



# Meeting Notice

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City of Oakland

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Supervisor Keith Carson, District 5

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**City of Pleasanton**  
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**City of Union City**  
Mayor Carol Dutra-Vernaci

**Executive Director**  
Arthur L. Dao

## Finance and Administration Committee

**Monday, March 14, 2016, 1:30 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.

### Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

### 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

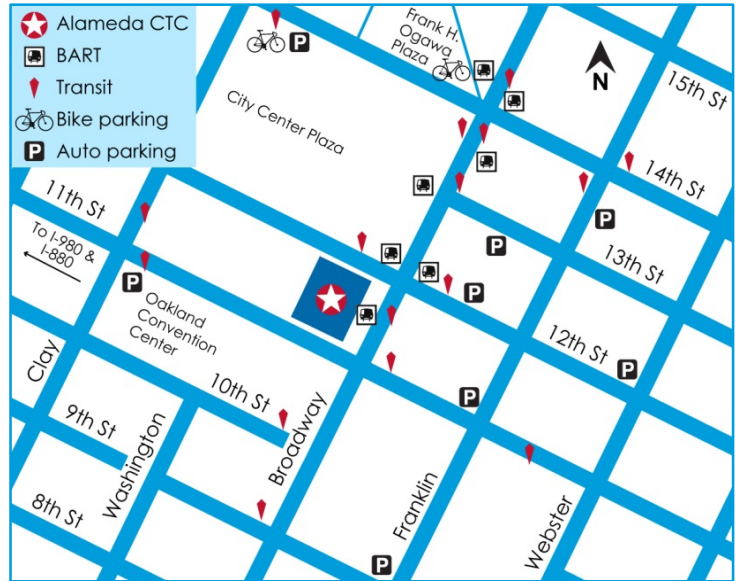
A glossary that includes frequently used acronyms is available on the Alameda CTC website at [www.AlamedaCTC.org/app\\_pages/view/8081](http://www.AlamedaCTC.org/app_pages/view/8081).

## 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](http://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](http://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](http://www.AlamedaCTC.org/events/month/now).

## Connect with Alameda CTC

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# Finance and Administration Committee Meeting Agenda

Monday, March 14, 2016, 1:30 p.m.\*

\*Or immediately following the Programs and Projects Committee meeting

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

**Chair:** Supervisor Richard Valle, Alameda County BOS  
**Vice Chair:** Mayor Margaret Fujioka, City of Piedmont  
**Commissioners:** Trish Spencer, Keith Carson, David Haubert, Jerry Thorne, Elsa Ortiz  
**Ex-Officio Members:** Rebecca Kaplan, Bill Harrison  
**Staff Liaison:** Patricia Reavey  
**Executive Director:** Arthur L. Dao  
**Clerk:** Vanessa Lee

1. Pledge of Allegiance

2. Roll Call

3. Public Comment

4. Consent Calendar

Page A/I

4.1. [February 8, 2016 FAC Meeting Minutes: Approval of the February 8, 2016 FAC meeting minutes.](#) 1 A

5. Regular Matters

5.1. [FY2015-16 Mid-Year Budget Update: Approval of the FY2015-16 Mid-Year Budget Update](#) 5 A

5.2. [Alameda CTC Commissioner Travel and Expenditure Reimbursement Policy: Approval of the Commissioner Travel and Expenditure Reimbursement Policy](#) 23 A

6. Committee Member Reports (Verbal)

7. Staff reports (Verbal)

8. Adjournment

**Next Meeting:** April 11, 2016

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

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Finance and Administration Committee  
Meeting Minutes  
Monday, February 8, 2016, 1:30 p.m.

4.1

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**1. Pledge of Allegiance**

**2. Roll Call**

A roll call was conducted. All members were present except Commissioner Fujioka, Commissioner Kalb and Commissioner Saltzman

**Subsequent to the roll call:**

Commissioner Kalb arrived during Item 3.

**3. Public Comment**

There was one public comment by:  
Jason Bezis

**4. Consent Calendar**

**4.1. Approval of the January 11, 2016 FAC Meeting Minutes**

There was one public comment on this item made by:  
Jason Bezis

Commissioner Kaplan directed staff to begin reflecting each Commissioners individual votes in the meeting minutes for all committee and commission meetings.

*Commissioner Kaplan moved to approve the Consent Calendar. Commissioner Haggerty seconded the motion. The motion passed with the following vote:*

Yes: Valle, Haggerty, Kaplan, Kalb  
No: None  
Abstain: Spencer, Maass  
Absent: Fujioka, Saltzman

**5. Regular Matters**

**5.1. FY2015-16 Second Quarter Investment Report: Approval of the FY2015-16 Second Quarter Investment Report**

Patricia Reavey recommended that the Commission approve the FY2015-16 Second Quarter Investment Report. She stated that Alameda CTC investments are in compliance with the adopted investment policy as of December 31, 2015 and the Agency has sufficient cash flow to meet expenditure requirements over the next six months. She also reviewed some key highlights of the report including that total cash and investments held by the Alameda CTC was \$389.2 million with bond proceeds accounting for \$29.2 million or 7.5% of the total. Patricia informed the committee that the 1986 Measure B investment balance increased by

\$17.7 million or from the prior year-end balance as a result of the sale of real property on Fremont Blvd. to the Fremont Unified School District. The 2000 Measure B investment balance decreased \$19.5 million due to capital project expenditures. The 2014 Measure BB investment balance increased \$31.8 million compared to one month of Measure BB collections received in June 2015. The ACCMA investment balance increased slightly by \$0.3 million primarily due to funds received for Measure F, Vehicle Registration Fees, during the second quarter of the fiscal year. Patricia concluded by stating that investment yields have increased slightly with the average return on investments for the second quarter at 0.41% compared to the prior year's average return of 0.30%.

Commissioner Spencer wanted to know why there were negative returns reflected for the quarter in the ACTA and ACTIA portfolios. Patricia stated that the negative numbers show performance of the ACTA and ACTIA portfolio returns for the quarter relative to their benchmarks.

Commissioner Spencer asked for more information on the type of investments in which the agency invests. Patricia stated that the portfolio was included in the packet. Some examples of the high grade investments in which the agency invests include government backed investments, federal home loan bank, US treasury notes and in addition we have a small corporate investment section of high grade corporate investments. The agency's policy is to hold investments until maturity so that the agency does not realize losses on investments as the market values of each investment varies. When you hold to maturity you receive the return or interest rate at the time of purchase as well as your principle so that no loss is realized. The agency has built the portfolio up with a laddered approach so that investments roll off or mature as they are needed for cash flow purposes so that we avoid the need to sell an investment before its maturity date.

Commissioner Valle asked if it is typical for weather conditions to impact project delivery. James O'Brien stated that most construction projects are effected by weather conditions, which can in turn delay project delivery.

