



# Meeting Notice

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

**Commission Chair**  
Supervisor Scott Haggerty, District 1

**Commission Vice Chair**  
Councilmember Rebecca Kaplan,  
City of Oakland

**AC Transit**  
Director Elsa Ortiz

**Alameda County**  
Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

**BART**  
Director Thomas Blalock

**City of Alameda**  
Vice Mayor Marilyn Ezzy Ashcraft

**City of Albany**  
Mayor Peggy Thomsen

**City of Berkeley**  
Councilmember Laurie Capitelli

**City of Dublin**  
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**City of Emeryville**  
Councilmember Ruth Atkin

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**City of Hayward**  
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**City of Livermore**  
Mayor John Marchand

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Councilmember Luis Freitas

**City of Oakland**  
Vice Mayor Larry Reid

**City of Piedmont**  
Mayor John Chiang

**City of Pleasanton**  
Mayor Jerry Thome

**City of San Leandro**  
Vice Mayor Michael Gregory

**City of Union City**  
Mayor Carol Dufré-Vernaci

**Executive Director**  
Arthur L. Dao

## Finance and Administration Committee

**Monday, September 9, 2013, 1:30 p.m.**

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

### Mission Statement

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

### Public Comments

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

### Reminder

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

### Glossary of Acronyms

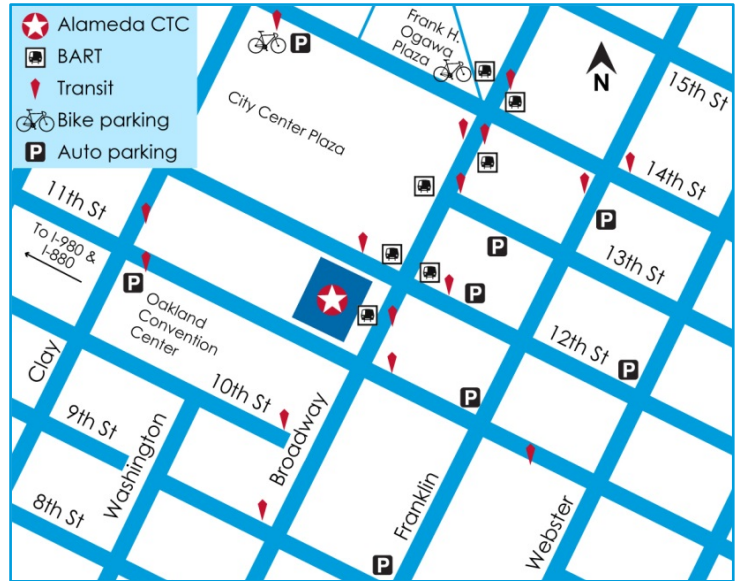
A glossary that includes frequently used acronyms is available on the Alameda CTC website at [www.AlamedaCTC.org/app\\_pages/view/8081](http://www.AlamedaCTC.org/app_pages/view/8081).

## Location Map

### Alameda CTC

1111 Broadway, Suite 800  
Oakland, CA 94607

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



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

## Accessibility

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



## Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at [www.AlamedaCTC.org/events/upcoming/now](http://www.AlamedaCTC.org/events/upcoming/now).

## Paperless Policy

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

## Connect with Alameda CTC

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# Finance and Administration Committee Meeting Agenda

Monday, September 9, 2013, 1:30 p.m.

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

**Chair:** Mayor John Chiang, City of Piedmont  
**Vice Chair:** Director Tom Blalock, BART  
**Commissioners:** Marilyn Ezzy-Ashcraft, Peggy Thomsen, Richard Valle  
**Ex-Officio Members:** Scott Haggerty, Rebecca Kaplan  
**Staff Liaison:** Patricia Reavey  
**Executive Director:** Arthur L. Dao  
**Clerk:** Vanessa Lee

1. Roll Call

2. Public Comment

3. Consent Calendar

3.1 [July 08, 2013 FAC Meeting Minutes](#)

Recommendation: Approve the June 10, 2013 meeting minutes.

Page A/I

1 A

4. Regular Matters

4.1. [Approval of Alameda CTC FY2012-13 Consolidated Year-End Investment Report](#)

Recommendation: Approval of the Alameda CTC FY2012-13 Consolidated Year-End Investment Report.

5 A

4.2. [Alameda CTC Growing Responsibilities and Options to Fund Agency Core Functions Funding Shortfall](#)

Recommendation: Approval of an Option to Fund Agency Core Functions Funding Shortfall.

15 A

4.3. [Approval of Revised Alameda CTC Staffing Plan and Salary Ranges](#)

Recommendation: Approve the Revised Staffing Plan and Salary Ranges.

29 A

5. Closed Session

5.1. CLOSED SESSION: Pursuant to Government Code Section 54957: Public Employee Performance Evaluation: Executive Director

A/I

5.2. Report on Closed Session

6. Committee Member Reports (Verbal)

7. Staff Reports (Verbal)

## 8. Adjournment

**Next Meeting:** October 14, 2013

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



Finance and Administration Committee  
Meeting Minutes  
Monday, July 8, 2013, 1:30 p.m.

3.1

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**1. Roll Call**

A roll call was conducted and a quorum was confirmed.

**2. Public Comment**

There were no public comments.

**3. Consent Calendar**

**3.1. June 10, 2013 FAC Meeting Minutes**

*Commissioner Kaplan motioned to approve the consent calendar. Commissioner Valle seconded the motion. Commissioner Ezzy-Ashcraft abstained. The motion passed 6-0.*

**4. Regular Matters**

**4.1. Authorization to Proceed to Initiate a FY2013-14 Debt Issuance**

Patricia Reavey recommended that the Commission authorize the Executive Director to: Initiate the process of issuing approximately \$165 million in FY2013-14 debt to finance ACTIA capital project fund needs; and Issue Requests For Proposals (RFP) or Requests for Qualifications (RFQ), enter into negotiations with top ranked firms, and execute contracts for bond and disclosure counsel, investment banking services (underwriters) and various other small service contracts necessary to complete the bond issuance process such as the bond trustee and printers for the official statement. Patricia stated that staff anticipates the need for external financing for Measure B capital projects in the coming fiscal year based on the budget approved in June 2013. She reviewed interest rates in the market, cash flow projections indicating that ACTIA will remain solvent throughout the life of Measure B, and key steps in the debt issuance process including bringing on a financing team including investment advisors (PFM), bond and disclosure counsel and bond underwriters. Patricia concluded by reviewing the debt issuance process and projected schedule.

Commissioner Valle requested additional information on the RFP and/or RFQ process. Art Dao stated that the Commission has not yet adopted a formal consolidated contracting and procurement policy and reviewed details of how the Alameda CTC procurement process is administered under the adopted policies of the former agencies.

Commissioner Haggerty suggested that a member of a city and possibly the county's financial teams be included on the selection panel. Art stated that staff would apply that suggestion when creating the selection panel.

Commissioner Ashcraft wanted to know if this financing was considered a one-time thing. Patricia stated that the assumption is that this will be a one-time occurrence under Measure B.

Commissioner Haggerty questioned if staff could expedite the process by using Alameda County's approved pool of financing team member firms. Art Dao stated that staff would research the county's process.

The committee discussed having the audit committee review and participate in the selection process. A modification was made to the recommendation to allow the audit committee to approve staff's recommendation on consultant selection and bring the recommendation back to the full Commission, as an informational item at the following commission meeting.

*Commissioner Blalock motioned to approve this Item as amended. Commissioner Kaplan seconded the motion. The motion passed unanimously.*

#### **4.2. Approval of the Alameda CTC Debt Policy**

Patricia Reavey recommended that the Commission approve the Alameda CTC debt policy effective Fiscal Year 2013-14. Patricia outlined details of the policy including an overview of the purpose of the policy, scope and priorities.

Commissioner Ashcraft wanted more information on credit enhancements specifically in regards to debt service reserve funds. Patricia stated that credit enhancements such as a debt service reserve fund provides assurance to bondholders that funds will always be available to pay debt service.

Commissioner Ashcraft wanted to know how the Commission will know about expected future market trends. Patricia stated that staff will be working with investment advisors so they can advise staff.

Commissioner Ashcraft suggested that staff change the policy to remove the word "typically" under the section describing how disclosure counsel is required to be selected through a competitive process because typically might indicate that sometimes it would not be required to be selected through a competitive process. Staff agreed to make this change in the policy.

*Commissioner Kaplan motioned to approve this Item with the one change suggested by Commissioner Ashcraft. Commissioner Haggerty seconded the motion. The motion passed unanimously.*

#### **5. Committee Member Reports**

There were no committee member reports.

#### **6. Staff Reports**

There were no staff reports.

