



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

**FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING NOTICE**

**Monday, June 10, 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**

Elsa Ortiz, 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, Mayor

**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**

Larry Reid, Vice Mayor

**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:**

Marilyn Ezzy- Ashcraft

Peggy Thomsen

Jerry Thorne

Richard Valle

**Ex-Officio Members:**

Scott Haggerty

Rebecca Kaplan

**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](http://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 handing 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 May 13, 2013](#) - Page 1

**A**

**4 REGULAR MATTERS**

4A. [Approval of the Fiscal Year 2013-2014 Proposed Consolidated Budget for the Alameda County Transportation Commission](#) - Page 5

**A**

4B. [Approval of the Creation of an Alameda CTC 457 Deferred Compensation Plan with ICMA Retirement Corporation with the Permission for Loans](#) – Page 19

**A**

4C. [Approval of a Four Month Extension to the Bicycle and Pedestrian Coordination Services Contract](#) – Page 25

**A**

- 4D. [Approval of Revised Alameda CTC's Staffing Positions and Salary Ranges for Fiscal Year 2013-14](#) – Page 27

A

**5 COMMITTEE MEMBER REPORTS (VERBAL)**

I

**6 STAFF REPORT (VERBAL)**

I

**7 ADJOURNMENT/NEXT MEETING: July 08, 2013**

I

**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)  
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[www.alamedactc.org](http://www.alamedactc.org)*

## Glossary of Acronyms

<b>ABAG</b>	Association of Bay Area Governments	<b>MTC</b>	Metropolitan Transportation Commission
<b>ACCMA</b>	Alameda County Congestion Management Agency	<b>MTS</b>	Metropolitan Transportation System
<b>ACE</b>	Altamont Commuter Express	<b>NEPA</b>	National Environmental Policy Act
<b>ACTA</b>	Alameda County Transportation Authority (1986 Measure B authority)	<b>NOP</b>	Notice of Preparation
<b>ACTAC</b>	Alameda County Technical Advisory Committee	<b>PCI</b>	Pavement Condition Index
<b>ACTC</b>	Alameda County Transportation Commission	<b>PSR</b>	Project Study Report
<b>ACTIA</b>	Alameda County Transportation Improvement Authority (2000 Measure B authority)	<b>RM 2</b>	Regional Measure 2 (Bridge toll)
<b>ADA</b>	Americans with Disabilities Act	<b>RTIP</b>	Regional Transportation Improvement Program
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>RTP</b>	Regional Transportation Plan (MTC's Transportation 2035)
<b>BART</b>	Bay Area Rapid Transit District	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act
<b>BRT</b>	Bus Rapid Transit	<b>SCS</b>	Sustainable Community Strategy
<b>Caltrans</b>	California Department of Transportation	<b>SR</b>	State Route
<b>CEQA</b>	California Environmental Quality Act	<b>SRS</b>	Safe Routes to Schools
<b>CIP</b>	Capital Investment Program	<b>STA</b>	State Transit Assistance
<b>CMAQ</b>	Federal Congestion Mitigation and Air Quality	<b>STIP</b>	State Transportation Improvement Program
<b>CMP</b>	Congestion Management Program	<b>STP</b>	Federal Surface Transportation Program
<b>CTC</b>	California Transportation Commission	<b>TCM</b>	Transportation Control Measures
<b>CWTP</b>	Countywide Transportation Plan	<b>TCRP</b>	Transportation Congestion Relief Program
<b>EIR</b>	Environmental Impact Report	<b>TDA</b>	Transportation Development Act
<b>FHWA</b>	Federal Highway Administration	<b>TDM</b>	Travel-Demand Management
<b>FTA</b>	Federal Transit Administration	<b>TEP</b>	Transportation Expenditure Plan
<b>GHG</b>	Greenhouse Gas	<b>TFCA</b>	Transportation Fund for Clean Air
<b>HOT</b>	High occupancy toll	<b>TIP</b>	Federal Transportation Improvement Program
<b>HOV</b>	High occupancy vehicle	<b>TLC</b>	Transportation for Livable Communities
<b>ITIP</b>	State Interregional Transportation Improvement Program	<b>TMP</b>	Traffic Management Plan
<b>LATIP</b>	Local Area Transportation Improvement Program	<b>TMS</b>	Transportation Management System
<b>LAVTA</b>	Livermore-Amador Valley Transportation Authority	<b>TOD</b>	Transit-Oriented Development
<b>LOS</b>	Level of service	<b>TOS</b>	Transportation Operations Systems
		<b>TVTC</b>	Tri Valley Transportation Committee
		<b>VHD</b>	Vehicle Hours of Delay
		<b>VMT</b>	Vehicle miles traveled

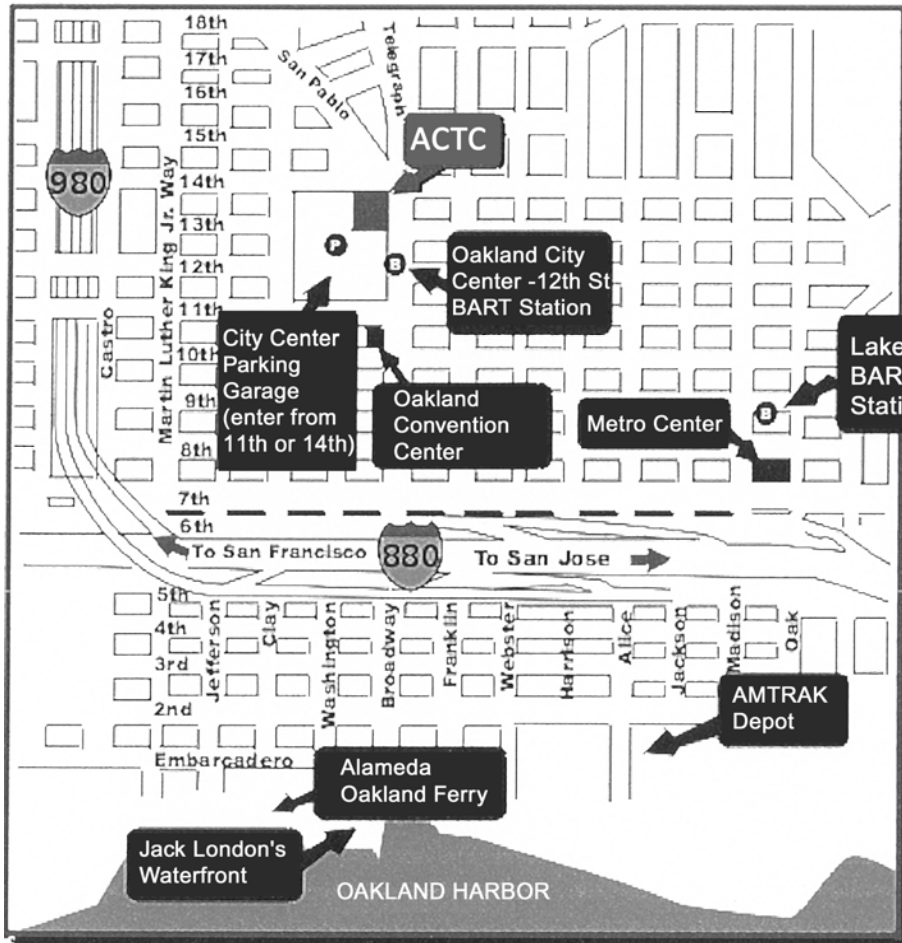


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**Directions to the Offices of the Alameda County Transportation Commission:**

