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BICYCLE AND PEDESTRIAN PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2013 through June 30, 2014?

- Yes (Complete the Bicycle/Pedestrian section)
 No (Do not complete the Bicycle/Pedestrian section and continue on)

2. Complete the below contact information.

CONTACT INFORMATION	
Bicycle/Pedestrian Program Agency:	City of Alameda
Contact Name:	Laurie Kozisek
Title:	Acting Senior Engineer
Phone Number:	510-747-7930
E-mail Address:	LKozisek@alamedaca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for the Bicycle and Pedestrian Program. (Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**
 The values entered into Table 1 must match your agency’s audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**
 This table describes actual expenditures and activities incurred for FY 2013-2014 (FY 13-14).
- Table 3: Summary of Planned Projects and Reserve Funds**
 This table describes your agency’s plan to expend any remaining Measure B funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify larger anticipated projects that will use these funds within the next year. Indicate N/A if not applicable.

Complete Table 3 Summary of Planned Projects and Reserve Funds.

The City spends all of its Measure B Bike & Ped funds on the annual sidewalk repair program. Often the program is bid in the spring and completed in the fall, so there is a balance on the books at the end of the fiscal year in June. The City generally goes to bid with 100% of available Bike & Ped funds, plus additional funds from Measure B Streets & Roads.

5. Did your agency expend MORE THAN the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.

N/A

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

See Table 3. Each year's Measure B allocation is reserved for the following year construction program. The amount budgeted by Council is the expected revenue amount.

7. Alameda CTC uses the data from Table 2 to monitor compliance with the Master Programs Funding Agreement requirement (Section 5.1.d): "All projects and programs that use Measure B Bicycle and Pedestrian Safety pass-through funds must receive governing board approval prior to the jurisdiction expending the pass-through funding on the project/program."

If your agency expended funds on any projects not approved by your governing board in advance (as indicated in **Column Q of Table 2: Governing Board Approval**), list them below and explain why your agency expended funds without agency approval.

N/A

8. Describe the governing board approval for future planned projects and/or programs. List the document type, time period, and resolution approval date. Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc.

Document Type	Time Period	Resolution Date
Ped Plan (component of Transportation Plan)	Until Superseded	January 2009
Bike Plan	Until superseded	Nov 17, 2010
ADA Transition Plan	Until updated	July 15, 2008
Capital Improvement Plan Budget	FY 13-15	June 11, 2013
Complete Streets Policy	Until updated	January 14, 2013

- 9a. **Verify Bicycle/Pedestrian Master Plan Adoption.** Per Section 7 of the Master Programs Fund Agreement Bicycle/Pedestrian Safety Program Implementation Guidelines, Alameda CTC requires local jurisdictions to have current individual or combined Bicycle and Pedestrian Master Plans (**updated every five years**) or demonstrate these plans will be adopted by December 31, 2015.

Does your agency have current Bicycle and Pedestrian Master Plans, and if so, when were these last adopted by your governing board? If not, describe the steps your agency is taking to ensure a Bicycle and Pedestrian Master Plans will be adopted by the December 31, 2015 deadline.

See above.

- 9b. Bicycle and Pedestrian Master Plans must include core elements to ensure the plans are effective and facilitate countywide planning.

- Required core elements for **pedestrian plans** are described in the *Toolkit for Improving Walkability in* http://www.alamedactc.org/files/managed/Document/11852/ACTIA_Ped_Toolkit_UPDATE_FINAL_EL_web_2009.pdf
- Alameda CTC is currently developing guidelines that outline required core elements for **bicycle plans**; these guidelines will apply to plans for which plan development commences after guidelines are completed. Until these guidelines are developed, bicycle plans should



demonstrate that they contain the core elements from the California Streets and Highways Code Section 891.2 (see link below for a checklist of these items):

http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Sec891_2.pdf

Which core elements are included in your agency’s Bicycle and Pedestrian Master Plan(s)?

Note that links to appendices of the plan document that demonstrate compliance with required core elements may be provided in response to this question.

On pages 21 and 22 of the City’s Bicycle Master Plan, the cited state highway code elements are listed, followed by the statement “The City of Alameda Bicycle Plan Update was prepared in accordance with these requirements.”