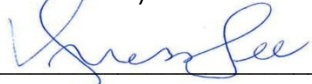
#### **7. Adjournment/ Next Meeting**

The meeting adjourned at 2:10 p.m. The next meeting is:

Date/Time: Monday, July 8, 2013 @1:30 p.m.

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

Attested by:

A handwritten signature in blue ink, appearing to read "Vanessa Lee", written over a horizontal line.

Vanessa Lee,  
Clerk of the Commission

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# Memorandum

4.1

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

**DATE:** August 26, 2013

**SUBJECT:** Alameda CTC FY2012-13 Consolidated Year-End Investment Report

**RECOMMENDATION:** Approval of Alameda CTC FY2012-13 Consolidated Year-End Investment Report

## Summary

The Consolidated Investment Report provides balance and average return on investment information for all cash and investments held by the Alameda CTC as of June 30, 2013 and June 30, 2012 on a comparative basis. Alameda CTC investments are in compliance with the adopted investment policy, and Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

## Activity

The following are key highlights of cash and investment information as of June 30, 2013:

- As of June 30, 2013, total cash and investments held by the Alameda CTC were \$236.3 million. This total is a decrease of \$46.9 million or 16.6% from the prior year-end balance of \$283.2 million.
- The ACTA investment balance decreased \$19.6 million or 13.4% due to capital project expenditures. The ACTIA investment balance decreased \$21.4 million or 19.7% due to capital project expenditures. The ACCMA investment balance decreased \$6.0 million or 20.9% mostly related to CMA TIP project payments.
- Investment yields have declined with the return on investments for the Alameda CTC at 0.57% compared to the prior year's return of 0.98%. Return on investments were projected for the FY2012-13 budget year at varying rates ranging from 0 - 1.00% depending on investment type.
- Based on cash flow projections updated in August and current market conditions, ACTIA is planning to go to the market for debt financing by the 3<sup>rd</sup> quarter of FY2013-14 to satisfy capital project obligations.

As of June 30, 2013, the Alameda CTC portfolio managed by investment advisors consisted of approximately 4.0% US Treasury Securities, 59.8% Federal Agency Securities, 0.5% Corporate Notes, 16.6% Commercial Paper, 18.7% Negotiable CDs and 0.3% Money Market Funds (See Attachment B). The Alameda CTC portfolio is in compliance with both the adopted investment policy and California Government Code.

The Alameda CTC's return on investments for FY2012-13 came in \$150,000 or 12.5% over budget. The investment advisors developed strategies to match investments to cash flow needs while optimizing safe returns. This strategy ensures the ability to fund capital project cash flow requirements without the need to sell an investment short of its maturity date which can increase risk in a portfolio.

The Employment Development Department reported an unemployment rate in Alameda County for June, 2013 of 7.4%, down 0.3% from the previous quarter end. This has fallen below that of both California, at 8.5%, and the United States, at 7.6% (per the US Department of Labor). Historically the Alameda County rate fell somewhere between that of California and the US. This change indicates that employment has begun to recover at a slightly greater pace in Alameda County than on a national level. Alameda County's largest payroll growth between May 2013 and June 2013 was in the leisure and hospitality industry, particularly in food services; construction jobs along with all of its subsectors were second in job growth. Unemployment rates remain very high when compared to historical national rates which ranged from 4.0–5.0% in the years 2001–2007.

During the month of June 2013, shorter-maturity benchmarks outperformed longer maturities, with Treasuries outperforming Agencies, corporate debt, and securitized bonds. The US economy continued to grow modestly during the second quarter, with the Gross Domestic Product (GDP) showing expansion at a rate of 1.7%. The Consumer Price Index (CPI) also increased 1.8% since last year. Fed Chairman Bernanke stated that the Fed would reduce its bond purchases if the economy continues to strengthen; however, Fed governors emphasized that the stimulus program was not going to end suddenly, and that the targeted federal funds rate of zero to 0.25% would remain for a year or more.

### **Fiscal Impact**

There is no fiscal impact.

### **Attachments**

- A. Consolidated Investment Report as of June 30, 2013
- B. Detail of Investment Holdings (managed by PFM and Chandler)

### **Staff Contact**

[Patricia Reavey](#), Director of Finance

[Lily Balinton](#), Accounting Manager



## Managed Account Detail of Securities Held

For the Month Ending June 30, 2013

ALAMEDA CNTY TRANSPORTATION AUTHORITY - 03068500

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>												
US TREASURY NOTES	09/30/2008 3.125% 09/30/2013	912828JM3	3,900,000.00	AA+	Aaa	03/22/12	03/27/12	4,064,531.25	0.32	30,635.25	3,927,119.24	3,929,250.00
<b>Security Type Sub-Total</b>			<b>3,900,000.00</b>					<b>4,064,531.25</b>	<b>0.32</b>	<b>30,635.25</b>	<b>3,927,119.24</b>	<b>3,929,250.00</b>
<b>Federal Agency Bond / Note</b>												
FEDERAL HOME LOAN BANK GLOBAL NOTES	02/03/2012 0.220% 08/08/2013	313376UV5	5,000,000.00	AA+	Aaa	11/27/12	11/28/12	5,001,135.00	0.19	4,369.44	5,000,168.10	5,000,410.00
FHLB NOTES	02/13/2012 0.280% 08/13/2013	313376WB7	9,700,000.00	AA+	Aaa	11/27/12	11/28/12	9,706,372.90	0.19	10,411.33	9,701,050.12	9,701,581.10
FHLB GLOBAL BONDS	08/01/2008 4.000% 09/06/2013	3133XR88	4,400,000.00	AA+	Aaa	03/22/12	03/27/12	4,629,680.00	0.37	56,222.22	4,428,815.91	4,430,641.60
FHLMC GLOBAL REFERENCE NOTES	08/20/2008 4.125% 09/27/2013	3137EAB57	4,475,000.00	AA+	Aaa	04/01/13	04/02/13	4,561,685.23	0.14	48,199.48	4,517,599.58	4,517,789.95
FNMA NOTES	11/01/2010 0.750% 12/18/2013	31398A5W8	4,725,000.00	AA+	Aaa	08/21/12	08/22/12	4,754,484.00	0.28	1,279.69	4,735,356.92	4,738,867.88
FANNIE MAE NOTES (EX-CALLABLE)	09/08/2010 1.500% 09/08/2014	31398A3G5	3,319,000.00	AA+	Aaa	05/15/13	05/15/13	3,374,626.44	0.22	15,626.96	3,369,223.67	3,361,234.28
FANNIE MAE GLOBAL NOTES	09/27/2011 0.625% 10/30/2014	3135G0DW0	2,500,000.00	AA+	Aaa	05/15/13	05/15/13	2,514,650.00	0.22	2,647.57	2,513,367.88	2,510,630.00
<b>Security Type Sub-Total</b>			<b>34,119,000.00</b>					<b>34,542,633.57</b>	<b>0.22</b>	<b>138,756.69</b>	<b>34,265,582.18</b>	<b>34,261,154.81</b>
<b>Commercial Paper</b>												
TOYOTA MOTOR CREDIT CORP COMM PAPER	0.000% 07/10/2013	89233GUA2	2,590,000.00	A-1+	P-1	01/10/13	01/11/13	2,586,892.00	0.24	0.00	2,589,844.60	2,589,948.20
GENERAL ELEC CAP CORP COMM PAPER	0.000% 07/15/2013	36959HUF2	4,325,000.00	A-1+	P-1	01/14/13	01/15/13	4,319,998.62	0.23	0.00	4,324,613.17	4,324,857.28
BNP PARIBAS FINANCE INC COMM PAPER	0.000% 09/23/2013	0556N0WP6	2,100,000.00	A-1	P-1	05/21/13	05/22/13	2,098,119.33	0.26	0.00	2,098,725.99	2,098,660.20





