



MEASURE B PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2012-13*

Agency Name:

Revision Number:

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

By signing below, the agency manager and finance manager, or their designees certify 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

2-18-14

Date

x 

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

2/18/14

Date



BICYCLE AND PEDESTRIAN PROGRAM

Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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 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 2012-2013 (FY 12-13).
- 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 13-14 thru FY 16-17.

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, 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 13-14 on handicap ramps, sidewalk, curb and gutter repair projects either already completed or scheduled to be completed by June 30, 2014. 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 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

Not applicable.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, 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, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The Newark City Council has already approved expenditures for the 2014 curb, gutter, and sidewalk replacement program. The work is in the planning phase now, and construction will take place in spring/summer 2014. The majority of the work should occur (and funds will be used) in June 2014.

Allocating reserves for the 2015 curb, gutter, and sidewalk replacement program will be proposed to the Newark City Council as part of our 2014 – 2016 Biennial Budget process. Approval is scheduled for June 2014. The 2015 curb, gutter, and sidewalk replacement program work will occur (use of funds) in spring/summer 2015.



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 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 2012-2014 Capital Improvement Plan	2012-2014	September 27, 2012

9. **Verify Complete Streets Policy Adoption.** 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.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
March 14, 2013	

9a. Describe how your agency is implementing the Complete Streets Policy.

For maintenance, planning and design of projects affecting the transportation system; the City of Newark generally follows its accepted or adopted design standards, including the General Plan, Specific Plans, Standard Plans and Specifications, the Newark Pedestrian and Bicycle Master Plan, as well as local bicycle, pedestrian, transit, multimodal, and other relevant plans; and evaluates using the latest design standards and innovative designs options with a goal of balancing user needs.

10. Did your agency a publish article(s) 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 #14 - 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 2013	March 2013	Y

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 #14 - Additional Information.*

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

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 #14 - Additional Information.*

If yes, include photos of the posted 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.	Y

13a. Describe your agency’s effectiveness at meeting your planned FY 12-13 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 planned? Did you expend more than anticipated?**

City of Newark had effectively expended more than 75% of the planned FY 12-13 expenditures.

13b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

The City of Newark will expend the remaining planned amount in FY 13-14 on handicap ramps sidewalk, curb and gutter repair projects (Project 1022 and Project 1065) either already completed or scheduled to be completed by June 30, 2014. Also, the City of Newark is accruing sufficient funding for future sidewalk, curb and gutter repair; and Citywide handicap ramps projects.

13c. If your agency expended more than the planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

2012 Curb, Gutter, and Sidewalk Replacement, Project 1002 had some remaining work at the beginning of FY 12-13, which was not allocated in the reserve last year. Funds allocated to the 2013 Curb, Gutter, and Sidewalk Replacement, Project 1042 were used to complete the remaining work on Project 1002.

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

[Empty response box for question 14]



LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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 audited financial statements and compliance report. **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 2012-2013 (FY 12-13).
- 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 13-14 thru FY 16-17.

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, 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 13-14 on pavement maintenance project either already completed or scheduled to be completed by June 30, 2014.

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

Not applicable.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, 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, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The Newark City Council has already approved expenditures for the 2014 street maintenance program. The work is in the planning phase now, will go out to bid in spring 2014, and construction will take place in summer 2014. The majority of the work should occur (and funds will be used) in June 2014.

Allocating reserves for the 2015 street maintenance program will be proposed to the Newark City Council as part of our 2014 – 2016 Biennial Budget process. Approval is scheduled for June 2014. The 2015 street maintenance program work will follow a similar timeline [planning in winter 2014, out to bid in spring 2015, and construction (use of funds) in summer 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 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 2012-2013 and 2013-2014 and providing for the post-auditing of paid demands certified or approved as conforming to such approved budget	FY 2012-2014	June 28, 2012

9. **Verify Complete Streets Policy Adoption.** 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.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
March 14, 2013	



9a. Describe how your agency is implementing the Complete Streets Policy.

For maintenance, planning and design of projects affecting the transportation system; the City of Newark generally follows its accepted or adopted design standards, including the General Plan, Specific Plans, Standard Plans and Specifications, the Newark Pedestrian and Bicycle Master Plan, as well as local bicycle, pedestrian, transit, multimodal, and other relevant plans; and evaluates using the latest design standards and innovative designs options with a goal of balancing user needs.

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

Jurisdiction’s Information	
Current Population This figure should reflect the population as of January 1, 2013. Refer to the California Department of Finance’s Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls	43,342
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	104.5
Average Pavement Condition Index (PCI) for agency’s local streets and roads This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pavement Condition Index Summary. http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf	71

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 No. *If no, explain in Question #15 - 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.

Publication	Date Published	Copy Attached? (Y/N)
Newark News, Spring 2013	March 2013	Y

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 #15 - 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/	Y

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 #15 - 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.	Y

14a. Describe your agency's effectiveness at meeting your planned FY 12-13 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 planned funds? Did you expend more than anticipated?**

City of Newark had effectively expended about 95% of the planned FY 12-13 expenditures.

14b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

The City of Newark will expend the remaining small planned amount in FY 13-14 on pavement maintenance projects either already completed or scheduled to be completed by June 30, 2014.

14c. If your agency expended more than planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

Not applicable.



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



This Page Intentionally Left Blank.



PARATRANSIT PROGRAM

Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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: Contact Name: Title:	City of Newark David Zehnder Recreation and 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 audited financial statements and compliance report. **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 2012-2013 (FY 12-13).
- 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 13-14 thru FY 16-17.

1. **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, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

\$38,621.00 to be used for operational expenses and reserves.

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

Reported expenditures exceeded the amount of measure b funds received due to increased program provider costs. Previous operational reserves were used to offset program expenditures.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, 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, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Operational reserve funds will be used to offset paratransit provider costs. Depending on final program costs, operational reserves could be exhausted by the end of fiscal year 2013-14 or carried over to fiscal year 2014-15.

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

Category	Expense Amount
	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>)	\$180,000.00
TOTAL Operating Expenses:	\$180,000.00

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.

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>)
24.9%	2.3%	91.5%	0.1%	0.1%	NA

*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 available in the transportation office and on the vehicles. All riders are encouraged to call or email any feedback about their rider experience. All complaints are logged and follow-up by the transportation supervisor and if needed, City staff. Corrective action is taken as warranted.

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

We have not received any comments or recurring complaints related to our program.

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 12-13	Number of Riders on Wait List	Number of Accidents and Incidents*
448	60	0	1

*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 No. If no, explain in Question #14 - 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)
City of Newark Recreation and Community Services Activities Guide	August 1, 2012 - November 1, 2012	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 #14 - 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)
http://www.newark.org/departments/recreation-and-community-services/senior/transportation/	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 #14 - Additional Information.*

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

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

13a. Describe your agency’s effectiveness at meeting your planned FY 12-13 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 expended the planned funds? Did you expend more than anticipated?**

We expended all FY 12-13 Measure B Planned Projects Funds projected at \$116,463. We expended \$53,869 of \$79,037 FY 12-13 Measure B Operational Fund Reserves. We did not expend the \$15,807 FY 12-13 Undesignated Measure B Fund Reserves.

13b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

Undesignated Measure B Fund Reserves not expended FY 12-13 have been allocated to our Operational Reserves for FY 13-14 as we are well within our maximum allocation percentage.



13c. If your agency expended more than planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

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