The City’s Pedestrian Master Plan includes the elements listed on Page 12 of the Toolkit. There is a separate Pedestrian Design Guideline that discusses the toolkit components.

10. Did your agency publish an article(s) that highlight Bicycle/Pedestrian projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

Yes. If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment A: Bicycle and Pedestrian Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Contra Costa Times	October 2013	Yes

No. If no, explain in the box below.

11. Did your agency include a description of the Bicycle/Pedestrian projects and programs funded by Measure B on its website?

Yes. If yes, include a printout of the website as Attachment A and provide the URL below that contains updated and accurate project information.

Website Address	Confirm Printout Copy Attached? (Y/N)
http://alamedaca.gov/news/2013/09/25/sidewalk-repairs-begin-october	Yes

No. If no, explain in the box below.

12. Did your agency use signage that indicates use of Measure B funds for its Bicycle/Pedestrian projects and programs?

Yes. *If yes, include photos of the posted signage in Attachment A and describe the signage below.*

Signage Location / Project	Confirm Photos Attached? (Y/N)
Magnetic signs stuck to equipment/truck, various locations in the City, during construction.	Yes

No. *If no, explain in the box below.*

13a. Describe your agency’s effectiveness at meeting your planned FY 13-14 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. **Did your agency expend the amount planned?**

All planned FY 13/14 funds were expended.

13b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned.
Indicate N/A if not applicable.

N/A

13c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. Indicate N/A if not applicable.

N/A

14. Provide additional information, if necessary, to further explain Measure B expenditures for the Bicycle and Pedestrian Program.

N/A



LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2013 through June 30, 2014?

- Yes (Complete the LSR section)
 NO (Do not complete the LSR section and continue on)

2. Complete the below contact information.

CONTACT INFORMATION	
LSR Program Agency:	City of Alameda
Contact Name:	Laurie Kozisek
Title:	Acting Senior Engineer
Phone Number:	510-747-7930
E-mail Address:	LKozisek@alamedaca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for the Local Streets and Road Program.
(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**
The values entered into Table 1 must match your agency's audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**
This table describes actual expenditures and activities incurred for FY 2013-2014 (FY 13-14).
- Table 3: Summary of Planned Projects and Reserve Funds**
This table describes your agency's plan to expend any remaining Measure B funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify anticipated projects that will use these funds within the next year. Indicate N/A if not applicable. **Complete Table 3 Summary of Planned Projects and Reserve Funds.**

Please reference Table 3 for funding reserve details. All of the funds currently held and anticipated for FY 14-15 and FY 15-16 have been earmarked for projects, except for an allowable undesignated reserve. Unfortunately, the City continues to suffer from a large loss of engineering personnel, and is operating at about 60% staffing. This makes it difficult to charge personnel time, and to get construction contracts out in a timely manner. The City is continuing to design and construct projects as quickly as able.

5. Did your agency expend **MORE THAN** the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.

The City spent \$354,993 more than was received in Local Distribution Program Revenue. This was in an attempt to partly draw down the unspent balance.

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Please reference Table 3 for funding reserve details. All of the funds currently held and anticipated for FY 14-15 and FY 15-16 have been earmarked for projects, except for an allowable undesignated reserve. The City anticipates an increase in staff in FY 14-15, which will aid in spending down the reserves. If needed, the City will again add to the Resurfacing construction budget in order to meet the proposed total expenditures. The additional funds will be requested for appropriation by the City Council at the time the project goes out to bid, in the spring of 2015.



7. Alameda CTC uses the data from Table 2 to monitor compliance with the Master Programs Funding Agreement requirement (Section 5.d.): "All projects and programs that use Measure B Local Streets and Roads pass-through funds must receive governing board approval prior to the jurisdiction expending the pass-through funding on the project/program."

If your agency expended funds on any projects not approved by your governing board in advance (as indicated in **Column T of Table 2: Governing Board Approval**), list them below and explain why your agency expended funds without agency approval.

N/A

8. Describe the governing board approval for future planned projects and/or programs. List the document type, time period, and resolution approval date. Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc.