**Managed Account Detail of Securities Held**

For the Month Ending June 30, 2013

ALAMEDA CNTY TRANSPORTATION AUTHORITY - 03068500

Security Type/Description	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Dated Date/Coupon/Maturity	Par	CUSIP							
<b>Commercial Paper</b>									
BANK OF TOKYO MITSUBISHI COMM PAPER -- 0.000% 10/07/2013	A-1	P-1	05/15/13	05/15/13	4,395,569.44	0.25	0.00	4,397,005.54	4,397,272.00
UBS FINANCE DELAWARE LLC COMM PAPER -- 0.000% 02/07/2014	A-1	P-1	05/15/13	05/15/13	3,989,726.67	0.35	0.00	3,991,528.32	3,992,176.00
<b>Security Type Sub-Total</b>	<b>17,415,000.00</b>				<b>17,390,306.06</b>	<b>0.27</b>	<b>0.00</b>	<b>17,401,717.62</b>	<b>17,402,913.68</b>
<b>Certificate of Deposit</b>									
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 04/15/2013 0.260% 10/07/2013	A-1	P-1	05/15/13	05/15/13	4,375,175.09	0.25	2,432.99	4,375,118.34	4,375,413.00
RABOBANK NEDERLAND NV NY CERT DEPOS DTD 05/20/2013 0.270% 12/18/2013	A-1+	P-1	05/21/13	05/22/13	2,755,240.64	0.25	867.83	2,755,194.81	2,755,094.50
CHASE BANK USA NA CERT DEPOS DTD 05/16/2013 0.330% 02/12/2014	A-1	P-1	05/16/13	05/16/13	4,300,000.00	0.33	1,813.17	4,300,000.00	4,300,960.62
<b>Security Type Sub-Total</b>	<b>11,430,000.00</b>				<b>11,430,415.73</b>	<b>0.28</b>	<b>5,113.99</b>	<b>11,430,313.15</b>	<b>11,431,468.12</b>
<b>Managed Account Sub-Total</b>	<b>66,864,000.00</b>				<b>67,427,886.61</b>	<b>0.25</b>	<b>174,505.93</b>	<b>67,024,732.19</b>	<b>67,024,786.61</b>
<b>Securities Sub-Total</b>	<b>\$66,864,000.00</b>				<b>\$67,427,886.61</b>	<b>0.25%</b>	<b>\$174,505.93</b>	<b>\$67,024,732.19</b>	<b>\$67,024,786.61</b>
<b>Accrued Interest</b>									<b>\$174,505.93</b>
<b>Total Investments</b>									<b>\$67,199,292.54</b>





**Alameda CTC- Alameda Cnty Trans Authority  
Account #470**

**Holdings Report**

As of 6/30/13

CUSIP	Security Description	Par. Value/Units	Purchase Date Book Yield	Cost. Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
<b>AGENCY</b>									
31398ASD5	FNMA Note 3.875% Due 7/12/2013	1,700,000.00	04/09/2009 2.24 %	1,811,683.20 1,700,792.08	100.12 0.40 %	1,701,965.20 30,924.65	7.77 % 1,173.12	Aaa AA+	0.03 0.03
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	4,000,000.00	Various 2.35 %	4,411,330.00 4,007,681.66	100.36 0.54 %	4,014,468.00 79,166.67	18.37 % 6,786.34	Aaa AA+	0.09 0.09
31331KZJ2	FFCB Note 0.35% Due 9/23/2013	1,500,000.00	03/22/2012 0.38 %	1,499,430.00 1,499,912.79	100.05 0.14 %	1,500,717.00 1,429.17	6.74 % 804.21	Aaa AA+	0.23 0.23
31331GCS6	FFCB Note 3.875% Due 10/17/2013	2,300,000.00	02/04/2009 2.89 %	2,397,934.00 2,305,629.05	101.00 0.18 %	2,322,891.90 20,795.83	10.52 % 17,262.85	Aaa AA+	0.27 0.27
3133XSAE8	FHLB Note 3.625% Due 10/18/2013	2,000,000.00	03/03/2009 2.69 %	2,080,600.00 2,005,201.54	101.03 0.19 %	2,020,580.00 14,701.39	9.13 % 15,378.46	Aaa AA+	0.30 0.30
3134A4UK8	FHLMC Note 4.875% Due 11/15/2013	2,500,000.00	01/08/2009 2.44 %	2,776,632.50 2,521,399.58	101.78 0.11 %	2,544,602.50 15,572.92	11.49 % 23,202.92	Aaa AA+	0.38 0.37
3137EACZ0	FHLMC Note 0.375% Due 11/27/2013	2,600,000.00	10/25/2012 0.24 %	2,603,848.00 2,601,444.21	100.10 0.14 %	2,602,475.20 920.83	11.68 % 1,030.99	Aaa AA+	0.41 0.41
31398A5W8	FNMA Note 0.75% Due 12/18/2013	2,600,000.00	05/23/2012 0.34 %	2,616,822.00 2,604,990.82	100.29 0.12 %	2,607,631.00 704.17	11.70 % 2,640.18	Aaa AA+	0.47 0.47
3135G0NV1	FNMA Note 0.5% Due 9/28/2015	700,000.00	05/20/2013 0.33 %	702,814.00 702,679.84	99.96 0.52 %	699,685.00 904.17	3.14 % (2,994.84)	Aaa AA+	2.25 2.23
3133834R9	FHLB Note 0.375% Due 6/24/2016	675,000.00	05/20/2013 0.47 %	672,934.50 673,009.44	98.88 0.76 %	667,416.38 49.22	2.99 % (5,593.06)	Aaa AA+	2.99 2.96
<b>Total Agency</b>		<b>20,575,000.00</b>	<b>1.65 %</b>	<b>21,574,028.20</b> <b>20,622,741.01</b>	<b>0.28 %</b>	<b>20,682,432.18</b> <b>165,169.02</b>	<b>93.54 %</b> <b>59,691.17</b>	<b>Aaa</b> <b>AA+</b>	<b>0.42</b> <b>0.42</b>
<b>MONEY MARKET FUND FI</b>									
431114701	Highmark Govt Money Market Fund	35,814.52	Various 0.00 %	35,814.52 35,814.52	1.00 0.00 %	35,814.52 0.00	0.16 % 0.00	Aaa AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>35,814.52</b>	<b>0.00 %</b>	<b>35,814.52</b> <b>35,814.52</b>	<b>0.00 %</b>	<b>35,814.52</b> <b>0.00</b>	<b>0.16 %</b> <b>0.00</b>	<b>Aaa</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828PL8	US Treasury Note 0.75% Due 12/15/2013	1,400,000.00	Various 0.23 %	1,408,283.99 1,403,352.51	100.29 0.11 %	1,404,102.00 459.02	6.30 % 749.49	Aaa AA+	0.46 0.46
<b>Total US Treasury</b>		<b>1,400,000.00</b>	<b>0.23 %</b>	<b>1,408,283.99</b> <b>1,403,352.51</b>	<b>0.11 %</b>	<b>1,404,102.00</b> <b>459.02</b>	<b>6.30 %</b> <b>749.49</b>	<b>Aaa</b> <b>AA+</b>	<b>0.46</b> <b>0.46</b>
<b>TOTAL PORTFOLIO</b>		<b>22,010,814.52</b>	<b>1.56 %</b>	<b>23,018,126.71</b> <b>22,061,908.04</b>	<b>0.27 %</b>	<b>22,122,348.70</b> <b>165,628.04</b>	<b>100.00 %</b> <b>60,440.66</b>	<b>Aaa</b> <b>AA+</b>	<b>0.43</b> <b>0.42</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>22,287,976.74</b>			



### Managed Account Detail of Securities Held

For the Month Ending June 30, 2013

ALAMEDA CNTY TRANSPORTATION IMPROV AUTH - 03068510

Security Type/Description	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
FEDERAL HOME LOAN BANKS DISC NOTE - 0.000% 09/20/2013	A-1+	P-1	03/28/13	04/01/13	3,497,826.11	0.13	0.00	3,498,976.25	3,499,306.13
<b>Security Type Sub-Total</b>					<b>3,497,826.11</b>	<b>0.13</b>	<b>0.00</b>	<b>3,498,976.25</b>	<b>3,499,306.13</b>
<b>Federal Agency Bond / Note</b>									
FANNIE MAE GLOBAL NOTES DTD 08/06/2010 1.000% 09/23/2013	AA+	Aaa	08/21/12	08/22/12	3,377,034.50	0.26	9,119.44	3,355,674.20	3,356,405.20
FNMA NOTES DTD 11/01/2010 0.750% 12/18/2013	AA+	Aaa	08/21/12	08/22/12	3,421,216.00	0.28	920.83	3,407,452.60	3,409,979.00
<b>Security Type Sub-Total</b>					<b>6,798,250.50</b>	<b>0.27</b>	<b>10,040.27</b>	<b>6,763,126.80</b>	<b>6,766,384.20</b>
<b>Commercial Paper</b>									
TOYOTA MOTOR CREDIT CORP COMM PAPER - 0.000% 07/01/2013	A-1+	P-1	01/02/13	01/02/13	1,997,700.00	0.23	0.00	2,000,000.00	1,999,994.00
US BANK NA COMM PAPER - 0.000% 09/03/2013	A-1+	P-1	03/07/13	03/08/13	729,346.65	0.18	0.00	729,766.40	729,691.94
BNP PARIBAS FINANCE INC COMM PAPER - 0.000% 09/23/2013	A-1	P-1	05/21/13	05/22/13	1,998,208.89	0.26	0.00	1,998,786.66	1,998,724.00
<b>Security Type Sub-Total</b>					<b>4,725,255.54</b>	<b>0.24</b>	<b>0.00</b>	<b>4,728,553.06</b>	<b>4,728,409.94</b>
<b>Certificate of Deposit</b>									
SVENSKA HANDELSBANKEN NY CERT DEPOS DTD 04/02/2013 0.240% 10/01/2013	A-1+	P-1	04/12/13	04/12/13	4,499,999.66	0.24	2,700.00	4,499,999.82	4,499,980.02
SKANDINAVISKA ENSKILDA BK NY CERT DEPOS DTD 04/05/2013 0.280% 10/07/2013	A-1	P-1	04/30/13	04/30/13	4,500,196.71	0.27	3,045.00	4,500,121.73	4,500,917.55





