

-
- F. [Isabel Avenue \(Route 84\)/I-580 Interchange Project \(ACTIA 23\) – Approval of Authorization to Negotiate and Execute a Project Specific Funding Agreement with the City of Livermore for the Construction Capital and Construction Support Phases – Page 46](#)
- G. [Route 84 Expressway Project in Livermore \(ACTIA 24\) – Approval of Authorization to Negotiate and Execute Amendment No. 1 to the Project Specific Funding Agreement \(Agreement No. A07-0053\) with the City of Livermore for the Final Design/Right-of-Way Support Phases to Include Legal Support Costs - Page 48](#)
- H. [Approval of Authorization to Execute Amendments to various Project Specific Funding Agreements to Reflect the Adopted 2008-09 Strategic Plan and to Extend Agreement Expiration Dates – Page 50](#)
- I. [Approval to Extend the Contract with St. Mini Cab Corporation and Authorization to Expand the Program to Central County. – Page 53](#)
- J. [Approval of Current Year 2007/2008 Budget Update and FY 2008-2009 Budget Proposal – Page 55](#)
- K. [Appointment to the Community Advisory Committees – Page 61](#)
2. Community Advisory Committee Report – (TIME LIMIT: 3 MINUTES PER SPEAKER) I/D
- A. Citizens Watchdog Committee – Robert Raburn, Chair I/D
(Latest Minutes will be distributed as a handout)
- B. Citizens Advisory Committee – Catherine Souders-Mahanpour, Chair I/D
- C. Paratransit Advisory Planning Committee – Betty Mulholland, Chair I/D
(Latest Minutes will be distributed as a handout)
- D. Bicycle and Pedestrian Advisory Committee – Tom Van De Mark, Chair I/D
(Latest Minutes will be distributed as a handout)
3. Consideration and Necessary Action on Administration/Legislation/Finance Committee Items (Lockhart/Monsen):
- A. [Approval of Legislative Positions – Page 63 Attachment A](#) I/A
- B. [Approval of New Contracts: - Page 73](#) I/A
- [Investment Advisors Services – Page 75](#)
 - [Program Fund and Administration Management Services – Page 77 Attachment A](#)
 - [Capital Project Delivery Management & Project Controls Services – Page 81](#)
 - [Bicycle and Pedestrian Coordination Services – Page 88 Attachment A](#)
- C. [Approval of Salary & Benefits Resolution – Page 106 Attachment A Attachment B](#) I/A

Alameda County Transportation Improvement Authority Board Agenda

**Issue Date: 6/19/08
 Page 3**

4. Consideration and Necessary Action on Work Program Committee Items (Green/Monsen): NONE
5. [Review of Complaints by Clarence Hunt – Page 157](#) I/A
6. "CLOSED SESSION: Conference with legal counsel regarding personnel matter (1 item) and potential litigation (2 items), pursuant to Government Code Sections 54956.9 and 54957." I/A
7. Report on CLOSED SESSION I/D
8. Reports from Staff (Verbal Reports) I/D
9. Reports from Members I/D
10. Public Comments I/D
11. Next Meeting: **July 24, 2008 at: 1333 Broadway, Suite 300
 Oakland, CA**

JULY Meetings Schedule: (ALL DATES ARE TENTATIVE. Persons interested in attending meetings should check dates with ACTIA staff).

Citizens Advisory Committee	5: 30 pm	No Meeting	1333 Broadway, 3 rd Fl
Citizens Watchdog Committee	6: 30 pm	July 14, 2008	1333 Broadway, 3 rd Fl
BPAC	5: 30 pm	No Meeting	1333 Broadway, 3 rd Fl
TAC (Joint meeting with PAPCO)	1: 00 pm	July 28, 2008	1333 Broadway, 3 rd Fl
Work Program Committee	1: 00 pm	July 11, 2008	1333 Broadway, 3 rd Fl
Administration/Legislation/Finance Committee	2: 00 pm	July 9, 2008	1333 Broadway, 3 rd Fl
AUTHORITY BOARD MEETING	1:45 PM	July 24, 2008	1333 Broadway, 3rd Fl
PAPCO Meeting (Joint meeting with TAC)	1: 00 pm	July 28, 2008	1333 Broadway, 3 rd Fl

Alameda County Transportation Improvement Authority meetings are wheelchair accessible. Call (510) 893-3347 (voice) or (510) 834-6754 (TDD) to request a sign-language interpreter. Five days notice is required.

