



Finance and Administration Committee Meeting Agenda Monday, November 9, 2020, 9:30 a.m.

Due to the statewide stay at home order and the Alameda County Shelter in Place Order, and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20), the Commission will not be convening at its Commission Room but will instead move to a remote meeting.

Members of the public wishing to submit a public comment may do so by emailing the Clerk of the Commission at vlee@alamedactc.org by 5:00 p.m. the day before the scheduled meeting. Submitted comments will be read aloud to the Commission and those listening telephonically or electronically; if the comments are more than three minutes in length the comments will be summarized. Members of the public may also make comments during the meeting by using Zoom's "Raise Hand" feature on their phone, tablet or other device during the relevant agenda item, and waiting to be recognized by the Chair. If calling into the meeting from a telephone, you can use "Star (*) 9" to raise/ lower your hand. Comments will generally be limited to three minutes in length.

Committee Chair: Luis Freitas, City of Newark
Vice Chair: Robert McBain, City of Piedmont
Members: Scott Haggerty, Jerry Thorne,
Richard Valle
Ex-Officio: Pauline Russo Cutter, John Bauters

Executive Director: Tess Lengyel
Staff Liaison: [Patricia Reavey](#)
Clerk of the Commission: [Vanessa Lee](#)

Location Information:

Virtual Meeting Information: <https://zoom.us/j/94445189042?pwd=QUtuV2ptR0dUV3BBYlhjNjcreGVPdz09>
Webinar ID: 944 4518 9042
Password: 378131

For Public Access Dial-in Information: (669) 900-6833
Webinar ID: 944 4518 9042
Password: 378131

To request accommodation or assistance to participate in this meeting, please contact Vanessa Lee, the Clerk of the Commission, at least 48 hours prior to the meeting date at: vlee@alamedactc.org

1. Call to Order

2. Roll Call

3. Public Comment

4. Consent Calendar	Page/Action
4.1. Approve the September 14, 2020 FAC Meeting Minutes	1 A
4.2. FY2020-21 First Quarter Report of Claims Acted Upon Under the Government Claims Act	5 I
4.3. Approve Alameda CTC FY2020-21 First Quarter Investment Report	7 A
4.4. Approve Alameda CTC FY2020-21 First Quarter Consolidated Financial Report	23 A
4.5. Annual Local Business Contract Equity Program Utilization Report for Payments Processed between July 1, 2019 and June 30, 2020	29 A
5. Regular Matters	
5.1. Approve the Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2020	39 A
5.2. Approve Alameda CTC Staff and Retiree Benefits for Calendar Year 2021 and Salary Ranges for FY2021-22	43 A
5.3. Approve the FY2021-22 Professional Services Contracts Plan	59 A
6. Committee Member Reports	
7. Staff Reports	
8. Adjournment	

Next Meeting: TBD

Notes:

- All items on the agenda are subject to action and/or change by the Commission.
- To comment on an item not on the agenda (3-minute limit), submit a speaker card to the clerk.
- Call 510.208.7450 (Voice) or 1.800.855.7100 (TTY) five days in advance to request a sign-language interpreter.
- If information is needed in another language, contact 510.208.7400. Hard copies available only by request.
- Call 510.208.7400 48 hours in advance to request accommodation or assistance at this meeting.
- Meeting agendas and staff reports are available on the [website calendar](#).
- Alameda CTC is located near 12th St. Oakland City Center BART station and AC Transit bus lines. [Directions and parking information](#) are available online.



Alameda CTC Schedule of Upcoming Meetings November through December 2020

Commission Chair

Mayor Pauline Russo Cutter
City of San Leandro

Commission Vice Chair

Councilmember John Bauters
City of Emeryville

AC Transit

Board Vice President Elsa Ortiz

Alameda County

Supervisor Scott Haggerty, District 1
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART

Director Rebecca Saltzman

City of Alameda

Mayor Marilyn Ezzy Ashcraft

City of Albany

Mayor Nick Pilch

City of Berkeley

Mayor Jesse Arreguin

City of Dublin

Mayor David Haubert

City of Fremont

Mayor Lily Mei

City of Hayward

Mayor Barbara Halliday

City of Livermore

Mayor John Marchand

City of Newark

Councilmember Luis Freitas

City of Oakland

Councilmember At-Large
Rebecca Kaplan
Councilmember Sheng Thao

City of Piedmont

Mayor Robert McBain

City of Pleasanton

Mayor Jerry Thorne

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Tess Lengyel

Commission and Committee Meetings

Time	Description	Date
2:00 p.m.	Alameda CTC Commission Meeting	November 19, 2020 December 3, 2020

Advisory Committee Meetings

5:30 p.m.	Bicycle and Pedestrian Advisory Committee (BPAC)	November 18, 2020
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Due to the statewide stay at home order and the Alameda County Shelter in Place Order, and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20), the Commission will not be convening at its Commission Room but will instead move to a remote meeting.

Meeting materials, directions and parking information are all available on the [Alameda CTC website](http://www.AlamedaCTC.org). Meetings subject to change.

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Finance and Administration Committee Meeting Minutes Monday, September 14, 2020, 9:30 a.m.

4.1

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

1. Pledge of Allegiance

2. Roll Call

A roll call was conducted. All members were present.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. Approve the May 11, 2020 FAC Meeting Minutes

4.2. FY2019-20 Fourth Quarter Report of Claims Acted Upon Under the Government Claims Act

4.3. Approve Alameda CTC FY19-20 Year-End Unaudited Investment Report

Commissioner Cutter moved to approve the Consent Calendar. Commissioner Haggerty seconded the motion. The motion passed with the following roll call votes:

Yes:	Bauters, Cutter, Freitas, Haggerty, McBain, Thorne, Valle
No:	None
Abstain:	None
Absent:	None

5. Regular Matters

5.1. FY2019-20 Sales Tax Revenues Update

Patricia Reavey provided the Commission with an update on FY2019-20 sales tax revenues due to the effect of COVID-19 and the resulting shelter-in-place order. Ms. Reavey stated that due to the conservative manner in which Alameda CTC budgets for sales tax revenues, revenues for FY2019-20 came in only slightly under budget by 3.0 percent as a result of COVID-19 and the resulting shelter-in-place order on sales in Alameda County. She stated that the budget established for FY2019-20 was \$320.0 million, and sales tax revenues came in at \$310.3 million for the fiscal year. This is a 7.1 percent decrease from FY2018-19 sales tax revenue collections. Ms. Reavey noted that before the pandemic hit, sales tax revenues for FY2019-20 were running approximately 7.0 percent over budget which helped to offset the decrease in sales tax revenue collections incurred during the last few months of the fiscal year. In addition, supplemental revenues related to sales in FY2019-20 may be realized as late as November 2020 when returns are filed related to the sales tax relief for small businesses provided by the Governor's Order issued in March in the form of automatic return extensions, penalty and interest relief, and the zero-interest payment plans for qualifying taxpayers. This leaves Alameda

CTC in a stronger than expected position with regards to sales tax revenues than was feared when the pandemic first hit. The decision to budget in a conservative manner was made in order to ensure that transportation projects in Alameda County are not adversely affected by a downturn in the economy and to minimize the financial effects of financial downturns on the agency and Direct Local Distribution recipients. In conclusion, Ms. Reavey stated that COVID-19 is not expected to have an effect on the agency's ability to deliver projects and programs outlined in the Transportation Expenditure Plans and staff will continue to seek additional funding to ensure the delivery of the 2014 Measure BB program. Ms. Reavey stated staff will also continue to keep the Commission updated on sales tax revenue collections in FY2020-21 and will propose an update to the sales tax revenue budget if and when it becomes appropriate based on information received.

A public comment was heard from Pat Piras with the Sierra Club, who expressed her concern about the information distributed to various committees regarding the sales tax projections as it related to the Valley Link Project.

Ms. Lengyel stated that Alameda CTC doesn't have receipts for the current fiscal year yet; however, staff will continue to monitor sales tax revenues.

6. Closed Session

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

The Commission went into Closed Session Pursuant to Government Code Section 54957: Public Employee Performance Evaluation: Executive Director.

6.2. Report on Closed Session

Zack Wasserman, General Counsel at Wendel Rosen, reported that there was no action taken in closed session. He noted that the committee can make a motion to recommend that the full Commission approve providing Ms. Lengyel with a 4-percent salary increase.

Commissioner Valle asked Ms. Lengyel about the committee on which her peers recently appointed her as the chair. Ms. Lengyel stated that her peers appointed her the chair to the Bay Area Counties Transportation Agency (BACTA).

Commissioner Cutter stated that Tess Lengyel is the right choice as the Executive Director of the Alameda CTC. She noted that Ms. Lengyel has demonstrated that she is a good leader for the agency and the Commission; however, Commissioner Cutter requested that the Commission consider giving Ms. Lengyel less than a 4 percent increase due to the current state of the economy.

Commissioner Haggerty stated that Ms. Lengyel has built impactful relationship in Alameda County and amongst her peers and colleagues. He noted that when he became chair of the Metropolitan Transportation Commission (MTC), he wanted to restore the discussions with the BACTA, which is happening and it will continue with Ms. Lengyel's leadership.

Commissioner Haggerty moved to increase the salary of the Executive Director by 3 percent. Commissioner Bauters seconded the motioned. The motion passed with the following votes:

Yes:	Bauters, Cutter, Haggerty, Thorne, Valle, McBain, Freitas
No:	None
Abstain:	None
Absent:	None

7. Committee Member Reports

There were no member reports.

8. Staff Reports

Tess Lengyel thanked the Commission for their ongoing work in Alameda County and stated that she is delighted to continue her work for the Commission.

9. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, November 9, 2020 at 9:30 a.m.

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Memorandum

4.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 2, 2020

TO: Finance and Administration Committee

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

SUBJECT: FY2020-21 First Quarter Report of Claims Acted Upon Under the Government Claims Act

Recommendation

This item is to provide the Commission with an update on the FY2020-21 First Quarter Report of Claims Acted upon under the Government Claims Act. This item is for information only.

Summary

There were no actions taken by staff under the Government Claims Act during the first quarter of FY2020-21.

Background

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

California Government Code section 935.4 states:

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

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

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

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

Fiscal Impact: There is no fiscal impact. This is an information item only.



Memorandum

4.3

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 2, 2020

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance/Administration
Lily Balinton, Principal Financial Analyst

SUBJECT: Approve Alameda CTC FY2020-21 First Quarter Investment Report

Recommendation

It is recommended that the Commission approve the Alameda CTC FY2020-21 First Quarter Investment Report.

Summary

Alameda CTC's investments for the first quarter were in compliance with the Agency's investment policy, and the Agency has sufficient cash flow to meet expenditure requirements over the next six months.

The Consolidated Investment Report as of September 30, 2020 (Attachment A) provides balance and average return on investment information for all investments held by Alameda CTC at the end of the first quarter of fiscal year 2020-21. The report also shows balances as of June 30, 2020 for comparison purposes. The *Portfolio Review for the Quarter Ending September 30, 2020* (Attachment B), prepared by Public Trust Advisors, provides a review and outlook of market conditions and information regarding investment strategy, portfolio allocation, compliance, and returns by portfolio compared to the benchmarks.

Background

The following are highlights of key investment balance information as of September 30, 2020 compared to prior year-end balances:

- The 1986 Measure B investment balance increased by \$0.7 million or 0.5 percent related to investment earnings.
- The 2000 Measure B investment balance increased \$11.0 million or 5.8 percent due to 2000 Measure B sales tax collections outpacing 2000 Measure B expenditures during the first quarter, in addition to the first quarter's sales tax

funds accumulated in the Bond Principal Fund reserved for the debt service payment due in March 2021.

- The 2014 Measure BB investment balance decreased \$7.9 million or 4.9 percent due to Measure BB capital project expenditures outpacing sales tax revenues in the first quarter as progress on Measure BB projects moves forward.
- The Non-Sales Tax investment balance increased \$3.2 million or 2.7 percent primarily due to the collection of FY2020-21 Member Agency Fees in the first quarter and deferred expenditures.

Investment yields have decreased from last fiscal year with an approximate average return on investments of 1.3 percent through September 30, 2020 compared to the prior year's average return of 2.1 percent. Return on investments for most funds were projected for the FY2020-21 budget year at approximately 1.0 percent.

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

Attachments:

- A. Consolidated Investment Report as of September 30, 2020
- B. Portfolio Review for Quarter Ending September 30, 2020 (provided by Public Trust Advisors)
- C. Holdings by Security Type as of September 30, 2020

Alameda CTC Consolidated Investment Report As of September 30, 2020							
1986 Measure B	Un-Audited	Interest Earned				FY 2019-2020	
	Investment Balance	As of September 30, 2020				Investment Balance	Interest earned
		Interest earned	Approx. ROI	Budget	Difference	June 30, 2020	FY 2019-2020
Bank Accounts	\$ 653,195	\$ 4	0.00%			\$ 711,039	633
State Treasurer Pool (LAIF) ⁽¹⁾	17,855,117	35,824	0.80%			13,308,410	186,619
Investment Advisor ^{(1) (2)}	124,120,505	694,847	2.24%			127,883,958	3,236,530
1986 Measure B Total	\$ 142,628,817	\$ 730,675	2.05%	\$ 350,000	\$ 380,675	\$ 141,903,407	\$ 3,423,782
						<i>Approx. ROI</i>	<i>2.41%</i>
2000 Measure B	Un-Audited	Interest Earned				FY 2019-2020	
	Investment Balance	As of September 30, 2020				Investment Balance	Interest earned
		Interest earned	Approx. ROI	Budget	Difference	June 30, 2020	FY 2019-2020
Bank Accounts	\$ 6,354,695	\$ 125	0.01%			\$ 2,130,652	\$ 16,495
State Treasurer Pool (LAIF) ⁽¹⁾	56,988,735	111,626	0.78%			48,329,778	628,781
Investment Advisor ^{(1) (2)}	120,417,724	682,274	2.27%			127,831,715	3,370,317
2014 Series A Bond Revenue Fund ⁽¹⁾	838	-	0.00%			838	10
2014 Series A Bond Interest Fund ^{(1) (2)}	525,627	76	0.03%			1,083,059	16,614
2014 Series A Bond Principal Fund ^{(1) (2)}	14,772,721	3,808	0.14%			8,708,557	212,053
Project Deferred Revenue ^{(1) (3)}	403,741	821	0.81%			402,273	9,764
2000 Measure B Total	\$ 199,464,081	\$ 798,730	1.60%	\$ 452,500	\$ 346,230	\$ 188,486,872	\$ 4,254,034
						<i>Approx. ROI</i>	<i>2.26%</i>
2014 Measure BB	Un-Audited	Interest Earned				FY 2019-2020	
	Investment Balance	As of September 30, 2020				Investment Balance	Interest earned
		Interest earned	Approx. ROI	Budget	Difference	June 30, 2020	FY 2019-2020
Bank Accounts	\$ 5,879,744	\$ 71	0.00%			\$ 4,653,766	\$ 15,538
State Treasurer Pool (LAIF) ⁽¹⁾	84,154,638	165,391	0.79%			60,913,897	1,212,667
Investment Advisor ^{(1) (2)}	62,264,322	191,808	1.23%			94,604,658	2,163,805
Project Deferred Revenue ^{(1) (3)}	269,336	548	0.81%			268,357	28,103
2014 Measure BB Total	\$ 152,568,040	\$ 357,818	0.94%	\$ 287,500	\$ 70,318	\$ 160,440,678	\$ 3,420,113
						<i>Approx. ROI</i>	<i>2.13%</i>
Non-Sales Tax	Un-Audited	Interest Earned				FY 2019-2020	
	Investment Balance	As of September 30, 2020				Investment Balance	Interest earned
		Interest earned	Approx. ROI	Budget	Difference	June 30, 2020	FY 2019-2020
Bank Accounts	\$ 6,897,767	\$ 94	0.01%			\$ 3,934,443	\$ 16,668
State Treasurer Pool (LAIF) ⁽¹⁾	45,571,894	93,655	0.82%			45,626,235	764,931
California Asset Management Program (CAMP)	57,623,670	45,669	0.32%			57,578,002	975,153
Project Deferred Revenue ^{(1) (3)}	11,677,987	22,790	0.78%			11,421,015	207,639
Non-Sales Tax Total	\$ 121,771,318	\$ 162,208	0.53%	\$ 262,500	\$ (100,292)	\$ 118,559,695	\$ 1,964,391
						<i>Approx. ROI</i>	<i>1.66%</i>
Alameda CTC TOTAL	\$ 616,432,256	\$ 2,049,431	1.33%	\$ 1,352,500	\$ 696,931	\$ 609,390,652	\$ 13,062,320

Notes:

- (1) All investments are marked to market on the financial statements at the end of the fiscal year per GASB 31 requirements.
- (2) See attachments for detail of investment holdings managed by Investment Advisor.
- (3) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective projects, as required per individual funding contracts.