**Managed Account Detail of Securities Held**

For the Month Ending June 30, 2013

ALAMEDA CNTY TRANSPORTATION IMPROV AUTH - 03068510

Security Type/Description	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
STANDARD CHARTERED BANK NY CERT DEPOS	A-1+	P-1	04/30/13	04/30/13	4,500,291.02	0.30	2,867.50	4,500,213.93	4,500,927.90
Certificate of Deposit									
DTD 04/18/2013 0.310% 12/20/2013									
<b>Security Type Sub-Total</b>					<b>13,500,489.39</b>	<b>0.27</b>	<b>8,612.50</b>	<b>13,500,335.48</b>	<b>13,501,825.47</b>
<b>Managed Account Sub-Total</b>					<b>28,521,821.54</b>	<b>0.25</b>	<b>18,652.77</b>	<b>28,490,991.59</b>	<b>28,495,925.74</b>
<b>Securities Sub-Total</b>					<b>\$28,521,821.54</b>	<b>0.25%</b>	<b>\$18,652.77</b>	<b>\$28,490,991.59</b>	<b>\$28,495,925.74</b>
<b>Accrued Interest</b>									<b>\$18,652.77</b>
<b>Total Investments</b>									<b>\$28,514,578.51</b>





**Alameda CTC - Alameda County Trans Improv Authority  
Account #471**

**Holdings Report**

As of 6/30/13

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
<b>AGENCY</b>									
313376J55	FHLB Note 0.375% Due 7/9/2013	1,750,000.00	12/05/2012 0.18 %	1,752,047.50 1,750,076.54	100.01 0.17 %	1,750,091.00 3,135.42	11.51 % 14.46	Aaa AA+	0.02 0.02
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	1,000,000.00	10/18/2012 0.22 %	1,003,533.00 1,003,838.06	100.36 0.54 %	1,003,617.00 19,791.67	6.72 % (221.06)	Aaa AA+	0.09 0.09
3135G0BR3	FNMA Note 0.5% Due 8/9/2013	1,500,000.00	10/31/2012 0.20 %	1,503,450.00 1,500,478.83	100.04 0.15 %	1,500,570.00 2,958.33	9.87 % 91.17	Aaa AA+	0.11 0.11
313379R76	FHLB Note 0.25% Due 9/6/2013	1,250,000.00	11/16/2012 0.21 %	1,250,425.00 1,250,097.85	100.02 0.14 %	1,250,248.75 208.33	8.21 % 150.90	Aaa AA+	0.19 0.18
31398A3L4	FNMA Callable Note 1X 3/17/11 1.125% Due 9/17/2013	1,225,000.00	11/16/2012 0.22 %	1,234,187.50 1,227,372.93	100.21 0.15 %	1,227,545.55 3,981.25	8.08 % 172.62	Aaa AA+	0.22 0.21
31398A2S0	FNMA Note 1% Due 9/23/2013	1,750,000.00	12/27/2011 0.35 %	1,769,600.00 1,752,592.76	100.19 0.17 %	1,753,346.00 4,763.89	11.54 % 753.24	Aaa AA+	0.23 0.23
31331GCS6	FFCB Note 3.875% Due 10/7/2013	1,000,000.00	11/15/2012 0.21 %	1,032,610.00 1,009,833.17	101.00 0.18 %	1,009,953.00 9,041.67	6.69 % 119.83	Aaa AA+	0.27 0.27
31398A4H2	FNMA Callable Note 1X 4/8/11 1.125% Due 10/8/2013	1,535,000.00	10/18/2012 0.21 %	1,548,584.75 1,538,788.42	100.27 0.15 %	1,539,070.82 3,981.41	10.13 % 282.40	Aaa AA+	0.27 0.27
3134G23H3	FHLMC Note 0.5% Due 10/15/2013	1,650,000.00	10/31/2012 0.22 %	1,654,372.50 1,651,331.85	100.10 0.14 %	1,651,714.35 1,741.67	10.85 % 382.50	Aaa AA+	0.29 0.29
313371UC8	FHLB Note 0.875% Due 12/27/2013	1,780,000.00	12/16/2011 0.39 %	1,797,461.80 1,784,241.06	100.35 0.15 %	1,786,306.54 173.06	11.72 % 2,065.48	Aaa AA+	0.49 0.49
<b>Total Agency</b>		<b>14,440,000.00</b>	<b>0.25 %</b>	<b>14,578,272.05</b> <b>14,468,651.47</b>	<b>0.18 %</b>	<b>14,472,463.01</b> <b>49,776.70</b>	<b>95.31 %</b> <b>3,811.54</b>	<b>Aaa</b> <b>AA+</b>	<b>0.23</b> <b>0.22</b>
<b>MONEY MARKET FUND FI</b>									
431114701	Highmark Govt Money Market Fund	42,886.11	Various 0.00 %	42,886.11 42,886.11	1.00 0.00 %	42,886.11 0.00	0.28 % 0.00	Aaa AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>42,886.11</b>	<b>0.00 %</b>	<b>42,886.11</b> <b>42,886.11</b>	<b>0.00 %</b>	<b>42,886.11</b> <b>0.00</b>	<b>0.28 %</b> <b>0.00</b>	<b>Aaa</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US CORPORATE</b>									
594918AF1	Microsoft Note 0.875% Due 9/27/2013	670,000.00	12/07/2012 0.23 %	673,396.90 671,034.35	100.11 0.44 %	670,705.51 1,530.76	4.41 % (328.84)	Aaa AAA	0.24 0.24
<b>Total US Corporate</b>		<b>670,000.00</b>	<b>0.23 %</b>	<b>673,396.90</b> <b>671,034.35</b>	<b>0.44 %</b>	<b>670,705.51</b> <b>1,530.76</b>	<b>4.41 %</b> <b>(328.84)</b>	<b>Aaa</b> <b>AAA</b>	<b>0.24</b> <b>0.24</b>
<b>TOTAL PORTFOLIO</b>		<b>15,152,886.11</b>	<b>0.25 %</b>	<b>15,294,555.06</b> <b>15,182,571.93</b>	<b>0.19 %</b>	<b>15,186,054.63</b> <b>51,307.46</b>	<b>100.00 %</b> <b>3,482.70</b>	<b>Aaa</b> <b>AA+</b>	<b>0.23</b> <b>0.22</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>15,237,362.09</b>			



