



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

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Supervisor Scott Haggerty, District 1

Commission Vice Chair

Councilmember Rebecca Kaplan,
City of Oakland

AC Transit

Director Elsa Ortiz

Alameda County

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

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City of San Leandro

Vice Mayor Michael Gregory

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Arthur L. Dao

Citizens Watchdog Committee

Monday, November 4, 2013, 6:30 p.m.

1111 Broadway, Suite 800

Oakland, CA 94607

Mission Statement

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

Public Comments

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

Reminder

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

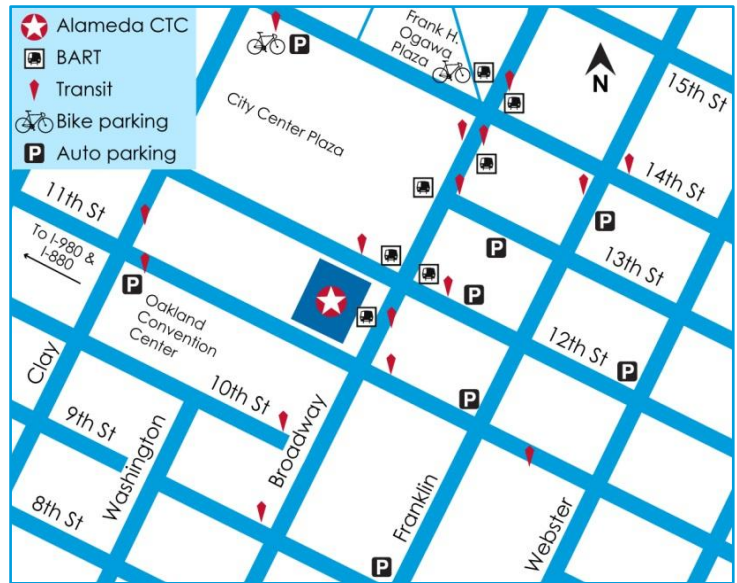
Glossary of Acronyms

A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081

Location Map

★ Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

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



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

Accessibility

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



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

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

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www.AlamedaCTC.org



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Citizens Watchdog Committee Meeting Agenda Monday, November 4, 2013, 6:30 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

PH: (510) 208-7400

www.AlamedaCTC.org

Chair: James Paxson

Vice Chair: Harriette Saunders

Executive Director: Art Dao

Staff Liaisons: Tess Lengyel,
Patricia Reavey

Public Meeting Coordinator: Angie Ayers

6:30 – 6:35 p.m.
James Paxson

1. Welcome and Call to Order

6:35 – 6:40 p.m.
Public

2. Public Comment

6:40 – 6:45 p.m.
James Paxson

3. CWC Meeting Minutes

3.1. Approval of July 8, 2013 CWC Meeting Minutes	1	A
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6:45 – 6:55 p.m.
Staff

4. CWC Annual Report Outreach Summary

4.1. Update on Outreach and Costs	7	I
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4.2. CWC Report on Annual Report Outreach		I
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6:55 – 7:20 p.m.
Matt Todd

5. Program Compliance Workshop Update

The full Compliance Workshop Agenda Packet is available on the website at:

http://www.alamedactc.org/files/managed/Document/11862/EOY_ComplianceWorkshop_20130917_FINAL.pdf

15	I
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7:20 – 7:40 p.m.
James Paxson

6. Report on the CWC Post-audit Subcommittee Meeting

6.1. CWC Post-Audit Subcommittee Minutes – Distributed via e-mail prior to the meeting		I
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6.2. Confirm CWC Process on Audit Reviews		A
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7:40 – 8:05 p.m.
Ahmad Gharaibeh,
VTD

7. Presentation of Audited Comprehensive Annual Financial Report

55	I
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8:05 – 8:10 p.m.
Patricia Reavey

8. Year-end Investment Report FY 12-13

71	I
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8:10 – 8:15 p.m. Patricia Reavey	9. Quarterly Investment Report: FY 13-14 First Quarter Report	81	I
	10. Responses to CWC Requests for Information		
	<i>The CWC members did not request any additional information.</i>		
8:15 – 8:20 p.m. CWC Members	11. CWC Member Reports/Issues Identification (Verbal)		
	11.1. CWC Issues Identification Process and Form	93	I
8:20 – 8:30 p.m. Staff	12. Staff Reports/Board Actions (Verbal)		
	12.1. CWC Calendar FY13-14	97	I
	12.2. CWC Roster	99	I
	12.3. Alameda CTC Commission Action Items	101	I
8:30 p.m. James Paxson	13. Adjournment		

Next Meeting: January 13, 2014

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



Citizens Watchdog Committee Meeting Minutes Monday, July 8, 2013, 6:30 p.m.

3.1

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

MEETING ATTENDEES

Attendance Key (A = Absent, P = Present)

Members:

P James Paxson, Chair
A Harriette Saunders,
Vice Chair
P Mike Dubinsky

A Arthur Geen
P Sandra Hamlat
A James Haussener
P Steve Jones

P Bill Klinke
P Jo Ann Lew
P Deborah Taylor
P Hale Zukas

Staff:

P Arthur L. Dao, Executive Director
P Tess Lengyel, Deputy Director of Policy, Public Affairs and Legislation
P Patricia Reavey, Director of Finance
P Angie Ayers, Public Meeting Coordinator

Public Hearing

1. Welcome and Call to Order

James Paxson, CWC Chair, called to order the public hearing of the CWC meeting at 6:30 p.m. He presented the Final Annual Report to the Public to attendees, which was drafted and reviewed by the CWC Ad Hoc Subcommittee.

2. Report from Chair/Review of CWC Annual Report

Since there were no public attendees present, Chair Paxson inquired if the CWC members would like to speak as the public. None of the members provided comments as the public. Therefore, he closed the public hearing. James stated that the CWC would reopen the public hearing if members of the public arrived.

3. Public Comment

There were no public comments.

4. Close Public Hearing

The public hearing closed at 6:32 p.m.

Regular Meeting

5. Welcome and Introductions

James Paxson, CWC Chair, called the regular meeting to order at 6:32 p.m. The meeting began with introductions and meeting outcomes.

6. Approval of June 10, 2013 Minutes

Hale Zukas requested to change "council" to "counsel" on page 12 in the third bullet. Deborah Taylor commented that she did not see the reminder about the projects and programs watchlist in the minutes. Staff stated that it's on page 11 in the packet.

Mike Dubinsky moved to approve the minutes as written. Deborah Taylor seconded the motion. The motion passed unanimously (8-0).

7. Report on the CWC Pre-audit Subcommittee Meeting

James Paxson informed the committee that the CWC Audit Subcommittee met with the Alameda CTC's independent auditing firm Vavrinek, Trine, Day & Co., LLP (VTD) on June 10, 2013. He noted that the minutes from that meeting are in the agenda packet. James and Mike Dubinsky commented that the minutes adequately capture the discussion from the meeting. He mentioned that as a result of meeting with the auditor, VTD will include additional testing and drill into more detail during the audit process. James stated that the CWC Audit Subcommittee will meet with VTD again after the audit and will have a joint meeting with the Commission Audit Committee in October 2013.

8. Approval of Final CWC Annual Report, Publication Methods and Costs, and Press Release; Discussion of Outreach Objectives

8.1. CWC Annual Report

Overall, the CWC members were satisfied with the report, and the chair noted that the report gets better each year.

Questions and feedback from members:

- What time period does the 11th Annual Report cover? James stated that the report covers the fiscal year being audited by the jurisdictions. James also noted that the time period is mentioned in the report. He reminded the committee that the report does have some overlap from the prior year report to remind the public of the CWC activities. James said that, when the CWC addresses the next annual report, it can discuss changes to the reporting time period.
- The Citizens Watchdog Committee Activities on page 3 in the first column appear to be repetitious. James said the committee can look at changing this section in the next report. He stated that the first paragraph and the following three bullet points repeat the information in the Expenditure Plan (the blue book). The paragraph after the bullet points informs people of the actual activities the committee performed.

Mike Dubinsky moved to approve the Annual Report. Bill Klinke seconded the motion. The motion passed 7-0, with one abstention, Jo Ann Lew.

8.2. Proposed Outreach Activities and Costs

Tess Lengyel reviewed the proposed outreach activities and costs with the committee. She mentioned that last year, the chair requested staff to provide a cost benefit analysis to help determine if the CWC is receiving a good return on its investment for various forms of outreach. She mentioned that staff provided recommendations in the analysis to assist in increasing the public's awareness of the CWC activities. Some of the recommendations along with new recommendations are listed in the memo starting on page 19 in the agenda packet. Tess also reviewed and discussed the publications costs for the CWC

Annual Report. She noted Alameda CTC has not received responses from the media highlighted in orange.

Questions and feedback from members:

- Will BART allow Alameda CTC to place flyers on the turnstiles and/or place an ad in the BART newsletter?
- Will AC Transit allow Alameda CTC to place flyers on the buses and/or at a select location?
- A member suggested creating a link from CWC member agencies' websites, such as the AFL-CIO, to the Alameda CTC website.
- Another member suggested requesting that the Sierra Club place an article in its newsletter. James requested Deborah Taylor to follow up on this suggestion.

James encouraged the members to become more proactive and get people to sign up to receive information via the Alameda CTC Constant Contact database. He also requested members to distribute flyers at various places where they are involved in outreach.

The CWC Annual Report Subcommittee made the request to no longer place print and online ads in the *San Francisco Business Times* and *San Francisco Gate* (SF Chronicle). The committee discussed the pros and cons of not placing the ads in those publications.

Deborah Taylor made a motion to continue to advertise in the S.F. Chronicle as printed in the report. Bill Klinke seconded the motion. The motion did not pass (4-4).

Steve Jones made a motion to discontinue advertising in the San Francisco Business times. Jo Ann Lew seconded the motion. The motion passed unanimously (8-0).

Mike Dubinsky made a motion to adopt the planned publications honoring the previous two motions and accepting the costs from the vendors that have not responded to date. The motion passed unanimously (8-0).

8.3. Draft CWC Annual Report Press Release

Tess informed the committee that Alameda CTC distributes the press release via Constant Contact, which includes contacts for the media, local jurisdictions, legislative contacts, and members of the Alameda CTC advisory committees. She mentioned that staff held a discussion with the Alameda County Technical Advisory Committee to suggest that the Alameda CTC link the Annual Report to the Partners page on the Alameda CTC website, which links to the local jurisdictions' websites. The committee members stated they will provide comments on the Annual Report press release to staff after the meeting.

Mike Dubinsky made a motion to approve the press release along with the corrections. Bill Klinke seconded the motion. The motion passed unanimously (8-0).

8.4. Proposed Outreach Objectives from Chair and CWC Member

Mike Dubinsky and James Paxson submitted proposed outreach objectives for the CWC Annual Report. The document submitted was intended as a policy statement on outreach. Mike stated that he envisioned discussion and input from the committee to bring a final policy for committee vote in November.

Questions and feedback from the members:

- Remove the word policy and replace it with goals and objectives. Use the document platform to state factual information and/or more definitive information on what the goals and objectives are.
- If the document is adopted as a policy, it should include a statement that says, "The CWC will use its best efforts to reach out to the public as broadly and as widely as possible in our framework and budget."
- Do not include the budget constraints in the policy statement.
- The committee needs to make sure that the objectives listed include a statement to ensure that people who speak languages other than English are viewing the Annual Report.
- Establish a goal to ensure the CWC reaches a specific number of residents in Alameda County.
- Consider using the word "guideline" instead of "policy."

Discussion took place on using the CWC Bylaws as an avenue to discuss the outreach objectives for the Annual Report. The chair commented that it would be better if the bylaws had a reference on how to adopt a policy. Art Dao asked if the committee wants Alameda CTC staff to check with legal counsel for thoughts on the policy-making process.

Mike volunteered to send a request to Angie Ayers to distribute a copy of the proposed outreach objectives to the committee along with a reminder to have the members provide input before adopting the document in November.

9. Staff Responses to CWC Requests for Information

James Paxson reiterated that the purpose of this agenda item is to create a formal way of getting staff responses to CWC requests for information.

9.1. Authorization to Proceed to Initiate Debt Issuance

Patricia Reavey stated the Alameda CTC submitted the authorization to proceed to initiate a debt issuance to the Finance and Administration Committee (FAC) on July 8, 2013 for approval. She reviewed the document starting on page 39 in the agenda packet in detail, including the process to select the financing team via Alameda CTC's Request for Proposals (RFP) or Request for Qualifications (RFQ) process and each of the team member's responsibilities. The financing team will be made up of:

- A financial advisor (Alameda CTC has selected Public Financial Management, Inc.),
- Bond counsel ,

- Bond Disclosure counsel, and
- Underwriters.

Other participants in the bond issuance process include:

- Rating agencies,
- Trustee, and
- Auditor.

Patricia also reviewed the process of preparing the bond documents, the disclosure document, and a rating agency presentation. Preparation of the documentation will take place during the fall of 2013.

Questions and feedback from members:

- Does the Alameda CTC have a standard RFP format? Yes, the agency has a template for RFPs and RFQs that legal counsel has reviewed.
- How are firms' references checked? Alameda CTC asks for references in the RFP and RFQ process, and staff verifies them. Scoring criteria also spelled out in the RFP or RFQ which is used to determine the best firm for selection.
- Will Alameda CTC have a public meeting? A pre-proposal meeting will take place that is open to the public.

9.2. Debt Policy

Patricia Reavey stated that establishing a Debt Policy is new for the Alameda CTC. She reviewed the memo in the agenda packet starting on page 43 in detail pointing out the priorities of the debt policy including:

- To effectively manage and mitigate financial risk;
- To maintain strong credit ratings and good investor relations;
- To achieve the lowest cost of capital;
- To preserve future program flexibility; and
- To maintain ready and cost-effective access to the capital markets.

Patricia mentioned that the agency has a Strategic Plan which will be used in combination with the debt policy to ensure proper allocation and financing of Measure B eligible projects. The debt policy states that a debt issuance for capital projects shall not be recommended for Commission approval unless such issuance has been incorporated into the Strategic Plan.

10. CWC Member Reports/Issues Identification

None

11. Staff Reports/Board Actions

Tess informed the committee that the meeting date changed for the next CWC meeting to Monday, November 4, 2013. She requested the members modify their calendars.

James Paxson reminded the members to sign up to watch the Alameda CTC Capital Projects/Programs and requested Angie Ayers email the form to CWC members.

Tess notified the members that Alameda CTC is moving one block south to 1111 Broadway, Suite 800, effective September 3, 2013.

12. Adjournment

The meeting adjourned at 8:30 p.m. The next meeting is scheduled for November 4, 2013 at Alameda CTC **new** offices located at 1111 Broadway, Suite 800, in Oakland.



Memorandum

4.1

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: October 28, 2013

SUBJECT: CWC Annual Report Outreach Update and Costs

RECOMMENDATION: Receive an update on outreach activities for the CWC 11th Annual Report to the Public

Summary

Outreach and publication distribution efforts were implemented for the Citizens Watchdog Committee (CWC) 11th Annual Report to the Public. This memorandum describes the multiple activities and targeted outreach done to make the public aware of the report.

Background

Annually, the CWC generate a report for the public to report its findings on Measure B sales tax activities. At the January 14, 2013 CWC meeting, five committee members volunteered to participate in the CWC Annual Report Subcommittee. The Subcommittee met three times to develop the 2013 CWC 11th Annual Report to the Public and discuss outreach strategies.

The full CWC committee determined at their July 8, 2013 meeting to implement the overall outreach approach for design, printing, distribution and outreach. The development and outreach approach of the annual report included:

- Stop placing print and online ads in the *San Francisco Business Times* and *San Francisco Gate* (SF Chronicle) due to low return on investment.
- Increase Patch News Ad Placements.
- Use stronger key messages in the online advertisements.
- Email a message about the CWC Annual Report to Alameda CTC full Constant Contact mailing list.
- CWC members will contact their local jurisdictions to follow up and encourage them to link to the report on their website.
- Set up Google Alerts to track when the CWC Annual Report and the CWC are in the news.
- CWC members agreed to do more outreach such as forwarding email, passing along information through social media and handing out the flyer and/or the full report.
- Print 1,000 8-page reports and 2,000 flyers.

- Create a 2-page flyer summarizing the annual report in English and translate it into Spanish and Chinese.
- Translate the 10.5 x 14 inch ad from English to Spanish and submit to two publications.

Media Placement

Staff placed online ads in media with links to direct traffic to the CWC Annual Report page of the Alameda CTC website (www.alamedactc.org), and placed print advertisements in nineteen (19) Bay Area publications (see Attachment 4.1A for a complete list). In addition, staff placed online banner advertisements that included a link to the 11th Annual Report to the Public and placed print advertisements that summarize the full report and included a URL to the report. The URL to the full report is:
http://www.alamedactc.org/files/managed/Document/11645/CWC_11th_Annual_Report_Aug2013.pdf

The CWC approved the media placement plan and budget (see Attachment 4.1A).

Print Publication

Staff worked with Autumn Press to print the full annual report in a quantity of 1,000 and to print 2,000 of the English version flyer. The Chinese and Spanish versions of the flyer were printed in-house.

Constant Contact

An E-blast of the CWC Annual Report was sent to the email addresses in Alameda CTC's outreach database via Constant Contact 884 people opened the E-blast.

Social Media

Twitter – Information about, and links to, the CWC Annual Report was tweeted six times between August 23, 2013 and October 16, 2013 and reached 282 followers. Note that this number does not capture anyone who may have seen the tweets via a search or by looking at Alameda CTC's twitter feed, which is public.

Facebook – The CWC Annual Report was posted to Facebook in September and reached 58 people. These numbers reflect the person who saw the post in their own Facebook newsfeed and does not capture anyone who may have viewed it directly on the Alameda CTC Facebook homepage, which is accessible to the public.

Website Page Views and Click-throughs

The number of times a user visited a newspaper webpage that included a CWC ad banner will be available at the January CWC meeting. The number of times a user clicked on the media banner advertisement and was directed to the report on the Alameda CTC website will be available in January.

Targeted Outreach

To further spread the word about the latest CWC annual report, staff expanded its outreach efforts as follows:

- Wrote and e-mailed a press release on August 22, 2013 with a link to the full report and flyers to:
 - Alameda CTC's media contact list – 192 media contacts, which include newspapers, blogs, ethnic media, radio, television
- Social media coverage of outreach via Facebook and Twitter
- Handed the full report and flyers to the following at their scheduled September and October meetings:
 - Alameda CTC Commission – 43 Commission members including the alternates
 - Alameda County Technical Advisory Committee – 45 committee members
 - Bicycle and Pedestrian Advisory Committee – 11 committee members
 - Paratransit Advisory and Planning Committee – 23 committee members
 - Paratransit Technical Advisory Committee – 27 committee members
- Included an update in the September 2013 Executive Director Report –submitted directly to 43 Commission members including the alternates, and posted on Alameda CTC website
- Included an update in the August 2013 and September 2013 issues of the E-newsletter with a link back to the full report and the additional language versions, and emailed the E-newsletter to Alameda CTC's outreach database– 3,993 e-mail addresses
- Brought the print version of the report to numerous outreach activities including:
 - September 8: Solano Avenue Stroll
 - September 13: 16th Annual San Leandro Senior Resource Fair
 - October 2: City Center Fall Concert Series
 - October 13: Berkeley Sunday Streets
- Sent a report-specific E-blast on August 23, 2013 to the Alameda CTC's outreach database – 3, 799 email addresses
- Placed *What's New* information on the Alameda CTC website that links directly to the report.
- Mailed the full report and the Spanish and Chinese language flyers to:
 - 41 Libraries in Alameda County
 - 17 Chambers of Commerce – the City of Alameda, Albany, Berkeley, Castro Valley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Pleasanton, San Leandro, and Union City; and three ethnic chambers including the Hispanic Chamber of Alameda County, the Oakland African American Chamber of Commerce, the Chinatown Chamber of Commerce
 - CWC Organizations – Alameda Labor Council AFL-CIO, Sierra Club, League of Women Voters, East Bay Bicycle Coalition, and 10 CWC members

Fiscal Impact: The fiscal impact of design and placement of the online and print advertisements, along with the printing and mailing of the hard copy report totaled \$36,550.

In 2012, the total costs were \$41,963. The budget for the CWC's 11th Annual Report to the Public in 2013 was \$50,000. The actual 2013 costs that have come in to date are \$5,413 less than for the prior year, approximately \$13,450 under budget. Final costs will be presented in January.

