



Alameda County Transportation Commission
meeting as a committee of the whole as the

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

Monday, February 11, 2013, 1:30 P.M.

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair

Scott Haggerty, Supervisor – District 1

Commission Vice Chair

Rebecca Kaplan, Councilmember

AC Transit

Greg Harper, Director

Alameda County

Supervisors

Richard Valle– District 2

Wilma Chan – District 3

Nate Miley – District 4

Keith Carson – District 5

BART

Thomas Blalock, Director

City of Alameda

Marilyn Ezzy Ashcraft, Vice Mayor

City of Albany

Peggy Thomsen

City of Berkeley

Laurie Capitelli, Councilmember

City of Dublin

Tim Sbranti, Mayor

City of Emeryville

Ruth Atkin, Councilmember

City of Fremont

Suzanne Chan, Councilmember

City of Hayward

Marvin Peixoto, Councilmember

City of Livermore

John Marchand, Mayor

City of Newark

Luis Freitas, Councilmember

City of Oakland

Councilmember

Larry Reid

City of Piedmont

John Chiang, Mayor

City of Pleasanton

Jerry Thorne, Mayor

City of San Leandro

Michael Gregory, Vice Mayor

City of Union City

Carol Dutra-Vernaci, Mayor

Executive Director

Arthur L. Dao

Chair:

John Chiang

Vice Chair:

Tom Blalock

Members:

Scott Haggerty

Rebecca Kaplan

Marilyn Ezzy- Ashcraft

Peggy Thomsen

Jerry Thorne

Richard Valle

Staff Liaisons:

Patricia Reavey

Executive Director:

Arthur L. Dao

Clerk of the Commission:

Vanessa Lee

AGENDA

Copies of Individual Agenda Items are Available on the:
Alameda CTC Website -- www.AlamedaCTC.org

1 ROLL CALL

2 PUBLIC COMMENT

Members of the public may address the Committee during "Public Comment" on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Only matters within the Committee's jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handling it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

3 CONSENT CALENDAR

3A. Minutes of January 14, 2013 - Page 1

A

4 REGULAR MATTERS

4A. Alameda CTC Fiscal Year 2012-2013 First Quarter Consolidated Investment Report- Page 3

A

4B. Approval of the Consolidated FY 2012-13 Second Quarter Financial Report - Page 15

A

4C. Approval of the Fiscal Year 2013-2014 Administration Support Professional Services Contracts Plan - Page 29

A

4D. Approval and Adoption of the Alameda County Transportation Commission HRA Retiree Benefit for the 2013 Calendar Year - Page 35

A

4E. [Update on Office Relocation](#) – Page 37

I

**5 COMMITTEE MEMBER REPORTS (VERBAL)**

**6 STAFF REPORTS (VERBAL)**

**7 ADJOURNMENT/NEXT MEETING: MARCH 11 , 2013**

**Key: A- Action Item; I – Information Item**

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

*PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND*

*Alameda County Transportation Commission  
1333 Broadway, Suites 220 & 300, Oakland, CA 94612  
(510) 208-7400 (New Phone Number)  
(510) 836-2185 Fax (Suite 220)  
(510) 893-6489 Fax (Suite 300)  
[www.alamedactc.org](http://www.alamedactc.org)*



**FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES OF JANUARY 14, 2013  
OAKLAND, CA**

Mayor Chiang convened the meeting at 2:00PM.

**1 Roll Call**

Lee conducted a roll call. A quorum was confirmed.

**2 Public Comment**

There was no public comment.

**3 Consent calendar**

**3A. Minutes of January 14, 2013**

Supervisor Haggerty motioned to approve this Item. Councilmember Kaplan seconded the motion. The motion passed 7-0.

**4 Regular Matters**

**4A. Adoption of Alameda CTC 2013 Meeting Schedule**

Art Dao recommended that the Commission adopt the calendar year 2013 meeting calendar.

Supervisor Haggerty requested that the meeting schedule include committee and board meetings in the month of November and December. Mr. Dao stated that staff would make the amendment before requesting Commission approval.

Supervisor Haggerty motioned to approve this Item. Councilmember Kaplan seconded the motion. The motion passed 7-0.

**4B. Approval of the Alameda CTC Draft Audited Annual Financial Report and the ACTIA Limitations Worksheet for the Fiscal Year Ended June 30, 2012**

Art Dao recommended that the Commission approve the Alameda CTC Draft Audited Annual Financial Report and the ACTIA Limitations Worksheet for the Fiscal Year Ended June 30, 2012. Ahmad Gharaibeh, from the certified public accounting firm of Vavrinek, Trine, Day & Co. LLP presented the report and highlighted total net assets, total assets, FY2012 revenues including sales tax revenues, total liabilities and expenses. He concluded by stating that the auditors did not identify any deficiencies in internal controls over financial reporting that they consider to be a material weakness.

Councilmember Kaplan motioned to approve this Item. Director Blalock seconded the motion. The motion passed 7-0.

**4C. Approval and Adoption of the Alameda CTC Salaries and Benefits Resolution for the 2013 Calendar Year**

Art Dao recommended that the Commission approve and adoption the Alameda CTC Salaries and Benefits Resolution for the 2013 Calendar Year. Mr. Dao stated that the salary structure will be adjusted

based on the percent change in the Consumer Price Index (CPI) but there will be no automatic pay increases or pay grade step increases. He concluded by stating that 2013 Salaries and Benefits Resolution is also consistent with the Public Employees' Pension Reform Act of 2013 (AB 340) for current employees, as it pertains to the agency.

Councilmember Capitelli wanted to know what the employer contribution rate to the CalPERS pension was. Mr. Dao stated that staff would bring this information back to the Commission.

Supervisor Haggerty motioned to approve this Item. Councilmember Kaplan seconded the motion. The motion passed 7-0.

**4D. Update on Office Relocation**

Arun Goel provided a brief update on the Office Relocation process. Mr. Goel stated that the Office Relocation Subcommittee reviewed the following information as it pertained to the move: audio visual/data, furniture, IT, movers, and liquidators and he concluded stating that a lease agreement is expected to be finalized in early January.

This Item was for information only.

**5. COMMITTEE MEMBER REPORTS (VERBAL)**

There were no Committee or Staff Member Reports.

**7. ADJOURNMENT: Next Meeting – February 11, 2013**

The meeting ended at 2:40pm. The next meeting will be held on February 11, 2013.

**Attested by:**



**Vanessa Lee  
Clerk of the Commission**



## Memorandum

**DATE:** January 31, 2013

**TO:** Finance and Administration Committee

**FROM:** Patricia M. Reavey, Director of Finance  
Lily Balinton, Accounting Manager

**SUBJECT:** **Alameda CTC Fiscal Year 2012-2013 First Quarter Consolidated Investment Report**

### Recommendation

It is recommended that the Commission accept the attached Alameda CTC Fiscal Year 2012-13 first quarter Consolidated Investment Report (Attachment A).

### Summary

- Alameda CTC investments are in compliance with the adopted investment policies.
- Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.
- As of December 31, 2012, total cash and investments held by the Alameda CTC were \$242.3 million. This total is a decrease of \$40.1 million or 14.2% from the prior year-end balance of \$282.4 million.
- The ACTA investment balance decreased \$11.3 million or 8.0% due to capital project expenditures. The ACTIA investment balance decreased \$24.5 million or 21.6% mostly due to capital project expenditures. The ACCMA investment balance decreased \$4.3 million or 15.1% mostly related to CMA TIP project payments.
- Investment yields have declined with the return on investments for the Alameda CTC at 0.71% compared to the prior year's return of 0.99%. 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 the most current cash flow projections updated in April, 2012, ACTIA will require external financing by the 2<sup>nd</sup> quarter of FY2013-14 to satisfy capital project obligations. The cash flow projection scenario assumes a short term loan from ACTA capital funds, which would be paid back as soon as financing is executed. If approved by the Commission, the loan from ACTA would allow staff an additional nine months to arrange a financing mechanism for ACTIA.

## **Discussion**

As of December 31, 2012, the Alameda CTC portfolio managed by investment advisors consisted of approximately 21.4% US Treasury Securities, 53.7% Federal Agency Securities, 3.3% Corporate Notes, 11.9% Commercial Paper, 3.0% Negotiable CDs and 6.7% Money Market Funds (See Attachment B). The Alameda CTC portfolio is in compliance with both the adopted investment policy and the California Government Code.

The Employment Development Department reported an unemployment rate in Alameda County for December, 2012 of 8.2%, down 0.3% from the previous quarter end statement, and between that of California, at 9.7%, and the United States, at 7.8% (per the US Department of Labor). Alameda County increases in jobs were in the categories of transportation, warehousing, utilities, professional and business services, financial services, and leisure and hospitality. Unemployment rates are still very high when compared to historical national rates which ranged from 4.0 – 5.0% in the years 2001 – 2007.

