



Finance and Administration Committee Meeting Agenda Monday, November 19, 2018, 8:30 a.m.

| | | | |
|------------------|--------------------------------------------------------|--------------------------|---------------------------------|
| Committee Chair: | Scott Haggerty, Alameda County, District 1 | Executive Director: | Arthur L. Dao |
| Vice Chair: | Luis Freitas, City of Newark | Staff Liaison: | Patricia Reavey |
| Members: | Wilma Chan, David Haubert, Teddy King, Jerry Thorne | Clerk of the Commission: | Vanessa Lee |
| Ex-Officio: | Richard Valle, Pauline Cutter | | |

1. Call to Order/Pledge of Allegiance

2. Roll Call

3. Public Comment

4. Consent Calendar

Page/Action

- | | | |
|----------------------------------------------------------------------------------------------------------|---|---|
| 4.1. Approve the October 8, 2018 FAC Meeting Minutes | 1 | A |
| 4.2. FY2018-19 First Quarter Report of Claims Acted Upon Under the Government Claims Act | 5 | I |

5. Regular Matters

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|----|---|
| 5.1. Approve the Alameda CTC Draft Audited Comprehensive Annual Financial Report For the Year Ended June 30, 2018 | 7 | A |
| 5.2. Approve the Alameda CTC FY2018-19 First Quarter Investment Report | 11 | A |
| 5.3. Approve the FY2018-19 First Quarter Consolidated Financial Report | 29 | A |
| 5.4. Approve Alameda CTC Staff and Retiree Benefits for Calendar Year 2019 and Salary Ranges for Fiscal Year 2019-20 | 35 | A |
| 5.5. Approve the FY2019-20 Professional Services Contracts Plan | 51 | A |
| 5.6. Approve and adopt an amendment to the Alameda CTC Health Reimbursement Arrangement Plan for retirees | 57 | A |

6. Committee Member Reports

7. Staff Reports

8. Adjournment

Next Meeting: Monday, January 14, 2019

Notes:

- All items on the agenda are subject to action and/or change by the Commission.
- To comment on an item not on the agenda (3-minute limit), submit a speaker card to the clerk.
- Call 510.208.7450 (Voice) or 1.800.855.7100 (TTY) five days in advance to request a sign-language interpreter.
- If information is needed in another language, contact 510.208.7400. Hard copies available only by request.

- Call 510.208.7400 48 hours in advance to request accommodation or assistance at this meeting.
- Meeting agendas and staff reports are available on the [website calendar](#).
- Alameda CTC is located near 12th St. Oakland City Center BART station and AC Transit bus lines. [Directions and parking information](#) are available online.



Alameda CTC Schedule of Upcoming Meetings:

Commission Chair

Supervisor Richard Valle, District 2

Commission Vice Chair

Mayor Pauline Cutter,
City of San Leandro

AC Transit

Board President Elsa Ortiz

Alameda County

Supervisor Scott Haggerty, District 1
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART

Director Rebecca Saltzman

City of Alameda

Mayor Trish Spencer

City of Albany

Councilmember Peter Maass

City of Berkeley

Mayor Jesse Arreguin

City of Dublin

Mayor David Haubert

City of Emeryville

Mayor John Bauters

City of Fremont

Mayor Lily Mei

City of Hayward

Mayor Barbara Halliday

City of Livermore

Mayor John Marchand

City of Newark

Councilmember Luis Freitas

City of Oakland

Councilmember At-Large
Rebecca Kaplan
Councilmember Dan Kalb

City of Piedmont

Vice Mayor Teddy Gray King

City of Pleasanton

Mayor Jerry Thorne

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Arthur L. Dao

| Description | Date | Time |
|-------------------------------------------------------------------|-------------------|------------|
| Paratransit Technical Advisory Committee (ParaTAC) | January 8, 2019 | 9:30 a.m. |
| Alameda County Technical Advisory Committee (ACTAC) | January 10, 2019 | 1:30 p.m. |
| Finance and Administration Committee (FAC) | January 14, 2019 | 8:30 a.m. |
| I-680 Sunol Smart Carpool Lane Joint Powers Authority (I-680 JPA) | | 9:30 a.m. |
| I-580 Express Lane Policy Committee (I-580 PC) | | 10:00 a.m. |
| Planning, Policy and Legislation Committee (PPLC) | | 10:30 a.m. |
| Programs and Projects Committee (PPC) | | 12:00 p.m. |
| Independent Watchdog Committee (IWC) | January 14, 2019 | 5:30 p.m. |
| Alameda CTC Commission Meeting | January 24, 2019 | 2:00 p.m. |
| Paratransit Advisory and Planning Committee (PAPCO) | January 28, 2019 | 1:30 p.m. |
| Bicycle and Pedestrian Community Advisory Committee (BPAC) | February 21, 2019 | 5:30 p.m. |

All meetings are held at Alameda CTC offices located at 1111 Broadway, Suite 800, Oakland, CA 94607. Meeting materials, directions and parking information are all available on the [Alameda CTC website](http://www.AlamedaCTC.org).

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Finance and Administration Committee Meeting Minutes Monday, October 8, 2018, 10:30 a.m.

4.1

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

1. Pledge of Allegiance

2. Roll Call

A roll call was conducted. All members were present with the exception of Commissioner Chan, Commissioner King and Commissioner Cutter.

Subsequent to the roll call:

Commissioner King and Commissioner Cutter arrived during item 5.1.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. Approve the September 10, 2018 FAC Meeting Minutes

4.2. Annual Local Business Contract Equity Program Utilization Report for payments processed between July 1, 2017 and June 30, 2018 Update

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

Commissioner Thorne moved to approve the Consent Calendar. Commissioner Haubert seconded the motion. The motion passed with the following votes:

Yes: Freitas, Haggerty, Haubert, Thorne, Valle

No: None

Abstain: None

Absent: Chan, Cutter, King

5. Regular Matters

5.1. Approve Alameda CTC FY2018-19 Member Agency Fee Schedule

Patricia Reavey presented the FY2018-19 Member Agency Fee Schedule. Ms. Reavey stated that the member agency fees have been an essential funding source used to fund the local match requirement on federal and state funding sources for core functions. The member agency fees has not increases in over five years. The proposed schedule for this fiscal year includes a three percent increase over the FY2012-13 level, which is less than \$42,000 across all member agencies. Ms. Reavey stated that staff is proposing that the fee be adjusted by the Consumer Price Index (CPI) annually going forward, constrained to a maximum adjustment of three percent per year if the CPI is more than that in any given year. The fee is allocated to the member agencies annually based on the most current Proposition 111 subvention data provided by the State Controller. Alameda CTC's Direct Local Distribution (DLD) program allows for these fees to be paid from the DLD funds. The increase, split

between the member agencies, is nominal and ranges from \$19 to \$13,509 for any one agency for a total increase of \$41,846 for the fiscal year. Ms. Reavey recommended that the Commission approve the member agency fee schedule for FY2018-19 and allow for member agency fees to be adjusted by CPI, annually, constrained to three percent in any one fiscal year. Ms. Reavey conclude by stating that approval of this item will allow Alameda CTC to continue to seek and utilize federal and state funding sources for core function activities, help ensure the financial stability of the agency, and set the member agency fee revenue budget for FY2018-19 at \$1,436,665. She noted that this amount will be incorporated into the FY2018-19 mid-year budget update.

Additionally, Art Dao stated that while Alameda CTC has not increased the member agency fees in the last five years, the service that the agency provides to member agencies have increased substantially over the last eight years. He noted that this is a different organization since the fee was developed in 1991. Likewise, the services that Alameda CTC provides the Commission has increased since the merger. The agency fee was established by the former Alameda County Congestion Management Agency based on statute in 1991. As an agency, we distribute about \$154 Million to all members annually and the reserve being held is approximately \$94 Million.

Commissioner Haggerty asked that, if the Commission voted for the annual increase as recommended, will Alameda CTC continue to bring the fee schedule to the Commission for discussion annually. Mr. Dao said the agency may bring it before the Commission annually or bring it with the mid-year budget update. Commissioner Haggerty suggested the agency bring it before the Commission annually.

Commissioner Valle stated that adjusting the member agency fee by CPI annually is the right thing to do.

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

| | |
|----------|---------------------------------------------------------|
| Yes: | Cutter, Freitas, Haggerty, Haubert, King, Thorne, Valle |
| No: | None |
| Abstain: | None |
| Absent: | Chan |

6. Closed Session

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

The Commission went into closed session as listed on the agenda. Commissioner Haggerty reported that there was no action taken in Closed Session.

7. Committee Member Reports

There were no committee reports.

8. Staff Reports

There were no staff reports.

9. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, November 19, 2018 at 8:30 a.m.

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

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Memorandum

4.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: FY2018-19 First Quarter Report of Claims Acted Upon Under the Government Claims Act

Recommendation

This item is to provide the Commission with an update on the FY2018-19 First Quarter Report of Claims Acted Upon Under the Government Claims Act. This item is for information only.

Summary

There were no actions taken by staff under the Government Claims Act during the first quarter of FY2018-19.

Background

Tort claims against Alameda CTC and other California government entities are governed by the Government Claims Act (Act). The Act allows the Commission to delegate authority to an agency employee to review, reject, allow, settle, or compromise tort claims pursuant to a resolution adopted by the Commission. If the authority is delegated to an employee, that employee can only reject claims or allow, settle, or compromise claims \$50,000 or less. The decision to allow, settle, or compromise claims over \$50,000 must go before the Commission for review and approval.

California Government Code section 935.4 states:

“A charter provision, or a local public entity by ordinance or resolution, may authorize an employee of the local public entity to perform those functions of the governing body of the public entity under this part that are prescribed by the local public entity, but only a charter provision may authorize that employee to allow, compromise, or settle a claim against the local public entity if the amount to be paid pursuant to the allowance, compromise or

settlement exceeds fifty thousand dollars (\$50,000). A Charter provision, ordinance, or resolution may provide that, upon the written order of that employee, the auditor or other fiscal officer of the local public entity shall cause a warrant to be issued upon the treasury of the local public entity in the amount for which a claim has been allowed, compromised, or settled."

On June 30, 2016, the Commission adopted a resolution which authorized the Executive Director to reject claims or allow, settle, or compromise claims up to and including \$50,000.

There have only been a handful of small claims filed against Alameda CTC and its predecessors over the years, and many of these claims were erroneously filed, and should have been filed with other agencies (such as Alameda County, AC Transit, and Caltrans). As staff moves forward with the implementation of Measure BB, Alameda CTC may experience an increase in claims against the agency as Alameda CTC puts more projects on the streets and highways of Alameda County and as Alameda CTC's name is recognized as a funding agency on these projects. Staff works directly with the agency's insurance provider, the Special District Risk Management Authority (SDRMA), when claims are received so that responsibility may be determined promptly and they might be resolved expediently or referred to the appropriate agency. This saves Alameda CTC money because when working with the SDRMA directly, much of the legal costs to address these claims are covered by insurance.

Fiscal Impact: There is no fiscal impact associated with the requested action.



Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2018

Recommendation

It is recommended that the Commission approve the Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2018 (Draft Audited CAFR).

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, 2017 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 two of the Draft Audited CAFR, the Alameda CTC's auditors have reported what is considered to be an unmodified opinion 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 Alameda CTC, as of June 30, 2018, 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."

The Alameda CTC Draft Audited CAFR and the Limitations Worksheets for the year ended June 30, 2018 were reviewed in detail and approved by the Alameda CTC's audit committee on October 25, 2018.

Financial Highlights:

- The assets and deferred outflows of resources of Alameda CTC exceeded its liabilities and deferred inflows of resources at the end of fiscal year 2017-18 by \$448.24 million (*net position*). Of this amount, \$60.1 million represents unrestricted net position, which may be used to meet ongoing obligations.

Alameda CTC's total net position increased \$88.2 million or 24.5 percent over the prior fiscal year-end primarily due to an increase in cash and investments related to sales tax collections and a reduction in long term liabilities as the first principal payment on the outstanding 2014 Sales Tax Revenue Bonds was made in March 2017.

- As of June 30, 2018, Alameda CTC governmental funds reported combined fund balances of \$510.7 million, an increase of \$73.1 million compared to June 30, 2017. Of the total combined fund balances, \$58.8 million or 11.5 percent is available for spending at Alameda CTC's discretion (*unassigned fund balance*).
- Total assets and deferred outflows of resources of Alameda CTC increased by \$96.5 million from \$578.4 million to \$675.0 million as of June 30, 2018 compared to June 30, 2017 mainly related to an increased cash and investment balance due to sales tax revenue collections. Cash and investments comprised \$560.0 million or 83.0 percent of the total assets and deferred outflows of resources as of June 30, 2018.
- Revenues totaled \$365.9 million for the fiscal year ended June 30, 2018. This was an increase of \$13.4 million or 3.8 percent over the fiscal year ended June 30, 2017 mostly related to an increase in sales tax revenue collections.
- Total liabilities and deferred inflows of resources increased by \$8.4 million or 3.8 percent from \$218.4 million to \$226.8 million as of June 30, 2018 compared to June 30, 2017. This increase is mostly due to an increase in accrued liabilities related to 2000 Measure B and 2014 Measure BB capital projects.
- Expenses totaled \$277.7 million for the fiscal year ended June 30, 2018. This was an increase of \$2.0 million or 0.7 percent over the fiscal year ended June 30, 2017 mostly due to disbursements for discretionary grants from the 2000 Measure B and 2014 Measure BB Special Revenue Funds for projects and programs in the related transportation expenditure plans.

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 limitations ratios required by the 2000 and 2014 Transportation Expenditure Plans (TEP) which require that the total Measure B and Measure BB salaries and benefits costs for administrative employees not exceed 1.00 percent of sales tax revenues and expenditures for administration, do not exceed 4.5 percent of sales tax revenues for Measure B and 4.0 percent of sales tax revenues for Measure BB. The Measure B and Measure BB ratios for the fiscal year ended June 30, 2018 are 0.40 percent and 0.63 percent, respectively, for salaries and benefits as a percent of sales tax revenues and 1.49 percent and 2.11 percent, respectively, for total administration costs as a percent of sales tax revenues which are in compliance with the requirements set forth in the TEPs.

Vavrinek, Trine, Day & Co., LLP also performed a Single Audit for the fiscal year ended June 30, 2018. Per the *Office of Management and Budget (OMB) Compliance Supplement*, a single audit is required when a grantee spends \$750,000 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 \$5.2 million during the fiscal year ended June 30, 2018 therefore a Single Audit was required. As demonstrated in the Independent Auditor's Report beginning on page 107 of the Draft Audited CAFR, 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, 2018."

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 has won the GFOA Certificate of Achievement for its CAFRs dated June 30, 2013, June 30, 2014, June 30, 2015, June 30, 2016 and June 30, 2017. A copy of the June 30, 2017 award has been included in the CAFR dated June 30, 2018 on page xi as required by the GFOA.

Similar to Alameda CTC's previous CAFRs, 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 Independent Watchdog Committee whose purview consists of 2000 Measure B and 2014 Measure BB activity only, these funds have been broken out in separate columns whenever possible in the fund financial statements beginning on page 18 of the Draft Audited CAFR except in the General Fund and the Debt Service Fund. There can only be one General Fund; however Alameda CTC's financial system was designed to distinguish costs related to the administration of congestion management projects and programs from that of each of the individual sales tax measures. Therefore, a breakout of financial information for the General Fund has been provided as supplemental information beginning on page 65 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 10 percent of the total

governmental funds' assets, liabilities, revenues or expenditures, and includes the Debt Service Fund, which also has been provided as supplemental information beginning on page 67.

In addition, within the supplemental information section, we have provided a breakout of the 2000 Measure B and the 2014 Measure BB Special Revenue Funds' financial information by sub-fund beginning on pages 77 and 81, respectively, of the Draft Audited CAFR.

Fiscal Impact: There is no fiscal impact associated with the requested action.

Attachment:

- A. [Alameda County Transportation Commission Draft Audited Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2018](#) *(Hyperlinked to website)*



Memorandum

5.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration
Lily Balinton, Director of Finance

SUBJECT: Alameda CTC FY2018-19 First Quarter Investment Report

Recommendation

It is recommended that the Commission approve the Alameda CTC FY2018-19 First Quarter Investment Report.

Summary

Alameda CTC's investments are in compliance with the Agency's investment policy, and the portfolios have met the benchmark goals for the quarter. Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

The Consolidated Investment Report as of September 30, 2018 (Attachment A) provides balance and average return on investment information for all cash and investments held by Alameda CTC at the end of the first quarter. The report also shows balances as of June 30, 2018 for comparison purposes. The *Portfolio Review for Quarter Ending September 30, 2018* (Attachment B), prepared by Public Trust Advisors, provides a review and outlook of market conditions and information regarding investment strategy, portfolio allocation, compliance, and returns by portfolio compared to the benchmarks.

Background

The following are key highlights of cash and investment information as of September 30, 2018:

- Effective July 1, 2018 the investment advisory services contract was awarded to Public Trust Advisors, LLC to provide investment management services for the Alameda CTC investment portfolio(s).