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**Alameda County Transportation Commission
Portfolio Review for the Quarter Ending September 30, 2020**

Fixed Income Market Review and Outlook

At the onset of the COVID-19 pandemic, many economists predicted an economic recovery in the shape of a V or a U where a steep contraction is followed by a more-or-less rapid economic rebound. What is unfolding, however, looks more like a K. The upper arm of the K refers to businesses that are thriving, such as the ones tied to technology or that supply basic necessities, and those individuals of greater means and educational attainment that continue to prosper. The lower part of the K refers to businesses that are tied to industries negatively affected by the health crisis such as retail or tourism, which include many small businesses, and the lower-wage workers that generally have less credentials.

On a positive note, the U.S. economy continues to see encouraging signs of recovery overall. For instance, consumer spending grew by 1% in August after increasing by 1.5% in July, and the housing market is particularly vibrant as mortgage rates have reached ultra-low levels.

Job recovery, however, is not as strong as one would have hoped. Following an initially robust recovery, the pace of healing in labor markets slowed in the third quarter of calendar year 2020 as the U.S. added back just 661K jobs in September following 1.76 million and 1.49 million jobs in the previous two months, respectively. To date, the economy has added back just over 50% of the over 22 million jobs that were lost in March and April. The unemployment rate declined to 7.9% at the end of September from 11.1% in June as the economy continues to gradually reopen following the second shutdown.

Going forward, the path and speed of economic recovery remains unpredictable as it depends on the containment of the virus, the efficacy of treatments provided, and the arrival of vaccines for the general public. In addition, the gridlock over additional fiscal stimulus measures along with the upcoming presidential election continue to add uncertainty and contribute to market volatility. Fed Chair Jerome Powell recently warned that a lack of additional support for businesses and households disrupted by the pandemic would lead to a weak recovery and hold back wage growth. Monetary policy is expected to remain highly accommodative for the next few years and the Fed indicated it is “not out of ammo” and will continue to do whatever it can to support the economy as much as possible.

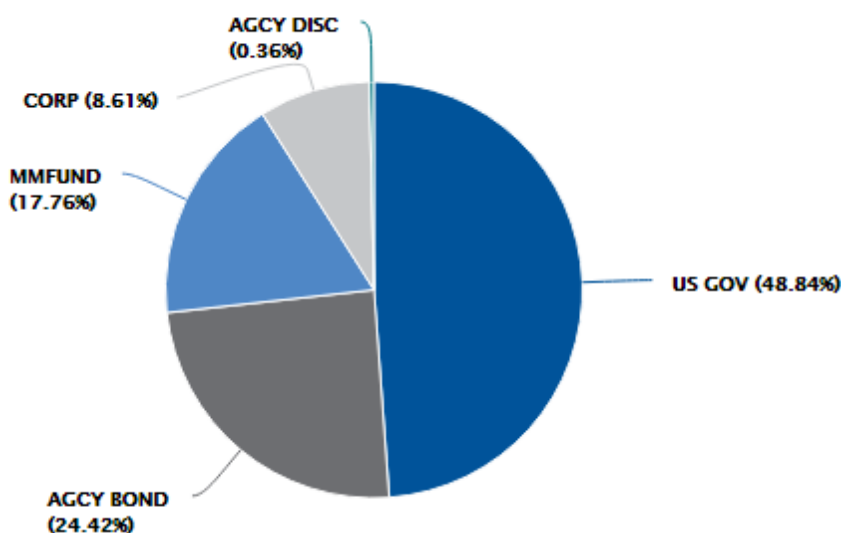
Interest rates were generally unchanged over the quarter with the entire yield curve closing the quarter within 5 basis points (0.05%) of where it began. Two-year Treasury yields closed the period two basis points (0.02%) lower at 0.13% while ten-year Treasury yields rose two basis points to 0.68%. Short-term interest rates remain near zero with expectations for continued accommodative policy helping to suppress more intermediate-term yields. Longer-term yields were also muted over the quarter despite the Fed’s commitment to allow inflation to run higher than its 2% target under its updated monetary policy framework.

Investment Strategy Update

Alameda CTC's liquidity portfolios remain invested in shorter-term securities to match anticipated expenditure dates to provide necessary liquidity for ongoing project costs. The longer-term core portfolios remain invested in eligible and permitted securities with overall portfolio durations maintained close to benchmark to mitigate the risk that potentially unanticipated interest rate changes may have on market value performance. The portfolios' continued allocation to high-quality corporate bonds served to enhance overall portfolio yield while high quality corporate bond yield spreads tightened further over the period and benefited from the Fed's ongoing primary and secondary corporate credit facilities which continue to bolster confidence in the sector.

Portfolio Allocation

Provided below is a summary of the Alameda CTC consolidated portfolio as of the quarter ended September 30, 2020.



Money Market Fund:	17.76%
U.S. Treasury Notes/Bonds:	48.85%
U.S. Agency Bonds:	24.42%
U.S. Agency Discount Notes:	0.36%
U.S. Corporate Bonds:	8.61%

Compliance with Investment Policy Statement

As of the quarter ending September 30, 2020, the Alameda CTC portfolios were in compliance with the adopted investment policy.

Core Portfolios

The portfolios' performance is reported on a total return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses), but does not include the deduction of management fees. Total return performance for the core 1986 and 2000 Measure B Portfolios (the Portfolios) for the quarter ending September 30, 2020 is summarized in the table below. The Portfolios outperformed their respective benchmarks over the quarter as Portfolio durations were maintained effectively neutral, while benefiting from higher yields and tightened credit spreads from the Portfolio's increased allocation to high quality corporate bonds.

Core Portfolio & Benchmark Total Return ¹

1986 Measure B Portfolio

Portfolio Return: 0.15 %

Benchmark Return: 0.12%

2000 Measure B Portfolio

Portfolio Return: 0.14 %

Benchmark Return: 0.12 %

¹ Note: Past performance is not an indication of future results. Performance is presented prior to the deduction of investment management fees.

1986 Measure B benchmark is the BofAML 1-3 Year AAA-AA US Corporate & Government Index.

2000 Measure B benchmark is the BofAML 1-3 Year AAA-AA US Corporate & Government Index.

Over the quarter, duration was maintained at a neutral level with values of 1.80 in the core 1986 Measure B portfolio and 1.77 in the core 2000 Measure B portfolio, compared to the benchmark duration of 1.82 as of September 30, 2020.

The Portfolios' yield to maturity, representing the return the portfolio will earn in the future if all securities are held to maturity, is also reported. This calculation is based on the current market value of the portfolio including unrealized gains and losses. Portfolio yield to maturity for the quarter ending September 30, 2020 is summarized below:

Core Portfolio & Benchmark Yield to Maturity

1986 Measure B Portfolio

Portfolio YTM: 0.20%

Benchmark YTM: 0.16%

2000 Measure B Portfolio

Portfolio YTM: 0.17%

Benchmark YTM: 0.16%

Liquidity and Bond Portfolios

The liquidity portions of the 1986 and 2000 Measure B portfolios (Liquidity portfolios), as well as the 2014 Measure BB and the Bond Interest and Principal Fund portfolios, remain invested in either short-term cash equivalents or permitted high grade fixed income securities with maturity dates matched to appropriate anticipated expenditure and debt service payment dates.

One way to measure the anticipated return of the Liquidity and Bond portfolios is their yield to maturity. This is the return the portfolio will earn in the future if all securities are held to maturity. This calculation is based on the current market value of the portfolio. The yield to maturity and weighted average maturity (WAM) for the Liquidity and Bond portfolios and comparable maturity U.S. Treasury securities as of the quarter ending September 30, 2020 are summarized below:

<i>Liquidity Portfolio & Comparable Maturity U.S. Treasury Security Yield to Maturity</i>		
1986 Measure B Portfolio	2000 Measure B Portfolio	2014 Measure BB Portfolio
Portfolio YTM: 0.13%	Portfolio YTM: 0.11%	Portfolio YTM: 0.10%
Comparable TSY YTM: 0.13%	Comparable TSY YTM: 0.11%	Comparable TSY YTM: 0.09%
Portfolio WAM: 1.2 Years	Portfolio WAM: 0.7 Years	Portfolio WAM: 0.1 Years

¹ Note: The WAM is the weighted average amount of time until the securities in the portfolio mature.

<i>Bond Portfolio & Comparable Maturity U.S. Treasury Security Yield to Maturity</i>	
Interest Fund Portfolio	Principal Fund Portfolio
Portfolio YTM: 0.10%	Portfolio YTM: 0.10%
Comparable TSY YTM: 0.10%	Comparable TSY YTM: 0.10%
Portfolio WAM: 0.4 Years	Portfolio WAM: 0.4 Years

¹ Note: The WAM is the weighted average amount of time until the securities in the portfolio mature.

For the quarter ending September 30, 2020, the Alameda CTC Series 2014 Bonds Interest Fund and Principal Fund portfolios were invested in compliance with Section 5.11 of the Bond Indenture dated February 1, 2014.

Holdings by Security Type ACTC

ACTC 1986 Measure B (159781)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

AGCY BOND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0S38	01/05/2022	5,800,000.00	102.3839	5,938,263.53	5,705,283.80	5,759,719.41	2.575	4.682%	AA+	Aaa
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0H55	12/28/2020	1,000,000.00	100.4049	1,004,048.54	995,700.00	999,656.94	2.022	0.792%	AA+	Aaa
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G04Q3	05/22/2023	2,480,000.00	100.0717	2,481,778.11	2,474,544.00	2,475,112.44	0.325	1.957%	AA+	Aaa
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G05G4	07/10/2023	1,850,000.00	99.9794	1,849,618.99	1,849,790.95	1,849,795.60	0.254	1.458%	AA+	Aaa
FEDERAL HOME LOAN MORTGAGE CORP	3137EAER6	05/05/2023	2,500,000.00	100.4290	2,510,725.20	2,503,150.00	2,502,761.72	0.332	1.980%	AA+	Aaa
FEDERAL HOME LOAN MORTGAGE CORP	3137EAES4	06/26/2023	1,850,000.00	100.0898	1,851,661.84	1,850,111.00	1,850,108.50	0.248	1.460%	AA+	Aaa
FEDERAL HOME LOAN MORTGAGE CORP	3137EAEV7	08/24/2023	1,850,000.00	100.0678	1,851,254.50	1,850,162.80	1,850,159.33	0.247	1.460%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3130AFFN2	12/10/2021	3,300,000.00	103.4016	3,412,252.96	3,335,475.00	3,314,585.66	2.611	2.691%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3130AFE78	12/09/2022	5,300,000.00	106.0924	5,622,894.87	5,367,787.00	5,338,088.48	2.651	4.434%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3130ADRG9	03/10/2023	4,600,000.00	106.1792	4,884,241.59	4,613,018.00	4,607,657.65	2.677	3.851%	AA+	Aaa
FEDERAL HOME LOAN BANKS	313376C94	12/10/2021	2,285,000.00	102.9513	2,352,437.52	2,333,053.55	2,315,740.14	1.475	1.855%	AA+	Aaa
FEDERAL HOME LOAN BANKS	313381BR5	12/09/2022	2,285,000.00	103.6377	2,368,120.76	2,313,242.60	2,306,614.79	1.432	1.867%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3133834G3	06/09/2023	2,480,000.00	105.0999	2,606,477.97	2,612,010.40	2,598,483.26	0.337	2.055%	AA+	Aaa
FEDERAL FARM CREDIT BANKS FUNDING CORP	3133ELGN8	10/13/2022	2,285,000.00	102.8925	2,351,092.69	2,294,962.60	2,292,489.61	1.435	1.854%	AA+	Aaa
FEDERAL FARM CREDIT BANKS FUNDING CORP	3133ELWD2	04/08/2022	2,500,000.00	100.3133	2,507,831.90	2,505,500.00	2,504,435.23	0.258	1.977%	AA+	Aaa
---	---	10/09/2022	42,365,000.00	102.9529	43,592,700.98	42,603,791.70	42,565,408.74	1.565	34.372%	AA+	Aaa

CASH

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
Receivable	CCYUSD	09/30/2020	74.07	1.0000	74.07	74.07	74.07	0.000	0.000%	AAA	Aaa
Receivable	CCYUSD	09/30/2020	74.07	1.0000	74.07	74.07	74.07	0.000	0.000%	AAA	Aaa

CORP

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
TOYOTA MOTOR CREDIT CORP	89233P5T9	01/12/2022	1,300,000.00	103.6174	1,347,025.95	1,316,588.00	1,307,393.51	2.834	1.062%	A+	A1
PFIZER INC	717081DZ3	12/15/2021	1,300,000.00	102.3109	1,330,041.71	1,301,768.00	1,300,847.41	2.144	1.049%	AA-	A1
PEPSICO INC	713448BW7	08/25/2021	1,300,000.00	102.4144	1,331,387.28	1,323,959.00	1,309,750.06	2.139	1.050%	A+	A1
ORACLE CORP	68389XBA2	07/08/2021	1,300,000.00	101.9296	1,325,085.19	1,300,949.00	1,300,308.26	2.767	1.045%	A	A3
MICROSOFT CORP	594918BG8	11/03/2020	1,000,000.00	100.0050	1,000,050.25	996,730.00	999,896.93	2.118	0.789%	AAA	Aaa
MICROSOFT CORP	594918BH6	11/03/2022	1,000,000.00	104.6543	1,046,543.30	1,023,660.00	1,017,283.37	1.726	0.825%	AAA	Aaa
CISCO SYSTEMS INC	17275RBD3	02/28/2021	1,000,000.00	100.7813	1,007,813.47	1,009,630.00	1,004,012.50	1.209	0.795%	AA-	A1
BERKSHIRE HATHAWAY FINANCE CORP	084664BZ3	10/15/2020	1,000,000.00	100.0964	1,000,964.16	1,006,310.00	1,000,091.83	2.650	0.789%	AA	Aa2
APPLE INC	037833DC1	09/12/2022	2,000,000.00	103.3584	2,067,168.42	2,028,106.00	2,020,956.23	1.525	1.630%	AA+	Aa1
---	---	10/28/2021	11,200,000.00	102.3050	11,456,079.73	11,307,700.00	11,260,540.10	2.107	9.033%	AA-	A1

MMFUND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
MORG STAN I LQ:GV I	61747C707	09/30/2020	10,818,242.31	1.0000	10,818,242.31	10,818,242.31	10,818,242.31	0.020	8.530%	AAAm	Aaa
MORG STAN I LQ:GV I	61747C707	09/30/2020	10,818,242.31	1.0000	10,818,242.31	10,818,242.31	10,818,242.31	0.020	8.530%	AAAm	Aaa

Holdings by Security Type ACTC

ACTC 1986 Measure B (159781)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

