



Finance and Administration Committee Meeting Agenda Monday, April 13, 2020, 9:30 a.m.

Due to the statewide stay at home order and the Alameda County Shelter in Place Order, and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20), the Commission will not be convening at its Commission Room but will instead move to a remote meeting.

The technology for this meeting may not be able to accommodate verbal comments from the public over the telephone or webcast connection and therefore we request that you submit public comments electronically. Your comments will be read aloud to the Commission and those listening telephonically or electronically. Submit comments to: vlee@alamedactc.org in advance or during the meeting.

Committee Chair:	Luis Freitas, City of Newark	Executive Director:	Tess Lengyel
Vice Chair:	Robert McBain, City of Piedmont	Staff Liaison:	Patricia Reavey
Members:	Scott Haggerty, Jerry Thorne, Richard Valle	Clerk of the Commission:	Vanessa Lee
Ex-Officio:	Pauline Russo Cutter, John Bauters		

Location Information:

Virtual Meeting Information: <https://zoom.us/j/307963798?pwd=L1hCQ2dLWXNZNUd5Ym1TSFhXVEFBUT09>
Webinar ID: 307 963 798
Webinar Password: 948468

For Public Access Dial-in Information: (669) 9006-833
Webinar ID: 307 963 798
Webinar Password: 948468

To request accommodation or assistance to participate in this meeting, please contact Vanessa Lee, the Clerk of the Commission, at least 48 hours prior to the meeting date at: vlee@alamedactc.org

1. Call to Order	
2. Roll Call	
3. Public Comment	
4. Consent Calendar	Page/Action
4.1. Approve the February 10, 2020 FAC Meeting Minutes	1 A
5. Closed Session	

- 5.1. Conference with Legal Counsel – Anticipated Litigation (Pursuant to Government Code Section 54956.9(d)(2)) Significant exposure to litigation- One case
- 5.2. Report on Closed Session A/I

6. Regular Matters

- 6.1. [Approve the Revised Alameda CTC Organizational Structure and procurement of a human resources consultant to support implementation of organizational changes](#) 5 A
- 6.2. [Approve the FY2019-20 Mid-Year Budget Update](#) 13 A

7. Committee Member Reports

8. Staff Reports

9. Adjournment

Next Meeting: Monday, May 11, 2020

Notes:

- All items on the agenda are subject to action and/or change by the Commission.
- To comment on an item not on the agenda (3-minute limit), submit a speaker card to the clerk.
- Call 510.208.7450 (Voice) or 1.800.855.7100 (TTY) five days in advance to request a sign-language interpreter.
- If information is needed in another language, contact 510.208.7400. Hard copies available only by request.
- Call 510.208.7400 48 hours in advance to request accommodation or assistance at this meeting.
- Meeting agendas and staff reports are available on the [website calendar](#).
- Alameda CTC is located near 12th St. Oakland City Center BART station and AC Transit bus lines. [Directions and parking information](#) are available online.



Alameda CTC Schedule of Upcoming Meetings for April through May 2020

Commission Chair

Mayor Pauline Russo Cutter
City of San Leandro

Commission Vice Chair

Councilmember John Bauters
City of Emeryville

AC Transit

Board Vice President Elsa Ortiz

Alameda County

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

BART

Vice President Rebecca Saltzman

City of Alameda

Mayor Marilyn Ezy Ashcraft

City of Albany

Mayor Nick Pilch

City of Berkeley

Mayor Jesse Arreguin

City of Dublin

Mayor David Haubert

City of Fremont

Mayor Lily Mei

City of Hayward

Mayor Barbara Halliday

City of Livermore

Mayor John Marchand

City of Newark

Councilmember Luis Freitas

City of Oakland

Councilmember At-Large
Rebecca Kaplan
Councilmember Sheng Thao

City of Piedmont

Mayor Robert McBain

City of Pleasanton

Mayor Jerry Thorne

City of Union City

Mayor Carol Dutra-Vemaci

Executive Director

Tess Lengyel

Commission and Committee Meetings

Time	Description	Date
2:00 p.m.	Alameda CTC Commission Meeting	April 23, 2020 May 28, 2020
9:00 a.m.	I-680 Sunol Express Lane Joint Powers Authority (I-680 JPA)	May 11, 2020
9:30 a.m.	Finance and Administration Committee (FAC)	
10:00 a.m.	Programs and Projects Committee (PPC)	
11:30 a.m.	Planning, Policy and Legislation Committee (PPLC)	

Advisory Committee Meetings

5:30 p.m.	Bicycle and Pedestrian Advisory Committee	April 30, 2020 CANCELLED
1:30 p.m.	Alameda County Technical Advisory Committee (ACTAC)	May 7, 2020

All meetings are held at Alameda CTC offices located at 1111 Broadway, Suite 800, Oakland, CA 94607. Meeting materials, directions and parking information are all available on the [Alameda CTC website](http://www.AlamedaCTC.org). Meetings subject to change.