Document Type	Time Period	Resolution Date
Capital Improvement Plan FY 13-15 (2 year)	July '13 – June '15	June 11, 2013

10. Complete the table below to describe your jurisdiction's road miles and conditions.

Jurisdiction's Information	
CURRENT POPULATION Refer to the California Department of Finance's Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls	75988
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	125
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014	67
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI. <i>Indicate N/A if not applicable.</i>	N/A

11. Did your agency publish an article(s) that highlight Local Streets and Roads projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

Yes. *If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments.*

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Contra Costa Times	October 2013	Yes

No. *If no, explain in the box below.*

12. Did your agency include a description of the Local Streets and Roads projects and programs funded by Measure B on its website?

Yes. *If yes, include a printout of the website as Attachment B and provide the URL below that contains updated and accurate project information.*

Website Address	Confirm Printout Copy Attached? (Y/N)
http://alamedaca.gov/About-Alameda/Estuary-Crossing-Shuttle http://alamedaca.gov/sites/default/files/document-files/estxingschedulefeb2014.pdf http://alamedaca.gov/news/2013/09/25/sidewalk-repairs-begin-october http://alamedaca.gov/residents/news/2013/06/05/annual-street-repair-resurfacing-project-commencing	Yes (all)

No. *If no, explain in the box below.*

13. Did your agency use signage that indicates use of Measure B funds for its Local Streets and Roads projects and programs?

Yes. *If yes, include photos of the posted signage in Attachment B and describe the signage below.*

Signage Location / Project	Confirm Photos Attached? (Y/N)

Magnetic signs are placed on trucks involved with construction, in various locations in the City.	Yes

No. If no, explain in the box below.

14a. Describe your agency’s effectiveness at meeting your planned FY 13-14 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. **Did your agency expend the amount planned?**

The City of Alameda spent a reduced number of man hours of personnel time on Measure B projects, due to a loss of 3 engineering positions and several maintenance positions. At a 60% staffing level for Measure B work, this meant that personnel hours were not charged, and projects were delayed getting out to construction. We are still at partial staffing, but hope to be up to full staff by the end of FY 14-15. To offset the lack of personnel hours spent, we increased the contractual amounts on resurfacing. The net result was that we were able to spend 122% of our revenues.

14b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned.
Indicate N/A if not applicable.

For several of the projects that were originally budgeted to be paid for with Measure B funds the City was later able to leverage alternative grant sources. The Measure B was re-allocated to other projects. See Table 3 for details. Some of the projects were delayed to the next year for lack of manpower.

14c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. Indicate N/A if not applicable.

Funds not needed due to grant allocations were used in other projects. See Table 3 for details.

15. Provide additional information, if necessary, to further explain Measure B expenditures for the Local Streets and Roads Program.

N/A



PARATRANSIT PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2013 through June 30, 2014?

- Yes (Complete the Paratransit section)
 NO (Do not complete the Paratransit section)

2. Complete the below contact information.

CONTACT INFORMATION	
Paratransit Program Agency:	City of Alameda
Contact Name:	Gail Payne
Title:	Transportation Coordinator
Phone Number:	510-747-7930
E-mail Address:	GPayne@alamedaca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for the Paratransit Program.
(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**
The values entered into Table 1 must match your agency's audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**
This table describes actual expenditures and activities incurred for FY 2013-2014 (FY 13-14).
- Table 3: Summary of Planned Projects and Reserve Funds**
This table describes your agency's plan to expend any remaining Measure B funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify anticipated projects that will use these funds within the next year. *Indicate N/A if not applicable.*

Complete Table 3 Summary of Planned Projects and Reserve Funds.

City estimates a conservative budget each year to ensure that adequate resources are available for the consumers. For the taxi subsidy program, it is difficult to estimate demand, and the City wants to cover whatever demand does occur. The City is required to have funds in hand before agreeing to a contract, so there is always some carryover to the next fiscal year.

5. Did your agency expend MORE THAN the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? *Indicate N/A if not applicable.*

N/A

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The City has reserves for unexpected expenses, within Reserve Fund guidelines.