- As of September 30, 2018, total cash and investments held by Alameda CTC was \$567.5 million, an increase of \$5.7 million or 1.0 percent over June 30, 2018 primarily due to the receipt of Measure BB sales tax revenues and the collections of non-sales tax project reimbursements which continue to outpace expenditures as the activities on related capital projects wind down.
- Compared to prior year-end balances:
 - The 1986 Measure B investment balance increased slightly by \$0.4 million mostly due to investment earnings for the quarter.
 - The 2000 Measure B investment balance decreased \$2.6 million or 1.5 percent mainly due to the payment of capital project expenditures for construction work completed in the prior fiscal year.
 - The 2014 Measure BB investment balance increased \$4.2 million or 2.7 percent due to the accumulation of sales tax revenues for funding the various projects and programs in the 2018 Comprehensive Investment Plan. Activity for the many contracts and agreements that were finalized late last fiscal year for construction and discretionary projects is ramping up, and related invoices are expected to be paid over the next few months.
 - The Non-Sales Tax investment balance increased \$3.6 million or 3.9 percent as a result of grant reimbursement collections which outpaced expenditures as non-sales tax capital projects continue to wind down, in addition to the accumulation of toll revenues on the I-580 Express Lanes as the Agency accumulates funds for the operational risk reserve as defined in the I-580 Express Lanes 20-Year Expenditure Plan.

Investment yields have increased at the end of the first quarter with the approximate average return on investments through September 30, 2018 at 1.83 percent compared to the prior year's average return of 1.20 percent. Return on investments were projected for the FY2018-19 budget year at approximately 1.75 percent.

Fiscal Impact: There is no fiscal impact associated with the requested action.

Attachments:

- A. Consolidated Investment Report as of September 30, 2018
- B. Portfolio Review for Quarter Ending September 30, 2018 (provided by Public Trust Advisors)
- C. Holdings by Security Type as of September 30, 2018

| Alameda CTC Consolidated Investment Report As of September 30, 2018 | | | | | | | |
|---------------------------------------------------------------------------|--------------------|--------------------------|-------------|--------------|------------|--------------------|-----------------|
| 1986 Measure B | Un-Audited | Interest Earned | | | | FY 2017-2018 | |
| | Investment Balance | As of September 30, 2018 | | | | Investment Balance | Interest earned |
| | | Interest earned | Approx. ROI | Budget | Difference | June 30, 2018 | FY 2017-2018 |
| Bank Accounts | \$ 913,309 | \$ 395 | 0.17% | | | \$ 983,237 | 1,551 |
| State Treasurer Pool (LAIF) ⁽¹⁾ | 8,023,072 | 41,013 | 2.04% | | | 7,982,873 | 123,176 |
| Investment Advisor ^{(1) (2)} | 127,019,773 | 547,233 | 1.72% | | | 126,556,768 | 1,504,594 |
| Loan to Non-Sales Tax General Fund | - | - | - | | | - | - |
| 1986 Measure B Total | \$ 135,956,154 | \$ 588,641 | 1.73% | \$ 500,000 | \$ 88,641 | \$ 135,522,878 | \$ 1,629,321 |
| Approx. ROI | | | | | | | 1.20% |
| 2000 Measure B | Un-Audited | Interest Earned | | | | FY 2017-2018 | |
| | Investment Balance | As of September 30, 2018 | | | | Investment Balance | Interest earned |
| | | Interest earned | Approx. ROI | Budget | Difference | June 30, 2018 | FY 2017-2018 |
| Bank Accounts | \$ 10,471,173 | \$ 5,260 | 0.20% | | | \$ 5,894,103 | \$ 17,434 |
| State Treasurer Pool (LAIF) ⁽¹⁾ | 15,339,594 | 131,782 | 3.44% | | | 27,629,904 | 320,325 |
| Investment Advisor ^{(1) (2)} | 132,395,239 | 559,936 | 1.69% | | | 131,874,047 | 1,611,627 |
| 2014 Series A Bond Project Fund | - | - | 0.00% | | | - | 8,825 |
| 2014 Series A Bond Revenue Fund ⁽¹⁾ | 814 | 4 | 1.83% | | | 810 | 4 |
| 2014 Series A Bond Interest Fund ^{(1) (2)} | 657,886 | 7,353 | 1.92% | | | 1,712,542 | 21,223 |
| 2014 Series A Bond Principal Fund ^{(1) (2)} | 13,151,883 | 53,826 | 2.19% | | | 7,507,309 | 129,605 |
| Project Deferred Revenue ^{(1) (3)} | 809,185 | 4,135 | 2.04% | | | 801,253 | 44,711 |
| 2000 Measure B Total | \$ 172,825,774 | \$ 762,296 | 1.76% | \$ 750,000 | \$ 12,296 | \$ 175,419,968 | \$ 2,153,754 |
| Approx. ROI | | | | | | | 1.23% |
| 2014 Measure BB | Un-Audited | Interest Earned | | | | FY 2017-2018 | |
| | Investment Balance | As of September 30, 2018 | | | | Investment Balance | Interest earned |
| | | Interest earned | Approx. ROI | Budget | Difference | June 30, 2018 | FY 2017-2018 |
| Bank Accounts | \$ 5,874,787 | \$ 2,766 | 0.19% | | | \$ 1,441,895 | \$ 18,195 |
| State Treasurer Pool (LAIF) ⁽¹⁾ | 46,280,240 | 226,433 | 1.96% | | | 43,633,786 | 675,445 |
| Investment Advisor ^{(1) (2)} | 101,294,202 | 499,004 | 1.97% | | | 100,705,850 | 1,050,951 |
| Project Deferred Revenue ^{(1) (3)} | 8,567,036 | 55,037 | 2.57% | | | 12,000,000 | 56,343 |
| 2014 Measure BB Total | \$ 162,016,265 | \$ 783,240 | 1.93% | \$ 425,000 | \$ 358,240 | \$ 157,781,531 | \$ 1,800,934 |
| Approx. ROI | | | | | | | 1.14% |
| Non-Sales Tax | Un-Audited | Interest Earned | | | | FY 2017-2018 | |
| | Investment Balance | As of September 30, 2018 | | | | Investment Balance | Interest earned |
| | | Interest earned | Approx. ROI | Budget | Difference | June 30, 2018 | FY 2017-2018 |
| Bank Accounts | \$ 8,589,117 | \$ 4,616 | 0.21% | | | \$ 5,423,196 | \$ 30,015 |
| State Treasurer Pool (LAIF) ⁽¹⁾ | 29,510,057 | 152,463 | 2.07% | | | 29,313,198 | 410,241 |
| California Asset Management Program (CAMP) | 49,880,936 | 265,942 | 2.13% | | | 49,614,995 | 600,311 |
| Project Deferred Revenue ^{(1) (4)} | 8,716,609 | 42,977 | 1.97% | | | 8,756,339 | 112,205 |
| Non-Sales Tax Total | \$ 96,696,719 | \$ 465,998 | 1.93% | \$ 296,250 | \$ 169,748 | \$ 93,107,728 | \$ 1,152,772 |
| Approx. ROI | | | | | | | 1.24% |
| Alameda CTC TOTAL | \$ 567,494,912 | \$ 2,600,175 | 1.83% | \$ 1,971,250 | \$ 628,925 | \$ 561,832,105 | \$ 6,736,781 |

Notes:

- (1) All investments are marked to market on the financial statements at the end of the fiscal year per GASB 31 requirements.
- (2) See attachments for detail of investment holdings managed by Investment Advisor.
- (3) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective fund which includes TVTC funds.
- (4) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective fund which includes VRF, TVTC, San Leandro Marina, TCRP, PTMISEA and Cal OES.

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**Alameda County Transportation Commission
Portfolio Review for the Quarter Ending September 30, 2018**

Fixed Income Market Review and Outlook

The U.S. economy continues to expand with Real Gross Domestic Product (GDP) rising at an annualized rate of 4.2% in the second quarter of 2018, the strongest since late 2014, indicating a solid foundation for continued growth this quarter. The Atlanta Fed GDPNow index suggests growth will continue in the third quarter, albeit at a more moderate 3.6% annualized rate. At 110 months, the current expansion is now the 2nd longest in U.S. history dating back to 1854 according to data from the National Bureau of Economic Research. Growth appears poised to continue with the Institute of Supply Management manufacturing and non-manufacturing indices remaining firmly expansionary and measures of consumer and small business sentiment persisting at historically elevated levels. Escalating global trade tensions, notably between the U.S. and China, remain a key focal point for market participants and a primary area of economic uncertainty.

Labor market conditions remain supportive of continued expansion. While the September 2018 nonfarm payroll report was distorted by the effects of Hurricane Florence, upward revisions to the prior two months (totaling 87K jobs) more than offset September's weather-related weakness. On a trend basis, the four-month average for nonfarm payrolls remain healthy at 194K jobs per month and the unemployment rate fell to a 48-year low of 3.7%.

Measures of inflation unexpectedly cooled in August but remain at or above the Federal Reserve's (Fed) 2.0% target. The headline and core Consumer Price Indices moderated to 2.7% and 2.2% year over year through August while the Fed's preferred measure, the core Personal Consumption Expenditures Index (PCE), closed the month at 1.96%.

Against this supportive domestic economic fundamental backdrop, the Fed raised interest rates by another 25 basis points (0.25%) at the September 25-26th Federal Open Market Committee (FOMC) meeting to a range of between 2.0% and 2.25%. Looking ahead, pricing in the Fed funds futures market reflect a 72% implied probability of an additional rate hike at the December FOMC meeting. Yields increased over the quarter as solid economic fundamentals reinforced expectations for additional Fed rate hikes and measures of inflation expectations held above the Fed's 2.0% target. Over the quarter, 2-year Treasury yields rose 29 basis points (0.29%) to 2.82% and 10-year Treasury yields rose 20 basis points (0.20%) to 3.06%.

Investment Strategy Update

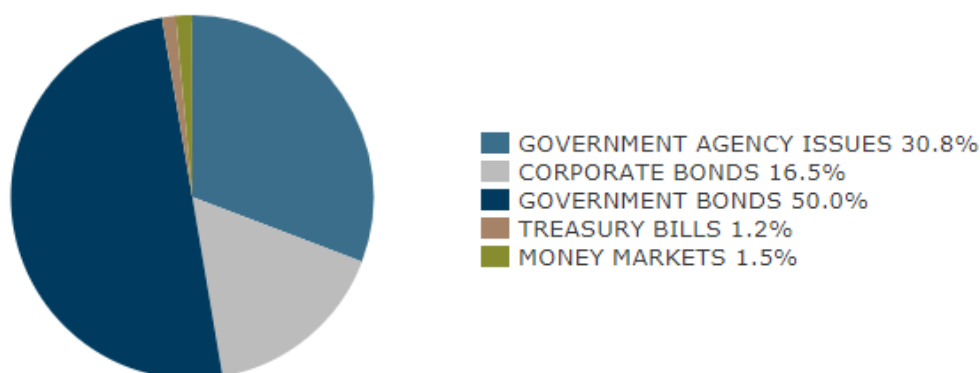
Effective July 1, 2018 Alameda CTC has engaged Public Trust Advisors, LLC (PTA), to provide investment management services in connection with the Alameda CTC portfolio(s). PTA is an SEC registered investment advisory firm. As part of this transition, Alameda CTC is working with PTA to develop a long-term investment strategy tailored to the specific cashflow and liquidity needs of the 1986 Measure B portfolio, the 2000 Measure B portfolio, and the 2014 Measure BB portfolio.

Based upon the review of anticipated cashflow and foreseeable liquidity needs, it was determined that the portfolios will consist of two sub-investment strategies for each portfolio to most effectively balance the priorities of safety and liquidity while earning a competitive market rate of return. Specifically, PTA will create a ladder portfolio designed to match the anticipated fund expenditures as provided by Alameda CTC. PTA will work with Alameda CTC to ensure the ladder portfolio provides sufficient liquidity and is appropriately sized and structured based upon anticipated program expenditures.

After appropriately sizing and structuring the expenditure-matched ladder portfolio, the core funds that remain will be invested into an actively managed strategy and benchmarked to an appropriate index by portfolio as determined by the Alameda CTC. Because liquidity for anticipated expenditures is provided by the above-referenced ladder portfolio, Alameda CTC has determined that a modestly longer duration strategy may be appropriate for the core portion of the portfolio in an effort to improve earnings and investment return consistent with all prudent safety and liquidity considerations. This portion of the portfolio will be actively managed on a discretionary and total return basis. In order to effectively maintain the portfolio's strategic risk/return profile in accordance with the benchmark, PTA anticipates the execution of periodic rebalancing and relative value trades that may result in realized gains and losses in the portfolio.

Portfolio Allocation

Provided below is a summary of the Alameda CTC consolidated portfolio as of the quarter ending September 30, 2018.



Compliance with Investment Policy Statement

As of the quarter ending September 30, 2018, the Alameda CTC portfolios were in compliance with the adopted investment policy statement.

Budget Impact

The portfolios' performance is reported on a total 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. Portfolio and benchmark performance for the quarter ending September 30, 2018 is summarized below:

| <i>Portfolio & Benchmark Total Return</i> | | |
|-----------------------------------------------|--------------------------|---------------------------|
| 1986 Measure B Portfolio | 2000 Measure B Portfolio | 2014 Measure BB Portfolio |
| Portfolio Return: 0.46% | Portfolio Return: 0.51% | Portfolio Return: 0.52% |
| Benchmark Return: 0.29% | Benchmark Return: 0.41% | Benchmark Return: 0.50% |

Note: Past performance is not an indication of future results. Performance is presented prior to the deduction of investment management fees.

¹ 1986 Measure B benchmark is the BofAML 0-3 Year US Treasury Index.

² 2000 Measure B benchmark is the BofAML 1-Year US Treasury Index.

³ 2014 Measure BB benchmark is the ML 6mo. Treasury index

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. Portfolio and benchmark yield to maturity for the quarter ending September 30, 2018 is summarized below:

| <i>Portfolio & Benchmark Yield to Maturity</i> | | |
|----------------------------------------------------|--------------------------|---------------------------|
| 1986 Measure B Portfolio | 2000 Measure B Portfolio | 2014 Measure BB Portfolio |
| Portfolio YTM: 2.54% | Portfolio YTM: 2.45% | Portfolio YTM: 2.50% |
| Benchmark YTM: 2.68% | Benchmark YTM: 2.67% | Benchmark YTM: 2.44% |

As of quarter end, the weighted average duration and maturity of the 1986 and 2000 Measure B Portfolios were shorter than their respective benchmarks resulting in lower yield to maturities. As short-term interest rates rose over the quarter, these portfolios outperformed their benchmarks on a total return basis as they were less sensitive than their benchmarks to the effects of rising interest rates.

Bond Portfolios

The Bond portfolios, including the Interest and Principal Funds, remain invested in permitted high grade fixed income securities. As of September 30, 2018, weighted average maturity for both the Interest Fund and Principal Fund was 0.39 years.

One way to measure the anticipated return of the Bond 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. The yield to maturity for the Bond Portfolios and comparable maturity U.S. Treasury securities as of the quarter ending September 30, 2018 are summarized below:

Portfolio & Comparable Maturity U.S. Treasury Security Yield to Maturity

Bond Interest Fund Portfolio

Portfolio YTM: 2.27%

Comparable TSY YTM: 2.30%

Bond Principal Fund Portfolio

Portfolio YTM: 2.34%

Comparable TSY YTM: 2.30%

For the quarter ending September 30, 2018, the Alameda CTC Series 2014 Bonds Interest Fund and Principal Fund portfolios were invested in compliance with Section 5.11 of the Bond Indenture dated February 1, 2014.