Alameda CTC									
Consolidated Investment Report									
As of June 30, 2013									
ACTA	Un-Audited		Interest Earned			FY 2011-2012		FY 2011-2012	
	Investment Balance	Interest earned	As of June 30, 2013	Budget	Difference	Investment Balance	Interest earned	Investment Balance	Interest earned
			Approx. ROI			June 30, 2012	FY 2011-2012	June 30, 2012	FY 2011-2012
Checking Account	\$ 990,642	\$ 35	0.00%			\$ 103,510	\$ 45	\$ 103,510	\$ 45
State Treasurer Pool (LAIF)	26,320,036	37,613	0.14%			19,850,764	105,009	19,850,764	105,009
Investment Advisors <sup>(1)</sup>	89,195,725	994,095	1.11%			116,136,420	2,139,191	116,136,420	2,139,191
Loan to ACCMA	10,000,000	-				10,000,000	-	10,000,000	-
<b>ACTA Total</b>	<b>\$ 126,506,403</b>	<b>\$ 1,031,742</b>	<b>0.82%</b>	<b>\$ 1,025,000</b>	<b>\$ 6,742</b>	<b>\$ 146,090,694</b>	<b>\$ 2,244,245</b>	<b>\$ 146,090,694</b>	<b>\$ 2,244,245</b>
<i>Approx. ROI</i>									
<b>1.54%</b>									
ACTIA	Un-Audited		Interest Earned			FY 2011-2012		FY 2011-2012	
	Investment Balance	Interest earned	As of June 30, 2013	Budget	Difference	Investment Balance	Interest earned	Investment Balance	Interest earned
			Approx. ROI			June 30, 2012	FY 2011-2012	June 30, 2012	FY 2011-2012
Checking Account	\$ 10,825,653	\$ 235	0.00%			\$ 3,743,015	\$ 147	\$ 3,743,015	\$ 147
State Treasurer Pool (LAIF)	32,414,238	78,105	0.24%			36,084,246	208,541	36,084,246	208,541
Investment Advisors <sup>(1)</sup>	43,984,652	148,637	0.34%			68,748,329	218,683	68,748,329	218,683
<b>ACTIA Total</b>	<b>\$ 87,224,543</b>	<b>\$ 226,977</b>	<b>0.26%</b>	<b>\$ 180,000</b>	<b>\$ 46,977</b>	<b>\$ 108,575,590</b>	<b>\$ 427,371</b>	<b>\$ 108,575,590</b>	<b>\$ 427,371</b>
<i>Approx. ROI</i>									
<b>0.39%</b>									
ACCMA	Un-Audited		Interest Earned			FY 2011-2012		FY 2011-2012	
	Investment Balance	Interest earned	As of June 30, 2013	Budget	Difference	Investment Balance	Interest earned	Investment Balance	Interest earned
			Approx. ROI			June 30, 2012	FY 2011-2012	June 30, 2012	FY 2011-2012
Checking Account	\$ 2,713,936	\$ -	0.00%			\$ 2,911,113	\$ -	\$ 2,911,113	\$ -
State Treasurer Pool (LAIF)	14,852,247	44,446	0.30%			17,558,963	45,846	17,558,963	45,846
Project Deferred Revenue <sup>(2)</sup>	15,034,906	52,207	0.35%			18,110,127	66,302	18,110,127	66,302
Loan from ACTA	(10,000,000)	-				(10,000,000)	-	(10,000,000)	-
<b>ACCMA Total</b>	<b>\$ 22,601,089</b>	<b>\$ 96,653</b>	<b>0.43%</b>	<b>\$ -</b>	<b>\$ 96,653</b>	<b>\$ 28,580,204</b>	<b>\$ 112,148</b>	<b>\$ 28,580,204</b>	<b>\$ 112,148</b>
<i>Approx. ROI</i>									
<b>0.39%</b>									
<b>ACTC TOTAL</b>	<b>\$ 236,332,036</b>	<b>\$ 1,355,373</b>	<b>0.57%</b>	<b>\$ 1,205,000</b>	<b>\$ 150,373</b>	<b>\$ 283,246,488</b>	<b>\$ 2,783,764</b>	<b>\$ 283,246,488</b>	<b>\$ 2,783,764</b>

Notes:

- (1) See attachments for detail of investment holdings managed by Investment Advisors.
- (2) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective project fund which include TVTC, San Leandro Marina, TCRP and PTMISEA funds.
- (3) All investments are marked to market on the financial statements at the end of the fiscal year per GASB 31 requirements.
- (4) Alameda CTC investments are in compliance with the currently adopted investment policies.
- (5) Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

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# Memorandum

4.2

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

**DATE:** August 26, 2013

**SUBJECT:** Alameda CTC Growing Responsibilities and Options to Fund Agency Core Functions Shortfall

**RECOMMENDATION:** Approval of an Option to Fund Agency Core Functions Shortfall

## Summary

Since the merger of the county congestion management agency and the transportation sales tax authority three years ago, the successor agency, the Alameda County Transportation Commission, has assumed additional major responsibilities and functions to respond to the direction and accommodate the growing needs of the new Board, to strengthen and enhance the Agency's position within the changing framework of regional, state, and federal transportation agencies, and to increase responsiveness to new regional and state climate change mandates.

Over the last three years, staff has been evaluating and reviewing internal policies, procedures, best management practices, and resource levels for traditional core function activities as well as the new major mission-creep activities. One key major issue that staff has identified is that the traditional grant funding that historically has been used to pay for the core function activities is no longer sufficient, especially in light of the agency's expanded responsibilities. Moving forward, our current analysis indicates that there could be between \$800,000 to \$1,000,000 shortfall between core function revenues and core function expenditures.

Staff has also identified some options to resolve the core functions funding shortfall:

Option 1: Increasing the member agency dues from the current 2.8% of total revenues to 5% of total revenues. Currently, the total projected FY 2013-14 revenues for the CMA function is \$49.1 million, and member agency dues only contribute \$1,394,819 to total CMA revenues. In absolute numbers, increasing the dues from 2.8% to 5% of revenues would equate to increasing member agency dues from the current amount \$1,394,819 to \$2,456,681, an increase of \$1,061,862 (or 76.13% over the current amount). The impact to each jurisdiction would be significant and is shown in Table 1; or,

Option 2: Instead of increasing member agency dues, allocate 2% of the annual net Measure B programmatic pass-through funds to fund the Agency core functions shortfall and agency-incurred costs in support of the Commission. The impact to the Measure B pass-through program would be insignificant and is shown in Table 2.

Staff is recommending that the Commission approve Option 2, because it would have a miniscule financial impact to the Measure B pass-through funding recipients. In fact, the proposed allocation of 2% of the annual net pass-through revenues of approximately \$64.231 million equates to about \$1.28 million. This amount is less than 2.9% of the total amount of pass-through funds (\$44.868 million) that recipients are holding in reserve.

## Background

The Alameda CTC's responsibilities have increased over the last few years. The Agency has taken on several new responsibilities and functions. In addition, to keeping up with the many shifting state and regional climate change initiative mandates and policies, the Agency's traditional planning and programming functions have been expanded. The Agency's new and expanded responsibilities and functions include the following:

- Express Lanes and Smart Corridors operations -- In recent years, the Agency has substantially expanded its roles into the area of express lanes operations (on I-80, I-580, I-680, and some major arterials) and Smart Corridor operations, which are an area traditionally assumed by larger and more well-funded agencies that have operations as a part of their core mission (Caltrans, the Santa Clara Valley Transportation Authority, Los Angeles Metro Transportation Agency, etc.). The on-going operations of the Express Lanes are being subsidized by capital project grants.
- Growing responsibilities for the management of the Safe Routes to Schools Program – the Agency has been a pioneer in the program, and as this program is growing and maturing, there has been more local and federal funding invested in the program, which has required much more extensive coordination and contract management activities with the consulting teams and their vast array of subconsultants, many of whom are non-profit organizations. More federal funding also means more mandated monitoring to satisfy the many federal funding requirements.
- Priority Development Areas planning and monitoring – With the adoption of the 2013 Regional Transportation Plan and Sustainable Community Strategy, as required by SB 375, congestion management agencies are also mandated to develop strategies to focus land use in priority development areas, which require intensive land use planning and monitoring development processes.
- Focused construction management oversight for Major State Infrastructure Bond funded Capital Projects – All but one projects in this \$801 million program is under construction. Under formal agreement with the State, the Agency is responsible for all future cost overruns and construction risks. This burdensome requirement required the Agency to increase its construction management oversight level of effort and

resources to closely manage construction risks to minimize financial exposure to the Agency.

- Growing responsibilities for the programming and monitoring of Federal, State, and Regional funds – As funding is becoming more scarce, external funding agencies are demanding more performance, accountability and monitoring associated with their grant funds.
- Increased compliance monitoring and data collection for Measure B-funded pass-through programs – The Commission recently adopted new master funding agreements with jurisdictions that included many significant policy requirements to ensure performance and accountability. To ensure that the Commission policies and requirements are implemented, additional data collection and monitoring are required for proper reporting to the Commission and the Citizens Watchdog Committee.
- Increased technical and administrative support for the Commission – The new Commission grew to a 22-member commission with five (5) standing committees, and a few subcommittees, requiring increased administrative and technical support. Prior to the merger, each of the predecessor agencies has only two (2) standing committees. The ACTIA Board had 11 members, and the ACCMA Board had 17.
- Increased technical and administrative support for the community advisory committees and their various subcommittees,
- Development of the new sales tax transportation expenditure and seek its approval from jurisdictions in the County – Over the next couple of years, it is anticipated that extensive planning and outreach work for this effort would increase to ensure approval from Alameda County voters.

In addition, in recent months, the agency has embarked on new multiple county-wide transportation planning studies to assess specific needs in our transportation system (Freight Movement Plan and Collaborative, Transit Plan, and Arterial Performance Plan). These needs assessment plans, though prepared separately, will allow the Commission to set future transportation policies on modal investment, priorities, and performance, and to create effective external advocacy for funding and policies.

Furthermore, the Agency has been taking on a substantial new leadership role in the County and in the region for transportation and land use planning in the new age of climate change environment and legislation. These new planning activities have been especially taxing on the Agency's available resources and will continue to be major activities of our planning functions in the foreseeable future.

Agency staff has also become more engaged in participating in regional statewide transportation policy discussions, including:

- Participating as a select-member of the California Freight Advisory Committee and leading an effort locally to build partnership and a coalition with the Port of Oakland, MTC, Caltrans, and others.
- Actively engaging in building consensus with the Bay Area Congestion Management Agencies on regional transportation issues.
- Actively engaging in policy discussions and formulation with the Self-Help Counties Coalition and the California Council of Governments (CalCOG) to influence appropriate state and federal legislation, consistent with the Commission-adopted legislative program.

