



# Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• [www.AlamedaCTC.org](http://www.AlamedaCTC.org)

**Commission Chair**  
Councilmember At-Large,  
Rebecca Kaplan, City of Oakland

**Commission Vice Chair**  
Supervisor Richard Valle, District 2

**AC Transit**  
Director Elsa Ortiz

**Alameda County**  
Supervisor Scott Haggerty, District 1  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

**BART**  
Director Rebecca Saltzman

**City of Alameda**  
Mayor Trish Spencer

**City of Albany**  
Mayor Peter Maass

**City of Berkeley**  
Councilmember Kriss Worthington

**City of Dublin**  
Mayor David Haubert

**City of Emeryville**  
Vice Mayor John Bauters

**City of Fremont**  
Mayor Lily Mei

**City of Hayward**  
Mayor Barbara Halliday

**City of Livermore**  
Mayor John Marchand

**City of Newark**  
Councilmember Luis Freitas

**City of Oakland**  
Councilmember Dan Kalb

**City of Piedmont**  
Mayor Jeff Wieler

**City of Pleasanton**  
Mayor Jerry Thorne

**City of San Leandro**  
Mayor Pauline Cutter

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

**Executive Director**  
Arthur L. Dao

## Finance and Administration Committee

**Monday, March 13, 2017, 10:30 a.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.

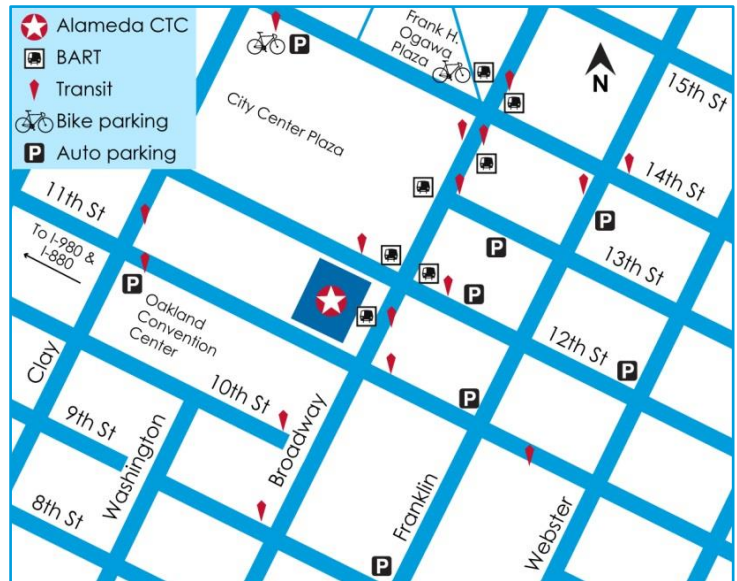
### Glossary of Acronyms

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](http://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).

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# Finance and Administration Committee Meeting Agenda Monday, March 13, 2017, 10:30 a.m.

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• [www.AlamedaCTC.org](http://www.AlamedaCTC.org)

**Chair:** Mayor David Haubert, City of Dublin

**Vice Chair:** Supervisor Keith Carson,  
Alameda County, District 5

**Commissioners:** Scott Haggerty, Elsa Ortiz, Trish Spencer,  
Jerry Thorne, Jeff Wieler

**Ex-Officio Members:** Rebecca Kaplan, Richard Valle

**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

4.1. [Approve the February 13, 2017 FAC meeting minutes.](#)

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4.2. [Approve the Commissioner Travel to Washington D.C. for the Annual Legislative Visit.](#)

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4.3. [Approve Commissioner Travel to the California Association of Councils of Governments Regional Leadership Forum.](#)

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## 5. Regular Matters

5.1. [Approve the Proposed FY2016-17 Mid-Year Budget Update.](#)

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5.2. [Approve the Organizational Structure and Staff Salary Ranges for Fiscal Year 2017-18.](#)

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## 6. Committee Member Reports

## 7. Staff Reports

## 8. Adjournment

**Next Meeting:** April 10, 2017

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

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Finance and Administration Committee  
Meeting Minutes  
Monday, February 13, 2017, 10:30 a.m.

4.1

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**1. Pledge of Allegiance**

**2. Roll Call**

A roll call was conducted. All members were present with the exception of Commissioner Kaplan and Commissioner Wieler.

**Subsequent to the roll call:**

Commissioner Wieler arrived after the vote of item 5.1.

**3. Public Comment**

There were no public comments.

**4. Consent Calendar**

**4.1. Approve the January 9, 2017 FAC Meeting Minutes**

**4.2. Receive the FY2016-17 Second Quarter Report of Claims Acted Upon Under the Government Claims Act**

*Commissioner Ortiz moved to approve the Consent calendar. Commissioner Carson seconded the motion. The motion passed with the following votes:*

Yes:	Haubert, Carson, Ortiz, Spencer, Thorne, Valle
No:	None
Abstain:	None
Absent:	Kaplan, Wieler

**5. Regular Matters**

**5.1. Approve the Alameda CTC FY2016-17 Second Quarter Investment Report**

Patricia Reavey recommended the Commission approve the FY2016-17 second quarter investment report. She stated that the report provides balance and average return on investment information for all cash and investments held by Alameda CTC as of December 31, 2016. Patricia noted that the report also shows balances as of June 30, 2016 for comparison purposes and includes a portfolio review, a review and outlook of current market conditions, an investment strategy and an overview of the strategy used to develop the bond proceeds portfolio. Patricia stated that Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six month. She provided the Commission with key highlights of cash and investment activity as of December 31, 2016.

Commissioner Ortiz asked why the performance is below the benchmark in the last two quarters. Patricia responded that the benchmark and the cash flow are being reviewed now in order to set the benchmarks to reflect Alameda CTC cash flow needs.

Commissioner Spencer stated that Alameda CTC should consider divesting Wells Fargo from the investment portfolio and how would it be done. Patricia responded that it's rare to sell an investment once it is made and a loss may be incurred if it's done before the stated maturity of the investment.

Commissioner Carson asked how often Alameda CTC revisits the investment policy. Patricia responded that the investment policy is brought before the Commission annually around May. Art Dao stated that Alameda CTC will bring the policy/portfolio to the Commission in May and the Commissioners may provide direction at that time.

Commissioner Carson asked are fees charged per transaction. Patricia responded that investment advisor fees are charged based on the amount of the investment portfolio.

Commissioner Wieler requested more information on the error made by JP Morgan bond. Patricia stated that staff reviewed the investment once the error had been made and decided that it was in Alameda CTC's best interest to hold the investment to maturity now that the purchase has been made. This is the same process which is followed if an investment in the portfolio gets downgraded below the level that is allowable for purchases in the investment policy.

*Commissioner Valle moved to approve this item with the caveat that the Commission would review the investment policy and portfolio in detail in May. Commissioner Spencer seconded the motion. The motion passed with the following votes:*

Yes: Valle, Haubert, Spencer, Carson, Thorne, Ortiz  
No: None  
Abstain: None  
Absent: Kaplan, Wieler

## **5.2. Approve the Alameda CTC FY2016-17 Second Quarter Financial Report**

Patricia Reavey recommended that the Commission approve the FY2016-17 second quarter financial report. She stated that the report is prepared by governmental fund types similar to the Alameda CTC budget. Patricia noted that this report provides a summary of FY 2016-17 actual revenues and expenditures through December 31, 2016 with comparisons to the year-to-date currently adopted budget. She stated that Alameda CTC is showing a net increase in fund balance in the amount of \$41 million mostly due to sales tax revenues received, but not yet spent primarily in the Special Revenue and Capital Projects funds and an accumulation of funding in the Debt Service Fund.

Commissioner Ortiz stated that salaries and benefits appears to be over budget. Patricia responded that salaries and benefits are spread out over the various functions of the agency. She stated that, salaries and benefits are just slightly over budget in total. The report shows staff has spent more time on administrative tasks than was budgeted on a year-to-date basis, but as time goes on staff will spend more time directly on projects and programs as they are developed and the administrative fund is expected to be within budget by year-end.

Commissioner Wieler asked if it would be helpful if a consolidated statement is done so the Commissioners can view the organization as a consolidated entity. Art stated that in the future Alameda CTC staff will present a consolidated financial statement for the Commission.

Commission Carson asked if last year's administrative and other funds were within budget. Patricia responded yes and stated that a budget comparison is done by fund and reported in the Comprehensive Annual Financial Report, which is located on the Alameda CTC website.