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1. Pledge of Allegiance

2. Roll Call

A roll call was conducted. All members were present with the exception of Commissioners Chan and Cutter.

Commissioner Cox arrived as an alternate for Commissioner Chan during Item 4.
Commissioners Cutter arrived during Item 5.1.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. Approve the November 18, 2020 FAC Meeting Minutes

4.2. Approve Commissioners travel to Sacramento, Washington DC, and the California Association of Councils of Governments Regional Leadership Forum

4.3. FY2019-20 Second Quarter Report of Claims Acted Upon Under the Government Claims Act

4.4. Annual Local Business Contract Equity Program Utilization Report for payments processed between July 1, 2018 and June 30, 2019

Commissioner Freitas moved to approve the Consent Calendar. Commissioner Thorne seconded the motion. The motion passed with the following votes:

Yes: Bauters, Cox, Freitas, Haggerty, Haubert, McBain, Thorne
No: None
Abstain: None
Absent: Cutter

5. Regular Matters

5.1. Approve the Alameda CTC FY2019-20 Second Quarter Investment Report

Lily Balinton recommended that the Commission approve the FY2019-20 Second Quarter Investment Report. Ms. Balinton stated that as of December 31, 2019, Alameda CTC's investments are in compliance with the agency's investment policy, and the agency has sufficient cash flow to meet expenditure requirements over the next six months. She noted that Public Trust Advisors (PTA) began its role as the agency's investment advisor in July 2018 and staff has been working with PTA since that time to phase in an improved long-term investment strategy based on updated cash flow needs. The strategy is designed to enhance the safety, liquidity, and yield of the investment portfolio by matching investments and maturities with the most current

cash flow requirements. Ms. Balinton provided the Commission with key highlights of cash and investment activity as of December 31, 2019, and she compared the quarter-end balances with the prior year-end balances. She stated that return on investments for most funds were projected for the FY2019-20 budget year at approximately 2.0 percent.

Commissioner McBain moved to approve this item. Commissioner Cox seconded the motion. The motion passed with the following votes:

Yes: Bauters, Cox, Cutter, Freitas, Haggerty, Haubert, McBain, Thorne
No: None
Abstain: None
Absent: None

5.2. Approve the Alameda CTC FY2019-20 Second Quarter Consolidated Financial Report

Patricia Reavey recommended that the Commission approve the Alameda CTC FY2019-20 Second Quarter Consolidated Financial Report. She stated Alameda CTC's expenditures through December 31, 2019 are within year-to-date budget authority per the currently adopted budget. The agency remains in a strong financial position. Ms. Reavey noted that activity as of December 31, 2019 results in a net increase in fund balance in the amount of \$31.5 million mostly due to the accumulation of funding in the Debt Service Fund to pay for the upcoming debt service payment and sales tax revenues collections which outpaced spending during the quarter. She also covered highlights of actual revenues and expenditures compared to budget as of December 31, 2019 by major category and stated that staff has completed the limitations calculations required for both 2000 Measure B and 2014 Measure BB related to salaries and benefits and administration costs, and Alameda CTC is in compliance with all limitation requirements.

Commissioner Cox asked why the market rate on investments would be decreasing. Ms. Reavey stated that based on the current market, return on investment rates are slowly decreasing. However, staff is reviewing the budget and she anticipates that, although rates are decreasing, we should expect the budget to go up slightly in the mid-year budget update because on a year-to-date basis our returns have been over budget.

Commissioner Thorne moved to approve this item. Commissioner Cox seconded the motion. The motion passed with the following votes:

Yes: Bauters, Cox, Cutter, Freitas, Haggerty, Haubert, McBain, Thorne
No: None
Abstain: None
Absent: None

6. Committee Member Reports

There were no member reports.

7. Staff Reports

There were no staff reports.

8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, April 6, 2020 at 9:30 a.m.

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Memorandum

6.1

1111 Broadway, Suite 800, Oakland, CA 94607 • 510.208.7400 • www.AlamedaCTC.org

DATE: April 6, 2020

TO: Finance and Administration Committee

FROM: Tess Lengyel, Executive Director
Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: Approve the Revised Alameda CTC Organizational Structure and procurement of a human resources consultant to support implementation of organizational changes

Recommendation

It is recommended that the Commission approve the revised Alameda CTC organizational structure intended to provide staffing resources required for the delivery of critical and complex projects and programs. The revised structure will provide staff resources needed to address the complex and significant workload at Alameda CTC. The modified organization structure will also allow for the optimization of productivity between staff and consultant resources and will help the agency develop and retain existing in-house institutional knowledge and professional expertise in core functions.