The Federal Open Market Committee agreed at its December meeting to continue monthly purchases of \$40 billion in Agency mortgage-backed securities, in addition to an open-ended program to buy \$45 billion in Treasuries each month to support the still fragile economic recovery. The Federal Reserve tied the continuation of these programs to goals for unemployment (below 6.5%) and inflation (no more than 2.5%). Corporate bonds outperformed government bonds as the Fed's bond purchase programs crowded investors out of Treasury bonds and Agency mortgages.

## **Attachments**

Attachment A: Consolidated Investment Report as of December 31, 2012

Attachment B: Detail of Investment Holdings (managed by PFM and Chandler)

Alameda CTC									
Consolidated Investment Report									
As of December 31, 2012									
ACTA	Un-Audited		Interest Earned			FY 2011-2012		FY 2011-2012	
	Investment Balance	Interest earned	As of December 31, 2012	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	\$ 53,374	\$ 8	0.03%			\$ 103,510	\$ 45	\$ 103,510	\$ 45
State Treas. Pool (LAIF)	7,207,953	19,330	0.54%			14,808,441	105,009	14,808,441	105,009
Investment Advisors (1)	111,740,575	659,306	1.18%			115,361,268	2,139,191	115,361,268	2,139,191
Loan to ACCMA	10,000,000					10,000,000		10,000,000	
ACTA Total	129,001,901	\$ 678,645	1.05%	\$ 512,500	\$ 166,145	140,273,219	2,244,245	Approx. ROI	1.60%
ACTIA	Un-Audited		Interest Earned			FY 2011-2012		FY 2011-2012	
	Investment Balance	Interest earned	As of December 31, 2012	Budget	Difference	Investment Balance	Interest earned	Investment Balance	Interest earned
			Approx. ROI			June 30, 2012	FY 2011-2012	June 30, 2012	FY 2011-2012
Community Bank (OPEB)(2)	\$ 910,834	\$ 462	0.10%			\$ 910,373	\$ 865	\$ 910,373	\$ 865
Checking Account	\$ 3,945,593	\$ 117	0.01%			\$ 8,760,886	\$ 147	\$ 8,760,886	\$ 147
State Treas. Pool (LAIF)	21,262,298	50,022	0.47%			36,040,309	208,541	36,040,309	208,541
Investment Advisors (1)	63,819,264	76,706	0.24%			68,742,558	218,683	68,742,558	218,683
ACTIA Total	89,027,155	\$ 126,846	0.28%	\$ 75,000	\$ 51,846	113,543,752	427,371	Approx. ROI	0.38%
ACCMA	Un-Audited		Interest Earned			FY 2011-2012		FY 2011-2012	
	Investment Balance	Interest earned	As of December 31, 2012	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	\$ 2,146,468		0.00%			\$ 2,911,113	\$ -	\$ 2,911,113	\$ -
State Treas. Pool (LAIF)	14,419,409	25,976	0.36%			17,537,573	45,846	17,537,573	45,846
Project Deferred Revenue (3)	17,666,881	30,414	0.34%			18,088,066	66,302	18,088,066	66,302
Loan from ACTA	(10,000,000)					(10,000,000)		(10,000,000)	
ACCMA Total	\$ 24,232,758	\$ 56,390	0.47%	\$ -	\$ 56,390	\$ 28,536,752	\$ 112,148	Approx. ROI	0.39%
ACTC TOTAL	\$ 242,261,815	\$ 861,881	0.71%	\$ 587,500	\$ 274,381	\$ 282,353,723	\$ 2,783,764		

Notes:  
 (1) See attachments for detail of investment holdings managed by Investment Advisors.  
 (2) The OPEB/Health Retirement account and related interest income is held in a irrevocable trust and does not appear on ACTIA's balance sheet.  
 (3) 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.  
 (4) All investments are marked to market on the financial statements at the end of the fiscal year per GASB 31 requirements.  
 (5) Alameda CTC investments are in compliance with the currently adopted investment policies.  
 (6) Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

*This page intentionally left blank*





For the Month Ending December 31, 2012

**Managed Account Detail of Securities Held**

**ALAMEDA CNTY TRANSPORTATION AUTHORITY**

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 DTD 03/31/2011 0.750% 03/31/2013	9128280L7	1,500,000.00	AA+	Aaa	03/31/11	04/01/11	1,499,121.09	0.78	2,874.31	1,499,891.79	1,502,403.00
US TREASURY NOTES DTD 03/31/2011 0.750% 03/31/2013	9128280L7	3,000,000.00	AA+	Aaa	03/22/12	03/27/12	3,015,468.75	0.24	5,748.63	3,003,743.61	3,004,806.00
US TREASURY NOTES DTD 06/30/2008 3.375% 06/30/2013	9128281D3	13,830,000.00	AA+	Aaa	03/22/12	03/27/12	14,368,613.67	0.28	1,289.40	14,042,629.06	14,051,501.28
US TREASURY NOTES DTD 09/30/2008 3.125% 09/30/2013	9128281M3	3,900,000.00	AA+	Aaa	03/22/12	03/27/12	4,064,531.25	0.32	31,138.39	3,981,162.28	3,985,160.16
<b>Security Type Sub-Total</b>		<b>22,230,000.00</b>					<b>22,947,734.76</b>	<b>0.31</b>	<b>41,050.73</b>	<b>22,527,426.74</b>	<b>22,543,870.44</b>

**Federal Agency Bond / Note**

FHLMC GLOBAL NOTES DTD 12/02/2009 1.375% 01/09/2013	3137EACG2	2,380,000.00	AA+	Aaa	02/11/11	02/14/11	2,400,634.60	0.91	15,635.28	2,380,242.59	2,380,580.72
FHLMC GLOBAL REFERENCE NOTES DTD 01/17/2003 4.500% 01/15/2013	3134A4SA3	5,625,000.00	AA+	Aaa	03/25/10	03/30/10	6,058,575.00	1.66	116,718.75	5,631,156.79	5,633,893.13
FEDERAL HOME LOAN BANK GLOBAL NOTES DTD 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	5,000,985.45	5,001,200.00
FHLB NOTES DTD 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	9,705,549.08	9,705,946.10
FHLB GLOBAL BONDS DTD 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	4,508,561.20	4,514,096.40
FNMA NOTES DTD 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	4,746,505.79	4,752,216.00
<b>Security Type Sub-Total</b>		<b>31,830,000.00</b>					<b>32,550,881.50</b>	<b>0.54</b>	<b>204,636.71</b>	<b>31,973,000.90</b>	<b>31,987,932.35</b>

**Corporate Note**

WELLS FARGO & COMPANY GLOBAL SR NOTES DTD 01/31/2008 4.375% 01/31/2013	949746NY3	1,000,000.00	A+	A2	08/26/08	08/29/08	959,600.00	5.41	18,350.69	999,185.00	1,002,972.00
<b>Security Type Sub-Total</b>		<b>1,000,000.00</b>					<b>959,600.00</b>	<b>5.41</b>	<b>18,350.69</b>	<b>999,185.00</b>	<b>1,002,972.00</b>



PFM Asset Management LLC



## Managed Account Detail of Securities Held

For the Month Ending December 31, 2012

### ALAMEDA CNTY TRANSPORTATION AUTHORITY -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>										
WELLS FARGO & COMPANY GLOBAL SR NOTES DTD 01/31/2008 4.375% 01/31/2013	949746NY3	A+	A2	05/03/11	05/06/11	1,582,515.00	1.16	27,526.04	1,503,863.31	1,504,458.00
<b>Security Type Sub-Total</b>						<b>2,542,115.00</b>	<b>2.86</b>	<b>45,876.73</b>	<b>2,503,048.31</b>	<b>2,507,430.00</b>
<b>Commercial Paper</b>										
NORDEA NORTH AMERICA INC COMM PAPER -- 0.000% 01/14/2013	6555PONE5	A-1+	P-1	10/19/12	10/19/12	899,521.50	0.22	0.00	899,928.50	899,951.40
BANK OF TOKYO MITSUBISHI COMM PAPER -- 0.000% 02/12/2013	06538BPC1	A-1	P-1	10/12/12	10/15/12	2,587,669.00	0.27	0.00	2,589,184.15	2,589,380.99
RABOBANK USA FIN CORP COMM PAPER -- 0.000% 03/07/2013	74977K077	A-1+	P-1	10/12/12	10/15/12	2,097,497.50	0.30	0.00	2,098,862.49	2,099,376.30
NORDEA NORTH AMERICA INC COMM PAPER -- 0.000% 05/30/2013	6555POSW0	A-1+	P-1	12/03/12	12/04/12	3,994,296.67	0.29	0.00	3,995,198.88	3,995,332.00
<b>Security Type Sub-Total</b>						<b>9,578,984.67</b>	<b>0.28</b>	<b>0.00</b>	<b>9,583,174.02</b>	<b>9,584,040.69</b>
<b>Managed Account Sub-Total</b>						<b>67,619,715.93</b>	<b>0.51</b>	<b>291,564.17</b>	<b>66,586,649.97</b>	<b>66,623,273.48</b>
<b>Securities Sub-Total</b>						<b>\$67,619,715.93</b>	<b>0.51%</b>	<b>\$291,564.17</b>	<b>\$66,586,649.97</b>	<b>\$66,623,273.48</b>
<b>Accrued Interest</b>										<b>\$291,564.17</b>
<b>Total Investments</b>										<b>\$66,914,837.65</b>