Attachments

A. CWC Annual Report Publication Cost Summary

Staff Contact

[Tess Lengyel](#), Deputy Director of Planning and Policy

CWC Annual Report
Publications Costs

Affiliation	Newspaper	2012 Alameda CTC Page Views	2012 Click-throughs** from Online Media Banners	2012 Cost (Print)	2012 Cost (Web)	Final 2012 Costs	Newspaper Circulation	2013 Alameda CTC Page Views	2013 Click-throughs** from Online Media Banners	Proposed 2013 Cost (Print)	Proposed 2013 Cost (Web)	Estimated 2013 Costs	Actual 2013 Costs
Alameda CTC	www.AlamedaCTC.org	0	617	\$0.00	\$0.00	\$0.00		292	13	\$0.00	\$0.00	\$0.00	\$0.00
Asianweek	www.asianweek.com - web banner only (linked to the English version)				\$336.00	\$336.00		42,972			\$336.00	\$336.00	\$336.00
Bay Area NewsGroup - East Bay	Alameda Times Star, Argus, Daily Review, Oakland Tribune (delivered to Oakland, Hayward, Alameda, and Fremont), Times Herald Weekly, Tri-Valley Hearld Online: insidebayarea.com	133,218	145	\$8,173.20	\$2,000.00	\$10,173.20	158,175			\$7,203.00	\$3,000.00	\$10,203.00	\$13,203.00
Bay Area Newsgroup Hills Newspapers	Montclarion, ElCerrito, Berkeley Voice, Piedmonter, Alameda Journal	0	0	\$1,285.20		\$1,285.20	73,295	0	0	\$1,134.00		\$1,134.00	\$1,134.00
San Francisco Business Times	San Francisco Business Times (Alameda County, Contra Costa County) Online: sanfrancisco.bizjournals.com	39,720	15	\$5,525.00	\$1,667.00	\$7,192.00				\$5,085.00	\$1,875.00	\$6,960.00	\$0.00
East Bay Express	East Bay Express (delivered to Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont, San Leandro) Online: eastbayexpress.com	33,701	115	\$1,800.00	\$225.00	\$2,025.00	Pending	Pending	Pending	\$1,800.00	\$300.00	\$2,100.00	\$2,100.00

*Page Views: The number of times a user visits a newspaper webpage
**Click-throughs: The ability to click on the Alameda CTC report from the media banner advertisement
Orange indicates prices quoted from last year, since media did not submit a response

CWC Annual Report

Publications Costs

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The Independent	The Independent - Livermore, Pleasanton, Dublin, and Sunol	0	0	\$1,333.08		\$1,333.08	25,000			\$1,333.08		\$1,333.08	\$1,333.08
Patch News/AOL Publications in Alameda County	Alameda	9,651			\$108.00	\$108.00		115,000			\$112.08	\$112.08	\$112.08
	Albany	16,049			\$157.50	\$157.50		90,000			\$152.62	\$152.62	\$152.62
	Berkeley	1,918			\$103.50	\$103.50		65,000			\$151.92	\$151.92	\$151.92
	Castro Valley	2,854			\$126.00	\$126.00		70,000			\$96.00	\$96.00	\$96.00
	Dublin	3,300			\$157.50	\$157.50		65,000			\$112.08	\$112.08	\$112.08
	Fremont	0			\$0.00	\$0.00		80,000			\$115.92	\$115.92	\$115.92

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CWC Annual Report Publications Costs

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Patch News/AOL Publications in Alameda County	Livermore	13,660			\$85.50	\$85.50		260,000			\$112.08	\$112.08	\$112.08
	Newark	4,738			\$126.00	\$126.00		85,000			\$115.92	\$115.92	\$115.92
	Piedmont	2,350			\$103.50	\$103.50		50,000			\$189.90	\$189.90	\$189.90
	Pleasanton	6,531			\$157.50	\$157.50		175,000			\$112.08	\$112.08	\$112.08
	San Leandro	4,334			\$126.00	\$126.00		75,000			\$96.00	\$96.00	\$96.00
	Union City	3,333			\$126.00	\$126.00		57,000			\$115.92	\$115.92	\$115.92
	Union City Daily Newsletter							3,481	1		\$49.98	\$49.98	\$49.98
Pleasanton Weekley	Pleasanton Weekly	81,235	41	\$1,079.00	\$200.00	\$1,279.00				\$959.00	\$100.00	\$1,059.00	\$1,159.00

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CWC Annual Report Publications Costs

Affiliation	Newspaper	2012 Alameda CTC Page Views	2012 Click-throughs** from Online Media Banners	2012 Cost (Print)	2012 Cost (Web)	Final 2012 Costs	Newspaper Circulation	2013 Alameda CTC Page Views	2013 Click-throughs** from Online Media Banners	Proposed 2013 Cost (Print)	Proposed 2013 Cost (Web)	Estimated 2013 Costs	Actual 2013 Costs
Post Newsgroup	Oakland Post/El Mundo (San Francisco Post, Berkeley Post, Richmond Post, South County Post and Marin).... The Spanish version will print in El Mundo	0	0	\$3,000.00		\$3,000.00	50,525			\$4,550.00		\$4,550.00	\$4,550.00
SF Gate	Delivered to Emeryville, Brkeley, Albany, Oakland, Montclair and Piedmont) Online: SFGate.com	43,183	32	\$575.00	\$2,500.00	\$3,075.00				\$1,908.00	\$1,250.00	\$3,158.00	\$0.00
Tri-City Voice	Tri-City Voice - Fremont, Newark, Union City, Hayward, and Sunol	0	0	\$735.00		\$735.00				\$735.00		\$735.00	\$735.00
Vision Hispana	Vision Hispana	0	0			\$0.00				\$505.00		\$505.00	\$505.00
	Other Costs												
	Legal Notice of Public Hearing (Two new publications: Vision Hispana and Tri-City Voice)					\$623.65					\$1,041.19	\$1,041.19	\$1,041.19
	Publications Design			\$5,120.00		\$5,120.00				\$5,120.00		\$5,120.00	\$4,000.00
	Language 411 (translation from English to Chinese and Spanish); added translation for Post Newsgroup and Vision Hispana ads			\$1,497.13		\$1,497.13				\$1,497.13		\$1,497.13	\$1,825.76
	Autumn Press Printing for 1,000 full repor and 2,000 flyersin full color			\$2,912.10		\$2,912.10				\$2,912.10		\$2,912.10	\$3,095.89
TOTALS:		399,775	965	\$33,035	\$8,305	\$41,963	Pending	Pending	Pending	\$34,741	\$9,435	\$44,176	\$36,550
									Difference between 2012 and 2013 Final Costs =			\$5,413	

*Page Views: The number of times a user visits a newspaper webpage
**Click-throughs: The ability to click on the Alameda CTC report from the media banner advertisement
Orange indicates prices quoted from last year, since media did not submit a response



Annual Compliance Workshop Meeting Agenda September 17, 2013 10 a.m. to 12 p.m.

5.0

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

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1. Welcome and Introductions

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-----	----------------------------------	---

2. Overview of Measure B/Vehicle Registration Fee

- History
- Funding distributions
- Programmatic Requirements

3. Audited Financial Statement Requirements

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3.2	Preferred Audit Opinion Language	23

4. Compliance Reporting Requirements

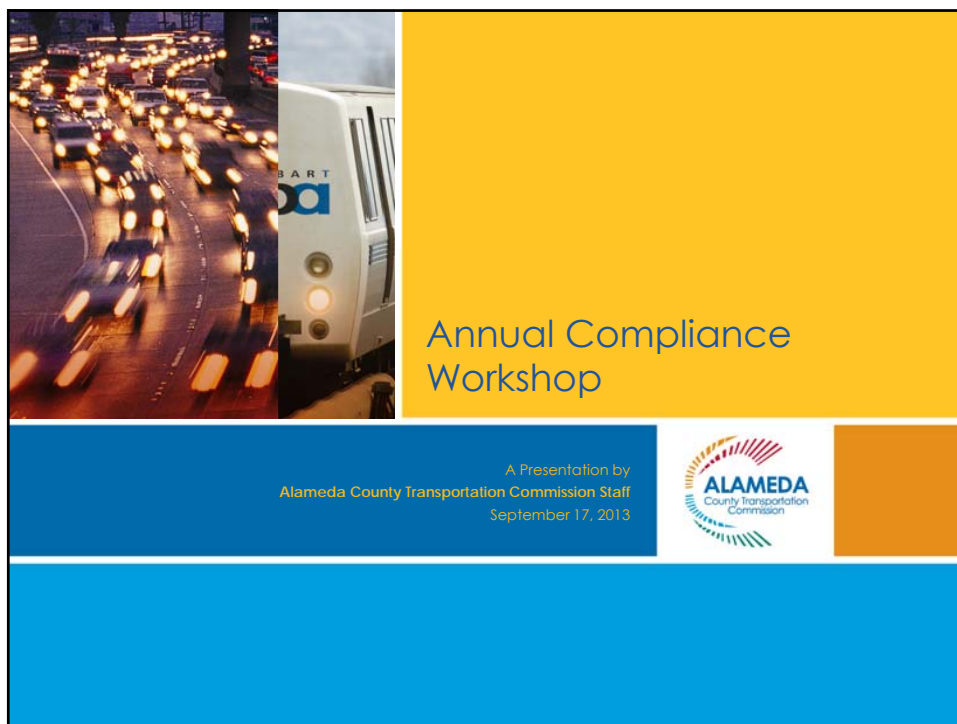
4.1	Compliance Reporting Requirements/Submittal Instructions	25
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5. Walk-through Compliance Reporting Forms & Examples

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6. Questions and Answers

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Today's Agenda

1. Welcome and Introductions
2. Overview of Measure B/Vehicle Registration Fee
 - History
 - Fund Distributions
 - Programmatic Requirements
3. Audited Financial Statement Requirements
4. Compliance Reporting Requirements
 - Compliance Reporting Requirements/Submittal Instructions
 - Timely Use of Funds and Fund Reserve Policies
 - Reserve Policies and Monitoring Procedures Policy
5. Walk-through Compliance Reporting Forms
6. Questions and Answers

A Brief History: Measure B

- In 1986, Voters approved Measure B
- One of California's first self-help counties
- In November 2000, Measure B reauthorized with 81.5% voter approval rate
- Total administration costs are limited to 4.5% with a 1% cap on administrative salaries & benefits



Annual Compliance Workshop



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A Brief History: Vehicle Registration Fee

- In November 2010, voters approved the Vehicle Registration Fee (VRF)
- Authorized collection of an annual \$10 per vehicle registration fee starting in May, 2011
- Total administration cost are limited to 5.0%
- First VRF funds distributed in Spring 2012 as Local Streets and Roads pass-through funds



Annual Compliance Workshop



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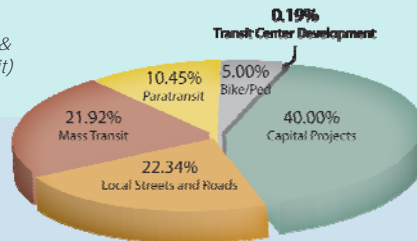
Measure B Distributions

Pass-through/Grants

- ~60 percent of Measure B Revenues are directed to 20 agencies
- Funds four types of programs
 - Local Transportation
 - Bicycle and Pedestrian Safety
 - Mass Transit
 - Special Transportation for Seniors & People with Disabilities (Paratransit)

Capital Projects

- ~40 percent of Measure B revenues are directed to Capital Projects
 - Regional priorities including highway, mass transit, local streets and roads,



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Measure B Pass-through Program

Pass-through Program Distributions through June 30, 2013

TOTAL \$639.6 Million

FY 12-13	\$64,812,051
FY 11-12	\$60,556,173
FY 10-11	\$56,857,026
FY 09-10	\$50,808,873
FY 08-09	\$54,501,184
FY 07-08	\$62,543,374
FY 06-07	\$61,176,456
FY 05-06	\$59,357,051
FY 04-05	\$54,404,793
FY 03-04	\$53,086,000
FY 02-03	\$49,455,451
FY 01-02	\$12,006,000

FY 13-14 Projection (May 2013)
\$64,231,409

- Measure B funds are exclusively for projects/programs that
 - Improve Bike/Pedestrian Access and Safety
 - Increase transit access for seniors and people with disabilities
 - Support transit operations
 - Improve local transportation infrastructure

Annual Compliance Workshop

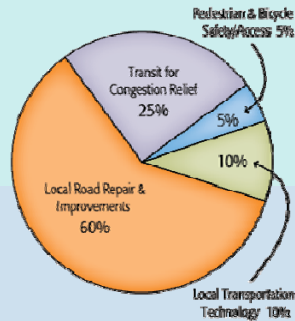


6

Vehicle Registration Fee Program

Pass-through Program

- **60 percent** of VRF Revenues are directed to 15 agencies
 - *Local Road Repair and Improvements*



Discretionary Programs

- **40 percent** of VRF revenues are directed to
 - *Transit for Congestion Relief*
 - *Local Transportation Technology*
 - *Pedestrian & Bicycle Safety/Access*

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Vehicle Registration Fee Program

Pass-through Program Distributions through June 30, 2013

TOTAL \$14.4 Million

FY 12-13 \$6,877,080

FY 11-12 \$6,978,012

FY 10-11 \$ 527,810

FY 13-14 Projection (May 2013)
\$6,555,000

- VRF funds are exclusively for projects/programs that
 - Repair and maintain local streets and roads
 - Make public transportation easier and more efficient
 - Increase travel efficiency between transportation modes
 - Reduce pollution from vehicles

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Programmatic Requirements

- In the Spring 2012, all 20 Measure B/VRF recipients entered into a Master Programs Funding Agreement (MPFA) with Alameda CTC
- Each year, recipients must report on the prior fiscal year expenditures and submit separate:
 1. Audited Financial Statements
 2. Compliance Reports

The reporting period for this year is Fiscal Year 2012-13.
- Alameda CTC and the Citizen's Watchdog Committee (CWC) reviews submitted materials for compliance with the MPFA

Annual Compliance Workshop



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Citizens Watchdog Committee's Role

- Citizens Watchdog Committee (CWC)
 - 17 citizens from throughout Alameda County
- Reviews all 2000 Measure B expenditures
- Reports directly to the public annually
- May request that recipients present a project progress report to the CWC



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Program Compliance Target Dates

Dates	Action
Mid-September 2013	Compliance Forms Available
September 17 th	Compliance Workshop
December 27 th	Audited Financial Statements Due
December 31 st	Compliance Reporting Forms Due
January 2014	CWC and Staff reviews Audited Financial Statements and Compliance Reports
February 2014	Jurisdictions receive Status Letters and Request for Information <i>(as necessary)</i>
March 2014	CWC receives update on the Compliance Process
June/July 2014	Commission receives a Summary Report

Annual Compliance Workshop



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Today's Agenda

- ✓ Welcome and Introductions
- ✓ Overview of Measure B/Vehicle Registration Fee
 - ✓ History
 - ✓ Fund Distributions
 - ✓ Programmatic Requirements
- 3. Audited Financial Statement Requirements**
- 4. Compliance Reporting Requirements**
 - Compliance Reporting Requirements/Submittal Instructions
 - Timely Use of Funds and Fund Reserve Policies
 - Reserve Policies and Monitoring Procedures Policy
- 5. Walk-through Compliance Reporting Forms**
- 6. Questions and Answers**

Annual Compliance Workshop



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Recipient's Obligations: Accounting

- Expend 2000 Measure B and VRF funds in compliance with 2000 Measure B/VRF requirements and PUC 180000
- Maintain Accounting systems
 - *Segregate 2000 Measure B funds and accrued interest*
 - *Segregate VRF funds and accrued interest*
 - *Adequate internal controls and audit trail to track usage of each fund type*
- Accept allocation formula for Measure B and VRF revenues
- Submit Audited Financial Statement to Alameda CTC
 - *Due no later than 180 days of the end of the fiscal year (December 27, 2013)*

Audited Financial Statement Requirements

1. Each Program Fund Type must have an separate Audited Financial Statement for Measure B and VRF that includes a:
 - *Balance Sheet*
 - *If there are no fund balances due to a zero balance at the end of the fiscal year note it on the audited financial statement*
 - *Statement of Revenues, Expenditures, and Changes in Fund Balances*
 - *Audit opinions that demonstrates compliance*
2. Measure B statements should include:
 - *Pass-through funds, interest earned, Measure B discretionary grants, and paratransit minimum service level funds. These should be separated and clearly defined. Do not include unrelated Measure B Capital Project Expenditures*
3. VRF statements should include:
 - *Pass-through funds and interest earned*
4. Separate pass-through funds from other Measure B/VRF funds

Audited Financial Statement Requirements

- **FY 2011-12 Ending Fund Balances:** FY 2011-12 Measure B/VRF ending fund balances must equal to FY 2012-13 beginning fund balances
- **FY 2012-13 Revenues Received:** FY 2012-13 Measure B/VRF fund revenues must equal Alameda CTC's distribution
 - *Distinguish Measure B/VRF Pass-through revenue from "other" Measure B/VRF revenue such as grants and interest*
 - *Only report interest earned on Measure B/VRF funds*
- **FY 2012-13 Expenditures:** Measure B/VRF expenditures should distinguish between pass-through expenditures and "other" Measure B/VRF expenditures
- **FY 2012-13 Ending Balances:** Measure B/VRF balances should equal ending fund balances as of June 30, 2013

Audited Financial Statement Requirements

- 2000 MB/VRF Compliance Audit Opinion
 - *Two **separate sets** of financial statements and two audit opinions are required*
 - *Audit requirement per contract*
 - An independent compliance audit which should include a clear statement of compliance regarding funds received and used, including plans for and reports of expenditures.
- Recommended audit opinion language
 - In our opinion, the City of _____ is in compliance with the laws and regulations, contracts, and grant requirements related to 2000 Measure B/VRF funds as specified in the agreement between the City and the Alameda County Transportation Commission.

Audited Financial Statement Sample Format

CITY OF ACME BALANCE SHEET As of June 30, 2019					
Alameda County Transportation Commission Measure B Funds					
	Bicycle and Pedestrian	Local Streets and Roads	Mass Transit	Parkways	Totals
ASSETS					
Cash and Cash Equivalents	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Receivable	-	-	-	-	-
Interest Receivable	-	-	-	-	-
Other Receivables	-	-	-	-	-
Other Assets	-	-	-	-	-
Total Assets	\$ -	\$ -	\$ -	\$ -	\$ -
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Salaries and Benefits	-	-	-	-	-
Other Accrued Liabilities	-	-	-	-	-
Total Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCES					
Reserved for Measure B Programs and Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities & Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF ACME STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Fiscal Year Ended June 30, 2019					
Alameda County Transportation Commission Measure B Funds					
	Bicycle and Pedestrian	Local Streets and Roads	Mass Transit	Parkways	Totals
REVENUES					
Measure B Fee-Through Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Fee-Through Subsidies	-	-	-	-	-
Fee-Through Interest	-	-	-	-	-
Subtotal Fee-Through Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Other Measure B Revenue					
Measure B Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Subsidization/MSL/Flag Funds	-	-	-	-	-
Other Interest	-	-	-	-	-
Other Revenues	-	-	-	-	-
Subtotal Other Measure B Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES*					
Measure B Fee-Through Expenditures					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
General Government	-	-	-	-	-
Planning and Engineering	-	-	-	-	-
Construction	-	-	-	-	-
Transportation and Operations	-	-	-	-	-
Community Development and Housing	-	-	-	-	-
Subtotal Measure B Fee-Through Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Other Measure B Expenditures					
Discretionary Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Minimum Service Level Grant	-	-	-	-	-
Subtotal Other Measure B Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES/	\$ -	\$ -	\$ -	\$ -	\$ -
NETS NOT CHANGED IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCES					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

*Add additional expenditure categories as necessary.