In addition, in order to implement organizational changes, it is recommended that the Executive Director issue a Request for Qualification (RFQ) and/or Request for Proposals (RFP), enter into negotiations, and execute a professional services contract with the top-ranked firm for human resource services.

Summary

Per the agency's Administrative Code, it is the responsibility of the Executive Director of Alameda CTC to administer the agency's personnel system which includes the determination of a staffing plan that will support effective implementation of the agency's workplan. Since the passage of Measure BB in 2014 which funds the 2014 Transportation Expenditure Plan (2014 TEP), the workload at the agency has increased. In an effort to ensure that the agency can fulfill the delivery requirements of the 2014 TEP, as well as all of the legislatively mandated Congestion Management Agency responsibilities of the organization, an organizational assessment was performed to review Alameda CTC's organizational structure and work program, and evaluate and align core responsibilities with available resources in each functional department to prepare the agency to meet

the many challenges and expanded responsibilities of a growing workplan. This growing workplan includes: major capital projects moving into construction; an increasing number of projects under development such as rail safety initiatives, major trail and active transportation projects, multi-modal arterial projects that link transportation, housing and jobs within Priority Development Areas; expanded express lanes projects that are coupled with new express bus services, park and ride lots and last mile solutions; Design Alternatives Assessments such as for 580 and the Bay Bridge approaches; and the growing number of programs Alameda CTC is administering throughout the county (Affordable Student Transit Pass Program, Safe Routes to School, Travel Demand Management, and Paratransit programs); as well as expanded partnership work for projects, programming and funding, including partnerships with local jurisdictions to ensure timely flow of funds to local partners and to support delivery of local projects and programs. In addition, Alameda CTC is leveraging significant external funding to deliver the agency's workplan. External funding often includes complex grant requirements related to contracting and reporting that must be effectively managed for the agency to remain in compliance.

An updated organizational structure is needed to meet this demand to effectively deliver transportation improvements throughout Alameda County. The additional staff positions that are needed to deliver the agency's workplan include positions for capital projects, programs implementation, contracting, finance and administration. Some historically contracted out work did not support or fulfill the ability of the agency to effectively administer and deliver transportation projects and programs. To address this, some consultant work will be transitioned to in-house staff work. The plan also includes working with a human resource firm to ensure that the agency has universal alignment of classifications across all departments and clearly defined expectations and responsibilities for each level. Internal alignment is expected to assist in the agency's efforts to ensure the retention of talent and key employees and provide for succession planning in the various core functional areas of expertise in the agency.

Based on the results of the organizational assessment and to meet the demands of the agency's workplan, staff is proposing revisions to the currently approved organizational structure which was originally approved in May 2016 including:

- An increase in staff positions from the currently approved level of 37 full-time equivalent (FTE) positions to a new total of 45 FTE positions, as shown in Attachment A, and
- Renaming job classifications to be more in line with the structure of the rest of the agency's departments, elimination of 1 job classification, and the addition of 1 job classification for a net zero change in the number of approved job classifications as shown in Attachment B.

This proposed organizational structure will put the agency on par with the structure of other similar organizations in the state of California. An analysis of peer agencies was conducted as part of the organizational assessment. Alameda CTC is the second largest sales tax delivery agency in the Bay Area compared to other similar agencies (e.g. Santa Clara Valley Transportation Authority, San Francisco County Transportation Authority, etc.) as well as other similar self-help counties in the state (such as the Riverside County

Transportation Commission [RCTC] and the Orange County Transportation Authority [OCTA]). While Alameda CTC's overall work program is comparable, and in many cases much larger than peer agencies, Alameda CTC's current organizational structure and staffing levels do not compare nor adequately support the agency's current workplan or the workplan into the future. The proposed revised structure is more equivalent to these other similar agencies in California and will better align Alameda CTC's staffing structure with the workplan in order to successfully deliver the workplan.

Background

Since passage of the 2014 Transportation Expenditure Plan under Measure BB, projects and programs have moved from the simpler scoping phase into the more complex design, construction and implementation phases. Currently there are 22 capital projects underway that are being implemented directly by Alameda CTC, 18 of which are very large capital projects with an estimated cost of \$3.8 billion. Additionally, other sponsors are implementing projects totally \$2.9 billion for which Alameda CTC staff has the responsibility to provide project oversight and monitoring. This equates to a total Capital Project Program of \$6.7 billion. Agency staff is currently delivering and overseeing a total of 104 capital projects (sponsor agency projects by county, cities, AC Transit and BART), and administering several significant programs that are growing in scale throughout the county, including the Safe Routes to School and the Affordable Student Transit Pass Programs, the Senior and Disabled Transportation Program and the Transportation Demand Management Program.