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
1986 Measure B Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|---------------------------------|-----------|----------|-------------------|---------|----------------------|----------------------|----------------------|--------------|---------------|-----|---------|
| U.S. Treasury | | | | | | | | | | | |
| United States Treas Nts | 912828RP7 | 10/31/18 | 4,000,000 | 99.974 | 3,998,976.00 | 4,070,625.00 | 4,002,827.34 | 0.89% | 3.16% | AA+ | Aaa |
| United States Treas Nts | 912828WD8 | 10/31/18 | 11,795,000 | 99.934 | 11,787,215.30 | 11,775,007.59 | 11,787,170.85 | 2.06% | 9.33% | AA+ | Aaa |
| United States Treas Nts | 912828N22 | 12/15/18 | 1,300,000 | 99.807 | 1,297,485.80 | 1,300,000.00 | 1,300,000.00 | 1.25% | 1.03% | AA+ | Aaa |
| United States Treas Nts | 912828B33 | 01/31/19 | 1,590,000 | 99.728 | 1,585,679.97 | 1,596,024.61 | 1,591,088.41 | 1.29% | 1.25% | AA+ | Aaa |
| United States Treas Nts | 912828C24 | 02/28/19 | 1,950,000 | 99.641 | 1,942,991.70 | 1,962,796.88 | 1,952,584.10 | 1.18% | 1.54% | AA+ | Aaa |
| United States Treas Nts | 912828SH4 | 02/28/19 | 1,500,000 | 99.590 | 1,493,847.00 | 1,501,933.59 | 1,500,412.60 | 1.31% | 1.18% | AA+ | Aaa |
| United States Treas Nts | 912828SN1 | 03/31/19 | 5,000,000 | 99.539 | 4,976,955.00 | 5,014,453.15 | 5,003,483.71 | 1.36% | 3.94% | AA+ | Aaa |
| United States Treas Nts | 912828D23 | 04/30/19 | 4,000,000 | 99.523 | 3,980,936.00 | 3,974,843.76 | 3,985,268.69 | 2.27% | 3.15% | AA+ | Aaa |
| United States Treas Nts | 912828ST8 | 04/30/19 | 3,500,000 | 99.309 | 3,475,801.00 | 3,496,308.59 | 3,498,899.33 | 1.30% | 2.75% | AA+ | Aaa |
| United States Treas Nts | 912828XV7 | 06/30/19 | 4,000,000 | 99.047 | 3,961,876.00 | 3,992,656.24 | 3,997,053.23 | 1.35% | 3.14% | AA+ | Aaa |
| United States Treas Nts | 912828LJ7 | 08/15/19 | 3,000,000 | 100.836 | 3,025,077.00 | 3,138,398.43 | 3,060,400.90 | 1.29% | 2.39% | AA+ | Aaa |
| United States Treas Nts | 912828ND8 | 05/15/20 | 5,000,000 | 101.106 | 5,055,275.00 | 5,089,257.80 | 5,077,055.14 | 2.52% | 4.00% | AA+ | Aaa |
| United States Treas Nts | 912828NT3 | 08/15/20 | 1,500,000 | 99.645 | 1,494,667.50 | 1,539,667.97 | 1,526,473.73 | 1.66% | 1.18% | AA+ | Aaa |
| United States Treas Nts | 912828VZ0 | 09/30/20 | 1,000,000 | 98.395 | 983,945.00 | 990,820.31 | 992,903.66 | 2.37% | 0.78% | AA+ | Aaa |
| United States Treas Nts | 912828A42 | 11/30/20 | 5,000,000 | 98.231 | 4,911,525.00 | 4,926,757.80 | 4,936,808.51 | 2.60% | 3.89% | AA+ | Aaa |
| United States Treas Nts | 9128284P2 | 05/15/21 | 4,000,000 | 99.371 | 3,974,844.00 | 3,997,031.24 | 3,997,371.83 | 2.65% | 3.15% | AA+ | Aaa |
| Totals: | | | 58,135,000 | | 57,947,097.27 | 58,366,582.96 | 58,209,802.02 | 1.83% | 45.86% | | |
| Government Agency Issues | | | | | | | | | | | |
| Federal Home Loan Mtg Corp | 3137EAD7 | 10/12/18 | 3,000,000 | 99.961 | 2,998,821.00 | 2,995,620.00 | 2,999,934.01 | 0.95% | 2.37% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3136G0X22 | 10/29/18 | 3,000,000 | 99.906 | 2,997,192.00 | 3,001,740.00 | 3,000,065.24 | 0.97% | 2.37% | AA+ | Aaa |
| Federal Home Loan Banks | 313376BR5 | 12/14/18 | 1,970,000 | 99.903 | 1,968,096.98 | 1,986,745.00 | 1,972,073.23 | 1.23% | 1.56% | AA+ | Aaa |
| Federal Home Loan Mtg Corp | 3137EADZ9 | 04/15/19 | 4,000,000 | 99.293 | 3,971,720.00 | 3,957,480.00 | 3,975,871.27 | 2.26% | 3.14% | AA+ | Aaa |
| Federal Home Loan Banks | 3130ABF92 | 05/28/19 | 4,000,000 | 99.263 | 3,970,520.00 | 3,998,360.00 | 3,999,466.68 | 1.40% | 3.14% | AA+ | Aaa |
| Federal Home Loan Mtg Corp | 3137EAE81 | 07/19/19 | 2,000,000 | 98.684 | 1,973,688.00 | 1,978,200.00 | 1,991,555.59 | 1.41% | 1.56% | AA+ | Aaa |
| Federal Home Loan Banks | 3130A9EP2 | 09/26/19 | 4,000,000 | 98.380 | 3,935,200.00 | 3,965,240.00 | 3,983,640.40 | 1.42% | 3.11% | AA+ | Aaa |
| Federal Home Loan Banks | 3130AE6V7 | 05/07/20 | 5,200,000 | 99.562 | 5,177,208.40 | 5,196,152.00 | 5,196,688.96 | 2.57% | 4.10% | AA+ | Aaa |
| Federal Home Loan Banks | 3130AECJ7 | 05/28/20 | 5,000,000 | 99.718 | 4,985,890.00 | 5,005,300.00 | 5,004,388.14 | 2.57% | 3.95% | AA+ | Aaa |
| Federal Home Loan Banks | 3130ACE26 | 09/28/20 | 1,400,000 | 97.185 | 1,360,583.00 | 1,364,860.00 | 1,372,049.14 | 2.41% | 1.08% | AA+ | Aaa |
| Federal Home Loan Mtg Corp | 3137EAEJ4 | 09/29/20 | 2,000,000 | 97.689 | 1,953,780.00 | 1,993,156.00 | 1,995,333.42 | 1.74% | 1.55% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0H55 | 12/28/20 | 1,000,000 | 97.872 | 978,715.00 | 995,700.00 | 996,785.12 | 2.02% | 0.77% | AA+ | Aaa |
| Totals: | | | 36,570,000 | | 36,271,414.38 | 36,438,553.00 | 36,487,851.20 | 1.82% | 28.71% | | |

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
1986 Measure B Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|------------------------------------|-----------|----------|-----------------------|---------|-----------------------|-----------------------|-----------------------|--------------|---------------|-----|---------|
| Corporate Bonds | | | | | | | | | | | |
| Johnson & Johnson | 478160BR4 | 03/01/19 | 1,000,000 | 99.461 | 994,610.00 | 996,390.00 | 999,266.38 | 1.30% | 0.79% | AAA | Aaa |
| Bank New York MTN BE | 06406HCR8 | 03/04/19 | 1,000,000 | 99.863 | 998,626.00 | 1,008,470.00 | 1,001,806.86 | 1.77% | 0.79% | A | A1 |
| Berkshire Hathaway Fin Corp | 084664CG4 | 03/15/19 | 2,000,000 | 99.656 | 1,993,116.00 | 2,005,840.00 | 2,001,539.57 | 1.53% | 1.58% | AA | Aa2 |
| Intl Business Machines | 459200JE2 | 05/17/19 | 2,000,000 | 99.465 | 1,989,298.00 | 2,009,800.00 | 2,003,499.49 | 1.52% | 1.57% | A | A1 |
| Coca-Cola Co | 191216BV1 | 05/30/19 | 2,000,000 | 99.222 | 1,984,436.00 | 1,997,040.00 | 1,999,062.66 | 1.44% | 1.57% | A+ | Aa3 |
| Bank New York MTN BE | 06406HCW7 | 09/11/19 | 1,000,000 | 99.516 | 995,160.00 | 1,012,340.00 | 1,005,648.19 | 1.69% | 0.79% | A | A1 |
| Cisco Systems Inc | 17275RBG6 | 09/20/19 | 1,000,000 | 98.694 | 986,939.00 | 995,950.00 | 998,121.18 | 1.60% | 0.78% | AA- | A1 |
| US Bank Assn Cincinnati OH MTN | 90331HML4 | 10/28/19 | 2,000,000 | 99.221 | 1,984,420.00 | 2,016,400.00 | 2,008,084.23 | 1.74% | 1.57% | AA- | A1 |
| Apple Inc | 037833CK4 | 02/07/20 | 2,000,000 | 98.821 | 1,976,422.00 | 1,993,200.00 | 1,995,653.31 | 2.06% | 1.56% | AA+ | Aa1 |
| State Street Corp | 857477AS2 | 08/18/20 | 2,000,000 | 99.229 | 1,984,588.00 | 2,003,300.00 | 2,002,076.93 | 2.49% | 1.57% | A | A1 |
| Home Depot Inc | 437076AT9 | 09/15/20 | 2,000,000 | 101.837 | 2,036,734.00 | 2,056,240.00 | 2,044,606.14 | 2.77% | 1.61% | A | A2 |
| PepsiCo Inc | 713448DC9 | 10/14/20 | 2,000,000 | 98.397 | 1,967,938.00 | 1,997,540.00 | 1,998,206.25 | 2.19% | 1.56% | A+ | A1 |
| Berkshire Hathaway Fin Corp | 084664BZ3 | 10/15/20 | 1,000,000 | 99.975 | 999,753.00 | 1,006,310.00 | 1,004,904.97 | 2.65% | 0.79% | AA | Aa2 |
| Microsoft Corp | 594918BG8 | 11/03/20 | 1,000,000 | 98.230 | 982,298.00 | 996,730.00 | 997,598.92 | 2.12% | 0.78% | AAA | Aaa |
| Totals: | | | 22,000,000 | | 21,874,338.00 | 22,095,550.00 | 22,060,075.09 | 1.94% | 17.31% | | |
| Cash & Equivalents | | | | | | | | | | | |
| Morgan Stanley Inst Liquidity Govt | 61747C70S | | 5,163,920 | 1.000 | 5,163,919.89 | 5,163,919.89 | 5,163,919.89 | 1.77% | 4.09% | | |
| Cash | Cash | | 5,098,125 | 1.000 | 5,098,125.00 | 5,098,125.00 | 5,098,125.00 | 0.00% | 4.03% | | |
| | | | 10,262,045 | | 10,262,044.89 | 10,262,044.89 | 10,262,044.89 | 0.89% | 8.12% | | |
| Total Portfolio | | | 126,967,044.89 | | 126,354,894.54 | 127,162,730.85 | 127,019,773.20 | 1.77% | 100% | | |

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
2000 Measure B Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|---------------------------------|-----------|----------|-------------------|---------|----------------------|----------------------|----------------------|--------------|---------------|-----|---------|
| U.S. Treasury | | | | | | | | | | | |
| United States Treas Nts | 912828RP7 | 10/31/18 | 3,000,000 | 99.974 | 2,999,232.00 | 3,059,892.87 | 3,002,370.42 | 0.79% | 2.27% | AA+ | Aaa |
| United States Treas Nts | 912828WD8 | 10/31/18 | 20,195,000 | 99.934 | 20,181,671.30 | 20,186,858.99 | 20,184,128.25 | 1.90% | 15.30% | AA+ | Aaa |
| United States Treas Nts | 912828M64 | 11/15/18 | 4,000,000 | 99.895 | 3,995,804.00 | 3,983,281.24 | 3,996,145.40 | 2.04% | 3.03% | AA+ | Aaa |
| United States Treas Nts | 912828A34 | 11/30/18 | 4,000,000 | 99.850 | 3,993,996.00 | 3,981,250.00 | 3,994,645.52 | 2.07% | 3.03% | AA+ | Aaa |
| United States Treas Nts | 912828RT9 | 11/30/18 | 4,000,000 | 99.870 | 3,994,804.00 | 3,984,062.52 | 3,995,448.68 | 2.07% | 3.03% | AA+ | Aaa |
| United States Treas Nts | 912828N22 | 12/15/18 | 3,500,000 | 99.807 | 3,493,231.00 | 3,500,000.00 | 3,500,000.00 | 1.25% | 2.65% | AA+ | Aaa |
| United States Treas Nts | 912828N63 | 01/15/19 | 3,000,000 | 99.674 | 2,990,208.00 | 2,994,257.82 | 2,998,825.60 | 1.26% | 2.27% | AA+ | Aaa |
| United States Treas Nts | 912828C65 | 03/31/19 | 2,000,000 | 99.606 | 1,992,110.00 | 2,007,109.38 | 2,002,360.23 | 1.39% | 1.51% | AA+ | Aaa |
| United States Treas Nts | 912828KQ2 | 05/15/19 | 1,000,000 | 100.383 | 1,003,828.00 | 1,027,734.38 | 1,010,626.17 | 1.40% | 0.76% | AA+ | Aaa |
| United States Treas Nts | 912828WS5 | 06/30/19 | 3,000,000 | 99.328 | 2,979,843.00 | 2,983,007.82 | 2,990,999.54 | 2.03% | 2.26% | AA+ | Aaa |
| United States Treas Nts | 912828LJ7 | 08/15/19 | 2,000,000 | 100.836 | 2,016,718.00 | 2,075,546.88 | 2,036,278.86 | 1.52% | 1.53% | AA+ | Aaa |
| United States Treas Nts | 912828U73 | 12/15/19 | 3,500,000 | 98.430 | 3,445,039.50 | 3,469,511.71 | 3,481,688.74 | 1.82% | 2.61% | AA+ | Aaa |
| United States Treas Nts | 912828G95 | 12/31/19 | 3,500,000 | 98.664 | 3,453,243.50 | 3,485,781.25 | 3,491,337.13 | 1.83% | 2.62% | AA+ | Aaa |
| United States Treas Nts | 9128283S7 | 01/31/20 | 3,500,000 | 99.047 | 3,466,641.50 | 3,490,566.42 | 3,493,679.15 | 2.14% | 2.63% | AA+ | Aaa |
| United States Treas Nts | 912828UV0 | 03/31/20 | 2,000,000 | 97.606 | 1,952,110.00 | 1,952,343.76 | 1,965,824.02 | 2.29% | 1.48% | AA+ | Aaa |
| United States Treas Nts | 912828ND8 | 05/15/20 | 2,288,000 | 101.106 | 2,313,293.84 | 2,328,844.37 | 2,323,260.43 | 2.52% | 1.75% | AA+ | Aaa |
| United States Treas Nts | 9128284Q0 | 05/31/20 | 3,500,000 | 99.523 | 3,483,319.00 | 3,499,316.42 | 3,499,434.35 | 2.51% | 2.64% | AA+ | Aaa |
| Totals: | | | 67,983,000 | | 67,755,092.64 | 68,009,365.83 | 67,967,052.48 | 1.86% | 51.38% | | |
| Government Agency Issues | | | | | | | | | | | |
| Federal Natl Mtg Assn | 3135G0E58 | 10/19/18 | 4,000,000 | 99.947 | 3,997,896.00 | 3,991,720.00 | 3,999,711.43 | 1.27% | 3.03% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0YT4 | 11/27/18 | 3,000,000 | 99.906 | 2,997,171.00 | 3,013,740.00 | 3,001,667.72 | 1.27% | 2.27% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0G72 | 12/14/18 | 2,000,000 | 99.774 | 1,995,484.00 | 1,993,380.00 | 1,998,883.86 | 1.40% | 1.51% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0H63 | 01/28/19 | 3,000,000 | 99.694 | 2,990,811.00 | 3,006,858.00 | 3,001,270.76 | 1.24% | 2.27% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0ZA4 | 02/19/19 | 2,250,000 | 99.811 | 2,245,745.25 | 2,280,559.50 | 2,255,872.09 | 1.20% | 1.70% | AA+ | Aaa |
| Federal Home Loan Banks | 313378QK0 | 03/08/19 | 3,000,000 | 99.793 | 2,993,787.00 | 3,026,550.00 | 3,007,362.43 | 1.31% | 2.27% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0ZG1 | 09/12/19 | 3,000,000 | 99.176 | 2,975,292.00 | 3,009,648.00 | 3,004,839.27 | 1.58% | 2.26% | AA+ | Aaa |
| Federal Farm Credit Banks | 3133EH2S1 | 12/12/19 | 3,500,000 | 99.057 | 3,466,981.00 | 3,498,950.00 | 3,499,370.93 | 1.89% | 2.63% | AA+ | Aaa |
| Federal Home Loan Banks | 3130A0JR2 | 12/13/19 | 3,500,000 | 99.600 | 3,486,007.00 | 3,533,005.00 | 3,519,792.69 | 1.90% | 2.64% | AA+ | Aaa |
| Federal Home Loan Mtg Corp | 3137EAE55 | 01/17/20 | 3,000,000 | 98.440 | 2,953,197.00 | 2,958,420.00 | 2,971,469.54 | 2.25% | 2.24% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0T29 | 02/28/20 | 3,000,000 | 98.290 | 2,948,694.00 | 2,953,842.00 | 2,967,480.46 | 2.28% | 2.24% | AA+ | Aaa |
| Federal Farm Credit Banks | 3133EJHL6 | 03/27/20 | 4,000,000 | 99.397 | 3,975,872.00 | 3,999,920.00 | 3,999,940.61 | 2.38% | 3.02% | AA+ | Aaa |

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
2000 Measure B Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|------------------------------------|-----------|----------|-----------------------|---------|-----------------------|-----------------------|-----------------------|--------------|---------------|-----|---------|
| Federal Home Loan Banks | 3130AECJ7 | 05/28/20 | 4,000,000 | 99.718 | 3,988,712.00 | 4,004,240.00 | 4,003,505.85 | 2.57% | 3.02% | AA+ | Aaa |
| Totals: | | | 41,250,000 | | 41,015,649.25 | 41,270,832.50 | 41,231,167.64 | 1.78% | 31.10% | | |
| Corporate Bonds | | | | | | | | | | | |
| Emerson Electric Co | 291011AX2 | 10/15/18 | 1,000,000 | 100.100 | 1,001,004.00 | 1,081,300.00 | 1,001,556.17 | 1.18% | 0.76% | A | A2 |
| Coca-Cola Co | 191216BF6 | 11/01/18 | 2,000,000 | 99.939 | 1,998,780.00 | 2,011,540.00 | 2,000,674.45 | 1.25% | 1.52% | A+ | Aa3 |
| Microsoft Corp | 594918BF0 | 11/03/18 | 1,000,000 | 99.888 | 998,884.00 | 999,280.00 | 999,953.54 | 1.35% | 0.76% | AAA | Aaa |
| PNC Bank NA Pittsburgh PA | 69353RET1 | 11/05/18 | 1,000,000 | 99.940 | 999,400.00 | 1,003,120.00 | 1,000,244.26 | 1.54% | 0.76% | A | A2 |
| Johnson & Johnson | 478160BG8 | 12/05/18 | 3,000,000 | 99.851 | 2,995,530.00 | 3,016,590.00 | 3,002,257.53 | 1.22% | 2.27% | AAA | Aaa |
| PNC Bank NA Pittsburgh PA | 69353RCH9 | 01/28/19 | 2,000,000 | 99.889 | 1,997,786.00 | 2,014,360.00 | 2,002,871.54 | 1.76% | 1.52% | A | A2 |
| PepsiCo Inc | 713448DE5 | 02/22/19 | 1,500,000 | 99.573 | 1,493,592.00 | 1,502,295.00 | 1,500,449.39 | 1.42% | 1.13% | A+ | A1 |
| Cisco Systems Inc | 17275RBG6 | 09/20/19 | 2,000,000 | 98.694 | 1,973,878.00 | 1,980,500.00 | 1,989,312.26 | 1.96% | 1.50% | AA- | A1 |
| Oracle Corp | 68389XAX3 | 10/08/19 | 2,000,000 | 99.500 | 1,990,004.00 | 2,010,320.00 | 2,005,887.68 | 1.96% | 1.51% | AA- | A1 |
| BB&T Co Global Bank MTN | 07330NAN5 | 01/15/20 | 2,500,000 | 98.808 | 2,470,202.50 | 2,494,450.00 | 2,496,512.65 | 2.21% | 1.87% | A | A1 |
| PepsiCo Inc | 713448BN7 | 01/15/20 | 2,000,000 | 102.050 | 2,041,006.00 | 2,103,180.00 | 2,063,785.92 | 1.98% | 1.55% | A+ | A1 |
| Totals: | | | 20,000,000 | | 19,960,066.50 | 20,216,935.00 | 20,063,505.38 | 1.66% | 15.14% | | |
| Cash & Equivalents | | | | | | | | | | | |
| Morgan Stanley Inst Liquidity Govt | 61747C70S | | 85,388 | 1.000 | 85,388.09 | 85,388.09 | 85,388.09 | 1.77% | 0.06% | | |
| Cash | Cash | | 3,048,125 | 1.000 | 3,048,125.00 | 3,048,125.00 | 3,048,125.00 | 0.00% | 2.31% | | |
| | | | 3,133,513 | | 3,133,513.09 | 3,133,513.09 | 3,133,513.09 | 0.05% | 2.38% | | |
| Total Portfolio | | | 132,366,513.09 | | 131,864,321.48 | 132,630,646.42 | 132,395,238.59 | 1.76% | 100% | | |