**1333 Broadway, Suite 220  
Oakland, CA 94612**

**Public Transportation Access:**

**BART:** City Center / 12<sup>th</sup> Street Station

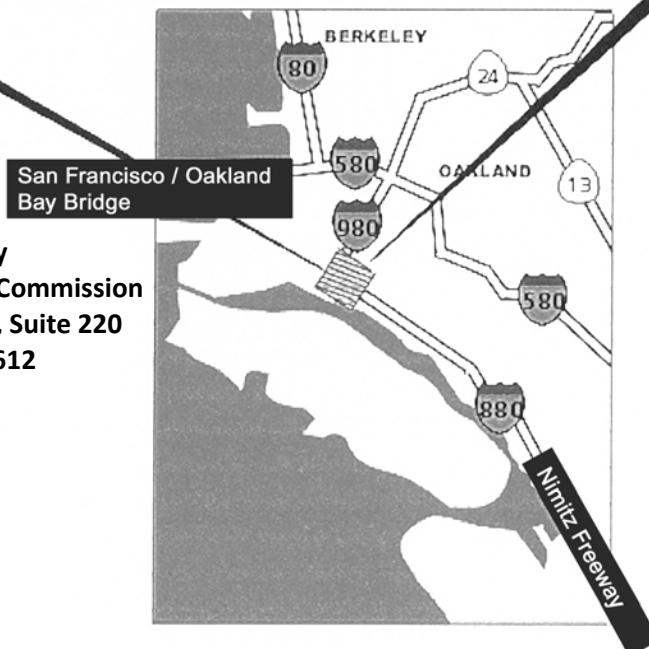
**AC Transit:**

Lines 1,1R, 11, 12, 13, 14, 15, 18, 40, 51, 63, 72, 72M, 72R, 314, 800, 801, 802, 805, 840

**Auto Access:**

- Traveling South: Take 11<sup>th</sup> Street exit from I-980 to 11<sup>th</sup> Street
- Traveling North: Take 11<sup>th</sup> Street/Convention Center Exit from I-980 to 11<sup>th</sup> Street
- Parking:  
City Center Garage –  
Underground Parking,  
(Parking entrances located on 11<sup>th</sup> or 14<sup>th</sup> Street)

**Alameda County  
Transportation Commission  
1333 Broadway, Suite 220  
Oakland, CA 94612**





**FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES OF MAY 13, 2013  
OAKLAND, CA**

Chair John Chiang convened the meeting at 1:38PM.

**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 April 08, 2013**

Mayor Chiang requested that the April 08, 2013 minutes state that John Chiang is the Mayor or Piedmont. Director Blalock motioned to approve the consent calendar as amended. Councilmember Kaplan seconded the motion. The motion passed 7-0.

**4 Regular Matters**

**4A. Approval of a Revised Sales Tax Revenues Projection for Fiscal Year 2012-2013**

Patricia Reavey recommended that the Commission approve an increase to the Alameda CTC's sales tax revenue projection in the amount of \$7 million for a total FY2012-13 sales tax projection of \$119 million, and an increase in the corresponding pass-through and other expenditures based on the formula established in the transportation expenditure plan. Ms. Reavey stated that sales tax revenues have outperformed the original projection in the budget by 7.12 percent.

Supervisor Haggerty wanted clarification on the tax projection that was taken to the voters in the 2012 election. Patricia Reavey stated that the original projection was the same as the adopted projection.

Supervisor Haggerty requested to see the original projection amount in graph form at the next scheduled Commission meeting.

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

**4B. Approval of the Fiscal Year 2013-2014 Draft Proposed Consolidated Budget for the Alameda County Transportation Commission**

Patricia Reavey recommended that the Commission approve the attached Draft Proposed Consolidated Budget for fiscal year 2013-14. Ms. Reavey stated that the proposed budget contains projected revenues totaling \$165.3 million, a projected FY2012-13 ending fund balance of \$96.3 million, a net reduction in fund balance of \$3.2 million and a projected consolidated ending fund balance of \$93.0 million. She stated that budget includes funding for the One Bay Area Grant (OBAG) and includes revenues and

expenditures necessary to provide funding for vital programs and planning projects throughout the county.

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

**4C. Approval of the Consolidated FY2012-13 Third Quarter Investment Report**

Patricia Reavey recommended that the Commission accept the Alameda CTC Fiscal Year 2012-13 third quarter Consolidated Investment Report. Ms. Reavey reviewed and stated that Alameda CTC investments are in compliance with the adopted investment policies and has sufficient cash flow to meet expenditure requirements over the next six months. She stated that total cash and investments were \$227.9 million for Alameda CTC, ACTA investment balance decreased \$12.8 million due to capital project expenditures and ACCMA investment balance decreased \$4.3 million due to CMA TIP projects.

Vice Mayor Ashcraft wanted clarification on the state and local governance. Ms. Reavey stated that schools are funded by local government and not private entities.

Supervisor Haggerty wanted to know how much we will have to borrow for the . Art Dao stated that borrowing is needed to meet commitment to BART to Livermore, Oakland connector and Route 84 Expressway. He also stated that the FAC has approved an financial advisor to advise staff on the best borrowing mechanisms.

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

**4D. Approval of the Consolidated FY2012-13 Third Quarter Financial Report**

Patricia Reavey recommended that the Commission accept the Alameda County Transportation Commission Consolidated FY2012-13 Third Quarter Financial Report. Ms. Reavey stated that he Alameda CTC is showing a net decrease in the overall fund balance in the amount of \$23.4 million. She stated that this is due to capital project related sales tax expenditures. She highlighted revenues in the General Fund, Special Revenue Funds, Exchange Fund, Capital Projects Funds, and concluded by reviewing the ACTIA Limitations Calculations.