While the recently completed organizational assessment recommended more FTE positions than requested, staff is recommending that the number of FTE positions be limited to 45 at this time in order to continue the agency's goal of remaining lean and to maintain compliance with transportation expenditure plan requirements. The proposed increase in staff positions from the currently approved 37 FTE positions to 45 FTE positions will provide Alameda CTC with the ability to successfully meet the demands of the increased responsibilities related to the implementation and oversight of currently active capital projects, oversight of 104 sponsor agency projects, the many important programs administered by Alameda CTC, and managing the operations and maintenance of the express lanes. In addition, it will increase productivity throughout the agency and help to attract and retain qualified staff with the experience, skills, and knowledge best aligned with the performance needed to deliver Alameda CTC's many projects and programs. The revised structure will enable Alameda CTC to proactively address recruiting, retention and succession planning and offer an effective work program for the Commission.

The proposed adjustment includes the addition of the staff positions detailed below.

- 2 positions in the Projects and Programming department for project management and construction management oversight;
- 1 position in the Planning and Policy department to oversee program implementation of programs such as the Safe Routes to Schools, Transit Demand Management, Affordable Student Transit Pass Program and Paratransit Programs, government affairs, and agency communications;

- 1 position in within the Finance and Administration department to support the increased workload for administering grant reimbursements, upcoming financing needs of the agency, expanded invoicing and internal controls, and increased auditing requirements;
- 2 positions to support agency contracting and procurement needs to help with contract development and management; and
- 2 administrative staff positions to provide the receptionist/front office staff functions and provide administrative support to agency departments.

Approval of this item increases the staff structure to 45 positions, allowing Alameda CTC to hire full-time staff members into approved job classifications. The variety of job classifications, will allow the Executive Director to assess needs and fill positions within the approved job classification that best suit the needs of the agency.

The plan for the proposed revised organizational structure is to ramp up to the full 45 FTE positions within the coming year. In FY2019-20, the plan is to begin the process of filling these new positions which will have a minimal effect on the budget for FY2019-20 since we are approaching year-end and the process to fill the positions can take some time. For FY2020-21, the effect on the budget will be approximately \$1.34 million.

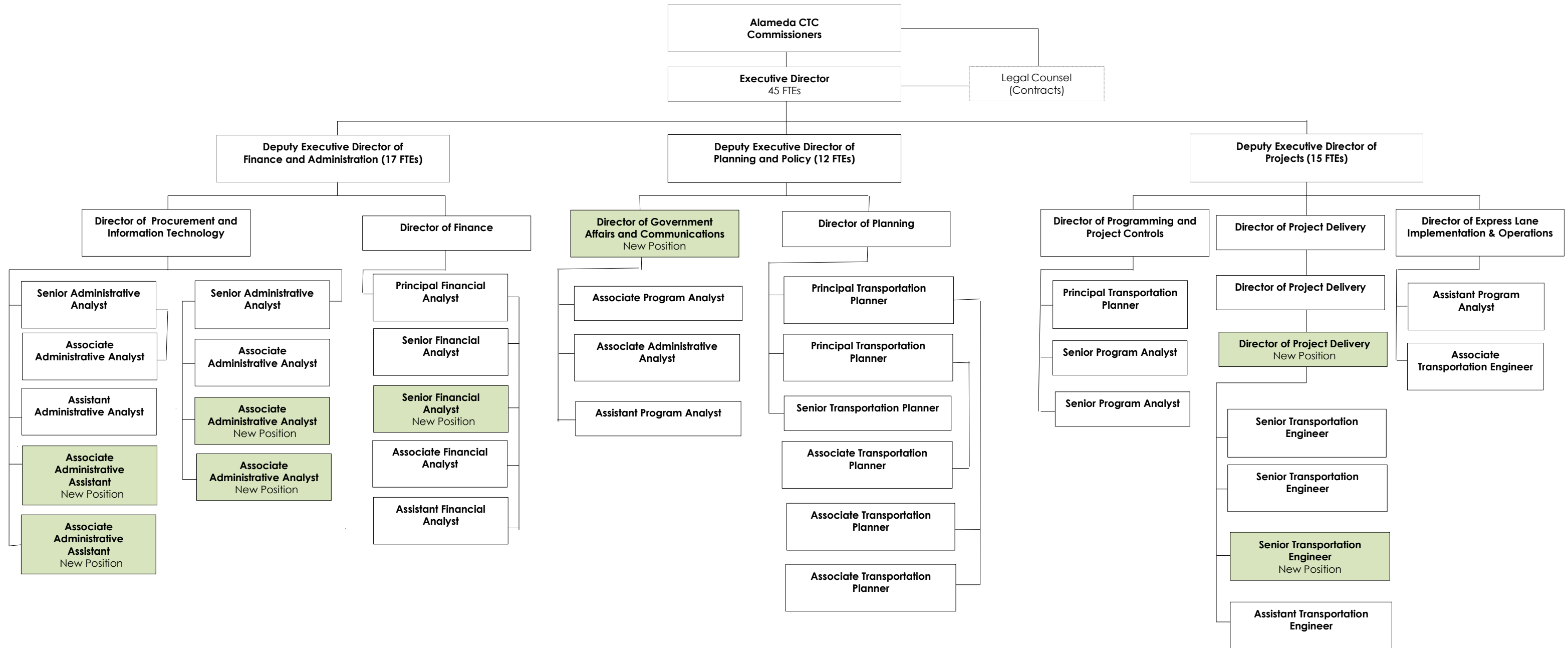
The Executive Director will monitor and report annually on the organizational structure as compared to the workplan and will make any necessary recommendations to the Commission to ensure alignment of resources to fulfill the delivery mandates of the organization.