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
2014 Measure BB Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|-------------------------|-----------|----------|-----------|---------|--------------|-----------------|----------------|------------|------------|-----|---------|
| U.S. Treasury | | | | | | | | | | | |
| United States Treas Nts | 912828L81 | 10/15/18 | 2,000,000 | 99.956 | 1,999,110.00 | 1,988,906.26 | 1,999,558.30 | 1.45% | 1.98% | AA+ | Aaa |
| United States Treas Nts | 912828T83 | 10/31/18 | 2,000,000 | 99.894 | 1,997,874.00 | 1,985,859.38 | 1,998,887.62 | 1.43% | 1.98% | AA+ | Aaa |
| United States Treas Nts | 912828WD8 | 10/31/18 | 7,515,000 | 99.934 | 7,510,040.10 | 7,503,311.52 | 7,509,901.53 | 2.08% | 7.45% | AA+ | Aaa |
| United States Treas Nts | 912828M64 | 11/15/18 | 2,500,000 | 99.895 | 2,497,377.50 | 2,489,550.78 | 2,497,590.88 | 2.04% | 2.48% | AA+ | Aaa |
| United States Treas Nts | 912828A34 | 11/30/18 | 2,500,000 | 99.850 | 2,496,247.50 | 2,488,281.25 | 2,496,653.45 | 2.07% | 2.47% | AA+ | Aaa |
| United States Treas Nts | 912828RT9 | 11/30/18 | 1,000,000 | 99.870 | 998,701.00 | 999,257.81 | 999,891.69 | 1.44% | 0.99% | AA+ | Aaa |
| United States Treas Nts | 912828N22 | 12/15/18 | 2,000,000 | 99.807 | 1,996,132.00 | 1,990,703.12 | 1,998,117.63 | 1.71% | 1.98% | AA+ | Aaa |
| United States Treas Nts | 912828A75 | 12/31/18 | 2,000,000 | 99.818 | 1,996,368.00 | 1,995,468.76 | 1,998,932.59 | 1.72% | 1.98% | AA+ | Aaa |
| United States Treas Nts | 912828RY8 | 12/31/18 | 2,000,000 | 99.788 | 1,995,756.00 | 1,993,046.88 | 1,998,362.14 | 1.71% | 1.98% | AA+ | Aaa |
| United States Treas Nts | 912828P95 | 03/15/19 | 2,000,000 | 99.367 | 1,987,344.00 | 1,981,171.88 | 1,993,242.32 | 1.75% | 1.97% | AA+ | Aaa |
| United States Treas Nts | 912828W97 | 03/31/19 | 2,000,000 | 99.414 | 1,988,282.00 | 1,986,953.12 | 1,995,034.77 | 1.75% | 1.97% | AA+ | Aaa |
| United States Treas Nts | 912828WS5 | 06/30/19 | 2,000,000 | 99.328 | 1,986,562.00 | 1,995,312.50 | 1,997,746.99 | 1.78% | 1.97% | AA+ | Aaa |
| United States Treas Nts | 912828XV7 | 06/30/19 | 2,000,000 | 99.047 | 1,980,938.00 | 1,983,984.38 | 1,992,302.40 | 1.77% | 1.96% | AA+ | Aaa |
| United States Treas Nts | 9128283H1 | 11/30/19 | 2,650,000 | 98.910 | 2,621,120.30 | 2,622,982.43 | 2,629,221.91 | 2.44% | 2.60% | AA+ | Aaa |
| United States Treas Nts | 912828G95 | 12/31/19 | 2,000,000 | 98.664 | 1,973,282.00 | 1,991,875.00 | 1,995,049.79 | 1.83% | 1.96% | AA+ | Aaa |
| United States Treas Nts | 912828MP2 | 02/15/20 | 2,102,000 | 101.160 | 2,126,387.40 | 2,164,485.23 | 2,144,289.65 | 2.13% | 2.11% | AA+ | Aaa |
| United States Treas Nts | 9128283Y4 | 02/29/20 | 3,000,000 | 99.305 | 2,979,141.00 | 2,998,710.93 | 2,999,036.29 | 2.27% | 2.95% | AA+ | Aaa |
| United States Treas Nts | 9128284C1 | 03/31/20 | 4,000,000 | 99.246 | 3,969,844.00 | 3,998,281.24 | 3,998,696.11 | 2.27% | 3.94% | AA+ | Aaa |
| United States Treas Nts | 912828X21 | 04/15/20 | 3,000,000 | 98.094 | 2,942,814.00 | 2,952,421.89 | 2,963,665.23 | 2.31% | 2.92% | AA+ | Aaa |
| United States Treas Nts | 912828ND8 | 05/15/20 | 2,888,000 | 101.106 | 2,919,926.84 | 2,939,555.31 | 2,932,444.05 | 2.52% | 2.89% | AA+ | Aaa |

| | | | | | | | | | | | |
|----------------|--|--|-------------------|--|----------------------|----------------------|----------------------|--------------|---------------|--|--|
| Totals: | | | 51,155,000 | | 50,963,247.64 | 51,050,119.67 | 51,138,625.34 | 2.00% | 50.53% | | |
|----------------|--|--|-------------------|--|----------------------|----------------------|----------------------|--------------|---------------|--|--|

Government Agency Issues

| | | | | | | | | | | | |
|----------------------------|-----------|----------|-----------|---------|--------------|--------------|--------------|-------|-------|-----|-----|
| Federal Home Loan Mtg Corp | 3137EAED7 | 10/12/18 | 2,000,000 | 99.961 | 1,999,214.00 | 1,989,200.00 | 1,999,659.27 | 1.44% | 1.98% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0YT4 | 11/27/18 | 3,000,000 | 99.906 | 2,997,171.00 | 2,999,140.00 | 2,999,854.85 | 1.66% | 2.97% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0G72 | 12/14/18 | 2,000,000 | 99.774 | 1,995,484.00 | 1,988,160.00 | 1,997,628.30 | 1.71% | 1.98% | AA+ | Aaa |
| Federal Home Loan Banks | 3130AAE46 | 01/16/19 | 2,000,000 | 99.704 | 1,994,074.00 | 1,988,320.00 | 1,996,789.48 | 1.80% | 1.98% | AA+ | Aaa |
| Federal Home Loan Banks | 3130AAXX1 | 03/18/19 | 2,000,000 | 99.544 | 1,990,886.00 | 1,990,040.00 | 1,996,383.40 | 1.77% | 1.97% | AA+ | Aaa |
| Federal Home Loan Mtg Corp | 3137EACA5 | 03/27/19 | 2,000,000 | 100.653 | 2,013,050.00 | 2,050,798.00 | 2,019,065.02 | 1.77% | 2.00% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0ZE6 | 06/20/19 | 2,000,000 | 99.452 | 1,989,042.00 | 1,998,900.00 | 1,999,481.62 | 1.79% | 1.97% | AA+ | Aaa |
| Federal Farm Credit Banks | 3133EH2S1 | 12/12/19 | 2,000,000 | 99.057 | 1,981,132.00 | 1,999,400.00 | 1,999,640.53 | 1.89% | 1.96% | AA+ | Aaa |
| Federal Home Loan Banks | 3130A0JR2 | 12/13/19 | 2,000,000 | 99.600 | 1,992,004.00 | 2,018,860.00 | 2,011,310.11 | 1.90% | 1.97% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0A78 | 01/21/20 | 2,523,000 | 98.577 | 2,487,095.19 | 2,499,258.57 | 2,507,204.46 | 2.11% | 2.47% | AA+ | Aaa |
| Federal Natl Mtg Assn | 3135G0T29 | 02/28/20 | 2,000,000 | 98.290 | 1,965,796.00 | 1,969,074.00 | 1,978,211.56 | 2.29% | 1.95% | AA+ | Aaa |

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
2014 Measure BB Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|------------------------------------|-----------|----------|-----------------------|---------|-----------------------|-----------------------|-----------------------|--------------|---------------|-----|---------|
| Federal Farm Credit Banks | 3133EJHL6 | 03/27/20 | 2,000,000 | 99.397 | 1,987,936.00 | 1,999,960.00 | 1,999,970.31 | 2.38% | 1.97% | AA+ | Aaa |
| Federal Home Loan Banks | 3130ADUJ9 | 03/30/20 | 3,000,000 | 99.393 | 2,981,778.00 | 3,001,359.00 | 3,001,030.70 | 2.35% | 2.96% | AA+ | Aaa |
| Federal Home Loan Mtg Corp | 3137EAEF2 | 04/20/20 | 3,000,000 | 97.867 | 2,936,010.00 | 2,944,563.00 | 2,957,573.33 | 2.31% | 2.91% | AA+ | Aaa |
| Totals: | | | 31,523,000 | | 31,310,672.19 | 31,437,032.57 | 31,463,802.93 | 1.96% | 31.04% | | |
| Corporate Bonds | | | | | | | | | | | |
| Johnson & Johnson | 478160BG8 | 12/05/18 | 2,000,000 | 99.851 | 1,997,020.00 | 1,998,800.00 | 1,999,775.66 | 1.71% | 1.98% | AAA | Aaa |
| Bristol-Myers Squibb Co | 110122AV0 | 03/01/19 | 2,000,000 | 99.624 | 1,992,482.00 | 1,996,580.00 | 1,998,838.44 | 1.89% | 1.98% | A+ | A2 |
| Berkshire Hathaway Fin Corp | 084664CG4 | 03/15/19 | 1,000,000 | 99.656 | 996,558.00 | 994,390.00 | 997,286.22 | 2.31% | 0.99% | AA | Aa2 |
| Pfizer Inc | 717081DU4 | 06/03/19 | 2,000,000 | 99.188 | 1,983,756.00 | 1,988,360.00 | 1,994,698.96 | 1.85% | 1.97% | AA | A1 |
| Target Corp | 87612EBB1 | 06/26/19 | 2,000,000 | 99.708 | 1,994,158.00 | 2,013,820.00 | 2,006,604.32 | 1.85% | 1.98% | A | A2 |
| Microsoft Corp | 594918BN3 | 08/08/19 | 1,000,000 | 98.718 | 987,179.00 | 984,390.00 | 990,017.13 | 2.29% | 0.98% | AAA | Aaa |
| Bank New York MTN BE | 06406HCW7 | 09/11/19 | 1,500,000 | 99.516 | 1,492,740.00 | 1,491,165.00 | 1,494,294.18 | 2.71% | 1.48% | A | A1 |
| Procter And Gamble Co | 742718EG0 | 11/01/19 | 1,000,000 | 99.092 | 990,918.00 | 992,800.00 | 995,004.29 | 2.37% | 0.98% | AA- | Aa3 |
| PepsiCo Inc | 713448BN7 | 01/15/20 | 2,000,000 | 102.050 | 2,041,006.00 | 2,103,180.00 | 2,063,785.92 | 1.98% | 2.02% | A+ | A1 |
| Apple Inc | 037833CK4 | 02/07/20 | 3,000,000 | 98.821 | 2,964,633.00 | 2,989,800.00 | 2,993,479.96 | 2.06% | 2.94% | AA+ | Aa1 |
| Intel Corp | 458140AZ3 | 05/11/20 | 1,000,000 | 98.399 | 983,994.00 | 985,900.00 | 989,110.10 | 2.54% | 0.98% | A+ | A1 |
| Totals: | | | 18,500,000 | | 18,424,444.00 | 18,539,185.00 | 18,522,895.18 | 2.07% | 18.27% | | |
| Cash & Equivalents | | | | | | | | | | | |
| Morgan Stanley Inst Liquidity Govt | 61747C70S | | 72,983 | 1.000 | 72,982.83 | 72,982.83 | 72,982.83 | 1.77% | 0.07% | | |
| Cash | Cash | | 95,896 | 1.000 | 95,895.83 | 95,895.83 | 95,895.83 | 0.00% | 0.10% | | |
| | | | 168,879 | | 168,878.66 | 168,878.66 | 168,878.66 | 0.77% | 0.17% | | |
| Total Portfolio | | | 101,346,878.66 | | 100,867,242.49 | 101,195,215.90 | 101,294,202.11 | 2.00% | 100% | | |

Holdings By Security Type as of September 30, 2018
 Alameda County Transportation Commission
 2014 Interest Fund Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|------------------------------------|-----------|----------|-------------------|--------|-------------------|-------------------|-------------------|--------------|---------------|-----|---------|
| U.S. Treasury | | | | | | | | | | | |
| United States Treas Bills | 912796QY8 | 02/21/19 | 660,000 | 99.098 | 654,048.78 | 653,838.42 | 654,006.08 | 2.31% | 99.41% | AA+ | P1 |
| Totals: | | | 660,000 | | 654,048.78 | 653,838.42 | 654,006.08 | 2.31% | 99.41% | | |
| Cash & Equivalents | | | | | | | | | | | |
| Morgan Stanley Inst Liquidity Govt | 61747C70S | | 3,880 | 1.000 | 3,880.42 | 3,880.42 | 3,880.42 | 1.77% | 0.59% | | |
| | | | 3,880 | | 3,880.42 | 3,880.42 | 3,880.42 | 1.77% | 0.59% | | |
| Total Portfolio | | | 663,880.42 | | 657,929.20 | 657,718.84 | 657,886.50 | 2.30% | 100% | | |

Holdings By Security Type as of September 30, 2018
Alameda County Transportation Commission
2014 Principal Fund Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|------------------------------------|-----------|----------|----------------------|---------|----------------------|----------------------|----------------------|--------------|---------------|-----|---------|
| U.S. Treasury | | | | | | | | | | | |
| United States Treas Bills | 912796QY8 | 02/21/19 | 3,830,000 | 99.098 | 3,795,464.89 | 3,791,608.91 | 3,796,001.46 | 2.26% | 28.87% | AA+ | P1 |
| United States Treas Nts | 912828C24 | 02/28/19 | 1,845,000 | 99.641 | 1,838,369.07 | 1,837,216.41 | 1,839,239.17 | 2.26% | 13.99% | AA+ | Aaa |
| United States Treas Nts | 912828KD1 | 02/15/19 | 3,751,000 | 100.137 | 3,756,127.62 | 3,766,873.44 | 3,758,759.87 | 2.19% | 28.57% | AA+ | Aaa |
| Totals: | | | 9,426,000 | | 9,389,961.58 | 9,395,698.76 | 9,394,000.50 | 2.23% | 71.43% | | |
| Government Agency Issues | | | | | | | | | | | |
| Federal Natl Mtg Assn | 3135G0ZA4 | 02/19/19 | 3,746,000 | 99.811 | 3,738,916.31 | 3,737,141.18 | 3,741,513.99 | 2.19% | 28.44% | AA+ | Aaa |
| Totals: | | | 3,746,000 | | 3,738,916.31 | 3,737,141.18 | 3,741,513.99 | 2.19% | 28.44% | | |
| Cash & Equivalents | | | | | | | | | | | |
| Morgan Stanley Inst Liquidity Govt | 61747C70S | | 16,368 | 1.000 | 16,368.39 | 16,368.39 | 16,368.39 | 1.77% | 0.12% | | |
| | | | 16,368 | | 16,368.39 | 16,368.39 | 16,368.39 | 1.77% | 0.12% | | |
| Total Portfolio | | | 13,188,368.39 | | 13,145,246.28 | 13,149,208.33 | 13,151,882.88 | 2.22% | 100% | | |

Holdings By Security Type as of September 30, 2018
 Alameda County Transportation Commission
 2014 Revenue Fund Portfolio



| Issuer | CUSIP | Maturity | Quantity | Price | Market Value | Historical Cost | Amortized Cost | Book Yield | % of Total | S&P | Moody's |
|------------------------------------|-----------|----------|------------|-------|---------------|-----------------|----------------|--------------|----------------|-----|---------|
| Cash & Equivalents | | | | | | | | | | | |
| Morgan Stanley Inst Liquidity Govt | 61747C70S | | 814 | 1.000 | 813.89 | 813.89 | 813.89 | 1.77% | 100.00% | | |
| | | | 814 | | 813.89 | 813.89 | 813.89 | 1.77% | 100.00% | | |
| Total Portfolio | | | 814 | | 813.89 | 813.89 | 813.89 | 1.77% | 100% | | |

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Memorandum

5.3

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: Alameda CTC FY2018-19 First Quarter Consolidated Financial Report

Recommendation

It is recommended that the Commission approve the Alameda CTC FY2018-19 First Quarter Consolidated Financial Report.

