



Alameda County Transportation Commission

Meeting as a committee of the whole as the

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

Monday, June 13, 2011, 1:30 P.M.

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair

Mark Green, Mayor – Union City

Commission Vice Chair

Scott Haggerty, Supervisor – District 1

AC Transit

Greg Harper, Director

Alameda County

Supervisors

Nadia Lockyer – District 2

Wilma Chan – District 3

Nate Miley – District 4

Keith Carson – District 5

BART

Thomas Blalock, Director

City of Alameda

Rob Bonta, Vice Mayor

City of Albany

Farid Javandel, Mayor

City of Berkeley

Laurie Capitelli, Councilmember

City of Dublin

Tim Sbranti, Mayor

City of Emeryville

Ruth Atkin, Councilmember

City of Fremont

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City of Hayward

Olden Henson, Councilmember

City of Livermore

Marshall Kamena, Mayor

City of Newark

Luis Freitas, Vice Mayor

City of Oakland

Councilmembers

Larry Reid

Rebecca Kaplan

City of Piedmont

John Chiang, Vice Mayor

City of Pleasanton

Jennifer Hosterman, Mayor

City of San Leandro

Joyce R. Starosciak, Councilmember

Executive Director

Arthur L. Dao

Chair:

John Chiang

Vice Chair:

Rebecca Kaplan

Members:

Mark Green

Nadia Lockyer

Wilma Chan

Laurie Capitelli

Scott Haggerty

Tom Blalock

Rob Bonta

Staff Liaisons:

Patricia Reavey

Executive Director:

Arthur L. Dao

Interim 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 as when that item is before the Committee. Only matters within the Committee’s jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handing it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

2 Approval of Consent Calendar

2A. Minutes of May 9, 2011 – **page 1**

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3 Administrative Matters

3A. Update on the Status of Merger Activities – **page 5**

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3B. Adoption of Staff Salary and Revised Interim Benefits
Resolution for FY 2011-12 – **page 7**

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3C. Approval of Amendment No. 1 to the Professional Services
Agreement with Francis Fruzzetti (A10-0006) for Additional
Utility Coordination and Transition Assistance Services – **page 25**

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4 Financial Matters

- 4A. Approval of the Proposed Fiscal Year 2011-2012 Consolidated Budget for the
Alameda County Transportation Commission – **page 27**

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5 Committee Member Reports

6 Staff Reports

7 Adjournment/Next Meeting: July 11, 2011

*Alameda County Transportation Commission
1333 Broadway, Suites 220 & 300, Oakland, CA 94612
(510) 208-7400 (New Phone Number)
(510) 836-2185 Fax (Suite 220)
(510) 893-6489 Fax (Suite 300)
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Glossary of Acronyms

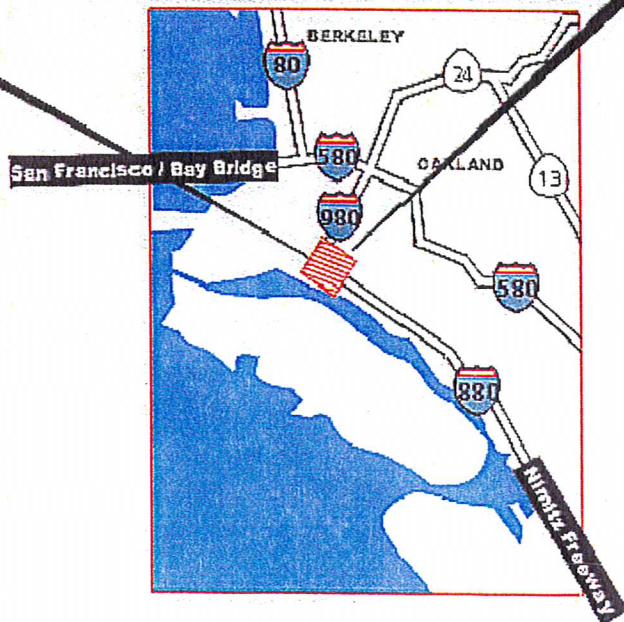
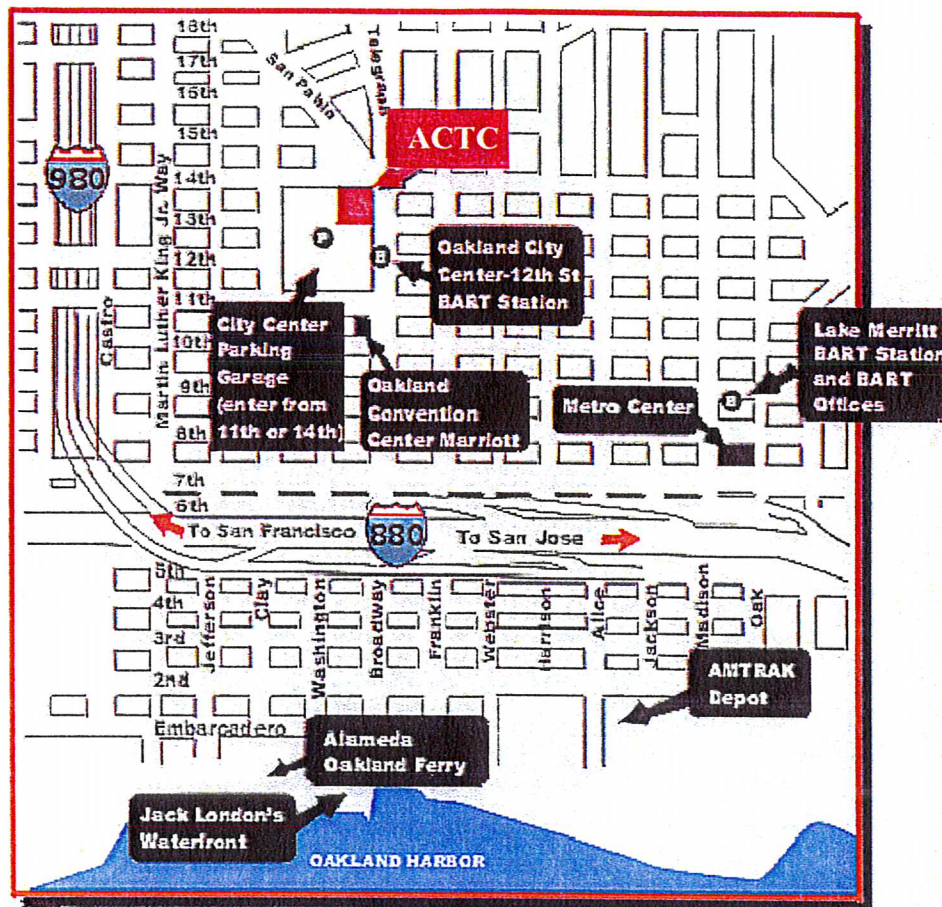
ABAG	Association of Bay Area Governments	MTS	Metropolitan Transportation System
ACCMA	Alameda County Congestion Management Agency	NEPA	National Environmental Policy Act
ACE	Altamont Commuter Express	NOP	Notice of Preparation
ACTA	Alameda County Transportation Authority (1986 Measure B authority)	PCI	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

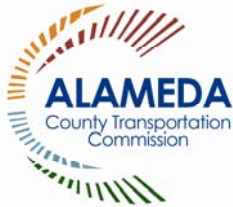
BART: City/Center 12th
Street Station

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



**FINANCE AND ADMINISTRATION COMMITTEE
MINUTES OF MAY 09, 2011
OAKLAND, CA**

Chair John Chiang convened the meeting at 1:55 PM.