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

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

Patricia Reavey gave a more detailed definition of a repurchase agreement as requested by Vice Mayor Ashcraft at a previous meeting.

**6. STAFF REPORT (VERBAL)**

There were no staff reports.

**7. ADJOURNMENT: Next Meeting – June 10, 2013**

The meeting adjourned at 2:00pm. The next meeting will be held on June 10, 2013.

**Attested by:**

A handwritten signature in blue ink, appearing to read "Vanessa Lee", is written over the printed name.

**Vanessa Lee  
Clerk of the Commission**

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## Memorandum

**DATE:** June 03, 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 Consolidated Budget for the Alameda County Transportation Commission**

### Recommendations

It is recommended that the Commission approve the attached Consolidated Budget for fiscal year 2013-14. The Consolidated Budget for which approval is being requested is identical to draft proposed budget that the full Commission had approved last month, in May 2013.

### Summary

The Alameda County Transportation Commission's (Alameda CTC) FY2013-14 Proposed Consolidated Budget demonstrates a sustainable, balanced budget utilizing projected revenues and fund balance to fund total expenditures. A budget is considered balanced when (1) total revenues equal total expenditures, (2) total revenues are greater than total expenditures, or (3) total revenues plus fund balance are greater than total expenditures. The Alameda CTC budget should fit into this third category over the next few years, as the accumulation of Measure B and Vehicle Registration Fee (VRF) funds are utilized to fund capital projects and programs in Alameda County.

The proposed budget has been prepared based on the modified accrual basis of accounting, which is consistent with the basis utilized to prepare our audited financial statements. It has been segregated by fund type and includes an adjustment column to eliminate interagency revenues and expenditures on a consolidated basis. The fund types are comprised of General Funds, Special Revenue Funds, Exchange Fund, and Capital Project Funds.

The proposed budget contains projected revenues totaling \$165.3 million of which sales tax revenues comprise \$120.0 million, or 73 percent, and VRF revenues comprise \$11.5 million, or 7 percent. In addition, the proposed budget also includes the projected FY2012-13 ending fund balance of \$96.3 million for total available resources of \$261.5 million. The projected revenues are offset by \$168.5 million in anticipated expenditures of which \$65.4 million, or 39 percent, are allocated for capital projects. These revenue and expenditure totals constitute a net reduction in fund balance of \$3.2 million and a projected consolidated ending fund balance of \$93.0 million. The reduction in fund balance is mostly due to the Alameda County Transportation

Improvement Authority's (ACTIA) capital program and will be funded through accumulated Measure B sales tax revenues.

Approval for the Proposed Capital budgets is requested for the amounts found in the "Proposed FY2013-14 Capital Budget with Estimated Roll Over" column on each of the capital budget sheets for the Congestion Management function, ACTIA 2000 Measure B and Alameda County Transportation Authority (ACTA) 1986 Measure B. This column includes both the additional capital budget amount requested for FY2013-14 as well as the roll over balance from FY2012-13. The capital amount carried forward to the consolidated Alameda CTC Proposed Budget does not include the roll forward balances because these amounts are still included in the projected roll forward fund balance from the FY2012-13 adopted budget. During the mid-year budget update process, the roll forward fund balance will be updated to actual based on the audited financial statements. Therefore the capital budget amount on the consolidated budget spreadsheet for the mid-year budget update will be for the full capital budget including both the actual roll forward balance from FY2012-13 and any additional requested capital budget for FY2013-14. This methodology is required to ensure accurate and reliable fund balance information in Alameda CTC budgets.

The proposed budget incorporates the effort required to address One Bay Area Grant (OBAG) requirements over the next fiscal year and includes revenues and expenditures necessary to provide the following vital programs and planning projects for Alameda County:

- Transportation and Land Use Planning
- Safe Routes to School (SR2S)
- SR2S Capital Technical Assistance Program
- Countywide Transportation Plan
- Community Based Transportation Program
- Congestion Management Programs
- SR2S BikeMobile Program
- Travel Model Support
- Guaranteed Ride Home Program
- Vehicle Registration Fee Programs
- Transportation For Clean Air Programs
- Pass-Through Funding Programs

In addition to the planning projects and programs listed above, the proposed budget also contains revenues and expenditures necessary to fund and deliver significant capital projects that expand access and improve mobility in Alameda County consistent with the FY2013-14 Strategic Plan also being considered this month by the Commission. Some of the most significant projects included in the proposed budget are as follows:

- BART Warm Springs Extension Project
- I-880 to Mission Blvd. and East-West Connector Project
- BART Oakland Airport Connector Project
- I-80 Integrated Corridor Mobility Project

- Isabel Avenue – Route 84/I-580 Interchange Project
- Route 84 Expressway Project in Livermore
- Route 92 Clawiter-Whitesell Interchange
- I-880 Southbound HOV Lane Project
- I-580 Corridor Improvement Projects

The proposed budget allows for an additional inter-fund loan from the ACTA Capital Fund to the Alameda County Congestion Management Agency (ACCMA) General Fund of \$5 million, if and when necessary during FY2013-14, which would bring the total authorized loan amount to \$15 million. The loan program was adopted by the Commission in March, 2011 to help cash flow the ACCMA Capital Projects Fund. It also assumes an inter-fund loan of \$36.6 million from the ACTA Capital Fund to the ACTIA Capital Fund, which will delay the need for external financing to the second quarter of FY2014-15 based on the most recent cash flow projections.

### **Discussion/ Background**

The proposed budget for FY2013-14 was developed with a focus on the mission and core functions of the Alameda CTC as defined in the Strategic Business Plan and enables the Alameda CTC to plan, fund and deliver transportation programs and projects that expand access and improve mobility in Alameda County. The proposed budget helps meet these goals by assigning available resources in the budget in order to formulate strategies and solutions for transportation opportunities and needs identified in the planning process; assigning the funding necessary to evaluate, prioritize, and finance programs and projects; and programming funds in order to deliver quality programs and projects on schedule and within budget.

### **Major Line Item Detail**

Sales Tax Revenues – Increase of \$1 million, or about 1 percent, over the FY2012-13 Revised Budget of \$119.0 million being proposed today to \$120.0 million. The \$119.0 million budget adjustment being proposed for FY2012-13 exceeds the historical peak level of \$116.3 million collected in FY2007-08 by ACTIA for Measure B.

Vehicle Registration Fee (VRF) Revenues – Increase of \$0.8 million, or 7.2 percent, over the FY2012-13 Revised Budget of \$10.7 million to \$11.5 million. This projection is based on revenues received since the beginning of the program as we now have more than one whole year's worth of collection data to use as a basis for projections.