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

Yes:	Valle, Haubert, Spencer, Carson, Thorne, Ortiz, Wieler
No:	None
Abstain:	None
Absent:	Kaplan

### **5.3. Approve the Fiscal Year 2017-18 Media and Public Relation Services Contract Plan**

Tess Lengyel recommended the Commission approve and authorize the Executive Director to enter into negotiations and execute a professional services contract with Circlepoint for media and public relations services for one year, starting July 1, 2017. Tess noted that at the January FAC meeting, the Commissioners requested additional information about Alameda CTC communications and the scope of work for the FY2017-18 media and public relations services contract.

Commissioner Carson asked how the contract was initially procured and how the Request for Proposal (RFP) was advertised. Seung Cho responded that last year Alameda CTC advertised the media and public relation services contract via the RFP process. He reviewed the procurement process and noted that three bids responded to the RFP. He also explained that 12 firms attended the pre-proposal meeting. Tess explained that even though the number of bids received was low, the firms that was awarded the bid will have many subcontractors also involved.

Commissioner Carson asked how many people were on the RFP panel. Seung responded that the panel consisted of two Alameda CTC staff and one in-house consultant.

Commissioner Ortiz asked if the contract is for five years. Tess responded that Alameda CTC under the contracting terms can renew the contract annually for up to five years.

Commissioner Spencer stated that the Commission would like to see examples of social media posts and analytics on the number of people reached and the number of followers.

Commissioner Carson asked is \$224,933 the full cost of the contract. Tess responded this is the full cost of the contract.

A public comment was heard from Ken Bukowski what suggested that the contract be extended to include video recording of the meetings.

*Commissioner Ortiz moved to approve this item. Commissioner Valle seconded the motion. The motion passed with the following votes:*

Yes: Valle, Haubert, Spencer, Carson, Thorne, Ortiz, Wieler  
No: None  
Abstain: None  
Absent: Kaplan

**5.4. Reaffirm Alameda County Transportation Commission Administrative Code language requiring the annual election of the Chair and Vice-Chair**

Art Dao recommended the Commission reaffirm the Administrative Code language for the annual election of the Chair and Vice Chair. He noted that this item is a referral from the January Commission meeting regarding the term limits for officers.

Commissioner Haggerty stated that the Commission should begin to elect the Chair's and Vice Chairs for one year to allow additional people to participate in leadership positions.

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

Yes: Valle, Haubert, Spencer, Carson, Thorne, Ortiz, Wieler  
No: None  
Abstain: None  
Absent: Kaplan

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

There were no committee member reports.

**7. Staff Reports**

There were no staff report.

**8. Adjournment/ Next Meeting**

The next meeting is:

Date/Time: Monday, March 13, 2017 at 10:30a.m.

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

Attested by:



Vanessa Lee,  
Clerk of the Commission





# Memorandum

4.2

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

**DATE:** March 6, 2017

**SUBJECT:** Commissioner Travel to Washington D.C. for the Annual Legislative Visit

**RECOMMENDATION:** Approve Commissioner travel to Washington D.C. for the Annual Legislative Visit

## Summary

Per the Commissioner Travel and Expenditure Policy adopted in March 2016, all travel for Alameda CTC Commissioners must be preapproved by the Finance and Administration Committee (FAC) to be eligible for reimbursement under this Policy.

The Chair and Vice-Chairs of the Commission, the Planning, Policy and Legislation Committee (PPLC), and the Goods Movement Planning Committee (GMPC) are planning to join staff in attending the annual legislative visit to Washington DC. Approval of this item will authorize these Commissioners to be reimbursed for all reasonable and necessary expenditures while traveling on authorized Alameda CTC business.

## Background

Alameda CTC staff and Commissioners travel to Washington D.C. each year and visit with federal and state legislators to inform the delegation about Alameda CTC projects and programs with the hopes of garnering support and attracting additional funding. The Chairs and Vice-Chairs of the Commission and the Committees listed above plan to attend various meetings in Washington D.C. along with staff. The trip will begin on March 27, 2016 and resume on March 29, 2017. Requests for reimbursement of expenditures must be submitted on the authorized Alameda CTC Expense Reimbursement Form within 30 calendar days after the conclusion of the trip along with required documentation per the adopted policy.

**Fiscal Impact:** The fiscal impact of this trip will include all reasonable and necessary expenditures incurred during travel which are included in the adopted FY2016-17 budget.

## Staff Contact

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

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# Memorandum

4.3

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

**DATE:** March 6, 2017

**SUBJECT:** Commissioner Travel to the California Association of Councils of Governments Regional Leadership Forum

**RECOMMENDATION:** Approve Commissioner travel to the California Association of Councils of Governments Regional Leadership Forum

## Summary

Per the Commissioner Travel and Expenditure Policy adopted in March 2016, all travel for Alameda CTC Commissioners must be preapproved by the Finance and Administration Committee (FAC) to be eligible for reimbursement under this Policy.

Commissioner Haggerty plans to attend this year's California Association of Councils of Governments Regional Leadership Forum. Approval of this item will authorize Commissioner Haggerty to be reimbursed for all reasonable and necessary expenditures while traveling on authorized agency business.

## Background

The California Association of Councils of Governments is a 45-member nonprofit, social welfare organization formed to serve regional governments. Commissioner Haggerty serves as Alameda CTC's appointed representative on the Board of Directors. The Regional Leadership Forum combines a focus on current issues with deeper level discussions about the role of regional governance in California. Commissioner Scott Haggerty plans to attend the forum in Monterey, California from March 29, 2017 to March 31, 2017. Requests for reimbursement of expenditures must be submitted on the authorized Alameda CTC Expense Reimbursement Form within 30 calendar days after the conclusion of the trip along with required documentation per the adopted policy.

## Fiscal Impact

The fiscal impact of this trip will include all reasonable and necessary expenditures incurred during travel which are included in the adopted FY2016-17 budget.

## Staff Contact

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

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# Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

**DATE:** March 6, 2017

**SUBJECT:** FY2016-17 Mid-Year Budget Update

**RECOMMENDATION:** Approve the Proposed FY2016-17 Mid-Year Budget Update.

## Summary

The proposed update to the FY2016-17 budget was developed to reflect changes to actual fund balances, and projected revenues and expenditures on projects and programs since the original budget was adopted in June 2016.

The proposed budget update includes an increase of \$114.7 million to actual audited FY2015-16 fund balances rolled forward into FY2016-17 for a total beginning fund balance of \$390.7 million. It also contains revenues totaling \$354.5 million of which sales tax revenues comprise \$276.7 million, or 78 percent, for total available resources of \$745.2 million. The total revenue amount proposed is an increase of \$44.0 million over the currently adopted budget mostly related to outside funding sources in the capital project funds which were adopted in the FY2015-16 budget, but have rolled forward to the FY2016-17 budget because they had not yet been utilized by the end of FY2015-16.

Revenues are offset in the proposed budget update by \$435.3 million in total expenditures of which \$209.0 million, or 48 percent, are allocated for capital project expenditures and \$4.9 million, or 1 percent, is allocated for salaries and benefits. The total salaries and benefits amount proposed in this budget update is a decrease of \$0.3 million from the currently adopted budget mostly due to timing of filling vacant positions. Salaries and benefits expenditures are nominal as compared to total expenditures and are much lower than that of most similar agencies. The total expenditure amount is an increase of \$153.6 million over the currently adopted budget. This significant increase is due to the adjustment for the capital roll forward balance from FY2015-16, an estimate of which was included in the originally adopted FY2016-17 budget on the capital spreadsheets but could not be pulled to the consolidated Alameda CTC budget spreadsheet until final fund balance roll forward amounts were updated based on the audited Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2016. This CAFR was approved by the Commission in December 2016.

Capital projects fund revenues and expenditures that appeared on the consolidated Alameda CTC Budget sheet in the adopted budget for FY2016-17 when the budget was adopted in June 2016 did not include the roll forward revenues and expenditures balances because these amounts were still included in the approved budget and projected ending fund balance for FY2015-16. During the mid-year budget update process, the roll forward fund balances are updated to actual based on the audited financial statements. Therefore, the capital budget revenues and expenditures amounts on the consolidated budget spreadsheet for the mid-year budget update includes the full capital budget including both the actual roll forward balances from FY2015-16 and any additional requested capital budget for FY2016-17. This methodology ensures accurate and reliable fund balance information in Alameda CTC's budget process.

