Measure B
End-of-Year Program Compliance Report
Revised Submittals
Revised Reports due February 20, 2013

Agency Name: City of Albany
REVISION NUMBER: 1

Choose the type(s) of report you are submitting (check all that apply; Tables 1-3 are required)
✓ Annual Program Compliance Report – Bicycle and Pedestrian Safety Funds
✓ Annual Program Compliance Report – Local Streets and Roads Funds
☐ Annual Program Compliance Report – Mass Transit Funds
✓ Annual Program Compliance Report – Paratransit Funds
✓ Tables 1-3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

List any additional attachments in the electronic report submittal (check all that apply).
☐ Attachment A: Bicycle and Pedestrian Attachments
☐ Attachment B: Local Streets and Roads Attachments
☐ Attachment C: Mass Transit Attachments
☐ Attachment D: Paratransit Attachments
☐ Other Attachments (clearly label additional attachments as needed)

Certification of True and Accurate Reporting
Authorized representatives of the reporting agency (i.e. the city manager and finance manager or their designees) must sign below affirming the REVISED compliance information reported are true and complete to the best of their knowledge, and the audited dollar figures matches exactly to the Measure B revenues and expenditures reported in the compliance report and Tables 1-3.

X Beth Pollard
Signature
Print Name: Beth Pollard
Title of Agency Manager
City Manager

2/19/13
Date

X
Signature
Print Name: Charles A. Adams
Title of Finance Manager
Finance & Administrative Services Dir.

2/19/13
Date
MEASURE B

End-of-Year Program Compliance Reporting Forms

Reporting Period July 1, 2011 through June 30, 2012
Measure B Program
End-of-Year Program Compliance
Reporting Period July 1, 2011 through June 30, 2012

<table>
<thead>
<tr>
<th>Submittal</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Audit</td>
<td>Thursday December 27, 2012</td>
</tr>
<tr>
<td></td>
<td>• Electronic version by email by 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>• Hard copy post-marked by due date.</td>
</tr>
<tr>
<td></td>
<td>• Electronic version by email by 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>• Hard copy with original signatures and</td>
</tr>
<tr>
<td></td>
<td>attachments, post-marked by due date.</td>
</tr>
</tbody>
</table>

The Alameda CTC must receive all electronic files and hardcopies by their respective due dates. If you have any questions or concerns, notify the grants administrator, John Nguyen by e-mail grants@alamedactc.org or phone (510) 208-7419.

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End-of-Year Program Compliance Reporting Requirements

Reporting Period July 1, 2011 through June 30, 2012

In July 2010, the Alameda County Transportation Improvement Authority (ACTIA) merged with the Alameda County Congestion Management Agency to become the Alameda County Transportation Commission (Alameda CTC). Agencies and jurisdictions that have Measure B pass-through fund and grant agreements with ACTIA must continue to submit end-of-year program compliance reports to the Alameda CTC.

Measure B and Vehicle Registration Fee (VRF) pass-through fund recipients are required to submit to the Alameda CTC, one electronic and one hard copy version of the following: an audit report and a compliance report.

COMPLIANCE REPORT REQUIRED ENCLOSURES:

1. End of the Year Compliance Report Forms for Measure B and Vehicle Registration Fee (as applicable)
2. Tables 1-3 (for each applicable program)
3. Documentation of Reporting Requirements
   - Measure B/VRF Signage: In the compliance report, include a description and documentation of signage and the number of signs posted.
   - Website: In the compliance report, include a description and documentation of where you listed a link to Alameda CTC’s website (www.alamedactc.org) on your agency’s website, and informed the public about how your jurisdiction uses Measure B funds for transportation projects/programs.
   - Publications: In the compliance report, include a description and documentation of an article published in your agency’s newsletter or Alameda CTC’s e-newsletter for each fund type you receive.

Audit and Compliance Reporting Consistency

The dollar amounts on each of your compliance documents must match, or Alameda CTC will consider your agency out of compliance.

For example, your audit’s expenditure dollar figures for the Paratransit program must match reported figures in your Paratransit compliance report, and the Tables 1-3 Attachments. See guidance throughout the report forms.
Submittal Instructions
Audit and Compliance Reports

The End-of-Year (EOY) Program Compliance Report includes a Microsoft (MS) Word Report form and a MS Excel file with tabbed Tables 1-3 for each program. These documents are available for download at http://www.alamedactc.org/app_pages/view/4136.