7. List the amount of the FY 13-14 Total Operating Expenses allocated to the following categories.

Category	Expense Amount
Management (<i>oversight, planning, budgeting, etc.</i>)	\$0
Customer Service and Outreach Activities	\$11,961
Trip Provision (<i>direct or contracted taxis, vans, shuttles, etc.</i>)	\$96,504
TOTAL Operating Expenses:	\$108,465

8a. List the total number of trips provided and services provided in FY 13/14.

Trips / Service Types	Quantity <i>(match to Table 2, Excel Form)</i>
Number of One-way unduplicated trips	
ADA Mandated Paratransit	N/A
Door-to-Door Program / Van Services	N/A
Taxi Program	846
Fixed-Route Services	4,084
Group Trips	500
Volunteer Driver Program	N/A
Other: [Specify here]	N/A
Number of contacts through Mobility Management/Travel Training	962
Number of Scholarships provided	4
Number of Meals Delivered	N/A

8b. Complete the table below with available service quality data for reservations and trips. If no data is available, skip this question and complete 8c and 8d.

Cancelled Trip Reservations <i>(percent)</i>	Passenger No-shows <i>(percent)</i>	On-time Pickups <i>(percent)</i>	Late Pickups <i>(percent)</i>	Missed Trips, Provider No-shows* <i>(percent)</i>	Average Ride Time <i>(minutes)</i>
N/A					

**Includes very late pickups*

8c. Describe your complaint and commendation process. Describe the process from beginning to end, including instructions you provide to customers for filing complaints or commendations, your document procedures, and your follow up.

The Rider’s Guide encourages program participants to send complaints to Mastick Senior Center and to provide the following information:

- Rider name, address and telephone number
- Date and time of incident

- Details of the incident

The City of Alameda conducts a consumer survey at the end of each year. City staff compiles and documents the survey results, and meets with the transportation service provider(s) to resolve any issues that may arise.

8d. Describe any common or recurring complaints your program has received and any program changes as a result. Did the number of complaints increase or decrease compared to the prior year?

NA

Number of Registered Riders (as of 6/30/14)	Number of Riders Added to Program in FY 13-14	Number of Riders on Wait List	Number of Accidents and Incidents*
548	49	NA	NA

9. Does your agency have service quality data available about ridership? If so, enter the data in the applicable boxes below.

**Report incidents resulting in any of the following: a fatality other than a suicide, injuries requiring immediate medical attention away from the scene for two or more persons, property damage equal to or exceeding \$7,500, an evacuation due to life safety reasons, or a collision at a grade crossing.*

10. Did your agency publish an article(s) that highlight Paratransit projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

Yes. If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment D: Paratransit Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Mastick Bee (Senior Center newsletter)	June 2014	yes

No. If no, explain in the box below.

11. Did your agency include a description of the Paratransit projects and programs funded by Measure B on its website?

Yes. If yes, include a printout of the website as Attachment D and provide the URL below that contains updated and accurate project information.

Website Address	Confirm Printout Copy Attached? (Y/N)
http://alamedaca.gov/public-works/city-alameda-paratransit-services http://alamedaca.gov/about-alameda/paratransit http://new.mastickcenter.com/downloads/services-resources_2014.pdf	Yes (all)

No. If no, explain in the box below.

12. Did your agency use signage that indicates use of Measure B funds for its Paratransit projects and programs?

Yes. If yes, include photos of the posted signage in Attachment D and describe the signage below.

Signage Location / Project	Confirm Photos Attached? (Y/N)
There is a sign on the back of the paratransit bus	yes

No. If no, explain in the box below.

13a. Describe your agency's effectiveness at meeting your planned FY 13-14 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. **Did you expend the amount planned?**

City estimates a conservative budget each year to ensure that adequate resources are available for the consumers. For the taxi subsidy program, it is difficult to estimate demand, and the City wants to cover whatever demand does occur. City is required to have funds in hand before agreeing to a contract.

13b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned. Indicate N/A if not applicable.

Same as above.

13c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. Indicate N/A if not applicable.

N/A

14. Provide additional information, if necessary, to further explain Measure B expenditures for the Paratransit Program.

The City also distributes flyers for the Paratransit Program at the libraries and at the Mastick Senior Center. Paratransit consumers trained total over 300. A total of 26 presentations to the community were completed.