The update of the audited fund balances from FY2015-16 and the projected revenue and expenditure totals constitute a net increase in the projected ending fund balance of \$5.1 million and a projected consolidated ending fund balance of \$309.8 million. Fund balance and operational reserves set aside in this budget update have decreased by \$2.8 million to \$43.8 million based on adopted policies.

The budget update includes revenues and expenditures necessary to develop and implement vital planning projects and programs in Alameda County. It 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 2016 Comprehensive Investment Plan Update approved by the Commission in July 2016.

The 2000 Measure B and Measure BB Limitation ratios required by the Transportation Expenditure Plans 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 requirements.

## **Background**

Development of the FY2016-17 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 FY2016-17 budget update would be to allow the roll forward of audited fund balances from FY2015-16 of \$114.7 million, provide additional resources of \$44.0 million and authorize additional expenditures of \$153.6 million, reflecting an overall increase in fund balance of \$5.1 million for a projected ending fund balance of \$309.8 million.

## **Attachments**

- A. Alameda CTC FY2016-17 Proposed Budget Update
- B. Alameda CTC FY2016-17 Currently Adopted Budget
- C. Alameda CTC FY2016-17 Proposed Budget Adjustments
- D. Proposed Capital Projects Budget Update for FY2016-17
- E. I-580 Express Lane FY2016-17 Proposed Budget Detail

## **Staff Contact**

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

[Seung Cho](#), Director of Budgets and Administration

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**Alameda County Transportation Commission  
FY2016-17 Proposed Budget Update**

5.1A

	General Funds Proposed	I-580 Express Lanes Fund 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>	\$ 38,229,613	\$ 2,033,206	\$ 56,272,756	\$ 5,061,439	\$ 16,148,377	\$ 272,929,125	\$ -	\$ 390,674,516
<b>Revenues:</b>								
Sales Tax Revenues	11,756,500	-	168,682,809	-	-	96,260,691	-	276,700,000
Investment Income	115,000	-	175,000	25,000	75,000	585,000	-	975,000
Member Agency Fees	1,394,819	-	-	-	-	-	-	1,394,819
VRF Funds	-	-	12,000,000	-	-	465,584	(465,584)	12,000,000
Toll Revenues	-	7,800,000	-	-	-	-	-	7,800,000
Other Revenues	-	1,408,702	31,250	-	20,770,000	-	(20,801,250)	1,408,702
Regional/State/Federal Grants	6,123,834	-	2,052,255	-	-	19,541,573	(10,761)	27,706,902
Local and Other Grants	2,732,819	-	-	9,797,874	-	51,518,555	(37,525,385)	26,523,863
<b>Total Revenues</b>	22,122,972	9,208,702	182,941,314	9,822,874	20,845,000	168,371,403	(58,802,980)	354,509,286
<b>Expenditures:</b>								
<u>Administration</u>								
Salaries and Benefits	1,774,365	-	-	-	-	82,769	-	1,857,134
General Office Expenses	1,382,753	-	3,000	-	-	138,909	(3,000)	1,521,662
Travel Expense	36,000	-	-	-	-	4,000	-	40,000
Debt Service	-	-	-	-	26,471,350	20,770,000	(20,770,000)	26,471,350
Other Administration	2,100,254	-	-	-	-	167,453	-	2,267,707
Commission and Community Support	247,050	-	28,250	-	-	-	(28,250)	247,050
Contingency	190,000	-	-	-	-	10,000	-	200,000
<u>Enterprise</u>								
Salaries and Benefits	-	195,078	-	-	-	-	-	195,078
Project Management and Support	-	276,075	-	-	-	-	-	276,075
Other Operating Expenditures	-	5,680,000	-	-	-	-	-	5,680,000
<u>Planning</u>								
Salaries and Benefits	845,892	-	-	-	-	-	-	845,892
Planning Management and Support	672,056	-	-	-	-	-	-	672,056
Transportation Planning	2,954,080	-	-	-	-	-	(1,703,975)	1,250,105
Congestion Management Program	400,852	-	-	-	-	-	(86,128)	314,725
Other Planning Projects	-	-	-	-	-	-	-	-
<u>Programs</u>								
Salaries and Benefits	399,260	-	1,066,349	41,569	-	-	(134,439)	1,372,739
Programs Management and Support	112,489	-	1,214,226	-	-	-	-	1,326,715
Safe Routes to School Programs	2,053,050	-	-	-	-	-	(276,262)	1,776,788
VRF Programming	-	-	12,680,000	-	-	-	-	12,680,000
Measure B/BB Direct Local Distribution	-	-	142,966,573	-	-	-	-	142,966,573
Grant Awards	-	-	10,186,523	-	-	-	-	10,186,523
Programming	-	-	4,406,820	9,756,305	-	-	-	14,163,125
<u>Capital Projects</u>								
Salaries and Benefits	-	-	-	-	-	653,190	(62,317)	590,873
Project Management and Support	-	-	-	-	-	2,035,775	-	2,035,775
Capital Project Expenditures	-	-	-	-	-	242,341,705	(35,935,366)	206,406,340 *
<u>Indirect Cost Recovery/Allocation</u>								
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(196,756)	-	-	-	-	-	196,756	-
<b>Total Expenditures</b>	12,971,344	6,151,153	172,551,742	9,797,874	26,471,350	266,203,801	(58,802,980)	435,344,285
<b>Net Change in Fund Balance</b>	9,151,628	3,057,549	10,389,573	25,000	(5,626,350)	(97,832,398)	-	(80,834,998)
<b>Projected Ending Fund Balance</b>	47,381,241	5,090,755	66,662,329	5,086,439	10,522,027	175,096,727	-	309,839,518
<b>Fund Balance/Operational Reserves</b>	42,259,884	1,576,474	-	-	-	-	-	43,836,358
<b>Projected Net Fund Balance</b>	\$ 5,121,357	\$ 3,514,281	\$ 66,662,329	\$ 5,086,439	\$ 10,522,027	\$ 175,096,727	\$ -	\$ 266,003,160

\* Adjustment due to unutilized Capital Budget authority rolled over from adopted FY2015-16 Capital Budget. The roll over amount appeared and was adopted on Capital Budget detail sheets in the originally adopted budget for FY2016-17, but not the Consolidated sheet. The beginning fund balances have been updated on the Consolidated Budget sheet to tie to FY2015-16 audited financial statements so that all projected expenditures in the Capital Budget now appear on the Consolidated Budget sheet.

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**Alameda County Transportation Commission  
FY2016-17 Currently Adopted Budget**

