcontractors responded. In the current reporting period there were a total of 22 active professional services contracts and no construction contracts with LBCE Program goals. On these contracts, 92% of payments (\$5.7 million) went to certified LBE firms and 27% of payments (\$1.7 million) went to certified SLBE firms. Overall, the Program is achieving its goal of attaining 70% LBE and 30% SLBE participation with approximately 87% of payments being made to LBE firms and 42% to SLBE firms. She also stated that 136 firms were certified in this reporting period.

Commissioner Ortiz asked where data on DBE's was presented in the report. Joan stated that the report is for locally funded contracts only and does not include federally funded contracts.

Commissioner Ortiz requested that staff bring back information on DBE participation on federally funded contracts. Art stated that the federal contracts the agency administers is limited to a small group of projects, but staff would bring back a report containing DBE information at the next FAC meeting.



Commissioner Spencer moved the item with an amendment to bring back DBE information to the Commission at the next FAC meeting. Commissioner Ortiz seconded the motion. The motion passed with the following vote:

Yes: *Valle, Biddle, Spencer, Worthington, Thorne, Ortiz, Harrison, Kaplan*  
No: *None*  
Abstain: *None*  
Absent: *Wieler*

**6. Committee Member Reports (Verbal)**

There were no committee member reports.

**7. Staff Reports**

There were no staff reports.

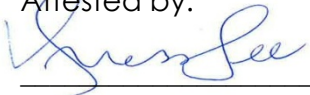
**8. Adjournment/ Next Meeting**

The next meeting is:

Date/Time: Monday, January 9, 2017 at 10:30 a.m.

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

Attested by:



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Vanessa Lee,  
Clerk of the Commission

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# Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607 • 510.208.7400 • www.AlamedaCTC.org

**DATE:** December 30, 2016

**SUBJECT:** Fiscal Year (FY) 2017-18 Professional Services Contracts Plan

**RECOMMENDATION:** Approve the FY 2017-18 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 professional 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, 2017, for the following services:
  1. Contract Equity Support Services with L. Luster & Associates, Inc.;
  2. Independent Financial Audit Services with Vavrinek, Trine, Day & Co., LLP;
  3. Media and Public Relations Services with Circlepoint;
  4. Paratransit Coordination Services with Nelson\Nygaard Consulting Associates, Inc.; and
  5. Policy, Legislation, Communications, and Administrative Support Services with Acumen Building Enterprise, Inc.
- 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 General Counsel Services contract.

## 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 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 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 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 professional services contracts are discussed below and summarized in **Table 1** (Attachment 5.1A):

### 1. **Contract Equity Support Services** – L. Luster & Associates, Inc.

Contract equity support services include coordination and administration of Alameda CTC's Local Business Contract Equity (LBCE) Program, including: processing of Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), and Very Small Local Business Enterprise (VSLBE) 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., an Alameda CTC-certified LBE/SLBE/VSLBE firm with offices in Oakland, California, was awarded a contract in 2016 through a competitive bid process to provide these services. The value of the current contract, which covers the period from July 1, 2016 to June 30, 2017, is \$242,615.

*Staff recommends authorization to enter into negotiations and execute a professional services contract with L. Luster & Associates, Inc. for contract equity support services for one additional year through June 30, 2018.*

### 2. **Independent Financial Audit Services** – Vavrinek, Trine, Day & Co., LLP

The Independent Financial Auditor provides the required independent audits of Alameda CTC and the Sunol Smart Carpool Lane Joint Powers Authority, issuance of their opinions on separate audited financial reports, the Federal single audit and completion of the Single Audit report, reports on Measure B and Measure BB Sales Tax Limitations, and assists in the development of the Comprehensive Annual Financial Report (CAFR) with all required notes and various sections. An RFP to obtain a consultant to provide these services was issued in December 2011, and Vavrinek, Trine, Day & Co., LLP (VTD) was awarded a contract after being selected as the top-ranked firm in April 2012. The original term of the professional services contract was for three years, with the option to continue for additional years of services for a term totaling no more than five years ending in FY 2016-17 which would get the agency through the

annual audit for the fiscal year ended June 30, 2016. The value of the current contract, which covers the two year period from July 1, 2015 to June 30, 2017, is \$157,000.

Over the last year, auditors from VTD assisted the agency in implementing one of the most extensive Government Accounting Standard's Board (GASB) statements in GASB's history, GASB 68. GASB 68 relates to the accounting and financial reporting for pensions and required all unfunded pension liabilities to be reported on the balance sheets of governmental entities based on very complicated calculations. While many agencies had to hire additional actuaries to complete this work, Alameda CTC was able to complete this work in house with the assistance of VTD auditors. Calculations on GASB 68 will change materially in the next couple of years and will again require assistance to complete. In addition, another very complicated GASB statement, GASB 75, is required to be implemented with the CAFR for the year ended June 30, 2018, which requires all unfunded postemployment benefits to be reported on the balance sheets of governmental entities very similar to the manner in which GASB 68 requires for pensions again requiring professional assistance.

