



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

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Citizens Watchdog Committee

Monday, January 13, 2014, 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.

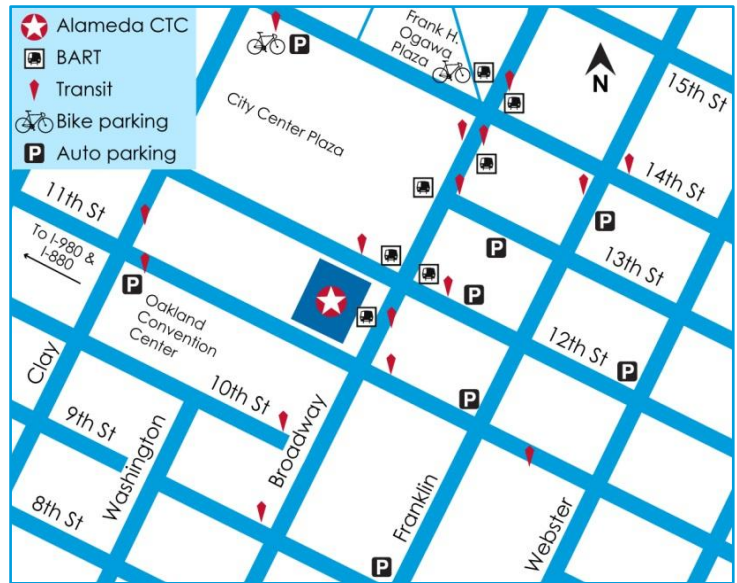
Glossary of Acronyms

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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Citizens Watchdog Committee Meeting Agenda Monday, January 13, 2014, 5:30 p.m.*

1111 Broadway, Suite 800, Oakland, CA 94607

PH: (510) 208-7400

www.AlamedaCTC.org

*NOTE: EARLIER TIME FOR AUDIT AND COMPLIANCE REVIEW

Chair: James Paxson

Vice Chair: Harriette Saunders

Executive Director: Arthur L. Dao

Staff Liaisons: Tess Lengyel,
Patricia Reavey

Public Meeting Coordinator: Angie Ayers

		Page	A/I
5:30 – 5:45 p.m. Matt Todd	1. Measure B Audit Report and Program Compliance Report Review Orientation		
5:45 – 6:30 p.m. Matt Todd	2. Measure B Audit Report and Program Compliance Report Review	1	I
6:30 – 6:35 p.m. James Paxson	3. Welcome and Introductions		
6:35 – 6:40 p.m. Public	4. Public Comment		I
6:40 – 6:45 p.m. James Paxson	5. CWC Meeting Minutes		I
	5.1. Approval of November 4, 2013 CWC Meeting Minutes	29	A
6:45 – 7:10 p.m. Tess Lengyel	6. CWC Annual Report Outreach Summary and Cost Benefit Analysis		
	6.1. CWC Annual Report Cost Benefit Analysis	35	I
	6.2. Proposed CWC Annual Report Outreach Objectives and Alameda CTC Summary	59	A
7:10 – 7:40 p.m. Raj Murthy John Hemiup	7. Update on Delivery and Implementation of Measure B Projects and Programs		
	7.1. Measure B Projects Update – Handout at Meeting		I
	7.2. Measure B Programs Update	61	I

7:40 – 8:15 p.m. Trinity Nguyen Patricia Reavey	8. Responses to CWC Requests for Information		
	8.1. Review of Sample Project Master Funding Agreement and Project-specific Funding Agreement and Associated Invoice Review and Reimbursement Process – Handout at Meeting		I
	8.2. Debt Finance Process	79	I
8:15 – 8:20 p.m. CWC Members	9. CWC Member Reports/Issues Identification		
	9.1. CWC Issues Identification Process and Form	89	I
8:20 – 8:30 p.m. Staff	10. Staff Reports/Board Actions (Verbal)		
	10.1. CWC Calendar FY13-14	93	I
	10.2. CWC Roster	95	I
	10.3. Alameda CTC Commission Action Items	97	I
	10.3.1. Semi-annual Local Business Enterprise/ Small Local Business Enterprise Report Update	103	
8:30 p.m. James Paxson	11. Adjournment		

Next Meeting: March 10, 2014

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



Memorandum

2.0

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: January 6, 2014

SUBJECT: CWC Compliance Reporting Review Process

RECOMMENDATION: Receive an update on Fiscal Year 2012-13 Compliance Reporting Review Process

Summary

This is an information item only.

Due at the end of each December, Measure B Direct Local Program Distribution fund recipients are required to submit to Alameda CTC an annual Audited Financial Statement and Compliance Report that details their prior fiscal year Measure B expenditures and planned uses of remaining fund balances. This year's compliance reporting period covers the Fiscal Year 2012-13.

Starting in January, the Citizens Watchdog Committee (CWC) and the Alameda CTC staff review the recipient's submittals for adherence to the reporting and expenditure requirements mandated by the 2000 Measure B Expenditure Plan and the recipient's Measure B funding agreement. The CWC's compliance report review includes (*but is not limited to*) verifying the timely delivery of reports, recipients program expenditures and plans, and the completion of specific reporting requirements.

Alameda CTC staff developed the CWC Compliance Review Process Guidance document (*Attachment A*) to assist CWC members in this compliance review process. This guidance document used in conjunction with the Commission approved Compliance Report Reserve Policies and Monitoring Procedures (*Attachment B*) serves as a "reviewer's toolkit" for assessing the recipient's end-of-year compliance reports.

Background

In 2000, voters approved Measure B which extended Alameda County's half-cent transportation sales tax to 2022 and established a 20-year Expenditure Plan for the resultant revenues. A Citizens Watchdog Committee (CWC) was created through the Expenditure Plan to review, on behalf of the public, Measure B expenditures.

In April 2012, twenty local agencies entered into a new Master Programs Funding Agreement (MPFA) with Alameda CTC. The MPFA authorized the allocation of Measure B

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Direct Local Program Distributions to these agencies to support bicycle and pedestrian, local transportation, mass transit, and paratransit improvement programs. Fund recipients are required to submit an Audited Financial Statement and a Compliance Report annually to confirm Measure B annual receipts, demonstrate expeditious uses of funds, and to exhibit completion of the MPFA's reporting obligations.

The Expenditure Plan does not specify how the CWC should participate in the annual compliance report review process. Therefore, through ongoing experiences from prior reviews, CWC members and staff developed the attached Compliance Review Process Guidance (*Attachment A*). It describes the current approach to the CWC review process, defines terms, and explains the CWC members' role in the compliance process. Staff welcomes ongoing input on the attached policies and procedures and updates it each year.

Additionally, on October 24, 2013 the Commission approved the Measure B/Vehicle Registration Reserve Policies and Monitoring Procedures (*Attachment B*). This policy defines Alameda CTC's compliance administration procedures and the recipient's reporting responsibilities for implementing Direct Local Program Distribution funds. During the Annual Compliance Workshop, recipients were informed of this policy and the expenditure expectations for identified funds to planned projects and fund reserves. As such, the CWC and Alameda CTC staff will use the policy document to monitor the recipient's annual implementation plans and fund reserves.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. CWC Compliance Review Process Guidance
- B. Measure B/Vehicle Registration Fee Compliance Report Reserve Policies and Monitoring Procedures

Staff Contact

[Matt Todd](#), Principal Transportation Engineer

[John Hemiup](#), Senior Transportation Engineer

Citizens Watchdog Committee (CWC) Compliance Review Process Guidance For Fiscal Year 2012-13

1.1 Purpose

Appointees to the Alameda County Transportation Commission (Alameda CTC) Citizens Watchdog Committee (CWC) have a voter-approved mandate to perform certain duties related to the expenditure of tax monies collected under Measure B, Alameda County's half-cent transportation sales tax, which voters approved in 2000. Measure B set forth a 20-year Expenditure Plan (2002-2022) for use of resultant revenues and established a Citizens Watchdog Committee to review all expenditures and report to the public.

The Measure B Expenditure Plan details the makeup of the CWC membership as well as its overarching goal. However, it does not specify how the CWC participates in the annual compliance report review process. The purpose of this guidance is to provide detail about the current approach to the CWC review process and provide a resource for process change when appropriate.

1.2 Scope

Alameda CTC requires local agencies and jurisdictions that receive Measure B Direct Local Program Distribution funds to report on their Measure B expenditures annually. The Master Programs Funding Agreement with each agency specifies this requirement. Programmatic expenditures are described in detail in the Expenditure Plan. Fund recipients report on their expenditures in four program areas:

1. Bicycle and Pedestrian Safety
2. Local Transportation
3. Mass Transit
4. Special Transportation for Seniors and People with Disabilities (Paratransit)

Each Measure B fund recipient submits an annual Audited Financial Statement and compliance report to Alameda CTC by the end of December. Beginning in January, the CWC and Alameda CTC staff reviews these Audited Financial Statements and reports to determine whether or not the recipient is in compliance. Alameda CTC staff analyzes the data from the Audited Financial Statements and compliance reports, coordinates with local jurisdictions to ensure compliance, and develops a summary report for the Commission. The CWC also reviews the data, submits questions for jurisdictions, and generates an annual report to the public.

1.3 Definitions

- A. **Alameda County Transportation Commission (Alameda CTC or "Commission"):** Alameda CTC is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement

Authority (ACTIA). The 22-member Commission is comprised of the following representatives: all five Alameda County Supervisors, two City of Oakland representatives, one representative from each of the other 13 cities in Alameda County, a representative from Alameda-Contra Costa Transit District (AC Transit), and a representative from San Francisco Bay Area Rapid Transit District (BART).

- B. **Alameda County Transportation Improvement Authority (ACTIA):** The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed all responsibilities of ACTIA.
- C. **Audited Financial Statement:** An annual, independent Audited Financial Statement commissioned by each agency or jurisdiction that receives Measure B Direct Local Program Distribution funds. Alameda CTC staff and CWC members review the Audited Financial Statements to evaluate whether each recipient spent Measure B funds in accordance with Measure B requirements.
- D. **Citizens Watchdog Committee (CWC or “Committee”):** The CWC includes 17-members with the following appointments: Ten at-large members, two each representing the five supervisorial districts in Alameda County, one of the two nominated by a member of the Board of Supervisors, and one of the two selected by the Alameda County Mayors’ Conference. Seven of the members are nominated by the seven organizations specified in the Expenditure Plan: Alameda County Economic Development Alliance for Business, Alameda County Labor Council, Alameda County Taxpayers’ Association, Alameda County Paratransit Advisory and Planning Committee, East Bay Bicycle Coalition, League of Women Voters, and Sierra Club. The Committee reports directly to the public and is charged with reviewing all Measure B expenditures of the agency. Citizens Watchdog Committee members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit in any way from the sales tax.
- E. **Compliance Report:** A report submitted to Alameda CTC by Measure B Direct Local Program Distribution fund recipients annually. The compliance report details Measure B revenues and expenditures, and facilitates annual reporting for each program. Alameda CTC creates the template form for this report.
- F. **Compliance workshop:** A mandatory public workshop that Alameda CTC holds each fall to educate Measure B fund recipients on their annual compliance reporting requirements. Staff presents the compliance report form, explains the preferred audit language, and answers questions. CWC members may attend the workshop to familiarize themselves with the current fiscal year’s report forms.
- G. **Fiscal year:** The time period from July 1 to June 30, considered the fiscal year in the State of California.
- H. **Measure B Programs:** Transportation or transportation-related programs specified in the Expenditure Plan that receives funding on a percentage-of-revenues formula basis, or through a discretionary grant program.

- I. **Recipient:** Measure B fund recipients that have signed a Master Programs Funding Agreement (MPFA) with Alameda CTC and are required to report on their Measure B expenditures annually. In the fiscal reporting year of 2012-2013, the Alameda CTC distributed Measure B Direct Local Program Distribution Funds to twenty (20) agencies. This includes six (6) local transit agencies (AC Transit, Altamont Commuter Express (ACE), Bay Area Rapid Transit District (BART), Livermore Amador Valley Transit Authority (LAVTA), Union City Transit (part of Union City), and Water Emergency Transportation Authority (WETA)); fourteen (14) local jurisdictions (cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City); and Alameda County.
- J. **Review:** An examination of recipients' audit report and compliance report submissions for conformance of expenditures for Measure B transportation programs and other contract-related requirements.
- K. **Table 1-3 Attachment:** The required Excel spreadsheet attachment is part of the compliance report. There are three worksheets for each program to describe Revenues and Expenditures (Table 1), FY 12-13 Actual Expenditures and Accomplishments (Table 2), and FY 13-14 Planned Project and Reserve Fund programming (Table 3).

1.4 Responsibilities

The CWC is responsible for keeping the public informed about the progress of Measure B-funded programs and projects and the appropriate use of the funds. This responsibility is primarily exercised by reviewing and reporting on the audit and compliance submissions from the participating local transportation agencies and jurisdictions and Alameda County.

Review and reporting responsibilities include the following.

- A. **CWC chair:** The chair plays an active role in both the review and reporting process. The chair works with Committee members on review and reporting tasks and may assign review and reporting to individual CWC members or groups of CWC members. For example, the chair could assign four subgroups to review reports according to geographic area in the county as defined in Measure B (North, Central, South, and East). The CWC chair could also identify special aspects of the review process, not defined in Measure B, but characterized as looking out for the public's interests by examining submissions for items such as significant differences in the cost for the same activity, or large Measure B reserve balances, for example.
- B. **CWC members:** Each CWC member conducts the review of audits and reports, either as assigned by the chair or as a whole. CWC members prepare and submit questions on the submitted reports to staff and many serve on the CWC Annual Report Subcommittee to assist in preparation of the CWC Annual Report to the public.
- C. **Alameda CTC staff:** Staff makes all compliance reports and audits public by posting them to the Alameda CTC website, reviews the reports and audits, and incorporates the CWC member comments into their responses to the agencies and jurisdictions to confirm compliance or request clarification or more information. Alameda CTC staff also works collaboratively with CWC members to prepare the annual report to the public.

1.5 Review Process

The CWC members and Alameda CTC staff reviews the Audited Financial Statement and compliance report and cross checks them against each other to verify data accuracy and to ensure they are complete. The compliance review process follows a timeline detailed below.

1.5.1 Timeline

For fiscal year 2012-2013 reporting, the timeline is as follows:

Dates	Action
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	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

1.5.2 Audited Financial Statement Review

CWC members and Alameda CTC staff review each Audited Financial Statement to assess that:

- A. The Audited Financial Statement indicates that the jurisdiction has separate accounting and reporting for each type of Measure B fund received.
- B. All fund transfers are explained.
- C. Alameda CTC received the report within 180 days of the fiscal year-end.
- D. The Audited Financial Statement contains an opinion or point of view offered by the auditor relative to the fund recipient's compliance with Measure B requirements.
- E. The figures in the Audited Financial Statement tie to the figures in the compliance report and Table 1-3 Attachment.

1.5.3 Compliance Report Review

CWC members and Alameda CTC staff review each compliance report and confirm that:

- A. All necessary program sections of the report are complete.
- B. The entries agree with each question asked or the requested information.
- C. The listed projects appear consistent with the programmatic topic area.

- D. The project information is specific or detailed enough to show the projects are transportation-related and in accordance with Measure B requirements.
- E. Recipient completed the publicity requirements - signage, website, and article.
- F. If a portion of the Direct Local Program Distributions funds were not expended, planned uses are described for Measure B Fund Reserves (Table 3).
- G. For local streets and roads programs, the number of road miles submitted is consistent with the state and federal reporting.
- H. For local streets and roads programs, the pavement condition index figure reported is consistent with the Metropolitan Transportation Commission's 2012 Pothole Report.
- I. For local streets and roads and bicycle and pedestrian programs, agencies have an adopted Complete Streets Policy by June 30, 2013.
- J. The figures in the compliance report tie to the figures in the Table 1/Table 2/Table 3 Attachment and the audit report.

1.5.4 Table 1: Revenues and Expenditures Attachment Review

CWC members and Alameda CTC staff review each Table 1 Attachment and confirm that:

- A. For each program, the necessary worksheet of the Excel document is complete.
- B. The entries agree with the column entry instructions within the spreadsheet.
- C. The figures in the Table 1 Attachment tie to the figures in the Table 2/Table 3 Attachment and the Audited Financial Statement.

1.5.5 Table 2: Summary of Expenditures and Accomplishments Attachment Review

CWC members and Alameda CTC staff review each Table 2 Attachment and confirm that:

- A. For each program, the necessary worksheet of the Excel document is complete.
- B. The entries agree with the column entry instructions within the spreadsheet.
- C. The figures in the Table 2 Attachment tie to the figures in the Table 1/Table 3 Attachment and the Audited Financial Statement.

1.5.6 Table 3: Summary of Planned Projects and Reserve Funds Attachment Review

CWC members and Alameda CTC staff review each Table 3 Attachment and confirm that:

- A. For each program, the necessary worksheet of the Excel document is complete.

- B. The entries agree with the column entry instructions within the spreadsheet.
- C. Planned and reported actual expenditures for compliance with Reserve Policies and Monitoring Procedures
- D. Identified plans for reserves are in compliance with the Reserve Policies and Monitoring Procedures
- E. The figures in the Table 3 Attachment tie to the figures in the Table 1/Table 2 Attachment and the Audited Financial Statement.

1.5.7 Annual Compliance Report to the Public

After Alameda CTC staff analyzes the compliance report data and develops a summary report, the CWC members develop an annual report to the public. CWC members volunteer to serve on a CWC Annual Report Subcommittee and work with staff to develop the report.

1.5.8 General Guidance

Alameda CTC staff reviews the Audited Financial Statement and compliance report submissions and develops their own comments, questions, and concerns about the content. The CWC review process is also both required and significant, because it is the “public’s” review.

Alameda CTC and CWC members may use the following perspectives to help guide their evaluation.

- A. Large program fund balances are fair to question.
- B. Large dollar commitments to certain types of programs and administrative costs are fair to question.
- C. The effectiveness and delivery of expenditures related to a Recipient’s Planned and Actual expenditures are fair to question.
- D. Project schedules in relation to realistic use of reserves funds are fair to question.
- E. Measure B recipients have flexibility to expend the funds on projects as approved through their own local public processes. However, if a listed project does not appear to fit into the programmatic area, seems out of sync with Measure B program purposes, or is unclear if the money was appropriately spent, then the funding use is fair to question.



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

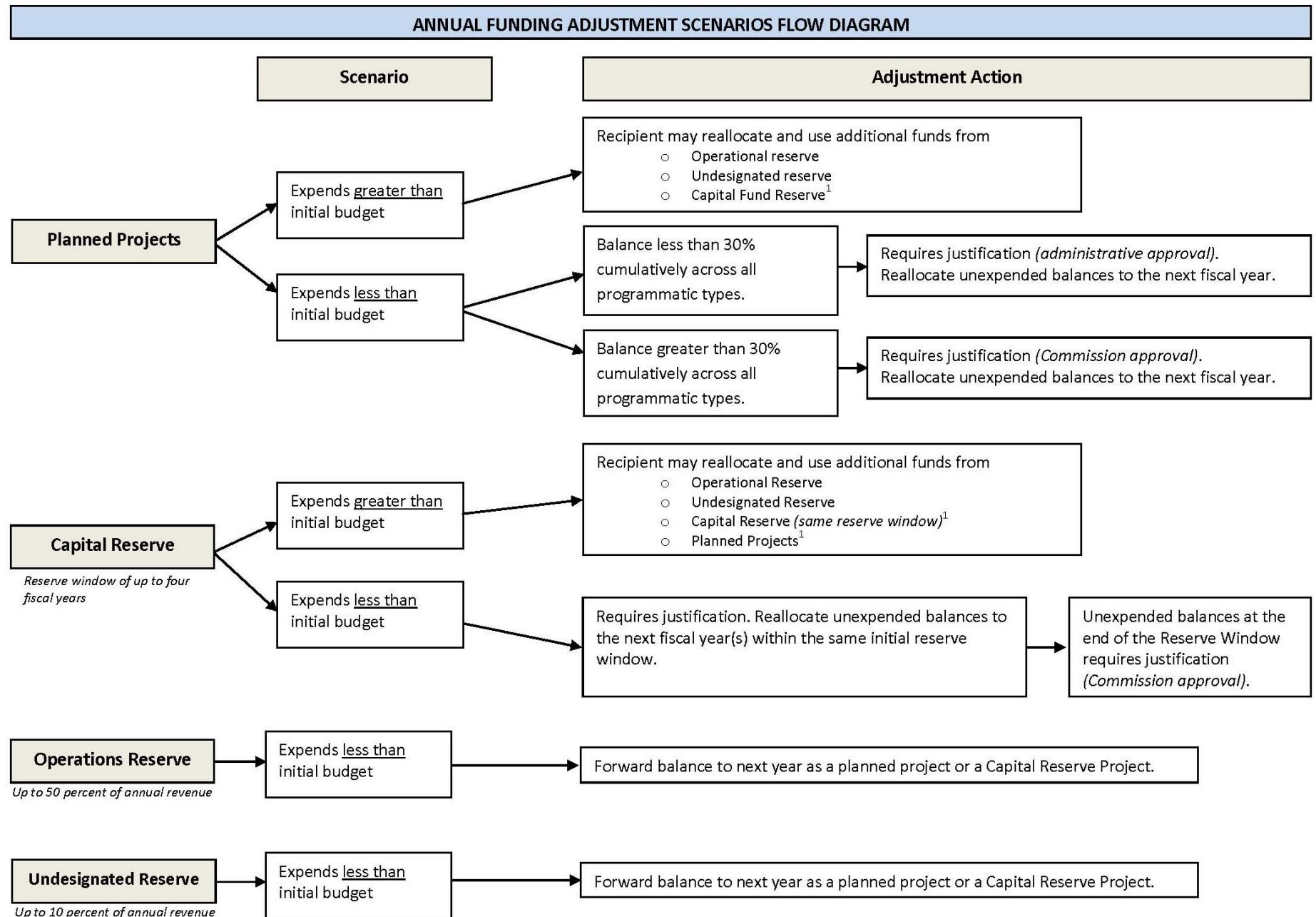
- Alameda CTC will monitor recipient's annual Undesignated Fund Reserve to ensure it does not exceed 10 percent of the annual Measure B/VRF revenues.
- There are no expenditure requirements for the immediate fiscal year that the reserve was established for. However, in the following fiscal year, recipients 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.