5.1B

	General Funds	I-580 Express Lanes Fund	Special Revenue Funds	Exchange Fund	Debt Service Fund	Capital Project Funds	Inter-Agency Adjustments/ Eliminations	Total
<b>Beginning Fund Balance</b>	\$ 36,934,023	\$ 981,250	\$ 47,075,326	\$ 4,929,549	\$ 9,165,442	\$ 176,897,808	\$ -	\$ 275,983,398
<b>Revenues:</b>								
Sales Tax Revenues	11,756,500	-	168,682,809	-	-	96,260,691	-	276,700,000
Investment Income	115,000	-	175,000	25,000	75,000	585,000	-	975,000
Member Agency Fees	1,394,819	-	-	-	-	-	-	1,394,819
VRF Funds	-	-	12,000,000	-	-	1,715,000	(1,715,000)	12,000,000
Toll Revenues	-	4,800,000	-	-	-	-	-	4,800,000
Other Revenues	13,166	-	31,250	-	20,770,000	1,463	(20,801,250)	14,629
Regional/State/Federal Grants	7,434,749	-	2,211,266	-	-	-	(161,279)	9,484,736
Local and Other Grants	2,980,525	-	7,763	7,851,791	-	7,121,696	(12,866,498)	5,095,276
<b>Total Revenues</b>	23,694,759	4,800,000	183,108,088	7,876,791	20,845,000	105,683,850	(35,544,028)	310,464,460
<b>Expenditures:</b>								
<u>Administration</u>								
Salaries and Benefits	1,729,383	-	-	-	-	78,564	-	1,807,948
General Office Expenses	1,442,464	-	3,000	-	-	146,234	(3,000)	1,588,698
Travel Expense	31,500	-	-	-	-	3,500	-	35,000
Debt Service	-	-	-	-	26,471,350	20,770,000	(20,770,000)	26,471,350
Other Administration	2,328,051	-	-	-	-	168,453	-	2,496,504
Commission and Community Support	247,050	-	28,250	-	-	-	(28,250)	247,050
Contingency	190,000	-	-	-	-	10,000	-	200,000
<u>Enterprise</u>								
Salaries and Benefits	-	224,174	-	-	-	-	-	224,174
Project Management and Support	-	315,000	-	-	-	-	-	315,000
Other Operating Expenditures	-	3,485,000	-	-	-	-	-	3,485,000
<u>Planning</u>								
Salaries and Benefits	939,123	-	-	-	-	-	-	939,123
Planning Management and Support	631,949	-	-	-	-	-	(77,009)	554,940
Transportation Planning	2,883,776	-	-	-	-	-	(1,729,419)	1,154,357
Congestion Management Program	455,000	-	-	-	-	-	(99,074)	355,926
Other Planning Projects	-	-	-	-	-	-	-	-
<u>Programs</u>								
Salaries and Benefits	395,116	-	1,431,672	62,643	-	-	(176,152)	1,713,279
Programs Management and Support	246,447	-	2,898,000	37,357	-	-	-	3,181,804
Safe Routes to School Programs	3,164,945	-	-	-	-	-	(402,372)	2,762,573
VRF Programming	-	-	12,680,000	-	-	-	-	12,680,000
Measure B/BB Direct Local Distribution	-	-	142,966,573	-	-	-	-	142,966,573
Grant Awards	-	-	11,766,288	-	-	-	-	11,766,288
Programming	135,000	-	5,192,806	7,751,791	-	-	(169,042)	12,910,554
<u>Capital Projects</u>								
Salaries and Benefits	-	-	-	-	-	488,601	(55,659)	432,942
Project Management and Support	-	-	-	-	-	2,364,643	-	2,364,643
Capital Project Expenditures	-	-	-	-	-	63,334,602	(12,265,862)	51,068,741
<u>Indirect Cost Recovery/Allocation</u>								
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(231,811)	-	-	-	-	-	231,811	-
<b>Total Expenditures</b>	14,587,994	4,024,174	176,966,589	7,851,791	26,471,350	87,364,597	(35,544,028)	281,722,467
<b>Net Change in Fund Balance</b>	9,106,765	775,826	6,141,499	25,000	(5,626,350)	18,319,253	-	28,741,993
<b>Projected Ending Fund Balance</b>	46,040,788	1,757,076	53,216,825	4,954,549	3,539,092	195,217,061	-	304,725,391
<b>Fund Balance/Operational Reserves</b>	45,597,366	1,006,043	-	-	-	-	-	46,603,409
<b>Projected Net Fund Balance</b>	\$ 443,422	\$ 751,033	\$ 53,216,825	\$ 4,954,549	\$ 3,539,092	\$ 195,217,061	\$ -	\$ 258,121,982

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**Alameda County Transportation Commission  
FY2016-17 Proposed Budget Adjustments**

5.1C

	General Funds Adjustment	I-580 Express Lanes Fund Adjustment	Special Revenue Adjustment	Exchange Fund Adjustment	Debt Service Fund Adjustment	Capital Project Funds Adjustment	Inter-Agency Adjustments/ Eliminations Adjustment	Total Adjustment
<b>Beginning Fund Balance</b>	\$ 1,295,590	\$ 1,051,956	\$ 9,197,430	\$ 131,890	\$ 6,982,935	\$ 96,031,317	\$ -	\$ 114,691,118
<b>Revenues:</b>								
Sales Tax Revenues	-	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-
Member Agency Fees	-	-	-	-	-	-	-	-
VRF Funds	-	-	-	-	-	(1,249,416)	1,249,416	-
Toll Revenues	-	3,000,000	-	-	-	-	-	3,000,000
Other Revenues	(13,166)	1,408,702	-	-	-	(1,463)	-	1,394,073
Regional/State/Federal Grants	(1,310,915)	-	(159,011)	-	-	19,541,573	150,519	18,222,166
Local and Other Grants	(247,706)	-	(7,763)	1,946,083	-	44,396,859	(24,658,887)	21,428,587
<b>Total Revenues</b>	<b>(1,571,787)</b>	<b>4,408,702</b>	<b>(166,773)</b>	<b>1,946,083</b>	<b>-</b>	<b>62,687,553</b>	<b>(23,258,952)</b>	<b>44,044,826</b>
<b>Expenditures:</b>								
<u>Administration</u>								
Salaries and Benefits	44,982	-	-	-	-	4,205	-	49,187
General Office Expenses	(59,711)	-	-	-	-	(7,325)	-	(67,036)
Travel Expense	4,500	-	-	-	-	500	-	5,000
Debt Service	-	-	-	-	-	-	-	-
Other Administration	(227,797)	-	-	-	-	(1,000)	-	(228,797)
Commission and Community Support	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
<u>Enterprise</u>								
Salaries and Benefits	-	(29,096)	-	-	-	-	-	(29,096)
Project Management and Support	-	(38,925)	-	-	-	-	-	(38,925)
Other Operating Expenditures	-	2,195,000	-	-	-	-	-	2,195,000
<u>Planning</u>								
Salaries and Benefits	(93,231)	-	-	-	-	-	-	(93,231)
Planning Management and Support	40,107	-	-	-	-	-	77,009	117,116
Transportation Planning	70,304	-	-	-	-	-	25,444	95,747
Congestion Management Program	(54,148)	-	-	-	-	-	12,946	(41,202)
Other Planning Projects	-	-	-	-	-	-	-	-
<u>Programs</u>								
Salaries and Benefits	4,144	-	(365,323)	(21,074)	-	-	41,713	(340,540)
Programs Management and Support	(133,958)	-	(1,683,774)	(37,357)	-	-	-	(1,855,089)
Safe Routes to School Programs	(1,111,895)	-	-	-	-	-	126,110	(985,785)
VRF Programming	-	-	-	-	-	-	-	-
Measure B/BB Direct Local Distribution	-	-	-	-	-	-	-	-
Grant Awards	-	-	(1,579,765)	-	-	-	-	(1,579,765)
Programming	(135,000)	-	(785,986)	2,004,514	-	-	169,042	1,252,571
<u>Capital Projects</u>								
Salaries and Benefits	-	-	-	-	-	164,589	(6,658)	157,931
Project Management and Support	-	-	-	-	-	(328,868)	-	(328,868)
Capital Project Expenditures	-	-	-	-	-	179,007,103	(23,669,504)	155,337,599 *
<u>Indirect Cost Recovery/Allocation</u>								
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	35,055	-	-	-	-	-	(35,055)	-
<b>Total Expenditures</b>	<b>(1,616,650)</b>	<b>2,126,979</b>	<b>(4,414,847)</b>	<b>1,946,083</b>	<b>-</b>	<b>178,839,204</b>	<b>(23,258,952)</b>	<b>153,621,818</b>
<b>Net Change in Fund Balance</b>	<b>44,863</b>	<b>2,281,723</b>	<b>4,248,074</b>	<b>-</b>	<b>-</b>	<b>(116,151,651)</b>	<b>-</b>	<b>(109,576,992)</b>
<b>Projected Ending Fund Balance</b>	<b>1,340,453</b>	<b>3,333,679</b>	<b>13,445,504</b>	<b>131,890</b>	<b>6,982,935</b>	<b>(20,120,334)</b>	<b>-</b>	<b>5,114,126</b>
<b>Fund Balance/Operational Reserves</b>	<b>(3,337,482)</b>	<b>570,431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,767,051)</b>
<b>Projected Net Fund Balance</b>	<b>\$ 4,677,935</b>	<b>\$ 2,763,248</b>	<b>\$ 13,445,504</b>	<b>\$ 131,890</b>	<b>\$ 6,982,935</b>	<b>\$ (20,120,334)</b>	<b>\$ -</b>	<b>\$ 7,881,178</b>

\* Adjustment due to unutilized Capital Budget authority rolled over from adopted FY2015-16 Capital Budget. The roll over amount appeared and was adopted on Capital Budget detail sheets in the originally adopted budget for FY2016-17, but not the Consolidated sheet. The beginning fund balances have been updated on the Consolidated Budget sheet to tie to FY2015-16 audited financial statements so that all projected expenditures in the Capital Budget now appear on the Consolidated Budget sheet.