Fiscal Impact: The fiscal impact of this item on the FY2019-20 budget will be minimal due to the time it will take to fill positions, and the fiscal impact on the FY2020-21 will be approximately \$1.34 million.

Attachments:

- A. Alameda CTC Revised Staffing Organizational Chart
- B. Alameda CTC Job Classifications Effective May 1, 2020

Alameda County Transportation Commission Staffing Organizational Chart



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**Alameda County Transportation Commission
Job Classifications
Effective May 1, 2020**

6.1B

Supersedes Classifications Approved December 2019 Effective July 1, 2020

Job Classification	FLSA¹	Range²
Executive Director	E	72
<u>Programming and Projects Team</u>		
Deputy Executive Director of Projects	E	63
<i><u>Projects Section</u></i>		
Director of Project Delivery	E	55
Principal Transportation Engineer	E	49
Senior Transportation Engineer	E	43
Associate Transportation Engineer	E	37
Assistant Transportation Engineer	N	33
<i><u>Programming Section</u></i>		
Director of Programming and Project Controls	E	51
Principal Transportation Planner	E	40
Senior Program Analyst	E	32
Associate Program Analyst	E	26
Assistant Program Analyst	N	22
<i><u>Express Lane Operations Section</u></i>		
Director of Express Lane Operations	E	54
Principal Transportation Engineer	E	49
Senior Transportation Engineer	E	43
Associate Transportation Engineer	E	37
Assistant Transportation Engineer	N	33
<u>Planning and Policy Team</u>		
Deputy Executive Director of Planning and Policy	E	63
Director of Planning	E	51
<i><u>Planning Section</u></i>		
Principal Transportation Planner	E	40
Senior Transportation Planner	E	34
Associate Transportation Planner	E	28
Assistant Transportation Planner	N	24
Director of Government Affairs and Communications	E	48
<i><u>Programs Section</u></i>		
Senior Program Analyst	E	32
Associate Program Analyst	E	26
Assistant Program Analyst	N	22
<i><u>Policy Section</u></i>		
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
<u>Finance and Administration Team</u>		
Deputy Executive Director of Finance and Administration	E	63
<i><u>Finance Section</u></i>		
Director of Finance	E	48
Principal Financial Analyst	E	40
Senior Financial Analyst	E	28
Associate Financial Analyst	N	22
Assistant Financial Analyst	N	15
Director of Procurement and Information Technology	E	48
<i><u>Contracting and Budgets Section</u></i>		
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
<i><u>Administration Section</u></i>		
Senior Administrative Analyst	E	32
Associate Administrative Analyst	E	26
Assistant Administrative Analyst	N	22
Senior Administrative Assistant	N	20
Associate Administrative Assistant	N	16
Administrative Assistant	N	12

¹ Fair Labor Standards Act (E-Exempt; N-Non-exempt)

²No changes are proposed to the FY2019-20 salary range tables approved in December 2019

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Memorandum

6.2

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DATE: April 6, 2020

TO: Finance and Administration Committee

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration
Lily Balinton, Director of Finance

SUBJECT: Approve the FY2019-20 Mid-Year Budget Update

Recommendation

It is recommended that the Commission approve the Proposed FY2019-20 Mid-Year Budget Update as presented.

Summary

The proposed update to the FY2019-20 budget is a balanced, sustainable budget that was developed to reflect changes to actual fund balances and projected revenues and expenditures on projects and programs since the original budget was adopted in May 2019.