Annual Compliance Workshop



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Today's Agenda

- ✓ Welcome and Introductions
- ✓ Overview of Measure B/Vehicle Registration Fee
 - ✓ History
 - ✓ Fund Distributions
 - ✓ Programmatic Requirements
- ✓ Audited Financial Statement Requirements
- 4. Compliance Reporting Requirements**
 - Compliance Reporting Requirements/Submittal Instructions
 - Timely Use of Funds and Fund Reserve Policies
 - Reserve Policies and Monitoring Procedures Policy
- 5. Walk-through Compliance Reporting Forms
- 6. Questions and Answers

Annual Compliance Workshop



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Recipient's Obligations: Compliance Reporting

- Measure B/VRF Program Compliance Report
 - Due to Alameda CTC no later than the year's end (December 31, 2013)
 - Describes annual expenditures and benefits derived from funded programs/projects
 - Certifies maintained road miles
 - Establishes a short range expenditure plan for unexpended reserve funds
 - Jurisdictions must demonstrate that a Complete Streets Policy was adopted by June 30, 2013
 - Jurisdictions must provide evidence on completing the reporting requirements (articles, signage, website)

Annual Compliance Workshop



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Recipient's Obligations: Compliance Reporting

1. **Article:** Published a Measure B/VRF article in Alameda CTC's OR jurisdictions newsletter
2. **Website** Measure B/VRF information on jurisdiction's website including a link to Alameda CTC's website: www.AlamedaCTC.org
3. **Signage:** Promote Measure B/VRF
 - Sign templates available http://www.alamedactc.org/app_pages/view/5269
 - Stickers for old magnets in production
 - Available in early 2014.



Annual Compliance Workshop



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Timely Use of Funds and Fund Reserve Policies

- **Timely Use of Funds Policy (TUF):** Article 3.A. of the Master Programs Funding Agreement (MPFA) requires all Measure B and VRF funds received to be spent expeditiously
- **Reserve Fund Policy:** Article 3.B. of the MPFA allows recipients to reserve funds in special reserve programs for up to four years
- **Rescission of Funds Policy:** Article 3.C. of the MPFA requires recipients to return unspent funds and all interest earned thereon to Alameda CTC

Annual Compliance Workshop



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Types of Reserve Funds

- **Capital Reserve:** Funds designated for Capital Projects that could not be funded by a single year's worth of Measure B or VRF pass-through funds
 - *Time Limits*
 - 1st Reserve Window FY 12-13 through FY 15-16
 - 2nd Reserve Window FY 13-14 through FY 16-17
- **Operations Reserve:** May not exceed 50 percent of anticipated revenues for the Measure B and VRF Funds
- **Undesignated Reserve:** May not exceed 10 percent of annual-pass through revenues.

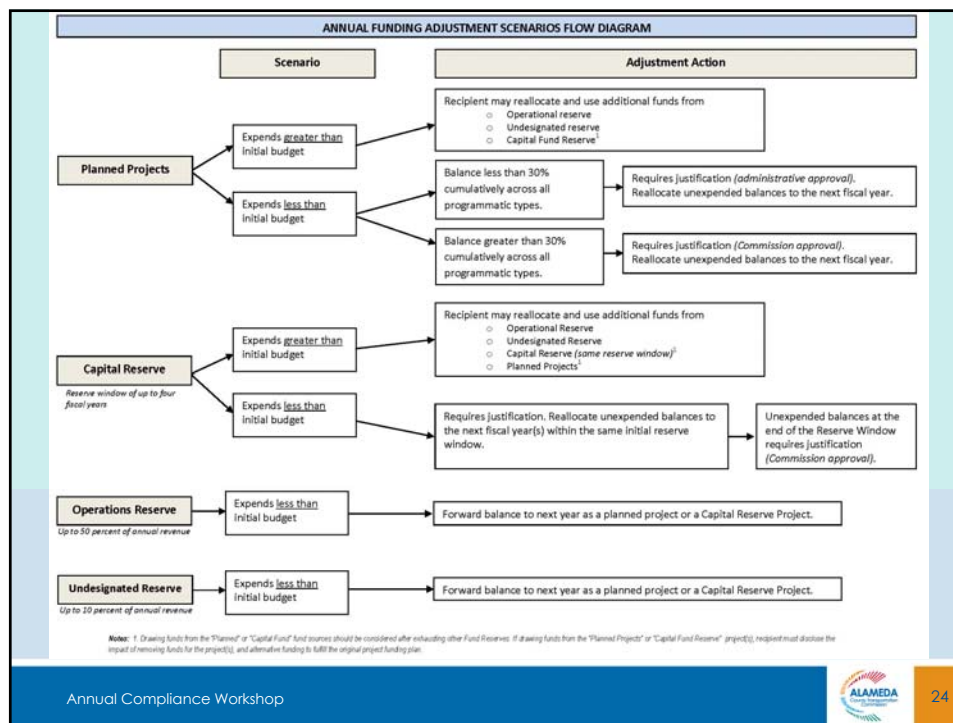
Annual Compliance Workshop



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Draft Alameda CTC TUF Monitoring Policy

- Compliance Report captures an estimate of annual planned expenditures, may result in unexpected fund balances at the end of the year
- Alameda CTC will monitor and evaluate the total summation of the planned annual expenditures across all programmatic types (*Bike/Pedestrian, Local Transportation, Mass Transit, and Paratransit*)
- Recipients must expend at least 70 percent of annual planned expenditures across all programmatic types, collectively
- This draft policy is being considered by Alameda CTC's Commission in October 2013



Today's Agenda

- ✓ Welcome and Introductions
- ✓ Overview of Measure B/Vehicle Registration Fee
 - ✓ History
 - ✓ Fund Distributions
 - ✓ Programmatic Requirements
- ✓ Audited Financial Statement Requirements
- ✓ Compliance Reporting Requirements
 - ✓ Compliance Reporting Requirements/Submittal Instructions
 - ✓ Timely Use of Funds and Fund Reserve Policies
 - ✓ Reserve Policies and Monitoring Procedures Policy

5. Walk-through Compliance Reporting Forms

6. Questions and Answers

Alameda CTC Program Compliance Annual Report

Submittal Instructions

- (1) Hardcopy and (1) Electronic Copy of the following due to Alameda CTC:
 1. Audited Financial Statement (Due December 27, 2013)
 2. Program Compliance Reporting Form (MS Word) and the Tables 1-3 Excel worksheet (Due December 31, 2013)
- Forms and submittal instructions are available on the website:
http://www.alamedactc.org/app_pages/view/4136
- Complete Separate Forms Measure B and VRF Forms (Word and Excel Files)

Alameda CTC Program Compliance Annual Report

• Program Compliance Annual Report Cover Sheet

- Type in your agency name
- Check all boxes for programs that apply to your agency
- Check all boxes to include attachments for that program (photos, article, etc.)
- Enter name, title of agency manager and finance manager
- Sign and date

MEASURE B PROGRAM COMPLIANCE REPORT
Signature Cover Sheet Fiscal Year 2012-13

Agency Name: _____ Revision Number: _____

Choose the type(s) of report you are submitting (check all that apply; Tables 1-3 are required)

- ☐ Annual Program Compliance Report - Bicycle and Pedestrian Safety Funds
- ☐ Annual Program Compliance Report - Local Streets and Roads Funds
- ☐ Annual Program Compliance Report - Mass Transit Funds
- ☐ Annual Program Compliance Report - Paratransit Funds
- ☐ Tables 1-3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

List any additional attachments in the electronic report submitted (check all that apply).

- ☐ Attachment A: Bicycle and Pedestrian Attachments
- ☐ Attachment B: Local Streets and Roads Attachments
- ☐ Attachment C: Mass Transit Attachments
- ☐ Attachment D: Paratransit Attachments
- ☐ Other Attachments (clearly label additional attachments as needed)

Certification of True and Accurate Reporting
By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the signed dollar figure matches exactly to the Measure B revenues and expenditures reported in the compliance report and Tables 1-3.

X Signature _____ Date _____
Print Name _____
Title of Agency Manager _____

X Signature _____ Date _____
Print Name _____
Title of Finance Manager _____

Alameda County Transportation Commission
End of the Year Program Compliance Report FY 12-13 Page 5

Compliance Report Form Narrative Questions (MS Word Form)

BICYCLE AND PEDESTRIAN PROGRAM
Compliance Report Summary Fiscal Year 2012-13

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2012 through June 30, 2013?

☐ Yes (Complete the Bicycle/Pedestrian section.)
☐ No (Do not complete the Bicycle/Pedestrian section and continue on.)

2. Complete the below contact information.

CONTACT INFORMATION	
Bicycle/Pedestrian Program Agency	Contract Name
Title	
Phone Number	
E-mail Address	

3. Complete the Excel Worksheets Tables 1 to 3 for the Bicycle and Pedestrian Program.
(Check the boxes below to indicate completion)

- ☐ **Table 1: Measure B Revenues and Expenditures**
The values entered into Table 1 must match your agency's audited financial statements and compliance reports. Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.
- ☐ **Table 2: Summary of Expenditures and Accomplishments**
This table describes actual expenditures and activities incurred for FY 2012-2013 (FY 12-13).
- ☐ **Table 3: Summary of Planned Projects and Reserve Funds**
This table describes your agency's plan to expend any remaining Measure B funds within the four-year time table of the funding agreement through FY 13-14 thru FY 16-17.

4. If your agency's ending MBF Pass-through balance was greater than zero, why do you have this reserve? For instance, if you are saving a funding amount, what amount are you saving and what type of project/program will those dollars fund? Refer to Reserve Fund Guidelines, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Measure Programs Funding Agreement.

5. If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13? How did you use Measure B funds from a previous fiscal year(s)?

6. Describe reserve funds. If your agency has reserve Measure B funds identified, describe your process to allocate those funds and describe in detail your plan and how you plan to use those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? Refer to Reserve Fund Guidelines, and complete Table 3 Summary of Planned Projects and Reserve Funds.

Alameda County Transportation Commission
End of the Year Program Compliance Report FY 12-13 Page 7

Alameda County Transportation Commission
End of the Year Program Compliance Report FY 12-13 Page 8

Compliance Report Form Narrative Questions *(continued)*

10. Did your agency publish article(s) that highlight Bicycle/Pedestrian projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

☐ Yes ☐ No (If no, explain in Question #14 - Additional Information.)

If yes, INCLUDE a copy of the article(s) in Attachment A, Bicycle and Pedestrian Program Attachments and list the publication(s) and date(s) below:

Publication	Date Published	Copy Attached? (Y/N)

11. Did your agency include a description of the Bicycle/Pedestrian projects and programs funded by Measure B on its website?

☐ Yes ☐ No (If no, explain in Question #14 - Additional Information.)

If yes, include a printout of the website in Attachment A, and provide the URL below that contains updated and accurate project information:

Website Address	Printout Attached? (Y/N)

12. Did your agency use signage that indicates use of Measure B funds for its Bicycle/Pedestrian projects and programs?

☐ Yes ☐ No (If no, explain in Question #14 - Additional Information.)

If yes, include photos of the posted signage in Attachment A, and describe the signage below:

Signage Description	Photos attached? (Y/N)

Alameda County Transportation Commission
End of the Year Program Compliance Report FY 12-13

Page 10

13a. Describe your agency's effectiveness at meeting your planned FY 12-13 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to report their planned expenditures from their individual projects and/or reserve funds. Did you expend the planned? Did you expend more than anticipated?

13b. If your agency **did not** expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

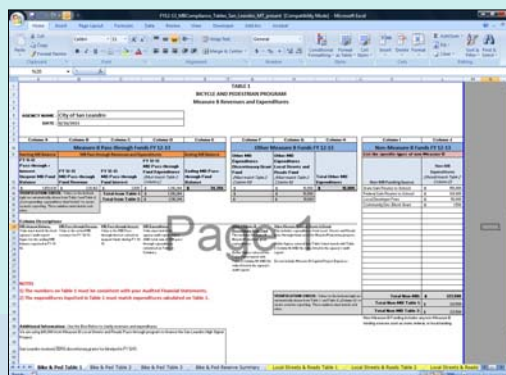
13c. If your agency expended **more** than the planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

Alameda County Transportation Commission
End of the Year Program Compliance Report FY 12-13

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Tables 1- 3 Attachment

- Complete Tables 1-3 for each Program
 - Table 1: Summary of Revenues and Expenditures
 - Table 2: Summary of Expenditures and Accomplishments
 - Table 3: Summary of Planned Projects and Reserve Funds
- Each Program Tables 1-3 are grouped in color tables in the Excel File.
- Each agency will have a customized Excel Form with a pre-populated Table 3.



Tables 3: Planned Projects/Reserves

[illegible]

Tables 3: Planned Projects/Reserves *(continued)*

[illegible]

Tables 3: Planned Projects/Reserves *(continued)*

Alameda City Progress Report (Annual Report 2022-2023 Reporting Year)

**TABLE 3
RESERVE AND PLANNED PROGRAM
Measure 9 Planned Projects and Fund Reserves**

Measure: CITY OF ALAMEDA
Fiscal Year: 2022-2023

SECTION 3: Measure 9: Operational Reserve

Box 8: FY 22-23 MEASURE 9: OPERATIONAL RESERVE

Line	Project Name	Project Type	Phase	Amount	Start Date	End Date	Notes
1							
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Table 3 Scenarios/Examples

- In FY 12-13, implemented project not previously reported
 - Identify Project in Table 3 Planned Section and report expenditures.
 - Identify funding source i.e. moved funds from undesignated funds
- Capital Fund Reserve Balance at end of FY 12/13
 - Reallocate Capital Fund Balances to outer year
 - May redirect funds to a new project within the Capital Fund Reserve (blue window)
 - Describe impact on fund reallocation from an existing project
- Previously Reported Project Requires More Funds
 - Reallocate capital fund balances or use outer year funds to the project
 - Add FY 13-14 available revenues to existing project (green window)
- Undesignated/Operational Reserve Funds for a FY 12/13 Project
 - Report expenditure in the undesignated/operations reserve
 - List project and its expenditure in the FY 12/13 planned project section

Submission Requirements

- Audited Financial Statement
 - Submit one electronic and one hard copy
 - Due by 5 p.m. on December 27, 2013
- Program Compliance Report
 - Submit one electronic and one hard copy
 - Due by 5 p.m. on December 31, 2013
- Electronic Submission guidance
 - Submit the WORD form and Tables 1-3 Attachment via email to grants@AlamedaCTC.org
 - DO NOT PDF the WORD form or the Excel Tables.
 - Submit the completed forms and other attachments in their entirety.

Questions?

For more information contact the following staff:

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Full End-of-Year Compliance Workshop Packet

The complete End-of-Year Compliance Workshop Agenda Packet presented on September 17, 2013 to the Measure B and VRF pass-through recipients can be found on the Alameda CTC website at:

http://www.alamedactc.org/files/managed/Document/11862/EOY_ComplianceWorkshop_20130917_FI_NAL.pdf

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Measure B/Vehicle Registration Fee Compliance Report Reserve Policies and Monitoring Procedures

Commission Approval Date - October 24, 2013

Background

In April 2012, all jurisdictions receiving Measure B and Vehicle Registration Fee (VRF) funds entered into a Master Programs Funding Agreement (MPFA) with Alameda County Transportation Commission (Alameda CTC). The MPFA and its associated Implementation Guidelines outlined the direct local program distributions (pass-through), eligible expenditures, recipient reporting requirements, policies on the timely use of funds and establishment of reserve funds. Recipients of Measure B and VRF funds are required to submit to Alameda CTC an Audited Financial Statement within 180 days following the close of each fiscal year and an Annual Program Compliance Report due by December 31st of each calendar year.

Per Article 3 of the MPFA, jurisdictions receiving Measure B and VRF funds are required to use the direct local program distributions in a timely manner. As such Alameda CTC requires jurisdictions to report in their Annual Program Compliance Report an implementation plan using Measure B/VRF funds. Information reported in the prior year's Annual Program Compliance Report(s) will be evaluated against the subsequent year's reported expenditure information to determine compliance with the MPFA's Timely Use of Funds policy. This process ensures the expeditious expenditure of voter-approved transportation dollars on projects and programs throughout Alameda County.

Timely Use of Funds and Reserve Fund Policies

Per the MPFA, jurisdictions must specify the annual Measure B and VRF funding expenditures, and identify a funding plan of proposed projects/programs to be funded using any remaining Measure B/VRF funds. The applicable policies are captured below:

Article 3.A. Timely Use of Funds Policy

The Timely Use of Funds Policy requires all Measure B and VRF recipients to spend funds expeditiously or place funds into a reserve fund. Any funds not spent within the allotted time, including funds placed into reserve funds, will be subject to rescission, unless a written time extension request is submitted by the recipient and approved by Alameda CTC.

Article 3.B. Reserve Fund Policy

The Reserve Fund Policy enables Measure B and VRF recipients to establish a reserve fund for specified periods of time. This allows jurisdictions to place unexpended funds into an applicable reserve fund to demonstrate a reasonable plan to expend Measure B and VRF funds. The types of reserve funds and their eligibilities are noted in the Exhibit A: Fund Categories

Article 3.C. Rescission of Funds Policy

If the recipient does not meet the timeliness requirements, Alameda CTC may rescind any unspent funds and interest earned, unless a written time extension request is submitted by the recipient and approved by Alameda CTC.

Tracking and Monitoring Measure B/VRF Expenditures and Reserve Plans

As part of the Compliance Reporting process, jurisdictions are required to report annual planned expenditures using their fund balances into the four available fund categories listed in Exhibit A. Alameda CTC's tracking and monitoring policies is also further disseminated in the sections below.

EXHIBIT A: FUND CATEGORIES

FUND CATEGORY	MAXIMUM FUNDING ALLOTMENT	TIMELY USE OF FUNDS REQUIREMENT
1. <u>Annual Planned Projects (unreserved)</u> Recipients may report an annual implementation plan using Measure B or VRF direct local program distributions.	None.	<ul style="list-style-type: none"> To ensure expeditious use of funds, Alameda CTC expects recipients to expend funds identified as annual planned projects.
2. <u>Capital Fund Reserve</u> Recipients may establish a specific capital fund reserve to fund specific large capital project(s) that could otherwise not be funded with a single's year worth of Measure B or VRF direct local program distributions.	None.	<ul style="list-style-type: none"> Recipients shall expend all reserve funds by the end of three fiscal years following the fiscal year during which the reserve was established. <ul style="list-style-type: none"> <i>In the FY 11-12 Compliance Report the established Capital Fund Reserve Window is FY 12/13 through FY 15/16.</i> To ensure expeditious use of funds, Alameda CTC expects recipients to expend funds identified in the first FY of the reserve fund.
3. <u>Operations Fund Reserve</u> Recipients may establish and maintain a specific reserve to address operational issues, including fluctuations in revenues, and to help maintain transportation operations	50 percent of anticipated annual direct local program revenues.	<ul style="list-style-type: none"> This is a revolving fund; therefore, unexpended funds may be reassigned in the subsequent fiscal year, but must be expended within the subsequent expenditure period. The next reserve window is FY 13/14 through FY 16/17.
4. <u>Undesignated Fund Reserve</u> Recipients may establish and maintain a specific reserve for transportation needs over a fiscal year for grants, studies, contingency, etc.	10 percent of anticipated annual direct local program revenues.	This is a revolving fund; therefore, unexpended funds may be reassigned in the subsequent fiscal year, but must be expended within the subsequent expenditure period. The next reserve window is FY 13/14 through FY 16/17.

Annual Expenditure Threshold Guideline

Alameda CTC recognizes recipients are providing an estimate of planned expenditures when reporting their implementation plan as part of the Annual Compliance Report. As a result there may be unexpected funds balances from these planned budgets due to project bid savings, contingencies, or supplemental savings. Thus, Alameda CTC will monitor and evaluate the total summation of the planned annual expenditures across all programmatic types (*Bike/Pedestrian, Local Transportation, Mass Transit, and Paratransit*).

SECTION 1: Measure B/VRF Annual Planned Projects

Purpose of Annual Planned Projects

Through the Annual Program Compliance Report, jurisdictions may report annual planned projects using Measure B/VRF funds in the compliance reporting forms, *Table 3 Section 1 Planned Projects*.

Project Types include:

- One-year Capital Projects
- Traffic Operations
- Traffic Signal Coordination
- Slurry Seal/Pavement Rehabilitation
- Program Management

Timely Use of Funds Policy Implementation

- Alameda CTC will monitor the recipient's planned versus actual expenditures in the Annual Program Compliance Report.
- Alameda CTC expects recipients to expend funds identified as annual planned projects.
 - Recipient's annual reported expenditures collectively across the planned sections for all applicable programmatic types must be at least 70 percent expended to demonstrate expeditious use of Measure B/VRF funds.
 - 70 percent expenditure threshold is derived from:
 - Jurisdictions planned annual expenditures are reported in December, which is mid-way through the relevant fiscal year.
 - Permits an allowance for contingencies or unexpected cost savings.
 - Any unspent funds greater than 30 percent of the reported planned expenditures across the planned sections for all applicable programmatic categories must be justified and may be subject for rescission, unless a written time extension request is submitted by the recipient and approved by Alameda CTC (*MPFA, Article 3*).