*Commissioner Spencer moved to approve this item. Commissioner Kalb seconded the motion. The motion passed with the following vote:*

Yes: Valle, Haggerty, Kaplan, Kalb, Spencer, Maass  
No: None  
Abstain: None  
Absent: Fujioka, Saltzman

## **5.2. FY2015-16 Second Quarter Financial Report: Approval of the FY2015-16 Second Quarter Financial Report**

Patricia Reavey recommended that the Commission approve the FY2015-16 Second Quarter Financial Report. She stated that in the General Fund, the

Alameda CTC's revenues are less than budget by \$3.9 million, and expenditures are under budget by \$5.2 million mainly due to the timing of costs for Transportation Planning activities and Safe Routes to School Program costs. In the Special Revenue Funds, revenues are more than budget by \$3.1 million mainly due to actual collections of both sales tax and VRF revenues which were higher than anticipated. Expenditures in the Special Revenue Funds are \$9.8 million less than budget mostly attributable to the timing of TFCA, VRF and other discretionary programming. Patricia stated that Exchange Fund revenues were less than budget by \$4.8 million and expenditures were also less than budget by \$4.8 million. She provided information on the debt service fund and stated that interest expense on the bonds is right in line with budget. The Capital Projects Fund revenues are more than budget by \$16.8 million, mostly as a result of the sale of real property on Fremont Blvd. to the Fremont Unified School District, while expenditures are less than budget by \$77.0 million. The 1986 Measure B capital project costs were less than budget mostly related to the contract for the final design for the I-880 to Mission Blvd. East/West Connector project. 2000 Measure B capital project costs were less than budget in part due to a delay in invoicing on the BART Warm Springs Extension project. In addition the I-680 Express Lane project expenditures are below projections because there was a late start on the final design contract. Expenses for the Route 92/Clawiter-Whitesell Interchange. 2014 Measure BB capital project costs were less than budget as the Measure BB program ramps up and staff awaits invoicing from agencies who were allocated initial grants funds in the Capital Investment Plan. ACCMA capital project costs were less than budget in part due to the Route 24 Caldecott Tunnel and the I-80 Integrated Corridor Mobility projects which have experienced delays in billing from the City of Oakland and Caltrans, respectively. She concluded by stating that staff has completed the limitations calculations required for both 2000 Measure B and 2014 Measure BB relating to salary and benefits and administration costs, and Alameda CTC was in compliance with all limitation requirements.

*Commissioner Spencer moved to approve this item. Commissioner Kalb seconded the motion. The motion passed with the following vote:*

Yes: Valle, Haggerty, Kaplan, Kalb, Spencer, Maass  
No: None  
Abstain: None  
Absent: Fujioka, Saltzman

**5.3. Approval of an amendment to the Alameda CTC Administrative Code in order to create the Goods Movement Planning Committee and Transit Planning Committee as "Standing Committees" of the Commission**

Tess Lengyel recommended that the Commission approve an amendment to the Alameda CTC Administrative Code in order to create the Goods Movement Planning Committee and Transit Planning Committee as "Standing Committees" of the Commission. She stated that these Committees would meet on an as-needed

basis and serve in an advisory capacity to the governing body of the Commission to advise on issues, policies and programs that impact transit and freight movement and guide its planning efforts.

Commissioner Kalb asked if the Goods movement planning committee would address air quality issues. Tess stated that air quality would be an issue addressed by the committee as it applies to goods movement.

Commissioner Maass asked how frequently the committees would meet. Tess stated that the current thought is to have the committees meet on a quarterly basis as needed.

*Commissioner Kaplan moved to approve this item. Commissioner Haggerty seconded the motion. The motion passed with the following vote:*

Yes: Valle, Haggerty, Kaplan, Kalb, Spencer, Maass  
No: None  
Abstain: None  
Absent: Fujjoka, Saltzman

**6. Committee Member Reports (Verbal)**

There were no committee reports.

**7. Staff Reports**

There were no staff reports.

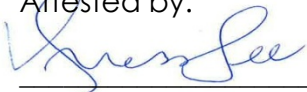
**8. Adjournment/ Next Meeting**

The next meeting is:

Date/Time: Monday, March 14, 2016 @1:30 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



\_\_\_\_\_  
Vanessa Lee,  
Clerk of the Commission





# Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

PH: (510) 208-7400

www.AlamedaCTC.org

**DATE:** March 7, 2016

**SUBJECT:** FY15-16 Mid-Year Budget Update

**RECOMMENDATION:** Approve the proposed FY15-16 Mid-Year Budget Update

## Summary

The proposed update to the FY2015-16 budget was developed to reflect changes to the revenues and expenditures on projects and programs since the original budget was adopted in June 2015. Similarly to the originally adopted budget, this update has been segregated by fund type and includes an adjustment column to eliminate interagency revenues and expenditures on a consolidated basis. The fund types are comprised of General Funds, Enterprise Fund, Special Revenue Funds, Exchange Fund, Debt Service Fund and Capital Project Funds.

The proposed budget update contains revenues totaling \$370.1 million of which sales tax revenues comprise \$270.0 million, or 73 percent. The proposed budget also includes an update to actual audited FY2014-15 fund balances rolled forward by fund into FY2015-16 of \$76.9 million for total available resources of \$667.9 million. The total revenue amount proposed is an increase of \$48.7 million over the currently adopted budget mostly related to state funding for capital projects. The revenues are offset in the proposed budget update by \$391.9 million in total expenditures of which \$191.1 million, or 49 percent, are allocated for capital project expenditures and \$3.9 million, or 1 percent, is allocated for salaries and benefits. The total expenditure amount is an increase of \$125.9 million over the currently adopted budget. This significant increase is due to the adjustment of the capital roll forward balance from FY2014-15, which was included in the approved FY2015-16 budget on the capital spreadsheets but could not be pulled forward to the consolidated Alameda CTC budget spreadsheet until the final fund balance roll forward amounts were updated based on the audited Comprehensive Annual Financial Report for the year ended June 30, 2015. The update of the audited fund balances from FY2014-15 and the projected revenue and expenditure totals constitute a net decrease in the projected fund balance of \$0.3 million and a projected consolidated ending fund balance of \$276.0 million.

The budget update includes revenues and expenditures necessary to develop and implement the following vital planning projects and programs in Alameda County:

- Sustainable Communities – Technical Assistance Program

- Countywide Transit Plan
- Countywide Transportation Plan and Update
- Countywide Goods Movement Plan
- Integrated Arterial Corridor Strategy

In addition to the planning projects and programs listed above, the budget also contains revenues and expenditures necessary to fund and deliver significant capital projects intended to expand access and improve mobility in Alameda County consistent with the FY2015-16 Comprehensive Investment Plan approved by the Commission in June 2015. Some of the key projects included in the proposed budget include:

- Route 84 Expressway Project
- I-880 to Route 238 East-West Connector Project (formerly the Route 84 Historic Parkway Project) in Fremont and Union City
- I-580 Westbound High Occupancy Vehicle/High Occupancy Toll Lane Projects
- I-580 Eastbound High Occupancy Vehicle/High Occupancy Toll Lane Projects
- I-680 Northbound High Occupancy Vehicle/High Occupancy Toll Lane Projects
- Route 92 Clawiter-Whitesell Interchange Project
- I-80 Integrated Corridor Mobility Project
- BART Warm Springs Extension Project
- I-880 Southbound High Occupancy Vehicle Lane Project
- I-880 North Safety and Operational Improvements Project at 23<sup>rd</sup> & 29<sup>th</sup> Avenues in Oakland

Similarly to the originally adopted budget for FY2015-16, the proposed budget update allows for an additional inter-fund loan from the Alameda County Transportation Authority (ACTA) Capital Fund to the Alameda County Congestion Management Agency (ACCMA) General Fund of \$5 million, if and when necessary, during FY2015-16, which would bring the total authorized loan amount to \$15 million. The loan program was adopted by the Commission in March, 2011 to help cash flow the ACCMA Capital Improvement Program. Per the adopted loan program, ACCMA is expected to repay ACTA the principal balance when it is in a position to do so, which is expected to be in 2017 when their Capital Improvement Program is expected to wind down.

The 2000 Measure B and Measure BB Limitation ratios required by the Transportation Expenditure Plan and the Public Utilities Code were calculated based on the proposed updated budgeted revenues and expenditures and were found to be in compliance with all limitation requirements.

## **Background**

Development of the FY2015-16 budget and this proposed budget update were centered on the vision and goals for transportation established in the Comprehensive Investment Plan. The objective was to develop a budget that would enable the Alameda CTC to plan, fund and deliver transportation programs and projects that expand access and improve mobility in Alameda County. This was accomplished by devoting available resources to identify transportation needs and opportunities in the County and formulate strategies and solutions; by providing the funding necessary to evaluate, prioritize, and fund programs and projects;

and by funding the delivery of quality programs and projects so they could be completed on schedule and within budget.

