



# End-of-Year Program Compliance Report

## Reports due December 31, 2012

Agency Name: City of Newark

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

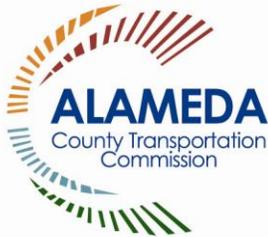
Authorized representatives of the reporting agency (i.e. the city manager and finance manager or their designees) must sign below affirming the compliance information reported are true and complete to the best of their knowledge, and the **audited dollar figures matches exactly to the Measure B revenues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

x John Becker  
 Signature  
 Print Name: John Becker  
 Title of Agency Manager: City Manager

12-18-12  
 Date

x Susie Woodstock  
 Signature  
 Print Name: Susie Woodstock  
 Title of Finance Manager: Administrative Services Director

12/17/12  
 Date

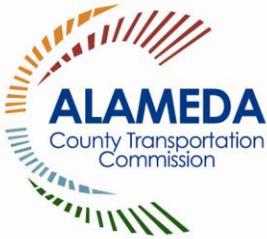


# MEASURE B

# 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

Submittal	Due Dates
<b>Independent Audit</b>	<p><b>Thursday December 27, 2012</b></p> <ul style="list-style-type: none"> <li>• Electronic version by email by 5 p.m.</li> <li>• Hard copy post-marked by due date.</li> </ul>
<b>Compliance Report</b>	<p><b>Monday December 31, 2012</b></p> <ul style="list-style-type: none"> <li>• Electronic version by email by 5 p.m.</li> <li>• Hard copy with original signatures and attachments, post-marked by due date.</li> </ul>

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](mailto: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](http://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](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](mailto:grants@alamedactc.org).

**Hard-copy submission:** Postmark one hard copy of the Independent Audit Report, signed by an independent auditor, by Thursday December 27, 2012.

*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](mailto: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](mailto:grants@alamedactc.org) to notify us of the upload:

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

**Hard-copy submission:**

1. Postmark one hard copy of the EOY Program Compliance Report and the Tables 1-3 workbook attachments with original signatures by Monday December 31, 2012.
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.



## 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 collect 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.



# End-of-Year Program Compliance Report

## Reports due December 31, 2012

Agency Name: City of Newark

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 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**  
\_\_\_\_\_  
**Signature**  
Print Name: John Becker  
Title of Agency Manager: City Manager

\_\_\_\_\_  
**Date**

**X**  
\_\_\_\_\_  
**Signature**  
Print Name: Susie Woodstock  
Title of Finance Manager: Administrative Services Director

\_\_\_\_\_  
**Date**



## 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.

CONTACT INFORMATION	
Bicycle/Pedestrian Program Agency:	City of Newark
Contact Name:	Trang Tran
Title:	Associate Civil Engineer
Phone Number:	(510) 578-4298
E-mail Address:	trang.tran@newark.org

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 Newark will expend the remaining balance in FY 12-13 on sidewalk, curb and gutter repair projects either already completed or scheduled to be completed by June 30, 2013. Also, the City of Newark is accruing sufficient funding for future sidewalk, curb and gutter repair; and Citywide handicap ramps projects.

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.

Document Type	Time Period	Resolution Date
Resolution of the City Council of the City of Newark confirming of the use of Measure B Bicycle and Pedestrian Local Pass-Through funds for the repair and replacement of sidewalk, curb and gutter as adopted as part of the 2010-2012 Capital Improvement Plan	2010-2012	09/23/2010

**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.**

Currently, the City of Newark does not have an adopted Complete Streets policy; however, the City of Newark is tentatively scheduled to submit the Complete Streets policy to the City Council for approval and adoption in January 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.

Publication	Date Published	Copy Attached? (Y/N)
Newark News, Spring 2012	March 2012	Yes

**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.

Website Address	Printout Attached? (Y/N)
<a href="http://www.newark.org/departments/public-works/engineering-division/measure-b-funding/">http://www.newark.org/departments/public-works/engineering-division/measure-b-funding/</a>	Yes

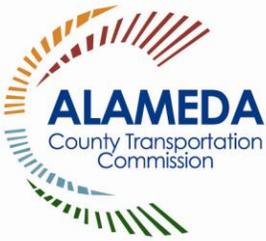
**12. Did your agency use signage that indicates use of Measure B funds for its Bicycle/Pedestrian projects and programs?**

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.

Signage Description	Photos attached? (Y/N)
Two 3'x5' moveable bicycle/pedestrian project signs, stating that funding is provided through Measure B, were installed at various locations on the project.	Yes

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



# 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.

CONTACT INFORMATION	
LSR Program Agency:	City of Newark
Contact Name:	Trang Tran
Title:	Associate Civil Engineer
Phone Number:	(510) 578-4298
E-mail Address:	trang.tran@newark.org

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.**

City of Newark will expend the remaining balance in FY 12-13 on pavement maintenance, handicap ramps, sidewalk, curb and gutter repair projects either already completed or scheduled to be completed by June 30, 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.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.