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

**Holdings Report**

As of 12/31/12

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>									
3133XP2W3	FHLB Note 3.375% Due 2/27/2013	2,500,000.00	07/09/2008 4.02 %	2,432,425.00 2,497,724.88	100.50 0.18 %	2,512,425.00 29,062.50	5.66 % 14,700.12	Aaa AA+	0.16 0.16
880591CW0	Tennessee Valley Authority Note 6% Due 3/15/2013	4,000,000.00	Various 3.46 %	4,407,900.00 4,018,784.44	101.17 0.30 %	4,046,780.00 70,666.67	9.18 % 27,995.56	Aaa AA+	0.20 0.21
3133XXYX9	FHLB Note 1.875% Due 6/21/2013	2,480,000.00	06/18/2012 0.25 %	2,520,324.80 2,498,788.94	100.82 0.14 %	2,500,308.72 1,291.67	5.58 % 1,519.78	Aaa AA+	0.47 0.47
31331JPK3	FFCB Note 1.375% Due 6/25/2013	2,500,000.00	06/18/2012 0.25 %	2,528,575.00 2,513,478.77	100.63 0.07 %	2,515,752.50 572.92	5.61 % 2,273.73	Aaa AA+	0.48 0.48
31398ASD5	FNMA Note 3.875% Due 7/12/2013	1,700,000.00	04/09/2009 2.24 %	1,811,683.20 1,713,825.39	101.99 0.13 %	1,733,758.60 30,924.65	3.93 % 19,933.21	Aaa AA+	0.53 0.52
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	4,000,000.00	Various 2.35 %	4,411,330.00 4,052,532.65	102.64 0.22 %	4,105,556.00 79,166.67	9.33 % 53,023.35	Aaa AA+	0.58 0.57
31331KZJ2	FFCB Note 0.35% Due 9/23/2013	1,500,000.00	03/22/2012 0.38 %	1,499,430.00 1,499,724.86	100.12 0.18 %	1,501,846.50 1,429.17	3.35 % 2,121.64	Aaa AA+	0.73 0.73
31331GCS6	FFCB Note 3.875% Due 10/7/2013	2,300,000.00	02/04/2009 2.89 %	2,397,934.00 2,316,025.56	102.82 0.19 %	2,364,839.30 20,795.83	5.32 % 48,813.74	Aaa AA+	0.77 0.76
3133XSAE8	FHLB Note 3.625% Due 10/18/2013	2,000,000.00	03/03/2009 2.69 %	2,080,600.00 2,013,838.96	102.72 0.21 %	2,054,344.00 14,701.39	4.61 % 40,505.04	Aaa AA+	0.80 0.79
3134A4UK8	FHLMC Note 4.875% Due 11/15/2013	2,500,000.00	01/08/2009 2.44 %	2,776,632.50 2,549,672.01	104.13 0.13 %	2,603,267.50 15,572.92	5.84 % 53,595.49	Aaa AA+	0.87 0.86
3137EACZ0	FHLMC Note 0.375% Due 11/27/2013	2,600,000.00	10/25/2012 0.24 %	2,603,848.00 2,603,198.59	100.18 0.18 %	2,604,570.80 920.83	5.81 % 1,372.21	Aaa AA+	0.91 0.90
31398A5W8	FNMA Note 0.75% Due 12/18/2013	2,600,000.00	05/23/2012 0.34 %	2,616,822.00 2,610,304.58	100.58 0.15 %	2,614,976.00 704.17	5.83 % 4,671.42	Aaa AA+	0.96 0.96
<b>Total Agency</b>		<b>30,680,000.00</b>	<b>1.91 %</b>	<b>32,087,504.50</b> <b>30,887,899.63</b>	<b>0.18 %</b>	<b>31,158,424.92</b> <b>265,809.39</b>	<b>70.04 %</b> <b>270,525.29</b>	<b>Aaa</b> <b>AA+</b>	<b>0.60</b> <b>0.59</b>
<b>COMMERCIAL PAPER</b>									
36959HQB6	General Electric Capital Corp Discount CP 0.28% Due 3/11/2013	1,000,000.00	09/12/2012 0.28 %	998,600.00 998,600.00	99.86 0.28 %	998,600.00 863.33	2.23 % 0.00	P-1 A-1+	0.19 0.19
4662J0SM5	JP Morgan Discount CP 0.28% Due 5/21/2013	1,060,000.00	11/20/2012 0.28 %	1,058,499.51 1,058,499.51	99.86 0.28 %	1,058,499.51 346.27	2.36 % 0.00	P-1 A-1	0.39 0.39
89233GTC0	Toyota Motor Credit Discount CP 0.31% Due 6/12/2013	1,150,000.00	10/11/2012 0.31 %	1,147,583.72 1,147,583.72	99.79 0.31 %	1,147,583.72 812.03	2.56 % 0.00	P-1 A-1+	0.45 0.45
<b>Total Commercial Paper</b>		<b>3,210,000.00</b>	<b>0.30 %</b>	<b>3,204,683.23</b> <b>3,204,683.23</b>	<b>0.30 %</b>	<b>3,204,683.23</b> <b>2,021.63</b>	<b>7.15 %</b> <b>0.00</b>	<b>P1</b> <b>A-1</b>	<b>0.35</b> <b>0.35</b>
<b>MONEY MARKET FUND FI</b>									
431114701	Highmark Govt Money Market Fund	7,640,271.15	Various 0.00 %	7,640,271.15 7,640,271.15	1.00 0.00 %	7,640,271.15 0.00	17.03 % 0.00	Aaa AAA	0.00 0.00



**Holdings Report**

As of 12/31/12

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>Total Money Market Fund FI</b>		7,640,271.15	0.00 %	7,640,271.15	0.00 %	7,640,271.15	17.03 %	Aaa AAA	0.00 0.00
<b>US CORPORATE</b>									
91159HGW4	US Bancorp Note 2% Due 6/14/2013	1,175,000.00	09/13/2012 0.31 %	1,189,628.75 1,183,918.64	100.72 0.40 %	1,183,476.45 1,109.72	2.64 % (442.19)	A1 A+	0.45 0.45
<b>Total US Corporate</b>		1,175,000.00	0.31 %	1,189,628.75 1,183,918.64	0.40 %	1,183,476.45 1,109.72	2.64 % (442.19)	A1 A+	0.45 0.45
<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 1,406,986.08	100.53 0.19 %	1,407,436.80 490.38	3.14 % 450.72	Aaa AA+	0.96 0.95
<b>Total US Treasury</b>		1,400,000.00	0.23 %	1,408,283.99 1,406,986.08	0.19 %	1,407,436.80 490.38	3.14 % 450.72	Aaa AA+	0.96 0.95
<b>TOTAL PORTFOLIO</b>		44,105,271.15	1.37 %	45,530,371.62 44,323,758.73	0.17 %	44,594,292.55 269,431.12	100.00 % 270,533.82	Aaa AA+	0.48 0.48
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						44,863,723.67			



For the Month Ending December 31, 2012

**Managed Account Detail of Securities Held**

**ALAMEDA CNTY TRANSPORTATION IMPROV AUTH**

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	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	DTT 04/30/2008 3.125% 04/30/2013	912828HY9	AA+	Aaa	04/26/12	04/27/12	9,857,013.67	0.20	51,247.41	9,666,995.26	9,669,629.73
US TREASURY NOTES	DTT 06/30/2008 3.375% 06/30/2013	912828JD3	AA+	Aaa	08/21/12	08/22/12	3,332,969.92	0.20	302.54	3,296,123.51	3,296,971.92
<b>Security Type Sub-Total</b>							<b>13,189,983.59</b>	<b>0.20</b>	<b>51,549.95</b>	<b>12,963,118.77</b>	<b>12,966,601.65</b>
<b>Federal Agency Bond / Note</b>											
FHLMC NOTES	DTT 02/04/2011 0.750% 03/28/2013	3137EACS6	AA+	Aaa	08/21/12	08/22/12	3,511,725.00	0.19	6,781.25	3,504,723.43	3,505,264.00
FANNIE MAE GLOBAL NOTES	DTT 08/06/2010 1.000% 09/23/2013	31398A250	AA+	Aaa	08/21/12	08/22/12	3,377,034.50	0.26	9,119.44	3,368,122.53	3,369,403.20
FNMA NOTES	DTT 11/01/2010 0.750% 12/18/2013	31398A5W8	AA+	Aaa	08/21/12	08/22/12	3,421,216.00	0.28	920.83	3,415,475.07	3,419,584.00
<b>Security Type Sub-Total</b>							<b>10,309,975.50</b>	<b>0.24</b>	<b>16,821.52</b>	<b>10,288,321.03</b>	<b>10,294,251.20</b>
<b>Commercial Paper</b>											
RABOBANK USA FIN CORP COMM PAPER	-- 0.000% 03/07/2013	74977KO77	A-1+	P-1	10/11/12	10/12/12	2,726,678.50	0.30	0.00	2,728,521.24	2,729,189.19
<b>Security Type Sub-Total</b>							<b>2,726,678.50</b>	<b>0.30</b>	<b>0.00</b>	<b>2,728,521.24</b>	<b>2,729,189.19</b>
<b>Certificate of Deposit</b>											
STANDARD CHARTERED BANK NY	FLOATING CD	85325BRR7	A-1+	P-1	10/11/12	10/12/12	4,500,000.00	1.17	5,973.75	4,500,000.00	4,517,114.40
DTT 10/12/2012 0.590% 04/12/2013											
<b>Security Type Sub-Total</b>							<b>4,500,000.00</b>	<b>1.17</b>	<b>5,973.75</b>	<b>4,500,000.00</b>	<b>4,517,114.40</b>
<b>Managed Account Sub-Total</b>							<b>30,726,637.59</b>	<b>0.37</b>	<b>74,345.22</b>	<b>30,479,961.04</b>	<b>30,507,156.44</b>