US GOV

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
UNITED STATES TREASURY	912828XW5	06/30/2022	5,700,000.00	102.8320	5,861,424.00	5,557,500.00	5,627,958.33	2.510	4.622%	AA+	Aaa
UNITED STATES TREASURY	912828L57	09/30/2022	5,300,000.00	103.2344	5,471,423.20	5,156,734.38	5,222,751.01	2.519	4.314%	AA+	Aaa
UNITED STATES TREASURY	9128285R7	12/15/2021	2,650,000.00	102.9922	2,729,293.30	2,665,320.31	2,656,734.20	2.405	2.152%	AA+	Aaa
UNITED STATES TREASURY	912828G87	12/31/2021	2,650,000.00	102.4766	2,715,629.90	2,629,814.45	2,640,949.25	2.409	2.141%	AA+	Aaa
UNITED STATES TREASURY	9128286C9	02/15/2022	2,900,000.00	103.2500	2,994,250.00	2,916,992.20	2,908,123.89	2.288	2.361%	AA+	Aaa
UNITED STATES TREASURY	912828XD7	05/31/2022	1,725,000.00	102.9062	1,775,131.95	1,727,425.78	1,726,355.85	1.826	1.400%	AA+	Aaa
UNITED STATES TREASURY	9128286Y1	06/15/2022	2,200,000.00	102.7539	2,260,585.80	2,197,765.61	2,198,701.13	1.786	1.782%	AA+	Aaa
UNITED STATES TREASURY	912828XW5	06/30/2022	2,200,000.00	102.8320	2,262,304.00	2,196,992.18	2,198,234.12	1.797	1.784%	AA+	Aaa
UNITED STATES TREASURY	9128287C8	07/15/2022	2,100,000.00	102.9062	2,161,030.20	2,105,906.25	2,103,764.30	1.647	1.704%	AA+	Aaa
UNITED STATES TREASURY	9128282S8	08/31/2022	2,100,000.00	102.8633	2,160,129.30	2,099,015.63	2,099,356.94	1.641	1.703%	AA+	Aaa
UNITED STATES TREASURY	912828YK0	10/15/2022	2,600,000.00	102.5352	2,665,915.20	2,581,414.06	2,586,613.81	1.634	2.102%	AA+	Aaa
UNITED STATES TREASURY	912828J76	03/31/2022	2,000,000.00	102.4297	2,048,594.00	2,006,015.62	2,003,933.57	1.615	1.615%	AA+	Aaa
UNITED STATES TREASURY	912828J43	02/28/2022	2,000,000.00	102.2891	2,045,782.00	2,005,390.62	2,003,452.95	1.625	1.613%	AA+	Aaa
UNITED STATES TREASURY	912828TY6	11/15/2022	2,600,000.00	103.1562	2,682,061.20	2,599,492.19	2,599,630.12	1.632	2.115%	AA+	Aaa
UNITED STATES TREASURY	9128285S5	12/31/2020	1,000,000.00	100.5882	1,005,882.00	1,008,593.75	1,002,184.44	1.611	0.793%	AA+	Aaa
UNITED STATES TREASURY	912828N48	12/31/2020	2,000,000.00	100.4028	2,008,056.00	2,003,906.26	2,001,051.69	1.536	1.583%	AA+	Aaa
UNITED STATES TREASURY	9128284P2	05/15/2021	4,000,000.00	101.5508	4,062,032.00	3,997,031.24	3,999,379.33	2.651	3.203%	AA+	Aaa
UNITED STATES TREASURY	912828ZD5	03/15/2023	1,840,000.00	100.8672	1,855,956.48	1,854,878.13	1,852,953.24	0.212	1.463%	AA+	Aaa
UNITED STATES TREASURY	912828Z86	02/15/2023	1,840,000.00	102.9180	1,893,691.20	1,898,937.50	1,891,098.81	0.201	1.493%	AA+	Aaa
UNITED STATES TREASURY	912828Z29	01/15/2023	1,840,000.00	103.1016	1,897,069.44	1,903,034.37	1,894,382.59	0.204	1.496%	AA+	Aaa
UNITED STATES TREASURY	912828ZH6	04/15/2023	1,850,000.00	100.2695	1,854,985.75	1,854,769.53	1,854,653.94	0.151	1.463%	AA+	Aaa
UNITED STATES TREASURY	9128285A4	09/15/2021	3,900,000.00	102.4922	3,997,195.80	3,923,765.63	3,908,533.13	2.511	3.152%	AA+	Aaa
UNITED STATES TREASURY	912828F21	09/30/2021	2,500,000.00	101.9844	2,549,610.00	2,488,769.53	2,495,517.66	2.311	2.010%	AA+	Aaa
UNITED STATES TREASURY	---	04/26/2022	59,495,000.00	102.4655	60,958,032.72	59,379,465.22	59,476,314.29	1.882	48.065%	AA+	Aaa

Summary

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
---	---	04/18/2022	123,878,316.38	93.9964	126,825,129.81	124,109,273.30	124,120,579.51	1.632	100.000%	AA+	Aa1

* Grouped by: Security Type. * Groups Sorted by: Security Type. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.

Holdings by Security Type ACTC

Base Currency: USD As of 09/30/2020

ACTC 2000 Measure B (159783)

Dated: 10/16/2020

AGCY BOND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G04Q3	05/22/2023	1,370,000.00	100.0717	1,370,982.26	1,366,986.00	1,367,300.02	0.325	1.120%	AA+	Aaa
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G05G4	07/10/2023	1,425,000.00	99.9794	1,424,706.52	1,424,838.98	1,424,842.56	0.254	1.164%	AA+	Aaa
FEDERAL HOME LOAN MORTGAGE CORP	3137EAER6	05/05/2023	2,300,000.00	100.4290	2,309,867.18	2,302,898.00	2,302,540.79	0.332	1.887%	AA+	Aaa
FEDERAL HOME LOAN MORTGAGE CORP	3137EAS4	06/26/2023	1,425,000.00	100.0898	1,426,280.06	1,425,085.50	1,425,083.57	0.248	1.165%	AA+	Aaa
FEDERAL HOME LOAN MORTGAGE CORP	3137EAEV7	08/24/2023	1,425,000.00	100.0678	1,425,966.31	1,425,125.40	1,425,122.73	0.247	1.165%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3130AFE78	12/09/2022	3,500,000.00	106.0924	3,713,232.46	3,544,765.00	3,525,152.76	2.651	3.033%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3130AFFN2	12/10/2021	6,500,000.00	103.4016	6,721,104.33	6,569,875.00	6,528,729.32	2.611	5.491%	AA+	Aaa
FEDERAL HOME LOAN BANKS	313381BR5	12/09/2022	2,200,000.00	103.6377	2,280,028.74	2,227,192.00	2,220,810.74	1.432	1.863%	AA+	Aaa
FEDERAL HOME LOAN BANKS	313379Q69	06/10/2022	2,225,000.00	103.3240	2,298,959.96	2,310,818.25	2,295,599.81	0.240	1.878%	AA+	Aaa
FEDERAL HOME LOAN BANKS	3133834G3	06/09/2023	1,370,000.00	105.0999	1,439,868.88	1,442,925.10	1,435,452.45	0.337	1.176%	AA+	Aaa
FEDERAL FARM CREDIT BANKS FUNDING CORP	3133ELGN8	10/13/2022	2,200,000.00	102.8925	2,263,634.10	2,209,592.00	2,207,211.01	1.435	1.849%	AA+	Aaa
FEDERAL FARM CREDIT BANKS FUNDING CORP	3133ELWD2	04/08/2022	2,300,000.00	100.3133	2,307,205.35	2,305,060.00	2,304,080.41	0.258	1.885%	AA+	Aaa
---	---	10/08/2022	28,240,000.00	102.6739	28,981,836.14	28,555,161.23	28,461,926.16	1.291	23.676%	AA+	Aaa

AGCY DISC

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
FEDERAL HOME LOAN BANKS	313385AX4	01/22/2021	1,130,000.00	99.9718	1,129,680.77	1,112,493.00	1,124,519.97	1.563	0.923%	A-1+	P-1
FEDERAL HOME LOAN BANKS	313385AX4	01/22/2021	1,130,000.00	99.9718	1,129,680.77	1,112,493.00	1,124,519.97	1.563	0.923%	A-1+	P-1

CASH

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
Receivable	CCYUSD	09/30/2020	31.93	1.0000	31.93	31.93	31.93	0.000	0.000%	AAA	Aaa
Receivable	CCYUSD	09/30/2020	31.93	1.0000	31.93	31.93	31.93	0.000	0.000%	AAA	Aaa

CORP

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
TOYOTA MOTOR CREDIT CORP	89233P5T9	01/12/2022	1,350,000.00	103.6174	1,398,834.64	1,367,226.00	1,357,677.87	2.834	1.143%	A+	A1
ORACLE CORP	68389XBA2	07/08/2021	1,350,000.00	101.9296	1,376,050.00	1,350,985.50	1,350,320.12	2.767	1.124%	A	A3
MICROSOFT CORP	594918BH6	11/03/2022	1,675,000.00	104.6543	1,752,960.03	1,714,630.50	1,703,949.65	1.726	1.432%	AAA	Aaa
CISCO SYSTEMS INC	17275RBD3	02/28/2021	1,350,000.00	100.7813	1,360,548.18	1,357,614.00	1,352,054.14	1.821	1.111%	AA-	A1
CATERPILLAR FINANCIAL SERVICES CORP	14913Q2Q1	12/07/2020	1,440,000.00	100.5670	1,448,164.64	1,459,929.60	1,444,009.86	1.810	1.183%	A	A3
APPLE INC	037833CM0	02/09/2022	1,350,000.00	102.8307	1,388,215.07	1,341,454.50	1,346,042.42	2.726	1.134%	AA+	Aa1
APPLE INC	037833DJ6	11/13/2020	475,000.00	100.2091	475,993.28	476,154.25	475,163.27	1.703	0.389%	AA+	Aa1
APPLE INC	037833BS8	02/23/2021	1,000,000.00	100.7035	1,007,034.96	1,008,960.00	1,003,152.59	1.227	0.823%	AA+	Aa1
---	---	09/12/2021	9,990,000.00	102.2057	10,207,800.81	10,076,954.35	10,032,369.91	2.124	8.339%	AA-	A1

MMFUND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
MORG STAN I LQ:GV I	61747C707	09/30/2020	13,663,683.75	1.0000	13,663,683.75	13,663,683.75	13,663,683.75	0.020	11.162%	AAAm	Aaa
MORG STAN I LQ:GV I	61747C707	09/30/2020	13,663,683.75	1.0000	13,663,683.75	13,663,683.75	13,663,683.75	0.020	11.162%	AAAm	Aaa

Holdings by Security Type ACTC

ACTC 2000 Measure B (159783)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

US GOV

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
UNITED STATES TREASURY	912828XW5	06/30/2022	4,000,000.00	102.8320	4,113,280.00	3,900,000.00	3,949,444.44	2.510	3.360%	AA+	Aaa
UNITED STATES TREASURY	912828S35	06/30/2023	500,000.00	103.3828	516,914.00	476,250.00	485,182.13	2.522	0.422%	AA+	Aaa
UNITED STATES TREASURY	912828G53	11/30/2021	2,400,000.00	102.0234	2,448,561.60	2,366,718.74	2,385,654.63	2.408	2.000%	AA+	Aaa
UNITED STATES TREASURY	9128285R7	12/15/2021	2,400,000.00	102.9922	2,471,812.80	2,413,875.00	2,406,098.90	2.405	2.019%	AA+	Aaa
UNITED STATES TREASURY	912828G87	12/31/2021	2,400,000.00	102.4766	2,459,438.40	2,381,718.74	2,391,803.09	2.409	2.009%	AA+	Aaa
UNITED STATES TREASURY	9128286Y1	06/15/2022	1,950,000.00	102.7539	2,003,701.05	1,948,019.52	1,948,848.73	1.786	1.637%	AA+	Aaa
UNITED STATES TREASURY	912828XW5	06/30/2022	1,950,000.00	102.8320	2,005,224.00	1,947,333.98	1,948,434.79	1.797	1.638%	AA+	Aaa
UNITED STATES TREASURY	9128282S8	08/31/2022	2,000,000.00	102.8633	2,057,266.00	2,000,234.38	2,000,165.82	1.620	1.681%	AA+	Aaa
UNITED STATES TREASURY	912828J76	03/31/2022	1,900,000.00	102.4297	1,946,164.30	1,905,714.84	1,903,736.89	1.615	1.590%	AA+	Aaa
UNITED STATES TREASURY	912828XD7	05/31/2022	1,900,000.00	102.9062	1,955,217.80	1,911,949.22	1,908,095.06	1.612	1.597%	AA+	Aaa
UNITED STATES TREASURY	912828WZ9	04/30/2022	1,900,000.00	102.5586	1,948,613.40	1,905,789.06	1,903,854.91	1.618	1.592%	AA+	Aaa
UNITED STATES TREASURY	912828J43	02/28/2022	1,900,000.00	102.2891	1,943,492.90	1,905,121.09	1,903,280.30	1.625	1.588%	AA+	Aaa
UNITED STATES TREASURY	912828YF1	09/15/2022	2,000,000.00	102.6836	2,053,672.00	1,993,906.25	1,995,662.08	1.614	1.678%	AA+	Aaa
UNITED STATES TREASURY	912828TY6	11/15/2022	2,000,000.00	103.1562	2,063,124.00	1,999,609.38	1,999,715.48	1.632	1.685%	AA+	Aaa
UNITED STATES TREASURY	912828YK0	10/15/2022	2,000,000.00	102.5352	2,050,704.00	1,985,703.12	1,989,702.92	1.634	1.675%	AA+	Aaa
UNITED STATES TREASURY	912828A83	12/31/2020	7,500,000.00	100.5573	7,541,797.50	7,477,441.43	7,497,124.89	2.533	6.161%	AA+	Aaa
UNITED STATES TREASURY	912828N48	12/31/2020	1,080,000.00	100.4028	1,084,350.24	1,082,109.38	1,080,567.91	1.536	0.886%	AA+	Aaa
UNITED STATES TREASURY	912828C57	03/31/2021	7,500,000.00	101.0664	7,579,980.00	7,455,175.73	7,489,908.96	2.530	6.192%	AA+	Aaa
UNITED STATES TREASURY	912828Z29	01/15/2023	1,900,000.00	103.1016	1,958,930.40	1,965,089.84	1,956,155.94	0.204	1.600%	AA+	Aaa
UNITED STATES TREASURY	912828ZD5	03/15/2023	1,900,000.00	100.8672	1,916,476.80	1,915,363.29	1,913,375.63	0.212	1.566%	AA+	Aaa
UNITED STATES TREASURY	912828Z86	02/15/2023	1,900,000.00	102.9180	1,955,442.00	1,960,859.38	1,952,765.08	0.201	1.597%	AA+	Aaa
UNITED STATES TREASURY	912828Z60	01/31/2022	620,000.00	101.6602	630,293.24	632,448.44	629,778.05	0.188	0.515%	AA+	Aaa
UNITED STATES TREASURY	912828WR7	06/30/2021	7,500,000.00	101.5000	7,612,500.00	7,430,566.43	7,478,898.40	2.516	6.219%	AA+	Aaa
UNITED STATES TREASURY	912828WR7	06/30/2021	2,300,000.00	101.5000	2,334,500.00	2,284,927.04	2,294,924.75	2.431	1.907%	AA+	Aaa
UNITED STATES TREASURY	912828ZH6	04/15/2023	1,425,000.00	100.2695	1,428,840.38	1,428,673.83	1,428,584.79	0.151	1.167%	AA+	Aaa
UNITED STATES TREASURY	912828F21	09/30/2021	2,300,000.00	101.9844	2,345,641.20	2,283,378.91	2,293,459.38	2.421	1.916%	AA+	Aaa
UNITED STATES TREASURY	---	01/07/2022	67,125,000.00	101.9465	68,425,938.00	66,957,507.02	67,135,223.96	1.964	55.899%	AA+	Aaa

Summary

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
---	---	01/08/2022	120,148,715.68	90.8986	122,408,971.41	120,365,831.28	120,417,755.68	1.594	100.000%	AA+	Aa1

* Grouped by: Security Type. * Groups Sorted by: Security Type. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.

