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Greg Harper

Alameda County
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Scott Haggerty, Vice Chair
Nadia Lockyer
Nate Milley
Keith Carson

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Mayor
Beverly Johnson

City of Albany
Vice Mayor
Farid Javandel

BART
Director
Thomas Blalock

City of Berkeley
Councilmember
Laurie Capitelli

City of Dublin
Mayor
Tim Sbranti

City of Emeryville
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Ruth Atkin

City of Fremont
Vice Mayor
Robert Wieckowski

City of Hayward
Councilmember
Olden Henson

City of Livermore
Mayor
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Councilmember
Luis Freitas

City of Oakland
Councilmembers
Larry Reid
Rebecca Kaplan

City of Piedmont
Vice Mayor
John Chiang

City of Pleasanton
Mayor
Jennifer Hosterman

City of San Leandro
Councilmember
Joyce R. Starosciak

City of Union City
Mayor
Mark Green, Chair

Executive Director
Arthur L. Dao

Alameda County Transportation Commission Board
meeting as a committee of the whole as the

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

**Monday, January 10, 2011
1:30 P.M. or immediately
following the Programs and
Projects Committee (PPC),
whichever comes later**

**1333 Broadway, Suite 300
Oakland, California 94612**

Members:

Chair: Vice Mayor John Chiang
Vice Chair: Councilmember Rebecca Kaplan
Mayor Mark Green
Supervisor Scott Haggerty
Supervisor Wilma Chan
Supervisor Nadia Lockyer
Mayor Beverly Johnson
Director Tom Blalock
Councilmember Laurie Capitelli

Staff Liaison: Patricia Reavey

Executive Director: Arthur L. Dao
Clerk of the Commission: Gladys V. Parmelee

AGENDA

*Copies of Individual Agenda Items are Available on the
Alameda CTC Website – www.alamedactc.org*

1 PUBLIC COMMENT

Members of the public may address the Committee during “Public Comment” on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Anyone wishing to comment should make his or her desire known to the Chair.

2 CONSENT CALENDAR

A

2A. Minutes of November 8, 2010 – **page 1**

3 FINANCIAL MATTERS

A

3A. Presentation of Independent Review of Specific Financial Functions of the former Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) – **page 5**

3B. Approval of Revised ACTIA Sales Tax Budget for FY 201-11 – **page 11**

- 3C. Approval of FY 2010-2011 Budget – Second Quarter Update for ACCMA – **page 13**

4 ADMINISTRATIVE MATTERS A

- 4A. Approval of Interim Benefits Resolution – **page 39**
- 4B. Approval of Agency Work Program and Executive Director's Objectives for FY 2010-11 – **page 59**

5 CONTRACTS AND AGREEMENTS A

- 5A. Approval of Amendment No. 1 to the Professional Services Agreement with the Bay Area Program Management Group, LLC (A10-0017) for additional and deferred program and project management services from previous fiscal year – **page 67**
- 5B. Approval to Interview Firms then Negotiate and Execute a Contract with the Top-ranked Firm for Public Opinion Research Services for Development of a Transportation Expenditure Plan – **page 69**
- 5C. Approval of the Consolidated Annually Renewed Contracts Plan for Administrative Services for Fiscal Year 2011-12 – **page 79**

6 CLOSED SESSION

- 6A. Closed Session: Confer with legal counsel regarding personnel matters pursuant to Government Code §54957
- 6B. Report on Closed Session

7 STAFF AND COMMITTEE MEMBER REPORTS

8 ADJOURNMENT/NEXT MEETING: FEBRUARY 14, 2010

Key: A – Action Item; I – Information Item; D - Discussion Item
(#) All items on the agenda are subject to action and/or change by the Committee.

PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND

Glossary of Acronyms

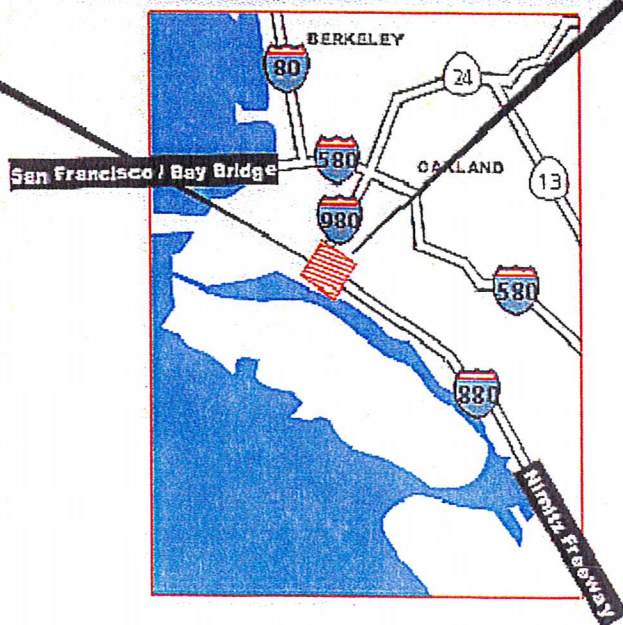
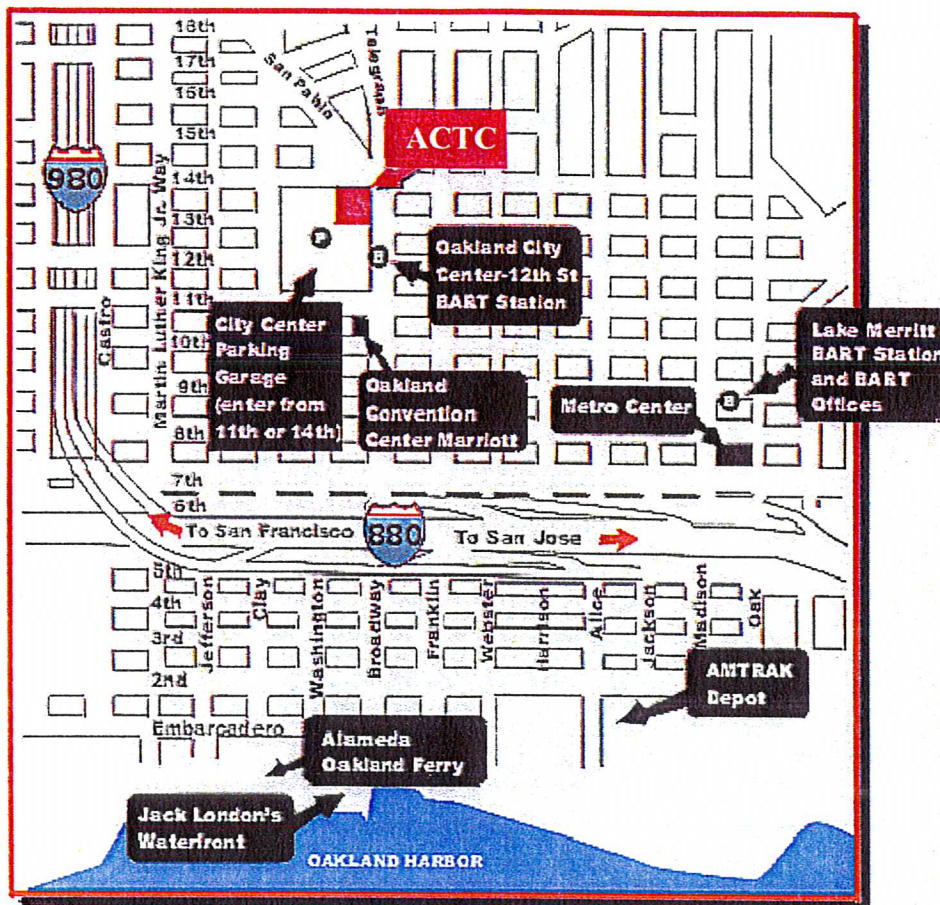
| | | | |
|-----------------|--|-------------------|--|
| ABAG | Association of Bay Area Governments | MTS | Metropolitan Transportation System |
| ACCMA | Alameda County Congestion Management Agency | NEPA | National Environmental Policy Act |
| ACE | Altamont Commuter Express | NOP | Notice of Preparation |
| ACTA | Alameda County Transportation Authority (1986 Measure B authority) | PCI | Pavement Condition Index |
| ACTAC | Alameda County Technical Advisory Committee | PSR | Project Study Report |
| ACTC | Alameda County Transportation Commission | RM 2 | Regional Measure 2 (Bridge toll) |
| ACTIA | Alameda County Transportation Improvement Authority (2000 Measure B authority) | RTIP | Regional Transportation Improvement Program |
| ADA | Americans with Disabilities Act | RTP | Regional Transportation Plan (MTC's Transportation 2035) |
| BAAQMD | Bay Area Air Quality Management District | SAFETEA-LU | Safe, Accountable, Flexible, Efficient Transportation Equity Act |
| BART | Bay Area Rapid Transit District | SCS | Sustainable Community Strategy |
| BRT | Bus Rapid Transit | SR | State Route |
| Caltrans | California Department of Transportation | SRS | Safe Routes to Schools |
| CEQA | California Environmental Quality Act | STA | State Transit Assistance |
| CIP | Capital Investment Program | STIP | State Transportation Improvement Program |
| CMAQ | Federal Congestion Mitigation and Air Quality | STP | Federal Surface Transportation Program |
| CMP | Congestion Management Program | TCM | Transportation Control Measures |
| CTC | California Transportation Commission | TCRP | Transportation Congestion Relief Program |
| EIR | Environmental Impact Report | TDA | Transportation Development Act |
| FHWA | Federal Highway Administration | TDM | Travel-Demand Management |
| FTA | Federal Transit Administration | TFCA | Transportation Fund for Clean Air |
| GHG | Greenhouse Gas | TIP | Federal Transportation Improvement Program |
| HOT | High occupancy toll | TLC | Transportation for Livable Communities |
| HOV | High occupancy vehicle | TMP | Traffic Management Plan |
| ITIP | State Interregional Transportation Improvement Program | TMS | Transportation Management System |
| LATIP | Local Area Transportation Improvement Program | TOD | Transit-Oriented Development |
| LAVTA | Livermore-Amador Valley Transportation Authority | TOS | Transportation Operations Systems |
| LOS | Level of service | TVTC | Tri Valley Transportation Committee |
| MTC | Metropolitan Transportation Commission | VHD | Vehicle Hours of Delay |
| | | VMT | Vehicle miles traveled |

ALAMEDA

County Transportation Commission

ACCM A ■ 1333 Broadway, Suite 220 ■ Oakland, CA 94612 ■ PH: (510) 836-2560
ACTIA ■ 1333 Broadway, Suite 300 ■ Oakland, CA 94612 ■ PH: (510) 893-3347

www.AlamedaCTC.org



Public Transportation Access

BART: City/Center 12th
Street Station

AC Transit:

Lines 1, 1R, 11, 12, 13, 14,
15, 18, 40, 51, 63, 72, 72M,
72R, 88, 314, 800, 801,
802, 805, 840

Auto Access

- Traveling South: Take 11th
Street exit from I-980 to
11th Street
- Traveling North: Take 11th
Street/Convention Center
Exit from I-980 to 11th
Street
- Parking:
City Center Garage –
Underground Parking,
enter from 11th or 14th
Street

**Alameda County Transportation Commission
FINANCE AND ADMINISTRATION COMMITTEE**

Chair John Chiang convened the meeting at 1:40 PM. The meeting started with a Pledge of Allegiance.

1 PUBLIC COMMENT

There was no public comment.

2 CONSENT CALENDAR

A motion to approve the consent calendar was made by Mayor Green; a second was made by Supervisor Haggerty. The motion passed 8-0.

3 FINANCIAL MATTERS

3A. Presentation and Approval of Financial Audits for ACTIA

Mark Wong of Maze and Associates accounting firm stated that there were no material findings in the audit and no issues with the limited worksheet calculations. Anees Azad requested the Committee to recommend that the Commission accept the following documents presented by Maze and Associates, for FY 2009/10: (1) Draft Basic Financial Statements; (2) ACTIA Single Audit Financial Statements; and (3) Limitations Worksheet. A motion to accept staff recommendation was made by Mayor Green; a second was made by Supervisor Haggerty. The motion passed 8-0.

3B. Presentation and Approval of Financial Audits for ACTA

Mark Wong stated that this will be the last audit for ACTA since ACTA has transferred all its assets, liabilities, revenues and expenditures to ACTIA as of July 2010. He discussed the draft basic financial statements of ACTIA. Anees Azad requested the Committee to recommend that the Commission accept the basic financial statements. A motion to accept staff recommendation was made by Councilmember Kaplan; a second was made by Councilmember Capitelli. The motion passed 8-0.

3C. Presentation and Approval of Financial Audits for ACCMA

Dick Swanson stated that the negative cash balance in the past two years has turned around to about 85% as of this year. Kevin Harper stated that there were no deficiencies identified in internal control during his audit of the ACCMA's compliance with the federal OMB Circular A-133 Compliance Supplement (Single Audit) regarding the Agency's major federal program for FY 2009/20. Dick Swanson requested the Committee to recommend that the Commission accept the ACCMA's Draft Basic Financial Statements for FY 2009/10 as prepared by the certified accounting firm of Kevin W. Harper CPA & Associates. A motion to accept staff recommendation was made by Supervisor Haggerty; a second was made by Supervisor Lai-Bitker. The motion passed 8-0.

3D. Approval of First Quarter Budget Update for ACTIA

Anees Azad discussed ACTIA's First Quarter Budget. The following are highlights of his discussion: (a) The first quarter results reflect an increase in sales tax revenues and lagging expenditures. Increase in sales tax revenues; (b) The investments yields continue to decline with average rates for ACTIA investments at 1.70% compared to the budgeted yield of 1.00% and prior year actuals at 2.50%; (c) After additional sales tax collection data is released by the Board of Equalization in

February 2011, staff will consider revisions to the current sales tax budget, projected at \$90 million. Staff will also calculate the administrative cost ratios with the mid-year information; and (d) ACTA Board action to transfer assets, liabilities, revenues and expenditures to ACTIA and the breakout of Alameda CTC and the Countywide Transportation Plan. Mr. Azad requested the Committee to recommend that the Commission: (1) approve the Quarterly Budget Update, including increase in Equipment Budget of \$20,000; and (2) approve the Quarterly Investment Report. A motion to approve staff recommendation was made by Supervisor Haggerty; a second was made by Supervisor Lai-Bitker. The motion passed 8-0.

4 ADMINISTRATIVE MATTERS

There was none this month.

5 CONTRACTS AND AGREEMENTS STATUS REPORTS

There was none this month.

6 STAFF AND COMMITTEE MEMBER REPORTS

Arthur Dao reminded the Commissioners that the Alameda CTC Commission meeting on November 25th is rescheduled to December 2, 2010 due to the Thanksgiving holidays.

7 ADJOURNMENT/NEXT MEETING: JANUARY 10, 2010

Chair informed the Committee members that there will be no Finance and Administration Committee (FAC) meeting on December 13, 2010. The next FAC meeting is on January 10, 2011. The meeting ended at 2:38 pm.

Attest by:



Gladys V. Parmelee
Interim Clerk of the Commission

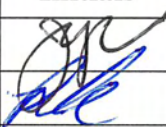
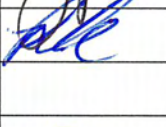
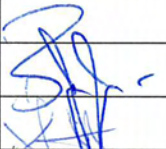
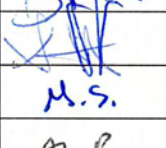
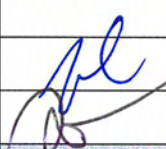
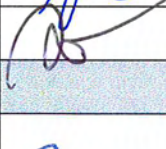
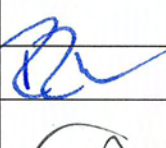
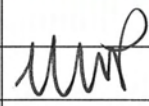
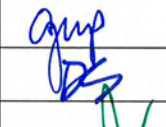
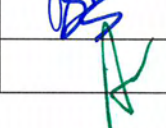
FINANCE AND ADMINISTRATION COMMITTEE MEETING

ROSTER OF MEETING ATTENDANCE

November 8, 2010

1:30 p.m.

1333 Broadway, Suite 300, Oakland, CA 94612

| BOARD MEMBERS | Initials | ALTERNATES | Initials |
|--|---|---|---|
| Chair : John Chiang, – City of Piedmont |  | | |
| Vice Chair: Rebecca Kaplan – City of Oakland |  | | |
| | | | |
| Members: | | | |
| Beverly Johnson – City of Alameda |  | Frank Matarrese – City of Alameda | |
| Scott Haggerty – County of Alameda, District 1 |  | Bill Harrison – City of Fremont | |
| Gail Steele – County of Alameda, District 2 | M.S. | | |
| Alice Lai-Bitker – County of Alameda, District 3 | ALB | Michael Gregory – City of San Leandro | |
| Tom Blalock - BART | | Robert Franklin - BART | |
| Laurie Capitelli – City of Berkeley |  | Kriss Worthington – City of Berkeley | |
| Mark Green – City of Union City |  | Carol Dutra-Vernaci – City of Union City | |
| | | | |
| LEGAL COUNSEL | | | |
| Zack Wasserman – WRBD |  | | |
| Neal Parish – WRBD | | | |
| Geoffrey Gibbs - GLG | (GTG) | | |
| | | | |
| STAFF | | | |
| Arthur L. Dao – Executive Director | and | Myrna Portillo – Administrative Asst. I |  |
| Gladys Parmelee – Exec. Asst & Clerk of the Commission |  | Libby Hendrickson – Administrative Asst. II | |
| Dick Swanson - Director of Finance & Administration |  | | |
| Anees Azad – Manager of Finance & Admin. | | | |

| STAFF | Initials | STAFF | Initials |
|--|----------|---|----------|
| Tess Lengyel – Programs & Public Affairs Manager | | Ray Akkawi – Manager of Project Delivery | RA |
| Beth Walukas – Manager of Planning | | Cyrus Minoofar - Manager of ITS | |
| Matt Todd - Manager of Programming | MT | Christina Muller –Administrative Manager | |
| Yvonne Chan – Accounting Manager | YC | Lei Lam – Senior Accountant | |
| Bijan Yarjani – Senior Transportation Engineer | | Keonnis Taylor – Programs Coordinator | |
| Steve Haas – Senior Transportation Engineer | | Arun Goel – Associate Transportation Engr. | AKG |
| John Hemiup – Senior Transportation Engineer | | Linda Adams – Executive Assistant | |
| Saravana Suthanthira - Senior Transportation Planner | SS | Liz Brazil – Contracts Administrator | |
| Diane Stark - Senior Transportation Planner | | Jacki Taylor – Programming Liaison | |
| Vivek Bhat - Senior Transportation Engineer | VB | Frank R. Furger – Executive Director, I-680 JPA | FF |
| | | | |

| | NAME | JURISDICTION/ ORGANIZATION | PHONE # | E-MAIL |
|-----|----------------|-------------------------------|--------------|----------------------------|
| 1. | Joan Fisher | ACTIA/LLA | 510-267-6133 | outreach@ACTIA2022.com |
| 2. | Kevin Harper | Kevin W Harper CPA | 510-321-1022 | kharper@Kevinharpercpa.com |
| 3. | Claudia Leguia | ACTC | 510-350-2325 | clleguia@acema.ca.gov |
| 4. | James O'Brien | ACTIA PCT | 510 267 6106 | |
| 5. | | | | |
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Memorandum

DATE: December 27, 2010

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director

SUBJECT: **Independent Review of Specific Financial Functions of the former alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA)**

Recommendation:

This is an informational item only and no action is requested.

Summary and Background

As part of the merger process, a consolidation threshold analysis study was completed in July 2009 to identify service sharing and/or consolidation opportunities between ACTIA and ACCMA. This analysis concludes the area financial services is one of three greatest opportunities for consolidation and efficiency improvement (administrative services and capital project delivery are the other two areas). The Merger Implementation Plan completed in January 2010 provides suggested steps and timeline for the consolidation of the two agencies, including the financial services and functions.

Both the Merger Threshold Analysis and Merger Implementation Plan identify many financial issues that will begin to surface regardless of whether the agencies are merged. These include:

- Cost allocation practices in relation to budget and financial management.
- Financial reporting and processes.
- Completion of many of the CMA's current capital projects with a reduction in reimbursements, which may require the identification of new revenue sources or a reorganization of activities.
- General capital project needs and available funding programs due to the continuing changing transportation funding environment in the state.
- Uncertainties regarding the ongoing level of involvement of the CMA in the administration of the new "HOT lane" and the level of revenues expected to be derived from the project, which is currently under review.
- The CMA's leadership role in responding to AB 375 requirements.

Based on the preliminary findings of these early merger report completed in July 2009 and January 2010, the new Executive Director, in September 2010, with the assistance of a financial consultant,

Nancy Whelan Consulting (NWC) conducted an independent and high-level review of four important financial functional areas to identify ‘hot spots’ requiring immediate attention from the Commission. The review also focused on highlighting similarities and differences of the financial functions that could either support or hinder the financial and accounting system integration process. The independent financial review focused on the following main areas:

- **Cost Allocation Plans:** Review existing methods from each agency and recommend integration strategy
- **Budgeting & Financial Condition:** Review planning and reconciliation of labor hours and related expenses for grant-funded projects; assess budgeting approach for ACCMA core-functions
- **Local Funds Exchange:** Review and document the structure and functionality of ACCMA’s Local Funds Exchange program
- **Financial Policies & Procedures:** Review existing documentation from each agency and recommend an integration strategy for financial management processes

Discussion

Financial Review Approach

The method used in this review was designed to facilitate the synthesis of information drawn from multiple sources. Over a ten-week period, staff from NWC carried out a variety of activities including:

- Reviewed available documentation, including existing agency practices and Caltrans guidance
- Conducted interviews of selected staff
- Studied relevant peer agency practices
- Documented gaps and discrepancies
- Developed list of recommended actions, with high-priority items noted

The remainder of this memo details the key findings and recommended actions in each of the four functional areas.

Cost Allocation Plans

A cost allocation plan is a method of identifying both the direct costs of providing a service and a portion of the indirect organizational costs that support that service. The total cost of providing a service is expressed as the sum of both direct and indirect costs. The State of California Administrative Manual describes this as follows:

“Cost allocation procedures distribute accumulated indirect costs to the programs that benefit from the accumulated costs on the basis of percentages that represent a reasonable and equitable allocation base.”

Direct service costs, such as raw employee labor costs, consulting services provided, and other goods and materials consumed in delivery of a service are generally clear. What is included as a legitimate indirect cost is an opinion of the financial experts or policy makers of the service provider and the

funding agency. The opinions are frequently at odds but recognition of the validity of reasonable overhead costs is now assumed by all levels of government.

The CMA has been heavily reliant on its cost allocation plan to remain viable for many years as its mission grew from primarily a planning organization into a significant project delivery organization. In the CMA's model, different labor rates are defined for work on projects whose funding organizations have different restrictions. ACTIA's focus on sales tax measure projects and programs have not traditionally required a cost allocation plan. In the current fiscal year, ACTIA has begun a process to fully allocate direct costs to programs and, where applicable, to individual capital projects. Indirect cost overhead rates are under development which will be allocated to programs and projects according to funding agreements. This change brings ACTIA into conformance with state and federal guidelines on cost allocation.

Approved cost allocation plans allow public agencies to recover indirect costs from grants. In order to seek reimbursement, agencies must have an approved Indirect Cost Allocation Plan (ICAP). Both ACCMA and ACTIA have simple ICAPs, developed as part of the annual budget process:

- ACCMA submits its ICAP to Caltrans for approval. Caltrans is behind in approving ICAPs for ACCMA, and has not yet approved the FY 2010 rate.
- FY 2011 is the first year ACTIA has developed an ICAP, as it was not required for financial activities in the past. They plan to submit it to Caltrans for approval once their FY2010 audit is completed and reviewed by the Board. NWC's preliminary review indicates that the ICAP follows Caltrans guidance and is likely to pass Caltrans review, although that cannot be guaranteed in advance.