Grant Revenues – Decrease of \$31.5 million, or 63 percent, from the FY2012-13 Revised Budget to \$18.7 million due to capital project roll forward balances accounted for in the budgeted fund balance rolled forward from FY2012-13. Approximately 93 percent of grant revenues in the FY2013-14 budget come from local sources, 1 percent from regional sources, 4 percent from state sources and 2 percent from federal sources.

Salaries and Benefits – Remain unchanged from FY2012-13 Revised Budget of \$4.2 million. The proposed budget for FY2013-14 provides funding for 25 of the 27 approved Full Time Equivalent (FTE) positions in compliance with the approved salary and benefit structure.

General Office Expenses – Increase of \$0.3 million, or 12 percent, from the FY2012-13 Revised Budget to \$2.7 million due to one-time office relocation costs.

Other Administration – Decrease of \$1.4 million, or 46 percent, from the FY2012-13 Revised Budget to \$1.6 million related to an overall cost cutting effort for annually renewed contracts and capital items accounted for in the capital projects budget.

Planning Costs – Increase of \$0.4 million, or 14 percent, over the FY2012-13 Revised Budget of \$2.4 million to \$2.8 million mostly to support the Priority Development Areas (PDA) as defined by the Commission adopted PDA investment and growth strategy and to meet OBAG requirements.

Programs Costs - Increase of \$7.7 million over the FY2012-13 Revised Budget to \$97.8 million mostly due to an increase in Exchange Program activity and in the projection for sales tax revenues. Pass-through funding is based on a calculation of sales tax receipts as prescribed in the 2000 Measure B Transportation Expenditure Plan.

Capital Projects Expenditures – Decrease of \$165.8 million, or 74 percent, from the FY2012-13 Revised Budget of \$224.7 million to \$58.9 million due to the capital budget rolled from FY2012-13 included in the roll forward fund balance from the FY2012-13 Revised Budget.

#### Limitation Ratios

The ACTIA Salary and Benefits Limitation ratio of 0.58 percent and the Administrative Cost Limitation ratio of 2.68 percent were calculated based on the proposed budgeted expenditures and were found to be in compliance with the 1.00 percent and 4.5 percent limitation requirement, respectively.

#### **Fiscal Impacts**

The fiscal impact of the FY2013-14 Proposed Consolidated Budget would be to provide resources of \$165.3 million and authorize expenditures of \$168.5 million with an overall decrease in fund balance of \$3.2 million for a projected ending fund balance of \$93.0 million.

#### **Attachments**

Attachment A:	Alameda CTC FY2013-14 Proposed Consolidated Budget
Attachment B:	Congestion Management FY2013-14 Proposed Capital Projects Budget
Attachment C:	2000 Measure B Sales Tax FY2013-14 Proposed Capital Projects Budget
Attachment D:	1986 Measure B Sales Tax FY2013-14 Proposed Capital Projects Budget
Attachment E:	ACTIA FY2013-14 Budget Limitations Calculations

**Alameda County Transportation Commission  
Fiscal Year 2013-2014 Proposed Budget**

**Attachment A**

	<b>General Funds</b>	<b>Special Revenue Funds</b>	<b>Exchange Fund</b>	<b>Capital Project Funds</b>	<b>Inter-Agency Adjustments/ Eliminations</b>	<b>Total</b>
<b>Projected Beginning Fund Balance</b>	\$ 18,562,712	\$ 13,686,045	\$ 1,830,442	\$ 62,176,976	\$ -	\$ 96,256,175
<b>Revenues:</b>						
Sales Tax Revenues	5,400,000	68,645,400	-	45,954,600	-	120,000,000
Investment Income	-	-	-	472,000	-	472,000
Member Agency Fees	1,394,819	-	-	-	-	1,394,819
VRF Funds	-	11,500,000	108,108	1,145,000	(1,253,108)	11,500,000
Other Revenues	582,749	1,928,821	11,212,797	(674,190)	141,441	13,191,618
Grants	9,633,377	116,628	-	14,588,813	(5,619,891)	18,718,927
<b>Total Revenues</b>	<b>17,010,945</b>	<b>82,190,849</b>	<b>11,320,905</b>	<b>61,486,222</b>	<b>(6,731,558)</b>	<b>165,277,363</b>
<b>Expenditures:</b>						
<u>Administration</u>						
Salaries and Benefits	1,659,103	-	-	221,046	-	1,880,149
General Office Expenses	2,705,365	48,000	-	345,874	(367,000)	2,732,238
Other Administration	942,666	340,594	87,000	215,362	-	1,585,622
Commission and Community Support	234,875	33,000	-	20,125	(33,000)	255,000
Contingency	175,000	-	-	25,000	-	200,000
<u>Planning</u>						
Salaries and Benefits	809,459	-	-	-	-	809,459
Countywide Transportation Plan	1,150,000	-	-	-	(1,100,000)	50,000
Congestion Management Program	250,000	-	-	-	-	250,000
Other Planning Projects	2,511,850	-	-	-	-	2,511,850
<u>Programs</u>						
Salaries and Benefits	397,322	705,086	49,941	-	(294,317)	858,033
Programs Management	1,056,543	791,955	11,492	92,842	-	1,952,831
Safe Routes to School Programs	3,101,500	-	-	-	-	3,101,500
VRF Programming and Other Costs	-	10,764,968	-	-	(108,108)	10,656,860
Measure B Pass-Through	-	64,231,409	-	-	-	64,231,409
Grant Awards	-	5,307,392	-	-	(614,093)	4,693,299
Other Programming	125,000	2,094,673	11,064,363	-	(120,000)	13,164,036
<u>Capital Projects</u>						
Salaries and Benefits	-	-	-	1,213,856	(556,206)	657,650
Capital Project Expenditures	-	-	-	63,281,987	(4,376,608)	58,905,380
<u>Indirect Cost Recovery/Allocation</u>						
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(837,774)	-	-	-	837,774	-
<b>Total Expenditures</b>	<b>14,280,909</b>	<b>84,317,077</b>	<b>11,212,797</b>	<b>65,416,091</b>	<b>(6,731,558)</b>	<b>168,495,316</b>
<b>Net Change in Fund Balance</b>	<b>2,730,036</b>	<b>(2,126,228)</b>	<b>108,108</b>	<b>(3,929,869)</b>	<b>0</b>	<b>(3,217,953)</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 21,292,748</b>	<b>\$ 11,559,817</b>	<b>\$ 1,938,550</b>	<b>\$ 58,247,107</b>	<b>\$ 0</b>	<b>\$ 93,038,222</b>