Citizens Watchdog Committee Annual Compliance Reporting Review Orientation


A Presentation by
Alameda County Transportation Commission Staff
January 13, 2014



Citizens Watchdog Committee Role



- Reviews 2000 Measure B expenditures for the four program areas:
 1. *Bicycle and Pedestrian Safety*
 2. *Local Streets and Roads (Local Transportation)*
 3. *Mass Transit*
 4. *Special Transportation for Seniors with Disabilities (Paratransit)*
- Reports directly to the public annually



Annual Compliance Reporting Requirements

- Measure B Direct Local Program Distribution 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
- These reports capture the recipients' FY 2012-13 revenues and 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)



4

Compliance Policies

- **Timely Use of Funds Policy:** The MPFA requires all Measure B 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



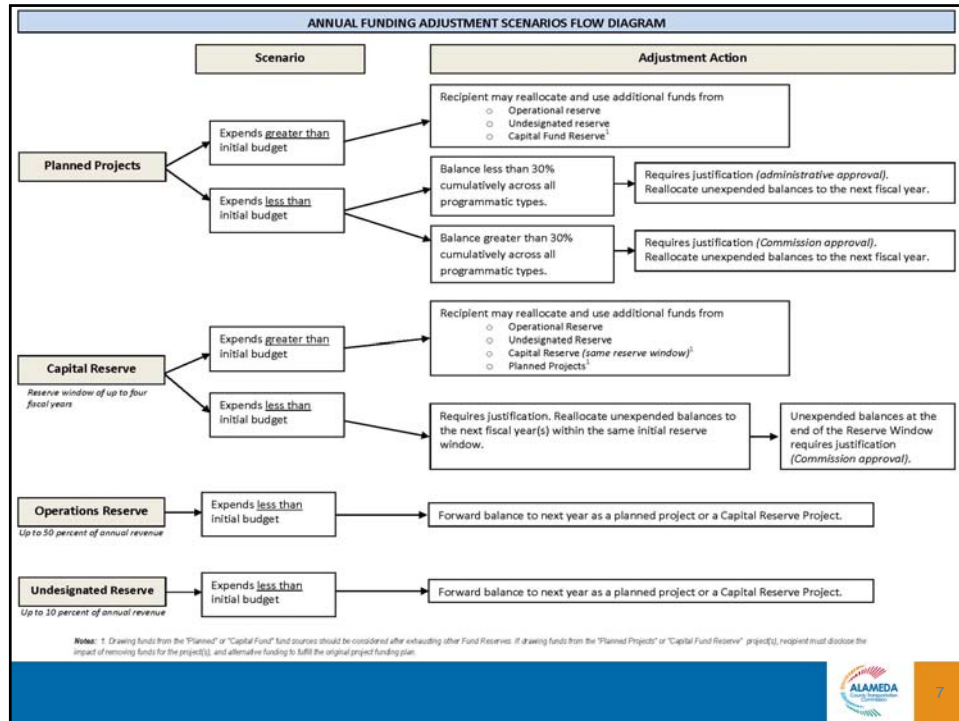
5

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 Direct Local Program Distributions 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 Direct Local Program Distributions revenues
- **Undesignated Reserve:** May not exceed 10 percent of annual Direct Local Program Distributions revenues



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Annual Program Compliance Report Review Process

During this process, CWC and Alameda CTC Staff

- **Reviews Audited Financial Statements**
 - Checks reported Measure B funds match actual allocations and reported expenditures
- **Reviews Program Compliance Reports**
 - Checks reported Measure B FY 12-13 Revenues, Expenditures, and Planned FY 12-13 Projects and Reserves for accuracy and completeness

Reviewer's Toolkit

1. Financial Audit/Compliance Reports Online

- http://www.alamedactc.org/app_pages/view/4135

2. Comment Forms

- CWC and Alameda CTC staff may use a formatted Commenting Form, or may comment through other means (MS Word, paper, email, etc.)

3. Compliance Review Process Guidance

- A general guidance tool in reviewing audits and compliance reporting forms

4. Reserve Policies and Monitoring Procedures

- Describes policy implementation and evaluation process fund balances



Annual Program Compliance Report Review Process

- Example of the MS WORD Form
- Review Narrative questions for applicable programs

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 section information:

Agency Name	Project Name	Project Location	Project Description

3. Complete the below Worksheet Tables 1-4 for the Bicycle and Pedestrian Program.

Check the boxes below to indicate completion:

☐ Table 1: Measure B Revenue and Expenditures
The above expenditure Table 1 must match your agency's audited financial statements and compliance reports. Please contact Alameda CTC staff if you have questions regarding completion of your report. All other agencies should follow the same process and complete report on Worksheet 1-4 only before your submission.

☐ Table 2: Summary of Expenditures and Accomplishments
The table describes accomplishments and activities completed for FY 2012-2013.

☐ Table 3: Summary of Planned Projects and Reserve Funds
This table describes your agency's plan to spend any remaining Measure B funds within the first year from date of the funding agreement through FY 13-14 (by May 31, 2014).

Alameda County Transportation Commission
Date of this Report: August 1, 2013 Page 1

4. If your agency's ending FY 12-13 fund balance was greater than zero, why do you have this amount? For instance, is it in a fund or in a project, and if so, what is the purpose of the fund or project? Please provide a brief description of the fund or project and its purpose. If you have a fund or project, please provide a brief description of the fund or project and its purpose. If you have a fund or project, please provide a brief description of the fund or project and its purpose.

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 previous fiscal years?

6. Describe reserve funds. If your agency has reserve Measure B funds identified, describe your agency's plan to spend these funds and describe in detail your plan and how funds for using these funds in a future year plan to use reserves. All the reserve identified agency agencies, and if you have a reserve plan, please provide a brief description of the reserve plan and its purpose. If you have a reserve plan, please provide a brief description of the reserve plan and its purpose.

Alameda County Transportation Commission
Date of this Report: August 1, 2013 Page 2

10. Did your agency or a public entity(ies) that highlight Bicycle/Pedestrian projects and programs funded by Measure B or an agency or Alameda CTC awarded?

☐ Yes ☐ No (If yes, explain in Question 10 - Additional Information)

If yes, include a picture of the project in the table below and provide the URL below that contains additional information for the public domain and access to the project.

Publication	Date Published	Copy Attached

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

☐ Yes ☐ No (If yes, explain in Question 10 - Additional Information)

If yes, include a picture of the project in the table below and provide the URL below that contains additional information for the public domain and access to the project.

Project Address	Project Description

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

☐ Yes ☐ No (If yes, explain in Question 10 - Additional Information)

If yes, include a picture of the project in the table below and provide the URL below that contains additional information for the public domain and access to the project.

Signage Description	Where Attached

Alameda County Transportation Commission
Date of this Report: August 1, 2013 Page 3



Annual Program Compliance Report Review Process

Review Tables 1-3 for each Applicable Program for Completeness

- **Table 1:** Summary of Revenues and Expenditures
- **Table 2:** Summary of Expenditures and Accomplishments
- **Table 3:** Summary of Planned Projects and Reserve Funds



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Annual Program Compliance Report Review Process

Table 1: Revenues and Expenditures

TABLE 1 BICYCLE AND PEDESTRIAN PROGRAM Measure B Revenues and Expenditures									
AGENCY NAME: CITY OF ALAMEDA DATE: 01/01/2013									
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
Measure B Pass-through Funds FY 12-13									
Measuring MB Revenues									
FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13
Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest	Pass-through - Interest
Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund
Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
1	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Measuring MB Expenditures									
FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13
Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures
Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund
Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
1	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Non-Measure B Funds FY 12-13									
Measuring MB Expenditures									
FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13	FY 12-13
Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures	Other MB Expenditures
Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund	Expenditure MB Fund
Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
1	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Notes									
1) The numbers on Table 1 must be consistent with your Audited Financial Statements.									
2) The expenditures reported on Table 1 must match expenditures calculated on Table 2.									
Additional Information: Use the box below to clarify revenues and expenditures.									



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

5.1

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
P Harriette Saunders,
Vice Chair
P Mike Dubinsky
A Arthur Geen

P Sandra Hamlat
A James Haussener
P Steve Jones
A Bill Klink
P Brian Lester

P Jo Ann Lew
P Deborah Taylor
P Hale Zukas

Staff:

P Arthur L. Dao, Executive
Director
P John Hemiup, Senior
Transportation Engineer
P Tess Lengyel, Deputy
Director of Planning
and Policy

P Stewart Ng, Deputy Director of Programming and Projects
P Patricia Reavey, Director of Finance
P Matt Todd, Principal Transportation Engineer
P Angie Ayers, Public Meeting Coordinator
P John Nguyen, Hatch Mott MacDonald

Meeting Minutes

1. Welcome and Introductions

James Paxson, CWC Chair, called the meeting to order at 6:30 p.m. The meeting began with introductions and meeting outcomes. James welcomed new member Brian Lester to the committee.

2. Public Comment

Charles Cameron, a resident of Union City, expressed his displeasure with the changes made at the Union City BART Station as part of the Union City Intermodal Station project. He stated that the changes made are a disadvantage to seniors and people with disabilities. Charles noted that AC Transit is also changing their routes to the Union City BART station, which will further impact the ability of seniors and people with disabilities to get to the entrance of the station. CWC members mentioned that the current situation was created as part of phase one of the project and phase two of the project should address the access problems.

3. Approval of July 8, 2013 Minutes

Deborah Taylor moved to approve the minutes as written. Mike Dubinsky seconded the motion. The motion passed unanimously (9-0).

4. CWC Annual Report Outreach Summary

4.1. Update on Outreach and Costs

Tess Lengyel gave an update on the publishing and outreach efforts for the 11th CWC Annual Report to the Public. She summarized the work Alameda CTC did, which was based on the direction of the CWC, to produce and distribute the

report, as well as to place print and online banner advertisements in the media. Placing the report in Bay Area publications and the banner advertisements on various websites required creating many different layouts to fulfill the space requirements. Tess stated that Alameda CTC continues to do information sharing through the E-newsletter and the Executive Director's report. She informed the committee that staff will bring the final outreach summary to the January meeting.

James Paxson mentioned that Mike Dubinsky brought forth proposed outreach objectives for the CWC Annual Report at the July meeting. The document submitted was intended as a policy statement. James informed the committee that the document will be included in the January agenda packet.

4.2. CWC Report on Outreach Summary

Comments on members outreach efforts:

- Harriette Saunders commented that she distributed the CWC Annual Report and the flyers in English, Chinese and Spanish at various senior centers in Alameda County.
- Mike Dubinsky stated that as the representative appointed by District 2 he contacted the major jurisdictions and the Sunol Citizens Advisory Committee in District 2. He requested the cities post a link to the CWC Annual Report and/or a press release about the CWC Report on their public webpage. All cities except Union City adhered to the request. The cities placed the report on the page that shows their accomplishments on Measure B. Mike stated that Sunol placed it on their meeting agenda as an information item.
- Deborah Taylor stated that she took the report and flyers to the Grand Lake Farmers Market. She mentioned that Mayor Jean Quan allowed her to place the report and flyers on her information table. Deborah also distributed the report and flyers at the Environmental Award dinner for the League of Conservation Voters in the East Bay and the Neighborhood Crime Prevention Council. She commented that it would be great if the CWC committee members' names were on the one-page flyer.
- Steve Jones commented that the City of Dublin had the report and flyer at City Hall. He distributed the report and flyer at the Lyons Club meetings in Dublin. Steve also distributed the flyers in Chinese and Spanish to his co-workers.
- James Paxson stated that he performed outreach in the Tri-Valley areas. He gave the flyers to Supervisor Nate Miley and Supervisor Scott Haggerty and their staff. Supervisor Miley included the information in his newsletter. James also gave presentations to the Dublin and Pleasanton city councils.
- Sandra Hamlat distributed the report through the East Bay Bicycle Coalition.

James requested that staff provide the CWC with a list of the organizations in the Constant Contact database that received information on the *CWC 11th Annual Report to the Public*.

5. Program Compliance Workshop Update

Matt Todd gave a presentation on the Alameda CTC annual compliance reporting process that documents 2000 Measure B expenditures for four program areas. The CWC reviews the expenditures related to the programs.

Matt discussed the annual audit and compliance reporting requirements, the new compliance policies that were effective this year, and the dates for the CWC compliance review process. Matt discussed the Master Programs Funding Agreements (MPFAs) and how it addresses:

- Timely use of funds
- Reserve funds
- Rescission of funds
- Complete Streets

Matt informed the committee that 39 people attended the September compliance workshop.

Questions/feedback from members:

- Does the MPFA outline the requirements for the Compliance Report Reserve policies? Matt stated that the reserve policies and monitoring procedures are on pages 39-47 in the agenda packet. He noted that the Commission approved the Compliance Report Reserve Policy at its October 24, 2013 meeting. Matt informed the committee that the jurisdictions were presented a draft of the policy at the September workshop.
- How can the process be simplified for ease of viewing and understanding? It was mentioned that the spreadsheet is tracking much more data than in the past, and that we will have a chance to review completed reports in January.
- How will the jurisdictions illustrate that they have done what they committed to do? Matt stated that two tabs exist on the spreadsheet that will assist in evaluating proposed and actual expenses.

It was noted that the Compliance Reports are submitted at the end of December and Alameda CTC and CWC will review them concurrently. In January staff will walk through the report with the committee. The January CWC meeting will start an hour earlier for the Audit and Compliance Report review.

6. Report on the CWC Post-Audit Subcommittee Meeting

6.1. CWC Post-Audit Subcommittee Minutes

The minutes were distributed separately and there were no comments from the committee.

6.2. Confirm CWC Process on Audit Reviews

James Paxson led the discussion on possible modifications to the process for the Pre- and Post-Audit Subcommittee meetings. He mentioned that last year the CWC Audit Subcommittee met jointly with the Commission Audit Committee. This year, the joint meeting did not occur, because it was brought to the Audit Subcommittee's attention that autonomy should be retained by the CWC regarding Measure B funds. James requested members' feedback on:

- Should the CWC Audit Subcommittee meet jointly or separately with the Commission Audit Committee?

The general consensus among the members was a preference to meet separately from the Commission and provide comments to the Finance and Administration Committee (FAC). The members requested the CWC look at the Alameda CTC Comprehensive Annual Financial Report (CAFR) before the FAC in order to provide comments. Staff noted that the CAFR must be submitted to the FAC in November and the full Commission in December. Currently, the CWC and FAC meetings are on the same day in November. The CWC Audit Subcommittee meeting schedule is:

- CWC Pre-Audit Subcommittee meets in June before the audit begins.
- CWC Post-Audit Subcommittee meets in October after the audit is complete.
- CWC will meet before the November FAC meeting to review the independent audit reports and provide comments to the FAC in a timely manner.

7. Presentation of Audited Comprehensive Annual Financial Report

Ahmad Gharaibeh with Vavrinek, Trine, Day & Co., LLP (VTD) presented the CAFR. He informed the committee that this report contains more information and analysis than prior years. He mentioned that the Alameda CTC will apply for the Government Finance Officers Association (GFOA) award for excellence in financial reporting for this CAFR, which requires a greater level of detail than the financial reports prepared in prior years.

Highlights of the presentation include the following:

- Regarding the auditor's report on the financial statements, VTD issued a clean, or unmodified, audit opinion for the year ended June 30, 2013. VTD also reported a clean, or unmodified, opinion on the audit of the ACTIA Limitations Worksheet.
- Regarding the CWC's audit concerns, Ahmad provided information that showed the audit testing performed and other procedures used to address the concerns discussed at the CWC pre- and post-audit subcommittee meetings.
- Ahmad reviewed the Alameda CTC's Financial Highlights, which included the statement of net position, ACTIA funds balance sheet, Alameda CTC statement of activities, and ACTIA revenues, expenditures, and changes in fund balances.

Questions/feedback from members:

- Do salaries and benefits include contract employees? No, salaries and benefits expense only includes staff. Consultant's time is charged to the task or projects they work on directly, such as the bicycle and pedestrian program, the paratransit program or individual committee support.
- How are contract resources handled? Consultants bill their time via invoices. The auditors have audited a sampling of invoices. It is most likely that the Acumen

invoices which is the vendor that many of our in house consultants are contracted through were part of the sample audited by VTD because they are larger invoices.

- What are administrative costs referring to under the Limitations Worksheet? Are consultant fees included in the 4.5 percent administrative costs? It was noted that 4.5 percent of net sales tax revenues is budgeted for administrative costs for the Measure B sales tax program. Administrative costs paid for out of the 4.5 percent administrative allowance include items such as administrative salaries (limited to 1 percent of sales tax revenues), rent, office supplies, legal fees, phone expense, insurance, program management (which includes administrative consultant costs), audit fees and other related items funded by the general fund.

8. Year-end Investment Report FY 12-13

Patricia Reavey reviewed the Alameda CTC Year-end Investment Report for FY 12-13 with the committee.

9. Quarterly Investment Report: FY 13-14

Patricia Reavey reviewed the Alameda CTC Consolidated FY13-14 First Quarter Investment Report with the committee.

10. Responses to CWC Requests for Information

The CWC members did not request any additional information for this meeting. For the next meeting the committee requested that staff discuss the changes to the Measure B Dumbarton Corridor Capital project.

11. CWC Member Reports/Issues Identification (Verbal)

11.1. CWC Issues Identification Process and Form

James Paxson explained the Issues Identification Process and form for the new members. Jo Ann Lew stated that she will submit an Issues Form for the debt policy. James requested JoAnn to complete the form and email it to staff before the next meeting.

James requested that staff bring a report on the FY2012-13 Local Business Contract Equity and Contract Utilization Reports to the January meeting.

12. Staff Reports/Board Actions

None

13. Adjournment

The meeting adjourned at 8:35 p.m. The next meeting is scheduled for January 13, 2014 at Alameda CTC offices.

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Memorandum

6.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: January 6, 2014

SUBJECT: Citizens Watchdog Committee (CWC) 11th Annual Report to the Public Cost Benefit Analysis

RECOMMENDATION: Review and discuss the cost benefit analysis and findings based on data regarding developing, distributing, and performing outreach for the CWC's 11th Annual Report to the Public.

Summary

The following cost benefit analysis of the print and online advertisements and outreach for the *Citizens Watchdog Committee's 11th Annual Report to the Public* is based on recent data and includes a summary of the outreach performed to educate the public about the report. Key findings include the total actual costs of this effort and the resulting benefits, the estimated return on investment for various forms of outreach, and recommendations to increase the public's awareness of the CWC's activities through annual report outreach, as well as recommendations to decrease costs.

Background

In response to the CWC chair's request, Alameda CTC staff gathered data and prepared the first cost benefit analysis in 2013 based on data regarding the print and online advertisements and outreach for the *Citizens Watchdog Committee's 10th Annual Report to the Public*. The following analysis is based on data from the media and outreach performed by staff and CWC members for the *11th Annual Report to the Public*. The analysis expands on the update of outreach and costs that CWC members received in November 2013 (Item 4.1) and provides a detailed summary of outreach performed by staff and CWC members.

Print Media Outreach

Print advertising gives readers throughout the Bay Area an opportunity to learn more about CWC activities and the progress on valuable transportation programs and projects. Alameda CTC produced eight layout versions of the CWC report to fit the ad specifications for 31 publications, and translated ads into Spanish to print in two of these publications.

COMITÉ DE VIGILANCIA CIUDADANA Undécimo Informe al Público

Actividades de la Medida B para el Impuesto Sobre las Ventas

En noviembre de 2000, los votantes del condado de Alameda aprobaron la Medida B, que extendió hasta el año 2022 el impuesto de media centavo sobre las ventas del condado para transporte y estableció un Plan de Gastos para los próximos 20 años. La Medida B también estableció un Comité de Vigilancia Ciudadana (CVC) para revisar todos los gastos de los proyectos, los programas y la gestión para el cumplimiento del Plan.

Este undécimo informe anual cubre los gastos efectuados durante el año fiscal que terminó el 30 de junio de 2012 (AF11-12) y las actividades del CVC desde el 1 de julio de 2011. El informe del CVC señala que los ingresos y los gastos auditados estuvieron en conformidad con los límites específicos y los auditores no encontraron ningún problema de contabilidad. El informe completo está disponible en línea.

Resumen

La Comisión de Alameda (Ala) responsable de la medida tributaria del impuesto de ventas de la Medida B, así como las funciones de la para el manejo de la congestión. En contable 2010 los ingresos de

Cost per reader for print ads: An estimated 1.4 million people read the 31 Bay Area publications in which Alameda CTC placed print advertisements. The total cost to design, translate, and place the ads was \$17,899. The estimated cost per reader was approximately 1.3 cents (see Attachment A).

In addition, Alameda CTC placed a legal notice in 10 Bay Area publications about the public hearing for the annual report to the public.

(Spanish ad excerpt from Vision Hispana)

Cost per reader for the legal notice: An estimated 770,000 people read the newspapers. The total cost to design, translate, and place the ads was \$749. The estimated cost per reader was about 0.1 cent (see Attachment B).

Recommendations:

- For people in the Bay Area who read the newspaper, running the ads in 31 Bay Area publications ensures reach to a large number of people who may be interested in the report. Therefore, staff recommends continuing to place and run print advertisements.
- To save costs, one consideration is to revisit the list of publications next year to see if the target audiences are still applicable and to compare the readership between print and online publications. Placing fewer print and more online ads could reduce ad costs.