Although the individual ICAPs are relatively similar, ACCMA and ACTIA treat grants very differently in terms of charging directly to them as well as including indirect costs in charges. Specifically, ACCMA charges overhead to all grants that permit it while ACTIA does not.

Recommendations

- A formal policy should be written to make clear what kinds of direct and indirect charges are to be included, and an explanation as to why.
- For ease of administration and accounting, the new agency should adopt a unified approach to charging direct and indirect costs.
- The Alameda CTC should begin discussions with Caltrans regarding consolidating the separate ICAPs into a single new ICAP, once there is a consolidated ACTC budget in FY2012.

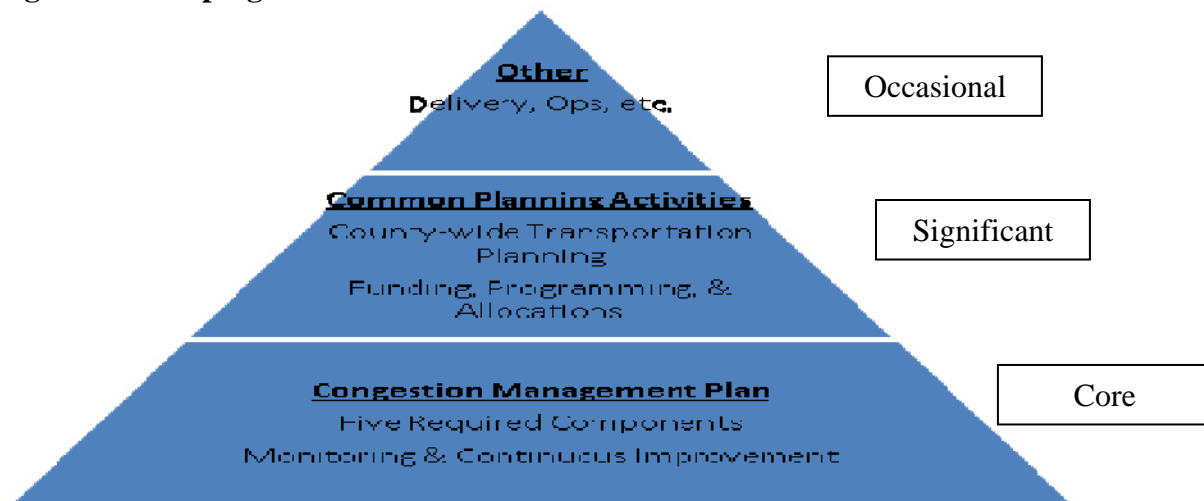
Budgeting & Financial Condition

Preparation of budget forecasts and monitoring of budgets during the year are a challenge for ACCMA, for two main reasons. First, the budget is driven by restricted revenue sources that are project related. In these cases, the amount of dedicated revenues for administration is small relative to current requirements. Secondly, the allocation of revenue resources to particular activities is not specifically tracked. For example, it is not readily apparent what resources are required to accomplish core functions versus what resources are being used on activities/projects that are episodic. At the

same time, project delivery functions of ACCMA appear to be diminishing, but commitment of resources is not.

Sorting ACCMA's activities by core requirements, resources required, and resources (revenue) available could provide a basis for "right-sizing" the agency. In an effort to understand what functions are truly core to the mission of the agency, NWC conducted a peer review of similarly structured CMAs in California. Multiple source documents from each peer agency were reviewed in order to generate a list of typical functional activities. Based on their frequency of occurrence and their relevance to the CMA authorizing legislation, the activities were grouped into one of three categories: core, significant, or occasional. Figure 1 shows the relative scale and scope of the three groups.

Figure 1: Grouping of CMA Functional Activities



Recommendation

- Evaluate current agency activities for each of the three levels of mission:
 - Separately quantify expenses and identify available revenues for each activity;
 - Assess the financial capacity to fund each activity with a focus on fully funding the core functions;
 - Consider pursuing additional revenue sources to ensure that the core mission is funded from a stable revenue source; and,
 - For those functions or activities that are not in the core mission, consider staffing through consultants or temporary staff.

Local Funds Exchange

The purpose of the Local Funds Exchange Program is to create a pool of funds "with few strings attached" that can be used to finance transportation projects that would face unacceptable delays if state or federal funds were used. The ACCMA program was approved in 2000, and is modeled on similar programs administered by the Metropolitan Transportation Commission and other agencies. According to staff, ACCMA makes more extensive use of exchanges than other CMAs, because

unlike most CMAs, ACCMA does not have access to sales tax revenues to finance its administrative and overhead expenses.

In vouching for the legality of the program, ACCMA's outside legal counsel found "neither express authorization for the exchange program, nor any prohibition against exchanging funds." Counsel also indicated that federal and state funding agencies are aware of the use of exchange programs "and have raised no objections to the practice."

The program is designed to encourage local agencies to provide locally-generated funds to ACCMA in exchange for federal and/or state funds. From the time of the program's inception until recently, ACCMA provided a *premium* to the local agencies for their local funds; that is, the local agencies would provide local funds 90 cents in local funds to ACCMA in exchange for each \$1.00 in federal or state funds received. In addition, ACCMA charges recipients a "brokerage fee" to cover the costs of staff time in negotiating and preparing the exchange documents.

Several potential policy issues were identified during the review:

- ACCMA acknowledged that while a portion of the cost of the premium would be made up through interest earned on the Exchange Fund, it was possible that projects receiving local funds through ACCMA would receive less than the original amount of federal or state funds that were programmed.
- While not a stated purpose, the Exchange Fund is also used to create cash flow for the CMA, which permits them to pay invoices while waiting for reimbursement from the granting agency. This approach may not be a sustainable strategy in the long term.
- There are no written policies or procedures covering the Local Funds Exchanges.
- Funds received by ACCMA are co-mingled with other revenues, restricting the ability to track the final sources and uses of all funds that are exchanged through ACCMA's accounts.

Recommendation

- Develop written policies and procedures on Local Fund Exchanges to provide guidance and consistency;
- Clarify how the "brokerage fee" revenue amounts are determined and uses of the money within the ACCMA budget; and
- Confirm whether local funds could be considered to be encumbered with grant requirements, which could require administrative changes to the program.

Policies & Procedures

This evaluation found no significant gaps in financial policies documented or used by ACCMA and/or ACTIA as compared with other similar agencies. Of the twenty different policy areas that were reviewed, fifteen areas either have only one policy or the two policies are generally consistent or similar between the agencies. In these cases, only minimal coordination between agencies would be required to choose or develop a single policy that could be adopted by the Alameda CTC Board.

Five areas had policies that differ between the two agencies in terms of detail, content, or approach.

- Policies regarding year-end accruals and budgeting differ in their level of detail. A consolidated policy for each of these areas at an agreed upon level of detail should be adopted.
- The disbursement policies for the agencies address the authorized title and number of signatures required on disbursements, maximum values, Board approvals required, etc. These policies need to be re-evaluated in light of the mission of ACTC.
- As described above, the approach for allocating costs and the use of an Indirect Cost Allocation Plan must be reconciled between the two agencies as it will impact the annual budget development and management of the new agency.
- The investment policies of the two agencies differ in delegation authority, reporting requirements, and permitted and ineligible investments. The consolidation of these policies and any special Board actions required to integrate the two and the potential financial impacts should be considered.

Recommendation

- Adopt a single policy & procedures manual, similar to ACCMA's current practice;
- For policy areas with single and/or similar documents, consider formalized adoption of one policy going forward; and,
- For policy areas that differ, work to reconcile discrepancies and create single, unified policy

Summary of Findings

This analysis did not identify any fatal flaws or significant challenges to the integration of financial practices. At the same time, some additional work would facilitate consistent and accurate budgeting and administration as part of finalizing the merger. Specifically, some of the less formalized procedures should be documented and those financial management policy areas with identified discrepancies need to be reconciled. In addition, further coordination will be necessary to develop a consolidated cost allocation plan. Lastly, several items that are specific to the CMA require additional work to help ensure internal efficiency, including identification of funding requirements for CMA core functions and creation of more detailed policies and procedures for local fund exchanges. In order to support continued progress on the merger, several activities should begin immediately:

- Develop more detailed analysis of core function expenses & resources to support budget analysis;
- Document policies & procedures for Local Exchange Funds; and,
- Prepare recommendations for consolidated policies & procedures for Board consideration

Fiscal Impact:

There is no fiscal impact associated with this report.



ACCMA ■ 1333 Broadway, Suite 220 ■ Oakland, CA 94612 ■ PH: (510) 836-2560
ACTIA ■ 1333 Broadway, Suite 300 ■ Oakland, CA 94612 ■ PH: (510) 893-3347

www.AlamedaCTC.org

Memorandum

DATE: December 15, 2010

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Anees Azad, Finance and Administration Manager

SUBJECT: Approval of Revised ACTIA Sales Tax Revenue Projection for FY 2010-11

Recommendation:

It is recommended that the Commission approve the Revised ACTIA Measure B Sales Tax Revenue Projection for the current fiscal year (FY 2010-11) from \$90 \$90 million to \$102 million.

Discussion

The Board of Equalization has notified ACTIA of an upward revision to the sales tax estimates for the FY 2010-11 because of improvements in retail sales in Alameda County. The general statewide sales tax revenue increase was only 1%, whereas the Alameda County improvement was 5% due to its more diversified economy. In addition to the 5% increase, ACTIA has received two positive adjustments totaling over \$6 million in the first half of this year. The increased revenue is still substantially below the peak \$116.3 million figure reported in FY 2007-08.

Fiscal Impact

The \$12 million increase in net sales tax revenues will improve this year's allocations for pass-through payments, capital projects, programs and administrative costs proportionately.

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Memorandum

DATE: December 16, 2010

TO: Finance and Administration Committee

FROM: Patricia Reavey, Director of Finance
Yvonne Chan, Manager of Accounting

SUBJECT: Approval of FY 2010-2011 Budget—Second Quarter Update for ACCMA

Recommendations:

It is recommended that the Commission approve the attached Second Quarter FY 2010-11 project budgets.

Summary:

A total of 10 Capital projects and programs experienced material budget changes during the past quarter. A total of six projects and programs reduced FY 10/11 budgets by a total of \$ 5,240,300, while four projects and programs increased their FY 10/11 budget by a total of \$ 1,417,100. These combined changes, if approved, would reduce the adopted FY 2010-11 Budget by a net reduction of \$3,823,200.

Discussion or Background:

Last fall, staff assembled a Capital Improvement Program and Operating Budget that anticipated work on a wide range of ongoing as well as new projects using federal, state and local resources. The tables below summarize the changes to this budget based on a review of the projects and programs managed by the Alameda CTC (former ACCMA projects).

| FY 10/11 Capital Improvement Program Second Quarter Budget Changes | | | | |
|--|---|--------------------|-----------------------|--------------------|
| | Project/Program Budget Reductions | Adopted CMA Budget | Recommended Reduction | Revised CMA Budget |
| 1 | I-80 / Gilman Interchange Improvements | \$496,400 | \$100,000 | \$396,400 |
| 2 | SMART Corridors O&M | 1,024,000 | 43,500 | 980,500 |
| 3 | I-580 Corridor Environmental Mitigation | 1,666,000 | 1,346,800 | 319,200 |
| 4 | I-580 Eastbound HOT Lane Project | 5,276,800 | 2,000,000 | 3,276,800 |
| 5 | I-580 Corridor ROW Preservation Project | 4,490,500 | 1,500,000 | 2,990,500 |
| 6 | I-580 WB Express Lane (HOT) Project | 831,800 | 250,000 | 581,800 |
| | Total Reductions | \$13,785,500 | \$5,240,300 | \$8,545,200 |

| | Project/Program Budget Additions | Adopted CMA Budget | Recommended Addition | Revised CMA Budget |
|---|--|-----------------------------------|---------------------------------|-------------------------------|
| 1 | I-680 Southbound Express Lane | \$4,175,900 | \$150,000 | \$4,325,900 |
| 2 | I-580 Soundwalls Design - SL and Oakland | 2,485,000 | 500,000 | 2,985,000 |
| 3 | I-880 North Safety Improvements @ 23rd/29th | 4,912,900 | 67,100 | 4,980,000 |
| 4 | I-80 Integrated Corridor Mobility | 13,257,700 | 700,000 | 13,957,700 |
| | Total Additions | \$24,831,500 | \$1,417,100 | \$26,248,600 |

An explanation of the proposed changes to these projects is provided in Attachment A to this memorandum.

In addition, administrative expenses to date are within budgeted amounts. Therefore, at the current time, no changes in the operating budget are recommended.

Fiscal Impacts:

The recommended changes to the Capital Improvement Program budget and the Revenue and Expenditure Summary will provide an updated baseline for evaluating future requested modifications or updates to the CMA's Budget.

Attachments:

Attachment A: Explanation of the proposed reductions or additions to existing projects, programs and core functions

Attachment B: FY 2010-2011 Budget Update: Second Quarter

Attachment C: Capital, Planning and Programming: Five Year CIP – Second Quarter Update

Attachment A

A. Reductions to Existing Projects, Programs and Core Functions — Second Quarter

1) I-80 / Gilman Interchange Improvements (265.0)

| | |
|--------------------------|------------------|
| FY 10/11 Budget | \$496,400 |
| <u>Budget Adjustment</u> | <u>- 100,000</u> |
| Amended Budget | \$396,400 |

Basis for the reduction:

The budget adjustment reflects a delay in the funding authorization that resulted in a later award of the consultant services contract. This budget adjustment shifts work to next FY. There is no change to total project cost.

2) SMART Corridors – Operations and Management (345.0)

| | |
|--------------------------|-----------------|
| FY 10/11 Budget | \$1,024,000 |
| <u>Budget Adjustment</u> | <u>- 43,500</u> |
| Amended Budget | \$980,500 |

Basis for the reduction:

The budget adjustment reflects a reduction in funding from various SMART Corridor partners in lieu of Vehicle Registration Fee funding for this project. The scope of work is being reduced to match the revised operating budget.

3) I-580 Corridor Environmental Mitigation (420.3)

| | |
|--------------------------|--------------------|
| FY 10/11 Budget | \$1,666,000 |
| <u>Budget Adjustment</u> | <u>- 1,346,800</u> |
| Amended Budget | \$319,200 |

Basis for the reduction:

The budget adjustment reflects shifting work to FY 2011-2012. This shift resulted from delays in the completion of adjacent projects. There is no change to total project costs.

4) I-580 Eastbound Hot Lane Project (420.4)

| | |
|--------------------------|--------------------|
| FY 10/11 Budget | \$5,276,800 |
| <u>Budget Adjustment</u> | <u>- 2,000,000</u> |
| Amended Budget | \$3,276,800 |

Basis for the reduction:

The budget adjustment reflects additional time needed to resolve outstanding scope issues such as final pavement design and project packaging. The budget adjustment accounts for a shifting work to future FYs. There is no change to total project cost.

5) I-580 Corridor Right of Way Preservation Project (423.0)

| | |
|--------------------------|--------------------|
| FY 10/11 Budget | \$4,490,500 |
| <u>Budget Adjustment</u> | <u>- 1,500,000</u> |
| Amended Budget | \$2,990,500 |

Basis for the reduction:

The budget adjustment accounts for more time needed for parcel acquisition. FY 10/11 funds are being shifted to FY 11/12. There is no change to total project cost.

6) I-580 WB Express Lane (HOT) Project (424.1)

| | |
|--------------------------|------------------|
| FY 10/11 Budget | \$831,800 |
| <u>Budget Adjustment</u> | <u>- 250,000</u> |
| Amended Budget | \$581,800 |

Basis for the reduction:

This project requires completion of the I-580 HOV Lane project before construction can be implemented. The budget adjustment reflects the start of the environmental process in FY 11/12 and shifting funds to the future FY. The need for additional project definition increased the cost of the scoping phase of work. The project received additional funding from the Tri Valley Transportation Commission (TVTC).

B. Additions to Existing Projects, Programs and Core Functions — Second Quarter

1) I-680 Southbound Express Lane (210.0-5)

| | |
|--------------------------|----------------|
| FY 10/11 Budget | \$4,175,900 |
| <u>Budget Adjustment</u> | <u>150,000</u> |
| Amended Budget | \$4,325,900 |

Basis for the addition:

The budget adjustment accounts for actual Express lane startup efforts that were beyond those budgeted and for programming future FY costs not accounted for previously, with new funds provided from the CMA-TIP, the total project cost increased by \$750,000

2) I-580 Soundwalls Design – San Leandro and Oakland (374.0)

| | |
|--------------------------|----------------|
| FY 10/11 Budget | \$2,485,000 |
| <u>Budget Adjustment</u> | <u>500,000</u> |
| Amended Budget | \$2,985,000 |

Basis for the addition:

The budget adjustment reflects the extension of project construction into FY 10/11. The total project increased by \$500,000. The budget adjustment accounts for actual construction and construction support slightly beyond those budgeted.

3) I-880 North Safety Improvements at 23rd and 29th (410.0)

| | |
|--------------------------|---------------|
| FY 10/11 Budget | \$4,912,900 |
| <u>Budget Adjustment</u> | <u>67,100</u> |
| Amended Budget | \$4,980,000 |

Basis for the reduction:

The budget adjustment provides additional design funds for FY 10/11. The total project cost has increased by \$3,127,200. Of that amount, \$1.5 million was approved by the Alameda CTC Board on December 2, 2010. The budget adjustment accounts for an increase in Environmental and Design work required to gain project consensus and EIR certification. Estimated construction costs are not expected to change. New funds are from ACTA's Measure B and the CMA-TIP.

4) I-80 Integrated Corridor Mobility (491.0)

| | |
|--------------------------|----------------|
| FY 10/11 Budget | \$13,257,700 |
| <u>Budget Adjustment</u> | <u>700,000</u> |
| Amended Budget | \$13,957,700 |

Basis for the addition:

The budget adjustment reflects as additional design funding. The total project cost was increased by \$1.0 million that was approved at the December 2, 2010 Alameda CTC Board meeting. The budget adjustment accounts for an increase in Environmental and Traffic Engineering work required to gain project consensus and EIR certification. Anticipated construction costs are not expected to change. New funds are from ACTIA Measure B Congestion Relief Emergency Funds (CREF) and CMA-TIP with a minor reduction in the CMIA I-Bond.

C. New Projects and Programs

None

Attachment B

Fiscal Year 2010-2011 Budget Update: Second Quarter

- **Combined Revenue and Expenditure Summary**
- **Administrative Budget-Revenue and Expenditure Detail**
- **Capital Projects, Planning and Programming Revenue and Expenditure Summary**

ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

Fiscal Year 2010-2011 Budget Update - DRAFT

| Combined Revenue & Expenditure Summary | FY 2010-2011 Proposed Jan. 2011 | | | Approved Budget | % Change |
|--|---------------------------------|---------------------------------|----------------------|----------------------|--------------|
| | Admin Budget | Capital, Planning & Programming | Combined Budget | | |
| Beginning Fund Balance: | \$ 139,280 | | \$ 139,280 | \$ 6,383 | |
| REVENUES | | | | | |
| Member Dues: | 1,095,338 | - | 1,095,338 | 1,095,338 | 0% |
| Reimbursements: | | | | | |
| Indirect Charges from Capital, Planning & Programming | 2,238,978 | | 2,238,978 | 2,626,329 | -15% |
| Projects and Planning Salaries and Benefits | | 2,302,271 | 2,302,271 | 2,302,271 | 0% |
| Subtotal: | \$ 3,334,316 | \$ 2,302,271 | \$ 5,636,587 | \$ 6,023,938 | -6% |
| Grants ¹: | | | | | |
| MTC Planning Support & Transportation Land Use | | 538,700 | 538,700 | 145,900 | 269% |
| RM2 | | 8,605,100 | 8,605,100 | 11,877,800 | -28% |
| ACTIA / Measure B | | 8,303,200 | 8,303,200 | 3,312,500 | 151% |
| AC Transit | | 340,700 | 340,700 | 330,000 | 3% |
| AB 1171 | | 1,250,000 | 1,250,000 | 1,250,000 | 100% |
| ARRA | | 839,100 | 839,100 | 2,839,100 | -70% |
| I-Bond : CMIA | | 3,227,800 | 3,227,800 | 3,171,700 | 2% |
| CT/State Planning Grant | | 118,400 | 118,400 | 118,400 | 0% |
| Earmark | | 675,300 | 675,300 | 793,500 | -15% |
| Other Federal | | 2,251,600 | 2,251,600 | 1,721,600 | 31% |
| SHOPP | | 1,392,500 | 1,392,500 | 279,500 | 398% |
| STIP | | 5,700,100 | 5,700,100 | 5,206,200 | 9% |
| STP/CMAQ | | 3,380,700 | 3,380,700 | 3,186,600 | 6% |
| TCRP | | 106,300 | 106,300 | 1,606,300 | -93% |
| I-Bond : TLSP | | 8,916,000 | 8,916,000 | 8,916,000 | 0% |
| TFCA | | 847,600 | 847,600 | 851,400 | 0% |
| CMA-TIP | | 3,641,800 | 3,641,800 | 2,989,200 | 22% |
| WCCTAC | | 170,900 | 170,900 | 373,700 | -54% |
| Other Local | | 2,668,300 | 2,668,300 | 7,142,900 | -63% |
| TVTC | | 1,586,100 | 1,586,100 | 1,680,000 | -6% |
| Total Revenues: | \$ 3,334,316 | \$ 56,862,471 | \$ 60,196,787 | \$ 63,816,238 | -6% |
| EXPENDITURES | | | | | |
| Salaries & Benefits | \$ 1,836,845 | \$ 2,302,271 | \$ 3,850,000 | \$ 4,256,420 | -10% |
| Salaries | 1,184,212 | 1,315,788 | 2,500,000 | 2,763,910 | -10% |
| Employee Benefits | 652,633 | 697,367 | 1,350,000 | 1,492,510 | -10% |
| Administration | \$ 1,266,500 | | \$ 1,266,500 | \$ 1,266,500 | 0% |
| Board Meeting per diem | 60,000 | | 60,000 | 60,000 | 0% |
| Transportation & Travel & Special Events | 85,000 | | 85,000 | 85,000 | 0% |
| Office Expenses | 281,500 | | 281,500 | 281,500 | 0% |
| Office Space (rent) | 420,000 | | 420,000 | 420,000 | 0% |
| Tenant Impts/Capital Outlay | 20,000 | | 20,000 | 20,000 | 0% |
| Insurance | 30,000 | | 30,000 | 30,000 | 0% |
| Legal Counsel | 100,000 | | 100,000 | 100,000 | 0% |
| Annual Audit | 32,000 | | 32,000 | 32,000 | 0% |
| Legislative Advocacy | 108,000 | | 108,000 | 108,000 | 0% |
| Memberships | 5,000 | | 5,000 | 5,000 | 0% |
| Professional Services | 125,000 | | 125,000 | 125,000 | 0% |
| On call | 100,000 | | 100,000 | 100,000 | 0% |
| DBE/SBE/LBE | 25,000 | | 25,000 | 25,000 | 0% |
| Project Expenditures | | 54,560,200 | 54,560,200 | 57,805,300 | -6% |
| Total Expenditures: | \$ 3,103,345 | \$ 56,862,471 | \$ 59,676,700 | \$ 63,328,220 | -6% |
| Total Revenues less Total Expenditures: | 230,971 | - | 230,971 | 488,018 | -53% |
| Plus: Beginning Fund Balance: | 139,280 | - | 139,280 | 6,383 | 2082% |
| Ending Fund Balance before MergerCosts & Payback: | 370,251 | - | 370,251 | 494,401 | -25% |
| Less Payback of CMA-TIP Advances: | (100,000) | - | (100,000) | (100,000) | 0% |
| **Less Merger Related Costs: | (200,000) | - | (200,000) | (200,000) | 0% |
| Ending Fund Balance: | \$ 70,251 | \$ - | \$ 70,251 | \$ 194,401 | |

Notes:

** Costs estimated to support merger activities are legal, human resources, and management consultant expenses but do not include potential severance costs.