Staff believes that Option 2 will resolve the shortfall between revenues and expenditures for core functions and eliminate the immediate need to raise member agency fees.

### **Fiscal Impact:**

Approval of Option 2, as recommended, will have a positive financial impact for the Agency. Additional resources will be allocated from a small percentage of the sales tax pass-through funding to provide resources for new and expanded core functions as well as Agency-incurred costs in support of the Commission.

### **Attachments**

- A. Table 1-Option 1 Alameda County Transportation Commission Member Agency Fee Increase Calculation
- B. Table 2 -Option 2 Alameda County Transportation Commission Measure B Pass-through Calculation
- C. FY 2013-14 Agency Work Plan Implementation Schedule

### **Staff Contact**

[Arthur Dao](#), Executive Director

**Table 1 -- Option 1**  
**Alameda County Transportation Commission**  
**Member Agency Fee Increase Calculation**

	FY 13/14 Fees (2.8% of CMA Revenues)	Traditional Formula	Option 1 Fee Increase to 5% of Revenues	Total New Fee
City of Alameda	\$ 36,823	3.68%	\$ 39,070	\$ 90,391
City of Albany	9,066	0.86%	9,088	21,026
City of Berkeley	55,514	5.81%	61,744	142,849
City of Dublin	23,712	2.72%	28,858	66,764
City of Emeryville	5,021	0.56%	5,903	13,656
City of Fremont	106,006	12.18%	129,297	299,137
City of Hayward	74,483	7.73%	82,076	189,887
City of Livermore	41,426	6.09%	64,649	149,569
City of Newark	21,620	2.63%	27,921	64,596
City of Oakland	209,502	22.28%	236,577	547,334
City of Piedmont	5,440	0.75%	7,964	18,425
City of Pleasanton	34,452	4.81%	51,063	118,137
City of San Leandro	41,566	4.65%	49,377	114,236
City of Union City	36,544	3.87%	41,132	95,160
Alameda County	529,613	9.63%	102,220	236,492
AC Transit	82,015	5.88%	62,462	144,511
BART	82,015	5.88%	62,462	144,511
	\$ 1,394,819	100.00%	\$ 1,061,862	\$ 2,456,681

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**Table 2 -- Option 2**  
**Alameda County Transportation Commission**  
**Measure B Pass-through Calculation**

<b>Pass-Through Recipients:</b>	<b>FY2013-14</b>	<b>2%</b>	<b>FY2011-12</b>	<b>Total New</b>
	<b>Current Projection</b>	<b>Reduction</b>	<b>Pass-through Reserve</b>	<b>Allocation</b>
Alameda	\$ 1,943,543	\$ (39,065)	\$ 3,955,233	\$ 1,904,477
Albany	450,858	(9,062)	24,854	441,795
B. A. R. T. - N	1,311,311	(26,357)	-	1,284,953
B. A. R. T. - C	387,692	(7,793)	-	379,899
Berkeley	3,220,847	(64,739)	2,377,339	3,156,108
Dublin	501,559	(10,081)	1,211,812	491,477
Emeryville	290,480	(5,839)	419,026	284,642
Fremont	3,431,950	(68,982)	4,800,983	3,362,968
Hayward	3,172,201	(63,761)	1,911,083	3,108,440
Livermore	1,145,083	(23,016)	1,711,127	1,122,067
Newark	690,857	(13,886)	558,234	676,971
Oakland	11,495,895	(231,067)	10,691,786	11,264,828
Piedmont	410,400	(8,249)	418,159	402,150
Pleasanton	994,091	(19,981)	2,358,055	974,110
San Leandro	1,768,593	(35,549)	3,059,306	1,733,044
Union City	1,117,663	(22,465)	2,272,119	1,095,198
County of Alameda	2,833,598	(56,955)	3,947,320	2,776,643
AC Transit District	24,435,986	(491,163)	-	23,944,823
WETA	889,411	(17,877)	2,502,463	871,533
Altamont Rail	2,417,372	(48,589)	2,649,530	2,368,783
Union City Transit	387,692	(7,793)	-	379,899
LAVTA	934,329	(18,780)	-	915,549
<b>Totals</b>	<b>\$ 60,492,016</b>		<b>\$ 44,868,429</b>	<b>\$ 59,276,126</b>

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# DRAFT

## Work Plan Implementation Schedule for Fiscal Year 2013-2014\*

		Fiscal Year 2013-2014														
		2013														
		Planned Due Date	June	July	August	September	October	November	December	January	February	March	April	May	June	Notes
Planning/Policy		Task														
		Countywide Transportation Plan/RFP	See countywide modal plans: (Goods Movement, Transit, Arterials, Bike and Ped)													
	Countywide Goods Movement Collaborative	Establish Leadership Team and Technical Team	Sep-13	Adopt Goods Movement Collaborative, approach and timeline by agencies for Leadership and Technical teams; integrate goods movement as a priority into Alameda CTC and partner agency work plans and legislative programs												
	Countywide Goods Movement Plan	Develop and approve scope of plan	Nov-13	Release RFP; develop inventory of existing planned projects and policies	Manage consultant selection process; review initial project list to inform state process	Approve initial project list to inform state process	Award contract; inventory infrastructure and assets/demographic trends; document Goods Movement benefit									
	Countywide Transit Plan		Jun-14		Develop and approve scope	Develop and release RFP (Oct 2013); manage consultant selection process	Manage consultant selection process; award contract									
	Countywide Community Based Transportation Plans		Jun-14		Develop and approve scope	Develop and release RFP (Oct 2013); manage consultant selection process	Manage consultant selection process; award contract									
	Countywide Arterial Mobility Corridor Plan		Jun-14		Develop scope	Develop and release RFP (Nov 2013); manage consultant selection process	Manage consultant selection process; award contract									
	2013 Congestion Management Program Update; 2012 Performance Report, 2014 LOS Monitoring Study; Countywide Travel Demand Model Update		12/5/13	Review CMP Assembly Deficiency Plan guidelines; Land Use Analysis Program; Level of Service Monitoring element; draft STIP list of projects and Transportation Demand Management element; continue model update work	Finalize 2012 Performance Report; approve draft 2013 CMP (see Programming section for CIP/RFP and STIP details); continue model update work	Adopt final 2013 CMP (includes CIP/RFP inventory); adopt 2012 conformity findings; continue model update work	Develop and adopt methods to evaluate effectiveness of the Strategic Planning and Investment Policy implementation (see Programming section for CIP/RFP and STIP details); begin 2014 LOS Monitoring Study; develop 2013 Performance Report; continue model update work									
	Countywide Travel Demand Management Plan (TDM)/ Guaranteed Ride Home Program (GRH)		5/23/14	Adopt Countywide TDM Strategy; review 2012 GRH Report	Implement TDM Strategy and GRH Program; manage ongoing operations											
	Transportation and Land Use Program/ Growth and Investment Strategy		5/31/14	Issue SC-TAP Call for Projects; finalize consultant on-call list	Release preliminary SC-TAP Call for Projects lists	Update PDA and PCA Investment and Growth Development Strategy; approve SC-TAP projects	Adopt 2014 updated PDA Growth and Investment Strategy; begin SC-TAP projects									

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2013																
Fiscal Year 2013-2014																
Task	Planned Due Date	June	July	August	September	October	November	December	January	February	March	April	May	June	Notes	
Bicycle and Pedestrian Planning and Coordination (See Programming for additional information on activities.)	Jun-14	Finalize Pedestrian and Bicycle Manual Counts Report	Host Complete Streets Implementation Workshop			Provide update on integrating bike and ped with travel demand model work				Prepare for Bike Month and Bike to Work Day			Hold Bike to Work Day, review 2013 Pedestrian and Bicycle Manual Counts Report		Bicycle and Pedestrian Plans update will begin in FY14-15 and end in FY16-17.	
			Finalize Outreach Plan													
Alameda CTC Procurement Policy and Procedures	12/31/14		Develop Procurement Policy			Approve Procurement Policy	Finalize Agency Procurement Policy and Procedures Manual									
2014 Legislative Program and legislative Roundtable Meetings	12/6/14		Perform ongoing legislative coordination and analysis, and make recommendations on bill positions		Meet with legislative staff of the state, cities, counties and transit operators to discuss programs; transit agency legislative Roundtable	Draft Legislative Program	Present Legislative Program to ACTAC and Commission	Adopt 2014 Legislative Program	Meet with legislative staff of the state, cities, counties and transit operators to discuss programs; transit agency legislative Roundtable	Perform ongoing legislative coordination and analysis, and make recommendations on bill positions	Visit elected officials in Washington D.C.	Visit legislators in Sacramento	Meet with legislative staff of the state, cities, counties and transit operators to discuss programs; transit agency legislative Roundtable	Perform ongoing legislative coordination and analysis, and make recommendations on bill positions		
Alameda CTC Publications: Annual Report, eNewsletter and Executive Director's Monthly Report	Jun-14	Publish ED Monthly Report	Publish ED Monthly Report and eNewsletter	Release CVC Annual Report to the Public	Publish ED Monthly Report and eNewsletter	Draft schedule for Annual Report; publish ED Monthly Report	Publish eNewsletter; draft Annual Report	Revise Annual Report; publish ED Monthly Report	Publish ED Monthly Report and eNewsletter; review final draft of Annual Report	Publish ED Monthly Report	Publish ED Monthly Report and eNewsletter	Post and distribute Annual Report; publish ED Monthly Report	Publish ED Monthly Report and eNewsletter	Publish ED Monthly Report		
Transportation Expenditure Plan; Ad Hoc Committee, Polling, Adoption of Final Transportation Expenditure Plan (TEP) and Request for November 2014 Ballot Placement (Preliminary schedule is subject to change.)	Dec-13		Form Ad Hoc Committee; release letter of intent for polling consultant	Facilitate focus groups	Perform telephone survey; review polling outcomes and determine when to go to ballot; review length and value of anticipated revenues from on augmented sales tax; adopt TEP development and ballot placement schedule		Make any changes necessary to existing TEP regarding projects and policies	Adopt Final TEP								Alameda CTC will request the sales tax measure and TEP on the ballot in July 2014. November 4, 2014 is election day.
Citizen Watchdog Committee and Bicycle and Pedestrian Advisory Committee	Ongoing															Continue to review expenditures, projects and programs, and make recommendations to the Commission (BPAC)