*All items on the Agenda are subject to action and/or change by the ACTIA Board. The order of items may be changed.



ACTIA BOARD AGENDA ITEM #3C
MEETING DATE: 6/26/08

MEMORANDUM

To: Authority Members

From: Christine Monsen, Executive Director
Anees Azad, Finance and Administration Manager

Date: June 19, 2008

Subject: Salary and Benefits Resolution - FY 2008/2009

Summary

This year the salary survey, conducted by Koff and Associates, shows stabilization in salary and benefits costs among ACTIA comparable agencies. The recommended adjustments to the salary ranges and benefits will keep the ratio of administrative salaries and benefits below the 1% (of net sales tax) threshold, as long as the ACTIA project related costs and ACTA charges are excluded from the 1% competition. These adjustments to ranges will maintain ACTIA total compensation levels at a level slightly above the median with comparable agencies.

Recommendation

Staff recommends that the Board approve the proposed revisions to the FY 2008/2009 Salary and Benefits Resolution as follows:

1. New salary ranges reflected below; and
2. Increase of \$50 (3%) per month per employee increase in the flexible benefits contribution, and continuation of the 1% retirement contribution from employees.

This item was forwarded to the Board for further discussion by the Administration/Legislation/Finance Committee on June 11, 2008 and was recommended for further discussion at the June 26, 2008 full Board meeting.

Discussion

Salary Ranges

Annually, the Board adopts updated salary ranges to keep ACTIA competitive with comparable regional and statewide transportation positions. The purpose of this annual review is to maintain ACTIA's competitiveness in the job market and minimize turnover. As in prior years, the Executive Director will make individual staff salary adjustments based on performance.

This year the survey shows a slower rate of increase in salary and benefits cost for the comparative agencies, compared to prior years; as there are no double-digit increases in the proposed ranges. Secondly, though there are four positions that are out of the proposed range, the out of range margins are much smaller in comparison to prior years. The Salary Ranges table, comparator agencies and the methodology used in this survey are shown on the next page. In an attachment B, a comparison of only northern California comparitors are shown.

Currently, four positions fall below the proposed salary ranges. Moving these positions into the new ranges will result in an increase of \$15,000 (or 2% of total). Additional increases will depend on the actual salary increases based on performance, however if all salaries were set at the survey mid-point, then the increase would be \$77,000 or 7.6% of current salaries. Currently only three employees have salaries above the mid-point for 2007/2008.

**Alameda County Transportation Improvement Authority
 Salary & Benefits Resolution – FY 2008/2009**

**June 19, 2008
 Page 2**

SALARY RANGES

		Prior Year	Proposed	Change to Range
1	Deputy Director / Project Dev. Mgr.	\$145,001 to \$177,224	\$158,717 to \$193,988	9.5%
2	Finance and Administration Manager	132,698 to 162,187	142,376 to 174,015	7.3%
3	Programs and Public Affairs Mgr.	117,792 to 143,968	117,792 to 143,968	0%
4	Associate Engineer/Planner	90,116 to 110,141	93,664 to 114,478	3.9%
5	Senior Accountant	76,344 to 93,309	80,071 to 97,864	4.9%
6	Program Coordinator	72,985 to 89,203	75,087 to 91,773	2.9%
7	Authority Clerk	64,708 to 79,088	66,744 to 81,576	3.1%
8	Executive Assistant	52,027 to 63,588	54,852 to 67,042	5.4%

Basis for the Survey

The surveyed public agencies were:

1. Alameda County Congestion Management Agency
2. Alameda County Public Works Dept.
3. BART
4. City of Oakland
5. Contra Costa Transportation Authority
6. Metropolitan Transportation Commission
7. Orange County Transportation Authority
8. Port of Oakland
9. Riverside County Transportation Commission
10. San Bernardino Associated Governments
11. San Francisco County Transportation Authority
12. Santa Clara Valley Transportation Authority
13. Transportation Authority of Marin

Methodology

The firm of Koff and Associates conducted the salary and benefits survey on which the ranges are based (see attached survey). The survey consists of the following steps:

- Benchmarking Job Classifications (for the 9 ACTIA positions)
- Benchmarking Comparator Agencies (listed above)
- Benchmarking Benefits Data Collection (adjust for individual agency definitions)
- Data Collection Timing Adjustment (most surveys are over a year old)

The Koff results (medians of the Top Salary figures) for comparator positions are modified as follows:

1. A range of 20% is established (plus 10% and minus 10%) around this median. This adjustment puts ACTIA slightly above the median and prevents the ranges from consistently lagging behind competing ranges, as was the experience prior to 2006, when the Board first approved this strategy to keep the ranges competitive. Most of

Alameda County Transportation Improvement Authority
Salary & Benefits Resolution – FY 2008/2009

June 19, 2008
Page 3

the staff salaries remain at or below the mid-point of the range, which provides a reality check that the actual salaries are competitive.