Program Compliance Report Table 3

Section 1: Planned Projects (unreserved)

RESERVE TYPE DESCRIPTION	RECIPIENT'S RESPONSIBILITY	ALAMEDA CTC'S RESPONSIBILITY
<p>Projects included in this section are required to be implemented and funded as planned during the specified fiscal year.</p> <p><u>Project Types include:</u></p> <ul style="list-style-type: none"> - One-year Capital Projects - Traffic Operations - Traffic Signal Coordination - Slurry Seal/Pavement Rehabilitation - Program Management 	<p>Recipients are allowed to outline specific projects that are planned to be implemented during the specified fiscal year.</p> <p>Recipients will report these same projects/expenditures in subsequent Annual Compliance Reports and identify their delivery status.</p>	<p>Alameda CTC will review projects listed in this section through the Annual Program Compliance Report process and ensure the Recipient is adhering to the Timely Use of Funds Policy.</p> <p>Alameda CTC will monitor Recipient's reported planned expenditures and actual expenditures reported in the past and present Annual Program Compliance Reports. Alameda CTC will evaluate unexpended fund balances.</p>
<p><u>What happens to unexpended balances?</u></p> <ol style="list-style-type: none"> 1. All funds specified in this section must be no less than 70 percent expended collectively across the planned sections for all applicable programmatic categories. A written justification is required for unexpended balances for administrative or Commission approval. Annual balances less than 30 percent are subject to administrative approval, and balances greater than 30 percent are subject to Commission approval. 2. Any funds not expended may be subject to rescission, unless a written time extension request is submitted by the recipient and approved by Alameda CTC. 		

SECTION 2: Measure B/VRF Capital Fund Reserve

Purpose of Capital Fund Reserve

Through the Annual Program Compliance Report, jurisdictions may report planned uses of Measure B/VRF fund reserves for Capital Projects in *Table 3 Section 2 Capital Fund Reserve* of the compliance reporting forms.

The Capital Fund Reserve is for anticipated Capital Projects planned over four fiscal years. Recipients cannot reserve funds past the end of the third fiscal year immediately following the fiscal year during which the reserve was established.

Project Types include:

- Multi-year Capital Projects
- Roadway Projects
- Drainage/Facilities Projects
- Slurry Seal/Pavement Rehabilitation
- Bike/Pedestrian Projects

Timely Use of Funds Implementation Policy

- Alameda CTC will track each project's proposed budget in the Capital Fund Reserve by phase and year through the Annual Program Compliance Report process.
- Alameda CTC will monitor the recipient's reported Capital Fund Reserve planned versus actual expenditures.
- Recipient's annual reported planned expenditures for the overall reserve section must demonstrate expeditious use of Measure B/VRF funds.
- Recipient may request fund adjustments from year to year within the reserve period as part of the Annual Compliance Report. However, Alameda CTC will monitor each individual project to ensure that the reported expenditures for each fiscal year are being expended within the Timely Use of Funds requirements.
 - Any unspent funds for individual projects and/or Capital Fund Reserve section must have a justification for the unexpended funds.
 - Recipient may reallocate funds to an outer year in the reserve window to the same project or to an alternative project.
 - Unexpended funds must be reallocated in the same Capital Fund Reserve window in which the reserve was established.
 - Any funds not expended by the end of third fiscal year immediately following the fiscal year during which the reserve was established will be rescinded, unless a written time extension request is submitted by the recipient and approved by Alameda CTC (*MPFA, Article 3*).

Program Compliance Report Table 3**Section 2: Capital Fund Reserve**

RESERVE TYPE DESCRIPTION	RECIPIENT'S RESPONSIBILITY	ALAMEDA CTC'S RESPONSIBILITY
<p>Projects included in this section are designated with Capital Fund Reserves during a reserve window over four fiscal years.</p> <p><i>Reserve Window: All funds must be expended prior to the end of the third fiscal year immediately follow the fiscal year during which the reserve was established.</i></p> <p><u>No.1 Initial Reserve Window</u> - FY 12-13 through FY 15-16</p> <p><u>No.2 Second Reserve Window</u> - FY 13-14 through FY 16-17</p> <p>The Capital Fund Reserve is for large capital project(s) that could otherwise not be funded with a year's worth of Measure B/VRF direct local program distributions. All programmed funds must be expended by the end their respective fiscal year window.</p> <p><u>Project Types include:</u></p> <ul style="list-style-type: none"> - Multi-year Capital Projects - Roadway Projects - Drainage/Facilities Projects - Slurry Seal/Pavement Rehabilitation - Bike/Pedestrian Projects 	<p>Recipients are expected to report large capital projects funded with Measure B/VRF revenue over a four fiscal year reserve window.</p> <p>Any projects that require additional Measure B/VRF funding beyond the total anticipated fiscal year's revenue that is allocated in this reserve must state in the project status notes:</p> <ol style="list-style-type: none"> 1. The total project cost using Measure B/VRF funding; 2. The outstanding Measure B/VRF balance that is required to complete the project; and 3. Specify anticipated future funding using additional Measure B/VRF revenue for the project in subsequent years. <p>Recipients will report these same projects/expenditures in subsequent Annual Compliance Reports and identify their delivery status (i.e. continuing or close-out).</p>	<p>Alameda CTC will track each project proposed in the Capital Fund Reserve through the Annual Program Compliance Report process to ensure the Recipient is adhering to the Timely Use of Funds Policy of the MPFA.</p> <p>Alameda CTC will monitor Recipient's reported planned expenditures and actual expenditures reported in the past and present Annual Program Compliance Reports.</p> <p>Alameda CTC will evaluate unexpended fund balances.</p>
<p><u>What happens to unexpended balances?</u></p> <ol style="list-style-type: none"> 1. Recipients must expend the funds identified for projects as reported within their respective reserve window. <ol style="list-style-type: none"> a. Capital Fund Reserve balances may be forwarded to an outer year of the original reserve window. b. As part of the Program Compliance Report, a written justification is required for unexpended balances. 2. Any funds not expended by the end of third fiscal year immediately following the fiscal year during which the reserve was established will be rescinded, unless a written time extension request is submitted by the recipient and approved by Alameda CTC. 		

SECTION 3: Measure B/VRF Operations Fund Reserve

Purpose of Operations Fund Reserve

As part of the Annual Program Compliance Report, jurisdictions may establish an operational reserve of up to 50 percent of annual Measure B/VRF fund revenues in *Table 3 Section 3 Operations Fund Reserve* of the compliance reporting forms.

The Operations Fund Reserve allowed to accounts for fluctuations in revenues, and operational adjustments.

Project Types include:

- Transit Operations
- Traffic Signal Coordination
- Street Lights Maintenance
- Roadway/Traffic Studies
- Facilities Maintenance
- General Studies

Timely Use of Funds Implementation Policy

- Alameda CTC will monitor recipient's annual Operations Fund Reserve to ensure it does not exceed 50 percent of the annual Measure B/VRF revenue.
- There are no expenditure requirements for the immediate fiscal year that the reserve was established for. However, in the following fiscal year, recipients must reallocate the reserve balance to a planned project or Capital Fund Reserve project.
 - Once reallocated, any funds not expended by the end of third fiscal year immediately following the fiscal year during which the initial operating reserve was established will be rescinded, unless a written time extension request is submitted by the recipient and approved by Alameda CTC.

Program Compliance Report Table 3 Section 3: Operations Fund Reserve		
RESERVE TYPE DESCRIPTION	RECIPIENT'S RESPONSIBILITY	ALAMEDA CTC'S RESPONSIBILITY
<p>Projects and activities included in this section are designed to address operational issues, such as fluctuations in revenues, and to help maintain transportation operations.</p> <p>The total amount identified may not exceed 50 percent of anticipated annual revenue.</p> <p><u>Project Types include:</u></p> <ul style="list-style-type: none"> - Transit Operations - Traffic Signal Coordination - Street Lights Maintenance - Roadway/Traffic Studies - Facilities Maintenance - General Studies 	<p>Recipients are allowed to program up to 50 percent of anticipated annual revenue for operational projects/programs such as transit operations, traffic operations, streetlight maintenance, etc.</p> <p>Recipients may also create a reserve item for general operations. Recipients cannot program more than 50 percent of anticipated annual revenue.</p> <p>Recipients will report these same projects/expenditures in subsequent Annual Compliance Reports and identify their delivery status (i.e. continuing or close-out).</p>	<p>Alameda CTC will review the project list to determine eligibility in the operational reserve.</p> <p>Alameda CTC will ensure the programmed amount does not exceed 50 percent of anticipated annual revenue.</p> <p>Alameda CTC will monitor Recipient's reported planned expenditures and actual expenditures reported in the past and present Annual Program Compliance Reports.</p>
<p><u>What happens to unexpended balances?</u></p> <p>Unexpended Operational Fund Reserve balance may be reassigned as part of the subsequent Annual Program Compliance Reporting process.</p>		

SECTION 4: Measure B/VRF Undesignated Fund Reserve

Purpose of Undesignated Fund Reserve

As part of the Annual Program Compliance Report, jurisdictions may establish an undesignated reserve of up to 10 percent of annual Measure B/VRF fund revenues in *Table 3 Section 4 Undesignated Fund Reserve* of the compliance reporting forms.

The Undesignated Fund Reserve accounts for project contingencies or unexpected circumstances.

Timely Use of Funds Implementation Policy

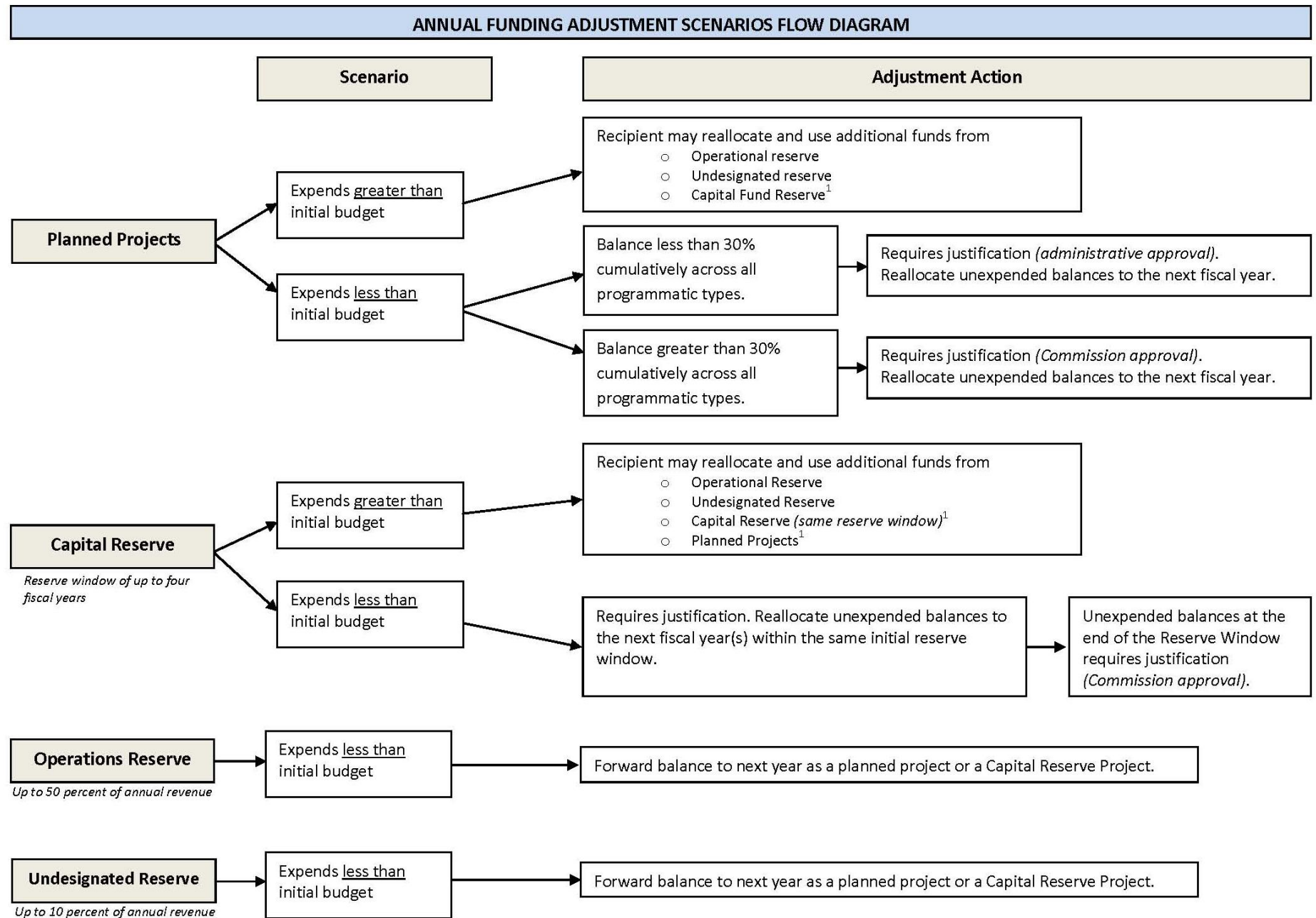
- Alameda CTC will monitor recipient's annual Undesignated Fund Reserve to ensure it does not exceed 10 percent of the annual Measure B/VRF revenues.
- There are no expenditure requirements for the immediate fiscal year that the reserve was established for. However, in the following fiscal year, recipients must reallocate the reserve balance to a planned project or Capital Fund Reserve project.
 - Once reallocated, any funds not expended by the end of third fiscal year immediately following the fiscal year during which the initial undesignated fund reserve was established will be rescinded, unless a written time extension request is submitted by the recipient and approved by Alameda CTC.

Program Compliance Report Table 3 Section 4: Undesignated Fund Reserve		
RESERVE TYPE DESCRIPTION	RECIPIENT'S RESPONSIBILITY	ALAMEDA CTC'S RESPONSIBILITY
<p>Projects included in this section are for unspecified/as-needed transportation activities such as matching funds for grants, project development work, studies for transportation purposes, or contingency funds for a project or program.</p> <p>This fund may not contain more than 10 percent of annual direct local program revenues.</p>	<p>Recipients may establish an undesignated reserve fund for yet to be defined transportation funding needs of up to 10 percent of anticipated annual revenue.</p> <p>Recipients may propose potential uses of undesignated fund reserves in the additional information or status section.</p>	<p>Alameda CTC will ensure the programmed amount does not exceed 10 percent of anticipated annual revenue.</p> <p>Alameda CTC will monitor Recipient's reported planned expenditures and actual expenditures reported in the past and present Annual Program Compliance Reports.</p>
<p><u>What happens to unexpended balances?</u></p> <ol style="list-style-type: none"> 1. Unexpended annual undesignated Fund Reserve balance may be reassigned as part of the subsequent Annual Program Compliance Reporting process. 		

Exhibit B: Annual Funding Adjustment Scenarios

FUND CAT.	SCENARIO	ADJUSTMENT
PLANNED PROJECTS	1. Recipient expends <u>greater than</u> initial budget <ol style="list-style-type: none"> Projects required additional funds Implemented more projects than expected 	<ul style="list-style-type: none"> Recipient may reallocate and use funds from <ul style="list-style-type: none"> Operational Reserve Undesignated Reserve Capital Fund Reserve¹
	2. Recipient expends <u>less than</u> initial budget <ol style="list-style-type: none"> Projects contained project savings or other funding sources acquired Projects were not delivered 	<p><u>Unexpended balance less than 30%</u></p> <ul style="list-style-type: none"> Recipient may reallocate unexpended balances less than 30 percent of overall planned allocation (<i>cumulatively across all programmatic types</i>) to the next fiscal year. Justification is required and reallocation subject to Alameda CTC administrative approval. <p><u>Unexpended balance greater than 30%</u></p> <ul style="list-style-type: none"> If unexpended amount is greater than 30 percent of overall planned allocation (<i>cumulatively across all programmatic types</i>). Recipient may propose to reallocate balances to the following fiscal year. Justification is required and reallocation is subject to Alameda CTC's Commission approval.
CAPITAL FUND RESERVE	3. Recipient expends <u>greater than</u> initial budget <ol style="list-style-type: none"> Projects required additional funds Implemented more projects than expected 	<ul style="list-style-type: none"> Recipient may reallocate and use funds from <ul style="list-style-type: none"> Operational Reserve Undesignated Reserve Capital Reserve (<i>same reserve window</i>)¹ Planned Projects¹
	4. Recipient expends <u>less than</u> initial budget <ol style="list-style-type: none"> Projects contained project savings or other funding sources acquired Projects were not delivered 	<p><u>Unexpended balances</u></p> <ul style="list-style-type: none"> Recipient may reallocate unexpended balances per project and/or overall planned Capital Fund Reserve allocation to the next fiscal year(s) within the same reserve window. <ul style="list-style-type: none"> Justification statements are required for fund balances and proposed reallocations. Funds must remain within the same initial Capital Fund Reserve window. Unexpended balances at the end of the four fiscal year reserve window may be subject to rescission.
OPERATIONS FUND RESERVE	5. Recipient expends <u>less than</u> initial budget	<ul style="list-style-type: none"> Operations Reserve balance to be forwarded to following fiscal year as a planned project or a Capital Reserve Project.
UNDESIGNATED FUND RESERVE	6. Recipient expends <u>less than</u> initial budget	<ul style="list-style-type: none"> Undesignated Fund Reserve balance to be forwarded to following fiscal year as a planned project or a Capital Reserve Project.

Notes: 1. Drawing funds from the "Planned" or "Capital Fund" fund sources should be considered after exhausting other Fund Reserves. If drawing funds from the "Planned Projects" or "Capital Fund Reserve" project(s), recipient must disclose the impact of removing funds for the project(s), and alternative funding to fulfill the original project funding plan.



Notes: 1. Drawing funds from the "Planned" or "Capital Fund" fund sources should be considered after exhausting other Fund Reserves. If drawing funds from the "Planned Projects" or "Capital Fund Reserve" project(s), recipient must disclose the impact of removing funds for the project(s), and alternative funding to fulfill the original project funding plan.

“BASELINE” IMPLEMENTATION PLANS AND FUND RESERVES

The Timely Use of Funds policy dictates that Measure B and VRF funds must be expended expeditiously and within specified time periods as outlined for each of the reserve categories.

As such, recipients are required to submit an Annual Program Compliance Report on December 31st. This submitted report will be reviewed by Alameda CTC staff, the Citizens Watchdog Committee, and posted on the Alameda CTC’s website. Recipients may be requested to clarify reporting data and project implementation plans. Thus, recipients may be asked to modify their Annual Program Compliance Report submittal. By mid-March, recipients may submit revisions to the Annual Program Compliance Reports, if necessary. Revision must include information on the delivery status of planned projects and programs, and reasons for changes. These reports establish a baseline implementation plan used for evaluation to subsequent compliance reports.

The finalized (*executed*) reported information provided in the Annual Program Compliance Report’s Table 3 will be used to evaluate the recipient’s adherence to the Timely Use of Funds policy as described in the MPFA. Information reported in the Annual Program Compliance Report’s Table 3 will be evaluated against the subsequent year’s reported expenditure information to determine compliance with the Timely Use of Funds policy.

AMENDMENT REQUESTS

Alameda CTC will consider the following amendment requests:


1. Reallocation of unexpended annual balances of Planned Projects or Capital Fund Reserve at the Timely Use of Funds milestone.
 - a. Annual balances less than 30 percent (*cumulatively across all programmatic types*) are subject to administrative approval, and
 - b. Annual balances greater than 30 percent (*cumulatively across all programmatic types*) are subject to Commission approval.
2. Revision to projects identified in the Capital Fund Reserve including scope, project lists, and dollars.

Administrative Amendment Procedure

1. Recipients must justify and propose balance reallocations within the Annual Compliance Report for balances less than 30 percent of overall planned project sections (*cumulatively across all programmatic types*) or for amendments within the Capital Fund Reserve.
2. Alameda CTC will review the requests through the compliance reporting process and may request additional information, if required, prior to its determination of the request.


Formal Amendment Procedure

1. Recipients must submit a written request for a time extension and reallocation of balances greater than 30 percent of overall planned project sections (*cumulatively across all programmatic types*) to Alameda CTC or unexpended funds at the end of the Capital Fund Reserve period.
2. Alameda CTC staff will evaluate the eligibility of time extension request and will prepare the staff report to Alameda CTC Commission.
3. Alameda CTC Commission approval is required for a formal amendment.
4. Alameda CTC staff will notify recipient of the Commission’s action in writing.