**Fiscal Impact:**

The fiscal impact of approving the proposed FY2015-16 budget update would be to allow the roll forward of audited fund balances from FY2014-15 of \$76.9 million, provide additional resources of \$48.7 million and authorize additional expenditures of \$125.9 million, reflecting an overall decrease in fund balance of \$0.3 million for a projected ending fund balance of \$276.0 million.

**Attachments**

- A. Alameda CTC FY2015-16 Proposed Budget Update
- B. Alameda CTC FY2015-16 Currently Adopted Budget
- C. Alameda CTC FY2015-16 Proposed Budget Adjustments
- D. Congestion Management FY2015-16 Proposed Capital Projects Budget Update
- E. 2000 Measure B Sales Tax FY2015-16 Proposed Capital Projects Budget Update
- F. 1986 Measure B Sales Tax FY2015-16 Proposed Capital Projects Budget Update
- G. 2014 Measure BB Sales Tax FY2015-16 Proposed Capital Projects Budget Update

**Staff Contact**

[Patricia Reavey](#), Director of Finance and Administration

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**Alameda County Transportation Commission  
FY2015-16 Proposed Budget Update**

	General Funds Proposed	Enterprise Proposed	Special Revenue Proposed	Exchange Fund Proposed	Debt Service Fund Proposed	Capital Project Funds Proposed	Inter-Agency Adjustments/ Eliminations Proposed	Total Proposed
<b>Beginning Fund Balance</b>	\$ 29,599,437	\$ -	\$ 34,421,406	\$ 4,929,549	\$ 14,843,792	\$ 214,039,271	\$ -	\$ 297,833,455
<b>Revenues:</b>								
Sales Tax Revenues	\$ 11,475,000	\$ -	\$ 162,833,928	\$ -	\$ -	\$ 95,691,072	\$ -	\$ 270,000,000
Investment Income	33,000	-	104,000	-	23,000	525,000	-	685,000
Member Agency Fees	1,394,819	-	-	-	-	-	-	1,394,819
VRF Funds	108,108	-	12,000,000	-	-	1,469,530	(1,577,638)	12,000,000
Toll Revenues	-	1,425,000	-	-	-	-	-	1,425,000
Violation Penalty Revenues	-	300,000	-	-	-	-	-	300,000
Other Revenues	164,335	1,076,576	2,009,907	14,687,118	-	8,405,824	(9,656,305)	16,687,453
Grants	10,616,282	351,250	315,084	-	-	104,419,010	(48,109,666)	67,591,960
<b>Total Revenues</b>	<b>23,791,543</b>	<b>3,152,826</b>	<b>177,262,919</b>	<b>14,687,118</b>	<b>23,000</b>	<b>210,510,436</b>	<b>(59,343,609)</b>	<b>370,084,232</b>
<b>Expenditures:</b>								
<u>Administration</u>								
Salaries and Benefits	1,795,360	-	-	-	-	109,402	-	1,904,762
General Office Expenses	1,727,247	-	6,700	-	5,701,350	188,839	(6,700)	7,617,436
Other Administration	2,685,622	-	-	-	-	233,339	-	2,918,961
Commission and Community Support	221,300	-	17,500	-	-	-	(17,500)	221,300
Contingency	188,000	-	-	-	-	12,000	-	200,000
<u>Operations</u>								
Salaries and Benefits	-	46,326	-	-	-	-	-	46,326
Project Management and Support	-	115,000	-	-	-	-	-	115,000
Operating Expenditures	-	2,010,250	-	-	-	-	(1,427,826)	582,424
<u>Planning</u>								
Salaries and Benefits	636,315	-	-	-	-	-	-	636,315
Planning Management and Support	720,149	-	-	-	-	-	-	720,149
Transportation Planning	4,520,012	-	-	-	-	-	(1,329,162)	3,190,850
Congestion Management Program	270,000	-	-	-	-	-	-	270,000
Other Planning Projects	-	-	-	-	-	-	-	-
<u>Programs</u>								
Salaries and Benefits	306,782	-	853,161	44,759	-	-	(164,706)	1,039,996
Programs Management and Support	237,800	-	1,846,860	5,000	-	-	-	2,089,660
Safe Routes to School Programs	3,275,230	-	-	-	-	-	(400,125)	2,875,105
VRF Programming and Other Costs	-	-	10,809,108	-	-	-	(108,108)	10,701,000
Measure B/BB Direct Local Distribution	-	-	139,514,658	-	-	-	-	139,514,658
Grant Awards	-	-	8,135,512	-	-	-	-	8,135,512
Other Programming	130,000	-	3,425,500	14,637,359	-	-	(166,545)	18,026,314
<u>Capital Projects</u>								
Salaries and Benefits	-	-	-	-	-	364,325	(92,153)	272,171
Project Management and Support	-	-	-	-	-	4,487,419	-	4,487,419
Capital Project Expenditures	-	-	-	-	-	242,256,575	(55,887,643)	186,368,932
<u>Indirect Cost Recovery/Allocation</u>								
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(256,859)	-	-	-	-	-	256,859	-
<b>Total Expenditures</b>	<b>16,456,958</b>	<b>2,171,576</b>	<b>164,608,999</b>	<b>14,687,118</b>	<b>5,701,350</b>	<b>247,651,898</b>	<b>(59,343,609)</b>	<b>391,934,289</b>
<b>Net Change in Fund Balance</b>	<b>7,334,586</b>	<b>981,250</b>	<b>12,653,920</b>	<b>-</b>	<b>(5,678,350)</b>	<b>(37,141,463)</b>	<b>-</b>	<b>(21,850,057)</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 36,934,023</b>	<b>\$ 981,250</b>	<b>\$ 47,075,326</b>	<b>\$ 4,929,549</b>	<b>\$ 9,165,442</b>	<b>\$ 176,897,808</b>	<b>\$ -</b>	<b>\$ 275,983,398</b>

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**Alameda County Transportation Commission  
FY2015-16 Currently Adopted Budget**