Holdings by Security Type ACTC

ACTC 2014 Measure BB (159782)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

AGCY BOND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0H55	12/28/2020	3,500,000.00	100.4049	3,514,169.89	3,532,865.00	3,509,737.78	0.711	5.638%	AA+	Aaa
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0H55	12/28/2020	3,500,000.00	100.4049	3,514,169.89	3,532,865.00	3,509,737.78	0.711	5.638%	AA+	Aaa

CASH

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
Receiveable	CCYUSD	09/30/2020	316.51	1.0000	316.51	316.51	316.51	0.000	0.001%	AAA	Aaa
Receiveable	CCYUSD	09/30/2020	316.51	1.0000	316.51	316.51	316.51	0.000	0.001%	AAA	Aaa

CORP

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
COLGATE-PALMOLIVE CO	19416QDR8	11/01/2020	3,000,000.00	100.2237	3,006,711.24	3,029,370.00	3,003,107.41	1.711	4.824%	AA-	Aa3
CATERPILLAR FINANCIAL SERVICES CORP	14913Q2Q1	12/07/2020	2,156,000.00	100.5670	2,168,224.28	2,185,839.04	2,162,003.65	1.810	3.478%	A	A3
---	---	11/16/2020	5,156,000.00	100.3674	5,174,935.52	5,215,209.04	5,165,111.06	1.752	8.302%	A+	A2

MMFUND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
MORG STAN I LQ:GV I	61747C707	09/30/2020	30,860,237.65	1.0000	30,860,237.65	30,860,237.65	30,860,237.65	0.020	49.509%	AAAm	Aaa
MORG STAN I LQ:GV I	61747C707	09/30/2020	30,860,237.65	1.0000	30,860,237.65	30,860,237.65	30,860,237.65	0.020	49.509%	AAAm	Aaa

US GOV

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
UNITED STATES TREASURY	912828L99	10/31/2020	11,375,000.00	100.1039	11,386,818.63	11,359,003.91	11,373,267.57	1.562	18.268%	AA+	Aaa
UNITED STATES TREASURY	912828N48	12/31/2020	11,350,000.00	100.4028	11,395,717.80	11,372,168.03	11,355,968.32	1.536	18.282%	AA+	Aaa
UNITED STATES TREASURY	---	11/30/2020	22,725,000.00	100.2533	22,782,536.43	22,731,171.94	22,729,235.89	1.549	36.550%	AA+	Aaa

Summary

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
---	---	10/31/2020	62,241,554.16	51.2825	62,332,196.00	62,339,800.14	62,264,638.88	0.763	100.000%	AA+	Aa1

* Grouped by: Security Type. * Groups Sorted by: Security Type. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.

Holdings by Security Type ACTC

ACTC Series 2014-Interest Fd (159784)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

CASH

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
Receivable	CCYUSD	09/30/2020	5.73	1.0000	5.73	5.73	5.73	0.000	0.001%	AAA	Aaa
Receivable	CCYUSD	09/30/2020	5.73	1.0000	5.73	5.73	5.73	0.000	0.001%	AAA	Aaa

MMFUND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
MORG STAN I LQ:GV I	61747C707	09/30/2020	2,835.13	1.0000	2,835.13	2,835.13	2,835.13	0.020	0.539%	AAAm	Aaa
MORG STAN I LQ:GV I	61747C707	09/30/2020	2,835.13	1.0000	2,835.13	2,835.13	2,835.13	0.020	0.539%	AAAm	Aaa

T-BILL

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
UNITED STATES TREASURY	912796XE4	02/25/2021	523,000.00	99.9587	522,784.00	522,787.53	522,791.78	0.099	99.460%	A-1+	P-1
UNITED STATES TREASURY	912796XE4	02/25/2021	523,000.00	99.9587	522,784.00	522,787.53	522,791.78	0.099	99.460%	A-1+	P-1

Summary

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
---	---	02/24/2021	525,840.86	99.4239	525,624.86	525,628.39	525,632.64	0.099	100.000%	AAA	Aaa

* Grouped by: Security Type. * Groups Sorted by: Security Type. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.

Holdings by Security Type ACTC

ACTC Series 2014-Principal Fd (159786)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

CASH

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
Receivable	CCYUSD	09/30/2020	4.58	1.0000	4.58	4.58	4.58	0.000	0.000%	AAA	Aaa
Receivable	CCYUSD	09/30/2020	4.58	1.0000	4.58	4.58	4.58	0.000	0.000%	AAA	Aaa

MMFUND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
MORG STAN I LQ:GV I	61747C707	09/30/2020	3,705.09	1.0000	3,705.09	3,705.09	3,705.09	0.020	0.025%	AAAm	Aaa
MORG STAN I LQ:GV I	61747C707	09/30/2020	3,705.09	1.0000	3,705.09	3,705.09	3,705.09	0.020	0.025%	AAAm	Aaa

T-BILL

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
UNITED STATES TREASURY	912796XE4	02/25/2021	8,700,000.00	99.9587	8,696,406.90	8,691,654.16	8,694,689.01	0.152	58.860%	A-1+	P-1
UNITED STATES TREASURY	912796XE4	02/25/2021	2,025,000.00	99.9587	2,024,163.68	2,023,581.68	2,024,011.88	0.122	13.700%	A-1+	P-1
UNITED STATES TREASURY	912796XE4	02/25/2021	2,025,000.00	99.9587	2,024,163.68	2,023,912.58	2,024,121.70	0.108	13.700%	A-1+	P-1
UNITED STATES TREASURY	912796XE4	02/25/2021	2,027,000.00	99.9587	2,026,162.85	2,026,176.53	2,026,193.00	0.099	13.714%	A-1+	P-1
UNITED STATES TREASURY	912796XE4	02/25/2021	14,777,000.00	99.9587	14,770,897.10	14,765,324.95	14,769,015.59	0.135	99.975%	A-1+	P-1

Summary

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
---	---	02/25/2021	14,780,709.67	99.9339	14,774,606.77	14,769,034.62	14,772,725.26	0.135	100.000%	AAA	Aaa

* Grouped by: Security Type. * Groups Sorted by: Security Type. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.

Holdings by Security Type ACTC

ACTC Series 2014-Revenue Fd (159787)

Base Currency: USD As of 09/30/2020

Dated: 10/16/2020

CASH

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
Receivable	CCYUSD	09/30/2020	0.01	1.0000	0.01	0.01	0.01	0.000	0.001%	AAA	Aaa
Receivable	CCYUSD	09/30/2020	0.01	1.0000	0.01	0.01	0.01	0.000	0.001%	AAA	Aaa

MMFUND

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
MORG STAN I LQ:GV I	61747C707	09/30/2020	838.31	1.0000	838.31	838.31	838.31	0.020	99.999%	AAAm	Aaa
MORG STAN I LQ:GV I	61747C707	09/30/2020	838.31	1.0000	838.31	838.31	838.31	0.020	99.999%	AAAm	Aaa

Summary

Description	Identifier	Final Maturity	Current Units	Market Price	Market Value	Original Cost	Book Value	Book Yield	% of Market Value	S&P Rating	Moody's Rating
---	---	09/30/2020	838.32	1.0000	838.32	838.32	838.32	0.020	100.000%	AAA	Aaa

* Grouped by: Security Type. * Groups Sorted by: Security Type. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.



Memorandum

4.4

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 2, 2020

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration
Yoana Navarro, Accounting Manager

SUBJECT: Approve Alameda CTC FY2020-21 First Quarter Consolidated Financial Report

Recommendation

It is recommended that the Commission approve the Alameda CTC FY2020-21 First Quarter Consolidated Financial Report.

Summary

Alameda CTC's expenditures through September 30, 2020 are within year-to-date budget authority per the currently adopted budget. The agency remains in a strong financial position compared to budget through the first quarter of FY2020-21.

The attached FY2020-21 First Quarter Financial Report has been prepared on a consolidated basis and is compared to the currently adopted budget on a year-to-date basis. This report provides a summary of FY2020-21 actual revenues and expenditures through September 30, 2020. Variances from the year-to-date budget are demonstrated as a percentage of the budget used by line item as well as stating either a favorable or unfavorable variance in dollars. Percentages over 100 percent indicate that actual revenue or expenditure items are more than 25 percent of the total annual budget through the first quarter of the fiscal year, and percentages under 100 percent indicate that actual revenue or expenditure items are less than 25 percent of the total annual budget through the first quarter of the fiscal year. As of September 30, 2020, Alameda CTC activity for the fiscal year results in a net increase in fund balance in the amount of \$29.3 million. While various funds saw an increase in their fund balances, the most significant contributors were the 2000 Measure B and 2014 Measure BB Special Revenue Funds and Capital Funds which collected sales tax revenues that outpaced expenditures in the first quarter of the fiscal year.

Background

The following are highlights of actual revenues and expenditures compared to budget as of September 30, 2020 by major category:

Revenues

Sales tax revenues are over budget by \$10.0 million, or 13.9 percent, and investment income is over budget by \$0.7 million or 49.7 percent primarily due to increased investment balances in the Capital Projects Funds due to project delays. Grant revenues are under budget by \$16.0 million mostly related to timing on capital projects. Grant revenues are recognized on a reimbursement basis and, therefore, correlate directly with related expenditures. Consequently, capital and other project expenditures are also under budget.

Salaries and Benefits

Salaries and benefits are under budget by \$0.3 million, or 15.7 percent, as of September 30, 2020.

Administration

Costs for overall administration are under budget by \$6.2 million, or 69.9 percent, mainly due to debt service costs which incurred costs for only one of the two semi-annual interest payments and no principal payments as of September 30, 2020. Principal payments are made annually on March 1. Debt service costs are required to be recorded when incurred per government accounting standards. Actual expenditures in the debt service fund will equal 100% of the budget by the end of the fiscal year.

Freeway Operations

Freeway Operations expenditures are under budget by \$0.3 million, or 20.0 percent, primarily related to operations and maintenance costs.

Planning

Planning expenditures are under budget by \$0.02 million, or 4.8 percent, related to salaries and benefits.

Programs

Programs expenditures are under budget by \$0.7 million or 1.5 percent, largely due to lower than expected grant expenditures for the Student Transit Pass Program as there has been less usage of public transit by students due to the pandemic. However, this decrease in program expenditures was offset by an increase in expenditures for Measure B and Measure BB direct local distributions (DLD) which is directly related to sales tax revenues coming in higher than projected.

Capital Projects

Capital Projects expenditures are under budget by \$59.6 million, or 80.1 percent. This variance is due, in part, to prolonged right-of-way acquisition negotiations resulting in project construction delays. Alameda CTC utilizes a rolling capital budget system in which any unused approved budget from prior years is available to pay for costs in subsequent fiscal years. Additional budget authority is requested by project only as

needed in accordance with the budget process. The year-to-date budget amount used for comparisons is a straight-line amortization of the total approved project budget including unspent budget authority rolled over from the prior year. Expenditures planned through September 30, 2020 in the budget process generally will differ from the straight-line budgeted amount used for the comparison. However, presenting the information with this comparison helps financial report users, project managers, and the project control team review year-to-date expenditures to give them an idea of how projects are progressing as compared to the approved budget. There are currently no real budget issues on capital projects.

Limitations Calculations

Staff has completed the limitation calculations required for both 2000 Measure B and 2014 Measure BB related to salary and benefits and administration costs, and Alameda CTC is in compliance with all limitation requirements.

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

Attachment:

- A. Alameda CTC Consolidated Revenues/Expenditures as of September 30, 2020

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ALAMEDA COUNTY TRANSPORTATION COMMISSION
Consolidated Revenues/Expenditures
September 30, 2020

	<u>Total Consolidated</u>			<u>Favorable (Unfavorable)</u>
	<u>YTD</u>	<u>YTD</u>	<u>% Used</u>	<u>Variance</u>
	<u>Actuals</u>	<u>Budget</u>		
REVENUES				
Sales Tax Revenue	\$ 82,543,325	\$ 72,500,000	113.85	\$ 10,043,325
Investment Income	2,025,272	1,352,500	149.74	672,772
Member Agency Fees	381,039	378,006	100.80	3,033
VRF Funds	3,443,314	3,000,000	114.78	443,314
TFCA Funds	519,631	519,631	100.00	-
Toll Revenues	2,182,803	1,825,000	119.61	357,803
Toll Violation and Penalty Revenues	450,985	375,000	120.26	75,985
Other Revenues	37	-	-	37
Regional/State/Federal Grants	2,536,895	16,803,304	15.10	(14,266,409)
Local and Other Grants	243,582	2,011,530	12.11	(1,767,948)
Total Revenues	\$ 94,326,883	\$ 98,764,971		\$ (4,438,088)
EXPENDITURES				
<u>Administration</u>				
Salaries and Benefits ⁽¹⁾	\$ 605,559	\$ 719,953	84.11	\$ 114,394
General Office Expenses	397,776	514,773	77.27	116,997
Travel Expense	1,515	13,500	11.22	11,985
Debt Service ⁽²⁾	1,115,100	6,617,550	16.85	5,502,450
Professional Services	516,073	892,424	57.83	376,351
Commission and Community Support	55,889	57,319	97.51	1,430
Contingency	-	125,000	-	125,000
Subtotal	2,691,912	8,940,519		6,248,607
<u>Freeway Operations</u>				
Salaries and Benefits ⁽¹⁾	49,585	59,963	82.69	10,378
Operating Expenditures	1,106,273	1,373,898	80.52	267,625
Special Project Expenditures	-	10,770	-	10,770
Subtotal	1,155,858	1,444,631		288,773
<u>Planning</u>				
Salaries and Benefits ⁽¹⁾	296,237	311,265	95.17	15,028
Subtotal	296,237	311,265		15,028
<u>Programs</u>				
Salaries and Benefits ⁽¹⁾	575,913	644,645	89.34	68,732
Programs Management and Support	84,350	791,360	10.66	707,010
Safe Routes to School Program	45,186	755,265	5.98	710,079
VRF Programming	2,292,616	2,620,750	87.48	328,134
Measure B/BB Direct Local Distribution	42,649,472	37,462,269	113.85	(5,187,203)
Grant Awards	423,113	3,724,750	11.36	3,301,637
TFCA Programming	6,738	773,608	0.87	766,870
Exchange Fund Programming	16,733	18,750	89.24	2,017
Subtotal	46,094,121	46,791,397		697,276
<u>Capital Projects</u>				
Salaries and Benefits ⁽¹⁾	335,831	473,204	70.97	137,373
Capital Project Expenditures	14,497,679	73,984,066	19.60	59,486,387
Subtotal	14,833,510	74,457,270		59,623,760
Total Expenditures	\$ 65,071,638	\$ 131,945,081		\$ 66,873,443
Net Change in Fund Balance	\$ 29,255,245	\$ (33,180,110)		
Beginning Fund Balance	578,707,927	578,707,927		
Ending Fund Balance	\$ 607,963,172	\$ 545,527,817		

(1) Salaries and benefits are under budget by \$345,904 or 15.7% as of September 30, 2020

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

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Memorandum

4.5

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

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DATE: November 2, 2020

TO: Finance and Administration Committee

FROM: Erika Cheng, Senior Administrative Analyst
Seung Cho, Director of Procurement and Information Technology

SUBJECT: Annual Local Business Contract Equity Program Utilization Report for Payments Processed between July 1, 2019 and June 30, 2020

Recommendation

This item is an update on the Annual Local Business Contract Equity Program Utilization Report for payments processed between July 1, 2019 and June 30, 2020. This item is for information only.

Summary

This report provides an update of business utilization on active professional services and construction contracts administered by Alameda CTC with payments processed in Fiscal Year (FY) 2019-20. Business utilization is reported for Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), and Very Small Local Business Enterprise (VSLBE) firm participation on locally-funded contracts subject to the Local Business Contract Equity (LBCE) Program that were awarded and administered by Alameda CTC. Utilization data is also included for locally-funded contracts that are exempt from the LBCE Program due to having additional federal, state, regional, or other non-local funds, or being equal to or less than \$75,000 in contract value. Additionally, an update on the LBCE Program certification activities within the same timeframe is presented for informational purposes only.

The LBCE program goals are listed in Table 1. In the current reporting period there were a total of 38 active professional services contracts with LBCE Program goals. On these contracts, 91% of payments (\$21.6 million) went to certified LBE firms and 39% of payments (\$9.4 million) went to certified SLBE firms. There were no active construction contracts administered by Alameda CTC with LBCE Program goals in FY2019-20. This information is shown in Table 1 below.