Outreach through Events, Email, and Other Publications

Alameda CTC distributed the full 8-page printed report in a number of ways and got the word out about CVC activities and Alameda CTC transportation programs and projects by developing a condensed version of the report, a two-page flyer. Staff developed the flyer, translated it into Chinese and Spanish, and distributed it widely. Alameda CTC handed out the full report to Commissioners and Alameda CTC community advisory committee members and mailed the full report and Chinese and Spanish flyers to 41 libraries and to 17 chambers of commerce. Staff also distributed the full report and flyers at 40 Alameda business and outreach events attended by a total of more than 170,000 people.

The Alameda CTC emailed the three versions of the flyer to more than 3,700 individuals/organizations, including chambers of commerce and community organizations (see Attachment F). More than 800 of the recipients opened the email. In addition, Alameda CTC featured the full report in the September 2013 issue of the *Executive Director's Monthly Report* (both print and online versions) and in the August and

September 2013 issues of *Alameda CTC Reports*, the agency's bi-monthly print and electronic newsletter.

Cost per reader for print report and flyer: The bulk of outreach expenses fell into this category. An estimated 2,800 people read the report or flyer, based on distribution of printed materials to more than 1,000 people and email to more than 3,700 recipients. The total cost to design, translate, print, and mail the 8-page report and 2-page flyer was \$7,814. The estimated cost per reader was approximately \$2.71 (see Attachment B).

Online Media Outreach

Alameda CTC created five layout versions of banner advertisements to meet the media's size specifications and coordinated placement of them on 15 websites. These ads directed traffic to the Reports page of the Alameda CTC website. Alameda CTC also placed a "What's New" listing on its website with a link to the full report and posted all versions of the report and flyer on the Reports web page.

Cost per reader for online outreach: An estimated 1.7 million people visited the online publications and may have seen the online advertisements. A minimum of 200 readers actually clicked on one of the online ads to view the online report. However, not all publications provided click-through data, so the actual number is probably higher. The ads were designed in-house, so there were no design costs. The total cost of the online advertisements was \$5,369. The cost per page view for each ad averaged approximately 0.32 cents (see Attachment C).

Recommendations:

- Since the online ads were almost \$3,000 less expensive than the previous year, continue to place online ads, with the goal of increasing the number of click-throughs to the full report.
- Consider creating a separate CWC annual report web page on Alameda CTC's website that would feature the current year's annual report and translated versions of the flyer, as well as include links to publications that ran advertisements to build visibility. We could also include a photo of the CWC members as well as a pie chart to show expenditures (or other visuals that would help explain CWC members' oversight of Measure B).

CWC Member Outreach

In 2013, CWC members performed a considerable amount of outreach. Members distributed the annual report and flyers and/or requested the following organizations link to the report from their websites. CWC members also distributed flyers in Chinese and Spanish to the following organizations as well as to individuals including coworkers:

- East Bay Bicycle Coalition

- Environmental Award dinner for the League of Conservation Voters in the East Bay
- Grand Lake Farmers Market (as information on Mayor Jean Quan's table)
- Local jurisdictions in Alameda County, including targeted outreach to City of Dublin City Hall as well as Supervisor Nate Miley and Supervisor Scott Haggerty and their staff
- Lyons Club meetings in Dublin
- Neighborhood Crime Prevention Council
- Senior centers in Alameda County
- Sunol Citizens Advisory Committee

Some members also gave presentations about the CWC *11th Annual Report to the Public* to city councils and requested that cities include a link to the report on their websites.

Recommendations:

- A member requested Alameda CTC put the CWC members' names on the two-page flyer (space permitting), to add a personal touch, since they actively distribute the flyer.
- Since there were some leftover flyers, Alameda CTC could consider including the flyers in other mailings such as to its certified businesses.
- After CWC members receive an email with the three flyers as attachments to CWC members from staff, they could track how many individuals/organizations to which they forward the email.
- Since presentations are effective for educating the public about the CWC's activities, CWC members could plan to give presentations to city councils next year, as well as target some additional organizations to receive presentations.

Social Media and Additional Outreach

In 2012 Alameda CTC began sharing information with the public through Facebook, Twitter, and YouTube. In 2013, staff shared information about the CWC annual report via two of these social media outlets: posted the report on Facebook and shared this posting on the Guaranteed Ride Home Facebook page and on the Alameda County Express Lanes Facebook page, and tweeted six times about the report in 2013, on August 23 and 29, on September 10 and 16, and on October 2 and 16.

Staff also wrote an electronic press release about the report and distributed it to 192 media contacts, including newspapers, blogs, ethnic media, radio, television, and cable TV. Of those recipients, 22 percent opened the message (37 people), and six people clicked through to the report. Staff also sent a notice to Alameda CTC's entire Constant Contact mailing list, and 24 percent opened the message (846 people), and 10 people clicked on the link to the Reports web page. The *Alameda CTC Reports* e-newsletter featured the CWC report and was sent to just under 4,000 people, and 31 percent (1,167 people) opened the message.

In 2013, Alameda CTC added blog postings as a new form of outreach and posted a blog entry in each of the following eight versions of Patch News: Alameda, Albany, Berkeley, Dublin, Fremont, Pleasanton, Rockridge, and Union City.

Cost per reader for social media and additional outreach: More than 4,500 people received information about the report. Aside from staff time, there was zero cost per recipient (see Attachment D).

Recommendations:

- Since this form of outreach is very cost effective, continue to rely on social media to get the word out:
 - Identify other individuals and organizations to contact through social media.
 - Ask CWC members on Twitter to retweet the report to their followers.
 - Ask CWC members on Facebook to forward information to their friends.
 - Continue to add blog postings to the Patch News for more visibility.
- If CWC members have blogs, place a link to the report in CWC members' personal blogs that could result in links to the report in affiliated blogs.



(Blog entry excerpt in Berkeley Patch News)

Return on Investment

In 2013, the budget was \$50,000. The actual total cost to design, place in print and online advertisements, print, and mail the CWC's *11th Annual Report to the Public*, and perform live and social media outreach about the report was \$31,830. This is well under budget and resulted in a cost savings of \$9,831 from the previous year's total of \$41,661 (see Attachment E for the final publication costs).

Through all types of outreach that Alameda CTC used, more than 3.8 million people may have heard about the report at an estimated average cost per potential reader of 0.82 cents. Actual readership of the hard copy and email report and flyer was more than 2,800, and more than 4,500 people received word of the report via social media.

Additional Findings and Recommendations

Alameda CTC staff recommends that the CWC form its Annual Report Subcommittee in January 2014 and meet well in advance of developing the report, perhaps in late March or early April 2014 to begin to develop the content and consider the types of outreach to employ; the quantities of print ads, reports, and flyers desired; and additional low-cost strategies for getting the word out about CWC and Alameda CTC activities.

Additional ways to improve visibility and the Alameda CTC's return on its investment:

- Continue to encourage the CWC Annual Report Subcommittee to take more of a leadership role in the process to develop the outreach plan.
- Support CWC members in their efforts to perform outreach in their local communities. Provide additional hard copies of the report and flyers as needed.
- In all email about the report, include a link to the new CWC annual report web page (if developed).
- Review Attachment F and develop a list of additional partner agencies or organizations to share information about the report via email, through web links, and through social media.
- Research other online advertisement and social media outreach possibilities.

Fiscal Impact: There is no fiscal impact for this cost benefit analysis.

Attachments:

- A. Print Advertisement Cost per Reader
- B. Report and Additional Outreach Costs
- C. Online Advertisement Cost per Reader
- D. Social Media and Total Outreach Costs
- E. Final CWC Annual Report Publication Costs
- F. Organizations in the Constant Contact Database

Staff Contacts

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

[Angie Ayers](#), Public Meeting Coordinator

Attachment A: Print Advertisement Cost per Reader

Advertisements in Print Publications					
Affiliation	Newspaper	Circulation	Readership	Actual Cost	Cost per Reader
Bay Area News Group East Bay	Alameda Times Star - 1 day	48,663	157,200		
	Fremont Argus - 2 days	31,054	68,300		
	Hayward Daily Review - 2 days	31,054	89,800		
	Oakland Tribune - 1 day	48,663	157,200		
	Tri-Valley Herald - 1 day	31,654	51,000		
	Times Herald - 1 day	17,957	60,300		
		209,045	583,800	\$7,077.00	\$0.0121
Bay Area News Group Hills Newspapers	Alameda Journal	23,290	56,600		
	Berkeley Voice	11,515	15,700		
	The Journal (El Cerrito)	6,140	7,500		
	The Montclairian	27,318	43,300		
	The Piedmonter	5,032	8,500		
		73,295	131,600	\$1,134.00	\$0.0086
East Bay Express	East Bay Express	40,000	188,616	\$1,800.00	\$0.0095
The Independent	The Independent - Livermore, Pleasanton, Dublin, and Sunol	33,000	62,500	\$1,333.08	\$0.0213
Pleasanton Weekly	Pleasanton Weekly	13,000	37,500	\$959.10	\$0.0256
Post News Group	Berkeley Post	5,000	18,000		
	El Mundo	10,000	36,000		
	Marin Post	1,450	5,220		
	Oakland Post	22,500	81,000		
	Richmond Post	5,000	18,000		
	South County Post	1,050	3,780		
	San Francisco Post	5,525	19,890		
		50,525	181,890	\$2,950.00	\$0.0162
Tri-City Voice	Tri-City Voice (Fremont, Newark, Union City, Hayward, and Sunol)	53,859	190,000	\$735.00	\$0.0039
Visión Hispana	Visión Hispana	15,000	45,000	\$505.00	\$0.0112
Language 411	Translation of ad into Spanish for Post News and Visión Hispana			\$526.00	0.0000
Publications Design	Design of all print advertisements			\$880.00	0.0000
An estimated 1.4 million people read the paper; average cost was 1.3 cents per person.				\$17,899.18	\$0.0126

Attachment B: Report and Additional Outreach Costs

Legal Notice of Public Hearing in Print Publications					
Affiliation	Newspaper	Circulation	Readership	Actual Cost	Cost per Reader
Bay Area News Group East Bay	Six newspapers	120,140	291,900	\$203.14	0.0007
East Bay Express	East Bay Express	33,701	188,616	\$92.00	0.0005
The Independent	The Independent	27,000	54,000	\$66.55	0.0012
Tri-City Voice	Five Cities	53,859	190,000	\$70.00	0.0004
Visión Hispana	Visión Hispana	15,000	45,000	\$192.00	0.0043
Language 411	Translation of ad into Spanish for Visión Hispana			\$125.00	0.0000
An estimated 770,000 people read the papers; average cost was 0.1 cent per person.				769,516	0.0010

Design, Printing, and Distribution of Full Report and Flyer					
Affiliation	Outreach Activity	Circulation/ Quantity	Readership ¹	Actual Cost	Cost per Reader
Alameda County Libraries	Mailed full report and English, Chinese, Spanish Flyers	41	410	\$207.05	0.5050
ACTAC, BPAC, PAPCO, TAC Member:	Handed out full report and flyers	189	189	\$0.00	0.0000
Ala. Cty. Chambers of Commerce	Mailed full report and English, Chinese, Spanish Flyers	17	170	\$29.24	0.1720
CWC Members	Mailed full report and English, Chinese, Spanish Flyers	550	550	\$53.20	0.0967
CWC Member Organizations	Mailed full report and English, Chinese, Spanish Flyers	15	38	\$8.60	0.2293
Commissioners and Public	Handed out full report and flyer	75	75	\$0.00	0.0000
Outreach Events (40 events)	Handed out full report and flyer	200	500	\$0.00	0.0000
Language 411	Translated flyer into Chinese and Spanish			\$1,299.76	
Publications Design	Designed report (\$2,580) and flyer (\$540)			\$3,120.00	
Autumn Press	Printed report (1,000 qty.) and flyer (2,000 qty.)			\$3,095.89	
Subtotal outreach with printed materials:		1,087	1,932	\$7,813.74	4.0454
Constant Contact Database	Emailed full report and English, Chinese, Spanish flyers, web link	3,799	950	\$0.00	0.0000
Subtotal outreach with electronic materials:		3,799	950	\$0.00	0.0000
An estimated 2,800 people read the print/electronic info; cost was \$2.71 per person.				\$7,813.74	2.7119

¹Readership is based on 10 readers per library and chamber, 2.5 readers per flyer at outreach events, and 1 in 4 readers of email messages sent.

Attachment C: Online Advertisement Cost per Reader

Advertisements in Online Publications					
Affiliation	Website	Page Views	Click-throughs ¹	Actual Cost	Cost per Page View
Alameda CTC	www.AlamedaCTC.org	292	13	\$0.00	0.0000
Asian Week	www.asianweek.com	42,972	No Data	\$336.00	0.0000
Bay Area News Group	www.insidebayarea.com	324,555	115	\$3,000.00	0.0092
East Bay Express	www.eastbayexpress.com/	60,000	30	\$300.00	0.0050
Patch News Alameda	http://alameda.patch.com/	115,000	No Data	\$112.08	
Patch News Albany	http://albany.patch.com/	90,000	No Data	\$152.62	
Patch News Berkeley	http://berkeley.patch.com/	65,000	No Data	\$151.92	
Patch News Castro Valley	http://castrovalley.patch.com	70,000	No Data	\$96.00	
Patch News Dublin	http://dublin.patch.com	65,000	No Data	\$112.08	
Patch News Fremont	http://fremont.patch.com	80,000	No Data	\$115.92	
Patch News Livermore	http://livermore.patch.com	260,000	No Data	\$112.08	
Patch News Newark	http://newark.patch.com	85,000	No Data	\$115.92	
Patch News Piedmont	http://piedmont.patch.com	50,000	No Data	\$189.90	
Patch News Pleasanton	http://pleasanton.patch.com	175,000	No Data	\$112.08	
Patch News San Leandro	http://sanleandro.patch.com	75,000	No Data	\$96.00	
Patch News Union City	http://unioncity.patch.com	57,000	No Data	\$115.92	
Patch News Union City Daily Newsletter	http://unioncity.patch.com	3,481	1	\$49.98	
Patch News/AOL		Subtotal Patch News:	1,190,481	\$1,532.50	0.0013
Pleasanton Weekly	www.pleasantonweekly.com/	58,478	61	\$200.00	0.0034
Tri-City Voice	www.tricityvoice.com/	No Data	No Data	\$0.00	0.0000
Publications Design	Design of all online advertisements			\$0.00	
About 1.7 million people may have seen ads; average cost was 0.32 cents per page view.		1,676,778	220	\$5,368.50	\$0.0032

¹Not all publications provided click-through data, a minimum of 220 people clicked through to the online report.

Attachment D: Social Media and Total Outreach Costs

Social Media and Additional Outreach					
Affiliation	Outreach Activity	Recipients	Click-throughs	Actual Cost	Cost per Reader
Alameda CTC	Posted report info on Facebook pages ¹	65	No Data	\$0.00	0.0000
Alameda CTC	Tweeted about report on Twitter six times ²	282	No Data	\$0.00	0.0000
Alameda CTC	Provided press release to media on August 22	192	6	\$0.00	0.0000
Alameda CTC	Emailed e-newsletter with story on report	3,993	10	\$0.00	0.0000
Patch News (8 sites)	Posted blog entries on Patch News sites ³	No Data	No Data	\$0.00	0.0000
Alameda CTC	Mentioned in online monthly report received by Commissioners	43	No Data	\$0.00	0.0000
More than 4,500 people received information; there were no costs beyond staff time.					
		4,575	16	\$0.00	0.0000

¹Recipients may have forwarded this information to Facebook friends and retweeted it.

²This number does not capture anyone who may have seen the tweets via a search or looking at Alameda CTC's twitter feed, which is public.

³Exact data is not available. See Attachment C for potential page views for Patch News blogs.

Estimated Total Cost per Reader				
Affiliation	Outreach Activity	Readership ¹	Actual Cost	Cost per Reader
Alameda CTC	Advertise in print publications	1,420,906	\$17,899.18	0.0126
Alameda CTC	Advertise legal hearing in print publications	769,516	\$748.69	0.0010
Alameda CTC	Print, mail, and distribute report and flyer	2,881	\$7,813.74	2.7119
Alameda CTC	Advertise in online publications	1,676,778	\$5,368.50	0.0032
Alameda CTC	Promote in social media and e-newsletter	4,575	\$0.00	0.0000
More than 3.8 million people may have heard about the report; cost was 0.82 cents per person.				
		3,874,656	\$31,830.11	0.0082

¹Online publication readership is based on ad page views, and social media readership is based on recipients rather than click-throughs.

Affiliation	Newspaper	2012 Alameda CTC Page Views	2012 Click-throughs** from Online Media Banners	2012 Cost (Print)	2012 Cost (Web)	Final 2012 Costs	2013 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	
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	324,555	115	\$7,203.00	\$3,000.00	\$10,203.00	\$10,077.00
Bay Area Newsgroup Hills Newspapers	Montclarion, ElCerrito, Berkeley Voice, Piedmonter, Alameda Journal	0	0	\$1,285.20		\$1,285.20	73,295			\$1,134.00		\$1,134.00	\$1,134.00
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	40,000	60,000	30	\$1,800.00	\$300.00	\$2,100.00	\$2,100.00
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

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	2013 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
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

*Page Views: The number of times a user visits a newspaper webpage
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Orange indicates prices quoted from last year, since media did not submit a response

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	2013 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
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

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CWC Annual Report

Publications Costs

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Pleasanton Weekley	Pleasanton Weekly	81,235	41	\$1,079.00	\$200.00	\$1,279.00	37,500	58,478	61	\$959.10	\$200.00	\$1,159.10	\$1,159.10
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	\$2,950.00
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
SF Gate	Delivered to Emeryville, Brkeley, Albany, Oakland, Montclair and Piedmont) Online: SFGate.com	43,183	32	\$575.00	\$2,500.00	\$2,728.33				\$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	0			\$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)					\$667.65					\$1,041.19	\$1,041.19	\$748.69
	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			\$1,497.73		\$1,497.73				\$1,497.13		\$1,497.13	\$1,825.76
	Autumn Press Printing for 1,000 full report and 2,000 flyers in full color			\$2,912.10		\$2,912.10				\$2,912.10		\$2,912.10	\$3,095.89
	Outreach mailing												\$298.09
TOTALS:		399,775	965	\$33,035	\$8,305	\$41,661	384,495	1,676,778	220	\$34,741	\$9,535	\$44,276	\$31,830
										Difference between 2012 and 2013 Final Costs=			\$9,831

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1 Earth Irrigation & Landscape	Albany Unified School District
1st Class Laundry	Albert Y. Seto, Corp
2Plus2 Partners, Inc.	Albion Power Company
3iSview	Alcatraz Shade Shop
3S Communications, Inc	Aliquot Associates, Inc.
511 Rideshare	Alko Office Supply
A & M Printing Inc.	All American Rentals, Inc.
A & S Engineers, Inc.	All Star Staffing
A Concrete Company	Allen Temple Health & Social Services Ministries
A.J.R. Door Service, Inc.	Alliance Engineering Consultants Inc. (AEC)
A.M Plumbing	Allied Packing & Supply inc.
ABC - Golden Gate Chapter	Alpha Cleaning Services
ABC Security Service	Alta Planning & Design
ABC Transportation	Alta Vista Solutions
AC Transit	Alzheimer's Services of the East Bay
ACC Environmental	Amador Concrete
ACCE Riders for Transit Justice	AMC Consulting Engineers Inc.
Accel Employment	AMC Consulting Engineers, Inc.
Access Northern California	AMEC
Accurate Land Solutions	American Blinds & Draperies
Accutech Auto Care	American Building Service
Ace Iron Inc.	American Federation of State, County, and Municipal Employees (AFSCME)
ACE Train, San Joaquin Regional Rail Commission	American Indian Public Charter School
ACEX Technologies, Inc.	American Logistics
AchevaTech Consulting, LLC	American Lung Association
ACQ Office	American Society of Civil Engineers
ACR Glass and Doors	AMG-A Management Group, Inc.
ACS, Inc	Amicus Strategic Environmental Consulting
ACT General Building Construction Inc.	AMS Consulting, LLC
Action Alameda	Anderson Drilling
Activant	Andregg Geomatics
Acumen Building Enterprise, Inc.	Anil Verma Associates, Inc.
Adion	ANSE Consulting Structural Engineers
Adobe Associates, Inc.	Anue Management Group, Inc.
Adrian Palma Engineering, Inc.	Apex Testing Laboratories, Inc.
Adrienne Wong Associates, Inc.	A-Plus Printer Services
AdServe	Applied Materials & Engineering, Inc.
Advance Career Development	Applied Pavement Technology, Inc.
Advanced Alarm Technology (AAT)	APSI Construction Management (APSICM)
AE3 Partners	Aquifer Sciences, Inc.
AECOM	Arc of Alameda County, The
AEKO Consulting, Inc.	ARCADIS-US
Aetypic	Archgate Consulting, Inc.
Affiliated Computer Services, Inc.	ArcMate
Affinitel Communications	A-R-M Construction
Affordable Housing Associates	Aroner, Jewel & Ellis Partners
Afgan Students Association	Around Dublin Blog
African American Business Council	Arrow Sign Company
Agbayani Construction Corporation	ARUP
AGS, Inc.	Ascot Staffing
Ahtna Engineering Services	Ashland Cherryland Garden and Arts Network (ACGAN)
Alamalgmated Transit Union - ATU4 Local 192	Asian American Association
Alameda County - Board of SupervisorsOS, District 1	Asian American Bar Association of the Greater Bay
Alameda County Area Agency on Aging	Asian American Journalist Association (AAJA)
Alameda County Bar Association	Asian and Pacific Islander Social Work Association
Alameda County Community Development Agency	Asian Community Mental Health Services
Alameda County Community Food Bank	Asian Employees Association Port of Oakland
Alameda County Faith Initiative	Asian Immigrant Women Advocates
Alameda County Food Bank	Asian Pacific American Coalition (APAC)
Alameda County Health - Nutrition Services	Asian Pacific Environmental Network (APEN)
Alameda County Industries	Asian Student Association
Alameda County Mayor's Commission on Aging	Associated Press (AP) - San Francisco Bureau
Alameda County Mayor's Commission on Persons with Disabilities	Associated Right of Way Services, Inc. (AR/WS)
Alameda County Mayor's Conference	Associates, Inc.
Alameda County Office of Education	Association of Asian Pacific Community Health Organizations
Alameda County Public Works Agency (ACPWA)	Association of Bay Area Governments (ABAG)
Alameda County Resource Conservation District	Association of Latino Professionals in Finance and Accounting
Alameda County Social Services Agency	Athalve Consulting Engineering Services, Inc.
Alameda County Youth Development, Inc.	Atkins
Alameda Hospital	Auriga Corporation
Alameda Journal	Automatic Entrances California
Alameda Korean Presbyterian Church	AVAR-SAS
Alameda Multi-Cultural Community Center	AVE Solutions, LLC
Alameda Sun, The	AWAD & BARJOURD
Alameda Unified School District	AXIS Consulting Engineers
Alameda-Contra Costa Transit District	BACK ON TRACK
Alan Kropp & Associates, Inc.	Backstrom McCarley Berry & Co., LLC
Albany Senior Center	Badger Daylighting