INDEPENDENT AUDIT REPORT: Due Thursday December 27, 2012

Electronic submission: Submit one copy of the Independent Audit Report via email to grants@alamedactc.org.


Mail hard-copy reports to:
Alameda CTC
Attn: End-of-Year Program Compliance
1333 Broadway, Suite 220
Oakland, CA 94612

EOY COMPLIANCE REPORT: Due Monday December 31, 2012

Electronic submission:
1. Download and complete the MS Word Form and Excel files for Measure B and Vehicle Registration Fee Programs as applicable.
2. Include attachments, labeled appropriately as Attachments A-D as indicated on the signature page (page 1). Each attachment package should include:
   a. Two photos maximum, per program fund type.
   b. Documentation of articles, newsletters, signage, etc., Ensure the attachments are labeled and are easily readable when reproduced in black and white.
3. Send an email with the completed MS Word document, Excel Tables 1-3, and attachments to grants@alamedactc.org. If your files are larger than 8 MB, upload the files to Alameda CTC’s FTP site below, and send an email to grants@alamedactc.org to notify us of the upload:

   FTP server name: ftp.actia2022.com
   Username: 2022
   Password: Tr33inforest

   Hard-copy submission:
   2. The signature page (page 1) must have original signatures from the city finance manager and city manager, or the appropriate equivalent or their designees.

Alameda County Transportation Commission
End of the Year Compliance Report FY 11-12
Policies on Timely Use of Funds and Reserve Funds

Each jurisdiction receiving Measure B and Vehicle Registration Fee (VRF) pass-through funds are required to comply with the stipulations set forth in the Master Programs Funding Agreement (MPFA) between the jurisdiction and Alameda CTC.

Measure B and VRF funds are to be expended in a timely manner, and/or placed into an appropriate reserve as indicated in the MPFA excerpts below.

Article 3.A. Timely Use of Funds

1. Except for those funds properly placed into a reserve fund pursuant to Section B below, all Measure B and VRF funds received by RECIPIENT shall be spent expeditiously, and no expended funds beyond those included in reserves pursuant to Section B below are allowed, unless a written request is submitted to the Alameda CTC and approved by the Board.

Article 3.B. Reserve Fund Policy

1. **Capital Fund Reserve:** RECIPIENT may establish a specific capital fund reserve to fund specific large capital project(s) that could otherwise not be funded with a single year’s worth of Measure B or VRF pass-through funds.
   a. RECIPIENT may collected capital funds during not more than three years and shall expend all reserve funds prior to the end of the third fiscal year immediately following the fiscal year during which the reserve was established.

   For example, if a reserve is established at any time during FY 12-13, recipient may collect reserve funds during some or all of FY 12-13, FY 13-14, and FY 14-15, and must spend the reserve funds prior to the end of FY 15-16.

2. **Operations Fund Reserve:** RECIPIENT may establish and maintain a specific reserve to address operational issues, including fluctuations in revenues, and to help maintain transportation operations. The total amount retained in such fund may not exceed 50 percent of anticipated annual combined revenues from Measure B and VRF funds. This fund may be a revolving fund and is not subject to an expenditure timeframe.

3. **Undesignated Fund Reserve:** RECIPIENT may establish and maintain a specific reserve for transportation needs over a fiscal year, such as matching funds for grants, project development work, studies for transportation purposes, or contingency funds for a project or program. This fund may not contain more than 10 percent of annual pass-through revenues.
Measure B
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Agency Name: City of Albany

REVISION NUMBER: 1

Choose the type(s) of report you are submitting (check all that apply; Tables 1-3 are required)
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☑ Annual Program Compliance Report – Local Streets and Roads Funds
☐ Annual Program Compliance Report – Mass Transit Funds
☑ Annual Program Compliance Report – Paratransit Funds
☑ Tables 1-3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

List any additional attachments in the electronic report submittal (check all that apply).
☒ Attachment A: Bicycle and Pedestrian Attachments
☒ Attachment B: Local Streets and Roads Attachments
☐ Attachment C: Mass Transit Attachments
☒ Attachment D: Paratransit Attachments
☐ Other Attachments (clearly label additional attachments as needed)

Certification of True and Accurate Reporting
Authorized representatives of the reporting agency (i.e. the city manager and finance manager or their designees) must sign below affirming the REVISED compliance information reported are true and complete to the best of their knowledge, and the audited dollar figures matches exactly to the Measure B revenues and expenditures reported in the compliance report and Tables 1-3.