CWC Annual Compliance Reporting Review Orientation


A Presentation by
Alameda County Transportation Commission Staff
November 4, 2013



Citizens Watch Dog Committee Role



- Reviews all 2000 Measure B expenditures for the four programmatic areas:
 1. *Bicycle and Pedestrian Safety*
 2. *Local Transportation (Local Streets and Roads)*
 3. *Mass Transit*
 4. *Special Transportation for Seniors with Disabilities (Paratransit)*
- Reports directly to the public annually
- May request that recipients present a progress report to the CWC



Recipient Obligations: Reporting Requirements

- Pass-through funds recipients are required to submit to the Alameda CTC:

1. Audited Financial Statement

- Electronic and hardcopy due on December 27, 2013

2. Program Compliance Report

- Electronic and hardcopy due on December 31, 2013

- Audited Financial Statement and Compliance Report captures recipients' FY 2012-13 expenditures



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Recipient Obligations: Reporting Requirements

- Compliance Report

- Due to Alameda CTC no later than the year's end
(December 31, 2013)
- Describes annual expenditures and benefits derived from funded programs/projects
- Certifies maintained road miles
- Establishes a short-range expenditure plan for fund balances
- Jurisdictions must demonstrate that a Complete Streets Policy was adopted by June 30, 2013
- Jurisdictions must provide evidence on completing the publicity reporting requirements (articles, signage, website)



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Compliance Policies

- **Timely Use of Funds Policy:** The MPFA requires all Measure B and VRF funds received to be spent expeditiously
- **Reserve Fund Policy:** The MPFA allows recipients to reserve funds in defined reserve programs
- **Rescission of Funds Policy:** The MPFA requires recipients to return unspent funds and all interest earned thereon to Alameda CTC
- **Complete Streets Policy:** Recipients must have an adopted Complete Streets Policy adopted by June 30, 2013



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Types of Reserve Funds

- **Capital Reserve:** Funds designated for Capital Projects that could not be funded by a single year's worth of Measure B or VRF pass-through funds
 - *Time Limits*
 - 1st Reserve Window FY 12-13 through FY 15-16
 - 2nd Reserve Window FY 13-14 through FY 16-17
- **Operations Reserve:** May not exceed 50 percent of annual pass-through revenues
- **Undesignated Reserve:** May not exceed 10 percent of annual pass-through revenues



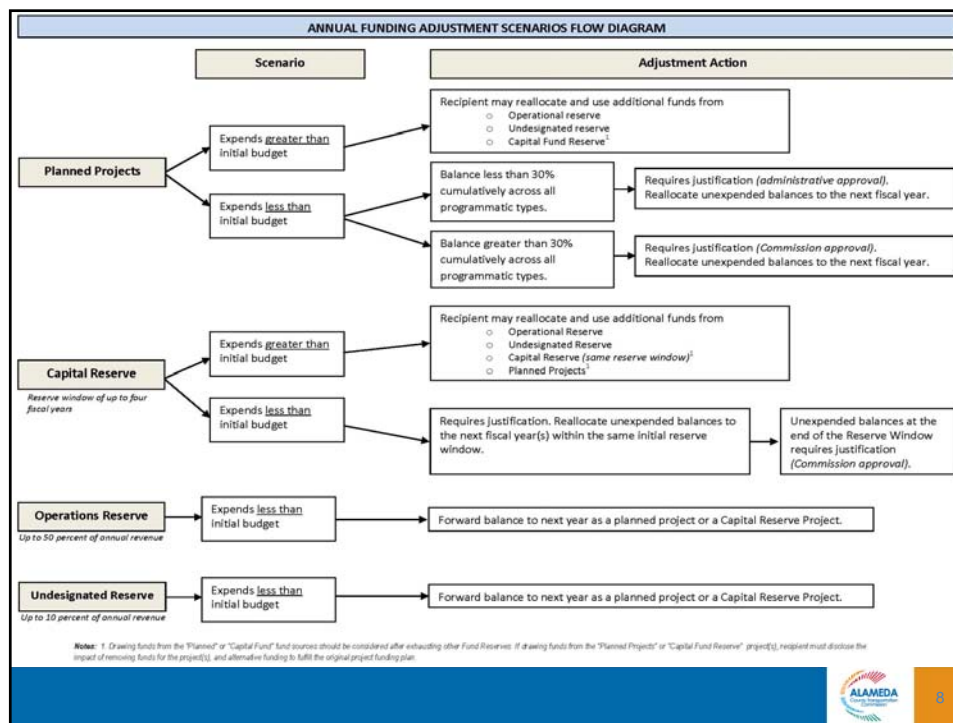
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Alameda CTC TUF Monitoring Policy

- Compliance Report captures an estimate of annual planned expenditures, which may result in unexpected fund balances at the end of the year
- Alameda CTC will monitor and evaluate the total summation of the planned annual expenditures across all programmatic types (*Bike/Pedestrian, Local Transportation, Mass Transit, and Paratransit*)
 - Recipients must expend at least 70 percent of annual planned expenditures across all programmatic types, collectively
 - This policy will be considered by the Alameda CTC's Commission in October 2013



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CWC Compliance Review Dates

Dates	Action
September 17	Annual Compliance Workshop
December 27	Audited Financial Statement Due
December 31	Programs Compliance Reports Due
January 6, 2014	Staff posts Compliance Reports to website
January 13, 2014 (CWC Meeting)	<ul style="list-style-type: none"> CWC receives binders with the submitted reports to review Staff provides Compliance Review Guidance
January 31, 2014	Finalize audit and compliance report review
February 2014	Measure B/VRF Recipients receive Compliance Status Letters and Request for Information Letters <i>(as necessary)</i>
March 10, 2014 (CWC Meeting)	CWC receives update on the Compliance Process
June/July 2014 (CWC Meetings)	CWC and Commission receive Summary Report



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Memorandum

7.0

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: October 28, 2013

SUBJECT: Alameda CTC Draft Audited Comprehensive Annual Financial Report and the ACTIA Limitations Worksheet for the Year Ended June 30, 2013

RECOMMENDATION: Approve the Alameda CTC draft audited Comprehensive Annual Financial Report and the Limitations Worksheet for the year ended June 30, 2013.

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, 2013 by Vavrinek, Trine, Day & Co., LLP. 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 two (2) of the Draft Audited Comprehensive Annual Financial Report (Draft Audited CAFR), the Alameda CTC's auditors have reported what is considered to be an unmodified 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 the Alameda CTC, as of June 30, 2013, 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."

As demonstrated in the Independent Auditor's Report on page one (1) of the Draft Limitations Worksheet, the Alameda CTC's auditors also have reported what is considered to be an unmodified or clean audit.

"In our opinion, the worksheet referred to above, presents fairly, in all material respects, the administrative cost and related percentages of the Alameda CTC for the year ended June 30, 2013, in conformity with the accounting principles generally accepted in the United States of America."

The Alameda CTC Draft Audited CAFR and the ACTIA Limitations Worksheet for the year ended June 30, 2013 were reviewed in detail and approved by the Alameda CTC's audit committee on October 14, 2013.

Financial Highlights:

- Total net asset were \$219.2 million at June 30, 2013, a decrease of \$21.9 million or 9.1 percent from the prior fiscal year end primarily related to sales tax related capital project expenditures.
- Total assets decreased by \$41.9 million or 12.6 percent from \$331.7 million to \$289.8 million as of June 30, 2013 compared to June 30, 2012. Cash and investments comprised \$237.5 million or 81.9 percent of the total assets as of June 30, 2013.
- Revenues totaled \$159.0 million for the fiscal year ended June 30, 2013. This was a decrease of \$11.4 million or 6.7 percent from the fiscal year ended June 30, 2012. Sales tax revenues comprised \$121.1 million or 76.1 percent of the total revenues for the fiscal year.
- Total liabilities decreased by \$20.0 million or 22.1 percent from \$90.5 million to \$70.5 million as of June 30, 2013 compared to June 30, 2012. This decrease is primarily due to a project management effort requiring more timely submission and, therefore more timely payment, of invoices from project sponsors.
- Expenses totaled \$181.0 million for the fiscal year ended June 30, 2013. This was a decrease of \$11.5 million from the fiscal year ended June 30, 2012 mostly related to Measure B capital project expenditures.

Background

As part of the audit process, Vavrinek, Trine, Day & Co., LLP 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 Vavrinek, Trine, Day & Co., LLP's Report on Internal Control over Financial Reporting and on Compliance and other Matters states that they did not identify any deficiencies in internal control that they consider to be a material weakness.

In addition, Vavrinek, Trine, Day & Co., LLP audited the calculation of the limitation ratios required by the Transportation Expenditure Plan which requires that the total cost for salaries and benefits for administrative employees not exceed 1.00 percent of sales tax revenues and expenditures for administration, in total, do not exceed 4.50 percent of sales tax revenues. The ratios for the fiscal year ended June 30, 2013 are 0.68 percent for salaries and benefits as a percent of sales tax revenues and 3.28 percent for total administration costs as a percent of sales tax revenues which are in compliance with the requirements set forth in the Transportation Expenditure Plan. In order to make this report more user friendly, references

have been included to show where all of the amounts included in the limitation calculations can be cross referenced with the audited financial data in the Draft audited CAFR.

Vavrinek, Trine, Day & Co., LLP also performed a Single Audit for the fiscal year ended June 30, 2013. Per the Office of Management and Budget (OMB) Circular A-133, a single audit is required when a grantee spends \$500,000 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 approximately \$5.8 million during the fiscal year ended June 30, 2013 therefore a Single Audit was required. As demonstrated in the Independent Auditor's Report on page 80 of the Draft audited CAFR, the 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 its major Federal programs for the year ended June 30, 2013."

The Alameda CTC's first Comprehensive Annual Financial Report has been designed to meet all Government Finance Officers Association (GFOA) requirements for an award for excellence in financial reporting and will be submitted to the GFOA in December with the hope of receiving this award once the CAFR is approved by the Commission. A substantial amount of effort went into the design and presentation of the CAFR as it requires significantly more information and additional sections than annual financial reports historically generated by the predecessor agencies. Some of the new information provided includes the entire introductory section, additional budget comparison schedules in the financial section and the entire statistical section.

Similar to last year's first consolidated annual financial report; the CAFR was further designed to provide detailed financial information by function so that interested parties can look at the agency as a whole or at a more detailed functional level. For example, for the benefit of the Citizen's Watchdog Committee whose purview consists of ACTIA activity only, all ACTIA funds have been broken out in a separate column in the fund financial statements beginning on page 20 of the Draft audited CAFR except the General Fund. There can only be one general fund; however the Alameda CTC's financial system was designed to distinguish costs related to the administration of ACCMA projects and programs from that of ACTIA or even Alameda County Transportation Authority projects. Therefore a breakout of general fund financial information also has been provided as supplemental information beginning on page 50 of the Draft audited CAFR. In addition, in the supplemental information section, we have provided a breakout of the ACTIA Special Revenue Fund financial information by sub-fund including Express Bus, Bike and Pedestrian, Passthrough, Transit Oriented Development and Paratransit.

For the benefit of those interested in the non-major governmental funds which generally are funds that have less than ten (10) percent of the total governmental funds' assets, liabilities, revenues or expenditures, we have provided a breakout of this column also as supplemental

information beginning on page 52 which includes the financial information related to the Exchange Fund, Transportation for Clean Air Fund and the Vehicle Registration Fee Fund.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Alameda County Transportation Commission Draft Audited Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2013 (*Attached as a separate document*)
- B. ACTIA Limitations Worksheet for the Fiscal Year Ended June 30, 2013

Staff Contact

[Patricia Reavey](#), Director of Finance



Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants & Consultants

VALUE THE DIFFERENCE

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Alameda County Transportation Commission
Oakland, California

We have audited the basic financial statements of the Alameda County Transportation Commission (Alameda CTC) as of and for year ended June 30, 2013, and have issued our report thereon dated December XX, 2013. We have also audited the accompanying Alameda CTC Limitations Worksheet (the Worksheet) for the year ended June 30, 2013. The Worksheet is the responsibility of the Alameda CTC's management. Our responsibility is to express an opinion on the Worksheet based on our audit.

We conducted our audit of the Worksheet in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Worksheet is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Worksheet. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall worksheet presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Worksheet referred to above, presents fairly, in all material respects, the administrative cost and related percentages of the Alameda CTC for the year ended June 30, 2013, in conformity with the accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of management of the Alameda CTC and the Governing Board, is not intended to be, and should not be used by anyone other than those specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Vavrinek, Trine, Day & Co. LLP

Palo Alto, California
December XX, 2013

**Alameda County Transportation Improvement Authority
Limitations Worksheet**

Basis for Salary and Benefits Limitation and the Administrative Cost Limitation

	Reference to the Financial Statements	For the year ending June 30, 2013
<u>Revenues</u>		
Net Sales Tax Proceeds	Note 1	\$ 121,084,780
Investments & Other Income - Net of Related Costs	Note 2	2,362,918
Funds Generated		<u>\$ 123,447,698</u>
<u>Expenditures</u>		
Gross Salaries and Benefits		\$ 826,801
Other Administration Costs		3,146,830
Total Administration Costs	Note 3	<u>\$ 3,973,631</u>
<u>Transportation Expenditure Plan Requirements</u>		
<i>Compliance on Salary and Benefits Cost Limitation (Maximum Allowed is 1%)</i>		
Ratio of Gross Salaries and Benefits to Net Sales Tax Revenues		0.6828%
<i>Compliance on Administration Costs Limitation (Maximum Allowed is 4.5%)</i>		
Ratio of Total Administration Costs to Net Sales Tax Proceeds		3.2817%
<u>Public Utilities Commission 180109 Requirement</u>		
<i>Compliance on Salary and Benefits Cost Limitation (Maximum Allowed is 1%)</i>		
Ratio of Gross Salaries and Benefits to Funds Generated		0.6698%

1: Amount was derived from sales tax revenue reported on page 24.

2: Amount was derived from the following:

Project revenue on the ACTIA Special Revenue Fund on page 23.	102,943
Investment income on the ACTIA Special Revenue Fund on page 23.	18,989
Project revenue on the ACTIA Capital Projects Fund on page 23.	2,084,497
Investment income on the ACTIA Capital Projects Fund on page 23.	112,398
Investment income on the ACTIA subfund of General Fund on page 51.	13,195
Other income on the ACTIA subfund of General Fund on page 51.	30,896
	<u>\$ 2,362,918</u>

3: Amount was derived from the total expenditures reported on the ACTIA subfund of the General Fund on page 51.

Alameda County Transportation Commission

Audited Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2013

Audit Committee

- The Commission Audit Committee reviewed the Draft Comprehensive Annual Financial Report in Detail on October 14th and approved the report.

Financial Audit

- Financial statements being presented are for the Fiscal Year Ended June 30, 2013.
- Financial statements are the responsibility of management.
- Our responsibility is to express an opinion of the financial statements based on their audit.
- We plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.
- Audits include:
 - Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
 - Assessing the accounting principles used and significant estimates made by management.
 - Evaluating overall financial statement presentation.

Financial Audit

Continued

- Audits are performed in conformance with Generally Accepted Auditing Standards (GAAS) which requires the auditor:
 - adequately plan the work and properly supervise assistants,
 - obtain a sufficient understanding of the entity and its environment, including its internal control, to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures, and
 - obtain sufficient appropriate audit evidence by performing audit procedures, on a test basis, to afford a reasonable assurance for an opinion regarding the financial statements under audit.

CWC Audit Concerns Addressed

- As part of the audit procedures VTD:
 - Interviewed employees and their supervisors and asked specifically what steps were followed to complete a timesheet and to confirm the accuracy of timesheets (**see list of authorized signers and the staff for which they sign timecards**),
 - Reconciled Alameda CTC internal control practices with written policies and procedures to ensure practices are consistent with written procedures,
 - Alameda CTC does not have a revolving fund, however there are several accounts with preprinted checks that can be used and reimbursed by the proper account in case of an emergency. All of these checks require 2 signature regardless of the amount (this requirement is printed under the signature section on each check). The signers on these checks are Art Dao, Patricia Reavey and Lily Balinton,
 - Reviewed timesheets (**see timesheet**),

Authorized Signers

- | | |
|-------------------|------------------------|
| • Art Dao | • Tess Lengyel |
| • Gladys Parmelee | • Laurel Poeton |
| • Trish Reavey | • |
| • Tess Lengyel | • Beth Walukas |
| • Beth Walukas | • Vickie Winn |
| • Steward Ng | • Matt Bomberg |
| • | • Saravana Suthanthira |
| • Gladys Parmelee | • Kara Vuicich |
| • Vanessa Lee | • |
| • Earlene Vorise | • Stewart Ng |
| • Linda Adams | • Matt Todd |
| • | • |
| • Trish Reavey | • Matt Todd |
| • Art Dao | • Vivek Bhat |
| • Lily Balinton | • Jackie Taylor |
| • Seung Cho | • Trinity Nguyen |
| • Arun Goel | • John Hemiup |
| • | |
| • Lily Balinton | |
| • Yoana Navarro | |
| • Sammy Ng | |
| • Patty Seu | |

Required Communications

- The Auditor is required to communicate significant deficiencies or material weaknesses in internal control to the CWC.
 - We noted no significant deficiencies or material weaknesses in internal controls.
 - We had no adjustments to the financial statements.
- We encountered no difficulties in the performance of the audit.

Alameda CTC Financial Highlights

- Total net position was \$219.2 million at June 30, 2013, a decrease of \$21.9 million or 9.1 percent from the prior fiscal year end primarily related to sales tax related capital project expenditures.
- Total assets decreased by \$41.9 million or 12.6 percent from \$331.7 million to \$289.8 million as of June 30, 2013 compared to June 30, 2012. Cash and investments comprised \$237.5 million or 81.9 percent of the total assets as of June 30, 2013.
- Revenues totaled \$159.0 million for the fiscal year ended June 30, 2013. This was a decrease of \$11.4 million or 6.7 percent from the fiscal year ended June 30, 2012. Sales tax revenues comprised \$121.1 million or 76.1 percent of the total revenues for the fiscal year.
- Total liabilities decreased by \$20.0 million or 22.1 percent from \$90.5 million to \$70.5 million as of June 30, 2013 compared to June 30, 2012. This decrease is primarily due to a project management effort requiring more timely submission and, therefore more timely payment, of invoices from project sponsors.
- Expenses totaled \$181.0 million for the fiscal year ended June 30, 2013. This was a decrease of \$11.5 million from the fiscal year ended June 30, 2012 mostly related to Measure B capital project expenditures.