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**Alameda County Congestion Management Function  
Fiscal Year 2013-2014  
Proposed Capital Project Budget**

Project Name	Project #	Estimated FY 2012-13 Rollover to FY 2013-14	Proposed FY 2013-14 Capital Budget	Proposed FY 2013-14 Capital Budget w/ Estimated Rollover	Funding Sources				
					Total Local	Total Regional	Total State	Total Federal	
									Funding Sources
I-580 San Leandro Soundwall/Landscape	774.0-1	\$ 817,533	\$ (237,685)	\$ 579,848	\$ 229,847	\$ -	\$ -	\$ -	350,000
Grand MacArthur	702.0	-	-	-	-	-	-	-	-
I-680 HOT Lane	710.0-5	3,939,152	199,285	4,138,437	2,730,354	-	1,000,000	-	408,083
I-680 Northbound HOV / Express Lane	721.0	2,381,211	726,323	3,107,534	3,107,534	-	-	-	-
I-80 Gilman Interchange Improvements	765.0	1,787,621	(939,423)	848,198	248,000	-	-	-	600,198
I-580 PSR at 106th Eastbound Off-Ramp	735.0	126,380	(126,380)	-	-	-	-	-	-
Smart Corridors Operation and Maintenance	945.0	156,860	1,045,000	1,201,860	1,201,860	-	-	-	-
Smart Corridors Operation and Maintenance/Tri-Valley	945.1	47,145	-	47,145	47,145	-	-	-	-
Caldecott Tunnel	917.0	1,150,000	250,000	1,400,000	1,400,000	-	-	-	-
Center to Center	715.0	553,183	-	553,183	-	-	-	-	553,183
I-880 North Safety & Op Improv 23rd&29th	717.0	3,666,632	200,000	3,866,632	1,032,605	822,796	2,011,231	-	-
I-580 Eastbound HOV Lane	720.0	-	-	-	-	-	-	-	-
I-580 Environmental Mitigation	720.3	76,635	-	76,635	-	-	-	-	-
I-580 Eastbound Express (HOT) Lane	720.4	1,697,396	550,000	2,247,396	51,522	555,000	656,646	-	984,228
I-580 Eastbound Auxiliary (AUX) Lane	720.5	4,801,482	(793,955)	4,007,527	2,365,000	1,567,527	-	-	75,000
I-580 Right of Way Preservation	723.0	643,818	279,122	922,940	669,508	-	253,432	-	-
I-580 Westbound HOV Lane	724.0, 4-5	2,309,316	4,553,223	6,862,539	3,292,123	1,511,000	1,000,000	-	1,059,416
I-580 Westbound HOT Lane	724.1	3,185,509	-	3,185,509	1,138,590	-	973,090	-	1,073,829
Altamont Commuter Express Operations	725.0	17,593	-	17,593	-	-	-	-	-
Altamont Commuter Express	725.1	4,623,084	-	4,623,084	4,230,665	-	392,419	-	-
I-880 Southbound HOV Lane	730.0-2	2,977,231	4,267,211	7,244,442	7,052,363	-	-	-	192,079
I-880 Southbound HOV Lane Landscaping/Hardscaping	730.3	344,351	672,382	1,016,733	53,656	-	23,077	-	940,000
Webster Street Smart Corridor	740.0-2	1,936,002	(1,236,374)	699,628	83,628	-	-	-	616,000
Marina Boulevard/I-880 PSR	750.0	205,144	144,856	350,000	350,000	-	-	-	-
East Bay Greenway - Segment 7A	760.0-1	-	1,577,417	1,577,417	499,017	-	-	-	-
I-680/880 Cross Connector PSR	770.0	351,814	-	351,814	351,814	-	-	-	1,078,400
I-680 SB HOV Lane	772.0	131,002	-	131,002	24,486	-	33,296	-	73,220
I-80 Integrated Corridor Mobility	791.0-6	10,431,613	2,438,620	12,870,233	875,641	-	11,903,617	-	90,975
		\$ 48,357,706	\$ 13,569,622	\$ 61,927,328	\$ 31,052,951	\$ 4,532,958	\$ 18,246,808	\$ 8,094,611	

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**2000 Measure B Sales Tax  
Fiscal Year 2013-2014  
Proposed Capital Project Budget**

Project Name	Project #	Estimated FY 2012-13 Rollover to FY 2013-14	Proposed FY 2013-14 Capital Budget	Proposed FY 2013-14 Capital Budget w/ Estimated Rollover	Funding Sources			
					2000 Measure B	Regional RM2	State TCRP	
ACE Capital Improvements	601.0	\$ 4,230,665	\$ -	\$ 4,230,665	\$ 4,230,665	\$ -	\$ -	
BART Warm Springs Extension	602.0	19,548,197	15,000,000	34,548,197	34,548,197	-	-	-
BART Oakland Airport Connector	603.0	-	20,000,000	20,000,000	20,000,000	-	-	-
Downtown Oakland Streetscape	604.0	3,782,700	-	3,782,700	3,782,700	-	-	-
Fruitvale Transit Village	605.0	-	-	-	-	-	-	-
Union City Intermodal Station	606.0	-	-	-	-	-	-	-
Telegraph Avenue Bus Rapid Transit	607.1	2,521,467	2,000,000	4,521,467	4,521,467	-	-	-
San Pablo Avenue Corridor Transit	607.2	-	-	-	-	-	-	-
Telegraph Avenue Rapid Bus Service	607.3	-	-	-	-	-	-	-
I-680 Express Lane	608.0	5,641,578	-	5,641,578	4,301,578	-	-	1,340,000
Iron Horse Trail	609.0	500,000	500,000	1,000,000	1,000,000	-	-	-
I-880/Broadway-Jackson Interchange	610.0	2,527,324	-	2,527,324	2,527,324	-	-	-
I-880/Washington Ave I/C	611.0	-	-	-	-	-	-	-
I-580/Castro Valley Interchanges Improvements	612.0	1,627,243	-	1,627,243	1,627,243	-	-	-
Lewelling/East Lewelling	613.0	650,000	-	650,000	650,000	-	-	-
I-580 Auxiliary Lanes	614.0	-	-	-	-	-	-	-
I-580 Auxiliary Lanes - Westbound Fallon to Tassajara	614.1	712,000	-	712,000	712,000	-	-	-
I-580 Auxiliary Lanes - Westbound Airway to Fallon	614.2	2,174,729	-	2,174,729	2,174,729	-	-	-
I-580 Auxiliary Lanes - E/B El Chorro to Airway	614.3	45,000	-	45,000	45,000	-	-	-
Rte 92/Clawiter-Whitesell Interchange	615.0	3,973,246	4,000,000	7,973,246	7,973,246	-	-	-
Oakland Local Streets	616.0	-	-	-	-	-	-	-
Hesperian/Lewelling Widening	617.1	599,622	-	599,622	599,622	-	-	-
Westgate Extension	618.1	2,173,850	(1,573,850)	600,000	600,000	-	-	-
E. 14th/Hesperian/150th Improvements	619.0	2,104,806	-	2,104,806	2,104,806	-	-	-
Newark Local Streets	620.0	-	-	-	-	-	-	-
I-238 Widening	621.0	198,077	-	198,077	198,077	-	-	-
I-680/I-880 Cross Connector Study	622.0	492,517	-	492,517	492,517	-	-	-
Isabel - Route 84/I-580 Interchange	623.0	5,749,463	4,525,537	10,275,000	10,275,000	-	-	-
Route 84 Expressway	624.0	6,441,953	2,600,000	9,041,953	9,041,953	-	-	-
Dumbarton Corridor	625.0	3,281,098	-	3,281,098	3,281,098	-	150,000	-
I-580 Corridor/BART to Livermore	626.0	3,115,243	384,757	3,500,000	3,500,000	-	-	-
Congestion Relief Emergency Fund - Unallocated	627.0	-	-	-	-	-	-	-
Congestion Relief Emergency Fund - Vasco Road	627.1	-	-	-	-	-	-	-
I-880 Integrated Corridor Mobility	627.2	590,844	438,249	1,029,093	590,844	-	-	-
I-880 Corridor Improvements in Oakland and San Leandro	627.3	934,769	-	1,373,018	1,373,018	-	-	-
CWTP/TEP Development	627.4	50,000	-	50,000	50,000	-	-	-
Studies at Congested Segments/Locations on CMP	627.5	800,000	-	800,000	800,000	-	-	-
Project Closeout	600.0	-	795,609	795,609	795,609	-	-	-
		\$ 74,466,390	\$ 48,670,302	\$ 123,136,693	\$ 121,646,693	\$ 150,000	\$ 1,340,000	