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
Resolution of the City Council of the City of Newark approving and adopting a budget and a Capital Improvement Plan for the City of Newark for Fiscal Years 2010-2011 and 2011-2012 and providing for the post-auditing of paid demands certified or approved as conforming to such approved budget	2010-2012	06/24/2010

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.**

Currently, the City of Newark does not have an adopted Complete Streets policy; however, the City of Newark is tentatively scheduled to submit the Complete Streets policy to the City Council for approval and adoption in January 2013.

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

<b>Jurisdiction’s Information</b>	
<p><b>Current Population</b></p> <p>This figure should reflect the population as of January 1, 2012. Refer to the California Department of Finance’s Population Estimates:  <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php</a></p>	43,041
<p><b>Certified number of road-miles</b></p> <p>This figure must be consistent with the number of miles reported to state and federal agencies.</p>	104.5
<p><b>Average pavement condition index (PCI) for agency’s local streets</b></p> <p>This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pothole Report for the year 2010, table “PCI for Bay Area Jurisdictions, 2006-2010” (pages 15-18). For more information, visit  <a href="http://www.mtc.ca.gov/library/pothole_report/Pothole_Report_2011.pdf">http://www.mtc.ca.gov/library/pothole_report/Pothole_Report_2011.pdf</a>.</p>	69

**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                       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.

<b>Publication</b>	<b>Date Published</b>	<b>Copy Attached? (Y/N)</b>
Newark News, Spring 2012	March 2012	Yes

**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.

Website Address	Printout Attached? (Y/N)
http://www.newark.org/departments/public-works/engineering-division/measure-b-funding/	Yes

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

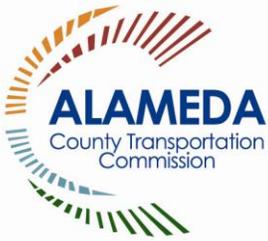
Yes                       No. *If no, explain in Question #14 Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Two 3'x5' moveable project signs, stating that funding is provided through Measure B, were installed at various locations on the project.	Yes

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

- On Table 1: Measure B Revenues and Expenditures for Local Streets and Roads, \$1,980 in Column K, was a reimbursement from AT&T for the adjustment of its manholes frames and covers to finished grade on our overlay project.
- On Table 1: Measure B Revenues and Expenditures for Local Streets and Roads, Column E, the Ending MB Balance did not match the Auditor's Report End of Year Balance because it did not include the AT&T's reimbursement amount of \$1,980 from Column K of the Non-Measure B Funds.
- On Table 2: Measure B Revenues and Expenditures for Local Streets and Roads, Column L, the negative amount of \$46,251 was an administrative correction to prior year expense accruals.



# Mass Transit Program Compliance Report Summary

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

- Yes (Complete the Mass Transit section.)
- No (Do not complete the Mass Transit section and continue on.)

2. Complete the below contact information.

CONTACT INFORMATION	
Mass Transit Program Agency: Contact Name: Title:	
Phone Number:	
E-mail Address:	

3. Complete the Excel Worksheets Tables 1 to 3 for Mass Transit.

(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.**

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)?

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.**

**7. Did your agency publish articles that highlight Mass Transit projects and programs funded by Measure B in an agency or Alameda CTC newsletter?**

Yes                       No. *If no, explain in Question #10 Additional Information.*

If yes, include a copy of the article(s) as Attachment C: Mass Transit Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)

**8. Did your agency include a description of the Mass Transit projects and programs funded by Measure B on its website?**

Yes                       No. *If no, explain in Question #10 Additional Information.*

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

Website Address	Printout Attached? (Y/N)