Alameda CTC
Statement of Net Position
June 30, 2013
(in thousands of dollars)

Assets:	
Cash and Investments	\$237,454
Receivables	47,901
Land Held for Resale	4,068
Capital Assets, net	51
Other assets	<u>306</u>
Total Assets	289,780
Liabilities:	
Payables	46,150
Deferred Revenue	<u>24,387</u>
Total Liabilities	70,537
Net Position:	
Net Investment in Capital Assets	51
Restricted	197,621
Unrestricted	<u>21,572</u>
Total Net Position	<u>\$219,243</u>

ACTIA Funds
Balance Sheet
June 30, 2013
(in thousands of dollars)

	Special			
	General	Revenue	Capital	Total
Assets:				
Cash and Investments	\$18,947	\$14,785	\$53,656	\$ 87,388
Receivables	1,000	11,686	9,972	22,658
Other assets	<u>107</u>	<u>0</u>	<u>0</u>	<u>107</u>
Total Assets	\$20,054	\$26,471	\$63,628	\$110,153
Liabilities:				
Payables	<u>\$ 510</u>	<u>\$17,339</u>	<u>\$17,054</u>	<u>\$ 34,903</u>
Total Liabilities	<u>\$ 510</u>	<u>\$17,339</u>	<u>\$17,054</u>	<u>\$ 34,903</u>
Fund Balance:				
Restricted	0	9,132	46,574	55,706
Unassigned	<u>19,544</u>	<u>0</u>	<u>0</u>	<u>19,544</u>
Total Fund Balance	<u>\$19,544</u>	<u>\$ 9,132</u>	<u>\$46,574</u>	<u>\$ 75,250</u>

Alameda CTC
Statement of Activities
for the Fiscal Year Ended
June 30, 2013
(in thousands of dollars)

Governmental Activities

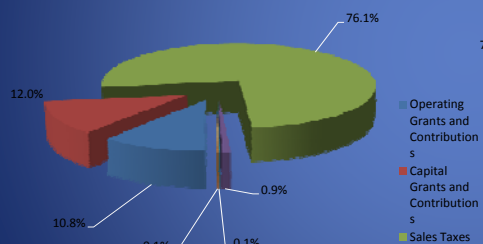
Program Revenues	
Operating Revenues	\$17,112
Capital Revenues	<u>19,051</u>
Total Program Revenues	36,163
Expenses	
Administration	11,981
Transportation Improvements	131,266
Congestion Management	<u>37,721</u>
Total Expenses	180,968
 Total Governmental Activities	 (144,805)
General Revenues	122,855
 Change in Net Position	 (21,950)
Net Position – Beginning	<u>241,193</u>
Net Position – Ending	<u>\$219,243</u>

ACTIA FUNDS
Revenues, Expenditures & Changes in Fund
Balance
June 30, 2012
(in thousands of dollars)

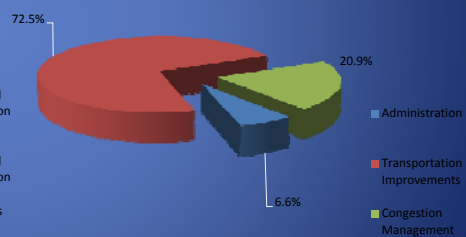
	General	Revenue	Capital	Total
Revenues:				
Sales Tax	\$ 5,449	\$69,266	\$46,370	\$121,085
Project Revenue	0	103	2,085	2,188
Investment Income	13	19	112	144
Other	<u>31</u>	<u>24</u>	<u>0</u>	<u>55</u>
Total Assets	\$ 5,493	\$69,412	\$48,567	\$123,472
Expenditures:				
Administrative	\$ 3,974	\$ 1,311	\$ 119	\$ 5,404
Highways and Streets	0	0	17,307	17,307
Public Transit	0	37,184	41,205	78,389
Local Transportation	<u>0</u>	<u>31,038</u>	<u>2,109</u>	<u>33,147</u>
Total Liabilities	\$ 3,974	\$69,533	\$60,740	\$134,247
 Net Change in Fund Balance	 1,519	 (121)	 (12,173)	 (10,775)
Fund Balance - Beginning	<u>18,025</u>	<u>9,252</u>	<u>58,747</u>	<u>86,024</u>
Fund Balance - Ending	<u>\$19,544</u>	<u>\$ 9,131</u>	<u>\$46,574</u>	<u>\$ 75,249</u>

Alameda CTC Revenues & Expenses

Revenues

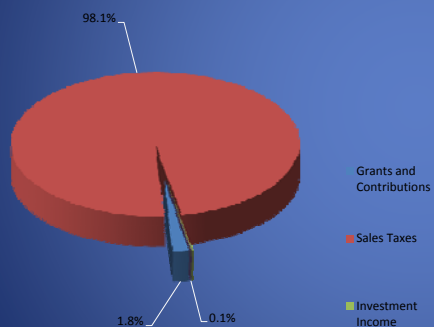


Expenses

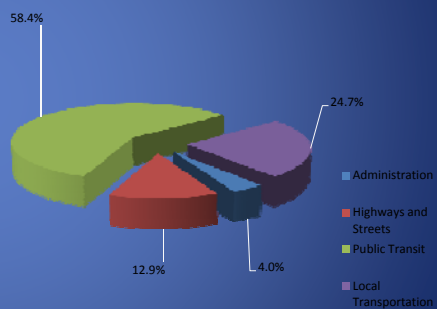


ACTIA Revenues & Expenses

Revenues



Expenses



Alameda CTC Auditor Opinion

Alameda CTC received what is referred to as an unmodified or clean audit opinion for the Fiscal Year Ended June 30, 2013.

“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 the Alameda CTC, as of June 30, 2013, and the respective changes in financial position, thereof and for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

Limitations Calculations

(in thousands of dollars)

Revenues:	
Net Sales Tax Proceeds	\$121,085
Investments & other Income	<u>2,363</u>
Total Funds Generated	\$123,448
Expenditures:	
Gross Salaries & Benefits	\$ 827
Other Admin Costs	<u>3,147</u>
Total Admin Costs	\$ 3,974
Salaries & Benefits to Sales Tax Ratio	0.683%
Total Admin Costs to Sales Tax Ratio	3.282%
Salaries & Benefits to Funds Generated	0.670%

Alameda CTC
June 30, 2013

Questions?

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Memorandum

8.0

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: October 28, 2013

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

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

Summary

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

Activity

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

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

As of June 30, 2013, the Alameda CTC portfolio managed by investment advisors consisted of approximately 4.0% US Treasury Securities, 59.8% Federal Agency Securities,

0.5% Corporate Notes, 16.6% Commercial Paper, 18.7% Negotiable CDs and 0.3% Money Market Funds (See Attachment B). The Alameda CTC portfolio is in compliance with both the adopted investment policy and California Government Code.

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

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

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

Fiscal Impact

There is no fiscal impact.

Attachments

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

Staff Contact

[Patricia Reavey](#), Director of Finance

[Lily Balinton](#), Accounting Manager



For the Month Ending June 30, 2013

Managed Account Detail of Securities Held

ALAMEDA CNTY TRANSPORTATION AUTHORITY - 03068500

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/30/2008 3.125% 09/30/2013	912828JM3	3,900,000.00	AA+	Aaa	03/22/12	03/27/12	4,064,531.25	0.32	30,635.25	3,927,119.24	3,929,250.00
Security Type Sub-Total		3,900,000.00					4,064,531.25	0.32	30,635.25	3,927,119.24	3,929,250.00
Federal Agency Bond / Note											
FEDERAL HOME LOAN BANK GLOBAL NOTES DTD 02/03/2012 0.220% 08/08/2013	313376UV5	5,000,000.00	AA+	Aaa	11/27/12	11/28/12	5,001,135.00	0.19	4,369.44	5,000,168.10	5,000,410.00
FHLB NOTES DTD 02/13/2012 0.280% 08/13/2013	313376WB7	9,700,000.00	AA+	Aaa	11/27/12	11/28/12	9,706,372.90	0.19	10,411.33	9,701,050.12	9,701,581.10
FHLB GLOBAL BONDS DTD 08/01/2008 4.000% 09/06/2013	3133XR88	4,400,000.00	AA+	Aaa	03/22/12	03/27/12	4,629,680.00	0.37	56,222.22	4,428,815.91	4,430,641.60
FHLMC GLOBAL REFERENCE NOTES DTD 08/20/2008 4.125% 09/27/2013	3137EAB57	4,475,000.00	AA+	Aaa	04/01/13	04/02/13	4,561,685.23	0.14	48,199.48	4,517,599.58	4,517,789.95
FNMA NOTES DTD 11/01/2010 0.750% 12/18/2013	31398A5W8	4,725,000.00	AA+	Aaa	08/21/12	08/22/12	4,754,484.00	0.28	1,279.69	4,735,356.92	4,738,867.88
FANNIE MAE NOTES (EX-CALLABLE) DTD 09/08/2010 1.500% 09/08/2014	31398A3G5	3,319,000.00	AA+	Aaa	05/15/13	05/15/13	3,374,626.44	0.22	15,626.96	3,369,223.67	3,361,234.28
FANNIE MAE GLOBAL NOTES DTD 09/27/2011 0.625% 10/30/2014	3135G0DW0	2,500,000.00	AA+	Aaa	05/15/13	05/15/13	2,514,650.00	0.22	2,647.57	2,513,367.88	2,510,630.00
Security Type Sub-Total		34,119,000.00					34,542,633.57	0.22	138,756.69	34,265,582.18	34,261,154.81

Commercial Paper

TOYOTA MOTOR CREDIT CORP COMM PAPER - 0.000% 07/10/2013	89233GUA2	2,590,000.00	A-1+	P-1	01/10/13	01/11/13	2,586,892.00	0.24	0.00	2,589,844.60	2,589,948.20
GENERAL ELEC CAP CORP COMM PAPER - 0.000% 07/15/2013	36959HUF2	4,325,000.00	A-1+	P-1	01/14/13	01/15/13	4,319,998.62	0.23	0.00	4,324,613.17	4,324,857.28
BNP PARIBAS FINANCE INC COMM PAPER - 0.000% 09/23/2013	0556N0WP6	2,100,000.00	A-1	P-1	05/21/13	05/22/13	2,098,119.33	0.26	0.00	2,098,725.99	2,098,660.28





For the Month Ending June 30, 2013

Managed Account Detail of Securities Held

ALAMEDA CNTY TRANSPORTATION AUTHORITY - 03068500

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Commercial Paper											
BANK OF TOKYO MITSUBISHI COMM PAPER -- 0.000% 10/07/2013	06538BX73	4,400,000.00	A-1	P-1	05/15/13	05/15/13	4,395,569.44	0.25	0.00	4,397,005.54	4,397,272.00
UBS FINANCE DELAWARE LLC COMM PAPER -- 0.000% 02/07/2014	90262DB79	4,000,000.00	A-1	P-1	05/15/13	05/15/13	3,989,726.67	0.35	0.00	3,991,528.32	3,992,176.00
Security Type Sub-Total		17,415,000.00					17,390,306.06	0.27	0.00	17,401,717.62	17,402,913.68
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 04/15/2013 0.260% 10/07/2013	86562CEZ1	4,375,000.00	A-1	P-1	05/15/13	05/15/13	4,375,175.09	0.25	2,432.99	4,375,118.34	4,375,413.00
RABOBANK NEDERLAND NV NY CERT DEPOS DTD 05/20/2013 0.270% 12/18/2013	21684BBH6	2,755,000.00	A-1+	P-1	05/21/13	05/22/13	2,755,240.64	0.25	867.83	2,755,194.81	2,755,094.50
CHASE BANK USA NA CERT DEPOS DTD 05/16/2013 0.330% 02/12/2014	16144RTS2	4,300,000.00	A-1	P-1	05/16/13	05/16/13	4,300,000.00	0.33	1,813.17	4,300,000.00	4,300,960.62
Security Type Sub-Total		11,430,000.00					11,430,415.73	0.28	5,113.99	11,430,313.15	11,431,468.12
Managed Account Sub-Total		66,864,000.00					67,427,886.61	0.25	174,505.93	67,024,732.19	67,024,786.61
Securities Sub-Total		\$66,864,000.00					\$67,427,886.61	0.25%	\$174,505.93	\$67,024,732.19	\$67,024,786.61
Accrued Interest											\$174,505.93
Total Investments											\$67,199,292.54





Alameda CTC- Alameda Cnty Trans Authority
Account #470

Holdings Report

As of 6/30/13

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
AGENCY									
31398ASD5	FNMA Note 3.875% Due 7/12/2013	1,700,000.00	04/09/2009 2.24 %	1,811,683.20 1,700,792.08	100.12 0.40 %	1,701,965.20 30,924.65	7.77 % 1,173.12	Aaa AA+	0.03 0.03
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	4,000,000.00	Various 2.35 %	4,411,330.00 4,007,681.66	100.36 0.54 %	4,014,468.00 79,166.67	18.37 % 6,786.34	Aaa AA+	0.09 0.09
31331KZJ2	FFCB Note 0.35% Due 9/23/2013	1,500,000.00	03/22/2012 0.38 %	1,499,430.00 1,499,912.79	100.05 0.14 %	1,500,717.00 1,429.17	6.74 % 804.21	Aaa AA+	0.23 0.23
31331GCS6	FFCB Note 3.875% Due 10/7/2013	2,300,000.00	02/04/2009 2.89 %	2,397,934.00 2,305,629.05	101.00 0.18 %	2,322,891.90 20,795.83	10.52 % 17,262.85	Aaa AA+	0.27 0.27
3133XSAE8	FHLB Note 3.625% Due 10/18/2013	2,000,000.00	03/03/2009 2.69 %	2,080,600.00 2,005,201.54	101.03 0.19 %	2,020,580.00 14,701.39	9.13 % 15,378.46	Aaa AA+	0.30 0.30
31344AUK8	FHLMC Note 4.875% Due 11/15/2013	2,500,000.00	01/08/2009 2.44 %	2,776,632.50 2,521,399.58	101.78 0.11 %	2,544,602.50 15,572.92	11.49 % 23,202.92	Aaa AA+	0.38 0.37
3137EACZ0	FHLMC Note 0.375% Due 11/27/2013	2,600,000.00	10/25/2012 0.24 %	2,603,848.00 2,601,444.21	100.10 0.14 %	2,602,475.20 920.83	11.68 % 1,030.99	Aaa AA+	0.41 0.41
31398A5W8	FNMA Note 0.75% Due 12/18/2013	2,600,000.00	05/23/2012 0.34 %	2,616,822.00 2,604,990.82	100.29 0.12 %	2,607,631.00 704.17	11.70 % 2,640.18	Aaa AA+	0.47 0.47
3135G0NV1	FNMA Note 0.5% Due 9/28/2015	700,000.00	05/20/2013 0.33 %	702,814.00 702,679.84	99.96 0.52 %	699,685.00 904.17	3.14 % (2,994.84)	Aaa AA+	2.25 2.23
3133834R9	FHLB Note 0.375% Due 6/24/2016	675,000.00	05/20/2013 0.47 %	672,934.50 673,009.44	98.88 0.76 %	667,416.38 49.22	2.99 % (5,593.06)	Aaa AA+	2.99 2.96
Total Agency		20,575,000.00	1.65 %	21,574,028.20 20,622,741.01	0.28 %	20,682,432.18 165,169.02	93.54 % 59,691.17	Aaa AA+	0.42 0.42
MONEY MARKET FUND FI									
431114701	Highmark Govt Money Market Fund	35,814.52	Various 0.00 %	35,814.52 35,814.52	1.00 0.00 %	35,814.52 0.00	0.16 % 0.00	Aaa AAA	0.00 0.00
Total Money Market Fund FI		35,814.52	0.00 %	35,814.52 35,814.52	0.00 %	35,814.52 0.00	0.16 % 0.00	Aaa AAA	0.00 0.00
US TREASURY									
912828PL8	US Treasury Note 0.75% Due 12/15/2013	1,400,000.00	Various 0.23 %	1,408,283.99 1,403,352.51	100.29 0.11 %	1,404,102.00 459.02	6.30 % 749.49	Aaa AA+	0.46 0.46
Total US Treasury		1,400,000.00	0.23 %	1,408,283.99 1,403,352.51	0.11 %	1,404,102.00 459.02	6.30 % 749.49	Aaa AA+	0.46 0.46
TOTAL PORTFOLIO		22,010,814.52	1.56 %	23,018,126.71 22,061,908.04	0.27 %	22,122,348.70 165,628.04	100.00 % 60,440.66	Aaa AA+	0.43 0.42
TOTAL MARKET VALUE PLUS ACCRUED						22,287,976.74			

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For the Month Ending June 30, 2013

Managed Account Detail of Securities Held

ALAMEDA CNTY TRANSPORTATION IMPROV AUTH - 03068510

Security Type/Description	S&P	Moody's	Trade	Settle	Original	YTM	Accrued	Amortized	Market
Dated Date/Coupon/Maturity	Par	Rating	Date	Date	Cost	at Cost	Interest	Cost	Value
Federal Agency Discount Note									
FEDERAL HOME LOAN BANKS DISC NOTE	3,500,000.00	A-1+	P-1	03/28/13	04/01/13	3,497,826.11	0.13	3,498,976.25	3,499,306.13
- 0.000% 09/20/2013									
Security Type Sub-Total	3,500,000.00				3,497,826.11	0.13	0.00	3,498,976.25	3,499,306.13
Federal Agency Bond / Note									
FANNIE MAE GLOBAL NOTES	3,350,000.00	AA+	Aaa	08/21/12	08/22/12	3,377,034.50	0.26	3,355,674.20	3,356,405.20
DTD 08/06/2010 1.000% 09/23/2013									
FNMA NOTES	3,400,000.00	AA+	Aaa	08/21/12	08/22/12	3,421,216.00	0.28	3,407,452.60	3,409,979.00
DTD 11/01/2010 0.750% 12/18/2013									
Security Type Sub-Total	6,750,000.00				6,798,250.50	0.27	10,040.27	6,763,126.80	6,766,384.20
Commercial Paper									
TOYOTA MOTOR CREDIT CORP COMM	2,000,000.00	A-1+	P-1	01/02/13	01/02/13	1,997,700.00	0.23	2,000,000.00	1,999,994.00
PAPER									
- 0.000% 07/01/2013									
US BANK NA COMM PAPER	730,000.00	A-1+	P-1	03/07/13	03/08/13	729,346.65	0.18	729,766.40	729,691.94
- 0.000% 09/03/2013									
BNP PARIBAS FINANCE INC COMM PAPER	2,000,000.00	A-1	P-1	05/21/13	05/22/13	1,998,208.89	0.26	1,998,786.66	1,998,724.00
- 0.000% 09/23/2013									
Security Type Sub-Total	4,730,000.00				4,725,255.54	0.24	0.00	4,728,553.06	4,728,409.94
Certificate of Deposit									
SVENSKA HANDELSBANKEN NY CERT DEPOS	4,500,000.00	A-1+	P-1	04/12/13	04/12/13	4,499,999.66	0.24	4,499,999.82	4,499,980.02
DTD 04/02/2013 0.240% 10/01/2013									
KANDINAVATSKA ENSKILDA BK NY CERT	4,500,000.00	A-1	P-1	04/30/13	04/30/13	4,500,198.71	0.27	4,500,121.73	4,500,917.55
EPDS									
DTD 04/05/2013 0.280% 10/07/2013									





For the Month Ending June 30, 2013

Managed Account Detail of Securities Held

ALAMEDA CNTY TRANSPORTATION IMPROV AUTH - 03068510

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	Rating	S&P	Moody's	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit													
STANDARD CHARTERED BANK NY CERT DEPOS		85325BWS9	4,500,000.00	A-1+		P-1	04/30/13	04/30/13	4,500,291.02	0.30	2,867.50	4,500,213.93	4,500,927.90
DTD 04/18/2013 0.310% 12/20/2013													
Security Type Sub-Total			13,500,000.00						13,500,489.39	0.27	8,612.50	13,500,335.48	13,501,825.47
Managed Account Sub-Total			28,480,000.00						28,521,821.54	0.25	18,652.77	28,490,991.59	28,495,925.74
Securities Sub-Total			\$28,480,000.00						\$28,521,821.54	0.25%	\$18,652.77	\$28,490,991.59	\$28,495,925.74
Accrued Interest													\$18,652.77
Total Investments													\$28,514,578.51