TABLE 1 – Contracts with LBCE Program Goals

Contract Type	LBCE Program Goals	Number of Contracts	Payments in FY2019-20 <i>July 1, 2019 through June 30, 2020</i>			
			Payment Amount	LBE	SLBE	VSLBE
Professional Services	70% LBE; 30% SLBE	38	\$23,865,946	91%	39%	2%
Construction	60% LBE; 20% SLBE	-	-	-	-	-
Total		38	\$23,865,946	91%	39%	2%

There were 31 active contracts exempt from the LBCE Program in this reporting period, of which 21 were in the professional services category, 1 was in the construction category, and 9 were for Caltrans administered cooperative agreements. For contracts exempt from LBCE Program goals approximately 23% of payments (\$13.7 million) went to LBE certified firms and 4% of payments (\$2.3 million) went to SLBE certified firms. This information is shown in Table 2 below.

TABLE 2 – Contracts Exempt from LBCE Program Goals

Contract Type	LBCE Program Goals	Number of Contracts	Payments in FY2019-20 <i>July 1, 2019 through June 30, 2020</i>			
			Payment Amount	LBE	SLBE	VSLBE
Professional Services*	None	21	\$17,240,891*	79%	13%	1%
Construction	None	1	\$939,685	0%	0%	0%
Caltrans Cooperative Agreements	None	9	\$40,905,092	0%	0%	0%
Total		31	\$59,085,668	23%	4%	<1%

* Includes professional services contracts and letter agreements exempt from the LBCE Program and/or subject to the federal DBE Program. The applicable subtotals are denoted by asterisks (*) on pages 2, 3, and 4 in Attachment A.

Background

The LBCE Program approved by the Commission in December 2017 aimed to increase LBE, SLBE, and VSLBE participation in all areas of agency contracting opportunities, and to strengthen the program by streamlining and enhancing the certification processes, conforming to best practices, aligning the LBCE Program with the standards of partners and other public agencies, and ensuring compliance with applicable federal, state, and local statutes and Alameda CTC policies.

Reporting Process

Staff utilized a method of reporting similar to prior periods, which included an automated summary report of processed payments by vendor and LBCE Program utilization report generated from an in-house database. Data validation on all active and open contracts began on July 1, 2020, by surveying prime contractors/consultants (primes) and subcontracted firms (subs) for verification of payment amounts and other invoice details. Utilization of local dollars is determined by collecting and analyzing financial data relative to the amounts paid to LBE, SLBE, and VSLBE primes and subs in two contract categories:

- Professional Services – includes contracts of an administrative nature to support Alameda CTC's projects and programs, as well as architectural and engineering services contracts to assist Alameda CTC in the development and delivery of its Capital Program.
- Construction – includes construction contracts and suppliers awarded to builders of transportation facilities such as roadway and transit improvements.

For the current reporting period, 142 payment verification survey forms were sent to primes and subs. Approximately 90% of the primes and subs responded by completing and submitting survey forms.

The participation data and statistics, which serve as a basis for this report, have been independently reviewed and verified by L. Luster & Associates, Inc. (LLA). As stated in the attached memorandum from LLA, this report was found to be materially accurate and complete. (See Attachment B – Letter of Independent Review of Alameda CTC's Contract Equity Annual Utilization Report for the Period of July 1, 2019 through June 30, 2020).

LBCE Program Certifications

TABLE 3 – LBCE Program Certified Firms by Contract Types

Contract Type	# of Firms Certified this Reporting Period	LBE²	SLBE²	VSLBE
Professional Services ¹	136	136	99	68
Construction	36	36	21	7
Total	172	172	120	75

¹ Includes non-construction.

² LBE includes SLBE and VSLBE firms, and SLBE includes VSLBE firms.

Fiscal Impact: There is no fiscal impact.

Attachments:

- A. FY2019-20 Contract Equity Utilization Report
- B. Letter of Independent Review of Alameda CTC's Contract Equity Annual Utilization Report for the Period of July 1, 2019 through June 30, 2020



Contract Equity Utilization Report

2019 - 2020

4.5A

Reporting Period Start Date: 7/1/2019

End Date: 6/30/2020

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Reporting Period	Goal Attainment (Reporting Period)				Goal Attainment (Cumulative)			
				LBE	SLBE	VSLBE	DBE	LBE	SLBE	VSLBE	DBE

Contract Type: Professional Services Agreement

Professional Services Agreement - Goal Requirements for LBCE (70% for LBE and 30% for SLBE)

A05-0004 - URS Corporation	\$16,553,380.00	\$16,191,539.59	\$121,161.18	100.00%	6.88%	4.49%	5.36%	98.44%	35.29%	6.25%	17.42%
A14-0051 - HNTB	\$9,493,000.00	\$9,398,356.18	\$3,604,014.79	92.92%	14.28%	6.76%	12.43%	95.63%	19.59%	8.09%	14.98%
A14-0052 - AECOM Technical Services, Inc.	\$5,140,624.00	\$3,061,021.41	\$106,661.75	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A16-0027 - Nelson/Nygaard Consulting Associates	\$2,000,000.00	\$1,594,075.43	\$269,697.87	100.00%	24.61%	0.00%	23.73%	99.24%	18.31%	0.00%	18.16%
A16-0075 - HNTB	\$1,525,000.00	\$1,161,892.77	\$105,439.41	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A17-0001 - Kapsch TrafficCom Transportation NA, Inc.	\$13,639,698.34	\$6,010,089.89	\$1,485,588.88	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A17-0003 - CirclePoint	\$1,525,819.00	\$738,045.53	\$147,049.19	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%
A17-0004 - Jacobs Engineering Group, Inc.	\$30,126,867.99	\$16,736,619.33	\$1,507,406.41	96.31%	32.91%	0.00%	21.13%	98.16%	26.56%	0.00%	21.41%
A17-0005 - Nelson/Nygaard Consulting Associates	\$1,241,701.00	\$914,679.52	\$127,251.78	100.00%	8.93%	0.00%	8.93%	98.43%	3.76%	0.00%	3.76%
A17-0006 - L. Luster & Associates, Inc.	\$1,295,654.00	\$1,038,197.16	\$278,173.77	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A17-0010 - H.T. Harvey & Associates Ecological Cons	\$177,617.00	\$141,746.50	\$37,956.25	40.47%	40.47%	0.00%	40.47%	21.67%	21.67%	0.00%	21.74%
A17-0021 - Novani, LLC	\$1,498,615.00	\$1,110,349.10	\$449,319.76	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
A17-0035 - VSCE, Inc.	\$2,259,659.00	\$1,366,449.60	\$263,454.38	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A17-0036 - DMR Management Consultants, Inc.	\$2,094,771.00	\$1,685,517.50	\$447,893.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A17-0037 - Sidhu Consulting, LLC	\$2,167,769.00	\$1,848,069.00	\$483,672.00	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A17-0039 - Chwen Siripocanont	\$1,097,850.00	\$866,701.28	\$35,646.28	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A17-0057 - VSCE, Inc.	\$1,465,000.00	\$848,557.37	\$194,617.97	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A17-0071 - VSCE, Inc.	\$1,822,650.00	\$1,718,087.50	\$520,310.00	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A17-0073 - Kimley-Horn and Associates, Inc.	\$1,913,635.00	\$655,383.80	\$242,759.65	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A18-0001 - Meyers Nave Riback Silver & Wilson	\$1,583,742.00	\$470,008.48	\$133,743.97	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A18-0002 - Wendel, Rosen, Black & Dean, LLP	\$5,960,941.00	\$1,222,044.51	\$304,510.38	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A18-0023 - AECOM Technical Services, Inc.	\$5,500,000.00	\$3,611,779.93	\$958,504.98	100.00%	25.15%	6.69%	6.88%	99.07%	25.82%	4.69%	8.12%
A18-0024 - Kittelson & Associates, Inc.	\$1,200,000.00	\$1,186,610.09	\$389,309.24	100.00%	36.32%	21.02%	21.02%	100.00%	29.56%	18.61%	18.61%
A18-0026 - Mark Thomas & Company	\$4,136,734.00	\$3,151,530.20	\$1,223,646.36	97.29%	46.89%	0.00%	8.92%	98.49%	39.49%	0.00%	7.02%
A18-0028 - TY Lin International/CCS	\$7,500,000.00	\$1,349,445.24	\$479,369.59	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A18-0029 - HNTB	\$2,516,750.00	\$1,774,335.30	\$885,883.25	97.72%	22.44%	0.00%	21.92%	97.86%	26.78%	0.00%	25.14%
A18-0030 - WMH Corporation	\$16,300,000.00	\$15,842,662.70	\$5,821,801.18	93.13%	61.57%	0.71%	8.28%	95.92%	60.04%	0.88%	5.57%
A18-0035 - WMH Corporation	\$455,000.00	\$210,917.74	\$154,465.01	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%
A18-0037 - VSCE, Inc.	\$1,022,736.00	\$730,269.53	\$274,247.61	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A18-0038 - VSCE, Inc.	\$3,249,197.00	\$1,039,608.14	\$341,160.21	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A18-0040 - Oberkamper Associates	\$245,000.00	\$209,223.00	\$145,455.50	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A18-0043 - Public Trust Advisors, LLC	\$510,000.00	\$350,578.46	\$155,957.11	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%



Contract Equity Utilization Report

2019 - 2020

Reporting Period Start Date: 7/1/2019

End Date: 6/30/2020

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Reporting Period	Goal Attainment (Reporting Period)				Goal Attainment (Cumulative)			
				LBE	SLBE	VSLBE	DBE	LBE	SLBE	VSLBE	DBE
A18-0047 - Platinum Advisors, LLC	\$315,000.00	\$147,000.00	\$68,250.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A18-0048 - Kimley-Horn & Associates	\$4,000,000.00	\$2,288,296.05	\$952,633.34	98.45%	20.30%	0.00%	2.82%	98.39%	27.08%	0.00%	6.97%
A18-0060 - CJ Lake, LLC	\$345,000.00	\$150,901.53	\$67,123.72	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A19-0007 - VSCE, Inc.	\$2,425,000.00	\$1,442,806.41	\$977,805.30	100.00%	66.15%	0.00%	66.15%	100.00%	71.98%	0.00%	71.98%
A19-0014 - Maze and Associates	\$259,181.00	\$167,735.00	\$84,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A20-0002 - Koff & Associates Inc	\$25,000.00	\$20,256.10	\$20,005.00	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%
Total Professional Services Agreement - Professional Services Agreement - Goal Requirements for LBCE (70% for LBE and 30% for SLBE)											
	\$154,588,591.33	\$102,451,386.87	\$23,865,946.07	90.55%	39.26%	1.83%	22.10%	93.56%	35.22%	2.25%	20.62%
Professional Services Agreement - Goal Requirements for DBE (Contract Specific)											
A10-013 - RBF Consulting	\$11,299,000.00	\$10,894,738.65	\$120,450.99	6.81%	3.85%	3.85%	48.49%	54.54%	29.19%	29.19%	8.63%
A13-0088 - Acumen Building Enterprise, Inc.	\$7,220,948.00	\$6,685,607.26	\$264,476.84	83.10%	83.10%	0.00%	83.10%	85.18%	80.84%	0.38%	80.62%
A15-0030 - HNTB	\$4,198,569.70	\$1,651,675.42	\$125,931.94	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A15-0034 - Parsons Transportation Group Inc.	\$10,220,000.00	\$9,890,801.15	\$2,919,832.81	76.36%	11.50%	3.09%	23.36%	79.86%	10.47%	1.47%	23.82%
A16-0045 - Iteris, Inc.	\$922,953.00	\$788,747.50	\$76,886.72	45.76%	0.00%	0.00%	54.24%	78.55%	0.00%	0.00%	21.45%
A16-0066 - Lisa Wise Consulting, Inc.	\$953,150.00	\$447,450.84	\$24,154.59	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
A17-0074 - Kittelson & Associates, Inc.	\$424,977.00	\$208,942.68	\$29,091.18	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A17-0075 - Alta Planning + Design, Inc.	\$4,134,758.00	\$2,400,834.77	\$743,206.92	52.72%	37.66%	0.00%	2.67%	53.54%	35.86%	0.00%	0.93%
A17-0076 - Alta Planning + Design, Inc.	\$1,775,219.00	\$1,203,195.28	\$572,315.38	100.00%	3.00%	0.00%	3.00%	100.00%	4.04%	0.00%	4.04%
A17-0077 - Toole Design Group, LLC	\$4,528,751.00	\$2,911,693.73	\$948,271.77	34.16%	0.00%	0.00%	27.39%	37.75%	0.00%	0.00%	34.12%
* Total Professional Services Agreement - Professional Services Agreement - Goal Requirements for DBE (Contract Specific)											
	\$45,678,325.70	\$37,083,687.28	\$5,824,619.14 *	67.58%	14.72%	1.63%	22.71%	69.05%	28.39%	9.04%	27.96%
Professional Services Agreement - Exempt from Goal Requirements											
A11-0038 - Delcan Corporation	\$7,926,523.00	\$7,923,184.00	\$532,410.65	0.00%	0.00%	0.00%	0.00%	3.33%	0.00%	0.00%	0.00%
A15-0035 - WMH Corporation	\$11,725,405.00	\$11,363,258.82	\$192,055.23	100.00%	89.37%	0.23%	1.01%	100.00%	80.30%	0.01%	6.45%
A17-0070 - ETC - Electronic Transaction Consultants	\$7,500,000.00	\$4,753,359.64	\$1,529,000.48	94.66%	0.00%	0.00%	0.00%	94.62%	0.00%	0.00%	0.00%
A18-0027 - Nelson/Nygaard Consulting Associates	\$1,274,432.00	\$266,220.31	\$78,975.82	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A18-0049 - HDR Engineering, Inc.	\$15,500,000.00	\$9,239,721.21	\$5,456,165.83	97.52%	18.45%	0.00%	9.27%	97.54%	18.85%	0.00%	9.05%
A18-0052 - HDR Engineering Inc	\$3,500,000.00	\$2,343,997.60	\$1,057,246.02	88.00%	11.74%	3.63%	0.00%	83.67%	8.00%	2.55%	0.00%
A19-0001 - HNTB	\$4,000,000.00	\$911,736.76	\$655,080.01	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
A19-0009 - Kapsch TrafficCom Transportation NA, Inc.	\$55,055,445.00	\$1,154,574.35	\$1,154,574.35	100.00%	10.22%	0.00%	0.00%	100.00%	10.22%	0.00%	0.00%
A19-0015 - C&M Associates, Inc.	\$750,000.00	\$749,225.87	\$728,990.42	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A19-0025 - Kimley-Horn & Associates	\$25,000.00	\$24,563.73	\$24,563.73	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%



Contract Equity Utilization Report

2019 - 2020

Reporting Period Start Date: 7/1/2019

End Date: 6/30/2020

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Reporting Period	LBE	Goal Attainment (Reporting Period)			LBE	Goal Attainment (Cumulative)		
					SLBE	VSLBE	DBE		SLBE	VSLBE	DBE
*Total Professional Services Agreement - Professional Services Agreement - Exempt from Goal Requirements											
	\$107,256,805.00	\$38,729,842.29	\$11,409,062.54*	85.24%	12.45%	0.34%	4.45%	75.36%	28.84%	0.16%	4.05%
Total Professional Services Agreement											
	\$307,523,722.03	\$178,264,916.44	\$41,099,627.75	85.82%	28.34%	1.39%	17.29%	84.51%	32.42%	3.20%	18.55%

Contract Type: Construction Contract

Construction Contract - Goal Requirements for DBE (Contract Specific)											
A20-0006 - Aldridge Electric, Inc.	\$13,877,627.90	\$4,975,903.59	\$939,685.44	0.00%	0.00%	0.00%	18.85%	0.00%	0.00%	0.00%	8.67%
Total Construction Contract - Construction Contract - Goal Requirements for DBE (Contract Specific)											
	\$13,877,627.90	\$4,975,903.59	\$939,685.44	0.00%	0.00%	0.00%	18.85%	0.00%	0.00%	0.00%	8.67%
Total Construction Contract	\$13,877,627.90	\$4,975,903.59	\$939,685.44	0.00%	0.00%	0.00%	18.85%	0.00%	0.00%	0.00%	8.67%