Signature
Print Name: Beth Pollard
Title of Agency Manager
City Manager

☑

Signature
Print Name: Charles A. Adams
Title of Finance Manager
Finance & Administrative Services Dir.

Date 2/19/13

Date 2/19/13
Bicycle and Pedestrian Program Compliance Report Summary

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2011 through June 30, 2012?

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

2. Complete the below contact information.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle/Pedestrian Program Agency: City of Albany</td>
</tr>
<tr>
<td>Contact Name: Aleida Andrino-Chavez</td>
</tr>
<tr>
<td>Title: Transportation Planner</td>
</tr>
<tr>
<td>Phone Number: 510-528-5759</td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:achavez@albanyca.org">achavez@albanyca.org</a></td>
</tr>
</tbody>
</table>

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 audit and compliance report. Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report 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 2011-2012 (FY 11-12).

☐ 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 four-year time table of the funding agreement through FY 12-13 thru FY 15-16.
4. If your agency’s ending MB Pass-through balance was greater than zero, why do you have this reserve? For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.

The City of Albany is planning to allocate $10,720 of the remaining balance of $13,500 ($11,351 + $2,146.65) to the Complete Streets project that is currently going on and expected to be finished by the end of 2013. The remaining balance along with the 2012/13 revenues will be allocated to the Marin/Santa Fe Pedestrian Improvements Safe Routes to School Project wrapping up in the spring of 2013.

5. If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

Not applicable.

6. Describe undesignated funds. If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.

Not applicable
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 R of Table 2: Governing Board Approval), list them below and explain why your agency expended funds without agency approval.

Not Applicable.

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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Time Period</th>
<th>Resolution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution 2012-28-Construction Award for the Marin Santa Fe Intersection Safety Improvements</td>
<td>2012</td>
<td>5/8/2012</td>
</tr>
<tr>
<td>Resolution 2010-7 Authorizing the City Administrator to submit a Complete Streets grant application to Caltrans and to provide the corresponding match</td>
<td>2010</td>
<td>2/17/2010</td>
</tr>
</tbody>
</table>

9. Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

Does your agency have an adopted Complete Streets policy, and if so, when was it adopted by your governing board? If not, please describe your agency’s plan to develop and adopt a Complete Streets policy by the June 30, 2013 deadline.
The City of Albany publicly processed the Complete Streets resolution at its Traffic and Safety Commission on December 4, 2012. The Commission approved a recommendation to Council to adopt this resolution. Council is expected to adopt the Complete Streets resolution at its meeting on January 22, 2013.

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

☑ Yes ☐ No. *If no, explain in Question #13 Additional Information.*

If yes, include a copy of the article(s) as Attachment A: Bicycle and Pedestrian Program Attachments and list the publication(s) and date(s) below.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Date Published</th>
<th>Copy Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Albany Newsletter</td>
<td>Summer 2012</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

☑ Yes ☐ No. *If no, explain in Question #13 Additional Information.*

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

<table>
<thead>
<tr>
<th>Website Address</th>
<th>Printout Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.albanyca.org/index.aspx?page=1082">http://www.albanyca.org/index.aspx?page=1082</a></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

☑ Yes ☐ No. *If no, explain in Question #13 Additional Information.*

If yes, include photos of the signage in Attachment A and describe the signage below.
13. Provide additional information, if necessary, to further explain Measure B expenditures for the Bicycle and Pedestrian Program.

<table>
<thead>
<tr>
<th>Signage Description</th>
<th>Photos attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project signage at project site</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The City paid for bicycle racks at the Albany High School using funds. The School District reimbursed the City 50% of the total cost of the racks ($2,148.80). This is reported in Column M of Table 1 as Non-Measure B funds FY11/12.

For FY 12/13 Pass through funds, the City will be using the funds on the following projects:

- The City assigns $5,000 in pass through measure B funds every year to implement bicycle racks Citywide. Implementation of bicycle parking is recommended in the Albany Active Transportation Plan adopted by Council on 4/17, 2012.

