



MEASURE B PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2013-14*

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 included in the 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
Paul Benoit, City Administrator

12/30/2014
Date

X 
Signature
Erick Cheung, Finance Director

12/30/2014
Date



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BICYCLE AND PEDESTRIAN PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

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

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

2. Complete the below contact information.

CONTACT INFORMATION	
Bicycle/Pedestrian Program Agency:	City of Piedmont
Contact Name:	Chester Nakahara
Title:	Public Works Director
Phone Number:	510-430-3061
E-mail Address:	cnakahara@ci.piedmont.ca.us

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

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

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

Complete Table 3 Summary of Planned Projects and Reserve Funds.

The Bicycle and Pedestrian Master Plan was not completed in FY 13/14 as expected. The remaining funds are expected to be used in FY 14/15.
 The Dudley Ave. Sidewalk and ADA Compliance Projects were completed with alternate funding. Funding has been reallocated to two new projects, - Bike Rack Installation and Oakland Ave Bridge Pedestrian Improvements

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

N/A

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

N/A

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

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

N/A

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

Document Type	Time Period	Resolution Date
Facilities Management Plan	Annually (typically in June)	June 17, 2013

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

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

Yes. It was adopted November 3, 2014

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

- Required core elements for **pedestrian plans** are described in the *Toolkit for Improving Walkability in* http://www.alamedactc.org/files/managed/Document/11852/ACTIA_Ped_Toolkit_UPDATE_FINAL_EL_web_2009.pdf
- Alameda CTC is currently developing guidelines that outline required core elements for **bicycle plans**; these guidelines will apply to plans for which plan development commences after guidelines are completed. Until these guidelines are developed, bicycle plans should demonstrate that they contain the core elements from the California Streets and Highways Code Section 891.2 (see link below for a checklist of these items): http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Sec891_2.pdf

Which core elements are included in your agency's Bicycle and Pedestrian Master Plan(s)? Note that links to appendices of the plan document that demonstrate compliance with required core elements may be provided in response to this question.

Please see the adopted Bicycle and Pedestrian Master Plan on the City's website at http://www.ci.piedmont.ca.us/publicworks/docs/planning/bike-ped/final_PBMP_2014-11-03.pdf

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

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

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Piedmont Post	7/2014	Y
Piedmont Post	11/2014	Y

No. If no, explain in the box below.

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

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

Website Address	Confirm Printout Copy Attached? (Y/N)
http://www.ci.piedmont.ca.us/walkbike/	Y

No. If no, explain in the box below.

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

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

Signage Location / Project	Confirm Photos Attached? (Y/N)
City's website for adoption of Bike/Ped Master Plan (see City's website at http://www.ci.piedmont.ca.us/walkbike/)	N – see website

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

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

Scoping, feasibility and planning expenses for the Bike and Pedestrian plan were not as high as expected in FY 13-14, leaving a portion of the FY 13-14 funds for FY 14-15. Two other projects were accomplished using alternate funding sources, leaving their funds available to be allocated to two new Measure B Bike & Pedestrian Program projects.

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

Scoping, feasibility and planning expenses for the Bike and Pedestrian plan were not as high as expected in FY 13-14, leaving a portion of the FY 13-14 funds for FY 14-15. Two other projects were accomplished using alternate funding sources. The funding for these two projects was allocated to two new projects – Bicycle Rack Installation and Oakland Ave Bridge Pedestrian Improvements.

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

N/A

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



LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

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

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

2. Complete the below contact information.

CONTACT INFORMATION	
LSR Program Agency:	City of Piedmont
Contact Name:	Chester Nakahara
Title:	Public Works Director
Phone Number:	510-430-3061
E-mail Address:	cnakahara@ci.piedmont.ca.us

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

- Table 1: Measure B Revenues and Expenditures**
 The values entered into Table 1 must match your agency's audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**

- Table 2: Summary of Expenditures and Accomplishments**
 This table describes actual expenditures and activities incurred for FY 2013-2014 (FY 13-14).

- Table 3: Summary of Planned Projects and Reserve Funds**
 This table describes your agency's plan to expend any remaining Measure B funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

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

The FY 13-14 Paving Project came in under budget. The surplus funding will be used to supplement funding for the FY 14-15 Paving Project and the Annual Paving Project

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

Yes. There were funds available from FY 12-13 that were spent in FY 13-14 along with additional project expenses as listed in Box 4.

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

\$39,000 has been put in Box 11, Undesignated Fund Reserve for future street projects.

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

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

N/A

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

Document Type	Time Period	Resolution Date
Facilities Management Plan	Annually (typically in June)	June 17, 2013
Bicycle and Pedestrian Master Plan	20 year	November 3, 2014

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

Jurisdiction’s Information	
CURRENT POPULATION Refer to the California Department of Finance’s Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls	11,023
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	39.29
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY’S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission’s 2013 PCI Data expected by November 2014	69
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI. <i>Indicate N/A if not applicable.</i>	N/A

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

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

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Piedmont Post	08/2013	Y

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

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

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

Website Address	Confirm Printout Copy Attached? (Y/N)
http://www.ci.piedmont.ca.us/walkbike/	N – see website

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

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

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

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

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

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

The 2013 Pavement Management Program Update and the 2013 Pavement Project were both completed in FY 13-14 as anticipated. The Corporation Yard Paving project originally planned for Measure VRF FY 2013-14 funds was completed using Measure B funding. Various other planned and unplanned projects were also implemented, continuing, and/or completed.

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

Indicate N/A if not applicable.

As the FY 13-14 Paving Project was completed under budget, the unspent funds were transferred to the FY 14-15 Paving Project as well as the Annual Paving Project.

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

The FY 14-15 Paving Project was able to start earlier than anticipated which required transferring some of the FY 14-15 funds to FY 13-14. Some of the excess FY 13-14 Paving Project funds were also transferred to this project to cover some of the FY 14-15 expenses.

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