Summary

Alameda CTC's expenditures through September 30, 2018 are within year-to-date budget authority per the currently adopted budget. The agency remains in a strong financial position as compared to budget through the first quarter of FY2018-19.

The attached FY2018-19 First Quarter Financial Report has been prepared on a consolidated basis and is compared to the currently adopted budget on a year-to-date basis. This report provides a summary of FY2018-19 actual revenues and expenditures through September 30, 2018. 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 percent indicate that actual revenue or expenditure items are over 25 percent of the total annual budget through the first quarter of the fiscal year, and percentages under 100 percent indicate that actual revenue or expenditure items are under 25 percent of the total annual budget through the first quarter of the fiscal year. As of September 30, 2018, Alameda CTC activity for the fiscal year results in a net increase in fund balance in the amount of \$34.1 million mostly due to sales tax revenues received but not yet spent, primarily in the Measure BB Capital Projects and Special Revenue Funds.

Background

The following are highlights of actual revenues and expenditures compared to budget as of September 30, 2018 by category:

Revenues

Sales tax revenues are over budget by \$5.6 million, or 7.4 percent, and investment income is over budget by \$0.5 million or 26.7 percent as interest rates have slowly begun to rise. Toll and toll violation revenues are over budget by \$1.2 million which will help to fund the targeted maintenance and operational reserve goals established in the I-580 Express Lanes Expenditure Plan, and grant revenues are under budget by \$2.8 million mostly related to capital projects. Grant revenues are recognized on a reimbursement basis and, therefore, correlated directly with related expenditures, so capital and other project expenditures also will be under budget.

Salaries and Benefits

Salaries and benefits are slightly under budget by \$0.01 million, or 0.7 percent, as of September 30, 2018.

Administration

Costs for overall administration are under budget by \$5.3 million, or 61.6 percent, mainly due to debt service costs which incurred costs for only one of the two semi-annual interest payments and no principal payment as of September 30, 2018. Principal payments are made annually on March 1. Debt service costs are required to be recorded when incurred per government accounting standards. Actual expenditures in the debt service fund will equal 100% of the budget by the end of the fiscal year.

I-580 Express Lanes Operations

The I-580 Express Lanes expenditures are under budget by \$1.6 million, or 55.4 percent, primarily related to a toll system upgrade special project accounted for in the budget which is anticipated to begin in early 2019.

Planning

Planning expenditures are under budget by \$0.1 million, or 28.7 percent mostly related to delays in contracting and funding agreements which resulted in some work being delayed and invoices coming in later than anticipated. It is expected that expenditures will be closer to budget in the next quarter.

Programs

Program expenditures are under budget by \$3.4 million, or 6.9 percent, predominantly related to discretionary programmatic grants. The discretionary funded projects are just getting underway, and it is anticipated that project sponsors will be submitting reimbursement requests by the third quarter of the fiscal year.

Capital Projects

Capital Projects expenditures are under budget by \$52.4 million, or 82.8 percent. This variance is related to delays on certain capital projects and delays in finalizing funding agreements with sponsor agencies. Project construction activity is expected to increase in the coming months with related expenditures anticipated to be higher in the second half of the fiscal year. There are currently no real budget issues on capital projects.

Limitations Calculations

Staff has completed the limitation 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.

Fiscal Impact: There is no fiscal impact associated with the approval of this item.

Attachment:

- A. Alameda CTC Consolidated Revenues/Expenditures as of September 30, 2018

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ALAMEDA COUNTY TRANSPORTATION COMMISSION
Consolidated Revenues/Expenditures
September 30, 2018

| | <u>Total Consolidated</u> | | | <u>Favorable (Unfavorable) Variance</u> |
|-----------------------------------------|---------------------------|-----------------------|---------------|-------------------------------------------------|
| | <u>YTD Actuals</u> | <u>YTD Budget</u> | <u>% Used</u> | |
| REVENUES | | | | |
| Sales Tax Revenue | \$ 81,649,960 | \$ 76,000,000 | 107.43 | \$ 5,649,960 |
| Investment Income | 2,498,017 | 1,971,250 | 126.72 | 526,767 |
| Member Agency Fees | 359,166 | 348,705 | 103.00 | 10,461 |
| VRF Funds | 3,355,922 | 3,000,000 | 111.86 | 355,922 |
| Toll Revenues | 3,855,422 | 2,950,000 | 130.69 | 905,422 |
| Toll Violation Revenues | 822,748 | 525,000 | 156.71 | 297,748 |
| Other Revenues | 1,065 | - | - | 1,065 |
| Regional/State/Federal Grants | 972,893 | 3,346,053 | 29.08 | (2,373,160) |
| Local and Other Grants | 1,895,442 | 2,361,879 | 80.25 | (466,437) |
| Total Revenues | \$ 95,410,635 | \$ 90,502,887 | | \$ 4,907,748 |
| EXPENDITURES | | | | |
| <u>Administration</u> | | | | |
| Salaries and Benefits ⁽¹⁾ | 668,602 | 562,080 | 118.95 | (106,522) |
| General Office Expenses | 331,190 | 429,344 | 77.14 | 98,154 |
| Travel Expense | 4,500 | 11,250 | 40.00 | 6,750 |
| Debt Service ⁽²⁾ | 2,136,225 | 6,618,113 | 32.28 | 4,481,888 |
| Professional Services | 102,333 | 859,480 | 11.91 | 757,147 |
| Commission and Community Support | 54,786 | 63,190 | 86.70 | 8,404 |
| Contingency | - | 50,000 | - | 50,000 |
| Subtotal | 3,297,636 | 8,593,457 | | 5,295,821 |
| <u>I-580 Operations</u> | | | | |
| Salaries and Benefits ⁽¹⁾ | 87,147 | 97,054 | 89.79 | 9,907 |
| Other Operating Expenditures | 1,085,185 | 1,340,000 | 80.98 | 254,815 |
| Non-Operating Expenditures | 78,869 | 1,370,000 | 5.76 | 1,291,131 |
| Subtotal | 1,251,201 | 2,807,054 | | 1,555,853 |
| <u>Planning</u> | | | | |
| Salaries and Benefits ⁽¹⁾ | 178,814 | 195,386 | 91.52 | 16,572 |
| Transportation Planning | 151,948 | 236,153 | 64.34 | 84,205 |
| Congestion Management Program | 443 | - | - | (443) |
| Other Planning Projects | - | 33,199 | - | 33,199 |
| Subtotal | 331,205 | 464,738 | | 133,533 |
| <u>Programs</u> | | | | |
| Salaries and Benefits ⁽¹⁾ | 382,128 | 409,289 | 93.36 | 27,161 |
| Programs Management and Support | 112,041 | 671,538 | 16.68 | 559,497 |
| Safe Routes to School Program | (35) | 562,851 | (0.01) | 562,886 |
| VRF Programming | 2,222,260 | 2,985,000 | 74.45 | 762,740 |
| Measure B/BB Direct Local Distribution | 42,188,255 | 39,270,793 | 107.43 | (2,917,462) |
| Grant Awards | 126,275 | 3,218,761 | 3.92 | 3,092,486 |
| TFCA Programming | 176,056 | 696,571 | 25.27 | 520,515 |
| CMA TIP Programming | 382,976 | 1,127,526 | 33.97 | 744,550 |
| Subtotal | 45,589,956 | 48,942,329 | | 3,352,373 |
| <u>Capital Projects</u> | | | | |
| Salaries and Benefits ⁽¹⁾ | 263,080 | 327,261 | 80.39 | 64,181 |
| Capital Project Expenditures | 10,613,381 | 62,933,271 | 16.86 | 52,319,890 |
| Subtotal | 10,876,461 | 63,260,532 | | 52,384,071 |
| Total Expenditures | \$ 61,346,459 | \$ 124,068,110 | | \$ 62,721,651 |
| Net revenue over / (under) expenditures | \$ 34,064,176 | \$ (33,565,223) | | |

(1) Salaries and benefits are under budget by \$11,299 or 0.7% as of September 30, 2018.

(2) Debt service cost are required to be recorded when incurred per government accounting standards and will equal budget by year end.

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Memorandum

5.4

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: Alameda CTC Staff and Retiree Benefits for Calendar Year 2019 and Salary Ranges for Fiscal Year 2019-20

Recommendation

The Administrative Code calls for the Executive Director to submit an annual salaries and benefits plan to the Commission for approval. This memorandum seeks the Commission's approval of Alameda CTC Staff and Retiree Benefits for Calendar Year 2019 and staff salary ranges for FY2019-20.

The calendar year 2019 benefits outlined in Resolution 18-006 (Attachment A) includes holidays, vacation and sick leave policies, health insurance, and other benefits for staff members. The calendar year 2019 benefits generally remain unchanged from Resolution 17-006, which was approved by the Commission in December 2017. The few changes to benefits for next calendar year include:

1. The Cafeteria Plan monthly benefit allowance of \$2,443 for active employees, an increase of \$12, or 0.5 percent, over 2018;
2. The Public Employees' Medical and Hospital Care Act (PEMHCA) monthly minimum required contribution of \$136, an increase of \$3, or 2.3 percent, over 2018; and
3. The Health Reimbursement Arrangement (HRA) monthly benefit of \$1,597 for retirees, an increase of \$3, or 0.2 percent, over 2018.

The Alameda CTC has 37 approved full-time equivalent (FTE) positions and 32 classifications. Staff proposes to update two classification titles to better align these positions with the agency's work plan and objectives. The proposed changes are as follows:

1. Reclassify Deputy Executive Director of Projects and Programming to Deputy Executive Director of Projects; and

2. Reclassify Director of Budgets and Administration to Director of Procurement and Information Technology.

Additionally, it is recommended that the Commission approve the attached Staff Classifications and Annual Salary Ranges for Alameda CTC (Attachment B) which is based on the results of a Total Compensation Study recently completed by Koff & Associates (Attachment C). Total compensation studies are necessary to ensure that Alameda CTC continues to offer competitive salaries and benefits in order to retain and attract qualified employees in order to continue to perform the extensive work promised to voters in the Measure BB Transportation Expenditure Plan including its many large capital and planning projects and programs. Koff & Associates selected 20 of Alameda CTC's 32 classifications within the agency's structure and compared the salaries and benefits to other similar agencies, both locally and throughout California, to determine how Alameda CTC's current salary ranges and benefit levels compare to other similar agencies. Based on the results of this study, Koff & Associates has recommended minimal adjustments to Alameda CTC salary ranges. Recommendations for classifications that were not selected for comparison to other similar agencies in the study were determined based on a calculation to ensure internal alignment within each department to other positions within the agency.

The recommended salary range schedule is mostly based on the study completed by Koff & Associates. Koff & Associates utilizes the standard human resource practice of adjusting salary ranges for classifications that vary five percent or more from the targeted market level in the study, which was set at the 75th percentile as adopted by the Commission with the last total compensation study in March 2017. Based on the most recent Total Compensation Study completed, Koff & Associates has found the ranges for two of Alameda CTC's 32 classifications (the Director of Government Affairs and Communications (an unfilled position) and the Director of Express Lane Operations) to be below market by more than five percent from the targeted market level and recommended adjustments to the salary ranges to bring them in line with the comparator agencies.

In addition to adjusting the ranges for these two classifications, the one exception to Koff & Associates' study includes a recommended adjustment to the ranges for the engineering track of classifications, covering the Assistant, Associate, and Senior Transportation Engineering classifications. Although the variance in the engineering track in the study did not quite exceed five percent of market level, Alameda CTC does not have the tolerance to allow this track of classifications to fall below the targeted market level because these classifications are crucial to delivering the Agency's extensive Capital Program. Alameda CTC strives to retain technically skilled staff and attract the best and brightest in this field. The recommended adjustment to these classifications is sufficient to keep these classifications competitive, but does not allow these positions to go above the targeted market level acceptable range consistent with all other classifications in the study.

An increase to a salary range does not constitute an automatic increase in employee salaries, nor does the Agency provide automatic pay increases or pay grade step increases.

Alameda CTC displays the pay scale for each position in the form of an allowable range. Salary adjustments for employees within the allowable ranges are based on job performance, expansion of duties and/or responsibilities, and other economic factors. While salary ranges are not included in Alameda CTC's annual operating budget, the projected salaries and benefits (by functional area) for the entire agency are included in the budget based on the projected number of actual employees. Therefore, approval of the salary ranges do not have a direct fiscal impact on the budget. However, it will allow for actual salaries to be adjusted within the approved ranges at the discretion of the Executive Director.

Background

The attached Resolution No. 18-006 (Attachment A) is 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. 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 plan does not include any optional features, payout conversions or optional benefits that have been characterized as "spiking" of the pension benefit.

Alameda CTC Retiree Health Benefit Amount for the 2019 calendar year is reimbursed to retirees through the HRA Plan. The HRA Plan is a premium reimbursement plan for retiree health care premiums. Alameda CTC will contribute only the required minimum contribution amount directly to CalPERS for retirees (\$136 per month in 2019). 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, Alameda CTC's HRA will reimburse each retiree for the deduction, up to the annually determined amount. The HRA contribution amount recommended for 2019 is \$1,597 per retiree per month (\$1,733, the CalPERS' median amount for HMO plans for 2019 Employee +1 Rate, less \$136 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.

Fiscal Impact: Approval of staff's recommendation will not have a significant fiscal impact on the budget. Total Salaries and benefits for all functions generally accounts for about 1% of overall operating and capital budgeted expenditures for the agency in a fiscal year.

Attachments:

- A. Resolution No. 18-006 Fiscal Year 2019-20 Salaries and Calendar Year 2019 Benefits for Staff Members Staff
- B. Classifications and Annual Salary Ranges for Alameda CTC Effective July 1, 2019
- C. [Total Compensation Study \(Koff and Associates\)](#) - hyperlinked to the web

Alameda County Transportation Commission
Job Classifications
July 1, 2019

5.4A

| Job Classification | FLSA¹ | Grade |
|---------------------------------------------------------|-------------------------|--------------|
| Executive Director | E | 72 |
| <u>Programming and Projects Team</u> | | |
| Deputy Executive Director of Projects | E | 63 |
| <u>Projects Section</u> | | |
| Director of Project Delivery | E | 55 |
| Senior Transportation Engineer | E | 43 |
| Associate Transportation Engineer | E | 37 |
| Assistant Transportation Engineer | N | 33 |
| <u>Programming Section</u> | | |
| Director of Programming and Project Controls | E | 51 |
| Senior Program Analyst | E | 32 |
| Associate Program Analyst | E | 26 |
| Assistant Program Analyst | N | 22 |
| <u>Express Lane Operations Section</u> | | |
| Director of Express Lane Operations | E | 54 |
| Senior Transportation Engineer | E | 43 |
| Associate Transportation Engineer | E | 37 |
| Assistant Transportation Engineer | N | 33 |
| <u>Planning and Policy Team</u> | | |
| Deputy Executive Director of Planning and Policy | E | 63 |
| Director of Planning | E | 51 |
| <u>Planning Section</u> | | |
| Principal Transportation Planner | E | 40 |
| Senior Transportation Planner | E | 34 |
| Associate Transportation Planner | E | 28 |
| Assistant Transportation Planner | N | 24 |
| <u>Programs Section</u> | | |
| Senior Program Analyst | E | 32 |
| Associate Program Analyst | E | 26 |
| Assistant Program Analyst | N | 22 |
| <u>Policy Section</u> | | |
| Director of Government Affairs and Communications | E | 48 |
| Senior Administrative Analyst | E | 32 |
| Associate Administrative Analyst | E | 26 |
| Assistant Administrative Analyst | N | 22 |
| <u>Finance and Administration Team</u> | | |
| Deputy Executive Director of Finance and Administration | E | 63 |
| <u>Accounting Section</u> | | |
| Director of Finance | E | 48 |
| Accounting Manager | E | 40 |
| Senior Accountant | E | 28 |
| Accountant | N | 22 |
| Accounting Technician | N | 15 |
| Director of Procurement and Information Technology | E | 48 |
| <u>Contracting and Budgets Section</u> | | |
| Senior Administrative Analyst | E | 32 |
| Associate Administrative Analyst | E | 26 |
| Assistant Administrative Analyst | N | 22 |
| <u>Administration Section</u> | | |
| Clerk of the Board/Commission | N | 32 |
| Executive Assistant | N | 20 |
| Senior Administrative Assistant | N | 16 |
| Administrative Assistant | N | 12 |

¹ Fair Labor Standards Act (E-Exempt; N-Non-exempt)