1 Revenues by fund source and expenditures by project and phase are detailed in pages 2 and 3 of the Budget Summary.

ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

Fiscal Year 2010-2011 Qtr Budget Update - DRAFT

| Administrative Budget Revenue & Expenditure Detail | | Proposed Jan. 2011 |
|---|-----------|---------------------------|
| Beginning Fund Balance (estimated): | | \$ 139,280 |
| <u>REVENUES</u> | | |
| Member Dues | | 1,095,338 |
| Indirect Charges from Capital, Planning & Programming | | 2,238,978 |
| Total Revenues: | \$ | 3,334,316 |
| <u>EXPENDITURES</u> | | |
| Salaries & Benefits | | 1,836,845 |
| Salaries | | 1,184,212 |
| Employee Benefits | | 652,633 |
| Office Administration | | 1,266,500 |
| Board Meeting per diem | | 60,000 |
| Transportation & Travel | | 75,000 |
| Office Expenses | | 20,000 |
| Postage/Delivery | | 7,500 |
| Advertising | | 10,000 |
| Telephone | | 70,000 |
| Food | | 7,000 |
| Business Insurance | | 30,000 |
| Misc. | | 2,500 |
| Office Supplies | | 20,000 |
| Equip. Leases | | 40,000 |
| Tenant Impts/Capital Outlay | | 20,000 |
| Computer Support | | 80,000 |
| Website Service | | 12,000 |
| Training | | 5,000 |
| Rent | | 420,000 |
| Legal Counsel | | 100,000 |
| Audit Services | | 32,000 |
| Legislative Advocacy | | 108,000 |
| Memberships | | 5,000 |
| Professional Services | | 100,000 |
| DBE/LBE/SBE | | 25,000 |
| Special Events | | 10,000 |
| Softward Licenses | | 7,500 |
| Total Expenditures: | \$ | 3,103,345 |
| Total Revenues less Total Expenditures: | | 230,971 |
| Ending Fund Balance before Merger Costs & Payback: | | 370,251 |
| Less Payback of CMA-TIP Advances: | | (100,000) |
| Less Merger Related Costs: | | (200,000) |
| Ending Fund Balance: | \$ | 70,251 |

| ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY | |
|---|----------------------|
| Fiscal Year 2010-2011 Qtr Budget Update - DRAFT | |
| Capital Projects, Planning, and Programming Revenue & Expenditure Summary | Proposed Jan. 2011 |
| REVENUES ¹ | |
| MTC Planning Support & Transportation Land Use | 538,700 |
| | - |
| RM2 | 8,605,100 |
| ACTIA / Measure B | 8,303,200 |
| AC Transit | 340,700 |
| AB 1171 | 1,250,000 |
| ARRA | 839,100 |
| I-Bond : CMIA | 3,227,800 |
| CT/State Planning Grant | 118,400 |
| Earmark | 675,300 |
| Other Federal | 2,251,600 |
| SHOPP | 1,392,500 |
| STIP | 5,700,100 |
| STP/CMAQ | 3,380,700 |
| I-Bond : TCIF | - |
| TCRP | 106,300 |
| I-Bond : TLSP | 8,916,000 |
| VPPP Federal | - |
| TFCA | 847,600 |
| CMA-TIP | 3,641,800 |
| WCCTAC | 170,900 |
| Other Local | 2,668,300 |
| TVTC | 1,586,100 |
| Total Revenues: | \$ 54,560,200 |
| EXPENDITURES ² | |
| Scoping / Project Dev | 1,748,000 |
| Environmental | 800,000 |
| PS&E / Design | 11,530,700 |
| Right of Way | 7,160,000 |
| Construction Support | 8,437,100 |
| Construction - ACCMA | 13,623,200 |
| O&M | 890,700 |
| System Integrator | 4,996,100 |
| Others | 899,800 |
| Planning Consultants | 3,350,600 |
| LOS Monitoring | 35,000 |
| CMP Update | 4,000 |
| Travel Model Support | 30,000 |
| Perf.Report / Mobility Monitor | 15,000 |
| Model Update | 40,000 |
| Operations Analysis | 1,000,000 |
| Total Expenditures: | \$ 54,560,200 |
| Total Revenues less Total Expenditures: | - |

Notes:

1. Revenue fund sources are detailed by project in the CIP.
2. Expenditures are detailed by project and phase in the CIP.

Alameda County Congestion Management Agency

Summary of Revenue Detail
FY 2010/2011 - FY 2014-2015

Expenditure and Revenue Total (Capital, Planning, Programming and Core Functions)

| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|-------------------------|----------------|------------|------------|------------|------------|-----------|-----------------|-------------|
| Total ACCMA Expenditure | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |
| Total ACCMA Revenue | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |

Total Revenues (Detail by Source)

| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|-------------------------|----------------|-------------|-------------|--------------|-------------|-------------|-----------------|--------------|
| MTC Planning Support | 73,500 | 1,674,500 | 1,508,400 | 781,000 | 1,021,000 | | | 5,058,400 |
| RM1 | | | 16,000,000 | | | | | 16,000,000 |
| RM2 | 40,513,800 | 8,780,000 | 12,944,100 | 4,180,000 | 500,000 | | | 66,917,800 |
| ACTIA / Measure B | 25,017,500 | 9,665,000 | 6,375,600 | 1,358,000 | 15,000 | | | 42,431,100 |
| AC Transit | | 340,700 | | | | | | 340,700 |
| AB 1171 | | 1,250,000 | | 18,750,000 | 75,000,000 | | | 95,000,000 |
| ARRA | 208,400 | 1,000,000 | 4,269,300 | 1,267,300 | 755,000 | | | 7,500,000 |
| I-Bond : CMIA | 9,472,800 | 16,672,600 | 67,890,600 | 152,799,500 | 52,343,300 | | | 299,178,800 |
| CT/State Planning Grant | | 215,000 | 25,000 | | | | | 240,000 |
| Earmark | 6,000,000 | 675,300 | 499,700 | 50,000 | | | | 7,225,000 |
| Other Federal | 4,276,300 | 2,820,600 | 1,393,600 | 60,000 | 29,300 | | | 8,579,800 |
| SHOPP | 16,500,000 | 11,613,000 | 3,127,000 | 2,760,000 | 3,000,000 | | | 37,000,000 |
| STIP | 22,933,900 | 6,145,000 | 2,939,700 | 1,100,000 | 1,000,000 | | | 34,118,600 |
| STP/CMAQ | 15,587,200 | 3,905,800 | 200,000 | 120,000 | | | | 19,813,000 |
| I-Bond : TCIF | | | | 25,000,000 | 30,000,000 | 18,000,000 | | 73,000,000 |
| TCRP | 26,954,000 | 240,500 | 12,105,500 | | | | | 39,300,000 |
| I-Bond : TLSP | 484,000 | 8,916,000 | 7,000,000 | 5,000,000 | | | | 21,400,000 |
| VPPP Federal | 1,659,100 | | | | | | | 1,659,100 |
| TFCA | 1,583,600 | 972,900 | 251,000 | 231,000 | 91,000 | | | 3,129,500 |
| CMA-TIP | 7,960,800 | 4,113,600 | 3,592,200 | 415,000 | 215,000 | 250,000 | | 16,546,600 |
| WCCTAC | 1,670,400 | 5,654,000 | 206,900 | | | | | 7,531,300 |
| Other Local | 3,666,400 | 2,792,000 | 3,925,000 | 2,750,500 | | | | 13,133,900 |
| TVTC | 997,100 | 1,687,900 | 2,069,800 | | | | | 4,754,800 |
| Total Revenue: | 185,558,700 | 89,134,300 | 146,323,300 | 216,622,300 | 163,969,600 | 18,250,000 | | 819,858,300 |
| Less Revenue to Others | -78,164,000 | -30,307,500 | -63,245,000 | -138,145,000 | -67,515,500 | -15,600,000 | | -392,977,000 |
| Total Grant Revenue | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |
| Total ACCMA Revenue | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |

Alameda County Congestion Management Agency

Summary of Expenditure Detail

FY 2010/2011 - FY 2014-2015

| Expenditure and Revenue Total (Capital, Planning, Programming and Core Functions) | | | | | | | | |
|---|-------------|------------|------------|------------|------------|-----------|--------------|-------------|
| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Total ACCMA Expenditure | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |
| Total ACCMA Revenue | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |

| Total Expenditures (Detail by Phase) | | | | | | | | |
|--------------------------------------|-------------|------------|-------------|-------------|-------------|------------|--------------|-------------|
| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Scoping / Project Dev | 8,129,400 | 1,748,000 | 1,274,100 | | | | | 11,151,600 |
| Environmental | 22,254,500 | 800,000 | 400,000 | | | | | 23,454,500 |
| PS&E / Design | 36,545,600 | 11,530,700 | 4,547,900 | | | | | 52,624,200 |
| Right of Way | 3,443,500 | 7,160,000 | 27,500,000 | 18,750,000 | 75,000,000 | | | 131,853,500 |
| Construction Support | 9,657,100 | 8,437,100 | 11,117,500 | 24,067,500 | 8,577,800 | 2,500,000 | | 64,357,000 |
| Construction - ACCMA | 12,153,500 | 13,623,200 | 27,830,900 | 32,707,800 | 9,200,000 | | | 95,515,400 |
| O&M | | 890,700 | | | 1,200,000 | | | 2,090,700 |
| System Integrator | 5,010,500 | 4,996,100 | 4,000,000 | | | | | 14,006,600 |
| Equipment Purchase | 276,000 | | | | | | | 276,000 |
| Others | 1,182,000 | 899,800 | 300,000 | 300,000 | | | | 2,681,800 |
| Planning Consultants | 13,800 | 3,350,600 | 1,378,700 | 858,600 | 744,900 | | | 6,346,600 |
| LOS Monitoring | | 35,000 | 100,000 | 5,000 | 100,000 | | | 240,000 |
| CMP Update | | 4,000 | 55,000 | 10,000 | 55,000 | | | 124,000 |
| Travel Model Support | | 30,000 | 20,000 | 20,000 | 20,000 | | | 90,000 |
| Perf.Report / Mobility Monitor | | 15,000 | 10,000 | 10,000 | 10,000 | | | 45,000 |
| Model Update | | 40,000 | 100,000 | | 100,000 | | | 240,000 |
| Operations Analysis | 1,420,400 | 1,000,000 | 1,845,000 | | | | | 4,265,400 |
| ACCMA Staff | 7,308,500 | 4,266,600 | 2,599,200 | 1,748,400 | 1,446,400 | 150,000 | | 17,519,100 |
| Total ACCMA Expenditure: | 107,394,700 | 58,826,800 | 83,078,300 | 78,477,300 | 96,454,100 | 2,650,000 | | 426,881,300 |
| Construction/CM - Others | 78,164,000 | 30,307,500 | 63,245,000 | 138,145,000 | 67,515,500 | 15,600,000 | | 392,977,000 |
| Total Expenditure | 185,558,700 | 89,134,300 | 146,323,300 | 216,622,300 | 163,969,600 | 18,250,000 | | 819,858,300 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-680 Southbound HOT Lane | | | | | | | | |
|--|-------------------|------------------|----------------|----------------|----------|----------|-----------------|-------------------|
| Job Number: 210.0-5 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 2,272,600 | | | | | | | 2,272,600 |
| PS&E / Design | 2,150,000 | | | | | | | 2,150,000 |
| Construction Support | 601,000 | 436,500 | | | | | | 1,037,500 |
| System Integrator | 4,840,500 | 2,866,100 | | | | | | 7,706,600 |
| Others | 376,000 | 575,200 | 300,000 | 300,000 | | | | 1,551,200 |
| ACCMA Staff | 1,669,000 | 448,100 | 409,300 | | | | | 2,526,400 |
| TOTAL Expenditures: | 11,909,100 | 4,325,900 | 709,300 | 300,000 | | | | 17,244,300 |
| Revenues | | | | | | | | |
| MTC Planning Support | 27,100 | | | | | | | 27,100 |
| ACTIA : Measure B3 | 4,909,400 | 667,200 | | | | | | 5,576,600 |
| Caltrans : PPM | 21,900 | | | | | | | 21,900 |
| Caltrans : Fed Others | 1,096,600 | 394,000 | 213,400 | | | | | 1,704,000 |
| Caltrans : Fed VPPP | 1,659,100 | | | | | | | 1,659,100 |
| Caltrans : ALA RIP | 4,156,900 | 2,959,700 | 195,900 | | | | | 7,312,500 |
| CMA-TIP | 38,100 | 305,000 | 300,000 | 300,000 | | | | 943,100 |
| TOTAL Revenues: | 11,909,100 | 4,325,900 | 709,300 | 300,000 | | | | 17,244,300 |
| Guaranteed Ride Home - TFCA | | | | | | | | |
| Job Number: 224.3 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Planning Consultants | | 117,200 | 113,700 | 113,700 | | | | 344,600 |
| ACCMA Staff | | 22,800 | 26,300 | 26,300 | | | | 75,400 |
| TOTAL Expenditures: | | 140,000 | 140,000 | 140,000 | | | | 420,000 |
| Revenues | | | | | | | | |
| TFCA (40%) | | 140,000 | 140,000 | 140,000 | | | | 420,000 |
| TOTAL Revenues: | | 140,000 | 140,000 | 140,000 | | | | 420,000 |
| Bike to Work Day | | | | | | | | |
| Job Number: 240.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Planning Consultants | 12,400 | 63,600 | 20,000 | | | | | 96,000 |
| TOTAL Expenditures: | 12,400 | 63,600 | 20,000 | | | | | 96,000 |
| Revenues | | | | | | | | |
| TFCA (40%) | 12,400 | 63,600 | 20,000 | | | | | 96,000 |
| TOTAL Revenues: | 12,400 | 63,600 | 20,000 | | | | | 96,000 |
| I-80 / Gilman Interchange Improvements | | | | | | | | |
| Job Number: 265.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 2,900 | 300,000 | 892,200 | | | | | 1,195,100 |
| ACCMA Staff | 32,500 | 96,400 | 83,000 | | | | | 211,900 |
| TOTAL Expenditures: | 35,400 | 396,400 | 975,200 | | | | | 1,407,000 |
| Revenues | | | | | | | | |
| MTC Planning Support | | | 15,100 | | | | | 15,100 |
| Caltrans : PPM | 8,700 | 3,300 | | | | | | 12,000 |
| Caltrans : Fed Demo-Ala | 26,700 | 300,000 | 753,200 | | | | | 1,079,900 |
| Others : Local Others | | 93,100 | 206,900 | | | | | 300,000 |
| TOTAL Revenues: | 35,400 | 396,400 | 975,200 | | | | | 1,407,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-80 Central: Rail and Trade Corridor | | | | | | | | |
|---|----------------|-----------|-----------|----------|----------|----------|-----------------|-----------|
| Job Number: 266.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Planning Consultants | | 461,100 | 50,000 | | | | | 511,100 |
| ACCMA Staff | | 123,900 | 30,000 | | | | | 153,900 |
| TOTAL Expenditures: | | 585,000 | 80,000 | | | | | 665,000 |
| Revenues | | | | | | | | |
| MTC : State Others | | 215,000 | 25,000 | | | | | 240,000 |
| CMA-TIP | | 10,000 | | | | | | 10,000 |
| Others : Port of Oakland | | 360,000 | | | | | | 360,000 |
| Others : Local Others | | | 55,000 | | | | | 55,000 |
| TOTAL Revenues: | | 585,000 | 80,000 | | | | | 665,000 |
| Bus Rapid Transit Corridor Enhancement | | | | | | | | |
| Job Number: 267.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Planning Consultants | | 513,900 | | | | | | 513,900 |
| ACCMA Staff | | 76,100 | | | | | | 76,100 |
| TOTAL Expenditures: | | 590,000 | | | | | | 590,000 |
| Revenues | | | | | | | | |
| Caltrans : STIP | | 590,000 | | | | | | 590,000 |
| TOTAL Revenues: | | 590,000 | | | | | | 590,000 |
| Central Alameda County Freeway Study | | | | | | | | |
| Job Number: 277.0-2 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Operations Analysis | 1,420,400 | 1,000,000 | 1,845,000 | | | | | 4,265,400 |
| ACCMA Staff | 284,500 | 70,000 | 100,000 | | | | | 454,500 |
| TOTAL Expenditures: | 1,704,900 | 1,070,000 | 1,945,000 | | | | | 4,719,900 |
| Revenues | | | | | | | | |
| ACTA : Measure B1 | 1,416,900 | 900,000 | 1,683,000 | | | | | 3,999,900 |
| Caltrans : PPM | 28,600 | | | | | | | 28,600 |
| CMA-TIP | 259,400 | 170,000 | 262,000 | | | | | 691,400 |
| TOTAL Revenues: | 1,704,900 | 1,070,000 | 1,945,000 | | | | | 4,719,900 |
| TFCA Programming, Monitoring & Administration | | | | | | | | |
| Job Number: 314.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| ACCMA Staff | | 91,000 | 91,000 | 91,000 | 91,000 | | | 364,000 |
| TOTAL Expenditures: | | 91,000 | 91,000 | 91,000 | 91,000 | | | 364,000 |
| Revenues | | | | | | | | |
| TFCA (40%) | | 91,000 | 91,000 | 91,000 | 91,000 | | | 364,000 |
| TOTAL Revenues: | | 91,000 | 91,000 | 91,000 | 91,000 | | | 364,000 |
| Altamont Commuter Express (ACE) - Ops - ACTIA | | | | | | | | |
| Job Number: 320.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| ACCMA Staff | | 15,000 | 15,000 | 15,000 | 15,000 | | | 60,000 |
| TOTAL Expenditures: | | 15,000 | 15,000 | 15,000 | 15,000 | | | 60,000 |
| Revenues | | | | | | | | |
| ACTIA : Measure B2 Operation | | 15,000 | 15,000 | 15,000 | 15,000 | | | 60,000 |
| TOTAL Revenues: | | 15,000 | 15,000 | 15,000 | 15,000 | | | 60,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| CMA TIP / STIP Monitoring | | | | | | | | |
|---|----------------|------------|-----------|-----------|-----------|----------|-----------------|------------|
| Job Number: 334.0-2 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Planning Consultants | | 1,405,000 | 700,000 | 700,000 | 700,000 | | | 3,505,000 |
| ACCMA Staff | | 390,000 | 415,000 | 415,000 | 415,000 | | | 1,635,000 |
| TOTAL Expenditures: | | 1,795,000 | 1,115,000 | 1,115,000 | 1,115,000 | | | 5,140,000 |
| Revenues | | | | | | | | |
| Caltrans : STIP | | 1,680,000 | 1,000,000 | 1,000,000 | 1,000,000 | | | 4,680,000 |
| CMA-TIP | | 115,000 | 115,000 | 115,000 | 115,000 | | | 460,000 |
| TOTAL Revenues: | | 1,795,000 | 1,115,000 | 1,115,000 | 1,115,000 | | | 5,140,000 |
| I-580 PSR at 106th Avenue | | | | | | | | |
| Job Number: 334.3 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | | 300,000 | | | | | | 300,000 |
| ACCMA Staff | | 60,000 | | | | | | 60,000 |
| TOTAL Expenditures: | | 360,000 | | | | | | 360,000 |
| Revenues | | | | | | | | |
| Caltrans : PPM | | 360,000 | | | | | | 360,000 |
| TOTAL Revenues: | | 360,000 | | | | | | 360,000 |
| SMART Corridors - Operations & Management | | | | | | | | |
| Job Number: 345.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| O&M | | 890,700 | | | | | | 890,700 |
| ACCMA Staff | | 89,800 | | | | | | 89,800 |
| TOTAL Expenditures: | | 980,500 | | | | | | 980,500 |
| Revenues | | | | | | | | |
| AC Transit : Local Others | | 340,700 | | | | | | 340,700 |
| Transportation Improvement Measure | | 585,000 | | | | | | 585,000 |
| Others : TVTC | | 54,800 | | | | | | 54,800 |
| TOTAL Revenues: | | 980,500 | | | | | | 980,500 |
| I-680 SB HOV Lane | | | | | | | | |
| Job Number: 372.0-6 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| PS&E / Design | 3,226,700 | | | | | | | 3,226,700 |
| Right of Way | 20,000 | | | | | | | 20,000 |
| Construction Support | 4,768,100 | 4,827,000 | | | | | | 9,595,100 |
| Construction/CM - Others | 11,261,900 | 6,706,000 | | | | | | 17,967,900 |
| Others | 128,700 | 124,600 | | | | | | 253,300 |
| ACCMA Staff | 292,200 | 12,200 | | | | | | 304,400 |
| TOTAL Expenditures: | 19,697,600 | 11,669,800 | | | | | | 31,367,400 |
| Revenues | | | | | | | | |
| ACTIA : Measure B3 | 14,400,100 | 5,712,700 | | | | | | 20,112,800 |
| Caltrans : STIP | 97,500 | | | | | | | 97,500 |
| Caltrans : Fed Others | 100,000 | | | | | | | 100,000 |
| Caltrans : Fed Demo-Ala | 1,821,100 | | | | | | | 1,821,100 |
| Caltrans : Fed Demo: SCL | 1,040,800 | 457,000 | | | | | | 1,497,800 |
| CMA-TIP | 614,700 | 29,200 | | | | | | 643,900 |
| Others : Local Others | 1,623,400 | 5,470,900 | | | | | | 7,094,300 |
| TOTAL Revenues: | 19,697,600 | 11,669,800 | | | | | | 31,367,400 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-580 Soundwalls Design - San Leandro & Oakland | | | | | | | | |
|--|----------------|-----------|-----------|------------|------------|------------|-----------------|-------------|
| Job Number: 374.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 1,863,600 | 200,000 | | | | | | 2,063,600 |
| Right of Way | 88,800 | | | | | | | 88,800 |
| Construction Support | 896,000 | 528,700 | | | | | | 1,424,700 |
| Construction - ACCMA | 4,804,000 | 2,210,300 | | | | | | 7,014,300 |
| ACCMA Staff | 400,500 | 46,000 | | | | | | 446,500 |
| TOTAL Expenditures: | 8,052,900 | 2,985,000 | | | | | | 11,037,900 |
| Revenues | | | | | | | | |
| MTC: Local Others | 82,900 | | | | | | | 82,900 |
| Caltrans : STP | 5,150,700 | 2,111,300 | | | | | | 7,262,000 |
| CMA-TIP | 2,819,300 | 873,700 | | | | | | 3,693,000 |
| TOTAL Revenues: | 8,052,900 | 2,985,000 | | | | | | 11,037,900 |
| Ardenwood Park & Ride Lot | | | | | | | | |
| Job Number: 403.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 25,500 | | | | | | | 25,500 |
| PS&E / Design | 1,125,500 | | | | | | | 1,125,500 |
| Right of Way | 3,334,700 | | | | | | | 3,334,700 |
| Construction Support | 801,700 | | | | | | | 801,700 |
| Construction - ACCMA | 2,255,400 | | | | | | | 2,255,400 |
| ACCMA Staff | 194,800 | 10,100 | | | | | | 204,900 |
| TOTAL Expenditures: | 7,737,600 | 10,100 | | | | | | 7,747,700 |
| Revenues | | | | | | | | |
| MTC : RM2 | 6,207,700 | 10,100 | | | | | | 6,217,800 |
| Caltrans : PPM | 29,900 | | | | | | | 29,900 |
| AC Transit/ACTIA | 1,500,000 | | | | | | | 1,500,000 |
| TOTAL Revenues: | 7,737,600 | 10,100 | | | | | | 7,747,700 |
| I-880 North Safety and Operational Improvements at 23rd/29th | | | | | | | | |
| Job Number: 410.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 4,759,400 | | | | | | | 4,759,400 |
| PS&E / Design | | 4,235,000 | 3,720,000 | | | | | 7,955,000 |
| Right of Way | | 330,000 | 4,900,000 | | | | | 5,230,000 |
| Construction Support | 343,000 | 225,000 | 200,000 | 3,950,000 | 2,950,000 | 2,500,000 | | 10,168,000 |
| Construction/CM - Others | | | | 25,000,000 | 30,000,000 | 15,600,000 | | 70,600,000 |
| ACCMA Staff | 484,800 | 190,000 | 200,000 | 150,000 | 150,000 | 150,000 | | 1,324,800 |
| TOTAL Expenditures: | 5,587,200 | 4,980,000 | 9,020,000 | 29,100,000 | 33,100,000 | 18,250,000 | | 100,037,200 |
| Revenues | | | | | | | | |
| MTC : RM2 | 4,100,000 | 2,251,600 | 2,308,400 | 1,340,000 | | | | 10,000,000 |
| ACTIA : Measure B1 | 548,500 | | 201,500 | | | | | 750,000 |
| Caltrans : STIP | | 404,000 | 1,596,000 | | | | | 2,000,000 |
| Caltrans : SHOPP | | 1,113,000 | 3,127,000 | 2,760,000 | 3,000,000 | | | 10,000,000 |
| Caltrans : Fed Others | 188,600 | 1,211,400 | 387,000 | | | | | 1,787,000 |
| CMA-TIP | 750,000 | | 1,400,200 | | 100,000 | 250,000 | | 2,500,200 |
| I-Bond : TCIF | | | | 25,000,000 | 30,000,000 | 18,000,000 | | 73,000,000 |
| TOTAL Revenues: | 5,587,200 | 4,980,000 | 9,020,000 | 29,100,000 | 33,100,000 | 18,250,000 | | 100,037,200 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| Center-to-Center Phase I & II | | | | | | | | |
|-------------------------------|----------------|----------|----------|----------|----------|----------|-----------------|---------|
| Job Number: 415.0-1 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 146,400 | | | | | | | 146,400 |
| PS&E / Design | 87,300 | 168,800 | | | | | | 256,100 |
| Equipment Purchase | 276,000 | | | | | | | 276,000 |
| ACCMA Staff | 85,300 | 36,200 | | | | | | 121,500 |
| TOTAL Expenditures: | 595,000 | 205,000 | | | | | | 800,000 |
| Revenues | | | | | | | | |
| MTC : CMAQ | 595,000 | 205,000 | | | | | | 800,000 |
| TOTAL Revenues: | 595,000 | 205,000 | | | | | | 800,000 |