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**1986 Measure B Sales Tax  
Fiscal Year 2013-2014  
Proposed Capital Project Budget**

<b>Project Name</b>	<b>Project #</b>	<b>Estimated FY 2012-13 Rollover to FY 2013-14</b>	<b>Proposed FY 2013-14 Capital Budget</b>	<b>Proposed FY 2013-14 Capital Budget w/ Estimated Rollover</b>
I-880 to Mission Blvd. Route 262 Interchange Reconstruction	501.0	\$ 497,357	\$ 102,643	\$ 600,000
I-880 to Mission Blvd. and East-West Connector	505.0	23,141,578	-	23,141,578
Route 238/Mission-Foothill-Jackson Corridor Improvement	506.0	1,497,419	1,502,581	3,000,000
I-580 Interchange Improvements Project in Castro Valley (for ACTIA 12/612.0)	507.0	1,793,036	-	1,793,036
Central Alameda County Freeway System Operational Analysis	508.0	1,000,000	100,000	1,100,000
Castro Valley Local Area Traffic Circulation Improvement	509.0	1,669,496	330,504	2,000,000
Project Closeout	500.0	186,967	313,033	500,000
		<u>\$ 29,785,854</u>	<u>\$ 2,348,761</u>	<u>\$ 32,134,614</u>

Attachment D

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**Alameda County Transportation Improvement Authority**  
**Fiscal Year 2013-2014**  
**Proposed Budget Limitation Calculations**

Net Sales Tax	\$	120,000,000	A
Investments & Other Income		<u>2,123,628</u>	B
Funds Generated	\$	122,123,628	C
Administrative Salaries & Benefits	\$	693,181	D
Other Administration Costs		<u>2,517,007</u>	E
Total Administration Costs	\$	3,210,189	F
Gross Salaries & Benefits to Net Sales Tax		0.5777% = D/A	
Gross Salaries & Benefits to Funds Generated		0.5676% = D/C	
Total Administration Costs to Net Sales Tax		2.6752% = F/A	

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## Memorandum

**DATE:** June 03, 2013

**TO:** Finance and Administration Committee

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

**SUBJECT:** **Approval of the Creation of an Alameda CTC 457 Deferred Compensation Plan with ICMA-Retirement Corporation with the Permission for Loans**

### Recommendation

It is recommended that the Commission approve the creation of an Alameda CTC 457 Deferred Compensation Plan with ICMA-Retirement Corporation (ICMA-RC) which permits employees to take loans from the Plan.

### Summary

As one of the final steps in the consolidation of the Alameda County Transportation Improvement Authority (ACTIA) and the Alameda County Congestion Management Agency (ACCMA), Alameda CTC created a new 457 deferred compensation plan through CalPERS and is working through the process to ensure that active employees funds are transferred to the new CalPERS Alameda CTC 457 Deferred Compensation Plan ("Alameda CTC 457 Plan") and that all future 457 deferred compensation deductions are contributed to the new CalPERS Alameda CTC 457 Plan.

However this is not possible for employees with current loans outstanding from the ACCMA ICMA-RC 457 Deferred Compensation Plan ("ACCMA 457 Plan"). These employees are required to keep at least the balances due on the loans in an ICMA-RC 457 deferred compensation plan or the loan balances will be deemed distributed and reported as a taxable event for the individuals. Retired and terminated employees also have balances remaining in the ACCMA 457 Plan. Therefore, for current employees with loans and terminated and retired employees, the Alameda CTC needs to create a new 457 deferred compensation plan under its new tax ID number with ICMA-RC.

### Discussion

ACTIA's 457 Deferred Compensation Plan ("ACTIA 457 Plan") was created with CalPERS, and ACCMA's 457 Plan was created with ICMA-RC. As one of the steps in the consolidation of the ACTIA and the ACCMA, Alameda CTC has established the new Alameda CTC 457 Plan with CalPERS under its new tax ID number and transferred the balances from ACTIA's 457 Plan. The final steps required in the process are to create this additional Alameda CTC 457 deferred compensation plan with ICMA-RC and to transfer the balances from the ACCMA's 457 Plan to either the new CalPERS Alameda CTC 457 Plan, or for employees with outstanding loans and terminated and retired employees, the new ICMA-RC Alameda CTC 457 Plan.

**Fiscal Impact**

There is no fiscal impact to the approval of this item.