Contract Type: Cooperative Agreement

Cooperative Agreement - Exempt from Goal Requirements											
04-2397 - Caltrans	\$14,665,241.00	\$14,598,428.66	\$994.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2550 - Caltrans	\$3,700,000.00	\$3,700,000.00	\$933,396.44	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2558 - Caltrans	\$8,520,000.00	\$6,869,904.09	\$528,618.84	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2568 - Caltrans	\$1,720,000.00	\$1,310,927.53	\$1,724.23	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2632 - Caltrans	\$114,360,000.00	\$80,735,276.14	\$37,128,309.81	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2669 - Caltrans	\$247,000.00	\$141,214.38	(\$33,937.32)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2670 - Caltrans	\$247,000.00	\$152,283.54	\$78,767.92	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2695 - Caltrans	\$300,000.00	\$150,858.13	\$40,778.62	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4-2138 - Caltrans	\$31,666,610.00	\$29,667,908.71	\$2,226,439.08	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Cooperative Agreement - Cooperative Agreement - Exempt from Goal Requirements											
	\$175,425,851.00	\$137,326,801.18	\$40,905,091.62	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Cooperative Agreement	\$175,425,851.00	\$137,326,801.18	\$40,905,091.62	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%



Contract Equity Utilization Report

2019 - 2020

Reporting Period Start Date: 7/1/2019

End Date: 6/30/2020

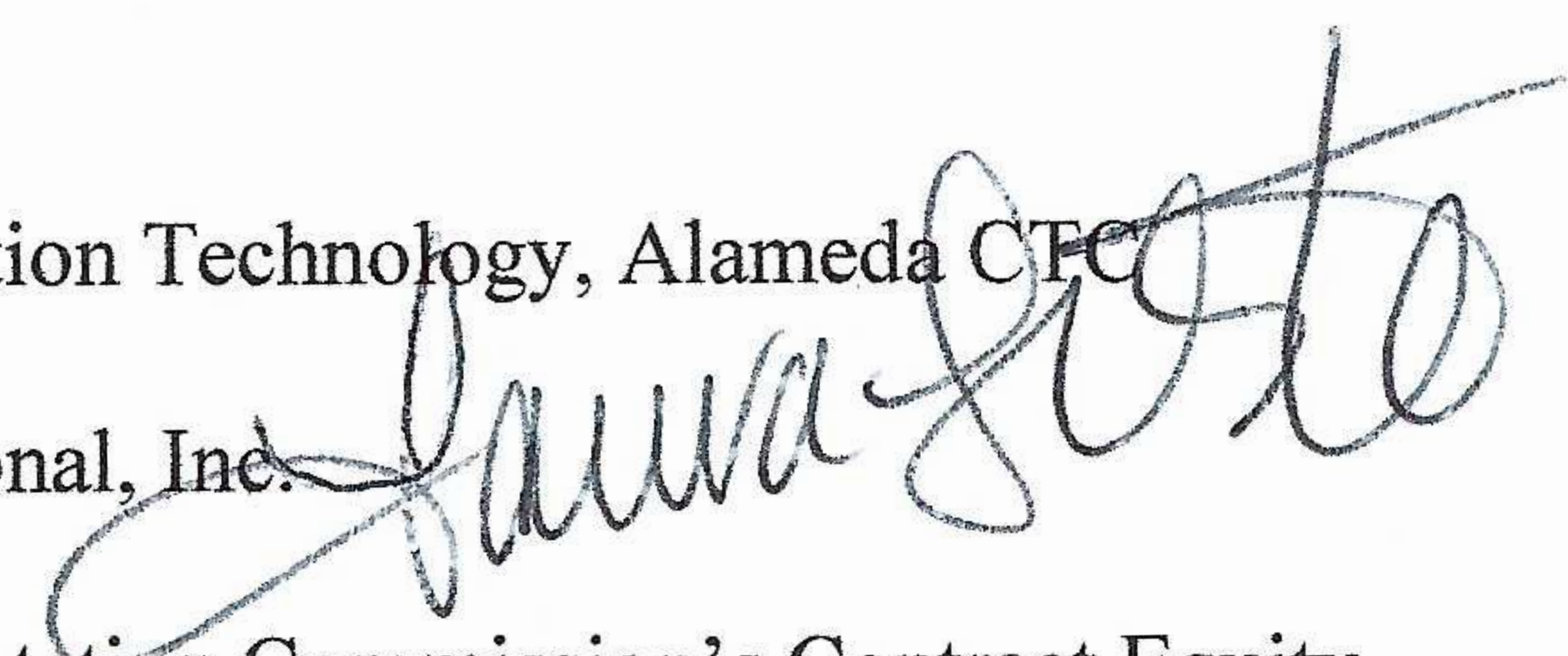
Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Reporting Period	LBE	Goal Attainment (Reporting Period)			LBE	Goal Attainment (Cumulative)		
					SLBE	VSLBE	DBE		SLBE	VSLBE	DBE
Contract Type: Letter Agreement											
Professional Services Agreement - Exempt from Goal Requirements											
A18-0039 - Union Pacific Railroad	\$75,000.00	\$82,820.31	\$7,209.14	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
*Total Letter Agreement - Professional Services Agreement - Exempt from Goal Requirements											
	\$75,000.00	\$82,820.31	\$7,209.14*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Letter Agreement											
	\$75,000.00	\$82,820.31	\$7,209.14	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total for All Contracts											
	\$496,902,200.93	\$320,650,441.52	\$82,951,613.95	42.52%	14.04%	0.69%	8.78%	46.98%	18.02%	1.78%	10.45%

* Asterisks (*) denote Professional Services Agreements that are exempt from LBCE Program Goals, as well as the payments that comprise the applicable Payment Amount subtotal in Table 2 of the staff report.



Date: October 5, 2020

TO: Seung Cho, Director of Procurement and Information Technology, Alameda CTC

FROM: Laura Luster, L. Luster & Associates/Luster National, Inc. 

RE: Independent Review of Alameda County Transportation Commission's Contract Equity Annual Utilization Report for the period July 1, 2019 through June 30, 2020

CC: Patricia Reavey, Deputy Executive Director of Finance & Administration, Alameda CTC
Erika Cheng, Senior Administrative Analyst, Alameda CTC

L.Luster & Associates/Luster National, Inc. (LNI) has reviewed Alameda CTC payment and vendor data provided by Alameda CTC staff for the period July 1, 2019 through June 30, 2020.

LNI staff was given full access to the Project Control System (PCS) database, as well as contract/agreement files, payment invoices and responses to the vendor survey. LNI utilized these resources in conducting a thorough review to provide quality control and to assure data integrity for all payments made to vendors on contracts with Local Business Contract Equity goals within the above referenced period. Additionally, LNI followed up with respondent vendors to ensure that all vendor concerns were addressed and issues resolved.

LNI met with Alameda CTC staff and presented its findings. Staff satisfactorily responded to all issues identified and presented.

Having completed the review process, L. Luster & Associates/Luster National, Inc. finds no material defects in the Alameda County CTC Contract Equity Annual Utilization Report for the period July 1, 2019 through June 30, 2020.

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Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: November 2, 2020

TO: Alameda County Transportation Commission

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

SUBJECT: Approve the Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2020

Recommendation

It is recommended that the Commission approve the Alameda CTC Draft Audited Comprehensive Annual Financial Report for the Year Ended June 30, 2020 (Draft Audited CAFR).

Summary

Pursuant to the Joint Powers Agreement of the Alameda County Transportation Commission, California Public Utilities Code Section 180105, the Joint Powers Agreement of the Alameda County Congestion Management Program and the California Government Code Section 6505, an independent audit was conducted for the fiscal year ended June 30, 2020 by Maze & Associates Accounting Corporation (Maze & Associates). Financial statements are the responsibility of management. The auditor's responsibility is to express an opinion on the financial statements based on their audit. As demonstrated in the Independent Auditor's Report on page one (1) of the Draft Audited CAFR, the Alameda CTC's auditors have reported what is considered to be an unmodified opinion or clean audit.

"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Alameda CTC, as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America."

The Alameda CTC Audit Committee met with the Partner on the agency's audit from Maze & Associates on October 22, 2020 to discuss required audit communications regarding internal controls, significant audit findings, and other matters and to review the Draft Audited CAFR for the year ended June 30, 2020.

Financial Highlights:

- The assets and deferred outflows of resources of Alameda CTC exceeded its liabilities and deferred inflows of resources at the end of fiscal year 2019-20 by \$561.7 million (*net position*). Of this amount, \$85.5 million represents unrestricted net position, which may be used to meet ongoing obligations.
- Alameda CTC's total net position increased \$14.1 million or 2.6 percent over the prior fiscal year-end mostly due to a decrease in long-term obligations related to the Measure B 2014 Sales Tax Revenue Bonds which was offset, in part, by an increase in Measure BB Capital Project accrued liabilities.
- As of June 30, 2020, Alameda CTC governmental funds reported combined fund balances of \$578.7 million, a decrease of \$9.3 million compared to June 30, 2019. This decrease is attributed to an increase of expenditures in the Measure BB Capital Projects Fund and the Measure BB Special Revenue Fund as project and program activities ramp up to deliver the many projects and programs promised to the voters in the 2014 Transportation Expenditure Plan (TEP). Of the total combined fund balances, \$83.2 million or 14.4 percent is available for spending at Alameda CTC's discretion (*unassigned fund balance*).
- Total assets and deferred outflows of resources of Alameda CTC decreased by \$4.2 million from \$730.1 million to \$725.9 million as of June 30, 2020 compared to June 30, 2019 mainly related to a decrease in sales tax and other receivables at year-end. Cash and investments comprised 84.9 percent of the total assets and deferred outflows of resources as of June 30, 2020.
- Revenues totaled \$370.3 million for the fiscal year ended June 30, 2020. This was a decrease of \$35.4 million or 8.7 percent from the fiscal year ended June 30, 2019 primarily related to a reduction in sales tax revenue collections which was due to the global pandemic related to the COVID-19 virus and the resulting shelter-in-place order.
- Total liabilities and deferred inflows of resources decreased by \$18.3 million or 10.0 percent going from \$182.5 million as of June 30, 2019 compared to \$164.2 million as of June 30, 2020. This decrease is mostly related to a decrease in long-term obligations as debt service payments were made on the 2014 Sales Tax Revenue Bonds.
- Expenses totaled \$356.3 million for the fiscal year ended June 30, 2020. This was an increase of \$50.1 million or 16.4 percent over the fiscal year ended June 30, 2019. This increase is mostly due to an increase in capital project expenditures in the Measure BB Capital Projects Funds as capital projects are progressing and moving on to more advanced phases of delivery.

Background

As part of the audit process, Maze & Associates considered Alameda CTC's internal control over financial reporting to determine the audit procedures that are appropriate in order to express their opinions on the financial statements. They have not expressed an opinion on the effectiveness of the Alameda CTC's internal controls; however, Maze & Associates'

Memorandum on Internal Control and Required Communications states, "... we did not identify any deficiencies in internal control that we consider to be a material weaknesses."

In addition, Maze & Associates audited the calculation of the limitations ratios required by the 2000 and 2014 Transportation Expenditure Plans (TEP) which require that the total Measure B and Measure BB salaries and benefits costs for administrative employees not exceed 1.00 percent of sales tax revenues, and expenditures for administration do not exceed 4.5 percent of sales tax revenues for Measure B and 4.0 percent of sales tax revenues for Measure BB. The Measure B and Measure BB ratios for the fiscal year ended June 30, 2020 are 0.63 percent and 0.76 percent, respectively, for salaries and benefits as a percent of sales tax revenues, and 1.61 percent and 1.91 percent, respectively, for total administration costs as a percent of sales tax proceeds which are compliant with the requirements set forth in the TEPs.

Maze & Associates also performed a Single Audit for the fiscal year ended June 30, 2020. Per the *Office of Management and Budget (OMB) Compliance Supplement*, a single audit is required when a grantee spends \$750,000 or more in federal funds in the fiscal year to provide assurance to the federal government as to the management and use of these funds. Alameda CTC's federal expenditures were well over the threshold at \$4.4 million during the fiscal year ended June 30, 2020, therefore, a Single Audit was required. As demonstrated in the Independent Auditor's Report beginning on page 127 of the Draft Audited CAFR, Alameda CTC's auditors have reported the following:

"In our opinion, Alameda CTC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2020."

The Alameda CTC's Comprehensive Annual Financial Report (CAFR) has been drafted to meet all Government Finance Officers Association (GFOA) requirements for an award for excellence in financial reporting and will be submitted to the GFOA for consideration of this award once the CAFR is approved by the Commission. The Alameda CTC has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for its CAFRs for the past seven (7) years since the agency first produced its financial statements in the form of a CAFR for the fiscal year ended June 30, 2013. A copy of the June 30, 2019 award has been included in the CAFR for the year ended June 30, 2020, as required by the GFOA, on page xv.

Similar to Alameda CTC's previous CAFRs, this CAFR was designed to provide detailed financial information by function so that interested parties can review agency financials as a whole or at a more detailed functional level. For example, for the benefit of the Independent Watchdog Committee whose purview is limited to the 2000 Measure B and 2014 Measure BB programs, these funds have been broken out in separate columns whenever possible in the fund financial statements beginning on page 16 of the Draft Audited CAFR except in the General Fund and the Debt Service Fund. There can only be one General Fund; however Alameda CTC's financial system was designed to distinguish

costs related to the administration of congestion management activities from that of each of the individual sales tax measures. Therefore, a breakout of financial information for the General Fund has been provided as supplemental information beginning on page 66 of the Draft Audited CAFR, and a breakout of financial information for the Nonmajor Governmental Funds, which are generally those funds that contain less than 10 percent of the total governmental funds' assets, liabilities, revenues or expenditures, and includes the Debt Service Fund, which also has been provided as supplemental information beginning on page 68.

In addition, within the Supplemental Information section, a breakout of the 2000 Measure B and the 2014 Measure BB Special Revenue Funds' financial information by sub-fund has been provided beginning on pages 78 and 82, respectively, of the Draft Audited CAFR.

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

Attachment:

- A. [Alameda County Transportation Commission Draft Audited Comprehensive Annual Financial report for the Fiscal Year Ended June 30, 2020](#) *(Hyperlinked to website)*



Memorandum

5.2

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: November 2, 2020

TO: Finance and Administration Committee

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

SUBJECT: Approve Alameda CTC Staff and Retiree Benefits for Calendar Year 2021 and Salary Ranges for FY2021-22

Recommendation

The Administrative Code calls for the Executive Director to submit an annual salaries and benefits plan to the Commission for approval. This memorandum seeks the Commission's approval of Alameda CTC Staff and Retiree Benefits for calendar year 2021 and staff salary ranges for FY2021-22.

The calendar year 2021 benefits outlined in Resolution 20-012 (Attachment A) includes holidays, vacation and sick leave policies, health insurance, and other benefits for staff members. The calendar year 2021 benefits generally remain unchanged from Resolution 19-006, which was approved by the Commission in December 2019. Changes to benefits for next calendar year include:

1. The Cafeteria Plan monthly benefit allowance of \$2,626 for active employees, an increase of \$8, or 0.3 percent, over 2020;
2. The Public Employees' Medical and Hospital Care Act (PEMHCA) monthly minimum required contribution of \$143, an increase of \$4, or 2.9 percent, over 2020; and
3. The Health Reimbursement Arrangement (HRA) monthly benefit of \$1,729 for retirees, a decrease of \$2, or 0.1 percent, from 2020.
4. A 3% adjustment to salary ranges based on the change in the Consumer Price Index for all Urban Consumers (CPI-U) for San Francisco-Oakland-Hayward, CA during calendar year 2019 (the last full year of data available from the Bureau of Labor Statistics) as approved by the Commission in March 2017.

Alameda CTC does not provide automatic pay increases or pay grade step increases, nor do the recommendations approved by the Commission constitute automatic pay increases.

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

The Agency currently has 38 employees in 45 approved full-time equivalent (FTE) positions. The Agency also has 32 approved classifications; however, staff recommends increasing the number of classifications to 35 to include principal level positions in the program analyst, administrative analyst and administrative assistant tracks, similar to all other tracks, to allow for staff growth opportunities.