| Implementation of Ramp Metering on I-580 WB | | | | | | | | |
|---|----------------|----------|----------|----------|----------|----------|-----------------|---------|
| Job Number: 416.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 262,100 | 10,000 | | | | | | 272,100 |
| ACCMA Staff | 75,400 | 102,500 | | | | | | 177,900 |
| TOTAL Expenditures: | 337,500 | 112,500 | | | | | | 450,000 |
| Revenues | | | | | | | | |
| MTC : CMAQ | 337,500 | 112,500 | | | | | | 450,000 |
| TOTAL Revenues: | 337,500 | 112,500 | | | | | | 450,000 |

| I-580 EB HOV Lane | | | | | | | | |
|--------------------------|----------------|------------|----------|----------|----------|----------|-----------------|-------------|
| Job Number: 420.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 807,300 | | | | | | | 807,300 |
| Environmental | 4,516,700 | | | | | | | 4,516,700 |
| PS&E / Design | 7,298,000 | | | | | | | 7,298,000 |
| Construction Support | 600,000 | 209,900 | | | | | | 809,900 |
| Construction/CM - Others | 66,902,100 | 23,601,500 | | | | | | 90,503,600 |
| ACCMA Staff | 517,700 | 69,600 | | | | | | 587,300 |
| TOTAL Expenditures: | 80,641,800 | 23,881,000 | | | | | | 104,522,800 |
| Revenues | | | | | | | | |
| MTC : RM2 | 6,000,000 | | | | | | | 6,000,000 |
| Caltrans : STIP | 17,669,000 | | | | | | | 17,669,000 |
| Caltrans : SHOPP | 16,500,000 | 10,500,000 | | | | | | 27,000,000 |
| Caltrans : TCRP | 25,000,000 | | | | | | | 25,000,000 |
| SAFETEA Earmark | 6,000,000 | | | | | | | 6,000,000 |
| I-Bond : CMIA | 9,472,800 | 13,381,000 | | | | | | 22,853,800 |
| TOTAL Revenues: | 80,641,800 | 23,881,000 | | | | | | 104,522,800 |

| I-580 Traffic Management Plan | | | | | | | | |
|-------------------------------|----------------|----------|----------|----------|----------|----------|-----------------|-----------|
| Job Number: 420.1 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 871,200 | | | | | | | 871,200 |
| PS&E / Design | 1,624,500 | | | | | | | 1,624,500 |
| Construction Support | 1,647,300 | | | | | | | 1,647,300 |
| Construction - ACCMA | 4,963,200 | 90,000 | | | | | | 5,053,200 |
| ACCMA Staff | 313,700 | | | | | | | 313,700 |
| TOTAL Expenditures: | 9,419,900 | 90,000 | | | | | | 9,509,900 |
| Revenues | | | | | | | | |
| MTC : RM2 | 9,410,000 | 90,000 | | | | | | 9,500,000 |
| Caltrans : PPM | 9,900 | | | | | | | 9,900 |
| TOTAL Revenues: | 9,419,900 | 90,000 | | | | | | 9,509,900 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-580 Corridor Environmental Mitigation | | | | | | | | |
|---|----------------|-----------|------------|------------|-----------|----------|-----------------|------------|
| Job Number: 420.3 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 38,700 | | | | | | | 38,700 |
| PS&E / Design | 52,600 | 20,500 | | | | | | 73,100 |
| Construction - ACCMA | 130,900 | 250,000 | 1,653,600 | | | | | 2,034,500 |
| ACCMA Staff | 80,200 | 48,700 | 24,800 | | | | | 153,700 |
| TOTAL Expenditures: | 302,400 | 319,200 | 1,678,400 | | | | | 2,300,000 |
| Revenues | | | | | | | | |
| MTC : RM2 | 302,400 | 319,200 | 1,678,400 | | | | | 2,300,000 |
| TOTAL Revenues: | 302,400 | 319,200 | 1,678,400 | | | | | 2,300,000 |
| I-580 EB HOT Lane Project | | | | | | | | |
| Job Number: 420.4 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 899,800 | | | | | | | 899,800 |
| PS&E / Design | 903,800 | 952,700 | | | | | | 1,856,500 |
| Construction - ACCMA | | | 3,957,300 | 3,957,300 | | | | 7,914,600 |
| O&M | | | | | 1,200,000 | | | 1,200,000 |
| System Integrator | 170,000 | 2,130,000 | 4,000,000 | | | | | 6,300,000 |
| ACCMA Staff | 280,000 | 194,100 | 150,000 | 150,000 | 55,000 | | | 829,100 |
| TOTAL Expenditures: | 2,253,600 | 3,276,800 | 8,107,300 | 4,107,300 | 1,255,000 | | | 19,000,000 |
| Revenues | | | | | | | | |
| MTC : RM2 | 1,416,300 | 1,043,700 | 3,000,000 | 2,840,000 | 500,000 | | | 8,800,000 |
| Caltrans : ARRA | 208,400 | 1,000,000 | 4,269,300 | 1,267,300 | 755,000 | | | 7,500,000 |
| Others : TVTC | 628,900 | 1,233,100 | 838,000 | | | | | 2,700,000 |
| TOTAL Revenues: | 2,253,600 | 3,276,800 | 8,107,300 | 4,107,300 | 1,255,000 | | | 19,000,000 |
| I-580 EB AUX Lane Project | | | | | | | | |
| Job Number: 420.5 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 200,000 | | | | | | | 200,000 |
| PS&E / Design | 1,010,300 | 620,200 | | | | | | 1,630,500 |
| Right of Way | | 500,000 | | | | | | 500,000 |
| Construction Support | | | 1,267,500 | 1,267,500 | | | | 2,535,000 |
| Construction/CM - Others | | | 11,245,000 | 11,245,000 | | | | 22,490,000 |
| ACCMA Staff | | 63,000 | 81,500 | 50,000 | | | | 194,500 |
| TOTAL Expenditures: | 1,210,300 | 1,183,200 | 12,594,000 | 12,562,500 | | | | 27,550,000 |
| Revenues | | | | | | | | |
| MTC : RM2 | 1,210,300 | 789,700 | | | | | | 2,000,000 |
| Others : TVTC | | 300,000 | | | | | | 300,000 |
| SAFETEA Earmark | | 93,500 | 81,500 | 50,000 | | | | 225,000 |
| I-Bond : CMIA | | | 12,512,500 | 12,512,500 | | | | 25,025,000 |
| TOTAL Revenues: | 1,210,300 | 1,183,200 | 12,594,000 | 12,562,500 | | | | 27,550,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-580 Corridor ROW Preservation | | | | | | | | |
|---------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|----------|-----------------|--------------------|
| Job Number: 423.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 326,600 | | | | | | | 326,600 |
| PS&E / Design | 1,649,400 | 100,000 | 101,700 | | | | | 1,851,100 |
| Right of Way | | 2,750,000 | 21,450,000 | 18,750,000 | 75,000,000 | | | 117,950,000 |
| ACCMA Staff | 431,800 | 140,500 | | | | | | 572,300 |
| TOTAL Expenditures: | 2,407,800 | 2,990,500 | 21,551,700 | 18,750,000 | 75,000,000 | | | 120,700,000 |
| Revenues | | | | | | | | |
| MTC : RM1 | | | 16,000,000 | | | | | 16,000,000 |
| AB 1171 | | 1,250,000 | | 18,750,000 | 75,000,000 | | | 95,000,000 |
| ACTIA : Measure B1 | 453,800 | 1,500,000 | 3,046,200 | | | | | 5,000,000 |
| Caltrans : TCRP | 1,954,000 | 240,500 | 2,505,500 | | | | | 4,700,000 |
| TOTAL Revenues: | 2,407,800 | 2,990,500 | 21,551,700 | 18,750,000 | 75,000,000 | | | 120,700,000 |
| I-580 WB HOV Lane | | | | | | | | |
| Job Number: 424.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 3,417,300 | | | | | | | 3,417,300 |
| PS&E / Design | 8,156,600 | 1,489,900 | | | | | | 9,646,500 |
| Right of Way | | 2,830,000 | | | | | | 2,830,000 |
| Construction Support | | | 3,800,000 | 7,600,000 | 3,727,800 | | | 15,127,800 |
| Construction/CM - Others | | | 26,900,000 | 53,800,000 | 26,815,500 | | | 107,515,500 |
| ACCMA Staff | 293,200 | 176,400 | 40,000 | 60,000 | 29,300 | | | 598,900 |
| TOTAL Expenditures: | 11,867,100 | 4,496,300 | 30,740,000 | 61,460,000 | 30,572,600 | | | 139,136,000 |
| Revenues | | | | | | | | |
| MTC : RM2 | 11,867,100 | 4,275,600 | 5,957,300 | | | | | 22,100,000 |
| ACTIA : Measure B3 | | | 1,343,000 | 1,343,000 | | | | 2,686,000 |
| Caltrans : TCRP | | | 9,600,000 | | | | | 9,600,000 |
| Others : TVTC | | 100,000 | 900,000 | | | | | 1,000,000 |
| Others : City of Livermore | | | 900,000 | 900,000 | | | | 1,800,000 |
| Federal : IMD | | 120,700 | 40,000 | 60,000 | 29,300 | | | 250,000 |
| I-Bond : CMIA | | | 11,999,700 | 59,157,000 | 30,543,300 | | | 101,700,000 |
| TOTAL Revenues: | 11,867,100 | 4,496,300 | 30,740,000 | 61,460,000 | 30,572,600 | | | 139,136,000 |
| I-580 WB HOT Lane Project | | | | | | | | |
| Job Number: 424.1 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 295,000 | 516,000 | 300,000 | | | | | 1,111,000 |
| Environmental | | | 400,000 | | | | | 400,000 |
| ACCMA Staff | 73,200 | 65,800 | 50,000 | | | | | 189,000 |
| TOTAL Expenditures: | 368,200 | 581,800 | 750,000 | | | | | 1,700,000 |
| Revenues | | | | | | | | |
| Others : TVTC | 368,200 | | 331,800 | | | | | 700,000 |
| SAFETEA Earmark | | 581,800 | 418,200 | | | | | 1,000,000 |
| TOTAL Revenues: | 368,200 | 581,800 | 750,000 | | | | | 1,700,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-880 SB HOV Lane Extension Hegenberger to Marina | | | | | | | | |
|---|----------------|-----------|------------|------------|------------|----------|-----------------|-------------|
| Job Number: 430.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 4,533,800 | | | | | | | 4,533,800 |
| PS&E / Design | 4,057,400 | 2,279,700 | | | | | | 6,337,100 |
| Right of Way | | 750,000 | 1,150,000 | | | | | 1,900,000 |
| Construction Support | | | 2,850,000 | 7,750,000 | | | | 10,600,000 |
| Construction/CM - Others | | | 25,000,000 | 48,000,000 | 10,700,000 | | | 83,700,000 |
| Others | 677,300 | 200,000 | | | | | | 877,300 |
| ACCMA Staff | 411,800 | 180,000 | 65,000 | | | | | 656,800 |
| TOTAL Expenditures: | 9,680,300 | 3,409,700 | 29,065,000 | 55,750,000 | 10,700,000 | | | 108,605,000 |

| | | | | | | | | |
|-----------------|-----------|-----------|------------|------------|------------|--|--|-------------|
| Revenues | | | | | | | | |
| Caltrans : CMAQ | 6,781,000 | 801,000 | | | | | | 7,582,000 |
| Caltrans : STP | | 198,000 | | | | | | 198,000 |
| CMA-TIP | 2,899,300 | 2,410,700 | 1,215,000 | | | | | 6,525,000 |
| I-Bond : CMA | | | 27,850,000 | 55,750,000 | 10,700,000 | | | 94,300,000 |
| TOTAL Revenues: | 9,680,300 | 3,409,700 | 29,065,000 | 55,750,000 | 10,700,000 | | | 108,605,000 |

| Webster Street SMART Corridor | | | | | | | | |
|-------------------------------|----------------|-----------|----------|----------|----------|----------|-----------------|-----------|
| Job Number: 440.0-2 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| PS&E / Design | 221,300 | 69,200 | | | | | | 290,500 |
| Construction Support | | 110,000 | | | | | | 110,000 |
| Construction - ACCMA | | 1,072,900 | | | | | | 1,072,900 |
| ACCMA Staff | 144,900 | 9,700 | | | | | | 154,600 |
| TOTAL Expenditures: | 366,200 | 1,261,800 | | | | | | 1,628,000 |

| | | | | | | | | |
|-----------------------|---------|-----------|--|--|--|--|--|-----------|
| Revenues | | | | | | | | |
| MTC : CMAQ | | 278,000 | | | | | | 278,000 |
| Caltrans : Fed Others | 2,500 | 337,500 | | | | | | 340,000 |
| TFCA (40%) | 95,300 | 4,700 | | | | | | 100,000 |
| Others : TFCA (40%) | 268,400 | 551,600 | | | | | | 820,000 |
| Others : Local Others | | 90,000 | | | | | | 90,000 |
| TOTAL Revenues: | 366,200 | 1,261,800 | | | | | | 1,628,000 |

| I-680 / I-880 Cross Connector - PSR | | | | | | | | |
|-------------------------------------|----------------|----------|----------|----------|----------|----------|-----------------|---------|
| Job Number: 470.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 495,300 | 300,000 | 81,900 | | | | | 877,300 |
| ACCMA Staff | 40,800 | 15,000 | 5,000 | | | | | 60,800 |
| TOTAL Expenditures: | 536,100 | 315,000 | 86,900 | | | | | 938,100 |

| | | | | | | | | |
|--------------------|---------|---------|--------|--|--|--|--|---------|
| Revenues | | | | | | | | |
| ACTIA : Measure B1 | 536,100 | 315,000 | 86,900 | | | | | 938,100 |
| TOTAL Revenues: | 536,100 | 315,000 | 86,900 | | | | | 938,100 |

| San Pablo Avenue TSP/Transit Improvement Project | | | | | | | | |
|--|----------------|----------|----------|----------|----------|----------|-----------------|---------|
| Job Number: 478.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Scoping / Project Dev | 13,200 | 122,000 | | | | | | 135,200 |
| ACCMA Staff | 39,300 | | | | | | | 39,300 |
| TOTAL Expenditures: | 52,500 | 122,000 | | | | | | 174,500 |

| | | | | | | | | |
|-----------------|--------|---------|--|--|--|--|--|---------|
| Revenues | | | | | | | | |
| TFCA (40%) | 52,500 | 122,000 | | | | | | 174,500 |
| TOTAL Revenues: | 52,500 | 122,000 | | | | | | 174,500 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

| I-80 Integrated Corridor Mobility | | | | | | | | |
|--|------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------------|-------------------|
| Job Number: 491.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 4,497,000 | 500,000 | | | | | | 4,997,000 |
| PS&E / Design | 4,982,200 | 1,244,700 | 726,200 | | | | | 6,953,100 |
| Construction Support | | 2,100,000 | 3,000,000 | 3,500,000 | 1,900,000 | | | 10,500,000 |
| Construction - ACCMA | | 10,000,000 | 20,000,000 | 27,000,000 | 9,200,000 | | | 66,200,000 |
| ACCMA Staff | 1,091,900 | 113,000 | 100,000 | 100,000 | | | | 1,404,900 |
| TOTAL Expenditures: | 10,571,100 | 13,957,700 | 23,826,200 | 30,600,000 | 11,100,000 | | | 90,055,000 |
| Revenues | | | | | | | | |
| ACTIA : Measure B3 | 1,249,900 | 550,100 | | | | | | 1,800,000 |
| Caltrans : CMAQ | 2,723,000 | 200,000 | 200,000 | 120,000 | | | | 3,243,000 |
| Caltrans : STIP | 906,200 | | 47,800 | | | | | 954,000 |
| Caltrans : PPM | | | 100,000 | 100,000 | | | | 200,000 |
| CMA-TIP | 580,000 | 200,000 | 300,000 | | | | | 1,080,000 |
| BAAQMD : TFCA (60%) | 1,155,000 | | | | | | | 1,155,000 |
| Others : WCCTAC | 47,000 | | | | | | | 47,000 |
| Others : Measure J | 3,426,000 | 800,000 | 650,000 | | | | | 4,876,000 |
| I-Bond : TLSP | 484,000 | 8,916,000 | 7,000,000 | 5,000,000 | | | | 21,400,000 |
| I-Bond : CMIA | | 3,291,600 | 15,528,400 | 25,380,000 | 11,100,000 | | | 55,300,000 |
| TOTAL Revenues: | 10,571,100 | 13,957,700 | 23,826,200 | 30,600,000 | 11,100,000 | | | 90,055,000 |
| Marina Blvd / I-880 PSR | | | | | | | | |
| Job Number: 650.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Environmental | 139,500 | 300,000 | | | | | | 439,500 |
| PS&E / Design | | 350,000 | | | | | | 350,000 |
| Construction - ACCMA | | | 2,220,000 | 1,750,500 | | | | 3,970,500 |
| Construction/CM - Others | | | 100,000 | 100,000 | | | | 200,000 |
| ACCMA Staff | 18,000 | 22,000 | | | | | | 40,000 |
| TOTAL Expenditures: | 157,500 | 672,000 | 2,320,000 | 1,850,500 | | | | 5,000,000 |
| Revenues | | | | | | | | |
| SL Marina Fund : Local Others | 157,500 | 672,000 | 2,320,000 | 1,850,500 | | | | 5,000,000 |
| TOTAL Revenues: | 157,500 | 672,000 | 2,320,000 | 1,850,500 | | | | 5,000,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING: FY 2010/2011 - FY 2014-2015

Total Capital, Planning and Programming Expenditures - Detail by Phase

| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|--------------------------|-------------|------------|-------------|-------------|-------------|------------|--------------|-------------|
| Scoping / Project Dev | 8,129,400 | 1,748,000 | 1,274,100 | | | | | 11,151,600 |
| Environmental | 22,254,500 | 800,000 | 400,000 | | | | | 23,454,500 |
| PS&E / Design | 36,545,600 | 11,530,700 | 4,547,900 | | | | | 52,624,200 |
| Right of Way | 3,443,500 | 7,160,000 | 27,500,000 | 18,750,000 | 75,000,000 | | | 131,853,500 |
| Construction Support | 9,657,100 | 8,437,100 | 11,117,500 | 24,067,500 | 8,577,800 | 2,500,000 | | 64,357,000 |
| Construction - ACCMA | 12,153,500 | 13,623,200 | 27,830,900 | 32,707,800 | 9,200,000 | | | 95,515,400 |
| O&M | | 890,700 | | | 1,200,000 | | | 2,090,700 |
| System Integrator | 5,010,500 | 4,996,100 | 4,000,000 | | | | | 14,006,600 |
| Equipment Purchase | 276,000 | | | | | | | 276,000 |
| Others | 1,182,000 | 899,800 | 300,000 | 300,000 | | | | 2,681,800 |
| Planning Consultants | 12,400 | 2,560,800 | 883,700 | 813,700 | 700,000 | | | 4,970,600 |
| Operations Analysis | 1,420,400 | 1,000,000 | 1,845,000 | | | | | 4,265,400 |
| ACCMA Staff | 7,255,500 | 2,977,900 | 1,885,900 | 1,057,300 | 755,300 | 150,000 | | 14,081,900 |
| Total ACCMA Expenditure: | 107,340,300 | 56,624,300 | 81,585,000 | 77,696,300 | 95,433,100 | 2,650,000 | | 421,329,100 |
| Construction/CM - Others | 78,164,000 | 30,307,500 | 63,245,000 | 138,145,000 | 67,515,500 | 15,600,000 | | 392,977,000 |
| Total Expenditure: | 185,504,300 | 86,931,800 | 144,830,000 | 215,841,300 | 162,948,600 | 18,250,000 | | 814,306,100 |

