



# End-of-Year Program Compliance Report

## Reports due December 31, 2012

Agency Name: City of San Leandro

Choose the type(s) of report you are submitting (check all that apply; Tables 1-3 are required)

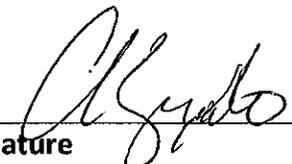
- Annual Program Compliance Report – Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report – Local Streets and Roads Funds
- Annual Program Compliance Report – Mass Transit Funds
- Annual Program Compliance Report – Paratransit Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

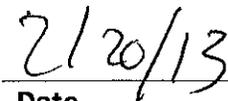
List any additional attachments in the electronic report submittal (check all that apply).

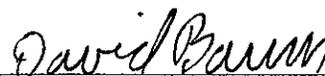
- Attachment A: Bicycle and Pedestrian Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Mass Transit Attachments
- Attachment D: Paratransit Attachments
- Other Attachments (clearly label additional attachments as needed)

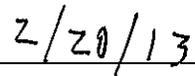
### Certification of True and Accurate Reporting

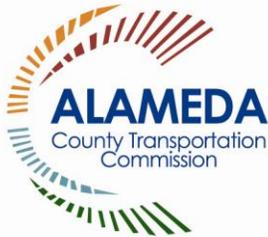
Authorized representatives of the reporting agency (i.e. the city manager and finance manager or their designees) must sign below affirming the compliance information reported are true and complete to the best of their knowledge, and the audited dollar figures matches exactly to the Measure B revenues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

x   
 \_\_\_\_\_  
 Signature  
 Chris Zapata  
 City Manager

  
 \_\_\_\_\_  
 Date

x   
 \_\_\_\_\_  
 Signature  
 David Baum  
 Finance Director

  
 \_\_\_\_\_  
 Date

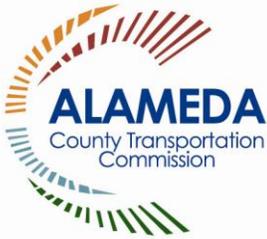


# MEASURE B

# 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.

### TABLE OF CONTENTS

---

#### Reporting Requirements / Guidance Information

End-of-Year Program Compliance Reporting Requirements.....	ii
Submittal Instructions.....	iii
Policy on Timely Use of Funds and Reserve Funds.....	iv

#### Required Submittals (as applicable)

End-of-Year Program Compliance Report Signature Page .....	1
Bicycle and Pedestrian Program Report Summary .....	2
Local Streets and Roads Program Report Summary .....	7
Mass Transit Program Report Summary .....	12
Paratransit Program Report Summary .....	16



# 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.

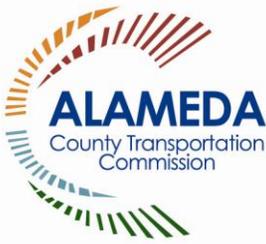
## COMPLIANCE REPORT REQUIRED ENCLOSURES:

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 San Leandro

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**  
Chris Zapata  
City Manager

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

X  
\_\_\_\_\_  
**Signature**  
David Baum  
Finance 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 San Leandro
Contact Name:	Austine Osakwe
Title:	Senior Engineer
Phone Number:	510-577-3486
E-mail Address:	aosakwe@sanleandro.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.**

We have some reserves left over due to the following:

Some of the projects have not yet moved into the construction phase or the construction phase was not completed at the end of FY 11-12. Therefore, part of the total project allocation was not spent in FY 11-12.

Some of the projects, such as the Sidewalk Program, did not cost as much as anticipated. Funds will be used in future years.

Finally, some of the appropriated funds are for projects on hold pending approval of all funds or award of grants along with funds for the City's Bicycle Network (West) Design & Construction.

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.**

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 R 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
12-13 Capital Improvement Program	7/01/12 thru 6/30/13	6/4/12
Bicycle and Pedestrian Master Plan	2011 thru 2016	2/7/2011

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.**

City of San Leandro has not yet adopted a Complete Streets Policy, but plans to adopt the policy in the 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)
Alameda CTC newsletter		N

**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.sanleandro.org/depts/transit/project/currproj2010.asp">http://www.sanleandro.org/depts/transit/project/currproj2010.asp</a>	Y

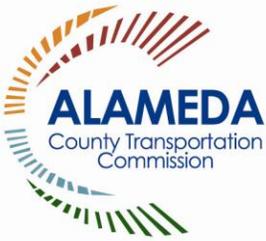
**12. Did your agency use signage that indicates use of Measure B funds for its Bicycle/Pedestrian projects and programs?**

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

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

Signage Description	Photos attached? <i>(Y/N)</i>
Measure B Improvements	Y

**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 San Leandro
Contact Name:	Nick Thom
Title:	Senior Engineer
Phone Number:	510-577-3431
E-mail Address:	nthom@sanleandro.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.**

The City of San Leandro has a Measure B LSR balance greater than zero as of June 20, 2011. This balance is present because a few projects were not completed within the fiscal year, and a few other projects were not as expensive as anticipated.