Alameda County Transportation Commission
Monthly Salary Range Schedule
July 1, 2019

| Salary Range | Monthly Salary Range | | |
|--------------|----------------------|----------|----------|
| | Min | Midpt | Max |
| 1 | \$ 3,657 | \$ 4,206 | \$ 4,755 |
| 2 | 3,749 | 4,311 | 4,874 |
| 3 | 3,843 | 4,419 | 4,995 |
| 4 | 3,939 | 4,530 | 5,120 |
| 5 | 4,037 | 4,643 | 5,248 |
| 6 | 4,138 | 4,759 | 5,380 |
| 7 | 4,242 | 4,878 | 5,514 |
| 8 | 4,348 | 5,000 | 5,652 |
| 9 | 4,456 | 5,125 | 5,793 |
| 10 | 4,568 | 5,253 | 5,938 |
| 11 | 4,682 | 5,384 | 6,086 |
| 12 | 4,799 | 5,519 | 6,239 |
| 13 | 4,919 | 5,657 | 6,395 |
| 14 | 5,042 | 5,798 | 6,554 |
| 15 | 5,168 | 5,943 | 6,718 |
| 16 | 5,297 | 6,092 | 6,886 |
| 17 | 5,430 | 6,244 | 7,058 |
| 18 | 5,565 | 6,400 | 7,235 |
| 19 | 5,704 | 6,560 | 7,416 |
| 20 | 5,847 | 6,724 | 7,601 |
| 21 | 5,993 | 6,892 | 7,791 |
| 22 | 6,143 | 7,064 | 7,986 |
| 23 | 6,297 | 7,241 | 8,186 |
| 24 | 6,454 | 7,422 | 8,390 |
| 25 | 6,615 | 7,608 | 8,600 |
| 26 | 6,781 | 7,798 | 8,815 |
| 27 | 6,950 | 7,993 | 9,035 |
| 28 | 7,124 | 8,193 | 9,261 |
| 29 | 7,302 | 8,397 | 9,493 |
| 30 | 7,485 | 8,607 | 9,730 |
| 31 | 7,672 | 8,823 | 9,973 |
| 32 | 7,864 | 9,043 | 10,223 |
| 33 | 8,060 | 9,269 | 10,478 |
| 34 | 8,262 | 9,501 | 10,740 |
| 35 | 8,468 | 9,738 | 11,009 |
| 36 | 8,680 | 9,982 | 11,284 |

| Salary Range | Monthly Salary Range | | |
|--------------|----------------------|-----------|-----------|
| | Min | Midpt | Max |
| 37 | \$ 8,897 | \$ 10,231 | \$ 11,566 |
| 38 | 9,119 | 10,487 | 11,855 |
| 39 | 9,347 | 10,749 | 12,152 |
| 40 | 9,581 | 11,018 | 12,455 |
| 41 | 9,821 | 11,294 | 12,767 |
| 42 | 10,066 | 11,576 | 13,086 |
| 43 | 10,318 | 11,865 | 13,413 |
| 44 | 10,576 | 12,162 | 13,748 |
| 45 | 10,840 | 12,466 | 14,092 |
| 46 | 11,111 | 12,778 | 14,444 |
| 47 | 11,389 | 13,097 | 14,805 |
| 48 | 11,674 | 13,425 | 15,176 |
| 49 | 11,965 | 13,760 | 15,555 |
| 50 | 12,265 | 14,104 | 15,944 |
| 51 | 12,571 | 14,457 | 16,342 |
| 52 | 12,885 | 14,818 | 16,751 |
| 53 | 13,208 | 15,189 | 17,170 |
| 54 | 13,538 | 15,568 | 17,599 |
| 55 | 13,876 | 15,958 | 18,039 |
| 56 | 14,223 | 16,357 | 18,490 |
| 57 | 14,579 | 16,765 | 18,952 |
| 58 | 14,943 | 17,185 | 19,426 |
| 59 | 15,317 | 17,614 | 19,912 |
| 60 | 15,700 | 18,055 | 20,410 |
| 61 | 16,092 | 18,506 | 20,920 |
| 62 | 16,494 | 18,969 | 21,443 |
| 63 | 16,907 | 19,443 | 21,979 |
| 64 | 17,329 | 19,929 | 22,528 |
| 65 | 17,763 | 20,427 | 23,092 |
| 66 | 18,207 | 20,938 | 23,669 |
| 67 | 18,662 | 21,461 | 24,261 |
| 68 | 19,128 | 21,998 | 24,867 |
| 69 | 19,607 | 22,548 | 25,489 |
| 70 | 20,097 | 23,111 | 26,126 |
| 71 | 20,599 | 23,689 | 26,779 |
| 72 | 21,114 | 24,281 | 27,449 |

Alameda County Transportation Commission
Annual Salary Schedule
July 1, 2019

| Salary Range | Annual Salary Range | | |
|--------------|---------------------|-----------|-----------|
| | Min | Midpt | Max |
| 1 | \$ 43,890 | \$ 50,473 | \$ 57,057 |
| 2 | 44,987 | 51,735 | 58,483 |
| 3 | 46,112 | 53,028 | 59,945 |
| 4 | 47,264 | 54,354 | 61,444 |
| 5 | 48,446 | 55,713 | 62,980 |
| 6 | 49,657 | 57,106 | 64,554 |
| 7 | 50,899 | 58,533 | 66,168 |
| 8 | 52,171 | 59,997 | 67,822 |
| 9 | 53,475 | 61,497 | 69,518 |
| 10 | 54,812 | 63,034 | 71,256 |
| 11 | 56,183 | 64,610 | 73,037 |
| 12 | 57,587 | 66,225 | 74,863 |
| 13 | 59,027 | 67,881 | 76,735 |
| 14 | 60,502 | 69,578 | 78,653 |
| 15 | 62,015 | 71,317 | 80,620 |
| 16 | 63,565 | 73,100 | 82,635 |
| 17 | 65,155 | 74,928 | 84,701 |
| 18 | 66,783 | 76,801 | 86,818 |
| 19 | 68,453 | 78,721 | 88,989 |
| 20 | 70,164 | 80,689 | 91,214 |
| 21 | 71,918 | 82,706 | 93,494 |
| 22 | 73,716 | 84,774 | 95,831 |
| 23 | 75,559 | 86,893 | 98,227 |
| 24 | 77,448 | 89,066 | 100,683 |
| 25 | 79,385 | 91,292 | 103,200 |
| 26 | 81,369 | 93,574 | 105,780 |
| 27 | 83,403 | 95,914 | 108,424 |
| 28 | 85,488 | 98,312 | 111,135 |
| 29 | 87,626 | 100,769 | 113,913 |
| 30 | 89,816 | 103,289 | 116,761 |
| 31 | 92,062 | 105,871 | 119,680 |
| 32 | 94,363 | 108,518 | 122,672 |
| 33 | 96,722 | 111,231 | 125,739 |
| 34 | 99,140 | 114,011 | 128,882 |
| 35 | 101,619 | 116,862 | 132,105 |
| 36 | 104,159 | 119,783 | 135,407 |

| Salary Range | Annual Salary Range | | |
|--------------|---------------------|---------|---------|
| | Min | Midpt | Max |
| 37 | 106,763 | 122,778 | 138,792 |
| 38 | 109,432 | 125,847 | 142,262 |
| 39 | 112,168 | 128,993 | 145,819 |
| 40 | 114,972 | 132,218 | 149,464 |
| 41 | 117,847 | 135,524 | 153,201 |
| 42 | 120,793 | 138,912 | 157,031 |
| 43 | 123,813 | 142,385 | 160,957 |
| 44 | 126,908 | 145,944 | 164,980 |
| 45 | 130,081 | 149,593 | 169,105 |
| 46 | 133,333 | 153,333 | 173,333 |
| 47 | 136,666 | 157,166 | 177,666 |
| 48 | 140,083 | 161,095 | 182,108 |
| 49 | 143,585 | 165,123 | 186,660 |
| 50 | 147,174 | 169,251 | 191,327 |
| 51 | 150,854 | 173,482 | 196,110 |
| 52 | 154,625 | 177,819 | 201,013 |
| 53 | 158,491 | 182,264 | 206,038 |
| 54 | 162,453 | 186,821 | 211,189 |
| 55 | 166,514 | 191,492 | 216,469 |
| 56 | 170,677 | 196,279 | 221,880 |
| 57 | 174,944 | 201,186 | 227,427 |
| 58 | 179,318 | 206,215 | 233,113 |
| 59 | 183,801 | 211,371 | 238,941 |
| 60 | 188,396 | 216,655 | 244,914 |
| 61 | 193,106 | 222,071 | 251,037 |
| 62 | 197,933 | 227,623 | 257,313 |
| 63 | 202,882 | 233,314 | 263,746 |
| 64 | 207,954 | 239,147 | 270,340 |
| 65 | 213,152 | 245,125 | 277,098 |
| 66 | 218,481 | 251,253 | 284,026 |
| 67 | 223,943 | 257,535 | 291,126 |
| 68 | 229,542 | 263,973 | 298,404 |
| 69 | 235,280 | 270,573 | 305,865 |
| 70 | 241,162 | 277,337 | 313,511 |
| 71 | 247,192 | 284,270 | 321,349 |
| 72 | 253,371 | 291,377 | 329,383 |

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**ALAMEDA COUNTY TRANSPORTATION COMMISSION****RESOLUTION 18-006****Fiscal Year 2019-20 Salaries and
Calendar Year 2019 Benefits for Staff Members**

Commission Chair
Councilmember At-Large
Rebecca Kaplan, City of Oakland

Commission Vice Chair
Supervisor Richard Valle, District 2

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Scott Haggerty, District 1
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Rebecca Saltzman

City of Alameda
Mayor Trish Spencer

City of Albany
Councilmember Peter Maass

City of Berkeley
Councilmember Kriss Worthington

City of Dublin
Mayor David Haubert

City of Emeryville
Vice Mayor John Bauters

City of Fremont
Mayor Lily Mei

City of Hayward
Mayor Barbara Halliday

City of Livermore
Mayor John Marchand

City of Newark
Councilmember Luis Freitas

City of Oakland
Councilmember Dan Kalb

City of Piedmont
Councilmember Bob McBain

City of Pleasanton
Mayor Jerry Thorne

City of San Leandro
Mayor Pauline Cutter

City of Union City
Mayor Carol Dutra-Vernaci

Executive Director
Arthur L. Dao

WHEREAS, 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 Sections 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 17-006, thereby establishing a consistent set of benefits and leave policies, and this Resolution is intended to supersede and replace such Resolution 17-006; and

NOW, THEREFORE, BE IT RESOLVED that Alameda CTC staff salaries ranges for July 1, 2019 through June 30, 2020 and employment benefits for January 1, 2019 through December 31, 2019, are hereby adopted, and are herein set forth.

1. Salaries

- 1.1 The fiscal year 2019-20 maximum salary ranges have increased by 3.00 percent over the salary ranges approved for the prior fiscal year to reflect the change in the Consumer Price Index for all Urban Consumers (CPI-U) for San Francisco-Oakland-San Jose, CA during calendar year 2017 (the last full year of data available from the Bureau of Labor Statistics) as approved by the Commission in March 2017.
- 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 above shall be described in 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 new employees shall be set by the Executive Director consistent with the prescribed salary 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 Alameda CTC:

| | | |
|------------------------|---|---------------------------|
| New Year's Day | - | January 1, 2019, Tuesday |
| Martin Luther King Day | - | January 21, 2019, Monday |
| Presidents' Day | - | February 18, 2019, Monday |
| Memorial Day | - | May 27, 2019, Monday |
| Independence Day | - | July 4, 2019, Thursday |
| Labor Day | - | September 2, 2019, Monday |
| Veterans Day | - | November 11, 2019, Monday |

| | | |
|--------------------------|---|------------------------------|
| Thanksgiving Day | - | November 28, 2019, Thursday |
| Day after Thanksgiving | - | November 29, 2019, Friday |
| Day before Christmas Day | - | December 24, 2019, Tuesday |
| Christmas Day | - | December 25, 2019, Wednesday |

- 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 Alameda CTC.

4. Leaves of Absence

4.1 Vacation

- 4.1.1 **Accrual Rates.** Alameda CTC 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 |
|-------------------------|-------------------------------------------|----------------------------------|
| 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 the time of resignation or termination. An employee terminating employment with Alameda CTC for reasons other than paid retirement from Alameda CTC 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 Alameda CTC 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 less applicable taxes. At the Executive Director's discretion, Alameda CTC may allow an employee separating from service with Alameda CTC 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.

In compliance with the City of Oakland's Measure FF, temporary employees are eligible to utilize accrued sick leave 90 days after their first day of employment. Sick leave will accumulate at the rate of one hour for every 30 hours worked up to 72 hours and can be used for actual illness, injury, preventive care and other purposes as defined in Measure FF of an employee or covered family member.

- 4.4 **Family and Medical Leave.** Alameda CTC 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 Alameda CTC while on family/medical leave.

- 4.5 **Leave Due to Pregnancy, Child Birth or Related Conditions.** Alameda CTC 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 of 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 Alameda CTC.
- 4.9 **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all 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 \$2,443 per month per employee. This amount is in addition to the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum required contribution of \$136. 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 may 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 and can prove alternate coverage 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 Alameda CTC are eligible to receive up to the federally approved transit benefit amount for 2019 (if elected to be received by the employee).

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.** Alameda CTC will also provide: (1) A Flexible Spending Account (FSA) program which will be administered through the cafeteria plan for both dependent care expenses up to \$5,000 per calendar year and medical expenses up to the maximum amount allowed consistent with the IRS limit for 2019. 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 Alameda CTC 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. Alameda CTC 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 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 Alameda CTC shall be open to the public between 8:00 a.m. and 5:00 p.m. each weekday, except on Alameda CTC holidays as defined in Paragraph 2.1. Employees are required to be at Alameda CTC's offices during business hours Monday through Friday.
12. All provisions of this Resolution shall be effective and pertain to all employees of Alameda CTC as of the date of hire of the employee, or January 1, 2019, 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 17-006 adopted by the Commission on December 7, 2017.

Duly passed and adopted by the Alameda CTC at the regular meeting of the Commission held on Thursday, December 6, 2018, in Oakland, California by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

Richard Valle,
Chair, Alameda CTC

Vanessa Lee,
Clerk of the Commission

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Memorandum

5.5

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Erika Cheng, Senior Administrative Analyst
Seung Cho, Director of Budgets and Administration

SUBJECT: Approve the Fiscal Year 2019-20 (FY 2019-20) Professional Services Contracts Plan

Recommendation

Alameda CTC contracts for certain professional services in areas where factors such as cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff, including, but not limited to, services such as media and public relations, projects and programs management, and audit 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.

It is recommended that the Commission approve the FY2019-20 Professional Services Contracts Plan.

Summary

Approval of the staff recommendation will:

- A. Authorize the Executive Director to exercise the optional years included in the original contract and/or extend a contract, enter into negotiations and execute professional services contract amendments with existing consultant firms for the following services:
 - a. Media and Public Relations Services; and
 - b. Project Control and Funding/Financial Management Services.
- B. Authorize the Executive Director to issue a Request for Qualification (RFQ) and/or Request for Proposals (RFP), enter into negotiations, and execute a professional services contract with the top-ranked firm for the following services:
 - a. Media and Public Relations Services; and
 - b. Independent Financial Auditing Services.

Background

Alameda CTC contracts with a number of consultant firms to support and supplement staff resources to administer and deliver its projects and programs. Each year, staff outlines the proposed action plan for the following fiscal year and seeks Commission authorization to continue and/or modify existing contracts or to initiate 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 intended to ensure high performance from quality consultants and continued accountability from Alameda CTC staff.

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

A. Contract Execution

1. Media and Public Relations Services

Circlepoint, an Alameda CTC-certified Small-Local Business Enterprise (SLBE) firm with offices in Oakland, California, was awarded a contract in 2016 through a competitive bid process to provide media and public relations services for Alameda CTC. These services include communications and public relations, graphics design, report design and publication, preparation of press and other public materials, assistance at public meetings and events, new website development and support, and support for agency communications and outreach needs. The current fiscal year budget for this contract is \$930,310.

Staff recommends authorization to exercise the two-year option remaining in the contract through June 30, 2021, enter into negotiations and execute a professional services contract amendment with Circlepoint for media and public relations services.

2. Project Control and Funding/Financial Management Services

VSCE, Inc., an Alameda CTC-certified SLBE firm, was awarded a contract in 2016 through a competitive bid process to provide project control and funding/financial management services for Alameda CTC. These services include, but are not limited to, project controls and monitoring of all projects, project risk assessment and reporting, strategic planning and implementation of the sales tax programs, programming and grant management, and other related project support activities. The current fiscal year budget for this contract is \$320,247.

Staff recommends authorization to exercise the three-year option in the contract through June 30, 2021, enter into negotiations and execute a professional services contract amendment with VSCE, Inc. for project control and funding/financial management services.

B. Contract Procurement and Execution

1. **Media and Public Relations Services** – Following the end of the current contract for these services as described above, staff recommends the issuance of an RFQ and/or RFP for a term of up to three years, including options to exercise additional years if any, totaling no more than five years.
2. **Independent Financial Auditing Services** – The independent financial audit services contract provides the required independent audits of Alameda CTC's and the Sunol Smart Carpool Lane's financial statements, issuance of audited financial reports with opinion, completion of the Federal Single Audit, and performance of limitation calculations with reports and worksheets, which attest that Alameda CTC has complied with the administrative cost limitations required by the 2000 and 2014 Expenditure Plans. Currently, Alameda CTC contracts with Vavrinek, Trine, Day & Co., LLP for these services. The current term for this contract covers the separate audits for the year ending June 30, 2018. Staff recommends the issuance of an RFQ and/or RFP for independent financial auditing services beginning with the fiscal period ending 2018-19 and after, for a term of up to three years, with the option to exercise additional years for a term totaling no more than five years. The incumbent will be limited to a maximum term of five years and will not be eligible to participate in the next available contracting opportunity for these services per the Commission adopted procurement policy.

Fiscal Impact: The fiscal impact for contracts that are executed or procured as a result of approving this item will be included in the FY2019-20 budget, which is scheduled for Commission approval in Spring 2019.