Total Capital, Planning and Programming Revenues - Detail by Source

| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|-------------------------|-------------|-------------|-------------|--------------|-------------|-------------|--------------|--------------|
| MTC Planning Support | 27,100 | | 15,100 | | | | | 42,200 |
| RM1 | | | 16,000,000 | | | | | 16,000,000 |
| RM2 | 40,513,800 | 8,780,000 | 12,944,100 | 4,180,000 | 500,000 | | | 66,917,800 |
| ACTIA / Measure B | 25,014,800 | 9,660,000 | 6,375,600 | 1,358,000 | 15,000 | | | 42,423,400 |
| AC Transit | | 340,700 | | | | | | 340,700 |
| AB 1171 | | 1,250,000 | | 18,750,000 | 75,000,000 | | | 95,000,000 |
| ARRA | 208,400 | 1,000,000 | 4,269,300 | 1,267,300 | 755,000 | | | 7,500,000 |
| I-Bond : CMIA | 9,472,800 | 16,672,600 | 67,890,600 | 152,799,500 | 52,343,300 | | | 299,178,800 |
| CT/State Planning Grant | | 215,000 | 25,000 | | | | | 240,000 |
| Earmark | 6,000,000 | 675,300 | 499,700 | 50,000 | | | | 7,225,000 |
| Other Federal | 4,276,300 | 2,820,600 | 1,393,600 | 60,000 | 29,300 | | | 8,579,800 |
| SHOPP | 16,500,000 | 11,613,000 | 3,127,000 | 2,760,000 | 3,000,000 | | | 37,000,000 |
| STIP | 22,928,600 | 5,997,000 | 2,939,700 | 1,100,000 | 1,000,000 | | | 33,965,300 |
| STP/CMAQ | 15,587,200 | 3,905,800 | 200,000 | 120,000 | | | | 19,813,000 |
| I-Bond : TCIF | | | | 25,000,000 | 30,000,000 | 18,000,000 | | 73,000,000 |
| TCRP | 26,954,000 | 240,500 | 12,105,500 | | | | | 39,300,000 |
| I-Bond : TLSP | 484,000 | 8,916,000 | 7,000,000 | 5,000,000 | | | | 21,400,000 |
| VPPP Federal | 1,659,100 | | | | | | | 1,659,100 |
| TFCA | 1,583,600 | 972,900 | 251,000 | 231,000 | 91,000 | | | 3,129,500 |
| CMA-TIP | 7,960,800 | 4,113,600 | 3,592,200 | 415,000 | 215,000 | 250,000 | | 16,546,600 |
| WCCTAC | 1,670,400 | 5,654,000 | 206,900 | | | | | 7,531,300 |
| Other Local | 3,666,400 | 2,417,000 | 3,925,000 | 2,750,500 | | | | 12,758,900 |
| TVTC | 997,100 | 1,687,900 | 2,069,800 | | | | | 4,754,800 |
| Total Revenue: | 185,504,300 | 86,931,800 | 144,830,000 | 215,841,300 | 162,948,600 | 18,250,000 | | 814,306,100 |
| Less Revenue to Others | -78,164,000 | -30,307,500 | -63,245,000 | -138,145,000 | -67,515,500 | -15,600,000 | | -392,977,000 |
| Total Grant Revenue: | 107,340,300 | 56,624,300 | 81,585,000 | 77,696,300 | 95,433,100 | 2,650,000 | | 421,329,100 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING (CORE): FY 2010/2011 - FY 2014-2015

| MTC Partnership | | | | | | | | |
|-------------------------------------|----------------|----------|----------|----------|----------|----------|-----------------|-----------|
| Job Number: 113.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| ACCMA Staff | | 80,600 | 64,000 | 64,000 | 64,000 | | | 272,600 |
| TOTAL Expenditures: | | 80,600 | 64,000 | 64,000 | 64,000 | | | 272,600 |
| Revenues | | | | | | | | |
| MTC Planning Support | | 80,600 | 64,000 | 64,000 | 64,000 | | | 272,600 |
| TOTAL Revenues: | | 80,600 | 64,000 | 64,000 | 64,000 | | | 272,600 |
| MTC General Support | | | | | | | | |
| Job Number: 200.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| ACCMA Staff | | 91,000 | | | | | | 91,000 |
| TOTAL Expenditures: | | 91,000 | | | | | | 91,000 |
| Revenues | | | | | | | | |
| MTC Planning Support | | 91,000 | | | | | | 91,000 |
| TOTAL Revenues: | | 91,000 | | | | | | 91,000 |
| Congestion Management Program | | | | | | | | |
| Job Number: 201.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| LOS Monitoring | | 35,000 | 100,000 | 5,000 | 100,000 | | | 240,000 |
| CMP Update | | 4,000 | 55,000 | 10,000 | 55,000 | | | 124,000 |
| Travel Model Support | | 30,000 | 20,000 | 20,000 | 20,000 | | | 90,000 |
| Perf. Report / Mobility Monitor | | 15,000 | 10,000 | 10,000 | 10,000 | | | 45,000 |
| Model Update | | 40,000 | 100,000 | | 100,000 | | | 240,000 |
| ACCMA Staff | | 344,100 | 180,000 | 180,000 | 180,000 | | | 884,100 |
| TOTAL Expenditures: | | 468,100 | 465,000 | 225,000 | 465,000 | | | 1,623,100 |
| Revenues | | | | | | | | |
| MTC Planning Support | | 320,100 | 465,000 | 225,000 | 465,000 | | | 1,475,100 |
| Caltrans : STIP | | 148,000 | | | | | | 148,000 |
| TOTAL Revenues: | | 468,100 | 465,000 | 225,000 | 465,000 | | | 1,623,100 |
| Countywide Transportation Plan | | | | | | | | |
| Job Number: 202.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| Planning Consultants | | 379,800 | 470,000 | 19,900 | 19,900 | | | 889,600 |
| ACCMA Staff | | 409,000 | 149,300 | 127,100 | 127,100 | | | 812,500 |
| TOTAL Expenditures: | | 788,800 | 619,300 | 147,000 | 147,000 | | | 1,702,100 |
| Revenues | | | | | | | | |
| MTC Planning Support | | 788,800 | 619,300 | 147,000 | 147,000 | | | 1,702,100 |
| TOTAL Revenues: | | 788,800 | 619,300 | 147,000 | 147,000 | | | 1,702,100 |
| MTC Lifeline Transportation Program | | | | | | | | |
| Job Number: 203.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Expenditures | | | | | | | | |
| ACCMA Staff | | 11,000 | | | | | | 11,000 |
| TOTAL Expenditures: | | 11,000 | | | | | | 11,000 |
| Revenues | | | | | | | | |
| MTC Planning Support | | 11,000 | | | | | | 11,000 |
| TOTAL Revenues: | | 11,000 | | | | | | 11,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING (CORE): FY 2010/2011 - FY 2014-2015

Transportation and Land Use Work Program

| Job Number: 219.0-4 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|------------------------|----------------|----------|----------|----------|----------|----------|-----------------|---------|
| Expenditures | | | | | | | | |
| Planning Consultants | | 410,000 | 25,000 | 25,000 | 25,000 | | | 485,000 |
| ACCMA Staff | | 125,000 | 125,000 | 125,000 | 125,000 | | | 500,000 |
| TOTAL Expenditures: | | 535,000 | 150,000 | 150,000 | 150,000 | | | 985,000 |

| | | | | | | | | |
|----------------------|--|---------|---------|---------|---------|--|--|---------|
| Revenues | | | | | | | | |
| MTC Planning Support | | 160,000 | 150,000 | 150,000 | 150,000 | | | 610,000 |
| ACTIA : Others | | 375,000 | | | | | | 375,000 |
| TOTAL Revenues: | | 535,000 | 150,000 | 150,000 | 150,000 | | | 985,000 |

Countywide Bicycle Plan Update

| Job Number: 239.1 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|----------------------|----------------|----------|----------|----------|----------|----------|-----------------|--------|
| Expenditures | | | | | | | | |
| Planning Consultants | 1,400 | | | | | | | 1,400 |
| ACCMA Staff | 53,000 | 38,000 | | | | | | 91,000 |
| TOTAL Expenditures: | 54,400 | 38,000 | | | | | | 92,400 |

| | | | | | | | | |
|----------------------|--------|--------|--|--|--|--|--|--------|
| Revenues | | | | | | | | |
| MTC Planning Support | 46,400 | 33,000 | | | | | | 79,400 |
| ACTIA : Measure B1 | 2,700 | 5,000 | | | | | | 7,700 |
| Caltrans : PPM | 5,300 | | | | | | | 5,300 |
| TOTAL Revenues: | 54,400 | 38,000 | | | | | | 92,400 |

MTC Funding & Programming - Planning

| Job Number: 303.0 | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
|----------------------|----------------|----------|----------|----------|----------|----------|-----------------|---------|
| Expenditures | | | | | | | | |
| ACCMA Staff | | 190,000 | 195,000 | 195,000 | 195,000 | | | 775,000 |
| TOTAL Expenditures: | | 190,000 | 195,000 | 195,000 | 195,000 | | | 775,000 |
| Revenues | | | | | | | | |
| MTC Planning Support | | 190,000 | 195,000 | 195,000 | 195,000 | | | 775,000 |
| TOTAL Revenues: | | 190,000 | 195,000 | 195,000 | 195,000 | | | 775,000 |

Alameda County Congestion Management Agency
CAPITAL, PLANNING AND PROGRAMMING (CORE): FY 2010/2011 - FY 2014-2015

| Total Core Functions Expenditures | | | | | | | | |
|-----------------------------------|----------------|-----------|-----------|----------|-----------|----------|-----------------|-----------|
| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| Planning Consultants | 1,400 | 789,800 | 495,000 | 44,900 | 44,900 | | | 1,376,000 |
| LOS Monitoring | | 35,000 | 100,000 | 5,000 | 100,000 | | | 240,000 |
| CMP Update | | 4,000 | 55,000 | 10,000 | 55,000 | | | 124,000 |
| Travel Model Support | | 30,000 | 20,000 | 20,000 | 20,000 | | | 90,000 |
| Perf.Report / Mobility Monitor | | 15,000 | 10,000 | 10,000 | 10,000 | | | 45,000 |
| Model Update | | 40,000 | 100,000 | | 100,000 | | | 240,000 |
| ACCMA Staff | 53,000 | 1,288,700 | 713,300 | 691,100 | 691,100 | | | 3,437,200 |
| Total ACCMA Expenditure: | 54,400 | 2,202,500 | 1,493,300 | 781,000 | 1,021,000 | | | 5,552,200 |
| Total Expenditure: | 54,400 | 2,202,500 | 1,493,300 | 781,000 | 1,021,000 | | | 5,552,200 |

| Total Core Functions Revenues - Detail by Source | | | | | | | | |
|--|----------------|-----------|-----------|----------|-----------|----------|-----------------|-----------|
| | Prior Years | FY 10-11 | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | Future Years | TOTAL |
| MTC Planning Support | 46,400 | 1,674,500 | 1,493,300 | 781,000 | 1,021,000 | | | 5,016,200 |
| ACTIA / Measure B | 2,700 | 5,000 | | | | | | 7,700 |
| STIP | 5,300 | 148,000 | | | | | | 153,300 |
| Other Local | | 375,000 | | | | | | 375,000 |
| Total Revenue: | 54,400 | 2,202,500 | 1,493,300 | 781,000 | 1,021,000 | | | 5,552,200 |
| Total ACCMA Revenue: | 54,400 | 2,202,500 | 1,493,300 | 781,000 | 1,021,000 | | | 5,552,200 |

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ACCMA ■ 1333 Broadway, Suite 220 ■ Oakland, CA 94612 ■ PH: (510) 836-2560
ACTIA ■ 1333 Broadway, Suite 300 ■ Oakland, CA 94612 ■ PH: (510) 893-3347

www.AlamedaCTC.org

Memorandum

DATE: December 22, 2010

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director

SUBJECT: Approval of Interim Benefits Resolution

Recommendations:

It is recommended that the Committee recommend Commission approval of the attached Benefits Resolution, which contains revised specific benefits that were adopted by the Commission in October 2010, for the employees of ACTIA and ACCMA, and make it effective February 1, 2011. Health benefits, retirement and retiree medical benefits, and salary ranges for employees of ACCMA and ACTIA will not be affected by this Resolution, and will remain unchanged until the Commission adopts a final consolidated Salary and Benefits Resolution in May 2011, to be put in effect on fiscal year 2011-12.

The purpose of the interim benefits resolution is to allow current ACTIA and ACCMA employees to be governed by a consistent set of policies regarding holiday schedules, accrual of leaves, as well as other benefits, prior to the anticipated effective date of the fully merged benefits program on July 1, 2011.

Discussion:

In October 2010, the Commission reviewed and conceptually approved a benefits package for the new Alameda CTC. This approval allowed the new agency to start the process to contract with CalPERS for an Alameda CTC retirement and retiree medical benefit program. The goal is to have the executed contract with CalPers in place and effective by July 1, 2011. In addition, salary ranges will be adjusted at that time based on the Alameda CTC's new organizational structure, updated job classifications commensurate with the new organization, and a salary survey that will be conducted based on new classification specifications.

In the meantime, it is recommended that the Commission approve and put into effect as of February 1, 2011, all other benefits, including new guidelines regarding performance-based merit salary increases, leave policies (holidays, vacation, sick leave, management leave, bereavement leave, family & medical leave, pregnancy leave, military leave, and jury and witness duty leave), transit subsidy benefits, tuition assistance, and other voluntary benefits. The proposed benefits policies are based on and essentially consistent with the benefits currently provided to ACCMA employees.

Current employees' salary ranges, health insurance and other insurance benefits (medical, dental, vision, life, long-term disability, accidental death and dismemberment, and employee assistance insurance) are not changed with the adoption of this Interim Salaries and Benefits Resolution.

Fiscal Impacts:

Approval of this item will result in an initial savings to the combined operating budgets of both ACTIA and ACCMA.

Attachments:

Attachment A – Proposed Revised Salaries and Benefits Resolution, ACTC Resolution 11-001

Attachment B – Currently Adopted Salaries and Benefits Resolution

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION 11-001**

**ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY
RESOLUTION 11-001**

**ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY
RESOLUTION 11-001**

**INTERIM BENEFITS FOR STAFF MEMBERS
CALENDAR YEAR 2011 (Effective February 1, 2011)**

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 ("CMA");

WHEREAS, the 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 CMA;

WHEREAS, although the 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, all Alameda CTC staff members are currently employees of either ACTIA or CMA; and

WHEREAS, Alameda CTC, ACTIA and CMA (collectively, the "Agencies") desire to establish a consistent set of benefits and leave policies for all employees of the Agencies until such time as all Alameda CTC staff members are employees of Alameda CTC; and

NOW, THEREFORE, IT IS RESOLVED AND ORDERED that the employment benefits for members of the independent staff of the Agencies for the Calendar Year 2011 are hereby adopted, and are herein set forth.

- 1.1 Compensation for all employees of CMA and ACTIA, respectively, shall continue to be based on the applicable CMA Salary and Benefits Resolution or ACTIA Human Resources (HR) Policies, and shall not be revised or adjusted pursuant to this Resolution.
- 1.2 In the case of any conflict between this Resolution and the applicable CMA Salary and Benefits Resolution or ACTIA HR Policies (except as otherwise provided in with the exception of the benefits described in Paragraph 5 herein), the provisions of this Resolution shall govern and control.
- 2.1 Original appointments of new employees shall be tentative and subject to a probationary period of one (1) year actual service; an existing employee appointed to a new position shall serve a probationary period of at least one

hundred eighty (180) days commencing the first day of employment in the new position.

-
- 2.1.1 Every three (3) months during the probationary period new employees will meet with their supervisor to discuss the employee's performance to date. At the time of the discussion the supervisor will 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 in writing.
 - 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 will 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.

3. Holidays

- 3.1 The following eleven (11) paid holidays shall be observed by the Agencies:

| | |
|-----------------------------------|-------------------------|
| New Year's Day | Veterans Day (Observed) |
| Martin Luther King Jr.'s Birthday | Thanksgiving Day |
| Presidents' Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | |

- 3.2 **Holiday Policy.** When a holiday falls on a Sunday, the following Monday shall be observed as the holiday date. When a holiday falls on a Saturday, the preceding Friday shall be observed.
- 3.3 **Floating Holidays.** Regular full-time employees are entitled to two (2) floating holidays per year. Employees shall be granted such holidays at the beginning of each calendar year. Floating Holidays are not accruable and those unused at the end of the calendar year will be eliminated from the employee's available leave bank.
- 3.4 **Holiday Time.** Regular full-time employees shall receive eight (8) hours of holiday pay for each of the above holidays at their regular base rate. Regular part-time employees shall receive paid holiday time pro rata based on actual hours worked should their regular work schedule fall on one of the above listed holidays.
- 3.5 **Administrative Procedure.** The Executive Director shall establish holiday procedures governing employees of the Agencies.

4. Leaves of Absence

4.1 Vacation

- 4.1.1 **Accrual Rates.** The Agencies shall provide vacation leave with pay for regular employees (including probationary employees) based on accrual guidelines shown in the table below. Vacation leave earned shall accrue upon completion of each pay period beginning upon completion of the pay period following that in which the employee commences service.

Accrual Rates Based on Years of Service:

| Years of Service | Vacation Days Accrued Per Year | Maximum Hours Accrued Per Year |
|-------------------------|---------------------------------------|---------------------------------------|
| 1-4 Years | 10 Days | 120 Hours |
| 5-10 Years | 15 Days | 240 Hours |
| 11-15 Years | 20 Days | 320 Hours |
| 16+ Years | 25 Days | 400 Hours |

Part-time employees shall earn vacation leave on a pro rata basis based on actual hours worked. The maximum accrual will also be pro rated.

- 4.1.2 **Maximum Vacation Benefits.** Once an employee reaches the maximum, the employee will cease accruing any additional vacation leave until such time as vacation leave hours fall below the maximum.
- 4.1.3 **Payment of Vacation upon Separation.** Accrued vacation pay that has not been used will be paid at time of resignation or termination. An employee terminating

employment with the Agencies for reasons other than paid retirement from with the Agencies employment shall be paid at such employee's current rate of pay for all unused accrued vacation up to the maximum amount of permissible accumulated vacation time as set forth above, in one (1) lump sum less applicable taxes. An employee separating from service with the Agencies for paid retirement may elect either to take time off for vacation prior to the employee's date of retirement, or to be paid at the employee's current rate of pay for vacation up to the ceiling amount as set forth above, in one lump sum.

4.2 **Management Leave.** Regular full-time exempt employees may receive paid management leave of up to 80 hours per year at the sole discretion of the Executive Director. The leave is intended to compensation exempt employees who are required to attend night meetings. The amount of leave will be determined by the Executive Director based on each employee's function and the number of night meetings he/she is required to attend. No employee shall be eligible to accrue more than the amount of their annual Management Leave. Use of Management Leave shall be at the discretion of the Executive Director.

4.3 **Sick Leave.** Regular employees (including probationary employees) shall receive sick leave, accumulating at the rate of one day per calendar month up to four hundred eighty (480) hours (pro rated for part-time employees based on actual hours worked). Up to sixty (60) days of accrued but unused sick leave may be used toward service credit for PERS retirement benefits. Sick leave is available only for the actual illness or injury of an employee or the employee's spouse, registered domestic partner, children, parents, or other dependents.

4.4 **Family and Medical Leave.** The Agencies may grant regular employees (including probationary employees) up to twelve (12) workweeks of unpaid time off in a 12-month period for the employee's own serious health condition or that of the employee's child, parent, spouse, or registered domestic partner, or for the birth, adoption, or foster care placement of an employee's child.

Employees may exhaust any accrued vacation time and/or sick leave (if the leave is due to the employee's own serious health condition or to care for the serious health condition of another) while on unpaid leave. Employees taking family/medical leave due to the birth of a child to that employee's spouse or registered domestic partner, or to care for such child, may utilize accrued sick leave during such leave. Such use of accrued vacation time and/or sick leave is the only pay such employee will receive from the Agencies while on family/medical leave.

4.5 **Leaves Because of Pregnancy, Child Birth or Related Conditions.** The Agencies shall comply with California's Pregnancy Disability Leave Law. Employees may, but are not required, to utilize accrued vacation and sick leave during any pregnancy leave so as to receive pay during some or all such leave.

4.6 **Military Leave.** Military leave shall be granted in accordance with federal and state law.

4.7 **Bereavement Leave.** In the event of a death in the immediate family of a regular full-time employee, paid leave not chargeable to sick or vacation leave will be granted for a period up to three (3) consecutive scheduled work days for the purpose of making arrangements for, or to attend, the funeral. Employees shall receive one (1) day to attend a funeral for a friend or relative outside their immediate family. Immediate family is defined as spouse, registered domestic partner, children, sister, brother, mother, father, legal guardian, any other person sharing the relationship of in loco parentis, legal dependent, current mother- or father-in-law, grandparents, or grandchildren.

4.8 **Jury and Witness Duty Leave.**

4.8.1 All regular full-time employees will be granted a leave of absence with pay for all or any part of the time required for jury duty in the manner prescribed by law.

The employee must return to work on the same day he or she is excused from service. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay.

4.8.2 All regular full-time employees will be granted a leave of absence with pay for their appearance as a witness in a civil or criminal proceeding (other than as an accused) for any appearance that is solely attributable to the employee's work for the Agencies.

4.9 **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all of the leave policies.

5. **Health Insurance and Other Benefits**

For this Interim Benefits Resolution, Health Insurance and Other Benefits will be administered separately for CMA) and the Alameda County Transportation Improvement Authority, based on previously established policies and procedures. The following subparagraphs in this Paragraph 5 describe and summarize such established policies and procedures, but are not intended in any way to modify the policies and procedures:

The following are the Health Insurance and Other Benefits for the CMA:

5.1 **Health Care.** All regular CMA employees working at least an average of 20 hours per week shall be entitled to enroll in CMA's health insurance plan, provided through the State of California's Public Employees Retirement System (PERS). CMA shall pay an amount at least equal to the cost of the Kaiser North health plan for self and two plus dependents on behalf of its regular full-time employees. CMA shall pay an amount at least equal to the cost of the Kaiser North health plan for self only on behalf of its part-time employees who work twenty (20) or more hour per week. Premiums not paid by CMA shall be the responsibility of the employee. Regular full-time employees who elect not to use the CMA's health care benefit shall receive one-half (1/2) of the Kaiser North

health plan premium (for self and two plus dependents) in additional salary which is subject to state and federal taxes.

5.2 **Dental and Other Benefits.** CMA shall provide each regular full-time employee, and regular part-time employees working 30 hours or more, the following additional benefit programs:

- A dental program
- A vision care program
- Group life insurance
- Disability Insurance
- A transit subsidy program, with a maximum in accordance with the federally authorized amount

The following are the Health Insurance and Other Benefits for ACTIA:

5.4 **Flexible Spending Account.** ACTIA provides a Flexible Spending Account (FSA) for its eligible employees, into which ACTIA pays \$1,638 per month. With these funds, each participating employee is able to choose the following coverage:

- Health Insurance;
- Dental Insurance;
- Vision Care Insurance;
- Life Insurance; and
- Long-term Disability Insurance.

Employees may also use the dollars for reimbursement of expenses such as medical co-payments, dental expenses, orthodontic expenses, eye glasses, psychiatric counseling, or chiropractic expenses.

When an employee is required to work on a less than full-time basis due to medical or other valid reasons, the Flexible Spending Account accruals will be prorated by dividing the actual hours worked plus any accrued sick/vacation hours used during the pay period, by the fulltime equivalent hours in the same pay period.

Regular part-time employees will receive a pro-rated amount of the monthly \$1,638 contribution based on actual hours worked.

This provision in the Salary and Benefits Resolution will follow the policy and procedure established in ACTIA's Human Resources Policy Handbook, Policy #301.

6. Additional Benefits Programs

6.1. **Transit Subsidy.** All regular full-time employees of the Agencies are eligible for the following transit subsidy benefits (elected to be received by the employee):

1. Commuter checks: \$188 per month;

6.2. **Tuition Assistance.** Following completion of their probationary period, regular full-time employees are eligible for reimbursement of 90% of tuition fees for job-related courses, subject to budget availability up to \$500 at an accredited institution each calendar year, at the sole discretion of the Executive Director.