The proposed budget update includes an increase of \$232.7 million from FY2018-19 actual audited fund balances which are rolled forward into FY2019-20 for a total beginning fund balance of \$588.0 million. The proposed budget also contains revenues totaling \$403.8 million of which sales tax revenues comprise \$320.0 million, or 79.2 percent. The total revenue amount proposed is an increase of \$11.8 million over the currently adopted FY2019-20 budget mostly related to external and exchange program funding sources in the capital projects and exchange funds which were approved in the FY2018-19 budget, but have rolled forward to the FY2019-20 budget because they had not yet been utilized by the end of FY2018-19.

Revenues are offset in the proposed budget update by \$602.4 million in total expenditures of which \$359.8 million, or 59.7 percent, are allocated for capital project expenditures. The total expenditure amount is an increase of \$242.4 million over the currently adopted budget. This increase appears to be significant; however, it is due to the adjustment for the capital projects roll forward balance from FY2018-19, an estimate of which was included and approved in the originally adopted FY2019-20 budget on the capital spreadsheet but actual amounts could not be pulled to the consolidated Alameda CTC budget spreadsheet until final fund balance roll forward amounts were updated based on the audited

Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2019. The CAFR was approved by the Commission in December 2019.

Capital projects fund revenues and expenditures that appeared on the consolidated Alameda CTC Budget sheet in the adopted budget for FY2019-20, when the budget was adopted in May 2019, did not include the roll forward revenue and expenditure balances because these amounts were still included in the approved budget and projected ending fund balance for FY2018-19. During the mid-year budget update process, the roll forward fund balances are updated to actual amounts based on the audited financial statements. Therefore, the capital budget revenue and expenditure amounts on the consolidated budget spreadsheet for the mid-year budget update include the full capital budget which consists of both the actual roll forward balances from FY2018-19 and any additional requested capital budget for FY2019-20. This methodology ensures more reliable fund balance information in Alameda CTC's budget process.

This mid-year budget adjustment includes an additional \$500,000 benefit cost as part of a plan to pay down the agency's pension liability. As of June 30, 2019, Alameda CTC had a pension liability of \$6.3 million. Alameda CTC continues to pay the required pension contributions as established by CalPERS, however, the agency's pension liability continues to grow. Staff has worked with CalPERS actuaries to come up with a reasonable plan to pay down this liability so that it does not become more significant or unmanageable. In addition to paying the regular required contributions, the established plan includes making an additional \$500,000 payment annually over the next nine years and a small portion of that in the tenth year to pay down the full current outstanding liability. Implementing this plan will change the agency's scheduled pension payments going forward, and based on the CalPERS actuary's analysis, will save the agency \$3.7 million cumulatively over the next 10 years.

Salary and benefits costs in this mid-year budget update are \$7.4 million, which is an increase of \$0.3 million from the currently adopted budget; however, it would actually have been a decrease of \$0.2 million if the plan to pay down the pension liability as discussed above had not been implemented. Salaries and benefits costs in this mid-year budget update are nominal as compared to total expenditures at 1.2 percent.

The update of the audited fund balances from FY2018-19 and the projected revenue and expenditure totals constitute a net increase in the projected ending fund balance of \$2.1 million, for a projected consolidated ending fund balance of \$389.5 million for FY2019-20. In line with the adopted I-580 Express Lanes Expenditure Plan, funds were set aside in the originally adopted budget towards future maintenance needs on the I-580 Express Lanes of \$5.0 million. In addition, the Fund Balance/Operational Reserve has increased in this mid-year budget update to the targeted \$20.0 million as projected for FY2019-20 and established in the I-580 Express Lanes Expenditure Plan. This also allowed for the I-580 Express Lane to begin to set aside funds in the amount of \$3.9 million to pay back some of the Measure B funds borrowed during construction of the lanes as was projected to begin and was approved in the I-580 Express Lanes Expenditure Plan for FY2019-20. The Agency's overall Fund Balance/Operational Reserve, inclusive of the I-580 Express Lanes operational reserve, has

increased by a total of \$26.6 million to \$73.2 million based on the agency's adopted fund balance reserve policy.

Consistent with the 2020 Comprehensive Investment Plan approved by the Commission in June 2019, this mid-year budget update includes revenues and expenditures necessary to develop and implement vital planning projects and programs in Alameda County, and it contains revenues and expenditures necessary to fund and deliver significant capital projects intended to expand access and improve mobility in Alameda County.

The 2000 Measure B and 2014 Measure BB Limitation ratios required by the respective Transportation Expenditure Plans and the Public Utilities Code were calculated based on the proposed updated budgeted revenues and expenditures and were found to be in compliance with all requirements.

Background

Development of the FY2019-20 budget and this proposed mid-year budget update were centered on the vision and goals for transportation established in the Comprehensive Investment Plan. The objective was to develop a budget that would enable Alameda CTC to plan, fund and deliver transportation programs and projects that expand access and improve mobility in Alameda County. This was accomplished by allocating available resources to identify transportation needs and opportunities in the County and formulate strategies and solutions; by providing the funding necessary to evaluate, prioritize, and fund programs and projects; and by funding the delivery of quality programs and projects so they could be completed on schedule and within budget.