**Attachment**

Attachment A: Resolution – Adoption of the Alameda CTC ICMA-RC 457 Deferred Compensation Plan

Attachment B: Resolution – Amending the Alameda CTC ICMA-RC 457 Deferred Compensation Plan to Permit Loans



# SUGGESTED RESOLUTION FOR A LEGISLATIVE BODY RELATING TO A 457 DEFERRED COMPENSATION PLAN

Account Number 30-\_\_\_\_\_

Name of Employer: Alameda County Transportation CommissionState: CaliforniaTitle of Program Coordinator: Director of Finance  
(see definition below for duties of Program Coordinator)

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by the ICMA Retirement Corporation, and that some or all of the funds held under such plan be invested in the VantageTrust Company, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW THEREFORE BE IT RESOLVED that the Employer hereby adopts the deferred compensation plan (the "Plan") in the form of: (Select one)

☒ The ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A☐ The plan provided by the Employer (executed copy attached hereto).

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of the VantageTrust Company, attached hereto as Appendix B, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust Company.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the Director of Finance (use title of official, not name) shall be the coordinator for this program; shall receive necessary reports, notices, etc. from the ICMA Retirement Corporation or the VantageTrust Company; shall cast, on behalf of the Employer, any required votes under the VantageTrust Company; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

I, Vanessa Lee, Clerk of the City of Alameda, do hereby certify that the foregoing resolution, <sup>was adopted</sup> proposed by the Commission, in the Council Member, Trustee, etc., of Alameda County Transportation Commission was duly passed and adopted in the Council, Board, etc., of the City, County, etc. at regular meeting thereof assembled this 27th day of June, 2013, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

Clerk of the City of Alameda Commission

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**SUGGESTED RESOLUTION FOR A LEGISLATIVE BODY  
RELATING TO AMENDING A RETIREMENT PLAN TO PERMIT LOANS**

Section 401 Money Purchase Plan or  
Section 401 Profit-Sharing Plan  
ICMA-RC Plan # 10 \_\_\_\_\_

Section 457 Deferred Compensation Plan  
ICMA-RC Plan # 30 \_\_\_\_\_

Name of Employer: Alameda County Transportation Commission State: California

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a retirement plan (the "Plan") for such employees which serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that permitting participants in the retirement plan to take loans from the Plan will serve these objectives;

NOW THEREFORE BE IT RESOLVED that the Plan will permit loans.

I, Vanessa Lee, Clerk of the (City, County, etc.) of Alameda County Transportation, do hereby certify that the foregoing resolution, proposed by ~~(Council Member, Trustee, etc.)~~ \_\_\_\_\_, was duly passed and adopted in the ~~(Council, Board, etc.)~~ of the ~~(City, County, etc.)~~ of Commission at a regular meeting thereof assembled this 27th day of June, 2013, by the following vote:

AYES:

NAYS:

ABSENT:

(seal)

\_\_\_\_\_  
Clerk of the ~~(City, County, etc.)~~ Commission

This resolution should be returned to:

New Business Analyst  
ICMA Retirement Corporation  
777 N. Capitol St., NE  
Washington, DC 20002-4240  
Phone 800-326-7272

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## Memorandum

**DATE:** June 03, 2013

**TO:** Finance and Administration Committee

**FROM:** Beth Walukas, Deputy Director of Planning

**SUBJECT:** Approval of a Four Month Extension to the Bicycle and Pedestrian Coordination Services Contract

### Recommendations

It is recommended that the Commission approve a four month extension to the Bicycle and Pedestrian Coordination Services Contract from July 1, 2013 through October 31, 2013 for continued services in FY 2013-14 in the not to exceed amount of \$75,000.

### Summary

The Alameda CTC contracts on an annual basis with various professional services consultant firms to assist staff in administering the Measure B sales tax and Vehicle Registration Fee programs and to provide a range of general administrative services. The Bicycle and Pedestrian Coordination Services contract with Wheeler Pedestrian and Bicycle Planning will reach its 5-year term limit at the end of this fiscal year. The bicycle and pedestrian coordination services include administrative and professional support for the Measure B Bicycle and Pedestrian Safety Program. Since 2003, these services have been provided by Wheeler Pedestrian and Bicycle Planning, an ACTIA certified VSLBE consultant firm. The services included development and implementation of a Countywide Bicycle Plan and Countywide Pedestrian Plan, administration and support of the Measure B Bicycle and Pedestrian grant program, development and oversight of the Bicycle and Pedestrian Advisory Committee, development and implementation of a complete streets policy, development of information and outreach materials, and the provision of technical support.

Staff has reviewed the bicycle and pedestrian coordinator functions and responsibilities and determined that there is in-house capacity to accomplish them using existing agency staff resources. Since the merger in July 2010 to form Alameda CTC, a number of functions of the coordinator position are being performed by in-house staff in an effort to streamline planning, programming and public outreach efforts. Therefore, it is recommended that the bicycle and pedestrian coordinator services be transitioned from consultant to in-house staff and that the professional services contract with Wheeler Pedestrian and Bicycle Planning be extended for four months from July 1, 2013 through October 31, 2013 in the not to exceed amount of \$75,000 to allow staff to bring the remaining bicycle and pedestrian coordinator services in-house.

### Fiscal Impacts

Funding for this action is included in the proposed Fiscal Year 2013-14 budget.

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## MEMORANDUM

**DATE:** June 03, 2013

**TO:** Finance and Administration Committee

**FROM:** Arthur L. Dao, Executive Director

**SUBJECT:** **Approval of Revised Alameda CTC's Staffing Positions and Salary Ranges for Fiscal Year 2013-14**

### **Recommendation**

It is recommended that the Commission approve and adopt the attached Revised Alameda County Transportation Commission (Alameda CTC) staffing positions and salary ranges for FY2013-14.

### **Discussion**

The Administrative Code calls for the Executive Director to submit, annually for the Commission's approval, a resolution establishing the agency's staffing positions, salary ranges, and benefits. The salaries and benefits staff report and resolution which incorporated staffing positions, salary ranges, and benefits was adopted in January 2013. The agency currently has 27 approved positions filled by 25 employees, including the Executive Director. This recommended revision would:

1. Add the Contract, Administration, and Fiscal Resources Manager position. This change has been incorporated into the attached schedule of staffing positions and salary ranges and is expected to help reorganize the administrative aspects of the agency to be more efficient and conducive to actual work flow. There are no changes being recommended to the salaries and benefits resolution adopted in January.
2. Add the position of Accounting Technician to reflect the current actual position on board.

### **Fiscal Impact**

The recommended salary range change has been included in the Proposed FY2013-14 budget being brought before the Commission concurrently with this staff report.