1 Public Comment

There was no public comment.

2 Consent calendar

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

3 Financial Matters

3A. Consolidated FY2010-11 3rd Quarter Investment Report

Patricia Reavey requested the Committee to recommend that the Commission approve the Alameda CTC Consolidated FY2010-11 3rd Quarter Investment Report. A motion to approve staff recommendation was made by Councilmember Kaplan; a second was made by Councilmember Capitelli. The motion passed 9-0

3B. Approval of 3rd Quarter Budget Update and Statement of Revenues and Expenditures for the Alameda County Transportation Improvement Authority

Patricia Reavey requested the Committee to recommend that the Commission approve the: (1) FY2010-11 3rd Quarter Budget Update which includes a transfer of \$300,000 of budget funds from the General Fund to the ACTC Fund; and (2) Statement of Revenues and Expenditures as of March 31, 2011. A motion to approve staff recommendation was made by Mayor Green; a second was made by Supervisor Haggerty. The motion passed 9-0.

3C. Approval of 3rd Quarter Budget Update and Statement of Revenues and Expenditures for the Alameda County Congestion Management Agency

Patricia Reavey requested the Committee to recommend that the Commission approve the ACCMA FY2010-11 Budget Update, the Operating Statement of Revenues and Expenditures, Project Expenditure Report and Transportation for Clean Air and Exchange Program Activity Reports for the quarter ended March 31, 2011. A motion to approve staff recommendation was made by Mayor Green; a second was made by Director Blalock. The motion passed 9-0.

4 Administrative Matters

4A. Approval of the Consolidated Annually Renewed Contracts and Authorization to Execute Contracts

Arthur Dao requested the Committee to recommend that the Commission approve the consolidated annually renewed contracts with current consultants and authorize the Executive Director to execute these contracts for Fiscal Year 2011-12. A motion to approve staff recommendation was made by Mayor Green; a second was made by Director Blalock. The motion passed 9-0.

4B. Approval of Consultant Team Selected to Provide Media and Public Relations Services and Authorization to Execute a Contract

Liz Brazil requested the Committee to recommend that the Commission approve the selection of the top-ranked firm, Moore Iacofano Goltsman, Inc. (MIG), to provide media and public relations services and authorize the Executive Director to execute a contract for these services in an amount not to exceed \$350,140. A motion to approve staff recommendation was made by Councilmember Kaplan; a second was made by Mayor Green. The motion passed 9-0.

4C. Approval of Consultant Team Selected to Provide Information Technology Services and Authorization to Execute a Contract

Liz Brazil requested the Committee to recommend that the Commission approve the selection of the top-ranked firm, Novani, LLC to provide information technology services and authorize the Executive Director to execute a contract for these services in an amount not to exceed \$110,000. Supervisor Haggerty requested that the rating sheet be provided at the Commission meeting. A motion to approve staff recommendation was made by Mayor Green; a second was made by Councilmember Kaplan. The motion passed 9-0.

4D. Approval of Community Advisory Committee Appointment Process Restructuring

Tess Lengyel requested the Committee to recommend that the Commission make the following changes to the appointment structure and adjustments to the number of members on each committee for three Community Advisory Committees:

- (1) Bicycle and Pedestrian Advisory Committee – Maintain 11 members (one appointee per County Supervisor; one appointee for each supervisorial district, selected by the Mayor's Conference; and one appointee representing transit).
- (2) Citizens Advisory Committee – Change from 33 members to 22 members (one member per Alameda CTC Commission member)
- (3) Paratransit Advisory and Planning Committee – Change from 28 members to 23 members (one member per County Supervisor, one member per City, one member per Transit Agency – AC, BART, LAVTA, and Union City).

A motion to approve staff recommendation was made by Supervisor Haggerty; a second was made by Councilmember Capitelli. The motion passed 9-0.

5 Staff and Committee Member Reports

Patricia Reavey stated that the audit process has started and the auditors are requesting to meet with the Chair and the Clerk of the Commission will arrange this meeting.

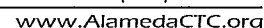
There was no report from Committee members.

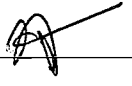
6 Adjournment/Next Meeting: June 13, 2011

The meeting ended at 2:45 PM. The next FAC meeting is on May 09, 2011 at 1:30 PM.

Attest by:

Gladys V. Parmelee
Office Supervisor and Interim Clerk of the Commission



STAFF	Initials	STAFF	Initials
Tess Lengyel – Deputy Director of Policy, Public Affairs and Legislation		Yvonne Chan – Accounting Manager	
Beth Walukas – Deputy Director of Planning		Arun Goel – Project Controls Engineer	
Patricia Reavey – Director of Finance		Linda Adams – Executive Assistant	
Matt Todd - Manager of Programming	<i>M.T.</i>	Lei Lam – Senior Accountant	
Ray Akkawi – Manager of Project Delivery	<i>RA</i>	Sammy Ng – Senior Accountant	
Steve Haas – Senior Transportation Engineer		Patty Seu - Accountant	
John Hemiup – Senior Transportation Engineer		Jacki Taylor – Programming Analyst	
Saravana Suthanthira - Senior Transportation Planner		Laurel Poeton – Assistant Transportation Planner	
Diane Stark - Senior Transportation Planner		Frank R. Furger – Executive Director, I-680 JPA	
Vivek Bhat - Senior Transportation Engineer		James O'Brien	
Liz Brazil – Contract Compliance & Outreach Analyst			

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
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15.	_____	_____	_____	_____



Memorandum

DATE : June 3, 2011

TO : Finance and Administration Committee

FROM : Arthur L. Dao, Executive Director

SUBJECT : **Status of Merger Implementation**

Recommendation

This memorandum provides a brief update on the status of merger activities. This is an informational item and no action is requested.

Summary

To date the implementation of the merger has generally been consistent with the Merger Action Plan that was developed by the merger consultant (Management Partners) and endorsed by the Board of the Commission in early 2010. The Merger Implementation Plan includes roughly two major phases, with the consolidation of the two predecessor agencies (Alameda County Transportation Improvement Authority and Alameda Congestion Management Agency) into a single operating entity in the first phase, followed by office space consolidation in the second.

Merger activities have been grouped into the following major services areas with discreet schedules. For the most part, merger activities in all of the services are either on or ahead of schedule to allow for the complete integration of all operations and functions to begin in the first quarter of calendar year 2012.