	General Funds	Enterprise Fund	Special Revenue Funds	Exchange Fund	Debt Service Fund	Capital Project Funds	Inter-Agency Adjustments/ Eliminations	Total
<b>Beginning Fund Balance</b>	\$ 27,048,215	\$ -	\$ 21,765,840	\$ 5,003,160	\$ 14,725,414	\$ 152,417,815	\$ -	\$ 220,960,444
<b>Revenues:</b>								
Sales Tax Revenues	\$ 11,475,000	\$ -	\$ 162,833,928	\$ -	\$ -	\$ 95,691,072	\$ -	\$ 270,000,000
Investment Income	33,000	-	104,000	-	23,000	525,000	-	685,000
Member Agency Fees	1,394,819	-	-	-	-	-	-	1,394,819
VRF Funds	108,108	-	12,000,000	-	-	-	(108,108)	12,000,000
Toll Revenues	-	1,425,000	-	-	-	-	-	1,425,000
Violation Penalty Revenues	-	300,000	-	-	-	-	-	300,000
Other Revenues	133,946	800,507	2,016,957	10,935,179	-	1,193,900	(2,144,974)	12,935,515
Grants	12,914,765	557,250	310,259	-	-	27,672,825	(18,772,512)	22,682,588
<b>Total Revenues</b>	<b>26,059,638</b>	<b>3,082,757</b>	<b>177,265,144</b>	<b>10,935,179</b>	<b>23,000</b>	<b>125,082,798</b>	<b>(21,025,594)</b>	<b>321,422,922</b>
<b>Expenditures:</b>								
<u>Administration</u>								
Salaries and Benefits	1,859,775	-	-	-	-	114,921	-	1,974,696
General Office Expenses	1,662,176	-	3,000	-	5,701,350	187,063	(3,000)	7,550,589
Other Administration	2,648,733	-	40,000	-	-	226,877	-	2,915,610
Commission and Community Support	131,150	-	28,250	-	-	-	(28,250)	131,150
Contingency	188,000	-	-	-	-	12,000	-	200,000
<u>Operations</u>								
Salaries and Benefits	-	33,168	-	-	-	-	-	33,168
Project Management and Support	-	246,250	-	-	-	-	-	246,250
Operating Expenditures	-	2,305,464	-	-	-	-	(1,357,757)	947,707
<u>Planning</u>								
Salaries and Benefits	778,530	-	-	-	-	-	-	778,530
Planning Management and Support	720,149	-	-	-	-	-	-	720,149
Transportation Planning	6,983,589	-	-	-	-	-	(1,774,102)	5,209,487
Congestion Management Program	680,000	-	-	-	-	-	-	680,000
Other Planning Projects	-	-	-	-	-	-	-	-
<u>Programs</u>								
Salaries and Benefits	279,750	-	741,627	40,758	-	-	(181,271)	880,863
Programs Management and Support	188,500	-	1,836,360	5,000	-	-	-	2,029,860
Safe Routes to School Programs	2,675,230	-	-	-	-	-	(328,324)	2,346,906
VRF Programming and Other Costs	-	-	16,354,108	-	-	-	(108,108)	16,246,000
Measure B/BB Direct Local Distribution	-	-	139,514,658	-	-	-	-	139,514,658
Grant Awards	-	-	12,179,201	-	-	-	-	12,179,201
Other Programming	270,000	-	5,605,233	10,889,421	-	-	(131,331)	16,633,323
<u>Capital Projects</u>								
Salaries and Benefits	-	-	-	-	-	412,908	(101,410)	311,497
Project Management and Support	-	-	-	-	-	4,487,419	-	4,487,419
Capital Project Expenditures	-	-	-	-	-	67,337,358	(17,294,721)	50,042,637
<u>Indirect Cost Recovery/Allocation</u>								
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(282,682)	-	-	-	-	-	282,682	-
<b>Total Expenditures</b>	<b>18,782,900</b>	<b>2,584,882</b>	<b>176,302,436</b>	<b>10,935,179</b>	<b>5,701,350</b>	<b>72,778,545</b>	<b>(21,025,594)</b>	<b>266,059,698</b>
<b>Net Change in Fund Balance</b>	<b>7,276,738</b>	<b>497,875</b>	<b>962,708</b>	<b>-</b>	<b>(5,678,350)</b>	<b>52,304,253</b>	<b>-</b>	<b>55,363,223</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 34,324,953</b>	<b>\$ 497,875</b>	<b>\$ 22,728,548</b>	<b>\$ 5,003,160</b>	<b>\$ 9,047,064</b>	<b>\$ 204,722,068</b>	<b>\$ -</b>	<b>\$ 276,323,667</b>

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**Alameda County Transportation Commission  
FY2015-16 Proposed Budget Adjustments**

	<b>General Funds Adjustment</b>	<b>Enterprise Adjustment</b>	<b>Special Revenue Adjustment</b>	<b>Exchange Fund Adjustment</b>	<b>Debt Service Fund Adjustment</b>	<b>Capital Project Funds Adjustment</b>	<b>Inter-Agency Adjustments/ Eliminations Adjustment</b>	<b>Total Adjustment</b>
<b>Beginning Fund Balance</b>	\$ 2,551,222	\$ -	\$ 12,655,566	\$ (73,611)	\$ 118,378	\$ 61,621,456	\$ -	\$ 76,873,011
<b>Revenues:</b>								
Sales Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	-	-	-	-	-	-	-	-
Member Agency Fees	-	-	-	-	-	-	-	-
VRF Funds	-	-	-	-	-	1,469,530	(1,469,530)	-
Toll Revenues	-	-	-	-	-	-	-	-
Violation Penalty Revenues	-	-	-	-	-	-	-	-
Other Revenues	30,389	276,069	(7,050)	3,751,939	-	7,211,923	(7,511,331)	3,751,939
Grants	(2,298,484)	(206,000)	4,825	-	-	76,746,185	(29,337,154)	44,909,372
<b>Total Revenues</b>	(2,268,095)	70,069	(2,225)	3,751,939	-	85,427,638	(38,318,015)	48,661,311
<b>Expenditures:</b>								
<u>Administration</u>								
Salaries and Benefits	(64,415)	-	-	-	-	(5,519)	-	(69,934)
General Office Expenses	65,071	-	3,700	-	-	1,776	(3,700)	66,847
Other Administration	36,889	-	(40,000)	-	-	6,462	-	3,351
Commission and Community Support	90,150	-	(10,750)	-	-	-	10,750	90,150
Contingency	-	-	-	-	-	-	-	-
<u>Operations</u>								
Salaries and Benefits	-	13,158	-	-	-	-	-	13,158
Project Management and Support	-	(131,250)	-	-	-	-	-	(131,250)
Operating Expenditures	-	(295,214)	-	-	-	-	(70,069)	(365,283)
<u>Planning</u>								
Salaries and Benefits	(142,215)	-	-	-	-	-	-	(142,215)
Planning Management and Support	-	-	-	-	-	-	-	-
Transportation Planning	(2,463,577)	-	-	-	-	-	444,940	(2,018,637)
Congestion Management Program	(410,000)	-	-	-	-	-	-	(410,000)
Other Planning Projects	-	-	-	-	-	-	-	-
<u>Programs</u>								
Salaries and Benefits	27,032	-	111,534	4,001	-	-	16,565	159,133
Programs Management and Support	49,300	-	10,500	-	-	-	-	59,800
Safe Routes to School Programs	600,000	-	-	-	-	-	(71,801)	528,199
VRF Programming and Other Costs	-	-	(5,545,000)	-	-	-	-	(5,545,000)
Measure B/BB Direct Local Distribution	-	-	-	-	-	-	-	-
Grant Awards	-	-	(4,043,688)	-	-	-	-	(4,043,688)
Other Programming	(140,000)	-	(2,179,734)	3,747,938	-	-	(35,214)	1,392,991
<u>Capital Projects</u>								
Salaries and Benefits	-	-	-	-	-	(48,583)	9,257	(39,326)
Project Management and Support	-	-	-	-	-	-	-	-
Capital Project Expenditures	-	-	-	-	-	174,919,217	(38,592,922)	136,326,296
<u>Indirect Cost Recovery/Allocation</u>								
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	25,823	-	-	-	-	-	(25,823)	-
<b>Total Expenditures</b>	(2,325,942)	(413,306)	(11,693,438)	3,751,939	-	174,873,353	(38,318,015)	125,874,591
<b>Net Change in Fund Balance</b>	57,848	483,375	11,691,212	-	-	(89,445,715)	-	(77,213,280)
<b>Projected Ending Fund Balance</b>	\$ 2,609,070	\$ 483,375	\$ 24,346,778	\$ (73,611)	\$ 118,378	\$ (27,824,259)	\$ -	\$ (340,269)

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**Congestion Management  
FY2015-16 Proposed Budget Update**