Fiscal Year 2013-2014																
Planned Due Date	Task	2013	June	July	August	September	October	November	December	January	February	March	April	May	June	Notes
<b>Programming</b>																
6/30/14	One Bay Area Grant Program (OBAG): Surface Transportation Program and Congestion Mitigation and Air Quality Funds	Adopt OBAG allocations and programming recommendation to MTC	MTC adopts final program													
6/30/14	Measure B Discretionary Grant Programs	Approve grant programs														
	Bicycle and Pedestrian															
	Express Bus															
	Paratransit															
	Transit Center Development															
6/30/14	VRF Discretionary Grant Programs	Approve grant programs														
	Bicycles and Pedestrian (See Planning for additional information on activities.)															
	Transit															
	Technology															
6/30/14	Transportation Fund for Clean Air (TFCA)	Review draft program	Approve final TFCA program			Annual status reports due to Alameda CTC from sponsors for ongoing projects	Submit Annual Report to Air District	Approve guidelines and expenditure plan	MTC approves 2014 STIP	Submit 2014 STIP to CTC				Review draft FY14-15 program and submit semi-annual report to the Air District	Approve final FY14-15 program	
6/30/14	State Transportation Improvement Program (STIP)		Develop draft 2014 STIP			Approve draft 2014 STIP proposal							CTC adopts 2014 STIP			
Early 2014	Capital Improvement Program/Programs Investment Program(CIP/PIP) (See Planning for more detailed 2013 CMP schedule update.)			Develop CIP inventory			Adopt draft 2013 CMP	Adopt final 2013 CMP		Approve draft CIP/PIP methodology and final screening and prioritization criteria	Approve final CIP/PIP methodology and final screening and prioritization criteria	Request CIP/PIP project updates; release Call for Projects	Evaluate projects		Approve draft CIP/PIP and two-year Allocation Plan	
7/31/14	Measure B and Vehicle Registration Fee (VRF) Pass-through Fund Compliance Report					Hold compliance workshop		Jurisdictions submit Compliance Reports		Present submittal sheet to CWC	Release RFI to local jurisdictions	Present report card to CWC			Draft report	Staff will present Final Compliance Report in July 2014.
	Monitoring															
Ongoing	Paratransit Advisory and Planning Committee and Paratransit Technical Advisory Committee															

Continue to review paratransit programs and make recommendations to the Commission (PAPCO)

Perform ongoing monitoring of various state and federal programs

**Fiscal Year 2013-2014**

Task	Planned Due Date	2013	June	July	August	September	October	November	December	January	February	March	April	May	June	Notes
Annual Agency Audit	12/26/13	Perform interim audit (June 10-21); hold CWC Audit Committee pre-audit meeting; hold CWC pre-audit sub-committee meeting	Perform year-end close accounting work	Complete final audit draft (August 12-23)	Prepare draft Comprehensive Annual Financial Report (CAFR) for FY12-13	Hold combined Commission Audit Committee and CWC post-audit subcommittee meeting to review draft CAFR for FY12-13	Approve CAFR for FY12-13 by FAC	Approve CAFR for FY13-14 mid-year budget update with award application	Approve CAFR for FY12-13 by GFOA			Establish CWC Audit subcommittee				
	6/15/14	Approve FY13-14 annual budget; submit ICAR for FY12-13			Develop and submit ICAR for FY13-14			Distribute worksheets for FY13-14 mid-year budget update; distribute worksheets for FY14-15 budget			Develop FY13-14 mid-year budget update	Approve FY13-14 mid-year budget for FY14-15 annual budget		Approve Draft FY14-15 annual budget; submit ICAR for FY14-15 Budget Update	Approve FY14-15 annual budget; submit ICAR for FY14-15	
Quarterly Investment Report	9/26/13; 11/28/13; 2/27/14; 5/22/14				Approve FY12-13 year-end Quarterly Investment Report			Approve FY13-14 first quarter Investment Report by FAC	Approve FY13-14 first quarter Investment Report	Approve FY13-14 second quarter Investment Report	Approve FY13-14 third quarter Investment Report					
Quarterly Financial Statements	11/28/13; 2/27/14; 5/22/14							Approve FY13-14 first quarter Financial Report by FAC	Approve FY13-14 first quarter Financial Report	Approve FY13-14 second quarter Financial Report	Approve FY13-14 third quarter Financial Report					
Annually Renewed Contracts	1/23/14								Approve FY14-15 Administration Support Professional Services Contracts Plan		Release RFPs	Review proposals	Negotiate contracts		Execute contracts	
Debt Issuance	Feb-2014				Release RFO for the issuance of Debt; Discourse counsel; release RFO for underwriters	Review proposals; Discourse counsel; select Bond and underwriters	Draft bond documents (Bond Indenture, Bond Purchase Agreement and Resolution); draft preliminary official statement; draft Rating Agency presentation; hold Rating Agency meetings	Approve annual LBCE Utilization and Contract Award Report by FAC	Approve debt issuance	Perform investor outreach; pre-price bonds	Prepare for pre-closing and closing					
Alameda CTC Overall Work Program (OWP)	Jun-2014	Establish objectives	Develop outline	Develop database	Prepare draft Alameda CTC OWP (i.e., identify resources and assignments; determine work activities for new fiscal year; obtain write-ups for each planned work activities; incorporate fiscal year 2014-2015 budget, etc.)	Develop LBCE Reports	Approve annual LBCE Utilization and Contract Award Report by FAC	Approve annual LBCE Utilization and Contract Award Report					Finalize OWP	Approve draft OWP for FY14-15		
Annual Local Business Contract Equity (LBCE) Utilization Report and Contract Award Report	9/26/13				Test Timecard Management System	Implement new Timecard Management System										
Database Development (ICTS/Financial)/Timecard Management System	Various				Commence with office relocation activities	Continue office relocation activities; migrate ITCAs/projects into ICTS	Migrate CMA TIP projects into ICTS									
Through Agencies Annual Compliance Reporting	Jan-2014				Complete Workshop											
	6/27/13; 1/23/2014; 4/24/2014	Provide update on office relocation; finalize consolidation of OIB; finalize 4/27/13 consolidation			Commence with office relocation activities	Continue office relocation activities; migrate ITCAs/projects into ICTS	Migrate CMA TIP projects into ICTS			Approve Salary and Benefits Resolution for calendar year 2014	Approve Loan Policy	Approve Travel and Entertainment Policy	Approve Alameda CTC Investment Policy	Review and edit draft CWC Annual Report	Assist in finalizing CWC Annual Report	

Fiscal Year 2013-2014														
Task	Planned Due Date	2013										Notes		
		June	July	August	September	October	November	December	January	February	March		April	May
Annual Strategic Plan	5/31/14				Prepare draft FY13-14 Strategic Plan publication	Present semi-annual update	Publish FY13-14 Strategic Plan		Develop FY14-15 Strategic Plan	Approve draft FY14-15 Strategic Plan	Adopt FY14-15 Strategic Plan			
Semi-Annual Update	4/30/14	Perform quarterly review			Draft semi-annual update	Present semi-annual update		Perform quarterly review	Draft semi-annual update	Present semi-annual update				
Projects Management and Oversight	Ongoing													
Projects Development and Implementation	Ongoing													
Fact Sheets Updates	Quarterly	Update and post fact sheets to the Alameda CTC website	Monitor and report on projects	Update and post fact sheets to the Alameda CTC website	Monitor and report on projects	Update and post fact sheets to the Alameda CTC website	Monitor and report on projects	Update and post fact sheets to the Alameda CTC website	Monitor and report on projects	Update and post fact sheets to the Alameda CTC website	Monitor and report on projects	Update and post fact sheets to the Alameda CTC website	Update and post fact sheets to the Alameda CTC website	Project reporting includes fact sheets (i.e. ED Monthly Report, MTC Quarterly Report, various Board Reports).
I-680 SB Express Lane Operations & Maintenance	Ongoing	Approve annual Sunol JPA budget			Performing ongoing operations and management			Approve mid-year budget update	Release I-680 Annual Report	Perform ongoing operations and management	Approve FY14-15 annual budget; approve various contract extensions as-needed			

\* For internal use only. This schedule is high level and intended to provide an overview of departmental activities and is subject to change.