**Managed Account Detail of Securities Held**

For the Month Ending **December 31, 2012**

<b>ALAMEDA CNTY TRANSPORTATION IMPROV AUTH</b>					
<b>Securities Sub-Total</b>	<b>\$30,300,000.00</b>	<b>\$30,726,637.59</b>	<b>0.37%</b>	<b>\$74,345.22</b>	<b>\$30,507,156.44</b>
<b>Accrued Interest</b>				<b>\$74,345.22</b>	
<b>Total Investments</b>					<b>\$30,581,501.66</b>



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

**Holdings Report**

As of 12/31/12

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
3133XW7L7	FHLB Note 1.5% Due 1/16/2013	1,200,000.00	04/30/2012 0.19 %	1,211,133.60 1,200,639.86	100.05 0.21 %	1,200,643.20 8,250.00	3.89 % 3.34	Aaa AA+	0.04 0.04
3133XX7F8	FHLB Note 1.625% Due 3/20/2013	1,770,000.00	12/16/2011 0.21 %	1,801,169.70 1,775,343.38	100.33 0.14 %	1,775,768.43 8,069.48	5.74 % 425.05	Aaa AA+	0.22 0.22
3137EABM0	FHLMC Note 3.75% Due 6/28/2013	1,750,000.00	12/27/2011 0.29 %	1,840,510.00 1,779,399.23	101.80 0.09 %	1,781,505.25 546.88	5.74 % 2,106.02	Aaa AA+	0.49 0.49
313376J55	FHLB Note 0.375% Due 7/9/2013	1,750,000.00	12/05/2012 0.18 %	1,752,047.50 1,751,808.31	100.11 0.16 %	1,751,977.50 3,135.42	5.65 % 169.19	Aaa AA+	0.52 0.52
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	1,000,000.00	10/18/2012 0.22 %	1,035,533.00 1,026,247.37	102.64 0.22 %	1,026,389.00 19,791.67	3.37 % 141.63	Aaa AA+	0.58 0.57
3135G0BR3	FNMA Note 0.5% Due 8/9/2013	1,500,000.00	10/31/2012 0.20 %	1,503,450.00 1,502,701.07	100.19 0.18 %	1,502,890.50 2,958.33	4.85 % 189.43	Aaa AA+	0.61 0.60
313379R76	FHLB Note 0.25% Due 9/6/2013	1,250,000.00	11/16/2012 0.21 %	1,250,425.00 1,250,362.20	100.05 0.18 %	1,250,592.50 208.33	4.03 % 230.30	Aaa AA+	0.68 0.68
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 1,232,879.35	100.67 0.18 %	1,233,190.35 3,981.25	3.98 % 311.00	Aaa AA+	0.71 0.71
31398A2S0	FNMA Note 1% Due 9/23/2013	1,750,000.00	12/27/2011 0.35 %	1,769,600.00 1,758,179.53	100.58 0.20 %	1,760,136.00 4,763.89	5.68 % 1,956.47	Aaa AA+	0.73 0.72
31331GCS6	FFCB Note 3.875% Due 10/7/2013	1,000,000.00	11/15/2012 0.21 %	1,032,610.00 1,027,994.43	102.82 0.19 %	1,028,191.00 9,041.67	3.34 % 196.57	Aaa AA+	0.77 0.76
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 1,545,714.73	100.72 0.18 %	1,546,107.26 3,981.41	4.99 % 392.53	Aaa AA+	0.77 0.77
3134G23H3	FHLMC Note 0.5% Due 10/15/2013	1,650,000.00	10/31/2012 0.22 %	1,654,372.50 1,653,606.06	100.25 0.18 %	1,654,144.80 1,741.67	5.33 % 538.74	Aaa AA+	0.79 0.79
313371UC8	FHLB Note 0.875% Due 12/27/2013	1,780,000.00	12/16/2011 0.39 %	1,797,461.80 1,788,529.51	100.68 0.18 %	1,792,182.32 173.06	5.77 % 3,652.81	Aaa AA+	0.99 0.99
<b>Total Agency</b>		<b>19,160,000.00</b>	<b>0.24 %</b>	<b>19,431,085.35</b> <b>19,293,405.03</b>	<b>0.17 %</b>	<b>19,303,718.11</b> <b>66,643.06</b>	<b>62.37 %</b> <b>10,313.08</b>	<b>Aaa</b> <b>AA+</b>	<b>0.61</b> <b>0.61</b>

**COMMERCIAL PAPER**

69372APK2	Paccar Financial Discount CP 0.17% Due 2/19/2013	675,000.00	11/19/2012 0.17 %	674,706.75 674,706.75	99.96 0.17 %	674,706.75 137.06	2.17 % 0.00	P-1 A-1	0.14 0.14
40427RQ53	HSBC USA Inc Discount CP 0.26% Due 3/5/2013	850,000.00	11/08/2012 0.26 %	849,281.75 849,281.75	99.92 0.26 %	849,281.75 331.50	2.74 % 0.00	P-1 A-1	0.18 0.18
36959HQB6	General Electric Capital Corp Discount CP 0.28% Due 3/11/2013	500,000.00	09/12/2012 0.28 %	499,300.00 499,300.00	99.86 0.28 %	499,300.00 431.67	1.61 % 0.00	P-1 A-1+	0.19 0.19
3662JQD7	JP Morgan Discount CP 0.3% Due 3/13/2013	500,000.00	09/12/2012 0.30 %	499,241.65 499,241.65	99.85 0.30 %	499,241.65 462.51	1.61 % 0.00	P-1 A-1	0.20 0.20
06416JQJ5	Bank of Nova Scotia Discount CP 0.26% Due 3/18/2013	620,000.00	09/19/2012 0.26 %	619,216.39 619,216.39	99.87 0.26 %	619,216.39 443.30	2.00 % 0.00	P-1 A-1	0.21 0.21