6.3. **Other benefits.** At no cost to Alameda CTC, the Agencies will also provide:

1. A pre-tax child care and non-reimbursable medical expense program
 2. An optional deferred compensation program.
7. **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all of the benefit policies.
8. **Retirement.** All employees of the Agencies shall be entitled to membership with the Public Employees' Retirement System (PERS) according to the guidelines established in the PERS Retirement Benefits Policy and the applicable contract with PERS. Pursuant to Government Code section 20022(b)(6), the Agencies shall each contribute to PERS each pay period the 7% employee contribution on behalf of all employees. Such contribution shall be reported to PERS as "employee contribution being made by the contracting agency" and shall not be deemed to be "compensation" reportable to PERS.
9. **Reimbursement of Expenses.** Alameda CTC will reimburse employees of the Agencies for reasonable and normal expenses associated with Alameda CTC business approved by the Executive Director. An employee may be offered a fixed monthly allowance in lieu of actual expenses, which may be adjusted annually by the Executive Director.
10. **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 Paragraph 3.1. Employees are required to be at the Alameda CTC's offices during business hours from Monday through Friday.
11. All provisions of this Resolution shall be effective and pertain to all employees of the Agencies as of the date of hire of the employee, or February 1, 2011, whichever is later in time, unless otherwise provided.
12. The Executive Director is authorized to execute the necessary contracts for the benefits and insurance coverage described herein.

ADOPTED by the Boards of the Agencies at a regular meeting held on January 27, 2011 in
Oakland, California, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

SIGNED:

Mark Green
Chairperson

ATTEST:

Gladys V. Parmelee
Clerk of the Commission

ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

**RESOLUTION 09-11
SALARIES AND BENEFITS FOR STAFF MEMBERS
CALENDAR YEAR 2010**

WHEREAS, the Alameda County Congestion Management Agency, hereinafter referred to as CMA, was created pursuant to a joint powers agreement entered into among the cities, County and transit operators of Alameda County; and

WHEREAS, the CMA is empowered by the joint powers agreement to carry out transportation planning and programming activities, including the development of a congestion management program pursuant to Section 65088 et seq. of the Government Code and a countywide transportation plan pursuant to Section 66531 of the Government Code, and to accomplish other transportation planning and programming functions and responsibilities; and

WHEREAS, the CMA 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;

NOW, THEREFORE, IT IS RESOLVED AND ORDERED that the rate of compensation and other employment benefits for members of the Alameda County Congestion Management Agency's independent staff for the Calendar Year 2010 are hereby adopted, and are herein set forth.

- 1.1 An employee shall be compensated at a rate set between the min and max of the range specified in Attachment 1 for their respective position classification.
- 1.2 The duties and responsibilities of the position classifications identified in Paragraph 1.1 shall be described by a CMA job specification approved by the Executive Director.
- 1.3 The salary ranges for the employees described in Paragraph 1.1 shall not include steps and/or provision for any automatic or tenure based increases.
- 1.4 Starting compensation, including salary, shall be set by the Executive Director consistent with the prescribed ranges for the position classifications identified in Paragraph 1.1.
- 2.1 Original appointments for new employees shall be tentative and subject to a probationary period of one (1) year actual service and appointment of an existing employee to a new position shall serve a probationary period of at least one hundred eighty (180) days commencing the first day of employment in the new position.

- 2.1.1 Every six (6) months during the probationary period new employees will meet with their supervisor to discuss the employee's performance to date. At the time of the discussion the supervisor will 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 in writing.
- 2.1.3 At any time during the probationary period, a probationary employee may be terminated with or without cause and without any hearing concerning the termination. 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 for a period not to exceed ninety days 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 Executive Director or his/her designee. In addition, a review of an employee's progress in meeting annual goals and objectives will 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 will be granted at that time by the Executive Director based on a combination of the employee's performance rating and the existing position of his/her salary in the salary range for his/her position, consistent with the Board approved annual budget. Below are the merit increase guidelines:

| Performance Level | Merit Increase Guideline <i>(according to employee's current salary by position in range)</i> | | | Contingent Guideline |
|--------------------------|---|---------------------|--------------------|-----------------------------|
| | Lower Third | Middle Third | Upper Third | Minimum Base Salary |
| Outstanding-5 | 5-6% | 4-5% | 3-4% | 115% of Midpoint |
| Exceeds Requirements-4 | 4-5% | 3-4% | 2-3% | 110% of Midpoint |
| Achieves Requirements-3 | 3-4% | 2-3% | 0 | 100% of Midpoint |
| Needs Improvement-2 | 0 | 0 | 0 | NA |
| Unsatisfactory-1 | 0 | 0 | 0 | NA |

The contingent salary guideline can only be used in the following instances:

- To maintain high performer salaries above the midpoint
- When retention issues arise
- To “promote-in-place” those employees whose job duties have changed since the last classification

The contingent salary guideline does not apply to employees during the probationary period.

3. **Holidays**

3.1 The following paid holidays shall be observed by CMA:

| | |
|-------------------------------|----------------------------|
| New Year’s Day | Veterans Day (Observed) |
| Martin Luther King's Birthday | Thanksgiving Day |
| Presidents Day | The day after Thanksgiving |
| Memorial Day | December 25 |
| Independence Day | The day after Christmas |
| Labor Day | |

3.2 **Holiday Policy.** When a holiday falls on a Sunday, the following Monday shall be observed as the holiday date. When a holiday falls on a Saturday, the preceding Friday shall be observed.

3.3 **Floating Holidays.** Regular full-time employees are entitled to two floating holidays per year. Employees shall be granted such holidays at the beginning of each calendar year. Floating Holidays are not accruable and those unused at the end of the calendar year will be eliminated from the employee’s available leave bank.

3.4 **Holiday Time.** Regular full-time employees shall receive eight (8) hours of holiday pay for each of the above holidays at their regular base rate. Regular part-time employees shall receive paid holiday time pro rata should their regular work schedule fall on one of the above listed holidays.

3.5 **Administrative Procedure.** The Executive Director shall establish holiday procedures governing CMA employees.

4. **Leaves of Absence**

4.1 **Vacation**

4.1.1 **Accrual Rates.** CMA shall provide vacation leave with pay for regular employees. Vacation leave earned shall accrue upon completion of each pay period beginning upon completion of the pay period following that in which the employee commences service.

Beginning upon completion of the pay period following commencement of service, regular full-time employees shall be credited with eight hours per month for the first year and an additional eight hours per year for each year of service thereafter, to a maximum of five weeks (200 hours) per year. Part-time employees shall earn vacation leave on a pro rata basis. The scheduled hours in the work week divided by five (5) will determine the credit each month. The maximum accrual will also be pro rated.

- 4.1.2 **Maximum Vacation Benefits.** No employee shall be eligible to accrue more than a maximum of ten (10) weeks of vacation any one time, pro rated for part time employees. Once an employee reaches the maximum, the employee will cease accruing any additional vacation leave until such time as vacation leave hours fall below the maximum.
- 4.1.3 **Vacation Buy-Back Policy.** Upon request of an employee, and approval by the Executive Director, CMA will buy back a portion of an employee's annual accrual of vacation once per calendar year, subject to the following criteria: 1) that the employee must have taken at least two weeks (10 days) of vacation in the previous twelve (12) calendar months; and, that the maximum vacation cash-out shall not exceed one-half the employee's annual accrual. The Executive Director may grant a one-time exception per employee of the vacation cash-out limitation.
- 4.1.4 **Payment of Vacation upon Separation.** Accrued vacation pay that has not been used will be paid at time of resignation or termination. An employee terminating employment with CMA for reasons other than paid retirement from CMA employment shall be paid at such employee's current rate of pay for all unused accrued vacation up to the maximum amount of permissible accumulated vacation time as set forth above, in one (1) lump sum less applicable taxes. An employee separating from CMA service for paid retirement may elect either to take time off for vacation prior to the employee's date of retirement, or to be paid at the employee's current rate of pay for vacation up to the ceiling amount as set forth above, in one lump sum.
- 4.2 **Management Leave.** Regular full-time exempt employees shall receive paid management leave up to 80 hours per year based on seniority which is to be used at the discretion of the Executive Director. No employee shall be eligible to accrue more than the amount of their annual Management Leave. Use of Management Leave shall be at the discretion of the Executive Director.
- 4.3 **Sick Leave.** Regular employees (including probationary employees) shall receive sick leave, accumulating at the rate of one day per calendar month up to one hundred twenty (120) working days (pro rated for part time employees). Up to 120 days of accrued but unused sick leave may be used toward service credit for PERS retirement benefits. Sick leave is available only for the actual illness or injury of an employee or the employee's spouse, registered domestic partner, children, parents, or other dependents. Sick leave

will be pro rated for part time employees and accrued in the same manner as vacation leave (see section 4.1.1 above).

- 4.4 **Family and Medical Leave.** CMA shall comply with the California Family Rights Act and the federal Family Medical Leave Act. An employee is entitled to up to 12 weeks of unpaid family/medical leave within any 12-month period. At the end of the leave, the employee will be restored to the same or an equivalent position, except under certain circumstances specified in the applicable laws.

CMA has elected to measure eligibility for family/medical leave using the ‘rolling method’ of calculations. This means that CMA will look back at the 12-month period before the date the employee seeks to take family/medical leave to determine if the employee is eligible for leave and how much is available.

Employees must exhaust any accrued vacation time and/or sick leave (if the leave is due to the employee’s own serious health condition or to care for the serious health condition of another) while on family/medical leave. Employees taking family/medical leave due to the birth of a child to that employee’s spouse or registered domestic partner, or to care for such child, may, but are not required to, utilize accrued sick leave during such leave. Such use of accrued vacation time and/or sick leave is the only pay such employee will receive from CMA while on family/medical leave.

- 4.5 **Leaves Because of Pregnancy, Child Birth or Related Conditions.** CMA shall comply with California’s Pregnancy Disability Leave Law. Employees may, but are not required, to utilize accrued vacation and sick leave during any pregnancy leave so as to receive pay during some or all such leave.
- 4.6 **Military Leave.** Military leave shall be granted in accordance with federal and state law.
- 4.7 **Bereavement Leave.** In the event of a death in the immediate family of a regular full-time employee, paid leave not chargeable to sick or vacation leave will be granted for a period up to three (3) consecutive scheduled work days for the purpose of making arrangements for, or to attend, the funeral. Employees shall receive one (1) day to attend a funeral for a friend or relative outside their immediate family. Immediate family is defined as spouse, domestic partner, children, sister, brother, mother, father, legal guardian, legal dependent, current mother- or father-in-law, grandparents, or grandchildren.
- 4.8 **Jury and Witness Duty Leave.**

- 4.8.1 All regular full-time employees will be granted a leave of absence with pay for all or any part of the time necessarily required for jury duty in the manner prescribed by law.

The employee must return to work on the same day he or she is excused from service. The employee shall be paid the difference between his/her full salary and any payment received for such duty, except travel pay.

- 4.8.2 All regular full-time employees will be granted a leave of absence with pay for their appearance as a witness in a civil or criminal proceeding (other than as an accused) for any appearance that is solely attributable to the employee's work for CMA.

4.9 **Unpaid Leaves Not Otherwise Provided**

- 4.9.1 **Unpaid Leave.** The Executive Director may grant unpaid leaves of absence to CMA employees for an initial period of up to ninety (90) days. For employees with service less than twelve (12) months, the Executive Director may grant an employee a leave of absence without pay for a maximum of two (2) weeks.
- 4.9.2 **Accrual of Benefits.** For leaves of absence without pay in excess of two (2) weeks, employees on unpaid leaves of absence are not entitled to accrue benefits, including holiday pay, during an unpaid leave of absence. Upon a return to work from an unpaid leave of absence, the eligibility and accrual dates for all benefits will be adjusted to reflect the period of such leave.
- 4.9.3 **Leave During Probation.** Any employee granted an unpaid leave of absence granted during his or her probationary period will have such probationary period extended by the number of days granted for such purpose.
- 4.9.4 **Status Following Leave of Absence.** Upon expiration of an approved leave, the employee shall be reinstated in the position held at the time leave was granted.
- 4.9.5 **Failure to Comply with Terms of Leave.** If an employee accepts other employment during a leave of absence, except as otherwise provided by state or federal law, or fails to return to work on the next regularly scheduled work day following the expiration of his or her leave, it may be deemed that the employee has voluntarily terminated his or her employment.
- 4.9.6 **Legal Requirements.** Nothing in this policy shall prevent an employee from receiving a leave of absence required by law.
- 4.10 **Service Credit.** For employees who were serving the CMA prior to November 1, 1993 under contract, service credit will be given from the time of hire or the effective day of the Joint Powers Agreement, May 28, 1991, whichever is later. The Executive Director may make exceptions to this schedule if he or she determines such an exception to be in the best interest of CMA.

4.11 **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all of the leave policies.

5. **Health Insurance and Other Benefits**

5.1 **Health Care.** All regular CMA employees working at least an average of 20 hours per week shall be entitled to enroll in CMA's health insurance plan, provided through the State of California's Public Employees Retirement System (PERS). CMA shall pay an amount at least equal to the cost of the Kaiser North health plan for self and two plus dependents on behalf of its regular full-time employees. CMA shall pay an amount at least equal to the cost of the Kaiser North health plan for self only on behalf of its part-time employees who work twenty (20) or more hour per week. Premiums not paid by CMA shall be the responsibility of the employee. Regular full-time employees who elect not to use the CMA's health care benefit shall receive one-half (1/2) of the Kaiser North health plan premium (for self and two plus dependents) in additional salary which is subject to state and federal taxes.

5.2 **Dental and Other Benefits.** CMA shall provide each regular full-time employee, and regular part-time employees working 30 hours or more, the following additional benefit programs:

- A dental program
- A vision care program
- Group life insurance
- Disability Insurance
- A transit subsidy program, with a maximum in accordance with the federally authorized amount

5.3 **Non-reimbursable medical and dental expenses.** CMA will reimburse regular full-time employees for non-reimbursed medical and dental expenses up to a maximum of \$982 annually and regular part-time employees working twenty hours or more up to a maximum of \$491 annually.

5.4 **Tuition Assistance.** Following completion of their probationary period, regular full-time employees are eligible for reimbursement for job-related courses, subject to budget availability up to \$500 at an accredited institution each calendar year.

5.5 **Other benefits.** At no cost to CMA, CMA will also provide:

- A pre-tax child care and non-reimbursable medical expense program

- An optional deferred compensation program
- 5.6 **Administrative Procedure.** The Executive Director shall establish specific guidelines and procedures to implement all of the benefit policies.
6. **Retirement.** All CMA employees shall be entitled to membership with the Public Employees' Retirement System (PERS) according to the guidelines established in the PERS Retirement Benefits Policy and CMA's contract with PERS. Pursuant to Government Code section 20022(b)(6), CMA shall contribute to PERS each pay period the 7% employee contribution on behalf of all employees. Such contribution shall be reported to PERS as "employee contribution being made by the contracting agency" and shall not be deemed to be "compensation" reportable to PERS.
7. **Reimbursement of Expenses.** CMA will reimburse CMA employees for reasonable and normal expenses associated with CMA business approved by the Executive Director. An employee may be offered a fixed monthly allowance in lieu of actual expenses, which may be adjusted annually by the Executive Director.
8. **Office Hours**
- 8.1 Full time employees may work a flexible schedule pursuant to a policy adopted by the Executive Director, except weeks containing CMA holidays as defined in Paragraph 3.1.
- 8.2 The offices of the CMA shall be open for the public between 8:30 a.m. and 5:00 p.m. each weekday, except on CMA holidays as defined in Paragraph 3.1.
9. All provisions of this Resolution shall be effective and pertain to all employees as of the date of hire of the employee, or January 1, 2010, whichever is later in time, unless otherwise provided.
10. The Executive Director is authorized to execute the necessary contracts for the benefits and insurance coverage described herein.

ADOPTED by the Alameda County Congestion Management Agency at a regular meeting held on December 3, 2009 in Oakland, California, by the following vote:

| | | | |
|----------------|--------------|-------------------|----------------|
| AYES: | NOES: | ABSTAINED: | ABSENT: |
| SIGNED: | | ATTEST: | |

Mark Green, Chairperson

Gladys V. Parmelee, Board Secretary

**Alameda County Congestion Management Agency
2010 Salary Structure
November 2009**

| Grade | Salary Range 2010 (\$) | | | Position |
|-------|------------------------|---------|---------|--|
| | Min | Mid | Max | |
| 35 | 172,400 | 211,500 | 250,600 | |
| 34 | 162,600 | 199,500 | 236,400 | |
| 33 | 153,500 | 188,300 | 223,100 | |
| 32 | 144,700 | 177,500 | 210,300 | Chief Deputy Director of Projects, Programming and Planning |
| 31 | 136,500 | 167,500 | 198,500 | |
| 30 | 128,600 | 157,800 | 187,000 | Director of Finance and Administration |
| 29 | 121,400 | 148,900 | 176,400 | Principal Transportation Engineer II |
| 28 | 114,400 | 140,400 | 166,400 | Principal Transportation Engineer I Principal Transportation Planner II |
| 27 | 107,900 | 132,400 | 156,900 | Principal Transportation Planner I |
| 26 | 101,700 | 124,800 | 147,900 | |
| 25 | 95,900 | 117,700 | 139,500 | Senior Transportation Engineer |
| 24 | 90,500 | 111,100 | 131,700 | Senior Transportation Planner |
| 23 | 85,300 | 104,700 | 124,100 | Information Technology Specialist Information Technology Manager |
| 22 | 80,600 | 98,900 | 117,200 | Associate Transportation Engineer |
| 21 | 76,000 | 93,300 | 110,600 | Accounting Manager Associate Transportation Planner |
| 20 | 71,600 | 87,900 | 104,200 | Contracts Administrator |
| 19 | 67,600 | 82,900 | 98,200 | |
| 18 | 63,800 | 78,300 | 92,800 | Administrative Manager Management Analyst Senior Accountant |
| 17 | 60,100 | 73,700 | 87,300 | Assistant Transportation Engineer |
| 16 | 56,600 | 69,500 | 82,400 | Assistant Transportation Planner |
| 15 | 53,500 | 65,600 | 77,700 | Accountant |
| 14 | 50,300 | 61,700 | 73,100 | Executive Assistant |
| 13 | 47,500 | 58,300 | 69,100 | Engineering Staff Assistant II |
| 12 | 44,800 | 55,000 | 65,200 | Administrative Assistant III |
| 11 | 42,200 | 51,800 | 61,400 | Junior Accountant Engineering Staff Assistant I |
| 10 | 39,800 | 48,800 | 57,800 | Administrative Assistant II |
| 9 | 37,600 | 46,100 | 54,600 | |
| 8 | 35,300 | 43,300 | 51,300 | Administrative Assistant I |
| 7 | 33,500 | 41,100 | 48,700 | |
| 6 | 31,500 | 38,700 | 45,900 | Accounting Clerk |
| 5 | 29,700 | 36,500 | 43,300 | Receptionist |
| 4 | 28,000 | 34,400 | 40,800 | |
| 3 | 26,600 | 32,600 | 38,600 | |
| 2 | 25,100 | 30,800 | 36,500 | |
| 1 | 23,600 | 29,000 | 34,400 | |

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 ACTIA ■ 1333 Broadway, Suite 300 ■ Oakland, CA 94612 ■ PH: (510) 893-3347

www.AlamedaCTC.org

Memorandum

DATE: December 23, 2010

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director

SUBJECT: **Approval of Agency Work Program and Executive Director's Objectives for Fiscal Year 2010-11**

Recommendations:

It is recommended that the Commission approve the attached Executive Director's Objectives and the Agency Work Program for the second half of Fiscal Year 2010-11.

Summary:

The new Executive Director for the Commission formally assumed his position on September 1, 2010, two months past the beginning of the current fiscal year (2010-11). The Commission's employment agreement with the Executive Director calls for his development of a set of objectives to be reviewed and agreed upon at the beginning of the fiscal year. Thus, to be consistent with the intent of the employment agreement, the Commission is requested to review and agree on the Executive Director's objectives for the remainder of the current fiscal year. The Commission is also requested to review the Work Program of the agency for this same period.

Discussion:

Since assuming his new position about three and one-half months ago in September, the Executive Director's has focused on the following objectives, many of which has been completed or has made substantial progress:

- Meeting individually with all senior staffs to verify their functions, staffing levels, and on-going issues.
- Initiation of a process with senior staffs to develop a business plan and operating principles for the new agency. The business plan and the operating principles are nearly complete.
- Initiation of an independent review of specific financial areas and functions of both predecessor agencies. This review has been completed and a report will be presented to the Commission in January 2011.
- Initiation of a new organization structure for the agency.
- Initiation of the integration process for the financial and accounting system and functions.
- Formation of internal "Transition Teams" to initiate consolidation of administrative infrastructures (telephone and computer servers, office spaces, staff report formats, human resource manual, project fact sheets, web site, contract procurement, etc.)

- Recruitment and selection of a Finance Director for the Alameda CTC. This is now completed. The new finance director will assume her function on December 20, 2010
- Resolution of critical project issues of specific major projects raised by executive staff of the California Transportation Commission and Caltrans, and by a CTC Commissioner, to allow for these projects to proceed. This is substantially completed through a few workshops with executive staffs of Caltrans, CTC, MTC, and CTC Commissioners.
- Resolution of critical short-term funding shortfalls of specific major projects to allow for these projects to proceed. Most of the immediate funding shortfall issues have been addressed.
- Development, for the Commission's approval, of a unified comprehensive benefits program for future transition employees and new employees. The Commission approved the unified comprehensive benefits program in October.
- Organizing the first Commission Retreat. The Retreat was held on December 17, 2010
- Improve coordination among administrative staff to improve morale.
- Active participation and resolution of a myriad of on-going and difficult personnel issues at both predecessor agencies.
- Active participation in region-wide forums on issues affecting the functions of the Alameda CTC.
- Ensure that all services and deliverables of the agency continued uninterrupted.
- Ensure that the process for the County-wide Transportation Plan Update and the Measure B Sales Tax Reauthorization proceed aggressively and uninterrupted.
- Coordinate and outreach to provide the public with information on Measure F.

Fiscal Impacts:

No fiscal impact at this time.

Attachments:

Attachment A - Executive Director's Objectives for the Second Half of the 2010-11 Fiscal Year

Attachment B - Alameda CTC Work Program for Second Half of FY 2010-11

Alameda County Transportation Commission

Executive Director's Objectives for the Second Half of the 2010-11 Fiscal Year

1. Complete the development of the business plan and objectives for the merged agency.
2. Complete the initial assessment of specific financial functions of the predecessor agencies.
3. Complete the development of a new organization structure for the merged agency.
4. Manage the process for contracting with CalPers for the unified Retirement Benefits Program.
5. Manage the development of a unified salary and benefit structure for the Alameda CTC
6. Implement all necessary personnel transactions to implement the new organization structure.
7. Complete the transition of employees to Alameda CTC.
8. Manage the development of a unified set of human resources policies and procedures.
9. Develop and implement managerial and supervisory training programs for senior-level staff.
10. Manage the completion of the consolidation of the financial and accounting system.
11. Oversee the development of a unified set of financial and accounting policies and procedures, with emphasis on internal controls, risk management, and transparency
12. Oversee the development of a unified budget and financial report for the Alameda CTC for FY 2011-12.
13. Oversee the development of an audit-ready budget and financial statement for the operations of the I-680 Express Lane.
14. Oversee and manage the delivery of Measure B capital projects.
15. Develop and implement a new project management and project controls structure for the delivery of the major capital projects funded with Proposition 1B and Regional Measure 2 funds.