- Agency Formation – key activities in this group have all been completed. Key activities include the establishment of a legal structure; the recruitment and appointment of an executive director; the development of an agency business plan and organization structure; and, the development of a communication plan.
- Human Resources – Most of the key activities in this group have also been completed. Some activities are in progress and dependent on external factors, such as a fully executed agreement with CalPers for a consolidated retirement benefits program. Key activities in this area include the establishment of unified human resources policies and procedures, which has been completed; the determination of a salary structure, which has been completed and is before the Commission this month for approval; the determination of a unified benefits (health, retirement health, etc.) program, which was completed and endorsed by the Commission and is awaiting an executed contract with CalPers; and, personnel transitions,

which have been initiated and will be finalized once an agreement with CalPers is in place, which is expected in January 2012.

- Finance, Accounting, and Budgeting – Key activities in this area include the determination of a consolidated cost allocation plan and budget; consolidation of accounting, account payable and receivable, treasury management, payroll, and procurement; and, financial reporting. The consolidated cost allocation plan and budget have just been completed and will be presented to the Commission this month. Account payable and receivable, treasury management, and financial reporting have all been consolidated. Payroll will be consolidated once the cost allocation plan is approved and the fund accounts are established.
- General Administration – Board support, general administrative support, administrative professional services contracts (project controls, legal services, information technology, legislative advocacy, etc.) have all been consolidated and would result in \$1.9 million in savings in the operating budget in FY 2011-12.
- Programming, Project Delivery, Programs Delivery, and Planning – the consolidation and integration of these functional areas have been recently completed with the completion of the consolidated organization structure. It is expected that the implementation of these integrated functional areas will begin in July 2011.
- Consolidation of Office Space – The current leases for both the second and third floors will expire in November 2013. The process to renegotiate a lease prior to that time has begun to allow integrated functional staff to collocate and potentially reduce the rent. Preliminary assessment of overall space needs indicates that there is an overall reduced need in office space. The landlord may be unwilling to negotiate changes at this point and staff is also considering other options, including relocating to another location.

Fiscal Impact

There is no fiscal impact associated with this report.



Memorandum

DATE : June 3, 2011

TO : Finance and Administration Committee

FROM : Arthur L. Dao, Executive Director

SUBJECT : **Adoption of Staff Salary and Revised Interim Benefits Resolution for Fiscal Year 2011-12**

Recommendation

It is recommended that the Commission adopt the Staff Salary and Revised Interim Benefits Resolution for Fiscal Year 2011-12.

Summary

Approval of the recommended salary ranges will not automatically result in salary increases. Approval of the salary ranges will result in a proposed FY 2011-12 budget for staff salaries of \$2.910 million. This represents a reduction of \$1.008 million from the current fiscal year (FY 2010-11), which has a salary budget of \$3.918 million. The recommended salary ranges for FY 2011-12 will effectively save the Commission over \$1 million in staff salaries.

Background and Discussion

The Administrative Code requires the Executive Director to annually submit a resolution to establish the agency staffing positions, salary ranges, and benefits for the upcoming fiscal year, beginning on July 1. As part of the on-going merger process, the Commission has already endorsed the new agency business plan and organization structure earlier this year. The consolidated organization structure includes 27 staff positions, which is a net reduction of seven positions from the prior fiscal year (FY 2010-11).

Discussion on Salary

The Alameda CTC salary ranges being recommended are based on a compensation study that reviewed and compared ACCMA and ACTIA salaries against those of 13 other public agencies. The salary study was independently performed by the Commission's Human Resources Consultant, Koff & Associates. Salary ranges for 20 classifications/positions were reviewed.

For FY 2011-12, the Commission will have 27 employees, including the Executive Director. Under delegated authority provided by the Administrative Code, the Executive Director has the discretion to adjust salaries within the salary ranges approved by the Commission. Salaries are adjusted based on job performance evaluations, job growth, or added responsibilities, without

any provision for automatic pay increases. In addition, Commission's approval of salary ranges will not automatically result in an actual salary increase.

The recommended Alameda CTC salary ranges for FY 2011-12 are included in Attachment 1. To provide a benchmark, the maximum points of each of the Alameda CTC salary ranges were compared to those of the former ACCMA and ACTIA. These comparisons are shown in Attachment 2. With the exception of the Accounting Manager and Senior Accountant positions, the recommended Alameda CTC salary ranges for the remaining senior and management positions are between 6.8% and 21.3% lower than those of the ACCMA. For FY 2011-12, specific recommendations to realign current ACCMA and ACTIA salary ranges to those of the Alameda CTC are as follows:

- With the exception of the seven reassigned positions, which were made effective April 18, 2011, and three positions whose current actual salaries are below the recommended Alameda CTC minimum, there will be no upward salary adjustment for the remaining positions for FY 2011-12.
- For the Principal Transportation Engineer position, to be in alignment with the recommended Alameda CTC salary range, it is recommended that the current ACCMA salary range be adjusted downward incrementally over a two-year period, with the possibility to "Y-rate" (freeze adjustment) beyond the two-year period until the market catches up with the position.
- For the Senior Transportation Engineer position, to be in alignment with the recommended Alameda CTC salary range, it is recommended that the current ACCMA salary range be "Y-rated" until the market catches up.

Discussion on Benefits

In October of 2010, the Commission approved the comprehensive benefit program for transition and new employees of the Alameda County Transportation Commission. This benefit program included CalPERS retirement benefits, health benefits for transition employees, post-retirement health benefits, and accrual of vacation and sick leave, paid holidays allowance, and other benefits. This approval allowed for staff to start the process with CalPERS to have a contract executed with Alameda CTC. This process was initiated in November 2010, and at this time, it is expected that staff could have a proposed CalPERS contract for approval by January 2012. Until a contract with CalPERS is executed which would allow for the consolidated CalPERS retirement program to be in place, it is recommended that the ACCMA and ACTIA retirement benefits programs be maintained separately.

In January 2011, anticipating the long-lead time contracting process with CalPERS, the Commission adopted an Interim Consolidated Benefits Program to allow current ACTIA and ACCMA employees to be governed by a consistent set of policies regarding holiday schedules, accrual of leave, as well as other fringe benefits.

Staff has also conducted an analysis of benefits and benefit costs for current ACCMA and ACTIA employees. The findings show that ACCMA employees currently receive a greater dollar contribution to their benefits (i.e., medical, dental, vision, life, long-term disability, and

dependent life insurance) than ACTIA employees. To address the current disparity in dollar benefits between ACCMA and ACTIA employees, staff recommends increasing ACTIA's Flexible Spending Account from \$1,638 to \$1,844 per employee per month, to reach parity with ACCMA employees.

There are currently only six individuals who are ACTIA employees receiving ACTIA benefits, i.e., a Flexible Spending Account of \$1,638 per employee per month. The approval of staff's recommendation would increase this amount to \$1,844. However, the expectation is that each employee will not spend the additional \$206 per month. Therefore, the actual cost increase will be less than the absolute increase of the Flexible Spending amount.