Page 13



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

**Holdings Report**

As of 12/31/12

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>COMMERCIAL PAPER</b>									
9033E0R40	US Bancorp Discount CP 0.22% Due 4/4/2013	300,000.00	10/04/2012 0.22%	299,668.17 299,668.17	99.89 0.22%	299,668.17 161.33	0.97 % 0.00	P-1 A-1+	0.26 0.26
36959HRP4	General Electric Capital Corp Discount CP 0.23% Due 4/23/2013	350,000.00	10/23/2012 0.23%	349,593.03 349,593.03	99.88 0.23%	349,593.03 156.53	1.13 % 0.00	P-1 A-1+	0.31 0.31
4662JOS11	JP Morgan Discount CP 0.3% Due 5/1/2013	350,000.00	10/23/2012 0.30%	349,445.83 349,445.83	99.84 0.30%	349,445.83 204.17	1.13 % 0.00	P-1 A-1	0.33 0.33
89233GTC0	Toyota Motor Credit Discount CP 0.31% Due 6/12/2013	600,000.00	10/11/2012 0.31%	598,739.33 598,739.33	99.79 0.31%	598,739.33 423.67	1.93 % 0.00	P-1 A-1+	0.45 0.45
89233GTL0	Toyota Motor Credit Discount CP 0.3% Due 6/20/2013	350,000.00	10/23/2012 0.30%	349,300.00 349,300.00	99.80 0.30%	349,300.00 204.17	1.13 % 0.00	P-1 A-1+	0.47 0.47
<b>Total Commercial Paper</b>		<b>5,095,000.00</b>	<b>0.26 %</b>	<b>5,088,492.90</b> <b>5,088,492.90</b>	<b>0.26 %</b>	<b>5,088,492.90</b> <b>2,955.91</b>	<b>16.39 %</b> <b>0.00</b>	<b>P1</b> <b>A-1</b>	<b>0.26</b> <b>0.25</b>
<b>MONEY MARKET FUND FI</b>									
431114701	Highmark Govt Money Market Fund	3,917,524.42	Various 0.00%	3,917,524.42 3,917,524.42	1.00 0.00%	3,917,524.42 0.00	12.61 % 0.00	Aaa AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>3,917,524.42</b>	<b>0.00 %</b>	<b>3,917,524.42</b> <b>3,917,524.42</b>	<b>0.00 %</b>	<b>3,917,524.42</b> <b>0.00</b>	<b>12.61 %</b> <b>0.00</b>	<b>Aaa</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>NEGOTIABLE CD</b>									
89112X5J0	Toronto Dominion Bank Yankee CD 0.27% Due 4/15/2013	650,000.00	09/17/2012 0.25%	650,075.70 650,037.49	100.01 0.25%	650,037.49 516.75	2.09 % 0.00	P-1 A-1+	0.29 0.29
<b>Total Negotiable CD</b>		<b>650,000.00</b>	<b>0.25 %</b>	<b>650,075.70</b> <b>650,037.49</b>	<b>0.25 %</b>	<b>650,037.49</b> <b>516.75</b>	<b>2.09 %</b> <b>0.00</b>	<b>Aaa</b> <b>AAA</b>	<b>0.29</b> <b>0.29</b>
<b>US CORPORATE</b>									
931142AS2	Wal-Mart Stores Note 7.25% Due 6/1/2013	725,000.00	10/04/2012 0.21%	757,704.75 746,104.35	102.74 0.65%	744,880.23 4,380.21	2.41 % (1,224.12)	Aa2 AA	0.42 0.42
91159HGW4	US Bancorp Note 2% Due 6/14/2013	600,000.00	09/13/2012 0.31%	607,470.00 604,554.20	100.72 0.40%	604,328.40 566.67	1.95 % (225.80)	A1 A+	0.45 0.45
594918AF1	Microsoft Note 0.875% Due 9/27/2013	670,000.00	12/07/2012 0.23%	673,396.90 673,161.82	100.43 0.29%	672,913.16 1,530.76	2.17 % (248.66)	Aaa AAA	0.74 0.74
<b>Total US Corporate</b>		<b>1,995,000.00</b>	<b>0.25 %</b>	<b>2,038,571.65</b> <b>2,023,820.37</b>	<b>0.45 %</b>	<b>2,022,121.79</b> <b>6,477.64</b>	<b>6.53 %</b> <b>(1,698.58)</b>	<b>Aa2</b> <b>AA</b>	<b>0.53</b> <b>0.53</b>
<b>TOTAL PORTFOLIO</b>		<b>30,817,524.42</b>	<b>0.22 %</b>	<b>31,125,750.02</b> <b>30,973,280.21</b>	<b>0.19 %</b>	<b>30,981,894.71</b> <b>76,593.36</b>	<b>100.00 %</b> <b>8,614.50</b>	<b>Aaa</b> <b>AA+</b>	<b>0.46</b> <b>0.46</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>31,058,488.07</b>			

**Page 14**





## Memorandum

**DATE:** January 31, 2013

**TO:** Finance and Administration Committee

**FROM:** Patricia M. Reavey, Director of Finance  
Lily Balinton, Accounting Manager

**SUBJECT:** Consolidated FY2012-13 Second Quarter Financial Report

### Recommendation

It is recommended that the Commission accept the attached Alameda County Transportation Commission (Alameda CTC) Consolidated FY2012-13 Second Quarter Financial Report.

### Summary

For the first half of the fiscal year, the Alameda CTC is showing a net decrease in the overall fund balance in the amount of \$23.8 million primarily due to capital project related sales tax expenditures exceeding revenues.

The attached financial report has been prepared on a consolidated basis by governmental fund type including the General Funds, Special Revenue Funds, the Exchange Fund and the Capital Projects Funds to give an overview of the Alameda CTC's revenues and expenditures in comparison to the adopted budget.

### *General Fund*

In the General Fund, the Alameda CTC's revenues are less than budget by \$1.6 million or 23.7% and expenditures are under budget by \$2.3 million or 31.9% (see attachment A). These variances are primarily due to the winding down of the Countywide Transportation Plan and Transportation Expenditure Plan efforts and a lower than projected cost for the Safe Routes to School program in the first half of the fiscal year.

### *Special Revenue Funds*

The Special Revenue Funds group is made up of Measure B Program funds including funds for express bus, paratransit service, bike and pedestrian, transit oriented development and pass-through funds as well as Transportation for Clean Air (TFCA) funds and Vehicle Registration Fee (VRF) funds. In the Special Revenue Funds, the Alameda CTC's revenues are more than budget by \$2.8 million or 7.3% mostly due to actual sales tax and VRF revenues which were higher than projected (see attachment B). Expenditures in the Special Revenue Funds are \$0.7 million or 1.8% more than budget mostly attributable to higher than projected sales tax pass-through funding as a result of higher sales tax revenue collected.

### *Exchange Fund*

As of December 31, 2012, Exchange Fund revenues and expenditures were under budget by \$2.4 million and \$37,000 respectively (see attachment C). Budget in this fund is only utilized on an as needed basis as exchanges are established to accommodate other governmental agencies' needs.

### *Capital Projects Funds*

The Capital Projects Funds incorporate all Alameda CTC capital projects whether they were originally projects of the Alameda County Transportation Improvement Authority (ACTIA), the Alameda County Transportation Authority (ACTA) or the Alameda County Congestion Management Agency (ACCMA). In the Capital Projects Funds, the Alameda CTC's revenues are less than budget by \$14.0 million or 27.3% and expenditures are less than budget by \$75.4 million or 54.3% (see attachment D). Expected right of way expenditures for ACTA's East/West Connector project were less than budgeted as the Project Manager awaited results of Measure B1 to finalize the timing of funding sources available. Project outflows for ACTIA related projects are less than budget mostly due to the timing of when Measure B funds have been required on a project for example, BART secured funding, other than Measure B funds, for the BART Extension to Warm Springs project earlier than planned and have expended those funds prior to invoicing ACTIA for project costs. Revenues and expenditures for the ACCMA related capital projects are both under budget due in part to the I-580 East Bound HOV Lane project which has experienced a delay in the start date of its construction contract due to winter weather conditions, and contract issues has caused the I-80 Integrated Corridor Mobility project to move slower than originally expected due to Caltrans' pre-award audit requirement. Capital project expenditures are expected to more closely approach budget as the year progresses. Since we implemented a rolling capital budget system last fiscal year, any unused approved budget will be available to pay for costs in the next fiscal year. Additional budget authority will be requested by project only as needed.

### *ACTIA Limitations Calculations*

Staff has made the calculations required in ACTIA's Transportation Expenditure Plan related to salary and benefits and administration. The Salary and Benefits Limitation ratio of 0.72% and Administrative Cost Limitation ratio of 2.58% were calculated based on actual expenditures and were found to be in compliance with the requirements of 1.0% and 4.5%, respectively (see attachment E).

### **Discussion**

The Alameda CTC is in a strong position compared to budget after the second quarter of the fiscal year and remains sustainable. Sales tax revenues for FY2012-13 were projected with a conservative increase over the FY2011-12 budget because final receipts had not been received. Actual sales tax revenues for FY2011-12 were \$112.6 million which turns out to be higher than the FY2012-13 budget projection of \$112.0 million. After the first half of the fiscal year, sales tax revenues were already over the budget by approximately 6.5%.

Staff will be presenting a mid-year budget update to the Commission for approval. This update is necessary to incorporate some items that were unanticipated and some that have changed since the original budget was created.

### **Attachments**

Attachment A: Alameda CTC General Fund Revenues/Expenditures Actual vs. Budget as of December 31, 2012

- Attachment B: Alameda CTC Special Revenue Funds Revenues/Expenditures Actual vs. Budget as of December 31, 2012
- Attachment C: Alameda CTC Exchange Fund Revenues/Expenditures Actual vs. Budget as of December 31, 2012
- Attachment D: Alameda CTC Capital Project Fund Revenues/Expenditures Actual vs. Budget as of December 31, 2012
- Attachment E: ACTIA Fiscal Year 2012-2013 Budget Limitations Calculations as of December 31, 2012