Alameda CTC- Alameda Cnty Trans Improv Authority
Account #471

Holdings Report

As of 6/30/13

CUSIP	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody	Maturity
AGENCY			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	S&P	Duration
313376J55	FHLB Note 0.375% Due 7/9/2013	1,750,000.00	12/05/2012 0.18 %	1,752,047.50 1,750,076.54	100.01 0.17 %	1,750,091.00 3,135.42	11.51 % 14.46	Aaa AA+	0.02 0.02
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	1,000,000.00	10/18/2012 0.22 %	1,035,533.00 1,003,838.06	100.36 0.54 %	1,003,617.00 19,791.67	6.72 % (221.06)	Aaa AA+	0.09 0.09
3135G0BR3	FNMA Note 0.5% Due 8/9/2013	1,500,000.00	10/31/2012 0.20 %	1,503,450.00 1,500,478.83	100.04 0.15 %	1,500,570.00 2,958.33	9.87 % 91.17	Aaa AA+	0.11 0.11
313379R76	FHLB Note 0.25% Due 9/6/2013	1,250,000.00	11/16/2012 0.21 %	1,250,425.00 1,250,097.85	100.02 0.14 %	1,250,248.75 208.33	8.21 % 150.90	Aaa AA+	0.19 0.18
31398A3L4	FNMA Callable Note 1X 3/17/11 1.125% Due 9/17/2013	1,225,000.00	11/16/2012 0.22 %	1,234,187.50 1,227,372.93	100.21 0.15 %	1,227,545.55 3,981.25	8.08 % 172.62	Aaa AA+	0.22 0.21
31398A2S0	FNMA Note 1% Due 9/23/2013	1,750,000.00	12/27/2011 0.35 %	1,769,600.00 1,752,592.76	100.19 0.17 %	1,753,346.00 4,763.89	11.54 % 753.24	Aaa AA+	0.23 0.23
31331GCS6	FFCB Note 3.875% Due 10/7/2013	1,000,000.00	11/15/2012 0.21 %	1,032,610.00 1,009,833.17	101.00 0.18 %	1,009,953.00 9,041.67	6.69 % 119.83	Aaa AA+	0.27 0.27
31398A4H2	FNMA Callable Note 1X 4/8/11 1.125% Due 10/8/2013	1,535,000.00	10/18/2012 0.21 %	1,548,584.75 1,538,788.42	100.27 0.15 %	1,539,070.82 3,981.41	10.13 % 282.40	Aaa AA+	0.27 0.27
3134G23H3	FHLMC Note 0.5% Due 10/15/2013	1,650,000.00	10/31/2012 0.22 %	1,654,372.50 1,651,331.85	100.10 0.14 %	1,651,714.35 1,741.67	10.85 % 382.50	Aaa AA+	0.29 0.29
313371UC8	FHLB Note 0.875% Due 12/27/2013	1,780,000.00	12/16/2011 0.39 %	1,797,461.80 1,784,241.06	100.35 0.15 %	1,786,306.54 173.06	11.72 % 2,065.48	Aaa AA+	0.49 0.49
Total Agency		14,440,000.00	0.25 %	14,578,272.05 14,468,651.47	0.18 %	14,472,463.01 49,776.70	95.31 % 3,811.54	Aaa AA+	0.23 0.22
MONEY MARKET FUND FI									
431114701	Highmark Govt Money Market Fund	42,886.11	Various 0.00 %	42,886.11 42,886.11	1.00 0.00 %	42,886.11 0.00	0.28 % 0.00	Aaa AAA	0.00 0.00
Total Money Market Fund FI		42,886.11	0.00 %	42,886.11 42,886.11	0.00 %	42,886.11 0.00	0.28 % 0.00	Aaa AAA	0.00 0.00
US CORPORATE									
594918AF1	Microsoft Note 0.875% Due 9/27/2013	670,000.00	12/07/2012 0.23 %	673,396.90 671,034.35	100.11 0.44 %	670,705.51 1,530.76	4.41 % (328.84)	Aaa AAA	0.24 0.24
Total US Corporate		670,000.00	0.23 %	673,396.90 671,034.35	0.44 %	670,705.51 1,530.76	4.41 % (328.84)	Aaa AAA	0.24 0.24
TOTAL PORTFOLIO		15,152,886.11	0.25 %	15,294,555.06 15,182,571.93	0.19 %	15,186,054.63 51,307.46	100.00 % 3,482.70	Aaa AA+	0.23 0.22
TOTAL MARKET VALUE PLUS ACCRUED						15,237,362.09			

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

Notes:

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

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Memorandum

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1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: October 28, 2013

SUBJECT: Alameda CTC FY2013-14 First Quarter Investment Report

RECOMMENDATION: Approve the Alameda CTC FY2013-14 First Quarter Investment Report

Summary

The Quarterly Investment Report (Attachment A) provides balance and average return on investment information for all cash and investments held by the Alameda CTC as of September 30, 2013. The report also shows balances as of June 30, 2013 for comparison purposes. The *Portfolio Review for Quarter Ending September 30, 2013* (Attachment B) prepared by SunTrust provides an outlook of current market conditions and an investment strategy to maximize return without compromising safety and liquidity. Alameda CTC investments are in compliance with the adopted investment policy except for a small excess in the governmental money market fund at September 30, 2013 due to the timing of investment settlements. Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

Activity

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

- As of September 30, 2013, total cash and investments held by the Alameda CTC were \$242.6 million. This total is an increase of \$6.4 million or 2.7% over the prior year-end balance of \$236.2 million.
- The ACTA investment balance decreased \$2.1 million or 1.7% due to capital project expenditures. The ACTIA investment balance increased \$2.4 million or 2.8% due to the timing of pass-through distributions offset by capital project expenditures. The ACCMA investment balance increased \$6.1 million or 26.8% mostly related to project collections and the timing of VRF pass-through distributions.
- Investment yields have declined with the return on investments for the Alameda CTC at 0.33% compared to the prior year's return of 0.57%. Return on investments were projected for the FY2013-14 budget year at varying rates ranging from 0.3% - 0.5% depending on investment type.

- Based on cash flow projections updated in August and current market conditions, ACTIA is planning to go to the market for debt financing by the 3rd quarter of FY2013-14 to satisfy capital project obligations.
- Effective July 1, 2013 the Alameda CTC investment advising services contract was awarded to SunTrust Bank / CSI Capital.

Fiscal Impact

There is no fiscal impact.

Attachments

- A. Consolidated Investment Report as of September 30, 2013
- B. Portfolio Review for Quarter Ending September 30, 2013 (provided by SunTrust Bank)
- C. Fixed Income Portfolio as of September 30, 2013

Staff Contact

[Patricia Reavey](#), Director of Finance

[Lily Balinton](#), Accounting Manager

Alameda CTC Consolidated Investment Report As of September 30, 2013									
ACTA	Un-Audited		Interest Earned			FY 2012-2013			
	Investment Balance		As of September 30, 2013			Investment Balance		Interest earned	
				Approx. ROI	Budget	Difference	June 30, 2013	FY 2012-2013	
Checking Account	\$	64,980	\$	6	0.04%		\$	990,642	\$ 35
State Treasurer Pool (LAIF)		41,221,212		25,370	0.25%			26,312,847	37,613
Investment Advisor ⁽¹⁾		73,055,311		110,907	0.61%			89,135,230	994,095
Loan to ACCMA		10,000,000		-				10,000,000	-
ACTA Total	\$	124,341,503	\$	136,283	0.44%	\$ 107,500	\$ 28,783	\$	1,031,742
								Approx. ROI	0.82%
ACTIA	Un-Audited		Interest Earned			FY 2012-2013			
	Investment Balance		As of September 30, 2013			Investment Balance		Interest earned	
				Approx. ROI	Budget	Difference	June 30, 2013	FY 2012-2013	
Checking Account	\$	16,370,611	\$	97	0.00%		\$	10,825,653	\$ 235
State Treasurer Pool (LAIF)		31,111,156		20,459	0.26%			32,405,385	78,105
Investment Advisor ⁽¹⁾		42,150,422		24,981	0.24%			43,976,235	148,637
ACTIA Total	\$	89,632,189	\$	45,537	0.20%	\$ 10,500	\$ 35,037	\$	226,977
								Approx. ROI	0.26%
ACCMA	Un-Audited		Interest Earned			FY 2012-2013			
	Investment Balance		As of September 30, 2013			Investment Balance		Interest earned	
				Approx. ROI	Budget	Difference	June 30, 2013	FY 2012-2013	
Checking Account	\$	2,749,225	\$	-	0.00%		\$	2,713,936	\$ -
State Treasurer Pool (LAIF)		20,973,514		11,408	0.22%			14,848,174	44,446
Project Deferred Revenue ⁽²⁾		14,924,031		9,678	0.26%			15,030,817	52,207
Loan from ACTA		(10,000,000)		-				(10,000,000)	-
ACCMA Total	\$	28,646,770	\$	21,086	0.29%	\$ -	\$ 21,086	\$	96,653
								Approx. ROI	0.43%
ACTC TOTAL	\$	242,620,463	\$	202,907	0.33%	\$ 118,000	\$ 84,907	\$	1,355,373

Notes:

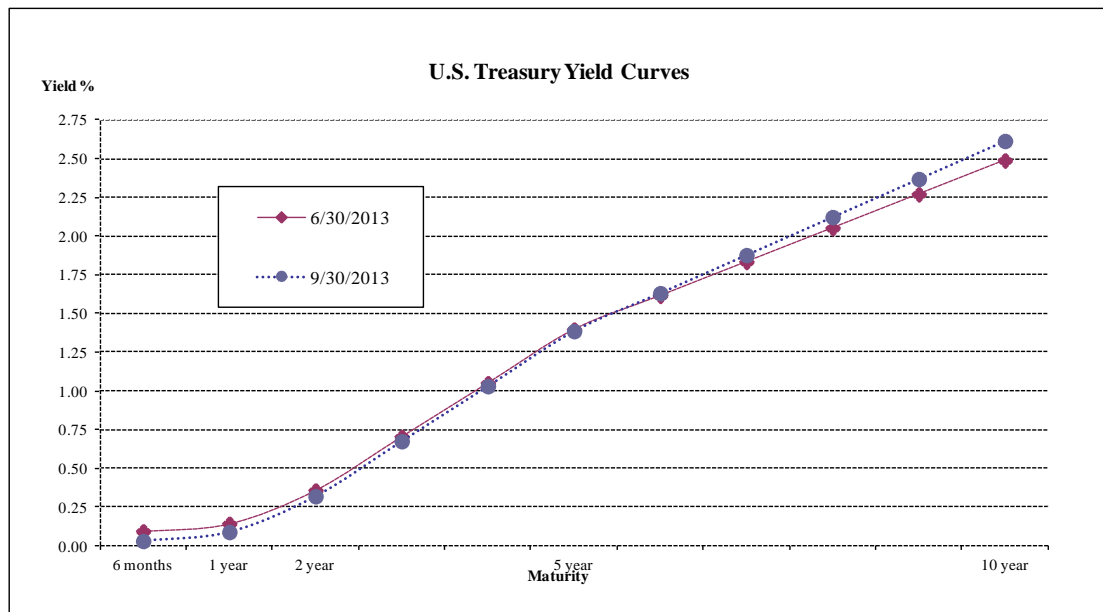
- (1) See attachments for detail of investment holdings managed by Investment Advisor.
- (2) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective project fund which include TVTC, San Leandro Marina, TCRP and PTMISEA funds.
- (3) All investments are marked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

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Alameda County Transportation Commission Portfolio Review for Quarter Ending September 30, 2013

Fixed Income Market Review and Outlook

The direction of interest rates was mixed during the third quarter of the year as investors began to differentiate between the outlook for short- and long-term bonds. As shown in the graph below, short-term rates were unchanged to modestly lower as investors maintained their expectation that the Federal Reserve (Fed) was unlikely to increase the Federal Funds rate before mid 2015. Longer term interest rates, on the other hand, rose modestly on expectations that the Fed would begin to taper their program of purchasing long-term bonds sometime this fall.



Data Source: Bloomberg Finance L.P.

The third quarter was also remarkable for its heightened levels of interest rate volatility. Ten-year Treasury Notes, (the benchmark most often used to determine mortgage rates), for example, began the quarter around 2.5%, rose as high as 3.0% in early September and ended the quarter near 2.6%. Heighten levels of volatility are typical around periods of changing investor expectations. Indeed, SunTrust believes the summer just past marked the beginning of a multiyear path towards higher rates. Over the next several years, we would not be surprised to see yields on ten-year Treasury Notes more than double from their current level.

Heightened levels of volatility are also typical of periods characterized by increasing uncertainty. Thanks to events such as the looming shut-down of the Federal

Government, threatened military action in Syria, the debate over the debt ceiling, poor communication by the Fed and mixed economic data, the quarter had an overabundance of issues to give investors pause.

At times such as these, it becomes increasingly important to distinguish between the signal and the noise. By signal we mean those pieces of information that are both meaningful and symbolic of longer term trends in the economy and markets. By noise we are referring to transitory events that may have an immediate impact in the market but are unlikely to have a lasting effect.

We believe most of the events that transpired over the quarter would fall into the category of noise. This is not to diminish their importance, but rather to acknowledge they are unlikely to have a lasting impact on the economy and markets. Underneath this noise, however, we detect a pattern of synchronized global growth and slow but steady improvement in the domestic employment situation. If correct in our assessment, this would be supportive for the economy and equity markets and provide for higher interest rates down the road.

Looking forward we believe the key to the pace and degree of any future rate increases will be centered on the employment situation. While any genuine improvement in employment will undoubtedly result in higher rates, there are no clear catalysts for employers to accelerate the current pace of hiring. Indeed, the current levels of uncertainty might even act as a deterrent to increasing head counts.

For now then, our expectation is for the bond market to settle into a rather uneasy period of relative quiet until many of the issues currently responsible for our heightened levels of uncertainty resolve themselves. We expect this period of relative calm to be short lived. From there, we expect the underlying trends of slow but steady improvement in both the global economy and our domestic employment situation to re-emerge and ultimately lead to higher interest rates.

Strategy

Over the foreseeable future SunTrust expects interest rates to move gradually higher. Currently the portfolio's sensitivity to a change in interest rates is modestly below that of the benchmark. The current low rate environment leaves the bond market without much of a yield cushion to avoid negative rates of returns should interest rates begin to rise more than already anticipated by the market.

Given our outlook and the current level of uncertainty in the markets, we are comfortable keeping the portfolio's exposure to a change in interest rates near that of the benchmark.

For the time being we are recommending any surplus cash flows from maturing issues be rolled over into Local Agency Investment Fund (LAIF). As opportunities present themselves we will be strategically placing investments where we believe they can provide a higher return than LAIF.

As of the end of the quarter, the consolidated Alameda CTC portfolio consisted of 33.4% US Government Agency securities, 1.2% US Treasury securities, 15.0% High Grade Corporate Bonds, 21.6% Certificates of Deposit, 7.3% Commercial Paper and 21.5% in cash and cash equivalents.

Compliance with Investment Policy Statement

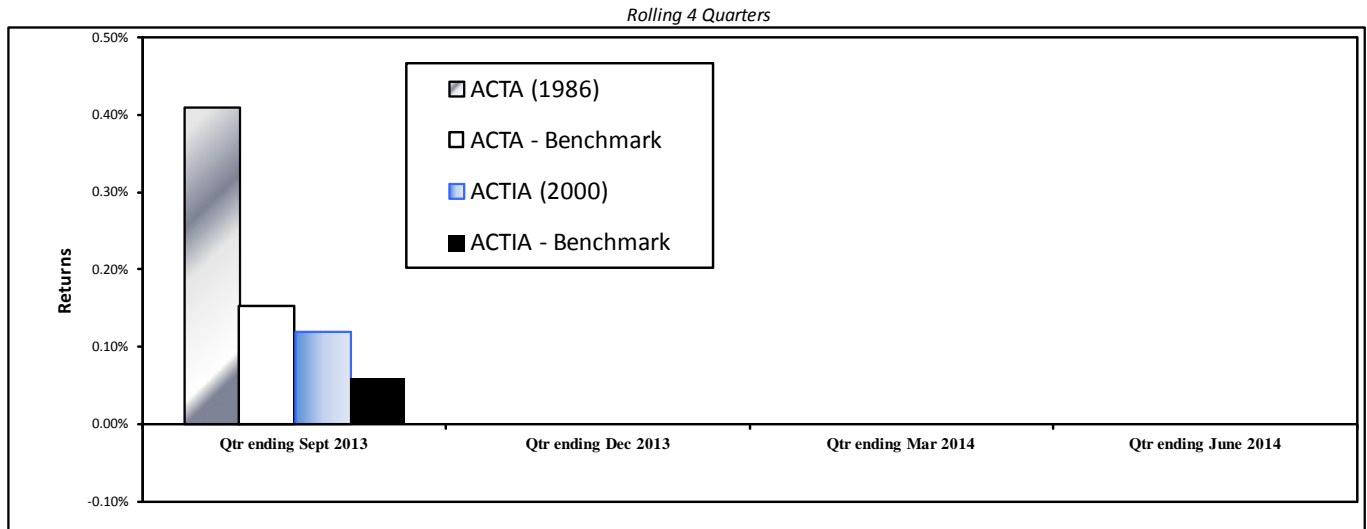
For the quarter ending September 30, 2013, the Alameda CTC portfolio was in compliance with the investment policy statement except for a small excess in the government money market fund due to the timing of investment settlements.

Budget Impact

The portfolio's performance is reported on a total economic 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). For the quarter ending September 30, the ACTA (1986) portfolio returned 0.41% percent. This compares to the benchmark return of 0.15% percent. For the quarter ending September 30, the ACTIA (2000) portfolio returned 0.12% percent. This compares to the benchmark return of 0.06% percent. The following exhibit shows the performance of the Alameda CTC's portfolios relative to their respective benchmarks for the quarter.

Alameda CTC

Quarterly Review - Account vs. Benchmark



Trailing 12 Months	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Inception to Date
MONTHLY PERFORMANCE DATA													
Alameda ACTA (1986)	0.34%	-0.01%	0.08%										0.41%
Alameda ACTIA (2000)	0.10%	0.00%	0.02%										0.12%
Benchmark - ACTA	0.08%	-0.01%	0.09%										0.15%
Benchmark - ACTIA	0.02%	0.02%	0.02%										0.06%

The portfolio's yield to maturity, 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. For the quarter ending September 30, the ACTA (1986) portfolio's yield to maturity or call was 0.33%. The benchmark's yield to maturity was 0.13%. For the quarter ending September 30, the ACTIA (2000) portfolio's yield to maturity or call was 0.22%. The benchmark's yield to maturity was 0.02%.

SunTrust Bank
FIXED INCOME PORTFOLIO
Alameda CTC
ACTA 1986 Measure B
September 30, 2013

Par Value	Symbol	Security	Moody Rating	S&P Rating	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Dura- tion
CORPORATE BONDS													
3,500,000	94974bfe5	Wells Fargo 1.500% Due 07-01-15	A2	A+	101.28	3,544,660.00	101.25	3,543,893.50	12,979.17	3,556,872.67	4.9	0.78	1.7
3,500,000	46623ejr1	JPMorgan Chase & Co MTN BE	A2	A	100.02	3,500,875.00	100.19	3,506,699.22	17,645.83	3,524,345.05	4.8	1.00	2.0
3,500,000	36962g4i8	1.100% Due 10-15-15 GE Capital Corp MTN BE 2.250% Due 11-09-15	A1	AA+	102.62	3,591,700.00	102.67	3,593,285.50	30,843.75	3,624,129.25	4.9	0.97	2.0
CORPORATE BONDS Total								10,643,878.22	61,468.75	10,705,346.97	14.6	0.92	1.9
GOVERNMENT AGENCY ISSUES													
2,300,000	31331gcs6	Federal Farm Credit Banks Global	WR	AA+	104.26	2,397,934.00	100.06	2,301,453.60	42,829.51	2,344,283.11	3.2	0.61	0.0
2,000,000	3133xsae8	3.875% Due 10-07-13 Federal Home Loan Banks	Aaa	AA+	104.03	2,080,600.00	100.17	2,003,328.00	32,625.00	2,035,953.00	2.8	0.29	0.0
2,500,000	3134a4uk8	3.625% Due 10-18-13 Federal Home Loan Mtg Corp	Aaa	AA+	111.07	2,776,632.50	100.59	2,514,832.50	45,703.12	2,560,535.62	3.5	0.13	0.1
2,600,000	3137eacz0	4.875% Due 11-15-13 Federal Home Loan Mtg Corp	Aaa	AA+	100.15	2,603,848.00	100.05	2,601,193.40	3,331.25	2,604,524.65	3.6	0.08	0.2
7,325,000	31398a5w8	0.375% Due 11-27-13 Federal Natl Mtg Assn	Aaa	AA+	100.63	7,371,306.00	100.15	7,335,965.52	15,565.62	7,351,531.15	10.0	0.06	0.2
3,319,000	31398a3g5	0.750% Due 12-18-13 Federal Natl Mtg Assn	Aaa	AA+	101.68	3,374,626.44	101.12	3,356,116.38	3,042.42	3,359,158.79	4.6	0.31	0.9
2,500,000	3135g0dw0	1.500% Due 09-08-14 Federal Natl Mtg Assn	Aaa	AA+	100.59	2,514,650.00	100.48	2,512,015.00	6,510.42	2,518,525.42	3.4	0.18	1.1
5,000,000	3134g4er5	0.625% Due 10-30-14 Federal Home Loan Mtg Corp	Aaa	AA+	100.01	5,000,550.00	100.06	5,003,240.00	2,847.22	5,006,087.22	6.8	0.47	1.9
700,000	3135g0nv1	0.500% Due 08-19-15 Federal Natl Mtg Assn	Aaa	AA+	100.40	702,814.00	100.18	701,273.30	19.44	701,292.74	1.0	0.41	2.0
675,000	3133834r9	0.500% Due 09-28-15 Federal Home Loan Banks 0.375% Due 06-24-16	Aaa	AA+	99.69	672,934.50	99.47	671,443.42	675.00	672,118.42	0.9	0.57	2.7
GOVERNMENT AGENCY ISSU Total								29,000,861.13	153,149.01	29,154,010.14	39.8	0.26	0.7
GOVERNMENT BONDS													
1,400,000	912828pl8	United States Treas Ntis 0.750% Due 12-15-13	Aaa	AA+	100.59	1,408,283.99	100.14	1,402,023.00	3,069.67	1,405,092.67	1.9	0.05	0.2
GOVERNMENT BONDS Total								1,402,023.00	3,069.67	1,405,092.67	1.9	0.05	0.2