Financial Implications

Approval of the recommended salary ranges will not automatically result in salary increases. Approval of the salary ranges will result in a proposed FY 2011-12 budget for staff salaries in the amount of \$2.910 million. This represents a reduction of \$1.008 million from the current fiscal year (FY 2010-11), which has a salary budget of \$3.918 million. The recommended salary ranges for FY 2011-12 will effectively save the Commission over \$1 million in staff salaries. The proposed budget for staff salaries will be presented under a separate item on the agenda this month. The recommended benefit change for ACTIA's flexible benefit plan would increase the proposed benefit budget for FY 2011-12 by only \$14,832.

Attachments

Attachment A – Recommended FY 2011-12 Salary Ranges

Attachment B – Comparison of Salary Range Maximum Points between Alameda CTC, ACCMA, and ACTIA Salary Ranges

Attachment C - Salary and Benefits Resolution 11-001

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Recommended FY 2011-12 Salary Ranges for Alameda CTC

Grade	Position/Classification	Min	Med	Max
63	Deputy Director of Projects and Programming	\$149,105	\$171,470	\$193,836
59	Deputy Director of Planning	\$135,081	\$155,344	\$175,606
58	Director of Finance	\$131,787	\$151,555	\$171,323
57	Deputy Director of Policy, Legislation, and Public Affairs	\$128,572	\$147,858	\$167,144
53	Principal Transportation Engineer	\$116,480	\$133,952	\$151,424
49	Principal Transportation Planner	\$105,525	\$121,345	\$137,183
47	Senior Transportation Engineer	\$100,441	\$115,507	\$130,573
45	Project Controls Engineer	\$95,601	\$109,941	\$124,281
43	Senior Transportation Planner	\$90,994	\$104,643	\$118,292
43	Accounting Manager	\$90,994	\$104,643	\$118,292
37	Senior Accountant	\$78,464	\$90,234	\$102,003
37	Contract Procurement Analyst	\$78,464	\$90,234	\$102,003
37	Contract Compliance and Outreach Analyst	\$78,464	\$90,234	\$102,003
33	Assistant Transportation Planner/Programming Analyst I	\$71,085	\$81,747	\$92,410
33	Office Supervisor	\$71,085	\$81,747	\$92,410
31	Accountant	\$67,659	\$77,808	\$87,957
31	Clerk of the Board/Commission	\$67,659	\$77,808	\$87,957
24	Executive Assistant	\$56,919	\$65,457	\$73,995
20	Administrative Assistant	\$51,566	\$59,301	\$67,036
10	Receptionist	\$40,283	\$46,326	\$52,368

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Alameda County Transportation Commission – Salary Range Comparison with ACCMA/ACTIA

Grade	Position/Classification	ACTC Max	ACCMA Max	ACTIA Max
63	Deputy Director of Projects and Programming	\$193,836	\$210,300	\$177,224
59	Deputy Director of Planning	\$175,606	N/A	N/A
58	Director of Finance	\$171,323	\$187,000	\$162,187
57	Deputy Director of Policy, Legislation, and Public Affairs	\$167,144	N/A	\$143,968
53	Principal Transportation Engineer	\$151,424	\$176,400	N/A
49	Principal Transportation Planner	\$137,183	\$166,400	N/A
47	Senior Transportation Engineer	\$130,573	\$139,500	N/A
45	Project Controls Engineer	\$124,281	N/A	N/A
43	Senior Transportation Planner	\$118,292	\$131,700	N/A
43	Accounting Manager	\$118,292	\$110,600	N/A
37	Senior Accountant	\$102,003	\$92,800	\$93,309
37	Contract Procurement Analyst	\$102,003	\$104,200	N/A
37	Contract Compliance and Outreach Analyst	\$102,003	\$104,200	N/A
33	Assistant Transportation Planner/Programming Analyst I	\$92,410	\$82,400	N/A
33	Office Supervisor	\$92,410	N/A	N/A
31	Accountant	\$87,957	\$77,700	N/A
31	Clerk of the Board/Commission	\$87,957	N/A	\$79,088
24	Executive Assistant	\$73,995	\$73,100	\$63,588
20	Administrative Assistant	\$67,036	\$65,200	N/A
10	Receptionist	\$52,368	\$43,300	N/A

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Oakland, CA 94612

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www.AlamedaCTC.org

Commission Chair
Mark Green, Mayor - Union City

Commission Vice Chair
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ACTransit
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Tim Stranici, Mayor

City of Emeryville
Ruth Aldin, Councilmember

City of Fremont
Suzanne Chan, Vice Mayor

City of Hayward
Olden Henson, Councilmember

City of Livermore
Marshall Kamena, Mayor

City of Newark
Luis Freitas, Vice Mayor

City of Oakland
Councilmembers
Larry Reid
Rebecca Kaplan

City of Piedmont
John Chiang, Vice Mayor

City of Pleasanton
Jennifer Hosterman, Mayor

City of San Leandro
Joyce R. Staroschik, Councilmember

Executive Director
Arthur L. Dao

ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION 11-001 REVISED

ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT
AUTHORITY
RESOLUTION 11-001 REVISED

ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY
RESOLUTION 11-001 REVISED

SALARY AND REVISED INTERIM BENEFITS FOR STAFF
MEMBERS

Fiscal Year 2011-12 (Effective July 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 Transit 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

WHEREAS, each of the Agencies separately adopted Resolution 11-001, thereby establishing a consistent interim set of benefits and leave policies, and

this Resolution is intended to supersede and replace such Resolution 11-001;
and

NOW, THEREFORE, IT IS RESOLVED AND ORDERED that the salaries
employment benefits for members of the independent staff of the Agencies for
Fiscal Year 2011-12 are hereby adopted, and are herein set forth.

1. Salaries

- 1.1 An employee shall be compensated at a rate set between the minimum (min) and maximum (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 an Alameda CTC 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, for each employee shall be set by the Executive Director consistent with the prescribed ranges for the position classifications identified in Paragraph 1.1.

2. Appointments and Performance Management

- 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 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 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 fiscal year (i.e., effective on July 1 of each year). Floating Holidays are not accruable and those unused at the end of the fiscal 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
0-3 Years	10 Days	120 Hours
3.1-10 Years	15 Days	240 Hours
10.1-15 Years	20 Days	320 Hours
15.1+ 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 accrual, 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 compensate exempt employees who are required to attend work-related meetings outside of normal working hours. The amount of leave will be determined by the Executive Director based on each employee's function and the number of off hour 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 immediate family member, i.e., 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 an immediate family member as described above) 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 the adoption or foster placement of a child, 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 **Leave Due to 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.

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.