*This page intentionally left blank*

**Alameda CTC General Fund  
Revenues/Expenditures  
Actual vs Budget  
as of December 31, 2012**

**Attachment A**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
<b>Revenues:</b>				
Sales Tax Revenues	\$ 2,711,241	\$ 2,520,000	107.59%	\$ 191,241
Investment Income	13,585	-	0.00%	13,585
Member Agency Fees	697,409	697,410	100.00%	(1)
Measure B Interagency Funds	81,634	1,175,621	6.94%	(1,093,986)
VRP Funding	79,907	-	0.00%	79,907
TFCA Funding	71,581	55,000	130.15%	16,581
CMA TIP Funds	12,673	-	0.00%	12,673
Rental Income	31,531	36,000	87.59%	(4,469)
Other Income	32	-	0.00%	32
<u>Grants</u>				
MTC Planning Funds	-	509,972	0.00%	(509,972)
PPM Funds	835,227	861,457	96.96%	(26,229)
CMAQ Funding	535,287	702,236	76.23%	(166,949)
Other Project Grants	8,413	100,000	8.41%	(91,587)
<b>Total Revenues</b>	<b>\$ 5,078,521</b>	<b>\$ 6,657,695</b>		<b>\$ (1,579,174)</b>
<b>Expenditures:</b>				
<u>Administration</u>				
Salaries and Benefits	1,488,929	1,384,322	107.56%	(104,608)
Office Expenses and Supplies	21,631	28,438	76.07%	6,806
General Administration	1,302,161	1,616,611	80.55%	314,450
Building Relocation Reserve	11,541	343,750	3.36%	332,209
Commission Meeting Per Diems	39,681	86,432	45.91%	46,750
Contingency	18,793	87,500	21.48%	68,707
<u>Planning</u>				
MTC Planning	778	-	0.00%	(778)
Countywide Transportation Plan (CWTP)	300,483	1,274,481	23.58%	973,998
Countywide Bicycle and Pedestrian Plan	-	25,117	0.00%	25,117
Congestion Management Program	64,771	459,230	14.10%	394,459
Transportation and Land Use	2,181	312,500	0.70%	310,319
Travel Model Support	19,607	147,500	13.29%	127,893
Bike to Work Day Assessment	-	30,775	0.00%	30,775
<u>Programs</u>				
Programs Management	146,748	379,925	38.63%	233,177
Guaranteed Ride Home Program	26,158	55,000	47.56%	28,842
Monitoring of Fed, State & Other Grants	-	2,000	0.00%	2,000
Life Line Transportation	-	120,500	0.00%	120,500
Safe Routes to School	559,981	1,275,096	43.92%	715,115
Bike Mobile Program	-	158,865	0.00%	158,865
Bike to Work Day	480	-	0.00%	(480)
<u>Indirect Cost Recovery/Allocation</u>				
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(313,911)	(455,697)	68.89%	(141,786)
<b>Total Expenditures</b>	<b>\$ 3,678,473</b>	<b>\$ 7,332,342</b>		<b>\$ 2,336,900</b>
<b>Net revenue over / (under) expenditures</b>	<b>\$ 1,400,048</b>	<b>\$ (674,648)</b>		

*This page intentionally left blank*

**Alameda CTC Special Revenue Funds  
Revenue/Expenditures  
Actual vs Budget  
as of December 31, 2012**

	<u>YTD Actuals</u>	<u>YTD Budget</u>	<u>% Used</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Revenues:</b>				
Sales Tax Revenues	\$ 34,465,603	\$ 32,034,520	107.59%	\$ 2,431,083
Investment Income	20,530	-	0.00%	20,530
TFCA Funds	805,146	923,928	87.14%	(118,781)
VRF Funds	5,858,368	5,364,750	109.20%	493,618
Other Project Grants	-	22,500	0.00%	(22,500)
<b>Total Revenues</b>	<u>\$ 41,149,647</u>	<u>\$ 38,345,698</u>		<u>\$ 2,803,950</u>
<b>Expenditures:</b>				
Salaries	187,606	337,724	55.55%	150,117
Office Expenses and Supplies	-	10,000	0.00%	10,000
General Administration	950	2,250	42.22%	1,300
VRF Ballot Costs	54,054	54,054	100.00%	-
VRF Pass Through Programming	3,339,270	3,060,000	109.13%	(279,270)
Programming Funds	893,084	1,962,540	45.51%	1,069,455
Measure B Programs Management	369,518	494,008	74.80%	124,490
Transportation Planning	20,342	-	0.00%	(20,342)
Measure B Grant Awards	1,428,503	2,078,740	68.72%	650,236
Measure B Passthrough	32,424,449	30,046,422	107.91%	(2,378,027)
<b>Total Expenditures</b>	<u>\$ 38,717,776</u>	<u>\$ 38,045,737</u>		<u>\$ (672,040)</u>
<b>Net revenue over / (under) expenditures</b>	<u><u>\$ 2,431,871</u></u>	<u><u>\$ 299,961</u></u>		

*This page intentionally left blank*



**Alameda CTC Exchange Fund  
Revenue/Expenditures  
Actual vs Budget  
as of December 31, 2012**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
<b><u>REVENUE</u></b>				
Exchange Program Funds	\$ 54,007	\$ 2,475,000	2.18%	\$ (2,420,993)
Interest Revenue	8,094	-	0.00%	8,094
<b>TOTAL REVENUE</b>	<b>\$ 62,101</b>	<b>\$ 2,475,000</b>		<b>\$ (2,412,899)</b>
<b><u>EXPENDITURES</u></b>				
Salaries	16,424	25,673	63.97%	9,249
Programming Funds	1,287,150	1,314,900	97.89%	27,750
<b>TOTAL EXPENDITURES</b>	<b>1,303,574</b>	<b>\$ 1,340,573</b>		<b>\$ 36,999</b>
Net revenue over / (under) expenditures	<b>\$ (1,241,473) \$ 1,134,427</b>			

**Alameda CTC Capital Project Fund**

Attachment D

**Revenues/Expenditures**

**Actual vs Budget**

**as of December 31, 2012**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
<b>REVENUE</b>				
Sales Tax Revenues	\$ 23,072,966	\$ 21,445,480	107.59%	\$ 1,627,486
Investment Income	789,258	587,500	134.34%	201,758
Rental Income	4,505	-	0.00%	4,505
ACTIA Project Revenues	1,370,618	-	0.00%	1,370,618
TFCA Funds	48,089	62,500	76.94%	(14,411)
VRF Funds	124,888	189,691	65.84%	(64,803)
Exchange Program Funds	474,268	267,500	177.30%	206,768
ACTIA Measure B	5,842,183	9,460,910	61.75%	(3,618,726)
ACTA Measure B	-	150,000	0.00%	(150,000)
CMAQ Funds	(7,378)	125,000	-5.90%	(132,378)
Other Capital Project Grants	5,448,639	18,835,087	28.93%	(13,386,448)
<b>Total Revenues</b>	<b>\$ 37,168,036</b>	<b>\$ 51,123,667</b>		<b>\$ (13,955,631)</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries and Benefits	197,715	196,342	100.70%	(1,373)
Office Expenses and Supplies	2,903	4,063	71.46%	1,160
General Administration	230,266	289,499	79.54%	59,232
Building Relocation Reserve	1,649	31,250	5.28%	29,601
Commission Mtg. Per Diems	5,669	12,348	45.91%	6,679
Project Management Services	522,706	879,629	59.42%	356,923
Other Expenses	198	12,500	1.58%	12,302
<b>Capital Projects</b>				
<b>ACTA</b>				
Capital Expenditures	29,792	100,000	29.79%	70,208
I-800 Mod. Rte. 262-Mission Bl	74,137	322,000	23.02%	247,863
E/W Connector Proj. In N. Frem	737,629	10,000,000	7.38%	9,262,371
Rte. 238 Corridor Improvement	9,356,440	6,500,000	143.95%	(2,856,440)
I-580/Redwood Road Interchange	-	150,000	0.00%	150,000
I-580, 238 and 880 Corr Stdy	-	487,500	0.00%	487,500
Central Alameda County Freeway	86,630	875,000	9.90%	788,370
<b>ACTIA</b>				
Altamont Cmtr Expr (ACE) Rail	777,543	3,225,500	24.11%	2,447,957
BART Extension to Warm Springs	7,370,845	15,500,000	47.55%	8,129,155
BART Oakland-Airport Connector	22,000,000	24,000,000	91.67%	2,000,000
Union City Intermodal Station	-	1,891,350	0.00%	1,891,350
A.C. Transit-San Pablo, Tgph C	485,721	1,500,000	32.38%	1,014,279
I-680 Expr. Ln. Impr. Rte. 84	1,950,318	4,590,000	42.49%	2,639,682
Iron Horse Trail	-	250,000	0.00%	250,000
I-880/Brdwy-Jcksn St.	-	1,250,000	0.00%	1,250,000
I-580 Interchange Improvements	105,082	150,000	70.05%	44,918
Lwllng Ave./E Lwllng Ave. Wide	-	825,500	0.00%	825,500
I-580 Aux, Lane (Sta Rita Rd)	-	939,055	0.00%	939,055
I-880/State Rte. 92 Rlvr. Rte.	184,503	1,875,000	9.84%	1,690,497
Westgate Pkwy exit - Stg 1	-	1,074,817	0.00%	1,074,817
E. 14th St./Hesp. Blvd./150 St.	174,129	943,000	18.47%	768,871
I-238 widng-Sn Lndro & Uinc.	4,193	19,722	21.26%	15,529
I-680/I-880 cross conn studies	-	221,259	0.00%	221,259
Isabel-Route 84/I-580 I/C	4,186,803	3,578,236	117.01%	(608,567)
Route 84 Expressway	1,750,856	5,500,204	31.83%	3,749,347