Fiscal Impact: The fiscal impact of approving the proposed FY2019-20 mid-year budget update would be to allow the roll forward of audited fund balances from FY2018-19 of \$232.7 million, provide additional resources of \$11.8 million and authorize additional expenditures of \$242.4 million, reflecting an overall increase in fund balance of \$2.1 million for a projected ending fund balance of \$389.5 million.

Attachments:

- A. Alameda CTC FY2019-20 Proposed Mid-Year Budget Update
- B. Capital Projects FY2019-20 Proposed Mid-Year Budget Update

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**Alameda CTC FY2019-20
Proposed Mid-Year Budget Update**

	General Funds Proposed	Express Lanes Fund Proposed	Special Revenue Funds Proposed	Exchange Fund Proposed	Debt Service Fund Proposed	Capital Project Funds Proposed	Inter-Agency Eliminations Proposed	Total Proposed Budget	Proposed Adjustments	Currently Adopted Budget
Beginning Fund Balance:	\$ 71,389,897	\$ 34,582,900	\$ 138,822,890	\$ 6,072,858	\$ 9,577,618	\$ 327,572,753	\$ -	\$ 588,018,916	\$ 232,694,784	\$ 355,324,132
Revenues:										
Sales Tax Revenues	\$ 13,600,000	\$ -	\$ 200,013,596	\$ -	\$ -	\$ 106,386,404	\$ -	\$ 320,000,000	\$ -	\$ 320,000,000
Investment Income	1,800,000	600,000	1,900,000	450,000	200,000	6,100,000	-	11,050,000	500,000	10,550,000
Member Agency Fees	1,479,765	-	-	-	-	-	-	1,479,765	-	1,479,765
VRF Funds	-	-	12,000,000	-	-	-	-	12,000,000	-	12,000,000
TFCA Funds	-	-	1,980,600	-	-	-	-	1,980,600	-	1,980,600
Toll Revenues	-	13,250,000	-	-	-	-	-	13,250,000	-	13,250,000
Toll Violation and Penalty Revenue	-	2,750,000	-	-	-	-	-	2,750,000	-	2,750,000
Other Revenues	-	-	23,650	-	26,469,450	-	(26,493,100)	-	-	-
Regional/State/Federal Grants	2,830,245	-	2,600,550	-	-	22,118,974	-	27,549,769	5,051,140	22,498,629
Local and Other Grants	-	15,499	-	10,033,195	-	3,735,014	-	13,783,708	6,253,457	7,530,251
Total Revenues	19,710,010	16,615,499	218,518,396	10,483,195	26,669,450	138,340,393	(26,493,100)	403,843,842	11,804,597	392,039,245
Expenditures:										
<u>Administration</u>										
Salaries and Benefits	2,793,819	-	-	-	-	1,433	-	2,795,252	73,003	2,722,250
General Office Expenses	1,824,000	-	1,000	-	-	49,300	(1,000)	1,873,300	(51,500)	1,924,800
Travel Expense	65,000	-	-	-	-	-	-	65,000	-	65,000
Debt Service	-	-	-	-	26,469,450	26,469,450	(26,469,450)	26,469,450	-	26,469,450
Professional Services	3,557,873	-	96,078	-	-	229,490	-	3,883,441	185,378	3,698,063
Commission and Community Support	256,104	-	22,650	-	-	-	(22,650)	256,104	-	256,104
Contingency	200,000	-	-	-	-	-	-	200,000	-	200,000
<u>Freeway Operations</u>										
Salaries and Benefits	-	228,398	-	-	-	-	-	228,398	(111,103)	339,501
Operating Expenditures	-	5,335,000	-	-	-	-	-	5,335,000	(665,000)	6,000,000
Special Project Expenditures	-	425,000	-	-	-	-	-	425,000	-	425,000
<u>Planning</u>										
Salaries and Benefits	1,078,378	-	-	-	-	-	-	1,078,378	185,016	893,362
Transportation Planning/Transportation Expenditure Plan	214,410	-	-	-	-	-	-	214,410	-	214,410
Congestion Management Program	200,000	-	-	-	-	-	-	200,000	-	200,000
Other Planning Projects	-	-	-	-	-	-	-	-	-	-
<u>Programs</u>										
Salaries and Benefits	107,233	-	1,650,448	61,896	-	-	(244,153)	1,575,423	19,605	1,555,818
Programs Management and Support	185,000	-	2,136,346	-	-	-	-	2,321,346	(68,922)	2,390,268
Safe Routes to School Programs	49,652	-	2,975,965	-	-	-	-	3,025,617	49,652	2,975,965
VRF Programming	-	-	13,172,000	-	-	-	-	13,172,000	(451,000)	13,623,000
Measure B/BB Direct Local Distribution	-	-	165,350,706	-	-	-	-	165,350,706	-	165,350,706
Grant Awards	-	-	8,945,639	-	-	-	-	8,945,639	(421,291)	9,366,930
TFCA Programming	-	-	3,061,114	-	-	-	-	3,061,114	(484,294)	3,545,409
Exchange Fund Programming	-	-	-	2,080,174	-	-	-	2,080,174	1,392,977	687,197
<u>Capital Projects</u>										
Salaries and Benefits	-	105,903	-	28,802	-	1,844,243	(272,112)	1,706,836	136,548	1,570,288
Capital Project Expenditures	-	16,204,322	24,932,282	7,862,323	-	309,131,988	-	358,130,915	242,635,523	115,495,391
<u>Indirect Cost Recovery/Allocation</u>										
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(516,265)	-	-	-	-	-	516,265	-	-	-
Total Expenditures	10,015,204	22,298,623	222,344,229	10,033,195	26,469,450	337,725,905	(26,493,100)	602,393,505	242,424,593	359,968,912
Net Change in Fund Balance	9,694,806	(5,683,125)	(3,825,833)	450,000	200,000	(199,385,512)	-	(198,549,663)	(230,619,996)	32,070,333
Projected Ending Fund Balance	81,084,703	28,899,775	134,997,057	6,522,858	9,777,618	128,187,241	-	389,469,253	2,074,788	387,394,465
Freeway Maintenance Contributions	-	5,000,000	-	-	-	-	-	5,000,000	-	5,000,000
Loan Repayment	-	3,899,775	-	-	-	-	-	3,899,775	3,899,775	-
Fund Balance/Operational Reserves	53,241,817	20,000,000	-	-	-	-	-	73,241,817	26,646,518	46,595,299
Projected Net Fund Balance	\$ 27,842,886	-	\$ 134,997,057	\$ 6,522,858	\$ 9,777,618	\$ 128,187,241	\$ -	\$ 307,327,660	\$ (28,471,505)	\$ 335,799,165