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 Salary and Benefits Resolution, Health Insurance and Other Benefits will be administered separately for CMA and ACTIA, 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 to modify the policies and procedures except to adjust ACTIA's monthly flexible spending account limit as described in 5.3 below:

The following are the Health Insurance and Other Benefits for 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 employee and two or more 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 employee only on behalf of its part-time employees who work twenty (20) or more hours 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 all applicable payroll 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:

5.3 **Flexible Spending Account.** ACTIA provides a Flexible Spending Account (FSA) for its eligible employees, into which ACTIA pays \$1,844 per month. With these funds, each participating employee is able to choose the following coverage:

- Health Insurance (through the State of California's Public Employees Retirement System (PERS));
- Dental Insurance;
- Vision Care Insurance;
- Life Insurance;
- Long-term Disability Insurance; and
- CalPers Survivor Benefit (Fourth Level).

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 \$1,844 contribution based on actual hours worked.

6. Additional Benefits Programs

6.1 **Transit Subsidy.** All regular full-time employees of the Agencies are eligible for the maximum transit subsidy benefit approved by the federal government, if any.

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 fiscal 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 program
2. An optional deferred compensation program.

13. This Resolution is intended to and shall replace and supersede in its entirety that certain Resolution 11-001 adopted by each Boards on January 27, 2011.

ADOPTED by the Boards of the Agencies at a regular meeting held on June 23, 2011 in Oakland, California, by the following vote:

ABSENT:

ATTEST:

Gladys V. Parmelee
Interim Clerk of the Commission

Attachment 1

Grade	Position/Classification	Min	Med	Max
63	Deputy Director of Projects and Programming	\$149,105	\$171,470	\$193,836
59	Deputy Director of Planning	\$135,081	\$155,344	\$175,606
58	Director of Finance	\$131,787	\$151,555	\$171,323
57	Deputy Director of Policy, Legislation, and Public Affairs	\$128,572	\$147,858	\$167,144
53	Principal Transportation Engineer	\$116,480	\$133,952	\$151,424
49	Principal Transportation Planner	\$105,525	\$121,345	\$137,183
47	Senior Transportation Engineer	\$100,441	\$115,507	\$130,573
45	Project Controls Engineer	\$95,601	\$109,941	\$124,281
43	Senior Transportation Planner	\$90,994	\$104,643	\$118,292
43	Accounting Manager	\$90,994	\$104,643	\$118,292
37	Senior Accountant	\$78,464	\$90,234	\$102,003
37	Contract Procurement Analyst	\$78,464	\$90,234	\$102,003
37	Contract Compliance and Outreach Analyst	\$78,464	\$90,234	\$102,003
33	Assistant Transportation Planner/Programming Analyst I	\$71,085	\$81,747	\$92,410
33	Office Supervisor	\$71,085	\$81,747	\$92,410
31	Accountant	\$67,659	\$77,808	\$87,957
31	Clerk of the Board/Commission	\$67,659	\$77,808	\$87,957
24	Executive Assistant	\$56,919	\$65,457	\$73,995
20	Administrative Assistant	\$51,566	\$59,301	\$67,036
10	Receptionist	\$40,283	\$46,326	\$52,368

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Memorandum

DATE: June 6, 2011

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Arun Goel, Project Controls Engineer

SUBJECT: **Approval of Amendment No. 1 to the Professional Services Agreement with Francis Fruzzetti (A10-0006) for additional utility coordination and transition assistance services**

Recommendation

Staff recommends the approval of Amendment No. 1 to the professional services contract with Francis Fruzzetti for additional utility coordination and transition assistance services.

The proposed Amendment No. 1 will increase the contract by \$10,000 to the current year's (FY 2010-11) contract and extend the contract expiration to July 31, 2011.

Summary

The recommended action will increase the budget by \$10,000 to the existing contract amount of \$115,000 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 utility coordination and transition assistance services to a new utility coordinator, since Mr. Fruzzetti will not be renewing the contract for fiscal year 2011-12. Table 1 below summarizes Agreement No. A10-0006 with Francis Fruzzetti.

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	\$ 115,000
Amendment No. 1 (This Item)	06/23/11 (Proposed)	\$ 10,000	\$ 125,000

Discussion/Background:

The professional services agreement with Francis Fruzzetti is one of the Commission's annually renewed contracts. Mr. Fruzzetti provides utility coordination services for Measure B capital projects and is approved on a year-by-year basis.

If the recommended amendment is approved, the amended contract total would be \$125,000 for the current fiscal year 2010-2011.

The recommended amendment is intended to provide capacity for the following activities:

1. Provide additional utility coordination services for two capital projects that are in the Final Design phase and nearing project certification:
 - 1) East West Connector Project (ACTA MB 226); and
 - 2) Route 84 Expressway project in Livermore (ACTIA 24);
2. Provide the necessary transition to the new utility coordinator, since Mr. Fruzzetti will not be renewing the contract for fiscal year 2011-12.

Fiscal Impact

Approval of the recommended action will encumber an additional \$10,000 of Measure B funding.



Memorandum

DATE: June 2, 2011

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Patricia Reavey, Director of Finance

SUBJECT: **Approval of the Fiscal Year 2011-2012 Proposed Consolidated Budget for the Alameda CTC**

Recommendations

It is recommended that the Commission approve the attached Proposed Consolidated Budget for fiscal year 2011-12

Summary

The proposed budget has been segregated by fund type and includes an adjustment column to eliminate interagency revenues and expenditures on a consolidated basis. The fund types are comprised of General Funds, various Special Revenue Funds, the Exchange Fund and Capital Project Funds.

The proposed budget contains revenues totaling \$170.8 million of which sales tax revenues comprise \$104.0 million, or 61 percent. In addition to revenues, the proposed budget also includes the projected FY2010-11 fund balance of \$226.1 million for total available resources of \$396.9 million. The revenues are offset by \$281.6 million in total expenditures of which \$202.4 million, or 72 percent, are allocated for capital project expenditures. These revenue and expenditure totals constitute a net reduction in fund balance of \$110.8 million and a projected consolidated ending fund balance of \$115.4 million. The reduction in fund balance is mostly due to ACTIA's capital program and will be funded through accumulated Measure B sales tax revenues.

The budget includes revenues and expenditures necessary to accomplish the following vital programs and planning projects for Alameda County:

- County Wide Transportation Plan
- Congestion Management Program
- Safe Routes to School
- Bike Mobile Program
- Vehicle Registration Fee Programs
- Transportation For Clean Air Programs
- Pass Through Funding Programs

In addition to the planning projects and programs listed above, the budget also contains revenues and expenditures necessary to fund and deliver significant capital projects that can expand access and improve mobility in Alameda County consistent with the FY2011-12 Strategic Plan – Allocation Plan Measure B Capital Projects Program being considered this month by the Commission. Some of the most significant projects included in the proposed budget are as follows:

- I-880 to Route 238 East West Connector Project (formerly the Route 84 Historic Parkway Project) Fremont and Union City
- Route 238 Mission-Foothill-Jackson Corridor Improvements Project in Hayward
- BART Warm Springs Extension Project
- BART Oakland Airport Connector Project
- I-680 Sunol Express Lane Project
- Route 84 Expressway Project in Livermore
- I-880 North Safety & Operational Improvements Project at 23rd & 29th Avenues in Oakland
- I-580 Eastbound Express Lane Project
- I-80 Integrated Corridor Mobility Project

Discussion/ Background

The FY 2011-12 Proposed Consolidated Budget represents many important milestones for the Alameda CTC.