The Annual Street Sealing 11-12 project was active in FY 2011-12 and carried a \$690k balance forward so that it can be completed in FY 2012-13. Both the Monarch Bay Drive Bridge Repair project and the Bridge Maintenance and Repair project were active in FY 2011-12 but were delayed by permitting and will be completed in FY 2013-14, combined they carry a \$230k balance forward. Although \$308k was budgeted for street rehabilitation this amount was deemed inefficient to bid and that balance will be carried forward and used on the 2012-13 Street Rehabilitation project.

Our Marina Blvd. Street Rehabilitation project and our 2011-12 Annual Sidewalk Program were not as expensive as anticipated, resulting in an end of year balance of \$368k that will be re-allocated to new projects for fiscal year 2012-13.

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)?

Used fund balance to accommodate shortage in 11/12 fiscal year.

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.**

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
12-13 Capital Improvement Program	June 2012	June 4, 2012

- 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 San Leandro has plans to adopt a complete streets ordinance by 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>	85,053
<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>	178
<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>	57 as of 2010, per the report

**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>
<b>Alameda CTC newsletter</b>		N

**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)
<a href="http://www.sanleandro.org/depts/transit/project/default.asp">http://www.sanleandro.org/depts/transit/project/default.asp</a>	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 #14 Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Signs on vehicles, barricades, and posts	Y

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

<p>Table 2 – Summary of Expenditures and Accomplishments:</p> <p>Column M –Other Measure B Expenditures amounted to \$ 188,111 which came from Bike and PED money. It is reported in the Financial audit under Bike and PED as follows:</p> <p style="padding-left: 40px;">Sidewalk repair = 112,201</p> <p style="padding-left: 40px;">Wicks Blvd = 12,537</p> <p style="padding-left: 40px;">Measure B (LSR)= 57,761 (This is old Measure B money designated for Streets and Roads)</p> <p style="padding-left: 40px;">San Leandro Blvd.</p> <p style="padding-left: 40px;">Pedestrian Interface= 1,772</p> <p style="padding-left: 40px;">Bart-Ped. Imprvmt = <u>3,840</u></p> <p style="padding-left: 40px;">Total                      \$188,111 – To answer comment from compliance review under Local Street and Roads for Table 2 Column M.</p>
---

Response to comments in compliance report dated 2/5/2013:

Local Streets and Roads comment 1: Table 1 column B should be \$1,168,567.

Response: This cell has been corrected.

LS&R comment 2: Table 1 column C should only include pass through interest.

Response: This cell has been corrected.

LS&R comment 3: Table 1 column I – clarify the source of the \$188,111 shown.

Response: See response to comment 5.

LS&R comment 4: Table 2 Column H – please describe sidewalk quantities in lineal feet.

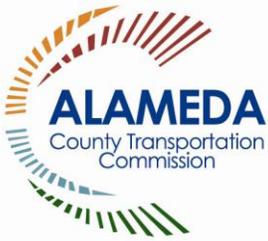
Response: Quantity has been changed to lineal feet.

LS&R comment 5: Table 2 column M – please clarify source of \$188,111 shown.

Response: \$188,111 represents measure B bike and ped money. Value in individual cells represents the sum of columns L and M from bike and ped table 2.

LS&R comment 6: Table 3 needs to allocate full FY 12/13 revenue to the appropriate reserve funds.

Response: Table 3 has been adjusted. All projects are now shown as capital reserve fund projects with the understanding that future year expenditures are counted toward the total funds programmed.