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**Alameda County Transportation Commission  
Proposed Capital Projects Budget Update for FY2016-17**

5.1D

Project Name	(A)	(B)	(C)	(A) + (B) + (C) = (D)	Funding			
	FY 2015-16 Budget Rollover to FY 2016-17	Adopted FY 2016-17 Additional Budget	FY 2016-17 Capital Budget Adjustment	FY 2016-17 Proposed Capital Budget	Total Local Funding	Total Regional Funding	Total State Funding	Total Federal Funding
<b>CONGESTION MANAGEMENT</b>								
I-580 San Leandro Soundwall/Landscape	\$ 22,113	\$ -	\$ 1,263	\$ 23,376	\$ 23,376	\$ -	\$ -	\$ -
Grand MacArthur	21,519	-	(16,913)	4,606	4,606	-	-	-
I-680 HOT Lane	2,570,559	-	(27,087)	2,543,472	1,935,838	-	15,309	592,324
I-680 Northbound HOV / Express Lane	4,306,053	6,000,000	6,107,184	16,413,237	12,204,389	-	4,208,848	-
I-80 Gilman Interchange Imp.	88,971	1,613,098	(1,384,434)	317,635	150,000	-	-	167,636
Smart Corridors Operation and Maintenance	880,878	1,715,000	(2,260,000)	335,878	335,878	-	-	-
Caldecott Tunnel	2,651,877	250,000	(901,877)	2,000,000	2,000,000	-	-	-
I-880 North Safety & Op Improv 23rd&29th	3,426,544	-	-	3,426,544	1,964,905	1,431,170	26,189	4,280
I-580 Eastbound HOV Lane	106,669	-	(106,669)	-	-	-	-	-
I-580 Enviromental Mitigation	197,196	-	-	197,196	-	197,196	-	-
I-580 Eastbound Express (HOT) Lane	1,133,546	3,000,000	-	4,133,546	1,511,142	1,711,007	483,265	428,133
I-580 Eastbound Auxiliary (AUX) Lane	5,388,665	-	1,000,000	6,388,665	5,460,789	888,581	-	39,295
I-580 Right of Way Preservation	585,330	-	-	585,330	571,381	-	13,949	-
I-580 Westbound HOV Lane	2,496,628	303,993	590	2,801,210	2,683,210	-	118,000	-
I-580 Westbound HOT Lane	9,900,143	-	(5,559,286)	4,340,857	2,491,110	-	1,837,628	12,120
Altamont Commuter Express Operations	796	30,000	-	30,796	30,796	-	-	-
Altamont Commuter Express	1,471,422	1,550,862	-	3,022,284	2,570,153	-	452,131	-
I-880 Southbound HOV Lane	3,039,326	-	1,362,479	4,401,804	4,401,804	-	-	-
I-880 Southbound HOV Lane Landscaping/Hardscaping	670,320	-	-	670,320	15,787	-	-	654,533
Webster Street Smart Corridor	159,542	-	18,401	177,942	130,907	7,855	-	39,180
Marina Boulevard/I-880 PSR	12,648	-	(12,648)	-	-	-	-	-
I-680/880 Cross Connector PSR	340,493	-	(340,493)	-	-	-	-	-
I-680 SB HOV Lane	3,853,637	-	(3,853,637)	-	-	-	-	-
Route 84 Widening Project - Pigeon Pass to Interstate 680	1,172,948	-	1,392,021	2,564,969	2,564,969	-	-	-
I-80 Integrated Corridor Mobility	6,619,860	-	(2,294,884)	4,324,977	43,094	-	4,214,900	66,983
Project Management / Closeout	1,343	-	-	1,343	1,343	-	-	-
<b>2000 MEASURE B SALES TAX</b>								
ACE Capital Improvements	3,891,727	-	-	3,891,727	3,891,727	-	-	-
BART Warm Springs Extension	8,781,728	-	-	8,781,728	8,781,728	-	-	-
Downtown Oakland Streetscape	801,911	-	-	801,911	801,911	-	-	-
Telegraph Avenue Bus Rapid Transit	(34,321)	-	34,321	-	-	-	-	-
I-680 Express Lane	12,204,389	-	-	12,204,389	12,204,390	-	-	-
Iron Horse Trail	2,415,000	3,267,000	-	5,682,000	5,682,000	-	-	-
I-880/Broadway-Jackson Interchange	1,149,016	-	-	1,149,016	1,149,016	-	-	-
I-580/Castro Valley Interchanges Improvements	1,711,471	1,878,840	841	3,591,152	2,719,347	-	-	871,805
Lewelling/East Lewelling	561,889	-	-	561,889	561,889	-	-	-
I-580 Auxiliary Lanes	1,230	-	-	1,230	-	-	-	-
I-580 Auxiliary Lanes - Westbound Fallon to Tassajara	24,616	-	-	24,616	24,616	-	-	-
I-580 Auxiliary Lanes - Westbound Airway to Fallon	2,438,604	-	-	2,438,604	2,438,604	-	-	-
I-580 Auxiliary Lanes - E/B El Charro to Airway	(7,843,000)	-	7,843,000	-	-	-	-	-
Rte 92/Clawiter-Whitesell Interchange	5,014,406	-	-	5,014,406	5,014,406	-	-	-
Hesperian/Lewelling Widening	599,622	-	-	599,622	599,622	-	-	-
Westgate Extension	388,191	-	-	388,191	388,191	-	-	-
E. 14th/Hesperian/150th Improvements	2,024,773	-	-	2,024,773	2,024,773	-	-	-
I-238 Widening	7,788,249	-	(7,788,249)	-	-	-	-	-
I-680/I-880 Cross Connector Study	341,139	-	-	341,139	341,139	-	-	-
Isabel - Route 84/I-580 Interchange	989,888	-	-	989,888	989,888	-	-	-
Route 84 Expressway	12,044,027	-	-	12,044,027	12,044,027	-	-	-
Dumbarton Corridor - Central Avenue Overpass	2,700,000	-	-	2,700,000	2,700,000	-	-	-
I-580 Corridor Improvements	4,570,464	12,000,000	-	16,570,464	16,570,464	-	-	-
I-80 Integrated Corridor Mobility	142,219	-	-	142,219	142,219	-	-	-
I-880 Corridor Imp. in Oakland and San Leandro	1,039,196	-	-	1,039,196	1,039,196	-	-	-