**Alameda CTC Capital Project Fund  
Revenues/Expenditures  
Actual vs Budget  
as of December 31, 2012**

	YTD Actuals	YTD Budget	% Used	Favorable (Unfavorable) Variance
Dumbarton Corridor Improvement	143,467	1,710,382	8.39%	1,566,915
I-580 Cordr/BART Livermore Stu	-	1,000,000	0.00%	1,000,000
I-80 Integrated Corridor Mobility	342,233	370,955	92.26%	28,721
I-880 Corridor Improvements	870,000	311,927	278.91%	(558,073)
CWTP/TEP Development	-	25,000	0.00%	25,000
Studies at Congested Seg/Loc on CMP	-	400,000	0.00%	400,000
<b>ACCMA</b>				
I-680 Sunol Express Lanes-Southbound Center to Center	538,314	4,503,389	11.95%	3,965,075
Route 24 Caldecott Tunnel Settlement	17,996	118,453	15.19%	100,456
I-880 North Safety & Operational Improvements	183,304	752,215	24.37%	568,911
I-580 East Bound HOV Lane	783,797	4,442,897	17.64%	3,659,100
I-680 Sunol Express Lanes-Northbound	1,978,563	9,210,849	21.48%	7,232,286
I-580 Corridor ROW Preservation	939,567	3,052,840	30.78%	2,113,272
I-580 Westbound HOV Lane	3,401	319,552	1.06%	316,151
Altamont Commuter Express	2,040,322	5,168,372	39.48%	3,128,050
I-880 Southbound HOV Lane	1,161,633	3,537,120	32.84%	2,375,487
I-880 Landscape & Hardscape Enhancements	422,831	3,346,199	12.64%	2,923,368
I-580 PSR at 106th EB Off-Ramp	9,713	-	0.00%	(9,713)
Webster St. SMART Corridor	1,204	77,699	1.55%	76,494
Marina Boulevard/I-880 PSR	37,074	1,123,519	3.30%	1,086,445
I-580 Landscaping San Leandro	12,377	-	0.00%	(12,377)
I-80 Gilman Interchange Improvements	1,799	395,381	0.45%	393,582
I-680/I-880 Cross Connector PSR	35,464	928,252	3.82%	892,788
I-580 Soundwall Design	3,241	178,000	1.82%	174,759
I-80 Integrated Corridor Mobility	(328)	-	0.00%	328
Smart Corridors Operation and Management	3,630,252	10,238,892	35.46%	6,608,640
<b>Total Expenditures</b>	<b>130,166</b>	<b>470,709</b>	<b>27.65%</b>	<b>340,543</b>
	<b>\$ 63,522,114</b>	<b>\$ 138,876,369</b>		<b>\$ 75,354,254</b>
<b>Net revenue over / (under) expenditures</b>	<b><u>\$ (26,354,078) \$ (87,752,702)</u></b>			

*This page intentionally left blank*

**Alameda County Transportation Improvement Authority**  
**Fiscal Year 2012-2013**  
**Budget Limitations Calculations**  
**As of December 31, 2012**

Net Sales Tax	\$ 60,249,810.44	A
Investments & Other Income	<u>1,484,146.37</u>	B
Funds Generated	61,733,956.81	C
Salaries & Benefits	432,247.45	D
Other Admin Costs	<u>1,123,028.24</u>	E
Total Admin Costs	\$ 1,555,275.69	F

Gross Admin Sal & Ben to Net Sales Tax	0.7174% = D/A
Gross Admin Sal & Ben to Funds Generated	0.7002% = D/C
Total Admin Costs to Net Sales Tax	2.5814% = F/A

*This page intentionally left blank*



**Memorandum**

**DATE:** January 31, 2013

**TO:** Finance and Administration Committee

**FROM:** Arthur L. Dao, Executive Director  
Patricia Reavey, Director of Finance

**SUBJECT: Approval of the Fiscal Year 2013-2014 Administration Support Professional Services Contracts Plan**

**Recommendation:**

It is recommended that the Committee approve the Fiscal Year 2013-2014 Administration Support Professional Services Contracts Plan. Specifically, the Committee is requested to approve the following recommendations:

- A. Authorize the Executive Director to issue Request for Proposals (RFP) or solicit quotations, enter into negotiations with top-ranked firms, and execute contracts for the following services:
  - 1. Federal Legislative Advocacy Services
  - 2. State Legislative Advocacy Services
  - 3. Investment Advisory Services
  - 4. Policy, Legislation, Communications, and Administrative Support Services
  
- B. Authorize the Executive Director to enter into negotiations with existing professional consultant firms and execute contracts for the following services:
  - 1. Legal Counsel Services
  - 2. Media and Public Relations Services
  - 3. Information Technology Services
  - 4. Human Resources Services
  - 5. Paratransit Coordination Services
  - 6. Local Business Contract Equity Program Services
  - 7. Policy, Legislation, Communications, and Administrative Support Services, formerly known as Programs Management Services (six-month extension from July 1, 2013 through December 31, 2013)

**Summary:**

Staff recommends issuing four RFP's and/or solicitations and renewing seven contracts with existing professional services consultant firms. The terms and conditions for each of the administration support professional services contracts will be negotiated, and all contracts are anticipated to commence on July 1, 2013; however, it proposed that the professional services contract with Acumen Building Enterprise, Inc. for Policy, Legislation, Communications, and Administrative Support (PLCAS) Services, formerly known as Programs Management Services, be extended for six months from July 1, 2013 through December 31, 2013, allowing staff to procure a new contract for these services. Extension of the current contract, and the accelerated RFP schedule of the new contract, is primarily due to the procurement processes and procedures required by the California Department of Transportation and Federal Transit Administration on state and federally funded contracts, respectively, and meant to ensure the new PLCAS contract will be ready to commence on January 1, 2014.

**Discussion:**

The Alameda CTC contracts on a periodic basis with a number of professional services consultant firms to assist staff in providing general policy, planning, and administrative services, and programwide support in administering the sales tax and Vehicle Registration Fee programs and projects.

The background and recommendations for each of the administration support professional services contracts are discussed below and summarized in Table 1 that follows.

1. Legal Counsel Services – The legal counsel services for Alameda CTC include attendance at committee and commission meetings, contracts and personnel related matters, ongoing eminent domain activities, as well as other general legal services. An RFP for these services was issued in March 2012, and Wendel, Rosen, Black & Dean, LLP, an Alameda CTC certified Local Business Enterprise (LBE) firm with offices in Oakland, California, was selected as the top-ranked firm and awarded a contract to provide these services.

*Staff recommends continuation of the Legal Counsel Services contract with Wendel, Rosen, Black & Dean, LLP.*

2. Project Management and Project Controls Services – The Project Management and Project Controls team's function is to provide project management, monitoring, and controls to ensure the efficient, effective, and successful delivery of Alameda CTC's programs and capital projects. These services also include, but are not limited to, utility and right-of-way coordination, programming, and other related management activities. An RFP to obtain a consultant to provide these services was issued in August 2012, and Hatch Mott MacDonald (HMM), an Alameda CTC certified LBE firm with offices in Pleasanton, California, was selected as the top-ranked consultant to provide these services. Staff is currently negotiating the terms and conditions of the contract with HMM.

*No further action is recommended at this time.*



3. State Legislative Advocacy Services – The state legislative advocacy services include providing monthly updates to the Commission and staff on policy and legislative actions at the state level and access to state legislators and their staff when necessary to support implementation efforts for Alameda CTC’s capital projects and programs. In January 2012, Platinum Advisors, LLC merged with Suter, Wallauch, Corbett and Associates, who has provided these services since 1989.

*Staff recommends issuing an RFP for these services.*

4. Federal Legislative Advocacy Services – The federal legislative advocacy services include providing monthly updates to staff on policy and legislative actions at the federal level and access to federal legislators and their staff when necessary to support implementation efforts for Alameda CTC’s capital projects and programs. CJ Lake, LLC has provided these services since 2004.

*Staff recommends issuing an RFP for these services.*

5. Media and Public Relations Services – The Media and Public Relations Services consultant provides communications and public relations services, hosts and maintains the Alameda CTC’s website, prepares press and other public materials, assists staff at public meetings and events, provides staff training, and supports the development of a strategic communications plan for the Alameda CTC. Moore Iacofano Goltsman, Inc. (MIG), a consultant firm with offices in Berkeley, California, was selected as the top-ranked firm to provide these services and awarded a new contract in July 2011.

*Staff recommends continuation of the Media and Public Relations Services contract with Moore Iacofano Goltsman, Inc.*

6. Paratransit Coordination Services – Since September 2002, Nelson/Nygaard Consulting Associates (NNCA), an Alameda CTC certified LBE firm with an office in Oakland, California, has provided paratransit coordination services for the Alameda CTC, including, but not limited to, meeting facilitation and coordination, Measure B and Federal grants funding coordination and administration, outreach services, coordination of Alameda CTC’s Mobility Management Planning Pilot Program, and general technical assistance. NNCA provides local, state, and national expertise in the field of paratransit to the Commission, Paratransit Advisory and Planning Committee, and staff. The paratransit coordination services underwent a formal competitive bid process in January 2009.