- The ranges are increased by 3% since most of the survey results are over a year old, and this keeps the ranges current.

As an example, if the monthly top median salary in the Koff report is \$10,000, a range of \$9,000 to \$11,000 is established as a first step, after that the range is increased by 3%. The resulting monthly range is \$9,270 to \$11,330. This monthly range is annualized and proposed for approval.

Benefits Review

Under the current ACTA/ACTIA flexible benefits plan, each employee receives a monthly maximum of \$1,500 per month. This is to cover family coverage for health (Kaiser-North plan), dental and vision, and employee coverage for life and long-term disability, plus an allowance of \$100 per month for deductibles/coinsurance (please refer to the Benefits Analysis below). Since the projected cost for the employee's flexible benefits monthly coverage is \$1,566, Staff recommends a 3% increase to \$1,550 per month. This amount is below the projected median among regional agencies surveyed below.

ACTIA				
Benefits Analysis (monthly costs in \$)				
Standard Coverage		CYE 2008	Proj CYE 2009	Average FYE 08/09
H Ins	Kais'r Fam	1,224	1,285	1,255
Dental	Fam rate	124	128	126
Vision	Fam rate	24	25	24
Group Life		15	15	15
LT Disab.		45	46	46
Ded/Coins		100	100	100
Average Use		1,532	1,599	1,566
Average Cost		1,500	1,600	1,550
Difference		32	(1)	16
Recommended Increase in FY 2007/08				50
Assumptions				
H Ins increase			5%	
Others			3%	
Regional Agencies Benefits Survey				
Regional	Agencies	Per Survey Mar. 08	Projected 08/09 (5%)	Increase Projected
Agencies	Oakland PW	1,434		
	Port	1,472		
Benefits/ FSA	CCTA	1,330		
	MTC	2,238		
	ACCOMA	2,101		
	SCVTA	1,507		
	SFCTA	1,450		
	ACPWD	1,631		
	Median	1,490	1,564	74

**Alameda County Transportation Improvement Authority
Salary & Benefits Resolution – FY 2008/2009**

**June 19, 2008
Page 4**

Turnover Costs

At the Board meeting, staff were asked to advise the Committee of potential retention issues. We currently have nine staff members, four of whom are currently eligible to retire. Over the past twelve years, nine employees have left ACTA/ACTIA. Of the nine, three retired, four went into the public sector by choice, some with significant salary increases, one went to our sister agency the ACCMA, at a higher salary, and we do not know where the ninth employee went.

The employee turnover pressure and the need for competitive salary and benefits package was highlighted in 2006 when three additional transportation authorities were voted in and significant new funding sources such as the Regional Measures were implemented in the Bay Area. Due to these changes, ACTA/ACTIA saw three employees out of a total of eight (approved positions in 2005-06) that left or were in the process of leaving. This turnover pace, for a small agency like ACTIA, can be much more significant (loss of continuity, steep learning curve and temporary staffing costs) than in larger agencies where other employees can be readily substituted.

The cost to recruit a new position is approximately \$20,000 to \$30,000 per position. In 2006-07 the cost of recruiting and advertising for three positions was \$62,250 (in consultant fees and advertising) plus significant staff time, resources and temporary staffing costs. Secondly, because the type of work ACTIA does is unusual, there is often a steep learning curve. While new employees are being recruited and later on their learning curve, the other employees shoulder additional tasks. With a staff of nine, this is a significant burden on the remaining staff members. To mitigate this burden, we also rely on consultant assistance, which increases our costs for these services. A recent example is assistance while the Program Coordinator is on medical leave. While consultant staff is filling in, it requires additional oversight and direction from the Program and Public Affairs Manager, and some tasks she must perform, on top of her already heavy workload. This was also the case with the recruitment of the Authority Clerk and the Associate Engineer. In larger organizations, this impact can be spread among a number of staff members. In ACTIA's case, the options are fewer.