- It is the first Consolidated Budget for the Agency.
- It presents greater detail to improve transparency and communication.
- It reflects consolidation efficiencies that have been implemented.

Some of the efficiencies realized in the proposed budget include the streamlining of staff to 27 full time equivalents (FTEs) which saved over \$1 million in salaries from the FY2010-11 budgets of the two former agencies, and the consolidation of annually renewed contracts which saved almost \$2 million.

The development of the FY2011-12 budget was centered on the mission and core functions as defined in the Agency Strategic Business Plan which was endorsed by the Commission. The objective was to develop a budget that would enable the Alameda CTC to plan, fund and deliver transportation programs and projects that expand access and improve mobility in Alameda County. This was accomplished by devoting available resources in the budget to the process of planning in order to identify transportation needs and opportunities to formulate strategies and solutions; by providing the funding necessary to evaluate, prioritize, and fund programs and projects; and by delivering quality programs and projects on schedule and within budget.

Major Line Item Detail

Sales Tax Revenues – of \$104.0 million have increased \$2 million, or 2 percent, over the FY2010-11 Revised Budget of \$102.0 million based on recent economist's projections of moderate growth and a slow recovery.

Grant Revenues – of \$47.3 million have decreased \$11.3 million, or 21 percent, from the FY2010-11 Revised Budget due to capital project needs and current phases. 26 percent of grant revenues come from local resources, 14 percent from regional resources, 43 percent from state resources and 17 percent from federal resources.

Capital Projects Expenditures – of \$202.4 million have increased \$32.4 million, or 19 percent, from the FY2010-11 Revised Budgets of \$170.0 million due to the anticipated progress in ACTIA and ACTA projects scheduled for the coming year as they move through construction phases.

The ACTIA Salary and Benefits Limitation ratio of 0.95 percent and Administrative Cost Limitation ratio of 3.39 percent were calculated based on the proposed budgeted expenditures and were found to be in compliance with the requirements of the 1.00 percent and 4.50 percent limits, respectively.

Fiscal Impacts

The fiscal impact of the Proposed FY2011-12 Consolidated Budget would be to provide resources of \$170.8 million and authorize expenditures of \$281.6 million with an overall decrease in fund balance of \$110.8 million for a projected ending fund balance of \$115.4 million.

Attachments

Attachment A:	Alameda CTC FY2011-12 Proposed Consolidated Budget
Attachment B:	ACCMA FY2011-12 Proposed Budget
Attachment C:	ACCMA FY2011-12 Proposed Capital Projects Budget Detail
Attachment D:	ACTIA FY2011-12 Proposed Budget
Attachment E:	ACTIA FY2011-12 Proposed Capital Projects Budget Detail
Attachment F:	ACTA FY2011-12 Proposed Capital Projects Budget Detail
Attachment G:	ACTIA FY2011-12 Budget Limitations Calculations

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**Alameda County Transportation Commission
Fiscal Year 2011-2012
Proposed Consolidated Budget**

	General Funds	Special Revenue Funds	Exchange Fund	Capital Project Funds	Inter-Agency Adjustments/ Eliminations	Total
Projected Beginning Fund Balance	\$ 15,305,385	\$ 9,139,713	\$ 4,635,115	\$ 197,068,648	\$ -	\$ 226,148,861
Revenues:						
Sales Tax Revenues	4,680,000	59,492,630	-	39,827,370	-	104,000,000
Investment Income	3,700	2,750	-	2,332,000	-	2,338,450
Member Agency Fees	1,315,867	-	-	-	-	1,315,867
TFCA Funds	-	1,832,361	-	216,000	(278,136)	1,770,225
VRF Funds	-	10,729,500	108,108	584,998	(814,863)	10,607,743
Exchange Program Funds	-	-	11,114,898	3,581,400	(3,623,923)	11,072,375
Measure B Interagency Funds	80,203	-	-	-	(80,203)	-
Grants						
MTC Planning Funds Rolled from FY2010-2011	370,800	-	-	-	-	370,800
MTC Planning Funds	1,236,000	-	-	-	-	1,236,000
PPM Funds Rolled from FY2010-2011	544,995	-	-	272,905	-	817,900
PPM Funds FY2011-2012	675,137	-	-	-	-	675,137
ACTIA Measure B	356,734	-	-	6,243,508	(6,600,242)	-
CMAQ Funding	1,257,778	-	-	-	-	1,257,778
Other Capital Project Grants	-	-	-	36,343,086	(1,011,949)	35,331,137
Total Revenues	10,521,214	72,057,241	11,223,006	89,401,267	(12,409,317)	170,793,412
Expenditures:						
Administration						
Salaries and Benefits	3,133,077	317,573	73,006	2,084,008	(1,238,365)	4,369,300
Office Expenses and Supplies	54,870	-	-	-	-	54,870
General Administration	3,098,948	11,772	-	10,000	(80,203)	3,040,517
Commission Meeting Per Diems	197,560	-	-	-	-	197,560
Contingency	200,000	-	-	-	-	200,000
Planning						
County Wide Transportation Plan (CWTP)	845,500	150,000	-	-	-	995,500
CWTP Measure B Grant to CMA	150,000	-	-	-	(150,000)	-
Congestion Management Program	366,000	-	-	-	-	366,000
Transportation and Land Use	35,000	-	-	-	-	35,000
Transportation Planning	75,555	-	-	-	-	75,555
Programs						
Programs Management	725,938	1,154,672	-	-	-	1,880,610
Monitoring of Fed, State & Other Grants	12,500	-	-	-	-	12,500
CMA TIP Monitoring	-	-	150,000	-	-	150,000
Safe Routes to School	1,050,000	-	-	-	-	1,050,000
Bike Mobile Program	250,000	-	-	-	-	250,000
VRF Programming and Other Costs	-	7,312,508	-	-	(108,108)	7,204,400
Programming of Funds	-	3,319,670	11,000,000	-	-	14,319,670
Transportation Programming	19,350	-	-	-	-	19,350
Grant Awards/Pass Through	-	59,492,630	-	-	(206,734)	59,285,896
Capital Projects						
Capital Project Expenditures	-	-	-	199,770,558	(10,625,906)	189,144,652
Indirect Cost Recovery/Allocation						
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(1,100,566)	-	-	-	-	(1,100,566)
ACTA Allocation	(506,497)	-	-	506,497	-	-
Total Expenditures	8,607,236	71,758,825	11,223,006	202,371,063	(12,409,317)	281,550,814
Net Change in Fund Balance	1,913,978	298,416	-	(112,969,796)	-	(110,757,402)
Ending Fund Balance	\$ 17,219,363	\$ 9,438,129	\$ 4,635,115	\$ 84,098,852	\$ -	\$ 115,391,459