Attachment E: Organizations in the Constant Contact Database

BAF Specialty Inc.	Bryant & Brown, A Professional Corporation
Baines Group, Inc.	B-Side Construction
Ball, Inc.	BSK Associates
Bancroft Uniforms	Build Your Own Garment (BYOG)
Barclay Publishing	Builders' Exchange
Barone Trucking Service, Inc.	Building and Construction Trades Council of Alameda
BART	Building Opportunities for Self Sufficiency (BOSS)
BART Bicycle Accessibility Task Force (BBATF)	Burr Plumbing & Pumping, Inc.
Baseline Environmental Consulting	Buttrick Wong
Basin Research Associates, Inc.	C & H CONSTRUCTION
Bay Area Air Quality Management District (BAAQMD)	C. Rogers Plumbing
Bay Area Black Journalists Association	C.B. Roadways, Inc.
Bay Area Business Roundtable	C.M. Enterprise Group
Bay Area Concretes, Inc.	C2PM
Bay Area Council	C3M
Bay Area Industry Education Council	CA Commercial Cleaning, Inc.
Bay Area Jewish Healing Center	Cal Phase Construction
Bay Area Legal Aid	Cal-Bay Construction, Inc.
Bay Area News Group (BANG)	California Engineering Contractors
Bay Area News Group (BANG) - Alameda Times/Star	California Nurses Association
Bay Area News Group (BANG) - Argus, The	California Pedestrian Advisory Committee
Bay Area News Group (BANG) - Oakland Tribune	California Society of Prof Engineers - Golden Gate
Bay Area News Group (BANG) - West County Times	California State Assembly
Bay Area Outreach & Recreation Program	California State Senate
Bay Area Outreach and Recreation Program (BORP)	California Transit Association
Bay Area Reporter, The	California Walks
Bay Area Structural, Inc.	California Watch
Bay Area Traffic Solutions, Inc.	California Water Service
Bay Area Truck Stores, Inc.	CalPanda Engineering LLC
Bay Constuction Company	Caltrans
Bay East Association of Realtors	Caltrans District 4
Bay Equipment & Repair	CalTrop Engineering Corp
Bay Localize	Camacho Communications
Bay Restorators Corp.	Cambridge Systematics, Inc.
Bay Signs, Inc.	Campanil, The
Bay Trail	Cantonese Student Association (CASA)
Bay Wide Glass	Capers Services
Baytech Web Design	Capitol Barricade, Inc.
BE Graphics & Design	Capture Technologies
Beaman's, Inc	Carey & Co, Inc.
Belecci & Associates, Inc.	Carpenter/Robbins Commercial Real Estate, Inc.
Beliveau Engineering	CAS Financial & Construction Servcies, Inc.
Bellecci & Associates	Casek Construction
Bellrose Coffee	Castro Valley Adult School
Berger, John J. - Freelance Jounralist	Castro Valley Unified School District
Berkeley Chinese Students and Scholars Association	CCU, Inc.
Berkeley Community Media	CD+A
Berkeley Daily Planet	CDA Group, Inc.
Berkeley Police Department	CDM Smith
Berkeley Redevelopment Agency	CE2 Corp
Berkeley Voice	CEECON Testing, Inc.
Berkeley Zen Center	CEI
Berkeleyside	Cemex
Beyond the Headlines - KGO-TV	Center for Accessible Technology (CforAT)
BFS Realty	Center for Collaborative Policy
Bicycle Solutions	Center for Elders Independence, Inc.
Biggs Cardosa Associates	Center for Independent Living, Inc.
BioMaAS	Cerda Zein Real Estate
BizPie, Inc.	CFC Sales and Supplies
Bjork Construction Co., Inc.	CGR Management Consultants
BKF Engineers	CH2M Hill, Inc.
Black Economic Council	Chabot College TV Ch. 27
Black Social Workers Association	Chabot-Las Positas
Black Student Union (BSU) - Chabot College	Chamber Link, The
Black Student Union (BSU) - CSU East Bay	Chamber of Commerce - Alameda
Black Student Union (BSU) - Holy Names University	Chamber of Commerce - Albany
Black Student Union (BSU) - UCB	Chamber of Commerce - Berkeley
Black Women Organized for PoitiacI Action (BWOPA)	Chamber of Commerce - Castro Valley/Eden Area
Blaisdell & Songey, Inc.	Chamber of Commerce - Dublin
Blaylock Robert Van, LLC	Chamber of Commerce - Emeryville
Bloomberg News - San Francisco Bureau	Chamber of Commerce - Fremont
Blue Spader, Inc.	Chamber of Commerce - Hayward
BMT International Security Services	Chamber of Commerce - Hispanic, Alameda County
Boy Scouts	Chamber of Commerce - Livermore
Boyle Engineering Corp.	Chamber of Commerce - Livermore Valley
Bridgetown Construction	Chamber of Commerce - Metro Atlanta
Brook West Engineering	Chamber of Commerce - Newark
Brown & Fesler, Inc.	Chamber of Commerce - Oakland African American

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Chamber of Commerce - Oakland Chinatown	Construction Testing Services
Chamber of Commerce - Oakland Metropolitan	CONTEC MICROELECTRONICS USA, INC.
Chamber of Commerce - Oakland Vietnamese	Contra Costa County - Board of Supervisors
Chamber of Commerce - Pleasanton	Contra Costa Times
Chamber of Commerce - San Leandro	Contra Costa Transportation Authority
Chamber of Commerce - Union City	Conversion Management Associates, Inc. (CMA)
Chandler Asset Management	Convey
Changes to Come	Cook Environmental Services, Inc
Chapman Land Surveying, Inc.	Corbin Building, Inc.
Charles Houston Bar Association	CORDAX
Charter House Real Estate	Cordoba Consulting, Inc.
Chaudhary & Associates, Inc.	Cornerstone
Chaves & Associates	Cornerstone Concilium
Chicano/Latino Graduation Committee - CSU East Bay	Corporation for Supportive Housing
Child Care Planning Council	Council of Asian American Business Associations
Chinese People Union (CPU)	Counts Unlimited
Chou's Image, Inc.	County of Alameda
Chow Engineering, Inc.	Covello Group, The
Christian Church Homes of Northern California	Creative Window Interiors, Inc.
CHS Consulting Group	Creegan + D'Angelo Engineers
Cinquini & Passarino, Inc.	Critical Solutions
CirclePoint	Crown Health Services
CIREdN	CSG Consultants, Inc.
Citizens for Neighborhood Integrity	CTN Construction Consulting
City National Bank	Cumbre, Inc.
City of Alameda	Curls Bartling PC
City of Alameda - Planning Board	Cushman & Wakefield
City of Albany	Cycles of Change
City of Berkeley	Cypress Hill Concrete Inc.
City of Clayton	D & M Traffic Services Inc.
City of Dublin	D & S Trucking LLC.
City of Emeryville	D. M. Figley, Inc.
City of Fremont	D. Moore Consulting
City of Hayward	Dabri, Inc.
City of Hayward - Public Works Department	Daily Californian, The
City of Livermore	Daily Journal
City of National City	Daily Review, The
City of Newark	Dakota Press, Inc.
City Of Oakland	Dan Peters Construction
City of Oakland - Department of Human Services	Darryl Alexander & Associates, Inc.
City of Orinda	David Evans and Associates, Inc.
City of Piedmont	David Widelock Landscape Design
City of Pleasanton	Davillier-Sloan, Inc.
City of San Leandro	Davini & Co., Inc.
City of San Leandro - City Council, District 1	Deaf Counseling, Advocacy & Referral Agency (DCARA)
City of San Pablo	Decon Environmental
City of Santa Rosa	Deets Electric
City of Sunnyvale	DeKay Demolition and Clearing, Inc.
City of Union City	Delaney Controls
Civic Center Station - Office Leasing	Delcan Corporation
CJ Strategies	Deparment of Motor Vehicles
CJC Trucking, Inc.	DeSilva Gates Construction
Clark GeoTechnical, Inc.	Diamond Roc, Inc.
Clean Cut Landscape	Diamond Saw Cuts Foundations
Clover Creek	Diamond Technology, Inc.
CMTS, Inc.	Diamond Tool & Die, Inc.
CNBC - Silicon Valley Bureau	Diaz Yourman & Associates
Coastal Conservancy	Diaz, Diaz & Boyd, Inc.
Cofiroute USA	Dillard Trucking
Cogstone Resource Management	Direct Images Interactive, Inc.
Cole Transportation Alternatives Consulting	Disability Rights California
Colin Selig Sculpture	Disability Rights Education and Defense Fund (DRED)
Collaborating Agencies Responding to Disasters (CA)	Disabled American Veterans
Columbia Electric, Inc.	Dixon Masonry/Spencer Masonry
Combined Effort, Inc.	DKS ASSOCIATES
Commercial Steam Cleaning	DMJM + HARRIS
Communication Strategies	Doc Bailey Construction Equipment, Inc.
Communications Technology Cluster	Donaldson Associates
Communities for a Better Environment	Dotcom
Community Assistance for the Retarded and Handicapped	Dowling Associates, Inc.
Community Design & Architecture Inc.	Downtown Oakland
Community Education Foundation for San Leandro	Downtown Oakland Senior Center
Community Resources for Independent Living (CRIL)	Dragados USA, Inc.
Comp Analysis, Inc.	Dublin CHP
Computer Technologies Program (CTP)	Dublin San Ramon Services District (DSRSD)
Conference of Minority Transportation Officials (COMTO)	Dublin Senior Center
Consolidated Engineering Labs	Dublin Unified School District
Consolidated Environmental Group, Inc.	Dudell & Associates, Inc.

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Duran Hogan Construction	Fairbank, Maslin, Maullin, Metz & Associates, Inc.
E2 Consulting Engineers, Inc.	Faith Network of the East Bay
Eagle Electric, Inc. (Terry C. Morris Enterprises)	Faithful + Gould
Eagle Engi8neering Construction, Inc.	FAITHS Program
Eandi Metal Works, Inc.	Falcon Industrial Supply
Earth Mechanics, Inc.	Family Service Counseling Center
Earth Tech	Fanfa, Inc.
Earthquake & Structures, Inc.	Fargo Senior Center
East Bay Asian Design Professionals	Fehr + Peers
East Bay Baptist Association	Fidelity Roof Company
East Bay Bicycle Coalition	Filipino Bar Association of Northern California
East Bay Blue Print & Supply Company	Filter Recycling Services, Inc.
East Bay Citizen	FinanceStaff, Inc.
East Bay Community Law Center	Financial Times - San Francisco Bureau
East Bay Economic Development Alliance (EDA)	Finger Design, Inc.
East Bay Express	Fingerprint Services Of America
East Bay Glass Company	First Friday Association
East Bay Paratransit	First Southwest
East Bay Publishing	Flanders Heat & Air Systems, Inc.
East Bay Regional Park District	Flatiron West, Inc.
East Bay Women's Network	FleetCare International/Focon, Inc.
East West Bank	FMG Architects
Easter Seals Project ACTION	FOLC
Eastmont Builders	Fonseca McElroy Grinding Co., Inc. (FMG)
Easy Does It Emergency Services	Ford Graphics
EBI	Forell/Elsesser Engineers, Inc.
Ecology Center	Foster & Associates
Econolite Traffic Engineering and Maintenance	Foundation for Rehabilitation and Development of Children
Economic & Planning Systems, Inc.	Four Star Restoration
Economy Trucking Services, Inc.	Fred Finch Youth Center
Ecowang	Fred T. Smith & Associates, Inc.
EDAW, Inc.	Freedman Tung & Sasaki
EDC Systems	Fremont Adult School
Eden Area Regional Occupational Program - Hayward Center	Fremont Argus
Eden I & R, Inc.	Fremont Bank
Eden Medical Center	Fremont Freewheelers
Eisen/Letunic	Fremont Main Library
El Mundo	Fremont Multi-Service Center
Elation Systems, Inc.	Fremont Unified School District
Elcon Corporation	Frontline Environmental
Eldridge Consulting	Fruitvale-San Antonio Senior Center
Electro Imaging Systems (EIS)	FSB Core Strategies
Electronic Transaction Consultants	Fugro West, Inc.
Electrosonic Systems, Inc.	Fullen Surveying & Mapping, Inc.
Elefctronic Transaction Consultants Corporation (ETCI)	Future Power Corp. dba Energy Conservation Options
Elite Claims & Investigative Services	G & G Risk Managment
eIMobile, Inc.	G & L Supply, Inc.
EMC Research, Inc.	G&Assaefstgs, Inc.
Emerge Financial Group	Gaines Construction
Emeryville Transportation Management Association	Gallagher & Burk, Inc.
Emeryville Unified School District	Gallagher & Burke, Inc. & Brosamer Joint Venture
Empire Engineering & Construction, Inc.	Gallagher & Lindsey
Enerdyne Technologies	Gamaliel Foundation
Energy Conservation Options, ECO	Gannett Fleming, Inc.A713
Energy-Lock, Inc.	Garcia and Associates
ENGEO Incorporated	GARDEN Program
Engineered Soil Repairs, Inc.	gates+associates
Engineering Services, Inc.	Gayton Design
Envirocom Communications Strategies, LLC	Genesis
Environmental Management Services, Inc.	GeoCADD Surveys
Environmental Risk Communications, Inc.	Geocon Consultants, Inc.
Environmental Science Associates	Geolabs, Inc.
Environmental Vision	Get It Done
Enviro-Tech Electric Service	Ghilotti Bros., Inc.
EPC Consultants, Inc.	Ghilotti Construction Company, Inc.
Episcopal Senior Communities	Ghirardelli Associates, Inc.
Equity Legal Services	Gibbs Law Group, P.C.
Ernst & Young (EY)	Gilcrest Management Services
ESA	GJT, LLC
ESE Consulting Engineers, Inc.	GKK Corporation
e-VentExe	GMG Systems, Inc.
EVT Ch.27	Go Green Transportation, Inc.
Ewald & Wasserman Research Consultants, LLC	Gold Coast Transit
EXCEL Moving Services	Golden Associates
F. E. Jordan Associates, Inc.	Golden Gate Bridge, Highway and Transportation District
F. Rodgers Corporation	Golden Gate Office Solutions
F1 Consulting, Inc.	Golden Gate Truck Center
FaciliCorp	Goring & Straja Architects, PC

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Government Staffing Associates	Irene Nelson Design
Grainger	Iris Environmental
Granite Construction Company	Irish Construction
GRANT THORNTON	ISC Group, Inc
Graybar Electric Co. Inc.	ISDPlanning
Gray-Bowen	Island, The
Great Communities Collaborative Local Partners	Iteris, Inc.
Greater New Blessings Youth Services	J Powell & Associates
Green Clean A Scene, Inc.	J&C Consulting Services, Inc.
Green Translations, LLC	J. Lee Stickles
GreenGo Iron Desing, Inc.	Jackson Recycling & Maintenance
Greensmith, The	Jacobs Engineering Group, Inc.
Ground Zone, LLC	James Silva Construction
GSE Construction Co., Inc.	Jane Kow & Associates
Guardsman, The	Java Security Services, Inc.
Gujarati Cultural Association of the East Bay	JCM Consulting
Hacienda Business Park Owners Association	JES Engineering, Inc.
Hands Helping Hands, Inc.	Jewish Community Center of the East Bay
Hanna Group, The	JG Engineers, Inc.
Han's Construction	JMH Weiss, Inc.
Hardboiled Magazine	JoDog Safety Innovations
Harold L. Lee & Sons, Inc. Insurance Services	John Northmore Roberts & Associates
Harold Logwood & Associates	Jonas and Associates, Inc.
Harris & Associates, Inc.	Jones & Stokes
Harris Design	Jones Tile and Marble, Inc.
Hatch Mott Macdonald	Josephine's Janitorial & House Cleaning
Haulaway Storage Containers	Josephine's Professional Staffing, Inc.
Hausrath Economics Group	Josh Santoro Trucking
Haygood & Associates	JPC
Hayward Area Recreation & Park District	J-Sei
Hayward Demos Democratic Club	JTS Engineering Consultants
Hayward Latino Business Roundtable	Kaiser Permanente
Hayward Lions Club	Kal Krishnan Consulting
Hayward Pharmacy	Kal Krishnan Consulting Services, Inc. (KKCS)
Hayward Pipe & Supply Co., Inc.	KALW-FM
Hayward USD	Kane & Associates
HDR, Inc.	Kaneko & Krammer Corp. dba Koff & associates, Inc.
Hexagon Transportaiton Consultants, Inc.	KATZ, OKITSU & ASSOCIATES
Hill & Company Communications	KC Pierce & Associates
Hill International, Inc.	KCBS-AM (740 AM)
Hindu Community and Cultural Center	KCNL (FM 104.9)
Hispanos Unidos de America	KDOW-AM (AM 1220)
Hixson & Associates	KDTV-14 Univision
HMH	KEAR-FM (The Family)
HNTB	Keep BART on 580
Hoge, Fenton, Jones & Appel, Inc.	KELLCO Services, Inc.
HOLMES & NARVER	Kenneth Pon, CPA
Hong Lok Senior Center	Kerby Construction, Inc.
House of Carpets	Kevin W. Harper,CPA & Associates
Houston Services	Keystone Development Group, LLC
HQE, Inc.	Keystone Security
HY Floor & Gameline Painting, Inc.	KFOG, KSAN
Hycare, Inc.	KGO-AM (News Talk AM 810)
ICE Safety Solutions	KGO-TV - Ch. 7
ICF International	Kidango, Inc.
ICx Transportation	Kier & Wright Civil Engineers and Surveyors, Inc.
Ignite Marketing	Kiewit Pacific Co.
Ilium Associates	Kingston Contracting, Inc.
Image X	KIQI (AM 1010)
IMS	Kitchell
In Brief	Kittelson & Associates
Independent, The	Kiwanis Club - San Leandro
India West	KJM & Associates
Indo-American Seniors Association of Fremont (INSAF)	KKIQ (FM 101.7)
Infiniti Engineering Contractor Corp.	KL Construction
INFORMATIX Inc.	KLLC (FM 97.3)
Infortech	KLOK (AM 1170)
Inspection Services, Inc.	KM Industrial
Insulation Specialties, Inc.	KNN Public Finance
Integral Protection Inc.	KNTV-TV
Integrated Sign Installations	Koff & Associates, Inc.
Integrated Systems and Infrastructure Solutions	KOHL Radio
INTEGRATED TECHNOLOGIES	Korean Community Center of the East Bay
Integrity Mechanical Systems Corporation	KORVE ENGINEERING
Intelligent Transportation Society of California	KPFA (FM 94.1)
International Civil Engineering Consultants (ICECI)	KPIX-TV
IPA Planning Solutions	KPOO (FM 89.5)
Ireland Engineering	KQED-FM (Forum)