Attachment:

- A. Table 1 – Summary of FY2019-20 Professional Services Contracts Plan

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Attachment A: TABLE 1 – SUMMARY OF PROFESSIONAL SERVICES CONTRACTS PLAN

| Services | Current Firm | Approved Budget FY2018-19 | Last RFP Issuance | Recommended Action |
|-----------------------------------------------------------|---------------------------------|--------------------------------------|------------------------------|-------------------------------------------------|
| Media and Public Relations Services | Circlepoint | \$930,310 | 2016 | Exercise 2-Year Option and Issue RFQ and/or RFP |
| Project Control and Funding/Financial Management Services | VSCE, Inc. | \$320,247 | 2016 | Exercise 3-Year Option |
| Independent Financial Auditing Services | Vavrinek, Trine, Day & Co., LLP | \$81,000 | 2012 | Issue RFQ and/or RFP |

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Memorandum

5.6

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 13, 2018

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: Approve and adopt an amendment to the Alameda CTC Health Reimbursement Arrangement Plan for retirees

Recommendation

It is recommended that the Commission approve and adopt a clarifying amendment to the Alameda CTC Health Reimbursement Arrangement (HRA) Plan for retirees. If approved by the Commission, the amended HRA Plan would technically be effective January 1, 2019, however, since the purpose of the amendment is to effectuate the original intent of the plan, the clarified language would be immediately applicable.

Summary

The Health Reimbursement Arrangement (HRA) Plan is Alameda CTC's reimbursement plan for retiree health care premiums that the Commission originally adopted in January 2012 (effective February 2012) and adopted an amendment once, effective January 2015. To be eligible for retiree health coverage under the HRA plan, a retiree must be vested with at least 10 years of CalPERS service, five of which must be for employment with Alameda CTC. With 10 years of CalPERS service, a retiree would be 50 percent vested for retiree health benefits increasing by 5 percent with each additional year of service up to 20 years for 100 percent coverage at the rate approved by the Commission annually.

Since the Commission adopted the HRA Plan in January 2012, the question as to what constitutes "CalPERS credited service" has been raised on multiple occasions. Staff would like to further define the term "CalPERS credited service" within the HRA Plan document to reflect the intent when the document was crafted to ease concerns of employees and potential employees (Alameda CTC's future retirees).

The intent when the HRA Plan was drafted was for the term "CalPERS credited service" to include all years of service CalPERS would take into account when determining eligibility for retirement pension benefits. This includes CalPERS purchased years of services, as well

as years of service in public agency retirement plans which have a reciprocal arrangement with CalPERS, in addition to service with CalPERS member agencies.

Background

The Alameda CTC contributes only the required minimum contribution amount directly to CalPERS for retirees' health premiums (\$136 per month in 2019). CalPERS requires that the remaining premium costs be deducted directly from each retiree's monthly retirement check under the CalPERS pension plan. Once CalPERS takes this deduction, Alameda CTC's HRA administrator will reimburse each retiree for their eligible deduction amount based on their years of CalPERS service, up to the annually determined amount set by the Commission, which is expected to be \$1,597 per retiree per month for 2019 (median CalPERS HMO health plan rate for retiree plus one, less \$136 PEMHCA-required minimum contribution). If a retiree's elected health coverage costs exceed the amount approved by the Commission, the retiree pays for the additional amount from his or her own funds.

Fiscal Impact: There is no direct fiscal budget impact related to the approval and adoption of this amendment to the HRA plan for retirees.

Attachments:

- A. Alameda CTC Health Reimbursement Arrangement (Draft Amendment)
- B. Resolution Approving and Adopting an Amendment to the Health Reimbursement Arrangement Plan for Retirees

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RETIREE HEALTH REIMBURSEMENT ARRANGEMENT**

As Amended Effective January 1, ~~2019~~ **2015**

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ALAMEDA COUNTY TRANSPORTATION COMMISSION RETIREE HEALTH REIMBURSEMENT ARRANGEMENT

As Amended Effective January 1, 2015

ARTICLE I. ESTABLISHMENT AND PURPOSE OF THE PLAN

The Alameda County Transportation Commission (the Employer) provides post-retirement health benefits to its Eligible Retirees. The Employer hereby amends the Alameda County Transportation Commission Retiree Health Reimbursement Arrangement (the Plan), originally effective on February 1, 2012 (the Effective Date) to enable Eligible Retirees and their eligible Beneficiaries to pay for the health care benefits described herein. This amendment shall be effective as of January 1, 2015-2019 (the Amendment Date).

The Plan is intended to qualify as a health reimbursement arrangement within the meaning of Internal Revenue Service Notice 2002-45, and it is intended that the benefits under the Plan be tax-free to the maximum extent permitted under the Internal Revenue Code and the regulations issued thereunder. The Plan will be administered and interpreted to accomplish that objective. Capitalized terms used in this Plan that are not otherwise defined have the meanings set forth in Article II.

ARTICLE II. DEFINITIONS

- 2.1 “**Amendment Date**” means January 1, 2015-2019.
- 2.2 “**Beneficiary**” means any Eligible Retiree's surviving family member who qualifies as an “annuitant” under California Government Code section 22760(c) or (h).
- 2.3 “**Board**” or “**Commission**” means the Board of Commissioners governing body of the Alameda County Transportation Commission.
- 2.4 “**CalPERS**” means the California Public Employees’ Retirement System in which the Employer is a participating agency.
- 2.5 “**CalPERS Credited Service**” means the equivalent to all service that CalPERS would take into account when determining eligibility for pension benefits, including purchased years of service and years of service in a public agency retirement plan which has a reciprocal arrangement with CalPERS, in addition to service with Alameda CTC or other CalPERS member agencies.
- 2.52.6 “**CalPERS Health**” means the health care program made available by the Employer to Eligible Retirees under the Public Employees’ Medical and Hospital Care Act, codified under sections 22750 - 22948 of the California Government Code, which program provides health insurance under various coverage options from which covered individuals may select.

2.62.7 **“COBRA”** means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.

2.72.8 **“Code”** means the Internal Revenue Code of 1986 and the Treasury Regulations and guidance issued thereunder, as amended.

2.82.9 **“Effective Date”** means February 1, 2012.

2.92.10 **“Eligible Retiree”** means an Employee who has met the eligibility requirements in Article III. An individual's status as an Eligible Retiree will be determined solely by the Employer.

2.102.11 **“Employee”** means an individual that the Employer classifies as a common-law employee and who is on the Employer's W-2 payroll, but does not include the following: (a) any leased employee (including but not limited to those individuals defined as leased employees in Code Section 414(n) or an individual classified by the Employer as a contract worker, independent contractor, temporary employee, or casual employee for the period during which such individual is so classified, whether or not any such individual is on the Employer's W-2 payroll or is determined by the IRS or others to be a common-law employee of the Employer; (b) any individual who performs services for the Employer but who is paid by a temporary or other employment or staffing agency for the period during which such individual is paid by such agency, whether or not such individual is determined by the IRS or others to be a common-law employee of the Employer; and (c) any employee covered under a collective bargaining agreement, unless the agreement provides for the employee's participation in this Plan.

2.142.12 **“Employer”** means the Alameda County Transportation Commission.

2.122.13 **“HIPAA”** means the Health Insurance Portability and Accountability Act of 1996, as amended.

2.132.14 **“MEC”** means the minimum employer contribution required to be made by the Employer directly to CalPERS for an Eligible Retiree's coverage under CalPERS Health (\$112 per month in 2012, and adjusted annually in accordance with California Government Code Section 22892).

2.142.15 **“Plan”** means this Alameda County Transportation Commission Retiree Health Reimbursement Arrangement, as set forth herein and amended from time to time.

2.152.16 **“Plan Administrator”** means the Employer unless the Employer designates another person or organization to hold the position of Plan Administrator. The Employer may alternatively designate another person or organization to perform certain duties assigned to the Plan Administrator under this Plan.

2.162.17 **“Plan Year”** means the calendar year (i.e., the 12-month period commencing January 1 and ending on December 31). The first Plan Year is a short plan year, beginning on the Effective Date and ending on December 31, 2012.

2.172.18 **“Predecessor Agency”** means (1) the Alameda County Transportation Improvement Authority, or (2) the Alameda County Congestion Management Agency.

2.182.19 “Trust” means the legal entity that the Employer may establish and/or adopt to hold any assets it has irrevocably set aside to pay benefits under the Plan.

ARTICLE III. ELIGIBILITY, PARTICIPATION, AND COVERAGE

3.1 Eligibility. Only Eligible Retirees are eligible to participate in the Plan. An individual will become an Eligible Retiree under the Plan only upon meeting all of the following requirements.

- a) The individual retired under CalPERS directly from the Employer or a Predecessor Agency within 120 days after his or her employment with the Employer or Predecessor Agency terminated. If the Employee retired under CalPERS from any other governmental agency (or retired under any other governmental retirement plan and not under CalPERS), he or she will not meet this requirement.
- b) The individual is eligible for coverage under CalPERS Health as a retiree, enrolled in CalPERS Health, and entitled to the MEC from the Employer.
- c) Either:
 - (i) The individual has at least 10 completed years of ~~credited service with CalPERS~~ Credited Service at retirement ~~(as determined by CalPERS)~~, and the individual performed at least five years of that service entirely for the Employer and/or a Predecessor Agency; or
 - (ii) The individual has at least 25 completed years of ~~credited service with CalPERS~~ Credited Service at retirement ~~(as determined by CalPERS)~~, and the individual performed at least two years of that service entirely for the Employer and/or a Predecessor Agency.

3.2 No Benefits Unless Eligible. An Employee will not have any interest under the Plan unless he or she meets all of the preceding requirements of this Article III, as applicable. Any person who does not meet these requirements will not be entitled to any benefits under the Plan.

3.3 Commencement of Participation. Each Eligible Retiree on the Effective Date will participate in the Plan beginning on that date. Each person who becomes an Eligible Retiree after the Effective Date will begin participation in the Plan on the date of becoming an Eligible Retiree.

3.4 Period of Coverage. Participation in the Plan is tied to the Eligible Retiree's enrollment in CalPERS Health as a retiree. Coverage under this Plan for an Eligible Retiree will begin on the first day of the calendar month that coverage under CalPERS Health as a retiree begins.

3.5 Termination of Participation. An Eligible Retiree's participation in the Plan terminates upon the earlier of:

- a) the date he or she ceases to be an Eligible Retiree;

- b) the date that the Eligible Retiree is reemployed by the Employer, except as provided in Section 3.7; or
- c) the Eligible Retiree's death, except benefits may continue to the Eligible Retiree's Beneficiary in accordance with Section 3.6.

3.6 Beneficiaries. After an Eligible Retiree's death, benefits will be provided under the Plan to the Eligible Retiree's Beneficiary, if any, but only if the individual is (1) eligible for coverage under CalPERS Health and (2) entitled to the MEC from the Employer. Benefits will be provided under the Plan to such Beneficiary only during such periods that he or she meets these two requirements. The Beneficiary will not be entitled to any benefits under the Plan for any period he or she does not meet these two requirements. To the extent required by the Code, the Employer will follow the tax withholding and reporting requirements applicable to benefits paid under this Plan to an Eligible Retiree's non-dependent domestic partner or same-sex spouse.

3.7 Reemployed Retirees. If the Employer reemploys an Eligible Retiree, any benefits provided under the Plan to that Eligible Retiree will cease effective on the reemployment date and his or her Plan participation will cease. The Eligible Retiree will be entitled to benefits under the Plan upon subsequent termination of employment only if he or she is then eligible under this Article III. If, however, after the reemployment date, the reemployed Eligible Retiree is entitled to continued receipt of retirement benefits under CalPERS as a retiree of the Employer and continues to be eligible for both the MEC and retiree coverage under CalPERS Health, any benefits provided under the Plan to that Eligible Retiree will continue uninterrupted.

ARTICLE IV. VESTING AND BENEFITS

4.1 Amount of Benefits. Each Eligible Retiree will be entitled to receive Employer-funded health care coverage as specified in this Article IV, paid in the form of a reimbursement in accordance with Section 4.3. The maximum benefit on behalf of an Eligible Retiree for any calendar month will be the amount established and adopted by the Board from time to time (and such benefit amounts are herein incorporated by reference), multiplied by the Eligible Retiree's Vested Percentage under Section 4.2. In no event, however, will the benefit paid in any calendar month on behalf of any Eligible Retiree be greater than the Eligible Retiree's actual out-of-pocket premium cost for CalPERS Health coverage for that calendar month. An Eligible Retiree may at any time decline benefits under the Plan by notifying the Employer.

4.2 Vested Percentage. An Eligible Retiree's Vested Percentage is based on the Eligible Retiree's completed number of years of CalPERS ~~credited service~~ Credited Service in accordance with the following table.

| Years of CalPERS Credited Service | Vested Percentage |
|----------------------------------------------|--------------------------|
| <10 | 0% |
| 10 | 50% |
| 11 | 55% |
| 12 | 60% |
| 13 | 65% |

| Years of CalPERS Credited Service | Vested Percentage |
|----------------------------------------------|--------------------------|
| 14 | 70% |
| 15 | 75% |
| 16 | 80% |
| 17 | 85% |
| 18 | 90% |
| 19 | 95% |
| 20+ | 100% |

- 4.3 Reimbursements Under the Plan.** Benefits under the Plan will be provided in the form of monthly reimbursements of the health care coverage premium costs incurred by the Eligible Retiree (or his or her Beneficiary) for the coverage under the CalPERS Health option that the Eligible Retiree has elected for the applicable Plan Year, up to the maximum amount specified in Section 4.1. Any such premium costs may not be paid or reimbursed from any other source and must be substantiated in accordance with Section 4.4. Under no circumstances will unused amounts for one calendar month be applied to costs in any subsequent calendar month and no unused amounts may roll over to any subsequent Plan Year. The Eligible Retiree will be solely responsible for paying the coverage cost of any amounts that are not reimbursed under this Plan or otherwise paid by the Employer.
- 4.4 Substantiation of Expenses.** Reimbursements of health care premium expenses under the Plan for an Eligible Retiree's (or his or her Beneficiary's) individual coverage under CalPERS Health must be properly documented and substantiated at the time and in the manner determined by the Plan Administrator. The Plan Administrator has authority to establish rules and procedures to be followed by individuals in filing applications for benefits, for furnishing and verifying proofs necessary to establish their rights to benefits under the Plan, or for any other reason it deems necessary for the efficient administration of the Plan. Upon satisfactory documentation and substantiation, the Plan Administrator will direct payment to the Eligible Retiree (or his or her Beneficiary) as soon as administratively feasible.

ARTICLE V. BENEFIT FUNDING

- 5.1 Employer Contributions.** All benefits under the Plan will be paid by Employer contributions and earnings thereon. Employee contributions are not permitted. In addition, the Employer may set aside contributions and related earnings to pre-fund benefits under the Plan. In determining the amount of any such contributions, the Employer may engage an actuary to conduct actuarial experience studies and periodic actuarial valuations of the Plan benefits and to recommend to the Employer the amount of contributions that are needed in order to fund the Plan's benefits.
- 5.2 Trust.** The Employer may establish and/or adopt a Trust to receive and invest assets set aside by the Employer to pay benefits under the Plan. The Trust may specifically provide, among other things, for the investment and reinvestment of the Trust assets and the income thereof, the management of the Trust assets, the responsibilities and immunities of the trustee, removal of the trustee and appointment of a successor, accounting by the trustee and the disbursement of the Trust assets. The trustee will, in

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accordance with the terms of the Trust, accept and receive all contributions paid to it from time to time, and shall hold, invest, reinvest and manage such moneys and any increment, increase, earnings and income thereof for the exclusive benefit of Eligible Retirees and Beneficiaries and for the payment of reasonable expenses of administering the Plan.

ARTICLE VI. ADMINISTRATION OF THE PLAN

6.1 Plan Administrator. The administration of this Plan will be under the supervision of the Plan Administrator. It is the principal duty of the Plan Administrator to see that this Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in this Plan.

6.2 Powers of the Plan Administrator. The Plan Administrator will have such duties and powers as it considers necessary or appropriate to discharge its duties. It will have the exclusive right to interpret the Plan and to decide all matters thereunder, and all determinations of the Plan Administrator with respect to any matter hereunder will be conclusive and binding on all persons. Without limiting the generality of the foregoing, the Plan Administrator will have the following discretionary authority:

- a) to construe and interpret the Plan, including all possible ambiguities, inconsistencies, and omissions in the Plan and related documents, and to decide all questions of fact, questions relating to eligibility and participation, and questions of benefits under this Plan;
- b) to prescribe procedures to be followed and the forms to be used by Eligible Retirees and Beneficiaries to claim reimbursements pursuant to this Plan;
- c) to prepare and distribute information explaining this Plan and the benefits under this Plan in such manner as the Plan Administrator determines to be appropriate;
- d) to request and receive from all Eligible Retirees and Beneficiaries such information as the Plan Administrator will from time to time determine to be necessary for the proper administration of this Plan;
- e) to furnish each Eligible Retiree and Beneficiary with such reports with respect to the administration of this Plan as the Plan Administrator determines to be reasonable and appropriate;
- f) to receive, review, and keep on file such reports and information regarding the benefits covered by this Plan as the Plan Administrator determines from time to time to be necessary and proper;
- g) to appoint and employ such individuals or entities to assist in the administration of this Plan as it determines to be necessary or advisable, including legal counsel and benefit consultants;
- h) to sign documents for the purposes of administering this Plan, or to designate an individual or individuals to sign documents for the purposes of administering this Plan;

- i) to secure or require such evidence as it deems necessary to decide any claim for benefits under the Plan; and
- j) to maintain the books of accounts, records, and other data in the manner necessary for proper administration of this Plan and to meet any applicable disclosure and reporting requirements.