Fiscal Impacts:

- The revision to the salary range will have a fiscal impact of up to \$ 77,000 (7.6%) on the FY 2008/2009 Budget of which \$15,000 (2%) is to bring four positions in line with the range minimums.
- Increase in the Flexible Benefits will have an additional impact of \$5,400 annually.
- The proposed Salary and Benefit costs will keep the total administrative staff cost below the 1% threshold for ACTIA, as long as a portion of the staff costs are charged to ACTA and ACTIA projects/programs.

Attachment A: Koff and Associates, Inc., Total Compensation Study, Page 110

Attachment B: Northern California Comparators, Page 156

ATTACHMENT B

Alameda County Transportation Improvement Authority Appendix I: Side-By-Side Comparison May 2008

Classification	ALL COMPARATOR RESULTS									
	Top Monthly Salary Data					Total Monthly Compensation Data				
	ACTIA Top Monthly Salary	Average	% above or below	Median	% above or below	ACTIA Total Monthly Compensation	Average	% above or below	Median	% above or below
Executive Director	\$17,105	\$16,848	1.5%	\$17,076	0.2%	\$23,165	\$22,963	0.9%	\$23,127	0.2%
Deputy Director/Project Development Engineer	\$14,769	\$14,462	2.1%	\$14,268	3.4%	\$19,688	\$19,501	1.0%	\$19,283	2.1%
Finance & Administration Manager	\$13,516	\$12,875	4.7%	\$12,799	5.3%	\$18,145	\$17,507	3.5%	\$17,371	4.3%
Programs & Public Affairs Manager	\$11,997	\$10,663	11.1%	\$10,589	11.7%	\$16,275	\$14,737	9.4%	\$14,548	10.6%
Associate Engineer	\$9,178	\$8,530	7.1%	\$8,420	8.3%	\$12,804	\$11,897	7.1%	\$11,667	8.9%
Senior Accountant	\$7,776	\$6,981	10.2%	\$7,198	7.4%	\$11,076	\$10,108	8.7%	\$10,150	8.4%
Program Coordinator	\$7,434	\$6,947	6.6%	\$6,750	9.2%	\$10,655	\$10,070	5.5%	\$9,950	6.6%
Authority Clerk	\$6,591	\$6,150	6.7%	\$6,000	9.0%	\$9,617	\$8,984	6.6%	\$9,057	5.8%
Executive Assistant	\$5,299	\$4,946	6.7%	\$4,931	6.9%	\$8,026	\$7,493	6.6%	\$7,463	7.0%
			AVG: 6.3%		AVG: 6.8%			AVG: 5.5%		AVG: 6.0%

Classification	NORTHERN CALIFORNIA COMPARATOR RESULTS									
	Top Monthly Salary Data					Total Monthly Compensation Data				
	ACTIA Top Monthly Salary	Average	% above or below	Median	% above or below	ACTIA Total Monthly Compensation	Average	% above or below	Median	% above or below
Executive Director	\$17,105	\$16,835	1.6%	\$17,076	0.2%	\$23,165	\$22,767	1.7%	\$23,118	0.2%
Deputy Director/Project Development Engineer	\$14,769	\$14,670	0.7%	\$14,268	3.4%	\$19,688	\$19,632	0.3%	\$19,283	2.1%
Finance & Administration Manager	\$13,516	\$12,918	4.4%	\$13,010	3.7%	\$18,145	\$17,460	3.8%	\$17,072	5.9%
Programs & Public Affairs Manager	\$11,997	\$10,521	12.3%	\$10,215	14.9%	\$16,275	\$14,388	11.6%	\$13,737	15.6%
Associate Engineer	\$9,178	\$8,530	7.1%	\$8,420	8.3%	\$12,804	\$11,897	7.1%	\$11,667	8.9%
Program Coordinator	\$7,434	\$7,043	5.3%	\$6,953	6.5%	\$10,655	\$10,187	4.4%	\$10,248	3.8%
Senior Accountant	\$7,776	\$7,135	8.2%	\$7,221	7.1%	\$11,076	\$10,296	7.0%	\$10,179	8.1%
Authority Clerk	\$6,591	\$6,182	6.2%	\$5,950	9.7%	\$9,617	\$9,031	6.1%	\$8,880	7.7%
Executive Assistant	\$5,299	\$5,174	2.4%	\$5,000	5.6%	\$8,026	\$7,821	2.6%	\$7,530	6.2%
			AVG: 5.3%		AVG: 6.6%			AVG: 4.9%		AVG: 6.5%