16. Work with CTC, Caltrans, and MTC to resolve outstanding project delivery and funding issues on projects funded with State and RM-2 funds.
17. Develop strategies to fund funding shortfalls of projects.
18. Develop strategies to fund operating shortfalls of the Smart Corridor Program.
19. Work with internal and consultant project managers to improve project management capabilities to monitor and deliver critical projects.
20. Oversee the development of the programming guideline and strategic plan for and the implementation of the VRF Program.
21. Develop and implement a legislative and outreach strategy to guide the Alameda CTC's advocacy in the nation's and state's capitols.
22. Advocate for new/enhanced transportation funding in regional, statewide, and national forums.
23. Participate in and take an active role in statewide and regional forums and discussions that may have a potential impact on the functions of the Alameda CTC.
24. Oversee the development of the County-wide Transportation Plan and the Measure B Sales Tax Reauthorization.
25. Actively engage in the development of the regional policies on Sustainable Community Strategy, and land-use planning in the process for the Regional Transportation Plan Update.
26. Implement the to-be adopted work program of the second half of the current fiscal year (2010-11).
27. Prepare the work program for fiscal year 2011-12.

Alameda County Transportation Commission

Work Program
Second Half of Fiscal Year 2010-11

| FY 2010-11 -- Third and Fourth Quarters (January 2011 through June 2011) | |
|--|--|
| Milestones | |
| <u>Finance and Administration</u> | |
| • Complete development of a Merged Organization Structure | |
| • Salary and Benefit Resolution recommendation | |
| • Annually renewed administrative contracts recommendation | |
| • New contract with CalPers | |
| • Initial implementation of Merged Organization Structure | |
| • Mid-year Budget Updates | |
| • Final FY Budget Updates | |
| • Consolidation of financial and accounting system and infrastructure | |
| • New Unified Operating Budget for Alameda CTC for FY 2011-12 | |
| • Quarterly Investment Reports | |
| • Develop new business contracting program for Alameda CTC | |
| • Semiannual LBE/SLBE Utilization Report | |
| • Quarterly SBE/DBE Utilization Report | |
| • Alameda CTC Financial Overview Update | |
| • Prepare for financial audits | |
| • Review and consolidate finance and accounting policies and procedures | |
| • Update and consolidate internal controls and risk management structure | |
| • Review and consolidate human resources policies and procedures | |
| • Create financial and accounting system for the I-680 Express Lane operations | |
| • Create audit-ready financial statement for the I-680 Express Lane operations | |
| • Develop unified internal protocols and procedures for administrative activities | |
| • Complete integration of phones and IT services | |
| • Contract procurement for various administrative and engineering services contracts | |
| <u>Planning</u> | |
| • Congestion Management Program - 2011 Update | |
| • CMP – Land Use and Travel Demand Model Update | |
| • CMP – Performance Report | |
| • CMP – Mobility Monitor | |
| • CMP – Quarterly Land Use Analysis Program Update | |
| • County-wide Transportation Plan Update | |
| • Measure B Sales Tax Reauthorization Planning Development | |
| • Regional Sustainable Community Strategy and Climate Change coordination and update | |

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| <ul style="list-style-type: none"> • Regional Transportation Plan development coordination and update |
| <ul style="list-style-type: none"> • Bike to Work Day Assessment |
| <ul style="list-style-type: none"> • County-wide Bicycle and Pedestrian Plan Update |
| <ul style="list-style-type: none"> • East Bay Bus Rapid Transit Corridor Enhancement Plan |
| <ul style="list-style-type: none"> • I-80 Rail Corridor Study |
| <ul style="list-style-type: none"> • Bike-to-Work Day Assessment Report |
| <ul style="list-style-type: none"> • Guaranteed Ride Home Program update |
| <u>Funding and Programming</u> |
| <ul style="list-style-type: none"> • Measure B Capital Program Draft and Final Strategic Plan Development |
| <ul style="list-style-type: none"> • Programming, monitoring, and administration of the Transportation Funds for Clean Air (TFCA) Program Managers Funds |
| <ul style="list-style-type: none"> • Program and project monitoring, reporting, oversight for Federal, STIP, TFCA, and Measure B funded projects |
| <ul style="list-style-type: none"> • Programming, monitoring, administration, and oversight of the Funds Exchange Program (CMA-TIP) |
| <ul style="list-style-type: none"> • Manage the Regional Safe Routes to School (SR2S) grant and grant activities |
| <ul style="list-style-type: none"> • Monitor, coordinate, and initiate the 2012 State Transportation Improvement Plan (STIP) Programming process |
| <ul style="list-style-type: none"> • Develop programming guideline and strategic plan for the Vehicle Registration Fee (VRF) Program |
| <ul style="list-style-type: none"> • External Funding Programs Coordination with Bay Area CMAs, Metropolitan Transportation Commission, California Transportation Commission, Self Help Counties Coalition, and Caltrans |
| <u>Legislation and Outreach</u> |
| <ul style="list-style-type: none"> • Develop 2011 Legislative Program |
| <ul style="list-style-type: none"> • Conduct state legislative meeting with members, agencies and staff in Sacramento as well as in district offices |
| <ul style="list-style-type: none"> • Conduct federal legislative visits with members, agencies and staff in D.C. as well as in the district offices |
| <ul style="list-style-type: none"> • Establish coordinated countywide legislative development efforts with agencies represented on the Commission |
| <ul style="list-style-type: none"> • External Legislative coordination with Bay Area CMAs, Metropolitan Transportation Commission, California Transportation Commission, Self Help Counties Coalition, Caltrans, East Bay EDA, East Bay Regional Parks, and others |
| <ul style="list-style-type: none"> • Regularly monitor and make recommendations on state and federal bills |
| <ul style="list-style-type: none"> • Finalize the Alameda CTC communications plan, including logo, messages, communication methodologies and key target audiences |
| <ul style="list-style-type: none"> • Develop new informational brochures, fact sheets and materials for Alameda CTC, as well as the scope for a new website |
| <ul style="list-style-type: none"> • Conduct on-going media and community outreach around agency project and program implementation |
| <ul style="list-style-type: none"> • Issue agency e-newsletters every two months which report on Alameda CTC activities |
| <ul style="list-style-type: none"> • Develop and implement new Executive Director's Monthly Report |
| <ul style="list-style-type: none"> • Develop specific outreach and educational program for the development of the Countywide Transportation Plan and Expenditure Plan |
| <ul style="list-style-type: none"> • Hire polling consultant and perform the first countywide level poll for the CWTP-TEP in February 2011 |
| <ul style="list-style-type: none"> • Conduct quarterly transportation forums in Central and East County areas |

| |
|---|
| <ul style="list-style-type: none"> • Continue effective work with all community advisory committees <ul style="list-style-type: none"> ○ PAPCO: implement a Countywide mobility management program to address how to develop integrated services that support mobility management practices in Alameda County for seniors and disabled ○ BPAC: Finalize work on the development of the Countywide Bicycle and Pedestrian Plans; Bike to Work Day activities; Pedestrian campaign implementation; and on-going education and outreach about the benefits of active transportation ○ CWC: Develop annual report to the public on Measure B expenditures for release in summer 2011 ○ CAC: Transportation forums; expanded agency outreach ○ CAWG: provide input to the development of the Countywide Transportation Plan and Expenditure Plan ○ TAWG: provide input to the development of the Countywide Transportation Plan and Expenditure Plan |
| <u>Measure B Sales Tax Programs Implementation and Administration</u> |
| <ul style="list-style-type: none"> • Evaluate all program compliance audits and reports and create a summary report for the Commission on countywide Measure B fund use • Report to all agencies on compliance with Measure B fund use • Develop new agency contracts for all pass-through grant programs with modified contract requirements • Programs and grant monitoring, reporting, evaluation and implementation for all Measure B grant-funded projects and programs • Evaluate and develop calls for projects schedules for all grant programs • Develop new agency contracts for all pass-through grant programs with modified contract requirements |
| <u>Project Delivery</u> |
| <ul style="list-style-type: none"> • Perform project management, coordination, monitoring, and project controls for the Sales Tax Capital Projects • Develop funding plans for major projects funded with Proposition 1B bond funds and Regional Measure 2 funds • Perform project management, coordination, monitoring, and project controls for Proposition 1B and RM-2 funded projects • Develop project delivery plan for each project • Semi-annual status update of the consolidated capital program • Resolution of project funding and delivery issues with Caltrans, California Transportation Commission, and Metropolitan Transportation Commission on State and RM-2 funded projects • Preparation/Negotiation/Execution of various project funding agreements and cooperative agreements with project partners and sponsors • Prepare monthly project status update |

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Memorandum

DATE: December 28, 2010

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director

SUBJECT: **Approval of Amendment No. 1 to the Professional Services Agreement with the Bay Area Program Management Group, LLC (A10-0017) for additional and deferred program and project management services from previous fiscal year**

Recommendations:

It is recommended that the Commission approve Amendment No. 1 to the professional services contract with the Bay Area Program Management Group (BAPMG) for additional and deferred program and project management services from the prior fiscal year (FY 2009-10).

The proposed Amendment No. 1 will also rollover \$250,000 of unused approved contract budget from the prior fiscal year (FY 2009-10) to the current fiscal year's (FY 2010-11) contract, making this contract amendment revenue-neutral.

Summary:

The recommended action will rollover \$250,000 in savings from the FY 2009-10 contract budget to the existing contract amount of \$1,650,000 which was approved at the May 2010 ACTIA Board meeting for fiscal year 2010-11 beginning July 1, 2010. The additional contract budget will be used for additional program and project management services including program-wide cash management analysis, standardization of project management information related to the transition to the Alameda CTC, and program-wide review of the various financial accounts used to fund project and agency activities now under the purview of the Alameda CTC. Table 1 below summarizes Agreement No. A10-0017 with BAPMG.

| Table 1: Summary of Agreement No. A10-0017 with the Bay Area Program Management Group, LLC | | | |
|---|-----------------------------------|-----------------------------|----------------------------|
| Description | Date Approved By Board | Amendment Amount | Contract Amount |
| Original Contract (Base) | 05/27/10 | NA | \$ 1,650,000 |
| Amendment No. 1 (This Item) | 01/27/11 (Proposed) | \$ 250,000 | \$ 1,900,000 |

Discussion/Background:

The professional services agreement with the Bay Area Program Management Group, LLC (BAPM) is one of the Commission's annually renewed contracts. The BAPM Team provides services related to managing, monitoring and overseeing the Commission's program of capital projects and is approved on a year-by-year basis.

The BAPM budget for the previous fiscal year (FY 2009-10) was \$1,960,000. The final accounting for FY 2009-10 identified savings in excess of \$250,000. The savings from last fiscal year were, in part, due to deferring certain activities from last year to the current year. If the recommended amendment is approved, the amended contract amount of \$1,900,000 for the current fiscal year will remain below the budget for the previous year.

The recommended amendment is intended to provide capacity for the following activities not included in the contract for FY 2010-11 approved in May 2010:

1. During the past few fiscal years, the need for the Commission to use some type of financing in order to fulfill the commitments of Measure B funding to the remaining capital projects has been identified as a future requirement. Recent progress on the three remaining capital projects with the largest commitments of Measure B funding has necessitated more detailed cash management analysis to support any upcoming financing decisions. The three projects with the largest remaining Measure B commitments are:
 - 1) BART Warm Springs Extension (ACTIA 2);
 - 2) BART Oakland Airport Connector (ACTIA 3); and
 - 3) Route 84 Expressway project in Livermore (ACTIA 24);
2. The merger which created the ACTC has brought a combination of the various programs of projects and project-related activities under the purview of the ACTC. It is desired to standardize the gathering, compiling and analysis related to capital project delivery and the methods used to manage the delivery of the projects funded and/or implemented by the ACTC; and
3. The ACTC administers and oversees multiple financial accounts related to project delivery and oversight such as the Measure B Capital account, the CMATIP account, the Transportation for Clean Air (TFCA) Program Manager account, and other funding made available to the ACTC for planning, programming, monitoring, and implementation of various transportation investments in Alameda County. A review of the status of the various accounts is necessary to determine appropriate management techniques for moving forward.

Fiscal Impacts:

Approval of the recommended action is revenue neutral because the encumbrance of the additional \$250,000 of Measure B funding comes from the unused contract budget that had already been approved.

Memorandum

Date: December 23, 2010

To: Alameda CTC Finance and Administration Committee

From: Tess Lengyel, Manager of Programs and Public Affairs

Subject: **Approval to Interview Firms then Negotiate and Execute a Contract with the Top-ranked Firm for Public Opinion Research Services for Development of a Transportation Expenditure Plan**

Recommendations:

Staff recommends authorization to interview firms for public opinion research services for development of a Transportation Expenditure Plan, and approval to negotiate and execute a contract with the top-ranked firm. A list of the firms who have submitted proposals will be presented at the meeting.

Summary

Public opinion research services are required to support the development of a new Transportation Expenditure Plan for Alameda County's half-cent transportation sales tax measure that may be placed on the November 2012 ballot. The Alameda CTC released a request for proposals on December 8, 2010 for public opinion research services; teams submitted their proposals to Alameda CTC by January 7, 2010. At the January 10 Finance and Administration Committee meeting, staff will make a recommendation for firms to be interviewed. A general description of services is included in Attachment A.

Background

An Alameda County sales tax reauthorization is currently being considered for the November 2012 ballot. The development of a Transportation Expenditure Plan (TEP) funded by the sales tax is being created in coordination with the update to the Countywide Transportation Plan (CWTP), which will provide input regarding Alameda County projects and programs into the Regional Transportation Plan (RTP).

Development of these efforts requires technical, political, public and stakeholder engagement and is anticipated to occur over a two-year period (2010-2012). Alameda CTC has established three committees to provide guidance for the CWTP-TEP and to include those interested in participating in the process: a Steering Committee, a Technical Advisory Working Group and a Community Advisory Working Group.

The CWTP and RTP will require the County to meet greenhouse gas (GHG) emission reduction targets set by the State of California under SB 375 in September 2010. Projects and programs

included in the TEP will be drawn from the CWTP. To address the requirements of SB 375 and other needs, additional areas of emphasis have been identified for inclusion in the CWTP including transit-oriented development/priority development areas, parking management, transportation systems management and goods movement, as well as transit connectivity, maintenance and operations. Plans development will require working with the 15 local jurisdictions, six transit operators, Caltrans District 4, the Port of Oakland, MTC and other stakeholders to identify projects and programs with the goal of meeting regional GHG emission reduction targets and developing a TEP that can be approved by two-thirds of Alameda County voters.

Plans Development Consultant Team

In September 2010, Alameda CTC selected a consultant team, the Nelson\Nygaard Team, to develop the two plans, including project management; analysis of existing relevant documents, policies and procedures; coordination with other on-going studies related to this effort; agency and stakeholder coordination; research and knowledge of best practices, including transportation policies and modeling; development of project and program scoring and screening criteria, cost estimating guides and performance measures; assistance in public outreach, including meeting attendance, facilitation and presentation; graphics development; preparation of technical memoranda; development of draft and final plans; and coordination with a polling/survey firm hired under a separate contract.

Therefore, the firm Alameda CTC selects to provide public opinion research services will work closely with the Nelson\Nygaard Team.

Scope of Services

As specified in RFP A10-1007, Alameda CTC seeks the services of a qualified market research firm to administer public opinion research services for the development of a sales tax measure to be placed on the ballot in November 2012 and to coordinate these services with the consultant team that was selected to update the CWTP-TEP. The consultant must have previous experience in transportation public opinion surveys, the capability to conduct interviews in multiple languages (total number of languages to be determined), and ensure surveys are performed in each area of Alameda County. Staff anticipates requiring two surveys at a minimum, as part of the eight main tasks specified in the RFP. (See Attachment A for the full scope of services.)

On December 20, 2010, Alameda CTC held a pre-bid meeting and provided information on the requested services. A total of 8 firms attended the pre bid meeting (see Attachment B for a list of the attendees). Proposals are due on January 7, 2010 and depending upon the amount and eligibility of the submissions, staff will bring a recommendation to the FAC on interviewing firms during the week of January 17, 2010. Staff will bring a final recommendation for a top-ranked firm to the full Commission on January 27, 2010, to negotiate and execute a contract.

Fiscal Impact:

The Alameda County Transportation Improvement Authority and the Alameda County Transportation Authority approved the budget for this effort in June 2010.

Attachments:

| | |
|--------------|--|
| Attachment A | Scope of Public Opinion Research Services for Development of a Transportation Expenditure Plan |
| Attachment B | RFP A10-0007 Pre-bid Meeting Sign-in Sheet |

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Attachment A: Scope of Public Opinion Research Services for Development of a Transportation Expenditure Plan

The Alameda CTC seeks the services of a qualified market research firm to administer public opinion research services for the development of a sales tax measure to be placed on the ballot in November 2012 and to coordinate these services with the consultant team that was selected to update the CWTP/TEP. For the purposes of this scope, public opinion research will be referred to as public opinion surveys. The consultant must have previous experience in transportation public opinion surveys, the capability to conduct interviews in multiple languages (total number of languages to be determined), and ensure surveys are performed in each area of Alameda County. It is anticipated that two surveys at a minimum will be required.

Tasks to be completed by the consultant include developing and finalizing the survey instrument for each of the surveys, developing the sampling and sample management plan for each survey, conducting surveys, performing data entry and tabulation, and providing a final report and presentations summarizing survey results.

The surveys will assess voter perceptions and satisfaction with various aspects of transportation projects and programs as well as delivery, including, but not limited to, the following:

- Kinds of projects and programs that are important to voters, including the range of importance for each type
- Level of support for varying lengths and sizes of sales taxes (i.e. a 20 year plan versus a 40 year plan; extension of an existing tax, an increase, or both)
- Familiarity with the Alameda County Transportation Improvement Authority, Alameda County Transportation Commission, Alameda County Congestion Management Agency, Measure B, and perceptions about agency effectiveness in delivering the current transportation sales tax measures and other projects, including those delivered by partner agencies.

The first survey is intended to capture information about what transportation projects or programs the public is interested in, as well as to test perceptions about delivery and voter willingness to support another measure on the 2012 ballot. The second survey will focus on specific projects and programs that have been identified during the development of the Countywide Transportation Plan process and test them for relative support for inclusion in the TEP.

Task 1: Project Initiation and Kick-off Meeting

The consultant will meet with the Alameda CTC project manager and staff to discuss key areas to test in the survey, the survey instrument, the proposed survey methodology and sampling plan, statistical reliability of proposed sample sizes, tabulation specifications, and logistical

considerations including pre-test implementation. The schedule for survey administration and delivery of final products will be refined as part of this task.

Deliverable 1: Summary of kick-off meeting and detailed schedule for each survey administration and for completion of deliverables for Tasks 2-8.

Task 2: Preparation of the Draft Survey Instrument

Based upon discussions with Alameda CTC staff, commission members and other stakeholders, the consultant will prepare at minimum two draft survey instruments for voter opinion surveys. The number of questions included in the survey should be based on limiting the estimated time required to conduct each interview to a maximum of 15-20 minutes. The second survey is anticipated to be conducted in summer or fall 2011 and will require feedback from staff, commission members and other stakeholders.

Deliverable 2.1: Technical memorandum summarizing sampling plan, sampling sizes, and sample management methodology for each separate survey.

Deliverable 2.2: Draft survey instruments for each survey.

Task 3: Meetings with the Steering and Advisory Committees

Following completion of the draft survey instruments, the consultant will meet with staff, the Steering Committee and other advisory committees as directed to review the draft survey instrument and the sampling and survey methodologies and processes. Following these meetings, the consultant will revise the survey instrument and the sampling and survey methodologies and processes based upon feedback from these committees (this could be up to four meetings with committees for each survey).

Deliverable 3: Revised survey instruments for each poll which incorporate comments from Alameda CTC staff, Commission and Committees.

Task 4: Conduct a pretest of the survey

Using the revised survey instrument, the consultant will conduct no fewer than the agreed upon pretest number of surveys as part of Task 2 to determine any needed revisions to the survey instrument to assure the maximum possible response rate and valid response. Considering results of the pretest, the consultant will revise the survey instrument and the sample survey methodologies and processes. The consultant will then review results of the pretest, the final draft of the survey instrument, and the sampling and survey methodologies and processes with the Alameda CTC. Based upon results of the pretest and input from the Alameda CTC, the consultant will finalize the survey instrument and the sampling and survey methodologies and processes.

Deliverable 4.1: Completed interviews for a specific amount of pretest surveys as identified in Task 2.

Deliverable 4.2: Following a meeting with Alameda CTC staff, adjusted questionnaire and memorandum summarizing any changes to survey methodology due to results of the pre-test for each survey.

Task 5: Conduct surveys and compile results

The consultant will be responsible for identifying and interviewing a statistically reliable number of voters as agreed upon in Task 2 voting in the past three elections in Alameda County representing a sample of the overall registered voter population in Alameda County including representative samples of at least four relatively distinct sub-regions (North, South, Central and East), with further stratification possible and possibly each city in the County.

Deliverable 5.1: Weekly reports on survey progress.

Deliverable 5.2: Completion of surveys for a statistically-valid and representative sample of Alameda County voters, including from each sub-region, and by city.

Task 6: Analysis of survey results

The consultant will analyze the survey results incorporating the following items in the Draft Survey Report.

- A tabulation of the outcome of all calls or contacts made during the course of the surveys (number of refusals, disconnected numbers, numbers that were busy or not answered after three attempts, and language or other issues)
- A tabulation of survey results, cross tabulations as appropriate, key findings, detailed findings, conclusions, recommendations and other relevant information reported for the entire Alameda County and at least four relatively distinct sub-regions (North, South, Central and East, with further stratification possible), and each City in the County if so directed. The material should be presented in a format that clearly conveys key findings to decision makers.
- The results of the surveys will then be compiled into an Administrative Draft Reports (including a stand-alone Executive Summaries and be accompanied with presentation materials, as directed) to be subsequently presented to Alameda CTC Commission members and other committees as directed (this could be up to four separate presentations for each survey), and an appendix containing all referenced materials.

Deliverable 6.1: Tabulations and record layout providing detailed results

Deliverable 6.2: Administrative Draft Reports, including Executive Summaries and presentation materials detailing results

Task 7: Review of Administrative Draft, Draft Reports

The consultant will meet with Alameda CTC staff to review the Administrative Draft Report, answer questions regarding the implications of the responses, and discuss related issues. Following the meetings, the consultant will revise the Administrative Draft Survey Reports and

prepare the Draft Survey Reports and stand alone Executive Summaries, and presentation materials detailing key findings, conclusions and recommendations.

Deliverable 7.1: Prepare Draft Reports, including Executive Summaries and presentation materials detailing results

Task 8: Meetings with Commission, Steering Committee and Advisory Groups and Final Survey Reports

Completion of this task requires presentations of the Draft Survey Reports to the Commission and Committees as directed. Reviews and comments on the Draft Reports will be documented by the consultant. The consultant will then prepare the Final Draft Reports and stand alone Executive Summaries and present the Reports to other Alameda CTC committees and the Commission as directed. The input received at these meetings will be documented by the consultant and presented in a Draft Final Survey Reports to Alameda CTC committees and the Commission as directed. The consultant will prepare twenty-five (25) copies of the Final Survey Reports and stand alone Executive Summaries for submittal including incorporating comments from committee and commission feedback for each survey.

Deliverable 8.1: Present Draft Reports to Alameda CTC Commission and Committees as directed (it is anticipated this will be up to four meetings for presentations for each separate poll)

Deliverable 8.2: Final Reports for each survey.