SunTrust Bank
FIXED INCOME PORTFOLIO
Alameda CTC
ACTA 1986 Measure B
September 30, 2013

Par Value	Symbol	Security	Moody Rating	S&P Rating	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Dura- tion
CERTIFICATES OF DEPOSIT													
4,375,000	86562ce21	Sumitomo Mitsui Banking Corp NY	P-1	A-1	100.00	4,375,175.09	100.00	4,375,065.62	5,235.62	4,380,301.24	6.0	0.18	0.0
2,755,000	21684bbh6	0.260% Due 10-07-13 Cooperative Centrale Raif Bank	P-1	A-1+	100.01	2,755,240.64	100.03	2,755,782.42	2,710.47	2,758,492.89	3.8	0.14	0.2
4,300,000	16144rts2	0.270% Due 12-18-13 Chase Bank USA NA Inst Ctf Dep	P-1	A-1	100.00	4,300,000.00	100.04	4,301,767.30	5,326.11	4,307,093.41	5.9	0.22	0.4
		0.330% Due 02-12-14											
		CERTIFICATES OF DEPOSIT Total				11,430,415.73		11,432,615.34	13,272.19	11,445,887.54	15.6	0.19	0.2
COMMERCIAL PAPER													
4,400,000	06538bx73	Bank Tokyo Mitsubishi UFJ Ltd	P-1	A-1	99.90	4,395,569.44	100.00	4,399,914.46	0.00	4,399,914.46	6.0	0.10	0.0
4,000,000	90262db79	0.000% Due 10-07-13 UBS Fin Del Inc	P-1	A-1	99.74	3,989,726.67	99.96	3,998,556.08	0.00	3,998,556.08	5.5	0.10	0.4
		0.000% Due 02-07-14											
		COMMERCIAL PAPER Total				8,385,296.11		8,398,470.54	0.00	8,398,470.54	11.5	0.10	0.2
CASH AND EQUIVALENTS													
	61747c70s	Morgan Stanley Government Inst				12,211,542.97		12,211,542.97		12,211,542.97	16.7		
	cash	Cash Account Balance				107.71		107.71		107.71	0.0		
		CASH AND EQUIVALENTS Total				12,211,650.68		12,211,650.68		12,211,650.68	16.7		
TOTAL PORTFOLIO													
						73,568,776.95		73,089,498.91	230,959.63	73,320,458.54	100.0	0.33	0.7

SunTrust Bank
FIXED INCOME PORTFOLIO
Alameda CTC
ACTIA 2000 Measure B
September 30, 2013

Par Value	Symbol	Security	Moody Rating	S&P Rating	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Dura- tion
CORPORATE BONDS													
1,500,000	46623je0	JPMorgan Chase & Co MTN BE	A2	A	100.67	1,510,125.00	100.53	1,507,966.50	5,637.50	1,513,604.00	3.6	0.37	0.3
2,500,000	10138mah8	2.050% Due 01-24-14 Botling Group LLC (Pepsi)	A1	A	103.45	2,586,350.00	102.93	2,573,255.00	7,239.58	2,580,494.58	6.1	0.54	0.5
2,500,000	911312al0	6.950% Due 03-15-14 United Parcel Service Inc	Aa3	A+	102.07	2,551,775.00	101.68	2,541,932.50	48,168.40	2,590,100.90	6.1	0.53	0.5
		3.875% Due 04-01-14											
		CORPORATE BONDS Total				6,648,250.00		6,623,154.00	61,045.49	6,684,199.49	15.8	0.50	0.4
GOVERNMENT AGENCY ISSUES													
1,000,000	31331gcs6	Federal Farm Credit Banks Global	WR	AA+	103.26	1,032,610.00	100.06	1,000,632.00	18,621.53	1,019,253.53	2.4	0.61	0.0
1,535,000	31398a4h2	3.875% Due 10-07-13 Federal Natl Mtg Assn	WR	AA+	100.88	1,548,584.75	100.02	1,535,311.60	8,250.62	1,543,562.23	3.7	0.21	0.0
1,650,000	3134g23h3	1.125% Due 10-08-13 Federal Home Loan Mtg Corp	WR	AA+	100.26	1,654,372.50	100.02	1,650,268.95	3,781.25	1,654,050.20	3.9	0.11	0.0
3,400,000	31398a5w8	0.500% Due 10-15-13 Federal Natl Mtg Assn	Aaa	AA+	100.62	3,421,216.00	100.15	3,405,089.80	7,225.00	3,412,314.80	8.1	0.06	0.2
1,780,000	313371uc8	0.750% Due 12-18-13 Federal Home Loan Banks	Aaa	AA+	100.98	1,797,461.80	100.19	1,783,378.44	4,023.54	1,787,401.98	4.2	0.09	0.2
		0.875% Due 12-27-13											
		GOVERNMENT AGENCY ISSU Total				9,454,245.05		9,374,680.79	41,901.94	9,416,582.74	22.3	0.16	0.1
CERTIFICATES OF DEPOSIT													
4,500,000	86958cvb7	Svenska Handelsbanken ABM	P-1	A-1+	100.00	4,499,999.66	100.00	4,500,013.50	5,355.62	4,505,369.12	10.7	0.13	0.0
4,500,000	83051hhz2	0.240% Due 10-01-13 Skandinaviska Enskilda Banken	P-1	A-1	100.00	4,500,198.71	100.00	4,500,171.00	6,144.66	4,506,315.66	10.7	0.08	0.0
4,500,000	85325bws9	0.280% Due 10-07-13 Standard Chartered Bank NY	P-1	A-1+	100.01	4,500,291.03	100.03	4,501,210.50	6,306.16	4,507,516.66	10.7	0.19	0.2
		0.310% Due 12-20-13											
		CERTIFICATES OF DEPOSIT Total				13,500,489.40		13,501,395.00	17,806.44	13,519,201.44	32.0	0.13	0.1
CASH AND EQUIVALENTS													
	61747c70s	Morgan Stanley Government Inst				12,651,858.31		12,651,858.31		12,651,858.31	29.9		
	cash	Cash Account Balance				159.37		159.37		159.37	0.0		
		CASH AND EQUIVALENTS Total				12,652,017.68		12,652,017.68		12,652,017.68	29.9		
TOTAL PORTFOLIO													
						42,255,002.13		42,151,247.47	120,753.87	42,272,001.34	100.0	0.22	0.2

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Citizens Watchdog Committee Issues Identification Process

Summary

This issues identification process outlines the responsibilities of the Citizens Watchdog Committee (CWC) and the process to bring and address issues of concern to the CWC.

CWC Responsibilities

The Citizen Watchdog Committee is charged with the following as written in the Expenditure Plan approved by voters in November 2000:

"This committee will report directly to the public and will be charged with reviewing all expenditures of the Agency [Alameda County Transportation Commission (Alameda CTC)]." The responsibilities of the committee are to:

- Hold public hearings and issue reports, on at least an annual basis, to inform Alameda County residents how the funds are being spent. The hearings are open to the public and must be held in compliance with the Brown Act, California's open meeting law, with well-publicized information announcing the hearings posted in advance.
- Have full access to the Commission's independent auditor and authority to request and review specific information and to comment on the auditor's reports.
- Publish an annual report and any comments concerning the Commission's audit in the local newspapers. In addition, copies of these documents must be made available to the public at large.

The Commission also allows the CWC to fulfill its mission by requesting information directly from Measure B fund recipients.

Review Process

The goals for any review of projects and programs by the CWC are to report to the public and make recommendations to the Alameda CTC staff and Board. To this end, the tasks for the CWC to focus on: 1) proper expenditure of Measure B funds; 2) the timely delivery of projects per contract agreements and the Expenditure Plan; and 3) adherence to the projects or programs as defined in the voter-approved Expenditure Plan.

CWC Issues Identification Process

During the review process, CWC members will use the following procedures:

1. Issues that are raised by CWC members regarding financial and contract compliance issues may be legitimate topics to pursue through the request of a project or program sponsor to appear before the CWC.
2. Before calling on a sponsor to appear, CWC members must submit a "CWC Issues Form" (attached) to the CWC chair or vice-chair for placement on the agenda at the next CWC meeting.
3. CWC members may also submit CWC Issues Forms during a meeting, which the chair will take into consideration, and at his or her discretion, address at that particular meeting.
4. The full CWC must approve issues identified in a CWC Issues Form to address in further detail by an affirmative vote.
5. CWC members may form an ad-hoc subcommittee to draft CWC questions that need answers from the project/program sponsors and to receive a presentation from a project or program sponsor specifically addressing the issues, questions, or concerns raised by the CWC.
6. The subcommittee should consider the resources listed below, either in preparation for the review meeting, or for examination during the meeting.

The reviews are expected to be organized, thorough and efficient, and may result in a clear recommendation for further action, if needed.

Resources for CWC (not inclusive)

- Adopted Measure B Expenditure Plan (blue book)
- Up-to-date list of project/program sponsors contacts
- Alameda CTC staff responsible for oversight of the project/program
- Information about public hearings, recent discussions, or news clippings provided by Alameda CTC staff to the CWC by mail or at meetings
- Other Alameda CTC community advisory committees (for example, the Citizens Advisory Committee, Paratransit Advisory and Planning Committee, or Bicycle and Pedestrian Advisory Committee chair-persons may be called on to address an issue.)
- Alameda CTC Auditor (for example, to request, "Are these figures reasonable/reliable?")
- Alameda CTC Executive Director (for example, to request "Is this the intention of the Expenditure Plan?")
- Alameda CTC Attorney (for example, to determine, "Is this a legal issue?")

CITIZENS WATCHDOG COMMITTEE ISSUES FORM

Alameda County Transportation Commission (Alameda CTC)
1333 Broadway, Suite 300
Oakland, California 94612
Voice: 510-893-3347 Fax: 510-893-6489

The CWC is required to review all Measure B expenditures. This form allows formal documentation of potential issues of concern regarding expenditure of Measure B funds. A concern should only be submitted to the CWC if an issue is directly related to the potential misuse of Measure B funds or non-compliance with Alameda CTC agreements or the Expenditure Plan approved by voters. This form may be used only by acting CWC members.

Date: _____

Name: _____

Email Address: _____

Governmental Agency of Concern (Include name of agency and all individuals)

Agency's Phone Number: _____

Agency's Address: _____

City _____ **Zip Code:** _____

Which one of the following Measure B expenditures is this concern related to
 (please check one):

☐ Capital Project ☐ Program ☐ Program Grant ☐ Administration

Please explain the nature of your concern and how you became aware of it
providing as much detail as you can, including the name of the project or
program, dates, times, and places where the issues you are raising took place.
 (Use additional sheets of paper if necessary)

PROCESS: _____

PROTECTION _____

Action Taken - Please list other parties or agencies you have contacted in an attempt to more fully understand this issue and any actions you yourself have taken.

Fiscal Year 2013-2014 Calendar of CWC Meetings and Activities

*CWC meets quarterly on the second Monday from 6:30 to 8:30 p.m.
at the Alameda CTC offices*

July 8, 2013 CWC Meeting

- Public Hearing on CWC Annual Report
- Address Public Comments
- Finalize Annual Report and Publications
- CWC Watch List for FY 2013-2014 (send letter to Jurisdictions reminding them of keeping CWC informed on projects/programs)

September 2013

- Email CWC members the FY2012-13 Year End Investment Report the same time it goes to the Finance and Administration Committee (FAC)

October 2013

- CWC Post-Audit Subcommittee Meeting

November 4, 2013 CWC Meeting

- FY2012-13 Comprehensive Audited Financial Report
- FY2012-13 Year End Investment Report
- FY2013-14 First Quarter Investment Report
- CWC Annual Report Outreach Summary and Publication Costs Update
- Update on Program Compliance Workshop
- Update on FY2012-13 Local Business Contract Equity and Contract Utilization Reports
- Quarterly Alameda CTC Commission Action Items

January 13, 2014 CWC Meeting

- Sponsor Compliance Audits and Reports – Forwarded to CWC without Staff Analysis
- Projects and Programs Overview/Update
- Project Sponsor Presentations – if requested
- Quarterly Alameda CTC Commission Action Items

February 2014

- Email to CWC members the FY2013-14 Second Quarter Investment Report the same time it goes to the FAC

March 10, 2014 CWC Meeting

- Summary of Sponsor Audits/Programs – Report Card to CWC
- Establish CWC Annual Report Subcommittee
- FY2013-14 Mid Year Budget Update
- FY2013-14 Second Quarter Investment Report
- Quarterly Alameda CTC Commission Action Items
- Project Sponsor Presentations – if requested

Note: Quarterly investment reports are sent via email to all CWC members as soon as they are available

Fiscal Year 2013-2014 Calendar of CWC Meetings and Activities

*CWC meets quarterly on the second Monday from 6:30 to 8:30 p.m.
at the Alameda CTC offices*

April 2014 CWC Annual Report Subcommittee Meeting

- Prepare Draft Annual Report

May 2014

- Email to CWC members the FY2013-14 Third Quarter Investment Report the same time it goes to the FAC

June 9, 2014 CWC Meeting

- Finalize Draft Annual Report
- Draft Compliance Summary and Audit Report
- Election of Officers
- Approval of Bylaws
- Approval of FY 2014-2015 Annual Calendar
- Final Strategic Plan
- FY2013-14 Final Budget Update
- Proposed Budget for FY2014-15
- FY2013-14 Third Quarter Investment Report
- Quarterly Alameda CTC Commission Action Items
- Project Sponsor Presentations – if requested

June 2014

- Draft Compliance Summary and Audit Report (link to report is emailed to members)
- CWC Pre-Audit Subcommittee Meeting

Note: A link to the Draft CWC Compliance Summary and Audit Report is sent via email as soon as the report is available

**Alameda County Transportation Commission
Citizens Watchdog Committee
Roster - Fiscal Year 2013-2014**

	Title	Last	First	City	Appointed By	Term Began	Re-apptmt.	Term Expires
1	Mr.	Paxson, Chair	James	Pleasanton	East Bay Economic Development Alliance	Apr-01		N/A
2	Ms.	Saunders, Vice-Chair	Harriette	Alameda	Paratransit Advisory and Planning Committee	Jul-09		N/A
3	Mr.	Dubinsky	Peter "Mike"	Fremont	Alameda County Supervisor Richard Valle, D-2	Oct-10	Mar-13	Mar-15
4	Mr.	Geen	Arthur B.	Oakland	Alameda County Taxpayers Association	Jan-01		N/A
5	Ms.	Hamlat	Sandra	Oakland	East Bay Bicycle Coalition	Apr-13		N/A
6	Mr.	Haussener	James	Castro Valley	Alameda County Supervisor Nate Miley, D-4	Feb-10	Sep-12	Sep-14
7	Mr.	Jones	Steven	Dublin	Alameda County Mayors' Conference, D-1	Dec-12		Dec-14
8	Mr.	Klinke	William	Berkeley	Alameda Labor Council AFL-CIO	Feb-13		N/A
9	Mr.	Lester	Brian	Pleasanton	Alameda County Supervisor Scott Haggerty, D-1	Sep-13		Sep-15
10	Ms.	Lew	Jo Ann	Union City	Alameda County Mayors' Conference, D-2	Oct-07	Sep-13	Sep-15
11	Ms.	Taylor	Deborah	Oakland	Alameda County Supervisor Wilma Chan, D-3	Jan-13		Jan-15
12	Mr.	Zukas	Hale	Berkeley	Alameda County Supervisor Keith Carson, D-5	Jun-09	Apr-12	Apr-14
13		Vacancy			Alameda County Mayors' Conference, D-3			
14		Vacancy			Alameda County Mayors' Conference, D-4			
15		Vacancy			Alameda County Mayors' Conference, D-5			
16		Vacancy			League of Women Voters			
17		Vacancy			Sierra Club			

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Alameda CTC Commission
Action Items Log
FY 2013-14

Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
July 25, 2013	6.1	Approval of June 27, 2013 Minutes	27	0	27-0
	6.2	I-580 Corridor High Occupancy Vehicle Lane Projects (PN 724.4/724.5): Monthly Progress Report			
	6.3	I-580 Express (HOT) Lane Projects (PN 720.4/724.1): Monthly Progress Report			
	6.4	Request for Qualifications (RFQ) for On-Call Consultants for Countywide Travel Demand Model Maintenance and Modeling Work			
	6.5	Transportation Fund for Clean Air (TFCA) Final FY13-14 Program			
	6.6	I-580 Express (HOT) Lane Project (APN 720.4 and 724.1): Amend the Professional Services Contract with Electronic Transaction Consultants Corporation for Systems Integrator Services			
	9.1	Authorization to Proceed to Initiation a FY2013-14 Debt Issuance			
	9.2	Approval of the Alameda CTC Debt Policy			
	11.1	11.1. Route 84 Expressway Widening Project – South Segment (PN 624.2); Resolution #13-008			
September 26, 2013	6.1	Approval of July 25, 2013 Minutes	22	0	22-0
	6.2	I-580 Express Lane Projects Workshop: Concept of Operations Review			
	6.3	I-580 Corridor High Occupancy Vehicle Lane Projects (PN 720.5/724.4/724.5): Monthly Progress Report			
	6.4	I-580 Express (HOT) Lane Projects (PN 720.4/724.1): Monthly Progress Report			
	6.5	Congestion Management Program: Summary of the Alameda CTC's Review and Comments on Environmental Documents and General Plan Amendments			
	6.6	Community Advisory Committee Appointments			
	6.7	Authorization to Release a Request for Proposals for Development of a Countywide Transit Plan			

Alameda CTC Commission
Action Items Log
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Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
	6.8	Authorization to Release a Request for Proposals for Development of an Integrated Community Based Transportation Plan			
	6.9	Goods Movement Collaborative and Plan Update and Project Screening Criteria and List			
	6.10	ACEforward Program Notice of Preparation (NOP) for an Environmental Impact Report/Environmental Impact Statement (EIR/EIS)			
	6.11	Final Plan Bay Area Update			
	6.12	Metropolitan Transportation Commission (MTC) Freeway Performance Initiative/Ramp Metering Implementation in Alameda County			
	6.13	Transportation Fund for Clean Air (TFCA) Program Final FY13-14 Program			
	6.14	CMA TIP Exchange Program Policy			
	6.15	Fiscal Year 2012-13 Annual Measure B/VRF Program Compliance Workshop			
	6.16	I-580 Express Lane Project (RM2 Subproject 32.1f, APN 720.4/724.1): Approve the Initial Project Report for MTC Allocation of Regional Measure 2 Funds			
	6.17	I-580 Corridor Improvement Projects (Various): Amendments to the Existing Cooperative Agreements and A New Cooperative Agreement with Caltrans			
	6.18	I-880 Southbound High Occupancy Vehicle (HOV) Lane Project – Southern Segment (PN 730.1): Amendment to the Cooperative Agreement with Caltrans			
	6.19	Various Projects: Amendments to Professional Services, Project Funding and Grant Agreements for Time Extensions			
	6.20	I-880 Operational and Safety Improvements at 23rd and 29th Avenue Project (PN 717.0): Amendment No. 5 to the Professional Services Agreement with RBF Consulting (Agreement No. CMA A10-013)			
	6.21	Various Projects: Encumbrance Authorization for Construction Phase of Project			

**Alameda CTC Commission
Action Items Log
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Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
	6.22	Broadway-Jackson Interchange Improvement Project (PN 610.0): Formation of an AdHoc Committee			
	6.23	Approval of Alameda CTC FY2012-13 Consolidated Year-End Investment Report			
	6.24	Alameda CTC Growing Responsibilities and Options to Fund Agency Core Functions Funding Shortfall			
	6.25	Approval of Revised Alameda CTC Staffing Plan and Salary Ranges			
	8.1	Transportation Expenditure Plan Update	24	0	24-0
	9.2	2014 State Transportation Improvement Program (STIP): Draft Regional Transportation Improvement Program (RTIP) and Interregional Transportation Improvement Program (ITIP) Candidates	24	0	24-0

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