6.3 Fiduciary Duties. Each Plan fiduciary shall discharge its duties solely in the interest of Eligible Retirees and Beneficiaries and for the exclusive purpose of providing benefits under the Plan, or defraying reasonable expenses of administering the Plan. Each Plan fiduciary, in carrying out such duties and responsibilities, shall act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use. A fiduciary may serve in more than one fiduciary capacity and may employ one or more persons to render advice with regard to its fiduciary responsibilities. If the fiduciary is serving as such without compensation, all expenses reasonably incurred by such fiduciary will be paid by the Employer. The Employer may, however, elect to have those expenses paid from Trust assets.

6.4 Provision for Third-Party Plan Service Providers. The Plan Administrator, subject to approval of the Employer, may employ the services of such persons as it may deem necessary or desirable in connection with the operation of the Plan. Unless otherwise provided in the service agreement, obligations under this Plan shall remain the obligation of the Employer or Plan Administrator, as applicable.

6.5 Inability to Locate Payee. If the Plan Administrator is unable to make payment to any person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such person will be forfeited following a reasonable time after the date any such payment first became due.

6.6 COBRA and HIPAA Compliance. The Plan will comply with the applicable requirements of the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"), and with the applicable requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") in accordance with the rules set out in Appendix A below.

ARTICLE VII. AMENDMENT AND TERMINATION OF THE PLAN

7.1 No Vested Rights. The Employer may at any time amend or terminate the Plan as provided in Sections 7.2 and 7.3 below. Nothing in the Plan is intended to or will be construed to entitle any Eligible Retiree or other person to vested or non-terminable benefits.

7.2 Amendment of the Plan. The Employer may amend all or any part of this Plan at any time for any reason by resolution of the Board or by any person or persons authorized by the Board to take such action. Any such amendment will supersede and override any claim to "vested rights" that any person may otherwise have with respect to benefits under the Plan.

7.3 Termination of the Plan.

- a) The Employer has established the Plan with the expectation that it will be continued, but continuance is not a contractual or other obligation of the Employer and no employee of the Employer or other person will have any vested right to continuance of the Plan or to continuance of any Employer contributions to the Plan. The Employer reserves the right at any time to terminate the Plan without prejudice and for any reason, and such termination will supersede and override any claim to “vested rights” that any person may otherwise have with respect to benefits under the Plan. Such decision to terminate the Plan will be made in writing and must be approved by the Board.
- b) If the Plan is terminated, the Employer shall direct the trustee to compute the value of the Plan assets under the Trust as of the date of termination. Those assets will continue to be held in the Trust, and will be distributed to pay any remaining benefits owed under the Plan until those benefits are satisfied.
- c) The “partial termination” rules of the Code that apply to qualified retirement plans will not apply under this Plan, and no action will be taken with respect to this Plan in connection with any event or events that would be a partial termination for a qualified plan.

7.4 Determination of Effective Date of Amendment or Termination. Any such amendment, discontinuance or termination will be effective as of the date the Employer determines.

7.5 Assets After Termination. Any assets remaining in the Trust after all benefits owed under the Plan and all Plan expenses have been paid will revert to the Employer unless otherwise determined by the Employer.

7.6 Limitation of Obligations. The Employer must provide all benefits accrued by Eligible Retirees or Beneficiaries under the Plan through its termination. Once those benefits are satisfied, the Employer will not have any remaining obligations to provide any benefit under the Plan. No one will accrue benefits under the Plan after its termination.

ARTICLE VIII. GENERAL PROVISIONS

8.1 Governing Law. The provisions of the Plan will be construed, administered and enforced according to applicable federal law and, to the extent not preempted, the laws of the State of California.

8.2 Requirement for Proper Forms. All communications in connection with the Plan made by an Eligible Retiree or Beneficiary will become effective only when duly executed on any forms as may be required and furnished by, and filed with, the Employer or Plan Administrator, as applicable.

8.3 No Guarantee of Tax Consequences. Neither the Employer nor any Plan Administrator makes any warranty or other representation as to whether any benefits under the Plan will be treated as excludable from gross income for federal, state, or local income tax purposes. It will be the obligation of each Eligible Retiree or Beneficiary to

determine whether each payment under this Plan is excludable from gross income for federal, state, and local income tax purposes and to notify the Employer or Plan Administrator if he or she has any reason to believe that such payment is not so excludable. If for any reason it is determined that any amount paid for the benefit of an Eligible Retiree or Beneficiary is includable in gross income for federal, state or local income tax purposes, then under no circumstances will the recipient have any recourse against the Employer or Plan Administrator with respect to any increased taxes or other losses or damages suffered by the Eligible Retiree or Beneficiary as a result thereof.

- 8.4 Compliance With Code and Other Applicable Laws.** It is intended that this Plan meet all applicable requirements of the Code and of all regulations and guidance issued thereunder. This Plan will be construed, operated and administered accordingly, and in the event of any conflict between any part, clause, or provision of this Plan and the Code, the provisions of the Code will be deemed controlling, and any conflicting part, clause, or provision of this Plan will be deemed superseded to the extent of the conflict. In addition, the Plan will comply with the requirements of all other applicable laws.
- 8.5 Headings.** The headings of the various Articles and Sections are inserted for convenience of reference and are not to be regarded as part of this Plan or as indicating or controlling the meaning or construction of any provision.
- 8.6 Severability.** Should any part of this Plan subsequently be invalidated by a court of competent jurisdiction, the remainder of the Plan will be given effect to the maximum extent possible.
- 8.7 Administration Expenses.** The Employer will pay the reasonable expenses of administering the Plan, including but not limited to the reasonable compensation of any counsel, accountants, and other agents hired by the Employer, Plan Administrator, or Board, as well as any other expenses incurred in administering the Plan. The Employer may, however, elect to have those expenses paid from Trust assets.
- 8.8 Effect of Mistake.** In the event of a mistake as to the eligibility or participation of an individual, or the allocations made to the account of any Eligible Retiree, or the amount of distributions made or to be made to an Eligible Retiree or other person, the Employer or Plan Administrator will, to the extent it deems possible, cause to be allocated or cause to be withheld or accelerated, or otherwise make adjustment of, such amounts as will in its judgment accord to such Eligible Retiree or other person the credits to the account or distributions to which he or she is properly entitled under the Plan.
- 8.9 No Contract of Employment.** The Plan does not provide any person with any right to be retained in the Employer's employment or service. An Eligible Retiree's sole rights under the Plan are limited to those described in this document.
- 8.10 Plan Provisions Controlling.** The Plan encompasses the benefits provided by the Employer to Eligible Retirees. In the event that the terms or provisions of any summary or description of this Plan are interpreted as being in conflict with the provisions of this Plan as set forth in this document, the provisions of this Plan will be controlling.
- 8.11 Non-Assignability of Rights.** The right of any Eligible Retiree or Beneficiary to receive any reimbursement under this Plan will not be alienable by the Eligible Retiree or Beneficiary by assignment or any other method and will not be subject to claims by his

or her creditors by any process whatsoever. Any attempt to cause such right to be so subjected will not be recognized, except to the extent required by law.

- 8.12 Provisions Applicable During Periods of Military Service.** Notwithstanding any Plan provision to the contrary, contributions, benefits, and service credit with respect to qualified military service will be provided as required by any law concerning veterans' rights.

To record the amendment of the Plan, the Employer's authorized representative hereby executes this document on this ____ day of _____, 2015.

ALAMEDA COUNTY TRANSPORTATION COMMISSION

By: _____

Title: _____

Date: _____

APPENDIX A: HIPAA COMPLIANCE

A.1 Provision of Protected Health Information to Employer

Members of the Employer's workforce have access to the individually identifiable health information of Plan participants for administrative functions of the Plan. When this health information is provided from the Plan to the Employer, it is Protected Health Information (PHI). The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict the Employer's ability to use and disclose PHI. The following HIPAA definition of PHI applies for purposes of this Article Appendix A:

Protected Health Information. Protected health information means information that is created or received by the Plan and relates to the past, present, or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present, or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. Protected health information includes information of persons living or deceased.

The Employer will have access to PHI from the Plan only as permitted under this Appendix A or as otherwise required or permitted by HIPAA. HIPAA and its implementing regulations were modified by the Health Information Technology for Economic and Clinical Health Act (HITECH Act), the statutory provisions of which are incorporated herein by reference.

A.2 Permitted Disclosure of Enrollment/Disenrollment Information

The Plan may disclose to the Employer information on whether the individual is participating in the Plan.

A.3 Permitted Uses and Disclosure of Summary Health Information

The Plan may disclose Summary Health Information to the Employer, provided that the Employer requests the Summary Health Information for the purpose of modifying, amending, or terminating the Plan.

"Summary Health Information" means information (a) that summarizes the claims history, claims expenses, or type of claims experienced by individuals for whom a plan sponsor had provided health benefits under a health plan; and (b) from which the information described at 42 CFR Section 164.514(b)(2)(i) has been deleted, except that the geographic information described in 42 CFR Section 164.514(b)(2)(i)(B) need only be aggregated to the level of a five-digit ZIP code.

A.4 Permitted and Required Uses and Disclosure of PHI for Plan Administration Purposes

Unless otherwise permitted by law, and subject to the conditions of disclosure described in Section A.5 and obtaining written certification pursuant to Section A.7, the Plan may disclose PHI to the Employer, provided that the Employer uses or discloses such PHI only for Plan administration purposes. "Plan administration purposes" means administration functions

performed by the Employer on behalf of the Plan, such as quality assurance, claims processing, auditing, and monitoring. Plan administration functions do not include functions performed by the Employer in connection with any other benefit or benefit plan of the Employer, and they do not include any employment-related functions.

Notwithstanding the provisions of this Plan to the contrary, in no event will the Employer be permitted to use or disclose PHI in a manner that is inconsistent with 45 CFR Section 164.504(f).

A.5 Conditions of Disclosure for Plan Administration Purposes

The Employer agrees that with respect to any PHI (other than enrollment/disenrollment information and Summary Health Information, which are not subject to these restrictions) disclosed to it by the Plan, the Employer will:

- not use or further disclose the PHI other than as permitted or required by the Plan or as required by law;
- ensure that any agent, including a subcontractor, to whom it provides PHI received from the Plan agrees to the same restrictions and conditions that apply to the Employer with respect to PHI;
- not use or disclose the PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the uses or disclosures provided for of which it becomes aware;
- make available PHI to comply with HIPAA's right to access in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;
- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services for purposes of determining compliance by the Plan with HIPAA's privacy requirements;
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and
- ensure that the adequate separation between the Plan and the Employer (i.e., the "firewall"), required in 45 CFR Section 504(f)(2)(iii) is satisfied.

The Employer further agrees that if it creates, receives, maintains, or transmits any electronic PHI (other than enrollment/disenrollment information and Summary Health Information, which are not subject to these restrictions) on behalf of the Plan, it will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality,

integrity, and availability of the electronic PHI, and it will ensure that any agents (including subcontractors) to whom it provides such electronic PHI agree to implement reasonable and appropriate security measures to protect the information. The Employer will report to the Plan any security incident of which it becomes aware.

A.6 Adequate Separation Between Plan and Employer

The Employer will allow the following persons access to PHI: Director of Finance, Accounting Manager, Senior Accountant, Accountant, the Plan Administrator, and any other Employee who needs access to PHI in order to perform Plan administration functions that the Employer performs for the Plan (such as quality assurance, claims processing, auditing, and monitoring). No other persons will have access to PHI. These specified employees (or classes of employees) will only have access to and use PHI to the extent necessary to perform the plan administration functions that the Employer performs for the Plan. In the event that any of these specified employees does not comply with the provisions of this Section, that employee will be subject to disciplinary action by the Employer for non-compliance pursuant to the Employer's employee discipline and termination procedures.

The Employer will ensure that the provisions of this Section A.6 are supported by reasonable and appropriate security measures to the extent that the designees have access to electronic PHI.

A.7 Certification of Plan Sponsor

The Plan will disclose PHI to the Employer only upon the receipt of a certification by the Employer that the Plan incorporates the provisions of 45 CFR Section 164.504(f)(2)(ii), and that the Employer agrees to the conditions of disclosure set forth in Section A.5. Execution of the Plan by the Employer will serve as the required certification.

A.8 Privacy Official

The Employer will designate a Privacy Official, who will be responsible for the Plan's compliance with HIPAA. The Privacy Official may contract with or otherwise utilize the services of attorneys, accountants, brokers, consultants, or other third party experts as the Privacy Official deems necessary or advisable. In addition and notwithstanding any provision of this Plan to the contrary, the Privacy Official will have the authority to and be responsible for:

- accepting and verifying the accuracy and completeness of any certification provided by the Employer under this Appendix;
- transmitting the certification to any third parties as may be necessary to permit them to disclose PHI to the Employer;
- establishing and implementing policies and procedures with respect to PHI that are designed to ensure compliance by the Plan with the requirements of HIPAA;
- establishing and overseeing proper training of personnel who will have access to PHI; and
- any other duty or responsibility that the Privacy Official, in his or her sole capacity, deems necessary or appropriate to comply with the provisions of HIPAA and the purposes of this Appendix A.

A.9 Interpretation and Limited Applicability

This Appendix serves the sole purpose of complying with the requirements of HIPAA and will be interpreted and construed in a manner to effectuate this purpose. Neither this Appendix nor the duties, powers, responsibilities, and obligations listed herein will be taken into account in determining the amount or nature of the benefits provided to any person covered under the Plan, nor will they inure to the benefit of any third parties. To the extent that any of the provisions of this Appendix A are no longer required by HIPAA or do not apply to the Plan because the Plan is otherwise excepted from HIPAA, they will be deemed deleted and will have no force or effect.

A.10 Service Performed for the Employer

Notwithstanding any other provisions of this Plan to the contrary, all services performed by a business associate for the Plan in accordance with the applicable service agreement will be deemed to be performed on behalf of the Plan and subject to the administrative simplification provisions of HIPAA contained in 45 C.F.R. Parts 160 through 164, except services that relate to eligibility and enrollment in the Plan. If a business associate of the Plan performs any services that relate to eligibility and enrollment in the Plan, these services will be deemed to be performed on behalf of the Employer in its capacity as Plan Sponsor and not on behalf of the Plan.

**Commission Chair**

Supervisor Richard Valle, District 2

Commission Vice ChairMayor Pauline Cutter,
City of San Leandro**AC Transit**

Board President Elsa Ortiz

Alameda CountySupervisor Scott Haggerty, District 1
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5**BART**

Director Rebecca Saltzman

City of Alameda

Mayor Trish Spencer

City of Albany

Councilmember Peter Maass

City of Berkeley

Mayor Jesse Arreguin

City of Dublin

Mayor David Haubert

City of Emeryville

Mayor John Bauters

City of Fremont

Mayor Lily Mei

City of Hayward

Mayor Barbara Halliday

City of Livermore

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Councilmember Luis Freitas

City of OaklandCouncilmember At-Large
Rebecca Kaplan
Councilmember Dan Kalb**City of Piedmont**

Vice Mayor Teddy Gray King

City of Pleasanton

Mayor Jerry Thorne

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Arthur L. Dao

ALAMEDA COUNTY TRANSPORTATION COMMISSION**RESOLUTION 18-008****Amending the Health Reimbursement Arrangement for Retirees of the
Alameda County Transportation Commission**

Whereas, Alameda County Transportation Commission ("Alameda CTC") adopted the Alameda County Transportation Commission Retiree Health Reimbursement Arrangement ("Retiree HRA"), effective February 1, 2012;

Whereas, the Retiree HRA was designed to reimburse eligible retirees and their eligible surviving beneficiaries for all or some portion of their CalPERS Health premium costs;

Whereas, to be eligible for retiree health coverage under the original Retiree HRA, a retiree must be vested with at least 10 years of California Public Employees' Retirement System (CalPERS) credited service, five of which must be for employment with Alameda CTC or its predecessor agencies;

Whereas, Alameda CTC adopted an amended Retiree HRA, effective January 2015, thereby allowing retirees with at least 25 years of CalPERS credited service, including at least two years with Alameda CTC or its predecessor agencies, to be eligible for retiree health coverage;

Whereas, the term "CalPERS credited service" as used in the HRA Plan document is ambiguous, leading to potential confusion and inconsistency in application; and

Whereas, Alameda CTC's governing Body ("Commission") has determined it to be in the best interest of the Alameda CTC to amend the Retiree HRA to include a specific definition of the term "CalPERS Credited Service" to match the intent at the time when the Retiree HRA was initially adopted and subsequently amended.

Now, Therefore, Be It Resolved by the Commission of the Alameda CTC as follows:

A. Amendment of Health Reimbursement Arrangement

Section 1. Effective January 1, 2019, the Commission hereby amends the Alameda County Transportation Commission Retiree Health Reimbursement Arrangement, substantially in the form attached as Exhibit A, to add a definition of the term "CalPERS Credited Service" in Article II, to reflect its use in the Retiree HRA document as originally intended, as follows:

"CalPERS Credited Service" means the equivalent to all service that CalPERS would take into account when determining eligibility for pension benefits, including purchased years of service and years of service in a public agency retirement plan which has a reciprocal arrangement with CalPERS, in addition to service with Alameda CTC or other CalPERS member agencies.

DULY PASSED AND ADOPTED by the Alameda County Transportation Commission at the regular meeting of the Commission held on Thursday, December 6, 2018 in Oakland, California, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

Richard Valle
Chair, Alameda CTC

Vanessa Lee
Clerk of the Commission