Project Name	Project #	(A)	(B)	(C)	(D)	(E)	(C) + (D) + (E) = (F)	Funding Sources				
		Adopted FY 2014-15 Capital Budget	Actual FY 2014-15 Expenditures	FY 2014-15 Rollover to FY 2015-16	Adopted FY 2015-16 Capital Budget	FY 2015-16 Capital Budget Adjustment	FY 2015-16 Capital Budget w/ Actual Rollover	Total Local Funding Sources	Total Regional Funding Sources	Total State Funding Sources	Total Federal Funding Sources	Total Capital Projects Funding Sources
I-580 San Leandro Soundwall/Landscape	774.0-1	\$ 186,289	\$ 32,585	\$ 153,704	\$ (115,882)	\$ -	\$ 37,822	\$ 26,288	\$ -	\$ -	\$ 11,534	\$ 37,822
Grand MacArthur	702.0	22,000	-	22,000	(481)	-	21,519	20,519	-	-	1,000	21,519
I-680 HOT Lane	710.0-5	4,062,528	10,401	4,052,127	(1,065,420)	4,248	2,990,954	2,383,321	-	15,309	592,324	2,990,954
I-680 Northbound HOV / Express Lane	721.0	2,172,782	1,394,995	777,787	8,327,218	(2,000,000)	7,105,005	4,105,005	-	3,000,000	-	7,105,005
I-80 Gilman Interchange Improvements	765.0	706,223	119,321	586,902	1,500,000	(1,500,000)	586,902	133,843	-	-	453,059	586,902
I-580 PSR at 106th Eastbound Off-Ramp	735.0	-	-	-	-	-	-	-	-	-	-	-
Smart Corridors Operation and Maintenance	945.0	1,588,664	246,891	1,341,772	-	-	1,341,772	1,341,772	-	-	-	1,341,772
Smart Corridors Operation and Maintenance/Tri-Valley	945.1	-	-	-	-	-	-	-	-	-	-	-
Caldecott Tunnel	716.0	1,744,286	893,727	850,559	2,721,100	-	3,571,660	3,571,660	-	-	-	3,571,660
Center to Center	715.0	-	-	-	-	-	-	-	-	-	-	-
I-880 North Safety & Op Improv 23rd&29th	717.0	7,634,265	1,980,273	5,653,992	2,140	46,086	5,702,218	3,560,896	2,110,852	26,189	4,280	5,702,218
I-580 Eastbound HOV Lane	720.0	-	(2,667)	2,667	-	-	2,667	-	2,667	-	-	2,667
I-580 Environmental Mitigation	720.3	197,196	-	197,196	-	-	197,196	-	197,196	-	-	197,196
I-580 Eastbound Express (HOT) Lane	720.4	17,173,390	11,831,543	5,341,847	1,936,159	611,680	7,889,686	3,418,337	1,722,844	1,748,505	1,000,000	7,889,686
I-580 Eastbound Auxiliary (AUX) Lane	720.5	7,384,150	3,251,240	4,132,910	1,942,246	-	6,075,156	5,166,649	869,212	-	39,295	6,075,156
I-580 Right of Way Preservation	723.0	608,420	23,090	585,330	-	-	585,330	578,373	-	6,957	-	585,330
I-580 Westbound HOV Lane	722.1, 724.0, 4-5	9,064,851	376,831	8,688,019	(5,871,538)	-	2,816,481	2,686,873	11,609	118,000	-	2,816,481
I-580 Westbound HOT Lane	724.1	15,416,786	11,488,678	3,928,108	11,552,504	2,380,679	17,861,290	15,847,290	-	2,014,000	-	17,861,290
Altamont Commuter Express Operations	725.0	16,739	26,073	(9,333)	20,000	-	10,666	10,666	-	-	-	10,666
Altamont Commuter Express	725.1	2,016,303	855,090	1,161,213	451,935	-	1,613,148	1,151,071	-	462,077	-	1,613,148
I-880 Southbound HOV Lane	730.0-2	9,020,213	655,527	8,364,686	367,621	3,049	8,735,356	8,735,356	-	-	-	8,735,356
I-880 Southbound HOV Lane Landscaping/Hardscaping	730.3	17,057	(6,700)	23,757	646,550	13	670,320	15,787	-	-	654,533	670,320
Webster Street Smart Corridor	740.0-2	341,608	32,195	309,412	(220,330)	77,855	166,938	127,758	-	-	39,180	166,938
Marina Boulevard/I-880 PSR	750.0	234,677	2,963	231,714	(222,036)	-	9,677	9,677	-	-	-	9,677
I-680/880 Cross Connector PSR	770.0	340,493	-	340,493	-	-	340,493	340,493	-	-	-	340,493
I-680 SB HOV Lane	772.0	3,920,952	-	3,920,952	(67,315)	-	3,853,637	143,529	-	3,541,749	168,359	3,853,637
Route 84 Widening Project - Pigeon Pass to Interstate 680	780.0	2,000,000	62,021	1,937,979	610,000	-	2,547,979	2,547,979	-	-	-	2,547,979
I-80 Integrated Corridor Mobility	791.0-6	16,163,246	5,640,757	10,522,489	-	200	10,522,688	178,886	-	10,280,521	63,281	10,522,688
Project Management / Closeout	700.0	66,367	75,382	(9,015)	100,000	-	90,985	90,985	-	-	-	90,985
		<u>\$ 102,099,484</u>	<u>\$ 38,990,218</u>	<u>\$ 63,109,266</u>	<u>\$ 22,614,470</u>	<u>\$ (376,191)</u>	<u>\$ 85,347,544</u>	<u>\$ 56,193,011</u>	<u>\$ 4,914,380</u>	<u>\$ 21,213,308</u>	<u>\$ 3,026,846</u>	<u>\$ 85,347,544</u>

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**2000 Measure B Sales Tax  
FY2015-16 Proposed Budget Update**

Project Name	Project #	(A)	(B)	(C)	(D)	(E)	(C) + (D) + (E) = (F)	Funding Sources				
		Adopted FY 2014-15 Capital Budget	Actual FY 2014-15 Expenditures	FY 2014-15 Rollover to FY 2015-16	Adopted FY 2015-16 Capital Budget	FY 2015-16 Capital Budget Adjustment	FY 2015-16 Capital Budget w/ Actual Rollover	Total Local Funding Sources	Total Regional Funding Sources	Total State Funding Sources	Total Federal Funding Sources	Total Capital Projects Funding Sources
ACE Capital Improvements	601.0	\$ 3,184,599	\$ 720,865	\$ 2,463,735	\$ 1,559,773	\$ -	\$ 4,023,508	\$ 4,023,507	\$ -	\$ -	\$ -	\$ 4,023,507
BART Warm Springs Extension	602.0	42,775,793	58,594,385	(15,818,592)	11,540,207	14,728,385	10,450,000	10,450,000	-	-	-	10,450,000
BART Oakland Airport Connector	603.0	244,111	-	244,111	-	(244,111)	-	-	-	-	-	-
Downtown Oakland Streetscape	604.0	3,782,700	653,755	3,128,945	-	-	3,128,945	3,128,945	-	-	-	3,128,945
Telegraph Avenue Bus Rapid Transit	607.1	1,324,930	1,662,682	(337,751)	469,200	-	131,449	131,449	-	-	-	131,449
I-680 Express Lane	608.0-1	10,288,656	(397,872)	10,686,527	3,427,218	-	14,113,745	14,113,745	-	-	-	14,113,745
Iron Horse Trail	609.0	1,000,000	-	1,000,000	2,000,000	-	3,000,000	3,000,000	-	-	-	3,000,000
I-880/Broadway-Jackson Interchange	610.0	2,522,727	139,133	2,383,594	-	-	2,383,594	2,383,594	-	-	-	2,383,594
I-580/Castro Valley Interchanges Improvements	612.0	1,409,017	2,666,053	(1,257,035)	250,000	-	(1,007,035)	(7,505,097)	-	4,664,000	1,834,062	(1,007,035)
Lewelling/East Lewelling	613.0	0	(1,096,380)	1,096,380	(536,000)	-	560,380	560,380	-	-	-	560,380
I-580 Auxiliary Lanes	614.0	1,230	-	1,230	-	-	1,230	1,230	-	-	-	1,230
I-580 Auxiliary Lanes - Westbound Fallon to Tassajara	614.1	9,780	20,413	(10,633)	888,450	(870,607)	7,210	7,210	-	-	-	7,210
I-580 Auxiliary Lanes - Westbound Airway to Fallon	614.2	3,191,775	1,426,634	1,765,141	(799,124)	920,983	1,887,000	1,887,000	-	-	-	1,887,000
I-580 Auxiliary Lanes - E/B El Charro to Airway	614.3	45,986	-	45,986	7,797,014	(7,843,000)	-	-	-	-	-	-
Rte 92/Clawiter-Whitesell Interchange	615.0	7,161,302	9,125,997	(1,964,695)	6,000,000	6,864,695	10,900,000	10,900,000	-	-	-	10,900,000
Hesperian/Lewelling Widening	617.1	599,622	-	599,622	-	-	599,622	599,622	-	-	-	599,622
Westgate Extension	618.1	291,748	98,031	193,717	178,652	98,031	470,400	470,400	-	-	-	470,400
E. 14th/Hesperian/150th Improvements	619.0	2,191,871	167,098	2,024,773	-	-	2,024,773	2,024,773	-	-	-	2,024,773
I-238 Widening	621.0	214,327	518,441	(304,114)	(7,541,398)	7,925,349	79,838	79,838	-	-	-	79,838
I-680/I-880 Cross Connector Study	622.0	341,063	-	341,063	30,437	-	371,500	371,499	-	-	-	371,499
Isabel - Route 84/I-580 Interchange	623.0	9,798,695	1,909,402	7,889,294	-	(5,757,294)	2,132,000	2,131,999	-	-	-	2,131,999
Route 84 Expressway	624.0-3	32,666,571	17,739,026	14,927,544	9,650,000	-	24,577,544	24,577,544	-	-	-	24,577,544
Dumbarton Corridor	625.0	183,896	(44,520)	228,416	-	(228,416)	-	-	-	-	-	(0)
Dumbarton Corridor - Central Avenue Overpass	625.1	2,900,000	-	2,900,000	-	-	2,900,000	2,900,000	-	-	-	2,900,000
I-580 Corridor Improvements	626.0	25,842,571	15,478,626	10,363,946	2,400,000	-	12,763,946	12,763,946	-	-	-	12,763,946
I-80 Integrated Corridor Mobility	627.2	195,000	28,974	166,026	-	-	166,026	166,026	-	-	-	166,026
I-880 Corridor Improvements in Oakland and San Leandro	627.3	2,729,579	288,027	2,441,551	20,000	-	2,461,551	2,461,552	-	-	-	2,461,552
CWTP/TEP Development	627.4	48,689	-	48,689	-	-	48,689	48,689	-	-	-	48,689
Studies at Congested Segments/Locations on CMP	627.5	276,172	360	275,812	-	-	275,812	275,812	-	-	-	275,812
Project Management / Closeout	600.0	2,545,771	1,288,571	1,257,201	5,000,000	-	6,257,201	6,257,201	-	-	-	6,257,201
		<u>\$ 157,768,181</u>	<u>\$ 110,987,700</u>	<u>\$ 46,780,481</u>	<u>\$ 42,334,429</u>	<u>\$ 15,594,015</u>	<u>\$ 104,708,926</u>	<u>\$ 98,210,863</u>	<u>\$ -</u>	<u>\$ 4,664,000</u>	<u>\$ 1,834,062</u>	<u>\$ 104,708,925</u>