- Marin-Santa Fe Signal and Pedestrian Improvements (P64): This is a SR2S project and $46,600 in Measure B funds are allocated to this project as shown in Table 3. This project is currently in the closeout phase.

- Complete Streets Project: The City is allocating $10,720 of Measure B pass through funds to this project for developing concept plans for design features for San Pablo Avenue and Buchanan Street that will accommodate the needs of pedestrians, cyclists, the disabled, children and the elderly. The City obtained a Caltrans Planning grant, which is being complemented by Measure B funds.
Local Streets and Roads (LSR) Program Compliance Report Summary

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2011 through June 30, 2012?

☑ Yes (Complete the LSR section.)
☐ No (Do not complete the LSR section and continue on.)

2. Complete the below contact information.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LSR Program Agency:</td>
<td>City of Albany</td>
</tr>
<tr>
<td></td>
<td>Ray Chan</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>City Engineer/Public Works Manager</td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>510-524-9543</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:rchan@albanyca.org">rchan@albanyca.org</a></td>
</tr>
</tbody>
</table>

3. Complete the Excel Worksheets Tables 1 to 3 for Local Streets and Roads.
   (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 audit and compliance report. Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report 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 2011-2012 (FY 11-12).

☑ 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 four-year time table of the funding agreement through FY 12-13 thru FY 15-16.
4. If your agency’s ending MB Pass-through balance was greater than zero, why do you have this reserve? For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.

Not Applicable

5. If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

N/A

6. Describe undesignated funds. If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.

N/A
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 R of Table 2: Governing Board Approval), list them below and explain why your agency expended funds without agency approval.

Not Applicable. Street maintenance is included in the City’s CIP.

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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Time Period</th>
<th>Resolution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution 2012-50 CIP approval</td>
<td>2012-2015</td>
<td>7/16/2012</td>
</tr>
</tbody>
</table>

9. Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

Does your agency have an adopted Complete Streets policy, and if so, when was it adopted by your governing board? If not, please describe your agency’s plan to develop and adopt a Complete Streets policy by the June 30, 2013 deadline.

The City of Albany publicly processed the Complete Streets Resolution at its Traffic and Safety Commission on December 4, 2012. The Commission approved a recommendation to Council to adopt this resolution. Council is expected to adopt the Complete Streets resolution at its meeting on January 22, 2013.
10. Complete the table below to describe your jurisdiction’s road miles and conditions.

<table>
<thead>
<tr>
<th>Jurisdiction’s Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Population</strong></td>
<td><strong>Certified number of road-miles</strong></td>
</tr>
<tr>
<td><strong>Certified number of road-miles</strong></td>
<td>This figure must be consistent with the number of miles reported to state and federal agencies.</td>
</tr>
</tbody>
</table>

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

- [ ] Yes
- [x] No. If no, explain in Question #14 Additional Information.

If yes, include a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments and list the publication(s) and date(s) below.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Date Published</th>
<th>Copy Attached? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. Did your agency include a description of the Local Streets and Roads projects and programs funded by Measure B on its website?

☑ Yes ☐ No. If no, explain in Question #14 Additional Information.

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

<table>
<thead>
<tr>
<th>Website Address</th>
<th>Printout Attached? (Y/N)</th>
</tr>
</thead>
</table>

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

☑ Yes ☐ No. If no, explain in Question #14 Additional Information.

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

<table>
<thead>
<tr>
<th>Signage Description</th>
<th>Photos attached? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City is using the magnets provided under the name: ACTIA. No new magnets with the new organization name have been provided by Alameda CTC</td>
<td>Yes</td>
</tr>
</tbody>
</table>

14. Provide additional information, if necessary, to further explain Measure B expenditures for the Local Streets and Roads Program.
Q11: Due to staff shortage, the Public Works Department has been unable to submit project descriptions for the City newsletter. The Public Works Department has been reorganized recently (October, 2012) and the Transportation Department is now part of Public Works. The reorganization of the Department will bring opportunities to consolidate the management of the pass through Measure B funds for the Bicycle and Pedestrian program and the Local Streets and Roads program and to ensure that Local Streets and Roads projects where pass through funds were used are submitted together for publication. This includes all of the City’s pavement maintenance, curb and striping maintenance and median landscaping and maintenance as the pass through funds are used to pay the Public Works Crew salary and benefits. Staff is working on including LS&R descriptions in the Spring City Newsletter.
Paratransit Program
Compliance Report Summary

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2011 through June 30, 2012?