Alameda County Transportation Commission
RFP A10-0007 Public Opinion Research Services
Pre-bid Sign-in Sheet
Monday, December 20, 2010

Attachment B

| Name | Affiliation | Address | Phone Number | Email | Interested in Receiving eNewsletter? |
|------------------------|---------------------------|-------------------------------------|--------------|----------------------------------|---|
| JON KRAVEMAN | SOLEM | 1 DANIEL BURNHAM CT. SP9409 | 415.290.2019 | JOANK@SOLEM.COM | <input checked="" type="checkbox"/> Yes |
| Shani McElroy | EMC Research | 436 14th St., Oakland Ca | 510 550 8934 | shani@emcresearch.com | <input checked="" type="checkbox"/> Yes |
| Gordon Lum | ALIQUOT | 460 Boulevard Wy, Oakland | 510.695-3710 | GLUM@ALIQUOT.COM | <input checked="" type="checkbox"/> Yes |
| Curt Below, Gray Lewis | FM3 Research | 1999 Harrison St site 1290, Oakland | 510-451-9521 | Curt@fm3research.com | <input checked="" type="checkbox"/> Yes |
| JON CANAPARY | COLEY, CANAPARY & GALANIS | 447 SUTTER ST, PH 1000M, SP9408 | 415-397-1200 | Jon@cc6research.com | <input checked="" type="checkbox"/> Yes |
| Jiahao Wu | W & S Solutions | 4900 Hopyard Rd, suite 100 | 925-468-4132 | jiahao.wu@wls-sol.com | <input checked="" type="checkbox"/> Yes |
| Valerie Brock | Valerie Brock Consulting | 815 Paloma Ave Oakland 94610 | 510-595-1510 | valerie@valeriebrock.com | <input checked="" type="checkbox"/> Yes |
| Joan Fisher | ACTC | 1333 Broadway Ste 300 | 510-267-6133 | outreach@actia2022.com | Yes |
| Markene Rubin | ACTC | " " | 267-6122 | certification@actia2022.com | Yes |
| Pam May | TechScribe Communications | 4096 Piedmont Ave #302 | 510 891 1981 | pam@techscribecommunications.com | Yes |
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Memorandum

DATE : December 22, 2010

TO : Finance and Administration Committee

FROM : Arthur L. Dao, Executive Director
Tess Lengyel, Programs and Public Affairs Manager
Anees Azad, Finance and Administration Manager

SUBJECT : **Approval of the Consolidated Annually Renewed Contracts Plan for Administrative Services for Fiscal Year 2011-12**

Recommendation

It is recommended that the Committee review and approve the plan for the consolidated annually renewed administrative services contracts for fiscal year (FY) 2011-12. Specifically, the Commission is requested to approve the following recommendations:

- A. Authorize the Executive Director to issue Requests for Proposals (RFPs) or solicit quotations for the following services:
 - 1. Banking Services
 - 2. Independent Financial Audit Services (related to the FY 2011-12 combined ACTC audit)
 - 3. Insurance Brokerage Services
 - 4. Information Technology Services
 - 5. Media and Public Relations Services
 - 6. Project Control Services
- B. Authorize the Executive Director to negotiate new one-year contracts for the following services.
 - 1. Investment Advisor Services
 - 2. Legal Services
 - 3. Human Resources Services
 - 4. Programmatic Support Services
 - 5. Bicycle and Pedestrian Coordination Services
 - 6. Wheelchair and Hospital Discharge Transportation Services
 - 7. Paratransit Taxi Services
 - 8. Paratransit Coordination Services
 - 9. Utility Potholing Services
 - 10. Consolidated State Legislative Advocacy Services
 - 11. Consolidated Federal Legislative Advocacy Services

- C. Authorize the Executive Director to negotiate new one-year limited scope/limited contracts or issue RFPs for the following services:
1. Construction Contracts Technical Assistance
 2. Local Business Equity Program Services
 3. Utility Coordination Services
 4. Right-of-Way Acquisition Services

Summary and Background

On an annually-renewed basis, the former Alameda County Transportation Improvement Authority (ACTIA) contracted with 23 consultant firms to provide supportive services in the administration of the Measure B Sales Tax Program. Similarly, the former Alameda County Congestion Management Agency (ACCMA) contracted with 11 consultant firms for its administrative services. The merger of these two agencies and the creation of the Alameda County Transportation Commission allow the Commission to have one single group of annually renewed contracts beginning FY 2011-12, which starts on July 1, 2011. Staff has reviewed each of the annually renewed contracts of each predecessor agencies and requests that the Commission approves staff's recommendations regarding each contract based on the following key objectives:

1. Eliminate duplicative services and redundancies;
2. Reduce contracted services to reflect completion of projects and programs;
3. Adjust contracted level of efforts and resources to align with Commission priorities;
4. When possible and as appropriate, consolidate contracted services with available internal resources and expertise; and
5. Preserve continuity of services in areas that will transition to Commission in the future.

Staff's recommendations of each annually renewed contract is discussed in detailed in the *Discussion Section* of this Memorandum and summarized in the attached Table 1.

Discussion

Historically, both ACCMA and ACTIA have contracted with a number of firms for similar administrative services (such as banking services, construction contract technical assistance, financial audit, human resources and personnel management, information technology, insurance brokerage, legal services, project controls, federal and state legislative advocacy). ACTIA also contracted with number of other firms for more specialized services (such as paratransit coordination, paratransit taxi services, utility relocation coordination, utility potholing, public outreach, and right of way acquisition).

As expected from the merger of the ACCMA and ACTIA, and consistent with the findings of the adopted Merger Implementation Plan, it is determined that there are opportunities to reduce costs and improve efficiencies through consolidating several duplicative and redundant administrative services contracts. Duplicative administrative services contracts that could be consolidated include the following:

- Project Controls Services
- Banking Services

- Federal and State Legislative Advocacy Services
- Independent Financial Auditing Services
- Human Resources and Personnel Management Services
- Information and Technology Services
- Investment Advisors
- Insurance Brokerage Services
- Legal Services
- Public Outreach Services

In addition, as staffs from the ACCMA and ACTIA transition to the Alameda CTC and into one organization structure, it is anticipated that some of the administrative services that have been traditionally contracted out be redistributed and performed by in-house staff. The administrative contracts that may be affected by this redistribution of workload are:

- Account Payables Services
- Local Business Equity Program Supportive Services
- Utility Relocation Coordination

Furthermore, as the Measure B Sales Tax Capital Program is being completed several years ahead of schedule and the Alameda CTC's diminished responsibilities in the area of construction contract administration, contracted services for construction contracts technical assistance and contract compliance will no longer be needed, and these contracts can be discontinued. Specifically, the following administrative contract will need to be re-negotiated to reflect the decreasing needs:

- Construction Contracts Technical Assistance Services

In terms of process, staff is requesting the Commission's approval of the staff recommendations this month (in January 2011) to allow the procurement process for the contracts to start. The Commission's approval of the staff's recommendations would also allow for staff to bring back to Commission, in May 2011, the individual administrative contracts for approval, including the budget of each, as well as the overall fiscal impact of these contracts on the combined Alameda CTC operating budget. The goal is to have the consolidated annually renewed administrative contracts start on July 1, 2011, which is the beginning of FY 2011-12.

The background and recommendations for each of the administrative contracts are discussed below, and are also summarized in Table 1 that follows. The specific terms and conditions of the proposed contracts will be developed based on revised scope of work for the next fiscal year.

Background and Recommendation of Individual Contracts (see Summary in Attachment 1)

1. Accounts Payables Services -- These ACTIA services were outsourced due to lack of internal staffing resources and for improved internal control. Prior to ACTIA contracting out these services, the Alameda County Finance Dept. performed all treasury functions. The current contractor, Patel and Associates, was selected in 2007, after a competitive informal bidding process for services under \$50,000. This firm is a certified Small Local Business

Enterprise (SLBE). Staff recommends ending this service when the two accounting systems are merged on or before July 1, 2011, and transferring the function to the Alameda CTC accounting staff.

2. Banking Services -- ACTIA and ACCMA currently hold bank accounts at Union Bank (6 accounts) and Wells Fargo (4 accounts), respectively. The banking services cost for ACTIA is \$8,000 annually, (mostly due to investment securities transactions) and the cost for ACCMA is about \$200 annually, with compensating balances. Though these services do not exceed the \$50,000 contract limit requiring a formal request proposal process, staff recommends that these services undergo an open procurement process prior to consolidating the bank accounts under Alameda CTC.
3. Independent Financial Auditing Services -- The financial audit services contracts provide the required independent audit of ACTIA and ACCMA financial statements, issuance of separate audit reports, completion of the Federal Single Audit report, if applicable, and a report on ACTIA's Limitations Worksheet, which attests that ACTIA has complied with the administrative cost limitation required by the Expenditure Plan. Currently, ACTIA contracts with Maze and Associates for its independent auditors, and the ACCMA uses Kevin W. Harper, CPA for its independent audit. The current term for both these contracts covers the separate audits for the year ending June 30, 2011. Staff plans to merge the accounting systems and budgets for the following year, FY 2011-12 and recommends the issuance of an RFP for the combined audit services for Alameda CTC in October 2011 for FY 2011-12 and after, for a term of 3 years, with option to renew for an additional 2 years.
4. Insurance Brokerage Services -- These services are currently provided by Wells Fargo for the predecessor agencies and it is recommended that a formal request for proposal be issued to ensure cost competitiveness and values for FY 2011-12.
5. Investment Advisors -- After the second RFP for these services in 2008, the two incumbent investment advisors (PFM and Chandler Asset) were contracted for investment services on behalf of ACTIA/ACTA. These advisors independently manage the \$300 million portfolio, in line with the ACTIA/ACTA Board approved Investment Policy. These services are performed at a cost of about 7 to 8 basis points (one-hundredth of one percent) times the invested amount, which equates to about \$220,000 annually. ACCMA utilizes the State Local Agency Investment Fund (LAIF) cash pool for its investment needs due to the smaller investment balance. Staff recommends renewal of this contract for a term of one year, starting July 1, 2011.
6. Legal Counsel -- The legal counsel services for ACCMA/ACTIA and the successor, Alameda CTC include attendance at committee and commission meetings, contracts and personnel related matters, ongoing eminent domain activities as well as other general legal services. Zack Wasserman of Wendel Rosen Black and Dean (WRB&D) has been the lead counsel for the ACTA since July 1987 and has continued in that role for the ACTIA and ACCMA. After an RFP process, in September 2007, the ACTIA Board approved a contract with WRB&D for Legal Services. Gibbs & Oliphant, later changed to The Gibbs Law Group, LLP (GLG) was a subcontractor to WRBD. Since WRBD was also the legal counsel

for ACCMA and there were a number of mutual issues where independence was desirable, it was agreed to change the relationship from a sub-contractor to that of co-counsel, with both firms independently contracting with ACTIA. ACTIA's current contract (FY 2010-11) with WRBD is currently for \$555,000, which includes significant allowance for merger and right-of-way acquisition related services. ACTIA's current contract with GLG is for \$90,000. The ACCMA annual expenditure for legal services is in the range of \$250,000. Staff recommends consolidation of these services under one unified contract for the term of one year.

7. Human Resources and Personnel Management Services -- ACTIA and the ACCMA staff jointly issued an RFP for these services in August 2009 that resulted in the hiring of Koff and Associates as the common Human Resources Consultant. The services include developing a common compensation policy, complete review/integration of the Human Resources Manual, provide personnel counseling services, staff development, review of internal processes such as performance reviews, and other services to improve human resources functions. The current joint ACCMA-ACTIA contract is for \$109,650 ending June 30, 2011. Staff recommends renewal of this contract for a term of one year beginning July 1, 2011.
8. Information Technology (IT) Services – Currently there are two IT services contracts for the maintenance of the central servers, local area network and support to 60 individual workstations at ACTIA and ACCMA, including those required for the operations of the I-680 Sunol Express Lanes. The current ACTIA computer systems services contract was awarded to Lanlogic, a local business located in Livermore after an RFP issued in FY 2005-06, for an annual amount of \$54,600. The current ACCMA IT services are being provided by Novani, whose contract was awarded in 2009 after an RFP process. The contract budget with Novani is \$60,000 per year. With the assistance of these two current contractors and TotalCom (who is a consultant providing computerized telephone services to ACTIA), staff is in the process of consolidating the phone systems, internet services and the existing servers. Staff recommends the issuance of an RFP for combined IT Services starting July 1, 2011, with an option to overlap the new contractor with current providers prior to July 1, 2011.
9. Federal Legislative Advocacy Services – The federal legislative advocates, Simon & Company (\$30,000/year) and CJ Strategies (\$48,000/year) provide monthly updates to staff on policy and legislative actions at the federal level, for ACTIA and ACCMA, respectively. They also provide access to federal legislators and their staff when necessary to support project and program implementation efforts at ACTIA and ACCMA. Staff recommends consolidating these services under a single contract which will begin services for the Alameda CTC beginning July 1, 2011.
10. State Legislative Advocacy Services – The state legislative advocate, Suter, Wallaugh, Corbett & Associates, provides this service to both ACTIA and ACCMA currently. This includes monthly updates for the Commission/staff on policy and legislative actions, access to legislators and their staff when necessary to support project and program implementation efforts. The contract for ACTIA is \$54,723 and for ACCMA is \$50,400, with both contracts ending June 30, 2011. Staff recommends consolidation of the state lobbyist services under Alameda CTC, and continues these services with the current vendor for a term of one year.

11. Programs Management Services -- Acumen Building Enterprises, Inc., an ACTIA certified Very Small Local Business Enterprise (VSLBE) firm, has been providing these services since 2008, after an RFP process. These services include administrative support for local pass-through programs, related compliance process, grants program support, citizen committee meetings coordination, website maintenance and other services. The current contract is for \$660,000 for the fiscal year ending June 30, 2010. Staff recommends renewal of this contract for a term of one year starting July 1, 2011.
12. Bicycle and Pedestrian Coordination Services -- These ACTIA services were unbundled from the project controls services contract and opened to a formal bid process in early 2008. The services include administrative and professional support for the Bicycle and Pedestrian Safety Program at ACTIA. Rochelle Wheeler was contracted for these services at a cost of \$266,000 annually for the fiscal year ending June 30, 2011. Rochelle Wheeler is a certified VSLBE. Staff recommends renewal of this contract for a term of one year.
13. Paratransit Coordination Services – Nelson\Nygaard, a certified Local Business Enterprise (LBE) firm, has provided paratransit coordination services for ACTIA since September 27, 2002. Nelson\Nygaard provides local, state, and national expertise in the field of paratransit to staff, PAPCO and the Commission. The current \$335,600 contract with Nelson\Nygaard expires on June 30, 2011. The paratransit coordination services underwent a formal bid process in 2008/09 under the ACTIA Contract Rotation Plan. Staff recommends renewal of this contract for a term of one year starting July 1, 2011.
14. Emergency Wheelchair and Hospital Transportation Services – MV Transportation has provided emergency wheelchair services for ACTIA since 2002. In fiscal year 2003/2004, the Authority staff modified the contract to include hospital discharges for Alameda County residents, with costs not to exceed \$50,000. MV Transportation is certified with ACTIA as an LBE. Staff recommends renewal of this contract for a term of one year.
15. Media and Public Relations Services – Moore Iacofano Goltsman, Inc. (MIG), a certified LBE firm provides these services to ACTIA at a cost of \$206,000. ACCMA also contracts with MIG for these services at a cost of \$20,000. Per the ACTIA LBCE approved program's five-year contracting cycle, this contract is required to be competitively bid. Staff recommends issuing an RFP in January for these services to begin on July 1, 2011.
16. Project Controls and Project Delivery Management Services – Bay Area Projects Management Group (BAPMG) (an SLBE) has been providing project control services to the ACTA/ACTIA since early 2001. This service underwent an RFP process in 2008. ACCMA utilizes the firm of Alameda Program Managers (APM) for similar services. The project controls team's function is to assist staff in project management, project monitoring, project controls, and related management activities. The current contract budget with BAPMG is \$1,960,000 and the APM contract for the same period with the ACCMA is \$2,682,684. Staff has identified these two contracts, which total \$4,642,684, as a source of significant potential savings to Alameda CTC. Staff recommends the issuance of RFP for the combined project control service at Alameda CTC.

17. Right-of-Way Services for Capital Projects -- The Real Estate Division of the Alameda County Public Works Agency (County) has been providing right-of-way appraisal and acquisition services on selected capital projects since 1988. The current service agreement has an annual budget of \$100,000, which has not been fully utilized. This is based on the level-of-effort required to deliver the right of way transactions for several active ACTA and ACTIA projects. Since the ACTA/ACTIA's capital program is rapidly progressing towards completion, the needs for right-of-way acquisition services from the County are also diminishing. Staff recommends renewal of this contract with the County for a term of one year on an On-Call/ Task Order basis to address future needs.
18. Utility Coordination Services -- Francis Fruzzetti has worked for the ACTA/ACTIA as either a right-of-way agent or a utility relocation specialist through a part-time contract since 1991. This year, Mr. Fruzzetti has given notice that he plans to retire and will not be able to continue. It is recommended that a RFP issue to obtain these services for the next fiscal year.
19. Utility Potholing Services for Capital Projects -- Utility Potholing is a process for precisely locating and documenting buried utility facilities and provides information for the purpose of utility agreements negotiations, preparation of construction plans, specifications, and estimates (PS&E), and actual utility relocation and protection. Locating buried utility lines during the design process reduces the chance of delays during construction. The firm of Bess Testlab, Incorporated, was selected for this On-Call contract in 2005 by ACTIA. Last year, the Board approved renewing this contract for one year, until the end of FY 2010-11. Bess Testlab is on the Caltrans' pre-qualified and pre-certified list of specialized firms to provide these specific services on the State highway system, Caltrans desires that local agencies, such as ours, use potholing firms on its pre-qualified list when there is work on the State's highways. Staff recommends renewal of this contract for a term of one year.
20. Local Business Contract Equity Program Supportive Services for Non-Construction Contracts -- These services support ACTIA's Local Business Contract Equity Program. The main tasks included in the services are certifying LBE, SLBE and VSLBE firms, providing outreach to local/small local and minority businesses and review of the LBE/SLBE participation reports on a semi-annual basis. ACCMA utilizes regional certification programs and performs compliance services through staff. ACTIA's current contractor, Luster and Associates, Inc., was chosen after a formal bid process in FY 2008/09 under its Contract Rotation Plan. ACTIA's contract with Luster is for \$173,000 and ends June 30, 2011. Staff recommends reducing the scope of these services to the certification services, transferring remaining functions to staff and negotiating a service contract for a term of one year starting July 1, 2011.
21. Construction Contracts Technical Assistance Services -- Anue Management Group (AMG) has been providing construction contract technical assistance supportive services to improve participation of local and small local businesses on the Authority-let construction contracts since June 2001. This contract underwent an RFP process in December 2008. AMG is a certified VSLBE and provides this service as a contracted amount of \$45,000 for ACTIA and \$15,000 for ACCMA. Due to the declining number of ACTIA, ACTA and ACCMA sponsored construction projects, the need for these services has diminished substantially.

Staff recommends modifying these services to an “On-Call/Task Order” basis contract for a term of one year starting July 1, 2011.

Fiscal Impact

Approval of this item will have not fiscal impact at this time. If approve, staff will proceed with the procurement process for each contracts as described. At the conclusion of the contract procurement process, which is anticipated in May 2011, staff will bring back to the Commission individual contract budgets for approval. At that point it is anticipated that there will a positive fiscal impact to the overall total operating budget of the merged agency. The quantification of the operating cost savings would also be presented at that time as well.

Attachment

Attachment A - Summary of Annually Renewed Administrative Contracts Recommendations

| Type of Contract | Current Vendor | ACTIA FY 2010-11 Contract Budget | ACCMA FY 2010-11 Contract Budget | FY 2010-11 Total Contract Budgets | FY 2011-12 Recommendations |
|--|---------------------------------------|---|---|--|--|
| | | | | | |
| 1. Accounts Payables Services | Patel & Associates | 50,000 | N/A | 50,000 | Shift services in-house |
| 2. Banking Services | Union Bank/Wells Fargo | 8,000 | 200 | 8,200 | Solicit Quotations |
| 3. Independent Financial Auditing Services | Maze and Assoc./Kevin W. Harper, CPA | 56,570 | 32,000 | 88,570 | Issue RFP for services beginning in October 2011 |
| 4. Insurance Brokerage Services | Wells Fargo | 120,000 | 32,000 | 152,000 | Issue RFP |
| 5. Investment Advisors | Chandler & PFM | 240,000 | N/A | 240,000 | Renew |
| 6. Legal Counsel | Gibbs Law Group | 90,000 | N/A | 90,000 | Merge services under one contract |
| 7. Legal Counsel | Wendel, Rosen, Black and Dean | 555,000 | 100,000 | 655,000 | Merge services under one contract |
| 8. Human Resources & Personnel Management Services | Koff & Associates | 43,550 | 66,100 | 109,650 | Renew |
| 9. Information Technology (IT) Services | Lanlogic/Novani | 54,600 | 60,000 | 114,600 | Issue RFP |
| 10. Federal Legislative Advocacy Services | Simon & Co./CJ Strategies | 30,000 | 48,000 | 78,000 | Merge services under one contract |
| 11. State Legislative Advocacy Services | Suter, Wallauch, Corbett & Associates | 54,723 | 50,400 | 105,123 | Merge Services under one contract |
| 12. Programs Management Services | Acumen Building Enterprise | 642,000 | | 642,000 | Renew |
| 13. Bicycle & Pedestrian Coordination Services | Wheeler Planning | 266,000 | N/A | 266,000 | Renew |
| 14. Paratransit Coordination Services | Nelson/Nygaard | 335,600 | N/A | 335,600 | Renew |

| Type of Contract | | Current Vendor | ACTIA FY 2010-11 Contract Budget | ACCMA FY 2010-11 Contract Budget | FY 2010-11 Total Contract Budgets | FY 2011-12 Recommendations |
|------------------|---|-------------------------------------|---|---|--|--|
| 14. | Emergency Wheelchair and Hospital Transportation Services | MV Transportation | 50,000 | N/A | 50,000 | Renew |
| 15. | Media and Public Relations Services | Moore Iacofano Goltsman, Inc. (MIG) | 206,000 | 20,000 | 226,000 | Issue RFP |
| 16. | Project Controls and Project Delivery Management Services | BAPMG/APM | 1,960,000 | 2,682,684 | 4,642,684 | Issue RFP and merge services |
| 17. | Right-of-Way Services Contract for Capital Projects | Alameda County | 100,000 | | 100,000 | Renew |
| 18. | Utility Coordination Services | Francis Fruzzetti | 115,000 | N/A | 115,000 | Issue RFP |
| 19. | Utility Potholing Services Contract for Capital Projects | Bess Testlab | 100,000 | N/A | 100,000 | Renew – On-call/Task Order Basis |
| 20. | Local Business Contract Equity Program Supportive Services for Non-Construction | L. Luster and Assoc. Inc | 173,000 | N/A | 173,000 | Renew – Reduce scope and shift services in-house |
| 21. | Local Business Contract Equity Program Supportive Services for Construction Contracts | Anue Management Group, Inc. | 45,000 | 15,000 | 60,000 | Renew – Revised scope and On-call/Task Order Basis |
| 22. | Management Consultants | Management Partners | 12,500 | 12,500 | 25,000 | Discontinue |
| 23. | Paratransit Cab Services | St. MiniCab | 125,000 | N/A | 125,000 | Renew |
| | | Total | \$5,374,543 | \$3,118,684 | \$8,493,227 | |