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**1986 Measure B Sales Tax  
FY2015-16 Proposed Budget Update**

	(A)	(B)	(C)	(D)	(E)	(C) + (D) + (E) = (F)	
<b>Project Name</b>	<b>Project #</b>	<b>Adopted FY 2014-15 Capital Budget</b>	<b>Actual FY 2014-15 Expenditures</b>	<b>FY 2014-15 Rollover to FY 2015-16</b>	<b>Adopted FY 2015-16 Capital Budget</b>	<b>FY 2015-16 Capital Budget Adjustment</b>	<b>FY 2015-16 Capital Budget w/ Actual Rollover</b>
I-880 to Mission Blvd. Route 262 Interchange Reconstruction	501.0	\$ 597,631	\$ 41,132	\$ 556,499	\$ -		\$ 556,499
I-880 to Mission Blvd. and East-West Connector	505.0	22,440,570	54,237	22,386,332	-		22,386,332
Route 238/Mission-Foothill-Jackson Corridor Improvement	506.0	7,132,273	-	7,132,273	(7,132,273)	142,000	142,000
I-580 Interchange Improvements Project in Castro Valley (for APN 612.0)	507.0	3,671,384	(10,025,540)	13,696,924	-		13,696,924
Central Alameda County Freeway System Operational Analysis	508.0	620,964	1,490,367	(869,404)	-	1,500,000	630,596
Castro Valley Local Area Traffic Circulation Improvement	509.0	2,080,224	98,283	1,981,941	-		1,981,941
Project Closeout	500.0	279,442	118,970	160,472	70,558		231,030
		<u>\$ 36,822,487</u>	<u>\$ (8,222,550)</u>	<u>\$ 45,045,037</u>	<u>\$ (7,061,715)</u>	<u>\$ 1,642,000</u>	<u>\$ 39,625,323</u>

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**2014 Measure BB Sales Tax  
FY2015-16 Proposed Budget Update**

Project Name	Project #	(A)	(B)	(C)	(D)	(E)	(C) + (D) + (E) = (F)	Funding Sources						
		Adopted FY 2014-15 Capital Budget	Actual FY 2014-15 Expenditures	FY 2014-15 Rollover to FY 2015-16	Adopted FY 2015-16 Capital Budget	FY 2015-16 Capital Budget Adjustment	FY 2015-16 Capital Budget w/ Actual Rollover	Total Local Funding Sources	Total Regional Funding Sources	Total Regional Funding Sources	Total Regional Funding Sources	Total Capital Projects Funding Sources		
Telegraph Ave/East 14th/International Blvd Project	13.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alameda to Fruitvale BART Rapid Bus	14.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Grand/MacArthur BRT	15.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
College/Broadway Corridor Transit Priority	16.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Irvington BART Station	17.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Bay Fair Connector/BART METRO	18.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
BART Station Modernization and Capacity Program	19.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
BART to Livermore Extension, Phase 1	20.00	25,000	-	25,000	-	-	25,000	25,000	-	-	-	-	-	25,000
Dumbarton Corridor Area Transportation Improvements	21.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Union City Intermodal Station	22.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Railroad Corridor Right of Way Preservation and Track Imp	23.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Oakland Broadway Corridor Transit	24.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Capitol Corridor Service Expansion	25.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
Congestion Relief, Local Bridge Seismic Safety	26.00	250,000	-	250,000	1,250,000	-	1,500,000	1,500,000	-	-	-	-	-	1,500,000
Countywide Freight Corridors	27.00	50,000	-	50,000	200,000	-	250,000	250,000	-	-	-	-	-	250,000
I-80 Gilman Street Interchange Improvements	29.00	-	-	-	1,500,000	-	1,500,000	1,500,000	-	-	-	-	-	1,500,000
I-80 Ashby Interchange Improvements	30.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
SR-84/I-680 Interchange and SR-84 Widening	31.00	50,000	-	50,000	3,950,000	-	4,000,000	4,000,000	-	-	-	-	-	4,000,000
SR-84 Expressway Widening (Pigeon Pass to Jack London)	32.00	-	-	-	-	-	-	-	-	-	-	-	-	-
I-580/I-680 Interchange Improvements	33.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
I-580 Local Interchange Improvement Program	34.00	50,000	-	50,000	250,000	-	300,000	300,000	-	-	-	-	-	300,000
I-680 HOT/HOV Lane from SR-237 to Alcosta	35.00	-	-	-	2,000,000	-	2,000,000	2,000,000	-	-	-	-	-	2,000,000
I-880 NB HOV/HOT Extension from A Street to Hegenberg	36.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
I-880 Broadway/Jackson Multimodal Transportation and Cir	37.00	25,000	-	25,000	-	-	25,000	25,000	-	-	-	-	-	25,000
I-880 Whipple Road/Industrial Parkway Southwest Interchar	38.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
I-880 Industrial Parkway Interchange Improvements	39.00	25,000	-	25,000	75,000	-	100,000	100,000	-	-	-	-	-	100,000
I-880 Local Access and Safety Improvements	40.00	50,000	-	50,000	250,000	2,250,000	2,550,000	2,550,000	-	-	-	-	-	2,550,000
Gap Closure on Three Major Trails	42.00	50,000	-	50,000	550,000	-	600,000	600,000	-	-	-	-	-	600,000
East Bay Greenway	42.01	50,000	2,875	47,125	3,200,500	(171,100)	3,076,525	1,750,000	-	-	1,326,525	-	-	3,076,525
		<u>\$ 1,000,000</u>	<u>\$ 2,875</u>	<u>\$ 997,125</u>	<u>\$ 14,350,500</u>	<u>\$ 2,078,900</u>	<u>\$ 17,426,525</u>	<u>\$ 16,100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,326,525</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,426,525</u>