Background

The attached Resolution No. 20-012 (Attachment A) is consistent with the Public Employees' Pension Reform Act of 2013 (AB 340), as it pertains to the agency. The details of the agency's retirement system are contained in the agency's pension plan. The most significant changes from AB 340 apply to new employees hired on or after January 1, 2013. For employees hired prior to January 1, 2013 (Classic Employees), the major features of the agency's pension plan includes a "2.5%@55" benefit and employer paid member contribution (EPMC) cost sharing of 5% by the agency and 3% by the employee. For employees hired on or after January 1, 2013 (New Employees), the major features of the agency's pension plan includes a "2%@62" benefit, but does not include cost sharing of the required employee contribution as it is not allowed per AB 340 which is effective for New Employees. The plan does not include any optional features, payout conversions or optional benefits that have been characterized as "spiking" of the pension benefit.

Alameda CTC Retiree Health Benefit Amount for the 2021 calendar year is reimbursed to retirees through the HRA Plan. The HRA Plan is a premium reimbursement plan for retiree health care premiums. Alameda CTC will contribute only the required minimum contribution amount directly to CalPERS for retirees (\$143 per month in 2021). CalPERS requires that the remaining premium costs be deducted directly from the retiree's monthly retirement check under the CalPERS pension plan. Once CalPERS takes this deduction, Alameda CTC's HRA Plan administrator will reimburse each retiree for the deduction, up to the annually determined amount. The maximum HRA contribution amount recommended for 2021 is \$1,729 per retiree per month, which is the median amount for all CalPERS plans available to staff and retirees for 2021 at the Employee +1 Rate of \$1,872, less \$143 PEMHCA-required minimum contribution. Similar to active employees, if a retiree's elected health coverage costs exceed the amount approved by the Commission, the retiree will be required to pay for the additional amount from his or her own funds.

Fiscal Impact: Approval of staff's recommendation will not have a significant fiscal impact on the budget. Total Salaries and benefits for all functions generally accounts for about 1.5% - 1.75% of overall operating and capital budgeted expenditures for the agency in a fiscal year.

Attachments:

- A. Classifications and Annual Salary Ranges for Alameda CTC Effective July 1, 2021
- B. Resolution No. 20-012 Fiscal Year 2021-22 Salaries and Calendar Year 2021 Benefits for Staff Members Staff

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**Alameda County Transportation Commission
Job Classifications
Effective July 1, 2021**

5.2A

Job Classification	FLSA¹	Range
Executive Director	E	72
<u>Programming and Projects Team</u>		
Deputy Executive Director of Projects	E	63
<u>Projects Section</u>		
Director of Project Delivery	E	55
Principal Transportation Engineer	E	49
Senior Transportation Engineer	E	43
Associate Transportation Engineer	E	37
Assistant Transportation Engineer	N	33
<u>Programming Section</u>		
Director of Programming and Project Controls	E	51
Principal Transportation Planner	E	40
Senior Program Analyst	E	32
Associate Program Analyst	E	26
Assistant Program Analyst	N	22
<u>Express Lane Operations Section</u>		
Director of Express Lane Operations	E	54
Principal Transportation Engineer	E	49
Senior Transportation Engineer	E	43
Associate Transportation Engineer	E	37
Assistant Transportation Engineer	N	33
<u>Planning and Policy Team</u>		
Deputy Executive Director of Planning and Policy	E	63
Director of Planning	E	51
<u>Planning Section</u>		
Principal Transportation Planner	E	40
Senior Transportation Planner	E	34
Associate Transportation Planner	E	28
Assistant Transportation Planner	N	24
Director of Government Affairs and Communications	E	48
<u>Programs Section</u>		
Principal Program Analyst	E	38
Senior Program Analyst	E	32
Associate Program Analyst	E	26
Assistant Program Analyst	N	22
<u>Policy Section</u>		
Principal Administrative Analyst	E	38
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
<u>Finance and Administration Team</u>		
Deputy Executive Director of Finance and Administration	E	63
<u>Finance Section</u>		
Director of Finance	E	48
Principal Financial Analyst	E	40
Senior Financial Analyst	E	28
Associate Financial Analyst	N	22
Assistant Financial Analyst	N	15
Director of Procurement and Information Technology	E	48
<u>Contracting and Budgets Section</u>		
Principal Administrative Analyst	E	38
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22

**Alameda County Transportation Commission
Job Classifications
Effective July 1, 2021**

Job Classification	FLSA¹	Range
<u>Administration Section</u>		
Principal Administrative Analyst	E	38
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
Principal Administrative Assistant	E	25
Senior Administrative Assistant	N	20
Associate Administrative Assistant	N	16
Administrative Assistant	N	12

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

Alameda County Transportation Commission
Monthly Salary Range Schedule
Effective July 1, 2021

Salary Range	Monthly Salary Range		
	Min	Midpt	Max
1	\$ 3,880	\$ 4,462	\$ 5,044
2	3,977	4,574	5,171
3	4,077	4,688	5,300
4	4,179	4,805	5,432
5	4,283	4,926	5,567
6	4,390	5,049	5,707
7	4,500	5,175	5,849
8	4,613	5,304	5,996
9	4,727	5,437	6,145
10	4,846	5,573	6,300
11	4,967	5,712	6,457
12	5,091	5,855	6,619
13	5,219	6,001	6,784
14	5,349	6,152	6,954
15	5,483	6,305	7,128
16	5,620	6,463	7,306
17	5,761	6,625	7,488
18	5,904	6,790	7,675
19	6,051	6,960	7,868
20	6,203	7,134	8,064
21	6,358	7,312	8,265
22	6,517	7,495	8,472
23	6,680	7,682	8,684
24	6,847	7,874	8,901
25	7,018	8,071	9,124
26	7,194	8,273	9,352
27	7,373	8,479	9,585
28	7,558	8,692	9,826
29	7,747	8,909	10,071
30	7,941	9,131	10,323
31	8,139	9,360	10,581
32	8,343	9,594	10,845
33	8,551	9,834	11,116
34	8,765	10,080	11,394
35	8,984	10,331	11,679
36	9,209	10,590	11,971

Salary Range	Monthly Salary Range		
	Min	Midpt	Max
37	\$ 9,439	\$ 10,855	\$ 12,270
38	9,674	11,126	12,577
39	9,916	11,404	12,892
40	10,164	11,689	13,214
41	10,419	11,982	13,544
42	10,679	12,281	13,883
43	10,946	12,588	14,229
44	11,220	12,903	14,586
45	11,500	13,225	14,951
46	11,788	13,556	15,324
47	12,083	13,895	15,707
48	12,385	14,243	16,100
49	12,694	14,598	16,502
50	13,012	14,963	16,915
51	13,337	15,338	17,337
52	13,670	15,720	17,771
53	14,012	16,114	18,216
54	14,362	16,516	18,670
55	14,721	16,930	19,138
56	15,089	17,353	19,616
57	15,467	17,785	20,106
58	15,853	18,232	20,609
59	16,250	18,687	21,125
60	16,656	19,154	21,652
61	17,072	19,633	22,193
62	17,498	20,124	22,748
63	17,937	20,627	23,318
64	18,384	21,142	23,900
65	18,845	21,671	24,498
66	19,316	22,213	25,110
67	19,799	22,768	25,738
68	20,293	23,337	26,382
69	20,801	23,921	27,041
70	21,321	24,519	27,717
71	21,853	25,132	28,410
72	22,400	25,760	29,120

Alameda County Transportation Commission
Annual Salary Range Schedule
Effective July 1, 2021

Salary Range	Annual Salary Range		
	Min	Midpt	Max
1	\$ 46,563	\$ 53,547	\$ 60,532
2	47,727	54,886	62,045
3	48,920	56,258	63,596
4	50,142	57,664	65,186
5	51,396	59,106	66,816
6	52,681	60,583	68,486
7	53,999	62,097	70,198
8	55,348	63,651	71,953
9	56,732	65,243	73,751
10	58,150	66,873	75,596
11	59,605	68,545	77,485
12	61,094	70,258	79,423
13	62,622	72,015	81,408
14	64,187	73,816	83,443
15	65,792	75,660	85,529
16	67,436	77,552	87,667
17	69,123	79,491	89,859
18	70,850	81,478	92,105
19	72,622	83,515	94,408
20	74,437	85,603	96,769
21	76,298	87,743	99,188
22	78,205	89,936	101,667
23	80,161	92,185	104,209
24	82,165	94,490	106,814
25	84,220	96,852	109,485
26	86,324	99,273	112,222
27	88,482	101,756	115,027
28	90,694	104,300	117,903
29	92,962	106,906	120,850
30	95,286	109,580	123,872
31	97,669	112,318	126,968
32	100,110	115,127	130,143
33	102,612	118,005	133,397
34	105,178	120,954	136,731
35	107,808	123,979	140,150
36	110,502	127,078	143,653

Salary Range	Annual Salary Range		
	Min	Midpt	Max
37	\$ 113,265	\$ 130,255	\$ 147,244
38	116,096	133,511	150,926
39	118,999	136,848	154,700
40	121,974	140,270	158,567
41	125,024	143,778	162,531
42	128,149	147,372	166,594
43	131,353	151,056	170,759
44	134,637	154,832	175,028
45	138,003	158,703	179,404
46	141,453	162,671	183,888
47	144,989	166,737	188,486
48	148,614	170,906	193,198
49	152,329	175,178	198,028
50	156,137	179,559	202,978
51	160,041	184,047	208,053
52	164,042	188,648	213,254
53	168,143	193,363	218,586
54	172,346	198,198	224,051
55	176,655	203,154	229,652
56	181,071	208,232	235,392
57	185,598	213,438	241,277
58	190,238	218,774	247,309
59	194,994	224,243	253,492
60	199,869	229,850	259,830
61	204,866	235,595	266,325
62	209,987	241,485	272,983
63	215,238	247,523	279,808
64	220,618	253,711	286,804
65	226,133	260,053	293,973
66	231,786	266,555	301,323
67	237,581	273,219	308,856
68	243,521	280,049	316,577
69	249,609	287,051	324,492
70	255,849	294,226	332,604
71	262,246	301,582	340,919
72	268,801	309,122	349,443

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City of San Leandro

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Executive Director

Tess Lengyel

ALAMEDA COUNTY TRANSPORTATION COMMISSION**RESOLUTION 20-012**

**Fiscal Year 2021-22 Salaries and
Calendar Year 2021 Benefits for Staff Members**

WHEREAS, Alameda County Transportation Commission, hereinafter referred to as Alameda CTC, was created pursuant to a joint powers agreement ("Joint Powers Agreement") entered into among the 14 cities in Alameda County, the County of Alameda, the Bay Area Rapid Transit District, the Alameda-Contra Costa Transit District, the Alameda County Transportation Improvement Authority ("ACTIA"), and the Alameda County Congestion Management Agency ("ACCMA");

WHEREAS, Alameda CTC is empowered by the Joint Powers Agreement to carry out numerous transportation planning, programming and construction functions and responsibilities, including all historical functions and powers of ACTIA and ACCMA;

WHEREAS, Alameda CTC is authorized under Sections 11 and 13 of the Joint Powers Agreement to appoint and retain staff as necessary to fulfill its powers, duties and responsibilities;

WHEREAS, Alameda CTC previously adopted Resolution 19-006, thereby establishing a consistent set of benefits and leave policies, and this Resolution is intended to supersede and replace such Resolution 19-006; and

NOW, THEREFORE, BE IT RESOLVED that Alameda CTC staff salaries ranges for July 1, 2021 through June 30, 2022 and employment benefits for January 1, 2021 through December 31, 2021, are hereby adopted, and are herein set forth.

1. Salaries

1.1 The fiscal year 2021-22 maximum salary ranges have increased by 3.0 percent over the salary ranges approved for the prior fiscal year to reflect the change in the Consumer Price Index for all Urban Consumers (CPI-U) for San Francisco-Oakland-Hayward, CA during calendar year 2019 (the last full year of data available from the Bureau of Labor Statistics) as approved by the Commission in March 2017.

- 1.2 An employee shall be compensated at a rate set between or equal to the minimum (min) and maximum (max) of the range specified in Attachment A for their respective position classification.
- 1.3 The duties and responsibilities of the position classification identified in Paragraph 1.2 above shall be described in an Alameda CTC job specification approved by the Executive Director.
- 1.4 The salary ranges for the employees described in Paragraph 1.2 shall not include steps and/or provision for any automatic or tenure-based increases.
- 1.5 Starting compensation, including salary, for new employees shall be set by the Executive Director consistent with the prescribed salary ranges for the position classification identified in Paragraph 1.2.

2. Appointment and Performance Management

- 2.1 Original appointments of new employees shall be tentative and subject to a probationary period of one (1) year of actual service.
 - 2.1.1 Every six (6) months during the probationary period new employees may meet with their supervisor to discuss performance to date. At the time of the discussion the supervisor may complete a written evaluation for the employee's personnel records.
 - 2.1.2 Upon completion of the probationary period, the employee shall be given a written evaluation. If this evaluation shows that the employee has satisfactorily demonstrated the qualifications for the position, the employee shall gain regular status, and shall be so informed.
 - 2.1.3 At any time during the probationary period, a probationary employee may be terminated with or without cause and with or without notice. Employee shall be notified in writing by the Executive Director of such termination.
 - 2.1.4 The probationary period may be extended once by the Executive Director at his/her sole discretion in order to further evaluate the performance of the probationary employee.
 - 2.1.5 The probationary period is automatically extended by a period of time equal to the time the employee is absent due to any type of leave, including time absent while receiving workers' compensation.
- 2.2 Following successful completion of the probationary period, written performance reviews for employees shall be conducted at least once a year by the employee's supervisor and reviewed and approved by the Executive Director or his/her designee. In addition, a review of an employee's progress in meeting annual goals and objectives may be conducted at the end of six months by the employee and his or her supervisor.
- 2.3 On the basis of the performance reviews, increases or decreases in compensation may be granted at that time by the Executive Director at his/her sole discretion consistent with the Board approved annual budget.

3. Holidays

- 3.1 The following eleven (11) paid holidays shall be observed by Alameda CTC:

New Year's Day	-	January 1, 2021, Friday
Martin Luther King Day	-	January 18, 2021, Monday
Presidents' Day	-	February 15, 2021, Monday
Memorial Day	-	May 31, 2021, Monday

Independence Day (observed)	-	July 5, 2021, Monday
Labor Day	-	September 6, 2021, Monday
Veterans Day	-	November 11, 2021, Thursday
Thanksgiving Day	-	November 25, 2021, Thursday
Day after Thanksgiving	-	November 26, 2021, Friday
Day before Christmas (observed)	-	December 23, 2021, Thursday
Christmas Day (observed)	-	December 24, 2021, Friday

- 3.2 **Holiday Policy.** When a holiday falls on a Sunday, the following Monday shall be observed as the holiday date. When a holiday falls on a Saturday, the preceding Friday shall be observed.
- 3.3 **Floating Holidays.** Regular full-time employees receive up to two (2) floating holidays per fiscal year. Employees shall be granted such holidays at the beginning of each fiscal year (i.e., effective on July 1 of each year). Floating Holidays are not accruable and those unused at the end of the fiscal year will be eliminated from the employee's available leave bank.
- 3.4 **Holiday Time.** Regular full-time employees shall receive eight (8) hours of holiday pay for each of the above holidays at their regular base rate. Regular part-time employees shall receive paid holiday time prorated based on actual hours worked should their regular work schedule fall on one of the above listed holidays.
- 3.5 **Administrative Procedure.** The Executive Director shall establish holiday procedures governing employees of Alameda CTC.

4. Leaves of Absence

4.1 Vacation

- 4.1.1 **Accrual Rates.** Alameda CTC shall provide vacation leave with pay for regular employees (including probationary employees) based on accrual guidelines shown in the table below. Vacation leave earned shall accrue upon completion of each pay period beginning upon completion of the pay period following that in which the employee commences service.