# 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)

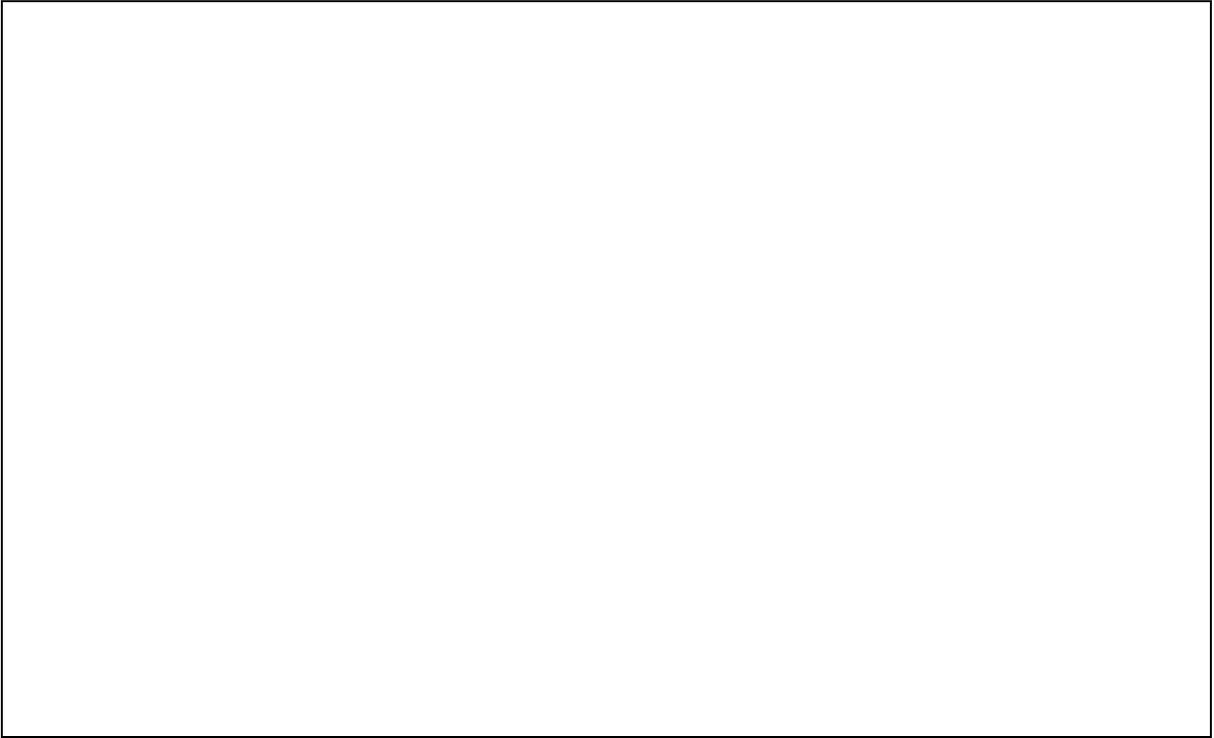
**9. Did your agency use signage that indicates use of Measure B funds for its Mass Transit projects and programs?**

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 San Leandro
Contact Name:	Kimberly Overton
Title:	Paratransit Coordinator
Phone Number:	510-577-7985
E-mail Address:	koverton@sanleandro.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.**

The MB Pass-through ending balance is less than 50% of the anticipated annual Paratransit pass through revenue for FY 2012-13 and is programmed as Operation Fund Reserve.

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)?

NA

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.**

NA
----

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>	\$ 50,342
Customer Service and Outreach Activities	\$ 40,982
Trip Provision <i>(direct or contracted taxis, vans, shuttles, etc.)</i>	\$ 234,069
<b>TOTAL Operating Expenses:</b>	<b>\$ 325,394</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>
16%	8%	99%	1%	0%	17 Minutes

\*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.

Complaints are responded to immediately upon receipt. A complaint log is maintained. Complaint forms are located on the vehicles, but most complaints are made in person or by telephone call. Complaints are valued by staff because they help us to understand how the service is working and where there are problems that we need to address.

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

There were no recurring complaints in FY 2011-12. In response to rider requests, one hour of service per day was added to the Shuttle schedule extending service to 4:00 p.m. This change allows riders to take the last shuttle of the day and attend late afternoon classes at the San Leandro Senior Community Center. Ridership exceeded projections in FY 2011-12 and is projected to continue growing in 2012-13.

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

<b>Number of Registered Riders</b>	<b>Number of Riders Added to Program in FY 11-12</b>	<b>Number of Riders on Wait List</b>	<b>Number of Accidents and Incidents*</b>
280		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)
Recreation and Human Services Department Activity Guide (delivered to every household):	Summer 2011, Fall/Winter 2011-12, Spring 2012.	Yes

**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.sanleandro.org/depts/rec/paratransit.asp">http://www.sanleandro.org/depts/rec/paratransit.asp</a>	Yes

**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.

Signage Description	Photos attached? (Y/N)
Copy of paratransit signage attached. Sign includes	Yes

<p><b>the following statement, "Transportation for Seniors and People with Disabilities. Funded by Measure B." This language is included on vehicles, shuttle stops signs, and all printed material.</b></p>	

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

Our Minimum Service Level (MSL) grant is awarded on a reimbursement basis. The City of San Leandro spends money upfront, and then expects to be reimbursed for the amount spent. For reporting and budgetary purposes, we report our revenue on the date it is received. Therefore, as shown in Table 1, Column F, we have inputted \$70,873; these funds were used for our 2010-2011 Paratransit Program, but the funds were actually received during the 2011-2012 fiscal year. Similarly, we have inputted \$71,293 in Table 1, Column G. These funds were used for our 2011-2012 Paratransit Program, but were actually received during the 2012-2013 fiscal year.