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**Alameda County Congestion Management Agency
Fiscal Year 2011-2012
Proposed Budget**

Attachment B

	General Fund	Special Revenue Funds (TFCA & VRF)	Exchange Fund	Capital Project Fund	Inter-Agency Adjustments/ Eliminations	Total
Projected Beginning Fund Balance	\$ -	\$ 4,554,372	\$ 4,635,115	\$ -	\$ -	\$ 9,189,487
Revenues:						
Member Agency Fees	1,315,867					1,315,867
TFCA Funds		1,832,361		216,000	(278,136)	1,770,225
VRF Funds		10,729,500	108,108	584,998	(814,863)	10,607,743
Exchange Program Funds			11,114,898	3,581,400	(3,623,923)	11,072,375
Measure B Interagency Funds	80,203				(80,203)	-
Grants						
MTC Planning Funds Rolled from FY2010-2011	370,800					370,800
MTC Planning Funds	1,236,000					1,236,000
PPM Funds Rolled from FY2010-2011	544,995			272,905		817,900
PPM Funds FY2011-2012	675,137					675,137
ACTIA Measure B	356,734			6,243,508	(6,600,242)	-
CMAQ Funding	1,257,778					1,257,778
Other Capital Project Grants				36,343,086	(1,011,949)	35,331,137
Total Revenues	5,837,514	12,561,861	11,223,006	47,241,897	(12,409,317)	64,454,962
Expenditures:						
Administration						
Salaries and Benefits	2,148,422	317,573	73,006	1,727,589	(1,238,365)	3,028,226
ADP payroll service fee	5,000					5,000
Office Supplies	18,775					18,775
Office Expenses	16,375					16,375
Computer Support	55,000					55,000
Website Services	9,000					9,000
Insurance Premiums	38,465					38,465
Insurance Brokerage Fees	9,650					9,650
Legal Fees	157,500					157,500
Financial Audit Fees	32,000					32,000
Dues and Subscriptions	5,175					5,175
Postage/Delivery	8,245					8,245
Advertising	14,000					14,000
Telephone Expenses	40,000					40,000
Equipment Lease	43,960					43,960
Software/License	5,910					5,910
Meeting Food/Meals	11,550					11,550
Misc. Expenses	330					330
Annual Report	16,500					16,500
Promotional materials	9,000					9,000
Public Relations	139,000					139,000
Travel	20,000					20,000
Training	22,000					22,000
Continuing education	1,000					1,000
Rent	439,000					439,000
Commission Meeting Per Diems	98,780					98,780
Memberships	4,100					4,100
Alameda CTC Merger Related Costs	50,000					50,000
Legislative Advocacy	61,500					61,500
Human Resource Services	32,500					32,500
Special Events	5,000					5,000
LBCE Program	18,975					18,975
Financial Services	37,100					37,100
Contingency	100,000					100,000
Planning						
County Wide Transportation Plan (CWTP)	650,000					650,000
Congestion Management Program	366,000					366,000
Transportation and Land Use	35,000					35,000
Programs						
Programs Management	142,033					142,033
Monitoring of Fed, State & Other Grants	12,500					12,500
CMA TIP Monitoring			150,000			150,000
Safe Routes to School	1,050,000					1,050,000
Bike Mobile Program	250,000					250,000
VRF Registrar Costs		775,000				775,000
VRF Ballot Costs (Amortized over 5 years)		108,108			(108,108)	-
VRF Pass Through Programming		6,429,400				6,429,400
Programming of Funds		3,319,670	11,000,000			14,319,670
Capital Projects						
Capital Project Expenditures				45,514,308	(4,382,398)	41,131,910
Indirect Cost Recovery						
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(1,100,566)					(1,100,566)
Total Expenditures	5,078,780	10,949,751	11,223,006	47,241,897	(5,728,871)	68,764,563
Net Change in Fund Balance	758,734	1,612,110	-	-	(6,680,445)	(4,309,601)
Projected Ending Fund Balance	\$ 758,734	\$ 6,166,482	\$ 4,635,115	\$ -	\$ (6,680,445)	\$ 4,879,886

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**Alameda County Congestion Management Agency
Fiscal Year 2011-2012
Proposed Capital Project Budget Detail**

Project	#	FY2011-12 Project Costs	Revenues Sources				Total Capital Projects
			Total Local Fund Sources	Total Regional Fund Sources	Total State Fund Sources	Total Federal Fund Sources	
I-580 Landscape		350,000	-	-	350,000	-	
I-680 HOT Lane	210 & 372	1,745,000	715,000	-	795,000	235,000	
I-680 Northbound HOV / Express Lane	220	3,040,000	3,040,000	-	-	-	
I-80 Gilman Interchange Improvements	265	612,000	122,400	-	-	489,600	
I-580 PSR at 106th East Bound Off-Ramp	335	172,905	-	-	172,905	-	
Smart Corridors Operation and Management	345	930,236	930,236	-	-	-	
I-880 North Safety & Op Improv 23rd&29th	410	8,350,000	90,000	2,116,835	5,380,132	763,033	
I-580 East Bound HOV Lane	420.0	5,389,000	1,620,000	1,117,000	-	2,652,000	
I-580 Enviromental Mitigation	420.3	764,072	-	764,072	-	-	
I-580 Right of Way Preservation	423.0	770,386	251,508	518,878	-	-	
I-580 West Bound HOV Lane	424.0	3,608,000	951,000	2,475,000	-	182,000	
I-580 West Bound HOT Lane	424.4	1,774,000	684,000	-	-	1,090,000	
I-880 South Bound HOV Lane	430	2,842,000	2,842,000	-	-	-	
Webster Street Smart Corridor	440	834,000	278,000	216,000	-	340,000	
I-680/880 Cross Connector PSR	470	356,000	356,000	-	-	-	
I-80 Integrated Corridor Mobility	491	15,704,298	1,336,400	-	14,367,898	-	
		<u>47,241,897</u>	<u>13,216,544</u>	<u>7,207,785</u>	<u>21,065,935</u>	<u>5,751,633</u>	<u>47,241,897</u>

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**Alameda County Transportation Improvement Authority
Fiscal Year 2011-2012
Proposed Budget**