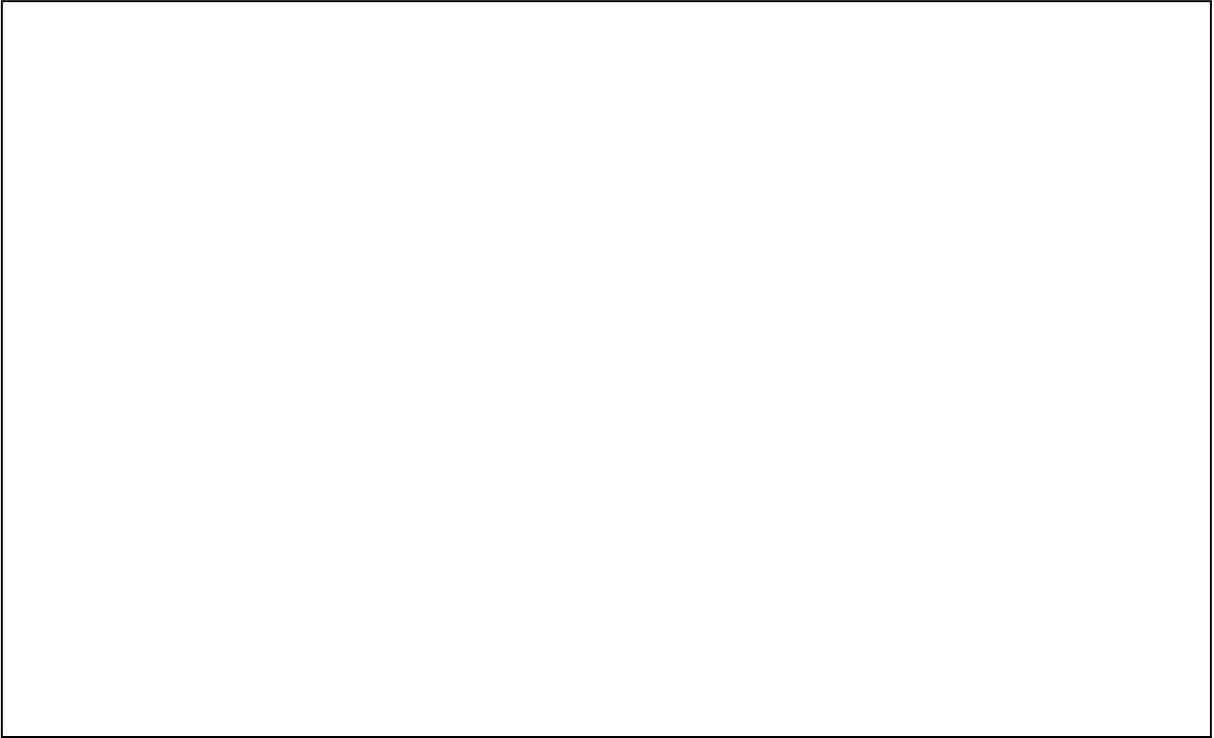
**9. Did your agency use signage that indicates use of Measure B funds for its Mass Transit projects and programs?**

Yes                       No. *If no, explain in Question #10 Additional Information.*

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

Signage Description	Photos attached? (Y/N)

**10. Provide additional information, if necessary, to further explain Measure B expenditures for the Mass Transit Program**

A large, empty rectangular box with a thin black border, intended for providing additional information to explain Measure B expenditures for the Mass Transit Program.



# 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.

CONTACT INFORMATION	
Paratransit Program Agency:	City of Newark
Contact Name:	David Zehnder
Title:	Community Services Director
Phone Number:	510 578-4405
E-mail Address:	david.zehnder@newark.org

## 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.**

Our ending MB Pass-through balance of \$53,231 is equal to previous operational reserves less \$5,143 used to cover FY 11-12 operational expenses. We anticipate a continued draw-down of these reserve funds to cover direct operational expenses for FY 12-13 and beyond.

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)?

Reserve funds from previous fiscal year were set aside as we anticipated using these funds to cover expansion of services to include Sunday service.

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

<b>Category</b>	<b>Expense Amount</b> Indicate zero if none.
Management ( <i>oversight, planning, budgeting, etc.</i> )	\$0
Customer Service and Outreach Activities	\$0
Trip Provision ( <i>direct or contracted taxis, vans, shuttles, etc.</i> )	\$151,614
<b>TOTAL Operating Expenses:</b>	<b>\$151,614</b>

**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.**

<b>Cancelled Trip Reservations</b> <i>(percent)</i>	<b>Passenger No-shows</b> <i>(percent)</i>	<b>On-time Pickups</b> <i>(percent)</i>	<b>Late Pickups</b> <i>(percent)</i>	<b>Missed Trips, Provider No-shows*</b> <i>(percent)</i>	<b>Average Ride Time</b> <i>(minutes)</i>
<b>13%</b>	1%	100%	0.5%	0%	N/A

\*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.

Comment cards are made available in the transportation office and on the vehicles. These include a mail-in address and the phone number of the Program Supervisor. Additionally, the Supervisor’s name and number are supplied to each new rider in their welcome packet. All riders are encouraged to call or write with feedback about their experiences. All complaints and commendations are logged and reviewed with Paratransit staff and corrective action, if needed, is defined and implemented. A follow-up inquiry to the complainant occurs to assess the effectiveness of efforts to improve services.

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

Subsequent to intense intercity traffic conditions, there are occasional complaints from the customers regarding a few minutes delay when picking them up for transport. All of the drivers excel in communicating in a respectful and courteous manner when explaining to the seniors that the delays are resultant to the early morning traffic conditions. The drivers persist at being punctual without compromising safety to insure a pleasant, non-stressful transportation experience for the ridership.

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

Number of Registered Riders	Number of Riders Added to Program in FY 11-12	Number of Riders on Wait List	Number of Accidents and Incidents*
424	115	0	0

\*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.

Publication	Date Published	Copy Attached? (Y/N)
Department Fall Activities Guide	Fall, 2011	Y
City of Newark Newsletter	Summer 2011	Y

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.

Website Address	Printout Attached? (Y/N)
<a href="http://www.newark.org/departments/recreation-and-community-services/senior/transportation/">http://www.newark.org/departments/recreation-and-community-services/senior/transportation/</a>	Y

**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.

<b>Signage Description</b>	<b>Photos attached? (Y/N)</b>
<b>"YOUR MEASURE B TAX DOLLARS HELP FUND OPERATIONS OF THIS VEHICLE</b>	Y

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