**Alameda County Transportation Commission  
Proposed Capital Projects Budget Update for FY2016-17**

	(A)	(B)	(C)	(A) + (B) + (C) = (D)	Funding			
Project Name	FY 2015-16 Budget Rollover to FY 2016-17	Adopted FY 2016-17 Additional Budget	FY 2016-17 Capital Budget Adjustment	FY 2016-17 Proposed Capital Budget	Total Local Funding	Total Regional Funding	Total State Funding	Total Federal Funding
CWTP/TEP Development	48,689	-	(48,689)	-	-	-	-	-
Studies at Congested Segments/Locations on CMP	348,965	-	(348,965)	-	-	-	-	-
Project Management / Closeout	(1,648,077)	190,046	6,500,000	5,041,968	5,041,968	-	-	-
<b>1986 MEASURE B SALES TAX</b>								
I-880 to Mission Blvd. Route 262 Interchange Reconstruction	438,996	-	-	438,996	438,996	-	-	-
I-880 to Mission Blvd. and East-West Connector	20,545,379	-	-	20,545,379	20,545,379	-	-	-
Route 238/Mission-Foothill-Jackson Corridor Improvements	142,000	-	-	142,000	142,000	-	-	-
I-580 Interchange Imp. Project in Castro Valley	13,696,083	-	(13,696,083)	-	-	-	-	-
Central Alameda County Freeway System Operational Analysis	(294,022)	2,370,000	(1,728,018)	347,961	347,961	-	-	-
Castro Valley Local Area Traffic Circulation Improvements	1,981,941	-	-	1,981,941	1,981,941	-	-	-
Project Closeout	219,937	1,149,007	1,131,055	2,500,000	2,500,000	-	-	-
<b>2014 MEASURE BB SALES TAX</b>								
Telegraph Ave/East 14th/International Blvd Project	-	-	4,000,000	4,000,000	4,000,000	-	-	-
Alameda to Fruitvale BART Rapid Bus	100,000	-	-	100,000	100,000	-	-	-
Grand/MacArthur BRT	100,000	-	-	100,000	100,000	-	-	-
College/Broadway Corridor Transit Priority	100,000	-	-	100,000	100,000	-	-	-
Irvington BART Station	13,229	-	500,000	513,229	513,229	-	-	-
BART Station Modernization and Capacity Program	100,000	-	-	100,000	100,000	-	-	-
BART to Livermore Extension, Phase 1	25,000	-	-	25,000	25,000	-	-	-
Dumbarton Corridor Area Transportation Improvements	100,000	-	-	100,000	100,000	-	-	-
Railroad Corridor Right of Way Preservation and Track Imp.	100,000	-	-	100,000	100,000	-	-	-
Oakland Broadway Corridor Transit	100,000	-	-	100,000	100,000	-	-	-
Capitol Corridor Service Expansion	100,000	-	-	100,000	100,000	-	-	-
Congestion Relief, Local Bridge Seismic Safety	1,459,031	18,600,000	12,000,000	32,059,031	32,059,031	-	-	-
Countywide Freight Corridors	246,343	4,500,000	3,975,388	8,721,731	8,721,731	-	-	-
I-80 Gilman Street Interchange Improvements	1,282,330	270,000	-	1,552,330	1,552,330	-	-	-
I-80 Ashby Interchange Improvements	48,552	-	300,000	348,552	348,552	-	-	-
SR-84/I-680 Interchange and SR-84 Widening	4,000,000	-	-	4,000,000	4,000,000	-	-	-
SR-84 Expressway Widening (Pigeon Pass to Jack London)	(446,712)	-	2,946,712	2,500,000	2,500,000	-	-	-
I-580/I-680 Interchange Improvements	100,000	-	-	100,000	100,000	-	-	-
I-580 Local Interchange Improvements Program	300,000	-	-	300,000	300,000	-	-	-
I-680 HOT/HOV Lane from SR-237 to Alcosta	1,034,294	-	2,965,706	4,000,000	4,000,000	-	-	-
I-880 NB HOV/HOT Extension from A Street to Hegenberger	100,000	-	-	100,000	100,000	-	-	-
I-880 Broadway/Jackson Multimodal Transportation and Circulation Imp.	25,000	-	-	25,000	25,000	-	-	-
I-880 Whipple Road/Industrial Parkway Southwest Interchange Imp.	25,255	-	200,000	225,255	225,255	-	-	-
I-880 Industrial Parkway Interchange Improvements	96,069	-	250,000	346,069	346,069	-	-	-
I-880 Local Access and Safety Improvements	2,550,000	7,500,000	700,000	10,750,000	10,750,000	-	-	-
Gap Closure on Three Major Trails	3,078,052	-	900,000	3,978,052	2,046,990	-	-	1,931,062
<b>Total Capital Projects Budget</b>	<b>\$ 165,081,795</b>	<b>\$ 66,187,846</b>	<b>\$ 13,761,030</b>	<b>\$ 245,030,671</b>	<b>\$ 224,617,292</b>	<b>\$ 4,235,810</b>	<b>\$ 11,370,218</b>	<b>\$ 4,807,350</b>



**I-580 Express Lane  
Fiscal Year 2016-17  
Proposed Budget Detail**

	<b>FY 2016-17 Adopted Budget</b>	<b>FY 2016-17 Adjustments</b>	<b>FY 2016-17 Proposed Budget</b>
<b>Beginning Net Position</b>	<b>\$ 981,250</b>	<b>\$ 1,051,956</b>	<b>\$ 2,033,206</b>
<b>Operating Revenues:</b>			
Toll Revenue	4,800,000	3,000,000	7,800,000
Other Revenue	-	1,408,702	1,408,702
<b>Total Operating Revenues</b>	<b>4,800,000</b>	<b>4,408,702</b>	<b>9,208,702</b>
<b>Operating Expenses:</b>			
Salaries and Benefits	224,174	(29,096)	195,078
Project Management/Controls	200,000	(150,525)	49,475
Express Lane Operations Center Technicians	-	155,000	155,000
Legal	40,000	(20,000)	20,000
Public outreach/education	100,000	-	100,000
Operations and Maintenance contract: Warranty	1,000,000	1,450,000	2,450,000
BATA Start up	60,000	(60,000)	-
Revenue collection fees (BATA)	1,200,000	1,000,000	2,200,000
CHP Enforcement	370,000	-	370,000
System Manager/Operation Support	100,000	-	100,000
Express Lane Maintenance (Caltrans)	125,000	-	125,000
Other consultant costs	250,000	(205,000)	45,000
Novani	75,000	(23,400)	51,600
Insurance	80,000	-	80,000
Miscellaneous	25,000	-	25,000
Utilities	50,000	10,000	60,000
Contingency	125,000	-	125,000
<b>Total Operating Expenses</b>	<b>4,024,174</b>	<b>2,126,979</b>	<b>6,151,153</b>
<b>Operating Surplus/(Deficit)</b>	<b>775,826</b>	<b>2,281,723</b>	<b>3,057,549</b>
<b>Net Position</b>			
Operational Reserves	1,006,044	531,745	1,537,788
Unrestricted	751,033	2,801,934	3,552,966
<b>Total Net Position</b>	<b>\$ 1,757,076</b>	<b>\$ 3,333,679</b>	<b>\$ 5,090,755</b>

This budget has been included in the Consolidated Alameda CTC budget, but is shown here in greater detail so that activities in this new fund are transparent to the Commission and the public.

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# Memorandum

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• 510.208.7400

• www.AlamedaCTC.org

**DATE:** March 6, 2017

**TO:** Members of the Alameda County Transportation Commission

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

**SUBJECT:** Approve Organizational Structure and Staff Salary Ranges for Fiscal Year 2017-18

## Recommendation

It is recommended that the Commission approve the organizational structure and staff salary ranges for FY 2017-18.

## Summary

The Administrative Code calls for the Executive Director to annually submit for the Commission's approval a staffing plan in the form of a functional organizational structure and salary ranges for the classifications within the staffing plan.

In May 2016, the Commission approved a functional organizational structure that included 37 full-time equivalent (FTE) positions. Currently, there are 29 employees and the agency is actively working to fill the remaining positions with a goal of operating within the proposed 32 job classifications as shown in Attachment A. It is recommended that the Commission approve the following actions related to salary ranges for all classifications:

- Approve job classifications and associated salary ranges for FY 2017-18 included in Attachment A; and
- For subsequent fiscal years, allow for salary ranges to be adjusted annually based on the Consumer Price Index for All Urban Consumers (CPI-U) for San Francisco-Oakland-San Jose, CA, constrained to a maximum adjustment of 3 percent and a provision to make no adjustments if the CPI decreases in any given year.

The Alameda CTC has elected to display the pay rate for each position in the form of an allowable range, and the Commission has delegated to the Executive Director the administrative authority to adjust salaries for agency employees within the ranges authorized by the resolution (see Attachment B). Factors taken into account include job performance, job expansion, added responsibilities and economic context. There are no automatic pay increases or pay grade step increases.

The recommended salary range schedule is based on a Total Compensation Study recently completed by Koff & Associates (Attachment D). Total compensation studies are necessary to ensure that the Alameda CTC continues to offer competitive salaries and benefits in order to retain and attract valuable, dedicated employees to perform the extensive work coming before the Alameda CTC with the implementation of Measure BB and its many large capital and planning projects and programs.

Koff & Associates selected several classifications within the agency's structure and compared the salaries and benefits to other similar agencies, both locally and throughout California, to determine how current Alameda CTC salary ranges and benefit levels compare to other similar agencies. Based on the results of this study, Koff & Associates has recommended adjustments to Alameda CTC salary ranges and that adjustments be made to salary ranges to account for changes in the CPI on an annual basis. Recommendations for classifications that were not selected for comparison to other similar agencies in the study were determined based on a calculation to ensure internal alignment within each department to other positions within the agency.

### **Background**

In 2010, Alameda CTC implemented a restructuring of its organization to carry out the merger of the predecessor agencies. The merger eliminated redundancies, created efficiencies in administration, planning, programs and project delivery, and streamlined legislative, policy and programming efforts. Examples of these changes include the consolidation of three duplicate positions between the two former agencies, i.e., Executive Director, Director of Finance, and Clerk of the Board.

Subsequently, the Commission approved updates to the agency's structure in an ongoing effort to reorganize the administrative aspects of the agency, support a revised staffing plan resulting from unanticipated changes in the agency's workforce, and to ensure timely and quality responsiveness to new and emerging Commission and Committee priorities.

More recently, staff began converting work that had historically been performed by consultants and contractors to work performed by Alameda CTC staff members, as recommended by the Commission. A significant example of a change in response to this recommendation is the oversight and management of all programs and project management and controls by internal staff. The currently adopted organizational structure is helping address staffing needs due to additional responsibilities, align staff positions to suit organizational needs for optimal performance and collaboration amongst staff and consultants, and ensure that Alameda CTC remains a competitive and desired employer in the job market while maintaining a lean, highly skilled staff of employees.