While Alameda CTC Contracting and Procurement Policies generally limit audit services contracts to a period of five years, the policies also allow for this restriction to be waived at the discretion of the Commission under certain circumstances.

*Staff recommends authorization to enter into negotiations and execute a professional services contract with Vavrinek, Trine, Day & Co., LLP for independent financial audit services for two additional years through June 30, 2019, as allowed under the Alameda CTC Contracting and Procurement Policies for special circumstances.*

### **3. Media and Public Relations Services – Circlepoint**

Media and public relations services include communications and public relations, preparation of press and other public materials, assistance at public meetings and events, and support for agency communications and outreach needs. Circlepoint, an Alameda CTC-certified LBE firm with offices in Oakland, California, was awarded a contract in 2016 through a competitive bid process and the value of the current contract, which covers the period from July 1, 2016 to June 30, 2017, is \$224,933.

*Staff recommends authorization to enter into negotiations and execute a professional services contract with Circlepoint for media and public relations services for one additional year through June 30, 2018.*

### **4. Paratransit Coordination Services – Nelson/Nygaard Consulting Associates, Inc.**

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, is currently

providing these services after being awarded the contract through a competitive procurement process in 2016. The value of the current contract, which covers the period from July 1, 2016 to June 30, 2017, is \$303,344.

*Staff recommends authorization to enter into negotiations and execute a professional services contract with Nelson/Nygaard Consulting Associates for paratransit coordination services for one additional year through June 30, 2018.*

5. **Policy, Legislation, Communications, and Administrative Support Services – Acumen Building Enterprises, Inc.**

Acumen Building Enterprises, an Alameda CTC-certified LBE/SLBE firm with offices in Oakland, California, has been providing administrative, policy, planning and communications support services since undergoing a formal competitive bid process in September 2013. These services include, but are not limited to: providing technical and other support for planning, policy, communications, projects and programs; public meeting support for Alameda CTC's Commission and Community Advisory Committees; assistance with planning activities such as the Countywide Transportation Plan, Congestion Management Program, modal-specific studies, and performing other general services for Alameda CTC. The original term of the professional services contract was for 18 months, with the option to continue for additional years of services through June 30, 2018. The value of the current year contract work, which covers the period from July 1, 2016 to June 30, 2017, 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, 2018.*

6. **General Counsel Services – Wendel, Rosen, Black & Dean, LLP**

General counsel services for Alameda CTC include representation at Committee and Commission meetings, review of contracts and agreements, as well as other general legal matters. It also includes highly specialized legal services such as counseling on personnel-related matters and providing legal representation on ongoing condemnation and eminent domain proceedings, right-of-way activities and other project related matters. Wendel, Rosen, Black & Dean, LLP, an Alameda CTC-certified 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, 2016 to June 30, 2017, is \$850,000. Of the current contract value, approximately \$380,000 was budgeted for general legal services, with the remainder being budgeted to cover specialized legal services for Alameda CTC's programs and capital projects.

*Staff recommends issuance of an RFP for general counsel services and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for services commencing July 1, 2017.*

**Fiscal Impact:** The fiscal impact for contracts that are renewed or procured as a result of approving this item will be negotiated and included in the draft FY 2017-18 budget which is scheduled to go to the Commission for approval in May 2017.

**Attachment**

A. Table 1 – Summary of Professional Services Contracts Plan

**Staff Contacts**

[Seung Cho](#), Director of Budgets and Administration

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

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## Attachment A

TABLE 1 – SUMMARY OF PROFESSIONAL SERVICES CONTRACTS PLAN				
Services	Current Firm	Contract Budget for FY2016-17	Year of Last RFP Issuance	Recommended Action
Contract Equity Support Services	L. Luster & Associates, Inc.	\$242,615	2016	1-Year Renewal
Independent Financial Audit Services	Vavrinek, Trine, Day & Co., LLP	\$157,000*	2011	2-Year Renewal
Paratransit Coordination Services	Nelson/Nygaard Consulting Associates, Inc.	\$303,344	2016	1-Year Renewal
Media and Public Relations Services	Circlepoint	\$224,933	2016	1-Year Renewal
Policy, Legislation, Communications, and Administrative Support Services	Acumen Building Enterprise, Inc.	\$1,700,000	2013	1-Year Renewal
General Counsel Services	Wendel, Rosen, Black & Dean, LLP	\$850,000	2012	Issue RFP
<i>* Contract budget for FY 2015-16 and FY 2016-17 combined</i>				

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