Accrual Rates Based on Years of Service:

Years of Service	Vacation Days Accrued Per Year	Maximum Hours Accrued
0-3 Years	10 Days	120 Hours
3.1-10 Years	15 Days	240 Hours
10.1-15 Years	20 Days	320 Hours
15.1+ Years	25 Days	400 Hours

Part-time employees shall earn vacation leave on a pro rata basis based on actual hours worked. The maximum accrual will also be prorated.

- 4.1.2 **Maximum Vacation Benefits.** Once an employee reaches the maximum accrual, the employee will cease accruing any additional vacation leave until such time as vacation leave hours fall below the maximum.
- 4.1.3 **Payment of Vacation upon Separation.** Accrued vacation pay that has not been used will be paid at the time of resignation or termination. An employee terminating employment with Alameda CTC for reasons other than paid retirement from Alameda CTC shall be paid at such employee's current rate of pay for all unused accrued vacation up to the maximum amount of permissible accumulated vacation time as

set forth above, in one (1) lump sum less applicable taxes. An employee separating from service with Alameda CTC for paid retirement will be paid at the employee's current rate of pay for vacation up to the ceiling amount as set forth above, in one (1) lump sum less applicable taxes. At the Executive Director's discretion, Alameda CTC may allow an employee separating from service with Alameda CTC for paid retirement to elect to take time off for vacation prior to the employee's date of retirement.

- 4.2 **Management Leave.** Regular full-time exempt employees may receive paid management leave at the sole discretion of the Executive Director. The leave is intended to compensate exempt employees who are required to attend work-related meetings outside of normal working hours. The amount of leave will be determined by the Executive Director based on each employee's function and the number of off hour meetings he/she is required to attend. Use of Management Leave shall be at the discretion of the Executive Director or his/her designee.
- 4.3 **Sick Leave.** Regular employees (including probationary employees) shall receive sick leave, accumulating at the rate of one day per calendar month up to four hundred eighty (480) hours (prorated for part-time employees based on actual hours worked). Up to sixty (60) days of accrued but unused sick leave may be used toward service credit for CalPERS retirement benefits. Sick leave is available only for the actual illness or injury of an employee or to allow the employee to care for the employee's spouse, registered domestic partner, children, children of registered domestic partner, parents, grandparents, grandchildren, or siblings.

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

- 4.4 **Family and Medical Leave.** Alameda CTC may grant regular employees (including probationary employees) up to twelve (12) workweeks of time off in a 12-month period (whether paid or unpaid) for the employee's own serious health condition or to allow the employee to care for the employee's spouse, registered domestic partner, children, children of registered domestic partner, parents, grandparents, grandchildren, or siblings if they have a serious health condition, or for baby/child bonding after the birth, adoption, or foster care placement of an employee's child. Employees must have worked at least 1,250 hours in the preceding 12-month period.

Employees may exhaust any accrued vacation time and/or sick leave (if the leave is due to the employee's own serious health condition or to care for the serious health condition of a covered family member as described above) while on unpaid leave. Employees taking family/medical leave due to the birth of a child to that employee's spouse or registered domestic partner, or the adoption or foster placement of a child, or to care for such child, may utilize accrued sick leave and/or vacation time during such leave. Such use of accrued vacation time and/or sick leave is the only pay such employee will receive from Alameda CTC while on family/medical leave.

- 4.5 **Leave Due to Pregnancy, Child Birth or Related Conditions.** Alameda CTC shall comply with California's Pregnancy Disability Leave Law. Employees may, but are not required

to, utilize accrued vacation and sick leave during any pregnancy leave so as to receive pay during some or all of such leave.

- 4.6 **Paid Family Leave.** Alameda CTC shall comply with California's Paid Family Leave Law. Employees are entitled to up to 12 weeks of time off in a 12-month period to care for an employee's seriously ill spouse, registered domestic partner, child, child of a registered domestic partner, parent, grandparent, grandchild, or sibling, or to bond with a newborn child within one year of the birth or placement of the child in connection with foster care or adoption. Employees must have worked at least 1,250 hours in the preceding 12-month period.

Employees may exhaust any accrued vacation time and/or sick leave (if the employee's leave is due to the care of a serious health condition of a covered family member as described above) while on unpaid leave. Employees taking California's Paid Family Leave due to the birth of a child to that employee's spouse or registered domestic partner, or the adoption or foster placement of a child, or to care for such child, may utilize accrued sick leave and/or vacation time during such leave. Such use of accrued vacation time and/or sick leave is the only pay such employee will receive from Alameda CTC while utilizing California's Paid Family Leave Law.

- 4.7 **Military Leave.** Military leave shall be granted in accordance with federal and state law.
- 4.8 **Bereavement Leave.** In the event of a death in the immediate family of a regular full-time employee, paid leave not chargeable to sick or vacation leave will be granted for a period up to three (3) scheduled work days for the purpose of making arrangements for, or to attend, the funeral. Employees shall receive one (1) day to attend a funeral for a friend or relative outside their immediate family. Immediate family is defined as spouse, registered domestic partner, child, sister, brother, mother, father, legal guardian, any other person sharing the relationship of in loco parentis, legal dependent, current mother- or father-in-law, grandparents, or grandchildren.
- 4.9 **Jury and Witness Duty Leave.** All regular full-time employees will be granted a leave of absence with pay for all or any part of the time required for jury duty in the manner prescribed by law. The employee must return to work on the same day he or she is excused from service. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay. All regular full-time employees will be granted a leave of absence with pay for their appearance as a witness in a civil or criminal proceeding (other than as an accused) for any appearance that is solely attributable to the employee's work for Alameda CTC.
- 4.10 **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all leave policies and will comply with any laws mandated by the federal, state and local jurisdictions.

5. **Health Insurance and Other Benefits**

- 5.1 **Cafeteria Plan.** Alameda CTC provides a Cafeteria Plan for its eligible employees, into which Alameda CTC will pay \$2,626 per month per employee. This amount is in addition to the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum required contribution of \$143. With these funds, each participating employee is able to choose the following coverage:
- Health Insurance (through the State of California's Public Employees' Retirement System (CalPERS));

- Dental Insurance;
- Vision Care Insurance;
- Life Insurance;
- Dependent Life Insurance;
- Accidental Death and Dismemberment Insurance;
- Long-term Disability Insurance; and
- Short-term Disability Insurance.

When an employee is required to work on a less than full-time basis due to medical or other valid reasons, the accrual for the cafeteria plan contribution amount may be prorated by dividing the actual hours worked plus any accrued sick/vacation hours used during the pay period, by the fulltime equivalent hours in the same pay period.

Regular full-time employees who elect not to use the CalPERS health care benefit and can prove alternate coverage shall receive \$400 per month which will be paid with each paycheck (\$200 per pay-period) and is subject to all applicable payroll taxes.

Regular part-time employees will receive a prorated amount of the monthly contribution based on actual hours worked.

6. Additional Benefits Programs

6.1 **Transit Subsidy.** All regular full-time employees of Alameda CTC are eligible to receive up to the federally approved transit benefit amount for 2021 (if elected to be received by the employee).

6.2 **Tuition Assistance.** Following completion of their probationary period, regular full-time employees are eligible for reimbursement of 90% of tuition fees for job-related courses, subject to budget availability up to \$500 per academic year at an accredited institution each fiscal year, at the sole discretion of the Executive Director.

7. **Other benefits.** Alameda CTC will also provide: (1) A Flexible Spending Account (FSA) program which will be administered through the cafeteria plan for both dependent care expenses up to \$5,000 per calendar year and medical expenses up to the maximum amount allowed consistent with the IRS limit for 2021. To participate in and receive benefits in the form of reimbursements for dependent and/or medical care expenses from the FSA, an employee can elect to pay his or her contribution for FSA benefits on a pre-tax salary reduction basis; and (2) an optional deferred compensation program, CalPERS 457 Supplemental Income Plan.

8. **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all benefit policies.

9. **Retirement.** All employees of Alameda CTC shall be entitled to membership with the California Public Employees' Retirement System (CalPERS) according to the guidelines established in the CalPERS Retirement Benefits Policy and the applicable contract with CalPERS. Alameda CTC shall contribute to CalPERS each pay period 5% of the 8% employee contribution on behalf of all "Classic" employees (Classic employees are those hired before January 1, 2013). Such contribution shall be reported to CalPERS as "employee contribution being made by the contracting agency" and shall not be

deemed to be "compensation" reportable to CalPERS. This same benefit is not provided for employees hired on or after January 1, 2013 per the requirements of the Public Employees' Pension Reform Act of 2013 (AB340).

- 10. Reimbursement of Expenses.** Alameda CTC will reimburse employees of the Agency for reasonable and normal expenses associated with Alameda CTC business approved by the Executive Director or his/her designee. An employee may be offered a fixed taxable monthly allowance in lieu of actual expenses, which may be adjusted annually by the Executive Director.
- 11. Office Hours.** The offices of Alameda CTC shall be open to the public between 8:00 a.m. and 5:00 p.m. each weekday, except on Alameda CTC holidays as defined in Paragraph 2.1. Employees are required to be at Alameda CTC's offices during business hours Monday through Friday.
- 12.** All provisions of this Resolution shall be effective and pertain to all employees of Alameda CTC as of the date of hire of the employee, or January 1, 2021, whichever is later, unless otherwise provided.
- 13.** The Executive Director is authorized to execute the necessary contracts for the benefits and insurance coverage described herein.
- 14.** This resolution is intended to and shall replace and supersede in its entirety that certain Resolution 19-006 adopted by the Commission on December 5, 2019.

Duly passed and adopted by the Alameda CTC at the regular meeting of the Commission held on Thursday, December 3, 2020, in Oakland, California by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

Pauline Cutter,
Chairperson, Alameda CTC

Vanessa Lee,
Clerk of the Commission

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Memorandum

5.3

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

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DATE: November 2, 2020

TO: Finance and Administration Committee

FROM: Erika Cheng, Senior Administrative Analyst
Seung Cho, Director of Procurement and Information Technology

SUBJECT: Approve the FY2021-22 Professional Services Contracts Plan

Recommendation

Approve the FY2021-22 Professional Services Contracts Plan.

Summary

Alameda CTC contracts for certain professional services in areas where factors such as cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff, including, but not limited to, services such as media and public relations, projects and programs management, and administrative services including contract compliance and equity support services. Involvement of the private sector continues to be critical to the success of Alameda CTC and its work in delivering high quality transportation programs and projects in Alameda County.

Approval of the staff recommendation will:

- A. Authorize the Executive Director to enter into negotiations and execute professional services contract amendments with existing firms for the following:
 - a. Information Technology Services;
 - b. On-call Media and Public Relations Services;
 - c. Construction Management Services; and
- B. Authorize the Executive Director to issue a Request for Proposals (RFP) and/or Request for Qualification (RFQ), enter into negotiations, and execute a professional services contract with the top-ranked firm for the following:
 - a. Contract Compliance and Equity Support Services; and
 - b. Information Technology Services (to be issued in FY21-22 for FY2022-23).

Background

Alameda CTC contracts with a number of consultant firms to support and supplement staff resources to administer and deliver its projects and programs. Each year, staff outlines the proposed action plan for the following fiscal year and seeks Commission authorization to continue and/or modify existing contracts or to initiate a competitive bid process to consider new firms to provide specific services. The initial term of these professional services contracts are typically one to three years in length, with the option to renew for additional years of services for a term totaling five years. This practice of seeking the Commission's approval of its fiscal year professional services contracts plan is intended to ensure high performance from quality consultants and continued accountability from Alameda CTC.

The background and recommendations for each of the professional services contracts are discussed below and summarized in Table 1:

A. Amendment Execution

1. **Information Technology Services** – These services include remote network hosting and management of the local area network, upgrade and maintenance of the central servers, workstations/virtual desktops and phone systems, implementation of the agency's remote disaster recovery plan, helpdesk support, and on-call information technology support services. Novani was awarded a contract in 2016 through a competitive bid process to provide these services. Under the Alameda CTC Procurement Policy, professional services contracts of an administrative nature shall generally be limited to a maximum period of five (5) years. However, to ensure continuity and successful implementation of recent crucial IT security enhancements necessary to combat increased exposure to threats of ransomware attacks, phishing scams, and other virus activity in response to the pandemic and resulting increase in staff working from home, staff is requesting authorization to extend the term by one additional year from July 1, 2021 to June 30, 2022. The current fiscal year budget for this contract is \$353,554. Staff recommends authorization to execute an amendment with Novani for IT services through June 30, 2022, with a budget increase of \$370,000.
2. **On-call Media and Public Relations Services** – These services include communications and public relations, graphics design, report design and publication, preparation of press and other public materials, assistance at public meetings and events, website development and support, and support for agency communications and outreach needs. Next Steps Marketing was awarded a two-year contract with three (3) optional years in 2019 through a competitive bid process to provide on-call media and public relations services for Alameda CTC. The current fiscal year budget for this contract is \$850,000. Staff recommends authorization to execute an amendment with Next Steps Marketing for media and public relations services through June 30, 2024, with a budget increase of \$2,741,628.
3. **Construction Management Services** – These services include: construction management, including expertise to support and ensure the successful delivery of Alameda CTC's current and future projects through project completion, based on current projects and/or programs; construction support and implementation, including tasks to advertise, award, and administer assigned project(s) through construction, to

monitor project scope, cost, and schedule risks, and to assist with project close out; and on-call construction management services. VSCE, an Alameda CTC-certified Small Local Business Enterprise firm with offices in Oakland, California, was awarded a two-year contract with three (3) optional years in 2018 through a competitive bid process to provide construction management services for Alameda CTC. The current fiscal year budget for this contract is \$950,000. Staff recommends authorization to execute an amendment with VSCE for construction management services through June 30, 2024, with a budget increase of \$1,000,000.

B. Contract Procurement and Execution

1. **Contract Compliance and Equity Support Services** – These services include: coordination and administration of Alameda CTC's Local Business Contract Equity Program, such as processing of Local Business Enterprise, Small Local Business Enterprise, and Very Small Local Business Enterprise certifications; assistance with determining contract-specific contract participation goals; providing independent review of contract payment data for compliance with the LBCE Program; providing outreach, and contract compliance and monitoring services; and providing as-needed technical support. L. Luster & Associates (LLA), an Alameda CTC-certified Very Small Local Business Enterprise firm with offices in Oakland, California, was awarded a contract in 2016 through a competitive bid process; in 2020, this contract was subsequently assigned to Luster National, an Alameda CTC-certified Small Local Business Enterprise firm with offices in Oakland, California, as successor to LLA by acquisition. The current fiscal year budget for this contract is \$275,834. Staff recommends the issuance of a Request for Qualifications and/or Request for Proposals and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for an anticipated initial contract term of up to three years beginning July 1, 2021, including options to exercise additional years if any, totaling no more than five years.
2. **Information Technology Services** – These services include: remote network hosting, management, and security of the local area network, upgrade and maintenance of the central servers, workstations/virtual desktop systems, implementation of the agency's remote disaster recovery plan, helpdesk support, and on-call information technology support services. Novani was awarded a contract in 2016 through a competitive bid process. The current fiscal year budget for this contract is \$353,554. In addition to the above staff recommendation for authorization to execute an amendment, staff recommends the issuance of a Request for Qualifications and/or Request for Proposals and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for an anticipated initial contract term of up to three years beginning July 1, 2022, including options to exercise additional years if any, totaling no more than five years.

Table 1 – Summary of the FY2021-22 Professional Services Contracts Plan

Services	Current Firm	Approved FY 2020-21 Budget	Last RFP Issuance	Recommended Action
Information Technology Services	Novani	\$353,554	2016	Execute Amendment for 1 year and \$370,000, and Issue RFP and/or RFQ
Media and Public Relations Services	Next Steps Marketing	\$850,000	2019	Execute Amendment for 3 years and \$2,741,628
Construction Management Services	VSCE	\$950,000	2018	Execute Amendment for 3 years and \$1,000,000
Contract Compliance and Equity Support Services	Luster National	\$275,834	2016	Issue RFP and/or RFQ

Fiscal Impact

The fiscal impact for contracts, including amendments, that are executed or procured as a result of approving this item will be included in the FY2021-22 budget, which is scheduled for Commission approval in Spring 2020.