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# Memorandum

5.2

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

**DATE:** March 7, 2016

**SUBJECT:** Commissioner Travel and Expenditure Policy

**RECOMMENDATION:** Approval of the Commissioner Travel and Expenditure Policy

## Summary

Commissioners are entitled to receive reimbursement for actual and necessary costs incurred in connection with the performance of their official duties for the Alameda County Transportation Commission (Alameda CTC). The guiding principle of this Commissioner Travel and Expenditures Policy is that costs incurred on behalf of the Alameda CTC must be in the public interest. This document establishes guidelines for expenditures authorized as business expenditures and business travel expenditures incurred by Alameda CTC Commissioners. All travel on behalf of the Alameda CTC will require pre-approval by the Finance and Administration Committee.

Having an approved Travel and Expenditure Policy for Commissioners, in addition to the current Travel and Expenditure Policy in place for employees, can help to protect the agency from accusations of misconduct which have become more prevalent in the news media in recent years, and will help Commissioners identify which expenditures will be reimbursed as allowable before incurring costs on behalf of the agency.

## Background

The Commissioner Travel and Expenditure Policy (Attachment A) has been developed based on the Travel and Expenditure Policy that is currently in place for employees with a few adjustments to include the type of travel and expenditures which are more common for Commissioners. This policy is being established at this time in response to a recommendation from our financial auditor. The recommendation that we adopt a Travel and Expenditure Policy for Commissioners was made by the auditor, not as an official management recommendation or a reportable item from our audit, but as a verbal recommendation of best practices in the industry.

## Fiscal Impact

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

## Attachment

- A. Commissioner Travel and Expenditure Policy - Draft

## Staff Contact

[Patricia Reavey](#), Director of Finance and Administration

**Alameda County Transportation Commission  
Commissioner  
Travel and Expenditure Policy  
March 2016  
DRAFT**

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## **Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

Commissioners (including Alternates, where appropriate) are entitled to receive reimbursement for actual and necessary expenditures incurred in connection with the performance of their official duties for the Alameda County Transportation Commission (Alameda CTC). The guiding principle of this policy is that travel and expenditures incurred on behalf of the Alameda CTC must be in the public interest. This document establishes guidelines for expenditures authorized as business expenditures and business travel expenditures incurred by Alameda CTC Commissioners.

### **General Procedures and Responsibilities**

All travel for Alameda CTC Commissioners must be justified business travel [see Appendix A] and must be preapproved by the Finance and Administration Committee (FAC) to be eligible for reimbursement under this Policy. In the case of an unexpected or urgent need to travel on Alameda CTC business, a Commissioner may obtain the approval of the Chair, in writing, before the expenditures are incurred with a report to follow at the next FAC meeting.

Commissioners will be reimbursed for all reasonable and necessary expenditures while traveling on authorized agency business. Expenditures should be paid with a personal credit card or cash. Advances are not allowed. A list of non-reimbursable expenditures is included in Appendix B. Actual receipts are almost always required except where otherwise stated in this Policy.

When a Commissioner combines business and personal travel on a business trip, the Commissioner will be responsible for the additional charges related to the personal travel. Only Commissioner's direct travel expenditures are eligible for reimbursement. The Alameda CTC is unable to provide reimbursement for travel expenditures incurred by a spouse or any another individual traveling with the Commissioner.

Requests for reimbursement of expenditures must be submitted on the authorized Alameda CTC Expense Reimbursement Form [see Appendix C] within 30 calendar days after the conclusion of the trip. Receipts must be provided for all expenditures (other than incidentals that typically do not result in a receipt such as tips). Any reimbursement or payment issued by Alameda CTC which is subsequently refunded to the traveler by a third party must be repaid to the Alameda CTC within 30 calendar days of receipt.

Only the Executive Director can override and approve specific cost items that would otherwise be ineligible for reimbursement under this Travel and Expenditure Policy, and only if and when it is in the best interests of the Alameda CTC to do so.

Expenditure reimbursement documents will be audited from time to time, and are considered public records subject to disclosure under the California Public Records Act.

## **Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

### **Conferences/Conventions**

Registration fees for conferences and conventions are reimbursable for Commissioners if the conference or convention is directly related to the mission of the Alameda CTC, the Commissioner is attending as a representative of the Alameda CTC, and the Commissioner received preapproval from the FAC.

### **Air Travel**

Commissioners flying on business should make reservations as early as possible to minimize costs. Airfare should be purchased for coach/economy seats only, at the lowest cost possible which provides a practical flight itinerary and meets the requirements of the trip. First and business class airfare is not a reimbursable expenditure, nor are upgrades from the lowest coach/economy fare to “economy plus” seats (or equivalent), or to first or business class. If a Commissioner purchases a first or business class ticket, he/she will be reimbursed for the lowest available coach/economy fare only.

Commissioners will be reimbursed for regular baggage fees charged pursuant to applicable airline policy. Excess baggage charges will be reimbursed only when the Commissioner is traveling with heavy or bulky materials or equipment necessary for Alameda CTC business.

### **Hotel Accommodations**

When making hotel reservations, Commissioners must use the approved Per Diem Rates for lodging located on the General Services Administration (GSA) website, [www.gsa.gov](http://www.gsa.gov) [see Appendix D for current rates for the 94607 zip code], for the location of the stay plus 25%, to determine the maximum hotel accommodation expenditure that the Alameda CTC will reimburse per night, plus any applicable taxes.

If the hotel stay is in connection with a conference or training activity, the cost should not exceed the maximum group rate published by the conference or activity sponsor. Inquiries should always be made about any special rates or discounts available to the Alameda CTC by the hotel, such as governmental rates, in order to get the best rate possible.

If accommodations are shared with individuals who are not traveling on Alameda CTC business, the Commissioner is responsible for the payment of any rate difference between the single occupancy room rate and actual rate incurred.

## **Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

Resort or facility use fees imposed by the hotel, such as fitness center fees and internet connection fees and business center charges incurred for performing Alameda CTC work, are allowable as reimbursable business related expenditures.

Hotel self-parking fees are also allowable as reimbursable business related expenditures, however, the cost of parking at the hotel should be considered when deciding whether to rent a vehicle or use public transportation (see *Transportation* discussion below). Valet parking fees will not be reimbursed.

### **Rental Vehicles**

Reimbursement for rental of cars or other vehicles while traveling on Alameda CTC business is limited to those circumstances where the need for a vehicle for business purposes is expected to be extensive, or the use of taxi services or public transportation would not be economical or practical. Commissioners who operate vehicles on Alameda CTC business must have a valid driver's license and proof of insurance in their possession, and must also have a good driving record.

In the event a rental vehicle is required, Alameda CTC will reimburse for a "Standard Class" size vehicle, except when there are justifiable circumstances, such as group requirements, which make a larger vehicle necessary.

The Alameda CTC has *Hired and Non-owned Auto Coverage* of up to \$1 million for liability to third parties in case a Commissioner injures someone or causes property damage to another vehicle while renting a car or driving his/her own personal vehicle while engaging in Alameda CTC business. Accordingly, rental car insurance is not an allowable reimbursable expenditure.

Rental cars should be returned with a full tank of gas to avoid refueling fees. The cost of gas for rental cars is an allowable expenditure under this policy.