Within the Administrative Code, the Commission has delegated to the Executive Director the responsibility to administer the agency's personnel system which includes the determination of a staffing plan and salary levels for each employee subject to conformance with the annual budget and the salary ranges and benefits plan established by the Commission. In determining salary levels, the Executive Director takes the following criteria into account: job performance, job expansion, added responsibilities, and other current economic factors. The Alameda CTC does not provide automatic pay increases to employees due to inflation, changes in cost of living expenses, or pay grade step increases.

**Fiscal Impact**

Projected salaries and benefits for FY2017-18 will be included in the proposed budget broken out by function, a draft of which will be coming before the Commission for approval in May. The amount will be based on the number of actual employees expected to be on-board in FY2017-18. Salary ranges are not included in the budget. Approval of the salary ranges in Attachment A does not constitute automatic pay increases for employees. Salary adjustments for employees are implemented only after a standardized annual performance review process, which are based on several criteria and factors including performance. Therefore, the approval of the recommended salary ranges will not have a direct fiscal impact on the budget. However, it may allow for actual salaries to be adjusted within the approved ranges over time. It is important to note that the agency's salaries and benefits budget constitutes a negligible amount in the overall operating and capital budget. Total Salaries and benefits for all functions generally amounts to about 1% of overall operating and capital budgeted expenditures for the agency in a fiscal year, which is lower than most transportation authorities in California.

**Attachments**

- A. Recommended FY2017-18 Job Classifications and Monthly and Annual Salary Range schedules for Alameda CTC Staff Effective July 1, 2017
- B. Resolution No. 17-002 for Fiscal Year 2017-18 Salaries and Classifications for Staff Members
- C. Alameda CTC Functional Organizational Chart (July 2016)
- D. [Total Compensation Study \(Koff & Associates\)](#) - *hyperlinked to the web*

**Staff Contact**

[Arthur L Dao](#), Executive Director

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**Alameda County Transportation Commission  
FY2017-18 Job Classifications  
Effective July 1, 2017**

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<b>Job Classification</b>	<b>FLSA<sup>1</sup></b>	<b>Grade</b>
Executive Director	E	68
<b><u>Programming and Projects Team</u></b>		
Deputy Executive Director of Projects and Programming	E	63
<u>Projects Section</u>		
Director of Project Delivery	E	55
Senior Transportation Engineer	E	39
Associate Transportation Engineer	E	33
Assistant Transportation Engineer	N	29
<u>Programming Section</u>		
Director of Programming and Project Controls	E	51
Senior Program Analyst	E	32
Associate Program Analyst	E	26
Assistant Program Analyst	N	22
<u>Express Lane Operations Section</u>		
Director of Express Lane Operations	E	51
Senior Transportation Engineer	E	39
Associate Transportation Engineer	E	33
Assistant Transportation Engineer	N	29
<b><u>Planning and Policy Team</u></b>		
Deputy Executive Director of Planning and Policy	E	63
Director of Planning	E	51
<u>Planning Section</u>		
Principal Transportation Planner	E	40
Senior Transportation Planner	E	34
Associate Transportation Planner	E	28
Assistant Transportation Planner	N	24
<u>Programs Section</u>		
Senior Program Analyst	E	32
Associate Program Analyst	E	26
Assistant Program Analyst	N	22
<u>Policy Section</u>		
Director of Government Affairs and Communications	E	46
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
<b><u>Finance and Administration Team</u></b>		
Deputy Executive Director of Finance and Administration	E	63
<u>Accounting Section</u>		
Director of Finance	E	48
Accounting Manager	E	40
Senior Accountant	E	28
Accountant	N	22
Accounting Technician	N	15
Director of Budgets and Administration	E	48
<u>Contracting and Budgets Section</u>		
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
<u>Administration Section</u>		
Clerk of the Board/Commission	N	32
Executive Assistant	N	20
Senior Administrative Assistant	N	16
Administrative Assistant	N	12

<sup>1</sup> Fair Labor Standards Act (E-Exempt; N-Non-exempt)

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**Alameda County Transportation Commission**  
**Monthly Salary Range Schedule**  
**May 2016**

Salary Range	Monthly Salary Range		
	Min	Midpt	Max
1	\$ 3,551	\$ 4,084	\$ 4,616
2	3,640	4,186	4,732
3	3,731	4,290	4,850
4	3,824	4,398	4,971
5	3,920	4,508	5,095
6	4,018	4,620	5,223
7	4,118	4,736	5,353
8	4,221	4,854	5,487
9	4,326	4,975	5,624
10	4,435	5,100	5,765
11	4,546	5,227	5,909
12	4,659	5,358	6,057
13	4,776	5,492	6,208
14	4,895	5,629	6,364
15	5,017	5,770	6,523
16	5,143	5,914	6,686
17	5,271	6,062	6,853
18	5,403	6,214	7,024
19	5,538	6,369	7,200
20	5,677	6,528	7,380
21	5,819	6,691	7,564
22	5,964	6,859	7,753
23	6,113	7,030	7,947
24	6,266	7,206	8,146
25	6,423	7,386	8,350
26	6,583	7,571	8,558
27	6,748	7,760	8,772
28	6,917	7,954	8,992
29	7,089	8,153	9,216
30	7,267	8,357	9,447
31	7,448	8,566	9,683
32	7,635	8,780	9,925
33	7,825	8,999	10,173
34	8,021	9,224	10,427
35	8,222	9,455	10,688

Salary Range	Monthly Salary Range		
	Min	Midpt	Max
36	\$ 8,427	\$ 9,691	\$ 10,955
37	8,638	9,933	11,229
38	8,854	10,182	11,510
39	9,075	10,436	11,798
40	9,302	10,697	12,093
41	9,535	10,965	12,395
42	9,773	11,239	12,705
43	10,017	11,520	13,022
44	10,268	11,808	13,348
45	10,524	12,103	13,682
46	10,787	12,406	14,024
47	11,057	12,716	14,374
48	11,334	13,034	14,734
49	11,617	13,359	15,102
50	11,907	13,693	15,480
51	12,205	14,036	15,866
52	12,510	14,387	16,263
53	12,823	14,746	16,670
54	13,143	15,115	17,086
55	13,472	15,493	17,514
56	13,809	15,880	17,951
57	14,154	16,277	18,400
58	14,508	16,684	18,860
59	14,871	17,101	19,332
60	15,242	17,529	19,815
61	15,623	17,967	20,310
62	16,014	18,416	20,818
63	16,414	18,877	21,339
64	16,825	19,348	21,872
65	17,245	19,832	22,419
66	17,676	20,328	22,979
67	18,118	20,836	23,554
68	18,571	21,357	24,143
69	19,036	21,891	24,746
70	19,512	22,438	25,365

**Alameda County Transportation Commission**  
**Annual Salary Schedule**  
**May 2016**

Salary Range	Annual Salary Range		
	Min	Midpt	Max
1	\$ 42,611	\$ 49,003	\$ 55,395
2	43,677	50,228	56,780
3	44,769	51,484	58,199
4	45,888	52,771	59,654
5	47,035	54,090	61,146
6	48,211	55,443	62,674
7	49,416	56,829	64,241
8	50,652	58,249	65,847
9	51,918	59,706	67,493
10	53,216	61,198	69,181
11	54,546	62,728	70,910
12	55,910	64,296	72,683
13	57,308	65,904	74,500
14	58,740	67,551	76,362
15	60,209	69,240	78,271
16	61,714	70,971	80,228
17	63,257	72,745	82,234
18	64,838	74,564	84,290
19	66,459	76,428	86,397
20	68,121	78,339	88,557
21	69,824	80,297	90,771
22	71,569	82,305	93,040
23	73,359	84,362	95,366
24	75,193	86,471	97,750
25	77,072	88,633	100,194
26	78,999	90,849	102,699
27	80,974	93,120	105,266
28	82,998	95,448	107,898
29	85,073	97,834	110,595
30	87,200	100,280	113,360
31	89,380	102,787	116,194
32	91,615	105,357	119,099
33	93,905	107,991	122,077
34	96,253	110,691	125,129
35	98,659	113,458	128,257