Attachment D

	General Fund	Special Revenue Funds	ACTIA Capital Project Fund	ACTA Capital Project Fund	Inter-Agency Adjustments/ Eliminations	Total
Projected Beginning Fund Balance	\$ 15,305,385	\$ 4,585,341	\$ 37,868,728	\$ 159,199,920	\$ -	\$ 216,959,374
Revenues:						
Sales Tax Revenues	4,680,000	59,492,630	39,827,370			104,000,000
Investment Income	3,700	2,750	282,000	2,050,000		2,338,450
Total Revenues	4,683,700	59,495,380	40,109,370	2,050,000	-	106,338,450
Expenditures:						
<u>Administration</u>						
Salaries and Benefits	984,655		152,109	204,310		1,341,074
ADP payroll service fee	2,585					2,585
Office Expenses	19,720					19,720
Computer Support	55,000					55,000
Website Services	21,000					21,000
Insurance Premiums	79,410					79,410
Insurance Brokerage Fees	9,650					9,650
Legal Fees	157,500			10,000		167,500
Financial Audit Fees	32,000					32,000
Dues and Subscriptions	21,825					21,825
Postage/Delivery	10,355					10,355
Reproduction	33,135					33,135
Advertising	14,000					14,000
Telephone Expenses	33,865					33,865
Equipment Lease	28,585					28,585
Software/License	5,255					5,255
Meeting Food/Meals	12,665					12,665
Annual Report	38,500					38,500
Bank Fees	21,735					21,735
Promotional materials	21,000					21,000
Public Relations	200,000	11,772				211,772
Travel	28,800					28,800
Training	10,000					10,000
Continuing education	1,000					1,000
Rent	313,400					313,400
Commission Meeting Per Diems	98,780					98,780
Citizens Watchdog Committee per diems	5,100					5,100
Community Advisory Committee	8,250					8,250
Bicycle and Ped Advisory Committee	5,500					5,500
Paratransit Advisory Planning	27,000					27,000
CWC Annual Report	50,000					50,000
Memberships	9,800					9,800
Alameda CTC Merger Related Costs	50,000					50,000
Legislative Advocacy	61,500					61,500
Human Resource Services	32,500					32,500
Investment Advisors	240,000					240,000
Special Events	5,000					5,000
LBCE Program	44,270					44,270
Financial Services	37,100					37,100
Interagency Transfer	80,203				(80,203)	-
Contingency	100,000					100,000
<u>Planning</u>						
County Wide Transportation Plan (CWTP)	195,500	150,000				345,500
Transportation Planning	75,555					75,555
CWTP Measure B Grant to CMA	150,000				(150,000)	-
<u>Programming</u>						
Transportation Programming	19,350					19,350
Measure B Programs Management	583,905	1,154,672				1,738,577
Grant Awards/Pass Through		59,492,630			(206,734)	59,285,896
<u>Capital Projects</u>						
Capital Project Expenditures			104,121,169	50,135,081	(6,243,508)	148,012,742
<u>Cost Allocation</u>						
ACTA Allocation	(506,497)			506,497		-
Total Expenditures	3,528,456	60,809,074	104,273,278	50,855,888	(6,680,445)	212,786,251
Net Change in Fund Balance	1,155,244	(1,313,694)	(64,163,908)	(48,805,888)	6,680,445	(106,447,801)
Ending Fund Balance	\$ 16,460,629	\$ 3,271,647	\$ (26,295,180)	\$ 110,394,032	\$ 6,680,445	\$ 110,511,573

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Alameda County Transportation Improvement Authority
Fiscal Year 2011-2012
Proposed Capital Project Budget Detail

Project	#	Current Project Costs	Funding Source Measure B
ACE Capital Improvements	1	2,000,000	2,000,000
BART Warm Springs Extension	2	32,166,000	32,166,000
BART Oakland Airport Connector	3	28,000,000	28,000,000
Downtown Oakland Streetscape	4	3,782,700	3,782,700
Fruitvale Transit Village	5	-	-
Union City Intermodal Station	6	-	-
Telegraph Avenue Bus Rapid Transit	7A	1,000,000	1,000,000
San Pablo Avenue Corridor Transit	7B	522,910	522,910
Telegraph Avenue Rapid Bus Service	7C	560,436	560,436
I-680 Express Lane	8	5,475,815	5,475,815
Ironhorse Trail	9	-	-
I-880/Broadway-Jackson I/C	10	520,000	520,000
I-880/Washington Ave I/C	11	-	-
I-580 Castro Valley I/C	12	-	-
Lewelling/East Lewelling	13	4,043,286	4,043,286
I-580 Auxiliary Lanes - W/B Fallon to Tassajara	14A	-	-
I-580 Auxiliary Lanes - W/B Airway to Fallon	14B	1,702,556	1,702,556
I-580 Auxiliary Lanes - E/B El Charro to Airway	14C	2,468,535	2,468,535
Rte 92/Clawiter-Whitesell I/C	15	2,689,503	2,689,503
Oakland Local Streets	16	-	-
Hesperian/Lewelling Widening	17	599,622	599,622
Westgate Extension	18	2,050,000	2,050,000
E. 14th/Hesperian/150th Improvements	19	-	-
Newark Local Streets	20	-	-
I-238 Widening	21	-	-
I-680/I-880 Cross Connector Study	22	492,517	492,517
Isabel - Route 84/I-580 I/C	23	2,863,816	2,863,816
Route 84 Expressway	24	9,280,629	9,280,629
Dumbarton Corridor	25	400,000	400,000
I-580 Corridor/BART to Livermore	26	1,777,323	1,777,323
Congestion Relief Emergency Fund - Unallocated	27	1,000,000	1,000,000
Congestion Relief Emergency Fund - Vasco Road	27A	-	-
Congestion Relief Emergency Fund - I-80 ICM	27B	725,521	725,521
I-880 23rd - 29th	27C	-	-
		<u>104,121,169</u>	<u>104,121,169</u>

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**Alameda County Transportation Authority
Fiscal Year 2011-2012
Proposed Capital Project Budget Detail**

Project	#	Current Project Costs	Funding Source Measure B
I-880/Route 92 Interchange	175	-	-
I-880/Mission Blvd	196	735,081	735,081
Mission Spots - Hayward	220-1	-	-
Mission Spots - Union City	220-2	-	-
Mission Spots - Fremont	220-3	-	-
Route 84 - Fremont & Union City	226	25,000,000	25,000,000
Route 238 Corridor Improvements	238	20,000,000	20,000,000
I-580 Interchange Improvement Project in Castro	239	1,500,000	1,500,000
I-580, I-238 and I-880 Corridor Study and PSR's	240	1,000,000	1,000,000
Central Alameda County Projects	241	1,800,000	1,800,000
I-580/680	310	-	-
Airport Roadway Project	705	-	-
Project Closeout	Var	100,000	100,000
BART Warm Springs Extension	WSX	-	-
Capital Project Reserve	Res	-	-
		<u>50,135,081</u>	<u>50,135,081</u>

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Alameda County Transportation Improvement Authority
Fiscal Year 2011-2012
Budget Limitations Calculations

Net Sales Tax	104,000,000.00	A
Investments & Other Income	<u>288,450.00</u>	B
Funds Generated	104,288,450.00	C
Salaries & Benefits	984,655.13	D
Other Admin Costs	<u>2,543,801.31</u>	E
Total Admin Costs	3,528,456.44	F
Gross Sal & Ben to Net Sales Tax	0.9468% = D/A	
Gross Sal & Ben to Funds Generated	0.9442% = D/C	
Total Admin Costs to Net Sales Tax	3.3927% = F/A	

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