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**Alameda CTC Capital Projects
FY2019-20 Proposed Mid-Year Budget Update**

Capital Programs	(A)	(B)	(A) - (B) =(C)	(D)	(E)	(C) + (D) + (E) = (F)	Funding			
	Adopted FY 2018-19 Capital Budget	Actual FY 2018-19 Expenditures	FY 2018-19 Rollover to FY 2019-20	Adopted FY 2019-20 Original Capital Budget Request	FY 2019-20 Capital Budget Adjustment	FY 2019-20 Capital Budget w/ Actual Rollover	Total Local	Total Regional	Total State	Total Federal
1986 Measure B Capital Program	\$ 4,535,026	\$ (640,911)	\$ 5,175,937	\$ -	\$ -	\$ 5,175,937	\$ 5,175,937	\$ -	\$ -	\$ -
2000 Measure B Capital Program	107,453,798	31,612,360	75,841,438	24,420,564	(3,419,903)	96,842,099	96,842,099	-	-	-
2000 Measure B SRF Discretionary Capital Program	322,598	170,014	152,584	9,411	-	161,995	161,995	-	-	-
2014 Measure BB Capital Program	128,785,417	43,183,214	85,602,203	60,085,532	57,607,024	203,294,759	183,812,645	-	11,957,858	7,524,257
2014 Measure BB SRF Discretionary Capital Program	24,368,000	5,240,296	19,127,704	10,250,000	(5,066,000)	24,311,704	24,311,704	-	-	-
Non-Sales Tax Capital Program	10,133,215	10,960,024	(826,809)	5,619,117	871,128	5,663,436	3,026,575	2,064,820	572,041	-
Non-Sales Tax Exchange Fund Capital Program	7,285,448	(41,961)	7,327,409	357,584	206,132	7,891,125	7,891,125	-	-	-
Non-Sales Tax SRF Capital Program	553,602	-	553,602	143,000	(238,019)	458,583	458,583	-	-	-
Express Lanes Capital Program	-	197,611	(197,611)	16,492,337	-	16,294,726	16,294,726	-	-	-
	<u>\$ 283,437,105</u>	<u>\$ 90,680,648</u>	<u>\$ 192,756,457</u>	<u>\$ 117,377,545</u>	<u>\$ 49,960,362</u>	<u>\$ 360,094,364</u>	<u>\$ 337,975,389</u>	<u>\$ 2,064,820</u>	<u>\$ 12,529,898</u>	<u>\$ 7,524,257</u>

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