Salary Range	Annual Salary Range		
	Min	Midpt	Max
36	\$ 101,126	\$ 116,294	\$ 131,463
37	103,654	119,202	134,750
38	106,245	122,182	138,119
39	108,901	125,236	141,572
40	111,624	128,367	145,111
41	114,414	131,576	148,739
42	117,275	134,866	152,457
43	120,207	138,238	156,269
44	123,212	141,693	160,175
45	126,292	145,236	164,180
46	129,449	148,867	168,284
47	132,686	152,588	172,491
48	136,003	156,403	176,803
49	139,403	160,313	181,224
50	142,888	164,321	185,754
51	146,460	168,429	190,398
52	150,121	172,640	195,158
53	153,875	176,956	200,037
54	157,721	181,380	205,038
55	161,664	185,914	210,164
56	165,706	190,562	215,418
57	169,849	195,326	220,803
58	174,095	200,209	226,323
59	178,447	205,214	231,981
60	182,908	210,345	237,781
61	187,481	215,603	243,726
62	192,168	220,993	249,819
63	196,972	226,518	256,064
64	201,897	232,181	262,466
65	206,944	237,986	269,027
66	212,118	243,935	275,753
67	217,421	250,034	282,647
68	222,856	256,285	289,713
69	228,428	262,692	296,956
70	234,138	269,259	304,380

**ALAMEDA COUNTY TRANSPORTATION COMMISSION****RESOLUTION 17-002****Fiscal Year 2017-2018 Salaries and Classifications for Staff Members**

**Commission Chair**  
Councilmember At-Large  
Rebecca Kaplan, City of Oakland

**Commission Vice Chair**  
Supervisor Richard Valle, District 2

**AC Transit**  
Director Elsa Ortiz

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

**BART**  
Director Rebecca Saltzman

**City of Alameda**  
Mayor Trish Spencer

**City of Albany**  
Mayor Peter Maass

**City of Berkeley**  
Councilmember Kriss Worthington

**City of Dublin**  
Mayor David Haubert

**City of Emeryville**  
Vice Mayor John Bauters

**City of Fremont**  
Mayor Lily Mei

**City of Hayward**  
Mayor Barbara Halliday

**City of Livermore**  
Mayor John Marchand

**City of Newark**  
Councilmember Luis Freitas

**City of Oakland**  
Councilmember Dan Kalb

**City of Piedmont**  
Acting Mayor Jeff Wieler

**City of Pleasanton**  
Mayor Jerry Thorne

**City of San Leandro**  
Mayor Pauline Cutter

**City of Union City**  
Mayor Carol Dufré-Vernaci

**Executive Director**  
Arthur L. Dao

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

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

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

**WHEREAS**, Alameda CTC previously adopted Resolution 16-009, thereby establishing a consistent set of benefits and leave policies, and this Resolution is intended to complement that resolution to establish salary policies for FY2017-18; and

**NOW, THEREFORE, BE IT RESOLVED** that the classifications and salaries for fiscal year 2017-2018 for staff of the Alameda CTC are hereby adopted, and are herein set forth.

**1. Salaries**

1.1 The fiscal year 2017-2018 classifications and salary ranges approved by the Commission on May 26, 2016, are revised to eliminate the following classifications and related salary ranges: (a) Principal Program Analyst; (b) Principal Administrative Analyst; and (c) Contracting, Administration, and Fiscal Resource Manager.

1.2 An employee shall be compensated at a rate set between or equal to the minimum (min) and maximum (max) of the range specified in Attachment A for their respective position classification.

- 1.3 The duties and responsibilities of the position classification identified in Paragraph 1.2 shall be described by an Alameda CTC job specification approved by the Executive Director.
- 1.4 The salary ranges for the employees described in Paragraph 1.2 shall not include steps and/or provision for any automatic or tenure-based increases.
- 1.5 Starting compensation, including salary, for each employee shall be set by the Executive Director consistent with the prescribed ranges for the position classification identified in Paragraph 1.2.

**2. Appointment and Performance Management**

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

- 7. **Office Hours.** The offices of the Alameda CTC shall be open for the public between 8:30 a.m. and 5:00 p.m. each weekday, except on Alameda CTC holidays as defined in resolution 16-009, paragraph 2.1. Employees are required to be at the Alameda CTC's offices during business hours from Monday through Friday.

8. All provisions of this Resolution shall be effective and pertain to all employees of the Agency as of the date of hire of the employee, or January 1, 2017, whichever is later, unless otherwise provided.
9. This resolution is intended to complement that certain Resolution 16-009 adopted by the Commission on December 1, 2016.

Duly passed and adopted by the Alameda County Transportation Commission at the regular meeting of the Commission held on Thursday, March 23, 2017 in Oakland, California by the following votes:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**SIGNED:**

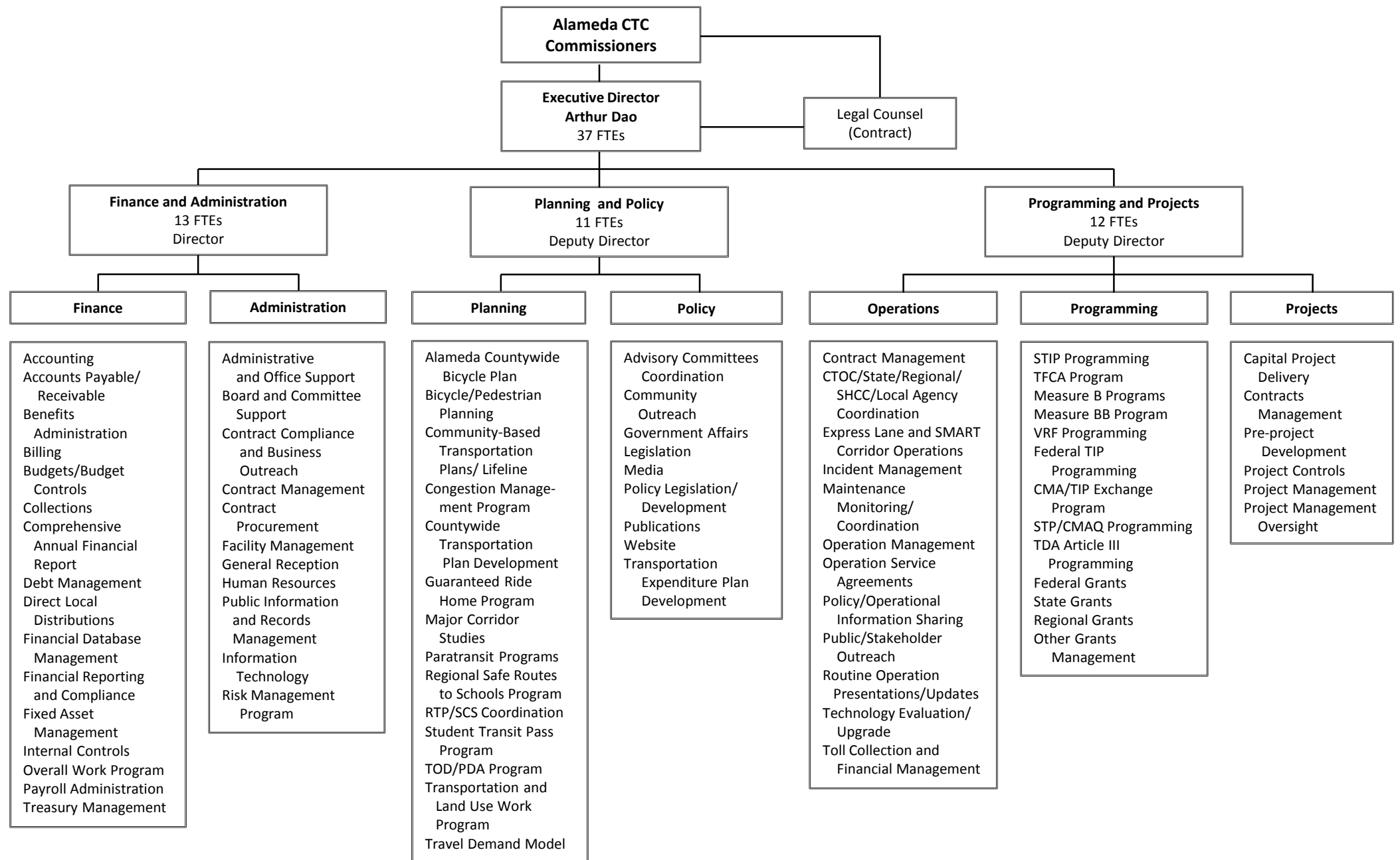
**ATTEST:**

\_\_\_\_\_  
Rebecca Kaplan, Chairperson

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Vanessa Lee, Clerk of the Commission

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**Alameda County Transportation Commission  
Functional Organizational Chart  
July 2016**



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