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KR Surface Industries	Marble Granite Masters-MGM, Inc.
KRON-TV	Marin County Board of Supervisors
KRZZ (FM 93.3)	Marin County Transportation Authority
KSJO (FM 92.3)	Marin Transit
KSQQ	Marina Community Center
KTVU-TV (FOX-2)	Mark Thomas & Company, Inc.
KVTO 1400 AM	Marketing Department,The
KVVN	Mason Tillman Associates, Ltd.
Kwan Wo Ironworks, Inc.	Masonic Home for Adults
KYLD, K101, KISS (KISQ), KITA, KMEL, KFOX (KNEW),	Mass Mutual
KZDG (AM 1550)	Match Point Solutions
KZSF	Materials Reuse
L & L Group- Andale Construction	Mattos Equipment Transport
L. Luster & Associates, Inc.	Maxx Metals
L. S. Trucking, Inc.	MBD, LLC
Labor Compliance and Monitoring Pro	McDowell Consulting, Inc.
Lai & Associates	McGraw-Hill Construction
Lake Merritt Breakfast Club	McGuire & Hester
Lakeshore Avenue Business Improvement District	McKissack & McKissack
Lamphier-Gregory	MCT Development & Construction
Laney College	MDCI
Laney Tower	Men of All Trades
Lanlogic, Inc.	Mendoza & Associates
Lanvantage, Inc.	Mercantile Company
Larkin & Associates	Mercedes Corbell Design & Architecture
Latinos Unidos	Mercy Housing
Law Offices of J. Michael Hosterman	Meridian Technical Services, Inc.
Le Rapport Group	Metro W. Plastics
Lea & Braze Engineering, Inc.	Metropolitan Transportation Commission (MTC)
Lead Staffing Corporation	Meyer Mohaddes Associates, Inc.
League of Women Voters - Eden Area	Meyer Plumbing Supply
League of Women Voters - Fremont, Union City	Meyers, Nave, Riback, Silver & Wilson
League of Women Voters - Oakland Chapter	MFT Consulting Engineers, Inc.
League of Women Voters of the Bay Area	MGE Engineering
League of Women Voters, California	MGH Consulting, LLC
Legal Assistance for Seniors	Mincom
Leonidou & Rosin	Minority Business Development Agency
Level Construction Supply	Mira Solutions, Inc.
Liberty Fire Systems Inc	MISSEY, Inc.
Lifelong Medical Care	MMG, Inc.
Lighthouse Welding	Mobley & Associates Consulting
Lighting & Watercon Supply	Moffat & Nichol
Lilly Huezo (pozzolanaconcrete@gmail.com)	Mon Café
Lim & Nascimento Engineering Corp.	Monroe & Son Trucking
Lions Center for the Blind	Monroe Trucking
Livermore Amador Valley Transit Authority (LAVTA)	Monsen Consulting
Livermore Area Recreation and Park District (LARPD)	Montclair Environmental Management, Inc.
Livermore Downtown, Inc.	Moore & Associates
Livermore Printers/Arts Unlimited	Moore Iacofano Goltzman, Inc. (MIG)
Livermore Sanitation, Inc.	Moss, Levy & Hartzheim
Livermore Senior Center	Multech Engineering Consultants, Inc.
Livermore Valley Joint Unified School District	Museum on Main Street
Living in the O (Blog)	MV Transportation, Inc.
Lockwood, Andrews & Newnam, Inc.	NAACP - Hayward, Oakland
LOGiC	Nakama Enterprises, LLC
Lohnes & Wright	Napa County - Board of Supervisors
Los Reyes	Napa County Transportation Planning Agency
Lovitt & Associates	Napa Valley Materials
Loza Brothers Landscape	National Black MBA Association
LSA Associates	National California Minority Supplier Development Council (NCMSDC)
Luster Construction Management	National Center for Employee Ownership
M. LEE CORPORATION	National Council of Asian American Business Associations
M.A. Landscape	National Data Services
M2 Consultants. Inc.	National Electrical Contractors Association (NECA) - No. California Chapter
MacDonald-Bedford	National Security Industries
Macias Gini & O'Connell, LLP	NBT Construction
Mack5	ND Technology
MacKay & Somps Civil Engineers, Inc.	Neil O Anderson & Associates, Inc.
Madera County Transportation Authority	Nelson Nygaard Consulting Associates
Mag Trucking	New Growth Landscape Maintenance Services
Magdave Associates, Inc.	New Haven Adult School
Malachi Construction	New Haven Unified School District
Malcolm Drilling Company, Inc.	New York Life Insurance Company
Management Consulting, LLC	Newark Library
Mandela/WIST Training Center	Newark Unified School District
Manor Bowl	Newbor
Manor Bowl	Nichols Consulting Engineers, Chtd.
Marble City Company	Nightingale Nursing

Attachment E: Organizations in the Constant Contact Database

Niles Groups	Parsons Brinckerhoff
Ninyo & Moore Geotechnical Environmental Consulting	Parsons Transportation Group, Inc.
NMC	Partida Benefits & Insurance
Nolan Morrison Consulting	Partnership for Children and Youth
Nolte Associates, Inc.	Patch - Alameda
Noontime University	Patch - Piedmont
North American Fence & Railing, Inc.	Patch - Berkeley
North Bay Seismic Design	Patch - Castro Valley
North Berkeley Senior Center	Patch - East Bay
North Oakland Senior Center	Patch - El Cerrito
Northern California Minority Business Enterprise Center (NORCAL MBEC)	Patch - Fremont
Northern California Minority Supplier Development Council (NMSDC)	Patch - Livermore
Northern California Playworks, Inc.	Patch - Northern California
Northern Truck & Equipment / NTE	Patch - Pleasanton
Northgate Environmental Management, Inc.	Patch - San Leandro
NOV Ameron	Patch - San Ramon
Novani	Patel Associates
Nu-Glass System	Patri Merker Architects
O.C. Jones & Sons	Patrick and Co.
Oak Engineering	PB Americas, Inc.
Oakland Asian Students (OASES)	PBS&J
Oakland Black Caucus	PC Source
Oakland Builders' Alliance	Peacemakers, Inc.
Oakland Local	Peninsula Coalition
Oakland Metro Reporter	Peninsula Crane and Rigging
Oakland North	Peralta Colleges
Oakland Running Festival	Performance Contracting, Inc.
Oakland Unified School Dist. - Int'l Trade Transportation Logistics Academy	Performance Plus Plumbing
O'Brien-Kreitzbert	Perspective, Inc.
Ocampo-Esta Corportation	Pete Varma
O'Connor Construction Management, Inc.	Peter Wolfe Landscape Architecture
Office of CA Assemblymember Rob Bonta (D18)	Peterson Services, Inc.
Office of CA Assemblymember Bill Quirk (D20)	PG&E
Office of CA Assemblymember Bob Wieckowski (D25)	PGA Design, Inc.
Office of CA Assemblymember Hancock (D9)	PHA Transportation Consultants
Office of CA Assemblymember Joan Buchanan (D16)	Philip Henry Architecture
Office of CA Assemblymember Nancy Skinner (D15)	Piedmont Planning Consultants, LLC
Office of CA Assemblymember Rob Bonta (D18)	Piedmont Unified School District
Office of CA Senator deSaulnier (D7)	Pile Drivers Local 34
Office of CA Senator Ellen M. Corbett (D10)	Pilipino American Alliance (PAA)
Office of Congressman Eric Swalwell (D15)	Pinetree Ridge
Office of Council President Pro Tem Rebecca D. Kaplan - City of Oakland	Pinnacle Installations, Inc.
Office of Supervisor Wilma Chan, Supervisor - Alameda County	Pinnacle Petroleum, Inc.
Office of the County Council	Platinum Advisors
Office of U.S. House of Represenative Mark Nakamoto	Pleasanton Downtown Association
Office of U.S. House of Represenative Ricci Graham	Pleasanton Senior Center
Office of U.S. Senator Barbara Boxer	Pleasanton Weekly
Ohlone College	PLS Surveys, Inc.
Ohlone Foundation	PMW Enterprises, LLC
Ojo Technology, Inc.	Port of Oakland
Omni-Means	Post Newspaper
On Lok Lifeways	Powell & Partners, Architects
One Stop Service	Power Personnel
One Walnut Creek Center	Preferred Properties of California
One World Communications	Pre-Paid Legal Services
OnTrack Scheduling, Inc.	Prestige Protection
Opal Quality Systems Management	Price Waterhouse Coopers
Operation Dignity	Principia Engineering
Operations Multi-Modal	Pro Arts
OPT, Inc.	Proactive CM
OPTIBASE	Proctor Trucking
Orcon Logistics, LLC	Professional Engineer CA, NV
Organization of Chinese Americans - East Bay Chapter	Professional Land Services
Organizations of Alameda Asians	PROTOinc
Overland Pacific & Cutler, Inc.	ProxylT Inc
Overland, Pacific & Cutler, Inc. (OPC)	PSC Associates, Inc.
Pace Supply Corporation	PSI, Inc
Pacheco Brothers Gardening, Inc.	PSOMAS
Pacific Coast Laboratories	Ptown Bike Advocates
Pacific Color Graphics	PTS Professional Telecommunications Services, Inc.
Pacific Legacy, Inc.	Public Financial Management
Pacific Material Resources, Inc.	Public Health Law and Policy
Pacific Muncipal Consultants	Public Policy Institute of California
Pacific Project Management	Publications Design
Pacific Thomas (dba Safe Storage)	Punjabi Radio USA
Paragon Transporation Servcies, Inc.	Purple Lynx
Parikh Consultants Inc.	Q-Architecture
PARSONS	Questa Engineering Corporation

Attachment E: Organizations in the Constant Contact Database

Quuality Woodwork Installations	San Francisco Chronicle
R & L Brosamer	San Francisco Daily Journal
R. L. Banks & Associates, Inc.	San Francisco Examiner
Race, Poverty & the Environment	San Francisco Multifamily Hub
Racontech, Inc.	San Francisco Municipal Transportation Agency (SFMTA)
Rail Surveyors & Engineers	San Francisco Paratransit Broker
Rails to Trails Conservancy	San Joaquin Council of Governments
Rajappan & Meyer Consulting Engineers, Inc.	San Jose Mercury News
Ramos Happy Yards	San Leandro Adult School
Randick, O'Dea & Tooliatos	San Leandro BPAC
RAO Plumbing and Heating Contractors	San Leandro Chiropractic Center
Ratcliff Architects	San Leandro Citizen, Hayward Paratransit
Ray's Electric	San Leandro Downtown Association
Raytheon Engineers & Constructors	San Leandro Latino Business Council
RBF Consulting	San Leandro Latino Business Roundtable
Rbw Sd, Inc.	San Leandro Planning Commissioner
Red Top Electric Company, Inc.	San Leandro Times
Red, Bike and Green	San Leandro Times - East Bay Publishing
Redwood Consulting Associates	San Mateo PCC
Reed Construction Data	San Mateo Transportation Authority
Regional Center of the East Bay	San Ramon Valley Times
Research Consultants, LLC	Sandia National Laboratories
Resolution Management Consultants, Inc.	Sandis Civil Engineers, Surveyors, Planners
Resource Refocus	Santa Barbara County Association of Governments (SBCAG)
Resources for Community Development	Santa Clara Board of Supervisors
RGA Environmental	Santa Clara Valley Transportation Authority
RGM Consulting	Santa Maria & Co. - Risk Managment Consulting
RGW Construction	Santoro Transportation, Inc.
Rideshare 511	Sasntos-Robinson Mortuary
Right of Way Servcies, Inc.	Satellite Housing, Inc.
Rinsler Consulting	Save Mount Diablo
Riverside County Transportation Commission	Save Our Hills
RMA Group	SC Engineers
RMT Landscape Contractors, Inc.	Schmidt-Prescott Group, Inc.
Rob Platt & Associates	Schwagerie Realtors
Robert Jones & Associates	Seidel Architects
Robert Larson & Associates	Seifel Consulting, Inc.
Robert Washington Consulting	Semaj, Inc. (dba Stanley Steemer)
Robert Y. Chew Geotechnical, Inc.	Senior Helpline Services
Robinson & Associates	Senior Services Foundation
Rock Transport, Inc.	Senior Support Program of The Tri Valley
Rockridge Geotechnical, Inc.	Sensys Networks, Inc.
Rodriques & Son Painting	SF Streets
Ron Rakich & Associates, Inc.	SF Weekly
Rose Gate Assisted Living	Shaw Environmental & Infrastructure Group
Rotary - San Leandro	Shooter & Butts, Inc.
Rotary Club - Alameda	Shundor & Associates, Inc.
Rotary Club - Castro Valley	SIEMENS
Rotary Club - FUN	Siemens ITS
Rotary Club - FUN Sunset	Sierra Club
Rotary Club - Hayward	Sierra Engineering Group
Rotary Club - Livermore	SignWorks, Inc.
Rotary Club - Oakland	Silicon Valley Iron Work, Inc.
Rotary Club - Pleasanton	Silicon Valley Rock
Rotary Club - Pleasanton North	Silverado Contractors, Inc.
Rotary Club - San Leandro	Silverman & Light, Inc.
Royal Electric Company	Simon and Company, Inc.
Royston Hanamoto Alley & Abey	Sing Tao Daily
RPM Consutling	Skyline Displays Bay Area, Inc.
RS Calibration Services, Inc.	Small Business Exchange
Rubain & Associates	Smart Growth America
Ruggeri-Jensen-Azar & Associates	SMI
S & C Engineers, Inc.	Smith & Associates
S & M Engineering	Smith Denison Construction Company
S & S Trucking	Smith-Emery of San Francisco
S. Kwok Engineers, Inc.	Society of Afghan Engineers
S.T. Rhoades Construction, Inc.	Soffinet, Inc.
ASAP Quality Printing	Solano County
Sade Lok	Solano Transportation Authority
Safe Routes to School and Cycles of Change	Solar Holmes Construction
SafeTREC - UC Berkeley	Sonika Corporation
Salaber & Associates, Inc.	Sonoma County Transportation Authority
Samsan Consulting	South Berkeley Senior Center
SamTrans	South Hayward Community Festival
San Diego Association of Governments (SANDAG)	Spaca, Inc.
San Francisco Bay Area Water Emergency Transportat	Spanish Speaking Unity Council
San Francisco Bay Conservation and Development Com	Spectrum Lithograph, Inc.
San Francisco Business Times	Spectrum Services Group, Inc.

Attachment E: Organizations in the Constant Contact Database

Sperry Capital, Inc.	Transportation And Land Use Coalition
Spokemore Consulting	Transportation Infrastructure Group
Sposeto Engineering	Transportation Management & Design, Inc.
Springline, Inc.	TRANSTEC
SPS Engineers	TRC
St. Francis Electric	Trendcepts
St. Mini Cab Corporation	Tri Valley Transportation Council (TVTC)
Stahing Solutions Group	TRIC Tools
STAND	Tri-City Voice
Stantec Consulting Services	Tri-City Volunteers
Starkweather Bondy Architecture LLP	Trimax Systems, Inc.
Starzz Management Co., Inc.	Tri-Technic
State Farm Insurance	Tri-Valley Chinese Bible Church
Stephen V. Richardson Consulting	Tri-valley Chinese Tomatoes
Steven Grover & Associates	Tri-Valley Excavating Co, Inc.
Stop, Drop & Roll	Tri-Valley Housing Opportunity Center
Strategic Economics, Inc.	Tri-Valley Regional Occupational Program
Strecurt Group	Tri-Valley Times
Streetcars4us Blog - Emeryville	TRS Consultants, Inc.
Studio Blue Reprographics	Tsao Design Group
Suarez & Munoz Construction, Inc.	Tulare County Association of Governments
Substructure Support, Inc.	Tutor Perini Corporation
Sudden Sam's Trucking	TY Lin International
Sudha Dhandapani Consulting	Ultra Business Services
Summit Associates	UNCLE Credit Union
Sunol Glen Unified School District	Ungle Communications, Inc.
Superior Mechanical Services, Inc.	Union City Construction
Susan L. Lubeck, J.D.	United Indian Nations, Inc.
Swiam Biological, Inc.	United Seniors of Oakland and Alameda County
Swinerton Management & Consulting, Inc.	Unity Council, The
Switchpoint Planning	University of California Berkeley
SYNCHRONEX	University of California Berkeley ASUC
Synergistics Inc	University of California Berkeley Extension
Systems Businessf	University of California Berkeley School of Journalism
T S R Construction Company	University of California Office of the President
T. Y. Lin International	Urban Design Consulting Engineers
T.D.W. Construction, Inc.	Urban Ecology
Talus Construction, Inc.	Urban Habitat
TBC Safety	Urban Strategies Council
Tebel, LLC	URS Corporation
TechConcepts, Inc.	UWA Electric Co.
TEECOM Design Group	V & A Consulting Engineers
Teichert Construction	V N General Building Construction
Telvent	V.E.M. General Engineering, Inc.
Telvent Farradyne, Inc.	Valerie Brock Consulting
Temescal Telegraph Business District	Valhalla Builders
Tennyson Electric	Vali Cooper & Associates, Inc.
Tera-Lite, Inc.	Valley Community Bank
Terno, Inc.	Valley Facilites Management Corporation (VFMC)
Tetra Tech, Inc.	Valley Yellow Pages
Thier PR	Valoure - Executive Search
Thomas Dolan Architecture	Vargas & Co.
Thomson Transportation Engineering, Inc.	Vavrinek, Trine, Day & Co.
Through the Looking Glass (TLG)	Verity Marketing Corp. dba Branding Boulevard
Tifco Industries	Vernazza Wolfe Associates, Inc.
Tile Plus, Inc.	Veterans Cab
Tipping Mar & Associates	Vianovus, Inc.
Titus	Vibro-Acoustic Consultants
TJKM Transportation Consultants	Vietnamese American Community Senior Center
TLC Watch, Inc.	Vintage Elevator Services
Top Grade Construction	Vision Hispana
Topcon Positioning Systems	Vision That Moves Your Community
Towill, Inc.	VSCE, Inc.
Townsend Management, Inc.	W & S Solutions
Townsend Public Affairs, Inc.	W. Bradley Electric (WBE)
TPR Corp.	WA Home Owners Association
Traffic Research Associates	Walk Oakland Bike Oakland
TRAFFIC SOLUTIONS	Wall Street Journal - San Francisco Bureau
Trans Pacific Geotechnical Consultants, Inc.	Washington Group International
TransAct	Washington Hospital
Transbay Blog	Watry Design, Inc.
Transbay Locksmiths	WE GROUP, LLC
TransCore	Weiss Associates
Transdyn, Inc.	Wendel, Rosen, Black & Dean, LLP
TransForm	Wendy C. Horikoshi
transmetro	Wente Vineyards
TranspoGroup	Wesley Construction, Inc.
Transportation Analytics	West Berkeley Senior Center

Attachment E: Organizations in the Constant Contact Database

West Coast Water & Trucking, Inc.
West Oakland Senior Center
Western Pacific Signal, LLC
Western States Oil Co.
Western Traffic Supply, Inc.
Wheeler Planning
Whidock & Weinberger Transportation. Inc
Whistlestop, The
Wilbur Smith Associates
WILLDAN
Willdan Financial Services
William Blair & Company
William Communications
William Kanemoto & Associates
Williams Trucking
Williams, Adley & Company, LLP
Wilson Electric Co.
Wilson, Ihrig & Associates, Inc.
Wine Group, Inc., The
Winning Strategies LLC
WMH Corporation
Women in Transportation
Wong's International
Wood Rodgers, Inc.
Workforce Incubator
World Internet Marketing, Inc.
WRECO
W-Trans
Wyllie Enterprises
Y & C Transportation Consultants
Yano Accountancy Corporation
YCAT-C, Inc.
YEI Engineers, Inc.
Yolanda's Construction Administration & Traffic Control
Your All Day Everyday Janitorial Servcies
Youth Employment Partnership
ZENTNER AND ZENTNER
ZINFI Technologies, Inc.

Proposed Outreach Objectives from Chair and CWC Members (Submitted by Mike Dubininsky)

Organization: The Alameda County Transportation Commission (Alameda CTC) Citizen's Watchdog Committee is responsible for oversight of expenditures specified in the Alameda County 20-year Transportation Expenditure Plan.

Background: The Alameda County Transportation Expenditure Plan for the transportation sales tax measure passed in 2000, Measure B, called for the creation of a Citizen's Watchdog Committee that would "... report directly to the public ... publish an annual report ... in local newspapers." The plan also specifies "copies of these documents must be made available to the public." The original legislation and the plan did not provide any additional details as to the nature and scope of the public reporting.

Reason/Purpose for Proposal: Since 2000 the viability of the printed news media (newspapers) has significantly declined with the advancements of the Internet and social media capabilities. While the Citizen's Watchdog Committee, in conjunction with Alameda CTC staff, has made extra efforts to ensure that the public is aware of and receives annual reports, there remains no clear and defined blueprint for the level and scope of public outreach expected for the CWC to pursue.

Outreach Objectives: The following proposed distribution channels and outreach techniques are designed to establish the minimum floor of public outreach which the CWC should pursue to meet the legislative expectations and to meet its objectives of educating the public about Measure B transportation projects and programs and CWC activities. The public is not limited to the residents of Alameda County, but these residents represent the first priority for outreach.

- **Printed media:** Place print versions of the report in newspapers that focus on the news and activities occurring in Alameda County, CA.
- **Direct mailing/distribution:** Send mail or email to county libraries, Commissioners, community advisory committees, and other Alameda CTC mailing list recipients, and distribute the report or materials about the report at outreach events sponsored by or attended by Alameda CTC staff and at organizations that appoint representatives to the CWC.
- **Online (Internet) resources:** Place advertisements in online publications that focus on the news and activities occurring in Alameda County, CA.
- **Social media:** Utilize social media sites established by Alameda CTC and all county jurisdictions (cities) and transportation agencies that benefit from the transportation sales tax.

Proposed Outreach Objectives from Chair and CWC Members (Submitted by Mike Dubininsky)

- **Personal outreach:** Provide direct reports to CWC members' appointing organization and/or jurisdictions that fall within their appointed reporting area, for example, a supervisory district.
- **Audience:** Target the general public, all residents of Alameda County. For those residents who do not use English as a first language, pursue accommodation as appropriate.



Memorandum

7.2

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: January 6, 2014

SUBJECT: Alameda CTC Semi-Annual Measure B Program Status Update

RECOMMENDATION: Receive a semi-annual update on the status of the Measure B Program.

Summary

In 1986, Alameda County voters approved the Measure B half-cent transportation sales tax, which was later reauthorized in November 2000. Alameda CTC allocates approximately 60 percent of the net sales tax revenues to essential programs and services in Alameda County. The remaining approximated 40 percent are earmarked for specific capital projects as set forth in the 2000 Measure B Transportation Expenditure Plan. Each year, Alameda CTC provides the Commission with semi-annual updates of Measure B expenditures.

The Alameda CTC is responsible for administering the Measure Program. A defined portion of Measure B funds are distributed to 20 eligible jurisdictions as direct local program distribution funds and as discretionary grant allocations. Measure B program direct local program distributions are based on formulas and percentage allocations established in the 2000 Measure B Transportation Expenditure Plan, whereas the discretionary funds are available through a competitive grant process. Measure B supports bicycle/pedestrian, local transportation, mass transit, and paratransit improvements to enhance Alameda County's transportation system.

At the end of each calendar year, Alameda CTC requires recipients to submit separate Audited Financial Statements and compliance expenditure reports to monitor Measure B expenditures and planned uses. In fiscal year 2012-2013 (FY 12-13), the direct local program distribution fund recipients received approximately \$64.8 million in Measure B distributions as summarized in Table 1 on the following page.

For discretionary grant allocations, recipients are required to submit progress reports every six months providing grant status and expenditure updates. For FY 12-13, Alameda CTC reimbursed project sponsors approximately \$3.6 million in Measure B grant funding.

Table 1
FY 2012-13 Measure B
Direct Local Program Distributions

Measure B Programs	Amount (in millions)	Percentage of Total
Local Streets and Roads (Local Transportation)	\$25.7	39.7%
Mass Transit	\$24.4	37.7%
Special Transportation for Senior and People with Disabilities (Paratransit)	\$10.4	16.0%
Bicycle and Pedestrian Safety	\$ 4.3	6.6%
TOTALS	\$64.8	100%

Background

Summary of Measure B Direct Local Program Distributions (Pass-through)

Since the start of 2000 Measure B sales tax collections on April 1, 2002 through June 30, 2013, Alameda CTC has dispersed approximately \$639.6 million in Measure B direct local program distributions to local jurisdictions and transit agencies for transportation purposes.