### **Meals While Traveling**

One-Day Travel – meals are NOT an allowable reimbursable expenditure for one-day travel, unless such travel is in excess of 25 miles one way from the Alameda CTC office.

Multiple-Day Travel – meals will be reimbursed at the lesser of:

- Actual reasonable cost (including applicable taxes and reasonable tip), or
- The Per Diem Rates for meals located on the GSA website, [www.gsa.gov](http://www.gsa.gov) [see Appendix D], for the location of the stay plus 25%. Note that separate rates are provided for Breakfast, Lunch and Dinner.



## **Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

If the actual cost method is used, an original itemized receipt must be submitted with the expense report form. If meals are provided by an event or conference the cost for which is paid by the Alameda CTC, then no separate reimbursement is allowed for that meal. A Commissioner who pays the bill for a meal attended by more than one Commissioner or Alameda CTC employee may submit the expenditure with receipt for the combined meal cost, but all attendees' names must be included on the expense report form. Only costs related to Commissioners and Alameda CTC employees' meals are eligible for reimbursement. Costs incurred for any other person at such a meal (including applicable taxes and appropriate allocation of any tip) must be deducted from the amount of the requested reimbursement.

Commissioners who claim the allowable Per Diem Rate from the GSA website should print the page for the location of the meeting or conference from the website to attach to their expense report form. In addition, they should retain their actual receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or IRS.

Alcoholic beverages are not a reimbursable expenditure. Alcoholic beverages may appear on the itemized receipt for a meal, but the charge (including applicable taxes and appropriate allocation of any tip) must be deducted from the amount of the requested reimbursement.

Entertainment expenditures are not considered reimbursable expenditures. This includes, but is not limited to, meals unrelated to Alameda CTC business, movies, shows, etc...

### **Other Meals**

Expenditures for business meals other than meals during travel, such as meals with other elected officials where Alameda CTC business is discussed, must be preapproved by the Executive Director. In order to obtain reimbursement for such expenditures, the following documentation is required and must be recorded on the expense report form or backup documentation:

- Names of individuals present along with their titles and affiliation,
- Name and location of where the meal took place,
- Exact amount and date of the expenditure, and
- Specific Alameda CTC-related topics discussed.

### **Miscellaneous Travel Expenditures**

Ordinary, reasonable and necessary miscellaneous expenditures are reimbursable at actual cost when accompanied by itemized receipts and justification for the expenditures including WiFi, phone, fax, and similar expenses.

## **Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

In-flight phones and WiFi services should be used only in emergency situations.

*Tipping* – reasonable and customary tipping rates are reimbursable. In the US 15-20% gratuity on meals, up to a \$3 baggage handling gratuity and up to \$5 per day housekeeping gratuity are considered reasonable and are allowable. (Receipts for baggage and housekeeping gratuities are not required for reimbursement.)

*Transportation* – Fares and expenditures for taxis, shuttles, buses, BART or other public transportation (including Uber, Lyft or similar services) are reimbursable when incurred for Alameda CTC business. Receipts should be obtained whenever possible, but expenditures are still eligible for reimbursement when a receipt is unavailable. In the event that a receipt is not available, a printout from the transportation agency showing the fare must be submitted for reimbursement. For example: a printout from the BART website showing the total fare for the trip taken. Commissioners should apply prudent business judgment in determining the means of transportation to use.

*Personal/Private Vehicle Usage* – Commissioner's use of a personal/private vehicle is reimbursable at the mileage rate established by the IRS which can be found at [www.irs.gov](http://www.irs.gov) (currently 54 cents per mile for 2016). Details on the date of travel, starting and ending destinations, purpose of travel, miles driven, tolls and parking costs (receipt required when possible) incurred must be provided on the expense report form. A printout from a map website such as Google Maps should be used to determine the total miles driven and must be submitted with the expense report form. Commissioners who operate vehicles on Alameda CTC business must have a valid driver's license and proof of insurance in their possession, and a good driving record.

**Appendix A**  
**Justified Alameda CTC Travel**

Justified Alameda CTC travel trips include, but are not limited to:

Attending meetings with local representatives in Washington DC or Sacramento with Alameda CTC staff

Attending the Focus on the Future conference as an Alameda CTC representative

Attending other transportation-related conferences as an Alameda CTC representative

Attending meetings, or making presentations to investors, in conjunction with a bond sale

NOTE: Justified travel is not limited to the list provided above. This list is provided for reference purposes only. All trips must be preapproved, regardless of whether they are included on this list.

**Appendix B**  
**Non-Reimbursable Expenditures**

Non-reimbursable expenditures include but are not limited to:

- Airfare upgrades or rental car upgrades
- Air phone charges (except in emergencies)
- Alcoholic beverages
- Business class airfare
- Entertainment expenditures
- Expenditures incurred by/for spouses or other travel companions
- Expenditures related to personal days while on business trip
- First class airfare
- Interest incurred on credit cards
- Loss due to theft of cash or personal property
- Lost baggage or briefcase
- Meeting room rentals (when not for Alameda CTC business)
- “No show” charges for hotel or car service
- Optional travel or baggage insurance
- Parking or traffic tickets or fines
- Personal items
- Reading material such as magazines, books and newspapers
- Rental car insurance
- Valet parking fees

NOTE: Non-reimbursable expenditures are not limited to the list provided above. This list is provided for reference purposes only.

**Appendix C  
Travel and Expense Report Form**



**ALAMEDA COUNTY TRANSPORTATION COMMISSION  
TRAVEL AND EXPENSE REPORT FORM  
2016**

CLAIMANT'S NAME:

PERIOD COVERED:

ITEM	DATE	LOCATION AND PURPOSE	FROM	TO	MILES	MILEAGE RATE 0.540	AIRFARE, PARKING TOLL, Etc.	MEALS	LODGING	PHONE	OTHER (Specify)	TOTAL AMOUNT DUE
1						-						-
2						-						-
3						-						-
4						-						-
5						-						-
6						-						-
7						-						-
8						-						-
9						-						-
10						-						-
11						-						-
12						-						-
13						-						-
14						-						-
					<i>TOTALS</i>	-	-	-	-	-	-	-

(Specify other costs and any other notes here.)

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby request reimbursement for the out-of-pocket expenses incurred while on Alameda CTC business; and certify, to the best of my knowledge, that this request represents legitimate expenses incurred pursuant to the adopted Travel and Expenditure Policy.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Account Distribution:**

Travel	012-7030	-
Business Mtg Food/Meals	012-7020	-
_____		-
_____		-
Other _____		-
<b>TOTAL:</b>		- (* Must tie to cell P25)

Form Updated: March 4, 2016

**Appendix D  
Current GSA Rates for the 94607 Zip Code**

# FY 2016 Per Diem Rates for ZIP 94607

(October 2015 - September 2016)

Cities not appearing below may be located within a county for which rates are listed.  
 To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

## The following rates apply for 94607

Primary Destination		Max lodging by Month (excluding taxes)												M&IE
		2015			2016									
(1, 2)	County (3,4)	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	(5)
Oakland	Alameda	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$69

## Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



## FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

<b>Total</b>	<b>Continental Breakfast/ Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>IE</b>
<b>\$51</b>	\$11	\$12	\$23	\$5
<b>\$54</b>	\$12	\$13	\$24	\$5
<b>\$59</b>	\$13	\$15	\$26	\$5
<b>\$64</b>	\$15	\$16	\$28	\$5
<b>\$69</b>	\$16	\$17	\$31	\$5
<b>\$74</b>	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<b>Total</b>	<b>First &amp; Last Day of Travel</b>
\$51	<b>\$38.25</b>
\$54	<b>\$40.50</b>
\$59	<b>\$44.25</b>
\$64	<b>\$48.00</b>
\$69	<b>\$51.75</b>
\$74	<b>\$55.50</b>

**Looking for the foreign and outside the continental United States (OCONUS) breakdown chart?** Visit FTR Appendix B. (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

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