*Staff recommends continuation of the Paratransit Coordination Services contract with Nelson/Nygaard Consulting Associates.*

7. Human Resources and Personnel Management Services – The human resources and personnel management services include consolidation and implementation of the new employee benefits program, integration of the Human Resources Manual, and providing personnel counseling services, staff development, and review of internal processes such as performance reviews, to improve human resource services at the Alameda CTC. An RFP for these services was issued in

August 2009 that resulted in the hiring of Koff and Associates, Inc., an Alameda CTC certified Very Small Local Business Enterprise (VSLBE) firm with offices in Emeryville, California, as the human resources consultant.

*Staff recommends continuation of the Human Resources Services contract with Koff and Associates, Inc.*

8. Independent Financial Auditing Services – The Independent Financial Auditor provides the required independent audits of Alameda CTC and the Sunol SMART Carpool Lane Joint Powers Authority, and issuance of separate audited financial reports, completion of the Federal Single Audit report and a report on ACTIA’s Limitations Worksheet, which attests whether or not ACTIA has complied with the administrative cost limitations required by the Transportation Expenditure Plan and the Public Utilities Commission. An RFP to obtain a consultant to provide independent financial audit services was issued in December 2011, and Vavrinek, Trine, Day & Co., LLP was selected as the top-ranked firm and awarded a contract in April 2012 for a term of up to three years, with the option to continue for additional years of services for a term totaling no more than five years ending fiscal year 2015-2016.

*No further action is recommended at this time.*

9. Investment Advisory Services – Two investment advisors independently manage a \$176 million portfolio in line with the ACTIA Board approved Investment Policy. These services are performed at a cost of about seven to nine basis points (one-hundredth of one percent) times the invested amount. ACCMA currently utilizes the State Local Agency Investment Fund (LAIF) cash pool for its investment needs due to a smaller investment balance. An RFP for these services was last issued in January 2008 and the two incumbent investment advisors, PFM Asset Management, LLC and Chandler Asset Management, Inc., an Alameda CTC certified Small Local Business Enterprise (SLBE) firm with offices in Pleasanton, California, were contracted for these services on behalf of ACTIA ending June 30, 2013.

*Staff recommends issuing an RFP for these services.*

10. Information Technology (IT) Services – The information technology services include upgrade and maintenance of the central servers, local area network support, and general IT support for up to 60 individual workstations, including those required for the operations of the Sunol SMART Carpool Lane. The current computer systems services consultant, Novani, LLC, was awarded a new contract after undergoing an RFP process in March 2011.

*Staff recommends continuation of the Information Technology Services contract with Novani, LLC.*

11. Policy, Legislation, Communications, and Administrative Support (formerly known as Programs Management Services) – Acumen Building Enterprises, Inc. (ABE), an Alameda CTC certified SLBE firm with offices in Oakland, California, has been providing policy, legislation, communications, and administrative support services since undergoing a formal competitive bid process in January 2008. These services include, but are not limited to, providing technical and

administrative support for policy, legislative, communications, and outreach, general meetings support to Alameda CTC's Community Advisory Committees, and assistance for planning activities such as the One Bay Area Grant Program implementation and monitoring, development of a PDA investment and growth strategy, and other clerical services.

*Staff recommends continuation of the Policy, Legislation, Communications, and Administrative Support Services contract with Acumen Building Enterprise, Inc. for a term of six months ending December 31, 2013, and issuance of an RFP to procure a new contract to commence on January 1, 2014.*

12. Local Business Contract Equity (LBCE) Program Support Services – The LBCE Program support services include certifying LBE, SLBE and VSLBE firms, providing technical assistance to improve local business, small-local business, and minority business participation on Alameda CTC-led professional services and construction contracts, reviewing the Alameda CTC's LBCE Program Utilization Reports, and assisting staff with general outreach and RFPs. Luster & Associates, Inc., an Alameda CTC certified VSLBE firm with offices in Oakland, California, has provided these services since August 2008.

*Staff recommends continuation of the LBCE Program Support Services contract with L. Luster & Associates, Inc.*

13. Financial Advisory Services – A new service added to the list of Administration Support Professional Services Contracts Plan in August 2012 in preparation for the anticipated need for debt financing as well as to ensure the successful delivery of Alameda CTC's Measure B Capital Program and I-580 Express (High Occupancy Toll) Lanes Projects, it is anticipated that the financial advisors will provide specialized financial advisory services to advise the Commission and staff on capital market information and conditions, financing mechanisms, interest rates, trends and financing terms, and other financial planning and management services. An RFP for these services was issued in October 2012, and The PFM Group was selected as the top-ranked firm and awarded a contract in January 2013 for a term of up to two years, with the option to continue for additional years of services for a term totaling no more than five years ending January 1, 2018.

*No further action is recommended at this time.*

**Fiscal Impact:**

Contracts recommended for continuation and/or an RFP process under this Administrative Support Professional Services Contracts Plan will be negotiated and the final budget will be included in the Alameda CTC's consolidated fiscal year 2013-2014 proposed budget for Commission approval.

TABLE 1 – ADMINISTRATION SUPPORT PROFESSIONAL SERVICES CONTRACTS PLAN				
Services	Current Firm	Contract Budget for FY 2012-13	Year of Last RFP Issuance	Recommended Action
Legal Counsel Services	Wendel, Rosen, Black & Dean, LLP	\$805,000	2012	Renew
Project Management and Project Controls Services	Hatch Mott MacDonald	Currently under negotiation	2012	None
State Legislative Advocacy Services	Platinum Advisors, LLC	\$60,000	2007	Issue RFP
Federal Legislative Advocacy Services	CJ Lake, LLC	\$63,000	2004	Issue RFP
Media and Public Relations Services	Moore Iacofano Goltsman, Inc.	\$561,180	2011	Renew
Paratransit Coordination Services	Nelson/Nygaard Consulting Associates	\$426,354 <sup>1</sup>	2009	Renew
Human Resources Consulting Services	Koff and Associates, Inc.	\$61,600	2009	Renew
Independent Financial Audit Services	Vavrinek, Trine, Day & Co., LLP	\$77,500	2011	None
Investment Advisory Services	PFM Asset Management, LLC / Chandler Asset Management, Inc.	\$105,000 / \$85,000	2008	Issue RFP
Information Technology Services	Novani, LLC	\$242,900	2011	Renew
Policy, Legislation, Communications, and Administrative Support Services	Acumen Building Enterprise, Inc.	\$1,561,845	2008	Renew for 6 months / Issue RFP
Local Business Contract Equity Program Supportive Services	L. Luster & Associates	\$93,622	2008	Renew
Financial Advisory Services	The PFM Group	\$50,000 <sup>2</sup>	2012	None

Notes:

<sup>1</sup> Includes unexpended balance of \$41,995 from Amendment No. 1 to Professional Services Agreement No. A11-0001 for Coordination and Mobility Management Planning Pilot Scoping and Implementation Support Services for an additional not-to-exceed amount of \$50,000, which was approved by the Commission on December 1, 2011.

<sup>2</sup> A budget line item of \$50,000 was included for financial advisory services in the Alameda CTC Fiscal Year 2012-2013 Consolidated Budget approved on June 28, 2012. The term of the contract is January 2, 2013 through January 1, 2015, with the option to continue for additional years of services for a term totaling no more than five years ending January 1, 2018, for a not-to-exceed contract amount of \$300,000.



## Memorandum

**DATE:** January 31, 2013

**TO:** Finance and Administration Committee

**FROM:** Arthur L. Dao, Executive Director  
Patricia M. Reavey, Director of Finance

**SUBJECT:** **Approval and Adoption of the Alameda County Transportation Commission HRA Retiree Benefit for the 2013 Calendar Year**

### Recommendation

It is recommended that the Commission approve and adopt the Alameda County Transportation Commission (Alameda CTC) Retiree Benefit Amount for the 2013 calendar year to be reimbursed through the Health Reimbursement Arrangement (HRA) Plan.

### Summary

The HRA Plan is a premium reimbursement plan for retiree health care premiums. The Alameda CTC will contribute only the required minimum contribution amount directly to CalPERS for retirees (\$115 per month in 2013). CalPERS requires that the remaining premium costs be deducted directly from the retiree's monthly retirement check under the CalPERS pension plan. Once CalPERS takes this deduction, the Alameda CTC's HRA will reimburse each retiree for the deduction, up to the annually determined amount. The HRA contribution amount recommended for 2013 is \$1,223 per retiree per month (\$1,337.26 Kaiser Bay Area Employee [Retiree] Plus One Rate, less \$115 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.

### Background

In January 2013, the Commission approved the comprehensive benefits program for employees of the Alameda CTC. This benefits program included CalPERS retirement benefits, health benefits for active employees, vacation and sick leave, holiday allowance and other benefits, but it did not include the amount to be reimbursed to retirees through the HRA plan.

### Fiscal Impact

The 2013 retiree HRA contribution amount will be included in the FY12-13 mid-year budget update and in the FY13-14 proposed budget.

*This page intentionally left blank*