These funding distributions go directly to twenty jurisdictions including:

- Cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Union City (includes a distribution for Union City Transit), and Alameda County;
- Transportation agencies: Alameda-Contra Costa Transit District (AC Transit), Altamont Commuter Express (ACE) Rail Service, Livermore Amador Valley Transit Authority (LAVTA), San Francisco Bay Area Rapid Transit District (BART), and San Francisco Bay Area Water Emergency Transportation Authority (WETA).

For FY 12-13, Measure B net sales tax revenues generated \$115.6 million. Of this amount, approximately \$64.8 million was distributed to eligible jurisdictions as direct local program distribution funds (*refer to Table 1 above*).

For the current fiscal year, FY 13-14, Alameda CTC's projections for the Measure B sales tax revenues are similar to the prior year's amounts with approximately \$111.7 million in total projected collections. Of this amount, approximately \$62.0 million will be distributed as direct local program distribution funds over the fiscal year.

As agencies address their transportation funding needs, it is important to note the Master Program Funding Agreement (MPFA) states that Local Streets and Roads funds are eligible to finance an array of local transportation improvements. Thus, these program funds can finance local roadway projects and other transportation enhancements including bicycle/pedestrian, paratransit and transit improvements.

Measure B Grant Programs

Alameda CTC distributes discretionary Measure B funds through four competitive grant programs:

- 1) Bicycle and Pedestrian Countywide Discretionary Fund Grant Program
- 2) Express Bus Grant Program
- 3) Paratransit Gap Grant Program
- 4) Transit Center Development Program

These grant funds are available through a competitive process to local agencies, transit agencies, and nonprofit organizations for transportation improvements. Alameda CTC goes through an extensive evaluation process to award discretionary funding. Community advisory committees are also included in the funding process for the Bicycle and Pedestrian Countywide Discretionary Fund (CDF) and the Paratransit Gap Grant Program funds.

For FY 12-13, Alameda CTC reimbursed project sponsors approximately \$3.6 million in Measure B grant funding. The four competitive grant programs are described below.

Bicycle and Pedestrian Countywide Discretionary Fund (CDF) Grant Program

Through the Bicycle and Pedestrian CDF Grant Program, Alameda CTC provides funding to bicycle and pedestrian transportation projects which increase accessibility, safety, and mobility for bicyclists/pedestrians throughout the County.

Since the start of the program, Alameda CTC has allocated approximately \$12.2 million to 51 bicycle and pedestrian projects. Projects funded under this competitive grant program include capital projects, master planning activities, and bicycle education efforts. Alameda CTC's Bicycle and Pedestrian Advisory Committee (BPAC) have been included in the programming process.

Currently, there are eleven active bicycle/pedestrian projects financed through the bicycle/pedestrian CDF Grant program. These projects include funds programmed through the FY 12-13 Coordinated Program, which considered discretionary Measure B programs with other funding sources including the Vehicle Registration Fee (VRF) program and federal funding sources. By consolidating the multiple funding sources, Alameda CTC created a more effective programming process that facilitated the implementation of projects that had greater beneficial impact. The funding approved through the FY 12-13 Coordinated Program included \$2.18 million in Measure B funds to seven Bicycle/Pedestrian CDF Grant Program projects.

For FY 12-13, Alameda CTC reimbursed approximately \$1.5 million to project sponsors.

Express Bus Service Grant Program

The Express Bus Service program is designed to improve rapid bus services throughout the County. Projects funded under this competitive grant program include transportation facilities improvements, operations, and transit center/connectivity expansion.

Since the start of the program, Alameda CTC has allocated approximately \$9.6 million to ten express bus service projects.

Currently, there are four active express bus service projects. These projects include funds programmed through the FY 12-13 Coordinated Program, which considered discretionary Measure B programs with other funding sources including the VRF program and federal funding sources. The funding approved through the FY 12-13 Coordinated Program included \$2.2 million to three Express Bus Service Program projects.

For FY 12-13, Alameda CTC reimbursed over \$894,000 to project sponsors.

Paratransit Gap Grant Program

The Paratransit Gap Grant program provides funding to local jurisdictions, transit agencies, and non-profit groups to improve transportation mobility and access to seniors and people with disabilities. The program funds a variety of projects from shuttle operations, same day/taxi services, transportation/outreach services (including special transportation services for individuals with dementia), volunteer driver services, travel escorts, and travel training.

Since the start of the program, Alameda CTC has allocated approximately \$14.4 million to 70 projects and programs for seniors and people with disabilities. The Alameda CTC Paratransit Advisory and Planning Committee (PAPCO) makes recommendations to the Commission on the Paratransit Gap grant funding. Currently, there are fifteen active Paratransit Gap projects.

For FY 12-13, Alameda CTC reimbursed approximately \$1.3 million to project sponsors.

Transit Center Development Grant Program

The Transit Center Development (TCD) grant program focuses on development of mixed-use residential or commercial areas designed to maximize access to public transportation. These projects are also referred to as Transit Oriented Development Projects (TOD) or Priority Development Areas (PDA). These funds are available to local jurisdictions to encourage development near transit centers.

Since the start of the program, Alameda CTC allocated over \$1.6 million to TCD projects throughout Alameda County.

For FY 12-13, Alameda CTC has reimbursed approximately \$15,000 to project sponsors.

Fiscal Impact: There is no fiscal impact.

Attachments

A. Measure B Program Active Grants List

Staff Contact

[Matt Todd](#), Principal Transportation Engineer

[John Hemiup](#), Senior Transportation Engineer

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Alameda County Transportation Commission


Measure B Grants Program

Active Project Sponsor Agreements

Project			Project Name		Measure B	
Index	Agreement Number	Project Number (APN)	Sponsor	Project Name	Funds Awarded	Status
BICYCLE AND PEDESTRIAN PROGRAM						
1	A09-0017	634.6	City of Oakland	Lakeshore/Lake Park Avenue Complete Streets Project	\$ 573,599	Closing-out
2	A09-0018	634.2	City of Dublin	Alamo Canal Regional Trail - Interstate 580 Undercrossing	\$ 491,000	Closing-out
3	A09-0022	634.5	City of Newark	Newark Pedestrian and Master Plan	\$ 119,000	In Progress
4	A09-0025	634.7	East Bay Bicycle Coalition	Bicycle Education Safety Program	\$ 410,083	Closing-out
5	A13-0059	636.2	City of Emeryville	Christie Ave Bay Trail Gap Closure	\$ 50,000	In Progress
6	A13-0062	636.5	City of Alameda	Cross Alameda Trail (Ralph Appezatto Memorial Parkway, Webster to Poggi)	\$ 793,000	In Progress
7	A13-0063	636.6	City of Albany	Buchanan/Marin Bikeway	\$ 536,000	In Progress
8	A13-0064	636.7	City of San Leandro	W. Juana Ped Improvements	\$ 346,000	In Progress
9	A13-0065	636.8	City of Oakland	Fruitvale Alive Gap Closure Streetscape Project (Fruitvale Ave E.12th to Estuary)	\$ 113,000	In Progress
10	A13-0066	636.9	City of Piedmont	Piedmont Pedestrian and Bicycle Master Plan	\$ 102,000	In Progress
11	A13-0067	637.0	Cycles of Change	Bike-Go-Round (education/safety program)	\$ 240,000	In Progress
11 Active Bike/Pedestrian Projects					\$ 3,773,682	
EXPRESS BUS PROGRAM						
1	-	652.3	AC Transit	AC Transit Expansion of Transit Center at San Leandro BART	\$ 321,000	In Progress
2	A13-0060	636.3	AC TRANSIT	East Bay Bus Rapid Transit Bike/Pedestrian Elements	\$ 200,000	In Progress
3	A13-0070	637.3	LAVTA	Route 10 & Rapid Route Operations	\$ 1,000,000	In Progress
4	A13-0071	637.4	LAVTA	Route 12v, 20x, and 70x Operations	\$ 1,000,000	In Progress
4 Active Express Bus Projects					\$ 2,521,000	
PARATRANSIT PROGRAM						
1	A06-0044	662.2	City of Fremont	Tri-City Travel Training Pilot Project	\$ 230,000	In Progress
2	A08-0026	664.3	AC Transit	New Freedom Grant Match (AC Transit Inventory)	\$ 36,000	In Progress
3	A08-0029	664.5	Alzheimer's Services of the East Bay	Special Transportation Services for Individuals with Dementia	\$ 300,000	Closing-out
4	A13-0041	668.1	Alzheimer's Services of the East Bay	Special Transportation Services for Individuals with Dementia	\$ 200,000	In Progress
5	A13-0043	668.2	Center for Independent Living, Inc.	Mobility Matters Project	\$ 350,000	In Progress
6	A13-0042	668.3	Bay Area Outreach & Recreation Program	Accessible Group Trip Transportation for Youth and Adults with Disabilities	\$ 272,000	In Progress
7	A13-0045	668.4	City of Fremont	Tri-City Mobility Management and Travel Training Program	\$ 200,000	In Progress
8	A13-0052	668.5	Senior Support Program of The Tri Valley	Volunteer Assisted Senior Transportation Program	\$ 150,000	In Progress
9	A13-0050	668.6	City of Pleasanton	Downtown Route Shuttle (DTR)	\$ 85,544	In Progress
10	A13-0046	668.7	City of Fremont	Tri-City Volunteer Driver Programs	\$ 250,000	In Progress
11	A13-0047	668.8	City of Fremont	Tri-City Taxi Voucher Program	\$ 150,000	In Progress
12	A13-0044	668.9	City of Emeryville	8-To-Go: A Demand Response, Door to Door Shuttle	\$ 106,000	In Progress
13	A13-0051	669.0	Senior Helpline Services	Rides for Seniors	\$ 150,000	In Progress
14	A13-0048	669.1	City of Hayward	Central County Taxi Program	\$ 52,100	In Progress
15	A13-0049	669.2	City of Oakland	Taxi-Up & Go Project	\$ 185,000	In Progress
15 Active Paratransit Projects					\$ 2,716,644	


ALL ACTIVE PROJECTS SUMMATION					30 Active Grant Projects	\$ 9,011,326
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Semi-Annual Measure B Programs Status Update on Direct Local Program Distributions and Grant Programs

A Presentation by
Alameda County Transportation Commission Staff
January 2014




Measure B FY 12-13 Direct Local Program Distributions

In Fiscal Year 12-13
Direct Local Program Distributions

Measure B Distribution	Amount (in millions)
Local Streets and Roads	\$25.7
Mass Transit	\$24.4
Paratransit	\$10.4
Bicycle and Pedestrian Safety	\$4.3
TOTAL	\$64.8

Direct Local Program Distributions and Grant Programs Update



2

A Brief History: Measure B

- Measure B half-cent sales tax approved by voters in 1986
- Alameda County was one of the first California Self-Help Counties
 - Self-help Counties generate approximately \$4 billion per year for California transportation and mobility
- In 2000: Measure B was reauthorized with 81.5% voter approval rate
- In 2002: Tax collection and program allocations began
- In 2004: Grant allocations began



Direct Local Program Distributions and Grant Programs Update



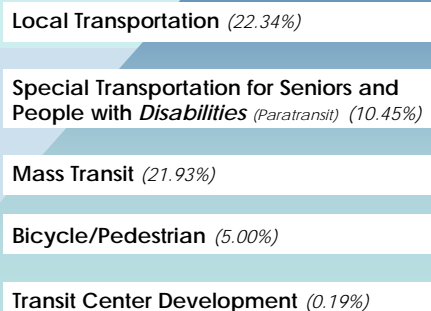
3

Measure B Distributions

Measure B Sales Tax Revenue

PROGRAMS
(Approximately 60%)

CAPITAL PROJECTS
(Approximately 40%)



Direct Local Program Distributions and Grant Programs Update



4

Measure B Funded Programs

Direct Local Program Distributions

- Allocates funds to 20 jurisdictions
- Funds four types of programs
 - *Local Transportation (Local Streets and Roads)*
 - *Mass Transit*
 - *Special Transportation for Seniors & People with Disabilities (Paratransit)*
 - *Bicycle and Pedestrian Safety*
- In FY 12-13 Alameda CTC distributed \$64.8 million in direct local program distributions
- Alameda CTC initial projection is \$62.0 million in direct local program distributions for FY 13-14

Grant Programs

- Funds four types of programs
 - *Bicycle and Pedestrian Safety*
 - *Paratransit*
 - *Express Bus*
 - *Transit Center Development*
- Since 2004, approximately 140 projects have been awarded Measure B funding in the amount of approximately \$37.9 million
 - *Projects funded through the Coordinated Funding Program and Paratransit Gap Cycle 5 Program are underway and funded through FY 15/16*

Direct Local Program Distributions and Grant Programs Update



5

Measure B Makes a Difference

Total Measure B Direct Local Program Distributions and Grant Funds
April 2002 through June 2013

\$677.5 million

140 Bicycle and Pedestrian, Express Bus, Paratransit and TOD Awards through July 2013

Measure B Grants

\$37.9 million

Direct Local Program Distributions through June 2013

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

Direct Local Program Distributions and Grant Programs Update



6

Compliance Reporting Requirements for Direct Local Program Distributions

- Road miles served
- Population
- Complete Streets Policy by June 2013
- Article in Recipient's or Alameda CTC's newsletter
- Website coverage of the project
- Signage about Measure B funding
- End-of-year Audited Financial Statement (due in December 2013)
- End-of-year Compliance Report (due in December 2013)
- Implementation plans for fund balances

Direct Local Program Distributions and Grant Programs Update



7

Measure B Grant Program Overview

- Measure B contains competitive programs for projects that:
 - Improve transportation access for the diverse population in Alameda County
 - Provide improvements that encourage Alameda County residents to walk, bike, take public transportation and live in transit oriented developments



Direct Local Program Distributions and Grant Programs Update



8

Bicycle and Pedestrian Grant Program

- Updates to Countywide Pedestrian and Bicycle Plans
- City and County bicycle and pedestrian plans
- Gap closures
- Education and safety programs
- Capital projects



Direct Local Program Distributions and Grant Programs Update



9

City of Emeryville Christie Avenue Bay Trail Gap Closure Project

- Project provides a gap closure of the Bay Trail in central Emeryville from Powell Street and Christie Avenue.
- Improve safety and accommodate demand created by the opening of the pedestrian-bicycle path on the Bay Bridge



Direct Local Program Distributions and Grant Programs Update



10

Express Bus Service Grant Program

- Expansion and enhancement of transit operations
- Express bus services
 - Dynamic message signage
 - Real-time information systems
 - Accessibility improvements



Direct Local Program Distributions and Grant Programs Update



11

Livermore Amador Valley Transportation Authority (LAVTA) Express Bus Operating Assistance

- Measure B supports the operation of LAVTA's WHEELS Express Bus Service Routes:
 - Route 20X - Service between Pleasanton and Livermore
 - Route 70X - Service between Dublin and Walnut Creek
 - Route 12V - Service between Hacienda Road/I-580 and Airway Blvd/I-580
- Project increases transit connectivity to BART stations, transit centers, and local transit services
- Project expands and enhances express bus services countywide



Direct Local Program Distributions and Grant Programs Update



12

Paratransit Gap Grant Programs

- Largest paratransit allocation of any Bay Area sales tax measure
- Funding supports approximately one million rides annually
- Supports the Wheelchair and Scooter Breakdown Transportation Service
- Supports the Hospital Discharge Service
- Supports Americans with Disabilities Act (ADA) paratransit programs and city based programs



Direct Local Program Distributions and Grant Programs Update



13

City of Fremont Travel Training Program

- Individualized transportation planning assistance and community outreach
- Supports seniors and people with disabilities in the Cities of Newark, Union City, and Fremont
- Fosters independent transportation across Alameda County



Direct Local Program Distributions and Grant Programs Update



14

Transit Center Development Grant Program



- Focus on residential and retail development near transit centers
- Mode shift away from cars to encourage walking, biking, and using public transportation
- Accessibility improvements



Direct Local Program Distributions and Grant Programs Update



15

Measure B Local Streets and Roads Program (Local Transportation) Fund Balance

FY 12-13 Ending Fund Balances					
Jurisdiction	FY 11-12 Ending Balance	FY 12-13 Estimated Revenue	FY 12-13 Available Revenue	FY 12-13 Anticipated Expenditures	FY 12-13 Anticipated Ending Balance
Alameda County	\$ 2,279,991	\$ 2,437,405	\$ 4,717,396	\$ 3,314,631	\$ 1,402,765
City of Alameda	\$ 3,595,357	\$ 1,535,302	\$ 5,130,659	\$ 2,686,019	\$ 2,444,640
City of Albany	\$ -	\$ 368,779	\$ 368,779	\$ 368,779	\$ -
City of Berkeley	\$ 1,890,611	\$ 2,567,952	\$ 4,458,563	\$ 4,038,462	\$ 420,101
City of Dublin	\$ 843,851	\$ 355,891	\$ 1,199,742	\$ 1,199,742	\$ -
City of Emeryville	\$ 299,292	\$ 229,355	\$ 528,647	\$ 528,647	\$ -
City of Fremont	\$ 2,425,662	\$ 1,984,345	\$ 4,410,007	\$ 3,200,601	\$ 1,209,406
City of Hayward	\$ 812,042	\$ 1,938,174	\$ 2,750,216	\$ 2,217,000	\$ 533,216
City of Livermore	\$ 1,101,756	\$ 870,734	\$ 1,972,490	\$ 1,154,100	\$ 818,390
City of Newark	\$ 395,385	\$ 402,162	\$ 797,547	\$ 797,547	\$ -
City of Oakland	\$ 7,359,967	\$ 9,153,477	\$ 16,513,444	\$ 11,407,000	\$ 5,106,444
City of Piedmont	\$ 288,307	\$ 370,793	\$ 659,100	\$ 207,340	\$ 451,760
City of Pleasanton	\$ 1,129,416	\$ 688,018	\$ 1,817,434	\$ 1,382,434	\$ 435,000
City of San Leandro	\$ 1,887,609	\$ 1,203,624	\$ 3,091,233	\$ 930,459	\$ 2,160,774
City of Union City	\$ 1,295,284	\$ 630,536	\$ 1,925,820	\$ 1,044,339	\$ 881,481
Total	\$ 25,604,530	\$ 24,736,547	\$ 50,341,077	\$ 34,477,100	\$ 15,863,977

From the ending balances of FY 11-12 to FY 12-13, the \$9.7 million difference indicates an overall decline in fund balances.

Note: Anticipated expenditures based on implementation plans in the last year Compliance Reports. Will be confirming in the next Compliance Reports due in December 2013

Direct Local Program Distributions and Grant Programs Update



16

Future Tasks

Implement the Master Programs Fund Agreement Requirements, including

- Confirm Complete Streets Resolutions adopted
- Reserve Policy
 - FY 11/12 - Year 1 included identifying Reserve Projects and financial commitments
 - FY 12/13 - Year 2 of the policy implementation will include tracking identified projects and commitments
- Incorporate Measure B programs into the Strategic Planning and Programming Policy effort, including a Capital Improvement Program and Programs Investment Program

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Citizens Watchdog Committee Issue
Submitted by Jo Ann Lew, CWC Member, 12/16/13

The Measure B Expenditure Plan gives the agency the authority to bond. The Plan further states "the costs and risks associated with bonding will be presented in the Agency's annual Strategic Plan, and will be subject to public comment before approving any bond sale." (See page 25 of the blue book.)

The Agency's 2012/2013 Strategic Plan stated a need for debt financing when cumulative project expenditures exceed cumulative project revenues (see pages 30-31). It further states the cost of bonding and financing shall be considered a program-wide cost and will be identified in the Measure B Capital Program as the first priority for repayment (see page C-6).

On July 8, 2013, the Programs & Projects Committee approved the "Authorization to Proceed to Initiate a FY 2013-14 Debt Issuance." The "Alameda CTC Debt Policy" was also approved. Copies of both documents were provided to the CWC with the agenda package for its July 8, 2013, meeting.

Please respond to the following questions regarding Alameda CTC's Debt Policy and intent to bond:

- 1) How will Measure B bond funds be accounted for and will the bond funds be segregated from Measure B sales tax and interest?
- 2) When was the public comment period for the FY 13/14 bonding item? How many comments were received from the public? What were the comments from the public?
- 3) When was the FY 13/14 Strategic Plan issued? Is a copy available on Alameda CTC's website? Does the Plan contain the decision to proceed with bonding?
- 4) What are the benefits and risks of bond debts? How does the Alameda CTC intend to alleviate or mitigate risks?
- 5) What is the dollar limit on the outstanding debt?
- 6) What percentage of the total anticipated revenue from Measure B will come from the sale of bonds? What is the anticipated cost in dollars and/or percentage of revenue?

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Response to Citizens Watchdog Committee Issues Form Submitted by Jo Ann Lew, CWC Member, 12/16/13

- 1) How will Measure B bond funds be accounted for and will the bond funds be segregated from Measure B sales tax and interest?

Bond proceeds will be deposited into a project account administered by a trustee (Union Bank). As invoices are received that we intend to pay for with bond proceeds, staff will complete a form (see attached), which will list the amount and purpose for each invoice, and submit it to the trustee to draw down the funds. Once the funds are received into the Alameda CTC account, we will pay the invoices from those funds. At closing of the bond, this same process will be followed for all bond issuance costs to be paid out of bond proceeds such as the fees for the financial advisor, underwriters and bond counsel and disclosure counsel.

- 2) When was the public comment period for the FY 13/14 bonding item? How many comments were received from the public? What were the comments from the public?

On July 25, 2013, a staff report was brought before the Commission for Authorization to Proceed to Initiate a FY2013-14 Debt Issuance. At that time the public had the opportunity to comment on the proposed issuance and any other items addressed in the staff report by submitting a comment card. No comments were received from the public.