### **Attachments:**

- Attachment A: Updated Alameda CTC Fiscal Year 2013-14 Staffing Positions and Salary Ranges
- Attachment B: Position Description

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

Position/Classification	Min	Med	Max
Deputy Director of Projects and Programming	\$153,876	\$176,957	\$200,039
Deputy Director of Planning	\$139,404	\$160,315	\$181,225
Director of Finance	\$136,004	\$156,405	\$176,805
Deputy Director of Policy, Legislation, and Public Affairs	\$132,686	\$152,589	\$172,493
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
<b><i>Contract, Administration, and Fiscal Resources Manager</i></b>	<b><i>\$93,906</i></b>	<b><i>\$107,992</i></b>	<b><i>\$122,077</i></b>
Senior Accountant	\$80,975	\$93,121	\$105,267
Contract Procurement Analyst	\$80,975	\$93,121	\$105,267
Contract Compliance and Outreach Analyst	\$80,975	\$93,121	\$105,267
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
<b><i>Accounting Technician</i></b>	<b><i>\$69,824</i></b>	<b><i>\$80,298</i></b>	<b><i>\$90,772</i></b>
Clerk of the Board/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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**JUNE 2013**  
**FLSA: Exempt**

## **CONTRACT, ADMINISTRATION, AND FISCAL RESOURCES MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of fiscal and administrative staff performing difficult and complex professional, administrative and technical support related to the development and maintenance of the Commission's operating and capital budgets, procurement and contract administration, financial and internal controls, and overall agency administration and office management; performs professional budgetary, procurement, contract administration, and financial control work to ensure compliance with governmental accounting and Commission standards; administers, manages, and maintains the Invoice Cost Tracking System (ICTS) and other assigned financial systems; administers current and long-term budgetary planning activities; manages the effective use of departmental and agency fiscal and administrative resources to improve organizational productivity; provides highly complex and responsible support to the Director of Finance in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Finance. Exercises direct and general supervision over supervisory, professional, technical, and in-house and consultant administrative and clerical office support staff.

### **CLASS CHARACTERISTICS**

This is a management classification that manages and supervises the overall agency administrative and office support activities, budgetary, procurement and contract administration, and financial control activities for the Commission. The incumbent organizes and oversees day-to-day fiscal resources processing, reporting, and record keeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director of Finance in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with other departments, administrative and clerical staff and consultants, and outside agencies.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and participates in the operations and activities of the Commission's fiscal resources and administrative programs and functions, including budgeting, procurement and contract administration, financial and internal controls, overall agency administration, and office support.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned programs; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director and works with human resources to address deficiencies.
- Coordinates the preparation and administration of the annual budget for the Commission; calculates cost distribution and provides financial forecasting and planning; prepares periodic budget updates for submission to the Board of Commissioners.
- Formulates, prepares, and communicates budget completion schedules, calendars, and deadlines; coordinates the entire budget process and ensures timely completion; prepares preliminary budget estimates, including salary and benefits projections, conducts meetings with the Executive Director and department heads to evaluate revenue and expenditure requests and keeps all parties apprised of issues, challenges, and resolution thereof; reviews all departmental budget submittals for completeness, accuracy, the appropriate use of funding sources, and adherence to Commission policies.
- Participates in, reviews, and monitors long-term goals, budget objectives, and performance measures, as well as multi-year forecasts of revenues, expenditures, and fund balances.
- Monitors current-year budget; balances expenditures and revenues and identifies funding gaps; manages budgetary control system; recommends and processes budget amendments.
- Manages and participates in the evaluation of proposals; develops evaluation criteria and materials; performs price/cost analyses and assesses the quality and suitability of proposed services and purchases; summarizes proposal responses and prepares documentation; participates in the selection of contractors and vendors; develops reports for approval of contract awards.
- Oversees the drafting of contracts to ensure legal requirements are incorporated and enforced; develops negotiation strategies and negotiates contract terms and provisions; coordinates review of contract documents with legal counsel; maintains related files.
- Manages, implements, and administers the Commission's contract/labor compliance and local, small, women- and minority-owned business outreach programs.
- Manages the Local Business Contract Equity Coordination team; monitors performance of contract.
- Manages all insurance requirements, including liability, workers' compensation, asset insurance, and other risk management functions.
- Manages, administers, and maintains the ICTS; oversees reconciliation of the financial systems and ICTS; oversees project, budget, revenue and expenditure data and ensures integrity of data and proper controls.
- Plans and coordinates the development of project controls and reporting systems with departmental management and staff, including the consolidation of various project control systems; coordinates and administers the Commission's project account and cost coding system; generates project budgets and expenditures, reimbursements, invoice status, and contract reports as requested.
- Plans and coordinates the development of the time card management system.
- Researches, compiles, and analyzes information from various sources on financial transactions, processes, and operations; prepares written reports outlining findings and recommendations.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing budgetary, procurement and contract, and project control matters.
- Provides information to Commission departments regarding budgetary, procurement and contract, and project control policies and procedures; interprets policies and procedures for departments.
- Manages and oversees the administration of the Commission's benefits program for all employees.
- Ensures compliance with various federal and state labor laws, including EEOC, Affirmative Action, FLSA, OSHA, and others.
- Coordinates the Injury and Illness Prevention Program.

- Manages and oversees the Commission's information technology and network security consultant; coordinates the maintenance of the Commission's website; and coordinates the maintenance and improvements to the phone/voicemail and security systems.
- Oversees the physical presentation, organization and safety of the office, and serves as the liaison to the landlord and office related service providers, personally or through subordinate staff; ensures adequate levels of office equipment and supply inventories.
- Supervises in-house and consultant administrative support staff.
- Ensures that administrative staff provides a high degree of customer service to both internal and external customers that supports achieving the administrative office's and the Commission's mission, values, goals, and objectives.
- Evaluates the operations and activities of the office; recommends and implements improvements and modifications to facilities and office workflow; prepares various reports on operations and activities; considers resource availability; negotiates timelines as needed.
- Plans, organizes, and delegates administrative support of a sensitive and confidential nature to the Executive Director and other managers; attends management staff meetings, coordinates the taking of minutes, and performs related duties.
- Provides highly complex staff assistance to the Director of Finance; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of budgetary, procurement and contract, and project control; researches emerging products and enhancements and their applicability to Commission needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of public agency budget development and administration, procurement and contract administration programs, and sound financial management policies and procedures.
- Principles, practices, and techniques of administering procurement contracts and enforcing contract provisions.
- Principles and practices of project control program including monitoring project/contract funding, budgets, and expenditures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record keeping principles and procedures.

- Modern office practices, methods, and computer equipment and applications related to the work, including financial systems and databases.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Commission in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Commission staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the Commission in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and five (5) years of increasingly responsible budgetary, fiscal, purchasing and contract administration, and/or projects control program experience, including two (2) years of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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