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# Memorandum

4.3

1333 Broadway, Suites 220 & 300, Oakland, CA 94612 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** August 26, 2013

**SUBJECT:** Approval of Revised Staff Salary Ranges

**RECOMMENDATION:** Approve the Revised Staff Classifications and Associated Salary Ranges

## Summary

The Agency Administrative Code calls for the Executive Director to administer the agency personnel system which includes the determination of a staffing plan subject to conformance with the approved annual budget and the salary and benefit plan established from time to time by the Commission.

This memorandum is to seek the Commission's approval of the revised staff salary ranges to reflect a revised staffing plan which includes the consolidation of two executive management positions into one. The revised staff classifications and salary ranges also reflect consolidation of two analyst-level positions into one management position that the Commission had previously approved.

The revised staff salary ranges includes the following key features:

- Deletion of the two positions: 1) Deputy Director of Planning, and 2) Deputy Director of Policy, Legislation, and Public Affairs;
- Addition of the new position of Deputy Director of Planning and Policy, with a new salary range; and,
- Deletion of the two positions: 1) Contract Procurement Analyst, and 2) Contract Compliance and Outreach Analyst, and associated salary ranges.

The revised salary ranges is required to support a revised staffing plan resulted from the imminent retirement of the current Deputy Director of Planning, and careful analysis of current and future workload, available resources level, quality of staff, and the Commission's expectation of the agency's delivery of critical elements in the work plan.

**Fiscal Impact:** Revised Salary Ranges are in conformance with the adopted annual budget and has no negative fiscal impact.

**Staff Contact:**

[Arthur Dao, Executive Director](#)

**Attachments:**

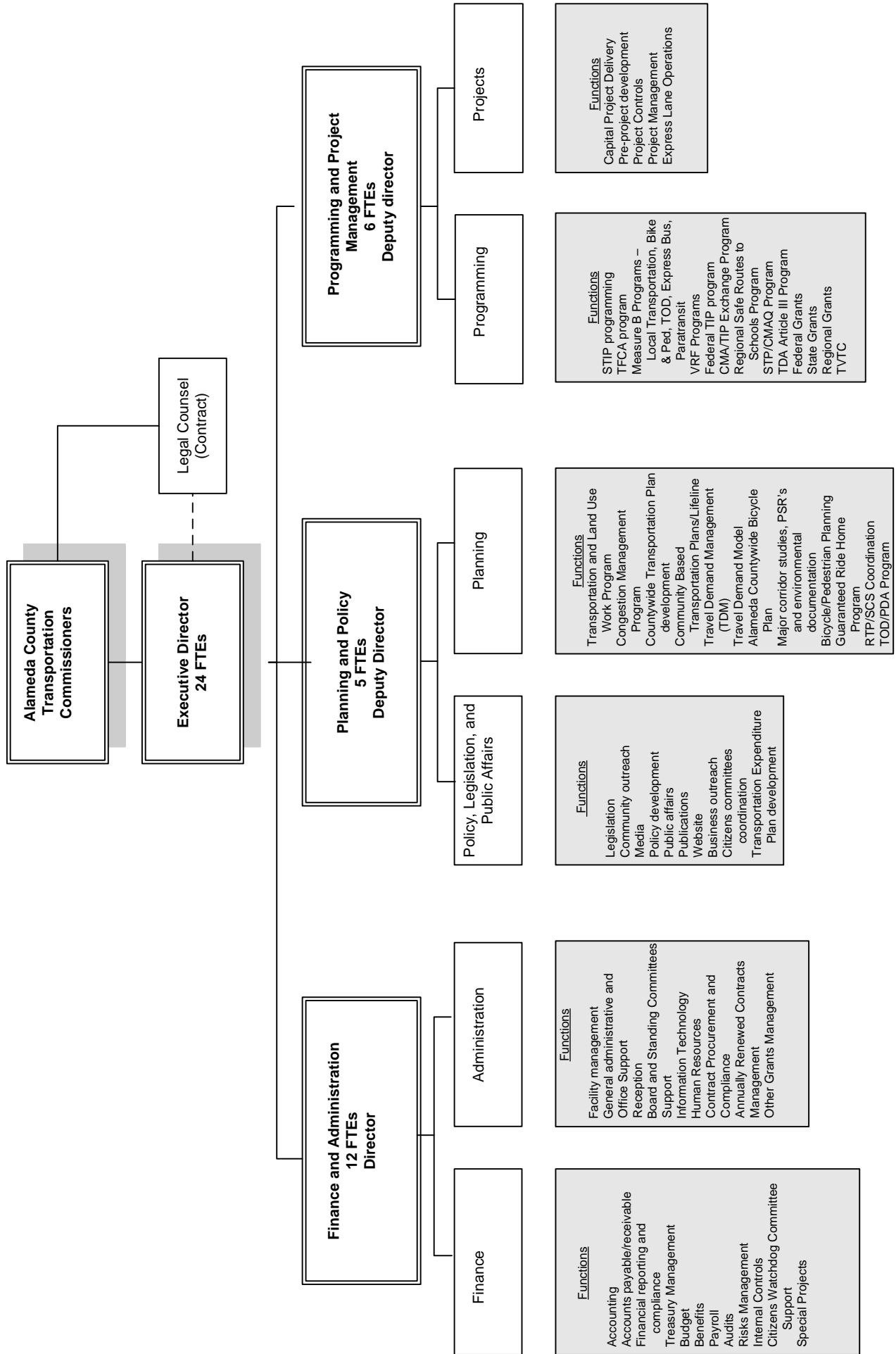
- A. Revised FY 2013-14 Staff Salary Ranges
- B. Revised Functional Organization Structure

## Attachment A - Revised FY2013-14 Staff Classifications and Salary Ranges for Alameda CTC

Position/Classification	Min	Med	Max
Deputy Director of Projects and Programming	\$153,876	\$176,957	\$200,039
<b><i>Deputy Director of Planning and Policy</i></b>	\$153,876	\$176,957	\$200,039
<del>Deputy Director of Planning</del>	<del>\$139,404</del>	<del>\$160,315</del>	<del>\$181,225</del>
Director of Finance	\$136,004	\$156,405	\$176,805
<del>Deputy Director of Policy, Legislation, and Public Affairs</del>	<del>\$132,686</del>	<del>\$152,589</del>	<del>\$172,493</del>
Principal Transportation Engineer	\$120,207	\$138,238	\$156,270
Principal Transportation Planner	\$108,902	\$125,228	\$141,573
Senior Transportation Engineer	\$103,655	\$119,203	\$134,751
Project Controls Engineer	\$98,660	\$113,459	\$128,258
Senior Transportation Planner	\$93,906	\$107,992	\$122,077
Accounting Manager	\$93,906	\$107,992	\$122,077
Contracting, Administration and Fiscal Resource Manager	\$93,906	\$107,992	\$122,077
Senior Accountant	\$80,975	\$93,121	\$105,267
<del>Contract Procurement Analyst</del>	<del>\$80,975</del>	<del>\$93,121</del>	<del>\$105,267</del>
<del>Contract Compliance and Outreach Analyst</del>	<del>\$80,975</del>	<del>\$93,121</del>	<del>\$105,267</del>
Assistant Transportation Planner/Programming Analyst I	\$73,360	\$84,363	\$95,367
Office Supervisor	\$73,360	\$84,363	\$95,367
Accountant	\$69,824	\$80,298	\$90,772
Accounting Technician	\$69,824	\$80,298	\$90,772
Clerk of the Commission	\$69,824	\$80,298	\$90,772
Executive Assistant	\$58,740	\$67,552	\$76,363
Administrative Assistant	\$53,216	\$61,199	\$69,181
Receptionist	\$41,572	\$47,808	\$54,044

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Alameda County Transportation Commission  
 Functional Organizational Chart  
 August 2013



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