- 3) When was the FY 13/14 Strategic Plan issued? Is a copy available on Alameda CTC's website? Does the Plan contain the decision to proceed with bonding?

The FY2013-14 Measure B Capital Program Strategic Plan Allocation Plan Update and Assumptions were approved by the Commission in May 2013. This plan discusses the need for debt financing on the 2000 Measure B program, the process, the requirement for the bond issuance to be approved by the Commission through resolution and some of the parameters required by authorizing regulations related to the issuance of

bonds. The final document is expected to be posted on the Alameda CTC website by January 6, 2014.

- 4) What are the benefits and risks of bond debts? How does the Alameda CTC intend to alleviate or mitigate risks?

The benefits of issuing debt include allowing all of the projects authorized in the Transportation Expenditure Plan to move forward to be completed as opposed to putting them all on hold until enough sales tax funds are received to finish the projects, and it allows for project cost savings when projects are finished more timely.

A risk would be if there was not enough future sales tax revenues to pay back the debt service cost through the end of the measure. This risk is minimal for many reasons including: the end of the measure is in 2022 so the payback period is only 8 years, the coverage ratio of sales tax revenues to debt service costs is over 4 times (meaning based on FY2013 sales tax revenues with no growth projected, the amount of sales tax revenues was over 4 times that needed to fund debt service costs annually) and the Alameda CTC has reserves in other funds that could be utilized to cover debt service costs if the need ever arose.

In January, staff will again be going to the Commission for final approval on the bond issuance, its structure, the substantially final form of the bond and financing documents, and for authorization to execute the necessary documents. The structure of the bond is described in more detail there, but some of the factors in the structure that mitigate risk include a trustee intercept on the sales tax revenues to ensure debt service takes first priority for payment, deferred principal payments until 2017 which better conforms to cash flow needs, level debt service from 2017 -2022, final maturity by March 1, 2022 when the measure ends and Alameda CTC stops collecting sales tax revenues and a closed senior lien (meaning no additional senior lien debt is allowed by the Indenture).

- 5) What is the dollar limit on the outstanding debt?

The Commission has authorized up to \$165 million in par value for the debt issuance.

- 6) What percentage of the total anticipated revenue from Measure B will come from the sale of bonds? What is the anticipated cost in dollars and/or percentage of revenue?

Assuming a 2% growth rate through the end of the measure, a debt issuance of \$165 million would be about 7% of total anticipated Measure B sales tax revenue collections. We don't have final numbers yet on the cost of issuing debt, however a strong estimate is expected to be finalized before issuing the January Commission report. Currently, it is expected that bond issuance costs will come in around \$600,000 and be paid out of bond proceeds.

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Exhibit C**[Form of Requisition – Series 2014 Project Fund]****REQUISITION NO. ____****Series 2014 Project Fund**

The undersigned, _____ hereby certifies as follows:

1. I am the _____ of the Alameda County Transportation Commission, a joint exercise of powers authority and public entity organized under the laws of the State of California (the "Alameda CTC").

2. Pursuant to the provisions of that certain Indenture, dated as of February 1, 2014, as supplemented, including as supplemented by that certain First Supplemental Indenture, dated as of February 1, 2014 (hereinafter collectively referred to as the "Indenture"), between the Alameda CTC and Union Bank, N.A., as trustee (the "Trustee"), I am an Authorized Representative (as such term is defined in the Indenture) of the Alameda CTC and I am delivering this Requisition on behalf of the Alameda CTC.

3. The undersigned, acting on behalf of the Alameda CTC, does hereby request disbursement of funds from the Series 2014 Project Fund (the "Series 2014 Project Fund"), created pursuant to Section 14.06 of the Indenture, in connection with the payment of the costs of the Project (as such term is defined in the Indenture).

4. The undersigned, acting on behalf of the Alameda CTC, hereby certifies that: (a) the costs of the Project in the amount set forth herein have been incurred by the Alameda CTC and are presently due and payable; and (b) that each item is a proper charge against the Series 2014 Project Fund and has not been previously paid from the Series 2014 Project Fund.

5. The undersigned, acting on behalf of the Alameda CTC, hereby certifies that there has not been filed with or served upon the Alameda CTC notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the amounts payable to any of the parties identified on Schedule I to this Requisition, which has not been released or will not be released simultaneously with the payment of such obligation, other than materialmen's or mechanics' liens accruing by mere operation of law.

6. Payment should be made in accordance with the instructions set forth on Schedule I hereto.

Dated: _____.

ALAMEDA COUNTY TRANSPORTATION
COMMISSION

By: _____
Authorized Representative

Schedule I

Series 2014 Project Fund

**Party
to be Paid**

**Payment
Amount**

**Nature of
Expenditure**

**Payment
Instructions**

\$

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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	Mtgs Missed Since July '13*
1	Mr.	Paxson, Chair	James	Pleasanton	East Bay Economic Development Alliance	Apr-01		N/A	0
2	Ms.	Saunders, Vice-Chair	Harriette	Alameda	Paratransit Advisory and Planning Committee	Jul-09		N/A	1
3	Mr.	Dubinsky	Peter "Mike"	Fremont	Alameda County Supervisor Richard Valle, D-2	Oct-10	Mar-13	Mar-15	0
4	Mr.	Geen	Arthur B.	Oakland	Alameda County Taxpayers Association	Jan-01		N/A	1
5	Ms.	Hamlat	Sandra	Oakland	East Bay Bicycle Coalition	Apr-13		N/A	0
6	Mr.	Haussener	James	Castro Valley	Alameda County Supervisor Nate Miley, D-4	Feb-10	Sep-12	Sep-14	1
7	Mr.	Jones	Steven	Dublin	Alameda County Mayors' Conference, D-1	Dec-12		Dec-14	0
8	Mr.	Klinke	William	Berkeley	Alameda Labor Council AFL-CIO	Feb-13		N/A	0
9	Mr.	Lester	Brian	Pleasanton	Alameda County Supervisor Scott Haggerty, D-1	Sep-13		Sep-15	0
10	Ms.	Lew	Jo Ann	Union City	Alameda County Mayors' Conference, D-2	Oct-07	Sep-13	Sep-15	0
11	Ms.	Taylor	Deborah	Oakland	Alameda County Supervisor Wilma Chan, D-3	Jan-13		Jan-15	0
12	Mr.	Zukas	Hale	Berkeley	Alameda County Supervisor Keith Carson, D-5	Jun-09	Apr-12	Apr-14	0
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	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			
	6.8	Authorization to Release a Request for Proposals for Development of an Integrated Community Based Transportation Plan			

Alameda CTC Commission
Action Items Log
FY 2013-14

Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
	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			
	6.22	Broadway-Jackson Interchange Improvement Project (PN 610.0): Formation of an AdHoc Committee			

Alameda CTC Commission
Action Items Log
FY 2013-14

Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
	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
October 24, 2013	6.1	Approval of September 26, 2013 Minutes	24	0	24-0
	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 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			
	6.7	Authorization for Alameda CTC Executive Director to Negotiate and Execute a Professional Services Contract for the Goods Movement Collaborative and Plan			
	6.8	Sustainable Communities Technical Assistance Program (SCTAP) List of Applications Received			
	6.9	2014 State Transportation Improvement Program (STIP): Final Measure B/Vehicle Registration Fee Compliance Reserve Policies			
	6.10	Central County Same Day Transportation Programs			
	6.11	Webster Street SMART Corridor Project (PN 740.0): Amendment No. 4 to the Professional Services Agreement CMA A10-010 with Harris & Associates Inc.			
	6.12				
	6.13	Guaranteed Ride Home Contract Extension and Augmentation			

Alameda CTC Commission
Action Items Log
FY 2013-14

Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
	6.15	Various Projects: Amendments to Professional Services and Grant Agreements for Time Extensions			
	6.16	Alameda CTC Contracting and Procurement Policies			
	6.17	CalPERS Resolution to Allow Tax Deferred Deductions for Service Credit Purchases in the Pension Plan			
	6.14	Dumbarton Corridor Improvements Project (PN 625.0): Nomination of tri-city candidate projects for RM2 allocation, program remaining Measure B, and commit to re-direct the future STIP funds to Planning Area 3 projects			
	8.1	Approval of the Final 2013 CMP	24	0	24-0
	8.3	Transportation Expenditure Plan Steering Committee Update	24	0	24-0
	10.1	Declaration of Official Intent to Reimburse Certain Measure B Expenditures from Proceeds of Indebtedness	24	0	24-0
December 5, 2013	6.1	Approval of October 24, 2013 Minutes	26	0	26-0
	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 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	Draft 2014 Alameda CTC Legislative Program			
	6.7	Goods Movement Collaborative and Plan Update			
	6.8	Cap and Trade Principles and AB 32 Scoping Plan Update			
	6.9	2014 Level of Service Monitoring Request for Proposal			
	6.10	Safe Routes to Schools Annual Update			
	6.11	I-580 Express Lanes Project (PN 720.4/724.1) Outreach and Education Plan: Issuance of Request for Proposals for Public Outreach and Education Services			
	6.12	Report of Pavement Condition Of Bay Area Jurisdictions for 2012			
	6.13	Alameda CTC FY2013-14 First Quarter Investment Report			

Alameda CTC Commission
Action Items Log
FY 2013-14

Commission Meeting Date	Item #	Item Description / Staff Recommendation	Ayes	Nays	Count
	6.14	Alameda CTC FY2013-14 First Quarter Financial Report			
	6.15	Alameda CTC Contract Equity Annual Utilization Report for FY2012-13			
	6.16	Alameda CTC Staff Benefits for Calendar Year 2014 and Salaries for Fiscal Year 2014-2015			
	6.17	Advisory Committee Appointments			
	9.1	Revised State Transportation Improvement Program (STIP) Fund Estimate	26	0	26-0
	10.1	Alameda CTC Draft Audited Comprehensive Annual Financial Report and the ACTIA Limitations Worksheet for the Year Ended June 30, 2013	26	0	26-0

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Memorandum

10.3.1

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: January 6, 2014

SUBJECT: Alameda CTC Contract Equity Annual Utilization Report for FY2012-13

RECOMMENDATION: Approve the Contract Equity Annual Utilization Report for payments processed between July 1, 2012 and June 30, 2013.

Summary

This report provides an update on the utilization of Local Business Enterprise (LBE) / Small Local Business Enterprise (SLBE) participation on active Measure B funded contracts awarded and administered by the Commission and Sponsoring agencies, as well as Disadvantaged Business Enterprise (DBE) participation on active federally funded contracts awarded and administered by the Commission. Measure B funded contracts exempted from the LBCE Program were those that had additional state, regional, or non-local funds, or were less than \$50,000 in contract value.

Local Business Contract Equity (LBCE) Program Summary

In the current reporting period there were a total of 34 active contracts with LBCE Program goals. Of these contracts, approximately 72% of payments (\$5.1 million) went to administrative and engineering firms certified as LBE and 41% of payments (\$2.9 million) went to administrative and engineering firms certified as SLBE. The LBCE Program goals of 70% for LBE and 30% for SLBE were exceeded. For the construction category, there was one active construction contract funded with local funds; however, the contract was awarded in 2011 with Good Faith Efforts (GFE) and no payments were anticipated to be made on this contract to LBE and/or SLBE certified firms. This information is shown in Tables 1 and 2.

Additional information collected for contracts with LBCE Program goals include:

- Very Small Local Business Enterprise (VSLBE) – 26% of payments (\$1.8 million)
- Disadvantaged Business Enterprise (DBE) – 15% of payments (\$1.1 million)
- Minority-Owned Business Enterprise (MBE) – 6% of payments (\$0.4 million)
- Woman-Owned Business Enterprise (WBE) – 7% of payments (\$0.5 million)

TABLE 1 – Contracts with LBCE Program Goals Goals = 70% for LBE; 30% for SLBE								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Administrative	23	\$2,346,513	72%	56%	38%	26%	17%	18%
Engineering	10	\$4,647,838	72%	33%	20%	9%	0%	2%
Professional Services	33	\$6,994,351	72%	41%	26%	15%	6%	7%

TABLE 2 – Contracts with LBCE Program Goals Goals = 60% for LBE; Contract Specific for SLBE								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Construction ^{1,2}	1	\$58,220	0%	0%	0%	0%	0%	0%
Construction	1	\$58,220	0%	0%	0%	0%	0%	0%

There were 18 active contracts exempt from LBCE Program goals in this reporting period, of which half were in the administrative and engineering services categories and the other half were in the construction category. Approximately, 95% of payments (\$5.6 million) were made to Caltrans for project engineering and construction phase activities. For contracts exempt from LBCE Program goals, in aggregate, approximately 3% of payments (\$0.2 million) went to LBE certified firms. No payments were made to SLBE, VSLBE, DBE, MBE, or WBE certified firms in this reporting period.

TABLE 3 – Contracts Exempt from LBCE Program Goals								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Administrative	7	\$295,845	60%	0%	0%	0%	0%	0%
Engineering	2	\$4,029	50%	0%	0%	0%	0%	0%
Construction	9	\$5,566,399	0%	0%	0%	0%	0%	0%
All Industries	18	\$5,866,272	3%	0%	0%	0%	0%	0%

Disadvantaged Business Enterprise (DBE) Program Goals Summary

There were 31 active federally funded contracts with DBE Program contract specific goals in this reporting period. Of these contracts, approximately 10% of payments (\$1.8 million) went to administrative and engineering firms certified as DBE and 50% of payments (\$0.1 million) went to contractors certified as DBE. In aggregate, a total of 11% of payments went to DBE certified firms.

Additional information collected for federally funded contracts with DBE Program goals include:

- Local Business Enterprise (LBE) – 44% of payments (\$7.9 million)
- Small Local Business Enterprise (SLBE) – 9% of payments (\$1.6 million)
- Very Small Local Business Enterprise (VSLBE) – 7% of payments (\$1.2 million)
- Minority-Owned Business Enterprise (MBE) – 8% of payments (\$1.4 million)
- Woman-Owned Business Enterprise (WBE) – 1% of payments (\$0.2 million)

TABLE 4 – Contracts with DBE Program Goals								
Goals = Contract Specific								
Contract Type	Number of Contracts	Payments in FY2012-13 (July 1, 2012 through June 30, 2013)						
		Payment Amount	LBE %	SLBE %	VSLBE %	DBE %	MBE %	WBE %
Administrative	12	\$6,831,964	61%	11%	9%	25%	20%	2%
Engineering	17	\$11,004,010	34%	8%	5%	1%	0%	0%
Construction	2	\$249,001	0%	0%	0%	50%	0%	0%
All Industries	31	\$18,084,975	44%	9%	7%	11%	8%	1%

Contract Award Summary

The Alameda CTC awarded a total of 31 contracts in the administrative, engineering, construction categories and 47 sponsoring agency agreements in this reporting period, for a combined total of over \$39.8 million. Of the administrative, engineering, construction contracts, approximately \$8.4 million (or 42% of the total) came from local sources and these funds were able to leverage an additional \$11.4 million from federal and/or state sources. Contracts to Alameda County businesses and sponsoring agencies accounted for roughly 89% (\$35.6 million) of the total funds.

TABLE 5 – Contracts Awarded in FY2012-13				
Contract Type	Type of Funding	Number of Contracts	Total Contract Amount	Amount Awarded to Alameda County Firms
Administrative/ Engineering	State / Federal	6	\$15,035,868	\$12,912,600
	Local	23	\$2,604,128	\$1,295,304
Construction	State / Federal	2	\$2,211,952	\$1,561,354
	Local	0	\$0	\$0
Sponsoring Agencies	Local	47	\$19,992,848	\$19,817,848
Total		78	\$39,844,796	\$35,587,106

Background

In 1989, a contract equity program for the procurement of professional services was established which set goals of 70% for LBE, 25% for MBE, and 5% for WBE.

In 1995, a program for construction contracts that set overall participation goals of 60% for LBE, 33% for MBE, and 9% for WBE was approved. Those goals were based on a disparity study in addition to extensive public input from both the prime and minority contracting communities. Specific goals were set for each construction contract, based on biddable items and the availability of LBE/MBE/WBE firms.

As a result of the passage of Proposition 209 in 1996, and the United States Department of Transportation's issuance of the final ruling on the Disadvantaged Business Enterprise program in 2000, the MBE/WBE program and goal requirements were suspended. In lieu of the suspended MBE/WBE program, two new programs were adopted: the LBE/SLBE Program for contracts funded with local dollars and the DBE program for contracts funded with federal dollars. In January 2008, a Revised LBE/SLBE Program was adopted and renamed as the Local Business Contract Equity Program.

Revisions to the LBCE Program were aimed at increasing SLBE participation in all areas of the Agency contracting opportunities, particularly in construction contracting. The revised program became effective for eligible Agency-led contracts as of February 2008 and for all eligible Sponsor-led projects awarded after July 2008.

Utilization of local dollars is determined annually by collecting and analyzing financial data relative to the amounts awarded and paid to LBE, SLBE, VSLBE, DBE, MBE, and WBE prime and subcontractors in three contract categories:

- Administrative Services – many of the contracts in this group are annually renewed, administrative and professional services contracts to assist in the administration of the Alameda CTC's Projects and Programs. These services include, but are not limited to, contract equity program support, general counsel, federal and state legislative advocacy, auditors, financial advisors, information technology and computer services, and project management and program support teams.
- Engineering Services – contracts in this group are primarily engineering services contracts to assist the Alameda CTC in the development and delivery of its capital program.
- Construction – contracts in this group are specific to construction contracts awarded to builders of transportation facilities such as roadway and transit improvements.

Key information monitored and reported includes LBE, SLBE, VSLBE, DBE, MBE, and WBE utilization on all active contracts as of June 30, 2013.

Reporting Process

Data collection on all active and open contracts began on July 1, 2012, by surveying prime contractors and subcontractors for verification of payment amounts and other invoice details. For the current reporting period, 170 payment verification survey forms were sent to prime and subcontractors. Approximately 37% of the prime and subcontractors responded during the allotted time.

Staff utilized the same method of reporting from the last reporting period of January through June 2012, which included an automated summary report of processed payments by vendor and an automated utilization report generated from an in-house database (see Attachment A – Contract Equity Utilization Report).

Regarding billing and timely receipt of payments, approximately 95% of the respondents indicated that they had not experienced any billing-related issues and 92% of the respondents indicated they had received timely payments from the project sponsors and/or prime contractors. All of the billing and payment-related issues reported to the Alameda CTC have been resolved by the Contract Equity consultant, L. Luster & Associates, Inc., prior to the development of this report.

The participation, data, and statistics, which serve as a basis for this report, have been independently reviewed and verified by L. Luster & Associates, Inc. As stated in the attached letter from L. Luster and Associates, Inc. (see Attachment C – Letter of Independent Review of Alameda CTC's Contract Equity Annual Utilization Report for the Period of July 1, 2012 through June 30, 2013), this report was found to be materially accurate and complete.