☐ Yes (Complete this Paratransit section.)
☐ No (Do not complete the Paratransit section and continue on.)

2. Complete the below contact information.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paratransit Program Agency: City of Albany</td>
</tr>
<tr>
<td>Contact Name: Isabelle Leduc</td>
</tr>
<tr>
<td>Title: Community and Senior Services Manager</td>
</tr>
<tr>
<td>Phone Number: 510-559-7226</td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:ileduc@albanyca.org">ileduc@albanyca.org</a></td>
</tr>
</tbody>
</table>

3. Complete the Excel Worksheets Tables 1 to 3 for Paratransit.
(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 audit and compliance report. Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report 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 2011-2012 (FY 11-12).

☐ 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 four-year time table of the funding agreement through FY 12-13 thru FY 15-16.
4. If your agency’s ending MB Pass-through balance was greater than zero, why do you have this reserve? For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.

| Operational reserve to address operational issues, including fluctuations in revenues, and to help maintain transportation operations. |

5. If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

n/a
6. **Describe undesignated funds.** If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.

n/a

7. **List the amount of the Total Operating Expenses allocated to the following.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Expense Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management <em>(oversight, planning, budgeting, etc.)</em></td>
<td>$ 5,581</td>
</tr>
<tr>
<td>Customer Service and Outreach Activities</td>
<td>$ 4,770</td>
</tr>
<tr>
<td>Trip Provision <em>(direct or contracted taxis, vans, shuttles, etc.)</em></td>
<td>$ 29,561</td>
</tr>
<tr>
<td><strong>TOTAL Operating Expenses:</strong></td>
<td><strong>$39,914</strong></td>
</tr>
</tbody>
</table>
8a. Complete the table below with available service quality data for reservations and trips. If no data is available, skip this question and complete 8b and 8c.

<table>
<thead>
<tr>
<th>Cancelled Trip Reservations (percent)</th>
<th>Passenger No-shows (percent)</th>
<th>On-time Pickups (percent)</th>
<th>Late Pickups (percent)</th>
<th>Missed Trips, Provider No-shows* (percent)</th>
<th>Average Ride Time (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes very late pickups

8b. 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.

For the Taxi program, riders are instructed to call, write or let the program manager or program coordinator know in person of any problems experienced. Group trip evaluations provide an area for comments/concerns. Comment cards are always available on the bus. Based on comments program manager responds, evaluates and makes changes to programs as necessary.

8c. Describe any common or recurring complaints your program has received and the program changes as a result.

No recurring complaints have been received.

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

<table>
<thead>
<tr>
<th>Number of Registered Riders</th>
<th>Number of Riders Added to Program in FY 11-12</th>
<th>Number of Riders on Wait List</th>
<th>Number of Accidents and Incidents*</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*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 articles that highlight Paratransit projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

☐ Yes ☐ No. If no, explain in Question #13 Additional Information.

If yes, include a copy of the article(s) in Attachment D: Paratransit Program Attachments and list the publication(s) and date(s) below.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Date Published</th>
<th>Copy Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Recreation Activity Guide/Fall</td>
<td>August 2011</td>
<td>Y</td>
</tr>
<tr>
<td>Albany Recreation Activity Guide/Winter</td>
<td>December 2011</td>
<td>Y</td>
</tr>
<tr>
<td>Albany Recreation Activity Guide/summer</td>
<td>April 2011</td>
<td>Y</td>
</tr>
</tbody>
</table>

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

☐ Yes ☐ No. If no, explain in Question #13 Additional Information.

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

<table>
<thead>
<tr>
<th>Website Address</th>
<th>Printout Attached? (Y/N)</th>
</tr>
</thead>
</table>

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

☐ Yes ☐ No. If no, explain in Question #13 Additional Information.

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

<table>
<thead>
<tr>
<th>Signage Description</th>
<th>Photos attached? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logo on vehicles</td>
<td>Y</td>
</tr>
</tbody>
</table>
13. **Provide additional information, if necessary,** to further explain Measure B expenditures for the Paratransit Program.