Certification Update

<p>TABLE 6 – Certified Firms by Contract Types</p>

Contract Type	LBE	SLBE	VSLBE	# of Firms Certified this Reporting Period
Administrative/Engineering	36	20	61	117
Commodities/Vendors	7	4	7	18
Construction	11	10	17	38
Total	54	34	85	173

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Contract Equity Utilization Report
- B. Local Business Contract Equity Program Goals Attainment Summary – FY2008-09 to FY2012-13
- C. Letter of Independent Review of Alameda CTC's Contract Equity Annual Utilization Report for the Period of July 1, 2012 through June 30, 2013

Staff Contact

[Patricia Reavey](#), Director of Finance

[Seung Cho](#), Contracting, Administration, and Fiscal Resource Manager



Contract Equity Utilization Report

Fiscal Year: FY12-13

Current Reporting Period Start Date: 7/1/2012 End Date: 6/30/2013

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	LBE	SLBE	VSLBE	DBE	MBE	WBE	SLBE	VSLBE	DBE	MBE	WBE
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Contract Type: Administrative

Goal Requirements for DBE (Contract Specific)

A10-0004 - Nelson/Nygaard	\$983,884.00	\$980,744.31	\$28,892.06	96.71%	8.00%	8.00%	11.28%	0.00%	0.00%	86.63%	2.42%	2.42%	3.13%	0.00%
A11-0042 - Cycles of Change	\$461,000.00	\$231,320.47	\$123,621.04	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0002 - Wendel, Rosen, Black & Dean, LLP	\$1,025,500.00	\$1,019,355.34	\$423,336.11	98.32%	4.28%	4.28%	0.00%	0.00%	0.00%	96.91%	2.88%	2.88%	0.00%	0.00%
A12-0031 - Hatch Mott MacDonald	\$6,428,431.00	\$2,068,774.47	\$979,971.98	76.53%	20.81%	15.90%	29.27%	29.27%	3.17%	68.86%	18.89%	14.20%	26.98%	2.74%
A12-0017 - Moore Iacofano Goltsman, Inc.	\$561,180.00	\$411,556.16	\$346,062.12	100.00%	22.08%	22.08%	15.38%	0.00%	22.08%	94.71%	19.21%	12.94%	0.00%	19.21%
A12-0016 - Moffatt & Nichol	\$2,115,100.00	\$1,854,418.84	\$1,854,418.79	65.96%	19.08%	19.08%	19.08%	9.26%	1.53%	65.96%	19.08%	19.08%	9.26%	1.53%
A12-0015 - Novani, LLC	\$242,900.00	\$146,276.70	\$138,701.70	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%
A12-0002 - Wendel, Rosen, Black & Dean, LLP	\$805,000.00	\$791,986.12	\$694,153.25	94.92%	0.00%	0.00%	0.00%	0.00%	0.00%	94.92%	0.00%	0.00%	0.00%	0.00%
A11-0020 - Moore Iacofano Goltsman, Inc.	\$410,140.00	\$410,140.00	\$103,174.75	100.00%	21.63%	21.63%	8.84%	0.00%	0.00%	98.66%	31.62%	23.98%	0.00%	0.00%
A11-0019 - Alta Planning + Design	\$2,257,813.97	\$1,894,310.24	\$1,123,199.07	22.94%	2.08%	0.00%	2.08%	0.00%	0.00%	18.67%	1.81%	0.00%	1.81%	0.00%
A11-0018 - Moffatt & Nichol	\$4,075,000.00	\$3,630,782.06	\$1,006,274.38	77.29%	28.37%	15.41%	15.41%	0.00%	0.74%	79.33%	34.33%	19.94%	0.00%	1.40%
A11-0017 - Novani, LLC	\$110,000.00	\$109,999.70	\$10,158.30	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%

Summary for Administrative with Goal Requirements for DBE (Contract Specific)

	\$19,475,948.97	\$13,549,664.41	\$6,831,963.55	61.06%	10.53%	8.87%	25.11%	19.88%	2.29%	61.06%	10.53%	8.87%	25.11%	19.88%	2.29%
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Goal Requirements of 70% for LBE and 30% for SLBE

A12-0011 - Acumen Building Enterprise, Inc.	\$1,561,845.00	\$1,143,659.12	\$967,839.12	100.00%	91.04%	0.05%	90.99%	90.99%	0.00%	92.03%	83.83%	0.18%	83.65%	0.00%
A12-0005 - CJ Lake, LLC	\$63,000.00	\$60,016.94	\$55,016.94	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0006 - Koff & Associates	\$66,210.00	\$66,210.00	\$63,227.90	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
A12-0007 - PFM ASSET MANAGEMENT, LLC	\$105,000.00	\$85,164.14	\$78,198.32	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A12-0003 - Rochelle Wheeler	\$355,640.00	\$310,135.82	\$183,641.75	75.88%	75.88%	75.88%	0.00%	0.00%	0.00%	71.37%	71.37%	0.00%	0.00%	0.00%
A12-0009 - L. Luster & Associates	\$93,622.00	\$93,621.99	\$79,811.47	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	85.25%	85.25%	0.00%	85.25%	85.25%
A12-0013 - Platinum Advisors, LLC	\$60,000.00	\$60,000.00	\$55,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A10-0003 - Nelson/Nygaard	\$723,415.00	\$723,080.04	\$22.99	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	95.91%	0.00%	0.00%	0.00%	0.00%
A12-0008 - CHANDLER ASSET MANAGEMENT	\$85,000.00	\$54,534.00	\$51,457.00	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A11-0008 - PFM ASSET MANAGEMENT, LLC	\$120,000.00	\$83,177.36	\$14,625.71	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0001 - Nelson/Nygaard Consulting Associates	\$773,639.00	\$705,501.03	\$381,248.42	100.00%	31.22%	0.78%	0.00%	0.00%	0.00%	100.00%	31.97%	0.71%	0.00%	0.00%
A11-0003 - Rochelle Wheeler	\$280,640.00	\$244,677.25	\$106,389.11	78.56%	78.56%	78.56%	0.00%	0.00%	0.00%	84.36%	84.36%	0.00%	0.00%	0.00%
A11-0004 - St. Mini Cab Corporation	\$115,000.00	\$61,794.00	\$16,594.00	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A12-0004 - St. Mini Cab Corporation	\$125,000.00	\$80,342.00	\$57,691.00	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A11-0007 - Koff and Associates, Inc.	\$65,000.00	\$64,981.17	\$3,067.23	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	100.00%
A12-0001 - St. Mini Cab Corporation	\$209,400.00	\$97,675.00	\$50,717.00	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A11-0009 - CHANDLER ASSET MANAGEMENT	\$120,000.00	\$66,222.00	\$5,749.00	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
A11-0058 - Vavrinek, Trine, Day & Co., LLP	\$220,500.00	\$107,500.00	\$77,500.00	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
A11-0006 - CJ Lake, LLC	\$63,000.00	\$60,659.13	\$5,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0013 - Acumen Building Enterprise, Inc.	\$830,690.00	\$790,977.83	\$73,026.05	100.00%	100.00%	4.07%	100.00%	95.93%	4.07%	99.15%	99.15%	2.15%	97.00%	2.15%
A11-0015 - Suter, Wallauch, Corbett & Associates	\$60,000.00	\$60,000.00	\$5,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0027 - Moore Iacofano Goltsman, Inc.	\$200,000.00	\$52,154.67	\$14,584.81	100.00%	8.18%	8.18%	8.18%	0.00%	8.18%	100.00%	2.29%	2.29%	0.00%	2.29%
A11-0010 - L. Luster & Associates	\$63,240.00	\$63,240.00	\$1,105.46	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Summary for Administrative with Goal Requirements of 70% for LBE and 30% for SLBE

	\$6,359,841.00	\$5,135,323.49	\$2,346,513.28	71.93%	55.86%	37.72%	26.05%	16.82%	17.92%	71.93%	55.86%	37.72%	26.05%	16.82%	17.92%
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Exempt from Goal Requirements

A12-0020 - Alliant Insurance Services	\$229,255.04	\$229,255.04	\$229,255.04	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0012 - MV TRANSPORTATION INC	\$32,295.10	\$32,295.10	\$5,696.60	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
A12-0010 - MV TRANSPORTATION INC	\$50,000.00	\$36,281.65	\$31,047.50	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%



Contract Equity Utilization Report

Fiscal Year: FY12-13

Current Reporting Period Start Date: 7/1/2012 End Date: 6/30/2013

Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	Goal Attainment			Goal Attainment Cumulative							
				LBE	SLBE	VSLBE	DBE	MBE	WBE	SLBE	VSLBE	DBE	MBE	WBE
Summary for Administrative with Exempt from Goal Requirements														
	\$311,550.14	\$297,831.79	\$265,999.14	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Summary for Administrative with and without Goal Requirements														
	\$26,147,340.11	\$18,982,819.69	\$9,444,475.97	68.08%	37.14%	25.63%	23.70%	16.46%	11.57%	37.14%	25.63%	23.70%	16.46%	11.57%

Contract Type: PSA (Professional Services Agreement)

Goal Requirements for DBE (Contract Specific)

A08-009 - DKS Associates, Inc.	\$498,598.00	\$498,595.22	\$118,587.24	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A05-014 - T.Y. Lin International CCS	\$12,875,120.00	\$12,388,030.87	\$12,587.19	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A06-019 - Solem & Associates	\$1,127,910.00	\$1,046,752.89	\$3,635.87	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A07-007.PH2 - Kimley-Horn and Associates, Inc.	\$1,555,924.00	\$1,453,838.51	\$0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A07-007.PH3 - Kimley-Horn and Associates, Inc.	\$10,592,923.00	\$10,189,976.25	\$1,236,673.23	95.08%	10.49%	0.00%	10.49%	1.27%	0.00%	1.27%	0.71%	0.00%
A07-011.BKF.PH2 - BKF	\$14,700,780.00	\$14,180,442.55	\$2,736,292.98	96.74%	3.21%	0.00%	0.05%	14.87%	0.00%	3.62%	0.00%	0.00%
A08-017.RM(NS) - Rajappan & Meyer Consulting Enginee	\$4,797,924.44	\$4,420,992.81	\$1,015,204.37	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A04-007 - Wilbur Smith Associates	\$2,257,821.00	\$2,033,208.27	\$111,771.77	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0024 - URS Corporation	\$2,186,502.00	\$772,245.69	\$400,944.61	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A08-001 - ETC - Electronic Transaction Consultants	\$6,872,251.78	\$6,707,459.91	\$746,936.90	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A08-017.TYLIN - T.Y. Lin International CCS	\$3,508,972.00	\$3,201,949.34	\$843,451.99	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0033 - CDM Smith	\$1,433,934.00	\$271,113.02	\$271,270.34	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A10-013 - RBF Consulting	\$9,334,999.50	\$9,289,318.92	\$3,014,910.17	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A10-012 - PB Americas, Inc	\$654,028.00	\$363,397.68	\$40,442.04	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A08-017.WMH - WMH Corporation	\$6,777,319.00	\$6,539,194.34	\$188,617.51	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A09-024 - Jacobs Engineering Group, Inc.	\$333,413.00	\$237,665.55	\$100,716.75	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A09-007 - ETC - Electronic Transaction Consultants	\$6,319,027.00	\$1,167,888.83	\$161,967.39	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Summary for PSA (Professional Services Agreement) with Goal Requirements for DBE (Contract Specific)

	\$85,827,446.72	\$74,762,070.65	\$11,004,010.36	17.17%	0.81%	0.00%	0.62%	0.81%	0.00%	0.62%	0.35%	0.00%
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Goal Requirements of 70% for LBE and 30% for SLBE

A11-0063 - R.L. Banks & Associates, Inc.	\$300,000.00	\$226,978.01	\$185,149.07	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
AA07-0001-1 - TY Lin International/CCS	\$10,500,000.00	\$9,721,445.37	\$802,697.29	99.79%	4.80%	0.00%	0.00%	17.70%	0.00%	0.00%	0.00%	0.00%
A11-0034 - WMH Corporation	\$6,161,366.00	\$4,219,627.45	\$2,301,467.47	93.46%	54.34%	50.17%	0.00%	83.80%	48.15%	0.00%	0.00%	15.03%
A12-0026 - Kittelson & Associates, Inc.	\$199,966.00	\$199,966.00	\$159,754.21	57.94%	13.80%	0.00%	0.00%	66.39%	11.03%	0.00%	0.00%	0.00%
A10-0021 - Eisen Letunic	\$265,000.00	\$264,931.52	\$42,463.01	100.00%	100.00%	100.00%	94.35%	59.15%	59.15%	52.20%	0.00%	0.00%
A05-0004 - URS Corporation Americas	\$13,750,000.00	\$12,334,631.36	\$665,831.12	85.87%	6.76%	0.00%	0.00%	70.88%	0.00%	0.00%	0.00%	0.00%
A05-0045 - Mark Thomas & Company, Inc.	\$3,905,000.00	\$3,905,000.00	\$89,786.00	100.00%	0.00%	0.00%	0.00%	55.95%	0.00%	0.00%	0.00%	0.00%
A10-0026 - HQE, Inc.	\$1,012,659.00	\$971,212.97	\$210,343.30	71.00%	56.00%	54.70%	0.00%	76.89%	62.14%	0.00%	0.00%	0.00%
A07-0037 - S & C Engineers	\$2,860,000.00	\$2,788,492.83	\$49,131.00	100.00%	100.00%	0.00%	0.00%	83.53%	0.00%	0.00%	0.00%	0.00%
A99-0003 - PBQD, Inc.	\$8,090,000.00	\$7,821,846.22	\$141,215.41	15.82%	0.92%	0.00%	0.00%	58.16%	0.98%	0.00%	0.00%	0.00%

Summary for PSA (Professional Services Agreement) with Goal Requirements of 70% for LBE and 30% for SLBE

	\$47,043,991.00	\$42,454,131.73	\$4,647,837.88	72.39%	33.66%	20.49%	9.44%	72.39%	33.66%	20.49%	0.00%	1.91%
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Exempt from Goal Requirements

A09-023.1 - Kimley-Horn and Associates, Inc.	\$35,600.00	\$35,340.00	\$3,534.00	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
AA07-0004 - Union Pacific Railroad	\$100,000.00	\$66,403.35	\$494.69	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Summary for PSA (Professional Services Agreement) with Exempt from Goal Requirements

	\$135,600.00	\$101,743.35	\$4,028.69	50.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
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Summary for PSA (Professional Services Agreement) with and without Goal Requirements

	\$133,007,037.72	\$117,317,945.73	\$15,655,876.93	38.47%	12.08%	7.06%	3.62%	38.47%	12.08%	7.06%	0.20%	0.66%
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Contract Equity Utilization Report

Fiscal Year: FY12-13

Current Reporting Period Start Date: 7/1/2012

End Date: 6/30/2013

Contract Number/Company Name		Contract Amount	Total Payment to Date	Payment Current Period	LBE	SLBE	VSLBE	DBE	MBE	WBE	SLBE	VSLBE	DBE	MBE	WBE
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Contract Type: CC (Construction Contract)

Goal Requirements for DBE (Contract Specific)

A11-0030 - Bortolussi & Waktin, Inc.	\$222,417.00	\$198,803.16	\$198,803.16	\$198,803.16	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A11-0062 - Amland Corp.	\$650,598.46	\$374,445.00	\$374,445.00	\$50,197.50	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%

Summary for CC (Construction Contract) with Goal Requirements for DBE (Contract Specific)		\$873,015.46	\$573,248.16	\$249,000.66	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%
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Goal Requirements of 60% for LBE and Contract Specific for SLBE

A11-0036 - Forster and Kroeger, Inc.	\$231,820.00	\$116,337.60	\$116,337.60	\$58,220.10	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Summary for CC (Construction Contract) with Goal Requirements of 60% for LBE and Contract Specific for SLBE		\$231,820.00	\$116,337.60	\$58,220.10	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Summary for CC (Construction Contract) with and without Goal Requirements		\$1,104,835.46	\$689,585.76	\$307,220.76	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%
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Contract Type: Coop (Cooperative Agreement)

Exempt from Goal Requirements

04-2355 - Caltrans	\$16,412,000.00	\$5,716,483.23	\$5,716,483.23	\$4,716,483.23	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4-1925 - Caltrans	\$74,266,583.31	\$74,266,583.31	\$74,266,583.31	\$0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4-2138 - Caltrans	\$27,400,000.00	\$26,646,250.27	\$26,646,250.27	\$172,928.12	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A10-0029 - Fremont	\$250,000.00	\$87,193.19	\$87,193.19	\$1,547.37	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4-2071 - Caltrans	\$600,000.00	\$93,418.94	\$93,418.94	\$20,610.08	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2440 - Caltrans	\$9,840,000.00	\$543,757.42	\$543,757.42	\$543,757.42	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2368 - Caltrans	\$147,000.00	\$5,423.29	\$5,423.29	\$5,423.29	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2445 - Caltrans	\$920,000.00	\$236,314.80	\$236,314.80	\$30,937.72	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04-2400 - Caltrans	\$147,000.00	\$74,711.32	\$74,711.32	\$74,711.32	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Summary for Coop (Cooperative Agreement) with Exempt from Goal Requirements		\$129,982,583.31	\$107,670,135.77	\$5,566,398.55	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Summary for Coop (Cooperative Agreement) with and without Goal Requirements		\$129,982,583.31	\$107,670,135.77	\$5,566,398.55	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Contract Type: LA (Letter Agreement)

Exempt from Goal Requirements

L11-0007 - Metropolitan Transportation Commission	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L12-0001 - Monsen Consulting	\$20,000.00	\$13,359.65	\$13,359.65	\$6,307.65	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L12-0004 - EverGreen LandCare, Inc.	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L12-0006 - Metropolitan Transportation Commission	\$15,500.00	\$14,180.00	\$14,180.00	\$3,537.98	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Summary for LA (Letter Agreement) with Exempt from Goal Requirements		\$55,500.00	\$47,539.65	\$29,845.63	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Summary for LA (Letter Agreement) with and without Goal Requirements		\$55,500.00	\$47,539.65	\$29,845.63	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Contract Type: PSfA (Project Specific Funding Agreement)

Exempt from Goal Requirements

A06-0041 - BART	\$76,800,000.00	\$54,255,888.70	\$54,255,888.70	\$49,216,930.98	0.27%	0.05%	0.00%	0.00%	0.00%	0.00%	1.23%	0.00%	0.00%	0.00%	0.00%
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Contract Equity Utilization Report

Fiscal Year: FY12-13

Current Reporting Period Start Date: 7/1/2012 End Date: 6/30/2013

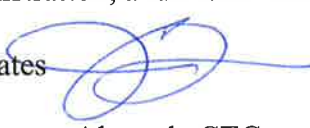
Contract Number/Company Name	Contract Amount	Total Payment to Date	Payment Current Period	LBE	SLBE	VSLBE	DBE	MBE	WBE	SLBE	VSLBE	DBE	MBE	WBE
AA09-0002 - City of Hayward	\$47,722,451.00	\$47,722,450.70	\$12,618,906.39	39.64%	14.34%	2.70%	0.00%	0.00%	0.00%	7.61%	3.94%	0.00%	0.00%	0.00%
AA07-0002 - Alameda County	\$350,000.00	\$179,871.54	\$86,630.48	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A10-0027 - BART	\$123,226,000.00	\$11,007,546.62	\$0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A09-0013 - BART	\$62,009,000.00	\$52,496,061.69	\$4,871,014.25	5.55%	1.60%	0.00%	0.00%	0.00%	0.00%	1.21%	0.00%	0.00%	0.00%	0.00%
A09-0012 - San Leandro	\$306,000.00	\$241,530.52	\$174,129.02	5.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A08-0045 - Livermore	\$13,050,000.00	\$12,722,991.70	\$3,026,606.55	25.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A07-0063 - City of Hayward	\$600,000.00	\$600,000.00	\$184,502.69	78.94%	16.48%	0.00%	0.00%	0.00%	0.00%	25.36%	0.00%	0.00%	0.00%	0.00%
A07-0058 - Livermore	\$6,913,000.00	\$4,534,247.22	\$2,960,474.31	1.04%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A06-0046 - San Mateo County Transportation Authorit	\$2,000,000.00	\$1,065,063.54	\$164,600.35	14.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A06-0022 - Alameda County	\$6,848,286.00	\$6,506,596.34	\$878,153.76	100.00%	31.42%	0.00%	0.00%	0.00%	0.00%	16.66%	0.00%	0.00%	0.00%	0.00%
A05-0005 - A C Transit District	\$11,509,964.00	\$6,943,452.12	\$706,015.55	25.57%	0.08%	0.00%	0.00%	0.00%	0.00%	3.34%	0.00%	0.00%	0.00%	0.00%
A07-0053 - Livermore	\$180,000.00	\$105,000.00	\$26,789.08	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for PSFA (Project Specific Funding Agreement) with Exempt from Goal Requirements														
	\$351,514,701.00	\$198,380,700.69	\$74,914,753.41	22.74%	4.92%	0.21%	0.00%	0.00%	0.00%	4.92%	0.21%	0.00%	0.00%	0.00%
Summary for PSFA (Project Specific Funding Agreement) with and without Goal Requirements														
	\$351,514,701.00	\$198,380,700.69	\$74,914,753.41	22.74%	4.92%	0.21%	0.00%	0.00%	0.00%	4.92%	0.21%	0.00%	0.00%	0.00%
Contract Type: Others														
Exempt from Goal Requirements														
10R390000 - California Highway Patrol	\$825,000.00	\$412,103.41	\$161,984.81	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Others with Exempt from Goal Requirements														
	\$825,000.00	\$412,103.41	\$161,984.81	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for Others with and without Goal Requirements														
	\$825,000.00	\$412,103.41	\$161,984.81	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Summary for All Contracts with and without Goal Requirements														
	\$642,636,997.60	\$443,500,830.70	\$106,080,556.06	41.22%	18.82%	12.18%	11.40%	6.51%	4.73%	18.82%	12.18%	11.40%	6.51%	4.73%

Local Business Contract Equity Program Goals Attainment Summary for
Contracts with LBCE Program Goals
FY2008-09 to FY2012-13

Contract Type	Reporting Period	Number of Contracts	Total \$	LBE \$	LBE %	SLBE \$	SLBE %
Administrative	FY 2008/09	50	\$ 4,205,057	\$ 3,388,183	81%	\$ 2,535,131	60%
	FY 2009/10	48	4,159,357	3,723,508	90%	2,981,064	72%
	FY 2010/11	49	4,279,167	3,626,122	85%	2,840,179	66%
	FY 2011/12	29	1,492,997	1,167,795	78%	743,826	50%
	FY 2012/13	23	2,346,513	1,687,847	72%	1,310,762	56%
Total for Administrative Contracts		199	\$ 16,483,091	\$ 13,593,453	82%	\$ 10,410,962	63%
Engineering	FY 2008/09	34	\$ 10,466,870	\$ 9,566,656	91%	\$ 3,996,464	38%
	FY 2009/10	26	10,401,749	9,670,210	93%	4,794,776	46%
	FY 2010/11	31	9,086,170	8,222,340	90%	2,770,903	30%
	FY 2011/12	26	4,045,451	2,978,356	74%	1,396,032	35%
	FY 2012/13	10	4,647,838	3,364,570	72%	1,564,462	34%
Total for Engineering Contracts		127	\$ 38,648,078	\$ 33,802,132	87%	\$ 14,522,637	38%
Construction	FY 2008/09	7	\$ 479,672	\$ 414,388	86%	\$ 278,066	58%
	FY 2009/10	0	-	-	0%	-	0%
	FY 2010/11	0	-	-	0%	-	0%
	FY 2011/12	2	43,173	-	0%	-	0%
	FY 2012/13	1	58,220	-	0%	-	0%
Total for Construction Contracts		10	\$ 581,065	\$ 414,388	71%	\$ 278,066	48%
Grand Total (All Contracts)		336	\$ 55,712,234	\$ 47,809,974	86%	\$ 25,211,665	45%

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To: Seung Cho, Contracting, Administration, and Fiscal Resource Manager, Alameda CTC

From: Joan Fisher, L. Luster & Associates 

CC: Patricia Reavey, Director of Finance, Alameda CTC
Dr. Laura Luster, L. Luster & Associates

Date: October 23, 2013

RE: Independent Review of Alameda County Transportation Commission's Contract Equity Annual Utilization Report for the period July 1, 2012 through June 30, 2013

L. Luster & Associates (LLA) has reviewed Alameda CTC payment and vendor data provided by Alameda CTC staff for the period July 1, 2012 through June 30, 2013.

LLA conducted a review of physical contract/agreement files, payment invoices, and responses to vendor questionnaires providing quality control and data integrity for all payments made to vendors on contracts with Local Business Contract Equity goals within the above referenced period.

LLA met with staff and presented its findings. Staff satisfactorily responded to all issues identified and presented.

Having completed the review process, L. Luster & Associates finds no material defects in the Alameda CTC Contract Equity Annual Utilization Report for the period July 1, 2012 through June 30, 2013.

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